

# Module 10

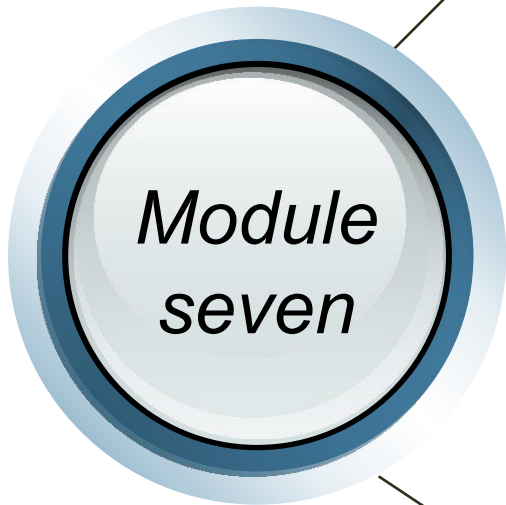


经济科学出版社  
Economic Science Press



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Career development

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Organizeing a conference

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## 10.1 Business topic

# Career development



## 10.2 Business topic: Career development



Reading

Business skills portfolio



Grammar

Relative clauses

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Leadership qualities

Vocabulary

Describing people

Reading

Don't just manage, lead!



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Reading

Business skills portfolio



# 1 Read the Chamber of Commerce website. Who are the course for?



A people looking for their first job

B students in full-time education

C people already in jobs



## Chamber of Commerce Business Skills Portfolio

### Education in the workplace

Professional development courses: autumn/winter programme

seminars (full or half day)

semester courses

e-learning

Click on the title for more information and dates offered or call 091 774 878

Time management and how to prioritise

Don't just manage, lead!

Successful customer management

Effective communication skills for results

Creativity and innovation – mind gymnastics





# Useful Words and Expressions



**portfolio**

**full-time education**

**people in jobs**

**education in the workplace**

**seminar**

**semester course**

**e-learning**

**prioritise**

**innovation**

**mind gymnastics**

**n. 组合**

全日制教育, 脱产教育

在职员工

在职教育

**n. 研讨会**

学期课程

网络学习

**V. 把.....区分优先次序**

**n. 革新, 创新**

思维训练



2 Read more from the Business Skills Portfolio website and decide which words could fill in the gaps(1-8). Then choose the correct options from the list below.

### The Chamber of Commerce Business Skills Portfolio

gives you high quality, value for money training opportunities.

(1) \_\_\_\_\_ days, employers understand that employees who are given training and development opportunities are more motivated (2) \_\_\_\_\_ contribute more to the company.

(3) \_\_\_\_\_ courses cover a wide range of subjects and cost from as little as £170. They are designed specifically to develop employees' skills, and at the same time they (4) \_\_\_\_\_ businesses increase efficiency and profitability. All of our courses are led by professional trainers (5) \_\_\_\_\_ extensive expertise and understanding of business needs.

We offer:

*seminars* which run for a full or half day, and give you the skills you need (6) \_\_\_\_\_ and effectively;

*semester courses* where you attend lectures or seminars once a week over a three-month period;

*e-learning* which gives all the flexibility a busy (7) \_\_\_\_\_ needs.

The qualifications you get will depend on the type of training. You (8) \_\_\_\_\_ find more information under each course title.

C 1 A Those

B This

C These

A 2 A and

B but

C with

B 3 A Your

B Our

C His

C 4 A helps

B helped

C help

A 5 A with

B of

C from

A 6 A quickly

B quicker

C quick

C 7 A persons

B people

C person

A 8 A can

B going to

C are



# Useful Words and Expressions



**value for money**

**profitability**

**expertise**

**qualification**



(英) 物有所值之物  
收益性  
专家意见、专业技术  
资格、资格证书

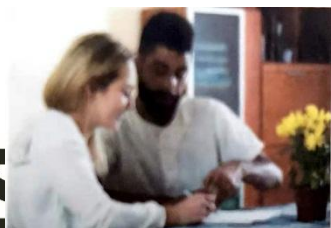


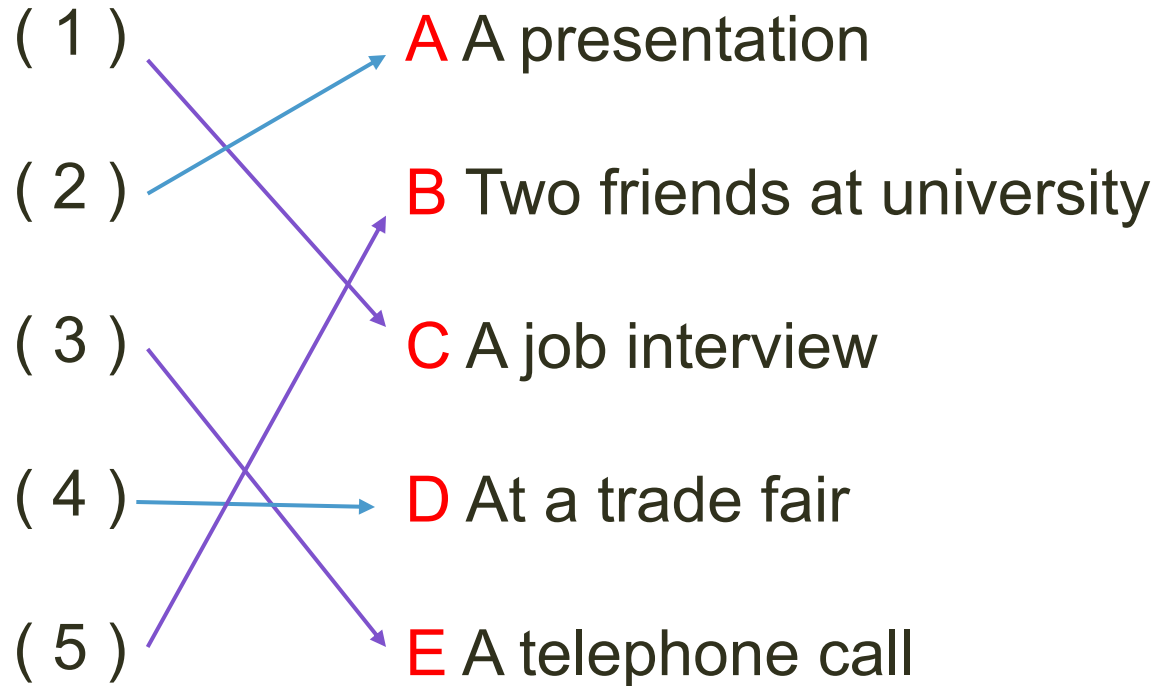
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Listening

Leadership Qualities

1 Listen to five recordings about leadership.  
Match each recording to A-E. 



- ( 1 )      **A** A presentation
- ( 2 )      **B** Two friends at university
- ( 3 )      **C** A job interview
- ( 4 )      **D** At a trade fair
- ( 5 )      **E** A telephone call
- 

**2**  10.1 Listen again and answer the questions.



1 Why did the man have to make the final decision?

- A** A Because people in the team disagreed a lot of the time  
B Because he didn't agree with the opinions of the team  
C Because he thinks good leaders make the right decisions

2 What is a traditional view of managers and leaders?

- A** A That they have different roles  
B That they have similar roles  
C That there is no difference between them

3 Why doesn't the caller want to speak to him?

- C** A Because he doesn't work in customer service  
B Because she didn't order the products from him  
C Because she doesn't think he can solve her problem

4 What has the man been doing all week?

- B** A Trying to understand what people are saying  
B Listening and trying to understand the market  
C Talking to people who are selling his gaming products

5 Why doesn't the woman like her friend's advice?

- B** A She doesn't want to write something which is untrue  
B She doesn't want to sound overconfident  
C She doesn't want to run a department



### 3. Match these adjectives(1-10) from the listening to the definitions(A-J).



1 patient

2 decisive

3 organised

4 creative

5 authoritative

6 motivational

7 ambitious

8 dynamic

9 confident

10 careful

A certain about his/her ideas and abilities

B compare options and then choose the best one

C plans everything efficiently

D makes people want to work hard

E wants to get to the top

F exciting to work with

G in charge and everyone does what he/she says

H thinks about things and doesn't take risks

I waits and listens without being anxious

J thinks of new ideas and solutions

1. I 2. B 3. C 4. J 5. G 6. D 7. E 8. F 9. A 10. H



# Useful Words and Expressions



- **patient**
- **decisive**
- **organised**
- **creative**
- **authoritative**
- **motivational**
- **ambitious**
- **dynamic**
- **confident**
- **careful**

耐心的

决定性的,果断的,坚定的

有条理的

有创造性的

有权威的

激发动机力/积极性/兴趣的

志向远大的,雄心勃勃的

精力充沛的,活跃的

自信的

仔细的

# Describing people

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**5. Think of a good leader you have known, or a leader in public life. Which of the statements below describes the person?**

**He / She was a very charismatic / dynamic / ambitious / organized / open person.**

**He / She was good at motivating people / communicating / listening.**

**He / She was confident / understanding / patient / creative / authoritative.**



# More Useful Words



- charismatic
- reliable
- easygoing
- amiable
- considerate
- upright
- foresighted
- enthusiastic
- dedicated
- warm-hearted

- 有魅力或领袖气质的
- 可信赖的
- 容易相处的
- 和蔼可亲的
- 考虑周到的
- 正直的
- 深谋远虑的
- 有激情的
- 有奉献精神的
- 热心的