

职业生涯

单词

词汇	发音	词性	翻译
foolish	[us]'fu:liʃ [uk]'fu:liʃ	adj.	愚蠢的, 傻的
odd	[us]ɑ:d [uk]ɒd	adj.	奇怪的, 古怪的, 奇特的, 异常的
poor	[us]pɔ:r [uk]pɔ:(r)	adj.	贫穷的, 贫困的
talented	[us]'tæləntɪd [uk]'tæləntɪd	adj.	有天才的, 有才干的
wise	[us]waɪz [uk]waɪz	adj.	英明的, 慎虑的, 明智的
challenging	[us]'tʃælɪndʒɪŋ [uk]'tʃælɪndʒɪŋ	adj.	挑战性的(有趣味性)
rewarding	[us]rɪ'wɔ:rdɪŋ [uk]rɪ'wɔ:dɪŋ	adj.	有益的, 有报酬的, 有所得的
satisfying	[us]'sætɪsfɑɪɪŋ [uk]'sætɪsfɑɪɪŋ	adj.	令人满意的
difference	[us]'dɪfrəns [uk]'dɪfrəns	noun	区别, 不同
support	[us)sə'pɔ:rt [uk)sə'pɔ:t	verb	资助
plant	[us]plænt [uk]plɑ:nt	verb	种植
earn	[us]ɜ:rɪn [uk]ɜ:n	verb	赚, 挣钱
simple	[us]'sɪmpl [uk]'sɪmpl	adj.	简单的, 容易的
complicated	[us]'kɑ:mpɪkətɪd [uk]'kɒmpɪkətɪd	adj.	复杂的, 难懂的

rich	[us]rɪtʃ [uk]rɪtʃ	adj.	富有的, 有钱的
critical	[us]'krɪtɪkl [uk]'krɪtɪkl	adj.	重要的, 关键的
long-term		adj.	长期的
normal	[us]'nɔːrml [uk]'nɔːml	adj.	正常的, 正规的, 标准的
role	[us]roʊl [uk]rəʊl	noun	角色, 职责
post	[us]poʊst [uk]pəʊst	noun	工作
position	[us]pə'zɪʃn [uk]pə'zɪʃn	noun	职务, 职位
industry	[us]'ɪndəstri [uk]'ɪndəstri	noun	工业
sector	[us]'sektər [uk]'sektə(r)	noun	部门, 行业, 机构
discipline	[us]'dɪsəplɪn [uk]'dɪsəplɪn	noun	纪律
demanding	[us]dɪ'mændɪŋ [uk]dɪ'mɑːndɪŋ	adj.	严格的
engaging	[us]ɪn'ɡeɪdʒɪŋ [uk]ɪn'ɡeɪdʒɪŋ	adj.	迷人的
recycle	[us],rɪ:'saɪkl [uk],rɪ:'saɪkl	verb	回收, 再利用, 循环使用
build	[us]bɪld [uk]bɪld	verb	建造, 修建

谈论你最近的工作

你将要参加和你经理进行的联络更新会议。

描述工作的形容词	
让我们来看一下可以用来描述工作，项目和客户的形容词。 用 enjoyable 和 engaging 来描述你觉得有意思的工作或者项目。	
For me, sales is an enjoyable job.	对我来说，销售工作非常有意思。
I find being a designer very engaging .	我觉得做设计师非常有趣。
用 challenging 和 demanding 来描述高压，困难的或者需要很多时间的工作，项目或者客户。	
John has a very challenging job . He's a firefighter.	John 的工作非常具有挑战性，他是一名消防员。
Marta is the CEO of a large corporation, a very demanding job.	Marta 是一家大公司的首席执行官，这份工作要求非常高。
用 rewarding 和 satisfying 来描述有满足感的工作或者项目。	
Helping others learn is really rewarding .	帮助别人学习是很有收获的。
Completing that project was extremely satisfying .	完成那个项目是及其令人满意的。

复习： 时间状语从句
状语从句通常提供有关时间的信息。 用 before 、 after 、 when 和 while 等副词使事件具有先后顺序。
用 before + 一般过去式来谈论某个事件之前的某个时间段。
Before I got this job, I worked as a sales assistant.
Chris had a really demanding job before he quit.
用 after + 一般过去式来谈论某个事件之后的某个时间段。
After she sold electric cars, she went back to school.
What did you do after you graduated?

使用 when + 一般过去时，谈论某一段时期。
When I was younger, I thought I should study law.
What did you do when you worked at XCCX?
使用 while + 过去进行时，描述一段时期内正在发生的事情。
I was making a lot of money while I was living in Korea.
While I was studying to be a lawyer, I worked for six months in a restaurant.

已完成的动作	
这个有用的形式用来谈论我们最近完成的动作，尤其是当我们不说具体的发生时间时。	
I've finished the Grove project.	我已经完成了树丛项目。
I've enjoyed working with the developers.	我很喜欢与开发者合作。
我们用动词 have 加上动词的一个称为过去分词的形式，例如 done (源自 do), gone (源自 go) 或者 made (源自 make)来构成。	

正在持续的动作	
这个稍稍不同的形式我们可以用来谈论在过去开始但是仍然持续的动作。	
I've been working on this for three months now.	到现在我一直持续做这件事已经有三个月了。
I've been focusing on the new software release.	我一直在专注新的软件版本的发行。
当我们指的是一个持续的状态而不是持续的动作时，我们不用动词的-ing形式。	
I've been here for three months.	我来这有三个月了。
I've known Eric for a while now.	我认识埃里克有一段时间了。

请选择正确的词。 I've finally (completed / complete / completing) the new designs.

What have you (been doing / did / doing) this week?

I (have been / has been / have being) focusing on the Butler account.

Have you (finished / finishing / been finished) the presentation?

I've (done / did / doing) all my work for this week.

How long have you (known / been knowing / knew) him?

Truth: completed; been; doing; have; been; finished; done; known

谈论将来的计划

你将要参加和你经理进行的联络更新会议。

观看视频，学习语言用法。 <https://cns2.ef-cdn.com/Juno/15/74/0/v/15740/6.3> Scene 2.mp4

[PETER] I do want to save the world.

[PETER] I want to build green cities.

[PETER] If we don't change the way we live, and the cities we live in, we'll destroy this planet in the next 50 or a hundred years.

[PETER] Green cities are the answer to this problem.

[PETER] If we build houses from environmentally friendly materials, if we use natural power from the sun and the wind, if we recycle our garbage, if we plant more trees and open more parks, the world will be cleaner and greener.

[PETER] It won't be easy.

[PETER] But if my company could build one city - just one city - and people saw how nice it was, how clean the streets were, how fresh the air was, in five years' time we'd have a city in every major country.

[PETER] And after that, the world!

[PETER] Well, that's my plan, anyway.

[PETER] But you gotta have a plan.

build 建设

change the way we live 改变我们的生活方式

use natural power 使用天然能源

recycle our garbage 回收利用垃圾

plant more trees 种更多的树

open more parks 开放更多公园

谈论 'hopes' 和 'dreams' 的动词

以下是一些谈论 hopes 和 dreams 的方法。注意每个句子中使用的动词以及与动词搭配的单词。	
She really wants to make a difference in the world.	她非常希望改变
I want to get a job and support myself.	我想找一份工作，自食其力。
He hopes to get a job recycling plastic.	他想找一份塑料回收的工作。
Mary dreams of building her own home.	Mary 梦想打造属于她自己的家。
I love to plant trees.	我喜爱种树。
We want to change our lives.	我们希望改变我们的生活。
She hopes to earn a lot of money after college.	她希望大学毕业后挣很多钱。

请选择正确的词。 Hailey's an excellent veterinarian. She really (did / made / got) a difference for Izzy, our cat.

Do you make enough money to (support / make / build) yourself?

This fabric is so cool! They (recycled / changed / opened) plastic bottles to make it.

How much money did he (earn / open / build) last year?

If we open more parks, we can (build / recycle / plant) more trees.

This city is so polluted! We need to (recycle / support / change) the way we live.

Truth: made; support; recycled; earn; plant; change

观看视频，学习语言用法。 <https://cns2.ef-cdn.com/Juno/15/74/0/v/15740/6.3> Scene 2.mp4

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If we don't change the way we live ... 如果我们不改变自己的生活方式...
... we'll destroy this planet.我们会毁掉这个星球。
If we recycle our garbage ... 如果我们回收利用垃圾...
If we plant more trees ... 如果我们种更多的树...
... the world will be cleaner and greener.世界将更加洁净、更加绿色。
If my company could build one city ... 如果我的公司能建造一座城市.....
... we'd have a city in every country.我们就会在每个国家都有一座城市。

复习：真实和非真实条件句	
用真实条件句表达真实的可能性。在 if 从句中使用 if + 现在时 ，并在结果从句中使用 will 或 can 等情态动词。	
If we recycle, the city will be greener.	如果我们回收利用，整座城市就会更加绿色环保。
If you build green cities, you can make a difference in the world.	如果建设绿色城市，你就能改变世界。
用非真实条件句表达可能性较低乃至不可能的事物。在 if 从句中使用 if + 过去时 ，并在结果从句中使用 would 。	
If everyone planted trees, the air would be cleaner.	如果人人都植树，空气会更加洁净。
If I worked less, I would travel more.	如果我少花点时间工作，就能多点时间去旅行。

记住， were 是动词 be 在非真实条件句中的正确形式。	
If this city were green, the world would be a better place.	如果这座城市变为绿色，世界将会更加美好。
但在非正式的口语中，你经常会听到 was 。	
If I was more careful with my garbage, I could recycle more.	如果我多注意一下垃圾，就能回收利用更多东西。
两个从句可调换位置。若出现这种情况，不需要使用逗号。	
We'll have more trees if we open more parks.	如果开放更多公园，我们就能拥有更多树木。
Life would be easier if I earned more money.	如果我挣更多钱，生活就会轻松一些。

请听音频。请把词条移至正确的间隔处。 OLIVIA: I've always wanted to open my own business. JAMES: That's very ambitious. (If you opened) your own business, (what would you do) ? OLIVIA: Something that makes a difference in the world. Like working with elderly people. JAMES: You want to take care of the elderly? OLIVIA: Yeah. Actually, I want to open a home for the elderly. It's been a dream of mine since my grandmother died. JAMES: Wow. (If you did) that, (it would be) very meaningful work. It would change people's lives. There are so many elderly people who need help. OLIVIA: I know. I really want to do it, but it won't be easy. (If I do) open a home, it'll be difficult to support myself. I won't have much money. JAMES: Well, I think you should do it. Maybe I could help. OLIVIA: Really? Thanks! (It will be easier) if you help.

讨论职业计划

你将与朋友讨论长期的职业规划。

观看视频，学习语言用法。 <https://cns2.ef-cdn.com/Juno/15/74/1/v/15741/6.3> Scene 3.mp4

[LEO] If my father hadn't been so rich and so successful, ...
 [LEO] ... if I'd had a normal childhood, maybe things would've been different. Maybe I would've been more ambitious, more interested in money.
 [LEO] If only ... Well, one thing I do know is that I don't want to be like my father.

[LEO] When he was young, my father dreamed of starting his own company and getting rich.
[LEO] And now his dream has come true.
[LEO] But is he happy? Mm-mm.
[LEO] He's been married five times.
[LEO] He works seven days a week just to make more money. He never stops.
[LEO] Now he wants me to join the family business, but I know if I work for my father, I'll never be happy.
[LEO] You see, my father's a planner.
[LEO] And he always achieves what he sets out to do - always.
[LEO] The trouble is, after he does, then he has to make more plans, then more. It never stops.
[LEO] My dream is simple: Do a job I like, meet a nice girl, get married, and maybe even have children.
[LEO] That's it.

rich 富有
successful 成功
normal 正常
ambitious 有抱负
simple 简单

职业有关的形容词

有很多用于描述职业的形容词。一种方法是结合与它们意义相反的单词即反义词一起识记。 simple - complicated	
My job is so simple that I'm always bored.	我的工作很简单，总让我很无聊。
Being an accountant must be complicated.	做会计一定很复杂。
rich - poor	
I want to get really rich before I retire.	我希望在退休前赚很多钱。
Amanda is tired of being poor.	Amanda 受够了没钱的日子。
wise - foolish	
My father is a very wise man.	我父亲是个非常聪明的人。
He was foolish to drop out of high school.	他傻到从高中辍学。

critical - unimportant	
It's critical to get a good education.	接受良好的教育至关重要。
Don't worry about it. The cost is unimportant.	不要担心，费用方面不重要。
normal - odd	
It's normal to worry about getting a good job.	担心能不能找到好工作是很正常的。
She's a very odd person.	她是个怪人。
talented - untalented	
He's a talented salesperson.	他是一位能干的销售员。
She's great at chemistry, but untalented in accounting.	她擅长化学，但对会计没什么天分。

请把词条移至正确的间隔处。 She's so (talented) . She knows how to write a fascinating story.
How smart! Renting the computers was a (wise) decision.
The most (critical) thing for us to do is pay the employees. Then we can buy computers.
He's (rich) . He made a lot of money online.
My job is pretty (normal) . I'm a server at a hamburger restaurant.

You shouldn't quit school to travel. That would be a (foolish) thing to do.

观看视频，学习语言用法。 <https://cns2.ef-cdn.com/Juno/15/74/1/v/15741/6.3> Scene 3.mp4

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If my father hadn't been so rich ... 如果我父亲不是这么富有.....
If I'd had a normal childhood ... 如果我有一个正常的童年.....
... things would've been different.一切都会不同。
I would've been more ambitious. 我就会更有抱负。

虚拟语气条件句	
使用虚拟语气条件句表达过去未真实发生的事件的可能结果。	
If Terry had gotten rich, he would have stopped working.	如果泰瑞发了财，他就不会再工作。
在虚拟语气条件句中，在 if 从句中使用 if + 过去完成式 ，并在结果从句中使用 would have + 过去分词 。	
If she had been more ambitious, they would have promoted her.	如果她当初更有抱负，他们就会提拔她。
If I had quit school, I wouldn't have been so successful.	如果我当时退学，就不会取得如此的成功。
记住，当 if 从句位于结果从句之后，不需要使用逗号。	
I would have moved to Buenos Aires if they had offered me the job.	如果他们给了我这份工作，我就会搬到布宜诺斯艾利斯。

完成对话中的虚拟语气条件句。请听音频。请把词条移至正确的间隔处。 If my sister hadn't seen the advertisement, I wouldn't (have applied) for the position.

(If we'd had) one more month, we (would have scheduled) the report for October.

If we'd had more time, (we would have built) a project website, too.

(It would have been) simple to manage the deadlines (if we'd created) a website.

撰写有关你的职业计划的文章

你将学习如何为招聘网站写个人陈述。

工作	
为了避免在个人陈述中重复，你可以使用这些 job 的同义词。	
I am looking for a role in sales.	我在找一个销售职位。
We have a post open in management.	我们有一个管理岗位空缺。
I am interested in a position in accounts.	我对会计职位感兴趣。
目标	
当描述你的目标时，你可以在他们的时间框架中谈论他们。	
My long-term goal is to move into management.	我的长期目标是进入管理层。
My short-term goal is to gain more experience.	我的短期目标是获得更多的经验。

行业	
你可能想谈论你所在的或者想进入的 industry (行业)。	
I find working in the science industry really engaging.	我发现做科学这一行是很有意思的。
The green sector is really growing, and that's where I want to be.	绿色产业正在增长，而且那也是我想要进入的。
技能	
你可以用像这样的词汇来描述你能做的或者想提高的方面。	
I want to improve my proficiency in German.	我想提高我的德语流利度。
I have a large skill set in many different disciplines .	我有能用在很多不同学科领域的许多技能。

请选择正确的词。 I'm looking for a job in the science or technology (sectors / terms / goals).

I've been working in the education (industry / skill / role) for 10 years.

I have a strong (skill set / sector / industry) in many disciplines.

My (short-term / skill set / post) goal is to find a position in sales.

I would like to improve my (proficiency / goals / sector) in software development.

I'd like to apply for the (post / goal / skill) of sales assistant.

Truth: sectors; industry; skill; set; short-term; proficiency; post 阅读行业文章。阅读文字，然后回答问题。 Business Weekly**Home** | | **Category** | **News** | **Gallery** | **About****What you need in industry today**by Olly Adams**Different industries, from technology to education, require different skillsets. But if you're good at computing, presentations, communication and management, you'll be able to find work in many disciplines. For example, sales, operations and marketing departments are often very happy to give posts to people who show high levels of proficiency in the areas mentioned above. Of course, if your long-term goal is to move up in your company, then you'll need to gain experience in the industry and build knowledge of the sector you're working in. **Contact Us | Terms and Conditions | About Us | Services

动词 + 不定式	
许多指示未来的动词采用这个模式：动词 + 不定式。一些你可能知道的例子是 plan, intend, want, hope, expect, look, aim 和 would like 。	
I aim to move up in the industry.	我的目标是在行业中升职。
I expect to spend five years in this post.	我准备在这个职位呆五年时间。
I hope to move into senior management.	我希望进入高级管理层。
I would like to gain more experience in this discipline.	我想在这方面获得更多的经验。
I am looking to increase my proficiency in this area.	我希望增加我在这个领域的能力。
I am planning to start my own business .	我打算开始自己办公司。

阅读个人陈述。请选择正确的答案。 Workers.Net**Home** | | **Category** | **News** | **Gallery** | **About****Paige Williams**Product DesignerI am currently employed as a product designer, and my long-term career goals are to move into product management and move up in the publishing industry. I am aiming to become a senior manager within a large company or start my own business in the publishing sector. I am looking to spend the next five years developing my product design skillset, as well as increase my proficiency in different disciplines, including operations and marketing. I expect to achieve a senior management post within 10 years. Contact Us | Terms and Conditions | About Us | Services

写你的个人陈述	
当写个人陈述时，先写你的工作职位，或者描述你做的工作是个好主意。	
I am currently employed as a laboratory technician.	我目前的工作是实验室技术员。
清楚地说明你的目标。开始说你的短期目标，然后概要说出你长期的目标。	
Short term, I am aiming to work at a large, multinational company.	短期来看，我的目标是在一个大型的，跨国公司工作。
My long-term career goal is to become an executive.	我的长期职业目标是成为一名执行官。
时间表	
如果你想设定预期多久你能实现你的目标，另起一段，从最早的目标开始。	
I am looking to spend the next five years developing my product-designskill set.	我希望在接下来的五年时间内改善我的产品设计技能。
I expect to achieve a senior management post within 10 years.	我希望在10年内升到高级管理职位。

提高	
你还可以包含一些关于你要提高哪些技能，或者在实现你的目标的过程中你希望做些什么的信息。	
I aim to increase my proficiency with design software.	我的目标是提高我的使用设计软件的能力。

你的朋友需要有人帮助编辑她的个人陈述。请把词条移至正确的间隔处。 WORKERS.NET

I am an experienced retail manager aiming to get a (role) at a multinational company in the supermarket (sector) in the short term. My (long-term) career goals are to run a large electronics store and to (become) a national manager.

Within the next two years, I (am looking to) develop my skill set and competence in logistics, retail management and negotiations. I expect (to achieve) a post at a large supermarket chain within three years.

为一个职业网站写一份个人陈述。给出你的职位头衔并描述你的长期和短期职业计划。说出你的职业目标和发展计划的时间框架。 Write 80-100 words. 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。

Example:

multinational company in the software sector in the short term. My long-term career goals are to run a large department and to become an executive.

Within the next two years, I am looking to develop my skill set and competence in team management and negotiations. I expect to achieve a post at a large software company within three years.