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Unit 1

Welcome to our company

WARMING UP

Read and talk. 说一说这个网页的功能和用途。

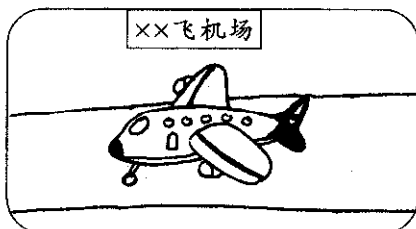
Home	About Us	News	Products	Contact Us	TEL: 0086-576-84023
WELCOME TO WWW.QS■S■AKE■.COM					
Welcome to ABC Company website!					
Application Process					
1. register(click here)					
2. Complete the on-line application & on-line assessment.					
<u>Apply on line(click here)</u>					
3. Proceed the selection process :					
<ul style="list-style-type: none">● <u>Reasoning Test (60 minutes test)</u>● <u>English Test(not applicable in Hong Kong & Taiwan)</u>● <u>Screening Interview</u>● <u>Final Interview</u>					
4. Offer letters will be sent to successful candidates.					

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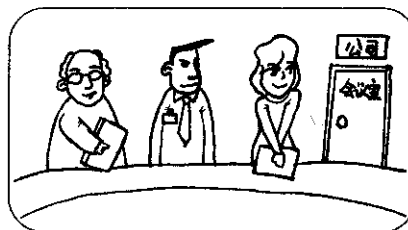


LISTENING AND SPEAKING

Part 1: listen and tick. 听录音, 选出对话发生的地点。



()



()

Part 2: listen and complete. 听录音, 补全对话。

Wang: _____, are you Mr. Alex?

Alex: Yes, I am.

Wang: _____! I am Wang from ABC Company.

Alex: Nice to meet you, too! _____, Miss Janice!

Wang: How do you do?

Janice: _____

Wang: Is this the first time you come to China?

Janice: Yes, it is. _____

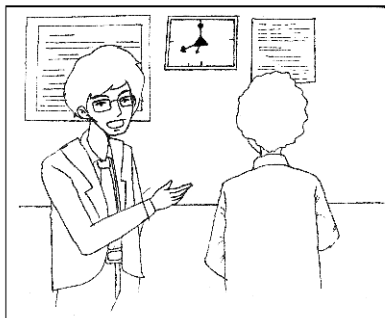
Wang: Welcome to my country and company. _____ after a long journey.
_____ to have a rest.

Alex: OK! Thank you. Let's go.

Part 3: listen and tick. 根据录音, 选出对话中听到的信息。

- | | | |
|------------|-------------------------|-------------|
| () lounge | () first time to China | () Alex |
| () Janice | () rest room | () manager |

Part 4: read and answer. 读对话, 写出文中用于介绍情况的句子。





Peter: Good morning! I am a rookie in our office.
George: Good morning! Welcome to our office!
Peter: Nice to meet you! My name is Peter Smith.
George: Nice to meet you too! I am George Williams.
Peter: This is my first day at work!
George: Well, hope you will enjoy your first day!
Peter: I am new to the work and I will appreciate your guidance!
George: I will try my best to assist you if you need any help.
Peter: Thank you. It is very kind of you.
George: You are welcome.
Peter: I am wondering which desk is mine.
George: Oh, sorry! I forgot to show you! That one near the window!
Peter: That's OK. I like the position.
George: OK, now I will show you the other colleagues from different offices.
Peter: Thanks a lot!
George: That's all right. Let's go!

Part 5: read and judge With true(T) or False(F). 读对话, 判断下面的句子的正误。

- 1) This is the first day for Peter in the office.
- 2) Williams is the rookie of the office.
- 3) Rookie means someone who is new to the work.
- 4) Peter's desk is near the door.
- 5) Peter likes his position very much.
- 6) Williams will show Peter the other colleagues in different offices.



READING AND WRITING

Part 1: read the welcome letter of ABC Company. 读 ABC 公司给新进职员的欢迎信。

Welcome Letter

WELCOME TO A NEW WORLD OF CAREER OPPORTUNITIES

We know that most of us are in the process of choosing and planning our career at this moment.

At ABC, we believe that our company can offer you a variety of career options across our business units and functions. As such, we hope that you can take the time to go through the pages of this welcome letter and learn more about how we can meet your needs.

We believe that our success in attracting the best talent is due to our total dedication to live by a key operating principle: PEOPLE ARE OUR MOST IMPORTANT ASSET.

This is not just something we talk about. We truly believe that without good people, we will not be able to meet the high business goals that we have set.

We strive to win in every market where we compete. And we are hoping that you can make us even more successful by becoming a part of our team. Hope to see you soon !

1) read and think :why do they think of people as their most important asset? 为什么“人”是最重要的财富?



2) read and write. 假如你是 ABC 公司的 CEO, 请写出一个“good people”对公司的价值。

3) read and answer. 假如你是 ABC 公司新进员工, 请你写出自己如何成为“good people”。

Part 2: read and answer. 根据上下文补全对话。

Dialogue 1



A. know our products better
B. Thank you very much
C. we could start with
D. looking forward to visiting
E. take pictures
F. I hope so



Betty: Peter, welcome to our factory.

Peter: I've been _____ your factory.

Betty: You'll _____ after your visiting.

Peter: I hope so. Maybe _____ the Designing Department.

Betty: No problem. Then we could have a look at the production line.

Peter: OK. May I _____ and send them to my colleagues?

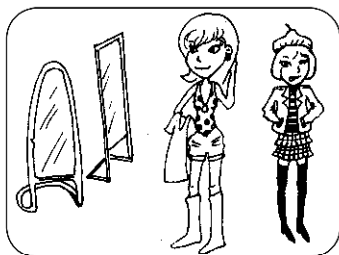
Betty: Of course you can.

Peter: You are so kind. _____. Hope we can work together.

Betty: My pleasure. _____.



Dialogue 2



- A. make a good impression
- B. Thank you very much
- C. pick up a shirt to wear
- D. You are welcome
- E. have this black dress with it
- F. my new position
- G. two suits that you will wear to work.

Grace: Could you help me to _____ to work tomorrow? Tomorrow is the first day for me to work in the new department. And I want to _____ on everybody.

Emma: I see. Are there _____ tomorrow?

Grace: Yeah, but I wonder which one is better. Well, _____ is the sales manager.

Emma: So you need a high-powered image.

Grace: Right. What do you think of this pink one?

Emma: It is nice, but a little girlish. If you really want to wear it, you had better _____.

Grace: All right. _____ for your advice.

Emma: _____!

Part 3: match the words to the definitions. 将单词与词义连接。

image

a particular course of action

dedication

a representation of a person

impression

an outward appearance

variety

be firing of a young girl

process

the act of binding yourself to a course of action

girlish

a collection containing a variety of sorts of sorts of things



LANGUAGE IN USE

Language points

宾语从句: 担当宾语的成分是一个句子, 通常位于主句谓语动词或介词之后, 如:

We know that most of you are in the...

We believe that our success in attracting...

Part 1: choose the correct answer. 选择正确的答案。

- She told me _____ she would accept my invitation.
A. of B. that C. on D. which
- Edward didn't know _____ what happened.
A. of B. which C. about D. that
- They heard _____ ABC Company is a famous company in the world.
A. that B. from C. about D. which
- Let me know _____ what is the matter with you.
A. that B. from C. about D. which

Part 2: read and answer. 读对话, 回答问题。

Lucy: Hi, you must be Mary.

Mary: Yes. It's a pleasure to meet you. How was your flight?

Lucy: That is great. The flight was OK. Thanks for taking time to meet me here.

Mary: You are welcome. Our company wants to make sure you have a pleasant trip. I've got a car waiting outside to take us to your hotel.

Lucy: I really appreciate it.

Mary: Everything has been organized for you, the accommodation, the transport and all the other little things you should need.

Lucy: When will the conference begin tomorrow?

Mary: Yes, there will be a welcoming dinner tomorrow night.

Lucy: That's great. I will have a lot of time to have a break and visit the city.

Mary: They are already been arranged. I will show you around tomorrow morning.

Questions:

- 1) What has the company arranged for Lucy?
- 2) How does Lucy think of the flight?
- 3) What will Lucy do tomorrow morning?
- 4) What's the meaning of "welcoming dinner"?



Part 3: act and practice. 假设你是 **Smith** 先生的助理，帮助安排 **Smith** 先生在你公司的办公事务，根据下面信息写一段完整的对话。

- OK, thanks.
- The printer, fax and telephone are over there. Is there anything else I can do for you?
- This is the contact information.
- This is your seat, Mr. Smith.
- How can I contact him?
- Not at the moment. Thank you.
- Thank you for your work.
- Here is your computer. If there are any problems with the computer, you can contact Xiao Li, the network manager.

Part 4: complete the dialogue. 根据上下文补全对话。

Dialogue 1

Ms. Lin: Hello, Mr. Bob.

Mr. Bob: _____

Ms. Lin: Welcome to Beijing.

Mr. Bob: Well, _____

Ms. Lin: How was your flight?

Mr. Bob: It's wonderful! _____

Ms. Lin: Now, Mr. Bob, if every thing is ready, we'd better start for the hotel.

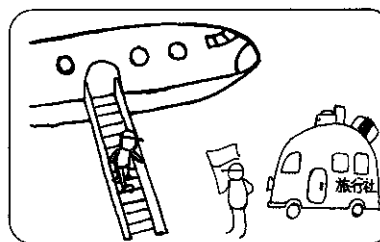
Mr. Bob: I'd like to. Let's go.

Ms. Lin: This way, please.

Mr. Bob: Ok... But Ms. Lin, _____

Ms. Lin: Your last time coming here was two years ago, right? This is the new airport. _____

Mr Bob: _____





- A. Good food and good service.
- B. the airport looks different from what I saw last time.
- C. Hello, Lin.
- D. I'm so glad to be able to come again.
- E. It is more beautiful than the old one.
- F. I like Beijing very much. Just for it is full of pleasant surprises.

Dialogue 2

Sam: Good morning, Mr. Smith. It's a pleasure _____.

Mr. Smith: Nice to meet you. Well begun is half done. I hope you will have a successful career here.

Sam: Thanks. _____?

Mr. Smith: Sure, come with me. Sam, I would like you to meet our new comer, Judy.

_____.

Sam: Nice to meet you, Judy. I am new to the working world and would appreciate your guidance.

Judy: That's all right. I will _____.

- A. Will I meet my colleagues
- B. try my best if you need any help
- C. to see you again
- D. She just graduated from Beijing University

Part 5: think and write. If you are the interviewer, what do you think of the candidate below. 假设你是面试官, 请根据下面资料评估候选人是否符合“销售经理”的要求, 将你的意见写在下面。

- Graduate with major in Marketing from university
- The leader of Business club and learned accounting and management
- Good in communication with people and like a lot of out door activities
- Skillful in operating Words, Excel, PowerPoint, etc
- Be good at English.



UNIT TASK

Be a designer. 练习设计广告和简介。

- 1) make an advertisement for ABC Company. 试着根据欢迎信的内容,为 ABC Company 设计一个招聘广告。

Advertisement of ABC Company

Position:

Qualification needed:

Skills needed:

Degree needed:

Deadline:

- 2) think and practice. 思考并练习。假如你是市场营销部负责人,请为新进公司的同事拟一个部门简介。

Introduction of Marketing Department

- 3) think and act. 根据 WARMING UP 的内容,写一个短文,说明网上求职的步骤和应准备的材料,以便帮助求职者更有效率地完成网上申请。

Introduction

Step 1:

Step 2:

Step 3:

Step 4:

You'd better prepare:

①

②