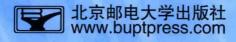
# 职业链接实用英语口语

# Practical English for Speaking

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## Practical English for Speaking

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## 序言

首钢工学院的郭海燕老师通过电子邮件发来《职业链接实用英 语口语》的书稿,请我提意见并写序言。为同行编写的教材、著作提 意见,我是非常乐意的。但是,为这样的一册教材写序言,我还有顾虑。 据我所知,教材一般有"前言"或"编写说明",通常没有"序言"。 另外,我也不是什么"大牌"专家,写个序言可能也起不到什么真 正的作用。但是,经过几番思考,还是决定接受这项任务。原因有三: 第一,阅读书稿之后,我发现这一百多页书稿的背后确实有编者的 智慧和经验。郭海燕、李杨文等老师长期从事高职高专公共英语的 教学工作,积累了不少实际教学经验,特别是口语教学方面的经验。 这本书集中反映了他们教学经验的精华,值得出版。第二,这本教 材的主编郭海燕曾经在北京师范大学攻读硕士研究生,我是她的指 导教师,她还修读过我教授的"英语教材分析与设计"这门课。我 指导的研究生已经不少了,但是担任教材主编的还不多。郭海燕能 够应用所学知识,结合教学实践,编写出英语教材,我感到很欣慰。 第三,青年教师在完成繁重的教学任务之余著书立说、编写教材, 理应得到肯定、支持和帮助。虽然不是"老者",但也算是英语教 学与研究方面的"老兵"了,应该给青年教师一些帮助。

说了一些题外话,再说说这本教材。高职高专的学生是一个很大的英语学习者群体。目前鲜有针对这个群体编写的英语口语教材。现在正在使用的一些教材,往往不是针对高职高专学生编写的。教材的难易度和实用性存在偏差,且脱离将来职业的需要。这些问题导致学生在口语课上积极性不高,课堂活动参与度低。本教材的教学内容涵盖职业规划、求职、商务会议、客户服务等各种职业交际场合和各种商务活动。话题力求时尚,且有助于学生做好初到职场的知识技能准备和心理准备。每单元配有大量练习题,学生可以在图片提供的商务情景下,根据图片内容和要求进行口语练习。教师可以充分利用与单元配套的图文进行口语测试,及时了解学生本单元的学习情况。本教材是基于对高职生口语摸底测试数据编写的,充分考虑了学生的英语学习基础,突出"实用"和"够用"的教学原则,突出学生的主体作用,调动学生参与的积极性,循序渐进地培养学生的职业英语听说能力。

我相信,《职业链接实用英语口语》这本教材一定能在高职高 专英语口语教学中发挥积极的作用。

北京师范大学外文学院

2015年7月

## 前言

为了贯彻《国务院关于加快发展现代职业教育的决定》,在 提高学生语言综合能力的基础上重点培养口语学习能力,提升 口语水平,使其在未来进入职场时更具竞争力,本教材编写团 队致力于探究把听说测评贯穿到每个单元的学习和期末成绩评 定中,利用测评反拨作用培养学生语言实用能力并调动其口语 学习的兴趣。

然而对于高职高专非英语专业的学生而言,目前鲜有针对这个层次的学生所编写的专门的口语教材,口语教材的内容缺少由 浅入深,由易到难的过程,且实用性偏差,脱离职业环境等。这 些因素使得学生在口语课上积极性不高,课堂活动参与度低。

作为语言学习材料开发方面的权威人物, Brian Tomlinson 提出要让学习者最大限度地接触和使用难度适宜的语言,使学习 者注意到语言输入中的凸显特征,最大限度地为学习者创造学习、 锻炼和协作的机会,使其更有能力和信心。这也是教材编写团队 开发此教材的动因、目标和理念。

本教材由两部分组成,包括七个单元和三套模拟测试题:

Chapter 1 Career Planning and Job Interview

Chapter 2 Company

Chapter 3 Reception Desk

Chapter 4 Meeting

Chapter 5 Business Meals

Chapter 6 Business Trip

Chapter 7 Customer Service

Test 1 Sales Department

Test 2 Employee Welfare

Test 3 Mode of Transport

在第一部分的七个单元中,每个单元均由三个模块组成,分别是:听力、口语和会话。听力部分的关键字:理解。以选择和填空的练习方式从辨音开始,通过选句、填词,到完成对话的过程掌握本节课的教学重点内容。在听懂的基础上进入第二部分:口语,该部分的关键字是:表达。以匹配和填空等练习方式,要求学生不仅能够完成教学内容,还应能够熟读甚至背诵,并在

#### PRACTICE SPEAKING WORK LINK

类似场景中模仿表达。第三部分会话屋的关键字是:沟通与交流。模拟设计了交换信息、描述图片、以图片为背景展开讨论等 BETS 测试的形式训练学生的英语交流沟通能力。

本教材开发团队由7名教学经验丰富的高职一线教师和剑桥 五级口语考官组成,其中,副教授1名,讲师6名。博士1名, 研究生4名。

以演练为主的教学模式是本教材的特色。每个章节导读部分摘录了短小精悍且朗朗上口的名人名言,有利于学生朗读和记忆。教学内容涵盖大学职业规划、求职、商务会议、客户服务等各种职业交际场合和各种商务活动。话题力求时尚,且有助于学生做好初到职场的知识技能上的铺垫和心理上的准备。每单元配有大量练习题,学生可以在图片提供的商务情景下,根据图片内容和要求组织口语对话练习,举一反三,灵活运用。教师可以充分利用与单元配套的图文并茂的口语测试题,对学生本单元的学习情况进行及时测评。教材基于对高职生的口语摸底测试数据编写,充分考虑了学生的英语学习基础,难度适宜,突出"实用"和"够用"的教学原则,突出学生的主体作用,调动学生的学习兴趣,循序渐进地培养学生的职业英语听说能力。

《职业链接实用英语口语》教材编写组 2015 年 06 月 13 日

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## Leading-in

All of life is an act of letting go, but what hurts me most is not taking moment to say goodbye.

人生就是不断地放下,但最遗憾的是我们还来不及好好告别。

——Life of Pi 《少年派的奇幻漂流》

I'm a slow walker, but I never walk backward.

我步履缓慢,但从不后退。

— Abraham Lincoln 亚伯拉罕・林肯



Part One

Listen and choose the word you hear.

	ATTERATE	<b>MARKET</b>	HIHI
1) A. tea	B. she	C. sea	D. see
2) A. meat	B. cream	C. eat	D. it
3) A. live	B. leave	C. lived	D. left
4) A. trip	B. chef	C. ship	D. sheep
5) A. seat	B. sit	C. side	D. set
6) A. bit	B. bee	C. be	D. bid
7) A. street	B. strict	C. three	D. tree
8) A. bet	B. bat	C. bed	D. bad
9) A. dead	B. dad	C. died	D. death
10) A. bus	B. bath	C. bass	D. thus

Part Two

## Listen to the dialogue and choose the best answer to each question.

- 1) Peter: May I have your name, please? Claire:
  - A. I'm Claire Brown from FCCT company.
  - B. I'm Kate Bush from FCCT company.
  - C. I'm Mrs. Brown from ACCT company.
  - D. I'm Mrs. Bush from ACCT company.



2)	Peter: How do you spell it? Claire:	
	A. My first name is Kate, K-A-T-E.  B. My first name is Claire, C-L-A-I-R-E.	C. My last name is Claire, C-L-A-I-R-E. D. My family name is Claire, C-L-A-I-R-E.
3)	Peter: What company are you with? Claire:	
	<ul><li>A. I work for a company called FCCT.</li><li>B. I work for a company-called ACCT.</li></ul>	C. I work for ACCT company.  D. I work for FCCT company.
4)	Peter: What's your date of birth? Claire:	
	A. April 22, 1980. B. April 12, 1988.	C. April 22, 1988. D. April 12, 1980.
5)	Peter: What qualifications have you got? Claire:	
	A. I have got a medical qualification.	C. I have got senior high school graduation certificate.
	B. I have got excellent academic qualifications.	
6)	Peter: Good afternoon. Can I help you? Claire:	
	A. Good afternoon. I'm looking for the Human Resources Department.	
	B. Good afternoon, I'm looking for the	

- Production Department.
  C. Good afternoon. I'm looking for the Sales &
- Marketing Department.
- D. Good afternoon. I'm looking for the Accounting Department.



7)	Peter: Could you please tell me where the HR Department is?
	Claire:

- A. It's on the 40th floor, the third door on your left. And the lift is over there.
- B. It's on the 14th floor, the third door on your left. And the lift is over there.
- C. It's on the 40th floor, the third door on your right. And the lift is over there.
- D. It's on the 14th floor, the third door on your right. And the lift is over there.

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8)	Claire: What line of business are you in?  Peter:
	<ul><li>A. We specialize in producing economical and ecological equipment.</li><li>B. We specialize in making economical and ecological equipment.</li><li>C. We specialize in manufacturing economical and ecological equipment.</li><li>D. We specialize in studying economical and ecological equipment.</li></ul>
9)	Claire: How large is your company?  Peter:
	<ul><li>A. More than sixty. Four of them are apprentices.</li><li>B. More than sixteen. Four of them are apprentices.</li><li>C. Sixty. Four of them are apprentices.</li><li>D. Sixty. Fourteen of them are apprentices.</li></ul>
10)	Mary: How many hours a week do you work in the States?  Jimmy:
Par	<ul> <li>A. Normally, four days from Monday through Friday. But working hours vary according to the company.</li> <li>B. Normally, fourteen hours a week from Monday through Friday. But working hours vary according to the company.</li> <li>C. Normally, forty hours a week from Monday through Friday. But working hours vary according to the company.</li> <li>D. Normally, fourteen days a month. But working hours vary according to the company.</li> <li>Three</li> <li>Listen to the recording and fill in the blanks with the missing words of the following sentences.</li> </ul>
2. 3. 4. 5. 6. 7. 8. 9.	Why did you your last job?  Sara works as a manager in her company.  Ben wants to for the position advertised on the newspaper.  To begin with our job interview, I would like you to talk about your educational  Peter is the right person for the, I think.  Our department attaches great importance to work.  Please make an for the presentation ahead of time.  I would be appreciated if you give me the to challenge myself.  Lenovo up quite a few offices throughout the world.  Mr. Johnson is eager to get a in his field.

4



## Listen to the recording and fill in the blanks with the missing words in the passage.

A job interview is a very important occasion, for it might be your first time to meet with your future\_\_11\_\_\_. Here are some rules to help you through the difficult time.

Remember to wear \_\_12\_\_dresses and make sure you bring everything needed with you, such as your resume, qualification \_\_13\_\_ and a recommendation letter, if necessary. Five or ten minutes earlier arrival at the office would be appreciated than getting late.

Try to relax and be \_\_14\_\_at the job interview. Getting nervous is quite common at this moment, but if you take some time to learn about the company and the future employer ahead of time, you will feel much easier and more comfortable. Listen carefully and give clear and honest answers.

When the interview comes to an end, don't forget to thank the interviewer for the time and consideration for your 15 for the post.





## **Speaking**

Part One

Complete the following sentences, using derivatives of the words in the box. Change the word forms if necessary.



1) You need improve your \_\_\_\_\_\_ skills if you want to get a job related with customer service.

#### PRACTICE SPEAKING WORK LINK

2)	The students whose is English will be asked to explore the roots of language.
3)	China has made a great progress in market reform and development.
4)	You must give consumers the quickest when you receive their complaints.
5)	Most of the food for the homeless is provided by charity
6)	The background is not the only key to succeed for people.
7)	Formal clothing is suitable for
8)	A lot of college students who want to obtain certificates of education should in psychology.
9)	Susan has much knowledge of this field, she must the vacancy well.
10)	There's a of business manager in an international company, would you like to have a try?

#### **Part Two**

#### Match the sentences in the two columns.

- 1) Are you good at computer?
- 2) What kind of character do you think you have?
- 3) How do you spend your leisure time?
- 4) Did you get any honors and awards at college?
- 5) Why do you think you are qualified for this position?
- 6) What do you think is the most important thing when looking for a job?
- 7) How did your job interview go?
- 8) How do you think of your proficiency in written and spoken English?
- 9) What are your salary expectations now?
- 10) When will I know your decision?

- a. Yes. I was awarded a scholarship every year. I participated in the National Contest of Maths Models and won the second prize.
- b. I like listening to music and having sports.
- c. I major in Computer Application.
- d. The most important thing is the interest in the job, I think.
- e. My spoken English is good enough to express myself fluently. And I have passed CET- 4 and CET- 6.
- f. I expect to be paid according to my abilities.
- g. We will have been in touch with you by the end of this month.
- h. My background and experience are fit for this position. Besides, I am a team player and have great communication skills.
- i. Generally speaking, I am an optimistic person.
- j. It's very good; actually, I have gotten the offer!



#### Listen and read the following dialogues.

#### Dialogue 1

1) Lily: Have you found your job yet?

Jack: No, not really, but I got some job interviews.

Lily: How did your job interviews go? Have you gotten any reply?

Jack: No, not yet, but I hope I will get the feedback very soon.

2) Lucy: Would you please tell me the reason why you want to apply for this position of the secretary?

Bill: Firstly, your firm is a young organization with many new ideas which attracts me; secondly, my education background and experience are suitable for the job.

Lucy: Why do you think you are qualified for the position?

Bill: I have good communication skills; plus, I can work well under pressure.

#### Dialogue 2

Mr. Smith: How's everything going with you, Peter?

Peter: Not bad, but I'm wondering what kind of job I would be suitable for,

since I will graduate from the college this year.

Mr. Smith: Don't be worried about it, let me help you with this. What's your major, Peter?

Peter: My major is Business Management, and I minor in Finance.

Mr. Smith: That's good for you. Do you know what you are good at?

Peter: I'm good at English and computer.

Mr. Smith: How do you think of your proficiency in written and spoken English?

Peter: I have passed CET- 4 and CET- 6. My spoken English is fairly good

enough to express myself fluently.

Mr. Smith: That's impressive. How about your computer skill?

Peter: I have a good command of Microsoft Windows, Microsoft Word and

Microsoft Excel.

Mr. Smith: I see, you are quite a qualified student. There's a self-assessment which

helps you make clear about your personality, strengths, weaknesses and skills. After you finish this, I will provide you some advice related with

career.

Peter: OK, thank you very much, Mr. Smith.



**Part One** 

**Exchange information with these cards.** 

#### Section 1

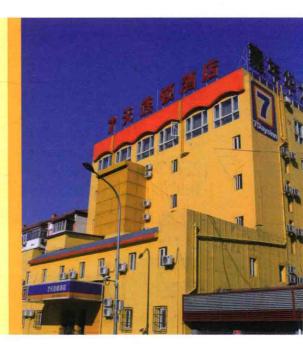
Here is some information about a hotel.

#### 7 DAYS INN

24 Jianshe Street

100 meters from Wal-Mart Supermarket Parking behind hotel

Only 200 RMB for a single room www.sevendays.com.cn to learn more



#### Section 2

Here is some information about a children's library.

#### HAPPY WORLD CHILDREN'S LIBRARY

29 Qiushi Road

More than 1,000 books in library Lessons of English, art and chess

\$ 100 per year Closed on Tuesdays



#### Question 1

You don't know anything about the hotel, so ask your partner questions about it, and use these words to help you.

Where/Hotel?

Expensive?

Car park?

Far/ market ?
More information ?

#### **Question words:**

**7 DAYS HOTEL** 

#### Question 2

You don't know anything about the children's library, so ask your partner questions about it, and use these words to help you.

#### **Question words:**

HAPPY WORLD CHILDREN'S LIBRARY

Name/children's library?

Cost ? Where ?

Open everyday? Many books? Part Two

A friend of yours is going to have a job interview in a large foreign company. Talk together about what she should wear and say which would be best. Here is a picture with some ideas to help you.

