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内容简介

本书内容贴近企业实际,着重突出企业英语的特色,做到学习内容"实用、可用、好用、用得上"。《企业实用英语》教材分为10个单元。每个单元由3个部分组成:第一部分为实用阅读,有2篇课文;第二部分为语法运用技巧;第三部分为知识面拓展练习。书后附有练习答案、总词汇表和词组表。本书既可作为在校学生的教材,也可被用作企业培训后的教学考试用书,还可供相关教师、学生及企业员工学习参考。

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编写本书的初衷

进入国家"十三五"规划之际,为打造"中国制造"名片,企业对高素质人才的需求进一步增加,而英语应用能力已经成为企业用人的必备技能之一。作为学生求职与发展的一门必修课,企业实用英语也越来越重要。该课程不仅满足了学生在阅读方面对专业型英语的要求,更为重要的是,它从满足企业需求的角度出发,加强了学生对英语交流技能的培养,尤其是满足企业对人才技能多元化的需求。在多年的英语教学过程中,作者发现,目前的企业实用英语教材体例编制并不能满足企业的需求,相关内容也比较陈旧,一些内容对目前企业的需求助益不多,而且学生们在学习的过程中也感觉难以抓住学习重点,对于用英语表述企业实践方面的专业术语了解不多。

为了引导学生掌握关于汽车产业的相关知识,理解企业英语的相关表述,熟悉英语在企业环境中的运用,本书作者根据多年的教学实践和到相关企业下厂调研,并在对相关专业书籍进行了借鉴分析的基础上,专门编写了《企业实用英语》一书,以满足学生与企业的双重需求。

本书给学生带来的帮助

第一,此书根据职场英语交际的需要,突出阅读、语法和知识面拓展方面的语言训练。 在编制体例上紧扣企业的需求实践,针对企业运营过程中出现的常见问题进行说明,同时关 注学生自身专业能力的培养,例如求职、面试、组建团队以及岗位晋升等。

第二,此书增加了阅读量,尤其是与汽车企业紧密相关的阅读知识。这些知识主要包括 对中国汽车工业发展的介绍,新能源汽车的发展情况,汽车的开发过程,丰田汽车的生产体 系,以及如何成为一位合格的汽车营销人员等。这些知识既有利于学生了解汽车行业的基本 情况,也可促使他们根据自身的特点提升相应的知识技能。

第三,此书针对学生在语法方面的不足,专门设计了语法学习部分。众所周知,语法一直是中国学生英语学习的薄弱环节,也是英语学习的关键环节。提高学生在语法方面的学习技能也有助于学生英语水平的整体提升。本书的语法设计主要针对企业实用英语展开,且所有例子都以提高交际能力为基础。

第四,此书针对学生知识面狭窄之不足,增加了"知识面拓展"练习部分,尤其针对学

生不经常接触的知识进行了较为详尽的讲解,在扩大知识面的同时能够使学生做到举一反三, 根据日常学习的知识深化对相关知识点的理解与学习。另外,针对学生的学习实际,还编写了一本《企业实用英语能力考试》练习册,与之配套,以检验学生的英语学习情况。

总之,本书的讲解浅显易懂,有利于学生尽快掌握企业实践方面的相关英语表述。此外, 本书对相关内容的阐述也是循序渐进的,以让初学者尽快掌握专业知识。

本书使用范围

主要适用于本科和继续教育自学考试专科教材,适用于企业员工培训教材,适用于各类企业人员英语自学教材。

充分考虑学生自身的英语素养,明确教学思路。建议教师先仔细阅读本书各个章节,根据内容的深浅和难易程度制定教学纲要,循序渐进实施教学。

学生在学习过程中要善于抓住重点内容,在教师的指导下有的放矢,掌握企业实用英语 的关键表述,同时不断查漏补缺,检测自己对相关知识的掌握情况。

《企业实用英语》一书的主编为黄汽驰、于丽,副主编为王黎、王暖、曹杨。参加教材编写的成员还有魏巍、宋敏、何欢、王洋、黄晨路、王得花、林琳、刘博、姜玉英、李鹏雁、陈琳、孙铭蔚等。本书的主审为黄星、朱光。

尽管在编写及出版过程中,编者一直精益求精,但由于水平有限,书中难免有疏漏和不 周之处,恳请广大读者批评指正。

> 编 者 2015年8月1日



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Job Choosing and Hiring

Part I Practical Reading





Wang Jianhua is a 3-year grade student in a vocational college. He majors in mechanical engineering. He has almost finished all required courses and got satisfactory results. During his stay on campus, he is always putting his heart into his study. He is good at English in both communication

and translation. He can communicate with foreigners in English. He can read some English readings about automobile and translate them into Chinese. He is skillful at operating some machines. He gets along well with the teachers and his classmates. He respects others and earns respect.

Well, his campus life will draw to a close and he will graduate from school this summer. Now he is considering the choice of a job. His parents expect their son to find a job near their home. Some of his friends suggest that he get a job with a stable income in a state-owned company. However, he has a different idea of choosing a job.

In his opinion, firstly, he should choose a job in which he is interested. He thinks if only he does what he likes, he will be confident enough to do it well. It will bring him a sense of satisfaction.

Secondly, he should choose a job in a company where he can apply what he has learned at school into the real post practice. If so, he will be able to do the task satisfactorily. It will give him a sense of success.

Last but not least, he should find a job in a company which pays much attention to training its employees. He regards the post training as a nice welfare for him. Through the post training, he will improve himself in skills so that he can be competent for any jobs in the future. It will bring him a sense of pride.

He insists on his own idea. He doesn't care what company it is and doesn't mind what income he will get. He feels he should make his own decision for his future.



New Words

choice [tsbis] n. choose [tfuz] vt. vocational [və(v)'keɪʃ(ə)n(ə)l] adj. mechanical [mɪ'kænɪk(ə)l] adj. engineering [endʒɪˈnɪərɪŋ] n. satisfactory [sætis'fækt(ə)ri] adj. satisfaction [sætis'fækf(ə)n] n. communicate [kə'mju:nɪkeɪt] vi. stable ['sterb(a)l] adj. income ['ınkam] n. opinion [ə'pɪnjən] n. respect [rī'spekt] vt. & n. confident ['konfid(a)nt] adj. sense [sens] n. employee [emploi'i:] n. professionally [pro'fefonoli] adv. competent ['kpmpit(a)nt] adj. pride [praid] n. insist [in'sist] vt.

选择 选择 职业的 机械的 工程,工程学 令人满意的 满意,满足 交流,沟通 稳定的, 牢固的 收入 意见,观点 尊敬,尊重 有信心的 成觉 员工,职员 专业地 能胜任的, 有能力的 自豪 坚持



Phrases and Expressions

vocational college mechanical engineering translate... into required courses in one's opinion get along well with state-owned company sense of satisfaction sense of success sense of pride regard... as be skillful at be competent for pay attention to draw to a close

高职院校, 职业学院 机械工程, 机械工程学 把……翻译成 必修课程 就某人看来 与 …… 相处融洽 国有公司 满足感 成就感 自豪感 视为, 把……认作 擅长,熟练 胜任 重视 即将结束

Exercise 1

B) university

Choose the b	est answer	according i	to the text.
--------------	------------	-------------	--------------

- 1. Wang Jianhua is a 3-year student in a C) vocational college
 - A) middle school
- D) teachers' college
- 2. Which of the following statements is TRUE according to the text?
 - A) Wang Jianhua and his classmates respect each other.
 - B) Wang Jianhua respects only one person.
 - C) Wang Jianhua respects everyone but no one respects him.
 - D) Only one classmate respects him.
- 3. Wang Jianhua wants to choose his job

 - A) near his home C) with good welfare B) in a state-owned company D) according to his ideas
- 4. Why does Wang Jianhua want to choose a company which pays attention to the post training?
 - A) He wants to get nice welfare
 - B) He wants to have stable income
 - C) He wants to improve himself in skills

D) He wants to have a sense of pride	
5. This passage mainly talks about	
A) his campus life	C) his company
B) his working experience	D) his idea of choosing a job

Exercise 2

Choose the best Chinese translation from the 3 choices.

- 1. Many companies pay attention to training their employees on the post.
 - A) 许多公司重视对员工的岗位培训。
 - B) 许多公司注意岗位上的员工培训。
 - C) 许多公司关心员工的培训岗位。
- 2. I am confident that we can finish this task on time.
 - A) 我相信我们有可以做好这项工作的时间。
 - B) 我自信我们能及时做好这项工作。
 - C) 我确信我们能按时完成这项工作。
- 3. After working in a car dealer for 3 years, he is skillful at repairing cars.
 - A) 汽车经销商工作了3年, 他能修车了。
 - B) 他熟练地在一家汽车经销商修车3年。
 - C) 在一家汽车经销商工作3年之后,他能熟练地修车了。
- 4. The new workers are competent for these jobs.
 - A) 新来的工人能胜任这些工作。
 - B) 新来的工人只有岗位培训之后才能胜任这些工作。
 - C) 新来的工人胜任了岗位培训的工作。
- 5. He doesn't mind working for a small company.
 - A) 他不想为一家小公司工作。
 - B) 他不介意为一家小公司工作。
 - C) 他不记得为一家小公司工作过。

Exercise 3

Fill in each blank with th	ie proper fo	rm of the word given in the	e bracket.
. John (major) in Automobile Inspection and Maintenance.			tenance.
2. He is (skill)	at operating	g some CNC machines.	
3. Many graduates choos	se the jobs th	hey are (not interest)	in.
4. A learner has to take a	(write)	exam before he pass	es the final test.
5. A (confidence)	employe	ee is more likely to succee	d.

Exercise 4

Translate the following sentences into Chinese.

- 1. He has almost finished all the required courses and got satisfactory results.
- 2. He gets along well with the teachers and his classmates.
- 3. He respects everyone around him and receives respect.
- 4. He regards the post training as a nice welfare for him.
- 5. If only he does what he likes, he will be confident enough to do it well.



Passage B What Kinds of Employees a Company Needs



At 8:00 o'clock in the morning, the general manager of ABC Company steps into the office as usual. On his desk is a plan for hiring new employees. The company will need many new workers. Sitting at the desk, he calls his secretary and lets her tell all the department managers to attend a meeting at 9:00 o'clock and discuss about the hiring plan.

In the meeting room, the department managers are all present for the meeting. The general manager announces, "With the development of the company, next year we will set up another new production line to raise our production. So we will need many new workers." He pauses, "Today we are here to discuss what employees we should have for the new line." Then the managers begin to have a warm discussion about the hiring plan.

The manager from HR first suggests: "I think we should hire some new graduates from the local vocational schools. They have high education and have good quality." He adds, "And what's more, they should love the company and their posts." The others nod and agree with him.

"Yes, they are in good health and are willing to work hard and get along well with their coworkers on the post. It is teamwork." The production manager continues.

The technology manager clears his voice and says, "That's true. We also need some persons who

can apply what they learn at school to our production. They should have a little knowledge about our products and are capable of solving some problems in production."

The discussion goes on...

Finally, the general manager makes a decision: "HR department is responsible for hiring new employees. And then, the production department and technology department will take responsibility for the new employees' orientation training. After training, they will be competent for their jobs on the production line soon."

The meeting is over. And the departments concerned will implement the company's decision.



New Words

招聘

hire ['haɪə] n.

secretary ['sekrɪt(ə)rɪ] n.

present ['prez(ə)nt] adj.

announce [ə'naons] vt.

graduate ['grædʒʊət] n.

quality ['kwɒlɪtɪ] n.

post [pəʊst] n.

nod [nɒd] vi.

knowledge ['nɒlɪdʒ] n.

orientation [ˌɔːrɪən'teɪʃ(ə)n] n.

concerned [kən'sɜːnd] adj.

implement ['ɪmplɪm(ə)nt] vt.



Phrases and Expressions

general manager
as usual
production line
what's more
be in good health
be willing to
get along well with
be capable of

总经理 像往常一样,照例 生产线 另外,更重要的是 身体健康 乐意,愿意 与……相处融洽 有能力

make a decision 做出决定 对……负责 be responsible for take responsibility for 承担……责任 orientation training 定岗培训 HR (human resource) 人力资源

Exercise 5

Decide whether the following statements are T (true) or F (false) according to the text.

-) 1. Usually, the general manager starts to work at 8:00 p.m..
-) 2. ABC Company has a meeting to discuss the hiring plan. (
-) 3. ABC Company will set up a new production line this year.
-) 4. A manager suggests hiring some new workers from universities.
-) 5. The decision is made that HR is responsible for hiring new workers.

Exercise 6

Choose the best answer from the 4 choices. 1. The general manager asks his secretary a plan. A) write B) to write C) writes

D) writing

- 2. Next year, they will a new factory here.
 - A) set out B) set up
- C) set off
- D) set for
- 3. This new worker is capable of the CNC machine.
 - A) operate

- D) operating
- B) operates C) operated 4. This manager is responsible the quality of products.
 - A) to

- B) at
- C) for

D) on

- 5. This engineer along well with all of us.
 - A) gets

- B) takes

D) makes

- C) has 6. This young man is in the new products.
 - A) interesting
- B) interest
- C) interested
- D) interests

- 7. John Smith doesn't mind late at weekends.
 - A) working
- B) to work
- C) worked
- D) work
- 8. The company attention to the quality of products.
 - A) takes
- B) pays
- C) has

- D) gets
- 9. The secretary this program from English into Chinese.
 - A) finished B) took
- C) wrote
- D) translated
- 10. In opinion, I am confident that we are competent for the job.
 - A) my

- B) me
- C)mine
- D) I

Exercise 7

Translate the following sentences into Chinese.

- 1. What's more, they should love the company and their posts.
- 2. The production department will take responsibility for the orientation training.
- 3. The departments concerned will implement the company's decision.
- 4. They are capable of solving some problems in production.
- 5. After training, they will be competent for their jobs on the production line soon.

Exercise 8

Translate the following sentences into English.

- 1. 本人自 2012 年 9 月在东方职业技术学院学习。
- 2. 我们的产品在美国市场一定会有良好的前景。
- 3. 我的手机已经维修了两次,仍然不能正常使用。
- 4. 就质量而言,该产品在欧洲市场上位列前三。
- 5. 礼品卡在很多商店有售。

Exercise 9

Match the English expressions below with the Chinese equivalents in the table.

- A) General Manager
- B) Human Resource Manager
- C) Production Manager
- D) Technology Manager
- E) General Manager's Secretary
- F) Department Manager
- G) Company Manager
- H) State-owned Company Manager
- I) Sales Manager
- J) Financial Manager

1. () 公司经理	6.() 总经理	
`) 生产部经理	7.() 部门经理	
3. () 销售部经理	8.() 财务部经理	
) 人力资源部经理	9. () 总经理秘书	
) 国企公司经理	10.() 技术部经理	

Part II Grammar Tips

时态 (Tense)

一、时态的构成

项目	一般时	进行时	完成时	完成进行时
现在	do/does	am/is/are doing	have/has done	have/has been doing
过去	did	was/were doing	had done	had been doing
将来	shall/will do	shall/will be doing	shall/will have done	shall/will have been doing
过去将来	should/would do	should/would be doing	should/would have done	should/would have been doing

二、典型时态的用法

1) 一般现在时(Simple Present Tense)

表示按时间表、规定、计划或安排发生的动作。

The plane leaves at three sharp every day. 这架飞机每天 3 点整起飞。

2) 一般过去时 (Simple Past Tense)

表示在确定的过去时间里发生的动作或存在的状态,或表示过去经常或反复发生的动作。 Where did the salesman go just now? 销售员刚才去哪儿了?

3) 一般将来时 (Simple Future Tense)

表示将要发生的动作。

Next year the company will increase capacity by 100, 000 cars a year. 明年,公司将把轿车年 生产能力增加10万辆。

4) 现在进行时(Present Progressive Tense)

表示说话时正在发生或进行着的动作。

We are discussing the sales plan in the conference room. 我们在会议室正讨论销售计划。

5) 过去进行时(Past Progressive Tense)

表示在过去某一时刻或某一段时间内正在进行或持续进行的动作。

I didn't answer your telephone call yesterday, for I was having a meeting then. 昨天我没接你 打来的电话, 因为那时我正在开会。

6) 将来进行时 (Future Progressive Tense):

强调在将来的某个具体时间正在发生的动作或事情。

This time next week I will be having a business talk with the CEO of Dongfang Company. T 周的这个时间我正在和东方公司的 CEO 进行商务谈判。