

[sək'sesfl]

['intəvju:]

## A Successful Interview



**Learning Objectives**

**Talk about job interviews**

谈论面试

1

**Ask general questions**

询问普通问题

2

**[ri'zju:m]**

**Write a résumé**

写一份简历

4

**Answer general questions**

回答普通问题

3

# Listening and Speaking—Task 3 P49

1. **prepare for**: 为...做准备. I am **preparing for** a job interview.

2. **give sb some suggestions**: 给...提供建议

As an English teacher, I can **give** you some good **suggestions**.

3. **act out**: 将.....表演出来      The children started to **act out** the whole incident. 孩子们开始表演整个事件。

4. **be helpful for**: 对...有帮助。 You have been so **helpful for** me.

5. **up to now**: 到目前为止。

I have heard nothing from him **up to now**. 到目前为止我没有他的任何消息。

6. **get an offer of a better position**: 获得更好的工作。
- I am hoping to **get an offer of a better position** .If opportunity knocks, I will take it.
    - 我希望能获得上一份更好的工作，如果机会来临，我会抓住。
  - 7. **be suitable for** : 适合。 The **Open University is suitable for** people in employment.开放大学很适合在职人士就读。
  - 8. **be experienced in** : 在...方面有经验。
    - He **is experienced in** negotiating.他有很丰富的谈判经验。
  - 9. **be competent for sth/ be competent to do sth**:足以胜任的，有能力的
    - This firm **is competent to** carry out the work.这家公司有能力完成这项工作。

# Listening and Speaking—Task 4 P51

- 1. **apply (to sb\sth ) for sth**: 申请。 I am continuing to **apply to** universities in Beijing for a job. 我继续在北京的高校找工作。
- 2. **in advance** 表示“提前”。 It's cheaper if you book the tickets **in advance**. 提前预订票要便宜一些。
- 3. **major in**: 主修; 专攻. I **major in** economics. ( Business administration; preschool education)
- 4. **be good at** : 擅长于。 I **am good at** dancing. (drawing, computer games.)
- 5. **prominent** 意思是“杰出的; 著名的; 重要的”。 He is **prominent** in science.  
他是科学界杰出的人物。



# Useful Expressions

## Talk about job interviews

I'm preparing for tomorrow's interview.  
I believe that you can give me some good suggestions.  
What are you particularly good at?

## Ask general questions

What kind of work have you been doing up to now?  
Why do you want to leave your previous job?  
Why do you think you are the suitable person for this position?  
Why do you want to apply to our university?  
What are you particularly good at ?

## Answer general

I have been a marketing assistant for two years. I'm hoping to get an offer of a better position. I'm hardworking and responsible person. Also, I am experienced in marketing. I think I am competent for this position,  
I like the study program and your college environment.  
I'm good at computer programming.



### 动名词作主语

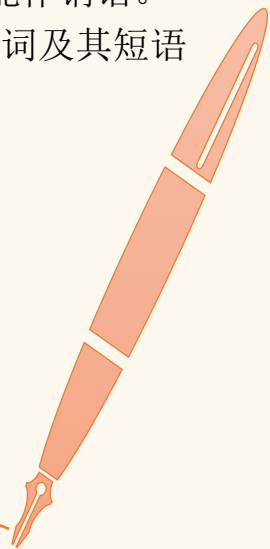
I think being confident is one of my strong points. 我觉得自信是我的一大优势。

- 上句中的“being confident”是动名词，在宾语从句中作主语。动名词属于非谓语动词的一种形式，其构成形式与现在分词一样，即在动词原形后加-ing。动名词在句中不受主语和人称的限制，不能作谓语。动名词兼具动词和名词的特性，因此在句中可以作主语、宾语、表语、同位语、定语等。动名词及其短语在句中作主语的情况如下：

1. 动名词直接放在句首作主语。例如：

Smoking does a lot of harm to one's health.

Seeing and doing are two different things.





## Check It Out

2. 动名词在 “It is no use / good / fun / a waste of time / a good pleasure 等名词+ doing” 结构中作主语，it 为形式主语。例如：

It is no good writing to him.

It will be a sad thing parting with her.

3. 动名词在 “It is useless / nice / good / interesting / worthwhile 等形容词+ doing” 结构中作主语，it 为形式主语。例如：

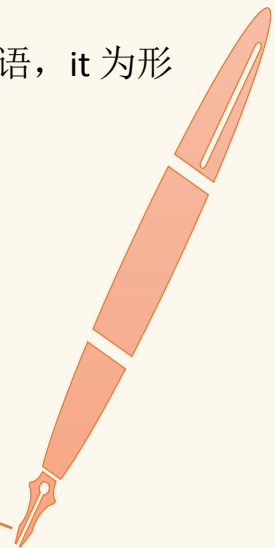
It is foolish doing so.

It is good playing chess after supper.

4. 动名词在 “There is (was) no + doing” 结构中作主语。例如：

There is no telling what he is going to do.

There is no joking over this matter.







### 动名词作宾语

I wonder if you could act as the professor to practice interviewing with me in advance. 我想知道你能否扮演教授，和我提前演练一下面试。

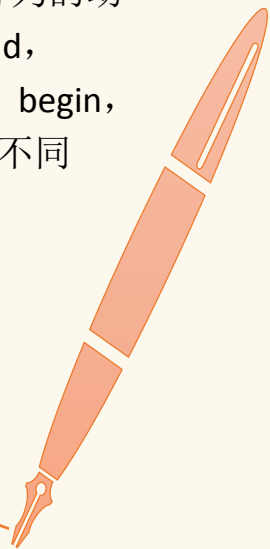
• 上句中的 **interviewing** 是动名词形式，作动词 **practice** 的宾语。动名词作宾语，表示某种行为的动名词作为其他动词动作的对象。这类动词有两类：一类只能接动名词作宾语，如：**admit, avoid, enjoy, mind, practice** 等；另一类既可以跟动名词，也可以跟不定式，如：**like, hate, prefer, begin, start, remember, regret** 等（这类动词后动名词和不定式作宾语的含义有些是相同的，有些是不同的）。例如：

Would you mind turning down your radio a little, please?

You should avoid quarreling with your sister.

I remember seeing you somewhere. （事情已经发生）

Remember to post the letter. （动作还没发生）



# Reading and Writing—Task 5 P54

1. **bear in mind**: 记住; 考虑到. **Bear in mind** that these weaknesses are **theoretical**. 请记住, 这些缺点只是理论上存在的。
2. **make a great impression**: 留下一个很好的印象. **So make a great first impression, and focus on making sure the interviewer likes you.** 所以要给别人一个绝好的第一印象, 注意一定要去让面试官喜欢你。
3. **convince sb to do sth**: 说服某人做某事. **Powerful advertising can convince people to buy almost anything.** 有影响力的广告可以说服人们买下任何东西。

4. **call attention to** :唤起注意 ; 叫某人注意某事 ; 提醒.

This is what Michael Jackson is singing, I hope it can **call attention to** us.

这是迈克尔杰克逊所唱的, 我希望他可以敲响我们的警钟。

5. **be relevant to** : 紧密相关的. **We are trying to make politics more relevant to younger people.** 我们正在努力使政治活动更加贴近年轻人。

- 1. **make it clear**:弄清楚.
- You have to **make it clear**, if you say no, that you're not going to change your mind. 如果你要拒绝的话, 你就得让别人清楚的知道你不会再改变主意了。
- 2. **allow sb to do sth**:允许某人做某事. **Allow** him **to** go ahead. 允许他走在前面。
- 3. **associate sb. / sth. (with sb. / sth.)** 表示“联系、联想”。例如: Through science and technology we've got the idea of **associating** progress **with** the future. 通过科学与技术发展, 我们明白了应该把进步和未来联系起来。
- 4. **in order**:按顺序。I would have soon found the one I wanted if the books had kept **in order**. 如果书籍摆放整齐了, 我本可以很快就会找到我想要的那本书了。
- 5. **be interested in**:对.....感兴趣。You might also **be interested in** her book.
- 您可能也会对她的书感兴趣。

# Self- test

5. — Do you think you are the suitable person for this position?

— \_\_\_\_\_

C

A. I'm not sure if I will be here for the task.

B. I don't think Xiao Ming is the right person to count on.

C. Yes. I'm hard working and I think I am suitable for this position.

2. — Why do you want to leave your previous job?

— \_\_\_\_\_

A

A. I'm hoping to have a better position.

B. I don't want to work at all.

C. You won't understand it.

6. I think I am **C** for this position.  
A. complete                      B. confident                      C. competent
7. A successful cover letter will make a great **B**.  
A. progress                      B. impression                      C. contribution
11. If there is any change about the time of the meeting, please notify us **C**.  
A. in time                      B. on time                      C. in advance
13. I **B** in the company for more than ten years.  
A. work                      B. have worked                      C. worked
14. They found all the guests \_\_\_\_\_ when it was time to leave.
16. We can act **C** the interview.  
A. on                      B. as                      C. out
17. Three short paragraphs are quite **A** when you write a cover letter.  
A. sufficient                      B. efficient                      C. deficient

9. Your background is A to the position you are seeking.

A. relevant

B. subject

C. opposite

17. \_\_\_\_\_ these points in mind, and you B a great impression.

A. Bearing ... make

B. Bear ... will make

C. To bear ... have made

18. I wonder if you could act as the professor A with me in advance.

A. to practice interviewing

B. practice interview

C. practicing interviewing

33. List your work experience, in reverse chronological order beginning with the most recent, relevant to your current job search.

**B**

- A. 列举你的经历,采用相反的时间顺序,开头时要写最近的关于你的当前工作。
- B. 填写工作经历时要采用倒时间顺序,将最近发生的跟当前找工作最为相关的写在最前面。
- C. 用倒时间顺序列举你的工作经历,开头写你的最近的,跟工作最相关的内容。

31. It's busy during summer, so buying or reserving tickets in advance is recommended.

**A**

- A. 这里夏天很忙碌,所以建议提前买好或预订好票。
- B. 这里夏天很忙碌,所以购买或提前预订票被建议。
- C. 这里夏天很忙碌,所以建议买好或提前预订好票。



34. Provide any information specifically requested in the job advertisement that might be covered in your résumé.

C

A. 要提供职位广告里具体要求的任何信息,你的简历里没有包括。

B. 要提供具体信息,这是招聘广告要求的,也是简历里没有的。

C. 要提供简历里可能未包括而招聘广告里又特别要求的信息。

34. Employers look for key skills and experience.

A

A. 雇主在看技巧和经验。

B. 雇主在四处看技巧和经历。

C. 雇主所寻求的是核心技能及经历。

35. Have others review your résumé and offer helpful advice.

A. 有一些人可以检查你的简历并提供帮助。

B. 让别人帮你检查一下简历并提供有益的建议。

B

C. 有其他人帮你检查简历并给你提供建议。

## Translate the following sentences into Chinese.

1. This will allow the employer to associate your experience with their job opening.

1. 这将有助于雇主将你的经历和他们的职位空缺联系起来。

2. Employers look for key skills and experience.

2. 雇主所寻求的是核心技能和经验。

3. It is an advertisement of your potential value to the corporation.

3. 这是你向公司展示自己潜在价值的一次宣传。

**Translate the following sentences into Chinese.**

4. List your work experience, in reverse chronological order beginning with the most recent, relevant to your current job search.

4. 填写工作经历时，要采用倒时间顺序，将最近发生的、跟当前工作最为相关的写在前面。

5. Have others review your résumé and offer helpful advice.

5. 让别人帮你检查一遍简历，并提供有益的建议。

# Reading and Writing—Task 7 P56

Study the sample résumé and pay attention to its structure.

<u>[Your Name]</u>		
Address	<i>[write your contact information here]</i>	姓名 地址 电子邮件 手机号码
Email		
Phone		
<u>Skills Summary</u>		技能概述
Skill [Tool]		
[Skill] [Tool (applicable)]		
[Skill] [Tool (applicable)]		
<u>Professional Experience</u>		职业经历
[Month Year] – [Month Year]	[Job Title]	
	Responsibilities	
[Company Name]	<i>write your responsibilities here</i>	
<i>write an optional sentence here on what the company does</i>	Achievements	
	<i>write your achievements here</i>	
<u>Education</u>		教育背景
[Year] – [Year]	[Name of Qualification]	
	[Name of Institution Where Qualification Obtained]	
<u>Accreditations</u>		资质证书
[Year] – [Year (or “Present”)]	[Name of Accreditation]	
	[Membership Status]	
<u>Associations</u>		协会组织
[Year]– [Year (or “Present”)]	[Membership Status]	
	[Name of Association / Institution]	
<u>Awards &amp; Achievements</u>		获奖情况
[Year]	[Name of Award]	
	[Name of Institution Where Award / Achievement obtained]	

## 东莞开放大学在线学习模式《人文英语2》试点课程·学习任务单



导学教师	金廷显	辅助教师	马俊玉
自学时间	2018年11月7日-2018年11月13日	导学时间	2018年11月14日
项目	内容		备注
章节	Unit 05 · · · The Power of the Internet		<input type="checkbox"/>
学习目标	1. Talk about the Internet · 谈论互联网↓ 2. Make recommendations · 给予推荐↓ 3. Explain rules and regulations · 解释规章制度↓ 4. Write an email · 写一封邮件↓		<input type="checkbox"/>
重点难点提示	1. · 根据音标熟读课本 72-73 页的单词和短语： ↓ 2. · 掌握以下语法点： ↓ · · · 1) · 不定代词 nothing 等的用法 ↓ · · · · Tell me something interesting, ↓ I mean, it's nothing serious. ↓ · · · 2) · why not+动词原形的用法 ↓ · · · · Why not comfortably stay at home to log onto the Web? ↓ Why not enjoy yourself a bit while you work? ↓		<input type="checkbox"/>

登录国家开放大学学习网(<http://www.ouchn.cn>), 完成以下学习任务。

1. 教材 unit-5 的 Listening & Speaking 模块。

1) 学习 P63 的 Task-3 的对话, 翻译: It has become a matter of routine, 并查词典了解 matter 的用法。

2) 学习 P64-65 的 Task-4 对话。No, but in my eyes, all search engines are quite similar. 这句话 “in my eyes” 是什么意思?

2. 教材 unit-5 的 Reading & writing 模块:

1) 学习 P67 的 Task-5, Part-II 的 passage: Advantages of the Internet; 文章分析了互联网的四大优势, 请把这四个优势找出来。完成文后的判断正误练习。

2) 学习 P68-69 的 Task-6, Part-II 的 passage: Computer and Internet Usage Rules in the Company 请翻译句子: Internet access is limited to job-related activities only and personal use is not allowed。完成文后的翻译练习。

3. 完成国家开放大学学习网人文英语 2 的 unit-5 的 self-test 练习。

4. 在国家开放大学学习网论坛上发一个帖子, 题材为: Advantages and Disadvantages of the Internet。结合自己的经历谈谈互联网的优缺点, 并用手机录口语视频提交。

5. 在国家开放大学学习网上回帖, 谈谈您单位网络使用的规定。主贴为: Internet Usage Rules in Our Company。

↵

课前学习任务

学后感想

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后  
三  
项  
为  
学  
习  
效  
果  
评  
估

□



THANKS

感谢各位