

商务交际高手：招聘与应聘 PDF转换可能丢失图片或格式，
建议阅读原文

https://www.100test.com/kao_ti2020/646/2021_2022__E5_95_86_E5_8A_A1_E4_BA_A4_E9_c96_646495.htm 还在为如何在正式的商务场合与别人交流犯愁吗？这将成为浮云啦！快来跟着我们一起从基础的商务交际学起吧！让你们摇身一变成为商务交际高手哦！

Recruitment and application

Recruitment

What kind of character do you think you have? How do you get along with others? Do you have any particular strengths or weaknesses? How do you spend your spare time? What are your hobbies? What degree were you receive? How about your academic records at college? Which course did you like best? Why did you want to apply for a position in our company? Why do you want to leave your present job and join us? Do you have nay work experiences in this field? What ' your responsibility at your present work unit? What are your salary expectations? What ' s your expected salary? Do you know exactly what you would be doing as a laboratory assistant? You can begin employment next Monday. We are very happy to have you. Welcome board. You have the job, welcome to ABC incorporated.

Application

I have four year experiences in staff management. When I saw the advertisement, I thought it would very suit me. Because I am very interested in your company ' s training program. I expect to be paid according to my abilities. With my experience, I would like to start at 4000 RMB per month. How long is my pervasion? I think salary is closely related to the responsibilities of the job. I am looking for a position where my research and writing

skills can be used. My boss was impressed with the work I have done. My biggest satisfaction is when I experience growth in the job. Thank you. When will I know if I am successful? Situational conversations

Dialogue 1 I am coming to your company for an interview A: May I come in? B: Yes, please. A: My name is Robber Holmen, I am coming to your company for an interview as requested. B: Fine, thank you for coming Mr. Holmen, please take a seat, I am Faith Miller the assistant manager. A: Nice to meet you, Miss Miller. B: Nice to meet you too.

Dialogue 2 I am too busy to arrange an interview A: Miss. Miller, this is Ruben Holmen calling again. You had said I should call this week to schedule an interview with you. B: That ' s right, Mr. Holmen, but I am not sure if I would be able to fit you in this week, I am too busy to arrange an interview. A: I understand, I will be glad to make it sometime next week. B: All right then, why don ' t we say next Monday at 11:30 a.m.?

Dialogue 3 what is your major? A: Which school are you attending? B: I am attending Guangdong University of foreign studies. A: When will you graduate from that University? B: This coming July, but I can start working every afternoon this week. A: What degrees were you receive? B: I was received bachelor degree. A: What is your major? B: My major is English language.

Dialogue 4 are you currently employed A: Are you currently employed? B: Yes, I am. I work for Atlantic software. A: What ' s your position there? B: I am responsible for product distribution. A: Why did you leave your last job? B: Well, I am hoping to get an offer of a better position. A: Why are you interested in working for our company? B: I think I am the

right person for the job. Dialogue 5 do you ever doubt yourself A: We need somebody who is confident in themselves. B: I believe in myself and my ability to do a good job. A: Why do you think you are qualified for this position? B: My major and working experience make me qualified for this position. A: Do you ever doubt yourself? B: Really, I ' d like to be optimistic about everything. A: How do you handle your failure? B: None of us born perfect, I am sure I will be given second chance to correct my mistake. A: What provides you with a sense of accomplishment? B: Doing my best work for your company. Dialogue 6 what kind of work experience do you have A: What kind of work experience do you have? B: After graduation, I have been working at the personnel department of Great Universal Advertising Agency. A: Great Universal Advertising Agency is very different form our company. B: But I deal with people there, the same as what I should do here. A: Why are you interested in working in the personnel department? B: I am good with people and I have excellent communication skills. A: How do you handle conflicts with your colleagues in your work place? B: I will try to present my ideas in a more clear and civilized manner in order to get my point across. Dialogue 7 why do you like to be an English teacher A: Why do you like to be an English teacher? B: I love teaching and I love English too. A: Do you have any work experience in teaching? B: Yes, I do. I have worked as an English teacher in a training school for a year. A: Do the students respond well to you? B: Yes, I am good with students. A: How do you normally handle criticism? B: I will accept constructive criticisms. Dialogue 8 what ' s your expected

salary A: What ' s your expected salary? B: I expect to be paid according to my abilities. A: How do you feel about an annual salary of 80000 Yuan plus bonuses? B: That ' s a little less than I expected but I am sure will get arise quickly depending on my background and experiences. By the way, how long is my privation? A: Generally, it ' s 3 months and during this period you are paid according to how much time you come to work every month. Dialogue 9 tell me something about yourself A: Excuse me, I have an appointment with Mr. Newman at ten o ' I clock, may I come in? B: Yes, come in please, I am Mr. Newman, you must be Judy Smith, right? A: Yes, I am. B: Firstly, tell me something about yourself. A: I was born in Shenzhen City, Guangdong Province, and I am currently a senior student at Zhongshan University, my major is Chinese language and culture I past CET6 last year and I will receive my bachelor degree in June. Dialogue 10 have you got anything to ask? A: Have you got anything to ask? B: Yes, can you tell me about my responsibility in this position? A: Yes, of course. You would be responsible for the editing of periodicals. A: I see. A: Have you got any other questions? B: When can I get the finial decision? A: We can ' t reach a finial decision until we have talked to other applicants, anyhow, we will contact you within two weeks. 相关推荐 : #0000ff>商务英语口语900句汇总 #0000ff>商务谈判英语 : 开头语与自我介绍 #0000ff>一天十句商务口语汇总 #0000ff>商务谈判前的介绍应显自然 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