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工作 (Work and jobs)

A 你是做甚麼工作的？(What do you do?)

想知道別人從事哪個行業，你會說「What do you do?」（你是做甚麼的？）以下是 Kerstin 講述有關她工作的事情：

'I **work for** (替……工作) a large European car maker. I **work on** (做) car design. In fact, I **run** (掌管) the design department and I **manage** (管理) a team of designers: 20 people **work under** (隸屬於) me. It's very interesting. One of my main **responsibilities** (職責) is to make sure that new model designs are finished on time. I'm also **in charge of** (負責) design budgets.

I **deal with** (應付) a lot of different people in the company. I'm **responsible for** (負責) co-ordination between design and production: I **work with** (與……合作) managers at our manufacturing plants.'



筆記

in charge of (負責) } 名詞
responsible for (負責) } + 動詞 + -ing

responsibility (職責) + 不定式 或 -ing

One of my responsibilities is to make sure ...

One of my responsibilities is making sure ...

語法陷阱 不可說成 I'm a responsible.

B 「Work」的詞語搭配 (Word combinations with 'work')

如果你說 I **work** (我工作) 或 I **have work** (我有工作)，你是說你有一份職業。但千萬不要說成 Someone has a **work**. **Work** (工作地點) 也可以指你工作的地方。

以下是一些由 'work' 組成的片語：

- Hi, I'm Frank. I work in a bank in New York City. I **leave for work** (上班) at 7.30 every morning.
- I **go to work** (上班) by train and subway.
- I **get to / arrive at work** (到達公司) at about nine.
- I'm usually **at work** (上班) till six.
- Luckily, I don't get ill very much so I'm not often **off work** (缺勤).

The economy is growing fast and more people are **in work** (有工作) than ever before. The percentage of people **out of work** (失業) has fallen to its lowest level for 30 years.

語法陷阱 不可說成 I'm at the work 或 I'm going to the work.

C 工作的類別 (Types of job and types of work)

A **full-time job** (全職工作) 需要整個工作週都在工作；a **part-time job** (兼職工作) 比全職的工作時數少。

你可以說：Someone **works full-time** (全職工作) / **part-time** (兼職工作)。

A **permanent job** (固定工作) 指不會在一特定期間後結束的工作；a **temporary job** (臨時工作) 指會在特定期間後結束的工作。

你也可以說 **temporary work** (臨時工) 和 **permanent work** (長工)。

1.1 以下是 Pierre 講述他工作的一段說話。試找出錯誤並加以改正。

I work for a French supermarket company. (1) I work *about* the development of new supermarkets. (2) In fact, I *running* the development department and (3) I *am manage for* a team looking at the possibilities in different countries. It's very interesting. (4) One of my *main* is to make sure that new supermarkets open on time. (5) I'm also *charged with* financial reporting. (6) I deal *at* a lot of different organizations in my work. (7) I'm *responsible of* planning projects from start to finish. (8) I work closely *near* our foreign partners, and so I travel a lot.

1.2 試從左頁 B 部找出適合的介詞 (preposition) 填在下面的空格內。

Rebecca lives in Hong Kong and works in public relations. She leaves home for work at 7.30 am. She drives (1) work. The traffic is often bad and she worries about getting (2) work late, but she usually arrives (3) work at around nine. She finishes work quite late, at about eight. 'Luckily, I'm never ill,' she says. 'I could never take the time (4) work.'

She loves what she does and is glad to be (5) work. Some of her friends are not so lucky: they are (6) work.



1.3 試用左頁 C 部學到的生詞，以及下面括號內的詞語造句，形容一下以下人物的工作。第 1 題作為例子已做好。

- 1 I'm Alicia. I work in a public library in the afternoons from two until six. (I / job)
I have a part-time job.
- 2 My husband works in an office from 9 am to 5.30 pm. (he / job)
- 3 Our daughter works in a bank from eight till five every day. (she / work)
- 4 I'm David and I work in a café from 8 pm until midnight. (I / work)
- 5 My wife works in local government and she can have this job for as long as she wants it. (she / job)
- 6 Our son is working on a farm for four weeks. (he / job)
- 7 Our daughter is working in an office for three weeks. (she / work)



思考站

如果你有工作的話……
What do you do? What are you in charge of? What are your responsibilities?
What time do you leave for work? How long does it take you to get to work?
What time do you arrive at work? Do you take a lot of time off work?

如果你沒有工作的話……
What sort of job would you like to do?
What routine would you like to have?

單元練習答案

1.1 I work for a French supermarket company. I work on the development of new supermarkets. In fact, I run the development department and I manage a team looking at the possibilities in different countries. It's very interesting. One of my main responsibilities is to make sure that new supermarkets open on time. I'm also in charge of financial reporting.

I deal with a lot of different organizations in my work. I'm responsible for planning projects from start to finish. I work closely with our foreign partners, so I travel a lot.

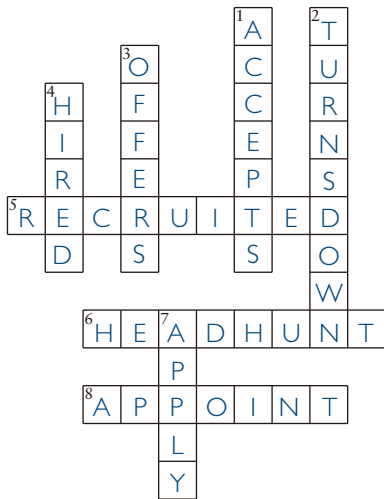
1.2 1 to 3 at 5 in
2 to 4 off 6 out of

1.3 2 He has a full-time job.
3 She works full-time.
4 I work part-time.
5 She has a permanent job.
6 He has a temporary job.
7 She has temporary work.

2.1 1b, 2e, 3d, 4a, 5c

2.2 1b working, boring, involves
2c being / to be
3a travelling, tiring, dealing
4d tiring
5e stimulating, repetitive

3.1



3.2 1 recruit, headhunt, appoint, offer, hire
2 accept, turn down, apply

3.3 1 turned down
2 an interview
3 his referees
4 offered him the job
5 accepted
6 applications
7 CVs
8 applicants
9 their qualifications
10 had shortlisted six people and given them psychometric tests

索引的數字是單元的編號而不是頁數。

accept /ək'sept/ 接受 3
 accessible /ək'sesəbl/ 接觸得到的 45
 account /ə'kaʊnt/ 戶口 26, 35
 accountancy /ə'kaʊntənsi/ 會計工作 31
 accountant /ə'kaʊntənt/ 會計師 31
 accounting rules /ə'kaʊntɪŋru:lz/ 會計準則 31
 accounting standards /ə'kaʊntɪŋ 'stændədz/ 會計標準 31
 accounts /ə'kaʊnts/ 客戶 29, 賬目 31
 accurate record /'ækjərət 'rekɔ:d/ 準確的記錄 55
 acquire /ə'kwɪə/ 收購 34
 acquisition /,ækwɪ'zɪʃən/ 收購 33, 34
 action points /'ækʃən pɔɪnts/ 跟進事項 55
 administration/admin /,əd,mɪnɪ'streɪʃən/'æd,mɪn/ 行政工作 6
 administrative staff /,əd'mɪnɪstrətɪv,stɑ:f/ 行政部職員 6
 administrator /,əd'mɪnɪstreɪtə/ 管理人 33
 advance /əd'vɑ:ns/ 上升 39
 adversarial /,ædvə'seəriəl/ 對立的 65
 advertise /'ædvətəɪz/ 登廣告 25
 advertiser /'ædvətəɪzə/ 廣告客戶 25
 advertising agency /'ædvətəɪzɪŋ ,eɪdʒəntsi/ 廣告公司 25
 advertising campaign /'ædvətəɪzɪŋ kæm,pəɪn/ 廣告活動；廣告宣傳運動 25
 advertising medium /'ædvətəɪzɪŋ 'mi:diəm/ 廣告媒介 25
 aerospace /'eərəʊspeɪs/ 航空與航天 13
 AFAIK 據我所知 53
 affirmative action /,ə,fɜ:mətɪv 'ækʃən/ 積極行動 8, 41
 agenda /ə'dʒendə/ 議程 55, 63
 agree /ə'ɡri/ 同意 57
 ahead of schedule /ə,hed əv 'ʃedju:l/ 比預定時間提前 42
 ailing /'eɪlɪŋ/ 處境困難 33
 alliance /ə'laɪəns/ 聯盟 34
 allocated /'æləkertɪd/ 分配 55
 amortization /ə,mɔ:tɪ'zeɪʃən/ 攤銷 30
 amortize /ə'mɔ:təɪz/ 攤銷 30
 anecdote /'ænɪkdəʊt/ 趣聞 60
 angry /'æŋɡri/ 生氣 57
 annual general meeting (AGM) /'ænjʊəl 'dʒenərəl 'mi:tiŋ/ 股東周年大會 54

annual meeting /,ænjʊəl 'mi:tiŋ/ 周年大會 54
 annual report /,ænjʊəl rɪ'pɔ:t/ 年報 31
 applicant /'æplɪkənt/ 申請人 3
 application form /,æplɪ'keɪʃən fɔ:m/ 申請表 3
 applied for /ə'plaid fɔ:/ 申請 3
 appoint /ə'pɔɪnt/ 僱用 3
 appointments /ə'pɔɪntmənts/ 職位 3
 approachable /ə'prəʊtʃəbl/ 容易接近的 44, 45
 arbitration /,ə,bɪ'treɪʃən/ 仲裁 66
 arbitrator /'ə,bɪ'treɪtə/ 仲裁人 66
 argument /'ɑ:gjəmənt/ 爭論；論據 57
 arrangements /ə'reɪndʒmənts/ 安排會面 51
 assembly line /ə'sembli laɪn/ 裝配線 16
 asset /'æset/ 資產 30
 atmosphere /'ætməsfɪə/ 氣氛 63
 attach /ə'tætʃ/ 附上附件 53
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 audience /'ɔ:diəns/ 觀眾 59
 audit /'ɔ:dt/ 審計 31
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 authoritarian /,ɔ:θɔrɪ'teəriən/ 權力主義的 44
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 axe /æks/ 削減 39
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 backhander /,bæk'hændə/ 賄賂 40
 bad debts /,bæd 'dets/ 壞賬 29
 bad working environment /,bæd ,wɜ:kɪŋ ɪn'vaɪərənmənt/ 惡劣的工作環境 8
 bailout /'beɪlaʊt/ 拯救 33
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 bank statement /'bæŋk ,steɪtmənt/ 銀行月結單 35
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 bargain /'bɑ:gɪn/ 談判；討價還價 62, 協議 62, 66
 bargainer /'bɑ:gɪnə/ 談判人員 62
 bargaining /'bɑ:gɪnɪŋ/ 討價還價 62, 談判 62, 63, 議價 65

bargaining position /'bɑ:gɪnɪŋ pə'zɪʃən/ 談判立場 63
 bargaining power /'bɑ:gɪnɪŋ paʊə/ 議價能力 65
 basic /'beɪsɪk/ 基本的 5, 基礎的 23
 basic salary /,beɪsɪk 'sæləri/ 基本薪金；底薪 5
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 be on sale /,bi: ɒn 'seɪl/ 可供應出售 27
 bear market /'beə ,mɑ:kɪt/ 熊市 37
 bearish /'beəriʃ/ 悲觀的 37
 behind schedule /bɪ,hænd 'ʃedju:l/ 比原定時間落後 42
 benchmarking /'benʃmɑ:kɪŋ/ 設定基準 18
 benefits /'benɪfɪts/ 福利 5, 益處 21
 benefits package /'benɪfɪts ,pækɪdʒ/ 福利計劃 5
 best practice /,best 'præktɪs/ 最佳實踐 18
 beta version /'bi:tə ,vɜ:ʃən/ 上市前的試用版 14
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 bitter /'bɪtə/ 激烈 65
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 book value /'bʊk ,vælju:/ 賬面價值 30
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