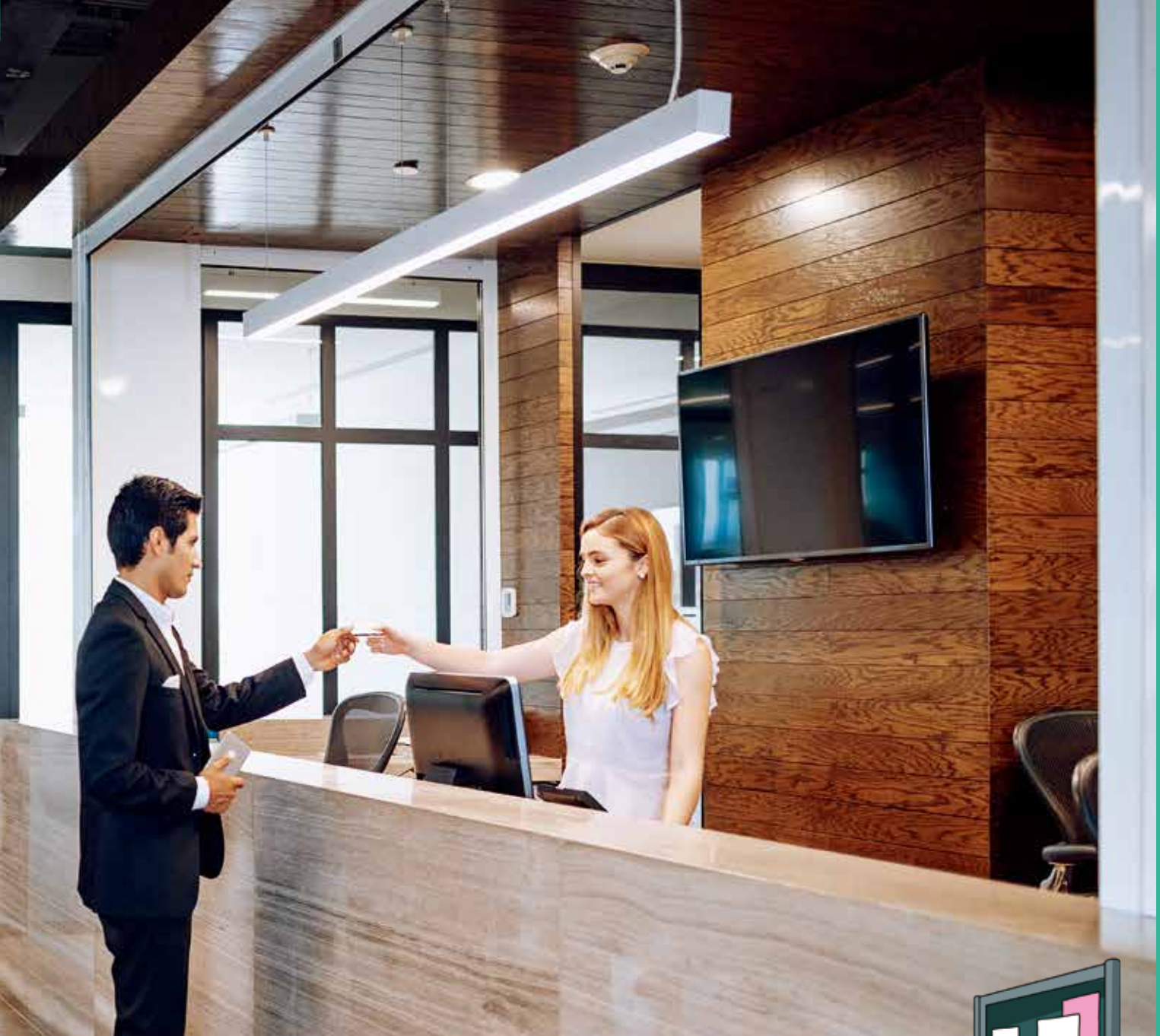




Unit objectives

In this unit, you will learn to:

- make a reasonable decision on internship choices;
- write a resume for your internship position.



Learning context

Communicative scenario

As a first-year student majoring in Hotel Management, you want to have an internship during the upcoming winter holiday. At the College Career Centre, you find two internship positions attractive: a receptionist and a manager's assistant. You now need to choose one and write a resume to apply for it.

Discovering your needs

Discuss the following questions with your partner.

- Which internship would you like to choose? Why?
- What information should be included in your resume?



Story

Finding an internship often involves making a decision about various internship choices. Emily is now faced with this situation. Read her story and find out how she makes up her mind.



Emily's internship choice



- ¹ Emily is a first-year college student majoring in Hotel Management. She is very excited about her upcoming winter internship. She imagines how wonderful it would be to serve in a grand hotel, wearing a fancy uniform, and welcoming important guests. “Besides, I’ll have my own money to spend! Maybe a nice skirt? Or a hat for Dad?” she thinks to herself.
- ² “Emily! Want to go and check out the internship ads at the Career Centre? Some new internships were posted this morning,” asks her classmate, Jackie. “Sure thing!” Emily answers cheerfully.



- 3 When they arrive, they see a succession of internship ads on the wall. Two of them catch Emily's eye. 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. But it is without pay.
- 4 "The receptionist position offers good money, but this hotel marketing project looks more attractive," says Emily, feeling quite puzzled. She now must decide between good money and valuable experience.
- 5 A middle-aged tutor walks by and sees the confused girl. "Do you need help?" she asks. "Yes ma'am! I can't choose between these two positions," Emily replies, pointing at the two ads. The tutor takes a quick look. "It does seem like a tough decision. But ask yourself, what do you want to get out of this internship? Short-term satisfaction or long-term growth?" she asks. Emily feels even more undecided. "Both, I guess?"
- 6 The tutor tries again. "Well, internships help students grow in many ways. Working as a receptionist helps you to get familiar with daily reception tasks, and..." "And the manager's assistant position may give me a broader view of hotel management!" Emily hastens to add. "Thank you! I now know what to choose!"
- 7 On her way back with Jackie, Emily waves goodbye in her mind to the fancy uniform, skirt and hat. Yet she is still sure great things are waiting for her in the near future.



New words and expressions

ad/æd/	<i>n.</i> 广告
confused /kən'fju:zd/	<i>adj.</i> 困惑的
grand /grænd/	<i>adj.</i> 富丽堂皇的
hasten /'heɪsən/	<i>vi.</i> 赶紧说
internship /'ɪntɜ:nʃɪp/	<i>n.</i> 实习期的工作
ma'am /mæm/	<i>n.</i> (尊称) 女士
marketing /'mɑ:kətɪŋ/	<i>n.</i> 销售
mentor /'mentɔ:/	<i>n.</i> 导师
puzzled /'pʌzəld/	<i>adj.</i> 困惑的
reception /rɪ'sepʃən/	<i>n.</i> 接待
succession /sək'sesʃən/	<i>n.</i> 一系列
tutor /'tju:tə/	<i>n.</i> 导师
uniform /'ju:nəfɔ:m/	<i>n.</i> 制服
upcoming /'ʌp,kʌmɪŋ/	<i>adj.</i> 即将来临的

a succession of	一系列
catch one's eye	引起某人注意
check out	查看
get familiar with	熟悉
major in	主修

Proper names

Career Centre	就业中心
Hotel Management	酒店管理

Understanding ideas

Task 1 Fill in the outline of Emily’s thoughts about the internship with expressions from the passage.



Emily’s thoughts about the internship

Time:

In the upcoming 1. _____

Expectations:

To serve in 2. _____

To wear 3. _____

To welcome 4. _____

To have 5. _____ to spend

Task 2 Compare the choices that Emily faces by filling in the table.

	Choice A	Choice B
Positions	1. _____	manager’s assistant
Pay	100 dollars a week	2. _____
Benefits	good money	3. _____
	getting familiar with 4. _____	having a mentor and a team
	short-term satisfaction	5. _____

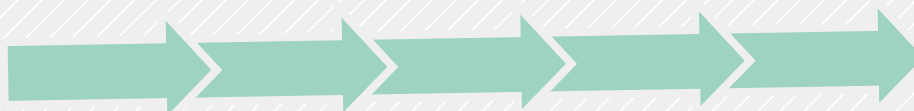
Developing skills

Emily faces a difficult decision about her internship. On the one hand, she wants to make money. On the other hand, she would like to gain valuable experience. How does she make the decision? Figure out the process.

Task 1 Rearrange the following tasks according to the decision-making steps in the flow chart. Then explain what Emily does in each step.



- (A) Write a resume
- (B) Figure out your goals and strengths
- (C) Decide on the position that suits your goals and strengths
- (D) Be clear about the requirements and rewards of an internship
- (E) Compare your goals and strengths with the requirements and rewards



Task 2 If you want to have an internship, what position would you choose? Share and discuss with your partner your decision-making process.

Using language

Task 1 Match the following expressions with their translations.

Career Centre

short-term satisfaction

internship ad

middle-aged tutor

long-term growth

marketing project

长期发展

就业中心

实习广告

短期的满足感

销售项目

中年导师

Task 2 Complete the following sentences with the expressions in the box. Change the form if necessary.

check out catch one's eye get familiar with
major in make a decision choose between

1. For this part-time job, the company is interested in college students _____ Hotel Management.
2. It was difficult to _____ the two candidates.
3. Anyway, you must _____ between the receptionist position and the manager's assistant position.
4. I looked carefully at the internship ads, and the manager's assistant position _____.
5. My tutor suggested that I should _____ the information on this job search website.
6. Working as a receptionist helps you to _____ daily reception tasks.

Interaction

Having learnt how to make a reasonable decision, you are going to listen to two conversations about internship choices. Then, you will have some speaking activities.

Listening 1



Task 1 Rose is talking with Jeff about the internship. Listen to the conversation and choose the best answer to each question.

1. What positions does Jeff hesitate between?
 - A. A receptionist and a manager.
 - B. A manager's assistant and a manager.
 - C. A receptionist and a manager's assistant.
 - D. A manager's assistant and an administrative assistant.
2. What internship opportunity is available at the Swan Hotel this summer?
 - A. A doorman.
 - B. A security guard.
 - C. A video editor.
 - D. A video maker.



New words

match /mætʃ/ *n.* 相配之物
rewarding /rɪ'wɔːdɪŋ/ *adj.* 值得做的
strength /streŋθ/ *n.* 优势

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

- _____ 1. Jeff wants a job from which he can gain some experience.
 _____ 2. Rose thinks it's easier but less comfortable to be a receptionist.
 _____ 3. Rose will take an internship in the Swan Hotel this summer.
 _____ 4. Jeff thinks the Swan Hotel internship is a good match with his major.

Speaking 1

Task 1 Practise how to make a comparison.

- Read aloud the sentences taken from *Listening 1*.
 — *Being a receptionist might be easier and more comfortable.*
 — *But it's not as rewarding as being a manager's assistant.*
- Compare the internship choices between a receptionist and a manager's assistant or the internship choices between a delivery person and a salesperson. You may refer to the expressions below.

Making a comparison

... as... as...
 ... the same... as...
 ... similar to...

not... as/so... as...
 ... more... than...
 ... the most...
 ... differ from...

Task 2 Work in pairs and act out the following situation. You may refer to *Using language* in this section for useful expressions.

Rose and her friend, Jeff, are talking about making a decision on two internships, e.g. an office assistant and a waiter/waitress. They list advantages and disadvantages of the two internships, make a comparison and make their decision.

Listening 2

Task 1 Tommy asks Professor Smith to help him with his internship decision. Listen to the conversation and choose the best answer to each question.

1. What problem does Tommy have?
 A. He doesn't have any internship opportunity.
 B. He doesn't feel well today.
 C. He has some difficulties in making a decision.
 D. He finds it difficult to follow Professor Smith's lesson.



New words

relevant /'reləvənt/ *adj.* 相关的
 sensible /'sensəbəl/ *adj.* 合理的
 start-up /'stɑ:t ʌp/ *adj.* (新企业)
 创办(时期)的

Proper name

IT (information technology)
 信息技术

2. Which is NOT a factor to be considered in making a sensible decision according to Professor Smith?
- A. The salary.
 - B. The requirements.
 - C. Your needs.
 - D. Your quality.

Task 2 Listen again and answer the following questions.

1. When does Tommy want to have an internship?

2. What choices does Tommy have?


3. What does Professor Smith suggest?

4. What position does Tommy think is a better choice finally?

 **Speaking 2**


Task 1 Practise offers, acceptances or refusals.

- Read aloud the sentences taken from *Listening 2*.
 - *Do you want me to give you some suggestions?*
 - *Thank you. That would be great!*
- Work in pairs. One student makes an offer, for example, buying a coffee for his/her partner. The other student may accept or reject it. You may refer to the expressions below.




Offers

- Would you like...?
- Can I...?
- May I...?



Acceptances

- Yes, please. That would be nice/lovely.
- Yes, please. I'd like that very much.
- That would be very kind of you.



Refusals

- No, thanks/thank you.
- No, it's OK. I can do it/get it myself.
- Don't worry. I'll do it myself.

Task 2 Work in pairs and act out the following situation. You may refer to *Developing skills* for ideas.

Tommy has difficulty in making a decision on a certain matter, such as taking an internship or focusing on English learning in the upcoming winter holiday. His classmate Rebecca offers to help. Tommy accepts or rejects the offer.

Culture



You can't have it both ways

Can you think of a time when you found it hard to make a decision? If yes, you are not alone. Mencius (孟子) described this situation as:

“鱼，我所欲也；熊掌，亦我所欲也。二者不可得兼，舍鱼而取熊掌者也。”

Similar expressions can be found in English as follows:

You can't have your cake and eat it too.

You can't have it both ways.

Task Complete the following translations.

- 你想要加薪，又想要减少工作时间？很抱歉，鱼与熊掌不可得兼！
You want to get a pay raise and reduce your work hours? I'm sorry, but you can't _____.
- 去小地方做个大人物，还是去大地方做个普通人？你必须做出选择，不能两者兼得。
To be a big fish in a small pond or a small fish in a big pond? _____
_____. You can't have it both ways.



Section II

Reading

After learning how to make a decision on an internship position, you may now want to write a resume. Study Caroline's resume and find out how she applies for an internship.



**Caroline
Druckerman**

PERSONAL INFORMATION

Caroline.druckerman
@sanley.edu
(774)262-8888
21 Sanley College
Road, Unit 5430,
Wellesley, MA 02481

OBJECTIVE

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

EDUCATION

Sanley College, Wellesley, MA *expected in May 2023*

BA in Sales and Marketing with a minor in Business Management

GPA: 3.75/4.00

Main subjects include Marketing, Market Planning, Customer Behaviour

EXPERIENCE

Sales Assistant, Bon-Ton, Lancaster, MA *September 2021–Present*

- Assisted a high volume of customers with purchasing requirements
- Handled large sums of cash and processed credit card payments
- Dealt with customer complaints professionally over the phone

Waitress, Merrill Gardens, Tacoma, WA *August 2021–August 2022*

- Took orders and introduced menu items
- Provided quick and polite service
- Assisted co-workers to improve customer service

Historical Interpreter, Fonthill Museum, Doylestown, PA *Summers 2019, 2020*

- Presented guided lecture tours of a national historic landmark
- Led tours for visitors of different ages, nationalities, and educational backgrounds

CAMPUS ACTIVITIES

African American Student Association, President *September 2020–August 2022*

Sales & Marketing Club, Member *September 2019–March 2023*

HONOURS & AWARDS

School of Business Scholarship (2019)

Dean's List (2020, 2021)

Academic Distinction (2022)

SKILLS

Language: Fluent in French and a working knowledge of Chinese

Computer: Proficient in Microsoft Word, Excel, and PowerPoint

REFERENCES

Available upon request

Understanding ideas

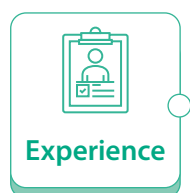
Task 1 Read the resume and decide whether the following statements are true (T) or false (F) about Caroline Druckerman.

- _____ 1. She majors in Business Management at Sanley College.
 _____ 2. She handled customer complaints professionally face to face.
 _____ 3. She once worked in Fonthill Museum in 2019 and 2020.
 _____ 4. She can use Microsoft Excel and PowerPoint skilfully.
 _____ 5. She won Sanley College Scholarship in 2019.

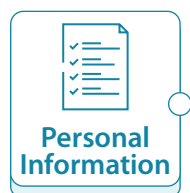
Task 2 Read the resume again and match the section titles with their content.



All the schools you have graduated from



A one-sentence statement of the type of job that you are seeking in addition to what you can bring to the employer



The information about any paid or unpaid jobs and your contribution to those positions



Your name, address, email address and phone number

New words and expressions

academic /ˌækə'demɪk/ *adj.* 学业的

activity /æk'tɪvəti/ *n.* 活动

dean /di:n/ *n.* (大学的) 学院院长

distinction /dɪ'stɪŋkʃən/ *n.* 杰出

entry-level /'entri ˌlevəl/ *adj.* 入门级的

honour /'ɒnə/ *n.* 荣誉

interpreter /ɪn'tɜ:pɪtə/ *n.* 口译者

minor /'maɪnə/ *n.* 辅修科目

objective /əb'dʒektɪv/ *n.* 目标

obtain /əb'teɪn/ *vt.* 获得

proficient /prə'fɪʃənt/ *adj.* 熟练的

scholarship /'skɒləʃɪp/ *n.* 奖学金

utilise /'ju:təlaɪz/ *vt.* 利用

deal with 处理

over the phone 通过电话

working knowledge 应用知识

Proper names

BA (Bachelor of Arts) 文学士

GPA (grade point average) 平均分

MA (Massachusetts) 马萨诸塞州
(美国州名)



Using language

Task 1 Match the following expressions with their translations.

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 Complete the following sentences with the expressions in the box. Change the form if necessary.

be proficient in deal with over the phone
obtain a position utilise one's skills

- I'm looking for a job in which I can _____.
- The applicants must _____ both written and spoken Chinese.
- My tutor replied that he could give his feedback on my resume by meeting at his office or talking _____.
- In my part-time job, I need to _____ complaints from customers.
- He desired to _____ in a well-known tech company, so he studied very hard.



Writing

After studying Caroline Druckerman's resume, do you want to write your own? Read the incomplete sample below and do the tasks that follow to gain the necessary skills.



Personal Information

Name: Ma Teng

Gender: Male

Age: 19

Phone: +86 12345678910

E-mail: mateng@szvcollege.edu

Address: Room 301, Students' Building No. 2, SZ Vocational College, Shenzhen, Guangdong Province 518000

MA TENG RESUME

1.

To obtain an internship as a hotel receptionist

2.

SZ Vocational College, major in Hotel Management, 2021–present

3.

Part-time Administrative Assistant, ABC Music Community, Shenzhen, 2022–present

- Managed weekend operation of the office
- Helped to recruit students
- Gave feedback on students' progress to their parents

4.

Class President, The School of Management, SZ Vocational College, 2022–2023

- Encouraged student involvement to win Excellent Class Award
- Communicated with teachers to solve classmates' problems
- Organised two school-level conferences in the name of the Student Union

5.

Excellent Student Leader, 2023

Merit Student, 2023

National Scholarship (third grade), 2022

6.

Computer Skills: National Computer Rank Examination Level 2

Language Proficiency: VETS Certificate

Hobbies & Interests

Sports: Swimming, basketball, soccer

Music: A piano player for 12 years, a good singer

New words

administrative /əd'mɪnɪstrətɪv/

adj. 行政的

certificate /sə'tɪfɪkət/ n. 证书

involvement /ɪn'vɒlvmənt/ n. 参与

merit /'merɪt/ n. 良好

recruit /rɪ'kru:t/ vt. 招收

union /'ju:njən/ n. 协会

Proper name

VETS (Vocational English Test System)

实用英语交际职业技能等级考试

Section II

A resume has relatively fixed sections and each section has a commonly agreed function.

Task 1 Put the section titles onto the right lines to form a complete resume.

Campus Activities Education Honours & Awards
Experience Objective Skills

Elliptical structures (省略结构) are often used to keep the length of a resume to one page.

Task 2 Rewrite the following sentences into elliptical sentences or phrases without changing the original meaning. An example has been given.

Example:

I once performed sales duties for a Fortune 500 company.

Performed sales duties for a Fortune 500 company.

1. I made detailed oral and written presentations in public student conferences.

2. I have been a violin player for 10 years.

3. I am proficient in Adobe Photoshop.

Providing details in terms of "action+purpose+result" can make the experience statements convincing.

Task 3 Match the action with the purpose and result to form experience statements after the example. Then translate them into Chinese.

Action	Purpose and result
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.

Often kept to one page in length, a typical resume includes such parts as personal information, objective, education and social activities. When writing a resume:

- use elliptical structures;
- use action verbs to highlight experience.

Project

Write a resume of yourself

Choose an internship that interests you by searching online. Then write a resume by following the steps.

Step

1

Decide on the layout of your resume

Refer to **Task 1** in *Writing*.

Step

2

Gather necessary information

Gather enough information for your resume and list key words and expressions.

Step

3

Draft

Pay special attention to the use of elliptical structures. Remember to use the structure “action+purpose+result” to make your experience statements convincing.

Step

4

Post and share

Take your resume to the classroom and post it on the wall. Work in groups. Discuss and choose the best three and summarise their strong points.

Step

5

Revise and reflect

Revise your resume according to your partner’s feedback. Meanwhile, reflect on the whole task based on the following questions.

1. What are the strong and weak points of my resume?
2. How can I improve the efficiency of the whole task?

Self-assessment

In this unit, I have learnt:

1. When making a decision:

I need to remember the principle “_____ (鱼和熊掌不可得兼).”

2. When writing a resume:

- I can include _____ (个人信息), _____ (目标), education, _____ (经历), campus activities, honours & awards and so on.
- I can use elliptical structures to keep my resume brief and _____ verbs to highlight my experience.