

	找工作	
1	job: position, career, profession, vocation, occupation, niche	n. 工作职业的同义词
2	locate / hunt for / pursue a career/ a niche	v. 找工作
3	increase one's job satisfaction / gratification	v. 提高工作满意度
<p>找一份高薪的 (a high-paid job / decent / rewarding) 工作, 能够提高人们的生活满意度。</p> <p>Locating / pursuing / seeking / hunting for a rewarding and promising career can increase / raise / enhance / promote / improve life satisfaction.</p>		
4	in the workplace / in the work field in working	prep. 在工作场所
5	employee / subordinate / co-worker / colleague / fellow worker	n. 雇员的同义词
6	superior / employer / leader / executive / supervisor / monitor	n. 领导的同义词
<p>在工作中, 老板应该让员工参与决策。</p> <p>In the workplace, supervisors should engage employees in decision making process / in making / reaching / arriving at a decision</p>		

	员工	
7	increase / improve / boost / enhance productivity / efficiency effective 效果 efficient 效率	v. 提高效率
8	lower / undermine / impair / hamper productivity	v. 降低效率
9	be addicted to / be indulged in / be immersed in	v. 沉溺于
10	eliminate personal distractions	v. 消除个人干扰物
<p>我们不能忽视个人干扰物，对于效率的不好影响 (the adverse / negative influence / impact / effect of A on B)，而对于<u>他们的</u>减少，能有效地提高效率。</p> <p>介词+which 引导的定语从句</p> <p>Never should we ignore the negative influence of personal distractions on efficiency in working, <i>the reduce of which</i> can boost efficiency effectively.</p> <p>... and reducing them / the reduce of them can boost efficiency effectively.</p>		

11	spot / locate / discover mistakes	v. 发现错误
12	rectify / correct / revise errors	v. 纠正错误
13	commit mistakes	v. 犯错
<p>发现以及纠正错误是需要很多的时间。所以有必要减少犯错的可能性。</p> <p>Spotting and correcting mistakes require / consume a plethora of time / is time-consuming, so it is <i>vital and essential</i> to reduce the risks / likelihood of committing mistakes.</p>		

14	sb render assistance to sb	v. 帮助
15	obtain / win / earn the support and assistance from ...	v. 获得...帮助

在某一个领域**擅长**，使得人们能够去帮助他人。

Being expert / proficient in a field **encourages / stimulates** a person to render assistance to others.

一个有着很好交流能力的老板，会得到员工或下属的支持与帮助。

A supervisor / an executive **with communicative skills / interpersonal skills** **will** win and earn support and assistance from his subordinates.

复习

1. 多 --- lists 200

2. 讲

10-12

	老板	
16	ensure / guarantee / contribute to / lead to <i>promotion / advancement</i>	v. 确保晋升
17	<i>move up a career ladder</i>	v. 晋升
<p>多项任务处理的能力，使得老板把该员工，视为晋升的一个候选人。 (place sb as the candidate of promotion)</p> <p>Multi-tasking skill / ability contributes to / ensures promotion of an employee.</p> <p>A supervisor / executive will place an employee with with the multi-tasking skill as the candidate of promotion.</p>		

18	公司	
19	firm / <u>enterprise</u> / <u>corporation</u> / <u>organization</u> / an agency / business	n. 公司
20	the <u>success</u> / <u>achievement</u> / <u>prosperity</u> / <u>triumph</u> of a corporation	n. 一个公司的成功
21	<u>generate</u> / <u>create</u> <u>profits</u> / boost revenue 收入（大的机构国家）	v. 产生利润
22	clients and customers	n. 客户
<p>公司的成功是每一个领导人的目标，提高用户的满意度，可以很好的产生利润。</p> <p>n1, n2</p> <p>The achievement of an enterprise, the aim / target / objective of every supervisor, can be reached / fulfilled by increasing the satisfaction of clients and customers and generating / creating profits.</p>		