

## Unit 3

# Workplace Rules

英语3 职业模块

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## PART 03

# Grammar and Usage

## Past Participle

Every verb in the English language has a past participle. Many are formed by adding *-ed*, *-d*, or *-t*, while some form their past participles irregularly. Past participles have several important functions.

Function	Example
To form perfect tenses	<b>Have</b> you <b>noticed</b> that meetings here always start right on time?
To form the passive voice	Everyone <b>was prepared</b> to engage in the meeting.
To act as an adjective	There were two <b>unwritten</b> rules at HiTech.
To form a phrase that acts as an adjective	A decision was made at the meeting <b>held in August</b> .

1 Write the past participle forms of the following verbs with the help of a dictionary.

1. buy **bought**

2. catch **caught**

3. deal **dealt**

4. lead **led**

5. prove **proved/proven**

6. shine **shined/shone**

7. mean **meant**

8. sit **sat**

9. break **broken**

## 2 Complete the sentences according to their Chinese meanings.

1. 我已经为会议汇报做好了充分准备。

I have prepared well for the conference presentation.

2. 从这个角度去看的话，这项规定还是很有道理的。

This rule seems very reasonable when it is seen from this perspective.

3. 这份笔试试卷是玛丽设计的。

The written examination was designed by Mary.

4. 如果多给我们一些时间，我们的讨论会更有成效。

If we were given more time, we would have more fruitful discussions.

## PART 04

# Integrated Skills

1 Listen to a conversation between Chen Yang and Wu Minhua and answer the question.



- c** What is Wu Minhua doing?
  - a. Expressing an opinion.
  - b. Asking for advice.
  - c. Offering suggestions.

**2** Listen again and choose the right answer. 

- b** 1. What did Wu Minhua suggest Chen Yang use instead of paragraphs on his slides?
- a. Images.
  - b. Bullet points.
  - c. Numbers.
- c** 2. What did Wu Minhua say about the colour scheme for Chen Yang's slides?
- a. Use a light background with dark text.
  - b. Colour doesn't matter as long as the text is large.
  - c. Use a dark background with light text for better contrast.
- c** 3. How did Wu Minhua suggest Chen Yang handle the speed of his speech?
- a. Speak faster to keep the audience engaged.
  - b. Speak louder to ensure everyone can hear.
  - c. Slow down to allow the audience to understand the information.

## Script

**Wu Minhua:** Good job, Chen Yang. Your content was strong, but the presentation itself could use some changes.

**Chen Yang:** Could you explain more about that, please?

**Wu Minhua:** For starters, the text on your slides was too much. Try to keep it short. Bullet points work better than long paragraphs.

**Chen Yang:** Got it. What else?

**Wu Minhua:** The colour scheme also needs improvement. You want high contrast for easy reading but it should be gentle on the audience's eyes. Next time, maybe go for a dark background with light text.

**Chen Yang:** I understand. I'll put more effort into the design. What about the speed?

**Wu Minhua:** It's good to be excited, but slow your speech slightly. This will give the audience time to understand the information.

**Chen Yang:** What about the charts?

**Wu Minhua:** Use only the most important data. Too many graphs can be confusing. Just highlight the main trends or numbers.

**Chen Yang:** Thanks, Dr. Wu. I'll pay attention to those details next time.

吴敏华：干得不错，陈阳。你的内容很丰富，但演示本身可能需要一些修改。

陈阳：您能详细解释一下吗？

吴敏华：首先，你幻灯片上的文字太多了。尽量短一点。用项目符号标出要点比长段落效果更好。

陈阳：明白了。还有呢？

吴敏华：配色方案也需要改进。你想要用高对比度以便于阅读，但同时要对观众的眼睛友好。下次，也许可以选择深色背景和浅色文本。

陈阳：我明白了。我会在设计上多下功夫。我的语速如何？

吴敏华：兴奋是好的，但语速要稍微慢一点。这样才能让观众有时间理解内容。

陈阳：那些图表怎么样？

吴敏华：只使用最重要的数据。过多的图表可能会让人难以理解。只需突出显示主要的趋势或数据。

陈阳：谢谢吴博士。我下次会注意这些细节。

3 Listen to a conversation between Chen Yang and Zhao Hui. Fill in the blanks. 

**Chen Yang:** I had a terrible day at work, Zhao Hui. I overslept, rushed in late, and then interrupted Jenny's report.

**Zhao Hui:** That sounds terrible, Chen Yang. How did everyone react?

**Chen Yang:** They gave me this look ... I knew they were not pleased. It was so embarrassing.

**Zhao Hui:** It happens to many of us. What matters is how you handle the circumstances. Did you apologise to Jenny?

**Chen Yang:** I did, right after the meeting. I still feel terrible about it, though.

**Zhao Hui:** Good for you. Everyone has bad days. Don't be too hard on yourself.

**Chen Yang:** I guess you're right. I need to be more careful next time.

**Zhao Hui:** Get your clothes and bag ready the night before. Set a few alarms if necessary. And if something goes wrong, take a deep breath and deal with it calmly. After all, you're only human.

**Chen Yang:** That's a good idea. I think I'll start preparing my things before going to bed.

陈阳：赵慧，我今天工作很糟糕。我睡过头了，匆匆赶到公司还是迟到了，还打断了Jenny的报告。

赵慧：听上去糟透了，陈阳。大家的反应如何？

陈阳：他们这样看了我一眼……我知道他们不高兴。太尴尬了。

赵慧：这种情况发生在很多人身上。重要的是你如何处理这些情况。你向Jenny道歉了吗？

陈阳：是的，会议一结束我就道歉了。不过我还是觉得很糟糕。

赵慧：做得不错。每个人都有糟心的日子。不要对自己太苛刻。

陈阳：我觉得你说得对。不过下次我得更加小心。

赵慧：前一天晚上把你的衣服和包准备好。如果有必要，多设几个闹铃。如果出了岔子，深吸一口气，冷静处理。毕竟人无完人。

陈阳：这是个好主意。我想我会开始在睡觉前准备好我的东西。

- 4 Listen again and highlight the sentences used to express feelings and reactions. 

### Useful expressions

#### Describing feelings and reactions

- I had a terrible/bad/delightful/wonderful day.
- It was so embarrassing/amazing/encouraging.
- I still feel terrible/sorry/bad/happy/great about it.
- I understand that this must be a challenging/stressful time for you.
- Your feelings are completely reasonable/understandable.
- It's okay to feel down/low/bad/terrible in this situation.
- Facing this kind of situation can be difficult.
- Adjusting to this situation takes time.

5 Imagine yourself in the following scenarios where a friend or classmate is facing a challenge. Use the expressions provided above to give a proper response.

**Scenario 1:** *Being late*

**Classmate:** I overslept and missed the start of the meeting. I will never forget the look the boss gave me!

**You:** I understand how you're feeling, and it's natural to feel that way .  
Getting up early can be hard at first, but with some adjustments to your schedule, you'll get the hang of it.

**Scenario 2:** *Breaking the rule of no interrupting*

**Friend:** I interrupted the manager again this morning! I felt so embarrassed with everyone looking at me.

**You:** It's normal to feel embarrassed about what happened. You were eager to contribute, but it's important to wait for the right moment.

**Scenario 3:** *Feeling stressed about the oral presentation*

**Classmate:** I'm really stressed about preparing for the oral presentation. It's too much.

**You:** I understand that this is a stressful time for you. Your feelings are completely reasonable. You can work out a plan and follow it step by step.

- 6 Choose a scenario from activity 5 and role-play a conversation with your partner. You can refer to the given example for guidance.

### Example

**Wu Minhua:** Chen Yang, you seem a bit tired. What's on your mind?

**Chen Yang:** I can't solve this issue at work. It's upsetting.

**Wu Minhua:** I understand this must be challenging for you. It's okay to feel upset. You're dealing with a difficult situation.

**Chen Yang:** Why haven't I figured it out by now?

**Wu Minhua:** Your feelings are reasonable, but dealing with this kind of situation takes time. Why not step away for a bit? A break could help.

**Chen Yang:** That sounds like a good idea.

- 7 Here is Chen Yang's note to Sam, which contains helpful tips on fitting in at HiTech. Read the note and fill in the blanks.

Hi Sam!

I've noticed that you're having difficulty figuring out our company's unwritten rules. I've had similar experiences before, and I understand this must be a challenging time for you. Remember, your feelings are completely understandable. It's normal to take a while to adjust to a new environment.

Here are some quick tips you might consider.

Observe carefully how others behave in the office.

When in doubt, don't hesitate to ask questions.

Give yourself time to learn.

Change is never easy. Feel free to ask if you have questions. I'm here to help!

Chen Yang