

工作和公司

单词

词汇	发音	词性	翻译
actor	[us]'æktər [uk]'æktə(r)	noun	男演员
banker	[us]'bæŋkər [uk]'bæŋkə(r)	noun	银行家, 银行雇员
cleaner	[us]'kli:nər [uk]'kli:nə(r)	noun	清洁工, 清洁剂, 干洗店
designer	[us]dɪ'zainər [uk]dɪ'zainə(r)	noun	设计师
director	[us]də'rektər [uk]də'rektə(r)	noun	主任, 主管
driver	[us]'draɪvər [uk]'draɪvə(r)	noun	司机
manager	[us]'mænɪdʒər [uk]'mænɪdʒə(r)	noun	主管, 经理, 负责人
illustrator	[us]'ɪləstreɪtər [uk]'ɪləstreɪtə(r)	noun	插画师
before	[us]brɪ'fɔ:r [uk]brɪ'fɔ:(r)	conj.	在.....之前, 在.....面前
after	[us]'æftər [uk]'ɑ:ftə(r)	conj.	after
operation	[us],ɑ:pə'reɪʃn [uk],ɒpə'reɪʃn	noun	经营, 营运
responsible	[us]rɪ'spɔ:nsəbl [uk]rɪ'spɒnsəbl	adj.	有责任的
server	[us]'sɜ:rvər [uk]'sɜ:və(r)	noun	服务器
welcome	[us]'welkəm [uk]'welkəm	verb	迎接, 欢迎
editor	[us]'edɪtər [uk]'edɪtə(r)	noun	编辑
last	[us]læst [uk]lɑ:st	det.	最后的
pay	[us]peɪ [uk]peɪ	noun	薪水, 工资
programmer	[us]'prɒɡræmə(r) [uk]'prəʊɡræmə(r)	noun	程序员
supervisor	[us]'su:pəvaɪzər [uk]'su:pəvaɪzə(r)	noun	监督人, 主管人
writer	[us]'raɪtər [uk]'raɪtə(r)	noun	作者, 作家, 著者
introduce	[us]'du:s [uk],ɪntrə'dju:s	verb	介绍, 引荐
finance	[us]'faɪnæns [uk]'faɪnæns	noun	资金
legal	[us]'li:gl [uk]'li:gl	adj.	法律上的, 有关法律的

president	[us]'prezɪdənt [uk]'prezɪdənt	noun	总统, 主席
purchasing	[us]'pɜːrtʃəsɪŋ [uk]'pɜːtʃəsɪŋ	noun	购买, 采购
interview	[us]'ɪntərvjuː [uk]'ɪntəvjuː	noun	面试
production	[us]prə'dʌkʃn [uk]prə'dʌkʃn	noun	产品, 作品, 成果
résumé	[us]'rezəmeɪ [uk]'rezjumeɪ	noun	摘要, 概要, 简历
title	[us]'taɪtl [uk]'taɪtl	noun	标题

询问工作经验

在本课中，您将学习如何询问和描述过往工作经历。

工作词汇

哪些动词后接 **-er** 或者 **-or**，没有严格的规则，但是有一些基本的拼写规范。

大多数工作名词都是由动词加上 -er 或者 -or 组成的。	
bank > banker	银行 > 银行家
design > designer	设计 > 设计师
clean > cleaner	清洁 > 清洁工
act > actor	表演 > 演员
direct > director	指导 > 指导者
edit > editor	编辑 > 编辑人员

语言提示：你可以使用中性的术语 **waiter**（不用 **waitress**）表示在餐馆上菜的人，不管那人是男性还是女性。你也可以使用术语 **server**。

就 -er 的工作名词来说，如果动词以 e 结尾，则简单地加上 -r 。	
manage > manager	管理 > 经理
drive > driver	驾驶 > 司机
write > writer	写作 > 作者
就 -or 的工作名词来说，如果动词以 e 结尾，去掉 e 再加 -or 。	
supervise > supervisor	监督 > 主管
illustrate > illustrator	画插图 > 插图画家
如果动词最后两个字母是先一个元音再一个辅音，辅音字母要双写。	
program > programmer	编程 > 程序员

观看视频，学习语言用法。 https://cns2.ef-cdn.com/Juno/11/12/67/v/111267/GE_3.6.1_v2.mp4

[SIMON] So, how's your new job?
[KELLY] I love it! I'm so happy I got it.
[SIMON] Cool. That's great news.
[KELLY] Yeah. The pay's higher than my last job, and my boss is really nice.
[SIMON] Where were you before?
[KELLY] Ugh. Sunset Computer Systems.
[SIMON] Mmm. How was it there?
[KELLY] It was terrible. The pay was low, my boss was horrible and business was really bad.
[SIMON] How long were you there for?
[KELLY] I was there for eight months. Long enough.
[SIMON] Yeah.
[KELLY] But I'm much happier at Nuway Networks.
[SIMON] That's great. Hey! I have some news.
[KELLY] Oh, yeah?
[SIMON] I have a new job, too.
[KELLY] Really?
[SIMON] I can't tell you too much at the moment, because it's a bit of a top secret, but ...

were 是

was 是

动词'be' 的过去式

使用动词 **be** 的过去时态，谈论人们以前的工作。动词 **be** 有两种过去时态形式：**was** 和 **were**。

使用 **was** 搭配代词 **I**、**he**、**she** 和 **it**。

I was a banker.	我以前是银行家。
He was a computer programmer.	他以前是计算机程序员。
She was a supervisor.	她以前是主管。
It was very difficult.	这以前很困难。

使用 **were** 搭配代词 **you**、**we** 和 **they**。

You were an actor.	你以前是演员。
We were designers.	我们以前是设计师。
They were drivers.	他们以前是司机。
记住，代词 you 既可作单数，也可作复数。	
You were a writer.	你以前是作家。
You were writers.	你们以前是作家。

要构成动词 'be' 的过去时态疑问句，将该动词移至句首。

He was an illustrator. / Was he an illustrator?	他以前是插图画家。 / 他以前是插图画家吗？
They were managers. / Were they managers?	他们以前是经理。 / 他们以前是经理吗？
要构成动词 'be' 的过去时态否定式，使用 was not 和 were not 。	
She was a driver. / She was not a driver.	她以前是司机。 / 她以前不是司机。
短语 was not 通常缩写为 wasn't 。短语 were not 通常缩写为 weren't 。	
I was not a cleaner. / I wasn't a cleaner.	我以前不是清洁工人。 / 我以前不是清洁工人。
They were not editors. / They weren't editors.	他们以前不是编辑。 / 他们以前不是编辑。

请选择正确的词。

(Was / Were) the party crowded?

Carol (weren't / wasn't) at work today.

(Was / Were) you in the meeting this afternoon?

The food was terrible. My friends (wasn't / weren't) happy.

He (were / was) a computer programmer for three years.

The fireworks (were / was) fantastic!

Truth: Was; wasn't; Were; weren't; was; were

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last 持续

before 以前, 之前

How long were you there for? 你在那呆了多久?

I was there for eight months. 我在那呆了八个月。

一般过去时的时间标志	
有一些词汇和表达方式可以帮助我们谈论过去并且将事情排序。	
使用形容词 last 谈论最近发生的事情。	
Last week I was on vacation.	上周我去度假。
Where were you last night?	昨晚你在哪里？
I like my job now, but my last job was terrible!	我喜欢我现在的工作，但是我上一份工作真是糟糕！

使用 before, before that, after 以及 after that 来按顺序表达过去的事件。我们将用一个在餐厅工作的妇女来举例。	
She was a waiter before she was a supervisor.	(在她成为主管前她是一名服务员。)
She was a supervisor. Before that, she was a waiter.	(她是一名主管。在此之前，她是一名服务员。)
After she was a supervisor, she was the manager.	(在她当主管之后，她又成为了经理。)
She was a supervisor. After that, she was the manager.	(她曾是一名主管。在此之后，她成为了经理。)

请把词条移至正确的间隔处。

MAN: I'm very happy in my new job at Tomorrow Computers. I'm a programmer. My (last) boss was awful. I (wasn't) happy there.

WOMAN: Where were you (before) ?

MAN: I was at Dyno Systems. I was an engineer.

WOMAN: (Was) that your first job?

MAN: No. (Before that) , I was at LM Computers.

WOMAN: Well, I'm happy that you like your new job.

MAN: Me, too. Thanks.

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How's your new job? 你的新工作怎么样?
 I love it! I'm so happy I got it. 我很喜欢! 找到这份工作我非常开心。
 The pay's higher than my last job. 薪水比我的上一份工作高。
 My boss is really nice. 我的老板人非常好。
 How was it there? 之前工作怎么样?
 It was terrible. 非常糟糕。
 The pay was low. 薪水低。
 My boss was horrible. 老板人也不好。
 Business was really bad. 生意非常差。
 I'm much happier. 我现在开心多了。

谈谈您的工作

谈论现在的和过去的工作是谈话中很常见的一个话题。	
How's your job?	(您的工作怎么样?)
What's your job like?	(您的工作是怎么样的?)
How was your last job?	您之前的工作怎样?
What was your last job like?	您之前的工作是怎么样的?
Where were you before?	你以前在哪工作?

当谈论您的工作时，您可以谈一谈您的工作时间，您的薪水或者您的上司。	
I like my job, but I work too many hours.	我喜欢我的工作，但是工作时间过长。
The pay is really good in my new job.	我新工作的报酬真的不错。
My boss is OK, but sometimes he's difficult.	我的上司还好，但是有时候他挺难伺候的。

您也可以把您现在的工作和以前从事过的工作进行比较。	
My last job was easier than this job.	我之前的那份工作要比现在这份工作更轻松。
My pay is better now, but I work longer hours.	我现在的报酬好多了，但是工作时间更长了。
I was at LM Computers for only one year.	我以前在 LM Computers 公司只做过一年。
My last boss was terrible.	(我之前的那个上司太可怕了。)

介绍新员工

在本课中，您将学习如何介绍一位新员工。

观看视频，学习语言用法。 https://cns2.ef-cdn.com/Juno/11/12/72/v/111272/GE_3.6.2_v2.mp4

[JOAN] Excuse me, everyone.
 [JOAN] I'd like to introduce Simon Price, our new director of engineering.
 [JOAN] Uh, Simon comes to us from Dyna-Tek Systems. He was the engineering manager there for three years.
 [JOAN] He has a master's degree in computer science from Stanford University.
 [JOAN] Um, Simon worked in Paris for three years, and he speaks fluent French.
 [JOAN] So, uh, let's welcome Simon to his new company!
 [SIMON] Thanks, everyone, for the warm welcome. I'm really happy to be here.
 [JOAN] Shall we?

worked 工作

动词一般过去式	
规则动词的过去式始终以 -ed 结尾。	
work > worked	work > worked
I worked as a manager.	我是经理。
He worked in Paris for three years.	他在巴黎工作了三年。
They worked in a restaurant last summer.	他们去年夏天在餐馆工作。
We worked in sales.	我们在销售部门工作。

规则动词的原型结尾如为 e ，加 -d 即构成过去时。	
move > moved	move > moved
I moved to a new apartment last week.	上周我搬进了一套新公寓。
规则动词的原型如以元音 y 结尾，则加 -ed 。	
play > played	play > played
We played tennis last weekend.	上周末我们打了网球。
规则动词的原型如以辅音 y 结尾，改 y 为 i ，再加 -ed 。	
study > studied	study > studied
She studied for four hours last night.	她昨晚学习了四个小时。

动词一般过去时的否定语态	
do 不规则动词过去式是 did 。用 did + not +动词原形 与规则动词组成一般过去时否定句。通常使用缩略形式 didn't ,除非你要强调 not 这个词。	
We didn't study last night.	(我们昨晚没有学习。)
He didn't work in London.	他不在伦敦工作。
一般过去时疑问句	
使用 did +主语+动词原形 与规则动词构成一般过去时疑问句。	
Did you study last night?	(您昨晚学习了吗?)
Where did you work before?	(您之前在哪工作?)

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 [JOAN] Shall we?

I'd like to introduce ... 我想介绍.....
 Simon comes to us from ... Simon 从.....加入我们
 He was the engineering manager. 他曾是工程部经理。
 a master's degree in computer science 计算机科学硕士学位
 He speaks fluent French. 他法语流利。
 Let's welcome Simon to his new company! 让我们欢迎 Simon 加入新公司!
 Thanks, everyone, for the warm welcome. 谢谢大家热情的欢迎。

做正式的介绍

使用这些短语去正式地介绍某人：	
I'd like to introduce Lee Hamilton.	(我想向大家介绍Lee Hamilton。)
I'd like you to meet Lee Hamilton.	(我想让您见见Lee Hamilton。)
Let me introduce Lee Hamilton.	让我来介绍一下 Lee Hamilton。
如果某人是新员工，确认他或她的职位。在正式介绍之后，美国人通常会直呼其名。	
Lee is our new director of sales.	Lee 是我们销售部门的新主管。

对于某人背景做一些评论也有助于介绍某人。这些评论可能包括该人的工作经历，教育经历或者一些个人信息。	
Lee comes to us from LM Computers.	Lee 从 LM Computers 公司加入我们。
She was the sales manager there for five years.	她在那里做销售经理五年了。
She has an MBA from Boston University.	她持有波士顿大学的工商管理硕士学位。
Lee is married and has three kids.	Lee 已婚，有三个孩子。

使用类似这样的表达方式在介绍之后正式欢迎某人：	
Let's welcome Lee to the company!	让我们欢迎 Lee 加入公司！
Let's all make Lee feel very welcome!	让我们所有人热烈欢迎 Lee！
如果你是被欢迎的那个人，请向每个人表示感谢。你也可以感谢介绍你的人。	
Thanks, everyone, for the warm welcome.	谢谢大家对我的热情欢迎。
Thank you very much. I'm excited to be here.	非常感谢。来到这里我很高兴。
I'd like to thank Brian for that great introduction.	我要感谢 Brian 很棒的介绍。

请把词条移至正确的间隔处。

KAREN: Good morning, everyone. It's my pleasure (to introduce) Kim Zhang. Kim is our (new) director of sales. Kim (comes) to us from Green Products. He (worked) there for three years as sales manager. Kim has an MBA from Harvard University. He speaks both Chinese and English. Let's (welcome) Kim to the company!

KIM: Thank you all very much. I'm so happy to be here at New Futures. First, I'd like to thank Karen for that warm (introduction) .

请把词条移至正确的间隔处。

BOSS: Julie, I'd like to (introduce) Ken Stevens. Ken is (our new) director of engineering.

JULIE: It's (a pleasure) to meet you, Ken. Welcome. I work in sales here.

KEN: Oh, thanks, Julie. Nice to meet you, too.

BOSS: Ken (comes to us) from XYZ Systems. He was the engineering manager for five years.

JULIE: Oh, nice. How was it?

KEN: It was good, but I'm (happy to be) here now.

JULIE: This is a (great place) to work.

BOSS: Good answer, Julie!

阅读名片的内容

在本课中，您将学习如何谈论公司。

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[JOAN] So, did you meet anyone good last night?
[TODD] I got 20 business cards. I talked to a lot of people. A few of them, very interesting.
[JOAN] How about for the Finance Department?
[TODD] Take a look at this one. I wrote some notes on the back.
[TODD] She has an MBA from Harvard. Right now, she's working at Network Tek as the CFO.
[JOAN] Interesting. Is she available?
[TODD] She wants to talk to us.
[JOAN] Great! How about for HR?
[TODD] Umm, this guy looks good.
[TODD] He's an HR manager in a small company in Springdale.
[TODD] He has a BA in HR management.
[JOAN] He looks okay. That's it for HR?
[TODD] Yeah. Sorry.
[JOAN] It's not a problem. Thanks for going last night.
[TODD] Sure.
[JOAN] Tony said he was going to, but something came up ...

Finance Department 财务部门
CFO 首席财务官
Is she available? 她有空吗?
HR 人力资源
HR manager 人力资源经理
BA 文学学士

公司部门和职位

没有两家公司是完全一样的组织结构。一家公司的部门设置是取决于公司的需要和它是如何组织起来的。这里有一些最常见的部门名称：	
Human Resources (HR)	人力资源 部门 – HR
Operations	运营部门
Information Technology (IT)	信息技术 部门 – IT
Finance	财务部门
Sales and Marketing	销售和 市场部门
Customer Service	客户服务 部门
Purchasing	采购部门
Legal	法务部门
Research and Development (R&D;)	研究和发 展部门 – RD

公司员工同时根据工作部门和职位进行编组。我们已经学习了一些职位，比如 manager 、 supervisor 和 director 。这里还有一些其他更高级别的职位：	
chief executive officer (CEO)	首席执行官 – CEO
president	总裁
vice president (VP)	副总裁 – VP
chief financial officer (CFO)	首席财务官 – CFO
chief operations officer (COO)	首席运营官 – COO
chief technology officer (CTO)	首席技术官 – CTO

请把词条移至正确的间隔处。

Tom Bradley is the (chief) executive officer (CEO). Paul Adams is the (director) of Information Technology. Eric Bilardi is the chief operations (officer) (COO). Sue Kelly is a vice president (VP). Claire O'Donnell is the chief (technology) officer (CTO). Elaine Campbell is the director of Research and (Development) . Trisha Smith is the chief (financial) officer (CFO).

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did you meet 你见过

got 得到

wrote 写, 撰写

不规则动词的一般过去时

规则动词的过去时态以 **-ed** 结尾（例如：**work - worked**）。不规则动词的过去时态有多种形式。以下是一些例子：

meet - met

见面 - 见过面

get - got

得到 - 得到过

write - wrote

写 - 写过

find - found

找 - 找过

eat - ate

吃 > 吃过

I met some interesting people last night.

我昨晚碰见了几个有趣的人。

以下是一些不规则动词过去式的例子：

give - gave

给 - 给过

have - had

有 - 有过

go - went

去 - 去过

see - saw

看见 - 看见过

come - came

来 - 来过

buy - bought

买 - 买过

take - took

拿 - 拿过

He gave me his business card.

他把他的名片给我。

不规则动词一般过去时的否定形式	
不规则动词的否定形式和规则动词的形成方式一样：使用 did + not + 动词原形 。请使用缩写 didn't ，除非你在强调单词 not 。	
She didn't go with them.	她没有同他们一起去。
I didn't buy it.	我没有买那个东西。
含有不规则动词一般过去时的疑问句	
含有不规则动词的过去时疑问句和含有规则动词的形成方式一样：使用 did + 主语 + 动词原形 。	
Did you see him last night?	你昨晚看见他了吗？
Did they have dinner at the hotel?	他们是在酒店吃的饭吗？

理解名片

一张名片通常包含某人的姓名，公司名称和职位。名片还会包括联系信息，如地址、电话和电子邮件，还有可能包括传真号码。

许多名片还会展示公司的商标或者口号。联系信息也可能包含社交网络联系方式。

A: Let me give you my business card. B: Thanks. Here's mine.
我来给你一张我的名片。谢谢。这是我的名片。

阅读课文，然后回答问题。



请把词条移至正确的间隔处。

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你参加交际活动，收到了三张名片。你的公司正在寻找一位新的信息技术总监。
请选择正确的答案。



描写工作

在这节课，你将会写现在和过去的工作。

表达年份

表达日期有许多方法。	
如果年份以 19 起头，一般说出 19 + 后两个数字。	
1997 = nineteen ninety-seven	1997 = nineteen ninety-seven
如果年份以 20 起头，你可以说 20 + 后两个数字，或者 two thousand + 后两个数字。	
2014 = twenty fourteen	2014 = twenty fourteen
2014 = two thousand fourteen	2014 = two thousand fourteen
在英国，如果年份以 20 起头，你可能会在日期表达中听到 and 。	
2014 = two thousand and fourteen	2014 = two thousand and fourteen

观看视频，学习语言用法。 https://cns2.ef-cdn.com/Juno/11/12/76/v/111276/GE_3.6.4_v2.mp4

[TODD] Oh, Joan. Do you have a minute?

[JOAN] Sure.

[TODD] I found someone good for production manager. Her name's Christina Fernandez.

[JOAN] Great. Let's have a look.

[TODD] She worked at Parmatek for three years as a project manager. She was responsible for the production schedule.

[JOAN] Uh-huh, that's good.

[TODD] And she reported to the vice president of production.

[JOAN] Where is she working now?

[TODD] She's at Blue Sky Tech.

[JOAN] What's her job title?

[TODD] Production manager. She got her BS in computer engineering in 2007.

[JOAN] She does sound good.

[TODD] Shall I call her for an interview?

[JOAN] Yes, call her. Oh, and, uh, send me her resume.

[TODD] Okay.

production manager 生产经理
 She worked at ... 她在.....工作
 She was responsible for ... 她负责.....
 She reported to ... 她向.....汇报。
 What's her job title? 她担任什么职位?
 interview 面试
 resume 简历

描述工作

描述过去或者现在工作的时候，从公司名字和职位开始。	
I work at Blue Sky Tech. I'm the production manager.	我在 Blue Sky Tech 公司工作。我是生产经理。
My job title is production manager.	我的职位是生产经理。
I worked at Pharmatek for three years. I was a project manager.	我在 Pharmatek 工作过三年。我过去是项目经理。
My job title was project manager.	我过去的职位是项目经理。

谈论过去的工作时，用 for 表示你曾经在某处工作过多长时间，或者用 from 和 to 表示在那工作持续了多长时间。	
I worked there for three years.	我在那工作过三年。
I worked there from 2009 to 2012.	我从 2009 年至 2012 年在那工作过。
使用表达 responsible for 谈论职责。	
I am responsible for marketing new products.	我负责推广新产品。
I was responsible for the production schedule.	我过去负责安排生产计划。
使用动词 report to 谈论向谁进行工作汇报。	
I report to the CEO.	我向首席执行官汇报。
I reported to the vice president of production.	我过去向产品副总裁汇报。

请把词条移至正确的间隔处。

I (worked) at Bio Products for four years. I was the (sales) manager. I was (responsible) for all of the salespeople. I (managed) 15 people. I (reported) to the (director) of sales.

阅读课文，然后回答问题。

My job now is at a restaurant. I'm a supervisor. I'm responsible for around 12 servers. It's difficult work, but I like it. Before this job, I worked in a different restaurant as a server. I worked there for about 15 months. I wasn't very happy there. I didn't like my boss. She was very unfriendly. Before that, I was a student.

请把词条移至正确的间隔处。

My job now is at a restaurant. I'm a supervisor. I'm responsible for around 12 servers. It's (difficult) work, but I (like) it. Before this job, I worked in a (different) restaurant as a server. I worked there for about 15 months. I wasn't very (happy) there. I (didn't like) my boss. She was very (unfriendly) . Before that, I was a student.

写出一段文字介绍您的朋友现在或过去做过的一份工作。请包括以下信息：公司的名字，您的朋友在那里工作的时间（如果介绍的是过去的工作），职务和责任，以及您朋友的上级领导是谁。如果您不知道，可以杜撰这些信息。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。

输入到输入框。请写 40–70 个单词。

Example:

to 2017. He illustrated people and clothing. He also supervised one other artist. Before this job, he worked as a designer in a very small clothing company for about one year. Business was very bad, and he was unhappy. Before that, he was a university student. He studied art.