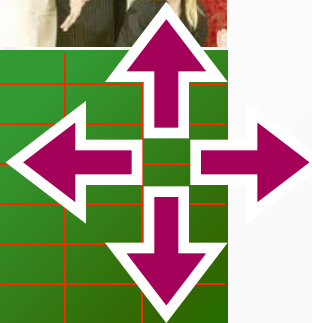


新职业英语

职业综合英语 1
第 2 版



Unit 8

Career

ENGLISH FOR CAREERS



1

Warming-up

2

Listening and Speaking

3

Reading and Vocabulary

4

Grammar for use

5

Practical Reading and Writing

6

Project

7

My Progress Check

< Back

Next >

Home

Task 1 Read the following job advertisement and match the subtitles A-E with their corresponding parts in the ad.

Job Offer

D

Epkon is among the world's most successful industrial and high-tech companies focusing on machine and system engineering.

E

Operations Assistant

B

- Department support to Operations Manager
- Meeting organization and meeting minutes taking
- Administrative support to the production line
- Team support on internal activities

A

- Bachelor or higher degree
- Business English/Secretary related major
- Fluent English, both written and spoken
- Excellent MS Office skills
- Good organization, interpersonal and communication skills
- Two or more years' work experience preferred

C

Contact: Jessica Liu
Email: Jessica@epkon.com



- A.** Qualifications & skills required
- B.** Job description
- C.** Contact information
- D.** Company introduction
- E.** Position

What does a recruitment advertisement mainly consist of?

A recruitment advertisement mainly consists of five parts.

Company Introduction

A company will usually start its ad with a brief introduction of itself in order to offer the job seekers a clear idea of the company. It usually includes the company's history, major business scope and major achievements, etc.

Position and Job Description

Job description is a summary of responsibilities a vacancy should carry. It is listed in details for the job seekers so that they can understand whether they are capable for the position.

Qualification for Application

Qualification for application means the requirements needed for the position, e.g. age, sex, education background, training, work experience, specialties, skills, and personalities.

Methods of Application

Companies usually state clearly in their ads the methods of application. Special requests would be listed like sending resume by mail or email, closing date, details on how to reply and to whom.

Task 2 Work in pairs. What kind of job do you want to do in your future? Discuss with your partner and give your reasons.



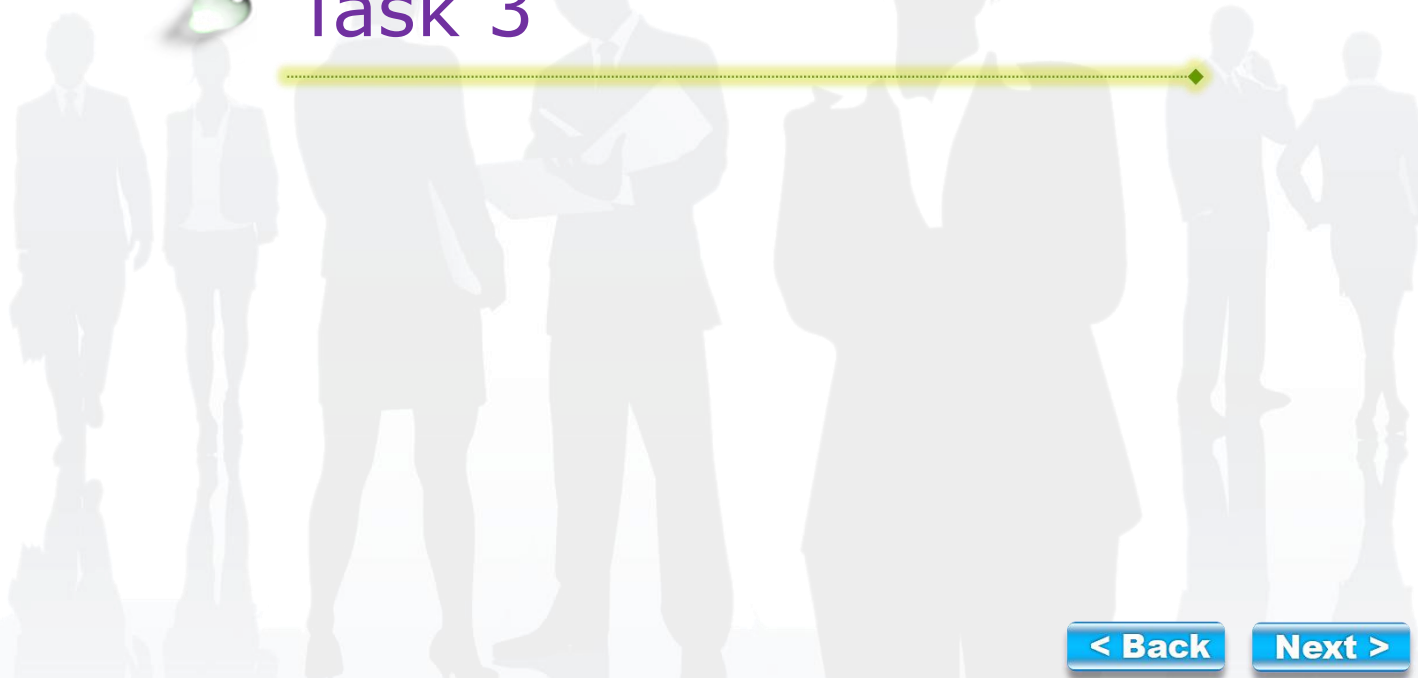
Task 1



Task 2



Task 3



Task 1 Li Qiang is seeking a job and now he is having an interview with Ms. Chen. Listen to the conversation and choose the best answer to each question you hear.

1.

- A. Peking University.
- B. Tsinghua University.
- C. Qingdao University.
- D. Qinghai University.

2.

- A. A technician.
- B. A mechanic.
- C. An engineer.
- D. A director.

3.

- A. He wants a raise in salary.
- B. He doesn't like his present employer.
- C. He has to move to another city.
- D. He wants a growth opportunity.

[Script](#)[< Back](#)[Next >](#)[Home](#)

Task 1 Script

M: Thank you for giving me this opportunity, Ms.Chen.

W: You are welcome, Mr. Li. Please sit down. Well, first I'd like to know something about your present job and what you've done up to now.

M: Sure. I am a graduate of Tsinghua University and have been working as a mechanical engineer with TMC Technologies for about five years.

W: That's very impressive. Then do you have any particular reason for changing the job?

M: Well, right now I am looking for a growth opportunity, which I feel is not available at my current employer.

W: I see. What are some of your responsibilities...? (fade out)

Q1: Where did the man graduate? Q2: What is the man's present job?

Q3: Why does the man want to change his job?



Task 2 Simon is job hunting and is asking Ms. Wright for a reference (推荐信). Listen to the conversation and decide whether the following statements are true or false. Then write key words to support your answers.

1. The man is moving to another place.

True

False

moving his career in another direction

2. The woman refuses to provide a reference for Simon.

True

False

She's glad to do so.

3. The man enjoys working in his current company.

True

False

4. The woman has mixed feelings about Simon's leaving.

True

False



Script

< Back

Next >

Home

Task 2 Script

M: Ms. Wright, as you know I've been thinking about moving my career in a new direction. I hope that you can provide me with a reference for my job hunting.

W: Sure. I am glad to.

M: Thanks. You know, I've really enjoyed working here and I've grown both personally and professionally with your help.

W: It's a pleasure to work with you too. I won't forget what you have done for our department.

M: It's really hard to say goodbye. The company is

like a family to me.

W: My feelings are mixed, too. By helping you I'm losing a valuable employee. However, I think you deserve a better prospect.



Task 4 Work in pairs. Role-play a job interview according to the given information.

Role A Interviewer

You are the HR manager of a design company

Role B Interviewee

You have just graduated from college and look for a job.



Text



Task 1



Task 2





McDonald's Corporate Careers

Job Opportunity

Title: Administrative Assistant—Part-time

Department: Marketing

Location: Beijing

About McDonald's:

McDonald's is the largest and best-known global food-service retailer with more than 30,000 restaurants, serving 46 million customers each day in 118 countries. We plan to expand our leadership position through tasty food, superior service, everyday value & convenience. Join our team and find out firsthand why *Fortune* magazine calls us one of America's most admired companies.

[< Back](#)[Next >](#)[Home](#)



About the Position:

This is a part-time job-sharing position (20 hours per week with benefits). Work time is Wednesday afternoon, Thursday and Friday.

This position supports three directors and one manager.

Main Responsibilities:

- Opens, sorts and distributes incoming mails, reports and correspondence
- Produces correspondence and reports using appropriate software and tools
- Arranges travel reservations and accommodations
- May process telephone calls and answer enquiries



Key Requirements:

- High School Diploma required, B.A. preferred
- Minimum of 3 years of administrative experience
- Strong project management skills
- Excellent written, verbal and communication skills in English
- Strong organizational skills
- Proficient in Microsoft Word, Excel and PowerPoint
- Teamwork skills

麦当劳企业职场

工作机会

职位：行政助理（兼职）

部门：市场部

工作地点：北京

关于麦当劳：

麦当劳是全球最大最知名的食品服务零售商，拥有30,000多家分店，每天在118个国家及地区为4,600万顾客提供服务。我们计划通过提供美味的食物、上乘的服务、每天的超值享受和方便快捷来巩固我们的领导地位。请加入到我们当中来，亲身了解为什么《财富》杂志称我们为美国最受人称赞的公司之一。

关于本岗位:

本岗位为兼职，任务与他人共同承担（每周工作20小时，有加班补贴）。工作时间为周三下午、周四和周五全天。

本岗位为三位董事和一位经理服务。

主要职责:

- 查收、筛选和分发来信、报告和其他函件
- 使用相应的软件和工具制作信函和报告
- 预定行程和安排食宿
- 可能会处理来电及回答咨询

主要资历要求:

- 须有高中毕业证，文学学士学位证书优先
- 三年以上行政工作经验
- 项目管理能力强
- 英语书面和口头交际能力优异
- 组织能力强
- 熟练使用微软的Word、Excel及PowerPoint
办公软件
- 具备团队协作精神

Task 1 Decide whether the following statements are true (T) or false (F) according to the job ad.

- (**F**) 1. The job opening is offered by the Administrative Department of McDonald's in Beijing.
- (**T**) 2. McDonald's serves 46 million customers each day in 118 countries.
- (**F**) 3. The Administrative Assistant works full-time and provides support for three directors and one manager.
- (**F**) 4. The Administrative Assistant may write reports to the directors.
- (**F**) 5. Candidates with a B.A. in English are preferred.

Task 2 Work in pairs. List your qualifications to meet the requirements for the position in the ad. Then share it with your partner.

Sample



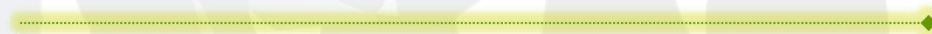
Category	Your Qualifications
Personal skills	<ol style="list-style-type: none">1. Excellent written and spoken English2. Good Microsoft Office skills3. Strong organizational skills
Education and training	<ol style="list-style-type: none">1. Graduated from Shenzhen Polytechnic2. Completed two weeks' course in ISO90003. Passed BEC Advance
Work experience	<ol style="list-style-type: none">1. One year internship at a shipping company2. Two years' experience as a sales assistant at an IT company3. One-year' experience supporting a foreign technician



Task 1



Task 2



Task 1 Work in groups and discuss the following questions.

1. Why is a résumé important for a job seeker?

A résumé is a summary of one's qualifications, which describes him/her and shows what he/she can do. It should make a good first impression to a potential employer. The employer will decide whether he/she is qualified or not for their position according to the résumé. Also, the employer will use the résumé to determine whether to bring him/her into the office for an interview. Therefore, a good résumé is important in job-seeking.

2. How can you make your résumé attractive?

3. What information is usually included in a résumé?

A résumé usually includes one's personal information, objective, education details, work experience, skills, interest, personality, and so on.

Task 2 Read the résumé and put the following headings into the proper position.

PERSONALITY INTEREST PERSONAL INFORMATION
 WORK EXPERIENCE EDUCATION OBJECTIVE SKILLS

RÉSUMÉ

PERSONAL INFORMATION

Name: Lin Xinyi

Gender: female

Date of birth: 25 March 1986

Marital status: single

Address: 99 Aiguo Road, Shenzhen

Tel: 130056999

Email: linxinyi@hotmail.com

OBJECTIVE

Administrative Assistant

EDUCATION

2004-2007 Jiangsu Polytechnic

Majoring in Business English

Main courses taken: Business English, Practice of International Trade, Human Resources Management, Business Interpretation, E-commerce

WORK EXPERIENCE

07/2007-present Secretary to General Manager, Shenzhen Star Electronics Co., Ltd.

Main duties: receiving visitors, arranging meetings and appointments

SKILLS

Fluent English, conversational Japanese

Working knowledge of Microsoft Word, Excel, and PowerPoint

Driving license

PERSONALITY


Outgoing, creative, cooperative, hardworking

INTEREST

Tennis, music, traveling

Work in groups. Each group performs a job interview. Then the interviewers report which applicant is best qualified for the job with the help of the Observation Sheet.

- Work in groups;
- Refer to the sample on Page 35;
- Interviewers need to keep a record of interviewees' performance and then decide who to hire with sound reasons;
- Interviewees need to prepare résumés before participating in interviews;
- In-class presentation.



Task 1

A horizontal progress bar for Task 1, consisting of a dotted line with a diamond-shaped arrowhead at the right end, indicating 100% completion.



Task 2

A horizontal progress bar for Task 2, consisting of a dotted line with a diamond-shaped arrowhead at the right end, indicating 100% completion.



Task 3

A horizontal progress bar for Task 3, consisting of a dotted line with a diamond-shaped arrowhead at the right end, indicating 100% completion.



Task 4

A horizontal progress bar for Task 4, consisting of a dotted line with a diamond-shaped arrowhead at the right end, indicating 100% completion.



Task 5

A horizontal progress bar for Task 5, consisting of a dotted line with a diamond-shaped arrowhead at the right end, indicating 100% completion.

1. Amy and Adam are talking about a job position in the newspaper. Listen to the conversation and choose the descriptions for the job mentioned.

1. selling books
2. working in the evening
3. selling furniture
4. have to carry some heavy books
5. have to be physically strong
6. working on weekends
7. need to have a driver's license
8. working on weekdays

[Script](#)[< Back](#)[Next >](#)[Home](#)

Script

M: Any interesting jobs in today's newspaper?

W: Well, there are a lot of sales positions: selling books and stuff. But you have to work in the evening and on weekends.

M: Hmm. I hate working on weekends.

W: Oh, look here, it is a job of selling furniture.

M: Selling furniture? That sounds interesting.

W: Yeah. Let me see. You only have to work from 9 a.m. to 6 p.m. on weekdays. But you need to have a driver's license and sometimes you may have to carry heavy pieces of furniture.

M: I enjoy driving and I am strong. The job sounds perfect for me. How can I contact them?

W: You may call this number.



2. How can you make your résumé attractive?

1. Appearance is important, but content is even more crucial.
2. The information in one's résumé needs to be well organized, easy to read and results-oriented.
3. It should address the employer's needs and show the employer how he/she will benefit.
4. It should focus on his/her achievements and career goals...

Vocabulary and Structure

1 Complete the sentences with the proper form of the given words

1. She decides to make teaching her career because she loves it.
2. The company has expanded its operations in Wuhan by building a new factory there.
3. The cost relates to the amount of time spent on the job.
4. The trend of oil prices is still upwards this month.
5. Sorry, the manager is not available today because he is on a business trip.
6. The fall in the price is attributable to a sharp reduction in demand.

2 Fill in the blanks with the proper form of the given words

1. They want to ____ (make) a plan for next week's work.
2. ____ (look) very tired, they seemed ____ (walk) a long way.
3. Peter came to visit me, ____ (bring) his son with him.
4. At the hospital he asked who was the old man ____ (operate) on.
5. The film is very ____ (excite), and we are all very (excite).
6. We have to pay duties on good ____ (import) from other counties.

Task 5 Translate the following into English using the given words or phrase.

1. 麦当劳是全球最大最知名的食品服务零售商。(food-service retailer)

McDonald's is the largest and best-known global food-service retailer.

2. 我们提供美味的食物、上乘的服务和每天的超值享受。(everyday value)

We offer tasty food, superior service and everyday value.

3. 我不能担保你得到一个满意的结果。(ensure)

I can't ensure that you get a satisfactory result.

4. 面对危险她表现得很勇敢。(in the face of)

She behaved bravely in the face of danger.

新职业英语

职业综合英语 1



Thank You!

ENGLISH FOR CAREERS

