

Work and life

单词

词汇	发音	词性	翻译
wonder	[us]'wʌndər [uk]'wʌndə(r)	verb	惊讶, 怀疑, 惊奇, 想知道
decision	[us]dɪ'sɪʒn [uk]dɪ'sɪʒn	noun	决定
against	[us]ə'genst [uk]ə'genst	prep.	反对
realize	[us]'ri:əlaɪz [uk]'ri:əlaɪz	verb	意识到
atmosphere	[us]'ætməsfɪr [uk]'ætməsfɪə(r)	noun	大气, 大气层
survey	[us]'sɜ:rveɪ [uk]'sɜ:veɪ	noun	问卷, 测量, 调查, 纵览, 视察
proactive	[us],prəʊ'æktɪv [uk],prəʊ'æktɪv	adj.	积极主动的, 主动出击的, 先发制人的
role	[us]roʊl [uk]rəʊl	noun	角色, 职责
submit	[us]səb'mɪt [uk]səb'mɪt	verb	提交, 递交
annual	[us]'ænjuəl [uk]'ænjuəl	adj.	年度的
objective	[us]əb'dʒektɪv [uk]əb'dʒektɪv	noun	目的, 目标
lead	[us]li:d [uk]li:d	verb	指挥, 领导, 率领
development	[us]dɪ'veləpmənt [uk]dɪ'veləpmənt	noun	研制, 开发
play	[us]pleɪ [uk]pleɪ	verb	扮演.....角色
involved	[us]ɪn'vɔ:lvd [uk]ɪn'vɒlvd	adj.	卷入的, 有关的
become	[us]br'kʌm [uk]br'kʌm	verb	成为, 变成
responsibility	[us]rɪ,spɔ:n sə'bɪləti [uk]rɪ,spɒn sə'bɪləti	noun	责任, 负担, 职责
specific	[us]spə'sɪfɪk [uk]spə'sɪfɪk	adj.	具体的
realistic	[us],ri:ə'lɪstɪk [uk],ri:ə'lɪstɪk	adj.	现实的, 实际可行的
attainable	[us]ə'teɪnəbl [uk]ə'teɪnəbl	adj.	可得到的
consistent	[us]kən'sɪstənt [uk]kən'sɪstənt	adj.	一致的;始终如一的

ambitious	[us]æm'biʃəs [uk]æm'biʃəs	adj.	有野心的,有雄心的
intend	[us]ɪn'tend [uk]ɪn'tend	verb	打算, 意图
achieve	[us]ə'tʃi:v [uk]ə'tʃi:v	verb	获得, 完成
career	[us]kə'rɪr [uk]kə'rɪə(r)	noun	职业生涯
goal	[us]ɡoʊl [uk]ɡəʊl	noun	球门
set	[us]set [uk]set	verb	安排
supportive	[us]sə'pɔ:rtɪv [uk]sə'pɔ:rtɪv	adj.	支持性的
satisfaction	[us],sætɪs'fækʃn [uk],sætɪs'fækʃn	noun	满意

Describing your life

We're going to tell people about our lives.

句子多样化

为了让阅读更加有趣，作者会变换句子长度和句型。注意本段中不同句子长度的生动效果。

I thought it would be easy to find a good job and support myself once I graduated from college. Now that I've applied for more than 100 jobs, I realized I was mistaken. Jobs don't come easy. Rent is unreasonable. And I live from paycheck to paycheck. In fact, I'm no longer sure where I want to be in life. Life can be hard, but I'm not giving up.

生动有趣的文本配合使用 **simple**、**compound** 和 **complex** 三种句型。以下是 **simple sentences** 的例子，它们只有一个分句。

Jobs don't come easy.

Rent is unreasonable.

以下为 **compound sentences** 的例子，这种句子可以有多个主句（可独立作为句子的分句），主句之间以逗号 (,) 或 **and**、**but**、**however** 或 **so** 等词相连。

Rent is unreasonable, and I live from paycheck to paycheck.

Life can be hard, but I'm not giving up.

以下是 **complex sentences** 的例子。这种句子可以有一个主句和一个从句（不是完全句的分句），以 **once**、**now that**、**although**、**because** 或 **that** 等词连接。

I thought it would be easy to find a good job and support myself once I graduated from college.

Now that I've applied for more than 100 jobs, I realized I was mistaken.

Move the text to the correct gaps.

I'm the president and CEO of a large real estate agency. My work is hectic and demanding, (so) I experience an extreme amount of stress. Of course, I have no social life (because) I work so much. I'm also married and the father of five children, three of whom are adopted. We live in a big house, with a tennis court, baseball diamond and three kitchens. Some might say, with my nice family and good income, I've got everything I need. However, it's complicated. (Although) we don't live from paycheck to paycheck, I have huge expenses. I'm always thinking about the repayments on my home, or keeping my kids in private school. I sometimes think (that) it was a mistake to buy such a big house, (or) even have such a big family! (However) , I feel like I live a pretty good life overall. Yes, I'm happy, and I shouldn't complain.

做决定	
用这些表达方式谈论你已经做的决定或正考虑做的决定。	
We're wondering if we should start a family.	我们想知道我们是否应该开始一个家庭。
We're thinking about adopting a child.	我们正在想收养一个孩子。
I made a decision to go back to college.	我决定回去上大学。
We decided against moving to the country.	我们决定不搬到乡下去。
We realized that we want something different.	我们意识到我们想要些不同的东西。

过去事件	
如果某事发生在过去的特定时间，使用过去时态的动词，像 moved ,或者 saw 。如果发生在未说明的时间，使用 have+ 过去分词，像 have seen* 或 have happened** 。	
We moved to New Zealand 10 years ago.	我们十年前搬去了新西兰。
We've only seen each other once since college.	自从大学后我们彼此仅见过一面。

连接过去和现在	
如果一个事件从过去开始并持续到现在，使用 have + been + 动词+ing 。增加详细的时间，使用 for 加上一段时间，和 since 加上过去的一个具体点。	
Stella has been teaching in a university for five years.	丝戴拉已经在大学教书五年了。
I've been working at a design firm since September.	自从九月份以来我一直在设计公司工作。

Joan and Todd are talking about Joan's life. Watch the video and study the language. https://cns2.ef-cdn.com/Juno/14/15/01/v/141501/GE_10.6.4_v2.mp4

[JOAN] Oh, hi Todd.

[TODD] Hi there. Hope I'm not disturbing you.

[JOAN] No. Actually, I was hoping to talk to you.

[JOAN] I woke up at 3 o'clock this morning, thinking about my life.

[TODD] Really?

[JOAN] Yeah. I went out on the front lawn and just looked up at the stars for a while.

[JOAN] Al and I have been talking a lot lately about what a good life we have.

[JOAN] We both have good jobs, so no financial problems. We have a nice house in the suburbs. We're both active.

[JOAN] We have a certain amount of stress in our lives, but we're healthy. We have everything we thought we wanted.

[JOAN] Are you wondering where I'm going with this?

[TODD] I'm starting to get an idea. It's normal to stop sometimes and think about your life.

[JOAN] What Al and I have realized is that there's something missing.

[JOAN] I don't know whether it's a spiritual thing, or just the normal mid-life crisis people talk about, but we know something is definitely missing.

[TODD] You're thinking about having kids again, aren't you?

[JOAN] Yeah.

[TODD] That's great news! But you told me a few years ago that you and Al decided not to have any.

[JOAN] Yeah, we did. And now we're wondering if that was a mistake.

[TODD] Well, it's never too late to start a family.

[JOAN] We've been talking about going to an adoption agency.

[TODD] Really? That's wonderful. There are so many children in need of parents.

[JOAN] Yes. No decisions yet, but I wanted to talk to you because if we do adopt a child...

[TODD] You won't be in the office 60 hours a week.

[JOAN] Right. You'll be responsible for a lot more here.

[TODD] Joan, don't let work influence your decision. I can take care of things here.

[JOAN] Thanks, Todd.

[TODD] No problem.

I went out on the front lawn ... 我去了前面的草坪...

Al and I have been talking ... 我和艾尔一直在谈论...

We have everything we thought we wanted. 我们以为我们有了所有我们想要的东西。

What Al and I have realized is that ... 艾尔和我意识到...

But you told me a few years ago ... 但是几年前你告诉我...

We've been talking about ... 我们一直在谈论...

I wanted to talk to you because ... 我想和你谈谈，因为...

Martina receives an email.

Read the text, and answer the questions.

Long time no see
From: SarahH@fhtzgmail.com To: Martina.Gonzalez@fleetmailinc.com
Martina!
Our old friend Mary gave me your email address. I can't believe that we haven't seen each other since we were roommates in college! A lot has happened since then. Did Mary tell you that Marty and I lived in Paris for two years? After that, we came back to Springfield, and we've been living here in the 'burbs' ever since. But we've been getting a little restless, thinking that maybe we're missing something. Mary told me that you have two little boys. I'd love to talk to you about having kids since we're talking about starting a family, maybe by adopting a little girl. We decided against it before, but I think we've just realized that we love children. Anyway, let's reconnect. I've been wondering how you're doing for a very long time. Send me an email, and please tell me everything. I'll send photos next time! Cheers!
Sarah

Move the text to the correct gaps.

From: SarahH@fhtzgmail.com

To: Martina.Gonzalez@fleetmailinc.com

Martina! Our old friend Mary gave me your email address. I can't believe that (we haven't) seen each other (since) we were roommates in college! A lot has happened since then. Did Mary tell you that Marty and I lived in Paris (for) two years? After that, we came back to Springfield, and we've been living here in the 'burbs' ever since. But we've been getting a little restless, thinking that (maybe we're) missing something. Mary told me that you have two little boys. I'd love to talk to you about having kids since (we're talking) about starting a family, maybe by adopting a little girl. We decided against it before, but I think we've just realized that we love children.

Anyway, let's reconnect. (I've been) wondering how you're doing for a very long time. Send me an email, and please tell me everything. I'll send photos next time!

Cheers!

Sarah

An old friend has emailed you, describing what he's been doing for the last decade. Pretend you have two kids living abroad, and write a response describing what they have been doing. We take your privacy seriously. Please don't share any personal information (race, religion, health status, etc.) about yourself.

Type in the input box. Write 50-100 words.

Example:

Dear Stan,

It's so interesting to hear about all the changes in your life! My family life has changed quite a bit too.

My son, Abdul, is studying to be a doctor. He wanted to try something new, so he moved to the UK for school. We decided against studying here because the schools are too expensive.

My daughter, Tina, studied visual arts in Paris. She graduated already and has been living there since last year, but she's wondering if she should come back home sometime soon. We miss her a lot, so I hope she does!

Regards,

Jesse

Talking about life at work

Now you're going to discuss your life at work.

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/14/14/86/v/141486/GE_10.6.2_v2.mp4

[SIMON] It's open!

[SIMON] Hey, Sally. What's up?

[SALLY] Didn't see you at work today. Are you okay?

[SIMON] I'm fine. I worked from home.

[SALLY] Is this some new policy I haven't heard of?

[SIMON] Actually, yeah. The engineering team now works offsite on Tuesdays, unless there's a problem or a big deadline.

[SALLY] Oh, very nice.

[SIMON] I'm trying to create a friendlier atmosphere in my team.
 [SALLY] Cool. How's it going?
 [SIMON] Well, I give them a job satisfaction survey every three months. I want to make sure that they're happy in their work. Six months ago, they weren't.
 [SALLY] And now?
 [SIMON] Oh, much better. Job satisfaction's way up. I'm really pleased. How's your team doing?
 [SALLY] Our team's great. It really makes a difference when your manager listens to you.
 [SIMON] Todd's a great manager. He cares about his team.
 [SALLY] He's very supportive. He's totally in favor of me taking project management classes.
 [SIMON] And Harry seems happier.
 [SALLY] He is. It was terrible before, because of the Sunset Computers acquisition. Long days, long weeks, and Joan was always gone...
 [SIMON] So more work for everyone else.
 [SALLY] Exactly. I was pretty burned out.
 [SALLY] But, I only worked 40 hours this week.
 [SIMON] Wow! And we work with really nice people, don't you think?
 [SALLY] Yeah. I pretty much like everyone. IXW is turning into a great company to work for.
 [SIMON] If there was one thing you could change, what would it be?
 [SALLY] Uh, the coffee?

offsite 驻外
 atmosphere 氛围
 survey 调查
 job satisfaction 工作满意度
 supportive 给予帮助的
 burned out 筋疲力尽
 turning into 转变为

Select the correct words.

Thanks for your encouragement. You've been very (burned / supportive / offsite).

I work (survey / offsite / atmosphere) on Wednesdays, not in the office.

How would you rate your job (satisfy / satisfied / satisfaction) ?

The latest (survey / surveyed / surveyor) showed employees were not totally happy.

You work 70-hour weeks. You're turning (onto / into / unto) a workaholic.

Don't work so many hours. You'll get burned (in / on / out).

Truth: supportive; offsite; satisfaction; survey; into; out

及物和不及物动词
有些动词后接宾语，有些不接。请看以下例子：
I ran.
I picked.
I run 不必后接宾语。这位男子干了什么？他跑步。我们无需添加任何信息，这句话也说得通。但是， I picked 需要接宾语。这位女子摘了什么？我们不知道。只有添加宾语意思才完整：
I picked oranges.

及物动词	
及物动词必须后接宾语。	
Rick asked them to take the survey.	Rick 求他们做调查。
I'll fill the glasses.	我会把玻璃杯倒满。
She invited him to the party.	她邀请他参加派对。
They picked strawberries to eat for dessert.	他们摘了草莓做甜点。
不及物动词	
不及物动词从不后接宾语，但常后接副词或介词词组，比如 carefully 或 in Paris 。	
I was working in Paris.	我在巴黎工作。
I listened carefully.	我仔细听。

多数感官动词，比如 watch 、 see 和 hear 既可接宾语，又可接宾语。	
Let's watch the news.	让我们一起看新闻。
She watched as I worked.	我做事的时候她在看。
Yes, we've seen the survey.	是的，我们看过调查了。
You can't see out of the window.	你不能看到窗外。
I heard the phone.	我听见电话响了。
She can't hear very well.	她听力不大好。

Move the text to the correct gaps.

KAYLA: Hi, Jared. Thanks for coming to the meeting.

JARED: Uh, sure. Dave (invited me) .

KAYLA: OK, great. While we're waiting for everyone else, could you please (fill the water glasses) ? I'm trying to get this stupid projector to work.

JARED: You bet. What's the meeting about? Dave said something about a survey.

KAYLA: Yes, we're designing some new job satisfaction surveys and interviews. Employees have a lot to say, and we (want to listen) .

JARED: Cool. I was watching the employee (training video) , and it said we give those surveys every six months.

KAYLA: Oh, no. Those are the old safety surveys. You know – making sure employees don't fall (down the stairs) or cut their fingers.

JARED: Oh. So, now there are two surveys.

KAYLA: You got it. Good – I see (the rest of the team) coming down the hall. We can get started.

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/14/14/86/v/141486/GE_10.6.2_v2.mp4

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[SALLY] Exactly. I was pretty burned out.

[SALLY] But, I only worked 40 hours this week.

[SIMON] Wow! And we work with really nice people, don't you think?

[SALLY] Yeah. I pretty much like everyone. IXW is turning into a great company to work for.

[SIMON] If there was one thing you could change, what would it be?

[SALLY] Uh, the coffee?

create a friendlier atmosphere 营造更友好的氛围

Job satisfaction's way up. 工作满意度上升。

It really makes a difference. 情况非常不一样。

It was terrible before. 这以前非常糟糕。

I was pretty burned out. 我累得筋疲力尽。

We work with some really nice people. 我们与非常和善的人共事。

IXW is turning into a great company. IXW 正在转变成一家优秀的公司。

谈论工作氛围	
使用类似表达谈论工作氛围。	
I'm trying to create a lively atmosphere.	我试图营造活泼的氛围。
It makes a difference when you work with nice people.	跟和善的人一起工作时，情况大不一样。
I'm feeling totally burned out.	我整个人感觉筋疲力尽。
使用类似表达谈论你工作中的逐渐变化。	
Job satisfaction fell steeply last year.	工作满意度去年大幅降低。
Things were awful before because of the long days.	由于工作时间长，以前没什么好事。
This job's turned into a good thing.	这份工作现在成好事了。

Creating professional objectives

We're now going to develop job-related objectives for a team.

与工作有关的目标	
这是一些交流常见的员工业务 objectives (目标) 的表达方式。	
John needs to be proactive in finding and fixing defects.	约翰需要积极主动地发现并解决缺陷。
I will become involved in the early stages of project planning.	我将参与到项目计划的早期阶段。
Roger should play a role in the design stage of products.	罗杰应该在产品的设计阶段起作用。
Mary needs to point out problems in our manufacturing process.	玛丽需要指出我们在生产过程中的问题。
Ron needs to lead the development of our new software.	罗恩需要去领导我们新软件的开发。
Sherry has to take responsibility for her team's missed deadlines.	雪莉要承担她的团队错过最后期限的责任。
The whole team needs to submit annual objectives that are clear and detailed.	整个团队需要提交清晰具体的年度目标。

Select the correct words.

She needs to be (proactive / play a role / point out) in fixing defects.

John has to become (involved / a role / development) in product design.

Rose should play a (role / stage / design) in software development.

He doesn't (point out / play a role / get involved) problems when he sees them.

They both should (lead / proactive / responsible) the development of products.

We need her to take (responsibility / proactive / objectives) for the team's missed deadlines.

Five people haven't (submitted / involved / played a role) their quarterly objectives.

Truth: proactive; involved; role; point; out; lead; responsibility; submitted

用 -er 来比较	
当你使用单音节形容词来陈述目标时，加 -er 来进行比较。	
We want him to develop a faster design process.	我们希望他能开发出更快的设计过程。

用 more 来比较	
更长一些的形容词，加 more 。	
As an area for improvement, you have to be more proactive.	作为一个可以改进的方面，你必须更加积极主动。

以 -y 结尾的形容词	
以 -y 结尾的双音节形容词，改 -y 为 -i 再加 -er 。	
She needs to be involved earlier in the process.	她需要在过程中更早地参与进来。

不规则形容词	
一些形容词有不规则的比较形式。注意 bigger 在词中间加有一个额外的 g 。	
He's a good worker, but we need him to get better fast!	他是一个好的员工，但是我们需要他快点变得更好！
We want you to play a bigger role in the future.	我们希望你在将来能起到更大的作用。

Elizabeth has written Jack an email to help him with Jessica's objectives.

Select the correct answer.

From Jack, I talked to some people, and they all think Jessica is ready; not shy – actually, very competent. Three people said she just needs a chance. We need to let her take more responsibility. Here are my suggested changes in role and objectives for her for next year.

Role:

- * promote her to senior designer
- * have her manage designers Larry and Martina
- * involve her earlier in the design process to work with product owners and VP of product development

Objectives:

- * become more proactive
- * help get products from idea to market faster

This is much more responsibility for Jessica, but she can do it. For all of this, you'll need to be available. Meet with her once or twice every week. She will need some help.

Thanks, Elizabeth

Planning your career path

Now plan out your long-term career path.

描述目标的单词	
使用这些形容词帮助你描述目标。	
Getting an MBA in the next five years is a realistic goal	在接下来的五年获得工商管理学硕士学位是个现实的目标。
You need more details in your goals. They have to be specific.	你的目标需要更详细。他们必须是具体的。
Getting an online certificate in project management within two years is anattainable goal.	两年内获得项目管理在线证书是个能达到的目标。
Studying computer programming is consistent with your goal of getting a job ina tech company.	学习电脑编程和你很想在科技公司找到工作的目标是一致的。
Your goal of becoming a CEO someday is great because it's ambitious.	你希望某天成为一名首席执行官的目标是了不起的，因为它是雄心勃勃的。

Select the correct words.

Your goal is very (ambitious / consistent / grounded) , but you can do it.

These goals support one another. They are (consistent / unrealistic / impossible) .

Your goals are (attainable / complete / details) . You can do them.

Can you be more (specific / attainable / consistent) about your goals? I need more details.

I'm not sure getting an MBA in one year is a (realistic / specific / grounded) goal. It's not enough time.

Truth: ambitious; consistent; attainable; specific; realistic

交流计划和目标	
使用这些表达方式交流你的意图和目标。	
A: Where do you want to be or plan to be in five years?	将来的五年你想去哪或者打算要去哪?
B: I plan to be a designer in a large corporation.	我计划在一家大公司里作一名设计师。
A: What are you going to do after college?	毕业后你打算做什么?
B: I intend to work as an accountant.	我想做会计师工作。
A: Did you look at the questions I gave you?	你看我给你的问题了吗?
B: Yes. They really helped me set my career goals.	是的。他们真的帮了我确立我的职业目标。
A: What is a next step for today or tomorrow for you to achieve your goals?	为了实现你的目标, 下一步在今天或者明天做什么?
B: I need to do an informational interview.	我需要做一个信息采访。

Select the correct words.

In five years, I (plan / set / next) to be a college professor.

After college, I (intend / will / set) to be a real estate agent.

Your questions helped me (set / intend / plan to) my career goals.

I need to do an (informational / attainable / intentional) interview.

What do you need to do to (achieve / intend / information) your goals?

Truth: plan; intend; set; informational; achieve

You received an email from your career counselor. Read the email, and answer the questions.

Our first appointment
 From: Sandra.Bickerman.phd@fhtzmail.com To: efstudent@ef.com
 I'm looking forward to meeting you at 3 p.m. on Tuesday. Before our appointment, please look over the four questions below, and spend some time working out some goals. These will not be final goals, but it will give us a place to start our discussion. * Where do you hope or plan to be in five years? * What would be your dream job? * What education or training would you need to achieve these goals? * What do you need to do in the immediate future to achieve these goals? Please be as specific as possible. Give details. Also, try to keep a balance between realistic and ambitious. We want your goals to be attainable but still a challenge. See you soon!
 Sincerely, Sandra Bickerman, Ph.D. Read the email again.

Move the text to the correct gaps.

From: Sandra.Bickerman.phd@fhtzmail.com

To: efstudent@ef.com

Subject: Our first appointment

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over the four questions below, and spend some time working out some goals. These will not be final goals, but it will give us a place to start our discussion.

Where do you hope or (plan to be) in five years?

What would be your (dream job) ?

What education or training would you need to (achieve) these goals?

What do you need to do in the (**immediate**) future to achieve these goals?

Please be as (specific) as possible. Give details. Also, try to keep a balance between realistic and ambitious. We want your goals to be attainable but still a (challenge) .

See you soon!

Sincerely,

Sandra Bickerman, Ph.D.