

BEC高级口语专帖parttwo(3) PDF转换可能丢失图片或格式，
建议阅读原文

https://www.100test.com/kao_ti2020/150/2021_2022_BEC_E9_AB_98_E7_BA_A7_E5_c85_150797.htm 21. The importance of providing employees with clear job descriptionsA: if you give your employees clear job descriptions they will have a better understanding of what their jobs are and what their bosses expect from them. Then they can work according to their aims without any misunderstanding of their jobs which will definitely improve the efficiency of your employees ' work. In addition for managers clear job description can enable them to know their subordinates ' work better and to monitor and control their work effectively. 22. The importance of understanding cultural differences when working in an international environmentA: (请根据课本第七课所划之内容进行回答)23. How to ensure that company growth proceeds at the optimum rateA: first we should control the expansion of our company which if not appropriate can cause too much bubble and give a false impression of prosperity. Second plan our company ' s future carefully. This includes considering in detail the budget of our company. opening more markets for the company ' s products and gearing our company towards a right direction in which its development can be sustainable sound and rapid. Third make sure that we can get all the resources needed for our company ' s development including the materials we need to produce our products the capital we need to make investments and the human resource we need to keep our staff highly-qualified.24. How to

manage a heavy workload effectivelyA: first we should have a timetable illustrating all the details about the work of every staff within a day, a month or even a year. We can deal with more workload while shouldering more responsibility if we can arrange our work in advance. Second make sure that we can communicate with our colleagues effectively so that we can make use of their advice or ideas to help us solve the problems or unexpected things occurring in our work. Third as for ourselves we should keep ourselves physically sound to handle the stress a heavy workload might bring about.25. The importance to a company of having a Health and Safety policyA: as a kind of legal document Health and Safety policy can help a company to reduce the possible injuries or accidents that may happen in the process of production or office work as it explains in detail what the staff should and should not do in order to keep themselves safe in their work. If those accidents or injuries do happen the Policy made by the company can also be used as reference in case of civil liability. Besides the Health and Safety policy can serve as a record which will be very useful if an inspector questions the company ' s precautions on health and safety. 26. How to ensure that staff at all levels receive appropriate feedback on individual performanceA: we should establish a complete set of evaluating system within the whole company to monitor individual performance of every employee and to report their performance to the board and the department they belong to. Their performance is judged on the basis of their position and responsibility and in accordance with their personal abilities. Of course any other factors

that will affect their performance directly or indirectly will also be taken into consideration. Besides the feedback will be sent directly to our employees ' mailbox immediately after their performance is evaluated.

27. How to maintain customer interest in a company ' s products

A: usually customers are interested in the products which have high reputation or world-wide brand names. Therefore a company should try to keep the fame of their products and develop its products into a global brand in order to attract its customers. And of course customers are often concerned about the quality of the products they are intended to buy. In this regard a company should make their products reliable to use. In addition a company should upgrade their products in a direction that will lead to a multi-functional and user-friendly kind of products. Try to show your customers that your products have great potentials so that they will keep their interest in your products.

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