

白领必读的 职场英语秘技

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规划你的人生



主编◎李 明

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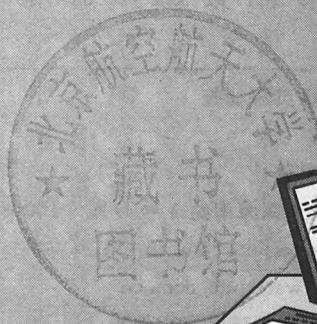
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内 容 提 要

《白领必读的职场英语秘技》是一本专为上班一族以及将踏入职场的大学生量身定做的英语晨读读物，全书从实用励志的角度精选经典英文 80 篇，侧重白领职业发展和个人能力的提升，内容包括：规划你的人生、个人品质与修养、踏入职场敲门砖、办公室里好人缘、赢得上司的信任、得体大方有礼仪、不要踩的职场雷区、加薪升职有秘籍、踏上创业之路等。使读者晨读后以饱满的热情投入即将开始的新一天。

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前言

阅读在英语学习中起着不可替代的重要作用。阅读量的多少很大程度上决定了英语水平。根据教育部新课标的要求，学生在高中毕业之前英语阅读量要达到 20 万词以上；而成年人，只有达到 50 万词以上的阅读量，才可能具备必要的英语听、说、读、写能力。阅读的重要性主要体现在：

★阅读在各级各类考试中所占分值逐渐增大。

★是重要的语言输入途径。

★丰富知识，发展人际和自我反省的需求。

英语阅读不必像口语、听力和写作等其他技能学习一样，只要选择适合自己词汇量的英语读物，在任何时间、任何地点都可以学习。本套书就是根据广大英语学习者的普遍时间规律，精选各类阅读素材编写而成的随身英语读物。本套图书，适合高一词汇量以上的学生和上班一族阅读。

本套图书，参考了大量国外中小学英文教材和经典读物，从中精选出适合中国读者阅读的英文，编为《白领必读的职场英语秘技》和《白领必读的职场英语修炼》两册。

《白领必读的职场英语秘技》所选内容以励志美文、名人奋斗故事、人生哲理为主。在每一个清晨，为您注入学习和工作的动力，助您以一个积极向上的心态去开始新的一天。

《白领必读的职场英语修炼》所选内容以温情散文、人生智慧、经验总结、唯美短文为主。平复您一天的心情起伏，让您带着好心情甜美畅快地入睡。

我们期望您在阅读本书的同时，不单提升英语水平，也获得充足的社会知识。基于此，我们在本书的编排方面做了如下工作：

1. 选材“热”，从国外中小学教材和经典读物以及《纽约时报》、《华尔街日报》、《商业周刊》、《新闻周刊》、《读者文摘》等国际知名报刊中精选的热点英文，加以编辑整理，呈现给广大读者。确保读者读到的英文紧扣



时代脉搏，吸引读者的阅读兴趣。

2. 选材“精”，我们在选材中注意考虑我国大众读者的英文基础水平，尽量选择大部分读者词汇量可以覆盖的新闻，对于文中出现的个别生僻词汇，也特别做了中文注释。确保普通读者在阅读本书时，不会感到有基础知识的阅读障碍。

3. 选材“熟”，我们在安排内容时，选择的内容以读者早有耳闻的“熟人”、“熟事”、“熟公司”为衡量标准，每位读者在阅读时都会有似曾相识的感觉。这样的英文，广大读者读起来更容易理解，学习的劲头也更足。

4. 知识“深”，对于每篇英文，我们都将其中难于理解的句子、固定搭配、文化现象、背景知识等做了详尽解释。使您在读完每一篇文章后，都可以在英语知识的层面有所提升。真正发挥了购买本书的价值。

学习英语并不是件苦差事，如果您真正发现了其中的乐趣，就会乐在其中。相信使用本套图书的英语学习者，能够发现很多前所未有的阅读趣味；意识到学习英语虽然没有投机取巧的捷径，但却充满了乐趣。按照本书而学，就能收获丰硕的果实。

编者

2013年10月


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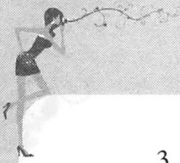
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规划你的人生





1 To Discover Your Life's Purpose in 10 Minutes

10 分钟内发现你的人生目标

This article will show you how to discover your life's purpose in the next 10 minutes, but let me begin by **convincing** you that you have a purpose. It was Mike Murdock who said, "Everything created solves a problem." Your eyes see; your ears hear; your nose smells.

There's a specific problem that you were created to solve, and you will only succeed if you discover that problem and solve it. Finding this problem is discovering your purpose, solving this problem is **accomplishing** your purpose.

How do you discover the problem you were created to solve?

I'm glad you asked; I would like to show you! I want you to answer the questions below. These questions are "**sign post**" on the path to discovering your purpose today.

1. What do you love to do? I've noticed that people who are successful, do things they love to do. Tiger Woods loves to play golf, Donald Trump loves **real estate**, Tony Robbins loves to motivate. Your purpose is related to what you love to do. Write down the activities that you love. Maybe you love to write, maybe you love to talk, maybe you love reading, maybe you love exercising, maybe you love listening to others, maybe you love playing sports, maybe you love selling things. Whatever you love, write it down. Write down as many things as you love.

2. What do you notice? A **hairdresser** notices someone's hair is out of place,

词汇宝典

convince v. 使……相信
real estate 房地产

accomplish v. 完成
hairdresser n. 发型师

sign post 标杆

a designer notices a problem with your outfit, a **mechanic** hears something wrong with the car, a singer notices when someone's voice is **out of pitch**, a speaker notices a boring speech. What do you notice? What grabs your attention? Is it relationships, cars, people? Whatever it is, write it down.

3. What would you do for free? What do you love to learn about? What do you love to talk about? What would you regret never trying? Is it cooking, sports, teaching...write down the answers to these questions.

4. If I was able to look in your library, what would I find? If I found 200 books on "real estate", then maybe that's your passion, if I found 300 car magazines, then you should probably be doing something related to cars... if you have a library, write down the types of books we would find in your library, or the kinds of books that you wish were in your library.

5. What **sparks** your creativity? What do you find easy? What are you good at? What makes you happy? Is it painting, designing, building, speaking, writing; think about it, then write it down.

Take a moment and review the answers to the questions you've just answered. What are some commonalities?

Think about some ways that individuals with these specific talents and passions could be successful... Now, take the next two to five minutes and write down as many career, job or business opportunities that someone with your passions would pursue. When you're done with the list, take a moment to review it.

Finally, the moment we've all been waiting for, circle the item on the list that you feel the most passionate about, the one that seems the most **enticing** to you, the one that you could see yourself doing forever, the one that deep down inside you believe you can do, the one that you would regret never trying. Circle it now.

Note: You may feel equally passionate about one or two items, and that's OK.

Congratulations, you've just discovered your purpose!

这篇文章将告诉你如何在 10 分钟内发现你的人生目标。但是首先你要相信

词汇宝典

mechanic *n.* 机械师 out of pitch 跑调 spark *v.* 激发 enticing *adj.* 有吸引力的

你是为了某个目标而存在的。麦克·默多克说过：“任何事物创造出来都是为了解决一个问题。”你的眼睛解决了看的问题，你的耳朵解决了听的问题，你的鼻子解决了闻的问题。

你的存在一定是为了解决某个特定的问题。只有你发现并解决了这个问题，你才能够获得成功。寻找这个问题就是在实现你的人生目标，解决这个问题就是在实现你的人生目标。

如何才能发现自己要解决的问题是什么呢？

我很高兴你能这么问。让我来告诉你要如何做！我希望你能回答下面这些问题。这些问题是你在今天发现自己人生目标过程中的“标杆”。

1. 你喜欢做什么？我发现成功人士都做着自己喜欢做的事。老虎·伍兹喜欢打高尔夫，唐纳德·特朗普喜欢搞房地产，托尼·罗宾斯喜欢激励他人。你的目标与你喜欢做的事相关联。写下你喜欢做的事。也许你喜欢写作，喜欢聊天，喜欢阅读，喜欢健身，喜欢聆听，喜欢运动，喜欢销售。无论你喜欢做什么，把它写下来，越多越好。

2. 你注意到了什么？发型师会注意到别人的发型不合适，设计师会注意到你的外套有问题，机械师会听出车子有毛病，歌手会注意到别人的歌声是否走音，演讲者会注意到讲话是否无聊。你能注意到什么呢？什么会吸引你的注意力呢？人际关系？汽车？还是人？无论它是什么，写下来。

3. 什么事是你愿意无偿去做的？什么东西你会乐意去学习？你喜欢讨论什么话题？什么事情会让你后悔没有尝试？是烹饪，运动还是教学……把这些问题的答案写下来。

4. 如果我到你的书房参观，我会看到些什么？如果我看到 200 本关于“房地产”的书，那么也许这就是你的兴趣所在；如果我找到 300 本汽车杂志，那么你也应该做一些与汽车相关的事情。如果你有自己的书房的话，把能发现的书的种类写下来，或者写下你希望在书房里放些什么类型的书。

5. 什么会激发你的创造力？你觉得什么比较容易？你擅长什么？什么能让你感到快乐？是绘画、设计、建筑、演讲、写作吗？好好想一想，然后写下你的答案。

花一点时间回顾自己写下的答案。有没有什么共同点？

想想那些拥有这些天赋和热情的人是如何成功的……现在，再花 2~5 分钟的时间，尽可能多地写下与你有同样热忱的人可以去追求的任何一个职业、工作或创业机会。如果你把这些问题都完成了，那就再回顾一下。

最后，期盼已久的时刻终于到来了。在你的答题纸上圈出你最感兴趣、最吸引你、你永远都不会厌倦、你内心深处相信自己能够去做、如果不去做就会

后悔一辈子的项目。现在就把它圈出来吧。

注意：你也可以对一个或两个事物有同样的热情，这也是可以的。

恭喜你，你已经找到了自己的人生目标！

启发思考

1. What do you like to do? 你喜欢做什么？
2. What do you notice? 你关注什么？
3. What are you good at? 你擅长什么？

2 To Pick the Right Career 如何选择适合自己的职业

Nothing in career strategy is more important than picking the career field that's right for you. Get that right, and you may be headed to happiness and **fulfillment** in your work.

The most **straightforward** path to that field is to build directly on your capabilities. A great deal of research shows that people who work in areas where they're especially strong accomplish a lot and enjoy the work. By building on your strengths, you'll find the right opportunities. Employers and investors will be more likely to bet on you if they think you're up to the challenge—if you really can help them accomplish their goals.

Guide your career by consciously building on your capabilities. Here are three

词汇宝典

fulfillment *n.* 成就

straightforward *adj.* 直接的

ways to do that:

1. Recognize your core capabilities

The first step in thinking about a capability-driven career is to understand what to build on. Begin with a **self-appraisal**. Look for distinctive talents, skills, and knowledge that will make you highly competitive for certain lines of work.

I'll illustrate this idea with a computer solutions sales manager. His list might include understanding customers, meeting information needs with computer solutions, coaching junior salesmen, and communicating well verbally. These characteristics are certainly important for that field of work, but they're too general. They're similar to what other sales managers might say about themselves.

A more specific list would be a stronger career guide. For example, go beyond "meeting customer information needs with computer solutions" by noting your deep knowledge of how to do that in a specific industry, like your experience with a particular computer solution technology, like integrating iPhone functions with a company website. Don't just **jot down** "understanding customers," but also describe your talent for imagining customer problems and needs before the customers even recognize them.

2. Build targeted capabilities over time

Once you've identified the talents and capabilities you already have, consider what you need for career growth. Your target capability set can be **expertise** in a field (like the computer example above) or in a function (like financial analysis or human resources management).

How do you build your target capability? Some steps are obvious. You might enroll in a graduate degree program in that area or achieve a qualification certificate. You certainly would work in that area. Other steps are more complicated and can raise **dilemmas**. You'd be cautious about accepting an otherwise attractive promotion, or a new job offer if it didn't build capabilities in your target area. If you were proactively looking for a new position, you'd focus your search on roles where you'd grow your target skills rather than on the possibilities that seem the easiest.

词汇宝典

self-appraisal *n.* 自我评估

expertise *n.* 专门技能、专业知识

jot down 匆匆记下

dilemma *n.* 困境, 进退两难