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# 1 UNIT

## I'm Lovin' It

### UNIT OBJECTIVES

*After studying this unit, you will:*

- understand that interest determines job satisfaction;
- learn to adopt a positive, optimistic and committed attitude at work;
- become more interested in your future job.



# Warming-up

**Task 1** Work in pairs and discuss the question: what might these students love to do for their future careers and what about you?

<p><b>1</b> Student A has always been good with numbers.</p> <p>A might be a(n) _____.</p>	<p><b>2</b> Student B likes computer programming very much.</p> <p>B might be a(n) _____.</p>
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<p><b>3</b> Student C is talented in drawing and his dream is to design the most beautiful building.</p> <p>C might be a(n) _____.</p>	<p><b>4</b> Student D is talkative and can always persuade people to believe him.</p> <p>D might be a(n) _____.</p>
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<p><b>5</b> Student E's spoken English is amazing and she's never afraid to talk with foreigners.</p> <p>E might be a(n) _____.</p>	<p><b>6</b> Student F is tall and thin. She is pretty and loves acting.</p> <p>F might be a(n) _____.</p>
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<p><b>7</b> I _____</p> <p>_____.</p> <p>I want to be a(n) _____.</p>	<p><b>8</b> My partner _____</p> <p>_____.</p> <p>He/She wants to be a(n) _____.</p>
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**Task 2** Survey: what's your expectation for your future career?

You may have some expectation or wishes for your future job. List your top three demands for it. Compare them with your group members' and share the reasons for your choice.

- 1. There are many chances for me to get trained and promoted.
- 2. I can enjoy a paid holiday every year.
- 3. Excellent insurance and health care are necessary.
- 4. I'd like to choose a regular nine-to-five job.
- 5. It has convenient transportation to and from work.
- 6. The job fits in with my interest.
- 7. Working with a cooperative team is my dream.
- 8. My office should be well-equipped.
- 9. I can get on well with my boss and colleagues.
- 10. I can make full use of my potential in my work.

Respondent	Choice	Reason
I		
Member 1		
Member 2		
Member 3		

## Approaching the Topic

Think about the following questions before you read the passage.

- 01 What job do you want to do in the future? Why? What do you think you can gain from it?
- 02 What might lead to satisfaction or dissatisfaction with one's job?

## *Love What You Do*

Elizabeth Fournier is a mortician. While at college, she made it clear that her interest in the mortuary business was more than a joke but her friends never took it seriously. However, some 19 years later, they hired her to bury their deceased family members. Fournier feels honored to be able to assist people during the worst time of their life. In her eyes, helping families by organizing a funeral when it is needed is a role consistent with the work of midwives and nurses. Fournier considers her contribution to her community to be equally significant.

Many of the reasons why Fournier loves her unconventional work are actually conventional, at least according to career satisfaction studies that draw a correlation between job fulfillment and personal contribution. It has been discovered that the happiest workers are those in caregiver roles such as firefighters, teachers, doctors and physical therapists.

Job satisfaction is the result of having a sense of autonomy, purpose and the desire to do things because they're useful, fun and interesting. Salary doesn't necessarily correlate with job satisfaction. It may attract people to the front door, but something else keeps them from going out the back.

Yet for all the people who love their careers, there are a surprisingly high number of people who admit being dissatisfied with their jobs.

If feelings about our careers tend more toward disenchantment, the good news is that there are several steps we can take to improve our situation.

If we love what we're doing 80 percent of the time, we're doing pretty well. The energy we get from the work we enjoy probably far outweighs the drain of the things we don't like. We should stay focused on the aspects of our work that bring us pleasure.

If we feel unappreciated or ignored, we should find ways to become more visible. We should seek opportunities to voice our opinion. If our job is boring, we could request more responsibilities. If the work is too easy, we could ask for new challenges or training to help develop our skills.

We should try to discover where the intersection of what we enjoy doing, what we're good at, and what brings value to the marketplace lies. Identifying this overlap will help us realize the value of our work and this realization will bring satisfaction.

Lastly, if we don't get along with our bosses or co-workers, we should try to limit interactions with them as much as possible. Focus on our performance and results.

If these strategies still leave us restless, it may be time to start looking for a new job. Remember, work is an important part of our life. Therefore, it is best to try to love it.

## New Words & Expressions

### New Words

mortician /mɔːr'tɪʃən/ *n.* 承办丧葬者, 殡葬业者  
mortuary /'mɔːrtʃuəri/ *adj.* 丧葬的  
assist /ə'sɪst/ *v.* 帮助, 协助  
funeral /'fjuːnərəl/ *n.* 葬礼  
midwife /'mɪdwaɪf/ *n.* 助产士, 接生员  
contribution /,kɒntrɪ'bjuːʃən/ *n.* 贡献  
unconventional /,ʌnkən'venʃənəl/ *adj.* 非常规的  
correlation /,kɒrə'leɪʃən/ *n.* 相互关系, 关联  
caregiver /'keɪgɪvər/ *n.* 看护者  
therapist /'θerəpɪst/ *n.* 治疗师  
autonomy /ɔː'tɔːnəmi/ *n.* 自主能力, 自主权  
surprisingly /sə'rpraɪzɪŋli/ *adv.* 惊人地  
disenchantment /,dɪsmɪ'tʃæntmənt/ *n.* 不再抱幻想, 醒悟

outweigh /aʊt'weɪ/ *v.* 比……更重要, 比……更有价值  
unappreciated /,ʌnə'priːʃɪ,etɪd/ *adj.* 不受赏识的  
intersection /'ɪntəseksjən/ *n.* 交叉点  
identify /aɪ'dentɪfaɪ/ *v.* 确定, 发现  
overlap /'oʊvərlæp/ *n.* 重叠部分  
strategy /'strætɪdʒi/ *n.* 策略

### Phrases & Expressions

take... seriously 认真对待……  
(be) consistent with... 与……一致, 与……相符  
correlate with... 与……相关联  
take steps 采取步骤  
focus on 把注意力集中于  
get along with... 与……相处融洽

## Reading Comprehension

**Task 1** Decide whether the following statements are true (T) or false (F) according to the passage.

- 1. Elizabeth Fournier chose mortuary business as her future job in her childhood.
- 2. In Fournier's opinion, morticians help others just like midwives and nurses do.
- 3. Job satisfaction is unrelated to personal contribution.
- 4. Salary is the prerequisite of job satisfaction.
- 5. Getting a new job is the optimum (最佳的) method to deal with job dissatisfaction.

**Task 2** Here is a summary of the symptoms of job dissatisfaction at the workplace and methods to improve them. Match each symptom with the appropriate method(s).

### Symptom

1. You are unappreciated or ignored.
2. You have no clear understanding of the value of work.
3. You have a poor relation with working staff.
4. You no longer love your current post.

### Method

- A. Get a new job.
- B. Learn more to be up to a tougher job.
- C. Reduce interactions.
- D. Discover the intersection of love, advantage and value.
- E. Express your outlook in suitable circumstances.
- F. Pay heed to your own business.

## Language Review

### Word Practice

**Task 1** Choose the right word according to its part of speech and definition.

- n.* a person who helps in identifying, preventing or treating illness or disability  
A. mortician      B. midwife  
C. caregiver      D. therapist
- v.* give help  
A. assist      B. outweigh  
C. energize      D. identify
- adj.* having value that is not acknowledged  
A. unconventional      B. mortuary  
C. unappreciated      D. overlapping
- n.* something that you do to help achieve something or to make something successful  
A. intersection      B. correlation  
C. convention      D. contribution
- n.* a feeling of no longer believing in the value of something  
A. funeral      B. fulfillment  
C. autonomy      D. disenchantment
- adv.* in an amazing manner  
A. seriously      B. surprisingly  
C. physically      D. conventionally

**Task 2** Complete the following sentences with the words or phrases given in the box. Change the form if necessary.

unappreciated	focus on
contribution	interaction
unconventional	caregiver
assist	autonomy
fulfillment	take... seriously

- Don't worry too much. He will \_\_\_\_\_ you to complete the tough task.

- The invention of paper was a great \_\_\_\_\_ to the progress of human civilization.
- Since she entered our company, her \_\_\_\_\_ dress and hairstyle have drawn our attention.
- I get a real sense of \_\_\_\_\_ when I go out and perform.
- Learner \_\_\_\_\_ is a hot topic in the field of foreign language teaching and research.
- She is the primary \_\_\_\_\_ for her elderly parents.
- The gallery's show \_\_\_\_\_ works painted after 1945.
- The old man used to \_\_\_\_\_ his gardening very \_\_\_\_\_.
- His efforts went \_\_\_\_\_. No one wanted to have his book printed.
- Without \_\_\_\_\_ between the teacher and students, the class became dull.

**Task 3** Translate the following sentences into English using the given phrases.

- 我们认为与客户和供应商建立持久的伙伴关系非常重要。(take... seriously)
- 据报道,这种维生素水平与年龄、肤色或者日晒没有关系。(correlate with)
- 我们是该采取措施解决交通拥挤问题了。(take steps)
- 我能在压力下工作,并与同事相处融洽。(get along with)
- 教育改革的重点应放在提高教育质量方面。(focus on)
- 他不仅是我的哥哥,也是我的顾问。(more than)
- 人们发现吃胡萝卜对视力有益,尤其是对儿童。(it is discovered)

## Word Building

**Model 1:** Fournier considers her **contribution** to her community to be equally significant.

*The suffix “-tion” is added to a verb to form a noun. It refers to “action, behavior, situation or result”. Sometimes it changes the meaning of the original word.*

**Task 1** Use the appropriate words with the suffix “-tion” to complete the following sentences. The original verb can be found in the sentence itself.

1. Wood-block printing is invented by Chinese people. The great \_\_\_\_\_ has promoted the progress of human society.
2. \_\_\_\_\_ is very important in a lecture. The lecturer can interact with the listeners via games, discussions and the like.
3. It is said the mayor will inspect our factory tomorrow. Now we are busy preparing for the \_\_\_\_\_.
4. The pay should be distributed based on the principle of equal pay for equal work. Otherwise, the unfair \_\_\_\_\_ will cause great trouble.
5. The weather forecast predicted the temperature would drop, but the \_\_\_\_\_ hasn't come true yet.
6. China has made great efforts to protect the environment. One of the major measures is the enactment of the *Environmental \_\_\_\_\_ Law of the People's Republic of China*.
7. Language is a major means of \_\_\_\_\_, so it is difficult for people speaking different languages to communicate.
8. Yuan Longping dedicated his life to hybrid rice planting and his \_\_\_\_\_ helped China achieve food self-sufficiency.

**Model 2:** It has been discovered that the happiest **workers** are those in **caregiver** roles such as **firefighters**, **teachers**, doctors and physical therapists.

*The suffix “-er” changes a verb into a noun. It usually refers to “people who do that particular activity”. The suffixes “-or” and “-ar” can also be put after a verb to form a noun and have the same function.*

**Task 2** Match the words in Column A with the appropriate suffixes in Column B to form new words and fill in the blanks.

A	B
lie	
employ	-er
beg	
invent	-ar
begin	
perform	-or

1. A(n) \_\_\_\_\_ is playing classical selections on the violin.
2. Don't be critical of him. He is only a(n) \_\_\_\_\_.
3. Tom's former \_\_\_\_\_ warmly recommended him to the new company.
4. Seeing the \_\_\_\_\_ shivering in the snow, the old lady gave him some money.
5. Thomas Edison became famous as a(n) \_\_\_\_\_ while rather young.
6. Someone who deliberately says things which are not true is called a(n) \_\_\_\_\_.

## JOB SATISFACTION

From the passage, we've learned salary is not the sole factor which affects job satisfaction. If we are not interested in our job, it is hard to gain job satisfaction, let alone achievement. Job satisfaction is a psychological response. When our job expectation is met, satisfaction will be born spontaneously. However, factors affecting job satisfaction are various and complex. Both inner and outer factors may work.

**Task 1** Look at the following pictures and discuss the key factors that may affect job satisfaction.



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**Task 2** Write a short passage about job hoppers, analyze their reasons for changing jobs and try to find solutions.

Your passage should include the following points:

1. the description of the phenomenon that some young people frequently change their jobs;
2. the reasons for their job changes;
3. your suggestions for job hoppers.

# Listening & Speaking

**Task 1** A woman is being interviewed by a TV host about her job. Listen to the conversation and choose the best answer to each question you hear.

- \_\_\_ 1. A. Jack.  
B. Marsha Green.  
C. Marvelous.  
D. California.
- \_\_\_ 2. A. Because she can go to “Jack’s Talk Show”.  
B. Because she can create a monthly magazine.  
C. Because she can meet marvelous women and inspire her readers.  
D. Because she can broaden her business.
- \_\_\_ 3. A. It is distributed free in northeast California.  
B. It is distributed free in southwest America.  
C. It is available everywhere in the US.  
D. It is available by subscription in northwest California.

**Task 2** David is complaining about his job to his friend Mary. Listen to the conversation and fill in the blanks with what you hear.

(M=Mary, D=David)

**M:** What’s wrong, David?

**D:** I want to change my job. I can’t 1. \_\_\_\_\_ with such a low salary.

**M:** Try tracking every penny you spend on a monthly basis. It’ll help you to spend money only on the things you really want. Getting paid is one thing, 2. \_\_\_\_\_ is another.

**D:** Maybe you’re right, but I feel my job is pretty insignificant.

**M:** Perspectives play a huge role in 3. \_\_\_\_\_ and a sense of well-being. Remember why you took the job in the first place? You should try not to lose interest.

**D:** That’s 4. \_\_\_\_\_. How can I maintain interest?

**M:** Attitude is everything. Your attitude at work and the way you treat people, even your mood, have a 5. \_\_\_\_\_ on your work. There are times you can’t control your situation, but you can always choose how you live in it.

**D:** Reasonable! Perhaps my job is too easy. Doing the same things every day is so boring.

**M:** So actually, you don’t need to change your job. What you need are some additional responsibilities and 6. \_\_\_\_\_. You could talk to your boss and see if there’s a chance of a different position in the company.

**D:** Thanks, Mary. I’ll try that.

**Task 3** Listen to the first part of the passage and decide whether the following statements are true (T) or false (F).

1. Miss TeaCup has been working as a clown for 48 years.
2. A book about a circus Miss TeaCup read in high school inspired her to start clowning.
3. Miss TeaCup learned clowning only from professional clowns.
4. Miss TeaCup went to a clown college to teach other people the clowning performance.
5. Children’s love makes Miss TeaCup feel her job is rewarding.

**Task 4** Listen to the second part of the passage and tick the requirements for a clown that Miss TeaCup mentioned.

- 1. A clown must wear heavy makeup and a thick costume.
- 2. A clown must be handsome or beautiful.
- 3. A clown must have professional skills.
- 4. A clown must be funny outside but serious inside.
- 5. A clown must be friendly to the audience and patient.
- 6. A clown must answer the audience's questions in an honest way.
- 7. A clown must hold passion for the job.
- 8. A clown must know how to help the children with autism (孤独症).

**Task 5** Work in pairs. Two stories are told in the passage. One is in a restaurant and the other is in a hospital. Expand the two stories with the clues given below. And then retell them to the class.

**CLUES**

- |               |            |          |
|---------------|------------|----------|
| 1. restaurant | work       | girl     |
| wonder        | shoes      | toes     |
| witty         | unexpected | question |
| 2. hospital   | perform    | boy      |
| autism        | help       | visit    |
| smile         | effort     | pay off  |

*You can start the stories like this:*

1. Clowns should be witty enough to answer unexpected questions from the audience. Once, when Miss TeaCup was working...
2. Clowns should also be kind enough to those who need help. At another time...

**Task 6** Work in pairs. Role-play an interview between a reporter and Miss TeaCup. Some questions and answers have been given.

Reporter	Miss TeaCup
<ul style="list-style-type: none"> <li>• What do you do?</li> <li>• What got you interested in the job?</li> <li>• What is the best part of your job?</li> <li>• Is there anything that people don't know about your job?</li> <li>• What keeps you going on?</li> <li>• Can you give any suggestion for those who want to take up the profession?</li> </ul>	<ul style="list-style-type: none"> <li>• a clown</li> <li>• a book about a circus</li> <li>• love for and from children</li> <li>• a hard job</li> <li>• love for clowning</li> <li>• skills, amiability, patience, wit, passion</li> </ul>

**Task 7** Work in groups. Write down your favorite part-time job on a slip of paper. Describe it in detail and state the reasons why you love it orally. Let the other group members guess what your job is before you show them the answer.

I wear funny makeup and a colorful costume to entertain people at birthday parties, restaurants and special events with balloons, magic and continuous smiles. Hearty laughter from my audience is the best part of my job, especially from the kids. Please guess what my job is.

**Answer: a clown**



## Enjoy Your Work

Is payday the only day when you are happy at work or are you passionate about what you currently do? Have you ever heard the powerful saying that “Follow your passion and you will never work a day in your life”? Actually, when we are enjoying what we do, we will not feel the dreaded 9 to 5 working hours any more, instead, we will be rewarded. In reality, it is likely to be that if we do not like our jobs, we will always find things to complain about and then feel even less happy. Well, there comes the question: how do we find passion in our work?

Optimism is crucial whatever the job is. It's true that if we don't love what we are doing, it'll become very difficult to stay engaged and feel fulfilled. When business is booming, companies are able to pay benefits and bonuses, which may help their employees feel they are doing meaningful work and enjoying it. However, during downturns, there may be fewer benefits, but the knowledge of having done our best and being an important, even if only a small cog in the wheel of the business is fulfilling. A sense of optimism will not only help us go through thick and thin with our companies, it may also inspire zeal for the job. Furthermore, working with a cheerful attitude

could help us find our jobs and our colleagues more interesting and fun. The joy derived from working happily will ensure good health, both physical and mental.

Enjoying what we do may have direct financial benefits too. Evidence shows that commitment and satisfaction at work increase our momentum, which makes us more productive, thus raising our earning potential, although most of us are not mainly focused on the amount of the paycheck we receive. It will be difficult for our bosses to ignore our outstanding performance and they know that those who take on more responsibilities should be compensated more. Besides, companies may express gratitude for our commitment in the form of paid vacation days, free training, or generous health care, which make us feel fairly treated and valued.

It's true that there are no absolutely happy jobs, but only happy workers. We should encourage ourselves to adopt a positive, optimistic and dedicated attitude toward the work we are doing and be proud of what we are doing. Then we'll probably be happier with our work, which will then bring us much more beyond good salaries.



## Vocabulary

boom /bu:m/ *v.* 繁荣, 迅速发展

a cog in the wheel 无足轻重的人物, 小人物

through thick and thin 在任何情况下, 不避艰险

commitment /kə'mɪtmənt/ *n.* 投入, 奉献

momentum /məʊ'məntəm/ *n.* 动力, 势头

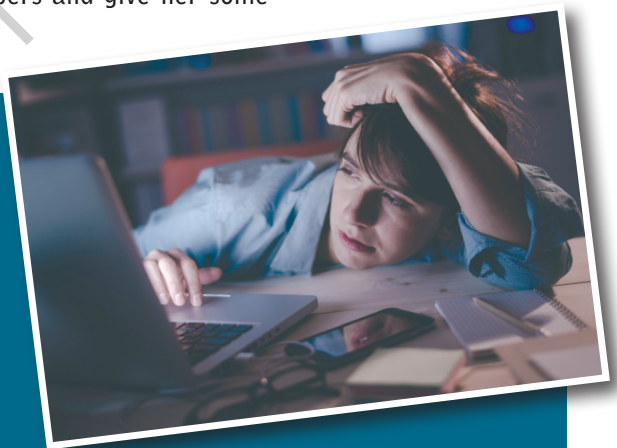
gratitude /'grættɪtʊ:d/ *n.* 感激(之情)

**Task 1** From the passage, we have learned that developing passion for work can ensure good productivity and increase job satisfaction. What's your interpretation of the following techniques to enjoy your work?

1. Have more drive and commitment.
2. Be healthier (physically and mentally).
3. Keep on updating your skills and be more productive.
4. Do your best and feel enjoyable at the end of the workday.

**Task 2** According to what you have learned from the passage, diagnose the causes of Lisa's burnout (倦怠) in her job. Work with your group members and give her some suggestions.

Lisa has been working as an office assistant for two years. Routine work is wearing off her passion and making her less efficient than ever. In-service training doesn't appeal to her. She is suffering from depression and insomnia due to her worry about her unclear career development.



Symptom	Cause	Suggestion
	Lack of optimism	
	Lack of commitment	
	Lack of foresight	



## FAMOUS QUOTES

- ★ A burden of one's choice is not felt.  
爱挑的担子不嫌重。
- ★ All things are easy that are done willingly.  
做事乐意，诸事容易。
- ★ One should be devoted to his work with great faith, economize on resources and love people.  
敬事而信，节用而爱人。
- ★ One must both have great ambition and make tireless efforts to achieve exploits.  
功崇惟志，业广惟勤。
- ★ Labor is the source of all joy and all good things in the world.  
劳动是世界上一切欢乐和一切美好事情的源泉。

## My Progress Check

### Progress made in this unit

1. I've learned some topic-related vocabulary, such as:

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2. I can list more words with the word-formation skills I've learned, such as:

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3. I've built career awareness for my future development, such as:

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4. I've sharpened my language skills, for example:

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### Further improvement

I'd like to learn more about:

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# 2

UNIT

# The Buck Stops Here

## UNIT OBJECTIVES

*After studying this unit, you will:*

- grasp what accountability is at the workplace;
- understand the importance of accountability;
- recognize the irresponsible behavior at work and learn to take on responsibilities.



# Warming-up

**Task 1** Listen to the poem "Responsibility", and fill in the blanks with the words you hear.



## Responsibility

I am responsible  
for all that I do,  
from handing in homework  
to 1. \_\_\_\_\_ too.

I choose if my room  
will be 2. \_\_\_\_\_ or clean,  
I make the choice  
to be kind or 3. \_\_\_\_\_.

It is up to me  
just how much I will learn.  
The grades that I get  
will be the grades that I 4. \_\_\_\_\_.

I 5. \_\_\_\_\_ the choice  
to be happy or sad,  
to have a good day  
or have one that is 6. \_\_\_\_\_.

So now I will 7. \_\_\_\_\_  
what is best for me.  
I am 8. \_\_\_\_\_  
I hold the key!

**Task 2** Responsibilities exist almost everywhere in our life. In the pictures below, there are some of the responsibilities we have to fulfill in different stages. Take a close look at them and talk with your partner about whether you can do them.



kid

help my parents with the  
housework



student

attend classes punctually



employee

get to work on time



parent

care for kids

## Approaching the Topic

Think about the following questions before you read the passage.

- 01 Suppose you just start working in a new company as a secretary, what responsibilities do you have in this position?
- 02 If you want to demonstrate your capabilities and get promoted, what can you do? Discuss this with your partner and then give your reasons.

# Responsibilities to Take for Getting Promoted

Have you ever wondered what you can do to speed up your path to a promotion at work? It is advisable to take on additional responsibilities. Your title is measured by the responsibilities you have at work. Take financial jobs for example, while an accountant may have many tasks and full workdays, ultimately, the chief financial officer has a role with greater liability, hence a bigger title. If you aim to make your way up in any organization, you'll have to shoulder more at work.

So, what can you do to speed up the promotion process? First, you need to understand what responsibility means in the workplace. Without showing responsibility in the position you hold now, you won't likely be granted an extra workload. There are basic duties like: showing up for work on time; making appropriate choices—such as how you dress and how you interact with others; and being reliable—your boss, co-workers and clients should be able to rely on you on a daily

basis, especially during peak or urgent times. If you regularly demonstrate success in all the above responsibilities, you can be assured that you will be a valued employee, even though you are in the internship.

Then you need to get noticed by your managers. But how can we catch their eye? One feasible way is taking on additional work whenever possible. Don't be afraid to be the one to volunteer for greater, career-expanding tasks. In doing this you will most likely have the opportunity to work with other departments or people you haven't interacted with before. This allows you to expand your network and increase your visibility.

When opportunities arise, you also increase the chances of having access to more of them. Also, even though your workload will increase by accepting more job responsibilities, if you are achieving positive results, people will want you

to continue doing the new work. Managers will take away the menial tasks of your current position and assign them to someone else, so that you can concentrate on more important work. Before you know it, you've been promoted, or you've given yourself a big permission slip to ask for that promotion. Your employer would be hard-pressed not to grant your wish.

So you can see, in this way, taking more accountability will show that you are capable of meeting your career goals. Providing employers with proof is better than providing them with promises.

## New Words & Expressions

### New Words

- title /'taɪtl/ *n.* 职称  
accountant /ə'kaʊntənt/ *n.* 会计  
ultimately /'ʌltəmətli/ *adv.* 最后, 最终  
liability /,laɪə'bɪləti/ *n.* 责任, 义务  
grant /grænt/ *v.* 给予, 准予  
interact /,ɪntər'ækt/ *v.* 交流, 交往, 互相来往  
peak /pi:k/ *adj.* (时间或阶段) 高峰的, 高峰时期的  
demonstrate /'demənstreɪt/ *v.* 展示, 表露出  
internship /'ɪntɜːrnfɪp/ *n.* 实习期, 实习期的工作  
feasible /'fiːzəbəl/ *adj.* 可行的, 可实行的, 行得通的  
career-expanding *adj.* 职业拓展的  
visibility /vɪzə'bɪləti/ *n.* 引人注目, 关注程度  
access /'ækses/ *n.* 进入权, 接触的机会  
menial /'miːniəl/ *adj.* (工作) 枯燥的, 不重要的  
accountability /ə,kaʊntə'bɪləti/ *n.* 责任

### Phrases & Expressions

- speed up 加速  
take on 承担  
aim to do... 力求达到……  
show up 出席, 露面  
interact with 与……交流, 与……互动  
on a daily basis 每天  
volunteer for... 自愿做……



## Reading Comprehension

**Task 1** Decide whether the following statements are true (T) or false (F) according to the passage.

- 1. Responsibilities are the duties you have to fulfill and the work you have to do in the workplace.
- 2. Taking on more responsibilities will bring benefits to people, like making more friends and increasing visibility.
- 3. Taking more responsibilities means you can acquire a higher title.
- 4. You are surely going to get promoted if you demonstrate your accountability in more duties.
- 5. If you can show success in the responsibilities your work requires, you will be regarded as a valuable employee.

**Task 2** Find out from which paragraph these sentences are derived.

- ( ) 1. When opportunity comes, you should volunteer to do additional work if you want to speed up promotion.
- ( ) 2. Basic responsibilities, such as showing up on time and being reliable, should be adequately performed by employees.
- ( ) 3. Taking on more responsibilities will make you popular with others and bring you more benefits.
- ( ) 4. Your title is closely related to the responsibilities you take on.

## Language Review

### Word Practice

**Task 1** Complete the following sentences with the words given in the box. Change the form if necessary.

liability	title
ultimate	demonstrate
grant	promote
peak	workload

- 1. When we address people formally, we have to put \_\_\_\_\_ in front of their names.
- 2. To achieve our \_\_\_\_\_ goal, we have to sacrifice quite a lot of spare time and devote ourselves to work.
- 3. His success is a great \_\_\_\_\_ on this truth: you have to work harder for better results.
- 4. He had to admit the \_\_\_\_\_ for the car accident.
- 5. The sudden cancellation of Mr. Blair's trip was due to his heavy \_\_\_\_\_.
- 6. Congratulations! You have been \_\_\_\_\_ to be the director of this department.
- 7. Hotel prices rise during the \_\_\_\_\_ season.
- 8. The manager refused to \_\_\_\_\_ my request for an interview.

**Task 2** Replace the underlined words and phrases with the words and phrases in the box. Change the form if necessary.

position	current	promotion
accountability	speed up	visibility
show up	on a daily basis	

1. We have to accelerate, or we may fail and drag the whole team back. ( )
2. The present CEO was promoted to this position because of his excellent management style. ( )
3. The concept of accepting responsibility for our own actions, while not new, at times seems almost unique in today's world. ( )
4. He should have turned up in tonight's annual celebration. ( )
5. As a secretary, I have to think about what I have to do and what I have done every day. ( )
6. He left a career in the government to take up a job in the Arts Council. ( )
7. I've been given another offer with a higher salary. And it also gives me a higher title. ( )
8. Your outstanding performance in this dispute has gained notice from managers. ( )

**Task 3** Translate the following sentences into English using the given words or phrases.

1. 一个成熟的人勇于迎接挑战。(take on)
2. 如果要在职场中向上攀登,你得向周围的人证明自己的能力。(make way up)
3. 在今天的活动中,各位参加者积极参与互动,气氛非常热烈。(interact with)
4. 没有对工作的热情和投入,你不可能成为职场中的佼佼者。(without, likely)
5. 当问题出现时,我们应该不遗余力地找到解决办法。(arise)
6. 通过不懈的努力,屠呦呦最终成功找到了治疗疟疾(malaria)的办法。(by)
7. 在疫情期间,他曾主动承担社区服务工作。(volunteer for)

## Word Building

**Model 1:** If you regularly demonstrate success in all the above responsibilities, you can be assured that you will be a valued employee, even though you are in the **internship**.

The suffix “-ship” is often added to a noun to form a noun. It usually expresses the following meanings:

- (1) showing the career or status, such as professorship;
- (2) indicating the skills and abilities, such as statesmanship;
- (3) describing a group of people, such as readership;
- (4) referring to the state or condition of being something, such as friendship.

**Task 1** Use the words in the box to form appropriate words with the suffix “-ship” to complete the following sentences.

citizen   member   musician   guardian  
partner   sportsman   scholar   king

1. As long as you obtain \_\_\_\_\_ in that club, you can go there anytime you want.
2. The figure skater’s optimistic \_\_\_\_\_ wins him great popularity at home and abroad.
3. After 10 years in China, he has finally obtained Chinese \_\_\_\_\_.
4. It was the superb (极好的) \_\_\_\_\_ of the band that made this a memorable show.
5. They wanted to maintain the \_\_\_\_\_ with us, but we failed to reach an agreement.
6. She has been awarded a \_\_\_\_\_ to study at Harvard University.
7. During his reign, he spared no effort to consolidate his \_\_\_\_\_.
8. They do not have the right to deprive mothers of the \_\_\_\_\_ of their children.

**Model 2:** Your employer would be **hard-pressed** not to grant your wish.

“Hard-pressed” is composed of an adverb and a v.-ed form with a hyphen in the middle, which means “be caught in a dilemma, or be difficult”. Compound words formed in this way can be functioned as adjectives. Sometimes the hyphen can be omitted.

**Task 2** Match the words in Column A with the appropriate words in Column B to form new compound words and fill in the blanks. Change the form if necessary.

A	B
well	treated
far	ground
over	known
back	fetches
badly	loaded

1. —We were \_\_\_\_\_ in the hospital.  
—Don’t worry. The president has promised to look into your complaint at once.
2. His argument sounds \_\_\_\_\_ owing to the lack of strong evidence.
3. The Forbidden City is a(n) \_\_\_\_\_ demonstration of ancient Chinese architecture.
4. You have been \_\_\_\_\_ recently. I think you should take some time off and have a vacation.
5. All of the people have different cultural \_\_\_\_\_.

## RESPONSIBILITY IN LIFE AND AT WORK

Being responsible for one's deeds is essential to prove one's worth in today's competitive world. People should not only take the responsibility to raise their children and support their parents at home, but also be responsible for the tasks they take on, for the team they work with, and for the society they live in. Recognizing and fulfilling one's responsibility is generally regarded as an essential part of workplace ethics.

**Task 1** Look at the ranking of "10 common bad workplace behavior" and discuss how to deal with negative behavior in the workplace with your group.

**Task 2** Write a short passage about irresponsibility, analyze its harm, and try to find out how to be a responsible person.

### 10 Common Bad Workplace Behavior

1. Poor job performance
2. Being negative
3. Having poor communication
4. Procrastinating
5. Showing up late
6. Not being a team player
7. Not accepting feedback
8. Taking too many breaks
9. Never taking ownership
10. Showcasing poor manners

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Your passage should include the following points:

1. the irresponsible behavior of the staff at the workplace;
2. the harm of irresponsibility;
3. the approach to cultivating the sense of responsibility.

# Listening & Speaking

**Task 1** Nancy is asking Tom to be a division leader in a new project. Listen to the conversation and choose the best answer to each question you hear.

- \_\_\_ 1. A. Because Tom is praised a lot by senior managers.  
 B. Because Tom will be most appreciated by his team members.  
 C. Because Tom is assigned to be the leader of a team.  
 D. Because Nancy is the person who Tom is accountable for.
- \_\_\_ 2. A. Take more jobs.  
 B. Organize the people and assign the workload.  
 C. Look at the documents.  
 D. Give of his intelligence.
- \_\_\_ 3. A. He is responsible and excellent.  
 B. He is strict with people.  
 C. He is nice and helpful.  
 D. He is good at management.

**Task 2** Tony and Lucy are discussing one of their colleagues, Roger. Listen to the conversation and decide whether the following statements are true (T) or false (F).

1. Roger is the new graduate working as a fashion designer.
2. Roger always shows up earliest and leaves latest in the company, but he is unwilling to help others.
3. Roger got promotion soon after his graduation only because of his great talent.
4. It is his hard work and the sense of responsibility that lead to Roger's quick promotion.
5. Roger has been promoted to supervisor of the Design Division.

**Task 3** Listen to the passage about "Corporate Social Responsibility" and complete the table.

CSR: the responsibility that modern business 1. _____ have for creating a healthy and prosperous society	
Goods and Services	To meet customers' 2. _____. To be provided in a(n) 3. _____ way.
Employees	To be given 4. _____ and 5. _____ to work with the organization in 6. _____ community projects.
Organization	To be involved in relevant 7. _____ and "corporate giving" activities that are 8. _____ to the community.  To be involved in activities and 9. _____ that support the 10. _____ of the community.

**Task 4** Listen to the passage and fill in the blanks with what you hear.

Being responsible means being 1. \_\_\_\_\_, keeping promises, honoring our commitments, and it also means developing our potential. Responsibility is accepting the consequences of what we say and do. People who are responsible don't make 2. \_\_\_\_\_ for their actions or blame others when things go wrong. They think things through and use good judgment before they 3. \_\_\_\_\_. They behave in ways that encourage others to trust them.

Furthermore, people who are responsible can take charge of their own life. They make plans and set goals to nurture their 4. \_\_\_\_\_ and skills. They are strong in the face of adversity

and smart in finding ways to 5. \_\_\_\_\_ difficulties. They make decisions, taking obligations to families and communities into account. Individuals need to learn that being part of a family and a community involves 6. \_\_\_\_\_ responsibilities. When each of us acts responsibly, our families and communities will be stronger.

**Task 5** Work in pairs. Discuss the irresponsible behavior in your life and suggest the corresponding ways of improvement.

Irresponsibility in Life and Study	Ways of Improvement

**Task 6** Work in pairs. Role-play the following situation with your partner.

**The manager of the R&D Department is talking with the chief engineer about some points for attention in a project which is underway.**

Manager	Chief Engineer
<ul style="list-style-type: none"> <li>Inquire about the working progress of the program.</li> <li>State the requirements of the project.</li> <li>Give suggestions on the management of the team.</li> <li>Remind the deadline.</li> <li>Give some encouragement.</li> </ul>	<ul style="list-style-type: none"> <li>Talk about the present situation of the program.</li> <li>Explain the difficulties, esp. in the management of the team players.</li> <li>Accept the suggestions.</li> <li>Promise to finish the task on time.</li> <li>Show confidence and close the conversation.</li> </ul>

**Task 7** Work in groups. Discuss the following questions.

**Is responsibility the most important workplace ethic for the success of one's career? Why?**

# Heed Wake-up Calls

When you “own” your job, you are prepared to do whatever needs to be done. You accept full responsibility for the work and while you are happy to share credit with your team, you accept the blame for any failure that is your responsibility. Anyone on a team can make the difference between success and failure.

When an executive has a team of people who “own” their work, the results will be incredible. He/She knows, without question, that he/she will get their best efforts—and that they’ll never let him/her down.

As a young manager 20 years ago, I ran the order-processing operations in a greeting card company. One midnight, I received a call: the automated process that created the next day’s packing slips had crashed. I had to get 1,000 packing slips ready for pulling and packing the next day, or hundreds of people in our distribution center would be idle. This was about three weeks before Christmas on a freezing night in Chicago.

I drove my car and headed for work—and found the place in chaos. Even the overnight security guard helped prepare orders. I called a key team member, my data-entry supervisor. “I’m sorry to wake you up, but we need you here,” I said. “We’ll never be ready for the courier at 6 am without more help.”

She said OK, and then hung up. But she didn’t show up. That morning at 8, she came to work as usual and said, “I thought about your call. I realized that if the orders weren’t ready at 6, the packers would have enough work to keep busy, and we could send another courier later in the day. So I went back to sleep.” Obviously, she was passing the buck.

That was a tough day for me as an inexperienced manager. What an ownership breakdown! I had no choice but to relieve the woman of her supervisory role. She was lucky not to be fired but the event offered an excellent lesson: the acceptance of ownership of a job—accepting true responsibility, the instinct and drive to do everything possible, is an inherent quality that makes the difference between success and failure at all levels.

## Vocabulary

heed /hi:d/ *v.* 注意

incredible /ɪn'kredəbəl/ *adj.* 极好的

packing slip 装箱单

in chaos 混乱

courier /'kuriə/ *n.* 快递员, 快递公司

pass the buck 推卸责任

relieve /rɪ'li:v/ *v.* 解除 (某人的职务或职责)

instinct /'ɪnstɪŋkt/ *n.* 直觉, 本能

inherent /ɪn'herənt/ *adj.* 内在的, 固有的

**Task 1** Put the following sentences in the correct order according to the passage.

1. The key team member came to work as usual the next day and passed the buck with some excuses.
2. When I went to the work in a hurry I found the place in chaos.
3. It happened when I was a young manager responsible for order-processing in a greeting card company.
4. I made a phone call to a key team member, asking her to help get the packing slips ready together. But she did not appear that night.
5. I had the trouble that the automated process crashed three weeks before Christmas on a freezing night.
6. As a result, I had to relieve the woman of her supervisory role and taught her a lesson.

\_\_\_\_\_ → \_\_\_\_\_ → \_\_\_\_\_ →  
\_\_\_\_\_ → \_\_\_\_\_ → \_\_\_\_\_

**Task 2** Unexpected events and difficult issues are inevitable at work. How are you going to handle the following situations? Work with your group members and discuss your solutions, talk about whether your behavior is responsible and explain your reasons.

1. When you are about to get off work, your customer comes to discuss his order with you.  
Solution: \_\_\_\_\_  
Reason: \_\_\_\_\_
2. You received a notice to attend an emergency meeting during your holiday.  
Solution: \_\_\_\_\_  
Reason: \_\_\_\_\_
3. The production line of your factory has just broken down and the time of delivery is drawing near.  
Solution: \_\_\_\_\_  
Reason: \_\_\_\_\_



## FAMOUS QUOTES

- ★ Survival of a nation is the responsibility of every individual.  
天下兴亡，匹夫有责。
- ★ Spare no effort in the performance of one's duty to the end of one's days.  
鞠躬尽瘁，死而后已。
- ★ He who ties the bell has to untie it himself.  
解铃还须系铃人。
- ★ A man must bear the consequences of his own acts.  
一人做事一人担。
- ★ He who is responsible is a mature man.  
一个负责任的人是成熟的人。

## My Progress Check

### Progress made in this unit

1. I've learned some topic-related vocabulary, such as:

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2. I can list more words with the word-formation skills I've learned, such as:

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3. I've built career awareness for my future development, such as:

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4. I've sharpened my language skills, for example:

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### Further improvement

I'd like to learn more about:

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