

## Learning forward

### 短语小结

IT engineer 电脑工程师

daily life 日常生活

HR manager 人事经理

senior technician 高级技工

railway station 火车站

company culture 公司文化

make sure 确保

base sth. on sth. 把……建立在……基础上

electrical equipment 电气设备

vehicle engine 车辆引擎

go well 进展顺利

construction worker 建筑工人

at work 上班

orientation manual 入职手册

get on 应付; 进展

job offer 工作邀请

loads of 大量

get up 起床

CNC operator 数控操作员

so as to 为了做某事; 以便做某事

dress up 装扮; 穿得正式

### 语法拓展

#### 简单句句子成分与基本句型

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主语 ( subject )    动词 ( verb )

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My friends            are waiting.

Nothing                happened.

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主语                    动词                    宾语 ( object )

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The company        sells                    mobile phones.

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主语                    动词                    补语 ( complement )

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My colleagues        are                        very nice.

The factory            became                    a club.

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主语	动词	状语 ( adverbial )	
The concert	is	tomorrow.	
The photos	lay	on the table.	
主语	动词	宾语	宾语
I	will give	you	a tour of our factory.
主语	动词	宾语	补语
The project	kept	everyone	busy.
The group	made	Simon	their spokesman.
主语	动词	宾语	状语
I	put	my card	in my wallet.

## Vocabulary power

### Warming up, Listening & Speaking

#### 01 Choose the best answer. 选择最佳答案。

1. Aron is a \_\_\_\_\_, and he is responsible for repairing vehicle engines in the workshop.  
A. magazine  
B. machine  
C. mechanic  
D. medicine
2. There are plans to \_\_\_\_\_ a new bridge across the river.  
A. construct  
B. constructor  
C. construction  
D. constructive
3. Frank is a new employee at our factory, and he will \_\_\_\_\_ our supervisor, Mike.  
A. employ  
B. shadow  
C. learn  
D. happen
4. The department requires employees to wear a uniform \_\_\_\_\_ to show the company culture.  
A. in work  
B. at work  
C. after work  
D. out of work
5. —Grace, I have received a job offer.  
—That's great! I'm looking forward to hearing how you \_\_\_\_\_.  
A. get off  
B. get out  
C. get on  
D. get over

### Reading & Writing

#### 02 Fill in the blanks according to the given Chinese words. 根据中文提示写出所缺单词。

1. Get a sound sleep at night, and you will feel \_\_\_\_\_ (精力充沛的) the next day.

2. It's \_\_\_\_\_ (正常的) to be excited and nervous on the first day at work.
3. Jack walks straight to his \_\_\_\_\_ (办公桌) without saying hello to his colleagues.
4. If you want to make a good first \_\_\_\_\_ (印象), you'd better wear formal clothes to work.
5. Tom has a nice start and a(n) \_\_\_\_\_ (光明的) future in the HR department.

### Extended Activities

**03 Fill in the blanks with the correct form of the given words.**  
用所给词的正确形式填空。

1. Clive was experienced in \_\_\_\_\_ (operator) the machines.
2. As an IT engineer, you have \_\_\_\_\_ (responsible) for dealing with bugs in computer software.
3. Peter installed the new equipment to ensure electrical \_\_\_\_\_ (safe).
4. When the CNC operator begins to work, he should \_\_\_\_\_ (examination) the machine first.
5. \_\_\_\_\_ (lucky), there was nothing wrong with his car.

## Communication skills

**01 Choose the best answer.** 选择最佳答案。

1. —Nice to meet you, Frank.  
—\_\_\_\_\_.
- |                 |                          |
|-----------------|--------------------------|
| A. Good morning | B. Nice to meet you, too |
| C. That's good  | D. See you later         |

2. —How was your first day at work, Tony?

—\_\_\_\_\_.

A. You're welcome

B. Terrific

C. My pleasure

D. It doesn't matter

3. —Ma Xiao, I got a new job as an electrician yesterday.

—\_\_\_\_\_.

A. Congratulations

B. This is Frank, our senior technician

C. OK, thanks

D. Sorry, I'm new here

4. —\_\_\_\_\_?

—I read the orientation manual about the factory's rules.

A. When did you begin to work

B. What did you do in the morning

C. How was your first day at work

D. Why did you arrive at work early

5. If you want to apply for the position as a mechanic, you need to \_\_\_\_\_.

## A Mechanic Wanted

Major in auto repair

Full-time, 5 days a week from Monday to Friday

At least 3 years' work experience

Tel: 86643068

A. work at weekends

B. email for more information

C. have 5 years' work experience

D. major in auto repair

**02 Complete the conversation. 补全对话 ( 一空一词 )。**

Jim: Hi, my 1. \_\_\_\_\_ is Jim, Mr Jackson's assistant.

Lee: Nice to meet you.

Jim: Nice to 2. \_\_\_\_\_ you, too. Here is an orientation manual. It will help you understand your duties and our company culture.

Lee: 3. \_\_\_\_\_ you. I will go through it later.

Jim: Follow me. Mr Jackson's office is by that window. He will be your supervisor. You can ask him any question.

Mr Jackson: 4. \_\_\_\_\_, Lee. Welcome aboard!

Lee: Hi, Mr Jackson. I am glad I will shadow you in the future.

Mr Jackson: Jim will give you a tour of our workshop. Always remember to wear a uniform.

Lee: All 5. \_\_\_\_\_, I'll change right now.

**Grammar focus**

**01 Choose the best answer. 选择最佳答案。**

1. The HR manager \_\_\_\_\_.

A. is reading

B. is read

C. to read

D. be read

2. These meals provided by the company taste \_\_\_\_\_.

A. well

B. to be good

C. to be well

D. good

3. I'd like to give \_\_\_\_\_ some advice based on my experience.

A. you

B. your

C. yourself

D. yours

4. There \_\_\_\_\_ great changes in this chemical plant in the past few years.  
A. is  
B. are  
C. will be  
D. have been
5. Peter's co-workers \_\_\_\_\_ very nice.  
A. work  
B. are  
C. am  
D. have
6. Lee \_\_\_\_\_ in two years.  
A. shadow he  
B. shadow him  
C. will shadow him  
D. will shadow he
7. Frank found his first day at work \_\_\_\_\_.  
A. wonder  
B. wonderful  
C. wonderfully  
D. wonders
8. Mark Richard \_\_\_\_\_ his work schedule.  
A. talk about  
B. is talking  
C. talks  
D. is talking about
9. Steve will give \_\_\_\_\_.  
A. your a tour of our factory  
B. you a tour of our factory  
C. a tour of our factory you  
D. a tour of our factory your
10. Which of the following has a different sentence structure?  
A. You have a nice start there.  
B. The first day at work made me excited and nervous.  
C. Ma Xiao deals with the bugs.  
D. Betty remembered all his co-workers' names.

**02 Analyse the elements of the sentences. 分析句子成分。**

(S-主语 V-动词 O-宾语 C-补语 A-状语)

Eg: The factory is amazing.

(S) (V) (C)

1. Steve and Tony are railway workers.

( ) ( ) ( )

2. These jobs benefit your daily life.  
 ( ) ( ) ( )
3. The employees arrived on time.  
 ( ) ( ) ( )
4. Mr Zhang told me the location of the company.  
 ( ) ( ) ( ) ( )
5. I find my new job challenging but interesting.  
 ( ) ( ) ( ) ( )

**03 Complete the passage.** 根据上下文在空白处填写适当的内容，或用括号内单词的正确形式填空。

Today is my first day 1. \_\_\_\_\_ work. I got up early and 2. \_\_\_\_\_ (arrive) on time. I dressed 3. \_\_\_\_\_ (appropriate) to make a good first 4. \_\_\_\_\_ (impress). In the morning, I read the orientation manual to learn about the factory's rules. Then my HR manager gave 5. \_\_\_\_\_ (I) a tour of our factory. In the afternoon, I started to work with my colleagues. My manager introduced me to them. Frank is a senior 6. \_\_\_\_\_ (technical) there, and he is my 7. \_\_\_\_\_ (supervise). He works very hard. He is kind and a bit serious sometimes. I will shadow him over the next three months.

It's terrific today. I got 8. \_\_\_\_\_ (load) of information. My 9. \_\_\_\_\_ (colleague) are nice and the factory looks 10. \_\_\_\_\_ (amaze). I think I will have a nice start and a bright future here.



## Reading for thinking

Read the passages and choose the correct answers. 阅读文章，选择正确答案。

A

I still remember my first day at work.

One day I got a call from the HR manager of the company that I had been hired and was expected to join them the next Monday. I was very excited and nervous because the first day at work was so important.

I did my preparations and reached the office 30 minutes earlier. Then I contacted the HR manager and submitted my relevant documents. He told me to sit on a couch and then he dealt with emergencies. In the meantime, one employee looked at me and asked me if I was waiting for someone. I explained that I was a new employee here. He congratulated me. I felt a little bit nervous and noticed that my heart was beating faster! After 30 minutes, the HR manager came back. He gave me three forms and the contract, and asked me to fill them in. Then he took me to meet some colleagues and introduced me to them. He showed me my workstation. Since it was my first day at work, I did not have any particular task. I started feeling easy. I visited the company website and learnt lots of new information about its service and product offerings.

I felt comfortable at the end of the day and my hesitation was removed. I was very happy. The company was amazing and my colleagues were very friendly.

1. What's the writer's main purpose of writing Paragraph 1?
- |                          |                           |
|--------------------------|---------------------------|
| A. To ask a question.    | B. To give an example.    |
| C. To introduce a topic. | D. To provide a solution. |

2. What does the underlined word “submitted” mean?
 

A. 提交	B. 学习
C. 安装	D. 入职
  
3. What did the writer do after the HR manager showed his workstation?
  - A. He had a tour of his company.
  - B. He started to work with his colleagues.
  - C. He played computer games.
  - D. He visited the company website.
  
4. How did the writer feel at the end of his first day at work?
  - A. Excited and worried.
  - B. A little bit nervous.
  - C. Sad for not having any particular task.
  - D. Comfortable and happy.
  
5. What’s the best title for the passage?
 

A. My first day at work	B. My new office
C. My new colleagues	D. My preparations for the new job

**B**

To win respect at work, a good place to start is good office etiquette. Here are some tips on work etiquette.

**Be on time.** The first tip on work etiquette is quite obvious. Employees must go to and get off work on time instead of being late or leaving early.

**Dress appropriately.** Wear formal clothes to work. It’s necessary to make a good impression.

**Use polite language.** Communication is an essential part of work. In communication, employees should pay attention to what they say and the way they say it. Use polite language, such as “thank you”, “hello” and “sorry” to show respect and a friendly attitude to the person you are talking with.

**Avoid eating at the office.** If there is a dining hall in the company,

employees need to avoid having meals at the office. The smell of food will stay at the office for a period of time, which may damage the office environment and the company's image.

1. How many tips are mentioned on work etiquette in the passage?
  - A. 3.
  - B. 4.
  - C. 5.
  - D. 6.
2. Which one is the first tip on work etiquette?
  - A. Be on time.
  - B. Dress appropriately.
  - C. Use polite language.
  - D. Avoid eating at the office.
3. Why should we use polite language for work etiquette?
  - A. To show respect and a friendly attitude.
  - B. To make friends with other colleagues.
  - C. To benefit our daily life.
  - D. To hide ourselves quickly.
4. Which of the following is TRUE according to the passage?
  - A. To win respect, you can get off work early instead of leaving late.
  - B. Dressing appropriately will help make a good impression.
  - C. In communication, you should pay attention to what you say but not the way you say it.
  - D. The smell of food is good for the office environment.
5. What's the main purpose of the passage?
  - A. To explain how to dress appropriately.
  - B. To show the importance of work etiquette.
  - C. To give advice on work etiquette.
  - D. To avoid eating at the office.

## Writing for practical use

**01** Fill in the blanks according to the given Chinese text. 根据所给出的中文内容，完成英文入职手册。

### 工程部入职手册

#### 宗旨理念

宗旨：做到最好。

理念：客户和安全第一。

#### 作息安排

周一至周五，每周工作五天。

请假时，你需要提前两个工作日通知主管。

#### 工作职责

在建筑物中安装设备和电线。

修理或更换损坏的设备或部件。

定期检查工作场所并保障安全。

#### 岗位要求

穿制服。

按照程序操作。

### Orientation manual of the engineering department

#### Departmental mission and value

Mission: To be the best.

Value: Customers and 1. \_\_\_\_\_ come first.

#### Working hours and breaks

Five days a week from Monday to 2. \_\_\_\_\_.

You must inform your supervisor two working days before asking for leave.

#### Job 3. \_\_\_\_\_

4. \_\_\_\_\_ equipment and wiring in buildings.

Repair or replace broken equipment or parts.  
Inspect the workplace routinely and maintain safety.

**Requirements**

Wear a(n) 5. \_\_\_\_\_.  
Follow the procedures.

**02 Write for workplace.** 根据所给提示，完成职场写作。

假如你是李华，你的朋友本（Ben）收到入职通知后写信向你征求建议。请你根据以下提示给他回信。

<b>Ben's problems</b>	excited and nervous
	don't know how to behave
<b>Your advice</b>	don't be late
	dress appropriately
	get to know his co-workers
	ask for help

- 要点包括：**
1. 本的问题；
  2. 你的建议；
  3. 祝愿。

Dear Ben,

I heard you got a new job. That's great! \_\_\_\_\_

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Yours,  
Li Hua



## 点石成金

有些形容词在词尾加 -ly 成为副词。例如: careful ( *adj.* )—carefully ( *adv.* )。你能写出所给单词的相应副词形式吗?

1. 大部分形容词	在词尾加 -ly	quick— different—
2. 以 y 结尾的形容词	变 y 为 i, 加 -ly	easy— angry— happy— heavy—
3. 以 e 结尾的形容词	绝大多数直接加 -ly	polite— wide—
	少数需要去掉 e 再加 -ly	possible— terrible— simple— true—

注意: 有些单词以 ly 结尾, 但不是副词, 而是形容词。如: friendly (友好的), lovely (可爱的), monthly (每月的), lively (充满活力的), daily (每日的)。