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https://www.100test.com/kao_ti2020/646/2021_2022__E9_9D_A2_E8_AF_95_E6_88_90_E5_c96_646500.htm Secrets of Success at an Interview 面试成功的诀窍 The subject of today ' s talk is interviews. The key words here are preparation and confidence, which will carry you far. Do your homework first. Find out all you can about the job you are applying for and the organization you hope to work for. 我们今天的话题是面试。这里送你一句话：有备而往，信心当强。相信这句话会让你受益匪浅。首先要做好面试之外的工作。尽可能地了解你所申请的工作和希望为之工作的机构的情况。 Many of the employers I interviewed made the same criticism of candidates. "They have no idea what the day to day work of the job brings about. They have vague notions of ' furthering the company ' s prospects ' or of ' serving the community ' , but have never taken the trouble to find out the actual tasks they will be required to do." 我所采访的许多雇主对应聘人做了相同的批评："他们对这项工作的日常事务会带来什么一无所知。他们对 ' 拓展公司的前景 ' 、 ' 进行社会服务 ' 只有模模糊糊的认识，但从不下工夫对他们要做的实际工作作深入的了解。" Do not let this be said of you. It shows an unattractive indifference to your employer and to your job. Take the time to put yourself into the interviewer ' s place. He wants somebody who is hard-working with a pleasant personality and a real interest in the job. Anything that you find out about the prospective employer can be used to your advantage during the interview to

show that you have bothered to master some facts about the people who you hope to work for. 不要让人这样评价自己；那样的话，说明你对雇主和工作太不在乎，这可不是个好印象。不妨设身处地替雇主和工作太不在乎，他要的是勤奋的、性格让人喜欢的雇员，而且对所做的工作真正感兴趣。对未来的老板所做的任何了解都可以用于面试上，这对你有利。表明你对希望为之效力的雇主的情况曾下过一番功夫了解。 Write down (and remember) the questions you want to ask the interviewer(s) so that you are not speechless when they invite your questions. Make sure that holidays and pay are not the first things you ask about. If all your questions have been answered during the interview, replay: "I did have several questions, but you have already answered them all." Do not be afraid to ask for clarification of something that has been said during the interview if you want to be sure what was implied, but do be polite. 把要询问考官的问题写下来或记住，这样当他要你提问时不至于无话可说。不要上去就问假期如何，工资如何。如果你准备的所有问题在面试过程中都已得到了回答，你可以说："我刚才确实有一些什么问题要问，但您现在已全部解答过了。" 如果面试中你想弄明白对方所说的某些话有什么隐含意思，就要请对方说明，不必畏缩，但一定要有礼貌。 Just before you go to the interview, look again at the original advertisement that you answered, any correspondence from your prospective employer, photocopies of your letter of application or application form and your resume. Then you will remember what you said and what they want. This is very important if you have applied for many jobs in a short time as it is

easy to become confused and give an impression of inefficiency. Make sure you know where and when you have to report for the interview. Go to the building (but not inside the office) a day or two before, if necessary, to find out how long the journey takes and where exactly the place is. 去面试前，你应把征聘的广告的原件、未来雇主给你的复信、求职书或申请表及个人简历的复印件再看一遍。然后记住你讲过的话和对方要求什么条件。如果你在短时间内应聘好几个工作，这样做就很重要，因为应聘一多就容易搞混，这就给人家留下了工作能力低的印象。一定要弄清楚何时何地前去面试。如有必要，可以面试前一两天去看看办公楼，看看要走多远的路程，详细地址在哪儿。 Aim to arrive five or ten minutes early for the actual interview, then you will have a little time in hand and you will not panic if you are delayed. You start at a disadvantage if you arrive worried and ten minutes late. Dress in clean, neat, conservative clothes. Now is NOT the time to experiment with the punk look or (girls) to wear low-cut dresses with miniskirts. Make sure that your shoes, hands and hair (and teeth) are clean and neat. 真正面试时，最好提前五至十分钟赶到；这样中间你就有点时间，万一有所耽搁，也不至恐慌，如果慌里慌张地赶去面试，或者迟到了十分钟，那么一开始你就处于不利的境地。着装要整洁、传统一些；面试可不是尝试朋克式打扮的时候，也不是上穿袒胸上衣，下身穿超短裙的时候，另外鞋子和头发一定要干干净净。 Have the letter inviting you for an interview ready to show in case there is any difficulty in communication. You may find yourself facing one interviewer or a panel. The latter is far more intimidating, but do not

let it worry you too much. The interviewer will probably have a table in front of him/her. Do not put your things or arms on it. [/en] 带上约你去面试的信，以备双方交流方面有问题时用。面试时面前可能是一个雇主或是一个面试小组。几个人一同来考你的确比单独的一个人考试你叫人害怕，但也不过分担心。主考官可能在他的对面放一张桌子，但你可不要把东西或手臂放上去。 If you have a bag or a case, put it on the floor beside your chair. Do not clutch it nervously or, worse still, drop it, spilling everything. Shake hands if the interviewer offers his hand first. There is little likelihood that a panel of five wants to go through the process of all shaking hands with you in turn. So you do not be upset if no one offers. 如果你带有手提包或手提箱，就把它放到桌椅旁的地上，不要紧张得抓着不放，更糟糕的是把包或箱子摔在地上，让东西撒了一地。对方先伸出手可以和他握手。如果有五个考官一起面试你，一般不会逐个跟你握手，所以没人与你握手也不必感到不安。 Shake hands firmly - a weak hand suggests a weak personality, and a crushing grip is obviously painful. Do not drop the hand as soon as yours has touched it as this will seem to show you do not like the other person. Speak politely and naturally even if you are feeling shy. Think before you answer any questions. 握手时要有力——没有力量的手让人感觉没有个性，但用力太猛让人感到疼痛；也不要一触到对方的手就马上放下，那样的话似乎让人感到你对对方没有好感。就是自己感到不好意思，说话也要礼貌、自然。对任何问题都要先想后答。 If you cannot understand, ask: "Would you mind rephrasing the question, please?" The question will then be repeated in different

words. If you are not definitely accepted or turned down on the spot, ask: "When may I expect to hear the results of this interview?" If you do receive a letter offering you the job, you must reply by letter (keep a photocopy) as soon as possible. Good luck! 如果你听不懂对方的提问，就说："对不起，您刚才的问题能再说一遍吗？"一般对方会换一套说法把问题重复一遍。如果对方当时既没有明确接受你，也没有回绝你，你可以问："请问我什么时候能知道面试的结果？"如果你真的收到一封信，让你去工作，你应该赶快写封回信。祝你好运！相关推荐：#0000ff>面试技巧：不可不知的HR十大经典理论(图) #0000ff>毁掉你面试的元凶：20个细节暴露你的弱点 #0000ff>职场英语：告诉你英语面试的三个技巧 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