

# 新视野高职英语进阶教程

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本教材以“文化传播、科技赋能、实践应用”为核心主线，聚焦高职学生英语综合能力培养，兼顾语言基础与跨文化职业素养提升。教材既致力于培养“语言基础扎实、文化底蕴深厚、创新思维活跃，同时具备良好四级应试能力的新时代技术技能人才”，又通过科学编排四级高频词汇、解析阅读技巧，并将其有机融入各单元主题任务，帮助学生在实践中提升词汇储备与文本分析能力。

教材共设6个单元，每个单元以真实情境为载体，融合语言技能训练与本土文化特色，突出“做中学”的职教理念。教材选取素材以新疆南疆中心城市阿拉尔市为典型案例，深入挖掘其军垦历史（如359旅屯垦纪念馆）、兵团精神及生态治理成就，通过“旅游大使角色扮演”“文化遗产数字化”等主题，引导学生用英语讲述中国故事。以“地域性、实践性、创新性”为鲜明特色，既满足高职英语课程教学要求，又为学生提供一扇观察中国边疆发展、科技进步与文化多样性的窗口。

在本书编写过程中，编者查阅了大量文献专著、期刊、报纸及权威网站中的相关内容，吸收借鉴了许多专家、学者的研究成果，也征求了专家、学者和一线教师的意见，在此一并表示感谢。由于编者水平有限，书中缺点和疏漏敬请广大专家和读者批评指正。您的宝贵意见和建议能够帮助编者在今后的修编工作中不断完善与提高！

编者







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The background of the entire image is a composite. In the foreground, a person wearing a dark, long-sleeved shirt is holding a white smartphone. The background is a city skyline, featuring several tall skyscrapers, including one with a distinctive pointed top. The image has a warm, orange-toned overlay.

Part 1

# English Empowerment: Advancement in the Workplace and Life

英语赋能：职场与生活的进阶



# Unit 1

## First Step into the Workplace:

### Professional Cognition and Basic Communication

---

#### CHAPTER 1 / Overview

This chapter centers on the theme of new comers in the workplace, serving as an introductory overview of the core content and learning objectives. Through this chapter, students are expected to achieve the following goals: learn words related to the workplace; analyze reading materials about new comers in the workplace; master the grammatical knowledge of the simple present tense and the present continuous tense; conduct simple conversations with co-workers and complete work reports; write a personal career plan; and understand and spread the spirit of craftsmanship. Relevant learning tasks will be carried out with the integration of immersive VR/AR activities and role-play scenarios to deepen the learning effect.



# CHAPTER 2 / Reading

## Step-by-Step Reading Strategy

| Reading Phase | Method                                                               | 文章应用示例                                                                                                                                                                            |
|---------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pre-reading   | 1. Scan titles/photos to predict themes.<br>2. Learn key vocabulary. | 通过浏览文章标题、图片等信息来预测文章背景信息。<br>学习词汇表中的关键词: gratitude、recent、graduate、portfolio 等单词。                                                                                                  |
| Skimming      | 1. Read headings/topic sentences for main ideas.                     | 快速浏览小标题 “Scene 1: First day—Team introduction” “Scene 2: First leadership assignment” “Scene 3: Ask a colleague at lunch” “Scene 4: First team brainstorming”, 明确文章分四大场景开展职场场景对话。 |

## <A> 阅读1

Alex Chen is new to an advertising agency and works as an assistant designer. It is his first two weeks' workplace conversation in his company.



音频

视频

### Scene 1: First day—Team introduction

Alex: “Hi everyone! I’m Alex. It’s a pleasure to have the opportunity to introduce myself here. First of all, I would like to extend my sincere greetings and gratitude to everyone present. Thank you for taking the time to listen to my introduction. I look forward to working and growing together with all of you in the future. I am a recent graduate of Beijing Art College, where I obtained a degree in Product Design. I love turning ideas into visual designs, especially with clean lines and practical details. I am eager to apply my knowledge and experience to this position and contribute to the success of the company. I’m excited to join this dynamic team! Thank you for the opportunity to introduce myself. ”

Emily (colleague): “Welcome! Could you show us your portfolio? We always review each other’s work here to improve quality.”

Alex: “Sure! This logo design went through 15 revisions to perfect the color balance. I believe good work needs patience.”

### Scene 2: First leadership assignment

Linda (leader): “The client wants the logo larger. Can you adjust it by 3 P.M.?”

Alex: “I’ll enlarge it carefully. Should I also check if the text alignment matches its brand guidelines? I noticed some inconsistencies in the draft.”

Linda: “Great observation! That’s the mindset we need. Even small fixes can make our work stand out.”

### Scene 3: Ask a colleague at lunch

Alex: “Ryan, yesterday’s meeting was so efficient! How did you take notes so quickly?”

Ryan: “I used abbreviations and focused on key objectives. But remember: Always write down action items with deadlines—that’s our team rule.”

Alex: “Thanks! I’ll practice this. Maybe I can create a model to organize notes better.”

Ryan: “Perfect! Refining your methods is how craftsmanship grows.”

### Scene 4: First team brainstorming

Alex: “What if we add a textured surface here? It would make the product feel more exclusive when touched.”

Linda: “Interesting! But how will that affect production costs?”

Alex: “I checked with the factory—using this material only increases costs by 2%, but improves customer satisfaction by 40% based on past data.”

Team: “Wow! You really did your research!”





## <Practice>

### I Choose the best answer based on the information provided in the text. ( 选择题 )

1. The word “portfolio” in Scene 1 refers to:

- A. A folder.
- B. A collection of creative works.
- C. Meeting minutes.
- D. A brand manual.

Answer: B

2. What time did Linda ask Alex to finish adjusting the poster?

- A. By 2 P.M.
- B. By 3 P.M.
- C. By 4 P.M.
- D. By 5 P.M.

Answer: B

3. Which action BEST reflects “craftsmanship” ?

- A. Completing tasks quickly.
- B. Using data to improve designs.
- C. Avoiding teamwork.
- D. Reducing revisions.

Answer: B

4. The synonym for “deadlines” is:

- A. Goals.
- B. Final time limits.
- C. Meetings.
- D. Challenges.

Answer: B

5. Alex’s suggestion about textured packaging aimed to:

- A. Lower costs.
- B. Enhance tactile experience.
- C. Speed up production.
- D. Simplify the design.

Answer: B

### II Mark each statement as True (T) if it is correct or False (F) if it is incorrect. ( 判断题 )

1. Alex graduated from Shanghai University with a major in digital media.

Answer: F

2. In Scene 2, Alex suggested checking text alignment to follow brand guidelines.

Answer: T

3. During the brainstorming session, Alex proposed adding a textured surface to the packaging and provided cost data.

Answer: T

4. Ryan uses abbreviations and focuses on key objectives to take efficient meeting notes.

Answer: T

5. Craftsmanship includes “ignoring small details to save time” as a core principle.

Answer: F (Craftsmanship emphasizes attention to details.)



**III Answer the question in a complete sentence using information from the text. (简答题)**

Q1: What are Alex's position and educational background?

Answer: Assistant designer at an advertising agency/Graduate from Beijing Art College with a Product Design degree.

Q2: How many revisions did Alex's logo design undergo to achieve color balance?

Answer: 15 revisions.

Q3: What two key elements does Ryan emphasize for effective meeting notes according to team rules?

Answer: ① Using abbreviations & focusing on key objectives. ② Recording action items with deadlines.

Q4: If you were Alex, what additional strategy would you propose to balance the 2% cost increase while maintaining customer satisfaction? (Open-ended)

**Possible answers:**

Negotiate bulk material purchases to offset costs.

Suggest phased implementation based on product tiers.

Propose eco-friendly packaging as value-added element.

Develop A/B testing for customer preference validation.

## <B> 阅读2

### Customer Service in America



音频



视频

In the United States, the goal of customer service is simple: make every customer feel important. No matter where you go, good service means making customers feel special.

When you enter a store, you are usually greeted warmly. Store employees rarely just sit around—instead, they welcome customers and offer help. Prices are clearly marked, so you often don't need to ask how much something costs.

When you're ready to pay, you can choose the shortest checkout line. Good stores will open more lanes if the lines get too long. Some even have express lanes for people buying 10 items or fewer. After paying, the cashier will often smile and say, "Thank you, and have a nice day."

But customer service doesn't stop after the sale. Many products come with a money-back guarantee. Expensive things like cars, computers, or speakers usually come with a warranty—a promise that the product will work well for a year or more. Many ads say, "Your satisfaction is guaranteed." This means if there's a problem, you can return the product. A customer service representative will usually let you exchange it or give you all your money back.

Why is service so important in America? It comes from the idea that "the customer is always right". If someone gets poor service at a store, they likely won't go again. On the other hand, people often stay loyal to businesses with great service—even if their prices are a little higher.

## <Practice>

### I Choose the best answer based on the information provided in the text. (选择题)

1. What is the main goal of American customer service?

- |                                         |                                           |
|-----------------------------------------|-------------------------------------------|
| A. To sell the most expensive products. | B. To make every customer feel important. |
| C. To open many checkout lanes.         | D. To offer long warranties.              |

Answer: B

2. What do express lanes usually require?

- |                                          |                                         |
|------------------------------------------|-----------------------------------------|
| A. Customers to be members of the store. | B. Customers to buy more than 20 items. |
| C. Customers to have 10 items or fewer.  | D. Customers to pay with a credit card. |

Answer: C

3. Which of the following is NOT mentioned as having a warranty?

- |          |               |             |           |
|----------|---------------|-------------|-----------|
| A. Cars. | B. Computers. | C. speaker. | D. Books. |
|----------|---------------|-------------|-----------|

Answer: D



4. What does the phrase “the customer is always right” mean in the text?

- A. Customers never make mistakes.
- B. Stores should always listen to and respect customers.
- C. Customers can return any product without a reason.
- D. Stores must give discounts if customers complain.

Answer: B

5. Why might customers stay loyal to a business even if its prices are higher?

- A. Because the store is close to their home.
- B. Because the store has a good warranty policy.
- C. Because the store offers excellent service.
- D. Because the store sells expensive brands.

Answer: C

## II Mark each statement as True (T) if it is correct or False (F) if it is incorrect. ( 判断题 )

1. In American stores, clerks often sit and watch TV instead of helping customers.

Answer: F

2. Prices are usually not marked clearly, so customers have to ask how much items cost.

Answer: F

3. Some stores have express lanes for customers who are buying 10 items or fewer.

Answer: T

4. After paying, customers wouldn't hear anything from the clerk.

Answer: F

5. In America, if a customer gets poor service, they will probably return to the same store.

Answer: F

## III Answer the question in a complete sentence using information from the text. ( 简答题 )

1. According to the text, what are two ways that American stores make customers feel special when they are shopping?

Answer: According to the text, American stores greet customers warmly and offer help proactively, and they manage the checkout process efficiently to make customers feel special.

2. What does “Your satisfaction is guaranteed” mean for customers?

Answer: The motto "Your satisfaction is guaranteed" is a promise to customers. It means that if there is a problem, they have the right to return it. The store will then typically allow them to either exchange the item for another one or receive a full refund of their money.





## CHAPTER 3 / Grammar

### Present Simple Tense & Present Continuous Tense

**Present Simple Tense:** 表示经常性、习惯性、真理性的动作或状态。

**Usage:**

经常性或习惯性动作（常与 often, usually, every day 等连用）：

In America, customers don't usually find the store clerks sitting around.（习惯）

Alex loves turning ideas into visual designs.（个人习惯/状态）

客观事实或普遍真理：

Customer service grows out of the belief that “the customer is always right”.（客观理念）

Good service means making customers feel special.（定义性事实）

表示能力、职业、特征等现存状态：

He works as an assistant designer.（职业）

This material increases cost by 2%.（客观数据事实）

在口语中表示将来计划（限于日程表安排）：

（例如：The store opens at 9 AM tomorrow.）

**Present Continuous Tense:** 表示现在（或现阶段）正在进行的动作或持续的状态，强调“临时性”和“进行感”。

**Usage:**

说话时正在发生的动作：

Look, the clerk is greeting that customer.（可扩展场景）

Alex is adjusting the logo size now.（假设当前正在发生）

当前一段时期内的活动（即使此刻未进行）：

Alex is learning the team's workflow these days.（作为新人，现阶段持续学习）

表示逐渐变化（常与 get, become, increase 等连用）：

More stores are offering express lanes these days.（发展趋势）

表示已确定的近期安排（常带将来时间状语）：

The team is having a brainstorming session tomorrow.（根据上下文可推断的计划）



**Difference:**

| 方面         | 一般现在时                                        | 现在进行时                                                             |
|------------|----------------------------------------------|-------------------------------------------------------------------|
| 时间性质       | 经常性、永久性、真理                                   | 暂时性、进行性、阶段性                                                       |
| 动词类型       | 适用于所有动词，尤其是状态动词（如 love, know, believe）。      | 通常用于动作动词，状态动词一般不用进行时（如不说 I am knowing）。                           |
| 文本例句<br>对比 | Ryan uses abbreviations.（习惯技能）               | Ryan is using abbreviations to take notes in this meeting.（此刻正在做） |
|            | The store opens new lanes when needed.（常规做法） | The store is opening a new lane right now.（此刻正在发生）                |

**<Practice>****I Fill in each blank with the most suitable option.（填空题）**

A. Choose the correct tense (Simple Present Tense or Present Continuous Tense).

- Look! The boys \_\_\_\_\_ (play) football in the park. They usually \_\_\_\_\_ (play) on Sundays.
- I \_\_\_\_\_ (not watch) TV right now; I \_\_\_\_\_ (study) for my exam.
- Water \_\_\_\_\_ (boil) at 100 °C. Can you check if it \_\_\_\_\_ (boil) now?
- My flight \_\_\_\_\_ (leave) at 9 P.M. Tonight, so I \_\_\_\_\_ (pack) my bags now.
- Alex usually \_\_\_\_\_ ( double-check ) his designs for consistency.
- Listen! Linda \_\_\_\_\_ ( discuss ) the project timeline with the client on the phone.
- In this agency, team members often \_\_\_\_\_ ( review ) each other's portfolios.
- The customer \_\_\_\_\_ ( look ) for the warranty information on our website at the moment.
- Good stores always \_\_\_\_\_ ( thank ) customers after a purchase.

**Answers:**

- are playing/play
- am not watching/am studying
- boils/is boiling
- leaves/am packing
- double-checks
- is discussing
- review
- is looking
- thank



## II Writing Practice

Write 3 sentences about your daily routine (Simple Present Tense) and 3 sentences about what you are doing now (Present Continuous Tense).

Open Answer



# CHAPTER 4 / Oral Practice

## I Listening Exercise (Five gaps to fill while listening)



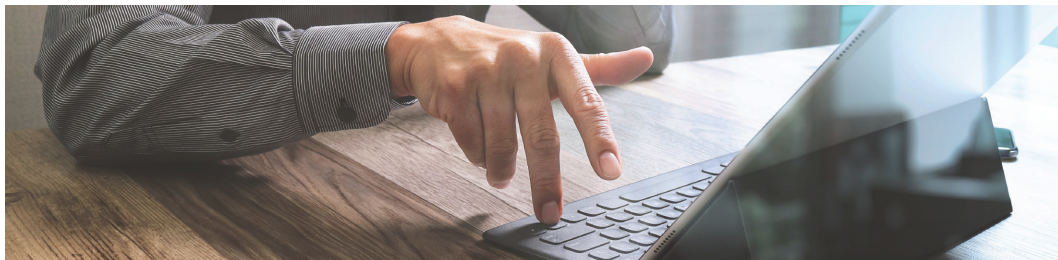
音频

### Scenario 1—First Day at Work

Manager: “Hi Sarah, welcome to the team! Let me show you around. This is your desk, and here’s your company laptop. Do you have any (1) \_\_\_\_\_ so far?”

Sarah : “Yes, actually. Where can I find the shared (2) \_\_\_\_\_ for project files?”

Manager: “Good question! It’s in the ‘Team Drive’ folder. Also, we have a meeting at 10 A.M. tomorrow. Don’t forget to (3) \_\_\_\_\_ the agenda first.”



### Scenario 2—Asking for Help

Sarah : “Excuse me, Mark. I’m not sure how to use this (4) \_\_\_\_\_. Could you help me?”

Mark : “Of course! First, log in with your ID. If you get stuck, just check the (5) \_\_\_\_\_ or ask IT support.”

( Answers: 1. doubts 2. documents 3. review 4. printer 5. handbook )

## II Oral Expression Framework

Topic: Role play in below Scenarios— “Solving Workplace Problems”

### Scene 1: Asking for Clarification

Student A: You are a new employee. Ask your colleague how to submit a report.

Student B: Explain the process (e.g., email, online system, deadline).

### Scene 2: Handling a Mistake

Student A: You accidentally deleted an important file. Apologize and ask for help.

Student B: React calmly and suggest solutions (e.g., check the backup, contact IT).

### Scene 3: Joining a Meeting

Student A: You’re late to a team meeting. What do you say?

Student B: As the manager, respond appropriately.

## Useful Phrases

### Scene 1: Asking for Clarification

| <b>Student A (New Employee): You need to submit a weekly report but are not sure about the process.</b> | <b>Student B (Colleague): Explain the procedure clearly and helpfully.</b>           |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Excuse me, could you show me how to submit the weekly report?                                           | Sure, we usually submit it through the online portal. Let me show you.               |
| I'm not sure about the report submission process. Could you walk me through it?                         | You need to email it to the team leader by 5 PM every Friday.                        |
| What's the usual way to submit reports here — by email or through a system?                             | First, log in to the company system, then go to "Reports" and upload your file.      |
| Is there a deadline I should be aware of?                                                               | Yes, the deadline is Friday afternoon, and please include your manager in the email. |
| Do I need to call anyone when I send it?                                                                | I can send you a template to make it easier.                                         |

### Scene 2: Handling a Mistake

| <b>Student A (Employee who made a mistake)<br/>You accidentally deleted an important project file.</b> | <b>Student B (Helpful Colleague / Supervisor)<br/>Stay calm and suggest practical solutions.</b> |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| I'm really sorry, but I think I've deleted the project file by mistake.                                | Don't worry, these things happen. Let's check the backup folder first.                           |
| I apologize — the file seems to be gone. Can you help me recover it?                                   | First, stay calm. Have you checked the Recycle Bin?                                              |
| I'm not sure what happened. Do we have a backup system?                                                | I'll contact IT right now and ask if they can recover it from the server.                        |
| Is it possible to contact IT to see if they can restore it?                                            | Next time, try to save important files in the shared drive so we always have a copy.             |
|                                                                                                        | We can also check if anyone else downloaded or emailed the file recently.                        |

### Scene 3: Joining a Meeting

| Student A (Latecomer)<br>You are 10 minutes late for a team meeting. | Student B (Manager / Meeting Leader)<br>Respond appropriately without disrupting the meeting flow. |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Sorry I'm late, everyone. My previous meeting ran over.              | No problem, please take a seat. We're just discussing the project timeline.                        |
| Apologies for joining late. Please carry on — I'll catch up quickly. | Glad you could join. We're on the second agenda item now.                                          |
| May I come in? Sorry for the interruption.                           | We'll send you the notes later, but for now let's continue.                                        |
| Could someone briefly fill me in on what I've missed?                | We just reviewed last week's results. Now we're talking about next steps.                          |



### III Presentation

What's the most challenging part of being a new employee?

Write 3 tips for workplace newcomers.

*e.g.* Always ask questions!





## CHAPTER 5 / Writing

### **I** Model Essay Analysis

#### My Career Plan



视频



视频



音频

Name: Li Ming

Major: Computer Technology

#### 1. My Career Goal

I want to be a computer technician after graduation.  
I like fixing computers and solving technical problems.

#### 2. My Current Skills

Strengths:

Good at computer hardware repair (learned in class).

Can use basic software like Office.

Worked part-time at a computer repair shop.

Weaknesses:

Need to improve English for reading manuals.

Have not enough experience with network systems.

#### 3. My Career Plan

Short-term (1–2 years):

Get a job as an IT assistant in a small company.

Take an online course about network security.

Practice English by reading technical articles every week.

Long-term (3–5 years):

Become a senior technician in a tech company.

Get some relevant certificates.

Learn to manage a team.

#### 4. Action Steps

Every month: Visit a tech forum to learn new skills.

By June 2025: Finish the network security course.

This summer: Find an internship at a local IT company.

#### 5. Conclusion

I believe hard work will help me succeed. I will review my plan every year and make changes if needed.

## II Make Your Own Plan Step by Step.

### 1. Self-Assessment

| My Skills            | Examples                         |
|----------------------|----------------------------------|
| I am good at...      | fixing phones, teamwork          |
| I need to improve... | English writing, time management |
| My experience...     | part-time job, school project    |

### 2. Setting Goals

| Time       | Goal                    | How to Achieve            |
|------------|-------------------------|---------------------------|
| In 1 year  | Become a _____          | Take a course in _____    |
| In 3 years | Get a _____ certificate | Practice _____ every week |

### 3. Action Plan

To achieve my goal, I will \_\_\_\_\_ every month.

By next year, I plan to \_\_\_\_\_.

I need to \_\_\_\_\_ because \_\_\_\_\_.

### 4. Final Writing

Career Goal

Strengths & Weaknesses

Short-term & Long-term Goals

Action Steps



## CHAPTER 6 / Vocabulary



音频

Assistant / designer / graduate / colleague / perfect / client / brainstorm / laptop / folder / dynamic / visual / practical / portfolio / review / revisions / patience / adjust / enlarge / alignment / inconsistencies / observation / mindset / stand out / efficient / abbreviations / objectives / deadlines / template / refining / textured / satisfaction / research

### 1. Assistant [ə'sɪstənt]

中文释义：助理（名词）

She works as a teaching assistant in the biology department.

例句翻译：她在生物系担任助教工作。

### 2. Designer [dɪ'zaɪnər]

中文释义：设计师（名词）

The young designer created a modern logo for the coffee shop.

例句翻译：这位年轻设计师为咖啡馆设计了一个现代风格的标志。

### 3. Graduate ['grædʒu:et]

中文释义：① 毕业（动词）；② 毕业生（名词）

After I graduate, I plan to apply for internships in marketing.

例句翻译：我毕业后计划申请市场营销方向的实习。

### 4. Colleague ['kɒli:g]

中文释义：同事（名词）

My colleague helped me prepare the presentation for tomorrow's meeting.

例句翻译：我的同事帮我准备了明天会议用的演示文稿。

### 5. Perfect ['pɜ:rɪfɪkt]

中文释义：① 完美的（形容词）；② 使完美（动词）

Practice makes perfect when learning a new language.

例句翻译（形容词）：练习能让学习新语言变得完美。

### 6. Client ['klaɪənt]

中文释义：客户（名词）

Our team spent hours discussing the client's feedback on the project.

例句翻译：我们团队花了数小时讨论客户对项目的反馈。

### 7. Brainstorm ['breɪnstɔ:rm]

中文释义：头脑风暴（动词/名词）

Let's brainstorm some creative ideas for the advertising campaign.

例句翻译（动词）：我们一起来为广告活动头脑风暴一些创意吧。

8. Laptop ['læp,tɒp]

中文释义：笔记本电脑（名词）

I forgot to charge my laptop before the online class started.

例句翻译：在线课程开始前，我忘记给笔记本电脑充电了。

9. Folder ['fouldər]

中文释义：文件夹（名词）

Save the document in the "Research" folder on the desktop.

例句翻译：把文档保存在桌面上的“研究”文件夹里。

10. Dynamic [daɪ'næmɪk]

中文释义：① 充满活力的（形容词）；② 动态（名词，专业术语）

Our company needs a dynamic leader to handle fast-paced challenges.

例句翻译（形容词）：我们公司需要一位充满活力的领导者来应对快节奏的挑战。

11. Visual ['vɪʒuəl]

中文释义：视觉的（形容词）

The professor used visual aids like charts to explain complex data.

例句翻译：教授用图表等视觉辅助工具来解释复杂数据。

12. Practical ['præktɪkəl]

中文释义：实用的（形容词）

Learning basic coding skills is practical for many modern jobs.

例句翻译：学习基础编程技能对许多现代工作都很实用。

13. Portfolio [pɔːrt'fəʊliu]

中文释义：作品集 / 投资组合（名词）

Art students must build a strong portfolio before applying to jobs.

例句翻译（作品集）：艺术生在求职前必须建立一份出色的作品集。

14. Review [rɪ'vjuː]

中文释义：① 审查（动词 / 名词）；② 复习（动词，侧重学习）

We will review the final draft of the report next Monday.

例句翻译（审查）：我们将在下周一审查报告的最终稿。

15. Revision [rɪ'vɪʒən]

中文释义：修改（名词）

The editor suggested several revisions to improve the article's clarity.

例句翻译：编辑提出了几处修改建议来提高文章的清晰度。

16. Patience ['peɪʃəns]

中文释义：耐心（名词）

Teaching children requires a lot of patience and creativity.

例句翻译：教育孩子需要大量的耐心和创造力。





17. Adjust [ə'dʒʌst]

中文释义：调整（动词）

You need to adjust the font size to make the text more readable.

例句翻译：你需要调整字体大小让文字更易读。

18. Enlarge [ɪn'lɑ:rdʒ]

中文释义：放大（动词）

Click this button to enlarge the image for better details.

例句翻译：点击这个按钮放大图片以查看细节。

19. Alignment [ə'laimmənt]

中文释义：对齐（名词）

Check the alignment of the text boxes to ensure they look neat.

例句翻译：检查文本框的对齐方式以确保排版整洁。

20. Inconsistency [ˌɪnkən'sɪstənsi]

中文释义：不一致（名词）

The manager noticed inconsistencies in the financial report and asked for corrections.

例句翻译：经理发现了财务报告中的不一致之处并要求修正。

21. Observation [ˌɑ:bzər'veɪʃn]

中文释义：观察（名词）

Through careful observation, she discovered a pattern in the data.

例句翻译：通过仔细观察，她在数据中发现了一种规律。

22. Mindset ['maɪndset]

中文释义：思维模式（名词）

A growth mindset helps students embrace challenges and learn from failures.

例句翻译：成长型思维模式能帮助学生接纳挑战并从失败中学习。

23. Stand out [stænd aʊt]

中文释义：突出，显眼（动词短语）

Her bright red dress made her stand out in the crowd.

例句翻译：她鲜红色的连衣裙让她在人群中格外显眼。

24. Efficient [ɪ'fɪʃənt]

中文释义：高效的（形容词）

Using a planner is an efficient way to organize your daily tasks.

例句翻译：使用计划本是高效安排每日任务的方法。

25. Abbreviation [ə'brɪ:vɪ'eɪʃn]

中文释义：缩写词（名词）

Avoid using too many abbreviations in formal emails.

例句翻译：在正式邮件中应避免使用过多缩写词。

26. Objective [əb'dʒektɪv]

中文释义：目标（名词）

Clear objectives are essential for the success of any project.

例句翻译：清晰的目标是任何项目成功的关键。

27. Deadline ['dedlaɪn]

中文释义：截止日期（名词）

Meeting tight deadlines can be stressful but rewarding.

例句翻译：赶在紧迫的截止日期前完成工作虽有压力但很有成就感。

28. Template ['templət]

中文释义：模板（名词）

Download this resume template to structure your job application.

例句翻译：下载这份简历模板来构建你的求职申请材料。

29. Refining [rɪ'faɪnɪŋ]

中文释义：改进，润色（动词，动名词形式）

The author spent weeks refining the first chapter of her novel.

例句翻译：作者花了数周时间润色她小说的第一章。

30. Textured ['tekstʃəd]

中文释义：有纹理的（形容词）

The textured wallpaper adds depth to the room's design.

例句翻译：纹理墙纸为房间的设计增添了层次感。

31. Satisfaction [ˌsætɪs'fækʃn]

中文释义：满足感（名词）

Completing the project on time gave her a sense of satisfaction.

例句翻译：按时完成项目给了她一种满足感。

32. Research [ˈriːsɜːrtʃ]

中文释义：① 研究（名词）；② 做研究（动词）

The team conducted market research to understand customer preferences.

例句翻译（名词）：团队开展了市场研究以了解客户偏好。