

托福作文范文：同事的重要特质 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/118/2021_2022__E6_89_98_E7_A6_8F_E4_BD_9C_E6_c81_118354.htm 【题目】

We all work or will work in our jobs with many different kinds of people. In your opinion, what are some important characteristics of a co-worker (someone you work closely with)? Use reasons and specific examples to explain why these characteristics are important. 【范文】

Important Characteristics of a Co -worker Almost every type of job requires us to work with other people. In groupsto work effectively and efficiently, we must be able to get along with our co -workers and depend upon them. In an ideal work environment our co -workers would have the following characteristics. Number one, a good co -worker is responsible and dependable. In most workplaces, the work that employees do is interdependent. If one employee fails to do his or her job, it can affect everyone. Number two. a good co -worker must be a team player. We all want to get ahead in the workplace, but we should not attempt to do so by treating others unfairly. If the team succeeds, everyone will benefit, but if one employee puts his interests ahead of those of the team, everyone will suffer. Number three, a good co-worker should have a pleasant personality and be easy to get along with. No one wants to spend the greater part of the day with someone he dislikes. If we can get along with our colleagues, we will enjoy our jobs more. The above are only a few of the characteristics that an ideal co -worker should have, but I feel that they are among the most important. Of course, we will not

always be able to work with ideal colleagues. Therefore, while we should treasure good co-workers, we must also learn how to get along with all kinds of people in the workplace. 同事的重要特质 几乎所有类型的工作都需要我们和别人一起合作。为了让工作有成果而且有效率，我们必须能和同事相处，并且依赖他们。在一个理想的工作环境里，我们的同事应有下列的特质。第一，优秀的同事必须是负责任的、可靠的。在大部分的工作场所中，员工所做的工作是互相依存的。如果某位员工未能完成份内的工作，他将会影响全体。第二，优秀的同事必须注重团队合作。虽然我们全都想在职场上领先别人，但我们不应该试图以不公平的方法对待别人来达到目的。如果团队成功了，每个人都会获益，但是如果某个员工把自己的利益凌驾于团队利益之上，那大家都会受害。第三，优秀的同事应该有亲切的个性，容易相处。没有人想要把一天当中大部分的时间用来和他不喜欢的人相处。如果我们能够和同事处得好，我们将会更加热爱自己的工作。上述只是一些理想的同事应该具备的特质，但我觉得它们是最重要的。当然，我们未必能够和理想的同事一起工作。因此，在我们珍惜优秀同事的同时，也必须学会如何在工作场所中与各种不同的人和睦相处。【注释】 characteristic n.特征 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com