

公务员英语

English for Civil Servant

邱立志 张继清 编著

3



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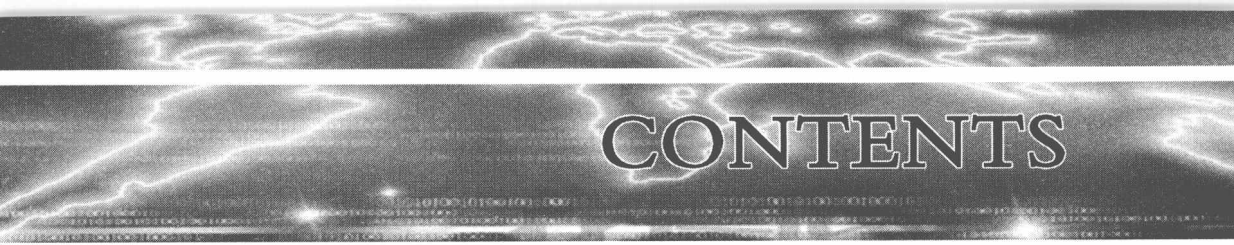
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UNIT 1

Occupations

UNIT 1

❖❖❖ Brief Description

Understand the following items and give a brief description to each of them, trying to express yourself clearly.

bank teller

physician's assistant (P. A.)

flight attendant

sanitation engineer

shorthand typist

maintenance engineer

❖❖❖ Workplace Dialogue

Listen to the dialogue which takes place in working surroundings and finish the exercises followed.

- Get familiar with the following expressions or phrases in order to understand the dialogue better.
 - (1) That sounds good.
 - (2) I'm all ears to
 - (3) remold building into
 - (4) a five-hundred-acre farm
 - (5) live a light-hearted life in the countryside
 - (6) She is said to be the kindest person in town.
 - (7) We keep in close touch with each other.
 - (8) How about the last sister?
- Decide whether the following statements are true or false according to what you have obtained from the dialogue.
 - (1) Tom often may work on the construction site, or he may work inside finished buildings.
 _____ True _____ False
 - (2) Tim and George perhaps often drive tractors to plow their fields.
 _____ True _____ False



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(3) Elisa may be busy doing housework, though she graduated from a nursing college.

_____ True _____ False

(4) Jane's husband works at the same school as Wendy does.

_____ True _____ False

(5) Including Wendy, her parents have five daughters in all.

_____ True _____ False

3. How many vocations do you know? How much do you know about them? There are too many occupations or vocations in the world to learn about. Find out some such as:

	Occupations	Simple description
1	Truck driver	
2	Security guard	
3	Programmer	
4	Professor	
5	Electrician	
6	Civil servant	
7	Astronomer	
8	Accountant	

❖❖❖ Reading

Read the following passage and finish the exercises followed.

General Office Clerks

Rather than performing a single specialized task, general office clerks have responsibilities that often change daily with the needs of the specific job and the employer. Some clerks spend their days filing or keyboarding. Others enter data at a computer terminal. They also operate photocopiers, fax machines, and other office equipment; prepare mailings; proofread documents; and answer telephones and deliver messages.

The specific duties assigned to clerks vary significantly, depending on the type of office in which they work. An office clerk in a doctor's office, for example, would not perform the same tasks that a clerk in a large financial institution or in the office of an auto parts wholesaler would. Although all clerks may sort checks, keep payroll records, take inventory, and access information, they also perform duties unique to their employer. For example, a clerk in a doctor's office may organize medications, a corporate office clerk may help prepare materials for presentations, and a clerk employed by a wholesaler may fill merchandise orders.

Clerks' duties also vary by level of experience. Inexperienced employees may make photocopies, stuff envelopes, or record inquiries. Experienced clerks are usually given additional responsibilities. For example, they may maintain financial or other records, set up spreadsheets, verify statistical reports for accuracy and completeness, handle and adjust customer complaints, work with vendors, make travel arrangements, take inventory of equipment and supplies, answer questions on departmental services and functions, or help prepare invoices or budgetary requests. Senior office clerks may also be expected to monitor and direct the work of lower-level clerks.

Work Environment. For the most part, general office clerks work in comfortable office settings. Those on full-time schedules usually work for a standard 40-hour week; however, some work on shifts or overtime during busy periods. About 24 percent of clerks worked part time in 2008. Many clerks also work in temporary positions.

Education and Training. Employers usually require a high school diploma or equivalent, and some require basic computer skills, including familiarity with word processing software, as well as other general office skills. Although jobs of the most general office clerk are entry-level positions, employers may prefer or require previous office or business experience.

Training for this occupation is available through business education programs offered in high schools, community and junior colleges, and postsecondary vocational schools. Courses in office practices, word processing, and other computer applications are particularly helpful.

Other Qualifications. Because general office clerks usually work with other office staff, they should be cooperative and able to work as part of a team. Employers prefer individuals who can perform a variety of tasks and satisfy the needs of the many departments within a company. In addition, applicants should have good writing and other communication skills, be detail oriented, and be adaptable.



Advancement and Promotion. General office clerks who show strong communication, interpersonal, and analytical skills may be promoted to supervisory positions. Others may move into different, more senior administrative jobs, such as receptionist, secretary, or administrative assistant. After gaining some work experience or specialized skills, many workers transfer to jobs with higher pay or greater advancement potential. Advancement to professional occupations within an organization normally requires additional formal education, such as a college degree.

❖❖❖ New Words and Expressions

- specialized ['speʃəlaɪzd] *adj.* 专门的,专用的,专业的
specific [spi'sɪfɪk] *adj.* 明确的,具体的
keyboarding ['ki:bɔ:dɪŋ] *n.* 用键盘输入信息
terminal ['tɜ:mɪnəl] *n.* (计算机的)终端设备
photocopier ['fəʊtə,kɒpiə] *n.* 影印机,复印机
proofread ['pru:f,ri:d] *vi. & vt.* 校对,校勘
significantly [sɪg'nɪfəkəntli] *adv.* 显著地,值得注目地
institution [ˌɪnstɪ'tju:ʃən] *n.* 机构,公共机构
wholesaler ['həʊl,seɪlə] *n.* 批发商
payroll ['peɪrəʊl] *n.* 工资名单,工资总支出
inventory ['ɪnvəntəri] *n.* 详细目录,存货清单
medication [ˌmedɪ'keɪʃən] *n.* 敷药,施药
merchandise ['mɜ:tʃəndaɪz] *n.* 商品,货物
spreadsheet ['spred,ʃi:t] *n.* 电子数据表
accuracy ['ækjʊrəsi] *n.* 精确性,精确
budgetary ['bʌdʒɪtəri] *adj.* 预算上的
monitor ['mɒnɪtə] *n.* 监管,监督,监听
temporary ['tempərəri] *adj.* 临时的,暂时的
equivalent [ɪ'kwɪvələnt] *n. & adj.* 相等(的),等量(的)
familiarity [fə'mɪli'ærɪti] *n.* 熟悉,通晓
postsecondary ['pəʊst,sekəndəri] *adj.* 中学后的,中学毕业之后的
cooperative [kəʊ'ɒpərətɪv] *adj.* 合作的,协作的,配合的
interpersonal [ˌɪntə'pɒsənl] *adj.* 人与人之间的,人际的
analytical [ˌænə'lɪtɪkəl] *adj.* 分析的,善于分析的
supervisory [ˌsju:pə'vaɪzəri] *adj.* 管理的,监督的

administrative [æd'mɪnɪ'streɪtɪv] *adj.* 行政的, 管理的

take inventory 实地清点盘存; 编制清单

be expected to do something 有望做某事; 被期待做某事

a variety of 各种各样的

in addition 另外, 此外

❖❖❖ Comprehension of the Reading Passage

UNIT 1

1. *Decide whether the following statements are true or false according to the passage.*

(1) General office clerks may do various jobs even in the same office.

_____ True _____ False

(2) The specific duties assigned to clerks keep the same according to the job description.

_____ True _____ False

(3) Inexperienced employees may only be trainees and do some temporary jobs monitored by their supervisors.

_____ True _____ False

(4) Senior office clerks may also be expected to monitor and direct the work of lower-level clerks.

_____ True _____ False

(5) Those on full-time schedules usually work a standard 40-hour week.

_____ True _____ False

(6) Employers usually require a high school diploma or equivalent, and some require basic computer skills.

_____ True _____ False

(7) General office clerks usually work alone, and they should be responsible for what they do.

_____ True _____ False

(8) General office clerks often have no chance to be promoted to supervisory positions.

_____ True _____ False

2. *In the passage, we deal with something relevant to general office clerks. Make a draft of recruitment advertisement for an entry-level general office clerk by filling in the following table.*



1	Job title	
2	Job duties	
3	Education and training	
4	Other qualifications	
5	Work environment	
6	Opportunity of advancement	

❖❖❖ Discussing Topics

Discuss the following questions in class, using as many of the given words and expressions as possible.

1. Talk about the occupations that your family members take up and some characteristics of each occupation involved in your discussion.

Words and Expressions: family member: grandfather, grandmother, father, mother, sister, brother; occupations: teacher, farmer, businessman, restaurant keeper, shop owner, salesperson, manager; characteristics: busy, hardworking, light-minded, easy-to-do, make much money, hand-to-mouth. . .

2. Role-play with your desk-mate or your conversation partner to talk about some ideal occupations you think or you hope to take up in the future.

Words and Expressions: what: civil servant, enterprise manager, professor, doctor, policeman, military officer; why: good salary, easy to become, decent social status, be respected. . .

References

❖❖❖ Workplace Dialogue

Transcript

Martin: Good evening, Madam. How are you?

Wendy: Fine, thanks. How are you?

Martin: I'm fine, too. Thanks. I'm a reporter for the *Daily News*, and I'm writing a story about different vocations.

Wendy: That sounds good. I'm a teacher in the school nearby. I'm teaching geography for the eighth grade.

Martin: Geography was my favorite subject. What do your brothers and sisters do? I mean, what are their jobs?

Wendy: Oh, I have four brothers and four sisters in all. They're engaged in different vocations for a living.

Martin: I'm all ears to what you're willing to tell me.

Wendy: Tom is a contractor. He is my eldest brother. You know, he builds houses for people and remodels building into what is used for.

Martin: A wonderful vocation.

Wendy: Tim and George are farmers. They each have a five-hundred-acre farm. They grow corn, soybeans and wheat, and they are living a light-hearted life in the countryside. I envy them.

Martin: I envy them, too.

Wendy: Bob, the youngest brother, is still a college student. He is studying food and nutrition.

Martin: That's a promising major.

Wendy: My eldest sister, Susan, is a property manager. She and his husband manage three apartment buildings located near the university.

Martin: Property management is important with trivial details.

Wendy: Elisa is a housewife. She is raising three young children. She studied nursing at college. And, Janice is a realtor. She is helpful to those who'd buy or sell their properties.

Martin: Oh, I know her, but I don't know she is your sister. She is said to be the kindest person in town.

Wendy: Yes, she is. Her husband is the assistant principal of our school. We keep in close touch with each other.

Martin: Really? That's interesting.

Wendy: Jane is a lawyer. She makes a lot of money.

Martin: Lawyers are eloquent, you know.

Wendy: Just like you reporters?

Martin: Aha, I'm only good at writing stories. What does her husband do?

Wendy: He is a gardener. He grows carrots and onions, and corn, tomatoes, potatoes



and squash.

Martin: So they eat fresh vegetables every day. How about the last sister?

Wendy: No more. My parents have four sons and four daughters.

Martin: Oh? It's four. OK, thank you very much.

Answers

UNIT 1

Listen to the dialogue which takes place in working surroundings and finish the exercises followed.

1. Get familiar with the following expressions or phrases in order to understand the dialogue better.
 - (1) That sounds good. 听起来不错。
 - (2) I'm all ears to 我洗耳恭听……
 - (3) remold building into 将房子改造成为……
 - (4) a five-hundred-acre farm 500 英亩的农场
 - (5) live a light-hearted life in the countryside 在乡下过着轻松的生活
 - (6) She is said to be the kindest person in town. 据说她是城里最善良的人。
 - (7) We keep in close touch with each other. 我们保持着密切的联系。
 - (8) How about the last sister? 最小的妹妹呢?
2. Decide whether the following statements are true or false according to what you have obtained from the dialogue.
 - (1) True (2) True (3) True (4) True (5) False
3. (略)。

❖❖❖ Reading

Answers

1. Decide whether the following statements are true or false according to the passage.
 - (1) True (2) False (3) False (4) True
 - (5) True (6) True (7) False (8) False
2. In the passage, we deal with something relevant to general office clerks. Make a draft of recruitment advertisement for an entry-level general office clerk by filling in the following table.

1	Job title	General office clerk, entry-level
2	Job duties	Filing, keyboarding; data entering; operating photocopier, fax machines, and other office equipment; preparing mailings; proofreading documents; answering telephones; delivering messages, etc.
3	Education and training	High school diploma or equivalent, and some require basic computer skills
4	Other qualifications	Be cooperative, teamwork, good writing and other communication skills, be detail oriented, be adaptable
5	Work environment	In comfortable office settings, 40 hours per week for full-time
6	Opportunity of advancement	May be promoted to supervisory positions if with strong communication, interpersonal, and analytical skills; may move into senior administrative jobs, such as receptionist, secretary, or administrative assistant

Detailed Study of the Reading Passage

- (1) Rather than performing a single specialized task, general office clerks have responsibilities that often change daily with the needs of the specific job and the employer. 普通办公室职员不是只做一件特定的工作,而是根据具体工作和雇主的需求,他们每天的职责都在发生变化。

◆ perform 意为“执行,完成”。

例如:

Local people perform a ritual tiger dance. 当地人举行了一个虎舞的仪式。

perform unit testing and integration testing 完成单元测试和集成测试

- (2) Some clerks spend their days filing or keyboarding. Others enter data at a computer terminal. They also operate photocopiers, fax machines, and other office equipment; prepare mailings; proofread documents; and answer telephones and deliver messages. 有些职员每天都在管理档案或录入文字,有些职员则



要在计算机终端上输入数据。他们也负责操作复印机、传真机和其他办公设备,还要准备邮件、校对文件、接听电话和传达信息。

- (3) The specific duties assigned to clerks vary significantly, depending on the type of office in which they work. An office clerk in a doctor's office, for example, would not perform the same tasks that a clerk in a large financial institution or in the office of an auto parts wholesaler would. 分配给职员的具体职责是多种多样的,这取决于他们在什么类型的办公室中工作。例如,在诊所工作的职员和在大型金融机构或汽车配件批发商办公室工作的职员,工作内容就不同。

◆ that a clerk in a large financial institution or in the office of an auto parts wholesaler would 是定语从句,后面省略了 perform。

- (4) Although all clerks may sort checks, keep payroll records, take inventory, and access information, they also perform duties unique to their employer.

尽管所有办公室职员的职责可能都包括分类检查、保管薪资记录、制作清单、获取信息,但他们也需要履行对雇主来说独特的职责。

◆ sort 在这里是动词,意思是“将……分类”。

例如:

Please sort these files by date. 请把这些档案按日期分类。

After they sort the garbage, they are surprised.

垃圾分类之后,他们感到很惊讶。

◆ take inventory 的意思是“实地清点盘存;编制清单”。

例如:

We need a person who can take inventory. 我们需要一个会清点存货的人。

- (5) For example, a clerk in a doctor's office may organize medications, a corporate office clerk may help prepare materials for presentations, and a clerk employed by a wholesaler may fill merchandise orders.

例如,一个诊所职员可能需要组织医疗事宜,一个公司办公室职员需要准备说明会材料,一个汽车配件批发商职员则需要填写货物订单。

- (6) Clerks' duties also vary by level of experience. Inexperienced employees may make photocopies, stuff envelopes, or record inquiries.

职员职责也因工作经验的不同而不同。缺少工作经验的员工可能做些复印、装信封或记录询问的工作。

◆ inexperienced 是由“in- (反义前缀) + experienced”构成的,类似的还有:

incorrect 不正确的 inefficient 无效率的 unequal 不平等的

inexact 不确切的 indirect 间接的 inaccurate 不准确的

- (7) Experienced clerks are usually given additional responsibilities. For example, they

may maintain financial or other records, set up spreadsheets, verify statistical reports for accuracy and completeness, handle and adjust customer complaints, work with vendors, make travel arrangements, take inventory of equipment and supplies, answer questions on departmental services and functions, or help prepare invoices or budgetary requests. Senior office clerks may also be expected to monitor and direct the work of lower-level clerks.

工作经验丰富的职员通常被赋予额外的职责。例如,他们要做财务或其他方面的记录、建立电子表格、验证统计报告的准确性和完整性、处理和协调客户投诉、与供应商协作、安排旅行、制作设备和物资供应的清单、解答有关部门服务和职责的问题、帮助准备发票或解决预算要求。高级办公室职员还可能

◆ handle 在这里是动词,意为“处理;操作”。

例如:

How do you normally handle criticism? 你通常如何处理他人的批评?

We should try to find a better way to handle this problem.

我们应该找到一个更好的方法来解决这个问题。

◆ work with someone 意为“与某人打交道;和某人一起工作,与某人协作”。

例如:

I just work with him so far. 我只是和他一起工作至今。

He liked to work with young people. 他喜欢和年轻人一起工作。

◆ be expected to do something 意为“有望做某事;被期待做某事”。

例如:

Undergraduates will not be expected to take out loans.

在读大学生们将不得申请贷款。

Programmers cannot be expected to make the right choice in this situation.

在这种情况下,不能指望程序员作出正确的选择。

The senator from Illinois said children should be expected to finish high school and college. 伊利诺伊州参议员说孩子们应该完成高中和大学学业。

- (8) For the most part, general office clerks work in comfortable office settings. Those on full-time schedules usually work a standard 40-hour week; however, some work shifts or overtime during busy periods. About 24 percent of clerks worked part time in 2008. Many clerks also work in temporary positions.

在大多数情况下,普通办公室职员在舒适的办公室环境中工作。全职职员通常每周工作 40 个小时,还有些人在忙的时候需要轮班或加班工作。2008 年,大约有 24% 的职员是兼职的,许多职员也只是临时工。



- (9) Employers usually require a high school diploma or equivalent, and some require basic computer skills, including familiarity with word processing software, as well as other general office skills.

雇主通常要求职员具有高中文凭或同等学历,具有基本的计算机操作技能,包括熟悉文字处理软件以及其他一些办公室的基本工作技能。

◆ equivalent 在这里是名词,意思是“等价物,相等物”。

例如:

Currency is a special commodity serving as the equivalent of all the other commodities and is a general representation of value.

货币是充当一切商品的等价物的特殊商品,是价值的一般代表。

Treasury bill is considered cash equivalent. 国库券被视为现金等价物。

更多情况下, equivalent 作形容词使用,意思是“等价的,相等的;同意义的”。

例如:

The two words are equivalent in meaning. 这两个词意思相同。

Accuracy of observation is the equivalent of accuracy of thinking.

观察的准确性等同于思维的准确性。

◆ require 是“要求;需要;命令”的意思。

例如:

The police required the traveler to unlock his suitcase.

警察要求那位旅客将手提箱打开。

Such farms require a lot of extra work. 这样的农场需要大量额外的工作。

- (10) Although most general office clerk jobs are entry-level positions, employers may prefer or require previous office or business experience.

虽然大多数办公室职员的工作都是入门级别的工作,但雇主更喜欢或需要有办公室工作经验的职员。

- (11) Training for this occupation is available through business education programs offered in high schools, community and junior colleges, and postsecondary vocational schools. Courses in office practices, word processing, and other computer applications are particularly helpful. 这项职业训练,可以通过在高中、社区与初级学院、专科学校的商业教育项目得到。办公室实践、文字处理和其他计算机应用等方面的课程是特别有帮助的。

- (12) Because general office clerks usually work with other office staff, they should be cooperative and able to work as part of a team.

由于普通办公室职员通常与其他办公室职员一起工作,他们还应该有合作精神并能够作为团队的一员承担工作。

◆ part of 是“……的一部分”的意思。

例如:

Education forms part of superstructure. 教育是上层建筑。

Is Australia part of Oceania? 澳大利亚是在大洋洲吗?

有时候,也可以在 part of 前面加一个不定冠词 a, 特别是有形容词的时候。

例如:

A part of the textbooks have arrived. 一小部分教科书已经运到了。

Cars are a necessary part of life. 汽车是生活中必不可少的部分。

- (13) Employers prefer individuals who can perform a variety of tasks and satisfy the needs of the many departments within a company. 在一家公司内部,雇主更喜欢那些能完成各种工作任务和满足多个部门需要的职员。

◆ a variety of 后面既可跟可数名词的复数形式亦可跟不可数名词,意为“各种各样的”。

例如:

Raindrops come in a variety of sizes, even within the same storm.

即使在同一场暴风雨里,雨滴的大小也不同。

Bigger flowerpot can be chosen in potted garden, plant a variety of flowers together next. 盆栽花园里可以选用较大的花盆,然后将多种花卉种在一起。

They show his interest and great insights on a variety of subjects, one of which was flight.

这些显示了他的兴趣以及对于大量事物的深入了解,其中之一就是飞行。

- (14) In addition, applicants should have good writing and other communication skills, be detail oriented, and be adaptable.

此外,求职者应具备良好的写作技巧和沟通技巧,做事细致,适应能力强。

◆ 注意 in addition 与 in addition to 用法不同, in addition 的意思是“另外,此外”;而 in addition to 后接名词或动词-ing 形式,意思是“除……之外”。

例如:

In addition, you can discuss problems and pursue knowledge with them.

此外,你可以与他们讨论问题,学到知识。

In addition to the copyright law, there is also patent law.

除了版权法,还有专利法。

Pairing, in addition to providing better code and tests, also serves to communicate knowledge throughout the team.

除能提供更好的代码和测试之外,配对也有助于知识在团队中传递。

◆ detail oriented 的意思是“注重细节”。