

全国职称英语考试卫生类C级课堂笔记概括大意第三讲 PDF
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https://www.100test.com/kao_ti2020/129/2021_2022__E5_85_A8_E5_9B_BD_E8_81_8C_E7_c91_129368.htm 考题预测：1. 概括大意完成句子部分建议复习C级难度的文章，B级难度的文章可以只看science fiction（但该文章曾经作为考题考过，再出现的可能性较小）和screen test。2. 重点推荐文章：US Signs Global Tobacco Treaty. Many benefits from cancer organization. The paper chase. China seeks Donors to narrow bone marrow gap3. 非重点文章：Family Gardening,4. 推测概括大意完成句子部分的考题可能会从书外出题，也有可能从书上选题。例题解析：The paper Chase “Running a house is a lot like running a business.” says Stephanie Denton, a professional organizer based in Cincinnati, Ohio, who specializes in both residential and commercial paperwork and record keeping. To get a successful grip on organizing documents, bills, and other materials, Denton suggests the following tips: Create a space in which you can always do your paperwork. This is perhaps the most important element of a successful system. If you can't devote an entire desk to the task, at least invest in a rolling file cart to store active paperwork and a two-drawer file cabinet for family records. Store the rolling file cart wherever it is most convenient and comfortable to do your work, whether that is the kitchen, office, or family room. When in doubt, throw it out. The first step to implementing a workable filing system is to eliminate paper you don't use, don't need, or that you could easily access again elsewhere. Throw out duplicate statements, old

catalogs, and all of the coupons, mailings, or offerings you ' ll never have an opportunity to use or even read. Set aside two days a month to pay bills. If a monthly due date doesn ' t fit into your cycle, call up the creditor and suggest a more convenient date. Keep two manila folders at the front of your system for current bills one to correspond with each bill-paying day and file all incoming bills. Keep a list in the front of each folder of what needs to be paid in case the invoice never arrives or gets misplaced. Think of your filing system not as a rigid tool, but as a living, breathing system that can accommodate your changing needs. A good filing system is both mentally and physically flexible. Everyone ' s needs are different, says Denton, but when devising a filling system, ask yourself: " where would I look for this? "

Create main headings for your filing system, such as Investments, Taxes, Children, and so forth, and file individual folders under the main headings. Never overstuff your files.

1. Paragraph 2 ____ 2. Paragraph 3 ____ 3. Paragraph 4 ____ 4. Paragraph 5 ____

A. Find a place to work on
B. Implementing a workable filing system
C. What is a good filing system
D. How to invest in a rolling file cart
E. Get rid of unimportant things
F. Dealing with bills

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