

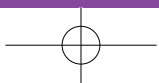


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Career Development

Whether you like it or not, you will see many changes in your life. There could be changes in your education, job or lifestyle. And our world today is changing more rapidly than at any point in the past. You can try to resist change, by hiding away from it, but you will be much more successful if you find ways to adapt. Today's recruiters are actively looking for candidates who are skilled at adapting to change, so learning to embrace change is in your own best interests. Careers aside, a positive outlook and willingness to accept change will no doubt help you adjust well and know "the best is yet to come."





Exploring the Topic

Work in pairs and ask each other the following questions about career development while checking (✓) the answers and providing your own in the blanks.

1 What is most important to you when looking for a job?

To me it is

To my partner it is

the salary

the working environment

the company culture

the career prospects

the workload (工作负担)

2 What do you think is the most important skill for your future career?

I think it is

My partner thinks it is

language ability

computer skills

how to make friends

how to speak in public

the ability to make plans

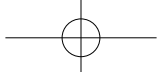
Reading Through

TEXT A *Room for the Future*

Room for the Future

- A**t the age of 45, my usually well-ordered life was filled with changes.
- After 22 years of working for a major bank, a **downsizing** wave resulted in the **elimination** of over one hundred jobs, mine being one of them.
- My once **secure** future now seemed **insecure**. However, I was one of the lucky ones. I was not a single father, nor **dependent** solely on my income, but just like the other **ex-bankers**, I had become a disposable employee.
- My belief has always been “change is good; change is progress,” but when it affected my life, I had to **revise** it to “accept change and make the most of it.” From the beginning, I chose to look at this **occurrence** not as a **misfortune**, but as a welcome opportunity. I refused to become **depressed** or bitter; instead, I eagerly anticipated doing something new and different.
- Having a positive attitude made all the difference in the way I **perceived** the future. First, I decided to return to college and graduate, a couple of decades later than I should have.





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Doing this at my age took more than a little courage. Not being a graduate had never held me back in my career with the bank, but now it was a personal goal I longed to achieve. With a little fear and a lot of determination, I **registered** for evening classes, and became an adult student.

6 Oral presentations were often required for one class. I remember thinking that if I had known this beforehand, I would have taken something else to achieve my required credits. By nature, I am a rather **reserved** individual, and speaking in front of people **terrified** me. As I stood in front of the other adults with whom I shared a common goal, my knees were **visibly** knocking, and my **heartbeat** almost **audible**. Somehow, I found my voice and made my presentation with

effort. The next time it was easier, and soon, I was starting to enjoy it a little. Later in the year, I even interviewed a local reporter for an English **assignment**, much to the amazement of my teacher. My confidence levels rose. Suddenly, I felt like I could accomplish anything.

7 During this time, I realized that no matter what life throws our way, personal growth never stops. It comes from within, and needs only to be challenged in order to **surface**. It is entirely possible to step out of one's **comfort zone** to learn something new. My experience of going back to school ended up being far more valuable than just **acquiring a diploma**.

8 The second thing I did to improve my **inner** self was to **reevaluate** my life. It used to be filled with endless, and sometimes **meaningless**, events. Now, instead of working toward **materialistic** things and personal **glory**, my heart and life are firmly linked around people I care about.

9 Yes, having a fulfilling career is important, but it is no longer my reason for being. When I rejoin the "**rat race**," it will be on my terms, as developing my **soul** is my first priority. Having **simplified** my life, I am enjoying living now, instead of just existing to make a living.

10 Is there life after **banking**? You bet there is.

11 The loss of my job was responsible for some positive changes in my life. **Revisiting** the past made room for the future. As I think about the meaning of my belief, "change is good; change is progress," I realize that I have accepted the change, and am making the most of it.

12 And, I have only just begun. The best is yet to come.

Reading Through

TEXT A Room for the Future

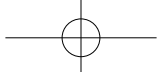
NEW WORDS

生词总量	基础模块词汇	拓展模块词汇	超纲词汇	课文词数	生词率	二维码 词汇录音
33	1	3	7	619	5.33%	

# downsize /'daʊnsaɪz/ <i>v.</i> 裁(员); 紧缩(编制)	* register /'redʒɪstər/ <i>v.</i> 登记; 注册	diploma /də'plɒmə/ <i>n.</i> [C] 毕业文凭; 学位证书
elimination /ɪ,lɪmə'neɪʃən/ <i>n.</i> [U] 消除; 根除	reserved /rɪ'zɜːrvd/ <i>adj.</i> 内向的; 寡言少语的	** inner /'ɪnər/ <i>adj.</i> 1. 内心的; 未表达出来的 2. 内部的; 靠近中心的
** secure /sɪ'kjʊər/ <i>adj.</i> 可靠的; 稳定的	# terrify /'terɪfaɪ/ <i>vt.</i> 使害怕; 使恐惧	meaningless /'miːnɪŋləs/ <i>adj.</i> 毫无意义的; 无价值的
insecure /ɪ,ɪnsɪ'kjʊər/ <i>adj.</i> 无保障的; 不安全的	visibly /'vɪzəbli/ <i>adv.</i> 易察觉地; 明显地	# materialistic /mə'tɪriə'lɪstɪk/ <i>adj.</i> 实利主义的; 物质主义的
dependent /dɪ'pendənt/ <i>adj.</i> 依靠的; 依赖的	# heartbeat /'hɑːrtbi:t/ <i>n.</i> [C; U] 心跳	glory /'glɔːri/ <i>n.</i> [U] 荣誉; 光荣
ex- /eks/ <i>prefix</i> 以前的; 前任的	# audible /'ɔːdəbəl/ <i>adj.</i> 听得见的	# rat race <i>n.</i> (为财富、权力等的) 无休止的激烈竞争
banker /'bæŋkər/ <i>n.</i> [C] 银行要员	assignment /ə'saɪnmənt/ <i>n.</i> 1. [C] (学生的) 作业 2. [C; U] (分配的) 任务	soul /soul/ <i>n.</i> 1. [C] 内心; 心灵 2. [C] 灵魂
revise /rɪ'vaɪz/ <i>vt.</i> 改变; 修正	surface /'sɜːrfɪs/ <i>vi.</i> 显现 <i>n.</i> [C] 表面; 表层	simplify /'sɪmplɪfaɪ/ <i>vt.</i> 使简单; 简化
occurrence /ə'kɜːrəns/ <i>n.</i> [C] 发生的事; 事件	# comfort zone <i>n.</i> [C] (usually singular) 舒适区(指人自我放松、不追求高效益的状态)	banking /'bæŋkɪŋ/ <i>n.</i> [U] 银行业
misfortune /mɪs'fɔːrtʃən/ <i>n.</i> [C; U] 不幸事故; 不幸	zone /zəʊn/ <i>n.</i> [C] 区域; 地带	revisit /rɪ:'vɪzɪt/ <i>vt.</i> 1. 再访; 重游 2. 重提; 再次讨论
depressed /dɪ'prest/ <i>adj.</i> 1. 沮丧的; 消沉的 2. 萧条的; 不景气的	acquire /ə'kwaɪər/ <i>vt.</i> 取得; 获得	
** perceive /pə'r'siːv/ <i>vt.</i> 看待; 理解		

PHRASES & EXPRESSIONS

make all the difference 关系重大; 大不相同	no matter what 不管什么; 无论什么
hold sb./sth. back 阻碍某人/某事	work toward 争取; 努力达到
long to do sth. 渴望做某事	on sb.'s (own) terms 按某人(自己)的条件
by nature 出于本性; 天生	you bet 当然; 一定
with effort 努力地; 费劲地	make room for 为……腾出空间



Reading Out

Fill in the blanks without referring to the original text. Then check your answers against the original. After that, read the passage aloud until you can say it from memory.

During this time, I realized that (1) _____ what life throws our way, (2) _____ never stops. It comes from within, and needs only to be challenged (3) _____ surface. It is entirely possible to step (4) _____ one's comfort zone to learn something new. My experience of going back to school (5) _____ being far more valuable than just acquiring a(n) (6) _____.

Getting the Message

Answer the following questions according to the text.

1. For how many years did the author work for a bank?
2. Why did the author lose his job?
3. What has the author's belief about change always been?
4. What did the author decide to do when his future looked insecure?
5. What difficulty did the author meet at one of the evening classes?
6. Is the author a sociable or a reserved person?
7. What did the author do that amazed his teacher?
8. Besides attending evening classes, what else did the author do to improve his inner self?

Reading Through

TEXT A Room for the Future

Using the Right Word

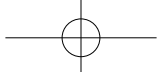
Choose the best item to complete each of the following sentences.

- We were very _____ about the future of the company given its poor performance in recent years.
A. excited B. depressed C. delighted D. encouraged
- During her film career, she _____ a reputation as a strong-willed, outspoken woman.
A. acquired B. surfaced C. perceived D. registered
- Yoga gives me a sense of _____ calm.
A. body B. self C. inner D. insecure
- Ellen used to be a shy, _____ girl, but now she is outgoing.
A. reserved B. inner C. confident D. dependent
- The teacher was _____ pleased with the students' outstanding performance in the class presentation.
A. widely B. wisely C. invisibly D. visibly
- Often what is _____ to be aggression is simply fear.
A. revised B. acquired C. perceived D. reserved
- This football team's position at the top of the league (联赛) seems relatively _____.
A. reserved B. audible C. dependent D. secure
- She dreams of future _____ as an Olympic champion.
A. security B. job C. glory D. soul

Working with Expressions

Fill in each of the blanks in the following sentences with a suitable preposition or adverb.

- Fifty percent of road accidents result _____ head injuries.
- You can't be dependent _____ your parents all your life.
- Can you make room _____ another guest at the dinner table?
- You have a good chance of winning, so why not try—what's holding you _____?
- In spite of keen (激烈的) competition, she ended _____ the winner.
- _____ great effort, he managed not to laugh before the large audience.
- It's not in her nature to be rude; she's polite _____ nature.
- _____ everyone's amazement, the goal was disallowed by the referee (裁判).



Focusing on Sentence Structure

A Rewrite the following sentences after the model, using the word "instead."

Model

I eagerly anticipated doing something new and different rather than becoming depressed or bitter.

→ I refused to become depressed or bitter; **instead**, I eagerly anticipated doing something new and different.

1. Geoff decided to become a doctor rather than study law.

2. I decided to focus on the positive aspects of the situation rather than think about the negatives.

3. She chose to stay quiet in the meeting rather than share her ideas.

B Rewrite the following sentences after the models, using the word "somehow."

Model 1

In some unknown way, I found my voice and made my presentation with effort.

→ **Somehow**, I found my voice and made my presentation with effort.

Model 2

I am not completely sure about the reason why I think she's right.

→ I think she's right **somehow**.

1. It won't be easy, but we'll try to get across the river.

2. I lost my keys without knowing how.

3. I know what we're doing is legal, but I don't know why it doesn't feel right.

Reading Through

TEXT A Room for the Future

Translating

A Translate the following sentences into English.

1. 这场事故导致两名乘客死亡。(result in)
2. 有了一个好老师之后, 他的情况完全不一样了。(make all the difference)
3. 人人都知道她生性善良。(by nature)
4. 无论什么时间, 你到了那儿就给我打电话。(no matter what)

B Translate the following sentences into Chinese.

1. After 22 years of working for a major bank, a downsizing wave resulted in the elimination of over one hundred jobs, mine being one of them.
2. Not being a graduate had never held me back in my career with the bank, but now it was a personal goal I longed to achieve.
3. Now, instead of working toward materialistic things and personal glory, my heart and life are firmly linked around people I care about.
4. As I think about the meaning of my belief, "change is good; change is progress," I realize that I have accepted the change, and am making the most of it.

Using Topic-Related Terms

The underlined words and expressions on the right are all related to career development. Read them closely and then use them to complete the passage below. Make changes if necessary.

In order to have a(n) (1) _____, many newcomers, alongside experienced employees, (2) _____ for evening training programs and become (3) _____ in their free time. Besides listening to teachers in class, they have to do a lot of (4) _____ after class so as to (5) _____ when the program finishes. Those courses are designed to boost crucial skills, with a focus on personal and professional development. They will help them not just achieve (6) _____ success and (7) _____, but also develop their inner selves.

- I registered for evening classes, and became an adult student.
- Later in the year, I even interviewed a local reporter for an English assignment, much to the amazement of my teacher.
- My experience of going back to school ended up being far more valuable than just acquiring a diploma.
- Now, instead of working toward materialistic things and personal glory, my heart and life are firmly linked around people I care about.
- Yes, having a fulfilling career is important.

Basic Writing Skills

Transitional Words and Phrases (1)

在英语写作中表示时间先后顺序时，可以使用以下过渡词或短语：

1. 可以使用副词或副词短语表示时间顺序，如 *first(ly)*, *second(ly)*, *then*, *next*, *finally*, *last*, *subsequently*, *before long*, *later on*, *since then*, *from then on* 等。例如：

An example advertisement for your ideal secretary follows, **firstly** in display form, **then** in line ad form.

I can't eat all of this—I'll finish it **later on**.

2. 可以使用介词短语来表示时间顺序，如 *in the first place*, *after a while*, *at first*, *at last* 等。例如：

At first, I found the new job challenging, but **after a while**, I adapted and excelled in my role.

Rewrite the following pairs of sentences to show time order, using the transitional words and phrases given in brackets.

Model

Try to write down the problem. Telephone the landlord. (*first, then*)

→ *First, try to write down the problem, then telephone the landlord.*

1. I want to establish some basic points. We can discuss the problem in detail. (*first, then*)
2. He denied all he had done. He admitted he had cheated in the exam. (*at first, later on*)
3. My friend failed the exam last year. He worked much harder. (*from then on*)
4. The plane was delayed by heavy fog for several hours. It took off at six o'clock. (*finally*)
5. He drove fast all the way back from university. He reached home. (*before long*)
6. He left for Spain in 1999. I have not heard a word about him. (*since then*)
7. I'm too busy. I don't really want to go. (*in the first place, in the second place*)
8. She was nervous about the speech. After practicing extensively, she delivered it confidently. (*at first, at last*)

Reading More

TEXT B *Is "AQ" More Important Than Intelligence?*

Is "AQ" More Important Than Intelligence?



¹ Once, if you wanted to **assess** how well someone might do climbing the career ladder, you might have considered asking them to take an IQ (intelligence **quotient**) test. For years, it was thought that the IQ test was one of the best ways to predict our future job **prospects**.

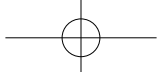
² More recently, there has been increased attention on EQ (emotional quotient), broadly defined as the ability to understand and manage one's own emotions as well as those of others. EQ is now widely seen as playing an important role in helping us succeed in **multiple** aspects of life.

³ Both IQ and EQ are considered important to our career success. But today, as technology

redefines how we work, the skills we need to **thrive** in the job market are evolving too. Enter **adaptability** quotient, or AQ, a **subjective** set of qualities **loosely** defined as the ability to adapt and flourish in an environment of fast and frequent change.

⁴ Amy Edmondson, a professor of leadership and management at Harvard Business School, says it is the **breakneck** speed of **workplace** change that will make AQ more valuable than IQ.

⁵ Technology has vastly changed how many jobs are done, and the **disruption** will continue. According to a recent study, over the next several years, 120 million people in the world's 12 largest economies may need to be **reskilled** because of automation. Any roles that



课文录音

involve **spotting** patterns in data—lawyers reviewing legal documents or doctors making a **diagnosis**, for example—are easy to **automate**. This is because an **algorithm** can do these tasks faster and more accurately than a human. To stay employed, workers doing these jobs need to develop new skills that can't be automated, like **creativity** to solve new problems, **empathy** to communicate better, and complex decision-making abilities.

6 Edmondson says every **profession** will require adaptability and **flexibility**, from banking to the arts. Say you are an **accountant**. Your IQ gets you through the examinations to become qualified. Your EQ helps you connect with an interviewer, land a job and develop relationships with **clients** and **colleagues**. Then, when systems change or aspects of work are automated, you need AQ to **accommodate** this **innovation** and adapt to new ways of performing your role.

7 All three quotients are **somewhat complementary**, since they all help you solve problems and therefore adapt. An ideal candidate **possesses** all three, but not everyone does. "There are **rigid geniuses**," Edmondson says. Having IQ, but no AQ would leave you struggling to **embrace** new ways of working using your existing skills.

8 AQ is now increasingly being sought at the hiring level. A human capital consulting leader in a world-famous accounting firm says although there is no **definitive** method of measuring adaptability like an IQ test, companies have woken up to AQ's value and are changing their **recruitment** processes to help identify people who may be high in it.

9 One good thing about AQ is that even if you can't measure it, experts say you can work to develop it. They suggest three ways to boost your adaptability. First, limit **distractions** and learn to focus, so you can determine what **adaptation** to make. Second, ask uncomfortable questions, like asking for a pay rise, to develop courage and **normalize** fear. Third, be curious about things that **fascinate** you by having more conversations rather than searching for answers on the Internet, something that makes our brains lazy and **diminishes** our ability to solve difficult challenges.

10 The workplaces of the future will operate differently. We may not all be comfortable with the pace of change—but we can prepare. As Edmondson says, "Learning to learn is **mission-critical**. The ability to learn, change, grow and experiment will become far more important than subject **expertise**."

NEW WORDS

生词总量	基础模块词汇	拓展模块词汇	超纲词汇	课文词数	生词率	词汇录音
41	5	9	16	621	6.60%	

** **assess** /ə'ses/ *vt.*

评估; 评定

quotient /'kwɒʃənt/ *n.*

[C] 商(除法所得的结果)

* **prospect** /'prɒ:spekt/ *n.*

1. (prospects) [plural] 将来成功的

机会; 前途

2. [C; U] 可能性; 希望

** **multiple** /'mʌltɪpəl/ *adj.*

多的; 多种的

redefine /,ri:'di:fain/ *vt.*

重新定义; 改变……的本质(或界限)

Reading More

TEXT B *Is "AQ" More Important Than Intelligence?*

thrive /θraɪv/ *vi.*

蓬勃发展; 繁荣

adaptability /ə,dæptə'bɪləti/ *n.*

[U] 适应能力

** **subjective** /səb'dʒektɪv/ *adj.*

主观的

loosely /'lu:slɪ/ *adv.*

大致上; 不精确地

breakneck /'breɪknek/ *adj.*

极快的

workplace /'wɜ:rkpleɪs/ *n.*

[C] 工作场所

disruption /dɪs'rʌpʃən/ *n.*

[C; U] 扰乱; 打乱

reskill /rɪ:'skɪl/ *v.*

教(某人)新技能; (为新工作)学习新技能

* **spot** /spɔ:t/ *vt.*

发现; 看出

diagnosis /daɪəg'nəʊsɪs/ *n.*

[C; U] 诊断

automate /'ɔ:təmeɪt/ *v.*

1. 实现自动化; 采用自动化
2. 使自动化

algorithm /'ælgərɪðəm/ *n.*

[C] 计算程序; 演算法

creativity /kri:'eɪtɪvəti/ *n.*

[U] 创造力; 独创性

empathy /'empəθi/ *n.*

[U] 共鸣; 同情

** **profession** /prə'feʃən/ *n.*

[C] 行业; 职业

flexibility /fleksə'bɪləti/ *n.*

1. [U] 灵活性
2. [U] 弹性; 柔韧性

accountant /ə'kaʊntənt/ *n.*

[C] 会计师; 会计

** **client** /'klaɪənt/ *n.*

[C] 客户; 顾客

** **colleague** /'kɔ:lɪg/ *n.*

[C] 同事; 同僚

accommodate /ə'kɔ:mədeɪt/ *vt.*

1. 迎合; 迁就
2. (房屋、建筑物等)容纳
3. 为……提供住处(或工作场所)

* **innovation** /ɪnə'veɪʃən/ *n.*

1. [U] 革新; 创新
2. [C] 新观念; 新方法

* **somewhat** /'sʌmwa:t/ *adv.*

有点; 有几分

complementary

/kɔ:mplə'mentəri/ *adj.*

互为补充的; 互补的

* **possess** /pə'zes/ *vt.*

拥有; 具有

** **rigid** /'rɪdʒɪd/ *adj.*

1. 顽固的; 不通融的
2. (方法、体制等)严格死板的, 僵化的
3. 僵硬的; 不弯曲的

** **genius** /'dʒi:niəs/ *n.*

1. [C] 天才; 有天赋的人
2. [U] 天资; 天赋

** **embrace** /ɪm'breɪs/ *v.*

1. 欣然接受, 乐意采纳(新思想、意见等)
2. 抱; 拥抱

definitive /dɪ'fɪnətɪv/ *adj.*

确定的; 肯定的

recruitment /rɪ'kru:tmənt/ *n.*

[U] 招聘; 招收

distraction /dɪ'strækʃən/ *n.*

[C; U] 使人分心的事物

adaptation /,ædæp'teɪʃən/ *n.*

[U] 适应

normalize /'nɔ:rməlaɪz/ *v.*

(使)变得正常; (使)正常化

fascinate /'fæsəneɪt/ *vt.*

深深吸引; 迷住

diminish /dɪ'mɪnɪʃ/ *v.*

(使)减弱; 减少

mission-critical *adj.*

(对机构的成功运作)关键的, 至关重要的

expertise /,ekspɜ:r'ti:z/ *n.*

[U] 专门知识; 专门技能

PHRASES & EXPRESSIONS

adapt to 适应

search for 寻找; 搜索

PROPER NAMES

AQ (adaptability quotient) 适应能力商数

EQ (emotional quotient) 情绪商数; 情商

IQ (intelligence quotient) 智力商数; 智商



Getting the Message

Choose the correct answer from the four choices marked A, B, C, and D according to the text.

- For years, the IQ test was thought to be a significant way to predict _____.
A. emotional well-being B. academic success
C. future job prospects D. adaptability skills
- Which of the following factors is/are normally considered important to people's career success?
A. IQ. B. EQ.
C. Both IQ and EQ. D. AQ.
- According to Amy Edmondson, what is becoming more valuable than IQ due to rapid workplace change?
A. EQ. B. AQ.
C. Physical strength. D. Technical expertise.
- The accounting firm's human capital consulting leader indicates that companies are _____.
A. ignoring AQ in recruitment processes
B. using a definitive test similar to the IQ test to measure adaptability
C. changing their recruitment processes to identify those potentially high in AQ
D. focusing on candidates with high IQ scores regardless of adaptability
- What does Edmondson consider to be mission-critical in a workplace of fast and frequent change?
A. Gaining subject expertise.
B. Learning to learn.
C. Sticking to traditional methods.
D. Specializing in one subject.

Reading More

TEXT B *Is "AQ" More Important Than Intelligence?*

Using the Right Word

Fill in the blanks with the words given below, changing the form if necessary. Each word can be used only once.

assess

creativity

definitive

embrace

expertise

fascinate

possess

profession

spot

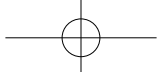
rigid

1. Imagination and _____ are sometimes more important than knowledge.
2. I have always wanted to enter a(n) _____ that helps others.
3. With her _____ in cooking, they would do well to run a restaurant.
4. Above all else, a good manager must _____ leadership qualities.
5. The wonder of the Great Wall has always _____ people worldwide.
6. One of the station staff _____ that I was in difficulty, and came to help.
7. The study was designed to _____ the effects of exercise on life satisfaction.
8. We should _____ change as an opportunity to learn and grow.

Working with Expressions

Fill in each of the blanks in the following sentences with a suitable preposition or adverb.

1. Children usually adapt quickly _____ new environments.
2. Processed foods are unhealthy as they're typically high _____ salt and sugar.
3. He hasn't yet woken up _____ the seriousness of the situation.
4. She has the unique ability to connect _____ patients quickly and make them feel cared for.
5. If you want to succeed _____ business, you need to be constantly learning.
6. The police searched the thief _____ the stolen goods but found nothing.
7. They were very curious _____ the people who lived upstairs.
8. We should learn to be comfortable _____ being uncomfortable.



Cloze

Complete the following passage by choosing the option that best fits into the passage.

When hiring new employees, employers look for hard skills (1) _____ soft skills. Hard skills, also called technical skills, are the specific knowledge and abilities required to (2) _____ a particular job. Examples of hard skills include programming, data analysis, and proficiency (3) _____ a foreign language. Soft skills, (4) _____, are non-technical skills that relate to how you communicate (5) _____ colleagues, how you (6) _____ problems, and how you manage your work. Some of the top soft skills employers (7) _____ in candidates are effective communication, adaptability, creativity, time management, and teamwork. Unlike hard skills, soft skills are harder to (8) _____, but they are (9) _____ important. Studies suggest that there has been an increased focus (10) _____ soft skills in every (11) _____. In a recent survey, more than half of the employers surveyed reported that they (12) _____ soft skills more than hard skills. As one employer who participated (13) _____ the survey explained, "Someone may (14) _____ excellent technical skills, but if they can't manage their time or work within a team, they may not be successful in the (15) _____."

- | | | | |
|-------------------|---------------|----------------|----------------|
| 1. A. as far as | B. as well as | C. as soon as | D. as fast as |
| 2. A. perform | B. succeed | C. spot | D. learn |
| 3. A. for | B. on | C. in | D. through |
| 4. A. by contrast | B. by name | C. in addition | D. in fact |
| 5. A. at | B. with | C. without | D. among |
| 6. A. embrace | B. do | C. take | D. solve |
| 7. A. know | B. look | C. seek | D. urge |
| 8. A. predict | B. assess | C. adapt | D. change |
| 9. A. no less | B. not less | C. no more | D. not more |
| 10. A. in | B. on | C. at | D. with |
| 11. A. employee | B. employer | C. profession | D. candidate |
| 12. A. diminish | B. ignore | C. connect | D. value |
| 13. A. with | B. to | C. in | D. for |
| 14. A. define | B. possess | C. thrive | D. accommodate |
| 15. A. process | B. market | C. interview | D. workplace |

Practical Writing

Understanding and Writing Classified Ads

Read and understand the following sample classified ads.

Note

分类广告指的是在报刊或网络上分类刊登的简短广告。分类广告的类别十分广泛，包括招聘、求职、出售、招租、提供服务、发布演出信息等。为节省篇幅，减少成本，分类广告通常只刊登最重要的文字信息，并用简洁的无衬线体排印，较少使用图片。分类广告文字简洁，行文常省略非实质性词语，使用不完整的句子、短语和缩略词。

CLASSIFIED ADS

Jobs Wanted

Marketing Manager

Responsibilities:

- Coordinate with sales to implement marketing programs
- Develop effective trade promotions in conjunction with sales team

Requirements:

- College graduate with major in marketing or management
- Minimum five years of work experience in marketing & sales
- Excellent PC skills (office software)
- Strong interpersonal, presentation & leadership skills
- Fluency in Chinese & English
- Good team player, should be confident and able to use initiative

Apply by sending an email to humanresource@jav.com with résumé and cover letter.

For Rent

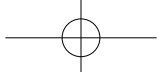
Bachelor Flat to Let

VERY SPECIAL!

Bachelor flat, beautifully decorated and furnished, heart of city center. Bedroom, white marble bathroom, large split-level living room, and kitchen. Very light.

From early June, \$1,000 per month.

Tel (office): 2542-6313



A Read the sample ads and fill in the blanks.

1. A college graduate with at least _____ years of work experience can apply for the job in the first ad.
2. To apply for the job in the first ad, the candidate should have excellent _____ skills and strong _____, _____, and _____ skills.
3. The candidate should speak fluent _____ and _____ according to the first ad.
4. The second ad is advertising _____.
5. The flat for rent in the second ad is located in the _____.

B Translate the following ad into English.

吉屋出租

滨河区 (Binhe District) 好房出租!

120 平方米, 三室一厅

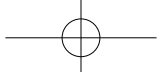
豪华装修, 宽敞明亮

两个朝南阳台, 景色佳

租 金: 2,900 元/月

联系电话: 0001-77789999



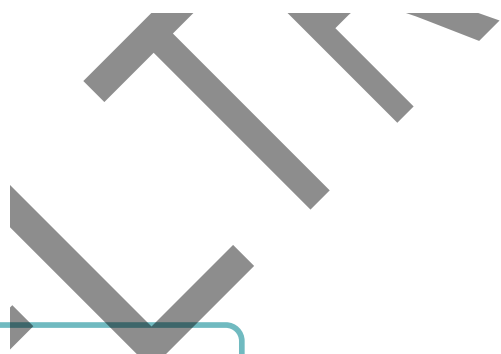


Practical Writing

Understanding and Writing Classified Ads

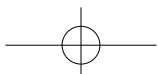
C Write a classified ad for a handicraft company that is looking for a sales manager. Pay attention to the format and the language style of classified ads. The following expressions are for your reference.

CLASSIFIED ADS



Expressions for reference

- Lead sales team to meet targets...
- Collaborate with marketing for promotions...
- Minimum five years' work experience...
- Strong teamwork ability...



A Translate the following passage into English.

《考工记》(*Artificer's Record*) 是一部系统的中国古代手工业技术经典著作。该书大部分内容编写于春秋末期至战国初期, 是已知的最古老的科技书籍。《考工记》全书共 7,100 余字, 书中详细记述了诸如马车、弓箭、陶器、乐器等不同产品的制造工艺及设计标准, 系统展现了我国先秦时期(pre-Qin era)的技术和工艺, 是研究中国古代科学技术的重要文献。

B Read the following report about the new evaluation system for skilled workers and discuss the questions which follow.

Evaluation System for the Benefit of Skilled Workers

The Ministry of Human Resources and Social Security will fully implement a new evaluation system for skilled workers, with the aim of producing more skilled talent in a scientific and effective way and providing a better and fairer working environment for career development.

The Ministry recently released a guideline, clarifying that the employers of skilled workers and officially authorized social training organizations can provide evaluation to those who have the abilities and desire promotion.

The guideline has set up a new professional title system with eight technical titles, under which skilled workers can rise up from being a basic apprentice to the highest level of chief skilled worker.

The nation will standardize technical professions by improving the evaluation system and skills assessment, and workers' ethics and the spirit of craftsmanship will be included in their comprehensive evaluation.

The newly released eight-level evaluation system aims to optimize the working environment and give skilled workers more opportunities for job promotion and salary increases. It will motivate skilled workers to work toward the highest level and attract more young people to become skilled workers through receiving technical and vocational education.

Questions:

1. Why has the Ministry of Human Resources and Social Security released a new evaluation system?
2. How might this new evaluation system influence Chinese young people's choice of education and career?
3. Will this new evaluation system affect your future career choices? Why or why not?