

# 臺南市政府「每日聽·英語廣播」文字稿

## 十二月份廣播主題(一)：招聘、準備簡報

2016年12月01日~12月15日

### Hiring

#### 招聘

Alan: We do not have enough people in our department. We may need to recruit new hires.

我們部門現在有些人力不足，所以我決定要再招聘一些新人。

Violet: You mean you want to hire another full-time employee?

你是想要招聘全職員工嗎？

Alan: No, 2 part-timers would be enough to cover what I need for now.

不是，現階段兩個工讀生應該就夠了。

Violet: Fine, I will arrange that for you. Please give me a list of the applicant qualifications, job responsibilities and the wages too.

好，我會立刻安排。請給我應徵資格，工作內容還有薪資。

Alan: No problem. But I will need the Human Resource Department to confirm the part-timer's hourly wage.

沒問題。但是工讀生的薪資要跟人力資源部門確定後才會知道。

Violet: I think that depends on the amount and difficulty of work need to do, but basically it will conform to government regulations.

我想應該是由工作內容和難易度來決定，但基本上還是要按照政府規定來做。

Alan: Okay, if someone applies for the job, please tell me. I need a day or two advanced notice to prepare for the interviews.

好。如果有人應徵，請在一兩天前通知我。我要準備面試的東西。

Violet: Of course, and I will arrange the schedule for you too.

我知道。然後我會安排跟你面試。

**Alan: Great! Thank you for your help.**

很好，謝謝你的幫忙。

**Violet: No big deal, that's what I am here for.**

不會，這是我的工作。

## **Preparing a presentation**

### **準備簡報**

**Angela: Joe, have you finished preparing for the presentation later?**

喬，待會的簡報你都準備好了嗎？

**Joe: Yeah, all I need is a few more PowerPoint slides, then I should be almost done!**

差不多了，再幾張投影片就可以了。

**Angela: Oh my! You're going to use PowerPoint for your presentation?**

我的天啊！你要用投影片做簡報？

**Joe: Yes, but why? Is there a problem?**

對啊？怎麼了？有什麼不對嗎？

**Angela: The projector in the meeting room is broken! Didn't you get the email from the IT Department yesterday afternoon?**

會議室的投影機壞掉了啊！難道昨天下午你沒收到資訊部門發的伊媚兒嗎？

**Joe: Oh my gosh! You can't be serious. I didn't see it! I have tons of junk mail in my company inbox. It must have gotten buried in there somewhere.**

我的媽啊！你是說真的嘛？我沒看到啊！我工作用的信箱有一堆垃圾郵件，一定是藏在裡面，所以我沒看到啦！

**Angela: So what's your plan B then?**

那你有備案嗎？

**Joe: I don't know. Besides, the meeting is in thirty minutes.**

我不知道啊。再 30 分鐘就要開會了。

Angela: Mmm.... I've got an idea. How about printing them into handouts?

嗯...我想到了。要不把投影片印出來，訂成一本報告？

Joe: Good idea! Oh! But there is one color picture in there. It's very important, so I can't print it as a black and white handout!

好啊！啊...可是裡面有一張圖片很重要欸。我不能印成黑白的啦！

Angela: But there's no other choice. Don't be stubborn or else you'll have nothing to present!

你沒有其他的選擇了。不要再固執了，不然你的簡報也不用做了。

Joe: All right! Geez...I was nervous enough already, but I'm even more scared now...

好吧！天啊...我已經夠緊張了，現在更是害怕....

Angela: Don't be! You'll be fine. Just let me know if you need any help! Why don't we start by printing your PowerPoint slides first?

不用怕啦！你可以的。你要幫忙什麼就跟我說。不然，就先從印投影片開始好了！