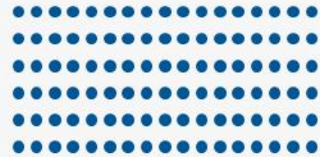





职场通用篇 (第二版)

新素养英语 基础模块




总主编：刘旺余
主 编：刘旺余 王海华

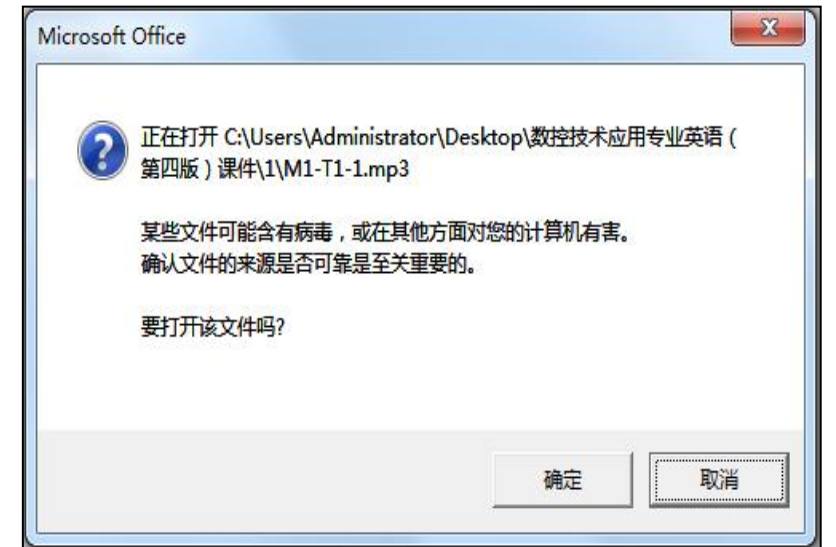


课件使用引导

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 career counseling;
- ◎ read about career planning;
- ◎ write an application letter in English;
- ◎ expand your vocabulary of different skills;
- ◎ comprehend Chinese culture in self-examination.

Unit 1

Here's a Guide to Your Bright Future





目录

CONTENT

Enlightening

Enabling

Evaluating





01

Enlightening



What do you know about yourself?



Task 1 Match the following words that describe personality with their Chinese meanings.

- | | | |
|------------------|---|---------|
| (1) frank | → | (a) 随和的 |
| (2) broad-minded | → | (b) 健谈的 |
| (3) courageous | → | (c) 坦率的 |
| (4) easy-going | → | (d) 诚实的 |
| (5) sociable | → | (e) 机智的 |
| (6) talkative | → | (f) 有条理 |
| (7) honest | → | (g) 有气量 |
| (8) quick-witted | → | (h) 谦虚的 |
| (9) organized | → | (i) 好交际 |
| (10) modest | → | (j) 有勇气 |





What do you know about yourself?



What other words do you know that describe personality?
Which three words would you use to describe your personality?

举例

Add More
responsible
...





able, active, adaptable, adventurous, alert, amiable, ambitious, artistic, assertive, bold, bright, calm, candid, capable, careful, cautious, charismatic, cheerful, clever, collaborative, committed, communicative, confident, conservative, cool, creative, curious, customer-oriented, dependable, diligent, disciplined, discrete, dynamic, eccentric, efficient, emotional, encouraging, enthusiastic, extroverted, faithful, focused, friendly, funny, generous, gentle, hardworking, humble, imaginative, independent, innovative, insightful, inspiring, intelligent, introverted, knowledgeable, loving, loyal, objective, optimistic, orderly, passionate, patient, persistent, persuasive, polite, quick-learner, rational, realistic, self-aware, selfless, shy, sincere, simple, sophisticated, sympathetic, thoughtful, traditional, trustworthy, unique, versatile, warm, witty, zealous



What do you know about yourself?



Task 2

Most people work better when paired with the jobs that utilize their strengths. Think about what personalities are suitable for the following jobs. Exchange ideas with your classmates.

You can say: “I think carpenters need to be artistic, because they design things.”

举例



carpenter



kindergarten
teacher



sales manager



librarian





carpenter: artistic, creative, efficient, hardworking

kindergarten teacher: amiable, careful, patient, versatile

sales manager: customer-oriented, sociable, extroverted, persistent

librarian: communicative, disciplined, knowledgeable, orderly



What do you know about yourself?



Task 3

The Career Planning Competition in your college is coming up. You and your friends have decided to take part in the competition. How would you prepare for the following contents in this competition?

- What can you say in career counseling?
job type, your qualifications, your puzzle
- What factors could be considered in career planning?
your personality, your skills, your education
- How can you write an application letter for your desired position?





02

Enabling



Let's listen and speak!



Schedule an appointment with a job counselor.



Task 1

Listen to the conversation and tick (✓) the correct answer. Practice the conversation with your partner.

原文

Questions

Answers

What can I do for you?

1

a look for a job

b look for a student

What type of job do you need?

2

a work outdoors

b work in an office

Do you want to work part-time or full-time?

3

a part-time

b full-time

Which way would you like to use in searching jobs?

4

a the job listing over there

b the computers with the Internet job listing sites

Do you want to see a counselor?

5

a Yes.

b No.





A: Welcome to the Student Job Center. Nice to meet you.

B: Nice to meet you, too.

A: What can I do for you?

B: Could you help me figure out how to look for a job?

A: We have lots of options. What type of job do you need?

B: I want to work in an office.

A: Do you want to work part-time or full-time?

B: I want to work full-time.

A: We have a job listing over there or you can use the computers with the Internet job listing sites.

B: I think I can use the computers.

A: If you make an appointment with a job counselor, he can also provide you with a lot of information. Do you want to see a counselor? If you would like to do that, sign here, OK?

B: Oh, yes. That would be great.

A: Well, you know that this job center is here for your use, so help yourself. Good luck!

B: Thank you.



Let's listen and speak!



Schedule an appointment with a job counselor.



Task 2

Listen to the conversation between a student and a job counselor and fill in the blanks with proper words. Role-play this conversation with your partner.

Counselor: Welcome to Career Solutions. Tell me, how can I help you?

Student: I need some assistance regarding my (1) career choices.

Counselor: Sure thing, I will help you (2) in the best way.

Student: My father deals in imports and exports so he (3) advised me to choose commerce. He wanted me to get into my family business after graduation.

Counselor: So, you don't like your major?

Student: I am fine with it. I love mathematics and accounting. But I want to (4) apply for a job in a multinational company (5) after graduation.





Let's listen and speak!



Counselor: Based on job listings and (6) other sources I knew, multinational companies want candidates who are (7) comfortable working with a diverse group of people.

Student: I am good at communicate on and have strong (8) language and social skills.

Counselor: In this case, I suggest you apply for accounting jobs in multinational companies. This experience will also help you when you go back to (9) the family business

Student: Thank you. I am now clear about what my (10) next step should be.

Counselor: Happy to help you.





Let's listen and speak!



举例



What other questions could you ask in career counseling? Practice questions and answers with your partner.

Useful Expressions

- build on strengths
- stand out
- internship
- improve weaknesses
- intended career
- competitive candidate
- current situation
- prepare for an interview
- with/without job experience...





面试常见问题举例

How can I build on my strengths?

How can I improve my weaknesses?

What is the current job market for my industry?

Can you provide me with the feedback on my application letter and résumé?

How can I make myself stand out against competitors?

Where can I find more information about my intended career?

How can I prepare for an upcoming interview?

How can I become a competitive candidate without job experience?



Let's listen and speak!



Schedule an appointment with a job counselor.

Task 3

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



People believe that each individual is different in his/her own way. That may hold some truth (1) to a certain extent, but not accurate. When it comes to (2) personality types, most people can be Put into (3) one of a few groups that (4) describe their characteristics. You may be thinking it's not something you should be (5) concerned with; however, many Fortune 500 businesses (6) rely on personality type tests for placing (7) new hires. Whether or not this will become Commonly used by most (8) employers is unknown, but it doesn't hurt to (9) take a look and see what kind of positions you (10) fit. So, what type are you?





Let's read!



To know oneself is true progress.

译文



Reading 1

Career Planning

- 1 What do you see yourself doing in the future? A career plan can guide your **professional** life, from finding your first job to enjoying a **rewarding** career. With careful career planning, you can **evaluate** your professional options and develop a plan for achieving your goals.
- 2 You can start gaining knowledge about career options by asking friends and family about their jobs. **Find out** what skills they use and what **certificates** they have. Ask them what they like and dislike about their jobs, and what type of experience they earned before their current position.





职业规划

1. 你认为自己将来会做什么？职业规划可以指导你的职业生涯，从寻找你的第一份工作到享受一份值得做的职业。通过精心的职业规划，你可以评估你的职业选择，并制订一个实现目标的计划。
2. 你可以通过询问朋友和家人的工作情况，开始获得有关职业选择的知识。了解他们使用什么技能，拥有什么证书。询问他们喜欢和不喜欢他们的工作方面，以及他们在担任目前职位之前获得了什么类型的经验。



Let's read!



- 3 It is also helpful to talk with experts in your field to **learn about** some of the most exciting opportunities they **predict**. Read online news sources for your field, and **watch for** **emerging** careers that interest you.
- 4 You should also know yourself. Choose a field that makes you feel confident and successful, and consider the **technical** skills that you learned in school. For example, you might know how to operate heavy equipment or develop a business plan. Don't forget your soft skills, which are **behaviours** and **traits** you have acquired. For example, you might be extremely **good at** **critical** thinking and problem solving.
- 5 Having a clear idea of who you are and what you want will greatly help you in answering “what do you see yourself doing in the future?”

译文





3. 与你所在领域的专家交谈，了解他们预测的一些最激动人心的机会，这样也很有帮助。阅读你所在领域的在线新闻，并关注你感兴趣的新兴职业。

4. 你还应该了解自己。选择一个让你感到自信和成功的领域，并考虑你在学校学到的技术技能。例如，你可能知道如何操作重型设备或制订商业计划。不要忘记你的软技能，这是指你具有的行为和特质。例如，你可能在批判性思维和解决问题方面非常出色。

5. 对你是谁和你想要什么有一个清晰的概念，这将大大有助于你回答“你认为自己将来会做什么？”这个问题。



Let's read!



Words and Expressions



professional /prə'feʃənl/ a. 职业的，专业的

rewarding /ri'wɔ:diŋ/ a. 有益的，值得做的

evaluate /ɪ'væljueɪt/ v. 估计，评价

find out 查明，弄清情况

certificate /sə'tɪfɪkət/ n. 证书，文凭

learn about 获悉，得知





Let's read!



predict /pri'dikt/ v. 预言, 预报

watch for 密切注视

emerge /i'mɜ:dʒ/ v. 显现, 露头

technical /'teknɪkl/ a. 技术的, 技能的

behaviour /bi'heɪvjə(r)/ n. 行为, 举止

trait /treɪt/ n. 特征, 特点

good at 擅长

critical /'krɪtɪkl/ a. 有判断力的





Let's read!



To know oneself is true progress.

Task 1 Comprehension Check

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

1. A career plan can help you _____.
A. guide your professional life
B. find your first job
C. enjoy a rewarding career
D. All of the above.
2. Knowledge about career options can be gained by _____.
A. asking friends and family
B. visiting factories
C. making experiments
D. chatting online





Let's read!



3. Talking with experts can help you _____.
- A. achieve your academic goals B. learn about exciting opportunities
C. become competitive D. success in an interview
4. You'd better choose a field which makes you feel _____.
- A. stressed and excited B. easy and successful
C. comfortable and proud D. confident and successful
5. You need to _____ when choosing a career.
- A. get experience B. study hard
 C. Know yourself D. learn a lesson





Let's read!



To know oneself is true progress.

Task 2 Vocabulary Focus

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

technical

predict

evaluate

critical

certificate

1. We need to evaluate how well the health care system is working.
2. When you complete a course of training, you will get a graduation certificate.
3. Our team has invented a new method of predicting earthquakes.
4. We offer free technical support for those buying our software.
5. Students should be encouraged to develop critical thinking.





Let's read!



To know oneself is true progress.

Task 3 Grammar Drill

Complete the sentences with the correct form of the words should/shouldn't, ought to, have to.

1. You shouldn't/should not drink and drive.
2. Should I call him and apologize for being late?
3. She has to pay a parking fine because of breaking the rule.
4. Men and women should/ought to be able to compete for jobs equally.
5. They should/ought to have arrived at 7:00 pm but the flight was delayed.





To know oneself is true progress.

Grammar Notes

should, ought to 和 have to
三者后都接动词原形;

- ◆ should 和 ought to 都表示应该做某事, ought to 语气略强于 should, 多数情况下二者可互换使用, 疑问句和否定句中多用 should;
- ◆ have to 则表示不得不做某事, 多出于责任和义务;
- ◆ should/ought to have done 表示本应做而没做某事。





Let's read!



To know oneself is true progress.

Task 4 Translation Practice

Translate the words in brackets to complete the following sentences.

1. We haven't found out anything about the new comer yet. (查明)
2. I learned about her arrival in Beijing from a close friend. (得知)
3. We are watching for any sign of change in the weather. (密切注视)
4. Nick has always been good at finding cheap flights. (擅长)
5. She finally achieved her goal to visit South Africa last year. (实现目标)





Let's read!



To know oneself is true progress.

Task 5 Text Summary

Summarize the text with the help of the useful expressions.

【例文】

A good career plan can help you in your professional life. Ask your friends and family to gain knowledge about career options. You can also talk with experts and read online news to learn about the career that interests you and watch for the latest news. You need to know yourself as well. What technical skills and soft skills do you have? For example, maybe you are extremely good at critical thinking. If you are clear on yourself and your requirements, it would be much more effectively to make decisions on your career.





Let's read!



To know oneself is true progress.



Useful Expressions

- gain knowledge
- talk with experts
- read online news sources
- know yourself
- soft skills
- critical thinking
- find out
- learn about
- watch for
- technical skills
- be extremely good at





Let's read!



Further Thinking

Such fundamental career decisions as early career socialization, job performance, career satisfaction, and career changes are affected by personality. What kind of job do you think your personality is suitable for? Do you know the strengths and weaknesses your personality traits will bring to your job? How will you use personality traits to reverse disadvantages in your career?





Let's read!



To know oneself is true progress.

译文



Reading 2

Self-Exploration

- 1 Taking time to explore yourself will help you make good **decisions** about what classes and education you will need to reach your career goals. The better you target your educational needs to your experience, skills, values and interests, the more encouraged you will be to **keep on** taking classes and graduate.
- 2 **Generally speaking**, there are jobs working with people, with things, and with data. Different people have different skills, many of which are used every day at home, school, and in the community. Even if you have never worked at a paid job, your experience provides you with many skills.





自我探索

1. 花点时间探索自己，将有助于你对达到职业目标所需的课程和教育做出正确的决定。你的教育需求越是针对你的经验、技能、价值观和兴趣，就越能鼓励你继续上课并毕业。

2. 一般来说，有的工作是与人打交道，有的工作是与物打交道，有的工作是与数据打交道。不同的人有不同的技能，其中许多技能每天都会在家、学校和社区中使用。即使你从未从事过有偿工作，你的经验也为你提供了许多技能。



Let's read!



- 3 Besides **personal** experience, your skills are essential for deciding on a career. You may have communication skill, technical skill, **self-management** skill, business skill and so on.
- 4 Another step in the career planning process is identifying what you value in a job. Your personal value system is made up of the things you find most important, and this value system ought to contribute to your career option. The important things will vary over time. Sometimes flexible hours will be more important than location. At other times, an opportunity to learn new skills will be most important. The key is identifying the job which will offer you those important things.
- 5 Finally, there are interests to consider. After all, it is lucky to make a lifelong career out of your interests.

译文





3. 除了个人经验之外，你的技能对于决定职业也是至关重要的。你可能有沟通技巧、技术技巧、自我管理技巧、商业技巧等。

4. 职业规划过程中的另一个步骤是确定你看重工作的哪一方面。你的个人价值体系是由你认为最重要的东西组成的，而这个价值体系应该有助于你的职业选择。这些重要的东西会随着时间的推移而变化。有时，灵活的工作时间会比工作地点更重要。其他时候，学习新技能的机会将是最重要的。关键是要确定哪些工作可以为你提供这些重要的东西。

5. 最后，还要考虑兴趣。毕竟，将自己的兴趣作为终身职业是很幸运的。



Let's read!



Words and Expressions



decision /dɪ'sɪʒn/ n. 决定

keep on 继续

generally speaking 一般而言

personal /'pɜːsənl/ a. 个人的, 私人的

management /'mænɪdʒmənt/ n. 管理, 经营

self-management 自我管理

identify /aɪ'dentɪfaɪ/ v. 确认

be made up of 由.....组成





Let's read!



ought to 应该

vary /'veəri v. 相异, 不同

location /ləʊ'keɪʃn/ n. 地点

after all 毕竟, 终究

lifelong /'laɪflɒŋ/ a. 终身的, 毕生的





To know oneself is true progress.

Task 1 Comprehension Check

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

- Exploring yourself will help you _____.
A. gain valuable experience B. reach your career goals
C. win a scholarship D. graduate earlier
- Besides your personal experience, _____ is/are essential for deciding on a career.
A. your parents B. your teacher
 C. Your skills D. your major





Let's read!



3. You haven't worked before, _____.
- A. so you will lose opportunities B. for you have no opportunities
C. so you don't have any skills **D.** but you still have many skills
4. You need to _____ in career planning.
- A.** identify what you value most B. know how to win an argument
C. find out the best position D. learn some new skills
5. Your personal value system will _____.
- A. not vary B. not work
C. change over time D. break down sometimes





Let's read!



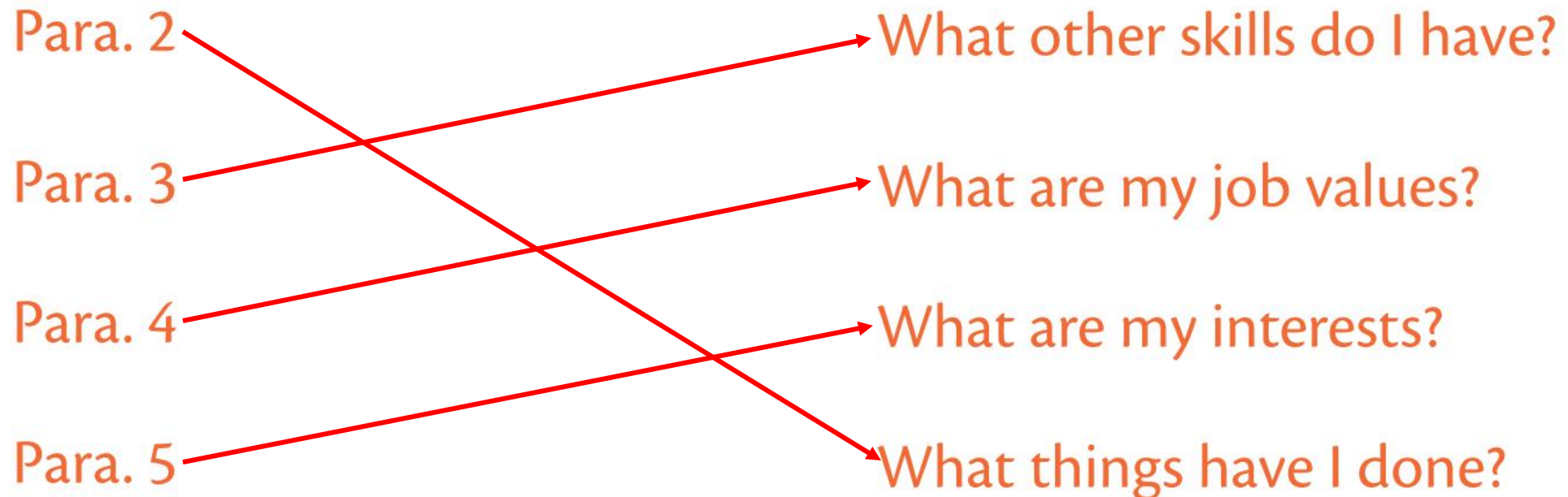
To know oneself is true progress.

Task 2 Text Analysis

Match each paragraph with its main idea.

Paragraphs

Main Ideas





Let's read!



To know oneself is true progress.

Task 3 Content Questions

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

1. Why should people target educational needs to experience, skills, values and interests?

Because people will be encouraged to keep on taking classes and graduate.

2. How many categories can jobs be broadly classified into?

Generally speaking, there are jobs working with people, with things, and with data.





Let's read!



3. What is the personal value system made up of?

The personal value system is made up of the things you find most important.

4. What is the key to your career option when your personal value system may vary over time?

The key is identifying the jobs which will offer you those important things

5. What factors should be considered in self-exploration of career planning?

There are four factors: experience, skills, values
and interests.





Let's read!



To know oneself is true progress.

Task 4 Translation Practice

Translate the following sentences into Chinese.

1. Taking time to explore yourself will help you make good decisions about what classes you need.

花时间探索自己将有助于你对自己需要的课程做出正确的决定。

2. Even if you have never worked at a paid job, your experience provides you with many skills.

即使你从未从事过有偿工作，你的经验也为你提供了许多技能。





Let's read!



3. You may have communication skill, technical skill, self-management skill, business skill and so on.

你可能有沟通技巧、技术技巧、自我管理技巧、商业技巧等。

4. At other times, an opportunity to learn new skills will be most important.

其他时候，学习新技能的机会将是最重要的。

5. After all, it is lucky to make a lifelong career out of your interests.

毕竟，能把自己的兴趣爱好变成终身事业是很幸运的。





Let's read!



To know oneself is true progress.

Task 5 Vocabulary Expansion

In job descriptions, employers often ask for a combination of hard and soft skills. Some examples of hard skills and soft skills are shown below. Try to classify them according to the explanations of hard skills and soft skills.

multilingual critical thinking open-mindedness creativity
teamwork network security marketing management Java





Let's read!



Hard Skills

Technical knowledge or training that you have gained through any life experience in your career or education.

VS.

Soft Skills

Personal habits and traits that shape how you work, on your own and with others.

Hard Skills:

multilingual (多语言), network security (网络安全), marketing management (营销管理), Java (Java 技术)

Soft Skills:

teamwork (团队合作), critical thinking (批判性思维), open-mindedness (开放的心态), creativity (创造力)





Let's listen and speak!



To know oneself is true progress.



What other hard skills and soft skills do you know?
Exchange ideas with your classmates!

举例

Hard Skills: Adobe software suite, database management, statistical analysis, data mining, point-of-sale system, Microsoft office, programming languages (such as Python)...

Soft Skills: integrity, dependability, effective communication, adaptability, willingness to learn, empathy...





Culture Notes

常言道，“吾日三省吾身^①”，其意是指多次自觉地检查自己，即自省^②，包括自我总结、自我批评和自我约束。孔子^③曾言，“见贤思齐焉，见不贤而内自省也。”比喻看到有德行、有才能的人就向他学习，希望与他看齐；见到没有德行的人就要在内心反省自我的缺点。“人贵在自省”，经常地、冷静地回顾自己的思想和行为，懂得发扬优势、克服不足，就能不断提升自我。世上本就没有一蹴而就^④的成功，只有不断洞见自己，不断前进，才会得到命运的垂青。

① I constantly examine what I have done.

② self-examination / introspection

③ Confucius

④ accomplish at one move





I look forward to hearing from you soon.

求职信是和简历一起发送给用人单位的信函。求职信的目的是提供信息，说明为什么你是某个职位的合格候选人。除非特别要求通过邮政发送，现在大多数求职信都是通过电子邮件或在线申请系统发送的。求职信需要说明你申请的职位、你的资质、为什么应该选择你参加面试，以及你将如何跟进。求职信是一个让用人单位了解你的优势的机会。一封有效的求职信会增加你获得面试的机会。

有效的求职信一般有如下特点：

开宗明义。第一段就点出写信的目的，写清职位名称和公司名称，以及你是如何获取招聘信息的。可以简单描述你的资质，但要简短而切中要点。

提供有别于简历的内容。求职信的语言比简历上的要点更具个性化，可以讲述你的工作经历和职业生涯。发送求职信而不同时发送简历是很少见的。因此，你的求职信应该突出简历中没有的信息。





Let's write!



I look forward to hearing from you soon.

充分阐明理由。你的首要目标是进入面试环节，终极目标是应聘成功。求职信要促进这两个目标的达成，详细介绍你的经验和背景，证明你是一个优秀的候选人，比如过往的工作经历使你对这个职位有什么准备？你能为这个职位和公司带来什么？利用求职信充分展现你的优势。

结尾处注意细节。在信的最后加上一句谢谢，也可以分享你的联系方式，或提到你将如何跟进。



I look forward to hearing from you at your earliest convenience.
Thank you so much for your time and consideration.

Yours faithfully,

Hanold Waylind





Let's write!



I look forward to hearing from you soon.

Task 1

Get to know the sections of a job application letter sent by email. Match the following sections with the main content in an application letter.

Sections

Main Content

- | | | | |
|-----------------------|---|---|--|
| Subject Line ① | → | a | Your name, phone number, email address, or full address. |
| Salutation ② | → | b | Job title and your name. |
| Opening ③ | → | c | Addressing to the receiver of the email. |
| Main Body ④ | → | d | Why the applicant is writing. |
| Closing ⑤ | → | e | Your relevant qualifications. |
| Complimentary Close ⑥ | → | f | Thanks and follow-up details. |
| Signature ⑦ | → | g | Ending your letter in a professional manner. |





Let's write!



Task 2

Think about what position you are applying for. What will you write about in your application letter? Underline the key points in the application letter sample below. Referring to the sample, outline your own one.

SAMPLE

Subject: Administrative Assistant Position — Anna Smith

Dear Hiring Manager,

I was excited to see your listing for the position of administrative assistant at ABC Company. I believe that my three years' experience in office administration and my passion for your products make me an ideal candidate for this role.

You specify that you're looking for an administrative assistant with experience scheduling appointments, maintaining records, ordering supplies, and greeting customers. I'm currently employed as an administrative assistant at XYZ Company, where I have spent the past three years practicing these skills.





Let's write!



I'm good at using all the usual administrative and collaboration software packages. I'm a fast learner, while always maintaining the good cheer that you'd want from the first person visitors see when they interact with the company.

I have attached my résumé and if I can provide you with any further information on my background and qualifications, please let me know. I look forward to hearing from you. Thank you so much for your time and consideration.

Sincerely,

Anna Smith

123-456-789

abcd@example.com





Let's write!



Task 3

Job application letters usually have a fixed template. Since we mainly use emails nowadays, the following is the email format of application letters. Complete it using your information with the help of the useful expressions provided for you.

[Subject Line]

[Salutation (Dear Mr./Ms.)],

[Outline where you saw the job posting and express your interest in working in this role.]

[Discuss some of your qualifications that would make you a good fit for the job.]

[Describe your past experience in a way that emphasizes your personality and skills.]

[Express your appreciation to the hiring manager for reviewing your letter. Include any follow-up information.]

[Complimentary Close (Sincerely/ Best regards)],

[Your Signature]

[Address]

[Phone Number]

[Email Address]





Useful Expressions

- I am reaching out to you regarding the posting for ... I found on...
- I have a great interest in this position.
- I would appreciate your consideration as a candidate for the role of...
- I have a strong passion for..., which is why I have found such fulfillment in...
- I also enjoy ..., which I feel would be a great asset in the position with your company.
- I have strong communication skills, which are vital to success in...





Let's write!



- Some of my strongest skills include my ability to...
- In my previous experience, I worked in ...
- I have worked in my current role as ...
- Prior to this job, I worked as ..., which shows my ability to advance in my career.
- I have got 5 years' experience in ...
- I appreciate your time in reviewing this letter and hope to hear from you in regard to the next steps in the hiring process.
- If you have any questions or need any additional information, please don't hesitate to contact me.
- I would welcome the opportunity for a personal interview with you at your convenience.





03

Evaluating



Let's do a project!



I will fight for my future.

In this unit, we mastered the conversations in career counseling, the main factors of career planning, and how to write a job application email in English. By now you and your partner are ready for the College Career Planning Competition. Please follow the steps below to prepare for the competition program.





Let's do a project!



Task 1

Career Counseling

Prepare 2 or 3 problems or dilemmas (困境) that you may encounter when making your career options. Play the roles of student and career counselor with your partner. Practice the dialogue in career counseling. The following pattern is for your reference.

Student A

- Welcome to... I'm...
- How can I help you? / What can I do for you?
- Suggestion to solve Problem 1
- Suggestion to solve Problem 2
- Suggestion to solve Problem 3

Student B

- Nice to meet you. I'm...
- Problem 1
- Moreover, Problem 2
- By the way, Problem 3
- Thank you. I'm so grateful.





Let's do a project!



Task 2 Career Planning

Make a career plan based on what you are currently studying. You need to consider the following factors.

- learn about yourself
- research career options
- know your values
- identify your skills
- link your major and your career



Let's do a project!



Task 3 Writing an Application Letter

Write a job application letter based on the job/ position you planned for yourself in Step 2. Exchange your application letter with your partner and evaluate the application letter against the checklist.



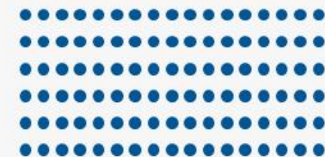
The Application Letter Checklist:

- All sections included.
- Correct format.
- A length of about half a page.
- No spelling, grammar, or punctuation errors.
- Salutation to the right person.
- Described your key skills.
- Stated the reasons why you would be the best for the position.
- Appropriate complimentary close.





THANKS





1. professional /prə'feʃənl/ a.

▲ 职业的，专业的

e.g. professional qualifications/skills 专业资格 / 技能

an opportunity for professional development

专业进修的机会

▲ 训练有素的，精通业务的

e.g. He dealt with the problem in a highly professional way.

他处理这个问题非常专业。

▲ 专业的，非业余的

e.g. a professional golfer 职业高尔夫运动员



2. rewarding /rɪ'wɔ:dn/ a.

▲ 值得做的，有益的

e.g. a rewarding experience/job 有益的经历 / 工作

▲ 报酬高的

e.g. Teaching is not very financially rewarding (= is not very well paid).
教书不会有很高的报酬。



3. evaluate /ɪ'veɪljueɪt/ v.

▲ 估计，评估，评价

e.g. Our research attempts to evaluate the effectiveness of the different drugs.

我们的研究试图对不同药物的疗效进行评估。

We need to evaluate how well the policy is working.

我们需要对这一政策产生的效果作出评价。



4. certificate /sə'tɪfɪkət/ n.

▲ 文凭，证书

e.g. a Postgraduate Certificate in Education (= a British qualification for teachers)

教育学研究生证书 (英国教师资格证书)

▲ 证明，证明书

e.g. a birth/marriage/death certificate

出生 / 结婚 / 死亡证明



5. predict /pri'dikt/ v.

▲ 预言，预报

e.g. Nobody could predict the outcome.

谁也无法预料结果如何。

It is impossible to predict what will happen.

预知未来的事是不可能的。

She predicted (that) the election result would be close.

她预言选举结果将很接近。



6. emerge /i'mɜ:dʒ / v.

▲ 显现，露头

e.g. He emerged as a key figure in the campaign.

他已初露头角，成为这次运动的主要人物。

the emerging markets of South Asia 正在兴起的南亚市场

▲ (从隐蔽处或暗处) 出现，浮现出

e.g. The swimmer emerged from the lake. 游泳者从湖水中浮出来。

We emerged into bright sunlight. 我们来到明媚的阳光下。

▲ 暴露，露出真相，被知晓

e.g. No new evidence emerged during the investigation.

调查过程中未发现新证据。



7. technical /'teknɪkl/ a.

▲ 技术的，技能的

e.g. a technical education 技术教育

▲ 专科的，专业的

e.g. The article is full of technical terms. 这篇文章满篇皆是专业术语。

The guide is too technical for a non-specialist.

这份手册对非专业人员来说太专业化了。



8. behaviour /bɪ'heɪvjə(r)/ n.

【美式】behavior /bɪ'heɪvjə(r)/

▲ 行为，举止

e.g. good/bad behaviour 良好 / 恶劣行为

His casual behaviour was wholly inappropriate for such a formal occasion.

他的随意行为对于这样一个正式场合来说是完全不合适的。

▲ be on sb's best behaviour 尽量表现得体



9. trait /treit/ n.

▲ 特征，特点

e.g. personality traits 个性特点

His sense of humour is one of his better traits.

他的幽默感是他比较好的特征之一。

▲ 【同义词解析】

▲ quality: 最普通用词，既可指有形或无形的特性，又可指个性或共性的特征。

▲ feature: 指事物突出引人注目的特点。多用来说明人的容貌特征或地理特征。

▲ characteristic: 指某人或某物天生有别于他人或他物的内部特质或外表特征。

▲ peculiarity: 指人或事物独具的或奇怪的特点，常带感情色彩。

▲ trait: 多指人的性格、心情的特征，尤指先天秉赋的持久的行为模式或性格特征。

▲ attribute: 通常指人主观赋予某事物的属性，可指典型事物。

▲ character: 多指一类人或事物所具有的独特的典型的特征。



10. critical /'kɪtɪkl/ a.

▲ 有判断力的；判断公正（或审慎）的

e.g. Students are encouraged to develop critical thinking instead of accepting opinions without questioning them.

要鼓励学生培养判断力，而非不懂提问，只知接受意见。

▲ 批判性的，批评的，挑剔的

e.g. a critical comment/report 批判性的评论 / 报道

The supervisor is always very critical. 主管总是很挑剔。

Tom's parents were highly critical of the school.

汤姆的父母对学校提出了强烈的批评。

▲ 极重要的，关键的，至关紧要的

e.g. a critical factor in the election campaign 竞选活动的关键因素

Your decision is critical to our future. 你的决定对我们的将来至关重要。

▲ 严重的；不稳定的；可能有危险的

e.g. a critical moment in our country's history 我国历史上的危急关头

One of the victims of the fire remains in a critical condition.

大火的一位受害者依然病情危急。