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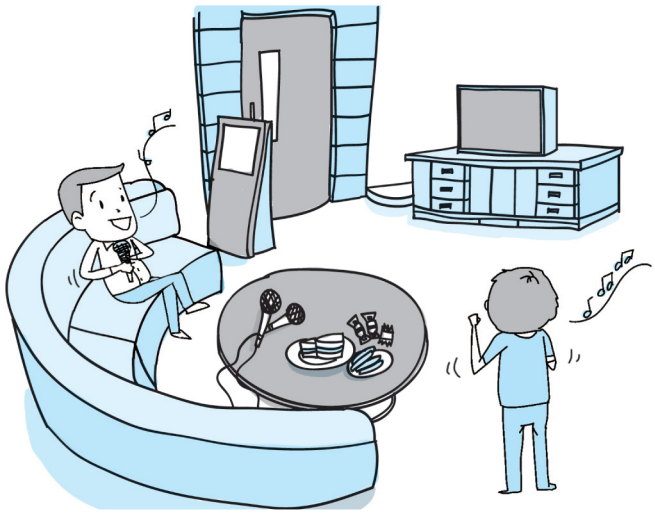
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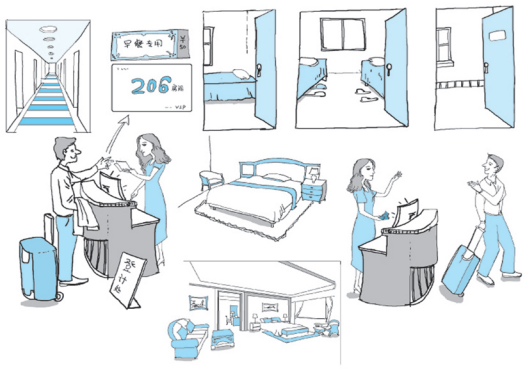
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直面就业



UNIT 1 求职焦虑

情境再现

对于每个 graduate 来说，就业几乎是他们都要面对的大事儿，犯愁也理所当然了。Fred 就开始因前路迷惘，心情有点儿 blue 了。

Conversation 1

Fred:— F: David:— D:

F: David, what's new with you? You are not in the mood. Can you tell me?

佛瑞德：大卫，有什么新鲜事吗？看你心情不是很好，能跟我说说吗？

D: After six months, my college life will come to the end. The following trouble will be the job-hunting. That's really a headache.

大　卫：再过六个月，我的大学生涯就要落下帷幕了。接下来的麻烦事儿就是找工作啊。这才是真正让我头疼的事。

F: Do not take things so seriously, my pal! Every one of us will face the trouble and job-hunting. It is inevitable. Take it easy! Believe in yourself and some day you will be successful.

佛瑞德：别把事情看得那么严重，哥们儿。我们每个人都将要面临同一个问题，进入职场是不可避免的。放轻松点。相信自己，总有一天你会成功的。

D: It sounds reasonable. Maybe I should look on the bright side.

大　卫：这听起来很有道理。或许我应该看到好的一面。

情境再现

非常 patient 的 Janice 正在为 Fred 支招，让他勇敢 face 就业。

Conversation 2

Janice:— J: Fred:— F:

J: Oh, gosh! I feel everything around me is against me.

贾尼斯：噢，天哪！我感觉身边的一切都在跟我过不去。

F: Don't take it too hard. There are some tips you should know in job-hunting of 2011.

佛瑞德：别把事情想得太严重了。我这儿有几条 2011 年求职的诀窍。

J: Well, I am all ears. Maybe they are helpful.

贾尼斯：那好吧，我洗耳恭听。或许真有点用处。

F: Firstly, you must always show your best to the interviewer. And secondly, try to avoid spamming through E-mails, because this will make the reader go crazy. The last but not the least, there is no substitute for pounding the pavement in such a digital age.

佛瑞德：首先，你必须把最好的自己展现给面试官。第二点，在投寄电子邮件时，避免投寄垃圾邮件，因为这样会让读信人疯掉的。最后一点，也是最重要的一点则是在这样的数字时代，依旧没有什么可以取代街头找工作。

J: I understand what you mean, and I will not upset myself. Face it.

贾尼斯：我明白你的意思了，而且我也不会自寻麻烦。去面对吧。

F: Good luck to us.

佛瑞德：祝我们大家好运。

单词风暴

job-hunting *n*. 求职
substitute ['sʌbstɪtjuːt] *v*. 代替(for)
inevitable [ɪn'evɪtəbl] *adj*. 不可避免的
pavement ['peɪvmənt] *n*. 人行道
spam ['spæm] *v*. 发送垃圾邮件
digital ['dɪdʒɪtl] *adj*. 数字的

短语链接

What's new with you? → What's up? → What's wrong with you? 你怎么了？
come to the end → be about to end → come down the curtain 接近尾声
I feel everything is against me. → I feel awful. → I feel blue today. 我今天感到很郁闷。
Don't take it too hard / too seriously. → You should look on the bright side. 别太在意了 / 你应该看到好的一面。
pounding the pavement → job-hunting → job-seeking 找工作
there is no substitute for → be irreplaceable / non-substitutable 不可替代的
I am all ears. → I will listen to what you say. 洗耳恭听。

职场点睛

Job-hunting Phobia

As more and more college students flow into the society, one kind of psychological state which is called job-hunting phobia, spreads on campus. In big cities, thousands of students were overcrowded in job fairs and they lingered back and forth with anxious and eager faces; however, many graduates finding the number of job vacancies are less than the number of graduates, felt exhausted in these fairs, so many of them suffered from the job-hunting phobia.

The severe competition brings annoyance and anxiety for college students, so they are seized by the job-hunting phobia in recent months before finding jobs.

The best way to overcome the phobia is to be active and optimistic. Go for your dream job!

求 职 焦 虑

正当越来越多的大学骄子们涌入社会之时，一种被称为是“求职焦虑”的心理状态开始在校园内蔓延开来。在大城市中，成千上万的求职一族拥挤在人才市场，他们在那儿来回游荡，而脸上露出焦虑和渴望的神情。然而，为数不少的毕业生们发觉，职位空缺的数量远远小于毕业生的数量，因此在这些人才市场上，他们变得筋疲力尽，而后就陷入求职焦虑之中。

职场如战场，其激烈的竞争给大学生们带来的是烦闷和焦虑，这样下去，他们在谋求职位之前的数月之间将一直遭受求职焦虑症的折磨。

克服这种焦虑症的最佳策略则是，主动且乐观。向梦想的职位，冲啊！

UNIT 2 择业辩论

情境再现

职场似江湖。职场中虽看不到刀光剑影、侠骨豪情，但却依然似江湖般让人身不由己。Fred, David 还有 Janice 均已是大四学子，都将终结他们的大学生涯，即将涉足职场江湖。针对究竟入何门何派这个问题，这三位开始了下面的 debate。

Conversation 1

Fred:— F: David:— D:

F: David, what do you want to do after graduation?

佛瑞德：大卫，毕业后你打算干什么工作呢？

D: I suppose I should choose one from the "Best Career List". To be a public officer, what do you think?

大　卫：我认为我应该从"最佳行业排行榜"上面选择一份我的工作。当一名公务员，你认为怎么样？

F: That sounds like a hot job, right? But in my opinion, you ought not to choose one career from that so-called list, and you need to take your interests, values, and skills into account.

佛瑞德：这听起来是个很热门的职业，不是吗？但是以我之见，你不应当从所谓的排行榜上面选择工作，而且你需要将你的兴趣、价值观以及技能都考虑在内才可以的。

D: It beats me! I never thought about it before and maybe I thought finding a career is a simple thing.

大　卫：这你可考住我了。我还从来没想过这些事儿呢，或许我一直认为找份工作是一件极其简单的事情。

F: You'd better ask for suggestions from a career counselor, and then make a decision.

佛瑞德：你最好还是听从一下职业咨询师给出的意见，然后再做决定。

情境再现

听到身旁好友争得一份好工作，对于一筹莫展的 Fred 来说肯定会感到一丝 envious，但求职绝不能盲目，看看 Janice 给他的 advice 吧。

Conversation 2

Fred：— F:　Janice：— J:

J: I heard Nick found a job in a bank and his salary is said very high. I also want to work there.

贾尼斯：我听说尼克在一家银行找到一份工作，据说他的薪水相当高，我也想去那里工作。

F: Will this do? Your major is not related to banking, as you know.

佛瑞德：这样行吗？你要知道，你的专业和银行业一点边儿都挨不上。

J: I know that, but making a lot of money makes me crazy.

贾尼斯：我很清楚，但是赚很多钱会让我为之发狂的。

F: Money is not the only standard to decide your career. In fact, there are more important things you can refer to when evaluating your career. If I were you, I would choose one I like to do.

佛瑞德：金钱不是决定择业趋向的唯一标准。事实上，在评估行业好坏中还有很多更重要的事情需要参考。如果我是你的话，我会选择我喜欢做的行业。

J: Actually, I am afraid I will be stuck in the job forever, if I choose a bad one.

贾尼斯：事实上，我担心的是一旦我选择一个糟糕的行业，那我将永远陷于其中，不可自拔。

F: Don't worry. We can always change our careers, when we are unsatisfied with them.

佛瑞德：无需这样担心。当我们对职业满意度下降的时候，我们是可以更换的。

单词风暴

graduation [ˌgrædʒu'eɪʃn] *n*. 毕业
public officer *n*. 公务员
career [kə'rɪə] *n*. 职业
career counselor *n*. 职业顾问
major ['meɪdʒə(r)] *n*. 专业
salary ['sælərɪ] *n*. 薪金，工资（多指脑力劳动者所得工资）

短语链接

take into account → take into consideration 体谅，考虑到，顾及
It beats me! → You got me beat! 你考倒我了！
refer to → consult 参考，参照
be stuck in → fall into 被困于，陷于（困境之中）
be unsatisfied with 对某事表示不满 → be satisfied with 对某事表示满意

职场点睛

Misunderstanding in Choosing Career

Some graduates still have some misunderstandings in choosing careers when standing in front of the intersection of their roads of life.

Someone says choosing a career is a piece of cake. In fact, choosing a career consumes a lot of time and energy to think and then make your clever decision.

And someone thinks I will be happy too, if my relatives or acquaintances are happy in one career. In careers, everyone will be different, so some career may be fit for others, but never for you. Hence, you still need to look into the career and find out whether you are suitable for it.

Others think "I can not make a living from my hobby." This is the misunderstanding between career and hobby. If you combine the two things, you will find your career can be what you enjoy doing in your free time. This can lighten your passion for your career all the time.

All of us can have an attitude for our careers, that is, "get a job, then choose the one you like."

择业中的误区

一些毕业生站在人生十字路口之时，对于择业仍心存误区。

一些人认为择业就是小菜一碟。事实上，择业将耗费你不少的时间和精力去思考，然后才能做出明智的选择。

还有人认为只要我的亲友或者熟人在某一职业很快乐的话，那我也选择这一职业，这样我也会快乐。在职场中，人各有不同，所以一些职业可能对别人十分合适，但偏偏就跟你靠不上谱。这样的话，你仍然需要深入了解这一职业并发现你是否真正适合这一份工作。

还有人认为"我可不能以我的个人爱好谋生"。这就是对职业和爱好之间心存误

区了。如果你将两者结合起来，你就会发现你的职业其实可以成为你平时喜爱做的事情。这样就会时刻点燃你对职业的激情。

我们都应当在择业中持有这样的态度，那就是，“先就业，再择业”。



UNIT 3 网络搜职

情境再现

现在的网络世界可谓是四通八达，足不出户，则天下新闻尽收眼底。

Fred 为了避免沦落到“被”就业的窘境，可以说是费尽心思，一对眉蹙在一起，下来，整个脸型就活脱一个“囧”字。这时候 David 和 Janice 都获得了新鲜的就业信息，这下不必犯愁了。

Conversation 1

Fred:— F: David:— D:

D: Hey! Man! How are you doing?

F: Not good! I am meditating on my job all day long.

D: It is useless, you know? How can you get a job when staying in the dorm all day long? Don't even think about that.

F: What gives?

D: Land on www. employmentads. com.

F: What's for?

D: E-job hunting is undertaking on that website. Give it a try.

大　卫：嗨！伙计！近来如何？

佛瑞德：不怎么好。我整天都在寻思我的工作呢。

大　卫：那样做是没用的，知道吗？老在宿舍里呆着怎么会找到工作呢？别那样想。

佛瑞德：什么情况？

大　卫：登录 www. employmentads. com.

佛瑞德：这是干什么的？

大　卫：那个网站上正在举行网络招聘呢。试一试吧。

情境再现

三位主人公都在关注一份网上招聘通知，可是里面 N 个单词都未曾相识，可急坏了！

Conversation 2

Janice:— J: David:— D: Fred:— F:

J: David, you are also here.

D: Yep! Fred and I are reading a piece of job information online, but there are so many new words in it. That drives us crazy.

F: Gosh!

贾尼斯：大卫，你也在这里啊。

大　卫：是啊！佛瑞德和我在网上看到了一篇就业信息，但是里面有太多的生词儿。我们都快疯掉了。

佛瑞德：天哪！

J: Don't stand idle. Bring me your dictionary. Well, I see. This company wants market assistance in dealing with sales and market of goods in our region.

贾尼斯：别愣着了。给我你的字典。我明白了，这家公司欲求一名负责产品市场和营销的市场助理。

F: What is the requirement?

佛瑞德：条件是什么？

J: The applicants should be good at oral English and have working experience in the field.

贾尼斯：应聘者应当英语口语流利并在这一领域有工作经验。

单词风暴

dorm [dɔ:m] *n*. 宿舍
undertake [ˌʌndə'teɪk] *v*. 从事，进行
requirement [rɪ'kwaɪə(r)mənt] *n*. 要求
applicant ['æplɪkənt] *n*. 应聘人
experience [ɪks'pɪərɪəns] *n*. 经验
field [fi:ld] *n*. 领域
strict [strɪkt] *adj*. 苛刻的，严格的

图个明白

Wanted

Marketing Assistant
Responsibilities:
——Having duty in the local management of marketing and sales;
——Collecting relative information for the head office;
Requirements:
College degree or above with fluent English, esp. in speaking and writing.
——Major in marketing, and those who have related experience be preferred;
——Working experience in trading company is a must ;
——Good communication skills and teamwork spirit.
All positions offer highly competitive salaries, medical benefits and annual bonus. And excellent training and career prospects will also be offered.
Those who are competent for the job can send CV or resume to our email (tradecenter@163.com) or call us at 010-22275088.
The Personnel Department
Future Trade Company
April 18, 2009

短语链接

How are you doing? → How are you? → How's everything? 近来如何?

Don't even think about that. → Don't think like that. 别那样想。

What gives? → What is going on? 怎么回事?

land on 登录(网站) → surf the net 网上冲浪 → site registration 网络注册

give a try → give a shot 试一下

职场点睛

What is a cyber job fair?

What is a cyber job fair? It can also be called E-job fair, in which applicants can finish the whole process of job-hunting by clicking their mouse. It starts like a traditional job fair and occurs on specific date during specific hours. The difference is that applicants do not need to meet their HR in person, and the advanced software can bring the interview to their home, office or café, anywhere that they can get an internet connection. In this way, job-seekers can enrich their job-fair experience and go through the hand-shaking situation. It can be a virtual platform for job-seekers and employers to find the qualification that each party is looking for and then connect them in real time without waiting in lines or sticking in busy traffic.

何谓网上求职?

何谓网上求职呢? 它其实也被叫做 E-job fair, 在这个人才市场求职, 可以通过点击鼠标而完成求职的整个过程。其运行与传统的人才市场基本一致,是发生在特定日期和特定时间内的。而它与传统人才市场的区别则在于求职人无需与人事官员面对面进行面试,而且先进的软件可以将面试现场带到你的家中,办公室内或者咖啡厅里,以及任何有网络接口的地方。这样求职者可以逐渐丰富自己的求职经历,进而走出紧张的窘境。网络求职为双方寻找到合适的人选,为求职者和雇主之间搭建了一个虚拟平台,并将他们实时地连接在一起,从而避免了排成冗长的队伍或者拥挤在繁忙的路上。

UNIT 4 别样简历

情境再现

千万别小看这小小的简历，它可是你进入职场的名片。就这几页纸，可能成事儿，也可能坏事儿，故此大家万不可掉以轻心。这不嘛，三位主人公刚看完网络求职信息，就立刻开始制作简历了。

Conversation 1

Fred:— F: Janice:— J:

J: What are you doing here? How about your resume now?

贾尼斯：你在这里做什么呢？你的简历现在做得如何？

F: I still have no idea what to do now.

佛瑞德：一筹莫展。

J: Don't act like this. Please have good thoughts in your mind. What's behind you?

贾尼斯：不要这样，自己在思想上要乐观一点。你打心眼儿里是怎么想的？

F: I could not agree with you more. But I feel worried about what to do next as soon as I begin to write my resume.

佛瑞德：我完全同意你的说法。但一想到要写简历，我就无比纠结。

J: There is no need to do like this. We can surf the net and find some templates for resume.

贾尼斯：根本没有必要那样，我们可以在网上搜索有关简历的各种模板。

F: Sounds good. I will do it in a jiffy. OK! Let's put our heads together.

佛瑞德：听起来不错。我马上去做。好的，那我们就集思广益吧。

J: You said it. We can also find some helpful advice from some experts.

贾尼斯：你说对了。我们还可以从一些专家那里得到一些建议。

F: Terrific!

佛瑞德：棒极了！

情境再现

简历写作也同样需要注意各个细节，瞧这三位是如何列数简历中的 key words 吧！

Conversation 2

Fred:— F: David:— D: Janice:— J:

F: I learned that in resume writing, grammar, spelling and proper word usage are strictly checked.

佛瑞德：我了解到在简历写作中，语法、拼写以及词汇搭配都是会严格检查的。

D: So we should proofread what we write on it.

大　卫：看来校对简历十分必要。

F: I am reading an article on resume writing. Guess what? What are the key elements for a resume?

佛瑞德：我正读一篇关于简历写作的文章。你说！一份简历的关键元素是哪些呢？

J: Let me think. Name, age, address, E-mail, cell phone number. What else?

贾尼斯：让我想一想。姓名、年龄、地址、电子邮箱、手机号码。还有什么呢？

D: Objective is also important, for your objective in the resume can tell the viewer to decide whether you are fit for what you are willing to apply for.

大　卫：求职目标也是简历中重要元素，因为求职目标告知简历阅览者你的求职意向是否与他们的空缺职位一致。

J: You bet. Besides, your graduate degree, major, and school should be included in it.

贾尼斯：你说得很对！另外还有毕业学历、专业还有毕业学校都应该包括在内。

F: Yep! It says the marital status and working experience are also essential to the whole resume.

佛瑞德：没错！里面还说到，婚姻状况、还有工作经历对于求职同样也是至关重要的。

D: Remember, the whole things should be collected in merely one paper. A table is better.

大　卫：别忘了，简历中介绍自我情况的篇幅最好都放置在同一张纸上，表格比较好点。