

描述他人

单词

词汇	发音	词性	翻译
creative	[us]kri'eɪtɪv [uk]kri'eɪtɪv	adj.	创造的; 创造性的; 创作的
bald	[us]bɔːld [uk]bɔːld	adj.	秃头, 谢顶, 秃顶
boyfriend	[us]'bɔɪfrend [uk]'bɔɪfrend	noun	男朋友
fat	[us]fæt [uk]fæt	adj.	胖的, 肥胖的
middle-aged		adj.	中年的
overweight	[us],oʊvər'weɪt [uk],əʊvə'weɪt	adj.	超重的; 过重的
thin	[us]θɪn [uk]θɪn	adj.	瘦的, 肉少的
girlfriend	[us]'gɜːrlfrend [uk]'gɜːlfrend	noun	女朋友
granddaughter	[us]'grændɔːtər [uk]'grændɔːtə(r)	noun	孙女, 外孙女
wife	[us]waɪf [uk]waɪf	noun	妻子, 太太
husband	[us]'hʌzbənd [uk]'hʌzbənd	noun	丈夫
aunt	[us]ænt [uk]ɑːnt	noun	阿姨, 婶婶
uncle	[us]'ʌŋkl [uk]'ʌŋkl	noun	伯父, 姨丈, 叔父, 舅舅
boss	[us]bɔːs [uk]bɒs	noun	老板, 领导
already	[us]ɔːl'redi [uk]ɔːl'redi	adv.	已经, 早已
disorganized	[us]dɪs'ɔːrgənəɪzd [uk]dɪs'ɔːrgənəɪzd	adj.	杂乱无章
height	[us]haɪt [uk]haɪt	noun	高度
highly	[us]'haɪli [uk]'haɪli	adv.	非常
late	[us]leɪt [uk]leɪt	adj.	晚的, 迟到
lazy	[us]'leɪzi [uk]'leɪzi	adj.	懒散的, 怠惰的
medium	[us]'miːdiəm [uk]'miːdiəm	adj.	中间的, 中等的, 适中的
only	[us]'oʊnli [uk]'əʊnli	adv.	只, 仅仅, 才

short	[us]ʃɔ:rt [uk]ʃɔ:t	adj.	矮的
tall	[us]tɔ:l [uk]tɔ:l	adj.	高的
young	[us]jʌŋ [uk]jʌŋ	adj.	年轻的, 幼小的, 新诞生的, 新成立的
grandson	[us]'grænsʌn [uk]'grænsʌn	noun	孙子, 外孙
nephew	[us]'nefju: [uk]'nefju:	noun	侄子, 外甥
niece	[us]ni:s [uk]ni:s	noun	外甥女, 侄女
creative	[us]kri'eɪtɪv [uk]kri'eɪtɪv	adj.	创造的; 创造性的; 创作的
efficient	[us]ɪ'fɪʃnt [uk]ɪ'fɪʃnt	adj.	效率高的

描述某个您所认识的人

在这节课, 您将学习如何描述朋友和熟人。

观看视频, 学习语言用法。 <https://cns2.ef-cdn.com/Juno/15/61/9/v/15619/2.5 Scene 1.mp4>

[KATE] My boyfriend ... he's nice ...
[KATE] ... but it's over.
[KATE] He's good-looking.
[KATE] He has a nice smile.
[KATE] Blue eyes.
[KATE] But his hair!
[KATE] It's long and dirty.
[KATE] I don't think he washes it.
[KATE] He's an artist.
[KATE] He spends all day painting, and that's all he does.
[KATE] He doesn't have a job, he lives in his mum's house!
[KATE] I want a boyfriend who has a plan.
[KATE] Successful.
[KATE] Smart.
[KATE] Funny.
[KATE] Handsome.
[KATE] I want something different now.

good-looking 漂亮的
a nice smile 迷人的笑容
blue eyes 蓝色的眼睛
long and dirty 长而脏
successful 成功的
handsome 帅气的

人的外型描述

在描述人的身体时，我们通常会谈到身高和体重。需要注意的是，说人 fat 或者 overweight 往往被视为不礼貌的。不过在对人进行描述时， overweight 一词不礼貌的程度稍轻。	
tall	高
medium height	中等高度
short	矮
overweight	超重
fat	肥胖
thin	瘦
描述身高和体重时，使用动词 be 。	
She is tall and thin.	她又高又瘦。

在描述人的面孔时，我们通常会谈及眼睛的颜色和任何其他显著的容貌。描述容貌时，我们通常使用动词 have 。	
She has blue eyes.	她长着一双蓝眼睛。
He has big ears.	他长着一对大耳朵。
He has a nice smile.	他拥有迷人的笑容。

当描述一个人的头发时，我们通常谈论长度，发型以及颜色。一个人秃顶我们就描述成 bald . 这里有一些有用的形容词：	
long	长发
medium length	中长发
short	短发
curly	卷发
straight	直发
blond	金发
bald	秃顶
在描述人的头发时，我们通常使用动词 have 。但是，如果某人是 bald ，我们会使用动词 be 。	
She has long, straight, brown hair.	她拥有一头棕色的长长的直发。
My father is bald.	我父亲是秃顶。

另一种描述人的方法是谈论年龄。	
old	老年
middle-aged	中年
young	年轻
文化点：对有些人来说，年龄是一个非常敏感的话题。在熟悉他们之前，避免和他们谈论年龄。	

形容词的排序

当您使用一个以上的形容词进行描述时，一般的规则是把它们按大小，年龄，然后颜色的顺序排列。	
That is a fat, old, black dog.	那是一只肥肥的老黑狗。
请注意这些例子中的大小-年龄-颜色的顺序：	
He has big, brown eyes.	他长着一双大大的棕色眼睛。
Her hair is shorter and grayer than before.	她的头发比以前更短了，也变得更灰白了。
He's a thin, middle-aged man.	他是个瘦瘦的中年男子。
That tall, young, blond man drives a truck.	那个高个儿的，金发碧眼的年轻男子开一辆卡车。

描述人物

What is (person) like? 或者 ****What does (person) look like?**是用来询问一个人的身材，形体，年龄或者整体的外貌。使用动词 **be**** 来描述整体的外貌。

A: What does he look like?	他长什么样?
B: He is tall and middle-aged. He's very good-looking.	他高个子，中年人，样子很好看。
您也可以使用像 What's his hair like? 或 What color are his eyes? 这样的疑问句去询问一个人的身体特定部位的描述。使用动词 have 来指身体的部位。	
A: What color are his eyes?	他的眼睛是什么颜色的?
B: They're brown.	它们是棕色的。
A: How tall is she?	她有多高?
B: She's very tall.	她很高。
A: What do the children look like?	这些小孩看起来像什么?
B: They have curly, red hair. Jasmine has big, brown eyes, and Jason has blueeyes.	他们的头发又红又卷，杰斯敏的眼睛大大的，是棕色的，而贾森的眼睛是蓝色的。

这里有很多形容词来给您描述一个人的外貌。请注意动词 **be**与它们搭配时的用法。

语言点 **Good-looking** 与 **attractive** 具有相同的含义。 **Good-looking** 与 **attractive** 可用于描述男性和女性。通常 **Beautiful** 用于描述女性， **handsome** 则一般用于描述男性。

He's not very good-looking.	他长得不是很好看。
She's beautiful!	她天生丽质!
He's very attractive.	他很迷人。
He's handsome.	他相貌英俊。

请选出动词的正确形式。

Aiden (is / has) thin.

He (is / has) very handsome.

Your children (have / are) beautiful.

The sisters (have / are) big, brown eyes.

Mia (has / is) medium height.

She (is / has) black hair.

Truth: is; is; are; have; is; has

描述关系

在这节课，您将描述人们之间的关系。

观看视频，学习语言用法。 https://cns2.ef-cdn.com/Juno/12/56/23/v/125623/GE_4.2.2_v2.mp4

[PAM] So how many people are coming?
[SALLY] Well, there's the three of us.
[PAM] We're inviting Jake to the party?
[JAKE] Invite me to the party? I am the party. Oh. Can my cousin come?
[SALLY] Jake, this is a party for Simon, to celebrate his new job. We're only inviting family and friends.
[JAKE] My cousin is family.
[SALLY] Yeah, your family, not Simon's.
[PAM] It's a small apartment. We can't invite too many people.
[SALLY] I think we should invite Todd, and his wife, Angela.
[JAKE] Yeah, he's nice, and she's cute.
[SALLY] Jake!
[JAKE] What did I say?
[PAM] What's your boss's name? I can never remember.
[SALLY] Joan. We should definitely invite Joan. And her husband, Al.

[PAM] And, of course, we need to invite Simon's mom.
 [JAKE] Definitely. She makes great cheesecake.
 [SALLY] OK. Who else?
 [PAM] Who's your friend in the office? The guy from Seattle.
 [SALLY] Oh, Harry! I can't believe I almost forgot him.
 [PAM] And does he have a girlfriend?
 [SALLY] He's married.
 [PAM] This list is getting bigger.
 [SALLY] Shall we talk about food?

cousin 表(堂)兄妹
 family and friends 家人和朋友
 wife 妻子
 boss 老板
 husband 丈夫
 mom 妈妈
 girlfriend 女朋友

关系词汇

您应该已经知道家庭成员的基本词汇了。这里还有一些您将需要到的：	
wife	妻子
husband	丈夫
granddaughter	孙女
grandson	孙子
aunt	阿姨
uncle	叔叔
niece	侄女
nephew	侄子
cousin	堂表兄弟姐妹

使用 friend 以区分哪些是您熟悉并喜爱的人。使用 girlfriend 来确定与一位女性的恋爱关系，使用 boyfriend 确定与一位男性的恋爱关系。	
Is he your friend?	他是您的朋友?
I'm meeting my girlfriend tonight.	我今晚要去见我的女朋友。
He's my boyfriend.	他是我的男朋友。
partner 这个词可以指各种关系。您可以使用它来确定与一个人的配偶关系。它可以也指商业伙伴或其他业务关系。	
This is my partner, Paul.	这是我的配偶, Paul。
James and I are business partners.	James和我是商业伙伴。
您也可以用这些词来确定工作关系:	
boss	上司
colleague	同事

描述关系

使用类似以下的表达来描述一段关系中正在发生的事情。注意，所有表达都后接动名词 (verb + -ing)。	
表达式可以是肯定的：	
We spend time watching movies.	我们看电影打发时间。
I always have fun talking with him.	和他谈天我总是感到很开心。
表达式可以是否定的：	
We have a hard time getting together.	我们好不容易在一起。
She has trouble making money.	赚钱对她来说是件困难的事。
They often waste time fighting.	(他们常常浪费时间吵架。)

请选出单词的正确形式。

She has fun (to talk / talk / talking) with Ethan.

They spend time (traveling / to travel / travel) .

We spend (trouble / time / fun) walking in the park.

We have (trouble / talk / waste) visiting his family.

Jacob wastes (timing / to time / time) fighting with her.

Truth: talking; traveling; time; trouble; time

谈论关系

请使用类似以下的问题来询问别人一段关系。注意答复中表达式 + 动名词的结构。	
A: How are you and your brother doing? B: We're doing well, thanks. We spend time talking on the phone.	你和你哥哥（弟弟）关系还好吗？我们关系很好，谢谢。我们会花时间打电话聊天。
A: What do you and Sylvia do for fun? B: Let's see ... We have a lot of fun playing tennis together.	你和 Sylvia 都玩什么？让我想想..... 我们一起打网球，玩得很开心。
您可以使用 you two 表达密切的关系 - 例如，丈夫与妻子之间或母亲与孩子之前。	
A: Are you two having trouble? B: Yeah, we are. I am having trouble understanding her problems. A: I'm sorry to hear that.	你们两人碰到什么难题了吗？是的，我们碰到了难题。我难以理解她的问题。听到这我很难过。

评估员工

在这节课，您将学习如何谈论员工素质。

观看视频，学习语言用法。 https://cns2.ef-cdn.com/Juno/12/56/24/v/125624/GE_4.2.3_v2.mp4

[TODD] Thanks for taking the time to meet me, Joan.

[JOAN] No problem. What's up?

[TODD] Well, the performance appraisals are next week, and I want to talk with you about Sally and Harry.

[JOAN] Okay. Let's start with Harry.

[TODD] Well, Harry hasn't been with us that long, but I can see that he's very hardworking.

[JOAN] Mm-hmm.

[TODD] I think he does a really good job.

[JOAN] So do I. He did a great job on his last project ... What was it?

[TODD] The Smith Electric project.

[JOAN] That's right. He worked really well with the team.

[TODD] A real team player. But there is one thing. He's often late.

[JOAN] Yeah, he is.

[TODD] Often late. Now. Sally.

[JOAN] Sally ... I like Sally, but, umm ...

[TODD] She's just not efficient enough sometimes. She needs to be more organized. I mean, I don't think she's lazy.

[JOAN] Neither do I. She works hard. And she's good in meetings.

[TODD] Yeah. And she's also very helpful. Sometimes I have a computer problem and ...

[JOAN] Yes, you do sometimes have computer problems.

[TODD] Well, I like them both.

[JOAN] So do I. You have two great people on your team.

performance appraisals 绩效评估

hardworking 勤奋的

does a really good job 做得出色

worked really well with the team 与团队合作融洽

team player 有团队精神的人

not efficient enough 不够高效的

organized 有条理的

lazy 懒惰的

good in meetings 在会议中表现出色

helpful 有帮助的

评价员工的词汇

使用这些形容词和短语来形容员工积极工作的品质。	
hardworking	勤劳的
efficient	有效率的
creative	富有创造性的
helpful	有用的
positive	积极的
does a good job	做得不错
works well with the team / team player	与团队/ 队员合作愉快
getting better	逐渐在改善
good in meetings	善于开会

使用这些形容词和短语来描述员工消极的工作品质。	
could do better	可以做得更好
late	迟到
negative	消极的
disorganized	混乱的
lazy	懒惰
一种更积极的方式来应对员工的弱点即是给出建设性的批评，而不是简单地给出消极的评论。	
She's so disorganized. > She needs to be more organized.	她很混乱。 > 她应该要更有条理些。
He's too negative. > He should be more positive.	他太消极了。 > 他应该积极些。

选择最合适的形容词来描述每个人。

He's too slow to finish his work. He should be more (efficient / disorganized / helpful) .

Isabella is a (positive / disorganized / efficient) person. She's always smiling.

Have you seen Gabriel's gorgeous paintings? He's so (creative / late / lazy) .

Anthony spends a lot of time looking for his cellphone. He's (disorganized / creative / negative) .

John never wants to work. He's really (late / lazy / efficient) .

I always go to Sam when I have questions. He's very (negative / disorganized / helpful) .

Truth: efficient; positive; creative; disorganized; lazy; helpful

'Too' 和 'enough'

请用 too + 形容词来描述某样东西超过必要，或超过所需时。	
Her project is late because she's too disorganized.	她的项目已经晚了，因为她太没有条理了。
She's too negative. She thinks too much about problems.	她太消极了。她想问题考虑得太多了。
请用形容词 + enough 来描述当某件东西足够的，或让人满意的时候。	
Carson is hardworking and efficient enough to be the new manager.	Carson够勤劳且够有效率，够格成为新经理。
请用 not + 形容词 + enough 来描述某件东西缺乏或不尽人意时。	
Sally's not efficient enough.	Sally的效率还不够高。
He's not creative enough to work in marketing.	他没有足够的创造力做市场营销工作。

选择 **too** 和 **enough** 的正确用法。

Brian is (too / enough) disorganized.

He's hardworking, but he's not efficient (too / enough) .

She's not helpful (too / enough) .

Hannah's (too / enough) negative.

Gavin's not creative (too / enough) .

He's (too / enough) lazy. He never finishes his work.

Truth: too; enough; enough; too; enough; too

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 [JOAN] Yeah, he is.
 [TODD] Often late. Now. Sally.
 [JOAN] Sally ... I like Sally, but, umm ...
 [TODD] She's just not efficient enough sometimes. She needs to be more organized. I mean, I don't think she's lazy.
 [JOAN] Neither do I. She works hard. And she's good in meetings.
 [TODD] Yeah. And she's also very helpful. Sometimes I have a computer problem and ...
 [JOAN] Yes, you do sometimes have computer problems.
 [TODD] Well, I like them both.
 [JOAN] So do I. You have two great people on your team.

I think he does a really good job. 我认为他做得很出色。
 So do I. 我也这样认为。
 I don't think she's lazy. 我认为她不懒。
 Neither do I. 我也没这么认为。

发表意见的时候用 'I think that'

使用 I think that 来表示您在发表一个意见。使用 so do I 来表示同意一个 I think that 和 I like 这样的短语所表达的意见。	
A: I think that he does a really good job. B: So do I.	我觉得他干的不错。我也觉得。
A: I like them both. B: So do I.	我喜欢他俩。我也觉得。
使用 neither do I 来赞成 I don't think that 这样句式所表达的意见, 或其他否定意见。	
A: I don't think she's lazy. B: Neither do I.	我并不觉得她懒。我也不觉得。
请注意 that 可以省掉且句子的含义没有受到影响。	

要征求别人的意见，您可以使用 what do you think about 以及 do you think 。	
A: What do you think about Denise? B: She's very efficient.	您觉得Denise怎么样？ 她很有效率。
A: Do you think Paul is too disorganized? B: No, not really.	您觉不觉得Paul这个人 太混乱了？不，不是 的。
语言注释： neither 有两种发音方法。在下面的例子中，第一个在美国比较普遍的；第二种多见于英国。但它们可以互换使用。	
A: I don't think he's disorganized. B: Neither do I.	我并不觉得他这个人没有 条理。我也不觉得。
A: I don't think she's very efficient. B: Neither do I.	我并不觉得她很有效 率。我也不觉得。

给出推荐

在这节课，您将学习如何推荐同事。

观看视频，学习语言用法。 https://cns2.ef-cdn.com/Juno/12/56/25/v/125625/GE_4.2.4_v2.mp4

[JOAN] Oh, Martina's letter of recommendation.
 [JOAN] When is she going to New York?
 [TODD] Next Friday. Her husband's already there.
 [JOAN] That soon. I'm going to miss her.
 [TODD] Yeah, so am I.
 [JOAN] Last week I asked her to make a new company brochure. It only took her two days.
 [TODD] Really? I should put that in. Martina works quickly and efficiently ...
 [JOAN] Yeah. The brochure was really beautiful. She's so creative. And her team really loves her.
 [TODD] Creative ... Works well with a team. What else?
 [JOAN] Well, she always wrote our marketing copy. She was really good at it.
 [TODD] That's right! Who's going to do that now?
 [JOAN] Why don't you ask Sally? She's smart. She can learn it pretty quickly, right?
 [TODD] Not that quickly. But, yeah, she could learn it.
 [JOAN] Great. So do you have enough for your letter?
 [TODD] Umm ... I think so. Thanks.
 [JOAN] Sure.

[TODD] I had the pleasure to work with Martina for three years, and I highly recommend her.

already 已经
soon 不久
quickly 迅速地
efficiently 高效地
really 真正地
so 这么, 那么
well 出色地
learn it pretty quickly 学得很快

在工作中所用的副词

副词解释 how, when or where 。它们可以修饰一个动词, 形容词或另一个副词。许多副词以-ly结尾的是最容易识别的和形成的。但是, 许多副词是不以-ly结尾的, 识别它们的最好的方式是将它们连接到它们所修饰的动词, 形容词或副词。	
使用状态副词加动词来表示完成某件事情的方式。	
Martina works quickly.	Martina工作效率高。
She works well with the team.	她与团队合作得很愉快。
I highly recommend Martina.	我强烈推荐Martina。
I'm going to miss her terribly.	我将会非常想念她。
使用时间副词加动词来表示时间。	
Her husband is already in New York.	她的丈夫已经在纽约了。
She's leaving that soon?	她这么快就走了?

使用频率副词加动词来表示一个动作的频率。	
She was always organized.	她一向都很有条理的。
使用可能性副词加动词来表示一个行动的可能性。	
She can probably learn that in one or two days.	她可能会在一或两天内知道。
您可以使用 only 加动词来把注意力集中到信息上。	
The project only took her one day.	她可以仅用一天时间完成此项目。

您可以使用副词来修饰形容词。	
The brochure was really beautiful.	这本小册子真的很漂亮。
She's so creative.	她真有创意。
有些副词修饰其他副词. 请注意 pretty 和 so 是如何给这些句子添加额外的细节的。	
She can learn that pretty quickly.	她能领悟得相当快。
He writes so well.	他写得真好。
您可以使用副词 honestly 在一个句子前边来强调强调某个要点。	
Honestly, what are we going to do?	说实话, 我们去干嘛?

'So' 和 'such'

请用**so** + 形容词 或 **so** + 副词来强调个人品质。

Kyle is so disorganized.	Kyle 非常没有条理。
She works so quickly.	她做事很快。
请用 such + 名词来强调个人品质.	
Debra is such a team player.	Debra 是非常具有团队精神的人。
She shows such creativity.	她表现出极大的创造力。
Oscar is such a hard worker.	Oscar 是工作非常努力的人。

请把词条移至正确的间隔处。

FRED: You're already done with the Franco project?

LOUISE: Fantastic, right? It (only) took us two weeks.

FRED: You finished (that soon) ? Wow. You work (so well) with your team.

LOUISE: Thanks! It's (such) a hardworking team.

FRED: Yeah. Liza's great. She's (such a) creative designer.

LOUISE: Yes, and Tom's (so efficient) . Honestly, Jayden's really helpful, too. 选择 **so** 和 **such** 的正确用法。

Patty is (such / so) a positive person.

Emile shows (such / so) creativity.

She learns (such / so) quickly.

He does (such / so) a good job.

John is (such / so) disorganized!

Truth: such; such; so; such; so

推荐

作为工作面试流程的一部分，公司可能会电话联系推荐人并索要推荐。

在这些例子中，注意问题是如何用具体信息回答的。

We're interviewing Joe Wilson for a job at our company.	我们正在为我们公司的一个职位面试乔威尔逊。
Joe gave us your name as a reference.	乔把您的名字给我们做为他的推荐人。

A. Did you work together?	你们一共工作过吗?
B. Yes. We worked together for two years at Sunset Computers.	是的。我们在Sunset Computers 公司一起工作过两年。
A. Do you recommend him?	您推荐他吗?
B. Yes. I highly recommend him. He's very intelligent.	是的。我强烈推荐他。他非常聪明。
A. What else can you tell me about him?	关于他还有些别的什么您能告诉我的吗?
B. Well, he was very organized. He worked well on a team.	嗯，他很有条理。他和团队工作和谐。

