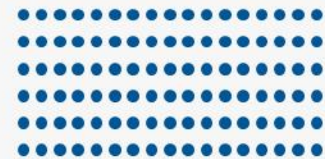





职场通用篇 (第二版)

新素养英语 基础模块




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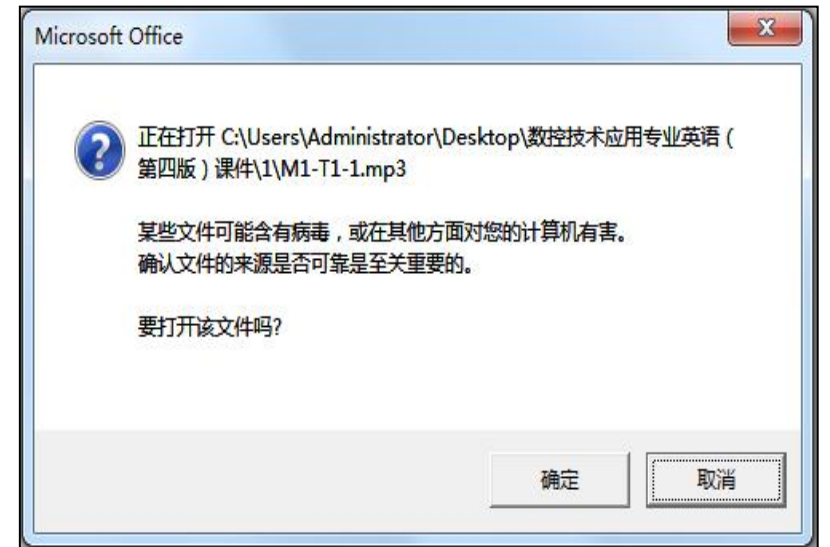


课件使用引导

1. 如有“”音频图标按钮，可点击该按钮，调用外链音频文件进行播放。

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  十  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 English appointments;
- ◎ read about time management and scheduling;
- ◎ write a schedule in English;
- ◎ expand your vocabulary of duties;
- ◎ comprehend food culture differences.

Unit 4

To Choose Time Is to Save Time





目录

CONTENT

Enlightening

Enabling

Evaluating





01

Enlightening



Time and I are against any two.



Task 1

Fill in the time management matrix with the following work that a secretary usually does.

- a. Prepare for the afternoon board meeting
- b. Make a schedule for next week
- c. Attend the staff dinner immediately
- d. Repair the bulb
- e. Make coffee for the manager
- f. Prepare for an emergency conference
- g. Establish good colleague relationship
- h. Answer the telephone

Time Management Matrix		
	Urgency	Not Urgency
Important	(1) <u> a , f </u>	(2) <u> b , g </u>
Not Important	(3) <u> c , h </u>	(4) <u> d , e </u>



Time and I are against any two.



Are there any other duties of a secretary you know in English? Write them down to expand your vocabulary.

举例

Add More
Order office supplies
...





order office supplies, keep various papers in good order, receive visitors, make PPT, organize meetings, take conference records, assist the department leader to do the daily administrative work, coordinate the internal and external relations...



Time and I are against any two.



Task 2

In business communication with customers, a clear schedule is very important. If you are an assistant, what do you need to take into consideration when you make a schedule? Share your opinions with your classmates.



举例



As an assistant, I need to take place into account when making a schedule.

As an assistant, I need to take participants into account when making a schedule.

As an assistant, I need to take climate change into account when making a schedule.



Time and I are against any two.



Task 3

Receiving customers is an important link in the operation of a company. Do you know how to make customer reception? If you are appointed to receive customers, what will you do? Think about the following questions.

- What should I prepare before the customers come?
- What can I say as opening lines?
- What business activities need to be arranged for the customers?



The background of the slide is a photograph of a cityscape. On the left, there is a large, ornate Gothic building with many windows and a tall spire. In the foreground, a multi-arched stone bridge spans across a river. A red double-decker bus is visible on the bridge. The sky is blue with scattered white clouds.

02

Enabling



Let's listen and speak!



Would you like to know the schedule for tomorrow?



Task 1

Listen to the conversation and match the time with the corresponding arrangement. Practice the conversation with your partner.

原文

Time

Arrangement

- | | | |
|--------------|---|---|
| ① 10:00 a.m. | → | ④ Interview five applicants. |
| ② 1:30 p.m. | → | ⑤ Have dinner with an important importer from Canada. |
| ③ 3:00 p.m. | → | ③ Discuss the final selected personnel with personnel manager. |
| ④ 3:20 p.m. | → | ② Meet with the general manager of 3D Company to negotiate pricing. |
| ⑤ 7:00 p.m. | → | ① Attend a meeting regarding the launch of our new product line. |





A Schedule for the Boss

Secretary: Mr Smith, I have worked out tomorrow's schedule for you. Would you like to take a look at it.

Boss: Just read it out to me.

Secretary: OK. At 10:00 a.m., you will be meeting with the general manager of 3D Company to negotiate pricing.

Boss: I know.

Secretary: At 1:30 p.m., you'll interview five applicants. After that, discuss the final selected personnel with personnel manager at 3:00 p.m.

Boss: You can do that for me.

Secretary: Sure. Then at 3:20 p.m., you will be attending a meeting regarding the launch of our new product line.

Boss: OK. Which meeting room?

Secretary: Room 3. At 7:00 p.m., you will be having dinner with an important importer from Canada.

Boss: All right. Is there anything else?

Secretary: No. Is there anything you'd like to add regarding the schedule?

Boss: No. That's OK.



Let's listen and speak!



Would you like to know the schedule for tomorrow?



Task 2

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

Jack: Hello. This is Jack. May I speak to Amy?

Amy: Hi, Jack. This is Amy (1) speaking.

Jack: Amy, it looks as if I won't be able to (2) keep the appointment we made.

Amy: That was to be (3) Monday, wasn't it?

Jack: Yes, I'm so sorry. I have to receive a very (4) important customer from America. And he had some kinds of (5) changes in his itinerary, so now he's rung me up to say the only day when he can come is next Monday.

Amy: I see.





Let's listen and speak!



Jack: And the trouble is that he will come over from America. I can't very well (6) put him off. Hope you can (7) understand.

Amy: Well, I suppose so.

Jack: But, could it be (8) postponed, if possible, till Tuesday?

Amy: Oh, let me check it. No, Tuesday's not a good day. Friday would be all right, I think.

Jack: Friday's OK for me too. Oh, good. Shall we say (9) the same time as we've arranged?

Amy: Yes, fine.

Jack: Thanks, Amy. Hope I haven't (10) messed up your arrangements too much.

Amy: Oh, no, these things happen, don't they? See you next Friday.

Jack: Bye.





Let's listen and speak!



举例



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





与人预约常用句式举例

- Are you free next Friday?
- Are you busy this evening?
- When are you free?
- What is your schedule like?
- May I ask you out?
- Do you have plans this night?
- Do you feel like going to have a drink?
- Would you like to go to see movies with me?



Let's listen and speak!



Useful Expressions

Make an Appointment

- — May I have an appointment with you?
— Sure. When do you want to make it?
- — When will it be convenient for you?
— Next Wednesday would be all right for me.
- — Could we meet and discuss the matter in a little more detail?
— Certainly. Any time between three and five.





Let's listen and speak!



Rearrange an Appointment

- — I'm afraid we'll have to postpone our appointment.
— That's all right. We can make it some other time. How about next week?
- — How about changing the time to next Monday?
— I'm sorry, but I have too heavy a schedule then.

Cancel an Appointment

- — Something urgent has happened. I won't be able to keep my appointment with John this afternoon.
— Take it easy. I will let him know.
- — I have something urgent tomorrow, so the appointment will have to be canceled.
— OK. We can make another appointment if it's necessary.





Let's listen and speak!

原文



Task 3

Listen to the passage about a schedule and fill in each blank with no more than three words. Then practice describing your schedule with the useful expressions in the passage.



A Day of Jenny	
Time	Activity
Before (1) <u>9:30</u>	Get to the office and (2) <u>check the email</u>
10:00	Prepare for the conference (3) <u>in advance</u>
(4) <u>12:00</u>	Have lunch with colleagues
Around 13:30	(5) <u>Go back to</u> the office and continue to check whether there are emails to be dealt with?
Before getting off work	(6) <u>Hand documents</u> to my boss for signature
Around (7) <u>18:00</u>	Get off work (8) <u>on time</u>





Hello, everyone. I'm Jenny. I work as an assistant to president, assisting my boss in dealing with daily affairs. I usually get to the office before 9:30. The first thing to do is check the email. Browse whether there is any urgent email to my boss so as not to delay important events. Today, my boss needs to attend a conference at 10:00, so I need to prepare for it in advance. At 12.00, I often have lunch with my colleagues. I usually go back to the office around 13:30 and continue to check whether there are emails to be dealt with. I always hand documents to my boss for signature before I get off work. After that, I often get off work on time around 18:00.



Let's read!



We always have enough time, if we use it well.

译文



Reading 1

How to Manage Your Time Effectively?

- 1 Time treats everyone fairly for we all have 24 hours per day. Good time management allows an individual to complete more in a shorter period of time, reduces the amount of stress, and leads to career success. Here is some advice on how to better manage your time.
- 2 First of all, make a plan. This starts as a list of all the tasks that are either worthy or vital for accomplishing your goals. Write them down; don't just **rely on** your memory. Then, highlight tasks on your list to show their urgency. This allows you to identify **at a glance** the tasks that you need to focus on.





如何有效地管理你的时间？

1 时间对每个人都是公平的，我们每天都有 24 小时。良好的时间管理可以让个人在较短时间内完成更多工作，减少压力，并带来职业成功。以下是一些如何更好地管理时间的建议。

2 首先，制订一份计划。列出所有对实现目标有价值或至关重要的任务。写下它们，而不仅仅是依靠你的记忆。接下来，在列表上突出重点任务以显示其紧迫性。这让你一眼就能确定你需要专注的任务。



Let's read!



- 3 Secondly, **beware of distractions**. Although some social medias are vital to everyday communication, they can claim much more attention than they **deserve**. Consider **shutting** them **off** completely as you work on a task that requires your full attention.
- 4 Thirdly, learn to say 'no'. If you blindly promise others something but fail to do it well, these people will be more disappointed than if you don't promise them at first. Be realistic with yourself, and honest with others.
- 5 Lastly, give yourself a break. Taking breaks is good for your brain. You will actually perform better if you take breaks and develop other hobbies. In the face of problems that are **obviously** difficult to solve, an energetic brain can give proper answers.

译文





3 其次，当心分心。尽管某些社交媒体对日常沟通至关重要，但它们可能会分散你更多的注意力。当你在完成一项需要你全神贯注的任务时，请考虑将它们完全关闭。

4 接下来，学会说“不”。如果你盲目地向别人承诺某事，但没有做好，那么这些人将比一开始不承诺他们更失望。对自己要现实，对他人要诚实。

5 最后，让自己休息一下。休息对你的大脑有好处。如果你休息一下，培养其他爱好，你会表现得更好。面对明显难以解决的问题，一个充满活力的大脑可以给出正确的答案。



Let's read!



Words and Expressions



effectively /ɪ'fektɪvli/ ad. 有效地

worthy /'wɜ:ðɪ/ a. 值得的

vital /'vaɪtəl/ a. 必不可少的；对.....极重要的

accomplish /ə'kʌmplɪʃ/ v. 完成

rely on 依靠，依赖

highlight /'haɪlaɪt/ v. 突出；强调

urgency /'ɜ:dʒənsi/ n. 紧急，迫切

identify /aɪ'dentɪfaɪ/ v. 确认；认出；鉴定

at a glance 一瞥，看一眼





Let's read!



Words and Expressions

beware of 对.....小心；谨防.....

distracton /dɪ'stræksn/ n. 使人分心的事

deserve /dɪ'zɜ:v/ v. 值得，应得

shut off 切断；关掉

obviously /'ɒbviəsli/ ad. 显然，明显地



Let's read!



We always have enough time, if we use it well.

Task 1 Comprehension Check

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

1. There are _____ tips about managing time effectively in the passage.
A. two B. three **C. our** D. five
2. Consider _____ completely as you work on a task that requires your full attention.
A. turning them on **B. shutting them off**
C. switching them on D. shutting them down





Let's read!



3. People will be more _____ if you blindly promise them something but fail to do it well.

- A. disappointed B. satisfied C. pleased D. painful

4. In the face of problems that are obviously difficult to solve, _____ can give proper answers.

- A. a positive brain B. a clear brain
C. a negative brain D. an energetic brain

5. The author mentions all the following suggestions EXCEPT _____.

- A. beware of distractions B. making a plan
 C. updating your plan D. giving yourself a break





Let's read!



We always have enough time, if we use it well.

Task 2 Vocabulary Focus

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

accomplish

distraction

vital

highlight

worthy

1. Trust is a(an) vital component in any relationship.
2. The first part of the plan has been safely accomplished.
3. The Minister says the idea is worthy of consideration.
4. Total concentration is required with no distractions.
5. Highlight the important words in bold type.





Let's read!



We always have enough time, if we use it well.

Task 3 Grammar Drill

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

1. If you work hard, you will succeed (succeed).
2. If he comes (come), he will tell me all.
3. If there is no water, fish will die (die).
4. My mother will take (take) me to the park if she is free.
5. If it doesn't rain (not rain) tomorrow, we will go hiking.





Let's read!



We always have enough time, if we use it well.

Grammar Notes

If引导条件状语从句——“主将从现”

- ◆主句用一般将来时
- ◆从句用一般现在时





Let's read!



We always have enough time, if we use it well.

Task 4 Translation Practice

Translate the words in brackets to complete the following sentences.

1. We esteem him to be worthy of trust.(值得的)
2. The doctor saw at a glance that he had caught a cold.(一瞥, 看一眼)
3. It would be rash to rely on such evidence.(依靠, 依赖)
4. The engines shut off automatically in an emergency. (切断, 关掉)
5. Beware of dishonest traders in the tourist areas. (小心, 谨防)





Let's read!



We always have enough time, if we use it well.

Task 5 Text Summary

Summarize the text with the help of the useful expressions.

【例文】

Good time management allows an individual to complete more in a shorter period of time, reduces the amount of stress, and leads to career success. Here is some advice on how to better manage your time. Firstly, make a plan. This starts as a list of all the tasks that are either worthy or vital for accomplishing your goals. Secondly, beware of distractions. Consider shutting off some social media completely as you work on a task that requires your full attention. Thirdly, learn to say 'no'. If you blindly promise others something but fail to do it well, these people will be more disappointed than if you don't promise them at first. Lastly, give yourself a break. You will actually perform better if you take breaks and develop other hobbies.





Let's read!



We always have enough time, if we use it well.



Useful Expressions

- This starts as a list of...
- Beware of...
- Be realistic with...
- In the face of...
- Don't just rely on...
- If you do..., someone will do...
- You will perform better if you do...





Let's read!



Further Thinking

In order to finish the task efficiently, we need to arrange our time reasonably in the routine job and life. Think about how to make the best use of your time. Share your opinions in arranging time with your classmates.





Let's read!



We always have enough time, if we use it well.

译文



Reading 2

The Consideration About Scheduling

- 1 As an assistant, it is important for the secretary to arrange the work schedule for the boss. There are many factors to consider.
- 2 Improving **efficiency** is very important. How many companies will the boss visit? Will he visit A Company first or B Company first? For such problems, the secretary should make **overall** consideration **in advance**. The boss often goes out by car, so the secretary should be clearer about the travel time and **traffic conditions**.





日程安排的注意事项

- 1 对于秘书来说，安排老板的工作日程很重要，需要考虑许多因素。
- 2 提高效率非常重要。老板会访问多少家公司？他会先访问 A 公司还是先访问 B 公司？对于这些问题，秘书应提前进行整体考虑。老板经常乘车出门，因此秘书应该更清楚行程时间和交通状况。



Let's read!



- 3 What is more, it is necessary to add some flexible time for each task. When arranging work, we should allow for **unexpected circumstances**. Many secretaries have made such mistakes. For example, in order to race against time, meetings are **arranged** one after another for the boss. In fact, the result often **exactly** opposites. Therefore, in the process of making a schedule, the secretary should add 10—15 minutes of flexible time after the **original** time of each task.

译文





3 其次，必须为每项工作增加一些灵活的时间。安排工作时，我们应该考虑到意外情况。很多秘书都犯过这样的错误。例如，为了争分夺秒，给老板安排了一个接一个的会议。实际上，结果往往恰恰相反。因此，在制订时间表的过程中，秘书应在每项工作的原定时间之后留出10-15分钟的弹性时间。



Let's read!



- 4 Besides, it is essential to give consideration to both inside and outside the company. As a company leader, the boss needs to deal with affairs both inside and outside. Therefore, when arranging work schedule for the boss, the secretary must **set aside** special time for the boss. And the boss can better master the **operating status** of the company and deal with various problems in the business in time.

译文





4 此外，公司内外都要考虑在内。作为公司负责人，老板需要处理公司内外的事务。因此，在为老板安排工作日程时，秘书必须为老板留出特定的时间。这样，老板能更好地掌握公司的运营状态，并及时处理业务中的各种问题。



Let's read!



Words and Expressions



efficiency /ɪ'fɪʃnsi/ n. 效率; 效能; 功效
overall /,əʊvər'ɔ:l/ a. 全面的; 综合的; 总体的
in advance 预先, 提前
traffic conditions 交通状况
unexpected /,ʌnɪk'spektɪd/ a. 出乎意料的; 始料不及的
circumstance /'sɜ:kəmstəns/ n. 条件; 环境; 状况
race against 同.....比赛
exactly /ɪg'zæktli/ ad. 精确地; 准确地; 确切地
original /ə'rɪdʒənəl/ a. 原来的; 起初的; 最早的
set aside 留出
operating status 经营状况





Let's read!



We always have enough time, if we use it well.

Task 1 Comprehension Check

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

1. As an assistant, it is _____ for the secretary to work out the schedule for the boss.
A. urgent
B. necessary
 C. important
D. helpful
2. A secretary should be clearer about the travel time and _____.
A. traffic rules
B. traffic conditions
C. traffic jam
D. traffic signs





Let's read!



3. When making a schedule, the secretary should add 10—15 minutes of _____ after the initially determined time of each task.
- A. leisure time B. ample time
C. flexible time D. agreeable time
4. In order to _____ time, meetings are arranged continuously for the boss.
- A. make up for B. catch up with
C. escape from D. race against
5. The boss can better master the _____ of the company and deal with various problems in the business in time.
- A. financial position B. operating status
C. stock market D. production situation





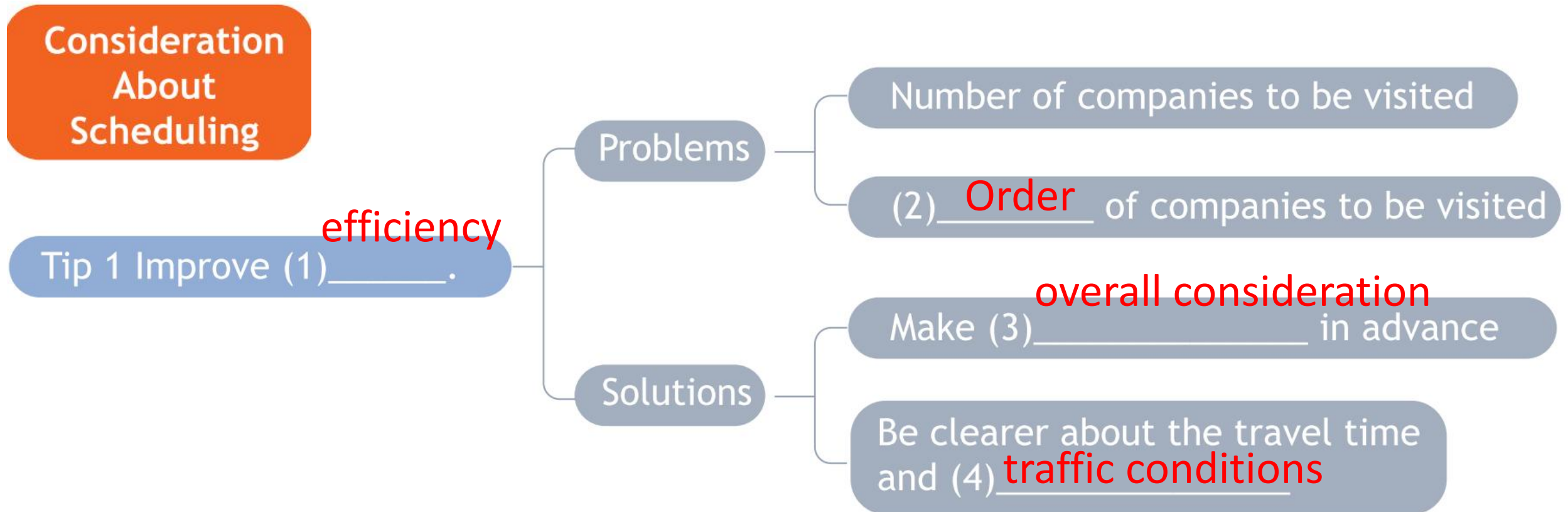
Let's read!



We always have enough time, if we use it well.

Task 2 Text Analysis

Summarize the main idea of each part and fill in the blanks in the chart below.





Let's read!



Consideration About Scheduling

Tip 2 Add some (5) _____
_____ for each task.
flexible time

Should allow for (6) **unexpected circumstances**

Should not arrange meetings (7) **one after another**

Tip 3 Give consideration to both inside and outside the company.

The boss needs to deal with (8) **affairs** _____ inside and outside

operating status
To master the (9) _____ of the company

Aim

deal with
To (10) _____ various problems in the business in time



Let's read!



We always have enough time, if we use it well.

Task 3 Content Questions

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

1. What should a secretary do when he/she faces some _____ problems?

He/She should make overall consideration in advance.

2. Why should a secretary add some flexible time for each task?

Because when meetings are arranged one after another, the result often exactly opposites.





Let's read!



3. How long should a secretary add as flexible time after the original time of each task?

10—15 minutes.

4. Does a secretary need to set aside some special time for the boss?

Yes, he/she does.

5. What is the purpose of setting aside special time for the boss?

The purpose is that the boss can better master the operating status of the company and deal with various problems in the business in time.





Let's read!



We always have enough time, if we use it well.

Task 4 Translation Practice

Translate the following sentences into Chinese.

1. It is important for the secretary to arrange the work schedule for the boss.

秘书为老板安排工作日程是很重要的。

2. For such problems, the secretary should make overall consideration in advance.

对于这些问题，秘书应该事先做出整体考虑。





Let's read!



3. When arranging work, we should allow for unexpected circumstances.

安排工作时，我们应该考虑到意外情况。

4. The secretary should add 10—15 minutes of flexible time after the original time of each task.

秘书应在每项工作的原定时间之后留出 10-15 分钟的弹性时间。

5. It is essential to give consideration to both inside and outside the company.

公司内外兼顾是很重要的。





Let's read!



Task 5 Vocabulary Expansion

Pictures below are four Chinese cuisines. Match them with their English names and the cuisines they belong to.

A
the Fish with
Chinese
Sauerkraut

B
Kung Pao
Chicken

C
Shrimp Wonton
Noodles

D
Braised Shark's
Fin with
Brown Sauce

(1)-C-d

(2)-A-c

(3)-D-b

(4)-B-a



a
Sichuan
Cuisine

b
Fujian
Cuisine

c
Shandong
Cuisine

d
Cantonese
Cuisine





Let's read!



What other cuisines do you know? Do you know the English expressions for the representative flavor of them? Exchange ideas with your classmates!

举例

Jiangsu cuisine: Braised pork ball in brown sauce, Lotus crucian carp

Zhejiang cuisine: Steamed Turtle in Crystal Sugar Soup

Hunan cuisine: Dongan Chicken

Anhui cuisine: Li Hongzhang Assorted Dish





Culture Notes

饮食文化^①是一个民族最重要的文化符号^②，它能够显示出这个民族的思想特异性，反映出特有的社会生活和世态人情^③。以中餐和西餐为例，吃中餐需要用筷子，而吃西餐是用刀和叉；中餐更多以菜为主，而西餐是以肉类为主。中西方饮食文化从食材、烹饪到餐具、用餐方式等诸多方面都有很大的差异性，其中根源在于文明产生的方式不同。西方文明的源头在希腊和罗马，他们都是海洋文明^④的国家。而中国的传统，从炎黄开始，就是农耕文明^⑤。不管是西方还是中方，我们都要尊重各自的饮食文化。

① food culture

② cultural symbol

③ ways of the world

④ maritime civilization

⑤ agricultural civilization





Make a schedule for the future.

日程安排是指一项工作的开展程序、进行步骤、时间安排，也可以是这些因素的多维组合，还可以是一段时期内各项活动的统一安排。日程安排是公司业务环节中非常重要的工作，也直接体现出职员本人的组织能力、合作精神等。日程安排的书写需要考虑以下因素：

How to Write 如何书写

日程安排的常见行文格式为：

- 标题
- 时间及事件
- 备注：可根据需要进行内容的添加



Tips on Writing 注意事项

- 格式的编排必须直接、清晰、明白，为此经常采用格式化的排列方式。
- 格式化的排列不用大段的密集文字进行叙述。
- 会议的议事日程一般要分项说明。分项说明时可采用完整的句子，但短语结构更为常用。
- 在同一份日程安排中最好做到前后格式统一、体例一致。
- 时间的表达应当使用 24 小时制，以免引起混淆。





Let's write!



Make a schedule for the future.

Task 1

Your company's Young Workers Competition is going to be held. If you are responsible for organizing the competition, brainstorm what needs to be done at the competition and list the necessary activities referring to the given example.

Activities

Opening Sessions





Let's write!



Task 2

Arrange the activities listed above and write them down referring to the given example in the following table.

Date	Time	Activities
Monday	9:00—9:30	Opening Sessions



Let's write!



Task 3

Write a complete one-day Young Workers Competition agenda in the correct format. Here is an example for you.

Conference Program

Date	Time	Activities
November 12, Tuesday	09:00—20:00	Registration
November 13, Wednesday	09:00—09:30	Opening Sessions
	10:00—12:00	Plenary Session
	13:30—18:00	Parallel Sessions
	19:00	Reception
November 14, Thursday	08:00—17:00	Tour to the Great Wall





Let's write!



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Useful Expressions

- agenda
- itinerary
- schedule
- monthly calendar
- calendar
- make for
- remark
- tentative itinerary
- chronologically
- reorder
- charitable giving
- conference
- round table
- daily calendar



The background of the slide features a panoramic view of a city. On the left, a large, ornate Gothic building with many windows and a tall spire is visible. In the foreground, a multi-arched stone bridge spans across a body of water. A red double-decker bus is driving on the bridge. The sky is blue with scattered white clouds.

03

Evaluating



Let's do a project!



Welcome to our company.

With the frequent business activities and the development of advanced management ideas, business reception is becoming an important part of the rapid development of modern enterprises. It is essential to master and learn the business reception procedures in order to establish customer contacts. Now, role-play with your partner in the following situations according to the steps.



Student A:

a representative of a company, coming to negotiate on the investment

Student B:

a general manager's secretary, responsible for receiving customers





Let's do a project!



Task 1 Understand the Basic Situation

Student A gets the mission to receive the coming customer and contact with Student B in order to ensure the accuracy of the basic information. The following information is what you need to take into account.



- customer's name
- arrival date
- specific requirements
- specific number of customers
- arrival transportation





Let's do a project!



Task 2 Making a Résumé

According to the specific conditions of customers, Student A makes the meeting agenda for the customer. Student B checks the meeting agenda according to the following main elements:

Date

Time

Events

--	--	--

--	--	--



Let's do a project!



Task 3 Attending an Interview

Student A and Student B prepare separately for the reception. Student A lists several questions to greet Student B; Student B thinks about questions that may be asked by Student A and prepares answers. Once prepared, you can begin a mock reception. The following expressions are for your reference.

- Excuse me, are you...
- I am... Nice to meet you.
- Allow me to introduce myself. My name is..., I am from...Company.
- How was your flight? Was it comfortable?

It was quite good. But it was awfully too long.





Let's do a project!



- Did you have a good flight?

Not really. We encountered a lot of bad weather.

- We have booked a Western-style room for you.

- Let me help you with this case.

- Does it take long to the hotel?

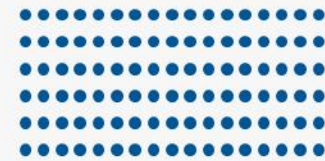
It takes about...

- I will drive you to the hotel.





THANKS





1. effectively /ɪ'fektɪvli/ ad.

▲ 有效地

e.g. The company must reduce costs to compete effectively.

公司要有效地参与竞争必须降低成本。

▲ 【OPP】 ineffectively

▲ 实际上；事实上

e.g. He was very polite but effectively he was telling me that I had no chance of getting the job.

他彬彬有礼，但实际上却是在告诉我，我不可能得到这份工作。



2. worthy /'wɜ:ði/ a.

▲ 值得的

~ (of sb/sth)

e.g. to be worthy of attention 值得注意

a worthy champion 当之无愧的冠军

A number of the report's findings are worthy of note.

这份报告里很多调查结果值得注意。

▲ 【OPP】 unworthy

▲ 值得尊敬的；值得注意的；值得敬仰的

e.g. a worthy member of the team 一位优秀的队员

▲ 有（某人或事物）的典型特征

~ of sb/sth

e.g. He gave a speech that was worthy of Martin Luther King.

他作了一次典型的马丁·路德·金式的演讲。



3. vital /'vaɪtl/ a.

▲ 必不可少的；对.....极重要的
~ (for/to sth)

e.g. the vitamins that are vital for health 保持健康必不可少的维生素

Good financial accounts are vital to the success of any enterprise.

妥善的财务账目对任何公司的成功都是极其重要的。

It is vital that you keep accurate records when you are self-employed.

干个体的要准确记录账目，这十分重要。

Reading is of vital importance in language learning.

阅读在语言学习中至关重要。

The police play a vital role in our society.

警察在我们的社会中起着极其重要的作用。



4. accomplish /ə'kʌmplɪʃ / v.

▲ 实现

e.g. The first part of the plan has been safely accomplished.

计划的第一部分已顺利完成。



5. highlight /'haɪlaɪt/ v.

▲ 突出；强调

e.g. The report highlights the major problems facing society today.

报告特别强调了当今社会所面临的主要问题。

▲ 将（文本的某部分）用彩笔做标记；将（计算机屏幕的某区域）
增强亮度；使醒目

e.g. I've highlighted the important passages in yellow.

我用黄色标出了重要段落。



6. urgency /'ɜ:dʒənsi/ n.

▲ 紧急，迫切

e.g. This is a matter of some urgency. 这件事相当紧迫。



7. identify /aɪ'dentɪfaɪ / v.

▲ 确认；认出；鉴定

~ sb/sth (as sb/sth)

e.g. Passengers were asked to identify their own suitcases before they were put on the plane.

乘客被要求在自己的行李箱被送上飞机之前进行确认。

First of all we must identify the problem areas.

首先我们必须找出问题所在。

▲ 找到；发现

e.g. As yet they have not identified a buyer for the company.

迄今为止他们还没有为公司找到买主。



8. distraction /dɪ'strækʃn/ n.

▲ 使人分心的事

e.g. I find it hard to work at home because there are too many distractions.

我发觉在家里工作很难，因为使人分心的事太多。



9. deserve /dɪ'zɜ:v/ v.

▲ 值得，应得

e.g. You deserve a rest after all that hard work.

辛苦劳累那么久，你该休息一下了。

The report deserves careful consideration.

应该给予这报告认真考虑。



10. obviously /'ɒbviəsli/ ad.

▲ 显然，明显地

e.g. Diet and exercise are obviously important.

显然，饮食和运动是重要的。