

Unit 4

Office Work



I Unit Overview

In this unit, the students will learn the manners and background knowledge, words and expressions related to “office work”; learn how to start and manage the conversations in different situations of “office work”; how to understand and identify the detailed information from the listening materials and how to write a “Collection Letter” in the correct form.

II Knowledge Objectives

1. Understand the manners and background knowledge related to “office work”;
2. Remember and apply the useful expressions related to “office work”;
3. Listen and understand the conversations and passages about “office work” in different situations, and identify the detailed information;
4. Remember and master the words and expressions related to “office work”;
5. Master the form and skills of writing a “Collection Letter” in English.

III Ability Objectives

1. Be able to talk about different routine work in the office in English;
2. Be able to understand the listening materials about “office work”;
3. Be able to apply the useful expressions to start and manage the conversations related to “office work”;
4. Be able to read and identify the information from the passages;
5. Be able to write a “Collection Letter” in English.

IV Key Points and Difficult Points

Key Points

1. Remember the words and expressions related to “office work”;
2. Learn how to start and manage the conversations related to “office work” in different situations;

3. Listen to the conversations and passages related to “office work”;
4. Understand the cross-cultural differences of office work between China and Western countries;
5. Remember the words and expressions in Passage One;
6. Remember and apply the basic form and sentence patterns of a “Collection Letter”.

Difficult Points

1. Understand and identify the detailed information in different situations related to “office work”;
2. Learn how to express the ideas with the proper expressions and structure in English in a “Collection Letter”.

V Teaching Design and Teaching Methodologies

Teaching Manipulation

1. Explanation: Explain the key words, expressions and sentence patterns in conversations and Passage One; explain the basic rules on how to write a Collection Letter;
2. Interaction: Make up dialogues according to the samples; discuss issues of office work; talk about the ideas of writing a “Collection Letter”;
3. Practice: Do exercises in conversations, Passage One and writing;
4. Summary: Summarize the main points of the lesson.

Teaching Methodologies

Instructing Method; Discussion Method; Demonstrating Method; Role Playing Teaching Method; Practice Method; Inquiry-based Approach; Case-teaching Approach; Cooperative Language Learning Approach; Task Analysis Teaching Approach; Self-learning Approach; Problem-based Teaching Approach

VI *Practical Process Design*

UP(4)

1. Listening: Listen to the conversations and passages related to “office work” and try to understand and identify the detailed information;
2. Speaking: Simulate the situational conversations and talk about issues about office work in English;
3. Reading: Learn how to assess an employer in terms of being professional or popular;
4. Writing: Write a “Collection Letter” in English.

VII *Measurements of Goal Attainment*

Teachers will measure the students by class activities, homework, quizzes, the mid-term exam and the final exam. They will evaluate the students by giving scores according to the students' performance, which is a part of Process Evaluation.

Part A Listening and Speaking



Vocabulary Link

A. Find out the meaning of each word and put them into different categories, then add two more into each group.

printers	office paper	penholder	ink cartridges
notepaper	office pin	desktop calendar	paper clip holder
expanding file	document cabinet	stationery rack	fax machine
paper shredders	scanners		

Office Machines

Consumables

Desk Accessories

Materials Managements

B. Discuss your answers with your partners and give more expressions related to office supplies.



Listening

A. Listen to Dialogue 1 and then answer the following question.

What are they talking about?

A. A conference.

B. A promotion.

B. Listen to Dialogue 1 again and then complete the following sentences.

1. Where did the woman go yesterday?

She went to a _____.

2. What is the good news?

Sue will be _____.

C. Listen to Dialogue 2 and then answer the following questions.

1. What is wrong with the copier?

_____.

2. What is the man doing now?

_____.



Class Activity

Make up a dialogue with your partner on how to use office supplies.





Situational Conversations

Read aloud the following dialogues with your partner by putting in the missing words and sentences according to the Chinese version. Then listen to the dialogues and spot the differences between what you hear and what you fill.

1. Talking about Overwork

Kevin and Merry are at work, talking about overwork.



Kevin: Hi, Merry. It's time for the weekly meeting.

Merry: Oh, no. This is killing me. I haven't finished the task on hand. _____
_____ (你能替我参加会议吗)?

Kevin: It's OK. After all, we are running a busy office here.

Merry: Thanks a lot. Well, _____
_____ (这是下周的工作草案).

Kevin: I can't believe it! There's too much to cover! It means _____ (我们每天都要熬到午夜), doesn't it?

Merry: It's the general manager's decision. But you know the **extra-pay**¹ is quite **considerable**².

Kevin: _____ (我宁愿涨工资).

Merry: Me too. But I don't think the general manager will change his mind.

Kevin: Considering **inflation**³, I think it's **reasonable**⁴ to ask for a pay rise.

Merry: I agree. Do you want to go grab a **bite**⁵ to eat?

Kevin: I'm with you.

Merry: Remember to **punch out**⁶ when you leave.

1. 加班费

2. 可观的

3. 通货膨胀

4. 合理的

5. 叫外卖

6. 打卡签退

2. Transferring to the Overseas Office

Tracy and Allen are talking about transferring to the overseas office.

Tracy: Allen, I just heard the good news. _____

_____ (他们选你到巴黎担任项目助理¹). Congratulations.

Allen: Yes, Mr. Tate told me before the meeting on Tuesday.

Tracy: Great. I bet you're excited, aren't you?

Allen: I was quite surprised. _____
_____ (但还没有完全确定), but I told them I would accept if they chose me.

Tracy: You don't seem very happy about it. Why?

Allen: _____ (或许我对这么大的变动有一点紧张) right now. You know Nancy and I just bought a new house.

Tracy: But Paris is a nice place. And you both speak French well, and Mary is good at English, too.

Allen: I know, but she doesn't want to be far from her family.

Tracy: You're both young. An **adventure**² like this would be good for you.

Allen: Maybe.

Tracy: To be honest, I **envy**³ you. _____
_____ (我从来没有机会到海外⁴去工作).

Allen: I would really enjoy it, but I'll have to talk it over with Nancy first.

Tracy: Good luck!

Allen: Thanks.

1. project
assistant

2. 冒险

3. 羡慕

4. overseas



Listening

A. Listen to the dialogue and then answer the following questions.

1. What is the job of the management team?
The job is to see the _____.
2. What must managers do in order to do their job well?
They must _____.
3. Which managers work closely with the employees?
_____ managers work closely with the employees.
4. What do personnel managers do?
They _____.

B. Listen to the passage and then choose the best answer.

1. According to the passage, why should we have a good relationship with our boss?

A. To lead a happy life.	B. To get more money.
C. To get a promotion.	D. To get much easy work.
2. Why do we need to do some extra work sometimes?

A. To earn more money.	B. To show your boss you are more talented than others.
C. To make yourself welcomed in the office.	D. To show your boss that you are dedicated to your job more than the average worker.
3. Once you come up with an idea, what should you do?

A. Keep it a secret.	B. Tell your boss.
C. Make a speech before your colleagues.	D. Sell it to others.
4. How to deal with your mistakes at work?

A. Own up to it.	B. Make explanations.
C. Blame others.	D. Find more excuses.

C. Listen to the passage and fill in the blanks with the missing words.

Are you bored of going to work every day? If you can't accept SOHO, you

have to accept ① _____, because work is a necessary part of our life.

Everyone in a certain stage of their life is faced with the difficult choice of ② _____. Some people consider the salary as the top priority when they look for a job, while others give their first concern to ③ _____ of the job.

Another problem is working overtime and ④ _____. Maybe you are unwilling to cover for others, especially on weekends and holidays. But work is not free of worry. The best way to act is to face it positively rather than complain in vain.

If you are professional, then you must be punctual. 9 a.m. is not the time to reach your office but to ⑤ _____. You should reach your office ⑥ _____.

Vocabulary Bank

1. SOHO	[səu'həu]	n.	自己自由办公
2. priority	[prai'ɔriti]	n.	优先考虑的事
3. cover for			替班
4. in vain			徒劳地
5. punctual	['pʌŋktjuəl]	adj.	严守时刻的, 准时的



Assignment

You are required to search for some materials about “how to increase your work efficiency” on the Internet and then make a presentation.

Part B Reading



Passage One

A. Pre-reading Questions:

1. Do you want to be professional or popular, and why?
2. What comes from doing job properly?
3. What advice does the writer give us on our first job?

B. Fill in the blanks with the missing words or phrases according to the passage.

June became _____ in her team because of the decision of overwork, but she is proved to be right. Jennie Lumley, a _____, would rather not be an office sweetheart. Claire was offered _____ with her finance company because she had gained a reputation for keeping cool under fire. Pat lost _____ of others, for she had mistreated an office affair. From the above examples, respect is mainly based on _____ but not being popular in one's job. So don't worry about popularity; work on respect. That will take you a lot further in the long run.

We should use the time to lay the groundwork of future respect by being professional, _____, creative, diligent and _____.

C. Write down some advice on how to be professional as well as being popular.

To Be Professional or Popular?

1 June was part of a team that had **struggled** hard to finish a difficult assignment. "I wanted to call it a day and get home as much as anyone," she recalls. But she found herself saying, "I'm sorry, but we need to do some more work on this."

2 Suddenly she was the most unpopular person in the room. No one agreed with her, and some were openly angry that she was rocking the boat. "But I stuck to my guns," she says. "When the report was presented, we were **commended** for picking up on the very thing I **proposed**. I was right, and everyone had to respect that."

3 Respect **versus popularity**—it is the old conflict between being professional and being personal. We want to do a good job, but we want to be friends with everyone, too. The truth is, you can't always be liked if you do your job properly. And, the desire to keep everyone happy can become a weakness.

4 "At best," says management **consultant** Jennie Lumley, "worrying about what others think makes us **reactive** when we need to be **proactive**. At worst, we're so busy playing the office sweetheart that we lose sight of the demands of the job and our professional needs."

5 Respect is never given for nothing. Claire knew that she was offered a move to Paris with her finance company because she had gained a **reputation** for keeping cool under fire, and the next step up the ladder would depend on her performance in Paris. "It's essential to build regard if you're going to be able to do what you want in your job," she says. Winning respect enhances all you do. A proposal for change is more likely to be well received; an application for a raise or a request for **promotion** is more likely to succeed.

6 The soft decision is never a real option, as many people find. Pat had to deal with a **colleague** who had repeatedly been warned about her absence and now had to be let go. When Pat tried to fire her, the colleague was so **distraught** that Pat gave her another chance. "It was a disaster," Pat says. "I had fired her and she'd walked away from it. My colleagues were **resentful**. I lost their respect, my bosses' and my own. And I still had to deal with her in the end!"

7 If you're doing your job properly, you'll seldom be everyone's favorite person, but the **payoff** comes in the form of a deeper liking and admiration. Respect is like money in the bank: You have to put it in before you can draw it out. Don't worry about popularity; work on respect. That will take you a lot further in the long run.

8 So, we should be **aware** from day one in our first job that every decision we make is either a building block or a **stumbling block** on our career path. We should use the time to lay the **groundwork** of future respect by being professional, responsible, creative, **diligent**, and **reliable**.

Vocabulary

1. struggle	['strʌɡl]	v.	努力, 奋斗, 挣扎
2. commend	[kə'mend]	v.	称赞; 推荐; 委托
3. propose	[prə'pəuz]	v.	计划; 建议; 求(婚)
4. versus	['vɜ:səs]	prep.	……对……; 相对; 相比
5. popularity	[ˌpɒpjʊ'lærɪti]	n.	受欢迎, 流行; 普及
6. consultant	[kən'sʌltənt]	n.	顾问
7. reactive	[ri(:)'æktiv]	adj.	反应的, 处于被动的
8. proactive	[ˌprəʊ'æktiv]	adj.	先发制人的
9. reputation	[ˌrepju(:)'teɪʃən]	n.	声誉
10. promotion	[prə'məʊʃən]	n.	晋升; 促进; 促销
11. colleague	['kɒli:g]	n.	同事
12. distraught	[dis'trɔ:t]	adj.	忧心如焚的, 心烦意乱的
13. resentful	[ri'zentfʊl]	adj.	愤慨的, 怨恨的
14. payoff	['peɪɔ:f]	n.	收效; 报酬; 清算
15. aware	[ə'wɛə]	adj.	知道的, 明白的, 意识到的
16. stumbling block		n.	绊脚石, 障碍物
17. groundwork	['graʊndwɜ:k]	n.	基础; 基本原理; 地基
18. diligent	['dɪlɪdʒənt]	adj.	刻苦的, 勤奋的
19. reliable	[ri'laɪəbl]	adj.	可靠的, 可信的

Phrases and Expressions

call it a day	今天(的工作)就到此为止
rock the boat	捣乱
stick to one's gun	坚持己见
pick up on	注意到
lose sight of	忘记考虑(处理)某要事
under fire	受攻击, 受批评
let go	放开; 释放; 辞退
draw out	抽出, 取出
in the long run	从长远来看

D. Fill in the blanks with the bracketed words in their correct forms.

1. Shriek 2 is very _____ (popularity) among young people.
2. Alice and her colleagues are having a party to celebrate her _____ (promote).
3. The mother disapproved of her daughter's _____ (propose).

4. He proved to be sure-footed and _____ (rely), and you can ask him for help.
5. A lot of poor people are still struggling _____ (make) a living in the world.
6. The skin of the old is less _____ (react) than that of younger persons.
7. Mike seems _____ (aware) of the trouble he is causing, let alone finds the solution to it.
8. I quickly formed a great respect and _____ (admire) for his soldierly qualities.

E. Translate the following sentences into English using the words or phrases in the brackets.

1. 从长远看，也许结果比你所想的要好。(in the long run)

2. 由于良好的表现他被提升为项目经理。(promote to)

3. 他把自己所有的积蓄都取了出来去挽救他生病的孩子。(draw out)

4. 这位女士在打电话，没注意到她的钱包被偷了。(be unaware that)

5. 一旦你开始了一件工作，就得持之以恒。(stick to)

6. 成功向来不会凭空而至，在获得成功之前你必须付出努力。就目前而言，你可能会感到疲惫和沮丧；但是从长远来看，你的潜力会得到全面地发挥，并且你的生活也会变得更加充实。



Passage Two

Women Lead Differently

1 Recently, I was asked by my boss to form a small group to work on a project.

2 As the first meeting drew near, I found myself thinking hard about not the topics that would be discussed, but what type of food we should eat. The meeting was to be held during the lunch hour and, given these **cost-cutting**¹ times, there was no **budget**² for lunch.

3 But I thought it would be nice to have some **snacks**³, and I spent quite a bit of time—at work and even in bed at night—**tossing**⁴ ideas in my head.

4 When my boss gave me the assignment, I'm sure he didn't **foresee**⁵ I would exercise my brain cells over something as **trivial**⁶ as food. I mean, if the group leader were a man, his mind would have been focused strictly, on the task at hand.

5 But food and women bosses always come together. In my many years of working life, I've had my share of female bosses who were always bringing food to the office, **urging**⁷ everyone to gather round and eat.

6 **Conditioned**⁸ by thousands of years of the woman as **homemaker**⁹ of family meals, the modern working woman still can't help but regard food as a means of **bonding**¹⁰ and creating **goodwill**¹¹. So, in the office, women use food as a form of celebration, a sign of thanks and a way of saying sorry. As an employee, I've always welcomed the food, of course, but I've sometimes questioned the **motives**¹². Is she trying to buy my **acceptance**¹³ and to get me to like her? Does she think I'll **overlook**¹⁴ her professional shortcomings just because she's offering me free cake?

7 Now that I'm what termed as "**supervisor**"¹⁵, I realize that I'm doing exactly what my previous women bosses did. And, I wonder, what are my colleagues thinking?

1. 降低成本的

2. 预算

3. 小食品

4. 投, 掷, 转换

5. 预见

6. 琐碎的

7. 催促

8. 制约

9. 家庭主妇

10. 联结

11. 好意

12. 动机, 认可

13. 认可, 接纳

14. 忽视

15. 主管

8 The workplace is a **ruthless**¹⁶ and **hostile**¹⁷ world. It has also the natural habitat of men, who are taught from an early age to value power and **achievement**¹⁸. When women, who generally place more value on the “softer” aspects of life, like communication and relationships, enter this world, many are filled with fear. This is even more the case when they reach positions of power where they can influence what goes on around them.

9 They are always asking themselves questions which don't even appear in the minds of men. For example, how do you create a pleasant, **stress-free**¹⁹ work environment, how do you put your authority over men and not hurt them? It's not easy, and only a few female bosses have succeeded and avoided earning a bad reputation.

10 They like to be liked; they are **welfare-oriented**²⁰; they are **demanding**²¹; they are **unpredictable**²²; they have a harder time dealing with fellow women. All relationships, though, are owing to chemistry, they are dependent on the person, not the **gender**²³.

11 I know I will make efforts to be a **decent**²⁴ leader, fair, good and kind. Until now, I think those **attributes**²⁵ are really the things that matter in a boss, man or woman.

16. 冷酷的

17. 敌意的

18. 成就

19. 无压力的

20. 重视福利的

21. 苛刻的, 要求过高的

22. 反复无常的

捉摸不透的

23. 性别

24. 正派的

25. 品质

A. Read the passage and then try to find whether the following sentences are True or False.

1. As the first meeting was coming, I thought hard about the topics that would be discussed. ()
2. I was thinking over something unimportant when she gave me the assignment. ()
3. Food and women bosses always come together. ()
4. In the office, women use food as a form of celebration, a sign of thanks and a way of getting respect. ()
5. The writer thinks one shouldn't bring any food to the office. ()
6. The writer did the same thing as other women bosses when being termed as a supervisor. ()

7. Women bosses don't like creating a pleasant, stress-free work environment. ()
8. It is not easy for women bosses to get good reputation. ()

B. Match the following English terms in Column A with their Chinese equivalents in Column B.

Column A

1. Business Office _____
2. Front Entrance _____
3. Head Office _____
4. Lift Out Of Use _____
5. achievement _____
6. leadership _____
7. principles _____
8. department _____
9. overwork _____
10. annual bonus _____

Column B

- A. 总部
- B. 领导
- C. 原则
- D. 商务办公室
- E. 成就
- F. 前门入口
- G. 年终奖金
- H. 部门
- I. 电梯停止使用
- J. 加班

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Part C Applied Writing

商务催款信的目的是为了追回逾期未付的款项，是卖方在规定期限内未收到货款，提醒或催促买方付款的函件。写催款信要讲究技巧，既要有分量，达到索款目的，又要和客户保持友好的业务关系。要求文字简练、意思清楚；同时要求语气诚恳、体贴，彬彬有理。不可轻易怀疑对方故意拖欠不付，以免伤害对方感情，不利于达到索款的目的，或妨碍以后的业务。对于某些屡催不付，故意逃款的客户，语气则要强硬，措辞坚决。

催款信一般有三个要素：

- (1) 摆明事实；
- (2) 要求付款；
- (3) 催促付款。

1. Sample

Dear Mr. Bolton,

Our records indicate that your account with us is now more than 60 days past due. According to our records, the total unpaid amount remaining from our last statement to you is \$88,272.

We value your business and want to continue to provide you access to what we honestly feel is the most effective advertising medium in the area. However, good business practice requires us to insist on payment of statements when due.

If our records are not correct, or you are withholding payment because you feel we have not performed as we said we would, please don't hesitate to contact our sales representative who is responsible for your account, Jim Williams, or call me personally. I will be happy to discuss with you any problems that may exist in this area.

Your prompt attention to this matter will be greatly appreciated.

Cordially yours,
Kenneth Keiser
General Manager

2. Basic Patterns

要求付款

- (1) We expect to receive payment within the next three days.
- (2) We should be grateful if you could settle your account within the next three days.

提出进一步采取措施的警告

- (1) We regret we shall have no alternative but to...
- (2) I greatly regret that I shall be obliged to...
- (3) Unfortunately, I shall be compelled to...
- (4) Regrettably I shall have no choice but to...
- (5) We should hate to lose a valued customer like you.
- (6) We hope that this temporary problem will not stop our doing business with you in the future.

3. Complete the following task based on the information given below.

Dear Sirs,

It is _____ (很难理解为什么我们还没有收到您的回复) in reply to our two E-mail of 8th and 18th September for payment of the sum US\$ 80,000 you are still owing. We had hoped that you would at least explain why _____ (账款至今未付).

I am sure you will agree that we have shown every consideration and now you _____ (但你们对我们先前的两次询函不作答复) for payment, I am afraid you _____ (使我们别无选择, 只能采取其他步骤) to recover the amount due.

We _____ (极不愿意做任何事) from which your credit and reputation might suffer and even now we prepare to _____ (再给你们一次机会) to put the matter right. We therefore propose to give you 15 days to clear your account.

Yours faithfully,
John Burns

Part D Culture Tips

7 Office Behaviors to Avoid for Career Advancement

When you step into your office, you are supposed to leave everything else behind and put on a professional face. Here are 7 things that you need to avoid at the work place. These will not only help you make a good impression, but will also help you advance your career.

1. **Extended Breaks**—One of the most annoying things for other employees or for managers and supervisors is employees' taking extended breaks. So what if you have a smoking habit and you need to take a break to indulge in it? What about those who do not smoke? They are going to have a problem if you take long breaks to smoke.

Another irritation to be avoided is taking extended lunch breaks. More often than not, people use their lunch hour to do personal work; but if you cannot finish a task within this hour, do it on your own time. Never extend your breaks. It does not make the right impression.



2. **Tardiness**—Being late to work on a given day may be excused. But what is not tolerated is coming in late everyday and leaving early. This is unfair to those people who come on time and leave on time. Do not misuse work hours, unless you have a genuine reason and one that can be excused.

3. **Loud Behavior**—There are people around you who are trying to work. They do not need disturbances like loud talking or completely irrelevant discussions. Respect other people and their work. You are not only disturbing them by talking loudly, but you are not showing them respect.

4. **Being Untidy**—You need to keep your workstation clean and also the other areas such as the cafeteria and conference rooms. You wouldn't like it if someone left used tissue or scraps of food on the table in the cafeteria you usually sit at, would you? Extend the same courtesy to other people and clean up after yourself.

5. **Leave Personal Issues Behind**—Everyone has family and commitments, but when you come to work, you need to leave those behind. There are going to be times when an emergency arises, but those can be dealt with. If you have

children or friends who need to contact you at work, try to keep this to a minimum.

Your coworkers are not going to appreciate the fact that you keep taking personal calls at work—and it is going to look like you are not paying enough attention to your job.

6. Remember That Your Words Have Consequences—You have definitely heard the saying "think before you speak". You will have to bear the consequences of the things you say. So think before you speak at all times.

7. Do Not Be Emotional—Do not express anger too vividly. This is true for younger employees who may have an ego issue. Do not let your emotions control your career moves.

Paying attention to these points will go a long way in shaping your career, and often make the difference between professional success and failure.



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Appendix

Listening and Speaking

Useful expressions

Office Work	Overwork
--- What seems to be the problem? --- I would accept if they chose me. --- An adventure like this would be good for you. --- Maybe his phone is out of order. Anyway, keep working on it. --- I'll let you know when I get through. --- I would really enjoy it, but I'll have to talk it over with Nancy first. --- He always looks over my shoulder and bosses me around.	--- I haven't finished the task on hand. --- We are running a busy office here. --- The extra-pay is quite considerable. --- There are so many people dying from work. --- Everyone should stay up these days. --- Do you want to go grab a bite to eat? --- I cant believe it! There's too much to cover! --- This responsibility bears down on me.

Reading

Vocabulary Study

struggle	struggle for sth.	为……而斗争
	struggle to do	努力做某事
	The puppies struggled with each other for a bone.	
	We had a struggle to stop the criminal.	
The poor artist struggled for a living by painting in the streets.		
propose	proposal	n. 提议, 建议
	propose to sb.	向某人求婚
	make a proposal (of marriage)	求婚
	He proposed that we should go for a walk.	
He proposed to her, and she accepted.		
Man proposes , God disposes.		

popularity	popular	adj. 受欢迎的; 流行的
	enjoy great popularity	受欢迎, 得众望
	be popular with sb.	受……欢迎
	Because of his scandal(丑闻), the film star lost popularity with the public gradually. This dance is popular with young people. He's a good politician but he isn't popular .	
aware	unaware	adj. 未意识到的
	awareness	n. 意识, 认识
	be aware of	知道, 意识到
	Everybody is aware of the importance of learning English. He was unaware that I was present.	
promotion	promote	v. 促进, 晋升为; 促销
	Our teacher has got a promotion . Our teacher has been promoted to headmaster. This year's sales promotions haven't been very successful.	
reliable	rely	v. 依赖, 依靠
	unreliable	adj. 不可靠的
	He became a reliable and an admirable person. Blind people rely a lot on touch. Many commercial advertisements are very unreliable .	

Reading

Sentence Structure

1. "I wanted to call it a day and get home as much as anyone." she recalls. (Para. 1)

她说: “我本来也想和其他人一样放手不干了, 只想早点回家休息。”

“as much as”意为“与……一样多”, 其中第一个“as”为副词, 第二个“as”为连词, 后面可跟句子。在此句中, “anyone”后省略了“did”。

2. When the report was presented we were commended for picking up on the very thing I proposed. (Para. 2)

后来我们的报告很成功, 正是我提出要完善的环节受到了肯定和表扬。

“I proposed”是一个定语从句。从句中的关系代词“that”被省略, 先行词是“thing”。

当先行词受“the very, the only, the first”等词修饰时, 从句只能用“that”(指代物或人)或者“who”(指代人)来引导。

简明英语一体化教程 (2)

3. Respect is never given for nothing. (Para. 5)

尊重是从来没有白给的。

此句为双重否定结构，“never”和“nothing”为否定词，但表达的含义是肯定的。翻译时可用肯定形式，也可以根据汉语的习惯和上下文语气而定。

4. Respect is like money in the bank: You have to put it in before you can draw it out. (Para.7)

尊重就像是存在银行里的钱：不先存进去就无法取出来。

这里的“before”是连词，译为“在……之前”。“before”做连词时，可以根据不同语境灵活翻译成“才”、“还没来得及就……”、“趁……”、“就”等。

Word Building

→ 前缀pro-意为“for, before, forth, forward”，表示“为了……，代替……，赞成……的，偏爱”等含义；或表示“向……，向前……，事先，公开地”等含义。

例如：protect, provide, progress, propose, promote, prospect (前景), proclaim (宣布, 声明), proceed (继续进行, 前进), pro-American (亲美的), proactive (先发制人的)

→ -ure为常见抽象名词词尾，表示“动作，或所处的状态”。

例如：adventure (冒险), structure (构造, 结构), manufacture (大量商品) 制造

练习：根据所给汉语写出下列单词的名词形式。

create	_____ 生物	depart	_____ 离开
close	_____ 关闭, 停业	expose	_____ 暴露, 揭发
fail	_____ 失败	literate	_____ 文学作品
mix	_____ 混和, 混和体	press	_____ 压力

Vocabulary Test

Fill in the following table with the words you've learnt in this unit.

Chinese	English	English	Chinese
奋斗, 努力; 斗争	n. _____	priority	_____
受欢迎, 流行	n. _____	punctual	_____
同事	n. _____	considerable	_____
可靠的, 可信的	adj. _____	groundwork	_____
意识到的, 注意到的	adj. _____	payoff	_____
刻苦的, 勤奋的	adj. _____	enhance	_____
冒险	n. _____	budget	_____
羡慕, 嫉妒	v. _____	foresee	_____
建议; 求(婚)	v. _____	reputation	_____
晋升; 促进	n. _____	versus	_____
合理的	adj. _____	reactive	_____
海外的	adj. _____	motive	_____
声誉	n. _____	acceptance	_____
忽视	v. _____	decent	_____
成绩, 成就	n. _____	extra-pay	_____
性别	n. _____	urge	_____
		inflation	_____