

# Unit 3

# Work

Hanson

Zhaoqing Medical College



# Unit 3 Work

## In this unit

### Grammar

- present perfect continuous
- present perfect simple and present perfect continuous

### Vocabulary

- work adjectives
- expressions connected with time and work

### Scenario

- Situation vacant

### Study Skills

- organising ideas

### Writing Skills

- covering letter and curriculum vitae (CV)

# 3.1 Jobs



# Aims and Demand

## Language

- learn the names of some jobs;
- learn and master some adjectives to describe jobs;

## Skills

- read and understand some job ads;
- talk about your dream job.



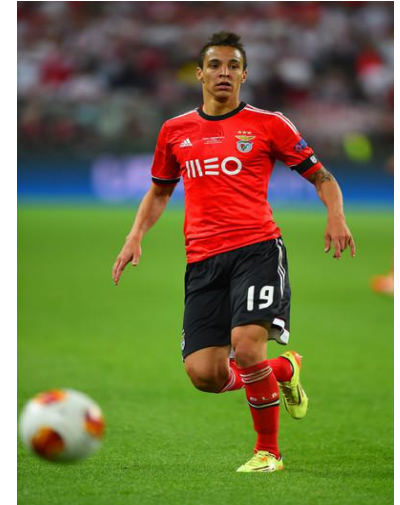
# Aims and Demand

## Ideology & Politics

- to learn that every job is not easy do well;
- to learn how to pursue your dream job;
- to develop positive attitude towards work and study.



# Do you know their jobs?



# 1 Look at the jobs below and discuss the questions.

nurse   politician   model   journalist   firefighter  
lawyer   professional footballer   teacher  
shop assistant   police officer   TV presenter  
personal assistant   sales manager

- 1 How important / useful do you think they are?
- 2 How much status do these jobs have in China?
- 3 **Approximately** how much are people paid for these jobs in China?



# LISTENING

**2a** **2.12**  Listen to five people talking about their jobs. Match each speaker to a job from [Exercise 1](#) . 

- 1 nurse;
- 2 lawyer;
- 3 model;
- 4 shop assistant;
- 5 journalist

Key

Clear





## 2b What are the key words which tell you the jobs?

*1 shifts, patients, ...*

### Key words are:

1. shifts, patients;
2. (routine) paperwork, cases (i.e. legal cases), clients (i.e. a more formal word for customers), court (i.e. a court of law);
3. glamorous, photographers, stylists;



## 2b What are the key words which tell you the jobs?

*1 shifts, patients, ...*

### **Key words are:**

4. filling shelves, window displays, customers, refunds, big chain (i.e. a company with a lot of shops), branch (i.e. one of the shops in the chain);

5. interviewing people, article (i.e. a text written for a newspaper or magazine), published, monthly magazine, (tight) deadlines



## VOCABULARY : work adjectives

**3a** Add the missing letters to the adjectives below. Which adjectives would you use to describe the jobs from **Ex 1** ?

1 **r**eward**i**ng

2 **c**halleng**i**ng

3 **g**lamor**o**us

4 **s**tress**u**l

5 **b**or**i**ng

6 **r**epet**i**tive

7 **s**atisf**y**ing

8 **e**xc**i**ting

9 **f**lex**i**ble



# rewarding /rɪ'wɔ:dɪŋ/ *a.*

1. ( of an activity, etc. ) worth doing; that makes you happy because you think it is useful or important 值得做的；有益的

- a rewarding experience/job 有益的经历／工作

2. producing a lot of money 报酬高的

- Teaching is not very financially rewarding (= is not very well paid) . 教书不会有很高的报酬。



**glamorous** /'glæməərəs/ *a.*

( *also informal* **glam** ) especially attractive and exciting, and different from ordinary things or people 特别富有魅力的；富于刺激的；独特的

- glamorous movie stars 富有魅力的影星
- a glamorous job 令人向往的工作

**glamour** *n.* 吸引力，诱惑力，魅力



**repetitive** /rɪ'petətɪv/ *a.*

1. saying or doing the same thing many times, so that it becomes boring 重复乏味的

**SYN monotonous**

• a **repetitive** task 重复乏味的任务

2. repeated many times 多次重复的

• a **repetitive** pattern of behaviour 重复的行为模式

**repeat** *v.* 重复



# flexible /'fleksəbl/ *a.*

1. ( approving ) able to change to suit new conditions or situations 能适应新情况的；灵活的；可变动的

- a flexible approach / plan 灵活的方法/计划
- flexible working hours 弹性工作时间

2. able to bend easily without breaking 柔韧的；可弯曲的；有弹性的

- flexible plastic tubing 弹性塑料管



## VOCABULARY : work adjectives

**3b** Which of the jobs in Exercise 1 would you like to do? Which wouldn't you like to do? Why?





# Vocabulary



<b>pension scheme</b>	养老金（退休金）制度
<b>pension</b> /'penʃ(ə)n/	n. 退休金，养老金
<b>scheme</b> /ski:m/	n. 计划，体制
<b>leading</b>	a. 居领导地位的，主要的
<b>manufacturer</b> /ˌmænjʊ'fæktʃərə(r)/	n. 制造商
<b>ambitious</b> /æm'biʃəs/	a. 有野心的，有雄心的
<b>executive</b> /ɪg'zekjətɪv/	n. 主管；行政领导
<b>marketing executive</b>	营销主管
<b>coordinate</b> /kəʊ'ɔ:dɪneɪt/	vt. 协调，配合
<b>campaign</b> /kæm'peɪn/	n. 运动，活动
<b>overseas branches</b>	海外分公司
<b>fluency</b> /'flu:ənsi/	n. 流利（性）



<b>annual bonus</b>	年金； 年底奖金
<b>annual</b> /'ænjuəl/	a. 每年的； 一年一次的
<b>bonus</b> /'bəʊnəs/	n. 奖金； 红利； 额外津贴
<b>supplier</b>	n. 供应者； 供应商
<b>office equipment</b>	办公设备
<b>candidate</b> /'kændɪdət/	n. 候选人； 求职人
<b>dynamic</b> /daɪ'næmɪk/	a. 动态的， 有活力的
<b>organisational skills</b>	组织能力
<b>be responsible for</b>	负责.....
<b>motivate</b> /'məʊtɪveɪt/	vt. 刺激， 激励； 驱使， 驱动
<b>sales team</b>	销售团队
<b>expansion</b> /ɪk'spæns(ə)n/	n. 扩张， 扩展， 膨胀



<b>desirable</b> /dɪ'zʌərəb(ə)l/	<i>a.</i> 可取的, 值得拥有的
<b>essential</b> /ɪ'senʃl/	<i>a.</i> 基本的, 必要的, 精华的
<b>respected</b>	<i>a.</i> 受人尊敬的
<b>finance director</b>	财务主管; 财务总监
<b>engineering sector</b>	工程部
<b>budget</b> /'bʌdʒɪt/	<i>n. &amp; v.</i> 预算; 做预算
<b>preferably</b> /'prefrəbli/	<i>ad.</i> 更合意的是; 最好是
<b>chief executive (= chief executive official, CEO)</b>	首席执行官, 总裁
<b>prospect</b> /'prɒspekt/	<i>n.</i> 前途, 前景
<b>share options</b>	股票期权; 股权认购权



# Reading

*Activities 4-6*



# A Marketing Executive

**Competitive Salary + Pension Scheme**



Jakarta, the country's **leading** sports shoe **manufacturer**, is looking for an **ambitious** marketing **executive** to join our busy **marketing department**. You will have experience of designing and **coordinating** large advertising **campaigns**. Candidates should be prepared to spend time at our **overseas branches** in Rome and Berlin. **Fluency** in a European language would be an advantage. This is a very exciting opportunity for the right candidate. Salary will depend on experience.

译文



# B Sales Manager

Excellent Benefits + Annual Bonus

Broadgate PLC is one of the largest **suppliers** of office equipment in the country. The successful candidate will be a **dynamic** person with excellent **organisational skills**. You will **be responsible for** leading and **motivating** a large **sales team**. You will also be expected to develop new market opportunities as part of Broadgate's continuing programme of **expansion**. A knowledge of the office equipment market is **desirable**, but not **essential**. This is a challenging opportunity with one of the country's most **respected** employers.

BROADGATE

译文



# C Assistant to Finance Director

Foxtree is an IT company supplying software to the **engineering sector**. We are currently seeking an assistant to the **Finance Director**. The ideal candidate will be both flexible and ambitious. Candidates should have experience of preparing **budgets**, **preferably** in the IT industry. Although you will report to the Finance Director, you will also be responsible for assisting the **Chief Executive** when she travels abroad. There are excellent **prospects** for rapid career progress in the company for the right candidate.

Excellent Salary + **Share Options**



译文





# D Chief Administrator



**Frontline** is a national **charity** that has been working with **disadvantaged** young people for over 50 years. The **administrator** will be based in our new London office. Duties will include providing support to the team and keeping our **database up to date**. The **post** will suit a self-confident and **organised** person who is used to **working under pressure** and alone. Although the hours are flexible, the post will involve some evening and weekend work. This is a very satisfying and rewarding job for the right person.

Competitive Salary + Car

译文



## READING

**4 Read the job advertisements opposite and match them with statements 1–8 below.**

**1 The company is the most important one in its area of business.**

**A** Marketing Executive (the country's leading sports shoe manufacturer);

**2 You will need to work by yourself.** **D** Chief Administrator

**3 You will work for more than one boss.**

**C** Assistant to Finance Director (and the Chief Executive when she travels abroad)

**4 The company offers the chance to work abroad.**

**A** Marketing Executive (spend time at our overseas branches in Rome and Berlin)

**C** Assistant to Finance Director (and the Chief Executive when she travels abroad)



**4 Read the job advertisements opposite and match them with statements 1–8 below.**

**5 You will need to work some anti-social hours.**

**D Chief Administrator (some evening and weekend work);**

**6 The company offers extra money once a year for good work.**

**B Sales Manager (Annual Bonus);**

**7 There are opportunities for promotion.**

**C Assistant to Finance Director (prospects for rapid career progress);**

**8 You will be in charge of a number of staff.**

**B Sales Manager (leading and motivating a large sales team)**



## 5 Match the words with the correct preposition from the box. Check your answers in the advertisements.

on to for of in

1 looking **for**      2 experience **of**      3 depend **on**

4 responsible **for**      5 knowledge **of**      6 fluency **in**

7 report **to**      8 prospects **for**

Key

Clear



**6** Which job in the above advertisements would you apply for? Why?



## SPEAKING

**8a** Which of the following are important to you in a job?

long holidays   friendly colleagues   travelling time  
competitive salary   pleasant working environment  
regular bonus   good pension   prestigious company  
opportunity for promotion   flexible hours  
foreign travel   other **perks** (e.g. company car)

**8b** What would your dream job be?



# Summary

1. Words of various jobs.
2. Words (adjectives) to describe jobs.
3. No job is easy.



# After-class assignment

## WRITING

Choose one of the following two topics and write a passage of at least 100 words.

- 1. What does your father/mother do? Describe his/her job with some details.*
- 2. What is your dream job? Describe it with details.*





**Thank You !**



# A

## 招聘营销主管

提供高薪 + 缴纳社保



雅加达，国内领先的运动鞋制造商，正在寻找一位雄心勃勃的营销主管 加入我们繁忙的营销部门。你将有设计和协调大型广告活动的经验。应聘者应准备在我们位于罗马和柏林的海外分支机构工作一段时间。熟练掌握一门欧洲语言将是一个优势。对于合适的候选人来说，这是一个非常令人兴奋的机会。薪资将视求职者的经验而定。

返回



# B 诚聘销售经理

收入优厚 + 年底奖金

**Broadgate** 有限公司是国内最大的办公设备供应商之一。要求求职者充满活力，具有出色的组织能力。您将负责领导和激励一个庞大的销售团队。您还将负责开发新的市场机会，作为**Broadgate**持续扩张计划的一部分。如果您对办公设备市场的了解那就更好了，但不是必须的。这是一个具有挑战性的机会，是国内最受尊敬的雇主之一。

BROADGATE

返回



# C

## 招聘财务总监助理

**Foxtree**是一家为工程部门提供软件的IT公司。我们目前正在寻找一名财务总监的助理。理想的候选人应该既灵活又有抱负。应聘者应该有编制预算的经验，最好是在IT行业。虽然你将向财务总监报告，但你也负责在首席执行官出国时协助她。对于合适的候选人，在公司内有很好的职业发展前景。

丰厚薪资 + 股份



返回



# D 诚聘主管



**Frontline**是一个全国性的慈善机构，50多年来一直在为处境不利的年轻人服务。管理员将在我们新的伦敦办公室工作。职责包括为团队提供支持，并不断更新我们的数据库。这个职位将适合一个自信和有组织的人，他习惯于在压力下和单独工作。虽然工作时间灵活，但该职位将涉及一些晚上和周末的工作。对于合适的人来说，这是一份非常令人满意和有价值的工作。

高薪 + 汽车

返回

