

普通高等教育规划教材·专业英语系列



求职英语

丛书主编 翁家彧
本书主编 刘 柳

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序 言

“专业英语系列教材”是普通高等教育规划教材，适值我国高等教育十二五规划启动之年，即将由辽宁科学技术出版社正式出版。

当前，我国高等教育正面临重大改革，教育部提出的“以就业为导向”的指导思想，为我们研究人才培养的新模式提供了明确的目标和方向。深化教学改革和人才培养模式改革，根据社会的实际需求，培养具有特色鲜明的人才，是我们面临的重大课题。在认真领会教育部指导思想后，我们提出了完全符合就业和学生成才需要的培养目标，即“外语强、技能硬、综合素质高”。新的变化必然带来办学理念、教学内容、课程体系、教学方法等一系列的改革。为此，我们组织具有多年教学经验的英语教师，经过反复探讨、论证和修改，编写出这套“专业英语系列教材”。

本套系列教材贯彻了“理念创新、内容创新、方法创新”的原则，进行了大胆的改革实践，主要面向信息技术、数字媒体技术等相关专业，涵盖了基础英语、软件技术专业英语、多媒体技术专业英语等多个专业方向。层次分明，实践性强，重点突出能力培养，使学生能直接获得就业岗位需要的专业外语技能训练。

本套系列教材是参考国内多所院校编写的外语教材，并结合大连软件学院学生的实际情况，有选择地改编和扩充了原教材的内容，使教材更符合学生的特点，具有更好的实用性和拓展性。

本套教材可供高等院校相关专业英语教学使用，也是广大专业技术人员自学的参考书之一。

我恳切希望，大家在使用教材的过程中，及时提出批评和意见，以利于我们进一步修改。我相信经过大家的共同努力，这套教材一定能成为特色鲜明、紧贴就业岗位、大家喜爱的优秀教材。

翁家戡

2012年春于大连

前言

当前,我国高等职业教育正面临重大改革,教育部提出了“以服务为宗旨,以就业为导向”的指导思想,明确办学方向,确立了人才培养目标。面对越来越激烈的人才市场、求职竞争、谋职的艰辛,每一个即将毕业的大学生及待业人员都在考虑如何先行一步,抢得制胜先机。英语便是外企求职面试中的第一块,也是分量最重的一块敲门砖。

在英语学习方面,中国学生可是下了不少苦功,无论是英语应用能力考试,大学英语四、六级考试,还是托福、雅思、GRE,校园里捧着书本背诵单词的人比比皆是。但在求职之前,如何做好功课,了解英文面试基本程序和具体内容,学会用英语去表达自己,或者用外企认可的方式去交流,是竞争中取得成功的关键。众所周知,语言学习是以应用为基础,以交流为目的。求职英语就是把所学的英语知识和学习方法,应用于用英语求职中,掌握求职信息,用英语写求职信、简历,用英语连贯自如地表达自己的意思和想法,进行面试。这不在于你掌握多难的单词,而在于你的语言是否合乎逻辑,是否能够顺利地进行沟通。

为了能使求职者掌握求职必备英语,在激烈的竞争中马到成功,轻松找到满意工作,顺利进入外企或具有国际合作背景的企业,我们精心编写了《求职英语》一书。该书内容共6个单元,包括职业类型、求职渠道、求职申请、简历、面试及自主创业,详尽涵盖了求职主体的全部内容,每单元先针对各课主题给出学习重点目标,接着有2段实境主题对话和2篇相关文章,让读者能在平时自行模拟场景中练习,感悟语言,掌握技巧,累积实力,使得对英语能力超自信。为方便学生背诵和查找,本书还附有求职信范例、简历范例、推荐信范例及高频词汇表等7个附录。提供给繁忙的人士随身携带,背诵、及时查找高频词汇、短语和句子。

本书的每个话题独立成章,不需要按章节学习,读者可根据自己的需要和兴趣选择章节,阅读文章,练习对话,攻克语言点,巩固、记忆关键词语,达到提高英语水平,愉快与外方交流,顺利通过英语面试,轻松找到好工作的目的。

本教材参考了有关求职英语方面的资料,结合高职高专学生的特点、岗位需求,有选择地改编、取舍、扩充原资料的内容。

本教材可作为高校英语教材、培训教材使用。

我们恳切希望,读者在使用教材的过程中,及时提出批评和意见,以利于我们进一步修改,相信经过大家的共同努力,这本教材一定能成为特色鲜明,贴近就业岗位,深受读者欢迎的教材。

刘利群

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Unit One Types of Career

职业类型



Learning Objectives

In this unit, you will:

- know a variety of careers;
- familiarize yourself with the words and expressions related to the theme;
- use these words and expressions in job applications.

☆ Part 1 Approaching the Topic

1. Brainstorm a list of 10 professions you know.
2. According to your major and interests, what kinds of jobs would you like to apply?

My favorite job

Full name of my university	
Department &Major	
Interest & Hobby	
Qualities and Abilities	
My favorite career	

3. Can you say something about the top 10 companies in the worlds?

☆ Part 2 Surfing and Reporting

Work in groups and guess the meaning of the professions.

- A) civil servant
- B) tour guide
- C) secretary
- D) accountant
- E) salesperson / salesman
- F) engineer
- G) programmer
- H) car repairman
- I) hair-dresser
- J) businessman
- K) technician
- L) news reporter
- M) entrepreneur
- N) receptionist
- O) cashier
- P) manager
- Q) typist
- R) office clerk/ clerical worker
- S) plumber
- T) sales rep
- U) craftsman

☆ Part 3 Understanding the Dialogues

Reading the following dialogue and pay attention to the expressions of talking about jobs.



Conversation

W: What do you do?

M: I work at a hotel. How about you?

W: I work at a hospital.

M: Are you a doctor or a nurse?

W: Neither, I work in the laboratory.

M: How do you like your work?

W: It's rather hard, but it's interesting.

M: What are your working hours?

W: Eight to twelve in the morning; one to five in the afternoon.

M: Much better than mine.

W: What are your working hours?

M: Mine aren't fixed. Sometimes I do the day shifts, sometimes the night shifts.



Practice

Complete the following short conversation with the help of the Chinese in brackets.

W: Hi, Pat long time no see. Where _____ (做什么) now?

M: I'm just _____ (失业了).

W: I'm sorry to hear that. Are you _____ (找工作)?

M: Of course. I had two interviews today, but they both _____ (拒绝我).

W: Really? Why?

M: They said I am _____ (条件太好).

W: What _____ (他们什么意思)?

M: They meant they didn't need the people with _____ (高学历).

W: What do _____ (打算怎么办) then?

M: I'll try some schools tomorrow. You know I love to become a school teacher. What do you do now?

W: I _____ (在一家广告公司). I'm _____ (秘书) to the general manager.

☆ Part 4 Understanding the Text

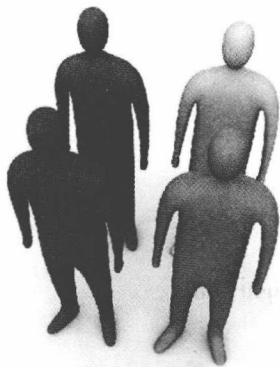
Section A A Variety of Careers

Government Jobs

In China, many **fresh graduates** sit **the civil servant recruitment examination**.

This year, a total of 7775,000 people took the exam hoping to **qualify** for one of 13,500 national civil service jobs. This means that, **on average**, 57 people were **competing** for each position.

Civil service jobs are the most **sought-after** jobs in China. Why do so many young people want to work for the government? The reason is very simple. Civil servants in China enjoy respectable social **status** and considerable **benefits**. The junior civil servants start at a low wage, but the average salary is higher than in other industries. And after two or three years in the



position, they usually get a chance to **go abroad** for further study with all their expenses covered by the government. That's why many fresh graduates choose to try their luck in the exam.

The examinations include several tests and an interview. The national personnel **authority** recommended two books to **candidates**, namely "**Administrative Aptitude Test**" and "**Essay Test**". They are also the names of the first two tests.

In the first test, your language **comprehension**, grammar, official paper writing, organization of data, and computing is examined. Candidates who are lucky enough to pass the first one can then sit the next exam.

The second test has two **categories** of questions, and you can choose one of them to answer. In this round, your ability to solve practical problems you may **encounter** in your desired position will be tested. **Alternatively**, you can choose to express your **own** views on **current affairs**, political or economic, happening at home or abroad.

If you pass the exam, you will find a stable pay.

New Words

- qualify ['kwɒlɪfaɪ] *v.* 合格, 取得……资格
 compete [kəm'pi:t] *v.* 竞赛, 竞争
 sought-after ['sɔ:t-ɑ:ftə] *adj.* 很吃香的, 广受欢迎的
 status ['steɪtəs] *n.* 地位, 身份
 benefit ['benɪfɪt] *n.* 利益, 好处
 authority [ɔ:'θɒrəti] *n.* 权威, 权力
 candidate ['kændɪdət] *n.* 报考者, 申请求职者
 comprehension [,kɒmpri'hensjən] *n.* 理解, 理解力
 category ['kætəɡəri] *n.* 种类, 类别
 encounter [in'kaʊntə] *v.* 不期而遇, 遭遇
 alternatively [ɔ:l'tə:nətɪvli] *adv.* 作为选择, 二者择一地
 current ['kʌrənt] *adj.* 现在的, 最近的
 affair [ə'feə] *n.* 事情, 事件

Useful Expressions

- fresh graduate 应届毕业生
 the civil servant recruitment examination 公务员考试
 on average 平均起来

go abroad 出国

Administrative Aptitude Test 行政职业能力测试

Essay Test 申论方式测验



Understanding the Passage

Answer the following questions.

(1) Why do so many graduates want to be civil servants?

(2) What does the civil servant recruitment examination include?

(3) What does the first test include?

(4) Do you agree that civil servants have a low wage, why?

(5) If you pass the exam, what will you find?

Section B Challenges of Job

How to Find a Job

Getting a good job is one of the most **stressful** situations a man or a woman can **go through**. The main thing to remember about finding a job is to avoid being **subject to excessive** stress.

When looking for a job, make sure that you are **confident**. If you show that you can do the job, you most likely will. Do not limit yourself to only one type of job, but try out for many jobs, and fill out as many applications as you can. Again, do not limit yourself.

Finding the job is the most important thing, and we all come to face this fact eventually. Something that helps you find a job: go through the local newspapers and **advertisements**, **note down** the ones that interest you and then **fax** in your resume, or give them a call as soon as possible. Do not **delay**, or you may **miss out** on the chance of a lifetime. **Scan** the World Wide Web and major search engines, or the specific job that you are looking for, and you will **come up with** many results.

Also, **keep in mind** that if you know of a friend who works in a field that you are interested in, talk to him. He can usually **help** you **out** in your search, and give you some advice.

Remember to try and choose a job that you will enjoy. If you enjoy the area of work that you work in, you will actually never work a day in your life.

When you are applying for a job in the newspaper, or the sign in the window, there are a few simple **guidelines** to remember.

Keep your resume short and **neat**, a one-page resume is more than enough. If it looks too long

and **gaudy**, the employers will not give it their full attention. List as many references that you have, **attach** them as well **to** your resume.

Dress for Success. Dress **nicely** and **appropriately** for the job. Always smile. At the end of an interview, shake hands.

When seeking for a job, remember to follow **firmly** your interests and do not limit yourself. The job search may take a while, sometimes a few months, or more, but never stop until you find a job that suits you. Always **be in control of** your life.

Notes:

(1) When you are applying for a job in the newspaper, or the sign in the window, there are a few simple **guidelines** to remember. 当你从报纸上申请工作或从招聘栏中得到信息, 要记住一些简单的规则。when引导时间状语从句, 表示一个动作发生时, 另一个动作同时发生。主句和从句要有一个现在进行时。You are applying for a job in the newspaper为现在进行时。

(2) Keep your resume short and **neat**, a one-page resume is more than enough. 保持你的简历简洁, 一页的简历足够用了。more than enough 绰绰有余。

(3) List as many references that you have, **attach** them as well **to** your resume. 列出你所知道的证明人, 并把他们附在你的简历中。them指的是references。as well 意思为也, 又。

New Words

stressful [ˈstresfl] *adj.* 产生压力的, 使紧迫的

excessive [ik'sesiv] *adj.* 过多的, 过分的

confident ['kɒnfɪdənt] *adj.* 自信的, 确信的

advertisement [əd've:tismənt] *n.* 广告

fax [fæks] *n.* 传真

delay [di'lei] *v.* 耽搁, 延迟

scan [skæn] *v.* 浏览

guideline ['gaɪdlaɪn] *n.* 指导原则; 参考

neat [ni:t] *adj.* 整洁的, 灵巧的

gaudy ['go:di] *adj.* 华而不实

attach [ə'tætʃ] *v.* 贴上

nicely ['naisli] *adv.* 精细地

appropriately [ə'prəʊprieitli] *adv.* 适当地

firmly ['fɜ:mli] *adv.* 坚定地, 稳固地

Useful Expressions

go through 经历

be subject to 常遭受……, 受支配

note down 记下

miss out 遗漏

come up with 得出, 提出

keep in mind 谨记

help out 帮助(某人)解决困难

attach to 附上, 贴上

be in control of 控制, 掌管



Understanding the Passage

Decide whether the following statements are true (T) or false (F) according to Section B.

- (1) The main thing to remember about finding a job is to let it stress you out. ()
- (2) If you show that you can do the job, you will be regarded as a swagger (狂妄自大者). ()
- (3) Scan the World Wide Web and type in jobs in any major search engines, or the specific job that you are looking for, and you will get many results. ()
- (4) If you enjoy the area of work that you work in, you will have to work all day and all night in your life. ()
- (5) The job search may take a while, sometimes several months. ()

☆ Part 5 Practice

Check your understanding.



Read the four people's talk about their work, fill in the following chart and retell their representations in class.

Speaker1: I'm John. I work in Purchasing Department. I'm responsible for buying everything the company needs—from paper through to the raw materials and components we need to make our products. This week I've been looking for a supplier of office furniture, because people in Sales have asked for new chairs.

Speaker2: Hi, I'm Ian working in EDP. I'm in charge of software development and maintenance. I also run a hotline for our employees if they have problems with their computers or programs. Currently I am testing some new softwares for our sales office.

Speaker3: I'm Lisa working in Accounting. I am responsible for invoicing our customers. At the moment, I'm sending out reminders to all our customers who haven't settled last year's invoices yet.

Speaker4: I'm Joan. I work in Marketing. I answer customers' questions about their products.



I also travel a lot, I give product presentations to our customers. These days I am running a train course for the new sales reps.

Speaker	Which department?	What is speaker doing now?
John		
Ian		
Lisa		
Joan		

Check your understanding.

B Read the short talk about the workforce in Korea and decide which people go into which company of workers.

The majority of people in Korea work in manufacturing, commerce and the service sectors. A total of 11.5% of workforce are professional or technical workers; by that I mean people like accountants, engineers and lawyers. A further 7% are employed in administrative jobs. These are executives and managers, supervisors and so on. 15.5% of the workforce have clerical (职员的、文秘工作) or office jobs. That is not only office clerks, but also secretaries, typists and receptionists. Just over a third of all jobs are in production, 36% to be exact. The remaining 30% work in other fields, such as sales.

sales rep	typist	engineer	supervisor	executive
receptionist	lawyer	accountant	secretary	manager
Professional & technical workers				
Administrative workers				
Clerical and office workers				

☆ Part 6 Language Bank

Government Jobs 公务员

Most of people say they would like to be civil servants. 许多人希望成为公务员。

A low-level civil servant doesn't get paid much. 普通公务员的收入并不高。

Civil service involves more creativity than the dominant image of the “pen pusher”. 当公务员需要有创意，而不是像人们一贯认为的那样——会动笔杆子就行。

In the USA we also have a similar examination system for selecting government job candidates. 在美国也有一套类似的公务员选拔考试方式。

Civil service jobs are perhaps the most sought-after jobs this year. 公务员可能是今年最热门的工作。

Civil servants in China enjoy respectable social status and considerable benefits. 中国的公务员社会地位高，福利待遇好。

State-owned Enterprises 国有企业

I want to work for a state-owned enterprise. 我想去国企工作。

I've been working in a Chinese SOE for 5 years. 我在一家中国国企工作5年了。

Most of the big SOEs in China have gone through several rounds of reform. 绝大多数的大型中国国企经历了好几轮的改革。

Promotion is based on performance evaluations within the company. 在那家公司, 员工晋升是要凭业绩的。

All the employment terms are stated in the contract, a 5-day working week, public holidays, annual leave, 5 types of insurance, a housing fund, travel allowance and insurance, 1 months salary and a discretionary bonus. 那些都写在合同里了, 双休日、公共假日、带薪年假、五险一金、差旅保险、年底双薪和年终奖都有。

You should first do some analysis on the advantages and disadvantages of job-hopping. 你应该先权衡一下跳槽的利弊。

Promotion is always based on performance evaluations. 晋升都是按照业绩来的。

Foreign-funded Enterprises 外资企业

Could you write me a recommendation? 能给我写封推荐信吗?

Foreign bosses hate to have to deal with staff relations. 外企老板不喜欢讲人情。

Jobs in foreign companies are usually highly paid. And on the job training is provided. 在外企工作薪水通常都很高, 而且公司会提供在职培训。

I have decided. I still want to find a job in a foreign company. 我决定了, 我还是要去外企工作。

It seems I have a lot to learn before I can become a suitable employee. 看起来要当个合格的外企职员, 我还有好多东西要学呢。

During work time, you are not supposed to receive private visitors, answer private phone calls or do any private things. That's the golden rule for staff in foreign companies. 上班时接待私人访客、打私人电话以及干任何私事都是被忌讳的。这是外企工作人员的一条黄金守则。

What do you understand about foreign companies? 你对外企了解多少?

☆ Part 7 Culture Tips

大学生的时尚择业观念

随着大学生就业的进一步市场化及竞争的日益加剧, 大学生的择业观念也发生了很大的变化, 并日渐时尚。具体表现为:

(1) “先就业、后择业、再创业”的观念。面对当前的就业形势, 许多大学生改变“一步到位”思想, 走一条面对现实、降低起点、先融入社会再寻求发展的道路。

(2) 淡化“专业对口”的观念。随着人才培养的宽口径和社会对大学生综合素质

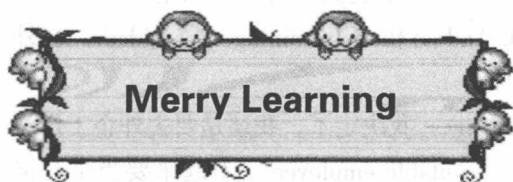
及能力要求的不断提高,愈来愈多的毕业生在求职择业时,已淡化了“专业对口”的观念,而是在“学以致用”的原则下,发挥了素质优势,在更加宽泛的就业范围和领域内,寻求理想的职业。

(3) 正确对待“待业”的观念。随着毕业生中待业人数越来越多,大学生对待“待业”也有了正确的观念。很多人意识到,待业不仅越来越成为一种很正常的社会现象,而且暂时的待业不等于永久性失业。部分大学生经过短时期暂时待业后,可能会很快找到就业岗位。因此他们积极争取即时就业,同时对待业的心理承受能力也大大增强了。

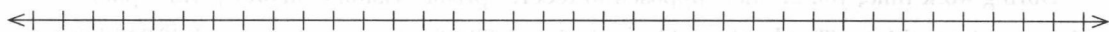
(4) “适时跳槽”的观念。当今“双向选择”的市场化就业氛围下,职业流动不仅得到大学生们心理的认同和支持,而且现代社会的发展,正在加快社会职业的流动。这些变化,打破了“从一而终”的就业观念,代之以职业流动和“适时跳槽”等观念的确立。



(5) 终身学习的观念。现代职业变化的日新月异,人们就业岗位的迅速变化,以及职业对人要求的不断提高,使许多大学生意识到,要想不被职业所淘汰,就必须树立终生教育的观念。不断地学习新知识,努力适应社会发展的需要。同时,大学生们已经意识到,大学教育固然重要,但它仅仅是终身教育的一个阶段,大学毕业以后的延伸教育和重新学习,对于选择和重新选择职业岗位,取得职业成就,具有非常重要的作用。



How Old Was He When He Died



A man goes to see a new doctor for a physical exam. After his exam the doctor returns with the results.

“You are in good shape for a 40 years old.” “Did I say I was 40?” asks the man. “How old are you?” “I am 53 as of yesterday.” “Wow! How old is your father when he died?” “Did I say my father died?” “I beg your forgiveness. How old is your father?” “He is 74.” “That’s great! How old was your grandfather when he died?” This time the man seemed a little annoyed. “Did I say my grandfather died?” “I am truly sorry. How old is your grandfather?” “He is 103. He is as fit as a fiddle too!” “I am glad to hear that. How about your great grandfather? How old was he when he died?” “Did I say my grandfather died? He is 124 and getting married next week!” “Alright now I’ve heard everything! Why would a man who’s 124 years old want to get married?” “Did I say he WANTED to get married?”