加拿大求职英语 900 句

日常用语 1000 句



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甲申年

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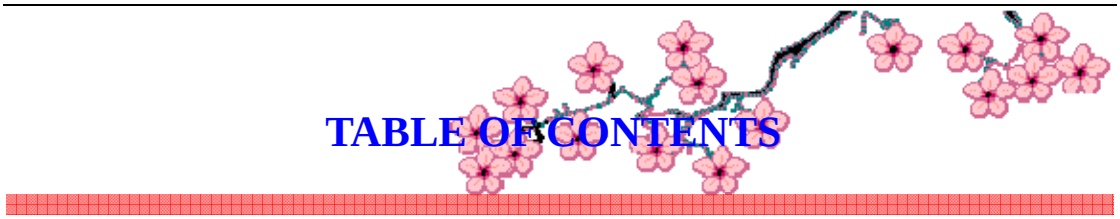


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求职 900 句

Part Ⅰ

Questions and Answers About Common Subjects

面试常见话题的问与答

Lesson 1 Opening Remarks

1. Excuse me. May I see Mr. John Watt, the manager?
劳驾。请问我能见经理约翰·瓦特先生吗?

2. It's me. What can I do for you?
本人就是。你有什么事?

3. May I help you?
你有什么事吗?

4. I have come at your invitation for an interview. Nice to meet you, Mr. Watt.
我是应你之邀来参加面试的。见到你真高兴，瓦特先生。

5. Please sit down.
请坐。

6. Won't you take a seat?
请坐。

7. Please take a seat.
请坐下。

8. Thank you, sir.
谢谢，先生。

9. I've come to apply for the position as office clerk.
我是来应聘办公室文员一职的。

10. I've invited several candidates to come today. You are the first one to have arrived.
今天我邀了几位面试者，你是第一个到的。

11. You probably know that this interview is mostly to test your oral English, so just relax, and let's have a chat, shall we?
你可能已经知道这次面谈主要想测试一下你的英语口语能力，所以让我们放松地谈谈，好

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吗？

12．We have received your letter and resume，and we thought we would like to ask you to come here for an interview．
我们已收到你的信和简历，想请你来参加面试。

13．We have received your letter in answer to our advertisement．I would like to talk with you regarding your qualifications for this position．
我们已收到你应聘的信，我想和你谈谈关于你应聘的事。

14．I am very glad to know that my letter and resume have been received．
我的信和简历贵公司已收到，本人感到非常荣幸。

15．It is a great pleasure for me to have this opportunity for interview．
我能有机会来参加面试感到非常荣幸。

16．I am very happy that I am qualified for this interview．
我非常高兴能获得这个面谈机会。

Dialogue A
（I =Interviewer 主试人 A =Applicant 应征者）

A： Excuse me．May I see Mr. John Watt，the manager？

I： It's me．What can I do for you？

A： I have come at your invitation for an interview．Nice to meet you，Mr. Watt．

I： Nice to meet you too．Please sit down．

A： Thank you，sir．

I： We have received your letter in answer to our advertisement．I would like to talk with you regarding your qualifications for this position．

A： I am very happy that I am qualified for this interview．

Dialogue B

I： May I help you？

A： Yes，I'm here for an interview as requested．

I： You are Miss Li？

A： That's right．

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I： Please take a seat.

A： Thank you，madam.

I： We have received your letter and resume，and we thought we would like to ask you to come here for an interview.

A：It is a great pleasure for me to have this opportunity for inter-view.

I： Have you brought your credentials?

A： Yes，here they are. This is my ID card. This is my diploma. And this is my certificate for nurse qualifications.

Dialogue C

I： May I help you?

A： Yes，I've come to apply for the position as office clerk.

I： I'm Edward Snow, the manager of Human Resources Department. May I ask your name?

A： My name is Xiaoyan Gu. How do you do，Mr. Snow?

I： I'm glad to meet you，Miss Gu. Please take a seat.

A： Thank you，sir.

Notes 注释

1. Yes，I'm here for an interview as requested.
   是的，我是应约来此面试的。

2. Nice to meet you.
   见到你很高兴。

3. Have you brought your credentials?
   你带证明材料来了吗?

4. Yes，here they are.
   是的，给你。

5. This is my ID card. This is my diploma. And this is my certificate of nurse qualifications.
   这是我的身份证，这是毕业证，这是我的护士资格证书。

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6. I'm Edward Snow，the manager of Human Resources Department.
我是人力资源部经理爱德华·斯诺。

Words and Expressions

interviewer	n. 主试人
applicant	n. 应征者
invitation	n. 邀请，约请
advertisement	n. 广告
qualification	n. 资格
be qualified for	符合……的资格
resume	n. 个人简历
credential	n. 证明材料，凭证
certificate	n. 证书，证明
Human Resources Department	n. 人力资源部

Lesson 2 About Your Name and Age

关于姓名、年龄

17. What's your name?
你叫什么名字？

18. What's your surname?
你姓什么？

19. What's your family name?
你姓什么？

20. What's your given name?
你的名是什么？

21. What's your full name?
你的全名是什么？

22. Can you tell me what your full name is，please?
你能告诉我你的全名吗？

23. How do you spell your family name?
你的姓怎么拼？

24. May I have your name please?
请问你叫什么？

25. Are you ××?

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你是××吗？

26．My name is Liu Yun.
我叫刘芸。

27．My surname is Liu.
我姓刘。

28．My full name is Yuming Liu.
我的全名叫刘玉明。

29．My family name is Zhang，Z-H-A-N-G.
我姓张，拼作 Z-H-A-N-G.

30．How old are you？
你多大了？

31．Could you tell me how old you are？
你能告诉我你的年龄吗？

32．What's your age？
你多大了？

33．Are you twenty-one years old？
你是 21 岁吗？

Dialogue A
（I= interviewer 主试人 A= Applicant 应试者）

I：Good afternoon．Sit down please.

A：Thank you.

I：Can you tell me what your full name is，please？

A：My full name is Yuming Liu.

I：How do you spell your family name？

A：Liu，L-I-U.

I：Do you have an English name？

A：Yes，sir．It's Walter．It was given by my English professor when I was at the university.

I：How do you like your name？

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A：I like it very much．My name has become part of me．I don't want to change it．

I：How old are you？

A：I'm twenty-six（years old）.

I：What is your date of birth？

A：I was born on April eleventh，1959．

Dialogue B

I：May I have your name？

A：My name is Yun Liu．

I：How do you spell your family name？

A：Liu．L-I-U．

I：Do you have an alias？

A：No．

I：Do you have a pen name？

A：Yes，my pen name is Baiyun．

I：Could you tell me how old you are？

A：I'm twenty-one years old．

Notes 注释

1．Do you have an English name？
你有英文名字吗？

2．Yes，sir．It's Walter．It was given by my English professor when I was at the university．
有，先生。我的英文名是 Walter，是我上大学时我的外籍老师给我取的。

3．How do you like your name？
你喜不喜欢你的名字？

4．My name has become part of me．I don't want to change it．

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我的名字已成为我的一部分，我不打算更改它。

5．What's your date of birth?
请告诉我你的出生年月日。

6．Do you have a pen name?
你有笔名吗?

Words and Expressions

full name 全名
surname 姓
family name 姓
given name 名
first name 名
English name 英文名
Alias 别名
pen name 笔名

Lesson 3 About Your Address and Native Place

关于地址和籍贯

34．Where do you live?
你住哪里?

35．What's your address?
你的住址是哪里?

36．What's your present address?
你现在的住址是哪里?

37．What's your permanent address?
你的永久性住址是哪里?

38．I live at 238 Zhongshan Road，Apt．401，Nanjing.
我住在南京市中山路 238 号 401 号房。

39．Could you tell me your telephone number?
能告诉我你的电话号码吗?

40．Give me your telephone number please.
请告诉我你的电话号码。

41．What's your telephone number?

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你的电话号码是多少？

42．My telephone number is 3755818.
我的电话号码是 3755818。

43．What is your birthplace?
你出生在哪里？

44．Where is your hometown?
你的籍贯是哪里？

45．Are you a resident of shanghai?
你是上海市居民吗？

46．My birthplace is SuZhou.
我的出生地是苏州。

47．My hometown is Tianjin.
我的家乡是天津。

48．Where is your domicile place?
你的户籍在哪里？

49．My domicile place is Nanjing.
我的户籍在南京。

Dialogue A

（I= Interviewer 主试人 A =Applicant 应试人）

I：Where do you live?

A：I live at 238 Zhongshan Road，Apt 401，Nanjing.

I：What's your permanent address?

A：My permanent address is 238 Zhongshan Road，Apt 401，Nanjing.

I：What is your birthplace?

A：My birthplace is Suzhou.

I：Are you a resident of Shanghai?

A：No.

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I：Where is your domicile place？

A：My domicile place is Nanjing.

I：Give me your telephone number，please.

A：（My telephone number is）3755818.

Dialogue B

I：What's your address？

A：My address is 57 Heping Road，Xuzhou.

I：Where are you working？

A：I'm working at Nanyuan Hotel at 178 Huaihai Road.

I：Where is your hometown？

A：My hometown is Suzhou.

I：Are you a local resident？

A：Yes，I am. I have been living in Xuzhou Since I graduated from university.

Notes 注释

1. My address is 57 Heping Road，Xuzhou.
   我的住址是徐州市和平路 57 号。

2. Where are you working？
   你在哪里工作？

3. I'm working at Nanyuan Hotel at 178 Huaihai Road.
   我在淮海路 178 号南园宾馆工作。

4. Are you a local resident？
   你是当地居民吗？

5. I have been living in Xuzhou since I graduated from university.
   我大学毕业后就一直住在徐州。

Words and Expressions

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address n．地址，住址
present a．目前的，现在的
permanent a．不变的，永久的
resident n．居民
domicile n．户籍
local a．当地的，本地的
graduate v．毕业

Lesson 4 About YourDependents

关于家眷

50．Have you got married?
你结婚了吗？

51．Are you married?
你结婚了吗？

52．Yes，sir．I'm married．
是的，先生，我结婚了。

53．There is no hurry for that．I think I'll try to earn enough for that．
不用忙，我想先干事业再谈结婚。

54．No，sir，I'm still single．
没有，先生，我还是单身。

55．I'm planning to get married．
我正打算结婚。

56．Is your wife working?
你太太工作吗？

57．What does your husband do?
你先生做什么？

58．What is your husband's profession?
你先生的职业是什么？

59．What kind of business is your husband in?
你先生做什么生意？

60．She is not working．
她没有工作。

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61．She's a retired school teacher.
她以前做教员，现在退休了。

62．He works for the government.
他是公务员。

63．He is in the import and export business.
他做进出口生意。

64．Do you have any children?
你有小孩了吗？

65．Do you have a large family?
你有很多小孩吗？

66．How many dependents do you have?
你有多少家眷？

Dialogue A

（I= Interviewer 主试人 A= Applicant 应考者）

I：Have you got married?

A：Yes，sir，I'm married.

I：Is your wife working?

A：Yes，sir.

I：Where and what kind of work does your wife do?

A：She is a school teacher in Nanjing.

I：How many dependents do you have?

A：I have a five-year old girl.

Dialogue B

I：Are you married?

A：Yes，sir. I'm married.

I：When did you get married?

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A：I got married in 1992.

I：What's your husband's profession?

A：He is in the import and export business.

I：Do you have any children?

A：No，we don't have any children.

Dialogue C

I：Are you single or married?

A：I'm still single. Nowadays many young people in China are not in a hurry to get married. They'd rather secure their ca-reers before they settle down in a family.

I：That's the kind of man we are looking for.

Notes 注释

1. Where and what kind of work does your wife do?
你太太在哪里做什么工作？

2. She is a school teacher in Nanjing.
她在南京工作，做教师。

3. I have a five-year old girl.
我有一个 5 岁的女儿。

4. When did you get married?
你何时结婚的？

5. Are you single or married?
你未婚还是已婚？

6. I'm still single. Nowadays many young people in China are not in a hurry to get married. They'd rather secure their ca-reers before they settle down in a family.
我仍然是个单身汉。如今中国很多年轻人并不急于结婚，他们宁可先立业而后成家。

7. That's the kind of man we are looking for.
这正是我们需要的人。

Words and Expressions

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marry v．结婚
single a．单身的，未结婚的
profession n．职业
business n．生意，商业
government n．政府，行政管理
dependent n．家眷
nowadays adv．目前，现在，当今
secure v．获得，保证，使……安全
career n．职业，事业

Lesson 5 About Your Educational Background（Ⅰ）

关于教育背景（Ⅰ）

67．Would you tell me what educational background you have?
请告诉我你的学历好吗？

68．Which school or college did you attend?
你上过哪个专科学校或大学？

69．Which university did you graduate from?
你从哪个大学毕业？

70．I graduated from middle school in 1988.
我是 1988 年从中学毕业的。

71．I am a graduate of Shanghai Polytechnics.
我是上海理工大学毕业生。

72．I am a college graduate.
我是大学毕业生。

73．I have a B．S．degree.
我获得理学士学位。

74．Which schools have you attended?
你上过一些什么学校？

75．I finished primary school in 1986，and entered middle school that September．I graduated from high school in July of 1992 and then I entered Beijing University.
我 1986 年小学毕业，同年 9 月进入中学。1992 年 7 月毕业后进入北京大学。

76．What's your major in university?
你在大学主修什么？

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77．Economics．I'm especially interested in“Economic Development of China”.
经济学，我对“中国经济发展”一科特别感兴趣。

78．What are your major and minor subjects？
你的主修课和副课都是些什么？

79．My major subject is Economics and my minor subject is Eng-lish.
我主修经济学，副课是英语。

80．What course do you like best？
你最喜欢什么课程？

81．I was very interested in Business Management．And I think it's very useful for my present work.
我最喜欢企业管理，我觉得它对我现在的工作很有用处。

82．What degree have you received？
你得到过什么学位？

83．When and where did you receive your MBA degree？
你的工商管理硕士学位是什么时候，在哪里授予的？

84．I received my MBA degree from Beijing University in 1994.
我于 1994 年在北京大学获得的工商管理硕士学位。

Dialogue A
（I= Interviewer 主试人 A= Applicant 受试人）

I：Would you tell me what educational background you have？

A：Yes，sir．I graduated from middle school in 1986，then I entered Shanghai Polytechnics．I graduated in 1992．I have a B．S．degree.

I：What department did you study in？

A：I was in Department of Physics.

I：How were your scores at college？

A：They were all excellent.

Dialogue B

I：Which university did you graduate from？

A：Beijing University．I have learned Economics there for four years.

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I：Which schools have you attended?

A：I finished primary school in 1986，and entered high school that September．I graduated from high school in July of 1992and then I entered Beijing University．

I：What's your major in university?

A：Economics．I'm especially interested in“Economic Development of China”．

I：What are your major and minor subjects?

A：My major subject is Economics and my minor subject is Eng-lish．

I：What course did you like best?

A：I was very interested in Business Management．And I think it's very useful for my present work．

I：What do you think is the relationship between the subjects you have taken and the job you are seeking for?

A：I have taken courses on office administration typing，reports and correspondence writing．Besides，I am also taking a Chinese type writing course．I think all these are closely related to the job of a junior secretary because it requires the ability to perform general office works and to assist the manager in handling all paper works．

I：How are you getting on with your studies?

A：I'm doing well at school．

I：Which subject are you least interested in?

A：I think it was Chinese History．Not because the subject was boring，but the large amount of material that have to be memorized．It left no room to appreciate the wisdom of great people in the past．

I：When and where did you receive your MBA degree?

A：I received my MBA degree from Beijing University in 1994．

Notes 注释

1．What department did you study in?
你就读哪一个系？

2．I was in Department of Physics．
我读的是物理系。

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3．How were your scores at college?
你的考试成绩怎么样？

4．They were all excellent.
门门都是优秀。

5．What do you think is the relationship between the subjects you have taken and the job you are seeking for?
你觉得你曾修读的科目和你申请的这份工作有什么关系？

6. I have taken courses on office administration, typing, reports and correspondence writing. Besides, I'm also taking a Chinese type writing course. I think all these are closely related to the job of a junior secretary because it requires the ability to perform general office works and to assist the manager in handling all paper works.
我曾修读办公室管理、打字、报告及书信写作等课程，此外我正在学习中文打字。这些课程均与一个初级秘书的工作有密切关系，因为她必须懂得一般办公室的工作及协助上司处理往来文件。

7．How are you getting on with your studies?
你的成绩如何？

8．I'm doing well at school.
我在学校成绩很好。

9．Which subject are you least interested in?
你对哪一科最不感兴趣？

10. Not because the subject was boring, but the large amount of material that have to be memorized. It left no room to appreciate the wisdom of great people in the past.
并非因为它沉闷，而是因为有太多资料要背诵，以至于没有任何空间去真正欣赏前人的智慧。

Words and Expressions

background n．背景
attend v．参加
polytechnics n．工业大学，理工大学
B. S. degree: Bachelor of Science degree 理学士学位
primary school n．小学
major n．主修课 a．较重要的
economics n．经济学
degree n．学位
MBA: Master of Business Administration 工商管理硕士
score n．分数，成绩，得分
course n．课程

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seek v. 寻找
administration n. 管理，行政
correspondence n. 通信，书信
secretary n. 秘书，文秘
assist v. 帮助
handle v. 处理，应付
material n. 材料，资料
appreciate v. 欣赏，赏识

Lesson 6 About Your Educational Background（Ⅱ）

关于教育背景（Ⅱ）

85. How were your scores at college?
你在大学时成绩如何？

86. They were all above average.
成绩都在平均分以上。

87. How are your grades all college?
你读大学成绩如何？

88. They are above average B.
平均在 B 以上。

89. Did you get a good record in English?
你的英语成绩好吗？

90. Yes，I obtained 92 marks in English.
是的，我英语得了 92 分。

91. Which band did you pass in College English Test?
你通过了大学英语考试几级？

92. I passed Band Four in College English Test.
我通过了大学英语四级考试。

93. How is your score in chemistry?
你的化学成绩是多少？

94. It's 88 points.
88 分。

95. In what subject did you get the highest marks?
你哪门科目得分最高？

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96．What records did you get at middle school?
你在中学成绩如何？
97．I got excellent records：96 points average.
我成绩优秀，平均 96 分。

98．I am ranked the second of my class in terms of average marks.
按照平均分数，我名列全班第二。

99．How do you think the education you've received will con-tribute to your work in this institution?
你认为你接受的教育将如何有助于在本机构的工作？

100．I have already learned a lot in the classroom and I hope to be able to make practical use of it in business in your company.
我在课堂上学了很多东西，我希望能在贵公司把它实际运用到商务活动中。

Dialogue A
（I= Interviewer 主试人 A= Applicant 受试人）

I：How were your grades at college?

A：They were all above average.

I：What scores did you get at college?

A：They were above average B.

I：Did you get a good record in English?

A：Yes，I obtained 92 marks in English.

I：Which band did you pass in College English Test?

A：I passed Band Four in College English Test.

I：How was your score in chemistry?

A：It was 88 points.

I：In what subject did you get the highest marks?

A：In macroeconomics.

I：In what subject did you get the lowest marks?

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A：In calculus．Only 78 marks．

I：What was your best subject at college？

A：English was my best subject．I liked it very much．Besides，I was aware of the importance of learning English well．Nowadays every enterprise would prefer to hire a man who has a good command of English．So I worked hard at college on English．

I：What was your worst subject？

A：Well，that might be mathematics．There were so many formulas in mathematics class that they were hard for me to remember．

I：What records did you get at middle school？

A：I was ranked the second of my class in terms of average marks．

Dialogue B

I：How have you been getting on with your studies so far？

A：I have been doing quite well at college．According to the academic records I've achieved so far，I am confident that I will get my Master of Business Administration degree this coming July．

I：What does your MBA thesis deal with？

A：It deals with macro-modulation in the socialist market economy．

I：How do you think the education you've received will contribute to your work in this institution？

A：I have already learned a lot in the classroom and I hope to be able to make practical use of it in business in your company．

Notes 注释

1．In macroeconomics．
是宏观经济学（得了最高分）。

2．In what subject did you get the lowest marks？
在哪一门课你得分最低？

3．Besides，I was aware of the importance of learning English well．Nowadays every enterprise would prefer to hire a man who has a good command of English．So I worked hard at college on English．
此外，我意识到了学好英语的重要性。如今每个企业都宁愿优先雇用英语好的人。因此，我上大学时学习英语很刻苦。

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4．These were so many formulas in mathematics class that they were hard for me to remember.
数学课公式太多了，我很难记得住。

5．How have you been getting on with your studies so far?
到目前为止，你在校学习情况如何？

6．According to the academic records I've achieved so far，I am confident that I will get my Master of Business Administration degree this coming July.
根据至今我所取得的学习成绩，我敢肯定今年 7 月份我一定能获得 MBA 学位。

7．What does your MBA thesis deal with?
你的 MBA 硕士论文是关于什么的？

8．It deals with macro-modulation in the socialist market economy.
它论及的是社会主义市场经济的宏观调控。

Words and Expressions

average n．平均，平常
obtain v．得到，获得
Band Four in College English Test 大学英语四级考试
chemistry n．化学
macroeconomics 宏观经济学
calculus n．微积分
enterprise n．单位 企业单位，事业单位
command n．掌握，运用能力
formulas n．公式
rank v．分等级，排列
in terms of 根据，按照
academic records 学习成绩
be confident that 对……有信心 对……有把握
macro-modulation 宏观调控
the socialist market economy 社会主义市场经济
contribute v．贡献，有助于
institution n．机构，组织
practical a．实际的，实用的

Lesson 7 About Your Educational Background（Ⅲ）

关于教育背景（Ⅲ）

101．Were you in a leading position when you were a college stu-dent?
你读大学时有没有担任过学生干部？

102．Yes，I was president of Student Union of our university.

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有，我曾担任过学校的学生会主席。

103. Yes，I served as the monitor for two years.
有，我曾做过两年班长。

104. Yes，I was the class commissary in charge of studies.
有，我曾担任班级学习委员。

105. Did you get any honors or rewards at your university?
你读大学时有没有获得过什么荣誉或奖励？

106. Yes，I got the university scholarship in 1994-1995 academic year.
有，我在 1994 到 1995 年度获得了校奖学金。

107. Yes，I won the first place in the English Oratorical Contest of our university in 1994.
有，我于 1994 年获得校英语演讲比赛第一名。

108. Yes，I got the second place for the high jump in the univer-sity spots meet in 1994.
有，我于 1994 年获校运动会跳高比赛第二名。

109. Were you involved in any club activities at your university?
你在大学有没有参加过什么社团活动？

110. Yes，I was in the chess club for four years.
我四年都参加了象棋俱乐部。

111. Yes，I was a violin player in the college orchestra.
有，我曾担任学校乐队的小提琴演奏员。

112. Yes，I was on the college basketball team.
有，我曾担任学校篮球队队员。

113. What extracurricular activities did you usually take part in at your college?
你在大学通常参加什么课外活动？

114. I usually went swimming in summer and went jogging in winter.
我通常在夏天游泳，而冬天则跑步。

115. I persisted in running every morning.
我每天早晨都坚持跑步。

116. I participated in Qi Gong training class in my junior year.
我在三年级时曾参加过气功训练班。

117. I usually took part in recreational activities.
我通常参加文娱活动。

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118．I sometimes played table tennis and sometimes played basketball.
我有时候打乒乓球，有时候打篮球。

Dialogue A
（I= Interviewer 主试人 A= Applicant 受试人）

I：Were you in a leading position when you were a college student?

A：Yes，I was president of Student Union of our university，and I joined the Communist Party of China in my junior year.

I：Did you get any honors or rewards at your university?

A：Yes，I got the university scholarship in 1994～1995 academic year. I received the second-class reward in the Olympic Mathematics Competition of our province in 1993.

I：Great. Were you involved in any club activities at your university?

A：Yes，I was on the college basketball team.

I：What extracurricular activities did you usually take part in at your college?

A：I persisted in running every morning. I sometimes played table tennis and sometimes played basketball.

Dialogue B

I：Did you hold any leading position at your university?

A：Yes. I served as the monitor for two years.

I：Did you get any honors or rewards at your university?

A：Yes. I was elected an excellent league member for three academic years on end.

I：Were you involved in any club activities?

A：Yes. I was in the chess club for three years. Playing chess cultivated my patience and perseverance.

I：What extra curricular activities did you usually take part in at your college?

A：I usually took part in recreational activities. I participated in Qi Gong training class in my junior year.

I：Is these anything you regret not having done or would like to have done differently at college?

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A：I devoted almost all my time to my studies，and laid a good，solid foundation of my major area，and that was good，I think．But I think probably it would have been better if I had gotten a little more involved in extracurricular activities．

I：Was there any teacher who impressed you very deeply during your student life？

A：Yes．When I was a college student，our English professor left a deep impression on me．In class，he was responsible in teaching and very strict with us students．But out of class，he treated us as his own sons ad daughters．We all liked him very much．

Notes 注释

1．I joined the Communist Party of China in my junior year．
我于大学三年级加入了中国共产党。

2．I received the second－class reward in the Olympic Mathematics Competition of our province in 1993．
我于 1993 年获得全省奥林匹克竞赛二等奖。

3．Playing chess cultivated my patience and perseverance．
下象棋培养了我的耐心和毅力。

4．Is there anything you regret not having done or would like to have done differently at college？
你有没有什么你后悔大学时没做的，或是想做得跟原来不一样的事？

5．I devoted almost all my time to my studies，and laid a good，solid foundation of my major area，and that was good， I think．But I think probably it would have been better if I had gotten a little more involved in extracurricular activities．
我把我几乎所有时间都用到了学习上，因而在我的专业领域打下了良好而扎实的基础，我认为这很好。但是我想如果我多参加一些课外活动，或许会更好。

6．Was there any teacher who impressed you very deeply during your student life？在你的学生生活中，有没有什么老师给你留下了很深刻的印象？

7．In class，he was responsible in teaching and very strict with us students．But out of class，he treated us as his own sons and daughters．
在课堂上，他教学很负责，对我们学生要求很严格。但在课下，他却把我们当成亲生儿女一样看待。

Words and Expressions

president　　n．主席，会长
student union　　学生会
commissary　　n．委员，代表
reward　　n．奖励

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scholarship n．奖学金
high jump 跳高
oratorical a．演说家的，演讲的
orchestra n．乐队，乐队席，管弦乐队
extracurricular a．课程以外的
jog v．慢跑
recreational a．娱乐的，文娱的
academic a．学院的，学业的
on end 连续的
cultivate vt．培养，养成
perseverance n．坚定，持之以恒
impression n．印象
responsible a．负责的，可靠的

Lesson 8 About Work Experience

关于工作经验

119．Have you got any experience in advertising?
你有广告方面的经验吗？

120．Do you have any sales experience?
你有销售经验吗？

121．Do you have any practical experience as a secretary?
你有秘书工作的实践经验吗？

122．Yes，I have been working in the Public Relations Section of a company in the past two years.
是的，我在过去的两年中一直在公关部门工作。

123．Yes，I worked in a fashion shop last summer as part-time salesgirl.
有，我曾在一家时装店任兼职售货员。

124．Yes，sir．I have been a secretary in an insurance company.
是的，先生，我一直在一家保险公司担任秘书工作。

125．Although I have no experience in this field， I'm willing to learn.
虽然在这方面我没有经验，但是我愿意学习。

126．I am sorry to say that I have no experience in this field.
很抱歉，我在这方面毫无经验。

127．Would you tell me the essential qualities a secretary should maintain?
你能告诉我，作为一个秘书须具备什么样的重要素质？

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128. Well，to begin with，I'd say she needs to be diligent，and the second point is that she has to do a lot of things on her own initiative. Finally，she can make report writing，summary writing，keep minutes at meetings，and so on. Most important of all is that she seems to have a better memory than average.
好的。首先，我认为她必须勤奋。其次，她必须主动做许多事情。再就是，她应会速记和打字，并具有书写报告、提要以及控制和掌握会议时间的能力。其中，最重要的是比常人更强的记忆力。

129. What have you learned from jobs you have held?
你从以往的工作中学到什么？

130. Above all，I have learned that what is good for the company is good for me. So I follow the instructions strictly and always keep my boss informed.
我明白做对公司有利的事等于对自己有利，所以我严格遵从指示并经常向我的主管汇报。

131. What work were you responsible for at your previous work unit?
你在原来的单位负责什么工作？

132. I was responsible for advertising designs.
我负责广告设计。

133. How many employer have you worked for?
你已经为多少个雇主工作过？

134. Only one，since I have been graduated from the university for just over a year.
只有一个，因为我大学毕业才一年多。

Dialogue A
（I＝Interviewer 主试人 A＝Applicant 受试人）

I：Have you got any experience in advertising?

A：Yes，I have been working in the Public Relations Section of a company in the past two years. I plan the advertising campaign and cooperate the work of artists and typographers. Sometimes I have to do the work of a specialist when there's something urgent.

I：Do you have any practical experience as a secretary?

A：Yes，sir. I acted as a secretary in an insurance company.

I：Would you tell me the essential qualities a secretary should maintain?

A：Well，to begin with. I would say she needs to be diligent，and the second Point is that she has to do a lot of things on has own initiative. Finally，she can make notes in shorthand and types and has the skills in report writing，summary writ-ing，keep minutes at meetings，and so on. Most important of all is that she seems to have a better memory than average.

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I：Have you had any experience with computers？

A：Yes，I studied in a computer training program，and can pro－cess data through the computer.

I：That's fine．What abut operating the fax and duplicators？

A：I can handle them without any trouble.

I：What have you learned from jobs you have held？

A：Above all，I have learned that what is good for the company is good for me．So I follow the instructions strictly and al－ways keep my boss informed.

I：How often do you work overtime？

A：I worked overtime several times a month.

Dialogue B

I：Do you have any sales experience？

A：Yes，I worked in a fashion shop as part-time salesgirl.

I：What kind of work are you doing now？

A：I'm，working as an export sales staff member for a foreign trading company.

I：Where are you working？

A：I work at Lianfu Foreign Trade Company，Itd.

I：How long have you been working there？

A：I have been working there since I left my previous employer in 1996.

I：How many employers have you worked for？

A：Three.

I：What work were you responsible for at your previous work unit？

A：I was responsible for advertising design.

Notes 注释

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1．plan the advertising campaign and coordinate the work of artists and typographers.
我做一些广告策划，并协助艺术家及制作人员。

2．I studies in a computer training program，and can process data through the computer.
我在电脑培训班学习过，会用电脑处理资料。

3．What abut operating the fax and duplicators?
你会发传真和使用复印机吗？What about…？表示询问“……方面怎么样？”的问句。about后要加名词或动名词。

4．I can handle them without any trouble.
我能毫无困难地使用它们。

5．How often do you work overtime?
你经常加班吗？

6．What kind of work are you doing now?
你现在做什么工作？

7．I'm working as an export sales staff member for a foreign trading company.
我现在一家外贸公司当外销员。

8．I work at Lianfu Foreign Trade Company，Ltd.
我在联富国际贸易有限公司工作。Ltd. 为Limited（有限责任公司）的缩写。

9．How long have you been working there?
你在那儿工作多久了？

Words and Expressions

experience n．经验，经历
secretary n．秘书，书记
the Public Relations Section 公共关系部
section n．部门，分支
fashion n．时装
insurance n．保险，保险业
essential n．基本的，必要的
maintain a．保持，维持
diligent v．勤奋的，勤勉的
initiative a．主动性，积极性
shorthand n．速记
and so on 等等，诸如此类
instruction n．指示，命令
inform v．通知，告知
previous a．先前的，以前的
campaign n．运动，活动

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cooperate v. 合作，配合
typographer n. 精通印刷的人，排印人
urgent a. 急迫的，迫切的
process v. 处理，加工
data n. 资料，资料库
duplicator n. 复印机

Lesson 9 About Achievements

关于工作成就

135. Would you talk about your merits?
你能谈谈你的工作业绩吗？

136. Now please tell me something about your achievements in your work unit.
现在请你谈谈你在工作单位的业绩。

137. Yes, sir. When I was the sales manager of Beijing Friend-ship Store, I succeeded in raising yearly sales volume by 25% at profit margins of from 50% to 80%.
可以，先生。我在北京友谊商店做经理时，成功地把年销售量提高了 25%，把利润幅度从 50%提高到 80%。

138. Being an electrical engineer. I improved our assembly line of the electric fans. As a result, the annual output has been greatly increased.
作为电机工程师，我改进了电风扇的装配线。结果，我们的年产量大大地提高了。

139. I have been working as an editor for nearly three years. I have edited twenty-one scientific and technical books-nearly five million words in terms of Chinese characters.
我当编辑近 3 年来，已经编辑了 21 本科技图书——如果用中文字来计算就是近 500 万字。

140. Have you received any honors or rewards?
你得到过什么荣誉和奖励吗？

141. I got the title of "Advanced Worker" in 1992 and 1994.
我于 1992 和 1994 年获得了先进工作者称号。

142. Two of my books respectively won the first-class reward and the second-class reward of national excellent books.
我的两本书分别荣获全国优秀图书一等奖和二等奖。

143. I got a third－class prize for my scientific research from Hubei Provincial Government last year.
我去年获得了湖北省政府颁发的科研三等奖。

144. Do you have any publications?
你有没有发表过作品？

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145．I have got two articles in English published in China Daily.
我有两篇英语文章发表在《中国日报》上。

Dialogue A
（I＝Interviewer 主试人 A＝Applicant 受试人）

I：Would you talk abut your merits?

A： I have been working as an editor for nearly three years．I have edited twenty-one scientific and technical books——nearly five million words in terms of Chinese characters.

I：That's fine．Have you got any theses published in English?

A：Yes，sir．I have got two articles in English published in Chi－na Daily in 1993.

Dialogue B

I：Now please tell me something about your achievements in your work unit.

A：All right，madam．When I was the sales manager of Beijing Friendship Store，I succeeded in raising yearly sales volume by 25％.

I：Have you receive any honors?

A：Yes．I was chosen as one of “The Big Ten Prominent Youths” of Beijing in 1996.

I：Do you have any publications?

A：Yes．I wrote a thesis entitled “On Interpersonal Relations in the Socialist Market Economy” and was carried in People's Daily in 1994.

Notes 注释

1．I have got two articles English published in China Daily in 1993.
我有两篇英文文章发表在《中国日报》上。China Daily 为英文版《中国日报》

2．I was chosen as one of “The Big Ten Prominent Youths” of Beijing in 1996.
我 1996 年被评为“北京市十大杰出青年”。

Words and Expressions

achievement n．成就，成绩
merit n．价值，功劳
volume n．容量，大量

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profit margin 利润幅度
assembly line n. 装配线
annual output 年生产量
editor n. 编辑
Chinese character 中文汉字
reward n. 奖励
publication n. 出版，出版物
thesis theses n. 论题，论文，复数为
entitle v. 给题名
interpersonal a. 人际的，个人的
prominent a. 杰出的，优秀的

Lesson 10 About Language Abilities

关于语言能力

146. Do you speak a foreign language?
你会讲外语吗？

147. Do you read and write English?
你阅读和写作英语能力如何？

148. When did you begin to learn English?
你从何时起学英语的？

149. Why did you study English?
你为什么学英语？

150. Do you know the language well enough to communicate with English speaking people?
你的英文程度与讲英语的人交谈行不行？

151. Do you think your English is good enough to do desk work?
你认为你的英文程度可以做文书工作吗？

152. What language do you speak other than Chinese?
除了中文之外，你会哪国语言？

153. Yes，I speak it well.
是的，我讲得很好。

154. Yes，I do both well.
是的，我读写都会。

155. I started to learn English when I was in primary school.
我从小学的时候就开始学英语。

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156．Do you speak the language well enough to communicate with English speaking people？
你在英语方面能与讲英语的人互相交流吗？

157．I think so．I used to be an interpreter.
我想可以，我以前做过译员。

158．The amount of English I know enables me to do general desk work.
我的英文适宜做普通文书工作。

159．Other than Chinese，I speak English．I learned some French in school，but forget all of it.
除了中文，我会讲英语，在学校时学过法语，现在都忘了。

160．Can you speak Mandarin？
你能说普通话吗？

161．I can speak Mandarin fluently.
我能说流利的普通话。

162．Besides Mandarin，what other Chinese dialects do you understand？
除了普通话，你还懂中国其他方言吗？

163．Shanghaiese，because my mother came from Shanghai.
我懂上海话，因为我母亲是上海人。

164．I majored in English at college.
我上大学主修的是英语。

165．I got a high score on TOEFL。
我托福考试成绩很高。

166．I can communicate with foreigners easily．They say my English is quite good.
我能轻松地与外国人沟通，他们都说我的英语相当好。

Dialogue A
（I＝Interviewer 主试人 A＝Applicant 受试人）

I：Do you speak a foreign language？

A：Yes，I speak it well.

I：Can you read and write English well.

A：I speak the language better than I read and write.

I：When did you begin to learn English？

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A：I started to learn English when I was in primary school.

I：Do you speak the language well enough to communicate with English speaking people?

A：I think so. I used to be an interpreter.

I：Do you think your English is good enough to do desk work?

A：The mount of English I know enables me to do general desk work. I believe the amount of English I know is sufficient to work in an American firm.

I：How many languages do you speak?

A ：Other than Chinese，I speak English. I learned some French in school，but forget all of it.

I：Can you speak Mandarin?

A：I can speak Mandarin fluently.

I：Besides Mandarin，what other Chinese dialects do you under—stand?

A：Shanghaiese，because my mother came from Shanghai.

Dialogue B

I：How many languages do you speak?

A：Three. Besides Chinese，my mother tongue，I can also speak English and French.

I：Which band of College English Test have you passed?

A：Band Six.

I：Do you think you're proficient in both written and spoken English?

A：Yes，I think I'm quite proficient in both written and spoken English. I majored in English at college. I got a high score on TOEFL.

I：Can you speak Cantonese.

A：I'm sorry. I can't.

Notes 注释

1. I speak the language better than I read and write.
我讲的比读和写好。

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2．I believe the amount of English I know is sufficient to work in an American firm.
我想我的英语水平在美资机构做事绝对没问题。

3．Besides Chinese，my mother tongue，I can also speak English and French.
除了我的母语汉语外，我还能讲英语和法语。

4．Do you think you are proficient in both written and spoken English?
你在英语说写方面熟练吗？

5．can you speak Cantonese?
你会讲广东话吗？

Words and Expressions

demand n．要求，需要
communicate v．交流，交换
interpreter n．译员
sufficient a．充分的，足够的
mandarin n．普通话
dialect n．方言，土话
proficient a．熟练的，精通的
Cantonese a．广州话

Lesson 11 About Part-time Job

关于业余工作

167．Do you do a second job in addition to your full－time job?
除了专职工作以外，你有没有从事第二职业？

168．Do you take on any part－time work in your leisure time?
你在空余时间里有没有从事第二职业？

169．Why do you take on a part－time job?
你为什么要从事业余工作？

170．Why are you engaged in a second job?
你为什么要干兼职工作？

171．Yes，I am a part-time teacher at Nanjing Teacher's College.
有，我业余在南京教育学院做兼职教师。

172．Yes，I act as a part-time salesman for a company.
有，我为一家公司做业余推销员。

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173．I do my second work to increase my income.
我做第二职业是为了增加收入。

174．I'm engaged in part-time job to gain some experience in business.
我从事兼职是为了增加商业方面的经历。

175．Did you do any part-time jobs when you studied at your university?
你上大学时有没有从事过业余工作？

176．Did you do any summer jobs while you were a college student?
你上大学时有没有做过暑期工？

177．Yes，I worked as a tutor for a middle school student.
我曾为中学学生做过家庭教师。

178．Did you take on any part-time work while you were working for your master's degree?
你读硕士学位期间有没有从事过业余工作？

179．Yes，I served as a research assistant to my supervisor.
我为我的导师当研究助理。

180．I translated some business data from English to Chinese for a firm.
我为一家公司把英文商业资料译成汉语。

181．What experience have you gained from your part-time work?
你从业余工作中得到了什么经验？

Dialogue A
（I＝Interviewer 主试人 A＝Applicant 受试人）

I：Did you do any part－time job when you studied at your university?

A：Yes，I worked as a tutor for a middle school student．And I acted as an interpreter for three times at Guangzhou Export Commodities Fair.

I：What have you learned from your part－time jobs?

A：I've gained some experience in interpretation.

I：How did you spend the money you earned from your part-time jobs?

A：I like travelling，so I saved it up for that.

Dialogue B

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I：How did you spend the money you earned from your part－time jobs？

A：Yes，I act as a part－time salesman for a company.

I：Why are you engaged in a second，job？

A：Frankly speaking，I do my second job to increase my income.

I：What experience do you gain from your second job？

A：I've gained some experience in business.

Notes 注释

1．I acted as an interpreter for three times at Guangzhou Export Commodities Fair.
我曾三次为广州出口商品交易会做译员。

2．I've gained some experience in interpretation.
我获得了些做译员的经历。

3．How did you spend the money you earned from your part－time jobs？
你怎样使用从业余工作中获得的钱？

4．I like travelling，so I saved it up for that.
我喜欢旅游，我存下钱用于旅游。

5．Frankly speaking，….
坦率地说，……

Words and Expressions

in addition to	除了……之外
full-time	a．专职的
part-time	a．业余的
leisure	a．空闲的
engage	v．从事，忙于
increase	v．增加
tutor	n．家庭教师，指导老师
assistant	n．助手，助理
supervisor	n．导师，监督人
firm	n．商号，机构
export	a．出口的，输出的
commodity	n．商品
fair	n．交易会，市场
interpretation	n．翻译，解释
frankly	ad．坦率地，老实地

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Lesson 12 About Reasons for leavin

关于辞职原因

182. What position have you held before?
你以前担任过什么职务？

183. How many places have you worked altogether?
你一共工作了几个地方？

184. What was your reason for leaving?
你为什么要离开呢？

185. Do you enjoy your present job?
你喜欢目前的工作吗？

186. Yes，I find it interesting.
是的，我发现它很有趣味。

187. What made you decide to change your job?
什么原因使你决定换工作？

188. I know from your resume that you are working as an administration assistant in a trading company. Why do you plan to change your job?
我知道你正在一家贸易公司任职行政助理，为什么你计划转职？

189. Why have you changed you job so frequently?
你为什么经常换工作？

190. I am working in a small company where further promotion is impossible. I am capable of more responsibilies，so I decided to change my job. I'd like to find a job which is more challenging.
我在一家小公司工作，所以晋级不大可能。我完全能够承担更多的责任，所以我决定换工作。我希望做一个更有挑战性的工作。

191. I would like to have a job that is more lively than my present one. Besides，I would like to practise my English in my work. As my present employer deals with China trade only，there isn't much chance to speak English.
因为我希望找到一份较有活力的工作。此外，我想在工作上多用英语。但我现时的雇主主要发展中国市场，所以很少会使用英语。

192. Because I am looking for a company that I really want to work for so that I could settle down and make a long-term contribution.
因为我想找到一家理想的公司，使我能安定下来，并做出长远的贡献。

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193. My first job was a well established company where the division of labour is very clear. I do not have much chance to enrich my experience. Then I got an opportunity to really broaden my experience with a new company that was starting up, but unfortunately, they closed their service in three months' time. I have worked in my present company for a considerable length of time and enjoy my job I am now doing. But I think I have accumulated enough experience to take up more challenging post in a much larger and diversified company where I could make solid contribution.
我第一份工作是在一家制度完善及分工清楚的公司内任职，但我认为我的接触面太小了。后来我有机会到一家刚成立的公司，以扩展我的经验，不幸的是，他们在 3 个月内便倒闭了。我在现时的公司已工作了颇长的时间，虽然我喜欢现时的工作，但我认为我已积累了足够经验在一家更具规模及多元化的公司内工作，接受更大挑战及做出实质贡献。

194. Why are you leaving your present job?
你为何要离开现职？

195. What's the reason why you left your previous employer?
你为何要离开原来的雇主？

196. I'm leaving the present situation just because of expiry of my employment contract.
我离开现职是因为工作合同期满。

197. The work is not bad. Yet the salary is too small.
那份工作倒是不错，不过薪水太少了。

198. To speak frankly, I did not enjoy the work very much because these was not much for me to do at my post.
坦率地说，我不是很喜欢那份工作，因为我在这个职位上没有多少事可干。

Dialogue A
（I＝Interviewer 主试人 A＝Applicant 受试人）

I：Where are you employed?

A：I have been employed as a secretary at a trading company.

I：What do you think of your present job?

A：Yes，I find it interesting.

I：How do you get to office?

A：I go to the office by bus everyday.

I：What does your work consist of exactly?

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A：My main responsibility is troubleshooting between top management and the general employees.

I：Would you mind working overtime at night?

A：No，often my boss requires overtime work.

I：How much money are you making a month?

A：5000 yuan a month.

I： Why do you plan to change your job?

A：I would like to have a job that is more lively than my present one. Besides，I would like to practise my English in my work. As my present employer deals with China trade only，there isn't much chance to speak English.

I：Why have you changed your job so frequently?

A：My first job was in a well established company where the division of labour is very clear. I do not have much chance to enrich my experience. Then I got an opportunity to really broaden my experience with a new company that was starting up，but unfortunately，they closed their service in three months' time. I have worked in my present company for a considerable length of time and enjoy the job I am doing now. But I think I have accumulated enough experience to take up more challenging post in a much larger and diversified company where I could make solid contribution.

Dialogue B

I：What positions have you held before?

A：I have been a salesman. But now，I can do public relations.

I：How many places have you worked altogether?

A：Three.

I：Would you tell me the general description of your present job?

A：I am in charge of the trading department. I'm handling in－voices，shipping bills and computing freight costs；that's most of the documentation.

I：What time do you go to work?

A：I must be there no later than 8：00.

I：What time does the office close?

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A：I quit work whenever I get finished，usually about six O’clock.

I：Does your work involve a lot of paper filling and typing?

A：No，the secretary does this．It's not part of my job.

I：What made you decide to change your job?

A：I am working in a small company where further promotion is impossible，so I decided to change my job．I'd like to find a job which is more challenging.

Notes 注释

1．Where are you employed?
你在哪里任职?

2．My main responsibility is trouble-shooting between top management and the general employees.
我的主要职责是解决管理方和员工方面的问题。

3．How much money are you making a month?
你每月能挣多少钱?

4．How many places have you worked altogether?
你一共在几个地方供过职?

5．Would you tell me the general description of your present job?
请你把目前的工作叙述一下好吗?

6．I am in charge of the trading department.
我是公司贸易部门的主管。

7．I'm handling invoices，shipping bills and computing freight cost；that's most of the documentation.
我管发票、发货单和估计运费的事，其实也就是文书方面的事情。

8．Does your work involve a lot of paper filling and typing?
你的工作是不是牵涉到很多文件归档和打字工作?

9．No，the secretary does this．It's not part of my job.
不，这是秘书的事，这不是我份内的事。

Words and Expressions

altogether ad．总共，一起
administration n．管理，行政机关
frequently ad．经常，频繁地

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promotion n. 升级，提升
challenging a. 有挑战性的，要求高的
contribution n. 贡献
opportunity n. 机会，时机
unfortunately ad. 不幸地，遗憾地
accumulate v. 积累，积聚
contract n. 合同，契约
expiry n. 期满，终止
trouble-shooting n. 解决难题，解决问题
employee n. 雇员，雇工
employer n. 雇主
responsibility n. 责任，义务，职责
establish v. 建立，设立
division n. 划分，科，处
considerable a. 值得考虑的，重要的
diversified a. 多样化的，多元化的
description n. 叙述，描写
invoice n. 发票
shipping bills 运货单据
freight cost n. 运费
quit v. 离开，辞职
documentation n. 文书事务

Lesson 13 About Reasons for Application

关于应聘原因

199. Why do you come here for a job?
你为何到此处来找工作？

200. Thank you for your interest in this position. Why do you consider yourself qualified for this job?
谢谢你对本公司的兴趣，为何你认为自己符合这职位的资格？

201. I speak fairly good English and I enjoy meeting different kinds of people, so I think I could handle the work of a receptionist.
我能说流利的英语，而且我喜欢接触不同的人，所以我认为我能胜任接待员一职。

202. Why did you choose to come here for a job?
你为何选定到此地来谋职？

203. I hope to have a job which offers me an opportunity for advancement.
我希望有一个提供升级机会的工作。

204. What interest you most about this job?

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你对这份工作最感兴趣的是什么？

205．I like to work in a team and enjoy solving problems together．
我喜欢和一班人一起工作及解决问题。

206．What do you think you would bring to the job？
你认为你将能为这份工作带来什么？

207．Why should I hire you？
我为什么要聘请你？

208．Did you choose this company on account of high pay？
你是因为薪水高才选择本公司的吗？

209．I have the educational background and relevant experience required by the job．Besides，I am a very good team player and have the desire to make a thorough success．
我有为工作有关的教育及工作经验。此外，我是一个很好的群体工作者并有把工作做到最好的信念。

210．My business experience in China，mainly．I know a lot abut how the Chinese market works and how business is done there．
大概是我在中国大陆贸易的经验。我对中国贸易有相当深的认识，并了解在大陆应如何经商。

211．Why did you choose this coportation？
你为什么选择本公司？

212．My past work experience is closely related to this job．I am confident of doing the job well．Therefore I am desirous to get this position．
我过去的经验同这项工作密切相关，我有把握把这项工作做好，因此，我想得到这份工作。

213．I know that you do a very big international business，so I thought it would be a good place for me to make use of the experience I have had abroad．
我知道贵公司在国际贸易方面生意做得很大，所以我想这里会是运用我在国外取得的经验的好地方。

214．My educational background and professional experience make me qualified for the job．
我的教育背景和工作经验使我能够胜任这项工作。

215．What do you consider important when looking for a job？
你选择工作时主要的考虑是什么？

216．I think the most important thing is the nature of the job．One should never do anything one is not Interested in．
我认为工作的性质最重要，千万不要做你没有兴趣的工作。

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Dialogue A

（I= Interviewer 主试人 A＝Applicant 受试人）

I：What made you choose this company?

A：Your company has earned a very good reputation，not only because your products are of high quality，but also your well-constructed management system．I want to contribute my effort to such an outstanding company which cares not only the customers' needs，but also welfare of the employees．

I：What do you know abut this company?

A： I know this is one of the biggest trading companies in the world．It was established in London in 1940，with a total of 40 million US dollars．It employs more than 17，000 staff throughout the world．

I：Thank you for your interest in this position．Why do you consider yourself qualified for the job?

A：I have the educational background and relevant experience required by the job．Besides，I am a very good team player and have the desire to make a thorough success．

I：What interest you most about this job?

A：I like to work in a team and enjoy solving problems together．

I：Have you applied for a similar post to any other companies?

A：Yes，I've applied to General Electric China Incorporation but that was just to get experience in being interviewed．It would be hard for me to get employed by such a large company， I am afraid．That's why I want to enter this company．

I：What was the result of your application to that company?

A：They turned me down．

I：Why don't you think you got the job?

A：I think the only reason is that I was too nervous during the interview and I couldn't express myself the way I wanted to．

Dialogue B

I：What's your career objective?

A：I want to apply my knowledge and experience to a large firm．

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I：What would you like to be doing five years from now?

A：I hope I could be a leader of an energetic and productive sales team.

I：What do you consider important when looking for a job?

A：I think the most important thing is the nature of the job. One should never do anything one is not interested in. To me，pleasant working conditions with cooperative staff are also important.

I：Why are you interested in working in this company?

A：My past experience is closely related to this job. I am confident of doing the job well. Therefore I am desirous to get this position.

I：What do you think you would bring to the job?

A：My business experience in China，mainly. I know a lot about how the Chinese market works and how business is done there.

I：Have you applied to any other companies?

A：Yes，I've also applied to Global Huada Company Itd.，in ease I may not be accepted here.

I：What was the result of it?

A：I haven't heard the result yet.

I：If you are engaged by both companies，whose offer will you accept?

A：of course，I'll accept your offer. I want to work for you.

Notes 注释

1. Your company has earned a very good reputation，not only because your products are of high quality，but also your well-constructed management system.
贵公司一直享有盛名，不仅因为你们产品质量好，而且管理也极其完善。

2. I want to contribute my effort to such an outstanding company which cares not only the customers' needs，but also welfare of the employees.
我希望能在一家既注重客户需求，又照顾员工福利的公司内尽献所能。

3. It employs more than 17，000 staff throughout the world.
它在全球雇用超过 17，000 名员工。

4. Yes，I've applied to General Electric China Incorporation but that was just to get experience in being interviewed.
是的，我申请了通用电器（中国）有限公司，然而那不过是为了增加面试经验而已。

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5．They turned me down ．
他们拒绝了我的要求。

6．I think the only reason is that I was too nervous during the interview and I couldn't express myself the way I wanted to.
惟一的原因是我面试时太紧张了，我未能按我想做的方式来表达自己。

7．What's your career objective?
你的事业目标是什么？

8．I hope I could be a leader of an energetic and productive sales team.
我希望成为一支有活力及高生产率的销售队伍的主管。

9．Yes，I've also applied to Global Huada Company Ltd．in case I may not be accepted here.
是的，我还申请了环球华大有限公司，以防我在这里不能录用。

10．If you are engaged by both companies，whose offer will you accept?
如果两家公司都录用你，你接受哪一家公司？

Words and Expressions

receptionist n．接待员
advancement n．提升，提高
hire v．雇用，聘用
on account of 由于，因为
relevant a．有关的，相关的
corporation n．股份有限公司
be related to 与……有关系
confident a．有把握的，有信心的
desirous a．希望的，渴望的
professional a．职业的，专业化的
staff n．全体职员
turn sb. down 拒绝某人
nervous a．紧张的，不安的
career n．职业、事业
energetic a．精力充沛的，精神饱满的
productive a．生产力高的，有生产力的
co-operative a．合作的
therefore ad．因此，所以

Lesson 14 About the Post

关于所谋之职

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217. Are you able to take this job?
你能担负这种工作吗？

218. Would your present and former employers give you recommendations?
你现在及前任雇主都会给你写推荐函吗？

219. This job is not in Naijing. Are you willing to work in other places?
这个工作地点不在南京，你愿不愿到其他地方去工作？

220. This job offers you 6000 a month plus room and board. Would you be interested?
这个工作月薪 6000 元，包括食住，你对此有无兴趣？

221. When will you start to work if you are employed?
如果你被录用，你什么时候可以上班？

222. If we decide to hire you，we will notify you by mail.
如果我们决定雇用你，就写信通知你。

223. I am hunting for a job of higher wages.
我正在找一个薪金高的工作。

224. I hope to have a job which offer me an opportunity for advancement.
我希望有一个提供升级机会的工作。

225. I learned about it from your advertisement in the newspaper.
我是从报纸上你们的广告中获知的。

226. Thank you very much for your consideration. Then I will wait to hear from you.
谢谢您的关照，那么我就等候你的通知吧！

227. I can start to work whenever it is convenient for you.
只要您方便，我随时都可以开始工作。

228. I think I can，and I don't mind hard job.
我想我能做到，我不怕工作艰苦。

229. No problem for me. I believe I can do anything for you.
对我来说毫无问题，我相信我能为您做任何事情。

230. What section would you like to work in if you enter this company?
如果你被本公司录用，你希望在哪一部门工作？

231. What type of work will you expect to do at first?
你希望起初做什么工作？

232. I'd rather work in the business department if choices may be given.

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如果可以选择，我愿意在营业部工作。

233．I expect to operate computers.
我希望操作电脑。

234．I'd like to be a foreign exchange settlement clerk.
我想做外汇结算员。

Dialogue A
（I＝Interviewer 主试人 A＝Applicant 受试人）

I：Why do you come here for a job?

A：I learned about it from your advertisement in the newspaper．I hope to have a job which offers me an opportunity for advancement.

I：Would your present and former employers give you recommendations?

A：Yes，No problem.

I：Tell me what you know abut our company.

A：To the best of my knowledge，your company was originally a small workshop set up in 1978．At that time you had only over ten workers who made some farm tools．After more than ten years of hard work，you have developed into a large enterprise with nearly one thousand technicians and workers．Now your yearly output value has reached as much as over one billion yuan．What a wonder you have done!

I：Are you able to take this job?

A：No problem for me．I believe I can do anything for you；I have done this type of work before.

I：This job offers you 6，000 yuan a month plus room and hard．Would you be interested?

A：I can accept it.

I：If you are employed when will you start to work?

A：I can start to work whenever it is convenient for you.

I：How long does it take to get here from your home?

A：It's a forty-minute bus ride.

I：OK．If we decide to hire you，we will notify you by mail.

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A：Thank you very much for your consideration．Then I will wait to hear from you．

Dialogue B

I：Tell me what you know about our company．

A： All right． Your company is a Sino-American joint venture．Your head office is in the U．S．A．．There are a lot of subsidiary companies all over the world． You mainly make beauty products which sell well．

I：Do you know what companies are stockholders in this company？

A：Yes， the main stockholder is ABC Corporation．

I：What section would you like to work in if you enter this company？

A：I'd rather work in the business department if choices may be given．

I：What type of work will you expect to do at first？

A：I wish to operate computers．

I：What are you plans for the future？

A：I wish to move up to higher positions with acquisition of more experience in the future．

I：How long does it take to get here from your home

A：It takes one hour and ten minutes．

I：That's quite a way． Are you planning to find a boarding house nearby， or do you have relatives you can stay with？

A：I'm pretty strong．There is no problem for me to be punctual for work though I have to travel that far．

I：How long do you think that we can depend on your working here？

A：If I enjoy the job and I feel I am making progress in the work，I would stay until I reach the age limit．

I：Do you have any particular conditions that you would like the company to take into consideration？

A：No， nothing in particular．

Notes 注释

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1．TO the best of my knowledge， your company was originally a small workshop set up in 1978.
据我的记忆所及，贵公司起初是 1978 年创办的一家小工厂。

2．Now your yearly output value has reached as much as over one billion yuan． What a wonder you have done!
你们现在的年产值已超过 10 亿元。你们真是创造了了不起的奇迹!

3． You mainly make beauty products which sell well.
你们主要生产美容品，产品很畅销。

4．Yes，the main stockholder is ABC Corporation.
贵公司的主要股东是 ABC 公司。

5．I wish to move up to higher positions with acquisition of more experience in the future.
我希望将来随着我工作经验的增加而逐步提升。

6．There is no problem for me to be punctual for work though I have to travel that far.
尽管要走那么远，但我完全能够准时赶到上班。

7．How long do you think that we can depend on your working here?
你认为我们可以指望你在这里干多久?

8．I would stay until I reach the age limit.
我将一直呆下去直到退休年龄。

9．Do you have any particular conditions that you would like the company to take into consideration?
你有什么特殊情况需要公司加以考虑吗?

10．No，nothing in particular.
没有，没有什么特别的情况。

Words and Expressions

former a．以前的，先前的
recommendation n．推荐，介绍信
notify v．通知，报告
convenient a．便利的，方便的
foreign exchange settlement 外汇结算
hunt for 寻找
enterprise n．事业，企业
yearly output value 年产值
wonder n．奇迹，奇观
Sino-American joint venture 中美合资公司
subsidiary company 附属公司
stockholder n．持股人

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acquisition n．获得，所获
relative n．亲戚
punctual a．按时的，守时的
particular a．特别的，特殊的

Lesson 15 About Your Ability

关于个人能力

235．What is your greatest strength?
你的最大长处是什么？

236．I manage my time perfectly so that I can always get things done on time.
我极懂分配时间，因此总能准时完成任务。

237．I suppose a strong point is that I like developing new things and ideas.
我想我有一个优点就是喜欢创新。

238．I can take on jobs that bother other people and work at them slowly until they get done.
我能承担别人认为烦恼的工作，然后慢慢努力，直到把工作完成为止。

239．What are your weak points?
你的缺点是什么？

240． When I think something is right， I will stick to that．Sometimes it sounds a little stubborn but I am now trying to find a balance between insistence and compromise.
若我认为某件事情是对的，我会坚持到底。有时候，这显得有点顽固，因此我正努力在执着与妥协之间寻求平衡。

241．As a young girl，I'm a bit shy around people．That is my weakness． But I'm patient both with people and my work.
作为年轻女孩，我在众人面前有点害羞，这是我的不足。但是我对人和对工作都有耐心。

242．Well，I'm afraid I'm a poor talker， and that's not very good，so I've been learning how to speak in public.
嗯，我这个人恐怕不善言谈，这样不好，所以我一直在学怎样在众人面前讲话。

243．What are your greatest achievement?
你最大的成就是什么？

244．Can you work under pressure?
你能在压力下工作吗？

245．Yes，I find it stimulating.
能，我认为它具有鼓舞作用。

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246. What are the problems you have encountered in your job?
你在工作中曾遇到过哪些困难？

247. As an editor， I have to proofread numerous articles. This is a fairly repetitive job，so it's easy to overlook mistakes.
作为一个编辑，我经常有大量稿件要校对，这是一项重复而单调的工作，极容易忽略某些错误。

248. How do you deal with those who you think are difficult to work with?
你怎样应付哪些你认为难以合作的人？

249. I stick to my principles and keep to rule.
我会坚持原则和谨守规则。

250. Sometimes，they are just lack of enthusiasm and I got them involved with something constructive. Some of them changed their attitude later.
有时候，他们只是缺乏工作热情，当我安排他们处理一些建设性的工作时，一些人改变了原来的态度。

Dialogue A

I：What is your greatest strength?

A: I think I am very good at planning. I manage my time perfectly so that I can always get things done on time.

I：What are your weak points?

A： When I think something is right， I will stick to that. Sometimes it sounds a little stubborn but I am now trying to find a balance between insistence and compromise.

I：What are your greatest accomplishment?

A：Although I feel my greatest accomplishments are still ahead of me，I am proud of my involvement with the International Business Conference'93 project. I made my contribution as part of that team and learned a lot in the process.

I：Can you work under pressure?

A：Yes，I find it stimulating. However， I believe in planning and proper management of my time reduce panic deadlines.

I：Are you more of a follower or a leader?

A：I don't agree with someone else's opinion if I think he's wrong，but when I understand his thinking

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and see he has some good ideas， then I'm very happy to go along with him.

Dialogue B

I：What are your strong points?

A：I have very strong observation power．I can generate interesting ideas from minor things and once the idea is formed，I have strong urge to put it into action.

I：What is your weakness?

A：I always give each job my best efforts， so when others are not pulling their weight， I would be frustrated.

I：Are you more of a follower or a leader?

A：I don't try to go ahead of people and lead them． I'd rather cooperate with everybody else， and get the job done by working together.

I：What are the problems you have encountered in your job and how do you solve them?

A：As an editor， I have to proofread numerous articles、This is a fairly repetitive job， so it's easy to overlook mistakes． Lots of people do． But I always look for them and it keeps me alert and motivated so I do a better job.

I：How do you deal with those who you think are difficult to deal with?

A：I stick to my principles and keep the rules． Sometimes， they are just lack of enthusiasm and I got them involved with something constructive． Some of them had changed their attitude later.

Notes 注释

l. Although I feel my greatest accomplishments are still ahead of me，I am proud of my involvement with the International Business Conference'93 project． I made my contribution as part of that team and learned a lot in the process.
虽然我认为我的最大成就还未出现，但我对于曾参与“九三国际商务会议”这个活动感到很自豪。作为筹划小组成员之一，我做出了不少贡献，亦从中学到很多。

2. However， I believe in planning and proper management of my time reduce panic deadlines.
但我相信适当地分配时间及周详的计划能减少最后工作期限而带来的恐慌。

3. Are you more of a follower or a leader?
你更像一个跟随者，还是一个领导者？

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4．I have very strong observation power． I can generate interesting ideas from minor things and once the idea is formed，I have strong urge to put it into action．
我认为我有很强的观察力，能从小事引发出有趣的想法。而且想法一旦形成，便有很强的愿望付诸实行。

5．I always give each job my best efforts， so when others are not pulling their weight， I would be frustrated．
我做每份工作总是全力以赴，所以当我发现其他人没有努力做时，我会感到挫折失意。

6．But I always look for them and it keeps me alert and motivated so I do a better job．
但我总是努力找出这些错误，这令我保持警觉及积极，所以我做得比别人好。

Words and Expressions

strength n．实力，长处
weakness n．短处，薄弱之处
strong points 长处
weak points 短处
stubborn a．顽固的，坚决的
insistence n．坚持，执着
compromise n．妥协，和解，折衷
stimulate v．刺激，鼓励
encounter v．偶遇，面对
repetitive a．多次反复的，重复的
enthusiasm n．热心，积极性
constructive a．建设性的
observation power 观察力
generate v．产生，形成
pull one's weight 努力做好份内的工作
frustrated a．挫折的，失望的

Lesson 16 About Your Skills

关于个人技能

251．Have you any experience with a computer？
你有使用电脑的经验吗？

252．Do you use a computer？
你会操作电脑吗？

253．Can you take shorthand？
你会速记吗？

254． Can you dictate？

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你会笔录吗？

255．How are your typing skills？
你打字技巧如何？

256．Did any of your previous positions require typing？
你以前的职务中有没有需要打字的？

257． I have approximately three years experience using a com-puter．
我有大约三年操作电脑的经验。

258．I type 65 words per minute．
我每分钟打 65 个字。

259．I've been typing for a good many years．
我打字已多年了。

260． I've learned shorthand but have no experience．
我学过速记，但没有经验。

261．Yes，ma'am．I can take dictation．
是的，女士，我会笔录。

262． Which computer software do you know？
你懂得哪些电脑软件程序？

263． Page Maker and Microsoft Word．
电脑排及 Word 文字系统软件。

264．Can you drive？
你会开车吗？

265．I have a driver's license
我有驾驶执照。

266．What certificates of technical qualifications have you obtained？
你有何种技术资格证书？

267．I've receive a Business English Certificate．
我有商务英语证书。

268．I've got an Associate Professor's Qualification Certificate．
我获得了副教授资格证书。

Dialogue A

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I：How are your typing skills？

A：I've been typing for a good many years.

I：How many words do you type per minute？

A：I type 65 words per minute.

I：Can you dictate？

A：Yes， ma'am. I can take dictation.

I：Do you take shorthand？

A：Yes， I take shorthand pretty fast.

I：Have you any experience with a computer？

A：I have approximately three years experience using a computer.

I： What kind of computers are you experienced in？

A：I'm experienced in IBM－PC，Compact and Great Wall computers.

I： What kind of software do you have working knowledge of？

A： I have working knowledge of WINDOWS and DOS.

I： What certificates of technical qualifications have you received？

A：I've received a Computer Operator's Qualification Certificate.

I：Can you drive？

A：I'm learning now.

Dialogue B

I：Did any of your previous positions require typing？

A：Yes， but I can't type very quickly.

I：How many words can you type per minute？

A：I type about 40 words per minute.

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I：How are your dictating skills？

A：I can take dictation in English at 100 words per minute.

I：Do you take shorthand？

A：I've learned shorthand but have no experience.

I：What certificates of technical qualifications have you obtained？

A：I've received a Business English Certificate.

I：Do you have a driver's license？

A：Yes，I have.

I：Which computer software do you know？

A：Page Maker and Microsoft Word.

Notes 注释

1．I'm experienced in IBM-PC，Compact and Great Wall computers.
我熟悉 IBM－PC，COMPACT 和长城电脑。

2．What kind of software do you have working knowledge of？
你对何种电脑软件具有应用知识？

3．How are your dictating skills？
你的笔录速度如何？

4．I can take dictation in English at 100 words per minute.
我能用英语笔录每分钟 100 个单词。

Words and Expressions

shorthand n．速记
dictate v．笔录
per minute 每分钟
software n．软件
license n．执照
qualification n．资格，合格证明
Associate Professor n．副教授
ma'am （madam 之略写形式） n．夫人，女士

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Lesson 17 About Your Personality

关于个性、性格

269. What kind of personality do you think you have?
你认为你具有哪种性格？

270. I'm quite active and energetic. I approach things enthusiastically and I don't like leaving things half done.
我积极而充满活力。我热诚对待每件事，不喜欢半途而废。

271. Do you think you are introverted or extroverted?
你认为你性格内向还是外向？

272. I am quite outgoing，I think. 我认为我很外向。

273. I wouldn't call myself introverted though sometimes I'm reserved and enjoy staying all by myself，often and often I like sharing activities with others.
我不算内向，尽管有时我沉默寡言，喜欢独处，但我经常和大家在一起活动。

274. What kind of person do you think you are?
你认为你是哪类人？

275. What kind of people do you like to work with?
你最喜欢和哪类人合作？

276. What kind of people you find difficult to work with?
你觉得和哪类人合作最困难？

277. How do you get along with others?
你与别人相处关系如何？

278. I keep close contacts with my friends.
我和我的朋友经常联络。

279. We often get together and talk with each other?
我们经常聚在一起交谈。

280. Wherever I meet with difficulties，they are always ready to lend me a hand.
只要我遇到困难，他们总是愿意伸出援助之手。

281. I like to work with people who are honest， dedicate to their work and have integrity.
我喜欢和诚实、对工作投入、为人正直的人一起工作。

282. What do you think is the most important thing for you to be happy?

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你认为对你来说幸福最重要的是什么？

283．I maintain that the most important thing is having good friends.
我认为最重要的是有好朋友。

284．For me，this would be having good relationship with my family members.
对我来说，最重要的是保持家庭成员的良好关系。

285．What basic principles do you apply to your life?
你在生活中的基本原则是什么？

286．I try to keep to a regular schedule every day.
我每天努力遵守有规律的作息安排。

Dialogue A

I：What kind of personality do you think you have?

A：I am quite active and energetic． I approach things enthusiastically and I don't like leaving things half done.

I：Do you think you are introverted or extroverted?

A：I am quite outgoing， I think． I enjoy mixing and doing things with others.

I：What do you think is the most important thing for you to be happy?

A：I maintain that the most important thing is having good friends．A person can't live all by himself，I think．A friend in need is a friend indeed．So the more really close friends I have，the better.

I：Do you have any people you'd call really close friends?

A：Yes， I'd call several of my former classmates really close friends． We often get together and talk with each other．Whenever I meet with difficulties， they're always ready to lend me a hand.

I：What kind of people do you like to work with?

A：People who are honest， dedicate to their work and have integrity.

I：What kind of people you find difficult to work with?

A：Slackers ad those who violate working procedures and ignoring deadlines.

Dialogue B

I：What kind of person do you think you are?

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A：I am a curious person and I like learning new things．Besides， I think I am a good leader since I can easily motivated others to get things done．

I：How do you get along with others？

A：Very well．I keep close contacts with my classmates and former colleagues．

I：Do you think you are introverted or extroverted？

A：I wouldn't call myself introverted though sometimes I'm reserved and enjoy staying all by myself，often and often I like sharing activities with others．

I：What do you think is the most important thing for you to be happy？

A: For me， this would be having good relationship with my family members． My family has always been very closeknit，and we still spend a lot of time together．

I：Would you say you have a lot of friends， or just a few？

A：Not so many， but not really a few， either， I suppose．There are about seven people that I see quite a bit of now．They are all my good friends．

I：What basic principles do you apply to your life？

A：I try to keep to a regular schedule every day． When I don't，my body isn't in good shape， and neither is my mind， so I've been sticking to regular schedule for more than ten years．

Notes 注释

1．A friend in need is a friend indeed．So the more really close friend I have， the better．
患难见真情，真正亲密的朋友越多越好。

2．Slackers and those who violate working procedures and ignoring deadlines．
疏于职守、违反工作程序和不注重工作期限的人。

3．I think I am a good leader since I can easily motivated others to get things done．
我认为我是一个很好的领导者，因为我能轻易地劝别人完成工作。

4．My family has always been very closeknit，and we still spend a lot of time together．
我家的人际关系一直都很亲密，而且仍有很多时间团聚。

5．There are about seven people that I see quite a bit of now．
我现在经见面的大约有 7 位。

6．When I don't， my body isn't in good shape，and neither is my mind．

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如果我不这样做的话，我的身体就不好，精神也不好。

Words and Expressions

personality n．个性，人格
approach v．对待，探讨
enthusiastically ad．热心地，热情地
introvert v.（使）内向，使……内省
extrovert v.（使）外向
outgoing a．外向的
reserved a．缄默的，有节制的
get along with 为某人相处
conact n．接触，联系，联络
lend sb. a hand 帮助某人
dedicate v．献身，献给
integrity n．正直
maintain v．主张
motivate v．诱导，激发
ignore v．忽视，不睬

Lesson 18 About Hobbies

关于业余爱好

287．What do you do in your spare time?
你在业余时间如何消遣？

288．What are your hobbies?
你的个人爱好是什么？

289．I enjoy sports， music， films and books.
我喜欢体育运动、听音乐、看电影、读书。

290. I have many hobbies． I like almost all kinds of sports and I also like to listen to classical music.
我有很多爱好。我喜欢几乎各类运动，也喜欢听古典音乐。

291．What kind of sports do you like?
你喜欢哪种体育活动？

292．What is your favorite sport?
你喜欢的运动项目是什么？

293．I like playing football.
我喜欢踢足球。

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294. Football is a very exciting game because it keeps you alert and I also enjoy the team spirit of football.
足球是一项极刺激的运动，它会使你保持灵敏，我也喜欢足球活动中的团队精神。

295. What do you like to read?
你喜欢读什么书？

296. What kinds of books do you like?
你喜欢读哪类书？

297. I read everything I can get my hands on but I like love sto－ries best.
我拿到什么书看什么书，但最喜欢看言情小说。

398. I enjoy reading biographies.
我喜欢读名人传记。

399. Who are your favorite authors?
你最喜欢哪些作家？

300. Lu Xun and Lu Yao are my favorite authors.
我最喜欢鲁迅和路遥。

301. I like reading Lu Xun.
我喜欢读鲁迅的作品。

302. Are you a smoker?
你抽烟吗？

303. No，I am not.
不，我不抽烟。

304. Do you drink?
你喝酒吗？

305. Yes，but just during social occasions.
喝，但仅仅是为了应酬。

Dialogue A

I：What do you do in your spare time?

A：I have many hobbies. I like almost all kinds of sports and I also like to listen to classical music.

I：What kinds of sports you like?

A: I like playing football. Football is a very exciting game because it keeps you alert and I also enjoy

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the team spirit of football.

I：What kinds of books do you like?

A：I enjoy reading biographies， especially those of well－known statesmen， militarists， scientists and artists． I can learn a lot from their life histories.

I：Who are your favorite authors?

A：I like the novels of Dickens very much． I've read almost all of them in Chinese translation. I wish I could read them in the original-I hear they're even better then.

I：Are you a music lover?

A：Yes，I like listening to Beethoven's works.

I：What kinds of film do you enjoy?

A：I like all kinds as long as they are exciting.

Dialogue B

I：What are your hobbies?

A：I enjoy sports， music， films and books.

I：What is your favorite sport?

A：I like playing basketball． Whenever I am free in the afternoon， I will have basketball matches with my friends.

I：What do you like to read?

A：I read everything I can get my hands on but I like love stories best.

I：Who are your favorite authors?

A： Lu Xun and Lu Yao are my favorite authors． I enjoy reading the novels of them very much.

I： Do you drink?

A：Yes， a little.

I：Are you a smoker?

A：No，I am not.

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Notes 注释

1．I enjoy reading biograpies， especially those of well-known statesmen，militarists，scientists and artists．I can learn a lot from their life histories．
我喜欢读传记，尤其是那些著名政治家、军事家、科学家和艺术家的传记，他们的生平使我受益良多。

2．I like the novels of Dickens very much． I've read almost all of them in Chinese translation．
我很喜欢狄更斯的小说，他小说的中译本我几乎全读过。

3．I wish I could read them in the original--I hear they're even better then．
我希望能读他的原著——听说那会更好。

4． Are you a music lover?
你喜欢音乐吗？

Words and Expressions

spare a．空闲的，空的
hobby n．爱好，嗜好
classical music 古典音乐
alert a．警觉的，机敏的
biography n．传记，个人经历
militarist n．军事家
original a．原文的，原本的

Lesson 19 About Your Family（Ⅰ）

关于家庭（Ⅰ）

306．How many people are there in your family?
你家有几口人？

307．How many persons are there in your family?
你家有几口人？

308．How big is your family?
你家有几口人？

309．What kind of occupation do your father do?
你父亲从事何种职业？

310．How many brothers and sisters do you have?
你有几个兄弟姐妹？

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311．There are seven of us：my parents，three brothers and two sisters.
有七口人，父母亲，三个兄弟和两个姐妹。

312．There are only three my parents and I.
只有三口人，爸爸妈妈和我。

313．My father runs an import and export company.
我父亲经营一家进出口公司。

314．What's your father?
你父亲干什么职业？

315．What does your mother do?
你妈妈的职业是什么？

316．My father is a civil engineer.
我父亲是个土木工程师。

317．My mother is a teacher.
我母亲是一位教师。

318．My father is a retired doctor.
我的父亲是一个退休的医生。

319．My mother doesn't have a job.
我母亲不工作。

320．She is a housewife.
她是位家庭主妇。

321．How old is your father，may I ask?
我能问一下你父亲的年龄吗？

322．He is fifty－six years old.
他 56 岁。

323．Who supports your family?
谁维持你家的生活？

324．Both my father and mother do.
父亲和母亲维持家里的生活。

Dialogue A
（ I＝Interviewer 主试人 A＝Applicant 受试人）

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I： How many persons are there in your family?

A： There are only three：my parents and I.

I： Who supports your family?

A：Both my father and mother do.

I：What's your father?

A： He is a civil engineer.

I： What kind of occupation do your mother do?

A：My mother is a teacher.

I：How old is your father， may I ask?

A：He is 56 years old.

I： Are you married?

A： No， I'm not married. I'm still single.

Dialogue B

I：How big is your family?

A：There are five of us.

I： How many brothers and sisters do you have?

A：I have a brother and a sister.

I： Who is the oldest of you three?

A：I am.

I： Do you have to support your family?

A： Yes， sir. I run a shop in this city.

Notes 注释

1. Are you married? 你结婚了吗?

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2．No， I'm not married． I'm still single．不，我没有结婚，我仍是单身。

3．Do you have to support your family？你得供养家庭吗？

Words and Expressions

occuption n．职业，工作
civil engineer 土木工程师
retire v．退休
housewife n．家庭主妇
support v．支撑，养活

Lesson 20 About Your Family （Ⅱ）

关于家庭 （Ⅱ）

325．Would you tell me something about your family？
请告诉我一些你家里的事情。

326．There are five in my family，my parents，a younger broth－er，a younger sister and myself．
共有 5 口人，包括我的父母、一个弟弟、一个妹妹和我。

327．My father works in a bank and my mother is a teacher．
我父亲在银行工作，我妈妈是一位教师。

328．Both my brother and sister are studying at school．
我的弟弟妹妹都还在学校上学。

329．Please say something about your family．
请说说你家里的情况。

330．With pleasure．
很高兴。

331．My family is not big．
我们家人口不多。

332．We are four altogether--my mother，my wife，my son，and I．
我家共有四口人，我妈妈、我妻子、儿子和我。

333．My father passed away．
我父亲已经过世了。

334．My mother is fifty－nine years old． She is retired now．
我母亲 59 岁，退休在家。

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335．My wife is an accountant.
我妻子是一名会计。

336．My son is only over two.
我儿子才两岁多。

337．He is looked after by my mother．He is the apple of our eye.
我儿子由我母亲照料，他是全家的掌上明珠。

335．Do you spend much time staying with your family?
你花很多时间与家人在一起吗？

339．Oh，yes．People say there is a generation gap in the world today，but I don't think there is one in my family.
噢，是的。人们常说今天这个世界有代沟，但我认为我家没有。

340．We all get together to eat and talk.
我们总是聚在一起吃饭聊天。

341．I often watch TV together with my family in the evenings.
晚上我经常和家人一起看电视。

342．During the weekends or holidays，we sometimes go to parks，cinemas，and concerts together.
周末和假日期间，我们一家有时一起上公园，看电影，听音乐会。

343．We live a happy life together.
我们一起过着幸福的生活。

Dialogue A
（ I＝Interviewer 主试人　A＝Applicant 受试人）

I：Would you tell me something about your family?

A：With pleasure．There are five in my family，my parents，a younger sister， a younger brother and myself． My father works in a bank and my mother is a teacher. Both my broth－er and sister are studying at school.

I：Do you have to support your family?

A：No， my father does.

Dialogue B

I： Please say something about your family.

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A：My family is not big．We are four altogether，my mother，my wife， my son and I． My father passed away． My mother is fifty-nine years old．She is retired． My wife is a high school teacher． My son is only over two． He is looked after by my mother． He is the apple of our eye．

I：Do you spend much time staying with your family？

A：Oh，yes．People say there is a generation gap in the world today， but I don't think there is one in my family． We all work at taking time to talk with each other．Especially at mealtimes， we all get together to eat and talk． Meals are very lively at our house． I often watch TV together with my family in the evenings．During the weekends or holidays， we sometimes go to parks，cinemas， and concerts together．

Notes 注释

1．No， my father does．
不，是由我爸爸维持家庭生活的。

2．We all work at taking time to talk with each other．
我们都舍得花时间用来聊天。

3．Meals are very lively at our house．
吃饭在我们家里是比较热闹的。

Words and Expressions

Pleasure n．愉快，高兴
pass away v．逝世，去世
look after v．照料
apple n．瞳仁
generation gap n．代沟
gap n．差距，距离
generation n．一代人
especially ad．尤其地，格外地

Lesson 21 About Common Sense

关于一般常识

344．How many nationalities are there in China？
中国有多少民族？

345．The are 56 nationalities in China．
中国有 56 个民族。

346．What are China's most important festivals？

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中国有哪些重要节日？

347．The four important festivals are the Spring Festival，the Lantern Festival，the Drgon－boat Festival and the Mid－au－tumn Festival.
有四个重要节日：春节、元宵节、端午节和中秋节。

348．Besides，we have Women's day，Labour Day，and the Na-tional Day.
此外，我们有妇女节、劳动节和国庆节。

349．Tell me about Chinese families.
请讲讲中国家庭的情况。

350．This is an interesting question.
这是个有趣的问题。

351．Chinese families are very close and depend on each other a lot.
中国家庭成员非常亲密，在很大程度上互相依靠。

352．Chinese families are more closeknit than American families.
中国家庭的联系比美国家庭紧密。

353．Young people in China often live with their parents even af－ter their marriage，but in America，the younger generation will live away from their parents.
中国的年轻人即使婚后也经常是和父母一起住，但在美国年轻人一般不住在父母家里。

354． In China， we believe in collectiveness， but in America，people believe in individualism.
在中国，我们相信集体主义，而在美国人们相信个人主义。

355． What are some important festivals in the U．S．A.，do you know？
你是否知道美国有哪些重要节日？

356．They are Christmas Day，Thanksgiving Day，New Year's Day，Eastet，Independence Day ，and so on.
有圣诞节，感恩节，元旦，复活节，独立日（7 月 4 日）等等。

357．What does WTO stand for？WTO
代表什么？

358．It stands for World Trade Organization.
他代表世界贸易组织。

359．Is China a member of WTO？
中国是 WTO 成员吗？

360．Not yet．But China is on the way to WTO.
还不是，但中国正在加入的进程中。

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361．What's the currency in EEC，do you know？
欧洲经济共同体的通货是什么？

362．It's Euro．
它是欧元。

Dialogue A
（ I＝Interviewer 主试人 A＝Applicant 受试人）

I：How many nationalities are there in China？

A：Fifty-six．

I：What are China's most important festivals？

A：The four important festival are the Spring Festival， the Lantern Festival， the Dragon-boat Festival and the Mid-au-tumn Festival． Besides， we have International Labour Women's Day，Labour Day，and the National Day．

I：Tell me about Chinese families．

A：This is an Interesting question．Chinese families are very close and depend on each other a lot．They will take care of their elders an help the younger ones． In a word respect the old and love the young．

I：What difference are there between Chinese and American families？

A：Chinese families are more closeknit than American families．Young people in China often live with their parents even after their marriage，but in America the younger generation will live away from their parents． In China， we believe in collectiveness but in America， people believe in individualism．

I：What are some important festivals in the U． S．do you know？

A：They are Christmas Day．Thanksgiving Day，New Year's Day，Easter，Independence Day，and so on．

I：How many states are there in the U． S． A？

A：There are fifty．

I：What is the legislative in the U．S．A？

A：The Congress．

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I： What are the two major parties in the U．S．A？

A：The Republican Party and the Democratic Party.

Dialogue B

I：What does WTO stand for？

A：It stands for World Trade Organization.

I：Is China a member of WTO？

A：Not yet．But China is on the way to WTO.

I：What does EEC stand for？

A：It is the European Economic Community.

I：How many member countries are there in EEC？

A：Twelve of them. France, Germany, Italy, Belgium, the Netherlands, Luxemburg, Great Britain, Denmark, Spain, Greece and Portugal.

I：What's the currency in EEC，do you know？

A：It's Euro.

Notes 注释

1．In a word，respect the old and love the young.
一句话，尊老爱幼。

2．What is the legislative in the U．S．A？
美国的立法机关是什么？

3．The Congress.
是国会。

4．Twelve of them. France，Germany, Italy, Belgium, the Netherlands, Luxemburg, Great Britain, Denmark, Spain，Greece and Portugal.
有十二个。法国、德国、意大利、比利时、荷兰、卢森堡、英国、丹麦、西班牙、希腊和葡萄牙。

Words and Expressions

nationality n．民族，部族

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festival n．节日
lantern n．灯笼
closeknit a．紧紧结合在一起的
collectiveness n．集体主义
individualism n．个人主义
Thanksgiving Day 感恩节
Easter n．复活节
and so on 等等，诸如此类
legislative n．立法机关
currency n．通货，货币

Lesson 22 About Questions to Ask

申请人有何问题

363．Any questions about the job?
对这份工作还有什么问题？

364．I have learned that your company will send employees to US to attend training programmes．I'd like to know how you choose employees to attend these programmes.
我知道贵公司准备派出部分员工到美国参加培训计划，我想知道你们怎样挑选这些员工。

365．Is there anything you want to know?
有什么你想知道的吗？

366．To whom should I report?
我应该向谁负责？

367．How many staff are there in your department?
这部门共有多少人？

368．What kind of computer you are using now?
你们现在用什么类型的电脑？

369．Is the job full-time or part-time?
这工作是全职的还是业余的？

370．What are the hours?
上班时间是几点？

371．Is there overtime?
有加班吗？

372．Is there opportunity to advance?
有提升的机会吗？

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373. What would my duties be?
我的工作职责是什么？

374. What are the benefits?
有什么津贴？

375. Are there many lay-offs?
有许多人暂时停聘吗？（有许多人临时下岗吗？）

376. What's the salary?
薪水多少？

377. When will I know if I have the job?
我何时能知道我获得工作？

378. Can you tell me a little about employee benefits such and the health in such as the health insurance program?
能告诉我关于健康保险之类的员工福利吗？

379. You may ask questions about us， if you have any.
如果有什么问题，你可以提问。

380. Do you have any questions you would like to ask me?
你有什么问题要问我吗？

381. I would like to know if there would be any opportunity to work abroad in the future.
我想知道将来是否有出国工作的机会。

382. I have one question to ask： would I have to work overtime very often?
有一个问题，我要经常加班吗？

383. What are the normal working hours?
正常上班时间是几点？

384. May I ask how much the bonuses are?
能否问一下奖金有多少？

385. Yes，Do you have a training program for new employees?
有，贵公司对新员工有培训计划吗？

386. Are most of your foreign customers Americans or do they come from many different countries?
贵公司的大部分外国客户是美国人呢？还是来自许多不同的国家？

387. May I ask about the remuneration?
我可以问问我的酬劳是多少吗？

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388．Do you have any recreational activities for employees?
贵公司有员工娱乐活动吗？

Notes 注释

不宜对成年人提的问题：

What religion are you in?
你信什么教？

What family origin are you of?
你是什么血统？

Why are you divorced?
你为什么离婚？

Why do you have no children?
为什么你没有孩子？

How much money do you make?
你挣多少钱？

How old are you?
你多大年龄？

How much does your house cost?
你的房子值多少钱？

Words and Expressions

programme n．计划，项目
benefit n．福利
abroad ad．在国外，在海外
bonus n．奖金，红利
customer n．顾客，客户
remuneration n．酬劳，酬金
origin n．血统，出身

Lesson23 About Your Remuneration（Ⅰ）

关于薪酬（Ⅰ）

389．What is your salary now?

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你现在薪水多少？

390．I am paid RMB 18，00 plus some allowance and bonus that comes to about RMB 22，00 per month.
我的月薪是 18，00 人民币，之外加津贴和奖金，一共大概 22，00 元。

391．How about your present pay?
你现在的薪水是多少？

392．What is your yearly salary now?
你现在的年薪多少？

393．What were they paying you，if you don't mind my asking?
他们付你多少薪水，如你不介意我问这个问题？

394．I worked by the hour．One hundred yuan per hour.
我按时计酬，每小时 100 元。

395．What is your monthly salary now?
你现在月薪多少？

396．My present I pay is RMB 3，000 yuan each month.
我现在月薪人民币 3，000 元。

397．I'm paid RMB 20，000 yuan each year.
我年薪 20，000 元。

398．At present I get 2，000 yuan per month.
目前，我每月工资 2，000 元。

399．What's your expected salary?
你期望多少薪水？

400．What starting salary would you expect?
你希望在这里起薪多少？

401．I can offer you 5，000 yuan per month.
我们能给你一个月 5，000 元。

402．Raises are given after three months' probation period according to your performance.
三个月的试用期后将根据工作表现加薪。

403．Is this satisfactory?
你满意这一安排吗？

404．Our salary scale is different.

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我们的薪水制度不一样。

405．We pay on weekly basis.
我们按周付薪水。

406．Yes，it is quite satisfactory．I accept it.
是的，我很满意，我可以接受这一安排。

407．That's fine．I will follow whatever rules you have here.
很好，我将照您这里的规矩。

408．What starting salary would you expect here?
你期望在这里起薪多少?

409．I'd require a commecing salary of 2，500 yuan a month.
我要求起薪每月 2，500 元。

Dialogue A
（I＝Interviewer 主试人 A＝Applicant 受试人）

I：What is your salary now?

A：My present pay is RMB 3，000 yuan each month.

I：What's your expected salary?

A：What is important to me is the job and the people I wil be working with，so regarding salary，I leave it to you and I am sure that you will make me a fair offer.

I：I can offer you 5，000 yuan per month．Raises are given after three months' probation period according to your performance．Is this satisfactory?

A：Yes，it is quite satisfactory．I accept it.

Dialogue B

I：How about your present pay?

A：I am paid RMB 20，000 yuan each year.

I：Our salary scale is different，we pay on weekly basis，and an annual bonus equivalent to three months' salary.

A：That's fine．I will follow whatever rules you have here.

I：We will accept you for a three months' period of probation.

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A：Thank you，I will try to do my best.

Dialogue C

I：What is your monthly salary now?

A：At present．I get 2，000 yuan per month.

I：What starting salary would you expect here?

A：I'd require a commencing salary of 2，500 yuan a month.

I：We are happy about your past experience，however，we must tell you that we can't pay you that much.

A：No，I don't mind being paid less than that，I prefer to learn more in a new position.

Notes 注释

1．What is important to me is the job and the people I will be working with，so regarding salary，I leave it to you and I am sure that you will make me a fair offer.
对我来说，工作及同事较为重要，至于薪水，留给您来决定，我相信您会给我一份合理的薪水。

2．……and an annual bonus equivalent to three months' salary.
以及相当于 3 个月薪水那么多的年度奖金。

3．We will accept you for a three months' period of probation.
我们将先接受你三个月的试用期。

4．No，I don't mind being paid less than that．I prefer to learn more in a new position.
不，我不介意，我宁愿接受少一点的薪水而在新岗位上多学一些东西。

Words and Expressions

allowance n．津贴，补助
bonus n．奖金，红利
per prep．每一
present n．现在
probation n．见习，试用
performance n．表现，表演
commence v．开始
prefer v．宁愿，更喜欢

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Lesson24 About Your Remuneration （Ⅱ）

关于薪酬（Ⅱ）

410. What kind of salary did you get at the previous job?
你以前的工作薪水是多少？

411. Well，I got one thousand eight hundred per month.
噢，我每月薪水为 1，800 元。

412. I see.
我明白了。

413. What's your expected salary?
你期望多少薪酬？

414. Since this will be my job and I don't have much experience，I feel hesitate to suggest salary.
由于这是我的第一份工作，又缺乏工作经验，所以不敢贸然提出待遇要求。

415. I believe we can offer you two thousand yuan at the start.
我相信我们能给你月薪 2，000 元作为起薪。

416. That would be more than I have expected.
那已经比我期望的还要多了。

417. We have all the fringe benefits，too.
我们还提供附加的员工福利。

418. Health insurance，bonus，paid vacation.
健康保险、奖金、带薪假日。

419. I'd rather leave that to you，Mrs，Chen.
薪水问题我愿让您来决定，陈女士。

420. Would you consider a starting salary at RMB 3，000 yuan?
你可以考虑起薪每月 3，000 元人民币吗？

421. I think it is reasonable.
我觉得这很合理。

422. I can accept it.
我愿意接受这一薪酬。

423. By the way，what is your present monthly salary?
顺便问一句，你现在月薪多少？

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424．One thousand five hundred yuan.
是 1，500 元。

425．We pay two thousand yuan monthly.
我们给你每月 2，000 元。

426．It's our policy to hire on a trial basis.
我们雇佣员工有试用期的规定。

427．If you work all right after three months you will be put on the permanent payroll and be given a raise.
三个月试用后，如一切顺利，将转为正式员工并且加薪。

428．We give bonuses semi－annually.
我们半年发一次奖金。

Dialogue A
（I＝Interviewer 主试人 A＝Applicant 受试人）

I：What kind of salary did you get at the previous job?

A：Well，I got one thousand eight hundred per month.

I：I see．I believe we can offer you two thousand at the start．Would that be satisfactory?

A：Yes，I think so．That would be more than I have expected.

I：Fine．We have all the fringe benefits，too．Health insurance，bonus，paid vacation．What date can you start to work?

A：How abut early next month?

I: Good．Please come in on August lst．Working hours are from nine to five-thirty．Lunch is forty-five minutes.

A：Yes，sir.

Dialogue B

I：What's your expected salary?

A：Since this will be my first job and I don't have much experience，I feel hesitate to suggest salary

I：What figure do you have in mind?

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A：I'd rather leave that to you，Mrs. Chen.

I：Would you consider a starting salary at RMB3，000 yuan?

A：For a post with good promotion prospect，I think it is reason－able．I can accept it.

I：Fine．When would you start working?

Dialogue C

I：By the way，what is your present monthly salary?

A：One thousand five hundred yuan.

I：We pay two thousand yuan monthly to start．It's our policy to hire on a trial basis．If you work out all right after three months you will be put on the permanent payroll and be given a raise．We give bonuses semiannually.

A：How about vacations?

Notes 注释

1．How about early next month?
下月初怎么样?

2．Lunch is forty－five minutes.
午餐时间是 45 分钟。

Words and Expressions

previous a．从前的，早先的
satisfactory a．令人满意的，良好的
fringe a．附加的，边缘的
vacation n．假日
Renminbi n．人民币（略作 RMB）
hesitate v．犹豫，迟疑，不敢
on a…basis 在…的基础上
semi-annually ad．每半年一次的

Lesson25 About Vacations and Benefits

关于节假日和福利

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429．You can have Saturdays and Sundays off.
你可以周六和周日不工作。

430．Besides you may have a paid month holiday every year.
此外，你每年可休一个月的带薪假。

431．We would like to start you off at 1，500 yuan a month，not including bonus and overtime pay.
我们可以付你起薪每月 1，500 元，不包括奖金和加班费。

432．We don't give bonus every month，but we offer a semi－annual bonuses.
并非每月都有奖金，我们每半年发奖金。

433．And you will receive two weeks' paid vacation a year，as well.
此外你还可以有每年两周的带薪假期。

434．Does it suit you?
你觉得合适吗？

435．How about vacations?
休假情况如何？

436．Our girls have a three－week vacation a year.
我们的女职工每年有三个星期的休假。

437．May I ask for an apartment?
我可以要一套公寓房吗？

438．That's out of question.
这没问题。

439．We'll supply you with an apartment of two bedrooms and a living room.
我们会给你一套两室一厅公寓房。

440．Are you familiar with our pay scale?
你熟悉我们的工资级别吗？

441．No，would you please tell me about it?
不清楚，您能告诉我吗？

442．We offer 1％ commission on all your sales.
对你的销售额我们将给予 1％的佣金。

443．You'll also enjoy life insurance and health insurance，a two－week paid vacation a year，a five-day work week.
你将享受人寿保险和健康保险，一年一次为期两周的带薪假，每周工作五天。

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444．But we do expect you to work overtime when it's necessary．
但必要时我们需要你能加班。

445．Is that acceptable to you？
你能接受吗？

446．Yes，that's fine．
能，很好。

447．You'll get bonus at the end of each year．
年底你会得到年终奖金。

448．If you are satisfied with the conditions here，please sign on this contract and give it to me．如果你对这里的条件满意，请在合同上签名，然后给我。

Dialogue A

（I＝Interviewer 主试人 A＝Applicant 受试人）

I：De you have any particular conditions that you would like our company to take into consideration？

A：No，nothing in particular．

I：All right．If we decide to hire you，we would pay you two thousand and five hundred yuan a month at the start．You can have Saturdays and Sundays off．Besides you may have a paid month holiday very year．How do you think about it？

A：As regards salary，I leave it to you to decide after experience of capacity．

I：Well，we'll give you our decision in a couple of days．It's a pleasure to talk to you，Mr. Liu．

A：Thank you，Mr. Brown．I really appreciate your assistance．

Dialogue B

A：How much will my pay be，if you don't mind my asking？

I：We would like to start you off at 1，500 yuan a month，not including bonus and overtime pay．We don't give bonus every month，but we offer a semi－annual bonuses．And you will receive two weeks' paid vacation a year，as well．Does it suit you？

A：Yes，thank you．May I ask for an apartment？

I：That's out of question．We'll supply you with an apartment of two bedrooms and a living room．When can your start to work here？

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Dialogue C

I：Is there anything you want to ask me?

A：Um… Yes，can you tell me something about holidays and things like that?

I：There are four weeks of holidays a year，excluding the public holidays，and the starting salary for our departmental managers depends on age，experience，qualifications and so on．It's something about RMB 1，000 yuan a month．

A：I see．

Notes 注释

1．As regards salary，I leave it to you to decide after experience of capacity．
至于薪酬，留给您对我的能力有所了解之后再决定吧。

2．I really apprepciate your assistance．
衷心感谢您的帮助。

3．That's out of question．这不成问题。
out of question 没有问题，毫无疑问

4．excluding the public holidays…
不包括公共假日。（如：元旦、劳动节、国庆节、春节等）

5.… and the starting salary for our departmental managers depends on age，experience，qualifications an so on．
部门经理的起薪依年龄、经历、资历等等而有所不同。

Words and Expressions

Regard as regards 至于，说到
capacity n．能力，容量
appreciate v．感激，欣赏
apartment n．公寓，套房
excluding prep．不包括
Renminbi 人民币，略写为 RMB

Benefits 劳保福利

1．paid vacation
不扣工资的假期，如事假、病假、休假等

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2．paid holidays
不扣工资的假日，如圣诞节元旦、国庆节、春节、复活节等

3．sick days
病假

4．health insurance
健康保险，公司帮助员工及家人的保险金

5．maternity or paternity leave
照看婴儿假，几个月，无工资

6．unemployment compensation
失业赔偿金，一定百分比的薪水，直到找到新工作

7．worker's compensation
工伤赔偿金

8．retirement pension
退休养老金。在西方国家，人们通常 65 岁退休，雇员每工作一个月公司就为他存起一定数额的钱以后退休后使用。在有些公司，雇员与雇主人同为养老金存款。

Lesson26　About Availability

关于到任时间

449．When could you start working?
你何时能开始工作？

450．I can start tomorrow if you like.
如果需要，我可以明天上班。

451．When can you start the job?
你何时能开始上班？

452．I'll go and quit my job in the ABC Company.
我要先到 ABC 公司辞职。

453．How about next Wednesday?
星期三怎么样？

454．No problem.
没问题。

455．Then we'll see at 9 o’clock next Wednesday.

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那下周三上午 9 点见。

456. Can you come tomorrow morning?
你明早能上班吗？

457. I'm afraid not.
恐怕不行。

458. But can you make it Thursday afternoon?
星期四下午怎么样？

459. Yes，see you then.
好的，到时再见。

460. That's all right.
好吧。

461. When you come，ask for Smith，O．K．？
你来的时候就找史密斯，行吗？

462. Can you start on Monday?
你能在星期一来上班吗？

463. I can't start on Monday．There's a few personal things I have to take care of.
星期一我不能上班，我有一些个人事务需要处理。

464. Would Thursday be all right?
星期四可以吗？

465. Now tell me when you can start to work here.
请你告诉我你何时能开始上班？

466. I'll come here as soon as I receive my diploma and bachelor's degree certificate next month.
我下个月一拿到毕业证书和学士学位证书就会来这儿上班。

467. Perhaps somewhere around July 20.
可能在 7 月 20 号左右。

468. I can start to work in a month.
一个月后我可以开始工作。

469. I must go back to Nanjing to hand over my work and to go through necessary procedures.
我要回南京一趟，移交我的工作，办理必要的手续。

Dialogue A
（I＝Interviewer 主试人 A＝Applicant 受试人）

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I：When can you start to work here？

A：I can start to work in a month．I must go back to Nanjing to hand over my work and to go through necessary procedures．

I：We'll look forward to your coming back．I wish you a nice trip，Mr. Wang．

A：Thank you．See you next month．

Dialogue B

I：When can you start the job？

A：I'll go and quit my job in the ABC Company．

I：Can you start on Monday？

A：I'm afraid not，but can you make it Thursday afternoon？

I：That's all right．When you come，ask for Smith，O．K．？

A：Yes，See you then．

Dialogue C

I：What date can you start to work？

A：I won't able to leave the institute until I get my diploma and bacelor's degree certificate at the end of this month．How about early next month？

I：That'll do．Please come in on August 1st．Working hours are from eight to twelve in the morning and from two to six in the afternoon．We usually work for five days a week，but occasionally we have to work overtime．

A：Yes，Sir．

I： 'll see you on August 1st then．Thank you very much for coming today．It'll be a pleasure to have you here．

A：Thank you，Mr. Paul．I'm sure I'll enjoy working here，too．

I：I hope so．Good－bye．

A：Good－bye．

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Notes 注释

1．I wish you a nice trip，Mr. Wang.
祝你一路顺风，王先生。

2．I won't able to leave the institute until I get my diploma at the end of this month.
我要到本月底拿到毕业证和学士学位证书才能离开学校。

3．That'll do.
那行。

4．But occasionally we have to work overtime.
但偶尔我们也需要加班。

5．It'll be a pleasure to have you here.
能聘用你真是我们的荣幸。

6．I hope so.
希望如此。

Words and Expressions

quit v．离开，辞职
make it 定时间，规定时间
bachelor n．学士
bachelor's degree 学士学位
certificate n．证书，证明
hand over 移交
procedure n．程序，手续

Lesson27 About Ways to Contact You （Ⅰ）

关于联系方式（Ⅰ）

470．We'll send you a letter then，if you're hired.
我们如果决定雇佣你，就会给你去信。

471．Your phone number?
你的电话号码是多少？

472．What number could we reach you?
你的联络电话是？

473．My home number is 3755818.
我家电话是 3755818。

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474. In case I'm not there，please leave a message and I will call back for your instruction.
假如我不在，请留言，我将打回电话询问您的指示。

475. We will let you know probably next Tuesday. I hope to give you the positive reply.
我们大概会在下星期二让您知道，我希望让您有个肯定的答复。

476. Thank you，I will be glad to hear that.
谢谢，如能听到这消息我将很荣幸。

477. If your application is successful，we will notify you by mail.
如果你申请成功，我们会去信通知你。

478. When can I know whether I am accepted or not?
我什么时候才能知道是否被录用呢？

479. I think we'll send you a letter by early next week，if you are wanted.
我想，如果你被聘用，我们将在下周初给你去信。

480. We may give you a call.
我们可以打电话给你。

481. By the way，have you got a telephone?
顺便问一下，你有电话吗？

482. Yes. My office phone number is 3738323.
我办公室电话是 3738323。

483. What's the best time to call you，then?
那什么时候给你打电话最合适呢？

484. Between four and five in the afternoon，I'm afraid.
恐怕在下午 4 点至 5 点之间。

485. When can you give me your final decision?
您什么时候可以给我答复？

486. We'll notify you next Thursday at the latest. Shall I tele－phone you?
我们最迟下周四就通知你。我打电话给你行吗？

487. You won't be able reach me directly by phone.
您打电话找不到我。

488. But you can page me over BP. My BP number is 127－2650866.
不过您可以呼我的 BP 机，我的 BP 机号码是 127-2650866。

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489．Do you have my number?
你知道我的电话号码吗？

490．Yes，I see it here on the resume．
是的，我看到你的简历上有。

Dialogue A
（I＝Interviewer 主试人 A＝Applicant 受试人）

A：When can I know whether I am accepted or not?

I：I think we'll send you a letter by early next week，if you are wanted．Or we may give you a call．By the way，have you got a telephone?

A：Yes，My office phone number is 3738323．

I：What's the best time to call you，then?

A：Between four and five in the afternoon，I'm afraid．

I：Thank you for coming，Miss Yan．

A：The pleasure is mine．It's been nice talking with you，madam．Good－bye．

Dialogue B

A：When can yon give me the final decision?

I：We'll notify you next Thursday at the latest．Shall I telephone you?

A：You won't be able to reach me directly by phone，but you can page me over BP．My BP number is 127-2650866．

I：All right．Thank you for coming today．

A：Thank you for your interview with me，madam．

Dialogue C

I：How can we contact you about our decision?

A：By telephone，please．De you have my number?

I：Yes．I see it here on the resume．May I call you at your office about our final decision?

A：Yes，please．

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I：Thank you，Miss Zhao，for your interest in this job．Good luck to you．

Notes 注释

1．The pleasure is mine．
我也感到很荣幸。

2．How can we contact you about our decision？
我们决定下来后怎么跟你联系？

3．Good luck to you．
祝你好运。

Words and Expressions

in case 万一，假如
positive a．肯定的，正面的
notify v．通知，告知
by mail 邮寄
want v．聘用
by the way 顺便问一下
page v．找寻，呼唤，打传呼

Lesson28 About Ways to Contact You（Ⅱ）

关于联系方式（Ⅱ）

491．When will you let me know the result？
你何时把结果通知我？

492．You will be hearing from us by next Saturday．
下周六前我们将通知你。

493．By the way，shall we notify you by mail or by phone？
顺便问一下，我是寄信还是打电话通知你呢？

494．You'd better do it by mail．
您最好写信给我。

495．It would be difficult for you to reach me by phone since I live in a student dormitory．
由于我住在学生宿舍，你打电话很难找到我。

496．I will look forward to hearing from you．

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我将等候您的通知。

497. My postal address remains the same.
我的邮寄地址照旧。

498. You can reach me at any time at your convenience by dialing 3845520.
你可以在方便的时候随时拨打 3845520。

499. You can reach me in my office at this number 4426378 during the day.
你可以在白天打电话到我办公室找我，号码是 4426378。

500. You can call me at my home at 5395178 in the evening.
你可以晚上打电话到我家，号码是 5395178。

501. I'll contact you by next Saturday.
我将于下周六前与你联系。

502. If we decide to hire you，we will notify you by mail.
如果我们决定聘用你，就写信通知你。

503. Thank you very much for your consideration. Then I will wait to hear from you.
谢谢你的关照，那么我就等候你的通知吧！

504. Thank you. I will be expecting your call.
谢谢你，我就等候你的电话。

505. I will write to you within a day or two.
一两天内我将给你一个书面答复。

506. You will hear from us soon.
你很快就能收到我们的答复。

507. Do you have my number?
你有我的电话号码吗？

508. Do you have my postal address?
你有我的邮寄地址吗？

509. My address and telephone number are written on my resume.
我的个人简历写有我的通讯地址和电话号码？

Dialogue A
（I＝Interviewer 主试人 A＝Applicant 受试人）

I：Any questions you would like to ask me?

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A：When will you let me know the result?

I：You will be hearing from us by next Saturday. By the way，shall we notify you by mail or by phone?

A：You'd better do it by mail. It would be difficult for you to reach me by phone since I live in a student dormitory.

I：All right. That's all for you. I've got some more candidates to interview. Thank you for coming.

A：Thank you very much，Mr. Wilson. I'll look forward to hearing from you. Good－bye.

I：Good-bye.

Dialogue B

I：Shall we notify you by mail or by phone?

A：By mail，please. My postal address remains the same.

I：May I call you at your home about your final decision?

A：You can call me at my home at 5395178 in the evening.

I：I'll contact you by next Saturday. Thank you for your interest in our company.

Notes 注释

1. You'd better do it by mail. 您最好写信给我。
had better do something 表示建议，劝说；最好……
You had better take a raincoat. 你最好带上雨衣。

2. I will contact you by next Saturday.
我下周六前与你联系。

3. Thank you for your interest in our company.
感谢你对我们的公司感兴趣。

4. by the way 顺便问一下如：
By the way，do you smoke? 顺便问一下，你抽烟吗?

Words and Expressions

result n. 结果
dormitory n. 宿舍

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postal a．邮政的
address n．地址
convenience n．便利，方便
dial v．拨号，拨打电话
contact v．接触，联络
look forward to 希望，期望

Lesson29 About the Final Decision

关于应聘结果

510．We believe you would be able to do the job very well．But as you know，we have dozens of applicants to be answered．We can't reach a final decision until we have talked to all applicants being asked to come here．
我相信你会做好这项工作的，但你也知道，我们还要考虑几十个申请人，我们只有在和所有被约来面试的人谈过之后才能最后做出决定。

511．When can I know whether I'm accepted or not？
我何时才能知道是否被录用了呢？

512．I think we'll send you a letter by early next month if you are wanted．
如果你被录用，我们会在下月初给你去信的。

513．If you were hired you would be expected to report for train－ing on the 8th of August．
如果你被录用，我们希望你 8 月 8 号来报到参加培训。

514．Yes，that's O．K．
行，很好。

515．Considering your qualifications，we believe you would be a good stewardess．But as you know，we are considering several other applicants and we will make our final decision by the end of this month．
考虑到你的资格，我相信你会成为一名不错的空中小姐。但你知道我们正在考虑几个申请人，我们将在本月底做出决定。

516．We'll send you a letter then．
我们到时将去信给你。

517．Can you start work next Monday？
你下周一能上班吗？

518．That's settled then．I'm glad to be able to offer the job．
就这样定了，我很高兴能给你提供这个工作。

519．Since there are other applicants on the line，we can't let you know our decision yet until all of

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them have got their chance for interview.
因为还有其他应征者，所以，直到所有有机会面试的人面试完毕后，才能将我们的决定通知你。

520. Fair enough，I am willing to wait until you have come to a decision.
那很公平，我愿意等候您的决定。

521. Report here at nine－thirty tomorrow，and I'll take you down to your department and introduce you to the man you'll be taking orders from for the next few days.
明天 9：30 到这儿报到，我带你到你工作的部门，把你介绍给以后几天指导你的人。

522. I hope you'll enjoy working with us.
我望你与我们共事会感到愉快。

523. I'm sure I shall. Thank you very much，Mr. manager.
我相信一定会的，多谢，经理先生。

524. You are hired. When will you start to work?
好，你被雇用了，你什么时候开始上班？

525. You are hired. Please report to the personnel office on April first at eight o'clock in the morning.
你已经被录用了，请你在四月一日上午八点钟到人事部报到。

526. People call us up not just to order meals. They often ask questions about travel，entertainment，etc. So I have to say I can't offer you the job.
人们打电话来不光是订饭菜，他们经常询问关于旅行、娱乐等方面的情况。因此，我不得不说我无法把这项工作给你。

527. Thank you for hiring me. I'm very proud to be employed by your firm.
谢谢你录用我，我能被贵公司录用实在荣幸之至。

528. I want to express my appreciation for giving me this chance. I can assure you that you will not be disappointed.
谢谢您能给我这个机会，我保证不会让您失望。

529. Thank you！I'll come at nine o'clock tomorrow.
谢谢您！我明天早上九点到。

530. That's all right. I can try other places.
不要紧，我再到别的地方去找。

Dialogue A
（I＝Interviewer 主试人 A＝Applicant 受试人）

I：How long have you been here?

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A：About three months.

I：Have you worked as a telephonist（话务员）？

A：No，but I think I can learn quickly.

I：Well，your English is very good．I have noticed that．But the problem is my telephonist must have local knowledge as well.

A：Is it?

I：People call us up not just to order meals．They often ask ques－tions about travel，entertainment，etc．So I have to say I can't offer you the job.

A：That's all right．I can try other places．Good－bye.

I：Bye.

Dialogue B

I：Since there are other applicants on the line，we can't let you know our decision yet until all of them have got their chance for interview.

A：Fair enough，I am willing to wait until you have come to a decision.

I：We will let you know probably next Tuesday．I hope to give you the positive reply.

A：Thank you，I will be glad to hear that.

I：By the way，are you married?

A：Yes，I am married with two children.

Dialogue C

A：Good，this job should suit me well.

I：Can you start working next Monday?

A：Sure.

I：That's settled then．I'm glad to be able to offer you the job.

A：Thank you，Brian.

I：See you next Monday.

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Notes 注释

1．How long have you been here?
你来此地多久了？

2．I have noticed that.
我已经注意到了。

3．But the problem is my telephonist must have local knowledge as well.
但问题是话务员还必须有关于当地情况的知识。

4．I hope to give you the positive reply.
我希望能给你一个肯定的答案。

5．Good，this job should suit me well.
好，这项工作非常适合我。

Words and Expressions

dozen n．一打，12 个
dozens of 几十个，许多
stewardess n．女乘务员，空中小姐
settle v．解决，决定
entertainment n．娱乐，招待
telephonist n．话务员
appreciation n．感谢，感激
personnel n．全体人员，人事
personnel office 人事部门，人事办公室

Lesson30 The End of the Interview

结束面谈

531．Thank you for coming，we will let you know the result as soon as possible.
谢谢你的到来，我们将尽早把结果通知你。

532．Thank you，I'll look forward to hearing from you.
谢谢，我会恭候您的通知。

533．All right．Thank you for your coming，Mr. Chen.
好，谢谢你能来参加面试，陈先生。

534．Thank you for your interview with me，madam.
非常感谢您对我的面试，女士。

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535．I hope to see you again.
希望能再次见到你。

536．We'll expect you here next month，see you then.
我们期望下个月你的到来，再见。

537．See you later.
再见。

538．Thank you for your interest in this office，Ms Dong.
谢谢你对本办事处感兴趣，董女士。

539．I'll await your notification．Thank you for your interview with me，sir.
我将等候你们的通知，谢谢您对我的面试，先生。

540．A thousand thanks for your having talked with me．Good－bye.
非常感谢您的面试，再见。

541．It's our pleasure to have you here，Mr. Li.
能雇用你是我们的荣幸，李先生。

542．I hope to see you again.
希望再次见到您。

543．I hope so.
希望如此。

544．We should know by next Tuesday whom to hire．If your application is successful，we will notify you by mail.
下周二前我们会决定聘用谁了，若你的申请成功，我们会发信通知你。

545．Thank you very much，I will be waiting for your letter.
谢谢，我等候您的回复。

546．That's all right．I can try other places，Good－bye.
不要紧，我可以到其他地方试试，再见。

547．Good－bye，and thank you，sir.
再见，谢谢您，先生。

548．I really appreciate your help．See you then.
非常感谢你的帮助，再见。

549．Then we'll see at 9 o’clock next Wednesday.
下周三 9 点见。

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550．You'll hear from us soon．Thank you for your coming．
你很快就会得到答复，谢谢你的光临。

551．Thank you，sir．I hope to hear from you as soon as possible．
谢谢您，先生。我希望尽快收到您的答复。

552．Well，we'll give you our decision in a couple of days．It's a pleasure to talk to you，Mr. Liu．
好，几天内我们将把我们的决定通知你。很荣幸能与你交谈，刘先生。

553．Thank you，Mr. Brown．I really appreciate your assistance．
谢谢，布朗先生。非常感谢您的帮助。

554．Thank you very much for your advice．Bye．
非常感谢你的建议，再见。

555．Keep in touch．
再联系。

556．That's all right．When you come，ask for Smith，OK？
好吧，你来时找史密斯，好不好？

557．Yes．See you then．
行，再见。

558．That's all for the interview．Please wait for our notification．
面试完了，请等候我们的通知。

559．You'll be hearing from us soon．Send the next candidate in on your way out，please．
你很快会接到我们的消息。出去的时候，请你叫下一位应试人进来。

560．Thank you，Mr. Wu，for your interest in this job．Good luck to you．
谢谢你对这份工作感兴趣，吴先生，祝你好运。

Dialogue A
（I＝Interviewer 主试人 A＝Applicant 应试人）

I：All right．Thank you for your coming，Mr. Chen，I hope to see you again．

A：Thank you for your interview with me，madam．Good-bye．

I：Bye．

Dialogue B

I：We should know by next Tuesday whom to hire．If your application is successful，we'll notify you

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by mail.

A：How long should I wait?

I：We'll give you our decision in a couple of days．Thank you for your interest in this office.

A：Thank you，sir．I hope to hear from you as soon as possible.

I：Please send the next candidate in on your way out.

A：OK，Good-bye.

Dialogue C

I：I'm sorry to say I can't offer you the job.

A：That's all right．Thank you very much for your advice．I can try other places．Good－bye.

I：See you later.

Notes 注释

1．as soon as 一…就…，引导时间状语从句 Please write to us as soon as you get there．你一到那里就请给我们来信。

2．keep in touch 保持联系，如：We keep in touch by mail． 我们保持通信联系。

3．That's all.结束了，如：That's all for our class．今天的课就上到这儿。That's all for Lesson 2．第二课就上到这里。

Words and Expressions

notification	n．通知，通知
assistance	n．帮助，辅助
candidate	n．申请人，候选人

Lesson31 Interview for Job Advancement

要求升迁面试

561．What can I do for you?
我能帮你什么？

562．I've worked here as a typist for about a year，and I'd like to have a chance of advancement.
我在此已做打字员一年了，我期望一个升迁的机会。

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563. I would like to have a chance to get ahead.
我希望有一个提升的机会。

564. I'd like to have a chance of a pay raise.
我希望加薪水。

565. What job are you applying for?
你要求做什么工作？

566. I'd like a secretarial job in the clerical department.
我希望到办公部门做秘书事务工作。

567. I'd like an office job in the personnel department.
我希望到人事部门做办公室工作。

568. Do you understand the duties?
你知道那项工作包括什么？

569. I'm not quite sure，but I think it should be typing，filing and answering phones.
我不十分清楚，但我想应包括打字、管理文件和接电话等工作。

570. I'm not sure，but I think it should be collecting orders，and sending products.
我不十分清楚，但我想应该包括收集订单和发货物。

571. OK. You have the seniority and I know you can do the job.
好，你具备应有资历，你会把工作做好的。

572. Do you understand probation?
你了解公司的试用期情况吗？

573. Yes，I think so.
是的，我知道。

574. I have 30 days to learn the job，right?
我需要 30 天来学会新工作，对吗？

575. I have half a year to learn the job，right?
我用半年的时间学新工作，对吗？

576. That's right.
没错。

577. You can start on the 1st of July，OK?
你可以从 7 月 1 日开始，行不行？

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578. No problem.
没问题。

579. I'll try my best to learn the new job.
我将尽力做好新工作。

580. I'll try my best to better the company's position.
我将尽力改善我公司的状况。

Dialogue A
（G＝Georgia；H＝Harold，personnel manager 人事部经理）

H：Come in. Please sit down.

G：Thanks，Mr. Harold. I'm Georgia.

H：OK，what can I do for you，Georgia?

G：Well，I've worked here as a typist for about a year，and I'd like to have a chance of advancement.

H：What job are you applying for?

G：I'd like a secretarial job in the clerical department.

H：Is your English good enough?

G：I hope so. I'm studying English at a language school.

H：What about your typing speed?

G：I can type 50 words per minute.

H：OK. Georgia，you have the seniority and I know you can do the job. Do you understand probation?

G：Yes，I think so. I have 30 days to learn the job，right?

H：That's right. You can start on the 1st of July，OK?

G：No problem. I'll try my best to learn the new job.

H：Well，good luck.

Notes 注释

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1．What abut your typing speed？你的打字速度如何？What about…？ 询问关于……的情况，如：
What about the price？价格怎么样？

2．Good luck.
祝你好运。

Words and Expressions

advancement n．提升，提高
secretarial a．秘书的
clerical a．办事员的，办公的
seniority n．老资格，资历

Lesson 32 Phoning to Ask about a Job Ad.

电话求职

581．Lianfu Company．May I help you？
这里是联富公司，请问找谁？

582．Hello，this is David Jones.
喂，这里是戴维·琼斯百货公司。

583．Crest Trade House．Can I help you？
这里是克莱斯特贸易所。愿为您服务。

584．This is the Southern Suburb Hotel．May I help you？
南郊饭店，愿为您服务。

585．Hello，operator？Get me 5732，please.
喂，总机吗？请接 5732。

586．Please get me through to Personnel Department.
请你给我接通人事部。

587．Personnel Department Mr. Zhang speaking．What can I do for you？
这里是人事部，我是张先生，您有什么事？

588．Wrong number.
打错了。

589．Line engaged.
占线了。

590．Hold the line，please.
请等一等。

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591．You are in connection．Please go ahead．
接通了，请讲话。

592．I'm interested in the job you advertised in yesterday's news-paper．
我想问一下你们在昨天的报纸招聘广告中的职位。

593．Is it still vacant？
这个空缺还有吗？

594．Do you still have that vacancy？
你们还有空缺职位吗？

595．I'm asking about your advertisement for a cashier in today's newspaper．
我想询问你们在今天的报纸上招聘出纳员的广告。

596．Hello，I'm calling in answer to your advertisement in yesterday's “Yang cheng Evening News”for an English telephone operator．
你好，我打电话来是想应聘你们昨天在“羊城晚报”登广告招聘的英语话务员一职。

597．I'm asking about your advertisement for a shop assistant in today's newspaper．
我打电话来想应聘你们在今天的报纸上广告招聘的商场售货员一职。

598．Oh，I see．May I have your name，please？
我明白了，请问你叫什么名字？

599．This is Zhiwei Zhao speaking．
我是赵志伟。

600．I'm sorry．The job is taken．
对不起，这职位已有人了。

601．You should have tried earlier．
你应该早打电话来。

602．Yes，but do you have any experience as a shop assistant？
还有空缺，请问你有做售货员的经验吗？

603．Can I have your name and phone number？
可以告诉我你的姓名和电话号码吗？

604．I'll make an appointment for an interview for you．
我想为你约定一个面试的时间。

605．Would you like to come here for an interview？
你愿意来面谈吗？

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606. I certainly would.
当然愿意。

607. Can you come tomorrow morning?
明天上午你能来面谈吗？

608. That'll be fine.
好。

609. We'll look forward to seeing you then.
我们期望见到你。

610. Can you make it Thursday morning?
周四上午行吗？

611. See you then.
再见。

612. Do you still have openings for the typist?
贵公司还有打字员的空缺吗？

613. I'm enquiring about your advertisement for a driver in yesterday's China Daily.
我打电话想询问昨天《中国日报》上广告招聘的驾驶员一职。

614. I'd like to come in and apply for the job of the bank clerk. Can you help me?
我想来申请银行职员一位，你能帮助我吗？

615. Can you give me any information about the job advertised in today's Morning Post?
你能告诉我一些今天的早报上招聘职位的情况吗？

616. Do you still have positions available?
贵公司还有可申请的职位吗？

617. I saw your advertisement in this morning's newspaper for the air hostess. I'd like a job.
我看到今在早上的报纸上贵公司招聘空中小姐的广告，我想申请这一职务。

Dialogue A
（O= Office Clerk 办公室职员，A= Applicant 申请人）

O：Crest Trade House. May I help you?

A：Yes，I'm interested in the job you advertised in yesterday's newspaper. Is it still vacant?

O：I'm sorry，the job is taken.

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A：Oh，so quick？

O：Yes，you should have tried earlier.

A：I see．Thank you.

O：Better luck next time.

Dialogue B

（O= Office Clerk 办公室职员，A= Applicant 申请人）

O：Hello，this is David Jones.

I：Hello．I'm asking about your advertisement for a shop assistant in today's newspaper．Do you still have that vacancy？

O：Yes，but do you have any experience as a shop assistant？

A：I've got four year's experience in a department store.

O：Which one，please？

A：Franklin Department Store.

O：Fine．Can I have your name and phone number？I'll make an appointment for an interview for you.

A：Yes，My name is Yunhai Zhang.

O：Will you please spell it？

A：OK，Y-U-N-H-A-I，Z-H-A-N-G.

O：The phone number？

A：5696181.

O：Thank you．Can you come tomorrow morning？

A：I'm afraid not．But can you make it Thursday afternoon？

O：That's all right．When you come，ask for Smith，OK？

A：Yes．See you then.

Dialogue C

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（O=O ffice Clerk 办公室职员，A= Applicant 申请人）

Operator（接线员）：This is the Southern Suburt Hotel．May I help you？

A：Please get me through to Personnel Department．

O：Personnel Dearment，Mr. Zhang speaking．What can I do for you？

A：Good afternoon．I am calling in answer to your advertisement in yesterday's“Yangcheng Evening News” for an English telephone Operator．

O：Oh，I see．May I have your name please？

A：This is Zhiwei Zhao speaking．

O：Do you think you have a good command of English for telephone operation？

A：Yes，I think so．

O：I was a graduate of Guangzhou Vocational Middle School of Tourism．There I learned hotel English including English for telephone operation．

O：Have you had any experience on the switchboard？

A：Yes，I have been a telephone operator for over two years．

O：Where do you work now？

A：I work at Guangdong Guest Hotel．

O：I'm interested in your proficiency in English and work experience．Would you like to come here for an interview？

A：I certainly would．

O：How about Friday morning at nine o’clock？

A：That'll be fine．

O：Please bring your resume together with copies of your diploma and ID card．Come to Room 206 and ask for Mr. Zhang．

A：Room 206，Mr. Zhang？

O：That's right．We'll be looking forward to seeing you then．

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A：I Will，too．Thank you．

O：Thank you for calling．See you later．

A：See you on Friday．

Notes 注释

1．Better luck next time．
祝你下一次运气好。

2．This is Zhiwei ZHao speaking．我是赵志伟。用英语打电话用 this 表示自己一方，用 that 表示打电话的另一方，如：This is Mary speaking．我是玛丽。不用 I'm Mary．Is that Mr Li speaking．你是李先生吗？不用 Are you Mr. Li？Who is that speaking？你是谁？不用 Who are you？This is me（speaking）．是我。

3．Do you think you have a good command of English for telephone operation？
你认为你精通话务英语吗？

4．I was a graduate of Guangzhou Vocational Middle School of Tourism．
我是广州旅游职业中学毕业生。

5．There I learned hotel English including English for telephone operation．
我在该校学过饭店英语，包括话务英语。

6．I'm interested in your proficiency in English and work experience．
我对你的英语熟练程度和工作经验很感兴趣。

7．Thank you for calling．
谢谢你打电话来。

Words and Expressions

vacancy n．空缺，空白
cashier n．出纳员
available a．可得到的，可用的
hostess n．女乘务员，空中小姐
operation n．操作，业务
switchboard n．交换台，总机
proficiency n．精通，熟练
diploma n．文凭，公文
ID card 身份证
vocational a．职业的

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Lesson 33 Door Knocking

上门询问求职

618. I saw a vacancy board outside for an accountant. Do you still have any vacancy?
我看到门外的招工牌上写要招一名会计，还缺人吗？

619. I saw a vacancy board outside for a teacher. Has the vacan-cy filled?
我在招工牌上看到要招一名教师，名额满了吗？

620. Is there any other job for me here?
我还能干其他别的工作吗？

621. I'm looking for a job. Is it possible to find one here?
我想找个工作，这儿有吗？

622. I'm looking for a part-time job. Is it possible to find one here?
我想做兼职工作，这儿有空缺吗？

623. Is your boss around at the moment?
你的老板现在在吗？

624. Yeah. He is in his office upstairs.
他正在楼上的办公室里。

625. I'm sorry. The vacancy is filled already.
抱歉，空缺已满了。

626. What kind of job are you looking for?
你想干什么工作？

627. Any job in your factory.
你们工厂里任何工作都行。

628. We do have a vacancy for a cutter.
我们确实要招一名裁剪工。

629. Do you mind working on the night shift?
你在意上夜班吗？

630. Not at all.
我一点不在乎上夜班。

631. I came about the advertisement for a sales position.
我是看了你们招聘销售员的广告来应聘的。

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632．I'm told that there are job vacancies here.
别人告诉我贵单位招聘员工。

633．I notice there are some job vacancies in your company.
我了解到贵公司有职位空缺。

634．I understand there are some job opportunities here.
我知道在贵公司有找工作的机会。

635．Will you take it?
你愿意接受这个工作吗？

Dialogue A
（O= Office Clerk 办公室职员，A= Applicant 申请人）

A：Excuse me，please．I saw a vacancy board outside for a plumber．Is it still available?

O：I'm sorry，the vacancy is filled already．

A：Oh，pity！But is there any other job for me here?

O：I'm afraid not，at least not before Christmas．

A：OK，thank you．Bye．

Dialogue B
（O= Office Clerk 办公室职员，A =Applicant 申请人，B =Boss 公司老板）

A：Sorry to trouble you．Is your boss around at the moment?

O：Yeah．He's in his office upstairs．You can see him if you like．

A：All right，thanks．

（meeting the boss）

B：Good morning．What can I do for you?

A：Well，I'm looking for a job．Is it possible to find one here?

B：What kind of job are you looking for?

A：Any job in your factory．

B：Do you have any experience as a cutter?

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A：Yes，I have．Actually I have been working in a garment factory for over three years．

B：Good，but do you mind working on the night shift？

A：Not at all．Some people wouldn't like the hours，but I don't mind working at night．

B：Very well，then，we do have a vacancy for a cutter working night shifts from 11 p．m．to 5 a．m．the next morning．The starting salary is ＄ 10 per hour．Will you take it？

A：Yes，I will．But when shall I start work？

B：You'll start work this Friday．OK？

A：Yes，I will come on Friday night．Thank you．

B：See you then．

Notes 注释

1．Excuse me．劳驾，请问，请人帮忙或打扰别人时常用的礼貌语，也可以用 Sorry to trouble you．劳驾，对不起，如：Excuse me，do you have the time？对不起，请问几点了？Sorry to trouble you，may I use your dictionary？劳驾，能借用一下你的字典吗？

2．Yeah．是的，等于 Yes．

3．Good，but do you mind working on the night shift？the night shift 上夜班，shift /M!GC/ n．轮班，班次，如：the day shift 白班，work in three shifts 分三班工作，三班倒 my shift 我的班次

4．per hour 每小时；per 意思是每，等于 each。per 还可与其他搭配，如：per day 每天，per year 每年，per kilo 每公斤

5．p．m． 下午
拉丁文 post meridiem 的缩写，等于 afternoon。
另外 a．m． 是上午。

Words and Expressions

board n．牌子，木板
vacancy board （门口的）招工牌
cutter n．裁剪工
shift n．班次，轮次
night shift 夜班

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opportunity n．机会
plumber n．管子工，铅管工
Christmas n．圣诞节
garment n．服装
mind v．介意，在乎

Lesson 34 At a Job Center

在职业介绍所

636．Do you think you can get a job for me?
您能帮我找个工作吗？

637．Will you please fill out this form?
请填这张表。

638．What's this form for?
这张表是做什么用的？

639．This is for registration.
作为登记用。

640．How long shall I wait?
我要等多久？

641．Check the job boards at the job center regularly and check the newspaper daily.
经常来看职业介绍所的招工牌，每天去查报纸。

Dialogue A
（O= Office Clerk 办公室职员，A= Applicant 找工作者）

O：Hello．May I help you?

A：Yes，please．I've been here for nearly two months，but I still haven't got a job．Do you think you can get one for me?

O：Don't you worry，we'll try to help you．Will you please fill out this form?

A：What's this form for?

O：This is for registration．After you have given us your person-al details，we'll match these against new jobs as they come in．And we'll contact you when there is a job that suits you.

A：That's great．But how long shall I wait?

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O：Maybe several weeks，maybe several months．It's hard to tell．

A：Oh，dear．How can I wait for such a long time？

O：Actually，many jobs are filled by people who select vacancies from the display boards there．

A：Then，what do you think I should do？

O：My advice is to keep looking for jobs yourself．Check the job boards at the job center regularly and check the newspapers daily．If you have friends or relatives here，ask them for help，too．

A：I see．Thank you very much for your advice．Bye．

O：Keep in touch．

Notes 注释

1．After you have given us your personal details，we'll match these against new jobs when they come in．
你把你的个人资料留给我们，我们将把这些情况同收到新的招工信息进行比较。
2．And we'll contact you when there is a job that suits you．
一有适合你的工作我们将与你联系。
3．It's hard to tell．
很难说。
4．Keep in touch．
常联系。

Words and Expressions

Fill out 填，填写
registration n．登记，记录
suit v．适合，配合
display n．陈列，展览
display board 招工信息陈列牌
check v．检查，核对，核查

Part Ⅱ

Questions and Answers about Some Positions

关于不同职务的面试问答

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Lesson 35 About the Job of an Accountant

关于会计职务

642. Excuse me，sir. May I apply for the position of accountant?
先生，我可以申请会计一职吗？

643. Sure. Please sit down.
当然可以，请坐。

644. What university did you graduate from?
你从哪所学校毕业？

645. I graduated from Beijing College of Commerce.
我毕业于北京商学院。

646. What was your major at college?
你上大学主修什么专业？

647. My major was accounting.
我主修会计学。

648. Can you name some of the courses you completed in relation to accounting?
你能说出一些你学过的与会计相关的课程吗？

649. Sure. I took such courses as accounting principles，commercial accounting，cost accounting，industrical accounting，electronic data processing accounting，and accounting involved in foreign capital enterprises.
当然可以，我修过会计学原理、商业会计、成本会计、工业会计、电子数据处理会计以及涉外会计。

650. What was your favorite course?
你喜欢什么课程？

651. My favorite course was electronic data processing account-ing.
我最喜欢电子数据处理会计。

652. What kind of work are you doing now?
你现在正在做什么工作？

653. I'm engaged in accounting.
我做会计工作。

654. What are you responsibilites at your present work unit?
你在目前单位的工作职责是什么？

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655. My work involves various routine bookkeeping and basic ac-counting tasks including journal entries，verifying data and reconciling discrepancies，preparing detailed reports from raw data，and checking accounting documents for completeness，mathematical accuracy and consistency.
我的工作是履行各种簿记与基本会计事项，包括填写日记账、核实数据、纠正误差，根据原始数据编制明细报表、核查会计文件的完整性、数字的精确性和一致性。

656. Are you familiar with PRC Financial and Tax Regulations?
你熟悉中华人民共和国财税制度吗？

657. I think so.
熟悉。

658. Can you tell me something about this balance sheet now?
你可以和我谈谈这份资产负债表的情况吗？

659. Of course. This balance sheet contains three major sec-tions，that is，assets，liabilities and owner's equity. So，you see，the total current liabilities of your company are ＄2，372，000，and the owner's equity is ＄ 5，400，000. That means that the total assets，which is equal to the sum of the creditor's and the owner's equities，are ＄ 7，772，000.
当然能，这份资产负债表包含三部分：资产、负债和所有者权益。因此，你看贵公司的当前负债总额为 2，372，000 美元，所有者权益为 5，400，000 美元。资产等于债权人权益加上所有者权益，即为 7，772，000 美元。

660. What's the creditor's equity?
什么是债权人权益？

661. The creditor's equity is the same as liabilities.
债权人权益即负债。

Dialogue A
（I= Interviewer 主试人 A= Applicant 受试人）

（knocking at the door gently）

I：Come in，please.

A：Good afternoon，sir. My name is Wang Ling.

I：Good afternoon，Miss Wang. According to your application form，you are a university graduate in accounting and have al-ready got 2 year's work experience in a manufacturing factory. Now，can you tell me what made you decide to leave your former factory and apply for the vacancy here?

A：Well，my former working unit is a medium-sized enterprise. Though I am familiar with computerized accounting systems，I can find no application there. That's the reason why I want to

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come here to face the new challenge.

I: What are your responsibilities at you present work unit?

A: My work involves various routine bookkeeping and basic ac-counting tasks including journal entries, verifying data and reconciling discrepancies, preparing detailed reports from raw data, and checking accounting documents for completeness, mathematical accuracy and consistency.

I: Are you familiar with PRC Financial Accounting and Tax Regulations?

A: Sure.

I: OK. Can you tell me something about this balance sheet now?

A: Of course. This balance sheet contains three major sections, that is, assets, liabilities and owner's equity. So, you see, the total current 1iabilities of your company are $2, 372, 000, and owner's equity is $ 5, 400, 000. That means that the total assets, which is equal to the sum of the creditor's and the owner's equities, are $ 7, 772, 000.

I: Just a moment. What is the creditor's equity?

A: The creditor's equity is the same as liabilities.

I: How much are accrued salaries payable?

A: They are $ 15, 000.

I: Could you tell me something about cash control?

A: Yes, of course. In accounting, cash means all items that are acceptable for deposit in a bank.

I: What are they?

A: Such as paper money, coins, checks, money orders, bank deposits and so on.

I: What should we do when dealing with cash?

A: As a rule, we should control the handling and recording of cash. Cash should be handled separately from the recording of cash transactions so that errors can be readily disclosed and the possibility of irregularities is reduced.

I: How does it work, then?

A: That means all cash receipts are deposited intact in the bank, and all major payments are made by check and an imprest fund is used for petty cash disbursements.

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I：So you mean that we can have a double record of cash transactions.

A：Yes．One record is made by the company's recordkeeping procedures，and another is furnished by the bank.

I：Did you get a good record in English？

A：Yes，I obtained nearly full marks each term．I like English very much．Besides，I was aware of the importance of learning English well．Nowadays every enterprise would prefer to hire a man who has a good command of English．So I worked hard at college on English.

I：Are you familiar with America-styled accounting？

A：I think so．When I was at college，I worked as an assistant account with American General Electric China Inc．for two summers.

I：That's very good．You seem to have the right kind of experience．I'll let you know the result of this interview next week.

A：Thank you．Good-Bye.

Notes 注释

1．According to your application form，you are a university graduate in accounting and have already got 2 year's experience in a manufacturing factory.
从申请表上看来，你是会计专业的毕业生，已经在一家制造厂有两年的工作经验。

2．Well，my former working unit is a medium-sized enterprise．Though I am familiar with computerized accounting systems，I can find no application there.
我以前的工作单位是一家中型企业。虽然我熟悉会计电算化，但在那里用不上。

3．How much are accrued salaries payable？
应付工资是多少？

4．In accounting，cash means all items that are acceptable for de-posit in a bank.
在会计上，现金指的是可被银行接受的所有项目。

5．Such as paper money，coins，checks，money orders，bank deposits and so on.
比如纸币、硬币、支票、汇票和银行存款等。

6．As a rule，we should control the handling and recording of cash．Cash should be handled separately from the recording of cash transactions so that errors can be readily disclosed and the possibility of irregularities is reduced.
按常规，我们应当控制现金处理和记录，现金管理应与现金业务的记录分开进行。这样，差错就能马上查出来，也减少了不法行为的可能性。

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7．How does it work，then？
这是怎么做的呢？

8．That means cash receipts are deposited intact in the bank，and major payments are made by check and an imprest fund is used for petty cash disbursements．
这就是说，所有的现金收入要如数存入银行，一切的主要支出都使用支票，并设立预付资金来用于零星的现金支付。

9．So you mean that we can have a double record of cash transactions．
你是说这样一来我们就可以对现金业务有双重记录了。

Words and Expressions

balance sheet n．资产负债（平衡）表
常见的其他报表还有 financial statement（财务报表）， income statement（收益表）等。
assets n．资产
流动资产为 current assets
固定资产为 fix assets
流动资金可包括现金（cash）、应付账款（accounts receivable）、预付保险金（prepaid insurance）、在用物料（supplies on hand）等。
liabilities n．负债 流动负债为 current liability，它可以包括应付票据（notes payable）、应付账款（accounts payable）、应付未付工资（accrued salaries payable）等项。
owner's equity n．所有者权益
cash control n．现金控制
paper money n．纸币
coin n．硬币
check n．支票
money order n．汇票
bank deposit n．银行存款
handle v．处理
cash transaction n．现金交易
irregularity n．不法行为
cash receipt n．现金收入
imprest n．预付款 a．预付的，预借的
petty 零用资金
disbursement n．支付
record keeping n．簿记

Lesson 36 About the Job of a Secretary

关于秘书职务

662．What sort of responsibilities does this secretary's job involve？
贵公司的秘书工作有哪些职责？

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663. This job is handling routine tasks，such as typing letters and documents，receiving visitors，answering phone calls and so on.
这项工作要处理日常常规工作，如打印信件和文件、接待来客、接电话等等。

664. I think I'll get familiar in no time.
我想我很快会熟悉的。

665. Moreover，how is your English ability? Do you think you could handle telephone calls in English?
此外，你英语水平如何？你能用英语打电话吗？

666. I think I can. My English scores were always on the top three of my class of 40 at school.
我想我能，我的英语成绩在我班 40 名同学中一直是前三名。

667. I am afraid you can't file in English.
恐怕你不会用英语处理文件。

668. But I'd be glad to learn，sir.
但我很愿学，先生。

669. I see in your application that you've several years' experience in secretarial work. What kind of work were you doing at your previous employer's company?
从你的申请材料中看出你有多年秘书经历，你在以前的公司做什么工作？

670. I was in charge of the office in a general way. I supervised three other girls and also took care of the company's correspondence.
我负责一般日常工作。我督导其他三位女职员，我还负责处理公司的函件。

671. Did you take shorthand and do all the typing?
你工作中用速记吗？是否承担所有打字任务？

672. I typed all the letters that went out of the office. I was the only one there who could take shorthand.
办公室发出的函件都由我打。我是办公室中惟一会速记的人。

673. How is your shorthand?
你的速记速度如何？

674. I can take dictation at ordinary speed.
我能听写记录正常速度的口授。

675. What courses have you taken in English Secretarial Studies?
你在英文秘书方面修了哪些课程？

676. I've taken such courses as secretarial principles，office ad-ministration，business English，public

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relations，etiquette study，psychology，computer programming，typing，stenography，and file-keeping.
我修了秘书原理、办公管理、商务英语、公共关系学、礼仪学、心理学、计算机编程、打字、速记和档案管理。

677．Can you operate any office machines？
你能操作办公设备吗？

678．I can type 60 words per minute，and take dictation in English at 100 words per minute.
我每分钟能打 60 个字，每分钟可用英文记录口授 100 字。

679．I can operate a facsimile machine and a photostat.
我会操作传真机和复印机。

680．Where have you learned how to operate these machines？
你是在哪里学会操作这些机器的？

681．I learned how to operate them at ABC Company．I worked there for nearly two years.
这是在 ABC 公司学会操作这些机器的，我在那儿工作了近两年。

Dialogue B
（I= Interviewer 主试人 A= Applicant 申请人）

A：May I come in？

I：Yes，please.

A：How do you do，sir？I'm Shuijng Cai．I've come for an inter-view as requested.

I：How do you do，Miss Cai？I'm Hongwei Guo，the office administrator，please take a seat.

A：Thank you，Mr. Guo.

I：Now let's get down to talk．First of all，would you please say something about yourself and family？

A：It's my pleasure to do so．I come from Dongguan city．My father is the manager of an import and export company in Dongguan and my mother works as a doctor in a hospital．I have an elder brother．He is in the army．I am twenty-one years old．In 1992，I passed the National College Entrance Examinations and was admitted into Guangzhou Institute of Foreign Languages as an English Major．I specialize in English Secretarial Studies.

I：What courses have you taken in English Secretarial studies？

A：I've taken such courses as secretarial principles，office administration，business English，public relations，etiquette study，psychology，computer programming，typing，stenography and file-keeping.

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I：How are your typing and shorthand skills?

A：I can type 60 words per minute，and take dictation in English at 100 words per minute.

I: I'd like to try you out. Here's a pencil and a pad. Please take this letter: Johnson Trading Company，Sixteen Regent Street. Now if you don't mind，would you type up your dictation on that typewriter?

A：Not at all，sir.（preceed to typing）Here you are，Mr. Guo.

I: Thanks. Humm，pretty good. No mistakes and very fast，too. But can you operate any other office machines?

A：Yes. I can operate a facsimile machine and a photostat.

I：Where have you learned how to operate these machines?

A: I learned how to operate them at Foreign Trade Corporation of Guangdong Province last summer. I worked there for nearly two months.

I：Oh，really?

A：Yes，it was a very helpful experience.

I：What did you work there，office work?

A：Yes，mostly office work and sometimes running errands.

I：Oh，very good，very good. You've had some practical experience in office work. By the way，have you had any experience as a guide?

A: Well，not exactly. But I have shown some of my foreign teachers around Guangzhou and the Pearl River Delta as well.

I：Once in a while we'll organize the members of this club to sightseeing around Guangzhou and the Pearl River Delta and I would like to be able to ask my secretary to take them to go sightseeing when there is not much to do in the office.

A：I think I would like that.

I：Fine. You are the very person we want.

A：Thank you，sir.

I：What salary would you expect to get?

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A：As for salary，I leave it to you to decide after experience of my capacity.

I：Well，I believe we can offer you 2，500 yuan a month at the start. Would that be satisfactory?

A：Yes，I am quite satisfied. That would be more than I have expected.

I：What date can you start to work?

A：I won't be able to leave the institute until I get my diploma at the end of this month. How about early next month?

I：That'll do. Please come in on August 1st. Working hours are from eight to twelve in the morning and from two to six in the afternoon. We usually work for five days a week，but occasionally we have to work overtime.

A：Yes，sir.

I：I'll see you on August 1st then. Thank you very much for coming today. It'll be a pleasure to have you here.

A：Thank you，Mr. Guo. I'm sure I'll enjoy working here，too.

I：I hope so. Good-bye.

A：Good-bye.

Notes 注释

1. Let's get down to talk，first of all...
让我们开始谈吧，首先…

2. In 1992，I passed the National College Entrance Examinations and was admitted into Guangzhou Institute of Foreign Languages as an English major. I specialize in English Secretarial Studies，
1992 年我通过了高考，录取到广州外国语学院主修英语，我专攻英语文秘。

3. I would like to try you out.
我想考一考你。

4. Please take this letter：Johnson Trading Company，Sixteen Regent Street.
请记录这封信：摄政街 16 号，强臣贸易公司…

5. Yes，mostly office work and sometimes running errands.
是的，大部分是办公室工作，可有时跑外勤。

6. Well，not exactly. But I have shown some of my foreign teachers around Guangzhou and the Pear

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River Delta as well.
嗯，不算真有，但我曾经带过我的一些外籍教师游览过广州市和珠江三角洲。

7. Once in a while we'11 organize the members of this club to sightsee around Guangzhou and the Pearl River Delta and I would like to be able to ask my secretary to take them to go sightseeing when there is not much to do in the office.
我们偶尔会组织本中心的会员游览广州市和珠江三角洲，在办公室没多少事干的时候，我希望能叫我的秘书带他们去游览观光。

Words and Expressions

Administrator n. 行政官员，管理官员
office administrator 办公室主任
first of all 首先
admit v. 允许进入，录取
be admitted into 被…录取
etiquette n. 礼仪，格式
stenography n. 速记法
pad n. 便笺簿
regent n. 摄政王
Sixteen Regent Street 摄政街 16 号
Facsimile machine 传真机
photostat n. v. 复印，复印机
errand n. 差使，使命
run errands 出差，跑腿
go an errand 出差，跑腿

Lesson 37 About the Job of a Computer Programmer

关于电脑程序员职务

682. What kind of experience have you got for the job?
申请这项工作，你有什么工作经历？

683. I've been a data entry operator for more than two years.
我做数据输入操作员有两年了。

684. Why did you leave your job there? 你为什么要离开呢？

685. Well, I enjoy working in different places and meeting new people. That will widen my experience in the field of computer technology.
噢，我喜欢在不同的环境中与不同的人一起工作，这会在电脑技术领域扩大我的经历。

686. What kind of education have you got?
你受过什么教育？

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687．I studied computer science in Havard University，and got a M．S．degree．
我曾在哈佛大学修电脑专业，获得了硕士学位。

688．I majored in computer science．
我主修电脑专业。

689．What specialized courses did you take？
你学过什么专业课程？

690．The specialized courses I completed include computer science，system design and analysis，operation systems，systems management，PASCAL programming，COBOL programming and D-BASE programming．
我学过的专业课程包括：计算机科学、系统设计及分析、操作系统、系统管理、PASCAL 编程、COBOL 编程和 D-BASE 编程。

691．I was quite familiar with Fortran and C Language．
我很熟悉 Fortran 和 C 语言。

692．After graduation I worked in a factory for two years and have picked up much experience in CAD．
毕业后我在一家工厂干了两年，在 CAD 方面积累了不少经验。

693．What do you think about the recent development in computers？
你如何看待计算机行业在近几年内的发展？

694．Revolution in the computer industry is inevitable because developments in hardware are going ahead very quickly．But to turn the computer into a machine that can be easily manipulated，much more complex software is needed than is available now．As a result，more computer programmers should devote themselves into the work．
计算机行业的革命是不可避免的，因为硬件的发展十分迅速，但为了使计算机更易于操作，需要更多复杂的软件，结果，也需要更多的程序员。

695．We have a vacancy for a computer programmer，working weekdays from 9：00 a．m．to 3：00 p．m．with half an hour lunch break．
我们有一个电脑程序员的空缺，每天上班上午 9：00 点至下午 3：00 点，中间有半小时的午餐休息时间。

696．What sort of software do you have a good command of？
你熟练使用哪些软件？

697．I'm adept at DOS，WINDOS，and AUTO CAD．
我熟练使用 DOS，WINDOS 和 AUTO CAD。

698．May I know what specific jobs I'll have to do if you employ me as a computer programmer？
请问，如果贵公司聘我为电脑程序员，我必须做些什么具体工作呢？

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699．Well，you'll have to put in the computer our daily sales volume and profit margins and analyze them．Are you interested in the work？
噢，你得将我们每天的销售额和盈利情况输入电脑，并且进行分析。你对此项工作感兴趣吗？

Dialogue A
（E= the Employer 雇主 O= Office Clerk 办公室职员 A= Applicant 申请人）

O：God morning，can I help you？

A：Yes．I have an appointment with Mr. Brian Desmoud．Will you please tell him I'm here？

O：Are you Mr. Dongming Chen？

A：Yes，I am．Is he availble？

O：I'm sorry，he is on the phone at the moment．Will you please wait a minute？

A：No problem．

（……）

O：Mr. Dongming Chen，Brian is available now．Please go through to his office．

（meeting the employer）

E：Hello，I'm Brian．Glad you can come．

A：I'm Dongming Chen．Nince to meet you．

E：Take a seat please．

A：Thanks．

E：What kind of education have you got？

A：I studied computer science in Nanjng University，and got a M．S．degree．

E：Fine．Would you mind telling me what kind of grades you had？

A：Of course not I had an average of 90 points．

I：What specialized courses did you take？

A：The specialized courses I completed include computer science，system design and analysis，

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operation systems，systems management，PASCAL programming，COBOL programming and D-BASE programming.

E：Where are you working now?

A：I'm working at ABC Company.

E：What's your position there?

A：I'm a programmer supervisor.

E：What are your responsibilities?

A：I'm responsible for writing computer programs：developing block diagrams，utilizing available software and operation systems，and coding machine instructions；originating block diagrams，working from outlines of proposed systems；developing file sizes，programming specifications；determining appropriate use of tape or disk files，printer，etc.；selecting in-house software or sub-routines to run in connection with program；writing machine instructions，testing，debugging，and assembling program；documenting overall system and developing data control procedures；advising and instructing less experienced programmers and offering operating instructions.

E：What kind of computer are you experienced in?

A：I'm experienced in all types of IBM-PC computers.

E：What kind o software do you have a good command of?

A：I'm adept at DOS，WINDOWS and AUTO-CAD.

E：How long have you been a programmer supervisor?

A：For more than four years.

E：Tell me why you decided to choose our office.

A：Well，I'm happy with the work at my present post. But I want to get better pay，to tell you the truth.

E：What's your present monthly salary?

A：Sixteen hundred yuan.

E：What starting salary would you expect here?

A：I'd like to start at twenty-six hundred yuan a month.

E：No problem. Do you have any questions to ask?

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A：Is there opportunity to advance？

E：Yes，there're good prospects for promotion.

A：Good，this job should suit me well.

E：Can you start next Monday？

A：Sure.

E：That's settled then. I'm glad to be able to offer you the job.

A：Thank you，Brian.

E：See you next monday.

Notes 注释

1. Is he available？
   他在不在？

2. I am a programmer supervisor.
   我任程序员主管。

3. I'm responsible for writing computer programs：developing block diagrams，utilizing available software and operation systems，and coding machine instructions；originating block digrams，working from outlines of proposed systems；developing file sizes，programming specifications；determing appropriate use of tape or disk files，printer，etc.
   我负责编制计算机程序：编制部件图；运用现有软件和操作系统编制机器指令；根据所用系统的略图自编部件图；编制磁卡规格和程序规格；决定使用合适的磁盘、磁卡、打印机等等。

4. … selecting in-house software of sub-routines to run in connection with program；writing machine instruction，testing，debugging，and assembling program；documenting overall system and developing data control procedures；advising and instructing less experienced programmers and offering operating instructions.
   选择同程序相关的机内软件或子程序；编制计算机指令；检测、改正程序中的差错并组合程序；编制总系统并制定数据控制程序；指导经验不足的程序员并给予操作指导。

5. But I want to get better pay，to tell you the truth.
   不过，说实话，我想获得更优厚的报酬。

6. Yes，there're good prospects for promotion.
   有，提升的机会很多。

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7．That's settled then.
那么，就这样定了。

Words and Expressions

software n．软件
hardware n．硬件
pick up v．积累
CAD：Computer Assisted Design 电脑辅助设计
inevitable a．不可避免的
Is he available? 他在不在？（我可不可以见他？）
on the phone 正在打电话
M．S degree：Master of Science degree 理学硕士学位
supervisor n．主管，监督人
programmer n．程序员
diagram n．图解，图式
code v．编码
code machine instructions 编制机器指令
specification n．规格（常用复数形式）
debug v．排除错误
adept a．长于…的

Lesson 38 About the Job of a Stewardess

关于空中小姐职务

700．You would like to become a stewardess，wouldn't you?
你愿意当一名空中小姐，对吗？

701．Yes，I would like to very much.
是的，我很想做一名空中小姐。

702．What made you decide on this type of occupation?
什么使你决定从事这一职业？

703．Oh，to tell you the truth，I love the sky．When I was a child，I imagined flying into the blue sky some day．Now，I think the day has come．My dream can come true.
噢，说真的，我喜爱蓝天。我还是个小孩子的时候，就曾想象将来某一天能飞上蓝天。现在，我觉得这一天终于来了。我的梦想会成真。

704．I like travelling very much and I enjoy working with peo－ple.
我喜欢旅行，也喜欢与别人一起工作。

705．Can you make yourself understood in English without too much difficulty?

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你能不费力气地用英语交谈吗？

706．Yes，I think I am quite fluent in English．
能，我认为我能说流利的英语。

707．What's the most important thing of being an air hostess？
当一名空中小姐最重要的是什么？

708．The most important task of being an air hostess is helping passengers relax during their flight Flying is a stressful thing and if an air hostess can ease that tension，it will make a favorable impression for the airline．
空中小姐最重要的任务是帮助旅客在飞行过程中放松。坐飞机是令人紧张的事，如果空中小姐能缓和那种紧张，就可以为航空公司创造良好的形象。

709．Do you know what are the responsibilities for the aircrew？
你知道空勤人员的职责是什么？

710．The main responsibility of the flight crew is to ensure the safety of the passengers in case of an emergency．Other re－sponsibilities are providing for the comfort of the passengers and serving meals．
空勤人员的主要职责是出现紧急情况时保证旅客的安全。其他职责是为乘客提供舒适和招待饮食。

711．Are you in good health？
你身体健康吗？

712．I just had a complete physical examination and I was de－clared in top condition．
我刚刚全面检查了身体，医生说我非常健康。

713．Have you had any nursing experience？How about taking care of children？How you ever been a baby－sitter？
你有没有照顾病人的经验？照看小孩的经验？你看过小孩吗？

714．I know it's not a easy job， but I'm young，besides I'm in good health．
我知道这不是件轻松的工作，但我年轻，而且我现在身体很健康。

715. I have never done any nursing but I love children. I haven't had any experience as a baby－sitter，either．
我没有照顾过病人。我喜欢孩子，但我也没有看孩子的经验。

716．How tall are you？What about your eyesight？
你身高如何？视力如何？

717．My height is one meter and sixty－eight centimeters．I've never had any vision problems and have never worn corrective lenses．
我身高 1.68 米，我视力从来没有问题，也未戴过眼镜。

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Dialogue A

（I= Interviewer 主试人 A= Applicant 申请人）

I：Come in．Miss Lin．I'm Mr Wang， Director of Personnel．
What can I do for you？

A：How do you do，Mr Wang？I'm coming for a job interview at ten O'clock this morning．

I：Oh，I see Please sit down．

A：Thank you．

I：So you would like to become a stewardess，wouldn't you？

A：Yes，I'd like to very much．

I：Well，how old are you？

A：I was born on August 5，1975．So I'm 24 years of age．I'm just leaving college this summer．

I：OK．But what made you decide on this type of occupation？

A：Oh，to tell you the truth，I love the sky．When I was a child． I imagined flying into the blue sky some day．Now，I think the day has come．My dream can come true．

I：Then， do you know it's not a easy job to be a stewardess？

A：Yes．I know it's not a easy job，but I'm young，besides I'm in good health．

I：Yes．Youth and health are one's best wealth．By the way，what's your height？

A：168 centimeters．

I：What about your eyesight？

A：I've never had any vision problems and have never worn cor－rective lenses．

I：Do you know sometimes you would have to work long hours？

A：Yes，I do．

I：Do your parents agree to your choice？

A：My mother is just waiting at home for my good news．

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I：What's the most important thing of being an air hostess?

A：The most important task of being an air hostess is helping passengers relax during their flight. Flight is a stressful thing and if an air hostess can ease that tension，it will make a favorable impression for the airline.

I：Do you think friendly service is very important for the airline staff?

A：Definitely. I would think this is one of the most important aspects when dealing with the public in any way.

I：Do you get angry easily?

A：No，I know how to control my temper. I only get angry if I see someone hurting somebody else.

I：If one of your passengers had an accident，what would you do?

A：I would give him basic first aid and call for assistance.

I：Can you make yourself understood in English without too much difficulty?

A：Yes，I think I'm quite fluent in English.

I：Do you take care of your appearance?

A：Yes，I feel taking care of myself with sufficient rest and a good diet are important.

I：Do you know how to put on makeup?

A：Yes，I took some beauty classes a few months ago.

I：What part of your face is the most attractive，why?

A：I think for me and anybody else a smile can be the most at－tractive feature，because it lights up my whole face.

I：If you were hired，when would you be available?

A：I'll graduate from the college by the end of this month. Next month，that is July，I'll be available.

I：OK. If you were hired you would be expected to report for taining on the 8th of August.

A：Yes，that's OK.

I：Considering your qualifications，we believe you would be a good stewardess. But as you know，we are considering sever－al other applicants and will make our final decision by the end of this

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month．We'll send you a letter then，if you're hired．Thank you for your coming，Miss Lin．

A：Thank you， Mr Wang．

Notes 注释

1．Yes．Youth and health are one's best wealth．By the way，what's your height？
是的，年轻和健康是人最宝贵的财富，顺便问一下，你身高多少？

2．Do you think friendly service is very important for the airline staff？
你认为对空中服务人员来说友好服务很重要吗？

3．Definitely，I would think this is one of the most important aspects when dealing with the public in any way．
肯定重要。我认为不论以什么方式与公众打交道都应提供友好的服务。

4．If one of your passengers had an accident， what would you do？
如果旅客发生意外，你怎么办？

5．I would give him first aid and call for assistance．
我将对他进行基本的急救，然后呼救。

6．Do you take care of your appearance？
你是否注意自己的容貌？

7．I think for me and anybody else a smile can be the most attractive feature，because it lights up my whole face．
我认为对我和其他人一样，微笑是一个人最吸引人的特征，因为微笑会使一个人整个面部都容光焕发。

8．If you were hired you would be expected to report for training on the 8th of August．
如果雇用你，我们希望你 8 月 8 号来报到参加培训。

9．That's OK．
好的。

10．Considering you qualifications…
考虑你的资格……

11．But as you know…
但正如你所知……

Words and Expressions

Dierector of Personnel 人事部主任
Stewardess n．女乘务员，空中小姐

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to tell you the truth 说真话
stressful a．有压力的
tension n．紧张，压力
first aid 急救
fluent a．流畅的，流利的
makeup n．化妆品

Lesson 39 About the Job of a Car Driver

关于司机职务

718．You are very punctual.
你来得很准时。

719．Thank you， Sir．I'm a chauffeur． Generally speaking，a cauffeur must be punctual.
谢谢，先生，我是一名司机，一般来说，当司机都是很准时的。

720. We've been looking over your application. You've more than ten years' experience in driving cars and trucks. Is it right?
我看过你的申请材料，你已经有 10 多年开汽车和卡车的经验，是不是？

721．Yes，I learned to drive jeeps and trucks when I was serving in the army.
是的，我是在部队服役时学会了开吉普车和卡车。

722．How long have you been driving?
你开车多长时间了？

723．For eight years.
八年了。

724．Would you mind showing me your driving license?
能看看你的驾驶执照吗？

725．Never mind．Here it is.
可以，给您。

726．Now you are working in the Sanjiang Company，aren't you?
你现在在三江公司工作，对吗？

727．Yes，I've been working there for three years as a chauffeur.
我在那儿做司机三年了。

728．Then why are you leaving there?
那你为什么要离开呢？

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729．The only reason why I am leaving the present position is with the desire of improving myself.
我离开现职的惟一原因是要找个更好的职位。

730．By the way，what kind of driving licenses do you have?
顺便问一句，你持有何种驾驶执照？

731．I have the driving license A.
我持有 A 类驾照。

732．So I can drive either delivery trucks or cars or even buses.
我能开送货卡车、小汽车甚至公共汽车。

733．Besides，I have an electrician's license.
此外，我有电工证。

734．Any accidents?
出过事故吗？

735．No．I think I'm a pretty careful driver.
没有，我认为我是个很小心的司机。

736．Do you drink？你会喝酒吗？

737．Yes，a little；but I never drink before driving.
会，会喝一点，但我从不在开车前喝酒。

738．When am I supposed to start working?
我什么时候开始上班？

739．Starting from Monday．Bring your resume，driver's license and ID card with you when you come，and report to the personnel manager.
星期一开始。顺便把简历表、驾驶执照及身份证带来，向人事经理报到。

Dialogue A

（I= Interviewer 主试人 A= Applicant 申请人）

I：Come in， please.

A：I was wanted to come at 10 o’clock this morning and have a talk about the appointment.

I：Yes．You are very punctual.

A：Thank you，Sir．I'm a chauffeur，Generally speaking，a chauffeur must be punctual.

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I：What's your name？

A：My name is Dongming Wu．May I have your name，Sir？

I：I'm Mr. Brown．Please sit down，Mr Wu．

A：Thank you，Mr Brown．

I：Would you like to have a cup d coffee or a can of Coca－Cola？

A：A can of Coca-Cola，please．

I：Here you are．

A：A thousand thanks，sir．

I：Do you know anything about Coca－Cola？

A：Yes．It is a most popular beverage in the world．It has a long history．In 1886 a pharmacist called Aza Grigs Chandler patented Coca－Cola in Atlanta，Georgia．By the way，I like Coca－Cola very much．

I：We've been looking over your application．You've more than ten years' experience in driving car and trucks． Is it right？

A：Yes．I learned to drive jeeps and trucks when I was serving in the army．

I：It was from 1978 to 1983，wasn't it？

A：Yes．

I：Now you are working in the Sanjiang Company，aren't you？

A：Yes．I've been working there for three years as a chauffeur．

I：Then why are you leaving there？

A：The only reason why I am leaving the present position is with the desire of improving myself．

I：How much do you usually earn a month？

A：Sometimes a little over three thousand yuan and sometimes less than two thousand yuan．So I think your monthly salary of two thousand eight hundred is quite attractive．

I：Are you a local resident or a provincial？

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A：I'm a Shanghaiese by birth．Here is a copy of my ID card.

I：Then，why are you interested in our company？

A：Because yours is one of the most effective and respectable companies in our city．I'd like to work for it and enjoy its high prestige as well.

I：I see．Have you ever worked for Americans before？

A： Yes，I was a driver for an American family three years ago，part time only.

I：Why did you quit？

A：Because they went back to the States.

I：By the way，what kind of driving licenses do you have？

A：I have the driving license A．So I can drive either delivery trucks or cars or even buses．Beides，I have an electrician's license.

I：Good．But if you were hired，you would improve the spoken English，because you would have to deal with foreigners.

A：Sure．I studied Basic English and spoken English at the Evening College of Shanghai Foreign Languages University during the last few years.

I：That's fine．What kind of cars are you driving in the Sanjiang Company？

A：Audi.

I：Any accident？

A：No，I think I am a safe driver.

I：That's very good．De you drink？

A：Yes，a little；but I never drink before driving.

I：Do you smoke？

A：No，I don't.

I：Good．We expect our employees to work hard and of course they are well paid for their hard work．We give generous bonus，too.

A：How much will my pay be，if you don't mind my asking？

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I：We would like to start you off at 3，000 yuan a month，not including bonus and overtime pay．We don't give bonus every month，but we offer a semi－annual bonus．And you'll receive two weeks' paid vacation a year，as well．Does it suit you？

A：Yes．

I：When can you start the work？

A：I'll go and quit my job in the Sanjiang company first and then....How about next Wednesday？

I：No problem．Then we will see at 9 o'clock next Wednesday．

A：Thank you，Sir．

Notes 注释

1．A thousand thanks， sir．
非常感谢，先生。

2．How much do you usually earn a month？
你通常一个月挣多少钱？

3．So I think your monthly salary of two thousand eight hundred is quite attractive．
所以我觉得你们能提供 2，800 元月薪是很吸引人的。

4．Are you a local resident or provincial？
你是本地人还是外地人？

5．I'm a Shanghaiese by birth．Here is a copy of my ID card．
我是土生土长的上海人，这是我身份证的复印件。

6．Because yours is one of the most effective and respectable companies in our city．I'd like to work for it and enjoy its high prestige as well．
因为贵公司是本市最具高效率、令人敬佩的公司之一，我想为它工作，也能分享它的盛誉。

7．Audi．
奥迪车。

8．Any accident？
出过事故吗？

9．We would like to start you off at 3，000 yuan a month，not including bonus and overtime pay．
我们将给你月薪 3，000 元作为起薪，不包括奖金和加班费。

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Words and Expressions

punctual a．按时的，守时的
chauffeur n．司机
generally speaking 一般说来
driving license A A 类驾驶执照
beverage n．饮料（茶，汽水等）
pharmacist n．药剂师
patent v．获得……的专利
provincial a．省的，外省的
Shanghaiese n．上海人
prestige n．声望，威信
Shanghai Foreign Languages University 上海外国语大学
generous a．慷慨的，丰富的

Lesson 40 About the Job of a Salesperson

关于销售员职务

740．I came in answer to your advertisement for a salesperson.
我是来应征贵公司所招聘的售货员一职的。

741．I see．Will you walk this way，please？
我明白了，请到这边来好吗？

742．What experience have you had？
你有什么经验呢？

743．I'm afraid I haven't had any experience in just this sort of work．I'm studying business administration in college．I want to get a job that would tie in with my studies.
这种工作我恐怕没有什么经验。我大学学的是商业管理，我想找一个与所学知识有关联的工作。

744．Have you got any selling experience at all？
你有售货的经验吗？

745．I worked in a department store in a small town last summer vacation.
我去年暑假在一个小城镇的百货店工作过。

746．What subjects did you like most at university？
你在大学时最喜欢什么课程？

747．I like sales strategies most．我最喜欢销售策略这门课。

748．Now tell me about your educational background.

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请给我讲讲你的教育背景。

749．I graduated from Beijing College of Commerce.
我毕业于北京商学院。

750．I majored in commerce.
我主修商业专业。

751．What courses have you completed?
你修过哪些课程？

752．The courses I completed are marketing，business law，business English，statistics，marketing principles，sales management，distribution theory，economics and psychology.
我修过的课程有：市场营销、商业法、商务英语、统计学、营销原理、销售管理、商品配销理论，经济学和心理学。

753．Why would you like to work with us?
你为什么愿意来我们这儿工作？

754．It's a job I'm interested in，and your company is one of the best known．Although I have no work experience as a salesperson，the job description you sent was very interesting. It's a job I've been dreaming of since I was at university.
贵公司是最有名气的公司之一，我也喜欢这种工作。虽然我没有什么销售员的经验，你们给我的职位说明很有意思，这是我上大学时就想从事的工作。

755．Do you know anything about this company？你了解本公司吗？

756．Yes，a little． As you mentioned just now，yours is an American capital company．As far as l know your company is a world famous one which produces cosmetics and skin -care products.
我知道一些，正如你所提到的，贵公司是一家美资公司，据我所知，贵公司是一家世界著名公司，生产化妆品和护肤品。

757．In what department did you work?
你以前在哪一部门工作呢？

758．I was in women's Fashion Department.
我在女装部工作。

759．Have you got an excellent record in English?
你英语成绩好吗？

760．Yes，I think I can manage English conversations with American staff members.
是的，我认为我可以和美国员工进行英语会话。

Dialogue A
（I= Interviewer 主试人 A= Applicant 申请人）

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I：Come in，please.

A：Is this the General Manager office?

I：Yes，it is. Be seated，please.

A：Thanks.

I：May I have your name?

A：Linda Li. I was asked to have an interview this afternoon.

I：Yes. How old are you，Miss Li?

A：I'm 25.

I：How many people are there is your family?

A：Four. They are my father，my mother，my elder brother and me.

I：What do your parents do?

A：My father is a purchaser at a department store and my mother is a saleswoman at the same store.

I：Now tell me about your educational background.

A：OK. I graduated from Beijing College of Commerce. My major is commerce.

I：What courses have you completed?

A：The courses I've completed are marketing，business law，business English，statistics，marketing principles，sales management，distribution theory，economics and psychology.

I：How are your grades?

A：I have got an average of 90 points.

I：What subject did you like best at college?

A：I liked sales strategies best.

I：Can you explain why?

A：I like dealing with people. It's quite challenging.

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I：Have you got an excellent record in English?

A：Yes，I obtained nearly full marks in English.

I: That's only for your written work，I'm afraid. What about your oral English? You know，some staff members in this company are Americans as ours is an American capital company. So conversational English is very important in our company.

A：I think I can manage English conversations with American staff members. At college I often practice oral English with my classmates or cassettes.

I：Why are you interested in the job?

A: Because I love your company. Yours is one of the effective and respectable companies in this area.

I：I see. Have you worked anywhere else?

A: Yes. Four years ago，I began to work in a developing company in Nantong. One year later，I came to Shanghai，and worked in a small department store as a salesgirl. and now I'm secretary to Gemeral Manager of Xin Xin Department Store.

I: OK. We have received your letter and resume in answer to your advertisement in the paper. I'd like to talk about your qualifications for the position.

A：I think you must have got a lot of replies to your advertisement.

I：I haven't counted the exact number of the replies，but I think there were at least thirty for the job. However，many who applied don't have the qualifications we require. We only picked out the ten best replies for interviews. And yours is just among them.

A：Thanks. I'm glad that my letter is acceptable.

I：You mentioned in your letter that you had worked in a small department store as a salesperson. In what department?

A：Ladies fashion.

I：Did you like the job?

A：Yes， I liked it very much. In fact，I have a good taste in dress. I think I'm interested in clothing design and like to be dressed in fashion.

I: Well，Miss Li，it was nice talking to you. However，we want to interview the other applicants before making any final decision. You will hear from us soon. Thank you for your coming，Miss Li.

A：Thank you Sir. I hope to hear from you as soon as possible.

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Notes 注释

1．Be seated，please．
请坐。

2．My father is purchaser at a department store and my mother is a saleswoman at the same store．
我父亲是一家百货商店采购员，我母亲是同一商店的售货员。

3．I have got an average of 90 points．
我各门成绩平均 90 分。

4．Yes．Four years ago，I began to work in a developing company in Nantong．
有过。四年前我开始在南通一家正处于发展阶段的公司工作。

5．We only picked out the ten best replies for interviews．And yours is just among them．
我们只挑选了十位最优秀的申请人来参加面谈，你的材料是其中之一。

6．Ladies fashion．
女装部。

7．In fact，I have a good taste in dress
事实上，我对时装很有眼光。

Words and Expressions

salesperson n．售货员
tie in with 与……有关联
commerce n．商业
marketing n．市场营销
statistics n．统计学
psycology n．心理学
cosmetics n．化妆品
skincare products 护肤产品
skincare 一词由 skin（皮肤）+care（护理）组成
English convesations 英语会话
purchaser n．采购员，购买者
sales strategies 销售策略，销售方法
pick up v．挑选
ladies' fashion 女式时装

Lesson 41 About the Job of a Receptionist

关于接待员职务

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761．I came about your advertisement for receptionists in the newspaper last week.
我是来应聘你们在上周的报纸上招聘的接待员一职的。

762．Have you worked anywhere else?
我在别处工作过吗？

763．Yes，I've been working in the Beauty Restaurant as a full-time waiter after leaving the occupational school.
有，我从职业学校毕业后一直在美丽饭店当服务员。

764．Here is my resume.
这是我的简历。

765．May I ask why you are interested in working at our hotel?
能否问一下，你为何对我们宾馆感兴趣？

766. Because I think I'm fit for a receptionist's job. I'm still learning spoken English，you know. There will be a lot of foreigners to come to your hotel，won't there?
我认为我很适合做接待员，你要知道，我正在学习英语口语，肯定会有很多外国人来你们宾馆的，不是吗？

767．Certainly.
当然会有。

768．When did you study English?
你何时学的英语？

769. When I was a student，English happened to be my favorite subject. After graduation，I went on studying spoken English in my spare time.
我上学时，英语是我最喜欢的课程，毕业后，我在业余时间继续学习英语口语。

770．Do you think if there is still any room for improvement in your spoken English?
你是否以为你的英语口语还有提高的余地呢？

771．Sure，I do think so.
确实，我认为是的。

772．Do you think you have a good command of hotel English?
你精通饭店英语吗？

773．Yes，I think so.
我想我是的。

774．Where do you work now?
你现在何处工作？

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775．I work at Beijing Hotel.
我在北京饭店工作。

776．Can you tell me why you want to leave the present post?
你能告诉我你为什么要放弃目前的岗位吗？

777．For one thing，I'm desirous of working with a large hotel like yours．I know your hotel is a five－star－grade hotel with a good reputation both at home and abroad．For another thing，my present post does not involve me much in speaking English．I think I will have more opportunities to use English at your hotel.
其一，我想在像你们这样的大宾馆工作。我知道你们宾馆是一家五星级宾馆，在国内外享有盛名。　　其二，我目前的岗位让我说英语的机会不多，我想在贵宾馆我会有更多机会使用英语。

778．Do you want to work here because you can speak English?
你是因为能说英语才来我们宾馆的吗？

779．No，not just because I can speak English．What I really want is the chance to learn some advanced methods of management from foreign staff members.
不，不只是因为会英语，我真正希望的是要从外国职员那里学到一些先进的管理方法。

Dialogue A
（I= Interviewer 主试人　A= Applicant 申请人）

I：Good morning．Can I help you?

A：Yes．I came about your advertisement for receptionists in the newspaper last week.

I：Oh，yes．Won't you sit down?　What's your name?

A：My name is Anhua Zhao.

I：How old are you?

A：I'm twenty－four years old.

I：Have you worked anywhere else?

A：Yes，I've been working in the Beauty Restaurant as a full－time waiter after leaving the occupational school．Here is my resume.

I：Good．May I ask why you are interested in working at our hotel?

A：Because I think I'm fit for a receptionist's job．I'm still learn－ing spoken English，you know．There'll be a lot of foreigners to come to your hotel，won't there?

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I：Certainly．When did you study English？

A：When I was a student，English happened to be my favorite subject．After graduation．I went on studying spoken English in my spare time．

I：I see．Do you think if there is still any room for improvement in your spoken English？

A：Sure，I do think so．But as the old saying goes“Where there is a will，there is a way．”I'll do my best to improve my spoken English．

I：Well，that's a good answer．Can you tell me why you want to leave your present post？

A：I'm desirous of leaving my present employer simply because I see no chance of advancement．

I：Do you want to work here because you can speak English？

A：No，not just because I can speak English．What I really want is the chance to learn some advanced methods of management from foreign staff members．

I：We believe you would be able to do the job very well．But as you know，we have dozens of applicants to be answered．We can't reach a final decision until we talked to all applicants being asked to come here．

A：When can I know whether I'm accepted or not？

I：I think we'll send you a letter by early next month if you are wanted．

A：I see．Thank you for your talking with me．

I：Thank you，Mr Zhao，for your interest in our hotel．Good luck to you．

A：Thank you．

Notes 注释

1．Yes，I came about your advertisement for…
是的，我是来应聘……广告的职位的。这里用 came 过去时多，用 have come 现在完成时少。虽然是刚刚来到，但 come 这一动作已结束，所以用过去式。

2. But as the old saying goes“Where there is a will，the is a way．I'll do my best to improve my spoken English．
但正如一句老话所说：“有志者事竟成”，我将尽力提高我的英语口语。

3．I'm desirous of leaving my present employer simply because I see no chance of advancement．

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我离开现在的雇主，仅仅是因为我看不到有提升的机会。

4．But as you know，we have dozens of applicants to be answered.
但你也知道，我们还有几个应征者要面谈。

5．We can't reach a final decision until we talked to all applicants being asked to come here.
我们要在所有被请来面试的都面谈之后，才能做出最后的决定。

6．When can I know whether I'm accepted or not?
我什么时候才能得知我是否被录用了？

7．…if you are wanted.
如果你被录用的话。

8．Good luck to you.
祝你好运。

Words and Expressions

receptionist n．接待员
occupational a．职业的
occupational school 职业学校
spare a．空闲的
five-star-grade 为复合词，五星级的
a three-thousand-word article 一篇三千字的文章
the eighth five-year plan 第八个五年计划
reputation n．声誉，声望
of good reputation 有名望的

Lesson 42 About the Job of a Front Office Manager

关于前台经理职务

780．Why are you leaving your present job?
你为何要离开现职呢？

781．I'm desirous to leave my present employment so that I can improve my position and have more responsibilities.
我希望离开现职就是为了提高我的职位和获得更多的责任。

782．I'd like you to tell me some of what you've been doing recently.
我想请你告诉我你最近一直在做什么？

783．Every day I go to work on time to guarantee the proper operation of the front desk.

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我每天按时上班，以保证前台工作的顺利进行。

784. We accept booking，tell about room rates，find out how the bill will be paid and help the guests to check in and check out. When some guests want to have cancellations，change rooms or extend a reservation，we should always offer our help with courtesy.
我们接受订房、解释房价、看顾客以什么方式结算，帮助顾客入住及结账。如果有顾客要求取消预订、换房间或延长住宿时间，我们总是给予周到服务。

785. In what way do most clients check out?
多数顾客以什么方式结账？

786. Most clients check out by credit card，traveller's cheques or Master card. Our hotel doesn't accept personal cheques.
多数顾客用信用卡、旅行支票或万事达卡结账。我们不接受个人支票。

787. How do you deal with a reservation mix-up?
你们如何处理订房出现的差错？

788. If we are booked solid，I would first of all apologize to the clients for this mistake. Then I'll ask them to rest on the chairs while I contact another hotel for them.
如果所有房间都已订完，我先向顾客道歉，然后请他们坐下休息，我为他们另外联系一个宾馆。

789. What would you do if the guest's total bill exceeds the credit limit?
如果顾客的账单超过信用卡限额怎么办？

790. I would ask if the guest is willing to pay the difference by cash. If not，I'll try to get permission from the office which set the limit to extend credit over that amount.
我先征求顾客意见，看他是否愿意用现金支付差价。如果不愿意的话，我就和发卡机关联系，看能不能扩大限额度。

791. Why are you interested in working with our hotel?
你为何对到我们宾馆工作感兴趣？

792. My past work experience is closely related to this job. I am confident of doing the job well. Therefore I am desirous to get this post.
我过去的经验同这份工作密切相关，我有信心把它做好。因此我很想得到这一职位。

793. Don't you like the work?
你不喜欢那份工作吗？

794. I liked the work. However， the hotel is too small for me to widen my experience.
我喜欢那份工作，但那家宾馆太小了，难以增长我的工作经验。

795. There are not many foreign guests in the hotel. As an Eng－lish major，I'd like to take a more challenging job. That's the reason why I want to come here for a job.
我们那家宾馆没有多少外国客人，作为一名英语专业的学生，我想做一些更具挑战性的工

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作。这就是我为什么要来此应聘的原因。

796. How long have you been working there?
你在那儿干多长时间了？

797. I've been working there since 1996.
我从 1996 年起就在那家宾馆工作。

Dialogue A
（I= Interviewer 主试人 A= Applicant 申请人）

A：Excuse me. May I see Mr. John Watt， the manager?

I：It's me. What can I do for you?

A：I have come at your invitation for an interview. Nice to meet you，Mr Watt.

I：Nice to meet you，too. Please sit down.

A：Thank you，Sir.

I：I've invited several candidates to come today. You are the first one to have arrived. I hope that the early bird will catch the worm.

A：I hope so.

I： May I have your name?

A：I am Beijiang Zhang.

I：How do you spell your surname?

A：Zhang——Z. H. A. N. G.

I：Now tell me what university you were graduated from.

A：I was graduated from Nanjing University.

I：What was your major in the university?

A：My major is English.

I：No wonder you speak English so fluently.

A：Thank you for your compliment，sir.

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I：Where are you working now?

A：I'm working at Baodao Hotel.

I：I would like you to tell me some of what you have been doing recently.

A：OK. Every day I go to work on time to guarantee the proper operation of the front desk. We accept booking，tell about room rates，find out how the bill will be paid and help the guests to check in and check out. When some guests want to have cancellations，change rooms or extend a reservation，we should always offer our help with courtesy.

I：In what way do most clients check out?

A：Most clients check out by credit card，traveller's cheques or Master Card. Our hotel doesn't accept personal cheques.

I：How do you deal with a reservation mix－up?

A：If we are booked solid，I would first of all apologize to the clients for this mistake. Then I'll ask them to rest on the chairs while I contact another hotel for them.

I： What would you do if the guest's total bill exceeds the credit limit?

A：I would ask if the guest is willing to pay the difference by cash. If not，I'll try to get permission from the office which set the limit to extend credit over that amount.

I：You seem to have done a good job. Why would you come here to apply for the job?

A：Ours is a small hotel. There are not many foreign guests every year. As an English major，I'd like to take a more challenging job. That's the reason why I want to come and work in your hotel.

I：How long have you been working there?

A：I've been working there since 1996.

I：Could you tell me your expectation in salary?

A：The average salary for department managers is OK.

I：Have you got any other extra requirements?

A：No.

I： We'll grant you a commencing salary of 3，500 yuan a month. Is that acceptable to you?

A：I think to.

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I： How can we contact you about our final decision?

A：You can call me at this number during the work hours.

I： We'll get in touch with you by next Monday. Thank you，Mr. Zhang for your interest in our hotel.

A：Thank you，Mr. Watt. I hope to see you again.

I：I hope so.

Notes 注释

1. It's me.
我就是。

2. You are the first one to have arrived. I hope that the early bird will catch the worm.
你是第一个来到的，我希望捷足者会达到目的。
The early bird will catch the worm.
是一句谚语，译为：早起的鸟儿有虫吃。

3. No wonder you speak English so fluently.
难怪你的英语如此流利。
No wonder（that）…
难怪……，……不足为奇，如：
He had made a thorough investigation. No wonder he knew so much about it.
他进行了彻底的调查，无怪他对此事了解很多。

4. Thank you for your compliment，sir.
谢谢你的夸奖，先生。

5. The average salary for department managers is OK.
部门经理的平均工资即可。

Words and Expressions

recently ad. 最近，近来
guarantee v. 保证
the front desk （宾馆的）前台工作
Front Office Manager 前台经理
room rates 房间价格
check in 登记入住
check out 结账
cancellation n. 取消预订
reservation n. 预留、预订
with courtesy 礼貌地，客气地

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client n．顾客，委托人
credit card 信用卡
traveller's cheque 旅行支票
Master Card 万事达卡
personal cheque 个人支票 注意： cheque 在英语中也可拼写为 check。
book solid 客满
exceed v．超过
compliment n．赞扬，称赞的话
commencing salary 起薪
get in touch with 与……联系

Lesson 43 About the Job of a Tourist Guide

关于导游职务

798．Why do you want to be a tour guide?
你为何想当导游呢？

799．I want to be a tour guide because I like to travel and I also like meeting various kinds of people.
我想当导游是因为我喜欢旅游，也喜欢和各式各样的人接触。

800．I think guiding Chinese tourists abroad would be very inter－esting.
我以为给到国外旅游的中国人当导游肯定很有意思。

801．What courses have you completed at college?
你大学时学的什么课程？

802． In adition to English，I have studied economics of tourism，tourist marketing， tourist psycology， tourist cultures，tourist etiquette science， guiding methods and techniques，vocational ethics of tourism， law of tourism， and so on.
除了英语外，我们学了旅游经济学、旅游市场学、旅游心理学、旅游文化学、旅游礼仪学、导游方法技巧、旅游职业道德与旅游法律等等。

803． Have you learned any other foreign languages other than English?
除了英语，你还学过其他外语吗？

804．Yes， I have learned a little French.
有，我们还学了一点法语。

805．Were you taught by any foreign teachers?
有外教教过你们吗？

806． Yes． Foreign teachers from the United States， Canada，England taught us English at

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college.
有，上大学不时有来自美国、加拿大、英国的外籍老师给我们上英语课。

807. What are the responsibilities of a tourist guide?
导游的工作职责是什么？

808. A tourist guide must be responsible for arranging and coordinating tour activities， and offering service of transportation， accommodations， sightseeing， shopping and entertainment.
导游员必须安排和协调导游活动，以及为旅游者提供交通、住宿、观光、购物和娱乐等等服务。

Dialogue A
（I= Interviewer 主试人 A= Applicant 申请人）

I：Hello，Mr. Li． Won't you sit down?

A：Thanks a lot.

I：I'm Weimin Liu，the personnel manager．Nice to meet you.

A：How do you do，Mr. Liu? I'm pleased to see you.

I：Now let's start with your identification． Please tell me your full name.

A：My full name is Ming Li.

I：Where do you come from?

A：I come from Guangxi Zhuang Autonomous Region.

I：How many people are there in your family?

A：There are five of us：my grandmother，my parents，and elder sister and me.

I：How do you get along with your sister?

A：We get along very well．She is one year senior to me． When I go home during holidays every year， we go boating and mountain climbing together a lot.

I：Do you think you are quite extroverted or introverted?

A：Well，I always enjoy being with a group of people and chatting with others． But when I come to be reading，I prefer to be by myself．On the whole， I'm quite outgoing.

I： Why do you want to be a tour guide?

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A：I like to travel and I also like meeting various kinds of people，so I think guiding Chinese tourists abroad would be interesting.

I：What courses have you completed at Beijing Institute of Foreign Languages for Tourism?

A: In addition to English，I have studied economics of tourism，tourist marketing，tourist psychology，tourist cultures，tourist etiquette science，guiding methods and techniques，vocational ethics of tourism，law of tourism， and so on.

I：Have you learned any other foreign languages other than English?

A：Yes，I have learned a little French and German as well.

I：What are the responsibilities of a tourist guide?

A：A tourist guide must be responsible for arranging and coordinating tour activities，and offering service of transportation，accommodations，sightseeing，shopping and entertainment.

I： Have you ever had any actual experience as a tourist guide?

A：I have a little experience. I guided a few groups of foreign tourist around Beijing last winter vacation. I showed them to the Great Wall，the Imperial Palace，the Ming Tombs，the Temple of Heaven，and the Summer Palace.

I：Then you may know that it's hard work.

A：Yes，I know. But I don't mind working hard.

I： Have you sat for the National Examinations for Tourist Guides?

A：Yes，I have got a qualification certificate.

I：If we engage you as a guide in Overseas Department， which section do you expect to work in，Asian Section，or European Section， or American Section?

A：I'd like to work in American Section，for my knowledge of America is better than that of the other continents.

I：Speaking of America， I'd like to ask you a few questions. Which river is the longest one in America?

A：The Mississippi River.

I：Can you name some large cities in the U. S. ?

A: New York，Washington，San Francisco，Los Angeles，Philadelphia，Boston， Houston， Chicago，

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only to mention a few among many.

I: What is the Yellowstone National Park famous for?

A: It's well—known for its natural geysters.

I: In which state is the Grand Canyon?

A: In Arizona.

I: There is a famous tourist attraction between the U. S. and Canada. What is it?

A: Niagara Falls.

I: Well, it seems to me that you won't fail to answer any questions. Now tell me when you can start to work here.

A: I'll come down to Guangzhou as soon as I receive my diploma and bachelor's degree certificate next month. Perhaps some-where around July 20.

I: Is there anything you want to ask about?

A: No. I only wish that you could given me a definite answer to my application as soon as possible. If you fail to accept me, I'll have to secure a position elsewhere.

I: I see. Actually, I can give you a positive answer right here and now: tomorrow I'm going to send a letter of acceptance to your institute. So you can go back to Beijing with ease.

A: Thank you, Mr. Liu, for your kind offer.

I: We'll expect you here next month. See you then.

A: See you later.

Notes 注释

1. Now let's start with your indentification.
让我们从你的身份开始。

2. I come from Guangxi Zhuang Autonomous Region.
我来自广西壮族自治区。

3. She is one year senior to me.
她比我年长一岁。

4. But when I come to be reading, I prefer to be by myself.

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当我读书时，我宁愿独处。

5．On the whole，I'm quite outgoing.
总的来说，我的性格还是比较开朗的。

6．Have you sat for the National Examinations for Tourist Guides？
你参加过全国导游资格考试吗？sit for a examination 参加考试

7．If we engage you as a guide in Overseas Department，which section do you expect to work in，Asian Section，or European Section， or American Section？
如果我们聘你为海外部的导游员的话，你希望在哪个科工作？亚洲科、欧洲科还是美洲科？

8．Speaking of America…
谈起美洲，……

9．Perhaps somewhere around July 20.
可能在 7 月 20 号左右。

10．If you fail to accept me， I'll have to secure a position elsewhere.
如果你们不能录用我，我还得到别处去找工作。

Words and Expressions

identification n．鉴定，身份
autonomous a．自治的
region n．地区，区域
extroverted a．外向的
introverted a．内向的
outgoing a．开朗的、外向的
etiquette n．礼仪，成规
ethics n．伦理、道德
transportation n．交通、运输
accommodation n．膳宿
the Imperial palace 故宫
the Temple of Heaven 天坛
the Summer Palace 颐和园
section n．部门，分支
only to mention… 仅举几例
natural gesysters n．自然喷泉
the Grand Canyon n．大峡谷
Niagara Falls 尼亚加拉瀑布

Lesson 44 About the Job of Head of Claim Department

关于索赔部门主管职务

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809. Did you work in a similar position before?
你以前做过同样的工作吗？

810. Yes. I have been with ABC Insurance Company for four years, and before that, I worked with the Pacific surveyor company as claim officer.
我在 ABC 保险公司干了四年，此前在太平洋验货公司做负责索赔的工作。

811. Could you tell me the usual procedures to handle such case?
你能告诉我处理这类案件的一般程序吗？

812. Yes, on the shipper's side, when the cargos arrived, all relevant documents will be forwarded to the consignee. Among other things, this party has to check carefully con－tent of the packing list and weight list. When cargos is found to be damaged of shortlanded, this party has to call for a joint survey by representatives of the shipping company and the insurance agent. Based on the survey report, they will lodge a claim for compensation. 好的，在发货人方面，
当货物到达时，所有的文件必须送交给买货人。其中，当事人必须仔细查阅装箱单及重量单之内容，一旦发现货物损坏或缺少，当事人必须召集船务公司及保险公司双方之代表共同查验，根据查验报告，即可提出赔偿要求。

813. If you act as our representative what would you do to safeguard our interest?
假设你身为我方代表，你将怎样做以维护我方利益？

814. I think, first of all, I will ask the consignee to produce survey report on loading, if they can't produce that I suggest them to refer the case to their shipper. Meanwhile, bad weather could be a good excuse to refuse the responsibility.
我想，首先会要求取货人出示装运时的查验报告，假如他们不能出示，我建议他们去与寄货人交涉。此外，不良气候也是可以推卸责任的最佳理由。

815. Are you able to operate the telex?
你能操作电传机吗？

816. Yes, I used to dispatch telex to shipper and the consignee to inform them change of our schedule and other information.
是的，我经常向寄货人和取货人发出电传，通知他们船期的更改及其他消息。

817. Now tell me if you have a good command of both written and spoken English.
请告诉我你的英语口语和书面语是否都很好。

818. When I was at college, I passed Band Six of College English Test. All the foreign business men I've dealt with say my English is quite good.
我上大学时就通过了大学英语六级考试，所有和我打过交道的外商都说我英语很好。

819. If you are selected in this position, you must prepare to travel overseas frequently.
假如你被录取，你必须准备经常出国旅行。

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820．No problem，I love it．Thank you for granting me the interview．
没问题，我喜欢出差旅行。谢谢您给我这次面试机会。

Dialogue A
（I＝Interviewer 主试人 A＝ Applicant 申请人）

A：Good afternoon，Sir．

I：Good afternoon．Sit down，please．

A：Thank you．

I：You are Mr. Dongfang Cheng？ I am Henry Hudson．

A：Yes．Nice to meet you，Mr. Hudson．

I：To start with， tell me about your education，please．

A：All right． I graduated from Shanghai College of Foreign Trade six years ago． I majored in international trade．

I：Very well．Did you work in a similar position before？

A： Yes．I have been with ABC Insurance Company for four years．

I：Could you tell me the usual procedures to handle such case？

A：Yes，on the shipper's side， when the cargos arrived， all relevant documents will be forwarded to the consignee．Among other things，this party had to check carefully content of the packing list and the weight list．When cargos is found to be damaged or shortlanded，this party has to call for a joint sur－vey by representatives of the shipping company and the insurance agent． Based on the survey report， they will lodge a claim for compensation．

I：Very good． Now if you act as our representative what would you do to safeguard our interest？

A：I think，first of all， I will ask the consignee to produce survey report on loading，if they can't produce that I suggest them to refer the case to their shipper．Meanwhile，bad weather could be a good excuse to refuse the responsibility．

I：Are you able to operate the telex？

A：Yes，I used to dispatch telex to shipper and their consignee to inform them change of our schedule and other information．

I：Have you travelled a lot in your work？

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A：Yes．I have travelled dozens of times abroad．I have been to countries as Thailand， Singapore，Japan，Indonesia，Burma，the Netherlands，Denmark，Italy，Germany and England．

I：Now tell me if you have a good command of both written and spoken English．

A：When I was at college，I passed Band six of College English Test．All the foreign business men I have dealt with say my English is quite good．

I：May I ask why you want to change jobs？

A：Because I wish to get a more challenging opportunity at your company．

I：Why are you interested in this company？

A：A friend of mine works here，and he told me about your company， so I became interested．I think working in this company would provide me with a good opportunity to use my knowledge．

I：What do you know about this company？

A：This company is one of the biggest shipping companies in the world．There are a lot of branches in all parts of the world，with the head office in the USA，Shanghai Office was established four years ago．

I：Good．By the way，would you describe yourself as extroverted or more introverted？

A：I think I am quite outgoing．I like cooperation with others，and getting the job done by working together．

I：Do you have any hobby？

A：Yes，I like sports and music．

I：So far，so good．I think you'd like to know about the remuneration．The starting salary for the head of Claim Department in this company is RMB 5，000 yuan per month， and raises are given after six months according to your ability．We provide fringe benefits such as annual bonus， three－week paid vacation a year，and health insurance．Are these satisfactory？

A：Yes，these are quite satisfactory．

I：Do you have any questions about the job？

A：I was told that some of your Chinese employees are sent to the United States to attend the training program provided by the head office．I'd like to know how you choose employees to at－tend the program．

I：Almost all Chinese employees are eligible to attend the training course，but as the number of

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trainees at one time is limited，we select them on their merits.

A：One more question，are there any chances for Chinese employees to be transferred to the head office or other branch offices around the world?

I：Certainly．There would be good chances for you to work over－seas， I think， if you are really a capable man． How about the job? Are you really interested?

A：Sure．I'll do my utmost if I am employed by this company.

I：It has been pleasant talking with you，Mr. Cheng．We'll notify you of our final decision within one week.

A：Thank you， Mr. Hudson， for your interview with me．I hope to see you again.

I：Good-bye.

Notes 注释

1．You are Mr. Dongfang Cheng?
你是程东方先生吗？ 这句是陈述句语序的疑问句，读时句末语调上升。

2．I have been to countries as Thailand，Singapore， Japan，Indonesia， Burma， the Netherlands，Denmark， Italy， Germany and England.
我去过国家有泰国、新加坡、日本、印度尼西亚、缅甸、荷兰、丹麦、意大利、德国和英国。

3．This company is one of the biggest shipping companies in the world There are a lot of branches in all parts of the world，with the head office in the USA.
贵公司是世界上最大的船务公司之一，总部在美国，分支机构遍布世界各地。

4．So far，so good.
到目前为止，一切都很顺利。

5．We provide fringe benefits such as annual bonus，three－week paid vacation a year， and health insurance.
我们还提供附加福利，如年度奖金、每年三周的带薪假日，以及健康保险。

6．Almost all Chinese employees are eligible to attend the training course，but as the number of trainees at one time is limited，we select them on their merits.
几乎所有中国雇员都有资格参加培训课程，但由于一次参加培训的人数有限，我们只好依照他们的业绩来挑选。

7．One more question，…
还有一个问题……

Words and Expressions

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major in 主修……
procedure n．程序，过程
shipper n．寄货人，发货人
consignee n．收货人，受托人
the packing list 装箱单
the weight list 重量单
cargo n．货物
insurance agent 保险代理人
survey v．n．检查，调查
survey report 验货报告书
telex n．电传挂号
produce v．拿出，出示
the head office 总部，总公司
eligible a．合格的，合适的
on their merits 根据他们的业绩
transfer n．v．转移，调动

Lesson 45 About the Job of a Senior Production Planner

关于高级生产管理人员职务

821．Excuse me， is this personnel division？
劳驾，请问这是人事部吗？

822．I came about your advertisement for a senior production planner．
我是来应聘你们广告的招聘高级生产管理人员的。

823． Is there any still available now？
还有空缺职位吗？

824．Here is my resume．
这是我的简历。

825．What degree do you have now？
你获得了什么学位？

826．I have the degree of the Master of Applied Mathematics．
我获得了应用数学硕士学位。

827．Why are you interested in the position？
你为什么对这一职位感兴趣？

828．Because I read your advertisement in the newspaper last week． It says that you need a senior production planner，who is fluent in English and good at mathematics． I think I'm fit for the position．

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因为我读了你们在上周报纸上的招聘广告，上面说要招一名高级生产企划人员，英语流利并擅长数学。我认为我适合这一职位。

829. For the past six years，I've been dealing with foreigners in English so my ability to write and speak English is out of question， and what's more， I'm sure my major would be of great use for the position.
过去的六年中，我一直用英语与外国人打交道，所以我英语口语和书面语的应用能力是不成问题的。此外，我肯定我的所学专业对这一工作一定会很有用处。

830. I'm quite happy in my present work， indeed. But it's known to all yours is a great company of high prestige. I hope I would have more responsibility and improve my position.
我目前的工作还是让我很开心的，真的。但人人都知道贵公司是声名远扬的大公司。我希望能承担更多的责任，找到更好的工作。

831. Excuse me for interrupting， but could you tell me what types of people you like to work with?
请原谅我打断一下，能不能告诉我你喜欢与哪一类人一起工作？

832. To tell you the truth， I can cooperate with various people. People say I'm a good-natured person. But， of course，I especially enjoy working with people who are responsible，friendly and helpful.
说真话，我能和各种各样的人合作。人们说我是个性子很好的人，但是，当然，我特别喜欢与有责任感、待人友好、乐于助人的人一起工作。

833. What section would you like to work in if you enter this company?
你如果进入本公司，你希望在哪个部门工作？

834. I wish to work in the planning department.
我希望在计划部工作。

835. What type of work will you expect to do at first?
你希望起初干什么工作？

836. I want to design the corporate identity.
我想设计企业形象。

Dialogue A
（I＝Interviewer 主试人 A＝Applicant 申请人）

A：Excuse me， is this personnel division?

I：Yeah. What can I do for you?

A：I came about your advertisement for a senior production planner. I there any still available?

I：Oh， yes. Won't you sit down? What's your surname?

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A：My surname is Liu.

I：What's your first name，Mr Liu?

A：It's Zhiliang.

I：I'm the director of personnel devision of the company， Mr. Brown.

A：How do you do，Mr Brown?

I：How do you do， Mr Liu?

A： Here is my resume.

I：Fine. You've been in the States about six years， haven't you?

A：Yes，I came to study in Princeton University in 1989.

I：Who was the advisor of your research programme?

A：Professor Smith.

I：What degree do you have now?

A：Master of Applied Mathematics.

I：Why are you interested in the position?

A：Because I read your advertisement in the newspaper last week. It says that you need a senior production planner，who is fluent in English and good at mathematics. I think I'm fit for the position. For the past six years， I've been dealing with foreigners in English，so my ability to write and speak English is out of question， and what's more， I'm sure my major would be of great use for the position.

I：I see. Are you satisfied with your present work in Tulane University?

A：I'm quite happy in my present work， indeed. But it's known to all yours is a great company of high prestige. I hope I would have more responsibility and improve my position…

I：Excuse me for interrupting，but could you tell me what types of people you like to work with?

A：To tell you the truth，I can cooperate with various people. People say I'm a good-natured person. But of course. I especially enjoy working with people who are responsible，friendly and helpful.

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I：That's good．Do you have any particular conditions that you would like our company to take into consideration？

A： No， nothing in particular．

I：All right．If we decided to hire you，we'd pay you two thousand and five hundred yuan a month at the start．You can have Saturdays and Sundays off．Becides， you may have a paid month holiday every year．How do you think about it？

A：As regards salary，I leave it to you to decide after experience of capacity．

I：Well，we'll give you our decision in a couple of days．It's a pleasure to talk to you，Mr. Liu．

A：Thank you， Mr Brown．I really appreciate your assistance．

Notes 注释

1．I'm the director of personnel division of the company， Mr. Brown．
我是本公司人事部主任布朗。

2．Who was the advisor of your research programme？
你的研究项目的导师是谁？

3．Are you satisfied with your present work in Tulane Universi－ty？
你对目前你在杜兰大学的工作满意吗？

4．…a great company of high prestige．
一家极具声誉的大公司。

5．No，nothing in particular．
不，没有什么特别的事情。

6．You can have Saturdays and Sundays off．
你星期六、星期天不上班。

7．As regards salary，I leave it to you to decide after experience of capacity．
至于薪水，还是留给你对我的能力了解之后再做决定。

Words and Expressions

yeah ad．英语口语，相当于 yes
surname n．姓
the States 即 the United States，美国
advisor n．导师
out of question 不成问题，毫无疑问
fluent a．流利的

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what's more 另外，而且
of great use 具有很大用途
a good-natured person 一个性格很好的人
nature n．此处指性格
take into consideration 把……考虑进去
capacity n．能力

Lesson 46 About the Job of a Nurse

关于护士职务

837．I'm here for an interview as requested.
我是应约前来面试的。

838．Have you brought your credentials?
你带来有关证件了吗？

839．This is my certificate of nurse qualifications.
这是我的护士资格证书。

840．Now tell me something abut your professional education.
现在请你谈谈你所接受的专业教育的情况。

841． All right． That nurse school offered such professional course as nursing science， nursing psychology， nursing ethics， internal medicine and its nursing， surgery and its nursing， pediatrics and it nursing， traditional Chinese medicine， acupuncture and moxibustion， etc.
好吧，那所护士学校开设了以下专业课程：护理学、护理心理学、护理伦理学、内科及其护理、外科及其护理、儿科及其护理、中医、针灸等等。

842．We also studied some basic courses， such as maths，physics， chemistry， etc.
我们还学了其他的基础课程，如数学、物理、化学等。

843．Did you learn English at the nurse school?
你在护士学校学过英语吗？

844．Oh， yes.
是的，学过。

845．And I went on studying English at Chuntian Evening School of Foreign Languages for two years after my graduation from the nurse school.
我从护士学校毕业后，又继续在春田外语学校学了两年外语。

846． What section do you work in the hospital?
你在医院哪个科室工作。

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847. I work in Internal Medicine Division.
我在内科工作。

848. What are you responsible for?
你负责什么工作？

849. I am responsible for clinical nursing of patients in Internal Medicine Division. My responsiblities include taking histories， keeping charts， giving injections， administering medication， testing temperature and blood-pressure，preparing patients for treatments， changing sheets and quilts，etc.
我在内科负责病人的临床护理。工作职责包括记载病历、保管给病人拍的片子、打针、给病人服药、测量体温与血压，为病人做好治疗前准备、换被褥等等。

Dialogue A
（I＝Interviewer 主试人 A＝Applicant 申请人）

A：Is this the office of Overseas Labor Department?

I：Yes. Come in please. What can I do for you?

A：I'm here for an interview as requested.

I：You are Miss Yang?

A：That's right.

I：Please take a seat.

A：Thank yon， madam.

I：Have you brought your credentials?

A： Yes， here they are. This is my ID card. This is my diploma. And this is my certificate of nurse qualifications.

I：Let me have a look. Your ID card indicates you were born in 1976.

A：Yes. I'm twenty－three years old.

I：But you look younger than your age.

A：Thanks.

I：Your birthplace is Xingning County of Guangdong. Can you speak Hakka，then?

A：Of course. I was brought up there.

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I：Good．Some Singaporean employers can speak Hakka， too，because they are descendants of the Hakka． When did you leave your home town？

A：At the age of fifteen when I was graduated from junior middle school and admitted into Nurse School of Zhongshan Medical University．

I：Now tell me something about your professional education．

A：All right．That nurse school offered such professional courses as nursing science， nursing psychology， nursing ethics，internal medicine and its nursing， surgery and its nursing，pediatrics and its nursing， traditional Chinese medicine，acupuncture and moxibustion，etc． We also studied some basic courses， such as maths，physics，chemistry， etc．

I：Did you learn English at the nurse school？

A：Yes．I went on to study English at Chuntian Evening School of Foreign Languages for two years after my graduation from the nurse school．

I： Your resume says you worked at Zhujiang Hospital for one year．What were you responsible for？

A：I was responsible for clinical nursing of patients in Internal Medicine Division．My responsibilities included taking histories， keeping charts，giving injections， administering medication，testing temperature and blood-pressure，preparing patients for treatments， changing sheets and quilts，etc．

I：Your present work unit is South Hospital．What section do you work in？

A：I work in Overseas Section．

I：Wonderful．It is reported in the newspapers that your section has got the honorable title of“Advanced Section” conferred by the Military Commission of the Central Committee of the CPC．I think everybody in your section must be great in technical skills and service attitudes．

A：Thank you for your compliment． We are far from perfect．

I：What does your work entail there？

A：I perform rehabilitation nursing． My work involves taking actions according to doctors， helping patients restore their organic functions， training patients in speech and organism，carrying out massage and physiotherapy． I'm also responsible for patients’ nutrition and diet， and satisfying their personal needs．

I：Have you received any honorable title personally？

A：Yes，I was thrice singled out as an “Advanced Worker”．

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I：Your resume said you are unmarried．But I wonder if you have a fiance．

A：Oh， no．I'm still young．

I：Do you have any personal interests？

A：Yes， gardening and cooking are my two great interests．I enjoy playing the piano and telling stories as well．

I：Well， considering your qualifications， we believe you would be a suitable candidate． But as you know， we have dozens of applicants to be interviewed． We can not reach a final decision until we talked to all applicants being asked to come here．

A：When can I know whether I am accepted or not？

I：I think we'll send you a letter by early next week，if you are wanted．Or we may give you a call．By the way， have you got a telephone？

A：Yes，My office phone number is 6656327．

I：What's the best time to call you， then？

A：Between four and five in the afternoon， I'm afraid．

I：Thank you for coming，Miss Yang．

A：The pleasure is mine．It's been nice talking with you，madam． Good-bye．

Notes 注释

1．Is this the office of Overseas Labor Department？
这里是海外劳务办公室吗？

2．But you look younger than your age．
但你看上去比你的实际年龄要年轻。

3．…and admitted into Nurse School of Zhongshan Medical U－niversity．
被录取到中山医科大学护士学校。

4．I work in Overseas Section．
我在海外科工作。

5．We are far from perfect．
我们做得还很不够。

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6．What does your work entail there?
你在那里承担什么工作？

7．I perform rehabilitation nursing． My work involves taking actions according to doctors， helping patients restore their organic functions…
我做康复护理工作。包括执行医嘱，帮助病人恢复肌体功能……

8．… and satisfying their personal needs．
……以及满足病人的个人要求。

Words and Expressions

credentials n．凭证
ID card: 即 Identity Card 的缩写，身份证
Hakka n．客家人 （古代移住闽、粤等地的中原人的后代）；客家话
Singaporean n．新加坡人，a．新加坡的
Pediatrics n．儿科学，小儿科
traditional Chinese medicine 中医
acupuncture n．针灸
moxibustion n．艾灸
giving injections 打针
injection n．注射
medication n．药物，药剂
Advanced Section 先进科室
confer v．授予
entail v．使承担
perform v．完成，执行
rehabilitation n．恢复，复原
restore v．恢复
organic a．器官的，有机的
organism n．生物体，有机体
massage n．v．按摩、推拿
physiotherapy n．理疗
thrice ad．三次
single out 挑选出
fiance n．未婚夫
suitable a．合适的，适当的

Lesson 47 About the Job of a Medical Representative

关于医药代表职务

850．Can you tell me why you would like to work as a medical representative with us?
能否请你告诉我你为什么要到我们这儿来当医药代表？

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851. I like this kind of work, and your company is one of the most famous pharmaceutical corporations in the world.
我喜欢这项工作。而且，贵公司是世界上最著名的医药公司之一。

852. Having worked as a paediatrician in the OPD for two years, I want to apply for this position for a change.
在门诊部当了两年儿科医生，我想换个工作。

853. Well, I enjoy working in different places and meeting new people. That will widen my experience in the work.
嗯，我喜欢在不同的地方工作，与不同的人打交道，这会扩增我的工作经验。

854. What kind of antipyretic do you usually prescribe to chil－dren who have got high fever?
你们一般给发高烧的孩子开什么药？

855. Asprin, Anti－Phen Syrup, Snalets-FR as well as some mixture fixed by our own hospital.
阿斯匹林、安佳热、斯耐普以及我们医院自己配制的合剂。

856. What kind of antibiotics do you usually prescribe to chil－dren?
你们一般给孩子开什么抗菌素？

857. We usually use Amoxicillin Syrup and Amoxicillin Oral Sus－pension BP. They have less side －effect than Tabellae Ery－thromycini Ethylsuccinatis.
我们一般用再林和阿莫西林。它们的副作用比利君沙要小。

858. What could you do for our company if I hire you?
如果我们雇用你，对我们公司有什么益处？

859. Having worked in the Children's Hospital for two years. I know thoroughly the pharmacology and dosage of various kinds of medicine. I am also familiar with the organizations of hospitals in our country. Could I get the position, it would not be very difficult for me to put forward a plan to promote selling of your medicine.
我在儿童医院工作了两年之后，对各种药品的药理、剂量有了全面的了解。我对我们国家的医疗机构也很熟悉。如果我被雇用，提出对贵公司的药品的促销方案对我而言是不难的。

860. Do you mind going on business trip?
你是否介意出差？

861. Definitely not. I enjoy travelling.
当然不会，我很喜欢出差。

Dialogue A
（I＝Interviewer 主试人 A＝Applicant 申请人）

I: Good morning. Have your seat please. Was it difficult getting here?

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A：Not really．I have prepared for that.

I：May I have your name，please？

A： My name is Ming Liu.

I：Are you married？

A：No， sir．I'm still single.

I： Do you live with your family？

A：No， I rent a flat with one friend.

I： What university did you graduate from？

A：I graduated from Shanghai Medical University.

I：Well，Mr Liu， can you tell me why you would like to work as a medical representative with us？

A：I like this kind of work，and your company is one of the most famous pharmaceutical corporations in the world． Having worked as a paediatrician in the OPD for two years， I want to apply for this position for a change.

I： What kind of antipyretic do you usually prescribe to children who have got high fever？

A：Asprin，Anti-Phen Syrup，Snaplets-FR as well as some mixture fixed by our own hospital.

I：What about antibiotics？

A： We usually use Amoxycillin Syrup and Amoxicillin Oral Sus-pension BP．They have less side－effect than Tabellae Ery-thromycini Ethylsuccinatis.

I：What could you do for our company if I hire you？

A： Having worked in the Children's Hospital for two years， I know thoroughly the pharmacology and dosage of various kinds of medicine．I am also familiar with the organizations of hospitals in our country．Could I get the position， it would not be very difficult for me to put forward a plan to promote selling of your medicine.

I：Don't you think it a pity for you to leave your present hospital？

A：It is a pity to some extent． I have learned much in this hospital．But I would like to try a different kind of life.I prefer to be on the ball． By the way，could you tell me something about insurance and things like that？

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I：Every incumbent in our company enjoys life insurance， unemployment insurance and a decent pension after serving for 20years here． Our employees also enjoy free medical service．

A：I see．

I：Do you mind going on business trip？

A：Definitely not．I enjoy travelling．

I：Well，the next thing I must do is to take up your reference．

A：Take up my references？

I：Yes，it's a rule of the firm．What I mean is this：we always ask your present employer for a report on your work．

A：Do all firm do that？

I：Oh，yes，it's normal business practice． Now I see from your application form that Mr． He is your present leader．

A：Yes，he is．

I：Then I'll ask him to give you a reference． I'll write to you within a day or two．

A：I shall look forward to hearing from you．Good-bye．

I：Good－bye．

Notes 注释

1．Have your seat，please．
请坐。

2．medical representative
医药代表

3．I have prepared for that．
我预备了充足的交通时间。

4．It's a pity to some extent．
在一定程度上说是很可惜。

5．But I would like to try a different kind of life． I prefer to be on the ball．
但是我想尝试另外一种生活，一种忙碌的生活。

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6．… Insurance and things like that?
保险之类的福利？

7．Every incumbent in our company enjoys life insurance， unemployment insurance and a decent pension after serving for 20years here.
我们公司的每一位职员都享受人身保险、失业保险。为本公司工作了 20 年以上的职员还享受一份丰厚的养老金。

8．Take up my references?
对我的情况进行咨询？

9．Yes， it's a rule of the firm.
对，这是公司的惯例。

10．What I mean is this ：…
我的意思是……

11．Oh，yes，it's a normal business practice.
噢，是的，这是正常的业务惯例。

12．Then I'll ask him to give you a reference.
那么我将请他对你的情况提供介绍。

13．Could I get the position…
如果我能得到这一职位，……这句为倒装结构，等于 If I could get the position…

Words and Expressions

representative n．代表，代理人
pharmaceutical a．医药的
corporation n．法人，股份有限公司
paediatrician n．儿科医生
OPD：Out Patient Deparment 门诊部
antipyretic n．退烧药，解热剂
prescribe v．开处方
syrup n．糖浆
promote v．促进，提高
prefer v．宁愿
insurance n．保险
antibiotic n．抗菌素， 抗生素
side-effect n．副作用
pharmacology n．药理学，药物学
dosage n．剂量，用量
incumbent n．任职者
pension n．年金，养老金

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Part III

Sentences Frequently Used for Application Letters

求职信常用语句

Lesson 48 Beginnings for Application Letters

应征信的起首用语

862. In reply to your advertisement in today's（newspaper） for an accountant， I tender my services.
拜读今日××报上贵公司招聘会计广告，本人特此应征。

863. I would like to apply for the post of Assistant Accountant as advertised in today's（newspaper）.
拜读今日××报，本人欲应聘助理会计一职。

864. In reply to your advertisement in China Daily of May 18 for a clerk， I offer myself for the post.
欣读 5 月 18 日《中国日报》上贵公司招聘职员广告，敝人愿应征此职。

865. With reference to your advertisement in today's Jiefang Daily for an accountant， I tender my services.
从今日《解放日报》广告栏得知贵公司招聘会计，本人特致函应聘。

866. On looking over yesterday's Xinmin Evening Paper，my attention was attracted by your advertisement for two department managers， I should like to apply for the position.
拜读贵公司在昨天的《新民晚报》上所刊登的招聘广告，得悉贵公司招聘两部门经理，特此备函应征。

867. Please consider me an applicant for the position which you advertised in People's Daily of August8
8 月 8 日贵公司在《人民日报》上刊登广告，招聘人才，我欲应聘，请予考虑。

868. Having noticed the enclosed advertisement in this morning's （newspaper），I wish to apply for the position advertised.
谨随函附上贵公司在今天的××报刊登的招聘广告，本人愿申请这一职位。

869. I have learned that your company is looking for a computer operator and would like to apply for the post. Enclosed is a resume which sets out full details of my qualifications， interests and work experience.
据悉贵公司正在招聘电脑操作员，本人欲申请该职位，谨附上详述本人学历兴趣及经验的履历表一份。

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870. I am writing in reply to you request through the University Appointment Service for a Trainee Engineer，and would like to apply for the position.
本人于大学就业辅导处得悉贵公司欲招聘见习工程师，故特此备函应征。

871. Your advertisement in this week's（magazine） for a sales representative caught my attention. My working experience matches your requirements closely.
本人对贵公司于本期××周刊内刊登之招聘广告甚感兴趣，自信能符合所述条件，故特备函应征。

872. I wish to apply for the post of clerk in your company which is advertised in today's（newspaper）
欣读今日××报，得悉贵公司招聘职员，本人特此应征此职。

873. Your advertisement for a telephone operator in the（news-paper） of March 8 has interested me. I feel I can fill that position.
贵公司 3 月 8 日在××报上刊登广告，招聘一名接线员，本人阅后极感兴趣。我相信能胜任此职。

874. Having heard that the situation of a cashier in your office is vacant, I wish to offer my service for it.
据闻贵公司出纳员一职空缺，特备函应征。

875. I have heard that perhaps you might need an accountant with considerable experience working with companies such as yours.
据悉贵公司有意招聘一名有丰富相关经验的会计。

876. I would like to ask you to consider my qualification for the position in sales that you advertised in last week's newspaper.
贵公司上周在××报刊登广告，招聘推销员一职，我拟应聘，敬请给予考虑。

877. I believe my experience and qualifications suit the position you advertised in last month's（newspaper）and hope that you will. consider my application.
本人学历与工作经验与贵公司上月于××报上刊登之职位空缺相符，故特备函应征。

878. Having noticed the enclosed advertisement in this morning's （newspaper），I wish to apply for the position referred to. I feel that my business experience has been sufficiently broad to adapt me to any work requiring managerial ability.
看到今天早上××报刊登的招聘广告（随信附寄），我极愿申请这一职位。我觉得个人工作经验丰富，足以胜任经理的工作。

879. Your advertisement for a Senior Production Planner in the March 13 Beijing Youth Daily interested me because your requirements closely parallel my working experience.
3 月 13 日《北京青年报》上刊登贵公司招聘高级生产设计员一职的广告，本人极感兴趣，因所列条件为本人工作经验相符合。

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Notes 注释

1．应征函起首语主要表述申请人写信的原因，作为一封求职信的开场白，是必不可少的，包括两点内容：一、表明从何处得知招聘信息；二、明确向招聘方表明对申请职位极感兴趣，或满足所列条件，或表明自己能胜任此职。
2．in reply to…为了答复……
3．tender v．提出，提供 tender one’s services 提出愿为……效劳
4．with reference to…关于……，根据……reference/>T-GT+QK/ n．查询，参考
5．enclose 把……封入 the enclosed 函内附件
6．caught my attention 引起我的兴趣
7．with considerable experience 具有相当的经验
8．parallel v．与……相应

Lesson 49 Beginnings for Unsolicited Letters

自荐信的开端

880．I am writing to inquire whether you will have any openings for a secretary in the near future．
本人欲探询贵公司在短期内会不会有秘书职位空缺。

881．This is a letter of inquiry．I am conscious to know whether there are any openings in your company at the time．
此信乃探询贵公司现时是否有任何空缺。

882．Shall you need an experienced desk clerk for your hotel next summer？
不知贵旅馆明年夏季是否需要一名有经验的前台服务员。

883．Perhaps there is a position in your organization for an young，experienced， and conscientious secretary-stenographer．
请问贵公司是否需要一名年轻、有经验、负责的秘书兼速记员。

884． Like many other young man，I am looking for a job．I want to get started，at the bottom，perhaps，but started．
本人和很多年轻人一样正在寻找工作，本人想要有个开头，从基层做起。

885. I am writing to inquire whether you will have any vacancies for a senior clerk in the near future. I have heard that you hire senior clerk from time to time and I hope you will consider my application.
本人写信的目的是为了探询贵公司在近期是否有高级职员的空缺。听说贵公司时常招聘高级职员。希望贵公司能考虑我的申请。

886．I take the liberty to write you in the hope that you might need someone to fill in for you．
向阁下写信，希望填补贵公司可能的空缺，至感冒昧。

887．I take the liberty of writing you to apply for a position in your corporation．

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不揣冒昧，特致函向阁下毛遂自荐，敬请原谅。

888. Because I am very desirous of receiving actual experience in accounting during July and August, I am writing to inquire whether you will need the services of a young man with three years of educational training and some part-time experience. Perhaps I could fill in for one of your office staff during the vacation period.
因为我很想在七八月间获得会计实际工作经验，特函问询贵处是否需雇用受过三年训练略有业余经验的年轻人？在假期我或可添补贵公司的空缺。

889. Someday in the future you may have need for a new interpreter. I should like to offer myself for the job.
将来说不定您会需要一位新的译员。我特此毛遂自荐。

890. Having heard that the situation of a marketing specialist in your office is vacant, I wish to offer my services for it.
据闻贵公司市场顾问一职有空缺，特此备函应征。

891. As it is nearing the Christmas season, it occurs to me that you may need additional assistance in selling gifts in your shop. I have a whole week before Christmas, from 18—24, when I might assist you. I could also work evenings from six o'clock on, before December 18.
圣诞将至，我想贵公司可能需要帮助出售礼物的临时店员。我在圣诞前一周（10 月 18 日至 24 日）有空，可以帮忙。18 日以前每晚 6 时以后也可以。

892. I am seeking a position in research and analysis of statistical and quantitative data. In order to get started in this career, I'm willing to accept any position where I can demonstrate my competence and move upward according to my abilities.
我正欲找寻统计和数字资料分析研究人员的职位。为了开始这一职业，我愿接受任何能发挥个人水平且能根据能力而提拔的工作。

893. Professor Zhou suggested that I should write to you in regard to my interests in architectural drafting. He thought your company might be in need of someone in my field.
周教授建议我根据我个人的志向给贵公司致函申请制图员工作，周教授认为贵公司可能需要我这一专业的职员。

Notes 注释

1. openings n.（职位的）空缺，机会
2. at the time 目前
3. in the near future 在不远的将来
4. fill in 参加进来
5. take the liberty to do（或 of doing）sth 冒昧做某事，如：I took the liberty of using your typewriter while you were away. 你不在时，我擅自用过你的打字机。
6. the Christmas season 圣诞购物季节 Christmas n. 圣诞节
7. …it occurs to me…我想起……occurs to sb. 某人突然想起
8. from six o'clock on 从六点钟起 on adv. 从……时候起

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Lesson 50 Introducing Oneself：Age and Experience

自我介绍：年龄与经验

894. Since my graduation from school two years ago， I have been employed in ABC company as a junior secretary.
毕业至今两年来，本人一直在 ABC 公司任初级秘书。

895. I have been in an exporting company for five years.
我已在一家出口公司干了 5 年。

896. I am just leaving school，and eighteen years of age.
本人 18 岁，不久即可毕业。

897. I graduated from Shanghai College of Foreign Trade in 1995. I majored in International Trade.
我毕业于上海外贸学院，主修国际贸易。

898. I am 28 years old， and have 7 years' experience with a supermarket as a salesman.
本人 28 岁，有 7 年超级市场售货员经历。

899. I have had five years' experience in the office of the Green Limited Company， where I have been and still am a book－keeper.
我有在格林有限公司五年办公工作经历，一直至今任簿记员。

900. I am 26 years of age，since my graduation from the school three years ago， I have been employed in the Weihai Guest House as a waitress.
本人年龄 26 岁，三年前毕业至今，本人一直在威海宾馆任服务员之职。

901. I have been employed for the past four years by the Lanling Company as a secretary. I'm 26.
在过去的四年中，我一直受雇于兰陵公司任秘书。今年 26 岁。

902. I'm just leaving college，and twenty three years of age. At school，I won a scholarship and first prize in type writing，at the rate of 62 words per minute.
本人即将毕业，现年 23 岁。在校时获奖学金，并以每分钟 62 字之速度获打字比赛一等奖。

903. I am at present an apprentice in Linda Limited Company,in the general clerical work of the office.
本人目前于琳达有限公司实习，承办一般性事务工作。

904. I have been in the business for the last ten years，and worked as the superintendent in the personnel department.
本人过去 10 年在商界担任人事部主任至今。

905. As you can see from my enclosed resume， I have extensive experience in accounting.

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正如本人所附之履历所示，我有相当丰富的会计经验。

906. I am 26 years of age, and have had two years' experience in my present job, which I am leaving to better myself.
本人今年 26 岁，已在目前职位任职两年，兹为了更好的职位，准备离开此职。

907. I am nineteen years of age， female and have had two years experience in a company's delivery office.
我今年 19 岁，女性，曾在一家公司做收发工作两年。

908. I am able to take dictation in English，and have been engaged as a correspondence secretary for 3 years.
本人能用英文速记，三年以来一直担任书信秘书之职。

909. I have received a good education，and have recently completed the business courses at Guangzhou College of Commerce.
本人接受过良好教育，新近已修完广州商学院之商业课程。

910. I have spent the past seven years as assistant manager of ABC company where I have handled a variety of challenging tasks.
过去 7 年，本人一直是 ABC 公司副经理，并曾处理了不少富有挑战性之工作。

Notes 注释

1. majored in 主修……专业
2. scholarship n. 奖学金
3. at the rate of... 以……的速度 rate n. 速度
4. to better myself 为了更好的职位 better v. 改善，提高
5. delivery office 收发室

Lesson 51 Personal Ability

叙述个人能力

911. I am a good accountant and have a thorough knowledge of the English language.
本人是一名优秀的会计，并精通英语。

912. I am proficient in typewriting and shorthand and have attained a speed of eighty and sixty words per minute respectively.
本人精通打字和速记，速度分别为每分钟 80 字和 60 字。

913. I am well acquainted with office works and could handle business correspondence independently.
本人熟悉办公室工作并能独立处理对外商务文书。

914. I am able to take dictation in English and transcribe them rapidly into Chinese.

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本人会英文记录，并能立即将其改写为中文。

915．For all the time I was in their employ，I had the sole charge of their correspondence．
在该公司服务时，本人负责全部对外通信。

916．I have a good knowledge of bookkeeping by double-entry．
本人对联单记账十分熟练。

917．I will graduate from ABC College．My outstanding record at school and experience in business has prepared me for the task ahead．
我将从 ABC 学院毕业，以我优异的成绩及商业经验，相信能胜任贵公司的职位空缺。

918．As the executive secretary to the general manager，I have had extensive training in secretarial skills．
当我担任总经理行政秘书时，我获取了极全面的秘书训练。

919．I am a graduate of Beijing University，and have in addition the M．A．degree from UCLA．
本人毕业于北京大学，并在加州大学获硕士学位。

920．At school I won a scholarship and the first prize in speech contest．
求学时我曾获得奖学金及演讲比赛冠军。

921．For the past three years，I have been working as a computer programmer with ABC company．In addition to this，I have sound educational background in computer science．
过去的三年中，我一直是 ABC 公司的电脑程序员。此外，我亦有良好的电脑教育基础。

922．With my understanding of computer language and commitment to work，I could help to tailor new programs which meet the needs of clients．
凭我对电脑语言的认识及对工作的投入，我定能为客人编制最切合他们需要的电脑程序。

923．I have a fair know ledge of shorthand，and can write ninety words per minute．
本人熟悉速记，每分钟速度 90 字。

924．I have received a good education，and know English，Spanish and shorthand．
我曾接受良好的教育，熟悉英语、西班牙语及速记。

925．Since leaving school in June，I have attended a language class，with a view to increase my spoken and written English．I have also attended classes in typewriting and short－hand．
从 6 月份离开学校以后，我曾参加语言课程班，旨在提高自己的英文书写及听讲能力。此外，我亦曾修读打字及速记课程。

926．As a English major，I have developed strong language and writing skills which are necessary for a good editor．
作为一个主修英文的学生，我掌握了极强的语言技巧，这是作为一个编辑的必要条件。

927．I have just left school，but have a good knowledge of Eng－lish．

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本人虽刚离校门，但对英语非常精通。

Notes 注释

1．thorough a．彻底的，详尽的，全面掌握
2．be proficient in doing sth．擅长于，精通于……做某事很熟练
3．correspondence n．通信，信件 business correspondence 商业书信
4．transcribe v．译，意译
5．double-entry n．复式记账，联单记账
6．outstanding adj．杰出的，优秀的
7．commitment n．投入，许诺
8．the needs of clients 客户的需求 client n．当事人，顾客
9．spanish n．西班牙语
10．with a view to... 为了……的目的

Lesson 52 About Reasons Leaving

说明离职原因

928．Unfortunately I have had to leave my position on account of the discoutinuance of the business.
由于公司停业，我不得不离开而另寻工作。

929．The only reason why I am leaving the present position is to gain more experience in a foreign trade company.
本人离开现职的惟一原因是打算到外贸公司获得更多的经验。

930．I'm leaving that company to be with my aged parents and care for them here.
因本人需要与年迈的父母一起生活并照料他们，故而离开了那家公司。

931．My reason for leaving my present employment is with the desire of improving my position.
我打算离开现职，意欲寻求更好职位。

932．I left the company just a week ago，because I disagree with the general manager.
由于与总经理意见不一，我于一周前离开那家公司。

933. I prefer working in private enterprises to public sector because the former is more energetic while the latter is rather stable.
我较喜欢在私营机构工作，因私营机构比较有活力，尽管公营事业比较稳定。

934．Unfortunately I have had to leave my position，as my employers have been forced to liquidate their business due to the worldwide economic adversity.
很不幸，由于这次世界性的经济危机，我的雇主不得不结束业务，我不得不离职。

935．I left them solely because they made a reduction in their establishment.

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由于该公司裁减编制，我因此离职。

936. My reason for wishing to make a change at this time is that there seems no opportunity for advancement in my present position，and I feel that my ability and training，as well as my interest in my work，should lead to advancement and a higher salary.
目前打算离职的缘由是我似乎没有晋升的机会，以我的工作能力、所受训练，以及我对工作的热情，应该获得晋升和较高薪水。

937. I am leaving my present position because I can use my capabilities more fully in a position with wider scope. My pre－sent employer knows of my ambition and is helping me to find a new place.
我希望有机会充分展现自己工作能力，从事更大范围工作之需要，这是我急于离开现职的主要原因。本人现任职公司老板对我的工作雄心颇为赞许。因此，愿协助我另谋他职。

938. The reason why I wish to leave my present employer is that I hope to widen my experience and take a new turn in the development of my career.
我希望转职的原因是想有一个新的发展方向和扩展自己的接触层面。

939. The reason for leaving my present employment is that I see no chance for further advancement.
由于目前的工作缺乏发展的机会，故本人打算离开。

940. I left my work because I think my potential and ability could be better employed in a large，high-grade corporation like yours.
我离职的原因是认为自己的潜力在如贵公司一样具规模的机构中更能进一步发挥。

941. I am desirous of leaving the office in order to gain more experience in advertising business.
我希望转职的原因是打算在广告行业发展。

942. My desire at this time is to get into the publishing industry because I believe it has a bright future.
我目前的愿望是要加入出版行业，因为我相信这一行业的前景非常光明。

943. I left them a fortnight ago，owing to a disagreement with the president Mr. Liu.
由于本人和总裁刘先生意见不一，两星期前辞职了。

944. I enjoy my tenure at ABC company but I feel it is time to move on to a new challenge.
我十分喜欢在 ABC 公司的工作，但我认为现在应该是接受新的挑战的时候了。

945. I left my job two years ago because I wanted to further my study abroad.
我两年前离职的原因是想到国外深造。

946. I left the company due to the closing down of the company's business.
由于本人服务的公司结束经营，故本人需另寻工作。

Notes 注释

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1．discontinuance　　n．停止，停业
2．aged　a．年老的
3．private　　a．私人的
4．enterprise　　n．事业，企业单位
5．public sector　　公营机构
6．stable　a．稳定的，平稳的
7．liquidate their business 结束业务，　liquidate　　v．清理，清算

Lesson 53　About Enclosure

关于随函附件

947．I am enclosing my resume for your reference.
谨附上履历表一份，以作参考。

948．I enclose a resume and one of my publications.
随函寄上简历表及作品一份。

949．You will find enclosed a testimonial from the Head Professor of Beijing Commercial College who has kindly offered to provide you with any further details you may require.
随函附寄我在北京商学院的系主任的推荐函，从中可以了解你所需要的详细资料。

950．I am enclosing personal history，certificate of graduation and letter of recommendation from the president of the university.
兹随函附履历表、毕业证书及大学校长推荐函各一件。

951．As my resume indicates，I have experience in...
正如所附履历表内所述，我在……方面有丰富经验。

952．You can see from the data sheet that is enclosed that..
你可以从附上的资料表上看出……

953．I enclose my resume and a sample of my works.
附上履历表及一份作品。

954．I am enclosing my resume and a recent photo of myself.
随函附上履历表及近照一张。

955．Enclosed you will find a letter of recommendation from my former teacher of English.
随函附上我的英文老师的推荐函。

956．I enclose a card addressed to myself，in the hope you will use it to tell me when to come for an interview.
所附写好本人地址的名片，希望您在通知我面试时能用到。

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957．A copy of my transcript is enclosed.
附寄本人成绩单一份。

Notes 注释

1．for your reference 作为参考
2．publications n．出版物、发表
3．letter of recommendation 推荐信 recommendation n．推荐，介绍
4．sample n．样品，一份
5．former a．以前的，先前的
6．transcript n．抄本，副本，成绩单

Lesson 54 About Salary

关于薪酬待遇

958．Regarding salary，I leave that to yon but feel certain that I can earn at least RMB 4,000 yuan per month.
关于薪金，留待您来决定，本人相信每月能得到至少 4, 000 元。

959． I am willing to serve on trial for some months at a small salary.
本人愿在开始的数月接受低微的薪金试用。

960．The salary at which I should desire to commence is from HK＄ 4,000 to 5,000.
本人心目中的起薪为 4, 000 至 5, 000 港币。

961． However，the matter of remuneration will take care of it-self，as it always does，if other things are all right.
不过，如其他条件具备，待遇问题，自然会解决。

962． I require RMB 2,500 yuan per month as a start.
我要求的起薪为每月人民币 2, 500 元。

963． I'm quite willing to start with a small salary.
本人愿接受低微薪水开始。

964． With regard to salary，I leave it to you.
待遇方面，还是留待阁下决定吧。

965． The salary required is 2,000 yuan per month，living in the house.
希望待遇月薪 2, 000 元，另供应宿舍。

966． As much as I should like to join your organization，it would not be advisable for me to do so for less than 5,000 yuan，which is my present salary.

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我希望参加贵公司工作，如月薪低于我目前薪水每月 5,000 元，对我来说似不适合。

967． As regards salary， I would be glad to start at HK $ 3,000per month plus commission. Reference may be furnished if it is required.
至于月薪一事，希望能有 3,000 港币作为起薪，外加佣金。如需个人资料，可随时提供。

968. With respect to salary，I shall expect HK $ 4,000 a month.
至于薪金一事，我希望月薪 4,000 港元。

Notes 注释

1．at least 至少
2．serve on trial 试用
3．HK$ 4,000 读作 four thousand Hong Kong dollars 4,000 港元
4．...as it always does... 正如通常所做的
5．with regard to.... 至于……方面
6．commission n．佣金

Lesson 55 Endings：Request for Interview

结语：请求面谈及客套语

969. I hope to have the pleasure of an interview.
恳请予以面谈机会。

970. I should welcome a personal interview at your convenience.
欢迎在方便时给予面谈的机会。

971. I shall appreciate a reply from you in regard to my application.
愿早日收到回信，本人将十分荣幸。

972. I trust you will consider this application favorably and I wish to assure you that I should make every effort to be worthy of the confidence you may place in me.
若贵公司对我求职应聘能予考虑，本人可提出保证，将尽力为贵公司效力，敬请信赖。

973. I shall be very glad if you can give me a personal interview at your convenience.
倘蒙阁下接见，将不胜感激。

974. I am well－trained and experienced in all the many duties and responsibilities of a good secretary; and I should like the opportunity of coming in and talking with you personally. May I?
我受过良好的训练，熟悉做为一名出色的秘书所应承担的责任与义务。我希望能有机会来和您面谈，不知可否？

975. I should be glad to have a personal interview and can furnish references if desired.

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本人乐于有面谈机会，如需推荐人，随时可提供。

976. Your reply will be greatly appreciated.
如能回信，本人将不胜感激。

977. Please feel free to contact me if you wish more information. Thank you very much for your consideration and I look forward to hearing from you.
如需详细了解情况，请尽管与我联系。谢谢你的关心并期待您的答复。

978. I would welcome an interview at any time convenient to you. If my application is successful, I assure that I would make every effort to be worthy of the confidence you may place in me. Thank you very much.
本人乐意随时接受面试。倘蒙录用，定当不负所望，尽力而为。谢谢。

979. Thank you very much for your consideration and I look for－ward to hearing from you soon.
谢谢您的考虑，祈候佳音。

980. I will be glad to have an interview at your earliest convenience. Thank you for your time and consideration.
若蒙接见，请速惠函通知，不胜感激。谢谢你的考虑。

981. I wish to assure you that, if successful, I would endeavor to give you every satisfaction.
如蒙不弃，本人将尽力服务，使诸事满意。

982. Thank you in advance for your consideration and courtesy.
承蒙阁下关怀和礼遇，至表感激。

983. May I come in for an interview at your convenience?
可否于您方便之时给予面谈？

Notes 注释

1. at your convenience 在您方便的时候 convenience n. 便利，方便
2. appreciate v. 感激
3. confidence n. 信任
4. if desired 为 if it is desired 的省略式。译为：如果需要的话
5. endeavor v. 努力，尽力
6. courtesy n. 礼貌，礼遇
7. Reasons for Leaving 离职原因
8. higher salary 更高的薪水
9. opportunities for promotion 有升迁机会
10. personal contact 个人接触
11. location 工作地点
12. friendly co-workers and supervisors 友好的同事和上司
13. chances to learn new skills 学习新业务的机会

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14. chances to do work that's important 有机会做更重要的工作
15. like the work 喜欢那种工作
16. better benefits 更优厚的福利
17. job stability 工作稳定性
18. more formal 更为正式的工作
19. hours 工作时间
20. safety enviornment 安全的工作环境
21. chances to use one's talent 发挥所长的机会
22. feel needed 感到为人所需
23. more job satisfaction 更多的工作满足感

Part Ⅳ

Examples of Application Letters Upon Advertisement

应征求职信范例

Example 1 范例 1

Dear Sir，

I have seen your advertisement in the newspaper for an accountant，and should be grateful if you would consider a short account of my character and capabilities.

For the last two years I have been employed as a junior accountant by a firm of import and export merchants where the wide field of work to be covered has given me a good all－round knowledge of accounts. To supplement my practical knowledge，I have taken an evening class at Xi'an Commercial College. I feel that you could safely entrust a set of books to my care.

You will find enclosed a testimonial from the Head Professor of Xi 'an Commercial College who has kindly offered to provide you with any further details you may require.

I trust that you will consider this application favorably and I wish to assure you that I should make every effort to be worthy of the confidence you may place in me.

Yours faithfully，

Li Ping

译文：

敬启者：

我在报纸刊载的广告中，得悉贵公司招聘会计，若蒙贵公司对我的为人与工作能力给予考虑，本人至为感激。

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本人曾在一家进出口公司工作，担任初级会计员历时两年之久。该项业务范围甚广，使我对会计业务有了全面的知识。为了充实自己的实践经验，我曾在西安商业学院业余进修，谅阁下定能信赖。

您可从所附的西安商业学院系主任推荐函中获悉我个人的详细资料。

若贵公司对我求职应聘能予考虑，我保证，将尽力为贵公司效力，敬请信赖。

李　平　启

Example 2 范例 2

Dear Sir，

Please consider me as an applicant for the position of the secretary which you describe in your advertisement in the newspaper of July 15.

I've just graduated from Shanghai Commercial College in which I majored in Import and Export Trading. English happened to be my favorite and best subject at school. My English scores were always on the top ten of my class of fifty. I have learned to operate telex machine and computer and I can type either in English or in Chinese. Although I have no other work experience than two years 'parttime job in an export company in summer，I am willing to work hard and learn.

I'd very much appreciate the chance to talk to you and to get your opinion on whether I am qualified for the job you offer.

Yours truly，

Liu Yun

译文

敬启者：

本人欲申请贵公司 7 月 15 日在××报上刊登招聘秘书一职。惠请予以考虑。

本人刚从上海商学院毕业，所学专业是进出口贸易。在学校，我喜欢英语，成绩总在全班五十人中前十名之内。我会操作电传机及电脑，擅长中英文打字，除了暑假在一家出口公司兼职工作两年之外无其他工作经验，我极愿努力工作、不断学习。

如有机会与您们面谈，我将十分感谢。希望能知道我是否适合担负你们所要求的工作。

刘　云启

Example 3 范例 3

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Dear Sir/Madam，

I am responding to your advertisement in China Daily，dated 7June 1997，for the post of marketing executive.

I graduated from Nanjing University in June with a degree in Business Management. At the college I have served as financial secretary of the Student Union and was responsible for the operation of a snack shop for college students. I initiated several promotion programmes which increased the shop's profitability by 15 per cent. As your company is expanding to the food market，my experience in food service would be an asset to you.

I enclose my resume and a recent photo. I would welcome an interview at any time convenient to you. If my application is successful，I assure that I would make every effort to be worthy of the confidence you may place in me. Thank you very much.

Your faithfully，

Ma Ying

译文

敬启者：

贵公司于 1997 年 6 月 7 日在《中国日报》上刊登招聘市场营销经理职位的广告，本人特就此应征。

我于今年 6 月份毕业于南京大学，获工商管理学位。大学期间，我曾出任学生会财务秘书一职，负责管理校内一快餐店。我曾筹划数项推广活动，使该店盈利率上升 15%。得悉贵公司在积极拓展食品市场，相信本人的经验定有助贵公司的发展。

兹随函附上个人简历及近照。本人乐意随时接受面试。倘蒙录用，定当不负所望，尽力而为。

马英启

Example 4 范例 4

Dear Mr. Jones：

I have recently learned from the“Journal of Medical Science”that you have openings for cancer researchers. Please consider my qualification and experience when you select applicants for these positions.

As you may see from my resume，I have B. S. degree in biology and have worked for more than ten years in the field of cell growth and division. In the course of my research，I have developed a strong interest in the early detection of cancer cells and published several papers on the subject.

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I believe I can be of value to your institute．I am ready to provide you with any other information you may need as well as excellent personal references．

Thank you very much for your time and consideration．

Sincerely

Jiang Shanshan

译文

琼斯先生：

最近本人从《医学杂志》上获知贵机构有癌症研究员职位的空缺。我愿申请此职，请予考虑我的资格和研究经历。

阁下可从随函所附简历中获知，我有生物学科学士学位，有十年细胞成长分裂领域研究经验。我对癌细胞早期探查方向有浓厚兴趣，业已发表数篇论文。

我相信我会对贵研究所大有益处。我愿随时提供阁下需了解的其他情况，并能提供出色的推荐人。

敬请能给予考虑。谢谢。

江珊珊 启

Example 5 范例 5

Dear Sir，

In reply to your advertisement in today's newspaper regarding a vacancy in your office，I wish to apply for the position of senior clerk，which you have specified．

I feel confident that I can meet your special requirements indicating that the candidates must have a high command of English，for I graduated from English Department of Fudan University three years ago．

In addition to my study of English while in the university，I have worked for three years as secretary in the firm of ABC Trading Company Ltd．

The main reason for changing my employment is to gain more experience with a superior trading company like yours．I believe that my education and experience will prove useful for work in your office．

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I am enclosing a card addressed to myself，in the hope you will use it to tell me when to come for an interview．Or if you prefer call-ing，my telephone number is 3916324．

Sincerely yours，

Liu Chen

译文

敬启者：

阅今日某某报，得悉贵公司招聘高级职员，本人符合报载所列条件，拟参加应聘。

我于三年前毕业于复旦大学外语系，自信能符合贵公司招聘条件中精通英语的要求。

本人除在大学学习英语外，还在 ABC 贸易公司担负秘书工作历时三年之久。

另谋他职的主要原因，是希望在较大的贸易公司如贵公司工作，以便获得更多的工作经验。就以我所受的教育与经验而言，对将来在贵公司工作会有助益。

所附名信片有我的地址，希望您在通知我面试时能用到。如果您愿意以电话联系，我的号码是 3916324。

刘琛启

Example 6 范例 6

Gentlemen，

Because I believe that my sales background fits me for the position you advertised in last Monday's newspaper，I ask that you consider my qualifications．

I was graduated from Wah Yan College in June 1989，I am at present taking courses in Business Management Organization．

My experience has include one year as salesman in the Men’ s Clothing Department of Brook and Kerith；and two years in the Men's Shop on the Globe Department Store，where I am still employed．

My reason for wishing to make a change at this time is that there seems no opportunity for advancement in my present position，and I feel that my ability and training，as well as my interest in my work，should lead to advancement and a higher salary．

I am happy to refer you upon your request people who can tell you of my work and my character．

If you will grant me an interview，I shall be glad to call on every Thursday afternoon three o’clock，

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my only free time in business hours.

Very truly yours,

Jiang Haiyang

译文

敬启者：

就以我过去的推销背景而言，本人自信可以胜任贵公司上星期一在××报上招聘的职务，敬请给予考虑。

我于 1989 年 6 月从华严学院毕业，现仍在商业管理总会听课。

本人经历：在布鲁克利斯公司男装部担任推销员一年，在环球百货公司男装店两年，目前仍在此工作。

离职的理由，系因目前似无晋升机会，以我的工作能力、所受训练以及我对工作的热情，应该获得晋升和较高待遇。

我乐于奉告阁下，如阁下要求提供查询人，以便了解我的工作情况和性格，我可以提供。

如蒙应允，本人可于每星期四下午 3 时后晋见阁下。

江海洋启

Example 7 范例 7

Dear Sir/Madam,

I would like to apply for the above post as advertised in the Xinmin Evening News on 17 August 1997.

I have just completed a two-year commercial course and graduated from City Commercial College in July. I did very well in secretarial studies and office management. It is my objective to start a career in the business field.

Last summer, I was employed by Guang Ming Company as a clerk, where I assisted the executive secretary to handle correspondence, telephone appointment and filing.

I am confident that my education and experience will blend me into your company harmoniously. Endosing is my resume and a recent photo. I am able to attend for interview at a time convenient to you.

Thank you very much for your consideration and I look forward to hearing from you soon.

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Yours faithfully，

Xiao Ping

译文

敬启者：

本人意欲应征贵公司 1997 年 8 月 7 日刊于《新民晚报》招聘的初级秘书一职。

我刚在城市商业学院完成两年的商科课程，并于 7 月毕业。秘书课程及办公室管理是我成绩最好的科目。我希望日后能在商界发展。

我曾于去年暑假受聘于光明公司，主要工作是协助行政秘书处理一切文书工作、安排电话约会及整理档案等。

我深信我的学历及工作经验能使我轻易地融入贵公司，谨附上简历一份及近照一张。若阁下方便，我能随时赴贵公司面试。

谢谢您的考虑，祈候佳音。

萧平启

Example 8 范例 8

Dear Mr. /Martinez，

I enclose here with my resume in response to your listing in the Pharmaceutical Bulletin published in May，1988 for a technical specialist in your labs.

With more than ten years of clinical chemistry experience as a biochemist in hospital setting，I am thoroughly familiar with chemicals used for general and special tests in hospitals and doctors 'office and all of their applications. I am also expert in the use and promotion of testing equipment.

I will be most happy to send you more information if you request it. Thank you very much for your kind consideration.

Sincerely，

Zhou Hong

译文

尊敬的马丁内先生：

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今阅 1988 年 5 月号《药学通报》获悉贵医院实验室拟聘化验员一名，现拟应征，并随函附履历表一份。

本人有在医院环境下临床化学生化实验员十年之工作经历，因此对医院、医师诊所及其他用途下的普通及特殊试验用化学品极为熟悉，本人亦擅长化验仪器的使用及改进。

如果需要，本人非常乐于提供本人其他情况。非常感谢您的关爱。

周宏启

Example 9 范例 9

Dear Sir：

Your advertisement offers a most tempting job to a young man just out of college．I can't think of any job I'd like better than consumer research for a famous organization like yours．I look upon it as a wonderful opportunity，and here is what I can offer you in return．

I am twenty－two years of age，made a good appearance and get along exceedingly well with people．

I have an inquisitive and analytical mind——I enjoy finding out about things．I have tact and good humor and the ability to draw people out．Perhaps you will agree that these qualities plus eathusiasm，persistence，and the willingness to work hard and long make me acceptable for the job you offer as a beginner on your research staff．

I specialized in advertising and merchandising at Beijing University，from which I graduated in July and I have unusual letters of recommendation from my instructors in these subjects．I should like the opportunity of showing them to you．

Although I have had no actual experience in consumer research，I am familiar with the procedure，and fully understand its significance in charting buying habits and trends．

I shall appreciate a personal interview at your conveniece．

Wei Ha

译文

敬启者：

你们的广告刊登的招聘的工作岗位对一个刚刚跨出校门的年轻人是极其诱人的。我觉得没有什么能比为你们这样著名的机构进行市场调查更好的了，我认为这是一个极好的机会。我个人情况如下：

我现年 22 岁，形象好，善交际。

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我勤于思考，遇事喜欢寻根问底。举止得体，性情随和，善于引发人们交谈。

也许您会同意所有这些特点，加上热情、坚持不懈、愿意长时间从事艰苦工作的精神，使得我适合于做您们的研究人员中的新手。

我曾在北京大学主修广告与商务，于七月份毕业，我的任课老师为我写了非同寻常的推荐信。希望你们能过目。

倘蒙阁下亲自面见，将不胜感激。

韦海启

Example 10 范例 10

Gentlemen，

I wish to apply for the position of editorial assistant advertised in today's newspaper.

I have had considerable editorial experience and I am familiar with proofreading，rewriting，and production，as well as the more creative aspects of this type of work. I should like to summarize briefly my experience：

1978～1980

For two years I was employed as managing editor on an ABC weekly newspaper having a circulation of about 30,000. Here I did a great deal of original writing，wrote the headlines，and worked directly with the printer in setting up the paper.

1974～1978

Previous to 1978 I worked as assistant editor in Baker International Guide Book，Where my duties consisted chiefly of reading proof and rewriting，as well as composing lengthy articles and shorter item.

1972～1974

I also worked as assistant editor on a trade journal in the food field the Dairy Weekly，where my tasks were similar to those described above，but also included a great deal of interviewing and personal con-tact with members of the industry.

All in all，I have eight years of business experience，and am familiar with all phases of office routine. At present I am employed as promotion manager on an advertising magazine，the future of which is so uncertain as to make its employees desirous of securing a foothold in more firmly

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established organization.

I was graduated from Boston College in June，1979 with honors，after six years of attendance in the evening session，while working full－time during the day. I majored in English literature and am continuing my studies in this field at present at Thornton University，where I expect to receive my master's degree in June，1985. At Boston I was for two years managing editor of the evening session newspaper.

As much as I should like to join your organization，it would not be advisable for me to do so for less than＄ 9,500，which is my pre－sent salary.

I shall be able to call for an interview at your convenience，and shall be able to supply any necessary examples of my previous work.

Yours truly，

×××

译文

敬启者：

我拟参加贵公司在今日××报刊登招聘助理编辑一职的工作。

我具有编辑经验，并熟悉校对、改写、出版以及此类的各项工作，有关本人简历摘录如下：

1978～1980：

我曾在销售量达 3 万份 ABC 周报担任编辑部主任两年，并曾参加排版工作。兹附本人过去的原稿及标题，供阁下参考。

1974～1978：

1978 年前，曾在贝克尔国际指南，担任助理编辑工作。当时我的主要任务是负责校对、改写以及长篇撰写及短篇项目。

1972～1974：

我曾担任过贸易杂志、食品方面助理编辑，现时的主要工作与上述相同。此外，还包括对工业界人士之访问与个人接触。

总之，本人有 8 年商业经验，且熟悉一切办公室例行工作。目前受雇在一广告杂志推销部担任经理。此项工作为一临时性工作，故希望另谋一较稳定的工作单位。

经过 6 年全日工作，业余苦读后，终于在 1979 年 6 月以优异成绩毕业于波士顿学院。目前在桑顿大学主修英国文学，希望于 1985 年 6 月获得硕士学位。在波士顿大学就读时，曾担任晚报编

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辑部主任两年。

我希望参加贵公司工作，如月薪低于 9,500 元，对我来说似乎不适合。

只要阁下时间方便，我随时都可晋见，并随时提供我过去工作情况的所有资料。

×××启

Example 11 范例 11

Dear Sir/Madam，

I wish to apply for the position of clerk in your company which is advertised in today's Hong Kong Standard.

I am a form five graduate of Ying Hua College currently，I am taking a computer course in City Commercial College. I have also learned shorthand and typewriting.

Although I have no working experience outside of part-time jobs，I am hardworking and willing to learn.

Enclosed is my resume. I will be very glad to have an interview at your earliest convenience. Thank you for your time and consideration.

Faithfully yours，

Yang Hua

译文

敬启者：

阅今早《香港标准报》，得悉贵公司招聘职员，本人特此函应征。

我是英华学院的中五毕业生，现正在城市商业学院修读电脑课程，我亦懂打字及速记。

虽然我只有一些暑期工作经验，但我勤奋好学。

随函附简历一份。若蒙接见，请速惠函通知，不胜感激。谢谢您的考虑。

杨华启

Example 12 范例 12

Dear Sir：

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According to this morning' s China Daily，you want an experienced，efficient secretary.

During the past eight years I have served in that capacity to two prominent executives both of whom will vouch for my efficiency and dependability.

They are：

Mr. Matthew Borden，Hollins-Borden Company，Beijing office，1982—1984.

Mr. Curits Thompson，ABC Company，Xi'an，1984—1990.

I am 29 years of age，a high school graduate，unmarried，and living at home with my family. I am in excellent health，and am told that I make an especially good appearance for a secretary.

My former associates will tell you I am neat，accurate and painstaking in my work；that I am tactful and courteous；resourceful；loyal to the job；and of pleasing personality.

I am well－trained and experienced in all the many duties and responsibilities of a good secretary；and I should like the opportunity of coming in and talking with you personally. May I?

The self－addressed card is for your convenience. Just write on it when you would like me to come for an interview.

Sincerely yours，

Wang Xiaohe

译文

敬启者：

根据今晨《中国日报》的广告，你们欲聘一名经验丰富、办事迅速的秘书。

八年来，我先后给两名高级行政人员担任过秘书，他们都能证明我既称职又可靠。他们是：

赫林斯·波顿公司北京办事处的马休·波顿先生（1982～1984）

西安 ABC 公司的可瑞斯·汤姆森先生（1984～1990）

我时年 29 岁，高中毕业，未婚，现与家人合住。我身体健康，我们都说我的形象好，很适合于秘书工作。

我从前的同事会告诉您我工作努力，办事精明利落，为人既温文尔雅又善于应变，忠于职守，性格随和。

我受过良好训练，熟悉做为一名出色的秘书所承担的责任与义务。我希望能有机会来和您面谈，

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不知可否？

所附明信片签有我自己的地址。如果希望我来面试，请在明信片上注明即可。

王晓禾启

Example 13 范例 13

Dear Sir：

Your advertisement for a Senior Production Planner in the March 13 The Twenty－first Century interested me because your requirements closely parallel my working experience.

As the enclosed resume indicates，I have had four years experience in production control. For the past three years I have supervised a work force of a dozen people. My ability to write and speak English is out of question for I have always been dealing with foreigners in English. Mathematics was my major at the university.

While I'm quite happy in my present work，I hope to enter an office where there is more opportunity for advancement. As regards salary，I would leave that to you. My present salary is 2,500 yuan per month plus bonus.

I should be glad to have a personal interview and can furnish references if desired.

Yours truly，

×××

译文

敬启者：

三月十三日《二十一世纪》报上刊登贵公司招聘高级生产设计员一职的广告，本人极感兴趣，因所列条件与本人工作经验相符合。

如随函所附的履历表所示，在生产管理方面，本人有四年工作经验。最近三年由我领导的职员有 12 人之多。本人英语说写能力毫无问题，因本人一直用英语与外国人交谈。数学是我大学的主修课程。

虽然我对现职感到满意，本人希望进入升迁机会较大的公司。至于薪水，请你们作决定。目前本人月薪 2，500 元，红利另计。

本人乐于有面谈机会，如需推荐人，随时可提供。

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Part Ⅴ Examples of Unsolicited Application Letters

自荐求职信范例

Example 1 范例 1

Dear Mr Fang，

I am taking the liberty of writing to you to apply for a post in your corporation．I am currently seeking a position in the field of journalism and wish to be considered by your company．

I graduated last June with diploma in journalism at Fudan University．My writing and reporting experience includes being senior editor of the campus newspaper，editing a literary magazine and internship with the Economic Morning News．

My enclosed resume details experience and I believe that I am ready for this challenge．If you have no opening at the time，please keep me in mind for the future．Thank you．

Yours sincerely，

×××

译文

方先生：

今不揣冒昧，特去函自荐，请您原谅。本人欲寻找新闻业一工作，望贵公司能考虑我的申请。

本人去年 6 月毕业于复旦大学新闻专业。我的写作及采访经验包括担任校报编辑、编辑一份文艺杂志以及曾在《经济早报》实习。

随函附履历表一份，详列本人经历。本人自信能应付工作上的各种挑战。若贵公司目前无此空缺，请将本人申请存档。多谢。

×××启

Example 2 范例 2

Dear Sir，

I take liberty to write you in the hope that you might need some-one to fill in for you．I feel that I am

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qualified as an administrator.

I am currently a student at college，I have over a month more to complete before I graduate. My major is business administration.

I have excellent grades in all my subjects. If you wish to look at these information it will be sent to you later.

I have worked at a trading company as a secretary， but I hope to seek more responsible employment.

I am 25 years old and very honest and dependable. If you need someone with my qualifications，please let me know.

Thank you very much for your kind attention.

Sincerely yours，

×××

译文

敬启者：

不揣冒昧，向阁下写信，希望填补贵公司适合的空缺。本人可担任行政管理工作。

我现正在大学修读，主修行政管理，尚有月余才可毕业。

我大学所有课程均为优秀，若阁下有意审阅，当可稍后寄上。

我曾在某贸易公司任职秘书，希望找个有发展的工作。

本人现年 25 岁，诚实可靠，若阁下需要这种条件者，请惠函告知。

谢谢阁下厚意。

×××启

Example 3 范例 3

Dear Dr. Andersen，

Mr. Li Quanzhi who has just returned to China from your university informed that you are considering the possibility of offering a Chinese language course to your students in the next academic year and may have an opening for a teacher of the Chinese language. I am very much interested in such a position.

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I have been teaching Chinese literature and composition at college level since 1980. In the past three years, I have worked in summer programs, teaching the Chinese language and culture to students from English speaking courtries. As a result, I got to know well the common problems of these students and how to adapt teaching to achieve the best results.

With years of intensive English training, I have no difficulty con-ducting classes in English and feel quite comfortable working with American students.

I will be available after February 1998. Please feel free to contact me if you wish more information. Thank you very much for your consideration and I look forward to hearing from you.

Sincerely yours,

Shi Hongqi

译文

安德森博士：

从刚从贵校返回中国的李全志先生处，得知贵校正在考虑下学年给贵校学生开设中文课程，或可有一中文教师之空缺。本人对此职颇有兴趣。

从 1980 年起，本人一直在高校讲授中国文学与写作课程。过去三年中，我曾主讲暑期课程，向来自英语国家的学生讲授中国语言与文化。因此，我对外国学生常见的学习困难非常熟知，并能设法改进讲授方法以取得最佳效果。

积数年对英语的勤奋学习，我能毫无困难地用英语讲课，并能与美国学生轻松相处。

本人 1998 年 2 月后即可到任。如需本人其他情况请随时来函。谢谢你的考虑并期盼回音。

施宏起启

Example 4 范例 4

Dear Mr. Brian,

I understand that there may soon be an opening for a factory supervisor in your company and I wish to be considered for the post.

You will notice from my resume that I have over five years' experience in manufacturing processes very similar to yours. The reason for changing the job is that my company is moving to the Mainland and is closing their service here.

Enclosed are material and references that indicate my experiencein a factory supervisory position. I

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would greatly appreciate an opportunity to visit you personally.

Please contact me to arrange a time for interview at your convenience. Thank you.

Yours sincerely,

×××

译文

布莱恩先生：

据知贵公司最近将有一工厂主管之空缺，本人特函自荐，望予考虑。

正如本人履历所列，我在此相当工作中有 5 年经验，而且任职公司的业务与贵公司极为相近。本人离开现职的原因是由于公司即将迁往中国大陆，结束在此地的业务。

随函附本人工作经历的证明材料及推荐信。若蒙接见，将不胜感激。

请于方便时随时联络本人安排面试。多谢。

×××启

Example5 范例 5

Dear Sir/Madam,

In June of this year I shall receive my Master of Science degree from New York University and I am naturally very much interested in securing a position. I believe I can qualify as a cormmunications engineer.

For as long as I can remember your company has been a standard in the field of business machines and I have followed it developments with keen appreciation. I should like very much to have the privilege of working under the supervision of one of your men not only because I sincerely believe that I can serve you well, but also because it would give me a fine opportunity to grow as a physicist.

The course in physics I have taken as a graduate have a particular hearing on the development work of your firm. As a physics major I selected my courses with particular emphasis on those dealing with integrated circuits, and have had considerable laboratory work in these fields.

If you do not have any vacancies at present for which I might be considered, will you please file my application for future reference? I shall be pleased to supply any additional information you may wish and come to your office for a personal interview at any time that is convenient.

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Sincerely yours

×××

译文

敬启者：

本人将于今年 6 月毕业于纽约大学，获理学硕士学位。本人希望毕业后即能就业。自信能担任通信工程师工作。

就本人所了解，贵公司为一标准商业机械公司，对贵公司之发展，本人深表钦佩。我希望阁下能赐与为贵公司服务的机会，自信能把工作做好，这也许是使我成为一名物理学家的大好机会。

我在大学研究院所选修的物理课程，与贵公司今后的发展，有特殊的密切关系。本人主修课程是物理学，故我特别选修与集成电路方面有关的课程，曾做过很多实验。

若贵公司目前尚无适当工作，敬请把本人应征列为未来求才参考。贵公司如需我个人资料，我愿随时提供。只要阁下方便，我愿随时前来贵公司应试。

×××启

Example 6 范例 6

Dear Mr. Backer：

The reputation and growth of Standard Motors Corporation has led me to write this letter. I'm interested in a management trainee position in your corporation.

Currently，I'm the assistant director of Harbin Electric Motors Factory in charge of testing and quality control. I have been granted a leave of one year to learn the advanced managerial skills and develop business contacts in the United States.

As a trainee，I do not require a salary，but would appreciate if you can provide me with a stipend enough to support myself during the year. The Chinese government will pay all my travel expenses.

In the past two years，I have read much about your corporation and its excellent management. To join you and work with you would be a great opportunity for me. Enclosed please find my resume and two letters of recommendation. If further information is needed，please let me know.

Thank you very much for your consideration.

Sincerely，

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×××

译文

贝克先生：

标准发动机公司的声誉和发展促使我冒昧致函，申请入贵公司做实习管理人员。

目前，本人任哈尔滨电动机厂负责检测与质量控制的助理厂长。我已获准去美国一年，学习先进管理经验，建立业务联系。

如能入贵公司实习，我不要求工资，但贵公司如能提供相当于在美期间生活费的津贴本人将十分感激。本人的旅行费用将由政府公费资助。

过去两年中我读过许多有关贵公司及其优秀管理方法的介绍。能入贵公司实习将是本人的难得机遇。随函附本人履历表一份及推荐信二份。如需了解本人其他情况，请告知。

感谢您的考虑。

×××启

Example 7 范例 7

Dear Mr. Chen，

This is a letter of inquiry. I am curious to know whether there are any openings in your company at the present time.

I shall graduate in June from Northwest University with a Bacholar of Art in Communications and I am looking towards a career in the advertising industry.

Last summer，I served as an advertising intern for Fei Gao Indus-try，where I assisted the sales staff in the areas of research and demo-graphics. What I gained in this internship，along with my degree，will serve as foundation for my career in advertising.

Please review my resume and contact me if you have any openings. Thank you for your attention.

Sincerely yours，

Shu Lan

译文

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陈先生：

本人对贵公司的工作深感兴趣，故备函探询是否有职位空缺。

本人将于今年 6 月份在西北大学完成传播学学士学位课程，其后希望能在广告界发展。

我去年夏天曾在飞高实业公司实习，主要负责协助销售员进行调查、统计工作。我的实习经验及学历为我的事业发展打下良好基础。

请细阅我的履历。若有任何职位空缺，烦请联络本人。不胜感谢。

舒兰启

Example 8 范例 8

Dear Sir，

I am looking for employment as from the summer of 1999. I am enrolled in the graduate division of the Department of Education at the University of Michigan. My major is Education. I feel qualified to work as a teacher at the primary or secondary level. My teaching experience is quite extensive and varied，but I have concentrated most of all on instruction of physical sciences in middle schools.

I would be very happy to work within school if this is possible. Since your agency has a fine reputation for helping students locate work，I hope you will be able to provide me with something both remunerative and related to my interests.

Thank you very much for your kind attention. Please send me an answer at your eariest conveniece.

Respectfully yours，

Cao Yan

译文

敬启者：

我已在密执安州州立大学教育系的研究生院学习，打算自 1999 年夏季起谋职。我主修教育学，有丰富的教学经验，自信能担任小学或初中教师。在中学教学方面，我特别感兴趣于物理科的教学。

若可能的话，我很乐意担任学校教职。因贵机构以帮助学生谋职著称，故希望贵机构亦能提供与我兴趣有关的工作。

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多谢阁下厚意，并请阁下在方便时尽速惠函告知。

曹妍启

Appendices

附录

Appendix 1 All Kinds of Job Tittles

附录 1：常见职务名称

（1）管理类、经济类

Typist	打字员
Telex Operator	电传机操作员
Supervisor	主管
Sub-Manager	副经理
Stenographer	速记员
Senior Clerk	高级文员
Secretary	秘书
Sales Representative	销售代表
Sales Manager	销售经理
Sales Engineer	销售工程师
Production Manager	厂长
Plant Manager	厂长
Office Assistant	写字楼助理
Merchandiser	买者
Marketing Officer	市场部办公室主任
Marketing Manager	市场部经理
Marketing Executive	市场部主任
Manager	经理
Junior Clerk	低级文员
General Manager	总经理
Foreman	组长，领班
Financial Controller	财务总监
Executive Trainee	见习行政人员
Executive Secretary	行政秘书
Director	董事
Clerk	文员
Chief Accountant	总会计师
Cashier	出纳员
Business Manager	业务经理
Assistant Production Manager	副厂长
Assistant Manager	副经理

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Apprentice	学徒
Administrator	行政主管
Ad ministration Assistant	行政助理
Accountant	会计师
Bookkeeper	簿记员
Accounting Clerk	记账员
Administration Staff	行政人员
Analyst	分析员
Assistant Researcher	助理研究员
Auditor	审记员
Board Chairman	董事长
Bond Analyst	证券分析员
Bond Dealer	证券交易员
Broker	经纪人
Business Controller	业务总管
Chief Accountant	主任会计
Certified Public Accountant	会计师
Costing Analyst	成本分析员
Customs Clearance Officer	报关员
Data Processing Clerk	资料处理员
Dealer	交易员
Economist	经济师
Export Clerk	出口人员
Export Sales Manager	外销部经理
Filing Clerk	档案管理员
Financial Manager	财务经理
Human resources Manager	人力资源部经理
Management Consultant	管理顾问
Materials Supervisor	物资主管
Planner	设计者，策划员
President	董事长
Public Relation Manager	公共关系经理
Purchaser	采购员
Q C Inspector	质检员
Real Estate Staff	房地产人员
Sales Executive	营销主管
Senior Consultant	高级顾问
Statistician	统计员
Tax Collector	税务员
Training Supervisor	培训部主任
Warehouse Supervisor	仓库主管

（2）宾馆、服务类

Receptionist	接待员
Baker	面包师

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Cleaner	清洁工
Plumber	管子工
Porter	搬运工
Chauffeur	司机
Stewardess	空中小姐
Car Park Attendant	停车场管理员
Airline Resrvationist	航空公司售票员
Airline Staff	航空公司职员
Barber	理发师
Bartender	酒吧员
Cash Collector	收银员
Cook	炊事员
Cosmetologist	美容师
Dish-washer	洗碟员
Doorkeeper	门卫
Floor Manager	楼面经理
Hairdresser	美发师
Hotel Manager	宾馆经理
Housekeeper	管家
Lawyer	律师
Legal Consultant	法律顾问
Lobby Manager	大堂经理
Massager	按摩师
Nurse	保姆
Operator	接线员
Restaurant Manager	餐厅经理
Room Service Manager	客房服务部经理
Solicitor	初级律师
Steward	男乘务员
Supervisor	领班
Tailor	裁缝
Thicket Agent	售票代理人
Tourist Guide	导游员
Waiter	男服务员
Waitress	女服务员

（3）工程、技术类

Apprentice	学徒工
Architect	建筑师
Assistant Engineer	助理工程师
Automobile Mechanic	汽车修理工
Carpenter	木工
Chemical Engineer	化学工程师
Chief Engineer	总工程师
Civil Engineer	土木工程师

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Computer Data Input Operator	电脑数据输入员
Computer Operator	电脑操作员
Draftsman	制图员
Electrical Engineer	电机工程师
Electrician	电工
Electronics Engineer	电子工程师
Foreman	工头
Hardware Engineer	硬件工程师
Line Supervisor	生产线主管
Mechanic	技工、机修工
Networking Integrated Engineer	网络互联工程师
Painter	油漆工
Programmer	电脑程序员
Skilled Worker	技术工人
Systems Adviser	系统顾问
Systems Operator	系统操作员
Systems Engineer	系统工程师
Technical Maintenance Staff	技术维修人员
Technical Controller	技术总监
Technician	技师
Telex Operator	电报员

（4）文教、卫生类

Actor	男演员
Actress	女演员
Artist	美术家
Assayer	化验师
Assistant Dean	副院长
Assistant to the President	校长助理
Associate Professor	副教授
Chancellor	大学校长
Chief Editor	总编辑
Chief Nurse	护士长
Copyreader	编辑
Correspondent	记者
Dean of Studies	教务长
Dentist	牙医
Doctor	医生
Editor	编辑
Editor-in-Chief	总编辑
Governess	家庭女教师
Herb Doctor	中医师
Host	主持人
Hostess	女主持人
Instructor	讲师

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Interpreter	口译员
Journalist	新闻记者
Librarian	图书管理员
Pediatrician	儿科医师
Pharmaceutist	药剂师
Pharmacist	药剂师
Physician	内科医生
Practice Nurse	见习护士
President	大学校长
Principal	中学校长
Professor	教授
Proofreader	校对员
Reporter	记者
Resident Doctor	住院部医师
Superintendent	医院院长
Supervisor	导师
Surgeon	外科医生
Teaching Assistant	助教
Teacher	教师
Technical Editor	技术编辑
Translator	笔译员
Tutor	家庭教师
Vice President	副校长
Visiting Professor	客座教授
Writer	作家

Appendix 2

Abbreviations in Job Advertisements

附录 2：招工广告常用缩略语

admin．——admistration	管理，行政
aft．——afternoon	下午
a． h．——after business hours	下班后
9 a． m/in．m．——9 o’clock in the morning	上午 9 点
app．——appointment	约定，约会
avail available	有效的，可用的
b’ground——background	背景
bus．hrs．——business hours	上班时间，工作时间
cas．——casual	临时的，不定期的，临时工
dep．—— depends/depending	依……而定，根据……
ess．essential	基本的
exc．/excell——excellent	优秀的
exp．——experience	经历，经验
f/t——full-time	全职的

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gd．——good	好的，优良的
hr——hour	时间
immed——immediately	立即，即刻
jnr．——junior	初级的，低级的
Lic．——license	执照
min．——minute	分钟
Mon-Fri——Monday to Friday	星期一到星期五
morn．——morning	上午
nec．——necessary	必要的，必需的
neg．——nego tiale	可商议的，可商量的
no．exp．nec．——no experience necessary	不需经验
off．——office	办事处，办公室
opport．——opportunity	机会
o/t，o'time——overtime	加班
p．a．——per annum/per year	每年
per．m．—— per minute	每分钟
ph．or tel．—— telephone	电话
pref．——preferred/preference	优先，特惠
p/t．p'time——part-time	兼职的
p．w．——per week	每周
qual．——qualified	合格的
refs——references	证明，介绍，证明人，介绍人
req．——required	必要的
sal．pkg．——salary package	工资袋
sal——salary	薪水，工资
snr——senior	高级的
trans——transport	交通
w．p．m——words per minute	每分钟……字

1000 句最常用英语口语

1. I see． 我明白了。
2. I quit! 我不干了!
3. Let go! 放手!
4. Me too． 我也是。
5. My god! 天哪!
6. No way! 不行!
7. Come on． 来吧(赶快)
8. Hold on． 等一等。
9. I agree。 我同意。
10. Not bad． 还不错。
11. Not yet． 还没。
12. See you． 再见。
13. Shut up! 闭嘴!

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14. So long. 再见。
15. Why not? 好呀! (为什么不呢?)
16. Allow me. 让我来。
17. Be quiet! 安静点!
18. Cheer up! 振作起来!
19. Good job! 做得好!
20. Have fun! 玩得开心!
21. How much? 多少钱?
22. I'm full. 我饱了。
23. I'm home. 我回来了。
24. I'm lost. 我迷路了。
25. My treat. 我请客。
26. So do I. 我也一样。
27. This way。 这边请。
28. After you. 您先。
29. Bless you! 祝福你!
30. Follow me. 跟我来。
31. Forget it! 休想! (算了!)
32. Good luck! 祝好运!
33. I decline! 我拒绝!
34. I promise. 我保证。
35. Of course! 当然了!
36. Slow down! 慢点!
37. Take care! 保重!
38. They hurt. (伤口)疼。
39. Try again. 再试试。
40. Watch out! 当心。
41. What's up? 有什么事吗?
42. Be careful! 注意!
43. Bottoms up! 干杯(见底)!
44. Don't move! 不许动!
45. Guess what? 猜猜看?
46. I doubt it 我怀疑。
47. I think so. 我也这么想。
48. I'm single. 我是单身贵族。
49. Keep it up! 坚持下去!
50. Let me see. 让我想想。
51. Never mind. 不要紧。
52. No problem! 没问题!
53. That's all! 就这样!
54. Time is up. 时间快到了。
55. What's new? 有什么新鲜事吗?
56. Count me on 算上我。
57. Don't worry. 别担心。
58. Feel better? 好点了吗?
59. I love you! 我爱你!

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60. I'm his fan。 我是他的影迷。
61. Is it yours? 这是你的吗?
62. That's neat. 这很好。
63. Are you sure? 你肯定吗?
64. Do l have to 非做不可吗?
65. He is my age. 他和我同岁。
66. Here you are. 给你。
67. No one knows . 没有人知道。
68. Take it easy. 别紧张。
69. What a pity! 太遗憾了!
70. Any thing else? 还要别的吗?
71. To be careful! 一定要小心!
72. Do me a favor? 帮个忙，好吗?
73. Help yourself. 别客气。
74. I'm on a diet. 我在节食。
75. Keep in Touch. 保持联络。
76. Time is money. 时间就是金钱。
77. Who's calling? 是哪一位?
78. You did right. 你做得对。
79. You set me up! 你出卖我!
80. Can I help you? 我能帮你吗?
81. Enjoy yourself! 祝你玩得开心!
82. Excuse me，Sir. 先生，对不起。
83. Give me a hand! 帮帮我!
84. How's it going? 怎么样?
85. I have no idea. 我没有头绪。
86. I just made it! 我做到了!
87. I'll see to it 我会留意的。
88. I'm in a hurry! 我在赶时间!
89. It's her field. 这是她的本行。
90. It's up to you. 由你决定。
91. Just wonderful! 简直太棒了!
92. What about you? 你呢?
93. You owe me one. 你欠我一个人情。
94. You're welcome. 不客气。
95. Any day will do. 哪一天都行夕
96. Are you kidding? 你在开玩笑吧!
97. Congratulations! 祝贺你!
98. T can't help it. 我情不自禁。
99. I don't mean it. 我不是故意的。
100. I'll fix you Up. 我会帮你打点的。
101. It sounds great!. 听起来很不错。
102. It's a fine day。 今天是个好天。
103. So far，So good. 目前还不错。
104. What time is it? 几点了?
105. You can make it! 你能做到!

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106. Control yourself! 克制一下!
107. He came by train. 他乘火车来。
108. He is ill in bed. 他卧病在床。
109. He lacks courage. 他缺乏勇气。
110. How's everything? 一切还好吧?
111. I have no choice. 我别无选择。
112. I like ice-cream. 我喜欢吃冰淇淋。
113. I love this game. 我钟爱这项运动。
114. I'll try my best. 我尽力而为。
115. I'm On your side. 我全力支持你。
116. Long time no see! 好久不见!
117. No pain，no gain. 不劳无获。
118. Well，it depends 噢，这得看情况。
119. We're all for it. 我们全都同意。
120. What a good deal! 真便宜!
121. What should I do? 我该怎么办?
122. You asked for it! 你自讨苦吃!
123. You have my word. 我保证。
124. Believe it or not! 信不信由你!
125. Don't count on me. 别指望我。
126. Don't fall for it! 别上当!
127. Don't let me down. 别让我失望。
128. Easy come easy go. 来得容易，去得快。
129. I beg your pardon. 请你原谅。
130. I beg your pardon? 请您再说一遍(我没有听清)。
131. I'll be back soon. 我马上回来。
132. I'll check it out. 我去查查看。
133. It’s a long story. 说来话长。
134. It’s Sunday today. 今天是星期天。
135. Just wait and see! 等着瞧!
136. Make up your mind. 做个决定吧。
137. That's all I need. 我就要这些。
138. The view is great. 景色多么漂亮!
139. The wall has ears. 隔墙有耳。
140. There comes a bus. 汽车来了。
141. What day is today? 今天星期几?
142. What do you think? 你怎么认为?
143. Who told you that? 谁告诉你的?
144. Who's kicking off? 现在是谁在开球?
145. Yes，I suppose So. 是的，我也这么认为。
146. You can't miss it 你一定能找到的。
147. Any messages for me? 有我的留言吗?
148. Don't be so modest. 别谦虚了。
149. Don't give me that! 少来这套!
150. He is a smart boy. 他是个小机灵鬼。
151. He is just a child. 他只是个孩子。

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152. I can't follow you. 我不懂你说的。
153. I felt sort of ill. 我感觉有点不适。
154. I have a good idea! 我有一个好主意。
155. It is growing cool. 天气渐渐凉爽起来。
156. It seems all right. 看来这没问题。
157. It's going too far. 太离谱了。
158. May I use your pen? 我可以用你的笔吗?
159. She had a bad cold. 她患了重感冒。
160. That's a good idea. 这个主意真不错。
161. The answer is zero. 白忙了。
162. What does she like? 她喜欢什么?
163. As soon as possible! 越快越好!
164. He can hardly speak. 他几乎说不出话来。
165. He always talks big. 他总是吹牛。
166. He won an election. 他在选举中获胜。
167. I am a football fan. 我是个足球迷。
168. If only I could fly. 要是我能飞就好了。
169. I'll be right there. 我马上就到。
170. I'll see you at six. 我六点钟见你。
171. IS it true or false? 这是对的还是错的?
172. Just read it for me. 就读给我听好了。
173. Knowledge is power. 知识就是力量。
174. Move out of my way! 让开!
175. Time is running out. 没时间了。
176. We are good friends. 我们是好朋友。
177. What's your trouble? 你哪儿不舒服?
178. You did fairly well! 你干得相当不错 1
179. Clothes make the man. 人要衣装。
180. Did you miss the bus? 你错过公共汽车了?
181. Don't lose your head。 不要惊慌失措。
182. He can't take a joke. 他开不得玩笑。
183. He owes my uncle $100. 他欠我叔叔 100 美元。
184. How are things going? 事情进展得怎样?
185. How are you recently? 最近怎么样?
186. I know all about it. 我知道有关它的一切。
187. It really takes time. 这样太耽误时间了。
188. It's against the law. 这是违法的。
189. Love me，love my dog. (谚语)爱屋及乌。
190. My mouth is watering. 我要流口水了。
191. Speak louder，please. 说话请大声点儿。
192. This boy has no job. 这个男孩没有工作。
193. This house is my own. 这所房子是我自己的。
194. What happened to you? 你怎么了?
195. You are just in time. 你来得正是时候。
196. You need to workout. 你需要去运动锻炼一下。
197. Your hand feels cold. 你的手摸起来很冷。。

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198. Don't be so childish. 别这么孩子气。
199. Don't trust to chance! 不要碰运气。
200. Fasten your seat belt. 系好你的安全带。
201. He has a large income. 他有很高的收入。
202. He looks very healthy. 他看来很健康。
203. He paused for a reply. 他停下来等着•回答。
204. He repaired his house. 他修理了他的房子。
205. He suggested a picnic. 他建议搞一次野餐。
206. Here's a gift for you. 这里有个礼物送给你。
207. How much does it cost? 多少钱?
208. I caught the last bus. 我赶上了最后一班车。
209. I could hardly speak. 我简直说不出话来。
210. I'll have to try that. 我得试试这么做。
211. I'm very proud of you. 我为你感到非常骄傲。
212. It doesn't make sense. 这没有意义(不合常理)。
213. Make yourself at home. 请不要拘礼。
214. My car needs washing. 我的车需要洗一洗。
215. None of your business! 与你无关!
216. Not a sound was heard. 一点声音也没有。
217. That's always the case. 习以为常了。
218. The road divides here. 这条路在这里分岔。
219. Those are watermelons. 那些是西瓜。
220. What a nice day it is! 今天天气真好!
221. What's wrong with you? 你哪里不对劲?
222. You are a chicken. 你是个胆小鬼。
223. A lovely day，isn't it? 好天气，是吗?
224. He is collecting money. 他在筹集资金。
225. He was born in New York. 他出生在纽约。
226. He was not a bit tired. 他一点也不累。
227. I will be more careful. 我会小心一些的，
228. I will never forget it. 我会记着的。
229. It is Just what I need. 这正是我所需要的。
230. It rather surprised me. 那事使我颇感惊讶。
231. Just around the comer. 就在附近。
232. Just for entertainment. 只是为了消遣一下。
233. Let bygones be bygones. 过去的，就让它过去吧。
234. Mother doesn't make up. 妈妈不化妆。
235. Oh，you are kidding me. 哦，你别拿我开玩笑了。
236. She has been to school. 她上学去了。
237. Skating is interesting. 滑冰很有趣。
238. Supper is ready at six. 晚餐六点钟就好了。
239. That's a terrific idea! 真是好主意!
240. What horrible weather! 这鬼天气!
241. Which would you prefer? 你要选哪个?
242. Does she like ice-cream? 她喜欢吃冰淇淋吗?
243. First come first served. 先到先得。

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244. Great minds think alike. 英雄所见略同。
245. He has a sense of humor. 他有幽默感。
246. He is acting an old man. 他正扮演一个老人。
247. He is looking for a job. 他正在找工作。
248. He doesn't care about me. 他并不在乎我。
249. I develop films myself. 我自己冲洗照片。
250. I felt no regret for it. 对这件事我不觉得后悔。
251. I get up at six o'clock. 我六点起床。
252. I meet the boss himself. 我见到了老板本人。
253. I owe you for my dinner. 我欠你晚餐的钱。
254. I really enjoyed myself. 我玩得很开心。
255. I'm fed up with my work! 我对工作烦死了!
256. It's no use complaining. 发牢骚没什么用。
257. She's under the weather. 她心情•不好。
258. The child sobbed sadly. 小孩伤心地抽泣着。
259. The rumor had no basis. 那谣言没有•根据。
260. They praised him highly. 他们大大地表扬了他。
261. Winter is a cold season. 冬天是一个，寒冷的季节。
262. You can call me any time. 你可以随时打电话给我。
263. 15 divided by3 equals 5. 15 除以 3 等于 5。
264. All for one，one for all. 我为人人，人人为我。
265. East,west，home is best. 金窝，银窝，不如自己的草窝。
266. He grasped both my hands. 他紧握住我的双手。
267. He is physically mature. 他身体已发育成熟。
268. I am so sorry about this. 对此我非常抱歉(遗憾)。
269. I can't afford a new car. 我买不起一部新车。
270. I do want to see him now. 我现在确实很想去见他。
271. I have the right to know. 我有权知道。
272. I heard some one laughing. 我听见有人在笑。
273. I suppose you dance much. 我想你常常跳舞吧。
274. I walked across the park. 我穿过了公园。
275. I'll just play it by ear. 我到时随机应变。
276. I'm not sure I can do it. 恐怕这事我干不了。
277. I'm not used to drinking. 我不习惯喝酒。
278. Is the cut still painful? 伤口还在痛吗?
279. It's too good to be true! 好得难以置信。
280. Jean is a blue-eyed girl. 珍是个蓝眼睛的女孩。
281. Let's not waste our time. 咱们别浪费时间了。
282. May I ask some questions? 我可以问几个问题吗?
283. Money is not everything. 金钱不是一切。
284. Neither of the men spoke. 两个人都没说过话。
285. Stop making such a noise. 别吵了。
286. That makes no difference. 没什么区别。
287. The price is reasonable. 价格还算合理。
288. They crowned him king. 他们拥立他为国王。
289. They're in red and white. 他们穿着红白相间的衣服。

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290. We all desire happiness. 我们都想要幸福。
291. We just caught the plane 我们刚好赶上了飞机。
292. What shall we do tonight? 我们今天晚上去干点儿什么呢?
293. What's your goal in life 你的人生目标是什么?
294. When was the house built? 这幢房子是什么时候建造的?
295. Why did you stay at home? 为什么呆在家里?
296. Would you like some help? 今天真漂亮!
297. You mustn't aim too high 你不可好高骛远。
298. You're really killing me! 真是笑死我了!
299. You've got a point there. 你说得挺有道理的。
300. Being criticized is awful! 被人批评真是痛苦!
301. Did you enter the contest? 你参加比赛了吗?
302. Do you accept credit cards? 你们收信用卡吗?
303. Don't cry over spilt milk. 不要做无益的后悔。
304. Don't let chances pass by. 不要让机遇从我们身边溜走。
305. He owned himself defeated. 他承认自己失败了。
306. He seems at little nervous. 他显得有点紧张。
307. He strolls about the town. 他在镇上四处遛达。
308. Her tooth ached all night. 她牙疼了一整夜。
309. How about a drink tonight? 今晚喝一杯怎样?
310. I can do nothing but that. 我只会做那件事。
311. I get hold of you at last. 我终于找到你了。
312. I have a surprise for you. 我有一个意想不到的东西给你看。
313. I like all kinds of fruit. 我喜欢各种各样的水果。
314. I saw it with my own eyes. 我亲眼所见。
315. I will arrange everything. 我会安排一切的。
316. I wish I knew my neighbor. 我很想认识我的邻居。
317. I would like to check out. 我想结帐。
318. It has be come much cooler. 天气变得凉爽多了。
319. It's time you went to bed. 你早就该睡觉了。
320. No spitting on the street. 禁止在大街上吐痰。
321. She was totally exhausted. 她累垮了。
322. Show your tickets，please. 请出示你的票。
323. Thank you for your advice. 谢谢你的建议。
324. That's the latest fashion. 这是最流行的款式。
325. The train arrived on time. 火车准时到达。
326. There go the house lights. 剧院的灯光灭了。
327. They are paid by the hour. 他们按时取酬。
328. Things are getting better. 情况正在好转。
329. Wake me up at five thirty. 请在五点半叫醒我。
330. We are all busy with work. 我们都忙于工作。
331. Where do you want to meet? 你想在哪儿见面?
332. You can get what you want. 你能得到你想要的。
333. A barking dog doesn't bite! 吠犬不咬人。
334. Are you free this Saturday? 你这个星期六有空吗?
335. Be careful not to fall ill. 注意不要生病了。

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336. Being a mother is not easy. 做一个母亲是不容易的。
337. Brevity is the soul of wit. 简洁是智慧的精华。
338. Cancer is a deadly disease. 癌症是一种致命的疾病。
339. Did you fight with others? 你又和别人打架了吗?
340. Don't dream away your time. 不要虚度光阴。
341. Don't keep me waiting long. 不要让我等得太久。
342. He has a remarkable memory. 他有惊人的记忆力。
343. He has completed the task. 他完成了这个任务。
344. He has quite a few friends. 他有不少的朋友。
345. He is capable of any crime. 他什么样的坏事都能干得出来。
346. He walks with a quick pace. 他快步走路。
347. He was not a little tired. 他很累。
348. His looks are always funny. 他的样子总是滑稽可笑。
349. How about going to a movie? 去看场电影怎么样?
350. I think I've caught a cold. 我想我得了感冒。
351. I was taking care of Sally. 我在照顾萨莉。
352. I wish I lived in NEWYORK. 我希望住在纽约。
353. I'm very glad to hear that. 很高兴听你这样说。
354. I'm your lucky fellow then. 我就是你的幸运舞伴啦!
355. It's none of your business! 这不关你的事儿!
356. No littering on the campus. 在校园内不准乱丢废物。
357. She is a good-looking girl. 她是一个漂亮女孩。
358. She mended the broken doll. 她修补了破了的洋娃娃。
359. So I just take what I want. 那么我只拿我所需要的东西。
360. Spring is a pretty season, 春天是一个好季节。
361. The figure seems all Right. 数目看起来是对的。
362. The stars are too far away. 星星太遥远了。
363. The whole world knows that. 全世界都知道。
364. Tomorrow will be a holiday. 明天放假。
365. We walk on the garden path. 我们走在花园小径上。
366. What you need is just rest. 你需要的就是休息。
367. What's your favorite steps? 你最喜欢跳什么舞?
368. You'd better let her alone. 你们最好是让她一个人呆会儿。
369. A lost chance never returns. 错过的机会永不再来。
370. Don't let this get you down. 不要为此灰心丧气。
371. He shot the lion with a gun. 他用枪把狮子打死了。
372. I don't think you are right. 我认为你是不对的。
373. I have never seen the movie. 我从未看过那部电影。
374. I haven't seen you for ages. 我好久没见到你了。
375. I was alone, but not lonely. 我独自一人,但并不觉得寂寞。
376. I went there three days ago. 我三天前去过那儿。
377. It's a friendly competition. 这是一场友谊赛。
378. It's very thoughtful of you. 你想得真周到。
379. May I speak to Lora, please? 我能和劳拉说话吗?
380. Mr.Wang is fixing his bike. 王先生在修他的自行车。
381. My brother is see king a job. 我弟弟正在找工作。

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382. Nancy will retire next year. 南希明年就退休了。
383. Neither you nor he is wrong. 你没错，他也没错。
384. Opportunity knocks but once. 机不可失，时不再来。
385. She dressed herself hastily. 她匆忙穿上衣服。
386. She hired a car by the hour. 她租了一辆按钟点计费的汽车。
387. Someone is ringing the bell. 有人在按门铃。
388. The Smiths are my neighbors. 史密斯一家是我的邻居。
389. These shoes don't fit right. 这双鞋不太合适。
390. This is only the first half. 这才是上半场呢。
391. This pen doesn't write well. 这钢笔不好写。
392. Would you like a cup of tea? 你想喝杯茶吗?
393. You really look sharp today. 你今天真漂亮。
394. Another cat came to my house. 又有一只猫来到我家了。
395. Check your answers with mine. 把你的答案跟我的核对一下。
396. Don't keep the truth from me. 别瞒着我事实真相。
397. Everything has its beginning. 凡事都有开端。
398. He came to the point at once. 他一下子就说到了点子上。
399. He fell behind with his work. 他工作落后了。
400. He is the happiest man alive. 他是世界上最快乐的人。
401. He neither smokes nor drinks. 他既不抽烟也不喝酒。
402. He ran his horse up the hill. 他策马跑上小山。
403. He reminds me of his brother. 他使我想起了他的弟弟。
404. He was efficient in his work. 他工作效率高。
405. He will do anything but work. 只要不是干活，他干什么都行。
406. His father runs a restaurant. 他的父亲经营一家餐馆。
407. I have something to tell you. 我有事要告诉你。
408. I smelled a smell of cooking. 我闻到了烧菜做饭的味道。
409. I want to see the film again. 我真想再看一遍。
410. I've got too much work to do. 我要做的工作太多了。
411. Let's go for a walk，shall we? 咱们出去走走，好吗?
412. Please let me check the bill. 请让我核对一下帐单。
413. Plenty of sleep is healthful. 充足的睡眠有益于健康。
414. The sun comes up in the east. 太阳从东方升起。
415. This is because we feel pain. 这是因为我们能感到疼痛。
416. What do you desire me to do? 你想要我做什么?
417. What you said was quite true. 你所说的完全符合事实。
418. You can either stay or leave. 你或者留下或者离开。
419. Your life is your own affair. 你的生活是你自己的事。
420. All that glitters is not gold. 发闪光的不全是黄金。
421. Are you going to have a party? 你要举行聚会吗?
422. Aren't you concerned about it? 难道你不担心吗?
423. Don't forget to keep in touch. 别忘了保持联系。
424. He broke his words once again. 他又一次违背了诺言。
425. He is in his everyday clothes. 他穿着平常的衣服。
426. He is taller than I by ahead. 他比我高一头。
427. He led them down the mountain. 他带他们下山。

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428. He was trained to be a lawyer. 他被培养成一名律师。
429. I am afraid that l have to go. 我要走了。
430. I don't have any cash with me. 我身上没带现金。
431. I have been putting on weight. 我开始发胖了。
432. I have just finished the book. 我刚刚读完这本书。
433. I was late for work yesterday, 我昨天上班迟到了。
434. It appears to be a true story. 这故事似乎是真的。
435. I've got to start working out. 我必须开始做健身运动了。
436. Japan is to the east of China. 日本在中国的东部。
437. John asked Grace to marry him, 约翰向格雷斯求婚。
438. My watch is faster than yours. 我的表比你的表快。
439. New China was founded in l949. 1949 年新中国成立。
440. Thanks for your flattering me. 多谢你的夸奖。
441. They charged the fault on him. 他们把过失归咎于他。
442. This car is in good condition. 这车性能很好。
443. This work itself is very easy. 这件工作本身很容易。
444. Truth is the daughter of time. 时间见真理。
445. We look forward to your visit. 期待您的光临。
446. What do you think of this one? 您觉得这个怎么样子
447. What's the weather like to day? 今天天气怎么样?
448. A red tie will match that suit. 红领带会配那件衣服。
449. A wet road is usually slippery. 潮湿的路往往是滑的。
450. Example is better than precept。 身教胜于言传。
451. Go right back to the beginning. 直接回到起始位置。
452. He does everything without aim. 他做事都漫无目标。
453. He is respectful to his elders. 他对长辈很恭敬。
454. He knows English better than I. 他比我懂英语。
455. He resolved to give up smoking. 他决心戒烟。
456. His talk covered many subjects. 他的报告涉及很多课题。
457. I fear that he drinks too much. 我担心他喝的酒太多了。
458. I have my hair cut every month. 我每个月都理发。
459. I want to have a part-time job. 我想有一份兼职工作。
460. I'm sorry to have bothered you. 对不起，打扰你了。
461. It is not so easy as you think. 这事没有你想象的那么简单。
462. Keep your temper under control. 不要发脾气。 .
463. Lying and stealing are immoral. 说谎和偷窃都是不道德的。
464. My efforts resulted in nothing. 我的努力毫无结果。
465. My false teeth are stuck to it. 我的假牙还在上边呢!
466. She is a composer for the harp. 她是位写竖琴曲的作曲家
467. Take me to the airport，please. 请送我去机场。
468. Talking with you is a pleasure. 和你谈话很愉快
469. The eggs are sold by the dozen. 鸡蛋按打卖。
470. The price just covers the cost. 这个价格正好抵消成本。
471. The sweater is of good quality. 这件毛衣质地很好。
472. The teacher got a little angry. 老师有点生气了。
473. Think carefully before you act. 三思而后行。

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474. Walt invented the steam engine. 瓦特发明了蒸汽机。
475. We are divided in our opinions. 我们意见分歧。
476. What ever I said，he'd disagree. 不论我说什么他都不同意。
477. Who ever comes will be welcomed. 来的人我们都欢迎。
478. You look as if you didn't care. 你看上去好像满不在乎。
479. You should look at it yourself. 你应该亲自看看它。
480. Draw your chair up to the table. 把你的椅子拉到桌子旁边来。
481. He covered himself with a quilt. 他给自己盖上一条被。
482. He found my lecture interesting. 他觉得我讲课有趣。
483. He had a good many friends here. 他在这儿有很多朋友。
484. He is only about five feet high. 他大概只有五英尺高。
485. Her family are all music lovers. 她全家人都是音乐爱好者。
486. I am busy. How is your business? 我很忙。你的生意做得怎样?
487. I don't think much of the movie. 我认为那电影不怎么样。
488. I feel like eating an ice-cream. 我想吃一个冰淇淋。
489. I found him seated on the bench. 我发现他在椅子上坐着
490. I gave much time to the old car. 我在这辆破车上花了不少时间。
491. I lost the door key about here. 我在这附近掉了门钥匙。
492. I'm not guessing，I really know. 我不是在猜想，我真的知道。
493. It's time to tell her the truth. 是该告诉她真相的时候了。
494. Let's watch TV with a candle on. 咱们点上蜡烛看电视吧。
495. Most games cost about that much. 大部分游戏差不多都是这个价钱。
496. My parents want me to go abroad. 我父母想让我出国。
497. She has been collecting stamps. 她一直收集邮票。
498. There are many stars in the sky. 天上有很多星星。
499. We get to London this afternoon. 我们是今天下午到达伦敦的。
500. What about having a pizza first? 先吃点比萨饼怎么样?
501. You'd better look before you leap. 你最好三思而后行。
502. You know what I'm talking about. 我想你知道我在说什么。
503. He has been sick for three weeks. 他已经病了几周了。
504. He inspected the car for defects. 他详细检查车子有无效障。
505. I count you as one of my friends 我把你算作我的一个朋友。
506. I go to school by bike every day. 我每天骑自行车上学。
507. I have a large collection of CDs. 我收集了很多唱片。
508. I won't be able to see him today. 今天我不可能去看他。
509. I'll call a taxi in case of need. 如果需要的话，我会叫出租车的。
510. Is there any sugar in the bottle? 瓶子里还有糖吗?
511. It's a secret between you and me. 这是你我之间的秘密。
512. It's very kind of you to help me. 你帮助我真是太好了。
513. Let's divide the cake into three. 我们将蛋糕分成三份吧。
514. Patience is a mark of confidence. 耐心是自信心的一种表现。
515. Susan is going to finish college. 苏珊将完成大学学业。
516. That is my idea about friendship. 这是我关于友谊的看法。
517. The book you ask for is sold out. 你要的那本书已经售完了。
518. The boy was too nervous to speak. 那男孩紧张得说不出话来。
519. The play may begin at any moment. 戏随时都有可能开始。

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520. The salve will heal slight burns. 这种药膏能治疗轻微烧伤。
521. The sea sparkled in the sunlight. 阳光下，大海波光粼粼。
522. The teacher tested us in English. 老师用英文考我们。
523. There is a bridge over the river. 河上有一座桥。
524. They rode their respective bikes. 他们各自骑着自己的自行车。
525. They will arrive in half an hour. 他们将于半小时之内到达。
526. Time is more valuable than money. 时间比金钱宝贵。
527. We are all in favor of this plan. 我们都赞同这项计划。
528. We reached London this afternoon. 我们是今天下午到达伦敦的。
529. We two finished a bottle of wine. 我俩喝完了一瓶酒。
530. what a lovely little girl she is! 她是一个多么可爱的小女孩耶!
531. Will you pick me up at my place? 你能到我的住处来接我吗?
532. You may choose whatever you like. 你可以喜欢什么就选什么。
533. You're suffering from an allergy? 你过敏吗?
534. Beyond all questions you are right. 毫无疑问，你是对的。
535. But I plan to weed the yard today. 我计划今天除院子里的草。
536. But who will do all the house work? 但是这些家务活谁来做呢?
537. Close the door after you，please. 请随手关门。
538. Come to see me whenever you like。 你可以随时来见我。
539. Don't pull the chairs about,boys! 不要把椅子拖来拖去，孩子们!
540. He drives more carefully than you. 他开车比你小心。
541. He invited me to dinner yesterday. 他昨天请我吃晚饭了。
542. He struck his attacker on the ear. 他打了那个攻击者一耳光。
543. He suddenly appeared in the party. 他突然在晚会上出现了。
544. Her handbag goes with her clothes. 她的手袋和她的衣服很搭配。
545. Here we are. Row M, seats l and 3. 哦，到了。M 排，l 号和 3 号。
546. His boss might get angry with him. 他的老板也许会生他的气。
547. I expect to be there this evening. 我打算今天晚上到那儿去。
548. I really need to lose some weight. 我真的需要减肥了。
549. I think you have the Wrong number. 我想你打错号码了。
550. I would rather stay at home alone. 我宁愿独自呆在家。
551. I'd like to look at some sweaters. 我想看看毛衣。
552. Its origin is still a mystery now. 它的起源至今仍是个谜。
553. Money is no more than our servant. 金钱不过是我们的仆人。
554. Once you begin，you must continue. 一旦开始，你就得继续。
555. She is poor but quite respectable. 她虽穷，人品却很端正。
556. She spent a lot of money on books. 她花了很多钱来买书。
557. The girl in red is his girlfriend. 穿红衣服的那个女孩是他的女朋友。
558. There is a chair below the window. 窗户下面有一把椅子。
559. They employed him as a consultant. 他们雇用他为顾问。
560. To be honest with you，I'm twenty. 老实说，我 20 岁。
561. We often call him by his nickname. 我们经常叫他的绰号。
562. Will you be free tomorrow evening? 你明晚有空吗?
563. Would you like to leave a message? 你要留话吗?
564. You can never turn the clock back. 时光不能倒流。
565. You may as well tell me the truth. 你还是把事实告诉我为好。

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566. Are your grandparents still living? 你的祖父母还在么?
567. Can you recognize that woman，Mary? 你能认出那个女人是谁了吗，玛丽?
568. Do you have any suggestions for me? 你对我有什么建议么?
569. He is tough，but I am even tougher. 他是一个硬汉子，不过我要比他更硬。
570. He made his way through the forest. 他设法穿过了森林。
571. He suggests you leave here at once. 他建议你立刻离开这儿。
572. He was married to a friend of mine. 他和我的一个朋友结了婚。
573. He will blame you for carelessness. 他会责备你的粗心大意。
574. I can give you a number of excuses. 我可以给你说出很多韵理由。
575. I don't doubt that he will help me. 我不怀疑他会援助我。
576. I hope you enjoy your stay with us. 希望您在这儿过的愉快。
577. I'd like to-repair our differences. 我愿意消除一下我们之间的分歧。
578. It's nothing to be surprised about. 这事不值得大惊小怪。
579. It's rude to stare at other people. 盯着别人看是不礼貌的。
580. Bob has always had a crush on Lucy. 鲍伯一直在爱着露茜。
581. Let's take a short break for lunch. 让我们休息一会儿，去吃午饭。
582. Linda speaks as if she were a boss. 琳达说话总好象她是老板。
583. She became more and more beautiful. 她变得越来越漂亮了。
584. Suppose it rains,what shall we do? 万一下雨，我们该怎么办?
585. The book is protected by copyright. 该书受版权保护。
586. The ice is hard enough to skate on. 冰已经厚得可以划冰了。
587. The price includes postage charges. 价格包括邮资在内。
588. This is a little something for you. 这是我给你们的一点心意。
589. What he likes best is making jokes. 他最喜欢开玩笑。
590. Who but Jack would do such a thing? 除了杰克谁会做这种事呢?
591. You should have a mind of your own. 你必须有自己的主见。
592. You will soon get used to the work. 你很快就会习惯于这项工作的。
593. Columbus discovered America in l492. 哥伦布于 1492 年发现了美洲。
594. God helps those who he1p themselves. 上帝帮助那些自己帮自己的人。
595. He has a nice sum of money put away. 他存了一大笔钱。
596. He is heavily insured against death. 他给自己投了巨额的人身保险。
597. He used to learn everything by rote. 他过去总是死记硬背。
598. He's a terrible man when he's angry. 他生气的时候很可怕。
599. I am on my way to the grocery store. 我正在去杂货店的路上。
600. I am sick of always waiting for you! 你，老让我等你，真是烦透了。
601. I appreciate John's helping in time. 我感谢约翰的及时帮助。
602. I bought it the day it was released. 它发行的当天我就买了。
603. I doubted whether the story is true. 我怀疑那故事是不是真的。
604. I learnt that I had passed the test. 我获悉我测验及格了。
605. I will seek from my doctor's advice. 我将请教医生的意见。
606. Ice cream is popular among children. 冰淇淋深受孩子们的欢迎。
607. I'd like to get this film developed. 我要冲洗这卷胶卷。
608. In a word，I am tired of everything. 总之，我对一切都很厌倦。
609. Let us do it by ourselves，will you? 我们自己做这件事，可以吗?
610. May I know the quantity you require? 请问你们需要多少数量的货物?
611. Nobody has ever solved this problem. 没有人曾解决过这个问题。

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612. Our school covers 100 square meters. 我们学校占地面积平方米。
613. People enjoyed the stamps very much. 人们非常喜爱这些邮票。
614. The editor over looked a print error. 这位编辑漏掉了一个印刷错误。
615. The sudden barking frightened Clara. 突然的狗叫声吓坏了克拉拉。
616. The teams are coming onto the field. 队员们都进场了。
617. There is a mark of ink on his shirt. 他的衬衣上有一块墨迹。
618. There isn't any water in the bottle. 瓶子里一点水也没有。
619. This joke has gone a little too far. 这个玩笑开得有点-过分了。
620. We arrived in London this afternoon。 我们是今天下午到达伦敦的。
621. We can't go out because of the rain. 我们不能出去因为下雨了。
622. We should make good use of our time. 我们应该充分利用我们的时间。
623. We should save unnecessary expenses.我们应节省不必要的开支。
624. You may have heard of Birth Control.你们也许听说过控制人口出生的措施。
625. After a pause he continued his story.停顿一下之后他继续说他的。
626. As you know, I am a very kind person. 你知道，我是个很和善的人。
627. He dare not tell us his evil conduct.他不敢告诉我们他的恶行。
628. I can express myself in good English. 我可以用很好的英语来表达自己的观点。
629. I'll furnish my house with furniture. 我要为我的房子置办家具。
630. It seemed as if there was no way out. 看情形似乎没有出路了。
631. It's the hottest day I've had so far. 这是迄今为止我经历的最热的一天。
632. Mr. Smith is in charge of this class. 史密斯老师负责该班。
633. Mr. Smith taught English at a school. 史密斯先生在一所学校教英语。
634. None of us is afraid of difficulties.我们当中没有一个人害怕困难。
635. Our school is in the east of Beijing. 我们学校在北京的东部。
636. She really wishes her clock had rung. 她真希望今天早上她的闹钟响了。
637. She teaches foreign students Chinese. 她教外国学生汉语。
638. The question will be settled tonight. 这个问题将在今晚解决。
639. The weight is too much for my height. 相对于我的身高来说，体重太重了!
640. There are mice in Mrs. Lee's kitchen! 李太太的厨房里有老鼠!
641. There is no one but hopes to be rich. 没有人不想发财。
642. There'll be some sport reviews on TV. 电视上会有一些体育评论。
643. This company is our regular customer. 这家公司是我们的老客户。
644. This is a good example of his poetry. 这是他诗作的一个好例子。
645. What we read influences our thinking. 我们所阅读的书本会影响我们的思想。
646. Words can't express what I felt then. 无法用语言形容我当时的感受。
647. You really have an ear for pop music. 你确实对流行音乐很有欣赏力。
648. A bad workman quarrels with his tools.手艺差的工人总是抱怨工具不好使。
649. Can you adapt yourself to the new job? 你能适应新的工作吗?
650. Does the computer ever make a mistake.? 计算机出错吗?
651. Don't be uneasy about the consequence.不必为后果忧虑不安。
652. Even a child can answer this question.即使小孩儿都能回答这个问题。
653. He has many strange ideas in his mind. 他脑子里尽足奇思怪想。
654. He is commonly supposed to be foolish.他是公认的傻瓜。
655. He sat with his arms across the chest. 他双臂交叉于胸前的坐在那里。
656. He set up a fine example to all of us. 他为我们树立了一个好榜样。
657. His cake is four times as big as mine. 他的蛋糕是我的四倍大。

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658. I do not care whether it rains or not. 我不管天会不会下雨。
659. I have a lot in common with my sister. 我和我姐姐有很多相同之处。
660. I haven't even touched your tooth yet. 我还没有碰到你的牙齿呢。
661. I'm looking forward to a prompt reply.盼迅速答复。
662. It is an excellent novel in every way. 无论从哪方面来看，这都是一本优秀的小说。
663. It is clear that the cat has eaten it!很明显，是猫偷吃的!
664. Nothing but death can part the couple.除了死之外，什么也拆不散这一对。
665. Now she looks pale as if she were ill.现在她脸色难看，好像病了一样。
666. She was injured badly in the accident.她在这次意外中受到重伤。
667. The secret was spread among the crowd.秘密在人群当中传播开来。
668. The two brothers look very much alike. 这兄弟俩看上去很相像。
669. Their interest is listening to others. 他们的兴趣是听别人说话。
670. There was a notice in the supermarket. 超市里有一个布告。
671. This one cannot compare with that one. 这个与那个无法比较。
672. To know everything is to know nothing. 样样通，样样松。
673. To tell the truth, I don't like disco. 说实话，我不喜欢迪斯科。
674. True and False have opposite meanings. 真与假含义完全相反。
675. What's the point of going to college? 上大学有何用?
676. Where can we make the insurance claim? 我们可以在哪里提出保险赔偿?这个无法与那个比较。
677. Why don't I pick you up at your house? 为什么不让我去接你呢?
678. Why don't you attend an aerobic class? 你为什么不去参加一个有氧健身班呢?
679. You can kill two birds with one stone.一举两得。
680. You can't go in no matter who you are. 不管你是谁，都不能进去。
681. You should learn these words by heart. 你应该把这些词背熟。
682. Could I have those two tickets, please?这两张票给我行不行?
683. He has to take care of his sick mother. 他得照顾他生病的母亲。
684. He hired a workman to repair the fence.他雇用了一个工人修理围墙。
685. I can't make this machine run properly.我无法使这部机器正常运转。
686. I don't know if I'll have the patience.我不知道我有没有耐心。
687. I don't like what you are saying.我不喜欢你说的话。
688. I fell in love with her at first sight.我第一眼见到她就爱上了她。
689. I have just heard from my sister, Mary.我刚收到我妹妹玛丽的一封信。
690. If you would only try, you could do it.只要你肯尝试，你一定能做这件事。
691. It is no use learning without thinking.学而不思则惘。
692. It was a lazy, breezy autumn afternoon.这是一个懒散的，起风的秋日下午。
693. Jack is the strongest boy in the class.杰克是全班最强壮的男孩。
694. Please fetch a chair from another room.请到别的房间取一把椅子。
695. The doctor began to operate on the boy.医生开始给那个男孩动手术。
696. The doctor is taking my blood pressure.医生正给我量血压。
697. The machines will not operate properly.那些机器不能正常运转。
698. The students declared against cheating.学生们表示反对作弊。
699. There is hope so long as he is with us. 只要他在就有希望。
700. He talks as if he were the head of the office.他说话的口气像办公室主任似的。
701. His cake is three times bigger than mine.他的蛋糕比我的大三倍。
702. I am looking forward to your early reply. 希望早日得到你的答复。

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703. I could say nothing but that I was sorry.我除了说“对不起”之外，什么也说不出来。
704. I don't know how to express my gratitude. 我不知道怎样来表达我的感激之情。我要赶飞机
705. I have to catch a plane. Could you hurry?你能快点吗?我好久没有她的消息了。
706. I haven't heard from her for a long time.我好久没有她的消息了。
707. I would like to wash the clothes for you. 我愿意帮你洗这些衣服。
708. Let me see your driver's license, please. 请让我看看你的驾驶执照。
709. She goes to work every day except Sunday. 除星期天外，他每天去上班。
710. Take a seat please, make yourself at home.请坐，随便一点。
711. The damage was caused by external forces. 损害是由外力引起的。
712. The doctor advised me to give up smoking.医生建议我戒烟。
713. The flowers make the room more beautiful.花使房间变得更加美了。
714. There is a good restaurant on the street.那条大街上有一个很好的餐馆。
715. They covered 120 miles in a single night.他们仅一夜就走了 120 英里路。
716. Try to look on the bright side of things.尽量从好的方面看。
717. What's your plan for the summer vacation?你暑假打算干什么?
718. You may pick whichever one you like best.你可以挑你最喜欢的。
719. You're welcome to stay with us next time.欢迎您下次再光临我们的饭店。
720. There was a murder in London yesterday. 昨天伦敦发生了一起谋杀案。
721. They stared at the huge tiger with awe. 他们敬畏地看着那头巨虎。
722. He never misses a chance to see a movie.他从不错过看电影的机会。
723. I cannot put up with my noisy roommates.我受不了我那些吵闹的室友了。
724. I will be back by the end of next month.我下个月底会回来。
725. I'm good at freestyle and breast stroke.我擅长自由泳和蛙泳。
726. It was your turn to wash them yesterday. 昨天轮到你把它们洗干净。
727. Let's go out to have a dinner, shall we?咱们出去吃饭吧，好吗?
728. Please push the ladder against the wall.请把梯子靠在墙壁上。
729. She is standing in the front of the bus.她站在公共汽车的前部。
730. The doctor asked me to watch what I eat.医生要我注意饮食。
731. The grass is moist early in the morning.清晨的草地湿漉漉的。
732. The test finished. We began our holiday.考试结束了，我们开始放假。
733. This question is too complicated for me.这个问题对我说来太复杂了。
734. Tony speaks English and he plays tennis.托尼会说英语，打网球。
735. What is worth doing is worth doing well.只要你觉得某事值得去做，就一定要把它做好。
736. Would you like to go to a party with me?你想不想和我一起去参加一个聚会?
737. All at once, a rabbit came out of a hole.突然，一只兔子从一个洞中跑了出来。
738. All characters in the book are imaginary.书中所有的人物都是虚构的。
739. Do you feel like going to that new disco? 你想去那个新开的迪厅
740. Ducks know how to swim when they are born.鸭子天生会游泳
741. He spent most of his life gathering money.他一生大部分时间用来积聚钱财。
742. He usually stays at home with his pet dog.他通常跟他的爱犬待在家里。
743. How peaceful and beautiful the country is!多么平静美丽的国家呀!
744. I am told that you dance wonderfully well.我听说你的舞跳得特棒。
745. I have had several conversations with him.我已经和他谈过几次了。
746. It is the best film that I have ever seen.这是我所看过的最好的电影。
747. It's only a party in honor of my birthday.这只是为了庆祝我的生日而举行的晚会。
748. Learning English is like building a house.学英语象盖房子。

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749. Listening with your heart is good for you.专心聆听别人说话对你有好处。
750. My grandpa died of hunger in the old days. 我爷爷在旧社会死于饥饿。
751. She feared staying alone in the farmhouse. 她害怕一个人留在农舍里。
752. She guided the tourists around the castle.她引导旅游者参观了这座城堡。
753. She runs everyday in order to lose weight.她每天都跑步是为了减肥。
754. She sang perfectly in the hall last night.她昨晚在大厅唱得非常好。
755. Somebody is always complaining to others.有人总是向别人抱怨。
756. They don't often have a bad day this year.他们今年的运气还不错。
757. We regard the matter as nothing important. 我们认为这件事情不重要。
758. We'll take our holiday sometime in August. 我们将在八月份的某个时候休假。
759. Could you direct me to the station, please?请问到车站怎么走?
760. Have you cleared your luggage with customs ?你的行李通关了吗?
761. He bothered me with a great many questions.他对我提了一大堆问题，真烦!
762. He does exercises every day in the morning.他每天早上锻练身体。
763. How do I control myself? I can't calm down.我怎能控制我自己?我无法冷静下来。
764. I dig songs and I like pop music very much.我特别喜欢歌曲和流行音乐。
765. I'd like to cash a traveler's check please.我想兑换旅行支票。
766. I'd like to pick sea shells this afternoon.今天下午我想去捡贝壳。
767. It's odd that they didn't reply our letter.他们没有给我们回信，这真奇怪。
768. John seldom gets together with his friends.约翰很少与朋友聚在一起。
769. Many people have been out of work recently.最近有许多人失业。
770. Please give my best regards to your family.请代我向你们全家致以最诚挚的问候。
771. Some people have compared books to friends.有些人把书比作朋友。
772. The bat together with the balls was stolen.球拍和球全被偷了。
773. The color of her dress suits her very well.她衣服的颜色很适合她。
774. The days get longer and the nights get shorter.白天变长了，黑夜变短了。
775. The dress doesn't fit her. She is too thin.这件衣服不适合她，她太瘦了。
776. The examination put a lot of stress on him.那次考试给了他很大的压力。
777. The mother sat the child at a little table.母亲安排孩子坐到小桌旁。
778. There is some difference between the twins.这对双胞胎有点儿不一样。
779. They insisted on staying rather than going.他们坚持留下来，而不愿意走
780. Trust me, the game is really worth playing.相信我，这游戏确实值得一玩。
781. Unlike her friends, she never gave up hope.与她的朋友的不同之处是，她从不放弃希望。
782. Well done! You are always doing a good job!干得不错!你总是干得很出色!
783. We're planning a tour to Italy this summer.我们计划今年夏天到意大利去旅行。
784. Were there any letters for me this morning?今天早上有我的信吗?
785. Why isn't Mrs. Lee's cat catching the mice?李太太的猫为何不在抓这些老鼠呢?
786. Your English is improving little by little.你的英语正在渐渐提高。
787. Could you tell me where I can wash my hands?请问洗手间怎么走?
788. Do you have any plans for the long weekend?你有办法打发这个漫长的周末吗?
789. He decided to bring a suit against his boss.他决定起诉他的老板。
790. He devoted his life to the study of science.他把毕生献给科学研究。
791. He had to choose between death and dishonor.他不得不在死亡和耻辱之间选择。
792. His previous attempts had been unsuccessful.他以前的尝试没有成功。
793. I determined that nothing should be changed.我决定什么都不改变。
794. I don't think it will lead to a good result.我认为这事不会有什么好结果。

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795. I have 4 books and 2 magazines to check out.我有 4 本书和 2 本杂志要借。
796. I think I've filled in everything correctly.我想各项都填对了。
797. I'm not sure whether I have locked the door.我没把握是否锁了门。
798. It took him a little time to fix that watch.他很快就把表修理好了。
799. My father is at home looking for the ticket.我爸爸正在家里找票呢!
800. Not until last week did I get a work permit.直到上周我才拿到工作许可证。
801. She intends to make teaching her profession.她想以教书为职业。
802. The letter "x" stands for an unknown number.字母 x 代表未知数。
803. The sight of the dead body scared him stiff.看到尸体把他吓僵了。
804. There are lots of huge buildings in Beijing.在北京有许多高大的建筑物。
805. There is an interesting film on Channel one.在一频道有一部有趣的电影。
806. They plan to immigrate to Finland next year.他们计划明年移居芬兰。
807. We enjoyed driving along the new expressway.我们喜欢沿着新建的高速公路开车。
808. We need to cooperate perfectly to win the game.要想赢得比赛，我们需要密切配合。
809. We need more than listening. We need action!我们需要的不光是听得进意见，我们要的是行动。
810. Yes. I wouldn't go home early if I were you.是的，如果我是你，我不会早回家。
811. Your answer is satisfying. I feel satisfied.你的答案是令人满意的。我感到很满意。
812. Betty and Susan are talking on the telephone.贝蒂和苏珊正在通电话。
813. Great efforts ensure the success of our work.巨大的努力确保了我们工作的成功。
814. He has tasted the sweets and bitters of life.他已尝遍了人生的甜酸苦辣。
815. He said he was educated in the United States.他说他是在美国受的教育。
816. How do you like our English literature Prof.?你觉得我们的英国文学课的教授怎么样?
817. I am looking forward to your visit next week.我期待着你下周来访。
818. I feel I am the happiest person in the world.我觉得自己是世界上最幸福的人了。
819. I had to sit up all night writing the report.我不得不熬通宵写报告。
820. I hope we can see each other again some time.希望还能有相见的机会。
821. I saw him playing football on the playground.我看见他在操场上踢足球。
822. It is tomorrow that they will have a meeting.就在明天(而不是在别的某一天)他们要开会。
823. Let me tell you some details about clearance.让我告诉你一些通关的细节。
824. The brain needs a continuous supply of blood.大脑需要连续不断地供血。
825. The doctor's words made him feel comfortable.医生的话让他感觉很舒服。
826. The truth is quite other than what you think.事实真相和你所想的完全不同。
827. They stopped talking when their boss came in.当老板进来的时候；他们停止了交谈。
828. They were glad of the examination being over.他们为考试结束了而高兴。
829. This is by far the largest cake in the world.这是目前世界上最大的蛋糕了。
830. Whichever you choose, you won't be satisfied.不论你选择哪一个，你都不会满意。
831. Will you connect this wire to the television ?你把这根电线和电视机连上好吗?
832. His words are strongly impressed on my memory.他的话深深地铭记在我的心头。
833. Is this the fight bus for the Capital Library?这辆车到首都图书馆吗?
834. One third of this area is covered with forest.这一地区三分之一的地方都是森林。
835. They are arguing over who should pay the bill.他们为谁应该付款而争论不休。
836. Wait a moment, I'll be with you in an instant.等一下，我立刻就来。
837. You'll save time not waiting for the elevator.你可以节省等电梯的时间。
838. A clear conscience laughs at false accusation.只要问心无愧，无端的指责可以一笑置之。
839. I have a headache, and she has a stomachache.我头疼，她胃疼。

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840. He glared at Bill, ready to teach him a lesson.他怒视着比尔，准备教训他一顿。
841. I assure you that you will feel no pain at all.我保证你根本不会觉得疼的。
842. I can't afford to go to a restaurant every day.每天都去餐馆吃饭，我真是支付不起。
843. I left at 6:00 so that I could catch the train.我六点钟出门，以便赶上火车。
844. I'm afraid I have some rather bad news for you.我恐怕有些很坏的消息要告诉你。
845. Learn to say the fight thing at the fight time.学会在适当的时候说适当的话。
846. No wonder you can't sleep when you eat so much.你吃这么多难怪睡不着。
847. Please ask her to call me back when she's back.她回来时请让她给我回个电话。
848. There are a lot of people in the swimming pool.游泳池里挤满了人。
849. They have to work hard to support their family.他们必须努力工作来支持他们的家。
850. This way, he can kill two birds with one stone.这样他就能两全其美。
851. We are all taking medicine against the disease.我们都服药治疗疾病。
852. Would you please go to a dancing party with me?请你跟我一起去参加一个舞会好吗?
853. He usually drops in at my place on his way home.他常常在回家的路上顺便来看看我。
854. His vanity was hurt by their talking so frankly.他们坦率的谈话伤害了他的虚荣心。
855. How would you go to Beijing, by air or by train?你怎样去北京，是乘飞机还是坐火车?
856. I cannot express how glad I am to hear from him.我无法表达我接到他的信时有多高兴。
857. If Tom cannot keep his promise, he'll lose face.如果汤姆不能信守诺言，他就会丢面子。
858. I'll still love her even if she doesn't love me.即使她不爱我，我还仍然爱她。
859. I received an invitation, but I did not accept it.我收到-份请帖，但没有接受。
860. If I were you, I would not be bothered by English.如果我是你，就不会为英语烦恼了。
861. If you don't work, you will fail to pass the exam.如果你不学习，你考试就会不及格。
862. I'm thinking of hanging the lamp from the ceiling.我打算把灯吊在天花板上。
863. It is more important to be healthy than bony slim.健康永远比皮包骨头好。
864. Long ago, people believed that the world was flat.很久以前人们相信地球是平的。
865. Old tunes are sweetest and old friends are surest.老调最甜美，老友最可靠。
866. She makes it clear that she doesn't like swimming.她明确地表示她不喜欢游泳。
867. The constitution guards the liberty of the people.宪法保护人民的自由。
868. The doctor examined the soldier's wound carefully.大夫仔细检查了战士的伤口。
869. The harder I study, the better my English will be.我越努力，我的英语就会越好。
870. The sun was shining and the sky was crystal clear.阳光闪烁，天空湛蓝。
871. This cellar room is very damp in the rainy season.这间地下室在雨季非常潮湿。
872. Computers are becoming a part of our everyday life.电子计算机正渐渐成为我们日常生活的一部分。
873. Every man is fool sometimes, but none at all times.每个人都有愚蠢的时候，但是没有一个人永远愚蠢。
874. He dreamed of traveling to remote South Sea Islands.他曾梦想到遥远的南海诸岛去旅游。
875. How can I climb up that wall! I wish I were a bird!我怎么能够爬得上那堵墙?我要是一只鸟就好了!
876. However, Susan has not really made up her mind yet.然而，苏珊却还没有决定。
877. I really think a little exercise would do you good.我真的觉得做点运动对你有好处。
878. I will never forget the days that I spent with you.我永远都不会忘记和你一起度过的日子。
879. we got a bad headache, and my nose is running.我头痛得厉害，还流鼻涕。
880. Many young girls dream of being a fashion model.许多年轻女孩梦想成为时装模特儿。
881. Most of the earth's surface is covered by water.大部分的地球表面被水覆盖着。
882. Somebody's knocking at the door. I'll answer it.有人在敲门，我去开。

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883. The number 13 bus will take you to the hospital.13 路车会带你去医院。
884. They celebrated his birthday with a dance party.也们举办舞会来祝贺他的生日。
885. They misplaced this book under other categories.他们把它错放到另一个类别去了。
886. They played a shameful part in the whole affair.他们在这一事件中扮演了可耻的角色。
887. As a matter of fact, he was pretending to be ill.实际上，他是在装病。
888. I will speak against anything I know to be wrong.我会对所有我认为不对的事情直言不讳。
889. In spite of the heavy rain, she went to the shop.尽管下着大雨，她还是去了商店。
890. No matter what happened, he would not say a word.不管发生什么事，他也不会说一句话。
891. No one knows the location of the hidden treasure.谁也不知道藏宝地点在哪里。
892. The old lady enjoys a quiet life with her family.老太太和她的家人安享宁静的生活。
893. The population of the city is close to a million.这个城市的人口接近一百万。
894. We are prohibited from smoking on school grounds.我们被禁止在校园内抽烟。
895. Growth, however, brings new problems and concerns.不过，发展也带来了新的问题和顾虑。
896. He appears to be your friend but I doubt if he is.他看上去像是你的朋友，但我怀疑他是否是真心的。
897. I am so full that I would burst with another bite.我吃得如此之饱，我感觉我再吃一口肚子就要胀破了。
898. I have two cats. One is white, the other is black.我有两只猫，一只是白猫，另一只是黑猫。
899. I'm sorry, these 2 books are 3 days overdue.小姐，对不起，这两本书已经过期 3 天了。
900. Jalu has forgotten falling off his bicycle.詹露早忘掉他从白行车上摔下来这件事了。
901. Manners are quite different from country to country.各国的礼仪各不相同。
902. Not only did I know her, but I was her best friend.我不仅认识她，还是她最好的朋友。
903. The best-known movie awards are the Academy Awards.最著名的电影奖是奥斯卡金像奖。
904. We've got to do something about the neighbor's dog!我们得对邻居的狗采取点行动了!
905. Will you come and join us for dinner on Sunday?星期天来和我们共进晚餐好吗?
906. Do you think people are a company's greatest wealth?你认为人是公司最大的财富吗?
907. He thinks himself somebody, but we think him nobody.他自以为是重要人物，但我们觉得他什么也不是。
908. I believe I haven't reached the summit of my career.我相信我还没有达到事业的巅峰。
909. It is no matter whether you get there early or late.你早到晚到都没有关系。
910. It's against the rules to handle the ball in soccer.在足球中以手触球就是犯规。
911. The nurse assisted the doctor in the operating room.护士在手术室协助医生动手术。
912. What I do on my own time is nobody else's business.我在自己的时间里干什么根本不关别人的事。
913. What I want to do is different from those of others.我想做的与别人不同。
914. You forget to write down the date of your departure.您忘了写离店日期了。
915. “I wish I'd known about that rule earlier", she said.“我要是早点知道这个规矩就好了!”她说。
916. Could you tell me your secret for a long, happy life?你能告诉我长时间地过着快乐的生活的秘诀吗?
917. He holds a position of great responsibility upon him.他担任着一个责任重大的职务。
918. It is said he has secret love affairs with two women!据说他背地里和两个女人有关系!
919. Number 13 buses run much more frequently, don't they?13 路车跑得更勤，是不是?
920. They are only too delighted to accept the invitation.他们非常乐意接受邀请。
921. We are going to have the final examination next week.我们下周举行期末考试。
922. And now medical care helps to keep people alive longer.现在的医疗保健使得人们活得更长。
923. Do you think you'll be able to go to sleep fight away?你认为你马上就能睡着吗?

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924. I am in charge of the company when the manager is out.经理不在时山我来管理公司。
925. I borrowed a notebook from Tom and I lent it to Marry.我从汤姆那借了一本笔记本，我又把它借给玛丽了。
926. I'm doing some washing and John is cooking dinner.我正在洗衣服，约翰在做晚饭。
927. Were there any exciting incidents during your journey?你们在旅行中有没有什么令人激动的事情?
928. As far as policy is concerned, I have to say something.谈到政策，我得说几句。
929. Could you tell me what the maximum weight allowance is?您能告诉我行李的最大重量限额是多少吗?
930. He came out of the library, a large book under his arm.他夹着本厚书，走出了图书馆。
931. The brothers differ from each other in their interests.这几个兄弟各有所好。
932. Although we can't see these atoms, they really do exist.虽然我们看不见原子，但它们的确存在。
933. I am familiar with the casual atmosphere in the company.我对公司中这种放松的氛围感到很熟悉。
934. Most people eat, write, and work with their fight hands.大多数人吃饭，写字，工作都用右手。
935. Only by working hard can we succeed in doing everything.只有努力，才能成功
936. Take it easy, you will be all right in a couple of days.。别担心，你两天之内就会痊愈的。
937. The Beatles represented part of the spirit of their age.甲壳虫乐队代表了他们时代的部分精神。
938. There being no one to help me, I had to do it all alone.因为没有人帮助我，我不得不独立完成这项工作。
939. How much cloth does it take to make a skirt for the girl?女孩做一条裙子要用多少布?
940. With all these mouths to feed, he didn't know what to do.由于有那么多人要供养，他不知道怎么办才好。
941. I forgot to prepare the speech I'm supposed to give today.我忘了准备今天的我该做的演讲了。
942. It's supposed to start at 6:30 sharp, but I doubt it will.应该是六点半整的，但是我觉得够呛。
943. On behalf of my company, I would like to welcome you here.我代表我们公司欢迎你来这里。
944. She's been quite different since coming back from America.从美国回来之后，她变化很大。
945. Today it is common that women and girls make up in public.今天，在公共场所看到妇女和姑娘化妆打扮是很普遍的事。
946. I have to transfer to No. ll bus, but where is the bus stop?我需要换乘 11 路公共汽车，但是汽车站在哪儿?
947. I supposed him to be very clever but he was in fact a fool.我以为他很聪明，其实他是个蠢货。
948. The rabbit ran to the woods and did not come back any more.兔子跑进了森林再也没有出来了。
949. Tom and Mary congratulated us on the birth of our daughter.汤姆和玛丽为我们女儿出生向我们表示祝贺。
950. I can't help eating sweets whenever they are in my presence.我无论什么时候一看到甜食就忍不住要吃。
951. l am vacuuming the floor now and have several shirts to iron.我正在用真空吸尘器清理地板，还有好几件衬衫要熨。
952. I will love you until the seas run dry and the rocks crumble.我将爱你直到海枯石烂。
953. There is a broken small old gray stone bridge over the river 河上有一座破烂不堪的、古老的、灰色的小石桥。
954. No wonder people say that computers are taking over the world.难怪有人说电子计算机正渐渐接管世界。
955. The enormous increase of population will create many problems.巨大的人口增长将产生很多问题。

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956. There's nothing better for you than plenty of water and sleep.你最好多喝水多休息。
957. You should always depend on yourself rather than someone else.你应该是依靠你自己，而不足别人。
958. I would like to express to all of you here our sincere welcome.让我向在座诸位致以最真挚的欢迎。’
959. Many people prefer living in the country to living in the town.许多人喜欢住在农村而不喜欢住在城市。
960. Since I'm here, I'd like to try a typical dish of this country.既然来了，我想吃这个国家特有的食物。
961. Walking up and down the stairs would beat any exercise machine.上下楼梯可比什么健身器都要好。
962. Had it not been for the alarm clock she wouldn't have been late.如果不是因为闹钟不响的话，她就不会迟到了。
963. How ever you may work hard, the boss will not be fully satisfied.无论你有多努力，老板总不会完全满意。
964. If he had not broken his tooth, he would not be in hospital now.如果他没把牙齿弄坏，现在就不在医院了。
965. You might as well throw your money away as spend it in gambling.你与其把钱花在赌博上，不如把它丢掉的好。
966. Can you put me in the picture about the World Cup Football Match?你能给我讲讲关于世界杯足球赛的状况吗?
967. I'm usually just using the search engines to look up information.我通常只是用搜索引擎找一些资料。
968. He goes home early everyday for fear that his wife would be angry.他每天很早就回家，免得老婆生气。
969. I regret to inform you that we are unable to offer you employment.很遗憾地告诉你，我们无法雇用你。
970. I will continue my learning, though I am tired of learning English.尽管我很烦英语，我还是要学它。
971. Li Bai is one of the greatest poets that have ever lived in China.李白是中国有史以来最伟大的诗人之一。
972. Many people complain that computers are taking over their jobs.许多人抱怨说计算机正在接管人的工作。
973. The cupboards in her kitchen were full of things she did not need.她厨房的橱柜中放满了她不需要的东西。
974. What be said did not annoy me much, for I knew he did not mean it.我并不在乎他所说的，我知道他不是那个意思。
975. He asked me some personal questions, but I would never answer them.他问了我几个个人问题，我根本不愿回答。
976. I don't care where we go as long as we don't have to stand in line.不管去哪里，只要不用站着排队就行。
977. She likes Mike a lot, but she doesn't want to get married so early.她喜欢迈克，但她不想那么早就结婚。
978. Why don't you find a job and end this dependence upon your parents?你为何不找个职业．不再依靠你的父母呢?
979. Will you please try to find out for me what time the train arrives?能不能请你帮我查查火车什么

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时候到?

980. A good knowledge of English will improve your chances of employment.英语好将有助于增加你们的就业机会。
981. If she finds out you spilled ink on her coat, she'll blow her stack.如果她发现你在她上衣上洒了墨水，她会大发脾气的。
982. I would be very grateful for information about entry to your college.若能寄给我贵校的入学申请材料我将十分感激。
983. Mr. Smith knew Jack didn't look at the others because he was nervous.史密斯先生知道杰克不敢看别人是因为紧张。
984. On being introduced to somebody, a British person often shakes hands.英国人被介绍给别人的时候常常和对方握握手。
985. I want to take a walk along the river bank, singing my favorite songs.我想在河边散步，唱我喜欢的歌。
986. Many people believe that overweight results from overeating and stress.很多人认为肥胖超重是因为吃得过多和压力造成的。
987. Yet all these things, different as they seem, have one thing in common.然而所有这些东西，看上去虽不同，但却有一个共同点。
988. All my best memories come back clearly to me, some can even make me cry.所有美好的记忆又在我脑海清晰地浮现了，有些甚至还令我哭泣。
989. This is the most wonderful day of my life, because I'm here with you now.今天是我一生中最美好的一天，因为我现在和你在一起。
990. When I was young, I'd listen to the radio, waiting for my favorite songs.当我还是个小女孩的时候，我常听着收音机，等待我最喜欢的歌。
991. I'm certain he'll go to see the film, because he's bought a ticket.我肯定他会去看电影的，冈为他把票都买好了。
992. Unfortunately you'll have to pay the fine before you check those books out.在你借书之前你要先付清罚款。
993. Hi! You guys keep talking so loudly that I have to speak at the top my voice!哎!你们一直这样大声讲话，我都不得不扯着嗓子说话了。
994. We should not only know the theory but also how to apply it to practice.我们不仅要知道理论，还要知道怎样把理论应用于实践。
995. Combining exercise with the diet may be the most effective way to lose weight. 运动与节食结合也许是减肥最有效的途径。
996. The maximum weight allowance is 60 kilos per traveler, excluding hand luggage. 每个旅客托运的行李最大重量限额是 60 公斤，手提行李除外。
997. You are just putting on a little weight. I believe you'll get that off easily.你只是稍微胖了些．很快就会恢复的。
998. In many countries, more and more companies are replacing people with computers.在许多国家有越来越多的公司使用电子计算机来代替人。
999. There are mice next to the refrigerator, under the sink and inside the cupboard!冰箱边、洗碗槽下，还有橱柜里面都有老鼠!

101 Great Answers to the Toughest Interview Questions

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101 Great Answers to the Toughest Interview Questions: Fourth Edition

Ron Fry

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Introduction

You Can Get There From Here

It's been nearly a decade since I wrote the first edition of *101 Great Answers to the Toughest Interview Questions*. I certainly couldn't boast of my own interviewing skills before I wrote the book. Far from it—I had often *not* gotten jobs for which I was eminently qualified. So I spent quite a lot of time learning all the mistakes you could possibly make, having made each one of them—twice.

Instead of giving up (which, I admit I felt like doing more than once), I decided to plunge into the interviewing process with even greater gusto. Fortunately—and only after a lot more interviews—I got better. Now, as a veteran of the other side of the desk as well (I've hired hundreds and interviewed thousands), I can tell you that interviewing is more serious business than ever before.

Employers are looking for "self-managing" employees—people who are versatile, confident, and not afraid to roll up their sleeves and get the job done. But you can't get started proving yourself without making it through the interview process.

Let's face it. Interviewing was never easy. But of all the tools in your professional arsenal, your ability to shine in that brief moment in time—your initial interview—can make or break your chances for a second go-around, and, ultimately, dictate whether you're ever given a shot at the job.

Chopsticks, Anyone?

Like playing the piano, interviewing takes practice. And practice makes perfect. The hours of personal interviewing experience—the tragedies and the triumphs—as well as my years as an interviewer are the basis for this book. My intention is to spare you many of the indignities I suffered along the way by helping you prepare for the interview of your worst nightmares—at a comfortable distance from the interviewer's glare.

Will you have to answer every question I've included? Certainly not—at least, not in a single interview. But chances are, the questions tomorrow's interviewer *doesn't* ask will be on the tip of the *next* interviewer's tongue. Why? It's a mystery.

Think on Your Feet

Most interviewers are not trying to torture you for sport. They use tough questions to get right to the heart of specific issues. Their motive is to quickly learn enough about you to make an informed decision—should you stay or should you go? By the same token, if you know what they're looking for, you can craft your answers accordingly (and reduce your own fear and anxiety at the same time).

Is this the ultimate crib sheet? Sort of. But I hope you'll take it a step further and use these questions as the basis for some thoughtful self-exploration. You'll need to be prepared to think for yourself—on your feet, not by the seat of your pants.

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An Organized Layout to Get You Organized

Chapters 1 and 2 offer a detailed discussion of the work you need to do and the things you need to think about long before you strut into your first interview. Interviewing may not be 99 percent preparation, but it's certainly 50 percent.

In Chapters 3 through 10, we'll get into the meat of the book—the questions for which you must prepare and the answers most interviewers are hoping to hear. (I have not counted every question in this book, from the main ones to the variations, but there are now far more than the 101 still advertised on the cover.) Additionally, I've laid out this new edition in a way that makes it more practical and easy-to-use. Each question is generally followed by a series of three subheadings:

• What do they want to hear?

(What information is the interviewer seeking?)

There may be follow-up questions you should expect or variations an interviewer may substitute after each major question as well.

One, Two, Three . . . Red Light!

The "red lights" after many of the questions indicate answers that will make the average interviewer cringe and the busy interviewer simply suggest you try another firm.

After almost every question in the book, however, I could have included the same list of "general" red lights, those factors that should be avoided in *any* interview or in the answer to *any* question. So as not to unnecessarily clutter up the book, let me just state these all-encompassing negatives right here:

• Poor grooming.
• Showing up late.
• Inappropriate dress.
• An answer, good and specific or not, that simply does not answer the question asked.
• An answer, good and specific or not, that simply does not answer the question asked.
• Lack of knowledge of the company, job, and/or industry (evidence of poor or nonexistent preparation and research).
• Dishonesty.
• Lack of enthusiasm/interest.
• Asking the wrong questions.
• Any answer that reveals you are clearly unqualified for the job.
• Any disparity between your resume/cover letter and interview answers (such as providing details about jobs not on your resume).

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• Lack of focus.
• Lack of eye contact.
• Any negativity, especially in discussing people (your last boss, co-workers).
• Inability to take responsibility for failures/weaknesses/ bad decisions/bad results, or taking full credit for what clearly was contributed to by others.

Although most interviewers may not consider any of these an automatic reason for dismissal, an accumulation of two or more may force even the most empathetic to question your suitability. (Some items, of course, such as dishonesty, may well lead to an immediate and heartfelt "thank you ... see you.")

Gee, I Didn't Think You were Going to Ask That!

The questions in this book are grouped by type. They are not in some suggested order. Many of the questions in Chapters 8 or 10, for example, may well be some of the first questions asked in every interview! So read the entire book and prepare for *all* of the questions in *any* order.

I urge you to spend time refining these answers. Polish them until they glitter. Read them over and over again so you become familiar and comfortable with them. Take time to memorize some (don't worry, I'll tell you which ones) so you can repeat them verbatim to the interviewer in a way that sounds spontaneous and enthusiastic—not tired and rehearsed.

A lot of work, you say? It might sound like a daunting challenge right now. But I assure you, by the time you finish this book, you'll actually be looking forward to the challenge of your next job interview.

Pause for Self-Congratulations

Despite my sterling reputation with employment offices, the first edition of this book became a bestseller. In fact, it continues to sell, year after year. I don't pretend to know why it has done as well as it has, but I will hazard a guess: It's simple, straightforward, practical, and written in a welcoming and humorous style. (Okay, I suppose that counts as four and a half guesses.)

And it has clearly helped literally hundreds of thousands of candidates prepare for every type of interview and every style of interviewer. I'm pleased and proud that this new "millennial" edition will help many more of you in the next century!

Rather than spend a lot more time telling you what you're going to learn, let's just get you started. Good luck.

—RON FRY
JANUARY, 2000

P.S. I almost forgot to mention the usage of gender throughout this book. Instead of being gender-biased, I've chosen to split the difference and mix up the usage of *him* and *her* wherever it doesn't get too cumbersome.

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Chapter One —The Product Is You

The object of this chapter is to prepare you to comfortably answer one—and *only* one—question: "Who are you?" Believe it or not, the success or failure of many interviews will hinge on your ability to answer this seemingly simple question.

The interviewing process is a kind of sale. In this case, *you* are the product—and the salesperson. If you show up unprepared to talk about your unique features and benefits, you're not likely to motivate an interviewer to "buy."

The sad fact is that many job candidates *are* unprepared to talk about themselves. You may have mailed a gorgeous resume and cover letter. You may be wearing the perfect clothes on the day of the interview. But if you can't convince the interviewer—face to face—that you are the right person for the job, you aren't likely to make the sale.

Too many candidates hesitate after the first open-ended question, then stumble and stutter their way through a disjointed litany of resume "sound bites." Other interviewees recite canned replies that only highlight their memory skills.

I am assuming that, like most people, you are a complex product—made up of a unique blend of abilities, skills, and personal qualities and shaped by your own personal and professional history. Believe me, the time you spend outlining the details of your own life will pay off in interviews, and, ultimately, job offers. This chapter will guide you through the process.

What You Should Know about You

You may think you already know your life by heart, but you'll be amazed to see how much additional detail you can remember (and ultimately how it will fit together in the context of your next career move) once you write it down.

So, your first step is to imitate the FBI and build a complete "dossier" on yourself. The Data Input Sheets at the end of this chapter will help you organize important, work-related information about yourself. With this information in place, it will be easier to develop a concise and convincing answer to almost any interview question—an answer that will set you apart from the competition. (I've only included one copy of each form. Feel free to reproduce as many as you need.)

Employment Data Input Sheet

Prepare a separate sheet for every full-time and part-time job you have ever held, no matter how short the tenure. Yes, even summer jobs are important here. They demonstrate resourcefulness, responsibility, and initiative—that you were already developing a sense of independence white you were still living at home. Whether you choose to include some, all, or none of these short-term jobs on your resume or to discuss them during your interview is a decision you will make later. For now, write down everything about *every* job. For each employer, include:

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• Name, address, and telephone number (plus an e-mail address if you have one).
• The names of all of your supervisors and, whenever possible, where they can be reached.
• Letters of recommendation (especially if they can't be reached).
• The exact dates (month and year) you were employed.

For each job, include:
• Your specific duties and responsibilities.
• Supervisory experience, noting the number of people you managed.
• Specific skills required for the job.
• Your key accomplishments.
• The dates you received promotions.
• Any awards, honors, and special recognition you received.

For each part-time job, also include:
• The number of hours you worked per week.

Don't write a *book* on each job. But do concentrate on providing *specific data* (volume of work handled, problems solved, dollars saved) to paint a *detailed* picture of your abilities and accomplishments. Believe me, these hard facts will add a powerful punch to your interview presentation. For example:

Duties: Write one or two sentences giving an overview of the tasks you handled in each of the jobs you held. Use numbers as often as possible to demonstrate the scope of your responsibilities. An experienced salesperson might write:

• Responsible for managing 120 active accounts in sales territory that contributed $3 million in annual revenues.
• Reviewed activity of three telephone salespeople.

Skills: Name the specific skills required to perform your duties—highlighting those that you developed on the job. The same salesperson might write:

• Trained other sales staff in new product lines.
• Handled telephone support for customer base of 100.

Key accomplishments: This is the place to "brag." But be sure to back up each accomplishment with specifics, including results. For example:

• Developed new call-reporting system that increased volume in territory 20 percent within 18 months.
• Oversaw computerization of department that helped realize cost savings of 15 percent.

Volunteer Work Data Input Sheet

Having hired hundreds of people during my career, I can assure you that your "after-hours" activities will be considered and weighed by many interviewers. Workaholics rarely make the best employees.

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So take some time to make a detailed record of your volunteer pursuits, similar to the one you've just completed for each job you held. For each volunteer organization, include:

• Name, address, and telephone number (plus e-mail address, if available).
• The name of your supervisor or the director of the organization.
• Letter(s) of recommendation.
• The exact dates (month and year) of your involvement with the organization.

For each volunteer experience, include:

• The approximate number of hours you devoted to the activity each month.
• Your specific duties and responsibilities.
• Specific skills required.
• Accomplishments.
• Any awards, honors, and special recognition you received.

Educational Data Input Sheets

If you're a recent college graduate, or if you are still in college, you don't need to rehash your high school experiences. If you have a graduate degree or are a graduate student, however, you should list both graduate and undergraduate course work. If you're still in school and graduation is more than a year away, indicate the number of credits you've earned through the most recent semester completed.

Activities Data Input Sheet

I'm always interested in—and impressed by—candidates who talk about books they've read and activities they enjoy. So make a list of all the sports, clubs, and other activities in which you've participated, inside or outside of school. For each activity, club, or group, include:

• Its name and purpose.
• Any offices you held; special committees you formed, chaired, or participated in; or specific positions you played.
• The duties and responsibilities of each role.
• Key accomplishments.
• Any awards or honors you received.

Awards and Honors Data Input Sheet

List all the awards and honors you've received from school(s), community groups, church groups, clubs, and so on. You may include awards from prestigious high schools (prep schools or professional schools) even if you're in graduate school or long out of college.

Military Service Data Input Sheet

Many employers are impressed by the maturity of candidates who have served in the armed forces and consider military service excellent management training for many civilian jobs. So if you've served in

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the armed forces, even for a short time, make sure you can discuss your experiences and how they tie into your professional aspirations. Be sure to include:

• Final rank awarded.
• Duties and responsibilities.
• Citations and awards.
• Details on specific training and/or any special schooling.
• Special skills developed.
• Key accomplishments.

Language Data Input Sheet

Even if you're not applying for a job in the international arena, your ability to read, write, and speak a second language can make you invaluable to employers in an increasing number of research and educational institutions and multinational companies. One year of college Russian won't cut it. But if you spent a year studying in Moscow—and can carry on a conversation like a native—by all means write it down.

Putting It in Your Perspective

Once you've finished completing these forms, you'll have a lot of information—facts—about what you've done and where and with whom you've done it. But any interviewer worth his or her pepper will be looking for more. So once you've finished with the fact-finding, practice putting it all into perspective—your unique, personal perspective, that is. Write down your answers to the following questions, which you should expect an interviewer to be interested in asking:

1. Which achievements did you enjoy most? Which are you proudest of? Be ready to tell the interviewer how these accomplishments relate to the position at hand.
2. What mistakes have you made? Why did they occur? How have you learned from them, and what have you done to keep similar things from occurring again?
3. How well do you interact with authority figures—bosses, teachers, parents?
4. What are your favorite games and sports? Think about the way you play these games and what that says about you. Are you overly competitive? Do you give up too easily? Are you a good loser—or a bad winner? Do you rise to a challenge or back away from it?
5. What kinds of people are your friends? Do you associate only with people who are very similar to you? Do you enjoy differences in others—or merely tolerate them? What are some things that have caused you to end friendships? What does this say about you?
6. If you were to ask a group of friends and acquaintances to describe you, what adjectives would they use? List all of them—the good and the bad. Why would people describe you this way? Are there specific behaviors, skills, achievements, or failures that seem to identify you in the eyes of others? What are they?

What's the Point?

By now, you're probably a bit uncomfortable—and wondering, "What's the point of all this soul-searching? After all, I'm just trying to get ready for a job interview!"

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The point is this: The better you know yourself, the better you can sell yourself to a prospective employer when you're on the spot in an interview. From your Data Input Sheets, you can compile a list of your best features under the following headings:

- My strongest skills.
- My greatest areas of knowledge.
- My greatest personality strengths.
- My key accomplishments.

Now transform your best features into benefits for your prospective company:

1. What in my personal inventory will convince this employer that I deserve the position?
2. What are the strengths, achievements, skills, and areas of knowledge that make me *most* qualified for this position? What in my background should separate me from the herd of other applicants?

By answering some tough questions about the mistakes you have made—and the less-than-positive feedback you've gotten—you can also locate areas that may need improvement. Do you need to develop new skills? Improve your relations with those in authority? If you have been thorough and brutally honest (and it may feel brutal!), you may find out things about yourself that you never knew.

The more time and effort you invest in answering questions like these—while you have a cool head—the less you'll sweat once you're in the interviewer's hot seat. It's up to you.

But before we forge ahead to the first of the questions you're likely to field, let's take a closer look at the interview process itself.

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Chapter Two —Take a Walk on the Wild Side

The days of filling out the standard application and chatting your way through one or two interviews are gone. These days, interviewers and hiring managers are reluctant to leave anything to chance. Many have begun to experiment with the latest techniques for data-gathering and analysis. For employers, interviewing has become a full-fledged science.

More employers seem to be looking for a special kind of employee—someone with experience, confidence, and the initiative to learn what he or she needs to know. Someone who requires very little supervision. Someone with a hands-on attitude—from beginning to end.

Because employers can't tell all that from a job application and a handshake, here's what they're making you do:

Pass the test(s). You'll probably have to go through more interviews than your predecessors for the same job—no matter what your level of expertise. Knowledge and experience still give you an inside edge. But these days, you'll need stamina, too. Your honesty, your intelligence, your mental health—even the toxicity of your blood—may be measured before you can be considered fully assessed.

Brave more interviews. You may also have to tiptoe through a mine field of different types of interview situations—and keep your head—to survive as a new hire.

Don't go out and subscribe to a human resources journal. Just do all you can to remain confident and flexible—and ready with your answers. No matter what kind of interview you find yourself in, this approach should carry you through with flying colors.

Let's take a brief, no-consequences tour of the interview circuit.

What (Who) are You Up Against?

There are three predominant interviewing types or styles: the *Telephone Screener*, the *Human Screen*, and the *Manager*. Which is which, and why would someone be considered one or the other? While personal temperament is one factor, the adoption of one or the other style is primarily a function of the interviewer's role in the organization and his or her daily workload.

Let's look at each of these types and how you should approach them.

The Telephone Screener

Telephone screening is an effective tactic used by many interviewers in all three categories. However, people in this first group rely on the strategy as a *primary* means of exploring employment possibilities. For many of these interviewers, the in-person interview is little more than an opportunity to confirm what they feel they've already learned on the phone.

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Interviewers who typically fall into this category are entrepreneurs, CEOs, high-level executives, and others short on time and long on vision. Their guiding philosophy could be summed up as: "My time is at a premium, I have a personnel problem to solve, and I don't plan to waste my valuable time talking in person to anybody but the very best."

The Telephone Screener is often the dominant interviewer at small- to mid-sized companies where no formal human resource (or personnel) department exists or where such a department has only recently been created. The primary objective of the Telephone Screener is to *identify reasons to remove you from active consideration* before *scheduling an in-person meeting*.

Among the common reasons for abrupt removal from the Telephone Screener's short list: evidence that there's a disparity between your resume and actual experience, poor verbal communication skills, lack of required technical skills.

Conversations with the oh-so-busy Telephone Screener are often quite abrupt. These people tend to have a lot on their plates.

But what could be better than answering questions from the comfort of your home, right?

Wrong! For starters, you've lost at least two valuable tools you have to work with during in-office interviews: eye contact and body language. You're left with your skills, your resume, and your ability to communicate verbally.

Don't be discouraged. *Always* project a positive image through your voice and your answers. Don't overdo it, but don't let the telephone be your undoing either. If your confidence is flagging, try smiling while you listen and speak. Sure, it might look silly—but it works, and Heather can't see you anyway!

And another important point: You have a right to be prepared for any interview. Chances are, the interviewer will call you to set a time for the telephone interview. However, if she wants to plow right into it as soon as you answer the phone, there's nothing wrong with asking if she could call back at a mutually agreeable time. You need to prepare your surroundings for a successful interview. If the kids are fighting in the background, or you're expecting a package, or call waiting keeps beeping and interrupting, you're in trouble before you start. So don't. Have the interviewer call you back.

The Human Screen

Many human resource and personnel professionals fall into this category. For these people, interviewing is not simply just a once-a-quarter or once-a-month event, but rather a key part of their daily job description. They meet and interview many people, and are more likely than either of the other two categories to consider an exceptional applicant for more than one possible opening within the organization.

A primary objective of the Human Screen is to *develop a strong group of candidates for Managers* (see category three) *to interview in person*. To do this, of course, they must fend off many applicants and callers—a daunting task, because the Human Screen or the department in which he or she works is often the only contact provided in employment advertisements.

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Among the most common reasons for removal from the Human Screen's "hot" list are: lack of formal or informal qualifications as outlined in the organization's job description; sudden changes in hiring priorities and personnel requirements; poor performance during the in-person interview itself; and inaction due to the Human Screen's uncertainty about your current status or contact information. That last reason is more common than you might imagine. Human Screens are constantly swamped with phone calls, resumes, and unannounced visits from hopeful applicants. Odds are that despite their best efforts, they sometimes lose track of qualified people.

Human Screens excel at separating the wheat from the chaff. Because they are exposed to a wide variety of candidates on a regular basis, they usually boast more face-to-face interviewing experience than members of the other two groups. Human Screens may be more likely to spot inconsistencies or outright lies on resumes, simply because they've seen so many over the years that they know when a candidate's credentials for a given position don't quite pass the "smell test."

And while interviews with Telephone Screeners or Managers may be rushed to accommodate hectic schedules, Human Screens are generally in a position to spend a comparatively long amount of time with a particularly qualified candidate.

However, these interviewers often do not have direct knowledge of the day-to-day requirements of the job to be filled. They have formal summaries, of course, but they often don't possess the same first-hand familiarity with the skills, temperament, and outlook necessary for success on the job. Typically one step away from the action, they're generally reliant on job postings and experience summaries (often composed by Managers).

If those formal outlines are imperfectly written, and if Human Screens receive no direct input from supervisors on the kinds of people they're looking for, you may be passed through the process even though you're not particularly qualified (or eliminated even though you are).

Not surprisingly, Human Screens often react with a puzzled took when asked by others to offer their "gut reaction" on the merits of a particular candidate. Because they're generally operating at a remove from the work itself, they often prefer quantifying their assessments of candidates in hard numbers: either the candidate *does* have three years, or she *doesn't*. Either she *has* been trained in computer design, or she *hasn't*. Of course, this analysis may overlook important interpersonal issues.

The Manager

This category describes supervisors who choose to (or are required to) fit in-person interviews into their busy working days. Typically, they are interviewing applicants they themselves will oversee; frequently, the interviews are the result of referrals from a Human Screen, or from colleagues and personal contacts.

The primary objective of the Manager is to *evaluate the skills and personal chemistry of the applicant on a first-hand basis*. These interviewers want to get to know everything they can about the people with whom they'll be working closely. (The Telephone Screener, by contrast, may well be an entrepreneur who delegates heavily and interacts only intermittently with new hires.)

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Common reasons for being dropped from the Manager's "hot" list include: lack of personal chemistry or rapport with the Manager; poor performance during the interview itself; and the Manager's assessment that you, although qualified and personable, would not fit in well with the team.

Often, these are the people with direct supervisory experience in the area in which the opening has arisen. A Manager who has worked with a number of previous employees who held the same position brings a unique perspective to the proceedings.

Such interviewers often have an excellent intuitive sense of who will (and won't) be likely to perform the job well and achieve a good "fit" with the rest of the work group. On the other hand, it sometimes comes as a surprise to applicants that excellent supervisors can be less than stellar interviewers, but a great many Managers lack any formal training in the art of interviewing.

Of the three categories, this is the group most likely to (mis)use the interview as an opportunity simply to "get to know" more about you—rather than to require specific answers to questions about your background, experience, outlook on work, and interpersonal skills.

Managers, like Telephone Screeners, are often pressed for time.

Think back to the last job interview (or series of interviews) you participated in. My guess is that you can quickly categorize one or all of the people you spoke with by means of the preceding categories. This is not to say, for example, that Managers *never* conduct telephone interviews before meeting with prospective employees. Indeed, the telephone interview is a valuable tool that almost all skilled interviewers eventually learn to use, as you'll see in the chapters that follow. But these three models do represent the dominant styles within most organizations.

Time to Get Up Close and Personal

There are a number of styles and guiding philosophies when it comes to person-to-person interviews. The overall purpose, of course, is to screen you out if you lack the aptitudes (and attitudes) the company is looking for.

Although experienced interviewers may use more than one strategy, it's essential to know which mode you're in at any given point—and what to do about it. Here's a summary of the methods and objectives of the most common approaches.

The Behavioral Interview

In this format, you stay in the realm of the known. Your conversations with the interviewer will focus almost exclusively on your past experience as he or she tries to learn more about how you have already behaved in a variety of on-the-job situations. Then he or she will attempt to use this information to extrapolate your future reactions on the job.

How did you handle yourself in some really tight spots? What kinds of on-the-job disasters have you survived? Did you do the right thing? What were the repercussions of your decisions?

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Be careful what you say. Every situation you faced was unique in its own way, so be sure to let the interviewer in on specific limitations you had to deal with. Did you lack adequate staff? Support from management? If you made the mistake of plunging in too quickly, say so and admit that you've learned to think things through. Explain what you'd do differently the next time around.

That said, my advice would be to steer away from the specifics of a particular situation and emphasize the personal strengths and expertise you'd feel comfortable bringing to any challenge you're likely to face.

The Team Interview

Today's organizational hierarchies are becoming flatter. That means that people at every level of a company are more likely to become involved in a variety of projects and tasks—including interviewing you for the job you're after.

How does this happen? That depends on the company. The team interview can range from a pleasant conversation to a torturous interrogation. Typically, you will meet with a group, or "team," of interviewers around a table in a conference room. They may be members of your prospective department or a cross section of employees from throughout the company. (A slightly less stressful variation is the "tag team" approach, in which a single questioner exits and is followed by a different questioner a few minutes (or questions) later.

The hiring manager or someone from human resources may chair an orderly session of question-and-answer—or turn the group loose to shoot questions at you like a firing squad. When it's all over, you'll have to survive the assessment of every member of the group.

Some hiring managers consult with the group after the interview for a "reading" on your performance. Others determine their decision using group consensus. The good news is that you don't have to worry that the subjective opinion of just one person will determine your shot at the job. Say one member of the group thinks you lacked confidence or came across as arrogant. Others in the group may disagree. The interviewer who leveled the criticism will have to defend his or her opinion to the satisfaction of the group—or be shot down.

A group of people is also more likely (but not guaranteed) to ask you a broader range of questions that may uncover and underline your skills and expertise. Just take your time—and treat every member of the team with the same respect and deference you would the hiring manager. And be diplomatic—policies and procedures that you are critical of may be embraced by your peers. Don't blow the interview by offending them.

The Stress Interview

Formal qualifications are important, but in some jobs, the emotional demands, sudden emergencies, and breakneck pace of work can be downright intimidating—not once in a while, but every day. Even a candidate who knows all the technical moves may wilt under the glare of an etiquette-challenged boss or crumble when inheriting a surrealistically compressed deadline.

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When you're interviewing for such a position—whether you're seeking a job as a stockbroker, an air traffic controller, or a prison guard—an interviewer may feel it's not enough to ascertain that you are capable of performing the job under the *best* conditions. He may well try to find out for sure how you will do under the very *worst* conditions. And that's where the stress interview comes in.

Anyone who's been through one of these never forgets it. The stress interview is designed to cut through the veneer of pleasantries to the heart of the matter and see what a candidate is really made of. A common enough question in this setting could sound gruff or rude, which is exactly how it's *supposed* to sound.

I was subjected to a stress interview before I'd ever heard of the technique—which is not the best way to prepare, believe me.

Some years ago, I applied for an editorial position at a major publishing company. I made it past the first hurdle, a screening interview conducted in the corporate office. Next, I was invited to come back to meet the director of personnel, Carrie. After greeting me pleasantly, Carrie led me back to her rather palatial office. We chatted for a few minutes as I settled in. Then everything changed. Suddenly, I was undergoing an interrogation—worthy of the secret police in a country on Amnesty International's Top Ten List.

Assuming that I had been given good reviews by the screening interviewer, I was shocked when Carrie began firing. First she questioned my credentials. Why, she wondered sarcastically, had I majored in liberal arts rather than in something "practical." She demanded to know what in the world made me think that I could edit a magazine (even though I had been doing it quite well for years).

Each successive question skittered in a dizzying new direction. If the first question was about my work experience, the next launched into my fitness routine, and the next, my favorite movie.

Carrie's questions did exactly what I later discovered they were intended to do—they made me feel confused, fearful, and hostile. I behaved badly, I admit. I answered most of her questions in monosyllables, avoiding her eyes.

Needless to say, I was not offered the job. But I did learn some valuable lessons from Carrie that day:

- **Never let them see you sweat.** In other words, no matter how stressful the situation, stay calm. Never take your eyes from the interviewer. When he or she finishes asking a question, take a few seconds to compose yourself and then, and only then, answer.

- **Recognize the situation for what it is.** It is nothing more than an artificial scenario designed to see how you react under pressure. The interviewer probably has nothing against you personally.

- **Don't become despondent.** It's easy to think that the interviewer has taken a strong dislike to you and that your chances for completing the interview process are nil. That's not the case. The stress interview is designed to see if you will become depressed, hostile, or flustered when the going gets tough.

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- **Watch your tone of voice.** It's easy to become sarcastic during a stress interview, especially if you don't realize what the interviewer is up to.

Lastly, you may well question seeking a job with a company that utilizes such techniques. If they think insulting and belittling you during the interview are effective tools, what's their management philosophy—bread, water, and torture?

The Situational Interview

"What would happen if everyone else called in sick and ...?"

There's nothing quite like the terror of the hypothetical question. Especially when it is a product of the interviewer's rich imagination. We'll talk more about these devils in Chapter 7. But for now, know that the hypothetical question should start a red light flashing in your mind. It's your signal that you are about to undergo an increasingly popular type of interview—the situational interview.

The premise is sound. Present the candidate with situations that might, hypothetically, occur on the job in order to gauge the degree to which he or she demonstrates the traits that will lead to success. It's hard, if not impossible, for you to prepare for these kinds of questions beforehand, which means you have to analyze an unfamiliar problem, on the spot, and develop a strategy to solve it, right then and there.

What most interviewers want to see is a combination of real-world experience, inspired creativity, and the willingness to acknowledge when more information or assistance is in order. (A good many interviewers pose hypothetical questions designed to smoke out people who find it difficult to reach out to other team members for help.) They are seeking someone who not only *can* do the work, but also *will* do the work—and contribute as an effective, motivated member of a team.

But what's good for them is often deadly for you. You will have to devote a great deal of thought to each of these questions. If you find yourself caught in this snare, stay calm and use the homework you have done on your personal inventory to untangle yourself.

The Hiring Interview

Your first interview with the person who will manage your prospective position is not likely to be a walk in the park. You may be stepping out of the range of the experience and interviewing talent of the human resources professional—into unknown territory.

And you could wander there for a while.

Why? Experienced interviewers are trained to stay in charge of the interview, not let it meander down some dead-end, nonproductive track. There is a predictability to the way they conduct interviews, even when they wield different techniques.

On the other hand, the hiring manager is sure to lack some or all of the screening interviewer's

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knowledge, experience, and skill—making him or her an unpredictable animal.

The vast majority of corporate managers don't know what it takes to hire the right candidate. Few of them have had formal training in conducting interviews of any kind. To make things worse, most managers feel slightly less comfortable conducting the interview than the nervous candidate sitting across the desk from them!

For example, a manager might decide you are not the right person for the job, without ever realizing that the questions he or she asked were so ambiguous, or so off the mark, that even the perfect candidate could not have returned the "right" answer. No one monitors the performance of the interviewer. And the candidate cannot be a mind reader. So more often than is necessary, otherwise perfectly qualified candidates walk out the door for good simply because the manager failed at the interview!

Foiling the Inept Interviewer

But that doesn't have to happen to you. You can—and should—be prepared to put your best foot forward, no matter what the manager who is interviewing you does or says. That begins with having the answers to 101 questions at the ready. But it doesn't stop there—the interviewer may not ask any of these questions.

What do you do then? In the chapters that follow, you'll see how you can give even the most dense of managers the feeling that you are the best person for the job.

Simply put, you're a step ahead of the game if you realize at the outset that managers who are interviewing to hire are after more than just facts about your skills and background. They are waiting for something more elusive to hit them, something they themselves may not be able to articulate. They want to feel that somehow you "fit" the organization or department.

Talk about a tough hurdle! But knowing what you're up against is half the battle. Rather than sit back passively and hope for the best, you can help the unskilled interviewer focus on how your unique skills can directly benefit—"fit"—the department or organization using a number of specific examples.

One word of caution: Don't come on so strong that you seem to be waging a campaign. You will come off as overzealous and self-serving. You'll lose. Just keep quietly and confidently underlining the facts (your expertise) and enthusiastically showing (discovering together with the interviewer) how well these "puzzle pieces" seem to fit the job at hand.

In the next chapter—and for the rest of the book—we will explore the hundreds of potential questions you face ... and the answers that will help you get the job you want.

How to "ace" any interview

• **Relax! Think of it as an adventure.** As opposed to a tribunal, that is. Try to enjoy yourself. Imagine that the interviewer is a sports star, famous author, or movie celebrity you've always admired. (Try

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to overlook the middle-aged paunch or glaring bald spot.) You'll still be nervous, but you'll be able to focus more on the job and the company. Believe me, that will do wonders to cultivate the interviewer's interest in you.

I'm reminded of a friend who was considering attending law school. Even though he hadn't yet made up his mind, he took the LSAT entrance examination—and scored pretty badly. Undaunted, he immediately signed up to take the exam again. But by the time the next test date rolled around, another career option had his attention.

Even so, he went ahead and took the LSAT again—for the experience (and besides, he'd already paid the fee). This time he doubled his score! He wasn't any more prepared, but his attitude was different. Because he felt very little pressure to ace the test, he relaxed—and performed at his peak.

- **Keep smiling.** No matter what. Don't wear a fake grin that will wear down to a grimace. Just maintain a pleasant, relaxed smile that is, hopefully, a by-product of your involvement in an interesting conversation. Put yourself in the interviewer's place. Who wouldn't want to work with such an agreeable person?

- **Be enthusiastic.** About the position, your accomplishments, and what you know about the company.

- **Be honest.** Don't gush—if you're not genuinely enthusiastic, you'll come across as a phony.

- **Make lots of eye contact.** Have you ever known someone who wouldn't look you in the eye? After a while, you probably started to wonder what that person had to hide. You don't want your interviewer wondering anything of the sort. So meet his or her eyes while you're shaking hands and then frequently throughout the interview. Don't stare so that you appear glassy-eyed. Unrelenting eye contact is just as bad as none at all.

- **Remain positive.** In other words, steer away from negative words as much as possible. As we'll see when we discuss questions about your previous jobs, you must learn to put a positive spin on everything, especially loaded issues, such as your reason for leaving a job, troubled relations with your superiors, and so on.

  Here's a good exercise: Tape-record your answers to some of the questions in this book—and then write them down. How many negatives do you find "hidden" in your speech? Scratch them out and replace them with positive words and phrases. Then memorize each new answer.

- **Don't let an unskilled interviewer trip you up.** Make sure the confidence and preparation you've worked so hard for come shining through—especially when a manager throws you a curve. If need be, your advance preparation should give you the power to take control of the interview, allowing you to emphasize the many ways in which you will benefit the prospective employer.

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Chapter Three —You're Not Facing Letterman

Bob thinks he's a pretty good interviewer. He has a list of 15 questions he asks every candidate—same questions, same order, every time. He takes notes on their answers, asks an occasional follow-up question. He gives them a chance to ask questions. He's friendly, humorous, and excited about working at Netcorp.com. As he tells every candidate ... in detail ... for *hours*. Then he wonders why only a small fraction of his hires pan out.

I've never really understood the interviewer who thinks telling the story of his or her life is pertinent. Why do some interviewers do it? Part nervousness, part inexperience, but mostly because they have the mistaken notion they have to sell *you* on the company, rather than the other way around. There *are* occasions when this *may* be necessary—periods of low unemployment, a glut of particular jobs and a dearth of qualified candidates, a candidate who's so desirable the interviewer feels, perhaps correctly, that he or she has to outsell and outbid the competition.

Under most circumstances, as I instruct novice interviewers in *Ask the Right Questions, Hire the Right People* (this book from the other side of the desk), *you* should be expected to carry the conversational load, white the interviewer sits back and decides if he or she is ready to buy what you're selling.

Is it to your benefit to find yourself seated before Mr. Monologue? You might think so. After all, while he's waxing poetic about the new cafeteria, you don't have to worry about inserting your other foot in your mouth. No explaining that last firing or how come you've had four jobs in three months. Nope, just sit back, relax, and try to stay awake.

But I don't believe Mr. M. is doing you any favors. Someone who monopolizes the conversation doesn't give you the opportunity *you* need to "strut your stuff." You may want to avoid leaving a bad impression, but I doubt you want to leave *no* impression at all. As long as you follow the advice in this book and, especially, this chapter, you should welcome the savvy interviewer who asks the open-ended, probing questions *he* needs to identify the right person for the job—the same questions *you* need to convince him it's *you*.

Once Upon A Time ...

Q: So, tell me a little about yourself.

There it is. The granddaddy of all interview questions. And one that still—unbelievably—makes some of you stumble.

It's really more of a request than a question, but it can put you on the spot like no question can. And if you're unprepared for such an open-ended prelude to the series of standard questions about your skills, background, and aspirations you've been expecting, it can stop you dead and earn you an immediate one-way ticket out of the interview.

Why is this question a favorite of so many interviewers? Many consider it a nice icebreaker, giving them a chance to gauge initial chemistry, get a little insight into the cipher sitting before them (that

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would be you), and force *you* to do all the talking, for at least a couple of minutes!

Should this time-tested question catch you unprepared? Certainly not. I guarantee that this will be one of the first three questions asked, often the very first one! So what happens if you do hem and haw your way through a disjointed, free-associating discourse that starts somewhere in Mrs. Mahamita's kindergarten class and, 10 minutes later, is just getting into the details of those 12th grade cheerleader tryouts? You may well tie the record for the shortest interview of the week.

Is the interviewer seeking specific clues (key words, body language)? Or, as I have secretly suspected of many an unseasoned interviewer, is she simply looking for the easiest way to get the ball rolling?

It shouldn't matter to you. If you are prepared, you know this can be your golden opportunity to get the ball rolling by demonstrating four of the traits every interviewer is desperately searching for: intelligence, enthusiasm, confidence, and dependability.

So dig out the personal inventory you completed in Chapter 1 (I told you it would be an important prerequisite for making good use of this book) and study the items you listed under these headings:

• My strongest skills.
• My greatest areas of knowledge.
• My greatest personality strengths.
• The things I do best.
• My key accomplishments.

What do they want to hear?

From this information, you will now construct a well-thought-out, logically sequenced summary of your experience, skills, talents, and schooling. A plus? If this brief introduction clearly and succinctly ties your experience into the requirements of the position. But be sure to keep it tightly focused—about 250 to 350 words, chock-full of specifics. It should take you no more than two minutes to recite an answer that includes the following information:

• Brief introduction.
• Key accomplishments.
• Key strengths demonstrated by these accomplishments.
• Importance of these strengths and accomplishments to the prospective employer.
• Where and how you see yourself developing in the position for which you're applying (tempered with the right amount of self-deprecating humor and modesty).

Again, we're not talking *War and Peace* here. Two-hundred-fifty to 350 words is about right (taking from 90 to 120 seconds to recite).

Green light

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Here's how Barb, a recent college graduate applying for an entry-level sales position, answered this question:

> *"I've always been able to get along with different types of people. I think it's because I'm a good talker and an even better listener.* [Modestly introduces herself, while immediately laying claim to the most important skills a good salesperson should have.]
>
> *"During my senior year in high school, when I began thinking seriously about which careers I'd be best suited for, sales came to mind almost immediately. In high school and during my summer breaks from college, I worked various part-time jobs at retail outlets.* [Demonstrates industriousness and at least some related experience.] *Unlike most of my friends, I actually liked dealing with the public.* [Conveys enthusiasm for selling.]
>
> *"However, I also realized that retail had its limitations, so I went on to read about other types of sales positions. I was particularly fascinated by what is usually described as consultative selling. I like the idea of going to a client you have really done your homework on and showing him how your products can help him solve one of his nagging problems, and then following through on that.* [Shows interest and enthusiasm for the job.]
>
> *"After I wrote a term paper on consultative selling in my senior year of college, I started looking for companies at which I could learn and refine the skills shared by people who are working as account executives.* [Shows initiative both in researching the area of consultative selling to write a term paper and in then researching prospective companies.]
>
> *"That led me to your company, Mr. Sheldon. I find the prospect of working with companies to increase the energy efficiency of their installations exciting. I've also learned some things about your sales training programs. They sound like they're on the cutting edge.* [Gives evidence that she is an enthusiastic self-starter.]
>
> *"I guess the only thing I find a little daunting about the prospect of working at Co-generation, Inc., is selling that highly technical equipment without a degree in engineering. By the way, what sort of support does your technical staff lend to the sales effort?"* [Demonstrates that she is willing to learn what she doesn't know and closes by deferring to the interviewer's authority. By asking a question the interviewer must answer, Barb has also given herself a little breather. Now the conversational ball sits squarely in the interviewer's court.]

Based on the apparent sincerity and detail of her answers, it's not a bad little "speech" of a mere 253 words, is it?

Following is another good example from a more experienced interviewee. With nearly a decade of experience in his field, Ken is applying for his dream job as a district general manager for a firm that provides maintenance services to commercial and residential properties.

Going in to the interview, he knows he has a couple of strikes against him. First of all, he's already held four jobs, so he's moved around a bit. And he doesn't yet have the management experience

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required by the job—virtually the equivalent of running a business with revenues of $7 million a year.

But because he has anticipated what might otherwise have been a devastating first interview question—"Tell me something that will help me get a better feel for you than what I get here on the resume" (a slightly aggressive variation on "Tell me about yourself")—Ken is prepared with this winning counterpunch:

> *"I'm a hard worker who loves this business. I've been an asset to the employers I've had, and my experience would make me an even greater asset to you.*
>
> *"I think these are the most exciting times that I've ever seen in this business. Sure, there's so much more competition now, and it's harder than ever to get really good help. But all the indications are that more and more companies will outsource their maintenance needs and that more two-income households will require the services that we provide.*
>
> *"How do we get a bigger share of this business? How do we recruit and train the best personnel? Because they are, after all, the secret of our success. Those are the key challenges managers face in this industry.*
>
> *"I can help your company meet those challenges. While resumes don't tell the whole story, mine demonstrates that:*
>
> *"I'm a hard worker. I've had promotions at every company I've worked for.*
>
> *"I would bring a good perspective to the position because I've been a doer, as well as a supervisor. The people who have worked for me have always respected my judgment, because they know I have a very good understanding of what they do.*
>
> *"And I have a terrific business sense. I'm great at controlling expenses. I deploy staff efficiently. I'm fair. And I have a knack for getting along with customers.*
>
> *"I've always admired your company. I must admit I have adopted some of CleanShine's methods and applied them in the companies I've worked for.*
>
> *"I see now that you're branching into lawn care. I worked for a landscaping business during my high school summers. How is that business going?"*

In a mere 278 words, this successful candidate managed to:

- *Focus the interviewer only on the positive aspects of his resume*. Sure, he has changed jobs. But after this answer, the interviewer is likely to think, "Gee, look at all he's managed to accomplish everywhere he's gone."

- *Steer the interview in the direction* he *wants it to go*. He demonstrated leadership abilities, experience, and a good understanding of the market.

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• *Introduce just the right amount of humility*. While taking every opportunity to turn the spotlight on his many accomplishments and professional strengths, Ken portrayed himself as a roll-up-the-sleeves type of manager who will be equally at ease with blue-collar workers and the "suits" back at headquarters.

• *Turn things back over to the interviewer with a very informed question.*

Although both Ken and Barb rehearsed their speeches, neither memorized them word for word. It's important to remember that the interviewer is not asking you to present a perfect essay, just to talk—person to person. Ken also sprinkled in a little industry jargon here and there, which was entirely appropriate.

Red light

1. *Lack of eye contact*. The interviewer is asking this question to find a little "chemistry," so give her the reaction she's looking for.

2. *Lack of strong, positive phrases and words*. It's the first question and, therefore, your first chance to get off on the right foot. Employ words that convey enthusiasm, responsibility, dedication, and success. If the very first answer is uninspired (especially an answer we all assume has been prepared and even rehearsed), I have almost never seen the interview improve very much. Many interviewers will simply cut their losses and move on to a more promising candidate.

3. *General, meandering response that fails to cite/high-light specific accomplishments*. It's a plus if you have been savvy enough to "edit" what we all know is a well-rehearsed set speech to ensure that it's relevant to the job at hand. Many interviewers *will* consider it a minus if all they've heard is a bunch of generalities with little or no actual specifics to back them up.

4. *No relevance to job or company*. Some candidates believe this question is an invitation to discourse on their hobbies, interests, beliefs, and other personal topics. Some interviewers may give you the initial benefit of the doubt, but most will quickly probe for some job-related specifics.

5. *Lack of enthusiasm*. If you don't seem excited about interviewing for the job, most interviewers will not assume you'll suddenly "get religion" once you're hired.

6. *Nervousness*. Some people are naturally nervous in the artificial and intimidating atmosphere of an interview, and most experienced interviewers won't consider this an automatic reason to have their secretary buzz them about that "emergency conference." But they'll wonder what may be lurking—a firing, a sexual harassment suit, *some*thing that isn't going to make their day.

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7. *Someone who asks a clarifying question,* such as "What exactly do you want to know?" or "Which particular areas would you like me to talk about?" As I said earlier, I find it hard to believe anyone interviewing for anything has not anticipated that this question will be asked. What do you *think* the interviewer wants to know? Your opinion about Michael Jordan's retirement? She wants to know about your experience, skills, talents, and education, so answer the question, articulately and succinctly, and get ready for what comes next.

Variations

• *What makes you special?*

• *What five adjectives describe you best?*

• *Rate yourself on a scale of one to 10.*

• *How would you describe your character?*

Despite the nuances, you should merely edit your "set piece" to respond to each of the above questions in essentially the same way. So although the first and fourth questions appear to be more targeted, all four questions are really looking for the same information.

• *Why should I consider you a strong candidate for this position?*

• *What's better about you than the other candidates I'm interviewing?*

• *What can you do for us that someone else can't?*

These are more aggressive questions, the tone of each a bit more forceful. An interviewer using one of these variations is clearly attempting to make you fully aware that you're on the

Getting ready for the "killer question"

• **Complete your personal inventory.** If you bypassed the work in Chapter 1, go back and do it now, before we move on.

• **Distill your personal inventory into a compelling opening.** Use specifics to make this a short-and-sweet verbal picture of you, in which you frame yourself as an enthusiastic and competent professional—the ideal candidate for the job.

• **Don't memorize it word for word.** You want to sound fresh—not like you're reading from a set of internal cue cards. So know the content. Record yourself speaking it until it sounds sincere but spontaneous.

• **Include strong, positive phrases and words.** You want to convey enthusiasm and confidence as

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well as knowledge and experience. What you don't know, you're eager to learn.

- **Use it to set the course of the interview.** Anticipate that the "killer" will surface early in the interview, so be prepared to use it as an opportunity to steer the interview in the direction *you* want it to take. Fine-tune your response to give a positive slant to any potential negatives, such as apparent job-hopping and tack of related experience.

- **End with the ball in the interviewer's court.** By ending with a question, you get a much-deserved breather and, once again, demonstrate your involvement and enthusiasm. hot seat. This may be a matter of his particular style, the introduction to his own brand of stress interview, or just a way to save time by seeing how you respond to pressure right from the get-go.

In one respect, I think phrasing the first question this way *helps* you: He has virtually required that your answer match specific strengths, accomplishments, skills, etc., to job requirements he's already enumerated (in an ad, through personnel, or whatever). You've gotten a bit more "direction" than a simple question like "Tell me about yourself" gives you.

You've also been given a golden opportunity to display the extent of your pre-interview research. And if you haven't *done* any, you may well find yourself in a sea of hot water. The interviewer has set you up, trying to separate the "misqualified" by using a single question. You, for example, may emphasize your ability to meet deadlines and cite specific instances, which clearly shows you worked virtually alone in your last position. In the position for which you're interviewing, the successful candidate may have to coddle and cajole a wide variety of managers in several offices across the country to get input for the documents he is then supposed to produce—and then he will have to follow through by getting each one to sign off on the finished product. Although "tenacity" and "meeting deadlines" may come trippingly off your tongue, the interviewer is seeking a very different—highly diplomatic, team player, etc. —individual. (And, again, that would now *not* be you.)

Tell Me More, Tell Me More

Q: What are your strengths as an employee?

What do they want to hear?

To prepare for this question (as well as the variations just mentioned), pull out those Data Input Sheets you labored over in Chapter 1 and write down the description of the position for which you're interviewing. This will help you clarify each specific job requirement in your mind. Now, match your strengths and accomplishments directly to the requirements of the job.

Say that you have a singular skill for meeting even the most unreasonable deadlines. You are tenacious. Nothing can stop you. If "meeting deadlines" is a key job requirement, be sure to cite two or three pertinent examples from your experience. The more outrageous the deadline and herculean your efforts, the more important it is to bring to the interviewer's attention—at least twice.

Are there any gaps in your qualifications? Probably a few—especially if you're reaching for the challenge at the next level of your career. So now it's time to dig in and deal with the hard questions

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that you know will follow right on the tail of the ones above.

Q: How would your best friend (college roommate, favorite professor, favorite boss, mother, family, etc.) describe you?

What do they want to hear?

Personally, I would start with the "best friend" variation if I were interviewing someone. Supposedly, that's who should know you best. So if you presented me with a half-baked picture of yourself, I'd shorten the interview—by about seven-eighths of an hour. Another approach some interviewers prefer is to ask you to describe you best friend and how you differ from one another. This is based on the untested but reasonable theory that if they're your "best" friend, you probably have quite a lot in common. Because you are supposedly describing your best friend, not yourself, some interviewers believe you may inadvertently reveal character insights (read: flaws) you would otherwise like to conceal. So, take pains to describe a person the interviewer would find easy to hire.

All of the other variations on this question may be used by experienced interviewers to hone in on specific times (college, high school, last job) or just to get a fuller picture of you—what your mother or father would say, for example, may give the interviewer a clear illustration of the kind of environment in which you were raised.

Back to the Future

Q: What do you want to be doing five years from now?

What do they want to hear?

Are the company's goals and yours compatible? Are you looking for fast or steady growth in a position the interviewer knows is a virtual dead end? Are you requesting more money than he can ever pay? How have your goals and motivations changed as you have matured and gained work experience? If you've recently become a manager, how has that change affected your future career outlook? If you've realized you need to acquire or hone a particular skill, how and when are you planning to do so?

Green light

Naturally, you want a position of responsibility in your field. But you don't want to give the impression that you're a piranha waiting to feed on the guppies in your new department. So, start humbly:

> *"Well, ultimately that will depend on my performance on the job, and on the growth and opportunities offered by my employer."*

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Then toot your own horn a bit:

> *"I've already demonstrated leadership characteristics in all of the jobs I've held, so I'm very confident that I will take on progressively greater management responsibilities in the future. That suits me fine. I enjoy building a team, developing its goals, and then working to accomplish them. It's very rewarding."*

In other words, you want "more"—more responsibility, more people reporting to you, more turf, even more money. A general answer (as above) is okay, but don't be surprised when an interviewer asks the obvious follow-up questions (using the answer to the above question as a guide): "Tell me about the last team you led"; "Tell me about the last project your team undertook"; "What was the most satisfying position you've held, and why?"; "If I told you our growth was phenomenal and you could go as far as your abilities would take you, where would that be, and how quickly?"

Red light

If you answer "your job." Hasn't *everyone* tired of that trite response by now?

If you refuse to offer more than a "general" answer—that is, no real specific goals—no matter how much the interviewer probes for more. Your inability or unwillingness to cite specific, positive goals may give the impression, warranted or not, that you have not taken the time to really think about your future, which makes it impossible for the interviewer to assess whether there's a "fit" between his goals and yours.

If you insist you want to be in the same job for which you're applying (unless it is a dead-end job and the interviewer would be pleased as punch if someone actually stayed longer than three weeks, unlike the last 14 people to hold the position!).

Any answer that reveals unrealistic expectations. A savvy candidate should have some idea of the time it takes to climb the career ladder in a particular industry or even in a company. Someone hoping to go from receptionist to CEO in two years will, of course, scare off most interviewers, but *any* expectations that are far too ambitious could give them pause. If a law school grad, for example, seeks to make partner in four years—when the average for all firms is seven and, for this one, 10—it will make even novice interviewers question the extent and effectiveness of your pre-interview research.

There's nothing wrong with being ambitious and confident beyond all bounds, but a savvy interviewee should temper such boundless expectations during the interview, knowing full well that some candidates do "break the rules" successfully, but most interviewers get a little nervous around people with completely unbridled ambition!

If you have made an interviewer worry that her company couldn't possibly deliver on the promises you seem to want to hear, you can expect a follow-up question: "How soon after you're hired do you think you can contribute to our success?" Even someone with a tremendous amount of pertinent

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experience knows full well that each company has its own particular ways of doing things and that the learning curve may be days, weeks, or months, depending on circumstances. So any candidate—but especially an overly ambitious young person—who blithely assures an interviewer they'll be productive from day one is cause for concern. The interviewer is really trying to assess, in the case of an inexperienced person, how "trainable" you are, and you've just told him you think you already know it all! Not a good start.

For some reason, some applicants fail to remember that this is an interview, not a conversation in a bar or with friends. As a result, they rattle off some remarkable responses that can only be deemed "fantasies"—to be retired, own their own business, etc.—though why they would think this is an answer pertinent to their job search is beyond me. I would seriously discourage ever answering this question in such a manner.

Variations

• *What are your most important long-term goals?*

• *Have you recently established any new objectives or goals?*

These questions provide you with an opportunity to demonstrate how your goals and motivations have changed as you've matured and gained valuable work experience. If you've recently become a manager, talk about how that experience has affected your career outlook for the future. If you've realized that you must sharpen a particular skill to continue growing, tell the interviewer what you're doing about it.

Und, zo, Dr. Freud

Q: If you could change one thing about your personality just by snapping your fingers, what would it be and why?

What do they want to hear?

A savvy candidate will take a trait previously (or now) identified as a weakness (but, if you're really savvy, not a weakness that would ever get in the way of work) and put together a brief answer that indicates awareness and motivation:

> *"Boy, I had a hard time with procrastination in college. But I licked it because burning the midnight oil all through exam week every semester was driving me nuts.*
>
> *"I have to confess, I still have the urge to procrastinate. [You might smile disingenuously here.] I wish that I never felt like putting things off, because I know what will happen if I do."*

Red light

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Identifying a weakness that is job-related or, worse, essential to the job at hand (for example, the inability to work with others when the job at hand is highly team-based).

Citing a weakness that is so basic or stupid that the interviewer has to wonder if that's the *biggest* thing (she *did* say *one* thing) you could change.

Variations

• *Tell me about the one thing in your life you're proudest of.*

• *Tell me about the worst decision you ever made.*

The former puts you on comfortable turf—a positive question you can answer positively. The latter forces you to turn a negative question into a positive answer, and, because any negative question invites the unwary to descend into a sea of recriminations ("Working for that last jerk, let me tell you!"), it is a potential quagmire.

In both cases, the interviewer is inviting conversation but not as "one way" and open-ended as in earlier questions. These might well be follow-up questions if "Tell me about yourself" or something similar didn't "open everything up" as much as the interviewer hoped it would. You should, therefore, take them as a sign that you've yet to tell the interviewer what he wants to hear.

Dictator or Pushover?

Q: Describe your management philosophy.

What do they want to hear?

Most companies want someone who can demonstrate a desire and ability to delegate, teach, and distribute work—and credit—fairly (unless, of course, the interviewer is an autocratic bastard seeking a mirror image). In general, you probably want to come across as neither a dictator nor a pushover. A successful candidate should convey that he or she has the ability to succeed should opportunity present itself. But they should avoid giving the impression that they're fire-breathing workaholics ready to succeed no matter what (or whom) the cost.

Green light

"More than anything else, I think that management is getting things done through other people. The manager's job is to provide the resources and environment in which people can work effectively. I try to do this by creating teams, judging people solely on the basis of their performance, distributing work fairly, and empowering workers, to the extent possible, to make their own decisions. I've found that this breeds loyalty and inspires hard work."

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Red light

One of these wishy-washy answers I've actually heard during interviews:

"I try to get people to like me, and then they really work hard for me."

"I guess you could say I'm a real people-person."

Let's Ask Mr. Webster

Q: What does "success" mean to you?

What do they want to hear?

You should offer a balanced answer to this question, citing personal as well as professional examples. If your successes are exclusively job-related, an interviewer may wonder if you actually have a life. However, if you blather on about your personal goals and accomplishments, you may seem uncommitted to striving for success on the job.

Green light

Strike a balance and talk about success in terms such as these:

"I have always enjoyed supervising a design team. In fact, I've discovered that I'm better at working with other designers than designing everything myself. Unlike a lot of the people in my field, I'm also able to relate to the requirements of the manufacturing department.

"So, I guess I'd say success means working with others to come up with efficient designs that can be up on the assembly line quickly. Of course, the financial rewards of managing a department give me the means to travel during my vacations. That's the thing I love most in my personal life."

Red light

If the interviewer identifies any of the following problems from your answer, you're already on thin ice and better get back to shore:

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• Incompatibility of his/her goals and yours.

• Lack of focus in your answer.

• Too general an answer, with no examples of what success has already been achieved.

• Too many personal examples.

• Too many job-oriented examples.

Q: What does "failure" mean to you?

What do they want to hear?

A specific example to demonstrate what *you* mean by "failure," *not* a lengthy philosophical discussion more suited to a Bergman film than an interview. This question offers an experienced interviewer the opportunity to delve into mistakes and bad decisions, not a happy topic as far as you're concerned. He is looking for honesty, a clear analysis of what went wrong, a willingness to admit responsibility (with a small plus if it's obvious you're taking responsibility for some aspects that weren't your fault), and the determination to change what caused it (or examples to show how it's already been transformed).

Green light

"Failure is not getting the job done when I have the means to do so. For example, once I was faced with a huge project. I should have realized at the outset that I didn't have the time. I must have been thinking there were 48 hours in a day! I also didn't have the knowledge I needed to do it correctly. Instead of asking some of the other people in my department for help, I blundered through. That won't ever happen to me again if I can help it!"

Red light

A wishy-washy, nonspecific answer that forces the interviewer to ask more and more follow-up questions to get some sort of handle on what makes you tick.

Always remember why the interviewer is asking you such open-ended questions: to get you talking, hopefully so you reveal more than you would have if he or she had asked a more pointed question. So answer such questions—clearly, succinctly, and specifically—but avoid any temptation to "confess" your many sins.

Tips for convincing the interviewer you're a good catch

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- **Do your homework.** Find out as much as you can about the company and how the position for which you're interviewing contributes to its goals.

- **Demonstrate experience—and exude confidence.** Give the interviewer strong answers using concrete examples that are relevant to the position you are after.

- **Be humble.** Convey the impression that you have the ability to succeed, should opportunities present themselves. But avoid giving the impression that you're a fire-breathing workaholic ready to succeed no matter what (or whom) the cost.

- **Appear firm, but not dictatorial.** When you talk about your management philosophy, let the interviewer know that you are able to delegate and still keep track of each person's progress.

- **Talk about growth.** Tell the interviewer how you've grown in each of the jobs you've held and how your career goals have changed as a result.

- **Admit to your failures.** Concentrate on what you learned from past failures, using examples that show how you've changed as a result of them.

- **Showcase your successes.** Make sure to position yourself as a professional with a satisfying personal life.

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Chapter Four —Why'd You Major in Astrophysics and Minor in Theater

It's still true. The more work experience you have, the less anyone will care about what you did in college, even if you attended Podunk rather than Princeton. As important as particular courses and extracurricular leadership positions may have been a decade ago, no amount of educational success can take the place of solid, real-world, on-the-job experience.

But if your diploma is so fresh the ink could stain your fingers and your only (summer) job was intimately involved with salad ingredients, then the questions in this chapter are directed to you, the relatively inexperienced candidate facing that age-old Catch-22: You need experience to get the job, but how can you get experience if you can't get a job?

So it's back to "Creative Thinking 101." On your resume and in your interviews, you'll attempt to "upgrade" your experience, no matter how little or minor, while avoiding the temptation to blatantly transform a summer job at the local hot dog stand or on the beach into what sounds like a divisional vice presidency.

How are you going to accomplish this? By concentrating on what the interviewer wants to hear and making sure you give it to him or her. You want to portray yourself as a well-rounded person who, in addition to getting decent grades, demonstrated desirable traits—leadership, team-building, writing, communicating—either through extracurricular activities, internships, and/or part-time work experience. If you weren't a member of many official school clubs or teams, talk about other activities you engaged in during college. Did you work part-time? Tutor other students? Work for extra course credit?

Don't list just a major and minor on your resume; include pertinent courses, too. And a truly savvy candidate will ensure that each resume is custom-produced so the particular courses mesh as closely as possible with the requirements of the job.

What you've been doing—*whatever* you have been doing—should demonstrate a pattern that bears at least some passing relation to the job at hand. What you did during your summers, unless it was a pertinent internship or part-time job, is virtually irrelevant. You *chose* a major, courses, activities—most interviewers will want to know the reasons why you made *those particular choices*. That will reveal to them where your "real" interests lie ... no matter what perfect "objective" you've branded onto your resume.

Let's Go Clubbing

Q: What extracurricular activities were you involved in?

What do they want to hear?

Most interviewers are seeking a candidate who can illustrate industriousness, not just someone who

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did enough to eke by. They're expecting enthusiasm, confidence, energy, dependability, honesty. A problem solver. A team player. Someone who's willing to work hard to achieve difficult but worthy goals.

Green light

Activities that bear some relationship to the job/industry (for example, a college newspaper editor applying for a job in newspaper, book, or magazine publishing).

Activities that show a healthy balance. You are probably a top candidate for a wide variety of jobs if you participated in one or more sports *and* a cultural club (chess, theater, etc.) *and* a political club *and* you worked part-time, as opposed to someone whose sole focus was on a sport or cause, no matter how illustrious their athletic or other achievements.

If you're able to demonstrate the ability to manage multiple priorities (let's not forget course-work and maybe a part-time job here) and good time-management skills. Here's a good answer:

> *"I wish I'd had more time to write for the school paper. Whenever I wasn't studying, I pretty much had to work to pay for college. But I learned a number of things from the jobs I held that most people learn only after they've been in their careers for a while—such as how to work with other people and how to manage my time effectively."*

Red light

If you've spent an inordinate amount of time doing things outside of class but your GPA (Grade Point Average) indicates you spent too little time concentrating *in* class. (Anything below a B average should lead you to expect a whole series of follow-up questions, forcing you to explain "why.")

If you have seemingly tried every activity at least once and have demonstrated no clear direction, most interviewers will not assume you'll suddenly change on the job.

Never think a joke is a good answer: "Well, Mr. Johns, I didn't do much more than drink beer on weekends." I'm probably more appreciative of good jokes than the next guy, but an interview is simply the wrong place and the wrong time to play "knock, knock." Even if you're funny, most interviewers will probably question the common sense of anyone who thinks sitting across from their desk applying for a job is a good time and place to test a new stand-up routine.

Variations

• What made you choose those activities?

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• Which ones did you most enjoy? Why?

• Which ones did you least enjoy? Why?

• Which ones do you regret not choosing? Why?

The interviewer posing questions like these is just trying to get a handle on how you think, how you make choices and decisions, and how flexible or inflexible you seem to be in those choices.

What were You Thinking?!?

Q: Why did you choose your major? Why did you choose your minor? Which courses did you like most? Least?

What do they want to hear?

Some interviewers may substitute this series of questions for the ubiquitous "So, tell me about yourself"—your college experience is probably a good measure of "yourself."

If you were a liberal arts major, talk about the skills you developed in some of your courses: writing ability, researching and analytical skills, debating, language and communication skills. Assuming that you took courses related to the job at hand, focus only on those that are career-oriented.

Don't feel handicapped if you majored in something non-technical or non-professional. Most interviewers, even those offering fairly technical jobs, expect to spend an inordinate amount of their time cajoling an endless line of History, English, and French Lit majors to explain how their college education prepared them for a sales/marketing/management/executive position.

What was your thought process? Did you choose a major because it was the easiest? Because it had specific relevance to other interests (as demonstrated by consistent volunteer/work/ activities)? Because you analyzed the job market and took courses to prepare for a particular career/industry? Just because it was there?

What other majors or minors did you consider? And why did you choose one and reject the others?

If you are being interviewed for a highly technical job—engineering, science, programming, etc.—the interviewer should reasonably expect that you majored in engineering, chemistry, or computer science, and that your major and even minor coursework is pertinent (with the exception of someone like my friend Andy, who majored in Astrophysics at MIT ... and minored in Theater). It will probably be a plus if you demonstrated a particular interest in chemistry or computers or mechanical engineering while still in high school.

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Green light

Talk about the skills you developed, especially in courses you didn't necessarily like or want to take. I *like* to hear that a candidate did well in a course she really didn't care for. I seem to spend an inordinate amount of time doing things *I* don't care for, but I still must do them to the best of my ability. When I interview people, I guarantee you I'm seeking someone with the same attitude.

When talking about particular courses, develop answers that focus on the subject, *not* the workload or the professor's personality. Talking about past troubles with an authority figure will introduce a possible negative into your current candidacy. And complaining about too much work is not the best way to impress any prospective boss.

Interviewers don't take kindly to freshly minted graduates who expect to start at a salary higher than their own. So acknowledge that you are well aware that despite your *summa cum laude* credentials, you probably have less job-related knowledge than the senior person in the mailroom. Humility is an attractive trait at times, especially when it's well-deserved: "I know this position has its share of unpleasant duties, but I'm sure everyone who's had this job before me has learned a lot by doing them."

Red light

Blaming a professor, even tangentially, for a bad grade or experience will give many interviewers pause—do you have problems with authority figures?

Complaining about the workload of a course, semester, or year. Interviewers are seeking industriousness, not laziness.

There are interviewers out there—and I'm one of them—who go out of their way to describe in excruciating detail the worst or most mind-numbingly boring aspects of the job. A successful candidate shouldn't be footed into expressing *any* negative reaction (even a raised eyebrow when "garbage detail" is being discussed!).

Variations

• *Why did you change majors? Change minors? Drop that course? Add that course?*

What do they want to hear?

Again, what was the thought process? The change may well be considered a positive—if you explain and justify it well—unless, of course, it clearly was to eliminate a difficult major for an easier one, a

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stratagem to take more classes with a girlfriend, or something equally superfluous.

If you have changed majors, even more than once, you must be ready to admit that you simply didn't have all the answers when you were 19. (Don't worry, neither did the interviewer.) I suspect many interviewers would find such candor refreshing and realistic. After all, how many high school seniors know that eventually they will (or want to) become accountants, or hospital administrators, or loading dock foremen, or, for that matter, interviewers for human resources? But you should be prepared to show how your other studies contributed to making you the best candidate for the job.

Q: Why are you applying for a job in a field other than your major?

What do they want to hear?

Life doesn't always turn out according to our plans. Especially when you're young, changes in direction are common. Changes are hard enough to live through without getting grilled about them. But when the interviewer asks about one of your 180-degree turns, you've got to respond.

If you're applying for a retail management position and your degree is in geology, there's a good chance that you'll be asked this question. But count on it—it's not the first time this employer has encountered someone like you. In today's job market, changing careers is common, and there's nothing unique about going into a field other than the one you majored in.

So what do you do? You know you've piqued the employer's interest enough to get an interview, right? So relax and answer the question. Keep it brief and positive: You've reexamined your career goals. You enjoy customer contact, the competitive nature of sales, and the varied management responsibilities required in retail, and you've decided it's the career you want to pursue. And, oh yeah (perhaps with a sheepish grin), there are only 42 new jobs in geology this year—and you didn't get any of them!

Then it may be a good idea to pause and ask, "Have I answered your question?" Give the interviewer an opportunity to express concerns about your qualifications. If he or she does have a concern, be prepared to explain how the skills required in your degree field transfer to the field in which you're seeking employment. You can use the same strategy with your prior work experience. Are there particular things a geologist must learn that directly translate into retail management? Particular skills? I don't know, but *you* certainly better be ready to talk about them.

Just because many students who major in more esoteric areas are, by definition, ill-prepared for some specific jobs, and because many people now change jobs, careers, and even industries more and more, does *not* mean that many interviewers will not make you sell them on how your learning will benefit *them*.

Q: If you were starting college tomorrow, what courses would you take?

What do they want to hear?

Be prepared to detail changes you would have made in your course selections that would have made

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you a better candidate for this job. Should you have taken more marketing courses, an accounting course, a statistics seminar? At the same time, don't be afraid to admit that it took you a little while to find the right course of study.

A bit of candor is fine, but avoid offering a dissertation involving a wholesale change of major, minor, and hair color.

Green light

Consider this question a good opportunity to describe how courses that are completely unrelated to this or any other "real world" career nevertheless were valuable in your development.

Red light

Don't claim you would have gone away to school so you could date more.

Don't answer, "Same courses, but this time I'd pass."

Don't answer in a way that clearly implies you don't understand the purpose of the question. You have been given an opportunity to show you know what the job entails and, because of that understanding, to declare you would have taken more pertinent courses while dropping that 17th century Chinese literature course like a hot chop stick.

How I Spent My Summer Vacation

Q: What did you learn from the internships on your resume?

What do they want to hear?

No company really believes that you're going to hit the ground running right out of college or graduate school. Training and experience will be necessary to make you productive. So, as a relatively inexperienced candidate, you can expect an interviewer to do a bit of probing—trying to determine how "trainable" you are.

Stress how the real-world internship experience you've had complemented your academic training. But never pretend that college is where you learned the "Secret of Life." No interviewer is going to react favorably to someone who acts like he or she knows it all.

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Green light

If you are able to show how the real internship experience you had complemented your academic training.

Pertinent internships that tie in directly to your new job/ career.

Well-thought-out answers that demonstrate consistent career concerns.

Good recommendations from internship supervisors.

Red light

If you sincerely believe—and, worse, actually tell the interviewer—that college is where you learned the "Secret of Life."

No internships in a field in which they are *de rigueur.*

Internship(s) in an unrelated field (especially if it ties in with your courses/ activities, indicating that your *real* area of interest lies elsewhere).

Poor or no recommendation from your internship supervisor or a negative reaction from you about its value. (Even if your internship turned out to test nothing more than your coffee-making skills, you should *never* introduce such a negative into the interview.)

Variations

• *Why are there no internships on your resume?*

• *Would you repeat each of your internships?*

• *Why did you pick those particular internships?*

• *Why did you feel the need to do an internship?*

Bad Grades Never Really Die

Q: In what courses did you get the worst grades? Why? How do you think that will affect your performance on this job?

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What do they want to hear?

Many companies will ask to see copies of your college transcripts if you don't have work experience. So you might as well spill the beans now!

If you flunked every accounting course, you're probably not applying for an accounting job, right? Hopefully, you can blame any bad grades you may have received in some of your electives on the amount of time and effort you were putting into your major.

Do interviewers expect that every interviewee is a straight-A student and, therefore, will have a hard time answering this question? Not in my world. So the answer to the first part of the question is less important than the explanation and how you handle introducing a negative: "Yes, sir, I flunked Statistical Analysis, but it was completely outside my major and, as far as I know, has nothing to do with the job you're offering."

Green light

If you really can't answer the question because you didn't get any bad grades!

If you satisfactorily explain the one or two less-than-stellar grades. If a poor grade was in an elective course, blame the extra time you spent on your major (in which, of course, you did great). If you blew a single major course, perhaps outside activities were to blame (and you have a ready explanation for placing such activities ahead of good grades).

Red light

Too many Cs and Ds to count.

No reasonable explanation, leading an interviewer to assume that you simply didn't care or aren't all that bright.

A choice that you made based on wisdom most interviewers would question. Although it may have been quite exciting and educational to devote a significant amount of time to getting your friend elected Student Body President, were a plethora of Ds a viable trade-off?

Variations

• *Are grades a good measure of ability?*

• *Why didn't you get better grades?*

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• *Why are your grades so erratic?*

• *What happened that semester (year) when your grades sunk?*

What do they want to hear?

Again, if your grades were great, you should be suitably proud; if they weren't, hopefully there were mitigating circumstances: work, an unusual opportunity, a family crisis, whatever. But if you fail to take responsibility for a poor performance, most interviewers would consider it a big red light. Whatever you do, don't become defensive. This will lead most interviewers to wonder whether you actually make a choice or simply did something without thinking of the consequences.

Special tips for recent college grads

• Don't be afraid to say you'll need help. And when you do need help, make sure that the interviewer knows you'll ask for it. Not many companies are looking for—or expect to find—a 22-year-old know-it-all. If you *are* a 22-year-old know-it-all, keep it to yourself.

• Admit that you don't have all the answers. Or begin a lot of your answers with "I think ..." or "From what I know about the industry...."

• Don't appear squeamish at the idea of going through the school of hard knocks. Tell the interviewer, "Sure, I know this position has its share of unpleasant duties, but I'm sure everyone who's had this job before me has learned a lot by doing them."
There are interviewers out there—and I'm one of them—who go out of their way to describe in excruciating detail the worst or most mind-numbingly boring aspects of the job. Don't be fooled into expressing *any* negative reaction (even a raised eyebrow when "garbage detail" is being discussed!).

• If it took awhile for you to find your direction, admit it. Nobody has all the answers at 18 or 19. How many people knew from the start that they wanted to be accountants or hospital administrators? Most interviewers will not be surprised that you changed majors as an undergraduate. Show how your other studies contributed to making you the best candidate.

• Don't answer any question about who paid for your educational expenses or about any outstanding educational loans you may be carrying. Go ahead and play up the fact that you received a full academic scholarship or were industrious enough to work your way through school, if you want to. But by law, you don't have to say any more. For more detail on how to recognize and deflect illegal questions, see Chapter 9.

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Chapter Five —School, Schmool. Tell Me About Your Work Experience

It should come as no surprise that most interview questions will focus on your previous work experience. You've bid your alma mater adieu, either last decade or last week, so what have you done out there in the real world? Many employers think that your past is a "prologue" to your future performance. If you do have some deep, dark character flaw, they figure it must have shown up already!

So be prepared to be thoroughly grilled about every job you've ever had, especially the last two or three. And to stay positive through it all.

Let's look at some of the questions you're likely to field.

Life is a Dilbert Cartoon

Q: Tell me about your last three positions. Explain what you did, how you did it. the people you worked for, and the people you worked with.

What do they want to hear?

Whew! This is a shotgun, in part designed to see how well you organize what could be a lot of data into a brief, coherent overview of three, five, 10, or more years' experience. Interviewers who ask this question, or one like it, are trying to flesh out your resume, catch inconsistencies, create a roadmap for the far more detailed inquiries to follow, and evaluate how well you "edit" your answer to tie in your experience and skills to the requirements of the job at hand.

Green light

If you can boast pertinent experience and skills in a brief, coherent, positive answer.

If you are cognizant of the importance of relating *your* experience and skills to *the interviewer's* job requirements.

A clear pattern *upward:* Increased responsibility, authority, money, subordinates, skill level, and so on.

Red light

Asking the interviewer *my* least favorite question: "What exactly do you want to know?" (Answer:

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What I just asked for!)

Any answer that is inconsistent with the facts on your resume (dates, duties, titles). You would think no one would refer to a job that doesn't appear on his or her resume, but it happens all the time. (And if you hint at such a problem, here's how a good interviewer will make you sweat: "Your resume says that you were working at ____during 1996, but you just said you were working at _____. How do you explain that?")

I'll admit to being part of the stupidest interview ever undertaken by an otherwise smart, reasonably experienced person. I spent the first five years after graduating from Princeton trying to be a full-time writer without actually starving to death. The only way to accomplish that was to work a series of short-term, part-time jobs (often two or three at once) while I frantically turned out short stories, newspaper/magazine articles, plays, screenplays, and, eventually, books, some of which I actually got paid for.

How many different jobs did I have? Dozens. Some lasted a day, some months, one nearly two years.

But the only one that appeared on my resume was the two-year stint at a trade association, because my supervisor graciously agreed to back up my "white lie" and allow me to claim that it was full-time—for five years.

Within 10 minutes of sitting down in front of the interviewer for a major magazine company, I was blithely discoursing on what I had learned at two or three of these other jobs. Yes, that's right, the ones that officially didn't exist. I finally realized what I had done, a minute or so after the interviewer had. At about the same time, the interviewer and I both tumbled to the reality—I wasn't getting this job or, for that matter, any other potential job at that magazine company. We parted, amiably, though I felt like a small poodle that had been pulled through one too many mud puddles.

So don't torpedo your candidacy by detailing jobs, responsibilities, and skills that don't "officially" exist. It worked for me!

Don't complain in any way, shape, or form about bosses, subordinates, or co-workers. Most interviewers will fail to be impressed by anyone attempting to blame everyone else for his or her failures. *Even it you weren't at fault*, any transfer of blame will not be deemed a positive.

Most interviewers will grill you about lateral moves (why didn't you get promoted?) and, even more so, clear demotions. You'd better have a very good explanation ready.

If you demonstrate an inability to clearly and concisely answer the question and/or to tie all the experiences into a coherent whole.

Q: What was your favorite job? Why?

What do they want to hear?

The description of the job the interviewer is discussing.

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Green light

Presuming that you have to acknowledge that your favorite job differs from the job at hand in a couple of very specific, perhaps even important ways, you can still recover if you can explain why and how you have changed so that the current job is much more appropriate for you *now*.

Red light

Any answer that inadvertently reveals the kind of job you're really seeking—obviously *not the one being offered:*

> "*My favorite job was at WNSD radio. It was very loose and informal and there was little supervision, which I really enjoyed. I had the freedom to program my own shows with little or no interference and only had to put in 20 hours a week to actually get my work done, so the rest of the time I could write or think up new creative ideas.*"

This sounds like a reasonable answer . . . if only you weren't applying for a job assisting four high-powered businesspeople who are always on deadline and require 10 hours a week overtime at a highly structured and very rigid old-line firm.

It's not a problem if your last job offered some travel and this one doesn't, or the previous position offered more varied tasks and this one is more highly focused. But it *is* a problem if your answer *fails to take into account what the current job entails*, which will indicate to many interviewers a lack of pre-interview research or the simple inability to realize the importance of matching past experience to his or her needs.

You Say Potato, I Say Ogre

Q: Tell me about the best/worst boss you ever had.

What do they want to hear?

Talk about a loaded question! If you're asked to talk about the best boss you ever had, you could try for an on-the-spot description of the hiring manager sitting across the desk from you.

But as a rule of thumb, most companies want to hear that you most enjoyed working for someone who was interested in helping you learn and grow, involved in monitoring your progress, and generous about giving credit when it was due. I hope you've had the chance to work for someone like that!

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Now, what do you say about your *worst* boss? Don't get carried away with venomous accusations. They may serve only to introduce doubt about your own competence or ability to get along with other people.

For example, if you level the charge of "favoritism," the interviewer might wonder why your boss liked other employees more than you. If you complain about a boss who was always looking over your shoulder, the interviewer might wonder whether it was because you couldn't be trusted to complete a task accurately, on budget, on time—or all three.

Green light

If you understand that this question offers you an opportunity to accentuate your own experiences, accomplishments, and qualities. There are bad bosses out there, but a savvy candidate should be able to put a supervisor's failures in a positive context. If you say your boss was "stingy with his knowledge," you are accentuating your desire to learn. In the same vein, saying that a manager was "uninvolved" could indicate your desire to work within a cohesive team. Just prepare—and practice—your responses ahead of time.

Red light

Any negativity.

Any attempt to blame the boss for your failures:

> "*You know, I had to really work hard to learn how to sell spice racks in the South Pacific, but it sure didn't help that my boss had never sold a darn thing to anyone. She seemed to think that everything I did was wrong and constantly called me out of the field for "evaluations." I spent so much time filling out unnecessary reports for her and attending meetings to discuss why I wasn't reaching my unrealistic quota that I never had a chance to succeed. I hope my new boss just leaves me alone.*"

Q: Looking back now, is there anything you could have done to improve your relationship with that single Simon Legree?

Green light

Of course there is (presuming you are smart enough to grasp the lifesaver the interviewer just flung overboard). The work experience you've had since has shown you how to better accept criticism. Now

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that you have a better understanding of the pressures your supervisors are under, you can more successfully anticipate their needs. Use this opportunity to demonstrate your experience, perceptiveness, and maturity.

Red light

"*Nah, not with that dumb so-and-so. He reveled in our misery. I'm glad we put sugar in his gas tank!*"

The Good, the Bad, and the Ugly

Q: What were the most memorable accomplishments at your last job? In your career?

What do they want to hear?

Focus on your most recent accomplishments—in your current position or the job you had just prior to this one. But make sure they are relevant to the position for which you're interviewing.

For example, a friend of mine who had been an editor for years answered this question by talking at length about the times she'd been asked to write promotional copy for the marketing department. She was trying to change careers so she deliberately tried to shift the interviewer's attention from her editing experience to her accomplishments as a marketing copywriter.

It's also wise to think about why you were able to achieve these peaks in your career. For example:

"*I really stopped to listen to what my customers wanted, rather than just trying to sell them.”*

"*I realized I needed to know a lot more about Sub-chapter S corporations, so I enrolled in a tax seminar*."

This type of response tells the interviewer you give a great deal of thought to how you will reach your goals rather than blindly plunging ahead in their general direction. By letting the interviewer know that you are in the practice of regularly assessing your shortcomings, you show that you are better able to find the means to overcome them.

Red light

Bragging about accomplishments that have nothing to do with the requirements for this job.

Citing (proudly or otherwise) frivolous, meaningless, minor, or dubious accomplishments: I finally managed to get out of bed every morning and get to work on time"; "I personally raised $25 for the

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volunteer fire department"; I successfully typed all my boss's correspondence the same week it was handed to me, even if I had to work all day."

Q: What is the biggest failure you've had in your career? What steps have you taken to make sure something like that doesn't happen again?

What do they want to hear?

Before you start spilling your guts, remember that the interviewer is not a priest and you are not in a confessional! In this situation, it would be foolhardy to produce a detailed log of your every shortcoming, misstep, and misdeed. But it would be equally silly to pretend you're perfect and have never experienced failure in the course of your career, education, or life.

So compromise. The best approach is to admit to one weakness or failure—make it a good one!—and then talk about the steps you are taking (or have taken) to make sure that you'll never fail in that way again.

What makes a failure not so bad or a weakness seem acceptable? Good question! Choose any deficiency that might be considered a plus in a slightly different light. For example:

- You have a tendency to take on too much yourself. You're trying to solve this problem by delegating more.
- You're impatient with delays. So you're trying to better understand every step of the process a product must go through so you can anticipate holdups in the future.
- You've realized you're a workaholic. But you're doing your best to remedy your "condition" by reading books on time management.

Try to think of a failure that took place relatively early in your career and/or one that would seem completely unrelated to the work you would be performing for your new employer.

Don't ever admit to any personal quality that might hamper job performance, such as procrastination, laziness, or lack of concentration.

Green light

Acknowledge a failure for which you do not appear to be fully responsible. (When I'm interviewing someone, the way a successful candidate scores the most points is to make it obvious she wasn't fully responsible but is ready, nevertheless, to shoulder all the blame.)

If you must cite a job-related failure, be prepared to convince the interviewer that you now recognize what your error was and offer concrete examples to show how a failure was turned into a success.

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Red light

Claiming that you've never failed (unless, of course, you show your ID card from Planet Perfect).

Citing a non-work related failure.

Your failure or inability to offer any evidence that you are prepared to take responsibility for whatever failure is cited nor any proof that any changes were made as a result.

Don't declare, "it can never happen again." This is an unrealistic assessment that will call your judgement into question.

Never confess a huge work-related weakness: "I've always hated my bosses, every one. But I think I'll like you!"

Variations

• *What's your greatest weakness?*

• *What's the worst decision you ever made?*

• *What would you say is the biggest problem you've so far failed to overcome?*

A good interviewer will, based on the answers to questions like those above, continue to probe and put you on the spot, searching for details, details, and more details. If, for example, you say your greatest weakness is a fear of delegating because it always seems you can get it done faster/better yourself, you might be asked, "Tell me about the last time you should have delegated but didn't. What happened? Would you do it that way again? Would you do it differently today?"

Such probing can also help the interviewer assess your character: how you react to stress; how well you handle pressure, failure, or success; your own standards of "success" and "failure"; how willing you are to assume responsibility, especially for decisions or outcomes that weren't your fault; etc.

Have You Got What It Takes?

Q: Have you managed people in any of the positions you've held?

What do they want to hear?

Moving up in most companies (and in most careers) means managing people. If you are interviewing for a supervisory position or for a job that typically leads to a management track, the interviewer will try to probe your potential in this area.

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So it's best to answer yes to this question, *even if you have never actually managed anyone on the job.* Candidates with experience managing other people are considered more mature, whether or not their subordinates considered them good leaders. What's important is that they earned the confidence of their employers.

If this is you, be sure to give the interviewer specific details on how many people you supervised and in what capacities these people worked.

And if you haven't actually had people reporting to you? You may want to substitute the word "leadership" for "management" and talk about the clubs and other activities in which you "managed" members or volunteers or built consensus within the group. If these experiences have convinced you that you have the right stuff to be a good manager, by all means say so.

Green light

Not just management experience, but managing the same (or a slightly higher) number of people in a similarly sized and directed department or division.

A positive appreciation of the varying skills needed to manage and motivate different types of employees, especially if you never actually managed anyone "on the job."

Red light

No management experience for a job that requires you manage people. (Remember, red light means an answer that may make the interviewer stop and think, not necessarily one that will automatically eliminate you. If companies only hired people who have managed others, how would they ever grow their own stars?)

Any negative expression of management experience. ("Yes, I managed two people at my last firm and let me tell you, they were both overpaid do-nothings!")

Don't give the impression that you underestimate the requirements of management, thinking it's just a move up in position and money but not appreciating the pressures of increased responsibility, new skills needed, etc. And don't appear unwilling to work to acquire them.

They Really Like Me!

Q: Tell me about the types of people you have trouble getting along with.

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What do they want to hear?

This could be a land mine for a candidate who responds too quickly, saying "pushy, abrasive people" only to find out later that the interviewer is known for being "brusque."

Green light

One person I interviewed gave me what I thought was a good answer to this question:

> *"I was discussing this problem with my boss just the other day. He told me I'm too impatient with slow performers. He told me that the world is filled with 'C,' rather than 'A' or 'B' people, and I expect them all to be great performers. So, I guess I do have trouble with mediocre and poor workers. I don't expect to ever accept poor work, but I'm learning to be more patient."*

Was he *really* discussing this "just the other day?" Did the conversation ever take place? Probably not, but who cares? It's a nice touch! And the answer works, too. Shouldn't any top candidate be impatient with slow performers? He even discussed what he's doing to solve his "problem." Short and sweet, but very much to the point.

Red light

A general, vague answer, supplying little detail, indicates both a lack of analysis and a dearth of self-knowledge. Of course, you don't really want to answer this question—which is why it was asked—but you certainly should know it and its brethren—"What's your greatest weakness?" "Tell me about your worst boss." "Tell me about your greatest failure." —are potentially on the agenda.

Variation

• *What types of people have trouble getting along with you?*

What do they want to hear?

If you say "none," the interviewer will assume you're being evasive, stupid, or both. So be ready with an answer. I suggest thinking of an anecdote—a short story that softens with humor the reasons someone disliked you.

A friend of mine remembered back to his first job. Just out of college, he was the first new hire in his department within a state agency in six years. Eager to succeed, he hit the ground running. From day one, he worked twice as fast as his long-term peers, who, needless to say, resented him for it. So his answer was ready-made—and pretty much unverifiable—making it a perfect dodge.

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Ready for a Curveball?

Q: Who do you think are our two (or three or five) major competitors?

What do they want to hear?

It doesn't belong in this "group" of questions, but some interviewers like asking this question (or something like it) as early in the process as possible. It will quickly and painfully reveal the depth or shallowness of your pre-interview research. If you clearly have a handle on the company's place in the industry and can adequately, even intelligently, discuss its products, its strengths and weaknesses vs. the competition, the health of the industry, etc., you clearly are a *serious* candidate. Granted, it says absolutely nothing about your particular qualifications for the job, but if you *are* qualified, this display of knowledge may well be that "little extra" that separates you from other qualified (or even slightly *more* qualified) candidates.

Although a lot of hemming, hawing, and nail-biting—along with an obvious lack of an answer—may not automatically lead to your dismissal, I would personally consider it a black mark.

Now Really Tell Me about Yourself

In the world of business, "style" has little to do with how well you dress (although at some companies, and in some positions, the "right" wardrobe may be a defining element of the culture). Typically, your business style is a measure—and often a subjective measure, at that—of how you conduct or will conduct yourself on the job.

How well do you get along with superiors? Subordinates? Peers? What's your management philosophy? Do you like to work alone or be part of a team? Interviewers will ask these types of questions to assess how you'll act and interact on the job.

And interviewers will undoubtedly base at least some of their hiring decisions on their feelings about each candidate's attitude. In every case, they are assessing how the candidate's style fits in with the organizational culture, their own style, and/or the team's style. So, in general, a "green light" is any answer that will convince the interviewer he or she has found a positive fit, and a "red light" is an answer that reveals differences of style substantive enough to give an interviewer pause. Rather than characterizing an answer as inherently right or wrong, in other words, most interviewers are simply trying to ascertain whether you will get along with Joe or Sally or Jimmy—the other members of the company, department, or team.

Following is a series of "style" questions you should probably expect to be asked somewhere along the way.

Q: Are you an organized person?

What do they want to hear?

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Even if you firmly believe that a neat desk is the sign of a sick mind, talk in detail about the organizational skills that you have developed—time management, project management, needs assessment, delegation—and how those skills have made you more effective.

But don't veer too closely to either extreme. No one wants to hire someone so anal-retentive that he always knows the number of paper clips in his drawer or someone so *dis*organized that they'd be lucky if she remembers it's Monday.

Variations

• *Paint me a mental picture of your current office.*

• *Tell me about the first five files in your file cabinet.*

Q: Do you manage your time well?

What do they want to hear?

I hope you can truthfully say yes, that you are a self-starter and almost never procrastinate. And if you *can't* say it truthfully.

I hope you're smart enough to realize now is not the time to wail about your broken alarm clock—which is why, by the way, you were 15 minutes late for the interview, as you now remind the interviewer. Good employees are able to set goals; prioritize their tasks; and devote adequate, and appropriate, amounts of time to each one.

In answering a rather conceptual question like this one (and what could be more conceptual than time?), try to sprinkle in specifics. Here are a few examples:

> *"I rarely miss a deadline. When circumstances beyond my control interfere, I make up the time lost as quickly as possible."*
>
> *"I establish a To-Do list first thing in the morning. Then I add to it—and reprioritize tasks, if necessary—as the day goes on."*
>
> *"I really like interacting with the people I work with. But when I need to focus on detailed tasks, I make sure to set aside time that will be free of interruptions of any kind, so I can concentrate and work more effectively."*

Q: How do you handle change?

What do they want to hear?

I hope that you are able to say that you handle change well. Business is about change. In order to remain competitive, companies have to adapt to changes in technology, personnel, leadership, business structure, the types of services they deliver, and even the products they produce. And their

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people need to change just as quickly.

Choose an example of a change you faced that's resulted in something positive. Try to show that you not only accepted change and adapted to it, but flourished:

> *"Recently, my boss decided our company needed to develop a virtual storefront on the World Wide Web. I was given the task, along with a designer, of taking the project from the research phase to operation in eight weeks. I didn't have any special expertise in the area of computers and online communications, so I have to assume I was given the task because I adapt well.*
>
> *"We researched the subject, examined the alternatives, and presented a plan that was accepted. Then I worked with the designer to present information in a medium neither of us had ever worked with before. In our second month online, sales were up 7 percent over the same time last year."*

Q: How do you go about making important decisions?

What do they want to hear?

By now, you have some sense of the culture of the company you're interested in working for. So shade your answer to match it.

For example, if you want to work for a financial services company, you probably don't want to portray yourself as a manager who makes decisions based on "gut feeling" over hard data. Similarly, if you're auditioning to be an air traffic controller, it's best not to admit that you like to "sleep" on things before making up your mind.

Think in terms of the interviewer's main concerns. Will you need to be analytical? Creative? Willing to call on the expertise of others?

If you are bucking for a management position, you'll also want to take this opportunity to convince the interviewer that your relationship skills have made you management material—or set you on the way to achieving that goal.

You might say something like this:

> *"When I'm faced with an important decision, I ask the advice of others. I try to consider everything. But ultimately, I'm the one who decides. I guess that's why they say, 'It's lonely at the top.' The higher you go in management, the more responsibility you have and the more decisions you have to make by yourself."*

Although this is a nice general answer, you may run into an interviewer who decides to probe to see if the "rubber meets the road," following up with something like, "Okay, tell me about the last important decision you had to make, how you went about making it, and the results you achieved." Can you match in particulars the nice general answer given above? Or do you inadvertently show you do things completely differently (better or worse) than you just said you did?

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Q: Do you work well under pressure?

What do they want to hear?

Naturally, everyone will say yes to this question. However, it will be best to provide examples that support your claim to being the Second Coming of Cool Hand Luke. Be sure to choose anecdotes that don't imply that the pressure you've faced has resulted from your own procrastination or failure to anticipate problems.

Variations

• *Tell me about the last time pressure led you to indecision, a poor decision, or a mistake. What would you have done differently? Have you found yourself in a similar situation since? What did you do?*

The questioning pattern I am suggesting you prepare for throughout this book should be apparent by now: Good interviewers will probe, probe, then probe some more. Why? Because they figure you can only rehearse so many generalizations and remember a limited number of "little white lies," so the more detailed their questions, the more likely you will inadvertently reveal any misrepresentations, exaggerations, or omissions.

Q: Do you anticipate problems well or merely react to them?

What do they want to hear?

All managers panic from time to time. The best learn to protect themselves by anticipating problems that might lie around the bend. For example, one sales manager I know had his staff provide reports on all positive—and negative—budget variances on a weekly basis. By sharing this valuable information with his boss and also with the manufacturing, distribution, and marketing arms of the company, he helped improve product turnover and boost flagging sales. This kind of story is terrific fodder for successful interviews, and the kind of example you should be trying to provide.

Q: Are you a risk-taker or do you prefer to play it safe?

What do they want to hear?

In most cases, the ideal candidate will be a little of both. Interviewers who ask this question are probing for intimations of innovation and creativity. Are you the shepherd or just one of the flock? But they also want to find out whether you might turn into a "loose cannon" who will ignore company policies and be all too ready to lead a fatal cavalry charge.

Again, this is a highly (company) cultural question. The interviewer might personally prefer Stonewall Jackson, CEO, to be leading his troops into battle, but probably wouldn't want him to be Controller.

Variations

• *Tell me about the last time you took a risk. Was it the right decision? What would you have done*

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differently?

Q: If you could start your career over again, what would you do differently?

What do they want to hear?

Interviewers use hypothetical questions to get candidates to think on their feet. They expect you to "know your lines" when it comes to the facts about your career and education. But how will you react when you have to drop your guard and ad lib?

Unless you're shooting for a complete change of career, you must convince the interviewer that you wouldn't change a thing. You love your career and, given the chance, you'd do it all over again.

Feel free to quote Paul Anka (via Sinatra): "Regrets? I've had a few. But all in all, too few to mention." In this case, however, watch which ones you *do* mention and make sure you position them in a way that shows what you've learned. Did you leave your first job because you were too impatient for a promotion, only to realize you hadn't learned all you could have? Did you miss the opportunity to specialize in some area or develop a particular expertise that you should have?

Green light

"My only regret is that I didn't go in this direction sooner. I started my career in editorial, and I enjoyed that. But once I got into marketing, I found I really loved it. Now, I can't wait to get to work every day."

Red light

"I wish I had never gotten into magazine publishing in the first place. But now I guess I'm stuck. And to think, I could have been editing garden books for FernMoor Press...."

Variation

• *What was the biggest mistake you ever made when choosing a job?*

Q: Do you prefer to work by yourself or with others?

What do they want to hear?

Again, the position you're interviewing for will dictate how you should shape your answer. For example, if you're interviewing for a job as an on-the-road, far-corners sales rep, who may develop an

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unhealthy crush on your rental car but will otherwise interact solely with customers, waitresses, and hotel employees, you won't want to say that you thrive on your relationships with co-workers and can't imagine working without a lot of interaction.

Even if you do like the interaction at work, don't try to paint your environment as a bed of roses without any thorns. You know the old saying: "You can choose your friends, but you can't choose your relatives." That goes for co-workers, too.

Every job situation forces us to get along with people we might not choose to socialize with. But we must get along with them and, quite often, for long stretches of time and under difficult circumstances. Acknowledging this shows strength. Talk about how you've managed to get along with a variety of other people.

Green light

Once I was interviewing candidates for a position managing a production department with 16 employees. Production departments in publishing companies are filled with some of the quirkiest people you'll ever come across, so I had to gauge the interpersonal skills of each applicant very carefully.

After I'd asked one candidate a couple of the questions about his management and communication skills, he gave me a steady look and said:

> *"Look, you know and I know it's not always easy to manage artists and proofreaders. I do my best to convince them of the importance of deadlines and let them know what it costs us when we miss them. I also point out how unfair it is to others in the department, and to the entire operation, when things are held up unnecessarily.*
>
> *"I usually find some way to get along with all of the people in the department, some way to convince them that timeliness and accuracy are absolute musts. It's not always easy. But a lot of times it's fun. When we are rushed because another department is late, I use this as an object lesson. The most important thing is to distribute the work fairly and let everyone know that you expect them to do their share."*

Needless to say, this "right-on" answer won the job

Variations

• *How do you get along with your superior(s)? With your co-workers? With your subordinates?*

What do they want to hear?

The answers to these questions should, first of all, bear some relation to the answers to earlier

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questions about people with whom you have had trouble or who have had trouble getting along with you. (Consistency, consistency, consistency!) But this is, again, a highly cultural question, and one in which the requirements of the job define the "rightness" of any answer. If you thrive working alone but the interviewer is seeking someone who will always be part of a team, the misfit will be obvious.

Q: How do you generally handle conflict?

What do they want to hear?

> *"I really don't get angry with other people very often. I'm usually able to work things out or anticipate problems before they occur. When conflicts can't be avoided, I don't back down. But I certainly do try to be reasonable."*

Or:

> *"I've had confrontations with co-workers who weren't holding up their end of a job. I feel that employees owe it to their bosses, customers, and co-workers to do their jobs properly."*

Q: How do you behave when you have a problem with a co-worker?

What do they want to hear?

> *"I had to work with a designer who was obstinate about listening to any of my suggestions. He would answer me in monosyllables and then drag his feet before doing anything I requested. Finally, I said, 'Look, we're both professionals. Neither of us has the right answer all the time. I have noticed that you don't really like my suggestions. But rather than resist implementing them, why don't we just discuss what you don't like?'*
>
> *"That worked like a charm. In fact, we eventually became friends."*

Variation

• Tell me about the last time you lost your temper.

Q: How do you motivate people?

What do they want to hear?

A good answer will note how it "depends on the person," then offer one or two concrete examples. A poor candidate will imply that all people are motivated by the same thing or can be motivated with the same approach, a kind of " one-size-fits-all" philosophy. A savvy interviewer will use this as a follow-up question to "What is your management philosophy?"

Damned If You Don't ...

Some people have always had a job—in fact, a lot of jobs. And companies are especially cautious

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about hiring people who have changed jobs repeatedly. Curiously enough, however, many are equally cautious about hiring people who have never moved. If either of these situations describes your particular job history, here's how to handle it.

Q: You've changed jobs quite frequently. How do we know you'll stick around?

What do they want to hear?

The hiring process is expensive for companies and is time-consuming for managers. Job-hoppers only serve to make it a more frequent process. So, in framing your reply, convince the interviewer you have staying power by painting the position on offer as your career's "Promised Land."

Green light

Take one of these two approaches:

1. Confess that you had some difficulty defining your career goals at first, but now you are quite sure of your direction.

2. Convince the interviewer that you left previous positions only after you realized that moving on was the only way to increase your responsibilities and broaden your experience.

Be sure to emphasize the fact that you would like nothing better than to stay and grow with a company. Here's an example to study if you have to explain your own job-hopping history.

Sherri had four jobs in the first six years after college graduation. Her clever reply to an interviewer's skepticism about her staying power combines both techniques:

"All through college, I was convinced that I wanted to be a programmer. But after a few months in my first job, I found that I was unhappy. Naturally, I blamed the company and the job. So when an opportunity opened up at Lakeside Bank, I grabbed it. But not long after the initial euphoria wore off, I was unhappy again.

"By this time I'd noticed that I really did enjoy the Part of my job that dealt with applications. So when I heard about the job in end-user computing a SafeInvest, I went for it. I learned a lot there, until I hit a 'glass ceiling.' It was a small firm, so there was no place for me to grow.

"I was recruited for the applications position a Deep Pockets Bank, and I got the job because of some the innovations I'd developed at SI. The work has been terrific. But once again, I find that I'm a one-person department.

"This position offers the opportunity to manage a department and interact with programmers and applications specialists on the cutting edge of technology. Throughout my career, the one thing that has

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remained constant is my love of learning. This job would give me the chance to learn so much."

Variation

- *You've been with your current employer for only a short amount of time. Is this an indication that you'll be moving around a lot throughout your career?*

... And Damned If You Do

Q: You've been with the same organization for ___years. Won't you have a tough time getting used to a new culture, company, atmosphere, team, etc.?

What do they want to hear?

The flip side of the previous question. Here's what the interviewer is doing to you: If you've moved around, she questions your staying power. If you stuck with a single company, she questions your initiative. Lose-lose.

Here's how to fight back: During your tenure with your current company, you've probably worked for more than one boss. You may even have supervised many different types of people in various departments. Certainly you've teamed up with a variety of co-workers. And from inside this one organization, you've had a chance to observe a wide variety of other organizations—competitors, vendors, customers, and so on. Get it?

You're flexible—and loyal. You should remind the interviewer that this can prove a valuable combination.

By the time you've been asked introductory questions, questions about high school and college experiences, and these preliminary "on-the-job" questions, you should certainly have an idea of whether you are still a viable candidate. And if you are, you can expect even more questions. (If you are not, you may politely be led to the door any time now.)

If the interviewer is still unsure, it's time for her to ask even more detailed questions. She's invited you to paint her a picture. Okay, Rembrandt, what else do you have to offer her?

Tips for handling questions about work

- **Be honest.** But play up your strengths and whitewash your weaknesses. If you have to talk about negative experiences, point out what you learned from them and why you wouldn't make the same mistakes again.

- **Introduce only the positive.** Don't give away information that could come back to haunt you.

- **Strike a balance between portraying yourself as a "company man or woman" and a "loose cannon."** Screening interviewers and hiring managers are often attracted to risk-takers. But they also put a lot of stock in playing by the rules. Your pre-interview research should clarify which road

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to take. If in doubt, choose neither—settle for a balanced reply.

- **Use specific work situations to illustrate your points.** If you sense the interview drifting into subjectivity, plan to bring the interviewer back by using concrete examples from your past experience. Don't just say you're organized. Tell how you organized a complex project from beginning to end. Remember, insofar as possible, you want the interviewer basing his or her decision on the *facts*—your strengths, qualifications, and accomplishments—not some subjective evaluation of "chemistry."

- **Choose your words carefully.** Make sure that you are indeed answering questions and not suggesting other areas the interviewer hadn't thought to explore. For example, I suggest, "I'm looking for greater challenges," rather than, "The boss didn't give me enough to do." Do you really want to travel down *that* road?

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Chapter Six —Let's Focus on Some Specifics

Now that the generalities have been covered—pesky things such as motivation and your basic on-the-job attitude—good interviewers will try to glean even more particular information on your past performance. Take heart—if you've made it this far, you're still a viable candidate!

Choose One From Column A ...

- Tell me about the last time you:
- Made a mistake.
- Made a good decision.
- Made a poor decision.
- Fired someone.
- Hired someone.
- Failed to complete a project on time.
- Found a unique solution to a problem.
- Found a creative solution to a problem.
- Found a cost-effective solution to a problem.
- Aimed too high.
- Aimed too low.
- Made (or lost) a great sale.
- Saved the company money.
- Went over budget.

What do they want to hear?

These are "open-ended" questions like "Tell me about yourself," thus encouraging you to talk but clearly requiring focused, specific answers. Follow-up questions should be obvious based on your initial answer: "Okay, I understand how the lack of divisional coordination led to the budget shortfall. And you have clearly taken responsibility for your part in the miscommunication. But what did you do to change procedures to ensure it didn't happen again? And, by the way, *did* it happen again?"

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Expect a seasoned interviewer to keep probing and asking for more specifics, more examples, who said what, who did what, what were the results, what would you do differently now, what do you need to change to do better in the future, what *have* you changed, etc.

Green light

A *specific* answer to a *specific* question, the more detailed the better.

An answer to any of the above questions that has a beginning, middle, and an end, much like a good story: Here's what happened, here's what I did, here's what I learned.

Some of the questions *require* job-related answers; others may allow for examples chosen from outside activities, perhaps volunteer work, or any part of one's personal life. A savvy candidate will "mix and match" stories and examples to convince an interviewer she is well-rounded and actually has a life after 5 p.m.

Take appropriate credit for an accomplishment (reducing costs, increasing revenues, a creative solution, a tough sale) but be fair and honest enough to put your own contribution within the context of what your team/organization/boss/assistants did ... and try to appear to be bending over backwards to do so.

Most interviewers will favor a candidate who has been around long enough to make good *and* bad decisions, good *and* bad hires, good and bad *choices*. The breadth of your exposure to the basic tenets of business is more important to *me*, anyway, than the extent of your experience.

Red light

Avoid giving the impression you're a "hard-working, self-starting, high-energy" Mr. Generalization who can't furnish an interviewer with too many examples of your wonderfulness, no matter how many questions she tosses you.

Most interviewers will be suspicious of someone with years of experience in the same job who seems to have enjoyed little exposure to the normal day-to-day vagaries of the world. You hired someone once and they were fine. Never fired anyone. Can't remember the last time you actually had to make a major decision.

No matter how talented you are (or think you are), avoid claiming to have been CEO/COO/CFO/Creative Star/Sales Guru—all at the same time. Even if you are a prodigy who would give Mozart pause, you should be savvy enough not to take credit for every success your company

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achieved in the last decade (especially if you've only been there three years!).

I always found it interesting, for example, that seven different independent publicists approached me at a trade show and that every single one of them claimed—in their literature and even on their business cards—to be totally responsible for the success of the book, *Chicken Soup for the Soul*. While I'm not sure every one of them had even worked on the book, clearly not every one of them was singularly in charge of the publicity plan!

... And One From Column B

What do you do when you're having trouble ...

- Solving a problem?
- With a subordinate?
- With a boss?
- With your job?

What do you do when ...

- Things are slow?
- Things are hectic?
- You're burned out?
- You have multiple priorities (family/work/school, etc.)?

What do they want to hear?

These questions are just further attempts to figure out how you think and act in reality. You may well have been asked about problems with a boss, co-workers, etc., 10 minutes or 30 minutes before, so be careful—a good interviewer may be trying to trip you up by honing in on the same issue from a different direction. The style of question framed along the lines of "What do you do when ..." is very different from "Do you have problem with ___?"

Q: What are the skills you most need to acquire/develop to advance your career?

What do they want to hear?

You should claim to be developing a skill in line with the job for which you're interviewing, otherwise why are you talking about it? "Well, I really need to grip my tennis racquet more firmly at the net. My stroke is just all wrong." *Oookay*.

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Let me rephrase that:

Q: What do your supervisors tend to criticize most about your performance?

What do they want to hear?

This is another way of framing a series of questions you've probably already been asked: What's your greatest weakness? What was your greatest failure? What would your supervisor say about you?

By asking what amounts to the same question three or four different ways, it gives a seasoned interviewer the ability to look for the inconsistencies that you might well reveal.

Green light

You should certainly assume your references will be checked—and your current supervisor contacted—so your answer better match what your supervisor says.

Consider discussing an evaluation from an earlier job, switching to what you did about it and claiming that your current supervisor would, therefore, not consider it a problem any longer. This is a really beautiful answer because it's possible that the interviewer can't really check the initial evaluation, which makes the rest of the scenario moot, but it works for you!

Just remember: A good interviewer will find a way to get around this elegant subterfuge: "Was there anything your current supervisor criticized you for in your last performance evaluation?" or "What specific areas did your current supervisor's last evaluation indicate you needed to work on?"

Red light

Never cite a personal quality that might hamper (or convince the interviewer that it might) your job performance, such as procrastination, laziness, lack of concentration, a hot temper, or tardiness.

Most interviewers probably will be suspicious if you claim never to have received a poor evaluation. While not necessarily untrue—there are companies and bosses that fail to do systematic evaluations or fail to take them very seriously—it will probably just lead you to this follow-up question: "Tell me about the last time your boss criticized you. What for? What was your response? What have you done to fix/solve/change what he criticized?" I *would* find it highly suspect for any candidate to claim they have never ever been called on the carpet for *any*thing.

If You're so Brilliant, Why aren't You Rich?

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Q: Did you inaugurate new procedures (systems, policies, etc.) in your previous position? Tell me about them.

What do they want to hear?

Of course! You had some very good solutions you'd be happy to share with the interviewer. Regrettably, however, some (or none?) could be implemented because of circumstances beyond your control.

You don't have to be a divisional president or department head to answer this question. An administrative assistant may have creatively and by his or her own volition instituted a new filing system or a better way to delegate departmental correspondence, or simply utilized technology to improve a mundane task, like keeping the boss's calendar.

The interviewer is seeking industriousness, creativity, caring about the organization and its success. So this is the time to bring up those facts and figures we talked about earlier. Describe the changes or improvements you were responsible for making and identify how they helped the company, in terms of increased profits, cost savings, or improved production.

Variation

• *Was there anything your company (or department or team) could have done to be more successful?*

Here's a perfectly acceptable answer:

> "*Sure, we could have expanded our product line, perhaps even doubled it, to take advantage of our superior distribution. But we just didn't have the capital and couldn't get the financing*."

Q: Have you been in charge of budgeting, approving expenses, and monitoring departmental progress against financial goals? Are you very qualified in this area?

What do they want to hear?

Again, financial responsibility signals an employer's faith in you. If you haven't had many—or any—fiscal duties, admit it. But as always, nothing is stopping you from being creative in the way you frame your reply. Here's an example:

> "*Well, I've never actually run a department, but I've had to set and meet budgetary goals for several projects I've worked on. In fact, I did this so often that I took a class to learn how to set up and use Microsoft Excel spreadsheets*."

If you've had broader responsibilities, talk about your approval authority. What is the largest expenditure you could sign off on? Let the interviewer know, in round numbers, the income and expenses of the departments you've supervised.

Be careful. This question is also designed to trap you if you lied to the previous question. "Managed

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14 people but had no financial responsibilities at all? Hmmm."

If you answer this question *positively*, expect more probing: "In your experience, what are the most common obstacles you've faced when completing assignments or projects on time and on budget? Give me one or two examples and how you dealt with them."

Hiring and Firing and Cash, Oh My!

Q: Have you ever fired anyone? Why?

What do they want to hear?

Even if you had good reason, you know that firing someone is never pleasant. Say so, and provide a "sanitized" (and brief!) version of the events to the interviewer. Remember, you don't want to seem like a negative person, one who might disrupt an entire department, nor appear *too* empathetic.

You should express a modicum of sympathy for the person (people) who got the axe (you clearly didn't relish your role), an understanding that sometimes people have to be fired (but business is business), and a readiness to do it appropriately, professionally, and compassionately, when required.

Green light

Let's say you fired someone for not meeting productivity goals. You might be thinking, "Boy, I'm glad I got rid of that bum. He was nothing but a wimp and whiner who never did a good day's work in all the time he was on the job." Go ahead and *think* that. But when you open your mouth, say something like this:

> *"Yes, I fired someone who continually fell short of his productivity goals. His shortcomings were documented and discussed with him over a period of months. But in that time he failed to show any real improvement. I had no choice. As a supervisor, I want everyone in my department to work out. Let's face it, though, not everyone is equally dedicated to his or her job."*

If you haven't actually fired anyone, here is one way to respond:

> *"I've never actually fired anyone myself, but it was the policy at my company that no hirings or firings should be unilateral. I was asked on two occasions to give my opinion about someone else's performance. It's never easy to be honest about a co-worker's shortcomings. But I felt I had to do what was best for the department and fair to everyone else in it."*

Q: Have you ever hired anyone? Why did you choose them?

What do they want to hear?

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If you have hired one or more people during your career, your answer might go something like this:

> "*Yes, I have hired people. I have also decided whether some internal applicants were right for jobs in my department. The first time I hired someone, I concentrated on checking off all the right qualifications. I just went down a checklist.*
>
> "*Since then, though, I've learned that some candidates who became excellent workers didn't necessarily have every qualification on that checklist. They more than make up for what they lacked in the beginning with enthusiasm and a willingness to work with others*."

What if you've never hired anyone? Show the interviewer you appreciate that he or she is trying to evaluate both your management potential and "people" skills, and try something like this:

> *"Not really. But on several occasions I was asked to speak to prospective applicants and offer my opinion. Of course, in those cases, I was trying to determine whether that person would be a team player and if he or she would get along with the other people in the department."*

Let's Take it From the Top

If you're seeking an executive-level position, most of the previous questions in this book are just as pertinent as if you were interviewing to be a receptionist (although the interviewer would expect a different level of answer!). Here are a few questions you can expect if you are a potential CFO, CIO, or Executive Vice President:

Q: Tell me about the last situation in which you were directed to overhaul a problem unit/department/division/company.

What were you confronted with, what did you do, what kind of culture did you attempt to create?

How many people did you hire and fire?

What goals did you establish?

How long was your outlook and what were the results?

What do they want to hear?

Every question is designed to get a handle on your management philosophy; ability to conceptualize on a general basis and to implement on a specific one; ability to create loyalty, unity, shared goals; ability to create and produce under pressure; ability to stay within budget and/or produce over budget; and so on.

Q: How do you "stay in the loop”?

What do they want to hear?

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There are many ways to get the information an interviewer is seeking with this question. Here are some variations:

- *How many meetings do you schedule/ attend per week/month?*
- *Are you a MBWA (Management by Walking Around) aficionado?*
- *Do you spend a lot of time in your subordinates' offices asking questions or do you prefer to wait for them to come to you with problems?*

All of the above are much more specific than "Explain your management philosophy," a question an experienced interviewee can wiggle through with a couple of business-guru quotes. The more senior your current position—and the more "executive" the position for which you're applying—the more likely these types of questions will be asked. And the more important the answers to them will be.

Q: How do you deal with subordinates who are becoming part of the problem rather than part of the solution?

What do they want to hear?

This has been asked previously in other forms. The interviewer is trying to separate the real leaders from the "managers with a title" and to ascertain whether your particular style will mesh with the organization's.

Q: See that picture frame on the wall? Sell it to me.

Or the pen, the desk, the paperweight, whatever. I'm not sure I particularly like this question—although it isn't one that should surprise an entry-level sales candidate—and I'm not really sure where to talk about it, so I guess this is as good a place as any.

What do they want to hear?

One of the major characteristics of a truly good salesperson is his or her ability to ask questions and listen to the answers (kind of like a really good interviewer). So a good sales candidate will begin by asking a series of questions about the object and about the interviewer's particular needs.

An old friend of mine, a sales superstar, once told me that if he asked enough questions, and asked enough of the *right* questions, sooner or later every prospect would tell him exactly what he needed to say to get the sale.

Obviously, the ultimate test of a sales candidate is whether he or she is really capable of selling that object to the interviewer. What about the candidate who will have nothing to do with sales? Some interviewers may still consider this a viable question if only to see how you react under pressure. The less sales-oriented you are, the more this question may bother you.

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More tips for answering questions about work

- **Be positive about your reasons for leaving your current job.** Or any previous jobs, for that matter. The key word to remember is "more." You want *more* responsibility, *more* challenges, *more* opportunity and finally (but don't play this up, except as a natural consequence of the previous "mores"), *more* money.

- **If you've been fired, stress what you learned from the experience.** Be as positive as you can.

- **Quantify the confidence other employers have placed in you.** Do this by stressing specific facts, figures, and measurable accomplishments. Mention the number of employees you've supervised, the amount of money you controlled, the earnings that your department achieved under your management.

- **Never speak badly of past supervisors or employers.** It's the biggest negative of all, and you're highlighting nothing but the positive, right?

- **Make the job you're interviewing for your chief objective.** Frame your answers so that you let the interviewer know that you see this job as a means to achieving your ultimate career objectives. Be careful not to make it sound like either a stepping stone or a safe haven.

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Chapter Seven —Let's Look at Your Current (Last) Job, Shall We

Whether you have been working for 20 years or 20 days, it is human nature to focus on the most recent job. Even if it boasted the shortest tenure. Even if a previous job was for years and the current one just for months. Why? Because the interviewer wants to know what you can do for him or her—right now—and the most current job offers the best available proof.

Q: Why are you thinking of leaving your current job?

What do they want to hear?

Obviously, no one wants to leave a job with which they are completely content (although some people routinely interview to keep "in practice" or stay in touch with what is currently on offer). But the last thing you want to do is appear negative or, worse, speak badly about your current employer. (Your interviewer will assume, fair or not, that, if hired, you will soon be characterizing his or her company in the same disparaging terms.)

So handle your discontent (if that's what led you here) very gingerly. The less contented you are, the more careful you should be in talking about it. It will do you absolutely no good to confess to the interviewer that you lie awake nights fantasizing about putting a contract out on your current boss.

Instead, do some of what management consultants call "visioning." Imagine the ideal next step in your career. Then act as though you are interviewing for that position.

Here's what I mean. Let's say you are interested in assuming more financial management responsibilities. You might tell the interviewer:

> *"There is a great deal I enjoy about my current job. But my potential for growth in this area is limited at Closely Held, Inc., because of the size of the company and the fact that expansion is not a part of its current strategic plan."*

Green light

Unless you have been fired or laid off, you should make it clear that you are sitting in front of the interviewer only because you seek more responsibility, a bigger challenge, better opportunities for growth—even more money—*not* because you are desperate to put some distance between yourself and your current job situation.

Emphasize your desire to move "up" rather than just to move out.”

Avoid any personal and/or negative comments about co-workers, supervisors, or your current (last) company's policies.

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Red light

The introduction of any negative, no matter how horrible your current job situation. (In fact, the more obviously horrible your job, the more points you will score with many interviewers for creating an impression of relative contentment.)

A willingness to make a lateral move or even take a demotion just to leave your current company. Unless you are moving into an entirely new area or field, such a willingness to move "out" rather than "up" would give *me* pause. What are you hiding? Is this just a last-ditch effort to get out before you are shoved out? And what does such a willingness say about your ability to "tough it out" until the right situation comes along? Is my company just a calmer sea in which to tread water until the right freighter passes by?

A candidate who admits she lies awake nights fantasizing about calling Joe "No Knees" Buzzano to "discipline" her current boss.

Variation

• *What's hindering your progress at your present firm?*

Q: Where does your boss think you are now?

What do they want to hear?

Although you may have been given notice or laid off and, therefore, be interviewing with the full knowledge of your boss, it's more likely you're still employed. So under no circumstances mutter something like, "He thinks I'm interviewing with you so I can leave that hellhole behind. By the way, he'll be calling you tomorrow to find a job himself." You should attempt to schedule interviews during lunch hour, after work, or on a personal or vacation day. I personally don't like to hear that a candidate has taken a sick day to talk with me. It's a "white" lie but a lie nevertheless.

Green light

The truth, whatever it is. Many interviewers will give you points for demonstrating your sense of responsibility to your current job by scheduling a breakfast interview or one during a lunch hour or after hours.

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Red light

If you have blatantly lied or indicate through body language that the question makes you uncomfortable (implying that you lied).

Q: Are you still employed at the last firm listed on your resume?

What do they want to hear?

You probably know the adage that it's always easier to find a job when you already have one. Well, it's true, because many interviewers, fair or not, believe that an employed person is somehow "better" than an unemployed one, even if the latter is more qualified. Being laid off is perceived by many interviewers as a sign of weakness. I even heard one experienced executive recruiter say, "Oh, if she was laid off, there must be something wrong with her. Companies don't ever let really good employees go!" Would that it were true!

But the fact is that massive layoffs, while not as frequent or disruptive as a few years ago, can and do still occur. And many hard-working, loyal individuals who contributed greatly to their companies—and could be significant assets to a new one—have to admit they've been laid off. Personally, I am firmly convinced that there is no shame in this status and give a laid-off candidate the same consideration I do anyone else. I would not assume all interviewers are as enlightened.

And if you were fired? Come clean quickly and smoothly to turn this potential negative into a positive.

Let's consider the case of Nick. A hotel sales manager, he was unfortunate enough to work for a petty tyrant who made a practice of taking Nick and his co-workers to task often, publicly and mercilessly.

One day, Nick finally had it. He blew up at his boss—and was fired on the spot. Later on, he was asked about his employment status in an interview for another hotel sales job. He answered bluntly, "I was fired."

When the stunned interviewer asked to hear more, Nick explained:

> *"My boss and I just didn't get along, and I have to admit I didn't handle the situation well. I certainly understand the importance of call reports and log sheets and other sales-management controls. I guess I interpreted some of Joe's quick demands for these things as a lack of trust, and I shouldn't have. I've learned my lesson."*

Green light

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Talk less about why you were terminated and more about what you've learned from the experience.

If you were laid off, or, as the British quaintly say, "made redundant," you shouldn't be expected to apologize. You might say something like, "Yes, I was one of 16 people laid off when sales took a slide." (This is an easy way out—presuming you were not a member of the sales department!)

Red light

As always, the introduction of any negative. ("Yeah, I was fired because I'm not as young as I used to be. Wait until they see what my old lawyer has to say about age discrimination. I'll make them pay through the nose!")

Being fired for cause, especially if you refuse to admit responsibility or to detail what steps have been taken to correct the problem. Celebrity felons like Mike Tyson may get two or three or umpteen chances to make millions even after serving time, but most interviewers get a bit antsy about hiring someone who was fired for stealing, drinking on the job, hitting their boss, or some equally charming offense.

Let's Play "Gotcha"

Q: Describe the way your department is organized. Also, what is the title of the person to whom you report? What are his or her exact responsibilities?

What do they want to hear?

Did you hear that? If you've been vastly exaggerating the duties and responsibilities of your current position, that sound you heard was the door that just closed. . .behind you. . .on your way out of the interview.

This question is designed to clarify what you really do—how can you be doing "X" if you said that's your *boss's* main function?—and set up a series of follow-up questions about why you exaggerated (presuming the interviewer doesn't just say "thank you" then and there).

Green light

Duties and responsibilities that match those claimed on your resume.

Duties and responsibilities commensurate with the job at hand.

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An answer that ties in with your answers to previous questions about work experience. The more detailed these answers, the easier it will be for an interviewer to catch any inconsistencies (at which point he or she will return to those previous answers and ask why the current one doesn't seem to mesh with them).

A clearly presented explanation of how your department, division, or company is set up, which tends to at least show consistency with your resume and implies that you have really done what you said you have (although a really good interviewer will take detailed notes so he can check each particular with your supervisor when he calls for a reference).

Red light

A hazy, vague explanation that indicates you may be making it all up as you go along.

Glaring inconsistencies with your resume or previous answers.

Failure to include a key responsibility or job duty that was previously proclaimed, especially if it's one that is important to the new job.

An organizational plan that doesn't make sense to the interviewer. (The more experience you have at different companies, the more likely you will have been exposed to different structures and management styles, and the more confident you will feel that a structure that seems top heavy or one that gives lower-level staff members an extraordinary amount of freedom doesn't "feel right.")

Columbo is on the Warpath

Q: Tell me about your typical day at your current (last) job. How much time do you spend on the phone? In meetings? In one-on-one chats? Working by yourself? Working with your team (or others)?

What do they want to hear?

Again, they are looking for the detail that will "prove" some of the earlier general statements you made (about responsibilities, duties, even favorite aspects of your job) or show that those statements were disingenuous or perhaps somewhat excessive.

Variations

- *On a typical day, tell me what you do in the first and last hour at work. When do you arrive and leave?*

- *Tell me what specific responsibilities you currently delegate. Are you delegating too many or too few tasks? Why? What's stopping you from changing it?*

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- *How many hours per week do you have to work to fulfill your responsibilities at work?*
- *What's the most important part of your current job to you? To your firm?*

Q: How long have you been looking for a job?

What do they want to hear?

Unless you've been fired or laid off, your answer should always be that you've just started looking. If you think the interviewer has some way of finding out that you've been looking for a while (perhaps you've come to him through a recruiter who knows your history), be prepared to explain why you haven't received or accepted any offers.

Rightly or wrongly, many interviewers presume that the longer you've been out there, the less desirable you are to hire. Personally, I disagree. If someone's been looking for a month or two or three, are they inherently less desirable than a newly minted ex-employee who's still wearing his company T-shirt under his suit? Given the near-full employment in the United States right now, it's unrealistic to expect that everyone who wants a job can find one right away. It's even less realistic not to assume that the most qualified candidates might well be picky and simply be ensuring a proper "fit" with the right company before plunging back into the corporate seas.

Nevertheless, be prepared to deal with those interviewers less understanding than I.

Q: Why haven't you received any offers so far?

What do they want to hear?

You're just as choosy about finding the right job as the interviewer is about hiring the right candidate. Don't whine or show that the search is upsetting you. If you've already fielded an offer or two, you might say:

> *"I have had an offer. But the situation was not right for me. I'm especially glad that I didn't accept, because I now have a shot at landing this position."*

It's important to tell the truth, however, because the interviewer's next logical question may be the following:

Q: Who made you an offer? For what type of position? At what salary?

What do they want to hear?

If you've already lied, you're in hot water now! Some interviewers will consider any admission of lying in these circumstances your "voluntary" offer to end the interview!

Many interviewers know a great deal about their competitors and which positions they're trying to fill.

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If you did the smart thing and told the truth, give the interviewer the name of the company.

It's important to stress that the position you turned down was very similar to the one you're applying for now. After all, if the job you are currently interviewing for is perfect for you—as you've undoubtedly already told the interviewer three or four times—why would you be at all interested in something very different at the other company?

Q: If you don't leave your current job, what will happen there? How far do you expect to advance?

What do they want to hear?

Is desperation driving you away from your current job, so that you'll say or do anything to get this one? This doesn't exactly make you a prime candidate to most interviewers. Why should he or she save you?

Remember the adage: "There's no better time to look for a new job than when you're happy with your old job." Even if you'd rather hawk peanuts at the stadium than stay another month at ABC Widget, convince the interviewer that you're the type of employee who is capable of making the most of any situation—even an employment situation you've just said you want to leave.

You could say:

> *"Naturally I'm interested in this job and have been thinking about leaving ABC. However, my supervisors think highly of me, and I expect that one day other situations will open up for me at the company. I'm one of ABC's top salespeople. I have seen other people performing at similar levels advance to management positions. That's what I'm looking for right now."*

Whatever your feeling about your current job, it's always best to conduct your part of the interview as if you are in the driver's seat, just cruising along happily until you see that changing lanes would improve your career. You certainly aren't interested in getting off at the next exit, no matter where it leads!

Begin your answers with the phrase, "Well, assuming I'm not the successful candidate for this position...." Without too much ego, let the interviewer know that you're taking your time. You're interested in choosing a job that's right for you.

Green light

If you can claim (or do claim) that you will still advance and be given more responsibility, but perhaps at too slow a pace or without adequate compensation.

If you are able to describe a situation in which the company, through little or no fault of yours, will

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clearly not be able to keep or pay its top people what they're worth (for example: a pending merger, bankruptcy, cash flow problems, loss of a key customer or product). Clearly, your reason for leaving is obvious and justifiable and your future there dim, through no fault of your own.

Red light

"Well, I doubt I'll last the week. Old Scrawnynose will probably fire me right after lunch."

An answer that indicates problems at the company for which you must bear some responsibility. ("Well, sales are down 10 percent across the board but my territory is down 72 percent. It's not *my* fault that all those stores went out of business!")

Well, er, uh, I ...

Although it's a good idea to convince your prospective employer that the world is your oyster—and you're simply waiting to find the perfect pearl of a job—you might get hit with questions like these:

Q: If you're so happy at your current job, why are you leaving? Will they be surprised?

What do they want to hear?

You might think your current company will go out of business at any second. Or you may be leaving because you just broke off your engagement with the person in the office next door. Don't cry on the interviewer's shoulder.

Instead, reassure him or her that you're not running away from anything. You've made the decision to move toward:

- More responsibility.
- More knowledge.
- The wonderful opportunity available at Good Times, Inc.

Variations

- *What would have to change at your current job to make it tenable?*
- *What have you had to change about yourself/your skills/your philosophy/your duties to adapt to changes at your current firm?*

Q: If you have these complaints about your current job/boss/company, and they think so highly of you, why haven't you brought your concerns to their attention?

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What do they want to hear?

The interviewer is trying to "hoist you by your own petard." Some problem-solver you are! You can't even talk to your boss about changes that might make you happier!

If you do find yourself cornered, facing this dead end, the only way out is to be as positive as possible. Say something like:

> *"Grin & Bear It is aware of my desire to move up. But the company is still small. There's really not much they can do about it. The management team is terrific. There's no need right now to add to it, and they are aware of some of the problems this creates in keeping good performers. It's something they talk about quite openly."*

Variations

- *If you could eliminate one duty/ responsibility from your current (last) job, what would it be and why?*
- *If you could make one comment or suggestion to your current boss, what would it be? Did you do anything of the sort? Why or why not?*

Oh, You Got to Have Friends

Q: How would your co-workers describe you?

What do they want to hear?

Of course, they would describe you as an easy going person who is a good team player. After all, you've found that "a lot more can be accomplished when people gang up on a problem, rather than on each other."

Once again, the personal inventory you completed in Chapter 1 will come in handy. Cull words from the lists you've titled "My strongest skills," "My greatest areas of knowledge," "My greatest personality strengths," and "The thinqs I do best"—and put them in the mouths of co-workers and friends.

Variations

- *What five adjectives would your last supervisor use to describe you?*
- *How effectively did your supervisor conduct appraisals?*
- *How did you do on your last performance appraisal?*
- *What were your key strengths and weaknesses mentioned by your supervisor?*

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- *How did your last supervisor get the best performance out of you?*
- *What did you say and do the last time you were right and your boss was wron?*

Haven't We Been Here Before?

Q: Give me specific examples of what you did at your current (last) job to increase revenues, reduce costs, be more efficient, save effort, etc?

What do they want to hear?

This ties in to the earlier questions you were asked about budgetary responsibility and how your current department is organized. (Savvy interviewers think it's a good idea after asking the first question or two to ask some different questions, *then* return to the subject later. Many candidates, having successfully navigated the shoals of the earlier questions, may be caught in an exaggeration when the interviewer returns to the question later on rather than following it up immediately.)

I'd Like 10 Weeks' Vacation, Sir!

Q: What do you feel an employer owes an employee?

What do they want to hear?

This is not—let me repeat, *not*—your invitation to discuss the employee benefits package you would like to have. It's a loaded question.

Don't get into a dissertation on the employer's moral responsibility to employees. For that matter, don't get into legal responsibilities. Try to refocus the interviewer's attention on your positive outlook, and keep your answer short and sweet.

> *"I think an employer owes its employees opportunity. In my next position, I look forward to the opportunity to run projects profitably."*

If the interviewer digs for a more specific response about a sensitive issue—such as your feelings about the information an employer should share with employees, or the size of the raise pool—you could respond like this:

> *"I hope that my employer will be respectful of me as an employee and of any agreements we may negotiate in the course of business. However, I know that there are times when organizations face tough decisions that may require confidentiality and affect employees. That's business."*

What if Pigs Could Fly and ...

Hypothetical ("what if ...?") questions are the basis of a situational interview, in which the interviewer conjures up a series of situations, real or imaginary, in order to ascertain whether you have the

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resourcefulness, logic, creativity, and ability to think under pressure. Why apply such pressure? Even the best-prepared candidates can't prepare for *these* questions!

Situational interview questions can come in any shape or style. I've given you only a handful of samples here. But once you get the idea, see if you can outsmart the interviewer. If you have a detailed description of the job you're applying for, use your imagination to try to anticipate a number of situations that might come up once you're behind the desk.

Q: Your supervisor left an assignment in your in-box, then left for the week. You can't reach him and you don't fully understand the assignment. What would you do? What do they want to hear?

The interviewer is attempting to gauge whether you have an appropriate respect for hierarchy and deadline demands. Alternatively, it may be a way for a more entrepreneurial firm to see whether you are willing to make decisions when forced to, even if, inevitably, mistakes will occur.

If there is truly no way to reach your boss or leave a message via voice mail or e- mail, you'd suck up the courage to approach your boss' supervisor.

Of course, you would do this in a way that would not reflect badly on your boss by explaining that you and your boss simply missed the chance to discuss the assignment before he had to leave the office. Because you're not yet familiar with the company's procedures, you simply want to be sure that you understand the assignment, so you can start on it as soon as possible.

Q: The successful candidate for this position will be working with some highly trained individuals who have been with the company for a long time. How will you mesh with them?

What do they want to hear?

Your answer should indicate your eagerness—as the new kid on the block—to learn from your future co-workers. You don't want to raise any doubts about how they might react to you. So convey the fact that, while you are certainly bringing something to the party (skills, knowledge, your own insights), you realize you have a lot to learn from the people you'll be working with (even if, in your heart of hearts, you think they're probably a bunch of old fogies and can't wait to get on board and shape them up).

Q: Your supervisor tells you to do something in a way you know is dead wrong. What do you do?

What do they want to hear?

This is a tough question, so why not acknowledge it with an answer like this:

> *"In a situation like this, even the best employee runs the risk of seeming insubordinate. I would pose my alternative to my supervisor in the most deferential way possible. If he insisted that I was wrong, I guess I'd have to do it his way."*

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Q: If you were unfairly criticized by your supervisor, what would you do?

What do they want to hear?

All of us can think back to a time when the pressure was on at work and a mistake was made. Maybe you took more than your fair share of the blame. Perhaps you were caught in circumstances beyond your control. In any event, your boss blamed you. But chances are, you and your boss got through the rough spot and you made sure the mistake never occurred again.

You could answer the question by telling of such an experience. You do not have to select the most vulnerable or perilous moment of your career to illustrate the point. Simple mistakes are more than adequate:

> *"In the course of my career there have been a few times when problems have come up and I have been held accountable for mistakes I did not feel I had caused. But a problem is a problem no matter who creates it, and you certainly don't have to create the problem to solve it. The most important thing is to deal with it.*
>
> *"On those occasions when the issue has been significant enough, I have explained my point of view to my supervisor later—after the situation has been resolved and the atmosphere has calmed."*

Q: Would you like to have your boss's job? Why or why not?

What do they want to hear?

No matter how you answer this question, the interviewer will learn a lot about you, so proceed with caution. It's an indirect way of finding out whether or not you want to be promoted.

Let's start with the first part of the question: Saying yes indicates you're ambitious and interested in career advancement. Saying no indicates doubts or reservations, at least about the job in question.

In the second part of the question, things get sticky. For instance, if it's clear that you're interested in promotion and the position you are applying for doesn't offer a direct path to a higher level, then the interviewer may conclude that you'll be disappointed. On the other hand, in a highly competitive organization, expressing reservations about career advancement could knock you out of the running immediately.

There are two things you should do to prepare for this question. First, in your preliminary research, get a sense of the corporate culture and opportunities for advancement. Try to be aware of the possibilities going into the interview.

Second, know what your honest answer to the question is. Maybe you're ready, willing, and anxious to move up and take on your boss's job. Or maybe you shudder at the thought of a management job where you have to deal with personnel issues. "Know thyself" on this one, because if you're hired, your answer can come back to haunt you.

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Now put the results together to develop your response. Ideally, your honest answer will suit the company. If your aspirations are incompatible with the possibilities, you can—at your own risk—compensate by offering an answer that fits. No matter what, make it *positive*.

"In time, I would love to have my boss's job. I'm particularly interested in the vendor relationships and sales promotion sides of buying."

"I am very interested in career advancement, but my current boss's responsibilities are heavily weighted toward managing department production. In time, I hope to move into a position with primary responsibility for design quality."

"I would be open to taking on additional responsibilities, but I like the autonomy of a sales position, and I find it rewarding to work directly with clients. My boss is mainly responsible for supervising the department and its personnel. In such a position, I would miss the client contact."

How to shine in any situational interview

- **Admit that a tough situation would make you nervous.** You might even panic momentarily. No interviewer is looking for a candidate bent on plunging right in—and then flailing about without thinking of consequences or alternatives. Nervousness calls forth the adrenaline that often fuels creative strategies.

- **Take a moment to think before you answer.** This shows you are not likely to plunge into any situation with a hotheaded response. Rather, you are taking time to weigh the alternatives and choose the best course of action.

- **Avoid throwing the "bull."** No matter what the interview technique, quash the temptation to exaggerate or downright fabricate a response.

- **Show that you have a grasp of the real world.** Admit that you have a lot to learn about this company and the position. This approach is far more effective than trying to sell yourself as a savior.

- **Plan your answers to a number of different situations ahead of time.** Assume that some of these questions will be about areas of knowledge and skill you have yet to develop, so learn as much as you can about what you don't know. And have a strategy for finding the information or resources you currently lack.

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Chapter Eight —So Why Us

In most prizefights, the first couple of rounds are relatively boring. The boxers spend their time checking each other out—testing each other's feints and jabs—before the serious pummeling begins.

The same could be said of most interviews. After the first bell, the pleasantries begin. The second bell signals the "getting-to-know-you" round of questioning. Then, if the interviewer thinks it's worthwhile, he begins "pummeling" you—with questions meant to separate the "stiffs" from the real contenders.

If you've already confidently answered a dozen or so questions, you're in that "pummeling" stage. Your chance to dance around open-ended questions is long gone. In order to make it to the final bell, you need to demonstrate some real knowledge.

Q: Do you know much about our company?

What do they want to hear?

Believe it or not, many candidates think this is merely an icebreaker and simply answer, "No."

Don't *you* follow suit! After all, why would you go into one of the most important encounters of your life so thoroughly unprepared? And then *admit* it?

I have urged (okay, nagged) you to do your homework. This is where your research will come in handy. Toss out a few salient (and positive) facts about the company, and finish by lobbing a question that demonstrates your interest back into the interviewer's court. For example:

> *"Boy, what a growth story Starter Up is! Didn't I read recently that you've had seven straight years of double-digit growth? I read in your annual report that you're planning to introduce a new line of products in the near future. I jumped at the chance to apply here. Can you tell me a little bit about this division and the position you're interviewing for?"*

Green light

Any answer that demonstrates your pre-interview research. The more informed you are, the more likely you should end up at the top of the list of potential employees.

A detailed answer that indicates the breadth of your research, from checking out the company's Internet site, to reading its annual report and being familiar with its products and services. Referring to a trade magazine article that mentions the company or, better yet, *the interviewer*, is a nice touch, don't you think?

Company Research For $100, Alex

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Q: Do you have any questions?

What do they want to hear?

Normally, this question occurs very near the end of the interview. In fact, you may well assume that its appearance pretty much signals the end. Nevertheless, because we've been talking about the importance of your pre-interview research, this is as good a place as any to address this question.

Never, I repeat, *never* answer with a no. How can you make one of the most important decisions of your life—whether to work for this company at this job—without knowing more?

Even if you think you're sold on the position or you're clear on the responsibilities, you must speak up here. If you don't, the interviewer will assume you are uninterested. And that can be the kiss of death to you as an applicant, even at this late stage.

What Do You Want to Know?

It's easy to get caught up in the challenge of impressing the interviewer with your brilliant answers, but it's also important that you don't lose sight of the fact that you have a goal—trying to determine whether this situation is right for you, whether this job is worthy of your talents and commitment.

With this in mind, here are a few key questions I would want to ask:

> *"Can you give me a formal, written description of the position? I'm interested in reviewing in detail the major activities involved and what results are expected."*

This is a good question to pose to the screening interviewer. It will help you prepare to face the hiring manager. If a written description doesn't exist, ask the interviewer to dictate as complete a description of the job to you as possible.

> *"Does this job usually lead to other positions at the company? Which ones?"*

You don't want to find yourself in a dead-end job. So find out how you can expect to advance after you land this job. What happened to the person you would be replacing? Is he or she still with the company? If so, doing what?

Try to pursue this line of questioning without giving the impression that you can't wait to get *out* of a job you don't even *have* yet! If you ask in a completely nonthreatening manner, your ambition will be understood—and even welcomed.

> *"Tell me some of the particular skills or attributes that you want in the candidate for this position?"*

The interviewer's answer should tell you how much your traits are valued. With this information, you can underline those traits you possess at the close of the interview to end it on a strong note.

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"Please tell me a little bit about the people with whom I'll be working most closely."

I wish someone had told me about this question before my last job interview! The answer can tell you so many things. For example: How good the people you are working with are at their jobs and how much you are likely to learn from them. Most important, you'll find out whether the hiring manager seems enthusiastic about his or her team.

A hiring manager usually tries to put on his or her best face during an interview, just as you do as the prospective candidate. But catching the interviewer off guard with this question can give you a glimpse of the real feelings hiding behind the "game face."

If he or she doesn't seem enthusiastic, you probably won't enjoy being part of the team. This particular hiring manager may attribute little success, and perhaps a lot of headaches, to the people who work for him or her.

"What do you *like best about this company? Why?"*

If the interviewer hems and haws a lot over this one, it may indicate that she doesn't really like the company that much at all.

If she's instantly enthusiastic, her answer should help sell you on her and the company.

The answer to this question can also give you a good sense of the values of the organization and the hiring manager. If she talks about nothing but products and how well her stock options are doing, it indicates a lack of enthusiasm for the people-side of the business.

"What is the company's ranking within the industry? Does this position represent a change from where it was a few years ago?"

You should already have some indication of the answer to this question from your initial research, particularly if the company is publicly owned. If you have some of this information, go ahead and build it into your question:

"I've read that the company has risen from fifth to second in market share in just the past three years. What are the key reasons for this dramatic success?"

Do shy away from asking about days off, vacation, holidays, sick pay, personal days, and so on. You'll seem like someone who is looking for a chance to get out of the office before you even start!

Here's the most comprehensive list of questions I can devise. Again, attempt to gain answers to them *before* the interview (although this will not always be possible, especially if you are interviewing with a small, privately held company).

Questions About the Company

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- What are the company's leading products or services? What products or services is it planning to introduce in the near future?
- What are the company's key markets and are those markets growing?
- Will the company be entering any new markets in the next couple of years? Which ones and via what kind of distribution channel(s)?
- What growth rate are you currently anticipating? Will this be accomplished internally or through acquisitions?
- Who owns the company?
- Please tell me about your own tenure with the XYZ Company.
- How many employees work for the organization? In how many offices? In this office?
- Is the company planning to grow through acquisitions?
- What has been the company's layoff history in the last five years? Do you anticipate any cutbacks in the near future and, if you do, how will they impact my department or position?
- What major problems or challenges has the company recently faced? How were they addressed? What results do you expect?
- What is the company's share of each of its markets?
- Which other companies serving those markets pose a serious threat?
- Please tell me more about your training programs. Do you offer reimbursement for job-related education? Time off?
- What is your hiring philosophy?
- What are the company's plans and prospects for growth and expansion?
- What are the company's goals in the next few years?
- What do *you* like best about this company? Why?
- What is the company's ranking within the industry? Does this represent a change from where it was a year or a few years ago?

Questions About the Department or Division

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- Explain the organizational structure of the department and its primary functions and responsibilities.
- To whom will I be reporting? To whom does he or she report?
- With which other departments does this department work most closely?
- How many people work exclusively in this department?
- What problems is this department facing? What are its current goals and objectives?

Questions About the Job

- What kind of training should I expect and for how long?
- How many people will be reporting to me?
- Is relocation an option, a possibility, or a requirement?
- How did this job become available? Was the previous person promoted? What is their new title? Was the previous person fired? Why?
- Would I be able to speak with the person who held this job previously?
- Is a written job description available?
- Could you describe a typical day in this position?
- How long has this position been available?
- How many other candidates have you interviewed? How many more candidates will you be interviewing before you make a decision?
- Is there no one from within the organization who is qualified for this position?
- Before you're able to reach a hiring decision, how many more interviews should I expect to go through and with whom?
- Where will I be working? May I see my office/cubicle/closet/floormat?
- How advanced/current is the hardware and software I will be expected to use?
- How much day-to-day autonomy will I have?
- Does this job usually lead to other positions in the company? Which ones?

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- Please tell me a little bit about the people with whom I'll be working most closely.

It's the Interviewer's Turn Again

Q: What interests you most about this position? Our company?

What do they want to hear?

You know the drill from some of the previous chapters. You have your eye on more responsibility, more opportunities, the chance to supervise more people, and the chance to develop a new set of skills and sharpen the ones you've already acquired. And, of course, if they absolutely *insist* they'll increase your salary, well, you certainly aren't one to be negative and say no!

However, this is also the ideal time to show what you know about this company and how the position you're interviewing for can contribute to its success.

Green light

Armed with this knowledge, you might reply: "I've heard so much about your titanium ball bearings that I've wanted to experiment with different applications for them." Rather than, "I'll have a better commute if I get this job." (Unbelievably, I have heard this response from more than one candidate I've interviewed! It may be honest—even important to the candidate—but it sure wasn't the answer *I* wanted to hear!)

Red light

Be careful of any answer that clearly demonstrates in compatibility—if your primary interest lies in an area that will be peripheral, at best, to your real function, you're just setting yourself up for a "thank you, we'll be in touch."

Variation

• *On a scale of one to five, rate your interest in this company. In this job.*

From Jekyll to Hyde

Q: What have you heard about our company that you *don't* like?

What do they want to hear?

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This is tricky. Obviously you want to minimize the negative implications of any question, including this one. If there hasn't been any dire news, you could ask about the dearth of the most recent software or your wish that the company's profits were a bit more predictable.

Of course, the existence of real news changes your response. Maybe you've heard that ABC Widget had a layoff 12 months ago and you're wondering if the dust has settled yet. Or perhaps you've heard rumors of a merger.

Don't play dumb. Given either of the above scenarios, any new prospect would have reservations about the company's stability and plans for the future. If the interviewer opens the door for you to ask what might otherwise be uncomfortable questions, by all means walk right in.

Just don't slam it in your own face by raising a huge negative: "I'm not sure I like the fact that I'll be reporting to three different executives" or "Is it possible to be scheduled for a salary review in 30 days?"

Q: This is a much larger (smaller) company than you've worked for. How do you feel about that?

What do they want to hear?

If the company is larger, you are undoubtedly looking forward to terrific growth opportunities and exposure to more areas of knowledge than you have access to now.

If the prospective company is smaller, you are looking forward to a far less bureaucratic organization, where decisions can be made much more quickly and where no department is so large that it is not extremely familiar with the workings of the entire company.

Q: What are you looking for in your next job?

What do they want to hear?

Obviously, you should tailor your response to the job you're applying for. But answering with a slightly reorganized rendition of the job description isn't the right way to go about it.

Interviewers typically ask a question like this to gauge your level of interest in the job and see if you have any doubts. So focus on the job at hand. Think of key skills the job requires and emphasize your interest in having a chance to develop (or *further* develop) one of them. And don't forget to express enthusiasm for your field of work. Here is an example:

> *"In my current position as development research associate, I research corporate and government funding opportunities and write grant proposals. I enjoy my work very much, but my contact with prospective donors has been limited. I look forward to a position that offers more opportunities to work with donors, securing their support, and insuring that they are recognized for their contributions.*
>
> *"I have had a few opportunities to do this with my current employer, and based on my success in*

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dealing with Timely Donations, Inc., I know I can successfully advocate an organization's mission to gain needed corporate support."

Q: What aspect of the job I've described appeals to you least?

What do they want to hear?

Let me lead with a little humor. After conversing with his Irish friend one day, a man finally blurted out in consternation, "Why do the Irish always answer a question with a question?" Unruffled, the Irishman winked and replied, "Do we now?"

Your best tactic is to follow suit. Shoot the question right back at the interviewer! For example, you might say:

"You've described a position in which I'd be overseeing some extraordinary levels of output. What sort of quality-control procedures does this company have? Will I be able to consult with in-house specialists?"

Much like the question asked earlier ("What have you heard about our company that you don't like?"), I would presume this question is inviting a real answer. If you aren't going to take the job (unbeknownst to the interviewer) because of what you believe to be a fundamental flaw in the job or the company, a good interviewer will want to know about it.

One of three possible scenarios will result:

1. You'll reveal an objection that isn't valid. Once the interviewer answers it, you will again be an interested candidate.

2. You'll reveal a viable objection that leads the interviewer to eliminate you from consideration.

3. You'll reveal a viable objection that will lead you to remove *yourself* from consideration.

Q: Based on what you know about our industry, how does your ideal job stack up against the description of the job for which you're applying?

What do they want to hear?

The "ideal" job is always one in which you'll have a broad scope of responsibilities that will enable you to continue to learn about your industry and grow. So use your knowledge about the industry to formulate a reply that, though perhaps a bit idealistic, doesn't sound unrealistic:

"*I know that many accounting firms are deriving more and more of their fee income from consulting services. I'd like a job that combines my cost-accounting knowledge with client consultation and problem solving. Ideally, I'd like to start as part of a team, then eventually head up a practice in a specific area, say, cost accounting in manufacturing environments.*"

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Now, based on what you know about the position, touch on one (and only one) minor shortcoming, and formulate a few careful questions about some aspects of the position you don't know about. Expanding on the above example, you might say:

> "*I know this position is in the auditing area and that you hire many of your entry-level people into that department. I must confess, I would like this to be a stepping stone to working more in the manufacturing area and, several years down the line, in consulting. I'm sure I don't have the requisite knowledge or experience yet. Is this a position in which I can gain such experience, and is this a career track that's possible at this firm?*"

Q: How will you handle the least interesting or most unpleasant parts of this job?

What do they want to hear?

An interviewer posing this question usually will build in specific aspects of the position, such as: "You won't always be looking for creative solutions to our clients' tax problems. Most of the time, you'll be churning out returns and making sure you comply with the latest laws. You're aware of that, of course?" You might answer:

> "*I'm sure that every job in the accounting field has its routine tasks. They have to be done, too. Doing those tasks is part of the satisfaction of doing the job well. They make the relatively infrequent chances we have to be creative even more satisfying.*"

Q: You've had little experience with budgeting (or sales or whatever). How do you intend to learn what you need to know to perform on this job?

What do they want to hear?

> *Well, throughout my career, I've proven to be a quick study. For example, when my company's inventory system was computerized, I didn't have the time to go through the training. But the company that supplied the software had developed some computer-based tutorials and training manuals. I studied them and practiced at home. I hope that I'd be able to do something similar to pick up the rudiments of your budgeting system.*

You could also mention other options, such as learning from professional publications and seminars. Show your initiative and resourcefulness in getting up to speed quickly. The interviewer wants to be sure you won't just be sitting around twiddling your thumbs and complaining that you don't know what to do next. Reassure him or her that you plan to do whatever it takes to go right on learning throughout your tenure.

Now, how would you step in and save the day? If you don't know as much as you'd like to about the position for which you're interviewing, spend some time with industry and trade publications. Focus on articles written to help people in this type of position solve common problems—or that suggest tips, tricks, and tools designed to increase everyday efficiency.

You want to demonstrate that you're ready to step right in and handle a tough situation with a cool

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head.

It's also a good idea to sharpen your working knowledge and skills. Interviewers like to pose problems you can solve on the spot. These exercises are intended to demonstrate your proficiency in the areas most important to the job.

Preparation makes perfect. If you come up blank, or use a fact or formula inaccurately during one of these exercises, it will be difficult, if not impossible, to recoup your credibility. That would be especially unfortunate after you've gotten this far.

Caveat: Different companies may use slightly different terms for the same procedure or material. So explain your terminology up front to make sure you're communicating clearly.

Q: How long do you plan to stay with us?

What do they want to hear?

One answer I *don't* want to hear is "forever," because I simply won't believe it (and I'll wonder about the intelligence of a candidate who would think that's what I want to hear). You should offer a fairly simple answer along the lines of "as long as I continue to grow, continue to learn, and continue to contribute in ways you feel are valuable."

I'm not sure whether this question will ever give an interviewer any useful information, because any candidate candid (or stupid) enough to answer "oh, a month or two, until I find a job I really like" shouldn't have made it through the screening process (or, for that matter, the first 10 questions of the interview). But be careful your body language doesn't reveal your real answer. Squirming *does* seem to mean "oh, a month or two, until I find a job I really like!"

If you already appear to be a job-hopper but trot out the standard "as long as I continue to grow, etc." speech, don't be surprised if the interviewer asks, "Is that what you told the interviewers at your four previous positions?" Whatever you do, don't answer, "Yep, and they all believed me, too!"

Q: How do you think I've handled this interview?

What do they want to hear?

Well, now, your options aren't very pleasant, are they? Saying "lousy" doesn't seem appropriate, but "great, sir, and may I polish your shoes?" seems a bit too obsequious. There is no right answer, much like the hypothetical questions in a situational interview, so don't offer one—ask a question of your own instead.

Let's Get Personal

Most people think that the candidate who talks only about work, work, work stands the best chance of getting the job. But there's a "you" that exists after 5 p.m.—and most interviewers want to get to know that person, too.

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The Double-Edged Sword

Just be careful of saying too much. Your answers can reveal more information than the interviewer is entitled by law to ask for. For example, in the warm glow of an interview that seems to be going well, you might feel comfortable talking about your children—and the challenges of being a single parent.

The interviewer could *not* have asked about your family situation in order to eliminate you from the running. Yet once this information is out, it's fair game. He or she is free to use it to make unfair judgments about your ability to handle various aspects of the job. If the job you're applying for involves occasional overnight travel, for example, he or she may decide your family situation would create unnecessary difficulties.

So, while these questions do give you an opportunity to demonstrate what a terrific person you are, they could also prompt you to—unwittingly—provide information that does you in as a prospective candidate for employment! Make sure to study Chapter 9 to identify questions that are, at best, inappropriate and, at worst, illegal.

To Your Good Health

Employers have more than just a passing interest in your health. Most companies are looking for ways to keep the overall cost of health care insurance from skyrocketing. Most managers want to know that you won't be felled by every flu bug that makes the rounds—and on sick leave when they need you most.

Q: Are you in good health? What do you do to stay in shape?

You must be honest in answering this one. Prospective employers can find ways to check your medical history if they're worried about your health. In fact, many employers make job offers contingent on your passing a physical examination.

If you appear to be dedicated to maintaining your own good health, you'll ease many of their concerns. You don't have to be an exercise nut. Just play up any activities you do regularly that provide at least some health benefit, such as yard work, home repairs, even walking the dog.

Q: Do you have any physical problems that may limit your ability to perform this job?

This is a perfectly legitimate question for the interviewer to ask. So be honest. Are you applying for a job that requires a lot of data entry despite the fact that you've been waging an ongoing battle with carpal tunnel syndrome? Will you be doing a lot more walking and standing on the job that might trigger that problem knee?

Remember, though, the key words are "ability to perform this job." A physical problem that is *not* job-related is *not* pertinent ... and none of the employer's business, by law.

Q: How do you manage to balance career and family?

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What do they want to hear?

Gosh, you are facing one tricky devil. Again, this is a perfectly legal question, but it does make it decidedly difficult if you are determined to keep any discussion of family out of the interview. Why would you want to avoid such a discussion? If you've been around the block a few times, you may legitimately worry that the interviewer has some unwritten rules, such as no single parents hired for travel positions (or, for that matter, no parents if travel exceeds X percent).

Accordingly, if you're attempting to give an answer that is as unrevealing as possible, try something like this:

> "*I have been a dedicated, loyal, hard-working employee throughout my career and nothing in my personal life—family obligations, hobbies, or volunteer work—has ever affected my performance. Nor would I ever expect it to.*"

Q: What turns you on in your off-hours?

Many employers subscribe to the theory "If you want something done, give it to a busy person." So, you want to portray yourself as an active, vital individual. Take this opportunity to paint a self-portrait of a well-rounded individual.

Q: What do you like to do when you're not at work?

What do they want to hear?

Talk about both active and passive activities, and be sure to emphasize those activities that may complement your on-the-job duties. For example, if you're applying for a position as a bookstore manager, mentioning that you read three books a week is highly appropriate. Your addiction to helicopter skiing probably isn't (for any job!).

Green light

Shy away from the controversial. A savvy candidate will cite "reading" and "tennis," for example, rather than "bungee jumping" or "picketing abortion clinics." Do you really want your off-hours interests to come between you and the job you're after? Then don't brag about interests that could cause a squeamish employer to envision a prolonged sick leave.

It's generally safe to talk about most sports activities—participating in team sports; coaching children; and indulging in singular activities such as swimming, running, walking, or bicycling. Avoid emphasizing activities that are likely to spark concern or controversy, such as sky diving or hunting.

As a rule, employers like activities that show you are community-minded and people-oriented. Your

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involvement with the chamber of commerce, Toastmasters, the Rotary Club, or fund raising for charities is likely to earn points. However, consider carefully mentioning any religious or political activities that may alienate the interviewer.

Red light

Carefully craft your answer so you *don't:*

1. **Sound like a couch potato.** "I'm a Giants fan. I never miss a game. I also catch every episode of *Buffy the Vampire Slayer*, *ER* and *The X-Files*. And I tape my soap operas every afternoon, so I can catch up on them on the weekends."

2. **Seem headed for a collapse.** "I play racquetball, coach a softball team, am on the board of directors of the local museum, plan to run for city council this fall, and, in my spare time, attend lectures on Egyptology at the university." (Whew! How will you find the time and energy for work?)

3. **Boast about dangerous activities.** "I like to challenge myself. Next weekend, I'm signed up for another bungee jump. I need something to keep me pumped up until rugby season starts."

4. **Bring up controversial interests that may be personally objectionable to the interviewer.** "I'm always on the front lines at Greenpeace demonstrations." Or "I give all my money to the Crusade to Convert the World to (fill in the blank) religion."

Tips for tooting your own horn—without becoming a "blow-hard"

- **Don't get carried away.** Only the most annoying people don't find it difficult to talk about themselves in a flattering way. And that's what you'll be doing on the interview—constantly tooting your own horn, until even you will want to change the tune.
  You'll be saying what a great person your friends think you are, what a pleasure your supervisors thought it was to have you on their team, and that there are only a few little adjustments you'd like to make to your personality.

- **Stress the traits companies are looking for.** I mean enthusiasm, confidence, energy, dependability, honesty. Formulate answers that suggest these characteristics. Think about what you would want in an ideal employee if you owned a company. Wouldn't you want a problem-solver? A team player? Someone who is enthusiastic about working hard to achieve goals?

- **Be creative.** A friend of mine had to work his way through college. Rather than participate in low- or no-pay internship programs or extracurricular activities, he pumped gas and stocked supermarket shelves during the summer. These "menial" positions were in no way related to the career he was studying for—publishing. And to compound things, publishing is a very internship-oriented field. Many companies like to hire candidates who have spent their summers fetching coffee for editors

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and art directors.

My friend knew there would be searching questions about how he had spent his summer vacations from his Ivy League interviewer. So he was ready with this response:

"I wish I'd had more time to write for the school paper. Whenever I wasn't studying, I pretty much had to work to pay for college. But I learned a number of things from the jobs I held that most people learn only after they've been in their careers for a while—such as how to work with other people and how to manage my time effectively."

More tips for interview success

- **Shape your responses to the position.** Learn as much as you can about the position for which you are interviewing—before you get to the interview. When you talk about your own accomplishments, skills, and experience, talk in terms of the requirements of *that* job—and the goals of *that* company.

- **Always think in terms of what—and why.** As you talk about your accomplishments—or failures—stress the positive lessons you've learned that you've already applied or plan to apply in your next position.

- **Don't exaggerate.** Your accomplishments and responsibilities should speak for themselves. If you felt you lacked opportunities to make a mark in the past, say so. If you bend the truth, there are too many ways a savvy interviewer can find you out. Don't learn the hard way—it will probably cost you the job!

- **Don't appear desperate ...** even if you've been terminated from your previous job! But don't come across as smug, either. Concentrate on expressing your genuine interest and enthusiasm for the opportunities offered by the job on offer—such as more responsibility, more knowledge, and more money.

- **Avoid the negative.** You want the interviewer to associate as few negative words or feelings with you as possible.

- **Make the best of your current position.** Let the interviewer know you may still be able to find some of the things you're looking for in your current position.

  You want to convey the impression that you are a positive worker who tries to make the best of any situation. And again, you're trying not to appear too desperate. Some interviewers will equate "desperate" with "cheap to hire."

- **Build a vocabulary of action words.** The following words are strong and positive. If you use them consistently in your resume, interviews, and follow-up letters, they should leave a lasting impression in the interviewer's mind.

Take a few moments to review these words each day, even after you're off the interview circuit. In very little time, they'll find their way into your everyday speaking and writing.

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Words that pack a professional punch

Ability	Chartered	Decreased
Accelerated	Communicated	Delivered
Accomplished	Compared	Designed
Accurate	Compiled	Determined
Adjusted	Conceived	Developed
Administered	conceptualized	Directed
Advised	Conducted	Discovered
Analyzed	Consolidated	Disproved
Approved	Constructed	Distributed
Arranged	Consulted	Edited
Assisted	Controlled	Effective
Built	coordinated	Eliminated
Calculated	Counseled	Energy
Capable	Created	Enlarged
Enthusiasm	Maintained	Reported
Established	Managed	Represented
Evaluated	Modified	Researched
Examined	Monitored	Responsible
Excelled	Motivated	Restored
Expanded	Negotiated	Reviewed
Focus	Obtained	Revised
Formulated	Operated	Scheduled
Founded	Ordered	Selected
Generated	Organized	Served
Guided	Performed	Sold
Headed	Persuaded	Solved
Identified	Planned	Streamlined
Implemented	Prepared	Strengthened
Improved	Presented	Studied
Increased	Prided	Supervised
Initiated	Processed	Supplied
Inspected	Produced	Systematic
Installed	Proficiency	Taught
Instituted	Programmed	Tested
Instructed	Promoted	Thorough
Interpreted	Proposed	Trained
Introduced	Provided	Translated

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Invented	Purchased	Updated
Justified	Recommended	Urgency
Launched	Reduced	Utilized
Lectured	Referred	Vital
Led	Reorganized	Won
Made	Replaced	Wrote

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Chapter Nine —Innocent? Hardly. Illegal? Maybe.

As the head of recruiting for a rather large company, a friend of mine spent weeks at a time interviewing scores of candidates for a wide variety of openings. With so much practice, she became very good at identifying unsuitable candidates in minutes—and "releasing" the unsuspecting person with a simple, "Thanks for stopping by" before the interview even got underway!

Here's how it worked. On greeting a young applicant for a field sales position one morning, my friend asked, "How are you?" The applicant immediately began whining about the fact that it was raining and she had a run in her stocking.

This was a cue to my friend. She turned to her and, feigning embarrassment, said, "Oh! Are you here to apply for that field sales position? I'm sorry. We forgot to call. We filled the position yesterday. But we'll keep you in mind for other, similar positions that come along. Thanks for stopping by."

Don't "Throwaway" Your Chances

This story demonstrates a fact that few candidates realize: There is no such thing as an innocent or "throwaway" question. You are being judged from the moment the interviewer sees you (or hears you on the telephone) until the instant you are offered the job (or escorted out of the building). Many interviewers use these questions as "icebreakers," believing that they give a false, informal impression of "let's just chat, shall we?" and lead candidates to drop their interview guard. Some interviewees, dismissed after only a few minutes, belatedly discover that these innocent questions "ice-picked" their chance for the job.

Following are just a few to be prepared for:

Q: How are you today?

Did you have any trouble finding us?

What do they want to hear?

You're doing just fine, thank you. And no, you didn't have any trouble at all! That's because (don't admit to this, just do it) you took the time to get directions from the interviewer's assistant.

Again, it all comes down to being positive. I'm not suggesting that you plaster an idiot grin on your face and go on like a "Stepford" employee. But I do urge you to make every effort not to let anything negative (even the crummy weather!) enter into any part of your interaction with the interviewer.

Since my recruiter friend told me his little story, I know I pay much more attention to the answers candidates give to these little "throwaway" questions.

Over the years, I've taken to asking some out-of-the-blue questions of job candidates. And according to what I read in human resources journals, I'm not at all out of the ordinary.

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Many interviewers will try to lure you away from the "standard" interview questions. By now, these questions have become clichás. You've memorized the correct answers to each one, just as if you came into possession of a "stolen" exam. The real test is in how you answer those questions that come from out of the blue.

Covey or King?

Q: What's the last book you read?

What do they want to hear?

What someone chooses to read speaks volumes about what kind of a person he or she is. But before you reel off your reading list, consider this. Right or wrong, many interviewers seem to think that people who read nonfiction are more interested in the world about them than fiction readers, who they may believe are looking for an escape.

So rather than talk about the latest thriller you couldn't put down, opt for a popular how-to book. This will demonstrate that you're interested in *The 7 Habits of Highly Effective People* or *The Discipline of Market Leaders*, or generally trying to improve your knowledge and skill as a businessperson.

Freddie or Forrest?

Q: What's the last movie you saw?

What do they want to hear?

Mention a popular but noncontroversial movie. It won't do you any good to gleefully admit it was *Friday the 13th, Part 86*.

Do you want your taste in foreign films or left-wing documentaries to stand between you and a job? It's much better to stay with a Tom Hanks movie like *Forrest Gump*. (If you insist your preferences shouldn't matter, feet free to discuss your ideas on *Natural Born Killers* or *Pulp Fiction*.)

Tips on avoiding a one-minute interview

- **No question is a throwaway.** The interview begins the moment you walk in the door (or pick up the telephone). So give careful consideration to all of your answers.

- **Exhibit the traits employers are looking for.** No matter what you're talking about, exude confidence, enthusiasm, energy and intelligence.

- **Answer carefully—and noncontroversially.** Why open up a can of worms? You may be inviting the interviewer to "go fishing."

- **Remember, this is still a job interview,** not a meeting of the local literary society or movie fan club.

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An answer that helps you get the job is preferable to the one that accurately reflects your literary or cinematic tastes.

Discriminate and Eliminate?

In an ideal world, companies and managers would judge every applicant solely on the basis of the skills and experience necessary to perform the job.

But it should come as no surprise that our world is far from ideal. In the real world, many managers and companies discriminate against people of color, people with disabilities, people over the age of 50, even women whom they may simply assume are planning to have children sometime during their future employment!

Few of us can claim to be completely objective when judging other people. But the fact is that you, as a candidate for any job, *do not have to answer* questions related to your race, nationality, marital or financial status—or even a disability if it is unrelated to how well you are able to perform the job.

Illegal—or Just "Inappropriate”?

If an interviewer is foolish enough to make an issue of your nationality, marital status, or other personal information, should you leap out of your chair and make a citizen's arrest right there in the interview? No.

But you should sit up and take notice. Every state has regulations governing what may and may not be asked of an applicant during the pre-employment (application and interviewing) process. Just asking the wrong question is not illegal in itself. But it may open an employer up to a lawsuit if an otherwise-qualified applicant is passed over for a job based on his or her answer. Few companies are willing to take that chance. So when it comes to "inappropriate" questions, most employers tread lightly.

But regulations don't preclude the subtle techniques some interviewers use to get applicants to volunteer information. As an applicant, it's still up to you to dodge the bullet. The key is knowing when a question is inappropriate—and not surrendering any information that might cost you the job.

Your Litmus Test

Every question the interviewer asks should pass this test: "Does it have something to do with my current job or the one that I'm applying for?"

Beyond that, it pays to check with your state's Fair Employment Practices Commission for a list of questions considered inappropriate for employers to ask on job applications and during preemployment interviews.

In the meantime, here are some questions that should trigger alarms in your head during even the most "congenial" interview.

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Questions About Your Age

Q: How old are you?

Age can be a loaded issue for many employers. If you're in your late 40s or 50s, some employers may worry about your energy flagging or your health failing. Don't give them ammunition in the form of a number.

Employers cannot ask for your birth date or about facts that might reveal your age, such as the year you graduated from high school. Interviewers may only state that hiring is subject to verification of legal minimum age requirements and that employees under the age of 18 must provide a work permit.

But age, like race, can be easy to guess. So again, take a positive tack. Play up the benefits of your experience and assure the employer that you have all the vitality for work you had when you were in your 20s. You might say:

> *"The more I've accomplished, the more effective I've become. When I was just starting out, I was so full of energy I was like a loose cannon. Now I find I can accomplish more in less time because I know where to find the resources I need and how to work effectively with all kinds of people."*

Variations

- *When were you born?*
- *When did you graduate from high school?*
- *When did you graduate from college?*
- *Are you near retirement age?*
- *Aren't you a little young to be seeking a job with this much responsibility?*
- *Aren't you a little too old for a fast-changing company such as ours?*

Questions About Your Marital/Family Status

Q: Are you single, married, separated, divorced?

Often an interviewer's bias is not overt. Many interviewers use subtle ploys designed to get you to volunteer just the information that they may use to disqualify you from the running.

You may be married with children—and proud of it. But resist the temptation to whip out the latest pictures from Walt Disney World. Why? After all, what could seem more innocent than chitchatting about your fiancá, spouse, or kids? What's the harm in letting an employer know about your tentative plan for having a child within a year?

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Maybe there's no harm in it. But then again, you never know how an interviewer may interpret your answers. If you're planning to have a child within a year, for example, an interviewer may wonder whether you will begin to curtail your hours at work. If you're engaged to be married, he might assume that you'll be so wrapped up in wedding plans that your attention won't be focused on the job at hand.

Interviewers may not ask about your marital status or plans for marriage or for having children. If you already have children, you're not obliged to reveal their ages or the arrangements you've made for childcare. In many states, married women are not required to give an employer their maiden name—unless they've worked under another name at previous companies listed on their resume.

Meeting the Interviewer Halfway

Rather than simply refusing to answer a question—and creating bad feelings between you and the interviewer—you may find it helpful to confront what you believe might be the employer's concerns about your situation. For example, if the interviewer keeps digging for information about whether you have children, or plan to, he may be concerned about your commitment to the job. You might respond by saying something like:

> *"I sense that you are concerned about my ability to be here on a regular basis to put in the work necessary to meet deadlines. Just let me assure you that I have always been a reliable worker who's committed to getting the job done well and on time. In fact, in my last position, I was never late to work once and I consistently completed all projects ahead of deadline."*

See? Without answering any questions about children or family plans, you addressed the real issue—the employer's concern about your commitment to your job.

Variations

- *What do you think caused your divorce?*
- *Why have you never married?*
- *Were you ever married?*
- *Do you intend to marry?*
- *Do you live alone?*
- *Do you have any children?*
- *What was your maiden name?*
- *Is that the last name you were born with?*
- *Do you prefer to be called Miss, Ms., or Mrs.?*

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- *Are you a single parent?*
- *How many dependents are you responsible for?*
- *Who's the boss in your family?*
- *What kind of work does your spouse do?*
- *How much time do you spend with your family?*
- *What do you think makes a happy marriage?*
- *Tell me about your children. Do you have a good relationship with your children?*
- *Do you have any children not living with you?*
- *Do you live with your parents?*
- *What childcare arrangements have you made for your children?*
- *My wife (husband) hates me working on weekends. What about yours?*
- *Do you practice birth control?*
- *Are you pregnant?*
- *Do you intend to have children?*
- *Will travel be a burden on your family?*
- *Are you a family man (woman)?*

Questions About Your Ethnic Origin

Q: What's your nationality?

When you meet, you can't stop an interviewer from drawing conclusions about your lineage from the color of your skin, eyes, or hair. But never surrender that information over the telephone—or hand over a photograph of yourself before you accept a job.

Employers may not ask about your ancestry, descent, parentage, or nationality—or that of your parents or spouse. It's okay to volunteer that you're proficient in a language other than English, but the interviewer cannot ask you how you learned to read, write, or speak those languages.

Let's say your last name is "obviously" Italian. When you greet the interviewer, he remarks,

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"Rutigliano. That's Italian, isn't it?" What do you do? Just smile politely—and don't answer at all. It is quite possible that the interviewer meant absolutely no offense.

If the interviewer still doesn't get the hint and continues to allude to your Italian heritage, you might say, "I really don't see what my ancestry has to do with my application for this job." If you try to handle the situation diplomatically, you can stay on the interviewer's "good" side.

If an employer tries to pressure you into submitting a photograph of yourself to accompany your job application, simply say, "I don't have a suitable photograph available at this time. Of course, if I'm offered this job, I'd be happy to have one taken."

The Federal Immigration Reform and Control Act of 1986 prohibits employers from hiring "aliens"—people who are not properly authorized to work in this country. *Once you have accepted the offer*, you will be required to document your right to work by surrendering one of the following:

- A United States passport.
- A green card.
- A combination of a birth certificate or social security card and a driver's license.

Variations

- *Hmm, that's a ___(Italian, Greek, etc.) name, isn't it?*
- *What language do you speak at home?*
- *Where are your parents from?*
- *Where were you born?*
- *Where were your parents born?*
- *What languages do your parents speak?*
- *What do your parents do?*
- *Were your parents born in this country?*
- *Were you born in this country?*
- *What kind of accent is that?*
- *What languages do you speak?*
- *Are you bilingual?*

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Questions About Your Sexual Preference

Q: What's your sexual orientation?

"I'm sorry. I don't intend to discuss that."

Variations

- *Are you straight?*
- *Are you gay?*
- *Are you a lesbian?*
- *Do you date other men?*
- *Do you date other women?*
- *Do you have any roommates?*
- *Do you belong to any gay or lesbian groups?*

Questions About Your Religious Preference

Q: Are you __(Jewish, Christian, Buddhist, etc.)?

Employers may tell you which religious holidays the company observes. But they cannot ask you for any specific information in this area.

If an interviewer presses you to reveal your affiliation, simply say:

> *"I like to keep my religious beliefs separate from my work, and I respect that right in the people with whom I work."*

But if you find yourself dodging too many of these "bullets," maybe you should take a moment to think about whether you want to work for a supervisor who has shown himself to be ignorant and insensitive. If you don't care that he's an insensitive boob—you just want the job—then don't make an issue out of his comments. It's up to you.

Variations

- *What do you do Sunday mornings?*
- *Can you work Friday evenings?*

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- *We're a ___(Christian, Jewish, Muslim) firm. Would that be a problem for you?*
- *Are you a member of any religious group?*
- *What religion do you practice?*
- *Do you tithe?*
- *Are you "born again"?*
- *Do your children go to Sunday School?*
- *Do your children go to Hebrew School?*
- *Do you sing in the church choir?*
- *What church do you belong to?*
- *Is there any day of the week on which you can't work?*
- *Will working on weekends be a problem for you?*
- *What religious holidays will you need to take?*
- *What organizations do you belong to?*

Questions About Your Health and Disabilities

Q: Do you have any physical problems?

Interviewers may only ask about a physical or mental disability that will directly affect your performance on the job.

Your general physical health is not fair game, although you may be asked to take a physical examination after you receive an offer. The outcome of this examination must be related to essential functions of the job—so the employer has the right to condition the offer on the results.

Employers may *not* ask about whether you have:

- An existing mental condition.
- Received workers' compensation.
- Problems with alcohol or drugs.
- HIV, AIDS, or AIDS-related syndrome.

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A word about AIDS

This is still an area of concern for employers. Although new laws and regulations will likely be written, currently HIV infection, AIDS, and AIDS-related medical conditions are considered "disabilities" under the Federal Americans with Disabilities Act.

If you test positive for HIV or AIDS (or any other disability) in a pre-employment medical examination, the employer cannot use that information as grounds for withdrawing the offer—unless the extent of the illness substantially inhibits your ability to do the job or poses a reasonable threat to the safety of others in the workplace.

Variations

- *Do you have any health problems?*
- *How many days were you sick last year?*
- *Do you spend a lot on prescriptions?*
- *Can you read the fine print on this form?*
- *How's your back?*
- *Is your hearing good?*
- *Are you physically fit?*
- *Were you ever denied health insurance?*
- *Were you ever denied life insurance?*
- *When were you last in the hospital?*
- *When did you last consult a doctor?*
- *Do you have a doctor you see regularly?*
- *Are you handicapped?*
- *Have you ever filed a workman's compensation claim?*

Other Personal Questions

Q: What organizations are you a member of?

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Think carefully about your answer to this question. An employer can ask about (and should only be interested in) your membership in organizations, professional societies, or other associations considered important to your performance on the job.

It's a good idea to leave out the names of any organizations that might provide "clues" to your race, religious creed, color, national origin, ancestry, gender, or disability.

Q: Have you ever gone bankrupt?

A prospective employer may only ask what you're currently earning.

Your current or past assets, liabilities, or credit rating are not fair game. This includes whether you own a home or any information about a past bankruptcy or garnishment of wages (except when permitted by federal and state laws governing credit-related information). Again, it's wise to consult specific guidelines in your state.

Variations

- *Do you own or rent your home?*
- *Do you have any outside income?*
- *Do you earn any money from hobbies or investments?*

Q: What was your record in the military?

If you have served in the military and want to bring to light the skills and knowledge you gained from that experience that are relevant to the job you're applying for, go ahead. But be aware that you're *not* required to give the dates of your military service or the type of discharge you received.

A dishonorable discharge from the military or an arrest that did not result in a conviction does not mean your professional life is over. In the majority of cases, these facts should remain in your past.

Be aware, however, that regulations do differ from state to state and from industry to industry. For example, under the Federal Deposit Insurance Act, banks are prohibited from hiring individuals convicted of any crime involving dishonesty or breach of trust, even if the conviction is more than seven years old.

Variation

• *What kind of discharge did you receive?*

Q: Have you ever been arrested?

Unless you're applying for a position as a police officer or with the Department of Justice, a prospective employer is not entitled to know whether you've been arrested—unless the arrest resulted

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in a conviction.

In some states, employers may only ask about felonies, not misdemeanors. If you have a record, do some research.

So What Do You Do?

Over the past 25 years, there has been a plethora of lawsuits charging employers with discriminatory hiring practices, yet inappropriate questions still are commonly asked during interviews.

This is particularly true of interviews by hiring managers, who may not be up on legal issues. If you're asked an inappropriate question, you have three choices:

1. You can be a constitutionalist and refuse, on principle, to answer—even if you'd come up smelling like a rose if you did.

2. You can be a pragmatist and provide answers you feel wouldn't hurt you, while you tactfully sidestep questions you think could hurt you.

3. You can be a little of both.

Beware the Wily Interviewer

Most interviewers who are trying to get at information that is considered inappropriate won't be obvious. Here's a case of subtle discrimination.

After making it through three interviews for a job at one of the big tobacco companies, a friend of mine thought she was "in." But during her final interview, the interviewer offered her a cigarette. She replied, "No, thanks. I don't smoke."—without realizing that she had inadvertently said no to the job as well!

Notice the subtlety. The interviewer never asked, "Are you a smoker?" or "Do you smoke?" Turning down an applicant because she refused to engage in an unhealthy activity might put the company on questionable legal and public relations ground. But by getting her to volunteer the information, the interviewer had what he needed to disqualify her from the running.

(When I heard this story, I couldn't help but wish she had answered, "No, thanks. I don't smoke during interviews." Perfectly true—and nearly as coy as the interviewer's gambit!)

What to Do After the Fact

If an interviewer has asked you questions not related to the job on offer, and you believe you weren't hired based on your refusal to answer or the information you did provide, you might have grounds for charging the employer with discrimination.

The operative word here is "might." The burden of proof is on you. You will have to prove that the

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questions were asked for the purpose of discriminating among applicants. For example, if the manager asking all those questions about Italian ancestry subsequently hired another Italian, you wouldn't have much of a claim, despite the fact that you were asked inappropriate questions.

If you do think that you have grounds for a charge of discrimination, you should file your charges simultaneously with the appropriate state agency and the federal government's Equal Employment Opportunity Commission (EEOC). The EEOC generally will wait until the state agency has conducted an investigation, then conduct an investigation of its own.

As you might expect, the wheels of government agencies can creak at their own slow pace. In fact, you might not hear anything for years! Even then, an agency will only determine whether there is reason to believe your charge is true. Therefore, if you are anxious for justice, you should request that the EEOC issue you a notice 180 days after you file your charge.

If You're in the Right

If the EEOC determines that your complaint is valid, it will first attempt to mediate the dispute between you and the employer. If an agreement can't be reached, the Commission will either file its own suit or issue you a letter giving you the right to sue the employer. You must file your suit within 90 days of receiving such a letter.

Say that you win your lawsuit. Don't expect to receive a colossal jury award. The most you'll probably get from the employer is the equivalent of a year's salary.

One Last Word ...

None of the information or advice in this chapter should be taken as legal advice. I am not an attorney. If you feel a prospective employer is guilty of discrimination, your first step should be to contact the appropriate government agencies, as well as an attorney, to accurately assess your rights and options under federal law and the laws and regulations in your state and industry.

Tips for fending off illegal questions

- **Know your rights.** Do some research to find out what questions are out of bounds in your particular state, industry or profession.

- **Don't open the door for the interviewer.** Let him get it himself! That is, don't bring up subjects you don't want to talk about. If you do, the interviewer is likely to ask what would otherwise have been illegal questions—if you hadn't opened the door first.

- **Change the subject.** If you feel that the interviewer is asking you questions that shouldn't be asked, the first step is to try to shrug them off and change the direction of the conversation.

- **Give the benefit of the doubt.** After all, you are here because you want the job. So it's up to you to weigh your personal reactions to certain searching questions against your desire to have this job. Many hiring managers may not realize they are in the wrong. Give them the benefit of the doubt.

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- **Warn the interviewer—subtly.** Tell the interviewer in a nonthreatening way that you know the questions he or she is asking are inappropriate. This should deliver the message that you know your rights and aren't willing to be a victim of discrimination.

- **End the interview.** If the interviewer refuses to back off, end the interview quickly. After all, would you really want to work at a company or for a person capable of such narrow-minded attitudes? If you think you have a strong case, look into bringing formal charges against the company and the interviewer.

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Chapter Ten —That's a Wrap

Okay, you've made it this far, you *must* have the job by now. Anyway, there's absolutely no way to screw it up at this point, right?

Don't be so quick to relax. The closing questions of an interview should be handled with care. In short, there are still likely to be some tough questions ahead. Here goes.

Planes, Trains, and Automobiles

Q: Are you willing to travel?

What do they want to hear?

Yes, of course you are. Your family understands the demands of your career and is supportive when you need to spend some time away from home. Does that mean you want to be away three weeks out of four? Probably not. Unless you are unwilling to travel at all, don't let this question cost you the job. (If the job requires far more travel than you are prepared for, what are you doing on the interview? And if the heavy travel requirements are a complete shock, why didn't you learn about them beforehand?)

The more travel is an inherent part of the job, the more likely the interviewer will ask this question *early* in the process, so as to immediately eliminate home-bound candidates.

Q: Are you willing to relocate?

What do they want to hear?

If you really are, say so. "Absolutely. In fact, I would look forward to the chance to live elsewhere and experience a different lifestyle and meet new people."

If you're not, say so. "Well, not unless the job is so terrific that it would be worth uprooting my family and leaving my relatives and friends. Does this position require a move? I'm obviously very interested in it, so I might consider relocating."

Q: May I contact your current employer?

Why do people ask this question? You probably will feel like saying, "Sure, after you give me this job and I don't have to worry about getting canned because I've been out looking for another job."

But you'll sound better saying: "Sure you can—after we come to an agreement. I think it's best if they hear about this from me first."

Q: May I contact your references?

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What do they want to hear?

Of course. Tell the interviewer that you will get back to him or her with a list of references that afternoon or, if it is already afternoon, the very next day.

Does this stalling make you seem unprepared? Shouldn't you go into the interview with the list ready to hand over to the interviewer?

Frankly, in the world of interviews, stalling for a little time before giving references is SOP (standard operating procedure). The reason you want to wait is so you can tell your prospective references that a call might be coming from Mr. Krueger of Trikadekaphobia, Inc. If your references are indeed going to say wonderful things about you, they should be prepared to do so.

Caveat: Employers are growing more reluctant to provide references because of a rise in the number of claims of defamation and misrepresentation. Because job references are partially privileged communications, it's a good idea to try to get an inside line on what is being said about you to a prospective employer. As an applicant, you may be able to approach a current or former employer to work out a narrative job reference that is accurate and amenable to both of you. With your consent and involvement, former employers may be more willing to discuss your strengths and weaknesses and the circumstances surrounding your departure in a positive light.

Q: Is there anything else about you I should know?

What do they want to hear?

You might not think you have anything else left to say—but you'd better have! This is your chance—on a silver platter—to close the sale. You'd be a fool to walk away from it.

Develop a short answer to this question, one that plays upon your strengths, accomplishments, skills, and areas of knowledge. For example:

> *"Mr. Krueger, I think we've covered everything. But I want to re-emphasize the key strengths that I would bring to this position.*

- **Experience.** The job I'm currently in is quite similar to this one, and I would be excited by the chance to apply what I've learned at WidgetLand to working for your company.

- **Management skills.** I run a department almost equal in size to this one. I'm a fair and effective supervisor.

- **A record of success.** I've won two prestigious industry awards. I would bring that creativity here.

- **Enthusiasm.** I am very excited about the prospect of working with you here at Trikadekaphobia. When do you expect to make a decision?

This type of answer should underline the points that you have been trying to make throughout the

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entire interview. By ending with a question, you ask Mr. Krueger to take some action. This is an effective selling technique that should give you a good indication of your chances of getting the job.

Variations

- *Why should I hire you?*
- *If you were me, would you hire you?*

Keys to wrapping up a successful interview

• **Be prepared to ask questions.** Remember, an interview is a two-way street. Your job is to find out if the company, the industry and the hiring manager are right for you. Don't be shy about asking the interviewer some rather tough questions of your own.

• **Don't ask about time off.** At least not before you're offered the job.

• **Don't ask about salary or benefits.** Wait until you are offered the job. You don't want money to be a factor when the interviewer is considering whether you are the best person for the job.

• **Prepare a closing argument.** This should briefly summarize your strengths, skills, and accomplishments, and underline those that the interviewer has already told you are key to the job.

• **Don't give out the names of your references.** Instead, take the time to notify these people that they may hear from your prospective employer and let them know what you want them to stress (or leave out)..

Money Talks

No one likes to talk about money during an interview. It seems "indelicate," somehow. But that doesn't mean you should avoid it completely. Just remember that timing is everything.

My own rule of thumb is simple: Don't discuss dollars and cents until after you've convinced the interviewer that you're the best person for the job.

That's why I've relegated the first question on salary to near the end of the final chapter. Until you've made it over all the other interview hurdles, the interviewer is still assessing your ability. And he or she is probably still seeing other contenders as well—some whose talent may come cheaper than yours.

But even if an interviewer tries to pressure you into naming a specific number early in the game, avoid committing yourself. Instead, name a very broad range. You might say, "I believe a fair wage for this kind of position would be something like $30,000 to $40,000."

Be sure the bottom end of that range is no less than the minimum salary you would be willing to accept for the position.

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Once the employer has made his decision, you're in a much stronger bargaining position.

Q: What sort of salary are you looking for?

What do they want to hear?

You must have a pretty good idea of what your particular market will bear. If you don't know the high and low ends in your area (city and state) and industry, do some research. Make sure you know whether these figures represent just dollars or a compensation "package" that may include insurance, retirement programs, and other value-added benefits.

If you're a woman, make sure you know what men are making doing the same job. You're bound to find a discrepancy. But you should request and expect to earn an equivalent salary, regardless of what women predecessors may have earned.

Even if you've been out of a job for months, this is not the time or place to let your desperation show, so avoid gushing,

"Gee, this job sounds so gosh-darned wonderful I can't believe you're going to pay me anything! Just give me an office and a phone and I'll work for the sheer fun of it!"

I'm Worth it!

Have confidence in your own worth. By this time, you've worked hard to sell the interviewer on your value as a future employee. Just remind him of what he's already decided.

Harry is a friend of mine who is not only eminently qualified, but also a heck of a good interview, and he knows it.

So, when a recruiter called Harry with a job lead that sounded perfect for him—but paid less than he was making—Harry told her: "I want that job. Send me on the interview. After they've met me, they'll be willing to pay me what I want."

It sounds cocky, but Harry knew what he was doing. During the interview process, he studiously avoided the subject of salary. When the interviewer finally asked, "What would it take to get you over here?" Harry showed his cards.

"I understand the job has a top salary of $40,000," he said. When the interviewer affirmed that, he went on: "Well, I would need more than that. I came here because the job sounded terrific. In fact, the job description Gretchen gave me, and which you've just elaborated on, has my name written all over it."

To make a long story short, Harry got the salary he wanted because he had already sold himself. If he had asked for the same money earlier in the interview, he probably would have been out of the running.

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What if your initial offer is not accepted? Then it's time to negotiate.

Q: The salary you're asking for is near the top of the range for this job. Why should we pay you this much?

What do they want to hear?

Remind the employer of the cost savings and other benefits he'll enjoy when you come on board. Pull out your specifics again, if necessary. For example, you might say:

> *"I was able to cut my previous employer's expenses by 10 percent by negotiating better deals with vendors. I think it's reasonable to expect that any additional salary we agree to would be offset by sayings I could bring the company."*

You've come to an agreement, and the last piece of business before you start your new job.

Q: When can you start?

What do they want to hear?

If you've been laid off or fired, you can start immediately, of course.

But if you're still working for someone else, you must give at least two weeks' notice to your employer—more if you are leaving a position in which you had considerable responsibility.

As eager as you may be to get started on this new job, I know I don't have to remind you that it's never wise to burn bridges. You never know when you might have to cross one of them again! So be as accommodating as you can. For example, offer to help find and train your replacement.

If it will be several weeks before you can assume your new responsibilities full-time, offer to begin studying literature or files in your off-hours. Or come into the office in the evening or on a weekend to meet members of the staff and begin to familiarize yourself with the lay of the land. You might even be called on to attend a company event or seminar.

Red light

Although it may reflect your true feelings about the job, saying you "aren't sure" when you can start implies to me you aren't sure" about taking the job.

Don't ever admit you can't start for several weeks because you want to take a vacation. I can empathize with someone who feels the need to "recover" from a bitter job experience before punching the clock at a new one, but there's just something that sticks in my craw about such an answer. Perhaps

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it's feeling that you're already putting your own needs above mine—maybe it's a real hardship for me to wait four weeks. Maybe it's my own idiosyncrasy, but I *really* hate to hear about someone planning a vacation before starting to work for me.

Q: Is there anything that will inhibit you from taking this job if offered?

What do they want to hear?

"Absolutely not"

The interviewer is attempting to do everything in his power to ascertain whether you'll accept the job if offered and actually show up on the start date. But there is no way he can guarantee either. All he can hope to do is give you another opportunity to voice a previously hidden concern—too small a salary, a poor benefits package, a lousy cubicle, reporting to too many people, inadequate support, unrealistic sales or profit expectations, etc.

Q: Are you considering any other offers right now?

What do they want to hear?

This is another "closing" question I like to ask early in the process so I know what I'm up against. Of course, this is presuming that an honest answer is good for *you*, which, frankly, it probably isn't. Unless you believe the interviewer will respond positively to such an admission, you should play your cards very close to the vest. You probably gain nothing by admitting you have other irons in the fire, so why stir up the coals?

Apres-Interview Etiquette

Once you step out from under the bright lights and shake hands with the interviewer, it will probably take all the composure you can muster not to kick up your heels and run out of the office.

But in your hurry, don't forget that the process is not quite over. Whether you're waiting by the phone for word or off to your next "ordeal," there are a few standard rules of etiquette you should follow.

- **Ask when the hiring decision will be made.** If you don't get word by then, it's perfectly acceptable to call the employer to inquire about the status of the position.

- **Write a thank you note.** Make it short and sweet. Thank the interviewer for taking the time to meet with you. Then restate your interest in the company and the position and find a way to remind the interviewer of how you can use your skill and experience to address one of the key requirements of the job.

Type it in business-style and be sure there are no typographical or spelling errors. A good example appears below.

Remember that if you met with more than one interviewer, you should send thank you letters to each

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person with whom you talked.

Tips on wrapping up a winning ''package"

- **Wait until you receive an offer.** Defer any question of salary that comes up early in the interview with an answer like this: "Colleen in human resources indicated the salary range for this position, and it seems about right to me." Or: "I'd like to know a little bit more about the job responsibilities and the level of expertise you're expecting before I feel comfortable discussing a salary."

- **Know your worth.** Remember that the company wants you. They have decided you are the best candidate they have met. This puts you in a position of power. If they balk at your initial salary demand, remind them of a few specific benefits they stand to gain from hiring you.

- **Research compensation levels.** Look within your industry and locally—within your city and state. If you don't already know the salary range for the specific position you're considering, find out. You need to go into salary negotiations armed with this information.

- **Negotiate the perks.** Make sure you understand the value of all the potential benefits in the salary/benefits package. Benefits can vary widely. Some companies buy employees company cars and club memberships. Others give bonuses or extra time off.

- **Go for the top.** If that is more than the company will pay, the interviewer will counter with another offer. Work toward a compromise from there.

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• **Get it in writing.** Especially if you negotiate a complex, nonstandard salary/benefits package. Be sure you have something in writing—either a letter or memo from the employer, or one you've sent that's been accepted—before you give notice to your current employer.

Finishing touches

• **Nourish your network.** If a colleague or former associate referred you to the company or arranged a personal introduction with the interviewer or hiring manager, be sure to drop that person a note of thanks as well.

• **Replay the highs—and the lows.** What went well during the interviewing process? What could you have done better? The point is not to berate yourself for what you did or didn't say. You merely want to make sure you keep doing the things that worked—and working on what didn't—so you can ace your next interview.

• **Rewrite your resume.** Did the interviewer have any questions that you could clarify through your resume? Did you find yourself talking about accomplishments you forgot to include? If so, now is the time to revise your resume—before you send it out again.

• **Keep in touch.** The hiring process can move at a snail's pace in corporate America. Often, the larger the corporation, the slower the pace. So don't panic if a week or two passes before you hear anything. No news may be good news. If time stretches on, it's okay to call to find out if the job has been filled. Use the opportunity to remind the employer of your interest and qualifications.

• **Accept—in your own time and on your own terms.** Never accept an offer at the time it is tendered. Take a day or two to think about it. Tell the interviewer when you will announce your decision. If you do decide to refuse the offer, politely tell the employer why you don't feel you can accept the position.

• **Congratulate yourself.** You made it through one of life's more stressful experiences with flying colors. You've proven you're a real pro. Now you're on your way.

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