

Unit 4 Personnel

■ Job applications

When employers want to fill a **permanent** or short-term / temporary **vacancy**, they usually advertise the position in a newspaper or on the Internet. If you want to **apply** for the job, you should send a well-written cover letter and resume to the company or recruitment agency. You should give details of your **qualifications** and references. If they think you might be the right candidate for the job, they will call you in for an interview. As well as the right qualifications and relevant work experience, they might look for other qualities, including people skills, communication skills, and the ability to work well as a team member. After the interview the company will decide whether to reject or hire you.

1 permanent (a) 永久的 **OPP:**

Ex. She's looking for a permanent place to stay.

word family:

- Smoking is more likely to damage our health permanently.
- A loving family environment can give children the sense of permanence.

word roots: 表「狀態」 temp =
contemporary (together+time+n)
temperature (heat+n)

2 vacancy (n) 空缺

Ex. We tried to book a hotel room in high season, but there were no vacancies.

word family:

- Half of the apartments in the building are vacant. **OPP:**
- He was looking round with a vacant look on his face.
- She stared vacantly into ahead.
- Guests are requested to vacate their rooms by 11 AM on the day of departure.

word roots: 表「狀態」 vac, van =
vacation (empty+n)
evacuate (out+empty+v)
vanity (empty+n)

3 apply (v) 申請

Ex. Those were old regulations – they don't apply any more.

word family:

- He wants a job in which he can apply his foreign languages.
- Apply a lip balm 10 minutes before you want to **apply** lipstick.
- Candidates are advised to **make** an early **application** to the university.
- I was unable to run the application because there was not enough memory available.
- She was one of 25 qualified applicants for the manager's job.
- The offer is only applicable to bookings for double rooms.

4 qualification (n) 資格、證照

Ex. His professional qualification makes him a perfect candidate to lead the team.

word family:

- Fluency in 5 languages qualifies him **as** an interpreter. **OPP:**
- Some employees worry that the plan will disqualify them **from** promotions.
- The guides are qualified to **lead** groups into the mountains.
- He is unqualified **for** the job.
- Germany and Spain are playing in tonight's qualifier.

■ Employment contracts

Before you decide to accept a job offer, you should carefully read the **contract** of employment if the employer provides one. The contract is a legal agreement that defines various terms and conditions that both employer and employee must follow. These will include such things as the amount of vacation time you are entitled to per annum or how much paid sick leave you can take off of work. It may also state regulations concerning a leave of absence for events such as maternity / paternity leave. A very important condition concerns how much notice you have to give if you wish to **quit** your job, in other words terminate your contract. The contract will also mention how many days notice the employer has to give you if they are going to lay you off because they no longer need you, as well as state how your employer can **fire** you if you are guilty of misconduct. The contract will also state a number of other company regulations that you must understand and agree to when you **sign**.

5 contract (n) 契約

Ex. Under the terms of their contract, employees must give 3 months' notice if they leave.

word family:

- They are contracted to work 44 hours a week.
- Metal contracts as it cools. **OPP:**
- He contracted COVID-19 while he was traveling.
- Cold causes the contraction of the metal. [U]

collocations:

- | |
|----------------------------|
| ➤ _____ a contract with sb |
| ➤ _____ a contract |
| ➤ _____ a contract with sb |
| ➤ _____ a contract |
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| ➤ _____ a contract |
| ➤ _____ a contract |

word roots: 表「行為動作」tract = extract (out+pull) retract (back+pull)
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6 quit (v) 離開

Ex. The majority of smokers say that they'd like to quit the habit.

word family:

- You paid for the tickets and I bought lunch, so we are **quits** now.
- After 30 years as a teacher, she's decided to **call it quits**.
- I'm not a quitter, but this job is starting to affect my health.

synonyms:

- He resigned **from** his job as principal of the school.

7 fire (v) 開除 **OPP:**

Ex. The manager had to fire several workers.

word family:

- The police **fired** two **shots at** the suspects before they surrendered.
- Troops **opened fire on** the demonstrators.
- Firemen successfully **put out the fire**.

synonyms:

- The bookkeeper was sacked for cooking the books.
=The bookkeeper was given the sack for cooking the books.
- She claims she was unfairly dismissed **from** her post.

8 **sign** (v) 簽名

Ex. She met with fans and signed autographs.

word family:

- There's a place for your signature at the bottom of the form.
- He signed **for** the waiter **to** bring him the menu.
- There are signs that the situation is improving.
- Don't ignore the fog warning signs.

word roots: 表「行為動作」 sign =
assign (to+mark)
designate (down+mark+v)

■ Employee perks and benefits

When recruiting, most companies offer prospective employees a package of **benefits** that may include paid vacations, retirement plans, bonuses, leaves of absence, and regular promotions as well as a basic salary and health insurance. In order to attract, retain, and **motivate** good workers, many companies also offer a variety of extra benefits, known as perks. Common examples include discount prices for certain products, a company car, or an expense account for business trips. In addition to these benefits, companies may offer the employees the opportunity to take advantage of flexible working hours, subsidized gym facilities, telecommuting, and training programs. An increasingly popular way some companies motivate their employees is with incentive rewards for creativity or good performance. These are earned for ideas that help lead to the company's success.

9 benefit (n) 津貼

Ex. The discovery of oil brought many benefits to the country.

word family:

- She's been **on** unemployment benefit for six months.
- Many patients have benefited **from** the new treatment.
- Regular exercise has many beneficial health effects. **OPP:**
- Single mothers will be the **chief** beneficiary of this new policy.

10 motivate (v) 給...動機、激發

Ex. Police didn't know what motivated people to commit such crimes.

word family:

- He enjoyed the excitement of his work. Money wasn't his only motivation.
- The students are hard-working and highly motivated.
- Money is a powerful motivator.

- The police are still thinking about possible motives **for** the murders.

■ Suffixes:

Noun suffixes (名詞字尾)

A 動詞 + 名詞字尾

verb	suffix	noun
improve	-ment	improvement
govern		government
manage		management
elect	-ion	election
discuss		discussion
educate		education
congratulate		congratulation
inform	-ation	information
jog	-ing	jogging
spell		spelling
refuse	-al	refusal

B 形容詞 + 名詞字尾

adjective	suffix	noun
weak	-ness	weakness
happy		happiness
ill		illness
stupid	-ity	stupidity
active		activity
similar		similarity
important	-ance	importance
vacant	-ancy	vacancy
innocent	-ence	innocence
fluent	-ency	fluency

Word Tools: Suffixes for jobs and occupations (工作與職業的字尾)

I 動詞 + 名詞字尾 -er, -ar, -or 表「從事...的人」		
sing	singer	
visit	visitor	
beg		
lie		
banking (n)	banker	
carpentry (n)	carpenter	
plumbing (n)	plumber	
II 動詞 + -er, -or「做...的人」 -ress, -ess「做...的女人」		
act	actor	actress
wait	waiter	waitress
steward	steward	stewardess
host	host	hostess
III 名詞字尾 -ent, -ant 表「做...的人」		
apply	applicant	
attend	attendant	
enter		
inhabit	inhabitant	
study	student	
receive		
IV 名詞字尾 -an, -ian 表「做...的人」; 亦指「支持或實踐...的人」		
comedy	comedian	
library	librarian	
magic	magician	
physic	physician	
technical	technician	
electrical	electrician	
vegetable	vegetarian	

V 名詞字尾 -ist 表「支持或實踐...的人」	
art	artist
motor	motorist
bicycle	
flower	
science	scientist
style	stylist

VI 字尾對照：-er VS. -ee		
-er 「做...的人」	verb 「動詞」	-ee 「被...做的人」
addresser	address	addressee
employer	employ	employee
examiner	examine	examinee
interviewer	interview	interviewee
trainer	train	trainee
	warrant	warrantee
	detain	detainee
	absent	absentee