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https://www.100test.com/kao_ti2020/111/2021_2022__E5_AF_BC_E8_88_AA2007_c73_111151.htm Sample Two Directions: The following paragraphs are given in a wrong order. For Questions 41-45. you are required to reorganize these paragraphs into a coherent article by choosing from the list A-G to fill in each numbered box. The first and the last paragraphs have been placed for you in Boxes. Mark your answers on ANSWER SHEET 1 (10 points) [A] “ I just dont know how to motivate them to do a better job. Were in a budget crunch and I have absolutely no financial rewards at my disposal. In fact, we ’ ll probably have to lay some people off in the near future. Its hard for me to make the job interesting and challenging because it isnt - its boring, routine paperwork, and there isnt much you can do about it. [B] “ Finally, I cant say to them that their promotions will hinge an the excellence of their paperwork. First of all, they know its not true. if their performance is adequate, most are more likely to get promoted just by staying on the fore a certain number of years than for some specific outstanding act. Second, they were trained to do the job they do out in the streets, not to fill out forms. All through their career it is the arrests and interventions that get noticed.来源

: www.examda.com [C] "Ive got real problem with my officers. They come on the force as young, inexperienced men, and we send them out on the street, either in ears or on a heat. They seem to like the contact they have with the public, the action involved in crime

prevention, and the apprehension of criminals. They also like helping people out at fires, accidents, and other emergencies. [D]"Some people have suggested a number of things like using conviction records as a performance criterion. However, we know that's not fair- too many other things are involved. Bad paperwork increases the chance that you lose in court, but good paperwork doesn't necessarily mean you'll win. We tried setting up team competitions based on the excellence of the reports, but the guys caught on to that pretty quickly. No one was getting any type of reward for winning the competition, and they figured why should they labor when there was no payoff. [E] The problem occurs when they get back to the station. They hate to do the paperwork, and because they dislike it, the job is frequently put off or done inadequately. This lack of attention hurts us later on when we get to court. We need clear, factual reports. They must be highly detailed and unambiguous. As soon as one part of a report is shown to be inadequate or incorrect, the rest of the report is suspect. Poor reporting probably causes us to lose more cases than any other factor. [F] " So I just don't know what to do. I've been groping in the dark in a number of years. And I hope that this seminar will shed some light on these problems of mine and help me out in my future work.. " 来源 : www.examda.com [G] A large metropolitan city government was putting on a number of seminars for administrators, managers and/or executives of various departments throughout the city. At one of these sessions the topic to be discussed was motivation---how we can get public servants motivated to do a

good job. The difficulty of a police captain became the central focus of the discussion. Order: G41. 42. 43. 44. 45. F Sample Three

Directions: You are going to read a text about the tips on resume writing, followed by a list of examples. Choose the best example from the list A-F for each numbered subheading (41-45). There is one extra example which you do not need to use. Mark your answers on ANSWER SHEET 1. (10 points)

The main purpose of a resume is to convince an employer to grant you an interview . There are two kinds . One is the familiar “ tombstone ” that lists where you went to school and where you ’ ve worked in chronological order. The other is what I call the “ functional ” resumedescriptive, fun to read , unique to you and much more likely to land you an interview. It ’ s handy to have a “ tombstone ” for certain occasions. But prospective employers throw away most of those un-requested “ tombstone ” lists, preferring to interview the quick rather than the dead. 来源 : www.examda.com

What follows are tips on writing a functional resume that will get read a resume that makes you come alive and look interesting to employers. (41) Put yourself first In order to write a resume others will read with enthusiasm , you have to feel important about yourself. (42) Sell what you can do ,not who you are : Practice translating your personality traits . character, accomplishments and achievements into skill areas . There are at least five thousand skill areas in the world of work . Toot your own horn! Many people clutch when asked to think about their abilities. Some think they have none at all! But everyone does, and one of yours may just be the ticket an employer would be glad to punch if only you

show it. (43) Be specific , be concrete , and be brief! Remember that
“ brevity is the best policy, ” (44) Turn bad news into good:
Everybody has bad disappointments in work.. If you have to
mention yours , look for the positive side. (45) Never apologize:
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