

PART 1

世界500强企业员工正在用的单词

个人情况篇

Unit 01

Personality 个性

» 高频主题单词



01.mp3

- ★ **curiosity** [kjuəri'ɒsɪti] n.好奇, 好奇心
- ★ **conceit** [kən'si:t] n.自负; 狂妄
- ★ **character** ['kærɪktə] n.性格
- ★ **aggressiveness** [ə'ɡresɪvnɪs] n.攻击性; 进取精神
- ★ **ambition** [æm'bɪʃən] n.野心; 雄心; 抱负; 志向
- ★ **coyness** [kɔɪnɪs] n.羞怯, 怕羞
- ★ **caution** [kəʊʃən] n.小心, 谨慎
- ★ **enthusiasm** [ɪn'θju:ziæzəm] n.热情, 热忱
- ★ **kindness** ['kaɪndnɪs] n.仁慈; 好意
- ★ **loyalty** ['lɔɪəlti] n.忠诚; 衷心; 忠实
- ★ **humor** ['hju:mə] n.幽默; 诙谐
- ★ **joy** [dʒɔɪ] n.欢欣, 喜悦; 乐事, 乐趣
- ★ **impulse** ['ɪmpʌls] n.冲动, 一时的念头; 推动, 驱使; 脉冲
- ★ **TV | radio | sports personality** 电视/广播电台/运动明星
- ★ **personality chips** 个性芯片; 性格芯片
- ★ **impulse** ['ɪmpʌls] n.冲动, 一时的念头; 推动, 驱使; 脉冲
- ★ **capable** ['keɪpəbl] a.有能力的, 有才能的
- ★ **caring** ['keərɪŋ] a.有同情心的
- ★ **charitable** ['tʃærɪtəbl] a.宽厚的
- ★ **cheerful** ['tʃiəfʊl] a.开朗的
- ★ **comical** ['kɒmɪk(ə)] a.滑稽的
- ★ **conceited** [kən'si:tɪd] a.自以为是的
- ★ **conscientious** [kɒnʃi'entəs] a.认真的; 凭良心的
- ★ **constructive** [kən'strʌktɪv] a.建设性的
- ★ **cooperative** [kəu'ɒpəreɪtɪv] a.有合作精神的

- ★ **creative** [kri:'eɪtɪv] a. 富于创造力的
- ★ **dashing** ['dæʃɪŋ] a. 有一股子冲劲的, 有拼搏精神的
- ★ **dedicated** ['dedɪkeɪtɪd] a. 有奉献精神的
- ★ **determined** [dɪ'tə:mɪnd] a. 坚决的
- ★ **dependable** [dɪ'pendəbl] a. 可靠的
- ★ **depressing** [dɪ'presɪŋ] a. 沉闷的
- ★ **discreet** [dɪs'kri:t] a. (在行动, 说话等方面) 谨慎
- ★ **disorganized** [dɪs'ɔ:gənaɪzd] a. 无组织的
- ★ **dynamic** [daɪ'næmɪk] a. 精悍的
- ★ **earnest** ['ɜ:nɪst] a. 认真的
- ★ **easy-going** [i:zi: 'gəʊɪŋ] a. 随和的
- ★ **efficient** [ɪ'fɪjənt] a. 有效率的
- ★ **enthusiastic** [ɪn,θju:zi'æstɪk] a. 充满热情的
- ★ **faithful** ['feɪθfʊl] a. 守信的, 忠诚的
- ★ **forceful** ['fɔ:sfʊl] a. (性格) 坚强的
- ★ **diligent** ['dɪlɪdʒənt] a. 勤勉的; 用功的
- ★ **industrious** [ɪn'dʌstriəs] a. 勤勉的

» 单词情景应用



01.mp3

bad-tempered /'bæd 'tempəd/-əd/ a. 脾气暴躁的

例句 People always become bad-tempered for lack of sleep.

中译 中译: 缺少睡眠的人会变得易怒。

personality traits (=typical ways of behaving, such as calmness or enthusiasm) 个性品质

例句 William does not look at all like Walter, but he shares many of his personality traits.

中译 威廉看起来一点不像沃尔特,但和他有很多共同点。

personality clash n. 性格不合

例句 He said he left the company because of a personality clash with the director (=they could not work together because they were so different.)

中译 他说他离开公司是因为和主任的性格不合。



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员工必用的英文单词大全

open-minded ['əʊpən'maɪndɪd] a.心胸宽广的，能接受新思想的；无先入之见的，无偏见的

例句 It is advisable to take an open-minded approach to new ideas.

中译 对新思想采取不存先入之见的态度是明智的。

extroverted ['ekstrəvɜ:tɪd] a.性格外向的；外向性的；喜社交的

例句 Some provinces in China is vigorously developing extroverted agriculture.

中译 中国的一些省份大力发展外向型农业。

strong-willed ['strɒŋ'wɪld,'strɔ:ŋ-] a.意志坚强的；固执的

例句 He is a strong-willed man.

中译 他是个意志坚强的人。

strong personality n.个性很强

例句 He was an ambitious man with a strong personality.

中译 他是一个个性强又很有野心的人。

stubborn ['stʌbən] a.顽固的；固执的

例句 Many are stubborn in pursuit of the path they have chosen.

中译 很多人固执地追求他们选择的道路。

warm-hearted ['wɔ:m'hɑ:tɪd] a.热心的；热诚的；热心肠的

例句 I like its clean streets, clear sunny skies, and warm-hearted people.

中译 我喜欢它干净的街道，透明晴朗的天空和热心的老百姓。

personality profile 人格剖析图；个人专用设定档；个性特征

例句 Those who belong to personality profile Type C are believed to get cancer easily.

中译 有C型个性特征的人被认为很容易得癌症。

» 最高频主题会话



01.mp3

A: What kind of personality do you have?

B: Well, I am always energetic and enthusiastic. That's my strongest personality.

A: What makes you so energetic?

- B: I like all kinds of sports, baseball, swimming, and so on. Maybe it is just the reason why I am so energetic and vigorous.
- A: What are your strengths and weaknesses?
- B: Hum, as I have said, I'm diligent and industrious. On the other hand, sometimes I'm too hard-working and I put myself under too much pressure to make things perfect.
- A: What qualities would you expect of persons working as a team?
- B: To work in a team, in my opinion, two characteristics are necessary for a person. That is, the person must be cooperative and aggressive.
- A: What makes you angry?
- B: Dishonesty. It's unacceptable.
- A: What are your personal weaknesses?
- B: I'm afraid I'm a poor talker. I'm not comfortable talking with the people whom I have just met for the first time. That is not very good for business, so I have been studying public speaking.

- A: 你觉得你自己的个性如何?
- B: 嗯, 我觉得自己精力很充沛, 做事很有热情。这是我最大的特点了。
- A: 是什么让你如此精力充沛?
- B: 我喜欢运动, 棒球, 游泳等, 也许这就是我为什么这么精力充沛和强壮的原因。
- A: 那你认为自己的最大优点和缺点是什么呢?
- B: 正如我刚才说过的, 我工作特别勤奋认真。但是, 有时为了尽可能把事情办得完美些, 我又会让自己背上太多的压力, 工作太辛苦。
- A: 你认为作为团队中的一员, 一个人需要具备什么样的品质?
- B: 依我之见, 作为团队中的一员, 合作精神和进取精神两者皆不可少。
- A: 什么最容易让你生气?
- B: 不诚实。那是我不能接受的。
- A: 你性格上的弱点是什么?
- B: 我想我并不善谈。我不能和那些我第一次见面的人们自如地交谈。这对工作不好, 所以我一直在学习在公众面前谈话的技巧。



» 知识小百科

Rats desert a sinking ship	船沉鼠先逃（这一谚语意指那些一遇到危险就争先寻求安全或一看见困难便躲得老远的人。）
Paper tiger	纸老虎（比喻貌似强大而实质虚弱的敌人）
You start a hare ever time at the meeting.	每次讨论你都提出与题无关的问题。
First catch your hare.	勿谋之过早（意指：不要过于乐观）。
You cannot run with the hare and hunt with hounde.	不能两面讨好。
John's behavior show him to be a snake.	约翰的行为表明他是个冷酷阴险的人。
She's a natural crier.	她是个天生爱哭的人。
Remember that these weaknesses are natural.	记住这些弱点是天生的。
He's really a law-down dirty shame.	他真是个不知羞耻的家伙。
He's good-time charlie, feeling no worries and anxieties.	他是个乐天派，整天无忧无虑。
She's said to be a jinx.	有人说她是扫帚星。
Li Ming has a lot on the ball.	李明很能干。

Unit 02

Appearance 外表

» 高频主题单词



- ★ **innocence** ['ɪnəsns] n.天真
- ★ **thinness** ['θɪnɪs] n.瘦
- ★ **sorrow** ['sɒrəʊ] n.悲伤；懊悔
- ★ **slimness** ['slɪmnɪs] n.苗条；修长
- ★ **plump** [plʌmp] n.丰满的；胖的
- ★ **handsomeness** ['hænsəmɪs] n.英俊；漂亮
- ★ **elegance** [ˈelɪɡəns,-gənsɪ] n.典雅；高雅
- ★ **gentlemanship** ['dʒentlmənʃɪp] n.绅士的品格；绅士的身份
- ★ **ferociousness** [fə'reɪʃəsɪs] n.凶恶；厉害；残忍
- ★ **confidence** ['kɒnfɪdəns] n.自信
- ★ **weirdness** ['wiədɪs] n.古怪
- ★ **reticence** [ˈretɪsəns] n.沉默寡言
- ★ **lightheartedness** n.快乐；无忧无虑
- ★ **nerve** [nɜ:v] n.神经；勇气，胆量
- ★ **urbanity** [ə:'bæɪnɪtɪ] n.有礼貌；雅致
- ★ **nerd** [nɜ:d] n.书呆子

» 单词情景应用



bookish ['bʊkɪʃ] a.书生气的

例句 He was reticent, patrician, bookish, urbane.

中译 他沉默含蓄，雍容华贵，书生气十足，而又温文有礼。

old-womanish ['əʊld'wʊmənɪʃ] a.挑剔的；婆婆妈妈的

例句 An old-womanish man is difficult to get along with.



中译 挑剔的人很难相处。

well-mannered ['wel'mænəd] a.有礼貌的；行为端正的；文雅的

例句 She is always well-mannered in the eyes of her friends.

中译 在她朋友眼里，她一直是个举止得体的人。

finely-formed a.端正；风度翩翩的

例句 His finely-formed nose impressed her a lot.

中译 他端正的鼻子给她留下了深刻的印象。

intelligent [in'telidʒənt] a.智能的；聪明的；理解力强的

例句 He was very tall and strong, with a face intelligent and smiling.

中译 他身材高大，体格强壮，脸上挂着笑容，透着机灵。

frivolous ['frivələs] a.无聊的；轻佻的；琐碎的

例句 She spent a lot of her money on frivolous things.

中译 他在一些无聊的事上花了很多钱。

clear-eyed ['kliə'aid] a.头脑清晰的；视力良好的；有洞察力的

例句 We are urged to be clear-eyed.

中译 我们有想看清事实的强烈欲望。

graceful ['greisful] a.优雅的；优美的

例句 I was attracted by the graceful way she moved.

中译 我被她优雅的移动姿势吸引住了。

ugly ['ʌgli] a.丑陋的；邪恶的；

例句 "How ugly the poor woman is!" said the clergyman.

中译 “那个不幸的女人长得真丑。” 牧师说。

cocky ['kɒki] a.自大的；骄傲的；过于自信的

例句 Don't get cocky when you've achieved something.

中译 别一有成绩就翘尾巴。

good-looking ['gud'lʊkiŋ] a.好看的；美貌的

例句 Good-looking girls are easy on the eyes.

中译 美女很养眼。

- A: Hey, man, what's up? You look sorrowful.
B: I'm fine. I was just thinking about Kikita, she is leaving for America.
A: You mean the girl who always appears cocky. I heard about her leaving.
B: Well, she really is a smart and intelligent student here.
A: So she will become an international student soon? Good for her!
B: Alright. And what do the American students look like in your imagination? Beautiful?
A: Most of them are plump, not your taste?
B: That's right. I like slim girls just as most guys do.
A: But they are white-skinned, with blond hair, don't you think they are good-looking in this sense.
B: Exactly, you have a point there. But they are just for appreciating from a distance.
A: And you won't have a relationship with an American girl even you have a chance, right?
B: Yes. See? You know me better than anyone else.

- A: 你怎么了? 看起来不开心的样子。
B: 没事。我只是在想尼基塔去美国留学的事。
A: 你是说那个整天一副高高在上的样子的那个? 我也听说她要去美国了。
B: 嗯, 她确实是个聪明的女生。
A: 她很快就是个留学生了, 不错嘛。
B: 好吧, 对了, 你印象中的美国女生长什么样, 你觉得好看吗?
A: 大部分都很丰满哦, 你不喜欢那样的?
B: 我啊, 就喜欢瘦的, 跟大家一样。
A: 但是她们皮肤白还一头金发, 不觉得这样很好看吗?
B: 没错。但在我眼里她们只适合远观。
A: 所以你是不会找一个美国女朋友咯。
B: 是的, 还挺了解我的嘛。



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员工必用的英文单词大全

» 知识小百科

The tailor makes the man.	人靠衣装。
Clothes make a man just as a saddle makes a horse.	人靠衣装马靠鞍。
Fine feathers make fine birds.	人靠衣装鸟靠羽。
I usually leave a bad impression on others at the first sight.	和别人第一次接触，我总是很难给别人留下一个很好的印象。
They always have a good word of me.	他们经常说我的好话。
I haven't got dashing good looks.	我本人不是特别帅。
Beauty is only skin deep.	美只是一张皮。
The bottom line is that you have the inner beauty.	一个人最重要的还是要有内涵。



Memo

好词好句随手抄

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