

实用英语之面试英语辅导：关于接待员职务 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/261/2021_2022__E5_AE_9E_E7_94_A8_E8_8B_B1_E8_c96_261027.htm Key Sentences (重点句子)

761.I came about your advertisement for receptionists in the newspaper last week. 我是来应聘你们在上周的报纸上招聘的接待员一职的。

762.Have you worked anywhere else? 我在别处工作过吗?

763.Yes, I've been working in the Beauty Restaurant as a full-time waiter after leaving the occupational school. 有，我从职业学校毕业后一直在美丽饭店当服务员。

764.Here is my resume. 这是我的简历。

765.May I ask why you are interested in working at our hotel? 能否问一下，你为何对我们宾馆感兴趣?

766.Because I think I'm fit for a receptionists job. I'm still learning spoken English, you know. There will be a lot of foreigners to come to your hotel, won't there? 我认为我很适合做接待员，你要知道，我正在学习英语口语，肯定会有很多外国人来你们宾馆的，不是吗?

767.Certainly. 当然会有。 768.When did you study English? 你何时学的英语?

769.When I was a student, English happened to be my favorite subject. After graduation, I went on studying spoken English in my spare time. 我上学时，英语是我最喜欢的课程，毕业后，我在业余时间继续学习英语口语。

770.Do you think if there is still any room for improvement in your spoken English? 你是否以为你的英语口语还有提高的余地呢?

771.Sure, I do think so. 确实，我认为是的。

772.Do you think you have a good command of hotel English? 你精通饭店英语吗?

773.Yes, I think so. 我想我是的。 774.Where do

you work now ? 你现在何处工作 ? 775.I work at Beijing Hotel. 我在北京饭店工作。 776.Can you tell me why you want to leave the present post ? 你能告诉我你为什么要放弃目前的岗位吗 ? 777.For one thing , Im desirous of working with a large hotel like yours.I know your hotel is a five - star - grade hotel with a good reputation both at home and abroad.For another thing , my present post does not involve me much in speaking English.I think I will have more opportunities to use English at your hotel. 其一 , 我想在像你们这样的大宾馆工作。我知道你们宾馆是一家五星级宾馆 , 在国内外享有盛名。其二 , 我目前的岗位让我说英语的机会不多 , 我想在贵宾馆我会有更多机会使用英语。

778.Do you want to work here because you can speak English ? 你是因为能说英语才来我们宾馆的吗 ? 779.No , not just because I can speak English.What I really want is the chance to learn some advanced methods of management from foreign staff members. 不 , 不只是因为会英语 , 我真正希望的是要从外国职员那里学到一些先进的管理方法。 Dialogue A (I= Interviewer主试人 A= Applicant申请人) I : Good morning.Can I help you ? A : Yes.I came about your advertisement for receptionists in the newspaper last week. I : Oh , yes.Wont you sit down ? Whats your name ? A : My name is Anhua Zhao. I : How old are you ? A : Im twenty - four years old. I : Have you worked anywhere else ? A : Yes , Ive been working in the Beauty Restaurant as a full - time waiter after leaving the occupational school.Here is my resume. I : Good.May I ask why you are interested in working at our hotel ? A : Because I think Im fit for a receptionists job.Im still learn - ing

spoken English , you know. There'll be a lot of foreigners to come to your hotel , wont there ? I : Certainly. When did you study English ? A : When I was a student , English happened to be my favorite subject. After graduation. I went on studying spoken English in my spare time. I : I see. Do you think if there is still any room for improvement in your spoken English ? A : Sure , I do think so. But as the old saying goes “ Where there is a will , there is a way. ” I'll do my best to improve my spoken English. I : Well , thats a good answer. Can you tell me why you want to leave your present post ? A : Im desirous of leaving my present employer simply because I see no chance of advancement. I : Do you want to work here because you can speak English ? A : No , not just because I can speak English. What I really want is the chance to learn some advanced methods of management from foreign staff members. I : We believe you would be able to do the job very well. But as you know , we have dozens of applicants to be answered. We cant reach a final decision until we talked to all applicants being asked to come here. A : When can I know whether Im accepted or not ? I : I think well send you a letter by early next month if you are wanted. A : I see. Thank you for your talking with me. I : Thank you , Mr Zhao , for your interest in our hotel. Good luck to you. A : Thank you. Notes 注释 1. Yes , I came about your advertisement for... 是的 , 我是来应聘..... 广告的职业的。 这里用 came 过去时多 , 用 have come 现在完成时少。 虽然是刚刚来到 , 但 come 这一动作已结束 , 所以用过去式。 2. But as the old saying goes “ Where there is a will , the is a way. I'll do my best to improve my spoken English. 但正如一句老话

所说：“有志者事竟成”，我将尽力提高我的英语口语。

3. I'm desirous of leaving my present employer simply because I see no chance of advancement. 我离开现在的雇主，仅仅是因为我看不到有提升的机会。 4. But as you know, we have dozens of applicants to be answered. 但你也知道，我们还有几个应征者要面谈。 5. We can't reach a final decision until we talked to all applicants being asked to come here. 我们要在所有被请来面试的都面谈之后，才能做出最后的决定。 6. When can I know whether I'm accepted or not? 我什么时候才能得知我是否被录用了？ 7. ...if you are wanted. 如果你被录用的话。 8. Good luck to you. 祝你好运。

Words and Expressions receptionist n. 接待员
occupational a. 职业的 occupational school 职业学校
spare a. 空闲的 five-star-grade 为复合词，五星级的，其他如： a three-thousand-word article 一篇三千字的文章 the eighth five-year plan 第八个五年计划
reputation n. 声誉，声望 of good reputation 有名望的 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