

生活得更美好

单词

词汇	发音	词性	翻译
yoga	[us]'jʊʊgə [uk]'jəʊgə	noun	瑜伽
fit	[us]fɪt [uk]fɪt	adj.	健康的
shape	[us]ʃeɪp [uk]ʃeɪp	noun	形状
exercise	[us]'eksəsaɪz [uk]'eksəsaɪz	noun	运动
moderation	[us].mə:də'reɪʃn [uk].mɒdə'reɪʃn	noun	温和; 适度; 节制
lifestyle	[us]'laɪfstɑɪl [uk]'laɪfstɑɪl	noun	生活方式
crave	[us]kreɪv [uk]kreɪv	verb	渴望, 渴求
avoid	[us]ə'vɔɪd [uk]ə'vɔɪd	verb	避免, 预防
insomnia	[us]ɪn'sɑ:mniə [uk]ɪn'sɒmniə	noun	失眠(症)
worry	[us]'wɜ:ri [uk]'wɒri	verb	担忧, 担心, 发愁
anxious	[us]'æŋkʃəs [uk]'æŋkʃəs	adj.	焦虑的
aerobics	[us]e'rɒʊbɪks [uk]eə'rəʊbɪks	noun	有氧运动, 增氧健身法
cardiovascular	[us].kɑ:rdiəʊ'væskjələr [uk].kɑ:diəʊ'væskjələ(r)	adj.	心脏血管的
flexible	[us]'fleksəbl [uk]'fleksəbl	adj.	柔韧的, 灵活的, 易弯曲的, 可变通的
weightlifting	[us]'weɪtlɪftɪŋ [uk]'weɪtlɪftɪŋ	noun	举重
balance	[us]'bæləns [uk]'bæləns	noun	平衡, 均衡
depressed	[us]dɪ'prest [uk]dɪ'prest	adj.	沮丧的, 抑郁的
tired	[us]'taɪəd [uk]'taɪəd	adj.	疲劳的
suffer	[us]'sʌfər [uk]'sʌfə(r)	verb	遭受, 忍受, 经历
feel	[us]fi:l [uk]fi:l	verb	感觉
kind	[us]kaɪnd [uk]kaɪnd	noun	种类, (动, 植物等的)类, 族, 特定种类的人

stress	[us]stres [uk]stres	noun	压力
overworked	[us]oʊvər'wɜ:rkt [uk]əʊvə'wɜ:kt	adj.	工作过度的; 用滥的
approximately	[us]ə'prɑ:ksɪmətli [uk]ə'prɒksɪmətli	adv.	大概, 大约
casual	[us]'kæʒuəl [uk]'kæʒuəl	adj.	非正式的
vacation	[us]və'keɪʃn [uk]və'keɪʃn	noun	假期, 休假
enjoyable	[us]ɪn'dʒɔɪəbl [uk]ɪn'dʒɔɪəbl	adj.	令人愉快的
diet	[us]'daɪət [uk]'daɪət	noun	饮食
exhaustion	[us]ɪg'zɔ:stʃən [uk]ɪg'zɔ:stʃən	noun	衰竭
fatigued	[us]fə'ti:gd [uk]fə'ti:gd	adj.	疲劳

与私人训练师交谈

你将要讨论和安排锻炼计划。

观看视频，学习语言用法。 <https://cns2.ef-cdn.com/Juno/15/80/8/v/15808/8.4> Scene 2.mp4

[BOB] I want to get into shape.
 [BOB] So I'm going to start an exercise routine.
 [BOB] Every morning when I wake up, I'm going to do a workout.
 [NANCY] Sooo, you're doing yoga now?
 [BOB] I'm trying to get more flexible.
 [BOB] Flex my old muscles.
 [NANCY] You could call your daughter. She loves yoga.
 [BOB] On Mondays, Wednesdays and Fridays, I'll do a workout at the gym.
 Little bit of cardiovascular activity, maybe some weightlifting.
 [BOB] Then on Tuesdays and Thursdays, I'd like to go jogging, or maybe ride my bike in the neighborhood.

get into shape 恢复身材
 start an exercise routine 开始日常锻炼
 do a workout 从事健身
 doing yoga 练瑜伽
 get more flexible 变得更灵活
 cardiovascular activity 心血管活动
 weightlifting 举重
 go jogging 慢跑

含有 'do' 或 'get'、表示保持身体健康的搭配

使用 do + 名词，谈论保持身体健康的不同方法。	
do exercise	做运动
do an exercise routine	做常规运动
do cardiovascular activity	做心血管运动
do aerobics	作有氧运动
do yoga	练瑜伽
do weightlifting	举重
do everything possible	做一切可能的事情

使用 get + 形容词，谈论保持身体健康的不同方法。	
get fit	变健康
get more flexible	变得更加柔韧
下面还有两个 get 引导的短语。注意 get exercise 与 do exercise 的意思相同。	
I need to get into shape.	我需要保持体型。
You should get more exercise.	你应该多做运动。
形容词 in good shape 表示身体健康，它的反义词是 out ofshape 。注意，由于两个形容词描述的是一种状态，不是过程，所以与动词 be 连用。	
He's in really good shape.	他身体非常棒。
I'm a little out of shape.	我身体有点不好。

请把词条移至正确的间隔处。

I've got to do something to (get into shape) . I'm (overweight) , and I feel tired all the time. And my muscles hurt when I wake up in the morning. I need to get (more flexible) . So I'm going to do an (exercise routine) . I'm going to do some (yoga) and some (cardiovascular) activity. I'm going to do everything possible to get fit.

表示可能性的情态动词	
用 may 、 might 和 could 等情态动词表达可能性。注意，在其后使用动词的一般式。 May 和 might 的含义基本相同，但 may 较为正式。	
You may lose some weight from doing yoga.	做瑜伽也许能让你减一点肥。
You might sleep better if you get more exercise.	如果多加锻炼，你也许能睡得更香。
He could strengthen his heart with cardiovascular activity.	他可能通过心血管活动使心脏更加强壮。
在情态动词后用 not 构成否定。 May 和 might 通常不缩写。	
She may not have the strength to lift that much weight.	她可能没有力气举起这样大的重量。
Jogging might not be the best exercise for you.	慢跑可能不是最适合你的运动。
could 的否定形式通常缩写。注意， couldn't 的含义与 may not 和 might not 不同，因为它表示可能性完全不存在。	
He couldn't do the new yoga exercise. He isn't flexible enough.	他不能做新的瑜伽练习。他的身体灵活度不够。

阅读课文，然后回答问题。

The French Paradox Many French people love eating cheese. French cooking often involves meat, rich sauces and buttery desserts. Usually when people eat a lot of fatty foods, there is a danger of heart and other health problems. This is true in a country like the United States. The paradox – or thing that doesn't make sense – is that the French suffer far less from these kinds of problems, compared with some other countries. This is the French paradox. No one is sure, but some believe it's due to red wine. Many doctors think a glass or two of red wine each day is good for the heart.

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Many French people love eating cheese. French cooking often involves meat, rich sauces and buttery desserts. Usually when people eat a lot of (fatty) foods, there is (a danger of) heart and other health problems. This is true in a country like the United States. The (paradox) – or the thing that doesn't make sense – is that the French suffer far less from these kinds of problems, compared with some other countries. This is the French paradox. No one is sure, but some (believe) it's due to (red wine) . Many doctors think a glass or two of red wine each day is (good for) the heart.

观看视频，学习语言用法。 <https://cns2.ef-cdn.com/Juno/15/80/8/v/15808/8.4> Scene 2.mp4

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Little bit of cardiovascular activity, maybe some weightlifting.
[BOB] Then on Tuesdays and Thursdays, I'd like to go jogging, or maybe ride my bike in the neighborhood.

Every morning when I wake up ... 每天早晨我醒来时...
On Mondays, Wednesdays and Fridays ... 在星期一、星期三和星期五...
Then on Tuesdays and Thursdays ... 然后，星期二和星期四...

请把词条移至正确的间隔处。

SADIE: So, we're going to start (exercising regularly) , right?

BRETT: Yes, we are. We just have to decide on a (schedule) .

SADIE: Mondays, Wednesdays and Fridays in the morning are (good for me) . Are you (available) ?

BRETT: No, sorry. I can't (make it) on Wednesdays and Fridays. Tuesdays and Thursdays are better for me.

SADIE: OK. How about Tuesdays, Thursdays and Saturdays, around 7 in the morning?

BRETT: That (works for me) .

SADIE: Perfect! I'm excited.

提供有关生活方式的建议

你将要询问关于一个朋友的问题，然后给出一些生活方式的建议。

观看视频，学习语言用法。 <https://cns2.ef-cdn.com/Juno/15/81/0/v/15810/8.4> Scene 4.mp4

[BOB] Phew! It's hard to stay motivated.
 [BOB] It's a lifestyle change.
 [BOB] I know I ought to exercise every day.
 [BOB] I know I ought to eat more healthily, and I should drink more glasses of water.
 [BOB] But, you know, sometimes ...
 [BOB] I just crave a nice, big, juicy cheeseburger.
 [NANCY] I'm proud of you, Bob. Keep up the good work.
 [NANCY] Forgot my papers ... Taking a break, dear?
 [BOB] Oh. Just, umm, checking out the, um, weather forecast.
 [NANCY] Bye.
 [BOB] Bye.

stay motivated 保持活力
 lifestyle change 生活方式改变
 exercise every day 每天锻炼
 eat more healthily 吃得更健康
 drink more glasses of water 喝更多的水
 crave a nice, big, juicy cheeseburger 对美味多汁的芝士大汉堡非常嘴馋
 Keep up the good work. 再接再厉。
 taking a break 休息一下

健康习惯的搭配

使用类似这些搭配来谈论一种健康的生活方式。	
Don't take everything so seriously.	凡事切勿过于认真。
Everything in moderation.	凡事切勿过度。
Maintain a healthy work-life balance.	工作和生活要保持健康的平衡。
Make a lifestyle change.	改变生活方式。
Stay motivated.	保持积极性。
Spend quality time with family.	与家人共度美好的时光。

使用类似这些搭配来谈论健康的身体习惯。	
Exercise every day.	每天运动。
Eat more healthily.	吃得更健康。
Don't eat everything you crave.	不要想吃什么就吃什么。
Avoid fatty and salty foods.	不吃高脂肪和高盐分的食物。
Get enough sleep.	充足睡眠。
Drink lots of water.	多喝水。

表示义务的情态动词	
'Must' 与 'have to'	
用情态动词 have to 和 must 表达义务。注意，在两者后都使用动词原形。	
The doctor says I have to stop smoking. My health isn't good.	医生说我必须戒烟。我的健康状况不佳。
I must change my lifestyle. I need to get fit.	我必须改变生活方式。我需要通过让身体变得健康。
Have to 可用 have got to 代替。	
I've got to exercise more. I'm gaining a lot of weight.	我必须多锻炼。我长胖了不少。
have got to 没有否定形式，要使用 don't have to 。	

'Mustn't' 与 'don't have to'	
否定形式 mustn't 和 don't have to 含义略有不同。 Mustn't 表示某个观点非常糟糕或不允许。 Don't have to 表示你不必做某事。	
The doctor told her she mustn't eat so much fatty food.	医生告诉她，她绝对不能吃这么多油腻的食物。
He's so fit that he doesn't have to watch what he eats.	他非常健康，因此不必注意饮食。
must 没有过去式，要使用 had to 。	
Last year I had to go on a diet. I was overweight.	去年我必须节食。我超重了。

请把词条移至正确的间隔处。

I saw the doctor yesterday. She said I (have) to change my lifestyle. I don't (have to) lose weight, but I have (to) do some cardiovascular exercise for my heart. I agree with the doctor. I've (got to do) this for myself. Which means I really (must) stop smoking, and I (mustn't) drink so much alcohol.

观看视频，学习语言用法。 <https://cns2.ef-cdn.com/Juno/15/80/7/v/15807/8.4> Scene 1.mp4

[BOB] Fourteen stone.
 [BOB] I don't believe it.
 [BOB] There must be something wrong with these scales.
 [BOB] It's time for a change. I've thought about it.
 [BOB] I was a slug.
 [BOB] Sitting on the couch, never exercising.
 [BOB] This body - OK - it's almost 60. But it looked 80.
 [BOB] I realized, when I woke up, it's time for a change of lifestyle, 'cause if I don't - well, I don't even want to think about it.
 [NANCY] My old exercise videos?
 [BOB] You're always telling me I don't get enough exercise. Well, I'm making a change.
 [BOB] I'm getting fit!

fourteen stone 十四英石

It's time for a change. 是时候做出改变了。

I've thought about it. 我想过了。

slug 鼻涕虫

It's time for a change of lifestyle. 是时候改变生活方式了。

I'm making a change. 我要改变。

I'm getting fit! 我要强身健体!

请把词条移至正确的间隔处。

Make some (changes) in your lifestyle.

You mustn't (wait) . The time is now.

Make a change for the (better) .

Why wait? It's (time) for a change.

A change of (lifestyle) is what you need.

Do it for (yourself) – nobody else.

提供建议	
提供建议有很多种方式。可能是微弱、温和或强烈的建议。	
微弱的建议	
What I do is go jogging in the morning.	我的做法是在早晨慢跑。
It's a good idea to make changes slowly.	慢慢地改变是个好主意。
温和建议	
Why don't you exercise more?	你为什么不多运动一下呢?
You should eat healthier food.	你应当吃得更健康。
You might want to go to the gym after work.	你不妨下班后去健身房。

强烈建议	
You had better make some changes in your life.	你最好改变一下自己的生活。
He has to stop smoking.	他必须戒烟。
You must get some sleep!	你必须睡一会觉!

讨论工作场所压力

你要讨论关于你的工作生活中的健康问题。

观看视频，学习语言用法。 https://cns2.ef-cdn.com/Juno/12/98/59/v/129859/GE_8.2.3_v2.mp4

[DOCTOR] So, you're having trouble sleeping?
[TODD] Yes. I've been a bit anxious recently, and I haven't been able to sleep. I'm feeling really tired.
[DOCTOR] Well, these days, those are fairly common symptoms. How many hours a week do you work, on average?
[TODD] I'm not exactly sure. I think about 60. Or 70 hours a week.
[DOCTOR] That's a lot. How much exercise are you getting?
[TODD] Exercise? Ha! Not much. I play with my kids in the park on Saturdays. And me and my wife sometimes play tennis.
[DOCTOR] That's it?
[TODD] Yes.
[DOCTOR] Well, I've had a look at the result of your last physical examination. Generally good. But, um, cholesterol - a little high.
[TODD] Yeah.
[DOCTOR] One last question: When was your last vacation?
[TODD] My last real vacation?
[DOCTOR] Yes.
[TODD] A year ago, maybe two.
[DOCTOR] Well, it's clear that you're working too much. That can lead to many other problems. Overwork can cause anxiety, and one effect of anxiety is insomnia. You can see what the first step is, right?
[TODD] Yes.
[DOCTOR] I want you to talk to your boss tomorrow about working fewer hours. And, uh, you need to take a vacation. What sort of relationship do you have with your boss?
[TODD] Oh, uh, really good.
[DOCTOR] I'm glad to hear it. Now. Let's talk about diet.

having trouble sleeping 难以入睡
anxious 焦虑的
physical examination 身体检查
cholesterol 胆固醇
overwork 工作过度
anxiety 担心
insomnia 失眠
diet 日常饮食

表达相同内容的不同方式	
有时你可以通过多种方式表达相同的内容。你的措辞可能取决于想要表达的观点或情况的严重程度。	
I can't sleep at night. I have insomnia.	我晚上睡不着。我有失眠症。
Why does she worry so much? She always seems so anxious.	她为什么这么担心？她看上去总是很焦虑。
He's fatigued. Really tired. He may be suffering from exhaustion.	他很疲劳，非常累，很可能筋疲力竭了。
She feels extremely sad all the time. I think she's depressed.	她总是感觉非常悲伤。我觉得她的情绪很沮丧。
My doctor told me I need to change my diet. He said the kind of food I'm eating is bad for me.	我的医生叫我改变我的饮食。他说我现在吃的东西对我身体有害。

词形	
有时你可以改变单词形式，但它们的意思并不改变。以下是一些描述身体或心理健康的形容词和名词。	
She often feels anxious. / She suffers from anxiety.	她经常感到焦虑。 / 她患有焦虑症。
He's exhausted. / He's suffering from exhaustion.	他非常疲劳。 / 他精疲力尽。
I have a lot of stress in my life. / I'm stressed out.	我生活中有很多压力。 / 我压力重重。
She's depressed all the time. / She's suffering from depression.	她总是很抑郁。 / 她患有抑郁症。

在表格中填入正确的名词和形容词。

Noun

Adjective

Noun

Adjective

stress

(stressed)

(anxiety)

anxious

(overwork)
overworked
depression
(depressed)

exhaustion
(exhausted)
(fatigue)
fatigued

观看视频，学习语言用法。 https://cns2.ef-cdn.com/Juno/12/98/59/v/129859/GE_8.2.3_v2.mp4

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the result of的结果
can lead to 可导致
can cause 可造成
one effect of 的一个后果

谈论因果	
用此类表达来谈论因果：	
Stress leads to many other physical problems.	压力会导致其他多种身体疾病。
Poor diet and lack of exercise can cause high cholesterol.	不良饮食和缺乏锻炼可能导致高胆固醇。
Very often, overwork and fatigue result in anxiety.	工作过度 and 疲劳经常导致焦虑。
Insomnia can be caused by many different things.	失眠可能是由多种不同因素引起。
名词 effect 与动词 affect 经常被混淆。请看以下例子：	
The effect of his insomnia was poor performance at work.	他失眠的影响是在工作中表现不佳。
His insomnia affected his performance at work.	他的失眠影响到自己的工作表现。

请选择正确的词。

Eating a lot of fatty foods can (effect / result / cause) in high cholesterol.

Depression can (affect / cause / result) every part of your life.

Lack of exercise can (result / cause / lead) to health problems.

Overwork (causes / leads / effects) anxiety in many people.

The (affect / effect / cause) of the exercise routine was weight loss and lower cholesterol.

My insomnia was (caused / resulted / led) by stress.

Truth: result; affect; lead; causes; effect; caused

阅读有关压力的文章。

请选择正确的答案。

Everyone has stress in their lives. Stress is the way our body reacts to what is happening in and around us. Eustress, or good stress, can help people work to their potential and feel good about themselves. Think about a time when your boss told you what a good job you were doing, or you were excited playing a game. That is eustress. Sometimes it is called positive stress. On the other hand, distress, or bad stress, is not a good thing. When stress becomes too much for a person to deal with, it can cause problems. The problems can be physical or mental. Stress can result in problems like insomnia, headaches, depression and anxiety. Obviously, we want as much eustress, and as little distress, in our lives as possible.

内部定义

在文章中遇到不认识的词语时，你有时可以通过紧跟其后的信息来猜出它的含义。这被称为内部定义。内部定义紧跟在难以理解的词语之后，以逗号分隔。

Poor diet and lack of exercise can lead to diabetes, or your body's inability to produce insulin.

不良饮食和缺乏锻炼可能导致糖尿病，或者说你的身体无法产生胰岛素。

Migraines, or very severe headaches, can be caused by too much stress.

偏头痛，或者说非常严重的头痛，可能是因为压力过多造成。

寻找阅读材料中两个难理解词语的内部定义。

请选择正确的答案。

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描述办公室文化

你现在将要回答一个新同事关于办公室文化的问题。

观看视频，学习语言用法。 https://cns2.ef-cdn.com/Juno/12/98/60/v/129860/GE_8.2.4_v2.mp4

[JOAN] Come in.

[TODD] Do you have a minute?

[JOAN] Ummm, yes, of course.

[JOAN] What's up?

[TODD] Well, I went to a doctor yesterday.

[JOAN] Oh. I hope there's nothing ...

[TODD] No, no, no. But I would like to talk to about how many hours I'm working.

[JOAN] Okay.

[TODD] I'm working 65 hours or so a week. My work-life balance, it's, uh ... Well, I haven't got one.

[JOAN] Sixty-five hours a week! That's far too much overtime. I didn't realize it was that much.

[TODD] I'm afraid it is. And you're working more or less the same.

[JOAN] Yeah, I know.

[TODD] And another thing: I haven't had a proper vacation in over a year.
 [JOAN] Wow. That's too long. And you're allowed around four weeks.
 [TODD] Yeah. It sometimes feels like I live here.
 [JOAN] Since the purchase of Sunset Computers, we've all been working overtime just to meet deadlines.
 [TODD] But is this our office culture now?
 [JOAN] No. It's not. Look - why don't we schedule a meeting to talk about your next vacation? And also about cutting back your hours.
 [TODD] Okay. That would be a start. And will you do the same?
 [JOAN] I'll try.
 [JOAN] I'll try. I promise.
 [JOAN] Are you free tomorrow around 11?
 [TODD] Uhhh, no. I have a meeting.
 [JOAN] How about 2 p.m.?
 [TODD] No.

or so 等等
 more or less 或多或少
 around 大约

提供近似信息	
用此类表达来提供近似信息。 请注意此类表达在各个句子中的位置。	
I work 50 hours or so a week.	我每周工作 50 来个小时。
I work 50 hours a week, more or less.	我每周工作 50 个小时左右。
I work around 50 hours a week.	我每周工作大约 50 个小时。
I work approximately 50 hours a week.	我每周大概工作 50 个小时。
I work about 50 hours a week.	我每周大约工作 50 个小时。
I work 50 hours a week, give or take.	我每周 50 个小时，或多或少。

请听音频。请把词条移至正确的间隔处。

So, this is my exercise routine. I've been doing it for (about) a year, and I do it eight times (or so) a month. I jog to the gym for 20 minutes, (give or take) . At the gym, I weightlift (approximately) 100 pounds (around) 30 times. After that I swim for 30 minutes, (more or less) .

阅读课文，然后回答问题。



My office is a pretty casual place. There are

approximately 25 employees. Most people work 40 hours a week, give or take. We are all friends, and we spend time together outside the office. We go out to dinner or for drinks two times or so a month. We also have two managers. One is young and relaxed. The other is a little bit older and is stressed out sometimes. I take about three weeks' vacation each year. Last year I went to Hawaii with another employee. We had a lot of fun.

请把词条移至正确的间隔处。

My office is a pretty (casual) place. There are (approximately) 25 employees. Most people work 40 hours a week, give or take. We are all friends, and we spend time together (outside) the office. We go out to dinner or for drinks two times or so a month. We also have two (managers) . One is young and relaxed. The other is a little bit older and is (stressed out) sometimes. I take about three weeks' (vacation) each year. Last year I went to Hawaii with another employee. We had a lot of fun.

办公室文化	
一种描述办公室文化的方式是谈论办公室环境和你的同事。	
The office is very open, with separate meeting rooms.	办公室是非常开放的，有独立的会议室。
Everyone has their own cubicle.	每个人都有自己的小隔间。
There are approximately 50 employees.	大约有50名员工。
另一种方法是描述企业文化和对社交活动的态度。	
It's a pretty formal work atmosphere.	这是一个非常正式的工作氛围。
The office is a pretty casual place.	办公室是一个非常休闲的地方。
All employees are expected to wear business attire every day.	所有员工每天都要穿职业装。
People are friendly and do things together outside work.	人们很友好并且下班后也一起活动。
There are company-organized sports events.	有公司组织的体育活动。

阅读有关公司 Sizzlr 文章。

阅读课文，然后回答问题。

Sizzlr** What's it like to work here?**The Sizzlr office is a pretty casual place. There are approximately 25employees. Most people here work 40 hours a week. We're all friends, and welike to spend time together outside the office. We go out to dinner two timesor so a month. There's also the CEO. He's young and relaxed. Then there's theCFO. He's a little bit older and is under lots of pressure, but he still findstime for fun. I get about three weeks' vacation per year. Last year I went toHawaii with some other colleagues. It was amazing!

请把词条移至正确的间隔处。

The Sizzlr office is a pretty (casual) place. There are (approximately) 25 employees. Most people here work 40 (hours a week) . We're all friends, and we like to spend time together outside the office. We go out to dinner two times or so a month. There's also the CEO. He's young and relaxed. Then there's the CFO. He's a little bit older and is under lots of (pressure) , but he still finds time for fun. I get about three weeks' (vacation) per year. Last year I went to Hawaii with some other colleagues. It was amazing!

在邮件中回复问题	
在邮件中回复问题时，你可以在开始提及问的问题和你已经提供的答案。	
Thanks for sending me your questions.	谢谢你发给我你的问题。
I've provided answers to your questions below.	下面是我提供的给你问题的答案。
然后，按顺序回答问题。参阅每个具体的问题。	
In answer to your first question, HR deals with the bonus system.	回答你的第一个问题，人力资源处理奖金制度。
The answer to your question about holidays is that they increase by one dayper year.	回答你的关于假期的问题，假期每年增加一天。
Addressing your last question, pay is decided by your manager.	回答你的最后一个问题，工资由你的经理来定。
使用像这样的短语来引入一个主题：	
Here are some details about our company culture.	这是关于我们的企业文化的一些细节。
Regarding our contract, it's divided into two sections.	至于我们的合同，它分为两部分。

Now read Giles's response to Nathan's questions.

请把词条移至正确的间隔处。

Hi, Nathan.

Thanks for your email. I've (provided answers) to all of your questions.

The answer to (your first question) about the environment is that it's a pretty serious work atmosphere. All employees have to wear business attire every day, and everyone has their own cubicle.

Second, here are (some details) about the local area: The area around the office is great for eating and shopping, and there are plenty of places to have lunch and socialize.

In answer to your final question about (work-life balance) , most people here work 40 hours a week, more or less. I get about three weeks' vacation each year.

Thanks.

Giles

你将要回复一个很快就要来的新同事的邮件。我们会严肃地对待您的隐私。请勿将关于自己的个人信息（种族、宗教、健康状况等）与别人分享。

Type in the input box. Write 100-120 words.

Example:

To: jessica@useremail.com

Subject: Your questions about the company

Hi, Jessica.

Thanks for your email. I've provided answers to all of your questions.

The answer to your first question about the environment is that it's a pretty serious work atmosphere. All employees have to wear business attire every day, and everyone has their own cubicle.

In answer to your final question about work-life balance, most people here work 40 hours a week, more or less. I get about three weeks' vacation each year. And yes, people here do socialize together sometimes. The area around the office is great for eating and shopping, and there are plenty of places to have lunch.

See you soon!

Jessica