



高雄應用科技大學 英語學習園地

KUAS E-LEARNING GARDEN

2016 年 7 月 July 2016 Copyright © 2016 by Shouhua Lin. All rights reserved

Work Ethics

The summer is the season for graduates to start finding a job or working. The workplace is highly competitive and cruel. Many candidates are waiting for your current position. And any mistakes may cost you job. As said, "To err is human, to forgive is not company policy." Novices should take caution, assume responsibility, and abide by work ethics at work. The boss will observe and check whether newcomers are capable or competent. You have to pass the three-month probation to become an employee. Experts provide some advice for your reference.

Integrity and Conscientiousness, Respect and Communication, Cooperation and Teamwork, Appearance and Character, and Attendance and Organization.

In terms of "optimization," the right person should be put in the right place. Always ask yourself: Are you a talent? Do you worth corporate cultivation? Attitude determines the altitude of your success. Be humble to learn and ask for advice. A golden advice may cut down years of your aimless self-exploration and frustrations.

工作倫理

職場非常競爭也非常殘酷。許多應徵者正等著你的職務，任何差錯都可能失去工作。所謂「犯錯是人之常情，但是原諒不是公司的政策。」初入職場的人必須戰戰兢兢、克盡職責、謹守職場倫理。老闆會觀察考核新進員工是否勝任、適任。通過三個月的試用期才有機會成為正式員工。以下是專家所提供工作倫理的參考建議。

正直無私謹言慎行、尊重同事保持良好溝通、互助合作發揮團隊精神、注重儀容展現良好形象，準時出勤做事有條有理。

雖說「用人唯才」，但也必須將人才擺在對的位置才能「人盡其才」。常常檢討自己是不是人才？是不是值得或能贏得公司栽培你？態度決定你未來成就的高度。虛心學習，虛心請益。行家一句金玉良言可以让你減少盲目摸索及挫折好幾年。

Labor Disputes 勞資糾紛

The one who provides you with a job is your employer and you are his/her employee. Before your employment an agreement is usually reached regarding some terms and conditions., such as conditions of employment, hours of work, and fringe benefits, through collective bargaining. The employees may join a trade union to protect their legal rights. The union may calls a strike to obtain some economic concessions from the employer, such as higher wages, or shorter hours of work, to settle labor disputes.

提供工作給你的人或單位即是雇主(資方)而你是他的員工(勞方)。任職前通常會透過集體協商達成某些條款的協議，例如，工作概況、工時、員工福利等。員工可能加入工會以保障他們的合法權益。工會會號召罷工以爭取勞方經濟上讓步，如提高工資或縮短工時，以解決勞資糾紛。

留職停薪 Take a career break ; 委外, 外包 Outsourcing; 彈性工時; Variable hours, flextime ; 解雇 get fired, get a dismissal, get a pink slip; 輪班工作制 work shift; 勞動基準法 Labor Standards Act 。

Inspirational Quotes 勵志箴言

LIVE YOUR DREAMS *BY LES BROWN* 心想事成

1. 如果遇事膠著，就請求救援。

If you get stuck, reach out for help.

2. 如果有規劃，現在就實踐。

If you have a plan, put it to work now.

3. 如果做出抉擇有困難，那就先從小的抉擇開始練習。

If you have difficulty making decisions, make small ones for practice.

4. 如果你讓自尊腐蝕，你的恐懼將吞噬你，終將毀了你。

If you allow your self-esteem to erode, your fear will eat at you; and ultimately it could destroy you.

5. 人生若無願景則虛度此生。

If you have no vision of yourself in the future, then you have nothing to live for.

6. 處於憂患才能夠淬礪奮發。

If you put yourself in a position where you have to stretch outside your comfort zone, then you are forced to expand your consciousness.

7. 一笑泯恩仇。

If you smile, people will feel comfortable around you.

高雄應用科技大學 英語學習園地

KUAS E-LEARNING GARDEN

JULY 2016

本期內容 In This Issue

Work Ethics 1

Labor Disputes 1

Inspirational Quotes 2

Publisher 發行人 楊正宏

Advisors 編輯顧問 郭東義 劉修祥 黃世疇
張蘭心 陳達希 林桂名

Exec. Editor 執行編輯 林壽華

Layout 美術編輯 黃女娟

<http://www.kuas.edu.tw/>

Phone: (886) 7-3814526

By Shouhua Lin, Ed.D.