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https://www.100test.com/kao_ti2020/491/2021_2022__E5_85_AC_E5_85_B1_E8_8B_B1_E8_c67_491109.htm Unit 26 Find a Job

Dialogues /monologues: 1、 Once, everyday brought new challenges and experiences. Now, As far as your job ' s concerned, you ' ve been there, seen it and done it too. As far as... concerned : 就.....而言。如： As far as we ' re concerned you can go whenever you want. 就我们而言，随时想走都可以走。 2、 My experience it that if you have a control of several languages, then you put it in, you put that to use only occasionallybut the occasion is often a highly critical one! put sth in 花时间(精力)做某事。如： Thank you for all the hard work you ' ve put in.谢谢你的这一切努力。 全句翻译：我的经验是如果你确实已经掌握了几种语言，也要花很多时间去练习，因为在某些场合你会用到这些语言而这些场合通常都是至关重要的! Passage: How to find freelance administrative work If you have good office management and computer skills, you might consider looking for freelance administrative work. As a general category, this includes word processing, data entry, calendar or appointment planning, basic billing and other administrative support tasks. If you have administrative experience, then all the better for showing prospective employers that you are knowledgeable, skilled and reliable. Your first step to finding freelance administrative work is to craft a list of services. Write something up yourself, then research online and in newspaper classified ads to get ideas about services to add to your list

or other ways to word your offerings. The goal is to present a comprehensive list of services that leaves no questions in the reader's mind. Once you have this list, you can add your hourly fees. If you're unsure about what your rates should be, call several local temp agencies to learn what they charge their clients. You can also use the salaries advertised in the newspaper as a guide simply divide the annual salary into an hourly rate. You'll also need a current resume. Even if you go through temp agencies or Web sites to find work, having both a resume and a list of services will help you look professional and easily fill out all the forms and paperwork. There are many sources for finding work. You may want to target one source at a time, or make up lists of companies from all sources and start with a few from each. Either way, you will be making lots of phone calls and visiting lots of local businesses to make your pitch. You may talk to any previous employers and let them know you are freelancing. Inform the human resources or temp workers. If you are working now, consider starting your freelance business on the side and working slowly toward independence. You may even be able to get freelance work from your company. You may also do some research at your local library, the chamber of commerce and through the local paper to target small businesses that might need occasional or ongoing part-time work. Small operations such as landscaping, construction, food or catering and painting are sometimes too small to pay for a full-time office helper and too busy to do the work themselves. These companies could use someone in the office for a few hours a week or a monthly billing session. No matter where you

get your work, remember that your performance will impact whether a company wants to hire you again and recommend you to other people. Work-of-mouth is an important resource for getting work, so make the best of any work and networking opportunities. 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