

商用英文勝經

提升商業金融閱讀力

MP3

針對商業財經的範疇，提供題材豐富的閱讀與聽力訓練，內容包括就業與失業、領導與管理、品牌文化與公司生態、貨幣與股票、網際網路的商業應用、行銷與廣告、全球化經濟等。



作者 • Tim Ferry

譯者 • 鄭家文 / 丁宥暄

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商用英文勝經： 提升商業金融閱讀力

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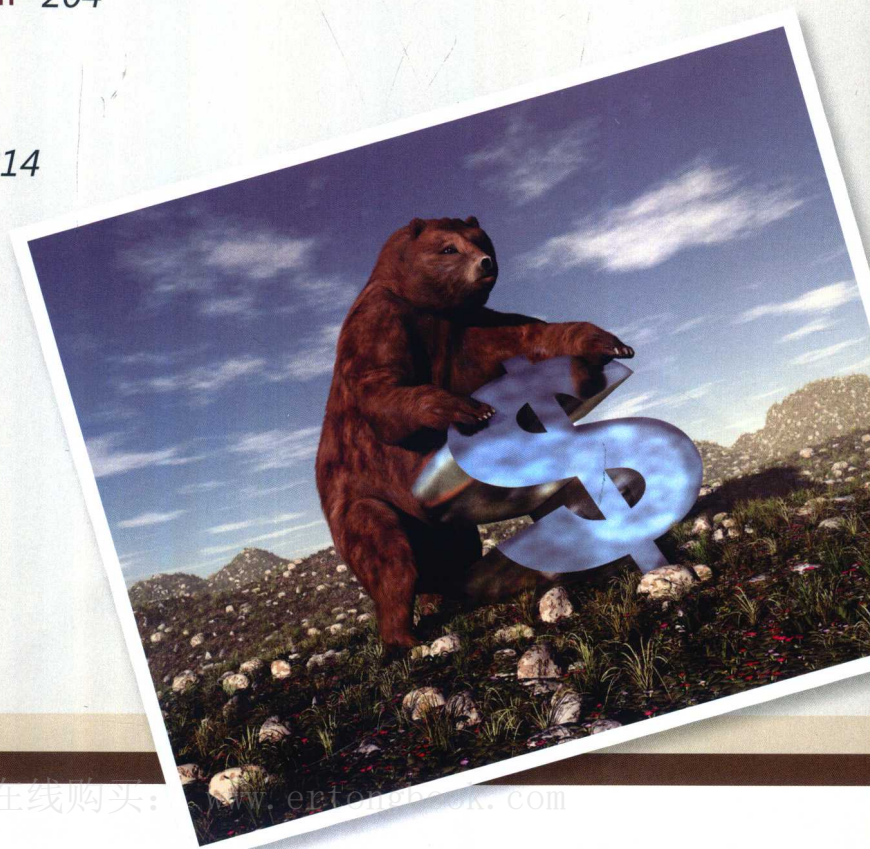
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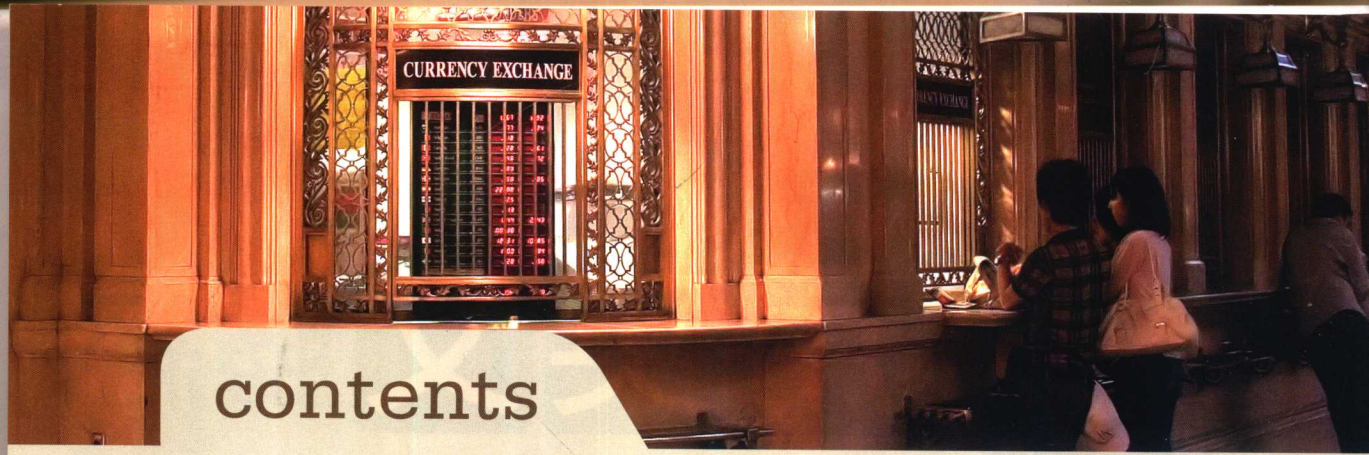
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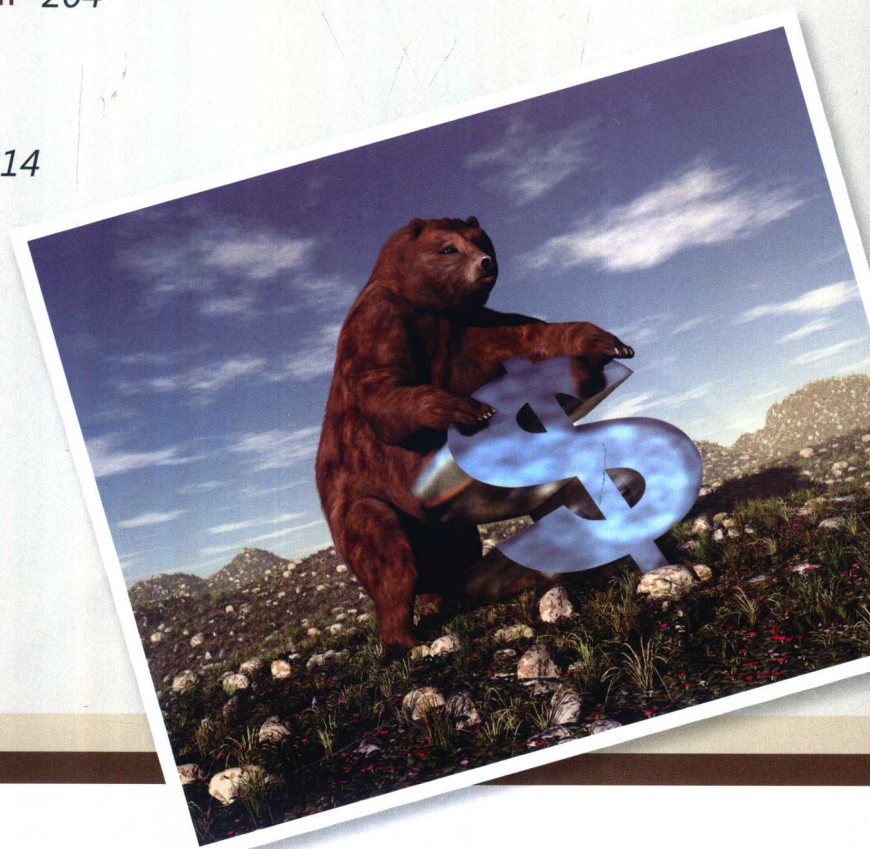
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Unit **1**

Working Life

Chapter 1 Recruitment

Chapter 2 Employment/Unemployment

Chapter 3 Management and Leadership

Chapter 4 Company Organization and Culture

01

RECRUITMENT

Reading 1

Reasons for Leaving a Job

↓ working environment



↑ resignation letter

VOCABULARY 

1	job	[dʒɒb]	(n.) 工作
2	dissatisfaction	[dɪsætɪs'fækʃən]	(n.) 不滿
3	company	['kʌmpəni]	(n.) 公司
4	salary	['sæləri]	(n.) 薪資；薪水
5	survey	['sʌve]	(n.) 調查報告
6	resign	[rɪ'zaɪn]	(v.) 辭職
7	poll	[pɒl]	(n.) 民意調查
8	white collar		(n.) 白領階級
9	advancement	[əd'vænsmənt]	(n.) 晉升
10	counterpart	['kauntə,pɑ:t]	(n.) 對應的人或物
11	corporate	['kɔ:pərit]	(a.) 團體的；公司的；共同的

Read the article and answer the following questions.



Some 60% of Workers Quit in 3 Months

TAIPEI, CNA (2006/11/18)



Some 59 percent of Taiwan's office workers quit their **jobs**¹ within three months out of **dissatisfaction**² with their **companies**³ environments or **salaries**⁴, according to the results of a recent **survey**⁵ made public yesterday.

Nearly 23 percent of the respondents said that they had **resigned**⁶ within a week of starting a new job, while as many as 63 percent of those born in the 1980s said that they had done so within three months, according to the **poll**⁷ carried out by 104 Manpower Bank, an online service.

According to the survey results, 36 percent of **white collar**⁸ employees polled cited "an unpleasant working environment" as the leading factor behind their resignations while 33 percent and 32 percent pointed to "company systems" and "poor salaries," respectively, as the major reasons for leaving.

The survey also found that female office workers attach greater importance to "the opportunity of **advancement**⁹," while their male **counterparts**¹⁰ pay more attention to "**corporate**¹¹ culture" and "company future."

EXERCISES

A Reading Comprehension

Choose the correct answer for each question. See how well you understand the article.

- ___ 1 How many of Taiwan's office workers quit their jobs within the first three months?
- a. 29%. b. 63%. c. 59%. d. 36%.
- ___ 2 What percentage of Taiwan's office workers born in the 1980's quit their jobs within the first three months?
- a. 29%. b. 63%. c. 59%. d. 36%.
- ___ 3 What is the most common reason people gave for leaving their jobs?
- a. No opportunity for advancement.
b. Poor salaries.
c. Bad company systems.
d. Unpleasant working environments.
- ___ 4 What do women consider the most important factor in a job?
- a. Corporate culture.
b. Opportunities for promotion.
c. Salary.
d. Company future.
- ___ 5 Who responded to this survey?
- a. Mostly women.
b. Only men.
c. Factory workers.
d. White collar employees.

B True or False

Decide if the following statements about the article are true or false. Correct the false statements.

T F

- 1 Men are more concerned with company culture than women.
-
- 2 People born in the 1980s are more likely to quit a job soon after joining a company.
-
- 3 Nearly a quarter of all respondents said they had quit a job in the first week.
-
- 4 Salary is the most common reason that people gave for quitting a job.
-
- 5 Most white collar workers in Taiwan are happy with their company environments.
-

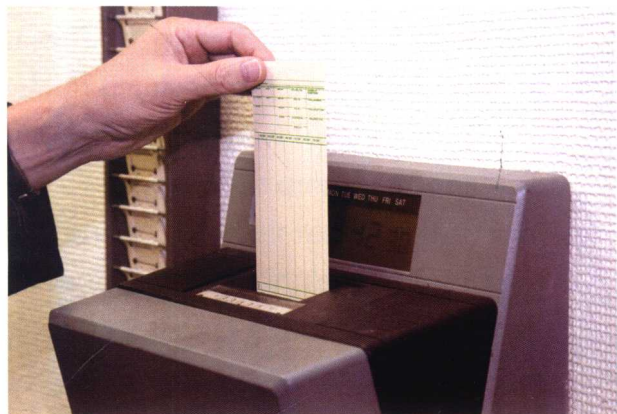
↓ time card

NO. _____ PAY PERIOD ENDING _____

NAME _____

OVERTIME	REGULAR TIME	
	IN	OUT
	DAY 1	DAY 1
	DAY 2	DAY 2
	DAY 3	DAY 3
	DAY 4	DAY 4
	DAY 5	DAY 5
	DAY 6	DAY 6
	DAY 7	DAY 7
	DAY 8	DAY 8
	DAY 9	DAY 9
	DAY 10	DAY 10

THIS SIDE OUT



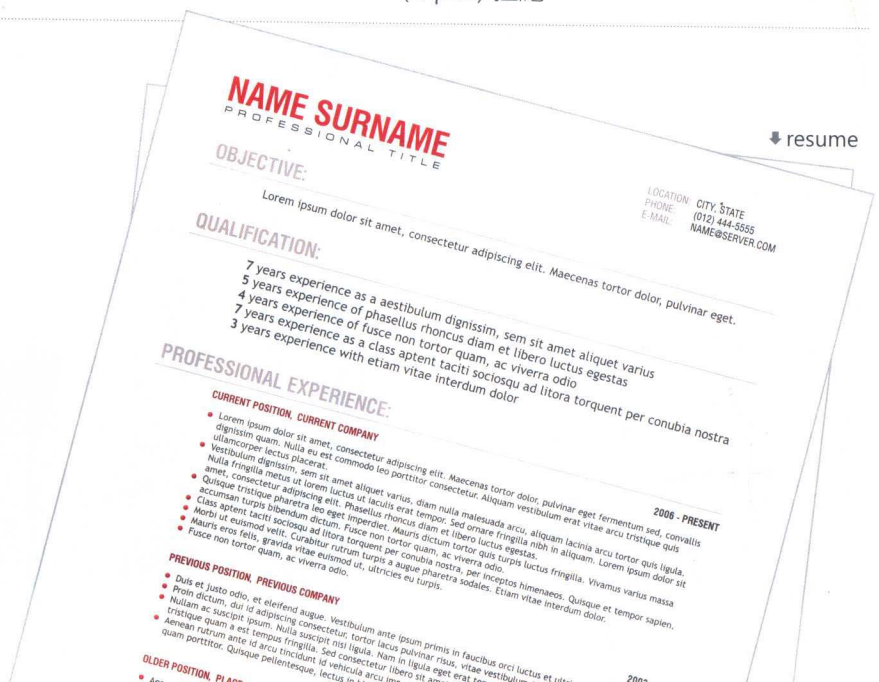
↑ time clock

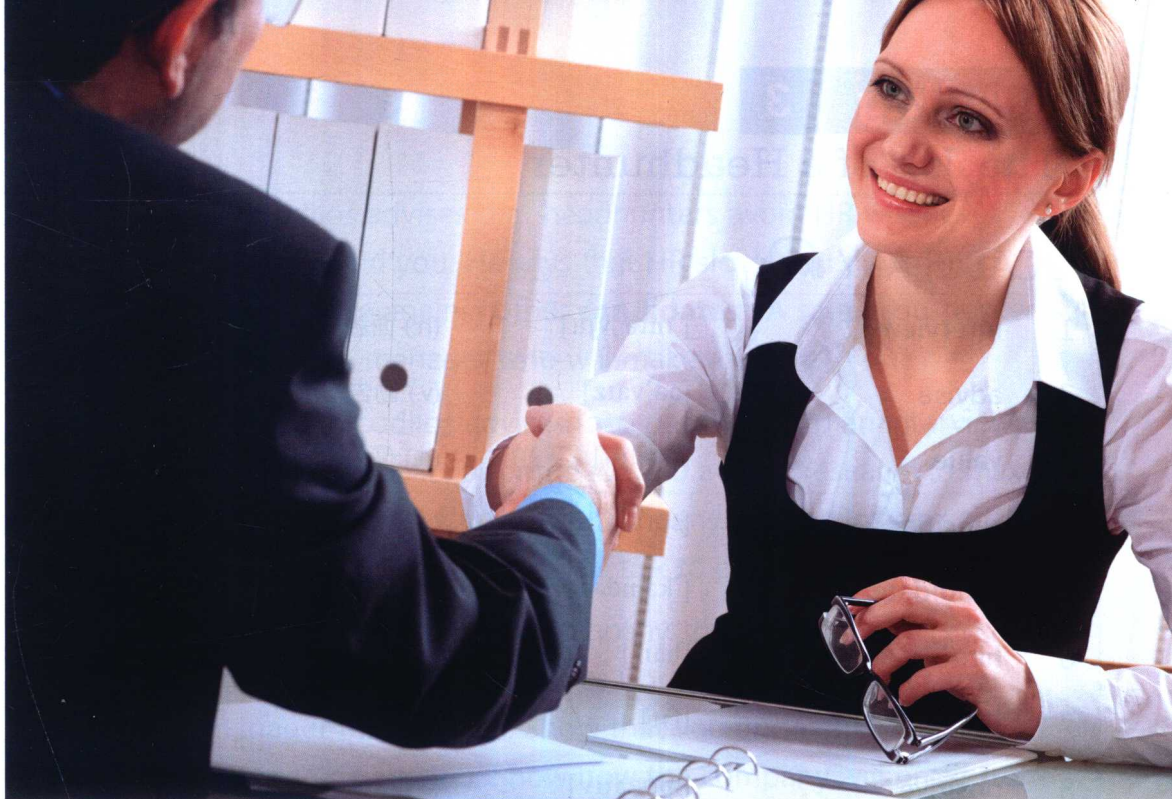
Reading 2

Recruitment and Selection of Employees

VOCABULARY

1	recruit	[rɪˈkrut]	(v.) 招募；雇用
2	headhunter	[ˈhed,hʌntər]	(n.) 為公司物色高階人才的人
3	poach	[pɒtʃ]	(v.) 偷獵；竊取
4	compensation package		(n. phr.) (公司發給員工的) 薪酬方案，通常包括基本工資、獎金、福利計劃及長期激勵等四部分
5	company perk		(n. phr.) 公司福利；津貼
6	prospective	[prəˈspektɪv]	(a.) 預期的；盼望中的
7	in demand		(a. phr.) 需求高的
8	resume	[ˈrezʊme]	(n.) (個人) 簡歷
9	CV		(n. phr.) curriculum vitae, 【拉】履歷(書)。和 resume 相比, CV 通常更詳細(一般包含兩頁以上)
10	qualification	[ˌkwɒləfəˈkeɪʃən]	(n.) 資格；能力
11	reference	[ˈrefərəns]	(n.) 推薦人；推薦(函)
12	turn down		(v. phr.) 拒絕





Recruiting¹ Qualified Talent

In some countries or specific industries, companies have to compete for qualified staff. They often try to recruit staff right out of university. They may even use **headhunters**²—special recruiters who try to **poach**³, or steal, good employees from other companies, to fill their own staffing needs. In these situations, employees can demand better **compensation packages**⁴, including not only the usual benefits such as retirement plans but maybe even some nice **company perks**⁵, such as a company car or tuition reimbursement.

In other countries or industries, **prospective**⁶ employees are not so **in demand**⁷. These workers may send many **resumes**⁸ (or **CVs**⁹ in the UK) to companies, or apply in person by filling out applications in the company office, hoping to at least get an interview for the job. The interviewer will probably look very closely at their **qualifications**¹⁰, and will probably contact any **references**¹¹ on their resume. They will probably **turn down**¹² many applicants before hiring someone. These jobs might require the employee to sign a strict contract and work a lot of overtime.

Reading 3

The Job of a Headhunter

VOCABULARY

1	interview	[ˈɪntə,vju]	(n.) 面談；面試
2	advise	[ədˈvaɪz]	(v.) 勸告；忠告
3	value	[ˈvælju]	(n.) 價值；益處
4	specific	[spɪˈsɪfɪk]	(a.) 具體的；明確的
5	candidate	[ˈkændədet]	(n.) 應徵者
6	hire	[haɪr]	(n.) 僱用
7	fit	[fɪt]	(n.) 適合
8	positive	[ˈpɒzətɪv]	(a.) 積極的；有自信的
9	attitude	[ˈætətɪtʃud]	(n.) 態度；看法
10	deliver	[dɪˈlɪvə]	(v.) 交付；給予



Interview¹ With a Headhunter



First, according to Corcodilos, headhunters know that a resume rarely gets you a job. Give prospective employers an example of what you can do for them. “Create a new area in your resume,” he **advises**². “Call it ‘**Value**³ Offered.’ In two sentences, state the value that you would bring to the employer. Be **specific**⁴.”