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# 01 RECRUITMENT

## Reading 1

### Reasons for Leaving a Job

✦ working environment



✦ resignation letter

## VOCABULARY

1	job	[dʒɒb]	(n.) 工作
2	dissatisfaction	[dɪsætɪs'fækʃən]	(n.) 不滿
3	company	['kʌmpəni]	(n.) 公司
4	salary	['sæləri]	(n.) 薪資；薪水
5	survey	['səve]	(n.) 調查報告
6	resign	[rɪ'zaɪn]	(v.) 辭職
7	poll	[pɒl]	(n.) 民意調查
8	white-collar	[hwaɪt 'kɒlə]	(a.) 白領階級的
9	advancement	[əd'vænsmənt]	(n.) 晉升
10	counterpart	['kaʊntə,pɑ:t]	(n.) 對應的人或物
11	corporate	['kɔ:pəreɪt]	(a.) 團體的；公司的；共同的

Read the article and answer the questions.



## Some 60% of Workers Quit in 3 Months

TAIPEI, CNA (2006/11/18)

# I quit!

Some 59 percent of Taiwan's office workers quit their **jobs**<sup>1</sup> within three months out of **dissatisfaction**<sup>2</sup> with their **companies**'<sup>3</sup> environments or **salaries**<sup>4</sup>, according to the results of a recent **survey**<sup>5</sup> made public yesterday.

Nearly 23 percent of the respondents said that they had **resigned**<sup>6</sup> within a week of starting a new job, while as many as 63 percent of those born in the 1980s said that they had done so within three months, according to the **poll**<sup>7</sup> carried out by 104 Manpower Bank, an online service.

According to the survey results, 36 percent of **white-collar**<sup>8</sup> employees polled cited "an unpleasant working environment" as the leading factor behind their resignations while 33 percent and 32 percent pointed to "company systems" and "poor salaries," respectively, as their major reasons for leaving.

The survey also found that female office workers attach greater importance to "the opportunity for **advancement**<sup>9</sup>," while their male **counterparts**<sup>10</sup> pay more attention to "**corporate**<sup>11</sup> culture" and "company future."

## EXERCISES

### A Reading Comprehension

Choose the correct answer for each question. See how well you understand the article.

- \_\_\_ 1 How many of Taiwan's office workers quit their jobs within the first three months?  
a. 29%      b. 63%      c. 59%      d. 36%
- \_\_\_ 2 What percentage of Taiwan's office workers born in the 1980s quit their jobs within the first three months?  
a. 29%      b. 63%      c. 59%      d. 36%
- \_\_\_ 3 What was the most common reason people gave for leaving their jobs?  
a. No opportunity for advancement.  
b. Poor salaries.  
c. Bad company systems.  
d. Unpleasant working environments.
- \_\_\_ 4 What do women consider the most important factor in a job?  
a. Corporate culture.  
b. Opportunities for promotion.  
c. Salary.  
d. Company future.
- \_\_\_ 5 Who responded to this survey?  
a. Mostly women.  
b. Only men.  
c. Factory workers.  
d. White-collar employees.

## B True or False

Decide if the following statements about the article are true or false. Correct the false statements.

- T F
- 1 Men are more concerned with company culture than women.  
\_\_\_\_\_
- 2 People born in the 1980s are more likely to quit a job soon after joining a company.  
\_\_\_\_\_
- 3 Nearly a quarter of all respondents said they had quit a job in the first week.  
\_\_\_\_\_
- 4 Salary was the most common reason that people gave for quitting a job.  
\_\_\_\_\_
- 5 All the white-collar workers in Taiwan are happy with their company environments.  
\_\_\_\_\_



↑ white-collar workers

## Reading 2

### Recruitment and Selection of Employees

#### VOCABULARY

1	recruit	[rɪˈkrut]	(v.) 招募；雇用
2	headhunter	[ˈhed,hʌntər]	(n.) 為公司物色高階人才的人
3	poach	[pəʊtʃ]	(v.) 偷獵；竊取
4	compensation package [ˌkɒmpənˈseɪʃən ˈpækɪdʒ]		(n. phr.) (公司發給員工的) 薪酬方案，通常包括基本工資、獎金、福利計劃及長期激勵等四部分
5	company perk	[ˈkʌmpəni pɜːk]	(n. phr.) 公司福利；津貼
6	prospective	[prəˈspektɪv]	(a.) 預期的；盼望中的
7	in demand	[ɪn dɪˈmænd]	(a. phr.) 需求高的
8	résumé	[ˈrezyme]	(n.) (個人) 簡歷
9	CV		(n. phr.) curriculum vitae，【拉】履歷(書)。和 resume 相比，CV 通常更詳細(一般包含兩頁以上)
10	qualification	[ˌkwɒləfəˈkeɪʃən]	(n.) 資格；能力
11	reference	[ˈrefərəns]	(n.) 推薦人；推薦(函)
12	turn down	[tɜːn daʊn]	(v. phr.) 拒絕

↓ résumé





## Recruiting<sup>1</sup> Qualified Talent

In some countries or specific industries, companies have to compete for qualified staff. They often try to recruit staff right out of university. They may even use **headhunters**<sup>2</sup>—special recruiters who try to **poach**<sup>3</sup>, or steal, good employees from other companies, to fill their own staffing needs. In these situations, employees can demand better **compensation packages**<sup>4</sup>, including not only the usual benefits such as retirement plans but maybe even some nice **company perks**<sup>5</sup>, such as a company car or tuition reimbursement.

In other countries or industries, **prospective**<sup>6</sup> employees are not so **in demand**<sup>7</sup>. These workers may send many **résumés**<sup>8</sup> (or **CVs**<sup>9</sup> in the UK) to companies, or apply in person by filling out applications in the companies' offices, hoping to at least get an interview for a job. The interviewers will probably look very closely at their **qualifications**<sup>10</sup>, and will probably contact any **references**<sup>11</sup> on their résumés. They will probably **turn down**<sup>12</sup> many applicants before hiring someone. These jobs might require the employee to sign a strict contract and work a lot of overtime.



## Reading 3

### The Job of a Headhunter

#### VOCABULARY

1	interview	[ˈɪntəˌvju]	(n.) 面談；面試
2	advise	[ədˈvaɪz]	(v.) 勸告；忠告
3	value	[ˈvælju]	(n.) 價值；益處
4	specific	[spɪˈsɪfɪk]	(a.) 具體的；明確的
5	candidate	[ˈkændɪdət]	(n.) 應徵者
6	hire	[haɪr]	(n.) 僱用
7	fit	[fɪt]	(n.) 適合
8	positive	[ˈpɒzətɪv]	(a.) 積極的；有自信的
9	attitude	[ˈætətɪtʃud]	(n.) 態度；看法
10	deliver	[dɪˈlɪvə]	(v.) 交付；給予



## Interview<sup>1</sup> With a Headhunter



First, according to Corcodilos, headhunters know that a résumé rarely gets you a job. Give prospective employers an example of what you can do for them. “Create a new area in your résumé,” he **advise**<sup>2</sup>. “Call it ‘**Value**<sup>3</sup> Offered.’ In two sentences, state the value that you would bring to the employer. Be **specific**<sup>4</sup>.”

Second, Corcodilos advises that headhunters avoid HR whenever possible, and so should you. He says that HR slows you down and forces you to compete against other **candidates**<sup>5</sup>. A smart job-hunter will go directly to the manager who will make the **hire**<sup>6</sup>.

The third thing Corcodilos advises is to never go into an interview unless you are clearly qualified for the job. Do a lot of research to make sure you would be a good **fit**<sup>7</sup> for the company. Corcodilos says the best way to learn about a company is to talk to people who work there.

Fourth, once you've researched a company, the next step is to practice doing the job. Prepare yourself, advises Corcodilos. You must show the hiring manager three things. Show that you understand the job. Show that you can do the job. Show how the company will profit from hiring you.

The fifth thing Corcodilos emphasizes is that "A company holds interviews so it can hire the best person for the job." The hiring manager will be really happy if that person turns out to be you, because then he can stop interviewing and get back to work. So be **positive**<sup>8</sup>!

According to Corcodilos, most people think an interview is like being questioned by the police. Headhunters avoid this perspective. "Think of the interview as your first day on the job," says Corcodilos. "Your **attitude**<sup>9</sup> should be that of an employee who's there to talk about a new project," not someone asking for a job offer.

Finally, when a company makes an offer, it does more than **deliver**<sup>10</sup> a title and a compensation package; it gives up part of its control over the hiring process. "Now, it's time for you to interview the company," he says.

Sources: "Ask the Headhunter: Reinventing the Interview to Win the Job," Penguin/Plume, 800-788-6262, [www.penguinputnam.com](http://www.penguinputnam.com);  
Ask The Headhunter, [www.asktheheadhunter.com](http://www.asktheheadhunter.com);  
Nick A. Corcodilos, [nbggroup@aol.com](mailto:nbggroup@aol.com)

## Listening

Listen to the following conversation and answer the questions.



### Listening 1

- \_\_\_ 1 What happened to Eric?
- a. He's been away.
  - b. He's now a product manager.
  - c. He's working for the competition.
  - d. He got fired.
- \_\_\_ 2 What was Eric's previous job?
- a. Product manager.
  - b. Team leader.
  - c. Engineer.
  - d. Sales representative.



### Listening 2

- \_\_\_ 3 How did Tina get her new opportunity?
- a. Through a headhunter.
  - b. Through a member of the staff.
  - c. From a family member.
  - d. From a business contact.
- \_\_\_ 4 Which is not part of Tina's new compensation package?
- a. Guarantee of advancement.
  - b. Opportunity to get promoted.
  - c. Higher pay.
  - d. Great benefits.



### Listening 3

- \_\_\_ 5 Who are these people?
- a. A manager and a staff member.
  - b. Two friends.
  - c. A job applicant and an interviewer.
  - d. A teacher and a student.
- \_\_\_ 6 How often does the woman change jobs?
- a. Around once a year.
  - b. Every few years.
  - c. Every few months.
  - d. This is her first job.
- \_\_\_ 7 Why did the woman leave her last job?
- a. She met many people.
  - b. She didn't get along with the other employees.
  - c. The salary was too low.
  - d. She felt the company had no future.