

# 职通英语进阶教程(教师参考书)使用说明

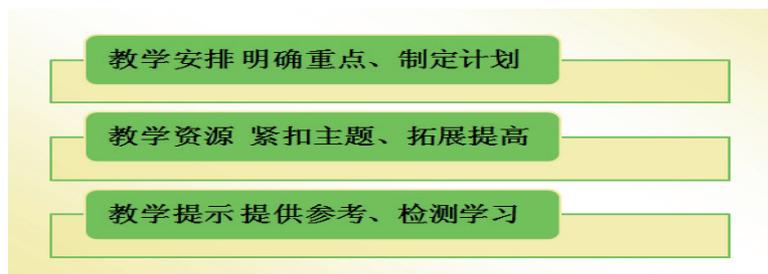
## 一、编写说明

《职通英语进阶教程》(教师参考书)是《职通英语进阶教程》的配套教学参考资源,分为8个单元,供一个学期使用。

《职通英语进阶教程》(教师参考书)的编写遵循模块化、信息化、表格化的设计理念,配套资源丰富、讲解详细到位、建议科学合理。教学安排部分提供了教学方法、制定了教学目的,并明确了每个阶段的教学任务和教学重点;教学参考部分紧扣单元主题,兼具趣味性和拓展性,并提供相关网址以便查询更多相关信息;教学提示部分提供了各个教学活动及练习的中文参考译文、参考答案、录音原文等教学相关资源,真正做到了从教师角度出发,全面满足教师在教学过程中的需求。

## 二、使用说明

《职通英语进阶教程》(教师参考书)每单元分为教学安排( Teaching Arrangement)、教学参考( Lecturing References)、教学提示( Lecturing Hints)三部分。



### 1、教学安排( Teaching Arrangement)

该部分提供了各单元的授课计划表,对各单元的课时与教学进度安排、教学内容组织与课堂教学设计提出了指导性建议。授课教师可根据课时总量及学生实际情况,作适当调整。

### 2、教学参考( Lecturing References)

该部分提供了大量与本单元主题紧密相关的背景知识材料,表格化的设计图文并茂地拓展了知识层面。提供的延伸阅读网址节省了教师资料收集的时间与精力,符合信息化教学的要求。

### 3、教学提示( Lecturing Hints)

该部分分为主题链接( Connecting to the Topic)、阅读学习( Reading to Learn)、交际练习( Practicing to Communicate)三个部分。每部分都设计了表格化的教学提示,明确了教学目标、教学任务,也对教学过程提供了意见和建议。



☆主题链接 (Connecting to the Topic)

该部分提供了听力短文原文和讨论问题的参考答案, 有助于教师积极引导和激发学生对英语学习的兴趣, 提高口头表达能力。

☆阅读学习 (Reading to Learn)

该部分提供了两篇主课文的中文译文和练习答案, 教师可以更好地帮助学生理解课文, 并全面检测学生对课文重要知识点的掌握程度。

☆交际练习 (Practicing to Communicate)

该部分提供了听力材料录音文本, 教师可以用以指导学生检测听力水平; 提供了口语部分的参考答案, 教师可提供给学生作为口头练习的素材。

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# Unit

# 1

## *Career Paths*

*Section I Listening & Speaking*

*Section II Reading*

*Section III Listening, Speaking & Translating*

# CAREER PATHS

## Teaching Arrangement

Unit 1 Career Paths			
Teaching Hours	6 hours		
Teaching Methods	Audio-lingual method & Case-study method		
Teaching Aims	<ul style="list-style-type: none"> <li>➤ Learn some basic ways of gathering career information</li> <li>➤ Be able to consult in English about problems related to career paths</li> <li>➤ Be able to find more job seeking channels</li> </ul>		
Teaching Process		Contents	Learning Focus
	Class 1	<ul style="list-style-type: none"> <li>➤ Connecting to the topic</li> <li>➤ Reading Interaction ( Text A)</li> </ul>	Language points & Text understanding
	Class 2	<ul style="list-style-type: none"> <li>➤ Reading Interaction ( Text B)</li> <li>➤ Important Words</li> <li>➤ Task 1-3 (Background Information)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Language points &amp; Text understanding</li> <li>➤ Answering &amp; Listening</li> </ul>
	Class 3	<ul style="list-style-type: none"> <li>➤ Task 4-9 (Communication)</li> <li>➤ Useful Sentences</li> </ul>	<ul style="list-style-type: none"> <li>➤ Listening &amp; Speaking</li> <li>➤ Communication, Presentation, Debate and Translation</li> </ul>



# Unit 1

## Lecturing References

### 1. Create an Action Plan before Seeking a Job

Finding a job is not a quick or easy process. You've got some work to do before you begin looking for work. Getting organized and in the right frame of mind is important, as is identifying what you want and what you have to offer. You need a carefully prepared resume and practice interviewing before you meet with potential employers. When you've got everything in place and are ready to get more serious about finding a job, you need a plan of action. A well thought-out job hunting strategy lets you know what you need to do and how to utilize your time wisely.

Start by determining a realistic time frame for finding a job. Consider the job market, the industry you want to work in, and your available time commitment in your job search. Create your plan for action. How will you go about finding the job you want? How much time will you devote to your efforts each day? How many new contacts will you make? Create a daily, weekly and monthly schedule to follow. Set target contact numbers and goals you want to accomplish.

Creating a plan of action is the easy part. Executing your plan can be much more difficult. No one is going to watch over you, check to make sure you do as you say or tell you what to do. This is your job search. It's up to you to take the first step and every step thereafter. You need to rely on you to keep your momentum going, but you don't have to do it all alone. If you want guidance, it's up to you to seek it out and get the help you need.

### 2. Top Ten Recruitment Websites in China

Chinese Name	Web Address	Services
1. 智联招聘 	<a href="http://www.zhaopin.com">http://www.zhaopin.com</a>	Resume posting, job search by category, location and time frame
2. 前程无忧 	<a href="http://www.51job.com">http://www.51job.com</a>	Recruitment, training, assessment and human resources-related areas

Chinese Name	Web Address	Services
<p>3. 中华英才网</p> 	<p><a href="http://www.ChinahR.com">http://www.ChinahR.com</a></p>	<p>A wealth of job search information, precisely matched positions, and professional online occupational guidance services</p>
<p>4. 中国人才热线</p> 	<p><a href="http://www.cjol.com">http://www.cjol.com</a></p>	<p>Updated employment opportunities at home or across the region</p>
<p>5. 应届生求职网</p> 	<p><a href="http://www.yingjiesheng.com/">http://www.yingjiesheng.com/</a></p>	<p>Wide job openings for graduates</p>
<p>6. 卓博人才网</p> 	<p><a href="http://www.jobcn.com">http://www.jobcn.com</a></p>	<p>Job postings, resume search, candidate screening facilities</p>
<p>7. 数字英才网</p> 	<p><a href="http://www.01hr.com/">http://www.01hr.com/</a></p>	<p>Job search information, professional online occupational guidance services</p>



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Chinese Name	Web Address	Services
 <p>8. 职友集</p>	<a href="http://www.jobui.com/">http://www.jobui.com/</a>	Resume posting, job search by category, location and time frame
 <p>9. 百才招聘</p>	<a href="http://baicai.com/">http://baicai.com/</a>	Job search by field and region
 <p>10. 58同城网</p>	<a href="http://www.58.com">http://www.58.com</a>	Job search by field and region

## 3. Main Sources of Career Information

**Employers.** These are the primary sources of information on specific jobs. Employers may post lists of job openings and application requirements, including the exact training and experience required, starting wages and benefits, and advancement opportunities and career paths.

**Informational Interviews.** People already working in a particular field often are willing to speak with people interested in joining their field. An informational interview will allow you to get good information from experts in a specific career without the pressure of undergoing a job interview. These interviews allow you to determine how a certain career may appeal to you while helping you build a network of personal contacts.

**Guidance Counselors and Career Counselors.** Counselors can help you make choices about which careers might suit you best. They can help you establish which occupations fit your skills by testing your aptitude for various types of work and determining your strengths and interests.

Counselors can help you evaluate your options and search for a job in your field or help you select a new field altogether. They also can help you determine which educational or training institutions best fit your goals and then assist you in finding ways to finance your education or training. Some counselors offer other services, such as interview coaching, résumé building, and help in filling out various forms.

<http://www.bls.gov/ooh/about/sources-of-career-information.htm>

#### **4. How to Inquire about a Job through E-mail?**

Many companies post their job openings on the Internet. However, just because you find a posting online doesn't mean that you're done when you fill out a simple contact information form and add your resume. If you want to make yourself get a better chance, you can catch the hiring manager's attention and get your foot in the door. Here are some instructions you should follow while making job inquiries through E-mail.

First, research the company to find out who the decision maker will be when it comes to the hiring process. After that, address any cover letters you write to that person instead of a general "Dear Sir or Madam" approach. Most managers hate to be addressed like that.

Second, modify the email that you write to the position you want, and send it to the person or section that is responsible for the hiring process, based on what you know about the job opportunity. Remember to mention the company's name, the potential position title and add some strength from your own experience, including length of experience in that position and other factors needed to the job.

Attach your resume and cover letter to your online application and also include other requested documents, such as a recommendation letter from your former boss or professor.

[http://www.ehow.com/how\\_8407227\\_inquire-job-through-email.html#ixzz2II9dDoZf](http://www.ehow.com/how_8407227_inquire-job-through-email.html#ixzz2II9dDoZf)

#### **5. The Most Important Job Seeking Strategy: Networking**

We know that only 10% of the jobs out there are ever advertised. We also know that 90% of the people out there are competing for those jobs; these odds are not in your favor. And getting a direct referral from someone pushes you right past gate one (getting your resume read) to gate two (the interview). It can even push you right into gate three (getting hired).

This means network, network, network and it's how the best jobs are always found:

- Talk to your friends and family. Hit every party and group gathering you can.
- Play catch-up with former employers and colleagues.
- Attend conferences and events related to your field.
- Check out community job fairs.



# Unit 1

- Talk to people everywhere; the butcher, the baker, the candlestick maker. Just connect, make conversation, and look for opportunities.
- Research companies you're interested in and start cold-calling them. Ask for the HR person, turn on the charm, and talk to them about any positions they're hiring for.

<http://www.zoomstart.com/5-great-job-hunting-strategies-that-will-get-you-hired/>

## 6. Career and Job Fair Do's and Don'ts

Here are the keys for students and job-seekers to successfully navigating a career or job fair. Follow these simple rules and guidelines and you should achieve success in this important strategic tool of job-hunting.

Do attempt to research basic information about each company you hope to interview with at the job fair.

Don't just drop your resume on the recruiter's table and walk off.

Do prepare a one-minute "commercial" that focuses on the unique benefits you can offer the employer — a version of your elevator speech.

Do be prepared to talk about your work experiences, skills, and abilities.

Do have a few questions prepared for each recruiter.

Don't forget to eliminate such bad habits as playing with your hair, chewing gum, fidgeting, rocking from side-to-side, acting distracted, rubbing your nose, etc.

Do remember all the keys to successful interviewing, including a firm handshake, a warm smile, eye contact, and a strong voice.

Do bring enough copies of your resume to the career fair. And do bring different versions of your resume if you are searching for different types of jobs.

Don't ever just walk up to a booth and interrupt a current conversation; wait your turn and be polite.

Do dress professionally — conservative is always the safe choice.

Don't waste the opportunity to network, not only with the recruiters, but with fellow job-seekers and other professionals in attendance at the career fair.

Do take the initiative and ask about the next step in the process. And do be prepared to follow-up all job leads.

Do be sure to follow up with each recruiter.

[http://www.quintcareers.com/career-job\\_fair-dos-donts.html](http://www.quintcareers.com/career-job_fair-dos-donts.html)

## Lecturing Hints

### Section I Connecting to the Topic

#### Focus

<b>Aim</b>	1. To enhance students' listening skills
	2. To improve students' ability in communication
	3. To arouse students' interest
<b>Task</b>	1. Students listen to the given passages and answer the questions.
	2. Students discuss the questions in groups.
<b>Procedure</b>	1. Ask students to listen to the passages and answer the questions orally.
	2. Divide the students into groups and ask them to give answers to the given questions.

#### Key

##### Task 1

1. No, we can't. Because we can make use of as many methods as we can to learn and to connect with opportunities.
2. We can gather information through talking with people, reading books, seeking out and attending career and job fairs, visiting school or college career centers and searching the Internet.

##### Script:

When it comes to find a job, there are always jobs available. But you'll need to work at finding the one for you. Be resourceful and don't rely on any one method to find a job. Make use of as many methods as you can to learn and to connect with opportunities.

There are a large number of resources available. A great deal of information and advice is available to you through talking with people, reading books, seeking out and attending career and job fairs, visiting school or college career centers, and searching the Internet. You will find jobs listed online, on company Web sites, in the newspapers, through word of mouth, and many more.

##### Task 2

##### Open



## Section II Reading to Learn

### Focus

<b>Aim</b>	1. To give students fluency practice in reading
	2. To acquaint students with basic information about different ways of gathering career information
<b>Task</b>	1. Students learn and comprehend the passages.
	2. Students finish the related exercises individually or in groups.
<b>Procedure</b>	1. Ask students to read the passages and tell their understanding of the different ways of gathering career information.
	2. Explain and analyze the texts.
	3. Ask students to finish the reading comprehension exercises individually.

### Key

#### Text A

1-5 DBCDA

#### Text B

6. internships, interpersonal contacts and internet
7. experience the job by yourself
8. family, friends, and acquaintances
9. a connection from a teacher or parents
10. using keywords

### Chinese Version

#### Text A

#### 求职信息的来源

要知道什么样的职业适合你并能在什么地区找到这些职位，通过广泛的资源来搜集求职信息是最好的方式。以下是大学生求职的主要信息来源。

分类广告。“招聘”广告也许不是寻找工作的最佳信息来源，但你能从中得知许多人才市场的信息。分类广告对岗位职责及求职资格等都有详细的描述，对在某个特定领域寻找工作特别有帮助。

校园面试。你所在的大学会安排用人单位到校园进行最初的筛选面试。用人单位会利用这些简短的校园面试来挑选邀请进入下一轮或下几轮的校外面试。这种筛选面试是

了解未来老板的便利途径。即使你不能确定是否对该用人单位感兴趣，我们还是建议你报名参加众多的校园面试。你可能会发现某个公司会提供符合你的计划的机会。即使最后你不感兴趣，也能得到一些宝贵的锻炼。

招聘会。大多数的就业中心会邀请大量的用人单位参加招聘会。招聘会有许多好处：可节约时间，因为你可一次接触许多家公司；你会会见不同的人，了解你心仪的公司和岗位，也能得到和未来的老板碰面并交谈的锻炼机会。如想充分利用在招聘会上的时间，你应事先调查研究参加此次招聘会的公司并选择你感兴趣者。

### Text B

#### 你是如何知道这个空缺职位的？

职位空缺信息可通过各种渠道进行搜集，但是最主要的三种渠道的英语名称都以字母“i”开头：实习（internships）、人际交往（interpersonal contacts）及网络（Internet）。

实习。真实进行工作体验是弄清楚你的目标职业的最佳方式。实习之珍贵处在于：让你有机会去做这项工作。比如说，法律专业的实习生与律师共事并协助其工作就能对律师工作的情形有第一手的直接印象。除了职业经验，实习还能助你获得第一份工作——许多实习生从实习公司的老板那里得到了工作录用通知。另一方面，实习经历也能告诉你确认的目标职业是否合适。

人际交往。搜集信息的一个好的方式就是从你的家人、朋友及熟人开始。不要怕询问亲朋好友是否知道有无招聘的工作。许多人都是通过人际交往找到工作的。亲朋好友自身经常并不了解是否有公司在招聘，但他们能介绍你认识了解招聘信息的人。这种人际交往在求职者构建其职业生涯的每个阶段都是有用的。年轻人的第一份工作往往都来自于老师或父母的人脉关系。此后，专业人士的口头推荐则能打开面试的大门。

网络。很多人发现网络是求职资源及技巧的宝贵来源。求职者可随时访问利用网络资源。然而，没有一个网络或在线资源能够涵盖所有的求职或职业信息，因此你还得使用关键词来搜索查看网上张贴的各种工作信息列表。

## Section III Practicing to Communicate

### Focus

Aim	1. To arouse students' interest
	2. To enable students to identify information
	3. To give students fluency practice in listening and speaking related to career paths



# Unit 1

<b>Task</b>	1. Students learn the important words and expressions.
	2. Students finish the related exercises.
<b>Procedure</b>	1. Students learn the important words about career paths.
	2. Ask students to discuss the given questions.
	3. Ask students to listen to two passages and answer the questions.
	4. Ask students to listen to the two passages again and fill in the blanks.
	5. Ask students to practice in pairs and make five short dialogues.
<b>Procedure</b>	6. Ask students to listen to two conversations and match the words with correct definitions.
	7. Ask students to listen to the two conversations again and choose the correct answers.
	8. Ask students to learn some important expressions.
	9. Listen to the two conversations and fill in the blanks; check the answers to help students imitate the pronunciation.
	10. Ask students to read the clues and make a presentation.
	11. Divide the students into two groups and carry out a debate.
	12. Ask the students to finish the translation work without referring to the dictionary.

## Key

### Task 1

Open

### Task 2

#### Passage 1

1. Yes, it's necessary because making an inquiry about a job opening by telephone is an important part of a job search.
2. From the employees of the company or others in the industry familiar with the manager.

#### Passage 2

1. We need keywords.
2. Friends and librarians.

### Task 3

#### Passage 1

1. the hiring manager
2. the employees
3. the keywords
4. the job opening
5. friendly, conversational

**Passage 2**

6. good ideas
7. other resources
8. job lead banks
9. job descriptions
10. recommended career books

**Script:****Passage 1**

Making an inquiry about a job opening by telephone is an important part of a job search. Phone calls can sometimes help, if you show respect for the person you are trying to reach.

Firstly, get the name and phone number for the hiring manager for the job you are seeking. You can do this through communicating with employees of the company or others in the industry familiar with the manager.

Secondly, prepare for the phone call by reviewing the key points you want to make if you reach the hiring manager or the person's voice mail. Get ready for about a five-minute conversation or a 30-second voice mail message. Practice the call before you ring.

Thirdly, call the hiring manager. Greet the hiring manager, then immediately introduce yourself by clearly giving your first and last name. Tell the manager that you are interested in the job opening. Remind the hiring manager who you are if you have previously spoken with the person.

At last, ask the hiring manager if this is a good time to talk while telling him or her how much time you are requesting, such as just a few minutes. Remember to speak in a friendly, conversational tone. If the hiring manager cannot speak with you at the moment, ask for a good time to follow up.

**Passage 2**

Before you can go online, you need to know exactly what it is you are searching for. You need a list of keywords, the actual terms you will enter into search boxes all over the Internet.

Having trouble thinking of keywords? Here are some tips.

Firstly, ask a friend to help. Friends can frequently see things that you can't. They might also have some good ideas and interesting choices for you to consider.

Secondly, ask a librarian. Librarians are usually very good at this kind of exercise, but try to ask for some help when the reference desk isn't busy so he or she can concentrate better on your project. He or she can probably direct you to the books and other resources that can help.

Thirdly, scan some online job banks. Search some of the major job lead banks for jobs that interest you. Read the job descriptions, note the skills and kinds of experience the employers are seeking, and then use these words in your search.

Read a good book. Check your local library or bookstore for some recommended career books. These books contain some exercises designed to help you identify your skills and



# Unit 1

interests. Your local career center, public library, or employment service center will have even more good resources you can use.

## Task 4

Open

## Task 5

### *Conversation 1*

1-5 EA B D C

### *Conversation 2*

6-10 B A D C E

## Task 6

### *Conversation 1*

1-5 A D B A D

### *Conversation 2*

6-10B D C D A

**Script:**

### *Conversation 1*

Lin: Good morning, Dr. Smith. I need your help.

Dr. Smith: Sit down please, Lin. What can I do for you?

Lin: You know I am looking for a job right now. I spend five hours each day, but I get nowhere!

Dr. Smith: Take it easy, Lin. Here are some suggestions. First, you should change your resume for each position you apply for. Your resume must show that you can fit the job opening. If the resume doesn't have anything they are looking for, there will be no next step in the process.

Lin: I see. I usually just send the same copy of resume to each position. That's why I haven't yet received any response.

Dr. Smith: The second suggestion is to follow up. You can't just rely on applying online. Companies get hundreds of people applying for jobs online, but they won't read most of the resumes. You have to do something off the line.

Lin: Yes. I see. Then what should I do?

Dr. Smith: You can search that company and see who you can find to speak to and call him to make sure the company has received your resume. This forces someone to look at your experience. You will never get a chance for an interview if you don't make the call yourself.

Lin: Thank you so much, Dr. Smith.

### **Conversation 2**

Lin: Kevin, I heard you got an offer from LG. Congratulations!

Kevin: Thanks! I owe my success mainly to the Internet.

Lin: Really? Would you please share your experience with me?

Kevin: I'd be glad to. First, before you go online, you need to know exactly what it is you are searching for. Create your resume and think about What, Who, and Where.

Lin: What, Who, and Where?

Kevin: Yes. What do you want to do, who do you want to work for and where do you want to live and work. Think about these questions carefully and then you can move to the next step.

Lin: Then what should I do next?

Kevin: Select the websites that suit you most. Choose those that update most often and include lists of potential employers, job listings, a resume database, etc.

Lin: This is very helpful. And what else should I pay attention to?

Kevin: When you go online, focus on sites and services that offer the information you really want. Anyhow, do not spend more than a quarter of the time for searching on the internet. Continue to attend meetings, pick up the telephone and call people and use any other sources you can get.

Lin: I've really learnt a lot. Thanks very much!

## **Task 7**

### **Conversation 1**

1. My name is Lin Ling
2. more information about the position
3. what type of work
4. had some experience
5. that's interesting
6. a Business Vocational College
7. for an interview
8. anytime actually
9. Would that be OK
10. Thank you very much

### **Conversation 2**

11. I'm attending a job fair
12. prepare a short self-introduction
13. How should I start the conversation
14. that you've done some homework before
15. That's a good idea



# Unit 1

16. have a good question
17. What kind of questions should I ask
18. Anything else I should pay attention to
19. do the follow-up
20. Thanks a lot for your advice.

## **Script:**

### ***Conversation 1***

Lin: Hello, Mrs. Goodman. My name is Lin Ling. Did you hear about me from Mr. Smith?

Mrs. G: Oh, yes. I know he is your mentor.

Lin: Yes, I got the job information from him. I was wondering if you could provide me with more information about the position.

Mrs. G: The position would involve working in our accounts department handling invoicing, accounts and also filing.

Lin: And what type of work would I do, Mrs. Goodman?

Mrs. G: Well, you'd mainly do some filing and invoicing until you pick up more other aspects.

Lin: Well, I have already had some experience handling filing and accounts when I was in my internship.

Mrs. G: Oh, that's interesting. Look, could you tell me what level of education you've reached?

Lin: I'll graduate from a Business Vocational College next month and my major is accounting.

Mrs. G: Right. Well, I'd like you to come in for an interview so we can discuss things further. When would suit you?

Lin: Well, anytime actually. When and where are you going to do the interview?

Mrs. G: Next Wednesday at 10 on the 4th floor of our building. Would that be OK?

Lin: Fine. Thank you very much, Mrs. Goodman.

Mrs. G: You are welcome. By the way, please pass my regards to Mr. Smith.

Lin: Sure. Bye.

### ***Conversation 2***

Lin: Hello, Jeff, I'm attending a job fair. I'm a little bit nervous. What should I do?

Jeff: When you get to the career fair, prepare a short self-introduction. It helps the employer to find out more about you and see if you are suitable.

Lin: I see. How should I start the conversation?

Jeff: You can start like this: "Hi! I saw you were going to be here today and I wanted to meet you." This shows that you've done some homework before.

Lin: That's a good idea.

Jeff: Then you can move on like this: "Well, I was looking through your website, and XYZ really interested me. I think I am qualified for XYZ and just have a few questions to ask you." Always have a good question to ask the employer and keep the conversation going. This is very important.

Lin: What kind of questions should I ask?

Jeff: There are many questions you can ask, such as: What are the opportunities for advancement? What types of training programs do you offer? What are the biggest challenges for this position?

Lin: I see. Anything else I should pay attention to?

Jeff: At last, you can ask "May I contact you with further questions?" to do the follow up.

Lin: That's very helpful. Thanks a lot for your advice.

Jeff: You are welcome.

## Task 8

Omitted

## Task 9

Omitted

## Task 10

1. Interpersonal contact is an important channel/way to get a job.
2. Today, information about job openings is often found on the Internet.
3. Investigate basic information of each company you are interested in at the job fair.
4. Companies tend to hire applicants who are recommended by trustful people.
5. It is estimated that 50% or higher of all jobs are found through networking.

# Unit

# 2

## Career Inquiries

Section I Listening & Speaking

Section II Reading

Section III Listening, Speaking & Translating

# CAREER INQUIRIES

## Teaching Arrangement

Unit 2 Career Inquiries			
Teaching Hours	6 hours		
Teaching Methods	Audio-lingual method & Case study method		
Teaching Aims	<ul style="list-style-type: none"> <li>➢ Learn some background information about well-known enterprises</li> <li>➢ Be able to consult in English about problems related to career inquiries</li> <li>➢ Be able to understand the process for career inquiries</li> </ul>		
Teaching Process		Contents	Learning Focus
	Class 1	<ul style="list-style-type: none"> <li>➢ Connecting to the topic</li> <li>➢ Reading Interaction ( Text A)</li> </ul>	Language points & Text understanding
	Class 2	<ul style="list-style-type: none"> <li>➢ Reading Interaction ( Text B)</li> <li>➢ Important Words</li> <li>➢ Task1-3 (Background Information)</li> </ul>	<ul style="list-style-type: none"> <li>➢ Language points &amp; Text understanding</li> <li>➢ Answering &amp; Listening</li> </ul>
	Class 3	<ul style="list-style-type: none"> <li>➢ Task 4-9 (Communication)</li> <li>➢ Useful Sentences</li> </ul>	<ul style="list-style-type: none"> <li>➢ Listening &amp; Speaking</li> <li>➢ Communication, Presentation, Debate and Translation</li> </ul>

## Lecturing References

### 1. General Preparation before You Begin to Find a Job

**Self-assessment:** When one is unemployed or fearing lay-off, the time is right for reassessing current skills, talents, abilities, strengths, weaknesses, interests, and work values. In addition, it is clearly time to re-examine accomplishments and achievements, particularly those that may be relevant to a prospective employer. It is strongly recommended to keep an on-going accomplishments file in which to maintain such items as articles, congratulatory letters, kudos from the boss or clients/ customers, and descriptions of successful activities as they occur.

**Updating your resume:** The accomplishment file serves as a springboard to reassess your resume. The file contains content for selective resume inclusion. If we assume that a resume must be accomplishments-based rather than descriptive of one’s responsibilities, then the file serves to jog one’s memory about recent notable activities. Bare-bone the resume by removing all superfluous and irrelevant material, and work at getting it onto one page. Use functional headings to help focus the reader on what you have done and what you can do for the prospective employer. Be absolutely certain it is error-free.

[http://www.quintcareers.com/job\\_interview\\_preparation.html](http://www.quintcareers.com/job_interview_preparation.html)

### 2. Top Ten Job Skills That Employers Are Looking for

Employers have pretty comprehensive needs when they’re looking for new people. While most people are aware of the specific qualifications listed in a job description, some of the top skills that employers are looking for are actually broader.

Skills	Remarks
<p>1. Communication Skills</p> 	<p>Employers are looking for employees that generally will be able to fit in with their existing workforce. Employees often have to communicate needs and obstacles to other employees or to superiors, and being able to do so effectively is critical to success in the workplace.</p>
<p>2. Teamwork Skills</p> 	<p>Teamwork skills are important to employers as well. Employees also have to be able to function as a member of a team, and sometimes to put the needs of the company or their fellow employees above their own.</p>



# Unit 2

Skills	Remarks
<p>3. Motivation</p> 	<p>Employers are consistently looking for employees that have a desire to learn, excel and get things done. Motivation also is very important because it is hard to develop in new employees. Being able to show employers an interest in doing good work is invaluable.</p>
<p>4. Work Ethic</p> 	<p>Work ethic is the willingness to persist in difficult tasks, work to overcome obstacles and deliver results. It could be said that motivation is the skill that inspires an employee to start a task, while work ethic is the skill that allows them to complete it without complaint.</p>
<p>5. Accountability</p> 	<p>No matter what the field, employers need employees that demonstrate a consistent ability to tell the truth and serve the employers' interests. Accountability is the capacity to take responsibility and be honest about mistakes.</p>
<p>6. Loyalty</p> 	<p>Loyalty is the ability to consistently defend and adhere to the needs of the company. As with motivation and communication skills, it is difficult for an employer to train employees to be accountable or loyal.</p>
<p>7. Job-Specific Skills</p> 	<p>When evaluating a potential new hire, employers are almost always looking for skills and experience specific to the job. This refers to the basic needs of the job. Job-specific skills vary but are always highly sought after by employers.</p>

Skills	Remarks
<p>8. Ability to Learn</p> 	<p>Even more important than some job-specific skills is the ability to acquire new ones. Every workplace demands new learning, and rapid changes in technology often require employees to stay up to date. Lifelong learning and study skills are in high demand from many employers.</p>
<p>9. Critical Thinking Skills</p> 	<p>Employers have frequently noted critical thinking skills as one of the top things they're looking for. In essence, critical thinking is the ability to evaluate a situation and critique it, or to effectively and accurately identify potential problems.</p>
<p>10. Problem-Solving Skills</p> 	<p>Critical thinking is a precursor to problem-solving skills, as those who cannot accurately identify obstacles or failures cannot solve them. Problem solving — the ability to work around an obstacle and find a solution — also is very important to employers.</p>

[http://www.ehow.com/info\\_8092554\\_top-job-skills-employers-looking.html](http://www.ehow.com/info_8092554_top-job-skills-employers-looking.html)

### 3. How to Choose a Career

Choosing a career is a major milestone in our lives, whether it is after graduation or when one is seeking a career change. For most of us, we would like a career that best suits our interests such that we can enjoy our work at the same time. For others, financial remuneration might be of top priority. Given the above, it is inevitable that different people will have varying criteria for choosing a career that they like. Nonetheless, there are some basic tips for consideration when you are mulling over what career is best for you.

Firstly, think about where your interests lie. For example, are they in the arts or sciences, or do you prefer working all by yourself or in groups? Secondly, what are the financial rewards from this career? While you might not want to spend your whole working life chasing after money, what is the minimum requirement that will keep you in good financial shape, as well as allow you



## Unit 2

to support your family? Thirdly, does the career provide interesting challenges or the potential for future advancement? If you do not envision yourself doing the same thing over and over again for the next few decades, you might want to find a career that gives you the greatest flexibility and variety of job descriptions. Fourthly, think about how much time this job will take up in the course of your daily life. While you might enjoy doing the work, does it take you away from other priorities in life, such as family, friends and your social life? If so, you might need to balance the pros and cons before deciding whether this is the career for you.

<http://www.recruiter.com/how-to-choose-a-career.html>

### 4. Career Pay

If you are trying to choose a career that will reward you both personally and financially, you should do some researches about your chosen career pay, benefits, education and advancement. While it may not be the most important thing in choosing a career, your salary is an important aspect of any job, so it's worth investigating before you set yourself on a certain career path. If you're confused about what you career you should choose, here are some resources and tips for researching different careers.

#### **Researching Career Paths Online**

There are tons of educational and job sites on the web, and it can be hard to find one that will help you learn about different careers, including what you can expect for career pay and advancement. The United States Bureau of Labor Statistics has a website that explains many aspects of different career paths, including descriptions of various jobs within a career, educational requirements, salaries and job prospects in a certain career.

#### **Researching Career Paths in Person**

If you would rather find out about different careers by talking to someone, you can always find your local career services center and ask to speak with a career counselor. Counselors can advise you about different careers as well as explain the education you would need to get into a career, salaries for different careers and how to apply for entry level positions to start your career.

#### **Researching Career Salaries Online**

To find out what can expect to earn in certain careers, there are several websites that can help you find out what your new career will pay. Salary.com can be a good website for learning about salaries for different positions. You can search by job title and zip code or by the type of career you are interested in. When you click on a career, salaries for different positions within that field will be listed.

#### **Researching Career Salaries in Person**

You can also research advancement in your chosen career, salaries and common benefits packages in person at a career center. You can look for career centers in your local community

college, university or unemployment office. These centers will often have books that list details about a career, salary included, and they may even have official government information about salaries in various fields.

Whenever you are choosing your perfect career, salaries may not be at the top of your list of factors, but you shouldn't ignore how much money you can make in a given career. While it is important to love your job, you also need to be able to take care of yourself and your loved ones, so make sure that career pay is one aspect you take into account when searching for that perfect career.

<http://www.recruiter.com/i/career-pay-what-you-need-to-know-to-choose-a-career/>

### **5. Employment Guide**

An employment guide in the general sense is used to help job seekers find a job. In a more narrow sense, an organization or a specific industry may use one to inform candidates of what steps to go through in order to get hired.

Job seekers use guides to help them prepare for obtaining a job. If an organization is very selective about the people whom they employ or if the field is highly specialized, they might consider writing a guide to help candidates prepare themselves for employment and to eliminate candidates that would not be a good match for the organization. Either the human resources department or the talent acquisition department would be responsible for compiling such a guide.

A guide is useful to job seekers because looking for a job can seem like an extremely overwhelming task. It helps break the search down into manageable steps; it also gives instructions on how to complete those steps so that job seekers can find employment more quickly. A guide is useful to an organization because it eliminates candidates that are not very serious about acquiring the position. It also decreases delays that result from a candidate's not having all the steps to hiring process completed.

An employment guide might have some of the following: career tests, career planning, compensation information, education requirements, employee benefits, employment laws, interview advice, job application instructions, job search tips, and networking tips. Some guides are generalized, but some are specific to the industry or organization.

<http://www.recruiter.com/employment-guide.html>

### **6. Career Test**

A career test assesses an individual's personal and professional qualities, knowledge, skills, and/or aptitude. Such an analysis helps a person get a sense of clarity about what the best job might be for their personal motivations and characteristics.



# Unit 2

The questionnaire is usually a set of 40 to 100 questions. The questions are typically formatted. Generally the basic aim of the test is to figure out a person's psychology, understanding and reasoning power. The approach is many times based on "Personality Type Theory". According to the theory, the behavior of people is never accidental. It follows a typical system that is designed by social compatibility, personal likes or dislikes, strength and weakness of the mind and the body. Hence, by evaluation and analysis human actions can be categorized and predicted.

Job tests are meant to direct a person's career aspirations towards the path he or she will excel in. The test results indicate qualities and capabilities of an individual for particular career aptitude. There are normally three types of tests. They are: Personality tests, interest tests, skill tests and multiple nature tests. The first category result reveals an individual's soft skills like communication when in different social environments. Interest test results tell about the true passion for a definite industry. Personality test shows what jobs are good for a person with the existing abilities he or she has. Finally, multiple nature tests is a combination of all the other three kinds. Any of these test questions are usually written in a simple, easy-to-understand language. A time limit is set for the performing candidate so that they don't provide irrelevant information or second guess their answers.

These tests can range from highly structured examinations monitored and administered by a Psychologist to very simply career quizzes online or in magazines, performed mostly for entertainment. Because the more sophisticated career tests often require explanation and interpretation, great care should be used when selecting the professional to administer the test.

<http://www.recruiter.com/career-test.html>

## Lecturing Hints

### Section I Connecting to the Topic

Focus	
Aim	1. To enhance students' listening skills
	2. To improve students' ability in communication
	3. To arouse students' interest
Task	1. Students listen to the given passages and answer the questions.
	2. Students discuss the questions in groups.

<b>Procedure</b>	1. Ask students to listen to the passages and answer the questions orally.
	2. Divide students into groups and ask them to give answers to the given questions.

## Key

### Task 1

1. The first tip of hunting jobs in today's market is to understand beforehand what kind of career you really want to engage in.
2. You need to make sure of what's important for you and what you are interested in.
3. It will prevent you from getting the job successfully.

### Script:

Hunting for an ideal job takes a lot of patience and hard work. The first of these tips in today's market is to understand beforehand what kind of career you really want to take. You need to make sure what's important for you and what you are interested in. In this way you will be able to start your career smoothly and then you can pursue your targets in those areas. In other words, you should find the kind of job that you wish to do. Unfortunately, many people are confused about this; they don't know what is the most important for them and what they are interested in. And they will create some improper resumes to prevent them from getting the job successfully. Therefore, you need to focus only on jobs that appeal to you and you will also need to create specific resumes for each of these jobs.

### Task 2

Open

## Section II Reading to Learn

### Focus

<b>Aim</b>	1. To give students fluency practice in reading
	2. To acquaint students with the basic information about two companies
<b>Task</b>	1. Students learn and comprehend the passages.
	2. Students finish the related exercises individually or in groups.
<b>Procedure</b>	1. Ask students to read the passages and tell their understanding of the two companies.
	2. Explain and analyze the passages.
	3. Ask students to finish the reading comprehension exercises individually.



## Unit 2

### Key

#### Text A

1-5 B D A D B

#### Text B

6. national main building projects
7. the fastest-growing global construction machinery enterprises
8. branches and marketing and research institutions
9. high-quality resources on a global scale
10. “tolerance, sharing, responsibility”

### Chinese Version

#### Text A

#### 中国太平洋人寿保险公司

中国太平洋人寿保险股份有限公司（简称“太平洋寿险”）成立于2001年11月，是中国太平洋保险（集团）股份有限公司旗下专业寿险子公司，总部设在上海，2010年9月公司注册资本为人民币76亿元。2011年公司实现保费收入932.03亿元，同比增长6.1%；新营业额高达67.14亿元，增长10.1%，在中国寿险市场上保持领先地位。

太平洋寿险坚持“以客户需求为导向”，通过持续的产品创新、渠道创新、销售创新、服务创新来满足客户多方面的需求。公司目前开办险种200余个，覆盖人寿保险、健康保险、意外伤害保险等多个领域。公司不断完善客户服务体系并采取一切措施确保客户满意。公司认真履行保险责任来切实保护保险消费者的利益。截止2011年底，公司在全国各地设有3500多家分支机构，总计拥有4.5万名员工和29.2万名营销员，并与众多专业和兼业代理机构建立了良好的业务合作关系，为全国5234万个人客户和62万机构客户提供了全方位的保险保障服务。

面向未来，太平洋寿险将秉承做一家“负责任的保险公司”的使命并深入推动“以客户需求为导向”的战略转型。它将致力于为客户提供更好的风险保障解决方案并为社会管理提供更具针对性的产品和服务，来推动和实现公司价值的可持续增长。

#### Text B

#### 中联重科简介

中联重科股份有限公司创立于1992年，主要从事为建筑工程、能源工程、环境工程、交通工程等国家主要建设工程所需高新技术和设备的研发制造。

中联重科成立20年来，年均增长率超过65%，现在已成为全球增长速度最为迅速的工程机械企业之一。公司生产具有完全自主知识产权的13大类别、86个产品系列，800多个品种的主导产品，为全球产品链最齐备的工程机械企业。

公司在全球40多个国家设有分公司，以及营销和科研机构，为全球6大洲80多个国家的客户创造价值。另外，中联重科还拥有覆盖全球的完备销售网络和强大服务体系。公司开创了中国工程机械行业整合海外资源的先河。通过利用在全球范围内的优质资源，公司实现了快速扩张，并成功构建了全球化制造、销售、服务网络。截至目前，中联重科完成了9次国内外收购，均取得卓越成效。

在国际化进程中，中联重科对“至诚无息，博厚悠远”的文化内涵进行着不断的创新和丰富。在海外合作过程中，中联重科以“包容、共享、责任”的理念，赢得了国际社会的认同和欢迎。意大利总统纳波利塔诺亲自为中联重科颁发“莱昂纳多国际奖”，提高了中国企业走出去的国际形象。

## Section III Practicing to Communicate

### Focus

<b>Aim</b>	1. To arouse students' interest
	2. To enable students to identify information
	3. To give students fluency practice in listening and speaking related to career inquiry
<b>Task</b>	1. Students learn the important words and expressions.
	2. Students finish the related exercises.
<b>Procedure</b>	1. Students learn the important words about career inquiry.
	2. Ask students to discuss the given questions.
	3. Ask students to listen to two passages and answer the questions.
	4. Ask students to listen to the two passages again and fill in the blanks.
	5. Ask students to practice in pairs and make five short dialogues.
	6. Ask students to listen to two conversations and match the words with correct definitions.
	7. Ask students to listen to the two conversations again and choose the correct answers.
	8. Ask students to learn some important expressions.
	9. Listen to the two conversations and fill in the blanks; check the answers to help students imitate the pronunciation.
	10. Ask students to read the clues and make a presentation.
	11. Divide students into two groups and carry out a debate.
	12. Ask the students to finish the translation work without referring to the dictionary.



## Unit 2

### Key

#### Task 1

Open

#### Task 2

##### *Passage 1*

1. Before accepting a job, we should know whether we are really qualified for this job.
2. In addition to the job itself, we should pay attention to the people that work at the company / we will work with.

##### *Passage 2*

1. A thank-you Letter can remind the personnel department of your qualifications and improve your interest in the position or organization.
2. End a thank-you letter by requesting they review, evaluate, or consider your qualifications.

#### Task 3

##### *Passage 1*

1. qualified
2. honest
3. valid
4. long-range
5. financial needs

##### *Passage 2*

6. job market
7. status or outcome
8. qualities and accomplishments
9. expecting
10. appreciation

#### Script:

##### *Passage 1*

There are four questions to help you know what you absolutely want to know before accepting a job.

No. 1 Can I do the job? Am I really qualified? Be honest with yourself, because if the answer is “no,” sooner or later your boss will know!

No.2 Do I want to do the job? They may like and want you, but you’d better be sure this is a job you are interested in. If not, but you plan to take it anyway, you should at least be honest and know you are compromising for a reason that is valid to you.

No. 3 Does this job fit in with my long-range plans? The firmer your long-range goals are, the easier it is to create a directed and targeted career path. Just as you can and should take charge of the interview, you must control your own career path. Make sure you have honestly analyzed whether this job fits in with your own goals. Did you like your boss? Did you like the people you'll be working with? A job is a collection of environments created by all the other people that work at the company. You may be totally qualified for and challenged by the job itself, but if you can't stand any of the people, how long will you stay? So it is very important for you to get along well with the workmates.

No. 4 Can I accept what they want to pay me? The biggest problem is if you haven't bothered to think about your financial needs at all.

### *Passage 2*

Many job seekers cannot succeed because they take a passive attitude. It is essential that you can control the process to bring your job search to a positive end.

The Thank-You Letter reminds the personnel department of your qualifications and improves your interest in the position or organization. Once your search is complete, Thank-You Letters provide a link to your network.

Step 1: State the purpose of your letter in the first paragraph. You might remind the employer that you are still in the job market, show your interest in the targeted company or a specific position. When writing to your contacts, you'll present the status or outcome of your search.

Step 2: Share information about yourself in the middle paragraphs, either positions offered, accepted, or being considered. When still searching, mention the qualities and accomplishments that should interest an employer.

Step 3: End your letter by expecting they review, evaluate, or consider your qualifications.

Step 4: Express appreciation for their help and support in your job search.

### **Task 4**

**Open**

### **Task 5**

#### *Conversation 1*

1-5 B D A E C

#### *Conversation 2*

6-10 E D A B C

### **Task 6**

#### *Conversation 1*

1-5 C D D A A



## Unit 2

### *Conversation 2*

6-10 D D A D C

#### **Script:**

##### *Conversation 1*

A: Hello, Lucy speaking!

B: Hello, Lucy! This is Rosa. I'm calling to ask about your hotel recruitment advertisement in the Evening News.

A: Oh, is that the one for temporary staff?

B: That's right. Could you tell me what kind of staff you are looking for?

A: We're looking for waiters at the moment. There was one post for a cook, but that's already been taken.

B: Oh right. Er, do you know what the work hours are?

A: Well, there are two different shifts — there's a day shift from 7 to 2 and a late shift from 4 till 11.

B: And can I choose which one I want to do?

A: Not normally, because everyone would choose the day shift I suppose. You can alternate from one week to another.

B: OK. I'm just writing all this down. And what about time off?

A: You get one day off and I think you can negotiate which one you want. It's more or less up to you. But it has to be the same one every week.

B: Do you know what the rates of pay are?

A: Yes, I've got it. 5.50 pounds an hour and that include a break.

B: Do I have to go home to eat or...

A: Oh, you don't have to. You can get a meal in the hotel if you want to, and there's no charge for it.

B: Oh good. Yes, so let's see. I'd get two hundred and twenty one, no, two hundred and thirty one pounds a week?

A: You'd also get tips — our guests tend to be quite generous.

B: Great!

##### *Conversation 2*

A: The graduation is coming. I have to find a job, but I really don't know how to start. What is your suggestion?

B: Do you have the feeling that there are lots of jobs out there but it seems you cannot find one?

A: Yes. How do you know?

B: I felt the same when I was hunting for a job. The first thing you should do is to know what you're good at and put it into words.

A: What do you mean?

B: Actually, many of us are not naturally proficient at talking or writing about ourselves, so you have to practice this skill. Know yourself.

A: And after knowing myself, I may decide which job suits me.

B: Right! Once you've worked out why you're a good match for a job, it will be easier to make convincing applications.

A: Then what should I do?

B: Target the right employers, and reduce the chance of being refused.

A: I hate being rejected. It will make me unconfident.

B: Well, when you are hunting for a job, there's always the possibility of disappointment, but don't let that turn into defeat. From every pursuit that doesn't bring the result you want, there's something to be learned.

A: Thank you very much. You've been very helpful.

B: You're welcome. Good luck.

## Task 7

### *Conversation 1*

1. Student Job Centre
2. anything available at the moment
3. available to full-time students
4. Business Studies
5. at the reception desk at the Sports Centre
6. a position for cleaner at the Child Care Centre
7. a position with the Computer Lab
8. Clerical Assistant required
9. putting the books back on the shelves
10. check through the list

### *Conversation 2*

11. the personal details
12. the students' dormitory
13. Typing, languages, that sort of thing
14. administrative work
15. office assistant
16. sounds interesting
17. what the job involves
18. deal with student enquiries
19. arrange an interview for you
20. make it a bit later



## Unit 2

### Script:

#### *Conversation 1*

Agent: Good morning!

Student: Good morning. Is this room number 38?

Agent: Yes, that's right.

Student: So is this the Student Job Centre?

Agent: It certainly is. How can I help you?

Student: Well, actually I'm looking for a job. Do you have anything available at the moment?

Agent: Ah, yes! Are you a registered student? I'm afraid this service is only available to full-time students.

Student: Yes, I am. I'm doing a degree in Business Studies. Here's my student card.

Agent: Right...well, let's just have a look at what positions are available at the moment. There's a job working at the reception desk at the Sports Centre, for three evenings a week, that's Wednesdays, Thursdays and Fridays.

Student: That sounds like fun but unfortunately I have evening lectures. So that's not possible, I'm afraid. Is there anything during the day?

Agent: OK, that's no good then. Um. What about cleaning? There's a position for cleaner at the Child Care Centre.

Student: Right...

Agent: But you'd need to be there at 6 am. Does that appeal?

Student: Six o'clock in the morning! Oh, that's far too early for me, I'm afraid. I'd never make it that early in the morning.

Agent: Mmm ... Well, there was a position with the Computer Lab for three days a week. That might be OK. Ah, here it is! No, it's in the Library, not the Lab, Clerical Assistant required. I think it mostly involves putting the books back on the shelves. Oh no, hang on. It's for Wednesday and Friday evenings again.

Student: No, I can't manage that because of the lectures.

Agent: OK, I'm getting the idea. Look, I'll just get a few details from you anyway, and then we can check through the list and see what comes up.

Student: Oh, great! Thank you!

Agent: You are welcome.

#### *Conversation 2*

A: We'll fill in the personal details on this application form first, if that's OK?

B: Yes, that's fine.

A: Now, what's your name please?

B: Angel Newman, that's N-E-W-M-A-N.

A: And your address, Angel?

B: I'm living on campus, in the students' dormitory.

A: OK, what's your room number there?

B: Room C469, no, sorry, C649. I always get that wrong. I haven't been living there very long.

A: Do you have any other skills? Typing, languages, that sort of thing?

B: Well, I speak English fluently.

A: Right, I'll make a note of that. Now, let's see what else is available. What do you think of administrative work? There is a position for an Office Assistant at the English Language Centre.

B: That sounds interesting.

A: It's for 3 days a week, Monday, Friday and Saturday mornings. Interested?

B: Mmm. I was hoping to have Saturdays free. But I need the work so ... can you tell me what the job involves?

A: Yes, sure. It says here that you'll be required to deal with student inquiries and answer the phone.

B: I'm sure I can handle all that without a problem.

A: Great. Well, would you like me to arrange an interview for you? Say, Friday morning, around ten?

B: Could we make it a bit later? Unfortunately, I've got something to do at ten. Would that be OK?

A: Not a problem. How about eleven thirty? Hope it works out for you.

B: Me too. And thanks for all your help.

### Task 8

Omitted

### Task 9

Omitted

### Task 10

1. Different people are attracted by different jobs because everyone has his own interest and objective.
2. We should enjoy our work so that we can enjoy our lives better.
3. I believe that interest is of the utmost importance in choosing a job.
4. As a matter of fact, many college students lack work and real life experience.
5. I consider that work is a necessary and significant part in our life.



Unit

3

*Career Options*

*Section I Listening & Speaking*

*Section II Reading*

*Section III Listening, Speaking & Translating*

# CAREER OPTIONS

## Teaching Arrangement

Unit 3 Career Options													
Teaching Hours	6 hours												
Teaching Methods	Audio-lingual method & Case-study method												
Teaching Aims	<ul style="list-style-type: none"> <li>➢ Study job descriptions and learn to make a good career option.</li> <li>➢ Be able to search in English for the latest information related to ideal jobs.</li> <li>➢ Be able to understand the main responsibilities, requirements and qualifications for an ideal job.</li> </ul>												
Teaching Process	<table border="1"> <thead> <tr> <th></th> <th>Contents</th> <th>Learning Focus</th> </tr> </thead> <tbody> <tr> <td>Class 1</td> <td> <ul style="list-style-type: none"> <li>➢ Connecting to the topic</li> <li>➢ Reading Interaction ( Text A)</li> </ul> </td> <td>Language points &amp; Text understanding</td> </tr> <tr> <td>Class 2</td> <td> <ul style="list-style-type: none"> <li>➢ Reading Interaction ( Text B)</li> <li>➢ Important Words</li> <li>➢ Task1-3 (Background Information)</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>➢ Language points &amp; Text understanding</li> <li>➢ Answering &amp; Listening</li> </ul> </td> </tr> <tr> <td>Class 3</td> <td> <ul style="list-style-type: none"> <li>➢ Task 4-9( Communication)</li> <li>➢ Useful Sentences</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>➢ Listening &amp; Speaking</li> <li>➢ Communication, Presentation, Debate and Translation</li> </ul> </td> </tr> </tbody> </table>		Contents	Learning Focus	Class 1	<ul style="list-style-type: none"> <li>➢ Connecting to the topic</li> <li>➢ Reading Interaction ( Text A)</li> </ul>	Language points & Text understanding	Class 2	<ul style="list-style-type: none"> <li>➢ Reading Interaction ( Text B)</li> <li>➢ Important Words</li> <li>➢ Task1-3 (Background Information)</li> </ul>	<ul style="list-style-type: none"> <li>➢ Language points &amp; Text understanding</li> <li>➢ Answering &amp; Listening</li> </ul>	Class 3	<ul style="list-style-type: none"> <li>➢ Task 4-9( Communication)</li> <li>➢ Useful Sentences</li> </ul>	<ul style="list-style-type: none"> <li>➢ Listening &amp; Speaking</li> <li>➢ Communication, Presentation, Debate and Translation</li> </ul>
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## Lecturing References

### 1. Make the Right Career Options

It is a fact that students need to decide about their career options at the right time and if not done so, they may regret throughout their lives. A right career option is nothing but to suit a student's personality, aptitude and interest. It is a fact that many students get confused about matters related to their career options. A tenth or twelfth standard is the right time for choosing a career option. It is also very important to note that, it is during this stage that students become very vulnerable to many "influences". The same also goes for matters related to their career options. Film characters, friends and other elements usually influence students. Some parents also force their wards to follow a career option of their choice. Therefore, parents and students need to understand the fact that career options should be made, based on the three mentioned factors so that they can enjoy their job and reap the best benefits from their career choices.

In order to make matters easier, students can take a career assessment test. This particular test will assess a student's interests, aptitude and personality. Students who take this test must answer several objective type questions and based on the answers, a career counselor will suggest the right career options for the students.

<http://career.ezinemark.com/make-the-right-career-options-18ddd6cc9c9.html>

### 2. How to Know What the Right Job Is for You

Searching for a new job is stressful in the current tough job market. You need to be very clear about what you are looking for in your new job and how to identify it during the job search.

1) Engagement is the most important factor people seek in their jobs. This is the degree to which employees identify with the jobs, how much they feel they belong and how much they feel they are valued. This is how you find out if the job is going to engage you.

2) Explore the content of the job. Ask yourself: Will the work itself be meaningful? Is there opportunity for growth and development? Will I have the right resources to properly perform in the position? How fulfilling is this type of work?

3) Find out what coping resources you will be given. You need to be given sufficient resources to cope with the demands and stresses of the job.

4) Consider the compensation the job offers.

5) Find out if the work fulfills a certain amount of your social needs.

6) Explore the congruence between your values and goals and those of the job and organization.



## Unit 3

7) Consider the career opportunities provided in this position and organization. Will the work challenge you and allow for personal growth and development?

<http://www.wikihow.com/Know-What-the-Right-Job-is-for-You>

### 3. Six Indications that the Job Is Not Right for You

Very few people honestly love their jobs. The majority of us attend work because it is required in order to maintain a certain level of comfort. However, you should not hate your job. We're spending more than half of our lives at work – it better be something that makes us happy not miserable!

Here are 6 signs that a new place of employment might be what you need now:

1) You do not Care about Work

One of the most telling signs that the job may not be right for you is feelings of apathy.

2) Your Efforts Go Unappreciated

Another indication that you may need to find a new job is when your efforts go unappreciated.

3) There is no Chance for Advancement

Elaborating on the previous point, working in a job where there is no chance for advancement can be another sign that the job is not a right fit.

4) You Would Rather be Doing Something Else

Frequently day dreaming about something other than work may also be a sign that the job is not right for you.

5) You do not Like Any of your Co-Workers

It is foolish to think that every single person will get along with everyone else and you will likely have some co-workers that you would rather not have to work with. However, it should not be the case that you dislike working with everyone at your job. This is a strong indication that you may not fit the psychological profile for the best sort of employee for the job.

6) You Look for Any Excuse to be Absent

Finally, looking for any reason not to attend work strongly indicates that a change in the employer may be the wisest decision.

<http://careerbright.com/career-self-help/6-indications-that-the-job-is-not-right-for-you>

### 4. Ten Hot Careers

Strange but true: Despite the fact that unemployment is stuck at around 9%, which translates to about 15 million Americans out of work, nearly 3 million job openings in the U.S. are going unfilled, according to the Bureau of Labor Statistics. Why? The biggest reason is a mismatch between the qualifications employers are looking for and the skills job hunters have.

So which skills are most in demand? Here are 10 of the hottest:

No.	Career Title	Average Pay Per Year
1	information technology	\$94,180
2	health care professionals	\$64,690
3	health care management and support staff	\$68,250
4	engineers	\$77,560
5	industrial skills	\$59,150
6	life sciences and biotech	\$76,700
7	salespeople	\$50,920
8	accounting and finance	\$53,838
9	discount retailers	\$54,674
10	private equity firms	\$102,000

<http://management.fortune.cnn.com/2011/12/27/10-hot-careers-for-2012-and-beyond/>

## 5. The Structure of Job Descriptions

Job descriptions are important for attracting the right job candidates, helping employees understand their responsibilities, evaluating employees' performance, and much more. Here are tips for writing good job descriptions.

Think of a job description as a "snapshot" of a job. The job description needs to communicate clearly and concisely what responsibilities and tasks the job entails and to indicate, as well, the key qualifications of the job – the basic requirements (specific credentials or skills) – and, if possible, the attributes that underlie superior performance.

The following is a quick look at the categories that make up a well-written job description:

- 1) Title of the position
- 2) Department
- 3) Reports to (to whom the person directly reports)
- 4) Overall responsibility
- 5) Key areas of responsibility
- 6) Consults with (those who the person works with on a regular basis)
- 7) Term of employment
- 8) Qualifications (necessary skills and experience required)

Educational requirements and experience requirements are the areas where inadvertent discrimination may occur. Educational requirements must be a real necessity for the job. If someone could accomplish the work with equivalent job experience but who lacks a specific credential, the job description should be modified. And to avoid age discrimination, experience should not include



# Unit 3

an upper limit.

<http://www.businessknowhow.com/manage/jobdesc.htm>

## 6. A Sample of Job Description

### Accountant

#### **Job Purpose**

Provide financial information to management by researching and analyzing accounting data; preparing reports.

#### **Job Duties**

- Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- Document financial transactions by entering account information.
- Recommend financial actions by analyzing accounting options.
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiate financial transactions by auditing documents.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Guide accounting clerical staff by coordinating activities and answering questions.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Secure financial information by completing data base backups.
- Maintain financial security by following internal controls.
- Prepare payments by verifying documentation, and requesting disbursements.
- Answer accounting procedure questions by researching and interpreting accounting policy and regulations.
- Prepare special financial reports by collecting, analyzing, and summarizing account information and trends.

#### **Skills/Qualifications**

- knowledge of accounting;
- knowledge of corporate finance;
- reporting skills;
- attention to detail;
- deadline-oriented;
- reporting research results;
- confidentiality;
- time management

<http://hiring.monster.com/hr/hr-best-practices/recruiting-hiring-advice/job-descriptions/accountant-job-description-sample.aspx>

## Lecturing Hints

### Section I Connecting to the Topic

#### Focus

<b>Aim</b>	1. To enhance students' listening skills
	2. To improve students' ability in communication
	3. To arouse students' interest
<b>Task</b>	1. Students listen to the given passages and answer the questions.
	2. Students discuss the questions in groups.
<b>Procedure</b>	1. Ask students to listen to the passages and answer the questions orally.
	2. Divide students into groups and ask them to give answers to the given questions.

#### Key

##### Task 1

1. Your values, interests and skills, as well as certain personality traits.
2. You can use self assessment tools, often called career tests.
3. You need to investigate even further, perhaps conducting some informational interviews with those working in the field.

##### Script:

Before you make a career choice, you have to learn about yourself. Your values, interests and skills, as well as certain personality traits, will make some careers especially suitable for you and some particularly not. You can use self assessment tools, often called career tests, to get a list of suitable jobs. Then, you should begin to gather more information about these jobs which will include a job description, outlook for the field, and required training and education. When you have narrowed down your choices to just a few, you need to investigate even further, perhaps conducting some informational interviews with those working in the field. You can now make a wise decision about what career to pursue.

##### Task 2

Open



## Section II Reading to Learn

### Focus

<b>Aim</b>	1. To give students fluency practice in reading
	2. To acquaint students with different job descriptions
<b>Task</b>	1. Students learn and comprehend the passages.
	2. Students finish the related exercises individually or in groups.
<b>Procedure</b>	1. Ask students to read the passages and analyze the structure of a job description.
	2. Explain and analyze the passages.
	3. Ask students to finish the reading comprehension exercises individually.

### Key

#### Text A

1-5 C D B D C

#### Text B

6. problems and faults
7. computer-aided
8. Mechanical Engineering
9. between £26,000 and £37,000
10. meet project deadlines

### Chinese Version

#### Text A

#### 报刊记者

##### 工作概述

报刊记者的职责就是为国家、地区或当地新闻机构调研和采写各类新闻报道。除包括时事和政治之外，内容还涉及体育、文化艺术、科学和商务活动等。他们还要报道国际、国内和当地的各类事件、娱乐活动及热点话题。

##### 主要工作活动

- 在不同环境下进行采访；

- 与各方建立联系，确保源源不断的新闻来源，如警务和急救服务、地方政府、社区团体、卫生保健机构，各种机构的新闻发言人及公众等；
- 通过你的联系渠道、新闻发布会或其他媒体，搜寻和调查获得的事件内容；
- 出席记者招待会并提问；
- 出席各类活动，如政府会议、足球比赛及人才竞赛等；
- 接听新闻热线，对爆炸性新闻事件做出反应；
- 与新闻团队、摄影师及报刊编辑密切合作；
- 使用速记或其他技术设备现场录制采访与会议；
- 根据报社风格和严格的时间规定撰写简明准确的稿件（日报可能一天几次）；
- 为新闻网站撰写并上传新闻稿件。

#### 入职条件

大专及以上学历均可应聘该工作，新闻、英语或中文专业毕业生可能机会更大。

#### 资质要求

- 良好的写作及口头沟通技能；
- 对新闻、时事、商业及人物有浓厚兴趣；
- 标点、拼写和语法准确；
- 良好的组织技能和抗压能力；
- 能迅速掌控复杂问题，并能用简单明了的语言阐述；
- 坚定、灵活、有毅力且有动力。

## Text B

### 机械工程师

#### 工作描述

机械工程师设计并指导机器和工具的建造和维修。他们还要调研机器运行的问题和故障，研究提升机械制造和能源生产的途径。

#### 主要职责

- 评估项目要求
- 与客户和经理协商确定项目的预算、时间进程及产品规格
- 制作并实施设计和测试程序
- 研究所规划工作的环境和安全问题
- 承担相关研究



## Unit 3

- 检测机械组件、设备和引擎的性能
- 对产品进行测试、评估、修改和再测试
- 撰写报告和文件
- 提出技术建议
- 分析和解释数据

### 技能/资质

- 熟悉工程原理及程序。
- 熟悉设计应用程序
- 熟悉机械设备和系统
- 熟悉安全规程和质量标准
- 具备高超的电脑使用能力，特别是电脑辅助设计技能
- 工作缜密，注重细节
- 具备卓越的沟通和表达技能
- 具备良好的团队协作能力
- 具有抗压工作的能力
- 具备良好的解决问题的能力与创新思维方式

### 学历及培训要求

- 机械工程或相关领域学位
- 有专业执照
- 有相关工作经验者优先

### 工资范围

机械工程师的工资因个人资质、专业领域、工作经验和用人单位的不同而异。业内信息显示如下：

- 毕业生起始年薪在19,500至22,000英镑之间。
- 有经验的机械工程师年薪在26,000 至 37,000英镑之间。
- 特许工程师一年收入超过40,000英镑。

### 工作条件

- 通常情况下，按照正常工作时间上班，但有时为了在规定期限内完成项目任务，也可能需要晚上或周末加班。
- 工作地点在车间、工厂、办公室和建筑工地。
- 工作中，可能需要在当地施工现场之间奔波，或者被外派监管海外项目。

## Section III Practicing to Communicate

### Focus

<b>Aim</b>	1. To arouse students' interest
	2. To enable students to identify information
	3. To give students fluency practice in listening and speaking related to career options
<b>Task</b>	1. Students learn the important words and expressions.
	2. Students finish the related exercises.
<b>Procedure</b>	1. Students learn the important words about career options.
	2. Ask students to discuss the given questions.
	3. Ask students to listen to two passages and answer the questions.
	4. Ask students to listen to the two passages again and fill in the blanks.
	5. Ask students to practice in pairs and make five short dialogues.
	6. Ask students to listen to two conversations and match the words with correct definitions.
	7. Ask students to listen to the two conversations again and choose the correct answers.
	8. Ask students to learn some important expressions.
	9. Listen to the two conversations and fill in the blanks; check the answers to help students imitate the pronunciation.
	10. Ask students to read the clues and make a presentation.
	11. Divide students into two groups and carry out a debate.
	12. Ask the students to finish the translation work without referring to the dictionary.

### Key

Open

#### Task 1

#### Task 2

#### Passage 1

1. Wal-Mart Stores, Inc.
2. A competitive salary, medical benefits and bonus, excellent training and career prospects.

#### Passage 2

1. The company specializes in providing communications services.
2. Applicants should have at a minimum a college diploma in Business Administration or a related field.



## Unit 3

### Task B

#### *Passage 1*

1. Secretary to Sales Manager
2. personal business affairs
3. shorthand and typing
4. office management systems
5. negotiation

#### *Passage 2*

6. Management Trainees
7. Conduct research
8. English and Chinese
9. software programs
10. motivated team player

#### **Script:**

##### *Passage 1*

In order to widen its business in Shanghai, Wal-Mart Stores, Inc., the world's largest private employer and retailer, provides a series of promotional positions for all the young graduates.

The first position is the Secretary to Sales Manager. Candidate should be pretty hard-working and be able to work independently, and take over ordinary responsibilities such as answering routine correspondences, maintaining diaries, taking phone calls, and sometimes assisting the manager with personal business affairs. As for the job skills and qualifications, anyone who is good at shorthand and typing, perhaps 100 Chinese words or 150 English words a minute, is preferred. As Wal-Mart is an international trade-oriented company, it is in need of the secretary to be in charge of English documents. Candidate must be proficient in English speaking, reading, translating and writing. In addition, he or she is expected to be familiar with computerized office management systems and relevant software applications such as spreadsheets, word processing, and database management. Last but not least are the strong skills of interpersonal team work, organization, negotiation, and punctuality.

To fit into this challenging role, a candidate's previous experience of being a secretary would be an advantage. Successful applicant will be offered a competitive salary, medical benefits and bonus, and of course, excellent training and career prospects.

##### *Passage 2*

Our company is looking for management trainees. We are a global organization with branches and offices in the UK, China, the USA and Thailand. We specialize in providing communications services. Our training program is well known for producing high-quality managers. We are currently recruiting graduates to join our management training program in China, which is an exciting opportunity for you to develop your leadership skills. The role

involves working in groups with other trainees to conduct research and support managers. Trainees would also have the opportunity to manage individual projects independently.

The program includes a full training course and weekend work hours. No work experience is required, as you will be given full training. However, applicants should have at a minimum a college diploma in business administration or a related subject. As this is a global organization, you will be required to communicate effectively both in English and Chinese. Therefore, Certificate of CET-4 or PRETCO A or above is necessary. You should also be familiar with various business-related software programs and be a motivated team player who enjoys working with other people. Above all, you should be enthusiastic, willing to learn and not afraid to work hard. Qualified candidates will be trained up to be the middle management level in the company gradually.

## Task 4

**Open**

## Task 5

**Conversation 1**

1-5 B A C E D

**Conversation 2**

6-10 D E A B C

## Task 6

**Conversation 1**

1-5 C D A B D

**Conversation 2**

6-10 B C B C D

**Script:**

**Conversation 1**

Mary: Hi, Lisa! You are going to graduate from your college. Do you have any plans for the future?

Lisa: I'm trying to find a job as a painter, but my parents hope me to be a designer. So I don't know how to make a choice now?

Mary: Why does that worry you? I've seen your works. You are very talented. You will be a successful painter in the future.

Lisa: I know. But I'm afraid that once I graduate I won't be able to make ends meet. Most painters only make about 60 percent of what the average worker makes a year.

Mary: But you're forgetting that there's more to choosing a career than making money. You love art and that's what's important.



## Unit 3

Lisa: Yes. But I have to pay bills. I'm afraid that it's going to be hard for me to sustain a decent lifestyle on what a painter makes.

Mary: Oh dear! You should have confidence about yourself. If you become famous, you can earn a lot of money. Remember, your interests and emotional satisfactions are the most important factors in your career option.

Lisa: Thank you, Mary. I need to make a decision at once. Time and tide wait for no man.

### **Conversation 2**

John: Andy, how have you been doing recently?

Andy: Fine. I've been looking for a job.

John: Me too. What kind of job do you like?

Andy: I want to be a software designer. What about you?

John: I'd like to be a businessman, but I want to be an assistant to a marketing manager first.

Andy: Wow, you are so cool! What do you think is the most important thing to do before we make a career option?

John: I think we should find out what the job responsibilities are. Take me as an example, a marketing assistant should be responsible for market research and analysis, sales targets planning, sales channels and customer management, training and recruitment management, etc.

Andy: That's right. How do you confirm it? I am quite confused about what are the responsibilities of a software designer.

John: Why not log onto the internet to find some job descriptions? Or you can ask someone who has been already in this field.

Andy: Good idea, John!

John: What's more, I also believe our own personalities and capabilities are of vital importance for career choosing.

Andy: I agree. My major is software development, and I am always diligent, flexible and easy-going. I hope it would be helpful for me to become a software designer.

John: Definitely, Andy! Once you have a vision, start acting on it.

### **Task 7**

#### **Conversation 1**

1. I've been looking for a job
2. what kind of job do you want
3. at a loss
4. What is your interest
5. enjoy my life
6. work harder and harder
7. public administration

8. search
9. cautiously
10. follow your advice

### ***Conversation 2***

11. Congratulations
12. admire you
13. sincerity
14. work experience
15. what you are required to do
16. That sounds reasonable
17. tough choice
18. responsibilities
19. the colleagues
20. You should think it over carefully

### **Script:**

#### ***Conversation 1***

Lily: Hey, Lucy! How is everything?

Lucy: So so. I've been looking for a job these days, but it was not as easy as I thought.

Lily: Of course, the way to get a job is quite long and difficult. So what kind of job do you want?

Lucy: I have no idea. Those jobs I looked into were always unsatisfactory. So I am at a loss now.

Lily: Don't worry, Lucy. What is your interest and what do you want to be?

Lucy: I like reading and I want a job which can give me enough time to enjoy my life.

Lily: Oh, it is really a little difficult. Nowadays, if you want to live a better life you must work harder and harder.

Lucy: So I say it is so difficult for me to get an ideal job.

Lily: I think you can find a job like public administration, which is very easy to finish.

Lucy: Yes, I think so. So I am planning to search for this kind of job online.

Lily: But I'd like to give you some advice. As the first job in your life, you should choose it very cautiously, or you will find it boring very soon.

Lucy: Okay, I will follow your advice. Thank you, Lily!

Lily: You are welcome. Good luck!

#### ***Conversation 2***

Polo: Hi, Jack. I've heard that all your 9 interviews had finally brought about a good result. Congratulations!

Jack: Thank you, Polo! Precisely speaking, 10 offers for 9 interviews.

Polo: You are really excellent. How much could I admire you!



## Unit 3

Jack: Finding a job is just like finding a girlfriend. That calls for sincerity.

Polo: I know what sincerity is, but only sincerity is not enough.

Jack: That's true. In other words, your education and work experience ought to match that job.

Polo: You are right, but that's only the objective factor, which I don't think is the key point yet.

Jack: You should cater to the job requirements, and think what you are required to do.

Polo: That sounds reasonable. But which job do you want to choose eventually?

Jack: I haven't made up my mind. It's really a tough choice. What is your suggestion?

Polo: If I were you, I would consider the job's outlook, responsibilities, workplace environment, working hours, and the salary.

Jack: Yes. Besides, the type of the company, the workload, and the colleagues are also essential for me.

Polo: Of course! Jack, you should think it over carefully. I'm waiting for your good news, bye!

Jack: Thanks, Polo. Bye!

### Task 8

Omitted

### Task 9

Omitted

### Task 10

1. A good career planning can lead to a satisfying career.
2. What influenced you most in your career choice?
3. Changing job is just an integral part of your career path.
4. There is no doubt job-hopping has its drawbacks as well as merits.
5. I really think that position suits my education background better.

Unit

# 4

## Career Materials

Section I Listening & Speaking

Section II Reading

Section III Listening, Speaking & Translating

# JOB APPLICATION MATERIALS

## Teaching Arrangement

Unit 4 Job Application Materials			
Teaching Hours	6 hours		
Teaching Methods	Audio-lingual method & Case-study method		
Teaching Aims	<ul style="list-style-type: none"> <li>➤ Learn basic information about two most important job application materials</li> <li>➤ Understand and conduct basic conversations related to application materials</li> <li>➤ Be able to prepare related application materials</li> </ul>		
Teaching Process		Contents	Learning Focus
	Class 1	<ul style="list-style-type: none"> <li>➤ Connecting to the topic</li> <li>➤ Reading Interaction ( Text A)</li> </ul>	Language points & Text understanding
	Class 2	<ul style="list-style-type: none"> <li>➤ Reading Interaction ( Text B)</li> <li>➤ Important Words</li> <li>➤ Task 1-3 (Background Information)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Language points &amp; Text understanding</li> <li>➤ Answering &amp; Listening</li> </ul>
	Class 3	<ul style="list-style-type: none"> <li>➤ Task 4-9 (Communication)</li> <li>➤ Useful Sentences</li> </ul>	<ul style="list-style-type: none"> <li>➤ Listening &amp; Speaking</li> <li>➤ Communication, Presentation, Debate and Translation</li> </ul>



## Lecturing References

### 1. Common Types of Career Materials

1. Resume	A document used by persons to present their backgrounds and skills. It is usually one of the first items, along with a cover letter and sometimes an application for employment.
2. Application letter	An application letter is sent or uploaded with your $\Omega$ when applying for a job. It explains to the employer why you are qualified for the position and why you should be selected for an interview.
3. Recommendation/Reference letter	A letter written for recommending a candidate to a job, school, or program that outlines the candidate's strengths, qualities, characteristics, and capabilities in terms of that individual's ability to perform a particular task or function.
4. Transcript	A copy of a student's permanent academic record.
5. JIST card	A JIST card is typically a 3 inch x 5 inch card where you can write the most vital information (name, contact information, career objective, skills and experience) that explains what a valuable human resource you could be for any organization.
6. Thank-you letter	A letter written to employers, interviewers or anyone who helps you during your job search after an employment interview.
7. Follow-up letter	Follow-up letters are addressed to potential employers after an initial job application is turned in. A nicely worded follow-up letter could cause the applicant to be approved for the interview process or considered for later openings in the company.

## 2. Resumes

### Types of Resumes

**1) Chronological Resume** A chronological resume starts by listing your work history, with the most recent position listed first. Your jobs are listed in reverse chronological order with your current or most recent job first. Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them. This type of resume works well for job seekers with a strong, solid work history.

**2) Functional Resume** A functional resume focuses on your skills and experience, rather than on your chronological work history. It is used most often by people who are changing careers or who have gaps in their employment history.

**3) Combination Resume** A combination resume lists your skills and experience first. Your employment history is listed next. With this type of resume you can highlight the skills you have that are relevant to the job you are applying for, and also provide the chronological work history that employers prefer.

### Tips for Writing Resumes

The thought of writing a resume intimidates almost anyone. It's difficult to know where to start or what to include. It can seem like an insurmountable task. Here are some tips to help you not only tackle the task, but also write a winning resume.

**1) Determine your job search objective prior to writing the resume.** Once you have determined your objective, you can structure the content of your resume around that objective. Think of your objective as the bull's-eye to focus your resume on hitting. If you write your resume without having a clear objective in mind, it will likely come across as unfocused to those that read it. Take the time before you start your resume to form a clear objective.

**2) Think of your resume as a marketing tool.** Think of yourself as a product for your potential employers, and your resume as a brochure about you. Market yourself through your resume. What are your features and benefits? What makes you unique? Make sure to convey this information in your resume.

**3) Use your resume to obtain an interview, not a job.** You don't need to go into details about every accomplishment. Strive to be clear and concise. The purpose of your resume is to generate enough interest in you to have an employer contact you for an interview. Use the interview to provide a more detailed explanation of your accomplishments and to land a job offer.

**4) Use bulleted sentences.** In the body of your resume, use bullets with short sentences rather than lengthy paragraphs. Resumes are read quickly. This bulleted sentence format makes it easier for someone to quickly scan your resume and still absorb it.

**5) Use action words.** Action words cause your resume to pop. To add life to your resume,



## Unit 4

use bulleted sentences that begin with action words like prepared, developed, monitored, and presented.

<http://career-english.yjbys.com/Resume-Format/525.html>

### 3. How to Write a Winning Cover Letter?

A cover letter introduces your resume and spells out your reason for sending the resume. It also presents your qualifications and availability to prospective employers. If written in a succinct, appealing format, it is your first opportunity to make an impression on the hiring authority or HR department.

By sending a cover letter with your resume you tell the readers you are serious about your job search. It should entice the readers to review your resume over the many others received for each open position.

Professional resume writers are regularly asked, “Do I really need a cover letter?” We always answer – yes – because sending a resume through the mail is like showing up at your physician’s office without an appointment – you will probably get nowhere. Your resume should arrive on the decision-maker’s desk with a cover letter that introduces you and presents your qualifications in such a manner as to entice him/her to actually read your resume.

Cover Letters should be clear and to the point so that they can be quickly scanned by the reader. They should include the specific job title you are applying for. They should provide a list of reasons why your experience makes you a good fit with the position. They should provide a brief summary of your career highlights.

Some resume writing firms and some Internet job search firms offer “Broadcast Cover Letters” where the cover letter is “canned.” Successful cover letters are personalized. A personalized cover letter shows that you are serious about working for the company and should be addressed to a specific individual whenever possible.

The cover letter is an excellent vehicle to brag about your special skills and accomplishments for the company. Cover Letters can also be used effectively to make you stand out from the crowd and to show how you would be a valuable addition to the company. But the cover letter is no place for negative information – personality conflicts with previous managers, pending litigation, or knocking your previous employer do not belong in either the resume or the cover letter.

<http://www.studyabroad.com/student-guide/semester-or-year.asp>

### 4. How to Create JIST Cards

Standard resumes are becoming a thing of the past. Job seekers are creating JIST cards to entice employers. Knowing how to make a JIST card can help you land a job. JIST cards are a



# JOB APPLICATION MATERIALS

30-second look at information about you and how you will be a valuable asset to a prospective company. According to JIST Publishing, the cards tend not to get lost on desks. Resumes are often stacked in piles. Cards are generally left in an area the employer can easily see such as on a wall or bulletin board.

1) Use an easy-to-read font such as Times New Roman or Arial. Make sure the paper is a pastel color. Pastels include light blues, greens and yellows. Slight color on your cards will help it stand out from other cards. JIST cards can help you get noticed and land a job. Making sure your card catches the employer's eyes is imperative.

2) Put your contact information on the card. Include your name and any other information, such as the phone number, email or website domain address. Employers need to know who you are and how to contact you. Give contact information where you can be reached quickly.

3) State your job objective. Know what kind of job you are seeking. Give a general description of the job you are looking for. This will open you up to more job opportunities. Briefly state your credentials in the objective. Keep it concise.

4) State your skills. This is a way of backing up your objective. Use numbers to support your skills, such as typing words per minute or average sales. Reference your accomplishments by giving specific examples. Include items that will help improve your chances of getting that first interview. Use bullet points or make skills into a paragraph.

5) Use one or two lines to describe yourself. Include personality traits and key skills relevant to your objective. If you are a quick learner or person, this is the place to incorporate that information. Include the type of hours you are willing to work such as full time or part time.

[http://www.ehow.com/how\\_7512777\\_create-jist-cards.html](http://www.ehow.com/how_7512777_create-jist-cards.html)

## 5. How to Prepare for a Letter of Recommendation

A letter of recommendation is a letter someone else writes for you that highlights your qualifications. When asking for a recommendation, look for someone who knows you well to ensure that your letter is personalized, unique and makes a statement. Being prepared well in advance of asking your recommender for a letter will increase your chances for an excellent letter.

1) Find a person who has worked with you and who knows you well. Some examples of good recommenders are counselors, coaches, advisers, supervisors or teachers who know you. Look for someone who knows about your recent accomplishments.

2) Ask for a letter of recommendation in advance. Give your recommender as much time as possible to write you a letter so that it is polished and of high quality. Ask your recommender for a letter of recommendation before you really need it so memories of you are fresh. You can always hold on to the letter for some time until finally submitting in.

3) Come prepared when you ask the recommender. Have an outline ready that includes what



# Unit 4

you would like your recommender to mention in your recommendation letter and be prepared to talk with him about it. Bring your resume to show your recommender so he has some ideas about your accomplishments.

[http://www.ehow.com/how\\_8296802\\_prepare-letter-recommendation.html](http://www.ehow.com/how_8296802_prepare-letter-recommendation.html)

## 6. Follow-up Letters

A follow-up letter is essential after an interview or on a resume or a job application letter you have submitted. It helps to reinforce positives from the interview. A well-written letter can be the deciding factor that gets you the job. The letter should

- 1) Remind the interviewer of what he or she likes in you.
- 2) Counter any negative impressions that may have come up at the interview.
- 3) Use the jargon of the company and refer to specific things you learned during your interview.
- 4) Be enthusiastic.
- 5) Refer to the next move, whether you'll wait to hear from the employer or whether you want to call to learn about the status of your application.
- 6) Be sure the letter is well-written and error-free.

## Lecturing Hints

## Section I Connecting to the Topic

Focus	
<b>Aim</b>	1. To enhance students' listening skills
	2. To improve students' ability in communication
	3. To arouse students' interest
<b>Task</b>	1. Students listen to the given passage and answer the questions.
	2. Students discuss the questions in groups.
<b>Procedure</b>	1. Ask students to listen to the passage and answer the questions orally.
	2. Divide the students into several groups and ask them to give answers to the given question.

## Key

### Task 1

1. Because a résumé is an advertisement for what the applicant can bring to an employer.
2. Activities, honors and references should also be included if possible.
3. Put these key points in headings and provide details.

### Script:

Résumé writing is selling. Your résumé is an advertisement for what you can bring to an employer. Similar to the newspaper and TV advertising, your résumé must attract readers' attention in the first few seconds and persuade them to believe you can do what you say. So when preparing a résumé, emphasize information that is relevant to the job you want and shows you are better than other applicants. Contact information, education, and experience are commonly contained in a résumé. Activities, honors and references should be included if possible. To emphasize these key points, put them in headings and provide details.

### Task 2

Open

## Section II Reading to Learn

### Focus

Aim	1. To give students fluency practice in reading
	2. To acquaint students with basic information about job application materials
Task	1. Students learn and comprehend the passages.
	2. Students do the related exercises individually or in groups.
Procedure	1. Ask students to read the passages and tell their understanding of job application materials.
	2. Explain and analyze the passages.
	3. Ask students to do the reading comprehension exercises individually.

## Key

### Text A

1-5 C A D D A



## Unit 4

### Text B

6. the applicant's skills and experience
7. a degree or a diploma, professional certification, job experience.
8. Computer Programming
9. his certification, résumé and three references
10. anytime via email or a phone call

### Chinese Version

#### Text A

### 个人简历

简历是对求职者就业资格的简要概括。它必须包含一定数量的基本信息。信息的取舍可根据个人的经验和资历而异。简历中常列入的内容包括：

姓名、住址、电话号码、电子邮件地址和其他联系方式；

求职意向要清楚阐明拟求取的职位类型；

个人资质简述；

工作经历；

学历；

专业培训；

技术技能；

外语能力；

特有的成就或其他相关事实；

说明可以应要求提供推荐信。

很少有人会在撰写简历时涉及以上所有方面。在斟酌简历应收入的内容时，应考虑选择那些与所求职位相关的内容。以下是一位毕业生的简历样本，其内容体现了独特性。

周群

联系方式：天津职业技术学院 天津市新立街322号 邮编300300

电话：15922630 × × ×

电子邮箱：zhouqun@163.com

求职意向：外贸销售相关的职位

学历：

2011年9月至今

天津职业技术学院

专业：商务英语（会展方向）

2008年9月—2011年6月 明德中学  
主修课程：英语口语，商务英语，国际市场营销，国际贸易实务，外贸函电，商务谈判等。

**工作经历：**

2012年9月 第17届全国药品和保健产品展览会（天津），口译员

2012年7月 洛克公司，销售员

2011年12月 家具展销会，销售助理

**获奖情况：**

2012年3月 获校级三等奖学金

2011年9月 获“优秀社会实践奖”

**技能水平：**

英语 具有良好的听说读写能力

计算机 熟练掌握Word, Excel, PowerPoint等Office办公软件

熟悉Photoshop等应用软件。

责任心强，有良好的团队合作精神。

## Text B

### 求职信

求职信也称随附函，是随求职者简历一起发送补充提供求职者技能和经历等信息的文档。有效的求职信会阐明你对某一招聘机构感兴趣的原因，并说明你最为相关的技能或经历。

当你知道某公司正在招聘时，可以按以下方式组织你的求职信：

首先说明你在求取此职位并说明信息来源。简要说明你具备招聘广告所需要的主要任职资格，如学历、专业证书、工作经验等。

接下来详细阐述你的主要任职资格。具体说明你做过什么工作。列举你自己与所求工作相关的成就。展示自己与其他申请者相比的独特之处，并展示对该机构的认识。

最后要表示感谢并请求面试机会。告知你何时可接受面试并开始工作。

下面是一封格式得当、关键卖点表述清晰的求职信样例。

尊敬的哈瑞宾先生：

看到贵公司在《时代联盟》杂志上招聘程序员的广告，本人希望应聘该职位。按照要求，随信附上我的相关证书、简历和三份推荐信。

我对贵公司招聘启事中提供的就职机会非常感兴趣，相信我过硬的技术经验和学历背景会使我具备竞争优势。本人具有计算机编程专业学士学位，充分了解软件开发项目



# Unit 4

的整个工作周期，且擅长学习并快速掌握所需要的新技术。

请参阅我的简历了解本人其他信息。请随时通过john.donaldson@gmail.com发电子邮件或拨打我的手机909-555-5555与我联系。

感谢您花时间考虑。期待就此聘用机会与您会面。

您真诚的  
约翰·唐纳森谨启

## Section III Practicing to Communicate

### Focus

<b>Aim</b>	1. To arouse students' interest
	2. To enable students to identify information
	3. To give students fluency practice in listening and speaking related to job application material
<b>Task</b>	1. Students learn the important words and expressions.
	2. Students do the related exercises.
<b>Procedure</b>	1. Students learn the important words about job application materials.
	2. Ask students to discuss the given questions.
	3. Ask students to listen to two passages and answer the questions.
	4. Ask students to listen to the two passages again and fill in the blanks.
	5. Ask students to practice in pairs and make five short dialogues.
	6. Ask students to listen to two conversations and match the words with correct definitions.
	7. Ask students to listen to the two conversations again and choose the correct answers.
	8. Ask students to learn some important expressions.
	9. Listen to the two conversations and fill in the blanks; check the answers to help students imitate the pronunciation.
	10. Ask students to read the clues and make a presentation.
	11. Divide students into two groups and carry out a debate.
	12. Ask the students to finish the translation work without referring to the dictionary.

### Key

#### Task 1

Open

## Task 2

### *Passage 1*

1. The skills that are related to the jobs you are applying for.
2. Because it may increase your chances of being selected for an interview.

### *Passage 2*

1. Three parts: a beginning, a middle part and an end.
2. The question of “why should I hire you” should be answered in the middle section.

## Task 3

### *Passage 1*

1. tailor
2. achievements
3. employment history
4. awards and honors
5. are related to

### *Passage 2*

6. essential partners
7. interesting language
8. word-for-word
9. summary statement
10. an interview

## **Script:**

### *Passage 1*

Do you need help compiling the information for your résumé? Here are the sections that you need to include in a résumé, along with the appropriate format and advice on what information should be included in each section.

If you include an objective on your résumé, it's important to tailor your résumé objective to match the job you are applying for. The more specific you are, the better chance you have of being considered for the job you are interested in.

The career summary section lists your key achievements, skills, and experience relevant to the position for which you are applying.

The experience section includes your employment history. List the companies you worked for, dates of employment, the positions you held and a list of responsibilities and achievements.

In the education section, list the schools you attended, the degrees you attained, and any special awards and honors you earned. Also include professional development coursework and certifications.



## Unit 4

The skills section of your résumé should include your skills that are related to the jobs you are applying for, such as computer skills, software skills, and language skills.

Your résumé should include the same keywords that appear in job descriptions. That way, you will increase your chances of being selected for an interview.

### *Passage 2*

Cover letters are essential partners to your résumé. Because they can be fit for each person to whom you write, and they give you the opportunity to highlight the information that is most relevant for that particular audience. But hiring managers may not read cover letters thoroughly, so don't count on your cover letter to communicate essential information that is not in your résumé. Instead, think of your cover letter as an opportunity to sell yourself in a different way than your résumé does.

It is helpful to think of your cover letter as having three parts: a beginning, a middle part and an end.

Use your opening paragraph to tell readers why you are contacting them. Try to use interesting language to capture attention and make the reader want to know more about you.

The middle section of your cover letter should answer the question "Why should I hire you?" by communicating your key qualifications for the job you're seeking. You can convey this information in one or two short paragraphs. Be careful not to copy phrases or achievements word-for-word from your résumé. Instead, write a summary statement about your related achievements or tell a brief story that illustrates your strengths.

The ending section of your résumé requires you to write a polite closing that asks for an interview.

When writing your letters, keep in mind the employer's concerns and don't overstate your own needs and interest.

### **Task 4**

#### **Open**

### **Task 5**

#### *Conversation 1*

1-5 C D A B E

#### *Conversation 2*

6-10 D C E A B

### **Task 6**

#### *Conversation 1*

1-5 B C A D A

#### *Conversation 2*

6-10 C B B A D

**Script:*****Conversation 1***

M: Hi, Jerry.

W: Hi, Ted. How's everything going?

M: It is three years since we graduated from Andong Vocational & Technical College. I work for a computer company now. What about you?

W: I'm studying in Andong University of Science & Technology and will graduate in June.

M: Oh, what's your plan?

W: I intend to work. But I really don't know how to prepare a résumé? Can you give me some advice?

M: OK. To increase the chance that an employer will pay attention to your résumé, it must be distinctive from other applicants'.

W: It sounds too much for me. How can I manage that?

M: What's your job objective?

W: Jobs related to car manufacturing.

M: So emphasize your skills and achievements related to the field of car making.

W: But I don't have any real work experience.

M: Don't worry. You can list your volunteer activities or leadership positions in student organizations to prove you have the attributes of a good employee.

W: I see. And I can list my professional certification and training to highlight the selling points.

M: Absolutely right.

W: What other details should I pay attention to?

M: Make sure there is no spelling or grammatical error in your résumé.

W: Thanks for your help.

M: You're welcome. Good luck to you.

***Conversation 2***

A: Nice to meet you, Mr. Edison. Welcome to join our program. I'm Cindy, the program host.

B: Nice to meet you, Cindy.

A: Well, Mr. Edison. I know you are an expert from a famous recruitment website. Can you share your knowledge on how to prepare an application letter?

B: It's my pleasure. Please feel free to ask any questions.

A: OK, what information should an application letter include?

B: Well, an application letter should let the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow up.

A: What should be emphasized?

B: Both the applicant's qualifications and what he or she can do for the company.



## Unit 4

- A: How should the letter be organized?
- B: It is suggested that an application letter be arranged in three parts. First, mention the job you are applying for and where you found the information. Then, mention why your skills and experience are a good fit for the job.
- A: What about the last part?
- B: Say thank you to the hiring manager and ask for an interview.
- A: I see. Mr. Edison. What language and tone should be used in the letter?
- B: Well, use the natural tone and be positive. Try to avoid negative word choices.
- A: Thanks very much. Mr. Edison.
- B: You're welcome, Cindy.

### Task 7

#### *Conversation 1*

1. you're busy seeking jobs
2. a recommendation/reference letter
3. apply for employment
4. learn something more
5. and other materials
6. did quite well
7. specific skills
8. I'm good at English
9. as an office clerk
10. some more useful information

#### *Conversation 2*

11. What's wrong
12. hear from the employer
13. send a thank-you note
14. Sending thank-you notes
15. during your interview
16. An applicant
17. create a positive impression
18. follow-up skills and good manners
19. provide one more chance
20. Good luck to you

#### **Script:**

##### *Conversation 1*

Maggie: Good morning, Mr. Green.

Mr. Green: Good morning, Maggie. Please sit down. I know you're busy seeking jobs.

What can I do for you?

Maggie: Thank you, Mr. Green, you're so kind. Would you please write a recommendation letter for me? It is of great help to apply for employment.

Mr. Green: No problem. But before I write this letter, I have to learn something more about you. Well, Maggie, what job are you applying for?

Maggie: I want to apply for the position as a personnel assistant advertised by Tiniko Company. Here are my résumé, transcript, and other materials.

Mr. Green: Mm, you did quite well in most courses and earned the second-class scholarship last year. Can you say something about your personal characteristics and specific skills?

Maggie: Well, I'm a reliable person with strong sense of responsibility. I think I have the ability to work well with others. I'm good at English and proficient in Microsoft Office software as well.

Mr. Green: I know you served three months as an office clerk last summer and obtained outstanding social practice award.

Maggie: That's right. By the way, shall I leave these materials?

Mr. Green: Yes, it's better for me to get some more useful information. When I finish the letter, I'll call you, Maggie.

Maggie: Thank you so much, Mr. Green.

Mr. Green: You're welcome.

## ***Conversation 2***

Ted: Hello, Lisa. What's wrong? You look so tired.

Lisa: Hello, Ted. I just took an interview for the position of a secretary. I'm not sure whether I should wait to hear from the employer or I should call to learn about the status of my application.

Ted: Hmm, in this case, I suggest you send a thank-you note to the hiring manager.

Lisa: A thank-you note?

Ted: Yes. Although résumés and cover letters get the attention, thank-you notes often get results.

Lisa: Really?

Ted: That's true. Sending thank-you notes makes good job search sense. It can help you stand out from other candidates and reinforce the points you made during your interview.

Lisa: Is it appropriate for me to send a thank-you note after an interview?

Ted: Of course. An applicant may send a thank-you note before an interview to thank someone for being willing to see him, but the best time to send a thank-you note is right after an interview. It can create a positive impression. The employer may assume you have good follow-up skills and good manners.

Lisa: Oh, I see.



## Unit 4

Ted: By the way, when you send a thank-you note, you'd better enclose a JIST Card.

Lisa: What's the reason for doing so?

Ted: Because it can provide one more chance for the employer to contact you.

Lisa: Sounds like a good idea. I think I will. Thanks for your suggestion, Ted.

Ted: You're welcome. Good luck to you, Lisa.

Lisa: Bye.

Ted: Bye-bye.

### Task 8

Omitted

### Task 9

Omitted

### Task 10

1. You should describe specific skills that relate to the position you are applying for.
2. A thank-you letter can help to distinguish you from other applicants.
3. It is of great help to highlight work experience in job seeking.
4. You'd better list all the academic and professional awards you have obtained.
5. Please bring your résumé to me so I can have some ideas about your accomplishments.

# Unit

# 5

## Career Etiquette

Section I Listening & Speaking

Section II Reading

Section III Listening, Speaking & Translating

# CAREER ETIQUETTE

## Teaching Arrangement

Unit 5 Career Etiquette			
Teaching Hours	6 hours		
Teaching Methods	Audio-lingual method & Case-study method		
Teaching Aims	<ul style="list-style-type: none"> <li>➤ Learn some basic rules about career etiquette</li> <li>➤ Be able to appreciate the significance of career etiquette</li> <li>➤ Be able to have good manners and proper behavior at the workplace</li> </ul>		
Teaching Process		Contents	Learning Focus
	Class 1	<ul style="list-style-type: none"> <li>➤ Connecting to the topic</li> <li>➤ Reading Interaction (Text A)</li> </ul>	Language points & Text understanding
	Class 2	<ul style="list-style-type: none"> <li>➤ Reading Interaction (Text B)</li> <li>➤ Important Words</li> <li>➤ Task 1-3 (Background Information)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Language points &amp; Text understanding</li> <li>➤ Answering &amp; Listening</li> </ul>
	Class 3	<ul style="list-style-type: none"> <li>➤ Task 4-9 (Communication)</li> <li>➤ Useful Sentences</li> </ul>	<ul style="list-style-type: none"> <li>➤ Listening &amp; Speaking</li> <li>➤ Communication, Presentation, Debate and Translation</li> </ul>



## Lecturing References

### 1. Importance of Etiquette at the Workplace

In the world of competition, it is very difficult to get a job and hence getting one could be quite an achievement. To survive and sustain for long in our professional field, we should maintain some rules that have social values. The words “job etiquette” refers to polite, warm and friendly behavior of an individual that he/she should maintain at the workplace. As a social being, we need to cultivate some moral and social values, such as discipline, punctuality and friendliness.

Recruiters are always in search of candidates with strong interpersonal skills and etiquette. In the world of a challenging job market, it is really very difficult to succeed. We should be very careful about our behavior. A small wrongdoing can create a negative impression of us. However, once you get through the job interview and follow proper job etiquette, you can make further progress by winning approval of your colleagues and thus working for your promotion in the office. Proper etiquette helps in winning the hearts of the recruiters as well as the senior managers, apart from your colleagues.

<http://www.buzzle.com/articles/job-etiquette.html>

### 2. Forms of Career Etiquette

Career etiquette refers to conversation etiquette, greeting etiquette, communication etiquette, dress etiquette, dealing with clients, good manners, etc. Here’s a look at some tips to maintain proper career etiquette.

✧ Conversation Etiquette: While conversing with an interviewer, you should always look into his/her eyes. Instead of getting into irrelevant topics and discussions, make your conversation short and brief.

✧ Greeting Etiquette: When you are getting introduced to other people, shake hands. Make sure that your handshake is short and firm and that it conveys confidence. If you are being introduced, then stand up and greet the individual.

✧ Proper Dressing Sense: Proper dress code is another essential element of career etiquette. You should wear neat and clean clothes, in which you feel comfortable and look good. Here, personal cleanliness and professional dress code play a vital role.

✧ Friendly Attitude: Friendly attitude is another element of career etiquette. Try to be relaxed, happy and be friendly and share a good rapport with everyone around you. For this, you need to be confident and have belief in yourself. Always remember that a jolly face wins a thousand hearts.

Thus, career etiquette refers to civilized behavior that should be maintained at the workplace.

Keeping this in mind, if you follow the etiquette mentioned above, then you are definitely one step closer towards your goal.

<http://www.buzzle.com/articles/job-etiquette.html>

### 3. Phone Interview Tips

Employers use telephone interviews as a way of identifying and recruiting candidates for employment. Phone interviews are often used to screen candidates in order to narrow the pool of applicants who will be invited for in-person interviews. They are also used as a way to minimize the expenses involved in interviewing out-of-town candidates.

Be prepared to interview. While you're actively job searching, it's important to be prepared for a phone interview on a moment's notice. Compile a list of your strengths and weaknesses, as well as a list of answers to typical phone interview questions. In addition, plan on being prepared for a phone conversation about your background and skills.

Phone interview etiquette as follows:

- ✧ Don't smoke, chew gum, eat, or drink.
- ✧ Do keep a glass of water handy, in case you need to wet your mouth.
- ✧ Smile. Smiling will project a positive image to the listener and will change the tone of your voice.
- ✧ Speak slowly and enunciate clearly.
- ✧ Use the person's title (Mr. or Ms. and their last name.) Only use a first name if they ask you to.
- ✧ Give short answers.
- ✧ Remember your goal is to set up a face-to-face interview. After you thank the interviewer ask if it would be possible to meet in person.

Phone interview etiquette is just as important as in-person interview etiquette when it comes to getting hired. That's because, regardless of how you are interviewed, a successful interview will get you to the next stage of the hiring process.

<http://jobsearch.about.com/cs/interviews/a/phoneinterview.htm>

### 4. How to Dress for an Interview

The first impression you make on a potential employer is the most important one. The first judgment an interviewer makes is going to be based on how you look and what you are wearing. That's why, in many cases, it is still important to dress professionally for a job interview, regardless of the work environment.

Men's Interview Attire:

- ✧ Suit (solid color - navy or dark grey)
- ✧ Long sleeve shirt (white or coordinated with the suit)



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- ✧ Belt and tie
- ✧ Dark socks, conservative leather shoes
- ✧ Little or no jewelry
- ✧ Neat, professional hairstyle
- ✧ Limit the aftershave

### Women's Interview Attire:

- ✧ Suit (navy, black or dark grey)
- ✧ The suit skirt should be long enough so you can sit down comfortably
- ✧ Conservative shoes
- ✧ Limited jewelry (no dangling earrings or arms full of bracelets)
- ✧ Professional hairstyle
- ✧ Light make-up and perfume
- ✧ Neatly manicured clean nails

<http://jobsearch.about.com/od/interviewattire/a/interviewdress.htm>

## 5. How to Wear Makeup for a Job Interview

You have only seconds to make a first impression. Wearing too much makeup might leave the hiring manager with an unfavorable impression. With interview makeup, it's important to remember that more is less. You want your face to appear fresh and natural rather than painted and made-up. This way, the hiring manager will be listening to your qualifications, rather than distracted by your appearance.

Apply a concealer for dark under-eye circles and skin impurities to even out your skin tone. Finish with a loose powder. Apply a light foundation if you can't create a smooth skin texture with loose powder and concealer alone. Avoid heavy foundations or foundations that cake.

Apply lipstick rather than lip-gloss, which is shiny and not formal enough for an interview. Pick a lipstick with a matte finish that is natural looking. You don't want your hiring manager focusing on your lip color, rather than on what you say.

Apply a natural looking eye shadow. Select an eye shadow color that doesn't have much shine. Colors such as brown, cream and other natural tones are a good choice.

Tweeze any stray eyebrow hairs that appear outside of your normal brow line. This will give your face a clean appearance. Avoid over tweezing and using a pencil to color in the brows.

Avoid heavy colognes or perfumes. Interview rooms are usually very small and a little fragrance goes a long way. Some employers have fragrance free environments due to employee allergies. If possible, avoid fragrance altogether.

[http://www.ehow.com/how\\_2110008\\_wear-makeup-job-interview.html](http://www.ehow.com/how_2110008_wear-makeup-job-interview.html)

## 6. Interview Etiquette DON'Ts

<input checked="" type="checkbox"/>	Don't make negative comments about previous employers or professors.
<input checked="" type="checkbox"/>	Don't falsify application materials or answers to interview questions.
<input checked="" type="checkbox"/>	Don't treat the interview casually, as if you are just shopping around or doing the interview for practice.
<input checked="" type="checkbox"/>	Don't assume that a female interviewer is "Mrs." or "Miss". Address her as "Ms." unless told otherwise. Marital status of anyone, male or female, is irrelevant to the purpose of the interview.
<input checked="" type="checkbox"/>	Don't go to extremes with your posture; don't slouch, and don't sit rigidly on the edge of your chair.
<input checked="" type="checkbox"/>	Don't allow your cell phone to sound during the interview.
<input checked="" type="checkbox"/>	Don't chew gum or smell like smoke.

<http://www.career.vt.edu/interviewing/DosDonts.html>

## Lecturing Hints

### Section I Connecting to the Topic

#### Focus

<b>Aim</b>	1. To enhance students' listening skills
	2. To improve students' ability in communication
	3. To arouse students' interest
<b>Task</b>	1. Students listen to the given passages and answer the questions.
	2. Students discuss the questions in groups.
<b>Procedure</b>	1. Ask students to listen to the passages and answer the questions orally.
	2. Divide students into groups and ask them to give answers to the given questions.

#### Key

#### Task 1

1. Your personality is valued most by interviewers.



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2. They should follow the right career etiquette.
3. The essential elements of career etiquette include conversation etiquette, greeting etiquette, communication etiquette, dress etiquette, makeup etiquette, good manners, etc

### Script:

With job competition as fierce as it is, every second of the interview counts. Your resume tells people who you are, but your manners — good or bad — show your personality, which is valued most by interviewers. Someone who is ill-mannered or does not follow the correct etiquette will quickly form negative impressions in the interviewers’ minds. Therefore, following the right career etiquette gives you a real advantage over other candidates. And what are the essential elements of career etiquette? Generally speaking, the words “career etiquette” refers to polite, warm and friendly behavior of an individual that he/she should maintain at the workplace, including conversation etiquette, greeting etiquette, communication etiquette, dress etiquette, makeup etiquette, good manners, etc.

### Task 2

Open

## Section II Reading to Learn

### Focus

<b>Aim</b>	1. To give students fluency practice in reading
	2. To acquaint students with details of career etiquette
<b>Task</b>	1. Students learn and comprehend the text.
	2. Students finish the related exercises individually or in groups.
<b>Procedure</b>	1. Ask students to read the text and tell their understanding of career etiquette.
	2. Explain and analyze the texts.
	3. Ask students to finish the reading comprehension exercises individually.

### Key

#### Text A

1-5 C A C B D

#### Text B

6. can speak a great deal louder
7. the culture in which individuals are raised

8. body language, space, senses and time
9. make judgment
10. Too long and irrelevant

## Chinese Version

### Text A

#### 职场礼仪

你知道在求职面试中穿什么服装合适吗？什么样的言行才能给招聘者留下深刻的印象而不被拒绝？职场礼仪是求职成功的重要因素，但却常常被人们忽视。

“礼仪”是指在社会交往和商务活动中广为接受约定俗成的行为方式。如果你对于面试时应如何着装，如何在雇主面前表现得体了解不多，又希望具备超越其他求职对手的竞争优势，那么下面这些指南将有助于你的下一次面试。

#### 着装修饰

参加面试时，你的着装尤其重要。事实表明，保守庄重的着装更容易成功赢得专业性质的工作。

#### 坚定的握手

向面试官微笑致意，并与之坚定有力地握手。握手软弱无力给人留下的印象最为糟糕。如果你想确保在握手时手上没有汗渍，那么多带一块手帕是非常明智的，以便在面试前擦干手掌。

#### 非语言交际

面试时我们留给他人的印象很多来源于非语言交际。因此，人们应该认识到，眼神交流、动作、手势、姿势以及面部表情都是我们整体表现的重要组成部分。

面试中的礼仪以及举止得体非常重要。甚至在你走进面试官的办公室之前，你就能够开始给他们留下好印象。因此，在面试前就去掌握正确的礼仪是非常明智的。

### Text B

#### 非语言交际

面试时你可以做许多事情来减压。你的行为举止是最重要的一个方面。这并不完全取决于你说什么话，而常常与你使用的非语言交际有很大的关系。



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非语言交际是指不通过口头语言的交际方式。手势、表情以及动作能比口头语言传递更多的信息。一个微笑、皱眉、缄默以及背转身去，诸如此类无需任何口头语言就传递了信息。这些非语言信号传递了个人的大量信息。

需要注意的一点是：很多非语言信号的意义是由人们成长的文化背景决定的。尽管如此，非语言交际的实质一般可分为四个模块：

1. 肢体语言，具体包括：

- ✧ 面部表情
- ✧ 手势的使用
- ✧ 姿势，尽管这点很难被人领会

因此，人们通过各种肢体语言表达着他们的个性。

2. 空间：

- ✧ 这涉及“个人空间”——人们之间的关系决定令人感到舒适的距离。
- ✧ 例如，某人的办公室、汽车、办公桌等的规格大小能够展示管理者的身份层次。

3. 感觉，具体包括：

- ✧ 视觉，它能帮助我们观察一个人的反应以及他们的外貌、着装和习惯。
- ✧ 听觉，能听到的不仅仅是话语。叹息、欢笑、啜泣等也帮助人们通过某种方式传递信息。
- ✧ 触觉，可以解释为一个手势可以表达友谊或是对个人空间的侵犯。
- ✧ 嗅觉，它有助于构成一个人的形象。
- ✧ 品味有助于人们判断个人的喜好，例如，通过人们对酒品或着装的选择可以判断他们的喜好。

4. 时间

- ✧ 花时间与某人交流有助于建立对一个人的价值认可和信任的感觉。
- ✧ 冗长离题的交流则是浪费时间。

因此，能够读懂非语言信号有助于我们在求职面试中理解不同的情境并做出恰当的反应。

## Section III Practicing to Communicate

### Focus

<b>Aim</b>	1. To arouse students' interest
	2. To enable students to identify information
	3. To give students fluency practice in listening and speaking related to career etiquette
<b>Task</b>	1. Students learn the important words and expressions.
	2. Students do the related exercises.

<b>Procedure</b>	1. Students learn the important words about career etiquette.
	2. Ask students to discuss the given questions.
	3. Ask students to listen to two passages and answer the questions.
	4. Ask students to listen to the two passages again and fill in the blanks.
	5. Ask students to practice in pairs and make five short dialogues.
	6. Ask students to listen to two conversations and match the words with correct definitions.
	7. Ask students to listen to the two conversations again and choose the correct answers.
	8. Ask students to learn some important expressions.
	9. Listen to the two conversations and fill in the blanks; check the answers to help students imitate the pronunciation.
	10. Ask students to read the clues and make a presentation.
	11. Divide students into two groups and carry out a debate.
	12. Ask the students to finish the translation work without referring to the dictionary.

## Key

### Task 1

Open

### Task 2

#### *Passage 1*

1. One of the most powerful business tools to help us to take an interview is the career etiquette.
2. Sit up straight and plant your feet firmly on the floor during an interview.

#### *Passage 2*

1. Behavioral interviews, phone interviews, video interviews and dining interviews.
2. The dining interview.

### Task 3

#### *Passage 1*

1. conservatively
2. professional
3. simple and fresh
4. enthusiasm
5. straight
6. briefcases
7. spending time



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### *Passage 2*

8. honest
9. chew
10. remain calm
11. your mouth full
12. a thank-you note

### **Script:**

#### *Passage 1*

Interview — one of the most stressful words in the English language for job seekers. However, don't forget to pack one of the most powerful business tools available: etiquette. Your etiquette toward others is as important as your resume, experience, training and technical abilities.

First, always dress up and dress conservatively for a job interview. Keep your hair out of your face to form a professional image. As to makeup, simple and fresh.

Second, you should enter the interview room with enthusiasm and energy. Smile, make eye contact, and try to maintain an open posture. Introduce yourself using your first and last name as you shake hands.

Third, sit up straight and plant your feet firmly on the floor during an interview. Don't sit with both hands in your lap beneath the table — you will look like a nervous child. Rest an arm on the arm of your chair or on the table. Don't place personal items on the table — no cell phones, briefcases or water bottles.

Fourth, when the interview is over, show your interest in the position again, and thank the group for spending time with you. Keep a smile on your face and your cell phone turned off until you leave the building.

#### *Passage 2*

There are a variety of different types of interviews that employers use to select candidates for employment including behavioral interviews, phone interviews, video interviews, dining interviews, etc. Here are respective etiquettes for certain types of interviews.

First, a behavioral interview is based on discovering how the interviewee acted in specific employment-related situations. During the interview, if you are not sure how to answer the questions, ask for details in a polite way. Listen carefully, be clear and detailed when you respond and, most importantly, be honest.

Second, phone interviews are often used to select candidates in order to narrow the pool of applicants who will be invited for in-person interviews. Ensure you are in a quiet location and your voice sounds confident, interested and enthusiastic. Do not chew gum or smoke. Listen carefully and make positive answers.

Third, the video interview is a modern and cost effective way to interview applicants from all over the world. Keep your head up and try to remain natural. Rapid movements can

look uncomfortable on a video monitor. If there are time delays, try to remain calm.

Fourth, the dining interview is to evaluate candidates' social skills and to see if they can handle themselves gracefully under pressure. Remember to say "please" and "thank you" to your server as well as to your host. Sit up straight, and don't talk with your mouth full! After the meal, follow up with a thank-you note which shows your interest in the job again.

## Task 4

**Open**

## Task 5

*Conversation 1*

1-5 D A E C B

*Conversation 2*

6-10 C A D E B

## Task 6

*Conversation 1*

1-5 D B B B A

*Conversation 2*

6-10 C B B D B

**Script:**

*Conversation 1*

A: Hello, you must be Julia. Nice to meet you.

B: Hi, Mr. Kevin, nice to meet you, too.

A: You're going to apply for a job, right?

B: Yes, and I do need your help to learn more about the career etiquette.

A: It is my pleasure. OK, do you have a specific target now?

B: Yes, I will send an email to apply for a Sales Representative's position with a cosmetics company.

A: OK, I see. So we'd better start from the email etiquette. And how much do you know about it?

B: Well, I will introduce myself and show interest in the Sales Representative's position in the email with a resume as an enclosure.

A: Alright. I suggest you use the proper format to form a professional image.

B: OK, and how can I keep my email in a proper and professional format?

A: First of all, you should absolutely watch your spelling and grammar, especially the spelling of the employer's name.

B: You're right. I'm always a sloppy email writer. Anything else?

A: Make sure that the subject clearly explains the purpose of the email. Otherwise, it will be



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ignored by the recruiter.

B: I see. How about the content?

A: Keep messages brief and to the point in a polite way.

B: Thanks a lot.

A: You're welcome, If you have any other questions, don't forget that you can easily check with me. Bye.

### *Conversation 2*

A: How about your job application?

B: Well, I get an interview chance for the Sale Representative's position.

A: Great! Congratulations! What kind of interview are you going to attend?

B: According to the notice sent by the company, candidates have to attend the phone interview.

A: I see. So let's begin with the phone interview. First, you should make sure about the exact interview time and review answers to typical questions.

B: Yes, I have prepared a question list to practice. And I think communication is harder on the phone than in-person.

A: First and foremost, you have to make sure the interviewer could reach you easily.

B: OK, my cell phone is fully charged to be ready for the interview, which I eagerly await.

A: Actually I suggest use a land line phone. That way you won't worry about dropped calls and getting disconnected. Moreover, the beep of an incoming call is distracting and can make you lose your focus.

B: All right. Is there anything I should pay attention to?

A: Send out an email thank-you note after the phone interview, providing more valuable information about your qualifications.

B: Thanks a lot, Mr. Kevin.

A: You're welcome. Good luck! Waiting for your good news!

B: I will try my best, and do not let you down!

### **Task 7**

#### *Conversation 1*

1. interview makeup
2. need your help
3. natural
4. pink
5. cheekbones
6. eye makeup
7. very simple
8. natural looking
9. confident
10. appreciate your guidance

**Conversation 2**

11. practiced the answers
12. prepare any questions
13. the end or halfway
14. from one to another
15. potential traffic
16. first impression is very important
17. courtesy and respect
18. correct pronunciation
19. title and last name
20. write a thank-you letter

**Script:****Conversation 1**

Joy: Good morning, Amy, Nice to meet you.

Amy: Good morning, Joy. Nice to meet you, too.

Joy: From your email I know that you want to learn more about interview makeup, right?

Amy: Yes. I will attend an interview next week. And I really need your help.

Joy: Oh, it's my pleasure. And do you always makeup?

Amy: Never, you know I don't regularly wear makeup at all.

Joy: OK, it seems that we have lots of work to do. First, keep it simple.

Amy: You mean "natural", am I right?

Joy: Yes. For your face makeup, try applying a pink blush to the apples of your cheeks.

Amy: Where are the apples?

Joy: They are right at the cheekbones and the part where your cheeks pop out most.

Amy: OK, I see. How about the eye makeup? I'm afraid it is the most difficult part for me.

Joy: Keep it very simple with just black mascara on your top lashes. If you want to wear shadow, stick to neutrals.

Amy: Do I need a lipstick?

Joy: Pick a natural looking lipstick, and the color should not be too bright.

Amy: How about my hair?

Joy: I think a high pony tail makes you look strong-willed and confident. By the way, a business suit and a pair of high-heeled shoes are best for professional image.

Amy: I really appreciate your guidance.

Joy: You are welcome. Wish you a successful interview.

Amy: Thank you. I will try.

**Conversation 2**

Ana: Are you ready for tomorrow's interview?

Jack: Oh, yes. I have practiced the answers to typical questions.



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- Ana: I'm afraid that is not enough. Do you prepare any questions to ask the interviewer?
- Jack: May I ask about the salary?
- Ana: Yeah, but wait until the end or halfway through the interview.
- Jack: OK, I see. If there is a group of interviewers, how to make eye contact?
- Ana: Well, move eye contact from one to another.
- Jack: Sounds like a good idea! And the interview location is far away from my home.
- Ana: Well, You should be punctual. Give yourself an extra 20 minutes. Be conscious of potential traffic.
- Jack: I will be early and do a practice run to the location.
- Ana: Good idea. Anyway, first impression is very important, don't be late.
- Jack: Yes, I will be very polite to the interviewers.
- Ana: In addition, you should also treat other people you encounter with courtesy and respect.
- Jack: OK, but I don't know how to address the interviewer.
- Ana: Don't worry. Listen to be sure you understand your interviewer's name and the correct pronunciation when you greet each other.
- Jack: May I address my interviewer with his or her first name and last name?
- Ana: No, you'd better address your interviewer by title and last name.
- Jack: Ah, I would make mistakes without your advice.
- Ana: The last point is to write a thank-you letter to your interviewer promptly. Good Luck!
- Jack: Thanks a lot!
- Ana: You're welcome!

### Task 8

Omitted

### Task 9

Omitted

### Task 10

1. Interviewees should always keep interview courtesy in mind during the whole process of interview.
2. Non-verbal communication accounts for 90% of the message you are sending in your job interview.
3. Being punctual for an interview indicates that you are interested in getting the job.
4. Interviewee should not ignore but give reliable response to difficult questions.
5. Proper interview courtesy/career etiquette contributes to setting up your professional image.

# Unit

# 6

## Career Interview

Section I Listening & Speaking

Section II Reading

Section III Listening, Speaking & Translating

# CAREER INTERVIEW

## Teaching Arrangement

Unit 6 Career Interview			
Teaching Hours	6 hours		
Teaching Methods	Audio-lingual method & Case-study method		
Teaching Aims	<ul style="list-style-type: none"> <li>➤ Learn some background information about job interview</li> <li>➤ Be able to consult in English about problems related to job interview</li> <li>➤ Be able to understand the process of job interview</li> </ul>		
Teaching Process		Contents	Learning Focus
	Class 1	<ul style="list-style-type: none"> <li>➤ Connecting to the topic</li> <li>➤ Reading Interaction (Text A)</li> </ul>	Language points & Text understanding
	Class 2	<ul style="list-style-type: none"> <li>➤ Reading Interaction (Text B)</li> <li>➤ Important Words</li> <li>➤ Task 1-3 (Background Information)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Language points &amp; Text understanding</li> <li>➤ Answering &amp; Listening</li> </ul>
	Class 3	<ul style="list-style-type: none"> <li>➤ Task 4-9 (Communication)</li> <li>➤ Useful Sentences</li> </ul>	<ul style="list-style-type: none"> <li>➤ Listening &amp; Speaking</li> <li>➤ Communication, Presentation, Debate and Translation</li> </ul>



## Lecturing References

### 1. Terms of an Interview

#### Preparations

Interview candidates must know about their resume thoroughly and be prepared to answer questions related to their skills and qualifications. It is essential to learn as much as possible about a company before the day of an interview. Additional interview preparations include setting up or confirming an interview time and date, and identifying the physical address of an interview location. Always arrive at least 10 minutes early to a job interview. Prepare a conservative suit to wear to the interview, and for added confidence, role-play one or two mock interviews before going to the interview.

#### Preliminary Interview

Preliminary interviews can either be held over the phone or in person. Phone interviews are generally used to rate the specific skills or knowledge of applicants. Preliminary phone interviews may include open-ended questions like, “how have you proven your leadership skills in a work situation?” Interviewees should be prepared to answer open-ended questions by providing specific examples.

#### Formal Job Interview

Candidates who pass their preliminary interview will be notified either by email or telephone to set up a face-to-face interview with a hiring manager. Face-to-face interviews are formal interviews that give candidates the opportunity to demonstrate their professional skills and get to know a department head or prospective teammates.

#### Job Offer

After formal interviews have been done, hiring managers must select a new hire from their final pool of candidates. After a careful selection process, the best candidate for the job receives an offer from a hiring manager either by email or telephone.

[http://www.ehow.com/info\\_8391515\\_phases-interview.html](http://www.ehow.com/info_8391515_phases-interview.html)

### 2. Top Ten Interview Questions and Suggestions

Questions	Suggestions
1. Tell us something about yourself.	The answer for this question should consist of the process through which you had prepared yourself as an ideal candidate for this particular job. With your job interview skills and career coaching you should be able to appropriately give them suitable examples to describe how well you have prepared for the interview.

Questions	Suggestions
2. Why should we select you for the job?	You should tell them that your skill set matches the requirement of the company adequately, and make sure that you do not draw comparisons with other candidates, as it can ruin your chances of getting selected.
3. What are your expectations from the job?	The suitable answer will be somewhere in the lines of saying something like you want to use this job as a platform to utilize your skills for enhancing your performance.
4. How long can we expect you to work for us?	You can give a good answer by saying that you would keep on continuing this job till the moment both the company and you feel that you have been contributing well for the success of the organization.
5. Can you state your strengths?	You will need good job interview skills to answer this question. You should try to stick to positive responses for such questions.
6. Would you tell us something about your weakness?	Whenever you specify your weakness, along with it you should also let them know that you are trying to overcome those problems.
7. In your opinion, which qualities should be possessed by a good manager?	Through your job interview skills, you can state that leaderships are one of the most important traits that a manager should possess.
8. Are you good at working under pressure?	You can answer this question which states that you are well equipped to handle all kinds of work pressure.
9. Do you give more importance to money or work?	Your job interview skills will be tested based on this answer and you can tell the interviewer that although money holds a lot of importance but according to you work is equally important for your professional and personal growth.
10. Do you know something about our company?	You should know that in order to improve your job interview skills you need to gather sufficient information about the company for which you are attending your interview.

<http://www.squidoo.com/careercoachings>

### 3. Top 10 Interview Mistakes

**Don't Prepare:** Not being able to answer the question "What do you know about this company?" might just end your quest for employment, at least with this employer.



## Unit 6

**Dress Inappropriately:** Dressing inappropriately can work both ways. You will certainly want to wear a suit if you are interviewing for professional position.

**Poor Communication Skills:** It's important to communicate well with everyone you meet in your search for employment.

**Too Much Communication:** Leave the phone behind or at least turn it off before you enter the building.

**Talk Too Much:** Keep your answers brief, to-the-point and focused and don't ramble - simply answer the question.

**Don't Talk Enough:** Even though you shouldn't talk too much, you do want to be responsive and fully answer the question as best you can.

**Fuzzy Facts:** Make sure you know the information you will need to complete an application including dates of prior employment, graduation dates, and employer contact information.

**Give the Wrong Answer:** Make sure you listen to the question and take a moment to gather your thoughts before you respond.

**Badmouthing Past Employers:** Don't say you hate your job and can't wait to leave.

**Forget to Follow Up:** Be sure to follow up with a thank-you note reiterating your interest in the position and the company.

<http://jobsearch.about.com/od/interviewsnetworking/a/interviewblind.htm>

### 4. How to Prepare for a Telephone Job Interview

#### **Before a telephone interview:**

Gather as much information as you can about the company.

Study the job description, analyze the competencies required, anticipate interview questions and prepare answers to the questions and the questions to ask.

Practice beforehand. The objective now is not to memorize the answers but to get familiar with the answers and gain confidence.

Schedule the telephone interview at a time when you will not be distracted.

Choose a quiet and private space.

#### **During the telephone interview:**

Keep all the documentation that supports your job application handy so that you can consult notes during the interview when necessary.

Keep a pleasant, confident, energetic and enthusiastic tone. This is the most important aspect of telephone interviews. Smiling will change the tone of your voice and project a positive image to the listener.

Have a notebook and pen handy for note taking.

Do not interrupt the interviewer. Let the interviewer complete his or her question before you speak.

Speak slowly and clearly.

At the end of the interview, thank the interviewer and ask what the next step will be. Ask for the interviewer's email address.

### **After the telephone interview:**

Send a written note or e-mail thanking the interviewer for their time and reiterating your interest in the position.

[http://www.chinadaily.com.cn/cndy/2011-12/27/content\\_14331650.htm](http://www.chinadaily.com.cn/cndy/2011-12/27/content_14331650.htm)

## **5. Top 10 Things Not to Say in a Job Interview**

There are some things that you should not say during a job interview, regardless of how much you would like to share your opinion with the interviewer. Because there are so many candidates for just about every job opening, saying the wrong thing just makes it easier for the hiring manager to reject your candidacy.

You usually won't get a second chance once you have made a mistake and said something inappropriate or something that will make the interviewer think twice about hiring you. Here's a quick list of what not to verbalize in a job interview.

- How much does this job pay?
- My boss was incompetent, a jerk, an idiot or anything else disparaging.
- Saying I'll have your job when asked where you see yourself five years from now.
- I hate my job.
- You look great.
- I'm not aware of any weaknesses when asked to share some shortcomings.
- Why have earnings slumped at your company during the past two quarters?
- Can I work from home or how much vacation would I get?
- You'll regret it if you don't hire me, because I'm the most qualified.
- I don't have any questions for you.

<http://jobsearch.about.com/od/interview-mistakes/a/not-to-say-interview.htm>

## **6. How to Follow up for Job Interview**

The first step to follow up starts when you ask your interviewer for a business card. In most interviews these days, you will be interviewed by multiple interviewers. In such cases get business cards from all the interviewers.

It is highly recommended that you send a thank-you letter to the interviewers on the same day or within two business days thanking them for their time and reminding them about your key skills and interest in the position.



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The next step is always a phone call. This phone conversation should be short and straight stating your continued interest and reminding your positive points.

Never think that you are bothering the interviewer by trying to contact them frequently for follow-up. It is a regular process after the job interview and everyone understands this.

Interviewers interview many candidates for different positions so it is always advisable to use the date of the interview and the position name in your letter so that it is easier for the interviewer to identify you.

Be brief in your follow-up letter and to the point, highlighting your qualifications once more. A job interview with a follow-up letter is the best way to turn the tables in your favor. Also make sure you are not contacting Hiring Managers for some of the benefits or salary questions. If you have any questions regarding company policies, it is always good to follow up with HR in those matters.

<http://www.nationwidejobsearch.com/>

## Lecturing Hints

### Section I Connecting to the Topic

#### Focus

<b>Aim</b>	1. To enhance students' listening skills
	2. To improve students' ability in communication
	3. To arouse students' interest
<b>Task</b>	1. Students listen to the given passages and answer the questions.
	2. Students discuss the questions in groups.
<b>Procedure</b>	1. Ask students to listen to the passages and answer the questions orally.
	2. Divide students into groups and ask them to give answers to the given question.

#### Key

#### Task 1

1. More and more school and college graduates join the labour force while the jobs provided by the market are limited, so the employment situation in China now is rather serious.
2. Because it is an opportunity for both sides to see what each has to offer and whether there is going to be a "fit" in terms of personalities, work styles and social benefits.
3. They should try their best to sell themselves and let the employers see their worth to the company.

**Script:**

Nowadays, more and more students graduate from schools and colleges while the jobs provided by the market are limited, so the employment situation in China now is rather serious. The job interview is an important step for both sides — the employer and the candidate — to see what each has to offer and whether there is going to be a “fit” in terms of personalities, work styles and social benefits. Thus, believe it or not, the interview is to be welcomed, and even enjoyed. It is a perfect opportunity for you, the candidate, to sit down with an employer and sell yourself by displaying who you are, what you want and what you are worthy of. Through the interview, an employer can meet their potential employees in person and know them more thoroughly.

**Task 2**

Open

## Section II Reading to Learn

**Focus**

<b>Aim</b>	1. To give students fluency practice in reading
	2. To acquaint students with the basic information about a job interview
<b>Task</b>	1. Students learn and comprehend the passages.
	2. Students do the related exercises individually or in groups.
<b>Procedure</b>	1. Ask students to read the passages and tell their understanding of the skills for a job interview.
	2. Explain and analyze the passages.
	3. Ask students to do the reading comprehension exercises individually.

**Key**

**Text A**

1-5 DADBA

**Text B**

6. The very first impression
7. breaking the ice
8. experience, qualifications
9. English studies
10. High School, special training



## Chinese Version

### Text A

#### 如何在求职面试中取得优势

面试前感到有点紧张是可以理解的。以下的几点建议可以帮助你面试时展现自己最好的一面。

- 按时到达。
- 恰当着装。
- 微笑，试着放松。记住，面试就是一次谈话，面试官也是人。
- 准备好回答关键性问题，如“你为什么要离开现在的工作岗位？”总是给予积极正面的回答是很关键的，即使你当时的境况十分艰难。
- 对于不好回答的问题有一种将其转化为积极正面的看法的办法，就是把话题的重点转向你正在申请的工作上来。不要去批评你现在的公司缺乏领导能力或你自己缺乏管理经验，而应该强调你想申请新的工作是因为能与有经验的人紧密合作或者可以担当更大的责任。

· 如果面试官给你的评价是“你在我们这里工作屈才了”或“你的资质不够”时，不要辩解。

- 尽量多的积累工作经验（特别是在校生）。突出你已获得的成绩。
- 不要主动提工资的问题。首先告诉他们你为什么是理想的求职者。只有当面试官问到与工资相关的问题时才准备回答就可以了。通过在线薪酬计算器查看好你所申请的职位在你所在区域的工资水平。

· 在第一轮面试时不要提福利的问题。等到你受邀回来参加另一轮面试时再问及关于假期、退休金等福利问题。

记住，面试是让你了解是否适合这家公司并让这家公司了解你是否适合他们的机会。如果你能首先向面试官证明你是这项工作的理想应聘者，你获得工作的可能性（也许是获得更高工资的可能性）将会提高。

### Text B

#### 求职面试中应该说些什么

英文求职面试包括一些具体问题及其恰当回答。这篇文章将为英语求职面试中的问题和回答提供一些提示。

你走进面试室时给面试官留下的第一印象将对接下来的面试产生重要影响。友善地做自我介绍并与面试官握手是很重要的。第一个问题往往是活跃气氛的问题。要是面试

官问你“最近的天气你怎么看”之类的问题，不要感到惊讶。也不要因面试官友好的语气而错愕。面试官只是想让你放松下来。回答这个问题不需要细说。你所使用的语言要简单但有礼貌。

介绍你的经历和资格在任何一场面试中都是最重要的部分。

你的经历是指你所从事过的任何与你现在申请的工作有直接或间接的关系的工作。因为你还是一个在校的大学生，所以一定要提及你的英语学习。这一点非常重要，因为英语不是你的母语，面试官会关注这一点。告诉面试官你一直都在利用所学的课程提高英语技能，或者说一说你每周都要花几个小时来提高英语。

你的资质包括从高中起的学历及过去参加过的任何专门培训。你需要展示你所申请的工作所需要的资格和技能。你过去掌握的工作技能不一定完全适用于现在申请的这个职位，因此，重要的是说明你确实具有的能力与你求取的职位有关系。

## Section III Practicing to Communicate

### Focus

<b>Aim</b>	1. To arouse students' interest
	2. To enable students to identify information
	3. To give students fluency practice in listening and speaking related to job interview
<b>Task</b>	1. Students learn the important words and expressions.
	2. Students finish the related exercises.
<b>Procedure</b>	1. Students learn the important terms about job interview.
	2. Ask students to discuss the given questions.
	3. Ask students to listen to two passages and answer the questions.
	4. Ask students to listen to the two passages again and fill in the blanks.
	5. Ask students to practice in pairs and make five short dialogues.
	6. Ask students to listen to two conversations and match the words with correct definitions.
	7. Ask students to listen to the two conversations again and choose the correct answers.
	8. Ask students to learn some important expressions.
	9. Listen to the two conversations and fill in the blanks; check the answers to help students imitate the pronunciation.
	10. Ask students to read the clues and make a presentation.
	11. Divide students into two groups and carry out a debate.
	12. Ask the students to finish the translation work without referring to the dictionary.



# Unit 6

## Key

### Task 1

Open

### Task 2

#### Passage 1

1. To broaden your networking in seeking a job.
2. To check out its grammar and spelling is essential.

#### Passage 2

1. Suits are safe in a job interview.
2. Negative remarks about the former employer are not suitable.

### Task 3

#### Passage 1

1. Internet
2. a 15-second pitch
3. underestimate
4. personally
5. spell-check

#### Passage 2

6. conservatively
7. firm handshake
8. routine
9. opportunity
10. achievements

### Script:

#### Passage 1

Who can help you get a job interview? How do you make an initial contact for an interview? What can you do if no one is getting back to you? The following advice will tell you how to land a job interview.

1. Network! When using the Internet, develop a 15-second “pitch” that tells people who you are, what you’re good at, what job you’re suited for and how someone can help you land a job interview.

2. Get to know how to search and apply for jobs online but don’t underestimate connecting “face to face”. Seek out others who are doing the kind of work you’d love to do. Ask for their advice — people love to talk about themselves if you’re really interested. This can help greatly with getting a job interview within a particular organization or in an industry

you haven't been in.

3. If no one is getting back to you at an organization, don't take it personally. See if you know or can arrange to meet someone who works there. If a company has an employee referral program, it will help you get a job interview.

4. Good grammar and spelling are essential! Whether submitting your resume online or in writing, make sure to spell-check.

### *Passage 2*

When you're going to a job interview, how do you make the interview work so that you can land the job? Some surveys show that hiring managers actually make their opinion of you within the first ten minutes of meeting you. So you want to make a really good first impression.

The first thing is your appearance. Dress appropriately and conservatively. Suits are safe. Then, you want to give a firm handshake and you want to look the hiring manager directly in the eye.

One other thing you want to practice when you go into this interview is a quick sales pitch about yourself. Use specific examples of your work and mention key points that will appeal to your interviewer. Practice this sales pitch until it's routine and easy to deliver calmly and with sincerity.

If you were fired from your last job, be honest, but positive. No negative remarks about the former employer. Say you're looking for the next opportunity, the place to take the next step in your career, or that you're looking to apply your skills in a different way.

Describe examples of your being a team player. Also describe your achievements as a leader. Be specific and detail the results you achieved in your former job.

### **Task 4**

**Open**

### **Task 5**

*Conversation 1*

1-5 B C D A E

*Conversation 2*

6-10 B E D C A

### **Task 6**

*Conversation 1*

1-5 C A B B D

*Conversation 2*

6-10 A B C D C



## Unit 6

### **Script:**

#### ***Conversation 1***

- A: Nice to meet you, Shirley. I'm Caroline, HR Manager of the company. Please have a seat.
- B: Nice to meet you, Caroline.
- A: From your résumé, I can see that you want to be the executive secretary in our company. Why do you think you're right for this job?
- B: I am always interested in your company, and I'm deeply impressed by your sales performance in the past two years. I also admire and agree with your corporate culture.
- A: So you are well aware of our company. Commitment to the company and the team is very important to us here.
- B: I am responsible. Whenever I have been assigned to complete a certain task, my teacher and classmates could always count on me to achieve the stated task.
- A: So what are your career objectives?
- B: I hope that within five years, I could reach the management level.
- A: As a fresh graduate, what do you think is the most essential factor to establish and maintain a good relationship with your future bosses?
- B: All the supervisors have rich experience and I'm sure I can get on well with them.
- A: That's what you can expect to see here.
- B: So first of all I will listen to and follow the instructions of the supervisors. Secondly, I will ask for their advice and maintain an open mind. Thirdly, when there are problems, I will communicate in-depth with my supervisors to work out a proper solution.
- A: You are considerate. It is a necessary quality for a secretary.
- B: Thank you.
- A: We will inform you of the next interview within this week.
- B: Thanks a lot.
- A: You're welcome, bye.

#### ***Conversation 2***

- A: Can you sell yourself in one minute? Go for it.
- B: Well, with my qualifications and experience, I have been hardworking, responsible and diligent in all the projects I've undertaken. Your organization could benefit from my expertise and my analytical and interpersonal skills.
- A: Give me a summary of your current job description.
- B: I have been working as a computer programmer for five years. To be specific, I provide software support.
- A: Why do you want to leave your current job?
- B: I feel I have reached the "glass ceiling" in my current job. I am hoping to get a more challenging position.
- A: What do you think you are worth to us?
- B: I feel I can make some positive contributions to your company in the future.

A: What is your strongest trait?

B: Adaptability and sense of humor.

A: Good. Lastly, what's your main consideration in your current job hunt?

B: Potential growth opportunity. I believe that your company will be a perfect place for me to grow and develop professionally!

A: I also hope to have the chance to get to know you better in the future.

B: Thank you for your time. I am looking forward to the next interview.

## Task 7

### *Conversation 1*

1. an internship
2. very convenient for me
3. make myself useful
4. technical ability and practical skills
5. work on a practical project
6. technical drawing
7. brought the drawings with you
8. What is your greatest strength
9. any training program
10. that's all for the moment

### *Conversation 2*

11. for a clerk
12. tell me something about yourself
13. what is your nationality
14. education background
15. Department of Journalism
16. experience
17. an investment company
18. further promotion
19. chance to be interviewed
20. come to a decision

### **Script:**

#### *Conversation 1*

Lee: Why do you apply for an internship in this company?

Sam: Sir, your company is located very near to my college, so it would be very convenient for me to work here.

Lee: Anything else?



## Unit 6

- Sam: Yes, your company is an engineering company. It seems I might be able to make myself useful here.
- Lee: I see. Among the qualities we are looking for is technical ability and practical skills. A lot of university graduates just have paper qualifications.
- Sam: Yes, but at my college, each semester we are asked to work on a practical project of some kind or other.
- Lee: Can you give me an example?
- Sam: Yes, during the last semester, I did the technical drawing of an experimental water pump.
- Lee: Really? Have you bring the drawing with you?
- Sam: I'm afraid I haven't. I didn't think you would be interested.
- Lee: It doesn't matter. What is your greatest strength?
- Sam: I am flexible.
- Lee: Do you have any questions about the job?
- Sam: Is there any training program for the internship?
- Lee: Yes, we will choose some of you to the headquarters of our company for a one-month training.
- Sam: That's great.
- Lee: Right, that's all for the moment. I'll let you know what we decide. soon
- Sam: Yes, sir. Thank you very much.

### **Conversation 2**

- Sam: Good morning. I'm Sam Zhao, the manager of the company. What's your name please?
- Lydia: How do you do, Mr. Zhao. My name is Lydia Wang. And I'm coming for your advertisement for a clerk.
- Sam: How do you do, Lydia? Well, for this job, we need people who are hard-working. Do you think you're suitable for this kind of job?
- Lydia: Oh, yes, I think so.
- Sam: OK. Please tell me something about yourself.
- Lydia: I was born in Beijing. My mother is Chinese and my father is American.
- Sam: So what is your nationality?
- Lydia: Chinese. I have been living in Beijing since my childhood.
- Sam: Can you talk about your education background?
- Lydia: I graduated from Beijing No. 4 Middle School in 2008, then I entered Beijing Social Work Vocational College and graduated in 2011.
- Sam: Which department did you study in?
- Lydia: Department of Journalism.
- Sam: What experience do you have for this kind of job?

Lydia: I am working as a secretary in an investment company.

Sam: What makes you decide to change your job?

Lydia: My present company is small where further promotion is impossible, so I have decided to change my job.

Sam: OK. Since there are other applicants outside, we can't let you know our decision until all of them have had their chance to be interviewed.

Lydia: Fair enough, I am willing to wait until you have come to a decision.

### Task 8

Omitted

### Task 9

Omitted

### Task 10

1. Over-qualified workers are likely to quit the minute they find a better job opportunity.
2. Highlight only those achievements that make you the best candidate for the job.
3. I hope that you can bring up this point at the next interview.
4. I want to know the channel to apply for the position of general manager in your company.
5. You will need to demonstrate that you are the best person for the position.

# Unit

# 7

## Study Abroad

Section I *Listening & Speaking*

Section II *Reading*

Section III *Listening, Speaking & Translating*

# STUDY ABROAD

## Teaching Arrangement

Unit 7 Study Abroad			
Teaching Hours	6 hours		
Teaching Methods	Audio-lingual method & Case study method		
Teaching Aims	<ul style="list-style-type: none"> <li>➤ Learn some background information about two most important English language tests</li> <li>➤ Be able to consult in English about problems related to studying abroad</li> <li>➤ Be able to understand the process of studying abroad</li> </ul>		
Teaching Process		Contents	Learning Focus
	Class 1	<ul style="list-style-type: none"> <li>➤ Connecting to the topic</li> <li>➤ Reading Interaction (Text A)</li> </ul>	Language points & Text understanding
	Class 2	<ul style="list-style-type: none"> <li>➤ Reading Interaction (Text B)</li> <li>➤ Important Words</li> <li>➤ Task1-3 (Background Information)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Language points &amp; Text understanding</li> <li>➤ Answering &amp; Listening</li> </ul>
	Class 3	<ul style="list-style-type: none"> <li>➤ Task 4-9 (Communication)</li> <li>➤ Useful Sentences</li> </ul>	<ul style="list-style-type: none"> <li>➤ Listening &amp; Speaking</li> <li>➤ Communication, Presentation, Debate and Translation</li> </ul>

## Lecturing References

### 1. Where Do You Want to Study Abroad?

There's a variety of factors that can impact where you want to study abroad.

**Type of Program:** Does your school have the type of program you are looking for? Is there a possibility you might have to go through an independent program? Are you comfortable participating in a program where you won't know any other students? Which programs can you afford? How will you finance the cost of the study abroad program?

**Major requirements:** Will you be able to complete any major requirements while abroad? Will your degree progress suffer if you can't? Will your credits transfer either way?

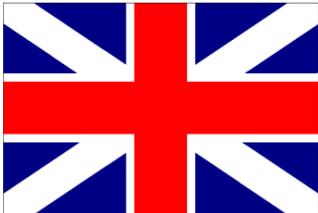
**Living Situation:** Do you want to live with a host family or in a dorm? There are positives and negatives to both.

**Local Life:** Do you want to study abroad in a big city or small town? What is the campus like? Are there any famous landmarks, sights or tourist attractions closeby that you'd like to visit? What is there to do when you're not in class?

**Food:** Do you like the food common to that country? While this shouldn't be the deciding factor, you would go somewhere where you can appreciate local cuisine as it's definitely a big part of the overall immersion experience.

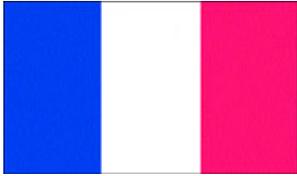
<http://www.studyabroad.com/student-guide/where-do-you-want-to-study-abroad.aspx>

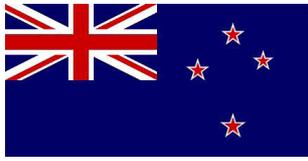
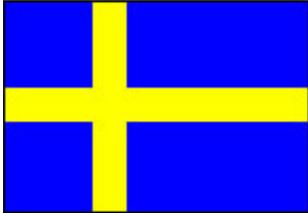
### 2. Top Ten Foreign Countries for Chinese Students

Country	Selling-point	Average number per year
1. U.S.A 	First-class university; Giant Country.	22000
2. Great Britain 	Advanced Teaching; Native English.	20000



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Country	Selling-point	Average number per year
3. Australia 	Beautiful Environment; Flexible Admission Standard.	19000
4. Japan 	Close Geography; Similar Culture.	18000
5. France 	Long History; High-quality Teaching;	15000
6. Canada 	Loose Immigration Policy; Better Treatment.	13000
7. Germany 	Globalized Teaching; Shorter Period.	12000
8. Singapore 	Preferential Policy.	5000

Country	Selling-point	Average number per year
9. New Zealand 	Educational Diplomacy.	4000
10. Sweden 	High Visa Approval Rate; Better Well-being.	2000

[http://www.geto.com/article\\_810](http://www.geto.com/article_810)

### 3. A Semester or Summer Term or a Year Abroad

There are some positives to studying abroad for a semester or summer term. First, the shorter duration means less expense. You will only need to budget for three or four months abroad, while students studying abroad for a year have to take your budget and stretch it out for another four or five months. You will also be more apt to take advantage of opportunities much quicker than a year abroad students. A semester or summer abroad is also a good option if you're excited about studying abroad, but not really sure if you can handle a whole year away from home.

Studying abroad for a year is a great option if you have the time and the budget. It takes almost three months simply to adjust to a new school, and if you're only there for a semester or summer, you will be gone just as you're getting comfortable. You'll undoubtedly meet a lot of new people in your first few weeks abroad, and you'll be able to develop those friendships over the course of an entire academic year instead of a span of a few months.

<http://www.studyabroad.com/student-guide/semester-or-year.aspx>

### 4. Distance Learning/Online Education

Distance learning dates back to the 1700s through shorthand courses advertised in the newspaper. By the early 1900s, a number of universities around the world had established distance-learning degrees with correspondence sent by way of the postal service.

Today, online education is becoming increasingly popular as new technological advances



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are made and societies change. Because peoples' lifestyles alter under various circumstances, it is beneficial to maintain a means of higher education. Students may be physically unable to attend an education course, or may choose not to as a matter of convenience. The flexibility of online education allows students to take courses from work, home, or anywhere else they may be.

There are two types of distance learning available through online technology:

**Synchronous:** this technology mode requires all students to be "present or online at the same time in order to participate in a virtual classroom-type program. Technologies used through this mode include web conferencing, live streaming, web-based VOIP (Voice over Internet Protocol), and direct-broadcast satellite;

**Asynchronous:** this technology mode consists of message board forums, recorded video, print materials, and e-mail; students are able to access the materials for the education course on their own time, regardless of what other classmates are doing.

[http://www.educations.com/distance\\_learning\\_online\\_education\\_\\_\\_\\_350\\_.html#moreAboutSearch](http://www.educations.com/distance_learning_online_education____350_.html#moreAboutSearch)

## 5. Study Abroad Scholarship

A study abroad scholarship is a monetary award for students to use toward the expenses of their program. There are several types of study abroad scholarships:

**Merit-based:** These awards are based on a student's academic, artistic, athletic or other abilities, and often factor in an applicant's extracurricular activities and community service record. It's important to note that qualifications will vary based on the particular scholarship.

**Student-specific:** These are scholarships for applicants who initially qualify based on factors such as gender, race, religion, family and medical history, or many other student-specific factors. Minority scholarships are the most common awards in this category, but qualifications will vary based on the particular scholarship.

**Destination-specific:** These are scholarships awarded by a country to students planning to pursue a study abroad program in that particular country. They are awarded as an incentive to study in that country instead of elsewhere. Check with government-sponsored travel websites of the country where you wish to study to see what scholarships are available.

**Program-specific:** Program-specific scholarships are offered by individual study abroad programs and/or the colleges and universities where they may be associated to qualified applicants. These scholarships are often given on the basis of academic and personal achievements, but qualifications will vary based on the particular scholarship. Check with your study abroad program and university to see what scholarships are available.

**Subject-specific:** Subject-specific scholarships are awarded by study abroad programs or institutions to students based on their particular major or field of study. These scholarships may

require the recipients to enroll in subject-specific courses while abroad or conduct subject-specific research while abroad, but it's important to note that qualifications will vary based on each scholarship.

<http://www.studyabroad.com/scholarships.aspx>

## 6. Student Exchange Program

A student exchange program is a program where students from a secondary school or university study abroad at one of their institution's partner institutions. Student exchange programs may involve international travel, but does not necessarily require the student to study outside of their home country. Foreign exchange programs exist to provide practical training and employment and the sharing of history, culture, and traditions of the participants' home country. The term "exchange" means that a partner institution accepts a student, but does not necessarily mean that the students have to find a counterpart from the other institution with whom to exchange. Exchange students live with a host family or in a designated place such as a hostel, an apartment, or a student lodging. Costs for the program vary by country and institution. Participants fund their participation via scholarships, loans, or self-funding. Student exchanges became popular after World War II, and are intended to increase the participants' understanding and tolerance of other cultures, as well as improving their language skills and broadening their social horizons. An exchange student typically stays in the host country for a period of 6 to 10 months. International students or those on study abroad programs may stay in the host country for several years. Some exchange programs offer academic credit.

[http://en.wikipedia.org/wiki/Student\\_exchange\\_program](http://en.wikipedia.org/wiki/Student_exchange_program)

## Lecturing Hints

### Section I Connecting to the Topic

#### Focus

<b>Aim</b>	1. To enhance students' listening skills
	2. To improve students' ability in communication
	3. To arouse students' interest
<b>Task</b>	1. Students listen to the given passages and answer the questions.
	2. Students discuss the questions in groups.



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<b>Procedure</b>	1. Ask students to listen to the passages and answer the questions orally.
	2. Divide students into groups and ask them to give answers to the given question.

## Key

### Task 1

1. Studying abroad is one of the most rewarding things he or she has ever done.
2. Studying abroad is an enriching, life-changing experience both personally and academically.
3. You can take classes in other countries, earn academic credits, study a variety of subjects; explore, discover, and broaden your cultural horizons.

### Script:

Have you ever considered studying abroad but are not sure whether it's worth your time and money? If you ask anybody who has once studied abroad, he or she will most certainly tell you that it is one of the most rewarding things he or she has ever done. Studying abroad is an enriching, life-changing experience both personally and academically. When you study abroad you can: take classes in other countries; earn academic credits; study a variety of subjects; explore, discover, and broaden your cultural horizons. Studying abroad sets you apart from the traditional college students, which makes you unique and stand out in your graduating class. It shows you can adapt to changes, welcome new challenges, and widen your opportunities in life.

### Task 2

Open

## Section II Reading to Learn

### Focus

<b>Aim</b>	1. To give students fluency practice in reading
	2. To acquaint students with the basic information about two English tests
<b>Task</b>	1. Students learn and comprehend the passages.
	2. Students do the related exercises individually or in groups.
<b>Procedure</b>	1. Ask students to read the passages and tell their understanding of the two tests.
	2. Explain and analyze the passages.
	3. Ask students to do the reading comprehension exercises individually.

**Key****Text A**

1-5 B D B B C

**Text B**

6. International English Language Testing System
7. University of Cambridge ESOL Examinations
8. the Academic Version and the General Training Version
9. educational institutions
10. Schools, colleges and some vocational institutions

**Chinese Version****Text A****托福考试简介**

英语作为外语的英语考试，也叫托福考试，是测试个人在学业背景下使用和理解英语能力的考试，由美国教育考试服务中心设计并推行。开发托福考试的本意原是要解决那些愿意到美国大学深造的非英语国家学生的英语水平问题。它现已成为很多英语国家高等学校对非英语国家学生的入学要求。此外，政府机构、认证机构、公司或者奖学金项目等机构也可能要求通过托福考试。托福考试的成绩有效期为两年，过期后将不再给予正式分数报告。

托福考试会给你提供的优势有：

更多的选择：

在130多个国家的8500多所高等院校和机构都根据托福成绩来做出录取决定。

更加方便：

由于整个考试时间只用一天，所以不用像其他考试一样还要在第二天再来参加，这样就节省了时间和金钱。

检测学业技能：

托福考试有助于证明你已具备在学业上真正需要使用的英语技能。在考试中，你可能会阅读教科书上的一篇文章，听一个讲座，然后做出口头或书面的回应，就像你真在课堂上一样。由于考试的题目百分之百都是学业性的问题和任务，因此许多大学都认为托福考试是它们录取学生的最佳测试。

分数助你脱颖而出：

托福考试成绩能助你脱颖而出的原因主要是在于它的质量、公平以及100%学业内容



## Unit 7

的声望。它是世界上包括前100所顶尖高校在内认可度最为广泛的英语语言测试。只要将托福成绩寄送给你所选择的大学，也就证明你已经为学业成功做好了准备。

### Text B

#### 雅思考试简介

雅思考试是国际英语语言测试系统，是世界范围内认证的英语语言测试，也为今天的英语语言测试规定了标准。

每年在全球范围内有超过7000个机构进行170万余次的雅思考试。这些机构包括高等学校、移民部门、政府机构、专业机构和跨国公司。雅思考试被视为使用英语完成教育、移民和专业认证等所需的真实交流能力的一个安全、有效、可靠的标识。

雅思是由英国文化协会、澳大利亚个人发展开发署雅思办和剑桥大学考试委员会外语考试部共同开设，在全球130多个国家设立了800多个测试中心和办事处。

雅思考试有两种类型：学术类和一般培训类。学术类针对的是那些想报考大学和其他高等教育机构深造的学生以及医生、护士等要去英语国家学习或实践的专业人士；一般培训类针对的是那些希望获得非学术性培训或工作经历或者实现移民目标的人士。

大多数澳大利亚、英国、加拿大、爱尔兰、新西兰和南非的学术机构接受雅思考试的成绩，在美国也有超过3000所学术机构，还有各种专业组织也都接受雅思成绩。雅思成绩也是移民澳大利亚、新西兰和加拿大的要求。一些机构和院系也根据其课程、研究和工作项目的具体语言需求设置了自己的雅思成绩要求。雅思考试还被一些教育机构用于评估英语授课课程的语言能力。

很多国家的教育机构都非常信赖雅思考试，包括在澳大利亚、新西兰、英国、美国和加拿大的顶尖高校。大学和高等教育机构都将雅思的学术类考试作为入学要求。中学、学院和职业教育机构将雅思考试的一般培训类考试作为它们的入学要求。

## Section III Practicing to Communicate

### Focus

Aim	1. To arouse students' interest
	2. To enable students to identify information
	3. To give students fluency practice in listening and speaking related to study abroad
Task	1. Students learn the important words and expressions.
	2. Students do the related exercises.

<b>Procedure</b>	1. Students learn the important words about studying abroad.
	2. Ask students to discuss the given questions.
	3. Ask students to listen to two passages and answer the questions.
	4. Ask students to listen to the two passages again and fill in the blanks.
	5. Ask students to practice in pairs and make five short dialogues.
	6. Ask students to listen to two conversations and match the words with correct definitions.
	7. Ask students to listen to the two conversations again and choose the correct answers.
	8. Ask students to learn some important expressions.
	9. Listen to the two conversations and fill in the blanks; check the answers to help students imitate the pronunciation.
	10. Ask students to read the clues and make a presentation.
	11. Divide students into two groups and carry out a debate.
	12. Ask the students to finish the translation work without referring to the dictionary.

**Key****Task 1**

Open

**Task 2***Passage 1*

1. Usually the students hope to obtain a university degree abroad to advance their job opportunities.
2. People who have studied overseas.

*Passage 2*

1. Because there are thousands of universities spread out around the world.
2. Better and more experienced mentors.

**Task 3***Passage 1*

1. fad
2. financially
3. expectations
4. flexible
5. Fulfill requirements

*Passage 2*

6. mission statement



## Unit 7

7. qualifications
8. high standards of excellence
9. program's quality
10. experienced mentors

### **Script:**

#### ***Passage 1***

The interest in studying abroad is on the rise around the world. Students hope to obtain a university degree abroad to advance their job opportunities. However, students need to decide if studying abroad will help them reach their objectives.

First, try to determine whether studying abroad will really help you in your future or if going overseas is just a fad for citizens in your country. Ask people who have studied overseas if the experience has helped them educationally and financially in the long run.

Second, consider what impact studying abroad will have on your family. Will it be a financial burden to study overseas? What are your family's expectations for you once you return to your country?

Third, think about whether you really are flexible and open-minded enough to endure the challenges of adjusting to a foreign culture. If you feel comfortable with your answers to these questions, then you should proceed and look into studying abroad in more detail.

Studying abroad is an once-in-a-lifetime, life-changing opportunity with enormous benefits. Whether you wish to learn a new language, fulfill requirements of your major, or simply focus on general electives, studying abroad will set you apart from your peers, enhance your studies, and engage you as a citizen of the world.

#### ***Passage 2***

With thousands of universities spread out around the world, students often have a difficult time identifying the ideal program for them. A number of factors that students ought to consider include the program mission, experience and background of the mentors, reputation and cost.

First, find a program that will help you reach your goals, whether they are for business, entrance to a university, or pleasure. Look over the program's website and see if you can find a mission statement, which should reveal the program's own goals.

Second, look into the teachers' qualifications to see not only how long they have been in teaching, but also what experience they have had working with international students in different settings.

Third, find out if the program has been supported by a regional or national organization, which means the school's program has been reviewed and evaluated as one worthy of high standards of excellence.

Forth, compare the prices of programs in the area you want to live. Just remember that price is not the best indicator of a program's quality, and keep in mind that better and more

experienced mentors are often paid more, and thus, the tuition reflects this. Also, the school might provide good computer, recreational, and educational facilities that can contribute to a good learning atmosphere, and thus, this can be added to your tuition cost.

#### Task 4

**Open**

#### Task 5

**Conversation 1**

1-5 B E A C D

**Conversation 2**

6-10 D A B E C

#### Task 6

**Conversation 1**

1-5 A A B A C

**Conversation 2**

6-10 C A B A A

**Script:**

**Conversation 1**

A: Hello, you must be Mr. Turri. Please come in.

B: Hi, Mrs. Ericson, nice to meet you.

A: You're interested in attending a university in the USA. Is that right?

B: Yes, and I have a lot of questions to ask you.

A: OK, but before I begin to answer your questions, I need to ask you a few questions first.

    Hmm...now, your major is...?

B: Engineering, Mechanical Engineering.

A: OK, I see. And, where did you graduate?

B: I graduated from Xi'an Mechanical Vocational College in July 2011 with a diploma of mechanical engineering.

A: Alright. Now, I'm assuming you want to continue studying in your major. Am I right?

B: Absolutely, I hope I can study abroad to get a bachelor's degree.

A: OK. Now, are you familiar with the requirements for a bachelor's degree?

B: Yes, I'll have to do well on my major courses and I'll definitely need to take TOEFL or IELTS, right?

A: You're right. You'll need at least 550 on the TOFEL or 5.5 on IELTS.

B: I see. When do I start to apply?

A: The best time to start the application process is in November or December. Application



## Unit 7

forms are available in September and October.

B: Thanks a lot.

A: You're welcome, bye.

### **Conversation 2**

A: Which schools in the U.S.A. offer a bachelor's degree in interior design?

B: Well, quite many. Here's a small brochure. You'll find all the information you need.

A: Great! Thanks a lot. How about the tuition and scholarships?

B: It depends which university you choose. The tuition is between 300-800 per credit accordingly. In terms of scholarships, usually the top 10% students entering the interior design program can get a generous scholarship.

A: Oh. Is it very difficult to get into this program?

B: Yes, actually the competition is very tough. Students have a pretty easy time finding a good job. So, many students are eager to enter the program because it will guarantee them success in their career.

A: Well, it sounds like an excellent way to start a promising future. What is the school year like?

B: Courses begin in September each year and finish before Christmas. They resume after the New Year and finish at the end of April.

A: And after April?

B: Why, that's your summer holiday.

A: Sounds great! Thank you very much. I really appreciate your help.

B: You're welcome. And, if you have any other questions, please feel free to contact me. You know my number, right?

A: I sure do. Thanks a lot.

B: You're welcome.

### **Task 7**

#### **Conversation 1**

1. Good planning is half success.
2. good preparation may help you a lot
3. Discuss with your family members
4. it also depends on your level of English
5. admission and a scholarship
6. recommendation letter
7. admission letters
8. Write a thank-you letter
9. arrange my schedule for a visa?
10. don't neglect the telephone interview.

**Conversation 2**

11. Congratulations!
12. have to get a visa
13. they have offered me the brochure for reference.
14. go to the admission center
15. recommend some helpful courses
16. software design
17. won't choose their major
18. Chinese education system
19. in their first semester
20. if I need to do so

**Script:****Conversation 1**

He: What is the simplest way to apply to a foreign university?

Lee: Good planning is half success.

He: Is the process very complicated?

Lee: Yes. So, good preparation may help you a lot.

He: What should be done first?

Lee: Discuss with your family members and consult someone who has already studied abroad.

He: What is the most important thing I need to prepare myself for in advance?

Lee: Language tests, of course.

He: How long do I need to prepare for language tests, such as TOEFL or IELTS?

Lee: At least six months but it also depends on your level of English.

He: OK, what's the next step?

Lee: Write to the university you are interested in to apply for admission and a scholarship.

He: What application materials should I send?

Lee: They usually include your personal statement, recommendation letter, official transcripts, resume, study plan, scholarships and copies of your TOEFL or IELTS scores.

He: If I successfully get admission letters from several universities, what should I do?

Lee: Write a thank-you letter and keep contacting them for offers.

He: Oh, I see. So if I get an offer, can I arrange my schedule for a visa?

Lee: Of course. By the way, don't neglect the telephone interview.

He: Thank you for reminding me about it.

Lee: You are welcome.

**Conversation 2**

Li: Oh, I have received an admission offer from University of Michigan.



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David: Wow! Congratulations!

Li: Thank you. I have waited for a long time.

David: You're so lucky! You need to prepare many things before you leave, don't you?

Li: Yes. I'll be very busy! I have to get a visa, buy a plane ticket, and pack my things. Now I am here at last at the university. But first, I have to register for courses.

David: When will you start?

Li: Well, they have offered me the brochure for reference, so I can start looking into it now.

David: Sure. What courses are you going to choose?

Li: Well, I am really puzzled at the courses.

David: Why not go to the admission center and ask them to assign someone to advise you.

Li: And will they tell me what courses I need to take for my degree?

David: Yes, and they will even recommend some helpful courses for your major.

Li: Sounds like a good idea.

David: Have a try. By the way, What is your major?

Li: I chose software design, but the admissions counselor told me that many people won't choose their major until the second year.

David: That's true and it's very different from the Chinese education system.

Li: Yes, it is.

David: Well, some students even take only three or four courses in their first semester, so they'll have extra time to get used to campus life.

Li: Oh really? I may consider it if I need to do so. Anyway, thank you very much.

David: You are welcome.

### Task 8

Omitted

### Task 9

Omitted

### Task 10

1. IELTS is recognized as an international proven language test.
2. Studying abroad can broaden our horizon and enrich our personal experience.
3. TOEFL has become an admission requirement for many universities.
4. When applying for a foreign university, you have to submit related certificates.
5. Studying abroad can make you more competitive when hunting jobs.

# Unit

# 8

## Application for Visa

Section I Listening & Speaking

Section II Reading

Section III Listening, Speaking & Translating

# APPLICATION FOR VISA

## Teaching Arrangement

Unit 8 Application for Visa			
Teaching Hours	6 hours		
Teaching Methods	Audio-lingual method & Case-study method		
Teaching Aims	<ul style="list-style-type: none"> <li>➤ Learn some background information about visa application</li> <li>➤ Be able to consult in English about problems related to visa application</li> <li>➤ Be able to understand the process to apply for visa to the US and the UK</li> </ul>		
Teaching Process		Contents	Learning Focus
	Class 1	<ul style="list-style-type: none"> <li>➤ Connecting to the topic</li> <li>➤ Reading Interaction (Text A)</li> </ul>	Language points & Text understanding
	Class 2	<ul style="list-style-type: none"> <li>➤ Reading Interaction (Text B)</li> <li>➤ Important Words</li> <li>➤ Task 1-3 (Background Information)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Language points &amp; Text understanding</li> <li>➤ Answering &amp; Listening</li> </ul>
	Class 3	<ul style="list-style-type: none"> <li>➤ Task 4-9 (Communication)</li> <li>➤ Useful Sentences</li> </ul>	<ul style="list-style-type: none"> <li>➤ Listening &amp; Speaking</li> <li>➤ Communication, Presentation, Debate and Translation</li> </ul>



## Lecturing References

### 1. What Is Passport?

A passport is a document, issued by a national government, which certifies the identity and nationality of its holder for the purpose of international travel. The elements of identity contained in all standardized passports include information about the holder, including the name, date of birth, gender and place of birth.

A passport does not of itself entitle the passport holder entry into another country, nor to consular protection while abroad nor any other privileges. It does, however, normally entitle the passport holder to return to the country that issued the passport. Rights to consular protection arise from international treaties, whilst the bearer's right to return to the passport's country of issue is dependent on the laws of the issuing country. A passport does not represent the right or the place of residence of the passport holder in the country that issued the passport.

<http://en.wikipedia.org/wiki/Passport>

### 2. What Is Visa?

A visa (from the Latin *charta visa*, lit. "paper that has been seen") is a document showing that a person is authorized to enter or leave the territory for which it was issued, subject to permission of an immigration official at the time of actual entry. The authorization may be a document, but more commonly it is a stamp endorsed in the applicant's passport (or passport-replacing document). The country issuing the visa typically attaches various conditions of stay, such as the territory covered by the visa, dates of validity, period of stay, whether the visa is valid for more than one visit, etc.

A visa generally gives non-citizens clearance to enter a country and to remain there within specified constraints, such as a time frame for entry, a limit on the time spent in the country, and a prohibition against employment. The possession of a visa is not in itself a guarantee of entry into the country that issued it, and a visa can be revoked at any time. A visa application in advance of arrival gives the country a chance to consider the applicant's circumstance, such as financial security, reason for applying, and details of previous visits to the country. A visitor may also be required to undergo and pass security and/or health checks upon arrival at the border.

[http://en.wikipedia.org/wiki/Visa\\_\(document\)](http://en.wikipedia.org/wiki/Visa_(document))

### 3. Nonimmigrant Visa Types in the United States

There are various types of nonimmigrant visas for temporary visitors to travel to the U.S., if you are not a U.S. citizen or U.S. lawful permanent resident. The purpose of your intended travel and

other facts will determine what type of visa is required under U.S. immigration law. It's important to have information about the type of nonimmigrant visa you will need for travel, and the steps required to apply for the visa at a U.S. Embassy or Consulate abroad.

Visa types	Purpose
A	Diplomats and foreign government officials
B	Temporary visitors for business or pleasure
C	Transiting the United States
D	Crew members
F1 / M	Students or visitors planning to study or do research
H/ L/ O/ P	Workers in the United States
I	Media representatives
J1	Exchange Visitor
F2/ M2/ J2/ L2/ H4	People who want to join a spouse or parent for a short-term stay in the United States

[http://travel.state.gov/visa/temp/types/types\\_1286.html](http://travel.state.gov/visa/temp/types/types_1286.html)

## 4. Qualification Process for the Nonimmigrant Visitors to the United States

Applicants for visitor visas must show that they qualify under provisions of the Immigration and Nationality Act. The presumption in the law is that every nonimmigrant visa applicant (except certain employment-related applicants, who are exempt) is an intending immigrant unless otherwise proven. Therefore, applicants for most nonimmigrant visas must overcome this presumption by demonstrating that:

- The purpose of their trip is to enter the U.S. for a specific, intended purpose;

- They plan to remain for a specific, limited period; and

- They have a residence outside the U.S. as well as other binding ties which will ensure their return at the end of their stay.

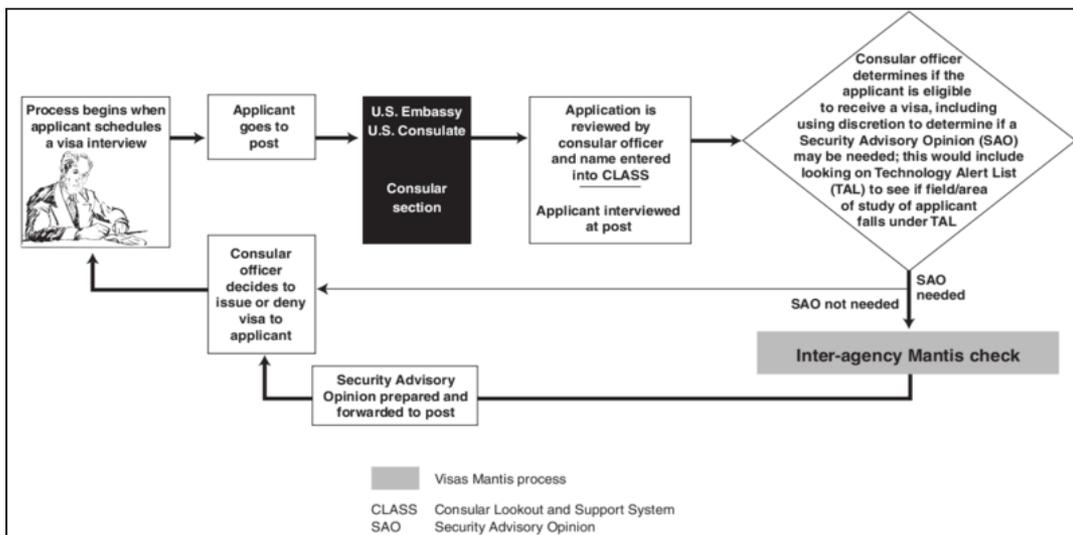
All visit, business, transit, student, and exchange visitor visa applicants must pay a US\$160 application fee (up from \$140 as of April 2012) to a US Consulate in order to be interviewed by a Consular Officer who will determine if the applicant is qualified to receive a visa to travel to the U.S. The application fee is increased to \$190 for most work visas (up from \$150 as of April 2012) and can be even higher for certain categories. If the applicant is rejected, the application fee is not refunded. Amongst the items included in the qualification decision are financial independence, adequate employment, material assets and a lack of a criminal record in the applicant's native country.

The immigration visa process is even more stringent and costly. After all processing fees have



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been paid, most immigration visa applicants pay well over 1000 U.S. dollars to become permanent residents in the United States and may be forced to wait several years before actually immigrating to the U.S.



[http://travel.state.gov/visa/temp/info/info\\_1304.html](http://travel.state.gov/visa/temp/info/info_1304.html)

### 5. General Information of the Visa to the UK

There are 4 types of entry clearance that can give someone permission to travel to or enter the UK:

1. A visa is for people we call "visa nationals". They are nationals of the countries or territories listed in Appendix 1 of the Immigration Rules - see 'More information' below.
2. An entry certificate is for people we call "non-visa nationals". They are nationals of any other country outside the European Economic Area (EEA) and Switzerland
3. An EEA family permit is for the family members of EEA nationals.
4. An exempt vignette is for people such as diplomats, who are exempt from the requirements of the Immigration Act 1971.

Whether or not you need to obtain a visa before you travel to the UK depends on your nationality and the reason you want to travel here. You will not need a visa if you hold a passport issued by the UK or any other country in the European Economic Area (EEA) or Switzerland.

<http://www.ukba.homeoffice.gov.uk/visas-immigration/general-info/>

## 6. UK immigration categories for students

Category	Who can apply
Tier 4 (Child)	You can apply as a child student under Tier 4 if you are between 4 and 17 years old. If you are between 4 and 15 years old, you must be coming to the UK to be educated at an independent fee-paying school.
Child visitor	You can apply as a child visitor if you are under 18 years old and you want to come and study in the UK for up to 6 months. While you are in the UK as a child visitor, you cannot switch and apply to extend your stay as a Tier 4 (Child) student. If you want to study her under Tier 4 (Child), you will need to leave the UK and apply from the country where you live.
Tier 4 (General)	You can apply as an adult student under Tier 4 (General) if you are coming to the UK for your post-16 education.
Student visitor	You can apply as a student visitor if you are at least 18 years old, you want to come and study in the UK for up to 6 months (or up to 11 months to take an English Language course), and you do not want to work while you are here. While you are in the UK as a student visitor, you cannot switch and apply to extend your stay as a Tier 4 (Child) student. If you want to study her under Tier 4 (Child), you will need to leave the UK and apply from the country where you live.
Prospective student	You can apply as a prospective student if you want to come to the UK to help you finalise the arrangements for your Tier 4 course of study. You will be able to switch into the Tier 4 (General) or Tier 4 (Child) category while you are in the UK.

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/quick-guide/>



## Lecturing Hints

### Section I Connecting to the Topic

#### Focus

<b>Aim</b>	1. To enhance students' listening skills
	2. To improve students' ability in communication
	3. To arouse students' interest
<b>Task</b>	1. Students listen to the given passages and answer the questions.
	2. Students discuss the questions in groups.
<b>Procedure</b>	1. Ask students to listen to the passages and answer the questions orally.
	2. Divide students into groups and ask them to give answers to the given questions.

#### Key

##### Task 1

1. A visa is a certificate or stamp in your passport that allows you to enter another country.
2. A student visa specifically allows you to study in another country.
3. You can apply for the visa in your home country.
4.
  1. Obtain a formal acceptance letter from the school or university;
  2. Complete and submit an online application form and pay the fee by credit card;
  3. Complete the application at the Embassy.
  4. Wait for the visa interview.

##### Script:

If you want to study abroad, you'll need to obtain a student visa so that you can enter the country legally. A visa is a certificate or stamp in your passport that allows you to enter another country. A student visa specifically allows you to study in another country. You must apply for the visa in your home country. First, you have to obtain a formal acceptance letter from the school or university; second, complete and submit an online application form and pay the fee by credit card to complete the application; third, send in a completed application to the Embassy. Then, all you need to do is to wait for the visa interview.

##### Task 2

##### Open

## Section II Reading to Learn

### Focus

Aim	1. To give students fluency practice in reading
	2. To acquaint students with basic information about visa application
Task	1. Students learn and comprehend the passages.
	2. Students do the related exercises individually or in groups.
Procedure	1. Ask students to read the passages and tell their understanding of how to apply for a visa to enter the United States and the United Kingdom.
	2. Explain and analyze the passages.
	3. Ask students to do the reading comprehension exercises individually.

### Key

#### Text A

1-5 B C D B A

#### Text B

6. you have received your visa
7. the fingerprints and photograph
8. the website of the embassy of the UK in your country
9. book an appointment to attend the visa application center.
10. the application center

### Chinese Version

#### Text A

#### 美国学生签证简介

世界各国有成百上千的人渴望来美国接受高等教育以提升能力扩展视野。各种各样的教育课程计划为他们提供多种机会。国际学生赴美学习可以申请的学生签证有三大类。

##### 1. F1 签证：学术学习

准备到官方认可的大学继续学习或从事研究的人员需申请F1签证。要想取得F1签证，必须先被官方认可的大学录取为全日制学生。同时，还必须提供申请人在留美期间有经济支持的充分证明。除了课程要求的相关培训，F1持有者不得在美国工作。

##### 2. J类签证：学术交流的交换学者

对于参加赴美交流项目的人员，J类签证是教育和文化交流项目的主要签证。申请者



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可以与项目赞助方交流在美工作事宜。

### 3. M类签证：职业类或非学术类学习

去美国职业学校等非学术机构参加学习或培训的人员可以申请M类签证。

现在赴美深造的学生大多都是申请F1签证，F1签证赋予外国学生在美国接受教育的权利（包括专业学习和语言培训）。F1签证仅能在美国境外的美国大使馆或者领事馆签发。未来的F1学生必须先在学校申请并取得I-20表格才能申请F1签证，同时还必须证明在留美期间有足够的财力来支持他们的生活和学业，因为他们得到合法雇用的机会是非常有限的。

因此，如果你想赴美继续深造，首先要清楚理解你应该申请的签证类型，然后访问美国驻申请者所在国领事馆或者大使馆的网站，按照网站的要求做好充分准备。

### Text B

#### 申请英国签证

强烈建议申请人需在计划出行英国三个月前申请英国签证，且要在收到签证后再确定出行安排。下面是你在开始申请签证前需要了解的注意事项。

申请前，申请人必须：

- 准备所需要的支持文件；
- 准备好提交签证申请，并在其中一处英国签证申请处录入指纹及照片；
- 准备支付签证费。

申办签证时你必须：

- 在线完成并递交签证申请表；
- 前往其中一处英国签证办中心。

#### 在线申请

访问你们国家的英国使馆网站，找到在线申请链接。根据网站提示输入要求填入的个人信息。一旦完成在线申请表格，你必须打印并在表格上签名。完成在线申请后，申请人会收到一份电子邮件，其中含有你的申请号码（即GWF号），请记录下这一号码。

#### 预约面签

在线申请程序还包括使用在线预约系统预约时间前往签证申请中心。申请人可以预约、更改或者取消预约。预约必须在完成并递交在线申请表格后30日内办理。面签一般不会超过30分钟。

#### 前往申办中心

申请人必须亲自前往签证申办中心来完成申办过程，并递交以下材料：

- 已签名的打印版在线申请表；
- 你的护照；
- 你的支持文件。

申请人在签证中心交付签证费，我们会采集你的数码照片及指纹。

## Section III Practicing to Communicate

### Focus

Aim	1. To arouse students' interest
	2. To enable students to identify information
	3. To give students fluency practice in listening and speaking related to visa application
Task	1. Students learn the important words and expressions.
	2. Students do the related exercises.
Procedure	1. Students learn the important words about visa application.
	2. Ask students to discuss the given questions.
	3. Ask students to listen to two passages and answer the questions.
	4. Ask students to listen to the two passages again and fill in the blanks.
	5. Ask students to practice in pairs and make five short dialogues.
	6. Ask students to listen to two conversations and match the words with correct definitions.
	7. Ask students to listen to the two conversations again and choose the correct answers.
	8. Ask students to learn some important expressions.
	9. Listen to the two conversations and fill in the blanks; check the answers to help students imitate the pronunciation.
	10. Ask students to read the clues and make a presentation.
	11. Divide students into two groups and carry out a debate.
	12. Ask the students to finish the translation work without referring to the dictionary.

### Key

#### Task 1

Open



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## Task 2

### Passage 1

1. You can pay it at some branches of China CITIC Bank.
2. You should bring all the necessary documents with you.

### Passage 2

1. Student visitor refers to an adult who wants to undertake a short course of study in the UK.
2. Tier 4 is provided for those who want to study a longer course, or to work alongside the studies.

## Task 3

### Passage 1

1. non-refundable
2. digital
3. online
4. prepaid PIN card
5. interview appointment

### Passage 2

6. English Language course
7. extend
8. longer
9. points assessment
10. valid confirmation

### Script:

#### Passage 1

Generally, there will be five steps to apply for a student visa at the US embassy in China.

Step 1, to pay the application fee. All applicants applying for a student visa in China must pay the non-refundable application fee at some branches of China CITIC Bank.

Step 2, to prepare an appropriate digital photo. A digital photograph is required when applying for a US visa. The photograph must meet certain criteria.

Step 3, to complete the visa application form online. The student visa application form must be completed online. Please note that the entire form has to be filled out in English, except where it asks for your name in your native language.

Step 4, to make an appointment for the visa interview. Buy a pre-paid PIN card from China CITIC Bank or visit the Visa Information Call Center website to purchase a PIN number online. Using the card to call the Visa Information Call Center to make an interview appointment.

Step 5, to go for a visa interview. On the day of the interview, bring all necessary documents with you. During the interview, each applicant must present his or her case individually. If the application is accepted after the interview, your passport will get visaed and be mailed to you within 5 working days.

**Passage 2**

If you are an adult and you want to take a short course of study in the UK (such as a beginner's English Language course or a work-related training course), you might be able to come here as a student visitor. Student visitors are allowed to come to the UK for 6 months (or 11 months if they will be studying an English Language course). When you enter the UK, we will stamp the duration of your permission to stay in your passport. You cannot extend your stay beyond this period.

If you want to study a longer course, or you want to work alongside your studies, you should apply under Tier 4 (General) of the points-based system. As a Tier 4 (General) student, you must have 40 points in points assessment. You can score: 30 points for having a valid confirmation of acceptance for studies and for having acceptable English language skills; and 10 points for having enough money to cover your course fees and living costs.

**Task 4****Open****Task 5****Conversation 1**

1-5 D C E B A

**Conversation 2**

6-10 B E A D C

**Task 6****Conversation 1**

1-5 B D A A D

**Conversation 2**

6-10 D A C B D

**Script:****Conversation 1**

A: Hi, haven't seen you for ages!

B: Well, I'm just back from the United States for my summer vocation.

A: Fantastic! I am also considering going to the US to continue my study, but it seems that the visa application is a bit difficult.

B: I don't think so. I think the key point is that you must be well-prepared and honest.

A: Really, then what kind of preparation shall I make?

B: Firstly, you should know the type of visa you need. I think you should apply for F1.

A: F1? What is that for?

B: In general, it is for the students attending academic institutions. In order to apply for it,



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you should first be accepted by an American university, and then you should prepare some supporting documents.

A: How can I apply for the visa?

B: You should first visit the consular website to look for and fill in the online application form.

A: It is said that there will be an interview for every applicant, and I worry a lot about it.

B: Yes, but it is just a conversation between you and the consular officer. You don't need to worry.

A: When can I know whether my visa application is approved?

B: Usually, the officer will tell you the result after the interview, but sometimes there will be an administrative process for your application.

A: Administrative process? Does it mean that I am rejected?

B: No, it only means the officer needs additional time to consider your application.

A: Thank you, you've really helped me a lot.

### **Conversation 2**

A: Hi, Lee, this is Tina. I've got your voice mail, so I'm calling back. You say you have got something important to discuss with me?

B: Oh, Tina, thanks! Yes, I am thinking of going to the UK for a Bachelor's degree. Since you have studied once there, I have several questions to ask you about the visa application.

A: Oh, that's great! The visa I applied for is Tier 4, which is for those who want a long-term study in the UK. I think it is also workable for you.

B: Ah, then how long can I stay in the UK on the student visa?

A: Usually it is determined by the length of the course that you intend to study.

B: Then can I work in the UK on the student visa?

A: The Tier 4 student visa allows the holder to work up to 20 hours per week during the term period and to work full time during the vacation period.

B: That's great. To get a job can help me reduce my financial burden.

A: Yes, but I have to remind you that it is necessary for you to prove that you have sufficient funds for your course fees and living costs in your visa application.

B: Yes, I have heard about that.

A: The most important thing is that you should have a safe place in the UK for full-time study, so you should have a letter of acceptance on the course.

B: Yes, I am working on applying for my ideal colleges in the UK.

A: Wish you luck, if you have any questions, feel free to call me.

B: Thanks a lot, bye.

### **Task 7**

#### **Conversation 1**

1. continue my study in America
2. sent me the offer

3. an excellent public university in the U.S.
4. How long will you study in the USA
5. Computer Engineering
6. computer technology
7. continue to study computer science
8. Who will be your sponsor
9. After the four years of study here
10. your application has been approved.

***Conversation 2***

11. Are you ready for the interview
12. one of the best across the globe
13. its tuition is reasonable
14. highly qualified
15. English Language and Literature
16. the location of the college
17. after the completion of your studies
18. develop my career in my motherland
19. your sponsor will support your studies
20. their deposit certificate

**Script:**

***Conversation 1***

VO (Visa Officer): Why do you want to go to America?

Lin: Because I want to continue my study in America, and I think the higher education in America is world-famous.

VO: How many universities have you applied to? How many of them have admitted you?

Lin: I have applied to three universities and one of them sent me the offer, the Michigan State University.

VO: How much do you know about this university?

Lin: It is located in Lansing, Michigan. It is an excellent public university in the US and its computer education is also very good.

VO: How long will you study in the USA?

Lin: About four years.

VO: What will you study?

Lin: Computer Engineering.

VO: Why do you choose this program?

Lin: Because I like computer technology and I did it as my major in my college so I want to continue to study computer science.

VO: Who will be your sponsor during your stay in America?



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Lin: My parents.

VO: What is your plan for your future?

Lin: I will try my best in pursuit of my program objectives. After the four years of study here, I will come back to better serve my motherland, a much stronger and more prosperous country in the world now, which I believe will offer more chances for us young people.

VO: OK, your application has been approved. Have a safe trip!

Lin: Thank you so much. Have a nice day.

VO: Thank you!

Lin: You are welcome! Good-bye!

### **Conversation 2**

VO: Are you ready for the interview?

Wang: Yes, of course.

VO: Why did you select the UK for higher studies?

Wang: Because the UK education system is one of the best across the globe and I am particularly interested in the culture of the UK.

VO: Why did you choose this university and how did you find it?

Wang: This university is providing one of the best programs in the UK, its tuition is reasonable, and its faculty is highly qualified. After surfing the Internet and consulting with different consultants I chose this university in the end..

VO: Why did you select English Literature as your program? Is it relevant to your previous studies?

Wang: I am pretty interested in English literature, and I did English Language and Literature as my major during my college study in China.

VO: Can you tell me the location of the college?

Wang: Yes, it is situated in Lancashire, England.

VO: What do you intend to do after the completion of your studies?

Wang: I will come back to China to be an English teacher in one of the colleges I like.

VO: Why do you want to come back?

Wang: Because I love my parents and I want to develop my career in my motherland.

VO: Do you have any relatives or friends in the UK?

Wang: No, I don't..

VO: What proof do you have that your sponsor will support your studies?

Wang: My parents will support me during my study abroad, and here is their deposit certificate.

VO: Congratulations! You have been approved!

Wang: Thank you!

## Task 8

Omitted

## Task 9

Omitted

## Task 10

1. A passport does not entitle the holder the entry into another country.
2. Filling out the online application form is the first step in the process of applying for a U.S. nonimmigrant visa.
3. Please answer all questions on the DS-160 accurately; otherwise, you may have to reschedule your visa interview appointment.
4. If your English language proficiency does not meet with the required standard, your application may be refused.
5. We strongly advise applicants not to confirm any travel arrangements to the UK until you have received your visa.