

MBA 英文面试常用句式

- 见面:
Good morning
Good afternoon.
May I come in?
Nice to meet you.
Thank you.
- 告别:
I' ve enjoyed speaking with you.
That' s my pleasure. It' s been nice talking with you.
Well, nice to have been talking to you.
Thank you for interview with me. I hope to meet you again.
- 就某一个问题你如果认为自己已经回答完毕了可以说:
I think that' s all.
That' s it, I think.
Have I answered your question?
- 谈话中:
Thank you for your compliment.
It' s very kind of you to say so.
Excuse me, I guess I don' t make myself clear.
- 核实一下自己对对方意思的理解是否正确
Do you intend to say that...
Do you mean...
Does that mean...
If I understand right...
- 下列句型则通常用以表示举例
For example, ...
Let me give you an example.
- 下列句型则通常用以表示犹豫
You see, ...
Well, the thing is, ...
Well, you know, er, ...
I mean...
Oh, let me think for a moment...
Well, let me see.
That' s a very big / interesting / difficult question...
Um... er...actually...in fact...you see...the thing is... how shall I put it... sort of...
Well... it' s like this, you see...the...a...

- 下列句型则通常用以了解信息
Can you tell me something about it?
I'd like to know more about...
- 表示你对某事感兴趣
I find ...quite attracting.
I have some interest in...
I'm interested in...
My hobby is...
... interests me a great deal.
- 表示你的意见
As far as I'm concerned, I think...
As I see it, ...
In my opinion...
Personally, I believe...
- 下列句型则通常用以表示重述
 1. 请某人重述某事
Could you repeat that, please?
Could you say that again, please?
I'm sorry?
I'm sorry, but I didn't quite catch what you were saying.
I'm sorry, what's that?
 2. 重述
I was just saying...
I was just wondering...
 3. 换一种方式重述
in other words, ...
Let me put it another way, ...
That's to say...
- 一般情况下，我们不鼓励大家打断考官的话，但是如果确是必要，那么请适用下列语句：
Can I say something here?
Can I add something?
Excuse me for interrupting, but...
- 如何提出问题，获得更多的信息及回答技巧
 1. 如何提出问题
I was wondering if you could help me. I'd like to know...
I wonder if you could tell me...
This may sound like a dumb question, but I'd like to know...
Excuse me, do you know...
I hope you don't mind my asking, but I'd like to know...
Would you mind (very much) telling me...
Excuse me, but could I ask you a quick question?

Do you happen to know ... (你是否碰巧知道...)

2. 回答技巧: 如何拖延

Well, let me see...

Oh, let me think for a minute...

I'm not sure; I'll have to check...

That's a very interesting question.

3. 回答技巧: 如何拒绝

I'm not really sure.

I can't answer that one.

I'm sorry, I really don't know.

I've got no idea.

I'd like to help you, but...

That's something I'd rather not talk about just now.

Ask me another question. (别问我这个。)

4. 如何获得更多的信息

Could you tell me some more about ...

Would you mind telling me more about ...

I'd like to know more about...

Something else I was wondering about was ...

Something else I'd like to know is ...

Sorry, that's not really what I mean, What I'd like to know is...

Sorry to keep after you, but could you tell me...

Sorry, I don't quite understand why...

Situational dialogues (情景对话)

● 明确:

Who is your character?

What does your character need?

What relationship does your character have with the character played by the interviewer or another candidate?

● 见面寒暄

1. A: How are you?

B: Not bad. How about you?

A: I am very well, thank you!

B: It's been a long time that we haven't seen each other.

A: It's really has been a long time.

2. A: Hi, I'm Jack.

B: I'm Jean.

A: Nice to meet you.

B: Me, too.

A: Where are you from?

B: Beijing, China.

A: Oh, really! Are you here on vacation or on business?

B: Neither. I'm a student here.

A: Is that right? Which university?

B: Eastern Washington University.

A: What are you studying?

B: Business Education

A: Oh, that sounds interesting.

B: Not bad. What about you? Are you a student, too?

A: No, I work for an auto company in town.

3. A: Hi, I' m ××.

B: I' m ××.

A: Glad to meet you.

B: Nice to meet you.

A: Are you from around here?

B: No, from China, but I live in the States.

A: Really? No wonder you speak English so well.

What do you do?

B: I' m an analyst.

A: You mean a psychoanalyst or an economic analyst?

B: Neither, a stock market analyst.

A: Oh, it' s no easy job to analyze and predict the quotations on the stock exchange. Do you work in town?

B: Yeah, I work for the Marloo Research Institute.

A: Mm.. sounds great.

B: Well, what about you, what' s your job?

A: I' m a truck driver.

B: I just can' t imagine driving a huge truck.

A: It' s easy. You want try it? It' s fun.

B: Oh, thank you, but I prefer not.

● 闲聊

1. 天气

A: What a stuffy hot day!

B: I can' t stand this kind of weather anymore.

A: What weird weather.

B: It' s probably due to the so- called El Nino effect.

A: The TV said that today we might have rain.

B: Don' t you believe the weather forecasts?

A: It' s always wrong.

B: But you' d better bring an umbrella with you.

2. 电视节目

A: What kind of TV programs do you like?

B: I like watching new programs.

A: Why do you like to watch that kind of program.

B: I think keeping myself informed of the latest world news is very important.

B: What program do you like most?

A: The Discovery Channel on cable TV is the one I like most. It' s full of knowledge and is a very good educational channel. I like to watch it with my family.

3. 兴趣爱好

A: What are your hobbies?

B: I like music.

A: Can you play any kind of musical instrument?

B: I can play piano, but I'm not very good at it.

B: How about you?

A: I know nothing about any musical instrument. But I have a collection of many different CDs and records.

4. 体育运动

A: Mr. ××, what's your favorite sport?

B: My favorite sport is tennis.

A: What is the most popular sport in China?

B: Ping-Pong is the most popular one in China.

A: In our country, we prefer soccer to ping-pong.

B: If it is convenient for you, how about we go to watch the professional ping-pong game together tomorrow?

A: I would be glad to.

● 讨论问题、分享意见

这类话题可以涉及的对象比较广泛，但是不论说什么，都会用到下面这六组句型。

1. Asking for opinions

What's your opinion of ...?

What do you think of...?

How do you feel about...?

I was wondering what your opinion of ...was?

I was wondering where you stood on the question of...?

What about...?

2. giving opinions

I'd like to point out...

As far as I'm concerned, ...

In my opinion, ...

From my point of view, I think...

Personally, I think...

It would seem to me that...

As far as I'm able to judge...

Frankly, I think..

I reckon..

If you ask me...

You know what I think, I think that..

I'd say that...

The point is ...

Wouldn't you say that...?

Don't you agree that...?

As I see it...

I'd just like to say that I think that...

3. agreeing

I agree entirely.

I totally agree.

I couldn't agree more.

I agree with you on that.

That's just what I was thinking.

You know, that's exactly what I think.

That's a good point.

I take your point.

I'm with you on that.

I'd go along with you on that /there.

4. disagreeing

do you really think so?

I wouldn't agree.

I disagree.

I see what you mean, but..

Yes, that's quite true, but...

I'm not really sure if I would agree with you on that.

I'm not sure I quite agree.

Well, you have a point there, but...

Perhaps, but don't you think that...

5. asking for explanations (optional)

I'm sorry, I don't quite understand what you mean by...

I didn't quite follow what you were saying about...

I'm afraid I'm not really very clear about what you mean by...

I don't quite see what you're getting at...

What do you mean by ...?

6. giving explanations (optional)

Well, the point I'm trying to make is that...

Let me put it another way...

Sorry, let me explain

What I mean is that...

What I'm saying is that...

● 道歉

需要道歉的场合也很多，但是总离不开以下的句型，跟上一个大类一样，大家只要按照顺序，将自己要说的具体内容套在下面的句型中就可以了：

1. apologizing-admitting mistakes

I'm terribly sorry, but I seem to have ...

I'm very sorry for ...

I'm sorry that...

I must apologize for...

I'm not quite sure how to put this, but..

I'm afraid I've got something to tell you...

2. making excuses

I had no intention of ...really.
It really wasn't my fault, you see...
I didn't mean to, really

3. forgiving-accepting apologies

Oh, that's alright. Don't worry.
Oh, never mind, it doesn't really matter.
Please don't blame yourself.
That's OK. Forget it.

4. apologizing for changing future plans

I'm terribly sorry about this but I don't think I'll be able to ...
I hope this doesn't put you out too much, but I'm afraid I won't be able to ...
You know I said I'd ...well I'm afraid... I can't now.
with us and we'll see what we can do.

● 以下是常用的句型:

1. making a complaint

I'm sorry to have to say this, but...

2. accepting a complaint

Oh, I am sorry about that.
I can't tell you how sorry I am.
I'm so sorry, I didn't realize.
I just don't know what to say.

3. delaying a complaint

I suggest you leave it with us and we'll see what can be done / what we can do.
I'm afraid the manager isn't in at the moment. Could you call back later?

4. rejecting a complaint

Well, I'm afraid there's nothing we can do about it actually.
Well, I'm afraid there isn't much we can do about it actually.