北极星英语系列教程



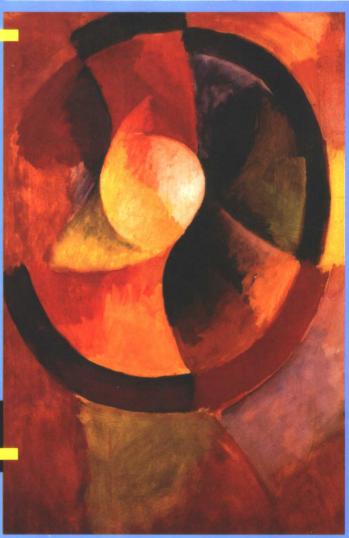
读写学生用书

Focus on Reading and Writing

NORTHSTAR

Natasha Haugnes
Beth Maher

Basic



北极星英语系列教程

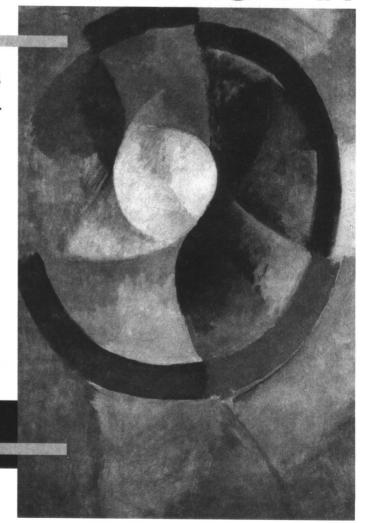


读写《基础》

Focus on Reading and Writing

NORTHSTAR

Natasha Haugnes
Beth Maher



Basic

清华大学出版社 北京 English reprint edition copyright © 2003 by PEARSON EDUCATION ASIA LIMITED and TSINGHUA UNIVERSITY PRESS

Original English language title from Proprietor's edition of the Work.

Original English language title: NorthStar: Focus on Reading and Writing, Basic, by Natasha Haugnes & Beth Maher, Copyright © 1998

All Rights Reserved.

Published by arrangement with the original publisher, Pearson Education, Inc., publishing as Addison Wesley Longman, Inc.

This edition is authorized for sale and distribution only in the People's Republic of China (excluding the Special Administrative Region of Hong Kong, Macao SAR and Taiwan).

本书影印版由培生教育出版集团授权给清华大学出版社出版发行。

For sale and distribution in the People's Republic of China exclusively (except Taiwan, Hong Kong SAR and Macao SAR).

仅限于中华人民共和国境内(不包括中国香港、澳门特别行政区和中国台湾地区)销售发行。

北京市版权局著作权合同登记号 图字: 01-2003-5380

本书封面贴有 Pearson Education (培生教育出版集团) 激光防伪标签,无标签者不得销售。

图书在版编目(CIP)数据

读写(基础)学生用书 = NorthStar: Focus on Reading and Writing, Basic / (美) 豪格斯、(美) 梅尔编。一北京:清华大学出版社,2003

(北极星英语系列教程)

ISBN 7-302-07132-2

1. 读··· II. ①象··· ②梅··· III. ①英语一阅读教学一高等学校一教材 ②英语一写作一高等学校一教材 IV. H31

中国版本图书馆 CIP 数据核字 (2003) 第 073576 号

出版者:清华大学出版社

地 址:北京清华大学学研大厦

http://www.tup.com.cn

邮 编: 100084

社总机: (010) 6277 0175

客户服务: (010) 6277 6969

组稿编辑:徐梦非

印刷者:清华大学印刷厂

发 行 者: 新华书店总店北京发行所

开 本: 203×255 印张: 13.75 插页: 27

版 次: 2003 年 8 月第 1 版 2003 年 8 月第 1 次印刷

书 号: ISBN 7-302-07132-2/H • 524

印 数: 1~7000

定 价: 33.00 元 (含 1CD)

出版前言

清华大学出版社引进 2003 年版培生教育集团面向非英语国家精心打造的 21 世纪最新英语教材——《北极星英语系列教程》(NorthStar)。引进出版 NorthStar 除了因为其知识内容极其丰富、内涵颇深又极具亲和力等特点以外,更重要的是我们发现她非常符合教育部正在启动的新一轮《大学英语教学课程标准》的思路与精神。我们认为无论从教材的形式还是内容上,该系列教材更能适应新世纪英语学习者需要。其特色如下:

● 听说与读写并重

该系列从书分《听说》(Focus on Listening and Speaking) 和《读写》(Focus on Reading and Writing) 两大系列。 其中《听说》的每个单元设置七大版块。大量操练听说,将听力理解能力与表达能力完美结合。

● 教学模式更体现交互式、个性化、自主性

课本、光盘、网络互为补充,强调互动式学习。注重把教师与学生之间、学生与学生之间的反馈通过练习轻松、自然地反映出来,既有利于提高教学质量、活跃课堂气氛、评估学生学习效果,又激发学生的学习兴趣、提倡自主学习、促进学习效率。配套学习网站(www.longman.com/northstar)免费提供网上资源库、教师指导、网上阅读、写作、听说练习等。

● 注重培养应用能力,非应试教育

着重生活工作中需要的技能,如:演讲、场景对话、走出教室实战练习、信件、总结、学术小论文等。

● 编写思路明确,编写人员水平出众

遵循外国人学习英语的普遍规律,由著名美国教育专家 Frances Boyd 和 Carol Numrich 主持、召集英美 30 多位常年从事对外英语教学的专家和教师编写。

● 语言真实地道,文化信息量大:主题相关,便于巩固

注重把语言技能的训练与知识文化有机结合起来,使学生在英语学习过程中除了学到语言的形式以外,还学习其文化内容。书中上题丰富多样、贴近生活、时代感强,灵活实用。如:年轻企业家的成功,食物对心情的影响,语言与性别的关系,情商与智商,等等。

● 教材体系完备,可供不同水平学生灵活选用

《听说》与《读写》系列各分为 5 个级别,即:入门(Introductory)、基础(Basic)、中级(Intermediate)、中高级(High Intermediate)、高级(Advanced)。每套教材包括学生用书(Student Book)(含单元测试题及总测试题)、教师用书(Teacher's Manual)、写作练习册(Activity Book)、配套 CD,极大地方便了教师与学生在教与学中的各种需要。

● 适用对象明确

该系列教材是为初、中级英语水平学习者而设计编写的。她既适用于各类学校,特别是新入校学生英语水平跨度较大的学校,如新建本科院校、扩招院校、专科学校 、双语学校及师范类院校,此外,也适合同年龄层次的社会人士自学及培训机构使用。

"风乍起,吹皱一池春水"。在中国承办奥运会和入世的大背景下,全国英语教学改革正在进行。以往的教材在新形势下已显"明日黄花",难以适应和真正提高学生的综合英语的应用能力。《北极星英语系列教程》应运而生,她从初级入门到高级应用,莲花步步,浑然一体;每一个级别又自成一统,可为不同级别的学生因"材"施用。我们认为好的教材就像乐谱或电影脚本,她能告诉您步骤、大概的进度及顺序,但是还需要您赋予她生命,把她演活。我们衷心地希望这套教材能有助于英语教学的改革,激发学生自主性学习,真正提升英语能力。

清华大学出版社外语事业部 2003 年 7 月

INTRODUCTION

NorthStar is an innovative four-level, integrated skills series for learners of English as a Second or Foreign Language. The series is divided into two strands: listening/speaking and reading/writing. There are four books in each strand, taking students from the Basic to the Advanced level. The two books at each level explore different aspects of the same contemporary themes, which allows for reinforcement of both vocabulary and grammatical structures. Each strand and each book can also function independently as a skills course built on high-interest thematic content.

NorthStar is designed to work alongside Addison Wesley Longman's Focus on Grammar series, and students are referred directly to Focus on Grammar for further practice and detailed grammatical explanations.

NorthStar is written for students with academic as well as personal language goals, for those who want to learn English while exploring enjoyable, intellectually challenging themes.

NORTHSTAR'S PURPOSE

The *NorthStar* series grows out of our experience as teachers and curriculum designers, current research in second-language acquisition

and pedagogy, as well as our beliefs about language teaching. It is based on five principles.

Principle One: In language learning, making meaning is all-important. The more profoundly students are stimulated intellectually and emotionally by what goes on in class, the more language they will use and retain. One way that classroom teachers can engage students in making meaning is by organizing language study thematically.

We have tried to identify themes that are up-to-date, sophisticated, and varied in tone—some lighter, some more serious—on ideas and issues of wide concern. The forty themes in *NorthStar* provide stimulating topics for the readings and the listening selections, including why people like dangerous sports, the effect of food on mood, an Olympic swimmer's fight against AIDS, experimental punishments for juvenile offenders, people's relationships with their cars, philanthropy, emotional intelligence, privacy in the workplace, and the influence of arts education on brain development.

Each corresponding unit of the integrated skills books explores two distinct topics related to a single theme as the chart below illustrates.

Theme	Listening/Speaking Topic	Reading/Writing Topic
Insects	Offbeat professor fails at breeding pests, then reflects on experience	Extract adapted Kafka's "The Metamorphosis"
Personality	Shyness, a personal and cultural view	Definition of, criteria for, success

Principle Two: Second-language learners, particularly adults, need and want to learn both the form and content of the language. To accomplish this, it is useful to integrate language skills with the study of grammar. vocabulary, and culture.

In NorthStar, we have integrated the skills in two strands: listening/speaking and reading/ writing. Further, each thematic unit integrates the study of a grammatical point with related vocabulary and cultural information. When skills are integrated, language use inside of the classroom more closely mimics language use outside of the classroom. This motivates students. At the same time, the focus can shift back and forth from what is said to how it is said to the relationship between the two. Students are apt to use more of their senses, more of themselves. What goes on in the classroom can also appeal to a greater variety of learning styles. Gradually, the integrated-skills approach narrows the gap between the ideas and feelings students want to express in speaking and writing and their present level of English proficiency.

The link between the listening/speaking and reading/writing strands is close enough to allow students to explore the themes and review grammar and reinforce vocabulary, yet it is distinct enough to sustain their interest. Also, language levels and grammar points in NorthStar are keyed to Addison Wesley Longman's Focus on Grammar series.

Principle Three: Both teachers and students need to be active learners. Teachers must encourage students to go beyond whatever level they have reached.

With this principle in mind, we have tried to make the exercises creative, active, and varied. Several activities call for considered opinion and critical thinking. Also, the exercises offer students many opportunities for individual reflection, pair- and small-group learning, as well as out-of-class assignments for review and research. An answer key is printed on perforated pages in the back of each book so the teacher or students can remove it. A teacher's manual, which accompanies each book, features ideas and tips for tailoring the material to individual groups of students, planning the lessons. managing the class, and assessing students' progress.

Principle Four: Feedback is essential for language learners and teachers. If students are to become better able to express themselves in English, they need a response to both what they are expressing and how they are expressing it.

NorthStar's exercises offer multiple opportunities for oral and written feedback from fellow students and from the teacher. A number of open-ended opinion and inference exercises. invite students to share and discuss their answers. In information gap, fieldwork, and presentation activities, students must present and solicit information and opinions from their peers as well as members of their communities. Throughout these activities, teachers may offer feedback on the form and content of students' language, sometimes on the spot and sometimes via audio/video recordings or notes.

Principle Five: The quality of relationships among the students and between the students and teacher is important, particularly in a language class where students are asked to express themselves on issues and ideas.

The information and activities in NorthStar promote genuine interaction, acceptance of differences, and authentic communication. By building skills and exploring ideas, the exercises help students participate in discussions and write essays of an increasingly more complex and sophisticated nature.

DESIGN OF THE UNITS

For clarity and ease of use, the listening/speaking and reading/writing strands follow the same unit outline given below. Each unit contains from 5 to 8 hours of classroom material. Teachers can customize the units by assigning

some exercises for homework and/or skipping others. Exercises in sections 1–4 are essential for comprehension of the topic, while teachers may want to select among the activities in sections 5–7.

1. Approaching the Topic

A warm-up, these activities introduce students to the general context for listening or reading and get them personally connected to the topic. Typically, students might react to a visual image, describe a personal experience, or give an opinion orally or in writing.

2. Preparing to Listen/Preparing to Read

In this section, students are introduced to information and language to help them comprehend the specific tape or text they will study. They might read and react to a paragraph framing the topic, prioritize factors, or take a general-knowledge quiz and share information. In the vocabulary section, students work with words and expressions selected to help them with comprehension.

3. Listening One/Reading One

This sequence of four exercises guides students to listen or read with understanding and enjoyment by practicing the skills of (a) prediction, (b) comprehension of main ideas, (c) comprehension of details, and (d) inference. In activities of increasing detail and complexity, students learn to grasp and interpret meaning. The sequence culminates in an inference exercise that gets students to listen and read between the lines.

4. Listening Two/Reading Two

Here students work with a tape or text that builds on ideas from the first listening/reading. This second tape or text contrasts with the first in viewpoint, genre, and/or tone. Activities ask students to explicitly relate the two pieces, consider consequences, distinguish and express points of view. In these exercises, students can attain a deeper understanding of the topic.

5. Reviewing Language

These exercises help students explore, review, and play with language from both of the selections. Using the thematic context, students focus on language: pronunciation, word forms, prefixes and suffixes, word domains, idiomatic expressions, analogies. The listening/speaking strand stresses oral exercises, while the reading/writing strand focuses on written responses.

6. Skills for Expression

Here students practice related grammar points across the theme in both topics. The grammar is practiced orally in the listening/speaking strand, and in writing in the reading/writing strand. For additional practice, teachers can turn to Addison Wesley Longman's Focus on Grammar, to which NorthStar is keyed by level and grammar points. In the Style section, students practice functions (listening/speaking) or rhetorical styles (reading/writing) that prepare them to express ideas on a higher level. Within each unit, students are led from controlled to freer practice of productive skills.

7. On Your Own

These activities ask students to apply the content, language, grammar, and style they have practiced in the unit. The exercises elicit a higher level of speaking or writing than students were capable of at the start of the unit. Speaking topics include role plays, surveys, presentations, and experiments. Writing topics include paragraphs, letters, summaries, and academic essays.

In Fieldwork, the second part of On Your Own, students go outside of the classroom, using their knowledge and skills to gather data from personal interviews, library research, and telephone or Internet research. They report and reflect on the data in oral or written presentations to the class.

AN INVITATION

We think of a good textbook as a musical score or a movie script: It tells you the moves and roughly how quickly and in what sequence to make them. But until you and your students bring it to life, a book is silent and static, a mere possibility. We hope that NorthStar orients, guides, and interests you as teachers.

It is our hope that the *NorthStar* series stimulates your students' thinking, which in turn stimulates their language learning, and that they will have many opportunities to reflect on the viewpoints of journalists, commentators, researchers, other students, and people in the community. Further, we hope that *NorthStar* guides them to develop their own viewpoint on the many and varied themes encompassed by this series.

We welcome your comments and questions. Please send them to us at the publisher:

Frances Boyd and Carol Numrich, Editors NorthStar
Addison Wesley Longman
10 Bank Street
White Plains, NY 10606-1951
or, by e-mail at:
aw/elt@awl.com

ACKNOWLEDGMENTS

We extend a huge thanks to Carol Numrich for everything—her guidance, enthusiasm, feedback, tact, patience, humor, commitment, and vision.

We would also like to thank Allen Ascher, Randee Falk, and Christine Cervoni at Addison Wesley Longman for their help in seeing this project through.

We're grateful to Matt Burry and Donna Dager for Web researching help, and to Kate Griffeath at the Academy of Art College for her all around support and enthusiasm.

Beth appreciates the time Tom Darci, her husband, put into running the household while she was at the computer. Also, we both thank him for being our administrative assistant, proofreader, sounding board, and moral support.

Natasha thanks Dr. Pat Porter at San Francisco State University for preparing and inspiring her to undertake this project.

Natasha Haugnes and Beth Maher

CONTENTS

	Introduction		v
	FINDING Theme:	THE IDEAL JOB Work	1
Н		Finding the Ideal Job	5
		The Ideal Job	9
	Grammar:	Descriptive Adjectives and Possessive Adjectives	13
	Style:	The Sentence	16
9		G NATURE WITH GREENBELTS	21
4	Theme:	The Country and the City	
	Reading One:	About the Bay Area's Greenbelt and	
	D 1: T	Greenbelt Alliance	25
		Kenya's Greenbelt Movement	28
	Grammar:	Simple Past Punctuation	32
	Style:	runctuation	35
9	MAKING M	MONEY	41
	Theme:	Money	
_		Making Money	45
		I Made It Myself	48
		Comparisons with Adjectives	52
	Style:	Transition Words of Addition and Contrast	56
	SAVE THE	ELEPHANTS	61
41	Theme:	Animals	
ы		Save the Elephants	66
		Save a Logger—Eat an Owl	69
	Grammar:	Wh- Questions in the Simple Present Tense	72
	Style:	Letter Writing	75
[SWIMMIN	G ACROSS BORDERS	79
	Theme:	Sports	
V	Reading One:	Swimming to Open Up Borders	83
	The same of the sa	The Athlete's Life	87
	Grammar:	Present Progressive: Affirmative and	
		Negative Statements	92
	Style:	Transition Words of Time	95

B	SCRUB, SC	COUR, AND SMILE!	99
	Theme:	Male and Female Roles	
V	Reading One:		103
		Good-bye to (Some) Housework	107
	Grammar:	Adverbs and Expressions of Frequency	111
	Style:	Poetry	115
		•	110
7	ORGANIC	PRODUCE:	440
		TH THE PRICE?	119
	Theme:	Food	
		Organic Produce versus Nonorganic Produce	122
		What's in Our Food?	125
		Count and Non-Count Nouns	130
	Style:	Audience	134
Q	A CHEAP W	VAY TO TRAVEL	139
U	Theme:	Travel	
	Reading One:	Low on Cash? Try Paris for a Vacation!	143
-		An E-Mail Mix-Up	146
	Grammar:	Modals: Can and Could for	
	0.1	Ability and Possibility	151
	Style:	Connecting Sentences with And and But	155
0	THE WINT	ER BLUES	159
ď	Theme:	Health and Illness	
ľ	Reading One:	Seasonal Affect Disorder	163
		Sunrise and Sunset Times around the World	166
	Grammar:	Modal: Should	170
	Style:	Using Direct Speech	172
11	DEVELOPIN	NG YOUR PSYCHIC ABILITY	177
	Theme:	Unexplained Phenomena	- / /
IA	200	Developing Your Psychic Ability	181
		Exercises to Develop Your Psychic Ability	184
	Grammar:	Expressing Future Predictions and Plans	189
	Style:	Using Examples	192
			172
	Answer Key		197

UNITI

FINDING THE IDEAL JOB





APPROACHING THE TOPIC

A. PREDICTING

Look at the cartoon and read the information. Discuss your answers to the questions.

In the United States today, many people make midlife¹ career changes.² After many years at one kind of work, they change to a different kind of work.

- 1. Why does the man in the cartoon want to make a midlife career change?
- 2. Do you know people who have changed careers? Why did they change careers?
- 3. Is it easy or hard to change careers? Explain your answer.

^{&#}x27;midlife: the time in the middle of a person's life, in or near the forties

²career change: a change from one kind of work to another, for example, from teaching to selling

B. SHARING INFORMATION

Read the statements. How much do you agree or disagree? For each statement, circle a number. Discuss your answers with your classmates.

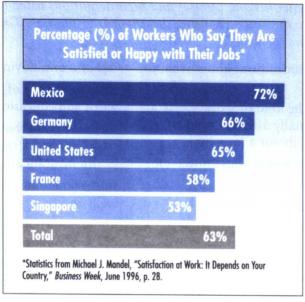
	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	
a.	1	2	3	4	Enjoying your work is more important than making a lot of money.
b.	1	2	3	4	Working with a lot of people is better than working alone.
c.	1	2	3	4	Working from home is better than working at an office.
d.	1	2	3	4	Working indoors is better than working outside.



Read the charts on page 3. In a small group, discuss the questions that follow.

Are people happy with their jobs? Studies on *job satisfaction* (happiness in your job) suggest some interesting answers to this question.

According to Study 1, 65 percent of American workers are satisfied with their jobs. Study 2 suggests that even fewer Americans are satisfied.



Percentage (%) of Americans
Who Think They Chose the
Wrong Career*

50%

42%

Men Women Total

*Elizabeth Fenner, "Take the Pizza, Shove the Job,"
Money Magazine, March 1994, p. 82.

Study 1

Study 2

- 1. According to the first study, of these five countries, the country with the most job satisfaction is ______. According to the study, of these five countries, the one with the least job satisfaction is ______.
- 2. According to the first study, for these five countries together, 63 percent of workers are satisfied with their jobs. Does this number surprise you? Why or why not?
- 3. The second study is about Americans who think they chose the wrong career. Someone who is not satisfied might want to change jobs but not change careers. What is the difference between changing your job and changing your career?
- **4.** In the second study, why do you think there are differences between men and women in job satisfaction?
- 5. What would you do if you felt unsatisfied with your career?

B. VOCABULARY FOR COMPREHENSION

Read the words and phrases and their definitions listed below. Then complete the sentences using these words or phrases. The first one has been done for you.

advice: suggestions about what to do

career: the kind of work a person does, usually after learning how and usually for a long time

expert: a person who knows a lot about something

hire: to give someone a job

a great teacher.

interview: a conversation where a person looking for a job is asked a lot of questions by a person looking for a new worker

manager: the person in charge of a group of workers

out of work: having no job

résumé: a piece of paper with your work and education history

rewards: good things you get in return for work (such as money or health insurance)

skill: something that you can do well; ability

update: to change by putting in new information

want ads: advertisements, usually in a newspaper, for jobs that are available

1. In 1930, jobs were h	ard to find. Almost 25 pe	ercent of all Americans
were <u>out of work</u>	. •	
2. He has fifteen years	of experience working w	ith electric cars. Many
people think he's a(n)	
3. He's had many differ	ent jobs, but only one _	In other
words, he's worked	in many different schools	s, but he's always been a
teacher.		
4. Most companies ask	for a(n)	so they can read about
you before they talk	to you in person.	
5. She sells a lot of her	paintings. She has a lot of	ofas an
artist and a business	woman.	
6. She was offered two	jobs at the same time. Sh	ne didn't know what to
do. So she asked me	for	
7. Let's	Katlyn. She has the mos	t experience. She will be

8. She needed a job, so she decided to look at the						
9. The of her job just weren't enough. She was happy						
with the work, but she wasn't making enough money.						
10. When looking for a job, it's important toyour						
résumé. Write down your most recent jobs and education.						
11. She was a computer programmer for ten years. Then she became a(n)						
Suddenly, she had to lead all the people she used to						
work with.						
12. Kristin had a(n) for a job yesterday. She was very						
nervous, but I think she got the job.						
Finding the Ideal Job						
UCING THE TOPIC						
ocing the toric						
Imagine you are not satisfied with your job. You decide to job hunt—that is, to look for a new job. With a partner write a list of things you might do to find a job. The first one has been done for you.						
1. I might ask someone in my family for a job.						
2						
3						
4						
5						
6						
7						
8.						

A. INTROD

Now learn what a professional has to say about this topic. Read "Finding the Ideal Job," a book review of What Color Is Your Parachute? (A book review is an article in a magazine or newspaper that tells people about a new book. Usually a review explains the main ideas of a book and gives an opinion about the book.)

Finding the Ideal Job. Review of What Color Is Your Parachute?

by Barbara Kleppinger

You are out of work.

You hate your job.

You aren't satisfied with your career.

You are looking for your first job. Where do you start?

If you are like most Americans, you'll probably send your résumé to a lot of companies. You might answer newspaper want ads every Sunday. Or you might go to employment agencies. But experts say you won't have much luck. People find jobs only five to fifteen percent of the time when they use these methods. So, what can you do?

One thing you can do is read Richard Nelson Bolles's What Color Is Your Parachute¹? A Practical Manual for Job Hunters and Career Changers. Bolles is an expert in the field of job hunting. He has helped thousands of people find jobs and careers. This book is different from other job-hunting manuals. Bolles doesn't help you to find just another job. Instead, he helps you find your ideal job: a job that fits who you are, a job that is satisfying to you. What kind of job is ideal for you? If you don't know the answer, Bolles says, you can't find your ideal job. You need to have a clear picture in your mind of the job you want. The book has many exercises to help you draw this picture.

Bolles says that you must think about three things:

(1) Your skills. What do you like to do? What do you do well? Do you like talking? Helping people? Teaching? Reading and writing? Using computers? Working with your hands? Bolles asks you to think about all your skills, not only "work skills." For example, a mother of four children is

probably good at managing people (children!). She may be a good manager.

(2) Job setting. Where do you like to work? Do you like to work outside? At home? In an office? Alone or with others? What kind of people do you like to work with?

(3) Job rewards. How much money do you need? How much money do you want? What else do you want from a job? What would make you feel good about a job?

After Bolles helps you decide on your ideal job, he gives you specific, useful advice on how to find the job. His exercises teach you how to find companies and how to introduce yourself. The chapter on job interviews is full of useful information and suggestions. For example, most people go to interviews asking themselves the question "How do I get the company to hire me?" Bolles thinks this is the wrong question. Instead, he wants you to ask yourself, "Do I really want to work for this company?"

There are two small problems with the book. First, Bolles writes too much! He explains some of his ideas over and over again. Second, there is no space to write the answers to the exercises. But these are small problems. What Color Is Your Parachute? is the best job-hunting manual available today.

What Color Is Your Parachute? was written in 1970. But the information is updated every year. So, if you are looking for a job, or if you have a job but want a new one, remember: Don't just send out copies of your résumé. Don't just answer want ads. And don't wait for friends to get you a job. Instead, buy this book and do a job hunt the right way.

¹parachute: something you wear when you jump out of a plane. When you jump, it opens up and it stops you from hitting the ground very hard.

B. READING FOR MAIN IDEAS

Decide sentenc	if the sentences are true or false. Write T or F next to each e. Compare your answers with a classmate's.
1.	What Color Is Your Parachute? is similar to other job-hunting manuals.
2.	Bolles's goal is to help people find jobs as quickly as possible.
3.	According to What Color Is Your Parachute?, job hunters should think about their skills, the work setting, and the job rewards they want.
4.	What Color Is Your Parachute? includes specific advice on finding jobs.
5.	According to the reviewer, one problem of the book is that it's too short.

C. READING FOR DETAILS

Write the job-hunting methods listed below in the correct column in the chart. The first one has been done for you.

answer newspaper want ads ask friends to help find a job decide what kind of job is ideal think about job rewards do exercises

go to an employment agency decide what kind of place you want to work in send out lots of résumés think about your skills

WHAT MANY PEOPLE DO TO FIND A JOB		WHAT BOLLES SAYS WILL HELP YOU FIND A JO	
meone to call him about a job.			
end out lots of résumés		According to Bolles	
		a. making a mistake	