

NATIONAL QUALIFICATIONS CURRICULUM SUPPORT

# Chinese Languages

## The World of Work: Employment

### Traditional Mandarin

[INTERMEDIATE 1]



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### **Acknowledgement**

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## Place of employment

### Activity 1: Reading and comprehension

新加坡的一間酒店

#### Hotel in Singapore

You have a summer job working on reception in a hotel in Singapore. Read the security notice issued to all hotel guests. You must make sure you understand it so that you can explain it to any English guests.

保安措施

- 出於安全原因考慮，除非運送行李，旅店入口不能停車。  
如果您不將車停放在酒店停車場，旅店管理方會用拖車把車拖走，拖車的費用是每輛車新幣三百元。
- 酒店管理方對您留置在休閒中心的衣服，鞋子，以及其它個人物品不負任何責任。
- 請留意：  
每星期一早上十點火警演習。如果在其他時間聽到警報，請從最靠近的緊急出口離開。

**Questions**

1. Why are cars not allowed to park outside the hotel entrance?
2. When are they allowed to park there?
3. What will happen if you leave your car parked outside the entrance?
4. How much will you have to pay?
5. The hotel will take responsibility for all personal items within the hotel.  
TRUE FALSE
6. When does the fire alarm sound?
7. What must you do if you hear the fire alarm at any other time?

**Answers**

1. For safety reasons
2. To transport luggage at the start and end of your stay.
3. A removal truck will be called to tow away your car.
4. 300 yuan
5. False
6. Every Monday at 10.00am.
7. Leave the hotel by the nearest fire exit.

## Activity 2: Speaking

### Task 1a

You ask the receptionist at the hotel for directions to the hotel's leisure complex. Complete the role-play as shown on the cue card.

1. Ask where the leisure complex is.
2. Repeat the directions given.
3. Ask if it is far from here.
4. Say 'Thank you. Goodbye'.

### Task 1b

A guest at the hotel asks you for directions to the leisure complex. Complete the role-play as shown on the cue card.

- Go straight to the end of the corridor.
- Turn left.
- Take the third turning on the right.
- The swimming pool is on the left.
- The badminton court is on the left.

## Place of employment/directions

### Activity 1: Role-play

#### Task 1a

You ask the receptionist at the hotel for directions to the shops. Complete the role-play as shown on the cue card.

- Ask where the shops are.
- Repeat the directions given.
- Ask if it is far from here.
- Say 'Thank you. Goodbye'.

#### Task 1b

A guest at the hotel asks you for directions to the shops. Complete the role-play as shown on the cue card.

- Turn left.
- Take the third road on the right.
- Go straight on to the end of the road.
- Turn left.
- The shops are on the left.
- Say it's about 500 metres away.
- Say 'Goodbye'.

#### Task 2a

You ask the receptionist at the hotel for directions to the Peach Garden Chinese restaurant. Complete the role-play as shown on the cue card.

- Ask where the Peach Garden restaurant is.
- Repeat the directions given.
- Ask if it is far.
- Say you are walking.
- Say 'Thank you. Goodbye'.

**Task 2b**

A guest at the hotel asks you for directions to the Peach Garden Chinese Restaurant. Complete the role-play as shown on the cue card.

- Take the second on the right.
- Go straight on to the end of the road.
- Turn left and the restaurant is on the right.
- Ask how are they travelling (foot, car, etc.).
- Say it is five minutes away.
- Say 'Goodbye'.

## Employment

### Activity 1: Reading and comprehension

Read the following text in Chinese and answer the questions which follow.

旅遊問訊處  
臨時助理

- 會流利的中文和英文
- 有良好的溝通能力
- 友善、開朗、喜歡幫助人
- 一個星期工作35個小時

將簡歷寄到：  
中國北京黃寺街188號  
安竹先生

### Questions

1. Write down two of the qualities or skills being looked for.
2. This is a full-time permanent job.  
TRUE FALSE
3. What are the hours of work?
4. If you are interested in this job, what should you do?

**Answers**

1. Fluent in Chinese and English  
Good communication skills
2. False
3. Thirty-five hours per week
4. Send your CV to Mr Andrews

## Activity 2: Reading and writing

In order to be able to apply for the job in the Tourist Information Office, you should attempt a simple CV for yourself.

Read the CV below and then try to fill out the form on the next page with your personal details.

### Curriculum vitae 簡歷

#### Personal details 個人詳述

**Surname** 姓: Wu 吳

**First name** 名: Tingna 婷娜

**Date of birth** 出生日期: 22nd February 1970 一九七零年 二月二十二日

**Marital status** 婚姻狀況: Married 已婚

**Address** 地址: 670 Shanghai Road, 北京市上海路670號, Beijing

#### Education 教育

Diplomas obtained 文憑

1982年獲得學士學位, A級

#### Languages 語言

English: reading, writing, speaking 英文—讀, 寫, 說

Italian: reading 意大利文—讀

#### Professional experience 專業經驗

From 17 November 2007 to present day:

从二零零七年十一月十七日到今日

Administrator working with Renault in Beijing

在北京雷諾公司擔任行政人員

<b>EMPLOYMENT</b>
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**Hobbies 愛好 :**

Swimming 游泳

Horse-riding 騎馬

Badminton 打羽毛球

**Referees 证明人**

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## Transcript

### Place of employment

#### Activity 1: Reading and comprehension

#### Hotel in Singapore

#### Security

- For safety reasons, cars are not allowed to park outside the hotel entrance, except for when transporting luggage on arrival and departure. If you do not put your car in the car park, the hotel management will be obliged to call a tow-away truck to remove your car (cost S\$300 yuan per car).
- We would like to inform guests that the management takes no responsibility for clothes, shoes and personal belongings left in the hotel's leisure complex.
- We wish to draw your attention to the following: The fire alarm is tested every Monday at 10.00am. If the fire alarm is sounded at any other time, please leave the hotel by the nearest fire exit.