

G. Again, that means we're not listening to each other.

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(十九)

Time is a choice. And granted, there may be horrible consequences for making different choices. But we are smart people, and certainly over the long run, we have the power to fill our lives with the things that deserve to be there. 1. _____

Well, first we need to figure out what they are. I want you to pretend it's the end of next year. You're giving yourself a performance review, and it has been an absolutely amazing year for you professionally. What three to five things did you do that made it so amazing? So you can write next year's performance review now.

2. _____ I'm sure many of you, like me, come December, get cards that contain these folded up sheets of colored paper, on which is written what is known as the family holiday letter.

Take a little bit of time to make yourself a three-category priority list: career, relationships, self. 3. _____ Anyway, just a short list, two to three items in each. Then look out over the whole of the next week, and see where you can plan them in.

4. _____ I know this is going to be more complicated for some people than others. And I don't want to minimize anyone's struggle. But I do think that the numbers I am about to tell you are empowering.

We have plenty of time, which is great, because guess what? We don't even need that much time to do amazing things. But when most of us have bits of time, what do we do? Pull out the phone, right? Start deleting emails. 5. _____

There is time. Even if we are busy, we have time for what matters. And when we focus on what matters, we can build the lives we want in the time we've got.

A. So how do we do that?

B. Where you plan them in is up to you.

C. And you can do this for your personal life, too.

D. Otherwise, we're puttering 闲荡 around the house or watching TV.

E. It reminds us that there should be something in all three categories.

F. Anyway, in 168 hours a week, I think we can find time for what matters to you.

G. We cannot make more time, but time will stretch to accommodate what we choose to put into it.

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Find a Job That Fits Your Interests

Think about what you are good at. 1. _____ Research

the fields and choices that best deal with those interests so you can spend your time at work doing things that you enjoy. To begin, you can start off by simply researching job titles online.

Talk to people who work in a variety of jobs. This will give you a better sense of what certain jobs need. Many communities offer job fairs that can be found on your local city website. These are great opportunities to ask questions. 2. _____

Spend time job shadowing. Job shadowing is a career evaluation activity that allows you the chance to spend time with a professional currently working in a particular career field. You can see what it's really like working in a certain job. 3. _____

Take a career personality test. There are many free tests on the web that will analyze your mind to help narrow down interesting jobs for you. 4. _____ And these jobs fit your unique interests and help you down a career path. You may even see jobs you didn't know existed be recommended to you.

5. _____ If you see yourself having a better lifestyle, or one filled with travel, you may want to seek out a higher paying job. Look at the salary and wage averages for the jobs you are considering to decide if they will provide you the type of lifestyle you are looking for.

A. Change the lifestyle you have now.

B. Think about the lifestyle that is important to you.

C. We all would like to do the things we are interested in.

D. Usually the things we love are the things we are good at.

E. These tests are designed to provide you with some special jobs.

F. Job shadowing is a good way to learn whether a job is right for you.

G. You can ask friends or family members about their experiences too.

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(二十一)

When someone close to you has something terrible or sad happen to them, it's tough to know exactly what to do or say. The keys are to be specific, don't dismiss or cover up what's happening, and always keep an open ear. 1. _____ Throughout all these sad scenarios, there are a few common do's and don'ts.

Do offer specific help. Telling someone to "let them know if there's anything you can do" is generous. 2. _____

Make a big batch of chili and call them up saying you'll be in their neighborhood. Ask if you can drop the food off. Or maybe you're clearing your driveway and already have your equipment out, so stop by and clear theirs too. Tailor your suggestions to your strengths and the situation, but always try to be specific.

3. _____ Words like "He's in a better place now" or