

UNIT 1

Work Ethics



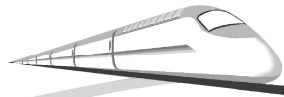
Learning Objectives

- To learn some words and expressions related to work ethics.
- To understand the meaning of work ethics.
- To learn how to write a summary.
- To learn how to use part of speech properly.

Part One Lead-in

1. *Directions:* Match the items equivalent to the Chinese given in the table below.

- | | |
|----------------------------|-------------------|
| A — crisis awareness | B — social value |
| C — work ethics | D — fair |
| E — honest and trustworthy | F — work attitude |
| G — team spirit | H — dedication |
| I — loyalty | J — self value |



Examples: (J) 自我价值

(H) 奉献

- () 劳动态度
- () 社会价值
- () 忠诚
- () 诚实守信

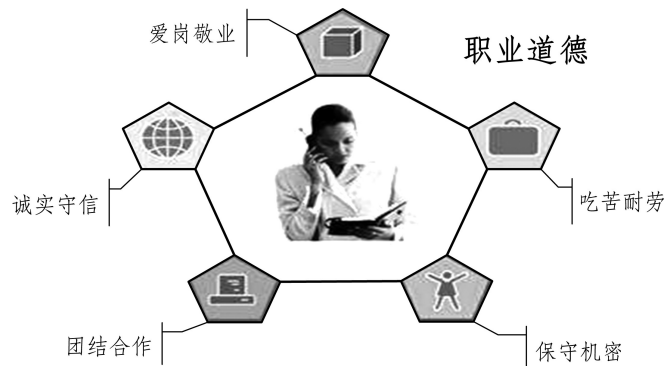
- () 职业道德
- () 危机意识
- () 办事公道
- () 团队精神

2. *Directions:* Look at the following pictures and describe them, then discuss:

What is work ethics?



3. *Directions:* Have you ever seen someone practiced the following work ethics shown in the picture down below? Discuss your attitude toward the work ethics with your partner.



Part Two Material A



Work Ethic

Work Ethic

Work ethic is something expected to do or a way expected to act. The stronger the sense of work ethic is, the more obligations people will take.

First of all, work ethic is based on the law and regulations. Everyone should strictly abide by the national law and regulations from serving organization, or his or her behaviour will be illegal.

Work ethic requires good manners as well. It's like smiling at customers at work, producing real material, not dropping a pile of garbage anywhere, and enforcing the law according to fairness and justice in your heart. It is difficult to imagine that a person who is always self-centered has a strong sense of work ethic.

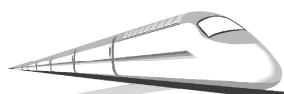
Furthermore, work ethic closely contacts with responsibility. Waking up one's work ethic to everyone will also activate the responsibility to the society. Accordingly people can be more aware of the importance of their own existence, through the great exploration of potential inside themselves, then they strive to achieve the unity of their own value and social value, so as to fully reflect the meaning of life.

As more and more people take work ethic for their words, deeds and do their part well, the whole society has more mutual trust and people will live in a much more harmonious world.



Exercises

1. *Directions:* Listen to the audio, and circle the main points of work ethic included.



- Obey the law and regulations. Perform good manners.
 Be with strong responsibility. Be self-centered.

2. *Directions:* Translate the following sentence into Chinese.

(1) It's like smiling at customers at work, producing real material, not dropping a pile of garbage anywhere, and enforcing the law according to fairness and justice in your heart.

(2) As more and more people take responsibility for their words and deeds and do their part well, the whole society has more mutual trust and people will live in a much more harmonious world.

3. *Directions:* Answer the following question in your own words.

Question: What do you think about the meaning of responsibility to work ethics connected with your future career?

Part Three Mini-project A

Directions: Pairwork—Discussion. Discuss with your partner about what your responsibility is. In order to fulfill your responsibility, what should you do? You can first fill in the following chart and make five dialogues with your partner.

Dialogue 1: Responsibility as a student.	
Dialogue 2: Responsibility as a child.	
Dialogue 3: Responsibility as a parent.	
Dialogue 4: Responsibility as an employee.	
Dialogue 5: Responsibility as a leader.	

Part Four Material B



Team Spirit

Team Spirit

Achieving corporate goals requires team spirit.

Enterprises without team spirit are scattered sand. Team spirit is the real core competitiveness, while dedication is the root of team spirit. Communication, which is active listening, effective expression and seeking commons while reserving differences, is the key to teamwork.

Being modest is an excellent character to win the respect of team members—get along well with your superiors, colleagues, clients, and identify with the team you serve.

In order to transfer from “I” to “We”, we should do as following:

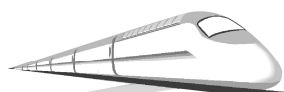
- ✧ A positive attitude is competitiveness.
- ✧ Obey, no excuse.
- ✧ Do detailed things thoroughly.
- ✧ Adhere to innovation and let the team continue to move forward.
- ✧ Learn to be grateful.
- ✧ Always be loyal.
- ✧ Keep learning to make yourself more competitive.

A person without team spirit will be hard to become strong. Team spirit is based on respect for individual interests and achievements, whose core is cooperation, reflecting the unity of both individual interests and collective interests, and then ensuring the efficient operation of the organization.



Exercises

1. *Directions:* Listen to the audio, then judge the statements about team spirit is



True or False. Mark T if it is true, F if it is false.

Dedication is the root of team spirit.

Getting along well with your superiors, colleagues, clients can win respect from team members.

“I” stands for “individual”; while “we” stands for “collective” in paragraph 4.

Frequent job-hopping is encouraged since new opportunities can be obtained.

It's difficult for a person without team spirit to become strong.

2. *Directions:* After reading text B, match the items equivalent to those given in Chinese in the table below.

A — Innovation	B — adhere
C — Pursuing	D — respect
E — Clients	F — positive
G — consciousness	H — competitiveness
I — transfer	J — individual
K — cohesion	L — cooperation

Examples: (D) 尊重

(F) 积极的

() 客户	() 意识, 观念
() 凝聚力	() 竞争性
() 追求	() 坚持
() 合作	() 改革, 创新

Part Five Mini-project B

Directions: Your dream is to be a elite in your work after graduation. Think about the questions: What qualities should you have? In order to realize your dream, what should you do step by step? Please draw up a detailed plan for your future career. You can begin your plan with filling the following table.

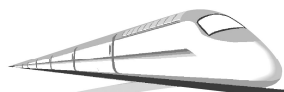
Goals	Implementations

Part Six Writing How to Write a Summary

1. *Directions:* The purpose of writing a summary is to demonstrate that you clearly understand a text, and that you can communicate that understanding to your readers. Meanwhile, a summary can be tricky to write at first because it's tempting to include too much or too little information. But by following our easy 8-step method, you will be able to summarize texts quickly and successfully for any class or subject. Here are the eight steps for a summary.

1) Divide and conquer. First, skim the text you are prepared to summarize and divide it into sections. Focus on any headings and subheadings. Also pay attention to any bold-faced terms and make sure you understand them before you read.

2) Read. Now that you've prepared, go ahead and read the selection. Read straight through. At this point, you don't need to stop to look up anything that gives



you trouble—just get a feel for the author’s tone, style, and main idea.

3) Reread. Rereading should be active reading. Underline topic sentences and key facts. Label areas that you want to refer to as you write your summary. Also, label areas that should be avoided because the details—though they may be interesting—are too specific. Identify areas that you do not understand and try to clarify those points.

4) One sentence at a time. You should now have a firm grasp on the text you will summarize. In Steps 1 to 3, you have divided the piece into sections and located the author’s main ideas and points. Now, write down the main idea of each section in one well-developed sentence. Make sure that what you include in your sentences are key points, not minor details.

5) Write a thesis statement. This is the key to any well-written summary. Review the sentences you wrote in step 4. From the sentences, you should be able to create a thesis statement that clearly communicates what the entire text was trying to achieve. If you find that you are not able to do this step, then you should go back to step 4 and make sure your sentences actually addressed key points.

6) Ready to write. At this point, your first draft is virtually done. You can use the thesis statement as the introductory sentence of your summary, and your other sentences can make up the body. Make sure that they are in order. Add some transition words (then, however, also, moreover) that help with the overall structure and flow of the summary. Once you start writing, remember these rules: Write in the present tense and past tense. Make sure to include the author and title of the work. Be concise: a summary should not be equal in length to the original text. If you must use the words of the author, cite them. Don’t put your own opinions, ideas, or interpretations into the summary. The purpose of writing a summary is to accurately represent what the author wanted to say, not to provide a critique.

7) Check for accuracy. Reread your summary and make certain that you have

accurately represented the author's ideas and key points. Make sure that you have correctly cited anything directly quoted from the text. Also check to make sure that your text does not contain your own commentary on the original piece.

8) Revise. Once you are certain that your summary is accurate, you should (as with any piece of writing) revise it for style, grammar, and punctuation. Have someone else read your summary. This person should be able to understand the main text based on your summary alone. If he or she does not, you may have focused too much on one area of the piece and not enough on the author's main idea.

2. *Directions:* Lily is writing a summary on how to study English. Fill in the blanks according to the Chinese.

There are four _____ (要点) to study English: listening, speaking, reading and writing.

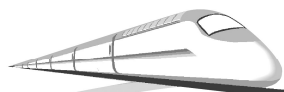
Firstly, we should be brave to talk with others in English. By doing this, we can improve our talking and listening skill.

Secondly, we should try to listen to all kinds of English programs as much as possible. In this way, we can gradually improve our _____ (发音).

Thirdly, we should often read English books. When we come across a new word. We should guess its meaning through the _____ (上下文) first. Then look it up in the dictionary to have a check. I think, it is a good way of reading.

Fourthly, we should practice our _____ (写作技巧). Whenever we have any idea, we should get a pen and write it down at once. It is very important to avoid writing in Chinese way and using Chinese grammar.

As long as we listen, speak, read and write more, we are sure to make remarkable progress!



Part Seven Workshop

Directions: Work in groups of four. Role play doctors and nurses in the campaign against the novel coronavirus pneumonia, and then give a presentation to other groups.

Part Eight Grammar—Part of Speech

English vocabulary is divided into 10 parts of speech. They are nouns, verbs, adjectives, numerals, pronouns, adverbs, article, preposition, conjunction, and interjection. Besides, there are other judgment words like yes and no in English. And function words that do not express the meaning of reality but the meaning of grammar. They are: prepositions, conjunctions, auxiliary words, interjections.

Directions: Tell the following words' part of speech according to your understanding.

deep finger five refuse
spoon under his well

Part Nine Comprehensive Exercise

1. *Directions:* Mark the right choice from A, B, C and D.

(1) Can you believe that ___ a rich country there should be ___ many poor people? ()

A. such; such B. such; so C. so; so D. so; such

(2) My brother is favor of playing football, ___ my sister insists on going

swimming. ()

A. when B. because C. while D. so

(3) This past spring, my wife and I _____ enough to be able to spend 10 days in Italy. ()

A. lucky B. am lucky C. are lucky D. were lucky

(4) _____ your containers with the date and what is inside. ()

A. Label B. Labels C. Label to D. To label

(5) You should finish your lessons _____ you go out to play. ()

A. before B. after C. when D. while

2. *Directions:* Fill in the blanks with the proper form of the words given in the brackets.

(1) It's a _____ to have a picnic with all the family members. (pleased)

(2) Don't hesitate to let me know whenever you are in _____. (dangerous)

(3) The digital camera is one of the _____ of the modern science. (wonderfully)

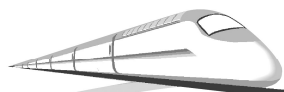
(4) I happened to meet a group of _____ on my way home yesterday. (Italy)

(5) They come and go on the river as _____ as boats. (fast)

3. *Directions:* Choose the best translation marked with A, B, C, D. And write down the Chinese translation of E.

When a customer is unhappy about the product or service that's been provided, a quick admission of error can work wonders.

- A. 当客户不满，所提供的产品或服务，快速承认错误可以创造奇迹。
- B. 当顾客对所提供的服务不满意，迅速承认错误，可以创造奇迹。
- C. 当顾客对提供的产品或服务不满时，尽快承认错误会产生奇迹。
- D. 客户对所提供的产品或服务不满意时，快速承认错误可能会产生奇迹。
- E. In western countries, people usually make shopping list before they go



shopping. Most people like to go to the supermarkets because they can get almost everything in one supermarket. And the things in supermarkets are cheaper. Most people go to the supermarket once a week.

Part Ten Self Evaluation

Learning Objectives	Evaluations		
	☺	☹	☹
To learn some terms and expressions related with work ethics.			
To understand the meaning of work ethics.			
To write a summary correctly.			
To use part of speech skillfully.			

