

职场达人：面试时需要注意五个雷区实用英语 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/645/2021_2022__E8_81_8C_E5_9C_BA_E8_BE_BE_E4_c96_645085.htm Be professional.

Looking businesslike is the first step to acting businesslike, and people will take you more seriously if you are well-groomed. This also applies to body language, so always make eye contact and keep good posture, or you may appear to lack confidence。 (表现职业化。衣着职业化是体验你是否专业的第一步，如果你注意修饰的话，人们对待你总是更认真一些。这还适用于肢体语言，要经常和别人进行眼神交流并保持好的身体姿势，否则看起来象没有自信的样子。) Make it personal。 我要收藏 Remember people ' s names and they will remember you. Do everything you can to avoid addressing a message “ Dear Sir/Madam ” . Remember that business is about building relationships。 (针对个人。记住别人的姓名同时别人也会记得你。尽量不要使用“亲爱的先生/女士”这样的称呼。记得商务的本质就是建立一种关系网。) Be formal but not stiff。 If you are too formal, people won ' t be at ease around you. Act too casual and people may not take you seriously. Aim for the middle ground! (正式而非拘谨。如果你表现的太正式了，别人呆在你身边就觉得很不自在。表现的太过随便，人们又可能不认真对待你。表现要适当！) Be clear and concise。 Get to the heart of the matter quickly and don ' t waste words. On the other hand, don ' t assume that the person you ' re talking to knows who you are and why you are contacting them - they may need a reminder

and some background。 (清晰而简明。直接阐明问题的关键而非转弯抹角。另一方面，别期待和你谈话的人一上来就知道你是??并知道你是为何而来他们需要一些提示及背景情况的了解。) Keep quiet! Communication is a two way street. Listen to the opinions of others, don ' t interrupt people when they are speaking, and don ' t ignore criticism. Also, people will be more willing to listen to you if they see that you ' re listening to them! (保持安静！交流是双向的事。耐心听别人的意见，别人说话时不要打岔。 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