

人事人員職場實用英語會話

壹、Personal Introduction/自我介紹

1. I work in the MOCS Personnel Office.
我在銓敘部人事室工作。
2. I am a Personnel Officer.
我是人事室的職員。
3. I've worked for the government for twenty years.
我在政府部門已經服務 20 年了。
4. I am responsible for personnel affairs.
我負責人事業務。
5. It takes me an hour to get to my office by MRT.
搭捷運至我上班的地方需 1 個小時。
6. My department is responsible for planning personnel policies. 或
My department is responsible for personnel policy planning.
我的部門負責規劃人事政策。
7. There are ten employees in the Personnel Office.
人事室共有 10 個職員。
8. Please contact the Personnel Office for welfare information.
福利方面之資訊請與人事室聯繫。
9. The staff in my section handle applications for subsidies. 或
The staff in my section handle subsidy applications.
本科負責補助金申請事宜。
10. My colleagues and I are responsible for checking the details on application forms.
我和我同事負責處理並確認申請的內容。

貳、Hosting a Visitor/接待訪客

11. Good morning, sir. It's my honor to welcome you. (This is extremely formal and would only be used for a VIP)
早安，先生。很榮幸歡迎您。
12. What services are you most interested in?
請問您最想了解哪些服務項目？
13. After your discussion with the Minister, I will take you to meet several Director.
您與部長會談後，我會陪同您拜會一些司長。
14. Please follow me and I'll show you around.
請跟我來，我來為您介紹環境。
15. The meeting room is down the hall.
會議室在走廊的盡頭。
16. Please take a look at our agenda for the meeting.
請看一下我們會議的議程。

17. Please accept this gift prepared by our department.
請您接受本部門所致贈的禮物。
18. Goodbye. I hope you found our discussion valuable.
再見，希望這次討論讓您覺得很有意義。
19. I hope we have answered your questions adequately.
希望已經充分地回答您的問題。
20. These guidelines will help you understand the application process.
這些說明可幫助您了解申辦流程。
21. Let me walk you out.
我送您離開。
22. I will see you to your car.
我將送您上車。

參、Reporting for Duty/報到

23. Please report to the Personnel Office by February 14.
我要通知您於 2 月 14 日前至本單位人事室辦理報到。
24. Please report to the Personnel Office at 9 o'clock on the morning of your first day.
請您第一天上班時，於早上 9 點至人事室報到。
25. The Personnel Office is next to the elevator on the 1st floor.
人事室位於 1 樓電梯旁。
26. The two photos you submitted are for your ID Card.
您所繳交的 2 張照片是製作識別證使用。
27. The clerk at the third section should be able to help you with that.
三科的辦事員可協助您辦理。
28. Have you prepared all of the required documents?
您已備妥所需之文件嗎?
29. May I see some identification?
我可以查看您的證件嗎?
30. Please fill out these forms and return them to me.
請您填寫這些表單並交回給我
31. You have completed the procedure for reporting-for-duty.
您已完成報到手續。
32. I'll e-mail you a copy of the orientation schedule.
我會用電子郵件寄一份新進員工訓練的時間表給您。

肆、Contract Employee /聘用人員

33. The period of probation for a new contract employee is three months.
新進聘僱人員的試用期為 3 個月。

34. A contract employee is entitled to all of the benefits of formal staff.
聘僱人員比照正式職員享有同等福利。
35. New employees who pass the period of probation and evaluation will be formally employed.
新進聘僱人員試用期滿且成績考核合格者將正式僱用。
36. Please review this contract and return it complete with your signature if you have no other concerns.
這是聘用契約書如果沒有問題請您簽名。
37. For a contract employee who has served consecutively for more than 1 year, 7days of special leave are given starting from the second year. For a contract employee who has served starting from February, special leave is given starting from January of the second year. The days of leave are calculated according to the proportion of months employed.
聘僱人員至年終連續服務滿 1 年者，第 2 年起有 7 天特別休假。若於 2 月以後到職則依在職月數比例於次年 1 月起核給休假。
38. A contract employee has 8 days of marital leave, and this leave shall be taken within 1 month of the wedding.
聘僱人員婚假有 8 天，並應於 1 個月內請畢。

伍、Working Hours/上下班

39. You will work a regular shift.
您的工作時間是正常班。
40. A regular shift is 8 hours per day from Monday through Friday.
正常班為週一至週五每日工作 8 小時。
41. This unit provides flexible working hours.
本單位實施彈性上下班。
42. You may report for work between 8:00 and 9:00 am.
彈性上班時間為早上 8 點至 9 點。
43. You will get off work sometime between 5:00 and 6:00 pm.
彈性下班時間為下午 5 點至 6 點。
44. The lunch break is between 12:30 and 1:30 pm.
中午休息時間為中午 12 點 30 分至下午 1 點 30 分。
45. You must swipe your card or sign in /sign out.
您必須刷卡或簽到、簽退。
46. He accumulated 10 hours of overtime this week.
他這星期累積了 10 小時的加班時數。
47. Is it all right to wear jeans to the office?
上班可以穿牛仔褲嗎？

陸、Granted Leave/Leave of Absence/給假/請假

48. You need to get permission from your supervisor to apply for a leave of absence (take days off work).

您須要獲得主管同意才能請假。

49. If you want to take a leave of absence (take days off work) you need to fill out a leave sheet and state the reason.

如果您要請假，必須要填寫請假單並說明理由。

50. I would like to apply for parental leave.

我要申請育嬰留職停薪。

51. If you take sick leave for 2 or more days, a certificate from a legal medical institution or a doctor is required.

如果您請病假超過 2 天（含 2 天），必須要檢具合法醫療機構或醫師證明書。

52. In case of an emergency, you can notify your colleague of your absence by phone.

如果您遇到緊急事件需請假，可以電話通知妳的同事。

53. For a civil servant who has served consecutively for more than 1 year, 7days of special leave are given starting from the second year; for a civil servant who has served consecutively for more than 3 years, 14 days of special leave are given starting from the fourth year; for a civil servant who has served consecutively for more than 6 years, 21days of special leave are given starting from the seventh year; for a civil servant who has served consecutively for more than 9 years, 28days of special leave are given starting from the tenth year; who has served consecutively for more than 14 years, 30days of special leave are given starting from the fifteenth year.

公務人員至年終連續服務滿 1 年者，第 2 年起有 7 天特別休假；服務滿 3 年者，第 4 年起有 14 天特別休假；服務滿 6 年者，第 7 年起有 21 天特別休假；服務滿 9 年者，第 10 年起有 28 天特別休假；服務滿 14 年者，第 15 年起有 30 天特別休假。

54. A civil servant has 14 days of marital leave, and this leave shall be taken within 1 month of the wedding.

公務人員婚假有 14 天，並應於 1 個月內請畢。

55. A civil servant has 28 days of sick leave, but this may be extended upon approval of his (her) superior.

公務人員病假有 28 天，經機關長官核准得延長之。

56. A female civil servant has 8 days of pre-maternity leave before delivery, and 42 days of maternity leave after delivery (weekends are not included).

女性公務人員生產前有產前假 8 天。分娩後有娩假 42 天（不含例假日）。

57. Please direct any questions to my substitute while I'm away.

我不在時如有任何問題請找我的職務代理人。

柒、Employment Verification/在職證明

58. Why do you need to apply for an employment verification certificate?

您申請在職證明的目的為何？

59. I'm looking for the employment verification application form.

我在找在職證明申請書

60. You can download an employment verification application form from the Personnel Office website.

在職證明申請書可至人事室網站下載。

61. Only the applicant can apply for employment verification.

在職證明只可由本人申請。

62. The personnel clerk will help you apply for an employment verification certificate.

人事人員會協助您申請在職證明。

捌、Insurance and Subsidies/保險及補助

63. You need to enroll for GESSI (labor insurance) and National Health Insurance.

您必須加入公（勞）保及健保。

64. For National Health Insurance, you need to pay 30% of the premiums. For details about the insurance program, please refer to the Bureau of National Health Insurance website.

健保方面，您須負擔 30% 之保險費。有關健保的細節，您可以參考健保局網站。

65. Certified staff may apply for subsidies for marriage, maternity, death of dependents and the education of their children. Contract employees may apply for cash benefits in the case of a dependent's death or disability.

編制內人員可申請結婚、生育、眷屬喪葬、子女教育等補助，聘僱人員可申請家屬死亡、失能等勞保現金給付。

玖、Salary/Other Charges Application/薪資/其他費用申請

66. The salary is paid on a monthly basis and will be deposited into your post office account on the first day of the next month.

您的薪資為月薪，並於次月 1 日匯入您郵局帳戶內。

67. Your gross monthly salary is NT \$ 38,000, and the year-end bonus is 1.5 times of the gross monthly salary.

您每月薪資總額為新台幣 38,000 元。年終獎金為 1.5 個月之薪資總額。

68. Accounting does not withhold salary for tax purposes.

會計部門不預扣稅款。

69. We will withhold money from your paycheck and put it into the pension fund.

我們將從您的薪資扣款，並存入退休基金。

70. I would like to request my travel reimbursement.

我的旅費需要報帳。

71. To apply for travel expenses, enclose invoices or relevant documents.

申請差旅費應檢附相關憑證。

72. To work overtime, you can either apply for compensated leave or overtime charge as a reimbursement.

加班可以申請補休或請領加班費。

73. The previous month's overtime charge may be applied for at the beginning of every month.

每月月初可請領上個月的加班費。

拾、Telephone Talk/電話用語

74. Who would you like to speak to?

您要找哪一位？

75. May I speak to Mr. Lin, your section chief?

我找你們科長林先生？

76. Mr. Lin? Do you know what section he is in?

林先生？您知道他在什麼部門嗎？

77. May I have your name, please?

請問您是哪一位？

78. My name is David, and I have an appointment with your director.

我是 David，我與您的主管有約。

79. He is not available right now, but he will be back in a few minutes.

他現在不在，但過不久他就會回來。

80. He's out for lunch. Would you like to call again in hour?

他出去吃午餐了，你要不要一小時後再打來？

81. Would you like to leave a message?

你想留言嗎？

82. Could I speak to someone else about this?

有人可以代理嗎？

83. Mrs. Lin has been expecting your call. I will connect you now.

林小姐正等候您的來電。我為您轉接。

84. I'm calling about a job opening at your institution.

我打電話來詢問一個在貴機構的工作機會。

85. I'm calling to confirm that your section chief will be present at the conference.

我打電話來跟您確認您的科長是否會出席本會議。

86. Would you like to make an appointment to meet with my section chief?

您是否想與科長安排會面的時間？

87. I'm sorry, but the meeting you scheduled for tomorrow needs to be rescheduled.

很抱歉，您原訂明天的會面必須要重新安排。

88. The meeting was scheduled for two hours, but it is not over yet.

會議預定兩個小時，不過現在還沒有結束。

拾壹、Personnel Introduction/人事簡介

89. The ROC civil service follows an examination screening system whereby candidates must pass civil service examinations to qualify for employment.
公務人員是採用考試選拔制度，人員必須通過公務人員考試取得任用資格。
90. Age restrictions do apply to Civil Service examinations. Examination law stipulates a minimum age of 18.
公務人員考試有年齡限制，考試法明定下限為年滿 18 歲以上。
91. Civil servants are retained according to rank and grade. Rank consists of elementary, junior, and senior levels, while grade is divided into 14 levels: the first through fifth grades make up the elementary rank; the sixth through ninth grades comprise the junior rank, and the tenth through fourteenth grades compose the senior rank, with a maximum rank of 14.
公務人員依官等職等進用。官等包含委任、薦任與簡任，職等則分為 14 級，一至五職等為委任；六至九職等為薦任；十至十四職等為簡任。
92. Basic remuneration for civil servants include basic pay, seniority pay, and supplementary pay.
公務人員薪俸包含本俸、年功俸與加給。
93. Basic pay and seniority pay make up the base salary for civil servant, and are increased progressively by level in accordance with annual performance evaluations.
本俸與年功俸為公務人員之基本薪資，並依每一年度考績結果逐級調升。
94. Types of supplementary payment are categorized as post supplements, technical or professional supplements, and regional supplements.
加給總類分為職務加給、技術或專業加給以及地域加給。
95. Supplementary pay is additional remuneration awarded to civil servant who hold supervisory positions, heavy responsibilities or workloads, jobs involving additional or high risk jobs, requiring specific skill sets or professional expertise, or who are posted in border regions, special areas, or abroad.
加給係依公務人員任主管職務、職責繁重、工作具有危險性、技術或專業人員、服務於邊遠或特殊地區與國外者所給予之報酬。
96. Civil servants undergo an annual performance evaluation one full year of service.
公務人員至年終服務滿 1 年者，予以年終考績。
97. Annual performance evaluation is further graded as A, B, C, and D.
年終考績分為甲、乙、丙、丁 4 等。
98. Persons receiving an A or B rating are permitted to advance and receive pecuniary rewards accordingly; individuals with a C rating must remain at the same pay grade; those given a D rating are dismissed from employment.
考列甲等或乙等者晉敘俸級並給予獎金；考列丙等者留原俸級；考列丁等者予以免職。
99. In cases where a civil servant performs with particular distinction or gross negligence, a special evaluation may be arranged at any given time to grant reward or punishment accordingly.

專案考績於公務人員有重大功過時行之，依其特殊功過予以獎懲。

100. Civil servants are required by law to participate in the civil servant insurance program. At present five types of benefits are paid: disability, retirement, death, survivor relief, and paid maternity leave.

公務人員依法加入公務人員保險，本保險包含殘廢、養老、死亡、眷屬喪葬及育嬰留職停薪 5 項。

101. Premiums are contributed proportionally by the civil servant and the government at 35% and 65%, respectively.

保險費由被保險人自付 35%，政府補助 65%。

102. Civil service retirement consists of voluntary, age-limited, and compulsory retirement.

公務人員之退休，分自願退休、屆齡退休及命令退休。

103. Persons over the age of 60 who have been employed for five full years, or who have served 25 years, may apply for voluntary retirement; persons who have served five full years must retire upon reaching the age of 65; persons who have been employed for five full years and are unable to perform their duties due to mental or physical incapacity are subject to compulsory retirement.

任職滿 5 年以上，年滿 60 歲者或任職滿二十五年者可申請自願退休；任職滿 5 年以上，年滿 65 歲者，應予屆齡退休；任職滿 5 年以上，因身心障礙，致不堪勝任職務，應予命令退休。

104. Retirement pensions can be paid in one lump sum, monthly payments, or a combination of the above two arrangements.

退休金之給與可分一次退休金、月退休金及兼領二分之一之一次退休金與二分之一之月退休金。

105. In order to motivate and inspire civil servants to devote themselves to their duties without reservation, rights and interests related to civil servant status, working conditions, rank and grade are safeguarded by law.

為激勵公務人員勇於任事，有關公務人員身分、工作條件、官職等級、俸給等權益，依法予以保障。

拾貳、Recruit/招募

106. I highly recommend Susan for the position.

我極力推薦 Susan 擔任本職務。

107. Does your department have vacancies right now?

你們部門現在有職缺嗎？

108. Lisa decided to fill out an application for the job.

Lisa 決定要填寫申請表應徵那份工作。

109. Resumes should be sent to the Personnel Office.

履歷表應寄到人事室。

110. We are looking for someone with extensive experience in personnel affairs.
我們正在找有豐富人事經驗的人。
111. This applicant's credentials are a bit weak.
這位應徵者的資歷有點不足。
112. Thank you for taking the time to come in for an interview.
謝謝您撥空來參加面試。
113. The recruitment of a new officer is not going as quickly as we expected.
招募新科員的進度不如我們預期的快速。

拾參、其他

114. John is tipped for promotion to Chief Secretary.
大家看好 John 可望升任主任秘書。
115. I want to ask you a question about civil servant's pay and entitlements.
我想要問一個關於公務人員薪俸的問題。
116. It's too bad Wang quit. She was a big asset to this department.
Wang 辭職實在很可惜，她是本部門非常寶貴的人才。
117. It's unfortunate that Mike is going to be transferred.
令人遺憾的，Mike 即將要被調職。
118. I will be coordinating the conference.
我將協調這個會議的相關事宜。
119. She has worked on this project for three consecutive days.
她已經連續處理這個案子 3 天了。
120. Could you enlighten me on (or fill me in on) the MOCS' new policy?
您可以和我解釋一下銓敘部的新政策嗎？