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Contents

Unit 1 Jobs and Careers

1	3	7	16	17	18	25
Part I	Part II	Part III	Part IV	Part V	Part VI	Part VII
Lead-in	Text A An Uncertain Future	Text B The Rise of China's Entrepreneurial Spirit	Grammar Possessive Pronouns	Case Study	Business Writing Resume	Supplementary Reading Steve Jobs — a Modern Legend

Unit 2 Money

30	32	37	41	42	43	46
Part I	Part II	Part III	Part IV	Part V	Part VI	Part VII
Lead-in	Text A Money in a Bank	Text B The Greater Fool Theory in the Stock Market	Grammar Comparatives and Superlatives	Case Study	Business Writing Letter of Application	Supplementary Reading The History of Money

Unit 3 Management

53	55	59	66	67	68	70
Part I	Part II	Part III	Part IV	Part V	Part VI	Part VII
Lead-in	Text A Successful Time Management	Text B The Managerial Process	Grammar Verbs with “-ing”	Case Study	Business Writing Recommendation Letter	Supplementary Reading The Transformative Leadership Styles of 3 Top Female CEOs

Unit 4 Work Ethics

80	81	86	91	91	94	95
Part I	Part II	Part III	Part IV	Part V	Part VI	Part VII
Lead-in	Text A Nike, Inc. Was Founded on a Handshake	Text B A Work Ethic from the Start	Grammar The Unreal Past	Case Study	Business Writing IOU (I Owe You)	Supplementary Reading Insider Trading

Unit 5 Consumption						
100	102	106	114	115	116	117
Part I	Part II	Part III	Part IV	Part V	Part VI	Part VII
Lead-in	Text A People Born in 1980s Become the Main Consumer Group	Text B 8 Rules for Good Customer Service	Grammar Tag Questions	Case Study	Business Writing Letter of Congratulation	Supplementary Reading Consumer Spending Is Ticking Down in Asia
Unit 6 Welfare						
125	126	130	135	136	137	140
Part I	Part II	Part III	Part IV	Part V	Part VI	Part VII
Lead-in	Text A Aging Population Challenges the Welfare Network	Text B The National Health Service	Grammar Reflexive Verbs	Case Study	Business Writing Notices and Announcements	Supplementary Reading The Top Ten Insurance Myths You Need to Know!
Unit 7 Globalization						
144	146	151	156	157	159	163
Part I	Part II	Part III	Part IV	Part V	Part VI	Part VII
Lead-in	Text A Hong Kong and Singapore Threatened by Global Warming	Text B Globalization	Grammar Modal Verbs	Case Study	Business Writing Questionnaire	Supplementary Reading A Time for Global Action
Unit 8 E-Commerce						
171	173	176	181	182	184	188
Part I	Part II	Part III	Part IV	Part V	Part VI	Part VII
Lead-in	Text A eBay	Text B Overseas Online Purchasing Comes into Fashion	Grammar Future Progressive Tense	Case Study	Business Writing Email	Supplementary Reading Amazon: E-Commerce Success Story
Glossary New Words						192
Glossary Business Terms						206
Keys to Exercises						212

Unit 1

Jobs and Careers

Overview ▼

- Lead-in
- Text A: An Uncertain Future
- Text B: The Rise of China's Entrepreneurial Spirit
- Grammar: Possessive Pronouns
- Case Study
- Business Writing: Resume
- Supplementary Reading: Steve Jobs — A Modern Legend



Job hunting and career planning are two subjects we have to face for a very, very long period of time in our life. Besides money, jobs actually bring us many other things or benefits, which are more significant in a sense. As students, we'd better have a clear career plan that tells us the direction in which we make our efforts at work.

Part I Lead-in

I. Discuss the following questions with your classmates.

1. Do you have a part-time job now? If so, what is it? Can you share some of your work experiences with your classmates?
2. Do you have a clear outline of your career? If so, what is it?

II. Listen to the following passage and fill in the blanks with the words you hear. 🎧

Working people are supposed to be largely happy ones because having a job means more than being able to just _____. Money is by far the most important motivational factor that people work. However, in a more positive context in real life, having a career may _____ poverty and may as well spare people from two other evils: _____.

Doing something worth doing helps hold boredom at _____ and enjoy deserved rest

after work. People who do not actually work probably do not really appreciate rest, either. As an unnecessary evil, boredom is like the feeling that nothing is important and everything is a waste of time. _____, those who seek rest find boredom while those who seek work find rest. For that matter, one must choose in life between work and boredom. Since there is no excuse to be bored, one must work.

Vice happens to be an evil next door to boredom because of its apparent _____ idleness. In fact, ever so often idleness is the beginning of plenty of vice. It can be seen that people who need money to live but refuse to work inevitably fall easy victims to such habits as heavy drinking and _____. Once affected by dangerous vice, people are likely to get trouble with the law. The _____ of vice, in many cases, is linked to the absence of work. Chances are that crime rates match jobless rates.

Boredom and vice along with _____ are certainly not welcome in a happy and healthy life. The advantages of being busy with a job should hence not be limited to _____. After all, what is a better reason to work than simply the pursuit of happiness?

III. Expressions and Sentences

career plan 职业规划

labour market 劳工市场, 劳务市场

shift work 换班工作

job vacancy 空缺, 空额

salary earner 雇佣工人

1. The income is not as important as being able to work with great mentors and people I can learn from.

收入不如能与优秀的导师和了不起的人一起共事那么重要。

2. For applicants, nurturing a comprehensive set of skills is critical to the health of the job marketplace.

对于求职者来说, 培养综合素质对招聘市场的健康发展至关重要。

3. Dress professionally, keep a breath mint and a comb handy, and make a clean and well-organized work station.

永远专业着装、随身带薄荷糖和梳子, 保持一个清洁并摆放整齐的工作场所。

4. Going to networking events is not only just good for building up your professional rolodex, but it also benefits your positivity.

去参加社交活动不仅可以让你的名片盒里的名片多起来, 还有助于你保持积极的心态。

5. Finding the industry of your choice is a long term process, and it will require constant research and clarity of your part.

找到你所中意的行业, 是一个漫长的过程, 需要不断的探究和对自我的了解。

An Uncertain Future

The labor market in the United States is starting to show signs of recovery, but for many young workers the recovery is not happening fast enough. Although the national unemployment rate is now the lowest it has been in two years, one study suggests the job prospects for 16 to 24-year-olds remain grim.

America's youth faces an increasingly uncertain future, despite a slowly improving job market. Economist Heidi Shierholz at the Economic Policy Institute says young workers have yet to see similar gains. "Young people across the board have never seen anything like this in 70 years," said Heidi Shierholz, "since the **Great Depression** we have not seen unemployment rates this high."

New college grads are in direct competition with the cohort from last year and the cohort from the year before that, when the unemployment rate was also incredibly high, so there's just extremely stiff competition of new jobs of young people.

George Washington University law student Elliot Reaven feels good about his career choices but he admits it is an intimidating economy for many students. "I'm optimistic," said Elliot Reaven. "I think people are working on getting it better, but I think people are generally pretty discouraged right now and I'm with that sentiment."



Instead of having to compete against experienced workers for fewer entry level jobs, chemistry student Dan Foreman plans to ride out the storm until the economy improves. "They're not looking too good right now, so I plan to go to graduate school, get my PhD and maybe then I'll have a more marketable degree," said Dan Foreman.

But times have changed. Professor Ayman Tarabishy at GW's (George Washington University) School of Business says degrees are no longer as important as marketable skills. "Don't just mention that you graduated from X school or Y school and this is the degree you have," said Professor Tarabishy. "What employers are looking for is what skills you can bring to the table right now, what impact you can have and what your knowledge level is."

Journalism student Nicole Mann graduates next year. She says students must not lose sight of their goals, but she says they also need to be flexible. "Even if you're offered a job that's

outside of what you'd like to do, I would say, 'Yes,' and take it as much as you can because it can help lift you up in unexpected ways," said Nicole Mann.

The Economic Policy Institute says the great tragedy is that young workers have fewer safety nets. Many graduating students who cannot find jobs will not qualify for **unemployment benefits**.



"Young workers who have essentially no other safety net from the labor market has been pulled out under them," Shierholz said. "They end up having to depend on their family and friends who may themselves be having adverse labor market outcomes."

"I think it's a wake-up call for everybody — for the government, for parents, for employers, but also for the young people," said Tarabishy. "It's not business as usual anymore. Things change, and there are new rules to the game and they need to figure it out very fast."

Even though the situation of labor market is still uncertain, there also comes good news: the job growth in the last six months has been consistently above numbers needed to keep up with normal population growth. Shierholz says her biggest worry is the heated political climate in Washington that appears increasingly willing to sacrifice job growth to reduce the nation's growing debt.

New Words

prospect /'prɒspekt/ *n.*

the possibility of future success 前景, 展望

cohort /'kəʊhɔ:t/ *n.*

a group of people having a common feature or the same age (有共同特点的) 一群人, 一批人

stiff /stɪf/ *adj.*

hard to overcome or surmount 困难的; 激烈的

optimistic /,ɒptɪ'mɪstɪk/ *adj.*

expecting good things to happen or sth. to be successful 乐观的, 乐观主义的, 有信心的

marketable /'mɑ:kɪtəbl/ *adj.*

easy to sell 畅销的, 有市场的

flexible /'fleksəbl/ *adj.*

being extended; capable of change 灵活的; 易弯曲的

journalism /'dʒɜ:nəlɪzəm/ *n.*

the profession of reporting or photographing or editing news stories for one of the media 新闻业, 新闻工作

adverse /'ædvɜ:s/ *adj.*

being contrary to your interests or welfare 不利的, 有害的, 反面的

sacrifice /'sækrɪfaɪs/ *vt.*

to endure the loss of 奉献; 牺牲

Phrases

ride out 安然度过, 经受得住

figure out 解决, 弄明白

safety net 安全网, 保障措施

Notes

1. **The Great Depression 大萧条** The Great Depression was an economic slump in North America, Europe, and other industrialized areas of the world that began in 1929 and lasted until about 1939. It was the longest and most severe depression ever experienced by the industrialized Western world.
2. **unemployment benefits 失业补助** Unemployment benefits (also, depending on the jurisdiction, called unemployment insurance, unemployment compensation) are social welfare payments made by the state or other authorized bodies to unemployed people. Unemployment benefits are generally given only to those registering as unemployed, and often on conditions ensuring that they seek work and do not currently have a job.



Exercises



I. Read through the text and answer the following questions.

1. As the labor market in U.S. is getting better, has the employment situation of the youth been improved?
2. Why is the competition for new jobs of young people extremely stiff?
3. In order to avoid the fierce employment competition, what does Dan Foreman plan to do?
4. According to Professor Ayman Tarabishy, what is the most important factor for one to hunt for a job?
5. What is the biggest worry of Shierholz about the future employment situation?

II. Translate the following sentences into Chinese.

1. New college grads are in direct competition with the cohort from last year and the cohort from the year before that.
2. What employers are looking for is what skills you can bring to the table right now, what impact you can have and what your knowledge level is.
3. America's youth faces an increasingly uncertain future, despite a slowly improving job market.
4. Multiple rounds of job interviews may be used where there are many candidates or the job is particularly challenging or desirable.
5. You'll be much more fulfilled if you pursue a career that allows you to express your true self as fully as possible.

III. Listen to the following passage about the 10 happiest and the 10 unhappiest jobs and answer the following questions.

1. According to Matt Miller, what is the new trend of this year's rankings of the happiest jobs in the United States?
2. How many independent company reviews did Career Bliss analyze?
3. List some happiest and unhappiest jobs mentioned in the passage respectively.

IV. Fill in the blanks with an appropriate word given in the box. Change the form if necessary.

recovery grim qualify sacrifice improve compete adverse flexible

1. Time won't _____ the situation, and it may get even worse.
2. In many sectors of the economy, the _____ has started.
3. More than 2,300 candidates from 93 political parties are _____ for 486 seats.
4. My sister's taste in dresses is _____ to my own.
5. The report paints a _____ picture of life there.
6. The team failed to _____ for the African European Cup finals.
7. People in this area were willing to _____ anything for peace.
8. Automation would bring a shorter and more _____ working time.

The Rise of China's Entrepreneurial Spirit

In the cold basement of an office block in northwest Beijing, a group of would-be entrepreneurs huddle around a computer screen, poring over their latest prototype. A few miles away, in a well-heated and distinctly more luxurious underground lecture room, a group of 30 managers and entrepreneurs also debate ideas for new products and ventures.

Both groups are testament to the growing appetite for start-ups in China. Just as business schools in the U.S. and Europe have reported a surge in students' interest in running their own companies, business schools operating in China are also reporting a thirst for all things entrepreneurial.

"Start-ups are the new sexy thing," says Yi Wang, co-founder and chief executive of Liu Li Shuo, which developed an English language app for Chinese smartphone users, the only education app selected by Apple in the 2013 App of the Year Award in China.

"Definitely you're seeing an increasing trend in entrepreneurship in China. Top-tier **venture capital** firms are looking for young entrepreneurs — there's a whole ecosystem coming up," Mr. Wang enthuses. "In recent years companies that make the biggest impact on people's lives have been Internet companies and behind them are encouraging stories about ordinary people making it big."

Mr. Wang is one of the participants on the 10-week **Stanford Ignite Programme**, which the **Silicon Valley** business school ran in Beijing for the first time in October and November. There, in the Stanford building in the heart of the Peking University campus, a select group of 30 entrepreneurs and intrapreneurs devise business plans that may one day prove to be highly successful companies.



Mr. Wang's own history is typical of many of China's new breed of entrepreneurs, he says. He went to the U.S. to study for his **PhD**, worked for Google for two years and then returned to Shanghai to work for an Internet marketing company. His two co-founders report a similar history. As more and more Chinese students study overseas, behavior at home is changing rapidly,

with young people eschewing the traditional large corporation, he says.

The sentiment is echoed in the spartan basement that is **Tsinghua University's x-lab**, where **angel investors** rub shoulders with students and alumni from across the university, arguably China's most prestigious. Between them they are developing everything from the latest electrically powered scooter to moderately priced 3D printers and wearable health monitors.



Since the x-lab launched 18 months ago, some 400 start-ups have used the facilities, says Pearl Mao, executive director. Close to 300 of them continue to flourish and more than 30 of them already have substantial funding.

What is more, every Thursday the x-lab's team holds project meetings and each week 10 new ventures pitch to become part of x-lab. Those that succeed can use the facilities free of charge.

Michael Ma, who graduated from Tsinghua **SEM** in 2006 with an **Executive MBA**, fits the bill. He believes there is much to be done in creating English language teaching technology. "China is the biggest market for foreign language learning in the world," he points out.

His company, Beijing Peapad Education and Technology, targets parents of young children with its small, green, talking pea character, which is controlled through a parent's smartphone and uses songs and games to teach English.

"There was no such product in the market. We think it is important for Chinese kids to learn English," he says. "Also we believe there is a lot of money to be made in the industry."

Mr. Ma has ambitions for the Peapad to be on the market in the first half of 2015, and will offer the Peapad hardware for free, with parents buying software, services and access to the community.

"Our ambition is a bit more than language learning," he says. "There is no smart device like this in the market for kids. We believe in the next 10 years this will be a real trend."

"Currently early childhood education is offline all over China, but we believe over the next few years it will all go online. Hardware is a channel and we are providing the channel."

In developing his product Mr. Ma has taken advantage of other start-up ventures in the x-lab — a computer graphics company helped design the website and Peapad games and a 3D

printing firm helped develop a scale model. The x-lab offers legal advice on patents and access to Tsinghua's industrial design centre as well as advice from angel investors and venture capitalists.

It has also performed a more specific educational role, acting as the intersection between Tsinghua's academic departments, says Ms. Mao. So far between 10 and 20 per cent of all Tsinghua students are involved in some way.

Stanford Ignite faculty director Yossi Feinberg says that while New York is the home of media start-ups and the Silicon Valley of biomedical and technology companies, there is demand across the board in China. "China is everything. There is a lot of low-hanging fruit."

The growing middle class in China means high demand, but this can in turn create issues, says Prof. Feinberg. "The biggest problem to any venture in China to me is the low barriers to entry. The only barrier is, whether you can create something big enough so others can't enter the market."

Now the entrepreneurial genie is out of the bottle, Mr. Wang says it is unlikely the process can be reversed. His company resembles a U.S. Internet start-up, with free meals and company-funded holidays. He asks, why would people who have operated in this environment all their working lives want to work for a state-owned enterprise?



New Words

entrepreneurial

/ˌɒntrəprəˈnɜːrɪəl/ *adj.*

having the qualities that are needed to succeed as an entrepreneur 创业的，具有企业精神的

basement /ˈbeɪsmənt/ *n.*

a floor built partly or completely below ground level 地下室

would-be /wʊd biː/ *adj.*

seeking advancement or recognition 想要成为的，自称自许的

huddle /ˈhʌdl/ *vi.*

to crowd or draw together 挤在一起

pore /pɔː(r)/ *vi.*

to direct one's attention on something 细看；钻研；凝视

prototype /ˈprəʊtətaɪp/ *n.*

a standard or typical example 原型，雏形，蓝本

luxurious /lʌgˈʒʊəriəs/ *adj.*

feeling or expressing great pleasure and comfort 心满意足的；惬意的；舒适的

venture /'ventʃə(r)/ *n.*

a project or activity which is new, exciting, and difficult because it involves the risk of failure 冒险行动; 商业冒险, 商业风险

testament /'testəmənt/ *n.*

strong evidence for something 确实的证明; 誓约

appetite /'æpitaɪt/ *n.*

a feeling of craving something 欲望; 胃口, 食欲

start-up /stɑ:t ʌp/ *n.*

a small business that has recently been started 新兴企业

surge /sɜ:dʒ/ *n.*

a large sea wave 大浪, 波涛

co-founder /'kəʊ 'faʊndə/ *n.*

someone who builds or establishes business together with others (学说、组织学的) 共同创立者

tier /tɪə(r)/ *n.*

a level in an organization or system 等级; 阶梯座位等的一排

ecosystem /'i:kəʊsɪstəm/ *n.*

a system formed by the interaction of a community of organisms 生态系统

enthuse /ɪn'θju:z/ *vi.*

to talk about something in a way that shows how excited you are about it 兴奋地说; 津津乐道地讲述

participant /pɑ:'tɪsɪpənt/ *n.*

someone who takes part in an activity 参加者, 参与者; 与会代表

select /sɪ'lekt/ *adj.*

carefully chosen as the best out of a large group of people or things 精选的; 挑选出来的

intrapreneur /ɪntrəprə'ni:z/ *n.*

a corporate executive who develops new enterprises within the corporation 企业内部强人; 内部企业家

devise /dɪ'vaɪz/ *vt.*

to come up with (an idea, plan, explanation, theory, or principle) after a mental effort 设计; 发明; 策划; 想出

breed /bri:d/ *n.*

a lineage or race of people 属; 种类; 类型; 血统

eschew /ɪ'stʃu:/ *vt.*

to avoid 避开, 回避

sentiment /'sentɪmənt/ *n.*

tender, romantic, or nostalgic feeling or emotion 感情, 情绪

echo /'ekəʊ/ *vt.*

to call to mind 产生共鸣

spartan /'spɑ:tən/ *adj.*

very simple or strict, with no luxuries 简朴的, 节约的

investor /ɪn'vestə(r)/ *n.*

someone who commits capital in order to gain financial returns 投资者; 出资者

alumnus /ə'lʌmnəs/ *n.*

(*pl.* alumni) a person who has received a degree from a school (男) 校友

arguably /'ɑ:ɡjʊəblɪ/ *adv.*

as can be shown by argument 可论证地；可争辩地；可以说，可以认为

prestigious /ˌpreˈstɪdʒəs/ *adj.*

being respected and admired by people 受尊敬的，有声望的

power /ˈpaʊə(r)/ *vt.*

to supply the force or power for the functioning of 运转；用发动机发动；使……有力量

scooter /ˈsku:tə(r)/ *n.*

a small light motorcycle which has a low seat 小型摩托车

price /praɪs/ *vt.*

to determine the price of 标价；定价

launch /lɔ:ntʃ/ *n.*

the act of propelling with force 发动，开展

vt.

to begin, start 发动；开展

facility /fə'sɪlətɪ/ *n.*

services and equipment provided for a particular purpose 设备

flourish /ˈflʌrɪʃ/ *vi.*

to grow stronger 茂盛，繁荣；活跃，蓬勃

substantial /səb'stænʃl/ *adj.*

being large in amount or degree 大量的；结实的，牢固的

fund /fʌnd/ *vt.*

to provide money for 积存，为……提供资金

pitch /pɪtʃ/ *vi.*

to present (a movie or program idea) for consideration 为……作宣传，宣讲

pea /pi:/ *n.*

round green seeds which grow in long thin cases and are eaten as a vegetable 豌豆，豌豆类；豌豆状物

offline /ˌɒfˈlaɪn/ *adj.*

not connected to the Internet 未连线的；离线的

graphics /ˈɡræfɪks/ *n.*

the activity of drawing or making pictures, especially in publishing, industry, or computing 制图学；制图法

scale /skeɪl/ *n.*

the relationship between the size of something in the map, plan, or model and its size in the real world 比例（尺）

patent /ˈpætənt/ *n.*

a document granting an inventor sole rights to an invention 专利；专利品；专利权；专利证

capitalist /ˈkæpɪtəlɪst/ *n.*

a person who invests capital in a business (especially a large business) 资本家

perform /pə'fɔ:m/ *vt.*

to carry out 执行，履行；表演，扮演

intersection /ˌɪntə'sekʃn/ *n.*

a point where lines intersect 交叉，相交

biomedical /ˌbaɪəʊ'medɪkl/ *adj.*

relating to the activities and applications of science to clinical medicine (有关)生物医学的

low-hanging

低处的, 容易实现的

genie /'dʒiːni/ *n.*

an invisible spirit 精灵; 神怪, 妖怪

reverse /rɪ'vɜːs/ *vt.*

to change to the contrary (使)反转; (使)颠倒

resemble /rɪ'zembəl/ *vt.*

to appear like 与……相像, 类似于

company-funded

公司资助的

state-owned

国有的, 国营的

Phrases

make an impact on 对……产生影响

make it big 做大, 取得成功

prove to be... 经证明是……

be typical of 是……的特点; 有代表性的

rub shoulders with 接触

close to 接近

fit the bill 符合要求

access to 接近, 进入

take advantage of 利用

across the board 全体人员, 全盘的; 全面的

in turn 反过来; 转而

Notes

1. **venture capital** 风险投资, 风险资本 Capital that is invested in projects which have a high risk of failure, but that will bring large profits if they are successful.
2. **Stanford Ignite Programme** 斯坦福大学“点燃”项目
3. **Silicon Valley** 硅谷 The Silicon Valley is a nickname for the southern portion of the San Francisco Bay Area of Northern California in the United States. It is home to many of the world's

largest technology corporations, as well as thousands of tech startup companies. The term originally referred to the region's large number of silicon chip innovators and manufacturers, but eventually came to refer to all high-tech businesses in the area, and is now generally used as a metonym for the American high-technology economic sector. The Silicon Valley is a leading hub for high-tech innovation and development, accounting for one-third of all of the venture capital investment in the United States.

4. **PhD (哲学) 博士学位** A PhD (Doctor of Philosophy) is a degree awarded to people who have done advanced research into a particular subject. In the context of academic degrees, the term *philosophy* does not refer solely to the field of philosophy, but is used in a broader sense in accordance with its original Greek meaning, which is “love of wisdom”. In most of Europe, all fields other than theology, law, and medicine were traditionally known as philosophy, and in Germany and elsewhere in Europe the basic faculty of (liberal) arts was known as the faculty of philosophy.

5. **Tsinghua University 清华大学**

6. **angel investor 天使投资人** An angel investor or angel (also known as a business angel or informal investor or angel funder) is an affluent individual who provides capital for a business start-up, usually in exchange for convertible debt or ownership equity. A small but increasing number of angel investors organize themselves into angel groups or angel networks to share research and pool their investment capital, as well as to provide advice to their portfolio companies.

7. **SEM (清华) 经济管理学院** School of Economics and Management

8. **Executive MBA 高阶工商管理硕士** Executive Master of Business Administration

Exercises

I. Decide whether the following statements agree with the information given in the text.

Y for YES, if the statement agrees with the information;

N for No, if the statement contradicts the information.

1. China had several education apps selected by Apple in the 2013 App of the Year Award.
2. Since the x-lab launched 18 months ago, over 100 of the 400 start-ups which have used the

facilities did not continue to flourish.

3. It is believed that early childhood education will all go online over the next few years.
4. So far between 20 and 30 per cent of all Tsinghua students are involved in the x-lab some way.
5. Mr. Wang does not understand why people who have operated in the environment mentioned all their working lives want to work for a state-owned enterprise.

II. Fill in the blanks with an appropriate word given in the box. Change the form if necessary.

advantage capitalist participate thirst target launch price enthuse

1. A series of technical foul-ups delayed the _____ of the new product.
2. Industrialists must move fast to take _____ of new opportunities in Eastern Europe.
3. The shares are expected to be _____ at about 33 yuan.
4. _____ stresses innovation, competition and individualism.
5. He is an active _____ in the civil rights movement.
6. People should understand how _____ for revenge they are.
7. He _____ the economy as the root cause of the deteriorating law and order situation.
8. He brought to the job not just considerable experience but passionate _____.

III. Fill in the blanks with proper words in the following passage. Change the form if necessary.

secure wide plight abundance give
recruit real pave access popular

It is the time of the year when soon-to-graduate college students are hitting the 1. _____ in search of a career-launching job, but the class of 2014 is having no better luck in landing on their feet than those in the previous graduation season.

The other side of the story is that in the first quarter of this year, millions of new jobs were created in urban areas, which registered an unemployment rate of only 4.1 percent, and the eastern coastal and the western inland regions both have a tough time 2. _____ workers. 3. _____ that, many cannot help but wonder what is causing the job plight for new college graduates.

One idea that has gained 4. _____ these days is that the major obstacle hindering the

recent college graduates from 5. _____ a job is their long-held view of what constitutes a good job offer.

True, college graduates need to adapt their occupational choices to the reality. Nevertheless, it is 6. _____ to expect them to go for jobs in the central and western regions where job opportunities are relatively 7. _____, if the income gap between the inland and the coastal regions keeps 8. _____. Neither is it realistic to expect jobs at small- and micro-sized enterprises to become popular, if these businesses on the whole are seen as having operating problems.

Likewise, many college graduates are reluctant to settle down in second-and-third-tier cities unless these places offer easy 9. _____ to healthcare, educational resources and other public services as major cities do.

The 10. _____ of recent college graduates, therefore, is not simply a problem arising from their occupational choices.

IV. Listen to a passage about job interviews and fill in the blanks with the words you hear.

A job interview typically _____ the hiring decision, and is used to evaluate the candidate. The interview is usually preceded by the evaluation of submitted résumés from interested candidates, then selecting a small number of candidates for interviews. _____ job interview opportunities also include _____ events and career _____. The job interview is considered one of the most useful tools for evaluating potential employees. It also allows the candidate to assess the _____ and demands of the job.

Multiple _____ of job interviews may be used where there are many candidates or the job is particularly _____. Earlier rounds may involve fewer staff from the employers and will typically be much shorter and _____. A common initial interview form is the phone interview, a job interview conducted over the telephone. This is especially common when the candidates do not live near the employer and has the advantage of _____ for both sides.

Once all candidates have been interviewed, the employer typically selects the most desirable candidate and begins the _____ of a job offer.

V. Role-play

1. Discuss what factors are very important and what questions can be asked in a job interview.

2. Practice a job interview with your classmate.



Part IV Grammar

Possessive Pronouns

Possessive pronouns are words that replace nouns in a sentence and show ownership. The common possessive pronouns are *mine, yours, his, hers, theirs, and ours*.

Possessive pronouns are different from possessive adjectives, which come before the noun they are modifying. We use possessive pronouns to replace both a noun and its possessive adjective. Possessive pronouns are especially helpful when you want to *avoid repeating an object's name* or when it is *already clear what you are talking about*.

For example, we could say, "That is my book." This sentence uses *a possessive adjective + a noun*. Or, if we don't want to say "book," we can replace "my book" with a possessive pronoun, as in, "That is mine."

We also use possessive pronouns to make comparisons. For example, "*My car is faster than his.*" In this case, we are comparing "my car" to "his car," but we replace "his car" with the possessive pronoun "his."

Exercises

1. Don't eat that cookie. It's (mine/my).
2. Jenna has really long hair, but my hair is much shorter than (her/hers).
3. Should we take Jim's car to the party or drive (your/yours)?
4. Sally gave Mike a pencil because he couldn't find (his/hers).
5. (Their/Theirs) university is more beautiful than (us/ours).

Part V Case Study

- ✓ When Zhou Yuxia, 24, returned to Beijing after studying in the United States, she had real trouble securing a job. She had not the right qualifications for the positions she was looking for — she just wasn't a man.

“I was on a job hunting site and saw this ideal position as a marketing manager. One of the requirements was that I had to be male,” she said. “If I am desperate I will apply anyway because I think I am qualified. But I'll send them an extra video outlining why I can do the job despite being female.”

This happened after a similar gender discrimination case made headlines in China. Recent graduate Cao Ju took Beijing-based private tutor company Juren Academy to court after they refused to employ her on the basis of being female. The company later settled for 30,000 RMB, in what has been described as the first gender discrimination lawsuit of its kind in China.

A survey on the social status of Chinese women released shows that one in ten women has encountered gender discrimination in the country's job market.

Question:

How do you think of gender equality in the job market and the workplace?



- ✓ A NEET is a young person who is “Not in Education, Employment, or Training”. The acronym NEET was first used in the United Kingdom but its use has spread to other countries including Japan, and South Korea. In the United Kingdom, the classification comprises people aged between 16 and 24 (some 16-year-olds are still of compulsory school age); the subgroup of NEETs aged 16—18 is frequently of particular focus. In Japan, the classification comprises people aged between 15 and 34 who are unemployed,

not engaged in housework, not enrolled in school or work-related training, and not seeking work.

Wang Min and Li Dong, two seniors, are classmates. One day, they talked about their graduation. Li said, “Since it is difficult for an undergraduate to find a good job, I decide to take part in the national post-graduate entrance examination. Probably years later, to find a job will be easier for me.” However, Wang said, “I don’t want to be a postgraduate, since for them, the job market is not optimistic, either.”

Questions:

- 1) How do you view a NEET?
- 2) What are your comments about what Wang and Li said?

Part VI Business Writing

Resume



Like a good cover letter, a good resume can make or break a person being short-listed for an interview. It’s important to ensure that your resume covers everything in order for the prospective employer to get a complete picture of you and what you can offer the company.

Instructions

1. **Keep resumes to a maximum of 2 pages long.** Employers receive a lot of resumes for one position and won’t have the time to go through a 3- or 4-page resume.
2. **List an objective at the beginning of your resume and target it to the job/company that you are applying to.** Objectives give the prospective employer an idea of what you are looking for.
3. **Move things around.** Have more than one resume layout. For example, if you are short on work experience that would relate to the position you are applying for but have volunteer experience that matches, put that first. It’s best to have relevant information first in order to keep

the employer's attention.

4. **Don't put "Reference available upon request" at the end of your resume.** All employers know that and it doesn't need to be stated.

5. **Consider whether you need to add your interests.** In most cases it is unnecessary information that takes up valuable space.

6. **Use bullet points when describing job duties.** This is easier to read than big paragraphs.

7. **Always use specifics/numbers if you can.** For example, if you were applying for a sales position you might mention what percentage of sales you had in your previous job or the number of customers you typically handled per day.

8. **Add any continuing education courses you have taken.** For example, if you've taken 1 hour courses on how to deal with difficult customers, add that to your resume. This shows the prospective employer that you are interested in furthering your knowledge and aren't afraid to learn new things.

9. **Have an "Additional Information" section at the end of your resume and add any special achievements or honors, especially if they relate to the position for which you are applying.**

Tips & Warnings

1. Always double-check your resume for errors! Check the format, punctuation, grammar and spelling. A quick way to have your resume chucked is to have an error in it.

2. It is not a confessional. In other words, you don't have to "tell all." Stick to what's relevant and marketable.

3. Don't write a list of job descriptions. Write achievements!

4. Promote only skills you enjoy using. Never write about things you don't want to repeat.

5. Be honest. You can be creative, but don't lie.

Types

Generally, there are three main types of resume. They are chronological, functional and combined resumes. Sample 1 and Sample 2 are chronological and functional respectively:

Chronological Resume Sample: Program Director

Here's a chronological resume sample for a Program Director/Coordinator in the International NGO (Nongovernmental Organization) sector. This job seeker is making a career change, while working on his master's degree. See how he handles all that on his resume.

Sample 1

Bill Davis

24-C Breakstone Ave. • Akron, OH 12345 • (123) 555-5555 • gdfghjkl@unknown.com

CAREER OBJECTIVE

Program Director/Coordinator in the International NGO sector

PROFESSIONAL PROFILE

- Passionate intercultural expert with a blend of experience in mediation, teaching, writing, radio producing, public speaking and management in international and diverse settings
- A vast work history that shows flexibility and adaptability in a variety of situations
- Strong ability to effectively delegate tasks, interact with many different departments and address the needs of others on a daily basis

EDUCATION

Master of Arts in Diplomacy, St. John Fisher College, Rochester, NY, to be completed 2015

Bachelor of Arts in Mass Communication, Hope College, Hope, MI, 2000

Graduate Certificate in Conflict Resolution, University of Rochester, NY, 2013

Mediation Training Seminar and Court Internship Program, University of Rochester, NY, 2013

TEFL Certification (Teaching English as a Foreign Language), TEFL International, Lyon, France, 2005

CAREER ACCOMPLISHMENTS

ASCOTT LANGUAGE CENTER, Cleveland, OH

2013—present

ESL Teacher

- Teach English as a Second Language (ESL) to immigrant students
- Regularly receive high marks on student evaluations due to my enthusiastic teaching approach
- Was chosen as MC for school's Culture Day

CLEVELAND DISTRICT COURT, Cleveland, OH

2013

Mediator (5-month internship)

- Mediated small claims disputes as alternative to litigation
- Wrote legal agreements, continuances and dismissals

SOUTHERN SCHOOL OF ENGLISH, Greenville, SC

2011—2013

ESL Teacher

- Taught English as a second language to hundreds of students from all over the world
- Used judgment to make important decisions about the educational status of students
- Conducted small group and individual classroom activities based on learning needs that aided in the facilitation of language acquisition

DAYBREAK CLEVELAND/WXYZ-99 AM, Cleveland, OH

2010—2012

Promotions: **Executive Producer of Allison Moore Show** (2011—2012)

Producer/Board Op (2010—2012)

- Developed ideas and topics for programming that covered cultural, political and social issues
- In charge of booking guests, researching topics and editing sound for on-air use
- Performed on-air interviews and debates with local newsmakers and pundits such as members of Cleveland Newsmakers and reporters from *The Ohio Dispatch* and Patch.com

Bill Davis

AWDE ENGLISH ACADEMY, Grenoble, France 2007-2010

Promotions: **Manager** (2009—2010)

Master of Ceremony (2008—2010)

Private Tutor (2007—2010)

Teacher (2007—2010)

- Oversaw a staff of 20+ of teachers
- Set up monthly class schedules by negotiating classroom space in an overcrowded university
- Successfully marketed school to clients in France, Spain and Germany
- Followed up on inquiries while facilitating communication between multinational parties
- Instructed students from a variety of English abilities

AKRON MINUTEMAN, Akron, OH 2009—2010

Columnist

- Wrote a column called “Life Abroad” in which I compared life in France to life in my hometown of Akron, OH
- Produced columns, presenting a diversity of views by interviewing people with varying opinions and experiences

Previous relevant experience:

Reporter, Patch.com, Medina, OH 2010

Writer, *Orleans Post*, Orleans, France 2007—2010

Teacher, ELS-Lyon, Lyon, France 2006—2007

Teacher, AFS International/Ecole Orleans, Le Mans, France 2005—2006

Teacher, GEOS-Cordoba, Seville, Spain 2004—2005

Producer, ABC NewsRadio 1040, Cleveland, OH 1999—2001

Functional Resume Sample: IT Internship

Here's a resume sample for an internship in information technology involving programming and/or website management.

Sample 2

Carlos Green

34 Portico Ave., Apt. 3
Boone, NC 12345

(123) 555-5555, cdsfdgh@unknown.com

JOB OBJECTIVE

IT internship involving programming and/or website management

SUMMARY

- Hard-working, detail-oriented graduate student in Computer Science with ability to articulate complex subject matter.
- Excellent interpersonal skills; willing to help, listen, and learn.

EDUCATION

MS, Computer and Information Science, expected graduation 2014

Appalachian State University, Boone, NC

Coursework: Software Analysis and Requirements

Greensboro College, Greensboro, NC, 2003-2008

GPA: 3.95

Coursework: Java Programming, C Programming, Data Structures in C, Intro to UNIX/LINUX

TECHNICAL SKILLS

Languages: C, Java
Technologies: Eclipse, Microsoft Visual Studio 2010, Dev-C++
Packages: MS Office: Word, Excel, and PPT
Operating Systems: OS X, Windows, UNIX/LINUX

PROJECTS

- **Web-based Emergency Action Plan Application** (Present)
Master's Degree Program, Appalachian State University
Capstone project
One of five developers of this application that, in two years, will be used by the University to reduce the incidence of personal injury, prevent property damage, and save lives by providing user-friendly and easily accessible instructions from anywhere and any device by any user with no assumption of the user's technical ability.
- **Express Lane Simulation** (2012)
Greensboro College
Class project
Modeled a supermarket where express lanes are available. The goal was to provide the optimal limit of customers in the express lane with a given variety of environmental conditions. (Eclipse, Java tools: Threading, AWT/SWING, Events)

Carlos Green

(123) 555-5555, cdsfdgfh@unknown.com

PROJECTS (Continued)

- **Implementation of a Data Processing System Application (2011)**
Greensboro College
Class project
As part of this class team project, worked on hash list algorithms. Our team was the only one to deliver a functioning program that was also 100% bug-free. (Visual Studio 2010, Data Structure)
- **Chess Game (2011)**
Association of Computing Machinery, Greensboro College
Team project
Conducted testing using Harness Test, which helped move the process to the next phase of graphical design. (Visual Studio 2010, C)

WORK HISTORY

- | | |
|-----------|---|
| 2011-2012 | Greensboro College , Greensboro, NC
Tutor, Computer Information System Labs
Taught C programming and UNIX/LINUX to students one-on-one and in the classroom. |
| 2010 | Total Health Pharmacy , Chapel Hill, NC
Pharmacy Assistant |
| 2009-2010 | A New You , New Orleans, LA
Pharmacy Technician |

SEMINARS

Cloud Computing Foundation Workshop organized by Information Strategies, Inc.
Computer History Museum, Raleigh, NC, July 2012

ACM Turing Centenary Celebration organized by Marketplace for Computing Machinery
Grant Hotel, Asheville, NC, June 2012

MEMBERSHIP

IEEE Computer Society, Greensboro Association of Computing Machinery