

#### 职场通用篇 (第二版)

## 新素养英语基株

总主编: 刘旺余

主 编: 刘旺余 王海华



#### 课件使用引导

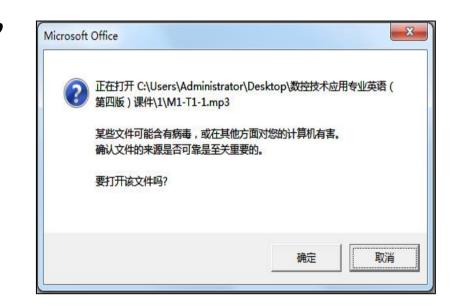
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1. 如有" ( )"音频图标按钮,可点击该按钮,调用外链音频文

注意: 当调用外链文件弹出阻止对话框时, 请点击"确定"按钮。

2. 在全屏播放课件时,如要切换出音频播 放界面,可按 Alt + 🔤 键,或按 🕡 键调 出导航栏,点击音频播放器即可。



#### Learning Objectives:

#### In this unit, you will

- © listen and speak in an English job interview;
- © read about some opinions on choosing a career;
- © write an internship résumé in English;
- © expand your vocabulary of job types;
- © comprehend craftsmanship in Chinese traditional culture.



### Unit 2 What Interests You About This Job?



# TONTENT 目录

Enlightening

Enabling

Evaluating







Task (1) Match the pictures with the jobs listed below.







electrical engineer

chef

hotel receptionist

nurse

fashion designer

















Are there any other jobs you know in English? Write them down to expand your vocabulary.





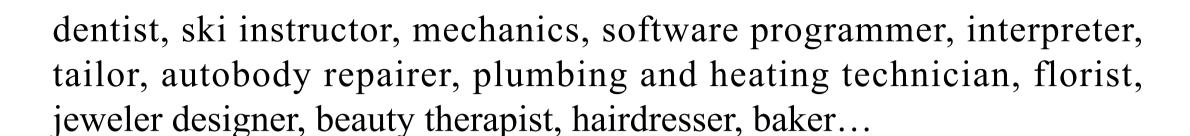












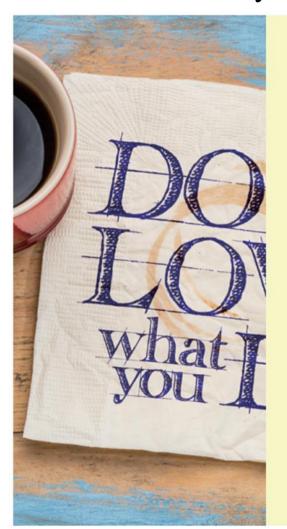




举例

Task 2

What job would you like to do in the future? What interests you about this job? Talk about your ideas with your classmates.



#### I want to be a ...

driver
travel agent
hairdresser
game designer
basketball coach
cashier
film director

#### I'm interested in this job because...

it's my interest

I love travelling

I'm good at math

I like to paint

it is a decent job

it is a well-paid job

I can help others

\*\*\*









I want to be a hairdresser. I'm interested in this job because I have a talent for design.

I want to be a basketball coach. I'm interested in this job because I like playing basketball, and I like teaching children.

I want to be a game designer. I'm interested in this job because it's my dream, and it's well-paid.





Task 3

The first thing you do after graduation is apply for your dreaming job. Look at the job advertisement. Do you know how to get the job? Think about what you will do in the following situations.

- I need to inquire about the job.
  job vacancy, position, department, working experience, résumé
- I need to prepare for the job interview.



I need an English résumé.









A: Could you help me try and figure out how to get ready for my job interview?

B: The most important thing to do is make sure you know the company and what services or products it provides. Do you know all about them?

A: Yes, I pretty much understand the company.

B: Well, after you've done your research, you have to decide whether the company is casual or formal. Have you decided what they are yet?

A: Yes, I've been observing them.

B: When you are choosing what to wear, keep all of that in mind. Have you chosen what to wear?

A: I already have something to wear.

B: I would always be ready to go shopping with you! Should we talk about other basics?

A: I am ready to think of other things.

B: You need to make sure you arrive on time, smile, be pleasant and friendly, look the person in the eye and answer all questions to the best of your ability. You'll do great!







#### **DESIGNERS WANTED!**

Got so many skills?

Sick of your current position?

Would rather be part of a creative team?

#### LET' S TALK!

We' re looking for the best game designers. If you believe you can, send your résumé to abcdefg@example.com













#### I'm going to a job interview.



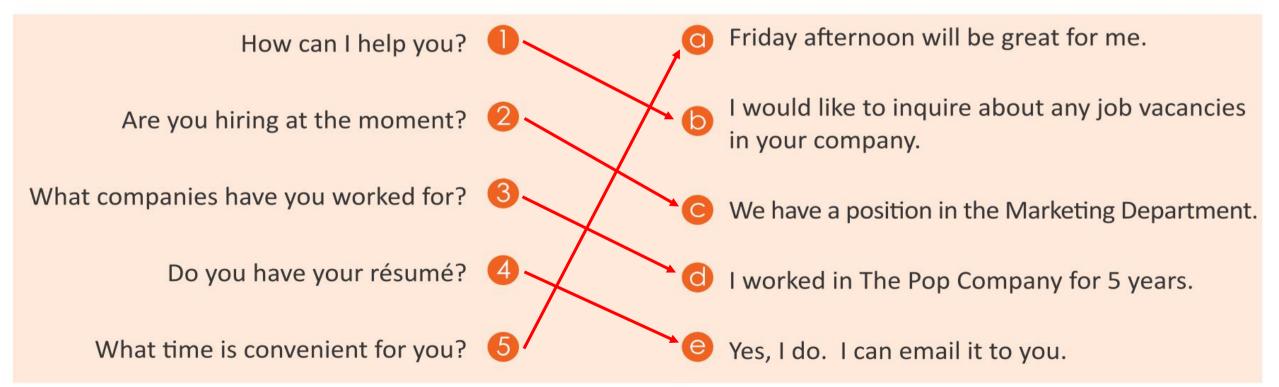
Listen to the conversation and match the questions with the answers. Practice the conversation with your partner.





#### **Questions**

#### **Answers**











#### 原文

- A: Hello.
- B: Hello, how can I help you?
- A: I would like to enquire about any current or future job vacancies within your company. Are you hiring at the moment?
- B: We do have a position we are currently trying to fill. The position is in the Marketing Department.
- A: That's great. I have a degree in Marketing and I have 5 years' experience.
- B: That sounds great. What companies have you worked for?
- A: I worked for The Pop Company for 5 years.
- B: That sounds great. Do you have your résumé?
- A: Yes I do. I can email it to you.
- B: Okay, I'll pass it on to the Human Resources Department and they will contact you for an interview. What time is convenient for you?
- A: Friday afternoon will be great for me. Thank you for doing that for me.
- B: You're welcome. Have a good day.





#### I'm going to a job interview.



Listen to the recording of an interview and fill in the blanks with proper words. Role-play this conversation with your partner.



Interviewee: Good morning, I am here for my interview.

Interviewer: Hello, nice to meet you. Could you tell me why you want to (1)

change positions ?

Interviewee: Our company is (2) moving overseas and I wish to stay here.

Interviewer: What are you (3) looking for in a new job?

Interviewee: The job should help me (4) grow in my career . I will be happy

to learn and grow as I work in a company like yours.

Interviewer: You are right. What are your (5) strengths? Why should I hire

you?











Interviewee: I am a diligent person and a (6) fast learner. I am very eager to

learn. My friends also find me very (7) easy to work with. And

I am probably (8) <u>best at</u> researching for marketing purposes.

Interviewer: You are a good candidate. Expect to (9) hear from us within a

week or so about the job.

Interviewee: Nice meeting you too. Thank you for (10) your time.

Interviewer: Thank you for coming.















Try to summarize the questions that are often asked in interviews and practice answering them with your partner.











#### 面试常见问题举例

- Tell me about yourself.
- What interests you about this job?
- What are you looking for in a new job?
- What is your greatest strength/weakness?
- How do you handle failure/success?
- Can you describe your work style?
- How does this job fit in with your career aspirations?
- How would your co-workers describe your personality?







#### **Useful Expressions**

#### **Opening Remarks**

- Excuse me, may I see ..., the personnel manager?
- I am coming for an interview as required/as requested/by appointment.
- I've come to apply for the position as a/an ...

#### Reasons for Application

- I am qualified/fit/competent for this position.
- The reason for my application for this position is simple: ...
- I'm interested in working with your company because ...

#### Competence

- I have a good command of ...
- I have experience in ...
- I am skillful with ...











#### I'm going to a job interview.



Listen to the passage and fill in the blanks with proper words. Then practice introducing yourself with the useful expressions in the passage.



Good morning, sir. I am Mary King. I've been in this city for (1) three years. As I recently completed my study, I am (2) looking for work in game design. I'm really (3) interested in game design. That is why I (4) chose to pursue my study in this field. Following that, my internship experience (5)increases my interest in game design as a full-time career choice. Not only am I interested in the subjects in my (6) major, I have other artistic hobbies, such as (7) dance and painting. Throughout my school years, I've always been a (8) hard-working student. I'm excited to (9) learn more about this opportunity and would gladly answer any more (10) questions . Thank You!











#### If a job is worth doing, it's worth doing well.





#### Reading 1

#### Communication Paves Your Way

- Good communication is the most <u>practical</u> skill in job hunting. It's not just about what you know and who you know; it's also about whether you could <u>grasp</u> opportunities. Communication helps you get your foot in the door, but it will only get you so far. In the end, it's all about your <u>competence</u> to get the job off er.
- Get started with group projects. Keep in touch with your group members and always exchange ideas. It is important to know great ideas are always generated through communication. It's kind of like building a savings account. You don't really need it right now. But on the day, when you need it, the ideas may come to you.











#### 沟通为你创造条件

- 1良好的沟通是求职中最实用的技能。这不仅关系到你认识的人和事;还关系到你是否能把握住机会。沟通也许能帮助你踏入求职的门槛,但它只能帮你到这了。最后,能否获得工作机会,关键在于你的能力。
- 2 从小组项目开始着手。和小组成员保持联系,经常交流想法。要知道好主意总是通过交流产生的。这有点像建立一个储蓄账户。你现在并不真正需要它。但是到了那一天,当你需要它的时候,你就想到了它。





Treat everyone you meet well and take the opportunity to share your ideas; you never know when chances may come to help you develop your career. If you're at a party, and someone says, "Tell me about what an <u>ideal</u> company for you is.", say something, because that guy might be the **CEO** of a company that you're applying for.

Communication is an important skill to have. It takes practice, but once you master it, it helps you a lot in your life. Make sure your communication isn't **one-sided**; you should help those who you communicate with as much as you hope they will help you.













- 3 善待你遇到的每一个人,抓住机会分享你的想法: 你永远不知道 什么时候会有机会帮助你发展你的事业。如果你在一个聚会上,有人说: "告诉我你的理想公司是什么?",跟他聊聊,因为那个人可能是你正 在申请的公司的 CEO。
- 4沟通是一项重要的技能。它需要练习,但一旦你掌握了它,它对 你的生活有很大帮助。确保你的沟通不是单方面的; 你应该帮助那些与 你沟通的人,就像你希望他们能帮助你一样。





#### **Words and Expresions**



practical /'præktɪkl/ a. 有用的,实用的 grasp/graːsp/ v. 抓住,握紧 competence /'kpmpitans/ n. 能力 get started 开始,着手 keep in touch with 与.....保持联络 generate /'dʒenəreɪt/ v. 产生 kind of 有点儿,稍微 account /əˈkaʊnt/ n. 账户 ideal/ar'di:əl/a. 理想的 CEO: chief executive officer 首席执行官











#### If a job is worth doing, it's worth doing well.

Task 1 Comprehension Check

Choose the best answer to fill in the blank in each statement below.

- 1. Communication skills sometimes can help you\_\_\_\_\_
  - A. get out of a door
  - C. become a practical employee

- B. build a savings account
- D. get an opportunity in job hunting
- 2. Good ideas come from
  - A. communication
    - C. A party

- B. a project
- D. a savings account







#### 

#### Let's read!



- Treat everyone you meet well because \_\_\_\_\_\_.
  - A. someone may be the host of a party
  - B. someone may help you in your career
  - C. someone may remember you
  - D. someone may forget you
- 4. Your communication should be\_\_\_\_\_
  - A. online
  - B. face to face
  - C two-way
  - D. direct











- 5. Good communication
  - A. is not useful
  - B. is one-sided
  - C. wastes time
  - D. needs practice











#### If a job is worth doing, it's worth doing well.

He showed great competence in dealing with difficult cases.

Task (2) Vocabulary Focus

Fill in the blanks in the following sentences with the words in the box. Change the form if necessary.

	competence	grasp	ideal	practical	account
1.	Some banks make it difficult to open a/an account.				
2.	The service offers youngpeople practical advice on finding ajob.				
3.	It took him some t	ime to grasp	how to	o repair this machi	ne.
4.	The trip to Paris w	rill be a/an <u>ide</u>	e <mark>al</mark> op	portunity to practi	ce my French.











#### If a job is worth doing, it's worth doing well.

Task (3) Grammar Drill

Complete each sentence with the correct form of the word in brackets.

- 1. The Yellow River is the second longest (long) in China.
- 2. Tim usually talks less (little), but does more (much), so all of us think he is a good guy.
- 3. The more (many) books you read, the wider (wide) your knowledge is.
- 4. He feels more tired (tired) now than yesterday.
- 5. The book is the thinner (thin) of the two.











#### If a job is worth doing, it's worth doing well.

#### **Grammar Notes**

形容词的比较级和最高级:

- ◆单音节词词尾加 -er, -est;
- ◆多音节词前面加 more, most;
- ◆以"元音+辅音"结尾的词双写辅音再加-er,-est;
- ◆以"辅音 + y"结尾的词则要变y为 i 再加 -er, -est;
- ◆还有如 little (less, least) 等不规则变化。











#### If a job is worth doing, it's worth doing well.

Translate the words in brackets to complete the following sentences.

- 1. We couldn't wait to get started with the next job. (开始)
- 2. Thanks for showing us your products; we will keep in touch you. (保持联络)
- 3. That little girl wasn't beautiful, but she was kind of cute.(有点儿)
- 4. It takes practice to speak English well. (练习)
- 5. Once you \_\_\_\_ master the skill \_\_\_\_,you'll make progress soon.( 掌握技能 )











#### If a job is worth doing, it's worth doing well.



Text Summary

Summarize the text with the help of the useful expressions.

#### 【例文】

Good communication is the most practical skill in job hunting. It is not just about your qualification. It's also about the opportunity. But it's all about your competence to get the job. Get started with group projects. Keep in touch with your group members, who may bring great ideas to you. Prepare yourself since you will never know when chances may come to you. Once you master the skill, you will benefit a lot in your life. Make sure your communication isn't one-sided.











#### If a job is worth doing, it's worth doing well.



#### **Useful Expressions**

- It is not just...
- It's also about...
- It's all about...
- get started with...
- keep in touch with...

- It's important to know...
- You never know...
- Once you master it...
- Make sure...

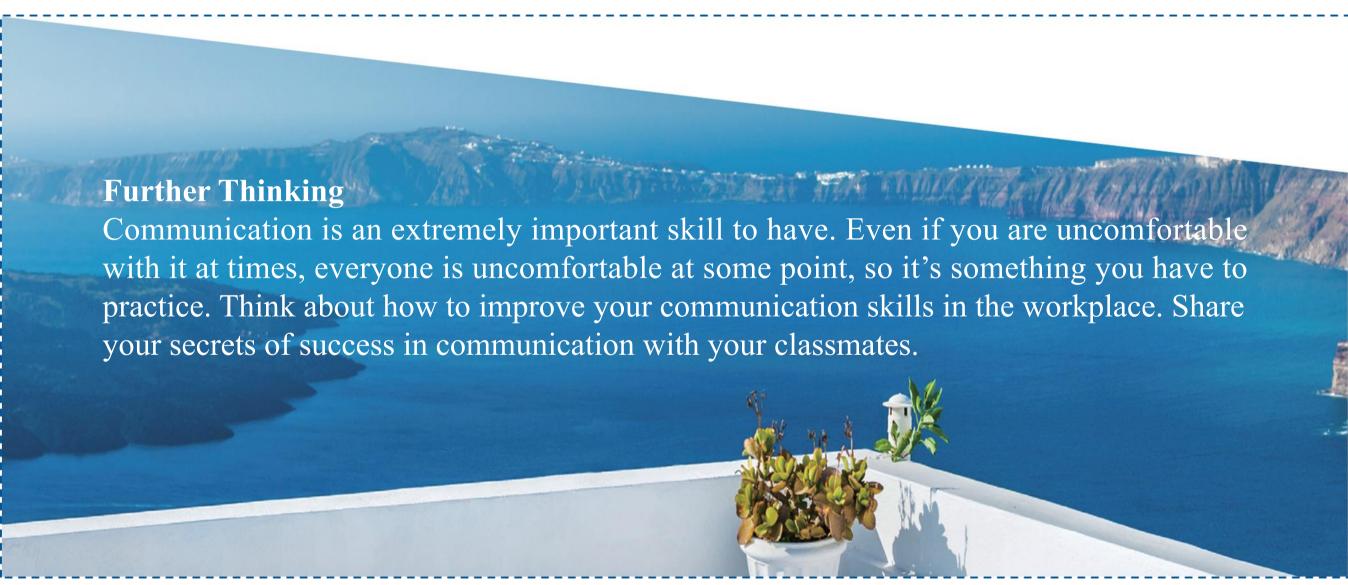




























Reading 2

# Master Skills, Change the World

Two cartoon pandas, with smiling faces, became a popular hit among visitors in World Youth Skills Day. Pu Xiao, a cake chef at a vocational school, showed her skills in making cakes at this event. Around 100 young people took part in the event to show their skills including traditional Chinese skills. It is the preparation for the coming World Skills Competition.











#### 一技之长,能动天下

1 在世界青年技能日活动中,两只面带微笑的卡通熊猫成为参观者的热门。一所职业学校的蛋糕厨师 Pu Xiao 在这次活动中展示了她制作蛋糕的技能。大约 100 名年轻人参加了这次活动,展示他们的技能,包括中国传统技能。这是为即将到来的世界技能大赛做准备。





World Skills Competition encourages thousands of young people to turn their interests into a profession. They will begin at the local and national levels before going to the international competition. World Skills Competition covers more than fifty skills across a wide range of professions, such as engineering, vehicle repair, fashion design, hairdressing, restaurant service, and hotel reception. The Competition is held in different countries, including China. It has become much more than an international competition. The organization is helping young peo-ple around the world change their lives through vocational skills.













2世界技能大赛鼓励成千上万的年轻人将他们的兴趣变成职业。他 们将从地方和国家层面开始,然后再去参加国际比赛。世界技能大赛涵 盖了工程、车辆维修、时装设计、美发、餐厅服务和酒店接待等多种职 业的五十多项技能。比赛在不同国家举行,包括中国。它已经远远超出 了国际比赛的范畴。该组织正在帮助世界各地的年轻人通过职业技能改 变他们的生活。





It is also a good chance for countries to see how well they have done in their vocational education and training systems. China has stressed the importance of vocational education in recent years. The China team came out on top in terms of total medals, gold medals, and overall scores at the World Skills Competition in Russia. Vocational education helps young people master skills, and gives them a chance to change the world.













3 世界技能大赛也是一个让各国看看他们在职业教育和培训系统方 面做得如何的好机会。中国近年来一直强调职业教育的重要性。在俄罗 斯举行的世界技能大赛上,中国队在奖牌总数、金牌数和总分方面都名 列前茅。职业教育帮助年轻人掌握技能,并给他们一个改变世界的机会。





### **Words and Expresions**



popular /ˈpɒpjələ(r)/ a. 受欢迎的 World Youth Skills Day 世界青年技能日 vocational /vəʊˈkeɪʃənl/ a. 职业技术的 preparation / prepəˈreɪʃn/ n. 准备,筹备工作 World Skills Competition 世界技能大赛 profession /prəˈfeʃn/ n. 职业 a wide range of... 大范围的...... reception /rɪˈsepʃn/ n. 接待 importance /ɪmˈpɔːtns/ n. 重要性 overall /ˈəʊvərˈɔːl/a. 总的











# If a job is worth doing, it's worth doing well.

Task 1	Comprehension Check
	Change the best ensurer to fill in the blenk in each statem

Choose the best answer to fill in the blank in each statement below.

- 1. The two pandas were actually

  A. colorful pictures

  B. made of cakes
  - C. not so popular D. painted by kids
- 2. Young people took part in the event of the World Youth Skills Day to .
  - A. celebrate Chinese traditional festivals
  - B. watch an animated film on pandas
  - C. show their various skills
  - D. taste different kinds of cakes











- 3. World Skills Competition encourages young people to\_\_\_\_\_\_
  - A. turn interests into a career

C. travel around the world

B. make tasty cakes

D. learn traditional skills

4. World Skills Competition covers\_\_\_\_\_\_.

A. all industries in the world

C. ancient handcraft skills

B. a wide range of jobs

D all professions

5. The China team\_\_\_\_\_at the World Skills Competition in Russia.

A. missed the chance

B. lost the competition

C. won threegold medals

D. topped in ranking











# If a job is worth doing, it's worth doing well.

Task 2 Text Analysis

Match each paragraph with its main idea.

## **Paragraphs**

#### **Main Ideas**













# If a job is worth doing, it's worth doing well.

Task (3) Content Questions

Fill in the blanks with proper words to answer the questions.

1. What is the purpose of holding the World Youth Skills Day?

The World Youth Skills Day is the preparation for the coming World Skills Competition.

2. What did young people show in the event of the World Youth Skills Day?
Young people showed various skills (including traditional Chinese skills)











- 3. What do participants need to do beforegoing to the international competition? They need to win at the local and national levels (of competitions).
- 4. What is the aim of World Skills Competition?

  To help young people change their lives through vocational skills

5. What did the China team achieve at the World Skills Competition in Russia? The China team came out on top (in terms of total medals, gold medals, and overall scores)











# If a job is worth doing, it's worth doing well.

Task 4

**Translation Practice** 

Translate the following sentences into Chinese.

1. People took part in the event to show their skills including traditional Chinese skills.

人们参加这个活动以展示他们的技能,包括中国的传统技能。

2. It has become much more than an international competition.

它已经远远超出了国际竞赛的范畴。











3. The organization helps young people change their lives through vocational skills.

该组织通过职业技能帮助年轻人改变他们的生活

4. It is also a good chance to see how well countries have done in their vocational education.

这也是一个很好的机会,可以看到各国的职业教育做得如何。

5. It helps young people master skills, and gives them a chance to change the world.

它帮助年轻人掌握技能,并给他们一个改变世界的机会。







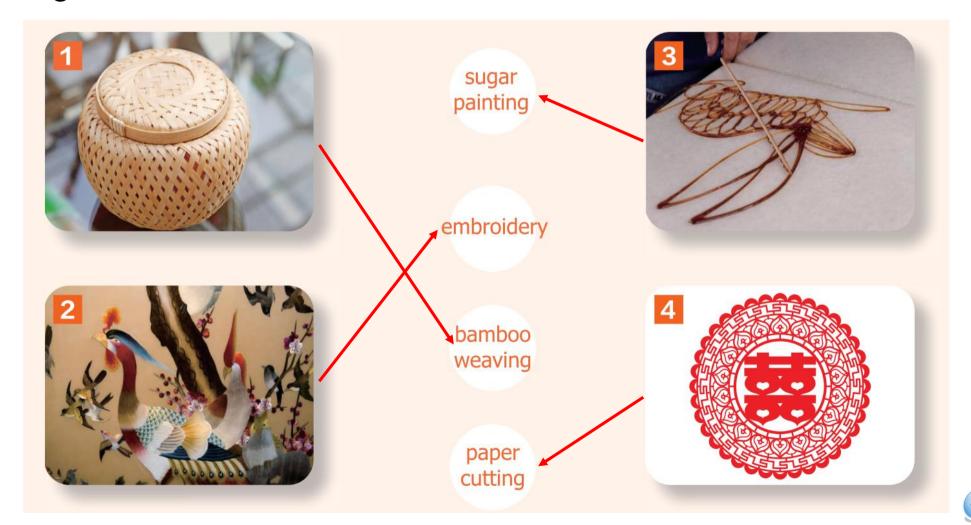




Task 5

Vocabulary Expansion

The pictures below are traditional Chinese handicrafts. Match them with their English names.











# Let's listen and speak!



# To know oneself is true progress.





dough modelling, Chinese pottery, wood carving, batik, jade carving, kite, fan, porcelain, Tang tricolor pottery, colored lantern, straw plaited article, woodcut new year picture











# **Culture Notes**

工匠精神①根植于源远流长的中国传统文化。精益求精②是工匠精神的核心内涵。常言道"择一事、终一生",即选择一份事业并终其一生去完成,不会轻易放弃。《诗经》③中曾言,"如切如磋,如琢如磨",说的是古代工匠在雕琢器物时执着专注的工作态度。《后汉书》中也曾言"精诚所加,金石为开④",比喻只要专注做事,什么疑难问题都能解决。在通往中华民族伟大复兴的征程上,我们更需锻造灼灼匠心,成为在平凡岗位上创造不凡的大国工匠⑤。

- 1 craftsmanship
- 4 Faith will move mountains.
- 2 pursuit of excellence
- (5) craftsman of the Nation
- 3 Book of Songs











# Please find enclosed a copy of my résumé.

获得实习机会可以帮助你更好、更快地进入你想要从事的行业。这时,一份让人印象深刻的实习简历会让你从诸多竞聘者中脱颖而出。因为这是你为实习写的学生简历,教育背景要大于相关工作经历。最好把教育背景部分放在最明显的位置,并尽可能多地填入与你想要的实习岗位有关的信息,例如:

#### GPA 平均成绩积点

有效证明你学习能力的信息。

#### Relevant Coursework 相关课程

列出你所学的与实习岗位相关的课程,让招聘人员更好地了解你现有的知识和技能。











#### Honors & Awards 荣誉和奖项

添加与学业相关的奖项,向招聘人员表明,其他专业人士已经认可你过去的努力和成就。

#### Extracurricular Activities 课外活动

将俱乐部、体育和其他课外活动列入你的简历中,进而展示你的其他技能,如领导力和沟通能力。

#### Hobbies 兴趣爱好

这一部分可以为你的简历增加个性。











# Please find enclosed a copy of my résumé.



List your personal information you would like to show in your résumé. Here is an example for you.

## **Betty Gray**

Birthdate: 4th May, 2000 Address: 612 Changjiang Street

Birthplace: Beijing Jingan District

Mobile phone:  $135 \times \times \times \times 4678$  Shanghai, 200040

Email: Betty@example.com China

#### **Objective:**

To work as an intern at an enterprise with foreign investment in Shanghai.











#### **Education:**

2017—2021 Secretarial Course, Shanghai University.

Coursework included: secretarial principles, office administration,

management,

business English, etc.

#### **Business Skills:**

Familiar with English bookkeeping

Good command of Microsoft Office

Fluent in English and Korean

Strong communication and presentation skills

#### **Honors and Awards:**

Excellent Student (2019, 2020, 2021)

First Award in English Public Speaking Competition (2020)













#### **Useful Expressions**

degree

curriculum

scholarship

certification

specialized course

initiative

social practice

persistence

commitment

teamwork

patience

open-mindedness

creative problem-solving skills

■ time management

communication skills

strong leadership

■ major in...

**a**ble to...

familiar with...

good command of ...





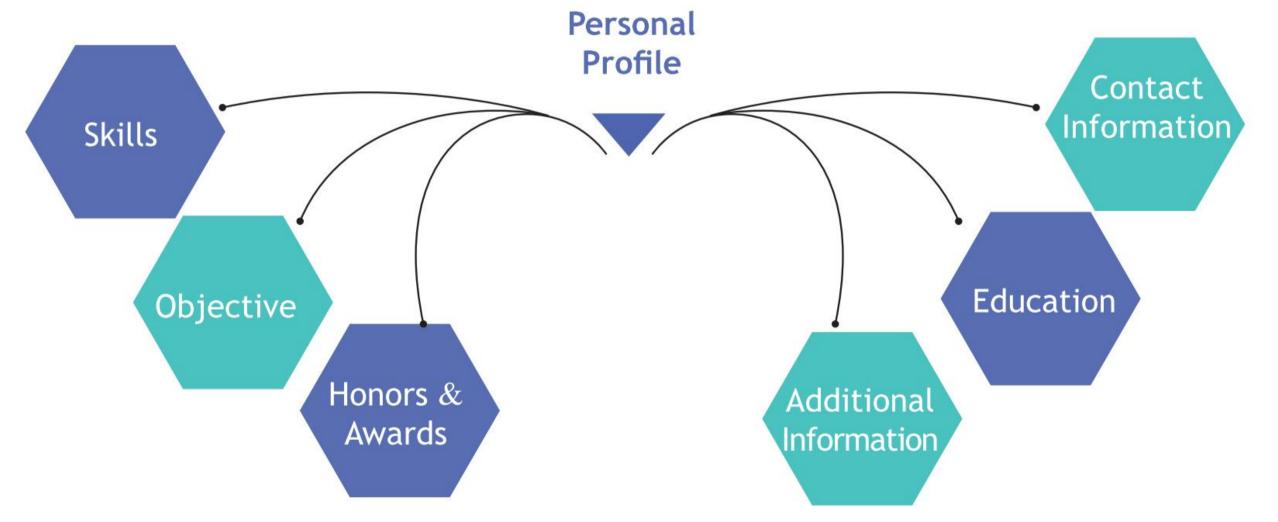






Task (2) (

Categorize your information listed above according to the following groups.















Think carefully about the order of your résumé sections, and put your grouped information into your résumé template. Here is an example for your reference.















# I can survive in a job interview.

Through this unit, we have basically mastered the whole process of applying for a job and the useful English expressions in different situations. Now, role-play with your partner in the following situations according to the steps.



#### Student A

a student, ready to find a job as a game designer

Student B

an officer in Human Resources Department of a multinational company







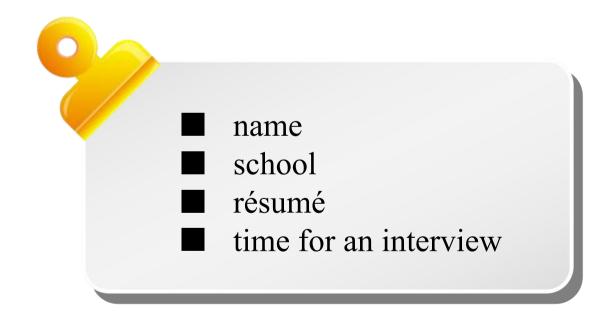




Task (1)

Job Inquiry

Student A found the job advertisement on the company's official website and decided to call Student B to ask about the position. You may consider the following information:















#### **DESIGNERS WANTED!**

Got so many skills?

Sick of your current position?

Would rather be part of a creative team?

#### LET'S TALK!

We're looking for the best game designers.

If you believe you can, send your résumé to abcdefg@example.com











Task (2)

Making a Résumé

Student A designs a résumé based on the job advertisement. Student B checks the résumé according to the following main elements:

- Personal Profile
- Objective
- Education
- Skills
- Contact Information











Task 3

Attending an Interview

Student A and Student B prepare separately for the interview. Student B lists several questions to ask in the interview based on the job advertisement; Student A thinks about questions that may be asked by Student B and prepares answers. Once prepared, you can begin a mock interview. The following questions often come up in interviews and can provide you with inspiration and help.

- Tell me about yourself.
- Why are you the best person for the job?
- Why do you want this job?
- Why have you left your job?
- What's your greatest strength?
- What is your weakness?
- What are your salary expectations?
- What are your goals for the future?









# THANKS





- 1. practical / præktikl/ a.
- ▲ 有用的,适用的
- e.g. a practical little car 实用的小汽车
- ▲ 切实可行的
- e.g. It wouldn't be practical for us to go all that way just for the weekend. 我们跑那么远只为了去度个周末实在很不切实际。
- ▲ 实际的;真实的;客观存在的
- e.g. to have gained practical experience of the work 获得实际工作经验 practical advice/help/support 切实的忠告 / 帮助 / 支持 practical problems 实际问题



- 2. grasp/gra:sp/v.
- ▲ 抓住,握紧
- e.g. He grasped my hand and shook it warmly. 他热情地抓住我的手握了起来。 Kay grasped him by the wrist. 凯紧紧抓住他的手腕。
- ▲ 理解; 领会; 领悟; 明白
- e.g. They failed to grasp the importance of his words.

  他们没有理解他的话的重要性。

  She was unable to grasp how to do it. 她弄不明白这事该怎么做。
- ▲ grasp at sth 尽力抓住某物
- e.g. She grasped at his coat as he rushed past her. 他从她身边冲过去时,她使劲地向他的上衣抓去。



- 3. competence / kpmpitans/ n.
- ▲ 能力; 胜任 ~(in sth)/~(in doing sth)
- e.g. to gain a high level of competence in English 获得高水平的英语能力 professional/technical competence 专业 / 技术能力
- ▲ 【OPP】 incompetence



- 4. generate / dzenareit/ v.
- ▲ 产生; 引起
- e.g. to generate electricity/heat/power 发电;产生热/动力 to generate income/profit产生收益/利润 We need someone to generate new ideas. 我们需要有人出新主意。



5. account /əˈkaʊnt/ n.

## ▲账户

- e.g. I don't have a bank account. 我没有银行账户。
  to have an account at/with a bank 在银行有账户
  to open/close an account 开立 / 结清账户
  What's your account number please? 请问你的账户号码?
- ▲ (互联网、电子邮件等的) 账户, 账号
- e.g. an Internet/email account 互联网 / 电子邮件账户
- ▲ 描述; 叙述; 报告
- e.g. She gave the police a full account of the incident. 她向警方详尽地叙述了所发生的事情。



- 6. ideal /ar di:əl/a.
- ▲ 理想的;完美的;最合适的
- e.g. She's the ideal candidate for the job. 她是这项工作最合适的人选。
- ▲ 想像的;不切实际的
- e.g. the search for ideal love 对理想中的爱的寻求



- 7. one-sided
- ▲ 单方面的; 片面的
- e.g. However, progress can't be one-sided. 然而,进步不能是单方面的。
- ▲ 实力悬殊的;一边倒的
- e.g. a totally one-sided match 实力非常悬殊的比赛