

2008商务英语BEC高级试题训练(二) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/468/2021_2022_2008_E5_95_86_E5_8A_A1_c85_468301.htm

写作：使用定工色牌将公司向你布置的简短工作任务与你实际投入的工作时间的状况做一比较，写一份200-250个字的报告。描述你的比较结果，并提出必要的改进建议。考虑以下几个方面的问题。*报告标题*

每段小标题和内容*每段中的常用词语。 参考答案左图：Job

Brief 20% Green 30% Orange 50% Yellow 右图 How is actually

spent 5% White 10% grey 15% pink 20% green 20% orange 30%

yellow Reassessment of job description: Sue Pearson (PR Dept.)

Introduction This report sets out to use WorkSet colours to assess

the accuracy of my job description as PR Officer and to suggest a

number of changes. Findings It is clear that there is a difference

between the way company views the job and the reality as I perceive

it. Firstly, a number of areas which demand a significant proportion

of my time are not mentioned in the official job brief. The segment

on the pie chart which provides most cause for concern is the pink

sector. this relates to my attendance at a number of meetings to which

I can contribute little. Another significant area is the grey segment.

this refers to the unscheduled time which I spend sorting out

computer problems. I feel that these activities are hampering my core

work. As can be seen from the pie charts, the time I spend actively

working to meet the goals agreed with my line manager is less than

envisaged. Conclusions The above discrepancies clearly indicate that

my current job brief is inaccurate. Recommendations I would

recommend that my official job brief should be updated using the WorkSet colours. It would also be valuable to consider the proportion of non-core colours in the pie chart and to investigate whether work in these areas could be carried out by someone else more suited to these tasks. 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