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包天

用英语读点管理智慧



主编 杨金鑫 梁俊茂

Everyday English

巨商、大师、名企管理精髓全知道

较量之前胜负已见分晓——这,就是管理的力量!



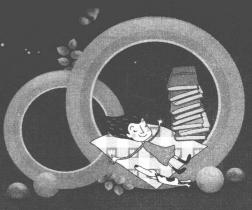
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内容提要

管理类的书籍数不胜数,但本书简单而又深刻。沉稳的英文里透着真挚,轻松的语句中到处是价值颇丰的宝贵经验。在许多专家、学者、培训师把管理讲得高深、玄妙、繁复的时候,本书让管理智慧回归简单,告诉你企业管理至简、至明、至易、至中的道理和方法。这里有商界巨子的真实案例,有管理大师的睿智箴言,有跨国名企的管理之道,有实用的管理知识,有教你成为"金领"的方法……本书不仅是你用英文了解管理的入门书籍,更像是一本指导你如何在工作、生活中努力活出自我的指南,无论从怎样的角度阅读本书,都能得到不一样的收获。

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本套书专为下列人士打造:

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上班族: 积累英语竞争力, 升职加薪必备!

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身边有哪些鲜活的经典英文值得收藏和学习?来这里找寻答案吧!

"英文全知道"丛书共收录了人生中最不可或缺的5个方面的英文,包括管理智慧、励志训言、幸福私语、生活时尚、学科经典。集结最精华的英文内容,一步一步带你了解人生中必备的生存秘诀,洞悉什么样的人格特质才能成为人生的强者,引领你用英文学习最有效的人生成功之道。

《每天用英语读点管理智慧》

用洞察力、理性思维、知识与技能来充实自己!

巨商、大师、名企管理精髓全知道,让你更能胜任今天和明天的工作!

管理类的书籍数不胜数,但本书简单而又深刻。沉稳的英文里透着真挚,轻松的语句中到处是价值颇丰的宝贵经验。在许多专家、学者、培训师把管理讲得高深、玄妙、繁复的时候,本书让管理智慧回归简单,告诉你企业管理至简、至明、至易、至中的道理和方法。这里有商界巨子的真实案例,有管理大师的睿智箴言,有跨国名企的管理之道,有实用的管理知识,有教你成为"金领"的方法……本书不仅是你用英文了解管理的人门书籍,更像是一本指导你如何在工作、生活中努力活出自我的指南,无论从怎样的角度阅读本书,都能得到不一样的收获。

《每天用英语读点励志训言》

希望是长着羽毛的生灵,带你攀上心灵的巅峰!

名校校训、名门家训、励志演讲全知道,这是一本随时都能用上的书。

直面人生的勇气、改变命运的动力,由心而生。本书有足以让你受益一生的好英文,给你激励和启发,让你沉而思,起而行,坚而不摧,韧而不拔。当你疲惫时,这里有智者的教诲;当你迷茫时,这里有仁者的心声。你的人生之路上会有风雨,也会有彩虹,但是有了励志经典的陪伴,你终会感受到雨过天晴。本书会教你学会坚强,学会思考,学会珍惜。请静静感受这些蕴意深刻的英文吧!总会有一段文字,或者一句话,在你的心灵深处荡起涟漪!

《每天用英语读点幸福私语》

你站在幸福金字塔的第几层?

爱、家庭、事业、理想……幸福就在当下,每天给自己一个幸福的理由!

你幸福吗?幸福,是寒冬里的一抹暖阳,是晚归时恋人的一句关爱,是朋友暖暖的一声问候,是一次美好的邂逅,是一双善意的眼睛……幸福看似遥不可得,其实触手可及。幸福就像狗尾巴,眼看就要得到了,它却永远跑在前头。但只要你放下追逐,自信地往前走,就会发现其实它一直跟着你。幸福从来不是寄托于他人身上,而是在自身的血脉里延伸。如果你还不知道如何让幸福来敲门,就请翻开这本书,每天坚持读一篇,从优美英文的字里行间找到那个懂爱的自己。幸福,会不请自来。

《每天用英语读点学科经典》

经典经得起考验, 值得一读再读, 常读常新!

经济、金融、理财、心理、人文、科技、艺术,你不可不知的各学科经典知识全在这里!本书将带你走进经济学殿堂,了解十大经济学原理,纵览金融市场,打理私人小金库,品商业风云,赏人文精粹……一段段生动的文字,一句句原汁原味的英文,承载了各学科的经典知识,它们的价值和魅力在流光岁影里永不褪色,至今仍照耀着我们的生活。经典无可取代,知识点亮智慧人生,每天努力一点点,用知识改变你的生活!

《每天用英语读点生活时尚》

缤纷生活,雕刻时光!

理财、健康、育儿、时尚全知道,此刻让你的生活"鲜活"起来!

优雅而精致的生活是门艺术!生活中有无数的奥妙等待我们去参透,本书从贴近每一个人生活的现实人手,让你"通往"缤纷多彩的生活。这里有理财之道,有健康妙招,有育儿经验,有时尚典范,有心理解密,有社交攻略,有职场秘技……立即行动,每天用英语读点生活时尚元素,每一种元素都值得你去阅读,去欣赏,去省思。不知不觉间你会惊奇地发现,生活的风景竟然如此美丽!

用老外耳熟能详的经典段落,读出好英语!你不可不知的身边最经典英文,瞬间全知道。本套书的精彩内容均为精挑细选,每篇还标注了重要单词和短语,是练习英语阅读和写作的最佳材料。全套书内容深入浅出,贴近生活,鲜活生动,字字珠玑。每一段,每一句话,都是学习英语最实用、最生动的教材。在编排上,全套书每篇都采用中英对照编排方式,方便读者阅读。版式上除美观外,更兼顾实用,让读者用最少的时间,看到最多的文字。开始行动吧!每天抽出10分钟读一篇,让本套书成为你的贴身英语家教。

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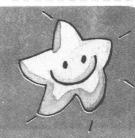
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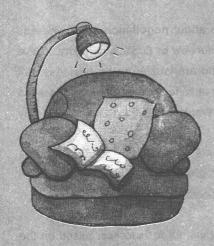
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Thapter 1 Footprint of Business

Superstars

工商巨子的足迹









Chapter 1 Footprint of Business Superstars

工商巨子的足迹

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the Apprentice 一个将商业运作技巧作为真人秀竞赛主题的节目。2004年1月首次播放,由马克·伯奈特制片公司与特纳普制片公司联合出品,幕后老板是美国著名的地产商——Donald Trump。

mold [məuld] v. 浇铸,塑 造

Donald Trump: Wisdom Through Creation

Business meetings are more about negotiation skills whereas "the Apprentice" falls into the job interview or audition category. I have business meetings with people who are looking to do business, not people who are looking for a job. My attitude on "the Apprentice" is as an employer looking at possible future employees. I don't look to mold any of my business associates.

商业活动讲究的是谈判的技能,"学徒"中则侧重于招聘面试这一块。我总是和寻求商机的人打交道,和找工作的人面对面交往则比较少。我个人认为,招聘者需要关注一个年轻人的未来潜质。我不想使我手下的人都变得干篇一律。

Some people are just naturally cut out for success, based on the

Notes:

9

cut out【习语】适合于, 天生是做……的, 原意为 "裁剪出"

upbringing [ˈʌpbriŋiŋ] n. 培养;教养

pertinent ['pə:tinənt] adj.有 关的;中肯的;恰当的 head start their parents and upbringing gave them. Sure, you can be taught things and improve yourself, but there's a point where some people have to accept that their natural ability lies elsewhere than they'd like it to be.

基于智慧和父母的教诲,有些人似乎天生就可以快速成为赢家。当然,你可以通过接受教育提高你自己的素质。但是,不得不承认:一些人天生的能力似乎会在他们所期望的领域起不到作用。

3 A strong, healthy ego goes a long way towards ensuring your success, because it sends a clear message to the world that you mean business. The reality is that if you think like a loser, you can't expect to be anything else. Besides, if you don't believe in yourself, no one else will.

强烈的、健康的自信能确保你获得成功,因为你给了世界一个清晰的信号,那就是你专注于生意。实际上,当你自认是个失败者,你不能期望做成任何事。而且,如果你不相信自己,别人也不会相信你。

I've remained curious, which keeps me motivated. If I'd started in business thinking I knew everything, I'd have been sunk immediately. Whenever I get involved in a new project, I know I have a lot to learn, but I don't let this discourage me. Being a know-it-all shuts you off from new opportunities. I don't put borders on myself or my interests.

好奇心让我保持对事物的积极性。如果我对生意感兴趣,我希望知道与 之相关的一切,并对此深思熟虑。在任何时候我都会在一个新项目上花费很多 时间,我知道我要学很多东西,但我不会让这阻碍我。假装或自称无所不知的 人是不会抓住机会的。我不会不懂装懂。

(5) When I started out, I spent a lot of time researching every detail that might be pertinent to the deal I was interested in making, and I still do that today. People often comment on how quickly I operate, but the reason I can do this is that I've done the background work first.

当我开始策划一个项目,我会花许多时间研究有关交易的每个细节,今 天我仍然在这样做。人们常常评论我的经营如何快速,我只不过是已事先对背 景做了深人了解。

6 Even if you're lower down the rungs at work, remember that

everything you say and do is important. Be conscientious and pay attention to detail, because it'll set you apart. A business based on quality and integrity will sell itself.

即使你工作不如意,也要记住"言既出,行必果"。认真勤奋,专心各种细节,因为你会发现亡羊补牢事已迟。优质和诚实是最好的推销员。

It's very easy to sit back and let life just happen and settle for what you've got. Thinking big is all about positive reinforcement for accomplishing your goals. The biggest obstacle to building wealth is to believe it's beyond your reach.

袖手旁观、得过且过、满足于现状是很容易的。你要设定高的目标,并 不断提醒自己来完成它。人最大的障碍是裹足不前。

8 Get the best people, but don't trust them. 让最好的人才为你工作,但别轻信他们。

9 No matter how well you're doing or how good you are, there will always be bumps in the road. I have a lot of friends who don't have this ability, including people who were very successful, but when they had a setback, they immediately failed.

不管你做的事有多么好,你总会遇到挫折。我的很多朋友没有应对挫折的能力,包括以前很成功的人士,当他们碰到挫折马上就退缩下来。拥抱风险——本身生活就是冒险。

(1) I learn from the past, but I plan for the future by focusing on the present.

吸取教训, 立足当前, 放眼未来。

You have to love what you do. Without passion, great success is hard to come by. An entrepreneur will have tough times if he or she isn't passionate about what they're doing. People who love what they're doing don't give up.

你必须热爱你所从事的工作。没有热情,就没有随之而来的成功。如果 对于你所做的东西没有什么热情的话,你会觉得度日如年。有热情的人不会轻 言放弃。



重点单词例句

- 1 Pictures help you to form the mental mold. 想象有助于你形成思想模式。
- **2** After a very proper upbringing he chose to lead the Bohemian life of an artist. 受过正统的教育后,他选择了过无拘无束艺术家的生活。
- 3 He raised several pertinent questions. 他提了几个有关的问题。



Larry Ellison: Who but Myself

1 Software is all about scale. The larger you are, the more profitable you are. If we sell twice as much as software, it doesn't cost us twice as much to build that software. So the more customers you have, the more scale you have. The larger you are, the more profitable you are.

软件业玩的就是规模。规模越大,利润就越高。如果我们售出两倍的软件,并不需要花费两倍的成本去开发这些软件。所以,顾客越多,规模越大;规模越大,利润就越高。

2 It's my job for Oracle-the number two software in the company in the world - to become the number one software company in the world. My job, is to build better than the competition, sell those products in the marketplace, and eventually supplant Microsoft and move from being number two to number one.

这就是我为世界第二的软件公司甲骨文所作的工作——成为世界第一的 软件公司。我的工作是比竞争者做得更好,在市场上销售产品,最终取代微软 并从第二名变为第一名。

3 Everyone thought the acquisition strategy was extremely risky because no-one had ever done it successfully. In other words, it was innovative.

所有人都认为,并购具有较大的战略风险,因为还没有谁能成功地进行

Notes:

Oracle 甲骨文, 甲骨文公司是世界上第二大的企及140多个国家的用户提供数据库、工具和应用软件以及租库、工具和应消、培育、培育、特别的咨询。 甲加克持服务。 甲加利克部设在美国加利全球 医亚州的红木城, 全球员工超过40000名。

supplant [səˈplɑ:nt] v. 把…… 排挤掉,取代

acquisition [ækwi'zi] ən] n. 本 意为"获得;获得物", 在工商管理中意为"并 购、兼并" 并购。换句话说,它是富有改革精神的。

There's a wonderful saying that's dead wrong. "Why did you climb the mountain?" "I climbed the mountain because it was there." That's utter nonsense...You climbed the mountain because you were there, and you were curious if you could do it.

有一句绝妙的名言,错得彻头彻尾。"为什么要登山?因为山在那里" 纯粹是胡说……你登山是因为你在那里,如果你能做到就会感觉无比奇妙。

If your cash is about to run out, you have to cut your cash flow. CEOs have to make those decisions and live with them however painful they might be. You have to act and act now, and act in the best interests of the company as a whole, even if that means that some people in the company who are your friends have to work somewhere else.

如果你的现金即将用尽,就需要削减现金流。无论多么痛苦,首席执行官们必须做出这样的决定。你必须立刻采取行动,而且致力于公司整体利益的最大化,即使这意味着某些在公司工作的朋友必须到别处就业。

6 The most important aspect of my personality, as far as determining my success goes, has been my questioning conventional wisdom, doubting the experts and questioning authority. While that can be very painful in relationships with your parents and teachers, it's enormously useful in life.

我个性最重要的方面——也是决定我成功的原因——是我对传统智慧的 质询、怀疑专家、挑战权威。虽然这会让你与父母和老师的关系非常痛苦,但 它在生活中极为有用。

I've run engineering since day one at Oracle, and I still run engineering. I hold meetings every week with the database team, the middleware team, the applications team. I run engineering, and I will do that until the board throws me out of there.

从在甲骨文的第一天起,我就控制着它的运转,现在仍在控制着它的运转。每一周我都与数据库团队、中间件软件团队、应用团队举行会议。我控制公司的运转,直到被董事会驱逐出局为止。

8 You have to take a broader view and realize this is an industry like any other—telecom, railroads. They went through consolidation. Why shouldn't the computer industry be any different?

Notes:

conventional [kən'venʃənl] adj. 依照惯例的; 常规的

board [bo:d] 公司董事会, 完整的说法是board of directors, 而a board of trustees 为理事会。

你的视野应当更为宽广, 意识到这(计算机行业)与其他行业很相像, 如电信和铁路。它们通过联合而强大, 计算机行业为什么不能有所不同呢?

- I have had all of the disadvantages required for success. 我具备成功所必需的所有缺占。
- When you innovate, you've got to be prepared for everyone telling you you're nuts.

如果你有所创新,就要做好准备一 一每个人都会说你是个傻瓜。



重点单词例句

- 1 A still speculative method may supplant that approach, however. 不过,一个仍在构想阶段的方法也许可以取而代之。
- 2 asset acquisition资产收购; equity acquisition股权收购
- 3 conventional opinions 旧观念; conventional duties协定关税



Jack Welch: Passion for Win(1)



GE 全球最大的跨行业经 营的科技、制造和服务 型企业之一,产品和服 务范围广阔, 从飞机发 动机、发电设备、水处 理和安防技术, 到医疗 成像、商务和消费者融 资、媒体,客户遍及全 球100多个国家、拥有30

hallmark ['ho:lmg:k] n. 特 点,标志

多万员工。

Customer is where it all starts. Big companies often spend their time inside. I know two things will take GE to new levels of customer focus and satisfaction. One is SPAN-it's the first measure that I've seen that truly ties everything together-from the factory floor to the customer's hand, from the order-taking to the delivery. And second is our new chairman-a true customer focused leader. It's in his blood and I know he'll drive that focus across the company like it's never been driven before. A true customer focus is the hallmark of a great company.

客户是所有业务的起点。大公司常常在公司内部花费大量的时间。我 知道有两件事可使GE的客户满意度提升到一个新高度: 其一是"跨度" (SPAN)——这是第一次我看到一种衡量指标真正地把所有业务活动连接起 来——从工厂车间到客户手中,从定单到送货。其二是我们的新总裁——一位 真正的以客户为中心的领导人。以客户为中心的思路已经溶人他的血脉之中 了,我知道他会以公司前所未有的魄力大力推动以客户为主导的活动。真正聚 焦于客户是伟大公司的特质。

Notes inherent [in'hiərənt]adj. 固 有的; 内在的 inherent有一个常用词

inherent有一个常用词 组是be inherent in, 意 为"为……所固有, 是……的固有性质", 如: Polarity is inherent in a magnet. 磁性是磁铁的 固有性质。

bureaucracy [bjuə'rɔkrəsi] n. 政府机构; 官僚主义, 官僚作风

informality [,info:'mæliti] n. 非正式;不拘礼节

pompous ['pɔmpəs] adj. 自 高自大的; 夸张的 Recognize we're big with all its inherent limitations. But use the size. Take technology bets, take the risk. Go to bat all the time. That's the one strength you've got. You can go to bat more often. You can go to bat and swing all the time—we've got these huge resources. And at the same time you're doing that—using the size—fight like hell to keep the small company spirit. Involve everyone. Reward broadly. Celebrate, celebrate, celebrate. Hate bureaucracy—hate it every day and don't be afraid to use the word "hate." Laugh at bureaucrats. And get rid of layers. Make fun of layers, joke about layers. They slow, they insulate.

我们承认公司规模大有其内在的局限性。但是我们一定要利用我们的规模。投注于技术,冒风险,时时出击。这就是我们的强项所在。大公司可以多试几次,可以屡次不中但挥棒不止——因为我们有巨大的资源。但在你充分利用我们的规模时,一定要竭力保持小公司的精神。使每个人都参与其中;广泛地奖励人员;庆祝、庆祝、再庆祝。痛恨官僚主义——不要害怕用"痛恨"这个字眼——时时刻刻痛恨它!去掉无所谓的层次,嘲笑那些无谓层次的设置。无谓的层次只会减慢速度,阻碍前进。

Informality is an enormous competitive advantage when coupled with size. Self-confident leaders and self-confident people, comfortable in their own skin. We trust one another. We can't stand pomposity or pompous asses. Informality can never leave here. If you see some pompous ass acting as "the manager" sitting in the office, get him out of there. That isn't what you want. You want an informal company where everyone, independent of number of stripes on their shoulder, is able to deal with the issues. Informality is a competitive advantage that most big companies don't have. Never lose it.

我认为"不拘形式"的价值与经营规模结合会有极大的竞争优势。自信的领导与自信的员工,彼此水乳交融,相互信赖。我们不能容忍自命不凡的家伙。在公司里,每个人都有机会表达意见,这是一个巨大的优势。如果你看到有几个自命不凡的家伙坐在办公室里面"表现"出"经理"的样子,把他们赶出去。我们要的是一家"不拘形式"公司,不管谁肩扛着几道杠几朵花,每人都可以参与议事。"不拘形式"是许多大公司所没有的竞争优势,绝不要失去它。

Always be thinking change is good. Don't stay up all night worrying about predicting it exactly right. Change is not bad. It creates an opportunity every second, not a crisis. Jump all over it and show the