

实用英语之面试英语辅导：关于秘书职务 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_261031.htm Key Sentences (重点句子)

662. What sort of responsibilities does this secretarys job involve? 贵公司的秘书工作有哪些职责?

663. This job is handling routine tasks, such as typing letters and documents, receiving visitors, answering phone calls and so on. 这项工作要处理日常常规工作, 如打印信件和文件、接待来客、接电话等等。

664. I think Ill get familiar in no time. 我想我很快会熟悉的。

665. Moreover, how is your English ability? Do you think you could handle telephone calls in English? 此外, 你英语水平如何? 你能用英语打电话吗?

666. I think I can. My English scores were always on the top three of my class of 40 at school. 我想我能, 我的英语成绩在我班40名同学中一直是前三名。

667. I am afraid you cant file in English. 恐怕你不会用英语处理文件。

668. But Id be glad to learn, sir. 但我很愿学, 先生。

669. I see in your application that youve several years experience in secretarial work. What kind of work were you doing at your previous employers company? 从你的申请材料中看出你有多少年秘书经历, 你在以前的公司做什么工作?

670. I was in charge of the office in a general way. I supervised three other girls and also took care of the companys correspondence. 我负责一般日常工作。我督导其他三位女职员, 我还负责处理公司的函件。

671. Did you take shorthand and do all the typing? 你工作中用速记吗? 是否承担所有打字任务?

672. I typed all the letters that went out of the

office. I was the only one there who could take shorthand. 办公室发出的函件都由我打。我是办公室中唯一会速记的人。

673. How is your shorthand? 你的速记速度如何? 674. I can take dictation at ordinary speed. 我能听写记录正常速度的口授。

675. What courses have you taken in English Secretarial Studies? 你在英文秘书方面修了哪些课程? 676. I've taken such courses as

secretarial principles, office administration, business English, public relations, etiquette study, psychology, computer programming, typing, stenography, and file-keeping. 我修了秘书原理、办公管理、商务英语、公共关系学、礼仪学、心理学、计算机编程、打字、速记和档案管理。

677. Can you operate any office machines? 你能操作办公设备吗? 678. I can type 60 words per minute, and take dictation in English at 100 words per minute. 我每分钟能打60个字, 每分钟可用英文记录口授100字。

679. I can operate a facsimile machine and a photostat. 我会操作传真机和复印机。

680. Where have you learned how to operate these machines? 你是在哪里学会操作这些机器的?

681. I learned how to operate them at ABC Company. I worked there for nearly two years. 这是在ABC公司学会操作这些机器的, 我在那儿工作了近两年。

Dialogue B (I= Interviewer 主试人 A= Applicant 申请人) A: May I come in? I: Yes, please. A

: How do you do, sir? I'm Shuijing Cai. I've come for an interview as requested. I: How do you do, Miss Cai? I'm Hongwei Guo

, the office administrator, please take a seat. A: Thank you, Mr. Guo. I: Now let's get down to talk. First of all, would you please say something about yourself and family? A: It's my pleasure to do so. I

come from Dongguan city. My father is the manager of an import and export company in Dongguan and my mother works as a doctor in a hospital. I have an elder brother. He is in the army. I am twenty-one years old. In 1992, I passed the National College Entrance Examinations and was admitted into Guangzhou Institute of Foreign Languages as an English Major. I specialize in English Secretarial Studies.

I : What courses have you taken in English Secretarial studies ? A : Ive taken such courses as secretarial principles, office administration, business English, public relations, etiquette study, psychology, computer programming, typing, stenography and file-keeping.

I : How are your typing and shorthand skills ? A : I can type 60 words per minute, and take dictation in English at 100 words per minute.

I : Id like to try you out. Heres a pencil and a pad. Please take this letter : Johnson Trading Company, Sixteen Regent Street. Now if you dont mind, would you type up your dictation on that typewriter ? A : Not at all, sir. (preceed to typing) Here you are, Mr. Guo.

I : Thanks. Humm, pretty good. No mistakes and very fast, too. But can you operate any other office machines ? A : Yes. I can operate a facsimile machine and a photostat.

I : Where have you learned how to operate these machines ? A : I learned how to operate them at Foreign Trade Corporation of Guangdong Province last summer. I worked there for nearly two months.

I : Oh, really ? A : Yes, it was a very helpful experience.

I : What did you work there, office work ? A : Yes, mostly office work and sometimes running errands.

I : Oh, very good, very good. Youve had some practical

experience in office work. By the way , have you had any experience as a guide ? A : Well , not exactly. But I have shown some of my foreign teachers around Guangzhou and the Pearl River Delta as well. I : Once in a while well organize the members of this club to sightseeing around Guangzhou and the Pearl River Delta and I would like to be able to ask my secretary to take them to go sightseeing when there is not much to do in the office. A : I think I would like that. I : Fine. You are the very person we want. A : Thank you , sir. I : What salary would you expect to get ? A : As for salary , I leave it to you to decide after experience of my capacity. I : Well , I believe we can offer you 2 , 500 yuan a month at the start. Would that be satisfactory ? A : Yes , I am quite satisfied. That would be more than I have expected. I : What date can you start to work ? A : I wont be able to leave the institute until I get my diploma at the end of this month. How about early next month ? I : Thatll do. Please come in on August 1st. Working hours are from eight to twelve in the morning and from two to six in the afternoon. We usually work for five days a week , but occasionally we have to work overtime. A : Yes , sir. I : Ill see you on August 1st then. Thank you very much for coming today. Itll be a pleasure to have you here. A : Thank you , Mr. Guo. Im sure Ill enjoy working here , too. I : I hope so. Good-bye. A : Good-bye. Notes 注释

1. Lets get down to talk , first of all..... 让我们开始谈吧 , 首先...
2. In 1992 , I passed the National College Entrance Examinations and was admitted into Guangzhou Institute of Foreign Languages as an English major. I specialize in English Secretarial Studies , 1992年

我通过了高考，录取到广州外国语学院主修英语，我专攻英语文秘。 3.I would like to try you out. 我想考一考你。 4.Please take this letter : Johnson Trading Company , Sixteen Regent Street. 请记录这封信：摄政街16号，强臣贸易公司... 5.Yes , mostly office work and sometimes running errands. 是的，大部分是办公室工作，可有时跑外勤。 6.Well , not exactly.But I have shown some of my foreign teachers around Guangzhou and the Pear River Delta as well. 嗯，不算真有，但我曾经带过我的一些外籍教师游览过广州市和珠江三角洲。 7.Once in a while we11 organize the members of this club to sightsee around Guangzhou and the Pearl River Delta and I would like to be able to ask my secretary to take them to go sightseeing when there is not much to do in the office. 我们偶尔会组织本中心的会员游览广州市和珠江三角洲，在办公室没多少事干的时候，我希望能叫我的秘书带他们去游览观光。

Words and Expressions administrator n.行政官员，管理官员 office administrator 办公室主任 first of all 首先 admit v.允许进入，录取 be admitted into 被...录取 etiquette n.礼仪，格式 stenography n.速记法 pad n.便笺簿 regent n.摄政王 Sixteen Regent Street 摄政街16号 facsimile machine 传真机 photostat n.v. 复印，复印机 errand n.差使，使命 run errands 出差，跑腿 go an errand 出差，跑腿 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