



“十二五”职业教育国家规划教材  
经全国职业教育教材审定委员会审定

# New Practical English

## 新编实用英语

## 求职手册

### Job Application

《新编实用英语》教材编写组 编

Fourth Edition

## 第四版

高等教育出版社



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# 《新编实用英语》(第四版)

## 前 言

《新编实用英语》(*New Practical English*)自2002年作为教育部原高职高专教育英语课程教学指导委员会的推荐教材出版以来,至今已有12个年头,对贯彻教育部颁布的《高职高专教育英语课程教学基本要求(试行)》起到了引领方向、推进改革的重要作用,使高职高专英语课程教学改革沿着“以服务为宗旨,以就业为导向”的道路健康发展。《新编实用英语》先后被列入普通高等教育“十五”、“十一五”国家级规划教材,在我国高职高专英语教学界享有很高的声誉。

十余年来,《新编实用英语》已经发展成为一个立体化的英语教学资源体系,既针对学校的课堂教学和课外辅学的特点,又兼顾学生自主学习、个性化学习和利用网络手段学习的需求。本次修订在根据高职院校师生的反馈意见进行了有针对性的完善之外,还特别对《新编实用英语》的教材体系进行了充实和完善,供广大用户更好地使用,使之能更好地为高职高专英语教学和改革服务。主要体现在以下方面:

### 1. 《新编实用英语》核心教程:

- 1) 《综合教程》围绕职场英语交际的需要,进行实用听、说、读、写的语言训练。本次修订不仅加强了实用交际听说训练,训练形式也更加多样,便于课堂教学和学生模拟训练;阅读和写作更加突出了职场实用文体和职场应用文的读写交际训练。
- 2) 《学学·练练·考考》与《综合教程》紧密配合,为学生在课后进行独立的语言训练提供了同步自练园地。
- 3) 修订了《基础教程》,为入学水平相对较低的学生提供了快速补课并衔接《新编实用英语》第一册的学习内容。《基础教程》的单元话题与《综合教程》和《学学·练练·考考》基本一致,从而使《基础教程》的学习与《综合教程》和《学学·练练·考考》的学习直接关联。
- 4) 《求职手册》帮助学生为毕业后进行求职做准备,内容涉及查询职位的途径及从撰写求职简历到应对求职面试等方方面面的语言准备;《备考手册》为师生提供了高等学校英语应用能力考试的各项语言技能的应试训练和有效的应试技巧和技能,将教学与考试紧密结合。
- 5) 本次修订根据用户的反馈和建议适当地调整并完善了《综合教程》和《学学·练练·考考》的单元选题、课文和相应练习,使之更加符合英语教学满足中国全面走向国际化的大目标。

### 2. 《新编实用英语》配套教程:

为适应中国经济走向世界的大趋势,高职英语教学进一步提高听说交际能力势在必行。但限于课堂教学学时,且听说训练又特别适合个性化学习,《新编实用英语》特为高职高专学生提供了2套听说训练教程。

- 1) 《听力教程》(1~4册)是一套与《综合教程》紧密配合的实用职场交际的听力教程,对自学和培训基本实用听说交际能力十分有益;
- 2) 《视听说教程》(1~4册)是一套引进改编的、交际话题和交际范围更为广泛的视

听说教程，特别适用于想较为全面地提高听说交际能力的学生和在职人员。

《新编实用英语》（第四版）由大连理工大学的孔庆炎教授和上海交通大学的刘鸿章教授担任总主编，由美国普渡大学的Margie Berns教授担任语言顾问。《新编实用英语（第四版）求职手册》由长沙民政职业技术学院外语学院院长贺雪娟教授任总主编，邓曼英、黄瑛瑛担任学生用书主编，李颖、汤瑞林担任教师用书主编，崔彪、许灵芝、谭纯艳，张蕾、金钊、王荣宁等参与编写。

实践证明，《新编实用英语》系列教材是严格按照国家职业教育和要求精心设计的立体化公共外语教材，历经多年教学实践，得到广大高职高专院校师生的充分认可。尽管还有不尽如人意的地方，我们相信在高职师生的关怀下，《新编实用英语》定能不负众望，为高职高专英语教学做出更大的贡献。

《新编实用英语》（第四版）立体化系列教材配套的网络增值服务使用路径请详见书后郑重声明页。

编者

2014年3月

# 《新编实用英语（第四版）求职手册》编写说明

## 编写目的

《新编实用英语（第四版）求职手册》（以下简称“《求职手册》”）的编写目的是培养学生使用英语寻求工作的能力，涉及查阅招聘信息、了解招聘公司、掌握招聘要求和所需资质、准备应聘资料、参加招聘面试等诸多方面内容。这些都需要具有听、说、读、写、译等各种英语语言技能。例如，查阅招聘信息主要涉及阅读技能，准备应聘资料主要涉及写作技能，而参加招聘面试则主要涉及听说技能。

## 编排原则

《求职手册》按照阅读、写作和听说三大英语技能编排。这三大技能的训练都放在职场环境下围绕求职需要进行。例如，阅读技能主要是训练查阅招聘信息的能力，以获取相关信息为目的；写作技能则以模拟套写为目标，着重要求学生掌握篇章的格式，同时学习常用的语句和相关术语，重点是训练学生根据职场实际交际的需要，对相关的实用文献“依样画葫芦”，而不以用语准确、表达顺畅为写作要求；听说技能则针对求职交际中最重要的“面试”活动，帮助学生掌握求职面试时经常遇到的问题(FAQ)及其回答，以满足面试的实际需要。

本教程对语言交际技能训练的编排如下：

1. 信息查阅篇：第1~4章围绕查阅有关招聘的英语信息展开。这4章分别为第1章：求职途径；第2章：招聘广告；第3章：公司介绍；第4章：岗位描述。
2. 模拟套写篇：第5~7章围绕模拟套写应聘资料展开。这3章分别为第5章：简历/求职表格；第6章：求职信；第7章：推荐信。在阅读求职简历、求职函和推荐信的基础上，学习模拟填写简历和模拟套写求职信和推荐信的能力。
3. 面试听说篇：第8章围绕求职者在参加面试时所涉及的听说技能展开。当然，面试之前要做大量文字准备工作，因此本篇在指导学生查阅有关面试资料的基础上进行面试听说训练，着重帮助学生掌握常用句式、用语和应对方法。

## 单元结构

1. 每个单元分为5个部分：1) 导入 (Lead-in)；2) 背景知识 (Background Information)；3) 样例学习 (Sample Learning)；4) 语言提示 (Language Tips)和5) 自主操练 (DIY Activities)。这个教与学的过程是从“话题切入”到“样例学习”再到“语言和结构提示”，最后到“自我操作”，从而遵循了由“辨认”到“解剖”再到“模拟操作”，最后到“独立运用”这一学习过程。从语言技能培养的角度来说，这也是从“阅读理解”到“单项技能训练”，最后到“综合语言表达”的过程。
2. 虽然各单元的结构框架相同，都遵循了“以读懂原文为前提，语言操练为基础，模拟产出为结果”的原则，但是针对各章对听、说、读、写、译技能要求的不同，语言训练和模拟产出的要求也有所差异。例如，信息查阅篇是以查阅求职信息为主，包括网络和其他媒体文字资料；模拟套写篇以填写求职表格和撰写求职信函为主；而面试听说篇则以求职面试的口语交流为目标。不论重点有何差异，对语言的大量操练始终是

教与学的核心。

3. 各个教学环节的重点如下:

- 1) 导入 (Lead-in) 和背景知识 (Background Information) 部分只需看懂, 为进入专题训练做好准备;
- 2) 样例学习 (Sample Learning) 是各单元的重点, 既要求读懂样例的文字和内容, 更要求掌握其篇章格式, 同时还要求记忆其中的句式和重要词语。为了提高学生的阅读效率并减轻查词典的负担, 阅读资料中出现的部分生词解释已旁注在其右侧;
- 3) 语言提示 (Language Tips) 不仅突出了本单元语言学习的要点, 更有助于引导学生自学, 因此在教学中要予以重视;
- 4) 自主操练 (DIY Activities) 是单元训练的核心部分, 为学生围绕单元专题独立使用相关语句和篇章结构进行职场交际提供实训平台。教学中, 必须要求学生将这个项目作为单元收官的重点进行自我训练。DIY Activities分为词汇学习 (Vocabulary Builder), 句子构建 (Sentence Constructor) 和模拟操练 / 写作 (Simulated Operation / Writing) 3步进行。从词汇到单句再到实用篇章, 符合语言学习的规律和职场交际的需要。

## 使用说明

本教程是分专题章节并按照英语技能编排的, 使用时应遵循如下几点:

“教”的方面

1. 《求职手册》应以激发学生积极参与课堂活动为目标。因为《求职手册》是以职场求职活动展开的, 因此这里所说的“课堂活动”同时也是职场交际活动。课堂上千万不能采取“教师讲学生听”的模式。即使进行必要的讲授, 也要采取师生互动的方式。
2. 教学中应遵循“教师指导、学生参与、共同活动”的原则。教师指导包括介绍单元目标、交际需求、职场背景、语言资料和涉及的文字和口头交际技能与范围。指导一定要简明实用, 做到“讲为练”和“练中有讲评”, 以便于学生参与和操练 (包括口头和文字交流), 切忌过多过细的理论讲解。
3. 教授单元课程前, 教师要熟悉该单元所涉及的职场活动和交际语言 (包括口头语言和文字)。为此, 教师要先通读教程和教参。教参提供了较多的背景知识和实用交际语言资料, 对于熟悉该话题的职场交际情景十分有益。教师在教学过程中还可以上网搜集更多适合学生需要的相关职场交际资料, 以供教学中使用。
4. 教学中, 教师应遵循教程的编排进行教学, 从任务教学的互动式和参与式角度出发, 创造各种互动参与的教学方式, 使学生学得更主动、更有效。正因如此, 编者没有为每个单元提供具体的教学方案, 以为师生共同创建符合自身实际需要的互动职场交际教学留有充分的余地。

“学”的方面

1. 学生要在教师的指导下进行课前预习, 包括每单元的章节目的 (Chapter Goals)、导入 (Lead-in) 和背景知识 (Background Information), 为进入课堂学习做好准备。

2. 语言提示 (Language Tips) 帮助学生了解和掌握本单元交际话题中的语言重点, 同时还提供了样例中难以覆盖的常用语言用法。这是非常有用的学习指南, 不仅有利于本单元的学习和训练, 也便于学生进一步自学提高。因此要充分利用好此项内容。
3. 自主操练 (DIY Activities) 为学生提供实训平台, 使学生能在学习各单元内容的基础上进行独立的操练 (包括词语、典型句式和篇章格式)。这是实现真正“学到手”的重要环节, 学生应该认真对待。
4. 语言学习是一个交际过程, 在参与中学习英语是最为有效的学习方法。因此, 结对练习和小组以至全班讨论都是十分有益的。学生应当积极参与。

编者  
2015年11月

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# Part One — *Reading*

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This part consists of four chapters ranging from career paths to job-hunting media available for career seekers.

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# Chapter

# 1

# Career Paths



## Chapter Goals

By the end of this chapter, you should be able to:

- A. know about job-hunting pathways.
- B. find and browse proper career websites.
- C. search employment information through the Internet and other media.
- D. make use of job fairs.

## Section I Lead-in

Directions: Work in pairs and discuss the following questions.



1. Have you ever had any job-hunting experience?

2. What do you think are the essential factors you should consider when you are looking for a job?
3. What job-seeking tips and pathways do you know? List them.
4. How did you get to know these tips and pathways and which do you think is / are most helpful?
5. What factors have to be taken into consideration in job-hunting?

## Section II Background Information

### Job-hunting Pathways

#### Where can you find an ideal job?

There are many channels offering job opportunities. The classified ads on radio or TV, and **print** media are good sources, whether you are looking for a job in **for-profit** businesses, non-profits, or governmental agencies. Also, you can turn to **headhunters**, who work for employers in corporations and nonprofit organizations to find suitable employees to fill up their job openings. The most common career **pathways**, however, are career sites and job fairs.

#### 1. Career sites

Though only a small percentage of job seekers actually get a job through the Internet — mostly in the area of information technology — the share is growing. With the amazingly fast development of the Internet, more and more employers are using it to recruit workers of all types by posting job vacancies on commercial and / or government-operated career sites, or on their own websites. Nowadays, online career sites have become the most widely used channel for job-hunting. One can find thousands of employment opportunities for professionals on the Internet.

#### 2. Job fairs

Job hunters may visit job fairs in order to pick up inside information. These fairs are meant for employers, **recruiters** and human resource personnel of different organizations to meet with **prospective** job seekers. At job fairs there are usually company or organization tables or booths, where résumé can be collected and business cards can be exchanged. In college settings, job fairs are commonly used for entry level job-recruiting. Often sponsored by governmental career centers, these job fairs provide a convenient location for students to meet

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猎头

路径

招聘者

预期的

employers and perform first interviews.

### 3. Other career pathways

Apart from the above channels, another very effective job searching method is to contact employers directly. It takes more courage, but making direct contact with employers is a very useful and often successful technique.

Of course, no path can *guarantee* for sure that you will find an ideal job. So, sometimes you have to combine the above methods to help you search the job you are seeking.

保证

## Section III Sample Learning

### 1 Sample Reading

#### 1 Sample One

Directions: Read the following passage and choose the best answers.

Career sites are a common tool for job-hunting. Because of the *abundance* of listings on the Internet, hunting for a job via the Internet is a particularly good strategy for first-time job seekers.

大量

In terms of management, job search sites can be mainly divided into three categories: (1) education career sites, which are managed by education organizations such as colleges and universities and mainly serve *college graduates*; (2) social career sites, which are offered by either for-profit or non-profit organizations, mainly employment agencies; (3) government career sites, which are managed by *personnel bodies* of local governments.

大学毕业生

人事部门

Most career sites have a *search engine*, so one can search for a job by just typing some key words such as the name of the desired position in the *search box*, and then clicking the search buttons with the mouse. For instance, if you want to *explore* the Internet to find some employment information, say, *wanting ads* of a salesperson in Guangzhou, you can just enter "salesperson" in the search box of "Keywords", and enter "Guangzhou" in the search box of "Location" and then click the button of "Search Jobs" or "Find Jobs".

搜索引擎

搜索框

探索

招聘广告

Now, start your job search by accessing the following major online job sites.

<http://www.51job.com>  
<http://www.china-hr.com>  
<http://www.zhaopin.com>  
<http://www.lietou.com>  
<http://www.yingjiesheng.com>  
<http://www.careerbuilder.com>

Though there is no guarantee of getting a job through the Internet, the advantage of using the Web is that it's fast and *literally* has millions of listings. 确实

- 1) What is the advantage of the Internet as a particularly good tool for first-time job seekers?
  - A. Low cost.
  - B. Easy access.
  - C. High effectiveness.
  - D. Abundant listings.
- 2) Which category of career sites mainly serves college graduates?
  - A. Education career sites.
  - B. Government career sites.
  - C. Social career sites.
  - D. None of the above.
- 3) How do job seekers search a job via career sites?
  - A. They identify the job site.
  - B. They search for the key words.
  - C. They use search engines.
  - D. They read the wanting ads.
- 4) Suppose Li Ming wants to find a job as an accountant in Shenzhen through the Internet, what is he supposed to do first?
  - A. Enter "accountant in Shenzhen" in a search engine such as Baidu, and click the search button.
  - B. Select an appropriate career site, enter "accountant in Shenzhen" in the search box of "Keywords" and then click the search button.
  - C. Enter the keyword "accountant" in a search box of Baidu, and then click the search button.
  - D. Select an appropriate career site, enter "accountant" in the search box of "Keywords" and "Shenzhen" in the search box of "Location", and click the search button.
- 5) Which of the following statements is FALSE according to the passage?
  - A. Job-hunting through the Internet is a good strategy.
  - B. Career sites are the only path of hunting for a job.
  - C. Job seekers can search employment information on the Internet.
  - D. The passage offers three types of career sites.

## 2 Sample Two

Directions: Read the following passage and complete the following outline.

**CareerBuilder.com**, **headquartered** in Chicago, **Illinois**, has more than 2 500 employees, and is under the leadership of **CEO** Matt Ferguson. It was founded in 1994 by Rob McGovern, who is now the CEO / founder of Jobfox. It is the largest online job site in the United States, with more than 23 million visitors each month and a 34% market share of help-wanted websites in the country. CareerBuilder.com is jointly owned by the Gannett Company, the McClatchy Company, and the Tribune Company. A 2007 deal was completed, in which Microsoft will acquire a **minority** stake in the firm and continue its relationship through 2013 with CareerBuilder.com as the **exclusive** content provider for the MSN Careers channel.

总部位于; 伊利  
诺伊(美国州  
名); 总裁,  
首席执行官

CareerBuilder.com has fresh job listings posted daily, and provides online career search services for more than 1 900 partners **as of** March 2008, including 140 newspapers and **portals** such as AOL (American online) and MSN.

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Since CareerBuilder.com was founded, it has won lots of awards and reputation among the consumers. For instance, in April 2006 CareerBuilder.com's site was nominated for a Webby Award in the employment category. In December 2007, CareerBuilder.com won the Stevie Award for excellence in Customer Service.

### Outline

#### Major Points About CareerBuilder.com

##### Founding:

Founded in 1994 by 1) \_\_\_\_\_, now the CEO / founder of Jobfox.

##### Headquarters:

Headquartered in 2) \_\_\_\_\_, with more than 2 500 employees.

##### Services offered:

Having fresh job listings posted daily, providing 3) \_\_\_\_\_ services for partners.

##### Status:

Being 4) \_\_\_\_\_ in the United States, with more than 23 million visitors each month and a 34% market share of help-wanted websites in the United States.

##### Awards:

Won 5) \_\_\_\_\_ for excellence in Customer Service in December 2007.