



揭阳职业技术学院

电子商务创业学院

《商务英语阅读二》教案

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授课班级：2025 级 205 (1)、205 (2)
205 (自主)、205 (3+证书)

课程整体教学设计

一、课程的性质和任务

本课程是商务英语专业一门重要的核心课程，是以培养能够适应各类工商企业、外贸部门从事涉外商务工作为目标的应用性课程，是从事涉外活动经济活动、外事服务必须掌握的专门课程。作为商务英语专业的学生，不仅必须要掌握一般环境和商务环境下的听、说、读、写基本技能，还要将所学的商务知识和基本技能运用到实际中去，具备从事本专业工作的基本素质和职业能力。商务英语教学对于学生形成综合的职业能力和创业能力，以及今后的发展，具有重要的作用。

掌握相关的商务知识，掌握捕捉相关信息、具体信息的阅读技巧，学习商务文体的特点和商务语篇结构，培养学生的文体意识，掌握日常商务会话的应用，学会结合商务实际用英语进行人际交往和对外开展商务活动，培养学生独立思考和解决问题的能力，提高学生商务知识、英语应用能力和思考能力。

二、教学目标与要求

1. 培养学生的英语阅读理解能力和提高学生的阅读速度；培养学生细致观察语言的能力以及假设判断、分析、归纳推理检验等逻辑思维能力；并通过阅读训练帮助学生扩大阅读量，吸收语言和文化背景知识。

（一）熟悉主要商务英语文章的类型。

（二）能读懂主要英语报刊、杂志上面有关商务活动的难度适中的报道和评论。

（三）能将一般性英语商务材料译成汉语，要求译文符合原义，行文顺畅；同时，进行一些中英句子翻译，主要目的是让学生学会商务文章中最常用的表达方法的实际运用。

（四）熟练阅读、正确理解并逐渐学会欣赏商务文章的语言和文字魅力，具备初步的独立分析能力。

（五）通过有效的阅读训练，学会解读商务英语文章的段落大意和中心思想；在正确理解的基础上，撰写文章概要和与文章主题相关的小论文等。

2. 课程思政育人目标

（一）厚植家国情怀，坚定职业理想

引导学生将个人职业发展融入国家现代化建设大局，深刻理解国家在劳动保障、人才培养、经济发展等方面的政策导向。通过探讨弹性工作制、职业培训等议题，增强学生对中国特色社会主义制度的认同感和自豪感，树立“技能成才、强国有我”的远大职业理想，自觉成为担当民族复兴大任的时代新人。

（二）弘扬工匠精神，恪守职业道德

培养学生精益求精、追求卓越的职业态度，深刻理解“劳动光荣、技能宝贵、创造伟大”的时代风尚。在职业规划、领导力培养等环节中，强化诚实守信、廉洁自律、公平公正的职业道德规范，引导学生不仅要掌握精湛的职业技能，更要锤炼高尚的品行，成为德技并修的高素质人才。

（三）培育奋斗精神，塑造健全人格

传承中华民族艰苦奋斗、自强不息的精神血脉，教育学生以积极乐观的工作态度面对职场挑战。将个人健康与事业成功辩证统一，树立“健康第一”的生活观和成功观。培养学生的抗压能力、团队协作意识和集体主义精神，塑造身心和谐、人格健全、具备强大内生动力的职场新人。

（四）提升文明素养，展现文化自信

提升学生在商务沟通与国际交往中的文明素养，使其在遵循国际规则的同时，能够自觉传播中

中华优秀传统文化，展现开放包容、自信自强的中国青年风采。培养学生的大局意识和合作共赢思维，为参与全球治理和推动构建人类命运共同体储备文明素养。

三、教学方法与手段

- (一) 策略讲解+示范演练:
- (二) 教师系统讲解阅读策略，并通过示范演练展示策略的具体应用方法。
- (三) 引导式阅读 (guided reading) :
- (四) 教师设计阶梯式问题，引导学生逐步深入理解文本。
- (五) 合作学习:
- (六) 组织小组合作完成阅读任务，在交流讨论中深化理解、互相启发。
- (七) 思维导图法:
- (八) 引导学生运用思维导图梳理文章结构，提升篇章理解能力。
- (九) 多媒体辅助教学:

利用 PPT、音频、视频等多媒体资源，丰富阅读材料的呈现形式

四、理论与实践课程内容与学时分配

课程内容和学时分配表

篇章		内容	理论课时	实践课时	小计
Unit 1 Flexible Working	Part 1 &Part 2	Topic Introduction & Reading Skill Focus	1	1	6
	Part3	Practical Reading	1	1	
	Part 4	Comprehensive Reading	1	1	
Unit 2 Career Training and Career Management	Part 1 &Part 2	Topic Introduction & Reading Skill Focus	1	1	6
	Part3	Practical Reading	1	1	
	Part 4	Comprehensive Reading	1	1	
Unit 3 Work Attitudes	Part 1 &Part 2	Topic Introduction & Reading Skill Focus	1	1	6
	Part3	Practical Reading	1	1	
	Part 4	Comprehensive Reading	1	1	
Unit 4 Leadership	Part 1 &Part 2	Topic Introduction & Reading Skill Focus	1	1	6
	Part3	Practical Reading	1	1	
	Part 4	Comprehensive Reading	1	1	
Unit 5 Health and Success	Part 1 &Part 2	Topic Introduction & Reading Skill Focus	1	1	6

	Part3	Practical Reading	1	1	
	Part 4	Comprehensive Reading	1	1	
Unit 6 Business Conferences	Part 1 &Part 2	Topic Introduction & Reading Skill Focus	1	1	6
	Part3	Practical Reading	1	1	
	Part 4	Comprehensive Reading	1	1	
合计			18	18	36

Chapter	Unit 1 Flexible Working
Teaching Objective	Learn about the elements and usage of application store. Know the meaning and usage of the key words and phrases. Get familiar with words related to flexible working. Learn the positive attitudes to work and life. Love the thing you are doing.
Teaching Focus	Increase students' understanding of modern working conditions.
Teaching Difficulty	Read and understand the passage.
Teaching Duration	6
Teaching Method	Demonstration, explanation, discussion
Assignment	1. Review the words and vocabulary in this unit. 2. Review the reading skills and the prefixes in word formation exercises.

Leading-in

Each group of students gives the presentation on how to use your smart phones to improve learning efficiency.

Part1 topic introduction

1. Teleworkers

Teleworkers are defined as people who work outside the company's main location. This includes a home office, a satellite office or a hotel room while the worker is on the road for business.

2. What does flexible work mean?

Flexibility and Flexible Work are terms used to describe a wide range of work styles and employment practices. Broadly speaking, they are used to describe all kinds of employment which differ from the traditional 9~5 full-time job with a permanent contract.

3. The "flexible" aspect of these types of jobs can in different instances relate more to the employees, or to the employer, or to both. That is, from the employees' point of view, flexible work may allow more freedom to organize their employment to fit in with other parts of their life. For an employer, the flexibility may come with the ability to organize labor resources more in line with the varying needs of customers, or with peaks and troughs of demand.

Reading Skill

Identifying reference _ definition and practice

Practice 1

1. their: the companies
2. They: the employees

Practice 2

1. that: solution

2. their: People

Practice 3

1. As: being time-efficient

2. which: a portable office

Read the text

Read the text and try to understand the passage fully. When encounter unknown words, try to guess the meaning from context without looking them up in the dictionary.

Courage Ss the positive attitudes to work and life. Love the thing you are doing.

Language points

1. combine vt. put or add together 结合, 联合

☆ The two businesses combined to make one large store.

两个商店合并成一个大商店。

☆ Tourism must combine with the culture as to build a characteristic city.

发展旅游业, 一定要与文化相结合, 打造与发展特色城市。

combine sth with sth

☆ The hotel combines comfort with convenience.

这家旅馆既舒适又方便。

☆ The trip will combine business with pleasure.

此次旅行将把出差和娱乐结合起来。

2. According to a confidential internal memo leaked to the press, Mayer said speed, quality communication and collaboration are often sacrificed when staff work remotely, including from home.

本句主句是 Mayer said...communication and collaboration are ... sacrificed; 过去分词短语 leaked to the press 做后置定语, 修饰 memo; when 引导时间状语从句。

confidential adj. meant to be kept secret and not told to or shared with other people 机密的

☆ He refused to allow his secretary to handle confidential documents.

他不让秘书处理机密文件。

☆ A doctor who gives away confidential information about patients is not behaving professionally.

医生把病人的私人资料透露出来是违反职业道德的。

collaboration n. the act of working with another person or group of people to create or produce sth 合作

☆ It was a collaboration that produced extremely useful results.

这是一次带来极其有益成果的合作。

☆ Economic and trade cooperation is another focus of our collaboration.

开展经贸合作是我们合作的重要内容。

3. impromptu

adj. done without preparation or planning 即兴的, 无准备的

☆ The announcement was made in an impromptu press conference at the airport.

这一宣布是在机场举行的临时新闻发布会上作出的。

☆ He stops in for impromptu meetings at retail shops in cities across the country.

他在国内许多城市的零售店里驻足, 召开临时会议。

4. Commentators have pointed to the apparent contradiction of an internet company believing that people have to be physically present to communicate – especially since current technology has enabled many workers to effectively manage the work/life balance by working remotely.

本句主句是：Commentators have pointed to the ... contradiction...；**an internet company believing** ...做介词 of 的宾语；that 引导宾语从句，做 believing 的宾语；since 引导状语从句。**contradiction** n. [C, U] a lack of agreement between facts, opinions, actions, etc. 矛盾

☆ How can we resolve this apparent contradiction?

我们怎样才能解决这个明显的矛盾呢？

☆ There is a contradiction between the two sets of figures.

这两组数据相互矛盾。

☆ His public speeches are in direct contradiction to his personal lifestyle.

他的公开言论与他本人的生活方式恰恰相反。

5. There is a wealth of evidence showing that teleworkers tend to be more productive than their office-based counterparts.

现在分词短语 showing...做后置定语，修饰 evidence；that 引导宾语从句，做 showing 的宾语。

counterpart n. a person or thing that has the same position or function as sb/ sth else in a different place or situation 职位（或作用）相当的人；对应的事物

☆ The U.S. Congress is the counterpart of the British Parliament.

美国的国会相当于英国的议会。

☆ The sales director phoned her counterpart in the other firm.

销售部的女经理给另一家公司的销售部经理打了电话。

☆ The guy running the engineering department should in constant touch with his counterpart in manufacturing.

管理工程设计部门的人应当同生产部门的负责人经常联系。

6. turnover n.

1) [sing.] the rate at which employees leave a company and are replaced by other people re 人员流动率

☆ Why does your company have such a rapid turnover of staff?

贵公司人员变动为什么这么快？

☆ Demotion often results in employee dissatisfaction, poor subsequent performance, and eventually, turnover.

降级常常导致员工不满，随后的表现不佳，并最终辞职。

2) [C, usually sing., U] ~ (of sth) the total amount of goods or services sold by a company during a particular period of time （一定使其内的）营业额，成交量

☆ This store has a daily turnover of several thousand yuan.

这个商店每天有几千元的进出。

☆ Your commission, based on your turnover, will be 2 %.

以你的营业额为基准，你的佣金是百分之二。

3) [sing.] ~ (of sth) the rate at which goods are sold in a shop/ store and replaced by others （商店

的) 货物周转率, 销售比率

☆ The store greatly reduced the prices to make a quick turnover.

这家商店实行大减价以迅速周转资金。

☆ Small profits but quick turnover is our manage policy!

薄利多销是我们的经营方针!

☆ We aim for a quick turnover of stock in our stores.

我们的目的是要加速本百货店的库存周转。

7. Having policies which meet both employers' and employees' needs is the key to implementing teleworking successfully.

现在分词短语 Having policies 做主语; which 引导定语从句, 修饰 policies。

implement vt. to make sth that has been officially decided start to happen or be used 实施, 贯彻, 执行

☆ The government promised to implement a new system to control financial loan institutions.

政府许诺实施新的制度来控制金融贷款机构。

☆ We implement the principle of assuming responsibility for mistakes.

我们贯彻对错误承担责任的原则。

implementation n. [U] 实施

☆ Detailed implementation of the plans was left to the regional offices.

这些计划由各地区办事处来具体执行。

8. infrastructure

n. [C, U] the basic systems and services that are necessary for a country or an organization to run smoothly, for example buildings, transport and water and power supplies (国家或机构的) 基础设施, 基础建设

☆ We should strengthen cultural infrastructure and boost various types of popular culture.

我们应该加强文化基础设施建设, 发展各类群众文化。

☆ There is much need for better rural infrastructure and more research, especially for food crops.

目前很需要改善农村基础设施, 并且进行更多的研究, 特别是对粮食作物。

9. facilitate

vt. to make an action or a process possible or easier 促进, 促使, 是便利

☆ The new airport will facilitate the development of tourism.

新机场将促进旅游业的发展。

☆ Friendly contacts between different peoples facilitate the cultural and economic interchange.

各国人民的友好接触促进文化和经济交流。

☆ They agree to facilitate the progressive development of trade between their two countries.

它们同意为逐步发展两国间的贸易提供便利。

Comprehensive exercise

Finish the tasks and check the answers.

Chapter	Unit 2 Career Training and Career Management
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Teaching Objective	Learn about the key elements of help wanted ads. Know the meaning and usage of the key words and phrases. Get familiar with words related to career plans. Learn the world career development and the value of life and work
Teaching Focus	Understand the online recruiting message. Read and understand the passage.
Teaching Difficulty	Read and understand the passage.
Teaching Duration	6
Teaching Method	Demonstration, explanation, discussion
Assignment	1. Review the words and vocabulary in this unit. 2. Review the reading skills and the prefixes in word formation exercises.

Presentation

Each group of students gives the presentation on how to become a good employee and how to get promoted.

Help Wanted Ads

1. The key elements of help wanted ads.
2. Read the help wanted ads and do the exercise.
3. Check the answers.

Online recruiting message

1. Read the online recruiting message and do the exercise.
2. Check the answers.

Brainstorming

Ask the students to brainstorm their goals of their career and how they plan to achieve those goals.

Additional Information

1. Career

Career is a term defined by the Oxford English Dictionary as an individual's "course or progress through life (or a distinct portion of life)". As of 2006, the word usually only pertains to one's remunerative work (and sometimes also formal education).

A career is traditionally seen as a course of successive situations that make up a person's work life. One can have a sporting career or a musical career without being a professional athlete or musician, but most frequently "career" in the 20th century referenced the series of jobs or positions by which one earned one's money. It tended to look only at the past.

As the idea of personal choice and self direction picks up in the 21st century, aided by the power of the Internet and the increased acceptance of people having multiple kinds of work, the idea of a career is shifting from a closed set of achievements, like a chronological résumé of past jobs, to

a defined set of pursuits looking forward. In its broadest sense, career refers to an individual's work and life roles over their lifespan.

In the relatively static societies before modernism, many workers would often inherit or take up a single lifelong position (a place or role) in the workforce, and the concept of an unfolding career had little or no meaning. With the spread during the Enlightenment of the idea of progress and of the habits of individualist self-betterment, careers became possible, if not expected.

2. The Traits of a good employee

Communicator: Employers love to hire employees who have the ability to communicate well and express themselves in a clear manner, whether in writing or speaking. Inaccurate/ inappropriate communication between employees can cause many problems to the company.

Self-Motivated: A good employee never hesitates of taking responsibility or a more responsible position. She also ready to work beyond the call of duty in order to meet goals or to solve problems, even if the job in discussion is not one of the regular works she is usually assigned.

Hard worker: There is no substitute to hard work. Although everyone seems to say that they work hard not many keep on working after being at the job for a while. So, one has to keep reminding oneself about the importance and significance of working hard as an employee.

Adaptable/decisive and effective learner: Employees who know how to adjust themselves to new environment, willing to learn new things (quick learners) and perform their best in changes are likely to be the best performers in any organization.

Team Player: Many companies consist of teams. Any company requires an effective team effort. An employer who can contribute is an ideal worker. Someone who is like a fish in the water (of the organization), who can perform well in a team will become a factor sooner or later.

Helping others: everyone appreciates a helping hand every now and then. Do not hesitate in helping out others. This make the person establish friendly relations with the coworkers and keeps the office running smoothly which in turn is appreciated by the employers.

Honesty: A good employee is honest about his/her work and qualifications. Self criticism and willing to receive feedback (bad as good) is essential to become a good learner.

Ethical: Work rules are made to be followed. There is decorum of every place that ought to be kept. A good employee follows the policies of the company and inspires others to do so too.

Give credit where it is due: One of the most prevalent practices doing the rounds in offices today is stealing the credit of a job well done. A good employee will not only truthfully let the right co-worker have her credit but also share her own accolades with his team.

Polite: Being friendly and approachable will never harm. a good employee greets her co workers a "good morning", says little courteous things like "thank you" and "you are welcome". These things may appear insignificant but go a long way in establishing the person as favorite employee.

Disciplined and punctual: Every boss loves a punctual, disciplined and conscientious employee. Time is money. Coming late to office, taking unnecessary breaks, procrastinating and leaving earlier than the usual hours cost money to the company. No employer will ever appreciate this.

Avoid gossip: The person should always remember that she came to the office to work, to make a career. Do not spread office gossip or rumors. Respect the privacy of the coworkers. Safeguard and protect the confidential nature of office business and transactions.

3. Paycheck

A paycheck is traditionally a paper document (a cheque) issued by an employer to pay an employee for services rendered. In recent times, the physical paycheck has been increasingly

replaced by electronic direct deposit to bank accounts. Such employees may still receive a pay slip, but any attached cheque is marked as non-negotiable and cannot be cashed.

A pay stub, paystub, payslip, pay advice, or sometimes paycheck stub, is a document an employee receives either as a notice that the direct deposit transaction has gone through, or is attached to their paycheck. It will typically detail the gross income and all taxes and any other deductions such as retirement plan or pension contributions, insurances, garnishments, or charitable contributions taken out of the gross amount to arrive at the final net amount of the pay, also including the year to date totals in some circumstances. Pay slips are labor analogs of remittance advice letters (which are used for invoices).

Language points

1. initiative n.

1) [U] the ability to decide and act on your own without waiting for sb to tell you what to do 主动性, 积极性, 自发性

☆ There is little scope for initiative in this job.

这工作几乎没有发挥主动性的余地。

☆ His employer had described him as lacking in initiative and drive.

雇主说他缺乏进取心和干劲。

2) [C] a new plan for dealing with a particular problem or for achieving a particular purpose 倡议, 新方案

☆ The news reported a government initiative to combat unemployment.

新闻报道里政府应付失业问题的新方案。

☆ The committee endorsed an initiative proposed by the chairman to enter discussion about a possible merger.

委员会通过了主席提出的新方案, 开始就可能进行的并购进行讨论。

2. When they are given a task they do a good job and see the task through to completion.

本句主语是: they do a ... job and see the task through...; 其中 do 和 see 是并列的谓语结构; when 引导时间状语从句。

see sth through to not give up doing a task, project, etc. until it is finished 把(任务、工程等)进行到底; 坚持完成

☆ She's determined to see the job through.

她决心完成这项工作。

see through sb/sth to realize the truth about sb/ sth 看透; 识破

☆ We saw through him from the start.

一开始我们就识破他了。

☆ I can see through your little game (= I am aware of the trick you are trying to play on me).

我看透了你的小把戏。

3. If there is a period of time where there is nothing to do, they find something useful to fill the void.

If 引导条件状语从句; 从句中 where 引导定语从句, 修饰 time; 主句是 they find something; useful 做后置定语。

4. exceed vt.

1) to be greater than a particular number or amount 超过（数量等）

☆ What is the probability that today's demand will exceed our inventory?

今天销售量超过库存量的概率是多少？

☆ His achievements have exceeded expectations.

他的成就出乎预料。

2) to do more than the law or an order, etc. allows you to do 超越（法律、命令等）的限制

☆ The officers had exceeded their authority.

这些官员超越了他们的权限。

☆ The speed limit is 40 miles an hour. Don't exceed this maximum.

限速每小时四十英里，不要超过这个极限。

5. distinguish

1) vt. ~ **yourself (as sth)** to do sth so well that people notice and admire you 使出众，使受人青
睐

☆ Now's your chance to distinguish yourself.

你大显身手的时机到啦！

☆ She has already distinguished herself as an athlete.

作为运动员她已享有盛名。

2) vi. & vt. to recognize the difference between two people or things 区分，辨别，分清

☆ At what age are children able to distinguish between right and wrong?

儿童到什么才能明辨是非？

☆ People who cannot distinguish between colors are said to be color-blind .

不能分辨颜色的人被称为色盲。

☆ In analyzing a situation, it's essential to distinguish the main aspect from the minor ones. 分析形
势, 要分清主流和支流。

3) vt. to be a characteristic that makes two people, animals or things different 成为.....的特征,
使具有.....的特色, 使有别于

☆ What was it that distinguished her from her classmates?

是什么使得她有别于班上其他同学呢？

Comprehensive exercise

Finish the tasks and check the answers.

Chapter	Unit 3 Work Attitudes
Teaching Objective	Learn about the key element and arrangement of employee development program. Understand the employee development plan. Know the meaning and usage of the key words and phrases. Get familiar with words related to work attitude Set the positive attitudes to work

Teaching Focus	Increase students' understanding of work attitude. Read and understand the passage.
Teaching Difficulty	Read and understand the passage.
Teaching Duration	6
Teaching Method	Demonstration, explanation, discussion
Assignment	1. Review the words and vocabulary in this unit. 2. Review the reading skills and the prefixes in word formation exercises.

Role play

Each groups of students gives the role play: Some of you complain about your jobs and others try to persuade you to be positive.

Employee development program

1. The function of employee development program.
2. Read the employee development program and do the exercise.
3. Check the answers.

Employee development plan

1. Read the employee development plan and do the exercise.
2. Check the answers.

Brainstorming

Ask the students to brainstorm their understanding of work attitude. What might be the reasons that people don't like their job?

Additional Information

After the students have a basic understanding of the work attitude, the teacher can give the students additional information to help them understand it deeply and intrigue further thinking.

1. The Power of Personal Attitudes

Each of us is made up of various physical, vital, and mental parts. There is our physical body and its organs, muscles, etc; the vital being with its sensations, emotions and feelings, and the mental part with its thoughts, memories, reasoning power, beliefs, etc. Somewhere between our emotions and our thought processing lies our attitudes—our emotional perceptions about life, about others, even towards our own selves. Attitudes generally express positively and negatively. E.g. when I have good feelings towards my work or towards others, the attitude is positive. When I feel reluctant to do certain things that are necessary, or show hostility towards certain individuals, then my attitude is negative.

Interestingly, if we can identify a bad attitude and make the effort to change it, we will find that life will cooperate with our inner efforts, bringing us instances of sudden good fortune. Consider this true-life incident.

A salesperson was intimidated about meeting a very large customer. He felt that the effort was a waste of time since the company was too large and would be too hard to penetrate. Needless to say,

he did not get that or any other sale with the client. However, a number of months later, he changed his attitude about working with such large accounts. The very next day, he was stunned when that very same large customer, who turned him down earlier, gave him a huge order!

As we can see, if we change our attitudes, life has a funny way of responding to our efforts. We call this phenomenon “life response.” When we change our attitudes, or otherwise elevate our consciousness, life quickly responds thereafter with miraculous-like instances of good fortune.

2. Attitudes About Ourselves, Others, Life

Though we have many attitudes about all aspects of life, if we look a little closer we can identify three basic types—those that have to do with ourselves, those we have about others and the objects around us, and those we have towards life itself. An example of a negative attitude about ourselves is having low self-esteem, or low self-confidence. An example of a wanting attitudes about others is a ill feeling towards another person, or being mistrustful of others. An example of a negative attitude towards life is being pessimistic that things will never turn out well. However, if we change any negative attitude to the positive, life tends to quickly respond. Consider this true story, where a person changed her attitude about certain people:

A woman was working as a temporary employee for a large medical organization. For months, she complained about certain coworkers at her job. At the time, she had decided to develop a 30-day plan to secure a full-time position. One part of her plan was to change her attitude toward these particular individuals.

In the days that followed, she persisted in following her plan, especially focusing on her wanting attitude toward others. She was shocked, however, when a month into her plan, she was suddenly asked to work for the organization full time—her first non-temporary job in nearly a decade!

That is the power of changing a negative attitude toward others. Here is another incident, this time narrated by an employer from Asia:

“In our unit, there was a supervisor whom I felt was indifferent, insubordinate, and had to be punished. I was looking for an opportunity to pin him down. A time came to do so, and I dismissed him mercilessly. Within two days of his dismissal, there was a major breakdown in one of the machines.

The supplier of the machine had sent their engineers. They struggled for 7 days and could do very little to set right the machine. I was thoroughly disgusted. I started examining my attitudes on several fronts during the last 10 days.

It struck to me that whenever I am in the position to do so, my attitude is to dominate another person. In this case, I was able to dominate the supervisor and dismiss him mercilessly. But in the case of the machine, I could not afford to throw it away and replace it with a new machine; so I tolerated it. Based on my previous knowledge of the subtle workings of life, I understood at that point that I had to change my attitude.

I then called back the supervisor, apologized for my rude action, and requested that he continue in the company. He felt very happy. It was then striking that the machine that had been out of commission until them, now unexpectedly got fixed. In fact, there haven’t been any serious troubles with any of the machines since then!”

As we can see, when we overcome a negative attitude towards others, life tends to respond with instant good fortune. Machines that had broken down suddenly start working, late projects suddenly are completed on time, negative situations dissolve, employment comes our way out of nowhere, cash unexpectedly moves in our direction, and so forth. It is the miracle of life response in action!

Language points

1. First, some people are convinced that earning a living is wasting time that they could spend enjoying themselves or uncovering their true talents.

that 引导宾语从句；现在非此短语 earning a living 在从句中作主语；从句的宾语是 time；that 引导定语从句，修饰 time。

2. If this is the case with you, recall your last long vacation.

此句中主句是祈使句 recall your...vacation；if 引导条件状语从句。

recall

1) vi. & vt. to remember sth 记起，回忆起，回想起

☆ Can you recall exactly what happened?

你能记起到底发生了什么事吗？

☆ I can't recall meeting her before.

我想不起来以前曾经见过她。

2) to ask for sth to be returned, often because there is sth wrong with it 召回（残损货品等）

☆ The company has recalled all the faulty hairdryers.

公司召回了所有有问题的电吹风。

☆ The manufacturer finally decided to recall the defected goods.

制造商最终决定召回那些问题产品。

3. Boy, I can't wait to get back to work.

此句中的“boy”被用来作为语气词，说话人借此表达兴奋或激动的心情或用 来表示强调。

“(Oh,) boy!”主要是美语口语中的用法。

☆ Boy, that was good!

天啊，那真是太好了！

4. Once you've been at a company for five years and have a spouse, a mortgage and a child, you often feel you have very little choice about jumping ship if things aren't turning out as you'd planned.

once 引导时间状语从句；you have very little choice about jumping ship 是宾语从句；if 引导条件状语从句。

mortgage n. (also *informal home loan*) a legal agreement by which a bank or similar organization lends you money to buy a house, etc., and you pay the money back over a particular number of years; the sum of money that you borrow 按揭（由银行等提供房产抵押借款）；按揭贷款

☆ They took out a £40 000 mortgage to buy the house.

他们抵押贷款了 4 万英镑来购买住房。

☆ If you fail to repay the mortgage, the bank will repossess your house.

如果你无法偿还抵押贷款，银行将收回你的房子。

turn out to happen in a particular way; to develop or end in a particular way 结果是.....

☆ Despite our worries everything turned out well.

尽管我们都很担心，结果一切都顺利。

☆ The result will definitely turn out to be just the opposite of their wish.

其结果必然不会像他们所一厢情愿的那样,而只能适得其反.

5. You might take a weekly glance through the help-wanted section, and make some visits to industry functions where low-key networking can take place.

take..., and make...是并列的谓语结构; where 引导定语从句, 修饰 functions.

function n. a social event or official ceremony 社交聚会, 典礼, 宴会

☆ The hall provided a venue for weddings and other functions.

大厅给婚礼和其他社会活动提供了场所。

6. At the core of adopting a positive attitude to your work is, above all, assuming responsibility for your own situation.

此句是一个倒装句, 讲状语 at the core...置于句首, 构成倒装; 正常语序是 assuming responsibility... is at the core of ...。

adopt

1) vt. to start to use a particular method or to show a particular attitude towards sb/ sth 采用 (某方法); 采取 (某态度)

☆ All three teams adopted different approaches to the problem.

三个队处理这个问题的方法各不相同。

☆ To achieve these ends, we must adopt the above mentioned measures.

要达到这些目的, 我们必须采取上述措施。

2) vt. to formally accept a suggestion or policy by voting 正式通过, 表决采纳 (建议、政策等)

☆ The council is expected to adopt the new policy at its next meeting.

委员会有望在下次会议上正式通过这项新政策。

☆ Protesters called on the government to adopt a declaration of sovereignty.

抗议者呼吁政府正式宣布主权独立。

3) vi. & vt. to take sb else's child into your family and become its legal parent(s) 收养, 领养

☆ Many childless couples adopt children. 许多无子女的夫妇收养孩子。

Comprehensive exercise

Finish the tasks and check the answers.

Chapter	Unit 4 Leadership
Teaching Objective	Practice skimming the passage quickly and get the main idea. Learn about what makes a good leader. Try to be a good communicator in the future Be friendly
Teaching Focus	Reading skill: Skimming. The terms related to leadership.
Teaching Difficulty	Read and understand the passage.

Teaching Duration	6
Teaching Method	Demonstration, explanation, discussion
Assignment	1. Review the words and vocabulary in this unit. 2. Review the reading skills and the prefixes in word formation exercises.

Introduce the topic of the unit

Task 1

Check the words & expressions in the list and see whether you know their meanings. Use a dictionary to help you if necessary

Leading-in

Ask the students the following questions:

1. While you are reading a piece of news or a magazine article, how do you read it? Do you read every sentence carefully, or you read through the article quickly to get a main idea?
2. When do you think you need to skim a passage?

Reading skill focus

1. Explain how to skim a passage for the main idea.
2. Do the exercises in Guided Examples and explain them
3. Do the exercises in Let's Try and ask the students to discuss their answers with their partners.
4. Check the answers.

Job description

1. The usage and key elements in a job description.
2. Read the job description and do the exercise.
3. Check the answers.

Identifying Jobs Descriptions

1. Read the job descriptions and do the exercise.
2. Check the answers.

Brainstorming

Ask the students to brainstorm the characteristics of an ideal teacher.

Additional Information

After the students have a basic understanding of what makes a good leader, the teacher can give the students additional information to help them understand it deeply and intrigue further thinking.

1. Leadership's relation with management

Some commentators link leadership closely with the idea of management. Some regard the two as synonymous, and others consider management a subset of leadership. If one accepts this premise, one can view leadership as:

- centralized or decentralized
- broad or focused
- decision-oriented or morale-centered
- intrinsic or derived from some authority

Any of the bipolar (有两极的, 双极的) labels traditionally ascribed to management style could also apply to leadership style. Hersey and Blanchard use this approach: they claim that management merely consists of leadership applied to business situations; or in other words: management forms a sub-set of the broader process of leadership. They put it this way: “Leadership occurs any time one attempts to influence the behavior of an individual or group, regardless of the reason... Management is a kind of leadership in which the achievement of organizational goals is paramount.” (Hersey, P. and Blanchard, K. : 1982 : page 3)

However, a clear distinction between management and leadership may nevertheless prove useful. This would allow for a reciprocal (互惠的) relationship between leadership and management, implying that an effective manager should possess leadership skills, and an effective leader should demonstrate management skills. One clear distinction could provide the following definition:

Management involves power by position.

Leadership involves power by influence.

Abraham Zaleznik (1977), for example, delineated (描绘) differences between leadership and management. He saw leaders as inspiring visionaries, concerned about substance; while managers he views as planners who have concerns with process. Warren Bennis (1989) further explicated (说明) a dichotomy (二分法, 分裂) between managers and leaders. He drew twelve distinctions between the two groups:

Managers administer, leaders innovate

Managers ask how and when, leaders ask what and why

Managers focus on systems, leaders focus on people

Managers do things right, leaders do the right things

Managers maintain, leaders develop

Managers rely on control, leaders inspire trust

Managers have a short-term perspective, leaders have a longer-term perspective

Managers accept the status-quo (现状), leaders challenge the status-quo

Managers have an eye on the bottom line, leaders have an eye on the horizon

Managers imitate, leaders originate

Managers emulate (仿效) the classic good soldier, leaders are their own person

Managers copy, leaders show originality

Paul Birch (1999) also sees a distinction between leadership and management. He observed that, as a broad generalization, managers concerned themselves with tasks while leaders concerned themselves with people. Birch does not suggest that leaders do not focus on “the task.” Indeed, the things that characterize a great leader include the fact that they achieve. Effective leaders create and sustain competitive advantage through the attainment of cost leadership, revenue leadership, time leadership, and market value leadership. Managers typically a leader’s vision. The difference lies in the leader realizing that the achievement of the task comes about through the goodwill and support of others (influence), while the manager may not.

This goodwill and support originates in the leader seeing people as people, not as another resource for deployment in support of “the task”. The manager often has the role of organizing resources to get something done. People form one of these resources, and many of the worst managers treat people as just another interchangeable item. A leader has the role of causing others to follow a path he/she has laid out or a vision he/she has articulated (清楚地表达) in order to achieve a task. Often, people see the task as subordinate to the vision. For instance, an organization might

have the overall task of generating profit, but a good leader may see profit as a by-product that flows from whatever aspect of their vision differentiates their company from the competition.

Leadership does not only manifest itself as purely a business phenomenon. Many people can think of an inspiring leader they have encountered who has nothing whatever to do with business: a politician, an officer in the armed forces, a Scout or Guide leader, a teacher, etc. Similarly, management does not occur only as a purely business phenomenon. Again, we can think of examples of people that we have met who fill the management niche (适当的位置) in non-business organizations. Non-business organizations should find it easier to articulate a non-money-driven inspiring vision that will support true leadership. Be friendly to the people around you.

2. Lewin's Leadership Styles

Psychologist Kurt Lewin developed his leadership styles framework in the 1930s, and it provided the foundation of many of the approaches that followed afterwards. He argued that there are three major leadership styles:

Autocratic leaders make decisions without consulting their team members, even if their input would be useful. This can be appropriate when you need to make decisions quickly, when there's no need for team input, and when team agreement isn't necessary for a successful outcome. However, this style can be demoralizing, and it can lead to high levels of absenteeism and staff turnover.

Democratic leaders make the final decisions, but they include team members in the decision-making process. They encourage creativity, and people are often highly engaged in projects and decisions. As a result, team members tend to have high job satisfaction and high productivity. This is not always an effective style to use, though, when you need to make a quick decision.

Laissez-faire leaders give their team members a lot of freedom in how they do their work, and how they set their deadlines. They provide support with resources and advice if needed, but otherwise they don't get involved. This autonomy can lead to high job satisfaction, but it can be damaging if team members don't manage their time well, or if they don't have the knowledge, skills, or self motivation to do their work effectively. (Laissez-faire leadership can also occur when managers don't have control over their work and their people.)

Previewing Vocabulary

Read the target words and think about how well you know it and check the appropriate column.

Language points

1. leadership n. [U]

1) the set of characteristics that make a good leader 领导的才能或能力

☆ She showed strong leadership during her first term in office.

她在首任任期中显示出很强的领导能力。

☆ Leadership is the art of getting someone else to do something you want done because he wants to do it.

领导力是使他人心甘情愿地替你完成心愿的艺术。

2) the position or office of a leader 领导领导者的地位或职务

☆ He has just ascended to the leadership of the party.

他刚刚登上党内领导人的宝座。

3) a group of leaders 一群领导者

☆ He met with the leadership of the nation's top unions.

他与这国家中最高联合会的领导们会晤。

4) guidance, direction 带路：指引

☆ The business prospered under the leadership of the new president.

公司在新任总裁的领导下生意兴旺。

2. It goes without saying that good leadership is crucial to any successful business.

go without saying 不用说（非常明显），不成问题

☆ Of course I know you will work hard; that goes without saying.

当然我知道你会努力工作的，那是毫无疑问的。

☆ When you visit China it goes without saying that you will be my guest.

当你来中国游玩时，不用说，你就是我的客人了。

☆ It goes without saying that an experienced person does that work better than someone without experience.

很显然，有经验的人比没有经验的人做起事情来会更好。

3. The answer is that there are many factors that contribute to good leadership.

that 引导表语从句；从句主句为 there be 句型；从句中 that 引导定语从句，修饰 factors。

contribute to

1) 起作用，有助于，促成

☆ Amity between the two nations will contribute to the prosperity of the region.

这两个国家之间的和睦友好有助于这一地区的繁荣。

☆ Plenty of fresh air contributes to good health. 大量清新的空气有益健康。

2) 出力，做出贡献

☆ She seldom contributes to the discussion.

她在讨论中很少发言。

☆ The Song Dynasty contributed three great inventions to world civilization.

宋朝为世界文明贡献出三大发明。

☆ What can you contribute to the position of a market analyst?

你有什么技能可有助于市场分析员的职务？

3) 捐献，捐赠

☆ How much did you contribute to the relief fund?

你为那笔救济金捐了多少？

4. When communication occurs, as a leader, you will be able to accurately convey your ideas and thoughts to those that work for you.

When communication occurs 是时间状语从句；主句是 you will be able to ... convey ... ideas and thoughts；代词 those 指 those people；that 引导定语从句，修饰 those。

accurate adj. correct, exact, and without any mistakes

☆ Laboratory work needs not only accurate measurements but also correct calculation.

实验工作不但需要准确的测量,而且需要准确的计算。

☆ If you have something to say make sure that it is accurate, succinct and to the point.

在阐述观点时一定要准确、简洁、中肯。

☆ We need to make an accurate estimate beforehand.

我们需要事先作出准确的估计。

accurately adv.

☆ Are you sure you entirely apprehend the importance of completing these forms as accurately as

possible?

你肯定你完全明白了尽可能准确地填写这些表格的重要性了吗？

☆ The Big Ben has ticked away the time accurately for many years.

大本钟多年来都在准确地走时。

5. generate

vt. to cause something to exist

☆ We need someone to generate new ideas.

我们需要有人出新主意。

☆ The people attending the convention also generate more business in the hotel's restaurants, bars and shops.

参加会议的人还能为旅馆的餐厅、酒吧和商店带来更多的生意。

☆ This commercial forest is very productive and can generate good economic returns. 这片经济林的收益很好，经济效益很高。

6. This is not advisable, since it tends to only deliver short-term results and cause even less competent work in the long run, due to resentment resulting from the fear tactics.

本句主句是 This is not advisable; since 引导原因状语从句；从句中 deliver 和 cause 是并列的不定式；due to resentment... 做原因状语，现在分词短语 resulting... 做后置定语。

in the long run 从长远来看

☆ Studying maybe difficult just now, but you will benefit in the long run.

现在学习也许是艰苦的，但从长远来看是有好处的。

☆ It pays in the long run to buy goods of high quality.

购买高品质商品，从长远来看，还是划算的。

result from 起因于，由.....引起

☆ The increase in debt resulted from the expansion program.

由于扩建计划造成债务的增加。

☆ General expenses are those resulting from the overall operations of the business.

企业的日常开销是由于公司整体运营所产生的开支。

7. These people have lives outside of work where they have to make decisions on a daily basis, from how to deal with house payments, to car bills, to raising children, to uncountable tasks in everyday lives.

where 引导定语从句，修饰 lives outside of work; to car bills 与 to raising children 和 to uncountable... 并列，与前面的 from 搭配。

on a daily basis 每天

☆ A clerk needs to maintain bank balance journal on a daily basis.

银行职员需每日编制银行存款余额日记账。

☆ I deal with clients on a daily basis, handling all aspects of their accounts personally.

我每天都跟客户打交道，全面处理他们的私人账户。

Comprehensive exercise

Finish the tasks and check the answers.

Teaching Objective	Practice skimming a passage for the main idea. Learn about the relationship between health and success. Remember health is the most important thing .
Teaching Focus	Reading skill: Skimming. The terms related to health and success. Read and understand the passage.
Teaching Difficulty	Read and understand the passage.
Teaching Duration	6
Teaching Method	Demonstration, explanation, discussion
Assignment	1. Review the words and vocabulary in this unit. 2. Review the reading skills and the prefixes in word formation exercises.

Introduce the topic of the unit

Task 1

Check the words & expressions in the list and see whether you know their meanings. Use a dictionary to help you if necessary

Leading-in

Ask the students the following question:

What clues will help you find out the main idea while you are skimming a passage?

Reading skill focus

1. Explain how to skim a passage quickly .
2. Do the exercises in Guided Examples and explain them
3. Do the exercises in Let's Try and ask the students to discuss their answers with their partners.
4. Check the answers.

Presentation

Each group of students gives the presentation on a famous person who is successful.

Mission Statement

1. What a mission statement is and its key elements.
2. Read the mission statement and do the exercise.
3. Check the answers.

Identifying mission statements

1. Read the mission statements and do the exercise.
2. Check the answers.

Brainstorming

Ask the students to brainstorm their understanding of success in life and try to give a definition of

success.

Additional Information

1. Health & Wellness

Optimum health and wellness can have a positive impact on your academic success. By establishing healthy habits in nutrition, exercise, and other areas of wellness, you can set yourself up to be more successful in your academics. In addition, many of the activities that keep you healthy can also improve your mental focus, decrease stress, and improve the quality of your study time. For instance, exercise “increases mental energy and improves mental performance” by pumping more oxygen to our brains through increased blood flow. Because our brains burn energy at ten times the rate of other body tissues and use 20% of the body’s fuel, it’s important to consume enough water and nutrients to optimize brain function. This optimization of brain functions will make your time spent studying more focused and effective.

One important perspective to consider is the idea that wellness is a spectrum that ranges from sickness (poor health) to optimum wellness (good health). From this perspective, wellness is something we can always be working on. Often we wait until we’re sick or injured to turn our attention to habits of health and wellness. A more proactive approach to staying healthy through daily behaviors, habits, and rituals can help you maintain your health on a daily basis. By proactively promoting good health, you may also prevent disruptions to your term caused by illness.

2. Healthy Lifestyle

A healthy lifestyle is one which helps to keep and improve people's health and well-being. Many governments and non-governmental organizations work at promoting healthy lifestyles. They measure the benefits with critical health numbers, including weight, blood sugar, blood pressure, and blood cholesterol. Healthy living is a lifelong effect. The ways to being healthy include healthy eating, physical activities, weight management, and stress management.

Components of a healthy lifestyle

Healthy lifestyle is, mostly, associated with:

- Proper diet
- Physical exercise
- Proper sleeping pattern
- Personal hygiene
- Absence of bad habits or addiction
- Health education
- Safe environment
- Physical fitness
- Love through social support and healthy relationships
- Emotions

Leading-in

Each group of students gives the presentation on the goal of life and how to achieve it.

Read the text

Read the text and try to understand the passage fully. When encounter unknown words, try to guess the meaning from context without looking them up in the dictionary.

Language points

1. Despite recent research suggesting that money can in fact buy happiness, more Americans are redefining success and happiness in a way that doesn't involve wealth.

本句中 Despite...是让步状语，其中 suggesting...是后置定语修饰 research，that 引导宾语从句；主句是 Americans are redefining success and happiness...；that doesn't involve wealth 是定语从句，修饰 way。

2. rank

1) v. to have a position higher or lower than others, or to be considered to have such a position

☆ In my opinion, he ranks among the theatre's greatest actors.

我认为他是戏剧界最优秀的演员之一。

☆ A captain ranks (= has a position) above a lieutenant. 上尉比中尉军衔高。

2) n. a particular position, higher or lower than others 等级；级别

☆ Consumer preferences were placed in rank order from 1 to 5.

顾客对产品的喜好程度从 1 到 5 划分级别。

☆ He joined the company in 2008 and has been rising through the ranks ever since.

他于 2008 年进入公司，从那以后步步高升。

3. essential adj. necessary or needed 必要的，必不可少的

☆ Government support will be essential if the project is to succeed.

这个项目能否成功，政府的支持至关重要。

☆ It is essential (that) our prices remain competitive.

我们保持价格方面的竞争优势是至关重要的。

☆ For the experiment to be valid, it is essential to record the data accurately.

要保证实验的有效性，就必须精确地记录数据。

4. mindset n. [U] a person's way of thinking and their opinions 思想倾向；思维方式；观念模式

☆ It's extraordinary how hard it is to change the mindset of the public and the press.

要改变公众和媒体的思维模式是极其困难的。

☆ We approach our business with a mindset of excellence.

追求卓越是我们企业的宗旨。

☆ To succeed, you must be creative, open - minded and ready to change mindset.

取得成功，就必须发掘创意、开拓思维、改变观念。

5. overwhelming adj.

1) very great or very large 巨大的，极大的

☆ The overwhelming majority of small businesses go broke within the first two years.

绝大多数小企业在头两年内就破产了。

2) difficult to fight against 难以抵挡的；无法抗拒的

☆ The flood was overwhelming and the city was soon drowned.

洪水来势凶猛,很快这个城市就被淹没了.

☆ She felt an overwhelming urge/desire/need to tell someone about what had happened. 她感到有一种抑制不住的冲动 / 欲望 / 需要想告诉别人所发生的事情。

6. This result mirrors the steadily rising trend that Americans are increasingly placing greater priority on living a fulfilling life – in which being wealthy is not the most significant factor.

本句的主句是 This result mirrors the ... trend; that 引导定语从句修饰 trend; in which 引导非限制性定语从句, 修饰 life。

fulfilling adj. making you feel happy and satisfied 令人愉快满足的

☆ Nursing is hard work, but it can be very fulfilling.

护理工作很辛苦, 但也会很有成就感。

7. Prioritizing the pursuit of joy may not only boost well-being, but can actually spur success.

现在分词短语 Prioritizing the pursuit of joy 做主语。

prioritize v. to decide which of a group of things are the most important so that you can deal with them first 确定 (事项的) 优先次序

☆ You must learn to prioritize your work.

你必须学会在工作中确定事情的轻重缓急。

Comprehensive exercise

Finish the tasks and check the answers.

Chapter	Unit 6 Business Conferences
Teaching Objective	Learn about the roles of business conferences Practice scanning a passage to look for specific information. Be a good manner in business conference to show China spirits.
Teaching Focus	Reading skill: Scanning(1) The terms related to business conferences
Teaching Difficulty	Read and understand the passage.
Teaching Duration	6
Teaching Method	Demonstration, explanation, discussion
Assignment	1. Review the words and vocabulary in this unit. 2. Review the reading skills and the prefixes in word formation exercises.

Introduce the topic of the unit

Task 1

Check the words & expressions in the list and see whether you know their meanings. Use a dictionary to help you if necessary

Leading-in

.

1. How do you locate specific information while you are doing reading comprehension exercises?

Reading skill focus

1. Explain how to scan a passage for specific information.
2. Do the exercises in Guided Practice and explain them
3. Do the exercises in Let's Try and ask the students to discuss their answers with their partners.
4. Check the answers.

Presentation

Each group of students gives the presentation on "Do you want to be a secretary in the future?"

Memo

1. The usage and key elements in a Memo.
2. Read the introduction to a Memo and do the exercise.
3. Check the answers.

Conference Programme Template

1. Read the description of the Conference Programme Template and find the best answer.
2. Check the answers.

Brainstorming

Ask the students to brainstorm their understanding of business conference. What are the roles of business conferences?

Additional Information

10 Rules for Proper Business Meeting Etiquette

Arrive Early

Arrive to the location of the business meeting at least 15 minutes early. This allows you to find a seat and get situated before the meeting starts.

Follow the Agenda

The chairperson of the meeting should circulate a meeting agenda to each participant at least one week in advance. Participants should call the chairperson to express any concerns about the agenda at least 48 hours prior to the meeting. The chairperson and concerned participant will then have time to determine if changes need to be made. The agenda should also mention the meeting's start and ending times as well.

Be Prepared

Each participant should come to the meeting with all of the materials and data she will need and an understanding of the meeting topic.

Take Breaks

Meetings should have a break every two hours. Breaks should be 20 minutes long, and meal breaks should be 30 minutes long.

Follow the Dress Code

The chairperson should indicate what kind of attire is required for the meeting, either business casual or business formal, and participants should follow that rule. A representative listing of the attire would be helpful as participants may have differing views on what business casual and business formal is. For example, when listing the meeting as business formal, you can indicate that a button-down shirt and khaki pants are sufficient.

Speak in Turn

Keep the meeting organized by only speaking when you have the floor. Ask questions during the designated question period, and raise your hand to be recognized by the chairperson as having the floor. Do not interrupt someone while they are speaking or asking a question.

Listen

You may find that many of the questions you have about a topic are answered by the content of the meeting. Listen attentively to the meeting and take notes.

Keep Calm

Avoid nervous habits such as tapping a pen on the table, making audible noises with your mouth, rustling papers or tapping your feet on the floor.

Be Polite With Your Phone

Turn off your cell phone prior to the start of the meeting. If you are expecting an urgent call, then set your phone to vibrate and excuse yourself from the meeting if the call comes in. Unless laptop computers have been approved for the meeting, turn yours off and lower the screen so that you do not obstruct anyone's view.

Don't Bring Guests

Do not bring unannounced guests to a meeting. If you have someone you would like to bring to a meeting, then contact the chairperson for permission to bring your guest. If permission is not granted, then do not bring him.

Be a good manner in business conference to show China spirits.

Previewing Vocabulary

Read the target words and think about how well you know it and check the appropriate column.

Language points of Text A

1. be expected to do something be supposed to do sth 预料、期待，被期望做某事

☆ They are expected to make an announcement later on today.

预料他们今天晚些时候会宣布一项通告。

☆ She is expected to be a good doctor.

他有希望成为一名好医生。

2. coordinate

vi. & vt. to harmonize in a common action or effort 调整，(使)协调

☆ If you can coordinate with each other, everything will be successful.

若你们都能彼此协调，每件事将能成功。

☆ The generators coordinate so that one is always running.

这些发电机是同一类型的以便于保证总有一台在运行。

☆ She coordinates her clothes well.

她把衣服搭配得很好。



3. maintain: vt.

1) keep in a certain state, position, or activity 维持, 保持

☆ Part of my job is to maintain good relationship with our suppliers.

我的部分工作是同我们的供应商保持良好的关系。

☆ In order to maintain physical well being, a person should eat wholesome food and get sufficient exercise.

为了维持身体健康, 一个人应该吃有益健康的食品, 并经常锻炼身体。

2) state or assert 坚持, 主张

☆ He maintained that it was wrong. 他坚持认为这是错误的。💡

☆ Some people still maintain that the earth is flat.

有些人仍坚持认为地球是平的。💡

4. A business secretary is expected to take action authorized during the executive's absence to make sure that matters requiring attention are referred to the right person or handled in a manner so as to minimize the effect of the employer's absence.

本句中 authorized 作定语修饰 action, 意为“权威认可的, 经授权的”; that 引导的为宾语从句; so as to 引导目的状语。

authorize

vt: to give permission for 授权

☆ She authorized her partner to negotiate on her behalf.

她授权其合作伙伴代表她进行谈判。

☆ Duplication of the software program must be authorized by Microsoft.

该软件的复制必须得到微软公司的授权。

5. In summary

to sum up, in conclusion, all in all 总之

☆ In summary, all government departments are administered rather differently.

概括地说, 各政府部门的管理方式是很不相同的。

☆ In summary, this is an excellent book for white collar workers.

总之, 对白领工人来说, 这是一本极好的书。

6. jack of all trades 万事通, 多面手, 博而不精的人

取自成语“Jack of all trades and master of none.” (样样通, 但无一样精)。

☆ Our gardener is a jack of all trades, he can do carpentering, decorating, a bit of plumbing, and so on.

我们的园丁是一个多面手, 他会一点木工活、装潢、修理水管, 等等。

Comprehensive exercise

Finish the tasks and check the answers.