



## 完全生活英语手册 - 工作篇

## 说在前面的话

你的英语有多实用呢？在碰上外国人的时候，能真正地和老外无障碍地沟通吗？

在学校学英语学了好几个年头，由学abc到用英语写文章，经历了不少挑灯夜读为考试的时光。分数可能是拿到了，可是让我问一下，这些年头来，你学到的有多少真的能应用在生活中呢？

好吧，就让我在这里先考考你？

1. 你会用英语买单吗？
2. 朋友提议“Go and catch a flick”，是提议什么呢？
3. 伦敦话“Bob's your uncle”是什么意思呢？
4. 澳洲人说“Struth!”，他的意思到底是什么呢？
5. 写电邮时，用“Dear Sir”还是“Dear Ms/Mr...”呢？
6. 你能分得清“Assure”和“Ensure”意思的分别吗？

答案呢？我先不告诉你。

其实，有多少人可以真正面对外国人也能对答如流？又有多少是对着人家愣在那里，张口结舌说不出话呢？相信前者是少之又少，而后者却成千上万。植根中国已经十多年的英语培训专家英孚教育，深深明白中国学生学英语的需要，精心地为中国学生编辑一系列在生活中活学活用的真英语指南，内容覆盖：消闲、旅游、商务、社交等，让你深入浅出的学习地道的英语日常用语。

还在惦记上面问题的答案吗？问题的答案尽在这一系列的真英语指南中，而且，我们可以肯定你在这一系列指南中学到的更多。

# 目录 Content



## 工作篇

- P.5 求职信中的英语  
English for Cover Letters
- P.7 英语面试？就这么说...  
Job Interview in English? Say This...
- P.9 流利英语助你加薪  
Get a Higher Salary with English
- P.11 电话必备英文短语  
English Telephone Phrases You Have to Know
- P.13 英语商务邮件：五点实用技巧  
Business Emails in English: 5 Practical Pointers
- P.15 讨老板欢心的英语  
English a Boss Likes to Hear





## 工作篇

懂英语真的有助找到工作？

不一定——想找到理想工作，除了有良好的英语能力外，还要适当的运用及技巧；不过可以肯定的是，不懂英语就很难找到好工！

## 英文求职信

### English for Cover Letters

要获得梦想中的工作并不只要求有一份书写精美的简历就行了 - 你还需要一份引人注目的求职信正式介绍自己并展示你的价值。根据这里的向导准备一份动人的求职信。

**Landing that dream job doesn't only require a well-written resume - you'll also need a sparkling cover letter to formally introduce yourself and present your value. Follow this guide to prepare a winning cover letter.**

#### Stay on target

当你开始写你的求职信的时候，直入主题。解释你为什么写这封求职信并将你感兴趣的职位头衔写在里面。你可能还想要说一下你是在哪儿听到这份工作的：“I am writing to express my interest in the Sales Manager position advertised on your website. I have enclosed a copy of my resume for your review.”。

When you begin your cover letter, get to the point immediately. Explain why you're writing and include the title of the position you're interested in. You may even want to say where you heard of the opening: "I am writing to express my interest in the Sales Manager position advertised on your website. I have enclosed a copy of my resume for your review."

#### Match your skills

一封求职信是你向雇主证明你是最好人选的好机会，因此确定该职位的技能要求是重要的第一步。然后，将你以前和这些技能相关的工作经历的具体介绍，并且最后以类似这样的话总结：“I am confident that these combined experiences make me an ideal candidate for this position.”。

A cover letter is your chance to convince the employer that you're the perfect candidate, so identifying the position's skill requirements is an important first step. Then, include clear examples from your previous experience which reveal that you possess these skills, and finally sum up with something like this: "I am confident that these combined experiences make me an ideal candidate for this position."

#### Demonstrate your English ability

如果要求你写一封求职信，那可是显示你流畅的写作技巧和专业特性的绝好的机会。记住，无论如何，冗长的句子并不一定代表流畅。你的句子要短而精；不要试图用你太过于复杂的句子来让人影响深刻，否则的话会让读者有疲劳和困惑的感觉的。

If an English cover letter is required, it's a fantastic opportunity to demonstrate your smooth writing skills and professionalism. Keep in mind, however, that long sentences don't necessarily indicate fluency. Keep your sentences short and clear; do not try to over-impress by writing complex sentences, which can often leave the reader tired and confused.

## Sell yourself

当你写求职信的时候，你应该总是记得你的任务是 - 推销自己！陈述你能为雇主所做的，而不是相反，将能让你脱颖而出。使用行为动词例如：“facilitated”、“developed”和“managed”的，来描述你工作的职责，并自信地表示例如：“I strongly believe I possess the right combination of skills and experience you are looking for”，令人知道你充满信心。

When you're writing a cover letter, you should always remember your mission - to sell yourself! Demonstrating what you can do for the employer, not the other way around, will make you stand out from the crowd. Use action verbs such as facilitated, developed and managed to describe your job responsibilities, and make claims such as "I strongly believe I possess the right combination of skills and experience you are looking for" with confidence.

## Proofread!

坐下来，马上写然后马上发出你的求职信将保证发生一件事 - 错误！一旦你写了求职信，确定你稍后会校正一下或是请你的朋友看一下。仔细看拼写和语法错误并确定写的不会太长。最好，“put yourself in the employer's shoes”，或假设你是雇主，并决定是否你想要雇佣一名写了这求职信的应聘者。如果不，回过去并重新改写直到你写出一封令人入胜的求职信！

Sitting down, writing and then immediately sending your cover letter will guarantee one thing - mistakes! Once you have written your cover letter, make sure you proofread it at a later time and ask a friend to read it as well. Look closely for spelling and grammatical errors and make sure it's not too long. Finally, put yourself in the employer's shoes, or pretend that you are the employer, and decide if you would hire the candidate who wrote the letter. If not, go back and make revisions until you have a sparkling cover letter!



## 英语面试？就这么说... Job Interview in English? Say This ...

如果你找到了最理想的工作，但是有一件事还横在当中：面试。“万一我说错了什么怎么办？”你在想。别担心了！好消息是许多的雇主都在他们的面试中问同样的基本的问题。因此只要准备一下，你就可以避免胡言乱语而失去你梦想工作的可能性了。

You've found the perfect job, but there's one thing standing in the way: the interview. "What if I say something wrong?" you think. Stop worrying! The good news is that many recruiters ask the same basic questions in their interviews. So with a little preparation, you can avoid putting your foot in your mouth and saying goodbye to your dream job.



### Tell me about yourself.

面试者常常以这样的问题开始。记得，他们想要听到的是你的工作技巧，不是你的个人生活。不要说：“I was born in Taipei”、“I like to play computer games”、或是“I have two brothers.”，告诉他们有关你职业生涯的发展，你学到的东西或是你是如何具体的某些工作技巧。

Interviewers often start with this question. Remember, they want to hear about your job skills, not your personal life. Don't say, "I was born in Taipei," "I like to play computer games," or "I have two brothers." Tell them about your career growth, what you've learned or how you've developed specific skills.

## What are your strengths?

继续，自我推销！这个问题的关键是给出具体的例子。避免只是简单的列出几项，象：“I’m really organized, punctual and get along well with others.”，接着具体的说到你刚才的提到的内容：“For example...”，并解释你在之前的工作中是如何运用此特长的。

Go ahead, sell yourself! The key to this question is to give specific examples. Avoid simply offering a list, like: “I’m really organized, punctual and get along well with others.” Follow up anything you mention with, “For example ...” and then explain how you demonstrated this quality in a previous job.

## Why are you interested in working for our company?

雇主们想要知道你为什么想为他们工作。因此就让他们了解你很清楚公司的运营模式以及你对此工作非常有积极性。不要以“Umm”、“I don’t know”、“It seemed like a good career move”、或是“I haven’t been able to find anything else interesting.”。记得雇主们想知道你能带给公司什么，而不是公司能带给你什么！

Employers want to know why you want to work for them. So show them you understand what the company does and that you’re enthusiastic about the work. Don’t start with “Umm,” “I don’t know,” “It seemed like a good career move,” or “I haven’t been able to find anything else interesting.” Keep in mind that the interviewer wants to know what you can bring to their company, not what the company can bring to you!

## Why did you leave your last job?

可能你上一份工作非常的糟糕，但是面试并不是谈论的合适的场合。就算是真的，不要对你现有的或是过去的雇主或是同事进行负面或是武断的评论：“I didn’t agree with the company’s direction”、“I got no recognition for my work”、“My boss was totally unreasonable.”，想这样的评论会让你听起来不可理喻。

Maybe your last job was terrible, but an interview is not the place to talk about it. Even if it’s true, never make negative or opinionated comments about your current or past employers or co-workers: “I didn’t agree with the company’s direction,” “I got no recognition for my work,” “My boss was totally unreasonable.” Statements like these make you sound unreasonable!

## Do you have any questions for me?

面试官通常以此问卷结束面试。询问具体的问题以显示你非常了解该公司，但却希望了解更多的内容。不要问那些你早就该知道答案的问题，象：“What does your company do?”，或是“Could you tell me your name again?”。此外，不要问薪水或是和假期相关的问题：“When do you give raises?”、“How much vacation time can I expect?”，在听到了他们告诉你“We’d like to offer you the job”才去问此类的问题。

Interviewers usually finish an interview with this question. Ask specific questions that show you already know a lot about the company, but want to know more. Do not ask questions that you should already know the answers to, like, “What does your company do?” Or, “Could you tell me your name again?” Also, don’t ask salary or vacation-related questions: “When do you give raises?” “How much vacation time can I expect?” Save those questions for after you hear, “We’d like to offer you the job.”



## 流利英语助你加薪 Get a Higher Salary with English

如果你在梦想的公司中获得一份更好的工作，可能会让你马上答应接受这份工作。但是千万不要马上这么做！许多公司经理期待有前途的职员能商谈他们自己的福利问题，就算获得每个月小小数目的工资提高在长期来看也是很好的回报。这有一些用英语商谈你的薪水的窍门。

**If you're offered a much-desired position at the company of your dreams, it may be tempting to agree to the offer right away. But don't! Many managers expect perspective employees to negotiate their package, and even negotiating a small amount per month can offer big returns in the long run. Here are some tips for negotiating your salary in English.**

### Thank you for your offer.

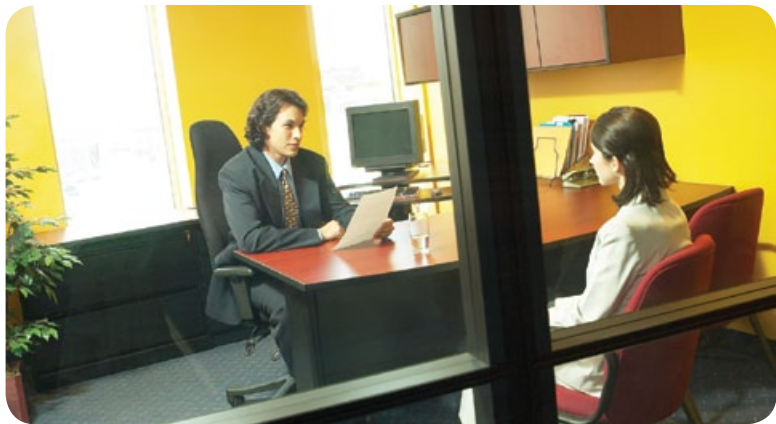
无论你的决定如何并且你的福利情况如何，确定你表示你的感谢。你可以通过这样的短语表示，“I appreciate your consideration” 和 “I am honored that you have selected me.”。

No matter what your decision and what the package, make sure you give your thanks. You may also want to offer phrases such as, “I appreciate your consideration” and “I am honored that you have selected me.”

### Hmm...

一旦你对达到的工作和薪水表示出极大的兴趣和满意度的话那就很难商谈你的福利问题了，因此最好能在一开始的时候就谈论到你的福利问题。不说：“OK”，而是在你听到薪水的数字时，说：“Hmmm...”。这样就能让雇佣你的经理了解到你并不是非常满意这个数字而是可能需要更进一步的谈论。

It's often difficult to negotiate an offer once you've shown extreme interest in the job and satisfaction in the salary, so it's best to start at the beginning. Instead of saying, “OK”, when you hear the salary figure, say “Hmmm...” This lets the hiring manager know you aren't quite satisfied and can lead to immediate negotiations.



## Based on my current salary...

给出一个你期待更多薪水的理由。可能是以你现有薪水为基础的，其他的工作机会或是你最近了解到有关你从事领域的基本薪资调查等。用这样的句子结束：“I had something a little higher in mind”或是“I was expecting something within the \$15,000 to \$20,000 range。”

Give a reason for your higher expectations. Maybe it's based on your current salary, other job offers or statistics you've recently read about your field. Finish up the sentence with, "I had something a little higher in mind" or "I was expecting something within the \$15,000 to \$20,000 range."

## Can I let you know my final decision on Monday?

雇佣你的经理当然会给你一些压力，特别是当他们真的非常需要你的时候，但是不要马上就决定。请求几天的余地来考虑一下你的决定。你可以加上：“I'm very interested in your company, but this will give me some time to make a more informed decision。”

Hiring managers have been known to put the squeeze on, especially if they really want you, but don't rush into decisions. Request at least several days to think through the decision. You can add, "I'm very interested in your company, but this will give me some time to make a more informed decision."

## I'll take it!

当需要最后的决定时，这是一个非常有趣而且友善的方式来接受工作。如果你脑海中还有更正式的表达的方式，可以说：“I'd like to formally accept your offer。”但是，如果你并不想接受这份工作的话，可以说：“After much consideration, I'm afraid I won't be able to accept your offer。”，注意一定要给出正确的回答，并一定要礼貌！

When it comes down to the final decision, this is a fun and friendly way to accept an offer. If you had something more formal in mind, say "I'd like to formally accept your offer." If, on the other hand, you don't want the job, say, "After much consideration, I'm afraid I won't be able to accept your offer." Be sure to always give an answer, and always be polite!



## 电话必备英文短语

### English Telephone Phrases You Have to Know

如果你和大多数的英语学习者一样，会觉得用英语打电话很难。但如果你需要在海外旅行或在外国公司工作的话，能使用电话英语是必需的。因此如何克服通向英语流利程度的最后一道坎呢？使用以下的短语或技巧为任何电话情景做准备。

**If you're like most English learners, you find it difficult to make phone calls in English. But if you're traveling abroad or working in a foreign company, using English on the phone is essential. So how do you conquer this last obstacle to fluency? Prepare yourself for any telephone situation with the following phrases and techniques.**

#### Introductions

以自我介绍开始电话交谈：“Hello, this is Peter Jones.”，如果你在接电话的时候对方没有表明他是谁，你可以说：“May I ask who's calling, please?”。

Start any telephone conversation by introducing yourself: “Hello, this is Peter Jones. If you answer the phone and the caller fails to identify himself, you can say: “May I ask who's calling, please?”

#### Asking for someone / Making a request

如果你打电话给特定的某个人的话，那么你得用礼貌的问句来表达意图，例如：“May I speak to Rachel Smith, please?”，当你只知道分机号码却不知道人名的时候你可以说：“Could I have extension number 635?”。但如果打电话是有特定的目的，那最好是这么说：“I'm calling to make a reservation.”。

If you're calling to talk to a specific person, then phrase your request as a polite question, e.g. “May I speak to Rachel Smith, please?” When you have an extension number but no name you can say: “Could I have extension number 635?” But if you're calling with a specific purpose, then a statement works best: “I'm calling to make a reservation.”

#### Holding and transferring

“Please hold”是电话语言中表示“等一下”。当你需要“transferred”（转接）到另一部分机，你常会听到：“Connecting your call...”或“Please hold, I'll transfer you.”。如果你是在繁忙时段拨打某公司电话的话，你可能会听到简短的一句话：“Hello, please hold!”。在接线员将你转到另一条线之前。





“Please hold” is telephone language for “just a moment”. When you need to be transferred (connected) to another extension you’ll often hear: “Connecting your call...” or “Please hold, I’ll transfer you...” If you call a business at a busy time, you might hear only a brief, “Hello, please hold!” before the operator switches over to another line.

### Leaving a message

当你打电话的对象不在或不能接听电话时，准备好留言。你可以使用“voicemail”（电子录音系统）或一部“answering

machine”（在磁带上录音的一种机器）”。如果你正和接线员讲话的话，他们会问：“Would you like to leave a message?”，“或者你可以说：“May I leave a message?”。如果想要对方回电话的话，千万别忘了留你的电话号码。这被称作“call back number”。

When the person you’re calling isn’t available, be prepared to leave a message. You might use voicemail (a digital voice recording system) or an answering machine (a machine that records messages onto a tape). If you’re talking to an operator, they’ll ask: “Would you like to leave a message?” Or you can say, “May I leave a message?” Be sure to leave your phone number if you want the person to return your call. This is called a ‘call back number’.

### Asking the speaker to slow down

如果你不确定你能听懂所有的英语对话，一定要坦诚。直接告诉对方：“My English isn’t very strong, could you please speak slowly?”，大部分的人会赞许你的诚实并很高兴这么做。

If you’re not sure you’ll understand everything in English, be honest. Tell the speaker immediately: “My English isn’t very strong, could you please speak slowly?” Most people will appreciate your honesty and will be happy to oblige.

### Write it down

如果你觉得用英语打电话还有点紧张的话，把要讲的事先写下来将很有帮助。写出你需要讲的内容大纲。你可以使用此提纲事先组织你的思绪并且如果在通话过程中有任何疑问的话也能作为借鉴。

If you’re nervous about telephoning in English, it’s helpful to prepare a script. Write out a brief outline of what you need to say. You can use it to organize your thoughts beforehand and as a reference if you get confused during the call.

### Remember your manners

在通话中使用文明礼貌的语言是非常的重要。在请求别人时请使用类似的短语，和“Could you”和“Please”；并且总是记得以：“Thank you”个“Goodbye”结束通话！

It’s very important to sound polite on the telephone. Use phrases like, ‘Could you’, and ‘Please’ when making requests. And always remember to finish a conversation with ‘Thank you’ and ‘Goodbye’!

## 英语商务邮件: 五点实用技巧

### Business Emails in English: 5 Practical Pointers

写商务邮件往往要比口语简单：你不必担心发音，并且你可以慢慢的修改你的信件内容。但是写的时候却需要记得几项规则。这儿有一些建议可以保证你的邮件给人留下好印象。

**Writing a business email is often easier than speaking: you don't have to worry about pronunciation, and you can take time to edit your message. But there are some rules to remember when writing emails. Here are some tips to keep in mind to ensure that your email makes a good impression.**

#### Know your email terms

英语电子邮件发送程序有很多的缩写，如果你不知道意思的话，你给老板要求加薪水的邮件就可能发给了整个办公室！

English email programs use lots of abbreviations, and if you don't know them, your email asking your boss for a raise might end up going out to the entire office!



“Reply to all”表示你的邮件将发送给每一个收到原始邮件的人。在邮件的地址栏内，“cc”（“carbon copy”）部分是指邮件发给你指定的人，而“bcc”部分你可以悄悄的发送邮件而不让其他的人知道——“b”的意思是“blind”（掩藏的）。

“Reply to all” means your email will be sent to everyone who received the original letter you're replying too. In the address section of the email, the “cc” (carbon copy) section sends copies of the email to the people you indicate, while the “bcc” section lets you send copies discreetly – the “b” stands for “blind” (hidden).

如果有人要你“forward”封邮件，他们意思是要你通过转发的功能发送邮件，有时候简写成“fw”。

If someone asks you to “forward” an email, they mean to send a copy of the email to them using the forward feature, which is sometimes abbreviated as “fw.”

## Use the right greeting

尽管用“hey”作为写给朋友的电子邮件开场白没有任何问题，但是最好不要用这种方式来给一个潜在的商务伙伴这样写信。另一方面，使用非常正式的传统开场白“Dear Sir”也已经越来越过时了。最好是写“Dear Mr. / Ms.”，然后那个人的姓。如果你们一起工作的话，那就写他们的名字也没有关系。（例如“Dear John”）。

Although opening an e-mail to your friend with “Hey” is fine, it’s best not to address a potential business partner that way. On the other hand, using extremely formal traditional phrases like “Dear Sir” is increasingly out of date. The best bet is to write “Dear Mr. / Ms.” and then the person’s last name. When you already have a working relationship, it’s fine to just use their first name (e.g. “Dear John”).

## Keep it short and clear

其他种类的语言可能需要用精美的词汇和复杂的句法来显示你的聪明才智和教育，而写英语邮件你只需用一种清晰且有条理的方式。在邮件的第一段清楚的表明你写信的目的并条理清晰，每一段都有中心句。使用类似“first, second, next, and finally”的词引导读者你将表述一个新的观点。你不需在邮件中包括所有的详细内容。你可以用象“If you have any other questions please feel free to contact me”，这样的短语来结束邮件，这样一来让读者有更多的机会询问更多的信息。

While in some other languages using elaborate and complicated structures shows your intelligence and education, write your English emails in a clear and organized style. Clearly introduce the purpose of your letter in the first paragraph and follow a clear structure in the main paragraphs with good introductory sentences in each. Using words like “first, second, next, and finally” are guides to the reader that you’re making a new point. You don’t have to describe all the details in your email. You can always end the email with a phrase like “If you have any other questions please feel free to contact me,” which invites the reader to ask you for more information. Be polite and tactful.

在你写邮件时尽量清晰的陈述所写的内容，到底是邮寄鞋子的费用折扣还是一次工作面试，最好不要用象“I want”，的词表示要求，“I would like”显得更尊重对方，并且“I am interested in”是提出请求建议或寻求意见的好选择。

While it’s good to be clear when you’re writing an email asking for something, whether it’s a discount on a shipment of shoes or a job interview, it’s best not to use demanding words like “I want.” “I would like” is more respectful, and “I am interested in” is a good choice if you’re making an initial proposal or still exploring ideas.

## Always end the email correctly

“I am looking forward to your reply”、“Thank you”或者“Sincerely”都是给收信人留下好印象的结尾方式。

“I am looking forward to your reply,” “Thank you,” or “Sincerely” are all good ways to leave the reader with a good impression.



## 讨老板欢心的英语

### English a Boss Likes to Hear

你已经在外企中得到了一份非常令人羡慕的工作，但是每次你需要和老板用英语交流就楞在了那里。不要害怕！展现出以下的五种特质并使用相对的短语 - 他们一定能让你的老板喜欢你！

So you've landed a much desired job in a foreign company, but every time you need to communicate with your boss in English, you freeze up. Fear not! Exhibit the following five qualities and use the corresponding phrases - they're sure to make your boss love you!

#### Enthusiasm

积极的态度能得到相当不同的效果！用以下的句子向老板主动要求承担更多的任务让你的热情充分表现出来，“I'd be happy to do that.” 此外，通过问以下的问句来表现你非常乐意承担更多的责任，“Is there anything else you'd like me to do?” 当然，当你的老板感谢你的工作时，用“My pleasure”来表现出你真的很喜欢现在做的事！

A positive attitude can make a big difference! Make your passion known by volunteering for tasks using the phrase, "I'd be happy to do that." Additionally, communicate willingness to take on responsibilities by asking, "Is there anything else you'd like me to do?" Of course, when your boss thanks you for your work, reply with, "My pleasure" to show you truly like what you're doing!



## Support

我们都喜欢和“see eye to eye”，的人在一起，或是和我们持相同意见的人在一起。支持老板的想法，这样你就一定能站到他或是她的一边。使用象“Good point!”、的短语“I couldn't agree with you more”和“That's exactly how I feel”来转达赞同。你的老板会很欣赏你对他的拥护。

We all like to be around people who see eye to eye with us, or who hold the same opinions as we do. Be supportive of your boss's ideas, and you'll surely get on his or her good side. Use expressions like “Good point!”, “I couldn't agree with you more” and “That's exactly how I feel” to convey agreement. Your boss will appreciate your support.

## Politeness

记得简单的一句“please”或是“thank you”能起非常大的作用。就算你和老板或是经理关系很好，礼貌是非常重要的。如果你的老板和别人在交谈而你又有急事找他时，一定要说：“Excuse me for interrupting.”；如果你询问一些信息的话，你还可以加上，“Please get back to me as soon as possible.”。“最后，当他们回答后，告诉他们，“Thanks for your help!”。

Remember that a sincere “please” or “thank you” can go a long way. Even if you have a friendly relationship with your boss or manager, it's important to be polite. If you have an urgent need while your boss is speaking with someone else, be sure to say, “Excuse me for interrupting.” If you request information, you can add, “Please get back to me as soon as possible.” Finally, when they respond, tell them, “Thanks for your help!”

## Efficiency

努力工作是我们不可以忘记的重要方面！如果你“on the ball”或是能干而且有效率的话别人一定会欣赏你。当接受一项任务时，可以说：“I'll get right on that”来表示你会马上开始工作的。又或是，如果你的老板要你做事你可以这样告诉他或是她，“I'll get that to you by 6 p.m.”。

Hard work is an aspect we can't forget! You will definitely be appreciated if you are on the ball, or capable and efficient in your work. When assigned a task, say, “I'll get right on that” to show you will begin working on it immediately. Or, you can tell your boss, “I'll get that to you by 6 p.m.” if he or she inquires about something you are working on.

## Imagination

如果你有非常好的主意，不要害怕表达出来！这能表现出你革新，进取和积极寻找改进公司运营方式的特质。使用类似以下的短语：“I was thinking that it might be a good idea to...?”或是“Why don't we...?”用一种毫无威胁感的方式表达你的想法。此外，充分做好被否定的准备，并不是所有的想法都是“overnight hit”或马上就会成功的 - 但是这并代表你应该阻止你提出你的建议！


If you have a brilliant idea, don't be afraid to suggest it! This reveals that you're innovative, ambitious, and looking for ways to improve the company. Use phrases such as “I was thinking that it might be a good idea to...?” or “Why don't we...?” to introduce your ideas in a non-threatening way. Additionally, prepare yourself for rejection, as not all ideas are an overnight hit, or immediate success - but that doesn't mean you should stop suggesting them!



## 现在怎样？

在全球经济一体化的大环境下，英语也悄悄地飞到了寻常百姓家。从在街上问路的游客，到自己出国旅游，再到外企工作的面试，英语就在我们的生活中。一口流利英语就是你开启梦想之门的钥匙。面对外国客户，如果你能自信地表达自己，操控大局就更容易。说一口纯正的英语，把你的竞争对手比下去。优良的英语水平会倍增你事业成功的机会。

最快最有效的英语学习方法就在你面前 - 英孚教育。英孚教育通过Englishtown学习系统把全球素质最高、最友好的外籍老师送到你的办公室、出行的酒店甚至是你的家门口，一年365天，24小时不间断。作为全球最大的网上英语培训机构，我们聘请的不单是好老师，而是最友善最具资格的。



我们的外教可以随时随地来到你身边，你可以足不出户的直接跟他们沟通。这随时随地随心的学习方法不只听起来让人心动，而且非常奏效。全球超过1500万学员和超多1000家领先企业，包括汇丰银行，雀巢公司等都选择了英孚作为英语培训的伙伴，保证能加强你的英语能力，使你在老外面前轻轻松松，应对自如。

以你流利的英语和出色的应对技巧让你的老板留下深刻的印象。你就将火速成为老板身边的红人。你会发现自己已经在事业成功的快车道上，很快就可以享受优越的贵族生活质量。

英孚教育能助你达到目标！好到难以置信？你可以自己亲身试一下！你不会失去任何东西，你只会收获更多。让流利英语成为你成功的最强武器，助你平步青云。

你的成功一触即发！马上采取行动！



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800-820-3015（固话） 400-820-3015（手机）

## 听听我们的学员分享，看看他们是什么说的：



Ray, 雷智

我在一家饭店担任采购，在英孚学习之后，不仅职位得到了提升，还增加了20%的工资。我觉得英孚的教育方式与众不同，老师的教法各有千秋，内容覆盖非常全面，而且照顾到每一个人，不仅帮助我建立了更完善的知识体系，深入地了解外国文化，对于我从事管理工作也非常有帮助。



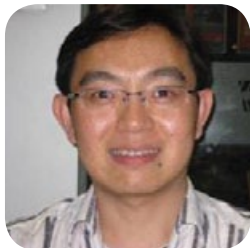
Bonnie, 刘锦

上初中高中的时候英语考试考得满分，但不能和人交流。在英孚学了短期之后，我觉得英文水平有了很大的提高，特别是听力和口语两方面。我从事的是销售工作，以前从来不敢和外国人开口，现在也可以轻松用英文和客户进行交流了。



王红

英孚的老师非常专业而且敬业。平时因为工作忙碌，英孚灵活的课程安排对我非常重要，比如我经常在出差途中或在机场候机时登陆iLab网上英语课练习英语。最近去哥伦比亚参加一场全英文的技术培训测试，由于我准备充分，在交流环节中应对自如，这些都是和在英孚的学习是分不开的。



Peter Wang

通过英孚的学习，我获得了去哈佛大学攻读博士后学位的机会，并顺利通过面试，拿到了奖学金，这和我英语的巨大进步是分不开的。开放的教学方式，不同文化背景的英语老师，让我的思想更为开放，增强了和世界交流的能力。我的口语和听力都有明显的提高，同时在沟通、管理和文化等各个方面都有很大的收获。我感觉在英孚一年半的学习，如同又一次的大学本科教育。不仅仅是语言能力的提高，而是获得了全方面的提升。

## 关于英孚教育

英孚教育创立于1965年，以“打破人与人之间所有语言，文化和地理上的界限”为目标，自创立之日起一直走在英语教育的前端。如今，英孚教育已跃居为全球最大的私人英语教育机构，帮助全球1,500多万学员学习外语或游学国外。在中国，英孚已经在50多个城市设立了80所英语培训中心，并计划于2008年学校数量达200所。EF英孚为少儿、成人、专业人才及企业客户提供英语培训服务，同时还为学员提供海外游学服务。

## 我们还是：

### EF英孚教育与剑桥大学ESOL联手引领行业标准化

EF英孚教育和世界顶级的英语语言测试机构剑桥大学外语考试部进行一项全球性的创新合作。剑桥大学考试中心正在为英孚研发EF英孚剑桥英语水平考试（EF-CELT），它将成为英孚全球课程结业标准的水平认证。同时，EF在剑桥大学英语及应用语言学研究中心（RCEAL）设立专项研究，致力于语言技能研究，探索语言学习新工具和新技术。



### 1988年和2008年奥运会语言培训提供商



北京2008年奥运会  
语言培训服务供应商

众所周知，英语是一门“世界语言”。而我们，就是要保证给学员提供最高质量的英语培训服务。支持奥运会、成为语言培训服务供应商正切合了我们的理念。英孚在网络和面授中心为两届奥运的奥委会的骨干、评委、翻译员等提供高质的语言培训。在2008年北京奥运，EF为超过10,000名工作人员提供全球最卓越的英语培训服务。奥运会也再一次选择我们，这足以证明英孚的实力。

## 《完全生活英语手册》大解构

《完全生活英语手册》总共包括5个篇章，其它贴近生活，深入浅出的章节将陆续推出：

生活篇

旅游篇

社交篇

英语小窍门

内容精彩，千万别错过！



To be continued...