

托福作文Topic22：同事品质的重要性 PDF转换可能丢失图片或格式，建议阅读原文

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Topic22：工作当中你需要什么样品质的同事，为什么这些品质是重要的？ Topic22 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. [托福参看范文之一] Topic: 22 We spend more time with our co-workers during a week than we do with our family. Thus, its important for our co-workers to be people we can get along with. Ive worked in a lot of offices, and Ive found there are certain characteristics that all good co-workers have in common. A good co-worker is very cooperative. She does her best to get along with others. She tries to keep her end of things flowing smoothly to help others in the office. She realizes that if one person doesnt get her work done, it can hold up everyone else. She has a positive attitude that creates a pleasant working environment. A good co-worker is adaptable. She is not stubborn about changes in schedules or routines, and doesnt object to having her job description revised. That can make life miserable for everyone around her. A good co-worker is willing to change her schedule to accommodate another workers emergency. She has no problem with new procedures and welcomes changes when they come. A good co-worker is helpful. She pitches in when someone

falls behind in his or her work. She's willing to do whatever it takes to get the job done. She doesn't keep track of how often she has to finish another's work or take on extra work. Some co-workers do their own job, period. They have no sense of office community. They only want to do their work, get paid and go home. A good co-worker is a sympathetic listener, and never uses what she learns against people. She doesn't gossip. A bad co-worker uses negative rumors to take advantage of others. Being a good co-worker isn't too hard, but some people just can't seem to manage it. Wouldn't it be a wonderful world if everyone could? [托福参看范文之二] We all work with many different kinds of people. Different co-workers have different personality. To me, my co-workers should have some important characteristics such as independence, optimism, and teamwork spirit. I think a good co-worker must have his own opinions. A co-worker should dare to propose his own opinions. He should not say the same as others and hide his opinions. Only everyone tries his best to analyze every aspect of a thing, it can be done best. So independence of thinking is important for a co-worker. An other important characteristic is optimism. If we have some difficult problems, he must be brave and should not fear them. He should encourage others to find methods to solve problems. This point is very important because one's mood can influence others easily. Once a co-worker shows a little fear of difficulties, others may become discouraged soon. So a good co-worker should be optimistic. In addition, teamwork spirit is an important characteristic of a co-worker. Although a co-worker should be independent to

analyze a thing, he should be tolerant to the different people and their ways of working. He should be willing to dedicate his energy, time and knowledge to reach the goal of whole team. Independence, optimism and teamwork spirit are important characteristics of a co-worker. If everyone in a work group has these characteristics, the group can overcome difficulties and reach its goals. 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