

白领必读的 职场英语修炼

主编◎李 明

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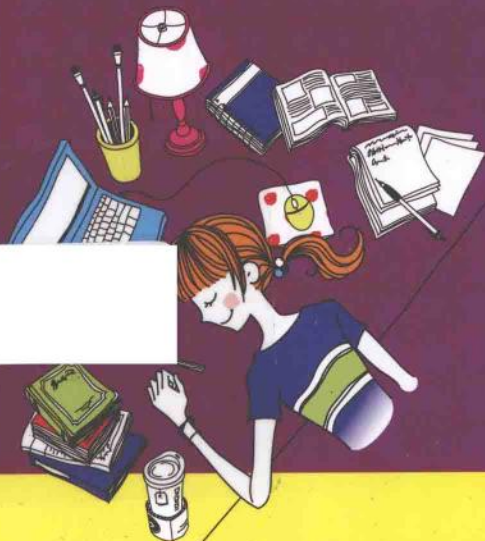
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内 容 提 要

《白领必读的职场英语修炼》是一本专为上班一族以及将踏入职场的大学生量身定做的英语睡前读物，全书从实用的角度精选经典英文 80 篇，侧重白领精神调节和情绪抚慰。内容包括：劳逸结合、扩展社交、职场充电、自我反省、文化提升、分享成功、汲取正能量等。使读者读后能够放下一天的疲惫，有一个高质量的睡眠。

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前 言

阅读在英语学习中起着不可替代的重要作用。阅读量的多少很大程度上决定了英语水平。根据教育部新课标的要求，学生在高中毕业之前英语阅读量要达到 20 万词以上；而成年人，只有达到 50 万词以上的阅读量，才可能具备必要的英语听、说、读、写能力。阅读的重要性主要体现在：

- ★阅读在各级各类考试中所占分值逐渐增大。
- ★是重要的语言输入途径。
- ★丰富知识，发展人际和自我反省的需求。

英语阅读不必像口语、听力和写作等其他技能学习一样，只要选择适合自己词汇量的英语读物，在任何时间、任何地点都可以学习。本套书就是根据广大英语学习者的普遍时间规律，精选各类阅读素材编写而成的随身英语读物。本套图书，适合高一词汇量以上的学生和上班一族阅读。

本套图书，参考了大量国外中小学英文教材和经典读物，从中精选出适合中国读者阅读的英文，编为《白领必读的职场英语秘技》和《白领必读的职场英语修炼》两册。

《白领必读的职场英语秘技》所选内容以励志美文、名人奋斗故事、人生哲理为主。在每一个清晨，为您注入学习和工作的动力，助您以一个积极向上的心态去开始新的一天。

《白领必读的职场英语修炼》所选内容以温情散文、人生智慧、经验总结、唯美短文为主。平复您一天的心情起伏，让您带着好心情甜美畅快地入睡。

我们期望您在阅读本书的同时，不单提升英语水平，也获得充足的社会知识。基于此，我们在本书的编排方面做了如下工作：

1. 选材“热”，从国外中小学教材和经典读物以及《纽约时报》、《华尔街日报》、《商业周刊》、《新闻周刊》、《读者文摘》等国际知名报刊中精选的热点英文，加以编辑整理，呈现给广大读者。确保读者读到的英文紧扣



时代脉搏，吸引读者的阅读兴趣。

2. 选材“精”，我们在选材中注意考虑我国大众读者的英文基础水平，尽量选择大部分读者词汇量可以覆盖的新闻，对于文中出现的个别生僻词汇，也特别做了中文注释。确保普通读者在阅读本书时，不会感到有基础知识的阅读障碍。

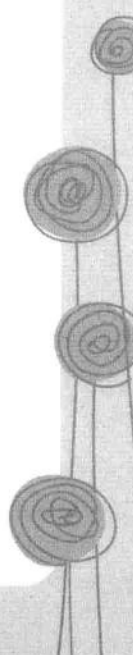
3. 选材“熟”，我们在安排内容时，选择的内容以读者早有耳闻的“熟人”、“熟事”、“熟公司”为衡量标准，每位读者在阅读时都会有似曾相识的感觉。这样的英文，广大读者读起来更容易理解，学习的劲头也更足。

4. 知识“深”，对于每篇英文，我们都将其中难于理解的句子、固定搭配、文化现象、背景知识等做了详尽解释。使您在读完每一篇文章后，都可以在英语知识的层面有所提升。真正发挥了购买本书的价值。

学习英语并不是件苦差事，如果您真正发现了其中的乐趣，就会乐在其中。相信使用本套图书的英语学习者，能够发现很多前所未有的阅读趣味；意识到学习英语虽然没有投机取巧的捷径，但却充满了乐趣。按照本书而学，就能收获丰硕的果实。

编者

2013 年 10 月





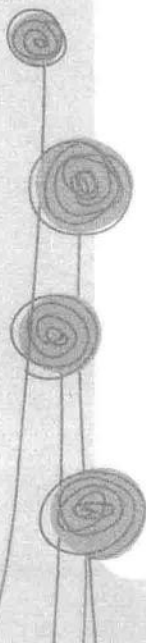
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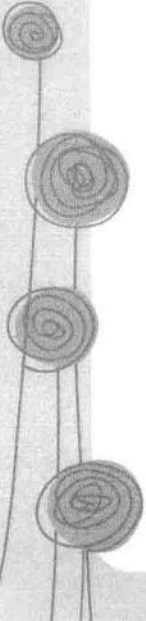



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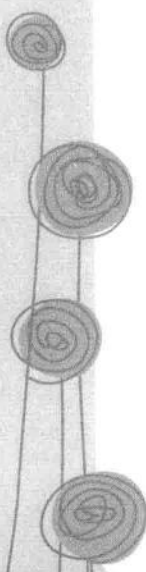
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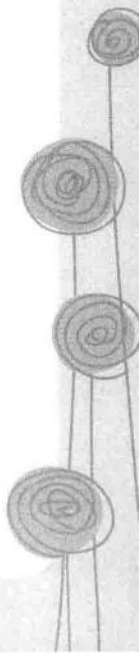
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How to Overcome "Monday Blues"
上班族如何克服“周一综合症”



劳逸结合





1 How to Overcome “Monday Blues”

上班族如何克服 “周一综合症”

The “Monday Blues” describe a set of negative emotions that many people get at the beginning of the workweek if they’re not happy at work. It contains elements of depression, tiredness, hopelessness and a sense that work is unpleasant but unavoidable.

The Monday Blues are so **prevalent** that they have become a cultural phenomenon, and this makes it easy to laugh them off as “just the way things are”. But they can be much more than just a passing tiredness; they are often a serious warning sign that something is not right at work. If you were happy, you’d be excited and **energized** on Mondays, not tired and depressed. As it turns out, your case of the Mondays can have a negative impact on your performance and productivity—as well as the people around you. When you’re unhappy at work, it makes it very difficult for those around you to be happy, and oftentimes just one worker with a case of the Mondays can spread the **doldrums** to the whole team. Here are 11 ways to beat (or avoid) the dreaded Monday Blues:

1. Identify the problem. The first thing to do is to ask yourself what’s wrong. If you have the Monday Blues most weeks, then this is not something you should laugh off or just live with. It’s a significant sign that you are unhappy at work and you need to fix it or move on and find another job.

It is suggested that making a list of the things that are bringing you down in your job. Maybe it’s a negative co-worker or a meeting with your boss first thing on Monday morning, or maybe it’s that you don’t feel challenged—or maybe it’s all of the above. In either case, **clarifying** what is bothering you can help you try to be active in finding solutions.

词汇宝典

prevalent *adj.* 普遍的 **energized** *adj.* 有活力的 **doldrum** *n.* 忧郁 **clarify** *v.* 澄清, 阐明

2. Prepare for Monday on Friday. Mondays can be extra stressful from work that has potentially **piled up** from the previous week and, for many, can be challenging to jump right back in.

To help combat that Monday morning anxiety, be sure to leave yourself as few dreadful tasks as possible on Friday afternoon. By taking care of the things you least want to handle at the end of one work week, you're making the start of the next that much better.

If you do have any unpleasant tasks awaiting your attention Monday morning, get them done as early as possible so that you don't spend the rest of the day **procrastinating** or feeling as if there's a black cloud hanging over your head. You'll feel a lot better once it's over.

3. Make a list of the things you're excited about. We often look at the week ahead of us and think of all the tough stuff we have to do and the difficult tasks ahead of us. Turn that around. Sunday evening, make a list of three things you look forward to at work that week. This might put you in a more positive mood. If you can't think of three things you look forward to, that might be an indication that you need to make some changes.

4. **Unplug** for the weekend. If possible, try to avoid checking work e-mail or voicemail over the weekend, especially if you're not going to respond until Monday anyway. It can be tempting to know what's waiting for you, but drawing clearly defined boundaries between work and personal time can help keep things in check. When you leave the office on Friday, leave your office problems there and focus on enjoying your time off. Sometimes going back to work on Monday feels especially frustrating because you let it **creep into** your off-time, and so it never even feels like you had a weekend at all.

5. Get enough sleep and wake up early. Go to bed a little early on Sunday night and be sure to get enough sleep so that you wake up feeling well-rested. If you're only running on a couple of hours of sleep, it's unlikely that you're going to feel good about going anywhere when the alarm goes off Monday morning.

Although it might seem **counter-intuitive**, waking up an extra 15 to 30 minutes

词汇宝典

pile up 堆积
creep into 蔓延

procrastinate v. 耽搁, 延迟
counter-intuitive adj. 违反直觉的

unplug v. 去掉……的障碍物

early on Monday morning can actually make going back to the office easier. Having a little more “me time” instead of feeling like you’re trapped in a time crunch can make that transition a little easier. “Taking the time to enjoy a healthy breakfast, do some exercises, or take the dog for a walk can help you feel more centered for the rest of the day, and can help you remember that you’re not a robot who just sleeps and works.

6. Dress for success. Dress up, **perk up** and show up ready to be positive and help others be positive. Be the light and energy that makes others have a better day. Show and share your spirit, **charisma** and **vibe** and make yourself **magnetic**. You can use Monday as the day to wear your favorite new outfit. This can help build your confidence around the office and might get you a few compliments from co-workers.

7. Be positive. Start the week out with an “attitude of gratitude”. Take time to recognize and appreciate the things that you enjoy about work.

When you get to the office, do your best not to be a complainer—and keep your Monday morning **grumpiness** to yourself. In the same vein, don’t listen to other people’s Monday gripes. Creating or contributing to a culture of complaining is no way to improve your attitude. If you’re able to be a source of positivity in the workplace, not only will you make your day more enjoyable, but you’ll also make the work environment better for those around you.

8. Make someone else happy. Doing nice things for other people definitely can lift the spirits, and in this case, it could actually help shift the overall mood in your office. Paying it forward can yield great results all around.

We know from research in positive psychology that one of the best ways to cheer yourself up is to make someone else happy. You might compliment a co-worker, do something nice for a customer, help out a stranger on the street or find some other way to make someone else’s day a little better.

9. Keep your Monday schedule light. Knowing that Mondays are traditionally busy days at the office, a good strategy is keep you Monday schedule as clear as possible. When you’re planning meetings ahead, try to schedule them for Tuesdays

词汇宝典

perk up (使) 活跃
magnetic *adj.* 有魅力的

charisma *n.* 魅力
grumpiness *n.* 暴戾

vibe *n.* 活力

and Wednesdays. This will help you to come into Monday with more ease from the weekend.

Instead of tackling the biggest and most complicated tasks early on Monday, take some time for easier, more routine stuff. This might get you up and running and give you the energy for the **hairier** tasks. ”

10. Have fun at work. Take it upon yourself to do things that you enjoy in the office on Monday. Maybe bring donuts for your colleagues or take a quick break to catch up with friend in the office. Sharing stories about the weekend with co-workers can be fun and also is a great way to strengthen your interoffice network.

You can schedule a weekly Monday coffee break or lunch with a friend. Create an event that you will look forward to on Mondays as a way to break up the day with some known positivity. At the very least, it gives you a chance to take a deep breath, talk with a friend, and regroup for the rest of the day.

11. Have a post-work plan. Your day shouldn't just be about **trudging** through Monday to get it over with, but about looking forward to something. By making Monday a special day where you get to go out with friends, make your favorite dinner, or eat a bowl of popcorn and catch up on a TV show you recorded, the day doesn't have to be all about getting up to go into the office.



周一综合症描述的就是如果人们工作不开心，他们会在工作周开始的第一天产生的一系列负面情绪，包括沮丧、疲倦、绝望以及一种认为工作令人厌烦但又无法避免的情绪。

周一综合症相当普遍，已经成为了一种文化现象。这就让我们很容易产生“事情本来就是这样的”想法，并对此一笑置之。然而，这并不只是一时的疲惫，往往是一种严重的警讯，说明你工作中的某些环节出了问题。如果你工作开心的话，你会兴奋和充满活力，不会疲倦和沮丧。事实证明，周一综合症对你的工作绩效可能产生负面的影响，同时也会影响身边的人。当你工作不开心的时候，你也很难让身边的人感到开心。往往一个员工患有周一综合症，他就

词汇宝典

hairy *adj.* 棘手的

trudge *v.* 跋涉