

# 揭阳职业技术学院



## 教案

课程：   大学英语 I   任课教师：   刘玫洁  

专业：   石油化工技术、计算机应用技术、机电一体化技术、移动商务  

班级：   石化 251、252、计应 251、计应（3+）251、机电 251、机电（3+）251、移商 251、移商（自主）251  

学期授课计划时数：                   32                   课时

Chapter	Unit 1 Pursuing Your Dreams
<b>Teaching Objectives</b>	<ol style="list-style-type: none"> <li>1. To talk about career plans;</li> <li>2. To learn and understand time management;</li> <li>3. To learn how to manage time and set priorities;</li> <li>4. To review sentence patterns;</li> <li>5. To learn to write timetables /schedules;</li> <li>6. To introduce yourself and others;</li> <li>7. To greet and response;</li> <li>8. To learn and appreciate Chinese cultures;</li> <li>9. To learn the skills on level B exam.</li> </ol> <p><b>Ideological and Political Objectives 思政目标:</b></p> <ol style="list-style-type: none"> <li>10. Cultivate and promote students' spirit of continuous self-renewal.</li> <li>11. Highlight values of constantly strive to become stronger.</li> </ol>
<b>Ideological and Political Objectives</b>	<ol style="list-style-type: none"> <li>1. To talk about the Chinese dream of space exploration and the remarkable achievements made by Chinese people on space exploration;</li> <li>2. To learn from the spirit of Chinese in realizing the great Chinese dream;</li> <li>3. Encourage students to integrate their personal dreams with the great national rejuvenation and to make their own contributions to the Chinese dream;</li> <li>4. To help Students understand the importance of time management for realizing their dreams.</li> </ol>
<b>Teaching Focus</b>	<ol style="list-style-type: none"> <li>1. Insight into Culture</li> <li>2. Let's Watch: to talk about career plans;</li> <li>3. Let's Read: Comprehension of the Text;</li> <li>4. Work List;</li> <li>5. Let's review: Sentence Patterns;</li> <li>6. Let's Write: Timetable and Schedule;</li> <li>7. Speaking: Introduce yourself and others;</li> <li>8. To learn and appreciate Chinese cultures;</li> <li>9. Level B exam paper.</li> </ol>
<b>Teaching Difficulty</b>	<ol style="list-style-type: none"> <li>1. Get students to learn the topic</li> <li>2. Get students to master the key language points and grammatical structures in the texts;</li> <li>3. Get students to conduct a series of reading, listening, speaking and translating activities related to the theme of the unit;</li> <li>4. Get students to practice Level B exam.</li> </ol>
<b>Teaching Duration</b>	8 lessons
<b>Teaching Method</b>	Task-Based Language Teaching

<b>Assignment</b>	Discussion: To talk about career plans; Write a timetable according to your daily life at college .
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**Teaching Procedures:**

**Step 1. Insight into Culture** 思政元素 (warming-up activities)

**The Great Rejuvenation of the Chinese Nation** (Course Ideology: 1. Cultivate and promote students' spirit of continuous self-renewal. 2. Highlight values of constantly strive to become stronger)

1. Work in pairs. Talk about the following picture. Show the clues to be used.思政元素

space exploration	man-made	launch	Chang'e lunar explorer
Shenzhou spacecraft	the Chinese Dream	rejuvenation	set priorities



2. Discuss the questions below and then report to the class. 思政元素

Question 1: How long is it that the Chinese people have cherished the dream of flying into the sky since Chang'e folktale?

Question 2: What achievements have we made in space exploration?

Question 3: What program are you most interested in pursuit of China's space dream?

Question 4: Do you have a big dream for your future? What is it?

Question 5: If you have a lot of things to do in pursuit of your dreams, how do you manage your time?

answers for reference:

1. I think it is more than 2000 years. The story about Chang'e flying to the moon was told among folks around 130 BC. Since then, the Chinese people have long been dreaming of flying to the moon.
2. We have made great achievements in space exploration. The first man-made satellite was launched successfully in 1970. Since then, we have made great success in space program, for example, the launching of Chang'e lunar explorer, Shenzhou spacecrafts, and building of the space station, etc.
3. I am most interested in manned lunar landing program, especially the Chang'e lunar explorer. The Chang'e 1 carried out the lunar exploration mission successfully in 2007. Then Chang'e 2, 3, 4, and 5 were successfully launched onto the Moon, collected the samples and returned to the Earth. I think it would be so exciting for man to land on the moon.
4. Yes, I want to open a book shop / a café / a restaurant...
5. Write my work and activities on the calendar. / Use the 4-Quadrant Time Management. / Set priorities on the things I do.

### **Step 2 Let's Watch: What's your career plan?**

This part presents a video playlet for students to better understand the topic of the unit and the language about it.

#### 1.1 Understanding the playlet

##### 1.1.1 Watch the video for the first time and answer the questions.

Question 1. What's Peter's major?

Question 2. What's Peter's career plan?

Question 3. What courses does Peter take?

##### 1.1.2 Watch the video for the second time and answer the questions.

Question 4. What's Cherry's major?

Question 5. What's Cherry's career plan?

Question 6. How does Cherry manage her time?

##### 1.1.3 Watch the video again and complete the following statements with the words or phrases given below.

1. What's your \_\_\_\_\_?

2. I \_\_\_\_\_ Marketing.

3. What's your \_\_\_\_\_?

4. I \_\_\_\_\_ a pastry chef in a western restaurant after graduation.

5. How do you \_\_\_\_\_ your time?

6. I often make a \_\_\_\_\_.

Answer for reference: major; major in; career plan; want to be; manage; to-do list

### **Basic Sentences:**

Students are required to do the language drills to be good at using them.

1. I'm a freshman in the Finance Department.
2. My major is Computer Science.
3. How do you plan your career?

4. What's your career plan?
5. I want to start my own business.
6. Mary wants to work as an accountant in an international company.
7. How do you manage your time?
8. You need to set priorities for the things you do.
9. I often make a to-do list.
10. I write my work and activities on my calendar.

### Step 3 Let's Drill

**Substitution Drill: Substitute the underlined parts with the words or phrases given below.**

1. I'm a freshman in the Finance Department. sophomore/junior/senior
2. My major is Computer Science. I major in/I study/I take
3. How do you plan your career? future/study/travel
4. What's your career plan? goal/dream/ambition
5. I want to start my own business. do/have/build
6. Mary wants to work as an accountant in an international company. a sales manager/an HR manager/a CEO
7. How do you manage your time? work/study/money
8. You need to set priorities for the things you do. decide to/determine/identify
9. I often make a to-do list. timetable/schedule/plan
10. I write my work and activities on my calendar. plan/put/list

**Response Drill: Give a proper response to each of the statements**

Statements:

1. What's your major?
2. Why do you major in Business?
3. What's your career plan?
4. How do you manage your time?
5. What do you do first after setting priorities?

Responses:

- a. My major is Business.
- b. Do the most important thing first.
- c. I do it with the 4-quadrant time management system.
- d. Because I want to start my own business.
- e. I want to be a software engineer.

Answer: a,d,e,c,b

**Interpretation Drills : Respond to the English sentences with their Chinese interpretation.**

1. My major is Computer Science.	a. 我在日历上写下我的工作和活动安排。
2. You need to set priorities for the things you do.	b. 我想自己创业。
3. I often make a to-do list.	c. 我的专业是计算机科学。
4. I want to start my own business.	d. 你需要为你自己做的事情设置优先顺序。
5. I write my work and activities on my calendar.	e. 我常常列待办事项清单。

Answer: c,d,e,b,a

**Translation: Choose the best translation of each sentence.**


1. I'm a freshman in the Finance Department.  
 A. 我是财经系的新生。  
 B. 我是财会系的学生。  
 C. 我是商务系的学生。

2. How do you plan your career?  
 A. 对于你的职业生涯你有什么计划?  
 B. 你如何规划你的职业生涯?  
 C. 你如何安排你的时间?

3. What's your career plan?  
 A. 你的职业生涯规划是什么?  
 B. 你的工作愿景是什么?  
 C. 你的购车计划是什么?

4. Mary wants to work as an accountant in an international company.  
 A. 玛丽想在大公司做一个会计师。  
 B. 玛丽想在国际公司担任会计师。  
 C. 玛丽想在国际公司工作。

5. How do you manage your time?  
 A. 你如何管理时间?  
 B. 你如何珍惜时间?  
 C. 你时间怎么安排的?



Answer: 1. A-B-C 2. B-A-C 3. A-B-C 4. B-A-C 5. A-C-B

**Step 4 Let's Read**

2.1 New words, phrases and expressions

wordlessly; jar; proceed; rock; pebble; pour; recognize; matter; represent; stuff; pick

up; on a small scale; proceed to do something

## 2.2 Outline of the text

### Rocks, Pebbles and Sand

I. The purpose of the story:

To teach a lesson on \_\_\_\_\_ ①

II. Representative meanings of the items in life:

1. The rocks are the \_\_\_\_\_ ② your family, your partner, your health, or your children.

2. The pebbles represent things like your \_\_\_\_\_ ③.

3. The sand is everything else, the \_\_\_\_\_ ④.

III. How to set priorities on the above three items (arrange orders):

The order should be \_\_\_\_\_ ⑤.

Answers: Time Management; important things; job, house, or car; .....

## 2.3 Text: Background Information: Tips for Time Management 思政元素

- Set goals and stay focused.
- Prioritize your actions.
- Know yourself and the environment around you.
- Multitasking (多任务处理).
- Focus on results, not on being busy.
- Explore life beyond work.
- Don't cut back on sleep.
- Learn to delegate your work.
- Do not delay doing something until later.

## 2.4 Understanding and Language Points

2.4.1. When class began, wordlessly he picked up a large empty jar and proceeded to fill it with rocks right to the top.

proceed to do sth.: to do sth. next 接着做, 继而做

e.g. Having said she wasn't hungry, she then proceeded to order a three-course meal.

她说不饿, 接着却点了三道菜。

fill...with...: to make something full of something 用某物装满某物

e.g. She filled the bowl with warm water. 她给碗里倒满温水。

Translation: 上课了, 教授一句话也没有说, 他拿起一个大的空玻璃罐, 往罐里塞满了石块。

2.4.2. The rocks are the important things – your family, your partner, your health, your children – anything that is so important to you that if it were lost, you would be nearly destroyed.

so...that...: used when you are emphasizing a fact by saying what the result of it is

如此...以至于... (用于说明结果以强调事实)

e.g. The road surface became so hot that it melted. 路面热得熔化了。

Structure Analysis: "that is so important to you" is an attributive clause and it modifies anything. "if it were lost, you would be nearly destroyed." is an adverbial clause of unreal condition.

e.g. If I were you, I would not do that. 如果我是你, 就不会那样做。

Translation: 石块是生活中重要的方面, 包括家人, 伴侣, 健康和孩子。这些对你来说都非常重要, 一旦失去, 你几乎会被击垮。

2.4.3. The pebbles are the other things in life that matter, but on a small scale.

matter: to be important 重要; 要紧

e.g. People need to realize that education matters. 人们需要认识到教育的重要性。

scale: the size of something, especially when it is big (尤指大事物的)大小, 规模  
on a small scale: not on a broad scale 小规模地

e.g. The project was first built on a small scale. 这一工程是以小规模的建设起步的。

e.g. on a large / grand / massive scale 大规模, 规模宏大 / 壮阔

The conference was on a grand scale. 这次大会规模宏大。

Structure Analysis: “matter” is a verb, which serves as the predicate in the attributive clause modifying *other things*.

Translation: 鹅卵石是生活中其它重要的东西, 但是它们只是在小范围里重要。

2.4.4. The pebbles represent things like your job, house, or car.

represent: to be a sign or symbol of something 表示; 象征

e.g. The red colour commonly represents danger. 红色通常表示危险。

Translation: 鹅卵石代表着如工作、房子或车子这些东西。

## 2.5 Understand the Text

**Task 1:** Work with your partner and answer the following questions according to the Text.

Question 1. Why does the writer tell us such a beautiful story?

Because the writer wants to use the story to teach us time management.

Question 2. According to the story, what do rocks represent in our life?

Rocks represent the important things.

Question 3. What do pebbles represent in our life?

Pebbles represent things like your job, house, or car.

Question 4. What does sand represent in our life?

Sand represents the “small stuff”.

Question 5. According to the professor, what is the proper order to do the above three things?

The order should be: rocks, pebbles, sand.

**Task 2:**

**Choose the best answer to the following questions.**

1. The professor filled a large empty jar with all the following except \_\_\_\_\_.  
a. pebbles      b. sand      c. water      d. rocks
2. The professor puts the three items into the jar in order to tell his students \_\_\_\_\_.  
a. how much the jar can contain      b. how the three things are mixed together  
c. how things should be handled      d. how the jar can be filled full
3. According to the professor, which is less important ?  
a. Family.      b. House.      c. Children.      d. Partner.
4. What is the meaning of the underlined word in “ The pebbles are the other things in life that matter ”?  
a. Thing.      b. Problem.      c. Be important.      d. Have a good relation.
5. The theme of the text is that \_\_\_\_\_.  
a. everything in life is important      b. we should handle everything well  
c. we should do the important things first      d. rocks, pebbles and sand are all useful

Answer: c,c,b,c,c

**Exercises:**

**Task 1:** Fill in each blank with a proper word from the word bank in its proper form and give its definition in the bracket. The first one is done as an example.

0. Japan is a major exporter of cars. [ A1 ]  
日本是汽车的主要出口国。
1. All of her \_\_\_\_\_ plays have been translated into English. [ A1 ]  
她的主要剧本都被译成了英文。
2. She \_\_\_\_\_ from being a secretary to running her own department.[ B2 ]  
她从秘书的职位晋升到部门主管。
3. After he \_\_\_\_\_ from high school, he joined the army. [ B1 ]  
他高中毕业后参军了。
4. She \_\_\_\_\_ in philosophy at Harvard. [ A3 ]  
她曾在哈佛大学主修哲学。
5. Chris is a physics \_\_\_\_\_ from (of) Cambridge. [ B3 ]  
克里斯是剑桥大学物理专业的毕业生。
6. What is your \_\_\_\_\_, English or French? [ A2 ]  
你的专业是英语还是法语?

**Task 2:** Choose the best answer to complete each of the sentences.

1. The red lines on the map \_\_\_\_\_ railways.  
a. present      b. stands for      c. represent      d. mean

2. By the time we got to the sale, all the good \_\_\_\_\_ was gone.
  - a. things
  - b. stuff
  - c. resources
  - d. materials
3. Just as I \_\_\_\_\_ the phone, it stopped ringing.
  - a. picked up
  - b. picked off
  - c. picked out
  - d. picked down
4. It is important \_\_\_\_\_ how little we know about this disease.
  - a. recognize
  - b. understand
  - c. know
  - d. to recognize
5. It doesn't matter how a man dies, what \_\_\_\_\_ is how he lives.
  - a. important
  - b. matters
  - c. count
  - d. matter

Answer: c,b,a,d,b

### Step 5 Let's Write

#### Schedule and Timetable

- 3.1. Read the samples and answer the following questions about the above schedules
- 3.2 Complete the Sentences: Complete the following sentences with the words and phrases given in the box.
- 3.3 Learn some useful expressions and sentences patterns.

**Task 1:** Look at the dialogue between Celia and her secretary and make a schedule based on their conversation.

Please fill in the following timetable according to the above dialogue.

Sun. 4	Mon. 5	Tues. 6	Wed. 7	Thurs. 8	Fri. 9	Sat. 10

**Task 2:** Write a travel plan for Michael according to the Chinese information given below.

#### Michael's Travel Plan

<b>June 7<sup>th</sup> Monday</b>	<b>Leave for Tokyo      Departure Time: 5:05 p.m.      Arrival Time: 10:25 p.m. Check in at the Hilton Hotel</b>
<b>June 8<sup>th</sup> Tuesday</b>	<b>Have lunch with Mr. Lee and discuss the development of the new product</b>
<b>June 9<sup>th</sup> Wednesday</b>	<b>10:00 a.m.: Discuss contract details with Mr. White at his company</b>
<b>June 10<sup>th</sup> Thursday</b>	<b>9:00 a.m.: Visit Toyota Company 3:00 p.m.: Fly back to Hong Kong</b>
<b>June 11<sup>th</sup> Friday</b>	<b>9:00 a.m.: Prepare documents for the afternoon meeting 2:00 p.m.: Attend the business conference</b>

**Step 6 Let's Review**

**Sentence Patterns**

**Task 1:** Define the function of the italicized parts in the following sentences.

- |  |   |
|--|---|
| 1. The sun <i>is rising</i> .                    | 11. She offered the guest <i>some cake</i> .                      |
| 2. He has changed <i>his mind</i> .              | 12. He <i>was breathing</i> hard.                                 |
| 3. Mr. Smith is <i>a doctor</i> .                | 13. There are <i>beautiful wild flowers</i> in the hills.         |
| 4. He told <i>me</i> a story.                    | 14. The maple leaves turned <i>red</i> .                          |
| 5. I felt <i>a bit dizzy</i> .                   | 15. Don't deceive <i>yourself</i> .                               |
| 6. It all <i>depends</i> .                       | 16. Many people consider him <i>a hero</i> .                      |
| 7. There used to be <i>a school</i> in the town. | 17. She threw him <i>a kiss</i> .                                 |
| 8. Did you <i>sleep</i> well?                    | 18. He forgot <i>what to say</i> .                                |
| 9. Bill looks <i>ill</i> .                       | 19. I saw him <i>lying on the bed</i> .                           |
| 10. Did he say <i>anything</i> ?                 | 20. There is <i>a great Italian restaurant</i> across the street. |

**Task 2:** Categorize the above sentences according to different sentence patterns.

Sentence Patterns	Examples (from the above sentences)
Subject + Intransitive Verb (SV)	
Subject + Transitive Verb + Object (SVO)	
Subject + Transitive Verb + Indirect Object + Direct Object (SVoO)	
Subject + Transitive Verb + Object + Object Complement (SVOC)	
Subject + Link Verb + Predicative (SVP)	
There be	

**Step 7 Assignment**

Write a timetable according to your daily life at college

Chapter	Unit 2 Applying for a Job
<b>Teaching Objectives</b>	<ol style="list-style-type: none"> <li>1. To talk about job interviews</li> <li>2. To learn about hiring process</li> <li>3. To learn how to achieve success in job interview</li> <li>4. To review Verb Tenses (1)-Present Tense</li> <li>5. To write want ads, cover letters and CVs</li> <li>6. To talk about job applications and job interviews</li> <li>7. To understand the playlet and learn language about the job interview</li> <li>8. To get skills for job interview</li> <li>9. To learn the Basic Sentences for the given topic</li> <li>10. To know the talents in the Three Kingdoms</li> <li>11. To learn the skills on level B exam.</li> </ol>
	<p><b>Ideological and Political Objectives 思政目标:</b></p> <ol style="list-style-type: none"> <li>1. Foster professional ethics and integrity: Guide students to understand the importance of honesty, integrity, and responsibility in their professional lives, emphasizing that ethical behavior is fundamental in both job applications and workplace settings.</li> <li>2. Promote teamwork and collaboration: Encourage students to develop a cooperative spirit and emphasize the value of working together effectively, both in their future careers and as contributing members of society.</li> <li>3. Strengthen a sense of social responsibility: Cultivate students' awareness of their roles and responsibilities in contributing to society, motivating them to choose career paths that serve both their personal growth and societal progress.</li> <li>4. Instill a positive attitude towards challenges: Help students adopt a growth mindset by encouraging perseverance, optimism, and self-improvement, preparing them to face future challenges with resilience and confidence.</li> <li>5. Enhance patriotism and national pride: Inspire students to consider how their skills and career aspirations can contribute to the development of the nation, fostering a sense of pride in serving the country through their future professional endeavors.</li> </ol>

<p><b>Teaching Focuses</b></p>	<ol style="list-style-type: none"> <li>1. Let's come to workplace: to talk about job applications and job interviews</li> <li>2. Let's Watch: to understand the playlet and learn language about the job interview</li> <li>3. Let's Drill: to learn the Basic Sentences for the given topic</li> <li>4. Let's Talk:to talk about job interviews</li> <li>5. Let's Read:to understand the text</li> <li>6. Let's Do:to get skills for job interview</li> <li>7. Let's Write: want ads, cover letters and CVs</li> <li>8. Let's Review: Verb Tenses (1)-Present Tense</li> <li>9. Level B exam paper.</li> </ol>
<p><b>Teaching Difficulties</b></p>	<ol style="list-style-type: none"> <li>1. Get Ss to learn the topic and do the syndicate activities in the class;</li> <li>2. Get Ss to master the key language points and grammatical structures in the texts;</li> <li>3. Get Ss to conduct a series of reading, listening, speaking and translating activities related to the theme of the unit;</li> </ol>
<p><b>Teaching Duration</b></p>	<p>8 lessons</p>
<p><b>Teaching Methods</b></p>	<p>Task-Based Language Teaching</p>
<p><b>Assignments</b></p>	<p>Part IV Speaking, Listening, Level B exam paper.</p>

**Teaching Procedures:**

**Culture Spot: Chinese Mythology and Dreams** 思政元素

**Task1:**Talents in the Three Kingdoms: During the period of the Three Kingdoms, talents were highly respected and cherished. Matches the heroes with their lords and tell the stories of how these heroes were devoted to their lords and how their lords cherished them.思政元素



Y--

I :

G-

G--

Reference:

Heroes	Positions	Lords
Zhuge Liang	Adviser, Prime Minister (Cheng Xiang), offering advice to Liu Bei, in charge of state affairs	Liu Bei
Guan Yu	General	Liu Bei
Zhou Yu	Commander-in-chief, in charge of all army forces	Sun Quan
Xun You	Adviser, offering advice to Cao Cao	Cao Cao

**Task2:** Make a resume for one of the Three-Kingdom heroes. 思政元素

RESUME	
Name:	Gender: Marital Status:
Nationality:	ID Card: Mobile:
Job Title and Responsibilities	
Education	
Work Experience	
Qualifications	
Hobbies and Interests	

Reference:

**Step 1.** Let's come to workplace

**Task 1** Talk about the following pictures with your partner, using the key words for reference

**Key Words**

read want ads      apply for the job      dress formally      be confident in the interview



**Task 2 Now discuss the questions below and then report to your class.**

1. Have you ever written a resume / CV?
2. What should be included in a resume? Your education, your work experience and your qualifications?
3. Did you ever have a job interview?
4. What should you prepare for an interview? Be ready with your resume? Learn more about the company and the job?
5. How can you leave a good impression on the interviewer? Will you dress formally and behave confidently?

**Reference:**

1. Yes, I have. (No, I haven' t.)
2. A resume should include your personal information, job objective, educational background, work experience, qualifications and skills, etc.
3. Yes, I did. (No, I didn' t.)
4. Before an interview, I will learn more about the company and the position I am applying for. Besides, I will prepare my self-introduction and my answers to the possible questions the interviewer may ask, and get ready with my resume, certificates, diplomas and other necessary documents.
5. To leave a good impression on the interviewer, I will dress formally and properly, greet interviewers politely, and behave confidently.

**Step 2. Let's Watch**

**Task1: Watch the video twice. Each time you are required to answer three questions.**

1. Which company does Mary want to work for?  
She wants to work for \_\_\_\_\_.
2. Which university did Mary graduate from?  
She graduated from \_\_\_\_\_.
3. What did Mary major in?  
She majored in \_\_\_\_\_.
4. What position is Mary applying for?  
She is applying for the position of \_\_\_\_\_.
5. Who is Harry White?  
He is the \_\_\_\_\_ of the HR Department.
6. What does Harry White think of Mary?  
He thinks she is \_\_\_\_\_.

**Reference**

P&G company; Sun Yat-sen University; Business Administration; Sales Manager; director; a good candidate

**Task 2: Watch the video again and complete the following statements with the words or phrases given below.**

**Salary; applying for; responsibility; Attended; change your job; graduated from**

1. You' re \_\_\_\_\_ the position of Sales Manager, right?
2. Can you tell me which university you \_\_\_\_\_?
3. What is your chief \_\_\_\_\_ there?
4. I' ve worked there for five years ever since I \_\_\_\_\_ college.
5. Why do you want to \_\_\_\_\_?
6. What \_\_\_\_\_ would you expect to get here?

Reference

applying for; attended; responsibility; graduated from; change your job; salary

**Script**

Situation: Mary Wong is applying for the position of Sales Manager for P&G company. She is interviewed by Harry White, the director of the HR Department.

Mary Wong: May I come in?

Harry White: Yes, please do.

Mary Wong: Good morning, sir. My name is Mary Wong.

Harry White: Nice to meet you, Miss Wong. I am Harry White, the director of the HR Department. I was expecting you. Please take a seat.

Mary Wong: Thank you!

Harry White: Well, Miss Wong, you're applying for the position of Sales Manager, right? So, what do you know about our company?

Mary Wong: Yes, a little. P&G is famous in China for its Hope School program. And, of course, your cosmetic and skincare products are very popular with women all over the world.

Harry White: That's right. Miss Wong, can you tell me which university you attended?

Mary Wong: Sun Yat-sen University.

Harry White: And what degree have you got?

Mary Wong: I have a bachelor's degree in Business Administration.

Harry White: Good. I know you're now with United Butter. What is your chief responsibility there?

Mary Wong: I've worked there for five years ever since I graduated from college. Two years ago, I was appointed brand manager, responsible for the product line of biscuits.

Harry White: Why do you want to change your job?

Mary Wong: I want to change my working environment, seek new challenges and broaden my experience. That's why I want to move into sales.

Harry White: Good. What do you think is the most important qualification for a salesperson?

Mary Wong: I think it's high motivation along with self-confidence.

Harry White: I agree with you. What salary would you expect to get here?

Mary Wong: Well, I will leave it for you to decide after you consider my skills and experience. My current annual income at the United Butter is ¥150,000.

Harry White: OK. Do you have any questions?

Mary Wong: When do you expect to make your hiring decision for this post?

Harry White: I need to discuss with other board members. We will notify you of our decision as soon as possible. But, to be honest, you seem to be a good candidate with the right kind of experience and personality. You're high on my list. Mary Wong: That's good. Thank you, Mr. White. I am looking forward to hearing from you. Goodbye.  
Harry White: Goodbye.

### Step 3. Let's Drill

#### Task 1: Basic sentences

1. I'm applying for the position of Sales Manager.
2. Can you tell me which university you attended?
3. I majored in Business Administration.
4. Can you tell me something about your work experience?
5. You will report to the sales director.
6. I am responsible for the product line of biscuits.
7. Why do you want to change your job?
8. What do you think is the most important qualification for a salesperson?
9. What are your strengths and weaknesses?
10. Have you ever handled a difficult situation with a co-worker?

**Task 2:** Substitute the underlined parts with the words or phrases given below.

**Task 3:** Give a proper response to each of the statements.

**Task 4:** Respond to the English sentences with their Chinese interpretation.

### Step 4. let's talk

**Task 1: Participation Conversations: Work with your partner. Match the dialogues and then role-play them.**

Episode 1

Jackson: Miss Lin, you're applying for the position of Marketing Manager, right? Can you tell me something about your education?

Susan: Yes. I graduated from Guangzhou University and I have a bachelor's degree in Marketing.

Jackson: Good. We are looking for someone who majored in Marketing. How about your work experience?

Susan: I worked in a sportswear company as a Marketing Analyst for a year, and now I'm working in a high-tech startup.

Jackson: Then what is your responsibility in the high-tech company?

Susan: I was appointed Sales Manager and I'm responsible for the sales activities of robot products.

Jackson: It sounds you have a lot of experience, but why do you want to change your job?

Susan: Because I want to do something more challenging and to enrich my experience.

Episode 2

Jackson: Miss Lin, what do you think is the most important qualification for a

marketing manager?

Susan: I think a marketing manager should have a good understanding of consumers and be aggressive in the market.

Jackson: I agree with you. What do you think is your greatest strength and weakness?

Susan: I'm good at communicating with others and working under pressure. However, my written English is not so good, but I'll try to improve it.

Jackson: Good. I'm sure you will. Now, do you have any question?

Susan: Yes. I wonder when you are likely to make a decision.

Jackson: Well, I need to discuss with other members of the management. We should be able to notify you in a week.

Susan: Thank you, Mr. Jackson! I'm looking forward to hearing from you!

**Task 2: Role Play: listen and fill in the blank with the proper words or phrases given.**

**Situation:** Daniel Crane is applying for the position of Sales Rep. He is interviewed by Miss Helen Lewis, the assistant manager of the HR Department.

applying for

the interview

major in

strength and weakness

experience

**Model Dialogue**

**Daniel:** Good morning. My name is Daniel Crane. I've come for \_\_\_\_\_ as requested.

**Helen:** Nice to meet you, Mr. Crane. I'm Helen Lewis, Assistant Manager of the HR Department.

**Daniel:** Nice to meet you, Miss Lewis.

**Helen:** So, what position are you \_\_\_\_\_?

**Daniel:** I'm applying for the position of Sales Rep.

**Helen:** Can you tell me something about your \_\_\_\_\_?

**Daniel:** Yes. I'm a senior student in Guangzhou Vocational Institute of Commerce, and will graduate this summer. I \_\_\_\_\_ Business. During my college years, I'm very active, and have successfully organized some important activities on campus. Last summer, I worked part-time as a salesman for a beer factory.

**Helen:** Good. What do you think of your \_\_\_\_\_?

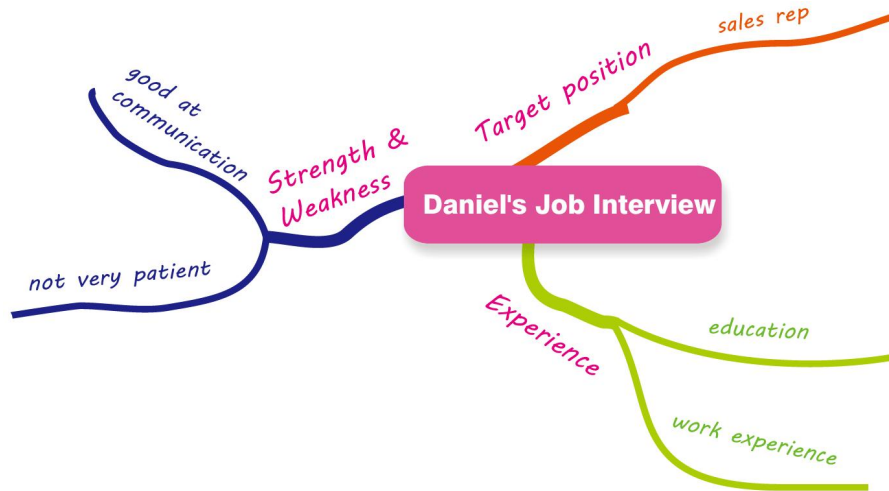
**Daniel:** I'm good at communicating with people. I think that's my particular strength, but sometimes I am not very patient. This should be my weakness.

**Reference:**

the interview; applying for; experience; major in; strength and weakness

**Task 3: Speaking Out:**

Now practice the dialogue and role-play it with your partner by using the Mind Map below.



**Step 5. Let's Read**

**Task 1: New Words**

<b>talent</b>	/ˈtælənt/	<i>n.</i>	someone who has a natural ability to be good at something	人才
<b>exclusively</b>	/ɪkˈskluːsɪvli/	<i>adv.</i>	only	仅仅
<b>rigorous</b>	/ˈrɪgərəs/	<i>adj.</i>	very severe or strict	严格的
<b>application</b>	/ˌæplɪˈkeɪʃn/	<i>n.</i>	a formal request for permission to do or have something	申请; 请求
<b>submit</b>	/səbˈmɪt/	<i>v.</i>	to formally give something to someone so that they can make a decision about it	递交, 呈送
<b>assessment</b>	/əˈsesmənt/	<i>n.</i>	a process in which you make a judgment about a person or situation	评审, 评估

Task 2: let's Read

Skim the Text for the main ideas and fill in the blanks with the key words given in the box.

**online assessments      P&G      behavioral interviews      online      greater detail**

Task 3: Language Points

(1) At P&G we are proud that we develop talent almost exclusively from within.

from within: from inside a person or thing; inwardly 从内在; 从本质上

e.g. Seen from within, the cave looked larger. 从里面看, 那个地洞显得更大。

She has a kind of spiritual strength that comes from within.

她内心有一股巨大的精神力量。

Translation: 在宝洁，我们几乎完全从人的内在发展人才，对于这一点，我们感到很自豪。

(2) Once you have submitted your application, you will be contacted regarding the next steps.

submit: to formally give something to someone so that they can make a decision about it  
递交，呈送

e.g. The plan will be submitted next week. 这些计划将于下周提交上去。

Please submit your application form in four copies. 请交申请表一式四份。

regarding: concerning a particular subject 关于，有关

e.g. Davis had very little to say regarding the accident. 关于这次事故，戴维斯没有说什么。

He knew nothing regarding the case. 关于这个案子他一无所知。

Structure Analysis: This is an adverbial clause of time introduced by “Once”.

e.g. Once you get into a bad habit, it will be very hard to get rid of it.

一旦你染上了坏毛病，就很难消除。

Translation: 一旦你提交了申请表，将会有人联系你有关的后续步骤。

(3) P&G uses online assessments to measure skills and accomplishments that generally do not emerge from interviews.

accomplishment: something difficult that you succeed in doing 成就

e.g. Nursing gave her a sense of accomplishment. 护理工作让她有了成就感。

Arranging the peace talks was a remarkable accomplishment.

安排这次和平谈判是个重大的成就。

emerge: to appear or come out of something 显现，出现

e.g. Three important factors emerged from our discussions. 从我们的讨论中出现了3个重要因素。

The sun emerged from behind the clouds. 太阳从云层后露了出来。

Structure Analysis: “that generally do not emerge from interviews” is an attributive clause which modifies the antecedent “skills and accomplishments”.

Translation: 宝洁使用在线评定系统去衡量技能和成就，这些通常不会在面试中出现。

(4) Taking place either on campus or on-site at P&G, it’s also your opportunity to...

either...or...: used for showing two or more possibilities or choices

或者...或者（表示两个或两个以上的可能性或选择）

e.g. You must answer either yes or no. 你必须回答是或者不是。

You can contact us either by phone, by email, or by letter.

你可以通过电话、电子邮件或者信函来联系我们。

on-site: at the place where something happens 在现场，临场

e.g. An engineer will be on-site to supervise the construction.

到时将有一位工程师临场监督建筑施工。

Translation: 无论这一轮面试是在校园还是在宝洁公司现场进行，它也是你的机会

#### Task 4: Understand your text

Skim the Text for the main ideas and fill in the blanks with the key words given in the box.

online assessments

P&G

behavioral interviews

online

greater detail

### Hiring Process

This hiring process is presented by P&G ① Company.

#### 1. Application

You can search and apply for jobs online ②.

#### 2. Assessment

The company uses online assessments ③ to measure skills and accomplishments.

#### 3. Initial Interview

The company uses behavioral interviews ④ to get to know the real you.

#### 4. Final Interview

The company goes into greater detail ⑤ about your skills and capabilities.

Task 1) Work with your partner and answer the following questions according to the Text.

1. Which company presents this hiring process?

**P&G company presents this hiring process.**

2. Where can people find the company's job vacancy and apply for it?

**People can find and apply for jobs online.**

3. How does the company measure the applicants' skills and accomplishments?

**The company uses online assessments to measure the applicants' skills and accomplishments.**

4. What kind of interview does the company use to get to know the real you?

**The company uses behavioral interviews.**

5. What will the company do in the final interview?

**The company goes into greater detail about your skills and capabilities.**

Task 2) Choose the best answer to the following questions

1. At P&G, the talents are developed almost exclusively \_\_\_\_\_.

a. from outside

b. from hiring process

c. from within

d. from behavioral interview

2. What will happen if you have submitted your application?

a. You will be assessed online from the company.

b. You will be contacted about the next steps

c. You need to go to the company for an interview.

d. You will meet the manager.

3. What is the meaning of the underlined word in “skills and accomplishments that generally do not emerge from interviews”?
- a. happen                      b. develop                      **c. appear**                      d. exist
4. You can also learn more about the company from the \_\_\_\_\_.
- a. online assessment                      b. behavioral interview
- c. final interview                      **d. both b and c**
5. The article is mainly about \_\_\_\_\_.
- a. how to apply for jobs of P&G                      b. different kinds of interviews of P&G
- c. the preparation for the interviews of P&G                      **d. the hiring process of P&G**

Task 3) Use the right words

**I. Fill in each blank with a proper word from the word bank in its proper form and give its definition in the bracket. The first one is done as an example.**

0. Visitors *are requested* not to walk on the grass. [C2]  
要求游客们不要践踏草地。
1. I **have applied for** a new job with the local newspaper. [B1]  
我已经申请了地方报纸的一个职位。
2. We **requested** that the next meeting be held on a Friday. [C2]  
我们要求下次会议星期五举行。
3. She hopes **to qualify** as a lawyer at the end of the year. [A1]  
她希望在年底获得律师资格。

**II. Choose the best answer to complete each of the sentences.**

1. The agency \_\_\_\_\_ an annual budget to the board each July.  
a. give                      b. will provide                      **c. submits**                      d. writes
2. I \_\_\_\_\_ a new job with the local newspaper last week.  
a. asked for                      **b. applied for**                      c. look for                      d. applied to
3. Richard was waiting outside the door as she \_\_\_\_\_.  
**a. emerged**                      b. appears                      c. comes out                      d. emerge
4. If things are to change, the company must be \_\_\_\_\_ from within.  
a. founded                      **b. reformed**                      c. established                      d. started
5. Exams are not the only means of \_\_\_\_\_ a student’s ability.  
a. showing                      **b. assessing**                      c. assessment                      d. developing

Task 4) Translate the following paragraph into Chinese.

花时间编排一个回答面试问题的答案清单，并举例说明你的技能、价值、兴趣爱好，以及优

缺点。重点说明你能做什么事情使公司受益，而不仅仅是你感兴趣的东西。同时准备好你想问面试官的问题清单。记住你不仅仅就是要得到这份工作，你同时也是在面试雇主，来评估这家公司以及他们提供的职位是否适合你。

### Step 6. Let's Do

#### Task 1: Action One

Suppose you are an HR assistant. Your company will recruit a group of new staff. Your manager has asked you to work out a plan for the recruitment process. Work in groups and rearrange the following proposed actions in a proper order in the Procedure for Recruiting New Staff below.

- a. Collect resumes and application letters.
- b. Make the recruiting plan and have it approved by the General Manager.
- c. Work out the job descriptions.
- d. Arrange interviewers and the venue for the interviews.
- e. Do the interviews.
- f. Decide on the list of accepted applicants.
- g. Coordinate with department managers and identify their needs for new staff.
- h. Publicize job ads.
- i. Screen applicants and decide on the list of interviewees.
- j. Inform applicants of interview details.
- k. Inform applicants of their acceptance or rejection for employment.

#### Task 2: Action 2

### How to Achieve Success in a Job Interview

Work in groups. Suppose you are going to have a job interview and you want to be well-prepared and achieve success. The following questions are critical for you to achieve success. Discuss the questions and arrange the key points in the form below. When you finish your discussion, make a presentation to your class. Some of the key points are proposed for you as below.

1. What can you do in preparation for a job interview?
2. How can you manage your time for the interview?
3. How can you leave a good impression on the interviewer?

### Step 7. Let's Write(Want Ads, Cover Letters and Resumes)

Preparation 1: Answer the following questions about the samples above.

1. What position is the advertisement for?

It is for a \_\_\_\_\_.

2. What qualification and skills are required for the post?

\_\_\_\_\_.

3. What is the education background of Robert Lee?

He graduated from \_\_\_\_\_.

4. What is enclosed in the cover letter?

Enclosed are \_\_\_\_\_.

5. What are the main parts of a CV?

They are job objective, personal details, \_\_\_\_\_.

Reference

Sales Manager;

Good communication skills, willing to travel, having a driving license;

Guangdong Business University and majored in Sales Management;

his curriculum vitae (CV) and a photo;

education, work experience and qualifications

Preparation 2: Complete the sentences

Task 1

**Complete Jenny's cover letter according to her CV and notes above, using the phrases and sentences given below.**

1. have the experience in managing sales administration work
2. I'm very interested in it, and wish to apply for the job.
3. I am qualified for the job
4. my CV and a photo
5. as a secretary for three years

**Step 8. Let's Review (Present Tense)**

Task 1: put the verbs in the brackets in the right tense.

1. He \_\_\_\_\_ (be) very tired.
2. The meeting \_\_\_\_\_ already \_\_\_\_\_ (last) for three hours.
3. They \_\_\_\_\_ (have) lunch now.
4. Who \_\_\_\_\_ (break) the glass?
5. The sun \_\_\_\_\_ (rise) in the east.
6. We \_\_\_\_\_ (wait) for an hour and he still hasn't turned up.
7. Tomorrow they \_\_\_\_\_ (go) to New York.
8. He \_\_\_\_\_ (speak) good English.
9. I \_\_\_\_\_ (not see) her in the past few years.
10. Look, she \_\_\_\_\_ (dance) over there.

11. It \_\_\_\_\_ (rain) the whole morning.
12. Thank you. I \_\_\_\_\_ (not smoke).
13. It \_\_\_\_\_ (snow) now.
14. That's the letter I \_\_\_\_\_ (expect) all these days.
15. I \_\_\_\_\_ (not have) my breakfast yet.

Reference

Is; has lasted; are having; has broken; rises; have been waiting; are going; speaks; haven't seen; is dancing; has been raining; don't smoke; is snowing; have been expecting; haven;t had;

Chapter	Unit 3 Workplace Communication
<p style="text-align: center;"><b>Teaching Objectives</b></p>	<p><b>Ideological and Political Objectives 思政目标:</b></p> <ol style="list-style-type: none"> <li>1. Cultivate professional ethics and a sense of responsibility</li> <li>2. enhance personal professional qualities and values, strengthen team cohesion and collaborative spirit</li> <li>3. build a harmonious working environment and corporate culture</li> <li>4. promote social fairness and harmony</li> <li>5. foster civic awareness and a sense of social responsibility</li> </ol> <p>Others:</p> <ol style="list-style-type: none"> <li>6. To talk about cross-department Conflicts and Communication</li> <li>7. To talk about Company Structure and Department Functions.</li> <li>8. To learn how to deal with cross-department communication and conflicts;</li> <li>9. To review Verb Tense(2)-Past Tense ;</li> <li>10. To write Emails</li> </ol> <p><b>Ideological and Political Objectives 思政目标:</b></p> <ol style="list-style-type: none"> <li>11. Cultivate and promote students' spirit of continuous self-renewal.</li> <li>12. Highlight values of constantly strive to become stronger.</li> </ol>
<p style="text-align: center;"><b>Teaching Focus</b></p>	<ol style="list-style-type: none"> <li>1. Let's Come to Workplace: to learn the concept of company structure and department responsibilities</li> <li>2. Let's Watch: to better understand the topic of the unit and learn to ask for help from other department.</li> <li>3. Let's Drill: to have a good command of the basic sentences .</li> <li>4. Let's Talk: to provide situational conversations on the topic of <b>Cross-department Communication</b>, and ask Ss to participate.</li> <li>5. Let's read: Comprehension of the Text;</li> <li>6. Let's do: Cross-department Communication;</li> <li>7. Let's Write: Email</li> <li>8. Let's review: Verb Tense(2)-Past Tense ;</li> <li>9. Level B exam paper.</li> </ol>

<b>Teaching Difficulty</b>	<ol style="list-style-type: none"> <li>1. Get students to learn the topic and do the syndicate activities in the class;</li> <li>2. Get students to master the key language points and grammatical structures in the texts;</li> <li>3. Get student to conduct a series of reading, listening, speaking and translating activities related to the theme of the unit;</li> <li>5. Get students to practice Level B exam.</li> </ol>
<b>Teaching Duration</b>	8 lessons
<b>Teaching Method</b>	Task-Based Language Teaching
<b>Assignment</b>	Let's Do, Level B exam paper.

## Teaching Procedures:

Insight into Culture (warming-up activities)

### Task 1. Lian Po and Lin Xiangru 思政元素

Task1:

Work in pairs. Talk about the following picture. You can use the word bank as clues.

**Word Bank**

Warring States	minister	general	civil official	birch
apology	grant	mighty	tolerant	broad-minded



**Task 2:** Discuss the questions below and then report to the class.

1. Who were the men in the picture?
2. Why was the man on his knees?
3. What was Lin Xiangru's response to Lian Po when Lian tried to face him down?
4. What can we learn from this story?
5. Why is communication very important in workplace?

**answers for reference:**

1. They were Lian Po and Lin Xiangru. Both of them were ministers of the State of Zhao during the Warring States period. Lian Po was a well-known

general while Lin Xiangru was an outstanding civil official.

2. The man on his knees was Lian Po. He felt ashamed of himself for the negative words he had said about Lin Xiangru. Now he was bearing birch on his back to show his apology. Before that, Lian Po was very angry when Lin Xiangru was granted an important position. He thought it was unfair to him because he was a distinguished war hero while Lin Xiangru was a bookish scholar. And he intended to put Lin to shame when he met him.

3. Lin Xiangru did not want to meet Lian Po, neither did he want to fight for the rank with Lian Po. He told people that the mighty state of Qin did not threaten to have war with Zhao because there were two strong men in Zhao, Lian Po and himself. If the two of them were on bad terms, there might be opportunity for Qin to fight Zhao. When these words were passed on to Lian Po, he realized that Lin Xiangru was a man of generosity and he decided to make apology to Lin Xiangru.

4. Here are the three key points we can learn from this story. First, one should be tolerant and broad-minded to others so that they can get along well with each other. Second, it does not matter very much when someone makes a mistake, but it does matter whether they correct their mistakes. Third, one should value the common goal of the team over the individual interests and keep the team united so as to deliver their common goal. 思政元素

5. We should identify the responsibilities of each other clearly. When there is any problem, we should try to find out the truth first and work out the solution together.

思政元素

## Step 1 Let's Come to Workplace

Talk about the reporting line and responsibility of the following managers with your partner, using the key words for reference.

### Key Words

be responsible for	report to	line manager	subordinate
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1. Mr. Charles Smith, CEO of the company, is responsible for the management and operation of the whole company.
2. Mr. Geoff Sennett, Sales Controller of the company, is responsible for the Sales Department. He reports to Charles Smith.
3. Ms. Stella Chan, Sales Manager, reports to Geoff Sennett. And she is the line manager of Jack Hood.
4. Mr. Jack Hood, Sales Supervisor, is subordinate to Stella Chan. He reports to Ms. Stella Chan.

## Task 2



Now discuss the department responsibilities and write the right department in the right box.

Departments	Responsibilities
0 <i>the HR Department</i>	responsible for staff's affairs, including recruitment, training, salaries and welfare of the staff
1	responsible for finance, distribution, supply chain, etc.
2	responsible for creation, pricing and advertising of products
3	responsible for selling the product / service
4	responsible for the computer and network service
5	responsible for making products

**Word Reference:** *Commercial, Sales, Marketing, IT, Production*

### Reference:

1. the Commercial Department
2. the Marketing Department
3. the Sales Department
4. the IT Department
5. the Production Department

## Step 2. Let's Watch: Asking for Help from Other Departments

This part presents a video playlet for students to better understand the topic of the unit and the language about it.

### 2.1 Understanding the playlet

2.1.1 Watch the video for the first time and answer the questions.

Question 1. Why is Ellice worried?

Because she doesn't know how to make her promotion plan happen.

Question 2. How does Mark help her?

He tells her the right departments she should ask for help.

Question 3. What will Ellice most probably do first?

She will send a memo to all the related departments.

Question 4. Who should Ellice go to for help with recruiting promotion girls?

Wendy in the HR Department.

Question 5. Which department can help set up the equipment at the sales point?

The Technical Department.

Question 6. Who will do the transportation for the promotion?

George from the Distribution Department.

2.1.2 Watch the video again and complete the following statements with the words or phrases given below.

with a copy

make it happen

arrange

transfer

responsible for

recruit

2.1.3 Watch the video again and complete the following statements with the words or phrases given below.

1. I don't know how to make it happen.
2. Shirley is responsible for POS materials.
3. She will recruit the promoters for you.
4. The cashier will transfer the salary to their bank accounts.
5. He will arrange it for you.
6. You can send a memo to all of them with a copy to your line manager.

### Step 3. Let's Drill

#### 3.1 Basic Sentences:

Students are required to do the language drills to be good at using them.

1. I don't know whom I should contact for information.
2. Which department should I go to for help?
3. Wendy is responsible for recruitment in the HR Department.
4. The Marketing Department will help you with POS materials.
5. I suggest we have a cross-department meeting to discuss this project.
6. I'm coordinating a meeting for the new product launch. Can you join us?
7. What is the responsibility of the HR Department?
8. We are running a promotion. May I have your support?
9. May I ask you for help? We need some POS materials for the promotion.
10. You can send a memo to other departments with a copy to your line manager.

#### 3.2 Response Drill: Give a proper response to each of the statements.

Statements	Responses
[b] 1. May I ask you for help?	a. I think so. When will it take place?
[c] 2. Can you help me prepare for the meeting? We need to get those documents printed.	b. Yes. What can I do for you?
[e] 3. We need some POS materials for promotion. Which department should I go to for help?	c. Yes. I'll do the printing for you.
[a] 4. I'm coordinating a cross-department meeting. Can you join it?	d. The Distribution Department will take care of that for you.
[d] 5. How can I get my products and POS materials to the sales point?	e. You can ask the marketing guys for help.

Answer: **bcead**

#### 3.3 Interpretation Drills: Respond to the English sentences with their Chinese interpretation.

[e] 1. I don't know whom I should contact for information.	a. 市场部会为你提供卖场招贴材料。
[c] 2. Wendy is responsible for recruitment in the HR Department.	b. 你可以发送一封便函给其他部门，并抄送一份给你的主管经理。
[a] 3. The Marketing Department will help you with POS materials.	c. 温迪在人力资源部负责招聘工作。
[d] 4. I suggest we have a cross-department meeting to discuss this project.	d. 我建议我们召开一个跨部门的会议来讨论这个项目。
[b] 5. You can send a memo to other departments with a copy to your line manager.	e. 我不知道该联系谁获取信息。

**3.4 Translation: Choose the best translation of each sentence.**

- Which department should I go to for help? [A-B-C]
  - 我应该去哪个部门寻求帮助?
  - 我应该去哪个部门提供帮助?
  - 我应该去帮助哪个部门?
- May I ask you for help? We need some POS materials for the promotion. [A-B-C]
  - 能请你帮帮忙吗? 我们需要一些促销宣传资料。
  - 我可以请求你帮忙吗? 我们需要一些有关晋升的资料。
  - 我可以向您求救吗? 我们需要一些紧急求救资料。
- I'm coordinating a meeting for the new product launch. Can you join it? [B-A-C]
  - 我正在协调召开一个产品发布会。你能参加吗?
  - 我正在为新产品上市协调召开一个会议。你能参加吗?
  - 新产品发布会正在进行，你能出席吗?
- What is the responsibility of the HR Department? [C-A-B]
  - 人力资源部有什么职权?
  - 人力资源部要负什么责任?
  - 人力资源部的职责是什么?
- We are running a promotion. May I have your support? [C-B-A]
  - 我们正在举行跑步运动，能得到您的支持吗?
  - 我们正在申办促销活动，我可以有你的支持吗?
  - 我们正在举办促销活动，能得到您的支持吗?

Answer: 1. A-B-C 2. A-B-C 3. B-A-C 4. C-A-B 5. C-B-A

**Step 4. Let's talk**

## Participation Conversations

4.1 Work with your partner. Match the dialogues and then role-play them.

**Situation:** Mike is a salesperson. He is talking to Wendy, assistant manager in the HR Department, about recruiting part-time promotion girls. 思政元素

### Episode 1

Mike: Good morning, Wendy. I'm Mike from the Sales Department.

Wendy: Morning Mike. Glad to meet you.

Mike: We're planning a promotion in the outlet. May I have your support?

Wendy: Of course, how can I help you?

Mike: We need some part-time promotion girls to do the promotion.

Wendy: No problem. How many promoters do you need? Are there any requirements for them?

Mike: We need 6 promotion girls. They should have good looks and some experiences in sales.

Wendy: OK. I will arrange recruitment for you as soon as possible.

### Episode 2

#### Episode 2

Wendy: When will the promotion take place?

Mike: Next weekend.

Wendy: Mm. What budget do you have for the payment of these girls?

Mike: We recommend a budget of 200 RMB per girl per day. That's 1,200 RMB altogether.

Wendy: OK. I will include their daily salary in the want ads.

Mike: Thank you. That's a great help.

Wendy: With pleasure. By the way, how do you want to pay the promoters?

Mike: I'd like the Finance Department to pay them.

Wendy: Fine. That's the normal practice. Good luck.

Mike: Good luck.

## 5.2 Role play 思政元素

**Situation:** Bill is a sales rep. He is talking to Helen, a Marketing Assistant, about organizing a promotion in Walmart.

Bill: Hey Helen, I was wondering if you marketing guys could possibly arrange a promotion for us in Walmart?

Helen: A promotion in Walmart? What's it for?

Bill: Well, you know, the sales in this outlet have fallen in the last three months, so we are considering a promotion to increase sales, and also to further enhance our brand awareness.

Helen: Oh, I see. Then what can I do for you?

Bill: First, could you please send us 5 promotion girls to help? Then we need 20 posters and about 2000 leaflets.

Helen: Possible. What budget do you need for the discounted products and free gifts?

Bill: We estimate that the cost for discounted products is \$2000, and free gifts, \$800.

Helen: Um...Ok. You need to send me a proposal. We'll look at it.

### 4.3 Speaking Out

Now practice the dialogue and role-play it with your partner by using the Mind Map below.



### Step 5 Let's Read

5.1 New words, phrases and expressions

5.2 Skim the text for the main idea 思政元素

## Let's Read

Skim the Text for the main ideas and fill in the blanks with the key words given in the box.

**Talk to the boss      boss's boss      a bad boss      advice or help      Flee**

### Dealing with a Bad Boss

Dealing with a bad boss ① is a challenge many employees may face.

#### Ideas to help

- 1) Talk to the boss ② and tell him what you need from him.
- 2) Get good advice or help ③ from your colleague who has experience.
- 3) Go to your boss's boss ④ and ask for help.

4) **Flee** ⑤ if all your efforts fail.

### 5.3 Understanding and Language Points

5.3.1. He **takes credit for** your work, but never provides positive feedback or supports you in your work.

**take credit for:** to get the praise for 因...而得到好评; 邀功

e.g. She will take credit for your successes and scapegoat you for her failures.

她会抢你的功劳, 并会让你成为她失败的替罪羊。

**Translation:** 他把你做的工作归功于自己, 但是他从不肯定你的工作, 也不支持你的工作。

5.3.2. He's a bad boss, bad **to the bone**.

**to the bone:** all the way through, or very badly 到极点, 彻骨地

e.g. The soaking clothes chilled me to the bone.

湿透的衣服使我感到寒心刺骨。

I was frozen to the bone after waiting so long for the bus.

等了这么久的公共汽车, 我真的冻彻骨了。

**Translation:** 他是个很糟糕的上司, 糟糕透顶了。

5.3.3. **Regardless of** the character of your bad boss, these ideas will help you deal with him.

**Regardless of:** without being influenced by any other events or conditions 不顾, 不管

e.g. We will continue the race, regardless of the weather.

不管天气如何, 我们将继续比赛。

They will carry out this experimentation, regardless of what happen.

不管发生什么, 他们都将完成这个实验。

**Translation:** 不管你的上司是何种性格, 这些建议有助于你与他打交道。

5.3.4. Understand that this is your last try, as your current boss may never **forgive** you if you take your issues up the line.

**forgive:** to stop blaming or being angry with someone for something that person has done, or not punish them for something 原谅; 宽恕

e.g. His children have never fully forgiven him. 他的孩子们从来没有完全原谅过他。

He forgave his brother for breaking the window. 他原谅他哥哥打破窗户。

**Translation:** 你要明白这是最后一搏, 如果你这样跨级越界, 很可能你的现任上司是无法原谅你的。

5.3.5. You may want to conduct your job search secretly, but **under the circumstances**, it may be time for you to go.

**under the circumstances:** considering the situation that was difficult or unusual 在...情况下

e.g. I think she coped very well under the circumstances.

我觉得在那种情况下她处理得很不错。

It's amazing that they did so well under the circumstances.

他们在那种情况还能做的那么好, 太神奇了。

**Translation:** 你也许想私下找工作，但是在这种情况下，或许是时候离开了。

#### 5.4 Translation of the Text

##### 如何与糟糕的上司打交道

你疲惫，你气馁，你不开心，你遭受着上司的折磨。他是一个专横霸道，控制欲强，自私自利，挑剔他人的人。工作是你做的，他却邀功，他从不肯定你的工作，也不支持你的工作。

他是个很糟糕的上司，糟糕透顶了。与工作效率不高的经理，或是与非常糟糕的上司相处，是许多员工面临的挑战。不管你的上司是何种性格，这些建议有助于你与他打交道。与他交谈，告诉他你在定位，反馈以及支持方面需要什么。要有礼貌并把重点放在你的需求上。

找到一个有类似经历的同事，或许他会提供给你一些好的建议或帮助。

如果这些都无济于事，那么去找你上司的上司寻求帮助。但是，你要明白这是最后一搏，因为这样跨级越界，很可能你的现任上司是无法原谅你的。

如果做了最大的努力还是改变不了什么，逃离是一种选择。你也许想私下找工作，但是在这种情况下，或许是时候离开了。

#### 5.5 Understand the Text

**Task 1: Work with your partner and answer the following questions according to the Text.**

Question 1. 1. 1. What's the challenge many employees may face according to the text?

**Dealing with a bad boss is the challenge many employees may face.**

Question 1. 1. 2. How can you get what you need from your boss?

**Talk to the boss and tell him what you need from him.**

Question 1. 1.3. What can you get from your colleague?

**You can get good advice or help from your colleague who has such experiences.**

Question 1. 1.4. According to the text, what's your last try when the actions you have taken do not work?

**Go to your boss's boss and ask for help.**

Question 1. 1.5. When all your efforts are in vain, what action should you take?

**Flee if all your efforts fail.**

**Task2 Choose the best answer to the following questions.**

**[b]** 1. The reason why you feel tired and unhappy at work is that \_\_\_\_\_.

- a. you can't do the job well
- b. you are facing a bad boss
- c. the workload is heavy
- d. your colleagues treat you badly

**[d]** 2. What do you need from your boss?

- a. Direction.
- b. Feedback.
- c. Support.
- d. All of the above.

**[d]** 3. According to the text, from whom may you get some good advice?

- a. Your friends.
- b. Your classmates.
- c. Your parents.
- d. Your colleagues.

- [a] 4. The last try of dealing with your bad boss is \_\_\_\_\_.
- a. to ask for help from your boss's boss      b. to talk to your boss  
c. to get advice from your colleagues      d. to flee
- [c] 5. The implied meaning of the underlined word in "fleeing is always an option" is \_\_\_\_\_.
- a. escaping from the office      b. running away from your boss  
c. quitting from the company      d. getting out of your seat

### 5.6 Use the Right Word

#### Exercises:

**Task 1: Fill in each blank with a proper word from the word bank in its proper form and give its definition in the bracket. The first one is done as an example.**

0. There's no absolute proof, but all the evidence suggests (that) he's guilty. [C2]  
虽然没有确凿的证据，但所有证据都表明他有罪。
1. I suggested an Italian restaurant near the station for the party last week. [ C1 ]  
上周我建议聚会去火车站附近的一家意大利餐馆。
2. She has just been promoted to senior sales rep. [ A2 ]  
她刚刚被提升为高级销售代表。
3. She's responsible for training new recruits. [ B2 ]  
她负责培训新招聘的员工。
4. Are you suggesting (that) I look fat in these trousers? [ C2 ]  
你言下之意是说我穿这条裤子显得胖？
5. The company recruits 20 new staff each year. [ B1 ]  
公司每年招聘 20 名新员工。
6. Advertising companies are always having to think up new ways to promote products.  
广告公司总是得想出新办法来促销。 [ A1 ]

**Task 2: Choose the best answer to complete each of the sentences.**

1. I was bored with my job and felt I needed a new \_\_\_\_\_.
- a. chance      b. challenge      c. place      d. challenger
2. She eventually \_\_\_\_\_ him for forgetting her birthday.
- a. forgave      b. forgiven      c. forgive      d. forgiving
3. Which of the following is NOT a common expression?
- a. to conduct a survey      b. to carry out a survey  
c. to do a survey      d. to make a survey
4. He gets so \_\_\_\_\_ at not being able to do things for himself any more.
- a. excited      b. frustrating      c. exciting      d. frustrated
5. The lecture \_\_\_\_\_ him with an opportunity to meet one of his heroes yesterday.
- a. gave      b. provided      c. offered      d. supplied

**Answers: babdb**

## 5.7 Tell China's Stories Well 思政元素

Translate the Chinese into English in the following text from the Report to the 20th CPC National Congress.

### Reference Answers

#### Great Unity and Solidarity 思政元素

The people's support is of the utmost political importance, and the united front is an effective instrument for rallying the people's support and pooling their strength. We will build a broad united front to forge great unity and solidarity, and we will encourage all the sons and daughters of the Chinese nation to dedicate themselves to realizing the Chinese Dream of national rejuvenation.

### Expressions for Reference

to forge great unity and solidarity 坚持大团结大联合

to encourage all the sons and daughters of 动员全体（中华）儿女

the Chinese Dream of national rejuvenation 中华民族伟大复兴中国梦

#### 大团结大联合

人心是最大的政治，统一战线是凝聚人心、汇聚力量的强大法宝。完善大统战工作格局，坚持大团结大联合，动员全体中华儿女围绕实现中华民族伟大复兴中国梦一起来想、一起来干。

## Step 6 let's Do

### Action One

Look at this organization chart of a Unilever company. Discuss the responsibilities of the departments and some personnel listed below and put them in the right box.

<b>Departments</b>	HR	Commercial	Marketing	Sales	IT	Production
<b>Managers</b>	HR Manager	Finance / Distribution	Marketing Manager	Sales Manager	IT Manager	Factory Manager

<b>Personnel</b>	Trainer	Credit	Media		Software	Quality
	/ Salary	Controller	Supervisor /	Order Clerk	Engineer	Controller
	Officer	/ Delivery	Brand	/ Sales Rep	/ Net	/ Workshop
		Officer	Officer		Supervisor	Supervisor

**Action Two**

Jack is a salesperson. He is planning to run a promotion in an outlet, but he needs support from other departments in the company. Work in groups. Complete the table with the correct information. Refer to the *Language Reference* below if necessary.

Departments	Activities or Support
(0) The Sales Department	Jack makes a promotion proposal and has it approved by his manager.
(1) Marketing Department	(d) makes POS materials, brochures, leaflets, etc., for the promotion activities
(2) The HR Department	(b) recruits sales promoters
(3) The Distribution Department	(a) delivers products and materials to the sales point
(4) The Technical Department	(e) sets up equipment (desks and chairs, lights, loudspeakers, etc.) for the activities
(5) The Finance Department	(c) pays salary and cost for the promotion

**Step 8 Let's Write**

**Email**

**Task 1: Answer the following questions about the sample above.**

- Why does the writer write this email?  
The writer wants to apply for the post of Sales Manager.
- Who is the recipient of the email?  
The recipient is Peter Smith.
- What do you think is the missing subject line in the sample email?  
It might be "Application for Sales Manager".

**Task 2:**

## Complete the Sentences

Complete the following sentences with the words or phrases given in the box.

hesitate                      writing to inform                      looking forward to  
be grateful                      Enclosed please find                      inform me of

1. We are writing to inform you that your letter of yesterday has been received with thanks.
2. We'd be grateful if you could send us your latest catalogue and price list.
3. Could you please inform me of your decision as soon as possible?
4. Enclosed please find my personal statement.
5. Do not hesitate to contact us again if you have any question.
6. I'm looking forward to your early reply.

### Task 1

John Brown (General Manager) is writing an email to Zhang Ming (HR Manager) about the smoking issue in the company office. You are required to complete the email based on the information given below.

From: [johnbrown@hotmail.com](mailto:johnbrown@hotmail.com)  
To: [zhangming@hotmail.com](mailto:zhangming@hotmail.com)  
Subject: Smoking Issue in the Office

Dear Zhang Ming,

I'd like you to look into the smoking issue in the company office. You need to get some figures about the number of smokers among our office staff and come up with a proposal on how to ban smoking in the office. Do we need to have a smoking room for those smokers?

Could you please get back to me before next week's Senior Management meeting on Monday?

Kind regards,

John

### Task 2

Look at the email and Mark's note below and use them to write an email to Laura in 30-40 words.

From: Mark  
To: Laura  
Subject: Meeting on Friday

Hi Laura,

Thanks for your email reminding me of Steven's trip to Hong Kong this weekend.

I have called Steven. He will arrive on Saturday evening. I will meet him at the airport.

I propose our pricing strategies meeting on next Monday morning. Can you let me know if you are available?

Regards,

Mark

## Step 9 Let's Review

### Task 1

*Put the verbs in brackets in the right tense.*

1. He was smoking (smoke) a cigarette when Tom walked in.
2. Her parents were (be) abroad then.
3. We had fulfilled (fulfill) the task by the end of last week.
4. She showed me the book she had been reading (read) the whole day.
5. We were having (have) dinner with the Smiths at 8 o'clock yesterday evening.
6. Jane had been doing (do) the work for a year before I took over the job.
7. I got (get) to know her in 2018.
8. I was having (have) a bath when the phone rang.
9. Mother had fallen (fall) asleep when I came back last night.
10. He was talking (talk) to my husband at that moment.

11. She found she had left (leave) her case on the train.
12. He believed (believe) that he was right.
13. She had crossed (cross) the Atlantic alone before she wrote the novel.
14. He had been standing (stand) for a long time before he got the tickets.
15. I telephoned (telephone) Jack last night.

**Task 2**

*Categorize the above sentences according to different tenses.*

<b>Tenses</b>	<b>Usage</b>	<b>Verb Form</b>	<b>Examples</b> (from the above sentences)
The Past Indefinite (一般过去时)	过去发生的事情	worked	2, 7, 12, 15
The Past Continuous (过去进行时)	过去某时正在进行的动作	was / were + working	1, 5, 8, 10
The Past Perfect (过去完成时)	过去某时（前）已发生的事情	had + worked	3, 9, 11, 13
The Past Perfect Continuous (过去完成进行时)	过去某时前一直在进行的动作	had been + working	4, 6, 14

**Summary and Exercises:**

1. Recite all the new vocabularies in this unit .
2. Master the ways of writing an email and complete the practice after the courses .