

国际商务英语综合教程：第十一课 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/271/2021\\_2022\\_\\_E5\\_9B\\_BD\\_E9\\_99\\_85\\_E5\\_95\\_86\\_E5\\_c85\\_271675.htm](https://www.100test.com/kao_ti2020/271/2021_2022__E5_9B_BD_E9_99_85_E5_95_86_E5_c85_271675.htm) 带领新人 Showing a Newcomer Around Jennifer所掌管的业务部今天来了一位新人，Emily Morrison，负责英文的数据文件。按照惯例，新人上班的第一天，主管必须带她认识一下新环境，及其它同事。这些事有什么技巧呢？我们看Jennifer怎么说。

----- 英文正文

----- Good morning, Miss Morrison. I hope you didnt have too much trouble with rush hour traffic. Why dont I show you around first? Heres your desk. My office is behind you and to the left. Your computer terminal is linked to the departments mainframe. By typing in the password "0716", you can have access to any file youd like to see or compile. If you arent aware, we offer a one-day new employee workshop. My associate, Michelle Lo, is in charge of in-service training, so shell be explaining Actions employee benefits and the day-to-day operations of this department. I hope all of this isnt too overwhelming. Were a friendly bunch around here, so dont hesitate to ask questions.

----- 中文翻译

----- Morrison小姐，早！我希望你在交通尖峰时间通车，

不会太麻烦。让我先带你四处看看！这就是你的座位；我的办公室就在你左后方。你的计算机(终端机)和部门的主机已经联机，只要打密码0716，便可以进入任何一个你想看看或处理的档案。你大概不知道，我们公司设有为期一天的新进人员研习会。我的同事Michelle 罗，负责这项在职训练，她会向你说明本公司员工有那些福利，以及本部门的例行工作。我希望我一下子讲那么多，不会让你觉得不清楚。我们这里的人都很友善，你要有什么问题，尽管提出来。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)