



素养提升篇 (第二版)

新素养英语 拓展模块

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● Learning Objectives:

In this unit, you will

- ◎ learn to develop your interview skills and make a great first impression;
- ◎ read about employment interviews and lifelong employment;
- ◎ write a résumé in English;
- ◎ expand your vocabulary about employment and interviews;
- ◎ know about Chinese jade culture and develop translation skills.



Unit 2 Recruitment and Application



素养提升篇

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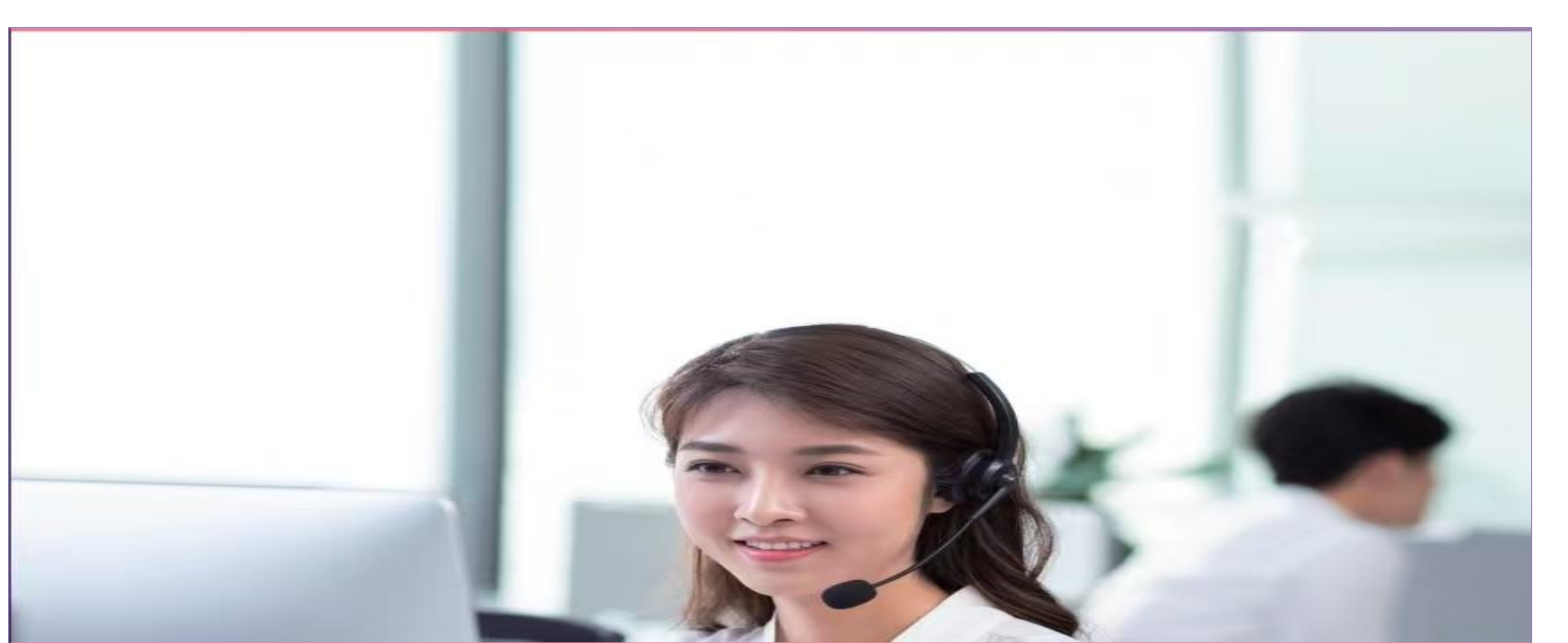
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01

Introduction

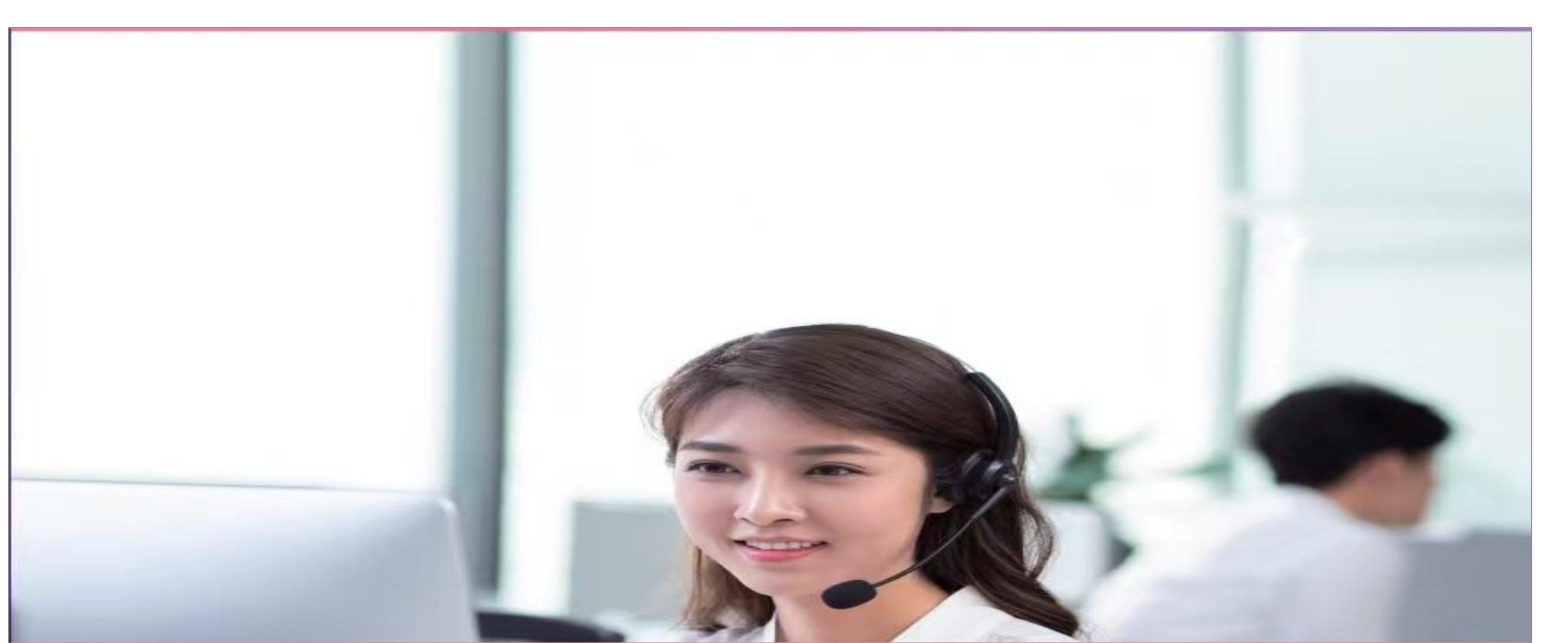


Introduction



When a company needs to recruit new people, it may advertise the job on newspapers or online. People who are interested can then apply for the job by sending in a letter of application and a résumé containing the details of their education and experience. The company's Human Resources Department will then select the most suitable applications and prepare a short list of candidates, who are then invited to attend an interview. Another way of a company to hire is by using the service of a recruitment agency or search firm who will provide it with a list of suitable candidates.





02

Lead-in



Task ① Listen to the following passage on some tips for young people to get a job, and fill in the blanks with the missing words.

First, figure out the kind of education needed in your chosen specialization. After completing your courses, take time to search for 1. internships on the Internet. These are great tools for you to be 2. competitive in the job market. Draw an outline on how you start the process from the 3. application to school to acquiring an internship or an actual job. If you want some advice, consider seeking help from an elder person in your field that will help you grow and learn. Lastly, take 4. performance reviews as tools for improvement and be open to subjective 5. criticism as well.





Task 2 A woman is talking with a man. Listen to their conversation and choose the best answer for each question.

1. What's the purpose of the man's visit? **B**
 - A. To make a business report to the woman.
 - B. To be interviewed for a job in the woman's company.
 - C. To exchange stock market information with the woman.
2. What's the man's current job? **C**
 - A. He is head of a small trading company.
 - B. He works in an international insurance company.
 - C. He leads a team of brokers in a big company.





Lead-in



3. Who would be the man's direct leader if he were hired? C
- A. Both of the two other head brokers.
 - B. The head of the Personnel Department.
 - C. The woman.
4. Why does the man want to work in the woman's company? C
- A. Her company has a good reputation.
 - B. He wants to work for a smaller company.
 - C. Both A and B.
5. What can be concluded from the conversation? A
- A. The woman seems to be satisfied with the man's past experience.
 - B. The woman thinks the man is asking for more than they can offer.
 - C. The man will share one third of the woman's responsibilities.





Task 3 With each job interview, you are meeting new people, selling yourself and your skills. It's necessary for you to take the time to work on your interview skills. The following tips will help you develop effective strategies and make a great first impression.





Interview Tips That Will Help You Get Hired

■ 1. Dress for the job.

Your first impression can have a significant impact on the way your interviewer views you. The way you dress can help ensure you make a positive first impression. The outfit you choose will depend on the company and the type of culture they promote. Do your research and decide whether it's better to wear something slightly more casual or more formal. If there isn't any information, then formal clothes would be safer. Make sure your clothes fit well.

■ 2. Plan your schedule to arrive 10–15 minutes early.

Be on time for the interview. Being on time means 10-15 minutes early. Give yourself a few extra minutes to visit the restroom, check your outfit, and calm your nerves.





- **3. Treat everyone you encounter with respect.**

This includes people on the road and in the parking lot, security personnel and front desk staff. Treat everyone you don't know with respect. Be mindful of how you behave in an elevator.

- **4. Try to stay calm.**

During the job interview, try to relax and stay calm. Remember that your body language says as much about you as your answers to the questions. As you answer questions, maintain eye contact with the interviewer and smile.



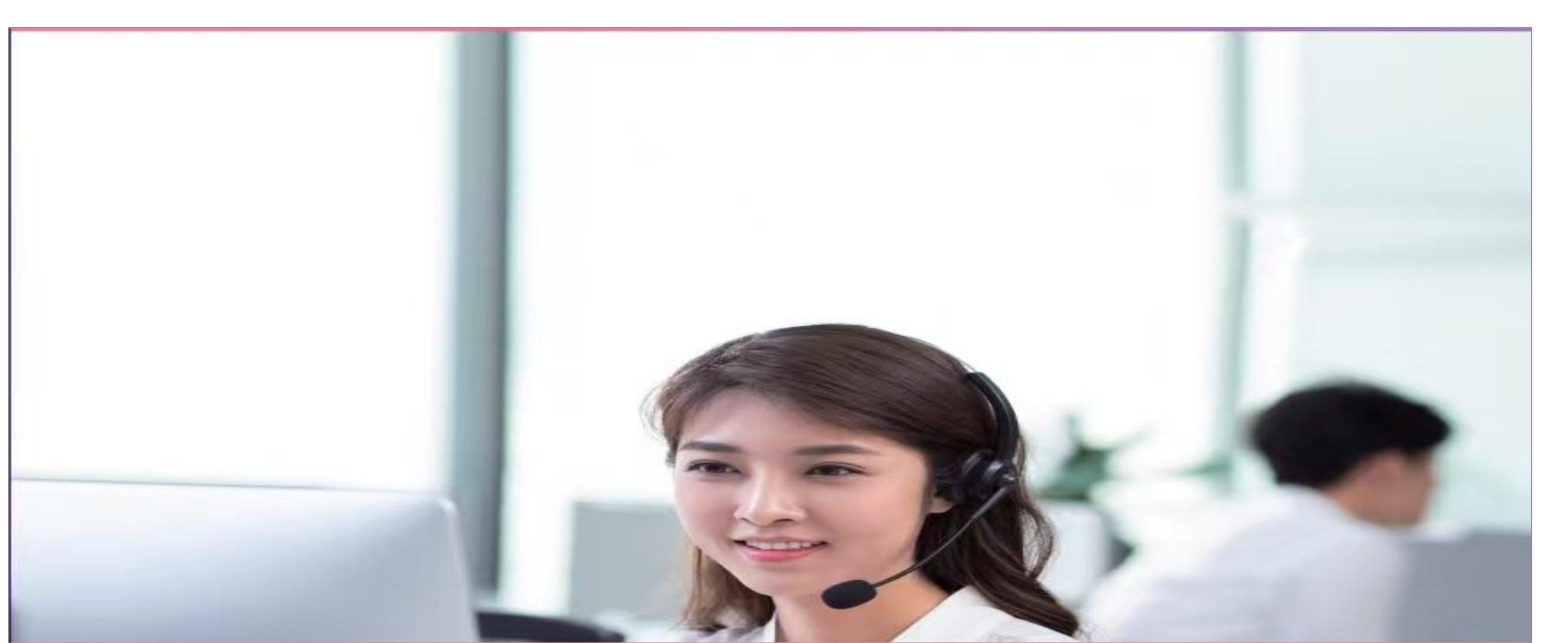
■ 5. Respond truthfully to the questions asked.

It's best to act like yourself when you meet with your interview. Be positive, assertive and confident, but also remain candid and concise in what you say. Interviewers will find honesty refreshing and respectable. Focus on your key strengths and why your background makes you uniquely qualified for the position.

■ 6. Remember to follow up.

Write a short email after the interview to thank the employer for taking the time to meet you. You can restate the important details mentioned during the interview, such as your enthusiasm for the position and organization.





03

Reading



Passage 1

Lifelong Employment

For some employers, the policy of lifelong employment is particularly important because it means that they can put money and effort into their staff training and make them loyal to the company.

What they do is select young people who have potential and who can be trained. They then give the young people the kinds of skills that will make them suitable employees for the company. In other words, they adjust their training to their particular needs.





One recently employed graduate says that she is receiving a great deal of valuable training from the company. “This means that I will be a loyal employee,” she says, “and it also means that the company will want to keep me. I am an important investment for them. So the policy is a good one because it benefits both the employer and the employee.”

Recently, however, attitudes towards lifelong employment are beginning to change. Employees are slowly beginning to accept the idea that lifelong employment is not always in their best interests and that changing firms can have a career advantage.

译文



Language points:

1. Put into: 投入；使处于某种状态；把…译成，用…表达。

e. g. :

We need to put more money into this project to see results.

我们需要投入更多的钱到这个工程来看效果。

He was put into the position of manager after the previous one resigned.

上份工作辞职后他被安排到经理的位置上。





Language points:

2. potential: adj. 潜在的; 可能的 n. 潜力; 潜能

e. g. :

用作形容词 (adj.)

These potential effects must be studied carefully.

这些潜在的影响必须仔细地加以研究。

用作名词 (n.)

She has acting potential, but she needs training.

她有表演潜力，但需要训练。





Language points:

3. suitable: adj. 适宜的; 合适的

e. g. :

These films are suitable for children.

这些电影适宜孩子们观看。

All the students are assigned to suitable jobs.

所有的学生都分到了合适的工作。





Language points:

4. a great deal of: 许多的; 大量的 (后接不可数名词)

e. g. :

They eat a great deal of fruit in addition.

他们还吃大量的水果。





Language points:

5. investment: n. 投资; 投资额; 投入

e. g. :

Antiques are a very safe investment.

古玩是一种非常保险的投资对象。

The firm has made a huge investment in new plant.

该公司投入巨资购置新设备。





Language points:

6. attitude towards: 对 ... 态度

e. g. :

She has a firm, no-nonsense attitude towards her staff.

她对下属的态度严肃而认真。





译文:

终身雇佣

对于一些雇主来说，终身雇佣的政策尤为重要，因为这意味着他们可以将资金和精力投入到员工培训中，并使他们对公司忠诚。

他们所做的是选择有潜力和可以训练的年轻人。然后他们给年轻人各种技能，使他们成为公司合适的员工。换句话说，他们根据自己的特殊需要调整训练。

一名最近就业的毕业生说，她正从公司接受大量有价值的培训。“这意味着我将成为一名忠诚的员工，”她说，“也意味着公司会想留住我。我是他们的重要投资。所以这项政策是好的，因为它对雇主和雇员都有利。”

然而，最近人们对终身就业的态度开始改变。员工们慢慢开始接受这样一种观点，即终身雇佣并不总是符合他们的最佳利益，跳槽可能会有职业优势。





Comprehension

Task ① Choose the best answer to complete each statement below.

1. The purpose of lifelong employment is to **B**.
 - A. adjust the needs of the company to its employees
 - B. make employees loyal to their company
 - C. select the best skilled young employees
 - D. keep the skilled staff satisfied





2. By training its employees, a company can make them **D**.
- A. do their work more easily
 - B. more interested in their work
 - C. willing to invest money into the company
 - D. possess the necessary qualities for the job
3. Talking about the training she has received, a recently employed graduate has the view that **A**.
- A. it is valuable to the employer and the employee
 - B. it is still well-received by all the staff members today
 - C. it is helpful for attracting young employees
 - D. it is both useful and interesting





4. Attitudes towards lifelong employment are changing because A.
- A. job changes are advantageous to careers
 - B. it's boring to work in only one country
 - C. only the employer benefits from such employment
 - D. stable employment seldom offers better opportunities
5. The passage mainly talks about C.
- A. lifelong training of employees
 - B. policies of lifelong employment
 - C. attitudes towards lifelong employment
 - D. employers' interest in lifelong employment





Reading



3. His **B** doesn't fit him for this kind of job.
- A. train
B. training
C. trainer
D. trainee
4. I don't think he is **C** for the post.
- A. suit
B. suite
C. suitable
D. suits
5. He read it with **B** great interest.
- A. particular
B. particularly
C. in particular
D. partly





6. He became rich through making wise D.
- A. invention
B. involvement
C. invitation
D. investment
7. The new hospital will A the entire community.
- A. benefit
B. benefit to
C. benefit from
D. benefit by
8. These reforms were in the best C of local government.
- A. interest
B. interesting
C. interests
D. interested





Task 3 Match the items in English to the Chinese equivalents.





Translation

Task ④ Choose the best Chinese versions.

1. It means that employers can put money and effort into their staff training and make them loyal to the company. **B**
 - A. 这意味着雇主可以在员工培训和使他们忠于公司上投入金钱和精力。
 - B. 这意味着雇主可以在员工培训上投入金钱和精力，使他们忠于公司。
 - C. 这意味着雇主可以为了使他们忠于公司在员工培训上投入金钱和精力。





2. What they do is select young people who have potential and who can be trained. **B**

- A. 他们做什么来选择有潜力、可以培养的年轻人。
- B. 他们所做的就是选择有潜力、可以培养的年轻人。
- C. 他们所做的就是选择有潜力的年轻人来培养。

3. They give the young people the kinds of skills that will make them suitable employees for the company. **C**

- A. 他们为年轻人提供使他们适合公司员工的各种技能。
- B. 他们为年轻人提供使他们成为适合公司员工的各种技能。
- C. 他们为年轻人提供各种技能，使他们成为对公司合适的员工。





4. The policy is a good one because it benefits both the employer and the employee. **A**
- A. 这项政策是一项很好的政策，因为它对雇主和雇员都有好处。
- B. 这项政策是一项很好的政策，因为它得益于雇主和雇员。
- C. 这项政策是一项很好的政策，因为雇主和雇员对它都有好处。
5. Employees are slowly beginning to accept the idea that lifelong employment is not always in their best interests and that changing firms can have a career advantage. **C**
- A. 员工正在慢慢开始接受终身雇佣并不总是符合他们的最佳利益而且不断变化的公司可以拥有职业优势的观念。
- B. 员工正在慢慢开始接受这样的观念，即终身雇佣并不总是符合他们的最佳利益，而且不断变化的公司可以拥有职业优势。
- C. 员工正在慢慢开始接受这样的观念，即终身雇佣并不总是符合他们的最佳利益，而且跳槽可以拥有职业优势。





Passage 2

The Employment Interview

In some ways the employment interview is like a persuasive speech because the applicant seeks to persuade the employer to employ him. A job applicant has the responsibility to find out certain types of information prior to the interview. First, the applicant should know what kind of job he wants and how that job relates to his career objective. It is important that the applicant be able to state his reasons for wishing to work for a particular company. Second, the applicant should seek as much information as possible concerning the company. Relevant information for the applicant to find out includes such items as the location of the home and regional offices, the financial status of the company, plans for expansion, and company philosophy.





After gathering information concerning the company, the applicant is ready for the interview. The interviewer's first impression comes from the interviewee's appearance. For most interviews, appropriate dress for men is a conservative dark-colored suit with a long-sleeved white or light blue shirt. For women, a conservative tailored suit or dress is appropriate. Both men and women should have neat, conservative length of hair.

Although hairstyle and dress are matters of personal taste, many personnel directors form initial impressions from these characteristics. For example, one recent college graduate, who felt himself qualified, interviewed for a public relations job. However, the personnel manager considered this young man's long hair, sloppy dress, and overly casual manner unsuited for this particular position.

译文





Language points:

1. In some ways the employment interview is like a persuasive speech because the applicant seeks to persuade the employer to employ him.

这个一个含有because引导的原因状语从句的长句，也叫主从复合句，





Language points:

2. It is important that...

这个一个由 it 做形式主语的句型，真正的主语是that 引导的从句。

e.g.:

It is important that you should leave a good first impression to the employer.

重要的是，你要给雇主留个好的第一印象。





Language points:

3. concerning: prep. 关于, 涉及, 就...而言

e.g.:

He heard nothing concerning this matter.

关于这件事他什么都没听到。

Let me see all the official documents concerning the interview.

让我看看关于这次面试的所有官方文件。





Language points:

4. conservative adj. 保守的；守旧的 n. 保守派(党)；保守的人

e.g.:

用作形容词 (adj.)

Old people are usually more conservative than young people.

老年人通常比年轻人保守。

用作名词 (n.)

He listed himself as a conservative.

他自称是一个保守主义者。





Language points:

5. characteristic n. 特性；特征；特点

e.g.:

Kindness is one of my grandpa's characteristics.

和善是爷爷的特性之一。

I will outline the characteristics of our product.

我将简略说明我们商品的特性。





译文:

就业面试

从某些方面来说，就业面试就像一场有说服力的演讲，因为申请人试图说服雇主雇用他。求职者有责任在面试前了解某些类型的信息。首先，申请人应该知道他想要什么样的工作，以及这份工作与他的职业目标有什么关系。重要的是申请人能够陈述他希望为某家公司工作的原因。其次，申请人应该尽可能多地寻找有关公司的信息。申请人需要了解的相关信息包括总部和地区办事处的位置、公司的财务状况、扩张计划和公司理念等。

在收集了关于公司的信息后，申请人就可以开始面试了。面试官的第一印象来自于面试者的外表。对于大多数面试来说，男士的合适着装是一套保守的深色西装，搭配一件白色或浅蓝色的长袖衬衫。对于女性来说，一套保守的定制西装或连衣裙是合适的。男人和女人都应该有整齐、保守的头发长度。

虽然发型和着装是个人品味的问题，但许多人事主管从这些特征中形成初步印象。例如，一个最近的大学毕业生，他觉得自己有资格去面试一份公关工作。然而，人事经理认为这个年轻人的长发、邋遢的穿着和过于随便的举止不适合这个特殊的职位。





Comprehension

Task ① Complete the answers with no more than three words.

1. Why is the employment interview like a persuasive speech?

Because during the interview the applicant tries to persuade the employer into employing him.

2. Before the interview, what should the applicant know about himself?

He should know what kind of job he wants and how that job relates to his career objective.





3. Before the interview, what should the applicant know about the company he wants to work for?

He should find out such information as the location of offices, the financial status of the company, plans for expansion, and company philosophy

4. How does the interviewer form the first impression of the interviewee?

The interviewer's first impression comes from the interviewee's appearance.

5. What kinds of clothes are appropriate for the interviewee in most employment interviews?

The clothes should be conservative and not too casual.





Vocabulary

Task 2 Fill in the blanks with the words given in brackets. Change the form if necessary.

1. A good salesman must be a persuasive (persuade) speaker.
2. We have had lots of applicants (apply) for these positions.
3. He asked several questions concerning (concern) the future of the company.
4. She gives the impression (impress) of being very busy.
5. Her style of dress is never conservative (conserve).





Translation

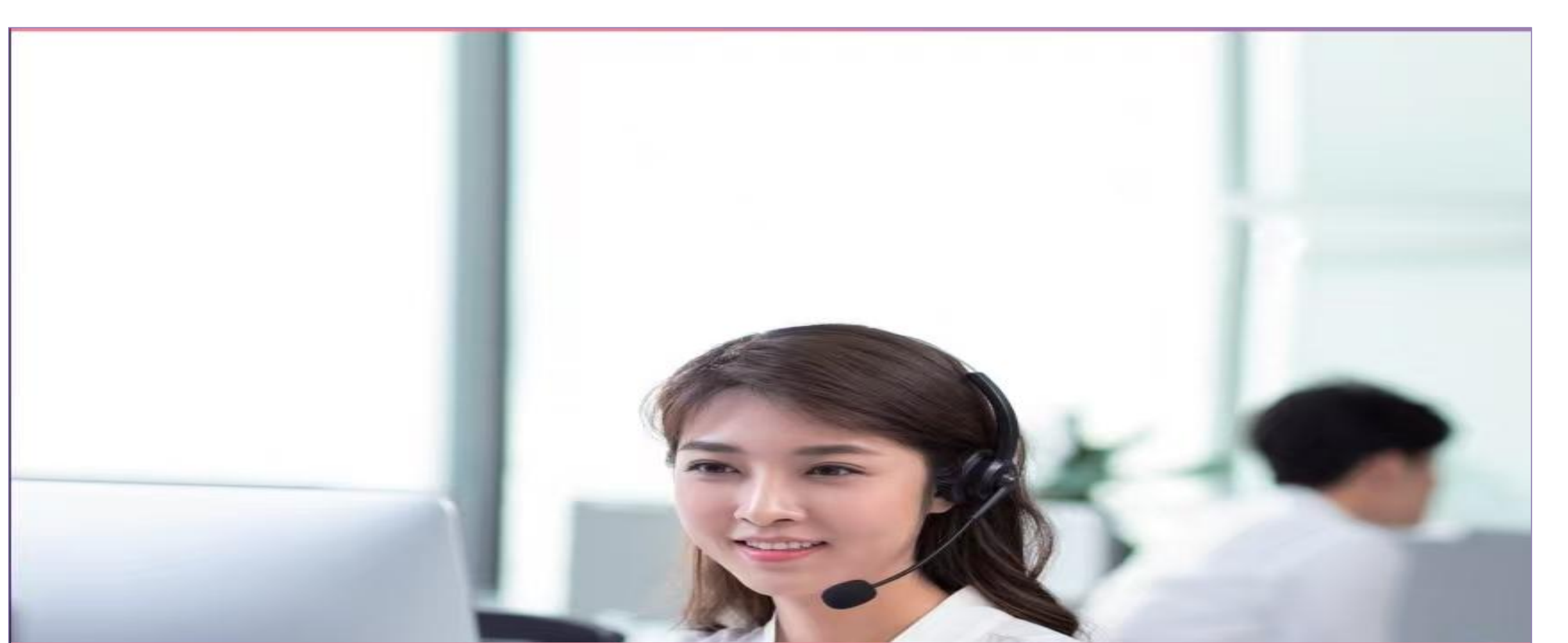
Task ③ Translate the following paragraph into Chinese.

The interviewer's first impression comes from the interviewee's appearance. For most interviews, appropriate dress for men is a conservative dark-colored suit with a long-sleeved white or light blue shirt. For women, a conservative tailored suit or dress is appropriate. Both men and women should have neat, conservative length of hair.



参考译文:

面试官的第一印象来自被面试者的外貌。对于大多数面试，适合男士的着装是保守的深色西装，搭配长袖的白色或浅蓝色衬衫。对于女性来说，保守的合体的套装或连衣裙是合适的。男士和女士都应该有整洁、长度保守的头发。



04

Writing



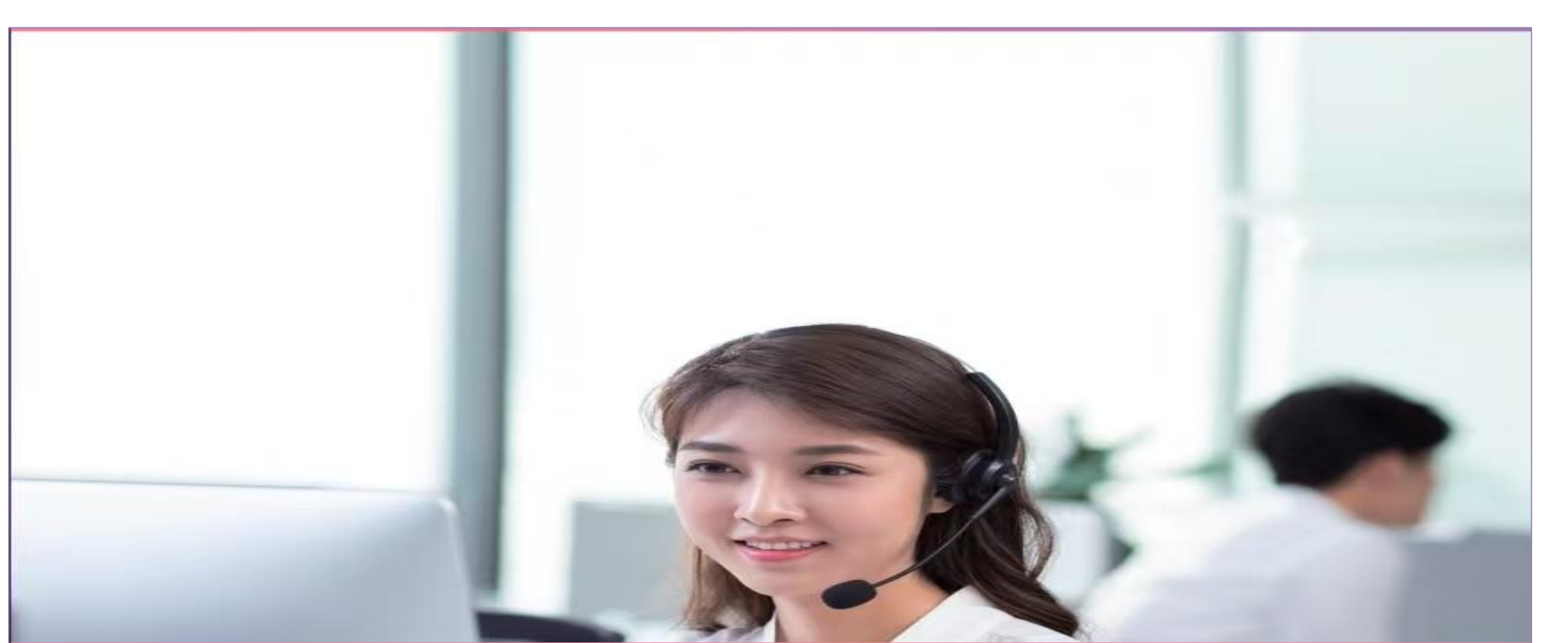
Task Write a résumé according to the information given in Chinese.

说明：请以李梅的名义写一份简历。

内容：李梅的具体情况如下：

1. 李梅，女，1999年9月9日出生于上海，2022年6月毕业于上海经贸大学对外贸易专业，获得经济学学士学位。
2. 2015年7月~2018年6月就读于上海市第一中学。2018年9月~2022年6月就读于上海经贸大学，在校期间获得一等奖学金、英语辩论赛冠军和大学英语六级证书。
3. 大学期间曾在某进出口公司做实习秘书，能熟练使用办公软件和设备。欲求外资企业的秘书工作。
4. 联系地址：上海市徐汇区长江路27号
联系电话：133××××6789
邮箱：Limei@example.com





05

Cultural Reading



Chinese Jade Culture

Many countries boast that they have a jade culture, but none of them can match China's long jadeware history. Beginning from the New Stone Age about 10,000 years ago and peaking during the Qing Dynasty, jadeware underwent a long process of development in China.

Since ancient times, Chinese people have regarded carved jade objects as intrinsically valuable, and they have figuratively associated jade with human virtue due to its solidity, durability and beauty.



The patterns of China's jade ware have very rich connotations, revealing strong auspicious colors. For example, bats and gourds are most frequently used patterns for China's jade ware because the Chinese words "bat" and "gourd" sound like "good fortune(福)" in Chinese. And the coherent and undulating(连绵起伏的) patterns of the dragon, phoenix and Panli (a figure of Chinese folklore) on the jade decorations are still treasured today. These beliefs all reflect the ancient Chinese people's yearning for a happy life and reveal the essence of China's traditional culture.

Jade in China is varied and can be divided into two main categories: hard jade and soft jade. Good materials provide a strong basis for jade ware carving, but the value of a jade object depends on the skills and reputation of the craftsman, date of carving, peculiar modeling and the owner's status.



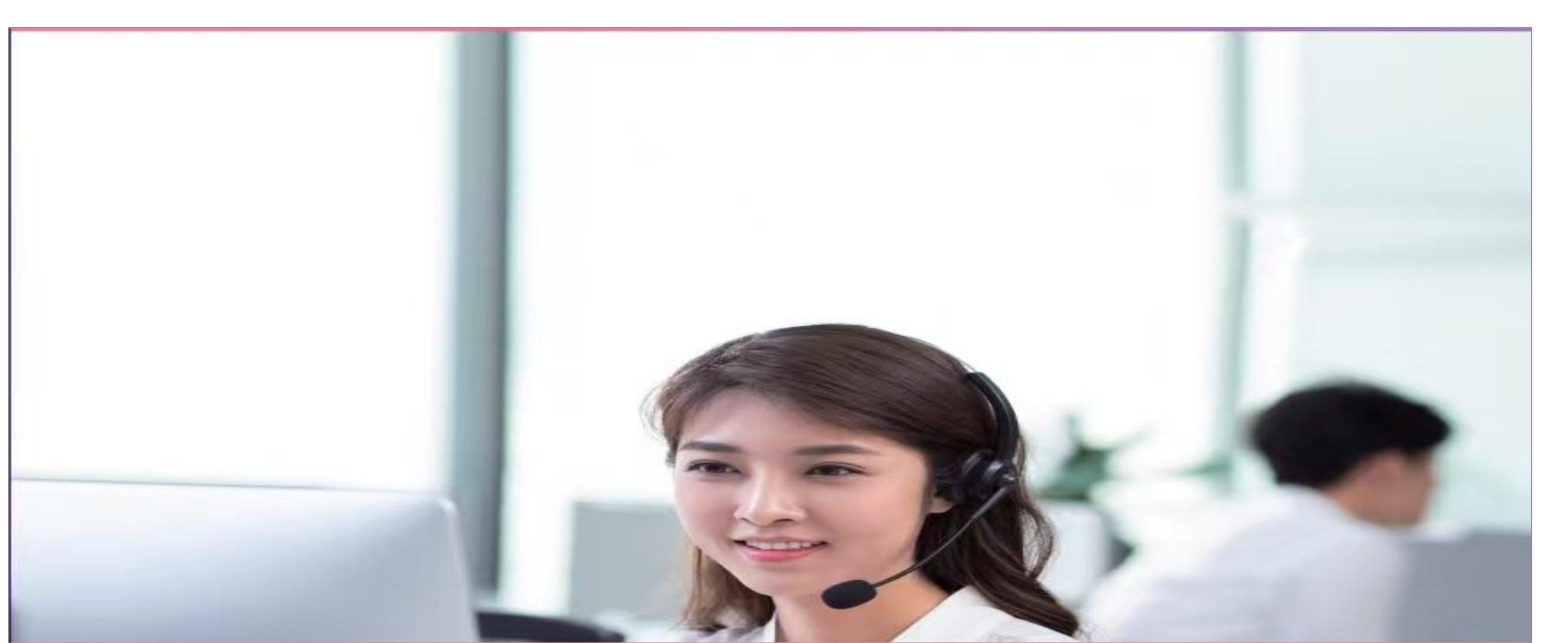


Translation

Translate the last paragraph into Chinese.

中国的玉器种类繁多，可分为硬玉和软玉两大类。好的材料为玉器雕刻提供了坚实的基础，但一件玉器的价值取决于工匠的技艺和声誉、雕刻的年代、奇特的造型和主人的身份。





06

Glossary



Passage 1

lifelong /'laɪflɒŋ/ *a.* 终身的；毕生的

particularly /pə'tɪkjələli/ *ad.* 特别；尤其

training /'treɪnɪŋ/ *n.* 训练；培养

loyal /'lɔɪəl/ *a.* 忠诚的；忠心的

select /sɪ'lekt/ *v.* 选择；挑选

potential /pə'tenʃl/ *n.* 潜力；潜能

suitable /'su:təbl/ *a.* 合适的；适宜的

in other words 换句话说；也就是说

graduate /'grædʒuət/ *n.* 毕业生

investment /ɪn'vestmənt/ *n.* 投资；投入

benefit /'benɪfɪt/ *v.* 有益于

attitude /'ætɪtju:d/ *n.* 态度





Passage 2

interview /'intəvju:/ *n.* 面试

applicant /'æplɪkənt/ *n.* 申请人

seek /si:k/ *v.* 寻求; 试图

prior to 在……之前

relate to 与……有关; 涉及

objective /əb'dʒektɪv/ *n.* 目标; 目的

status /'steɪtəs/ *n.* 情形; 状况, 状态

expansion /ɪk'spænjən/ *n.* 扩展; 扩张

conservative /kən'sɜ:vətɪv/ *a.* 保守的; 守旧的

long-sleeved /'lɒŋsli:vd/ *a.* 长袖的

initial /ɪ'nɪʃl/ *a.* 开始的; 最初的

characteristic /,kærəktə'rɪstɪk/ *n.* 特点; 特性; 特色

sloppy /'slɒpi/ *a.* (尤指衣服) 宽松的, 不整洁的, 邋邋的

overly /'əʊvəli/ *ad.* 过度地; 极度地

casual /'kæʒuəl/ *a.* 非正式的; 漫不经心的





THANKS

