

<<积极英语阅读教程>>

图书基本信息

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内容概要

《积极英语阅读教程》是一套培养英语阅读理解能力、训练词汇技巧的系列教材，共分5个级别，包括预备级和1-4级，适合外国语学校、外语特色学校及重点中学使用。这套最新版教程和第一版相比，内容更精练，阅读能力的层次划分和培养目标更明确，词汇和阅读技巧的运用与学生实际学习需要的联系也更紧密。

本册为最新版，第四级，学生用书，包括了12个部分的内容。

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作者简介

尼尔·J·安德森是阅读教学方面的专家，本书采用了他设计的ACTIVE阅读法，帮助读者成为更自信、更独立——也是更积极的英语阅读者。

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章节摘录

Telephone Interview Telephone interviews are merely screening interviews meant to eliminate poorly qualified candidates so that only a few are left for personal interviews. You might be called out of the blue², or a telephone call to check on your resume might turn into an interview. Your mission is to be invited for a personal face-to-face interview. Here are some tips for telephone interviews: Anticipate the dialogue. Write a general script with answers to questions you might be asked. Focus on skills, experiences, and accomplishments. Practice until you are comfortable. Keep your notes handy⁴. Have any key information, including your resume and notes about the company, next to the phone. You will sound prepared if you don't have to search for information. Make sure you also have a notepad and pen so you can jot down notes and any questions you would like to ask at the end of the interview. Be prepared to think on your feet. If you are asked to participate in a role-playing situation, give short but concise answers. Accept any criticism with tact and grace⁵. Avoid salary issues. If you are asked how much money you would expect, try to avoid the issue by using a delaying statement or give a very broad range. At this point, you do not know how much the job is worth. Push for a face-to-face meeting. Sell yourself by closing with something like: "I am very interested in exploring the possibility of working in your company. I would appreciate an opportunity to meet with you in person. I am free either Tuesday afternoon or Wednesday morning. Which would be better for you?" Try to reschedule surprise interviews. If you were called unexpectedly, try to set an appointment to call so you can be better prepared by saying something like: "I have a scheduling conflict right now. Can I call you back tomorrow after work, at 6 P.M.?"

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