

二版

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MP3

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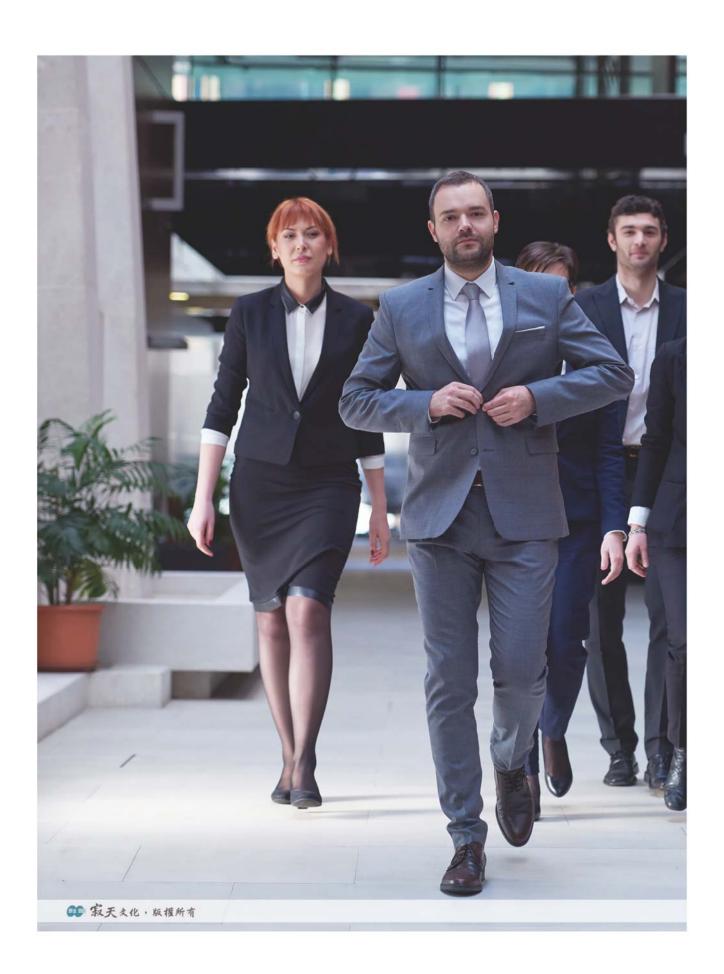
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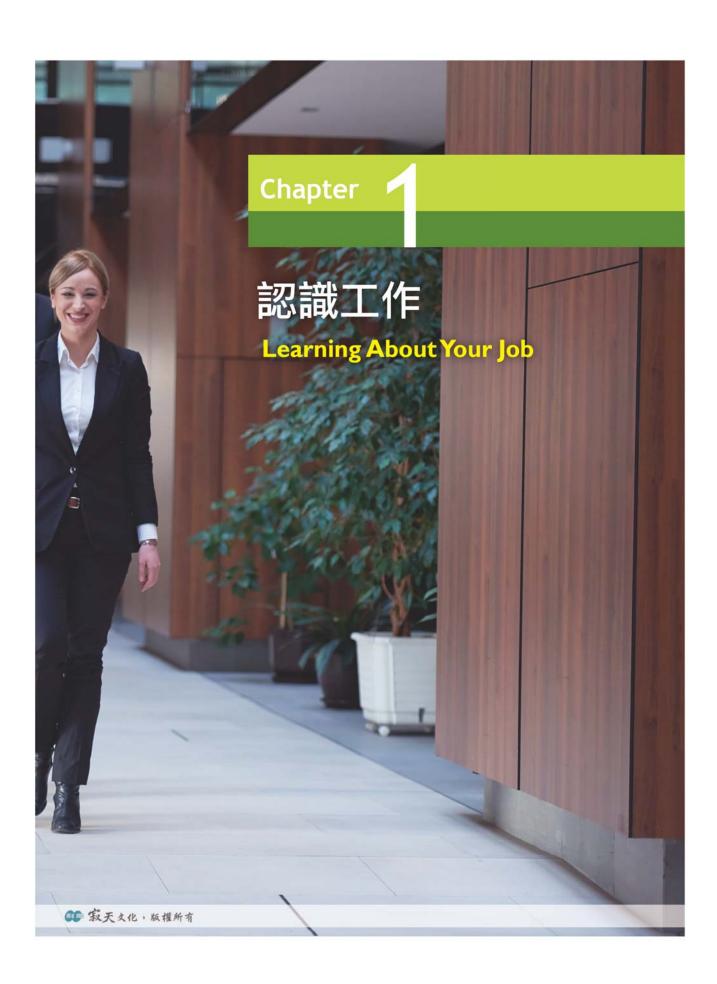
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Unit 01

# 新人報到

Arriving at a New Job



(1)

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<sup>1</sup>. I was told to ask for

Jacob Smith when I got in<sup>2</sup>.

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**<sup>3</sup> around the corner.

Katharine OK, thank you.

您好,我能為您效勞嗎?

Katharine 到達新公司並 向同事自我介紹。

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

好的,謝謝。

就在轉角的會議室。

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 here?

Katharine Oh, no. Actually, it's a very easy **commute**<sup>5</sup>.

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。

應該要找Aaron Cantor報

# **Useful Expressions**

# A Self-introduction 自我介紹(2) 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<sup>6</sup>, Brian Sandhurst. 我是新來的分析師Brian Sandhurst。

supposed to be meeting with Aaron Cantor

# B Making small talk 閒聊

to get started.

D	Making small talk 周期	
5	Welcome to the office! We're glad to have you <b>onboard</b> <sup>7</sup> .	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 <sup>8</sup> .	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 [kəˈmjut] (n.) 通勤

到。

- 6 analyst ['ænlɪst] (n.) 分析師
- 7 onboard [`an,bord] (adj.) 加入
- 8 nerve-wracking [ˈnɜˈv,rækɪŋ] (adj.) 令人不安的

# Ways to Commute 通勤方式













# 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.

10 I just graduated from business school, and I'm really excited to be able to put my skills to work<sup>9</sup>.

11 I've been working in sales for a number of years.

22 我是首爾人,但在過去四年來一直住在美國。

33 我剛從商業學校畢業,期待將所學運用於實務工作上。

34 我們從商業學校畢業,期待將所學運用於實務工作上。

35 我們從商業學校畢業,期待將所學運用於實務工作上。

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

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

#### **Review Questions**

Listen to the conversations and answer the questions below.

- 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.
- 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.
  - They are talking about transportation.
- 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 簡略説明
- 12 customer service 客戶服務