

SHOW出

職場好英文

二版

Michelle Witte — 著 / 謝雅婷 — 譯

MP3

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Chapter 1

認識工作

Learning About Your Job

Unit

01

新人報到

Arriving at a New Job



1

I Katharine arrives at her new office and introduces herself to her colleagues.

Receptionist

Hi there, may I help you?

Katharine

Yes, hi. I'm Katharine Sylvester, the new **research assistant**¹. I was told to ask for Jacob Smith when I **got in**².

Receptionist

Ah, of course. I'm Barbara. It's nice to meet you. Jacob's not available just yet, but he asked me to hand you over to Ann while you wait for him. She's in the **conference room**³ around the corner.

Katharine

OK, thank you.

Katharine 到達新公司並向同事自我介紹。

您好，我能為您效勞嗎？

您好，我是新來的研究助理Katharine Sylvester。有人告訴我到了以後找Jacob Smith。

當然。很高興見到您，我是Barbara。Jacob目前走不開，但他有吩咐，在等他時把你交給Ann。她人就在轉角的會議室。

好的，謝謝。

2 She walks to the conference room.

Katharine

Hi, I'm Katharine. Are you Ann?

Ann

Yes, nice to meet you.

Katharine

Pleasure to meet you.

Ann

Did you **have any trouble getting**⁴ here?

Katharine

Oh, no. Actually, it's a very easy **commute**⁵.

她走向會議室。

您好，我是Katharine。您是Ann嗎？

我是，很高興見到你。

很榮幸見到你。

你到這裡會很麻煩嗎？

噢，不會。其實通勤滿方便的。

Useful Expressions

A Self-introduction 自我介紹

- | | | |
|---|-------------------------------------------------------------------------------------------------|----------------------------------------|
| 1 | James Brady, nice to meet you. | 我是James Brady，很高興見到你。 |
| 2 | I'm Sara Cooper. It's a pleasure to meet you. | 我是 Sara Cooper，很榮幸見到你。 |
| 3 | I'm your newest analyst ⁶ , Brian Sandhurst. | 我是新來的分析師 Brian Sandhurst。 |
| 4 | My name's Leslie Cooper. I believe I'm supposed to be meeting with Aaron Cantor to get started. | 我叫Leslie Cooper。我想我應該要找Aaron Cantor報到。 |

B Making small talk 閒聊

- | | | |
|---|------------------------------------------------------------------------------------|---------------------|
| 5 | Welcome to the office! We're glad to have you onboard ⁷ . | 歡迎來到公司！我們很高興有你的加入。 |
| 6 | Don't worry, the first day is always a little nerve-wracking ⁸ . | 別擔心，第一天總是有點緊張。 |
| 7 | The weather looked beautiful on my way in. Is it still nice out? | 在我進來的時候天氣似乎很好，外頭是嗎？ |
| 8 | Is this your first time in our office? | 這是你第一次到我們公司嗎？ |

- 1 research assistant 研究助理
2 to get in 到達
3 conference room 會議室
4 to have trouble doing sth.
做某事有所困難

- 5 commute [kə'mju:t] (n.) 通勤
6 analyst ['ænlɪst] (n.) 分析師
7 onboard ['ɒn,bɔ:d] (adj.) 加入
8 nerve-wracking ['nɜ:v,rækɪŋ] (adj.)
令人不安的

Ways to Commute 通勤方式



by MRT 搭捷運



by bicycle 騎腳踏車



by driving a car
自行開車



by bus 搭公車



by taxi 搭計程車



by train 搭火車

C Talking about yourself 談及自身 (3)

- | | | |
|----|-------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 9 | I'm from Seoul originally, but I've been living in the US for the last four years. | 我是首爾人，但在過去四年來一直住在美國。 |
| 10 | I just graduated from business school, and I'm really excited to be able to put my skills to work ⁹ . | 我剛從商業學校畢業，期待將所學運用於實務工作上。 |
| 11 | I've been working in sales for a number of years. | 我當業務已有幾年的時間了。 |

D Introducing someone to his or her work 介紹工作內容

- | | | |
|----|-----------------------------------------------------------------------------------------------------|-----------------------|
| 12 | We're hoping you can hit the ground running ¹⁰ , as we've got a lot to do here. | 由於這裡事情很多，我們期望你能立即上軌道。 |
| 13 | Your supervisor will brief ¹¹ you on our current status. | 你的主管會向你簡短說明我們目前的情況。 |
| 14 | For now, we would like you to focus on learning our customer service ¹² policies. | 目前我們希望你將重點放在顧客服務的規章上。 |

Review Questions

Listen to the conversations and answer the questions below.

4. 1. Why does the man come to the office?
 (A) He has a job interview there. (B) He has a meeting with the boss there.
 (C) He is working there. (D) He has a friend there.
2. Who does the man speak to most likely?
 (A) The vice president. (B) The receptionist.
 (C) The accountant. (D) The cleaner.
5. 3. What are the man and the woman talking about?
 (A) They are discussing politics.
 (B) He is asking her questions.
 (C) They are making small talk.
 (D) They are talking about transportation.
6. 4. A: Hi there, I'm Gerald Butler. I was told to come to this conference room for a _____ on the current project.
 B: Hi, Gerald, we've been expecting you. I'm Jane Wu and this is Brian Kane. I'm _____ this project and Brian is assisting me with it. We're hoping you can hit the ground running and get _____ into some of the work we need to get done.
 A: Pleased to meet you both. I'm here to work!

9 to put sb's skills to work 學以致用

10 to hit the ground running
立即展開行動

11 to brief 簡略說明

12 customer service 客戶服務