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Attention to detail is something everyone can and should do--especially in a tight job market. Bob Crossley, a human-resources expert notices this in the job applications that come across his desk every day. "Its amazing how many candidates eliminate themselves," he says. "Resumes arrive with stains. Some candidates dont bother to spell the companys name correctly. Once I see a mistake, I eliminate the candidate," Crossley conclude. "if they cannot take care of these details, why should we trust them with a job " Can we pay too much attention to details Absolutely. perfectionists struggle over little things at the cost of something larger they work toward. "To keep from losing the forest for the trees," says Charles Garfield, associate professor at the University of California, San Francisco, "We must constantly ask ourselves how the details were working on fit into the larger picture. If they dont, we should 0drop them and move to something else." Garfield compares this process to his work as a computer scientist at NASA. "The Apollo II moon launch was slightly off-course 90 percent of the time, "says Garfield. "But a successful landing was still likely because we knew the exact coordinates of our goal. This allowed us to make adjustments as necessary." knowing where we want to go helps us judge the importance of every task we undertake. Too often we believe what accounts for others success is some special secret or a lucky break.

But rarely is success so mysterious. Again and again, we see that by doing little things within our grasp well, large rewards follow. 16. According to the passage, some job applicants were rejected _____. (A) because they eliminated their names from the applicants list themselves (B) because of their inadequate education as shown in their poor spelling in writing a resume (C) because they failed to give a detailed description of their background in their applications (D) because of their carelessness as shown in their failure to present a clean copy of a resume 17. The word "perfectionists" (Para.3,Line1) refers to those who _____. (A) pay too much attention to details only to lose their major objectives (B) know how to adjust their goals according to the circumstances (C) demand others to get everything absolutely right (D) are capable of achieving perfect results in whatever they do 18. Which of the following is the authors advice to the reader _____. (A) Careless applicants are not to be trusted. (B) Dont forget details when drawing pictures. (C) Be aware of the importance of a task before undertaking it (D) Although too much attention to details may be costly, they should not be overlooked. 19. The example of the Apollo II moon launch is given to illustrate that _____. (A) minor mistakes can be ignored in achieving major objectives (B) keeping ones goal in mind helps in deciding which details can be overlooked (C) adjustments are the key to the successful completion of any work (D) failure is the mother of success 20. The best title for this passage would be _____. (A) Dont Be a Perfectionist (B) Details and Major Objectives (C) Importance of Adjustments (D) Hard Work Plus Good Luck 100Test 下载频道

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