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https://www.100test.com/kao_ti2020/128/2021_2022__E5_85_A8_E5_9B_BD_E8_81_8C_E7_c91_128457.htm Passage 2 How to Argue with your Boss
Before you argue with your boss, check with the boss ' s secretary to determine his mood. If he ate nails for breakfast, it is not a good idea to ask him for something. Even without the boss ' s secretary, there are keys to timing: don ' t approach the boss when he ' s on deadline ' . don ' t go in right before lunch, when he is apt to be distracted and rushed. don ' t go in just before or after he has taken a vacation. If you ' re mad, that will only make your boss mad. Calm down first. And don ' t let a particular concern open the floodgates for all your accumulated frustration. The boss will feel that you think negatively about the company and it is hopeless trying to change your mind. Then , maybe he will dismiss you. Terrible disputes can result when neither the employer nor the employee knows what is the problem the other wants to discuss. Sometimes the fight will go away when the issues are made clear. The employee has to get his point across clearly in order to make the boss understand it. Your boss has enough on his mind without your adding more. If you can ' t put forward an immediate solution, at least suggest how to approach the problem . People who frequently present problems without solutions to their bosses may soon find they can ' t get past the secretary. To deal effectively with a boss, it ' s important to consider his goals and pressures. If you can put yourself in the position of being a partner to the boss, then he will

be naturally more inclined to work you to achieve your goals. 练习

: Paragraph 2_____ Paragraph 3_____ Paragraph
4_____ Paragraph 5_____ A. Keep Your Voice Low All the

Time B. Put Yourself in the Boss ' s Position C. Propose Your
Solution D. Don ' t Go in When You are Angry E. Make the Issue
Clear F. Never Give in If you want to ask the boss for anything, it is
important to find out first_____.

It is necessary to make clear to
the boss_____ It is not wise to present the boss with a
problem_____ You must be considerate and think of the
troubles_____ A. to give the boss your advice B. how he is
feeling C. the boss may have D. what you really want to talk to him
about E. without suggesting a way to solve it F. how unhappy you are

答案及解析 : 1 . 文章标题分析 : How to Argue with your Boss
Before you argue with your boss, check with the boss ' s secretary to
determine his mood. 分析 : 注意到句子使用的是一般现在时态

, 这表明是对客观情况的描述。 补充 : argue with v. 与某人议
论 argue vi. 争论, 争辩, 辩论 e.g. argue for [against] a proposal 辩论
赞成[反对]某项建议 2 . 对概括大意备选项进行分析 , 注意抓住

核心词。 A. Keep Your Voice Low All the Time B. Put Yourself
in the Boss ' s Position C. Propose Your Solution D. Don ' t Go in
When You are Angry E. Make the Issue Clear F. Never Give in (该

选项内容与A正好相反 , 所以猜测A和F中可能会出现一个选
项) 补充 : Propose vt, vi 建议 Synonyms: suggest, recommend e.g.

He proposed that we should go for a walk. 他提议我们去散步。

give in v. 投降, 屈服, 让步 give up v. 放弃(念头、希望等), 停止 3

. 看指定段落 , 确认段落小标题。 A. Keep Your Voice Low All

the Time B. Put Yourself in the Boss ' s Position C. Propose Your Solution D. Don ' t Go in When You are Angry E. Make the Issue Clear F. Never Give in 2 If you ' re mad, that will only make your boss mad (mad与D中的Angry呼应) . Calm down first. And don ' t let a particular concern open the floodgates (水门/闸门) for all your accumulated frustration (挫折/积怨) . The boss will feel that you think negatively about the company and it is hopeless trying to change your mind. Then, maybe he will dismiss you. (陈述某种情况的结果 , 而这种情况可以成为D出现的理由) D . 分析 : 该段落中没有明显的特征词/短语重复出现的特点 , 注意到短首句的用词特点和段末句的语意 , 判断答案为D。 补充 : keep/find/make/leave n./pron. adj. e.g. make me happy/sad. leave me alone. find it important. It is/was adj. /n. to do sth./ that../doing sth. e.g. It is necessary for us to arrive at school on time. Dismiss vt解雇 ; 开除. 解散 ; 遣散 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