

<<高职高专英语泛读教程(第三册)>>

图书基本信息

书名：<<高职高专英语泛读教程(第三册)>>

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作者：朱曦 主编

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内容概要

《高职高专英语泛读教程(第3册)》编写的主要特点是：1.内容新颖，时代感强。

选材上注重信息性、可思性和前瞻性，题材广泛，内容丰富，主要涉及语言、文化、习俗、伦理、信息、经济、体育、社会焦点等方面。

2.知识性与趣味性并重。

结合高职高专学生特点，从学生的实际兴趣和关注的焦点出发，做到语言活泼、生动，让学生在学英语的过程中获得乐趣。

3.考虑PET、考试的要求。

本套教材的练习形式兼顾高职高专应用英语能力考试的题型，如正误判断、多项选择、简短回答、翻译等。

部分单元根据教学的需要还增加了讨论和写作题。

书籍目录

Unit 1 Job Hunting Topic-based reading 1. Factors in Choosing an Occupation 2. Keys to Job Search Success 3. Job Applications Online 4. Looking for a Job Test reading Career Planning Moment of fun Job Application

Unit 2 Interview Topic-based reading 1. How to Prepare a Resume 2. Selection Interview 3. How Average People Succeed 4. Behavioral/Competency-based Interviews Test reading A Letter of Job-Application Moment of fun Job Interview

Unit 3 Work and Improvement Topic-based reading 1. How to Start a Conversation ? 2. How to Behave in the Office ? 3. Is He an Abusive Boss ? 4. Teamwork or Individual Efforts ? Test reading The Influenza Virus Moment of fun Virtue

Unit 4 Career Life Topic-based reading 1. The Passions for Work 2. Setting a Goal 3. To Make Your Work Successful 4. Career Panic Test reading Suggestions on Filling in Application Forms Moment of fun A Fine Match

Unit 5 Personal Finance Topic-based reading 1. What Are Some Good Ways to Invest Money ? -Plan Ahead for the Future 2. How to Invest Money-Stocks and Bonds 3. Where a Surety Bond Is Needed 4. Bond Investing-Is It a Safer Place for Your Money ? Test reading The Capital Demand for Trading Companies Moment of fun The Korean War Is Over

Unit 6 Changing Consumption Patterns Topic-based reading 1. New Consumption Attitude 2. Hong Kong-A Shopping Paradise 3. How to Save Money 4. Plan for Your Future Test reading How to Read Moment of fun A Student's Request for Extra Money

Unit 7 Hello, Year 2008 Topic-based reading 1. Pepsi Bets Big in China 2. Yahoo Appoints Bartz as Its New CEO 3. Celebration of Obama's Victory 4. Effect of the Financial Crisis Test reading Healthy Development of the Dutch-Chinese Relation Moment of fun The Captain's Parrot

Unit 8 Life and Death Topic-based reading 1. Life and Death Decisions 2. The Doctors Who Are Redefining Life and Death 3. Life and Death 4. Life after Death Test reading Asian Americans Moment of fun Great Event

Answers

章节摘录

Creative Approaches **Word of Mouth** A large number of positions are still filled in this way. Advertising is often the least preferred method when an organization has a position to fill. As a result 75%-80% of jobs are never advertised. A well-presented CV from a motivated individual with the right skills and experience frequently results in an interview offer. The personal recommendation of someone known to the employer may also have the same result, which is why involving your personal network of family, friends, church and associations can be so productive. As well as keeping an ear to the ground for you, they can put you on to valuable contacts within the organizations that interest you. Make an introductory phone call to the "key person" that your contact has suggested. Once you have found the right person, be clear about why you are ringing and what you would like to find out. Tell everybody you know that you are seeking work and the type of positions that interest you. Take a copy of your CV with you wherever you go !

It is amazing how often friends and relatives are not aware of the sort of position you are after or indeed you are even looking for !

Remember in years to come you in turn will be assisting other people in their job search, so do not hesitate to use all your contacts at this time. **Information Visiting** The purpose of an information interview is not to ask for a job in an organization, but to find out more about opportunities in their area or about specific occupations. If you are unable to find out from your contact who the "key person" is, then ring the human resources section to ask who is in charge of the department you are interested in working for. Be specific about the reason for your phone call and don't be fobbed off. **Other Sources of Information Include:** Annual reports, in-house magazines, the financial pages of newspapers, and corporate plans. Share brokers also hold information on various companies.

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