

# Task One

## Job Interview

### 1.1 Goals

#### Knowledge Goals

Grasp the ways of hands wanted.

Learn some basic terms about job interview and be familiar with the questions asked during the job interview.

Grasp the dress etiquette in a job interview and pay attention to body language.

Learn to write an English resume and a letter of application.

#### Ability Goals

Be able to succeed in an interview by reading want ads, writing cover letters, making a resume in English, dealing with a job interview in English and reading contract terms.

### 1.2 Case

Mary, majoring in English in Jilin University, will graduate soon and she is in the job hunt. After knowing about the variety of jobs, she has determined to be an English secretary. She begins to study the stress-free job hunting guide, self-assessment in a job, career planning, four steps to get you out of job hunting fast and get you working, body language, dress etiquette, questions asked in the job interview and so on and learn to write an English resume and a application letter for an interview as a secretary.

### 1.3 Topic Reading

#### 1. Variety of Jobs

There are various jobs in our daily life, which include secretary, managing director,

personal assistant, accountant, receptionist, typist, IT manager, warehouse manager, driver, marketing manager, hotel staff, catering waiter/waitress, teacher, factory worker, interpreter, administrative assistant, market researcher, sales representative, pharmacist, actor/actress, journalist, policemen, computer design and application staff, accounting assistant, accounting staff, administration staff, buyer, clerk typist & secretary, manager assistant, market analyst, marketing representative, and so on.

## Exercises

Among the jobs, which one is your favorite? What else do you like better except the above-mentioned jobs?

## 2. Stress-free Job Hunting Guide

Time, effort and knowledge are main factors in hunting for a perfect job for an individual. Before beginning your stress free job-hunting process, you must first consider the following points:

(1) Know what type of job you would like to apply for. Consider your interests, work location and job shifts. If all these fit the category of the job opening available, it would be the best to proceed with the application process.

(2) Prepare a document or career portfolio possibly needed. Several copies of your resume, transcript of records and any certifications should be ready for immediate submission if needed.

(3) Know where to look for job postings. Below are some sites for job hunting.

**Internet.** The Internet is one of the most widely used searching options. Web surfing for available jobs is not only less time consuming than personal appearances to inquire at the offices but also the cheapest form of job hunting.

**Newspapers.** It is one of the most commonly used searching medium. Local newspapers advertise jobs that are within an applicant's commuting distance. Usually jobs available are regularly printed.

**Career or job centers.** Though fully loaded with vacancies, these companies usually offer jobs for the younger applicants from age 16 to 18.

Job listings are frequently updated; therefore regular visits would ensure the applicants of new job postings.

**Periodicals or magazines.** Professionals are best advised to look for jobs on magazines since employers that would want to hire the same would advertise on such journals.

**Offices.** Most applicants may directly go to the office to look for vacancies and then directly submit the resume or other relevant documents to the respective division that receives such documents.

## Exercises

Job hunting is important. Especially, it's hard to find the above stress-free job hunting guide. Study it carefully, learn it by heart and use it in job hunting. Most important of all, you should consider your practical situation.

### 3. Self-assessment in a Job

Before applying for a job, you should know self-assessment. For example, working carefully, having a strong sense of responsibility, being upright, daring to adhere to principles, acquiring professional knowledge and technical ability specialty, being good at discovering problems, having fine language expression ability, having abilities of organization, coordination and leadership, looking at a good salary and fringe benefits, looking for opportunities of promotion and advancement, becoming an interesting and supportive co-worker, looking for recognition for a job well done, helping with your personal problem, doing interesting and challenging work, minding about job security, creating good working conditions, ensuring loyalty to employers and being consulted on decisions affecting your job.

## Exercises

It's essential and important in assessing yourself in a job. According to the above statement, what have you learned? Do you know how to evaluate yourself correctly in a job?

### 4. Career Planning for You

When it comes to planning your career as a student, you should stay open to all options that you hear, even if you know that you want to do nothing of the sort. It is important that you go for your dreams in order to feel happy and fulfill with your life.

As a student, you may find it's hard to keep the grades up, but you have to think about the grades as part of your career planning. The higher your grades, the more options or leeway you have with finding a career. It is important that you know what you would like to do when you are in college.

You should not allow your parents to force you to be a certain type of person. You should find strength in all the research to do about the job field by yourself and you will also find that you can get a lot of empowerment when you go for something that you really would like.

As a student, you will want to take a lot of steps to plan your career. You will find out that planning a career is very difficult for you to do, especially, when you are going to constantly be changing your mind and your life goals.

As a student, you can overcome all of your challenges by doing some researches. The more knowledge that you have the better opportunity that you will be able to have.

## Exercises

You know planning your career is very important during your life. Do you know how to plan your career?

### 5. Four Steps to Get You out of Job Hunting fast and Get You Working

Right now you need a job with great urgency. Age is no longer a real factor. What's the problem? I believe the answer can be found simply in yourself, because each one of us has certain skills, talents, or god-given abilities. These things are self-evident to you. The reality is that you are that great and so is everyone else!

The first step is to step out of the comfort zone of looking for a job. Why do you need a job? A job, to most people, is an opportunity for you to trade your work hours and skills for money. That's the reason why you need a job.

The second step is to believe in your own self. If an employer would hire you for your skills, you should hire yourself.

The third step is to BE REAL. If you're finding the current job market hard to crack, you're not alone. Realize that your bills still have to be paid.

There are two reasons. 1) Everything you look at under the "work at home" idea sounds like a crackpot idea or a scam. 2) Have faith in yourself. Every business owner you trade money with took this step forward and had faith in themselves and in their ideas. You can too.

The fourth step is to TAKE ACTION. Taking action means to try a different direction. Put faith in yourself and give it your commitment. If you have specific talents; you can "sell" as an independent contractor, and then PROMOTE yourself.

Lastly, once you've been at it for a while, your confidence, pride, and belief in yourself had created a stronger and happier person. I know. It did for me!

## Exercises

Mary wants to apply for a job and gets to work after graduation. So she surfed the Internet and found the four steps to get out of job hunting fast and get her working. Do you want to know something about the four steps? What are they?

## Notes

1. when it comes to 当提到;就……而论
2. career planning 生涯规划;职业规划
3. You should stay open to all options that you hear, even if you know that you want to do nothing of the sort.  
即使你知道你不想做那种事,但对你听到的一切选择,都要持开放的态度。
4. keep the grades up 保持好成绩
5. The higher your grades, the more options or leeway you have with finding a career.

你分数越高,找工作时职业选择余地越多。

6. It is important that you know what you would like to do when you are in college.  
上大学后,你就会知道想要做什么很重要。  
**注意:**在句型 It is important that...中,that 从句的谓语部分要用虚拟语气,即“should + 动词原形”,should 可以省略。句型中的 important 可以换成 natural、necessary、essential (必要的)、desirable(令人满意的)等。
7. You should find strength in all the research to do about the job field by yourself.  
你应该寻求力量来独自应对职场。
8. changing your mind and your life goals 改变你的想法和生活目标
9. Four Steps to get you out of job hunting fast and get you working.  
四步法可让你尽快结束求职并得到工作。
10. with great urgency 急切地
11. Age is no longer a real factor.  
年龄不再是关键因素。
12. Because each one of us has certain skills, talents, or god-given abilities.  
因为我们每个人都有一些技能、才能或天赋。
13. The reality is that you are that great and so is everyone else!  
现实是,你那么出色,其他人皆如此。
14. The first step is to step out of the comfort zone of looking for a job.  
第一步是走出闲适状态,寻找工作。
15. If you're finding the current job market hard to crack.  
如果发现当前的职场很难打开局面。
16. Everything you look at under the “work at home” idea sounds like a crackpot idea or a scam.  
用在家工作的角度来考虑一切,这听起来就不切实际或者说是一个骗局。
17. Have faith in yourself.  
相信自己。
18. Every business owner you trade money with took this step forward and had faith in themselves and in their ideas.  
每个与你有金钱往来的企业主都会迈出这一步,要相信自己,相信自己的想法。
19. The fourth step is to TAKE ACTION.  
第四步是采取行动。
20. Put faith in yourself and give it your commitment.  
相信自己,给予承诺。
21. If you have specific talents, you can “sell” as an independent contractor, and then PROMOTE yourself.  
如果你有特殊才能,可作为独立承揽人推销自己。
22. Lastly, once you've been at it for a while, your confidence, pride, and belief in yourself

had created a stronger and happier person. I know. It did for me!

最后,你一旦这样做了,一段时间之后,你的信心、自豪感、自信,会让你更坚强、更快乐。对我来说,就是如此。

## New Words and Expressions

managing director			总经理;常务董事
personal assistant			私人助理;私人秘书
IT manager			信息技术经理
warehouse manager			仓库经理;仓储经理
marketing manager			市场销售部经理
catering	[ 'keɪtərɪŋ ]	<i>n.</i>	承办酒席;提供饮食及服务
administrative assistant			行政助理
market researcher			市场研究员
sales representative			销售代表;业务员
marketing representative			销售代表;营销代表
pharmacist	[ 'fɑ:məsɪst ]	<i>n.</i>	药剂师
computer design and application			电脑设计与应用
accounting assistant			会计助理
accounting stall			会计部职员
administration staff			行政人员
buyer			买主;采购员
clerk typist & secretary			文书、打字员兼秘书
market analyst			市场分析员
stress-free	[ 'stres'fri: ]	<i>adj.</i>	无压力的
job hunting			找工作;求职
stress free			无压力的
job opening			职位空缺
category	[ 'kætɪgəri ]	<i>n.</i>	种类、分类;[数]范畴
proceed with			继续进行
career portfolio			生涯历程档案;生涯档案
portfolio	[ pɔ:t'fəʊljəʊ ]	<i>n.</i>	公文包;文件夹
submission	[ səb'mɪʃən ]	<i>n.</i>	投降;提交(物);服从
job posting			工作公告;职位公告
web surfing			网页浏览;网络冲浪
transcript	[ 'trænskript ]	<i>n.</i>	成绩单;抄本、副本
time consuming		<i>adj.</i>	耗费时间的
commuting distance			通勤距离
job centers			就业服务中心

vacancy	[ 'veikənsi ]	<i>n.</i>	空缺;空位
load with		<i>v.</i>	装载某物
job listings			工作清单;工作列表
update	[ 'ʌpdeɪt ]	<i>vt.</i>	更新;校正、修正
periodical	[ ,piəri'ɒdɪkəl ]	<i>n.</i>	期刊;杂志
journal	[ 'dʒə:nəl ]	<i>n.</i>	日报;杂志;期刊
submit	[ səb'mɪt ]	<i>vt.</i>	提交;使服从;主张;呈递
relevant	[ 'reləvənt ]	<i>adj.</i>	有关的
respective	[ ri'spektɪv ]	<i>adj.</i>	分别的;各自的
self-assessment			自我评估
apply for			请求;申请
adhere to			黏着;坚持;拥护
coordination	[ kəʊə:di'neɪʃən ]	<i>n.</i>	同等;协调
look at			看;考虑;着眼于
fringe benefits			额外福利
promotion	[ prə'məʊʃən ]	<i>n.</i>	提升;晋级
advancement	[ əd'vɑ:nsmənt ]	<i>n.</i>	推进;促进;晋升
supportive	[ sə'pɔ:tɪv ]	<i>adj.</i>	支持的;支援的
consult	[ kən'sʌlt ]	<i>v.</i>	商讨;向……请教;查阅
empowerment	[ ɪm'paʊəmənt ]	<i>n.</i>	许可;授权
constantly	[ 'kɒnstəntli ]	<i>adv.</i>	不断地;时常地
overcome	[ ,əʊvə'kʌm ]	<i>vt.</i>	克服;胜过
self-evident		<i>adj.</i>	不言而喻的;不证自明的

## 1.4 Situational Dialogues

### Dialogue One

**Scene:** Mary is talking with Mr. Henry Smith about interview skills.

**S: Mr. Henry Smith      M: Mary**

M: Hi, Mr. Smith. I heard that you are an expert about interview. So do you mind if I ask you some questions?

S: I'm fine. Go ahead with your questions, Mary.

M: If I go to a foreign company for an interview, what kind of questions would they ask?

S: Well, they may ask you why you want the job. Let's say you want to be an international trader, and then how would you answer that question?

M: I guess I would say that I love this job and I am capable of doing it well.

- S: OK. In my opinion, you can say China is a mass country and is developing very fast with its international trade reviving. I want to get involved in business because it is growing fast and I can grow with it.
- M: Wow, what a great idea! But what if I wanted to be a teacher or someone else? How can I answer it?
- S: Well. Generally, there are two aspects you can say. One is from the society and the other is from you. That's usually the rule.
- M: OK. Now the second question. What should I say if the company asked about my salary expectation? Would it be fine if I told them the figure?
- S: No. It would be much better if you say that I work in your company and you must know very well how much I should be paid. And I am sure, after I work in your company for six months, you will find that I'm worth more. The rule is that never tell the specific figure.
- M: Oh, I've never heard of this.
- S: You know, companies usually ask some negative questions, for example, do you need training before you work? Or what is your weakness? If you say yes, that means the company has to train you and takes time. If you say no, obviously it's not true. And it is not wise for you to tell them about your weaknesses. So, usually you should try to make positive answers. You can say, for instance, "if I were assigned to work with my colleagues, I would try my best to do it well and at the same time I would value the training opportunity given to me working hard and finish my work on time because I do love the job and company."
- M: What a smart answer!
- S: Yes, companies would ask you questions to see the way you think. So never stay silent when having an interview. Try to come up with something related to the questions. When they ask you "do you have any working experience?" If you don't have any, don't say no. You may say "yes, I do. My study is my work. I get up early and go to bed late. I deal with different people and suffer a lot of pressure. It's much like doing a job." Of course, if you really do not know the answer, just say "Sorry I don't know", because companies sometimes will appreciate your honesty and courage.
- M: Yes, I think interview is like an art. It's interesting. I have learned a lot from you. Thanks for your time.
- S: Welcome. Wish you would like it. If you have any questions or suggestions, please E-mail me, hello.hi18@yahoo.com.cn.
- M: Thank you once again.

## Notes

1. ...I am capable of doing it well.  
.....我能做得很好。

2. China is a mass country and is developing very fast with its international trade reviving.  
中国是一个大国,发展迅速,国际贸易正在复兴中。
3. I want to get involved in a business because it is growing fast and I can grow with it.  
我希望自己能投身于(这家)企业,因为它发展迅速,自己也能随之成长。
4. what if...如果……怎么样
5. What should I say if the company asked about my salary expectation?  
如果公司问我工资情况,我该怎样回答?
6. The rule is that never tell the specific figure.  
原则是不要说出具体的数字。
7. Try to come up with something related to the questions.  
设法提供与问题相关的答案。

### New Words and Expressions

revive	[ri'vaiv]	vi.	苏醒、复活;复兴
aspect	['æspekt]	n.	样子、外表,面貌;神态、方面
expectation	[,ekspek'teɪʃən]	n.	期待;预期;期望;指望
specific	[spe'sifik]	adj.	详细而精确的;明确的
negative questions			消极问题
positive questions			积极问题
predict	[pri'dikt]	v.	预知;预言;预报
for instance			例如;譬如
come up with			提出;拿出;赶上
relate to			有关;涉及

### Dialogue Two

**Scene:** Mary is having a job interview with Mr. Smith.

**M: Mary      S: Smith**

S: How are you, Mary?

M: Fine, thank you Sir.

S: Now, please tell me about yourself.

M: I graduated from in Chung Hsing University, majoring Administration. During those years, I also took some conversation courses in a language school. After I graduated, I spent two years as an assistant in the foreign sales department in a computer company.

S: How would you describe your personality?

M: I am willing to make friends with people, and I would like to know what they need and help solve their problems. In all, I'm not shy talking to people.

S: What's your expectation towards this job?

M: Apart from rich work experience and salary, I also expect to learn more about other countries' culture and attitude towards life. I like the feeling of sitting in the office and being able to make friends with people from different countries.

S: Are you willing to work overtime about three times a week and also on the weekend sometimes?

M: Since I am young and have no family, I want to take every chance to learn and participate in any affairs I can.

S: Good. But if you happen to have some problems and you find no one in our department to help you right then, what can you do?

M: If the problems are from our customers with our products, I will try to consult our engineers. If I can not find help from them, I will try to read the manual to solve the problem.

S: Very well. So where do you see yourself in five or ten years?

M: If I'm lucky enough to have this position, I will endeavor to know whatever a sales representative should know and hopefully move into a sales management position step by step.

S: When can you start? Next Monday is ok?

M: Yes, I can.

S: Thank you. I'm glad to talk to you today. Please wait for us to contact you. Miss Chang will show you the way out. Good bye.

M: Good bye.

## Notes

1. I graduated from the Administration Department in Chung Hsing University, majoring Administration.  
我毕业于中兴大学行政管理系。

2. During those years, I also took some conversation courses in a language school.

大学期间,我在一所语言学校也进修过一些会话课程。

3. How would you describe your personality?

你如何描述你的个性?

4. In all, I'm not shy talking to people.

总而言之,我不会羞于和人沟通。

5. What's your expectation towards this job?

你对这份工作有什么期待?

6. Are you willing to work overtime about three times a week and also on the weekend sometimes?

你愿意一个礼拜大约加班三次,有时周末也要加班吗?

7. So where do you see yourself in five or ten years?  
那么,你认为自己在5年或10年后会怎么样?
8. If I am lucky enough to have this position, I will endeavor to know whatever a sales representative should know and hopefully move into a sales management position step by step.  
如果能有幸担任这个职位,我会努力了解任何业务代表应该知道的事情,并且希望能一步步晋升到业务经理的职位。

### New Words and Expressions

personality	[pə:sə'næliti]	n.	个性	
overtime	['əʊvətaim]	n.	加班时间	adv. 在规定的规定时间之外
in all			总共;总计	
manual	['mænjuəl]	adj.	手工的;体力的	n. 手册;指南
a sales representative			业务代表	
a sales management position			业务经理职位	
step by step			逐步地	

### Exercises

Suppose you are a graduate from a higher vocational college who majors in Secretarial Studies. Please practice making job interview dialogues with your partner and then change roles to do the exercise again.

## 1.5 Writing Skills

### Resume

Whether you want to find a new job or you're making a drastic career change, a resume is necessary for your job hunting. When writing a resume, you need to clarify what position you are applying for and highlight your qualifications and skills. A good resume should provide the following information:

- A) your personal data and your objective;
- B) your education including degree or certificates, and courses;
- C) your work, paid and unpaid, full time and part time;
- D) your skills, such as languages spoken, computer and so on;
- E) a short summary of qualifications;
- F) your awards and hobbies if you want to put it to paper.

### Sample One

Resume

Resume  
Tedy Chen

**Personal Data**

Sex: female Health: excellent Height: 167cm Date of Birth: March, 1981  
Tel: 1347582 \*\*\*\* E-mail: Tedy \*\*chen1008@126. com Msn: Tedy \*\*chen1008@hotmail. com

**Objectives**

overseas sales or manager

**Language Skills**

English: fluent in speaking and excellent in writing and listening; holder of the certificates of CET-6 and PETS-5.

**Computer Skills**

Good user of Office software, E-mails, internet resources and can make daily maintenance for personal computers.

**Work Experience**

Sep. 2006 – Oct. 2007

Overseas Sales in Best Electronics Co. , Ltd.

To take care of requirements and orders from existing buyers in Asia & America; continuously develop new buyers; be in charge of the whole process of foreign trade.

Sep. 2005 – Sep. 2006

Sales Assistant in Tonward Corporation, China Office

To expand new business partners, make business negotiations, execute and process sales orders, ensure on-time delivery, and solve buyer's complaints.

Mar. 2005 – Sep. 2005

Sales Coordinator in Group Batax Ltd.

To help execute orders, ensure delivery on time, provide after-sale service, translate database from English into Chinese and handle related files.

**Education Background**

Sep. 2001 – May 2005 Jiangxi Normal University

Majoring in Business English with Bachelor's degree.

**Characters**

open-minded, creative, confident, cooperative, efficient and responsible.

Sample Two

Resume for a job

RESUME			
<b>NAME</b>	Wang Hua	<b>TEL</b>	024-24356 ***
<b>E-MAIL</b>	Wanghua **23456@yahoo. com		
<b>POSITION DESIRED</b>	Bilingual Secretary		
<b>EMPLOYMENT RECORD</b>	Sept. 2007 – Dec. 2007 Sales representative for Baishi Electric Company, part-time Aug. 2008 Volunteer for Beijing Olympic Games		
<b>EDUCATION</b>	2006—2009, Fudan University Majoring in Bilingual Secretary with Bachelor's Degree		

Continued

PERSONAL DATA			
<b>BIRTH DATE</b>	March, 1986	<b>PLACE of BIRTH</b>	Tieling City
<b>HEIGHT</b>	165cm	<b>WEIGHT</b>	54kg
<b>HOBBIES</b>	reading, singing and writing		

## Words Used in a Resume

mature	[mə'tjuə]	adj.	成熟的
dynamic	[dai'næmik]	adj.	有生气的;精力充沛的
honest	[ˈɒnist]	adj.	诚实的;正直的
excellent	[ˈeksələnt]	adj.	优秀的;杰出的;精良的
resourceful	[ri'sɔ:sful]	adj.	资源(人力、物力)丰富的
ability	[ə'biliti]	n.	能力;本领、技能、技巧
flexibility	[ˌfleksə'biliti]	n.	柔(韧)性;适应性、灵活性
elegant	[ˈeligənt]	adj.	优雅的;风雅的;雅致的
pressure	[ˈpreʃə(r)]	n.	压、按;(物)压力
bright	[braɪt]	adj.	聪明的;机警的;快乐的
aggressive	[ə'ɡresiv]	adj.	挑衅的;积极进取的
applicant	[ˈæplɪkənt]	n.	申请人;报名者;应聘者
ambitious	[æm'bɪʃəs]	adj.	志向远大的;有野心的
energetic	[ˌenə'dʒetɪk]	adj.	精力充沛的,充满活力的
initiative	[ɪ'nɪʃɪətɪv]	adj.	起始的;初步的;自发的
determined	[dɪ'tɜ:mɪnd]	adj.	坚决的;毅然然的;确定的
efficient	[ɪ'fɪʃənt]	adj.	有效率的;有能力的;能胜任的
foreign-funded enterprise			外资企业
marital status			婚姻状况
major		n.	专业;主修课
minor		n.	辅修科目
scholarship		n.	奖学金
interpretation		n.	翻译

## Expressions for making an English Resume

1. excellent ability of management 极强的管理能力
2. ability to work independently 能够独立工作
3. mature and high sense of responsibility 个性稳重,具有高度责任感
4. good communication skills 良好的交际技能
5. willing to work under pressure 愿意在压力下工作
6. leadership quality 领导者素质
7. willing to assume responsibilities 勇挑重担

8. strong interpersonal skills 丰富的人际关系技巧
9. strong determination to succeed 获得成功的坚定决心
10. strong leadership skills 极强的领导艺术
11. ability to work well with others 能够同他人一起很好地工作
12. a great team spirit 很强的团队精神
13. be highly organized and efficient 工作很有条理,办事效率高
14. willing to learn and progress 学习进取
15. good presentation skills 良好的表达能力
16. nice personality 性格好
17. having good and social connections 具有良好的社会关系
18. having good analytical capability 有较强的分析能力

## A Letter of Application

Having prepared a resume, you need to write a cover letter to highlight your qualifications, competence and answer the questions of the prospective employer. You should state clearly what position you want, and tell what abilities you have. It should provide your bright information as much as possible. A well-written letter of application may insure prior consideration and a better chance of an interview.

### Sample One

A letter of job application

(time)

Dear Sir or Madam,

From an advertisement on newspaper, I got to know that your company is in need of a secretary. I would like to apply for that job.

I am a student of business management in Bohai University. My name is Li Min. I am twenty-three years old and will graduate in July. I have learned English for almost ten years, being good at it and having passed CET-4. I have been an English editor of our department's English Paper for two years. My grades are among the best in our department. I can take dictation at the rate of 150 words per minute. Furthermore, I can operate computers and other equipments [ L1 ] [ L2 ].

I like office work very much. I would appreciate it if you offer me the chance for an interview. I look forward to your call at 024-8973 \*\*\*\* or your letter to the address of Vicky \*\*9209@ yahoo. com.

Yours faithfully,

...

### Sample Two

A cover letter

(time)

Dear Sirs,

I would like to answer the advertisement you placed in "China Daily" for a tour guide.

I will graduate from Shenyang Normal College with a Bachelor's degree in July. I major in tourism that has widened my horizon. I have got excellent scores for my studying. I can read and speak English very well and have passed CET-4. I can also speak a little Japanese. I enjoy meeting people and showing Chinese culture to others. I was a part-time guide in Shenyang Forest Wild Zoological Garden.

I know a lot about your agency and hope to work there. Enclosed is my resume with my detailed information. Thank you very much for your time and consideration.

Yours sincerely,

...

## Words and Expressions Used in Cover Letters

endeavor	[ 'n'devə(r) ]	<i>vi.</i>	(与 to 连用)努力;尽力
appreciated		<i>adj.</i>	感激的
appreciate	[ ə'pri:ʃieɪt ]	<i>vt.</i>	欣赏;珍惜;感谢、感激
curriculum vitae		<i>n.</i>	履历;简历
reference	[ 'refrəns ]	<i>n.</i>	参考;证明;证明(介绍)信(人)
consideration	[ kən'sidə'reɪʃən ]	<i>n.</i>	考虑、思考;顾虑
recommendation	[ ,rekəmen'deɪʃən ]	<i>n.</i>	推荐、介绍;介绍信
response	[ rɪs'pɒns ]	<i>n.</i>	答复;回(应)答
enclosed		<i>adj.</i>	附上的
attach	[ ə'tætʃ ]	<i>vt.</i>	附上;贴上;缚上;拴上
apply for			申请(动词短语)
application for			申请(名词短语)
expertise	[ ,ekspə'ti:z ]	<i>n.</i>	专门技能(知识)
position	[ pə'zɪʃən ]	<i>n.</i>	(社会)地位;职位、职务
graduate	[ 'grædʒueɪt ,dʒueɪt ]	<i>vt.</i>	授予学位;准予毕业
part-time		<i>adj.</i>	兼职的,部分时间的
full-time		<i>adv.</i>	部分时间,兼职地
background	[ 'bækgraʊnd ]	<i>adj.</i>	全部时间的;专任的
work experience		<i>n.</i>	背景;历史背景
personality	[ ,pɜ:sə'nælɪti ]	<i>n.</i>	工作经验;工作经验强化培训计划
		<i>n.</i>	个性;性格;人格、品格

## Sentences Used in Cover Letters

1. I am very delighted to know that you are seeking an English teacher. I hope to offer my service.

很高兴得知贵司正在招聘英语教师,特申请此职。

2. Please consider me for the position of CDMA system engineer that you advertised in “China Daily” on June 5.

贵司于6月5日在《中国日报》刊登广告招聘CDMA系统工程师,本人特来应聘。

3. Your advertisement for a sales manager in “China Daily” has interested me very much. I think that I am qualified for the position.

本人对贵司在《中国日报》上招聘销售经理的广告非常感兴趣,我相信自己会符合贵司的条件。

4. I am twenty-eight years old, female, and have four years' experience in a foreign trade company.

本人28岁,女性,曾在一家外贸公司任职4年。

5. Since my graduation three years ago, I have been employed in a limited company as an accountant.

3年前,毕业离校后,我在一家有限责任公司担任会计。

6. I am just leaving university, and am looking for a job as a translator.

本人即将大学毕业,正在寻找翻译工作。

7. I am a graduate student in the Chemistry Department of Nanjing University, majoring in applied chemistry.

本人系南京大学化学系学生,主修应用化学。

8. I have finished my three years of study this summer and got a diploma in Business English.

本人已于今年夏天完成3年的学习,并获得商务英语专业毕业证。

9. I have a good command of English.

本人熟练掌握英语。

10. I am experienced in operating computers and adept at computer programming.

本人熟练操作计算机,熟悉计算机编程。

11. I have rich experience in word processing and editing.

本人对文字处理和编辑工作有丰富的经验。

12. I am quite willing to serve on trial for several months at small salary.

本人愿意低薪试用工作几个月。

13. I am willing to start with a monthly salary of 1,500 Yuan.

本人愿意领取月薪1500元的起薪。

14. I could be available for an interview at any time.

本人能在任何时候接受面试。

15. Thanks again for your time and considering my application.

再次感谢您花时间考虑我的申请。

16. Enclosed please find my resume in English and Chinese.

随函附上本人的中英文简历。

## Exercises

**Directions:** *This part is to test your ability to do practical writing. You are required to write a Letter of Application based on the Chinese given below. You are not supposed to translate the letter word by word. You should write no less than 80 words in the Composition Sheet.*

招聘广告来源: 2011年2月3日《中国日报》

求职者: Tom Smith, 旅游专业学生, 2004年秋季毕业

职位: 秘书

要求: 旅游类专业, 大专及以上学历, 计算机操作娴熟, 有工作经验者优先。

有意者请致信上海青年旅行社人力资源部经理 邮编: 200000

## Task Two

# Maintenance and Management of Office Environment

## 2.1 Goals

### Knowledge Goals

- Grasp the essential elements of the composition of office environment.
- Know the basic requirements and three principles of arranging offices well.
- Learn about the management and security check of office area.
- Learn to write a telephone message, e-mail and questionnaire.

### Ability Goals

- Be capable of maintaining and managing office environment properly.
- Be able to write a telephone message, e-mail and questionnaire.

## 2.2 Case

After the job interview, Mary worked as the executive secretary to the general manager in Ming Hui Clothing Limited Company. One day, Mary was going to print a document in color copy paper and prepare to plug into the socket of the color printer when the socket sparked. And suddenly the electricity was cut off in the whole office. After the electrician returned everything to normal, Mary began to clean the office and was aware that she should have changed the broken socket earlier.

## 2.3 Topic Reading

### 1. The Composition of Office Environment

An office is secretary's main working place. The maintenance and management of office

environment is one of the secretary's job duties. The office environment with rational distribution which is peaceful, graceful and tidy can create a good working atmosphere, improve working efficiency and establish a good corporate image.

Office environment refers to the comprehensive atmosphere of office components such as layout, color, light, sound and odor and so on. It includes hard environment and soft environment. Hard environment, i. e. natural environment, refers to seven items which is office green environment, air environment, light environment, color environment, device environment, sound environment and security environment. Soft environment, i. e. social environment, means office interpersonal environment. The maintenance and management of office environment mainly refer to office hard environment. The secretary should not only adapt to environmental change but also improve and create a good environment. The main factors of office environment are office layout, office landscaping, office ventilation, office light sound and security.

### Exercises

Do you know something about office environment? What about the composition of office environment?

## 2. The Basic Requirements of Arranging Offices

The questions of light, airing, beauty and convenience should be considered in arranging offices. Specifically, the requirements for healthy and safe office environment are as follows:

- ◆ The office building must be solid and safe, the floor, walls and ceiling of which must be clean and tidy. Doors and windows can be locked and easy to open. There should be a basic decoration indoors.
- ◆ Office light should be adequate and local lighting can meet the requirement. Office lights are not shimmering. The windows with direct light should install curtains and should be kept away from the reflection of computer screen away.
- ◆ Keep the suitable temperature. Set cooling or heating temperature corresponded with the weather. Room temperature had better be no less than 16°C.
- ◆ Office layout should pay attention to air circulation and air quality.  
Smoking is forbidden in offices. Smokers can go to smoking section if necessary.
- ◆ Keep the space between the each working unit appropriate.
- ◆ Office noise should be low. Make use of barriers, carpets and noise enclosure to reduce noise.
- ◆ Office furniture, including desks, chairs, all kinds of storage devices and necessary locks should satisfy the needs of work, health and security.
- ◆ Office facilities, office supplies and consumables should meet the requirements of work, health and safety, including telephones, computers, stationery and public equipment

and so on.

- ◆ The installment and operation of office facilities should meet the demands and operating instruction and the do's and don'ts should be clear.
- ◆ Office areas and offices should set corresponding fire-fighting facilities, devices and necessary alarm devices.
- ◆ The drinking water must be safe and healthy for staff to drink.
- ◆ Office areas or offices set aid kits and change regularly.
- ◆ Establish essential rules and regulations, including personnel system and confidential regulations and so on.
- ◆ The office decoration, identifier and suitable plants should be in line with the organization goal.

### Exercises

How many basic requirements of arranging offices are there? Can you tell us some of them?

## 3. Three Principles of Arranging Offices

- ◆ Be helpful to communicate. Keep staffs communicating adequately so that the information within the organization can flow timely and effectively to make all the departments operate coordinately.
- ◆ Be convenient to supervise. Office decoration must contribute to self-monitoring and internal supervision in order to reduce mistakes to a minimum.
- ◆ Be comfortable and coordinated. It's a fundamental principle in decorating offices. Coordination includes spatial distribution, the color of the walls, indoor lighting, and space size and so on. Coordination is the precondition, a much more important factor, compared with comfort.

### Exercises

Please talk about the three principles of arranging offices.

## 4. The Management of Office Area

In an enterprise, the secretary should be clear that there are three work areas, that is, the manager's work area, the secretary's work area and the public work area which should be supervised whether the secretary is in the same office with the manager or has his own office. The specific diagram of office environment management is as follows.

Reach the company in advance—maintain and manage the manager's work area—check contents—inspect the public work area during the working hours regularly—before coming off duty, tidy up and check the work surroundings and remove safety troubles.