

重庆市高职高专规划教材

重庆市教育委员会
重庆市高职高专规划教材编写委员会

组编

总主编 王鲁男

总主审 余渭深

高职高专

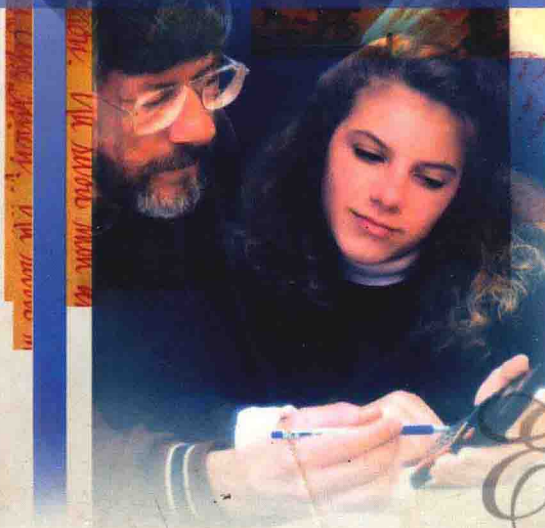
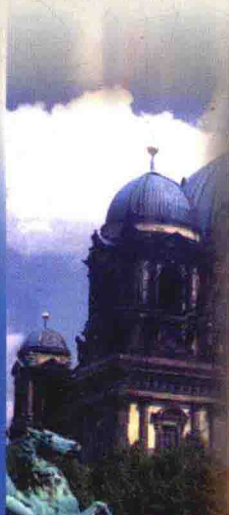
English

英语

(第3册 • 学生用书)

主 编 刘寅齐

副主编 黄玉兰 程汝康



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重庆大学出版社

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高职高专教育是我国高等教育的重要组成部分。它是以培养适应生产、建设、管理、服务第一线需要的,德、智、体、美等方面全面发展的高技术应用性人才为目标;其教学模式是打破学科的系统性,强调知识的综合性、实用性,建立以能力为基础的模式。这种新型教学模式决定了教材建设工作在高职高专教育体系中的重要地位。由于传统的本专科教材与现在的高职高专教育教学要求不相适应,因此,编写、出版一批高质量的、适应包括重庆在内的西部地区高职高专教育实际需要的规划教材,对于保证我市高职高专教育高质量、有特色、实现其培养目标等方面有着十分重要的意义。

为了贯彻落实《教育部关于加强高职高专教育人才培养工作的意见》和《教育部关于加强高职高专教材建设的若干意见》精神,确保教材建设适应我市高职高专教育发展需要,我委已着手实施“高职高专教育教材建设工程”,并成立了重庆市高职高专规划教材编写委员会,采取统一组织、项目管理、专家参与、结合实际的方式进行教材编写、出版工作,力争在三年内开发和出版三十本左右具有职业教育特点和重庆特色的高职高专规划教材。整个教材建设工作分两步实施,首先,用两年的时间,由教材编写委员会统一组织编写、出版一批公共基础课程专用教材,解决好高职高专教育教材的有无问题;然后,再用一至二年时间,通过滚动遴选的方式,推出一批特色鲜明的高职高专教育系列教材;同时,我们还将这些教材不定期地向教育部推荐,力争列入教育部高职高专规划教材。随着“高职高专教育教材建设工程”的实施,必将对我市高职高专教育的健康发展发挥重要作用。

通过我市高职高专规划教材编写委员会及在渝各高校的密切配合,经过有关专家的努力,重庆市首批高职高专规划教材由重庆大学出版社正式出版了。这批教材分别是“计算机应用基础”、“应用高等数学”(理工类、文经类)、“高职高专英语”(预备级、一至三册、听力、综合练习册)等。在编写过程中,编者们始终把基础课教材要体现以应用为目的,基础理论以必须、够用为度,以讲清概念、强化应用为重点,突出内容的选取与实际需求相结合等

原则,并充分吸取了近年来一些高职高专院校在探索培养高等技术应用人才和教材建设方面所取得的成功经验,使这批教材具有明显的高职高专教育特色,适合各高职高专院校使用。

由于时间紧、任务重,我委在“高职高专教材建设工程”实施过程中及编写的规划教材中难免出现疏漏,敬请各院校及广大读者提出宝贵意见。让我们为重庆市“高职高专教材建设工程”的顺利实施,为繁荣我国高职高专教育事业而共同努力。



2000年8月

《高职高专英语》系列教材是根据教育部 2000 年关于《高职高专英语课程基本要求》(以下简称《基本要求》)的精神编写的。本套教材重点参照《基本要求》的(B 级)进行编写,要达到的培养目标是:(1)掌握基本的英语词汇和语法规则。(2)能听懂一般涉外活动中的英语小对话和简短陈述并能同时用英语进行简单的口头交流。(3)能阅读中等难度简短英语材料并能填写和模拟套写简短的英语应用文。(4)能借助词典翻译中等难度的英文材料。

把本套教材定位在 B 级要求的水平上是考虑到目前包括重庆在内的西部地区中小学英语教学相对落后,高职高专学生入学英语水平相对较低,再加上入学后受学制所限,英语教学学时也不可能太多的实际情况。因此,本教材以低起点,重实用为指导思想,以符合西部地区高职高专英语教学特点和学生水平,并力图体现高职高专教育“实用为主(技能),够用为度(理论)”的精神。

主教材分综合教材和听力教材。综合教材共四册,分三学期学完。预备级词汇起点为 800 词,四册共达到认知 3800 词左右。听说方面从基本语音知识的复习巩固开始,通过四册学习达到能进行简单的交际的目的。语法知识的系统学习放在预备级、第 1 册、第 2 册、第 3 册,主要是对难点进行复习巩固。写作方面考虑到学生的水平和实际需要,主要以填写和模拟套写各种常用应用文为主。阅读方面既照顾对各种应用文体的熟悉和理解,又兼顾对其他文体的了解;既考虑实用性,又注意丰富性和趣味性。通贯三册的“文化一瞥”部分力图为学生提供一些跨文化背景知识,使学生不但从语言技能和知识层面,也能从文化层面把握语言交际的效能。

听力教材主要是针对西部地区学生英语听力普遍较差,需要专门的教学来提高而编写的。它既适合于同综合教材同时交叉使用,以强化听力训练,也适合专门的英语听力课使用。综合教材中的听力部分主要强调实用性,而听力教材着重听力的系统训练和强化提高。

综合训练既可作为课堂复习巩固和检测用书,也可作为学生课外自习教材。它的练习采用与 B 级考试题型相同的形式,以便于学生能在学完主教材后检测自己是否达到国家高职高专类英语 B 级考试所要求的水平;同时也可作为学生参加 B 级考试前集中复习的理想教材。

高职高专英语系列教材的编写力图体现高职高专英语教学学以致用,用以促学,学用结合的实用方向。教材编写强调培养学生的实践能力,通过学生对实际语言交际任务中各种问题的逐步解决来领会和掌握各种语言技能和知识。这是一种新尝试。但在编写中考虑到中国英语教学的实际,仍保留了不少传统的体例。由于受经验和水平所限,尽管我们有十分美好的预期目标,但不足和疏漏之处在所难免,恳请广大使用者批评指正。

系列教材在编写中得到重庆市教委有关领导的直接指导和关心。全国普通高等专科学校英语课程指导委员会副主任委员、重庆大学余渭深教授对本书的编写给予了具体的指导并对系列教材进行了审阅。重庆大学职业技术学院和重庆市其他兄弟院校的领导对本套教材的编写也给予了大力的支持。编者在此一并表示深深谢意。

编 者

2000年6月

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Unit 1

Unit 1

Unit 1



Listening

Applying for a Job

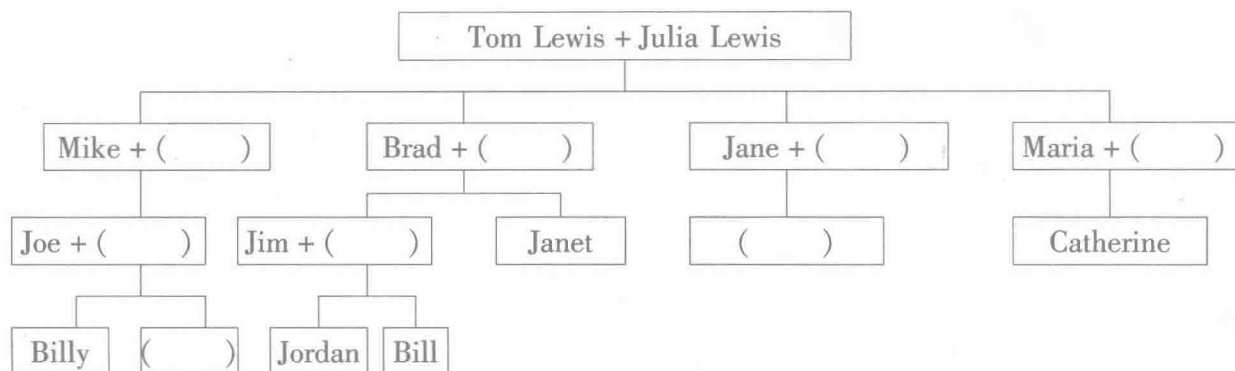
1 Choose the best answer according to what you have heard.

1. A. Manager and secretary. B. Postman and customer.
C. Interviewer and interviewee. D. Teacher and student.
2. A. The woman got the job. B. The woman didn't get the job.
C. The woman will get the job next time. D. The woman got some help.
3. A. Secretary. B. Shop assistant. C. Driver. D. Typist.
4. A. Secretary. B. Operator. C. Nurse. D. Wife.
5. A. The red dress. B. The white dress. C. The black dress. D. The yellow dress.

2 Fill in the table below according to what you have heard.

Name	Age	Marital Status	Last Job	Money Earned per month
Job to Be	Money to Be Earned per month	Reason to Quit the Old Job	Brothers & Sisters	Number of Years in Last Job

3 Listen to Joe Lewis introducing his family. Complete the family tree below.



Reading

1 Discuss the following question with your partner before reading the passage.

1. What qualities are considered important for an interview?
2. Read the passage and compare your answers with the author's.

Elements for a Successful Interview

The most **obvious** of your personal characteristics are your physical appearance, behavior and speech. We all form our first, and sometimes **lasting**, impressions of other people on the basis of these outside features. If an **employer's** first impression of you is unfavorable, it will be very much **difficult** for you to make a positive impression later.



The starting points for an attractive physical appearance are cleanliness and neatness. Wear the appropriate clothes for the occasion. For a job interview, you need business clothes, not those you would **wear** to a sports event. While there is greater acceptance today of brighter colors and a wider range of styles for business clothes, your safest choice is to lean to the conservative side. The interviewer will draw conclusions from your clothes before you have said a word. He will **notice** the cut and quality of a man's suit and the harmonious match of a woman's outfit. Take a critical look at yourself in the mirror. If you see anything that can be **improved**, start at once. Let your appearance play a positive role in getting the job.

Good behavior should combine well with a pleasing physical appearance. You should know the *essentials* of good manners and practice them with everyone until they become automatic. Good manners can't be learned easily. They consist of behavior that is appropriate, *considerate* and *natural*. Study people with social charm and graceful movement. Notice their behavior with men and women and try to learn from them. Good manners will help you at all stages of your career.

Be punctual. Appear a few minutes before the appointed time. If lateness is unavoidable, try to telephone. Never get angry if your interview must be postponed. Be gracious and set a time for another appointment.

Be a good listener. Listen to your interviewer attentively and wait until he has finished before expressing your ideas. Respond to his questions *intelligently*.

Make a habit of expressing your ideas correctly and clearly. Think before you speak. Avoid slang, and never use swearing words or vulgar language. Be polite and considerate of others in your comments. *Avoid* sharp and unfriendly remarks. Never speak ill of your former employer or colleagues. The key to effective speaking is constant practice. Remember: one of the most important qualities for a successful career is the ability to express yourself clearly.

New Words and Expressions

quality /'kwɒliti/ <i>n.</i>	质量;品质
obvious /'ɒbvɪəs/ <i>a.</i>	明显的;显然的
personal /'pɜːsən(ə)l/ <i>a.</i>	私人的;亲自的
characteristic /kærɪktə'ristɪk/ <i>n.</i>	特性;特征
appearance /ə'piərəns/ <i>n.</i>	外貌;出现
unfavorable /ʌn'feɪvərəb(ə)l/ <i>a.</i>	不宜的;令人不快的
appropriate /ə'prəʊprieɪt/ <i>a.</i>	适当的;适合的
conservative /kən'sə:vətɪv/ <i>a.</i>	保守的;守旧的
notice /'nəʊtɪs/ <i>v.</i>	注意到;注意
harmonious /hɑː'məʊniəs/ <i>a.</i>	和谐的;和睦的
outfit /'aʊtfɪt/ <i>n.</i>	一套衣服;全套用品
critical /'krɪtɪk(ə)l/ <i>a.</i>	评论的;批评的
essential /ɪ'senʃ(ə)l/ <i>n.</i>	要素;基本点
respond /rɪ'spɒnd/ <i>v.</i>	回答;反应
remark /rɪ'mɑːk/ <i>n.</i>	评论;谈论
considerate /kən'sɪdərət/ <i>a.</i>	考虑周到的

unavoidable /ʌnə'vɔɪdəbl/ <i>a.</i>	不能避免的
postpone /pəʊs'pəʊn/ <i>v.</i>	推迟;延迟
effective /i'fektɪv/ <i>a.</i>	有效的;
swearing /'swɛərɪŋ/ <i>a.</i>	诅咒的;发誓的
intelligently /ɪn'telɪdʒəntli/ <i>ad.</i>	聪明地;巧妙地
gracious /'ɡreɪʃəs/ <i>a.</i>	和善的;仁慈的
colleague /'kɒli:g/ <i>n.</i>	同事;同僚
comment /'kɒment/ <i>n. & v.</i>	评价;评论
vulgar /'vʌlgə(r)/ <i>a.</i>	粗俗的;庸俗的
slang /slæŋ/ <i>n.</i>	俚语;行话
attentively /ə'tentɪvli/ <i>ad.</i>	注意地;专心地

on the basis of	在……基础上;根据
play a role in	在……起作用
consist of	由……组成
set a time for	为……定下时间
make a habit of	养成……习惯
speak ill (well) of	说……坏话(好话)
at the stage of	在……阶段

2 Choose the best answer according to the passage.

- Your physical appearance is important in an interview because _____.
 A. most employers like people who wear nice clothes
 B. you may have a better chance to get the job
 C. you look more handsome if you are dressed up
 D. everybody may have a sense of beauty
- The proper kind of clothes you should wear to an interview is _____.
 A. black-colored clothes B. bright-colored clothes
 C. casual clothes D. formal clothes
- The phrase “to lean to the conservative side (para. 2)” implies that _____.
 A. you should wear old-fashioned clothes to an interview
 B. you shouldn't be too bold or fashionable in dressing
 C. you should be a conservative person
 D. you should like conservative employees

4. The interviewers like people who are _____.
 - A. talkative, well-dressed and nice-looking
 - B. patient, talkative, fashionable and nice-looking
 - C. good-natured, attentive, intelligent, and expressive
 - D. handsome, polite and totally honest
5. The most important qualities for getting a job are _____.
 - A. physical appearance and education
 - B. cleanliness, neatness and patience
 - C. natural and positive personality
 - D. good manner, behavior and speech

3 Complete the note-taking exercise after rereading the passage.

1. The main idea of the passage is _____.
2. Attractive physical appearance includes _____.
3. Making a bad impression on the interviewer _____.
4. Suitable clothes enable you to win _____.
5. Good manners include being _____.
6. You should never use _____ language in an interview.
7. You should never speak _____.
8. You should avoid using _____ in your comments.
9. One important element for a successful career is _____.

4 Find an italicized word in the passage that means the same as one of the words below.

1. easily seen _____
2. pay attention to _____
3. cleverly _____
4. make better _____
5. basic points _____
6. try not to do _____
7. thoughtful _____

5 Match the item on the left with the proper one on the right.

1. quality a. put off

- | | |
|-----------------|--|
| 2. diligent | b. opposed to great or sudden change |
| 3. demand | c. degree of goodness or worth; characteristic |
| 4. appointed | d. fixed or decided |
| 5. conservative | e. producing the intended result |
| 6. suspect | f. say or write sth by way of comment |
| 7. obligation | g. hardworking |
| 8. effective | h. ask for; require or need |
| 9. postpone | i. feel doubt about; disbelieve |
| 10. remark | j. duty or responsibility |

6 Fill in the blanks with the proper form of the words or expressions below.

人格 personality	回避 avoid + doing sth.	适宜的 favorable	draw a ~ 得出一个结论 conclusion	improve
由...组成 consist of	努力尝试 in an attempt to	have respect for	suspect ... of	be related to

- Mary and her sisters are related to James by marriage.
- It is required that almost all students have respect for their teachers.
- It is suggested that we choose someone with lots of personalities to organize the Christmas party.
- You may possibly lose the job unless you make a favorable impression on the interviewer.
- She always tries her best to avoid talking to that man because there is no talking to him.
- The test paper of last term consisted of five sections, namely, listening, reading, grammar and vocabulary, translation and composition.
- After a heat discussion, the two parties reached a decision in the end.
- She has been working hard recently to catch up with her classmates.
- Honestly speaking, there is no reason why you suspect her of having taken the money.
- A lot of new buildings have been built recently in order to make further improvement in the living conditions of the teaching staff.

7 Translate the following phrases into Chinese or English.

attractive physical appearance

2. _____

put in an appearance

4. _____

1. _____

英俊的外表

3. _____

好脾气的

ill-mannered

6. _____

quick-tempered

at all stages of one's career

9. _____

at the primary stage of social development

5. _____

脾气坏的

7. _____

8. _____

在学习的各个阶段

10. _____

8 Translate the following sentences into English.

- 很显然,一个人的个人素质将直接影响到他能否获得某项工作。(influence)
- 主持面试的人不仅会注意到你衣服的做工如何,还会注意你衣服的搭配是否协调。(not only ... but also)
- 对主持面试的人说你以前老板和同事的坏话是愚蠢之举。(speak ill of)
- 尽管人们常说诚实是一个人最优秀的品格,但是与人初次见面时却不能完全诚实。(total honesty)
- 作为一个领导者,他应该充分尊重他人的权利,处理问题时应尽可能做到公正合理。(fair and square)



Additional Reading

9 Before reading the passage, discuss the following question with your partner.

- Will it help you if you tell a lie in an *application form*?
- Now read the passage and check your answers.

Honesty Is the Best Policy

During your first interview for a position, your skills and abilities are in the background. The employer knows that training for a specific job often requires a comparatively short time, but unacceptable personality takes a long time to correct. Therefore, the employer prefers to hire people with positive, rather than negative, personal qualities — people he can depend on in their work.

The basic quality all employers demand of their employees is honesty. Honesty means that you not only refrain from stealing and lying, but also that you do a full day's work without supervision, are punctual, and have respect for the rights of others as well as a sense of justice