Prepared for China Central Radio & Television University

English at Work

中央广播电视大学"专升本"指定教材

言级职业美语

Help Yourself to a BA Course Series

"专开本"高级英语自学系列教程

外语数单与研究出版社

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顾日国主编

4

(Trial Version)

(试用本)

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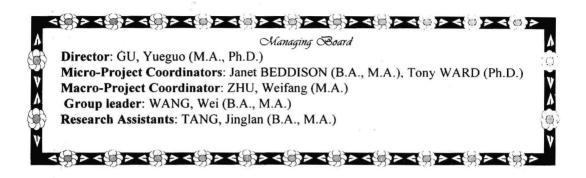
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*	Checklist	米
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It's part of *Help Yourself to a BA Course* series. It's your third course in your first year study.



What's it about?

In this course, you are exposed to more neutral/formal language than that of the previous two courses to reflect the more formal nature of working contexts. Much of the language does, however, remain informal - to ensure that you begin to develop an appreciation of different genres/styles. You have more reading inputs than in the first two courses and are required to undertake more demanding writing tasks. The unit topics have been selected to ensure coverage of a range of different types of employment and work related topics.



Howlong does it take to finish this course?

Eight weeks. You must work very hard, though.



If I have to work so hard , do I earn any credits at the end?



Yes. Your hard work will be richly rewarded. You'll earn 4.5 credits !!!







Units	Topics	Activities	Functions
1	Jobs	. 6	*describing/enquiring about jobs *giving career advice *describing working routines *explaining responsibilities *defining occupations *describing feelings about work
2	Teaching	6	*formal introductions *recommending a textbook *summarising an article *summarising a lesson *reporting on behaviour *describing lesson procedure
3	Food	6	*describing processes *describing foods/dishes *describing nutritional value *instructing *giving warnings *comparing cooking methods *offering alternatives *describing problems *giving advice
4	Crime	5	*asking for/offering help *warnings/safety advice *asking about/describing a crime *asking about/describing a criminal *deducing *stating rules/laws





Language Points	Performance Objectives	Page
	* 10 II - 1 III - 1 III	1-5
*simple present *relative clauses (in definitions)	*ask/talk about different jobs *define different occupations	
*should/must/have to	*read/talk about responsibilities	
*adverbs of frequency	*discuss qualities necessary for various occupations	
*would/should	*read job ads./notices	
	*write a resume	
	*write a short biography	2
		52-1
*simple present	*introduce a professional person	
*sequence markers	*recommend a book/article	
*suggest + subj.	*describe a lesson	
	*report/discuss behaviour (with 3rd party) *give oral/written comments on performance	
	*summarise a lesson/mini-lecture	
	Summanse a lessonifilmin lecture	
	*Aultical about food accounting	10: 15:
*present simple passive	*talk/ask about food preparation *talk/ask about nutritional values	15:
*be rich in /high in *attributive clauses (which, that)	*read/give recipes	1
*asas	*compare diets/eating habits	
*but/while whereas	*describe problems at work	
but will will could	*offer advice/suggestions for dealing with problems	, , , , , , , , , , , , , , , , , , ,
		e
	,	156-1
*adverbials of time	*talk/ask about different crimes & punishment	
*sequence markers	*describe a criminal event	
*past simple	*describe a criminal	
*past perfect	*give/ask for crime prevention advice	
*3rd conditional	*describe missing items	
*past continuous	*fill in forms	
*must/may/might have		-





Units	Topics	Activities	Functions
5	Healthcare	5	*describing a place (hospital) *asking for/giving instructions *describing symptoms *explaining treatment *describing physical structure *predicting
6	The Business World	4	*describing products (strengths/advantages) *describing development of a company *stating sales figures *comparing sales *explaining tables/charts *reporting progress *expressing intention
7	Administration	6	*making arrangements/ appointments *formal letter writing *taking messages *writing memos *asking for/giving info. *welcoming visitors *reporting events
8	Life and Work	5	*filling in an application form *writing a job application letter *describing working problems *asking for/giving advice *stating reasons for problems *giving sympathy *describing the ideal job



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Language Points	Performance Objectives	Page
	*describe an illness/treatment	
*present simple	*talk/ask about healthcare	200-242
*imperatives	*ask for/give medical advice/	
*it hurts when	instructions	
*sequence markers	*extract info. from First Aid manual/	
*future simple/continuous	medicinal instructions	
	*name/define parts of the body	
	*ask/talk about hospitals/hospital procedures	
	*interpret graphs etc.	
*percentages/proportions/	describe sales	243-277
fractions	*compare sales	
*numbers and figures	*ask/talk about market trends	-
*present perfect	*ask about/describe growth/	
*present continuous	development	
*future simple	*write a short sales report	
*going to	describe future plans	
		278-331
*modals	*take/write messages	
*formal letter format	*write memos	-
*passive voice	*write a formal letter	
F	*ask for/give information in formal settings	
·	*make formal introductions	
	*report a day's work	
	*complete a job application form	332-37
*cause/effect	*write a supporting letter of application	002:07
*indirect Qs (I don't know whyetc.)	*discuss employment problems	
munect as h don't know wilyetc./	*describe an ideal occupation	
	*ask for/offer career guidance	V.
	*take part in a job interview	
	*offer sympathy/consolation	





English at Work

Guide to Unit 1



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Jobs



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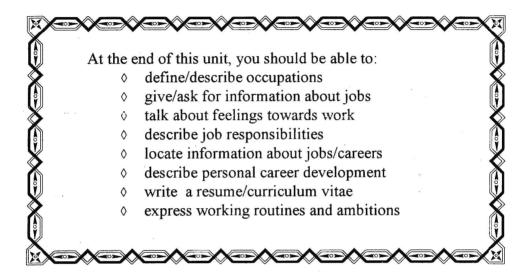
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Unit One

Jobs



Warm-up: Asking about Jobs

Work is a major part of our lives, isn't it? It's great if we enjoy our work and, even if we don't, it occupies a lot of our time. What's more, work is a frequent topic of conversation. In this unit, we shall be considering various jobs and in later units of this course we shall think about jobs related to various topics. Look at these questions:

- a. What's your profession?
- b. What work do you do?
- c. What line of business are you in?
- d. What sort of things do you do?

- e. What's your job?
- f. What's your occupation?

The questions above can be used to ask about a person's job or profession. Some of the questions are more formal while some are neutral or less formal. Which ones go into which category? Write the questions under the headings in the boxes below.



Write the questions in the appropriate column.

formal	less formal/neutral
S	,



Now compare your answers with the key: formal: a, c, f. neutral/less formal: b, d, e.

Questions a, c, f are used in more formal situations (such as when one person is asking another for information in an official context). Questions b, d and e are used in all those situations where people are chatting informally (e.g. on a train, at a party).



Famous Quotations on Books

That is a good book which is opened with expectation and closed with profit. — A. Bronson Alcott (1799–1888), U.S. educator, social reformer. *Table Talk*, bk. 1, "Books" (1877).

Activity 1

Occupations

Task 1 Occupational Fields

Below are 15 occupations. Which fields / topics are they associated with? Write them in the appropriate box in the table. Don't use your dictionary! You'll find out the exact meanings in the tasks which follow.

Write the occupations in the appropriate box in the table.

clerk det	eptionist engineer	pharmacist	dietitian
	tective waiter	headmaster	secretary
	trepreneur hairdresser	accountant	solicitor

teaching	catering (providing/serving food)	crime/the legal system	health care
beauty/fashion	administration	business	construction