



“十四五”职业教育国家规划教材

英语
(第二版)

第二册

主编
杨亚军 郑国富

英语 (第二版)

English



第二册

主编 杨亚军 郑国富

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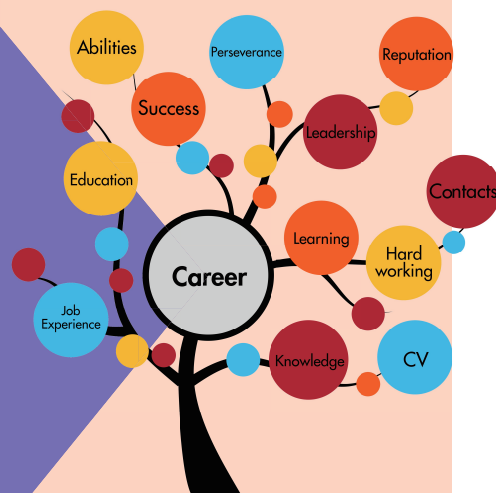
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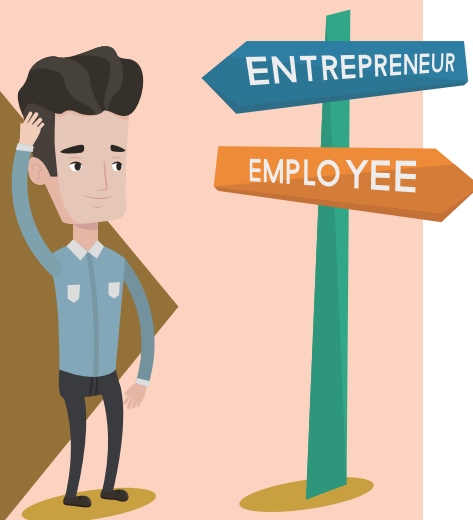
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Unit 1

Career Planning

Unit Objectives



After learning this unit, you will be able to:

- introduce an ideal job or position and describe related job responsibilities;
- talk about how to realize your goals;
- know the important points of professional ethics;
- write a resume.



Module 1 Warming Up

Task 1 Match the following pictures with the words.



(1)



(2)



(3)



(4)



(5)



(6)

A. cook

B. flight attendant

C. teacher

D. nurse

E. mechanic

F. receptionist

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

Task 2 Work in pairs. What kind of job do you want to do in your future? Discuss with your partners and give your reasons.



Module II Listening and Speaking

Dialogue One



Task 1 Listen to the dialogue and fill in the blanks with what you hear. The following words and expressions may help you.

ideal secretary envy envious
salesperson take an internship be envious of



Bob

Hi, Alice. What would you like to do after _____ (1) ?

Alice



Um, well, I want to work as a _____ (2) for a big company, because I don't like to work in an office all the time. I'd like to meet different kinds of people.





Bob

Have you prepared well for your ideal job?



Alice



Yes, I have. My major is marketing and I once took an (3) in the 4S store. During that time, my boss was satisfied with my communication skills.



Bob

That sounds great. I envy you so much.

Alice



What about you, Bob?



Bob

Oh, you know I enjoy (4) working hours. So I'd like to work as a (5) . My dream is to work in an office regularly.

Alice



I see. I wish you good luck.



Bob

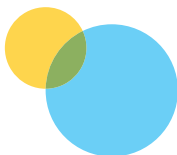
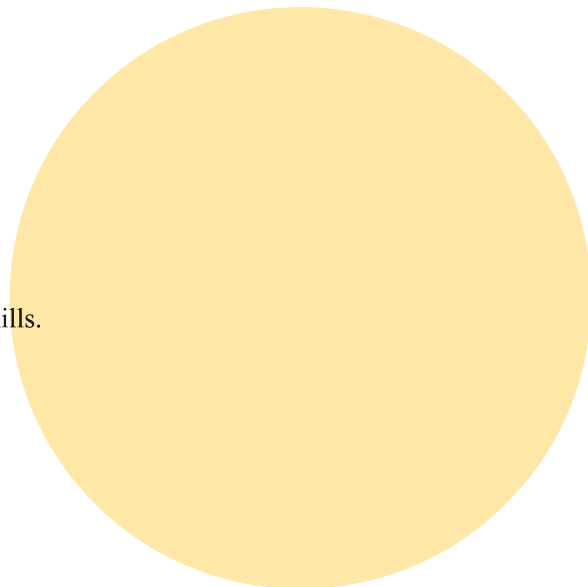
Thank you very much.

Task 2 Listen to the dialogue again and answer the following questions.

- (1) What is Alice's dream?
- (2) What qualifications does Alice have?
- (3) What is Bob's dream?
- (4) Why does Bob want to be a secretary?

Task 3 Practice the following sentences.

- (1) I want to work as a salesperson.
- (2) My boss was satisfied with my communication skills.
- (3) I envy you so much.
- (4) You know I enjoy regular working hours.
- (5) I wish you good luck.



Dialogue Two



Task 1 Listen to the dialogue and tick the items you heard. The following words and expressions may help you.

absolutely run startup undertaking at the first stage
location aspect fund entrepreneur set up

- | | | | |
|---------------------------------|---------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> money | <input type="checkbox"/> rest | <input type="checkbox"/> management | <input type="checkbox"/> plan |
| <input type="checkbox"/> fund | <input type="checkbox"/> company | <input type="checkbox"/> office | <input type="checkbox"/> failures |
| <input type="checkbox"/> income | <input type="checkbox"/> entrepreneur | <input type="checkbox"/> account | <input type="checkbox"/> aspect |

Task 2 Listen again and decide whether the following statements are True (T) or False (F).

- (1) Ken wants to work as a doctor. ()
- (2) Ken disagrees with Jack. ()
- (3) Ken wants his career to help the world in some way. ()
- (4) Jack thinks it's easy to start a company. ()
- (5) It takes a lot of time and effort to set up one's own company. ()

Task 3 Work in pairs. Please make up your own dialogue based on the following situation, and you may refer to the sentences in the following expressions.

Situation: Discuss with your partners what your classmates want to do for their future career.



Useful Expressions

Asking about someone's plan	
What will you do in the future?	将来你打算做什么?
Are you planning to translate the novel?	你计划翻译这部小说吗?
Do you plan to apply for the position?	你打算申请这个职位吗?
What are your short-term goals?	你的近期目标是什么?
What is your long-term objective?	你的长远目标是什么?
What do you mean to do?	你打算做什么?
What are you going to do?	你将来准备做什么?
Stating your future plan	
I'm planning to take the job.	我打算做这份工作。
I'm leaving this afternoon.	今天下午我要动身了。
I am hoping to visit Africa.	我希望能去非洲访问。
I intend to go on studying after graduating from college.	我打算大学毕业后继续深造。
My intention is to apply for a master's degree.	我打算申请硕士学位。
I'm going to change jobs as soon as I can.	只要我能, 我就想换工作。
If I have enough money, I'm going to take a trip abroad.	如果我有足够的钱, 我就会出国旅行。
What are your goals in the future?	你未来的目标是什么?
I sent my CV to dozens of companies but nobody has gotten back to me yet.	我发了许多份简历, 但还没一个人回复我。
In my ideal job, I'd have many opportunities to travel.	我理想的工作, 应该有很多出差机会。



Module III

Reading and Learning

Reading A Intensive Reading



Task 1 Read the passage about work ethics with the help of the following words and expressions.

conform	professional setting	principle	imperative
decorum	energize	cooperative	integrity
grueling	discipline	work ethic	head-on

Strong Work Ethic Is Still the Key to Success

Ethics are your sense of right and wrong. How you behave and conform to the rules in a professional setting are your work ethics.

Work ethics are those values and principles that are introduced to an individual in a professional organization. Each employee is meant to strictly follow these principles. They do not have a choice. Also, this



approach is imperative in professional settings as it brings a sense of discipline in people as well as helping maintain decorum in offices. These ethics make employees responsible.

A work ethic, as a construct of work-related values and attitudes, directly affects employees' job performance. A work ethic is subject to the influence of business and social practices. A strong work ethic energizes you and your employees to face challenges head-on. It drives you to try your best and to fight to stay at the top of your team.

People with a strong work ethic are reliable, dedicated, productive, cooperative and self-disciplined. A person's work ethic is a representation of his character. A strong work ethic suggests that the person places a high value on doing a good job, as well as respecting others and functioning with integrity. Employers want to work with people who have a strong work ethic. Those who possess this trait are better employees who get the job done, no matter what.

In a highly competitive global environment, grueling hours may be a form of natural selection in the business world. Hard work and discipline are famously integral to the Chinese Dream. Strive hard to realize the Chinese Dream!

Task 2 Tell whether the following statements are True (T) or False (F) according to the passage.

- (1) How you behave and conform to the rules in a professional setting are your work ethics. ()
- (2) Employees needn't follow these principles in their workplace. ()
- (3) A person's work ethic is a representation of his character. ()
- (4) Employers would like to work with people who have a strong work ethic. ()
- (5) From the passage, we know a work ethic is not important. ()

Task 3 Match Column A with Column B.

Column A

- (1) 面对挑战
- (2) 一种……的感觉
- (3) 社会实践
- (4) 专业环境
- (5) 尽力
- (6) 中国梦
- (7) 遵守规则
- (8) 也, 和……一样
- (9) 职业道德
- (10) 自律的

Column B

- a. a sense of
- b. self-disciplined
- c. work ethic
- d. conform to the rules
- e. as well as
- f. Chinese Dream
- g. social practices
- h. face challenges
- i. professional settings
- j. strive hard

Task 4 Complete the sentences with the proper form of the given words in the box.

principle	suggest	approach
responsibility	face	affect

- (1) These ethics make employees _____.
- (2) A strong work ethic energizes you and your employees to _____ challenges head-on.
- (3) This _____ is now seriously out of step with the time.
- (4) Work ethics are those values and _____ that are introduced to an individual in a professional organization.
- (5) His words had a magical _____ on us.
- (6) A strong work ethic _____ that the person places a high value on doing a good job.

Reading B Extensive Reading



Task 1 Read the passage about highly valuable employees with the help of the following words and expressions.

foremost	trait	dependability	display
make sb. tick	orient	proactive	effectuate
persistent	harness	be dedicated to	

The Attitudes of Highly Valuable Employees

The old saying, “If you want something, then ask a busy person” is never more true than in the workplace. If you have a desire to become a highly valuable employee, understanding the attitudes that make these folks tick is a great way to improve your own skills.



Character Traits

First and foremost, a valuable employee knows right from wrong and chooses what's right all the time, even when it's not the easy choice. Another valuable character trait is dependability. When you wake up in the morning and know that your employee has done a good job in the past and is going to do a good job today, it's valuable. Usually, these employees also display diligence. This trait means that they're going to give you an honest day's work for an honest day's pay, every day, all the time.

Action-oriented

Showing up every day and trying one's honest best isn't enough. Truly valuable employees are proactive and multi-skilled. Being proactive means that an employee doesn't wait to be told what to do—he figures it out in advance and solves the problem, often before it's started. These employees also tend to continually enhance their skill set by taking on additional responsibilities. These action-oriented folks are self-directed learners who always want to increase their own “value to the company”.



Positive attitudes

A valuable employee usually works with a smile on his/her face. He/She can effectuate attitude changes in others through his/her persistent use of good cheer. A valuable employee who's cheerful makes the day more fun, energetic and motivating for others.

Discipline and dedication

Finally, valuable employees who are dedicated to their jobs and their companies display this dedication through working in a disciplined manner. These employees take their responsibilities seriously. Proactive, multi-skilled workers who can harness this trait, along with a good attitude, an honest character and a dependable and diligent nature, will find that they will quickly become one of the most valued members of their workplace.

Task 2 Word match.

- | | |
|------------------|---|
| (1) attitude | a. someone working for a boss |
| (2) character | b. showing optimism and confidence |
| (3) positive | c. ahead in time |
| (4) dedicated | d. devoted to a cause, ideal |
| (5) employee | e. all the qualities and features |
| (6) in advance | f. the way that you think about something |

Task 3 Read the following sentences. Then translate them into Chinese.

(1) Truly valuable employees are proactive and multi-skilled.

(2) A valuable employee usually works with a smile on his face.

(3) A valuable employee knows right from wrong and chooses what's right all the time.

(4) If you have a desire to become a highly valuable employee, understanding the attitudes that make these folks tick is a great way to improve your own skills.

(5) Valuable employees who are dedicated to their jobs and their companies display this dedication through working in a disciplined manner.

Module IV

Workplace Writing

Writing One Resume



Task 1 Read the following resume. Try to understand it.

RESUME

Personal Information:

Name: Zhao Junhui

Gender: Male

Date of Birth: Oct. 10, 1998

Nationality: Chinese

Marital Status: Single

Address: No. 36 Hongqi Road, Yibin District, Dezhou City, Shandong province

Tel: 2888-3771101

E-mail: zhaojunhui@hotmail.com

Job Objective:

Customer Service Manager

Education Background:

2017—present: Jiangsu Polytechnic University

Main Courses: Public Relations, Secretary Skills, Business English, etc.

2014—2017: Dezhou Xinhua High School

Qualifications:

PETS-3

October, 2018

NCRE-3

May, 2019

Work Experience:

June, 2018—August, 2018: Part-time Secretary to the General Manager in Huayuan Hotel, Dezhou

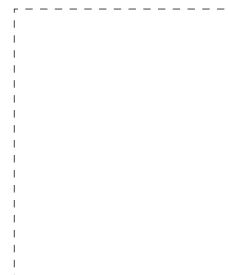
January, 2020—June, 2020: Assistant to the Sales Manager in Langbin Company

Personality:

Outgoing, Creative, Cooperative, Hardworking

Interests:

Football, Searching Online



Task 2 According to the above sample, the main contents of a resume include the following.

个人信息 (Personal Information)	
姓名 (Name)	性别 (Gender) 男性 (Male), 女性 (Female)
出生年月 (Date of Birth)	国籍 (Nationality)
身高 (Height)	体重 (Weight)
婚姻状况 (Marital Status: Married or Single)	联系方式 (Contact Information) : Telephone, QQ, WeChat, Address
求职目标 (Job Objective)	
可以注明申请的具体职位, 例如: 经理助理 manager assistant, 英语教师 English teacher 等。	
可以注明自己感兴趣的工作性质和方向, 例如: prefer a job with great challenges 更喜欢有挑战性的工作。	
教育背景 (Educational Background)	
一般从求职者的最高学历开始, 依次倒着往前写。如, 可以先写大学教育, 然后写高中教育等。	
资质 (Qualification)	
应表明求职者所持有的职业资格证书、能力资格证书或特长等。例如: CET-6 大学英语六级证书 PETS-2 全国公共英语等级考试二级证书 NCRE-2 全国计算机等级考试二级证书 win the first place of ... 获得……第一名 rank the first place in ... 在……中荣获第一名 good at computer 熟练电脑操作	
工作经历 (Work Experience)	
对于有工作经历和实习经历的求职者来说, 应该突出这一项。例如: Assistant to the Sales Manager in × × Company × × 公司销售经理助理 Part-time Secretary of Consumer Services Department 消费者服务部门兼职秘书	
兴趣爱好 (Interests and Hobbies)	
Singing, Reading ... 唱歌、读书……	
其他补充信息 (Additional Information)	
Fax No. (传真号码), Photograph (申请人照片), Passport No. (护照号码)	

Task 3 Study the format of the above sample and write your own resume.

Resume			
Name		Photo	
Nationality			
Date of Birth		Gender	
Weight		Birth Place	
Major		Height	
Address		Education	
E-mail		Tel	
Job Objective			
English Level			
Major Course			
Education Experience			
Working Experience			
Self-assessment			

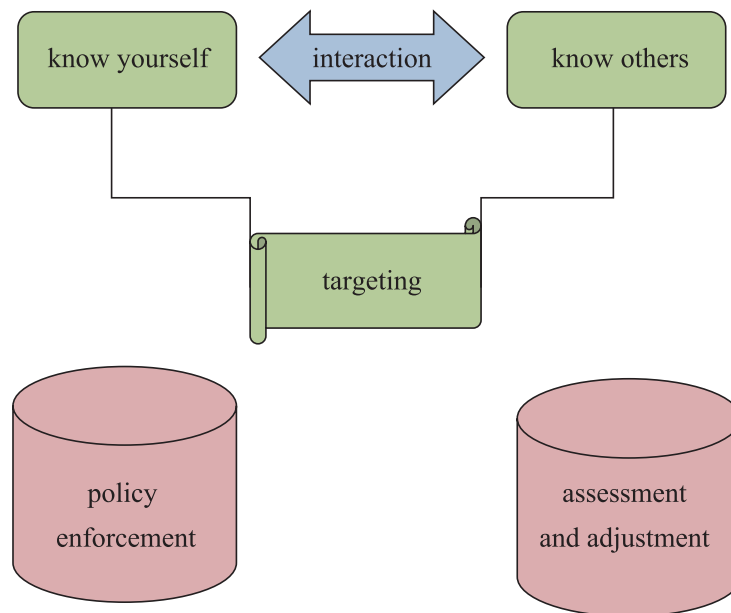
Writing Two Career Planning



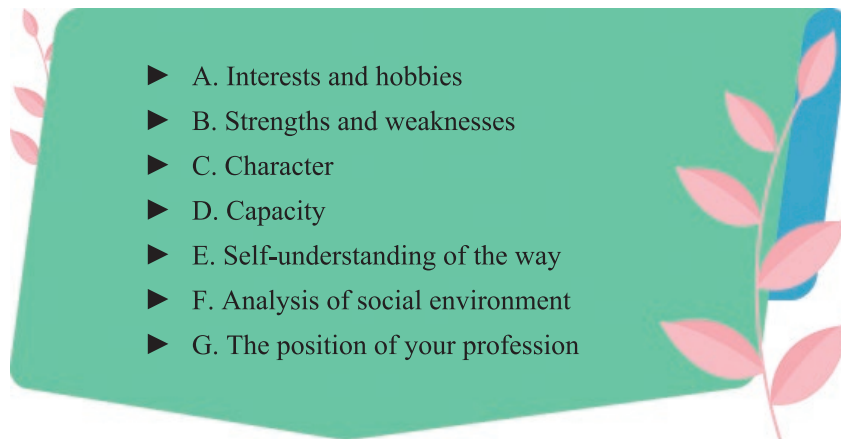
Task 1 The following passage is a dream plan. Please read it.

Monty Roberts has a dream. He hopes that one day he can own a horse ranch. If he wants his dream to come true, he has to be realistic in his goals, and start with true action. The following structure shows Monty Roberts' thinking process about his plan.

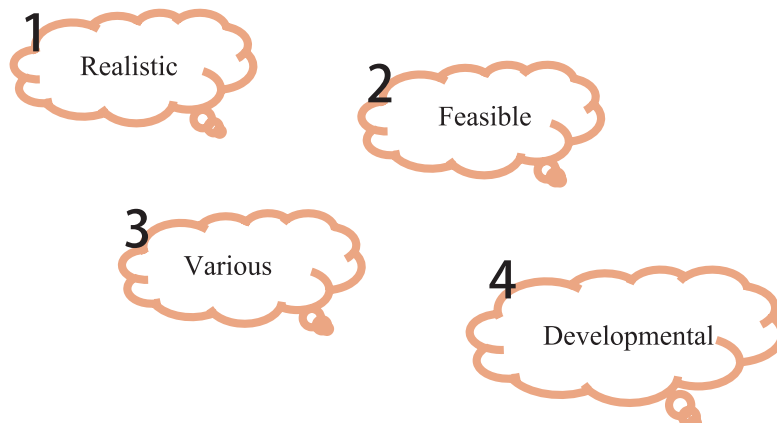
The Contents of Career Planning

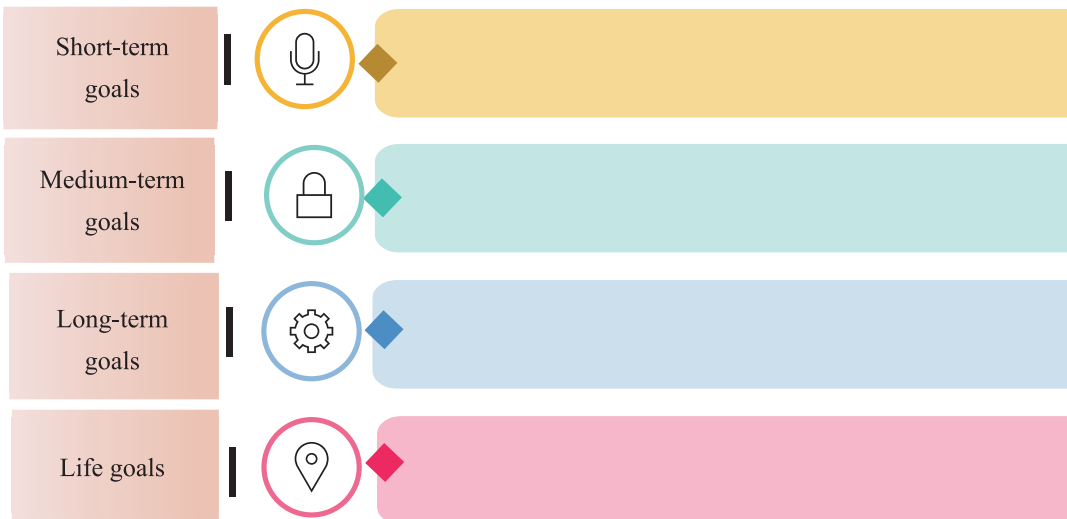


Task 2 Choose what you consider as important when making a plan.

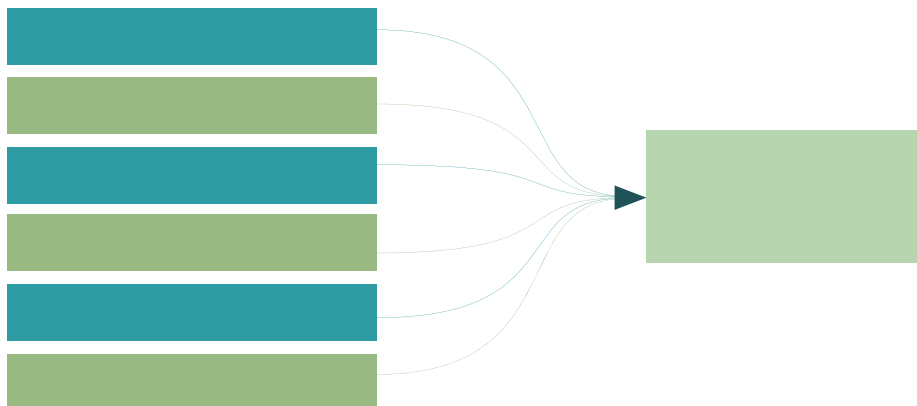


Task 3 Formulate the program of your own action according to the following principles.





Task 4 Make a plan for your short-term goal in the form of a mind map.



Resume (简历)

个人简历是求职者对个人情况的简要概述，其目的是让招聘单位一目了然地了解求职者的基本情况。其内容通常包括个人信息、求职目标、教育背景、工作经历、技能、兴趣、个性等。

撰写简历的注意事项：

- 形式应简练、整洁、清楚；
- 内容应实事求是、反映全面；
- 突出重点，简明扼要地介绍自身情况。



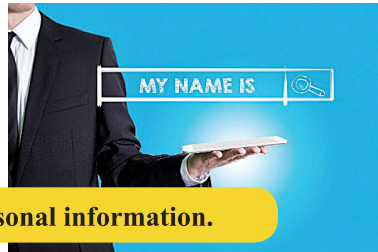
Mini-Project: Designing Video Resume >>>



Make your own video resume, and then upload your video and script to the teaching platform. Before you make your own video resume, please watch the following video.

Pay attention to the following aspects:

Self-introduction



Including personal information.

Campus experience



Major activities attended and achievements obtained.

Intern experience



Time, work units, position, outstanding achievements.



Training institutions, training courses, certificates obtained.



Present your resume.



Core Value Focus

(1) The Chinese Dream is a dream about history, the present and the future. It is cherished by all of the people, but even more so by the young. China's youth in the new era will keep on striving with boundless energy, to turn the Chinese Dream of national rejuvenation into reality.

中国梦是历史的、现实的，也是未来的；是广大人民的，更是青年一代的。新时代中国青年必将以永不懈怠的精神状态、永不停滞的前进姿态，在接续奋斗中将中华民族伟大复兴的中国梦变为现实。

(2) Building a high-rise begins with mounds of soil. To translate the blueprint into reality, we have to avoid the distractions of unsubstantial ideas and superficial fame, take one step at a time, and approach our work with a firm footing.

九层之台，起于累土。必须不驰于空想、不鹜于虚声，一步一个脚印，踏踏实实干好工作。



Module V

Workplace Know-how

Trick to Answering “Describe Your Work Ethic”

The trick to answering this question is to avoid simply reciting a string of adjectives. Being specific helps employers really get a sense of what kind of worker you are. Start by sharing a few key characteristics, and think about what traits sum you up. Maybe you're:

Dependable	Respectful	Enthusiastic
Dedicated	Committed	Positive

Then, think through your entire career. What are some examples of times when you've demonstrated those traits? These are the stories that you'll want to share in your response.

回答“描述你的职业道德”的技巧

回答这个问题的诀窍是避免简单地背诵一连串形容词。具体一点可以帮助雇主真正了解你是什么样的员工。

从分享几个关键的特点开始，想想哪些特点能概括你。也许你是：

可靠	尊重	热情
奉献	承诺	积极

然后，想想你的整个职业生涯。你表现出这些特质的例子有哪些？这些是你想要在回答中分享的故事。

Seven Steps to Achieve Your Dream

1. Identify your dream
2. Make an action plan
3. Develop accountability—let others know
4. Share the load—work together with others
5. Take a risk—be willing to risk failure
6. Stay consistent
7. Get started now



实现梦想的七步：

1. 确定你的梦想
2. 制订行动计划
3. 公之于众
4. 分担压力——和他人一起努力
5. 冒险——愿意承担失败风险
6. 坚持不懈
7. 从现在开始行动





Employer's Qualifications

Personal Qualities:

- ☆ Drive and determination
- ☆ A well-defined set of objectives
- ☆ Being hardworking
- ☆ Willingness to listen and learn
- ☆ Common sense and realism
- ☆ A very clear focus

Business Skills:

- ◇ IT
- ◇ Accountancy
- ◇ Marketing
- ◇ Time management
- ◇ Sales (selling yourself, ideas, products and services)



做雇主的资质：

个人品质：

- ☆ 动力与决心
- ☆ 一套明确的目标
- ☆ 努力工作
- ☆ 愿意倾听和学习
- ☆ 常识和务实
- ☆ 一个非常明确的中心点 / 重点明确

业务技能：

- ◇ 信息技术
- ◇ 会计
- ◇ 营销
- ◇ 时间管理
- ◇ 销售（推销自己、想法、产品和服务）

Module VI

More Exercises for Assessment



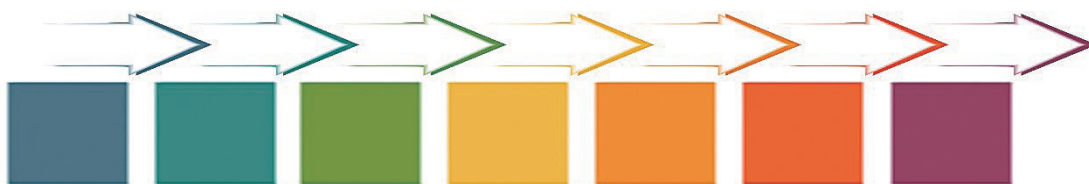
Listening Comprehension

**Task 1** Listen to the passage and fill in the blanks.

Finding a job is a difficult thing for anyone, whether you're a student looking for the first job in your life or an _____ (1) _____ worker looking for a better job. However, with full _____ (2) _____ and planning, finding a job can become less difficult. For example, dressing properly is an important _____ (3) _____ for any interview. If you dress properly, you will feel more confident and leave interviewers with a good impression. Another important thing is being honest. As interviewers could _____ (4) _____ any problems with your _____ (5) _____.

Task 2 Listen to the dialogue and put the following sentences in order according to what you hear.

- A. I need to be patient and helpful.
- B. That sounds great. What qualities do you need to become a nurse?
- C. I want to be a nurse.
- D. Yes. Nurses must be certified.
- E. What do you want to do when you leave school?
- F. Do you need a certificate to be a nurse?
- G. I haven't thought about it. How about you?





Vocabulary and Structure

Task 1 Complete the sentences with the proper form of the given words in the box.

creative graduate quality major certificate

- (1) Having some _____ will make you more competitive in job-hunting.
- (2) It was my first job after _____.
- (3) Our manager is an excellent leader who has the _____ of fairness.
- (4) He _____ in Personal Image Design, and he wants to be a stylist in the future.
- (5) The students in your class have invented a lot of things. How do you encourage their _____?

Task 2 Fill in the blanks with the proper expressions given in the box.

set up take an internship be envious of in advance as well as

- (1) They _____ a working party to look into the issue.
- (2) You don't have to pay for the tickets _____.
- (3) They sell books _____ newspapers.
- (4) Students were able to _____ in the summer months between one and two years.
- (5) Do not _____ your neighbors.



Translation

Task Translate the sentences into English using the given words or expressions.

- (1) 面试时务必带上你的求职简历。(**interview**)

- (2) 她总是能用好心情来改变他人的态度。(**effectuate**)

- (3) 明智地利用你的时间，确保你是公司的资产，而不是负担。(**make sure**)

- (4) 那些具有良好职业道德的人致力于他们的工作，并会尽其所能确保他们表现良好。(**be dedicated to**)

- (5) 强烈的职业道德使你受到同事和管理者的喜爱。(**work ethic**)



Reading and Writing

Task Read the following paragraph and write down your understanding of the underlined part in about 60 words.

Career planning plays a significant role in designing the blueprint in the future. As the proverb goes, “Opportunity is always for the prepared person in the world.” Therefore, well-prepared career planning is essential to achieve success in your future career.

Four horizontal lines for writing the response to the task.



Storytelling about Traditional Chinese Festival




The Spring Festival

The Spring Festival is the most important festival for the Chinese people. It falls on the 1st day of the 1st lunar month, often one month later than the Gregorian calendar. It originated in the Shang Dynasty (1600 BC—1100 BC) from the people’s sacrifice to gods and ancestors at the end of an old year and the beginning of a new one.

When Spring Festival is approaching, people are busy purchasing good, cleaning the house, cooking traditional food, making Spring Festival couplets and hanging Spring Festival pictures. Having a family dinner is the main activity on Spring Festival. Dumplings are essential to the dinner. Dumplings represent reunion and goodwill. The whole family gathers to enjoy quality family time. On Spring Festival, people in new clothes visit each other and give money to kids to send good wishes. During Spring Festival holidays, all kinds of celebrations are held including temple fairs, performances, and lantern exhibitions, which last nearly half a month.