

项目一

求职面试

1.1 实训角色

在本项目中,学生将要体会的角色如下:

- (1) 负责招聘总经理秘书的格瑞特文具有限公司(Great Stationery Co., Ltd.)人力资源部经理 Bill Watson;
- (2) 即将毕业、正在找工作的某大学应用英语专业学生 Rachel。

1.2 实训目标

1. 能力目标

- (1) 能读懂招聘广告;
- (2) 能书写求职信;
- (3) 能制作英文简历;
- (4) 能应对英文面试;
- (5) 能辨别不同岗位责任,读懂劳动合同条款。

2. 知识目标

- (1) 掌握招聘的基本方式和途径;
- (2) 掌握英文求职信的格式要求;
- (3) 掌握求职简历的要素、书写格式;
- (4) 掌握常见的面试问题和注意事项;
- (5) 掌握劳动合同的重要条款。

3. 素质目标

- (1) 了解面试时的礼仪和涉及的中西文化;
- (2) 培养诚实、自信的职业修养。

1.3 实训项目综述

在本项目中,学生将通过角色扮演完成以下任务:

任务一 格瑞特文具有限公司的人力资源部经理 Bill Watson 根据总经理张先生对新

秘书的要求,撰写一个英文招聘广告。应用英语专业毕业生 Rachel 阅读该广告,并将该广告和其他秘书招聘广告相比较,选择适合自己的公司。

任务二 Rachel 根据招聘广告上的要求以及自己的情况,撰写英文求职简历和求职信。

任务三 接到格瑞特公司的面试通知后,Rachel 要为面试做好各方面的准备,比如使用网络了解该公司的主要产品、公司发展历史等。

任务四 Rachel 参加格瑞特文具有限公司的面试。Bill Watson 需要向 Rachel 提出关于其个人信息、教育背景、工作经历等方面的问题,而 Rachel 则用职业的方式很好地回答这些问题。

1.4 实训过程

Task 1 Recruitment advertisements writing and reading

Mr. Zhang, the General Manager of Great Stationery Co., Ltd., is in need of a new secretary, because his current secretary, Maria, is quitting her job at the end of this month. He just wrote an email, which is shown below, to Bill Watson, Human Resource Manager, asking Bill Watson to recruit a new secretary for him. In his email, Mr. Zhang described the requirements for his future secretary.

You are expected to work in pairs. One takes the role of Bill Watson, the Human Resource Manager, who is going to write an English recruitment advertisement for a local newspaper on the basis of the email from Mr. Zhang below, and then show your advertisement to your partner.



The other takes the role of Rachel, a newly graduated English major who is looking for a job as a secretary in a foreign-owned company. You should read in details both your partner's recruitment advertisement and another recruitment advertisement below, which is also recruiting secretary, and then compare these two and find out which job is more suitable for you, and explain the reasons for your choice.

Job Description & Responsibilities

- Provide secretarial support to HR Staff Services Centre (SSC) leader and managers
- Organize make conference meeting arrangements

- Take meeting minutes
- Prepare and organize meeting materials(e. g. Agenda, PowerPoint presentation, Excel spreadsheet...)
- Provide communication coordination & handle client phone query
- Make calendar arrangements
- Make travel arrangements (travel itineraries and hotel reservation)
- Prepare expense reimbursements
- Make co-ordination of SSC internal communication & staff activity (e. g. birthday celebration, team gathering events)
- Take up other ad-hoc assignments

Requirements

- University degree
- At least three years' experience on secretarial or administrative role in multinational companies; overseas study or work experience a plus
- Good English language skills (speaking, listening, writing, and reading)
- Aptitude in standard computer software, including Word, Excel and PowerPoint
- Multi-tasking and hard working with a high level of commitment
- Good inter-personal and communication skills
- Friendly attitude-cheerful and diligent
- Self-motivated, well-organized, and good problem solving skills
- The ability and willingness to build positive working relationship with team members

Task 2 Curriculum vitae and cover letter writing

Suppose you have decided to apply for the first job, the one with Great Stationary Co., Ltd. Now you need to get your C. V. and cover letter ready. Write your own C. V. and cover letter based on your own information. You can make up some information if necessary, e. g. work experience.

Task 3 Getting prepared for a job interview

You have got a telephone call from Bill Watson, the Human Resource Manager of Great. You were invited to a job interview next Tuesday. To perform well in the coming job interview, you should do some preparation work, and get yourself familiarized with the position and the company. So, what kind of information you should know and what kind of preparation work you should do beforehand? And how? E. g. you should know what the company's main products are. You could log on to the company's Website to get this information.

Task 4 Job interview

You are expected to work in pairs. One takes the role of Bill Watson, the Human Resource Manager, the other the role of Rachel. Now Bill Watson is going to interview Rachel. During the job interview, Bill Watson should ask Rachel lots of questions about her personal information, career goals, qualification, educational background, work experience, skills & hobbies, etc. while Rachel should answer those questions in a wise and professional way.

And finally Bill Watson has to decide whether Rachel is qualified for the secretary job with Great. In other words, whether he would hire Rachel as a secretary.

1.5 实训句型

1. Opening

- Good morning. Take a seat, please. You must be Liu Ping, right? My name is Lee, HR Manager of ABC Company.

- Did you have any trouble finding us?
- Not really. I am familiar with this area.

2. Personal information

- Would you please say something about yourself? /Please tell me about yourself? / Could you introduce yourself firstly?

- My name is Xu Dongming. My English name is David. I'm now 23 years old. I graduated from Tianjin University, majoring in English. I am very happy to meet you here. I have enough confidence in this interview. Thank you for giving me this opportunity.

- Where do you live? /What is your current address?
- I live at 88 Xinda Road, Ningbo.
- What kind of personality do you think you have?
- I think I am introvert/quite easygoing.
- What are your advantages and disadvantages/strengths and weakness?
- Well, I am afraid I am not very creative, but I am tolerant, slow to anger, sympathetic, caring and friendly.

3. Education

- Tell me about your educational background. /Could you tell me something about your educational background?

- When and where did you graduate?
- I graduated from Ningbo University in June 2008.
- What's your major? /What did you major in? /what did you study in your college?
- I majored/specialized in Business English, but I also minored in Business Law.

- What degree did you obtain/receive? /what is your highest degree?
- I have a BS degree. /My highest degree is MBA.

4. Work experiences

- Could you tell me something about your job background?
- I am still a student. This is my first job. However I think though I haven't experience in this field, I'm willing to learn/a quick learner.

• After my graduation, I first worked as a sales engineer in a state-owned company. Two years later, I joined my current company, a foreign trade company.

• What was your position/What position did you hold in your first job? What were you in charge of?

• I was a sales engineer in my first company. My responsibilities mainly included exploring new markets and meeting customers.

5. Closings

• Do you have any questions to ask me? /Now, it's your time to ask questions, if you have any.

- Yes. Do you have a training program for new employees?
- How much will I be paid, if you don't mind my asking?
- Can you provide accommodation for me?
- How much time will it take for me to be promoted here?
- We'll get in touch with you as soon as we've made our decision. /We'll notify you of our final decision by Friday. Thank you for coming.

• Thank you very much for your time/interview. I hope we will meet again. /I look forward to hearing from you.

1.6 实训小贴士

Interview DOs and DON'Ts

Interview DOs

-  Dress appropriately for the industry; be conservative to show you take the interview seriously. Your personal grooming and cleanliness should be impeccable.
-  Know the exact time and location of your interview; know how long it takes to get there, park, find a rest room to freshen up, etc.
-  Arrive early; 10 minutes prior to the interview start time.
-  Treat other people you encounter with courtesy and respect. Their opinions of you might be solicited during hiring decisions.
-  Offer a firm handshake, make eye contact, and have a friendly expression when you are greeted by your interviewer.

-  Listen to be sure you understand your interviewer's name and the correct pronunciation.
-  Even when your interviewer gives you a first and last name, address your interviewer by title (Ms. , Mr. , Dr.) and last name, until invited to do otherwise.
-  Maintain good eye contact during the interview.
-  Sit still in your seat; avoid fidgeting and slouching.
-  Respond to questions and back up your statements about yourself with specific examples whenever possible.
-  Ask for clarification if you don't understand a question.
-  Be thorough in your responses, while being concise in your wording.

Interview DON'Ts

-  Don't make excuses. Take responsibility for your decisions and your actions.
-  Don't make negative comments about previous employers or professors (or others).
-  Don't falsify application materials or answers to interview questions.
-  Don't treat the interview casually, as if you are just shopping around or doing the interview for practice. This is an insult to the interviewer and to the organization.
-  Don't give the impression that you are only interested in an organization because of its geographic location.
-  Don't give the impression you are only interested in salary; don't ask about salary and benefits issues until the subject is brought up by your interviewer.

考核评价表

4 = excellent 3 = good 2 = fair 1 = must be improved

Project:		Time:		Location:	
Members					
Skills					
Ideas contribution					
Pronunciation					
Expression fluency					
Confidence					
Cooperation					
Team work spirit					
Discussion					
Writing skills					
Professional etiquette					
Final score					
Summary of group performance (group discussion)	Good points:				
	Bad points (items to be improved):				
Teacher's comments					

项目二

工作职责

2.1 实训角色

在本项目中,学生将要体会的角色如下:

即将毕业、正在找工作的应用英语专业学生 Rachel。在项目一中,Rachel 还正在寻找工作,而在这个项目结尾,Rachel 已经在格瑞特文具有限公司担任总经理秘书一段时间了。

2.2 实训目标

1. 能力目标

- (1) 能说出不同工作的英文名称;
- (2) 能够用英语谈论常见工作的职责;
- (3) 能够用英语谈论不同工作的优缺点,并进行比较;
- (4) 能够用英语谈论涉外秘书的职责。

2. 知识目标

- (1) 掌握不同工作的英文名称;
- (2) 熟悉描述工作职责的表达方式;
- (3) 掌握涉外秘书的工作职责。

3. 素质目标

- (1) 掌握描述工作职责的常用语;
- (2) 掌握在职场中向别人陈述某事时的体态和礼仪。

2.3 实训项目综述

在本项目中,学生将通过角色扮演完成以下任务:

任务一 即将毕业、正在找工作的 Rachel 需要考虑,作为英语专业毕业生可以从事哪些工作。由于英语专业适用性很广,没有专业限制,所以 Rachel 可以选择的范围较广。

任务二 需要 Rachel 从各个方面综合考虑,如个人理想、个人爱好、对不同工作的兴趣、自己应对压力的能力等,选择适合自己的工作。

任务三 假设 Rachel 已经被格瑞特文具有限公司录用为总经理秘书并工作了一段时

间,她在酒吧碰到朋友,需要向朋友介绍自己的工作情况、工作职责等。

2.4 实训过程

Task 1 What kind of job I can do?

You are Rachel and you are going to graduate from your college very soon. However you are quite lost because you don't know what kind of job you should choose. As an English major, you can choose different kinds of jobs because your area of study, English, allows you a wide range of jobs. Now please try your best to brainstorm, and try to think of as many jobs that you can take. Write down the jobs you can think of, and describe what the duties each job involves. The first one is given to you as an example.

Job title	Job duties description
teacher	<ul style="list-style-type: none"> ● teaching someone some knowledge, skills, or attitude; ● helping them improve; ● guiding their learning; ● helping them develop good learning strategies

Task 2 What kind of job I should choose?

You are still Rachel, and you have thought of many different kinds of jobs you can do. Now try to answer the following questions:

- What did you want to become when you were young? Do you think that dream can be realized now after your college education?
- What do you plan to be doing 10 years from now?
- Among the list of jobs you have thought of in Task 1, which one/ones you think are the most interesting and why? Put them in order of being interesting.

My list**Reasons**

1. _____
2. _____
3. _____

● Among the list of jobs you have thought of in Task 1, which one/ones you think are the most challenging and why? Put them in order of being challenging.

My list**Reasons**

1. _____
2. _____
3. _____

After answering the question listed above, you should be able to decide which job you should choose.

Task 3 What do I do as a secretary for the company General Manager?

Suppose you, Rachel, have decided to choose a secretary job and have successfully been recruited by Great Stationery Co., Ltd. as a secretary for the company General Manager, Mr. Zhang. After working there several weeks, you run into an old friend from your college in a pub. She asks about your current situation and your job in particular. To answer her questions, please describe your job duties as a secretary for the company General Manager.

2.5 实训句型**1. Asking about one's job**

- What do you do?
- What do you do for living?
- What is your job?
- I am a secretary.

2. Asking about one's occupation

- What line (of business) are you in?
- What is your profession/occupation?
- I am in stationary manufacturing.
- I am in stationary business.

3. Asking about one's company

- Which company do you work in/for/with?
- Who do you work for?
- I work for/with Great Stationery Co., Ltd. as a secretary for its General Manager.