

英文面试常见问题应答(2) PDF转换可能丢失图片或格式，建议阅读原文

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A : (I like) people who possess the "can do" spirit. (有"实际行动"的人。)

Q : What leadership qualities did you develop as an administrative personnel ? (作为行政人员，你有什么样的领导才能?)

A : I feel that learning how to motivate people and to work together as a team will be the major goal of my leadership. (我觉得学习如何把人们的积极性调动起来，以及如何配合协同的团队精神，是我行政工作的主要目标。)

A : I have refined my management style by using an open-door policy. (我以开放式的政策，改进我的行政管理方式。)

Q : How do you normally handle criticism ? (你通常如何处理人的批评?)

A : Silence is golden. Just dont say anything. otherwise the situation could become worse. I do, however, accept constructive criticism. (沈默是金。不必说什么，否则情况更糟，不过我会接受建设性的批评。)

A : When we cool off, we will discuss it later. (我会等大家冷下来再讨论。)

Q : What do you find frustrating in a work situation ? (在工作中，什么事令你不高
兴?)

A : Sometimes, the narrow-minded people make me frustrated. (胸襟狭窄的人，有时使我泄气。)

A : Minds that are not receptive to new ideas. (不能接受新思想的那些取。)

Q : How do you handle your conflict with your colleagues in your work? (你如何处理与同事在工作中的意见不和?)

A : I will try to present my ideas in a more clear and civilized manner in order to get my points across. (我要以更清楚文明的方式，提出我的看法)

，使对方了解我的观点。) Q : How do you handle your failure ? (你怎样对待自己的失败?) A : None of us was born "perfect". I am sure I will be given a second chance to correct my mistake. (我们大家生来都不是十全十美的，我相信我有第二个机会改正我的错误。) Q : What provide you with a sense of accomplishment. (什么会让你有成就感?) A : Doing my best job for your company. (为贵公司竭力效劳。) A : Finishing a project to the best of my ability. (尽我所能，完成一个项目。) Q : If you had a lot of money to donate, where would you donate it to ? Why ? (假如你有很多钱可以捐赠，你会捐给什么单位？为什么?) A : I would donate it to the medical research because I want to do something to help others. (我会捐给医药研究，因为我要为他人做点事。) A : I prefer to donate it to educational institutions. (我乐意捐给教育机构。) Q : What is most important in your life right now ? (眼下你生活中最重要的是什么?) A : To get a job in my field is most important to me. (对我来说，能在这个领域找到工作是最重要的。) A : To secure employment hopefully with your company. (希望能在贵公司任职对我来说最重要。) Q : What current issues concern you the most ? (目前什么事是你最关心的?) A : The general state of our economy and the impact of China entry to WTO on our industry. (目前中国经济的总体情况以及中国入世对我们行业的影响。) Q : How long would you like to stay with this company ? (你会在本公司服务多久呢?) A : I will stay as long as I can continue to learn and to grow in my field. (只要我能在我的行业力继续学习和长进，我就会留在这里。) Q : Could you project what you

would like to be doing five years from now ? (你能预料五年后你会做什么吗 ?) A : As I have some administrative experience in my last job, I may use my organizational and planning skills in the future. (我在上一个工作中积累了一些行政经验 , 我将来也许要运用我组织和计划上的经验和技巧。) A : I hope to demonstrate my ability and talents in my field adequately. (我希望能充分展示我在这个行业的能力和智慧。) A : Perhaps, an opportunity at a management position would be exciting. (也许有机会 , 我将会从事管理工作。) 如果不愿正面回答 , 也可以说 : It would be premature for me to predict this. (现在对此问题的预测 , 尚嫌过早。) 甚至还可以打趣的说 : Hypothetically speaking, I might be able to do your current job as a director. (或 CEO 或 president) ((说不定 , 我也能做你现在主任的工作呢 !) Q : What range of pay-scale are you interested in ? (你喜欢那一种薪水层次标准 ?) A : Money is important, but the responsibility that goes along with this job is what interests me the most. (薪水固然重要 , 但这工作伴随而来的责任更吸引我。) A : 假如你有家眷 , 可以说 : To be frank and open with you, I like this job, but I have a family to support. (坦白地说 , 我喜欢这份工作 , 不过我必须负担我的家庭。) 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