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https://www.100test.com/kao_ti2020/254/2021_2022_Interviewf_c96_254229.htm 561.What can I do for you? 我能帮你什么?

562.Ive worked here as a typist for about a year, and Id like to have a chance of advancement. 我在此已做打字员一年了，我期望一个升迁的机会。

563.I would like to have a chance to get ahead. 我希望有一个提升的机会。

564.Id like to have a chance of a pay raise. 我希望加薪水。

565.What job are you applying for? 你要求做什么工作?

566.Id like a secretarial job in the clerical department. 我希望到办公部门做秘书事务工作。

567.Id like an office job in the personnel department. 我希望到人事部门做办公室工作。

568.Do you understand the duties? 你知道那项工作包括什么?

569.Im not quite sure, but I think it should be typing, filing and answering phones. 我不十分清楚，但我想应包括打字、管理文件和接电话等工作。

570.Im not sure, but I think it should be collecting orders, and sending products. 我不十分清楚，但我想应该包括收集订单和发货物。

571.OK.You have the seniority and I know you can do the job. 好，你具备应有资历，你会把工作做好的。

572.Do you understand probation? 你了解公司的试用期情况吗?

573.Yes, I think so. 是的，我知道。

574.I have 30 days to learn the job, right? 我需要30天来学会新工作，对吗?

575.I have half a year to learn the job, right? 我用半年的时间学新工作，对吗?

576.Thats right. 没错。

577.You can start on the 1st of July, OK? 你可以从7月1日开始，行不行?

578.No problem. 没问题。

579.Ill try my best to learn the new

job. 我将尽力做好新工作。 580.Ill try my best to better the companys position. 我将尽力改善我公司的状况。 Dialogue A (G = Georgia ; H = Harold , personnel manager 人事部经理)

H : Come in.Please sit down. G : Thanks , Mr. Harold.Im Georgia. H : OK , what can I do for you , Georgia ? G : Well , Ive worked here as a typist for about a year , and Id like to have a chance of advancement. H : What job are you applying for ? G : Id like a secretarial job in the clerical department. H : Is your English good enough ? G : I hope so.Im studying English at a language school. H : What about your typing speed ? G : I can type 50 words per minute. H : OK.Georgia , you have the seniority and I know you can do the job.Do you understand probation ? G : Yes , I think so.I have 30 days to learn the job , right ? H : Thats right.You can start on the 1st of July , OK ? G : No problem.Ill try my best to learn the new job. H : Well , good luck.

Notes 注释 1.What about your typing speed ? 你的打字速度如何 ? What about... ? 询问关于.....的情况 , 如 : What about the price ? 价格怎么样 ? 2.Good luck. 祝你好运。 Words and Expressions advancement n.提升 , 提高 secretarial a.秘书的 clerical a.办事员的 , 办公的 seniority n.老资格 , 资历 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