**就业类(1)。　　Businesses should hire employees for their entire lives.Do you agree or disagree?**

　　Model Answer:

　　I would have to completely disagree with the statement above. In the following paragraphs I will outline the basic concepts of my position.

　　First of all, I will least the major disadvantages for employers. On the today's market a company must be very flexible in order to compete with other firms. So, imagine the situation when a company can not fire its employees to stay on the market. It will lead to loosing not only a profit, but the clients, market share and competitive ability. Now, imagine the situation when a company is growing fast, everything is good and the next few years are going to be excellent. So, employers need more people to extend the production. However, nobody can tell what will happen in a few years. In this case, employers will be afraid to hire new people and extend their business because they will not be able to fire them if something goes wrong. Another important aspect of this is that a company can not have the best employees. It can not hire the better one without dismissing another employee.

　　What kind of disadvantages will have an employee in exchange for this kind of job security? First of all, it will be very difficult to find a job if one is not the best, because an employer does not want to spend money on one's education. Besides, employer will not have a chance to fire one if he does not do his job well. Second of all, employees with this kind of security tend not to perfect themselves because after they are hired they can not lose their job.

　　In conclusion, I would like to add that this statement has some positive aspects too such as constancy, a strong spirit of the company, etc. This system takes place in Japan and some companies succeeded in it. But I think that the reason of it subsists in the Japanese traditions, the particular cultural features, habits and customs. However, on today's market here in the United States a company can not afford to hire employees for their entire life.

**就业类(2)。　　What are some important qualities of a good supervisor (boss)?Use specific details and examples to explain why these qualities are important.**

　　Model Answer:

　　Many people have to work under somebody's supervision. In most cases an employee does not choose his or her boss, unless a supervisor is elected. In the following paragraphs I will list the most important qualities of my "ideal boss".

　　First of all, he must be impartial. I believe that it is very important to make a technical decision, think about somebody's promotion, etc. impartially. For instance, my friend is a supervisor on a dairy mill. It is his family's business so a lot of his relatives work there. But he never promotes someone because he or she is his family. I think it is a good quality for a boss.

　　Second of all, my "ideal boss" must be honest, patient and attentive. He should pay attention to people's feelings, encourage them by increasing their salary, listen to their suggestions about improving labor conditions and productivity. For instance, if he does not satisfied with the result he should understand the origin of the problem and explain people how to fix it. In addition, he must know how to solve conflicts that can arise between employees.

　　Another important quality of a boss is the ability to choose the right decisions and to learn on somebody's mistakes.

　　Finally, I think a good boss must value his or her employees because the profit directly depends on the people who work there.

　　In conclusion, I think a good boss should be able to make his people enjoy the work they are doing and encourage their diligence.

**就业类(3)。　　We all work or will work in our jobs with many different kinds of people.In your opinion, what are some important characteristics of a co-worker (someone you work closely with)?Use reasons and specific examples to explain why these characteristics are important.**

　　Model Answer:

　　A large number of people spend most of their time at work. Our life is divided into three equal parts: 8 hours - sleep, 8 hours - work, 8 hours - family time. So, in the most cases, one's co-worker plays an important role in one's life. From my opinion, the essential characteristics of a co-worker are the following.

　　First of all, a person who works closely with me must like his job. I think it is very important for a person to feel satisfaction with his job. My husband is a software developer. He is fond of his job and people enjoy working with him because they see how many energy he puts into his job.

　　Second of all, my co-worker must be persistent and never give up. I like when people who came across a problem try to solve it, find a good decision instead of looking for another person to hand it over. Another important aspect of this is that a good worker should always ask himself "What can be improved?" and suggests new solutions.

　　In addition, he must be a good team player. In the modern world good communication skills and the ability to work in a team are among the common position requirements. Personally, I think it is great to help each other, share new ideas, develop new solutions, etc. It helps to create a team spirit and improve labor productivity.

　　Finally, my co-worker must be punctual. He or she should finish the job on time I think that It is unacceptable to make the rest of a team wait while a person finishes his or her job. Also, my "ideal co-worker" should always be ready to offer his or her help and be supportive.

　　To summarize, I think if a co-worker possesses all of these qualities mentioned above he can make work with him really enjoyable and productive.

**就业类(4)。　Some people prefer to work for a large company. Others prefer to work for a small company. Which would you prefer?**

　　Model Answer:

　　The issue whether working for a large company is better than working for a small company is a controversial one. From my everyday experience and observation I think that every option has its advantages and disadvantages. I base my opinion on the following points.

　　From the one side working for a large company brings many benefits. First of all, one has better medical insurance, higher salary. Often employees of a large company have less responsibility. Moreover, they feel more secure because their company has more clients and this means better chance to survive on the modern market. However, one working for a large company has less chance to be promoted because one's manager does not want to lose his or her job unless she or he is promoted too. Also, from my observation, managers of a large company do not pay much attention to one's solutions and suggestions.

　　From the other side working for a small company has many advantages too. Firstly, one has better chance to be promoted. Secondly, one can talk to the owner of the company about any improvements that can be done in order to get more profit. Another important aspect of working for a small company is the opportunities to find out more about how company works. As a result of this one can gain more experience and get better recommendations. However, this also has some disadvantages. For instance, one can get less salary, worse medical benefits, etc.

　　To sum up, I think that every person chooses for himself what he or she wants. If one wants better career and more responsibilities then a small company is better choice. Otherwise, working for a large company may be a good option too.

**就业类(5)。　　People have different job expectations for jobs. Some people prefer to do the same job for the same company, whereas others prefer to change jobs frequently.Write about the advantages and disadvantages of each viewpoint?**

　　Model Answer:

　　In the modern workplace there is no longer the attitude that ‘a job is for life’. Nowadays, many people take the option to change jobs, while others prefer not to. In my essay, I will explore the good and bad points of the above attitudes.

　　One of the main benefits of staying in one job is security. Changing employer often means a period of instability, where one may have to think about moving house, or temporarily losing a steady source of income. Staying in one job means these problems are avoided.

　　Another benefit of not changing occupation is that one is able to gain a lot of experience and expertise in his specific profession, thus enhancing job security. One’s company may recognize their loyalty and reward their service. On the other hand, those who often change jobs may be seen as unreliable, lacking in experience and employers might be reluctant to hire and invest training in them.

　　However, there are arguments in favour of changing job frequently. One is that a worker improves his employability. Working in several different jobs often means that the individual has more skills. Such people are seen as more dynamic and versatile.

　　Another benefit of changing jobs frequently is that one never gets stuck in a rut. From my own experience, I got bored when I spent too long in a job. Following this, the quality of my work would suffer. I also believe that employers generally don’t tend to greatly reward loyalty or commitment. Increased wages and promotion are often easier to attain by changing jobs.

　　Overall, it can be said that the disadvantages of changing jobs are the advantages of staying put, and vice versa... In my opinion, I feel that changing jobs every once in a while is of more benefit.

**就业类(6)。　　Companies should encourage employees who work in a high position to leave at the age of 55 in order to give opportunities to the new generation.To what extent do you agree or disagree with this opinion?**

　　Model Answer:

　　I totally disagree with the idea of high-level employees leaving at the age of 55 to make room for the upcoming generation. While it is true that the energy level and fresh ideas of youth can rejuvenate a company, the steady hand of experience can still best guide a company in most cases.

　　In English there is a saying, “You can’t teach an old dog new tricks.” In the fast-paced world of business, bolstered by even faster hi-tech innovations, a younger more pliant mind would seem to be able to adapt with greater flexibility, while such an environment might boggle an older more set-in-its-ways mind. Take, for example, Microsoft’s Bill Gates, whose energy and brilliant insights as a youth helped him to pioneer new territory in the computer software world and establish a digital empire. Now as a more mature CEO, this king of the “computer” mountain is constantly on the verge of being knocked down by upcoming digeratti entrepreneurs. However, it is now the experience he has accumulated as an older man which keeps him on top. So, combining the vigour and innovation of younger workers with the experience of older workers would seem to be the winning hand in the world of business.

　　The assertion is to give opportunities to the younger generation. If everyone retires at 55, there will be smaller pool of experience at the company. So, who will show them the ropes of the trade? It would be as if we lopped off the last few chapters of a textbook. On this point the argument would seem to be built on false presumptions.

　　And think of all the other problems retirement at 55 would create. With life expectancy in many advanced nations at 70-plus years, how would the state along with private enterprises be able to support their retirement pensions? The economic repercussions of such an idea could be great.

　　Besides, the Western form of capitalism is built on competition and merit and not seniority according to age, and democracy is built on equality for all regardless of one’s age, so the argument clearly goes against these two pillars of Western society.

　　Granted, my counter-arguments are perhaps as simplistic as the original assertion itself, but without qualifying the assertion with greater supporting evidence or background information, both sides can be argued. Nevertheless, even after thoroughly considering the argument, I believe I would still adhere to my viewpoint that the assertion lacks merit for the aforementioned reasons. Besides, when I am 55 I do not fancy the idea of being put out to pasture. I think I will still be full of vitality and have a desire to work, so I hope my workplace will view me as a treasure house of valuable experience to pass along to the next generation and keep me on until I am at least 65 if not older.

**就业类(7)。　　As the world becomes technologically advanced, computers are replacing more and more jobs.Describe some job positions that may be lost because of computers, and discuss at least one problem that may result.**

　　Model Answer:

　　When computers first made their way into the business sector, everyone believed that they would make people's jobs easier. What was not expected was that computers would eliminate jobs. Besides contributing to unemployment, these automated workers often exhibit inadequate job performance.

　　A number of jobs have been lost as a direct result of new computer technology. Ticket agents in various transportation facilities, from subway/underground stations to airports are virtually nonexistent these days. Bank tellers have been greatly reduced due to automated bank machines. In addition, many call centers/centres that have help lines are almost entirely computerized/computerised. A few years ago I worked as a helper in our local library. Today this position does not exist, because six new computers have been installed. The number of positions lost to computers grows exponentially, and unemployment continues to get worse.

　　While a computer may easily achieve the main tasks of these jobs, most computers fall short when customers have a unique request or problem. A pre-paid ticket booth does not have insight about the entertainment district and cannot offer friendly directions to a tourist. Similarly, an automated bank machine cannot provide assistance and reassurance to a customer who has just had his credit card stolen. And, more often than not, automated telephone operators cannot answer the one question that we have, and we end up waiting on the line to speak with someone anyway. Every time I go into the library where I worked I notice elderly people who don't know how to use the computers and can't find anyone to help.

　　In the future, I believe a new business trend will evolve. As computers eliminate jobs, new positions will have to be invented. More and more people will go into business for themselves, and hopefully put the personal touch back into business. I believe that the human workforce will demonstrate that it is more valuable than computers.

**就业类(8)。　　　Many people say that the only way to guarantee getting a good job is to complete a course of university education. Others claim that it is better to start work after school and gain experience in the world of work.How far do you agree or disagree with the above views?**

　　Model Answer:

　　It is probably true to say that most people believe that a university degree is the only way to get a good job. I think this is true in certain areas, while in other areas, a degree is not as useful.

　　To begin with, many people have ambitions to become a qualified professional and there is no doubt that becoming a doctor or a lawyer, for example, is only possible with a degree. Another advantage of graduating from university is that it gives you more choices when it comes to choosing a job. Most employers will be more impressed by a candidate who has a degree than they would be by one who only has high school qualifications because it shows a certain level of intelligence and education, as well as the commitment and self-discipline that is needed In order to study a degree course for three or four years.

　　On the other hand, there might be some benefit to starting your career early, especially if your chosen field is one which does not typically require a university education. This would apply to somebody who wants to be a car mechanic, or a fashion designer, for instance, who would not necessarily gain anything from going to university. The hands-on experience you gain in your job while others are studying for a degree can give you a distinct advantage. I once read about a man who left school at sixteen and went on to become a wealthy and successful investment broker. He claimed that he had learned all he needed to know by working in his chosen field and that he could not have done any better by getting a degree.

　　So, to conclude, it is possible to get a good job without going to university. Having said that, some professions, such as the law, require you to have a degree and as stated above a University degree could potentially open more doors when looking for a job.

**就业类(9)。　　Computers and modems have made it possible for office workers to do much of their work from home instead of working in offices every day. Working from home should be encouraged as it is good for workers and employers.Do you agree or disagree?**

　　Model Answer:

　　In recent years the vast expansion of information and communications technology has made teleworking much more practical. Although in many cases office workers could be made geographically independent by using modems, faxes and cell phones, few companies or employees take full advantage of this possibility.

　　There are a number of strong arguments in favor of allowing workers to work from home. Firstly costs for employers would be reduced because businesses would require less office space, which is often situated in the center of large cities. Secondly, worker's lives would be improved in a variety of ways.For example, they would not need to travel to get to work, which would give them more free time.

　　Also, they could combine their work with their family life, which is a major advantage if they are parents of young children or they have old people to look after. On the other hand, traveling to a centralized workplace also has a number of points in its favor. The first is that many employees would miss the social aspect of work such as seeing colleagues and meeting customers. A further point is that employers would need to be able to trust their workers to work at a high standard and finish their work on time, since supervising teleworkers is even more complicated than supervising workers in the same office.

　　Finally, working from home might inhibit teamwork and creative work and so perhaps so only really suitable for people doing routine office work.

　　In conclusion, I believe that while many workers welcome the opportunity to go out to work, others would find the chance to work from home very convenient. Where possible, I think workers should be offered the choice, but not forced to work from home unless they wish to.

**就业类(10)。　　Machine translation (MT) is slower and less accurate than human translation and there is no immediate or predictable likelihood of machines taking over this role from humans.Do you agree or disagree?**

　　Model Answer:

　　It is true that there have been great advances in technology over the last forty years. For example / For instance the use of mobile phones and e-mail communication are common these days. However, machines that translate from one language to another are still in their early stages.

　　It seems to me that a machine could never do as good a job as a human, especially when it comes to interpreting what people are saying. Of course, machines can translate statements such as “Where is the bank?” but even simple statements are not always straightforward because the meaning depends on more than just words. For instance / For example the word “bank” has a number of different meanings in English. How does a translating machine know which meaning to take?

　　In order to understand what people are saying, you need to take into account the relationship between the speakers and their situation. A machine cannot tell the difference between the English expression “Look out!” meaning “Be careful!” and “Look out!” meaning “Put your head out of the window”. You need a human being to interpret the situation.

　　Similarly with written language, it is difficult for a machine to know how to translate accurately because we rarely translate every word. On the contrary, we try to take into consideration how the idea would be expressed in the other language. This is hard to do because every language has its own way of doing and saying things.

　　For these reasons I feel that it is most unlikely that machines will take the place of humans in the field of translating and interpreting. If machines ever learn to think, perhaps then they will be in a position to take on this role.