

名称 Term	汉语 Chinese	英语 English	对比说明 Explanation
“着” “zhe”	他在椅子上坐着。 他穿着中式衣服。 床上躺着一个小孩子。	He is sitting on a chair. He is wearing Chinese-style clothes. A child is lying on the bed.	“着”放在动词后边表示： 处于持续状态的动作或者样子。 The word “zhe” following a verb indicates it is in a state of continuous actions or mode.
“过” “guo”	我学过汉语。 我去过上海。 他没来过这儿。	I have studied Chinese. I have been to Shanghai. He hasn't been here.	“过”用在动词后表示：强调某种动作曾经发生过 或者强调某种经历。 The word “guo” following a verb indicates a certain action has happened or a certain experience is being stressed.
正在…… ……呢 正……呢 在……呢 正在……呢 zheng zai...ne zheng...ne zai...ne zheng zai...ne	现在他正在吃饭。 我吃饭呢，不去送你了。 他没时间，他正开会呢。 他没出去，他在睡觉呢。 我正在吃饭呢，你别问我了。	He is having his meal now. I'm having a meal so I won't see you off. He has no time because he's having a meeting. He is not out. He's sleeping. I'm having a meal. Please don't ask me.	“正在……”、“……呢”、“正……呢”、“在……呢”、“正在……呢”、“正在……呢”表示某个动作正在进行中。 “zheng zai...ne”, “...ne”, “zheng ...ne”, “zai...ne”, “zheng zai...ne”, and “zheng zai...ne” indicate an action is going on right now.

求职面试 Job Interview



• 必备用语 Key Expressions

qǐng wèn zěn me chēng hū nín
请问怎么称呼您？

How should I address you?

zhāo zǐ
赵姓。

My last name is Zhao.

wǒ zài zhè ge zhí wèi shàng gōng zuò
我在这个职位上工作

guò wǔ nián
过五年。

I have five years of experience in this position.

bēn kē xué lì
本科学历

Bachelor's degree

dǎ guǎn lǐ xué zhuān yè
工商管理专业

major in Management

huò dé xué shì xué wèi
获得学士学位

receive a Bachelor's degree

wǒ méi yǒu shén me tè bié de yāo
我没有 什么特别的要
qiú
求。

I don't have any special requests.

gōng sī huì gěi yuán gōng shàng bǎo
公司会给员工上保
xiǎn ma
险吗？

Does the company offer insurance coverage for employees?

wǒ suí shí kě yǐ lái shàng bān
我随时可以来上班。

I can start work at any time.

wǒ bú huì ràng nín shī wàng de
我不会让您失望的。

I will not disappoint you.

• 情景对话 Situational Dialogues

1. 与人力资源部经理的对话 A Dialogue with HR Manager

rén lì zī yuán jīng lǐ mǎ xiān sheng nín hǎo qǐng zuò
人力资源 经理：马先生，您好，请坐。

HR manager: Mr. Ma. Nice to meet you, please be seated.

Office Talk

mǎ tāo nín hǎo qǐng wèn zěn me chēng hū nín

马涛：您好。请问怎么称呼您？

Ma Tao: Nice to meet you, too. How should I address you?

rén lì zī yuán jīng lǐ wǒ xìng zhào

人力资源经理：我姓赵。

HR manager: My last name is Zhao.

mǎ tāo ò zhào jīng lǐ

马涛：哦，赵经理。

Ma Tao: Oh, Manager Zhao.

rén lì zī yuán jīng lǐ wǒ men kàn guo le nǐ de jiǎn lì nǐ yǐ qián yǒu guo

人力资源经理：我们看过了你的简历，你以前有过

zhè ge zhí wù de jīng lì

这个职务的经历。

HR manager: We have reviewed your resume. You have prior experience in this type of position.

mǎ tāo shì de wǒ zài zhè ge zhí wèi shàng gōng zuò guo wǔ nián

马涛：是的，我在这个职位上工作过五年。

Ma Tao: Yes, I have five years of experience in this position.

rén lì zī yuán jīng lǐ ò nà suàn de shàng shì jīng yàn fēng fù le nǐ néng

人力资源经理：哦，那算得上是经验丰富了。你能

bunéng shuō yí xià zài zhè ge zhí wèi shàng céng qǔ de

不能说一下在这个职位上曾取得

de chéng jì

的成绩？

HR manager: Oh, that's a lot of experience. Could you tell me about some of your accomplishment from your previous experience?

mǎ tāo wǒ céng jīng lǐng dǎo guo yí ge tuán duì jīng guò wǒ men de nǚ lì

马涛：我曾经领导过一个团队。经过我们的努力，

gōng sī de shēng chǎn chéng běn jiàng dī le bǎi fēn zhī shí wǔ

公司的生产成本降低了 15%。

Ma Tao: I used to be a team leader and with our team's hard work,

Unit 1 Job Interview

we were able to reduce production cost by 15%.

rén lì zī yuán jīng lǐ ōg bú cuò de chéng jì

人力资源经理：嗯，不错的成绩。

HR manager: Oh, that's quite remarkable.

mǎ tāo wǒ men de tuán duì yīn cǐ dé dào le gōng sī de tè bié jiā jiǎng

马涛：我们的团队因此得到了公司的特别嘉奖，

wǒ běn rén yě bèi píng wéi dāng nián zuì jiā yuán gōng

我本人也被评为当年最佳员工。

Ma Tao: My team received a special recognition award by the company.

I was awarded the Best Employee of the Year.

rén lì zī yuán jīng lǐ néng jiǎn dān jiè shào yí xià nǐ de xué lì qíng

人力资源经理：能简单介绍一下你的学历情

kuàng ma

况吗？

HR manager: Could you tell me briefly about your educational background?

mǎ tāo wǒ shì běn kē xué lì zài běi jīng gōng shāng dà xué dú guǎn lǐ xué

马涛：我是本科学历，在北京工商大学读管理学

zhuān yè huò dé xué shì xué wèi zhè shì wǒ xué lì zhèng shū de

专业，获得学士学位。这是我学历证书

fù yìn jiàn

复印件。

Ma Tao: I received a bachelor's degree in Management from Beijing

Technology and Business University. Here is a copy of my

degree certification.

rén lì zī yuán jīng lǐ hěn hǎo wǒ jué de nǐ de tiáo jiàn hěn fú hé wǒ men

人力资源经理：很好。我觉得你的条件很符合我们

duì zhè ge zhí wèi de yāo qiú nǐ shāo děng yí

对这个职位的要求。你稍等一

huì qǐng nǐ hé wǒ men de zǒng jīng lǐ miàn tán

会，请你和我们的总经理面

yí xià

谈一下。

Office Talk

HR manager: That's great. I believe you are a good fit for the position. Please wait for a while. I will arrange for you to talk with our general manager.

词汇 Vocabulary

人力资源部 rén lì zī yuán bù Human Resource Department	领导 lǐng dǎo lead; leader
称呼 chēng hu call, name, title	团队 tuán duì team
简历 jiǎn lì resume	生产成本 shēng chǎn chéng běn production cost
经历 jīng lì experience	嘉奖 jiā jiǎng commendation bonuses; reward
职务 zhí wù headship; job title	学历 xué lì educational background
职位 zhí wèi position	学位 xué wèi degree
经验丰富 jīng yàn fēng fù rich experience	面谈 miàn tán interview
成绩 chéng jì achievement, accomplishment	

2. 与总经理的面试谈话 An Interview with the General Manager

zǒng jīng lǐ nǐ duì wǒ men gōng sī liǎo jiě duō shǎo
总经理：你对我们公司了解多少？

GM: How much do you know about our company?

mǎ tāo zài cǐ zhī qián wǒ dào guì gōng sī de wǎng zhàn liú lǎn guo kàn
马涛：在此之前，我到贵公司的网站浏览过，看

Unit 1 Job Interview

guo le gōng sī de jiè shào wǒ hái zài wǎng shàng sōu suǒ guo
过了公司的介绍。我还在网上搜索过
guān yú gōng sī de xīn wén zhī dào guì gōng sī yóu yú běn nián dù
关于公司的新闻，知道贵公司由于本年度
yè jì yōu xiù gǔ jià dà shēng
业绩优秀，股价大升。

Mǎ Tao: I have visited your company's website and reviewed the company's background information. I have also done some research online about your company prior to this interview and have learned that the company's stock price has increased because of its outstanding performance.

zǒng jīng lǐ hǎo wǒ men duì nǐ hěn mǎn yì qǐng wèn nǐ duì dài yù yǒu
总经理：好，我们对你很满意。请问你对待遇有
méi yǒu shén me yāo qiú
没有什么要求？

GM: Good. We are quite satisfied with your qualifications. Do you have any special requests?

mǎ tāo wǒ méi yǒu shén me tè bié de yāo qiú zhǐ shì xī wàng bú yào dī yú
马涛：我没有特别的要求，只是希望不要低于
wǒ qián yí ge gōng zuò de xīn shuǐ
我前一个工作的薪水。

Mǎ Tao: Nothing special, I just hope that the amount of salary should not be lower than that of my last job.

zǒng jīng lǐ wǒ men de shì yòng qī shì sān ge yuè shì yòng qī nèi zhǐ yǒu jī
总经理：我们的试用期是三个月，试用期内只有基
běn gōng zī
本工资。

GM: The trial period will be three months. There is only base pay during this period.