



"石马上登机!"





# 零基础全科雅思课

土豆教育出品

高途

T.

土豆教育



# 听力场景训练之职场大小事-1-课程讲义

## 第一部分 核心内容

### 雅思听力场景

#### 1. 生活技能 PART 1 + PART 2

- ①住宿/租房场景      ②工作场景      ③节日场景      ④俱乐部场景
- ⑤银行场景      ⑥图书馆场景      ⑦旅游场景      ⑧活动介绍场景

#### 2. 学术能力 PART 3 +PART 4

- ⑨课程讨论场景      ⑩学术讲座场景

### 一、工作求职场景

工作求职场景大多出现在雅思听力考试的 PART 1 和 PART 2 中，常以填空或选择题形式呈现。P1 场景为求职者打电话，询问工作的具体细节，通常一方为求职者（学生），另一方为中介或公司的招聘人员。该场景下的高频考点包括：

- ①工作信息来源
- ②工作申请流程
- ③职位提问方式和职位名称
- ④工资和工作时间
- ⑤工作要求
- ⑥工作福利

## 1. 工作信息来源 sources

tutor	friend	husband
advertisement	newspaper	radio

## 2. 工作申请流程

procedure

apply for → interview → recruit → sign → demote/ promote → resign

### ● apply for

applicant	application
-----------	-------------

CV (curriculum vitae)	resume
-----------------------	--------

job/employment agency

referee	reference
---------	-----------

### ● interview → recruit → sign

interviewee	personnel department	employee
-------------	----------------------	----------

interviewer	personnel manager	employer
-------------	-------------------	----------

## 3. 职位提问方式和职位名称

• What sort of <b>work</b> is it?
• What type of <b>job</b> are you looking for?
• Can you tell me <b>what kind of staff</b> you are looking for?
• Could I ask what your <b>job</b> is?
• Do you have an <b>occupation</b> , either full-time or part-time?
• What <b>work</b> do you do?
• Do you have <b>anything available</b> at the moment?

occupation/position/job/work vacancy/vacant position

full-time job, part-time job, casual job, work placement internship

tutor	librarian	engineer	doctor	dentist	consultant
manager	accountant	assistant	salesman	receptionist	
cook/chef	waiter/waitress	cashier	hairdresser	cleaner	courier

## 4. 工资和工作时间

**工资:** salary, good pay, pay by hour/day/week/month, total weekly pay

**工作时间:** starting date/day, work regular hours, shift (work), day shift/night shift, time off/break, have one day off

### 5. 工作要求 requirements

driving license, dress, typing skills, language skill, flexible (think quickly), problem solving

clear voice, hearing, vision, concentration

### 6. 工作福利

free meal, free transport (shuttle bus) , insurance, overtime pay, subsidy, sick pay

## 二、小试牛刀

### 练习 1 一个单词

- Occupation: 4 \_\_\_\_\_
- Reason for visit to town: to go to the 5 \_\_\_\_\_

### 练习 2

*Complete the notes below.*

*Write **ONE WORD AND/OR A NUMBER** for each answer.*

#### **Bankside Recruitment Agency**

- Address of agency: 497 Eastside, Docklands
- Name of agent: Becky 1. \_\_\_\_\_
- Phone number: 07866 510333
- Best to call her in the 2. \_\_\_\_\_

#### **Typical jobs**

- Clerical and admin roles, mainly in the finance industry
- Must have good 3. \_\_\_\_\_ skills
- Jobs are usually for at least one 4. \_\_\_\_\_
- Pay is usually 5. £ \_\_\_\_\_ per hour

### 练习 3

Complete the notes below.

Write **NO MORE THAN TWO WORD AND/OR A NUMBER** for each answer.

West Bay Hotel - details of job
Newspaper advert for <u>temporary</u> staff
<ul style="list-style-type: none"> <li>Vacancies for 1 _____</li> <li>Two shifts</li> <li>Can choose your 2 _____ (must be the same each week)</li> <li>Pay: £ 5.50 per hour, including a 3 _____</li> <li>A 4 _____ is provided in the hotel</li> <li>Total weekly pay: £ 231</li> </ul>

## 第二部分 语言知识

### 一、单词

resume / 'rezju:meɪz / n. 简历

referee / ,refə'ri:/ n. 介绍人; 推荐人

reference / 'refrəns/ n. 推荐信; 介绍信

internship / 'ɪntɜ:nʃɪp/ n. (学生或毕业生的) 实习期

courier / 'kʊriə(r)/ n. (递送包裹或重要文件的) 信使, 通讯员, 专递公司

insurance / ɪn'ʃʊərəns/ n. 保险

subsidy / 'sʌbsədi/ n. 补贴

occupation / ,ɒkjʊ'peɪʃn/ n. 工作; 职业

recruitment / rɪ'krʊ:tment/ n. 招聘

vacancy / 'veɪkənsi/ n. 空缺; 空职; 空额

clerical /'klerɪkl/ adj. 办公室工作的

receptionist /rɪ'sepʃənɪst/ n. 接待员

temporary /'tempərəri/ adj. 短暂的；暂时的；临时的

negotiate /nɪ'ɡəʊʃieɪt/ v. 谈判；磋商；协商