

Chapter 6: Eight **Keys to** (key 意思為「關鍵」，常接 to) **Employability**

1. **Personal Values**

Valued workers are honest and have good self-esteem and a positive self-image. They have personal and career goals, demonstrate emotional stability, exhibit a good attitude, are self-motivated, and do not limit themselves.

2. **Problem-Solving and Decision-Making Skills**

Valued workers are flexible, creative, and innovative, can adapt to the changing demands of a job, can plan and organize work, can make objective judgments, and keep their mind on several parts of a job at a time.

3. **Task-Related** (複合形容詞：「和任務有關的」)¹ **Skills**

Valued workers complete work **on time** (「準時」；比較：及時 **in time**), can follow oral, visual, written, and multistep directions, work neatly, stick with a task and keep busy, and precise and meticulous, care for tools and materials, are accurate, and constantly improve their performance.

1. 複合形容詞



4. **Communication Skills**

Valued workers ask questions, seek help when needed, notify supervisors of absences and the **reasons for** (reason 通常接 for) absences, clearly express themselves orally, and listen well.

5. **Relations with** (relationship 常接 with) **Other People**

Valued workers are team members and are friendly, cooperative, and tactful. They have leadership qualities, respect the rights and property of others, and accept authority, supervision, and constructive criticism. They respect diversity.

6. **Maturity**

Valued workers work well without supervision, are reliable and dependable, accept responsibility, don't let their personal problems interfere with their work, are willing to perform extra work and work overtime, are always prepared for work, show pride in their work, show initiative, **remain** (「保持」= **stay = keep**) calm and self-controlled, accept **responsibility for** (responsibility 常與 for 連用) their own behavior, demonstrate maturity in thoughts and deeds, evaluate their own work, are patient, use time wisely, are assertive when necessary, and show self-confidence.

7. **Health and Safety Habits**

Valued workers observe safety rules, maintain a good work pace and production rate, practice good grooming and personal hygiene, dress appropriately, perform well under stress and tension, have appropriate physical stamina and tolerance for the kind of work they're doing, and are in good health.

8. **Commitment to** (commitment 常與 to 連用) **Job**

Valued workers are punctual and have good attendance records, observe all organizational policies, and consider their work more than a job. They are interested and enthusiastic, want to learn more, exhibit loyalty to the organization and its employees, give their best efforts consistently, strive to please, and show concern for their future career with the organization.

Words for Production

1. self-esteem

- ✍ You need to **build your self-esteem**. (*raise/build (up)/boost somebody's self-esteem*)
- ✍ Some children suffer from **low self-esteem** and expect to do badly.

2. self-motivated

3. limit

- ✍ I **limit myself to** two cups of coffee a day.
- **limit (n.)**
 - ✍ My wife and I **set a limit on** how much we spend on clothes.
 - ✍ **There's no limit to** what you can do if you try.
 - ✍ speed limit
- **limitation (n.)**
 - ✍ The system does **have** its **limitations**.
 - ✍ technical limitation
- **limited (adj.)**
 - ✍ There are only **a limited number of** tickets available.
 - ✍ The organization has very **limited resources**.
- **unlimited (adj.)**
 - ✍ The system can support **an unlimited number of** users.

4. objective

5. precise

- ✍ He was born in April, on the 4th, **to be precise**.
- **imprecise (adj.)**
- **precision (n.)**
 - ✍ The work was carried out **with** military **precision**.

6. accurate

- ✍ The brochure tries to give a fair and **accurate description** of each hotel.
- **inaccurate (adj.)**
- **accuracy (n.)**
 - ✍ It is possible to predict the outcome **with** reasonable **accuracy**.
 - ✍ We are hoping to **improve the accuracy** of our forecasts.
 - ✍ Many people began to **question the accuracy** of his statement.
- **inaccuracy (n.)**
 - ✍ As a journalist, you simply cannot tolerate inaccuracy.

7. supervisor

- **supervise (v.)**
 - ✍ Griffiths closely supervised the research.
- **supervision (n.)**
 - ✍ Beginners should only attempt these exercises **under strict supervision** in a gym.

8. absence

- ✍ Ms. Leighton will be in charge **during my absence**.
- ✍ Her work involved **repeated absences from** home.
- **absent (adj.)**
 - ✍ Ian is **absent from work** today.

9. cooperative

- **cooperate (v.)**
✍ I advised my client to cooperate fully with the police.
- **cooperation (n.)**
✍ Burglar alarm companies claim they work in close cooperation with the police.
✍ Because of the size of the task, mutual cooperation was essential.
✍ The association deals with trade and economic cooperation.

10. tactful

11. constructive

12. criticism

- ✍ This decision attracted heavy criticism from environmental groups. (*draw/attract/provoke + strong/severe/heavy + criticism*)
- ✍ She made a number of valid criticisms.
- ✍ Management have decided this and I don't think they're open to criticism.
- **criticize (v.)**
✍ Doctors have criticized the government for failing to invest enough in the health service.
✍ The new law has been widely criticized.
✍ Public transport has been severely criticized in the report. (*strongly/severely/heavily criticize*)

13. diversity

- ✍ Cultural diversity is a central feature of modern British society.
- ✍ The school's curriculum reflects the ethnic diversity of its students.
- ✍ North Carolina is an area of astonishing biological diversity.
- ✍ The islands are well-known for their linguistic diversity.
- **diverse (adj.)**
✍ New York is a very culturally diverse city.
- **diversify (v.)**
✍ The company has been trying to diversify its business.

14. maturity

- **mature (adj.)**
✍ Laura is very mature for her age.
- **immature (adj.)**
✍ He forgave his son's immature behavior.

15. evaluate

- **evaluation (n.)**
✍ We need to carry out a proper evaluation of the new system.
✍ The new scheme is still under evaluation.
✍ objective evaluation


16. assertive

- **assert (v.)**
✍ He asserted that nuclear power was a safe and non-polluting energy source. (*assert that + S. + V. ...*)

17. appropriately

18. tolerance

- **tolerate (v.)**


 We will not tolerate any kind of racism.

- **tolerant (adj.)**


 They learn to **be tolerant of** other people.

19. **punctual**

- **punctuality (n.)**

 He insists on regular attendance and punctuality.

20. **loyalty**

 The company's marketing department is trying to build **customer loyalty**.

- **loyal (adj.)**

 The army has remained **loyal to** the government.

Words for Recognition

- | | |
|----------------|---------------------|
| 1. demonstrate | 11. self-controlled |
| 2. stability | 12. deed |
| 3. innovative | 13. observe |
| 4. neatly | 14. maintain |
| 5. meticulous | 15. hygiene |
| 6. property | 16. tension |
| 7. authority | 17. commitment |
| 8. reliable | 18. enthusiastic |
| 9. dependable | 19. exhibit |
| 10. initiative | 20. consistently |

Phrases

- | | |
|-------------------------|----------------------|
| 1. key to | 9. work overtime |
| 2. adapt to | 10. be prepared for |
| 3. at a time | 11. show pride in |
| 4. on time | 12. under stress |
| 5. care for | 13. in good health |
| 6. notify...of... | 14. more than |
| 7. interfere with | 15. strive to (+ VR) |
| 8. be willing to (+ VR) | 16. show concern for |