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https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_

E9_94_80_E5_91_98_E5_c28_645105.htm Steve: You havent moved from your desk for about five hours Mike. Mike: Tell me about it! I have two submissions due by 4PM today and I am way behind. Steve: I know that the reports are vital, but so is your health.

Mike: My health is fine - I havent had the flu at all this year. Steve: But what about your eyes and hands? Mike: They feel fine. Why are you asking about my eyes and hands? Steve: The HR department

says that we should take a break for five minutes every hour to rest our eyes from staring at the computer and our hands from typing.

Mike: Really? I didnt know that. Steve: Listen up and I will lecture you about O'Hamp.S, it covers everything to do with the safety and health of staff 通常称为O'Hamp.S laws so that all staff are safe. 我的公司对职业健康和安安全法很重视所以所有的员工都很安全。

2) Submissions: formal reports 正式的报告 Submissions are very important because they are often used by senior management to make key decisions. 正式报告很重要，因为高层经理们常用这些报告来做重要决定。 3) Vital: very important 非常重要 Coffee is vital to me in the morning - I cannot function without it! 早晨咖啡对我很重要，没有它我不能工作。 4) Flu: short for influenza 流感的缩写 I hate it when I catch the flu because my nose is running and my throat gets very sore. 我很讨厌得感冒，因为感冒时我流鼻涕，嗓子又疼。 把外销员站点加入收藏夹 欢迎进入：2010年外销员课程免费试听 点击进入免费体验：百考试题外销员

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