

陈素花 陆沁 王云霞 主编

ENGLISH FOR CAREER

就 业 英 语



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陈素花 陆沁 王云霞 主编

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前 言

职业教育是教育的一个重要组成部分,它为那些准备就业的人士提供了职业知识、技能等方面的教育。人们要想在变化着的就业环境中工作,应培养一种多文化的观点,至少学习一种国际通用的外语,这种学习一方面有益于提高文化水平,另一方面也有利于满足交流的需要和在多文化环境中工作的需要。

在经济全球化的今天,英语作为国际语言日益成为求职、就业、加薪及晋升的必备条件之一。本书是一本与就业有关的英语教材,目的是帮助就业前的职业院校的学生及面临择业的其他人士掌握基本的就业英语口语交际能力;同时,本书对于在职人士提高英语交际能力也大有裨益。本书分为 12 个单元,包括求职面试、实习、企业文化、演讲技巧、跨文化沟通、成功故事、职业生涯规划、自我管理、终身学习、生活和谐等不同的主题。本教材从学生实际出发,编写视角独特,立意有创新,选材涉及英语语言和管理学科,贴近生活、贴近就业;练习和活动设计尤其新颖,强调交互性,适合基础英语阶段后的学生在求职就业大背景下英语沟通和交际能力的训练。本教材全方位涉及就业主题,非常具有实用价值。

本书由陈素花、陆沁、王云霞担任主编。

参加编写的人员有:盛玮,蒋兆凤,金晓宏,陈媛媛,江琴,陈颖丽,谢磊,刘化松,朱传辉,王丽芬,赵明盈,李文洲,汤静,熊亦美,王迎春,王向阳,吴希,沈迅宏,郑亚君,黄红波。

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Job Hunting

Lead-in

The following are two samples of job advertisements.

JOB OPENINGS

Title	Network Engineer	IT Sales Engineer
Company Name	E. Globesoft Ltd	Avenue E. Services Ltd
Description	<ul style="list-style-type: none"> ● Candidates with education from reputed institutes are preferred. ● Minimum of 2 – 3 years working experience in related field. ● Skills required: <ul style="list-style-type: none"> – Win 2000, 2003 – MS Exchange 5.5 2000, 2003 – Good Process understanding – SMS <p>E-mail your CV to resumes@ecorp.com</p>	<ul style="list-style-type: none"> ● Experience in sales of Auto-ID products & solutions, e.g. barcode scanners, Biometric Systems, RF Network Data Mgt, Mobile network solutions, etc ● Own a car ● Willing to travel ● Speak Chinese & English ● Benefit: <ul style="list-style-type: none"> Basic + commission <p>Pls send resumes to avenue@escorp.com or Fax: 63445678</p>

Bring to the class more employment classified ads from newspapers or the Internet, discuss with your partners or group members the following questions:

1. Which of the classified ads attracts you? Why?
2. What will be your dream starting salary?
3. What are the qualifications and experiences required for the job?
4. Make a bank of common interview questions (e.g. What are your weaknesses?) .
What will be the appropriate responses?
5. What will be the keys to selling yourself successfully? Why?

Reading

Passage 1

How to Prepare an Effective Resume

Around this time every year, most college grads start scratching their heads—almost to the point of baldness—wondering how in the world to write their first resume.

The competition for jobs is fierce right now, so I quite understand you must present yourself in the best possible light. To make that work, my first advice would be: Act like a professional.

“The biggest complaint employers make about resumes from new college grads is their use of cutesy or inappropriate e-mail addresses,” says Steven Rothberg, President of Minneapolis-based CollegeRecruiter.com, an employment site for college graduates and employers.

“For example, an e-mail address like icarryagun@aol.com isn’t going to help your job search.

“A close second in terms of things that annoy employers is poorly written resumes, with spelling errors, grammatical errors, passive language and other easily correctable mistakes,” says Rothberg.

Another point you have to keep in mind is about the length of the resume. Remember: One page is a good length. You don’t have to tell your life story in your first resume. Far from it.

“Very few new college graduate resumes should be more than one page long,” says Rothberg.

“Any work experience not related to the job you’re applying for should be left off.

Although it's great that you had a paper route from age 10 to 14, for example, that isn't relevant to an employer considering you for a civil engineering position," says Rothberg.

Employers will be more interested in your academic credentials and experience you obtained while in school, so focus on that.

Also, avoid the temptation to sprinkle your resume with buzzwords and skills you don't actually have. "It annoys hiring managers when they call applicants for an interview, only to find they can't explain what's on their resume," says Yvonne LaRose, a Beverly Hills, Calif. -based Certified Personnel Consultant. It's more than annoying to claim more knowledge on your resume than you actually have. It's flat out lying. And it will cost you dearly when an employer finds out—and they always do. So stick to the truth when you write your resume.

More tips on the content of your resume:

- **Name, address, telephone, e-mail address, website address**

All your contact information should go at the top of your resume. Use a permanent address. Include your website address only if the web page reflects your professional ambitions.

- **Objective or summary**

An objective tells potential employers the sort of work you're hoping to do. Tailor your objective to each employer you target/every job you seek. Be specific about the job you want. For example: To obtain an entry-level position within a financial institution requiring strong analytical and organizational skills.

- **Education**

New graduates without a lot of work experience should list their educational information first. Your most recent educational information is listed first.

- **Work experience**

Briefly give the employer an overview of work that has taught you skills. Use action words to describe your job duties. Include your work experience in reverse

chronological order—that is, put your last job first and work backward to your first, relevant job. Include: Title of position; Name of organization; Location of work (town, state); Dates of employment. Describe your work responsibilities with emphasis on specific skills and achievements.

● Other information

You may want to add: key or special skills or competencies; leadership experience in volunteer organizations; hobbies and interests, and etc.

● References

Ask people if they are willing to serve as references before you give their names to a potential employer.

Do not include your reference information on your resume. You may note at the bottom of your resume: "References furnished on request."

Exercises

I. Translate the following into English and vice versa.

激烈竞争	work experience related to the job
忠于实情	academic credentials
职业抱负	in reverse chronological order
初级职位	leadership experience
潜在雇主	job objective

II. Read the following sample resume. Do you think it's an effective one according to the advice and tips given in the passage?

Resume

Personal Information

Name: Zhang Hong

Sex: Female
Nationality: Chinese
Date of birth: April 12, 1983
Place of birth: Nanjing, Jiangsu Province
Marital status: Single
Present address: 5 Gehu Road, Changzhou, Jiangsu Province
Permanent address: 564 Peace Street, Nanjing, Jiangsu Province
Zip code: 213000
Tel: (0519) 88844432 Mobile Phone: 13012345678
E-mail address: bigcat@yahoo.com

Job Objective

CNC Assistant Engineer, Computer or Machine Tool Attendant

Education

1999 – 2002	Studied in No. 5 Middle School, Nanjing
2002 – Present	Studied in ABC Institute of Vocational Technology, majoring in Mechatronics

Main Subjects

MPS CNC Pneumatics & Electropneumatics UG(Unigraph) AutoCAM

Computer Proficiency

Passed the National Computer Rank Test (first grade)
Use AutoCAD , AutoCAM and UG skillfully

Language Proficiency

Read and speak English fluently, passed PRETCO(Level A)

Awards

“Three Goods” student, excellent student cadre

Extracurricular Activities & Work Experience

Chairman of Student Union, part designing for XYZ Company



Hobbies

Drawing, swimming

References

Provided upon request

- III. Suppose you are applying for a position offered by a foreign capital enterprise, create a resume for yourself, then exchange with your classmates and give suggestions to each other.**

Passage 2

Three Horror Stories of Job Hunting

Job hunting can be a scary endeavor. The following true stories will raise the hair on the neck of even the bravest job seekers. You can learn from their hard earned lessons.

Horror story No. 1: Always confirm a new job offer before you resign from the old one.

“I’d been looking for a different job for several months and after much searching I was finally offered a new position,” Julie N. , an administrative assistant, says.

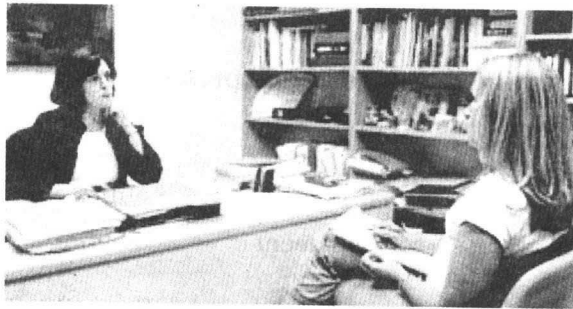
“Of course I accepted, but days after I’d given notice to my current employer, my new employer called and told me they had re-evaluated their financial situation. They were rescinding their offer!”

“Panicked, I tucked my tail between my legs and went looking for my current boss to tell her I wouldn’t be quitting after all. I made every effort, but she was tied up in meetings all day. The following morning, during a staff meeting she made reference to my upcoming departure. I was stuck. I had no choice but to reveal my predicament and ask for my old job back—in front of the entire office staff. She gave me two months to find a new job.”

Horror story No. 2: Don't lose sight of what really matters.

"Looking to escape the policies, procedures and politics of a big corporation, I sent my resume to a small, privately-owned manufacturing company that was looking for a top executive. I received an invitation from the owner of the company to come to an interview. His office had a fireplace, cushy couches and looked more like a den than an office. The interview went well and I was excited about the flexibility of the job, the tremendous earning potential and the opportunity to travel around the world to meet with clients," Patrick L., a chief financial officer, says.

"That is, until the owner asked if my wife would be willing to travel with me. I explained that wasn't possible as she too was a professional and had her own full-time career. He then asked if I would be comfortable traveling with an escort as many of their international clients expected to be entertained and treated to lavish dinners with their partners! Having invested an equal number of years in both my marriage and my career, I decided I wasn't willing to put either at risk, even if this sounded like my dream job."

**Horror story No. 3: Thoroughly research a company and prepare a list of questions before heading out to an interview.**

"I drove 300 miles each way at my own expense to interview for a position at a particular company," Matthew H., a marketing manager, says.

"When I sat down for the interview, the interviewer (an assistant manager) only asked me one question, 'Can you tell me about yourself?' After I gave a brief 90-second introduction, she indicated that was all the questions she had and asked if I had any questions for her."

“Somewhat baffled, I proceeded to interview her—on her background and skills, her position, her department, the company, company culture, etc. With such a complacent and unenergetic attitude to recruiting qualified employees, I left that interview and the company hardly impressed.”

Exercises

I. Answer the following questions according to the passage.

1. Why did Julie's new employer rescind their offer?
2. Did Julie have her old job back? What would you do if you were Julie?
3. What made Patrick leave the big corporation while choose a privately-owned company?
4. Why didn't Patrick accept the new offer?
5. Can you guess the real purpose for the interviewer to let Matthew to ask question?
6. If you were Matthew, what would you ask?

II. Fill in the blanks with the words or expressions given below. Change the form where necessary.

recruit	resign	baffle	politics	proceed
flexibility	endeavor	complacent	potential	manufacture

1. We are having difficulty _____ enough properly qualified staff.
2. We can be _____ about your starting date.
3. The expedition was an outstanding example of human _____.
4. You have the choice between _____ and dismissal.
5. Try not to get involved in office _____.
6. It is easy to become _____ if everything goes successfully in one's work.
7. The question _____ me completely.
8. Stop quarreling! Let's _____ to discuss the next item.
9. The developer rest assured that this product will have large sales _____.
10. Thousands of jobs had been lost in _____ industry.

III. Translate the following sentences into English, using the phrases given in the brackets.

1. 明天总经理将有一整天的会议,他无法安排任何约见。(be tied up)
2. Wilson 没有提起任何与公司业务有关的事宜。(make reference to)
3. 这种手段有一定的非法性,我不想用我的前途来冒险。(put ... at risk)
4. 有些毕业生宁可选择一些小型私有制造业公司而不愿意去大企业。(privately-owned manufacturing company)
5. 我们将不惜一切代价赢得同这家公司的合作项目。(at ... expense)
6. 永远不要忘记对你来说什么才是最重要的事。(lose sight of)
7. 在你未获得新工作之前,不要辞去原有的工作。(resign from)
8. 在你参加面试之前一定要对公司进行彻底了解。(thoroughly)

Speaking

Dialogue Samples

Dialogue 1

College Students Hunting-job of Foreign Enterprises

R = Receptionist J = Jobseeker

R: May I help you?

J: Yes, I'm here for an interview as requested.

R: You are Miss Kate?

J: That's right.

R: Please take a seat.

J: Thank you, madam.

R: Not at all. We've looked over your resume and letter. According to your resume, I think you are an excellent candidate for the position.

J: Thank you.

R: Well, do you know about our company?

J: Yes, to the best of my knowledge, your company was originally a small workshop set up in 1980. At that time, you had only ten workers.

R: Right, go on.

J: Well, after 20 years of hard work, you have developed into a large enterprise with nearly two thousand technicians and workers and your yearly output value has reached as much as over two billion *yuan*. What a wonder!

R: Thank you. Do you know about the development at present?

J: Yes, your company plans to collaborate with ABC Corporation and extend the overseas market of cosmetic products.

R: Quite good. I think you may be a staff in our company.

J: Thank you.

Dialogue 2

A Part Time Job Interview

M = Manager A = Anna

M: Good morning! Can I help you?

A: Yes, I came about the job you advertised for a part time assistant.

M: Oh, yes, please sit down. Now what's your name?

A: Anna Wang.

M: Tell me, why are you interested in the job?

A: Because I love your company. Yours is one of the most effective and respectable companies in the region. I'd like to work in it and enjoy its prestige as well. Besides, I have to work to support my education.

M: I see. What are you studying now?

A: I'm majoring in business management at Shanghai University. I'm going to graduate this summer.

M: Good. Now tell me a little about your work experience. Have you worked anywhere before?

A: Yes. I have worked in a small firm, as a secretary, though.

M: What sort of responsibilities did your job involve?

A: My job was handling routine tasks like typing letters and documents, receiving visitors, answering phone calls and so on.

M: Did you enjoy it?

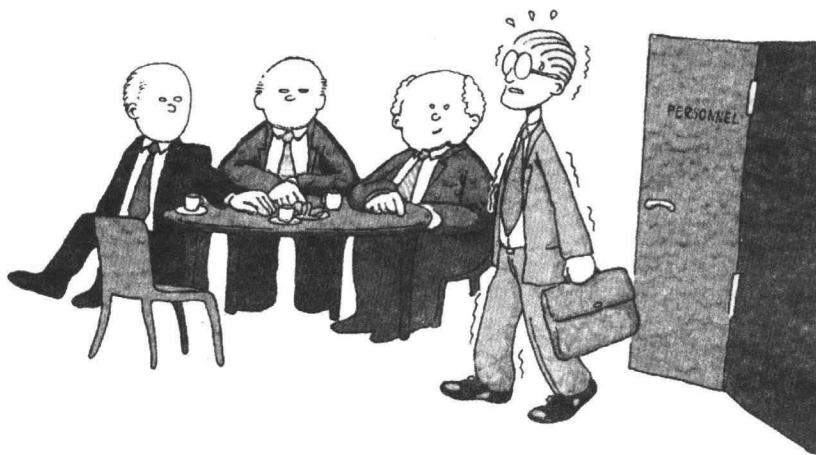
A: Yes, to some extent. But I'd like to take on more responsibilities, I'd like to take up something more challenging and more rewarding.

M: I see. Please leave your address and phone number with us, and we'll let you know our decision early next week.

A: Thank you.

Speaking Activities

I. A job interview is usually a stressful experience. How do you think the interviewee in the picture is feeling? Why? How to avoid such a "walking on the thin ice" situation?



II. Roleplay the following scenario with your partner.

Student A: You're a department manager in a big company. Your advertisement says there are a few vacancies in your company. Now you are interviewing one of the applicants.

You may use the following expressions:

Good morning. /Please have a seat. /What's your name?/Why are you interested in this job? /have worked anywhere before/What is your hobby? /We will let you know our decision next week.

Student B: You saw an advertisement in newspaper saying there were a few vacancies in a big company. You are interested in it and now you are being interviewed by a department manager.

You may use the following expressions:

I came about the job you advertised in the newspaper. /Yes, I'm ... /I'd like to work in it and enjoy its prestige as well. /I've worked in ... for over a year. /I want to get a more interesting and challenging job.

III. Suppose you are the general manager of a company, now you have a tough decision to make. Due to financial problems, you must lay off one of the employees of your company. There are 4 people who you have decided can be fired. You have made notes on each employee and you realize that each of them have their strengths and weaknesses. Make a decision and then present your decision to your partner (e. g. Our best choice would be to lay off ... because ...).

The profiles

Mike

Young, inexperienced, creative, single, hardworking, sometimes he is rude, he has worked for only one year, he is self motivated and learns new things very easily, he is unpopular with his colleagues, loyalty—unsure.

Emily

Cooperative, loyal, tends to make many mistakes, easygoing, not very creative, slow worker, married, has worked for 8 years, popular with colleagues, 5 years at company, knows a lot about the company.