

新六级复合式听写周周练（第四期）PDF转换可能丢失图片或格式，建议阅读原文

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People who don't understand what their employers expect them to do may be headed for one of the most common and yet most avoidable career traps. If your boss doesn't take the time to (36)\_\_\_\_\_ properly what you are expected to do in your position, then keep asking questions until you know precisely what it is. Don't limit your questions to matters of everyday (37)\_\_\_\_\_. Lee Colby, a management consultant based in Minneapolis, offers his advice. He says you can ask more (38)\_\_\_\_\_ questions like, " what are our department's goals? How does my work fit in with the overall (39)\_\_\_\_\_ of the company? " That method helped Lisa James, an assistant manager at an electronics company when James was (40)\_\_\_\_\_ to a new department seven years ago, she found herself not only working for the manager of quality but (41)\_\_\_\_\_ 3 other managers. Because the job was both demanding and ill-defined, James had to put in 10-hour days as well as take work home. To (42)\_\_\_\_\_ what was expected of her and what she hoped to get from her job in terms of career development, she crafted a list of goals in (43)\_\_\_\_\_ with her principal boss.

(44)\_\_\_\_\_. Shortly afterwards, she was given a raise for her efficient work. If your boss is vague about what your goals should be, try this technique suggested by Atkin Simon director of a Boston-based management-consulting

firm.

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\_\_\_\_\_. Then meet with your boss, (46) **参考答案及解析:**36. explain 37. routine 38. significant 39. objective 40. transferred 41. assisting 42. clarify 43. collaboration The list proved so well thought out her boss used it as the basis for her annual performance reviews Read your description, which most large firms provide, and identify the 2 or 3 most important tasks it mentions point out the tasks you ' ve chose and ask if they accurately reflect what your boss considers important 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](http://www.100test.com)