



书名：商务英语（下）

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作者：桑士林

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前 言

本教材编写的宗旨是不追求高深的理论,而是从学生的实际英语水平出发,从实际应用出发,以务实易懂为目标,着重培养学生在各种商务场合的商务英语运用能力。为此我们设计了市场营销、市场调研、产品促销、跨文化商务交流、品牌策略、财务报表、分销与定价等单元,落实具体商务情境中商务英语知识的运用。本教材分为上、下两册,每册十二单元,并配有实训手册,方便学生巩固所学的单元知识。本教材供学生一学年使用。希望通过这一学年的学习,帮助学生提高商务英语实际运用能力,并顺利通过商务英语岗位能力考试。

为帮助学生更好地通过商务英语岗位能力考试和就业,实训手册也按单元编写,配合教材分上、下两册,题型设计紧扣商务英语岗位能力考试,让学生在每个单元的学习过程中同步训练,有针对性地加强、巩固所学单元知识。希望这本书能给学生提供比较专业的商务英语技能训练,让学生顺利通过商务英语岗位能力考试,在职业发展中取得较好的成绩。

必须感谢王德礼院长的大力鼓励和支持,没有他积极提议、协调和推荐,就没有这本书的面世。我们团队编书经验有限,他也是我们教材编写组的热心顾问。特别感谢张萍老师、胡雯雯老师和王俊义老师,在炎热的夏天及时给我们编写了样章,尤其是两位女老师在怀孕期间依然坚持编写工作;张萍老师还参加了全书的排版和整理工作。感谢付培军老师带队的商务英语小组,承担了大部分教材编写工作和全部的商务英语教学任务。谢谢所有参编教师坚持不懈的努力和极大的耐心。在教课任务繁重的情况下,团队中每位老师都拼尽全力,相互合作,贡献了自己的力量。

由于编者水平所限,书中难免有错漏之处,敬请有关专家、学者和广大读者多予批评、指正。

桑士林



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Unit 1 Application and Interview

Section I

Reading Activity

Text
A

How to Make Your Job Interview Successful

1. Pre-reading questions for pair work.

(1) How many interviews have you attended? What were they for?

(2) Did you think they were good interviews or bad interviews? What made them good or bad?

(3) Did you prepare for the interview? If you did, then how did you prepare for it?

(4) Do you think it is necessary to prepare for an interview? Why/Why not?

(5) If you think preparation is necessary, what should the preparation involve?

(6) What do you think are the effective ways of impressing the interviewer?



Handling job interviews is probably the most critical part of the whole job searching process. There are articles upon articles of advice on interviewing from how to answer certain questions to how to dress right down to the color of your socks! It can be overwhelming, but remembering a few key points can help make your interview successful.

1. Research

Find out a little bit about the company you want to work for. Visit the location in person if it is a store or building open to the general public. Visit the company's website and talk to anyone you might know who works there. What kinds of products or services does the company make or sell? What types of people work there? What are the typical hours this position requires? What are some of the day-to-day tasks that the job involves?

Make notes of things you want more information about and ask the employer about them at the end of your interview. Researching a company and the position makes you stand out in an interview. It shows that you are really interested in working there.

2. Practice

It sounds funny—and it looks even funnier—but practicing out loud for your interview will help you sound more polished and concise and less nervous in the actual interview. List a few key things you want the employer to know about you, and review common interview questions. Formulate answers to those questions and answer them out loudly while looking at yourself in the mirror. This exercise prevents you from rambling in the interview and sounding unpolished and unsure. It also helps you discover what really does make you the best candidate for the job!

3. Dress to make a good first impression

In an interview, first impressions do matter. The best way to ensure a good first impression is to dress smart. If you are interviewing for a job in an office, it is usually best to wear a dark-colored conservative suit (for both men and women); if you are

interviewing for a job where the dress code is more casual (at a factory or a construction site, for example), nice slacks and a collared button-down shirt with a tie for men and a nice dress or blouse and slacks or skirt for women are usually appropriate. You should avoid wearing excessive jewelry, perfume and flamboyant clothes. Good personal hygiene is also important.

If you are unsure what to wear, you should always go with the most conservative, professional option. Most experts agree that it is better to be overdressed than dressed too casually. What you are wearing tells employers a lot about how serious you are about getting the job.

4. Be conscious of good interview etiquette

This list could go on forever—there is literally an endless array of “dos” and “don’ts” for an interview—and not everyone agrees on every aspect of that list. There are, however, some basic “interview etiquette” tips that are important to remember.

Be on time for your interview.

This is, perhaps, the most important. Employers expect employees to arrive on time to work. They may see a person who is late to an interview, when he or she is supposed to be showing his or her best side, as someone who will have difficulty arriving on time to work or meeting deadlines if hired.

Be aware of your body language.

When shaking hands, make sure your grip is firm and confident. Have good posture, but avoid appearing like you’re as stiff as a cardboard cutout. Even the most experienced professionals get nervous in an interview—it’s normal. However, if you appear too nervous, the interviewer might draw the wrong conclusions about your ability to do the job—especially if it involves interacting with people! Conversely, make sure you don’t slouch—this could give the impression that you are lazy or uninterested in the position. Maintain eye-contact with your interviewer to convey confidence. When speaking, be polite and professional and avoid using slang and profanities. The more confident and polished

you appear, the more likely you are to leave the interviewer with a positive impression of you.

Keep the interview positive.

Avoid making negative remarks about any previous jobs or employers. Also refrain from complaining about any job-related tasks or responsibilities you were given in a previous position. Employers want to hire someone who is positive, enthusiastic and able to meet and deal with challenges.

5. Be prepared to ask the interviewer questions

This is where your research comes in. Employers want to know if you're truly interested in the position. They also want to know that you have all the information you need to make a decision, if offered the job. It isn't a good idea to run the tables and "interview" the interviewer, but it is a good idea to go into the interview with a few questions in mind. This is your chance to ask additional questions about the business, the position, the requirements, and the expectations of the person who will fill the position.

6. Follow up with a thank-you note

Make sure you let the interviewer know how pleased you were to have the chance to interview with him or her. Immediately after the interview, send the interviewer a thank-you note, thanking him or her for taking time to interview you. This is not only proper etiquette and a common display of appreciation, but it also allows you to reaffirm one or two key points of the interview. It also lets the interviewer know how interested you are in working for the company. Being polite and professional always makes a good impression.

All of this advice comes down to three important things to remember when you're interviewing: being prepared, professional, and polite is the best way to make the right impression!

★★★★ Words & Expressions ★★★★★

handle	<i>n.</i> 把手；柄 <i>vt.</i> 处理；操作；运用；买卖；触摸 <i>vi.</i> 搬运；操纵
critical	<i>adj.</i> 鉴定的；[核] 临界的；批评的；爱挑剔的；危险的；决定性的；评论的；关键的
overwhelming	<i>adj.</i> 压倒性的；势不可挡的
location	<i>n.</i> 位置（形容词 locational）；地点；外景拍摄场地
typical	<i>adj.</i> 典型的；特有的；象征性的
polished	<i>adj.</i> 擦亮的；优雅的；圆滑的
concise	<i>adj.</i> 简明的，简洁的
formulate	<i>vt.</i> 规划；用公式表示；明确地表达
rambling	<i>adj.</i> 漫步的；闲聊的；蔓生的
candidate	<i>n.</i> 候选人，候补者；应试者
first impression	第一印象
conservative	<i>adj.</i> 保守的 <i>n.</i> 保守派，守旧者
construction	<i>n.</i> 建造；建筑物；解释；造句
slack	<i>adj.</i> 松弛的；疏忽的；不流畅的 <i>vt.</i> 放松；使缓慢 <i>vi.</i> 松懈；减弱
appropriate	<i>adj.</i> 适当的；恰当的；合适的 <i>vt.</i> 占用，挪用
excessive	<i>adj.</i> 过多的，极度的；过分的
perfume	<i>n.</i> 香水；香味
flamboyant	<i>adj.</i> 艳丽的；火焰似的；炫耀的
hygiene	<i>n.</i> 卫生；卫生学；保健法

option	<i>n.</i> [计] 选项；选择权；买卖的特权
overdress	<i>n.</i> [服装] 外衣 <i>vt.</i> 过度装饰；使穿著过分讲究 <i>vi.</i> 穿得过分讲究；穿得过多
conscious	<i>adj.</i> 意识到；故意的；神志清醒的
literally	<i>adv.</i> 照字面地；逐字地；不夸张地；正确地；简直
etiquette	<i>n.</i> 礼节；礼仪；规矩
deadline	<i>n.</i> 截止日期，最后期限
grip	<i>n.</i> 紧握；柄；支配；握拍方式；拍柄绷带 <i>vt.</i> 紧握；夹紧 <i>vi.</i> 抓住
posture	<i>n.</i> 姿势；态度；情形 <i>vt.</i> 做……的姿势 <i>vi.</i> 摆姿势
stiff	<i>adj.</i> 呆板的；僵硬的；严厉的；拘谨的 <i>adv.</i> 彻底地 <i>vt.</i> 诈骗；失信
cardboard	<i>n.</i> [纸] 硬纸板；纸板箱；卡纸板 <i>adj.</i> 不真实的
cutout	<i>n.</i> 布或纸上剪下的图案花样； 断流器；保险开关
interact with	与……相互作用
conversely	<i>adv.</i> 相反地
slouch	<i>n.</i> 懒散的样子 <i>vi.</i> 没精打采地站；耷拉
profanity	<i>n.</i> 亵渎；不敬的言语
refrain	<i>vi.</i> 节制；克制；避免；制止
reaffirm	<i>vt.</i> 再次确定；重申；再次断言



Notes to the Text

Interview Etiquette 面试礼仪

在现实生活中，服饰打扮、举止言谈、气质风度、文明礼貌，无一不在影响着你的形象，决定着你的前途和命运。由于举止得体，面试获得了机会，这个机会是工作机会也是学习机会，你将在工作中不断提高自己的能力。反之，如果在职场中不注重礼仪，本来很好的机会，可能由于举止言行的某一个失误，导致面试失败。下面就面试礼仪列举几点供大家参考。

1) 注意面试时的言行举止

在面试过程中，一定要注意自己的形象，特别是姿态，可能不经意的一个动作，就会让你失去一个极好的就业机会。不妨让自己态度端正些，说话谦和、大方，尊重用人单位的面试人员，并且要面带笑容，精神饱满。你留下的最佳印象应该是令人愉快和兴致勃勃的，因为你决不会有重来一次的机会。

提示：你一走进办公室，就应直视面试人的眼睛，挺直腰板坐在椅子上。尽量与面试人保持面对面、视线相接的姿势。不要显得坐立不安，不要拉扯头发或摆动双腿，或者随意做出任何有损于形象的举止。

2) 合理选择座位

面试既可能在专用会客室或会议室，也可能在面试人的办公室举行。在进入面试室后，遵照面试人的指示坐到相应座位上，如果面试人不指定座位，可选择面试人对面的座位，或询问主试人后坐到适宜的位置。坐的位置既不要离面试人过远，产生距离感，也不要过近，不要和面试人共用一张办公桌，不要探视面试人办公桌上的文件或面试资料。在选择座位时，应落落大方，必要时征求面试人的同意。

3) 保持自我本色

清晰简洁地介绍自我，准确地回答问题，然后坦陈自身的缺点而不是回避。相比较而言，面试人员更愿意接受一个敢于正视自身缺点的人，而不是想尽办法伪装的人。无论是在面试还是笔试中，比较聪明的做法不是向面试人员展示独树一帜或冷僻的观点，而是尽量挑选易于表达的，自己最熟悉、驾轻就熟的事物来阐述，这样表达起来会比较流利，清晰有条理，也是最讨巧的。当然，在这个基础上，能有自己独特的见解自然是锦上添花。

4) 多使用礼貌用语

多使用“您好”“请您关照”“谢谢”“再见”等礼貌用语。

5) 自我介绍

你要有重点地进行自我推销。如果你在面试前认真做过功课，你必然已彻底地认识自己：我最大的长处、特色是什么？哪些是我过去做得最好的事情？我具备什么样的专业技术、知识？然后巧妙地在自己的特色与所应征的工作之间找到着力点、相关性，并将其突显出来。比如采用故事的形式，讲一个自己的故事，让对方了解你的性格、脾性，最后再说出故事的主人公就是你自己，自然会给人留下不一样的印象。



★ Exercises ★

I. Choose the right answer according to the context.

- Stop making so much noise _____ the neighbor will start complaining.
A. or else B. but still C. and then D. so that
- We hope to go to the beach tomorrow, but we won't go _____ it's raining.
A. if B. when C. though D. because

3.—The weather is too cold _____ March this year.

—It was still _____ when I came here years ago.

A. for; colder B. in; cold C. in; hot D. for; hotter

4.—How much vinegar did you put in the soup?

—I'm sorry to say, _____. I forget.

A. no B. no one C. nothing D. none

5.He is only too ready to help others, seldom, _____ refusing them when they turn to him.

A. if never B. if ever C. if not D. if any

6.—What should I wear to attend his wedding party?

—Dress _____ you like.

A. what B. however C. whatever D. how

7.—The research on the new bird flu virus vaccine is challenging and demanding. Who do you think can do the job?

— _____ my students have a try?

A. Shall B. Must C. Will D. May

8.I'd like to live somewhere _____ the sun shines all year long.

A. which B. that C. where D. in which

9.I _____ to go for a walk, but someone called and I couldn't get away.

A. was planning B. planned C. had planned D. would plan

10.—Your book, Tommy? —No, Mom, it's my friend's.

—Remember to return it to _____ name is on it.

A. what B. which C. whose D. whosever

II. According to what you have read above, try to fill out the form below.

A few key points can help make your interview successful	
1.	
2.	
3.	

4.	
5.	
6.	

III.Translate the following sentences from English to Chinese.

1.Visit the company's website and talk to anyone you might know who works there.

2.However, if you appear too nervous, the interviewer might draw the wrong conclusions about your ability to do the job—especially if it involves interacting with people!

3.Employers want to know if you're truly interested in the position.

4.This is your chance to ask additional questions about the business, the position, the requirements, and the expectations of the person who will fill the position.

5.All of this advice comes down to three important things to remember when you're interviewing: being prepared, professional, and polite is the best way to make the right impression!

IV.Discuss the following questions in groups.

1.How can we make a good expression on the employers?

2.How can we keep the interview positive?

Text
B

Curriculum Vitae and Application Letters

Employment-related letters include application letters and personal data (curriculum vitae). In applying for a job, an application package (a combination of curriculum vitae and application letters) will be requested. These letters have to convince the reader that you deserve to be granted the thing you asked for.

A curriculum vitae, often shorten as CV or resume (in American English),

is a summary of all applicant's personal data, educational background, work experience and job qualification. A CV is the equivalence of an advertisement in which the applicant himself or herself is promoted. In this sense, whether the applicant can obtain the expected position, to a great extent, depends on the success of his or her CV. So it is important for a CV to be complete and accurate. Many companies will use their employees' CVs as evaluating tools. Sometimes it is a good idea to have a master copy of your CV that includes everything. The proper way to design a CV is to present the best image of yourself in accordance with the job requirements. Generally speaking, a CV should have no more than two pages. There are several standard CV formats. The most popular format usually contains the following components:

- Basic Personal Information (name, gender, age or date of birth, marital status, state of health, address, phone and/or fax number, email address, etc.);

- Job Objective (a single phrase expressing the specific type of employment you are seeking and/or the principal skills you want to use on the job);

- Education (basic details about your education, degree, date of graduation or expected graduation, major and related course work, etc.);

- Work Experience (brief summaries of principal employment to date, starting with your current position and work backward, including all employment relevant to your career objective in anyway);

- Social Practice/Extracurricular Activities (necessary for graduates without work experience only);

- Activities/Honors/Special Skills (additional areas that may be included if space allows, listing all major activities and awards as well as any skills relevant to your career objective);

- Hobbies and Interests (optional).

The application letter (sometimes called a “cover letter”) can be as important as the CV in that it often provides the first direct contact between an applicant and an

employer. Your application letter may make the difference between obtaining a job interview and having your CV ignored. So it makes good sense to devote the necessary time and effort to writing effective application letters.

Effective application letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences (remember, relevance is determined by the employer's self-interest). They should express a high level of interest and knowledge about the position. They normally contain four parts, in which you should:

- confirm that you wish to apply and say where you learned about the job;
- say why you are interested in the position and relate your interests to those of the company;
- show that you can contribute to the job by highlighting your most relevant skills and experience;
- indicate your willingness to attend an interview.

Sample Curriculum Vitae

Name: Christopher Phillips

Nationality: English

Address: 28 Royal Park, Muswell Hill London N10 2JP

Phone: 020-8990 0655

Email: christopherphillips@londonmet. c. k

Objective: Entry-level staff accounting position with a public accounting firm

Education: September, 2007—present

● Pursuing a 4-year bachelor of business administration degree (major in accounting) from London Metropolitan University

● Will graduate in June, 2011

● Have financed 100% of all college expenses through savings, work and student loans

● Plan to sit for the CPA exam in May, 2011

Experience: Summer 2010

Accounting Intern: Coopers & Lybrand, London

- Assisted in preparing corporate income tax returns
- Attended meetings with clients
- Researched in corporate tax library and wrote research reports

Key Skills:

- Proficient in Word, PageMaker, Excel, PowerPoint
- Skilled in ACCPAC Plus, MAS90, and Solomon IV accounting software
- Bilingual: English/French

Hobbies and Interests:

- Travel, photographing, swimming

Sample Letter of Application

Hanover Street

Edinburgh

20th Oct, 2011

The Personnel Manager

Brown & Co., Ltd.

156/165 Green Street

Sheffield, Yorkshire

Dear Sir/Madam,

I read with interest your advertisement in *The Sunday Times*, 15 May, 2006, for senior account managers. I would like to be considered for one of these positions and I have enclosed a brief CV for your review.

I believe that I have all of the attributes demanded for a position of this caliber, for example:

- The ability to take a complex and intangible “product” and communicate the benefits simply and concisely;

- The ability to maintain outstanding client relationships, and a belief in partnership selling;
- A track record of success in sales and marketing to major European and UK corporations, with primary contact at Finance Director or Treasury level;
- An entrepreneurial approach towards securing new business.

Although much of my sales and marketing experience comes from the financial services industry, I was highly successful in the IT sector with ABC Computer Systems. Plc.

Thank you very much. I look forward to hearing from you soon.

Sincerely yours,

(Signature)

Enc. : CV

★★★★ Words & Expressions ★★★★★

combination	<i>n.</i> 结合; 组合; 联合; [化学] 化合
curriculum	<i>n.</i> 课程; 总课程;
grant	<i>n.</i> 拨款; [法] 授予物 <i>vt.</i> 授予; 允许; 承认 <i>vi.</i> 同意
résumé	<i>n.</i> 摘要; [管理] 履历; 简历
equivalence	<i>n.</i> 等值; 相等
accurate	<i>adj.</i> 精确的
in accordance with	依照; 与……一致
component	<i>n.</i> 成分; 组件; [电子] 元件 <i>adj.</i> 组成的; 构成的
extracurricular	<i>adj.</i> 课外的; 业余的

highlight	<i>n.</i> 最精彩的部分；最重要的事情；加亮区 <i>vt.</i> 突出；强调；使显著；加亮
bachelor	<i>n.</i> 学士；单身汉



Notes to the Text

English Resumé

一般来说，根据个人经历的不同侧重点，可以选用以下三种形式。

(1) 以学历为主的简历 (basic resumé)。

这种形式适用于应届毕业生或中学毕业后仍在待业的求职人员，因为没有工作经历，所以把重点放在学业上，从最高学历往下写。

在 basic resumé 中，一般包括下列元素：

a. personal data/information (个人资料/信息)：name (姓名)、address (通讯地址)、postal code (邮政编码)、phone number (电话号码)、birthdate (出生日期)、birthplace (出生地点)、gender (性别)、height (身高)、weight (体重)、health (健康状况)、date of availability (可到职日期)、number of identification card (身份证号码)。因为是应届毕业生或中学毕业不久，一般没有结婚，因而可省略 marital status (婚姻状况) 和 children (儿女情况) 两项。当然，如果是研究生毕业已婚，则应写明。

b. job/career objective (应聘职位)。

c. education (学历)：就读学校及科系的名称、学位、始止时间和应聘职位相关的课程与成绩、社会实践、课外活动、奖励等都应一一列出。

d. special skill (特别技能)。

e. hobbies/interests (业余爱好)。如果在学历项目的课外活动中已经注明, 此项则不必重复。

(2) 以经历为主的简历 (chronological resumé)。

以这种形式出现的英语简历, 往往侧重于工作经历, 把同应聘职位有关的经历和业绩按时间顺序写出来, 把工作经历放在学历之前。经历和学历的时间顺序均是由近至远。

毫无疑问, 这种形式的英语简历适合有工作经验的求职人员。

在 chronological resumé 中, 通常包括以下元素:

a. personal data (个人资料)。具体内容同以学历为主的简历相同, 不过, 因为你参加工作多年, 已进入结婚年龄, 所以不管你是否结婚, 都应注明婚姻状况和儿女情况。

b. job/career objective (应聘职位)。

c. work experience (工作经历)。务必写明自己在每个工作单位的职位、职责和业绩以及工作起止时间。

d. education (学历): 因为你已工作多年, 雇主重点考虑你的工作经验是否能胜任你所应聘的职位, 所以学历只是一个参考的因素, 因而不必像以学历为主的简历那样写得详细, 只需注明你就读的校系名称、起止时间和学位即可。

e. technical qualifications and special skills (技术资格和特别技能)。

f. scientific research achievements (科研成果)。

(3) 以职能为主的简历 (functional resumé)。

这种形式的英语简历, 也是突出工作经历, 因而所含元素和以经历为主的简历相同。以经历为主的简历和以职能为主的简历的根本差别在于: 以经历为主的简历是按时间顺序来排列工作经历, 而以职能为主的简历则按工作职能或性质来概括工作经历, 并无时间上的连贯性, 旨在强调某些特定的工作能力和适应程度。



★ Exercises ★

I. Choose the right words or phrases from the text to fill in the blanks.

1. Employment-related letters include _____ and personal data (_____).
2. A curriculum vitae often shorten as _____ or _____ (in American English) is a summary of all applicant's personal data, educational background, work experience and job _____.
3. Generally speaking, a CV should have no more than _____ pages.
4. So it is important for a CV to be _____ and _____.
5. The application letter (sometimes called a “ _____ ”) can be as important as the CV in that it often provides the first direct contact between an _____ and an employer.

Section II

Writing Activity

Directions: You are Jane, an undergraduate from Sichuan University, majoring in English. Write a letter to a company applying for a position. Your letter should include:

- (1) an introduction of yourself;
- (2) your qualification for the position;
- (3) asking for an interview.

You should write 100 words or so, and don't need to write the address.

Dear Sirs,

Section III

Case Study

Directions: If you find the following requirement of recruiting, can you design a good requirement advertisement?

陶氏 (Dow) 化学公司是全球第五大化学公司, 年销售量达 200 亿美元。陶氏生产化工产品、塑料和农用产品, 并为 164 个国家的客户提供服务。陶氏在世界各地拥有员工 43 000 人。现诚聘秘书 1 人。

工作职责: 准备月报及有关文件, 日常秘书工作

条件: 英语或秘书专业学士学位, 至少两年秘书工作经验, 熟练掌握英语 (写和说) 以及计算机技能

★ Words for reference ★

聘请 seek for

职责 responsibilities

有关的 related

日常的 routine

学士学位 Bachelor's degree

资历 (条件) qualification

Keys to the Exercises

Section I

Text A

- I. 1. A 2. A 3. A 4. D 5. B 6. C 7. D 8. C 9. C 10. D
- II.

A few key points can help make your interview successful

1	Research
2	Practice
3	Dress to make a good first impression
4	Be conscious of good interview etiquette
5	Be prepared to ask the interviewer questions
6	Follow up with a thank-you note.

III.

1. 浏览一下公司网站，并和你认识的那个公司的职员多交谈，了解一下公司的情况。
2. 然而，如果你表现得过于紧张，面试官可能会怀疑你的工作能力——尤其是待人处事方面的能力。
3. 招聘方想知道你是不是真的对这个职位感兴趣。
4. 这是你向面试官提问，问询有关公司业务、职位、职责和这个职位的具体要求的好机会。
5. 所有的求职建议最终归结为三点：有准备、专业化、有礼貌是留下好印象的最佳方法。

Text B

Exercises

1. application letter; curriculum vitae
2. CV; resumé; qualification

3. two

4. complete; accurate

5. cover letter; applicant

Section II

Writing Activity

Dear Sirs,

(1) I am a graduate from Sichuan University of Foreign Language Institute. As a student of English for Business, I hope to work in a foreign company after graduation. (介绍自己的身份)

(2) In the past four academic years, I have proved myself to be a straight A student awarded a succession of scholarships. My English is particularly good, and French happens to be my second foreign language which will reach the requirements set by a wholly-owned foreign company like yours. (简述自己的资格)

(3) I want to apply for the position of assistant of your Public Relationship Department manager. I am a good team player — self-motivated and eager to learn. I believe I deserve your consideration. Please find more details in my enclosed resume. (说明申请的职位以及自己的工作能力)

(4) I should be very happy if you would arrange an interview with me. I am expecting your early reply! (请求面试)

Yours sincerely,

Jane

Section III

Case Study

A Job Vacancy

Dow Chemical Company is the fifth biggest chemical company of the world. Dow has the annual sales of \$20 billion and more than 43 000 employees in the world. The company produces chemical products, plastics and products for agriculture. And it provides service for customers from 164 countries. Now the company is seeking for a secretary. Your responsibilities are to prepare monthly reports and related documents and to manage some routine secretary work. You will need to get Bachelor's degree of English or Secretary major with at least two years' experience of secretary. You should be good at English speaking, writing and computer operating. If you are interested in the job, please send your resume to our company.