

工作交流

单词

词汇	发音	词性	翻译
expect	[us]ɪk'spekt [uk]ɪk'spekt	verb	期待
hire	[us]'haɪər [uk]'haɪə(r)	noun	出租
honest	[us]'ɑ:nɪst [uk]'ɒnɪst	adj.	诚实的, 老实的
item	[us]'aɪtəm [uk]'aɪtəm	noun	条, 条款, 项, 项目, 条目
since	[us]sɪns [uk]sɪns	prep.	自.....以来, 从那时到现在
summarize	[us]'sʌməraɪz [uk]'sʌməraɪz	verb	作总结, 作概括; 总结, 概括, 概述
agenda	[us]ə'dʒendə [uk]ə'dʒendə	noun	议程, 讨论事项
ambitious	[us]æm'bɪʃəs [uk]æm'bɪʃəs	adj.	有野心的, 有雄心的
clever	[us]'klevər [uk]'klevə(r)	adj.	聪明的, 机灵的, 熟练的
update	[us],ʌp'deɪt [uk],ʌp'deɪt	noun	更新(某事物), 升级
well	[us]wel [uk]wel	adv.	好, 对, 满意的
outgoing	[us]'aʊtɡoʊɪŋ [uk]'aʊtɡəʊɪŋ	adj.	外向的, 好交际的
shy	[us]ʃaɪ [uk]ʃaɪ	adj.	害羞的, 腼腆的, 胆怯的
anyone	[us]'eniwʌn [uk]'eniwʌn	pron.	任何人
anything	[us]'eniθɪŋ [uk]'eniθɪŋ	pron.	任何事, 任何东西
stupid	[us]'stu:pɪd [uk]'stju:pɪd	adj.	愚蠢的, 笨的, 迟钝的, 麻木的, 无知觉的
reliable	[us]rɪ'laɪəbl [uk]rɪ'laɪəbl	adj.	可信赖的; 可靠的
organized	[us]'ɔ:rgənaɪzd [uk]'ɔ:gənaɪzd	adj.	有组织的
fast	[us]fæst [uk]fɑ:st	adj.	快速的
hard	[us]hɑ:rd [uk]hɑ:d	adj.	费力的

good	[us]gʊd [uk]gʊd	adj.	优良的, 正直的
for	[us]fər [uk]fə(r)	prep.	给
wonder	[us]'wʌndər [uk]'wʌndə(r)	verb	惊讶, 怀疑, 惊奇, 想知道
surprise	[us]sə'praɪz [uk]sə'praɪz	verb	感到惊讶
worry	[us]'wɜ:ri [uk]'wʌri	verb	担忧, 担心, 发愁
say	[us]seɪ [uk]seɪ	verb	说
personal	[us]'pɜ:rsənəl [uk]'pɜ:sənəl	adj.	个人的, 私人的
reason	[us]'ri:zn [uk]'ri:zn	noun	理由, 动机, 原因
tell	[us]tel [uk]tel	verb	告诉, 说
further	[us]'fɜ:ðər [uk]'fɜ:ðə(r)	adj.	另外的

给予反馈

在本课中, 您将学习如何对其他员工给予反馈。

观看视频, 学习语言用法。 https://cns2.ef-cdn.com/Juno/15/68/2/v/15682/4.4_Scene 3.mp4

[PETER] Leo's my best friend.
[PETER] We've been friends for years.
[PETER] We went to the university together.
[PETER] I graduated from the university, and he didn't.
[PETER] He's worked at a pet shop since last year.
[PETER] That's one year of feeding animals, walking animals, cleaning animals.
[PETER] In the past, he's been a waiter, a gardener ...
[PETER] I mean, there's nothing wrong with that, but Leo's really clever.
[PETER] He's reliable, outgoing, honest. He could do anything he wants.
[PETER] The problem is, he wants to do nothing.
[PETER] He's totally disorganized. He's just not ambitious.
[PETER] I'm the opposite.
[PETER] I graduated from the university and been working hard for the last five years.
[PETER] I am ambitious.
[PETER] I have goals.
[PETER] Leo's never had a good job.
[PETER] He's never tried to find one.
[PETER] I don't understand it.
[PETER] I'm gonna find him a real job.

clever 聪明的
 reliable 可靠的, 可以信赖的
 outgoing 友好的, 喜欢交际的
 honest 诚实的
 disorganized 紊乱的, 缺乏条理
 ambitious 雄心勃勃的

描述员工的形容词

以下是一些可用于描述员工的形容词。把形容词和它的反义词一起识记, 这种方法一直都很好。	
clever - stupid	聪明的 - 愚蠢的
outgoing - shy	外向的 - 害羞的
注意, 否定前缀 un- 常用于构成反义词。	
reliable - unreliable	可靠的 - 不可靠的
ambitious - unambitious	有雄心壮志的 - 无抱负的
否定前缀 dis- 不如 un- 常见, 但是也用于构成一些重要的反义词。	
honest - dishonest	诚实的 - 不诚实的
organized - disorganized	有条理的 - 紊乱的

请选择正确的词。

She walked over and told me her name. She seems very (unreliable / shy / outgoing) .

What a great idea! You're so (clever / shy / disorganized) , Jenny.

Sometimes he arrives on time, sometimes he's late. He's just so (unreliable / honest / lazy) .

Claudio worked hard for that promotion. He's really (shy / ambitious / stupid) .

I'm being very (lazy / outgoing / honest) with you: I think this project is a really bad idea.

I can't find anything on my desk. I'm so (dishonest / unambitious / disorganized) !

Truth: outgoing; clever; unreliable; ambitious; honest; disorganized

'Fast,' 'hard'和'good' 用作形容词和副词

很多形容词在词后加上-ly即可用作副词。	
He's clever.	他很聪明。
He managed the project cleverly.	他巧妙地管理项目。
Fast, hard 和 good 都是例外。用 fast 作形容词放在名词前面。	
She's a fast learner.	她是一个学东西很快的人。
用 fast 作为副词放在动词之后。注意它没有 -ly 后缀。	
She learns fast.	她学东西很快。

语言点: **guy** 一词在非正式场合可用于指代男性。它也可在口语中指代一群男人或女人。

用 hard 作形容词放在一个名词的前面。	
Bill is a hard worker.	Bill 是一个工作努力的人。
用 hard 做副词放在动词后面。注意: 它没有 -ly 后缀。	
Bill works hard.	Bill 工作努力。
用 good 作形容词放在名词前面。	
He's a good guy.	他是个不错的小伙子。
用 well ,不是 good 放在动词后作副词。	
I work well with the team.	我与团队合作融洽。

观看视频, 学习语言用法。 https://cns2.ef-cdn.com/Juno/15/68/2/v/15682/4.4_Scene_3.mp4

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We've been friends for years. 我们朋友多年了。
worked at a pet shop since last year 去年以来在一家宠物店工作

用'for' 和 'since' 表达持续

用 for 谈论一段时间。	
Dave met with us for an hour.	Dave 与我们会晤了一小时。
Laura will work in Munich for three years.	Laura 将在慕尼黑工作三年。
用 since 谈论强调从过去某一个时间点起至今的一段时间	
Lindsey and Carol have worked here since Wednesday.	Lindsey 和 Carol 从星期三起就在这里上班了。
He's been our customer since last year.	他从去年起就一直是我们的顾客。
注意: Since 通常与现在完成时使用。	

选择 'for' 或 'since'. 记住, 'since' 强调时间的起点, 而 'for' 强调一段时间。

I've worked here (for / since) May.

We'll be in New Zealand (for / since) five days.

I've known Carol (for / since) 2004.

They talked (for / since) an hour.

Abe met with the CEO (for / since) 20 minutes.

Jane hasn't come to work (for / since) yesterday.

Truth: since; for; since; for; for; since

谈论员工表现

在评估员工表现时，经理可能找你了解一位同事或你的下属的信息。你可能会听到以下问题。	
How long has she been on your team?	她在你的团队做多久了？
In general, how's he doing?	总体而言，他表现怎么样？
Can you give me some details?	你能告诉我一些细节吗？
经理在了解一位员工的优缺点后，可能会马上询问你他怎样才可能改进。注意提问和回答中 could 一词的使用。	
A: How could she improve?	她能够怎样改进？
B: Well, she's sometimes late to work. She could take an earlier train in the morning.	嗯，她有时上班迟到。她早上可以坐早一点的列车。
A: What could he do better?	A：他怎样能做得更好？
B: Umm, he could pay more attention to deadlines.	B：嗯，他可以多注意截止日期。

使用表达 working on it 和 getting better ，谈论正在进步的员工。	
He's often disorganized, but he's working on it.	他做事常常缺乏条理，但正在努力改进。
She's sometimes a bit shy in meetings, but she's getting better.	她有时开会会有点害羞，但正在慢慢改进。

请把词条移至正确的间隔处。

So, let's start with what he could do better. How could he (improve) ?

Sometimes he's unreliable, but we're (working) on it.

Is he getting any (better) ?

So, what else? Can you give me more (details) ?

Good. Glad to hear it. So, in (general) , is he doing well?

In general, he's doing pretty (well) . He's a good guy.

转达信息

在本课中，您将学习如何向公司其他人转达信息。

描述我们的心理过程	
在不同人群之间转达信息时，能够描述我们的心理过程非常有用。	
A: I was wondering when we'll move to a new office.	我在考虑我们什么时候会搬到新的办公室。
B: As you know, we need to move pretty soon.	如你所知，我们需要尽快搬迁。
A: We expect big changes in the next months.	我们预计未来几个月会有大的变化。
B: Got it.	明白了。
如果也能说明一下您和他人的感受，也会很有作用。	
A: People are worrying about job cuts.	人们在担心裁员。
B: It doesn't surprise me.	这没有让我感到惊讶。

过去时和现在时的引述	
当您引述某人说过的话，您用的引述动词，如 say ，可以采用过去时。	
Hey, boss, I was wondering ... Brad said we're moving to a new office.	老板，我在想.....Brad 说我们要搬到新的办公室。
但您也可以现在用现在时态引述。这突出强调该人说过的话与现在相关，即便说话在过去。	
Some people are saying that it's going to be really far from the center.	有人说这会离市中心很远。
And Tanya says there's no subway station nearby.	Tanya 说附近没有地铁站。

观看视频，学习语言用法。 https://cns2.ef-cdn.com/Juno/12/61/19/v/126119/GE_6.1.2_v2.mp4

[TODD] So, I'm meeting with my team tomorrow, and I'm wondering what to say. Some people already know we're buying another computer company.

[JOAN] It doesn't surprise me. News travels fast.

[TODD] Sally says that some employees are worried about losing their jobs.

[JOAN] Well, they shouldn't worry. The deal is final, and it'll be good for the company. Sales will increase, and there will be no job cuts.

[TODD] That's good news. What can I tell Sally and Harry?

[JOAN] It's best to be honest. They probably know a lot already. You can confirm that we're buying Sunset Computers.

[TODD] Okay.

[JOAN] If I were you, I'd tell them that we're going to be a stronger company, and that they shouldn't worry. The outlook's good. We don't expect any job cuts.

[TODD] Great.

[JOAN] But, Todd, you have to tell them this information is confidential. It cannot leave the office.

[TODD] Got it. Thanks, Joan.

What can I tell Sally and Harry? 我能告诉 Sally 和 Harry 什么?

It's best to be honest. 最好实话实说。

You can confirm that we're ... 你可以确认我们.....

If I were you, I'd tell them ... 如果我是你, 我会告诉他们.....

You have to tell them ... 你必须告诉他们.....

Got it. 明白了。

讲话许可?	
在公司知道什么能告诉别人，什么不能告诉别人，这有时很重要。 类似这样的问句很有帮助：	
What can I tell people about the move?	这次搬迁我能跟人说什 么？
Should I tell the guys?	我该告诉大家吗？
相应地，您可能期待像这样的回答：	
A: What can I tell people about the move?	这次搬迁我能跟人说什 么？
B: It's best to be honest. It will happen very soon.	最好坦白说。很快就会 发生。
A: Should I tell the guys?	我该告诉大家吗？
B: If I were you, I wouldn't say anything for now.	我要是你，我现在什么 也不会说。

阅读课文，然后回答问题。

You: Steven, what can I say to the guys about the new computer system? Boss: Hmm. It's best to be honest. We don't have enough money for one. You: Should I tell them now? Boss: If I were you, I'd wait a few days. You: OK. Lunch, later? Boss: Sure.

主持会议

在本课中，您将练习主持会议。

观看视频，学习语言用法。 https://cns2.ef-cdn.com/Juno/12/61/20/v/126120/GE_6.1.3_v2.mp4

[TODD] Thanks for coming, guys. I know that you're really busy. Have you looked at the agenda?

[SALLY] Yup. Only three items?

[TODD] Yes. New hires, office visits and a company update. We only have a short time, so let's get started.

[SALLY] Okay.

[TODD] First, new hires. Simon just hired a new chief engineer. She's from China. Her name's Amy Ling. Simon said that this is her first time in the US, so, um, let's make her feel welcome.

[TODD] And, uh, Jessica in HR is leaving the company.

[HARRY] Really? Why?

[TODD] It's for personal reasons. Next: office visits. Joan told me that we have some important visitors in the office next week. And you know what that means.

[SALLY] We have to clean up our desks.

[TODD] That's right. Any questions before we continue?

[HARRY] Um, can we talk about the company update? That's what's really important.

[TODD] Yes, Harry. We're getting to that.

agenda 议事日程
 items 名目
 new hires 新的雇佣
 short time 短时
 for personal reasons 因为个人原因
 visitors 参观者
 clean up 清理打扫
 continue 继续
 update 升级

有关会议的有用词汇和短语	
以下是一些会议中经常出现的词汇：	
Has everyone got the agenda?	大家都拿到议事日程了吗？
There are three items today.	今天有三个议题。
First, we have several new hires.	首先，我们招聘了几位新员工。
Jane is leaving for personal reasons.	Jane 因个人原因离职。
I'll give an update on that later.	稍后我会就此予以最新说明。

Ana 刚参加了每周例会。阅读她的会议记录。

请选择正确的答案。

WEEKLY MEETING - 4/12 _ Meeting started: 2 p.m. *Agenda items* 1. *NEW HIRES* New architect (Ari Rivera) hired Tuesday. Worked at BTFL Designs. Tony leaving. Moving outside the country! Party for Tony – Friday at 3 p.m. 2. *OFFICE VISITS* Three visitors next week (from New York). Clean up desk. 3. *COMPANY UPDATES* Continue with employee reviews in May. Meeting ended: 2:15 p.m._

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Simon said that this is ... Simon 说这是.....

Joan told me that we have ... Joan 跟我讲, 我们.....

使用 say 和 tell 引述他人说的话	
Say 和 tell 意义相近。	
He said that she's very nice but a little shy.	他说她很善良，但有点腼腆。
He told me that she's very nice but a little shy.	他告诉我她很善良，但有点腼腆。
正如您可能注意到的， tell 通常与 me 、 you 或 us 等词搭配使用，而 say 无需搭配这些词。	
He said he would tell us the news next week.	他说他下周告诉我们消息。

如果您希望语气更随便，在 say 或 tell 引导的句子中就不需要 that 。	
He said he would let us know.	他说他会告诉我们。
He told me the news about the move.	他告诉了我搬迁的消息。
如果您引述 will 或 can 之类的情态动词引导的句子，将情态动词变为过去时形式。	
John told us he would check.	John 跟我们说他会检查。
Tandy said she could finish the work herself.	Tandy 说她独自能完成工作。

听 Rebecca 和 Roberto 谈论新员工。完成这些间接引语的句子。

请把词条移至正确的间隔处。

Rebecca (said) that new hires is the first item on the agenda.

Isaac told (Roberto) that there are 14 new hires.

(Cindy) said (that) there are 13 new hires.

Cindy (told) Roberto that she has a new computer for (him) .

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[TODD] Yes, Harry. We're getting to that.

Thanks for coming, guys. 谢谢各位前来。

I know that you're really busy. 我知道你们都很忙。

Have you looked at the agenda? 你们看过会议日程了吗?

Only three items? 只有三项议程吗?

Let's get started. 我们开始吧。

First, new hires. 首先, 新员工。

Next: office visits. 其次, 人员来访。

Any questions before we continue? 我们继续之前, 大家有什么问题吗?

Can we talk about the company update? 我们可以谈论公司的最新情况吗?

主持会议

你可以分步安排会议，每一步骤都清楚明了。	
1.问候和感谢参会者。	
Welcome, everyone. Thanks for coming.	欢迎各位。感谢大家抽空来参加会议。
Good morning. Glad you're all here.	早上好。很高兴大家全部都在。
2.阐明议事日程。	
Has everyone looked at the agenda?	每个人都看议程了吗?
There are seven items on the agenda.	这张议程上有七个事项。

3.指明会议时间安排。	
We don't have much time.	我们的时间不多。
We have only 30 minutes.	我们只有30分钟。
4.使用顺序副词，依次进行各项议题。	
First, office cleaning.	首先，打扫办公室。
Next, new hires.	接下来，欢迎新员工。
Now let's talk about the Ramsey project.	现在，我们来谈谈拉姆齐项目。
5.确保参会者明白并提问。	
Any questions before we continue?	在我们继续讨论之前，有什么问题要问吗？

总结会议

在本课中，您将学习如何总结会议中询问的内容。

间接疑问句 - 过去时

说话内容可用过去时和现在时进行转述。	
I want to know the latest sales figures.	我想知道最新的销售数字。
Cody says he wants to know the latest sales figures.	Cody 说他想知道最新的销售数据。
Cody said he wants to know the latest sales figures.	Cody 说他想知道最新的销售数据。
无论如何，问题通常用过去时提出。注意，在提出的问题里，句子的顺序改回主语+ 动词。	
How's the team doing?	团队工作表现怎么样？
Cody asked how the team is doing.	Cody 问团队工作表现怎么样。
When are we going to get a new computer system?	我们什么时候会获得新的计算机系统？
John asked when we were going to get a new computer system.	John 问我们什么时候会获得新的计算机系统。

记住，当你转述某人的提问时，你可能需要改变代词和动词来进行正确转述。	
Where are you meeting?	你们在哪开会？
Cody asked where we are meeting.	Cody 问我们在哪开会。
以下是一些直接疑问句和间接疑问句的例子。	
Who are the visitors?	访客是什么人？
Cody asked who the visitors are.	Cody 问访客是什么人。
Why are the visitors coming?	访客为什么前来？
Cody asked why the visitors are coming.	Cody 问访客为什么前来。

观看视频，学习语言用法。 https://cns2.ef-cdn.com/Juno/12/61/18/v/126118/GE_6.1.4_v2.mp4

[TODD] Okay. Next item on the agenda is the company update. Some of you have asked me about Sunset Computers.

[HARRY] Yeah. What's going on, Todd?

[TODD] Yesterday, I asked Joan what was happening. She confirmed that we are buying Sunset Computers.

[HARRY] Wow! That's big news!

[SALLY] Yeah.

[HARRY] So, what is that going to mean for us?

[TODD] It's very good news. You know we've been having trouble with sales in Asia, right?

[HARRY] Uh-huh.

[TODD] Well, this deal could make us stronger over there. Sunset Computers have big customers in China and Korea.

[SALLY] Oh, yeah. That's right

[HARRY] But do we need to worry about our jobs?

[TODD] Absolutely not. The outlook is really good. Oh, and one more thing. This is confidential. Do not talk to anyone outside the company.

[SALLY] Okay.

[HARRY] Got it.

[TODD] Great. Are there any more questions?

[TODD] So, to summarize: This deal is good for us. No job cuts. The outlook is great. And there's only one action item - please clean up your desks.

[TODD] Okay, that's it. Thank you for coming.

[HARRY] Did you know anything about this?

[SALLY] I heard some people talking about it, but ...

big news 重大消息

What is that going to mean for us? 那对我们将意味着什么?

trouble 困难

Are there any more questions? 还有问题吗?

So, to summarize: 因此, 总结而言。

action item 会议决议

Okay, that's it. Thank you for coming. 好的, 就是这了。谢谢您的到来。

结束会议

会议结尾常常分为几个步骤, 每步都清楚明了。	
1.最后提问。	
Are there any further questions?	大家还有问题吗?
2.总结会议。	
To summarize, sales look good.	总结来说, 销售情况不错。
3.陈述会议决议。	
Remember, there is one action item: Confirm your team sales.	记住, 这有一条决议: 确认你的团队销售额。
4.结束会议。	
That's it. Thanks. Have a great day.	就这样了。谢谢。祝大家今天愉快。

选出正确的单词。

Are there any (further / father / faster) questions?

To (summarize / summary / summarizing) , the Wu project is going quite well.

Remember, there are three (active / action / acting) items.

That's (its / it / is) , everyone. Thanks for coming.

Truth: further; summarize; action; it

'Anyone' 和 'anything'

当你谈论的东西的数目并不重要或不易识别时，在否定句和问句中用不定代词 anyone 和 anything 。	
Don't tell anyone about this.	不要跟任何人讲这件事。
Does anyone have questions?	还有人有问题吗？
I don't have anything to report.	我没有什么要报告的。
Mike, do you want to say anything?	Mike，你有什么要说的吗？

撰写会议总结

会后，你可能需要把总结发邮件告诉同事。这里有一份可供参照的样文。	
1. 撰写简短准确的 subject line （主题行）。	
Royal project meeting summary	Royal 项目会议总结
Summary of Thursday's budget meeting	周四预算会议总结
2. 简要说明你撰写这封邮件的 main reason （主要原因）。	
I'm writing to summarize our meeting about the Royal project.	我写信是要总结这次 Royal 项目的会议。

3. 列出所讨论的 main topics （主要话题），包括提出的问题和给出的答案。	
Randy asked who is working on the project.	Randy 问现在谁在做这个项目。
Jeremy said that Bill and Lucy are working on the project.	Jeremy 说 Bill 和 Lucy 正在做那个项目。
4. 列出会议达成的所有 action items （行动决议）。	
Jeremy said that he can confirm the budget by Monday.	Jeremy 说他周一之前可以确认预算。

阅读电子邮件。

请选择正确的答案。

Summary of Friday's sales meeting
From: tj@actionidea.com To: vince@actionidea.com; robert@actionidea.com; mary@actionidea.com; ted@actionidea.com; todd@actionidea.com

Hi. I'm writing to summarize our sales meeting from Friday: * Robert asked what customers are saying about the new product. Vince said that he hasn't heard from anyone yet. * Mary asked how many new customers there are. Vince said that there are more than 300 new customers. Action items: * Vince said that we need to think of ways to get new customers. Did I miss anything? Please let me know. Thanks. TJ

请把词条移至正确的间隔处。

Subject: (Summary) of Friday's sales meeting

Hi:

I'm writing to (summarize) our sales meeting from Friday:

- Robert (asked what) customers are saying about the new product. Vince said that he hasn't heard from anyone yet.
- Mary asked how many new customers there are. Vince (said that) there are more than 300 new customers.

(Action) items:

- Vince said that we need to think of ways to get new customers.

Did I miss (anything) ? Please let me know.

撰写一封你最近参加的会议的总结邮件，内容包括会上提出的问题和回答，讲话人和讲话的内容等所有详情，以及会上作出的决议。如果你并不是经常参加会议，那就虚构一场会议。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。写60-100个单词。

Example:

From: Prasad@NL.com

Subject: Summary of sales meeting

Dear team,

Here's a summary of our sales meeting:

* Adam asked how many new customers we have.

Taylor said we have about 50 new customers.

* Chris asked what we're doing to increase sales.

Taylor said we should pay more to salespeople with big sales.

Action item:

* Taylor said that we need to think of anything else that will increase sales.

Thanks.

Prasad