

英语面试环节：如何进行开场白 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_8B_B1_E8_AF_AD_E9_9D_A2_E8_c96_645988.htm 开场白 BRIEF

INTRODUCTION 简介 开场白 (prolusion) 有可能决定整个面试的基调。所谓“前三分钟定终身”，即你给面试考官的第一印象，从言谈举止到穿着打扮将直接影响到你被录取的机会。要彬彬有礼，但不要显得过分殷勤；要大方得体，不要拘谨或过分谦让。还有，应试者需要注意的是，虽然对方为了缓和紧张气氛会问几个轻松的问题，但回答问题时一定要礼貌，答案要抓住重点，和面试无关的话不要说，尽量考虑对方最想知道什么。 BASIC EXPRESSIONS 基本句型表达

1) May I come in? 我可以进来吗？ 2) How are you doing, Mrs. Smith? 你好，史密斯女士。 3) Excuse me. May I see Mrs. Smith? 对不起，我可以见史密斯女士吗？ 4) Miss Wu? Will you come in please? Take a seat. 吴小姐，请进，坐下吧。 5) I have come here for an interview by appointment. Nice to meet you. 我是应约来面试的，非常高兴见到你。 6) I am coming for an interview as required. 我是应邀来面试的。 7) Did you have any difficulty finding our company? 找到我们公司困难吗？ 8) How do you think of the weather today? 你认为今天的天气如何？

CONVERSATIONS 会话 (A=Applicant I=Interviewer)

Dialogue 1 A: May I come in? I: Yes, please. A: How are you doing, Madam? My name is Wujing. I am coming to your company for an interview as requested. I: Fine, thank you for coming. Mr. Wu, Please take a seat. I am Anne Smith, the assistant manager. A: Nice to

see you, Mrs. Smith. I: Nice to meet you, too. A: 我可以进来吗? I: 请进。 A:你好,夫人。我叫吴京,我是应邀来贵公司面试的。 I:好的,谢谢你过来。吴先生请坐,我叫安妮·史密斯,是经理助理。 A:非常高兴见到你,史密斯女士。 I:我也很高兴见到你。 Dialogue 2 A: OK, Mr. Wu. You may come in. I'm Anne Smith and on my right, my colleague, Anna Duncan, and on my left, Angela Lamb. Do please sit down. I: Thank you. Good afternoon Mrs. Smith, Miss Duncan, Miss Lamb. A: Your English is fluent. I: Thank you. A: How do you think of the weather today? I: I don't like the weather like this. Cold and rainy. Hope it become sunny as soon as possible. A: 好了,吴先生,你可以进来了。我是安妮·史密斯,我右面是我的同事安娜·邓肯,左边是安吉拉·兰姆。请坐吧。 I:谢谢你。下午好,史密斯女士、邓肯小姐、兰姆小姐。 A:你的英语很流利。 I:谢谢夸奖。 A:你觉得今天的天气如何? I:我不喜欢这样的天气,又冷还下着雨,真希望早点出太阳。 Dialogue 3 A: Excuse me. May I see Mrs. Smith? I: Its me. What can I do for you? A: Nice to meet you, Mrs. Smith. I'm coming here for an interview by appointment. I: Are you Mr. Wu? A: Yes, I am. I: Nice to meet you, too. Did you have any difficulty finding our company? A: Not really, I am familiar with this area. A: 不好意思,我可以见史密斯女士吗? I:我就是,需要我帮忙吗? A:很高兴见到你,史密斯女士。我是应约来面试的。 I:你是吴先生吧? A:是的,我是。 I:我也很高兴见到你。找我们公司困难吗? A:没有,我对这一带很熟悉。 WORDS AND

EXPRESSIONS 关键词 interview 面试 request 需要,要求 as requested 应邀 assistant 助理的,辅助的;助手 as soon as

possible 尽快 colleague 同事 appointment 约会，约定 fluent 流利的，流畅的 by appointment 按约定 be familiar with 熟悉 NOTES 注释 这是面试开始时常用到的几个场景。面试可能是一打一进行，也可能是集体面试，一般之前都有预约。注意不同场合下的几个关键用语：（提前预约过）“ I come here for an interview by appointment. ” 或者 “ I am coming to your company for an interview as requested. ”。如果是集体面试，主考官会轮流叫人，进入房间后只要自己介绍就可以了。如果是第一次登门拜访，则需要说明你的来意和一些相关情况，比如你是从广告上看到的招聘启事或者是经人推荐的，一定要说清楚。句型有：“ Excuse me, please. I wish to apply for the vacancy advertised in the morning newspaper yesterday. Has the vacancy been filled? ” 或者 “ I was referred to your company by Mr.White, your manager. ”。 SUBSTITUTION EXERCISES 替换练习 1) It's nice to see you. Nice to see you. Glad to see you. Nice to meet you. 见到你很高兴。 2) I am Margaret Smith, the assistant manager. the personnel manager the administration Manager the area representative 我是Margaret Smith， 经理助理 人事经理 行政经理 地区代表 3) Did you have any difficulty finding our company? Did you have any trouble finding Is it convenient for you to find Is it easy for you to find 你找到我们公司有困难吗？ 有没有遇到什么麻烦找到我们公司？ 找到我们公司方便吗？ 找到我们公司容易吗？ 4) I am coming to your company for an interview as requested. by appointment. as invited. 是你们要求我过来贵公司面试的。 我是按预约过来贵公司面试的。 我应邀来贵公司面试的。 相关推荐：#0000ff>英语面试如何符合外企口味？

#0000ff>经典面试英语系列对话练习汇总 #0000ff>终身受益的
英文自我介绍汇总 #0000ff>求职应征英语面试会话大全
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