



# Unit 1

## Jobs



### Unit Objectives

After studying this unit, you are able to:

1. Learn the expressions commonly used for looking for jobs;
2. Ask for and provide information about jobs;
3. Talk about jobs with others;
4. Ask and answer questions during an interview.

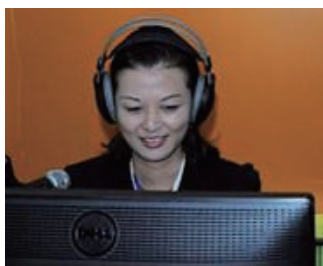




**W**arming-up

**Task 1** Look at the following pictures and then fill in the blanks with the right forms of the words given below.

receptionist	air stewardess	librarian	reporter
office clerk	radio announcer	photographer	interpreter



Amy's dream is to have a country house in Holbrook on Long Island, and her mother's dream is to be a \_\_\_\_\_, and to start her own radio station.



It is necessary for an \_\_\_\_\_ to familiarize himself or herself with what will be discussed in order to put context into translation.



In the 1970s, an \_\_\_\_\_ was considered to be a good career choice for western women.



If you want to become a good \_\_\_\_\_, the only way is through repetition.



Alice started working as a \_\_\_\_\_ in the company three years ago, after graduating as a junior college student from Guangzhou Open University.



He has also worked as a \_\_\_\_\_ for the BBC while studying in United Kingdom.



I started as an \_\_\_\_\_, and became a department manager three years later.



I know you have a good knowledge of art and can speak fluent French and German. I had no idea you were a \_\_\_\_\_.

**Task 2** Discuss jobs you would like to take in the future with your partners. You should include at least the following points: jobs, reasons, and expected salaries. Then write down the points on the lines below.

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## Section A

### Task 1 Listen to the recording and choose the best answer to each question.

1. The contact information should include the following except \_\_\_\_\_.
  - A. name
  - B. email address
  - C. phone numbers
  - D. microblog account
2. The purpose of your resume should be included in the \_\_\_\_\_.
  - A. education background
  - B. work experience
  - C. summary statement
  - D. objective statement
3. \_\_\_\_\_ is/are not in education part.
  - A. Name and location of the institution attended
  - B. Degree
  - C. Skills
  - D. Major
4. Which part is optional?
  - A. Objective statement.
  - B. Contact information.
  - C. Education.
  - D. Work experience.
5. Computer skills, awards, and hobbies belong to \_\_\_\_\_.
  - A. your objective statement
  - B. the relevant information
  - C. your education
  - D. your experience





**Task 1 Watch the video and answer the questions below.**

1. Who is the interviewer?

\_\_\_\_\_

2. What's Li Jun's major?

\_\_\_\_\_

3. Has Li Jun got any awards at school?

\_\_\_\_\_

4. Is Li Jun a patient person? Why?

\_\_\_\_\_

5. When will the job applicant know the interview result?

\_\_\_\_\_

**Task 2 Watch the video again and decide whether the statements are true (T) or false (F).**

( ) 1. Li Jun learnt English during his academic year.

( ) 2. Li Jun had an excellent academic performance at school.

( ) 3. Li Jun was confused with the working duties on the position he applied.

( ) 4. Li Jun is a self-motivated person.

( ) 5. The company doesn't provide any opportunities to work abroad.

**Task 3 Watch the video again and fill in the missing sentences.**

*(I=interviewer, J=job applicant)*

I: Good morning! My name is Jason Smith, and I am in charge of this interview. Sit down, please.

J: Thank you, Sir. Nice to meet you, Mr. Smith.

I: Nice to meet you, too. So first of all, \_\_\_\_\_?

J: My pleasure, Sir. My name is Li Jun. I have studied at ABC College, majoring in Business Management. I will graduate in June, this year. I've been active during my studies and taken part in many practical projects as well.

I: OK. \_\_\_\_\_ ?

J: While at school, I have completed the courses like Sales Management, Economics, Accounting, Psychology, Business English and so on.

I: I see. \_\_\_\_\_ ?

J: Yes. \_\_\_\_\_. And I won a prize in a national e-commerce competition last year.

I: That's impressive! Have you been involved in any extracurricular activities at college?

J: I was the chairman of the student union from 2019 to 2020. \_\_\_\_\_.

I: Great! Next question—why did you apply for the job? Or to be more specific, why are you interested in working in this company?

J: Your company is one of the largest foreign trade companies in China. Working in such an excellent venture calls for punctuality and responsibility. \_\_\_\_\_. I believe I could be a good match for the job and a potential asset for your company. \_\_\_\_\_.

I: Thank you. The last question—\_\_\_\_\_ ? And your major weak point?

J: One of my greatest strength is my enthusiasm. I always approach things enthusiastically. I never leave things half done until I complete it successfully. But I am not a patient person. Sometimes I am so anxious for success that things may not end up with the desired results.

I: OK. Do you have any questions to ask about us?

J: Would there be any opportunities to work abroad in the future?

I: Yes, of course. \_\_\_\_\_. You may get the chance to work overseas if you are interested and qualified.

J: Thank you. When will I know your decision?

I: \_\_\_\_\_.

J: Thank you very much. I'll be looking forward to hearing from you.

I: Thank you. I've certainly enjoyed meeting you. Goodbye.

J: Bye-bye.



**Task 1** Pair work. You are an experienced interviewer. Your partner is going to apply for a job. He/She needs to prepare a resume. Now help him/her to finish his/her resumes. You may use the sample below.

	<p><b>NAME:</b></p> <p><b>CONTACT INFORMATION:</b></p> <p>_____</p> <p><b>OBJECTIVE:</b></p> <p>_____</p> <p><b>EDUCATION:</b></p> <p>_____</p> <p><b>WORK EXPERIENCE:</b></p> <p>_____</p> <p><b>SKILLS:</b></p> <p>_____</p> <p><b>HONORS:</b></p> <p>_____</p> <p><b>OTHERS:</b></p> <p>_____</p> <p>_____</p>
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**Task 2** Group work. You are working in a research company. Your classmates are engaged in different occupations. You are asked to investigate their jobs. Please fill in the following table according to your interviews.

Name	Job	Job Description	Working Time	Salary	Pressure (if any)

You may use the sentences in Useful Expressions.  
You may begin your dialogue like this:

A: Hello. I am working in a research company. I am here to ask for information about your job. May I have your name, please?  
B: My name is...  
A: What do you do for a living?  
...





**Pair work. A is a job interviewer in an international company. He/She is going to interview B, a job applicant. Add details if it is necessary. You may use the sentences in Useful Expressions.**

- A asks B to introduce himself/herself.
- B gives some of his/her basic information.
- A inquires B about his/her education background.
- B introduces his/her courses.
- A asks B about his/her working experience.
- B provides his/her relevant experience.
- A is wondering why B applies for this job.
- B gives reasons.
- A tells B to wait for the results.
- B thanks A and says good-bye.

### **New Words & Phrases**

<b>academic</b>	[ˌækəˈdemɪk]	<i>adj.</i>	学术的；理论的；学院的
<b>accessory</b>	[əkˈsesəri]	<i>n.</i>	配件；附件
<b>accomplishment</b>	[əˈkʌmplɪʃmənt]	<i>n.</i>	成就；完成；技艺，技能
<b>accounting</b>	[əˈkaʊntɪŋ]	<i>n.</i>	会计，会计学；账单
<b>announcer</b>	[əˈnaʊnsə(r)]	<i>n.</i>	广播员；宣告者
<b>applicant</b>	[ˈæplɪkənt]	<i>n.</i>	申请人，申请者；请求者
<b>application</b>	[ˌæplɪˈkeɪʃn]	<i>n.</i>	应用；申请；应用程序
<b>backwards</b>	[ˈbækwədz]	<i>adv.</i>	倒；向后；逆
<b>course</b>	[kɔ:s]	<i>n.</i>	科目；课程；过程
<b>delivery</b>	[dɪˈlɪvəri]	<i>n.</i>	交付；递送

<b>digital</b>	[ˈdɪdʒɪtl]	<i>n.</i>	数字; 键
		<i>adj.</i>	数字的; 手指的
<b>economics</b>	[ˌiːkəˈnɒmɪks]	<i>n.</i>	经济学
<b>enthusiasm</b>	[ɪnˈθjuːzɪæzəm]	<i>n.</i>	热心, 热忱, 热情
<b>enthusiastically</b>	[ɪnˌθjuːzɪˈæstɪkli]	<i>adv.</i>	热心地; 满腔热情地
<b>extracurricular</b>	[ˌekstrəkəˈrɪkjələ(r)]	<i>adj.</i>	课外的; 业余的
<b>familiarize</b>	[fəˈmɪlɪəraɪz]	<i>vt.</i>	使熟悉
<b>graduate</b>	[ˈgrædʒuət]	<i>n.</i>	毕业生
		<i>v.</i>	获得学位; 大学毕业
<b>honor</b>	[ˈɒnə(r)]	<i>n.</i>	荣誉; 信用; 头衔
		<i>vt.</i>	尊敬; 给……以荣誉
<b>institution</b>	[ˌɪnstɪˈtjuːʃn]	<i>n.</i>	制度; 建立; 公共机构
<b>interpreter</b>	[ɪnˈtɜːprətə(r)]	<i>n.</i>	解释者; 口译者
<b>interview</b>	[ˈɪntəvjʊː]	<i>n.</i>	面试, 面谈; 采访
		<i>vt.</i>	对某人进行面试; 采访
<b>interviewer</b>	[ˈɪntəvjʊːə(r)]	<i>n.</i>	采访者; 进行面试者
<b>librarian</b>	[laɪˈbreəriən]	<i>n.</i>	图书馆员; 图书管理员
<b>major</b>	[ˈmeɪdʒə(r)]	<i>adj.</i>	主要的; 重要的; 主修的
		<i>n.</i>	主修科目; 陆军少校
		<i>vi.</i>	主修
<b>occupation</b>	[ˌɒkjʊˈpeɪʃn]	<i>n.</i>	职业; 占有; 消遣
<b>photographer</b>	[fəˈtɒgrəfə(r)]	<i>n.</i>	摄影师; 照相师
<b>project</b>	[ˈprɒdʒekt]	<i>n.</i>	项目; 工程; 计划
	[prəˈdʒekt]	<i>v.</i>	计划; 投射
<b>psychology</b>	[saɪˈkɒlədʒɪ]	<i>n.</i>	心理学; 心理状态
<b>punctuality</b>	[ˌpʌŋktɪʃuˈæləti]	<i>n.</i>	准时; 守时
<b>responsibility</b>	[rɪˌspɒnsəˈbɪləti]	<i>n.</i>	责任, 职责; 义务
<b>resume</b>	[ˈrɪzjuːm]	<i>n.</i>	摘要; 履历, 简历
<b>scholarship</b>	[ˈskɒləʃɪp]	<i>n.</i>	奖学金; 学识, 学问
<b>stewardess</b>	[ˈstjuːədəs; ˌstjuːəˈdes]	<i>n.</i>	女管家; 女干事; 女服务员

<b>summary</b>	[ˈsʌməri]	<i>n.</i>	总结, 摘要
		<i>adj.</i>	总结性的
<b>venture</b>	[ˈventʃə(r)]	<i>n.</i>	企业; 风险项目; 冒险活动
		<i>vt.</i>	敢于
		<i>vi.</i>	冒险

<b>a junior college student</b>	大专毕业生
<b>Guangzhou Open University</b>	广州广播电视大学
<b>get in touch with</b>	与……联系; 和……接触
<b>in charge of</b>	负责; 主管
<b>student union</b>	(大学的) 学生会; 学生活动大楼



### Useful Expressions

Talking About Jobs 讨论工作

<b>What do you do?</b>	你是做什么的?
<b>What do you do for a living?</b>	你的工作是什么?
<b>Who do you work for?</b>	你在哪个公司工作?
<b>What kind of job are you looking for?</b>	你在找什么样的工作?
<b>Do you have any idea of what kinds of jobs you would like?</b>	你喜欢什么类型的工作?
<b>What do you usually do in your work time?</b>	你通常在工作时间做什么?
<b>Can you tell me a little bit about your current job?</b>	你能跟我说说你现在的工作吗?
<b>What do your responsibilities include?</b>	你负责哪些工作呢?
<b>What sort of problems do you deal with?</b>	你主要处理什么样的问题?
<b>What else does your job involve?</b>	你的工作还需要做什么?
<b>I am working in an international trading company.</b>	我就职于一家国际贸易公司。
<b>I am a graphic designer.</b>	我是一名平面设计师。

<b>I work as a computer technician at ABC Co.</b>	我在 ABC 公司做电脑技术员。
<b>I am doing some routine jobs such as files, document, emails and so on.</b>	我会做一些日常工作, 比如处理文件、公文、邮件等。
<b>I'm responsible for receiving customers.</b>	我负责客户接待。
<b>As I said, for part of my job I have to provide training for new employees.</b>	像我之前提到的, 作为我工作的一部分, 我还要为新员工提供培训。
<b>I haven't the faintest idea of how to go about finding a job.</b>	我不知道该如何找工作。
<b>I'm under a lot of pressure.</b>	我的压力很大。

Talking in a Job Interview 求职面试交谈

<b>Can you tell me something about yourself?</b>	能介绍一下你自己吗?
<b>Can you tell me something about your education?</b>	能介绍一下你的教育背景吗?
<b>What university/college do you attend?</b>	你就读于哪所学校?
<b>Please tell me about the courses you've completed at university.</b>	你在校期间学过哪些课程?
<b>What is your favorite course?</b>	你最喜欢的课程是什么?
<b>Are you a student leader at college?</b>	你是学生干部吗?
<b>Have you got any honors or rewards in your school days?</b>	你在校期间获得过哪些荣誉或奖励?
<b>Why did you apply for this job?</b>	你为什么应聘这份工作?
<b>Why are you interested in working in this company?</b>	你为什么对这家公司感兴趣?
<b>Why did you leave your last job?</b>	你为什么离开上一家公司?
<b>What are your greatest strengths? And your weak points?</b>	你最大的优点是什么? 你最大的缺点是什么?
<b>What are your biggest achievements?</b>	你最大的成就是什么?
<b>What are your goals in the future?</b>	你未来的目标是什么?

**I have studied at ABC University. I acquired knowledge of Statistics, Project Management and so on. I was active during my studies and took part in practical projects too.**

我在 ABC 学校学习，通过了统计学、项目管理等课程，在校期间学习努力，积极参加实践活动。

**I've served as the monitor of our class for two years, and I've been on the school basketball team.**

我做过两年的班长，是校篮球队的。

**I am interested in working with your company because I know yours is one of the largest computer companies in our country.**

我对贵公司很感兴趣，因为贵公司是国内最大的计算机公司之一。

**My last job was not challenging enough. I liked my colleagues and boss, but I simply can't keep myself motivated anymore.**

我的上一份工作没有挑战性。我喜欢我的同事和老板，但我无法激励自己。

**I always approach things very seriously. I will never leave it half-done until I complete it successfully with my persistent efforts.**

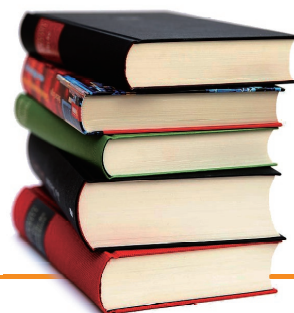
我做事情很认真，我会坚持做好每件事，绝不会半途而废。

**I am not very good at English. But I am sure I will improve it quickly if it is needed at work.**

我不擅长英语，但我相信如果工作需要，我会很快提高的。

**I plan to enhance my skills and continue my involvement in professional associations.**

我计划夯实业务技能，继续投身于相关职业领域。



### **Preparation Before Applying for a Job**

*Before applying for a job, the applicant should have a comprehensive understanding of the background of the company, especially the job content and basic requirements of the position applied.*

*The applicant should prepare accurate and detailed application materials including resume, cover letter, diploma, award certificates and various professional qualification certificates.*

#### **For the Interview**

- 1. Before the interview, the applicant should assure that his/her clothes are neat and elegant. Men can wear shirts, trousers or casual trousers, leather shoes. Women can wear business suits or dresses.*
- 2. When shaking hands with the interviewer, wait for the hand to be extended first. Shake hands firmly and with a smile on face, but not for too long.*
- 3. When talking to an interviewer, the applicant should focus on the topic and maintain the necessary eye contact. The applicant should ask and answer questions clearly and shortly.*
- 4. Stand or sit with your body straight. Don't use too much body language or change your posture too often, and don't play with your hair or pen or anything.*

#### **After the Interview**

- 1. Don't ask for the result just after the interview, but keep the phone alive and be ready to answer calls at all times.*

2. *If you are told that you have got the job, appreciate for the admission politely, and specify the registration time and place. If you fail for the interview, thank for the call, and express that you would appreciate if there is a second chance.*

### 求职准备

求职前，求职者要对求职单位背景进行全面了解，尤其要了解面试职位的工作内容和基本要求。

求职者要准备一份准确详实的求职材料，内容包括简历、求职信、学历证书、奖励证书以及各类专业资格证书。

### 面试

1. 面试前，求职者要注意服装整洁大方。男士可以穿衬衣、西裤或者休闲裤、皮鞋。女士可以穿职业套装或裙装。

2. 与面试官握手时要等对方先伸出手，握手时要面带微笑，坚定而有力，但不要握太长时间。

3. 与面试官交谈时，要注意力集中，保持必要的眼神交流。语言表达简洁、明确。

4. 站或坐时要保持身体挺直，不要有太多肢体语言，或频繁变换坐姿。不要摆弄头发或者玩笔或其他东西。

### 面试后

1. 面试后，不要面试刚刚结束就打电话催问面试结果。但是要保持电话是畅通状态，准备随时接听电话。

2. 如果得到了录取的通知，要礼貌地表示感谢，并明确报到时间和地点。如果面试失败，在接到电话通知时也要礼貌地表示感谢，并表示希望能够获得第二次机会。



## Comprehensive Exercises



### Task 1 Listen to the recording and choose the best answer to each question.

1. What is the main purpose of job-hopping?  
A. To earn much more money.                      B. To get respect from other people.  
C. To gain more benefits from new job.        D. To get a higher position in the company.
2. How many workers were satisfied with their pay and benefits in the 1990s?  
A. 58% of the working people.                  B. 27% of the working people.  
C. 60% of the working people.                  D. 40% of the working people.
3. Some employees are treated unfairly in their own company. Which of the following is not mentioned?  
A. The company may appoint a person with less knowledge, and ability to be your supervisor.  
B. You may do a good job but get the least raise.  
C. Your suggestions and requests are often ignored.  
D. You may be punished by very little mistake.
4. According to the passage, what kind of people attract the headhunters?  
A. Rank-and-file employees.                      B. High-skilled talents.  
C. Senior supervisors.                              D. None of the above is right.
5. Which of the following statement is not true about this passage?  
A. There are many reasons for job-hopping in the U.S.  
B. Senior executives in big companies have raised much more than common employees in the 1990s.  
C. The economic growth would result in less numbers of employment opportunities.  
D. Some employees are just treated unfairly in their own company, so they may have a job-hopping.

### Task 2 Listen to the recording again and fill in the missing words or phrases.

#### Job-hopping in the US

Job-hopping is quite common in the United States. Seventeen million \_\_\_\_\_ have changed their jobs in the United States this year, six million more than five years ago. Generally speaking, the \_\_\_\_\_ of job-hopping is to gain greater benefits. But actually there are many



more reasons.

...

As the employee \_\_\_\_\_ accelerates, the headhunters and recruitment websites are listing their advertisements for seeking talents. High-skilled people often get calls from other companies with a \_\_\_\_\_. There are recruitment websites everywhere on the Internet, including government \_\_\_\_\_ and various companies.

Some employees are just treated \_\_\_\_\_ in their own company. The company may appoint a person with less knowledge, and ability to be your supervisor. You may do a good job but get the least raise. Good things never happen to you, but bad things could take place any time. Your suggestions and requests are often \_\_\_\_\_. You want to be promoted, but the result is just more work. Requests for further study have been repeatedly denied.

**Task 3 Listen and match the short dialogues with the pictures below. Write the correct numbers in the blanks.**



**Task 4 Watch a movie clip and fill in the blanks with the information you hear.**



Interviewer 1: There's gonna be a couple of \_\_\_\_\_ today, Ben. We want to make sure that we both find the right \_\_\_\_\_. Business as usual is not really our motto, so we hope you have some fun here. This is the first time we're hiring senior \_\_\_\_\_. So some of our intern questions may not exactly fit your profile. But we're gonna go for it anyway, okay?

Ben: Fire away.

Interviewer 1: Okay. Where'd you go to school?

Ben: I went to \_\_\_\_\_.

Interviewer 1: Hey, my brother went to Northwestern.

Ben: Probably not at the same time.

Interviewer 1: Probably not. He \_\_\_\_\_ in 2009.

Ben: Class of 65.

Interviewer 1: Wow, what was your major? Do you \_\_\_\_\_?

Interviewer 2: And after Northwestern you went on to...?

Ben: I went to work for Dex One.

Interviewer 2: Okay, and they made...? Phone books?

Ben: I was in charge of overseeing. The printing of the physical phone book. I was their V.P. of sales and advertising.

Interviewer 2: So, do they still make phone books? I mean, doesn't everyone just Google numbers?

Ben: I believe they do, but before Google that was how you got a number.

Interviewer 2: Oh, no, no. Yeah, I... I get it.

Interviewer 3: So 40 years at the phone book company? That is \_\_\_\_\_, seriously. Okay, Benjamin. Now, I'm gonna ask you one of our more telling \_\_\_\_\_. For all of our interns, so I want you to, like, this is the one to really think about, okay? And... And take your time. Where do you see yourself in 10 years?

Ben: When I'm 80?

Interviewer 3: Yeah, sure. Yeah, whatever. Um. Wait. Did not \_\_\_\_\_ you were 70.

That's, uh... That question just doesn't work for you, does it? Should we just scratch that one and just \_\_\_\_\_?

Ben: It's your call, Justin.

Interviewer 3: Okay, that one's gone. You look great, by the way. So great. And you're clearly more than qualified for this job. You're actually, like, way over \_\_\_\_\_. And we were so impressed. You had great interviews, great video. You \_\_\_\_\_ it, Ben. Congrats. You're an intern.

A clip from *THE INTERN*

**Task 5 Watch the movie clip again and try to dub it.**