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Unit 1

People and Jobs

- Getting Ready: Job titles
- Text A: Job Titles, Sometimes Crazy
- Grammar: Time prepositions
- Text B: Sales Assistant
- Vocational Focus: Applying for a Job
- Listening and Speaking: Pronunciation, phone conversation, company description
- Practical Writing: Taking a message
- Practical Learning: Email and Internet symbols

Getting Ready



A What do you do? Listen to six people answering this question and complete the following sentences using the words and phrases in the box.

flight attendant German bank in between jobs
engineer trainee import and export company



1. I work in an import and export company. Most of our business is done in English.
2. I'm a _____. I need English to understand what my passengers want.
3. I work for a _____, but they are sending me to an American branch, so I need to brush up my English.
4. I'm _____. I'm trying to improve myself, especially my English.
5. I'm an _____. I'm working on a project with a Korean company, but English is used in all the meetings.
6. I'm a _____ in a hotel. I'm working in the Marketing Department, and we use English all the time.

Vocational Note

Useful Job Titles (职位)

If you don't know what your job is called in English, say

- what kind of company or organization you work for;
- what you do.

B Match each job title with the job description. Then work with your partner and list more job titles.

1. actress	a. a professional cook
2. chef	b. a person whose job is to keep or check financial records
3. dentist	c. a girl/woman who performs on the stage, on TV, or in movies
4. accountant	d. a person whose job is to cut, wash and shape hair
5. firefighter	e. a person whose job is to take care of people's teeth
6. hairdresser	f. a person who controls a plane
7. model	g. a person whose job is to wear and show new styles of clothes
8. pilot	h. a person whose job is to put out fires



Text A

Job Titles, Sometimes Crazy

1 A job title is a brief description of a position held by an employee. Job titles are used by employers to categorize positions in their organizations. When employers offer a new job, the job advertisement will always include a job title. Job seekers can search for jobs using job titles or keywords of a job title.

2 Job titles are used on résumés to list your work experience. Usually the company you worked for and a description of the job responsibilities are also included. For example:

Assistant Editor

New Time Weekly

202X – Present

- Editing magazine articles
- Writing and publishing articles for the magazine website
- Writing summaries on current events and news around the world

3 Different job titles are categorized by industry, type of job, occupation, career field, and position level. A job title should describe the responsibilities of the position, the level of the job, or both. For example, job titles often include words such as executive, manager, director, chief, supervisor, etc. to indicate management positions. There are also words in job titles that show what the person does on the job, e.g. chef, accountant, housekeeper, firefighter, programmer, actor, model, mechanic, etc.

4 But have you ever heard of any unbelievable job titles that you didn't know anything about? Check out the following crazy job titles that really exist!

5 1. Hair Boiler – The person who boils animal hair until it curls.

2. Oyster Floater – He/She “floats” oysters in water to free them of any dirty things.

3. Accounting Ninja – This is someone who is very, very skilled in accounting.

4. Cheese Sprayer – You can see this person spraying cheese or butter on popcorn.

5. Conversation Architect – Surprisingly enough, this job title is also known as a Digital Marketing Manager.

6. Digital Overlord – This is another name for a Website Manager!

7. Chick Sexer – An odd title, but very real. A chick sexer is someone who determines the sex of chickens.



8. Animal Colorist – The clue is in the title; it's a person who changes animals' hair colors for movies.

9. Light Bender – A person with this job title will be responsible for making neon lights.

10. Beverage Dissemination Officer – It's a very “fancy” name for a bartender.



Word List

accounting /ə'kaʊntɪŋ/ *n.* 会计学

architect /'ɑ:(r)kɪtekt/ *n.* 建筑师

career /kə'riə(r)/ *n.* 职业，生涯；事业

categorize /'kætəgəraɪz/ *vt.* 分类

clue /klu:/ *n.* 线索

current /'kʌrənt/ *a.* 最近的，当前的

digital /'dɪdʒɪtl/ *a.* 数字的，数码的

editor /'editə(r)/ *n.* 编辑

employee /ɪm'plɔɪ:/ *n.* 雇员，职员

fancy /'fænsi/ *a.* 别致的，奇特的

keyword /'ki:wɜ:(r)d/ *n.* 关键词

management /'mænɪdʒmənt/ *n.* 管理人员，管理部门，管理层

occupation /,ɒkjʊ'peɪʃn/ *n.* 职业

position /pə'zɪʃn/ *n.* 职位，职务

publish /'pʌblɪʃ/ *v.* 出版；发表

responsibility /rɪ'spɒnsə'bɪləti/ *n.* 责任，义务

résumé /'rezju:meɪ/ *n.* 简历

summary /'sʌməri/ *n.* 摘要，总结

Phrases or Expressions

be responsible for... 对……负责

check out 看一看，查看

free sb./sth. of... 从某人 / 某物上清除……

hear of... 听说过……

job advertisement 招聘广告

job seeker 求职者

search for... 寻找……

skilled in... 在……方面熟练

work experience 工作经验

Understanding your reading

Decide whether the following statements are true (T) or false (F) according to Text A.

- () 1. A job title is a brief introduction of a position held by an employer.
- () 2. When a company offers a new job, the job ad will include a job title.
- () 3. The responsibilities of an assistant editor include editing articles, writing summaries and articles.
- () 4. A job title should tell people the workplace and the level of the job.
- () 5. A Cheese Sprayer may work at a cinema or a sports center.

Language Focus

A Choose the correct form of the words to complete the following sentences.

1. responsible, responsibly, responsibility

- a. I'm _____ for designing the new high-speed railway project.
- b. The organization needs to speak more _____.
- c. She doesn't feel ready to take on new _____.

2. manage, manager, management

- a. Our new product _____ is too young for such a big position.
- b. The _____ is considering closing the old factory.
- c. You need to learn how to _____ your time effectively.

3. employ, employer, employee, employment

- a. The company has worked to attract younger _____.
- b. She has been out of _____ for three years.
- c. Mr. Zhang is currently _____ as a Professor of Electronics.
- d. This company is one of the largest _____ in the area.

B Match the words in Column A with the appropriate phrases in Column B.

A

- 1. search
- 2. skilled
- 3. categorize
- 4. write
- 5. publish

B

- a. a new book on business
- b. for a job
- c. in time management
- d. a summary of the report
- e. types of jobs



C Complete the sentences below with the correct form of the words and phrases in the box.

résumé	experience	occupation	current
fancy	position	check out	hear of...

1. She was offered the _____ of Sales Manager.
2. He always uses _____ words in his speech; sometimes we can't understand him.
3. The opportunities of promotion (升职) will depend on your previous _____ and qualifications (资格).
4. I'll need to _____ these sales figures against last year's.
5. You can post (发布) your _____ on the job website free of charge.
6. He gave up his _____ as a farmer and became a teacher.
7. Our _____ production situation is not good.
8. I've never _____ the name of the company before.

D Study the italicized part of the example sentences and write sentences with the same structures according to the Chinese and the keywords in parentheses.

1. Example: There are also words in job titles that show what the person does on the job, *e.g.* chef, accountant, housekeeper, firefighter, programmer, actor, model, mechanic, etc.

a.

练习册里有各种各样的 (a variety of) 练习题，例如连线题、填词游戏和翻译题。

b.

很多语言，例如英语和法语，都有相似的词。

2. Example: He/She "floats" oysters in water to *free* them *of* any dirty things.

a.

这些锻炼可以消除我们身体的紧张 (tension)。

b.

我们应该清除公司网站 (website) 上的任何广告。

E Translate the following sentences into Chinese.

1. Job seekers can search for jobs using job titles or keywords of a job title.

2. Job titles are used on résumés to list your work experience.

3. Different job titles are categorized by industry, type of job, occupation, career field and position level.

4. But have you ever heard of any unbelievable job titles that you didn't know anything about?

5. You can see this person spraying cheese or butter on popcorn.

Grammar

Time Prepositions 时间介词

at	<p>at用来谈论某事发生的时刻：</p> <p>■ The train left at 4:45 p.m.</p> <p>at the end和at the beginning分别表示某事结束和开始：</p> <p>■ Louis was excited at the beginning of the show, and he was tired at the end.</p> <p>注：我们常说at the weekend。at也可以和节日连用，如at Christmas(圣诞节)，at Easter(复活节)，at Spring Festival(春节)等。</p>
in	<p>in表示某事发生于较长的一段时间之内：</p> <p>■ In 2018, I graduated from York Business College.</p> <p>■ We went to Harbin in summer.</p> <p>in还表示完成某事需要多少时间：</p> <p>■ The guests finished their meal in half an hour.</p> <p>in还表示经过多久以后某事即将发生：</p> <p>■ Let's meet in an hour (from now).</p> <p>in the end表示某事花费的时间比我们预料的要长，或者某事的结果出乎意料：</p> <p>■ Derek thought he had failed the exam, but in the end he did really well.</p> <p>■ The task took me three days, but I finished it in the end.</p> <p>in time (for...) 表示某事足够早、及时：</p> <p>■ I hope the Browns arrive in time for dinner.</p>
on	<p>on 表示某事发生在特定的某天或某个具体的日期：</p> <p>■ I think the party is on June 8. Yes, it's on her birthday.</p> <p>on 表示某事发生在特定的某天的上午、下午或晚上：</p> <p>■ Their meeting will be on the morning of May 1.</p> <p>on time是指“按时、准时”：</p> <p>■ I hope we get to the station on time! I don't want to miss the train.</p>
during	<p>during用在名词之前，指某事和另外一件事同时发生，或者表示某事在一个比较长的时间段内发生，常译成“在……期间”。</p> <p>■ During that afternoon Miss Zhao cleaned her office completely.</p>
before	<p>before是指某事在另一件事之前发生，常译成“在……之前”。</p> <p>■ Terry talked to William before the interview.</p>
after	<p>after是指某事在另一件事之后发生，常译成“在……之后”：</p> <p>■ They went to have coffee after the play.</p>
for	<p>for是指某事持续多长时间：</p> <p>■ Tony and his father talked on the phone for twenty minutes.</p>
from...till/ until	<p>from是指某事什么时间开始，常译成“从……”；till或until是指某事延续到什么时间，常译成“直到……”：</p> <p>■ The construction of this road will last from April until October!</p>
since	<p>since表示仍然在持续的某事从何时开始，常译成“自从……”：</p> <p>■ His friend has been working at the bookstore since August.</p>
by	<p>by表示某事在某个特定时间之前发生或完成，常译成“到……为止”：</p> <p>■ My parents will be here by this evening.</p> <p>■ By the time we got there, the film was over.</p>



Exercise

The underlined prepositions are wrong in the following phone conversation. Write the correct word at the bottom using the prepositions mentioned above. Then listen and check your answers.

JULIA: Hello? Is that you, Frank? I've been waiting here ^{0.} at half an hour!

FRANK: Hi, Julia. I'm sorry. I've been stuck in traffic ^{1.} in ages.

JULIA: Where are you now? I can't stay here ^{2.} by much longer. I have this parking spot (停车位) ^{3.} to another ten minutes, but ^{4.} for that I'll have to move my car.

FRANK: I'm still on the Solo Road, but traffic is moving a bit faster now. I should be there ^{5.} for about ten minutes.

JULIA: Maybe I should move my car now. We'll need time to discuss my contract (合同) ^{6.} from you get here. I'll wait ^{7.} on 4:30 and then move my car, so if I leave ^{8.} at you arrive, just wait here. I'll be back ^{9.} at a few minutes when I find a new parking place.

FRANK: We shouldn't have planned to meet ^{10.} in a Saturday ^{11.} until the busiest time of day! To tell you the truth, I sometimes think public transport (公共交通) would be easier.

- | | | | |
|---------------|----------|----------|-----------|
| 0. <u>for</u> | 3. _____ | 6. _____ | 9. _____ |
| 1. _____ | 4. _____ | 7. _____ | 10. _____ |
| 2. _____ | 5. _____ | 8. _____ | 11. _____ |



Text B

Sales Assistant

1 R&D INTERNATIONAL is looking for an experienced Sales Assistant to join our growing team. The successful candidate should have at least 3 years' experience in a similar position, have excellent communication skills, and be able to work as part of a team. Good English and IT skills are also essential.

2 For further details and an application form, please contact Miss Julia Young at 8834 66523, or fax us at 8834 66520, or email us at julia.y-hr@R&Dinternational.com.

3 Please visit our website at www.R&Dinternational.com.



Word List

candidate /'kændɪdeɪt/ *n.* 候选人

communication /kə'mju:nɪ'keɪʃn/ *n.* 交流, 沟通

essential /ɪ'senʃl/ *a.* 至关重要的, 必不可少的

experienced /ɪk'spɪəriənst/ *a.* 经验丰富的

Phrases or Expressions

application form 申请表

at least 至少

Vocational Focus

Applying for a Job

Work in groups. You read the job advertisement (Text B) on a job hunting website, and you are applying for the job of Sales Assistant in R&D INTERNATIONAL. Prepare for the job application.



Step 1

Prepare for your résumé. Which of the following should be included in a good résumé? Check (✓) them. Discuss with your team members and add anything that you think is missing from the list.

- | | |
|--|---|
| <input type="checkbox"/> Your photo | <input type="checkbox"/> Your age, height, weight and sex |
| <input type="checkbox"/> Your education background | <input type="checkbox"/> Your personal interests |
| <input type="checkbox"/> Your past jobs | <input type="checkbox"/> References from past employers |

Step 2

Write your résumé. The following is an extract of a résumé. Fill in the blanks with the words and phrases in the box.

- | | |
|---------------------|-------------------|
| a. Work Experience | b. Interests |
| c. Personal Details | d. Qualifications |

1. _____
 - Name: Jason Kang
 - Email: jason.k@hotmail.com
2. _____
 - Jan. 2021 – present, Sales Assistant, Maloka Trade, Shanghai, China
 - Sept. 2019 – Dec. 2010, Sales and Marketing Assistant, KLM Import and Export, Sydney, Australia
3. _____
 - Certificate in Marketing
 - BA of English (Southeast City College)
4. _____
 - Football, cooking, travelling

Step 3

Write an application letter. Read the following application letter and complete it with the words and phrases in the box.

abilities

advertised

applying for...

considering

deal with...

developed

practical experience

Dear Miss Julia Young,

I am ^{1.} _____ the position of Sales Assistant recently
^{2.} _____ in the *New City Weekly*. The sales and
marketing skills I have ^{3.} _____ from my past work
experience and my educational background support myself for the
position.

I worked as a Sales and Marketing Assistant at KLM Import and
Export in Sydney for over a year (between 2019 and 2020), and I learned
how to effectively ^{4.} _____ customers and their
demands. The past years I had with Maloka Trade provided me with an
opportunity to gain ^{5.} _____ with developing a large
number of sales partners.

I would like an opportunity to discuss your specific needs and my work
^{6.} _____ regarding the position of Sales Assistant
in your company. You can contact me at 13123456789 or email me at
jason.k@hotmail.com. Thank you for ^{7.} _____ me for
this position.

Sincerely,

Jason Kang

Enclosure(s)

Step 4

Luckily you have received an invitation for the job interview from R&D INTERNATIONAL. Read the email and complete the headers with the words in the box.

Attachments From Sent Subject To

- a. _____ : Julia Young <julia.y-hr@R&Dinternational.com >
- b. _____ : Jason Kang <jason.k@hotmail.com>
- c. _____ : 30.07.2021, 10:23:56
- d. _____ : Interview Invitation
- e. _____ : Address and Directions

Dear Mr. Kang,

Thank you for applying for the position of Sales Assistant. We would like to invite you for an interview on August 3 at 10:00 a.m. Please make sure that you can attend it on that date. Please see the attached address of our company and directions to my office.

I am looking forward to meeting you.

Yours sincerely,

Julia Young
Human Resources Manager

After receiving such an email, it is necessary that you write back and show your thanks, and confirm that you can attend the interview. Complete your reply with the prepositions in the box.

at on for on to on

Dear Miss Young,

Thank you ^{1.} _____ your email dated ^{2.} _____ July 30. I will be very happy to attend the interview and look forward ^{3.} _____ meeting you ^{4.} _____ August 3 ^{5.} _____ 10:00 a.m. I will be there ^{6.} _____ time.

Yours sincerely,

Jason Kang

Step 5

After a very successful interview, you have been offered the job. Miss Julia Young wrote you another email. Read her email and complete it with the phrases in the box.

as soon as possible be grateful if... congratulate you on...
look forward to... offer you the position sign and return

Dear Mr. Kang,

Further to your interview on August 3, we are pleased to ^{1.} _____
of Sales Assistant, starting on August 10. I would ^{2.} _____
you could confirm your acceptance of the position. Please
^{3.} _____ the enclosed contract of employment to us by
fax ^{4.} _____. My fax number is 8834 66520.

I should like to ^{5.} _____ your successful application and
^{6.} _____ hearing from you.

Yours sincerely,

Julia Young
Human Resources Manager

Work with your team members. Match the halves of the following sentences and use them to write a reply to Miss Julia Young.

- | | |
|--|--|
| 1. Thank you | a. my new position on August 10. |
| 2. I am very happy to accept the offer | b. of the position of Sales Assistant. |
| 3. I have faxed to you | c. to work with R&D INTERNATIONAL. |
| 4. Thank you for giving me the opportunity | d. for your letter. |
| 5. I look forward to starting | e. the signed contract. |



Dear Miss Young,

Thank you

Yours sincerely,

Jason Kang

thanks

Skill focus

Listening and Speaking



A Listen to the English alphabet and repeat. Pay attention to their pronunciations. Then complete the spelling table.

A a	B b	C c	D d	E e	F f	G g
/eɪ/	/bi:/	/si:/	/di:/	/i:/	/ef/	/dʒi:/
H h	I i	J j	K k	L l	M m	N n
/ertʃ/	/aɪ/	/dʒeɪ/	/keɪ/	/el/	/em/	/en/
O o	P p	Q q	R r	S s	T t	
/əʊ/	/pi:/	/kju:/	/ɑ:(r)/	/es/	/ti:/	
U u	V v	W w	X x	Y y	Z z	
/ju:/	/vi:/	/'dʌblju:/	/eks/	/waɪ/	/zed/ or /zi:/	

/eɪ/	/i:/	/aɪ/	/əʊ/	/ju:/	/ɑ:/	/e/
A						F
	C			U		
						Z
	Z					



B Listen to the following conversation. Work in pairs, choose another name in the box below to replace the underlined name, and practise the conversation with your partner.

- A: Hello, Sunny Engineering. How can I help you?
 B: Hello, this is Ben Jenkins of East Energy Services. May I speak to Miss Mary Baker?
 A: Sorry, she isn't in her office at the moment. May I take a message?
 B: Yes, thank you.
 A: Please hold on for a moment... OK, would you spell your name, please?
 B: Yes, my name is Ben Jenkins. That is B-E-N, J-E-N-K-I-N-S.
 A: B-E-N, J-E-N-K-I-N-S. Yes, Mr. Jenkins, please tell me your message...



Alex Disney Andrea Kauffmann David McMahon
 Gary Wilkerson Laurence Woo Luis Angleton
 Stephen Liu Vivian Sheffield



C Listen to the following ten sentences and complete them with the correct form of the words and phrases in the boxes. Then listen again and repeat.

auto a history electronics hotel logistics
 information technology restaurant chain
 retail chain sports equipment television network

broadcast design develop locate make manufacture
 operate produce provide sell specialize in

1. Haier is a big electronics firm, and it produces air-conditioners, fridges, washing machines, and other home appliances.
2. FAW is one of the biggest _____ companies in China, and they _____ different types of cars.
3. The University of Cambridge is _____ in England, and it has _____ of over 810 years.
4. CCTV is the largest _____ in China, and it _____ various programs to China and the whole world through over 40 channels.
5. Wal-Mart is a world famous _____ enterprise, and it _____ all kinds of goods in its supermarkets.
6. Hyatt is an international _____ corporation and it _____ hundreds of hotels around the world.
7. KFC is the world's second largest _____ fried chicken, and is headquartered in Kentucky, the United States.
8. DHL is a German _____ company, and it _____ international express mail services.
9. Anta is China's largest _____ manufacturer that _____ and _____ sports apparel, footwear, and services.
10. Huawei is one of the world's largest _____ company. It _____ and _____ a variety of popular electronic products including smart phones, computers and TVs.



Practical Writing

Listen to the conversation and try to complete the following message.

Time and Date: 9:14 a.m., Oct 9

Name: Ben Jenkins

Telephone number:

Mobile:

Email address:

Message: can't meet on Friday,

Practical Learning

Email and Internet Symbols

U&I Club Ltd.
Thomas K. Jones
Customer Manager
Office: 623-323-6673
Fax: 623-323-6670

william_k@u&i-club.com
http://www.u&i-club.com

—
(underscore)

@
(at)

.
(dot)


:
(colon)

&
(and)

/
(slash)

//
(double slash)

u&i-club
(dash)



Unit 2

Workplace

- Getting Ready: Office items
- Text A: My Ideal Workplace—Several Things I Look for in a Job
- Grammar: Space prepositions
- Text B: The Office Building
- Vocational Focus: Your first day at work
- Listening and Speaking: Pronunciation, workplace description, office tools
- Practical Writing: Describing a place
- Practical Learning: Different workplaces

Getting Ready

A Look at the picture and match the words in the box and the numbers in the picture.

computer case

monitor

mouse

keyboard

speakers

cable



1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

B Work in pairs. Categorize the words in the box. Add as many words as you can.

- calculator
- chair
- clear tape
- coffee spoon
- cup
- cupboard
- desk
- desk lamp
- dictionary
- eraser
- fax machine
- folder



- handbag
- laptop
- marker
- notebook
- paper clips
- photos
- photocopier
- post-it notes
- scissors
- shredder
- stapler
- telephone

- Office furniture: _____
- Office machines: _____
- Desktop equipment: _____
- Stationery: _____
- Personal belongings: _____



Text A

My Ideal Workplace —Several Things I Look for in a Job

1 While working in the same profession over the past eight years, I sometimes thought about quitting my job and searching for a better one. This usually happened when I was super stressed or bored. This summer, I found myself thinking about looking for a new job again, but instead of deciding on a new position, I asked myself, “What would be my ideal workplace?”

2 If you had the chance to design your ideal workplace, what would it be like? First, I like to make sure that it is clean and safe, because that’s the very least anyone should expect from their work. Also, I expect good technology as a baseline: computers, phones, quality office machines, and a solid Wi-Fi connection. Considering all the diverse ways we work nowadays, I think I’ve come up with what I consider to be the ideal workplace.

Professionally Designed Offices

3 Sure, you can ask your office manager to buy a few plants and hire a guy to paint the wall, but nothing is better than a workplace that has been professionally designed and decorated. Having a designer help think about the work flow, develop the workspace, and convey the company’s culture – this demonstrates another level of respect for employees.

Open Work Areas

4 It’s easy to turn your head and conduct a conversation when you’re in the same space with your colleagues. Open space helps make work effective and encourages great new ideas.



Plenty of Smaller Meeting Rooms

5 Although open space can produce energy, sometimes you need a personal space in which you can work by yourself. Smaller rooms next to the open space allow you to write emails quietly, make phone calls, or have small meetings. I think smaller meeting rooms are precious spaces that should be provided in a company.

Large Meeting Space with Modern Technology

6 For meetings with more than five people, it's important to have a large space where you can watch presentations when working together. A large conference table, comfortable chairs, whiteboards, projectors, good lighting, and an updated computer system go a long way. An ideal meeting space with modern technology makes teamwork more productive.

Games and Physical Fun

7 Whether it's a ping-pong table or a video game station, an ideal workplace should have space for fun. One company where I worked had a great soccer table that witnessed some of the most exciting matches held in the company. The same company also had two basketball teams of the company fighting hard for their own departments. Get-togethers, clubs, holiday parties, sports games, and Friday afternoon salons all build team spirit and company culture. Most companies also have break rooms equipped with bookshelves, fridges, microwaves, and comfortable coffee and tea areas.

Flexible Hours and Family-Friendly Holidays

8 While some companies require their employees to finish their work on time, many companies are in a position to offer flexible hours to their employees. An ideal workplace is flexible, realizing that it's more important for great work to be produced than to require people to keep busy from 9:00 a.m. until 5:00 p.m. A workplace can be family-friendly by allowing employees to take a vacation with their family whenever they want (as long as work is completed), or by allowing mothers to take a longer maternity leave, or by providing a day care center.

Great People

9 The best offices in the world are nothing without great people. The ideal workplace isn't just a comfortable office; it's the energy and collaboration from a team who are supportive of, friendly with, and dependent on one another. A pleasant environment builds quality friendships, encourages the best ideas, and creates positive relationships with customers and partners of the company.

10 Have you thought about your ideal workplace? What would you include that I have missed?





Word List

baseline /'beɪslam/ *n.* 底线

collaboration /kə'læbə'reɪʃn/ *n.* 团队协作, 合作

convey /kən'veɪ/ *v.* 传达, 表达

customer /'kʌstəmə(r)/ *n.* 顾客, 用户

decorate /'dekəreɪt/ *v.* 装修, 装饰, 布置

demonstrate /'demənstreɪt/ *v.* 展示; 证明

diverse /,daɪ'veɜ:(r)s/ *a.* 多样的

effective /ɪ'fektɪv/ *a.* 有效的

flexible /'fleksəbl/ *a.* 灵活的

hire /'haɪə(r)/ *v.* 雇用

maternity /mə'tɜ:(r)ni/ *a.* 产妇的, 孕妇的

microwave /'maɪkrəweɪv/ *n.* 微波炉; 微波

positive /'pɒzətɪv/ *a.* 积极的; 肯定的; 正面的

presentation /,prezn'teɪʃn/ *n.* 展示; 陈述; 介绍; 赠送

productive /prə'dʌktɪv/ *a.* 多产的; 富有成效的

projector /prə'dʒektə(r)/ *n.* 投影仪, 放映机

quality /'kwɒləti/ *a.* 高品质的

n. 质量, 品质; 特性

quit /kwɪt/ *v.* 辞职; 离开; 停止

salon /'sælən/ *n.* 沙龙

updated /,ʌp'detɪd/ *a.* 现代化的; 更新的

whiteboard /'waɪtbɔ:(r)d/ *n.* 白色书写板

witness /'wɪtnəs/ *v.* 目睹; 证明

Phrases or Expressions

ahead of... 在……之前

be dependent on... 依赖于……; 取决于……

be equipped with... 配备有……, 装有……

be in a position to do sth. 能够或有机会做某事

be supportive of... 支持……

by oneself 独自地

come up with... 提出……; 想出……

day care 日托, 托儿所

go a long way 大有帮助

make sure 确保, 保证

maternity leave 产假

soccer table 桌上足球台

video game 视频游戏

Wi-Fi connection 无线网络连接

work flow 工作流程, 生产流程

Understanding your reading

Decide whether the following statements are true (T) or false (F) according to Text A.

- () 1. The author wanted to quit his job because he thought it was sometimes boring and stressful.
- () 2. According to the author, a workplace should at least be safe, clean, modern, and have lots of space.
- () 3. The author thinks that a professionally designed office shows respect for the employees.
- () 4. The author's ideal workplace has open work areas, big personal offices, and large meeting rooms with modern technology.
- () 5. A pleasant workplace is not only good for relationships among employees, but also good for relationships with customers and partners of the company.

Language Focus

A Choose the correct form of the words to complete the following sentences.

1. produce, product, productive, production

- The group says it will introduce nine new _____ before the end of the year.
- That old model of the car is no longer in _____.
- The technology can be used to _____ interactive (交互式的) educational programs.
- I just wish he would do something _____ with his new computer.

2. stress, stressed, stressful

- My job's getting more and more _____.
- He broke under _____ and had to leave.
- I was just totally _____ out and afraid I couldn't continue.

3. profession, professional, professionally

- It's time to change your _____ for something more exciting.
- We keep everything _____ at work.
- You need a complete change, both _____ and personally.

B Match the words in Column A with the appropriate phrases in Column B.

A

- convey
- witness
- hire
- demonstrate
- require

B

- a car accident
- a professional engineer
- the company culture
- your respect for the speakers
- employers to provide job training

C Complete the sentences below with the correct form of the words and phrases in the box.

collaboration effective flexible positive updated
supportive of... ahead of... come up with...

- We need to make the working day more _____.
- I finished several days _____ the deadline.
- Make sure that your website is _____ to the latest version of the software.
- As my husband, he was strongly _____ my career.
- It was close _____ that produced useful results.
- He sounded very _____ about his chances.
- We found advertising on the radio to be very _____.
- She _____ a new idea for increasing sales.

D Study the *italicized* part of the example sentences and write sentences with the same structures according to the Chinese and the keywords in parentheses.

1. Example: *Whether* it's a ping-pong table, *or* a video game station, an ideal workplace should have space for fun.

a.

无论是画面品质(picture quality), 还是声音效果(sound effect), 电视机必须满足现代人的基本要求。

b.

无论是与新顾客建立互信(mutual trust), 还是与老顾客保持友好关系, 正确的营销策略(marketing strategies)对一个公司的发展至关重要(essential)。

2. Example: While some companies require their employees to finish their work on time, many companies *are in a position to* offer flexible hours to their people.

a.

我恐怕(be afraid)在你的新工作上不能帮到你什么。

b.

电脑、投影仪、电子白板(electronic whiteboard)等并没能让这个讲座(lecture)变得更吸引人或更有效果。

E Translate the following sentences into Chinese.

1. Considering all the diverse ways we work nowadays, I think I've come up with what I consider to be the ideal workplace.
2. Having a designer help think about the work flow, develop the workspace, and convey the company's culture – this demonstrates another level of respect for employees.
3. It's easy to turn your head and conduct a conversation when you're in the same space with your colleagues.
4. Although open space can produce energy, sometimes you need a personal space in which you can work by yourself.
5. The ideal workplace isn't just a comfortable office; it's the energy and collaboration from a team who are supportive of, friendly with and dependent on each other.



Grammar

Space Prepositions 空间介词

Position Preposition 位置介词	Direction Preposition 方向介词
above ■ The water came above our knees.	over ■ We are flying over the city.
across ■ There is a walkway across the road.	across ■ The people are walking across the road.
around ■ The guests are sitting around the table in the waiting room.	around ■ A little dog is running around the room.
at ■ We are waiting at the departure gate (登机口).	at ■ Stephen is smiling at his mother.
at the bottom of ■ My sister is standing at the bottom of the stairs.	down ■ The stone rolled down the hill.
at the top of ■ We are having a picnic at the top of the hill.	up ■ She climbed up the tallest tree.
behind ■ Mrs. Goodman is standing behind her husband in the queue.	behind ■ The sun disappeared behind the clouds.
from ■ Mrs. Han is from Shanghai.	(away) from ■ Mrs. Cross has flown in from Paris. ■ Dad is walking away from the entrance.
in / inside ■ Kevin is writing in a little book.	in / into ■ The police are running into the building.
in front of ■ There is a green car in front of the building.	forward ■ The green car is moving forward slowly.
in the middle of ■ Steve is standing in the middle of the hall.	through ■ Mrs. Ren is coming through the gate.
next to / beside / by / near ■ Lena was standing beside Naomi. ■ Naomi wants to stay next to her mother. ■ The restaurant is near the beach.	towards / to ■ They are hurrying towards the convenience store. ■ They are walking to the garage.
off ■ The plane is off the ground.	off ■ A suitcase is falling off the taxi.
on / on top of ■ My coat is on the couch. ■ The cat is resting on top of the TV.	on / onto ■ The helicopter landed on the ground. ■ The suitcases have fallen onto him.

Position Preposition 位置介词	Direction Preposition 方向介词
outside ■ The taxis are waiting outside your house.	out of ■ Stephenie's mother is coming out of the gate.
underneath / under ■ A man is hiding underneath the coffee table.	underneath / under ■ Have you looked under the bed?

很多动词(一般为不及物动词)之后都需要一个介词和一个名词表示位置或方向:

- The teacher sat **on** the table.
- A large bag is lying **under** the chair.
- She walked **into** the river.
- The policeman drove **under** the bridge.

但有些动词(一般为及物动词), 本身就表明这个动作的位置或方向, 因此这些动词之后不用介词:

- Mr. Zhao **attended** the staff meeting. (= Mr. Zhao **was at** the staff meeting.)
- Stephen **reached** the Arrivals gate. (= Stephen **arrived at** the Arrivals gate.)
- She **entered** the airport lounge. (= She **went into** the airport lounge.)

Exercise

A Choose the correct preposition in parentheses to complete each sentence. One is a direction preposition and the other is a position preposition.

1. My cousin has moved _____ Chongqing. (**out of / outside**)
2. She used to live _____ a very tall building. (**into / in**)
3. The windows of her apartment looked _____ a busy street. (**towards / in**)
4. Now she lives in the country _____ a river. (**beside / towards**)
5. There is a bridge _____ the river. (**above / across**)
6. When it is hot the children jump _____ the bridge into the water. (**off / away**)
7. Then they climb _____ the bank and dry themselves in the sun. (**on / onto**)
8. _____ her house, there is a pine forest. (**Behind / Through**)
9. Her children go to the school _____ the village. (**into / in**)
10. Now, they don't want to go _____ Chongqing, even for a visit! (**at / to**)

B Put the prepositions in the box into the correct gaps in the text. Some of the prepositions may be used more than once.

around on above in beside at up from under into

_____ ¹ the dining room, ten people sat _____ a big table and waited. A big, brown dog lay _____ ² the table _____ ³ the carpet. The clock hanging _____ ⁴ the wall _____ ⁵ the mantelpiece (壁炉台) ticked. _____ ⁶ the clock, there was a photograph of a happy, smiling couple. The maid (女仆) came _____ ⁷ the room carrying a tray of tea. Mrs. Smith poured tea _____ ⁸ the cups and then picked _____ ⁹ a sugar cube (方糖). "Would you like sugar _____ ¹⁰ your tea?" she asked, smiling politely _____ ¹¹ the man on her right. Suddenly they heard a loud scream coming _____ ¹² the street.