

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.

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

- 2 vacancy (n) 空缺
Ex. There were no vacancies at the hotel.

word family:

- These lockers are all vacant. **OPP:**
➤ She had a vacant look/expression on her face.
➤ Students must vacate their rooms at the end of the semester.

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

3 apply (v) 申請

Ex. Do the same rules apply to part-time workers?

word family:

- He wants a job in which he can apply his foreign languages.
- We applied the ointment to the cut.
- Please fill out this application.
- I was unable to run the application because there was not enough memory available.
- We interviewed 25 qualified applicants for the job.
- Business must comply with all applicable laws.

4 reject (v) 拒絕

OPP:

Ex. The college rejects hundreds of applicants each year.

word family:

- I've applied for 10 jobs, but all I've got is rejections. **OPP:**

word roots: 表「行為動作」ject =

eject (out+throw)

inject (in+throw)

interject (between+throw)

■ 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. The contract requires him to finish work by the end of the year.

word family:

- The firm was contracted **to** build 50 low-cost homes.
- The muscle expands and then contracts.
- Two-thirds of the adult population there has contracted AIDS.
- Cold causes the contraction of the metal. [U]

collocations:

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

word roots: 表「行為動作」tract =

detract (down+pull)

extract (out+pull)

retract (back+pull)

6 quit (v) 離開

Ex. She quit **smoking** years ago.

word family:

- You paid for the tickets and I bought lunch, so we are **quits** now.
- I'm no quitter.

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:

- He fired at the police.
- Many people helped to put out the fire.

synonyms:

- She was sacked for cooking the books.
- Her work was so poor that she was given the sack.
- 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 **to/for** the waiter **to** bring him another drink.
- The company called me in for a second interview, and that's a good sign.
- There was a "For Sale" sign on the car.

word roots: 表「行為動作」 sign =

assign (to+mark)

consign (加強語氣+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. A competitive salary and **fringe benefits** will be offered.

word family:

- She's been **on** unemployment benefit for six months.
- Some critics say that the tax cuts only benefit wealthy people.
- Regular exercise has many beneficial health effects.

- Her husband was the chief beneficiary of her will.

10 motivate (v) 給...動機、激發

Ex. The profit-sharing plan is designed to motivate the staff **to** work hard.

word family:

- These methods can help to increase students' motivation and interest. [U]
- Money is a good motivator.
- The motive **for** the attack is still unknown.

■ 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	-ation	congratulation
inform		information
jog		-ing
spell	-al	spelling
refuse		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