



UNIT

1

Dream



PART ONE Let's Listen and Talk

Pre-class Activities



Audio 1.1

- 1** Listen to the following passage, and fill in the missing words and answer the question after it.

How Could These Great Men Turn Their Dreams into Reality?

Everything you do begins with a dream. Dreamers are solution providers. Those who 1) _____ to realize their dreams are real dream chasers. Sir John Gurdon dreamed of being a 2) _____. Walt Disney aimed at building the happiest place on earth called 3) _____. Jim Carrey was determined to become a 4) _____. All these great men have turned their dreams into reality. How did they do that?



First and foremost, 5) _____. Sir John Gurdon devoted himself to biological study and genetic research for years. In 2012, he was awarded the Nobel Prize in Physiology or Medicine for his pioneering work in the field of cloning. Second, 6) _____. Walt Disney had several bankruptcies before he was able to develop Disneyland, but he still kept going. Third, 7) _____. Jim Carrey learnt one lesson from his father that one should take a chance on doing 8) _____. He did it. Therefore, everything is possible if you dream it and achieve it.

Question: How did these great men turn their dreams into reality?

Answer: _____

- 2** Different people may have different dream jobs, and the reasons for their career choices may be various too. Let's look at yourself first by completing the table below.

My dream job after graduation	Reasons for my career choice

- 3** In class, we're going to practice how to express dreams and goals. Let's do some preparative exercises before class to see how much you know about it. Please match the words and phrases in column A with the situations in column B. 
- 4** Please read the following sentences using **dream**, **want**, **determined** and **pursue**, and think about the rules of using them correctly. 

In-class Activities

- 1** In groups of 3–5, take turns to read aloud your tables. While one student is reading out his / her table, the others complete the table below by listening carefully. Once you have all completed, review and check in your group to make sure all have the correct information.

	My dream job after graduation	Reasons for my career choice
1)		
2)		
3)		
4)		

TIPS

- I dream of becoming ... after graduation because ...
- I'm determined to be ... in the future as ...

- 2** Work together with your group members again to find out the usual dream jobs of your classmates and the common reasons for their career choice. The following questions may help you.
- 1) What is your dream job after graduation?
 - 2) What do you want to be in the future?
 - 3) What career would you like to pursue?
 - 4) What makes you decide to be ...?
 - 5) What is the reason for your career choice?
 - 6) What matters to you when you choose your dream job?

- 3** Listen to a conversation between Mike and Jessica, and fill in the missing words and underline those expressions of dreams.

Mike: OK, Jessica, what is your dream job after graduation?

Jessica: Um, I wanna be a physician's assistant.

Mike: What is a physician's assistant?

Jessica: Well, all they do is check or you know maybe 1) _____ or something, not surgery. You just do the little things. So the doctor does not have to do them.



Audio 1.2

UNIT 1 Dream

Mike: So that is what you want to do?

Jessica: Yeah. And make lots of money.

Mike: You wanna make lots of money. OK. Nothing wrong with that. How do you become a physician's assistant?

Jessica: It's 2) _____. You have four or six years of college education and you obviously take nursing and other kinds of classes and then you 3) _____ for two or four years at a hospital like an assistant.

Mike: Then, that's it. You finish.

Jessica: And then you maybe have your own little doctor's place and open that up or something. Well, how about you? What is your dream job, if you could have any job in the world?

Mike: My dream job is to become a 4) _____ representing my country, preferably in China. That's why I came to learn Chinese and hopefully obtain a 5) _____ in International Relations.

Jessica: Sounds cool. Best wishes on becoming a diplomat. I'm sure you'll make a good one.

4 Study the conversation again with your group members and fill in the table below. You're encouraged to add more on the list. Then you are to complete the sentences given below about your dream job.

Expressions for Dreams and Goals	
Verb phrases involved	Noun expressions involved
<p>I want to be _____ after graduation. All they do is _____.</p> <p>This is my dream job because _____. To achieve my dream job, I should learn _____ and obtain _____.</p>	
<p><i>Will you be able to add more sentences? Please try your best.</i></p> <p>_____</p> <p>_____</p>	



Audio 1.3

- 5** Listen to a passage and learn about the roles that your college might play in achieving your dream job.

Listen for the first time and choose the best answer for each of the questions after it.

- 1) What is the basic role that your college plays in achieving your dream job?
 - A. Cultivating a strong faith.
 - B. Developing social skills.
 - C. Gaining testing experience.
 - D. Acquiring knowledge in many subjects.
- 2) What are the skills that the writer thinks are useful both on and off work?
 - A. Critical thinking.
 - B. Practical writing.
 - C. Computer programming.
 - D. Spoken English.
- 3) What can help you learn to network with people on campus?
 - A. Experiencing different cultures.
 - B. Participating in various activities.
 - C. Living in the same dorm.
 - D. Doing scientific experiments.

Listen for the second time and complete the sentences below.

- 1) To begin with, a college education helps you acquire a wide range of _____ in many subjects.
- 2) It also increases your ability to _____ and express thoughts clearly.
- 3) In addition, at college you'll _____ new things and people, and new friendships and connections can be built.
- 4) What's more, various kinds of activities such as clubs can teach you how to _____ and work with a team.
- 5) At last, if you take some part-time jobs or do some internships, you'll _____ and learn how to work in a professional environment.

- 6** Now let's work together again and summarize the reasons why your college can help you get your dream job.

- 1) _____
- 2) _____
- 3) _____

- 7** Please go around your classroom and ask at least 5 classmates about the topic “**How should I make use of my college to get my dream job?**” You need to take notes while interviewing your classmates. Then you're encouraged to report your findings in class.

After-class Activities

iSmart Continue after-class activities on iSmart.

PART TWO Let's Read and Explore**PASSAGE 1**

In the previous part, we discussed college students' dream jobs. So what plays a big role in college students' future job seeking? How can they bridge the gap between their education and finding the right job? We are going to explore more.

Pre-class Activities

- 1** We have discussed future dream jobs. What is highly valued by your future employers in new hires? Read the follow passage and answer the question after it.

What Do Employers Want?

What do employers want from college graduates? A new GMAC survey based on responses from more than 1,000 recruiters from 34 different countries reveals that employers generally have confidence in higher education and value the college degree. They believe that college education provides knowledge and skills that are important for career success.

According to the survey, 62% of employers worldwide believe that soft skills such as communication, teamwork, problem-solving and other interpersonal skills are critical for candidates to possess. This indicates that employers are looking for candidates who can communicate with people effectively and work well with others in a team towards achieving common goals. In addition, hard skills, either technical skills or specific knowledge needed to perform a certain job are highly sought after by employers from different sectors. For instance, finance employers place a high value on financial analysis and modeling skills, while tech recruiters are particularly focused on AI competence and machine learning. Finally, over half employers state that the job applicants who have the relevant work experience will stand out from the crowd. "This means the young graduates get ready to work in a professional environment," a recruiter said.

Question: According to the new GMAC survey, what do employers want from college graduates?



Video 1.4

- 2 Watch a video clip and get the main points by answering the questions below. Studying the words given below may help you understand it better.

tact *n.* 机智maverick *n.* 持不同意见的人strive *v.* 努力note *n.* 音符pitch *n.* (棒球中的) 投, 掷magical *adj.* 神奇的

- 1) What kind of talents is Allianz looking for?

Allianz is looking for artists with tact and _____, for mavericks who _____ problems, for _____ striving for an impact to help them build the strongest _____ community.

- 2) What adds to the perfect match at Allianz?

Every single _____ adds to the perfect match at Allianz.

- 3) From your standpoint, what skills are highly valued by Allianz, a global leader in the financial and insurance services industry?

In-class Activities

- 1 Before you read Passage 1, work in groups of 4 or 5 to exchange your views on “How can I bridge the gap between my education and finding the right job”, and get ready to report the fruits of your group in class.
- 2 According to *Oxford Advanced Learner's Dictionary*, the word **career** means ...

career noun

BrE /kə'riə(r)/ ; NAmE /kə'rɪr/

- 1) the series of jobs that a person has in a particular area of work, usually involving more responsibility as time passes
 - a teaching career
 - career in something *She plans to pursue a career in medicine.*
 - career as something *He enjoyed a long and distinguished career as a historian.*
 - *We wish our graduates every success in whatever career path they have chosen.*
 - a career soldier / diplomat (= a professional one)
 - (British English) a careers adviser / officer (= a person whose job is to give people advice and information about jobs)
- 2) the period of time that you spend in your life working or doing a particular thing
 - *She started her career as an English teacher.*
 - in somebody's career *This was a turning point in her career.*
 - throughout / during somebody's career *He has had injury problems throughout his career.*



Work with your group members to first decide the meaning of **career** in the title and then make a prediction of what will be discussed in the passage.



- 3 Please read the passage below. While reading, try to answer the questions listed on the right.

From College to Career: How I Landed My Dream Job

By Samuel Busch

- [1] Fascinated by the company's collaborative culture, I have always been longing for working at Allianz Life Insurance Company of North America, a subsidiary of Allianz SE — a global leader in the financial services industry. Just in the past few weeks, I have landed my dream job working there as an **actuary**. So as a soon-to-be graduate from the Master of Financial Mathematics (MFM) program at North Carolina State University (NCSU), how did I get there?
- [2] Education is really important. My undergraduate studies were in Actuarial Science and Statistics. I've always loved finding meaning in data and applying my mathematical skills in the "real world". Risk management, insurance, and financial markets are subjects that continue to intrigue me. After earning my bachelor's degree, I knew that there was a lot more that I wanted to learn about the mathematics behind risk and financial markets. Thus I sought to increase my knowledge of quantitative finance through obtaining my MFM degree at NCSU.
- [3] My graduate studies at NCSU have played a big role in my future job seeking. For one thing, the guidance and **mentorship** I have received from the MFM program have been extremely helpful and led to my amazing internship experience working as a programmer and modeler for an auto insurance company last summer. Such internship provided me with a good chance to meet industry professionals from banking, energy, insurance, risk management, and other technical fields, improving my social interaction and cooperation skills. For another, through this program I have received hands-on modeling experience in SAS and Matlab, completing projects such as pricing exotic financial derivatives, and I have learned the fundamentals of asset pricing and enterprise risk management. This education, along with my technical internship, has ultimately allowed me to get my dream job.
- [4] How did I "bridge the gap" between my education and finding the right job? In addition to the real-world work experience I gained, using the online job search tools such as LinkedIn is the key. In fact, the day after I joined an actuarial modeling group on LinkedIn, a director from Allianz Life posted a job advertisement on actuarial positions to the group page. I jumped at the opportunity and applied on LinkedIn and through the Allianz website.
1. What is the function of the first paragraph?
2. What is an actuary?
3. What does "mentorship" here refer to?
4. How did the author get Allianz Life's recruitment information on actuarial positions?

[5] Eventually I got the phone interviews which led to an in-person interview at the Allianz Life campus. During the interview, I highlighted my problem-solving, communication, and teamwork skills as well as my quantitative background, and my biggest selling point was the experience I had gained completing detailed and valuable programming projects for both the MFM program and my summer internship. As a result of the successful interview, I was offered a position as an actuary. In this role, I will be able to further improve my coding skills and knowledge of various financial and insurance products.

[6] Looking back on my college life, I do believe, for me, college has been a great learning experience, and most of the learning process has taken place outside of the classroom. With the good education, work experience, social skills under your belt, you're likely to secure your dream job in the future.

5. Why does the author say that most of the learning process has taken place outside of the classroom?

4 Take turns to ask and answer the following questions.

- 1) Why does the author want to work for Allianz Life Insurance Company? And what dream job has he landed there as a soon-to-be graduate?
- 2) How did the author's college education help him get his dream job based on Paras. 2 & 3?
- 3) How did the author "bridge the gap" between his education and finding the right job?
- 4) Why could the author succeed in his job interview at the Allianz Life campus?
- 5) What do you learn from the author's successful job hunting experience?

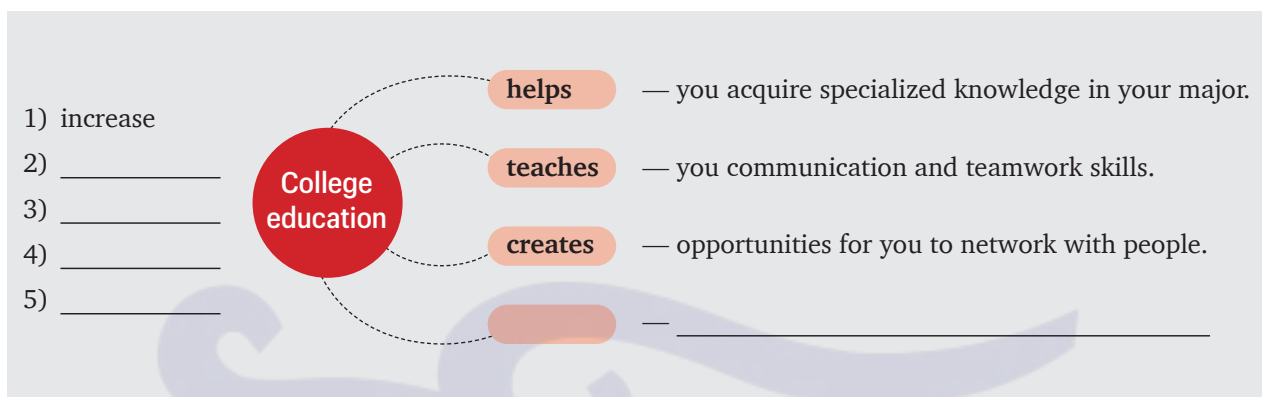
5 There are five statements containing information given in one of the paragraphs. Identify the paragraph from which the information is derived.

No.	Statements	Paragraph
1)	I got my dream job several weeks before graduation.	
2)	The recruiters can post their job openings on LinkedIn.	
3)	I demonstrated my good social skills in the job interview.	
4)	My summer internship was all about gaining experience and contacts.	
5)	I have acquired specialized knowledge in actuarial science, statistics and quantitative finance at college.	

- 6 Fill in the following chart with the information you have read in the passage. Then summarize orally the main idea of the passage.

Argument and evidence	<p style="text-align: center;">A Lead-in question</p> <p>As a soon-to-be graduate from the MFM Program at NCSU, how did I get my dream job working at Allianz Life as an 1) _____?</p>
	<p>Education is really important.</p> <p>Through my undergraduate and graduate studies,</p> <ul style="list-style-type: none"> • I have acquired specialized knowledge in 2) _____ and statistics, financial mathematics, quantitative finance and learned the 3) _____ of asset pricing, and enterprise risk management. • I have gained hard skills such as 4) _____ as well as soft skills like 5) _____ and cooperation skills. • I have received hands-on programming and 6) _____ work experience by completing projects for both my summer 7) _____ and the MFM program.
	<div style="display: flex; justify-content: space-between;"> <div data-bbox="333 1177 649 1461" style="width: 48%;"> <p>using the online job search tools such as 8) _____ is the key.</p> </div> <div data-bbox="675 1177 1379 1461" style="width: 48%;"> <p>Having good interview skills is essential.</p> <p>I highlighted:</p> <ul style="list-style-type: none"> • my social skills & my quantitative background; • my biggest 9) _____ of having gained work experience. </div> </div>
<p style="text-align: center;">Conclusion</p> <p>With the good education, work experience, social skills 10) _____, you're likely to secure your dream job in the future.</p>	

- 7 So far, we've mainly discussed how your college education can help you get your dream job. Please study the map below and try to build a verb list of "college education-can-do".



- 8 Read the sentences from the passage and translate the Chinese sentences into English.

- 1) **Fascinated by** the company's collaborative culture, I have always been longing for working at Allianz Life Insurance Company. (Para. 1)
因深受中国博大精深的传统文化吸引，大量的留学生正涌入中国学习中文和中国文化。
因对人工智能着迷，他参观了 2023 智博会以了解该领域的最新发展趋势和创新。
- 2) I've always loved **finding meaning** in data and applying my mathematical skills in the "real world". (Para. 2)
中国科学家袁隆平在杂交水稻中寻找意义并使成千上万的人摆脱饥饿。
“最美乡村教师”张桂梅一直在教育中寻找意义并帮助数千名学生实现她们上大学的梦想。
- 3) This education, **along with** my technical internship, has ultimately allowed me to get my dream job. (Para. 3)
知识加上汗水造就成功。
大学生们与中学生们一起参与了此次志愿者活动。
- 4) How did I "**bridge the gap**" between my education and finding the right job? (Para. 4)
沟通有助于缩短你所知道的与你所想要知道的事物之间的距离。
拥抱全球化是弥合发展中国家与发达国家之间的差距的最好办法。
- 5) **Looking back on** my college life, I do believe, for me, college has been a great learning experience. (Para. 6)
回顾过去的一年，她心中充满了幸福和骄傲。
回顾他的一生，杰夫发现，从厨师到建筑师，自己几乎从事过各种工作。

After-class Activities

iSmart Continue after-class activities on iSmart.

PASSAGE 2

According to what we've discussed before, we know career dreams and how college students can land their dream jobs in the future. Now we are going to explore some famous scientists' career dreams and how they followed their dreams.

Pre-class Activities

- 1** Please find the basic personal information of Albert Einstein, and then complete the table below with the help of a dictionary.

Birth to death	Nationality
Contributions	Honors and awards
Career dream / goal	
Dream pursuit	
1) _____	
2) _____	
3) _____	
4) _____	
5) _____	
...	

- 2** Think over “What makes a successful scientist?” and get ready to share in class.

In-class Activities

- 1** Work in groups of 4 or 5. Exchange what you've done before class, and get ready to report the results of your discussion in class.



Audio 1.6

- 2** Please read the passage about Yuan Longping, the world-renowned scientist. While reading, try to fill in the blank at the beginning of each part and **get to know the ambitions and intentions of the scientist**. The first one has already been done.

An Unstoppable Ambition

1) Having a much bigger ambition

- [1] Yuan Longping, father of hybrid rice, has helped China work a great wonder — feeding nearly one-fifth of the world's population with less than 9 percent of the world's total land. While food shortages have long been consigned to China's past, the famine fighter has a much bigger ambition — to save the world from starvation and help people to eat well.



2) _____

- [2] Since the 1980s, Yuan's team has offered training courses in dozens of countries in Africa, the Americas and Asia — providing a robust food source in the areas with a high risk of famine. With assistance from Yuan's team, a hybrid crop variety produced a harvest of 10.8 tonnes per hectare in Madagascar, far exceeding the yield of local rice. And the average yield of the hybrid rice planted in Kenya is four to five times greater than conventional varieties. Globally, more than 820 million people were hungry in 2018, according to a UN report. And if hybrid rice is planted in half of the world's 147 million hectares of paddy fields, the additional yield alone can feed another 500 million people, said Yuan.

3) _____

- [3] Yuan's team has continued to make new breakthroughs. Yuan's team was invited to make a trial plantation of the saline-alkaline tolerant rice in the experimental fields in Dubai in January 2018, achieving huge success. China's export of saline-alkaline tolerant rice and the technique has been eyed as a way to combat the world's food insecurity.

4) _____

- [4] The focus of Yuan's hybrid rice project has changed from increasing output to green and sustainable development. In September 2017, a strain of low-cadmium indica rice developed by Yuan's team and the Hunan Provincial Academy of Agricultural Sciences was able to reduce the average amount of cadmium in rice by more than 90 percent in the areas suffering from heavy metal pollution. "This is a huge breakthrough, and the technology is simple and inexpensive to apply," said Yuan. He worked on the third

generation of hybrid rice, and striving to gradually replace the three-line and two-line hybrid rice in the next few years.

5) _____

- [5] “Our country has entered a decisive period to complete the building of a moderately prosperous society in all respects since the 19th National Congress of the Communist Party of China. To me, that means we are moving from ‘having enough to eat’ to ‘eating well,’” Yuan said.

6) _____

- [6] “I am now in my 90s and hope that I can live to be 100 years old,” he said. “I’m confident in the future of my country, and I want to make more contributions to its prosperity.”

3 Choose the best answer for the following unfinished statements based on what you’ve read in the passage.

- 1) The training courses given by Yuan’s team provided _____ in the areas with a high risk of famine.
 - A. a harvest of hybrid rice
 - B. a stable food source
 - C. a sufficient food supply
 - D. a conventional rice variety
- 2) According to Yuan, _____ can feed another 500 million people if half of the world’s paddy fields are planted with hybrid rice.
 - A. the total yield
 - B. the average yield
 - C. the increased yield
 - D. the conventional yields
- 3) It can be inferred that Dubai _____.
 - A. has a lot of saline-alkaline land
 - B. is an ideal place for the plantation of hybrid rice
 - C. tries to introduce a new generation of hybrid rice
 - D. is viewed as one of the areas with a high risk of famine
- 4) One successful example of the green hybrid rice project is _____.
 - A. the considerable reduction of cadmium in rice
 - B. the reduction of research cost in hybrid rice
 - C. the new way of planting hybrid rice in polluted areas
 - D. the continuous increase of hybrid rice output
- 5) Yuan hoped that he could live to 100 years because he wanted to _____.
 - A. save the world from starvation
 - B. witness the prosperity of his country
 - C. play a greater role in the prosperity of his country
 - D. shift his research focus in the next few years

4 Take turns to ask and answer the following questions with your partners.

- 1) What is Yuan's much bigger ambition after China's food shortages have been long consigned to the past?
- 2) What has the training courses globally provided by Yuan's team resulted in?
- 3) What are the responses of the world toward China's export of saline-alkaline tolerant rice and the technique?
- 4) What has Yuan's team achieved on green and sustainable development while working with Hunan's academy of agricultural sciences?
- 5) What were Yuan's new aspirations while he was in his 90s?

5 Read the sentences from the passage and translate the Chinese sentences into English.

- 1) While food shortages have long been **consigned to** China's past, the famine fighter has a much bigger ambition (Para. 1)
 随着和平协定的签订，冷战已成为历史。
 一次车祸使他需要在轮椅上度过余生。
- 2) With assistance from Yuan's team, a hybrid crop variety produced a harvest of 10.8 tonnes per hectare in Madagascar, **far exceeding** the yield of local rice. (Para. 2)
 袁隆平团队在农业创新研究方面取得许多新的突破，远超人们的想象。
 这家公司在国际市场获得额外的利润，远超国内其他竞争对手。
- 3) China's export of saline-alkaline tolerant rice and the technique has been **eyed as** a way to combat the world's food insecurity. (Para. 3)
 自古以来，松树被看作是诚实和正直的象征。
 粮食安全被看作是社会稳定的基础。
- 4) The focus of Yuan's hybrid rice project has **changed from** increasing output **to** green and sustainable development. (Para. 4)
 人们对食品的需求已从“吃得饱”转向“吃得好”。
 争论的焦点从技术应用转向技术的深入研发。
- 5) Our country has entered a decisive period to complete the building of a moderately prosperous society **in all respects** since the 19th National Congress of the Communist Party of China. (Para. 5)
 社会公众要求名人在各方面都力求完美。
 政府官员应该全方位关注民生问题。

After-class Activities

iSmart Continue after-class activities on iSmart.


PART THREE Let's Summarize and Write

Obviously, to land your dream job, you need to make a lot of preparations. Specifically, what qualifications and skills are the potential employees expected to have? And what duties and responsibilities are they expected to accomplish? A job description may tell you the answers. Let's first learn how to write a job description.

- 1** There are usually three formats of job description: **Traditional Text-based**, **Infographic** and **Comic Strip**. Study the definitions of the three formats and match them to the job description examples accordingly.

A traditional text-based	job description is a document that describes the general tasks or responsibilities of a position. It may specify the functionary to whom the position reports, qualifications or skills needed by the person in the job, and a salary range. Such job description is text-heavy without pictures or graphics.
An infographic	job description is a combination of position information and graphics. It can make a strong impression on the job seeker if they read recruitment information in an infographic format.
A comic strip	job description is produced in the comics form, comprising a group of cartoons and the captions or dialogues for the cartoons. The language and tone is light and casual.

1



Job Description

Job Title	Junior Accountant	Reports to	CFO / Controller
Department	Finance	Position type	Full-time
Location	Florida	Salary Range	\$50,000-\$55,000 / Year

Job Summary:
The Junior Accountant is responsible for maintaining the daily accounting functions, financial statements and various analysis preparations, as required.

Responsibilities:

- Assist in the completion of monthly, quarterly and annual financial reports and ensure that they are done accurately and in a timely manner.
- Process and record payroll.
- Accounts payable including commission payments, premium refund payments and employee expense reports.
- Perform other duties assigned by the CFO / Controller.

Qualifications:

- A BA / BS in Accounting.
- At least 1 year of full-time accounting experience.
- Expertise in Microsoft Office (Excel and Word) and QuickBooks.

Preferred Skills:

- Strong verbal and written communication skills.
- Ability to interface well with staff and external contacts.

2



DO YOU HAVE A PASSION TO SELL?

WE ARE RAPIDLY EXPANDING OUR SALES TEAM AND WOULD LOVE TO HAVE EXCELLENT SALESPeOPLE ON BOARD

MAKE SURE YOU FIT THE FOLLOWING CRITERIA BEFORE SENDING AN APPLICATION

1. You have 3+ years experience in working for a B2B SaaS company
2. You are ready to grow and eventually lead your own team in the next 2-3 years
3. You are willing to have fun while selling our products

Software Developer

OUR COMPETITOR JUST BOUGHT TEN MILLION COPIES OF OUR SOFTWARE.

HUH?

THEY PLAN TO GIVE IT AWAY FOR FREE TO ENTICE PEOPLE TO BUY THEIR OWN PRODUCT THAT HAS MORE FEATURES.

WE'LL BE PART OF THEIR PREMIUM STRATEGY.

THAT'S JUST SHOWING OFF.

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- The majority of your day would be spent working with a cross-functional team of developers, business analysts, and quality analysts to specify, design, develop, test, and implement software. They're all great people to work with. Trust me.

- Full-time

- 1) Position details (including company name, job title, reporting line, job location, salary range, etc.);
- 2) Job summary (providing an overview of a company and a role);
- 3) Duties and responsibilities (stating the scope and level of responsibilities of a job);
- 4) Qualifications (covering education and work experience);
- 5) Preferred skills (containing technical skills and soft skills).



Now read the following job description and answer the questions after it.

Job Description



Job Title	Junior Accountant	Reports to	CFO / Controller
Department	Finance	Position Type	Full-time
Location	Florida	Salary Range	\$50,000-\$55,000 / Year

Job Summary

The Junior Accountant is responsible for maintaining the daily accounting functions, financial statements and various analysis preparations, as required.

Responsibilities

- Assist in the completion of monthly, quarterly and annual financial reports and ensure that they are done accurately and in a timely manner.
- Process and record payroll.
- Accounts payable including commission payments, premium refund payments and employee expense reports.
- Perform other duties assigned by the CFO / Controller.

Qualifications

- A BA / BS in Accounting.
- At least 1 year of full-time accounting experience.
- Expertise in Microsoft Office (Excel and Word) and QuickBooks.

Preferred Skills

- Strong verbal and written communication skills.
- Ability to interface well with staff and external contacts.

Questions:

- 1) What is the position offered by Florida Family Insurance Co. here? And to whom should this position report?
- 2) What are the primary roles of the junior accountant?
- 3) How many responsibilities should the junior accountant fulfill?
- 4) What kind of qualifications should the candidates have?
- 5) What preferred skills are required for this job?

- 3** A good job description can give job seekers a clear picture of a job listing. The writer considers: What information of the job do job seekers need to know? How can job seekers catch the key information quickly? Knowing the 4Cs of writing can help you write effective job descriptions.



Your job description should be:

- **Complete:** Include all the basic information about a position.
- **Concrete:** Make your job title specific, not vague.
- **Concise:** Make sure your job description is not too wordy. List the key responsibilities and begin each task with an action verb.
- **Clear:** Describe the job duties and requirements clearly.

The job description below does not follow the 4Cs. In groups, discuss the questions to identify what is wrong.

- 1) Is the information complete? If not, what is missing?
- 2) Is the job title specific? If not, how would you change it so that it is concrete?
- 3) In the part of job summary, is the language concise? If not, how can you condense this part?
- 4) Are the job duties expressed clearly? If not, how would you improve it?

Job Description

A new team within a top trading firm is seeking a passionate hands-on programmer who is hungry to learn and work with a range of languages and technologies in a cutting-edge environment. The team is building new systems using Scala, Java 8, Elixir, Clojure, Erlang, Haskell, etc.

Skills / Experience Required

- Hands-on object-oriented programming / development skills (Java preferred).
- Strong experience in functional programming (Elixir, Clojure, Scala, Erlang, Haskell, etc.).
- Kafka, Cassandra, Mesos, Spark is all a plus.
- Desire to learn and work in a collaborative team.
- Bachelor's Degree in Computer Science or similar (Master's Degree is a plus).

Job Requirements

Java 8, Scala, Spark, Kafka, Python

Salary

Salary: \$140,000 – \$200,000 / Year

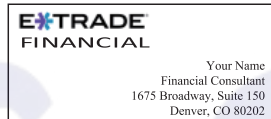
- 4 Read a job description given by E*Trade Financial Corporation. And finish the exercises after it.

Financial Consultant

Denver, CO

E*TRADE

E*TRADE Financial Corporation, the online investing & trading pioneer, with 4.5 million accounts in 40 countries and \$110 billion in customer assets, is continuing to reinvent the online trading industry. Our unique culture of innovation creates an environment where you will be continually learning and challenged to develop your career.



Job Responsibilities

Financial Consultant is assigned an existing practice of high value clients

Provide guidance on a range of investment solutions based on client needs

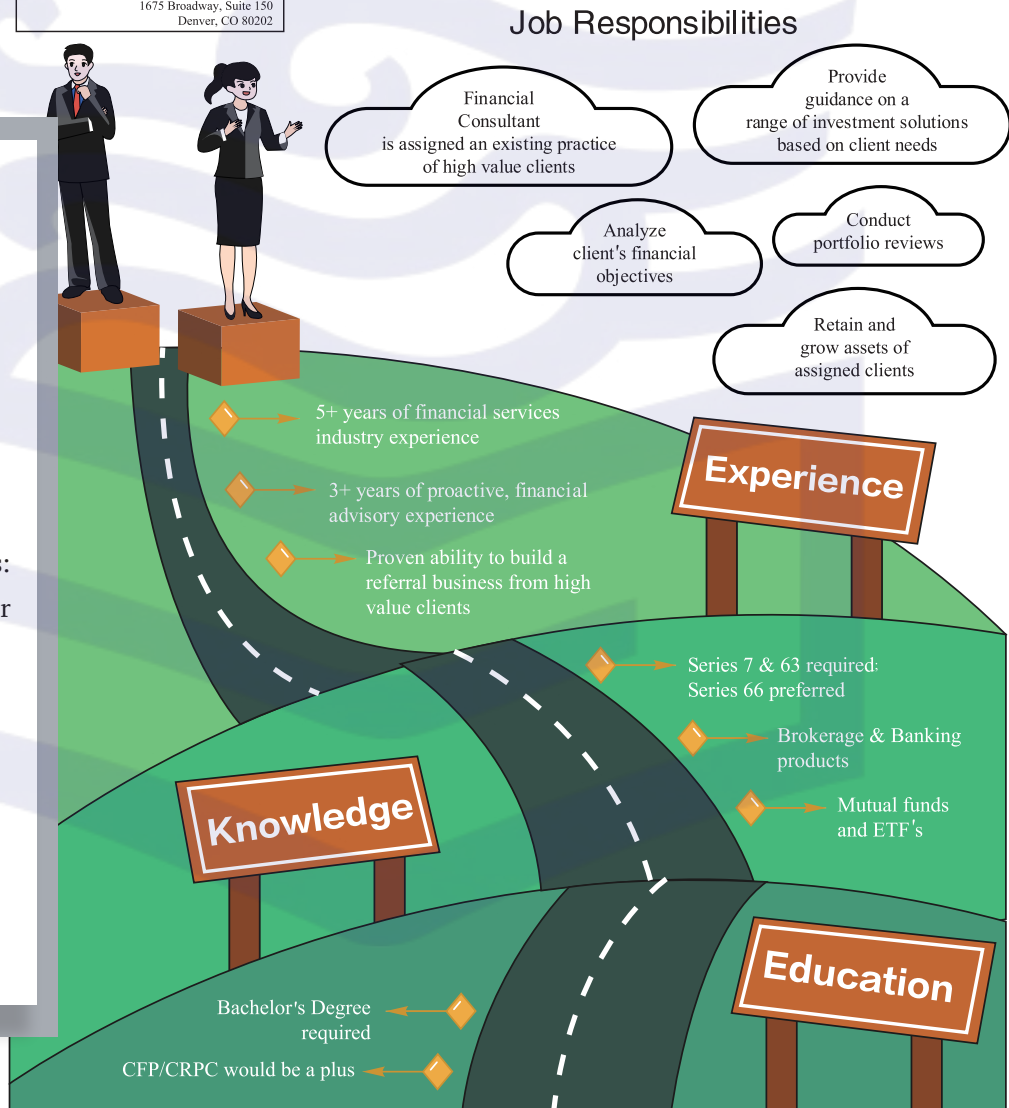
Analyze client's financial objectives

Conduct portfolio reviews

Retain and grow assets of assigned clients

1) The format of the job description is _____.

2) In your opinion, which format of a job description is more attractive to job seekers: traditional text-based or infographic? And why?



- 5 Companies and organizations are starting to see the value in livening up their job descriptions, and one way to do so is by using infographics. Suppose your company is seeking for a civil engineer, and you are asked to design a job description by using the infographic format. Do the job with your group members.

PART FOUR Let's Consolidate and Develop

Grammar Reconsolidation: Present Indefinite

- 1** First, please identify the usage of the **present indefinite tense** in the following sentences. The first one has been done for you.

Second, please locate more sentences with the present indefinite tense in Passage 1 & 2, and then discuss its usage with your group members.

	Sentences	Usage
1)	He usually <i>takes</i> working environment into consideration when looking for a new job.	表示经常性动作
2)	Some people <i>tend</i> to focus on living in the present rather than planning for an uncertain future.	
3)	Millennials <i>make</i> up more than a third of the work force.	
4)	The Queen <i>arrives</i> for the Opening of the Parliament.	
5)	This paper <i>focuses</i> on the ambitions of Millennials and <i>provides</i> insights that employers should heed.	
6)	Millennials <i>define</i> the new dream job.	
7)	According to a study from Simply Hired, Americans' career dreams <i>have</i> little to do with Money.	
8)	The article <i>describes</i> how a young intellectual <i>becomes</i> a famous scientist.	
9)	He said: "Watch me, I'm doing a dangerous experiment. Now <i>watch</i> me. I <i>switch</i> on the current, and <i>stand</i> back ..."	
10)	The interview <i>begins</i> at 8 a.m.	

GRAMMAR

Reading Skills: Skimming

- 2** Skimming refers to reading through a passage quickly to get a general idea of its content. It is a valuable rapid reading skill that helps readers improve their comprehension and save their time. How can we skim a passage effectively? Read the following statements and decide whether you agree with them or not, then discuss with your group members the ways of skimming.

To skim effectively, you should	Yes	No
1) read the title of the text;	<input type="checkbox"/>	<input type="checkbox"/>
2) read the first and last paragraph;	<input type="checkbox"/>	<input type="checkbox"/>
3) read the first sentence of each paragraph, also called a topic sentence;	<input type="checkbox"/>	<input type="checkbox"/>
4) read every word;	<input type="checkbox"/>	<input type="checkbox"/>
5) look for key words or important pieces of information.	<input type="checkbox"/>	<input type="checkbox"/>

TIPS

- Does reading the title of the text or the topic sentence of a paragraph help a reader quickly get the main idea of a text?
- Is it necessary for a reader to read word by word to understand the general idea of a passage?

- 3** Now, you're required to skim the following passage for the general idea and then write it down in the space provided. Scan the code you'll get more about skimming.



Text 1.7

The Unusual Architect — Ieoh Ming Pei

- [1] On this vivid planet, it appears colorful with so many world famous buildings: the Louvre Pyramid in Paris, John F. Kennedy Library in Boston, Bank of China Tower in Hong Kong. All these masterpieces mentioned above originated from the same — Ieoh Ming Pei, a distinguished master of modern architecture.
- [2] Since an early age, Pei took a deep interest in architecture. He was born in China in 1917. When he spent the summers with his extended family at Suzhou, he was impressed by the gardens of Suzhou: its unusual rock formations, stone bridges, and waterfalls remained etched in Pei's memory for decades. Pei did draw inspiration from the gardens at Suzhou and was determined to become an unusual architect.
- [3] Undoubtedly, the science and technique of building Pei had learnt during college was essential for his future success. In 1935, to pursue his dream, Pei came to the United States to study architecture.

He attended Massachusetts Institute of Technology, because he was more fascinated by the modern architecture provided there. In the library he found three books by the Swiss-French architect Charles-Édouard Jeanneret-Gris, better known as Le Corbusier. Pei was inspired by the innovative designs of the new international style, characterized by simplified form and the use of glass and steel materials. As it turned out, he was greatly affected by such design style in his future works.



- [4] Pei's path to the forefront of the international architecture arena has been elegant. His first major recognition came with the National Center for Atmospheric Research in Colorado, completed in 1967. His big break came with the design and construction of Louvre Pyramid that was constructed entirely with glass segments and metal poles between 1984 to 1989. Now it has become a landmark of the city of Paris.
- [5] Due to his hard work, Pei has won a wide variety of prizes and awards in the field of architecture, including the Pritzker Architecture Prize in 1983, sometimes called the Nobel Prize of architecture.

The general idea



Translation Practice

4 Translate the following paragraph into English.

和许多人一样，你可能也在想应该如何选择一份合适的工作。当你在选择一个职业的时候，你所能做的最重要的事情就是选择一个适合你的职业。找到适合自己的职业这才是最重要的。这份职业应该与你的兴趣、才能、工作价值观以及性格类型相匹配。这份职业也应该能赋予人一种使命感，即一种让你感到你是更伟大事业的一部分的感觉。你是被需要的，你有成就感，因为你对世界起到了作用。如果一个职业能满足这些标准的话，你就更有可能对这份工作感到满意并享受你的工作。

PART FIVE Let's Design and Report

Background

Chinese President Xi Jinping called on college graduates across the country to integrate their personal ideals into the undertakings of the nation, encouraging them to make contributions to the country and the people. 118 graduates from China University of Petroleum-Beijing (CUP) at Karamay responded to this call and chose to work at the grassroots level in Xinjiang and strive for the development of China's western region. Their career choice was highly supported and praised by President Xi.

Scenarios

Suppose you have interviewed some soon-to-be graduates in your university about their career choices, and you are going to make a presentation on the topic: College Graduates' Career Choice.

Suggested Content of Your Presentation:

- 1) A survey about where soon-to-be graduates want to work;
- 2) Key factors to consider when they choose a career;
- 3) Two or three soon-to-be graduates' stories about how they landed their dream job;
- 4) Valuable advice given by them on how to make a career choice;
- 5) An appeal to all students to associate their career choice with the Chinese Dream of national rejuvenation.

