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https://www.100test.com/kao_ti2020/498/2021_2022__E5_85_AC_E5_85_B1_E8_8B_B1_E8_c88_498423.htm 12.Job 1)常用句子 Im looking for a job.Are there any vacancies?我在找工作，有空缺吗? Im badly in need of employment.Is it possible to find one here? 我极需就业，这儿有可能找到工作吗? Are there any positions vacant in your firm?贵公司有职位空缺吗? Can you fix me up with a secretarial job?你能不能给我安排一个秘书工作? Id like to know if you need any temporary interpreter.不知你们有没有临时口译的空缺。 Are you familiar with that sort of work?你熟悉那种工作吗? What sort of experience have you got?你有哪方面的工作经验? What salary do you expect per month?你希望每月得多少薪水? Actually I was trained for that sort of job.实际上我受过那种工作的训练。 I got a degree in literature and took a course in typing. 我获得文学学位还通过了打字课程。 Ive had five years experience of office work.我有五年从事办公室工作的经验。 Ive been doing the same job in another company.我一直在另一家公司里做同样的工作。 I think my training and experience have put me in with a chance. 我想我受过的训练及工作经验使我有可能会胜任这项工作。 I prefer something in the restaurant line.我喜欢饭馆行业的工作。 Id like a good-paying job with excellent hours.我想要一个薪水优厚、工作时间非常合适的工作。 2)常用对话 Job Sally: Id like to apply for a secretarial position. Mr. Allen. Very well. Do you know any shorthand? Sally: No, but I can write very fast. Mr. Allen: Can you use a typewriter and other office machines?

Sally: No, but I'd be glad to learn how to use them. Mr. Allen: Yes. I see. This is a permanent position. Can you work every day from nine to five? Sally: Oh, no. I'm a student at the university and I have to study most of the time. I can only work part-time. Mr. Allen. I couldn't possibly hire you. You can't take shorthand, you can't type and you can only work part-time. Why did you apply for a permanent secretarial position? Sally: Well, I thought you might be able to arrange something special for your daughter, Dad.

3) 常见短文 Work and Careers Sometimes we say that someone we know is "a square peg in a round hole". This simply means that the person we are talking about is not suited for the job he is doing. He may be a bookkeeper who really wants to be an actor or a mechanic who likes cooking. Unfortunately, many people in the world are "square pegs". They are not doing the kind of work they should be doing, for one reason or another. As a result they probably are not doing a very good job and certainly they are not happy. Choosing the right career is very important. Most of us spend a great part of our lives at our jobs. For that reason we should try to find out what our talents are and how we can use them. We can do this through aptitude tests, interviews with specialists, and study of books in our field of interest. There are many careers open to each of us. Perhaps we like science. Then we might prepare ourselves to be chemists, physicists, or biologists. Maybe our interests take us into the business world and such work as accounting, personnel management or public relations. Many persons find their place in government service. Teaching, newspaper work, medicine, engineering these and many other fields

offer fascinating careers to persons with talent and training. 100Test
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