



# 商务英语口语实训 下册

## Unit 13 Job Interview


We have many PowerPoint templates that has been specifically designed to help anyone that is stepping into the world

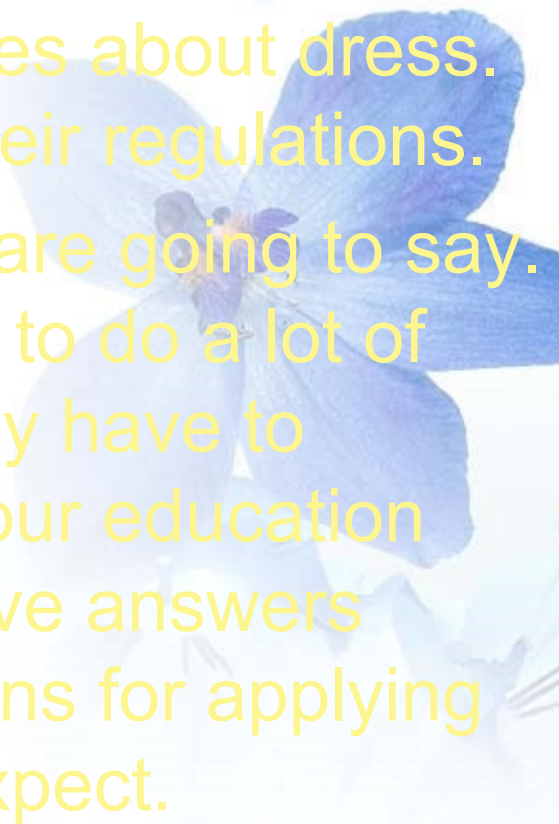
# *Part One Warm-up*

- What should be paid attention to when you want to go for an interview?
- *Discuss this question with your partners in groups.*



# *Key to the Question in Warm-up*

- In order to make a good impression during job interview, you need to prepare yourself for it.
  - You must arrive in plenty of time before the interview, so that you give yourself a little time to relax before the interview begins.
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- The impression you make as you walk into the room is very important. Try to find out if the company or organization has rules about dress. Then try to dress according to their regulations.
  - You also need to plan what you are going to say. In some interviews you will have to do a lot of talking, and in others you will only have to answer a few questions about your education and experience. You need to have answers ready about yourself, your reasons for applying for the job, and the salary you expect.

- You will also be allowed to ask some questions of your own. The questions you ask will show the interviewers that you have given careful thought to the position. You can ask questions like these: What duties will I have to do in the job? Does the company provide health insurance? Does the company provide opportunities for further education?

# ***Part Two Situational Dialogues***

## ***Dialogue 1***



# *laboratory* [lə'brɒrətəri] n. 实验室

- Is it possible to multiply bacteria in the laboratory?
  - 有可能在实验室繁殖细菌吗?
  - He would stay for hours at a stretch in the laboratory.
  - 他在实验室里一蹲就是好几个小时。
- 

# ***part-time*** [ˌpɑːtˈtaɪm] **adj.** 兼职的

- Many businesses are cutting back by employing lower-paid part-time workers.
- 许多商家正通过雇佣低工资的兼职工人来削减开支。
- Part-time work is generally hard to find.
- 兼职工作一般很难找。
- I want to work part-time.
- 我想做兼职。



# *in the day time* 在白天


- I have to work in the day time, study at night, and do housework during my spare time.
- 我白天工作，晚上学习，还要在空闲时间做家务。
- they can enjoy themselves in the day time and it is not so hot.
- 天气不是那么的热，他们也可以尽情地玩耍。

***Part Two    Situational Dialogues***

***Dialogue 2***



# **reference** n. 推荐信

- in reference to 关于
  - reference room 资料室
  - The firm offered to give her a reference.  
• 公司提出给她开一封推荐信。
  - The above views may or may not be correct, they are only for your reference.  
• 以上看法不一定符合实际，仅供你们参考。
- 

# **qualification** n. 资格

- qualification examination 资格审查
- qualification agency 资格认证机构
- qualification approval 资格认可
- They had every qualification for success.
- 他们具备获得成功的各种条件。

## **probation** n. 试用期; 缓刑

- Employee appointment to the council will be subject to a term of probation of 6 months.
- 到该理事会任职须经过6个月的试用期。
- A young woman admitted three theft charges and was put on probation for two years.
- 一名年轻的妇女承认了3宗盗窃指控，被处以2年缓刑。

***Part Two Situational Dialogues***

***Dialogue 3***



# *graduate from...* 毕业于.....

- graduate from university 从大学毕业
  - He was graduated from this college 10 years ago.  
• 十年前他从这个学院毕业。
  - I will graduate from Peking University this July. I have majored in accounting.  
• 今年七月将从北京大学毕业，我主修的专业是会计学。
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# *shorthand* ['ʃɔːθænd] n. 速记

- shorthand typist 速记打字员
  - John took notes in shorthand.
  - 约翰用速记法记笔记。
  - Laslett uses the shorthand of "second age" for the group of younger people who are creating families.
  - 拉斯莱特用“第二代”来简单指称那些更年轻、正在组建家庭的人。
- 



# *dictation* [dik'teɪf (ə)n] n. 听写

- take dictation 记录
- spot dictation 听写填空
- I wrote the letter at his dictation.
- 我照他的口述写信。
- The teacher gave the pupils dictation.
- 教师让学生听写。



# ***Part Three Classroom Activities***



# ***Activity 1***



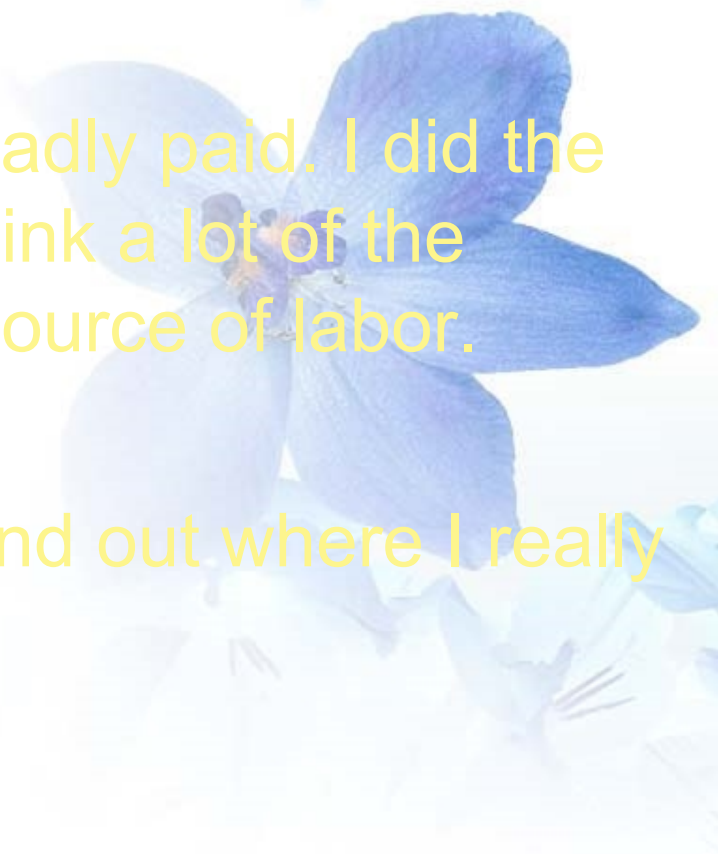
- Mr. Li is HR manager and Tom is an interviewee. The latter is having an interview. Mr. Li is enquiring him about his previous work experiences and the position he wants.
- *Try to make a dialogue based on the given situation.*

# *Sample dialogue (part 1)*

- A: Can you tell me something about your first job?
- B: Well, yes. It was with a large international company. They have a trainee programme for people from university. My first job is Trainee Marketing Manager.
- A: What exactly did you do?
- B: Well, the programme lasted for one year. During that time I worked in different departments.
- A: Did you enjoy it?
- B: Yes, I did. I didn't really know what I wanted to do when I left university, so it was good to see what the different departments did. It was really practical.

# *Sample dialogue (part 2)*

- A: It sounds interesting.
- B: Yes, it was. But it was very badly paid. I did the same work as other people. I think a lot of the trainees feel they are a cheap source of labor.
- A: Would you do it again.
- B: Sure. I learned a lot, and found out where I really wanted to work.



# *Activity 2*



- You are an interviewee who graduated from Tokyo University with three years' working experience. Now, you are having an interview. You must try your best to introduce yourself to the interviewer.
- *Make a dialogue in pairs based on the given situation.*

# *Sample dialogue (part 1)*

- A: Can you tell me something about yourself?
- B: Well, I left school in 1991 when I was eighteen. And then I went to university. I studied Economics.
- A: And was that in Tokyo?
- B: Yes, that's right. I was at Tokyo University for four years. I finished my course in 2019.
- A: And what did you do after that?
- B: I got a job with Matsumoto Bank. I joined the Investment Department as a Trainee Investment Adviser.
- A: How long did you stay there?



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