

Name:

Date:

Class:

Workplace

Reading Comprehension

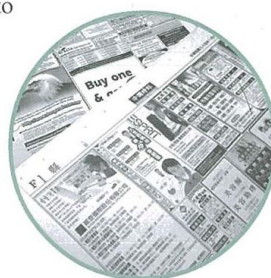
Read the following passages carefully and answer the questions.

Reading Passage 1

6.1 Finding a Job

Every year, **college** graduates enter the job market and **strive** to start a **career**. They become personal assistants, clerks, and secretaries. However, getting a job is more than just filling out an *application* for *employment*. One should go to an employment

5 **agency** to get some *assistance*. The agency will **appoint** someone to **assist** you. Once that person knows what you can do, the agency will arrange an *appointment* between you and a company that might want to **employ** you. But you, as the **applicant**, should consider many **factors**.



10 For one thing, no matter how nice the **salary** is, it would be a **disadvantage** if it takes too much time to get to the office each day. It is also a good idea to **research** a company so that the job does not **disappoint** you later. It will also tell the person who interviews you that you are interested in the job. Knowing a lot about a company and how they treat their *employees* helps you better understand who they are. This will help you later make a **sensible**

15 choice about whether or not to work there. A good company is always strict but fair with their employees. Finally, if offered a job, a person should read the employment **contract** carefully before signing it.

It is not good to get hired by a company, only to later quit in *disappointment*. Getting a job is an important step in life and should be taken very carefully.

Vocabulary



agency: ['eɪdʒnsɪ] <i>n</i> 介紹所、代理商	disappoint: [ˌdɪsəˈpɔɪnt] <i>v</i> 使失望
applicant: ['æplɪkənt] <i>n</i> 應徵者	<i>disappointment:</i> [ˌdɪsəˈpɔɪntmənt] <i>n</i> 失望
<i>application:</i> [ˌæplɪˈkeɪʃən] <i>n</i> 申請	employ: [ɪmˈplɔɪ] <i>v</i> 雇用
appoint: [əˈpɔɪnt] <i>v</i> 任命	<i>employee:</i> [ˌemplɔɪˈi:] <i>n</i> 員工
<i>appointment:</i> [əˈpɔɪntmənt] <i>n</i> 約會	<i>employment:</i> [ɪmˈplɔɪmənt] <i>n</i> 就業
assist: [əˈsɪst] <i>v</i> 協助	factor: ['fæktə] <i>n</i> 因素
<i>assistance:</i> [əˈsɪstəns] <i>n</i> 協助	research: [ˌriːsɜːtʃ] <i>v</i> 研究、調查
career: [kəˈrɪr] <i>n</i> 職業、事業	salary: ['sæləri] <i>n</i> 薪水
college: ['kɒlɪdʒ] <i>n</i> 大學、學院	sensible: ['sensəbəl] <i>adj</i> 明智的
contract: ['kɒntrækt] <i>n</i> 合約	strive: [straɪv] <i>v</i> 奮鬥
disadvantage: [ˌdɪsədˈvæntɪdʒ] <i>n</i> 不利之處	

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Choose the correct answers.

Main Idea

1. What is the main idea of the passage?
- (A) Getting a job that pays you a lot of money.
(B) How to find a new job before you quit this one.
(C) Finding the sort of job that will satisfy you.
(D) Getting a job that does not require much work.

Inference

2. What will help you get good results from your job interview?
- (A) Travel a long way to get to the interview.
(B) Tell things you know about the company.
(C) Go through a good employment agency.
(D) Take a job even though it is not so good.

True or False

If the underlined words are used correctly, write T. If they are not, write F.

1. My salary is paid directly into my bank. _____
2. She gave up her movie career so that she could start a family. _____
3. When we won the prize, it disappointed our teacher. _____
4. The company is still trying to decide if they want to employ Jason or not. _____
5. Everybody thinks it is very sensible for Mary to quit school before graduating. _____
6. The applicant interviewed Brian for two hours before he decided to hire him. _____
7. The student researched the topic for many days before he wrote the paper. _____
8. The little boys and girls will graduate from college this summer. _____
9. Ed's disadvantages on the court should help him win the game easily. _____
10. Many factors led Julia to decide to quit the company. _____
11. Most students strive to do their best on each test they take. _____
12. Each week the teacher appoints someone to clean the floors. _____
13. Our class has a big contract that I need to study for tonight. _____

Reading Passage 2

6.3 Women in the Workplace

In the past, men almost always had higher positions in a company than women did. It was always men who **managed** the important projects. No one thought that women were **vital** to the success of a business. In most families, women did not work outside the house.

5 If they did have an outside job, it was almost always some sort of cheap **labor**. The working woman may not have even made enough money for her own **survival**. The best jobs open to women were as a nurse, teacher, or **nanny**. Other jobs included working as a clerk in a store, a maid, or a cleaning woman for a company. No one

10 cared if a female worker **resigned**. Another woman could easily be found. There was never any thought that a woman would be able to **retire** from a job. **Desperate** for change, women fought for better jobs. They used their voices, ink, and paper to fight for their purpose. Through the use of strikes and letters to government and business leaders, women changed the environment in which they worked. They proved themselves to be great **survivors** in the

15 working world of men. Though the **initial** changes were small, today, women are found in **professions** previously done only by men, such as **pilots**, judges, and doctors.



In **numerous** offices, women make up over half the **staff** and are active in the **management** of their companies. Women now control the **headquarters** of some of the world's largest companies. Of course men **remain** important to society. However, most

20 people now understand that men and women are equally important and can do great things when they work together. It has become a more pleasant environment to work in.



Vocabulary



desperate: ['desprɪt] <i>adj</i> 迫切的、拼命的	profession: [prə'feʃən] <i>n</i> 職業
headquarters: ['hed'kwɔ:təz] <i>n</i> 總部	remain: [rɪ'men] <i>v</i> 保持、仍是
initial: ['ɪnɪʃəl] <i>adj</i> 最初的	resign: [rɪ'zaɪn] <i>v</i> 辭職
labor: ['leɪbə] <i>n</i> 勞工、勞力	retire: [rɪ'taɪr] <i>v</i> 退休
manage: ['mænɪdʒ] <i>v</i> 管理、經營	staff: [stæf] <i>n</i> 所有職員
management: ['mænɪdʒmənt] <i>n</i> 管理、經營	survival: [sə'veɪvəl] <i>n</i> 倖存
nanny: ['næni] <i>n</i> 保姆、奶媽	survivor: [sə'veɪvə] <i>n</i> 倖存者
numerous: ['nju:mərəs] <i>adj</i> 許多的	vital: ['vaɪtəl] <i>adj</i> 極為重要的
pilot: ['paɪlət] <i>n</i> 飛行員、機師	

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Inference

1. What might be one of the biggest changes for working women?
- (A) Women now head some of the largest companies in the world.
(B) Women no longer have to work as cleaning women or maids.
(C) Men are no longer the ones who manage important projects.
(D) Women go on strike and write letters to government leaders.

Supporting Idea

2. In the past, companies were not afraid of women quitting because _____.
- (A) women were not allowed to quit
(B) women were afraid of finding new jobs
(C) they should give women more money
(D) they could easily find another woman

Detailed Information

3. In the past, what was one of the best jobs a woman could hope to get?
- (A) Clerk. (B) Teacher. (C) Maid. (D) Doctor.

CLOZE Passage

Put the letters for the correct words in the blanks.

Most people have dreams about what they want to do in their lives. But many people are only able to do just enough to survive. All of their 1 each day goes to support their family. Most people's dreams are only to make a lot of money. If they can do this, they can 2 at an early age and spend the rest of their life having fun. Others do not work for money but because of their interest in what they do. Some people spend their time trying to help the people around them. They do not care about money; they want to make life better for people who are 3 . They might 4 a program to assist poor and sick people in a foreign country. Whether they 5 at home or work abroad, they live a satisfying life.

- (A) remain (B) staff (C) nanny (D) desperate
(E) retire (F) initial (G) labor (H) manage

1. _____ 2. _____ 3. _____ 4. _____ 5. _____