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技能指南

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Answer key

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# 技能指南

长篇阅读要求学生在限定的时间内，有方法、高效率地阅读材料，理解文章，并从中获得所需要的信息。长篇阅读与快速阅读有一定的区别，快速阅读侧重阅读的速度，不太关注细节，而长篇阅读强调在较短的时间内阅读篇幅较长的材料，尽可能多地获取信息，并且快速识别、定位重要信息，以便在短时间内达到最佳的阅读目的和理解效果。与其他语言能力一样，这也是一种需要专门学习、培养和训练的能力，可以通过适当的方法掌握。

## 1 长篇阅读的特点及阅读方法

### 1) 速度与理解并重

与一般意义上的仔细阅读侧重理解的准确性不同，长篇阅读是一种限时阅读，即在规定的时间内阅读篇幅较长的材料，在理解文章主旨大意的同时，获取文章中的主要事实和重要细节。

### 2) 略读 ( Skimming )

略读主要是指“全景式”通览全文，有选择地阅读材料中的部分内容，快速了解文章大意。换句话说，略读可以跳过某些细节，以求从宏观上把握文章的主要信息，从而加快阅读速度。例如，在阅读新闻报道时就常用这种方法：浏览文章的开头段落以了解文章的主题及文章大体内容，然后即可快速阅读，了解文章的一些辅助细节，不需要逐字逐句地阅读。

### 3) 寻读 ( Scanning )

寻读也称为查读，指用较短的时间快速扫视文章，迅速查找出某一个具体事实或某一个特定信息，主要适用于细节检索式问题的解答。这是一种带着明确目的寻找特定信息、忽略无关内容的点式阅读方法。运用这种方法，能在最短的时间内阅读尽可能多的材料，找到所需要的信息。例如，在车站寻找某次列车或汽车的运行时刻，在图书馆查找书刊的目录，在文献中查找某一日期、名字、数字或号码等都属于寻读。

## 2 长篇阅读的解题步骤

### 1) 浏览全文，了解大意

段落匹配题并不是根据文章的行文顺序出题，所以拿到长篇阅读文章时先浏览全文，了解文章的行文思路和段落大意，这样在答题时才能准确快速地在文章中定位题目中所包含的

信息。在略读文章时，重点关注文章各段的主题句，主题句一般位于段落的开头或结尾。

## **2) 阅读题目，确定关键词**

完成对文章的总体把握后，则需要认真阅读文章后的题目，明确阅读任务。在题目中确定一两个能够表示题目话题的词，即信息点，作为从文章中寻找答案的参照词。

## **3) 寻读文章，定位相关信息**

阅读完题目后，根据题目的核心意思和关键词回到文章，对文章中与题目相关的语句进行定位，对直接帮助解题的短语或句子进行标记。

## **4) 对比语义，进行判断、选择或填空**

标记完相关语句后，认真比较原文和题目，做出判断、选择或补全句子。需要注意的是，题目往往是基于原文的同义转换，例如改变词性、使用意义相似或相反的表达、变换句式、转换语态等。

以上介绍了长篇阅读的特点、阅读方法以及解题步骤。要切实提高长篇阅读能力，还需要在平时科学练习的基础上多阅读、多积累、多思考、多总结，养成良好的阅读习惯，并通过持续的训练稳步提高。

## PASSAGE 1

**Directions:**

*Read the following passage with 10 statements attached to it. Each statement contains information given in one of the paragraphs. Identify the paragraph from which the information is derived. You may choose a paragraph more than once. Each paragraph is marked with a letter.*

阅读和练习实际用时 \_\_\_\_\_

正确答题数 \_\_\_\_\_

## Job fairs

- A** If you are planning on heading out to a job fair, most likely you are either currently looking for a new job opportunity, or considering a change in your present career path. Job fairs provide valuable networking avenues (途径) with actual employers, their hiring managers, recruiters, and other job seekers.
- B** The companies, employers and recruiters wouldn't be there if they were not searching for the next potential employee to add as an asset to their staff. By realizing that they are scanning the room for potential candidates, just as you are scanning for new job opportunities, you will have already taken a step closer to beginning a new phase in your career development. The best things happen to those who are proactive (主动的) in setting and reaching goals, so you will get more out of the event if you prepare as much as possible beforehand.

- C** Highlight some of the companies that you may be interested in. Then, research each company and make a few notes that you can review before you visit with them. By looking up organizations online, and reading about their services, products, mission, values, corporate goals, and career development opportunities, you will sound well-informed when you approach employers to inquire about current vacancies. Time will be limited with representatives, but you can use that time effectively by being prepared with key comments and questions. This strategy will immediately help you stand out from the other job seekers who just stop by for a brochure, having no particular goal or clear idea of what they are looking for.
- D** If you are seeking a particular position, make sure you know everything there is to know about it and be prepared to demonstrate your knowledge. Once you identify a particular area of interest, you must also know the job description, the industry and how to show the hiring authority that you are the best pick for the job. On the other hand, if you are not sure what your career goals are, make notes and obtain employer information so that you can research opportunities and follow up with employers within a few days after the event. It isn't wise to waste your time, or the employer's time, or hinder the goals of others who have mapped out their objectives.
- E** Look at this opportunity as a potential on-the-spot interview. Make sure you have your résumé updated, and numerous copies available. You may also have business cards that you can leave with employers or other job seekers after meeting with them. Sometimes the best opportunities come along when you are not looking for them, and to have an unexpected opportunity pass you by because you were unprepared is a big mistake. Take the time to be outgoing, open and friendly, and converse with other job seekers you meet. They may come in contact with a representative looking for someone with your qualifications, so kind consideration for their interests may prove beneficial.
- F** To be successful at a job fair, you have to approach it as if you were scheduled for an interview. Appropriate attire (服装) will indicate to observers that you are a serious candidate. Business dress is the only choice. If you are not properly dressed for an unexpected job fair, refrain from attending until you are prepared. The first impression you make will

be the one that you leave behind, and it will be hard to compensate for in the future. The representatives will probably remember you and the first impression will stand.

- G** Just as you are seeking opportunities for growth and advancement, the company recruiters will be seeking outstanding applicants to fill their vacancies. They will be motivated to select the best candidates: those who appear to be professional, motivated, enthusiastic, and eager to work. If you don't make a good first impression on the day of the job fair, you have little chance of being invited to an interview. No matter how impressive your résumé and credentials (证明) may be, they won't matter to the hiring authority if you lack enthusiasm or are apathetic in your job search. Try your best to be cheerful, positive, and leave each representative with the impression that you come to the job fair just for the opportunity to make contact with their company.
- H** As outlined above, your attitude and the way you approach the representatives of these companies will leave a lasting impression. Treat each recruiter as if they are the hiring authority or the business owner. Making impressions and being competitive is the name of the game. You must also assume that company representatives talk to each other and walk through the aisles just as you do, so negative comments about a specific company or representative may fall on the wrong set of ears. Approach the event as if your behavior is being recorded throughout, and will be reviewed by the potential employers at a later time.
- I** Compile information from each employer you visit. Gather the brochures, business cards, and other information that you may need in the future, especially if you have left a copy of your résumé or professional portfolio for them. There are several reasons for having as much information as possible. You can score points with the organizations that interest you by writing a thank-you letter to express your appreciation for the opportunity to introduce yourself and learn about the employer's needs. You will need the names and points of contact to assist you in a follow-up. By obtaining the brochure or business card, you will have not only the properly spelled names, but the address, location and contact numbers of the company representatives. Imagine the frustration of not knowing whom to contact, or with whom you spoke as you prepare to follow up in the future, not to mention how unprofessional it may appear to others when you cannot identify the person later.

**J** Many job fairs include workshops on a variety of job-search skills and other career-development topics such as résumé writing, online applications, interviews, motivation, professional etiquette, and job-search strategies. Make sure you review the schedule and plan to attend any of the topics that you find interesting. This is a great opportunity to develop insight and obtain free advice from career development experts in areas that will assist you in planning your job search. Attending these brief workshops will help you keep abreast of the latest trends in job-search techniques. You may also receive valuable information and direct points of contact for future questions you may have.

(1,084 words)

- ☐ **1** You should collect business cards as they contain useful information about the companies and the representatives, which will be useful when you make further contact with them.
- ☐ **2** If you are aiming for a specific role, ensure that you are fully informed about it and ready to showcase your understanding, otherwise you are wasting time.
- ☐ **3** Doing research beforehand about the company you are interested in will get you well-informed about job vacancies and well-prepared for your talk with the recruiters.
- ☐ **4** Don't turn your back on other job seekers, for exchanging information may be beneficial to you.
- ☐ **5** Never speak out or show your dissatisfaction with a certain company at job fairs.
- ☐ **6** You may miss out on an unexpected opportunity if you were unprepared.
- ☐ **7** You should adjust your attitude so that you look enthusiastic and professional in job seeking, even though you have a striking résumé or brilliant documents.
- ☐ **8** A job seeker will gain more opportunities at a job fair if he makes good preparations.
- ☐ **9** One merit of attending workshops at job fairs is to get you the latest information about job hunting techniques.
- ☐ **10** It's important to be properly dressed for a job fair since the first impression counts a lot to the recruiting representatives.

## PASSAGE 2

**Directions:**

*Read the following passage with 10 statements attached to it. Each statement contains information given in one of the paragraphs. Identify the paragraph from which the information is derived. You may choose a paragraph more than once. Each paragraph is marked with a letter.*

阅读和练习实际用时 \_\_\_\_\_

正确答题数 \_\_\_\_\_

# A new trend of employment among the younger generation in China

- A** Living in the best times in Chinese history, the current young generation enjoys an enabling environment for development, a broad space to grow, and wonderful opportunities to make a good career.
- B** The young people's career choices in China are increasingly diverse and market-oriented, and made, more often than not, on their own. Young people now look beyond a stable lifelong job in the traditional sense, and non-public sector of the economy and new social organizations are gradually becoming their main channels for employment. The options of "either workers or farmers" are a thing of the past, and the tertiary industry has become an important gathering place for the young workforce. In particular, new and rapidly rising industries and new business forms have given birth to a large number of new career options. All these have testified to the greater range of opportunities and choices available to young people.
- C** Nowadays, flexible employment has become a new trend among youngsters. As a result of the rapid development of new business models and changes in job seekers' ideas about employment in China, many young people are choosing to engage in flexible employment over traditional roles. At the end of 2021, about 200 million Chinese were flexibly employed across



the country. This is largely due to new technologies such as the Internet, artificial intelligence, and big data, which have created new spaces for employment and more job opportunities.

- D** A growing number of young graduates are engaged in new occupations, such as vlogging, Internet-based content writing, and podcast hosting. In this new era, young people are provided with opportunities to pursue their way of life, calling the trend a departure from the choice of occupations typical of older generations.
- E** Mr. Wang, a handiwork enthusiast, for instance, became a vlogger and now uploads videos on a popular Chinese video-sharing platform. Inspired by other handiwork vloggers, the young man started to learn how to make and edit videos when he was a college student and then became a full-time vlogger in Shanghai after graduation. “My passion for handiwork gives me the courage to pursue my dreams,” he said.
- F** His video about the making of a replica of a gold mask unearthed from a sacrificial pit at the Sanxingdui Ruins site in southwest China’s Sichuan Province became an instant hit online. Later, he continued to make a replica of a gold stick, another cultural relic unearthed at Sanxingdui. He said that financial problems were his biggest challenge in the early stage of his vlogging career. “I could hardly pay for the rent due to unstable income back then, but I never gave up because of my enthusiasm for handiwork as well as confidence in the prospects for We Media,” he said.
- G** While these youngsters pursue their dreams in new fields, they also contribute to the country’s cultural development. One young man became popular as a player of the *suona*, a traditional Chinese musical instrument. He also works as a full-time vlogger. “This occupation enables more people to understand the *suona*, as well as China’s traditional culture,” said the young man born after 2000, “while helping me earn some income, of course.” Some net users said that his videos helped traditional Chinese musical instruments reach a wider audience. He also believes that this new occupation has infinite possibilities. “I just want to seize the moment,” he said. “Who knows when the next new trend will emerge,” he added.
- H** Another notable field is China’s Internet-based content and online literature. Readers and authors of online literature in China now exceed 490 million

and 22 million, respectively, with many of them born after 1995 and 2000, according to a recent report.

- I Mr. Bai, the vice-chairman of the China Writers Association, said that authors of online literature have injected fresh vitality into China's literary field. Bai added that many people held the view that online literature was inferior to traditional literature, but now the two kinds of literature interact with each other in a very good way. "Online literature is the most dynamic form of literature in today's China," Bai remarked. "I guess today's online literature is like oral literature in ancient times. Everybody participates in, appreciates, and spreads it," he said. "We live in an era of literature for all."
- J Taking sidelines is a new vogue among Chinese youths as well. A recent survey shows that 85.5 percent of young Chinese are willing to take up sidelines. Of the 2,454 respondents aged from 18 to 35, nearly 12 percent have already had a sideline in addition to their main occupation. Nearly 82 percent of the respondents found that more young people are taking up sidelines, with popular choices including online business streaming and selling online courses.
- K The attitude toward having these sidelines varies among young people. About 72 percent believed that sidelines provide more possibilities, while 63.5 percent said that they enrich spiritual life and offer a more colorful life outside of work.
- L Miss Liu, a young employee in Beijing who is planning to start a sideline, warns that some young people think the standards of establishing a side business are low – they start casually, doing whatever job they want, even if it may not be suitable for them. "I think that if you want to be successful in your sideline, you must do effective market research and understand how your skill set fits in the market," she said.
- M Professor Wang, who works at a top university, told *China Youth Daily*, "Some young people choose sidelines out of proactive consideration. For example, start with their hobbies, so that their professional abilities and expertise can be improved through them, and they can make more valuable contributions to society. This is worth encouraging."
- N "There are also some young people who passively choose to do sidelines just because their full-time job is unable to meet their personal and family needs.

This may be very stressful, it would be difficult to take care of their family after work, and it cannot guarantee or improve the quality of their full-time jobs,” the professor added.

- Employment is always under the spotlight among Chinese youngsters. According to China’s Ministry of Education, over 9 million college graduates were flocking to the job market in 2021 and this number continues to grow every year. Faced with these numbers, China has made stabilizing employment and expanding the job market one of the top policy issues in the 14th Five-Year Plan, and improving the employment system for college graduates has been identified as a priority. A series of measures have since been rolled out, such as encouraging college graduates to start businesses, implementing policies including tax reductions and exemptions, and offering start-up funding and loans. Based on these national measures, young people will have more diverse forms of employment in the future, which can better help them achieve their ideals and aspirations.

(1,139 words)

- 1 The advancement of new technologies opens up a variety of job opportunities available for young people.
- 2 Taking on sidelines has become a popular trend among Chinese youth.
- 3 Statistics show that the online literature industry is thriving with the number of readers and authors increasing significantly.
- 4 A young man became famous overnight when his unique video showcasing the process of creating a replica of a cultural relic came out on a popular video-sharing platform.
- 5 The career choices of young people in China are becoming more diverse and market-oriented.
- 6 Professor Wang said that young people taking up sidelines passively could make themselves under a lot of stress and may result in limited time for family responsibilities.

- 7 The government has adopted many measures to support college graduates to start their businesses.
- 8 Young individuals pursuing their dreams in new fields can not only fulfill their aspirations but also contribute to the cultural development of China.
- 9 Mr. Bai held that online literature and traditional literature now interact well with each other.
- 10 An employee said that some young people hold the misconception that starting a side business has low standards.

## PASSAGE 3

**Directions:**

*Read the following passage with 10 statements attached to it. Each statement contains information given in one of the paragraphs. Identify the paragraph from which the information is derived. You may choose a paragraph more than once. Each paragraph is marked with a letter.*

阅读和练习实际用时 \_\_\_\_\_

正确答题数 \_\_\_\_\_

### A career switcher looks to build a better résumé

- A** Many workers who lost jobs in the hardest-hit sectors of the economy are now looking to change careers. However, crafting a résumé that shows the benefits of hiring an industry outsider can be challenging.
- B** In this part of *The Résumé Doctor*, three recruiting experts critique a résumé from a job hunter eyeing a move into facilities management from commercial construction.
- C** Mark Peterson, 47, of Woodbury, Minnesota, was laid off in July from a senior project manager position at a small commercial construction company where he had worked for 19 years. Though he was hired in November as a senior project manager for a rival firm, the contract job is commission-based and doesn't include medical or other benefits. He says the position is unlikely to yield a salary anywhere close to his prior annual income of around \$125,000.
- D** Mr. Peterson is seeking a mid- to senior-level executive position in facilities management. Mr. Peterson would like to stay in the Minneapolis metro area and is seeking a minimum annual salary of \$85,000, significantly lower than his previous salary but on a par with what he expects in the current

economy. If the economy were to improve, he says he would be looking for \$100,000 to \$125,000. “Any company that has a large campus or multiple buildings to manage could work well for me,” he says.

- E** Offering feedback on Mr. Peterson’s résumé are Ken Rose, a senior client partner in Chicago; Nanci D’Alessandro, a vice president and national account executive in New York; and Julia Hicks, director of human resources at Wesleyan University in Middletown, Connecticut.
- F** Mr. Peterson has kept his fairly standard résumé to one page. He leads with his contact information, followed by a summary statement and 11 areas of expertise. The résumé goes on to describe his career in reverse chronological order with bullet points and concludes with details of his education and training.
- G** Much of the information that hiring managers want to see, such as the size and scope of projects he worked on and certifications he holds, is there, our experts agree. What Mr. Peterson needs to do is to improve the layout so it is more pleasing to the eye and easier to quickly scan. Right now, the résumé is formatted with a significant amount of white space in some areas, while in other places, the text is bunched together.
- H** Most of all, he needs to direct his résumé away from construction and more toward facilities management by highlighting his transferable skills when describing his former positions. “Quite frankly, I would have overlooked this résumé, and it would not have made my list,” says Ms. D’Alessandro. “The résumé is still very much geared to construction.”
- I** For starters, our experts recommend Mr. Peterson get rid of the “Management Professional” title at the very top. “There’s really no point giving yourself a title or categorizing yourself,” says Mr. Rose. “Your professional experience and training should stand on its own.”
- J** Likewise, our experts agree Mr. Peterson should revamp (修改) his summary statement. It is unclear and it doesn’t even mention facilities management, they say. “It needs to be more focused on what he is trying to achieve and it should show his strengths,” says Ms. D’Alessandro. For Ms. Hicks, the summary statement “needs to be more specific about what he can offer and not what he is seeking from an employer.” Mr. Rose usually counsels his

clients against including a summary statement. But he says he would make an exception for someone looking to change careers. “Otherwise, the person looking at his résumé is going to ask, ‘Why is this drywall guy sending this to me?’” he says.

- K** The next section of Mr. Peterson’s résumé features a list describing his areas of expertise. Ms. D’Alessandro and Ms. Hicks say they both like it, but they say it should be shortened to six bullets from the current 11. They suggest formatting the section into two or three columns rather than one to make it more visually appealing. “When the list gets too long, the reader loses focus on the most important skills he is trying to convey,” says Ms. Hicks. By contrast, Mr. Rose considers the list “a waste of valuable real estate” and suggests deleting it. He says he prefers résumés that highlight strengths with perceptible accomplishments in the work-history section.
- L** For the section that lists past employers, our experts want to know more about Mulcahy Inc., where Mr. Peterson spent 19 years. This is especially important for job seekers who have experience at a small or midsize firm that might not be known outside of its particular state or region. “What kind of company is it?” says Mr. Rose. “It could be a multinational, or it could be Mr. Mulcahy, his son, and Mark.”
- M** Our experts also don’t like how Mr. Peterson’s résumé displays his past accomplishments. Ms. Hicks says that Mr. Peterson could have done a better job of explaining his major career accomplishments. For example, rather than listing the companies he had contracts with by name, she says she would have liked to see the different industries they’re in, because this would show his breadth of experience.
- N** Perhaps most importantly, our experts say he is missing out on an opportunity to highlight experience that would prove highly relevant to a job in facilities management. In two of his early positions, he mentions the field in bullet points that describe his responsibilities but doesn’t elaborate. Mr. Peterson “should make better use of some of that experience so he won’t come across as a complete newcomer,” says Mr. Rose.
- O** In the education and training section, our experts are critical of Mr. Peterson for citing uncommon acronyms (首字母缩略词) for all but one of the certifications he listed. Instead, they would have preferred to see these

spelt out. Ms. Hicks also suggests Mr. Peterson show when he obtained the certifications, especially if he got any in recent years. Including dates would also show that he's "up-to-date on what's going on in the industry," adds Ms. D'Alessandro.

- P** Further, our experts note that Mr. Peterson should have gone into detail about what may be the most valuable credential he has for a job in facilities management – Leadership in Energy and Environmental Design (LEED) certification. Having a LEED Accredited Professional (LEED AP) designation demonstrates significant knowledge of green building practices and would transfer well to facilities management. "It could also mean the difference between Mr. Peterson's résumé going to the top and the bottom of the pile," says Ms. D'Alessandro.
- Q** Finally, our experts say that to fit the extra information, Mr. Peterson may need to expand his résumé to two pages from one, and that doing so would be acceptable for such a senior-level job hunter. "With 25 years of experience, you cannot articulate the depth of your experience in a one-page résumé," says Ms. D'Alessandro.

(1,141 words)

- ☐ **1** Mr. Peterson's knowledge of green building practices is thought to be valuable for a position in facilities management, and therefore should be emphasized in the résumé.
- ☐ **2** Experts want to know more about the company where Mr. Peterson worked for 19 years.
- ☐ **3** The three experts advising on Mr. Peterson's résumé are of different backgrounds.
- ☐ **4** It is not enough for Mr. Peterson only to mention the names of the companies he once worked for if he plans to show his past achievements in the résumé.
- ☐ **5** Mr. Peterson lost his job at a construction company where he had worked for a long time and found a position at another firm with fewer benefits.



- 6 Mr. Peterson is looking for a job in facilities management with a salary that is lower than what he had as a senior project manager.
- 7 According to the three experts, Mr. Peterson's résumé includes the key information that potential recruiters want to see.
- 8 While one of the experts has the opposite opinion, the other two insist that Mr. Peterson should keep the list of his expertise areas in the résumé.
- 9 Experts criticize Mr. Peterson for using uncommon acronyms when he listed the certifications he got.
- 10 Mr. Rose thinks that a summary statement is useless unless the résumé writer is aiming to look to change careers.

## PASSAGE 4

**Directions:**

*Read the following passage, and then answer the questions. For questions 1–7, choose the best answer from the four choices marked A, B, C, and D given below each question. For questions 8–10, complete the sentences with the information given in the passage.*

阅读和练习实际用时 \_\_\_\_\_

正确答题数 \_\_\_\_\_

# Five insider tips for job-seeking college grads

With unemployment still in double digits, December college graduates face a severe job market. The latest data from the U.S. Department of Labor shows that employers might be beginning to dip their toes back into the hiring waters, but that doesn't mean finding gainful employment will be easy for recent college graduates. It will take a combination of networking, assertiveness, and tech intelligence to land that first job.

Harrison Barnes, founder and CEO of a job search website, says applying for jobs now could give winter graduates an edge. But paying much attention to some key advice – not just winging it – is still a must. “It’s not a seller’s market. It’s still a buyer’s market,” says Ed Koc, research director at the National Association of Colleges and Employers.

Here are some strategies to keep in mind.

### **1 Make a personal connection before the interview.**

Sweeping the job search boards online and blindly sending out dozens of applications might sound like a solid way to get in the game, but experts say that it only leads to being neglected or ignored. More and more employers are instead posting open positions on their websites, so a slightly better strategy might be to decide which companies you’re specifically interested in and then apply directly through their websites. But even that method might be an exercise in uselessness.

“The trick now isn’t getting the interview and getting the job. It’s getting the interview, period,” says educational consultant Eric Yaverbaum. You want to get to know, face to face, the people at the places where you’re trying to get hired, before the interview. One way to do that is to research the most prominent associations within the industry you’re interested in and then attend their events and conferences. Every industry has them, and they’re scheduled regularly.

Mark Smith, assistant vice chancellor and director of the Career Center at Washington University in St. Louis, recommends talking shop with friends of parents and with parents of friends.

“If you know what type of work you want to do, talk to them about the industry, and ask them if there are other people you should be networking with,” says Smith. If you meet them at a party, tell them you want to learn more and arrange to meet them for coffee or at their office. And keep the lines of communication open after that.

## **2 Continue to use your career center.**

Most schools will not cut you off when you graduate. Many keep their doors open to graduates for at least another two years. “Some might get embarrassed about it or feel that it’s not proper, but counselors there want you to succeed, and they will gladly help you,” says Smith.

Some career centers provide online counseling as well as over-the-phone counseling, but Koc recommends making an in-person appointment to get the most out of it. “Graduates might be inclined to simply search the jobs posted to their center’s website, but they really should make full use of their services,” he says. The center’s services can include résumé building and interviewing advice as well as assistance in focusing the job search.

Tasha Tompkins, a December graduate of York College of Pennsylvania, is using her school’s career development center to beef up her résumé. “Graduates should definitely take advantage of their college’s resources,” she says. “I didn’t, but I’m making up for it now.”

## **3 If you’re undecided, look where the jobs are.**

It might sound like a no-brainer, but job opportunities in some fields in particular will abound in certain years, and looking in those areas could lay the groundwork for a profitable, rewarding career further down the line. A newspaper recently identified 50 hot careers that offer good pay. Some of the

careers open to graduates with just a bachelor's or associate degree include computer software engineering, biomedical engineering, and a host of jobs in the healthcare sector. There is also a growing demand for special education teachers, multimedia artists, and film and video editors.

Barnes agrees that the allied health professions are very stable right now and offer diverse job opportunities. Triage Consulting Group, a San Francisco-based healthcare consulting firm, is one such company that is hiring. Principal Andy Stemmler says it expects to recruit 75 to 80 graduates this year, up from about 70 recruits last year.

#### **4 Think hard about your priorities.**

There are opposing schools of thought on whether it's more important for your first job to be intellectually stimulating and rewarding or one that pays the bills. Yaverbaum says it's better to have a low-paying job with the best job description and title rather than a good-paying job with a bad title. But Washington University's Smith isn't so sure. "That's fine if you don't have any debt and your parents are willing to help support you," he says. "But not everyone has that option."

You might want to take some chances. Don't discredit volunteering opportunities, whether it's at a nonprofit company, a hospital, or for a political campaign. The experience looks great on a résumé, and in some cases can lead to a full-time paid position. Working internationally is another option. There are plenty of opportunities to teach English in overseas jobs and certification programs. And experts say social learning in a different culture can be just as important as separate job skills.

Wherever you end up, Yaverbaum says the most important thing is to focus on creating a record of achievement that will be attractive to future employers.

#### **5 Don't cop out (逃避) for graduate school.**

Applying to law school because you've always wanted to be a lawyer is one thing, but experts advise against pursuing it just because you don't know what to do with that anthropology or English degree, or because the job search is leading you nowhere. "The only reason to go to grad school is because you want to go to grad school, not because you can't find a job," says Smith. "Graduate and professional school can increase your debt load without increasing job prospects."

Don't go to graduate school unless you know why you are going, where it leads, and that you want that career. It is smart to take the entrance exams – like the LSAT, GRE, or GMAT – within a year of graduating, but those schools will always be there, and racking up some real-world experience, and digging yourself out of debt, will put you in a much better position to apply for graduate school a few years later.

(1,083 words)

- 1 What does the recent U.S. Department of Labor data indicate?
  - A. The employment situation is getting better.
  - B. Unemployment is still in the double digits.
  - C. Employers have stopped hiring college graduates.
  - D. College graduates are likely to find jobs easily.
- 2 What do we know about Ed Koc?
  - A. He is a research director of a job website.
  - B. He is the CEO of a national association.
  - C. He argues it is employers who have a lot of choices.
  - D. He believes it is the right time for college graduates to apply for jobs.
- 3 What is one recommended to do before an interview?
  - A. Search for job information online.
  - B. Send out dozens of applications.
  - C. Look at the target company's website.
  - D. Attend the industry's conferences.
- 4 To make connections with friends of your parents, you may \_\_\_\_\_.
  - A. ask them to introduce other people to you
  - B. tell them you need help looking for a job
  - C. arrange to have coffee with them
  - D. ask your parents to help you
- 5 Koc recommends making full use of your career center by \_\_\_\_\_.
  - A. making an over-the-phone inquiry
  - B. making in-person appointments
  - C. having online counseling
  - D. getting advice by post

- 6 If you have no idea what job to take, \_\_\_\_\_.  
A. pay attention to hot fields  
B. focus on highly-paid jobs  
C. choose computer software engineering  
D. get into the allied health professions
- 7 What people is Andy Stemmler going to recruit?  
A. Multimedia artists.  
B. Film and video editors.  
C. Healthcare consultants.  
D. Special education teachers.
- 8 Yaverbaum agrees that your first job can be low-paying but should have \_\_\_\_\_.
- 9 Sometimes a full-time paid position results from \_\_\_\_\_.
- 10 According to Smith, graduate school might increase your financial stress rather than \_\_\_\_\_.