

# New Practical

新编实用英语

English

职场手册

Career English Course - Job-Hunting

《新编实用英语》教材编写组 编



高等教育出版社  
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XINBIAN SHIYONG YINGYU ZHICHANG SHOUC

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## 《新编实用英语》(第三版) 前言

### New Practical English (Third Edition)

《新编实用英语》(*New Practical English*)是由教育部原高职高专教育英语课程教学指导委员会组织全国力量按照《高职高专教育英语课程教学基本要求(试行)》编写的高职高专公共英语教材,是高职高专教育英语课程教学指导委员会向全国高职高专院校推荐的推动实用英语教学改革的新型教材。《新编实用英语》(第二版)是普通高等教育“十一五”国家级规划教材和国家“普通高等教育精品教材”。

《新编实用英语》自2002年出版发行以来,受到了高职高专院校广大师生和社会各界的热烈欢迎。在近10年的实际使用过程中,《新编实用英语》及其第二版教材在广泛听取来自广大用户的意见和建议的基础上不断改革创新,现已成为高职高专英语教学改革的领军教材之一。它切实贯彻“以服务为宗旨,以就业为导向”的高职高专人才培养的总体方向,创出了被社会广泛认可的“实用英语”这一高职高专英语教学的品牌,并在编排上实现了“实用,好学,好教”的教学目标,得到了高职高专广大师生的高度评价。

《新编实用英语》(第三版)是为适应高职高专教育新的发展形势而进行的第二次修订。我们在坚持“以服务为宗旨,以就业为导向”的大方向下,对教材编排进行了整体更新,而不仅仅是局部的调整与修订,主要体现在教材体系的调整上:

| 第二版  | 第三版   |
|--|---|
| 1) 《新编实用英语综合教程》1~4册<br>2) 《新编实用英语学学·练练·考考》1~4册<br>3) 《新编实用英语教师参考书》1~4册 | 1) 《新编实用英语基础教程》(新增)<br>2) 《新编实用英语综合教程》1~3册(修订)<br>3) 《新编实用英语学学·练练·考考》1~3册(修订)<br>4) 《新编实用英语教师参考书》1~3册(修订)<br>5) 《新编实用英语·备考手册》和《新编实用英语·职场手册》及其教参(新增) |

说明:

- 1) 《新编实用英语基础教程》(40~60学时,500~1 000词)是专门为入学水平较低的学生增编的涉外英语交际基础篇。该书绝不仅仅是对中学英语的补习,而是在训练实用涉外英语交际的同时补习英语基础知识和基本技能。
- 2) 《新编实用英语》第三版第1册,含《综合教程1》、《学学·练练·考考1》和《教师参考书1》(60学时,1 200~1 800词,同第二版第1册)。
- 3) 《新编实用英语》第三版第2册,含《综合教程2》、《学学·练练·考考2》和《教师参考书2》(60学时,1 800~2 500词,同第二版第2册)。
- 4) 《新编实用英语》第三版第3册,含《综合教程3》、《学学·练练·考考3》和《教师参考书3》(60学时,2 500~3 300词,同第二版第3册)。
- 5) 《新编实用英语·职场手册》和《新编实用英语·备考手册》,供广大师生在相应阶段选择使用(40学时)。
- 6) 《新编实用英语》(第三版)系列教材前3册均在第二版基础上更新了文章及练习,修订比较大。第二版教材只保留了《新编实用英语》第4册,供有专升本需求的学校使用。

《新编实用英语》(第三版)的修订目标是“更新与升级”,而不是“重起炉灶”,在让老用户感到熟悉与亲切的同时,又感觉到新思路、新内容、新气息;为新用户则提供一套理念更新换代的“更新版新编实用英语”。

第三版进一步体现了“三加强”的原则:加强听说、加强表达、加强实用。第三版特别加强了听说部分的训练,更注重实用交际能力的培养;增编《新编实用英语·职场手册》和《新编实用英语·备考手册》的目的就是使《新编实用英语》更好更直接地为学生求职和接受考核,进而步入人才市场提供训练平台。

第三版追求的目标不仅“要实用,要好教,更要好学”,还要便于创设“学习轻松、学用结合、课堂/职场交融”的教学环境。新编和更新的课文更具时代气息,体现了职场交际的特色,语言更具时代性,更有利于激发学生的学习兴趣,如新增的网络讨论和博客交流等。

第三版更加注意体现人文因素和跨文化交际,特别加编了Appreciating Culture Tips(文化欣赏提示),让学生讨论生活哲理和职业道德警句(Mottos of Life Philosophy and Business Ethics),欣赏语言及其所包含的人生哲理。

《新编实用英语》(第三版)所进行的探索与尝试符合高职高专英语教学改革的方向和迫切需求,编者相信本教材一定能得到广大高职高专院校师生的欢迎与支持,也希望更多的院校积极参与教学、教材改革的实践。我们始终抱着虚心听取意见、深入研究、不断完善的态度,力求使《新编实用英语》(第三版)成为广大师生的诚挚朋友。

《新编实用英语》(第三版)由总主编大连理工大学孔庆炎教授和上海交通大学刘鸿章教授统筹设计、编排和审订,并聘请美国普渡大学Margie Berns教授作语言顾问。

《新编实用英语·职场手册》由长沙民政职业技术学院外语学院院长贺雪娟教授任总主编,邓曼英、黄瑛瑛担任学生用书主编,李颖、汤瑞林担任教师用书主编,崔彪、许灵芝、谭纯艳,张蕾、金钊、王荣宁等参与编写。

《新编实用英语》一直追求求实创新和与时俱进的原则,对编写思路、教材编排和语言资料进行不断更新和完善,编写中存在不当和疏漏之处,恳请广大使用者批评指正,以期本教材能为我国高职高专英语教学改革做出新的贡献。

编者

2011年12月

# 《新编实用英语·职场手册》编写说明

## 编写目的

《新编实用英语·职场手册》的编写目的是培养学生使用英语寻求工作的能力，涉及查阅招聘信息、了解招聘公司、掌握招聘要求和所需资质、准备应聘资料、参加招聘面试等诸多方面内容。这些都需要具有听、说、读、写、译等各种英语语言技能。例如，查阅招聘信息主要涉及阅读技能，准备应聘资料主要涉及写作技能，而参加招聘面试则主要涉及听说技能。

## 编排原则

《新编实用英语·职场手册》按照阅读、写作和听说三大英语技能编排。这三大技能的训练都放在职场环境下围绕求职需要进行。例如，阅读技能主要是训练查阅招聘信息的能力，以获取相关信息为目的；写作技能则以模拟套写为目标，着重要求学生掌握篇章的格式，同时学习常用的语句和相关术语，重点是训练学生根据职场实际交际的需要，对相关的实用文献“依样画葫芦”，而不以用语准确、表达顺畅为写作要求；听说技能则针对求职交际中最重要的“面试”活动，帮助学生掌握求职面试时经常遇到的问题 (FAQ) 及其回答，以满足面试的实际需要。

本教程对语言交际技能训练的编排如下：

1. 信息查阅篇：第1~4章围绕查阅有关招聘的英语信息展开。这4章分别为第1章：求职途径；第2章：招聘广告；第3章：公司介绍；第4章：岗位描述。
2. 模拟套写篇：第5~7章围绕模拟套写应聘资料展开。这3章分别为第5章：简历 / 求职表格；第6章：求职信；第7章：推荐信。在阅读求职简历、求职函和推荐信的基础上，学习模拟填写简历和模拟套写求职信和推荐信的能力；
3. 面试听说篇：第8章围绕求职者在参加面试时所涉及的听说技能展开。当然，面试之前要做大量文字准备工作，因此本篇在指导学生查阅有关面试资料的基础上进行面试听说训练，着重培养学生掌握常用句式、用语和应对方法。

## 单元结构

1. 每个单元分为5个部分：1) 导入 (Lead-in)；2) 背景知识 (Background Information)；3) 样例学习 (Sample Learning)；4) 语言提示 (Language Tips)和5) 自主操练 (DIY Activities)。这个教与学的过程是从“话题切入”到“样例学习”再到“语言和结构提示”最后到“自我操作”，从而遵循了由“辨认”到“解剖”再到“模拟操作”最后到“独立运用”这一学习过程。从语言技能培养的角度来说，这也是从“阅读理解”到“单项技能训练”最后到“综合语言表达”的过程。
2. 虽然各单元的结构框架相同，都遵循了“以读懂原文为前提，语言操练为基础，模拟产出为结果”的原则，但是针对各章对听、说、读、写、译技能要求的不同，语言训练和模拟产出的要求也有所差异。例如，信息查阅篇是以查阅求职信息为主，包括网络和其他媒体文字资料；模拟套写篇以填写求职表格和撰写求职信函为主；而面试听说篇则以求职面试的口语交流为目标。不论重点有何差异，对语言的大量操练始终是

教与学的核心。

### 3. 各个教学环节的重点如下:

- 1) 导入 (Lead-in) 和背景知识 (Background Information) 部分只需看懂, 为进入专题训练做好准备;
- 2) 样例学习 (Sample Learning) 是各单元的重点, 既要求读懂样例的文字和内容, 更要掌握其篇章格式, 同时还要求记忆其中的句式和重要词语。为了提高学生的阅读效率并减轻查词典的负担, 阅读资料中出现的部分生词解释已旁注在其右侧。
- 3) 语言提示 (Language Tips) 不仅突出了本单元语言学习的要点, 更有助于引导学生自学, 因此教学中要予以重视。
- 4) 自主操练 (DIY Activities) 是单元训练的核心部分, 为学生围绕单元专题独立使用相关语句和篇章结构进行职场交际提供实训平台。教学中, 必须要求学生将这个项目作为单元收官的重点进行自我训练。DIY Activities分为词汇学习 (Vocabulary Builder), 句子构建 (Sentence Constructor) 和模拟操练 / 写作 (Simulated Operation / Writing) 3步进行。从词汇到单句再到实用篇章, 符合语言学习的规律和职场交际的需要。

### 使用说明

本教程是分专题章节并按照英语技能编排的, 使用时应遵循如下几点:

#### “教”的方面

1. 《职场手册》应以激发学生积极参与课堂活动为目标。因为《职场手册》是以职场求职活动为主展开的, 因此这里所说的“课堂活动”同时也是职场交际活动。课堂上千万不能采取“教师讲学生听”的模式。即使进行必要的讲授, 也要采取师生互动的方式。
2. 教学中应遵循“教师指导、学生参与、共同活动”的原则。教师指导包括介绍单元目标、交际需求、职场背景、语言资料和涉及的文字和口头交际技能与范围。指导一定要简明实用, 做到“讲为练”和“练中有讲评”, 以便于学生参与和操练 (包括口头和文字交流), 切忌过多过细的理论讲解。
3. 教授单元课程前, 教师要熟悉该单元所涉及的职场活动和交际语言 (包括口头语言和文字)。为此, 教师要先通读教程和教参。教参提供了较多的背景知识和实用交际语言资料, 对于熟悉该话题的职场交际情景十分有益。教师在教学过程中还可以上网搜集更多适合学生需要的相关职场交际资料, 以供教学中使用。
4. 教学中, 教师应遵循教程的编排进行教学, 从任务教学的互动式和参与式角度出发, 教师应创造各种互动参与的教学方式, 使学生学得主动、更有效。正是为此, 编者没有为每个单元提供具体的教学方案, 以为师生共同创建符合自身实际需要的互动职场交际教学留有充分的余地。

#### “学”的方面

1. 学生要在教师的指导下进行课前预习, 包括每单元的章节目录的 (Chapter Goals)、导入

(Lead-in) 和背景知识 (Background Information), 为进入课堂训练做好准备。

2. 语言提示 (Language Tips) 帮助学生了解和掌握本单元交际话题中的语言重点, 同时还提供了样例中难以覆盖的常用语言用法。这是非常有用的学习指南, 不仅有利于本单元的学习和训练, 也便于学生进一步自学提高。因此要充分利用好此项内容。
3. 自主操练 (DIY Activity) 为学生提供实训平台, 使学生能在学习各单元内容的基础上进行独立的操练 (包括词语、典型句式和篇章格式)。这是实现真正“学到手”的重要环节, 学生应该认真对待。
4. 语言学习是一个交际过程, 在参与中学习英语是最为有效的学习方法。因此, 结对练习和小组以至全班讨论都是十分有益的。学生应当积极参与。

编 者

2011年12月

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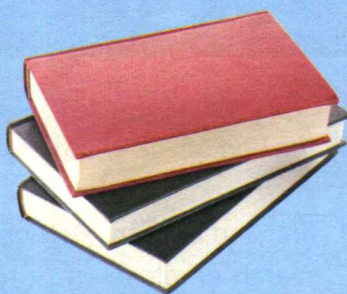
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# Part One — *Reading*

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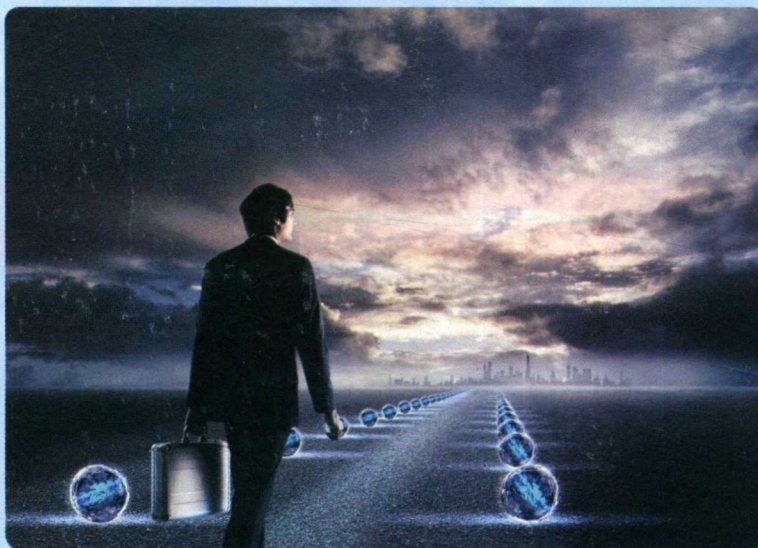
This part consists of four chapters ranging from career paths to job-hunting media available for career seekers.



# Chapter

# 1

# Career Paths



## Chapter Goals

*By the end of this chapter, you should be able to:*

- A. know about job-hunting pathways
- B. find and browse proper career websites
- C. search employment information through the Internet and other media
- D. make use of job fairs

## Section I Lead-in

Directions: Work in pairs and discuss the following questions.



1. Have you ever had any job-hunting experience?

2. What do you think are the essential factors you should consider when you are looking for a job?
3. What job-seeking tips and pathways do you know? List them.
4. How did you get to know these tips and pathways and which do you think is / are most helpful?
5. What factors have to be taken into consideration in job-hunting?

## Section II Background Information

### Job-hunting Pathways

#### Where can you find an ideal job?

There are many channels offering job opportunities. The classified ads on radio or TV, and **print** Media are good sources, whether you are looking for a job in **for-profit** businesses, non-profits, or governmental agencies. Also, you can turn to **headhunters**, who work for employers in corporations and nonprofit organizations to find suitable employees to fill up their job openings. The most common career **pathways**, however, are career sites and job fairs.

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路径

#### 1. Career sites

Though only a small percentage of job seekers actually get a job through the Internet — mostly in the area of information technology — the share is growing. With the amazingly fast development of the Internet, more and more employers are using it to recruit workers of all types by posting job vacancies on commercial and / or government-operated career sites, or on their own web sites. Nowadays, online career sites have become the most widely used channel for job-hunting. One can find thousands of employment opportunities for professionals on the Internet.

#### 2. Job fairs

Job hunters may visit job fairs in order to pick up inside information. These fairs are meant for employers, **recruiters** and human resource personnel of different organizations to meet with **prospective** job seekers. At job fairs there are usually company or organization tables or booths, where résumé can be collected and business cards can be exchanged. In college settings, job fairs are commonly used for entry level job-recruiting. Often sponsored by governmental career centers, these job fairs provide a convenient location for students to meet

招聘者

预期的

employers and perform first interviews.

### 3. Other career pathways

Apart from the above channels, another very effective job searching method is to contact employers directly. It takes more courage, but making direct contact with employers is a very useful and often successful technique.

Of course, no path can **guarantee** for sure that you will find an ideal job. So, sometimes you have to combine the above methods to help you search the job you are seeking.

保证

## Section III Sample Learning

### 1 Sample Reading

#### 1 Sample One

Directions: Read the following passage and choose the best answers.

Career sites are a common tool for job-hunting. Because of the **abundance** of listings on the Internet, hunting for a job via the Internet is a particularly good strategy for first-time job seekers.

大量

In terms of management, job search sites can be mainly divided into three categories: (1) education career sites, which are managed by education organizations such as colleges and universities and mainly serve **college graduates**; (2) social career sites, which are offered by either for-profit or non-profit organizations, mainly employment agencies; (3) government career sites, which are managed by **personnel bodies** of local governments.

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Most career sites have a **search engine**, so one can search for a job by just typing some key words such as the name of the desired position in the **search box**, and then clicking the search buttons with the mouse. For instance, if you want to **explore** the Internet to find some employment information, say, **wanting ads** of a salesperson in Guangzhou, you can just enter "salesperson" in the search box of "Keywords", and enter "Guangzhou" in the search box of "Location" and then click the button of "Search Jobs" or "Find Jobs".

搜索引擎

搜索框

探索

招聘广告

Now, start your job search by accessing the following major online job sites.

<http://www.51job.com>  
[http:// www.china-hr.com](http://www.china-hr.com)  
<http://www.zhaopin.com>  
<http://www.lietou.com>  
<http://www.yingjiesheng.com>  
<http://www.careerbuilder.com>

Though there is no guarantee of getting a job through the Internet, the advantage of using the Web is that it's fast and *literally* has millions of 确实 listings.

- 1) What is the advantage of the Internet as a particularly good tool for first-time job seekers?
  - A. Low cost.
  - B. Easy access.
  - C. High effectiveness.
  - D. Abundant listings.
- 2) Which category of career sites mainly serves college graduates?
  - A. Education career sites.
  - B. Government career sites.
  - C. Social career sites.
  - D. None of the above.
- 3) How do job seekers search a job via career sites?
  - A. They identify the job site.
  - B. They search for the key words.
  - C. They use search engines.
  - D. They read the wanting ads.
- 4) Suppose Li Ming wants to find a job as an accountant in Shenzhen through the Internet, what is he supposed to do first?
  - A. Enter "accountant in Shenzhen" in a search engine such as Baidu, and click the search button.
  - B. Select an appropriate career site, enter "accountant in Shenzhen" in the search box of "Keywords" and then click the search button.
  - C. Enter the keyword "accountant" in a search box of Baidu, and then click the search button.
  - D. Select an appropriate career site, enter "accountant" in the search box of "Keywords" and "Shenzhen" in the search box of "Location" and click the search button.
- 5) Which of the following statements is FALSE according to the passage?
  - A. Job-hunting through the Internet is a good strategy.
  - B. Career sites are the only path of hunting for a job.
  - C. Job seekers can search employment information on the Internet.
  - D. The passage offers three types of career sites.

## 2 Sample Two

Directions: Read the following passage and complete the following outline.

**CareerBuilder.com**, *headquartered* in Chicago, *Illinois*, has more than 2 500 employees, and is under the leadership of **CEO** Matt Ferguson. It was founded in 1994 by Rob McGovern, who is now the CEO / founder of Jobfox. It is the largest online job site in the United States, with more than 23 million visitors each month and a 34% market share of help-wanted web sites in the country. Careerbuilder.com is jointly owned by the Gannett Company, the McClatchy Company, and the Tribune Company. A 2007 deal was completed, in which Microsoft will acquire a *minority* stake in the firm and continue its relationship through 2013 with CareerBuilder.com as the *exclusive* content provider for the MSN Careers channel.

总部位于；伊利  
诺伊（美国州  
名）；总裁，  
首席执行官

CareerBuilder.com has fresh job listings posted daily, and provides online career search services for more than 1 900 partners *as of* March 2008, including 140 newspapers and *portals* such as AOL (American online) and MSN.

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独有的

Since CareerBuilder.com was founded, it has won lots of awards and reputation among the consumers. For instance, in April 2006 CareerBuilder.com's site was nominated for a Webby Award in the employment category. In December 2007, CareerBuilder.com won the Stevie Award for excellence in Customer Service.

自…起  
门户网站

## Outline

### Major Points About CareerBuilder.com

#### Founding:

Founded in 1994 by 1) \_\_\_\_\_, now the CEO / founder of Jobfox.

#### Headquarters:

Headquartered in 2) \_\_\_\_\_, with more than 2 500 employees.

#### Services offered:

Having fresh job listings posted daily, providing 3) \_\_\_\_\_ services for partners.

#### Status:

Being 4) \_\_\_\_\_ in the US, with more than 23 million visitors each month and a 34% market share of help-wanted web sites in the United States.

#### Awards:

Won 5) \_\_\_\_\_ for excellence in Customer Service in December 2007.