

見工英語問題分析



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Questions frequently asked by employers

首先，我想指出，以下問題，有些可能涉及申請人的私隱，而根據香港法律，僱主是不可以因僱員的殘疾、性別、或者家庭狀況而歧視僱員。由此推論，僱主是不能以申請人的殘疾、性別、或者家庭狀況作為拒絕聘用的理由。不過，話雖如此，在現實商業社會裏，僱主往往在面試中問及申請人的家庭狀況，以及個人私隱。雖然，在法理上，申請人或許可以因這些問題而向未來僱主採取法律行動，但在現實裏，若果申請人要提出證據，去證明僱主是因申請人的家庭狀況，以及個人私隱為而不聘任自己，我想，那簡直是難於登天！因為面試一般是在未來僱主的辦公室內短暫地進行，所以，申請人要蒐集人證物證，根本是絕無可能的，即使申請人能證明僱主曾詢問了申請人的私隱，但僱主卻可以辯稱：他根本沒有以那些問題作為聘用與否的決定因素，而那些談話，只是一般性的閒聊，是用來調劑氣氛的。事實上，僱主可以有千百個理由解釋他為何不聘用申請人，所以，所謂法律行動，根本是不可行的。

不過，若果申請人對僱主的私隱問題真的非常不滿，我想，他有三個方法可以表達不滿：

第一，向平等機會委員會投訴。但正如我在上文指出，這個方法並無實效，亦不會為申請人帶來任何工作。當然，這只是用來教訓一下那個未來僱主，讓他知道不應該在面試裏問申請人與工作無關的問題。

第二，當場向未來僱主直斥其非，指他侵犯私隱，然後拒絕回答。當然，這個方法可以逞一時之快，但能否藉此為申請人帶來工作，答案就顯而易見了。

第三，以不卑不亢的態度，用得體、恰當和機智的說話來化解問題，令未來僱主留下好印象，甚至令申請人得到受聘。當然，在受聘之後，申請人是可以婉言向僱主解釋：什麼是平等機會，和不要侵犯私隱...等理念。這個方法，既能幫助申請人受聘，又能維護私隱，顯而易見，是我要向你推介的方法了。為了幫助你運用這個方法，我就竭盡所能，不辭勞苦，到圖書館及書店蒐集大量常見僱主問題，然後，按香港情況編寫問題分析及參考答覆，給你參考。當然，所謂「參考答案」只是用來參考，並非用來死記硬背，因為每人的情況不同，性格亦有異，所以答覆亦會不同。總而言之，回答問題最緊要就是隨機應變。當然，隨機應變並不是叫你在面試前不做準備，事實上，當做足了準備，掌握了基本答題技巧後，你才可以隨機應變，應對如流。

個人資料

What is your father's occupation 你父親做什麼工作？

這問題看似簡單，但如果未經思考而隨便回答，可能會給未來僱主留下不良印象。

當然，做人誠實是做人最基本的道理，所以你可以吹牛說謊。

但做人誠實，並不是等於做愚蠢的人，說愚蠢的話。我以為，在準備回答這問題時，你要先想想對方會怎樣評價你的答覆。

一般來說，無論你爸爸做什麼工作，你也要對他的工作感到自豪。所以，你要帶點自信，昂首而溫文地回答這個問題。即使你爸爸職位低微，而令你不願提及，你也可以用一些廣泛的詞語來形容他的行業，比方說，你爸爸是地盤工人，你可以說：「My father works in the construction industry.」，而不直接說：「My father is a construction worker.」

以上道理，亦同樣適用於你母親的職業。比方說，當對方問：「What is your mother's occupation?」，而你媽媽是個家庭主婦，你可以自豪地回答：「My mother runs a busy home. She is the general manager of our family」，我以為這個回覆，比直接說：「My mother is a housewife.」為好，因為，一來這個回覆帶點幽默，二來，它顯示了你為母親的工作感到自豪，讓對方感受到你是一個有教養而孝順的兒子。

Do you own your home 你是買屋住，抑或租屋住？

這問題看似閒聊，實質上，僱主可能是在試探你是否一個喜歡穩定的人。

如果申請的職位是長期而帶點沈悶的，一般來說，僱主會喜歡聘用沈實和穩定的人，因為這些人一般會喜歡慢慢地邊做邊學，而且亦會做得比較長久，而僱主一旦聘任了這些人，他便可以放心

將重要的工作交給他。所以，如果你的住所是自購的，你只要直說：「Yes, I own my home.」就可以了；但如果你的住所是租來的，你可以這樣說：「I am renting my home. Well, I quite like its environment and the nearby facilities. I am planning to settle down for long and own my home there.」

如果職位是短期的，或者工作帶有創意和挑戰性，一般來說，僱主對僱員是否買屋抑或租屋住，並沒有任何偏愛，因此，你可以照實回答，而不帶任何補充就可以了。換言之，如果你是業主，你可以直說：「Yes, I own my home.」如果你是租客，你就說：「No, I am not a home owner. I rent my home.」又或者，你並非業主而又與父母同住，你就可以說：「No, I am not a home owner. I live with my parents.」

Do you speak Mandarin 你會說普通話嗎？

由於近年來中國的工商業發展迅速，不少國際大企業都會與中國公司有商業往來，而和國內企業做生意，若果能懂得說他們的語言，那當然是好處多多了，所以，很多僱主都希望能聘任一些會說普通話的職員，以增強業務的競爭力。其實，身為中國人，我個人以為，會聽會說自己國家的官方語言是理所當然的。如果你現時還未能說好普通話，那你就必須要加倍努力，馬上找些學習普通話的書籍、錄音帶、或電腦軟件來好好學習了。

當僱主問：「你會說普通話嗎？」如果你能說得一口流利的普通話，你當然可以很自豪地回答說：「Yes, I speak Mandarin. I have

studied the language for a long time. Now, I can communicate in Mandarin quite fluently.」。

不過，如果你現在還未精通普話，你也不應該說：「No, I don't speak Mandarin.」，或者「No, I can't speak Mandarin.」，因為若你這樣說，僱主便會不想聘任你了。事實上，由於廣東話和普通話同屬中文語系，大部份人如果用心去聽，是可以聽得懂普通話的大概意思的，同時，大部份廣東人亦可以慢慢地用廣東話夾雜普通話，來與普通話人士溝通的，所以，你可以這樣說：「Well, I can understand people speaking Mandarin. Although I don't speak perfect Mandarin, I can communicate with Mandarin speaking people. I am now learning Mandarin at home.」。倘若你這樣回答，僱主便會知道你的普通話是「普普通通」了，但由於你有信心和普通話人士溝通，並且在不斷學習，所以，一般來說，僱主對你不能說標準普通話是不會太過介懷的，除非你要找的工作是普通話老師或配音員呢！

Do you keep a personal budget 你有沒有為自己做財政預算？

其實，這個題目答「有」或「沒有」是差不多的。

很多人以為應該答「有」，因為他認為僱主比較喜歡做事有計劃的人，但事實上，所謂個人財政預，大多是紙上談兵，說說而已，沒有實用價值的。況且大部份人的生活每天都相差無幾，只要我們有自制能力，量入為出，不胡亂花錢，就大致上可以達到收支

平衡了，因此，做不做白紙黑字的個人預算，對我們的生活其實是沒有什麼大影響的，只不過如果做了，我們就可以有些心理安慰而已。

既然答「有」或「沒有」是差不多的，所以，我建議你對這問題不必考慮太多，簡單來說，可以說：「No, I don't keep a formal personal budget. But I do have an informal one in my mind. In fact, I never spend more than I can earn.」

Do you have any problems in paying debts 你有欠債問題嗎？

如果你沒有欠債，你可以說：「I am not in debt at all. So, I have no such problems.」

如果你有欠債，例如需要供樓，你可以說：「Well, I have a home-mortgage loan. But I have no problems in repaying the monthly instalments. In fact, I planned well before I bought my home.」

Do you have any health problems 你有沒有健康問題？

回答這條問題，最緊要是誠實，即是如馬太福音所說的：「是，就說是說；不是，就說不是。」

倘若你健康良好，那你就這樣說「No, I don't have any health problem.」

Do you have a driver license 你有駕駛執照嗎？

如果有，你可以說：「Yes, I have a driver license.」

如果沒有，你可以說：「No, I do not have a driver license. But if the job duties require me to have it, I will try to get it.」

How much time do you spend with your children a week 你每星期大概會花多少時間陪伴孩子？

這問題並沒有所謂標準答案。一般來說，要令你未來僱主對你留下好印象，你就要順著他的個人喜好來回答，但由於你在見工前從未認識你的僱主，你不可能預先知道他的喜好而準備好答案，所以，你要識得執生，隨機應變，根據你當時的觀察而回答這條問題。

我建議你在回答這問題前，應該先看看他寫字枱上、書櫃上或牆壁上，是否放有家庭照片。

若有，他可能是個愛家的人，那麼，你就要表示你也是一個喜愛家庭生活的人，這時，你便可以這樣說：「I think I am a family man. After office, I spend most of my time with my family. I love my

kids. I like playing with them. I am sorry that I don't keep details of my time spending with my children. But I would like to say that I spend a lot of time with my children because they are so important to me.」。

若你不能確定你的未來僱主的喜好，你最好 play safe，換句話說，你的答覆最好不要太清晰，因為如果僱主是个工作狂，他未必喜歡你花太多時間於陪伴孩子玩耍，但如果他喜歡家庭生活，他就會不喜歡你是一個工作狂。為了應付這個不確定因素，你可以這樣說：「Well, I think I spend an average time with my kids. I love my children. I want to have a warm and happy relationship with them. I hope I can give them good food, a nice shelter and a superb education. So, I work hard in order to achieve success in my career so that I can earn enough for them. Sorry, I don't keep record of my time spending with my children and I can't tell you exactly how much time I spend with my children in a week.」

What makes a happy family 如何建立一個快樂家庭？

表面上，這問題與工作沒有直接關係，但有些僱主可能想藉此知道你在工作與家庭間，如何取得平衡。

當然，何謂快樂家庭，因人而異，而如何建立一個快樂家庭，每個人的觀點和方法亦會不同，所以，這問題其實沒有所謂標準答案。不過，雖然問題沒有標準答案，但為了安全計，你最好還是

給予一個八面玲瓏，觀點平衡，合情合理，而又帶點幽默的答覆。

我想，你可以這樣說：「I think a happy family is very important. This is because having a happy family is one of the main factors of a happy life. Everyone wants to live a happy life, of course. In my opinion, a happy family requires every family member's contribution. We must learn to love, to share, to give and to enjoy. Every family member has his role to play and has his responsibilities to fulfil. A married couple must respect each other. A father should set himself a good example for his children. A mother should take care of the children. And the children should listen to the parents. Also, I think a happy family is good for one's career. A lot of people say a successful man has his wife's support behind him. I think that is also true for a working woman --- she also need the support of her husband. Indeed a happy family is worth the effort of every family member. I think I have been doing that quite well.」

Who is the boss in your family 在你家中，誰人話事？

你可能覺得這個問題侵犯了你的私隱，但你千萬不要因此失去冷靜，事實上，你未來老闆可能藉此測試你對難題的應變能力，所以你先要保持冷靜，然後向對方微笑，用幽默的口吻回答問題。

當然，你不必將你家事直接告訴對方，但你也不要直接罵對方多管閒事。我想，回答這條問是的最好方法，就是表達你對這條問

題的見解，而不是回應這條問題所問及的事實。我以為這種回答方式，既可保護你的私隱，又可表達你對家事管理的看法。

對於上述問題，你可以這樣說：「Well, I think it takes love, sharing, mutual respect and mutual understanding to make a happy family. Every family member should love and respect each other. Of course, when the children are young, they should follow the decisions of their parents. On the other hand, I think the children's parents should understand the children's needs and circumstances before they make the best decisions for the children. As regards a married couple, I think both spouses should love and care each other. Love involves give and take and making compromises. Both of them should make decisions together on important things. When one spouse knows more about the matter, that spouse should have more say. So, I think whether the husband or the wife be the boss depends on the matter concerned. In my opinion, there is no rigid answer to your question.」

What's your relationship with your family 你和家人關係好嗎？

或者，你會認為你和家人的關係是私事，與工作毫無關係，所以你不願回答這問題。但請你想想，若你這樣直接頂撞僱主，或若你不回答這條問題，僱主可能會不高興，或者覺得你沒禮貌，而結果，當然是你失去了工作機會了。

事實上，即使你不想回答這問題，你也可以說些合情合理和四平八穩的話，令會談可以在和諧的氣氛下繼續進行。

一般來說，無論你和家人的關係如何，你都應該說關係良好，因為若你說你和家人的關係惡劣，僱主就會擔心你的工作受到影響，或者你的個性有問題，或者你的溝通能力不佳了，又或者你不能和別人和睦相處了。試想想，如果僱主有這些擔心，你受聘用的機會會高嗎？所以，你應該說你和家人關係十分融洽，你的家庭生活非常快樂，若用英文回答，你可以這樣說：「I love my family. I think I am very fortunate to have such a good wife. Indeed my wife and I understand and appreciate each other. Our relationship is affectionate. I love my children and my children love me too. My relationship with children is happy, amicable and enchanting. We often play together. In fact, every holiday is family day. I've got a lot of fun, satisfaction and happiness from my family life.」

What do you think about life insurance policy? Do you have one? 你對購買人壽保險有什麼意見？你有沒有買呢？

如果你有買保險，你可以說：「Yes, I have one. I think life insurance is good. It helps me save money for the future.」

如果你沒有買保險，你可以說：「No, I don't have one. I think I am a prudent investor. I know best where I should invest my money on.」

When did you last have your body checked 你最近幾時檢查過身體？

如果你最近曾經檢查身體，你可以說：「I had my body checked last month. Well, the report said I was fit as a fiddle.」

Are you living with your parent 你是否與父母同住？

這問題看似閒話家常，但實情往往是，僱主想知道你的性格，尤其是他想知道你能否獨立處理你自己的生活。

一般來說，初初出來做事的大學畢業生，大多會與父母同住，原因？當然是他們沒有足夠的金錢，去獨立生活了！因此，對於這個問題，他們可以很輕鬆地回答：「Yes, I am living with my parents. I enjoy living with them. I love my mum and dad.」

不過，對於年過三十，而仍然獨身的男士，如果他們仍然與父母兄弟姊妹一起同住，難免會令人覺得他們過於依賴父母，欠缺獨立生活能力，所以，在回答這問題時，他們要避重就輕，要強調他們與父母同住，目的就是要照顧年老的雙親，因此，他們可以自豪地說：「Well, I am living with my mother. She is too old to take care of herself. She needs me and I love her. We are indeed a happy family.」。這樣回答，一來沒有歪曲事實，二來，表示求職者是位負責任和有愛心的人。

倘若你並非和父母同住，你可以這樣說：「No, I am not living with my parents. I enjoy living independently. But I often see my parents.」。這樣回答，不單只解釋了為什麼要獨立生活，而且還順帶說明了求職者是個負責任的人。

Is your wife (husband) working 你太太 (丈夫) 做事嗎？

這個問題，可能是僱主隨便問問，也可能是他在試探你對配偶工作的意見。

這個問題，當然沒有所謂標準答案，因為每個人對配偶應否工作的見解有別，更何況每個家庭的情況亦會不同。有些人十分喜歡出外工作，所以即使家境富裕，亦會到社會工作，或者自己創業。有些女人喜歡家庭生活，照顧子女起居生活，閒來學些生活藝術，如插花、廚藝、音樂...等，即使家境並不富有，但只要丈夫的收入足夠應付一般家庭開支，亦不願外出工作。

如果你太太是職業婦女，你可以這樣說：「Yes, my wife is working for a trading company. She is an accountant. We have been a career couple for many years. We have made arrangements for the housework. So far, the arrangements work very well. We both enjoy our career as well as our family life.」

如果你太太是家庭主婦，你可以這樣說：「Well, my wife is a typical housewife. She loves housework. She enjoys taking care of our children. She also likes cooking. She reads a lot of

books on cookery and she makes a variety of delicious food for our family. She is a marvellous mother. My children love her very much. Indeed we are a happy family.」

學歷資格

How did you do at college 你的學業成績怎麼樣？

如果你成績好，你可以說：「 Good. My academic results were in general above the average. I got grade A in accounting and grade B in commercial law.」

如果你成績只是一般，你可以說：「 My academic results were in general on the average. But I got achievements in many other areas such as part-time jobs and extra-curricular activities. I was the deputy chairman of the Student Union and a committee member of various functions organized by the Student Union. I was also an editor of the student newspaper.」

How can your education help your career 說說你在學校學到的東西對你工作的幫助？

參考答覆：「 My education gave me the basic knowledge and ability to work. At school, I learned how to speak well, how to

think critically and to how to solve problems that come my way everyday. My general studies, such as language and mathematics, raise my vision of life and add great value to my employability. My professional studies, such as accountancy, law and taxation, give me sharp competitive edge to win. All in all, may I say, with the education and training I've got so far, I am fully confident to cope with every job that is offered to me.」

How did you finance your college education 你如何支付你的教育費？

參考答覆：「I had a part-time job as a piano tutor. Besides, I got student grant and loan from the government to pay the school fee. In addition, my family gave me money to maintain my daily living. Perhaps, that's what a family is for!」

Which was your favourite subject 你最喜歡哪一科？

參考答覆：「I like Hong Kong taxation best. Taxation is always my favourite subject. Have you ever heard Raymond Yeung? He is a brilliant author of tax tips. He write a book called Hong Kong Tax Tips. He also runs a website providing a huge electronic store of tax information to public free of charge.」

What additional skills you think can help you improve your career 你認為你要提升什麼工作技能呢？

參考答覆：「I believe life-long learning. In fact, I have been all along practicing life-long learning. After I graduated from Hong Kong Polytechnic, I took a two-year course on English language. I passed the course with credits and so, I have improved my spoken and written English. After that, I self-studied information technology. With these two valuable skills, I have better chance to succeed. I also believe that everyone, if he wants to succeed in today's commercial world, he must keep on upgrading his traditional skills as well as continue to acquire new skills. As far as I am concerned, I think language and information technology are the two most important skills that can light up my career life.」

Do you subscribe to any professional journals 你有沒有訂閱專業刊物？

如果有，你可以說：「Yes, I do. I subscribe to the monthly journals published by HKICPA.」

如果沒有，你可以說：「No, I don't. But I usually go to the public library to read professional journals published by various professional bodies.」

Do your academic results tell your ability 你的學校成績能反映你的工作能力嗎？

如果你的成績好，你可以這樣說：「Yes, to a certain extent, my academic results tell my ability. Of course, there are many other areas that cannot be reflected by the academic results. These areas include my character, my social skills and my EQ. Perhaps, you may look at my resume and the reference letter to learn more about me.」

如果你的成績普通，你可以說：「My academic results tell my academic ability only. My academic results, as you can see from my resume, are on the average. But I think in order to succeed, one should have a lot of talents in many areas in addition to academic study. These areas include one's character, social skills and EQ. Perhaps, you may look at my resume and the reference letter to learn more about me.」

Which college did you attend 你在哪間院校畢業？

回答這條題目，十分容易，只要實話實說就可以了，例如：「I am a graduate of Hong Kong Polytechnic University.」

當然，你還可以加點補充，如：「My major study was accountancy. I got a bachelor degree in accountancy with second honour.」

Why did you choose that college 你為什麼選擇了這間院校？

雖然，每個人的選擇背後都有不同的原因，但當他們回答這問題時，內容卻大同小異，例如，他們大多會說，這間院校的名聲好啦，課程實用啦，教學認真啦...等。如果你亦想這樣說，你可以參考這個答覆：「I chose it because it had a good reputation. The course was well organized and practical. The professors and tutors were excellent. All in all, I thought it was an outstanding college.」

Did you choose it on your own? Was your choice influenced by your father? 是你自己選這間院校嗎？你這個選擇有否受你父親影響呢？

我以為這條問題的標準答案，是最後抉擇是申請人自己作出的，但在抉擇前，申請人已徵詢過不同人士的意見，包括他的父親、老師和朋友。如果你想依照這個答案模式，你可以這樣說：「I made the decision all by myself. But before that, I consulted my father, my teacher as well as my friend.」

What was your major study 你主修什麼科目？

這個問題，十分易答，只要實話實說就可以了，比方，你可以說：「My major study was accountancy.」

Why did you choose that subject 你為什麼選擇這個科目？

大多數人會說，因為他對這個科目有興趣，所以就選修它，或者簡單地說，他喜歡這個科目，以英語來說，就是：「I chose it because I liked it. I thought the subject was interesting and besides, it was very useful.」

當然，你也可以說，因為當時社會正大量需要這樣的人才，加上自己又喜歡這個科目，兼且讀得開心，所以就選擇它了，如果這些話以英語來說，那就是：「Well, I thought our community needed a lot of people with such knowledge and skill. As far as I am concerned, the subject is fun and interesting. So, I chose it. Indeed, I have been all along very happy in studying it.」

Do you think you made the right choice 你認為你選對了嗎？

明顯地，你只能說你選對了。難道你會說你選錯了嗎？若是你說選錯了，那表示你不會熱衷與這個科目有關的工作，如果你申請的工作正是與你修讀的課程有關的，那就是叫人不要聘用你了。所以，在一般情況下，你應該說，你很開心，因為你選對了，而以英語來說，就是：「I think I made the right choice. Now, I am very happy with that.」

How do you learn the additional skills 你怎樣為自己增值？

參考答覆：「I take every opportunity to attend training courses and seminars. Last month, I took a course with Hong Kong Polytechnic on Better English Writing. Besides, I like reading and I read a variety of books and journals in my free time. Last week, I read a book called Hong Kong Tax Tips written by Raymond Yeung. It is a marvellous book on taxation. It enlightens me how to reduce my tax burden easily and lawfully. Indeed, I am a life-long learner and I am learning new knowledge, new skills and new ideas everywhere and every time.」

Name two things you learned in college that are useful for this job 請說出你認為兩個對工作有用的科目。

參考答覆：「Hong Kong taxation and business law. Every company and every individual earning well must pay tax. Clearly, taxation is a very useful subject. I think business law is very useful too. Because Hong Kong is under the rule of law and all business activities are conducted within the law, knowing the law well can help us protect our lawful rights and avoid the awful consequence of breaking the law.」

申請職位

How much do you know about our company 說說你對本公司的認識？

當然，這條問題要答得好，就先要對有關公司有相當認識了。怎樣認識它呢？你可以細心閱讀它的廣告，瀏覽它的網頁，到圖書館蒐集資料，如香港貿易發展局或商會的刊物，你亦可以詢問朋友，甚至假扮顧客，到它的營業地點或打電話給它查詢它的產品及服務。蒐集好了資料，你就要將它整理，並撮寫成七八句簡單英文句子，然後將它記熟。

舉例來說，如果我問你對飛鴻稅務顧問的認知，你就可以說：
「Raymond Yeung Tax Consultant was set up by Raymond Yeung after his retirement from IRD in 2006 with a mission to help people solve tax problems. It pledges to provide quick, effective, economical and professional advice on: (a) how to reduce tax lawfully (b) how to answer Revenue's queries and (c) what are the tax implications in the circumstances set out by clients. Business is mainly conducted through internet.」

How much do you know about the position 說說你對這職位的認知？

在見工前，你要多了解該公司的背景，及有關職位。有關公司的

背景，你可以上網尋找，而有關職位的資料，通常會在招聘廣告內刊載。

當你說完那些資料後，你可以加上一個這樣的總結：「Well, I think the best way to know the job is to get involved into it. I should be very grateful if you would grant me an opportunity.」

Are you looking for temporary work or permanent work 你準備做長工或短工？

首先，你要知道這個職位是長期的，抑或是短期的。

如果職位是一年期的，你最好答：「I am prepared to work for one year. After that, I want to pursue further study in an overseas university.」

如果職位是長期的，你可以說：「I am looking for a permanent job. I want long-term job that can fulfil my aspiration. I like challenging work with enduring development potential and promising reward. I will do my best to serve your company so to achieve self-development and work satisfaction.」

Would you be prepared to work overtime if required 你願意加班工作嗎？

為了表示你熱愛工作，你最好說你不介意超時工作，但你可以同時指出，你不會為了假扮勤力而經常耽在公司內，無所事事，浪費自己時間，你寧可盡快做好工作，也不會為了得到超時津貼而加班，在正常工時內，你會全力以赴，把工以最短時間做到做好，若有剩餘時間，你會將工作加以修改，以臻完美。以英語說出這些話，就是：「I am prepared to work overtime if the job requires me so. But I will never work overtime to pretend that I am a diligent worker. I am a practical man. I want to do practical things. I will try my best to achieve the best results within the shortest possible time. Whenever there is time, I will use it to perfect my work. I hate procrastination of work to get overtime pay or to disguise oneself as an industrious worker.」

What are your special qualifications for this position 對於這份工作，你有什麼特別技能？

參考答覆：「I am a qualified accountant. I have been a full member of Hong Kong Society of Accountants for more than 18 years. I have extensive experience and knowledge on Hong Kong taxation. I think that is my greatest competitive advantage. My knowledge of business law is very good. Also, I have excellent command of written English and Chinese. I can speak English, Cantonese and Mandarin fluently. As far as

information technology is concerned, I can handle a variety of computer software, including Microsoft's Word, Excel, Powerpoint, Frontpage and Server. One more word, I have sound knowledge of current affairs and a good sense of humour, too.」

What things of our company interest you 本公司有什麼地方吸引你？

參考答覆：「I have all along been impressed by your company. In fact, I am your company's long-time patron. I like your company's products and service. They are always of top quality. My recent research about your company also tells me your company is innovative, progressive and well managed. So, I wish I can be part of it.」

When will you be available to work for us 你幾時可以上班？

如果你立即可以上班，你可以說：「I am available now.」

如果你在下月初才可以上班，你可以說：「I will be available by the beginning of the next month.」

如果你需要給予舊僱主一個月辭職通知，你可以說：「I have to give my present employer one-month notice of resignation. So, I will be available to work for you about one month after I

receive your offer of employment.」

In your opinion, who are our competitors 你認為是誰正在與本公司競爭？

我想，僱主問這個問題，並不在乎你答誰，而是想看看你對這個行業有沒有認識，及對這個職位有沒有興趣。如果你對這個職位有興趣，你應該在未見工前，對公司及有關行行業做過一些研究，因此會知道誰是該公司的主要對手。

如果你知道，比方，你可以這樣說：「I think your company's major competitors are A Company and B Company.」

如果你不知道，你可以說：「Sorry, I haven't done research into this area. Anyway, I think everyone's major competitor is yesterday's himself. That is because in to survive in today's competitive world, everyone must strive to become better and stronger than yesterday. In other words, everyone must seek improvement from time to time.」

What do you think about the future development of our trade 你認為這個行業的前景如何？

僱主問這個問題，是想看看你對這個行業有沒有認識，及對這個行業的意見。如果你對職位有興趣，你應該在未見工前，對有關

行行業做過一些研究，因此，你可以根據你的研究發表你的意見，在意見發表完前，你可以加上這樣的補充：「I think the future development is bright. It is worth working hard to achieve success.」。

如果你沒有做過研究，你當然不會有很多話說，那麼，你就只能將上述的補充作為整個答覆了。

What do you think about the future development of our company 你認為我們公司的前景如何？

僱主問這個問題，也是想看看你對該公司及行業有沒有認識，以及對這個行業的意見。如果你對職位有興趣，你應該在未見工前，對有關行行業做過一些研究，因此，你可以根據你的研究發表你的意見，在意見發表完前，你可以加上這樣的補充：「Your company's future is bright so long as it keeps on reinventing itself continuously. That's the reason why I want to be part of your company.」。

不過，如果你沒有做過研究，你當然不會有很多話說，那麼，你就只能將上述的補充作為整個答覆了。

Are you confident to handle this position 你有信心做好這份工作嗎？

當然，你不會說沒有信心，因為那樣等於叫人不用聘請你了，所以，無論你有沒有信心，你都只能說：「我很有信心！我一定做得好，我不會令你失望的。」以英語來說，就是：「Sure, I have absolute confidence in myself. I am fully confident to tackle every challenge and to do a great job. You are rest assured that you won't be disappointed.」

May we contact your present employer 我可以和你現任僱主聯絡嗎？

你最好答否，因為若你現在僱主知你想離開，他可能再不會重用你了，事實上，見工未必成功的，萬一失敗，而現任僱主又對你有疑心，你豈不是兩頭唔到岸呢！所以，你應該說：「No, I haven't told my boss yet. Please do not contact my employer for the time being. But if you are going to offer me the job and you think such contact is really necessary, please let me know first. Then, I shall discuss with you and my boss about that.」

Tell me, in one minute, why should I hire you 請在一分鐘內解釋為什麼我們要聘請你。

參考答覆：「I think my application letter and resume speak for themselves. I believe I am the right person for the job. I have all the qualifications, skill, training and experience required. In

particular, I have all along been upgrading my capabilities. As you see from my resume, I was promoted from assistant accountant to accounting manger in two years. Given my outstanding abilities, I think I can make a lot of contribution to your company.」

工作經驗

Did you like working with your last boss 你喜歡和你前上司工作嗎？

參考答覆：「Sure, I like working with my previous boss. He was fully committed to his job and he has all along been striving for success in his career. Under his direction, I learned a lot, not only on technical aspects, but also on how to earn people's respect and how to live a successful life. I hope I can have similar relationship at your company.」

What areas of your last job you like most 請你舉出你上一份工作中令你最喜歡的地方？

參考答覆：「I like my last job very much. There are a lot of areas I like. So, when you ask me to name one, I do have difficulties to figure it out. Please let me say more than one. First, I like the

job itself : serving people. When I serve people well and earn their praises, I feel very happy. Second, I like the work environment. It was a nice place. Third, I like my colleagues. They were all so good to me. Fourth, I like my previous boss. He was a great leader and I learned a lot from him. 」

What areas of your last job you dislike 在你上一份工作裏，有什麼地方令你討厭？

參考答覆：「 In fact, I like my previous job very much. But there is one aspect that I am not quite satisfied. That is the job prospect. The company was small and my boss was young. It seemed that I would remain in the position for a long time without further promotion. So, I decide to have a change. I want greater exposure and better prospect. I want to tackle new challenges and get better rewards. That's why I left my last employment. 」

What are your strong points 你有什麼強項？

參考答覆：「 I think my strong points are many. First, it is my expert knowledge of taxation. I was an assessing officer with the IRD for about 18 years. Second, it is my professional qualification. I am a qualified accountant. Third, I have excellent command of written English and Chinese. I can also speak English, Cantonese and Mandarin fluently. Fourth, I can handle

a variety of computer software such as Microsoft's Word, Excel, Powerpoint, Frontpage and Server. Fifth, I read a lot of books in my free time. So, I have a very good common knowledge in addition to my professional knowledge.」

What are your weak points 你有什麼弱點？

參考答覆：「 Sometimes, I think I am working and studying a bit too hard and I need to slow down. I understand that working too hard may not be good to my health. Anyway, I like swimming and jogging. While I am swimming or jogging, I get relaxed and also, I can stay healthy.」

Describe the best company that you have ever worked with
請你簡述你做過做好的公司？

參考答覆：「 That was a small company which I worked for two years ago. The boss was my uncle. Perhaps, because of personal reasons, I got hired just after I graduated from Hong Kong Polytechnic. The work environment was very nice. The people there were kind. My uncle trusted me so that I could take control of my work. In fact, I learned a lot at that company. I left it because I wanted to change my job in order to have greater exposure.」

What strengths do you think you can bring to this position

你可以為這份工作作出什麼貢獻？

參考答覆：「I think my greatest strengths are my expert knowledge in taxation and information technology. So, I can help you develop a taxation knowledge base. Besides, I can share my knowledge and experience with you.」

How did you get your last job 你怎樣得到你上任工作？

參考答覆：「I saw the job advertised in South China Morning Post. So, I wrote to the company to apply for the position. I got an interview and so, I got hired.」

Why you left it 你為何離開你上任工作？

參考答覆：「I wanted job promotion and greater exposure. In fact, I worked at that company for five years. I understood that I was not to be promoted because the business was not so good. Besides, I wanted to change my work in order to learn new things. So, I left the company on my own decision.」

What was the biggest frustration in your career 在你的職業生涯中，你最大的挫折是什麼？

參考答覆：「The biggest frustration happened some five years ago. That was a big international company. Although I worked very hard and thought very hard, I could not get heard. When I did a great job, my boss just took it for granted. Sometimes, he even declared it as his own work and his own achievement. Besides, when I sought his approval or advice on a problem, what I got was only a deaf ear. That was not fair to me.」

What was the biggest failure in your career 在你的職業生涯中，你最大的失敗是什麼？

在回答這個問題前，我建議你先停頓 30 秒，然後說：「Failures... I have had a few, but they are too few to mention now. After I learned from the failures, I don't want to mention the failures themselves again because I don't want to live in the sorrows of the past. I want to look forward to coming challenges of today and tomorrow.」

What was the biggest challenge in your last job 在你的職業生涯中，你最大的挑戰是什麼？

參考答覆：「My biggest challenge was how to run a website. As

you can see from my resume, I was trained to be an accountant. So, I did not know much about setting up a website when I decided to do so. I read a lot of books on information technology. I encountered so many problems. But I never gave up. I strived hard to solve every problem that came my way. At last, I made it and now I am managing it successfully.」

Have you accomplished the best achievement in your career 你取得了最高成就嗎？

參考答覆：「Not yet. I think life should be like an upward rising spiral. As long as we are alive, we must have new challenges from time to time and we must strive continuously to get new achievements.」

Who was your best supervisor ever in your career? Why? 在你的職業生涯中，你最好的上司是誰？為什麼是他？

參考答覆：「My best supervisor was my uncle who hired me just after I graduated from Hong Kong Polytechnic. In fact, he was an excellent boss. Under his guidance, I learned a lot, not only on commercial and technical knowledge, but also on how to live a meaningful life.」

Who is your referee? And why he? 誰是你的咨詢人？為何是他？

參考答覆：「My referee is Raymond Yeung who is the founder of Raymond Yeung Tax Consultancy. He is a man of integrity. He has excellent professional qualifications and extensive work experience. Besides, he was my former boss and so, he knew my capabilities very well.」

Explain a typical work day of your last job 請說說在你上任工作中的一般工作情況。

參考答覆：「I went to the office at 8:30 am. I turned on my computer to check emails. I studied my boss's instructions. I examined the files and prepared reports, letters, emails, memos. I made a number of phone calls and also I answered some phone calls. I submitted my work to my boss and sometimes, we had a discussion about the work. Oh, that's my typical work day.」

How would you rate me as an interviewer 你如何評價我在這次面試的表現？

參考答覆：「Excellent. You asked the right questions. I think you are a very good boss. You get the points straight.」

管理能力

How to communicate with your subordinates effectively 你怎樣與下屬溝通？

參考答覆：「I think honesty is the best policy. First, I let them speak their mind freely and I listen carefully. Second, I will explain my decision in a polite but firm way. I like two-way communication. In fact, a supervisor and his subordinates are on the same boat with the common goal of making success. I think winning the subordinates' trust is the most important objective of the communication.」

How to communicate with your supervisors effectively 你怎樣與上司溝通？

參考答覆：「I think honesty is the best policy. As he is my boss, I must listen to him very carefully and then follow his instructions. But I have to tell him my analysis of the matter and explain my recommendations frankly and politely for his consideration. Of course, as he is the boss, he should be the one to make the final decision. Once a decision is made, I will do my best to carry it out.」

What makes a good manager 如何做個好經理？

參考答覆：「A good manager is one who can listen to his subordinates, who can think critically and who can lead his team to achieve success.」

What do you consider as your strengths to be a manager

你有什麼強項成為經理？

參考答覆：「I can listen to my subordinates and clients. I can think critically and I can lead my team to achieve success.」

What do your subordinates think are your strong points 在

上任工作中，你下屬認為你有什麼強項？

參考答覆：「I have my formal and informal meetings with my colleagues frequently. Sometimes, I heard them saying that I was a man of integrity and wisdom. They appreciated my expert knowledge of business law and taxation. Well, I think I am their good leader because I guide them on the way to continuous improvement and success.」

What do your subordinates think are your weak points 在上任工作中，你下屬認為你有什麼弱點？

參考答覆：「I don't know. I really don't know. Perhaps, they thought me sometimes quite demanding. Yes, I wanted good work and good results.」

When to dismiss a incompetent subordinate? How? 如何開除一個不稱職的下屬？

參考答覆：「If I think my subordinate incompetent, I will ask him to improve. If he do not meet my requirements within a reasonable time, say one month, I will ask him to resign.」

When you have made a decision, do you stick to it 當你做了一個決定後，你會不斷堅持下去嗎？

參考答覆：「In general, yes. But when I find that my decision needs adjustment, I will change it at once in order to bring the matter back to the right course.」

個人性格

Do you like working with facts and figures 你喜歡與事實和數字有關的工作嗎？

參考答覆：「Yes, I do.」

Do you like doing the same work again and again 你喜歡重覆性工作嗎？

回答這問題前，我建議你先想想那份工作是否會涉及大量重覆性工作，一般來說，每份工作都會一定程度的重覆性，但同時在每件工作間亦會有些差異，因此，你可以答：「I think jobs are quite like people. To a certain extent, they have a lot of similarities. But when we look at them closely, there are interesting differences between them. So, when we do our work, we can make a difference. That is to say if we work hard and put in new ideas every time, we will achieve better results and this is what I call making a difference.」

Do you like working with people 你喜歡和別人一起工作嗎？

參考答覆：「Yes, I do.」

Do you consider yourself aggressive 你認為你是激進型嗎？

參考答覆：「I will not use the word 'aggressive' to describe my work attitude. Rather, I would like to say that I always work hard to achieve the best results.」

Do you think you are a smart person 你認為你是醒目仔嗎？

參考答覆：「I work smart because I am diligent, prudent and careful.」

How do your friend describe you 你的朋友怎樣形容你？

參考答覆：「I think I am not in the right position to answer this question. That is because if I say they describe me as a good man, then I will feel odd and uneasy. You know, I should not be the right person to praise myself. Anyway, I always treat my friends with sincerity and so, I earn their trust in return.」

How do you accomplish success 你怎樣獲取成功？

參考答覆：「I make it by hard work, courage and critical thinking.」

What do you think about job security 你對工作穩定有什麼看法？

參考答覆：「Some people want job security because they don't like uncertainty. Some jobs need greater security because it involves confidential information or longer period of training. As far as I am concerned, I like learning new things and tackling new challenges. I will stay on the job as long as I get job satisfaction, reasonable rewards and promotion prospect.」

Which do you prefer : to work alone or to work as a member of a team 你喜歡獨自工作、抑或是和別人一起工作？

參考答覆：「It depends on the job concerned. I don't mind working alone if that is the job requirement. Of course, I need appreciation of good work from my colleagues and my boss. I enjoy working with people. If there is a choice, I prefer working as a member of a team to just working alone all the time.」

If you could be someone, who would you like to be 假如你可以變做別人，你會變誰？為何是他？

參考答覆：「You. If I were you, then I would have been hired at once. Why? because I'm the most suitable person for the job. When I get hired, I'll show you I am the best one for the job.」

What is your opinion of success 你對事業成功有什麼看法？

參考答覆：「I think success should not be the end of anything. Rather, it should be the beginning of another greater success. Life is an on-going journey. In this journey, we have a lot of things to do and a lot of people to deal with. We must always study hard and work hard in order to succeed continuously. I always remind myself of the credo from the famous Aesop's fable called "The tortoise and the hare" : it's slow and steady that win the race.」

Can you work under pressure 你能在壓力下工作嗎？

參考答覆：「Yes, I can.」

創新突破

How do you make important decisions 你怎樣做重大決定？

參考答覆：「I make important decisions carefully. I study the matter in depth. I read a lot of books, consult the parties concerned and listen to the advice of my boss and my friends. Then I make my analysis and of course, my decision.」

Do you consider yourself a creative person? Why?

你認為你是個富有創意的人嗎？為什麼呢？

參考答覆：「Sure. I like new things. I like learning new subjects. As you see from my resume, I keep on learning a variety of subjects in my free time and so I've got a lot of qualifications and experience.」

Did you make your last job more effective? How?

你曾否使你上任工作變得更有效率？你怎樣做呢？

參考答覆：「Yes, I made it more effective. I carefully studied the workflow of the office. I made a detailed analysis. I wrote a report to my office. I had a number of meetings with the parties concerned. At last, I carried out my suggestion and then, I got a promotion and a pay rise.」

What do you think about creativity? 你對創意有什麼看法？

參考答覆：「The world is changing rapidly. So are scientific development and information technology. If we want continuous success, we must learn new things every day and try to do things in a better way. Yesterday's solution may not solve today's problems. We must keep on reinventing

ourselves so as to achieve greater and enduring success.」

What will you do when you are solving a very difficult problem 當你遇上非常困難的事情時，你會怎麼辦？

參考答覆：「I study the problem in depth. I read a lot of books. I consult the parties concerned. I listen to the advice of my wife and my friends. Then I make my own analysis and of course, my own decision.」

What is the most interesting work you have ever done 請說說你做過最有趣的工作？

參考答覆：「The most interesting job I have ever done is setting up my website. I worked hard day by day, month by month and year and year. The reason why I worked so hard was I found it interesting. Every time I got a new idea, I tried it. If it worked, I got self-satisfaction.」

資訊科技

Do you consider yourself computer literate 你懂電腦嗎？

參考答覆：「Yes, I can handle computer very well.」

How is information technology affecting our company 請說
說資訊科技對公司運作有什麼影響？

參考答覆：「Information technology affects every one, whether he is a business man or not. Today, every one must know something about information technology. In fact, we use it every day to communicate, to access to information, to have fun and to do business.」

Are you on-line? How much time a day do you surf on internet? 你上網嗎？你每天用多少時間上網？

參考答覆：「Yes, I am on-line. I spend two to three hours every day on internet.」

Were you required to use computer in your last job 你上任工作需用電腦嗎？

參考答覆：「Yes, I used computer a lot in my last job.」

What computer software can you handle 你會用什麼電腦軟件？

參考答覆：「I can handle Microsoft's Word, Excel, Powerpoint, Frontpage and Server.」

What do you say about junk e-mail or spamming or spying software? 說說你對電子郵件、電郵推銷和間諜軟件的意見？

參考答覆：「Email is good because it speeds up communication. Spamming and spying software are bad because they damage people's confidence in using internet and also, they hamper the development of doing business on internet.」

What do you know about information technology 請說說你對資訊科技的認識？

參考答覆：「Information technology is very important in today's world. It affects every one, whether he is a business man or not.

Today, every one must learn how to use information technology. In fact, we use email to communicate ; we use internet to search for information ; we play on-line games to have fun and also, we can run our business on internet. 」

Why do you think information technology important 請說說
為什麼資訊科技這樣重要？

參考答覆：「 Information technology affects everyone of us. I think every one must know something about information technology because we use it every day to communicate, to access to information, to have fun and to do business. The development of information technology has improved efficiency, reduced cost and enhanced our standard of living. In my opinion, we cannot afford not learning it. 」

工作目標

Do you want to run a business on your own 你想自己做老闆嗎？

參考答覆：「 For the time being, my answer is no. For the long term, I don't know. What I want to do now is to get the job and then get it well done. 」

Do you want to be the chief executive officer of our company 你想做本公司的最高領導人嗎？

參考答覆：「Now is too early for me to think about this question. What I want now is to get hired and then get the job well done.」

Did your last job meet your long term career goal 在上任工作中，你達到你的長遠工作目標嗎？

參考答覆：「Not yet. I think life should be like an upward rising spiral. As long as we keep on working, we will have new challenges and we will earn new achievements.」

Have you thought about your future 你考慮過你的將來嗎？

參考答覆：「Yes, I keep on thinking about my future. For the time being, I want to work at your company. For the long term, I want to be a leading authority in providing taxation advice.」

Can you imagine what will you do in our company five years later 試想想五年後你在本公司的職位是什麼？

參考答覆：「I think I can be promoted to the position of financial controller.」

How long are you prepared to stay with us 你打算在本公司工作多久？

參考答覆：「I want to work as long as I can make contribution to your company and as long as I can make progress in my career.」

What is your long term career goal 你的長遠工作目標是什麼？

參考答覆：「I want to be a leading authority in Hong Kong Taxation.」

When do you expect a promotion 你想幾時升職？

參考答覆：「I think the job title is just a name of the position. That name should reflect the substance of the job. In my opinion, the change of a job title without substantial enlargement of responsibilities and reward is meaningless. I will work hard and seek continuous improvement. At the same time, I will look to continuous larger responsibilities and better rewards.」

工餘活動

Do you play mahjong 你打麻將嗎？

如果你不打麻將，你可以說：「No, I don't play mahjong.」

如果你喜歡打麻將，你可以說：「I enjoy playing mahjong during formal gatherings. I also play it occasionally during my informal social gatherings. Most of all, I play it just for fun, and nothing else.」

Are you interested in sports 你喜歡運動嗎？

參考答覆：「Yes, I like taichi, swimming and jogging.」

Are you a social drinker 你喝酒嗎？

如果你不喝酒，你可以說：「No, I don't drink wines or beer.」

如果你喜歡喝酒，你可以說：「I enjoy a glass of beer or wines during formal gatherings. I also drink some wines occasionally during my informal social gatherings. But I do not consider myself a drinker. I have perfect control of drinking. In fact, I never over-drunk. I hate being a dead fish (laugh).」

Have you ever been the head of a committee 你曾做過一些委員會主席嗎？

當然，你要據實回答，說就說是，不是就說不是。如果有，你可以說：「Yes, I was a chairman of XYZ committee two years ago.」

如果沒有，你可以說：「No, but I have been actively taken part in a lot of committee as a member.」

What newspaper do you read? What section you read first?
你平時看什麼報紙？你最先會看哪一部份？

參考答覆：「I read South China Morning Post. Usually, I read the front page first.」

What is your favourite TV program 你喜歡什麼電視節目？

參考答覆：「As I spend a lot of time on studying during my leisure time, I do not often watch TV. So, I don't have any favourite program. But I like watching news report.」

What are your hobbies 你有什麼嗜好？

參考答覆：「My hobbies are reading, jogging, swimming and listening to music. I am also fond of watching drama.」

What do you do during your leisure time 你工餘時做什麼？

參考答覆：「I do a lot of reading, jogging, swimming and listening to music. I am also fond of watching drama.」

要求待遇

How much is your expected salary 你想要多少薪酬？

回答這條問題，最緊要坦白，即是實話實說，如果你想要月薪三萬，就說：「I expect a monthly salary of \$30,000.」

What is your current salary 你現在薪酬多少？

參考答覆：「My current salary is \$30,000 per month.」

What is the salary you think appropriate for someone with your qualifications 你認為以你的本事值多少月薪？

參考答覆：「I think \$50,000 per month is quite reasonable.」

We are going to offer you a monthly salary of \$40,000. Will it meet your expectation 如果我們給你月薪四萬元，你會接受嗎？

回答這條問題，最緊要坦白，即是實話實說，如果你想接受，就說：「Yes, I accept it.」

如果你認為不夠，就說：「I think my abilities worth higher than that. I will accept a salary of about \$50,000 per month.」

僱員問僱主問題

除了僱主常問問題，本人還蒐集了一些僱員問僱主問題，因為一個成功的求職人士，不單只要懂得回答僱主問題，還要懂得向僱主發問。如果求職者不會發問，又或者只是為了發問而問了一些愚蠢的問題，那麼僱主就會以為求職者對職位興趣不大，甚至懷疑求職者的辦事能力，因而令求職失敗。故此，求職人士實在不能不預先準備一些問題，在適當時候向僱主發問。以下是我為你們蒐羅了有用的僱員應問問題，讀者可因應申請職位，以及當時

情況，而自行修改取捨。

- 🗨️ Are there any housing benefits to employees?
- 🗨️ Are there any medical benefits to employees?
- 🗨️ Are you ready to hire me now?
- 🗨️ Do you have any insurance programs for employees?
- 🗨️ Does the company have a profit-sharing scheme?
- 🗨️ Does the department work separately from other departments?
- 🗨️ How long has the position been open?
- 🗨️ How long will it take for me to know the result of my application?
- 🗨️ How many employees are there in the department?
- 🗨️ How many employees are there in the company?
- 🗨️ How many employees have been in the position during the past three years?
- 🗨️ How many employees have been promoted from the position in the past three years?
- 🗨️ Is the position immediate available?
- 🗨️ Is there any retirement benefit?
- 🗨️ To whom does my boss report?
- 🗨️ What do you expect the successful employee to accomplish?
- 🗨️ What does the company consider the three most important duties of the position?
- 🗨️ What is the management style of my boss?

- 💡 What is the relationship between the department and the top management?
- 💡 What is the sick leave policy?
- 💡 What is the title of my boss?
- 💡 What is the vacation benefit for the post?
- 💡 What type of benefits are available to staff?
- 💡 Why the former employees left the position?
- 💡 Will the company expand in the near future?
- 💡 Will the company pay for my moving expenses?



Raymond Yeung 教授英語

課程主要教授如何用最短的時間、最少的精力學會常用英語，助你商場得意，職場勝利，眼光擴闊，生活暢快。

私人(一對一)個別教授 每堂 2 小時，可選擇 課程 A 或 課程 B

A: 全套課程 (3 堂 6 小時) \$1,200. 首堂付，送 英語速成秘笈 (學習精要筆記 study notes + 快速學英語多功能軟體 CDR)

B: 速成課程 (1 堂 2 小時) \$500. 送 英語速成秘笈 (學習精要筆記 study notes + 快速學英語多功能軟體 CDR)

時間：雙方協議 (早上九時至下午九時) 星期一至日，包括公眾假期

地點：雙方協定

詳情請看網頁 <http://rytc.com.hk/PractEng.htm>

或 致電/WhatsApp 94735846