

(最後更新: 2022年5月)

二級私人秘書 (PSII) 面試攻略

1st Edition - Mar 2020

2nd Edition - Jan 2021

3rd Edition - Apr 2021

4th Edition - May 2022

二級私人秘書 – 遴選面試

- 一般資料
 1. 形式 - 個別面試 (三至四名考官對一名考生)
 2. 長度 - 約二十分鍾
 3. 語言 - 廣東話 (60%) 及英文 (40%)
 4. 備註 - 只設一輪面試，通過即可獲聘書，技能測驗成績並不計算於面試分數之中

二級私人秘書 – 遴選面試

- 面試流程
 1. 考生自我介紹 (廣東話/英文)
 2. 考生背景 / 過往工作經驗 / 學業 (廣東話/英文)
 3. 私人秘書工作及情景題 (廣東話)
 4. 讀出一篇英文文章，並就文章內容回答問題 (英文)
 5. 時事題 (廣東話)

模擬面試題目

(參考2018、2019及2021年
考生提交之試題製作)

二級私人秘書 – 模擬面試題目

1. Please briefly introduce yourself
2. How would you describe yourself?

3.

4.

5.

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6.

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7.

8.

二級私人秘書 – 模擬面試題目

1. As a PS II, you may need to handle many tasks at the same time, how would you work effectively?
 - (Follow-up)

-

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二級私人秘書 – 模擬面試題目

1. 你並沒有擔任秘書的經驗，為何想成為二級私人秘書? (英文)
2. 你是一個大學畢業生，為甚麼要應徵一份中五要求的工作?

3.

4.

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5.

二級私人秘書 – 模擬面試題目

1. You currently work as a salesperson. Why do you want to be a personal secretary instead?

2.

3.

4.

5.

6.

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二級私人秘書 – 模擬面試題目

1.

2.

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二級私人秘書 – 模擬面試題目

1.

2.

3.

4.

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5.

二級私人秘書 – 模擬面試題目

1. 假如部門主管的秘書致電給你，要你通知上司立即出席一個 **Urgent Meeting**，但你上司剛好離開了 **Office**，你不知道他去了哪裡，你會如何處理?
 - (考生指會致電給上司) (追問) 假如上司沒有聽電話，部門主管的秘書又再致電指其他人都已到場，你會如何處理?

2.

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二級私人秘書 – 模擬面試題目

1. 假設上司有一名私人司機 (並非政府僱員)，但你發現他一直以來對你態度都很差，令你們之間溝通甚為困難，你會如何處理?

2.

3.

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4.

<https://csradar.com/useful-info/question-bank?ref=pdf>

二級私人秘書 – 模擬面試題目

1. 如果你的上司外出工作，另一部門的秘書致電要求索取一份緊急的機密檔案，你會如何應對?

2.

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3. <https://csradar.com/useful-info/question-bank?ref=pdf>

二級私人秘書 – 模擬面試題目

1.

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二級私人秘書 – 模擬面試題目

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2.

二級私人秘書 – 模擬面試題目

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二級私人秘書 – 模擬面試題目

1.

2.

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二級私人秘書 – 模擬面試題目

1. 政府現正進行動物福利法的諮詢，請提出三項建議 (廣東話)
2. 就現時經常出現醫療美容事故，你有什麼看法? (廣東話)

3.

4.

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5.

二級私人秘書 – 模擬面試題目

1. 香港現時土地不足，你認為發展棕地作住宅用途是否可取？

2.

3.

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4.

二級私人秘書 – 模擬面試題目

- 1.
- 2.
- 3.

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二級私人秘書 – 模擬面試題目

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3.

二級私人秘書 – 模擬面試題目

1.

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二級私人秘書 – 模擬面試題目

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2.

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模擬英文文章及題目 (ACO/CA/PS II)

模擬英文文章及題目

- 一般資料
 1. 考生需要先讀出全篇英文文章，然後回答一至三條問題
 2. 問題答案均可從文章中直接找到
 3. 如遇到不懂讀出的生字，建議不要跳過該字，並以相近的讀音代替，重點必須保持順暢，不要因而有所停頓
 4. 朗讀文章時建議維持較慢的語速，避免因緊張而令讀音不清，並在標點位置略作停頓
 5. **CSRADAR** 根據考生提交的資料，挑選以下與真實考試難度相近之文章及題目供閣下參考

英文文章

The scale of fares for the hiring of taxis in Hong Kong is specified in the Road Traffic (Public Service Vehicles) Regulations. Taxis are installed with a taximeter to calculate the fare based on the distance travelled together with any waiting time incurred while the taxi is hired. The fare on a taximeter is in Hong Kong dollars and cents. Passengers shall pay taxi fare as recorded by the taximeters in accordance with the law. Also, passengers are required to pay additional charges according to the circumstances.

英文文章

1. What is the regulation that specifies the scale of fares for the hiring of taxis in Hong Kong?
2. Apart from the distance travelled, what else would be counted towards the fares when hiring a taxi?

英文文章 (1)

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英文文章 (1)

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英文文章 (3)

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模擬英文文章及題目

- 其他資源

- 1.

- 2.

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熱門政策及時事資訊 (ACO/CA/PS II)

「粵港澳大灣區」發展計劃

1. 大灣區概念於**2015**提出，包括廣州、深圳、珠海、佛山、東莞、中山、江門、惠州、肇慶，以及香港和澳門，目標提升大灣區的綜合實力，開拓以創新為主的經濟體系和發展模式
2. 香港在大灣區建設中，作為國際金融、航運、貿易中心和航空樞紐，擔當促進和支持區內經濟發展的角色
3. 政府於**2018**年施政報告中，公布成立「粵港澳大灣區建設督導委員會」，負責統籌香港參與粵港澳大灣區的建設工作

參考資料: <https://www.bayarea.gov.hk/tc/about/overview.html>

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面試準備心得

面試準備心得 (有引號 - 由過往考生提供)

1. 「宜表現冷靜沉著，如果平時少留意新聞，宜面試前閱讀近年的香港年報」

2.

3.

4.

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5.

6.

面試準備心得 (有引號 - 由過往考生提供)

1. 「說話聲量要大一點」
2. “Be attentive. Give appropriate response like nodding your head from time to time but not too frequent when the board are speaking”

3.

4. Visit CSRADAR to obtain the full PDF file:

5. <https://csradar.com/useful-info/question-bank?ref=pdf>

面試準備心得 (有引號 - 由過往考生提供)

1. 請提早到達考場，並在面試前關上手提電話

2.

3.

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4.

<https://csradar.com/useful-info/question-bank?ref=pdf>

5.

面試攻略更新服務

如閣下有加購「未來12個月更新服務」，當面試攻略更新時 (包括加入新面試問題/心得/政策資料)，我們會將最新版本經電郵發送給閣下，請將我們的電郵地址加入聯絡人名單，以免相關電郵被錯誤過濾，我們亦會同時於Telegram Channel (<https://t.me/csradar>) 發出通知。

另外，閣下如有任何問題或查詢，或須加購更新服務，歡迎以下述電郵聯絡我們，我們會五日內回覆，祝閣下投考成功。

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