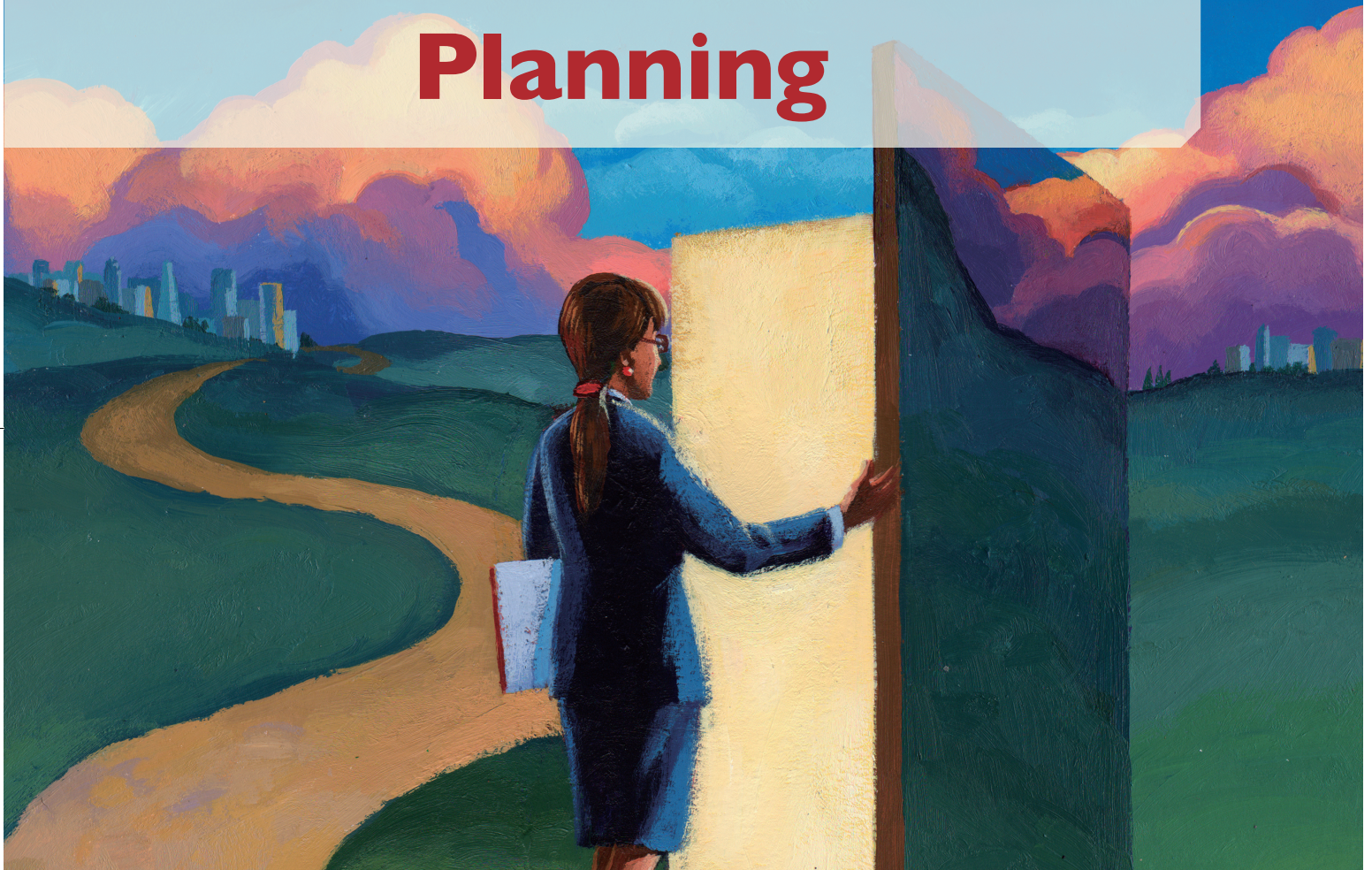


UNIT

1

Career Ideal and Planning



After studying this unit, you will be able to:

- ▶ learn a better way to plan your career;
- ▶ know the importance of a realistic career plan;
- ▶ know how to write an email;
- ▶ learn how to be confident;
- ▶ get an insight into career planning.

Warm-up

Task 1 Work in pairs to discuss the following questions.

- 1 What factors should be taken into consideration when choosing a career?

When choosing a career, many factors should be taken into consideration, especially the following ones: pay, subsidies, working conditions, career prospects, interpersonal relations, paid holiday, and so on.

- 2 Which would you like to choose? A low-paid job that you like or a well-paid but boring job?

Sometimes, a low-paid job is very interesting and may provide a prosperous future for me, which means it won't be a low-paid job all the time. In addition, a low-paid job that I like may encourage me to make great progress and improve my working efficiency in some ways. By contrast, a well-paid but boring job may depress me in some ways, and then my career prospects might be ruined by it. Therefore, I would like to choose a low-paid job that I like.

- 3 As a college student, how do you start to plan an ideal future career from now on?

Firstly, I will try to figure out what my ideal future career is. Secondly, I have to study hard to gain enough knowledge and skills needed in the career. Thirdly, I may work as an intern in some relevant organizations to gain some work experience after class. Lastly, I shall learn how to interact and cooperate with others in daily life.

Task 2 Work in pairs to figure out the occupations of the people in the following pictures.



taxi driver



electrician



athlete



farmer



waiter



teacher



In-depth Reading



Topic Preview:

It is more important than ever to smartly evaluate each step of your career in this competitive and ever-changing world. However, planning your career is not easy because too many factors beyond your control will shape your choice. Therefore, some suggestions are put forward in this text for you. One is to gain transferable knowledge, and the other is to grow your network.

A Better Way to Plan Your Career

- 1 My students frequently ask me how I planned out my career to become president of Fidelity Investments. I always tell them, “There was no **grand** plan; I backed into my career one step at a time.”
- 2 In the years after I graduated from law school, I had no idea that I would ultimately become the president of a financial services giant. I held positions as a law professor, a senior official at the Securities and Exchange Commission, and a partner in a law firm.
- 3 But during these early steps in my career, I learned a great deal about myself: I found that I really liked doing deals and managing people, rather than drafting regulations and writing articles. So I accepted a job offer at Fidelity Investments in 1987, when it was still relatively young. I spent the next decade climbing the corporate ladder; in 1997, for a complex set of reasons, I was chosen to be president of the company.
- 4 What does my history suggest about career planning? You can’t control the **trajectory** of your career. There are too many factors beyond your control that will shape your job options—global economic trends, political **elections**, and **technological** changes, to name just a few. So don’t commit the **hubris** of thinking that you can determine your professional **glide** path. At each step in your career, you need to ask yourself: What can I do next that will **maximize** my options in the future?

Gain transferable knowledge

- 5 This process begins with the choices you make at school. You want your education to provide you with the necessary skills and expertise to succeed in a wide variety of jobs. This means that you need to make smart choices about the courses you will follow. I favor those that involve **extensive** writing, **rigorous** analysis, or **quantitative** skills.



T In-depth Reading

Text Analysis

This text is about how to plan a career. In the beginning, the author tells his personal story of becoming president of Fidelity Investments. His story suggests that we can't control the trajectory of our career, but at each phase of it we need to know what we can do to maximize our options in the future. To plan our career in a better way, we are advised to gain transferable knowledge and grow our network.

The text can be roughly divided into four parts. The first part consists of Paragraphs 1-4, in which the author raises the theme by telling his career experience. The second part includes Paragraphs 5-8, analyzing how to gain transferable knowledge. The third part consists of Paragraphs 9-10, discussing how to grow network in career planning. The last paragraph is the concluding part, stressing the theme of the text, i.e., we should smartly evaluate each step in our career.

Detailed Study

Paragraph 1

1. plan out: 精心安排, 筹划
e.g. She has her career all planned out.
2. There was no grand plan; I backed into my career one step at a time.
1) back into: 意外获得; (使) 后退, (使) 倒退
e.g. ① When all the other heirs died she backed into a fortune.
② He backed me into a corner at the big party.
- 2) at a time: 每次; 逐一, 依次
e.g. He runs up the stairs two at a time.

Paragraph 2

3. I held positions as a law professor, a senior official at the Securities and Exchange Commission, and a partner in a law firm.
1) hold positions as: 担任……职务
e.g. He held a position as Sales Director in a large company.
- 2) law firm: 法律事务所

Paragraph 3

4. But during these early steps in my career, I learned a great deal about myself: I found that I really liked doing deals and managing people, rather than drafting regulations and writing articles.
1) do deals: 做交易
e.g. The partners already doing deals here would like to keep it that way.
- 2) draft regulations: 起草条例, 起草规章
e.g. We have spent three months drafting regulations on greenhouse gases.
5. I spent the next decade climbing the corporate ladder; in 1997, for a complex set of reasons, I was chosen to be president of the company.

- 1) corporate ladder: 企业晋升阶梯
e.g. Mark jumped off the corporate ladder to open a new company.

- 2) a complex set of reasons: 一系列复杂的原因

Paragraph 4

6. There are too many factors beyond your control that will shape your job options...
1) beyond one's control: out of one's control 超出某人的掌控, 让某人无法控制
e.g. The complicated situation is beyond our control.
- 2) shape one's job options: 影响某人的职业选择
e.g. What we have learned in school will shape our job options in future life.

Paragraph 5

7. a wide variety of: various of 各种各样的
e.g. The service has been used by a wide variety of people.
8. quantitative: a. 数量的, 量化的, 定量的
e.g. We combined them with quantitative criteria to get our results.
【拓展】 qualitative: a. 质的, 性质的, 定性的

参考译文

更好的职业规划方法

1 我的学生经常问我是怎样通过职业规划当上富达投资集团总裁的。我总是这样回答：“我并没有制订过宏伟的计划，而是一步步走来，有点儿出人意料地获得了这份职业。”

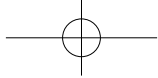
2 从法学院毕业后的那些年，我并没有想到自己会成为一家金融服务巨头的总裁。我曾做过法学教授、证券交易委员会的高级官员和一家律师事务所的合伙人。

3 在早期的职业生涯中，我对自己有了充分的了解。我发现自己很喜欢跟人做交易和管理人事，而不愿起草法规、撰写文章。因此，1987年我进入了刚刚起步的富达投资集团。1997年因为一系列复杂的原因，我被选为富达投资集团的总裁。这个晋升过程历时十年。

4 我的个人经历对你的职业规划有何启示呢？答案是：你无法控制自己的职业发展轨迹。有太多影响职业选择的因素，如全球经济趋势、政治选举、技术变革等。因此不要妄想你可以决定自己的职业发展道路。在职业发展中的每一步，你都要自问：下一步怎样做才能在最大程度上优化自己未来的选择？

获得可转移的知识

5 这个过程其实从你在学校选择课程时就开始了。你希望所受的教育会让自己获得将来在各个工作岗位都能取得成功的必要技巧和技能，因此在选择课程的时候就要明智一些。我更偏爱涉及泛写、精确分析和定量技能的课程。



Paragraph 6

9. ... however, this narrow expertise probably won't help you in any other line of work. By contrast, if you take a job...
- 1) any other line of work: any other occupations or jobs
任何其他行业, 任何其他工作
 - 2) by contrast: 相比之下, 与之相比
- e.g. By contrast, the stock price of this company has fallen 25% since March.

Paragraph 8

10. For-profit companies may be concerned about hiring you if you have spent your entire career in the government, for instance.
- 1) for-profit: *a.* 营利的
- e.g. Jane has been running her own for-profit school in southern Florida for 17 years.
- 2) be concerned about: 担心; 关心, 在乎
- e.g. They are concerned about what the speaker will talk about.
11. publicly traded companies: 上市公司

Paragraph 9

12. puzzle: *n.* 不解之谜, 疑问
- e.g. The rise in accidents remains a puzzle.
- 【拓展】puzzle: *v.* (使) 迷惑, (使) 困惑
puzzling: *a.* 令人费解的, 令人迷惑的
puzzled: *a.* 困惑的, 迷惑不解的
13. web of personal relationships: 人际关系网
14. paraphrase: *v.* 解释, 改述
- e.g. Try to paraphrase the question before you answer it.
15. advertise: *v.* 做广告, 登广告
- e.g. To attract more customers, you can try advertising in the local paper.
- 【拓展】advertisement: *n.* 广告, 宣传
advertiser: *n.* 广告客户, 登广告的人
advertising: *n.* 广告, 广告业; 登广告

Paragraph 10

16. Of course, you can build your network to some degree without changing jobs: You can attend conferences or participate in committees at trade associations.
- 1) to some degree: 在某种程度上
- e.g. As for this issue, I agree with you to some degree.
- 【近义词组】to a certain degree
- 2) trade associations: 行业协会, 贸易协会, 商业团体
- e.g. In April, five domestic trade associations advised member businesses to lower prices.
17. But this sort of event-driven networking pales in comparison with the deep bonds...
- 1) event-driven: *a.* 事件驱动的
- e.g. In an event-driven system, events are produced and publicized through a common channel.
- 2) pale: *vi.* 变得逊色
in comparison with: 与……相比较

pale in comparison with: 与……相比逊色

e.g. Sometimes, the effects of family background pale in comparison with the influence of IQ.

【近义词组】pale in comparison to

Paragraph 11

18. tough economy: 经济困难时期
- e.g. We were in a discussion about competing in this tough economy.
19. ever-changing: *a.* continuously changing 常变的
- e.g. To keep competent in this ever-changing world, we have to push ourselves.
20. form close bonds with: form close relationship with
与……形成密切关系
- e.g. All the workers have formed close bonds with each other in this workshop.

6 完成学校教育以后, 找那些能让你进一步增加这类知识的工作, 这会有助于你找下一份工作。比如你从事飞机租赁工作, 几年以后你便可能成为这方面的世界级专家。但是, 狭窄的专业知识或许对你将来从事其他方面的工作并无助益。相比之下, 如果你从事一份可以提高电脑编程技能的工作, 你的职业发展将会有更多选择。

7 去国外工作也是一条获得可转移知识的途径。我曾在非洲呆过将近两年, 也在英国、日本和中国工作过很长时间。通过这些经历, 我学会了适应不同的经济、文化和政治环境——这对我以后在全球范围内评估或开展业务大有帮助。

8 同样, 有在不同类型的单位工作过的职业经历, 可以让你得到更多老板的赏识。例如, 如果你一直在政府部门任职, 那么以营利为目的的公司在雇用你时可能会有些顾虑。上市公司的管理高层通常会担心私企的高级执行官无法承受来自流通股股东和证券交易委员会的特殊压力。

扩大交际圈

9 在获得可转移知识的同时, 还要拓展与同事之间的关系。有句广告语说的就是这个意思: “雇用你的不是企业, 而是企业里的人。”你认识的人越多, 当一个工作机会来临时, 就有越多的人引荐你——即使这个机会尚未公开。

10 当然, 你也可以通过其他方式建立人际关系网, 不一定非要换工作, 比如出席研讨会或加入贸易协会的委员会。但是, 同事之间通过一起工作、交流和旅行等建立起来的亲密关系, 要比这种事件驱动式的社交关系牢固得多。

11 在这个经济不景气、瞬息万变的世界里, 明智地评估职业道路上的每一步显得尤为重要。要懂得未雨绸缪, 也就是说, 你需要在当下做出能够增加未来选择的决定。要在学校或职场获取可用于不同工作的技能, 还要与同事建立密切的关系。



- 6 Once you have finished your formal education, search for jobs that will allow you to further expand your transferable knowledge—to help you find your next job. Let's say you take a job putting together airplane **leases**. Within a few years, you could become the world's expert on the subject; however, this narrow expertise probably won't help you in any other line of work. By **contrast**, if you take a job that will expand your computer programming skills, you can greatly boost your options for later steps in your career.
- 7 Gaining experience outside your home country is another way to develop transferable knowledge. I lived for almost two years in Africa and have spent **considerable** time in England, Japan, and China. Through those experiences, I learned to deal with different economic, cultural, and political environments—which later helped me evaluate or start business units throughout the world.
- 8 Similarly, you can make yourself more attractive to more employers by working in different types of organizations during your career. **For-profit** companies may be concerned about hiring you if you have spent your entire career in the government, for instance. At the top levels of management, publicly traded companies often fear that a senior executive at a private company won't be able to adjust to the unique pressures of public **shareholders** and SEC **mandates**.

Enlarge your network

- 9 As you gain transferable knowledge, remember that that is only one piece of the **puzzle**: Your next step should also help you expand your web of personal relationships with peers. To **paraphrase** a slogan, "Organizations don't hire people. People hire people." The more people you know, the more people will think of you when a job **pops** open—even when it is not publicly **advertised**.
- 10 Of course, you can build your network to some degree without changing jobs: You can attend **conferences** or participate in **committees** at trade associations. But this sort of event-driven networking pales in comparison with the deep bonds you can develop with your colleagues by working, **conversing**, and traveling with them.
- 11 In this tough economy and ever-changing world, it is more important than ever to smartly evaluate each step in your career. To prepare for whatever surprises lie ahead, try to make choices today that will maximize your options in the future. Gain transferable expertise—in the classroom or at work—and form close bonds with your peers and colleagues.

(701 words)

Words

grand /grænd/ *a.* 1. a grand idea or plan is impressive because it tries to achieve a lot 宏大的, 宏伟的; 2. impressive and large or important 壮丽的, 堂皇的, 重大的

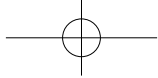
trajectory /trə'dʒekt(ə)ri/ *n.* 1. the way in which sth. develops over a period of time 发展轨迹, 发展进程; 2. the curved path of sth. that has been fired, hit or thrown into the air 弹道, 轨迹

election /ɪ'leɪʃn/ *n.* the process of choosing sb. for a position, especially a political position, by voting 选举, 推选 (尤指从政)

technological /,tekno'lɒdʒɪkl/ *a.* connected with technology 科技的

hubris /'hju:brɪs/ *n.* the fact of sb. being too proud 傲慢, 狂妄

glide /glɑɪd/ *n.* a continuous smooth movement 滑行, 滑动, 滑翔 *v.* move smoothly and quietly 滑行, 滑动



maximize /'mæksɪ,maɪz/ *v.* (BrE maximise)

1. increase sth. as much as possible 使增加到最大限度; 2. make the best use of 充分利用, 最大限度利用

transferable /træns'fɜːrəbl/ *a.* that can be moved from one place, person or use to another 可转移的, 可调动的, 可转让的

extensive /ɪk'stensɪv/ *a.* 1. involving a lot of information or details 广泛的, 广博的; 2. very large in amount or degree 大量的, 巨大的

rigorous /'rɪgərəs/ *a.* done carefully and with a lot of attention to detail 谨慎的, 细致的

analysis /ə'næləsɪs/ *n.* the detailed study of sth. in order to know more about it, the result of the study (对事物的) 分析, 分析结果

quantitative /'kwɒntɪtətɪv/ *a.* connected with the amount or number of sth. rather than with how good it is 数量的, 量化的, 定量的

lease /liːs/ *n.* a legal agreement that allows you to pay to use a building, a piece of equipment, etc. for a period of time (房屋或设备等的) 租约, 租契

contrast /'kɒntrɑːst/ *n.* a noticeable difference between people or things, the fact of comparing two or more things to find the difference 差异, 对比, 对照

considerable /kən'sɪd(ə)rəbl/ *a.* great in amount, size 相当多的, 相当大的

for-profit /,fɔː 'prɒfɪt/ *a.* aiming to make a profit 营利性的

shareholder /'ʃeə,həʊldə/ *n.* an owner of shares in a company or business 股东

mandate /'mændət/ *n.* an official order to do sth. (正式的) 命令, 指令

puzzle /'pʌzl/ *n.* sth. that is difficult to understand or explain 不解之谜, 疑问

paraphrase /'pærə,freɪz/ *v.* express what sb. has said or written using different words, especially to make it easier to understand 解释, 改述

pop /pɒp/ *v.* 1. appear suddenly 突然出现; 2. make a short explosive sound or cause sth. to make this sound (使) 发出砰砰声

advertise /'ædvə,tɑɪz/ *v.* tell the public about a product or a service in order to encourage people to buy or to use it 做广告, 登广告

conference /'kɒnf(ə)rəns/ *n.* a large official meeting, usually lasting a few days, at which people with the same work or interests discuss their views (大型) 会议, 研讨会

committee /kə'mɪti/ *n.* a group of people who are chosen, usually by a larger group, to make decisions or to deal with a particular subject 委员会

converse /kən'vɜːs/ *v.* have a conversation with sb. 交谈, 谈话

Phrases and Expressions

plan out plan carefully and in detail 精心安排, 筹划

back into 1. get sth. by chance 意外获得; 2. move backward or make sb. move backward (使) 后退, (使) 倒退

a great deal a lot 很多, 许多

be concerned about 1. be worried about 担心; 2. be caring about 关心, 在乎

to some degree to some extent, partly 在某种程度上

in comparison with when compared with 与……相比较

Proper Names

Fidelity Investments /fɪ'deləti ɪn'vestmənts/ (美国) 富达投资集团

Securities and Exchange Commission (美国) 证券交易委员会 (缩略形式为 SEC)



Comprehension

Task 1 The following are eight statements related to the text. Each statement contains information given in one of the paragraphs. Identify the paragraph from which the information is derived.

- (11) 1 It is very important to intelligently evaluate each step in your career.
- (8) 2 Companies seeking profit may be hesitant to hire you if you have spent your entire career in the government.
- (4) 3 You can't control the path of your career, but you can do something to increase your options in the future.
- (9) 4 You may get more job opportunities if you have a broad network.
- (5) 5 You need to smartly choose the courses that you will follow in order to gain the necessary skills and expertise.
- (7) 6 Gaining experience abroad is also a good way to develop transferable knowledge.
- (6) 7 Jobs that will allow you to further expand your transferable knowledge are helpful for you to find your next job.
- (10) 8 Sometimes, you can grow your network without changing your job.

Task 2 Complete the following summary according to the text. Write no more than three words on each line.

SUMMARY	
Personal experience	<ul style="list-style-type: none"> • After graduating from law school, I held <u>positions</u> as a law professor, a(n) <u>senior official</u> at the Securities and Exchange Commission and a partner in a(n) <u>law firm</u>, and learned a great deal about myself. • There are many factors that will influence your <u>job options</u>. You cannot determine your <u>professional glide path</u>.
Gain transferable knowledge	<ul style="list-style-type: none"> • At school, you shall smartly choose <u>the courses</u> that you will follow to gain the necessary <u>skills and expertise</u> to succeed in a lot of jobs. • At work, one way is to look for jobs that will let you expand your <u>transferable knowledge</u>. Another way is to gain experience in other countries. • Similarly, you can make yourself more valuable to <u>more employers</u> by working in <u>different</u> kinds of organizations during your career.
Enlarge your network	<ul style="list-style-type: none"> • You can enlarge your network of <u>personal relationships</u> by attending conferences or participating in committees at <u>trade associations</u>. • You can establish <u>deep bonds</u> with colleagues by working, conversing, or traveling with them.
Conclusion	<ul style="list-style-type: none"> • To prepare for whatever surprises lie ahead, try to make choices today that will <u>maximize your options</u> in the future.



Follow-up Exercises

I Vocabulary

Task 1 Match the following words in Column A with their synonyms in Column B.

<p>Column A</p> <p>1 puzzle</p> <p>2 considerable</p> <p>3 analysis</p> <p>4 conference</p> <p>5 rigorous</p> <p>6 extensive</p> <p>7 lease</p> <p>8 mandate</p>		<p>Column B</p> <p>A careful</p> <p>B examination</p> <p>C agreement</p> <p>D confuse</p> <p>E meeting</p> <p>F significant</p> <p>G order</p> <p>H far-reaching</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Task 2 Complete the following sentences with the words given below. Change the form if necessary.

lease	analysis	advertise	converse
paraphrase	trajectory	puzzle	committee

- 1 If you want to attract more customers, try advertising on WeChat.
- 2 Try to paraphrase each word and then translate it into Chinese.
- 3 The two men were conversing on music and opera.
- 4 The committee has / have decided to close the restaurant for financial reasons.
- 5 My career seemed to be on a downward trajectory in some sense.
- 6 Under the terms of the lease, you have to pay maintenance charges.
- 7 The book is a(n) analysis of poverty and its causes in this country.
- 8 The deeper meaning of the poem remains a(n) puzzle to all readers.

Task 3 Fill in the blanks in the following passage by selecting suitable words from the word bank. You may not use any of the words more than once.

In the academic world, it's to publish or to perish; getting papers accepted by the right journals can make or break a researcher's career. But beyond an easy tenured position, it's difficult to (1) G success. In 2005, physicist Jorge Hurst suggested the h-index, a(n) (2) O way to evaluate the success of scientists via their publication record. This score takes into (3) D both the number and the quality of papers a researcher has published, with quality accepted as the number of times each paper has been (4) J in peer-reviewed journals. H-index is commonly (5) H in tenure decisions, making this measure an important one, (6) C for scientists early in their career.

However, this index only measures the success a researcher has achieved so far; it doesn't show their future career (7) A. Some scientists stand out after publishing a few (8) N papers; by



(9) I, others make slow progress with a slow start. So how can we estimate what a scientist's career will look like several years down the road? A recent article in *Nature* suggests that we can (10) M scientific success, but that we need to take into consideration several attributes of the researcher (such as the breadth of their research).

A) trajectory	B) smartly	C) especially	D) account
E) analysis	F) career	G) measure	H) considered
I) contrast	J) cited	K) attributes	L) conference
M) predict	N) considerable	O) quantitative	

II Sentence Structure

Task 1 Combine two short sentences into a long one after the model.

Model:

You have finished your formal education. You search for jobs that will allow you to further expand your transferable knowledge.

→ Once you have finished your formal education, search for jobs that will allow you to further expand your transferable knowledge.

1 You start a task. You must bear it through.

Once you start a task, you must bear it through.

2 She gets to know everyone else. I am sure she will be happy here.

Once she gets to know everyone else, I am sure she will be happy here.

3 The project is completed. Opening hours of this theatre will be extended.

Once the project is completed, opening hours of this theatre will be extended.

Task 2 Rewrite the following sentences after the model by using the comparative degree.

Model:

You know many people. Many people will think of you when a job pops open.

→ The more people you know, the more people will think of you when a job pops open.

1 You work hard. You will make great progress.

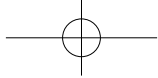
The harder you work, the greater progress you will make.

2 There is much air inside the tire. There is great pressure in it.

The more air there is inside the tire, the greater pressure there is in it.

3 She flatters me much. I like her little.

The more she flatters me, the less I like her.



III Translation

Task 1 Translate the following paragraph from Chinese into English.

职业规划是一件终身大事，它包括选择一种职业、获得一份工作、在工作中成长、可能的工作变化以及最终的退休。进行职业规划时应该有长远考虑。最重要的一步就是了解自己——了解你的价值观、目标和梦想；其次要了解目前都有哪些机会；最后一步就是找到跟你的兴趣或者技能相吻合的机会。

Career planning is a lifelong process, which includes choosing an occupation, getting a job, growing in the job, possibly changing careers, and eventually retiring. Planning a career should start from long-term thinking. The most important step is to understand yourself—your values, your goals, and your dreams. The next step is to see what opportunities are available. Lastly, you should find the opportunities matching your interests or skills.

Task 2 Translate the following paragraph from English into Chinese.

Career planning is an ongoing process. Many occupations have the potential to satisfy your career ideal. Once you have clearly defined what you are looking for in a career plan, you will find that there are a number of occupations that match your goal. You will probably adjust your career plan several times during your working life. In this sense, the typical person entering the workforce at the age of 25 will have as many as five or six different occupations by the time of retirement.

职业规划是一个长期的过程。很多职业都可能会满足你的职业理想。一旦明确自己在职业规划中要寻找的是什么，你就会发现很多职业都跟你的目标相符。在整个职业生涯中，你可能会多次调整自己的职业规划。这么说来，一个25岁进入职场的人到退休的时候很有可能涉足过五六个行业。





Further Reading



The Importance of Having a Solid Career Plan

- 1 Almost everyone has some sort of significant goal or **aspiration** they hope to achieve in the future. For a significant number of people, this includes some type of long-term career plan or dream job that they would like to **obtain**. While these major objectives may seem difficult or even impossible to achieve, they can appear much more **manageable** through the use of a career plan.
- 2 The future can provide an extremely uncertain ride, but having a solid career plan in place can serve as a reliable road map to get you wherever you would like to go.

Career planning helps us grow

- 3 Having a **realistic** career plan in place is often an essential part of our personal growth and development. Without goals to **strive** for, most people find it difficult to **stray** from the easy norm or to gain skills which make them a more valuable **commodity** in the business world. By planning for the future and setting a specific **timeline** for **accomplishing** the things you want to achieve, you will find that your career plan is an effective way to ensure you never lose motivation along the way. Between the accountability of having fixed objectives and the inspiration you'll receive when you **attain** your goals, your career plan is an opportunity to maximize your true potential.

Unlikely you will fall into your dream job

- 4 If one of the important destinations in your future is a much-desired job or position, a career plan truly is a road map to help you reach it. Job search engines are full of available positions, but often the most desired and competitive dream jobs require a significant amount of **prerequisite** experience or education.



- 5 It's very rare that someone will simply fall into their dream job. Most commonly, it takes years of planning, work and even a little bit of luck to develop your current situation into the career of your dreams. By isolating exactly what you'll need to accomplish in order to be a candidate for the job you truly want, **fulfilling** the needed tasks will become much easier and your chances of success are much higher.

Do you want to work forever?

- 6 Having a realistic career plan in place is not just about work. In fact, a great career plan should have a much longer view. Unless your dream job is something that you want to do every single day of your life, your career plan can also be used to determine the steps needed to smoothly enter into retirement down the road.
- 7 By incorporating a **rudimentary** knowledge of financial planning into your career goals, setting yourself up for retirement through proper savings and the **allocation** of investments will serve as a great way to **wrap** up your long-term career plan. Working in your dream job may be where you would like to see yourself in 10 years, but what about when you're in your 60s or 70s?
- 8 Career planning may intimidate some people who are unsure about the direction. They would like to take decades down the road. Instead of being a set-in-stone list of rules and objectives you must follow, your career plan should instead be viewed as simply a way to get what you want. As frequently as our wants and needs change, the tasks we must accomplish in order to achieve them change just as fast. Having a career plan can help you design your future the way you would like it, but can also be flexible enough to change when your personal ambitions and goals do.

(588 words)

Words

aspiration /,æspə'reɪʃn/ *n.* a strong desire to have or do sth. 渴望, 抱负, 志向

obtain /əb'teɪn/ *v.* get sth., especially by making an effort (尤指经努力) 获得, 赢得

manageable /'mænɪdʒəbl/ *a.* possible to deal with or control 可操纵的, 可处理的

realistic /,riə'lɪstɪk/ *a.* 1. based on facts and situations as they really are 现实可行的; 2. able to understand and accept things as they really are 实际的, 现实的

strive /straɪv/ *v.* try very hard to achieve sth. 努力, 奋斗, 力争

stray /streɪ/ *v.* move away from the place where you should be, without intending to 迷路, 偏离

commodity /kə'mɒdəti/ *n.* a product or a raw

material that can be bought and sold 商品

timeline /'taɪmlaɪn/ *n.* a horizontal line used to represent time, with the past toward the left and the future toward the right 时间线, 时线

accomplish /ə'kʌmplɪʃ/ *v.* succeed in doing or completing sth. 完成

attain /ə'teɪn/ *v.* succeed in getting sth., usually after a lot of effort (常指努力后) 获得, 得到

prerequisite /pri:'rekwəzɪt/ *a.* that must exist or happen before sth. else can happen or be done 先决的, 必备的

fulfilling /fʊl'fɪlɪŋ/ *v.* causing sb. to feel satisfied and useful 令人满足的, 让人感觉有意义的

rudimentary /,ru:dɪ'ment(ə)ri/ *a.* dealing with only the most basic matters or ideas 基础的, 基本的



allocation /ˌæləˈkeɪʃn/ *n.* 1. an amount or share of sth. that is given to sb. or used for a particular purpose 分配数量, 划拨款; 2. the process of deciding to give an amount or share of sth. to sb. 分配, 分派, 划拨

wrap /ræp/ *v.* cover sth. completely in paper or other material, for example when you are giving it as a present 包, 裹 (礼物等)

Phrases and Expressions

road map 1. a plan or a set of instructions about how to do sth. 做事计划, 指南; 2. a map that

shows all the main roads and motorways in a region 道路图, 交通图

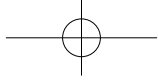
fall into start doing sth. by chance (偶然) 开始

develop into change to or grow up into 转变为, 发展成为

incorporate... into add or include sth. as a part of sth. else 将……纳入或并入

set... up for prepare... for (使) 作好准备





T Further Reading

Detailed Study

Title

1. a solid career plan: a firm or reliable career plan 一个可靠的职业规划

Paragraph 1

2. some sort of: 某种
该短语与下句中的 some type of 意思相近。
3. a significant number of: a great number of 很多, 许多, 大量
4. long-term: *a.* 长期的, 长远的
【反义词】short-term: *a.* 短期的
5. (some type of) dream job: (某种) 理想的工作

Paragraph 2

6. The future can provide an extremely uncertain ride, but having a solid career plan in place can serve as a reliable road map to get you wherever you would like to go.
- 1) have... in place: have, possess 拥有, 具有
e.g. You should have a good model in place.
- 2) serve as: play the role of 充当, 担任
e.g. The girl would like to serve as a female flight attendant on the airline.

Paragraph 3

7. Without goals to strive for, most people find it difficult to stray from the easy norm...
- 1) strive for: fight for, work hard for, struggle for 努力争取
e.g. Both countries are striving for peace in the region.
- 2) stray from: 偏离
【同义词组】deviate from
e.g. You cannot stray from the values that you hold most deeply.
8. fixed: *a.* established, constant, defined 确定的
e.g. The students have a fixed amount of time to learn new concepts.

Paragraph 4

9. much-desired: *a.* very keen, eager 非常渴望的
10. a significant amount of: a great deal of 大量, 很多

Paragraph 5

11. It's very rare that someone will simply fall into their dream job.
- 1) 该句中, someone will simply fall into their dream job 是句子的真正主语, it 为形式主语。
- 2) it is very rare 可以理解为: it is almost impossible.
e.g. It is very rare for the average person to get denied.
12. By isolating exactly what you'll need to accomplish in order to be a candidate for the job you truly want, fulfilling the needed tasks will become much easier and your chances of success are much higher.

该句中, by 引导方式状语, what you'll need to... you truly want 是 isolate 的宾语从句, 而 fulfilling the needed tasks 是现在分词短语作句子的主语。

Paragraph 6

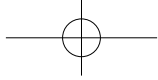
13. Unless your dream job is something that you want to do every single day of your life, your career plan can also be used to determine the steps needed to smoothly enter into retirement down the road.
- 1) 画线部分为过去分词短语作后置定语。
- 2) down the road: used for talking about the future and what may happen 将来, 今后
e.g. Several years down the road, you might find it quite different.
【拓展】go down the road: 走那条路, 那样做
by road: 乘车
in the road: 挡着路
on the road: 在路上
along the road: 沿路

Paragraph 7

14. By incorporating a rudimentary knowledge of financial planning into your career goals, setting yourself up for retirement through proper savings and the allocation of investments will serve as a great way to wrap up your long-term career plan.
- 1) 画线部分为方式状语。
- 2) incorporate... into: 将...纳入或并入
e.g. It allows you to incorporate the existing technologies into application.
- 3) rudimentary: *a.* 基础的, 基本的
e.g. The tracing capabilities are rudimentary, but will be sufficient for our purposes.
- 4) set yourself up for retirement: 为退休作好准备
【拓展】set yourself up as: 自称是, 自命为
set up house / home: 安家, 成家
- 5) wrap up: complete 圆满完成
e.g. Let us wrap up this series of articles.

Paragraph 8

15. set-in-stone: *a.* 一成不变的
e.g. It is advised to use the book as a source for ideas, not as a set-in-stone complete guide to life.
16. As frequently as our wants and needs change, the tasks we must accomplish in order to achieve them change just as fast.
- 1) just as fast 意为“一样快”, 其后省略了 as our wants and needs change.
- e.g.* An enemy might come out of nowhere and then vanish just as fast.
- 2) 画线的 we must accomplish in order to achieve them 为定语从句, 修饰 the tasks.



参考译文

可靠的职业规划很重要

1 几乎每个人都有希望能在未来实现的重要目标或志向。对很多人而言，这种目标或志向包括某些长期的职业规划或某份心仪已久的理想工作。虽然这些重要的目标似乎难以实现或根本不可能实现，但是职业规划可以使其显得更易掌控。

2 尽管未来的变数很大，但一个可靠的职业规划如同一张路线图，它能指引你到达任何你想要去的目的地。

职业规划帮助我们成长

3 一个切实的职业规划对我们的个人成长和发展来说十分必要。如果没有奋斗目标，大多数人很容易安于现状或者很难去获取能在商业社会中提升他们自身价值的技能。通过对未来的规划或者设定实现目标的具体时间线，你会发现职业规划是确保你在奋斗过程中不丧失斗志的有效方法。从确立目标后产生的责任感，到目标实现后受到的鼓舞，这期间职业规划能帮助你最大程度地发挥自己的真实潜力。

获得理想的工作也许没那么容易

4 如果你未来的重要目标之一是获得一份理想的工作，那么职业规划真的是助你实现目标的指南。求职搜索引擎上有很多现成的职位，但大多数最具吸引力且竞争激烈的工作通常都对求职者的工作经验和教育背景有诸多要求。

5 很少有人能够轻而易举地获得理想的工作。通常而言，你需要花好几年时间去规划、实践，甚至还需要一点点运气，让你目前的形势朝着理想的职业方向发展。为了得到真正想要的工作，你得把必须完成的任务单独列出来，这样实施起来会更容易，成功的机率也更大。

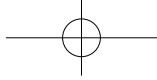
你想一直工作下去吗？

6 一个切实的职业规划关心的不仅仅是工作。事实上，一个好的职业规划应该考虑得更为长远。除非你理想的工作是生命中每一天都想去做的事，否则在进行职业规划时还应该考虑如何顺利过渡到退休阶段。

7 职业规划中要用到财务计划基本知识。通过适量存款和分散投资给自己的退休作好准备，这也是长期职业规划中的很重要的一点。未来十年中，也许你期盼能做自己理想的工作，但是谁会知道六七十岁时候的情况呢？

8 职业规划可能会吓到一些已经工作了几十年但依然不明确其未来发展方向的人。不要把职业规划看作必须要一成不变地遵从的规则和追随的目标，它应是一种能让你如愿以偿的方式。由于我们的所需所想常常发生变化，所以为实现这些梦想而必须要完成的任务也会相应有所变化。职业规划可帮助我们按照自己喜欢的方式设计未来，也可以在个人抱负和目标发生变化时灵活地进行调整。





Comprehension

Task Decide whether the following statements are true (T) or false (F) according to the text.

- (F) 1 A solid career plan cannot help people a lot because the future is extremely uncertain.
- (T) 2 A career plan is an effective way to make sure that you are always motivated to achieve your goals.
- (F) 3 Most jobs demand that candidates have plenty of work experience and have accepted higher education.
- (F) 4 It's very often that someone will simply fall into their dream job.
- (T) 5 A realistic career plan is not just about work, and it should have a very long-term view.
- (F) 6 A long-term career plan doesn't involve proper savings and the allocation of investments.
- (T) 7 People who are uncertain about their career direction might be afraid of having a career plan.
- (F) 8 A career plan can help you design your future, but it cannot be flexibly changed when your personal ambitions and goals change.

Level-up Exercise

Task Please list the benefits of career planning and the reasons for doing it.

Benefits

- Helping us to grow mature.
- Helping us to design our future.
- Helping us to gain a much broad view of life.

Reasons

- A career plan is an effective way to ensure that we will never lose motivation.
- A career plan can serve as a reliable road map to get us wherever we would like to go.
- A career plan can be used to determine the steps needed to smoothly enter into retirement.



Vocational Listening and Speaking

Task 1 Listen to a long conversation and choose the best answer to each question you have just heard.

- A. Taking management courses.
 B. Teaching English at a university.
 C. Doing marketing work.
 D. Studying for a degree in French.
- A. She wants to get a higher salary.
 B. She wants to be close to her family.
 C. She doesn't like the job in Geneva.
 D. She has gained enough work experience.
- A. Call the man again a couple of days later.
 B. Read the advertisement again for more details.
 C. Send a CV to the company and wait for an interview.
 D. Find more information about the position.

Word Bank

marketing /'mɑ:kɪtɪŋ/ *n.* 市场营销
 fabulous /'fæbjʊləs/ *a.* 极好的
 arrangement /ə'reɪndʒmənt/ *n.* 安排
 detailed /'di:teɪld/ *a.* 详细的

Task 2 Listen to two passages and choose the best answer to each question you have just heard.

Passage One

- A. Job security.
 B. Good working conditions.
 C. Recognition.
 D. Attractive wages and benefits.
- A. Let them work as individuals.
 B. Let them work as family members.
 C. Treat them equally.
 D. Let them work as a team.
- A. They are not accepted easily by administrators.
 B. They concern a small number of people only.

- C. They will not bring real benefits to the staff.
 D. They are beyond the control of ordinary workers.

Passage Two

- A. Gaining experience in a job.
 B. Finding passion in a career.
 C. Finding friendship in a career.
 D. Finding chances to promotion in a career.
- A. Make sure your occupation is a good fit for you.
 B. Make sure you find a perfect occupation.
 C. Make sure you love your occupation best.
 D. Make sure you will succeed in an occupation.
- A. Finding your passion.
 B. Doing some homework.
 C. Finding career satisfaction.
 D. Making wise choices.

Word Bank

head over heels 完全地, 深深地
 beat oneself up 打败自己
 infrequently /ɪn'fri:kwəntli/ *ad.* 不经常地

Task 3 Listen to three recordings of lectures or talks and choose the best answer to each question you have just heard.

Recording One

- A. To thank Madam Machel Graca for her invitation.
 B. To remember Mr. Mandela at the Nelson Mandela Centre of Memory.
 C. To show his pleasure in the trip to South Africa.
 D. To celebrate a special evening with President Mandela.
- A. He met President Mandela a number of years ago.
 B. He has been to South Africa many times.



- C. This is his first official tour on behalf of the Queen.
D. He knows very little about President Mandela.
- 3 A. To unlock the huge talent among the youth in South Africa.
B. To improve the living condition of the disadvantaged young people in the world.
C. To encourage young people to pursue their dreams in South Africa.
D. To promote the economy in South Africa.
- 4 A. The impact that President Mandela had on South Africa.
B. The time to visit South Africa again.
C. Protecting South Africa's natural heritage, especially its critically endangered animals.
D. Empowering the next generation of engaged South African citizens.

Word Bank

eloquent /'eləkwənt/ *a.* 雄辩的, 有口才的
momentum /məʊ'mentəm/ *n.* 势头
incredibly /ɪn'kredəbli/ *ad.* 难以置信地, 非常地
hospitality /,hɒspɪ'tæləti/ *n.* 好客, 殷勤

Recording Two

- 5 A. Highlighting the mental health of children.
B. Prioritizing the physical health of children.
C. Helping teachers solve their problems.
D. Assisting parents to prevent problems.

- 6 A. To render children enough love and care.
B. To give all children the space to build their emotional strength.
C. To provide children with happy homes.
D. To listen to and trust their children.
- 7 A. Later in their lives.
B. When they are on campus.
C. Early in their lives.
D. When they get married.

Recording Three

- 8 A. More than 180. B. Less than 100.
C. 17. D. More than 150.
- 9 A. To choose the path of compromise and consensus.
B. To inspire new sustainable development.
C. To take flexible action.
D. To prevent global emissions.
- 10 A. Food and water security.
B. Lower global emissions.
C. Economic stability.
D. International peace and security.



Vocational Listening and Speaking

Task 1 Transcript

W: Hello, this is Jenny and I'm calling to apply for the position of Sales Assistant in your company.

M: Hello. Could you tell me something about yourself?

W: Yes. I'm 25. I've been working abroad for two years.

M: Where have you been working?

W: In Geneva.

M: Oh, Geneva. And what have you done there?

W: Marketing.

M: Why do you want to come back?

W: Well, I am really wishing to be closer to my family.

M: I see. So how do you plan your career as a salesperson?

W: I am very interested in international trade because of my work experience abroad. And I think I will be an excellent sales manager someday.

M: That is fabulous! And what foreign languages can you speak?

W: French and Italian.

M: OK. I think you are a good candidate for the position.

W: Thank you so much. So will I have a formal interview later?

M: That's sure. Could you please send us a CV as soon as possible? And I will reply to you telling the specific arrangements.

W: No problem. I am really looking forward to the interview.

M: Fine. Do you have any other questions?

W: No, I don't. The advertisement is very detailed.

M: OK. See you then. Goodbye.

W: Goodbye.

Questions 1 to 3 are based on the conversation you have just heard.

1. What has the woman done in Geneva?
2. Why does the woman want to find a job in her own country?
3. What is the woman asked to do in the end?

Task 2 Transcript

Passage One

It is commonly accepted that things like good labor relations, good working conditions, good wages and benefits, and job security motivate workers. But one expert argues that these things do not motivate workers, they are just some satisfiers.

Motivators, on the contrary, include things such as having a challenging and interesting job, recognition and responsibility. However, even with the development of computers and robotics, there are always plenty of boring, repetitive and mechanical jobs, and lots of unskilled people who have to



do them. So how do managers motivate people in such jobs?

One way is to give them some responsibilities, not as individuals, but as a team. For example, some supermarkets combine office staff, the people who fill the shelves, and the people who work at the checkout into a team. And let them decide what product lines to stock, how to display them, and so on.

Many people now talk about the importance of a company's shared values or culture, with which all the staff can identify. For example, being the best hotel chain, or making the best, the most user-friendly, or the most reliable products in a particular field. Such values are more likely to motivate workers than financial targets, which ultimately only concern a few people.

Unfortunately, there are only a limited number of such goals to go around. And by definition, not all the competing companies in an industry can seriously try to be the best.

Questions 1 to 3 are based on the passage you have just heard.

1. What can actually motivate workers according to the passage?
2. How can people be given responsibilities?
3. Why are financial targets less likely to motivate workers?

Passage Two

Many authors have written books and articles that stress the importance of finding your passion when you choose a career. Some career experts say your work must be meaningful. You won't be satisfied if it isn't. They say it should inspire you. It has to be your calling. I am not surprised some of my clients don't think it's good enough to like what they do. They've heard repeatedly they must be head over heels in love with their careers.

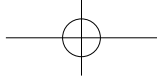
You should stop worrying about trying to find your passion. If you happen to come upon a career that allows you to do work about which you are passionate, that's great. Stop beating yourself up about it if you don't or you will never feel satisfied with your career choice. You can have a very successful career that involves doing work you enjoy—not necessarily love—but at least like.

The key to achieving career satisfaction is to make sure you choose an occupation that is suitable for you. Make sure it is a good fit for your personality type, interests and values. You should have a talent or natural ability for it. You need proper training that will allow you to do your job well. Having certain soft skills will let you succeed in your career. These are personal qualities you are either born with or acquire through life experiences.

Remember that even when an occupation is a good fit for you, if you don't enjoy most of the day-to-day activities, you won't enjoy your work. Don't expect to like every single task for which you are responsible. Chances are you won't. Nobody does. If you dislike doing something that is only a small part of your job or something you have to do only infrequently, you will be OK. Do your homework before you choose an occupation to find out if it is a good match for you. Remember, there's more to career satisfaction than finding your passion.

Questions 4 to 6 are based on the passage you have just heard.

4. What do many books and articles stress according to the passage?
5. What is the key to achieving career satisfaction?
6. What is more important in a very successful career according to the author?



Task 3 Transcript

Recording One

Thank you very much. Good evening, everybody.

First, I would like to thank Madam Machel Graca for inviting me to join you all this evening. It is a huge pleasure for me to be here at the Nelson Mandela Centre of Memory to remember Mr. Mandela, in the company of those who knew him best.

It is not for me to try and put into words the impact that President Mandela had on South Africa, or a generation across the globe—those far more eloquent than I have already done so. However, I was fortunate enough to meet him a number of years ago and I have treasured that memory ever since.

Although I have been to South Africa many times, this is my first official tour on behalf of the Queen. I have been keen to see how Mr. Mandela's values and his legacy are inspiring the next generation and shaping the future for South Africa.

I have visited a number of fantastic organizations over the last four days, supporting some of the most disadvantaged young people across the country. These organizations, although very different, are united in ambition: to unlock the huge talent among the youth in South Africa regardless of background or circumstances and crucially on World Aids Day, the status of their health.

These organizations, which include the Nelson Mandela Foundation, are empowering the next generation of engaged South African citizens. This innovative centre for memory opens up history to help guide the future. I am sure Mr. Mandela would be pleased to see such great work being carried in his name, giving inspiration to so many.

I also know that President Mandela worked tirelessly to protect everything that is special about this beautiful country for all future generations. To that end, I was pleased on this trip to lend my support to the conservationists who are fighting to protect South Africa's natural heritage, especially its critically endangered animals. Much of this work is a burden that South Africa bears on behalf of the entire world, and there is a gathering momentum to support you in this urgent task. I was pleased to be able to discuss this with President Zuma this morning and share my hopes for the future.

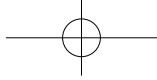
I can think of no better way of ending my visit to South Africa than by joining you here this evening to remember Mr. Mandela as we approach the anniversary of his passing. I know he is missed by a generation, a nation and most keenly by his family. However, he will never be forgotten.

I would like to end by thanking all the South Africans I have met over the last few days for their incredibly warm welcome and hospitality. I look forward to seeing you again soon when I no doubt visit this beautiful country again. And now I have to catch a flight.

Thank you.

Questions 1 to 4 are based on the talk you have just heard.

1. Why was the speaker invited to deliver this talk?
2. Which of the following statements about the speaker's visit is NOT true?
3. What's the ambition of the organizations that the speaker visited?
4. What did the speaker discuss with President Zuma?



Recording Two

Thank you, Catherine, for that kind introduction. I was delighted when I was asked to help open today's conference. I want to start by saying a big thank you to all of the head teachers here today. I know how much is asked of you. The fact that you are all committing your valuable time to support Place2Be, and prioritize the mental health of your students is something that all parents should be grateful for.

I often get asked why I decided to spend time highlighting the mental health of children. I imagine my answer might be similar to many of yours.

I know that I was lucky. My parents and teachers provided me with a wonderful and secure childhood where I always knew I was loved, valued and listened to. But of course many children aren't so lucky. I am sure you will agree that all children deserve time, attention and love from the adults in their lives. These basic qualities are so much more valuable than the always changing material and social concerns that can seem so important to young people. As today's theme reminds us, many children—even those from stable, happy homes—are finding that their heads are just too full. It is our duty, as parents and as teachers, to give all children the space to build their emotional strength and provide a strong foundation for their future.

Of course, not all children have a strong family. Many will arrive through your school gates feeling a real lack of love and devotion in their lives. This often leaves them feeling insecure and without confidence and trust in the world around them. That is why your work is so important.

Parents, teachers and other school staff need the tools to help these young people early in their lives. And the earlier, the better. It is proven that early action prevents problems later in life.

Imagine if everyone was able to help just one child who needs to be listened to, needs to be respected, and needs to be loved—we can make such a huge difference for an entire generation.

As head teachers, you have the chance to reach tens of thousands of children during your careers, and make an impact on such a great scale. Thank you for making the work of Place2Be part of your mission. I hope you know how much your work is valued.

Thank you and I look forward to the rest of the afternoon.

Questions 5 to 7 are based on the talk you have just heard.

5. What is this talk talking about?
6. What's the teachers' and parents' duty according to this talk?
7. When do parents and teachers need to help young people who feel insecure?

Recording Three

Ladies and Gentlemen, you are here today to write the script for a new future, a future of hope and promise, of increased prosperity, security and dignity for all.

In September, at the United Nations, you adopted an inspiring, new sustainable development agenda with 17 sustainable development goals, endorsed by all the people of the world. You showed your commitment to act for the common good. It is now time to do so again.

More than 150 world leaders have come to Paris and are here together in one place, at the same time, with one purpose.

We have never faced such a test. A political moment like this may not come again. But neither have we encountered such a great opportunity at this time. You have the power to secure the well-being of this



Task 4 Work in pairs to make a conversation according to the situation given below, using the useful expressions given in the box if necessary.

Situation: After studying the two texts in this unit, Andy and Sophie start to think about their future career and now they are talking about each other's career planning on their way home.

Useful Expressions

Questions and answers about career planning:

- What is your ideal career in the future?
- What would you like to be in several years?
- What is the most important thing you expect to get from your career?
- Do you want to get a quick promotion?
- I would like to be a(n)... in the future.
- In five years, I'd like to be a senior manager of the industry.

- The most important thing to me is..., because...
- The most important thing I expect to get from my career is...

Suggestions on career planning:

- I strongly advise you to...
- You shall study hard in class and gain some work experience after class.
- You'd better consider...

and succeeding generations.

I urge you, distinguished leaders, to instruct your ministers and negotiators to choose the path of compromise and consensus and if necessary, flexibility. Bold climate action is in the national interest of every single country represented at this conference.

The time for brinkmanship is over. Let us build a durable climate regime with a clear rule of the roads that all countries can agree to follow. Paris must mark a decisive turning point.

We need the world to know that we are headed to low-emissions, climate-resilient future, and that there is no going back. The national climate plans submitted by more than 180 countries are as ours.

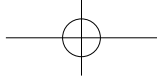
Today is a very good start. But we need to go much faster, much farther if we are to limit the global temperature rise to below 2 degrees Celsius.

The science has made it plainly clear. Even a 2-degree Celsius rise will have serious consequences for food and water security, economic stability and international peace and security.

That is why we need a universal, meaningful and robust agreement here in Paris.

Questions 8 to 10 are based on the recording you have just heard.

8. How many world leaders have come to Paris?
9. What does the speaker urge the distinguished leaders to do?
10. Which of the following is NOT the consequence of a 2-degree Celsius rise in temperature?



Practical Writing

Emails

Email is sometimes written as “e-mail.” It is a system, in which computer users can exchange messages with each other by using a communication network. Email servers accept, forward, deliver, and store messages. There are many servers available to send and receive emails, including Gmail, Hotmail, Outlook, and so on.

An email often consists of two major parts: the heading and the body. The heading should include the following items: To (the email address of the addressee), From (the email address of the sender), Cc (carbon copy, for an addressee or some addressees to whom the sender wants to send a copy of an email), Bcc (blind carbon copy, for an addressee or some addressees receiving a copy of an email without letting the other addressees know that), Subject (the theme of an email) and Attachments (files which go with an email). The body includes such elements as salutation, text, complimentary close and signature, which includes the sender’s name, title and organization, if necessary. When writing and sending an email to someone, you’d better take the following tips into consideration:

1 Make sure that your email address is suitable

The email address that you use should refer to your real name, which allows the addressee to identify you a lot easier. Never use your nickname or a different username.

2 Keep the subject concise

The subject is what allows the addressee to quickly identify your purpose of writing the email. Therefore, you’d better keep it as short and simple as you can, and stick straight to the point that you want to propose.

3 Use proper salutations

Be sure that you always refer to the addressee by name. If the addressee has got a title, be sure to use it with the last name. This is the standard greeting in an email, which is always followed by a comma or a colon. If you don’t know the addressee’s name, simply refer to him or her as Sir or Madam (for example, “Dear Mr. Smith,” “Dear Madam,”).

4 Keep the body simple and short

The body of an email is similar to that of a letter. But it is usually shorter and simpler. If the body is too long, some parts of it can be sent as an attachment.

5 Have a proper complimentary close

The way of closing an email depends on how your relationship is with the addressee. There are a number of ways to conclude an email (Yours sincerely, cordially, respectfully, etc.)



6 Have an appropriate signature

If you've got a certain job title that you want to project onto people, make sure that you include it alongside your name at the end of a business email.

In a word, a formal email would have no errors, grammatically or textually. Make sure that your email looks nice and aligned before you send it.

Sample:

To: lihua@xxxx.com
Cc: xyz@xxxx.com
Bcc: abc@xxxx.com
From: John Smith <johnsmith@xxxx.edu.cn>
Subject: Thanks for the position

Dear Mr. Li,

As we discussed on the phone, I am very pleased to accept the position of Marketing Manager with the company. Thank you for the opportunity. I am eager to make a positive contribution to the company and to work with everyone there.

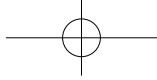
As we discussed, my starting salary will be £3,000, and insurance and housing fund benefits will be provided after three months of employment.

I look forward to starting employment on April 25, 2016. If there is any additional information or paperwork you need prior to then, please let me know. I, again, extend my sincere gratitude to you.

Yours sincerely,
John Smith

Labels and arrows pointing to the email structure:

- Addresssee (points to To)
- Blind carbon copy (points to Bcc)
- Subject (points to Subject)
- Body (points to the main text)
- Closing (points to Yours sincerely)
- Signature (points to John Smith)
- Carbon copy (points to Cc)
- Sender (points to From)



Task 1 Suppose that you are a junior at a university studying public relations and hope to work as an intern at Jones Public Relations this summer. Complete the following email to Mr. Jones.

To: rjones@jpr.com

From: alamb@xxx.edu.cn

Subject: Application for Internship

Dear Mr. Jones,

I am a junior at xxx University studying public relations and I am very interested in pursuing a career in marketing.

I would like to offer my services and show my interest in pursuing an internship at Jones Public Relations this summer. I am one of the top students in my major, and I have also received merit scholarships and participated in many extracurricular activities, such as Best Buddies. Most importantly, my experience in the position of Vice President of Communications allows me to develop my social skills. You may contact me via phone or email, and I look forward to hearing from you. Thank you so much!

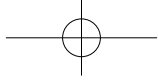
Sincerely,

Andrea Lamb

Task 2 Write an email to your friend Mark to send congratulations on his winning the scholarship to Pittsburg State University.

Dear Mark,

I take great pleasure in sending congratulations on your winning the scholarship to Pittsburg State University.

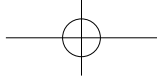


While I'm not a little surprised, I'm all happy to get the good news. I know you have got excellent records for all the courses you took through your own industriousness and perseverance. It is really a great achievement to you to achieve the goal you set for yourself. I'm really proud of you. Warmest congratulations.

Yours,

Zhang Hua





Workplace Communication Skills

How to Be Confident

Confidence is all about being certain in your life no matter what you experience. Learn to be more confident, and you will have a fulfilling and rewarding life.

We all experience the same difficulties of life like paying the bills, keeping healthy and staying fit, reconnecting with our spouse and raising our children. As Jim Rohn says, “The same wind blows on us all.” What separates an insecure person from a confident person is how they handle each and every situation in their life. It’s the direction that you take matters when a difficulty comes up. You can either travel backward or travel forward the direction you want to go in. When you’re able to live in alignment with your deepest values and beliefs in life, your self-confidence and inner being will be nourished. Try the following ways that can help to make you confident and get over any uncertainty in your life.

1 Perfect your posture

How you carry yourself communicates a lot to other people, so make sure you’re telling them that you’re confident. Keep your shoulders back, your spine straight, and your chin high. Walk with purpose instead of dragging your feet, and sit up straight. When you look like a confident person on the outside, you’ll be approached as one by the world around you.

2 Smile genuinely

Keep your grin in easy reach—you’d be surprised how even a small smile can disarm many a social situation and make everyone feel more comfortable. If you’re worried that your smile is fake, keep it small. A fake smile can be spotted from a mile away. On the other hand, if you’re genuinely happy to see someone—or just happy for the chance to show your confidence—give a smile from your heart.

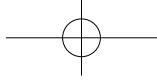
3 Make eye contact

Making eye contact can work wonders on how others perceive you. Don’t be afraid to meet the gaze from someone else; it not only shows that you are a person worthy of communicating with, but tells them you respect them, acknowledge their presence, and are interested in the conversation.

4 Have approachable body language

If you see a person huddled in the corner pretending to play games on their mobile phone, are you going to come up and say hello? Probably not. If you want others to approach you, make sure you’re approachable.

If you have your arms and legs crossed, you’re telling others that you’re not interested in welcoming them. Same goes for your face and hands—if it’s clear you’re preoccupied with something else (be it a thought or your cell phone), people will take the hint.



5 Recognize your talents and good qualities

No matter how down you feel, try to pat yourself on the back a little and remember the things that you are good at. Focusing on your better attributes will distract you from perceived flaws and will boost your sense of worth. Think of your good qualities in looks, friendships, talents, and most of all, personality.

Having confidence isn't a finish line you cross once, and the process won't always move forward—there will be days when you feel like you're starting from square one. Take a deep breath, remember the self-confidence hurdles you've already cleared, and resolve to keep going. In the toughest times, it is good to make it your duty to pat yourself on the back.

Task Suppose that you are going to have an interview for a job. How to prepare for it? Here we go! Now work in pairs, and you're going to play the role of an interviewee while your partner is going to be an interviewer. Try to be confident in the interview.

You may do it following this process:

- ▼ Greet and introduce each other.
- ▼ As an interviewer, prepare these four questions: Can you tell me something about yourself? Why do you want to work here? Where do you see yourself in five years? What are your expectations of our company?
- ▼ As an interviewee, find answers to the questions above.
- ▼ Design a conversation (an interview) between the interviewer and the interviewee by using the questions and answers that you have prepared.
- ▼ After that you are going to present the interview in front of the class.

When conducting the interview, you'd better pay attention to the following aspects:

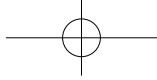
- Appear confident and act confidently;
- Design a well-organized and logical presentation;
- Be sure to speak correctly and fluently.

This part is to help students find out how to be confident in an interview. It is essential for them to learn that if they look confident, eventually they'll feel confident too.

When designing the interview, they should pay special attention to appearing confident and acting confidently. The correctness and fluency of language cannot be neglected. Furthermore, they should make sure that the interview can be finished within five minutes.

The teacher may guide the students to conduct the interview as follows:

- ▼ Introduce the task to them and clarify the requirements;
- ▼ Help each student find a suitable partner so that they can cooperate pleasantly;
- ▼ Help them find out the proper answers to the questions;
- ▼ Recommend some materials to them;
- ▼ Help them rehearse the interview;
- ▼ Randomly invite several groups to perform their interview in front of the class;
- ▼ Comment on their performances positively and try to give some constructive suggestions to them.



Workplace Exploring

Work in groups of five, and suppose that you are a career planning counselor while the other four are your clients. The following are some target careers that your clients want to achieve. Give them some constructive suggestions on how to plan for those careers. Take turns to do the activity.

No. 1: Health care investment banker. Health care investment involves the vast majority of bulge bracket banks, with a range of talent competing in this area.

1. You'd better acquire a bachelor's or master's degree in biology;
2. You have to learn enough financial knowledge;
3. Try to gain a broad skill set that you can apply to business.



No. 2: Post-MBA private equity professional. Private equity firms have switched their attention from analyst recruitment to the post-MBA hiring.

1. Try to gain some special academic achievements, such as being a top ranked analyst or passing the accounting exams;
2. Try to gain some useful financial experience in a top investment bank;
3. Be sure to be a winner in your personal interests.



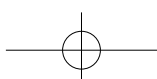
No. 3: Compliance analyst. No list of top finance jobs would be completed without a nod to the skills in compliance.

1. You'd better earn a bachelor's or master's degree in business, law or a field relevant to the industry in which you want to work;
2. Try to have a good command of analytical and problem-solving skills;
3. Try to master excellent writing and speaking skills.



No. 4: Financial advisor with sticky clients. If you are a private banker or financial advisor with lots of clients and assets, there will be a lot of firms that would like to talk with you.

1. Try to acquire abilities to establish trust with sticky clients;
2. Try to take online information and social media as marketing tools;
3. Learn to encourage your clients to make a financial plan and build the discipline to stick to it.





A Glimpse of Culture

Work Experience: Choosing to Go Abroad

Working abroad will not only help you develop skills in your chosen area, but will be great experience appealing to potential employers, who are likely to be looking for someone with something extra—they want a **well-rounded** person with “life” skills who can easily adapt to different environments. There are loads of companies to choose from, and loads of countries you can work in. The world is your **oyster**, but the **downside** is that it will cost you, and there are extra issues to take into consideration.

Hidden costs

It's worth bearing in mind that sometimes these **placements** have extra costs associated with them. Most companies won't include, for example, flights to and from the country, but they may include insurance. Sometimes they won't include certain meals or **visas**. Make sure you check their website carefully, or speak to a representative about what is included and **excluded** from the price before you book a placement.

Health comes first

As with traveling anywhere, it's important to take care of your health—you'll be of no use to anyone if you fall ill! If travel insurance is not already included in the price of your placement, make sure you sign up for insurance that will cover you for the length of your stay.

Research the company you want to go with

Sometimes the company you go with can make or break what should be an incredible learning experience. Check message boards and online forums for information on companies, particularly negative experiences. Don't just read the **testimonies** from happy customers on their website or brochure—ask for an email address of someone who has been on your placement previously, and email them with any **queries** or worries you may have.





Research the country you're going to

It sounds obvious but it's important to understand what you're getting yourself into. Is it generally safe for tourists there? Have there been any problems in that area in the last couple of years? Will you be staying in **accommodation** with other volunteers or with a host family? Are you able to travel on public transport alone to and from your workplace? If you like going out, do some research on the nightlife in the city you're going to, and how much it's likely to cost you. It's also an excellent idea to check up on cultural customs and the local law—you don't want to accidentally insult your host family, **breach** cultural dress **codes** or end up on the wrong side of the law!

Questions:



- 1 What are the advantages of working abroad?

Working abroad will not only help me develop skills in my chosen area, but will be great experience appealing to my potential employers, showing that I am a well-rounded person with "life" skills who can easily adapt to different environments.

- 2 What issues you have to take into consideration when you choose to work abroad?

When choosing to work abroad, I have to take the following factors into consideration: First of all, consider the hidden costs such as fees for flight to and from the country and travel insurance. Secondly, make sure I have signed up for insurance that will cover the length of my stay. Next, know something about the company I want to go with. Finally, learn something about the country I want to go, including cultural customs and the local law.

Words

well-rounded /wel 'raundɪd/ *a.* having a variety of experiences and abilities and a fully developed personality 全才的, 全面发展的

oyster /'ɔɪstə/ *n.* 牡蛎, 蚝

downside /'daʊn,saɪd/ *n.* the disadvantages or less positive aspects 缺点, 不利方面

placement /'pleɪsmənt/ *n.* (also work placement) a job, often as part of a course of study 实习工作, 实习课

visa /'vi:zə/ *n.* a stamp or mark put in your passport by officials of a foreign country that gives you permission to enter, pass through or leave their country 签证



exclude /ɪk'sklu:d/ *v.* not include sth. in what you are doing or considering 不包括, 排除

testimony /'testɪməni/ *n.* a thing that shows that sth. else exists or is true 证据, 证明

query /'kwɪəri/ *n.* a question, especially one asking for information or expressing a doubt about sth. 疑问, 询问

accommodation /ə,kɒmə'deɪʃn/ *n.* a place to live, work or stay in 住处, 办公处, 停留处

breach /brɪ:tʃ/ *v.* break a law, rule or agreement, etc. 违背, 违反

code /kəʊd/ *n.* a system of words, letters, numbers, etc. that represent a message or record information secretly 密码, 暗码, 代码

Phrases and Expressions

bear... in mind remember or consider sb. / sth. 记住

be associated with connected with or related to 与……联系, 与……有关

get oneself into go into or put oneself into 进入

check up on find out if sth. is true or correct 查证, 核实

on the wrong side of the law doing sth. illegal and having to deal with the police 犯法