

MBA 面试英语口语七天冲刺宝典（打印版）（共 12 页）

对于 MBA 考生来说，英语口语有两种完全不同的情况，大多数 MBA 考生来说，英语在工作中不是必须的，又脱离校园多年，英语早就还给老师了，英语笔试都是靠辅导班的强化突击，口语更不用提了。对于另外一些 MBA 考生来说，在外企和一些在工作中英语是必须的，口语面试自然是小菜一碟了。

2.2.1 疯狂口语句型

在这里列出一些最常用的句子，要熟读，在面试中要熟练。看起来很简单，可是要做到脱口而出，不一定很简单。一、第一句话（first word）

见到考官的第一句话，很关键，不用说的很复杂。可以是一个简单句，但一定要铿锵有力。展示出自信和实力。千万不要来一句“sorry, my English is poor”。常见的开头有：

1. Good morning! may I introduce myself ..

2. I am glad to be here for this interview. First let me introduce myself. I' m peter white, my NO is ... (北大清华等学校参加面试的考生很多，可能对考生有一个编号，说一下自己的编号显得很职业，也很正式。)

二、作自我介绍——成长经历（making a self-introduction ——developing history）

有很多学校要求做一个自我介绍，这一问题并非在请你大谈你的个人历史。考官是要在你的介绍中寻找有关你性格、资历、志向和生活动力的线索。来判断你是否适合读 MBA。你可以先介绍一下成长的经历，出生地和毕业学校等内容。在这一部分要介绍的有些特色，让老师在听几十个人流水帐式的介绍中增加一点乐趣，就权且当作 MBA 人际关系管理的第一个挑战吧！

I come from ***** ,the capital of *****Province. I graduated from the ***** department of *****University in July ,1997. （很简单的一句话，一定要发音准确！要把毕业学校的英文准确名字搞清楚了。）

你可以借光一下家乡的名人，可以用这句高水平的话，展示高超你高超的口语。

You know, there is a saying that “The greatness of a man lends a glory to a place”. I think the city really deserves it.

另外在介绍性格和爱好的时候，适合把家庭介绍结合在一起，可以说父母给了你哪些方面良好的影响。不要流水帐似的介绍家庭成员。可以这么说：

Just like my father, I am open-minded ,quick in thought and very fond of history. Frequently I exchange ideas with my family during super. In addition , during my college years, I was once the chairman of the Student Union. These work have urged me develop active and responsible characters.

在这里给出描述个人品质常用词汇的中英文对照，可以参考。

able 有才干的，能干的 adaptable 适应性强的 active 主动的，活跃的

aggressive 有进取心的 ambitious 有雄心壮志的 amiable 和蔼可亲的

amicable 友好的 analytical 善于分析的 apprehensive 有理解力的

aspiring 有志气的，有抱负的 audacious 有冒险精神的 capable

有能力的，有才能 careful 办理仔细的 candid 正直的 competent 能胜任的 constructive 建设性的 cooperative 有合作精神的 creative 富创造力的

dedicated 有奉献精神的 dependable 可靠的 diplomatic 老练的，有策 disciplined 守纪律的 dutiful 尽职的

well-educated 受过良好教育的

efficient 有效率的 energetic 精力充沛的 expressivity 善于表达

faithful 守信的，忠诚的 frank 直率的，真诚的 generous 宽宏大量的

genteel 有教养的 gentle 有礼貌的 humorous 有幽默

impartial 公正的 independent 有主见的 industrious 勤奋的

ingenious 有独创性的 motivated 目的明确的 intelligent 理解力强的

learned 精通某门学问的 logical 条理分明的

methodical 有方法的

modest 谦虚的 objective 客观的 precise 一丝不苟的

punctual 严守时刻的 elastic 实事求是的 responsible 负责的

sensible 明白事理的 sporting 光明正大的 steady 踏实的

systematic 有系统的 purposeful 意志坚强的 sweet-tempered 性情温和的 temperate 稳健的 tireless 孜孜不倦的

三、作自我介绍——职业发展 (making a self-introduction ——career development)

这是很关键的一部分，也是 MBA 考官会重点考察的一部分。要把工作经历和 MBA 的学习以及职业发展方向作为一个整体来谈，让老师感到你选择 MBA 是一个理性的选择而不是一时冲动，选择 MBA 是职业发展中的一个必然选择，而不是因为找不到工作。你可以用这些句型：

1、 In the past years, I' ve worked at IBM as a software engineer. In my work, I found communication and management is very important. I always believe that one will easily lag behind unless he keeps on learning. So I choose MBA! if I am given a chance to study MBA in this famous University, I will spare no effort to master a good command of communication and management skill. (在过去的几年中,我作为一个软件工程师在 IBM 工作。在工作中,我发现交流和管理非常的重要。我一直认为一个人很容易落后,如果不持续学习的话,所以我选择了 MBA! 如果我有机会在这个著名的大学学习 MBA, 我会不遗余力的掌握沟通和管理技能。)

2.Held a post concurrently in Zhongxing CPA. from December,1998 to May,1999. and mainly worked on evaluating project finance and made up cash flow tables. (1998 年 11 月至 1999 年 5 月在中兴会计师事务所兼职,主要从事财务评价、现金流量表的编制分析和产业的市场调查与跟踪研究等。)

1 3. Assistant to the General Manager of Shenzhen Petrochemical Industrial Corporation Ltd. Handled the itinerary schedule of the general manager. Met clients as a representative of the corporation. Helped to negotiate a \$5,000,000 deal for the corporation. (深圳石油化工集团股份有限公司总经理助理。安排总经理的出差旅行计划时间表。作为公司代表接见客户。协助公司谈成了一笔五百万美圆的交易。)

2 4. assistant to manager of accounting department of a joint venture enterprise. Analyzed data and relevant financial statistics, and produced monthly financial statements. (一家合资企业会计部门经理的助理。分析数据及相关财务统计数字,而且提出每月的财务报告。)

3 5. Production manager: Initiated quality control resulting in a reduction in working hours by 20% while increasing productivity by 25%.(生产部经理: 引入质量控制,使工作时数减少了 20%,而生产力则提高了 25%。)

4 6. Staff member of Shanxi Textiles Import and Export Company. Handled import of textiles from Hong Kong, Macao, Taiwan. Increased sales by 25% from 1990 to 1993. Made frequent business trips to these places to negotiate with textile mills. (山西纺织品进出口公司职员。处理从香港、澳门、台湾进口纺织品事宜。从 1990 年到 1993 年增加了 25%的销售额。经常出差到这些地方跟纺织厂商洽谈。)

5 7. Tourist guide during the summer vacation for Beijing International Travel Service. Conducted tours for foreign tourists on trip around the city. (暑假期间为北京国际旅行社当导游。负责外国旅客在城区的观光旅游。)

6 8. Sales manager. In addition to ordinary sales activities and management of department, responsible for recruiting and training of sales staff members. (销售部经理。除了正常销售活动和部门管理之外,还负责招聘与训练销售人员。)

关于过去工作的描述是很重要的，同学们一定要熟记这些句型。要根据自己的工作经历改造这些句子。

如果你的工作有过比较多的改变，你可以这样来描述原因：

9. Unfortunately I have had to leave my position, as my employers have been forced to liquidate their business due to the worldwide economic adversity. (很不幸地，本人不得不离职，因这一次世界性的经济不景气，使我的雇主不得不结束业务。)

10. The only reason why I am leaving the present position is to gain more experience in a trading office. (本人之所以离开目前的工作岗位，唯一的理由是希望能有一家贸易公司获得更多的经验。)

11. I now wish to enter an office where the work requires greater individual responsibility and judgment than here, and where there is more opportunity for advancement. (目前，本人希望进入一家可以担负较大责任的公司，并希望能提供升迁机会。)

12. My reason for leaving the company is that I wish to get into the advertising business. (本人离职的原因是希望在广告业方面有所发展。)

13. My reason for leaving my present employment is that I am desirous of getting broader experience in trading. (本人离职的理由：希望在贸易方面，能获得更广泛的经验。)

2.2.2 英语精彩问题七十五问

在自我介绍完了老师就会开始问你问题这里列出一些常见的问题，可以认真准备。注意在准备的过程中，要结合自己的经历和见解来准备答案，让自己回答的问题和整个的自我介绍融为一体。要不然很容易被考官抓住把柄，问个没完，很容易因紧张而露出马脚。在每一年的面试中都会有很多相同的问题，这些问题看起来很平常，却有很多陷阱，一不小心就会被考官抓主小辫子了。回答这些常见的看起来很平常的问题，是很有艺术的。在这里一共提供了，75个常见的各类问题。传统面试问题 (Sample Traditional Interview Questions)

1、"What can you tell me about yourself?" ("关于你自己，你能告诉我些什么?")

This is not an invitation to give your life history. The interviewer is looking for clues about your character, qualifications, ambitions, and motivations.

这一问题如果面试没有安排自我介绍的时间的话。这是一个必问的问题。考官并不希望你大谈你的个人历史。是在寻找有关你性格、资历、志向和生活动力的线索。来判断你是否适合读MBA。

The following is a good example of a positive response. "In high school I was involved in competitive sports and I always tried to improve in each sport I participated in. As a college student, I worked in a clothing store part-time and found that I could sell things easily. The sale

was important, but for me, it was even more important to make sure that the customer was satisfied. It was not long before customers came back to the store and specifically asked for me to help them. I'm very competitive and it means a lot to me to be the best."

下面是一个积极正面回答的好例子："在高中我参加各种竞争性体育活动，并一直努力提高各项运动的成绩。大学期间，我曾在一家服装店打工，我发现我能轻而易举地将东西推销出去。销售固然重要，但对我来说，更重要的是要确信顾客能够满意。不久便有顾客返回那家服装店点名让我为他们服务。我很有竞争意识，力求完美对我很重要。"

2、 "What would you like to be doing five years after graduation?" ("在毕业以后 5 年内你想做些什么? ")

Know what you can realistically accomplish. You can find out by talking to others MBA about what they accomplished in their first five years with a particular company after graduation.

"I hope to do my best I can be at my job and because many in this line of work are promoted to area manager, I am planning on that also."

你要清楚你实际上能胜任什么。你可以事先和其他的 MBA 交流一番。问问他们在毕业后在公司的头 5 年都做了些什么。

可以这样回答："我希望能在我的职位上尽力做好工作，由于在同一领域工作的许多人都被提为区域负责人，所以我亦有此打算。"

3. "What is your greatest strength?" ("你最突出的优点是什么? ") 这是很多面试考官喜欢问的一个问题。

This is a real opportunity to toot your own horn. Do not brag or get too egotistical, but let the employer know that you believe in yourself and that you know your strengths.

"I feel that my strongest asset is my ability to stick to things to get them done. I feel a real sense of accomplishment when I finish a job and it turns out just as I'd planned. I've set some high goals for myself. For example, I want to graduate with highest distinction. And even though I had a slow start in my freshman year, I made up for it by doing an honor's thesis."

这是你"展示自己"的最佳机会，不要吹嘘自己或过于自负，但要让雇主知道你相信自己，你知道自己的优点。

如可答："我认为我最大的优点是能够执着地尽力把事情办好。当做完一件工作而其成果又正合我的预想时，我会有一种真正的成就感。我给自己定了一些高目标。比如说，我要成为出色的毕业生。尽管在大学一年级时我启动慢了些，但最终我以优等论文完成了学业。

4. "What is your greatest weakness?" ("你最大的弱点是什么? ") You cannot avoid this question by saying that you do not have any, everyone has weaknesses.

The best approach is to admit your weakness but show that you are working on it and have a plan to overcome it. If possible, cite a weakness that will work to the company's advantage. "I'm such

a perfectionist that I won't stop until a job is well done.

你不应该说没有任何弱点，以此来回避这个问题；每个人都有弱点。最佳策略是承认你的弱点，但同时表明你在予以改进，并有克服弱点的计划。

可能的话，你可说出一项可能会给公司带来好处的弱点，如可说："我是一个完美主义者。工作做得不漂亮，我是不会撒手的。"

5. "How do you feel about your progress to date?" ("对于你至今所取得的进步你是怎样看的?")

Never apologize for what you have done.

"I think I did well in school. In fact, in a number of courses I received the highest exam scores in the class." "As an intern for the X Company, I received some of the highest evaluations that had been given in years.

绝不要对你以前的所作所为表示内疚。

如可答："我认为我在学校表现不错。事实上，有好几门功课我的成绩居全班第一。"在某公司实习时，我获得了该公司数年来给予其雇员的好几项最高评价。"

其他值得参考的问题：

6. Why did you choose peking university?

7. Why did you choose MBA?

8. What would you like to be doing five years after graduation?

9. What has been your greatest accomplishment?

10. Describe your greatest strengths and weaknesses.

11. What have you learned from the jobs you have held?

行为面试问题 (Sample Behavioral Interview Questions) : 12. Describe the best/worst team of

which you have been a member. 13. Tell me about a time when your course load was heaviest.

How did

you get all of your work done? 14. Give me a specific example of a time when you sold someone

on an idea or concept. 15. Tell me about a time when you were creative in solving a problem.

16. Describe a time when you got co-workers or classmates who dislike each other to work together. 17. Tell me about a time when you made a bad decision.

压力面试问题 (Sample Stress Interview Questions) : 18. What kinds of people do you find it

difficult to work with? 19. What are some of the things you find difficult to do? 20. How would you

evaluate me as an interviewer? 21. What interests you least about MBA? 22. How do you handle

rejection? 23. What is the worst thing you have heard about our school? 24. See this pen I'm

holding. Sell it to me.

案例面试问题 (Sample Case Interview Questions) :

25.A chain of grocery stores currently receives its stock on a decentralized basis. Each store deals independently with its suppliers. The president of the chain is wondering whether the firm can benefit from a centralized warehouse. What are the key considerations in making this decision?

A magazine publisher is trying to decide how many magazines she should deliver to each individual distribution outlet in order to maximize profits. She has extensive historical sales volume data for each of the outlets. How should she determine delivery quantities?

非常规问题:

26.It is the 15th Century. How do convince the Pope that the Earth is round?

1 27. If I gave you an elephant, where would you hide it?

2 28. Why are soda cans tapered on the top and bottom?

3 29. How much RAM does a PC need to run Windows95?

30. You are in a boat on a fresh water lake. In your hand is a rock. You throw the rock into the lake. How is the lake's water level affected?

4 31. If it rained music, what would grow?

5 32. Describe your best friend and what he or she does for a living.

6 33. In what ways are you similar or different from your best friend? 34.What are your career's strengths and how do you capitalize on them?

1 35. Are you a happy person?

2 36. According to JRM, Jr., a fast growing software company asked this question... You have a wealthy aunt who weighs 300 pounds. Tell me how you would redesign her toilet.

其他常见的英语面试问题:

37.Would you please make a brief introduction about yourself? 38.Why did you take the MBA examination? Would you please say something about the currently MBA program in China?

39.Why do you choose RENMIN University to study MBA? Tell me a little about

RENMIN University form your understanding. 40.How do the people around you review MBA?

41.What's the difference between MBA program at home and abroad? 42.If you failed this time what will you do in the near future? 43.Why do you want to be a part of MBA students? 44.Why

do you think you are qualified for MBA program? 45.Do you have a career plan in 5 years? 46.Do

you have a study plan if you were accepted as a MBA student? 47.What's your opinion about the

requirement that a MBA student must have working experience? 48.How do you define

- marketing or management? 49.Do you think English is quite important in MBA study? Why?
- 50.Do you think MBA training courses will help you a lot in your future life? Why? 51.What do you want to do after your MBA study?
- 52.What is the most important qualification that a MBA student should have?
- 53.Say a little about teamwork.
- 54.Say a little about management.
- 55.How communication works in organizations?
- 56.Tell me the relationship between the management and management theory.
- 57.What will you do if you can't find a job?
- 58.Do you think that the economy will get better?
- 59.Who are you currently employed with?
- 60.What kinds of opportunities are you looking for?
- 61.What is your biggest accomplishment on the job?
- 62.What joy did you enjoy the most and why?
- 63.What would your former boss say about you?
- 64.Why did you leave your last job?
- 65.Please tell me a little about your working history? What kind of fields?
- 66.Say a little about your educational background.
- 67.What are your strengths and weakness?
- 68.What do you do in your spare time?
- 69.What is your impression of Beijing?
- 70.What is CFO? If you were a CFO, what would you do?
- 71.What is the difference between sales and marketing?
- 72.What do you think is the most important as a manager?

在面试快结束的时候，一般考官都会问，你有没有什么要问的。除非你是最后一个面试者，你明显感到所有的考官都急切的想离开，一般不适合说“ I don't have any question.” 可以问考官一两个你关心的问题（ Questions you should ask the recruiter）:

- 1 changes do you anticipate in our school? （你希望我们学校会有些什么样的变化）
- 2 is the best course in our school? (什么课程是我们院最好的课程) 75.does our school provide some guidance of job to MBA?

最后可以说: Thank you for giving me the chance. I hope to see you again and soon. （谢谢您给我机会，我希望很快能再见到您。）

2.2.3 英语简历常用模版

有很多学校的 MBA 面试可能要求提供英文简历，准备一份精美的英文简历是很有必要的。

RESUME

Personal Information: Name: **** Date of Birth: July 12, 1971 Birth Place: Beijing Sex: Male
Marital Status: Unmarried Telephone: **** E-mail: career@sohu.com

Work Experience:

Nov. 1998-present CCIDE Inc, as a director of software development and web publishing .organized and attended trade shows (Comdex 99) .

Summer of 1997 BIT Company as a technician, designed various web sites. Designed and maintained the web site of our division independently from selecting suitable materials, content editing to designing web page by FrontPage, Photoshop and Java as well ;

Education:

1991 - August 1996 Dept. of Automation, Tsinghua University, B.E.

Achievements & Activities:

President and Founder of the Costumer Committee

Established the organization as a member of BIT

President of Communications for the Marketing Association

Representative in the Student Association

English Skills :

Have a good command of both spoken and written English .

Past CET-6, TOEFL:623;GRE: 2213

Characters :

Aggressive, independent and be able to work under a dynamic environment . Have coordination skills, teamwork spirit. Studious nature and dedication are my greatest strengths.

描述工作经验的常用方法:

Senior Internal Auditor

Conducted operational and financial audits of manufacturing subsidiaries. Designed and implemented audit programs to test the efficiency of all aspects of accounting controls. Recommended changes and improvements to corporate and divisional management.

Office Manager Arrange logistics for office expansion and relocation. Establish office procedures and systems. Actuate/implement filing system, client billing system and bookkeeping. Order supplies; maintain inventory. Handle word processing and receptionist responsibilities.

Software Engineer over eleven years of extensive computer/electronics experience. Versed in both digital and analog electronics with specific emphasis on computer hardware/software. Special expertise in system and component evaluation. Network supervisor responsible for installing/maintaining Arc net LAN system. Proficient in assembly and C programming language. . Excellent communication skills including written, verbal and interpersonal.

在写简历时常用到的词语比如：个人资料、个人品质、教育程度、工作经历等等常用词汇都可以在下面的中英文对照中查到。

附一：英文简历常用词汇中英文对照

个人资料常用语

name 姓名 in. 英寸 pen name 笔名 ft. 英尺 alias 别名 street 街 Mr. 先生 road 路 Miss 小姐 district 区 Ms (小姐或太太) house number 门牌 Mrs. 太太 lane 胡同, 巷 age 年龄 height 身高 blood type 血型 weight 体重 address 地址 born 生于 permanent address 永久住址 birthday 生日 province 省 birthdate 出生日期 city 市 birthplace 出生地点 county 县 home phone 住宅电话 prefecture 专区 office phone 办公电话 autonomous region 自治区 business phone 办公电话 nationality 民族; 国籍 current address 目前住址 citizenship 国籍 date of birth 出生日期 native place 籍贯 postal code 邮政编码 dual citizenship 双重国籍 marital status 婚姻状况 family status 家庭状况 married 已婚 single 未婚 divorced 离异 separated 分居 number of children 子女人数 health condition 健康状况 health 健康状况 excellent (身体) 极佳 short-sighted 近视 far-sighted 远视 ID card 身份证 date of availability 可到职时间 membership 会员、资格 president 会长 vice-president 副会长 director 理事 standing director 常务理事 society 学会 association 协会 secretary-general 秘书长 research society 研究会

个人品质常用词汇

able 有才干的, 能干的 adaptable 适应性强的 active 主动的, 活跃的 aggressive 有进取心的 ambitious 有雄心壮志的 amiable 和蔼可亲的 amicable 友好的 analytical 善于分析的 apprehensive 有理解力的 aspiring 有志气的, 有抱负的 audacious 大胆的, 有冒险精神的 capable 有能力的, 有才能的

careful 办理仔细的 candid 正直的 competent 能胜任的 constructive 建设性的 cooperative 有合作精神的 creative 富创造力的 dedicated 有奉献精神的 dependable 可靠的 diplomatic 老练的, 有策略的 disciplined 守纪律的 dutiful 尽职的 well-educated 受过良好教育的 efficient 有效率的 energetic 精力充沛的 expressivity 善于表达 faithful 守信的, 忠诚的 frank 直率的, 真诚的 generous 宽宏大量的 genteel 有教养的 gentle 有礼貌的 humorous 有幽默 impartial 公正的 independent 有主见的 industrious 勤奋的 ingenious 有独创性的 motivated 目的明确的 intelligent 理解力强的 learned 精通某门学问的 logical 条理分明的 methodical 有方法的 modest 谦虚的 objective 客观的 precise 一丝不苟的 punctual 严守时刻的 realistic

实事求是的 responsible 负责的 sensible 明白事理的 sporting 光明正大的 steady 踏实的 systematic 有系统的 purposeful 意志坚强的 sweet-tempered 性情温和的 temperate 稳健的 tireless 孜孜不倦的

教育程度常用词汇

education 学历 educational history 学历 educational background 教育程度 curriculum 课程 major 主修 minor 副修 educational highlights 课程重点部分 curriculum included 课程包括 specialized courses 专门课程 courses taken 所学课程 special training 特别训练 social practice 社会实践 part-time jobs 业余工作 summer jobs 暑期工作 vacation jobs 假期工作 refresher course 进修课程 extracurricular activities 课外活动 physical activities 体育活动 recreational activities 娱乐活动 academic activities 学术活动 social activities 社会活动 rewards 奖励 scholarship 奖学金 excellent League member 优秀团员 excellent leader 优秀干部 student council 学生会 off-job training 脱产培训 in-job training 在职培训 educational system 学制 academic year 学年 semester 学期(美) term 学期(英) supervisor 论文导师 pass 及格 fail 不及格 marks 分数 examination 考试 degree 学位 post doctorate 博士后 doctor(PhD) 博士 master 硕士 bachelor 学士 graduate student 研究生 abroad student 留学生 abroad student 留学生 undergraduate 大学肄业生 government-supported student 公费生 commoner 自费生 extern 走读生 intern 实习生 prize fellow 奖学金生 boarder 寄宿生 graduate 毕业生 guest student 旁听生(英) auditor 旁听生(美) day-student 走读生

工作经历常用词汇

work experience 工作经历 occupational history 工作经历 professional history 职业经历 specific experience 具体经历 responsibilities 职责 second job 第二职业 achievements 工作成就, 业绩 administer 管理 assist 辅助 adapted to 适应于 accomplish 完成(任务等) appointed 被认命的 adept in 善于 analyze 分析 authorized 委任的; 核准的 behave 表现 break the record 打破纪录 breakthrough 关键问题的解决 control 控制 conduct 经营, 处理 cost 成本; 费用 create 创造 demonstrate 证明, 示范 decrease 减少 design 设计 develop 开发, 发挥 devise 设计, 发明 direct 指导 double 加倍, 翻一番 earn 获得, 赚取 effect 效果, 作用 eliminate 消除 enlarge 扩大 enrich 使丰富 exploit 开发(资源, 产品) enliven 搞活 establish 设立(公司等); 使开业 evaluation 估价, 评价 execute 实行, 实施 expedite 加快; 促进 generate 产生 good at 擅长于 guide 指导; 操纵 improve 改进, 提高 initiate 创始, 开创 innovate 改革, 革新 invest 投资 integrate 使结合; 使一体化 justified 经证明的; 合法化的 launch 开办(新企业) maintain 保持; 维修 modernize 使现代化 negotiate 谈判 nominated 被提名; 被认命的 overcome 克服 perfect 使完善; 改善 perform 执行, 履行 profit 利润 be promoted to 被提升为 be proposed as 被提名(推荐)为 realize 实现(目标)获得(利润) reconstruct 重建 recorded 记载的 refine 精练, 精制 registered 已注册的 regenerate 更新, 使再生 replace

接替, 替换 retrieve 挽回 revenue 收益, 收入 scientific 科学的, 系统的 self-dependence 自力更生 serve 服务, 供职 settle 解决(问题等) shorten 减低……效能 simplify 简化, 精简 spread 传播, 扩大 standard 标准, 规格 supervises 监督, 管理 supply 供给, 满足 systematize 使系统化 test 试验, 检验 well-trained 训练有素的 valuable 有价值的 target 目标, 指标 working model 劳动模范 advanced worker 先进工作者

离职原因

for more specialized work 为更专门的工作 for prospects of promotion 为晋升的前途 for higher responsibility 为更高层次的工作责任 for wider experience 为扩大工作经验

due to close-down of company 由于公司倒闭 due to expiry of employment 由于雇佣期满 sought a better job 找到了更好的工作 to seek a better job 找一份更好的工作

业余爱好

hobbies 业余爱好 play the guitar 弹吉他 reading 阅读 play chess 下棋 play 话剧 long distance running 长跑 play bridge 打桥牌 collecting stamps 集邮 play tennis 打网球 jogging 慢跑 sewing 缝纫 traveling 旅游 listening to symphony 听交响乐 do some clay sculptures 搞泥塑