

Contents

UNIT 1 Self-discovery 2

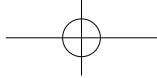
Warm-up	3
In-depth Reading Follow a Career Passion? Let It Follow You	4
Further Reading Fit for Work	11
Vocational Listening and Speaking	16
Essay Writing Argumentation Writing	18
Translation Skills Diction	20
Workplace Exploring	23
A Glimpse of Culture Experiencing the World Inside Out or Outside In	24

UNIT 2 Workplace Friendship 26

Warm-up	27
In-depth Reading Why Friends Matter at Work and in Life	28
Further Reading Work Friends vs Real Friends	35
Vocational Listening and Speaking	38
Essay Writing Presenting a Viewpoint	41
Translation Skills Conversion	43
Workplace Exploring	47
A Glimpse of Culture About Intercultural Friendship	48

UNIT 3 Job-hunting 50

Warm-up	51
In-depth Reading Job-hunting? Think Like a Lion!	52
Further Reading Your Weakness May Be Your Competitive Advantage	59
Vocational Listening and Speaking	65
Essay Writing Using Evidence to Support a Viewpoint	68
Translation Skills Amplification	71
Workplace Exploring	75
A Glimpse of Culture East vs West: Cultural Differences in the Job Interview	76



UNIT 4 Corporate Culture 78

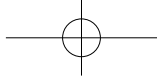
Warm-up	79
In-depth Reading Sweet Jobs: Making Careers & Culture Meaningful at Mars	80
Further Reading Zappos: A Workplace Where No One and Everyone Is the Boss	88
Vocational Listening and Speaking	92
Essay Writing Reasoning	94
Translation Skills Omission	96
Workplace Exploring	99
A Glimpse of Culture The Wolf Strategy — How Chinese Companies Will Out-innovate the West	100

UNIT 5 Self-management 102

Warm-up	103
In-depth Reading Leading by Example: A Guide to Self-management	104
Further Reading 4 Cs for Maintaining Emotional Self-control at Work	112
Vocational Listening and Speaking	116
Practical Writing Résumé	119
Translation Skills Inversion	121
Workplace Exploring	124
A Glimpse of Culture Why Germans Work Fewer Hours But Produce More?	125

UNIT 6 Anti-frustration 128

Warm-up	129
In-depth Reading Dealing with Adversity and Frustration	130
Further Reading Frustration in the Workplace: A Costly Epidemic	137
Vocational Listening and Speaking	141
Practical Writing A Letter of Invitation	143
Translation Skills Negation	145
Workplace Exploring	148
A Glimpse of Culture Keep Calm in Frustration	149



UNIT 7 Business Etiquette 152

Warm-up		153
In-depth Reading	Not Fail to Observe Good Etiquette in Business	154
Further Reading	The New Rules of Office Etiquette	162
Vocational Listening and Speaking		166
Practical Writing	A Letter of Appreciation	168
Translation Skills	Division & Combination	170
Workplace Exploring		173
A Glimpse of Culture	American vs Chinese Business Culture	174

UNIT 8 Teamwork 176

Warm-up		177
In-depth Reading	Working in a Team: Advantages and Disadvantages	178
Further Reading	A Team That Rows Together Grows Together	185
Vocational Listening and Speaking		189
Practical Writing	A Letter of Complaint	192
Translation Skills	Cohesion	194
Workplace Exploring		197
A Glimpse of Culture	Managing Cross-cultural Teamwork	198

Glossary 201
