

Task Five Notices

Capability Goal

After the lesson, the students will be able to write notices for some vacancies or openings, for example, sales manager or human resource manager.

Knowledge Goal

After the lesson students will get familiar with the basic words, useful expressions and correct format and elements of a notice.

Leading Case

【Case Background】

In case the company wants to enroll a talented person, generally, it must write a job notice to tell those who want the job. For example, a company wants to seek qualified candidates for vacancies for multi-national companies.

【Practical Task】

- If you are the secretary, do you know what the elements in such a notice are?
- Can you imagine what other occasions a notice can be used?
- Can you write a notice for Mr. Li Ming within 40 minutes? The notice should not be less than 100 words.

Task Analysis

How to Write a Notice

Job notice has to follow the **principle** that the real fact seeks job. For **recruiting** each content should be truthfully written, neither **exaggerated** nor narrowed. Each contents can **labeled** to make them eye-catching, the contents can also be written in different forms for the sake of differentiation. The language should be brief and in proper form.

A notice includes: the educational background requirements, the sex requirements, job responsibilities requirements, comprehensive quality requirements, work experience requirements, probably treatment and welfare, the cent tries and formal and development space.

STEP ONE

Headline named by reason and **composed**. More complex notice can add the specific contents. The notice also write the unit name clearly in the headline.

STEP TWO

Job notice square's **circumstance**: include business, scope of work and the geographical position of the company.

STEP THREE

The specific requirements for recruiting object: include job specification, business types and the age, sex, degree of education, work experience, technique special features, science and technology achievements, etc. of job **candidates**.

STEP FOUR

Treatment after hiring: generally write monthly salary or yearly salary clearly, weekly rest days even yearly rest days, whether or not the unit will arrange for the housing, etc.

STEP FIVE

Applicant should hand over his or her certificates, should know the procedure of accepting, **concrete** time of accepting appointment, the location of contact, contact person and telephone number.

STEP SIX

Write unit name and the announced time at the right bottom of the body. If the unit name has appeared in the title or the body, it should not be repeated here.

Sample Notice 1

<p>Shanghai Professional Management</p> <p>Consultant Co. Ltd.</p> <p>Seeking qualified candidates for the following vacancies for multi-national companies:</p> <p><u>Sales Manager</u></p> <ul style="list-style-type: none"> ● Excellent interpersonal and presentation skills ● Dynamic, open-minded, capable of being leader ● Fluency in English and Common Spoken Chinese ● Good understanding and knowledge of lighting business and sales management <p>Applicants with work experience of above 3 years in the field of lighting preferred.</p> <p><u>Human Resource Manager</u></p> <ul style="list-style-type: none"> ● Bachelor degree and above, MBA preferred ● With about 10 years of relative work experience ● Good command of spoken and written English ● Familiar with computer skills <p>Minimum salary RMB 12K per month</p> <p>Welfare package to be negotiated</p> <p>Interested applicant please forward resume to</p> <p>1603 East Tower, 789 Tianshan Rd</p> <p>Tianshan Commercial Mansion</p> <p>Shanghai 200051</p>

Sample Notice 2

Greetings, prospective Renovo interns!

This year, our program is heading into its 10th year of bringing China's best and brightest to the nation's capital to help China's most successful technology company improve its reach into the next generation. We expect that 2006 will be the most exciting one yet!

Why, you might be asking yourself, do I want to be a part of this demanding, yet rewarding program? Check this out:

You have the chance to see the inner workings of Renovo's marketing department from an insider's perspective!

Over the course of just three months, you can build lasting relationships with some of China's most influential business leaders!

Get access to first-class on-the-job training that is useful in a number of fields post-graduation!

The successful applicant will have a bachelor's degree (or equivalent), and will have a working command of English. While the internship is unpaid, housing, food, and transportation are all provided.

Sample Notice 3

Essential Responsibilities

Build up V&V team & competence for Anesthesia machine development, which includes mechanical, electrical, and software verification & validation.

Develop testing/verification requirements and plans for product design on both new & existing product.

Executes test/verification & validation procedures

Offers suggestions to refine and automate test procedures

Perform test plan reviews

Prioritize and schedule testing

Support product development teams and provide need pre-qualification and verification testing

Support the qualification of lab area productivity improvement efforts, including testing, building fixtures, calibration and data collection.

Provide knowledge of test equipment set-up, functional operation, and interconnect of related equipment.

Review necessary support documentation and maintain documentation for each test in a neat and organized fashion.

Developing reporting systems to generate collateral that documents evidence of quality development processes

Qualifications/Requirements joozone.com

At least Bachelor's Degree in Mechanical engineering, Electrical Engineering or Industrial Engineering.

5+ year experience in an engineering field, including 2+ years of experience as a Product or Test Engineer.

In-depth understanding of qualification equipment, test procedures and industry requirements, such as IEC 60601-1.

A strong management & leadership Skill for leading the V&V team & a strong interpersonal skill set, including good technical communications.

Previous project or team leadership experience.

2+ years development experience with Relational Database (MS SQL Server preferred)

Basic Vocabulary



principle	原理, 原则; 主义; 本质;
recruiting	招募; 聘请
exaggerated	夸张, 夸大
label	标注; 贴标签于
grave	严肃的
courtesy	殷勤的
enthusiasm	热心, 热忱, 热情
composed	镇静的, 沉着的
circumstance	环境, 情况
candidates	候选人; 申请者 (复数)
concrete	具体的

✧ Typical Sentences And Expressions

1. Experienced Hotel Receptionists—with good knowledge of English (Japanese language as added assets). Application in details with photo to Kowloon P.O.Box 50681.
招聘有经验的酒店接待员, 具备良好的英语知识 (日语语言作为补充)。详细的应聘资料附上近照发送到九龙 P.O.50681 邮箱。
2. 8:30 a.m. to 6:00 p.m. five days a week.
一周工作五天, 从早上的八点半到下午的六点。
3. Proficient in English.
精通英语。
4. At least 4 years' work experience in foreign-owned electronics company.
至少 4 年的外资电子公司工作经验。
5. Good negotiating skills.
良好的谈判技巧。
6. Our company has the following vacancies due to business growth.
本公司由于业务的发展现有以下职位虚位以待。

7. Good command of English and PC skills are prerequisites for all above positions.
良好的英语及计算机操作能力是应聘上述职位的先决条件。
8. Applicants are requested to send their resumes (English and Chinese), school certification, relevant certificates, copies of ID cards, and a recent photo to: HRD of ETL SEMCO, 201 Shanxi Rd, Pudding New Area, and Shanghai 200120.
申请者请将简历（英文和中文）、学历证书、相关证书、身份证复印件及近照一张，寄到上海浦东新区山西路 201 号 HRD OF Semko:201 公司人力资源部，邮编 200120。
9. Founded in 1995, Shanghai Cosmos Gift Industry Co. Ltd. Is an overseas-funded enterprise, specializing in the development, manufacture, and export of toy gifts and related products. With the expansion of business, we want professionals to join our staff.
成立于 1995 年的上海宇宙礼品产业有限公司是一个外资企业，专业开发、生产和出口玩具礼品及相关产品。由于业务的扩大，我们想要的专业人士加入到我们的行列。
10. We are one of the European retail chain store leaders for young and fashionable women's wear.
我们是欧洲年轻、时尚女装的零售连锁店的之一。

Basic Practice

I. Translate the following notice into Chinese.

DIRAMODE SHANGHAI REP. OFFICE

We are one of the European retail chain store leaders for young and fashionable women's wear. For the immediate expansion of our Shanghai Office, we are looking for one SENIOR TEXTILE MERCHANDISER

Requirements:

- At least 5 years' experience in garment merchandising (order follow up, negotiation, factory selection)
- Experience in and knowledge of China's textile market
- Computer skills
- Mandarin; fluent in written and spoken English; French speaking preferred
- Honesty, optimism, responsibility, flexibility, and team work orientation

Please fax your resume to 021-61234567 or mail directly to our Shanghai Office, 2 Hunan Rd, Shanghai (200020)

II. Translate the following notice into English.

汉莎天厨是世界最大的航空配餐公司之一，专注于为世界各地的旅客提供各式各样的飞行增值服务。我们的客户群遍及全球各大洲，服务超过 40 个国家，200 个不同地区的 260 家航空公司。今天的成功来源于我们专业的后勤组织架构、顶尖的技术水平和高度专业化的员工。

为了更好地应对高速发展的中国市场，我们诚邀精英加入我们中国区的团队，具体职务

如述。

我们将为有合适经验和相关资格认证的雇员提供一系列有竞争力的报酬。有意应聘者请将个人简历、当前收入和期望收入、可开始工作时间电邮至本公司。

如要了解关于我们公司的更多信息，请浏览我们公司的主页。

招聘职位：

驻地经理（中国区） Station Managers (China)

电子邮箱：recruit@lsgskychefs.com.cn

发布日期：2011-02-16 工作地点：广州市

招聘人数：若干 学历：本科

工作年限：三年以上 薪水范围：面议

外语要求：英语 熟练

职位描述：

职责包括监督和管理我们在中国区其中的一间配餐公司，领导和协调一切运营操作。应聘者必须有强大的计划和实施能力，在职务和责任范围内能有效地推行各项政策，最大化提高服务准时率、有效率和客户（航空公司）的满意度。

要求：

- 大学本科以上学历，或毕业于酒店、餐饮食管理或相关专业；
- 在餐饮行业有至少 3 年以上的管理层工作经验，有国外工作经验者优先；
- 较强的表达沟通能力和人际交往能力；
- 敏锐的分析能力和优秀的领导技巧；
- 较强的中英文写作和对话技巧（普通话）；
- 精通 Microsoft Office

Practical Training

Practice: Finish the notice for InterTAN Testing Services ETL SEMKO.

Objective:

To be familiar with the procedure of writing a notice.

Scene:

Job notice is a kind of public advertisement. InterTAN Testing Services ETL SEMKO has the vacancies for employees due to business growth. If you are the secretary, please write this notice for the company.

Requirements:

Students are requested to finish the notice on the computer.

1. Two of them may be grouped together to turn in one report.
2. Students are required to finish the notice in 40 minutes.
3. Every student should focus on the training. They should perform as if it really happened.
4. After the training, students gather together to evaluate and reflect, then keep records of those evaluation and reflection in order to improve their future performance in practice and most

importantly in real career life.

Tips:

- Company introduction includes the company development plan, particularly says how the company prospect is good.
- Applied conditions should be clear.
- Treatment is important

Evaluation:

Name	Student (50%)	Teacher (50%)	Total
Ability			
Speed (10%)			
Pertinence (30%)			
Language (30%)			
Maneuverability (20%)			
Cooperation (10%)			

English Supplementary Reading

About Notice

Job notice is to face the society to choose employees. Whether or not a job notice is well written, it will affect the application effect and the unit image.

Headline

The headline of a notice has 2 kinds. One is "Job notice announcement" or "Surely hire"; this kind of headline is simple and direct clear. Another is slogan or slogan type. The characteristics of this kind of headline is lively, which can attract people's attention and have certain temptation hint.

Beginning

The beginning mainly describes the reason for notice. Familiarly there are three kind of beginning methods.

1) Direct style: A few words are spoken to draw the topic directly. It's concise and lively, with job notice information released primarily. More suitable for the enterprises to attract high visibility.

2) The brief introduction type. Firstly describe the unit briefly to make candidates have a roughly understanding for the unit. This beginning method, for companies with no high reputation or newly entering a business. This style can make candidates have a basis while making their choices.

3) Discussion type

Now, in the job notice in the second method often become company's product advertising and business presentation, deviated from the theme. The third kind of beginning way now is rare. This is actually should be advocated. Cannot brag and escape from the unit actual.

Body

Job notice mainly list the profession of job (or post), requirements, number and treatment etc...

Application Methods

Application methods have two kinds commonly: one is direct interview; another is using the letter or e-mail to register.

Job notice should consider making and releasing after drafting. Generally speaking, job notice in the layout should not be too small. Some unit simply set out from the expenses angle, the layout of printed sheet is too small to clip in numerous advertisements. This kind of job notice can not attract enough readers' attention. The purpose of job notice is to enroll qualified applicant candidate. So if the layout is too small, there will be no enough candidates for the interview, as a result, will delay the work and waste money. Therefore, the layout should combine manuscripts and space. This is not to say that we must follow the style blindly, but we should make use of a job advertisement to enhance the reputation of the company. In addition the whole layout can do some special design. Have a "logo" of the unit will highlight the enterprise image.

 **Group discussion**

1. What can you learn from this part?
2. Can you make another example for notice?

Task Six E-mail

Capability Goal

After the lesson students can write E-mails for some occasions. For example, send an E-mail to ask for a purchase agreement.

Knowledge Goal

After the lesson students can get familiar with the basic words, useful expressions and correct format and elements of an E-mail.

Leading Case

【Case Background】

Everyone uses an E-mail when the message is brief, informal, timely, and urgent to be sent to a number of people. For example, you received the fax of the essay; you are very pleased and thus send an E-mail in return.

【Practical Task】

- If you are the receiver, do you know what the elements in such an E-mail are?
- Can you imagine what other occasions the E-mail can be used?
- Can you write an E-mail within 20 minutes? The E-mail should not be less than 50 words.

Task Analysis

How to Write E-mails

Admitting you doesn't have an E-mail address these days is almost like admitting you still listen to eight-track tapes. E-mail is an important working step. An employees' E-mail is a company **asset** and can be reviewed at any time by the employer.

STEP ONE

Use a subject line, a word or brief phrase to tell your reader right away what the E-mail is about. Most E-mail servers have their own format, but all will have some sort of space for this purpose.

STEP TWO

Start with "Hi" or "Hello", or the person's name followed by a comma or dash. The "Dear" **convention** of letters is generally too formal for E-mail.

STEP THREE

State your message **succinctly**; don't send high-**impact** news; don't write anything you don't

want the world to know. E-mail is far from private and it is easily **forwarded** or **misrouted**. It was never meant for **confidential** messages.

STEP FOUR

Don't send an urgent message by E-mail unless you know the person is expecting it or you call to say its coming. There's no guarantee it will be read immediately. Some people check their E-mail frequently and in many offices users are notified when E-mail comes in, but other people may not read an E-mail for days.

STEP FIVE

Don't write angry E-mails, it's too easy to fire out first thoughts and regret them **afterwards**.

STEP SIX

Don't use all capital letters unless you want the recipient to understand that you are **YELLING**.

STEP SEVEN

If **appropriate**, tell what action you expect: a telephone call, an E-mail response, attendance at a meeting. When the E-mail is simply for their information, indicate this.

STEP EIGHT

Close with a courtesy, if you wish, or with just your name. Formal closings, for example, "Sincerely", "Truly yours", aren't necessary.

STEP NINE

In some cases, include your full name, title, telephone number and E-mail address. This identifies you quickly and is useful if the E-mail is forwarded to a third party who needs to **contact** you.

Sample E-mail 1

From: hcalverly@126.com
 To: the white company@yahoo.com
 Date: Tue., 18th Aug. 1998 10:20:00
 Subject: ATTN: Doyle
 I received the fax of the essay. It was above and beyond the call of duty, and yes, I still needed it.
 I owe you one. Best, Hugh.

Sample E-mail 2

From: jchen@ms00.hinet.net
 Mail to: *****@*****.***
 Subject: My P-mail address, etc.

 Dear Mr. Doe :
 Thank you for your email. As you requested, I am pleased to inform you of my P-mail, fax and phone numbers as follows:

P-mail: 76, Inching' anise, Beijing
 Fax: 86-10-1234-5678
 Voice: 86-10-2345-6789
 If you would like to talk to me direct on the phone, please call me at the above number after 7:00 PM. Thank you.
 Sincerely,
 Jack Chen <jchen@ms00.hinet.net>

Sample E-mail 3

From: jchen@ms00.hinet.net
 Mail to: *****@*****.**.**
 Subject: can I see you this Sunday?
 Dear John,
 Sorry I am late in replying to your Email of Monday, April 1. I am still having some trouble with my new computer and I think I need your help again.
 Could you come over to my place this Sunday at around noon? Please CALL or FAX if not convenient; otherwise, I will see you then. Bye for now.
 Jack

Basic Vocabulary



admitting	承认 (admit 的现在分词形式)
asset	资产; 优点
convention	惯例; 约定; 协定; 习俗
succinctly	简洁地; 简便地
impact	影响; 效果
forwarded	转递; 已转发
misrouted	误传; 以错误路线发送
confidential	机密的
afterwards	后来; 然后
appropriate	适当的
contact	联系, 接触

✧ Typical Sentences And Expressions

1. A dear friend of mine would like to ask you a couple of questions—may I forward your E-mail address to her?
 我的一个好朋友想问你几个问题, 我能将你的电子邮件地址给她吗?

2. Just a reminder about the conference call with Eurabbie International this afternoon at 3 p.m.
只是提醒你参加今天下午三点 Eurabbie 国际的电话会议。
3. We've been notified that Highway 36 will be closed from July 9th-15th; you may want to plan alternate routes to work.
我们接到通知说 36 号高速公路将从 7 月 9 日到 15 日被关闭；你可能要改变上班的常规路线。
4. Will you be home tomorrow around 5:15 so I can drop off the skis?
你能明天 5:15 左右呆在家吗？这样我就能下车滑雪了。
5. Now I am sending you this E-mail via the internet to see if I am doing ok. Will you please let me know as soon as you receive this email? Thanks.
为了测试是否能用，我通过互联网发这封信给你。能否在收到信后和我联系？谢谢。
6. Thanks for replying to my email so quickly. It was only 30 minutes ago that I posted my first E-mail, and I already have received your reply, which I am leaving to better myself.
谢谢你这么快回信。三十分前，我才把第一封电子邮件发给你，现在竟然收到你的回信，真令人难以置信！
7. Thank you for your E-mail. As you requested, I am pleased to inform you of my P-mail, fax and phone numbers as follows:
谢谢你发来电子邮件。如你所需求的，在此将我的邮递地址、传真及电话号码告知如下：
8. Sorry I am late in replying to your E-mail of Monday, April 1. I am still having some trouble with my new computer and I think I need your help again.
抱歉这么晚才回复你 4 月 1 日（周一）的电子邮件。我的新电脑仍有些不稳定，必须再向你请教。
9. Received your E-mail this morning thanking Mr. Hitching Wang for something he's done for you.
今晨接到一封你寄给王志成先生的致谢函。
10. I received the following E-mail from you last night, and believe that you made an error in the address.
昨天收到以下这封你寄来的电子邮件，我想你弄错地址了。

Basic Practice

I. Translate the following sentences into English.

1. 今天下午我建议我们就 A 项目的发展计划开会讨论一下。
2. 我建议我们今晚九点半和 Brown 小聚一下，你和 Ben 有没有空？
3. 10 月 30 号（周四），老时间，开会。
4. 下周一盐湖城时区下午五点半开会。
5. 我想跟你电话讨论下报告进展和 XXX 项目的情况。

6. 如果存取文件有任何问题请和我联系。
7. 谢谢你, 希望能听到更多你对评估和日程计划的建议。
8. 期待您的反馈建议!
9. 你对计划方面有什么想法? 下一步我们应该怎么做?
10. 有任何问题, 欢迎和我们联系。

II. Translate the E-mail into Chinese.

From: *****@*****.**.**

Mail to: guohong@ecph.com.cn

Subject: You're Inquiry of April 1

Dear Mr. GAO:

Thank you for your E-mail. As you requested, I will send you a copy of our free mail-order catalog via mail tomorrow. If you have any specific questions, please let me know at any time .

Thank you again for your interest in our products. We look forward to receiving your first order in the near future.

Sincerely,

John Doe, Manager

Mail Order Department

East & West, Inc.

Practical Training

Practice: Finish the E-mail for the secretary.

Objective:

To be familiar with the procedure of writing an E-mail.

Scene:

E-mails are often use in a firm or company. Your general manager, Mr. John Green, will go to Paris about the opening of a sample room there. You send an E-mail to ask what time will be convenient. And then suppose you are the secretary for the company who received this E-mail, please write an E-mail back.

Requirements:

Students are requested to finish the E-mail on the computer.

1. Two of them may be grouped together to turn in these two E-mails.
2. Students are required to finish the E-mail in 30 minutes.
3. Every student should focus on the training. They should perform as if it really happened.
4. After the training, students gather together to evaluate and reflect, then keep records of those evaluation and reflection in order to improve their future performance in practice and most importantly in real career life.

Tips:

- An E-mail address consists of (1) a name identifying the individual or group; (2) the "at"

sign (@); (3) the name of the server; (4) a code that identifies the mailer by type: .com (commercial); .net (network); go (government); .eddo (educational institution); .org (organization—usually nonprofit); .sty (state government). Thus: `xyx@yahoo.org`.

- Include one topic per E-mail.
- Use everyday, informal language. In a letter you might write "I will"; in an E-mail you write "I'll".
- Check for accuracy, spelling, and punctuation before transmitting; once it's gone, it's gone.
- When you send copies of an E-mail (listing the copied recipients' names under "cc") are aware of the possible effect on your recipient. E-mail has made copying so easy that it is sometimes done unnecessarily and counterproductively. When appropriate and not detrimental to your original recipient, protect other people's privacy by copying the message to them "bcc" (blind carbon copy). Don't pass on others' E-mail address without their permission. And never give your password or user ID to anyone you don't know well.
- Certain options don't work in E-mail (italics, underlining, foreign accents). To indicate italics, put asterisks before and after the word or phrase (I'm sending you *two* instead of three).
- Before forwarding an E-mail, obtain the original sender's permission and delete the headers and extraneous material.
- Graphics may not be able to be read by everyone so skip them when unnecessary.

Evaluation:

Name	Student (50%)	Teacher (50%)	Total
Ability			
Speed (10%)			
Pertinence (30%)			
Language (30%)			
Maneuverability (20%)			
Cooperation (10%)			

English Supplementary Reading

About E-mails

E-mail is an informal way to send messages as long as you retain the same boundaries of propriety you would use if dealing with the person face-to-face. For example, if you address the CEO of the company by surname in person, do not switch to the first name when sending E-mail. There are a few general guidelines to keep in mind when communicating online.

Firstly, all messages should be as short and concise as possible. If the message is more than a

few lines long, divide the text into paragraph-sized pieces, so it is easier to read.

Secondly, use a meaningful subject line. If a busy professional cannot figure out what an E-mail is about from the subject line, the message usually gets ignored or deleted.

Thirdly, make sure all messages posted are relevant to the subject at hand. When replying to someone, quote the parts of the original message that pertain to your reply.

Fourthly, it is great to send out beautifully formatted messages with special italics, bold type, or heavily formatted HTML, unfortunately some mail systems will not deliver the message in the same format as it was sent.

A plain text message may not look as pretty as you want, but it will not look worse than it did when you sent it.

Pay attention to grammar, spelling, and punctuation. Of course, they are the base of your writing. They make the message more easily understood, not to mention professional. Virtually every E-mail program today has a spelling and grammar check feature, so there is no reason not to use it. Another option would be to type your message in Microsoft Word, check for any spelling, punctuation, or grammar error. Then cut and paste the message into the body of the E-mail.

✦ Group discussion

1. What can you learn from this part?
2. Can you give another example of E-mails?

Task Seven Schedule & Itinerary

Capability Goal

After the lesson students can write the schedule & itinerary for some occasions.

Knowledge Goal

After the lesson students will get familiar with the basic words, useful expressions and correct format and elements of schedule & itinerary.

Leading Case

【Case Background】

Secretaries have a duty to make arrangements for their own units and bosses. Such as yearly calendar, monthly calendar, weekly calendar, daily schedule and itinerary. For example, your boss, Mr. Robert Barbra will go to Washington, DC on business. You should make an Itinerary for him.

【Practical Task】

- If you are the secretary, do you know what the elements are in such an itinerary?
- Can you imagine what other occasions the schedule & itinerary can be used?
- Can you write an itinerary for the secretary within 30 minutes? The itinerary should not be less than 100 words.

Task Analysis

How to schedule & itinerary

Yearly, monthly, weekly and daily schedule should be written by the secretary. **Itinerary** means a plan of journey including places seen and visited.

STEP ONE

When a year is **drawing near**, secretaries should start to draw the following year's working arrangements, including national holidays, regular **annual** company's activities and major **issues** of the following year. It's called yearly schedule.

STEP TWO

Secretaries should write down major issues of the month from yearly schedule. And then, fill in monthly schedule with traveling plans on business, meetings of the month and other events of the

month.

STEP THREE

When a secretary writes a weekly schedule, she/he should write down the major issues of the week from the month schedule first. Second, she/he fills in the weekly schedule with **appointments**, meetings and other coming event. Weekly schedule is very important because it tells bosses their arrangements.

STEP FOUR

Use the body of the letter to further communicate your **praise**, express your **approval** and discuss the significance of the **achievement**. This would be a good place to include your personal related experience or some simple words of advice. Keep the **tone** friendly and be concise, limiting the letter to one page.

STEP FIVE

Daily schedule is also called Appointment Schedule, which tells bosses the time of everyday major issues. Each issue is **carried out** in half hour.

STEP SIX

When make the daily schedule, the secretary should **check up** your daily schedule with their boss and ask their boss whether he or she has any other important appointments before beginning to work. And not to fill in the daily schedule fully for occasional things. Register of visitors should be attached to the daily schedule, and includes visitors' names, titles, date, company, time, action and receiver.

STEP SEVEN

Secretaries should make itinerary for their bosses and coming visitors if they want to go traveling. Itineraries include, apart from the times of arrival and departure of planes and training, the times and places of specific activities and so on in order to make it convenient for their bosses and coming visitors.

Sample Itinerary 1

Itinerary for Mr. Robert Barbar

May 16 to 21, 1991

Note: All times are local times

Hotel addresses and phone numbers are on attached sheet.

Monday, May 16 (Beijing to Washington, DC, the United States)

6:50 p.m. Leaves Beijing International Airport for San Francisco CCAC Flight 894

1:00 p.m. Arrives at San Francisco International Airport

3:50 p.m. Leaves San Francisco International Airport for Washing

4:00 p.m. Arrives at Washington National Airport

Mr. T. Keith and Miss Louise Lowes to meet plane and drive Mr. Jacob to his hotel, Holiday Inn (Confirmation attached)

6:30 p.m. Dinner at hotel

Dine with Mr. Bradley Hombey (New York office director) and Miss Lee Rivers (Washington office director)

Tuesday, May 17 (Meetings in Washington)

9:00 a.m. Staff meeting at Washington Branch office (Paper in briefcase)

12:00 a.m. Lunch with office executives

3:00 p.m. Meeting with Mr. Antonio Aurizio, Scandia Corporation at Washington Branch Office (Contracts in briefcase)

Wednesday, May 18 (Meetings)

9:30 a.m. Meeting with executives of the Norman Cereal Company at their headquarters

3:00 p.m. Meeting with Robert Clark, Corestar Co. at their headquarters

Thursday, May 19 (Flights to Beijing)

10:00 a.m. Arrives at National Airport

12:00 a.m. Leaves National Airport for San Francisco American Airlines Flight 777

4:00 p.m. Arrives at San Francisco International Airport

6:00 p.m. Leaves San Francisco for Beijing

CAAC Flight 998

Saturday, May 21

9:00 a.m. Arrives at Beijing International Airport Wang Lin

Sample Itinerary 2

1. Schedule for Conferences (3 days)

1st Day :Arrange free activities and some sight-seeing tours

2nd Day :Whole-day Conference (Tom and Lisa)

3rd Day : Half-day Conference (Jerry)

Return to Shanghai

2. We agree that we'll consider the following 3 places to be our conference site

Le Royal Meridian Shanghai

Luxuriant hotel of China of civil aviation of Shanghai

Long boat hotel of Shanghai

3. According to our budget, we agree that the charges of this conference will be arranged as follows:

Transportation fees:2800-3000

Residence charges:

Dining charges

Sample Itinerary 3

Itinerary

Monday, April 18

4:00 p.m. Arrive in Beijing by Frt., to be met at the airport by Mr. President of Asia Trading Co.

4:15 Leave for Great Wall Hotel

7:30 Dinner given by President x

Tuesday, April 19

9:30 a.m. Discussion at Asia Trading Co. Building

2:00 p.m. Group discussion

8:00 p.m. Cocktail reception given by the British Commercial Counselor in Beijing

Wednesday, April 20

9:00 a.m. Discussion

12:00 noon Sign the Letter of Intent

1:30 p.m. Peking Duck Dinner

3:30 p.m. visit the Summer palace

6:00 Departure for Shanghai

Basic Vocabulary



itinerary	路线, 旅程; 旅行指南
drawing near	再次来临
annual	年度的; 每年的
issues	议题, 问题
appointments	约定 (复数)
praise	赞扬; 称赞
approval	批准; 认可; 赞成
achievement	成就; 完成
tone	语气
carried out	进行
check up	检查, 核对

✧ Typical Sentences And Expressions

1. The conference is scheduled from 2:00 this afternoon.
会议定于今天下午两点举行。
2. We have planned a 7-day trip.
我们已经安排了一个 7 日旅行。
3. According to our schedule, the visit begins at 9:00 in the morning.
按照计划, 参观明天早上九点开始。
4. Please visit our computer room first.
请首先访问我们的计算机房。
5. I'm afraid we'll have a busy schedule today.
恐怕我们今天的日程很紧。
6. We'll visit our plant this morning and have sightseeing in the afternoon.
我们今天早上将参观我们的工厂, 下午观光。
7. We should have a talk with Mr. Harry this afternoon before the meeting begins.
我们今天下午应该在会议开始前和哈利先生先谈一下。
8. I'm afraid we can not find time to visit ABC Company on Wednesday.
恐怕我们周三没有时间去拜访 ABC 公司。
9. The general manager asked me to report on the company's sales for last year at the meeting.
总经理还要我在会上对公司去年的销售情况作个报告。
10. The meeting will be held in your office, not in the conference room.
会议将在你的办公室里召开, 而不是在会议室。

Basic Practice

I. Translate the itinerary into Chinese.

ITINERARY FOR JASON PARKER

Oklahoma City—Tulsa—Dallas

May 3—6, 2011

Monday, May 3

6:50 a.m. Leave Rochester Airport on AA Flight 476 to Chicago. AA Flight 466 from Chicago to Oklahoma City.

11:20 a.m. Arrive in Oklahoma City. (Jack Lewis will meet you at the airport. Lunch with Mr. Lewis.

3:00 p.m. Appointment with M.J.Young, OC Branch Office.

Tuesday, May 4

10:20 a.m. Appointment with Ray Berger, Tulsa Office. (Call Avis to remind them to deliver car by 8 a.m.)

1:00 p.m. Lunch with R Berger and J. Caswell

3:00 p.m. Conference with Sales Group, Tulsa Office.

5:00 p.m. Return to Oklahoma City.

Wednesday, May 5

9:20 a.m. Leave OC airport for Dallas on BN Flight 104.

10:10 a.m. Arrive Dallas/ Fort Worth Airport. (Reservation at Americana Inn of the Six Flags.)

11:30 a.m. Appointment with A.J. Masterson, Manager, Dallas Branch.

1:00 p.m. Lunch with A.J. Masterson, Ray Packard, and Larry Jones. (Executive Dining Room.)

3:00 p.m. Appointment with Janet Bred low, Room 216, School of Business, Southern University.

6:30 p.m. A.J. Masterson will pick you up at the American to join him and Mrs. Masterson for dinner.

II. Translate the following dialogue into English.

M: 请让我看下你起草的周一会议议程安排。

F: 我还在弄会议议程, 周一要有很多事情要做, 这是我目前已经完成的部分。

M: 你认为我们开幕式发言需要 20 多分钟吗? 我认为应该非常简短。

F: 是不应该花很长时间, 但是会上有很多高管出席。开幕式上, 从礼节上讲需要花点儿时间让大家认识下他们。我计算过应该需要半个小时左右才能进入会议纪律环节。

M: 真的吗? 那好吧, 至少不要花太多时间评议会议记录。上次会议之后应该没有留下太多的后续工作。

F: 是这样。在评议和接受会议记录后, 我们还有几份委员会的报告要看。遗留问题不会占太多时间, 但有时委员会代表会很啰嗦... 有没有办法限制一下他们的时间?

M: 我们可以设定报告时间为 5 分钟, 随后是 3 分钟的问答时间。

F: 这样不好。问答总会拉长时间, 因为人们通常会就无关的论点说个没完。如果我们会上过早让大家提问, 我们会失控的。

M: 确实如此。那我们给委员会报告限定 8 分钟, 这样把问答时间拖到会议结束之前。

F: 这样还不错。总的来说, 我们很可能把会议控制在两小时之内。

M: 希望如此!

Practical Training

Practice: Finish the itinerary for a budget meeting.

Objective:

To be familiar with the procedure of writing an itinerary.

Scene:

Itinerary & schedules are often use in a firm or company. Suppose you are the secretary, your company will hold a budget meeting. You should make an itinerary for this meeting and send it to the attendees before the meeting.

Requirements:

Students are requested to finish the itinerary on the computer.

1. Two of them may be grouped together to turn in one itinerary.
2. Students are required to finish the itinerary in 20 minutes.
3. Every student should focus on the training. They should perform as if it really happened.
4. After the training, students gather together to evaluate and reflect, then keep records of those evaluation and reflection in order to improve their future performance in practice and most importantly in real career life.

Tips:

- An itinerary should include the day, date, hour and place of departure; type of transportation; day, date, hour and place of arrival; hotel reservation; appointments and other matters to be attended to; day, date, hour and place of departure for the return trip; type of confirmed transportation and day, date, hour and place of arrival.
- You should understand the information about your boss, for example, destination, your boss's telephone number of the home, etc...
- Keep the record of the itinerary.

Evaluation:

Name \ Ability	Student (50%)	Teacher (50%)	Total
Speed (10%)			
Pertinence (30%)			
Language (30%)			
Maneuverability (20%)			
Cooperation (10%)			

English Supplementary Reading**About Itinerary & schedule**

Before the secretary arranges the itinerary for the boss, he or she should understand the company by system and the necessary procedures. For example, whether there is any travel department in the company; have a designated secretary is responsible for the manager of the whole company; if a travel agency is entrusted for the process, which one it is; the manager is going by first or economy class.

After understanding these, the secretary will get to know whether he or she should put these arrangements to others or do it by him or herself. No matter who will be in charge, the required accommodation must be fixed in advance.

Many companies have travel department, responsible for formulating schedule, booking the

ticket, train ticket and reserving rooms for employees. This department is equipped with the latest plane, train and ship timetables. The Travel Department sometimes also entrusts travel agency to handle the same business.

Although the boss's arrangement is executed by others, the secretary has responsibility to tell the boss's needs and preference to other people. Whenever the boss mentions an itinerary, the secretary should start collecting materials. Before contact with travel department, the secretary should collect the following material first:

1. Destination;
2. Midway anchorage, including come and go itinerary;
3. Date and time for the first business reserves, and on arrival and between the times needed for the meeting;
4. More willing to which day departure;
5. Transportation method—by airplane, train or bus etc.
6. Service category—first class or economy class;
7. Preferred hotel and location;
8. Required transport services after arriving destination.

The secretary also needs to know the boss's home telephone number. Airlines require registration of the passengers units and residential telephone to inform the news of flight changes.

For the sake of improving, the secretary should stay a record to this itinerary arrangement. When the boss comes back, the secretary should pay attention to the transportation and the hotel circumstance, and then put it and the written itinerary together.

✦ Group discussion

1. What can you learn from this part?
2. Can you give another example of itinerary?