

ENGLISH



上册

# 实用英语 教程

Practical English Course

总主编：孙冬梅 于 剑

主 编：李春红 李秀菊

山东人民出版社

国家一级出版社 全国百佳图书出版单位

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主 编：李春红 李秀菊

副主编：冯 蕊 李金红

于 霞 郭晓媛 周茂玲

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总主编 孙冬梅 于 剑

主 编 李春红 李秀菊

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# 前 言

根据我国高等教育发展的新形势，为了深化教学改革，提高教学质量，满足新时期国家和社会对人才培养的需要，教育部颁布了《高职高专教育英语课程教学基本要求》（以下简称《基本要求》），其中“教学模式的改变不仅是教学方法和教学手段的变化，而且是教学理念的转变，是实现以从教师为中心、单纯地传授知识和技能的教学思想和实践，向以学生为中心，既传授语言知识与技能，更注重培养语言实际应用能力和自主学习能力的教学思想和实践的转变，也是向培养学生终身学习能力为导向的终身教育的转变”。我们的教材在编写过程中，充分考虑了现代高职英语教学模式的变化以及现在学生的学习特点和学习工具的改变，进行了教学模式和教学方法的创新，遵循因材施教的原则，倡导教学相长、互动课堂，既提高了学生的英语语言能力，又培养了学生的学习策略。

随着改革开放的日益深入，社会越来越需要既具备专业知识又能运用流利的英语与外界交流的高素质人才。在倡导与国际接轨的今天，企业特别注意作为涉外交流的主要语言——英语的使用，从而有助于建立良好的客户关系，树立公司的形象。本课程是以日常交际需求和就业为导向，基于学生日常生活与专业活动的实际场景和工作过程开发的。旨在培养熟练掌握英语交际技巧，熟悉英语应用环境，又具有较强适应能力，在工作场所能运用英语交流的高素质复合型人才。

本教材编写设计的整体思路是：坚持“理论够用为度，实用为主”的教学方针，针对高职院校注重培养学生职业性的教学特点以及强调“以学生为中心，以教师为主导”的教学规律，我们整合了课程内容，每一模块都包含英语语言知识、商务技能和商务应用文写作三部分，旨在提高学生整体业务水平，培养高级复合型应用型人才，以适应经济和社会发展的需要。

本套教材共分为2册，每册8个单元，每个单元由 Topic Situation, Passage,

Fast Reading, After-class Reading, Writing, Listening and Speaking, Grammar 及相关练习组成, 涵盖了语言学习中的听、说、读、写、译五大要素, 每个模块均配有相应的注释或练习, 即学即练, 形式活泼。整套教材在编写过程中遵循统筹科学、循序渐进的原则, 通过开展基于日常生活和工作过程的课程开发与设计, 确定了以学生为主体、以实际生活场景和工作流程为课程主线, 以包括英语能力和职业能力的培养为重点, 在学习情境过程中通过课堂学习、情景模拟、岗位实习完成“教、学、用”一体的有机统一, 从而实现职业教育倡导的总目标。

本套教材由教学经验丰富的孙冬梅、于剑两位教授担纲总主编, 本册书由李春红、李秀菊主编, 参加编写的老师有冯蕊、李金红、郭晓媛、于霞、周茂玲。从整套书的策划到最终定稿, 我们始终坚持把《高职高专教育英语课程教学基本要求》和高职英语的教学实际结合起来, 采用了全新的编写思路, 实际编写中难免出现纰漏, 望广大读者和同行在使用过程中不吝赐教, 以期进一步修改完善。

编者

2015年7月

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## Unit One

# College Life

## Topic Situation ★★

### ► Task 1. Proverbs and Sayings

**Directions:** Try to translate the following proverbs and sayings.

- 1) Reading enriches the mind.
- 2) The more you study, the more you will find yourself ignorant.
- 3) Cultivation to the mind is as necessary as food for the body.
- 4) The reading of all good books is like a conversation with the finest men of past centuries.

### ► Task 2. A Guessing Game

**Directions:** Try to use the following information about some famous people to guess who they are and which university they graduated from.

	1	2	3
University			
Information	born in 1925; British prime minister for 3 terms; busy with writing and speaking in the last few years;	Male; a British physicist and mathematician; inspired by the fallen apples in the trees;	He was considered as one of the four most handsome men in his times in China. He is one of Chinese leaders who are most upright and generous.

Information	her most famous books including <i>The Downing Street Years</i> (1993) and <i>The Path to Power</i> (1995); called "Iron Lady".	discoverer of Universal Gravity (万有引力).	He had the famous statement—Study for the growing-up of China.
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## Passage ★★

### Advice That Can Help You Succeed on Campus

The letter has finally arrived welcoming you as a member of the class. You're about to become a college freshman. Most students enter college expecting to leave with a bachelor's degree, but only half ever do. The others drop out.

"Half of a college education has to come from the student," advises Fred Hangadon, former dean of admissions at Stanford University. But how?

College counselors, faculty advisers and one very successful student offer the following tips on how to get the most out of your college education.

**INVOLVEMENT** The most successful students are those actively involved in their education, interacting with classmates and faculty and participating in activities. You become part of the college community, developing support groups that you can turn to for help. Get involved, but not overcommitted. In the first term, focus on adjusting to the academic demand.

**TIME MANAGEMENT** "Man is first a social animal, then a rational one," says a professor at Purdue University. So you may find it hard to say "No" each time your roommate wants to see a movie when you need to read *Paradise Lost*.

College is known for its distractions. In those first months, you will meet people whose values and priorities are different from yours. The newness of the situation and the range of decisions you will face could leave you confused.

Think about what you want from college and from friends. Study after breakfast, between classes, whatever works best for you. Don't cut off all social contacts. They're as vital to surviving in college as reading. Study Hegel first, then catch a late movie.

**STUDY METHODS** Would you take a trip by stopping for directions at every

station instead of reading a map? Of course not, but that's how most people study, says a professor, who teaches a course on preparing for college. Studying in college demands more reading and thinking, less memorization than in high school. Survey the material first to get a sense of it; formulate some questions. Jot down key ideas, tell yourself the essence of what you have read and review it. Does it make sense? Were your questions answered?

Get copies of old exams from the library so you can see what types of questions each professor asks. Preparing for an exam on the Civil War will be easier if you know whether to study broad themes or specific battles.

**KEEPING CURRENT** Professors may not notice whether you attend a large lecture, but you could notice later on. Some professors use lectures to discuss the material not found in the reading on which they will base an exam. Others stress key points. If you must miss a lecture, get the notes promptly. If too much time elapses, the notes will make less sense than secondhand notes normally do. Never fall more than a week behind in reading. If you don't do the reading, you won't understand the lecture.

## New Words

freshman / 'frefmən / *n.* 新生, 大学一年级学生

bachelor / 'bætʃələ / *n.* 学士; 未婚男子, 单身汉

degree / dr'gri: / *n.* 学位; 程度, 度数

dean / di:n / *n.* 系主任

admission / əd'mɪʃən / *n.* 准许进入, 招收

counselor / 'kaunsələ / *n.* 顾问; 辅导员

faculty / 'fækəlti / *n.* (高等院校) 全体教师

tip / tɪp / *n.* 提示; 尖端, 末端; 小费

involve / In'vɒlv / *vt.* 投入, 参与; 卷入

involvement / In'vɒlmənt / *n.* 投入, 参与; 卷入

interact / ,ɪntər'ækt / *vi.* 相互作用, 相互影响; 交流

participate / pɑ:'tɪsɪpət / *v.* 参加, 参与

community / kə'mju:nəti / *n.* 社区, 团体; 社区居民

overcommitted / ,əʊvəke'mɪtɪd / *a.* 过分受束缚的, 参与过多的

focus / 'fəʊkəs / *v.* (on) 使聚焦, 使集中 *n.* 焦点, 中心, 集中点

- academic / ˌæke'demɪk / *a.* 有关学术的; 学院的, 学校的
- rational / 'ræʃnəl / *a.* 理性的, 明智的
- distraction / dɪs'trækʃən / *n.* 分散注意力的事物 (尤指娱乐, 消遣)
- value / 'væljuː / *vt.* 尊重, 重视; 估价  
*n.* 价值观念, 标准; 价值; 重要性
- priority / praɪ'ɒrəti / *n.* 优先考虑的事, 优先权
- range / reɪndʒ / *n.* 范围, 幅度; 一系列  
*v.* 延伸; 排列成行; 在……幅度内变动
- confused / kən'fjuːzd / *a.* 困惑的, 烦恼的
- contact / 'kɒntækt / *n.* 接触, 联系 *v.* 接触, 联系; 交往
- vital / 'vartl / *a.* 极其重要的; 充满生机的
- survive / sə'vaɪv / *v.* 幸免于, 幸存
- demand / dr'mɑːnd / *v.* 要求; 需要; 询问 *n.* 要求; 需要
- direction / dɪ'rekʃən / *n.* (常用复数) 指示说明 (书); 方向
- memorization / ,memə'raɪzeɪʃən / *n.* 记忆
- survey / sə'veɪ / *vt.* 综览, 概观; 检查, 调查  
/ 'sɜːveɪ / *n.* 概观, 概论; 测量, 调查
- material / mə'tɪəriəl / *n.* 资料, 素材; 材料, 原料
- formulate / 'fɔːmjuleɪt / *vt.* 整理, 规划, 构想
- jot / dʒɒt / *vt.* (down) 草草记下
- essence / 'esəns / *n.* 主旨, 本质, 精华
- broad / brɔːd / *a.* 广泛的; 宽的, 阔的
- theme / θiːm / *n.* 主题, (谈话、写作等的) 题目
- specific / sprɪ'sɪfɪk / *a.* 详细而精确的; 明确的, 特殊的
- current / 'kʌrənt / *a.* 当前的, 流行的  
*n.* (空气、水等) 流, 潮流; 电流
- attend / ə'tend / *v.* 参加, 出席; 照料; (to) 专心于
- lecture / 'lektʃə / *n./v.* 讲课, 演讲
- stress / stres / *n.* 压力, 紧张; 着重, 强调; 重音
- promptly / 'promptli / *ad.* 敏捷地, 迅速地
- elapse / ɪ'læps / *vi.* 过去; 逝去
- secondhand / ,sekənd'hænd / *a.* 间接获得的, 古旧的, 二手的

## Phrases and Expressions

jot down 草草记下

make sense 有意义, 合理

keep current 保持进度, 赶上潮流

fall behind 落后, 落伍

focus on 集中精力于; 针对于

adjust...to 调整以适应……

cut off 切断

participate in 参加

turn to (for help) 向(某人)求助

get sth. out of 从……中受益

drop out 辍学

## Reading Comprehension

### ► Task 1

**Directions:** Read the text and determine whether the following statements are true or false. Write "T" for true and "F" for false before each statement.

- \_\_\_\_\_ 1) Most students who enter a college can get a bachelor's degree.
- \_\_\_\_\_ 2) In college, you will meet people with different values and priorities.
- \_\_\_\_\_ 3) If you must miss a lecture, you'd better get the notes promptly.
- \_\_\_\_\_ 4) Copies of old exams can certainly help you pass the exams.
- \_\_\_\_\_ 5) These suggestions are only applicable to those freshmen.

### ► Task 2

**Directions:** In this exercise, there are five questions or statements. For each of them there are four choices marked A, B, C and D. Choose the one that best answers the question or completes the statement according to the text.

- 1) In the text, the readers may benefit from some advice on how to succeed on campus from those people EXCEPT \_\_\_\_\_.  
 A. faculty advisers      B. parents  
 C. college counselors      D. one successful student

- 2) What should a student focus on in the first term according to the text?
  - A. Developing support groups.
  - B. Learning English language well.
  - C. Adjusting to the academic demand.
  - D. Participating in different activities.
- 3) What does the author mean by quoting "Man is first a social animal, then a rational one"?
  - A. Man cannot cut himself totally off from other people.
  - B. Man is not at all rational on many occasions.
  - C. Man has to avoid being left alone.
  - D. Man has to go to read *Paradise Lost*.
- 4) The major difference between studying in a college and in a high school is \_\_\_\_\_.
  - A. studying in a college needs more reading, thinking and memorization
  - B. studying in a college is much more fun
  - C. studying in a college needs more reading and thinking but less memorization
  - D. studying in a college needs not much guidance
- 5) Why is it very important for the student to attend lectures?
  - A. Because the professors may talk about something that is not found in the textbook.
  - B. Because those lectures are very interesting and instructive.
  - C. Because those professors will be angry if they find some students are absent.
  - D. Because the professors may base some exams on those lectures.

### ► Task 3

**Directions:** The following is the summary of the text. Listen carefully and fill in the blanks with the missing words.

In order to help students develop themselves successfully in colleges and universities, the author offers some advice from the following aspects: 1) \_\_\_\_\_, time management, study methods, and 2) \_\_\_\_\_. Firstly, in the first term, students are advised to focus on 3) \_\_\_\_\_ the academic demand through being active in education, activities and communication with classmates and faculty. Secondly, since college 4) \_\_\_\_\_ its distractions, you'll face a lot of decisions which may leave you

confused. Thirdly, study methods should be paid much attention to since studying in college 5) \_\_\_\_\_ more reading and thinking, less 6) \_\_\_\_\_ than in high school. Lastly, if you miss professors' lectures, get the notes immediately. 7) \_\_\_\_\_, the notes will 8) \_\_\_\_\_ than secondhand notes normally do.

#### ► Task ④

**Directions:** In this exercise, there are five sentences. For each of them there are four choices marked A, B, C and D. Choose the one that best completes the sentence.

- 1) The highest \_\_\_\_\_ of governments has been given to the problem of heavy traffic.  
A. support      B. priority      C. material      D. involvement
- 2) We can \_\_\_\_\_ with people in most parts of the world by telephone.  
A. involve      B. stay      C. communicate      D. demand
- 3) He was ill for six weeks and \_\_\_\_\_ with his schoolwork.  
A. dropped out      B. cut off  
C. made progress      D. fell behind
- 4) A \_\_\_\_\_ center is a place or building where people meet for adult education classes and informal social interactions, etc.  
A. leisure      B. sports      C. health      D. community
- 5) The eyes need several minutes to \_\_\_\_\_ the darkness.  
A. turn to      B. adjust to      C. drop out      D. base on

#### ► Task ⑤

**Directions:** Fill in each blank with a proper word or phrase from the table. Each word or phrase can be used only once. Change the form where necessary.

fall behind	admission	turn to	contact
current	survey	cut off	focus on

- 1) If a building is \_\_\_\_\_, it is examined carefully by a specially trained person, in order to discover whether there is anything wrong with its structure.
- 2) The flood \_\_\_\_\_ local people's supplies.
- 3) My parents told me I couldn't have a part-time job because I would \_\_\_\_\_

at school.

- 4) \_\_\_\_\_ to the university is by examination only.
- 5) Without someone to \_\_\_\_\_ for advice, making the most appropriate (适当的) choice can be difficult.
- 6) In the first year in a college, students should \_\_\_\_\_ adjusting to college life.
- 7) He hates physical \_\_\_\_\_ of any sort—he doesn't even like to shake your hand.
- 8) Under \_\_\_\_\_ state law, students can drop out of school legally at age 16.

### ► Task 6

**Directions:** Fill in the blanks with a proper form of the given word in the brackets after each sentence.

- 1) The active \_\_\_\_\_ of thousands of people makes the difference. (involve)
- 2) I have some chance for \_\_\_\_\_ with them at some time during the day. (interact)
- 3) The teachers themselves are \_\_\_\_\_ about what to do. (confuse)
- 4) A computer's \_\_\_\_\_ is the part of a computer in which information is stored, or its ability to store information. (memorization)
- 5) The president promised to make education one of his top \_\_\_\_\_. (prior)
- 6) As we all know, food is \_\_\_\_\_ to life. (essence)
- 7) \_\_\_\_\_ people usually think that confidence is the key to success. (success)
- 8) The painter died before he had a chance to finish the work, so the painting remained \_\_\_\_\_. (complete)

### ► Task 7

**Directions:** Complete the sentences by putting the Chinese given in the brackets into English.

- 1) Three of the runners \_\_\_\_\_ (弃权).
- 2) The counselor put forward some suggestions on how to \_\_\_\_\_ (最充分地利用) college education.
- 3) Many foreign friends \_\_\_\_\_ (参加了节日活动).
- 4) He \_\_\_\_\_ (很快适应了) the heat of the country.



- 5) The teenagers in Hong Kong rarely \_\_\_\_\_ ( 向父母或老师  
征询意见 ).
- 6) It can enable a scientist to \_\_\_\_\_ ( 始终跟上他所在领域的  
最新发展 ).
- 7) The policeman \_\_\_\_\_ ( 匆匆地记下 ) my address.
- 8) What you say \_\_\_\_\_ ( 毫无意义 ).

## Fast Reading ★★

Visitors to London often eat in restaurants. The owners and workers in them are all from other countries. The visitors say in these restaurants they don't feel they are in England. Most of English people eat at home as much as they can. Sometimes they themselves will think they are in another country when they are in restaurants. When an Englishman goes out of a restaurant, he may find that he doesn't understand why everything is written in French and Italian.

Most of English people think it is better to eat at home, because it is cheaper. They don't want to spend much money on food and they like cooking at home. They like fast food. But for Christmas, they will spend two or three weeks to get ready for it, because they want to have good food.

**Directions:** In this exercise, there are five sentences. For each of them there are four choices marked A, B, C and D. Choose the one that best completes the sentence.

- 1) Visitors to London often eat in restaurants because \_\_\_\_\_.  
A. they don't like the food at home      B. their homes are not in London  
C. it's cheaper      D. restaurants are beautiful places
- 2) When English people eat in restaurants, they sometimes think \_\_\_\_\_.  
A. they are in another country      B. they are in the country  
C. they are themselves      D. they love their country
- 3) Some of English people don't know \_\_\_\_\_.  
A. why everything comes from French and Italian  
B. why people write everything in French and Italian