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[https://www.100test.com/kao\\_ti2020/254/2021\\_2022\\_AboutWorkE\\_c96\\_254221.htm](https://www.100test.com/kao_ti2020/254/2021_2022_AboutWorkE_c96_254221.htm) Key Sentences (重点句子) 119.

119. Have you got any experience in advertising? 你有广告方面的经验吗? 120. Do you have any sales experience? 你有销售经验吗? 121. Do you have any practical experience as a secretary? 你有秘书工作的实践经验吗? 122. Yes, I have been working in the Public Relations Section of a company in the past two years. 是的，我在过去的两年中一直在公关部门工作。 123. Yes, I worked in a fashion shop last summer as part-time salesgirl. 有，我曾在一家时装店任兼职售货员。 124. Yes, sir. I have been a secretary in an insurance company. 是的，先生，我一直在一家保险公司担任秘书工作。 125. Although I have no experience in this field, I'm willing to learn. 虽然在这方面我没有经验，但是我愿意学习。 126. I am sorry to say that I have no experience in this field. 很抱歉，我在这方面毫无经验。 127. Would you tell me the essential qualities a secretary should maintain? 你能告诉我，作为一个秘书须具备什么样的重要素质? 128. Well, to begin with, I'd say she needs to be diligent, and the second point is that she has to do a lot of things on her own initiative. Finally, she can make report writing, summary writing, keep minutes at meetings, and so on. Most important of all is that she seems to have a better memory than average. 好的。首先，我认为她必须勤奋。其次，她必须主动做许多事情。再就是，她应会速记和打字，并具有书写报告、提要以及控制和掌握会议时间的能力。其中，最重要的是

比常人更强的记忆力。 129.What have you learned from jobs you have held? 你从以往的工作中学习到什么? 130.Above all, I have learned that what is good for the company is good for me.So I follow the instructions strictly and always keep my boss informed. 我明白做对公司有利的事等于对自己有利, 所以我严格遵从指示并经常向我的主管汇报。 131.What work were you responsible for at your previous work unit? 你在原来的单位负责什么工作? 132.I was responsible for advertising designs. 我负责广告设计。 133.How many employer have you worked for? 你已经为多少个雇主工作过? 134.Only one, since I have been graduated from the university for just over a year. 只有一个, 因为我大学毕业才一年多。 Dialogue A ( I = Interviewer主试人 A = Applicant受试人 ) I : Have you got any experience in advertising? A : Yes, I have been working in the Public Relations Section of a company in the past two years.I plan the advertising campaign and cooperate the work of artists and typographers.Sometimes I have to do the work of a specialist when theres something urgent. I : Do you have any practical experience as a secretary? A : Yes, sir.I acted as a secretary in an insurance company. I : Would you tell me the essential qualities a secretary should maintain? A : Well, to begin with.I would say she needs to be diligent, and the second Point is that she has to do a lot of things on has own initiative.Finally, she can make notes in shorthand and types and has the skills in report writing, summary writ-ing, keep minutes at meetings, and so on.Most important of all is that she seems to have a better memory than average. I : Have you had any experience with computers? A

: Yes , I studied in a computer training program , and can process data through the computer. I : Thats fine.What about operating the fax and duplicators ? A : I can handle them without any trouble. I : What have you learned from jobs you have held ? A : Above all , I have learned that what is good for the company is good for me.So I follow the instructions strictly and always keep my boss informed. I : How often do you work overtime ? A : I worked overtime several times a month. Dialogue B I : Do you have any sales experience ? A : Yes , I worked in a fashion shop as part-time salesgirl. I : What kind of work are you doing now ? A : Im , working as an export sales staff member for a foreign trading company. 100Test 下载频道开通 , 各类考试题目直接下载。 详细请访问 [www.100test.com](http://www.100test.com)