

# May I Have Your Name, Please?

## Learning forward

### 短语小结

fill in 填写

come out 出现; 出版

pop up 突然出现; 弹出

stay overnight 过夜

to-do list 待办事项清单

work summary 工作总结

make sure 确保; 查明

be connected with 与……有关

team building 团队建设

best regards 谨致问候

filing cabinet 文件柜

opening hours 营业时间

### 语法拓展

#### 简单句句子成分与基本句型

主语 (subject) 动词 (verb)

My friends are waiting.

Nothing happened.

主语 动词 宾语 (object)

The company sells mobile phones.

主语 动词 补语 (complement)

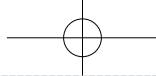
My colleagues are very nice.

The factory became a club.

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

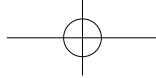
#### 01 Choose the best answer. 选择最佳答案。

- You'd better call the staff to \_\_\_\_\_ whether they can deliver the stationery today.  
A. register      B. receive      C. check      D. inform
- There are plenty of jobs \_\_\_\_\_ in our company.  
A. upcoming      B. available      C. common      D. relative
- Click here, and a list of files will \_\_\_\_\_.  
A. pop off      B. pop in      C. pop round      D. pop up
- May I see your licence and \_\_\_\_\_ form, madam?  
—Sure. Here you are.  
A. registration      B. arrival      C. leisure      D. recreation
- Before printing, \_\_\_\_\_ the printer has enough paper in it.  
A. fill in      B. make sure      C. come out      D. pop up

### 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。

- The company has to prepare effective ways to inform the staff of the \_\_\_\_\_ (即将来临的) events.
- The Human Resources \_\_\_\_\_ (部; 部门) will organise a team building activity next week.
- The \_\_\_\_\_ (秘书) was dissatisfied with how some of our programmes were being managed.
- We prepared a party to welcome a new member of \_\_\_\_\_ (员工).
- Are there any chances of \_\_\_\_\_ (晋升) if I stay here?



## Extended Activities

### 03 Fill in the blanks with the correct form of the given words.

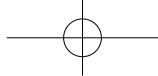
用所给词的正确形式填空。

1. We would do what we can to design the house to meet the \_\_\_\_\_ (require) of our customers.
2. Breakfast is \_\_\_\_\_ (service) until 10:00 am in most hotels in China.
3. In all, more than 650 people \_\_\_\_\_ (completion) the questionnaire and the result would be analysed for future use.
4. The newly built conference room can \_\_\_\_\_ (accommodation) as many as 4,000 people.
5. Guests are welcome to use all the hotel's \_\_\_\_\_ (facility) which are free of charge.

## Communication skills

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

1. —Excuse me, sir. I am here to meet Dr Smith.  
—\_\_\_\_\_?  
—Yes, I have been asked to come here at 9:00 am today.  
A. Why do you come here                      B. Do you have an appointment  
C. How do you know us                        D. Do you come here by yourself
2. —Thank you so much for helping me find the way to the public library.  
—\_\_\_\_\_.  
A. You're welcome                              B. You are quite right  
C. I'm pretty good                                D. No way



3. —Could you help me take down that box on the top shelf?

—\_\_\_\_\_.

A. Nice try

B. Thanks a lot

C. No problem

D. Sounds great

4. —\_\_\_\_\_?

—Of course. My name is Oliver Twist.

A. May I have your name, please

B. Do you want to work as a receptionist

C. How do you receive visitors

D. Is it convenient to visit your company

5. —\_\_\_\_\_?

—Yes, I have tried several times to print a paper, but nothing has come out.

A. Are you hungry

B. May I have your address

C. How do you do

D. Is there anything wrong with the printer

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

**Job Hunter:** Hi. I have been asked to be here 1. \_\_\_\_\_ an interview with Mike Reed.

**Receptionist:** May I have your 2. \_\_\_\_\_, please?

**Job Hunter:** Tracy Brown.

**Receptionist:** Hello, Ms Brown. Please 3. \_\_\_\_\_ a moment. Let me check if Mr Reed is available now.

*(a moment later)*

**Receptionist:** Ms Brown, Mr Reed is waiting for you in Room 308.

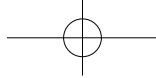
**Job hunter:** Thanks, but 4. \_\_\_\_\_ can I get there?

**Receptionist:** Take the lift to the third floor and then turn right. You will find Room 308 on your right.

**Job hunter:** Thank you so much.

**Receptionist:** You're 5. \_\_\_\_\_.

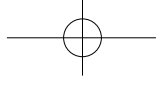
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## Grammar focus

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

- A visitor \_\_\_\_\_.  
A. is waiting      B. is waited      C. be waiting      D. be waited
- These meals provided by the company taste \_\_\_\_\_.  
A. well      B. to be good      C. to be well      D. good
- I'd like to give \_\_\_\_\_ some advice based on my experience.  
A. you      B. your      C. yourself      D. yours
- There \_\_\_\_\_ great changes in this chemical plant in the past few years.  
A. is      B. are      C. will be      D. have been
- Peter's co-workers \_\_\_\_\_ very nice.  
A. work      B. are      C. smell      D. have
- Nancy \_\_\_\_\_.  
A. order for the printer new ink  
B. ordered for the new ink printer  
C. ordered new ink for the printer  
D. order new printer for the ink
- All the staff found the team building activity \_\_\_\_\_.  
A. wonder      B. wonderful      C. wonderfully      D. wonders
- Mark Richard \_\_\_\_\_ his work schedule now.  
A. talks about      B. is talking  
C. talks      D. is talking about
- Steve will give \_\_\_\_\_.  
A. you with a tour of our company      B. you a tour of our company  
C. a tour of our company you      D. a tour of our company for you
- Which 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 her 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 )

E.g.: The factory is amazing.

( S ) ( V ) ( C )

1. Steve and Tony became 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.

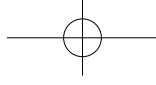
( ) ( ) ( ) ( )

5. My father finds his 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。

A man named Henry came at the appointed time for a job interview with Mr Reed. The receptionist 1. \_\_\_\_\_ (greet) him and checked if he had a(n) 2. \_\_\_\_\_ (appoint) with Mr Reed. Knowing Mr Reed was available, she asked Henry to go to Room 308 on the 3. \_\_\_\_\_ (three) floor. Mr Reed was busy fixing the printer. Though he had tried several times, nothing came 4. \_\_\_\_\_. Henry checked the printer and found it was not connected 5. \_\_\_\_\_ the computer. Mr Reed was glad, saying Henry was the one who was 6. \_\_\_\_\_ (suit) for the position. Henry was 7. \_\_\_\_\_ (expect) to take up the position to deal with some urgent 8. \_\_\_\_\_ (task), such as new product 9. \_\_\_\_\_ (promote) and the decoration of the recreation room



which could 10. \_\_\_\_\_ (accommodation) up to 600 people. Henry was glad and ready for the new position.

## Reading for thinking

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

### A

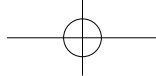
A famous company in China wanted a clerk for its Public Relations Department. A girl with a master's degree went through a lot of challenges and her name was on the list of candidates. She entered the final stage of the interview together with another girl. Both of them were outstanding in many ways.

The girl was successful in the interview. It seemed that she would get the chance. At last, the interviewer asked her, "Can you come to work next Monday?" Shocked by the unexpected question, the girl couldn't make a decision at the moment, so she said, "I have to talk with my parents before I give an answer." The interviewer felt surprised but said calmly, "If so, let's wait till you are ready."

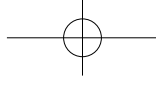
The next day, the girl told the interviewer that her parents had agreed to let her begin to work next Monday. But the interviewer said regretfully, "Sorry, the other girl has got the job. You are not suitable for the position." The girl was upset. She asked for an explanation and was told, "We need a person who knows her own mind."

That was how a good opportunity ran away right under the nose of a girl.





1. The girl wanted to ask her parents for advice because \_\_\_\_\_.
  - A. she didn't like the job
  - B. she couldn't make the decision by herself
  - C. she didn't want to answer the question
  - D. her parents would be angry if she didn't ask them
2. We can learn from the passage that \_\_\_\_\_.
  - A. the company lost its best clerk
  - B. no one got the job
  - C. the girl was not independent enough
  - D. the interviewer was very pleased for the girl
3. The interviewer seemed to regard \_\_\_\_\_ as the most important thing.
  - A. a person's ability to make decisions
  - B. a person's knowledge
  - C. a person's age
  - D. a person's good look
4. The underlined phrase "under the nose of" in the last paragraph probably means "\_\_\_\_\_" in Chinese.
  - A. 在……眼皮底下
  - B. 在……嘴巴上面
  - C. 没有把握地
  - D. 目中无人地
5. What is the best title for the passage?
  - A. Making Decisions with Your Parents
  - B. Having a Successful Interview
  - C. Knowing Your Own Mind
  - D. Grasping a Good Opportunity



## B

One of the most common questions I am asked is whether to follow up after a job interview or not, and when and how to do it.

Following up in some way is necessary. Yes, you can get a job without doing it, but if you compete with other top candidates, following up can sometimes help you. Here are some tips on when and how to follow up.

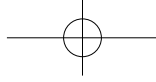
Send a thank-you note at once. An email is fine for this and has the advantage of arriving faster, but a handwritten note is still preferable. And if there are many interviews, send a thank-you note each time.

Find out the timeline. If you didn't ask about the timeline in the interview, follow up within a week to strengthen your interest and politely ask when they will make the decision.

Be patient. Most commonly, job seekers are too worried about the result. It helps reduce worries to express your interest in the job or to ask about the timeline.

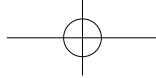
Don't be nervous if you don't hear from them at once. The hiring process is often longer than expected. And if you don't get the result at the appointed time, don't be upset either. Just politely follow up, explain you're very interested but understand that hiring takes time, and ask if they have the latest timeline.

1. What is the possible Chinese meaning of the underlined phrase "follow up" in Paragraph 1?
  - A. 跟进
  - B. 理解
  - C. 效仿
  - D. 遵守



2. What does the writer think of following up?
  - A. It is totally unnecessary.
  - B. It may make you more worried.
  - C. It sometimes helps you get the job.
  - D. It causes you trouble.
3. You are expected to do the following in the follow-up process EXCEPT \_\_\_\_\_.
  - A. sending a handwritten note
  - B. expressing your interest in the job
  - C. finding out the timeline
  - D. arguing why hiring takes so much time
4. If you don't get the interview result at the appointed time, what are you advised to do?
  - A. To ask for an explanation.
  - B. To express your interest.
  - C. To explain your nervousness.
  - D. To ask for the final decision.
5. This passage is mainly about \_\_\_\_\_.
  - A. when and how to attend a job interview
  - B. when and how to answer questions in a job interview
  - C. when and how to find out the timeline
  - D. when and how to follow up after a job interview

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## 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，完成英文备忘录。**

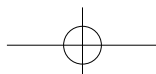
玛丽·库克 (Marie Cook) 被任命为某IT公司总部销售总监。珍妮弗·班克 (Jennifer Bank) 是该公司的人力资源部经理，接到指令给总部全体员工发备忘录，请大家于5月8日上午9点在三楼多功能厅欢迎玛丽·库克。

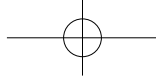
1. _____
Subject: Welcome meeting
From: Jennifer Bank
To: Head office 2. _____
Date: 28 April
<p style="text-align: center;">Marie Cook has been 3. _____ as Sales Director in the head office. She is due to join us on 8 4. _____. Please gather at 9:00 am on the third floor at the Multifunction Hall to give her a warm 5. _____. Be sure to be present on time.</p>

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

假如你是某公司人力资源部员工李华，你所在的公司每月都会为员工组织生日聚会。请根据以下表格内容，给11月份过生日的员工写邮件，邀请大家参加生日聚会。

Time	7:00 pm, 7 November
Place	Room 2118, Fancy Restaurant
Main participants	The staff who were born in November
Activities	<ul style="list-style-type: none"> <li>• Sing songs</li> <li>• Exchange gifts</li> <li>• Express best wishes</li> <li>• Enjoy a great dinner</li> </ul>





Dear colleagues,

It's a custom for our company to hold a birthday party for all who were born in the same month. \_\_\_\_\_

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Yours faithfully,

Li Hua

HR Department



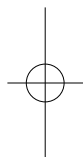
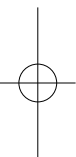
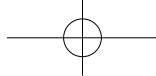
### 点石成金

-er加在某些动词后，构成名词，表示“做……的人”或者“做……的物”等。如：fold 折叠—folder 文件夹。你能写出所给动词的相应名词形式以及其名词的中文意思吗？

v.	n.	Chinese meaning
write		
sing		
teach		
work		

v.	n.	Chinese meaning
wash		
boil		
speak		
interview		

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