

素质篇

高职高专英语立体化系列教材

新职业英语

ENGLISH For CAREERS

总主编：徐小贞 主 编：曹兰

职场素质英语



形成性评估手册

外语教学与研究出版社
FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS

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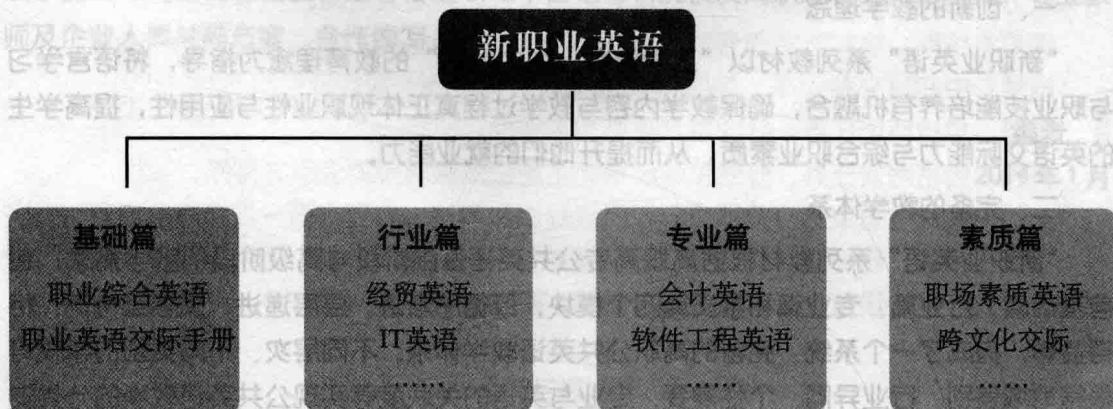
前言

近年来,在国家大力发展职业教育的方针指引下,我国高等职业教育蓬勃发展。高等职业教育的办学方针是“以服务为宗旨,以就业为导向”,采用“工学结合”的培养模式,实现培养技术、生产、管理和服务第一线高级技能人才的目标。因此,高职院校的课程必须反映职业岗位对人才的要求以及学生未来职业发展的要求,体现职业性与实践性的特点,能满足培养学生综合能力的需要。英语作为高职院校一门重要的必修课,长期以来一直被看作是孤立的公共基础课程,所教授的内容未能与学生未来的职业有效结合,很难满足不同工作岗位的实际需要。这一现状与培养目标之间的差距对新时期的高职高专英语教学提出了新的课题和新的要求,高职高专公共英语教学改革势在必行。

为贯彻国家大力发展职业教育、培养高素质技能人才的精神,顺应高等职业教育英语课程改革的方向,我们通过广泛调研与充分论证,在深入了解社会单位用人要求和各学校教学需求的基础上,精心策划并开发了“高职高专新职业英语立体化系列教材”。“新职业英语”系列教材是针对高职高专院校公共英语课程开发的全新英语教材,以“工学结合、能力为本”的职业教育理念为指导,以培养学生在今后工作中所需要的英语应用能力为目标,在帮助学生打好语言基础的同时,重点提高听、说、写等应用能力,特别是工作过程中的英语交际能力,真正体现高职公共英语教学的职业性、实践性和实用性。

教材结构

为满足基础英语与相关职业英语学习需要,实现基础阶段与行业阶段的有机衔接,同时兼顾素质教育和个性需要,“新职业英语”系列教材根据实际教学需求,分为基础篇、行业篇、专业篇和素质篇四部分。各组成部分的结构和关系如下图所示:



基础篇

涵盖不同职业涉外工作中共性的典型英语交际任务,以商务英语为核心内容,以典型工作活动中需要的英语知识和技能为线索组织教学内容,培养学生职业英语应用能力,并为其进一步学习英语打好语言基础。包括《职业综合英语》(共两册)和《职业英语交际手册》。其中《职业英语交际手册》是与《职业综合英语》配套的口语专项训练用书,涵盖工作中最典型的社交和职业场景。

行业篇

立足于高职高专院校各专业群所面向的行业,依据企业的工作流程、典型工作环节或场景设计教学内容,力求使学生具备在本行业领域内运用英语进行基本交流的能力,包括《机电英语》、《IT英语》、《经贸英语》、《医护英语》、《汽车英语》、《艺术设计英语》、《包装印刷英语》、《土建英语》和《化生英语》等。

专业篇

依据高职高专院校各专业所面向的职业岗位,培养学生从事目标岗位工作应具备的英语能力,侧重专业发展对英语的需求。与行业篇教材相比,专业篇教材分类更细致,内容更深入,专业及职业岗位特色更明显。

素质篇

旨在提高高职学生的综合素质,兼顾学生社会发展的需求和个性发展的需要,从而实现其全面发展。包括英语技能类、英语文化类和职场素质类等。可在基础英语教学阶段和行业英语教学阶段供感兴趣的学生选用,也可在之后的提高阶段供其专业与英语联系紧密的学生选用。

为确保教材的针对性、实用性与够用度,“新职业英语”系列教材的内容均在对各行业及职业岗位进行深入调研与分析后才确定。基础篇与行业篇主要供高职高专英语课程必修阶段教学使用,专业篇和素质篇主要供高职高专院校专业英语课程或选修课使用。各高职高专院校也可根据自身的实际情况灵活安排,选择使用。

教材特色

“新职业英语”系列教材是一套顺应高职高专公共英语教学改革发展趋势、真正体现职业英语教学理念的教材,主要具有以下几方面的特点:

一、创新的教学理念

“新职业英语”系列教材以“工学结合、能力为本”的教育理念为指导,将语言学习与职业技能培养有机融合,确保教学内容与教学过程真正体现职业性与应用性,提高学生的英语交际能力与综合职业素质,从而提升他们的就业能力。

二、完备的教学体系

“新职业英语”系列教材根据高职高专公共英语基础阶段与高级阶段的教学需求,包含基础篇、行业篇、专业篇和素质篇四个模块,既循序渐进、层层递进,又相互协调、相得益彰,构成了一个系统、完备的高职公共英语教学体系。不同层次、不同类别的学校可根据地域差别、行业异同、个性需要、专业与英语的关联度等实现公共英语教学的分类安排,因材施教。

三、职业的教学设计

“新职业英语”系列教材在对院校及行业、企业广泛调研的基础上确定编写方案，针对行业和企业对高职高专毕业生英语技能的要求，根据企业的工作流程、典型工作任务或场景设计教学内容，每单元浓缩一个典型工作环节，学习任务与工作任务协调，实现“教、学、做”一体化。

四、实用的选材内容

“新职业英语”系列教材特别选择各行业和职业活动中实际应用的真实语料作为教学材料，注重时代性、信息性与实用性，既适用于提高语言能力，又有利于培养学生的职业素质与技能。来自于现实工作中的真实选材为学生营造真实的语境，并通过学习内容与将来工作内容的结合激发他们的学习兴趣。

五、科学的测评手段

“新职业英语”系列教材采用形成性测评和终结性评估相结合的评价方法，着重考查学生的英语综合应用能力，培养学生的自主学习策略。本系列教材将提供专门的《形成性评估手册》及许多经过教学检验的形成性评估手段，既能引导学生不断进步，也不会增加教师负担。

六、立体化的教学资源

“新职业英语”系列教材根据各教学环节的需要，配备教师用书、MP3光盘、教学课件与网络资源，提供合理的教学建议与丰富的辅助资源，方便教师备课与授课，促进教师与学生之间的互动与交流。

编写队伍

“新职业英语”系列教材由外语教学与研究出版社与深圳职业技术学院应用外国语学院共同策划开发。总主编为教育部高职高专英语类专业指导委员会副主任委员、深圳职业技术学院应用外国语学院院长徐小贞教授。各分册在对不同行业特点与需求以及高职院校教学情况等调研的基础上，由各行业领域中著名本科院校及高职院校的英语教师、专业教师及企业人员共商方案、合作编写。

总主编 徐小贞 深圳职业技术学院应用外国语学院院长

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编写说明

《职场素质英语形成性评估手册》是高职高专“新职业英语”系列教材素质篇《职场素质英语》的配套教材，旨在进一步巩固学生的语言知识，强化学生将来工作过程中所需要的语言技能。为方便教师实施形成性评估，本教材在内容、版式、装订等方面均进行了特别设计。

编写理念

形成性评估是师生之间对学习行为的认可和回应的过程，也是相互促进、互为提高的过程。它首先建立在师生相互尊重与信任的基础上，有利于拉近师生距离，体现评估的民主化和人性化。其次，学生通过自评和反思，能更好地明确学习任务和目的，增强学习的主动性和自觉性。再次，通过对评估过程和行为的关注，师生之间能够增进了解，从而加强教学的互动。

本手册根据形成性评估的基本理念，将评估的关注点从考试成绩转向学生的学习行为和学习过程。学生做完单元练习后，填写单元评估档案。档案既包括对练习的直观感受、收获、反思等，也包括对老师的建议或希望。教师则可从练习本身了解学生的实际水平，通过评估档案更全面、准确地了解学生的心理状况、真实感受和期望，并给予相应的主客观评价和评语。通过评估，教师一方面可及时发现学生存在的问题，帮助他们改进学习方法，调整学习策略，更好地控制学习过程和提高学习效果；另一方面，教师可根据学生反馈的信息来改进教学方法，完善课堂行为，从而达到教学相长的目的。

教材结构

本手册共八个单元，每个单元均与《职场素质英语》对应单元的主题一致，包括五个部分。

听力：由三项任务组成，分别为短对话、长对话和短文听写。

词汇与结构：包括两项任务，分别为词汇选择和词性变化填空。

阅读：由四篇文章组成，题型包括选择题、判断题、简答题和填空题。

翻译：包括两项任务，分别是汉译英和英译汉。

写作：包括两项任务，分别是围绕单元主题的篇章写作和应用文写作。

上述内容均注意突出行业特色和任务设计的科学性，单元内同一技能的各任务间各有侧重并循序渐进，同一技能在全书中则尽量做到系统、自成体系。题型以客观题为主，便于老师批改，同时设置了一定数量的主观题，既突出应用能力的培养，也可防范抄袭。

使用建议

- 本手册每页印有“剪切线”和“回贴区域”，剪切线已经特殊处理，可以方便地撕

下来上交,老师批改后可及时回贴,以免丢失。

- 每部分试题前有序号、学号、姓名、班级、成绩、类型等栏目,可方便教师归档和登记成绩。
- 每次作业需学生签名,申明独立完成,以培养学生的诚信品质并逐渐形成英语学习的自我管理能力。
- 对于平时成绩登记,建议教师采用Excel电子表格;如果条件受限,则可采用书后所附的纸质表格。
- 听力文本和参考答案以活页的形式按单元分开装订,老师可根据实际情况决定如何发放。
- 需说明的是,形成性评估有很多方式,囿于公共英语教学的实际,本手册采用了目前的形式。老师在使用过程中一定要贯彻形成性评估的内涵,关注应用能力的提高和学生的不断进步,切勿把本手册变成“题海战术”的工具。此外,因口语活动主要由老师引导完成,本手册未涉及。

编写队伍

“新职业英语”系列教材总主编为徐小贞教授。本手册主编为曹兰,副主编为王国燕、张成伟和朱春娟,编者为戴丹、王秋月和张军华。由于编者水平所限,疏漏难免,还望使用者不吝指正。

编者

2014年1月

序号 _____ 学号 _____ 姓名 _____ 班级 _____ 成绩 _____ 类型: U1-L

Listening Comprehension

- Task 1 In this section, you will hear five short dialogs. After each dialog, there is a recorded question. The dialogs and questions will be spoken only once. When you hear a question, you should choose the correct answer from the four

Contents

C. Teacher and student.	D. Shop assistant and customer.
2. A. She can have more friends in the city.	B. She thinks the country life is boring.
C. She doesn't like the country life.	D. She thinks there are more good jobs in the city.
3. A. Yes, she does.	B. No, she doesn't.
C. Probably not.	D. Not sure.
4. A. She likes everything about it.	B. She hates it.
C. She likes most of it.	D. She thinks the pay is satisfactory.
5. A. It has a good outlook.	B. It has developed very well.
C. She is good at it.	D. She studies it at school.
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6. A. Moving to a new house.	B. Changing his job.
C. Asking for a raise in his pay.	D. Giving up his new job.
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7. A. It's the best choice for the man.	B. It's very interesting.
C. It will be a good idea.	D. The woman advises the man not to apply for the job.
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Conversation 2	
8. A. She's a singer.	B. She's a musician.
C. She's a singer and musician.	D. None of the above.
9. A. Guitar.	B. Piano.
C. Flute.	D. Violin.
10. A. Folk music.	B. Rock music.
C. Country music.	D. Pop music.

序号_____ 学号_____ 姓名_____ 班级_____ 成绩_____ 类型 UI-L

Listening Comprehension

► **Task 1** In this section, you will hear five short dialogs. After each dialog, there is a recorded question. The dialogs and questions will be spoken only once. When you hear a question, you should choose the correct answer from the four choices marked A, B, C and D.

1. A. Colleagues. B. Friends.
C. Teacher and student. D. Shop assistant and customer.
2. A. She can have more friends in the city.
B. She thinks the country life is boring.
C. She doesn't have an opportunity to live in the country.
D. She thinks there are more good jobs in the city.
3. A. Yes, she does. B. No, she doesn't.
C. Probably not. D. Not mentioned.
4. A. She likes everything about it. B. She hates it.
C. She likes some part of it. D. She thinks the pay is satisfying.
5. A. It has a good outlook. B. It has developed very well.
C. She is good at it. D. She studies it at school.

► **Task 2** In this section, you will hear two long conversations. After each conversation, there are some recorded questions. The conversations and questions will be spoken twice. When you hear a question, you should choose the correct answer from the four choices marked A, B, C and D.

Conversation 1

6. A. Moving to a new house. B. Changing his job.
C. Asking for an increase in his pay. D. Giving up his new job.
7. A. It's the best choice for the man.
B. It's very interesting.
C. It would allow the man to move up.
D. The woman advises the man not to apply for the job.

Conversation 2

8. A. She's a singer.
B. She's a musician.
C. She's a singer and musician.
D. None of the above.
9. A. Guitar. B. Piano. C. Flute. D. Violin.
10. A. Folk music. B. Rock music. C. Country music. D. Pop music.

- **Task 3** In this section, you will hear a short passage. After that you should fill in the blanks 11-15 with the information you hear. The passage will be spoken three times.

Hobbies are activities that allow us to spend our free time doing something we enjoy and get 11. Having a hobby is important because people have a need to 12 themselves in different ways. For young children and teenagers, it is a way to develop their skills and talents, and of course to keep them away from things like drugs, alcohol and bad people.

Some people are 13 with their jobs because they can do what they want to, and their jobs are their hobbies. It's good because their work satisfies them. However, some of them don't know when to stop to do something else. Even 14 say it's not good to be a workaholic, and that people who know how to relax, and whose hobbies are different from their jobs, are much 15. They can be more efficient when they start working again.

► **Task 2** In this section, you will hear two long conversations. After each conversation, there are some recorded questions. The conversations and questions will be spoken twice. When you hear a question, you should choose the correct answer from the four choices marked A, B, C and D.

Conversation 1

6. A. Moving to a new house.
B. Asking for an increase in his pay.
C. It's the best choice for the man.
D. It's very interesting.
7. A. It would allow the man to move up.
B. The woman advises the man not to apply for the job.
C. Changing his job.
D. Giving up his new job.

Conversation 2

8. A. She's a singer.
B. She's a musician.
C. She's a singer and musician.
D. None of the above.
9. A. Guitar.
B. Piano.
C. Country music.
D. Rock music.

本人申明：以上作业为本人独立完成。

签名：_____ 日期：_____

序号_____ 学号_____ 姓名_____ 班级_____ 成绩_____ 类型 U1-W&S

Words and Structures

► **Task 1** Complete each statement by choosing the appropriate answer from the four choices marked A, B, C and D.

1. _____ the fierce competition (竞争) from large companies, his business went into bankruptcy.
A. As B. Because of C. For D. Given
2. He was known for his _____ behavior.
A. unconventional B. traditional C. conventional D. intentional
3. The _____ between smoking and disease is widely known.
A. relationship B. cooperation C. correlation D. interaction
4. We should _____ to prevent war.
A. take for B. take care C. take after D. take steps
5. The advantages of this deal largely _____ the disadvantages.
A. outweigh B. outstand C. outlook D. outlet
6. When they feel unloved or _____, the children will feel unsafe.
A. unappreciated B. appreciated C. satisfied D. unsatisfied
7. Mr. Dennis said he had _____ access to a telephone.
A. inquested B. requested C. questioned D. quested
8. Two old trees _____ their upper branches.
A. covered B. recovered C. discovered D. overlapped
9. My students turned in a good _____ at the English evening.
A. action B. performance C. achievement D. contribution
10. Let's make _____ clear that what we have to do is part of our job.
A. it B. that C. / D. as
11. The police have to _____ all the complaints seriously.
A. take B. look C. see D. get
12. All our decisions have to _____ scientific development.
A. be equal to B. be qualified with C. be consistent with D. be ready for
13. He listed a few reasons _____ he was not interested in the project.
A. why B. how C. which D. what
14. The news _____ unexpected; nevertheless, it is true.
A. maybe B. may be C. can be D. must be
15. The number of people who talked about music was _____ high.
A. surprising B. surprised C. surprise D. surprisingly

► **Task 2** Fill in each blank with the proper form of the words and phrases given in the brackets.

1. I'm _____ (honor) to be with you today at your commencement (毕业典礼) from one of the finest universities in the world.
2. Everyone wants to get _____ (satisfy) out of his or her job.
3. We want to continue acting but not _____ (necessary) together.
4. The lady was admitted to _____ (be) able to enter a room without tripping over a dog.
5. Stay _____ (focus) on the conversation, and you'll save yourself a lot of potential problems.
6. If it does happen, we tend to feel _____ (ignore), overlooked and unappreciated.
7. He could not retreat from his _____ (responsible) in this accident.
8. They were giving an acrobatic (杂技的) _____ (perform) for the children.
9. China will make a greater _____ (contribute) to humanity.
10. The harshness of recent reality _____ (disenchant) her of her idealistic hopes.

本人申明：以上作业为本人独立完成。

签名：_____

日期：_____

序号_____ 学号_____ 姓名_____ 班级_____ 成绩_____ 类型 UI-R

Reading Comprehension

- **Task 1** Read the following passage and choose the best answer from the four choices marked A, B, C and D.

"I would almost rather see you dead," Robert S. Cassatt, a leading banker of Philadelphia, shouted when his 20-year-old eldest daughter announced (宣布) that she wanted to become an artist. In the 19th century, playing at drawing or painting on dishes was all right for a young lady, but serious work in art was not. And when the young lady's family ranked among the best of Philadelphia's social families, such an idea could not even be considered.

That was how Mary Cassatt, born in 1844, began her struggle as an artist. She did not tremble before her father's anger. Instead, she opposed (抗拒) him with courage and at last made him change his mind. Mary Cassatt gave up her social position and all thought of a husband and a family, which in those times was unthinkable for a young lady. In the end, after long years of hard work and perseverance (坚持), she became America's most important woman artist and the internationally recognized leading woman painter of the time.

- How did Mr. Cassatt react when his daughter made her announcement?
 - He feared for her life.
 - He was very angry.
 - He nearly killed her.
 - He warned her.
- What in fact was Mr. Cassatt's main reason in opposing his daughter's wish?
 - Drawing and painting was simply unthinkable among ladies in those days.
 - He did not believe his daughter wanted to work seriously in art.
 - He believed an artist's life would be too hard for his daughter.
 - Ladies of good families simply did not become artists in those times.
- What made Mary Cassatt's "struggle" to become a recognized artist especially hard?
 - She was a woman.
 - Her father opposed her.
 - She had no social position.
 - She did not come from an artist's family.
- What do we know about Mary Cassatt's marriage (婚姻)?
 - Her marriage failed because she never gave a thought to her husband and family.
 - She never married because she did not want to be just a wife and mother.
 - After marriage she decided to give up her husband rather than her career.
 - She did not marry because for a lady of her social position to marry below her was unthinkable.
- What do we know about Robert S. Cassatt's character from the passage?
 - He was a cruel man.
 - He was a conservative (保守的) man.
 - He knew nothing about art.
 - He was open-minded.

► **Task 2** Read the following passage and complete the sentences below with the information given in the passage.

Grandma Moses is among the most famous 20th century painters of the United States, yet she did not start painting until she was in her late 70s. As she once said of herself, "I would never sit back in a rocking chair, waiting for someone to help me." No one else could have had a more productive old age.

She was born Anna Mary Robertson on a farm in New York State in 1860, one of five boys and five girls. At 12 she left home and was in domestic (家庭的) service until, at 27, she married Thomas Moses, the hired hand of one of her employers. They farmed most of their lives, first in Virginia and then in New York State, at Eagle Bridge. She had ten children, of whom five survived; her husband died in 1927.

Grandma Moses painted a little as a child and made embroidery (刺绣) pictures as a hobby, but only changed to oils in old age, because her hands had become too stiff (硬的) to sew, and she wanted to keep busy and pass the time. Her pictures were first sold at the local drugstore (杂货店) and a market, and were soon noticed by a businessman who bought everything she painted. Three of the pictures exhibited in the Museum of Modern Art, and in 1940 she had her first exhibition in New York. Between the 1930s and her death, she produced some 2,000 pictures: detailed (详细的) and lively portrayals (描绘) of the country life she had known for so long, with a wonderful sense of color and form. "I think really hard till I think of something really pretty, and then I paint it," she said.

6. Grandma Moses didn't begin to paint until _____.
7. Grandma Moses and her husband spent most of their lives _____.
8. Grandma Moses' pictures were first sold _____.
9. Three of the pictures were exhibited in _____.
10. Grandma Moses painted her pictures very well with her _____.

► **Task 3** Read the following passage and answer the questions.

Begin doing the work you love as soon as possible, even if you don't get paid for it, or if you can only work at it part-time. Albert Einstein was unable to get a job as a physics professor. He could have said to himself, "Well, I just don't have the work relative to physics. I should give up on it and settle for something else." Instead, he wrote the two most famous papers while employed as a patent (专利) clerk. After their publication, there was not a major university in the world that would not have been glad to have him on their staff.

If you want to work as an artist and you are making a living as a waiter, don't think of yourself as a waiter who hopes one day to become an artist. That puts the work you love somewhere off in the distant future. Rather, think of yourself as an artist, supporting yourself by waiter tables—and paint, or draw as much as you can. It is possible to earn a living wage as a waiter working 24 hours a week. That leaves plenty of time to devote to training or developing your craft (工艺) in the off-hours.

Seeking the work you love helps expand your awareness (意识) into the universe of all possibilities, and you don't have to be limited to the ideas of what you should do or what

you have done before. Having opened to all possibilities, you can make a final decision and select the work you love as your own.

Doing the work you love requires that you be equally comfortable with the imaginative and the practical. It requires the ability to dream big dreams, and the ability to face and master all the little details that make dreams come true.

11. If you can't get paid for the work you love or you can only work at it part-time, what should you do?

12. What did Albert Einstein achieve when working as a patent clerk?

13. What can the pursuit of the work you love help you?

14. What can you do when you have opened to all possibilities?

15. What abilities do you need to do the work you love?

► **Task 4** Read the following passage and decide whether the following statements are True (T) or False (F).

My First Job—The Floor Mopper

1 “Be proud of what you do,” my father always told me, “whether you’re a boss or a floor mopper.”

2 When I was 17, I got a summer job at Waterbury Hospital Health Center in Waterbury, Connecticut (USA), where I was told my duties would include mopping floors. I smiled and remembered Dad’s advice.

Even though my job was the lowest, I was thrilled to have any work to do at all. I didn’t see it as a handicap but as a challenge, because it was my first job. I learned to be punctual and to meet certain standards. In return, I was respected by the hospital staff and patients. Each morning I imagined that the plates coated with oatmeal would only make patients more sick, if I were not there to wash them clean. Once breakfast was done, I pitched in (投入) by mopping the floors of all patient wards, and cleaning toilets. Though I was exhausted, I knew that if the floors didn’t shine, it would have reflected badly on me. I wanted the job to be done well. People would beam (笑容满面) and say, “That young guy surely does a good job.” That gave me an overwhelming sense of pride.

Working at the hospital taught me that being proud of one’s job is part of the commitment to your work. It doesn’t matter whether the commitment is mopping floors clean or managing a large business well. Through every job I have ever held, my father’s advice has always stayed with me. I have mopped floors, and I have been promoted to be a manager of a large business. I think Dad would be proud of me.

16. () The writer's father gave the advice when his son took his first job.
17. () The boy's only work at the hospital was to mop the floor.
18. () The boy did his work with a strong sense of responsibility.
19. () The boy's work was well appreciated at the hospital.
20. () The writer thought one should be proud of his work even though it was the lowest.

Task 4 Read the following passage and decide whether the following statements are True (T) or False (F).

My first job—The Floor Mopper

Grandpa

“Be proud of what you do,” my father always told me, “whether you’re a boss or a floor mopper.”

When I was 17, I got a summer job at Waterbury Hospital Health Center in Waterbury, Connecticut (USA), where I was told my duties would include mopping floors. I smiled and remembered Dad’s advice: “Be proud of what you do.”

Even though my job was the lowest, I was thrilled to have any work to do at all. I didn’t see it as a handicap but as a challenge, because it was my first job. I learned to be punctual and to meet certain standards. In return, I was respected by the hospital staff and patients. Each morning I imagined that the place coated with oilmeal would only make patients more sick. If I were not there to wash them clean. Once breakfast was done, I polished in (F) by mopping the floors of all patient wards and cleaning toilets. Though I was experienced, I knew that if the floor didn’t shine, it would have reflected badly on me. I wanted the job to be done well. People would beam (笑容满面) and say, “I bet young guy sure does a good job.” That gave me an overwhelming sense of pride.

Working at the hospital taught me that being proud of one’s job is part of the commitment to your work. It doesn’t matter whether the commitment is mopping floors clean or managing a large business well. Through every job I have ever held, my father’s advice has always stayed with me. I have mopped floors, and I have been promoted to be a manager of a large business. I think Dad would be proud of me.

本人申明：以上作业为本人独立完成。

签名：_____
日期：_____