

# 1

## Get to Know Yourself 发现自我

### First Sight



#### Task 1

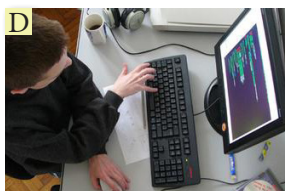
##### STEP 1

Match the following occupations with the corresponding pictures.

1 computer programmer  
4 negotiator

2 interior designer  
5 salesperson

3 artist  
6 accountant



## STEP 2

Certain traits are very important to the occupations mentioned in Step 1. Now, match the following traits with the occupations they fit best. You may use a trait for more than once.

outgoing	analytical	patient	logical
organized	persistent	mind-reading	detail-oriented
original and unique		accurate in calculation	
love of decorating		good listening skills	
goal setter and plan maker		fond of working with computer	
strong aesthetic appreciation ability		good communication skills	
ability to concentrate for long time		relying more on beliefs than on logic	

*computer programmer*

*interior designer*

*artist*

*negotiator*

*salesperson*

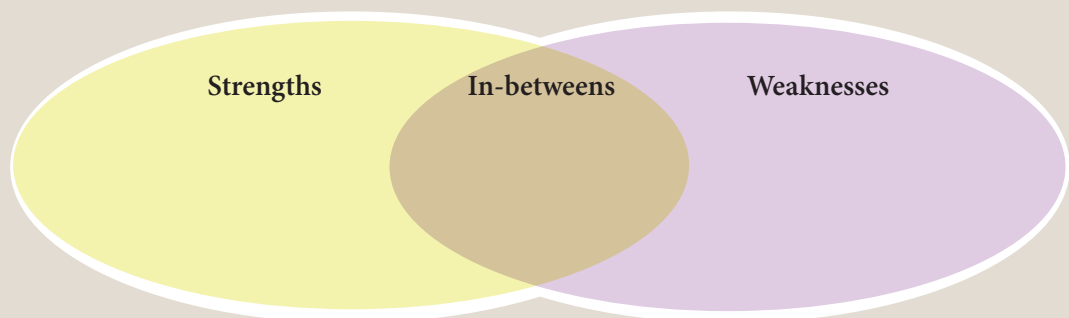
*accountant*

## Task 2

## STEP 1

The following words suggest strengths, weaknesses, or something in between. Put them into the right category.

pushy	enthusiastic	trustworthy	loose-tongued	optimistic
undisciplined	caring	sloppy	passive	generous
aggressive	considerate	confident	bossy	humorous
blunt	moody	friendly	indifferent	determined
logical	intolerant	stubborn	independent	honest
creative	inhibited	naive	straightforward	greedy
appreciative	dull	versatile	arrogant	lazy
self-disciplined	ambitious	orderly	selfish	complaining
shallow	patient	dedicated	short-sighted	



## STEP 2

Work in pairs and discuss what your strengths and weaknesses are.

# Better Acquaintance

## Reading It

### What Are Your Strengths and Weaknesses?



1 One of the most clichéd interview questions is “What are your strengths and weaknesses?” Most of us have heard it so many times that we’ve prepared for it extensively. We may even create a false weakness that could be seen as a strength such as “I’m a perfectionist.” or “I’m very detail-oriented.” However, answering the question honestly is crucial for real career advancement. It could help to fit you into a role in which you could use your personal strengths and which has minimum need for your weaknesses.

2 A Gallup survey reports that 68% of employees don’t get to use their strengths on a daily basis! People tend to think there’s a global characteristic called “talent,” and if employers can find people with “talent,” they can train them to do whatever job if necessary—after all, they’re “talented”!

3 However, talent doesn’t work like that; there are many possible talents that a person could have. When we see someone who does well in their profession, we generally call them talented; but in fact they usually have just focused on their natural strengths, and minimized their weaknesses. There are plenty of examples: the genius artist who lives like a slob; the expert computer programmer with no charisma; the incredible athlete who has no skill with numbers. You wouldn’t hire the first person to be your interior designer, the second to lead your

sales team, or the third to do your taxes, yet they are all talented.

4 So, “talent” is not defined by being a genius in everything. It’s a case of finding activities that require your strengths but not your weaknesses, and developing your expertise in these areas.

5 I didn’t realize how important the strengths and weaknesses question was until my boss at IMlogic, Francis deSouza, told me in our 1:1 interview that “Your biggest strength is that people like working with you.” I was surprised as I never even knew I had this ability and had traditionally thought my strengths were the usual engineering trait of being analytical or perhaps being a good communicator. But Francis helped me figure out the best skill I had and that I could build my career upon.

6 Part of the problem with the strengths and weaknesses question is that you often need someone else to tell you the answer. People in our lives, such as friends, colleagues, and family often see us in situations where our strengths will stand out. When you ask for feedback, you can use the blank sheet approach and ask them to indicate their perception of your strengths, as well as their reasons. This is useful especially when they know you very well. For others, you may list your identified strengths and ask for them to be



rated from highest to lowest. It is also useful to ask for the reasons.

- 7 The other problem is that many people shy away from asking or stating their strengths and weaknesses. They may feel pompous at stating their real strengths to a prospective employer and, truth to be told, many interviewers may not be able to handle an honest confession of their weaknesses.
- 8 Knowing your strengths will help you to find a career/job where you can be a star. We all can't be strong at everything, not even the subjects we studied and supposedly know the most about. So you have to really dig deep for the one or two things that you are exceptional at.
- 9 And knowing your weaknesses doesn't necessarily mean you have to fix them yourself. Often you're better off if you hire someone with the necessary skills. For example, I know that I am not a great negotiator. So, while I keep practicing negotiations and seek coaching, I doubt I'll become legendary in this skill so I prefer to hire a world-class negotiator so we can get the best outcome for the company.
- 10 While you can still use a practiced answer to the strengths and weaknesses question, do take the time to really learn the answer for yourself and seek lots of feedback. I find I am a curious reader—have you learnt of a strength or weakness of yours that surprised you?

### Language & Culture

**1:1 interview:** 一对一面谈或单独会谈，也叫one-on-one meeting，是西方企业常见的管理方法。企业管理层会定期或者不定期和员工进行单独会谈，内容一般涉及工作业绩、遇到的困难、未来规划、意见和要求等，旨在增强员工和管理层的了解与沟通，鼓励员工更加积极地工作。会谈可以是面对面的，也可以通过电话或者视频进行。

## Understanding It

**Task 1** Read the text and answer the following questions.

- 1 Why is answering the question about strengths and weaknesses honestly crucial for career advancement?
- 2 What do people usually think about “talent”?
- 3 According to the text, what is talent?
- 4 What are the problems with strengths and weaknesses?
- 5 According to the text, how can you find a job in which you can stand out?

**Task 2** Read the text again and correct the following statements.

- 1 When asked about strengths and weaknesses in an interview, people are often very honest about their weaknesses.
- 2 Those people who we call talented have many strengths and few weaknesses.
- 3 “Talent” means being a genius in everything you do.
- 4 The writer's strengths were being good at analyzing and communicating and nothing else.
- 5 If one knows his/her weakness, they have to change it and turn it to be their strength.



## New Words

- \***analytical** /ˌænəˈlɪtɪkəl/ *a.* 头脑周密的; 分析的  
**approach** /əˈprəʊtʃ/ *n.* 方法  
**athlete** /ˈæθli:t/ *n.* 运动员  
\***charisma** /kəˈrɪzmə/ *n.* 个人魅力  
\***clichéd** /ˈkli:ʃeɪd/ *a.* 陈词滥调的; 老生常谈的  
**coach** /kəʊtʃ/ *v.* 指导; 训练 *n.* (私人) 辅导教师; 教练  
**colleague** /ˈkɒli:g/ *n.* 同事  
\***communicator** /kəˈmju:nɪkeɪtə/ *n.* 交际者; 交流者  
\***confession** /kənˈfeʃən/ *n.* 承认  
**crucial** /ˈkru:ʃəl/ *a.* 至关重要的; 关键性的  
**detail** /ˈdi:teɪl/ *n.* 细节; 细微之处  
**engineering** /ˌendʒɪˈnɪərɪŋ/ *n.* 工程(学); 工程设计  
**exceptional** /ɪkˈsepʃənəl/ *a.* 杰出的; 出色的; 例外的  
\***expertise** /ˌekspɜ:ˈti:z/ *n.* 专业知识(技能)  
**extensively** /ɪkˈstensɪvli/ *ad.* 广泛地; 全面地  
\***feedback** /ˈfi:dbæk/ *n.* 反馈意见  
**genius** /ˈdʒi:niəs/ *n.* 天才; 天赋  
**handle** /ˈhændl/ *v.* 处理; 应对  
\***incredible** /ɪnˈkredɪbəl/ *a.* 不可相信的; 难以置信的  
\***interior** /ɪnˈtɪəriə/ *a.* 室内的; 内部的  
\***legendary** /ˈledʒəndəri/ *a.* 非常有名的; 大名鼎鼎的; 传奇式的  
**minimize** /ˈmɪnɪmaɪz/ *v.* 把……减至最小量(程度)  
**minimum** /ˈmɪnɪmə/ *a.* 最低限度的; 最小的 *n.* 最低限度  
**negotiation** /nɪˌɡəʊʃiˈeɪʃən/ *n.* 谈判; 协商  
\***negotiator** /nɪˌɡəʊʃiəɪtə/ *n.* 谈判代表; 协商者  
\***orient** /ˈɔ:riənt/ *v.* 针对; 围绕  
**outcome** /ˈaʊtkʌm/ *n.* 结果; 后果  
\***perception** /pəˈsepʃən/ *n.* 认识; 观念; 看法  
\***perfectionist** /pəˈfekʃənɪst/ *n.* 完美主义者  
\***pompous** /ˈpɒmpəs/ *a.* 自高自大的; 自命不凡的

- profession** /prəˈfeʃən/ *n.* 职业; 行业  
\***programmer** /ˈprəʊɡræmə/ *n.* 程序设计员  
\***prospective** /prəˈspektɪv/ *a.* 有可能的; 未来的; 预期的  
**rate** /reɪt/ *v.* 评价; 定级  
\***slob** /slɒb/ *n.* 懒惰又邋遢的人  
\***supposedly** /səˈpəʊzɪdli/ *ad.* 根据推测; 据说  
\***talented** /ˈtæləntɪd/ *a.* 有天赋的; 有才能的  
**tax** /tæks/ *n.* 税; 税款  
**trait** /treɪ/ *n.* 特性; 品质  
**whatever** /wɒtˈevə/ *pron.* 无论什么……都

## Phrases & Expressions

- blank sheet** 空白纸  
**career advancement** 职业发展  
**fit into** 符合; 适合  
**interior designer** 室内设计师  
**on a daily basis** 每天  
**shy away from** (由于羞怯或恐惧) 躲开, 退缩  
**stand out** 突出; 引人注目

## Proper Nouns

- Francis deSouza** 弗朗西斯·德苏扎, IMlogic 创始人, 现任赛门铁克(Symantec)企业产品和服务集团总裁  
**Gallup** 盖洛普民意测验  
**IMlogic** 一家即时通讯安全保障公司, 已被赛门铁克公司收购

带“\*”号标注的词汇为超纲词

# Doing It

## Task 1

### STEP 1

This text aims to help you figure out your strengths and weaknesses. Here is the gist of the text. Use the right form of the verbs in brackets to complete the sentences.

- 1 \_\_\_\_\_ (answer) the question "What are your strengths and weaknesses?" is crucial for real career advancement.
- 2 \_\_\_\_\_ (know) your strengths will help you to find a career/job where you can be a star.
- 3 \_\_\_\_\_ (know) your weaknesses doesn't necessarily mean you have to fix them yourself.

### STEP 2

"Verb + -ing" form can serve as a noun or as the head of a noun phrase. In a sentence, it can serve as a subject (as in the sentences in Step 1), an object or a complement of a preposition. Can you find more examples of such "verb + -ing" form in the text?

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

### STEP 3

Here are some factors you may consider in career planning. Choose three that you think are the most important and exchange your opinions with your partner. You may also add new factors that are not listed here.

- having visions
- knowing your strengths and weaknesses
- understanding your personality and traits
- identifying your interests
- setting goals
- gathering information
- seizing an opportunity
- life-long learning
- being prepared
- building a social network

## Task 2

### STEP 1

Read the following three sentences taken from the text and decide the part of speech and meaning of "like" in each sentence.

- ❖ However, talent doesn't work **like**<sup>1</sup> that...
- ❖ ... the genius artist who lives **like**<sup>2</sup> a slob...
- ❖ Your biggest strength is that people **like**<sup>3</sup> working with you.

	Part of speech	Meaning
like <sup>1</sup>	_____	_____
like <sup>2</sup>	_____	_____
like <sup>3</sup>	_____	_____

# Better Acquaintance

## STEP 2

What's the part of speech of "like" in each of the following proverbs? What does each proverb mean? Put the proverbs into Chinese.

1 Like father, like son.

\_\_\_\_\_

2 Nothing succeeds like success.

\_\_\_\_\_

3 There's no place like home.

\_\_\_\_\_

4 There is no time like the present.

\_\_\_\_\_

5 Nothing hurts like the truth.

\_\_\_\_\_

## STEP 3

Here are some incomplete sentences that use "... do(es)n't work like that" pattern. Work with your partner to complete the missing parts after the example, and share your answers with the class.

### Tips

The sentence pattern "XX doesn't work like that," or "XX doesn't work that way" is used to argue that "XX doesn't happen as described above," or that "XX should happen some other way." For example:  
*However, talent doesn't work like that; there are many possible talents that a person could have.*

### EXAMPLE

We all want to be popular with everybody around, \_\_\_\_\_.

—> We all want to be popular with everybody around, but life doesn't work like that.

You can't make everyone like you and you don't have to like everyone either.

1 You may think if you are smart enough, you can get high scores with no effort,

\_\_\_\_\_.

2 You may think she will fall in love with you sooner or later if you do everything for her,

\_\_\_\_\_.

3 You believe that as a good friend of yours, she has to do everything for you,

\_\_\_\_\_.

4 You might think if you are qualified and hardworking you will be successful one day,

\_\_\_\_\_.

STEP  
4

Tell your partner how you spend your spare time and what you want to do after graduation. The following sentence patterns are for your reference.

**Useful Sentence Patterns:**

**Q:** What do you like to do in your spare time?

**A:** I like traveling around. I have been to some places like... And the place I like best is... because...

**Q:** Then what do you like to do after graduation?

**A:** I'd like to start a small business with my friends. I like being my own boss. We plan to... When I make my first pot of gold, I'd like to travel around Europe.

STEP  
5

Ask your partner's opinions about you. Take notes of their comments (key words only).

What do you like about me?	What do you dislike about me?
_____	_____
_____	_____
_____	_____
_____	_____

**Task 3**STEP  
1

The following sentences are taken from the text. You are expected to supply the missing parts and then tell the grammatical functions of the parts you put in.

- 1 We may even create a false weakness \_\_\_\_\_.
- 2 It could help to fit you into a role \_\_\_\_\_.
- 3 When we see someone \_\_\_\_\_, we generally call them talented...
- 4 But Francis helped me figure out the best skill \_\_\_\_\_.
- 5 Knowing your strengths will help you to find a career/job \_\_\_\_\_.

STEP  
2

When we describe a person, we can use attributive clauses to add extra information, like the sentences in Step 1. Complete the following sentences by using attributive clauses.

- 1 我们尊重那些尊重学生的老师。  
We respect the teachers \_\_\_\_\_.
- 2 有一位能理解、关心员工的老板，我们感到很幸运。  
We are lucky to have a boss \_\_\_\_\_.
- 3 她很感激父母，他们从来不拿她和她的同龄人去比较。  
She was thankful to her parents \_\_\_\_\_.



# Better Acquaintance

4 他是那个掌握着她未来的人。

He is the person \_\_\_\_\_.

5 我们都喜欢曾经住在这里的那个女孩。

We all like the girl \_\_\_\_\_.

STEP

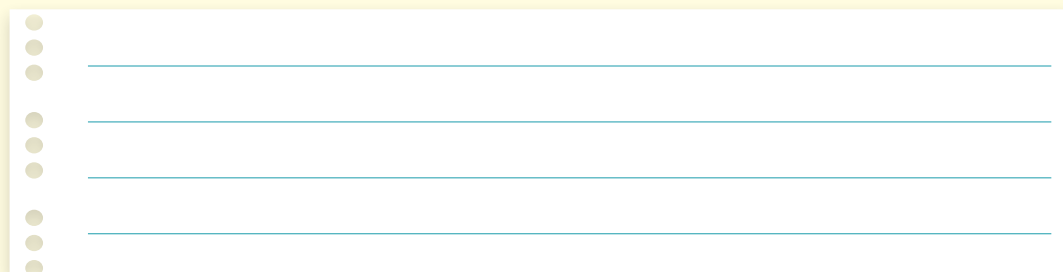
3

Now describe what kind of person you are, using attributive clauses when necessary.

## Useful Sentence Patterns:

One of my classmates thinks that I'm a person who... Another thinks that... Still another thinks that...

In my opinion, I'm a boy/girl...



## Task 4

STEP

1

Complete the following two sentences and answer the question that follows.

1 Part of the problem with the strengths and weaknesses question is \_\_\_\_\_  
\_\_\_\_\_ (你往往需要别人告诉你答案).

2 The other problem is \_\_\_\_\_ (很多人不好意思询问或表达他们的优缺点).

Can you find anything in common in the structure of the two sentences?

\_\_\_\_\_

STEP

2

Tick the right sentence(s) with a predicative clause and correct the wrong one(s).

- ☐ 1 The question is who did this and how.
- ☐ 2 The trouble is which I don't know his cell phone number.
- ☐ 3 That was what she said in the court.
- ☐ 4 The question is if she will come.
- ☐ 5 She looked as if she knew nothing about it.

STEP 3

Work in groups. Exchange your opinions on the opportunities and challenges you may face in job-hunting. You can use the structure "One opportunity/challenge is that..."

Opportunities

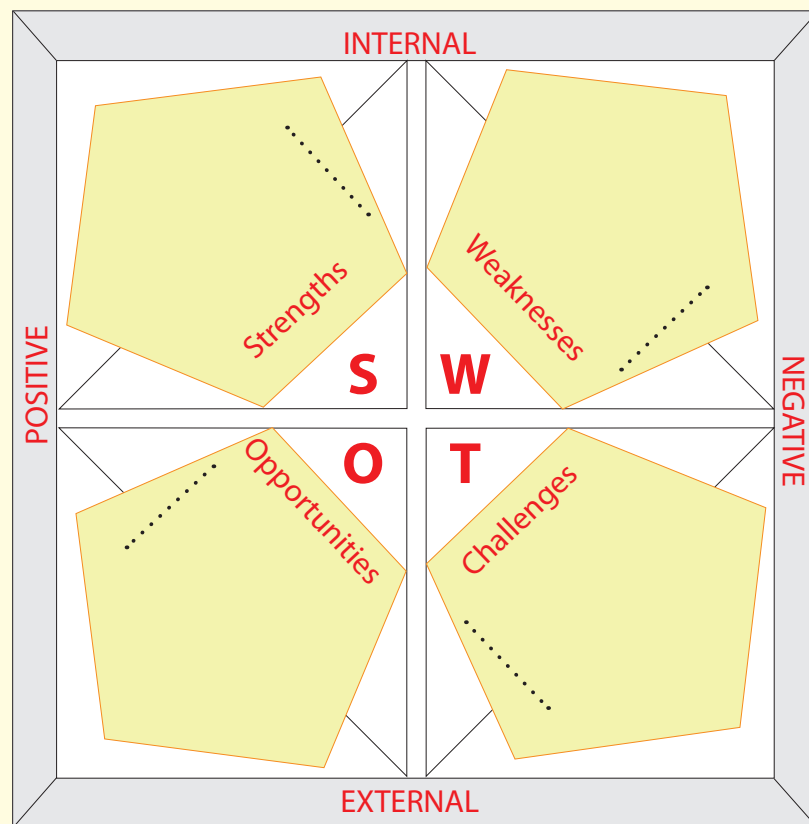
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Challenges

.....

STEP 4

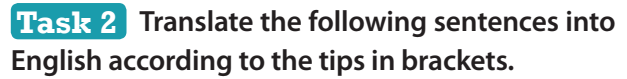
Put what you find in Step 3 together with your answer in Step 2, Task 2 of First Sight, and you will get a SWOT analysis result that may facilitate your job-hunting process.



## Writing It

- A 条件状语从句和宾语从句
- B 并列句
- C 时间状语从句
- D 表语从句
- E 定语从句
- F 原因状语从句
- G 宾语从句

- 1 ( ) The other problem is that many people shy away from asking or stating their strengths and weaknesses.
- 2 ( ) They may feel pompous at stating their real strengths to a prospective employer and, truth to be told, many interviewers may not be able to handle an honest confession of their weaknesses.
- 3 ( ) ... I know that I am not a great negotiator.
- 4 ( ) We may even create a false weakness that could be seen as a strength...
- 5 ( ) ... and if employers can find people with "talent," they can train them to do whatever job if necessary...
- 6 ( ) I was surprised as I never even knew I had this ability...
- 7 ( ) This is useful especially when they know you very well.



- 1 我今年大三，明年夏天就要毕业了。(并列句)  

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- 2 我喜欢和人一道工作。(简单句)  

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- 3 我觉得我很擅长倾听。(宾语从句)  

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- 4 我希望能家乡工作，因为我不想离父母太远。(原因状语从句)  

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- 5 我想去外企工作，在那里可以接触到他们的文化。(定语从句)

**Task 3** Write an essay of about 150 words with the title “My Ideal Job.” Try to use various sentence types in your writing.

[illegible]

## Reading

### Building a Career on Your Strengths

—Smart and Proven Strategies for Finding the Right Fit

Kathie Sorensen & Steve Crabtree



What's the right career for me? What should I consider doing now? What is my best fit? These are complex questions that involve more than just strengths. Goals, interests and education also play key roles in career development. But strengths must be an important part of your career considerations, and the following five development basics are a great starting point.

#### 1. Own your own development.

Nothing is more fruitless than “waiting to be discovered.” It's unrealistic to expect others to notice your strengths, consider your interests and your goals, and hand you the perfect career. Understanding your strengths boosts your confidence and encourages you to explore career options based on your talent.

#### 2. You cannot be successful alone.

Individuals who form partnerships with others are stronger because they can draw on a “talent pool”—not just their own resources, but also the talent, knowledge, skills and abilities of their partners. Mentors, coaches, and friends who know you well can lend you considerable insight into your talent and abilities. These people can serve as a mirror, allowing you to see your own strengths reflected in their view of you. Often, opportunities come through your extended network of relationships.

#### 3. What about your weaknesses?

Don't focus on your limitations—but don't ignore your weaknesses altogether, either. Instead, identify their source. Barriers related to experience and education are easier to

## Word Bank

- attainable *a.* 可以获得的
- barrier *n.* 障碍
- base... on 以……为基础；在……的基础上
- basics *n.* (*pl.*) 基本原理；实质性的东西
- boost *v.* 促进；推动
- budget *n.* 预算
- check out 查看
- considerable *a.* 相当多（大）的
- contribution *n.* 贡献
- draw on 利用；凭借
- each and every day 每天
- explore *v.* 探索；探究
- extended *a.* 延长了的；扩展了的
- fruitless *a.* 无成效的；无结果的
- individual *n.* 个人；个体
- initial *a.* 开始的；最初的
- insight *n.* 洞察力；眼光
- invest *v.* 花费；投资
- know of 了解；听说
- mentor *n.* 导师
- motivate *v.* 激励
- network of relationship 人际关系网
- partnership *n.* 合作关系；伙伴关系
- play a key role 起重要作用
- reward *n.* & *v.* 回报
- search out 找到；找出
- serve as 充当；起到……的作用
- starting point 起始点
- strategy *n.* 策略；谋略
- talent pool 人才库；才能共享
- technique *n.* 技巧；方法
- thrive *v.* 茁壮成长；繁荣兴旺
- worthless *a.* 毫无价值的
- yearning *n.* 渴望；向往

# Further Development



overcome because those things are attainable. You want to sell, but you've never held a sales role? Check out volunteer projects that give you the opportunity to learn sales techniques and make a contribution at the same time. Have you ever developed a budget? Volunteer to help your manager with the budget process. Looking for leadership opportunities? Ask your friends, neighbors, church group or human resources department. Someone will know of an opportunity that could meet your needs.

## 4. Plan your career.

Make sure your plan is one you would CHOOSE to do, not one you feel you SHOULD do. Most successful people would agree that developing a career plan is essential. Career development without a plan isn't career development at all—it's career risk! Your plan should identify the steps you will need to take to move your career development forward. Then it's up to you to make them happen. If you detail the steps without taking them, your plan is worthless. How can you ensure your plan reflects your deeply-felt yearnings? Link the action steps with your talent. If there is little "fit," you may have poor results. If you identify areas in which you need support, ask your mentors, coaches and friends for help.

## 5. The test of development: results!

Landing the position you want is only the initial outcome you should expect from your career plan. A role that "fits" who you are—one in which you thrive—is satisfying and motivating. The more time you invest in searching out the right role, the more likely you will be to succeed at what you do best each and every day and so reap the rewards.

### Task 1 Skim the text and use the choices in the box to explain the five suggestions.

- A Network of relationships will help a lot.
- B A satisfying and motivating job is usually rewarding.
- C Understand your own strengths and explore the career options that fit you best.
- D Identify the source of your weaknesses and overcome them if possible.
- E Make a career plan that fits the job of your choice.

- 1 Own your own development. \_\_\_\_\_
- 2 You cannot be successful alone. \_\_\_\_\_
- 3 What about your weaknesses? \_\_\_\_\_
- 4 Plan your career. \_\_\_\_\_
- 5 The test of development: results! \_\_\_\_\_

### Task 2 Read the text again and decide whether the following statements are true (T) or false (F).

- ☐ 1 Strengths, goals, interests and education all play key roles in career development.
- ☐ 2 If you wait patiently, someone will discover you someday.
- ☐ 3 When people cooperate, they will become stronger.
- ☐ 4 It's easier to develop new talent than to gain new experience and to improve education.
- ☐ 5 Career development without a plan means career risk.
- ☐ 6 If you can get to the position you want, you have realized your career plan.



## Listening

**Task 1** Listen to the first part of a conversation and tick (✓) the true statements.

- ☐ 1 Andrew and Eric graduate in the same year.
- ☐ 2 Eric believes that Andrew can be a great cook.
- ☐ 3 Andrew also thinks his plan is cool.
- ☐ 4 Eric suggests that Andrew should choose what he likes.

**Task 2** Listen to the first part of the conversation again and answer the following questions.

- 1 What will Andrew probably do after graduation?  
\_\_\_\_\_
- 2 What does Andrew say about cooking?  
\_\_\_\_\_
- 3 What does Andrew really like to do?  
\_\_\_\_\_

**Task 3** Listen to the second part of the conversation twice and complete the story of Eric by filling in the following blanks.

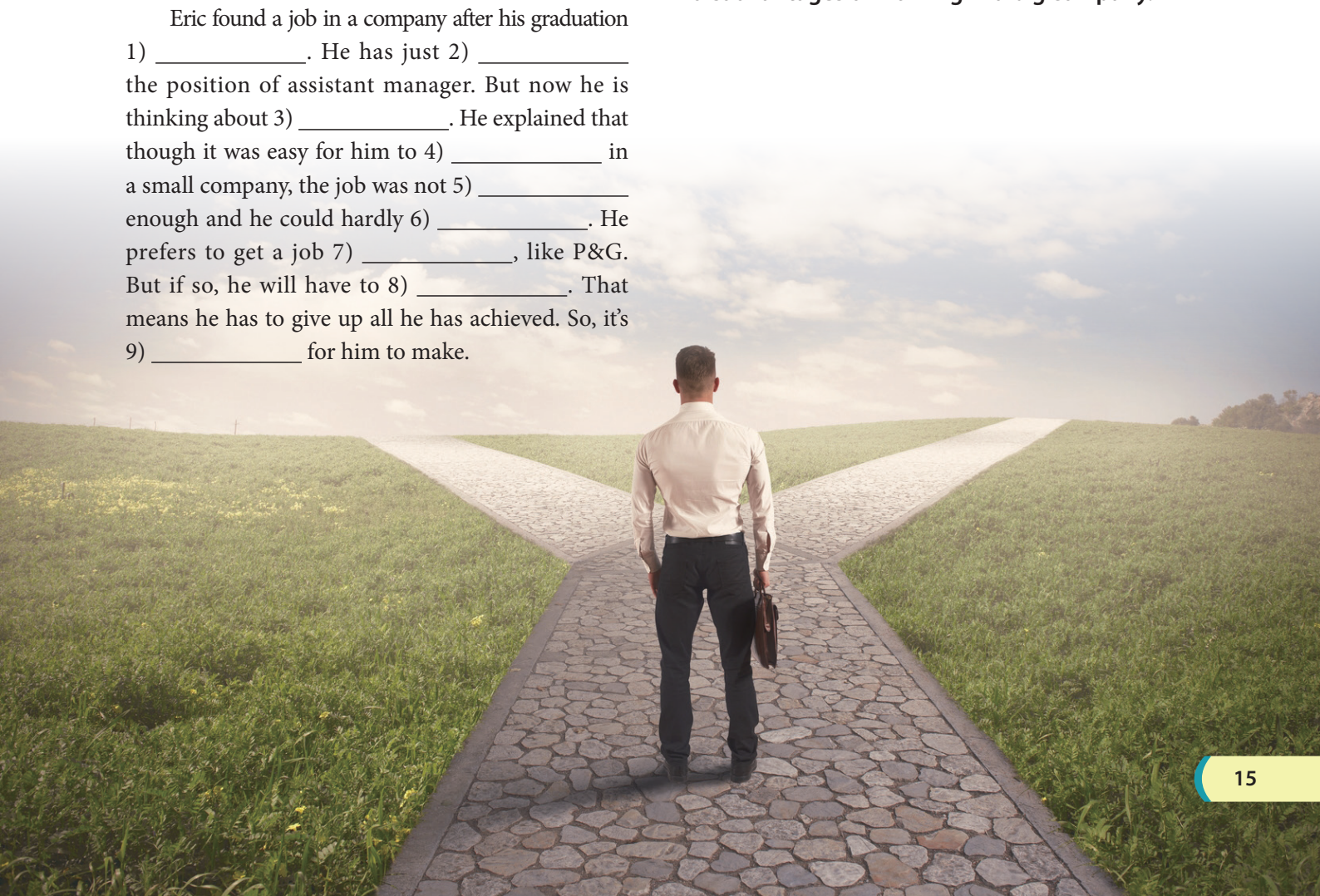
Eric found a job in a company after his graduation  
1) \_\_\_\_\_. He has just 2) \_\_\_\_\_  
the position of assistant manager. But now he is  
thinking about 3) \_\_\_\_\_. He explained that  
though it was easy for him to 4) \_\_\_\_\_ in  
a small company, the job was not 5) \_\_\_\_\_  
enough and he could hardly 6) \_\_\_\_\_. He  
prefers to get a job 7) \_\_\_\_\_, like P&G.  
But if so, he will have to 8) \_\_\_\_\_. That  
means he has to give up all he has achieved. So, it's  
9) \_\_\_\_\_ for him to make.

## Speaking

**Task 1** The two texts in this unit intend to provide some suggestions on career planning. How many suggestions can you recall? And how can you apply them to your career planning and job-hunting? Exchange your ideas with your partner.

**Task 2** In Task 1 of Listening, Andrew plans to go back home and take over his family restaurant, but Eric thinks he should do what he really likes even though there would be some risks and uncertainty in it. Discuss with your partner: If you were Andrew, what would be your choice and why?

**Task 3** In Task 2 of Listening, Eric decides to give up what he has achieved in the small company and start at the bottom in a big one. Work in groups and list the advantages and disadvantages of working in a big company.



# Further Development

## Writing

**Task 1** Label the different parts of the following job application letter.

body      signature      header      introduction      salutation      closing

- 1) Eric KENDALL  
CNOR, RN 123 Elm Street • Orange Park, FL 32003 • 904-555-5555 • ekendall@hotmail.com
- 2) January 2, 2015  
Mr. Balley Addison  
ACME Enterprises  
456 Oak Street  
Orange Park, FL 32003
- 3) Dear Mr. Addison,
- 4) I'm writing in response to your advertisement in the *Milliken Valley Daily* for office clerk. My resume states my planning ability, communication skills as well as the education I have received in business administration. I have confidence that I'm the very person you are looking for.
- 5) Education in Business Administration  
I graduated as the first in class from the University of Southern Florida with a Bachelor's Degree in Business Administration. I was Chair of the Student Union and a four-time winner of the President Scholarship.
- 6) Management, planning and implementation  
I worked for one year in a start-up in the position of Assistant to the Manager in charge of planning and implementation. That provided me with experience in management.
- Communication and teamwork  
As Chair of the Student Union and Assistant to the Manager, I communicated and worked well with people. Together with my fellow students, I organized a charity concert and collected \$8,000 for children in a poverty-stricken area. Our team worked out a plan that successfully increased the sales by 14%.
- 7) I am confident that I will make an outstanding addition to your team. The enclosed resume highlights my expertise and selected accomplishments. I am anticipating an opportunity to visit your company and talk with you about this position. If you would like to discuss my experience and abilities in greater detail, please do not hesitate to contact me at 904-555-5555. Thanks again for your consideration.
- 8) Sincerely,  
Eric Kendall  
Enclosure: Resume

**Task 2** Suppose you have seen an advertisement on findingajob.com, in which you are very interested. Write an application letter now. The following are some expressions for your reference.

*For the opening part*

You have an opening for...

I'm writing in reply to...

I wish to apply for the post...

Your advertisement in *Yorkshire Daily*  
for a secretary...

*For the summary of qualifications*

excellent computer skills

a senior in Logistics Management

have a good command of

have summer internship experience

*For the closing part*

for your time and consideration

enthusiasm for doing work well

set up an interview at your convenience

Dear \_\_\_\_\_,

Sincerely,

Resume





## Different Business Customs in Asian and Western Companies

### Related Knowledge

Influenced by different cultures, Asians and Westerners have different business customs. It's very important to understand these differences if you want to thrive in an international company.

#### About Face-saving

While Asians care a lot about face-saving, Westerners give more thinking to problem-solving. This results in their quite different behaviors under the same circumstances. When giving instructions and making comments, Asians tend to do that in a subtle way and others are expected to understand the hidden information, but Westerners would like to make it clear and direct. Western managers may criticize an employee in public if they think it is necessary whereas Asian managers rarely scold their staff in front of others. Another case in point is about asking questions. In Western companies, subordinates (下属, 部下) are expected to ask explicit and even challenging questions, but in Asian companies, asking questions might be taken as challenging the supervisor's authority, which will cause his/her loss of face.

#### About Hierarchies and Authority

Asian people are more conscious about class structure and they believe everyone needs to understand their place within the hierarchy so harmony can be maintained. Traditional Asian managers consider themselves a secondary father figure to their employees. They give guidance and personal support to employees and expect strong loyalty and obedience in return. Western managers will tell the staff that "Everyone's opinion counts" or "We're all in the same boat." They consider themselves part of the team, but just happen to be the ones in charge because of specialized skills and greater experience.

#### About Personal Relationships

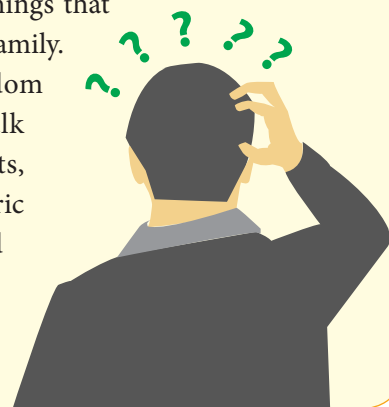
Asians desire to form a close relationship with colleagues, and they consider it rude and disrespectful if their colleague friends have secrets that are not shared with the group. Westerners believe that a professional relationship with colleagues at work should not become overly personal, and they think a secret should be secret under most circumstances.

## Cases

**Situation 1** Eric gets into an international company as he wishes. This is his first day to office, and he is meeting Shawn White, the manager. Eric says, "Hello, Mr. Manager." Shawn White says, "You can call me Shawn. If you want to discuss anything with me, you can ask Sally to make an appointment. Your opinion means a lot to the company." Eric is very puzzled. How can he call the manager by the first name? Isn't it impolite and disrespectful? Eric also believes it is just window dressing (场面话) when the manager says "Your opinion means a lot to the company."

**Situation 2** This morning, Shawn asks Eric to send a very important mail to their client, but Eric mails it to their competitors by mistake. Shawn is very angry and scolds him in public. Eric feels embarrassed and upset. He thinks that the manager means to humiliate (让……出丑) him before his colleagues.

**Situation 3** When Eric worked in his former company, he used to have lunch with his co-workers and talked about families, troubles and whatever funny things that he happened to know. He felt they were friends and even family. However, in this international company, colleagues seldom get together after work. Even if they do, they hardly talk about any personal issues. Instead, they talk about sports, celebrities, social news, and something like that. Even if Eric asks a colleague about his family, that colleague would change the topic very soon. Eric wonders why people here are so indifferent and unfriendly.



## Exercises

**Task 1** In Situation 1, Eric has puzzles and doubts. Can you explain to him?

**Task 2** In Situation 2, do you think the manager meant to humiliate Eric? Why or why not?

**Task 3** In Situation 3, do you think Eric's new colleagues are indifferent and unfriendly? Why or why not?



## Project:

By introducing the coming-of-age ceremony from different aspects, this project tries to help students explore their inner world, reflect upon their life, and thus better understand themselves.

### STEP 1

Read a passage about the coming-of-age ceremony and choose the best answer to each of the following questions.

Coming of age is a young person's transition from childhood to adulthood. The age at which this transition takes place varies in different societies, as does the nature of the transition. It usually means a person is granted more legal rights but in different societies it may also be marked by ritual, ceremony or parties. In the past, and in some societies today, such a change is associated with reaching an age of maturity; in others, it is also associated with an age of religious responsibility. Different countries have different practices for coming-of-age ceremonies.

In China, historically, the Confucian coming-of-age ceremony was the *Guan Li* (capping ceremony) for men and the *Ji Li* (hair-pinning ceremony) for women. The age was usually around 20 and during the ceremony, the person obtained a style name. These ceremonies are now rarely practiced, although there has been some resurgence recently. In addition, China has regional coming-of-age ceremonies based on ethnic and linguistic identification, and traditional practices or the modern revival thereof.

In the US, when a child reaches the age of 16, they are allowed to drive and are also old enough to donate blood and work in most establishments. At 18, one is legally considered an adult; they can marry, vote and legally purchase tobacco and alcohol. Often people celebrate these important milestones with a party with friends and family but there are few official ceremonies.

In Japan, since 1948 the age of maturity is 20; people under 20 are not permitted to smoke, drink, or vote. Coming-of-age ceremonies, known as *Seijin Shiki*, are held on the second Monday of January. At the ceremony, all the men and women participating visit a government building where there are many speakers, similar to those at a graduation ceremony. At the conclusion of the ceremony, government officials give small presents to the new adults to mark the occasion.



- 1 Which of the following is true in China?  
A When a person is 16 years old, they are considered to have reached the age of maturity.  
B The Confucian coming-of-age ceremony has been called *Guan Li* for women.  
C Coming-of-age ceremonies are no longer practiced in China.  
D During the Confucian coming-of-age ceremony, the person coming of age obtained a style name.
- 2 According to the passage, in which country can a person drive at 16?  
A The US.            B The UK.            C China.            D Japan.
- 3 When is the coming-of-age ceremony held in Japan?  
A On a person's 20th birthday.            B On the second Monday of January.  
C On the 20th of each month.            D On the second of January.

**STEP**  
**2**

Tom and Jean have just returned from their coming-of-age ceremony. Listen to their conversation and choose the best answer to each question.

- 1 What is true about Jack?  
A He comes from the same country as Tom's.  
B He comes from the same country as Jean's.  
C He could get married at the age of 16.  
D He is a classmate of Tom's.
- 2 What do Tom and Jean both plan to do after their coming-of-age ceremony?  
A Get the driving license.            B Donate blood.  
C Prepare a dinner for their parents.            D Get married.
- 3 What does Jean want to do to repay her parents?  
A Donate blood to them.            B Help them with some housework.  
C Earn more money.            D Spend some weekends with them.
- 4 What is true according to the conversation?  
A Being an adult means having the ability to drive.  
B Being an adult means being free to do what one likes.  
C Being an adult means taking on some responsibilities.  
D Being an adult means having the ability to live alone.

**STEP**  
**3**

Work in pairs. Suppose you and your partner have just attended your coming-of-age ceremony. Talk about your feelings about the ceremony.

**Tips****Show Opinions**

As far as I am concerned...  
Personally speaking...  
As I see it...  
It seems to me that...  
In my view...

If I may say so, I think...

I'm of the opinion that...

**Show Disagreement**

I'm sorry, but I don't think so.

I'm sorry, but I think...

I'm sorry, but I'd like to see it a different way.