

商务英语BEC中级口试综合指导（二）PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/448/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_448839.htm 第二课时 第一讲

Introduction to BV Speaking format conversation presentation discussion criteria pronunciation vocabulary #159. Working experience#159. Studying the job advertisementŸ. Finding out about the company Before you go for an interview, you must make preparations so as to face the interviewer with more confidence. They include studying the job advertisement, finding out about the company, preparing yourself psychologically, etc. Firstly, you should study the job advertisement carefully so that you can match your knowledge, skills and abilities with the specifications required for the post. You must assure the interviewer that you have all the qualifications required, so you are the right sort of person they are looking for. Secondly, you should know more about the company, such as its profile, structure, existing problems, requirements, campaigns and future plans. As a Chinese saying goes: “ know the opponent and know yourself, and you can fight a hundred battles without defeat. ” Finally, you should also prepare yourself psychologically and this will help you combat stress. Rehearsing the interview with your friends, for example, is a good relaxation exercise that can install confidence in you. Presentation Discourse Management 1. Opening Sentence Well, I ’ d like to make a short/brief/mini/one-minute presentation on the topic... 2. Body （一般讲2-3个要点，根据语速和知识点调整） First,...Second

....Third,... 3. Closing Sentence Anyway, that ' s why I think so. Thank you very much. Thank you for taking your time. Thank you for listening. 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