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https://www.100test.com/kao_ti2020/569/2021_2022__E5_85_A8_E5_9B_BD_E8_81_8C_E7_c91_569646.htm 百考试题职称英语编

辑整理 How to Argue with Your Boss Before you argue with your boss, check with the bosss secretary to determine his mood. If he ate nails for breakfast, it is not a good idea to ask him for something. Even without the bosss secretary, they are keys to timing: dont approach the boss when hes on deadline. dont go in right before lunch, when he is apt to be distracted and rushed. dont go in just before or after he has taken a vacation. If youre mad, that will only make your boss mad. Calm down first. And dont let a particular concern open the floodgates for all your accumulated frustration. The boss will feel that you think negatively about the company and it is hopeless trying to change your mind. Then, maybe he will dismiss you. Terrible disputes can result when neither the employer nor the employee knows what is the problem the other wants to discuss. Sometimes the fight will go away when the issues are made clear. The employee has to get his point across clearly in order to make the boss understand it. Your boss has enough on his mind without your adding more. If you cant put forward an immediate solution, at least suggest how to approach the problem. People who frequently present problems without solutions to their bosses may soon find they cant get past the secretary. To deal effectively with a boss, its important to consider his goals and pressures. If you can put yourself in the position of being a partner to the boss, then he will be naturally

more inclined to work with you to achieve your goals. EXERCISE: 1. Paragraph 2_____ 2. Paragraph 3_____ 3. Paragraph 4_____ 4. Paragraph 5_____ A Keep your voice low all the time B Put yourself in the boss's position C Propose your solution D Don't go in when you are angry E Make the issue clear F Never give in 5. If you want to ask the boss for anything, it is important to find out first _____. 6. It is necessary to make clear to the boss _____. 7. It is not wise to present the boss with a problem _____. 8. You must be considerate and think of the troubles _____. A to give the boss your advice B how he is feeling C the boss may have D what you really want to talk to him about E without suggesting a way to solve it F how unhappy you are F how unhappy you are KEY: D E C B B D E C 更多信息请访问：百考试题外语站点 百考试题论坛 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