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# Get your foot in the door

## Vocabulary

### 1 Form compound nouns with the words in the box.

education    light    market    skills  
zone    year    tower    bar    start

- 1 leading \_\_\_\_\_
- 2 gap \_\_\_\_\_
- 3 higher \_\_\_\_\_
- 4 comfort \_\_\_\_\_
- 5 head \_\_\_\_\_
- 6 soft \_\_\_\_\_
- 7 coffee \_\_\_\_\_
- 8 labor \_\_\_\_\_
- 9 ivory \_\_\_\_\_

### 2 Complete the sentences with the correct form of the compound nouns you formed in Activity 1.

- 1 I'm planning to take a(n) \_\_\_\_\_ and go backpacking in India after graduating from high school.
- 2 Universities should play a large part in preparing today's students for the 21st century \_\_\_\_\_.
- 3 There is no doubt that John is a(n) \_\_\_\_\_ among recent graduates in the field of computer science.
- 4 As non-technical skills, \_\_\_\_\_ include interpersonal skills such as the ability to communicate well with others.
- 5 More universities have been set up in that country, thus allowing many more people the chance of \_\_\_\_\_.
- 6 Completing an industry-specific internship before graduation can give you a(n) \_\_\_\_\_ in your career.

### 3 Complete the sentences with the correct form of the words in the box.

asset    appoint    entertain  
agent    thesis    pace    needy

- 1 The company will \_\_\_\_\_ a new CEO to lead the organization through the present crisis.
- 2 I am writing my senior \_\_\_\_\_, so I am allowed to keep the book for the whole academic year.
- 3 The government is implementing programs to provide job training and employment opportunities for \_\_\_\_\_ people.
- 4 The online class of career planning is flexible, so you can study at your own \_\_\_\_\_.
- 5 The tutor suggested that the topic of his paper should be chosen to inspire instead of \_\_\_\_\_ the reader.
- 6 Work has the power to really shape one's life. When you see work as a(n) \_\_\_\_\_ of change, you'll no longer think of it as a burden.
- 7 When it comes to his career success, he always emphasizes that patience is an invaluable \_\_\_\_\_.

### 4 Read the information.

#### Collocations

Nouns which often go after:

dramatic    society    arts    impact    increase    shift    drop  
multinational    company    bank    business    force

Adjectives which often go before:

conviction    strong    deep    political    religious    moral  
qualification    official    legal    medical    vocational

**Now complete the sentences with the correct form of the suitable collocations. Sometimes more than one collocation is possible.**

- 1 The introduction of automation technology has a(n) \_\_\_\_\_ on job roles within the manufacturing industry.
- 2 The \_\_\_\_\_ has expanded its operations to several countries in the last decade to capitalize on emerging markets.
- 3 As a stage manager, I gained valuable experience working with the amateur \_\_\_\_\_ during college.
- 4 With a(n) \_\_\_\_\_ that education can change one's life, she dedicated her life to teaching in poor areas.
- 5 After due consideration, she has decided to study for a(n) \_\_\_\_\_ in the tourism industry.

## 5 Underline the correct word to complete each sentence.

- 1 We were not able to meet the *death* / *deadline* because of manufacturing delays.
- 2 In the past 12 months, the country has suffered from a *shrinking* / *thriving* economy.
- 3 She sent an email to the company asking if there were any positions left *unfinished* / *unfilled*.
- 4 The models *paraded* / *fell* down the catwalk, showcasing the designer's latest collection with grace and poise.
- 5 Job hunters need to be more *realistic* / *romantic* about themselves and their target jobs.
- 6 This *forum* / *format* is held annually to discuss the ways to improve university students' employment competitiveness.
- 7 The contractor's *reliability* / *safety* and attention to detail were highly valued by the project manager.

## 6 Complete the sentences with the correct prepositions or adverbs.

- 1 The university started some programs to cater \_\_\_\_\_ the needs of improving the employability of its students.
- 2 After getting a higher-paying job, he was finally able to develop a plan to pay \_\_\_\_\_ his debts.
- 3 Some students finished their term papers ahead of time while others dashed them \_\_\_\_\_ at the last minute.
- 4 Nowadays many people talk about the glass ceiling and having to break the glass ceiling to get \_\_\_\_\_.
- 5 Investing in employee training can translate \_\_\_\_\_ profits through increased productivity and customer satisfaction.
- 6 Learning new skills and tools is essential to keep \_\_\_\_\_ with your colleagues and stay relevant in your field.

## 7 Complete the sentences with the appropriate derivative of the words in brackets.

- 1 The HR manager says the company now has a(n) \_\_\_\_\_ of jobs available for university graduates. (abundant)
- 2 As a newcomer to the group, he is honest and \_\_\_\_\_, always there when you need his help. (cooperate)
- 3 She was more relaxed and \_\_\_\_\_ in the job interview than she had imagined she would be. (confidence)
- 4 Building \_\_\_\_\_ with clients is of crucial importance in maintaining business relationships and securing long-term partnerships. (trustworthy)

- 5 Young people seeking employment should understand that \_\_\_\_\_ of any skill does not happen overnight. (master)
- 6 A fundamental principle that contributes to a successfully \_\_\_\_\_ workplace is respect among workers. (diversify)
- 7 He is under the \_\_\_\_\_ that he will continue to work at WHO until he is retired. (assume)
- 8 The new policy issued last month has \_\_\_\_\_ improved the employment rate in the region. (prompt)

**8** Read the passage *Sharing overseas internship experiences* and complete the sentences with the correct form of the words in the box.

elimination	supervisor	proactive
accomplishment	nutrition	facilitate

- 1 The survey shows that \_\_\_\_\_ education can help form good eating habits in children and adults.
- 2 Undoubtedly, we owe this amazing \_\_\_\_\_ to your incredible generosity and support.
- 3 In order to survive the fierce competition, a company should be \_\_\_\_\_, not reactive.
- 4 The use of virtual technology in teaching may greatly \_\_\_\_\_ learning and enhance students' engagement.
- 5 They are required to have regular meetings with their \_\_\_\_\_ about their research projects.
- 6 The \_\_\_\_\_ of outdated job roles and processes can pave the way for innovation and growth.

**9** Listen to the audio *The rise of entrepreneurship among university students* and replace the underlined words with the correct form of the words in the box. You may need to make other changes.

transform	invaluable	trend	found	start-up
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- 1 Good guidance from specialized and experienced colleagues may change your working experience from ordinary to extraordinary.
- 2 The small business that has recently been started received a substantial investment.
- 3 There is a growing tendency among workers to receive job training in the factory.



# Structure

If we add *-ever* to the words like *what*, *when*, *where*, *which*, *who*, and *how*, we change their meaning to "it doesn't matter what, when, where, etc." *Whatever*, *whenever*, *wherever*, etc. can be used to introduce the adverbial clause of concession.

## 1 Complete the sentences by translating the Chinese in brackets into English using *whatever* / *whenever* / *wherever* / *whichever* / *whoever* / *however*.

**Sample** Whatever your interest (is) (无论你的兴趣是什么), university life catered for it.

- 1 \_\_\_\_\_ (无论原因是什么), I cannot accept your decision to go ahead with the project.
- 2 \_\_\_\_\_ (无论面试官如何解释这个问题), I still could not understand it.
- 3 \_\_\_\_\_ (无论我在哪里工作), I always strive to give my best performance.
- 4 \_\_\_\_\_ (无论谁当选为队长), we will support the new leader to achieve our common goals.
- 5 \_\_\_\_\_ (无论你什么时候开始学习一项新技能), it is important that you do not give up until you master it.
- 6 \_\_\_\_\_ (无论你从哪个方面看), the company's financial situation is not good.

We use *when it comes to* to identify the specific topic that is being talked about. Here "to" is a preposition.

## 2 Rewrite the sentences using *when it comes to*.

**Sample** Increased digitalization and globalization lead to extreme flexibility regarding hiring new talent.  
→ Increased digitalization and globalization lead to extreme flexibility when it comes to hiring new talent.

- 1 As for what makes an excellent interview, every job seeker may have an opinion.  
\_\_\_\_\_  
\_\_\_\_\_
- 2 John is a bit introverted, but no one in the company does better than him in pushing sales.  
\_\_\_\_\_  
\_\_\_\_\_
- 3 Talking about making decisions, everyone in the office is willing to respect each other.  
\_\_\_\_\_  
\_\_\_\_\_
- 4 What do you think the most important thing is regarding finding a job?  
\_\_\_\_\_  
\_\_\_\_\_

- 5 In terms of handling office documents, Mary really knows how to organize and manage them efficiently.

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- 6 Considering running a business, there is often a big gap between expectations and reality.

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## Reading comprehension

### Banked cloze

Complete the summary of the passage *The mindset of a lifelong learner* with the words in the box. Some of the words may not be used.

deconstructing   flourish   ongoing   hiring   cycle  
considerably   core   mastery   typically   focusing

The technological changes are creating as well as stealing jobs. You have to become a lifelong learner to stay employed, 1) \_\_\_\_\_ on continual learning of new, in-demand skills.

To avoid being tomorrow's illiterate, you have to engage in the 2) \_\_\_\_\_ of "learn, unlearn, and relearn." Learning something can be an enjoyment. Unlearning is challenging and 3) \_\_\_\_\_ old ideas, so they can be removed for a new one to 4) \_\_\_\_\_. It doesn't stop at unlearning. You then relearn new skills. As the labor market changes 5) \_\_\_\_\_, machines will take about half of human work, and about half of the workers set to remain in their roles will need to retrain their 6) \_\_\_\_\_ skills. Due to increased digitalization and globalization, companies are more flexible in 7) \_\_\_\_\_ workers and they now value skills rather than qualifications.

Therefore, 8) \_\_\_\_\_ learning of both personal and professional skills is necessary for lifelong employability. It helps you become a valuable asset.



## Advice for a job interview

A large proportion of university students work part-time on or off campus. A job interview, as an essential stage of gaining a part-time job, has always been seen as a daunting prospect and never more so than in this day and age, when the marketplace is overflowing with job hunters and consequently competition is really tough. So the question is, whether you can make such a good impression at a job interview that out of the candidates interviewed, you are the one selected.

First and most importantly, do your homework as preparation is 90 percent of the battle. Find out all you can about the organization you will be working for, the job itself, what qualifications and experience are required and how you, specifically you, are able to meet those requirements. Take as much time as you need to work out what questions you are likely to be asked, researching this if necessary, and how you will answer them. Decide also on what questions you should ask, questions that alert the interviewer that you want to assure yourself that the position is right for you.

Having done all the above, getting a friend to play the part of an interviewer, and role-playing the interview is crucial to your success. Your friend should be able to pinpoint the kinds of mistakes that could lose you the job. Ensure that your answers to questions are succinct, and don't talk too softly.

On the day itself, it goes without saying that you should be smartly dressed and arrive 15 minutes beforehand, as being late for a job interview would be fatal. On entering the interview room, scan the room once and make eye contact with the interviewer, offer a firm handshake, and don't sit down until asked. Having done your homework, relax and be yourself, allowing the interviewer to see who you are and relating to them as a person, not a scared interviewee. You're in with a good chance!

### 1 Choose the best answer to each question.

- 1 Why are job interviews scarier nowadays?
  - A. Because the number of available jobs has declined.
  - B. Because there are so many people who need jobs.
  - C. Because the difficulty of interviews has increased.
  - D. Because interviewers are more serious and strict.
- 2 About preparation for the interview, which of the following is NOT mentioned in the passage?
  - A. Learning about the organization.
  - B. Finding out about job requirements.
  - C. Working out interview questions.
  - D. Improving social skills.

- 3 According to the passage, what questions should the interviewee ask?
  - A. Those that make the interview last longer.
  - B. Those that help the interviewee calm down.
  - C. Those that make the interviewer admire the interviewee.
  - D. Those that show the interviewee's concern about job suitability.
  
- 4 Why does the author think role-playing the interview is vital to success?
  - A. Because it may enhance the interviewee's confidence.
  - B. Because it may make the interviewee familiar with the process.
  - C. Because it may help the interviewee identify their strengths.
  - D. Because it may help the interviewee find some fatal errors.
  
- 5 According to the passage, what should the interviewee do on going into the interview room?
  - A. Bow low to the interviewer.
  - B. Take a seat immediately.
  - C. Shake hands with the interviewer firmly.
  - D. Scan the interviewer's face to know their thoughts.

**2 Match the words in Column A with their definitions in Column B.**

Column A	Column B
1 <b>daunting</b>	a    examine an area carefully but quickly, often because you are looking for a particular person or thing
2 <b>alert</b>	b    having a very bad effect, esp. making sb. fail or stop what they are doing
3 <b>pinpoint</b>	c    make sb. realize sth. important or dangerous
4 <b>succinct</b>	d    frightening in a way that makes you feel less confident
5 <b>fatal</b>	e    discover or explain exactly the real facts about sth. or the cause of a problem
6 <b>scan</b>	f    clearly expressed in a few words

## Passage 2

### Do you live to work or work to live?

“Do you live to work or work to live?” is a question that most working people get asked at some point in their lives. One’s instinct is that most people would place themselves in the second category, feeling that work takes second place after family, friends or interests, and that a job’s main purpose is the age-old one of earning the wherewithal to maintain oneself and one’s family. Imagine then the surprise caused when a major survey exploring attitudes to work revealed that as many as 65 percent of its respondents gave answers that were categorized as “live to work” compared with only 35 percent being categorized as “work to live.”

Of those whose answers fell into the former category, 31 percent said that they got a lot of satisfaction from their job, while a further 21 percent claimed that they loved their job and would not give it up even if they won the lottery. Another surprising statistic was the fact that women claimed to enjoy their work more than men, with as many as 71 percent of women saying that they lived to work compared with 59 percent of men. An interesting gender distinction, one that is perhaps to be expected, given what is known about differences between men and women, was that the main reason cited by women for enjoying their work was the social opportunities that it provided, whereas men were more inclined to say that they took pride in their work and that it gave them a sense of accomplishment. Perhaps the most interesting response of all was how few respondents gave purely economic reasons for working.

When considering the survey’s results, it is important to bear in mind that a single survey cannot be given too much weight, and also that it was carried out in a specific country notable for its strong work ethic. It would be fascinating to see what similar surveys carried out in other countries would reveal.

#### 1 Choose the best answer to each question.

- 1 What is thought to be the instinctive answer to the question “Do you live to work or work to live”?
  - A. Most people have no clear attitude to work.
  - B. The primary goal of a job is to earn a living.
  - C. Interests would take second place after work.
  - D. Most people would categorize themselves as “live to work.”
- 2 What was people’s reaction to the results of the survey?
  - A. They were surprised at it.
  - B. They were confused about it.
  - C. They were uninterested in it.
  - D. They were doubtful about it.

- 3 What do we know about the respondents falling into “live to work”?
  - A. As many as 71 percent of them were women.
  - B. They accounted for about 31 percent of the total respondents.
  - C. About half of them got lots of satisfaction from their work.
  - D. Some of them did not work for money.
  
- 4 What can be learned about the gender distinction in the survey?
  - A. Women claimed that they enjoyed their job less than men.
  - B. Men claimed that they worked to provide for their family more than women.
  - C. Different from women, men were more inclined to give economic reasons for work.
  - D. Unlike men, women claimed that they enjoyed work mainly because of the social opportunities it provided.
  
- 5 What attitude should people take when considering the survey’s results?
 

A. Positive.	B. Negative.
C. Critical.	D. Indifferent.

**2 Choose the correct way to answer the questions about the italicized words and expressions.**

- 1 If he has the *wherewithal* to send his son to college, does he have enough (a) determination, or (b) money to do it?
- 2 If you let your *instinct* guide you, do you handle things (a) by following your heart, or (b) under the guidance of an experienced person?
- 3 In an interview, is the *respondent* the person who (a) asks, or (b) replies to questions?
- 4 If you feel *inclined* to argue with your friend, do you (a) refuse, or (b) tend to do it?
- 5 If you *bear* what your mother said *in mind*, do you (a) repeat, or (b) remember it?
- 6 If you *give weight to* the project, do you think it is (a) important, or (b) ambitious?
- 7 If the town is *notable* for its food, is it (a) interesting enough to be mentioned, or (b) known by many people?
- 8 If you have *a strong work ethic*, do you believe that (a) it is important to work hard, or (b) work makes you strong?

## Volunteering boosts students' prospects

- A) For years, charities across the globe have been encouraging students to join their volunteering programs to help make a difference in the world. Volunteering can be a humbling experience, allowing you to see the world in a different way. Whether you agree to volunteer for a number of consecutive months, a week, or a day, the impact could be life-changing. There's also a strong sense of achievement and pride that comes with generously giving up your time for a worthy cause.
- B) Students are a key demographic for many voluntary schemes because they have a lot of free hours outside of term time to commit to helping out. Of course, fundraising is an extremely important part of any charity, particularly those that do not have government funding and rely on donations. However, those with more time than money to give, such as students, can still make a difference.
- C) When it comes to volunteering, there are countless opportunities at home or abroad. Many students choose to volunteer abroad to experience a new culture and learn more about other countries. At home, opportunities are likely to be helping with youth clubs, childcare support, medical support, or thrift shops. Working for a cause at home will allow for flexibility around a student's timetable. They may be able to give up some of their spare time on the weekend or a few hours in the evening. Whether it is at home or abroad, the benefits of volunteering are vast for the volunteer — not just the community, individual, or organization receiving their assistance. So, let's take a closer look at the ways volunteering experience helps students to boost their prospects.
- D) Volunteering allows students to make a difference. It's an extremely rewarding experience, and students may even find themselves putting their own problems into perspective. This is particularly the case when students decide to go abroad and work for a cause. The process of learning about different cultures and how other people live can be eye-opening. It can be easy to get consumed in your day-to-day life, particularly as a student with pressures of deadlines and studying for exams. Volunteering can be an escape from the daily routine, allowing students to get away from studies for a much-needed break and make a difference.
- E) Volunteering helps develop skills. Where possible, it can be beneficial for students to search for roles in their fields. For example, volunteering can help students to build leadership skills, especially if they're responsible for a group of people. Leadership is a wonderful skill to have, and it's also transferable to many different job roles. In fact, many recent graduates who are currently in employment have stated that volunteering helped them to secure their positions.
- F) Volunteering allows students to build awareness while benefiting them. Student volunteers are

able to make a significant contribution to a charity, not least because of their determination and enthusiasm. They are also helpful in spreading the word about charity and building awareness of what they do. Most students know their way around social media well. By taking pictures and allowing their friends to follow the progress of their charity work, they are also helping to build awareness. Future employers, who nowadays often look at an employee's social media profile, will be pleased to see their hard work.

- G) Volunteering can be an excellent way for a student to get their foot in the door and meet new people. Though networking may not necessarily be the first thing that comes to mind when people decide to work for a cause, it is an amazing perk. Organizations, whether at home or abroad, can bring together people from all walks of life.
- H) Volunteering offers the chance to students to explore other interests. Deviating from the curriculum isn't an option for most students, and intense studies may mean that they're missing out on a great deal of social interaction as well as the chance to pick up new hobbies. In some ways, volunteering can be a way for students to explore other interests they may not have otherwise had the chance to.
- I) Among everything else that volunteering can offer, it's an amazing way to prepare for work opportunities in the future. Having real-life experience can enhance a student's education outside of the classroom. A CV that shows they've taken part in different programs can give future employers an insight into the kind of person a student is away from work. In some respects, volunteering experience can be just as important to an employer as qualifications. Many employers are interested in how well a person will fit in with the team from the perspective of personality, not just whether they are qualified for the job.
- J) Furthermore, as previously mentioned, volunteering can allow a student to develop skills. This is especially useful if those skills are relevant to their chosen industry. They'll be one step ahead when it comes to entering the workplace, already being equipped with some of the key skills needed for the job role. Environmental sciences, teaching, and childcare organizations are always keen to take on new employees who are dedicated to the cause.

**1 Match the statements with the paragraphs which contain the corresponding information. You may choose a paragraph more than once.**

- \_\_\_ 1 Students' considerable free time makes them a vital group for many voluntary schemes.
- \_\_\_ 2 Volunteering can serve as a break, which is beneficial to the students under great academic pressures.
- \_\_\_ 3 There are countless opportunities for students to participate in volunteer activities both at home and abroad.
- \_\_\_ 4 Student volunteers can spread information about charity and build other people's awareness of what they do.

- \_\_\_ 5 Volunteering allows people to gain a new perspective on the world around them.
- \_\_\_ 6 Volunteering provides students with valuable networking opportunities by connecting them with diverse individuals from various backgrounds.
- \_\_\_ 7 Different volunteer experiences on a CV can give employers a more comprehensive view of the student.
- \_\_\_ 8 Volunteering allows students to pursue diverse interests and engage in social interactions outside of their academic curriculum.
- \_\_\_ 9 Volunteering cultivates valuable skills, such as leadership, which can enhance students' employability and open doors to career opportunities.
- \_\_\_ 10 In addition to qualifications, many employers also have interest in one's personality.

**2 Complete the sentences with the correct form of the words and expressions in the box.**

thrift	consecutive	demographic	fit in
humbling	perspective	curriculum	take on

- 1 Talking to someone who has gone through a similar situation can help you put your own problems into \_\_\_\_\_.
- 2 The company has \_\_\_\_\_ the young woman as a freelance writer to create content for its site.
- 3 It is quite a(n) \_\_\_\_\_ experience to work with so many talented people in the project, from which I have learned a lot.
- 4 The majority of the homeschooling parents in the survey prefer a(n) \_\_\_\_\_ different from that taught in public schools.
- 5 After working 10 \_\_\_\_\_ hours this day, the volunteer was exhausted and ready to go home.
- 6 By practicing \_\_\_\_\_, volunteers can ensure that donations and resources are used efficiently and effectively.
- 7 The organization's marketing strategy focuses on appealing to a young \_\_\_\_\_ through social media platforms.
- 8 It took some time for Sarah to adjust to the new workplace culture, but now she feels like she \_\_\_\_\_ with the other people.

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# Translation

## 1 Translate the sentences into Chinese.

- 1 Companies and government bodies will carry out work on skills training and talent evaluation for the digital economy.

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- 2 If you are self-employed or a freelancer, you can enjoy the flexibility to work when you like.

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- 3 While some people take a side job to pursue their dreams, others have two jobs to make ends meet.

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- 4 The painter worked her heart out on her latest work, resulting in exhaustion but a strong sense of fulfillment each day.

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- 5 Some new professions have emerged to cope with the rising new personalized demand, and have helped to stabilize the job market and boost the economy.

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## 2 Translate the sentences into English with the words and expression in brackets.

- 1 人才是第一资源。中国正在大力培养和吸引顶尖人才，加强科技人才队伍建设。  
(bolster; strengthen)

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- 2 该项目的目的是向年轻一代开放中国高质量科学和教育资源，激发他们对科学的兴趣。(spark)

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3 中国科学院 (the Chinese Academy of Sciences) 物理研究所的一名研究人员表示, 能够利用人工智能并具有强大的信息过滤能力是年轻科学家的关键素质。  
(institute)

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4 为办好人民满意的教育, 中国将加快义务教育优质均衡发展和城乡一体化。  
(rural)

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5 有些人可能认为Z世代是肤浅的数字原住民, 但事实上他们努力进取而且具有企业家精神, 可以让世界变得更好。(entrepreneurship)

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