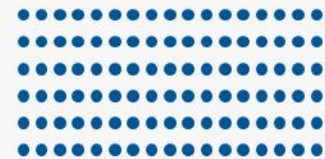





职场通用篇 (第二版)

新素养英语 基础模块




总主编：刘旺余
主 编：刘旺余 王海华

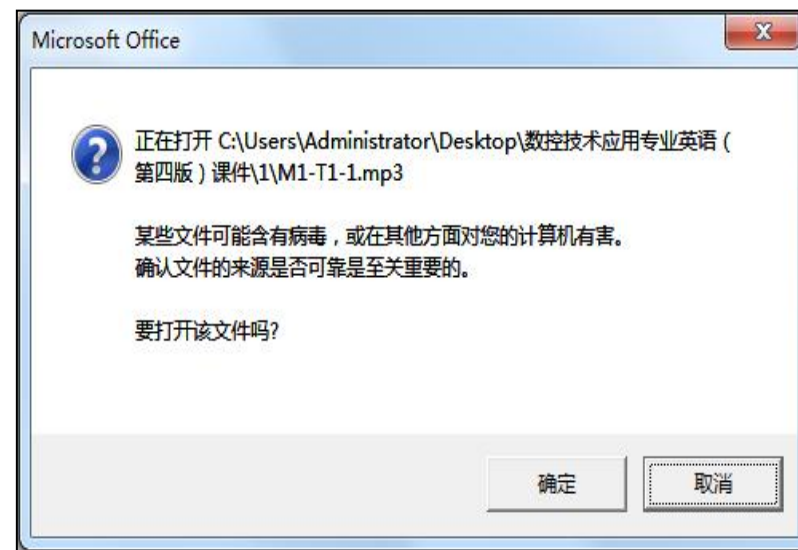


课件使用引导

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

- ◎ talk about how to work effectively on a team;
- ◎ read about the qualities of a team player;
- ◎ write a memo in English;
- ◎ expand your vocabulary of the virtues of a good employee;
- ◎ comprehend the meaning of unity in Chinese traditional culture.

Unit 6

Can You Be a Valuable Member in the Team?





目录

CONTENT

Enlightening

Enabling

Evaluating





01

Enlightening



Would you like to join us?



Task 1 Match the pictures with the elements in a team listed below.



team goal

team cooperation

team building activity

team discussion

team leader





Would you like to join us?

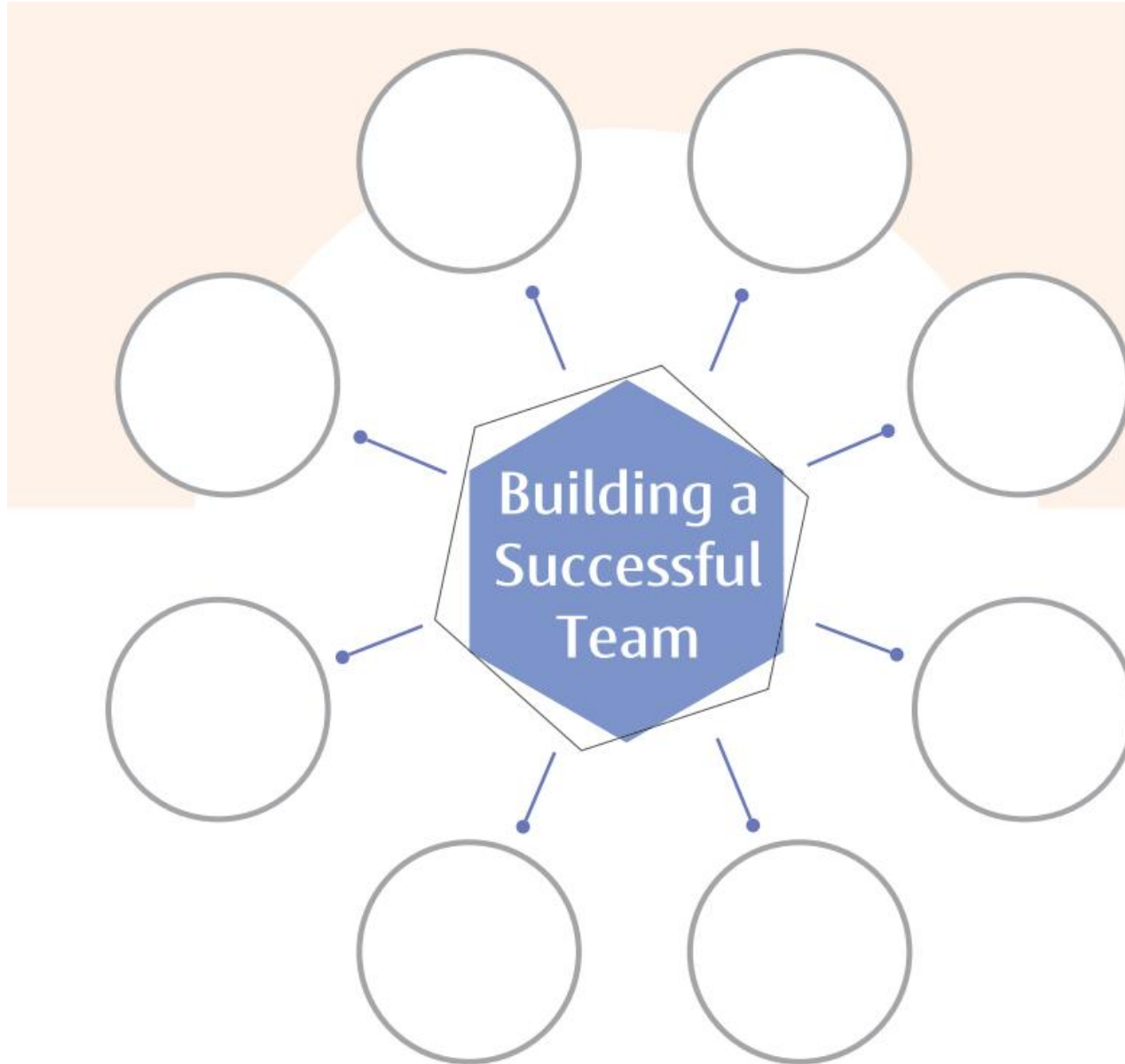


Are there any other elements that you think are important in building a successful team?
Write them down to expand your vocabulary.





Would you like to join us?



举例

respect, trust,
communication, motivation,
mutual help, shared values,
positive attitude,
harmonious relationship,
commitment,
competence





Would you like to join us?



Task 2

The Marketing Department is building a team in charge of organizing marketing activities. Can you be a valuable member in the team? Talk about your ideas with your classmates.



What are you good at? What can you do for the team?

I am good at _____, and I can _____.

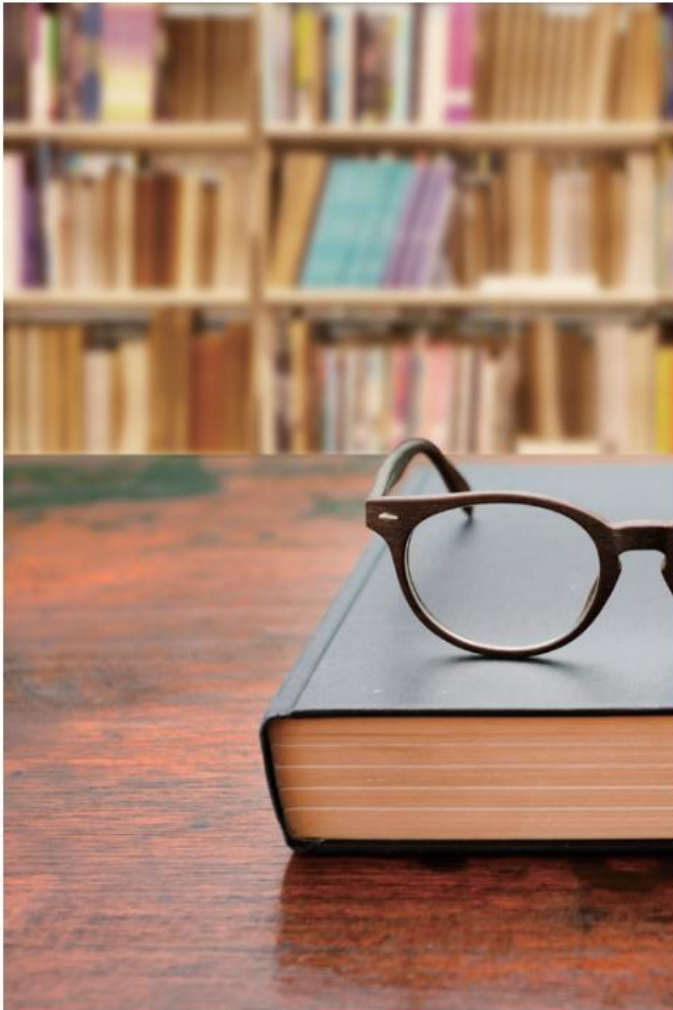




Would you like to join us?



举例



I'm good at ...

drawing and designing

thinking creatively

event planning

communication

...

I can ...

design the leaflet

propose new ideas

organize sales promotion activities

provide training for sales staff

...





I'm good at drawing and designing, and I can design the leaflet.

I'm good at thinking creatively, and I can propose new ideas.

I'm good at event planning, and I can organize sales promotion activities.

I'm good at communication and I can provide training for sales staff.



Would you like to join us?



Task 3

Marketing is not just about flashy ads and funny commercials; it's about setting goals and achieving tangible results. While working with a marketing team, you can discuss with your teammates how to design a successful marketing campaign. Do you know how to host a discussion? Think about what you will do in the following situations.

- I need to host a discussion.
- I need to make sure every team member expresses his/her ideas.
- I need to close a discussion and make a summary.



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!



Task 1

I'm going to lead a team.

Listen to the conversation and choose the best answer to complete each statement. Practice the conversation with your partner.



原文

- 1 Alan has just been promoted to c .
- 2 Alan feels a because he has never led a team before.
- 3 Mary thinks Alan can be a good leader because he is good at e .
- 4 A team leader needs to encourage the team members to d .
- 5 After talking with Mary, Alan feels b .

- a a little nervous
- b much more confident
- c sales manager
- d work well with each other
- e encouraging people





Mary: Hi, Alan. I heard you've been promoted to sales manager last week. Congratulations !

Alan: Thank you, Mary. But I'm feeling a little nervous. I've never led a team before.

Mary: You will do fine. You are a natural leader, and you will lead well.

Alan: You think so, Mary?

Mary: Sure. You are always good at encouraging people.

Alan: Is that important?

Mary: Of course. If you want to build a good team, you need to encourage the team members to work well with each other, right?

Alan: Right.

Mary: And that's exactly what you are good at.

Alan: Well, I feel much more confident now.

Mary: That's good.



Let's listen and speak!



I'm going to lead a team.

Task 2

Alan and Mary continue to talk about how to be a good team leader. Listen to the recording and fill in the blanks with proper words. Role-play this dialogue with your partner.



Alan: Is there anything else I need to (1) be aware of ?

Mary: First, make sure your team members understand (2) their own tasks as well as the tasks of their teammates.

Alan: Yes. It will be chaos if they don't know what they should do.

Mary: Second, get to know their skills and (3) working habits.

Alan: Yes. So I can help them to improve their (4) performance.

Mary: Third, you need to (5) find out what motivates your employees.

Alan: Yes again. People need to be motivated to do a (6) better job.





Let's listen and speak!



Mary: Fourth, things will change, and your department needs to be able to (7) adapt to changes.

Alan: Yes, changes happen every day. I need to get my employees (8) ready for changes.

Mary: All in all, you need to set yourself out as (9) an example for your team members.

Alan: If I want to lead, then I need to (10) prove that I am a good leader.
Thank you, Mary.

Mary: You are welcome, Alan.





Let's listen and speak!



Try to summarize the abilities that a team leader needs to possess and practice giving suggestions on how to be a good leader with your partner.





Useful Expressions

Making Suggestions

- First, make sure ...
- You'd better ...
- If you want to ..., you need to ...
- It will be effective if you ...
- Things will change, and your department needs to ...





Let's listen and speak!



A team leader should ...

- have a strong sense of responsibility
- be communicative
- be open to other people's ideas
- know how to motivate team members
- be skillful at resolving conflicts ...





Let's listen and speak!

原文



Task 3

Listen to the passage about working as a team member and fill in the blanks with proper words. Then practice giving suggestions on how to be a good team member with the useful expressions in the passage.



The following are some recommendations on how to be a good team (1) member. First, you should (2) participate in group meeting actively. Offering your ideas will keep you an (3) active helper in the decision-making process and show you have an (4) interest in the team.

Second, it is advisable to (5) treat your coworkers with (6) respect. Be polite and try to see things from your coworkers' or boss's perspective.

Third, it is necessary that you set clear (7) goals and evaluate the (8) progress. Setting goals will help you do your work much more effectively. Evaluating those goals regularly will (9) ensure you and your team are making the progress you (10) expect to be making.





The following are some recommendations on how to be a good team member. First, you should participate in group meeting actively. Offering your ideas will keep you an active helper in the decision-making process and show you have an interest in the team.

Second, it is advisable to treat your coworkers with respect. Be polite and try to see things from your coworkers' or boss's perspective.

Third, it is necessary that you set clear goals and evaluate the progress. Setting goals will help you do your work much more effectively. Evaluating those goals regularly will ensure you and your team are making the progress you expect to be making.



Let's read!



If everyone is moving forward together, then success takes care of itself.

Reading 1

Be a Great Team Player



译文

- 1 Have you worked for a team where members all work together in perfect harmony? Being a valuable team member can open new career opportunities for you and help you make progress in your career. The following tips will make you **stand out** as a top team player.

Use Your **Strengths**

- 2 Do you know what you do best? Perhaps you're good at **coming up with creative** ideas or **motivating** others. Find a role within your team that allows you to do what you can do well. It's usually much easier to do tasks when you're good at them.





成为一名优秀的团队成员

1 你曾经是和谐团队的一员吗？成为一名有价值的团队成员可以为你获取新的职业机会，帮助你在职业生涯中取得进步。以下建议将帮助你作为优秀团队成员脱颖而出。

发挥优势

2 你知道你最擅长什么吗？也许你擅长提出创造性的想法或激励他人。在你的团队中找到适合你的角色，做你擅长的事情。当你擅长的时候，做任务通常会容易得多。



Let's read!



译文

Be **Reliable**

- 3 Do what you have promised to do on time. If you promise you will finish a task by the end of the day, make sure you do it. If you say you'll attend the 3:30 p.m. meeting, don't be late.

Be a Good Communicator

- 4 Be **involved** and active within the group. If you've got a suggestion that might be more effective, then share it with the group. If people discuss a plan that you think is great, then tell them what an **inspiring** idea you think it is.
- 5 Successful teamwork is based on respect, communication and making **contributions**. Stay positive, and try to become an effective team player. In doing so, you can improve your **workplace** and advance in your career.





值得信赖

3 答应过的事就要按时完成。如果你答应在一天结束前完成一项任务，一定要做到。如果你说你要参加下午 3:30 的会议，不要迟到。

善于沟通

4 在团队中积极参与工作。如果你有一个可能更有效的建议，就与团队成员们分享。如果大家在讨论一个你认为很棒的计划，那么告诉他们你认为这是一个多么启发灵感的想法。

5 成功的团队合作基于尊重、沟通和贡献。保持积极，努力成为一名高效的团队成员。这样你能够改善你的职场环境，并在事业上取得进步。



Let's read!



Words and Expressions



stand out 突出，超群

strength /streŋθ/ n. 优势；力量

come up with 提出，想出

creative /kri'eɪtɪv/ a. 创造性的，有创造力的

motivate /'məʊtɪveɪt/ v. 激励，激发

reliable /rɪ'laɪəbl/ a. 可靠的，可信赖的

involved /ɪn'vɒlvd/ a. 参与

inspiring /ɪn'spaɪərɪŋ/ a. 启发灵感的，鼓舞人心的

contribution /'kɒntrɪ'bju:ʃn/ n. 贡献

workplace /'wɜ:kpleɪs/ n. 工作场所；车间





Let's read!



If everyone is moving forward together, then success takes care of itself.

Task 1 Comprehension Check

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

1. The passage aims to _____.
A.persuade people to become a good team player
B.discuss the importance of teamwork
 C.give tips on how to be a successful team member
D.how to get new career opportunities
2. It will be better for you to _____ in your team.
A.take on easy tasks
B.play an important role
C.do creative jobs
 D.do what you are good at





Let's read!



3. Being reliable means _____.
- A. keeping your promise
 - B. making sure you attend every meeting
 - C. going to work on time
 - D. promising you will do everything well
4. If you have a great idea for the team, you should _____.
- B. share it with other team members
 - A. keep it to yourself
 - C. take action to carry it out
 - D. get involved in activities





Let's read!



5. Working as a successful team player will also help in _____.
- A. improving your skills
 - B. respecting others
 - C. making friends
 - D. getting you a promotion





Let's read!



If everyone is moving forward together, then success takes care of itself.

Task 2 Vocabulary Focus

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

workplace

motivate

reliable

creative

contribution

1. He made a very positive contribution to the success of the project.
2. We are looking for someone who is reliable and hard-working.
3. Creative thinking is essential for designing advertisements.
4. Workplace safety is an important issue in most of the factories.
5. How do you motivate people to work hard and efficiently?





Let's read!



If everyone is moving forward together, then success takes care of itself.

Task 3 Grammar Drill

Change the following sentences into general questions.

1. You have worked for a team where members all work together in perfect harmony.

Have you worked for teams where members all work together in perfect harmony?

2. You know what you do best.

Do you know what you do best?





Let's read!



3. She is a strong, confident woman.

Is she a strong, confident woman?

4. Team sports can build team spirit among students.

Can team sports build team spirit among students?

5. The team finished the project on time.

Did the team finish the project on time?





Let's read!



If everyone is moving forward together, then success takes care of itself.

Grammar Notes

一般疑问句的构成

◆含有实义动词的一般疑问句:

助动词 + 主语 + 动词原形 + 其他部分?

◆含有 be 动词的一般疑问句:

be + 主语 + 其他部分?

◆含有情态动词的一般疑问句:

情态动词 + 主语 + 动词原形 + 其他部分?





Let's read!



If everyone is moving forward together, then success takes care of itself.

Task 4 Translation Practice

Translate the words in brackets to complete the following sentences.

1. Her talents stand out in comparison with the others. (突出)
2. I don't want to be involved in this activity.(参与)
3. Several members have come up with suggestions of their own.
(提出)
4. We try to make sure children feel happy on their first day at school.
(确保)
5. This report is based on accurate information. (以.....为基础)





Let's read!



If everyone is moving forward together, then success takes care of itself.

Task 5 Text Summary

Summarize the text with the help of the useful expressions.

【例文】

Being a valuable team member can help you get new career opportunities and make progress in your career. The following tips will be helpful. First, use your strengths because it's usually much easier to do tasks that you're good at. Second, be reliable. If you promise to do something, you should do it. Third, be a good communicator and get involved in group discussions. To sum up, successful teamwork is based on respect, communication and making contributions.





Let's read!



If everyone is moving forward together, then success takes care of itself.



Useful Expressions

- Being a valuable team member can...
- The following tips will...
- It's usually much easier to...
- If you...
- be involved in...
- ...is based on...
- In doing so, you can...





Let's read!



Further Thinking

Teamwork is an essential part of workplace success and learning to be a good team player is of great importance. What do leaders want from the team members, and how can you become an effective team member and make a more significant contribution to your team? Discuss them with your partner and share your ideas with the class.





Let's read!



If everyone is moving forward together, then success takes care of itself.

Reading 2

译文



Team Spirit

- 1 It is a popular **belief** that working in a team with a healthy team spirit **leads to** better results. But what is team spirit? Team spirit is the **willingness** to cooperate as part of a team and achieve a common goal. It enables every individual to work with full **enthusiasm** and **demonstrate** the skills of cooperation.
- 2 Honesty among fellow teammates is the basis of good team spirit. Trust and **faith** among the team members will increase a sense of belonging. That's the glue that sticks the people in the team together.





团队精神

1 人们普遍认为，在一个具有健康团队精神的团队中工作会带来更好的结果。但什么是团队精神？团队精神是愿意作为团队的一部分进行合作并实现共同目标的愿望。它使每个人都能以饱满的热情工作，并展示出合作的技巧。

2 队友之间的诚实是良好团队精神的基础。团队成员之间的信任和信念会增加归属感。这是把团队中的人粘在一起的粘合剂。



Let's read!



- 3 Communication is the key to effective teamwork. Everyone in the team must have the **freedom** to express themselves. The final decisions of the group should be made by hearing everyone's opinions and views. This will enable good idea flow. Listening is also important to encourage two-way communication.
- 4 Helping other colleagues demonstrates good team spirit. If an individual has a **pile** of work, other team members can offer help, and people who have the required skills may provide **guidance**.

译文





3 沟通是有效团队合作的关键。团队中的每个人都必须有表达自己的自由。团队的最终决定应该通过听取每个人的意见和看法来作出。这将有助于实现让好的想法流动起来。倾听对于鼓励双向交流也很重要。

4 良好的团队精神还体现在帮助其他团队成员。如果一个人有一大堆工作，其他团队成员可以提供帮助，具备所需技能的人可以提供指导。



Let's read!



- 5 Organizing team building activities can improve team spirit. For example, inviting team members to have lunch together can improve their confidence and **loyalty** to the team.
- 6 All members in the group must understand the meaning of team spirit. It plays an important role both in personal and professional life. It is the key to success.

译文





5 组织团队建设活动可以提高团队精神。例如，邀请团队成员共进午餐可以提高他们对团队的信心和忠诚度。

6 团队中的所有成员都必须理解团队精神的含义。它在个人生活和职业生活中都发挥着重要作用。这是成功的关键。



Let's read!



Words and Expressions



belief /bɪ'li:f/ n. 看法, 信念

lead to 导致, 通向

willingness /'wɪlɪŋnəs/ n. 愿意, 意愿

enthusiasm /ɪn'θju:ziæzəm/ n. 热情, 热爱的事物

demonstrate /'demənstreɪt/ v. 表现, 表达

faith /feɪθ/ n. 信任, 相信

freedom /'fri:dəm/ n. 自由

pile /paɪl/ n. 堆, 成堆的东西

guidance /'gaɪdns/ n. 指导, 引导

loyalty /'lɔɪəlti/ n. 忠诚, 忠实





Let's read!



If everyone is moving forward together, then success takes care of itself.

Task 1 Comprehension Check

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

1. People with team spirit are willing to _____.

A. achieve their own goal

B. cooperate with other team members

C. work alone with enthusiasm

D. Learn more skills

2. Good team spirit is based on _____.

A. enthusiasm

B. individual ability

C. confidence

D. honesty





Let's read!



3. All team members should _____ when they are trying to make decisions.
- A. have the chance to express themselves
 - B. listen to the team leader
 - C. keep their opinions and views to themselves
 - D. have the freedom to choose tasks
4. The following behaviors are good for building a successful team EXCEPT _____.
- A. helping other team members
 - B. organizing team building activities
 - C. communicating with each other
 - D. focusing on one's own tasks only





Let's read!



5. The main idea of the passage is _____.
- A. the meaning of team spirit
 - B. how to become a successful team player
 - C. the advantages of working with a team
 - D. how to be an effective team leader



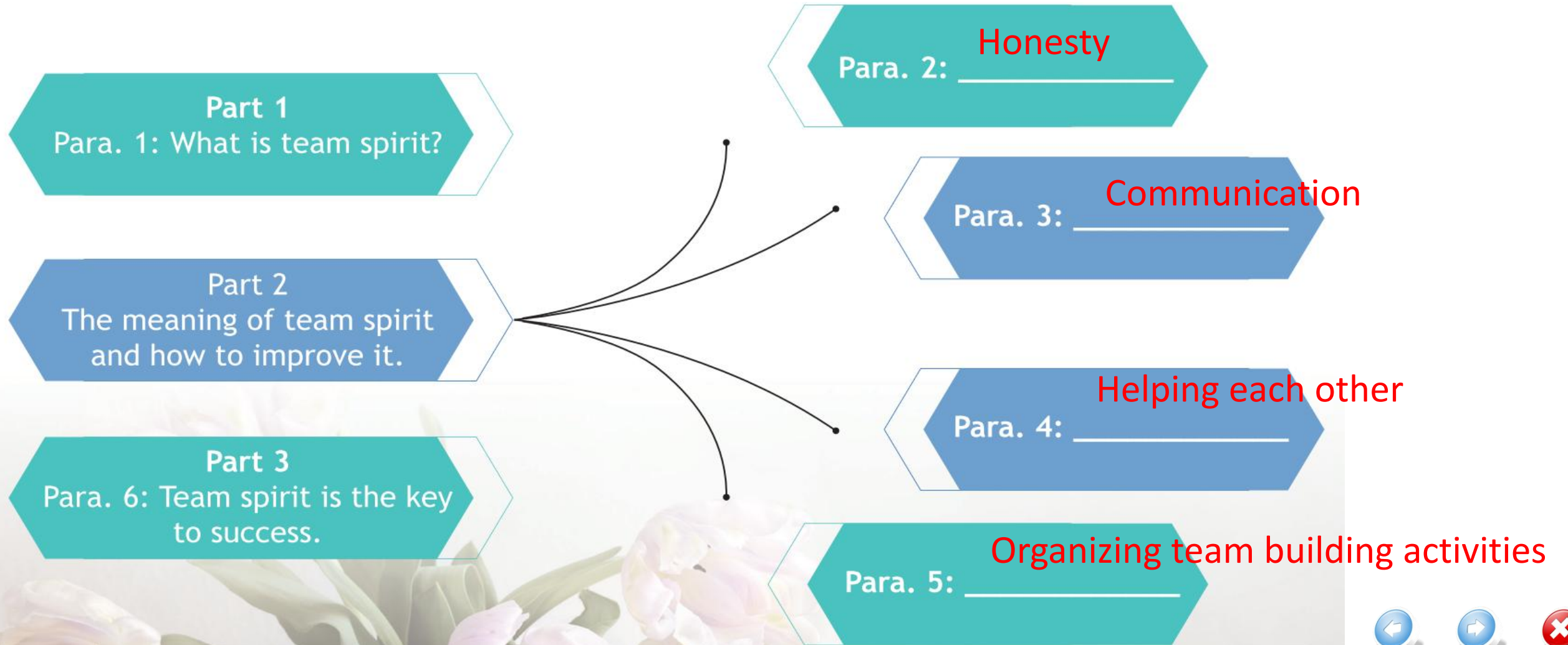


Let's read!



Task 2 Text Analysis

Fill in the blanks according to the topic of each paragraph.





Let's read!



If everyone is moving forward together, then success takes care of itself.

Task 3 Content Questions

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

1. What kind of team can achieve better results?

A team with a health team spirit.

2. What does team spirit enable team members to do?

It enables team members to demonstrate the skills of cooperation.





Let's read!



3. What is the basis of good team spirit?

Honest among fellow teammates.

4. What should other team members do if one has a pile of work?

They should offer help.

5. What is the use of organizing team building activities?

Organizing team building activities can improve team spirit.





Let's read!



If everyone is moving forward together, then success takes care of itself.

Task 4 Translation Practice

Translate the following sentences into Chinese.

1. Working in a team with a healthy team spirit leads to better results.

在一个具有健康团队精神的团队中工作会带来更好的结果。

2. Trust and faith among the team members will increase a sense of belonging.

团队成员之间的信任和信念会增加归属感。





Let's read!



3. Communication is the key to effective teamwork.

沟通是有效团队合作的关键。

4. Team building activities can improve members' confidence and loyalty to the team.

组织团队建设活动可以提高他们对团队的信心和忠诚度。

5. Team spirit plays an important role both in personal and professional life.

团队精神在个人生活和职业生活中都发挥着重要作用。





Let's read!



Task 5 Vocabulary Expansion

The following words are the virtues that a team player should possess. Match them with their Chinese equivalents.

responsible

dedicated

dependable

modest

generous

warm-hearted

可靠的

dependable

负责的

dedicated

热心的

generous

Virtues

谦虚的

responsible

宽宏大量的

modest

专心致志的

warm-hearted





Let's read!



Do you know other words about virtues? Exchange ideas with your classmates!





Culture Notes

中国有句古话：千人同心，则得千人力；万人异心，则无一人之用。意思是说，如果一千个人同心同德^①，就可以发挥超过一千个人的力量；如果一万个人离心离德，恐怕连一个人的力量也比不上。这就是我们为什么需要团队精神。团结互助^②是中华民族的传统美德^③。“以团结互助为荣，以损人利己为耻”这一社会主义荣辱观^④高度概括了新时期社会主义社会中人际关系的基本特征和要求。团结就是力量^⑤，是中国特色社会主义事业必定胜利的基本保证。

① be of one heart and one mind

② work in unity and help one another

③ traditional virtue

④ socialist concept of honor and disgrace

⑤ union is strength





What is a memo?

备忘录是一种非正式的公文函件，通常用于在公司内部快速、有效地传递关于人事任免、会议通知、公司政策等方面的信息，是公司内部最普遍的书面交流形式。

备忘录一般由日期、收件人、发件人、主题和正文组成。备忘录一般简洁短小、结构清晰、阅读方便、传递迅速。正文部分语言应简要明了，表达清楚。



Let's write!



备忘录的书写格式如下：

Memo	
1. 标题	
2. 收件人姓名、职务等	To:
3. 发件人姓名、职务等	From:
4. 日期	Date:
5. 主题	Subject:
6. 正文	Paragraph 1: State the purpose of the memo.
第一段： 说明写备忘录的目的	Paragraph 2: Go into details and provide the necessary context.
第二段： 说明细节，提供必要的背景	Paragraph 3: State your specific request from the audience.
第三段：提出具体要求	





Let's write!



Scenario

Imagine you are working in the Marketing Department of Zest Tech, a company that produces intelligent household appliances. The holiday season is coming and the company is planning to launch a marketing campaign to boost the sales of the new product, sweeping robot. The marketing manager, Richard Barker tells you to draft a memo to your colleagues, Jane Cooper, Mark Philips, and Jack Forster, and inform them to attend the meeting to discuss the planing of the marketing campaign. The meeting will be held on Friday, November 4 at 2 p.m. at the marketing department office. They should get prepared and present their ideas in the following aspects: price, place, and promotion activities.



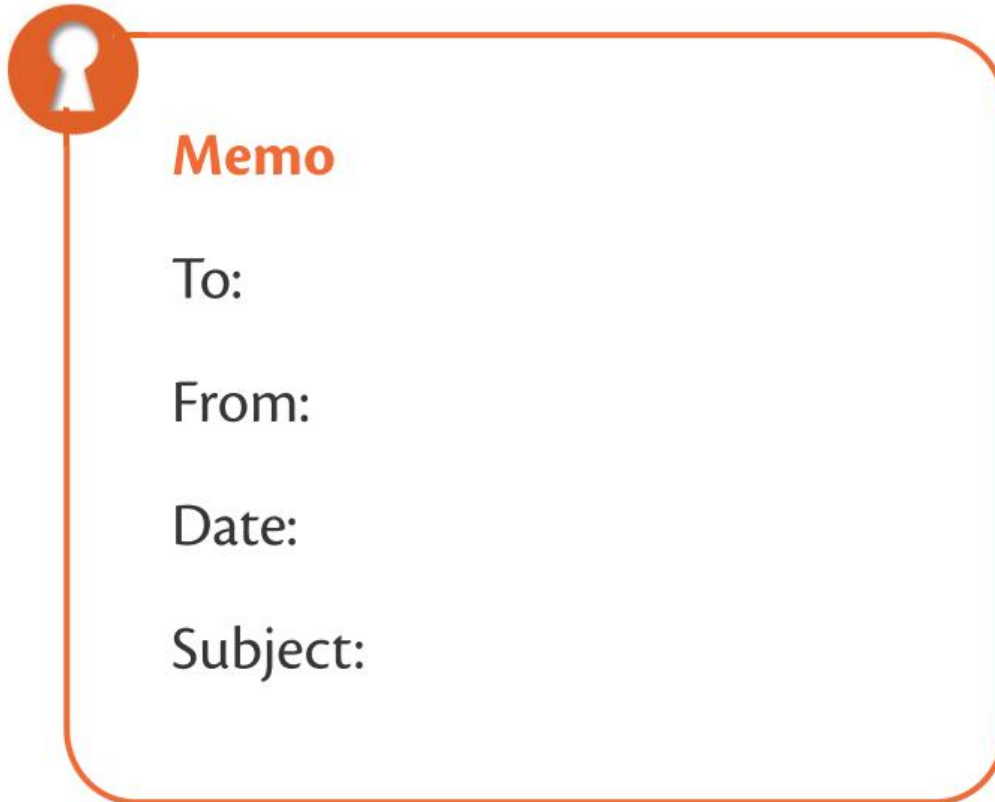


Let's write!



What is a memo?

Task 1 Organize the basic information according to the format of the memo.



Memo

To:

From:

Date:

Subject:



Let's write!



Task 2 Organize the information into three paragraphs according to the following outline.



Paragraphs

1. The purpose of the memo
2. Details of the meeting
3. What should the readers do?

Details



Let's write!



Task 3 Write the memo. Use clear and concise expressions.



Useful Expressions

- Please note that ...
- at our office
- boost the sales of...
- Please get prepared...
- hold a meeting
- to discuss the planning of...
- On the meeting...
- present your ideas





03

Evaluating



Let's do a project!



I can host a discussion.

Through this unit, we have basically comprehended the importance of team work and learned how to become an effective team member. Now, role-play with your group to host the discussion meeting for the marketing campaign of the sweeping robot according to the steps.





Let's do a project!



Task 1 Organize the Discussion

Discuss with your group the steps of hosting a discussion, and write an outline. Note down the expressions and sentences you will use in each step.



Opening a Discussion

- Today we'll discuss...
- Today we are going to talk about...
- Today we will focus on...



Making Transitions

- Let's move on to another point.
- Next, let's talk about...
- Now, what about...



Inviting Speakers

- What is your opinion, A?
- A, can you tell your opinion?
- Do you agree with A's opinion, B?





Let's do a project!



Task 2 Host the Meeting

Host the discussion based on your outline. Make sure everyone expresses his/her views on the marketing campaign.





Let's do a project!



Task 3 Close the Discussion

At the end of the discussion, review the whole discussion. Make sure everyone understands the key points.

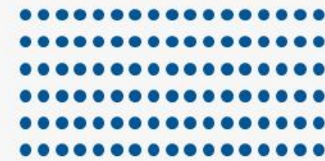
Closing a Discussion

- I think we've covered everything on this list. Now let's sum up the discussion.
- If no one has anything to add, then we'll wrap up this discussion.
- Now let's review the whole discussion and draw a conclusion.
- From the discussion, we can conclude that...





THANKS





1. stand out 突出，超群

e.g. We had lots of good applicants for the job, but one stood out from the rest.

这份工作有许多不错的应征者，不过只有一个人脱颖而出。



2. strength /strenθ/ n.

▲ 优势，实力

e.g. It's important to know your own weaknesses and strengths.

了解自己的缺点和优点很重要。

e.g. I feel this position matches my strength and career goals. I am confident that I will success on the role.

我认为你们这个职位正好合适，适合我的强项，我自信能做好。

▲ 体力，力量

e.g. It may take a few weeks for you to build up your strength again.

可能需要几个星期你才能恢复体力。



3. come up with 提出，想出

e.g. We can come up with our own ideas and learn more through discussion.

我们可以提出自己的想法，通过讨论进一步学习。

e.g. Sometimes, we need to consider a problem from different angles in order to come up with a best solution for it.

有时候，我们需要从不同的角度考虑问题，从而想出最佳的解决办法。



Reading 1 【语言要点】

返回

4. motivate /'məʊtɪveɪt/ vt. 激励，激发

e.g. How do you motivate people to work hard and efficiently?

你是如何激励人们努力而高效地工作的？



5. involved /ɪn'vɒlvd/ a.

▲ 参与的，涉及的

e.g. If she were involved in business, she would make a strong chief executive.

如果她经商的话，将会是一位有力的首席执行官。

▲ 必须投入的

e.g. We believe the time and hard work involved in completing such an assignment are worth-while.

我们相信为完成这项任务所需要投入的时间和付出的努力是值得的。



6. inspiring /in'spaɪərɪŋ/ a.

▲ 启发灵感的

e.g. Innovation is the key to business survival, and companies always encourage employees to put up inspiring ideas.

创新是企业生存的关键，公司总是鼓励员工提出启发灵感的想法。

▲ 鼓舞人心的

e.g. What the company needs is dynamic and inspiring leadership!

公司所需要的是充满活力、鼓舞人心的领导。



7. contribution / ,kɒntri'bjʊ:ʃn/ n.

▲ 贡献

e.g. He made a very positive contribution to the success of the project.

他对项目的成功贡献良多。

▲ This list ranked companies that make charitable contributions of a half million dollars or more.

这张清单列出了慈善捐款 50 万美元及 50 万美元以上的公司。