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PART 2: Mini-presentation A: WHAT IS IMPORTANT WHEN

...? Selecting applicants for a job ? Working experience ? Personal

qualities Sample 1 I choose topic A-what is important when

selecting applicants for a job. As to this topic, as far as I am

concerned, there are 3 things to consider. First, I think working

experience is very important when selecting applicants. Applicants

who have already had the work experience in the relevant fields will

learn the new job easier and quicker. And it will also save the

company a lot of training fees if the applicant has related experience.

Second, we must consider the personal qualities of the applicants,

such as personality and health. Companies tend to employ people

whose character fits a special job. For example, consulting company

tends to employ applicant who is analytical and knowledgeable, but

advertising agents like their employees to be energetic and creative.

Third, I believe language is of great importance when selecting

applicants. Nowadays, we do business with people from all over the

world. Always we buy goods from Africa, and sell our electronic

product to Europe . a foreign language especially English is needed if

the company wants to expand to the world. Applicants who can

speak one or more foreign languages will have a better chance to get

the job. Sample 2 As we all know, the criteria used by HR

professionals in screening and selecting applicants normally include

such factors as working experience, personal qualities and communicative skills. Firstly, we pay a lot of attention to working experience of the applicant. A person with a solid record of related experience is more likely to fit in with a new company. Therefore he or she can be trusted to fulfill the tasks and solve the problems in a more professional and competent way. In addition to this, we also look at the personal qualities of the applicant. Does he or she have integrity, perseverance or 'can-do' spirit? Surely any organization can benefit from the reliability, devotion and enthusiasm of its employees. Finally, good communicative skills such as interpersonal skills and team spirit are also becoming an important precondition in selecting qualified employees.

B: WHAT IS IMPORTANT WHEN ...? Preparing for a job interview ? Studying the job advertisement ? 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, Id 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, thats 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

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