

职场英语：欢迎与介绍新人 PDF转换可能丢失图片或格式，  
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[https://www.100test.com/kao\\_ti2020/645/2021\\_2022\\_\\_E8\\_81\\_8C\\_E5\\_9C\\_BA\\_E8\\_8B\\_B1\\_E8\\_c96\\_645945.htm](https://www.100test.com/kao_ti2020/645/2021_2022__E8_81_8C_E5_9C_BA_E8_8B_B1_E8_c96_645945.htm) Key terms 1. to run the place to be in charge or handle day to day activities to ensure things run smoothly. Someone who runs the place is usually in a position of authority. however, secretaries and receptionists can be said to run things as they make and know schedules and are usually relied upon to handle or fix office machinery, etc 经营公司 2. to pick someone 's brains to ask questions and get information from someone 向... ..请教 3. to dot the i's and cross the t's to put precise finishing touches on something. to fill in all the particulars 仔细检查 4. cubicle a small compartment within an office that is a workspace for one person 隔间 5. set up to configure or organize something so it can function 设定 6. to give someone the rundown on (something) to give someone a summary or point by point explanation of a particular topic 概述 7. at the moment right now 目前 8. a wealth of information a great source of information on a topic 通晓 9. getting one 's feet wet just beginning a new job, task, project, etc. The phrase alludes to wading into water: the first thing to get wet is your feet 初尝某事 10. to get up to speed slang, to show someone what he or she needs to know in order to begin work. In a sense, to catch up to the knowledge the rest of the team already has 进入状态 ; 了解 Katharine is being introduced to her coworkers by her supervisor, Jacob Smith, on her first day of work. . Jacob: You might have met Barbara Polley on your way in. She 's our receptionist and

she ' ll tell you who ' s in, who ' s out, where to find us . . . she pretty much runs the place. Barbara: Hi, Katharine. Katharine: Nice to meet you, Barbara. Jacob: And this is Jason Smollet, another research assistant here. You ' ll probably end up working together a lot of the time. He ' s a good person to go to with questions or problems, before you ask someone else. Jason: Welcome to ABC Tech, Katharine. Katharine: Thank you, it ' s a pleasure to meet you. Maybe I can set up a time to pick your brain? Jason: Any time. I know it can be confusing around here at first! Jacob: And that ' s Samantha Barnet, our Human Resources Manager, just walking in. She ' ll probably be coming around to help you set up your paperwork, right Samantha? Samantha walks over. Samantha: Good morning, everybody. Welcome, Katharine. Yes, I ll come by later today to make sure we ve dotted the i s and crossed the t s. Jacob: Thanks, folks. Now, Katharine, lets go to your cubicle. Katharine: OK nice to have met all of you! Jacob: And here is where you ll be working. Barbara will come to show you how to set up the telephones and give you the rundown on the computer, passwords, and anything else you need to know to get going. I think I ll call her now so you can get started. Is that alright? Do you have any questions? Katharine: No, not at the moment, thanks. Im happy to get started.

Sample Sentences A. Introductions

1. Let ' s get acquainted with the rest of the team.
2. Katharine, meet Barbara, our receptionist.
3. Katharine, Barbara. Barbara, Katharine. Katharine is our new research assistant.
4. I don ' t believe you ' ve met Lance yet. Lance is an analyst.
5. I ' d like you to meet Jason, a senior

analyst. Jason is a wealth of information on 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](http://www.100test.com)