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https://www.100test.com/kao_ti2020/557/2021_2022__E5_8F_8C_E8_AF_AD_EF_BC_9A_E6_c96_557608.htm 怎样与同事相处-乐于助人 Office protocol can make it different for one employee to ask another for help. While no one likes the shirker who never seems to be able to quite get his own projects finished and turns helplessly to peers for assistance, most will willingly volunteer to lend a hand to someone who has helped him or her。对于同事间寻求帮助，办公室内的礼节往往起着重要的作用。往往没人愿意帮助那种老是无法完成自己工作，爱偷懒的人；而大多数人还是乐意主动地帮助那些曾经也帮助过自己的同事。 If you know a coworker is working through lunch to collate a large client packet, your volunteering to stay and help will be gratefully received and most often returned when it ' s you who is stuck. I say voluntarily because your offer is not to add up paid overtime hours. It is to help a peer in need。我要收藏 如果知道同事午饭时间还一直忙着校对客户的文件，您主动提出留下来帮助他，会得到他的感激，在你遇到同样的情形时，会得到他的回报。我所指的主动，是因为您的协助是没有加班费的。属于助人于困难时机。 If your offer is accepted, you do not, however, store it away in your mental favor bank or ever remind everyone what a good person you were for helping-----you simply hope the favor will be returned when it ' s you who is overloaded。一旦你的好意被接受，不要刻意地老记着或提醒每个人您曾如何地帮助过他们--在你遇到力不从心的情况下总会有人回报你的。新雇员应该如何称

呼同事？ Every office has its own protocol for who is called by his or her first name and who is called by his or her title. New employees should follow suit, after listening carefully to how people are addressed。 对于男女同事的名称或职位的称呼，各个公司有不同的规矩。新雇员应该注意他们相互如何称呼而效仿。 If yours is a "title" office, but you call your boss Charlie when meeting alone, you should still call him Mr. Dodd when others are around。 如果您的公司规矩是称呼职位，那么在单独会见时，您可以直呼老板查理，而有其他人在场时，应称其多迪先生。 If yours is an informal office, you still should wait for the other person to say, "Please call me Jim," before doing so, if he has been introduced to you as "Mr. Culyer." 如果您的公司比较随便，您最好还是等到别人把“库叶先生”介绍给您后再如此称呼。在此之前，你还是要等他对你说：“请叫我Jim吧。”

Everyone, no matter whether the office is formal or informal, has a name. No assistant should ever be referred to as "my girl." She is, if a possessive must be used, "Charlene Walter, my assistant," or "Angela Badalato, my assistant." 无论公司是否有规矩，每个人都有称呼。不是每个经理助理都可以用类似“姑娘”的昵称。如果必须说明所属关系，则应如此介绍：她是Charlene Walter，我的助理，或我的助理 Angela Badalato。 Say Good-Bye 职场上如何道别？ 会话篇 Section A Steven: Well. I have an appointment now。 Lily: I ' m in quite a hurry too。 Steven: Good to see you. Goodbye。 Lily: Goodbye. Take care of yourself。 Section B Lily: I guess I ' d better go now。 Steven: I ' ve got to be going now too。 Lily: In that case, I ' ll be seeing you。 Steven: So long. See you later

。 Section C Steven: It ' s getting late, and I have to go now。 Lily: We ' re sorry you have to leave。 Steven: Please excuse me, won ' t you? Lily: Certainly. Come back soon。 Section D Lily: I ' m glad to have met you。 Steven: Thank you. It was nice to have seen you。 Lily: I hope we can get together again。 Steven: Yes. I ' ll be looking forward to it。 Section E Steven: I think I have to leave now。 Lily: Must you go soon? Steven: I ' m afraid I really have to 。 Lily: Well, it was fun to get together again。 句型篇 I have a meeting soon。 I have an engagement soon。 I have an engagement very shortly。 I have an date very shortly。 I think I ' d better go now。 I think I should go now。 I think I ought to go now。 I think I must go now 。 It ' s getting dark。 It ' s getting dark outside。 I ' ve to go quite soon。 I must go quite soon。 I must leave quite soon。 I ' ve got to go leave in a few minutes。 It was fun to get together again。 It was exciting to get together again。 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