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大家好我是吴宇欢迎收听 BBC 英语教学推出的新系列《白领英语》。这办公室里的故事将为他家提供很多职场技巧。

在接下来的几分钟里我带你到伦敦最大的塑料水果公司之一 **Tip Top** 贸易公司参观。你将认识那里的几位职员，公司的生意可全靠这些人的辛勤努力了。

快来吧，咱们一起偷着听听这位可能成为 **Tip Top** 贸易公司新职员的求职者是怎么应对面试的。我说‘可能’的意思就是，她眼下仍在为申请销售员的职位接受面试呢。能不能通过，谁也说不准...

### Insert

**Anna:** *Firstly, this job is an ideal match for my skills and experience: I've spent several years working in sales and I get on with people easily. Well, I mean, apart from the ones I don't like of course!... Secondly, I know Tip Top Trading is one of the fastest-growing companies in London, and I want to be part of that.*

**Paul:** *That's absolutely right. Tip Top Trading is the fastest-growing company in the plastic fruits sector.*

**Anna!** 说得好！我敢肯定如果她被录用一定会成为该公司的栋梁之才。不过决策人是经理 **Paul**，我们刚才已经听到他说话了。他是个很不错的人，只不过是工作上有点儿缺乏条理，但是在业务上出了问题的时候，他得站出来说话负责，你听...

### Insert

**Paul:** *Yesterday was not a great day. Two clients came in with serious complaints. Mrs Kumquat received a delivery of imitation bananas that were purple – not very convincing, and Mr Lime ordered grapefruits, but got pineapples. Tom!*

**Tom:** *Yeah, listen...*

**Paul:** *Were you responsible for these errors?*

**Tom:** *Well... yes, but -*

**Paul:** *Look, mistakes happen. But it seems that Mrs Kumquat left our offices even angrier than when she came in and she says she will never use Tip Top Trading again!*

**Tom:** *I tried my best.*

**Paul:** *Hmmm.*

说得好 **Tom!** 我还来不及介绍 **Tom** 了，他是公司的销售总管，很能干。

### **Insert**

**Tom:** *(on phone) Tom speaking. Yah! Frankie! So what's the latest, are we on?*

不过他的人际交流能力需要提高，不信你听。

### **Insert**

**Tom:** *My computer has crashed. I've lost my phone. And there's a big, BIG problem with my timetable. I have two meetings scheduled at the same time with two extremely important clients. I can't do them both at once!*

我说得没错吧！我们都知道每个办公室都需要有一位能干的助理，那 **Tip Top** 也不例外了，这位助理就是 **Denise**，她的工作包括协助，组织，还有沏茶倒水...

### **Insert**

**Denise:** *Oh sorry excuse me, here's your tea Paul.*

**Paul:** *Thanks Denise.*

不过有一点。**Denise** 特别喜欢说话 **But goodness! She likes to talk...**

### **Insert**

**Denise:** *Really! 'Denise do this! Denise do that!' I'm telling you Sharon, I've almost had enough! I get treated like I'm some kind of servant!*

那就是典型的 **Denise!** 我觉得咱们该走了，好让他们继续工作。你刚刚听到的就是 **Tip Top Trading**。日后我们还会认识更多人，所以欢迎你登陆 **bbcukchina.com**。跟随我们的《白领英语》系列。我们下次再会！