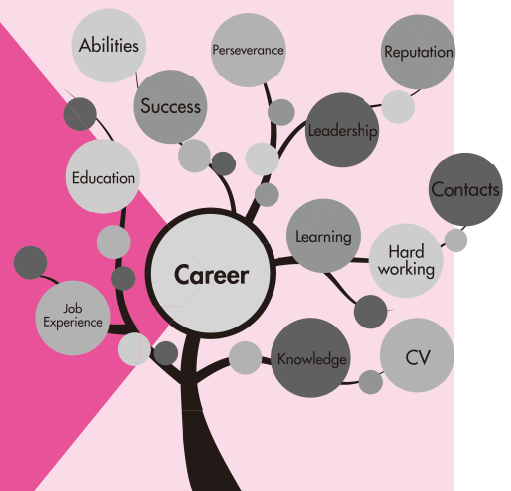


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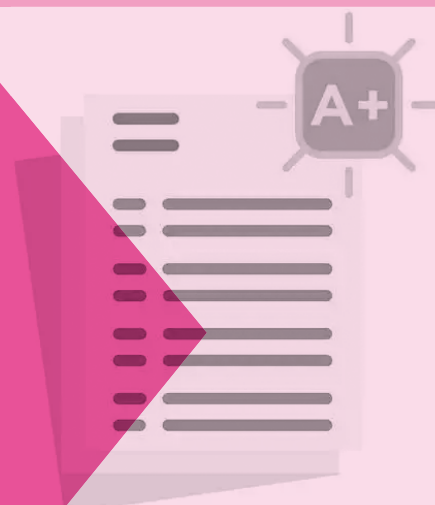
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Unit 1

Careering Planning





Part I

Listening and Speaking

Task 1 Listen to the dialogues and choose the best answer.



1. What certificate does the woman need?
A. An English certificate. B. An accounting certificate.
C. A tour guide certificate.
2. What's the woman's dream job?
A. A driver. B. A pilot.
C. A teacher.
3. Why does the man want to be a mechanic?
A. Because he likes making machines.
B. Because he likes designing machines.
C. Because he likes fixing machines.
4. Where does the man probably graduate from?
A. A vocational school.
B. A junior middle school.
C. A college.
5. What are the man's responsibilities?
A. Carrying out sales strategies.
B. Designing advertisements of the products.
C. Designing marketing strategies and carrying them out.

Task 2 Listen to the dialogue and choose the best answer.



1. What was the woman's dream when she was young?
A. A teacher. B. A doctor.
C. A nurse. D. A waitress.
2. What's the woman's mother's job?
A. A painter. B. A doctor.
C. A journalist. D. A teacher.

3. What's the man's dream?

- A. He wants to be a doctor.
- B. He wants to be a painter.
- C. He wants to be an engineer.
- D. He wants to be a policeman.

4. Why doesn't that man go to an art school?

- A. Because he doesn't like the art school.
- B. Because he wants to be a teacher.
- C. Because his family don't support his painting.
- D. Because he thinks it is worthless.

5. What's the man's job now?

- A. A statistician.
- B. An electrician.
- C. A teacher.
- D. A painter.

Task 3 Listen to the passage and fill in the blanks.



When students 1 from college, many of them do not know how to spend their working lives. When they choose their 2, they need to ask themselves two questions. First, what do they think they would like to be? Second, what kind of people are they? The idea, 3, of being a painter or a musician may seem very attractive. Unless they have great 4 and are willing to work very hard, they are certain to fail in these 5. So, it is important to assess our suitability for a certain career in a job.

Task 4 Pair work. Make a dialogue according to the given situation.

Situation: Two students are talking about their dream work.

Useful tips:

What's your dream work?

What do you want to do after graduation?

My dream is to become ...

I want to be a ...

Why do you want to be a ...

Because ...

Work hard and I believe your dream will come true.



Part II

Vocabulary

Task 1 Read and match.

1. start up
2. aspect
3. entrepreneur
4. envious
5. internship

- A. 方面；层面
- B. 创业者，企业家
- C. 启动；新兴公司
- D. 实习期
- E. 羡慕的；忌妒的

Task 2 Put the following phrases into Chinese.

1. set up
2. be envious of
3. take an internship
4. work ethic
5. make sb. tick

Task 3 Complete the following expressions according to the Chinese meanings.

1. open a _____ (开一间工作室)
2. _____ design (漫画设计)
3. be _____ for (对……负责)
4. a network _____ (网络管理员)
5. training _____ (培训方案)

Part III

Grammar

Task 1 Choose the best answer to complete each sentence.

1. There _____ different classes in our school.
A. is B. has
C. are D. have
2. —Must I do my homework at once?
—No, you _____.
A. needn't B. mustn't
C. can't D. couldn't
3. It's a fine day. Let's go for a walk, _____?
A. shall we B. will you
C. shall I D. don't you
4. _____ is necessary to get certificates.
A. It B. That
C. What D. This
5. _____ communication skills _____ computer skills are important.
A. Both ... and B. Neither ... nor
C. Either ... or D. Both ... or
6. I also need an English certificate _____ we do business with foreign companies.
A. when B. because
C. if D. though
7. Tina wants to be a singer _____ she is good at singing.
A. though B. so
C. because D. but
8. _____ you didn't sleep last night, you may take a rest now.
A. When B. Since
C. Once D. Only

9. Ability is _____ than a certificate.
 A. important B. more important
 C. the most important D. less important
10. Jenny said she would like _____ a reporter after graduation.
 A. be B. is
 C. being D. to be

Task 2 Fill in the blanks with the proper form of the words given in the brackets.

- The manager will make a _____ (present) on the marketing strategies.
- I have received Kate's _____ (invite) to her wedding party.
- Please inform us about your _____ (arrive) time and flight number.
- You had better _____ (seize) the precious.
- "Have a nice day. I look forward to _____ (serve) you again." she said.
- If you are _____ (dissatisfy) with this product for any reason, please return it back.

Part IV Reading

Task 1 Cloze.

Mr. Black works in a hospital. As he is a good _____ 1 _____, people in the town like him. He's always _____ 2 _____ to patients and looks them over carefully. _____ 3 _____ he's busy and has little time to rest.

One morning, Mr. Black got to the hospital and saw a fat woman in the _____ 4 _____. He called her into his office and asked, "_____ 5 _____, Madam?"

"It was my birthday yesterday, Sir," said the woman. "My husband gave me a _____ 6 _____. But I couldn't push my way in it."

"_____ 7 _____, Madam," said Mr. Black. "You have to lose some weight. You'll be able to _____ 8 _____ your coat if you do all that I said."

"You're _____ 9 _____, Sir," said the rich woman. "What he bought was not a coat, but a dear _____ 10 _____!"

- () 1. A. doctor B. teacher
 C. farmer D. writer

- | | |
|---------------------------------|----------------------|
| () 2. A. bad | B. dangerous |
| C. cold | D. kind |
| () 3. A. Or | B. But |
| C. So | D. Then |
| () 4. A. classroom | B. waiting room |
| C. park | D. zoo |
| () 5. A. How do you do | B. How are you |
| C. What's the matter | D. How old are you |
| () 6. A. house | B. school |
| C. shop | D. present |
| () 7. A. It doesn't matter | B. It's a pleasure |
| C. I have no idea | D. It's my favourite |
| () 8. A. show | B. wear |
| C. sell | D. wash |
| () 9. A. right | B. wrong |
| C. easy | D. safe |
| () 10. A. bike | B. bus |
| C. car | D. truck |

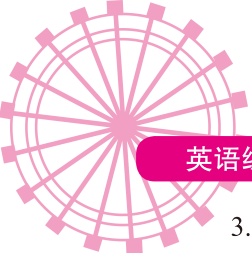
Task 2 Read the passage and choose the best answer.

Most people want to work, but it has become more difficult in today's world to find jobs for everybody. The economy (经济) of the world needs to grow by 4% each year just to keep the old number of jobs for people. Often this is not possible (可能), so more and more people are without work. Some people have no jobs now because new machines can do the work of many people in a shorter time. Also, machines do not ask for more money or longer holidays. In all the countries of the world machines are taking work from people, not only in factories but also on the farms. One machine can often do the work of forty people. About 75,000 people are moving to the cities a day to look for jobs, but only 70% of them can find jobs.

- It was _____ for people to find work before than today.

A. more difficult	B. easier
C. not possible	D. difficult
- If the economy of the world grows by 4% each year, _____.

A. people will have no jobs
B. 4% of the people will have jobs, too
C. people can have the same number of jobs as before
D. 96% of the people will have jobs



3. One machine can do as much work as _____.
A. 40 people
B. 75,000 people
C. 70% of the people
D. 4% of the people in the world
4. How many people outside cities go into cities to look for jobs each day?
A. More than 75,000.
B. 70% of the people.
C. About 75,000.
D. About 4% of the people in the world.
5. Which of the following statements is wrong?
A. Most people want to have jobs.
B. Machines need more money and longer holidays.
C. Now more people are without work.
D. Machines are taking work instead of people not only in factories but also on the farms.

Task 3 Read the passage and decide whether the following statements are True (T) or False (F) .

Reliability

Reliability goes hand in hand with a good work ethic. If individuals with a good work ethic say they are going to arrive at a certain time, they do, as they value punctuality. Individuals with a strong work ethic often want to appear dependable, showing their employers that they are workers to whom they can turn. Because of this, they put effort into portraying—and proving—this dependability by being reliable and performing consistently.

Dedication

Those with a good work ethic are dedicated to their jobs and will do anything they can to ensure that they perform well. Often this dedication leads them to change jobs less frequently, as they become committed to the positions in which they work and are not eager to abandon these posts. They also often put in extra hours beyond what is expected, making it easy for their employers to see that they are workers who go beyond the rest of the workforce and truly dedicate themselves to their positions.

Productivity

Because they work at a consistently fast pace, individuals with a good work ethic are often highly productive. They commonly get large amounts of work done more quickly than others who lack their work ethic, as they don't quit until they've completed the tasks with which they were presented. This high level of productivity is also due, at least in part, to the fact that these individuals want to appear to be strong workers. The more

productive they are, the more beneficial to the company they appear to those managing them.

Cooperation

Cooperative work can be highly beneficial in the business environment, something that individuals with a strong work ethic know well. Because they recognize the usefulness of cooperative practices—such as teamwork—they often put an extensive amount of effort into working well with others. These individuals commonly respect their bosses enough to work with any individuals with whom they are paired in a productive and polite manner, even if they do not enjoy working with the individuals in question.

Character

Those with a good work ethic often also possess generally strong characters. This means they are self-disciplined, pushing themselves to complete work tasks instead of requiring others to intervene. They are also often very honest and trustworthy, as they view these traits as befitting the high-quality employees they seek to become. To demonstrate their strong character, these workers embody these positive traits daily, likely distinguishing themselves from the rest.

1. If a man appears punctual and dependable, he is a reliable worker with a good work ethic. ()
2. Often this dedication leads them to change jobs less frequently, as they become committed to their employers. ()
3. A good worker with high productivity will never quit. ()
4. Individuals with a strong work ethic are willing to work with others because they know how important the cooperation is to business. ()
5. Those with a good work ethic often demonstrate their positive characters intentionally in their daily work. ()

Task 4 Read the passage and answer the following questions.

George Stephenson was born in 1781 to a poor family. He had to start working when he was only eight. When George was 14, he became his father's assistant. He spent a lot of time learning about engines. On holidays he became a very good worker, though he could not read or write. He began to learn English letters when he was 17 years old. Every day after 12 hours of hard work, he walked a long way to take lessons from a young school teacher. On George's 18th birthday, he wrote his own name for the first time. George invented many things in his life. The train was the greatest invention among them. Today when we take trains from one place to another, we may think of this great man—George Stephenson.

1. When did George Stephenson start helping his father?



2. What did George Stephenson spend a lot of time learning about?

3. When did he begin to learn English letters?

4. What was invented by George Stephenson?

Part V

Translation

Task 1 Choose the best translation for the following sentences.

1. We hope the establishment of agency will further expand the business to our mutual benefit.

- A. 我们希望成立代理能进一步扩大我们双方的业务。
- B. 我们希望代理能进一步扩大业务。
- C. 我们希望代理的确立能进一步扩大业务，对我们大家都有利。

2. The expenses thus sustained are to be for buyers' account.

- A. 所需要的费用由卖方负担。
- B. 所发生的费用由买方计入账户。
- C. 所引起的费用由买方负担。

3. The strong work ethic endears you to your co-workers and management.

- A. 良好的职业道德会使你受到同事和上司的欢迎。
- B. 良好的情操会使你受到同事和上司的欢迎。
- C. 良好的背景会使你受到同事和上司的欢迎。

4. Considering the daily traffic, weather and construction, you can leave and make it to work on time.

- A. 考虑到交通、天气和施工这些因素，离开时一定要把握出门时间以确保能按时到达。
- B. 考虑到交通、天气和施工这些因素，上班一定要把握出门时间以确保能按时到达。
- C. 为了上班，一定要把握出门时间确保能按时到达，并且考虑天气等诸多因素。

5. To build a strong work ethic, you must identify your weaknesses and create a plan to improve on those weak areas.

- A. 要形成良好的职业道德，你必须知道你的弱点，并拟定一份计划。
- B. 良好的职业道德要求你必须明确你的弱点，并拟定一份计划来改善这些薄弱环节。
- C. 要形成良好的职业道德，你必须明确你的弱点，并拟定一份计划来改善这些薄弱环节。

Task 2 Translate the following sentences into English.

1. 他的这种行为使我们不信任他。

2. 他并没有把精力花费在学习英语上。

3. 我们致力于创新。

4. 其余的问题已延期至下周一进行讨论。

5. 今年的销售额完全超出了我们的预期目标。

Part VI

Writing

Task Please write a resume according to the Chinese information given below.

假设某人想到某公司应聘会计师一职，请结合以下情况写一份简历表。个人资料如下：

(1) 简况：姓名，李霞；年龄，37岁（生于1985年5月20日）；性别，女；身高：1.60米；体重：50公斤；健康状况：良好；业余爱好，唱歌、跳舞。

(2) 简历：2010年南开大学毕业后，在斯瑞克公司工作。

(3) 工作：工作认真负责，善于与人相处。

(4) 特长：能熟练使用财会方面的电脑软件，有12年工作经验。

联系电话：803**234

联系地址：北京市东城区安乐路15号



Resume



Self-evaluation



Rate your progress after completing the task:

Objectives	Excellent	Medium	Pass	Fail
You can introduce an ideal job or position and describe related job responsibilities.				
You can talk about how to realize your goals.				
You know the important points of professional ethics.				
You can write a resume.				