

Unit **1**

Career Planning



Warming Up



1. How much do you know about the term “career planning”?
2. The following are some basic steps in a career planning process. In what sequence are these steps interrelated? Discuss with your partner or in groups.



Listening



Listen to the following passage twice, and then fill in the blanks with the exact words or phrases you have heard.

Career planning is the continuous 1._____ and planning done by a person to have a strong career path. Career planning involves the continuous 2._____ process of understanding oneself, setting career goals, 3._____ skills and searching for the right career options.

Career planning is a 4._____ process which enables an individual to focus on where to want to be in life 5._____. With the short-term goal and the long-term goals in place, it can help to plan their journey in their professional life. Self-assessment is necessary to understand one's 6._____ and 7._____. The

various career options should be explored in detail to find a 8._____ between one's abilities and the opportunities provided by a career option. It involves continuous learning and improvement to build and grow in the 9._____ career path. A good career planning helps a person grow in life in their professional career and also helps them grow 10._____.

Text A

Why Career Planning Is Important for Success



A successful career doesn't typically happen by chance. In order to build one and get all the benefits that come from it, you need to spend some time **reflecting** on what you want and how you will get there—that's exactly what career planning does for you. But, why is career planning so important?

reflect

v. 深思, 反省

Give you a road map to your future

Career planning outlines how you're going to get from Point A (where you are now) to Point B (your ultimate career goal). With an end goal in mind, you'll be able to identify which actions you need to take to get there. These actions might include things like assessing job descriptions to see what you need to do to qualify for them, attending **networking** events to make new connections, and exploring different companies and **industries** to see if they're the right fit.

networking

n. 建立人际关系网

industry

n. 行业

Identify gaps you need to fill

Speaking of actions you need to take, career planning helps you identify where you might have a little more learning to do. This might mean taking additional courses,

becoming **certified** in a new skill, or even going to graduate school. **Grad school** is a great way to accelerate your career path and meet your career goals sooner. It gives you the opportunity to fill a variety of skill gaps at once, make professional connections that'll support you for the rest of your career, and **pivot** in an entirely different direction.

certify

v. 证明具有某种资格或达到某标准

grad school

研究生院

pivot

v. 转动

Give you space for **ongoing** personal reflection

How often do you actually sit down and think about your professional development other than during your annual review? A good career plan takes into account your strengths, weaknesses, values, and what you like and need out of a career. So, this is your opportunity to reflect on what you have to offer to the world (and potential employers), how your career plan fits your life, and identify ways that you can grow (personally and professionally).

ongoing

adj. 持续的

Provide much-needed motivation and guidance

As much as you may want it to, your career path will not likely follow a straight line. Having a career plan will help you stay motivated during all the **twists and turns** your career path throws at you. And, most importantly, it will guide you during times when you are considering career or industry changes by helping you figure out whether your choice truly fits the plan.

twists and turns

曲折, 波折

So, where do you begin? The easiest way is to start writing everything down. Whether you use our career planning guide or you create your own, it is essential to document your thoughts.

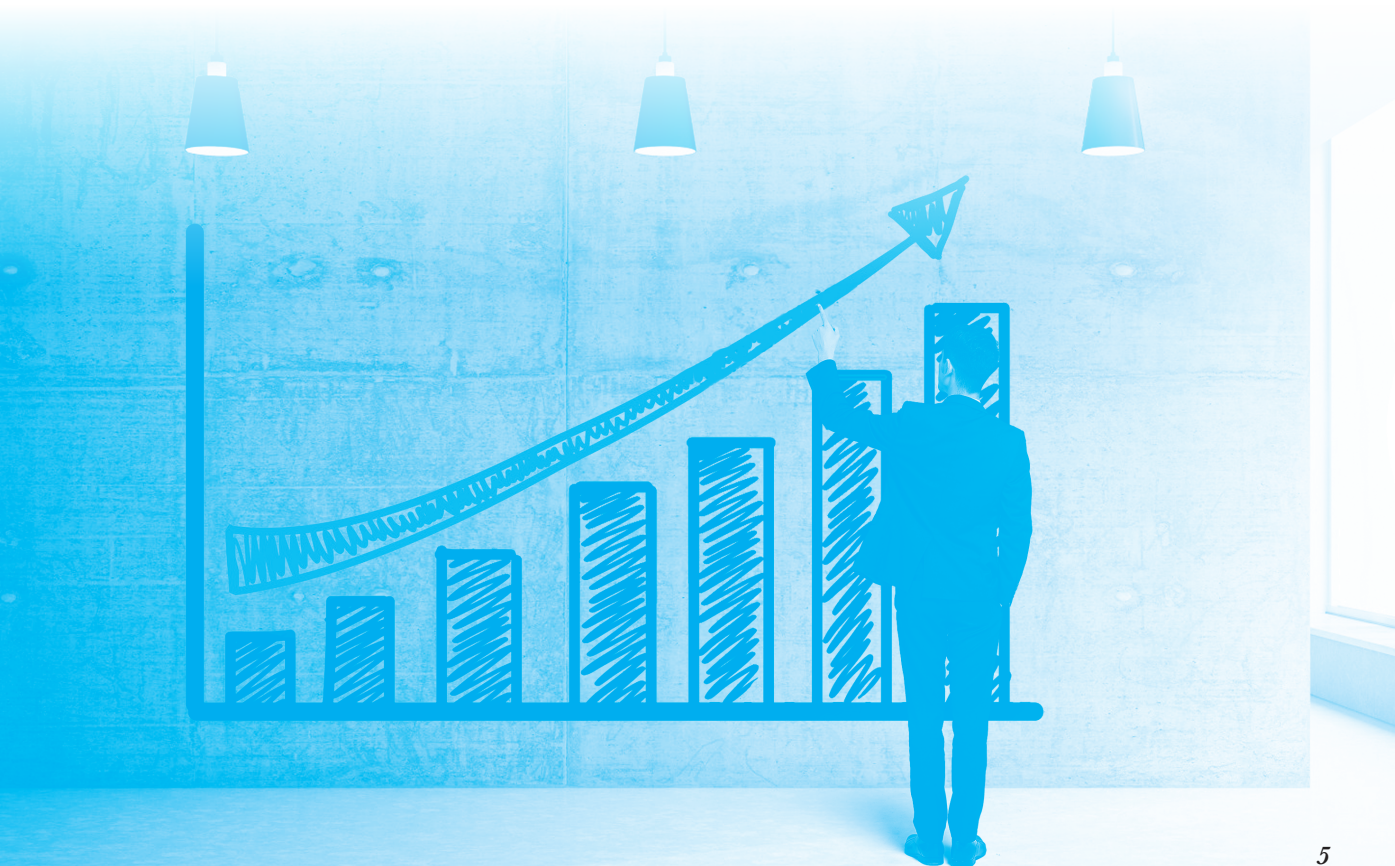
And before you go, please remember a few things. Your career plan does not have to be **set in stone**. While it's important to set goals, make it a habit to review your plan every few months to make sure it still matches what you want out of a career. Also, following your career plan won't be a perfect process. Try not to be discouraged by the

set in stone

不可改变的

possible obstacles along the way. No matter what may change, your career plan is there to ground you and guide you on your path to success!

(Source: Calling All Optimists. 2020. Why Career Planning Is Important for Success. 04–16. From Calling All Optimists website.)





Exercises

Task 1

Read the text carefully and match the words in Column A with the ones in Column B to make appropriate expressions, and then match the Chinese equivalents in Column C.

Column A

1. career
2. networking
3. graduate
4. personal
5. annual

Column B

- events
- reflection
- review
- school
- planning

Column C

- 年度回顾
- 研究生院
- 自我反思
- 职业规划
- 社交活动

Task 2

Read the text again and work in groups to share your views on the following questions.

1. What is your understanding about the importance of career planning?

2. What actions do you need to take in order to achieve your career goal?

3. What is the main suggestion given by the author in the last paragraph?

Text B

Five Tips for Your 5-year Plan

Where do you see yourself in five years? There it is, one of the most **dreaded** interview questions. If you aren't sure how to answer this question, you are not alone. How are you supposed to know what's happening in the next five months, let alone in the next five years?

Thinking about your career in the long-term is not something that you should do just before going to job interviews. It is something you should know before you start your career search. Having a goal in mind, and even better, having it written in a career plan, can help you get there faster. To get you in the right **mindset**, use these tips to **envision** your professional future.

Define success

Before you start thinking about either jobs or graduate school, ask yourself one question. How do you define success? Everybody's answer is different. Do you want to climb the corporate ladder? Does your success have a dollar amount? Do you value your job's potential social impact above all else? Make a list of everything that comes to mind and **incorporate** it into your own definition to guide you through the next five years and beyond. Need some inspiration? Check out what some of the world's most powerful people have to say about success.

View every job as a building block

If you recently graduated, you're probably not interviewing for your dream job quite yet. Instead of being discouraged by the prospect of the next five years, view every opportunity as an essential building block to your success. School gave you the **baseline** educational knowledge you need and now is the time to add professional skills to your **repertoire**. What skills and industry knowledge do you want to learn from each job? Where will that get you in the next five years? Visualizing your professional growth will put your future into perspective and shed some light on where you might want to end up next.

Consider a graduate school

You may have just finished school, but it's never too early to start thinking

about graduate school and where it might fit into your five year plan. The right program can put you on the fast track in pursuing a career that is **aligned** with your ambitions and skills. Keep a running list of programs and schools that interest you as you consider the next few years. View each job opportunity as a chance to try out your chosen industry and assess if you want to pursue a graduate degree to further your growth.

Keep it real

As you **contemplate** your possible career and educational path, follow one tip above all others. Know that things change. It can be easy to feel **overwhelmed** by the prospect of mapping out your future. Creating a path doesn't mean you can't stray from it or add some additional stops along the way. You never know where life will take you. Your plan, today, might not necessarily be your plan in three years. But, having a career plan gives you guiding principles to help you jump-start your professional growth.

Stick to the highlight reel

The hard part is over. You've thought about your future and have a general idea of where you might want to go next. Now comes the time to answer under job interview pressure. Where do you see yourself in five years? Resist the urge to **monologue** and instead show the interviewer that you've thought about your future professional growth and how that plays into your success. Tell the interviewer your current plan for where you want to go and how the job you're interviewing for will help you get there. It's as simple as that.

(Source: Calling for Optimists. 2019. Five Tips for Your 5 Year Plan. 11–10.
From Calling for Optimists website.)

Words and Expressions

1. **dreaded** *adj.* regarded with great fear or apprehension 可怕的, 恐怖的
*The **dreaded** news came that Joe had been wounded.*
 传来了乔受伤的可怕消息。
2. **mindset** *n.* the established set of attitudes held by someone 心理定势, 心态
*The company seems to have a very old-fashioned **mindset**.*
 这家公司的思维模式好像很过时。
3. **envision** *v.* to imagine as a future possibility; to visualize 想象, 设想
*She **envisioned** the admiring glances of guests seeing her home.*
 她想象着客人们看到她的家时那种羡慕的目光。
4. **incorporate** *v.* to include sth. so that it forms a part of sth. 纳入, 包含, 使并入
*Many of your suggestions have been **incorporated** in the plan.*
 你的很多建议已纳入计划中。
5. **baseline** *n.* a line or measurement that is used as a starting point when comparing facts 基础
*The figures for 2020 were used as a **baseline** for the study.*
 这项研究以 2020 年的数据为基础。
6. **repertoire** *n.* all the things that a person is able to do 全部才能, 全部本领
*Kate has a wide **repertoire** of marketable skills.*
 凯特有很全面的营销技能。
7. **align** *v.* to organize or arrange sth. so that it has the right relationship with sth. else 使一致
*Domestic prices have been **aligned** with those in world markets.*
 国内价格已调整到与世界市场一致。
8. **contemplate** *v.* to think about whether you should do sth. or how you should do sth. 考虑, 思量, 思忖
*I have never **contemplated** living abroad.*
 我从未考虑去国外居住。
9. **overwhelm** *v.* to have a strong emotional effect on 使感情上受不了, 使不知所措
*I was **overwhelmed** with guilt.*
 我深感内疚。
10. **monologue** *n.* a long speech by one person during a conversation that stops other people from speaking or expressing an opinion 滔滔不绝的讲话; 个人的长篇大论
*He went into a long **monologue** about life in America.*
 他开始滔滔不绝地谈起美国的生活。



Exercises

Task 1

1. Work with your partner to circle the ten words in the crossword puzzle according to the clues from 1 to 10 below.

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| t | w | i | g | i | i | c | o | n | v |
| d | e | f | i | n | e | o | h | o | i |
| i | n | n | n | s | i | n | o | t | s |
| s | e | a | t | p | n | t | s | e | u |
| c | n | m | e | i | f | e | t | d | a |
| o | g | a | r | r | o | m | e | h | l |
| u | l | t | v | a | r | p | a | i | i |
| r | i | e | i | t | m | l | c | g | z |
| a | s | u | e | i | a | a | h | h | e |
| g | h | r | w | o | l | t | e | l | n |
| e | a | t | e | n | e | i | r | i | j |
| u | r | g | e | c | h | o | t | g | o |
| h | z | e | b | r | a | n | e | h | y |
| t | a | g | r | a | d | u | a | t | e |
| w | i | l | l | o | w | o | r | e | s |
| o | p | i | n | d | u | s | t | r | y |

- 1) *v.* to state or describe exactly the nature, scope, or meaning of sth.
- 2) *n.* the process of being mentally stimulated to do or feel something, especially to do something creative
- 3) *v.* to cause (someone) to lose confidence or enthusiasm
- 4) *n.* a particular form or branch of economic or commercial activities
- 5) *v.* to form a mental image of; to imagine
- 6) *adj.* relating to studies done at a university after completing a first degree
- 7) *n.* deep reflective thought
- 8) *n.* a special pen used for marking words in a text in bright colours
- 9) *n.* a strong desire or impulse
- 10) *n.* the person who answers the questions in an interview

2. Find another 30 words or more in this crossword puzzle, and work in groups.