

第3版
3rd Edition



“十三五”职业教育国家规划教材

“新贯通”应用型技能英语系列教材

应用型技能英语

English for Application and Communication

提高篇3

Intermediate Course Three

学生用书
Student's Book

总主编 丁国声
主 编 张 森 张登芝 马山虎

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“十三五”职业教育国家规划教材

应用型技能英语——提高篇3（第3版）

电子工业出版社



中国工信出版集团



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序

2021年上半年,教育部先后颁发了《职业教育专业目录(2021年)》和《高等职业教育专科英语课程标准(2021年版)》。自此,高职院校的英语教学开启了新阶段、新目录、新内涵、新要求的新形势。

教材是衡量职业院校教育教学质量的重要标准,也是提高教师教学水平的重要支撑。但一些教材质量不高,主要表现在以下四个方面:一是开发思路不清晰;二是内容质量不佳;三是练习简单;四是编者独立思考能力不足。

为此,我们在一些职业院校做了问卷调查,对搜集的信息做了分析,从而明确了这次修订的思路。按照新的课程标准,我们更换了精读部分50%的内容,泛读部分100%的内容,从而使内容最大化地覆盖“职业与个人”“职业与社会”“职业与环境”三大主题。课文内容突出思政目标,紧扣时代主题,讲中国故事,做到润物细无声。在修订中,练习部分在原基础上增加了实践任务、单元测试和词汇拓展。

经过这次修订,使教材更加具有时代性、科技性、娱乐性、时尚性、适用性和职业性。

教学改革落到实处是教材,落到深处是课程。本教材在编写和修订过程中,吸纳了高水平大学的专家、学者和富有教学经验的高职院校教师。希望本系列教材的出版能为高职院校英语教学改革和英语教学质量提升起到积极的推动作用。

丁国声

2021年6月20日

“新贯通”应用型技能英语系列教材

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EDITOR'S NOTE

编写说明

为贯彻国家大力发展职业教育、培养高素质技能型人才的精神,为顺应现代职业教育(含应用型本科)英语课程教学改革,我们通过广泛调研和充分论证,精心策划并开发了“新贯通”应用型技能英语系列教材。该系列教材遵循“EGP+EOP+ESP”的课程模式,关联校园、社会与职场,融通语言知识、人文素养与职业实践,强调对学生语言基础知识应用能力、交际能力、跨文化意识和职业素养的培养,旨在为学生搭建从校园到职场的桥梁,同时为教师的教学改革和科研提供机遇和空间。

为满足通识英语与相关职业英语学习的需求,实现通识阶段、提高阶段与行业阶段的有机衔接,同时兼顾素质教育、人文教育和个性需要,“新贯通”应用型技能英语系列教材根据教学需求分为提高篇1、提高篇2、提高篇3三本立体化教材。每本立体化教材均包含以下材料。

1. 教材

教材包括学生用书、学生形成性评价手册和教师参考书。

提高篇1、提高篇2的教材各包含8个单元,分为“立德树人”“文化育人”“技术技能”“艺术修养”“人生规划”五个模块,内容涉及学生的生活、学习、实践、品德修养和自我提升等方方面面。通过在教材中融入中外文化,不仅能有效提升学生的语言知识能力和口语表达能力,还能使学生的综合文化素养得到提升,在国际交流中做好中国文化传播。

提高篇3以“工学结合、能力为本”的职业教育理念为指导,按照求职、入职、职场生存的主线,以任务为导向,旨在为学生呈现真实的职场情景,培养学生的职业素养和职业技能,真正体现现代高等职业英语教学的职业性、实践性和实用性。

2. 教学资源网络平台

作为“新贯通”应用型技能英语系列教材的重要组成部分,教学资源网络平台包含以下内容。

学习评价平台	提供与教材相结合的视、听、说训练内容,体现个性化、交互性的特点,同时集监督、评价、反馈于一体,实现线上评价功能
微课资源包	提供与教材主题内容相关的近百个配套微课资源,辅助学生课前学习。一方面,微课资源可与传统课堂教学相结合,为传统教学增添活力;另一方面,微课也是实现翻转课堂教学的必备资源和有效保障
翻转课堂任务单	翻转课堂任务单可以培养学生学习策略,提升学生学习的自主性和目的性,也为教师实现翻转课堂教学提供了便利

本系列教材在内容选择和教学设计上具备以下10方面的特色。

1. 教育性与思政性

本系列教材内容体现思政育人的理念,坚持把“立德树人”作为教育的根本目标。本系列教材作为英语教学体系中重要的信息载体,及时反映新时代的新要求,把育人放在第一位,包含社会主义核心价值观、中华优秀传统文化等思政元素。

2. 创新性与立体性

一方面,本系列教材将英语教学与职业技能培养有机融合,提高了学生的英语交际能力与综合职业素养。另一方面,根据各教学环节需要,配备学生用书、学生形成性评价手册、教师参考书、配套音频视频材料、教学电子课件等网络资源,提供合理教学建议与辅助资源,突出教材的立体性。

3. 科学性与人文性

本系列教材体现人文素养和科学素养的融合,书中包括有关中西方人文知识和素养的内容,培养学生成为具有人文情怀和国际视野,能应对全球化挑战的人才;同时也编入了科学常识,如有关互联网应用、人工智能技术等文章。

4. 互通性与衔接性

本系列教材从主题设置、素材选择、内容呈现和练习形式等方面秉承现代职业教育理念,既循序渐进又相得益彰,构成了一个系统完备的教学体系,不同层次或类别的学校可根据教学需求和个性需求,实现合理安排,因材施教。

5. 时代性与实用性

根据学生的不同成长阶段和未来职场的实际需要,教材的主题甄选紧贴当前大学生学习、生活和思想的热点问题,选材极具时代性与实用性,如抗击新冠肺炎疫情中的志愿者向亚飞的故事、井冈山坝上村的脱贫故事等,同时融入了正确的价值观和世界观。

6. 智能化与信息化

在信息化时代,我们可以把智能手机与英语学习联系在一起,通过手机扫描二维码可以轻松地将教材中的重点课文和听说材料呈现在学生面前,满足学生个性化和碎片化学习的需求。

7. 前沿性与同步性

将翻转课堂的教学理念融入教材的每个环节,详细的翻转课堂任务单和强大的教学资源网络平台将帮助教师顺利实现英语教学的课堂翻转。热点话题和繁冗复杂的语言点均以短小精悍的微课形式予以呈现,同时为学生提供了自主学习的网络平台,颠覆传统教学枯燥单一的模式。强大的教学资源网络平台给教师和学生提供了足够的参考资料,助力师生与时代同步。

8. 集成性与综合性

教材内容的呈现形式、练习题的设置综合考虑了全国大学生英语竞赛、全国大学生英语口语大赛的考查重点,集成了高等学校英语能力等级考试(AB级)、专接本考试、CET-4、托业、雅思等多种考试形式的优点,秉承英语教学与国际接轨的思想,为教师和学生提供广阔的视野。

9. 专业性与研究性

秉承翻转课堂的教学理念,教学设计注重激发教师思考和调动学生的积极性,为教师带来教学与科研上的启示。丰富的教学资源不仅为学生提供全面、系统的教学支持,同时有助于教师开展基于微课和翻转课堂的教学研究活动,促进教师的职业发展。

10. 多样性与精致性

纸质版教材采用全四色精美印刷,版面生动、图文并茂,在注重教材内容多样性、实用性和趣味性的基础上,做到了内容与形式的创新。

本系列教材在编写过程中得到了教育部高等学校高职高专英语类专业教学指导委员会副主任委员丁国声教授的全面指导,还得到了全国多所职业院校的大力配合和帮助,在此谨表谢意!同时特别感谢蓝墨云班课、英语趣配音等提供的丰富课程资源及视频资源。

由于编者水平有限,加之时间仓促,书中难免存在不足之处,敬请读者在使用过程中给予关注,并提出改进意见和建议,以便修订时加以完善。

PREFACE

前言

《应用型技能英语——提高篇3》教材以一个虚拟人物 Lisa 为主线,以典型的工作过程为重点,以求职、入职、职场生存和升职加薪为线索;按照情景剧的模式进行编排,将小任务和大任务相结合、语言知识与工作内容相结合、职业技能与职业素养培养相结合;融合了情景教学、项目教学、内容依托教学和翻转课堂教学等多种教学方法,采用了网络平台和手机 App 等多种技术手段,汇聚了原汁原味的音视频、精心设计的微课和翻转课堂任务单等丰富的学习资源,是一本创新了教学理论,兼容了基础英语和行业英语的多功能立体化教材。

本教材改变传统教材按单元呈现的形式,将整本教材分为六幕、十二集,串联起来即为一部职场微电影。六幕分别为求职 (Job Hunting)、入职 (Arriving at a New Job)、职场生存 1 (Office Routine)、职场生存 2 (Meeting with Clients)、职场生存 3 (Working with People) 和职业发展 (Career Development)。每一幕分两集呈现该幕主题下的重点工作任务,通过视、听、说、阅读、翻译和写作帮助学生拓展学习;同时每一幕均围绕一个大的项目任务展开,学生能够通过每一集的学习完成该项目中的任务要求,实现“学中做、做中学”的体验式学习。每一幕的结构如下:

1. Watching, Speaking and Learning

Before Viewing: 通过 4 个小任务,引入职场情景,帮助学生熟悉高频职场词汇和常用表达,强调信息和知识的输入;

While Viewing: 主对话以视频形式呈现,语言地道,让学生置身于真实的语境中,学习职场知识并体验职场文化;

After Viewing: 以听力练习、词汇练习、情景对话练习及角色扮演等小任务帮助学生强化重点词汇和句型的运用,强调信息的输入及职业素养的培养。

2. Intensive Reading / Extensive Reading / Practical Reading and Writing

每一幕的第一集精选与主题相关的文章作为拓展,以“微”素材输入,关注语言知识和语言技能,继续夯实学生的语言基础;题型富有创意、新颖多样,层次清晰。

每一幕的第二集是精选职场中的常见应用文,如入职通知、公司简介、会议记录、客户开发信、升职申请表等作为范文,呈现形式多样,实用性强,旨在引导学生自主探索文体特征和写作规律。

3. Career Culture

介绍职场礼仪,关注职场动态,帮助学生树立职场意识、培养职业精神。

4. Project

围绕主题进行延伸和拓展,帮助学生整合知识,运用知识,做到“学中做,做中学”。

5. New Words and Expressions

对重点词汇进行总结和梳理,重积累,帮助学生巩固学习效果。

本教材的建议课时为60课时,即每幕10课时,具体安排见教师参考书。

此外,翻转课堂任务单附在教师参考书和教学资源网络平台上,供师生使用。微课资源和其他相关的教学资源包由育仁工作室提供。

希望本教材能带给师生一种全新的学习方式,能让学生在“抬头中”享受课堂的乐趣,在任务的完成中收获一份自信;也能在“低头中”收获成功的喜悦。

编写队伍

本教材总主编丁国声教授为教育部高等学校高职高专英语类专业教学指导委员会副主任委员,现任唐山海运职业学院院长,负责把控提纲,给予编写人员政策性指导。

本教材编写团队来自河北科技大学、廊坊燕京职业技术学院、遵义师范学院、石家庄财经职业学院,编写团队成员均具有坚实的理论知识功底和丰富的实践教学经验。

本教材主编为张森、张登芝、马山虎,负责对编写内容进行统稿安排、分配编写任务以及全书的审校与定稿工作,并负责附录中语法部分内容和词汇统筹工作。

主编马山虎负责编写 Act 1、Act 2 中的 Episode 3; 副主编平晓美负责 Act 1、Act 2 的审校工作; 副主编全斌负责编写 Act 2 中的 Episode 4 和 Act 3; 副主编曹艳雯负责编写 Act 4、Act 5 中的 Episode 9; 副主编李倩负责编写 Act 5 中的 Episode 10 和 Act 6; 编者刘治刚负责思政内容和部分审校工作。

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Act 1

Job Hunting 求职



You will learn:

1. How to prepare for an interview.
2. How to answer the questions of interviewers.
3. How to give a reply to an offer.

Episode 1 Preparing for an Interview
Lisa is going to graduate from a vocational college.
She has received an interview notice of ABC Company.
What should she do to prepare for the interview?

Part 1 Watching, Speaking and Learning

Before Viewing

Task 1 Choose the right item for each picture.



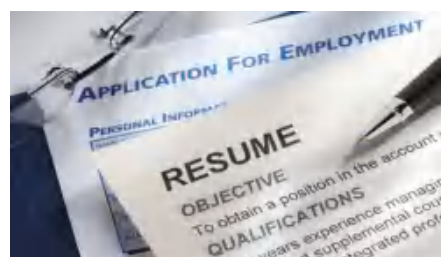
1. ()



2. ()



3. ()



4. ()

- | | | |
|---------------------|-----------------------|--------------|
| A. resume | B. job market | C. interview |
| D. newspaper wanted | E. application letter | |

Task 2 You will hear a conversation. Listen carefully and choose the best answer.

- Jenny is an _____.
 A. interviewer
 B. assistant sales manager
 C. assistant personnel manager
- Ben needs to send _____ to the company.
 A. the telephone number
 B. the resume
 C. the photos

Task 3 You will hear a conversation. Tick which of the following general topics is mentioned:

- The man is the sales manager of the company. ☐
- The woman wants to be an assistant sales manager. ☐
- The woman can come to the company at 2 P.M. tomorrow. ☐
- The man is the assistant personnel manager. ☐

Task 4 Listen and repeat the following sentences.

This is the assistant personnel manager.

You can send your resume to the E-mail address of our company.

What position do you want to apply for?

You can come to our company at 2 P.M. tomorrow.

Which company are you going to interview with?

Hello, this is Ben. Is this ABC Company?

Can you tell me what the procedures of applying for a job are?

I have been eager for a job as an assistant sales manager.

Could you tell me what I should do?

While Viewing—Episode 1

Lisa is asking some problems about how to prepare for the interview. Now she is asking her friend Nikki for help.



Nikki, I am supposed to 1. _____ an interview tomorrow.

Oh, congratulations! So, what company are you interviewing with?



ABC Company.

Wow! You know that's one of the top **joint ventures**. That's really great, you know. That's great.



Yeah, thank you. You are an **experienced interviewer**, so could you tell me what I should do?

Um. First, you have to dress in 2. _____.

You have to look at your wardrobe and find something that is in line with what other employees wear, but **kick it up a notch**——a colorful scarf or pocket square and the neat black 3. _____.



Oh, terrific!

And also make sure that your nails are trimmed and 4. _____, because it's important too.



OK, got it. When do you think I should arrive at the company?

You have to prepare early. You have to get on time. And 5. _____, you have to make sure that you arrive at the right place.



OK, I will. Thank you so much.

My pleasure!



Key Terms

joint venture——a business enterprise jointly undertaken by two or more companies, who share the initial investment, risks and profits 合资企业
 experienced interviewer——an interviewer with a lot of experience 有经验的面试官
 kick it up a notch——raise the level 提高层次

After Viewing

Task 1 Listen and fill in the blanks.

Task 2 Watch the video and choose the best answer.

- ABC Company is a _____.
 A. private company B. state-owned company C. joint venture
- Nikki is _____.
 A. a famous singer B. an experienced interviewer C. a well-known writer
- What should the interviewee do except _____?
 A. dress in formal suit B. trim the nails and clean the hair
 C. arrive at the place one day earlier

Task 3 Complete the summary of the dialogue with the words given below.

confidence	trim	impression
interviewer	important	

As we know, an interview is very 1. _____ to every applicant. Before an interview, you need to make sure that you 2. _____ your nails and wear the neat and tidy suit. When shaking hands with the 3. _____, you should show your 4. _____, otherwise you will leave a negative 5. _____. Before leaving, you'd better show your thanks.

Task 4 Situational dialogues.

- "Hello, This is Alice, a clerk from ABC Company. Who is speaking?"
 " _____ "

A. I am Ben.

B. This is Ben speaking.

C. Speaking.

2. "Mr. Ben, this is our personnel manager, Barbara. Barbara, this is Mr. Ben."

"How do you do?"

"_____"

A. Fine, thank you.

B. How are you?

C. How do you do?

3. "When can I come to interview? "

"_____"

A. How about 2 P.M. tomorrow?

B. The manager is out.

C. When do you want to come?

4. "OK, your interview is over and you can leave now."

"_____"

A. Thank you for spending time with me.

B. I am sorry that I didn't perform well.

C. When can I come to work?

Task 5 Role-play.

Work in pairs and groups. Each plays a part. Read the dialogue loudly until you can learn them by heart. Then act it out and submit your short video.



Part 2 Intensive Reading

Four Tips for Your Interview

Here are four things to do that will greatly increase your chances of being employed.

1. _____

Excessive smiling in a job interview is seen for what it is—nervousness and a lack of confidence. So, smile when there's something to smile about. Do practice a lot in front of a mirror or a friend.

2. _____

Humor tends to be very subjective, and while it may be **tempting** to lead your interview with a joke you've got to be careful about your material. If you fail to show yourself, you may lose the job.

3. _____

You can lose a job by wearing an undershirt or simply a little too much clothing. **Sweaty** palms or beads on your forehead will not impress. Sweat will be seen as a sign of weakness and nervousness. So, practice more in advance.

4. _____

Your job is to be knowledgeable about the company for which you're interviewing. **Random** facts may cause you to lose the opportunity. Pockets of silence are better than padding an interview with random babble (胡言乱语).

In a word, prepare in advance and practice more and you can succeed in the interview.



Words and Expressions


excessive [ɪk'sesɪv] *adj.* 过度的;过分的

comedian [kə'mi:diən] *n.* 戏剧演员;滑稽人物

tempt [tempt] *v.* 趋向于

sweaty ['sweti] *adj.* 出汗的;多汗的

random ['rændəm] *adj.* 随意的;随机的



Career Tips:

1. 不要琐碎: 不要询问与公司的常规事务或自身职能不相关的问题,比如: 物品位置;你的办公隔间大小;咖啡休息时间的政策等。
2. 不要撒谎: 不要夸大你的简历或美化你的成绩。一个谎言会破坏整个面试,有经验的面试者一定会发现你的谎言并让你离开。
3. 不要出语伤人: 面试时,不要说前雇主的“坏话”。如果你把上一份工作形容成地球上的地狱,那么面试官也许会打电话给他们来了解真相。

Task 1 Put the following titles back into the article.

- | | |
|------------------------------|-----------------------------|
| A. Don't be a bad comedian. | B. Don't be a small-talker. |
| C. Don't be a "smiley face". | D. Don't sweat. |

Task 2 Read the article carefully and mark the following information with true (√) or false (×).**When interviewing, ...**

- | | |
|--|--------------------------|
| 1. Proper smiling is OK. | <input type="checkbox"/> |
| 2. You never keep silence during the interview. | <input type="checkbox"/> |
| 3. The more humorous you are, the more chances you will get. | <input type="checkbox"/> |
| 4. Never wear the undershirt. | <input type="checkbox"/> |
| 5. You can speak anything you like. | <input type="checkbox"/> |
| 6. You can practice a lot in advance. | <input type="checkbox"/> |

Task 3 Translate the following sentences.

A. From English into Chinese.

1. So, smile when there's something to smile about.

2. If you fail to show yourself, you may lose the job.

3. You can lose a job by wearing an undershirt or simply a little too much clothing.

4. Your job is to be knowledgeable about the company for which you're interviewing.

5. Random facts may cause you to lose the opportunity.

B. From Chinese into English.

1. 下面4个简单的事情将极大提升你被录用的机会。(being employed)

2. 在镜子或朋友面前务必多练习。(practice)

3. 幽默往往是十分主观的东西。(tend to)

4. 出汗会被视为是柔弱和紧张的表现。(a sign of)

5. 提前准备并多多练习,你一定会成功的。(succeed)



Part 3 Career Culture

面试中的其他注意点

1. 不要摸脸。触摸鼻子、嘴唇和前额,表明你非常紧张或不诚实。
2. 不要晃腿。晃腿的原因有很多,如情绪紧张、不安腿综合症,或是因为坏习惯。但是,在面试时,不要这样做。这样的身体语言传达的信息非常明确——我焦虑不安,只想尽快逃离这里。
3. 不要环抱双臂。环抱双臂的身体语言传达这样的信息:封闭、防御或百无聊赖。在面试中,在潜在的雇主面前,表现出这样负面的身体语言,是不明智的选择。
4. 眼神交流,但不要盯着对方。东张西望固然不好,可也不要盯着面试官的眼睛。如果房间里还有其他人,要和每个人进行眼神交流。不要盯着别人的前额或嘴巴。记住,眨眨眼睛!
5. 不要总是点头附和。不管别人说什么都点头附和的行为,显得你溜须拍马,毫无骨气。
6. 与面试官保持合适距离。如果面前有张桌子,与桌子保持合适的距离,显出足够多的上半身,表示你没有什么可隐瞒的。如果面前没有桌子,也应遵循同样的规则。不要坐的太近,让面试官感受到你的鼻息,也不要坐的太远,好像你不愿与他们交流。

Episode 2 Being Successful in the Interview
Lisa is being interviewed and now let's see her
performance in the interview.

Part 1 Watching, Speaking and Learning

Before Viewing

Task 1 Choose the right item for each picture.



1. ()



2. ()



3. ()



4. ()

A. formal suit

B. handshake

C. black leather shoes

D. application letter

E. punctuality

Task 2 Listen to the dialogue and fill in the blanks.

salesman
patient

experience
professional

HR manager

Caroline is the 1. _____ of the company. She asks whether the man has some working 2. _____ during college. The man once worked as a 3. _____ and model. From the part-time jobs, the man learned to be 4. _____, 5. _____ and gained a lot of experience.

Task 3 You will hear a dialogue. Listen and answer the following questions.

- What is the man's role? _____
A. A new employee. B. A customer.
- How long will the training course last? _____
A. For one week. B. For one day.
- What will the man be responsible for? _____
A. Dealing with people. B. Promoting the products.

Task 4 Listen and repeat the following sentences.

Did you have any working experience during college?

Do you think my educational background suits this position?

What did you learn from your part-time jobs?

Could you please describe yourself?

What do you think are your greatest weaknesses and strengths?

I did some part-time jobs such as salesman and model.

I believe I can do the job well.

My greatest strength is my commitment to work.

It seems clear to me that your company can challenge my skills.

While Viewing—Episode 2

Lisa is being interviewed by Barbara Best and John Smith.



Come in please.

Barbara, Lisa is here.



Come in please.

Nice to meet you!



Nice to meet you!

Nice to meet you!



Nice to meet you! And this is my **resume**.



Thank you!



Have a seat!



Thank you! OK.



Hello, Lisa. I am Barbara Best. You can call me Barbara.



I'm John Smith, Marketing **Supervisor**.



OK, thank you. I. _____ to answer any questions that you may have.



Could you please describe yourself?



Yes. I am creative. I worked a part-time job as a salesperson and gained patience from the experience.



Why do you think we should employ you?



I am 2. _____ the position, not only because I have part-time sales experience, but also I love communicating with people.



What do you think are your greatest 3. _____?



My greatest weakness is that I **value** leisure time spent with my family, so I treasure my weekends and free time in weekends. My greatest strength is my **commitment** to work. I work hard and always 4. ____.



Why do you want to work for us?



I think your company can challenge my skills and provide a good opportunity for professional development.



OK. Thanks for your 5. _____.



Thank you!



Thank you! You may leave and wait for our reply.




OK, bye!



Key Terms

resume [rɪ'zju:m] *n.* 简历supervisor ['su:pəvaɪzə(r)] *n.* 主管value ['vælju:] *vt.* 珍惜; 珍藏commitment [kə'mɪtmənt] *n.* 信奉; 献身



Career Tips:

面试的三个大忌:

1. 对面试毫无准备: 不提前准备一些面试问题, 你一定会失败的。
2. 要求过多: 不愿从基层干起; 要求太多或只对报酬感兴趣。
3. 不注意形象: 不注意自己的一言一行, 这些都可能引起别人的注意并影响自己的形象。

After Viewing

Task 1 Listen and fill in the blanks.

Task 2 Watch the video and answer the questions.

1. How many questions does the interviewer ask Lisa? _____
A. Four. B. Five. C. Six.
2. Which day does Lisa love best? _____
A. Monday. B. Friday. C. Saturday.
3. Lisa thinks the company can provide a good _____ for her.
A. salary B. opportunity C. holiday

Task 3 Complete the summary with the words given below.

Lisa is a creative girl and she has worked a part-time job as a 1. _____ and gained 2. _____ from the experience. She believes that she is suitable for the position. Her 3. _____ is that she values the time spent with her family and her greatest strength is the 4. _____ to work. She also believes the company can challenge her skills and provide a good opportunity for 5. _____.

professional development

weakness

salesperson

patience

commitment

Task 4 Situational dialogues.

1. "Bob, I'm Justine Asker, the manager. You can call me Justine."

"_____"

A. Nice to meet you.

B. Oh, you are Justine.

C. Can I call you Asker?

2. "May I ask which job you are applying for?"

"_____"

A. What jobs do you have?

B. I'd like to apply for the sales manager position.

C. What's the salary like me in your company?

3. "Have I finished my interview?"

"_____"

A. No, you can leave now.

B. Yes, wish you good luck.

C. Yes, you can continue sitting here.

4. "Thank you for having interviewed for me."

"_____"

A. Oh, it doesn't matter.

B. My pleasure.

C. No, thanks.

Task 5 Work in groups and you are going to make a role play of being interviewers and interviewees. You may act it as follows:

1. Divide the role of your groups.
2. If you are the interviewer, what kinds of questions would you like to ask?
3. If you are the interviewee, what should you prepare for the interview?
4. Make a short video of your group and submit it to the teacher.

Part 2 Extensive Reading

Huawei: Most Innovative Company

Founded in 1987, Huawei is a leading global provider of information and communications technology (ICT) infrastructure and smart devices. It has approximately 197,000 employees and it operates in over 170 countries and regions, serving more than three billion people around the world.

Huawei's mission is to bring digital to every person, home and organization for a fully connected, intelligent world. To this end, Huawei will drive ubiquitous connectivity and promote equal access to

networks to lay the foundation for the intelligent world. Huawei will provide the ultimate computing power to deliver ubiquitous cloud and intelligence. Huawei will build powerful digital platforms to help all industries and organizations become more agile, efficient, and dynamic. Huawei will redefine user experience with AI, offering consumers more personalized and intelligent experiences across all scenarios, including home, travel, office, entertainment, and fitness.

Internally, Huawei relies on hard-working and **dedicated** employees. Dedication is a core part of its work ethic. At Huawei, those who contribute more get more. As a private company, Huawei is wholly owned by its employees. Through the Union of Huawei Investment & Holding Co. Ltd., it **implements** an Employee Shareholding Scheme and **involves** 121,269 employees. Only Huawei employees are eligible to participate. No government agency or outside organization holds shares in Huawei.

Huawei has a robust (坚挺的, 强有力的) corporate governance system that ensures the company's independent operations and management. Shareholding employees elect 115 representatives to form Representatives' Commission, and the Commission elects the company's Board of Directors and Supervisory Board. The Commission, along with the Board of Directors and Supervisory Board, decides on, manages and monitors major company matters. Specifically, the Commission elects the Chairman of the Board and the remaining 16 board directors. The Board of Directors elects four deputy chairs and three executive directors. Three deputy chairs take turns serving as the company's rotating chairman. Meanwhile, the rotating chairman leads the Board of Directors and its Executive Committee while in office. The Board exercises decision-making authority for corporate strategy and operations management, and is the highest body responsible for corporate strategy, operations management and customer satisfaction. At the same time, the Chairman of the Board presides over the Representatives' Commission. As Huawei's highest decision-making body, the Commission makes decisions on major company matters, like profit distribution, capital increases, and the elections of members of the Board of Directors and the Supervisory Board.

Externally, Huawei relies on its customers and partners. Customers are at the heart of everything that it does, and it creates value for them with **innovative** products. Huawei works with a broad range of stakeholders including partners, industry organizations, open source communities, standards organizations, universities, and research institutes all over the world to cultivate a broader ecosystem that thrives on shared success. Thus, it can help drive advancements in technology and grow the industry as a whole. Through joint innovation with customers and partners, it is **expanding** an open, global ecosystem that will help the ICT sector to develop more sustainably.

To achieve these gains, Huawei shall work together openly and share both the risks and value, which is the only pathway to share progress and prosperity, and to bring digital to every person, home and organization for a fully connected, intelligent world.

Words and Expressions

found [faʊnd] *vt.* 建立; 创立; 创建

dedicate ['dedɪkeɪt] *vt.* 把……奉献给

implement ['ɪmplɪment] *vt.* 使生效; 执行; 实施 *n.* 工具; 器具

involve [ɪn'vɒlv] *vt.* 包含; 牵连; 加入

innovative [ɪ'nəveɪtɪv] *adj.* 革新的; 创新的

expand [ɪk'spænd] *vt.* 扩张; 使膨胀 *vi.* 发展; 张开; 展开

After Reading

Task 1 Fill in the blanks.

Huawei:

1. was established in _____.
2. provides information and communications technology (ICT) infrastructure and _____.
3. has nearly _____ employees.
4. internally relies on _____, and externally relies on _____.
5. shall work together openly and share both the _____ and value.

Task 2 Choose the ONE that best completes the sentence according to the passage.

1. Who own the shares of Huawei? _____
A. Government B. Organizaiton C. Employees D. Chairman
2. How many representatives are elected to form the Representatives' Commission? _____
A. 170 B. 115 C. 197000 D. 30
3. What is Huawei's highest decision-making body? _____
A. Shareholders B. Chairman
C. Representatives' Commission D. Board of Directors
4. Which one of the following statements is true? _____
A. Huawei has branches in more than 170 countries and regions.
B. The chairman of the board makes decisions on important company matters.
C. The Representatives' Commission elects four deputy chairs and three executive directors.
D. Huawei has served more than three billion people around the world.

5. What is the attitude of the passage towards Huawei? _____

- A. supportive B. opposed C. neutral D. indifferent

Task 3 Work in pairs.

Supposing you are the CEO and general manager, what philosophies do you intend to establish?

Why? Discuss this question with your partner, and write down the philosophies and tell us the reasons.

Philosophies	Reasons

Part 3 Practical Reading and Writing

Lisa Franklin has received an offer letter from ABC Company. Now let's see it in detail.

ABC Company

Sep 3rd, 2015

PRIVATE AND CONFIDENTIAL(私人且须保密)

Name: Lisa Franklin (ID Card No: 133028199411201817)

Dear Ms. Franklin,

LETTER OF APPOINTMENT

In support of our recent discussion with you, this Letter of Appointment (聘任书) is to confirm our offer of employment to you of a position with ABC Company. And this letter will be effective in the condition of your confirmation (确认) no later than Sep 7th, 2015

1. ENGAGEMENT

Your position will be titled as the marketing specialist(市场专员).

2. TERM

The term of this Letter of Appointment is five(5) years starting on Sep 17th, 2015 and may be renewed prior to its expiration (结束) if the parties reach an agreement with respect to the renewal (续约) terms and conditions.

3. PROBATION

You will be required to serve a probationary period (试用期) of Six months.

4. BASE SALARY

Beginning on the date you join the company, your fixed salary will be 6,000 RMB per month, transportation and housing allowance (交通和住房补贴) additionally 150 RMB. The salary is based on no less than forty (40) working hours per week.

5. ANNUAL LEAVE

You will be granted 10 working days leave per year with full pay, on completion of each year's service.

If you agree to the above terms and conditions, please sign below and return the duplicate copy (复印件) of this letter in confirmation of your understanding and acceptance of your terms of employment.

Sincerely yours,

Anne Handley

General Manager

I, Lisa Franklin, agree to the above terms and conditions.

Signature

Date

Task 1 Read the letter and tick (✓) the correct statements below.

1. The letter must be confirmed before September 17th. ☐
2. Lisa will be required to serve a probationary period of six months. ☐
3. The salary given by the company is 6,150 RMB. ☐
4. The salary is based on no more than forty (40) working hours per week. ☐

Task 2 Draft a letter to give a reply. Your letter should include the following information:

- Begin with thanks for the company.
- Show whether you accept it or refuse it. Why?
- If you accept, show when you can work and whether you have any other requirements.
- If you want to refuse it, give your answer directly and show your thanks as well.

Task 3 Finish your letter like this:

If you want to accept it, you can answer it in this way...

Thanks for your recognition.

I have signed the offer and agree with all the terms it contains.

It's my honor to work with you and I have been determined to work from+时间.

It's OK for me to start my work on+时间.

I look forward to having a bright future in your company.

Best Regards,

xxx

If you want to refuse it, you can answer it in this way...

Thanks for your recognition. However, I am so sorry/regret to say that I can't accept your offer because my family resides far from the company and I want to develop myself in the city which is nearer to my home.

I wish the company a bright future.

Best Regards,

xxx

Part 4 Career Culture

求职面试时应该这样做自我介绍

自我介绍作为面试的第一环节,决定面试官对你的第一印象。有人曾夸张地说过,只要面试官听完面试者的自我介绍,就能决定要不要录取他/她。

求职时,自我介绍应该包括哪些内容呢?

1. 基本信息(我是谁):姓名、学校、专业、求职意向;
2. 个人经历(我做过什么、效果如何):用数据和例子说明自己曾经做过什么、获得什么成就;
3. 能力技能(我要做什么):说一下对岗位的理解、自己具备什么技能、证明自己胜任该岗位。

在做自我介绍时,我们应该注意什么呢?

1. 面带微笑,大方自信,声音洪亮;
2. 眼睛正视前方或看着面试官的眼睛,要有眼神的交流;
3. 不要太依赖网上的模板,毕竟面试要根据现场实际情况来随机应变;
4. 要有逻辑,不要和聊天一样想到什么说什么,说出的内容要有主次关系,要有重点、有条理;
5. 诚实,要给自己一个中肯的评价,不要过于谦虚,也不要自夸自大;
6. 要有礼貌,多说您、谢谢之类的词语;
7. 要学会讲故事,用讲故事的形式讲述自己的人生经历,这样更能引起对方的好感。

同时,切记要避免以下四个错误。一旦犯了这四个错误,基本你的面试就回天乏术了。

错误一:语言技能不过关

一开口自我介绍就磕磕绊绊。在面试官眼里,他不会录用你。

错误二:逻辑能力不过关

自我介绍非常有逻辑可循。只要围绕着你应聘的工作进行相关经历的介绍即可,如学习经历、工作经历,甚至是志愿者经历。如果你一直在绕来绕去,不讲跟应聘岗位相关的内容。在面试官眼里,他不会录用你。

错误三:自我介绍超过五分钟

又长又啰嗦的自我介绍。只顾自己夸大,在面试官眼里,他不会录用你。

错误四:眼神飘忽,不直视面试官

自我介绍虽是你个人的“表演”,但跟面试官必须要有眼神交流。如果你的眼神飘忽,看上去毫无自信,在面试官眼里,他不会录用你。

想在面试中脱颖而出吗?这就需要你提前按照重点准备好自我介绍,对着镜子多多进行演练。请记住,自我介绍时,自信但别夸夸其谈,谦虚但别失了锋芒。

Project 1

How to Have a Successful Interview?

This project aims at helping you master how to interview successfully. The whole task is divided into four steps:

Step 1

Discuss with your group members on how to have a successful interview. You should pay attention to the following aspects:

1. What kinds of clothes should you wear?
2. When being interviewed, how should you behave yourself and how to ask and answer the questions?
3. When you finish the interview, how to show your thanks?

Step 2

Search and collect the information according to the tasks above.

Step 3

Work in groups. Draft a play and act it out.

Step 4

Make a short film to display what you have learnt.