

秘书从业经验：职场不做办公室的GossipGirl秘书资格考试
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https://www.100test.com/kao_ti2020/645/2021_2022__E7_A7_98_E4_B9_A6_E4_BB_8E_E4_c39_645285.htm id="FWM"> 陈豪在北京的ABC美国公司工作，他在走廊上遇到了美国同事Amy。
(Office ambience) C：Amy,你还有两分钟时间吗？我有点事儿想请教你。 A：Yes,but lets step into my office so we dont disturb anyone else.What is it? C：今天，信息技术部的一个同事被老板叫去训了一顿，说他整天聊天儿。老板还说，你是来工作的，不是来社交的。 A：Iagree.After all,that is what we are paid for and people whom is use company time are wasting company money. C：可是，我记得你告诉过我，应该跟同事搞好关系。 A：I did.And one of the ways to do that is to engage in small talk or"chit-chat,"as we say.You need to talk to your colleagues about things other than work. C：聊工作以外的事儿？那我就更糊涂了。可老板说这是浪费工作时间啊。 A：Its not wasting time if you do it at the appropriate times. C：那什么才是合适的时间呢？ A：Basically,at the beginning of the day when everyone is getting their tea or coffee and starting to settle in.during breaks and at lunch.The end of the day is another good time to chat. C：早上上班和中午吃饭的时候还好，可下班前大家都赶着回家，根本没人理我啊。 A：ChenHao,I know this is important,but can we talk after work?I have a project to complete before the end of the day. C：那好，一会儿见。 ***** MC：陈豪跟Amy同路回家。 C：今天我特别注意了一下，发现很多人上班时间都在聊天。 A：Often people who have just competed a project or an

assignment, need a break. They don't always consider that their colleague may be in the middle of something and doesn't have time to talk. C : 在这一点上, 我自我感觉做得还不错。每次来找你, 我都会先问你有没有时间。还有其他什么要注意的吗? A : Location is important. Pay attention to where you are so that you don't disturb the people who are working. C : 什么地方才不会干扰到别人呢? A : A place like the break room or an office with a door will give you privacy as well as prevent others from being distracted by your conversation. C : 还有其他注意事项吗? A : Yes. We haven't talked about one of the most important-what you talk about. C : 聊天的内容还有规矩啊! A : Small talk should not be viewed as a time to get personal and pry into people's private lives. Nor should it be a time to spread gossip. C : 所以一是不能打听别人的隐私, 二是不要散布小道消息。好, 我知道了。谢谢你, Amy. 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