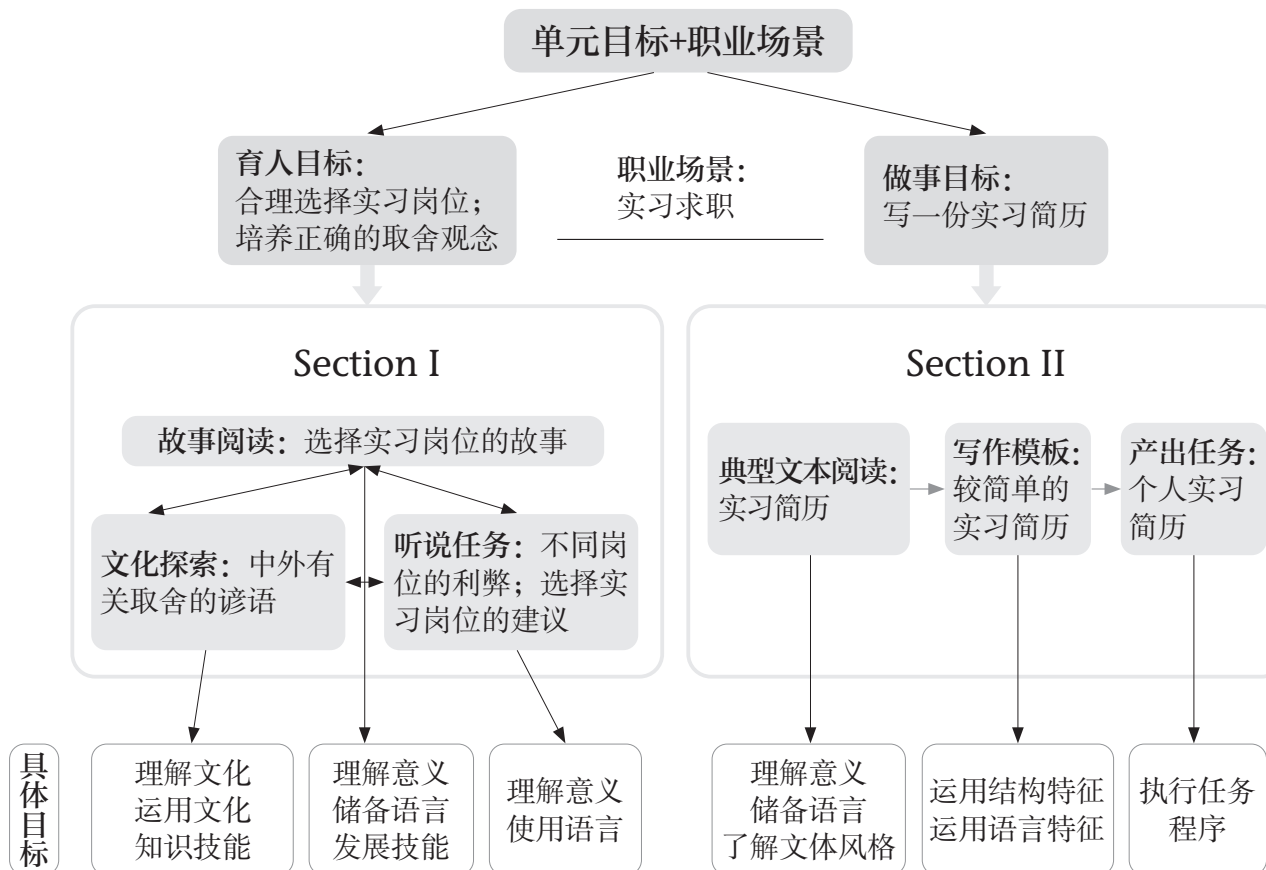


1 Unit

Internships

单元概览

- 主题类别：职业与个人
- 专题：职业规划
- 主要话题：职业选择、职业发展
- 职场情境任务：求职应聘
- 单元框架：



Learning context

Discovering your needs

教学提示

1. Students' answers may vary. Some students may choose the receptionist position because it might offer good pay and a fancy uniform, while others may prefer the manager's assistant position because they could gain a better understanding of management.

Teacher feedback: During the upcoming winter holiday, you will likely be looking for an internship. When making a decision, you may take many factors into account, such as the pay, the distance from your home or college, the responsibilities involved, whether those responsibilities align with your interests, and whether there is any chance of continuing in the position after graduation. What are the most important factors to consider, and what steps should you follow to make your decision? In this unit, we will learn how to make a reasonable decision regarding internship choices.

2. Students' answers may vary. They may mention their school names, the activities they took part in, and other relevant information. Teachers can encourage students to brainstorm and categorise their contributions into components of a resume, such as objectives, personal information, educational background, work experience, honours & awards, and skills.

Teacher feedback: Writing a resume is an essential skill in the workplace. However, do you know how to make it convincing? Is there a format to follow? What kind of sentence patterns should you use? In this unit, we will learn how to write a professional resume that showcases your best qualities to potential employers.

Section I

Story

文本理解

本文讲述了一位酒店管理专业大一学生埃米莉不知如何选择实习岗位，最终在就业中心导师的指导下顺利做出选择的故事。

通过职场故事，生动再现了“实习求职”这一典型的职业场景。基于课文阅读，教师可带领学生思考：

- (1) 做出合理选择对于择业的重要性；
- (2) 做出合理选择的一般流程。

语言文化点

Title

internship *n.* 实习期的工作；实习期

e.g. I'm interested in this internship because I'm thinking about pursuing a career in media.

He served his internship at Garfield Hospital.

intern *n.* 实习生

e.g. I worked as an intern in that firm last summer.

Para. 1

1 major in 主修

e.g. After high school, I'd like to go to college and major in business administration.

I want to major in biology because I have long wondered about the origin of life.

major *n.* 专业；主修课程

e.g. What is the main concern of students when they choose a major?

2 upcoming *adj.* 即将来临的

e.g. Whatever upcoming fears that you have, get through them.

How can he get an invitation to the girl's upcoming birthday party?

3 She imagines how wonderful it would be to serve in a grand hotel, wearing a fancy uniform, and welcoming important guests.

“how wonderful it would be to serve in a grand hotel” 是一个感叹句。在该句中it作

形式主语，指代后面的动词不定式to serve in a grand hotel; wearing a fancy uniform和welcoming important guests为现在分词短语作伴随状语，描述在豪华酒店中的工作状态。英语感叹句常用how（跟形容词、副词）或what（跟名词）引导，例如：What a grand hotel it is! How grand the hotel is!。

grand *adj.* 富丽堂皇的；宏伟的

e.g. This grand building in the centre of town has a history of 800 years.

She has some very grand ideas.

uniform *n.* 制服

e.g. The hat is part of the school uniform.

He looks quite smart in his uniform.

4 Maybe a nice skirt? Or a hat for Dad?

本句可转述为：Maybe I'll have my own money to spend on a nice skirt or a hat for Dad.。

Para. 2

Want to go and check out the internship ads at the Career Centre?

本句为省略句，全句补充完整，为Do you want to go and check out the internship ads at the Career Centre?。其中，go and check out也可用go to check out替代。

check out 查看

e.g. Maybe we ought to go down to the library and check it out.

I'll check out some hotels in that area and get back to you towards the end of the week.

ad *n.* 广告

e.g. Who wants to look at ads while communicating with friends online?

The challenge of Internet advertising is to create ads that the audience could remember.

本词由advertisement截去后面一部分而来。截短语一般可分为三种：截去词的尾部，例如demo（demonstration）；截去词的首部，例如phone（telephone）；截去词的首部和尾部，例如flu（influenza）。

Career Centre 就业中心

Career centres in colleges or universities help students build professional skills and prepare for the job market or graduate education. Career counselors can help students choose a major or minor based on their career goals and advise them on when to take certain courses. While most career centres are free for current students, some provide services for alumnus and employees as well.

Para. 3

1 a succession of 一系列

e.g. A succession of new things have emerged.

In a sense, life is a succession of meetings with many individuals.

succession *n.* 一系列

e.g. The endless succession of parties wore us out.

Adams took a succession of jobs which helped him a lot.

2 catch one's eye 引起某人注意

e.g. A movement behind the curtain caught my eye.

Your store needs a sign that will catch everyone's eye.

3 reception *n.* 接待

e.g. All visitors must report to the reception desk on arrival.

The museum is building a new reception centre for visitors.

receptionist *n.* 接待员

e.g. The receptionist directed David to Mr Green's office.

4 One offers a wage of one hundred dollars a week for a receptionist position, and it is close to home. The other is a manager's assistant position to join a hotel marketing project, with a mentor and a team.

本句可转述为: One internship is a receptionist position. It offers a wage of one hundred dollars a week and it is close to home. The other one is a manager's assistant position. The intern at this position should join a hotel marketing project. This internship offers a mentor and a team.。

marketing *n.* 销售

e.g. They are developing a marketing network.

The company has overspent on marketing.

market *n.* 市场

e.g. We buy our fruit and vegetables at the market.

vt. 营销

e.g. The new model has been marketed in Africa since last year.

mentor *n.* 导师

e.g. He was a great mentor, friend, scholar and role model.

Participants are assigned a mentor from the head office.

Para. 4

... feeling quite puzzled.

feeling quite puzzled为现在分词短语作伴随状语, 描述埃米莉说话时的状态。

puzzled *adj.* 困惑的

e.g. He looked puzzled, so I repeated the question.

She was puzzled over his strange behaviour.

puzzling *adj.* 令人困惑的

e.g. His letter poses a number of puzzling questions.

Para. 5**1 tutor** *n.* 导师; 助教

e.g. It is worthwhile consulting your tutor about it again.

His tutor encouraged him to read widely in philosophy.

2 confused *adj.* 困惑的

e.g. All your changes of plan have made me totally confused.

A survey showed people were confused about what they should eat to stay healthy.

confusing *adj.* 令人困惑的

e.g. The uncertainty about this situation must be confusing for you.

3 ma'am *n.* (尊称) 女士

e.g. Do you have any seat preference, ma'am?

I'm awfully sorry, ma'am, to have kept you waiting.

sir *n.* (对不知其姓名的男士或上级的尊称) 先生; 长官

e.g. Excuse me, sir, would you mind telling me what sort of car that is?

4 It does seem like a tough decision.

该句中, 通过在动词seem前加助动词does表示强调。用于表示强调的do可以有时态的变化, 但只用于现在时或过去时。例如: He did come but soon went back.。

5 Short-term satisfaction or long-term growth?

本句可转述为: Do you want short-term satisfaction or long-term growth?。

6 Both, I guess?

本句可转述为: I guess I want both short-term satisfaction and long-term growth.。

Para. 6**1 get familiar with** 熟悉

e.g. The writer went to the village every day so as to get familiar with the everyday life there.

Before you start your trip, study the map to get familiar with the place you are going to.

2 hasten *vi.* 赶紧说;

e.g. She saw his frown and hastened to explain.

vt. 加速

e.g. They knew that mistake would only hasten his downfall.

3 I now know what to choose!

疑问词+动词不定式结构 (what to choose), 疑问词包括疑问代词 (what, which, who等) 和疑问副词 (when, how, where等), 可作主语、宾语、表语等, 该不定式结构相当

于一个从句 (what I should choose)。例如: When to start (主语) remains undecided. The difficulty is how to do the most of work with the least of money (表语)。

参考译文

埃米莉的实习选择

埃米莉是酒店管理专业的大一学生。她对即将到来的冬季实习非常兴奋。她想象着在一家富丽堂皇的酒店里工作,穿着精美的制服,迎接重要的客人,这将是多么美妙的事情。“此外,我将有自己的钱可以花!也许可以买条漂亮的半裙?或者给爸爸买一顶帽子?”她在心里想。

“埃米莉!要不要去看看就业中心的实习广告?今天早上发布了一些新的实习岗位,”她的同学杰基问道。“当然要!”埃米莉欢快地答道。

他们到达后,看到墙上有一系列实习广告。其中两个吸引了埃米莉的注意。一个是提供每周一百美元工资的接待员职位,离家还近。另一个是酒店销售项目的经理助理岗位,有导师和团队,但是没有工资。

“接待员职位的工资很高,但这个酒店销售项目看起来更有吸引力,”埃米莉相当困惑地说。她现在必须在丰厚的工资和宝贵的经验之间做出决定。

一位中年导师路过,看到了这个困惑的女孩。“你需要帮助吗?”她问道。“是的,女士!我无法在这两个职位中做出选择,”埃米莉指着这两张广告回答说。导师快速看了一眼。“这看起来确实是个艰难的决定。但是问问你自己,你想从这个实习中得到什么?短期的满足感还是长期的成长?”导师问道。埃米莉感到更加犹豫不决。“两者都要,我想?”

导师再次尝试。“呃,实习在很多方面帮助学生成长。担任接待员有助于你熟悉日常接待工作,而……”“而经理助理的职位可能会让我对酒店管理有更广阔的视野!”埃米莉抢着对导师说。“谢谢您!我现在知道该怎么选择了!”

在和杰基回去的路上,埃米莉在心中向精美的制服、半裙和帽子挥手告别。然而,她仍然确信,美好的事物正在不久的将来等着她。

参考答案

■ Understanding ideas

Task 1

- | | | |
|---------------------|------------------|--------------------|
| 1. winter | 2. a grand hotel | 3. a fancy uniform |
| 4. important guests | 5. her own money | |

Task 2

- | | | |
|--------------------------|---------------------|------------------------|
| 1. receptionist | 2. no pay | 3. valuable experience |
| 4. daily reception tasks | 5. long-term growth | |

▪ **Developing skills**

Task 1

B → D → E → C → A

Discovering yourself: Emily expects to be an intern in a grand hotel.

Understanding internship ads: One offers one hundred dollars a week as a receptionist; and the other provides an opportunity as a manager’s assistant with a mentor and a team, but without pay.

Comparing and matching: The receptionist position offers good money while the manager’s assistant position provides valuable experience at a hotel. She is studying Hotel Management.

Making a decision: She will try the manager’s assistant position at the hotel.

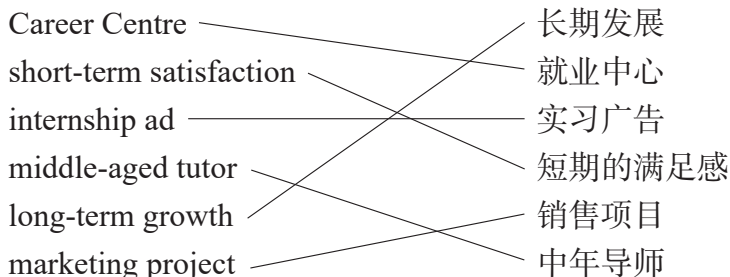
Taking action: She hasn’t taken action yet.

Task 2

Before I search for an internship, I need to make clear three things: my strengths, my weaknesses and my purpose of having an internship. Then I will search online or go to the College Career Centre to look for relevant internship ads. Once I find an internship that interests me, I will summarise its requirements and benefits, and compare them with my qualifications and expectations. If I can meet the requirements and the internship can bring the benefits I expect, I will begin to apply. Otherwise, I will continue my search until I find one satisfactory position.

▪ **Using language**

Task 1



Task 2

- | | |
|--------------------|----------------------|
| 1. majoring in | 2. choose between |
| 3. make a decision | 4. caught my eye |
| 5. check out | 6. get familiar with |

Interaction

Listening 1

听力脚本

Rose: Hey Jeff, do you have any plans for the internship?

Jeff: I am thinking about one that fits my strengths and also gives me learning experience.

Rose: Cool. Have you found one?

Jeff: Not yet. I'm still hesitating between a receptionist and a manager's assistant.

Rose: Being a receptionist might be easier and more comfortable.

Jeff: Sure. But it's not as rewarding as being a manager's assistant. Ideally, I'd like to learn more about hotel management.

Rose: Well, do you know Swan Hotel is hiring a video editor intern for this summer?

Jeff: Really? That's a good match with my major! But the receptionist job pays more.

Rose: You can't have your cake and eat it too!

参考答案

Task 1

1. C 2. C

Task 2

1. T 2. F 3. F 4. T

Speaking 1

Task 1 | Sample

There are differences between a delivery person and a salesperson. Firstly, a delivery position demands more physical stamina (耐力) compared with a sales position as the delivery person needs to be on the move constantly. Secondly, their difference lies in time management. A delivery person has a much tighter schedule to ensure timely deliveries. However, the two positions are similar in that they both deal with customers directly. In this sense, they both require basic techniques to interact with customers from diverse backgrounds.

Task 2 | Sample

Rose: Hi, Jeff. I'm having a hard time choosing between an office assistant and a waitress internship. Can you give me some ideas?

Jeff: Hi, Rose. Sure. What do you think are the advantages of the two internships?

Rose: Well, an office assistant will help me get familiar with the workplace and learn the basics of office management. On the other hand, being a waitress pays more and involves less demanding work.

Jeff: From what you said, it seems that the waitress internship may provide short-term benefits, while the office assistant internship is more advantageous for long-term growth.

Rose: I understand what you mean. I will choose the office assistant position.

Listening 2

听力脚本

Professor Smith: You look upset, Tommy. What's up?

Tommy: I'm preparing for an internship this winter. I have two choices but don't know which to choose.

Professor Smith: Do you want me to give you some suggestions?

Tommy: Thank you. That would be great, Professor Smith!

Professor Smith: What are the two choices?

Tommy: One is a technician for a start-up IT company, and the other is a waiter at a fancy five-star hotel.

Professor Smith: Can I get straight to the point?

Tommy: Yes, please.

Professor Smith: Any sensible decision must be a balance among the requirements, your quality, and your desire. If I were you, I'd go for the most relevant, useful, and enjoyable choice.

Tommy: Got it! As I major in Computer Science, the technician might be a better choice for me.

参考答案

Task 1

1. C 2. A

Task 2

1. This winter.
2. A technician for a start-up IT company and a waiter at a fancy five-star hotel.
3. He suggests that Tommy go for the most relevant, useful and enjoyable choice.
4. The technician position.

Speaking 2

Task 1 Sample

A: Would you like to grab a cup of coffee with me? A new café just opened on campus.

B: No, thanks! I have a presentation this afternoon, and I need to finish the preparation before 12:00 pm.

A: Come on, buddy! The coffee there is really good. Can I bring you a takeaway?

B: That would be very kind of you! Thank you! You are always so nice to me.

A: No problem. Wait for me. I'll be back soon!

Task 2 Sample

Tommy: Rebecca, I'm in a dilemma. I want to do an internship during the upcoming winter holiday, but my parents want me to focus on learning English.

Rebecca: Can I offer you some suggestions?

Tommy: Yes, please. That would be great.

Rebecca: I think you want to gain work experience while your parents want you to improve your English for future studies abroad.

Tommy: You're right.

Rebecca: So, both you and your parents emphasise future development. Why don't you strike a balance between the two? Take an internship and put some time aside for English study.

Tommy: I think my parents will agree to that.

Rebecca: Do you want me to offer you some advice on internship choices?

Tommy: No, it's OK. I can manage it myself.

Culture

教学提示

本部分引用孟子对“鱼与熊掌不可得兼”的描述，向学生展示古人取舍的智慧。通过对比中英有关取舍的表达，帮助学生加深对文化异同的理解，提高跨文化理解与表达能力。

参考答案

Task

1. have your cake and eat it too
2. You must choose one

Section II

Reading

语言文化点

1 (774)262-8888

电话号码中的774为美国马萨诸塞州的电话区号。如拨打国际电话，还需在前面加上国际电话区号，例如：86（中国），44（英国）。

2 21 Sanley College Road, Unit 5430, Wellesley, MA 02481

英文地址按从小到大的顺序排列，中文地址则按从大到小的顺序排列。该地址中，02481为邮政编码。MA指Massachusetts（马萨诸塞州），美国50个州中的一个，正式名称为Commonwealth of Massachusetts，位于美国东北部，是新英格兰地区的一部分，为美国独立时最初13州之一。在中文中，通常简称“麻省”。

3 objective *n.* 目标

e.g. You must set realistic objectives for yourself.

The main objective of this meeting is to give more information on our plans.

4 To obtain an entry-level position in the field of sales, utilising my communication and sales skills to achieve the company sales target.

本句可转述为：I want to obtain an entry-level position in the field of sales and utilise my communication and sales skills to achieve the company sales target.。

obtain *vt.* 获得

e.g. You can obtain knowledge through practice.

If you want to obtain an ideal job, you need to continuously upgrade yourself.

entry-level *adj.* 入门级的

e.g. She started at a low-paid entry-level job and advanced quickly up the ladder.

Some companies are offering entry-level products in hopes of attracting more buyers.

entry *n.* 进入；入口

e.g. Entry is open to anyone over the age of 18.

enter *vt.* 进入

e.g. Every year, around 250,000 people enter the job market.

utilise *vt.* 利用

e.g. How can we best utilise our limited resources?

The Romans were the first to utilise concrete as a building material.

5 expected in May 2023

本句可转述为：My study at Wellesley College is expected to be completed in May 2023.。

6 BA 文学士

Bachelor of Arts 文学士，bachelor's degree（学士学位）的一种，其他的还有Bachelor of Science（理学士）、Bachelor of Engineering（工程学士）等。更高级别的学位为master's degree（硕士学位）和doctor's degree（博士学位）。

7 minor n. 辅修科目

e.g. What are your majors and minors?

adj. 次要的

e.g. There may be some minor changes to the schedule.

8 GPA 平均学分绩点

grade point average 平均学分绩点，以学分和绩点作为衡量学生学习的量与质的计算单位，将学生修过的每一门课程的绩点乘以该门课程的学分，累加后再除以总学分，即得到该生的平均学分绩点。

9 deal with 处理

e.g. He is beginning to deal with his anger in a constructive way.

His poor method of learning by rote made him unable to deal with the problems at work.

10 over the phone 通过电话

e.g. Fred's mother speaks to Lee over the phone again.

You may also call us and place your order over the phone.

by phone 通过电话；用电话

e.g. I'll get in touch with you by phone tonight.

11 waitress n. 女服务员

waiter 男服务员。英语中有少量单词词形上带性别标记，例如：actor 男演员，actress 女演员；host 男主人，hostess 女主人；hero 男英雄，heroine 女英雄；prince 王子，princess 公主。

12 interpreter n. 口译员

e.g. I would like to apply for a post as an English interpreter.

Speaking through an interpreter, the president said that the talks were going well.

translator n. 笔译员

e.g. She works as a translator of technical texts.

13 activity n. 活动

e.g. The club provides a wide variety of activities including tennis, swimming, etc.

You can take part in activities from boating to rock climbing.

14 honour *n.* 荣誉

e.g. It was a great honour to be invited here today.

It is indeed an honour to serve my country in such a position.

15 scholarship *n.* 奖学金

e.g. He went to drama school on a scholarship.

Jim will study hard to try for the scholarship.

16 dean's list 每学期或学年末由学院院长公布的优秀学生名单

dean *n.* (大学的) 学院院长

e.g. Who is the dean of the Department of Foreign Languages?

The professor returned to his teaching position after serving as the dean.

17 academic *adj.* 学业的; 学术的

e.g. The students return in September for the start of the new academic year.

The book is not intended for a purely academic audience.

18 distinction *n.* 杰出

e.g. He graduated with distinction.

He has gained distinction in various fields of scholarly studies.

19 working knowledge 应用知识

e.g. What kind of software do you have a working knowledge of?

Teachers have a first-hand working knowledge of student development.

20 proficient *adj.* 熟练的

e.g. I know this position also requires proficient communication skills.

He received a good education and was proficient in writing poems.

21 reference *n.* 证明人; 推荐人; 介绍人

潜在雇主可能会向证明人了解和查证申请人的工作经历、技能、性格等方面的信息。

参考译文

卡罗琳·德鲁克曼

个人资料

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目标

在销售领域获得一个初级职位, 利用我的沟通和销售技巧来达成公司的销售目标。

教育背景

马萨诸塞州韦尔斯利, 桑利学院, 预计2023年5月毕业
销售和市场营销学士, 辅修商业管理
平均学分绩点: 3.75/4.00
主要课程包括市场营销、市场规划、客户行为学

工作经历

销售助理, 马萨诸塞州兰开斯特市Bon-Ton公司, 2021年9月至今

- 协助大量客户满足其采购需求
- 处理大笔现金和信用卡付款
- 通过电话专业地处理客户投诉

服务员, 华盛顿塔科马市Merrill Gardens餐厅, 2021年8月至2022年8月

- 点菜服务和介绍菜单
- 提供快速且有礼貌的服务
- 协助同事改善客户服务

历史讲解员, 宾夕法尼亚多伊尔斯敦市Fonthill博物馆, 2019年和2020年夏天

- 为一处国家历史地标提供导游讲解服务
- 带领不同年龄、国籍和教育背景的游客参观

校园活动

非裔美国人学生协会, 主席, 2020年9月至2022年8月
销售与市场营销俱乐部, 成员, 2019年9月至2023年3月

荣誉和奖项

商学院奖学金 (2019年)
院长荣誉名单 (2020年, 2021年)
学业优秀奖 (2022年)

技能

语言: 法语流利, 粗通中文
计算机: 精通Microsoft Word、Excel和PowerPoint

证明人

可应要求提供

参考答案

▪ Understanding ideas

Task 1

1. F 2. F 3. T 4. T 5. F

Task 2

- | | | |
|----------------------|-------|--|
| Education | _____ | All the schools you have graduated from |
| Experience | _____ | A one-sentence statement of the type of job that you are seeking in addition to what you can bring to the employer |
| Personal Information | _____ | The information about any paid or unpaid jobs and your contribution to those positions |
| Objective | _____ | Your name, address, email address and phone number |

▪ Using language

Task 1

- | | | |
|----------------------|-------|--------|
| academic distinction | _____ | 主要课程 |
| campus activity | _____ | 入门级职位 |
| dean's list | _____ | 学业优秀奖 |
| entry-level position | _____ | 校园活动 |
| main subject | _____ | 院长荣誉名单 |

Task 2

1. utilise my skills 2. be proficient in 3. over the phone
4. deal with 5. obtain a position

Writing

参考答案

Task 1

1. Objective 2. Education 3. Experience
4. Campus Activities 5. Honours & Awards 6. Skills

Task 2

- Made detailed oral and written presentations in public student conferences.
- A violin player for 10 years.
- Proficient in Adobe Photoshop.

Task 3

- Completed — the students to be involved *to win the Class Excellence Award*.
- Assessed — office IT updating *to increase work efficiency*.
- Encouraged — what the customers needed *to match them with appropriate products and services*.
- Managed — an after-school programme *which resulted in the participation of 20 students*.

完成了办公室信息技术的更新，提高了工作效率。

评估了客户需求，给客户推荐合适的产品和服务。

鼓励学生们参与活动，赢得“班级杰出奖”。

负责一项课外活动，吸引了20名学生参加。

Project

参考范文

Lu Yao RESUME

Personal Information

Name: Lu Yao

Gender: Female

Age: 19

Phone: 136xxxxxxxx

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Objective

To obtain an internship of sales assistant

Education

Beijing Vocational College, major in Sales & Marketing, 2022–Present

Experience

Class President, the School of Management, Beijing Vocational College, 2022–2023

- Improved class cohesion and won Excellent Class Award
- Communicated efficiently between teachers and classmates and won their praise

Part-time Shop Assistant, Campus Shop, Beijing Vocational College, 2023–Present

- Processed customer payments at the checkout point without any mistake
- Provided shopping advice for customers to improve their shopping experience

Honours & Awards

Excellent Student Leader, 2023

Merit Student for Social Practice, 2023

Skills

Computer: National Computer Rank Examination (Level 1)

Language: VETS Certificate (Primary Level)

Self-assessment

参考答案

1. you can't have it both ways/you can't have your cake and eat it too
2. personal information, objective, experience
3. action