晨英语

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介绍你的工作：一集拿走 64 个地道职场表达

BBC Office English 第 29 集。从「我负责……」到可迁移技能，64 个关键表达与视频精讲完全对应，全部来自对话原文，附中英对照台词。

本篇收获

64 个关键表达速查 | 5 个精选深讲 | 10 个扩展短语 | 完整原声音频 | 中英对照台词全文

被问到「你是做什么的」，职位头衔一出口对方更糊涂了——producer、project manager、consultant，什么都能是。这一集教你三套介绍法：对内说事不说头衔（look after sales、report to），对外分场合（正式用 I represent，朋友间用 I mostly work on 找共鸣），求职转行时用 I have a background in 加 transferable skills 把旧经验说成新资本。64 个关键表达全部来自对话原文，按「对内 → 对外 → 求职」分好组；说得清工作，才接得住机会。

01 精选深讲

1. look after sales · 负责销售 —— Pippa 的内部介绍示范：*"you could say, 'I look after sales', for example, or 'I handle client complaints'"*（你可以说「我管销售」或「我处理客户投诉」）。她的点拨：*"those two phrases just basically mean I'm responsible for, this is the area that I work in"*——这两个短语基本就是说「我负责这个领域」。look after 比 be responsible for 口语、比 manage 谦逊；头衔说不清的事，一句「我管什么」就说清了。

2. report to · 汇报给 —— Phil 的背景介绍法：*"you also might say you report to and you're talking about your manager"*（你还可以说你汇报给谁——指你的经理）。妙处他随后点破：*"it may be that people know the same manager. And so that helps them understand what you're working on"*（对方可能认识同一位经理，这就能帮他们定位你在做什么）。report to 是职场定位最快的一招：一个名字，胜过十句解释。

3. I represent · 我代表 —— Phil 的正式场合公式：*"you might say, 'I represent' and then the name of your company"*（说「我代表」，然后接公司名），紧跟着配 *"I'm responsible for"*＋职责。适用场景他划得很清楚：*"you're at a conference or you're meeting a client, you've got to keep things formal and professional"*（在会上或见客户，必须正式、职业）。I represent 一开口就把「个人—公司」绑定，比 I work at 更有分量。

4. transferable skills · 可迁移技能 —— Phil 的定义：*"the skills that you have, that you use in your current job, or a job you've done in the past, which you can transfer to a different job"*（你现在或过去工作中用到的、能迁移到另一份工作里的技能）。他给的范例：*"I have a lot of experience with sales. I'm very good at persuading clients, so I think I'd be useful in this role"*（销售经验多＋擅长说服客户＝胜任新岗位）。转行、跨行业求职，全靠它把旧经验说成新资本。

5. I have a background in · 我有……的背景 —— Pippa 的求职叙述模板：*"you could say 'I have a background in' a particular area, 'which in practice means'..."*（说「我在某领域有背景」「实际上就是说」）。她点破第二段的作用：*"that phrase in practice means allows you to introduce what you do day to day, what your job actually involves"*（in practice means 能引出你每天实际做什么）。两句连用＝先给定位、再给细节，是跨行解释工作的万能起手式。

02 一、开场：谁都说不清自己的工作

词条	中文释义	原文例句
describe your job	介绍你的工作（本集题眼）	"How would you describe your job?"
explain what my job is	解释我的工作是干嘛的	"explain what my job is to people"
after many years	这么多年了	"after many years"
sound really stupid	听起来特别笨	"I sound really stupid"
make what you do clear	把你的工作讲明白	"make what you do clear to other people"
your podcast guide to the world of work	职场世界播客指南	"your podcast guide to the world of work"

03 二、头衔里的行话与通用词

词条	中文释义	原文例句
a transcript for this episode	本期文稿	"find a transcript for this episode"
read along while you listen	边听边读	"read along while you listen"
job titles	职位头衔	"people's job titles and descriptions"
jargon	行话	"a lot of jargon or generic words"
project manager	项目经理	"project manager, consultant"
consultant	顾问	"project manager, consultant"
a lot of different things	很多不同的东西	"a lot of different things"
work in the same industry	同一行业	"work in the same industry"

04 三、头衔说不清，就说事

词条	中文释义	原文例句
job title itself	职位头衔本身	"The job title itself says very little"
the things I do every day	我每天做的事	"describe the things I do every day"
work it out	琢磨明白	"hope that people work it out from there"
recognise the skills	认出所用技能	"recognise the skills that we use"
within your organisation	组织内部	"describing your job to people within your organisation"
change career	转行（本集题眼）	"apply for a new job or change career"

05 四、对内介绍：你做什么、管什么

词条	中文释义	原文例句
what you do	你实际做的事	"what you do rather than just your job title"
look after sales	我管销售（本集题眼）	"you could say, 'I look after sales'"
handle client complaints	处理客户投诉（本集题眼）	"or 'I handle client complaints'"
give some context	给点背景	"helpful to give some context"
other departments	其他部门	"other people and other departments in your organisation"
where you sit	你处在什么位置	"where you sit within the organisation"
I work a lot with	我跟……合作很多（本集题眼）	"'I work a lot with' a particular person"
report to	汇报给（本集题眼）	"you also might say you report to"
your manager	你的经理	"talking about your manager"
contact you	联系你	"they should contact you"

06 五、内部行话与工作之外的人

词条	中文释义	原文例句
email me	发邮件给我	"you should email me"
interact with you	跟你打交道	"interact with you at work"
internal jargon	内部行话	"their own internal jargon"
new to your organisation	新来的人	"who are new to your organisation"
use it every day	天天在用	"They just use it every day."
outside of your workplace	工作场合之外	"people outside of your workplace"
clients and customers	客户和顾客	"maybe clients and customers"

07 六、正式场合：I represent

词条	中文释义	原文例句
depend on the context	看场合	"depend on the context"
at a conference	在会上	"you're at a conference"
keep things formal and professional	保持正式职业	"keep things formal and professional"
I represent	我代表（本集题眼）	"you might say, 'I represent'"
on quite a formal level	相当正式的层面	"on quite a formal level"
talk more generally	说得更笼统	"talk more generally"
I mostly work on	我主要做（本集题眼）	"'I mostly work on'"
a relatable element	能共鸣的点	"you might find a relatable element"

08 七、对朋友怎么讲与求职转行

词条	中文释义	原文例句
this product or this company	这个产品或这家公司	"this product or this company?"
similar to that	跟那差不多	"similar to that"
apply for a new one	申请新工作	"apply for a new one"
work in a different area	去不同领域工作	"work in a different area"
give more detail	给出细节	"give more detail"
I have a background in	我有……的背景（本集题眼）	"'I have a background in' a particular area"
in practice means	实际上就是说（本集题眼）	"'which in practice means'"

09 八、可迁移技能

词条	中文释义	原文例句
transferable skills	可迁移技能（本集题眼）	"we have here is transferable skills"
your current job	你目前的工作	"in your current job"
a lot of experience with sales	销售经验很多	"a lot of experience with sales"
persuading clients	说服客户	"good at persuading clients"
useful in this role	胜任这个岗位	"I'd be useful in this role"

10 九、大方承认换赛道与收尾

词条	中文释义	原文例句
your application for a job	求职申请	"in your application for a job"
acknowledge	大方承认	"So acknowledge that you've worked"
apply my skills to a new challenge	把技能用在新挑战上（本集题眼）	"'I'd like to apply my skills to a new challenge'"
That's it for this episode	本期就到这里	"That's it for this episode of Office English."
applying for jobs in English	用英语求职	"applying for jobs in English"
the Job Applications series	求职申请系列	"the Job Applications series on our website"
Bye for now.	再见啦	"Bye for now."

11 扩展表达（未入选核心清单，但同样值得收）

词条	中文释义
generic words	泛泛的通用词
at the start of the programme	节目开头
a particular department	某个特定部门
encounter you at work	在工作中碰到你
friends and family	朋友和家人
meeting a client	见客户
a job you've done in the past	你过去做过的工作
change to a slightly different one	换到稍有不同的领域
more tips	更多技巧
there's a link in the notes below	链接在下方节目说明里

12 串词成段

64 个词放回一次真实的自我介绍，是这样的：

> "How would you **describe your job**?" — and suddenly the **job title itself** says very little. The fix: skip the title and say **the things I do every day** — "**I look after sales**", "**I handle client complaints**" — both basically mean *I'm responsible for this area*. Then **give some context**: "**I work a lot with** the design team", "I **report to** our marketing manager", and "**if you ever have any questions about this element, you should email me**." Outside the office — **at a conference** or in front of **clients and customers** — keep it formal: "**I represent** my company, and I'm responsible for..." With friends, go looser: "**I mostly work on**..." and find **a relatable element** — "you know this product? **my work is similar to that**." Then comes the big one: you **apply for a new one**. Say "**I have a background in**...", "**which in practice means**...", then your **transferable skills**: "**I'm very good at persuading clients**, so I think **I'd be useful in this role**." And **acknowledge** the leap — "**I'd like to apply my skills to a new challenge**" — rather than hiding it.

参考译文：「你是做什么的？」——一开口发现职位头衔什么也说明不了。办法是：撇开头衔，直接说你每天做的事——「我管销售」「我处理客户投诉」，两句都等于「我负责这个领域」。再给点背景：「我跟设计团队合作很多」「我汇报给市场部经理」「关于这部分有任何问题，都可以发邮件给我」。到了办公室之外——在会上、面对客户和顾客——保持正式：「我代表我们公司，我负责……」。跟朋友就随意些：「我主要做……」，再找一个对方能共鸣的点——「你知道这个产品吗？我的工作跟那差不多。」然后是大场面：申请新工作。说「我有……领域的背景」「实际上就是说……」，再报出可迁移技能：「我特别擅长说服客户，所以我觉得我能胜任这个岗位。」最后大方承认这次跨越——「我想把我的技能用在新挑战上」——而不是遮遮掩掩。

一句话带走

介绍工作三套话术：对内说事不说头衔——look after sales / handle client complaints / report to；对外分场合——正式用 I represent + I'm responsible for，朋友间用 I mostly work on 找 relatable element；求职转行就 I have a background in + in practice means + transferable skills，大方承认换赛道，别遮掩。

▼ 完整台词（中英对照）

Phil: How would you describe your job?	你会怎么介绍自己的工作?
Neil: It's really difficult to explain what my job is to people.	要向别人解释我的工作是干什么的，真的很难。
Neil: I think my parents still, after many years, don't really understand what I do.	我觉得我父母到现在，这么多年了，还是不太明白我在做什么。
Georgie: When I have to describe what a friend does to another friend, sometimes I feel like I sound really stupid because I'm, I don't exactly know how to explain it.	当我要跟一个朋友描述另一个朋友是做什么的，有时我觉得自己听起来特别笨，因为我，我真不知道该怎么解释。
Pippa: Today on Office English, we're talking about how to make what you do clear to other people.	本期《职场英语》，我们聊怎么让别人听明白你的工作是做什么的。
Phil: Hello and welcome to Office English, your podcast guide to the world of work.	你好，欢迎收听《职场英语》，你的职场世界播客指南。
Phil: I'm Phil.	我是菲尔。
Pippa: And I'm Pippa.	我是皮帕。
Pippa: You can find a transcript for this episode to read along while you listen at bbclearningenglish.com.	你可以在 bbclearningenglish.com 找到本期文稿，边听边读。

Phil: So, Pippa, we heard from some colleagues at the start of the programme about their experience trying to tell other people what they do.

那么皮帕，节目一开始我们听了几位同事讲他们向别人介绍自己工作时的经历。

Phil: Do you ever have difficulty understanding people's job titles and descriptions?

你理解别人的职位头衔和描述时，会不会也有困难?

Pippa: Yes, I do have difficulty with that sometimes, and there's often a lot of jargon or generic words used for people's job titles.

会，我有时确实有困难——职位头衔里常常有很多行话，或者泛泛的通用词。

Pippa: So some examples might be producer, project manager, consultant.

比如制作人、项目经理、顾问。

Pippa: And that could mean a lot of different things.

这些词可能指很多不同的东西。

Pippa: So I find that a bit confusing sometimes.

所以我有时觉得有点糊涂。

Phil: I'll tell you what, I actually find it quite difficult to explain my own job to people who don't, who don't work in the same industry.

跟你说，要向不同行业的人解释我自己的工作，我真心觉得挺难的。

Phil: The job title itself says very little, so I tend to find I just describe the things I do every day and hope that people work it out from there.

职位头衔本身说明不了什么，所以我往往是直接描述我每天做的事，希望别人能从中听明白。

Pippa: Hmm.

嗯。

Pippa: Yeah.

是啊。

Pippa: And we can also find it difficult to see similarities with other jobs, other industries and recognise the skills that we use.

我们也很难看出自己的工作和其他行业工作的相似之处，认出自己用到的技能。

Pippa: So in this episode, we're going to talk about describing your job to people within your organisation, outside your organisation, and also how to describe your job when you want to apply for a new job or change career.

本期我们聊三个场景：向组织内的人、组织外的人介绍你的工作，以及想申请新工作或转行时怎么介绍。

Phil: OK, Pippa, let's start by talking about describing your job to people within your company.

好，皮帕，我们先聊向公司内部的人介绍你的工作。

Phil: Um, what do you need to consider when you do this?

嗯，这时你需要考虑什么?

Pippa: Well, think about what you do rather than just your job title.

嗯，想想你实际做的事，而不只是职位头衔。

Pippa: For example, you could say, 'I look after sales', for example, or 'I handle client complaints', and those two phrases just basically mean I'm responsible for, this is the area that I work in.

比如你可以说「我管销售」或「我处理客户投诉」——这两个短语基本就是说：我负责的是这个领域，这是我工作的范围。

Phil: Yeah.

对。

Phil: And it can be helpful to give some context and talk about how your job relates to other people and other departments in your organisation.

给出一些背景也有帮助：谈谈你的工作和组织里其他人、其他部门的关系。

Phil: Sometimes we say where you sit within the organisation.

有时我们说你在组织里「坐在哪个位置」。

Phil: So you might say, 'I work a lot with' a particular person or a particular department.

你可以说「我跟某某经常合作」——某个特定的人或部门。

Phil: And then you also might say you report to and you're talking about your manager, because it may be that people know the same manager.

然后你还可以说你「汇报给谁」——说的是你的经理，因为对方可能也认识这位经理。

Phil: And so that helps them understand what you're working on.

这能帮他们理解你在做什么。

Pippa: Another thing that might be useful to do, for example, in a meeting, is to tell people when they should contact you or in what situations they might encounter you at work.

另一件有用的事（比如在会议上），是告诉大家什么时候该联系你，或者在工作中的哪些场合他们会碰到你。

Pippa: So you could say something like, 'if you ever have any questions about this element, you should email me'.

你可以这样说：「关于这部分，有任何问题都可以发邮件给我。」

Pippa: And then that makes it really clear when the people that you're meeting are going to actually interact with you at work.

这样就非常清楚：开会的人在实际工作中什么时候会跟你打交道。

Phil: Of course, organisations have their own internal jargon, the language they use within the organisation.

当然，组织都有自己的内部行话——组织内部使用的语言。

Phil: But of course people who are new to your organisation might not know that jargon yet.

但新来的人可能还不知道那些行话。

Pippa: Yeah, and sometimes people who've been there a long time, still don't really understand it.

对，而且有时候待了很久的人，其实也不真懂。

Pippa: They just use it every day.

只是天天在用罢了。

Pippa: So, we've talked about how to describe your job to people you work with.

好，我们聊了怎么向共事的人介绍你的工作。

Pippa: But what about people outside of your workplace, perhaps friends and family or maybe clients and customers?

那工作场合之外的人呢——比如朋友家人，或者客户？

Pippa: Do you need to approach this differently, Phil?

菲尔，这时需要换一种说法吗？

Phil: I think it does depend on the context.

我觉得确实要看场合。

Phil: So if you're, if you're meeting someone as part of your job, maybe you're at a conference or you're meeting a client, you've got to keep things formal and professional.

如果你是因为工作见人——比如在会上，或者见客户——那就得保持正式、职业。

Phil: So you might say, 'I represent' and then the name of your company, and you'd probably say something like, 'I'm responsible for' and then say what you're responsible for.

你可以说「我代表某某公司」，再说「我负责……」，讲清你负责什么。

Phil: Um, but yeah, you probably keep it on quite a formal level there, which would be different if you're talking to your friends, wouldn't it?

嗯，这种场合语气会相当正式——跟朋友聊天就不一样了，对吧？

Pippa: Yeah.

对。

Pippa: If you were talking to your friends, you might just talk more generally.

跟朋友的话，你可以说得更笼统些。

Pippa: You might say 'I mostly work on' or you might find a relatable element.

你可以说「我主要做……」，或者找一个对方能共鸣的点。

Pippa: So you could say something like, oh, 'do you know this product or this company?

你可以这样说：「你知道这个产品或这家公司吗？

Pippa: My work is similar to that'.

我的工作跟那差不多。」

Phil: Now, one common time we need to talk about our current job is when we apply for a new one.

我们要介绍现在的工作，最常见的时机就是申请新工作时。

Phil: Um, it can be difficult to clearly explain your jobs and skills, and especially if you're planning a career change, which means to work in a different area to the one that you've worked in before.

嗯，要把工作经历和技能讲清楚可能很难——尤其是你打算转行的话，也就是去一个和你以前不同的领域工作。

Pippa: Yes.

对。

Pippa: So in this situation, you want to say what you do and then give more detail.

这种情况下，你要先说你做什么，再给出细节。

Pippa: For example, you could say 'I have a background in' a particular area, 'which in practice means' and that phrase in practice means allows you to introduce what you do day to day, what your job actually involves.

比如你可以说「我在某个领域有背景」「实际上就是说」——in practice means 这个短语能引出你每天具体做什么、你的工作实际包含什么。

Phil: And a really useful expression we have here is transferable skills.

这里有个非常有用的表达：transferable skills（可迁移技能）。

Phil: And what we mean by that are the skills that you have, that you use in your current job, or a job you've done in the past, which you can transfer to a different job and you can use them.

它指的是：你在现在或过去的工作里用到的技能，可以迁移到另一份工作中继续使用。

Phil: So you might say something like, 'I have a lot of experience with sales.

你可以这样说：「我在销售方面经验很多。

Phil: I'm very good at persuading clients, so I think I'd be useful in this role'.

我特别擅长说服客户，所以我觉得我能胜任这个岗位。」

Phil: That's an example of a transferable skill.

这就是一个可迁移技能的例子。

Pippa: Mhm.

嗯哼。

Pippa: Yeah.

是啊。

Pippa: And it might be good to in your application for a job for example, talk about why you'd like to change.

在求职申请里，最好也谈谈你为什么想换。

Pippa: So acknowledge that you've worked in a different area and that you're maybe changing to a slightly different one.

大方承认你以前在另一个领域，现在也许要换到一个稍有不同的领域。

Pippa: So you could say something like 'I'd like to apply my skills to a new challenge', and then you're not just trying to hide that you haven't worked in this area before.

你可以这样说：「我想把我的技能用在新挑战上」——这样你就不是在遮掩自己没在这个领域干过。

Pippa: That's it for this episode of Office English.

本期《职场英语》就到这里。

Pippa: But if you'd like more tips for applying for jobs in English, try the Job Applications series on our website.

如果你想了解更多用英语求职的技巧，可以试试我们网站上的 Job Applications 系列。

Pippa: There's a link in the notes below this episode.

链接在本期节目下方的说明里。

Phil: We'll be back next week with another episode to help you with your business.	下周我们会带着新一集回来，帮你搞定商务——
Phil: English.	英语。
Phil: Bye for now.	再见啦。
Pippa: Bye.	拜拜。