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# Unit 1

## *Adapting to New Environments*

### Language Skill Description:

👉 In this unit, you will:

1. read more about adapting to the new environments;
2. practice a reading skill: Making Predictions;
3. develop career awareness: How to Write a Professional Resumé.

## Section 1 More Things to Do

## Activity 1 Read More About Adapting to the New Environments

1. What do you think your first job will be like after graduation?
2. How will you adapt to your new job environment?
3. Do you think you will be happy at your work? Why?

## How to Fit Yourself to the New Job

You've spent almost the last fifteen years sitting in a classroom learning bits of knowledge. Suddenly you are out of the safe **haven** of the classroom and have to face the **tough** reality of your first job. You may feel confused because you find everything there is totally different. But stay calm and learn the following tips that may help you make a good beginning on your career path.

**ALWAYS ARRIVE AT WORK ON TIME**, if not a little earlier. This may help leave a good first impression on your boss and co-workers.

**DRESS PROPERLY**. Look around you to see how others are dressed, and dress a little nicer than **expected**; it's better than being **underdressed**.

**LISTEN and OBSERVE**. The best piece of advice I received from an employer was to listen and observe before jumping in to suggest changes.

**STAY AWAY FROM OFFICE GOSSIP**. That is not to say you don't pay attention to what you **overhear**. That can be helpful. However, don't **get involved in** it.

**MIND YOUR MANNERS**. Smile a lot and be friendly. Remember, you're new—you **kinda** have to be a sheep (for a little while, anyway).

**FIND A MENTOR**. Look for someone who is willing to take you under her or his wing on your career path.

**DON'T PRETEND TO KNOW THINGS YOU DON'T**. However, do your homework. Learn what you need to know.

**DON'T BE AFRAID TO ASK QUESTIONS**. If you are **assigned** a project and are not sure how it should be completed, ask. It's better to ask before the project is due to begin, than to have it delayed because it was done incorrectly.

**PAY CLOSE ATTENTION TO CORPORATE CULTURE**. Keep a positive attitude and an open mind. Learn how things work within your company. Are relationships formal or friendly? Just do as the Romans do.

(314 words)

**haven** *n.* 避难所**tough** *a.* 艰难的**properly** *ad.* 恰当地**expected** *a.* 预期的**underdress** *v.* 穿得过分简朴**observe** *v.* 观察**gossip** *n.* 流言蜚语**overhear** *v.* 无意中听到**get involved in** 卷入...之中**kinda** *ad.* 有几分**mentor** *n.* 良师益友**pretend** *v.* 假装**assign** *v.* 分配**corporate** *a.* 公司的

## Activity 2 Fulfill the Following Tasks

## Task 1 Complete the outline with the information from the passage.

## How to Fit Yourself to the New Job

Tips that may help you 1) \_\_\_\_\_ on your career path.

- Always arrive at work 2) \_\_\_\_\_, if not a little earlier.
- Dress 3) \_\_\_\_\_. Look around you to see how others are dressed, and dress a little nicer than 4) \_\_\_\_\_.
- Listen and observe.
- Don't get involved in 5) \_\_\_\_\_.
- Mind your manners.
- Find a mentor.
- Don't 6) \_\_\_\_\_ things you don't.
- Don't be afraid to 7) \_\_\_\_\_.
- 8) \_\_\_\_\_ to corporate culture.

## Task 2 Match A with B.

## A

1. 职业道路
2. 截然不同
3. 面对现实
4. 良好的第一印象
5. 穿着得体
6. 注意举止礼仪
7. 寻找一个良师益友
8. 企业文化
9. 开放的胸怀
10. 保持积极的态度

## B

- a. face the reality
- b. mind your manners
- c. find a mentor
- d. keep a positive attitude
- e. corporate culture
- f. an open mind
- g. totally different
- h. a good first impression
- i. dress properly
- j. career path

## Unit 1 Adapting to New Environments

**Task 3** *Fill in the blanks with the right words or phrases. Change the form where necessary. There are more words than you need.*

bits of      leave ... impression on      observe      underdress      overhear  
pretend      expect      involve      kinda      assign

1. They stepped aside so that their child could not \_\_\_\_\_ their conversation.
2. The first time he drove a car, Jack failed to \_\_\_\_\_ the safety regulations.
3. I got \_\_\_\_\_ in a quarrel about the price of the new product I wanted to buy.
4. As we know, the signal contains thousands of \_\_\_\_\_ information.
5. Her particular way of smiling \_\_\_\_\_ a good \_\_\_\_\_ me.
6. I have to admit that I was \_\_\_\_\_ surprised that you agreed with me.
7. Are you the newcomer to be \_\_\_\_\_ to the new post?
8. If you are \_\_\_\_\_, you will make a careless or ill-dressed impression.

### Activity 3 Make a Plan

**Task 1** *Read the following tips.*

#### Making a Good Daily Plan

##### 1. Spend time planning.

Begin each day by taking 15 minutes for making a daily plan. Look at the calendar or your timetable to see what you have to do. Then ask yourself what must be done at the end of the day. Decide where you want to go today and what you would like to accomplish (完成).

##### 2. Set goals for your day.

Your goal should be specific, achievable and compatible with (与...一致) your present situation. And review your goal frequently.

##### 3. Group "to dos" together.

Determine priorities (优先) for each item, such as high or must do items for the day, medium level items or everyday business, and low priority things that can be put off until another time. Allow for flexibility (灵活) in your schedule.

##### 4. Carry over uncompleted tasks to the next day.

If you fail to accomplish something for some unexpected reason, arrange some time to do it the next day.

Note: Don't over schedule yourself. Always plan time for balance; include family, fitness (健身), recreation (娱乐) and social activities.

Task 2 *Read the following sample.*

Tuesday Schedule				
Time	Things to Do	High Priority	Med. Priority	Low Priority
9:00–10:00	Business talk with a VIP client	√		
10:30–11:30	A lecture for engineers	√		
11:50–13:30	Banquet		√	
13:30–14:00	Break			√
14:00–16:00	Factory tour		√	
18:30–20:00	Discussion with the workers	√		
18:30–20:00	Farewell party	√		
20:30	Watching TV			√

**Note:** Remember to see the newly-developed products.

Task 3 *Make a daily plan for yourself according to the above tips and sample.*

Schedule for Tomorrow				

**Note:**

Section 2 *Reading Skill Exploration: Making Predictions*

## 预测 (Making Predictions)

预测指读者在阅读过程中不断向作者假设性提问,从而使自己对所要回答的问题的答案敏感起来。如:从标题预测文章的大致内容以及可能涉及到的词汇,从上下文预测生词或多义词的意思,从主题句或关键词预测段落的意思等等,这些都属于阅读的预测技巧。

## Unit 1 Adapting to New Environments

### For example:

1. The title “How to Fit Yourself to the New Job” tells us exactly what to expect in the rest of the article: tips and suggestions about what to do to fit yourself to the new job in the new environment.
2. And from the subtitles like “Always Arrive at Work on Time” and “Dress Properly”, etc., we can safely predict that the writer will tell us more details about why we should do it and how to do it.

### Practice:

Read the following paragraph, make your predictions and try to find the answers.

#### The First Day I Came to College

I still remember the first day when I came to college. It was a sunny day and everything seemed fresh to me. I was excited like other freshmen, because my dream of becoming a college student had come true. This was really a turning point in my life. Looking at the modern classroom buildings and the huge library, I felt proud of my college. I knew that it would be a good opportunity for me to obtain knowledge useful for my future career, but studying at college was also a big challenge for me, for I had to overcome the difficulties in my studies and life. However, I was determined to study hard. I was sure that I could face the challenge, make the best of the opportunity to prepare myself for my future career.

What kind of day was it? \_\_\_\_\_

How did he feel? \_\_\_\_\_

What was his college like? \_\_\_\_\_

Did he have any difficulties? \_\_\_\_\_

What would he do in college? \_\_\_\_\_

## Section 3 Comparative Reading: Career Previewing

Read the passage in both English and Chinese and answer the questions.

### Ideas on Writing a Professional Resumé

### 书写专业简历的要诀

1. **Don't focus on your responsibilities, focus on what you achieved.**

A resumé is not your life story. The only

1. 不要着眼于你的责任，而要着眼于你的成绩。  
一份简历不是你的人生故事。你在简历里应该仅仅写上你的成绩！任何人都能完成

things that should be on your resumé are achievements. Anyone can do their job, but only a small percentage of the population can do their job well, wherever they go. The best way to show that you did your job well is from achievements. The best achievement is a promotion. It is an objective way to show that you impressed the people you work for. The next best way to show objective measures is to present quantified achievements.

**2. Don't make your resumé a moral statement; it's a marketing document.**

A resumé is a marketing document. The best marketing documents show the product in the very best light, which means using whatever most outrageous tactics possible to make you look good. As long as you are not lying, you will be fine.

**3. Don't give everything away in the resumé.**

The idea of a resumé is to get someone to call you and offer you an interview. So a resumé is like a first date. You only show your best stuff and you don't show it all. In fact the interview is where the hard-core selling takes place. Sure, there will be other questions people will want answers to, but that will make them call you. And that's good, right?

本职工作，但只有小部分人无论到何处，都能把工作做得出色。证明你工作出色的最好方式就是你的成绩。最好的成绩就是升迁。它客观地反映出你给你为之工作的人留下深刻印象。第二个最好的表明客观尺度的方式便是展现经过量化的成绩。

**2. 不要把你的简历写成道义上的陈述；这是一份自我推销资料。**

一份简历就是一份推销资料。最好的推销资料只显示该产品的最好一面，这意味着，无论如何，你要尽你所能让自己光彩夺目！只要你不说谎，那就没有问题。

**3. 不要把所有信息都写进简历。**

简历的主要目的是让别人打电话给你，给你一次面试机会。所以一份简历就像第一次约会。你只能显示你最好的东西，而不能和盘托出。事实上，面试时你才开始实质性推销自己。当然，人们还有其他想知道答案的问题，但这正好让他们打电话给你。那正中你的下怀，对么？

**For you to think about:**

1. How important is your resumé?
2. What should you pay attention to when writing your resumé?
3. If we compare a resumé to something, what would you compare it to?

## Section 4 Window on Pronunciation

<p>1</p> <p>/i:/</p>	<p><b>说明</b></p> <p>前元音，长元音。发音时舌尖抵下齿，前舌尽量抬高，舌位高于/i/，口形扁平，呈微笑状。下列字母组合常发此音：</p> <p><b>Listen and repeat.</b></p> <table border="1"> <tr> <td>ea: teach easy cheap</td><td>ee: cheese week green</td></tr> <tr> <td>ie: piece field brief</td><td>ei: receive either ceiling</td></tr> </table> <ol style="list-style-type: none"> <li>1. An idle youth, a needy age. 少壮不努力，老大徒伤悲。</li> <li>2. Procrastination is the thief of time. 拖延就是浪费时间。</li> <li>3. Knowledge advances by steps and not by leaps. 知识只能循序渐进，不能跃进。</li> <li>4. Easy come, easy go. 来也匆匆，去也匆匆。</li> <li>5. Custom makes all things easy. 有个好习惯，事事皆不难。</li> </ol>	ea: teach easy cheap	ee: cheese week green	ie: piece field brief	ei: receive either ceiling
ea: teach easy cheap	ee: cheese week green				
ie: piece field brief	ei: receive either ceiling				
<p>2</p> <p>/I/</p>	<p><b>说明</b></p> <p>前元音，短元音。发音时舌尖抵下齿，舌前部抬高，舌两侧抵上齿两侧，口形扁平。下列字母常发此音：</p> <p><b>Listen and repeat.</b></p> <table border="1"> <tr> <td>i: sit picture list</td><td>e: defect decide delicious</td></tr> <tr> <td>y: myth many twenty</td><td></td></tr> </table> <ol style="list-style-type: none"> <li>1. Happiness takes no account of time. 欢乐不觉时光过。</li> <li>2. A little knowledge is a dangerous thing. 浅学误人。</li> <li>3. Dexterity comes by experience. 熟练来自经验。</li> <li>4. Practice makes perfect. 熟能生巧。</li> <li>5. A year's plan starts with spring. 一年之计在于春。</li> </ol>	i: sit picture list	e: defect decide delicious	y: myth many twenty	
i: sit picture list	e: defect decide delicious				
y: myth many twenty					
<p>3</p> <p>/ɜ:/</p>	<p><b>说明</b></p> <p>中元音，长元音。发音时舌尖离开下齿，舌中部比发/ə/音时略高，双唇扁平。下列字母组合常发此音：</p> <p><b>Listen and repeat.</b></p> <table border="1"> <tr> <td>er: term her serve</td><td>ear: learn earn earth</td></tr> <tr> <td>ur: turn burn nurse</td><td>or: work worm world</td></tr> </table> <ol style="list-style-type: none"> <li>1. The day is short but the work is much. 工作多，光阴迫。</li> <li>2. When an opportunity is neglected, it never comes back to you. 机不可失，时不再来。</li> <li>3. Facts speak louder than words. 事实胜于雄辩。</li> <li>4. False friends are worse than bitter enemies. 明枪易躲，暗箭难防。</li> <li>5. Learn and live. 活着，为了学习。</li> </ol>	er: term her serve	ear: learn earn earth	ur: turn burn nurse	or: work worm world
er: term her serve	ear: learn earn earth				
ur: turn burn nurse	or: work worm world				



## Unit 1 Adapting to New Environments

4

说明

中元音，短元音。发音时舌尖离开下齿，舌身平放，舌中部略隆起，双唇扁平。下列字母及字母组合常发此音：

Listen and repeat.

a: Canada Japan China	o: together tomorrow today
er: teacher leader player	or: doctor actor mayor
ar: familiar collar dollar	

/ə/

1. Birds of a feather flock together. 物以类聚，人以群分。
2. One today is worth two tomorrows. 一个今天胜似两个明天。
3. Christmas comes but once a year. 圣诞一年只一度。
4. Knowledge is power. 知识就是力量。
5. Wisdom is better than gold or silver. 知识胜过金银。

5	说明	
/əʊ/	双元音。发音时由中元音/ə/向后元音/u/滑动，舌位由半低到高，口形由半开到小。下列字母及字母组合常发此音：	
	Listen and repeat.	
	o: home cold go	oa: boat coat goal
	ow: grow blow show	
	1. Time and tide wait for no man. 岁月不待人。 2. A fox may grow gray, but never good. 江山易改，本性难移。 3. All roads lead to Rome. 条条大路通罗马。 4. A merry heart goes all the way. 心旷神怡，事事顺利。 5. A rolling stone gathers no moss. 滚石不生苔，转业不聚财。	

### Listen, repeat and pay attention to the differences.

#### 1. /ɪ/ 和 /i:/

bit beat / fit feet / skip keep / fill feel / rich reach

Leely picks tea leaves this evening. 莉莉今晚去采茶。

It isn't easy to speak English. 学说英语不容易。

#### 2. /ə/ 和 /ɜ:/

water shirt/ assign first / overhear early / career learn /ago fur

I had a wonderful journey this summer holiday. 今年暑假的长途旅行我感到很愉快。

The first person in a dirty shirt works in the third firm. 穿脏衬衫的第一个人在第三公司工作。

