# Part 1)

## 1st row

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| 有些动词会习惯性地和特定的形容词放在一起使用。这些动词和形容词通常由一个名词或代词分开。一个常见的结构是**get +** 代词 **+** 形容词。 | | |
|  | I’m such a **scatterbrain**. I always **get it wrong**. | 我是一个**糊涂虫**，总是弄错。 | |
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|  | You're so **disorganized/haphazard**. You need to **get it together**! | 你太没计划了.你要集中精力。 |
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| 你可以用和动词相似的结构，比如**hold** 和 **find**。 | | |

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|  | We should **hold** the client **accountable**. | 我们**要让客户负责**。 |
|  | I’m **holding** your personally **responsible** | 让你负责 |
|  | I **find** Tracy **irritating/annoying**. | 我发现Tracy很烦人。 | |
| 注意，副词的使用加重了语气。**super**做副词时和**extremely**意思一样。用的时候要小心；**super**非常非正式。 | | | | | |
|  | Andy's **keeping me super busy, almost driving me crazy**. | Andy搞得我忙死了。 | | |

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|  | Aubrey **makes me really mad** sometimes, you know, almost **freaking me out.** | sAubrey有时候真的让我很抓狂。 |
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| **表达 “让我很抓狂, 逼疯了受不了”:**  **make me mad => drive me crazy语气再强些 => drive me insane, freak me out** | | |

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|  | My manager is **driving me crazy/insane**. | 我的经理把我逼疯了。 |

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|  | This new computer software is **driving me insane**! | 这台新电脑的让我随时受不了！ |
| 有时你也许会听到**think** 或 **find +** 名词 **+** 形容词的这样的表达。这种结构有点过时。注意，动词**be**应该放在代词和形容词之间，但这里省略了。 | | | |

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|  | I **find it interesting** she decided to become a vegetarian. | 她决定成为素食主义者，这让我觉得很有意思。 |

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|  | We **thought it odd** he didn't come to the party. | 他没去派对，我们都觉得奇怪。 |
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## 2nd row> Words

 I got the job! 我得到那份工作了！ => Well done! => **Good for you, darling. 好样的，亲爱的。**

 So soon? 这么快？

** A new chapter in your life. 您人生的新篇章。**

## 2nd row > sentences

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| 这类表达告诉别人你要说**好消息**。 |

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|  | The most **amazing** thing happened yesterday! | 昨天发生了一件**最不可思议的事**！ |

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|  | I've got some good news.  **Guess what?** **猜猜看**？ | 我有好消息。 |

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| 告诉别人你要**说坏消息**。 | | |

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|  | Do you have a minute? I've got some **upsetting** news.  I know **this is bad timing**; but I’ve got some **upsetting** news… | 你有时间吗？我有一些**不幸的消息**要告诉你。 |

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|  | You'd better sit down. | 你最好坐下来。 |

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|  | There's no easy way to say this.  e.g. I’ve got some bad news. You'd better sit down. There's no easy way to say this. | 真不不知道怎么开口。 |
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| 同时有好消息和坏消息，可以用下面的表达。 | | |

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|  | Which do you want first – the good news or the bad news? | 你想先听好消息还是坏消息？ |
| 如果别人跟你说了关于他们的好消息： | | |

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|  | Congratulations! Good for you! | 祝贺！对你有好处啊！ |

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|  | I'm so pleased for you. | 我真为你高兴。 |

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|  | You must be thrilled! | 你一定高兴坏了吧！ |
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| 如果某人跟你说了关于他们的坏消息： | | |

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|  | I can't even imagine how you must feel. | 我无法想象你现在的心情。 |

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|  | I can't tell you how sorry I am. | 我都没法跟你说我有多难过。 |

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|  | This must be quite a shock. | 你一定很震惊吧。 |
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| 如果坏消息影响了你，你可以用下面的表达。**注意第一句带讽刺意味**。 | | |

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|  | That's just what I needed.  e.g. What? My car has a flat tire? Great. That's just what I need. | 正好是我需要的。 |

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|  | What bad timing. | 太不凑巧了。 |
| 如果某人跟你说了**坏消息**，你也做了回应，但想加一些评论，可以用这类表达： | | |
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|  | I'm here for you, if you ever want to talk about it. | 如果你想谈谈，我随时奉陪。 |

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|  | If there's anything I can do to help, let me know. | 如果有什么需要我帮忙的尽管告诉我。 |

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|  | I'm sure something will work out. | 我相信一定有办法的。 |

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|  | **There is one consolation:** At least you still have a job. It could have been worse. | **值得安慰的是：**至少你还有份工作。事情没有更糟。 |

## 2nd row > 4th tab>dialogue

## 3rd row>dialogue

Your roommate shares some good news with you, but you have some bad news to tell him: Your building is unsafe, and you'll both have to move soon

# Part2 > 1st row> Words

你将看到一段无字幕对话。男士解释了为什么新闻中的一个事件**budget sequestration** (预算削减 v) curtail budget )、意即政府开支削减影响了他的公司

* 预算削减 N) **sequestration** or **budget sequestration** or **budget cut**   [,si:kwe'streiʃən]  
  e.g. Will the **sequestration** affect my **paycheck**? I depend on every dollar I'm paid.  
  e.g. We **slashed/axed坎减** a third of our workforce due to the **sequestration**. That's 75 men and women.
* 削减预算v) **curtail** budget (of xxx project)
* 经济衰退; 萧条, 不景气:   
  economic **meltdown**/**slowdown = recession;**
* **sluggish** economy疲软的经济;
* 招标文件，标书 **bidding** document, **tender** document
* **[医] 假死状态；不省人事一动不动；历程中断; 蛰伏 冬眠； 比喻无事可做但又未被辞退**

1. **Suspended animation** is a state in which an animal is unconscious, with its body functioning very slowly, for example so that the animal can survive the winter. 蛰伏状态; 冬眠

2.If you describe someone as being **in a state of suspended animation**, you mean that they have become inactive and are doing nothing. 假死；不省人事一动不动; 无生机

e.g. She lay **in a state of suspended animation**, waiting for dawnlight, when she would rise.

她躺着**一动不动**，等待着黎明到来后起床

e.gg. Suppose we put somebody**in a state of suspended animation**, cool their body down so that the various **metabolic** [,metə'bɒlɪk] processes come to an end.  假设我们让某人,**进入假死状态**，将他们的身体降温,所有的代谢过程都停止

e.g The structures in the brain which would underwrite the ability to engage in P-functioning, they're not destroyed by **suspended animation**.  存在于大脑中的,能够支持人格功能的结构，并没有被假死状态所破坏  
e,g**, 比喻无事可做但又未被辞退** e.g. You know, even though we have around 20 staffs in the state of **suspended animation** ‘cause the Federal government temporarily stopped our funding. However, we cannot **sack/fire them** and must **keep them around** 一直有人在in case the funding is available and we can start the project immediately and smoothly   
E.g You know, I’ve been placed **in a state of suspended animation** for roughly three monthly when I was working in HP. It’s **a gruelling time** for me …折磨人的熬人的时间

* **一直有人在（stand by） keep somebody around**   
  e.g. You know, even though we have around 20 staff in the state of **suspended animation** ‘cause the Federal government temporarily stop our funding. However, we cannot **sack/fire them** and must **keep them around** 一直有人在in case the funding is available and we can start the project immediately and smoothly.
* 付薪水的支票，薪水 **paycheck  = payroll check**: a check issued in payment of wages or salary
* **退路计划, 备选计划 a fallback plan = plan B or an alternative plan; my fallback position（职业的）退路  
  e.g. You need a Plan B, a fallback plan or alternative plan**

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|  | What's your **Plan B, or fallback plan**? | 你的**B计划(退路)**是什么？ |

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|  | We need a **fallback (plan)** in case this goes from bad to worse. | 万一情况恶化，我们需要有个**退路**。 |

e.g

1. I Know, **this might be bad timing; but I’ve got some upsetting news.** Our Bluemix project is totally **axed砍掉** in CHINA, which means all of us are **sacked**/fired.
2. OMG, are u kidding me. What can I do?
3. Well, **there is at least one consolation**[,kɒnsə'leɪʃ(ə)n]: you can go back to your **fallback position**

* 在适当的位置, 就位in place   
  e.g. We already have our workforce **in place**. All we need is the money.
* delay, postpone, procrastinate
* a turning point e.g. he vote yesterday appears to mark **a turning point** in the war. 投票标志着这场战争的一个转折点
* **Main Street** is used by journalists to refer to ordinary Americans who live in small towns rather than big cities or are not very rich. 小市民 e.g. This financial crisis had a much greater impact on Main Street. 这次金融危机对小市民的影响大得多
* 回到正轨 get back on track   
  e.g. We need to **get back on track** and \_restore\_\_\_\_ normal business operations

## Part2 > 1rd row

I'm worried about the **sequestration** policy set by the federal government. It's **essentially** going to cause trouble for everyone because we won't be certain about funding for future projects, or even projects we already have in place. For example, I'm not sure whether to **bid** on a local construction project because who knows when the government will hold back the **paychecks**? And right now, a third of all my projects have something to do with the government. I really need some sort of **fallback plan**.

## Part2 > 2nd row

母语人士说话时不太会把每个词的每个音都发出来。有时他们会把词连在一起，比如，

* 说**I’m gonna do** 而不说 I’m **going to**
* 说 I **wanna** do 而不说 **want to do**。这就叫简化形式。

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|  | Our project's **gonna** start in a month to six weeks. |  | 我们的项目会在一个月到六周之后开始。 |

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|  | I don't **wanna** lose any employees, but we're still waiting for the funding. |  | 我不想失去任何一个员工，我们还在等资金到位。 |

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| 你还会听到**because** 简化成**'cause**。 | | | |
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|  | The lack of funding's hurting us **'cause** we can't pay our employees. |  | 资金困难让我们很头疼，因为我们没法给员工发工资。 |

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|  | Most of you know we lost the contract **'cause** we didn't bid high enough. |  | 你们中大部分人都知道我们没有签下合同是因为出价不够高。 |

## Part2>3rd row

## 谈论bad news是如何影响企业的

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|  | The **budget cuts/sequestration** [,sikwɛsstreʃən] **could trigger an economic slowdown/meltdown/recession**. | | **预算削减**可能会引发**衰退**。 | |

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|  | We may adjust our **profit forecast/expectation**. | 我们需要调整**利润预期**。 |

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|  | The funding's **gonna be delayed/postponed/procrastinated**. | 资金会延迟发放。 |

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| **affect** (v) 和 **effect (n)** 词形和意思相近，经常被弄混。 |

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|  | * I hope the storm won't **affect** operations. | 我希望风暴不会影响运营。 |

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|  | * What are **the possible effects** of **the (budget) sequestration/cuts?** | **预算削减**可能带来的后果是什么？ |

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|  | * Will the **budget cuts/sequestration** **have an effect on** our business? | | **预算削减**会对我们的企业有影响吗？ | |
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| **Effect**还可以做动词用，尽管这种用法不太常见。 | | | | | |

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|  | She's trying to **effect** change throughout her company. | 她试图在全公司上下开展变革。 |

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| 当你**不确定**企业是否会受影响，可以用这类表达。 | | |
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|  | * **It's anybody's guess.** | **这是谁都猜不准的事。** |

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|  | * **Who knows?** | **谁知道呢？** |

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| * **It's still up in the air.** | **仍然悬而未决。** |  |

## 谈论bad news是如何影响employee的

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| I think everyone's **in for a bit of a shock/astonishment/stun**. | 我想每个人多少都**有点震惊**。 |
| It's difficult/hard to **go through**. | 要度过（这个事情/这段时间） 很难 |
| The **cuts/sequestration** are **hurting/affecting a lot of people**. | 削减会影响很多人 |

用于谈论阻止或解决对公司不良影响negative effect的方法

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|  | How do we quickly restore operations? | 我们怎么快速恢复运营？ |

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|  | What's your **Plan B, or fallback plan**? | 你的**B计划(退路)**是什么？ |

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|  | We need a **fallback** in case this goes from bad to worse. | 万一情况恶化，我们需要有个**退路**。 |

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|  | We put a **disaster recovery plan** in place. | 我们实施了一个**灾难复原计划**。 |

## Sentences

* Change is common in business. Last year we had to \_adjust\_\_\_ our core objectives.
* The **budget cuts/sequestration** really hurt us. They triggers a slowdown/meltdown/recession in our business.
* We need to **get back on track** 回到正轨 and \_restore\_\_\_\_ normal business operations.
* Will the new contracts **have an \_effect\_ on** employee morale?

# Part 4 > 1row) Dialogue

## Words

* repetition ['rɛpə'tɪʃən], repetitive  [rɪ'pɛtətɪv]
* **dumb down sth: 通俗化**

If you dumb down something, you make it easier for people to understand, especially when this spoils it. 通俗化 e.g. This sounded like a case for dumbing down the magazine, which no one favoured. 这听起来像是一桩使杂志通俗化的事，没人赞成 e.g Write it clearly and concisely, which however doesn’t mean to **dumb it down**.

* A stock of something
* 惯用的；符合语言习惯的   
  **idiomatic**[,idiə'mætik] of or relating to or conforming to idiom

**[,ɪdɪə'mætɪkli]   idiomatically 惯用地；使用惯用语句 in an idiomatic manner**

* **war-torn** country; **war-ravage**d nation; **debt-ravaged** nation

## Part4> 1st row > 4th tab

* I lost the thread of the conversation; suddenly, nothing he said was **comprehensible**[kɒmprɪ'hensɪb(ə)l] 可理解的
* Write it clearly and concisely, which however doesn’t mean to **dumb it down**.

## Part4> 2nd row

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| 表达**强调**关键点。 |
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|  | **It's critical to** make your point clearly, concise, and effectively. | 观点清晰有力非常重要。 |

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|  | **Believe me**, redundant sentences confuse the reader. | 相信我，多余的句子会混淆读者。 |

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|  | **I'm sure** you already know about tonight's broadcast. | 我相信你已经知道了今晚的广播了。 |

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|  | **Wouldn't it be nice if** people wrote concisely? | 如果大家写作都可以很简洁岂不是很妙？ |
| **过渡词**也可以用来**强调关键点**。 | | | |
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|  | **Furthermore**, you should employ active tense. | 此外，你应该使用主动语态。 |

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|  | **Equally important are** active verbs. | 同样重要的是主动动词。 |

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|  | **Clearly, then**,redundancy creates confusion. | 这就很清楚了，冗余会让人混淆。 |

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|  | **Alternatively**, you can ask someone to read your email before you send it. | 另外，你可以在发出邮件之前叫人来看一遍。 |

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|  | **All in all**, your reader will have an easier time following your ideas. | 总之，你的读者理解你的意思时会更轻松。 |

## Part4> 2nd row > 4th tab: dialogue

ETHAN: You **basically** said the same thing twice. 'Publishing services for publishing books.' The second 'publishing' is redundant.

AMY: Oh. I see. Um, how about, 'I'm sure you've heard about our book publishing and printing services'?

ETHAN: Better. **Alternatively** , you could say, 'I'm sure I've told you about our publishing services.'  
AMY: Yeah, but **it's critical that** he knows we offer printing deals, too.

ETHAN: OK. Then maybe emphasize that in a separate sentence. **Believe me, the** client wants a clear, concise email. If he doesn't know what we're selling, he won't buy it.

AMY: Hmm. How about, 'I'm sure you've heard about our publishing services, but **equally important** are our printing packages'?

ETHAN: Yeah. Nice**. All in all** , I think that's much better.  
AMY: Great. Thanks for your help. Wouldn't it be nice if emails just wrote themselves?

## Part4>3rd row: Use active **主动** and concise **简明** writing style

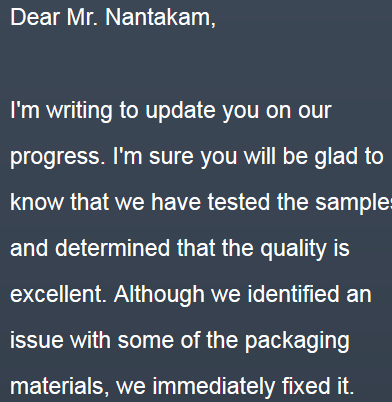
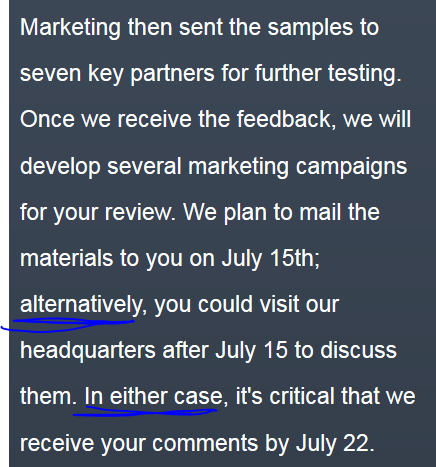
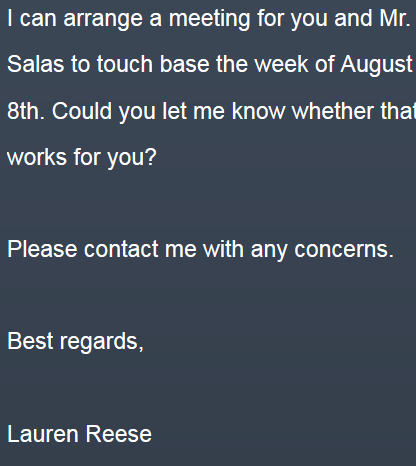
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| 'More important than the quest for certainty is the quest for clarity.'  – Francois Gautier | | | |
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| 有几种技巧可以使你的商务和学术写作更为清晰。首先，尽量使用主动动词，而不是名词形式。不要过度使用**be**。注意，每句话的第二个版本句义更清晰，并且更有力。 | | | |
|  | | | |
| The software **is for complete protection** against viruses. | | | 这款软件用于对病毒进行完全防御。 | | |
| The software **completely protects** against viruses. | | | 这款软件可以完全抵御病毒。 | | |
| Mazo's new products **are a threat** to our profits. | | | Mazo的新产品对我们的盈利是个威胁。 | | |
| Mazo's new  products **threaten** our profits. | | | Mazo的新产品会威胁我们的盈利。 | | |
| 尽量**避免被动语态**。注意，每句话的第二个版本更为清晰和有力。 | | | | |
|  | | | | |
| **The issue was analyzed** by Canary Consult. | | 这个问题被金丝雀咨询公司分析过了。 | | | | |
| Canary Consult **analyzed the issue.** | 金丝雀咨询公司分析过这个问题。 | | | |
| **The first deadline will be hit** on September 5th. | 第一个截止日将在9月5号来临。 | | | |
| **We'll hit the first deadline** on September 5th. | 9月5号是我们第一个截止日。 | | | |

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| --- | --- |
| 减少冗余表达。注意，每句话的第二个版本更清晰有力。 | |
|  | | |
| **Reflect back** on what you write. | 往前回顾一下你写的东西。 | |
| **Reflect** onwhat you write. | 回顾一下你写的东西。 | |
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|  |  | |
| Let me know **whether or not** you'll attend. | 让我知道你是不是会参加。 | |
| Let me know **whether** you'll attend. | 让我知道你是否会参加。 | |
|  |  | |
|  |  | |
| We've hired a team of **knowledgeable experts.** | 我们雇了一群知识渊博的专家。 | |
| We've hired a team of **experts.** | 我们雇了一群专家。 | |

|  |  |  |
| --- | --- | --- |
| 尽量不要重复repetiton['rɛpə'tɪʃən], repetitive [rɪ'pɛtətɪv]。注意，每段文字的第二个版本更加清晰有力。  My team hit the deadline for the Crane project. The deadline for the project was May 3rd. The team also wrote the final report for the Crane project. | | |
| 我的团队在规定期限内完成了吊车项目。项目期限是五月三号。团队还为吊车项目写了总结报告。 | | |
| My team hit the May 3rd deadline for the Crane project and wrote the final report. |  |  |
| 我的团队在规定的五月三号期限之前完成了吊车项目并撰写了总结报告。 |  |  |
|  |  |  |

 Writing Sample

Write a clear email to your boss, colleague, client or teacher, giving **an update about a task** you're working on. Make sure you use **active** and **concise** language, and **avoid redundant words and repetitive sentences**. Type in the input box. Write 100-150 words.

## My writing

**=> Consider SWOT: strength V.S. weakness; Opportunity V.S. threat (like a coin with two side, pros and cons; advantages V.S. downsides)**

**an update about a task** you're working on, e.g. update to Tina about how to review my technical document for I’m taking over Ashley’s API work during her maternity leave. (, when, who, why, deadline, how)

Hi Tina,

This is Tracy, who is a software developer in API team. As you might know, Ashley who you’re working with is going to deliver a baby, and I’m her backup during her maternity leave from May through Aug. I’m glad to work with you.

I’m writing you this email for a request of reviewing the design document. Because this review is of high priority, can I please have your feedback **by next Monday**, April 16. Thank you.

BTW, you can use either of the following methods to provide review comments:

* Download the attached PDF file from API server and add your comments in the PDF file.
* Directly access to the document review server and leave your comments there directly.

Relatively, the second method is more convenient and more efficient because all reviewers work in a collaborative way, which means that reviewers’ comments are shared among all of you in real time. What is more, you can appendix your insight on other’s comment, for example, you can directly reject others’ wrong comment. Furthermore, when you have some concerns or uncertainty regarding one issue, the document review server allows you to invite an expert there and join your discussion, working in an interactively friendly way. Especially, this way makes all communication apparent and straightforward.

Alternatively, if you do not have many comments, but want to finish the review as quickly as possible, you’d like me to arrange a meeting with you. That would be OK for me. I’m looking forward to work with you and thanks for your time.