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辽宁大学

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### 组编前言

当您开始阅读本书时,人类已经迈入了21世纪。

这是一个变幻难测的世纪,这是一个催人奋进的时代,科学技术飞速发展,知识更替日新月异。希望、困惑、机遇、挑战,随时随地都有可能出现在每一个社会成员的生活之中。抓住机遇,寻求发展,迎接挑战,适应变化的制胜法宝就是学习——依靠自己学习,终生学习。

作为我国高等教育组成部分的自学考试,其职责就是在高等教育这个水平上倡导自学、鼓励自学、帮助自学、推动自学,为每一个自学者铺就成才之路。组织编写供读者学习的教材就是履行这个职责的重要环节。毫无疑问,这种教材应当适合自学,应当有利于学习者掌握、了解新知识、新信息,有利于学习者增强创新意识,培养实践能力,形成自学能力,也有利于学习者学以致用,解决实际工作中所遇到的问题。具有如此特点的书,我们虽然沿用了"教材"这个概念,但它与那种仅供教师讲、学生听,教师不讲、学生不懂,以"教"为中心的教科书相比,已经在内容安排、编写体例、行文风格等方面都大不相同了。希望读者对此有所了解,以便从一开始就对定起依靠自己学习的坚定信念,不断探索适合自己的学习方法,充分利用已有的知识基础和实际工作经验,最大限度地发挥自己的潜能,以达到学习的目标。

欢迎读者提出意见和建议。

全国高等教育自学考试指导委员会 2001年5月

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# SECTION ONE FOCUS ON LISTENING

## **Unit One** Where Is My Job

### **Lesson One** Job Interview

#### **Words and Expressions**

Look at the following words and expressions in an English-English dictionary and write down the correct definition.

catering
consultant engineers
hold on
hostess
personnel manager
qualifications
surname
to some extent

#### **Listening Focus**

Listen to the conversation twice and answer the questions.

1.	. What's the name of the Personnel Manager?		
2.	Is Sue looking for a full-time job or part-time job?		
3.	What's the salary they offer a week?		
4.	What are the two things the manager needs if Sue wants to get more?		
5.	Where is Sue working now?		

6.	6. What's the size of K-mart?		
7.	What's the time and date they set for the next interview?		
8.	How do we spell Sue's family name?		

#### Text

Listen to the telephone conversation and talk about it in pairs.

**Operator:** Hello, K-Mart.

Sue: Ah hello. I wonder if I could speak to the Personnel Manager, please?

Operator: Yes, certainly. If you'll hold on a minute I'll put you through.

Sue: Thank you.

Personnel Manager: Hello, John Adams speaking.

Sue: Ah, good morning, Mr Adams, er, I saw your advertisement in the Saffron Walden Reporter for a hostess and I wondered if you could give me a few more details about the job.

**Personnel Manager:** Yes, certainly. Er, perhaps I should make it clear from the start it is, it is a part time job. Er, yes, we would need you from ten in the morning until two in the afternoon, roughly.

Sue: Yes, yes, I didn't realize that, actually. It wasn't clear in the advertisement.

Personnel Manager: Aha. Are you, are you still interested?

Sue: Well, I am interested, but it would depend to some extent on what the salary is.

**Personnel Manager:** Yes, well we're offering about 75 a week. Er obviously this may be a little bit more if you have the right qualifications and experience. Have you in fact had any experience in catering?

Sue: Well, yes, I have. Er, I'm at present working for and have been working for the same firm for about five years, for a small firm of er, consultant engineers and I've been doing work rather similar to the kind of work that I think, er, is described in the advertisement.

Personnel Manager: Yes, well, I mean we have a fairly small staff here,

we're talking about fifteen to twenty people so your duties will be sort of to prepare and serve the food just at lunchtimes.

Sue: I see. Yes, I'm sure I'd be able to manage that——that wouldn't be a problem.

**Personnel Manager:** Yes ,well, er, that sounds about right. Er, perhaps you could come down for an interview some time?

Sue: Yes, yes, when would be suitable for you?

**Personnel Manager:** Er, let me just have a look at my diary. Er, yes, perhaps, what about, what about next Wednesday at about 2:30 in the afternoon? Would that be all right for you?

Sue: Wednesday, er, 2:30. Yes, that, I think that would be fine, actually. That's OK.

**Personnel Manager:** Ah, good. Yeah, and perhaps you could bring any qualifications you've got so we could have a look at them and er....

Sue: Yes, yes, OK.

**Personnel Manager:** Could you just tell me who you're working for at the moment?

Sue: I'm working for, er, Bloggses actually in the High Street. **Personnel Manager:** Right, OK, and could I just have your name?

Sue: Yes, er, my name, my surname is Boardman. That's B-O-A-R-D-M-A-N and my initial is S.

**Personnel Manager:** Right, OK, S Boardman. OK, Miss Boardman. Well, see you then next Wednesday at 2:30.

Sue: OK. Thanks very much then. **Personnel Manager:** Lovely. Ok. Bye.

Sue: Bye.

## **Lesson Two** Looking for a Job

#### Words and Expressions

Look at the following words and expressions in an English-English dictionary and write down the correct definition.

cousin current occupation daytime handle appointments musician office job qualified take care of all the billing

### **Listening Focus**

Listen to the interview twice and fill in the missing words.

MANAGER: Jeff, on your, you list your current
as "musician". You also say that you're a
Would you mind telling me why you're
for an office job?
JEFF: Well, as you probably, it's pretty hard to make a
as a musician. I mean, most musicians work at
jobs during the
MANAGER: I see. But, uh, I'm a little that your
music and your college classes may with your
responsibilities in the office.
responsibilities in the office.  JEFF: Well, it's true that I work a lot, but this job is only
•
JEFF: Well, it's true that I work a lot, but this job is only
JEFF: Well, it's true that I work a lot, but this job is only in the afternoons, right? And my are in the
JEFF: Well, it's true that I work a lot, but this job is only in the afternoons, right? And my are in the morning. So, I don't think there will be any problem.

JEFF: I had to answer the phones, handle appointments, type letters,	
and take care of all the billing.	
MANAGER: I see. Well, look Jeff, you're obviously for	
the job. The only thing is, well, you'd be the man	
working in an office of women. How do you	
about that?	
JEFF: I don't think I'd have any I live with two	
, my cousin and one of her students.	
MANAGER: Well, okay, Jeff. I think that will be You'll be	
hearing from us in a day or two.	
JEFF: Great. Thank you for your	

#### **Text**

#### Listen to the interview and then talk about it in pairs.

- MANAGER: Jeff, on your application, you list your current occupation as "musician". You also say that you're a student. Would you mind telling me why you're applying for an office job?
- JEFF: Well, as you probably know, it's pretty hard to make a living as a musician. I mean, most musicians work at other jobs during the daytime.
- MANAGER: I see. But, uh, I'm a little concerned that your music and your college classes may interfere with your responsibilities in the office.
- JEFF: Well, it's true that I work nights a lot, but this job is only in the afternoons, right? And my classes are in the morning. So, I don't think there will be any problem.

MANAGER: Okay. Uh, let's talk about your experience. I see that you've worked in a doctor's office before. What did you, I mean, what were your responsibilities there?

JEFF: I had to answer the phones, handle appointments, type letters, and take care of all the billing.

MANAGER: I see. Well, look Jeff, you're obviously qualified for the job. The only thing is, well, you'd be the only man working in an office full of women. How do you feel about that?

JEFF: I don't think I'd have any problems. I live with two women, my cousin and one of her students.

MANAGER: Well, okay, Jeff. I think that will be all. You'll be hearing from us in a day or two.

JEFF: Great. Thank you for your time.

## **Lesson Three** Changes in the Job Market

#### **Words and Expressions**

Look at the following words and expressions in an English-English dictionary and write down the correct definition.

automation
day-care center
hair stylist
job hunter
job market
manufacturing economy
photocopy
service economy
skill
standard of living
wage
work force

#### **Listening Focus**

Listen to the lecture and fill in the missing details.

1. Change in the work force:	
A. from	economy to:

B. service economy mean	B. service economy means:	
C. manufacturing econom	C. manufacturing economy means:	
D. 100 years ago:	80% of workers	
E. Now:		
F. By the year 2020:		
2. The two causes for the dec	rease of manufacturing jobs:	
Α.		
В.		
3. The two reasons for the inc	crease of service job:	
A.		
В.		
4. The reason for the increasi	ing needs of nurses:	
5. Problems of service jobs:		
<b>A.</b>		
В.		
6. The high paying jobs are:		

#### Text

#### Listen to the lecture and talk about the changes in the job market

High school and college students in the United States today, as well as others who plan to work in this country, have one important question about their futures: Will they find a job? There's no easy answer, of course. But let's look at some of the recent changes in the U. S. job market and see if we can make some predictions for future job hunters.

A good way to begin is to look at the American work force and how it's changing. Clearly, the most important change has been the shift from a manufacturing economy to a service economy. Let's define both of these terms. First, a service economy is one in which most workers

provide services—that is they do something instead of making something. They don't produce a specific product; they serve customers or clients as your doctor does, or your hair stylist, or airline pilots, salesclerks, et cetera. Now, in contrast, people who actually produce things—like cars, furniture or clothing—are part of the manufacturing economy.

So again, the point here is that we have changed from a manufacturing economy to a service economy. The following numbers will show you just how big a change this has been. One hundred years ago, 80% of workers produced goods; today only about 20% do. Economists predict that this change is going to continue in the same direction; in fact, by the year 2020, nine out of ten workers will supply services.

Okay. Let me move on to my next main point. What has caused this change in our economy? First of all, why has the number of manufacturing jobs decreased? Can anyone guess? Yes. Automation. A lot of work your fathers and grandfathers used to do is now done by machines like computers or computerized robots. Anything else besides automation? Well, foreign competition is another. Jobs in American automobile and steel manufacturing have especially decreased because of competition from Western Europe and Asia.

On the other hand, what about service jobs? Why have those increased? Here again we can point to two reasons. Technology is one. Some services exist only because of advanced technology, like overnight mail delivery and photocopy services. And the other reason...many service jobs have been created because of the changing population. I mean because of the changing needs of the American population. For example, because more and more people are living longer and longer, more health-care services are needed. Nursing and other health-related jobs are, in fact, among the fastest growing these days. Also, now that most married women work outside the home, the need for services such as restaurants and day-care centers has increased.

Okay, so now you know where the jobs will be, and let's suppose you've decided to look for a job in a service industry. But wait. Some economists worry that the service-job explosion may create several problems. What do you think those problems might be? According to some studies, half of the service jobs pay low wages. And the pay is low because many of these jobs don't require much education or training. So some economists worry that the standard of living of many Americans might decrease. So that's the first problem. And also, many of the service

workers are part-time or temporary employees, which means they get no benefits. In other words, many service jobs don't give a worker much security. That's another big problem.

The good news is that some of the fastest growing service jobs are the better paying ones, particularly in the technical and professional fields. But these jobs, like registered nurses and computer analysts, require a high degree of skill and many years of education. So if you decide to look for a job in service industry, and you want to be sure you'll make enough money, get the right training and education first. That is really the best way to prepare for the future job market.