

信手拈词 • 不再词穷 (第六套)

工作类

独家课程: “精批精讲你的作文”, 托福写作 • 一课搞定, 写作 28+分的摇篮

工作选择
职场攻略
企业发展

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工作选择

工作	career / job / vocation / occupation / position
选择	select / choose / opt
寻找	pursue / hunt for / search for / choose a career
开始从事	take up / embark on a career
从事	follow a career
就业	have access to employment
在工作中	in the workplace / in the work field

选择有助于个人成长的工作

个人成长	personal + growth / development
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1) 知识

获得知识	acquire knowledge
丰富知识	enrich one's knowledge
扩大知识面	enlarge one's knowledge base

例题: Which do you prefer with the same rate of pay, an interesting and challenging job with less vacation or a job with more vacation time but less fun?

有趣有挑战的工作 -> 知识多

In a challenging career, employees are urged to acquire more knowledge. In detail, in the confrontation of obstacles in the workplace, workers are forced to search for a wide range of information and absorb new knowledge so as to tackle these enigmas; in contrast, hardly are employees motivated enough to enlarge their knowledge base in an easy occupation.

2) 技能

培养技能	hone/ practice /develop / cultivate + skills
时间管理技能	time management skills
人际交往技能	interpersonal skills

例题: Your job has more effect on your happiness than your social life does.

工作 -> 快乐

Employees, by honing various skills in the work field, can achieve personal growth, an essential element in happiness. To be more specific, not only can employees practice their communicative skills, but also they can learn to manage time effectively; however, hardly can employees encounter a wide range of people or deal with

numerous tasks in daily life, depriving them of the precious chances to exercise skills.

选择有助于晋升的工作

获得晋升	get / win / gain + promotion / advancement
晋升	be promoted
晋升	move up the career / promotion ladder
提高晋升的可能性	increase promotion opportunities / prospects

1) 努力

努力工作	work diligently / assiduously
加班	work overtime
把自己贡献于	devote / commit / dedicate + oneself to
奉献的员工	committed employees
做额外的工作	carry out / fulfill / perform + extra tasks
努力做某事	strive to do / strive for sth
不愿意做某事	be reluctant to do
坚持做	persist in doing / with sth
坚强	perseverance / persistence

例题: Which do you prefer with the same rate of pay, an interesting and challenging job with less vacation or a job with more vacation time but less fun?

有趣有挑战的工作 -> 努力

In an arduous job, employees tend to work diligently. In detail, a career filled with challenges triggers employees' enthusiasm in dealing with problems, even stimulating them to work overtime, accomplish extra tasks and create more profits; however, workers will not dedicate themselves to a tedious occupation.

2) 人际

激发讨论	trigger communication
好的关系	a strong / friendly / harmonious / intimate + relationship / bond / connection

例题: Which would you choose: a higher pay job with long hours or an average pay job with normal work hours? Explain your choice, using specific reasons and details.

高薪长时间工作 -> 人际

A rewarding career with longer work hours triggers communication between colleagues. To explain it future, a long working period fully engages workers in

dealing with tasks, carrying out projects and addressing problems collectively; however, never will two colleagues interact with each other so frequently or deeply in a job with normal work hours.

选择能赚钱的工作

赚钱	earn money
高薪	higher work payment
高薪的工作	a highly-paid / well-paid / financially rewarding / highly rewarded career
高薪	a competitive salary

1) 自己

好生活	a quality life
高质量的生活	lead a life of high quality
好的未来	a bright / promising / rosy / secure future

例题: Which would you choose: a higher pay job with long hours or an average pay job with normal work hours? Explain your choice, using specific reasons and details.

高薪长时间工作 -> 自己生活好

A competitive salary ensures a quality personal life for employees. In detail, by earning a high salary, workers are financially capable of leading a comfortable and even a luxurious life, such as taking regular travels overseas, purchasing the most advanced technological devices and living in well-equipped apartments; on the contrary, such a life of comfort and elation is inaccessible by a person with an average-paid job.

2) 家人

支持家人	support / sustain families
承担家庭责任	shoulder / undertake / assume + family responsibilities
好的家庭经济	healthy / sound + family / household + finance
提供持续的医疗	provide constant medical care
教育资源	educational resources

例题: Your job has more effect on your happiness than your social life does.

工作 -> 家人过的好

A wealth of money, earned in one's career, enables an employee to offer his families a satisfying life. To be more specific, only with sufficient money earned can an employee shoulder family responsibilities easily, by providing constant medical care

to his elderly parents and offering first-class educational resources to his children; however, how can employees without much money offer such a delightful and secure life to his families?

选择多种多样的职业

各种的	various / a variety of / several
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1) 工作模式

工作模式	work modes
工作状态	work conditions
灵活的工作时间	flexible work schedules
自由职业者	freelancers / freelance workers
网络工作者	telecommuting

例题: People should take several different kinds of jobs before they take a career in a long term.

先做很多工作 -> 自己喜欢的工作模式

After taking several careers, people can locate a work mode that they are most interested in. To be more specific, before taking a permanent occupation, by both working as a commuter in a fixed schedule and working as a freelancer with more flexibility, people can choose a preferred work mode; however, they will lose the opportunities to experience, and choose, if they abruptly step into a long-term career without trying assorted jobs.

2) 工作领域

领域	domains
技术人员	experts and technicians
销售	salesmen / sales representatives
管理	managers and entrepreneurs

例题: People should take several different kinds of jobs before they take a career in a long term.

先做很多工作 -> 自己喜欢的工作领域

Embarking on several occupations provides a valuable opportunity for employees to decide their work domains. To be more specific, occupations, such as technicians, sales representatives and managers, require distinctive capabilities and only after taking them individually can people discover their potential and select their most suitable area; in contrast, seldom will they know their performance in an unfamiliar field without trying to work in it.

职场攻略

有助于提升效率

效率	efficiency / productivity
提高	enhance / increase / boost
降低	lower / decrease
使无效	render one inefficient

1) 省时

省时间	reduce / decrease / save + time
按照计划	adhere to / keep to / follow + the timetable / schedule
优先化	give priority to sth / prioritize sth

例题: When classmates or colleagues communicate about a certain project in person instead of using email, it is better for working the project

亲自 → 省时间

When communicating about a project in person, employees can save a large quantity of time and thus boost efficiency. Specifically, in face-to-face communication, two partners can receive instant feedback from each other and exchange thoughts frequently, and even reach a consensus on the spot; in contrast, long-time wait for reply and inaccessibility to immediate feedback in e-mail communication, disappointedly, lower productivity.

2) 少错

减少错误	decrease errors / mistakes
改正错误	correct / rectify / revise + mistakes
专注	concentrate / focus on

例题: Do you agree or disagree with the following statement: people who cannot accept criticism from others will not be successful at working in a group.

接受批评 → 少错

Criticism from teammates in a group lowers the risks of mistakes in a project. To be more specific, others in a group, proposing different ideas and even criticism, distract a person from his original thinking mode and help him reconsider his decision, which can lower the chances of mistakes caused by stereotyped thinking; however, a person may stick to his thoughts stubbornly without others' criticism.

有助于人际关系

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1) 同事

同事	colleagues / co-workers / fellow workers
员工	a staff member / staff = staff members
交流	communicate / interact with
合作	cooperate / collaborate with
合作	in cooperation with
帮助	render assistance / favor to sb.
分配任务	distribute / share / spread workload

例题: Do you agree that it is better to work for business owned by someone else than to work for the business of one's own family?

家族企业好 -> 同事关系

A person, working for the business of his own family, is more likely to establish strong relationships with his co-workers. Specifically, colleagues, mostly relatives and close friends, are familiar with each other's personalities, habits and competence, making it easier for them to communicate and cooperate; on the other hand, hardly does such familiarity with each other exist in a business owned by someone else.

2) 领导

领导	employers / leaders/ superiors / managers / executives / supervisors
下属	subordinates
指派为领导	appoint / elect / nominate sb as a leader
赢得支持帮助	win / obtain / earn + the support and assistance from subordinates
赢得尊重	earn respect and admiration from
让某人晋升	place sb as a candidate for promotion and advancement
给某人分配任务	allocate tasks to sb / entrust sb with tasks / assign sb tasks
坚持规则	adhere to / stick to / follow / obey rules
积极的参与者	an active / willing participant
做决定	arrive at / come to / make / reach / take a decision
创造开放的氛围	foster a culture / atmosphere of open communication

题目: Whether to finish a project at one time or to work at several projects at the same time.

一次做一件事情 -> 和领导的关系好

Full concentration on a single task one time increases the chances of promotion for a

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subordinate. To explain it further, sticking to one project continuously, even in the confrontation of obstacles, is a strong indicator of an employee's persistence and diligence, essential personalities for advancement; a worker frequently shifting his attention from one project to another, on the other hand, will be considered fickle by his supervisor.

3) 顾客

顾客	clients / consumers / customers
给顾客支持和服务	provide customer support and service
建议顾客的忠实度	build customer loyalty
提高顾客的满意度	increase customer satisfaction

例题: It is important to have rules about the types of clothing that people are allowed to wear at work and at school.

统一着装 -> 吸引顾客

Setting rules about the types of clothing at work will establish an image of formality in clients' minds. To be more specific, suits and ties of employees send a message that workers in this company are well organized and the products they are selling are of high quality, which helps build customer loyalty; however, such trust in salesmen and products will not be established when they wear casually in their own clothing.

企业发展

企业	a company / an enterprise / an agency / an organization
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吸引钱

1) 投资

吸引注意	draw attention from
投资	investment
提高收入	increase / maximize / boost + profits / revenues

例题: Do you agree or disagree: Company should pay for employees to get university degree.

大学文凭 -> 吸引投资

University degrees of all employees in an agency attract investment. To be more specific, demonstrated by university degrees, the high proficiency and competence of employees ensure substantial revenues and a promising future, which are strong attractors to investors; however, employees without strong educational backgrounds will not draw attention from investors.

2) 产品

更新产品	update / upgrade a product
目标客户	target + audience / group / market
发行	put sth on the market
发行	sth come onto the market
发行一个产品	release / launch a product

例题: Business to successful must put more money in advertising.

广告 -> 刺激产品更新

Publishing advertising encourages a company to update and upgrade its product continuously. In detail, not only is advertising an effective means to access customers' needs on products, but also it is a stimulus to a company to release a new product of higher quality; on the other hand, a company will be reluctant to launch a updated product without making advertisements.