Corporate culture

单词

词汇	发音	词性	翻译
core	[us]kɔːr [uk]kɔː(r)	adj.	重点的，重要的
value	[us]ˈvæljuː [uk]ˈvæljuː	noun	价值观
adventurous	[us]ədˈventʃərəs [uk]ədˈventʃərəs	adj.	爱冒险的,胆子大的
ethic	[us]ˈeθɪk [uk]ˈeθɪk	noun	伦理
passionate	[us]ˈpæʃənət [uk]ˈpæʃənət	adj.	热情的, 激情的, 易怒的
honesty	[us]ˈɑːnəsti [uk]ˈɒnəsti	noun	诚实
quality	[us]ˈkwɑːləti [uk]ˈkwɒləti	noun	质量, 品质
horizontal	[us]ˌhɔːrəˈzɑːntl [uk]ˌhɒrɪˈzɒntl	adj.	水平的
humility	[us]hjuːˈmɪləti [uk]hjuːˈmɪləti	noun	谦逊
corporate	[us]ˈkɔːrpərət [uk]ˈkɔːpərət	adj.	公司的,社团的
headquarters	[us]ˈhedkwɔːrtərz [uk]ˌhedˈkwɔːtəz	noun	司令部
branch	[us]bræntʃ [uk]brɑːntʃ	noun	(机构, 企业)分部, 部门
vertical	[us]ˈvɜːrtɪkl [uk]ˈvɜːtɪkl	adj.	垂直的, 直立的, 纵向的
rigid	[us]ˈrɪdʒɪd [uk]ˈrɪdʒɪd	adj.	严格的; 坚强的; 不变的
restructure	[us]ˌriːˈstrʌktʃər [uk]ˌriːˈstrʌktʃə(r)	verb	重组, 改组
top-heavy		adj.	头重脚轻的
flatten	[us]ˈflætn [uk]ˈflætn	verb	弄平，使变平
hierarchy	[us]ˈhaɪərɑːrki [uk]ˈhaɪərɑːki	noun	阶层
mission	[us]ˈmɪʃn [uk]ˈmɪʃn	noun	责任,使命
statement	[us]ˈsteɪtmənt [uk]ˈsteɪtmənt	noun	陈述, 声明, 说法
task	[us]tæsk [uk]tɑːsk	noun	任务
politics	[us]ˈpɑːlətɪks [uk]ˈpɒlətɪks	noun	政治
higher-up		noun	高增长

repercussion	[us]ˌriːpərˈkʌʃn [uk]ˌriːpəˈkʌʃn	noun	后果,间接后果
participate	[us]pɑːrˈtɪsɪpeɪt [uk]pɑːˈtɪsɪpeɪt	verb	参加, 参与
incorporate	[us]ɪnˈkɔːrpəreɪt [uk]ɪnˈkɔːpəreɪt	verb	把...合并,使并入
promote	[us]prəˈmoʊt [uk]prəˈməʊt	verb	促进, 提升
teamwork	[us]ˈtiːmwɜːrk [uk]ˈtiːmwɜːk	noun	合作,协同工作
principle	[us]ˈprɪnsəpl [uk]ˈprɪnsəpl	noun	原则, 主义, 原理, 信条

Describing your company's culture

Let's learn how to express sympathy to people.

企业文化和价值观	
大多数大型公司都有一套**core values**（核心价值观），他们将其传达给员工来塑造**corporate culture**（企业文化）。	
My company believes strongly in corporate social responsibility. We have astrong focus on ethics.	我们公司坚信企业的社会责任感。我们非常注重道德。
One of our core values is to be adventurous. We're not afraid to try newthings.	我们的一个核心价值观是富有冒险精神。我们不怕尝试新事物。
We are determined to succeed. Nothing is impossible.	我们决心要成功。 一切皆有可能。
Open communication is a key core value. Anyone can talk to the executives atany time.	开放的沟通是一个关键的企业价值观。任何人都可以在任何时间跟我们的高管谈话。
We are a passionate company. We really believe in what we're doing.	我们是一个充满激情的公司。 我们坚信我们所做的事情。
以-*ty*结尾的名词	
很多核心价值观的单词是以-*ty*结尾的名词。	
Honesty and quality are two important core values.	诚信和质量是两个重要的核心价值观。
Creativity is highly valued. We're very innovative.	创意在我们公司是得到重视的。我们是很有创意的。
Humility is important. We do the best we can, and we try never to be arrogant.	谦逊是重要的。我们尽力而为，并且尝试绝不傲慢。

易混淆动词

有些动词的词形相近，意义相似但不完全相同。它们常常被混淆和误用。通过记住动词是否后接宾语，可能有所帮助。

Lie 可以指 'to recline'，不直接后接宾语。**Lay** 可指 'to place' 或 'to put'，始终后接宾语。以下是它们的现在时和过去式形式：

现在时	过去式	过去分词
lie	lay	lain
lay	laid	laid

You can lie on the couch in the break room if you're not feeling well.	要是你感觉身体不适，可以躺在休息室里的沙发上。
When I arrived at the office, I laid my jacket on the couch.	我到办公室后，把外套放在沙发上。
注意，**lay off** 一词源于动词 **lay**，意思是 'to put someone out of employment'。	
During the recession, they were forced to lay off employees.	在经济衰退时期，他们被迫裁员。

动词 **rise** 和 **raise** 也常常被混淆。**Rise** 意为 'to go higher'，从不后接直接宾语。**raise** 意为 'to lift higher'，几乎始终后接宾语。以下是它们的现在时和过去式形式：

现在时	过去式	过去分词
rise	rose	risen
raise	raised	raised

When profits rose, the company rewarded everyone.	利润上升时，这家公司给所有人发奖金。
We encourage everyone to express their opinions. Just raise your hands.	我们鼓励大家表达自己的观点。举手就行。

Select the correct words.
If you have any questions, please (rise / raise / rose) your hand.

Last month, 50 employees were (laid / lay / lie) off.

Great news! Our market share has (raised / rose / risen) again.

You look tired. Why don't you (laid / lain / lie) down on the couch and rest?

The government (raised / rose / rise) taxes, again.

She (lie / lay / lain) down on the bed, exhausted.

Truth: raise; laid; risen; lie; raised; lay

Move the text to the correct gaps.
BOB: In summary, because profits (rose) by 2 percent last month, there will be no (layoffs) or pay (cuts) . But we still have a lot of work to do. That's it, unless you have any questions. Just (raise) your hand. Alice?
ALICE: Thanks, Bob. We'd talked about taking a cleaner approach in business process management. By how much do we expect cleaner business processes to (cut) operating costs?
BOB: Well, I think Carol is the best person to answer that question. She has a note of all the facts and figures. Carol?
TED: Oh, Carol just left.
BOB: What happened?
TED: Uh, I'm not sure. She told me she was going to (lie) down on the couch in the break room. Said something about not feeling well.

强调什么是重要的	
当你在解释你们公司的企业价值观时，确保说清楚哪些价值观是最重要的。	
We are strongly influenced by the needs of our community.	我们受到我们社会需求的强烈影响。
The number one thing for us is producing innovative products.	对我们来说首要的事情是生产创新产品。
We focus strongly on ethics.	我们十分注重道德。
It all boils down to helping the community.	这一切都归结为帮助社会。
Profits come first.	利润为先。
We have a strong sense of ethics.	我们有强烈的道德感。
我们有强烈的道德感。	
有一点关于企业文化要考虑的是在何种程度上公司真的能说到做到。	
We practice what we preach. Our core values are really implemented in ourdaily activities.	我们说到做到。我们的核心价值观在我们的日常活动中得到真正的落实。
Core values at my old company were just for signs on the wall. It was just lipservice.	在我以前的公司核心价值观只是在墙上的招牌。它只是口头上的。

Explaining your company's structure

Now we're going to discuss ways to deal with office politics. Two businesspeople are discussing the structure of their company. Watch the video and study the language. https://cns2.ef-cdn.com/Juno/19/25/58/v/192558/MOB_12.2.2.1.1.mp4

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[SICILY] The budgeting plan was quite effective last month.
[JIM] I couldn't agree more. Is there anything left on the agenda?
[SICILY] I think we need to discuss the communication of the company.
[JIM] What do we have in mind
[SICILY] It's apparent the current hierarchy is the problem with
communication and needs to be flattened.
[JIM] It goes without saying that we can improve communication, but does
that make sense?
[SICILY] Just look at the facts.
[SICILY] You and I both know the company is top-heavy.
[SICILY] So there will be some high-level layoffs.
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[JIM] I'm not sure about this. Can you say more?
[SICILY] The existing vertical structure has hampered the communication between lower-level employees and the executive team.
[JIM] Can you talk about how you are planning to reorganize the teams?
[SICILY] Currently, employees work in teams focused on one area.
[SICILY] The new structure has cross-functional teams focused on product development.
[JIM] Can you give us more details about this?
[SICILY] We'll discuss the details next meeting. Wanna go grab lunch?
[JIM] Sure.

The current hierarchy is the problem.　当前层次结构存在问题。
needs to be flattened　需要把它压平
The company is top-heavy.　公司有些头重脚轻。
The existing vertical structure …　现行的垂直结构...
planning to reorganize the teams　计划重组团队
The new structure has … 新的结构有
cross-functional teams focused on　跨职能团队专注于

公司位置	
全球性公司的框架可能是复杂的。他们公司的某些部分可能在世界各地的不同地方。	
Our headquarters are in London, but we have large branch offices in Hong Kongand New York.	我们的总部在伦敦，但是在香港和纽约我们有大型的分支办公室。
Our main factory is located in Seoul.	我们主要的工厂位于首尔。
内部框架	
一个公司的内部框架可能包括不同的管理层面。	
My company has a vertical structure. Communication comes from the top andmoves downward. It's rather rigid, if you ask me.	我们公司使用垂直框架。沟通从上向下移动。如果你问我的话，它很死板。
I'm in a company that's organized horizontally. I work with a team to makedecisions.	我在一个水平组织的公司。我和一个团队一起做决定。
We're restructuring our company so teams will be cross-functional. Designers,developers and production will be on the same team.	我们正在重组我们的公司以便团队具有交叉功能。设计师，开发者和生产部都在同一个团队。
The company is top-heavy. There are just too many executives.	公司头重脚轻。有太多的高层。
We're going to flatten our company's structure because there are too manylevels in the hierarchy.	我们要扁平化我们公司的结构因为在等级制度中有太多的层次。

Read the text, and answer the questions.

A company's structure has a strong influence on how things are done. Companiesspend a lot of time talking about their organizations, especially whether touse a vertical or horizontal structure. Each has its advantages and disadvantages.Vertical structures are common in traditional companies. Executives have the power to make decisions, so projects can often move quickly. Employees are clear about their responsibilities. However, these companies sometimes lack open communication, so good ideas can be lost. Employees have few opportunities to work with people outside their teams, so they may not be able to develop new skills.In horizontal structures, it's common to have cross-functional teams.Employees work with people who have different skills, so they learn newthings. They are part of the decision-making process, so they feel morevalued. In addition, because more people contribute ideas to a project, thequality may improve. However, in horizontal organizations, there are more discussions, so decisions take longer.When traditional, top-heavy companies restructure to have a horizontal structure, it may cause some stress. Some executives may be laid off toflatten the hierarchy. Deciding on a company structure is not an easy task.

提出管理策略的建议	
使用含有 **be**、**need** 或 **say** 等词的表达，提出你坚信或确信的建议。	
Mutual trust is a key element.	相互信任是关键因素。
An easy solution would be to hire a new project manager.	一种简单的办法是聘请一位新的项目经理。
We need to be sure managers are on the same page.	我们需要确认各位经理达成共识。
I say we require that departments communicate more frequently.	我认为，我们应该要求部门之间的交流更加频繁。

使用类似表达提出更犹疑的建议：	
My thought is to encourage expansion by creating a richer corporate culture.	我的想法是通过建设更加丰富的公司文化来推动扩展。
We could maybe even have a forum.	也许我们甚至还可以举办一次讨论会。
What if we carry out an analysis?	要是我们开展一次分析会怎么样？
I'd like to analyze the internal and external threats first.	我想先分析一下受到的内部和外部威胁。

你可以使用含有 **propose** 和 **suggest** 的表达来提出建议。	
I propose that, just one day a week, we don't have any meetings.	我提议，每周空出一天不开会。
What I'm proposing is that we incorporate employee feedback.	我建议我们应该采纳员工的反馈。
I say we use instant messaging more often – just a suggestion.	我认为我们多多使用即时讯息，只是提议一下。

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[SICILY] We'll discuss the details next meeting. Wanna go grab lunch?
[JIM] Sure.

I couldn't agree more. 我完全同意。
It's apparent … 很明显…
It goes without saying that …   不用说...
Does that make sense?   那有意义吗?
Just look at the facts. 只要看看事实。
You and I both know …   你和我都知道 …
Can you say more?   你能多说一些吗?
We'll discuss the details next meeting. 我们会在下次会议中讨论细节。

支持某人的观点	
当你在讨论某事时，和你正在交谈的人会使用不同的短语来陈述他们的观点并寻求同意。有几种方法你可以用来同意他们的观点。来看一下这些例子。	
A: It goes without saying that our company is too top-heavy.	不用说，我们的公司过于头重脚轻。
B: I know exactly what you mean.	我完全理解你的意思。
A: You and I both know that we have to restructure the company.	你和我都知道我们一定得重组公司。
B: I couldn't agree more.	我完全赞同。
A: Our company is really vertical. Does that kind of structure make sense toyou?	我们的公司是非常垂直的。那种结构你认为合乎情理吗?
B: No, it doesn't make sense.	不，不合乎情理。
A: I reckon a horizontal structure would be more efficient.	我认为一个水平框架会更有效。
B: That's becoming really obvious to me.	对我来说那变得真的很明显。
A: It's apparent to me that we need to move our headquarters.	对我来说显而易见的是我们需要将我们的总部搬走。
B: Yeah, just look at the facts.	是啊，只要看看事实。

Building an effective team

Let's learn the language you need to talk about building an effective team. You are about to watch a real-life interview with a couple who discuss how to build an effective business team. Listen for words related to building teams.

Note: The opinions expressed by the speaker(s) are not necessarily those of EF.

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/15/02/68/v/150268/GE_12.2.3_v3.mp4

[MAN] Well, first thing you have to do is communication. That's the most important thing — communicating with your employees or your colleagues. Uh, I mean, different ideas. You know, you want to always look for a better idea. Uh, and …

[WOMAN] Yeah, I think, uh, especially when you have younger, uh …

[MAN] Employees.

[WOMAN] … employees … to listen to their ideas, because a lot of times younger people have, don't think … they think in a different way. So it's good to listen and say, 'Oh, well, you know, maybe we can incorporate something like that.'

[WOMAN] Um, I think, um, having some kind of a system where they're … where they have goals, you know, set goals, each one to set the goals. I think it's good to, for people to work together to do goals.

[WOMAN] Sometimes when you have people that just work good on their own, they need to be encouraged to work with others, so you put them together with somebody to accomplish a specific task.

[WOMAN] Uh, we've had a family business and, um, I think it was successful because everybody … each person was good at a certain thing, and they were allowed to excel in that area. So …

[MAN] Yeah, so it's a good idea to probably see what the, uh, high points of each employee …

[WOMAN] The skills, right.

[MAN] The skills, what their skill level is, and promote that.

[WOMAN] Right. Promote what the, yeah. Find out what they're good at.

[MAN] In order to get a good, effective team.

[WOMAN] Yeah. So communicate …

[MAN] It's like a baseball team or a football team, you know. Each individual has his job. Without teamwork, it's not gonna work.

[WOMAN] Yeah. Yeah, you have to have principles. You have to have a mission statement. I think that, you know, and everybody should know what they are and should make a commitment to follow those, uh, basic principles.

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incorporate 合并
system   系统
task   任务
excel   擅长
promote 促进
individual 个人
teamwork   团队合作
principles 原则
mission statement   宗旨
commitment 承诺

谈论团队协作	
使用含有 **team** 的复合词谈论团队协作。	
Each team member excels in different areas.	每一位团队成员各擅其长。
Teamwork creates better results.	团队协作创造更好的成果。
We should organize weekend team-building activities.	我们应该在周末组织一些团队建设活动。
I need employees who are good team players.	我需要具有团队精神的员工。
使用 **incorporate** 和 **promote** 谈论建设高效团队的策略。	
Get ideas from your team, and incorporate the ideas into your project.	在团队中集思广益，然后在你的项目中加以采纳。
We need to promote the team's creativity.	我们需要提高团队的创造能力。

mission statement 传达了一家公司的主要目标，并且在其 **principles** 或 **values**总结了公司信奉的原则或价值观。	
To achieve our goals, we need to write a mission statement that clearlyoutlines our principles.	为了实现目标，我们需要制订公司宗旨，明确列出我们的原则。
One critical principle is that each employee has to make a commitment to thecompany.	每位员工都必须为公司作出贡献，这是一项关键的原则。
goal 可分成以一系列为实现目标而设立的 **tasks**。	
Before we hire a new manager, the first task is to write a job description.	在聘请新经理前，我们的第一项工作是撰写职务说明。

Move the text to the correct gaps.

Morris Marketing Inc.

(Mission) statement

We study our clients' (principles) and work to (incorporate) those values in our marketing campaigns. We completely (commit) to each (individual) client, to serving their needs and delivering excellence. We believe that cooperation and (teamwork) help us achieve all of our goals and dreams.

Morris Marketing Inc.

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[WOMAN] Right. Promote what the, yeah. Find out what they're good at.
[MAN] In order to get a good, effective team.
[WOMAN] Yeah. So communicate …
[MAN] It's like a baseball team or a football team, you know. Each individual has his job. Without teamwork, it's not gonna work.
[WOMAN] Yeah. Yeah, you have to have principles. You have to have a mission statement. I think that, you know, and everybody should know what they are and should make a commitment to follow those, uh, basic principles.

The first thing you have to do is ...   你首先要做的是 ……
That's the most important thing.   那是最重要的事。
You always want to look for ... 你总要寻找……
I think it's good to ...   我认为…… 很好
They need to be encouraged to ...   他们……需要鼓励
It's a good idea to ... …… 的想法很好
It's like a baseball team.   就像一支棒球队。
You have to have principles.   你必须要有原则。

描述实现目标的方法	
使用 **way**、**method**、**strategy**、**approach** 和 **technique**等词描述实现目标的方法。注意，这些词的意思大致相同。	
One way to build an effective team is to allow members to brainstorm projectideas.	一种建设高效团队的方法是让所有成员集思广益。
The best method for building a strong team is to develop trust among itsmembers.	建设一支坚强团队的最佳办法是培养团员之间的互信。
Here's another good technique: Celebrate smaller achievements as you worktoward the larger goal.	此外还有一种好办法：在努力实现更大目标的过程中，庆祝一路取得的较小成绩。

使用含有 **you** 和 **it** 的表达，建议他人如何实现目标。	
The first thing you should do is establish good communication.	你头一件要做的事是建立良好的沟通。
You never want to give people tasks that don't match their skills.	你永远都不希望给人分配与其能力不符的工作。
It's a good idea to have short, daily meetings.	举行简短的每日例会是个不错的主意。
It's important to socialize with your team members.	与你的团队成员交往是很重要的。
你也可以使用比喻来描述实现目标的方法。在第一例中，同事被比作棒球运动员。在第二例中，团队协作被比作园艺。习语 **Plant the seed** 的意思是'do something that will develop in the future'。	
Your colleagues are like players on a baseball team. Each team member has aunique skill that helps the entire team get the job done.	你的同事好比棒球队的运动员。每一位团队成员都具有一项独特的技能，可以帮助整个团队完成工作。
You have to plant the seed of excitement to motivate people to work together.	你必须播撒下兴奋的种子，鼓励人们共同努力。

Read the text and answer the questions.

Erin Medina Tips for Success at Work **Seven Tips to Build an Effective Team**

You probably either lead a team or work on a team, but do you know how to build an effective team? Too often, a team is weak and a project fails because each individual thinks only about himself or herself. If you build an effective team instead of working individually, more innovative, satisfying results can be achieved.Here are seven tips for building an effective team:**Select a Good Leader** Choose someone who is an impressive manager and an excellent communicator, aswell as someone who has strong skills appropriate to the project.**Just Say 'Yes!' to the Project** Discuss the project together as a team. Allow the team to brainstorm and ask questions. Try to incorporate their ideas into the project, and then ask team members to sign a contract saying they are committed to the success of theproject.**Make Goals Clear**Write them down. Email them. Post them on the wall. Text, blog and talk about them throughout the project. Establish a contest, and reward people forshowing how they've achieved a task.

Promote Skills Each project has many different tasks; each team member has a different andunique set of skills. Discover what each team member can do, assigning them to the appropriate task. Together, you'll have a full skill set that can be used to expertly complete every task on the project.**Work Together** Although each person has unique skills, everyone should cooperate on the project. Encourage people to work with one another, instead of solely on their own, by pairing them and requiring that they accomplish a specific task together. Team work pays off!**Communicate**Did I mention team members should talk to one another? As the project continues, discuss what's already been accomplished. Describe problems you're experiencing and how to solve them; you can always find a better idea, abetter way of doing things. Use project management software to keep every one informed.**Work Hard, Play Hard** Find ways after work to socialize, such as eating dinner together or a weekaway for team-building activities and games. Socializing helps team membersget to know one another better so they can anticipate everyone's actions andneeds on the project.Put these seven top tips into practice, and you'll find your team isfunctioning more effectively and working together more happily. Good luck!

Note: The opinions expressed by the speaker(s) are not necessarily those of EF.

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/15/02/68/v/150268/GE_12.2.3_v3.mp4

[MAN] Well, first thing you have to do is communication. That's the most important thing — communicating with your employees or your colleagues. Uh, I mean, different ideas. You know, you want to always look for a better idea. Uh, and …
[WOMAN] Yeah, I think, uh, especially when you have younger, uh …
[MAN] Employees.
[WOMAN] … employees … to listen to their ideas, because a lot of times younger people have, don't think … they think in a different way. So it's good to listen and say, 'Oh, well, you know, maybe we can incorporate something like that.'
[WOMAN] Um, I think, um, having some kind of a system where they're … where they have goals, you know, set goals, each one to set the goals. I think it's good to, for people to work together to do goals.
[WOMAN] Sometimes when you have people that just work good on their own, they need to be encouraged to work with others, so you put them together with somebody to accomplish a specific task.
[WOMAN] Uh, we've had a family business and, um, I think it was successful because everybody … each person was good at a certain thing, and they were allowed to excel in that area. So …
[MAN] Yeah, so it's a good idea to probably see what the, uh, high points of each employee …
[WOMAN] The skills, right.
[MAN] The skills, what their skill level is, and promote that.
[WOMAN] Right. Promote what the, yeah. Find out what they're good at.
[MAN] In order to get a good, effective team.
[WOMAN] Yeah. So communicate …
[MAN] It's like a baseball team or a football team, you know. Each individual has his job. Without teamwork, it's not gonna work.
[WOMAN] Yeah. Yeah, you have to have principles. You have to have a mission statement. I think that, you know, and everybody should know what they are and should make a commitment to follow those, uh, basic principles.

You want to always look for ... 你要始终寻找……
It's good to listen.   倾听是好事。
It's good for people to work together. 大家一起工作是好事。
They need to be encouraged to work. 他们工作需要鼓励。
to accomplish a specific task   完成一件特定的任务
They were allowed to excel in that area.   我们可以在那个领域胜出。
It's a good idea to see ... 看到……很好
in order to get a good, effective team   为了得到一个优良高效的团队
make a commitment to follow 承诺委身

不定式	
用 **to** + 动词原形构成不定式结构，例如，**to make**。不定式结构可用于多种结构，表示功能或目的。例如，你可以用名词搭配不定式：	
Employees need to make a commitment to succeed.	员工需要致力于成功。
It's a good idea to identify each person's skills.	确定每个人的技能，这是不错的想法。
你也可以使用形容词搭配不定式：	
It's good to try to incorporate everyone's ideas.	试图采纳每个人的想法，这非常好。
We're committed to excellence.	我们致力于卓越。

用 **to** + **be** + 过去分词构成不定式结构，例如 **to be encouraged**。	
He needs to be encouraged, not criticized.	他需要被鼓励，而不是被批评。
It's helpful to be engaged in the process.	融入整个过程是有好处的。
不定式结构可以结合使用：	
Some people need to be encouraged to work in teams.	有的人需要受到鼓励与团队合作。
It's important to work together to accomplish goals.	重要的是，共同努力实现目标。
To + 动词起到与用于表达目的的结构 **in order to** + 动词一样的功能。**To +**动词这种结构更常见，尤其是在英语口语中。	
Pull all the skills together in order to build an effective team.	集合所有人的技能，从而建设一支高效的团队。
To better understand your goals, you should write a mission statement.	为了更好理解你们的目标，你们应该制订宗旨声明。

Move the text to the correct gaps.

KEN: OK, everyone. Let's (try to think) of some different ways (to work on) the Edmonds project. Amy, can you start?

AMY: Sure. First, I think we need to figure out what everyone does best, (in order to allow) each person to do what they're good at.

KEN: Right. And we also have to make sure people cooperate together. Uh, Bill? Any thoughts?

BILL: Um, I think we (need to know) people's individual skills and encourage teamwork. I'm totally into designing some fun weekend activities that would help people learn (to work together to) accomplish goals.

KEN: Right. I agree. It's important (to encourage) teamwork. OK. Any more ideas? Okay, then. Uh, great meeting, everyone.

Giving advice about office politics

We're going to talk about company structure.

保持好的关系	
处理**office politics**（办公室政治）常常是和大家保持良好关系的问题。	
Office politics? It all boils down to good relationships with the higher-upsand your coworkers.	办公室政治？归根结底就是和上层以及你的同事都保持好的关系。
Part of maintaining good relationships is participating in office activities.	保持良好关系的一部分是参加集体活动。
Don't express annoyance, or there may be repercussions.	不要表达不满，否则可能会有不良影响。
使自己有价值	
至关重要的是你要不断学习新事物并理解企业文化以便你能融入进来。	
Notice how things get done in the office so that you can become an importantpart of daily processes.	注意办公室里事情是怎样做的以便你能成为日常流程中的重要一部分。
Update your job-related skills constantly so that you remain valuable.	经常更新你的与工作相关的技能以便你能保留价值。

用*if*给建议	
我们常用带**if**从句的句子来给建议。注意在这些例子中的动词用的是现在时。	
If it's possible, find a mentor: a more experienced colleague.	如果可能的话，找一个导师：一个更有经验的同事。
If you're respectful to your colleagues, you're less likely to get stabbed inthe back.	如果你尊重你的同事，你不太可能会在背后被陷害。

在写作中使用比喻	
比喻是比较两个表面上看不相关的事情。作者使用比喻来增加他们写作的情感或者来帮助人们理解一个抽象的想法。	
You can't hide from office politics, so don't stick your head in the sand.	你无法躲开办公室政治，因此不要自欺欺人。
If you respect your coworkers, you probably won't get stabbed in the back.	如果你尊重你的同事，你很可能不会在背后被陷害。
If you do something bad to someone, they'll get revenge. What goes aroundcomes around.	如果你对某人做了坏事，他们会报复。一报还一报。
The office is the modern jungle.	办公室是现代的热带丛林。

Diane wrote to a friend about her job.
Read the text, and answer the questions.
My new job! From:d.baker@dianeb.comTo:mlessig@metronetbig.com Mary,I'm at the end of my rope. I've only been here at Dewey, Boyne and Wye for two weeks, and I'm ready to quit. No one knows who I am. After work, everyone goesout together. They ask me, but I just want to go home and be alone. In the office, I can't figure out who is who. I'm also feeling a little old. We'reusing brand new software, Celsius 6, and I only know version 3. It's a junglein this office.Help!Diane_____From: mlessig@metronetbig.comTo: d.baker@dianeb.comSubject: re: My new job!Diane,It's a new job, so, of course, there's a lot of stress. But you also need to change your behavior. You're very intelligent and an interesting person, but you've got to take your head out of the sand. First, you need to ask your manager to be a mentor. And you have to improve your relationship with coworkers by participating in social activities. Finally, next weekend, start updating your skills! Study Celsius 6 online, or even 7 if it's out yet. That way, YOU can be the computer expert.Good luck!Mary

Move the text to the correct gaps.
From: mlessig@metronetbig.com
To: dbaker@dianeb.com
Subject: re: My new job!

Diane,

It's a new job, so, of course, there is a lot of (stress) . But, you also need to change your behavior. You're very intelligent and an interesting person, but you've got to take your head out of the (sand) . First, you need to ask your manager to be a (mentor) . And you have to improve your relationship with (coworkers) by participating in (social) activities. Finally, next weekend, start (updating) your skills! Study Celsius 6 online, or even 7 if it's out yet. That way, YOU can be the computer expert.

Good luck!

Mary

Write a blog post advising Arthur on his situation.

Wetakeyourprivacyseriously.Pleasedon'tshareanypersonalinformation(race,religion,healthstatus,etc.)aboutyourself.

Type in the input box. Write 50-75 words.

Example:

```
I agree with Doris that you have to be tough and play the game. But there
are
different ways to play the game. It all boils down to having good
relationships with higher-ups and coworkers. You have to be honest in your
comments, but you should be careful about expressing annoyance. Find a
mentor
if you can. I agree that participating in team activities will make you
feel
more part of the group.
```