# Dealing with information

# Lexical

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| ['kɔːzətɪv] cause 🡺 causative: acting as the cause of something; Causative factors are ones which are responsible for causing something, which are taken as sort of “contributing factors” 诱发性的l 成为原因的，起因的  **[诱发性因素: causative factors]**  e.g.  Both nicotine and carbon monoxide inhaled with cigarette smoking have been incriminated as **causative factors**.  与香烟一起吸入的尼古丁和一氧化碳已经被指控为**诱发性因素**  e.g. Smoking is a **causative factor** in several major diseases. 吸烟是若干种重大疾病的致病因素。 |
| [ˈbaɪaʊt] buyout; verb) buy out  A buyout is the buying of a company, especially by its managers or employees; a situation in which someone gains control of a company by buying all or most of its shares; (尤指管理层或雇员做出的) 公司收购 [**a management buyout 管理层收购]**  e.g. It is thought that **a management buyout** is one option.  管理权收购被认为是一个选择  e.g. We got the CEO to approve the **buyout** of SAP.  e.g. **Apparently (it’s said that)** we're **buying out** SAP |
| /əˈpærəntlɪ/ apparently    1.[ADV](javascript:;)**据说 [ apparently = it’s said that ]**  You use apparently to indicate that the information you are giving is something that you have heard, but you are not certain that it is true; used to say that you have heard that something is true, although you are not completely sure about it .  e.g. Apparently/It’s said that the company is losing a lot of money. 据说 该公司目前亏损很大。  e.g. I wasn’t there, but apparently it went well. 我当时不在，但是 据说 事情进展顺利  e.g. Apparently (it’s said that据说) she's moving to Germany. A director position or something like that.  e.g. Apparently (it’s said that) we're **buying out** Supa Systems  2.[ADV](javascript:;)看起来貌似xxx = apparently  You use apparently to refer to something that seems to be true, although you are not sure whether it is or not.  •  The recent deterioration has been caused by an **apparently** endless recession.  最近的恶化是由 貌似 没完没了的萧条造成的 |
| 〔公司、机构为缩减开支而〕裁（员），紧缩（编制） ['daʊnsaɪz]  **\*\*[ 裁员: downsized its workforce = layoffs; 缩小业务（规模）downsize the business; 缩小工厂的规模: downsize the factory]\*\***  [I,T] if a company or organization downsizes, it reduces the number of people it employs in order to reduce costs; To downsize something such as a business or industry means to make it smaller. 使缩小规模  •The airline has **downsized its workforce** by 30%. 这家航空公司裁员30%。    American manufacturing organizations have been **downsizing their factories**.  缩小他们工厂的规模。  •  ...today's downsized economy.  … 今天萎缩了的经济。  2.[N-UNCOUNT](javascript:;)缩小规模  •  ...a trend toward downsizing in the personal computer market.  …个人电脑市场规模缩小的趋势。 |
| I'd like to ask you about something. = Can I ask you a question? |
| Investigate a rumor |
| [**at the moment此刻/当下**]  e.g. Sorry I cannot really talk about that **at the moment此刻/当下**  e.g. Sorry, no comments **at the moment** |

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| (业务/组织/部门的）剥离/出售（给其他公司; 公司部门或子公司的出售、清算或资产分派 | 公司部门或子公司的出售、清算或资产分派 divest, divesture, divestiture [dai'vestitʃə]: The sale, liquidation, or spinoff of a corporate division or subsidiary. **if a company divests, it sells some of its assets, investments etc. normally to another company.**  //n.续集（电视剧的）；副产品；附带的利益 spinoff |
| eg IBM has finished its first phase of enterprise transformation转型, such as carrying out the **divesture of X86server** to Lenovo and achievingthe acquisition of Softlayer.  eg As you also know, a core element of IBM strategic imperatives战略规则 is our commitment to climb to higher value. We have announced the divesture业务的出售 of our semiconductor manufacturing business to another company GlobalFoundries and the divesture of x86 servers to ThinkPad. |
| eg Our strategic imperatives战略规则 delivered growth of more than 30 percent for the second quarter and the first half of the year, excluding the impact of currency and divested business 剥离/出售的业务, eg the divesture of X86 server to Lenovo. Our cloud business grew more than 70 percent in the quarter, and we have delivered $8.7 billion in cloud revenue over the last 12 months. Our mobile business quadrupled, and our security business returned to double-digit growth. Taken together, the strategic imperatives战略规则 are becoming a substantial part of our total business, and their continued rapid growth gives us confidence in our strategic path forward. |

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| [现在进行时: the present continuous] |
| |  | | --- | | Here are some different ways to react to unexpected news:   * **Good for her. 🡺** Really? Good for her. * No way! // No way! Are you serious? * Wow. I cann’t believe that. * Are you serious? / Seriously?/ * Are you kidding (me)? * **No way! Are you serious?** * That cann’t be true! * I’m shocked. 我震惊了 * I’m so surprised. * Wow, that’s big news. * OMG, such a shock/such a surprise | |
| [新创办的小公司: a startup, a startup company]  A startup company is a small business that has recently been started by someone. 新创办的 (小公司)  e.g. Thousands and thousands of startup firms have poured into the computer market.   成千上万家新成立的小公司涌入了电脑市场。  e.g.  For now the only bright spots in the labour market are small businesses and high-tech startups新创办的高科技公司. |
| 代词/ˈprəʊˌnaʊn/  pronoun  [N-COUNT](javascript:;)A pronoun is a word that you use to refer to someone or something when you do not need to use a noun, often because the person or thing has been mentioned earlier. Examples are "it," "she, he, they" "something," and "myself."  🡺**不定代词indefinite pronoun**  [N-COUNT](javascript:;)An indefinite pronoun is a pronoun such as "someone," "anything," or "nobody," that you use to refer to a person or thing in a general way  🡺**【语法学】反身代词reflexive pronoun**  Use indefinite pronouns to refer to nonspecific people, places and things. Generally, indefinite pronouns with **some-** are used for positive statements (like someone, somebody, something), and indefinite pronouns with **any-** for questions and negative statements (anyone, anything). |
| 可数名词, 解雇裁员 layoff /ˈleɪ**ɒ**f/, layoffs V.S. [**裁员: downsized its workforce]**  [N-COUNT](javascript:;)When there are layoffs in a company, people become unemployed because there is no more work for them in the company.  e.g. It will close more than 200 stores nationwide resulting in the **layoffs**可数名词of an estimated 2,000 employees.  e.g. Nobody else knows about the **layoffs可数名词**yet. Only we know. |

# React to unexpected news

## Describe changes at the office

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| Here are some ways to describe staff changes. Notice that, as they describe an ongoing situation, they are in the **present continuous 现在进行时.** | | |
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|  | We'**re getting** a new CEO. |  |
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|  | He'**s moving** to go to a startup. |  |
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|  | Mary'**s transferring** to Boston. |  |
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|  | Johnny'**s being replaced** by a new **intern**. 🡺 **present continuous 现在进行时** |  |
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|  | She'**s leaving** to go traveling. |  |
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|  | Sally **is joining** the marketing department. | . |
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|  | He'**s quitting** to take some time off. |  |

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|  | *IXW is* ***buying out*** *its biggest competitor.* | . |
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|  | *Management* ***is shutting down*** *the project.* | . |
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|  | *We'****re kicking off*** *a new project in the second quarter.* |  |
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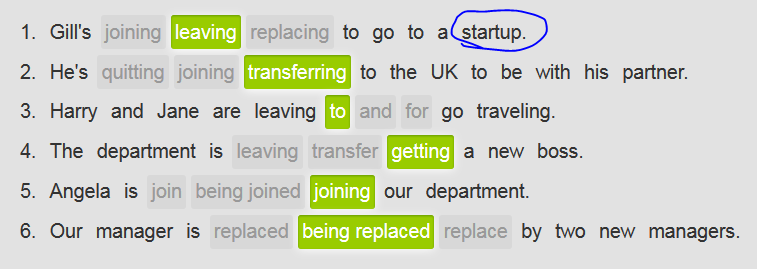
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|  | *Sales* ***is recruiting*** *a new team to drive growth.* |  |
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|  | We'**re making** some staff redundant. |  |
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|  | *Our team* ***is expanding****, and we'****re moving*** *to new offices.* |  |
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|  | *The company* ***is downsizing*** *the sales department.* |  |

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| (业务/组织/部门的）剥离/出售（给其他公司; 公司部门或子公司的出售、清算或资产分派 | divest, divesture, divestiture [dai'vestitʃə]: The sale, liquidation, or spinoff of a corporate division or subsidiary. if a company divests, it sells some of its assets, investments etc. normally to another company. 公司部门或子公司的出售、清算或资产分派 //n.续集（电视剧的）；副产品；附带的利益 spinoff |
| eg IBM has finished its first phase of enterprise transformation转型, such as carrying out the **divesture of X86server** to Lenovo and achievingthe acquisition of Softlayer.  eg As you also know, a core element of IBM strategic imperatives战略规则 is our commitment to climb to higher value. We have announced the divesture业务的出售 of our semiconductor manufacturing business to another company GlobalFoundries and the divesture of x86 servers to ThinkPad. |
| eg Our strategic imperatives战略规则 delivered growth of more than 30 percent for the second quarter and the first half of the year, excluding the impact of currency and divested business 剥离/出售的业务, eg the divesture of X86 server to Lenovo. Our cloud business grew more than 70 percent in the quarter, and we have delivered $8.7 billion in cloud revenue over the last 12 months. Our mobile business quadrupled, and our security business returned to double-digit growth. Taken together, the strategic imperatives战略规则 are becoming a substantial part of our total business, and their continued rapid growth gives us confidence in our strategic path forward. |



## Indefinite pronoun

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| [N-COUNT](javascript:;)A pronoun is a word that you use to refer to someone or something when you do not need to use a noun, often because the person or thing has been mentioned earlier. Examples are "it," "she," "something," and "myself."  🡺  不定代词indefinite pronoun  [N-COUNT](javascript:;)An indefinite pronoun is a pronoun such as "someone," "anything," or "nobody," that you use to refer to a person or thing in a general way. |

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| Use indefinite pronouns to refer to nonspecific people, places and things. Generally, indefinite pronouns with **some-** are used for positive statements (like someone, somebody, something), and indefinite pronouns with **any-** for questions and negative statements (anyone, anything). |

## Indefinite pronoun-People

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| The suffixes **-one** and **-body** refer to people. They mean the same thing and are interchangeable. | | |
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|  | **Someone** told me we're getting a new boss. |  |
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|  | **Everybody** is saying that Josh is leaving to go to a competitor. |  |
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|  | Please don't tell **anybody** that he's joining another team. |  |
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|  | **No one** knows he's getting replaced. |  |

## Indefinite pronoun-Place

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| For places, you can use **-where** and **-place**, with no change in meaning. | | |
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|  | I need **somewhere** quiet to work. It's a little noisy in here. |  |
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|  | Let's go **someplace** quiet.  Everywhere I go, I see him. So I take it as a coincidence巧合 between us. |  |

## Indefinite pronoun-Thing

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| For things, simply use **-thing**. | | |
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|  | I need to tell you **something**. Can you **keep it a secret**? |  |
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|  | Don't ask me. I don't know **anything** about it.  Frankly, I have nothing to say to you. |  |

e.g.

**Everyone** is saying that Jack is moving to Japan.

**Everyone** is saying there'll be a big announcement.

**Someone** said that Mary is being promoted.

Please do**n't** tell **anyone** .  It's a secret.

**Nobody** else knows about the layoffs裁员（可数名词） yet. Only we know.

I do**n't** know **anything** about the new project.

**No one** tells me **anything** these days.

 Really? I have**n't** heard **anything**.

She's moving to **someplace/somewhere** in the U.S. I don't know where.

And she's being moved to **somewhere** in the U.S.

Well, there should be an announcement **sometime** soon.

## React to news

Hey, did you hear? Everyone's saying that Danny is joining marketing.

**No way**! He's wanted that job for a while.

Yeah. And there's more news. Iris is leaving.

Are you serious? Why?

**Apparently (it’s said that据说)**she's moving to Germany. A director position or something like that.

I can't believe it! Such a surprise.

Additionally, did you hear? Travis’s getting a promotion.

**No way! Are you serious?**

I’m pretty sure (that) it’s true.

**Hmm, anyway, good for him (但愿他会好，语气不是恭喜其实)**

## Deliver unexpected news

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| You can use words like **someone** and **everyone** to deliver unexpected news if you're not sure **where the news originated** or if it's true. You can also use the word **apparently(it’s said that据说)**. | | |
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|  | ***Someone*** *told me we're getting a new boss.* |  |
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|  | ***Everybody*** *is saying that Josh is leaving to go to a competitor.* |  |
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|  | ***Apparently* (it’s said that据说)*,*** *Nicole is moving to New York.* |  |
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| Here are ways to get someone's attention and add extra information: | | |
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|  | ***Did you hear?*** *Kim's getting a promotion.* |  |
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|  | ***There's more news.*** *The company is moving to London!* |  |

## React to unexpected news

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| Here are some different ways to react to unexpected news:   * **Well, good for her. 对她有好处 🡺** Really? Good for her. * No way! // No way! Are you serious? * Wow. I cann’t believe that. * Are you serious? / Seriously?/ Are you kidding? * Are you kidding (me)? * **No way! Are you serious?** * That cann’t be true! * I’m shocked. 我震惊了 * I’m so surprised. * Wow, that’s big news. * OMG, such a shock/such a surprise | | |

# Investigate rumor and gossip

## Explain reasons

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| **Reasons for change**   * … because of … * .. be due to … * .. thanks to … | | |
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| You can use phrases like “**be due to”** and **because of** to give reasons for change. **For positive changes**, you can also use **thanks to**. | | |
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|  | ***Thanks to*** *great sales and growth, we're opening new offices.*  ***Thanks to*** rising profits, we're buying out two competitors. |  |
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| Here are some frequent reasons for change in a company. | | |
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|  | ***… because*** *the company lost money last year.* | . |
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|  | ***… thanks to*** *great financial results.* | . |
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|  | ***… due to*** *your hard work and effort.* | . |
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|  | ***… because*** *we need to make cost savings.* |  |

**Due to** rising costs, we're **downsizing** the marketing team.

We're shutting down the project, **due to** many staff leaving.

Management is making staff redundant **because of** poor sales.

Hi, team.

**I'd like to (想做xxx)** let you know about a few changes at the company. **Thanks to** a great year of sales and growth, we're expanding our business and opening new offices in Asia.

To help us achieve this, we're recruiting two new teams to help run the new offices in Hong Kong and Singapore. More news to come soon.

I'd like to **(想做xxx)** say thanks to everyone. **It's your hard work that's made this mission possible.**

Best,

Sandra

## Causative verbs (cause 🡺causative)

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| ['kɔːzətɪv] cause 🡺 causative: acting as the cause of something; Causative factors are ones which are responsible for causing something. 诱发性的l 成为原因的，起因的  **[诱发性因素: causative factors]**  e.g.  Both nicotine and carbon monoxide inhaled with cigarette smoking have been incriminated as causative factors.  与香烟一起吸入的尼古丁和一氧化碳已经被指控为诱发性因素  e.g. Smoking is a causative factor in several major diseases. 吸烟是若干种重大疾病的致病因素。 |

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| Use the causative verbs **let**, **make**, **have** and **get** to show that a person or thing helps to make something happen. | | | |
| The causative verb **let** means to allow someone to do something. The form is **let +** person **+** verb. | | | |
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|  | *My manager* ***let me kick off*** *the meeting.* | My manager let me kick off the meeting. | |
| The causative verb **make** means to force someone to do something. The form is **make +** person **+** verb. | | | |
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|  | *My boss* ***made me work*** *on the weekend.* | My boss made me work on the weekend. |

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| The causative verb **have** means to give someone the responsibility to do something. The form is **have +** person **+** verb. | | |
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|  | *She* ***has her assistant make*** *coffee every morning.* | She has her assistant make coffee every morning. |
| The causative verb **get** means to persuade someone to do something. Notice that the form is different from **let**, **make** and **have**. Use **get +** person **+ to +** verb. | | |
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|  | *My best friend* ***got me to tell*** *her the rumor.* | My best friend got me to tell her the rumor. |

 e.g.

My manager is **letting** me expand my department.

His boss **has** him prepare financial reports every month.

Last night, I **got** her to tell me the latest rumor.

He **made** me write a detailed report on the conference.

They are going to **have** employees reduce their overtime hours.

## Rumors and gossip

## **How to ask questions**

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| When you want to ask about something sensitive like a **rumor** (rumor), you might want to prepare the person you're asking first. Use expressions like these: | | |
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|  | Can I ask you a question? |  |
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|  | **I'd like to ask you about something.** |  |

## **Investigate rumors**

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| Use phrases like these to refer to the **rumor** you've heard. | | |
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|  | ***Is it true that*** we're closing the Shanghai office? |  |
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|  | ***There's a rumor going around.***  ***There's a rumor going around that*** we're kicking off a new project. |  |
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|  | ***I heard that*** we're buying out Supa Systems. |  |
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|  | ***Everyone seems to think*** the company is shutting down the project. |  |

## **Respond to rumors**

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| Here are some ways to confirm or deny rumors: | | |
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|  | *Yes,* ***it looks like it's true****.* |
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|  | **Yes, it's looking quite/pretty likely. 看起来是很可能的** |
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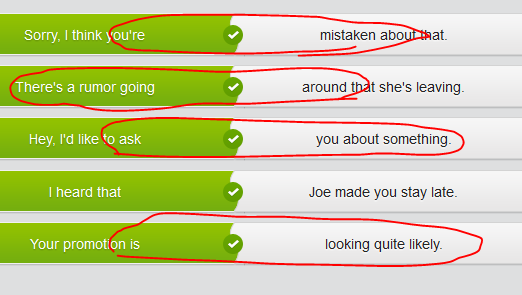
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|  | *No,* ***it's not happening****.* |  |
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|  | **No, I think you're mistaken (about that)***.* |  |
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| If you don't want to make any comment, you can say something like this: | | |
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|  | *I'm sorry.* ***I can't say anything about that* at the moment此刻/当下*.***  Sorry I cannot really talk about that **at the moment此刻/当下** |  |
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| Or if you want to indicate more information will be given soon, say something like this: | | |
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|  | ***I'm going to announce it to everyone*** *on Thursday.* | . |
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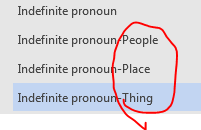
|  |  |  |
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|  | ***I'll let everyone know what's going on*** *soon.* |  |



# Deal with confidential info

## 反身代词reflexive pronoun

V.S. indefinite pronoun



# Write an advisory email