INFORMATION TECHNOLOGY

IT

行业英语

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内 容 提 要

随着我国信息产业的国际化进程日益加快,IT 行业对精通英语和技术的复合型人才产生了巨大需求。要系统提高我国 IT 类专业学生和 IT 从业人士的实际英语综合技能,从而提高我国 IT 行业的整体国际竞争力,我们需要建设一个系统、科学的教学与教材体系,帮助学习者掌握他们在 IT 企业中应该具备的英语技能。

《IT 行业英语》教材以一名刚刚走出校园,并加入一家 IT 公司的大学应届毕业生为主线,将虚拟人物 Leo 在 IT 企业中所接触的各类常见技术场景进行汇总,并按照主题设计了 10 个教学单元。每个教学单元分为听、说、读、写 4 个模块,其中听、说模块的比例占 60%,阅读模块占30%,写作模块(E-mail 写作)占 10%。与传统教材相比,该教材具备了行业性、实用性、时效性与交互性等多方面优势,旨在培养、提高学习者的行业英语应用能力。

前　　言

　　为了满足社会和企业对高校毕业生英语技能的要求，高校英语教学模式、内容与教材建设都在不断地进行着变革与发展。随着外企的不断本土化和本土企业的日益国际化，各类企业对员工英语水平的要求将越来越趋于专业。尤其在外企，与外籍管理人员的沟通涉及大量行业英语的运用；而针对性不强、定位不够清晰的传统通用型英语教育无法满足各类企业员工对日趋专业化的英语技能的需求。按行业领域进行划分的行业英语教育，则因其强化对外交往及职业化技能，而成为当今白领和毕业生的新需求。因此，行业英语教育将成为大学英语教学体系中一个不可缺少的组成部分。

　　近十年来，我国信息产业的国际化进程日益加快。中国 IT 产业以其巨大的市场潜力、大量优秀的人力资源和显著的地域成本优势在全球 IT 行业正扮演越来越重要的角色。越来越多的国际 IT 企业逐渐将研发与生产基地向中国转移；众多中国 IT 企业向国际市场的拓展也代表了中国 IT 产业走向世界的趋势；同时众多为外企和出口市场服务的软件外包型企业也如雨后春笋般出现。如上诸多因素使 IT 行业对精通英语和技术的复合型人才产生了巨大需求。然而，在如此巨大的行业需求下，中国大学毕业生的行业英语能力却在面临着巨大的挑战甚至质疑。

　　"中国每年新培养出约 60 万名工程师，是美国的 9 倍。然而，在中国 160 万名年轻工程师中，只有约 16 万名具备为跨国公司工作所需的实用技能和语言技能。10 年后，中国将需要 7.5 万名具备某种国际经验的经理人。中国目前仅有约 5000 名此类人才。"

　　"只有不到 10%的工科毕业生能够胜任在国际化企业工作，毕业生缺乏实践经验和英语口语水平差的状况使中国难以发展以服务为基础的产业。如果中国软件专业的本科和研究生毕业生英语水平不高的话，这些企业进军国际市场的举动可能会毫无意义。"

<div align="right">——麦肯锡研究报告</div>

　　"如果麦肯锡的报告结论属实，那么中国将有可能因为人才问题而无法发展最新的产业以及应对迅速扩张的外资，中国和印度多年来的'龙象之争'，竟然会输在英语教育上！"

<div align="right">——《国际先驱导报》</div>

　　如上引用的麦肯锡研究报告和评论客观地指出了我国高校英语教育体系存在的问题。经过对行业需求与高校英语教育现状的仔细分析，我们认为，如果想要系统提高我国 IT 类专业学生和 IT 从业人士的实际英语综合技能，从而提高我国 IT 行业的

整体国际竞争力，我们就需要有一个系统的、科学的教学体系，建设一门有益于学生提高英语实用技能的课程，帮助学生学习到他们在 IT 企业里面该具备的英语技能，也为企业培养合适的人才。因此我们开始着手编写《IT 行业英语》教材。

《IT 行业英语》教材共分为 10 个单元，其主要内容以一名刚刚踏出校园，并加入一家 IT 公司的大学应届毕业生为主线。Leo 是一名计算机专业的大学毕业生，刚刚加入一家名为 MacroTech 的 IT 公司。本教材将虚拟人物 Leo 在 IT 企业中所接触的各类常见技术场景进行汇总，并按照主题设计了 10 个教学单元。每个教学单元分为听、说、读、写四个模块，其中听、说模块的比例占 60%，阅读模块占 30%，写作模块（主要为 E-mail 写作）占 10%。

本教材专门针对 IT 类专业的大学生或英语自学者所编写，难度适中，适合作为 IT 行业英语的入门级教材。今后课程组将围绕主人公 Leo 在公司内的职涯发展，继续编写适合更高技术与管理层面的《软件工程师英语》教材。

《IT 行业英语》是课程组在面向 IT 产业的行业英语教育方面所作的首次尝试。书中难免会有疏漏之处，敬请各位读者、同行不吝指正，以使这本教材臻于完善。

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编 者

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目　　录

Unit 1:

Configure Your Operating System
操作系统配置

- Change the screen resolution" in Windows XP
- Have a better understanding of Windows Update" and the brief history of Windows
- Write e-mails to ask for technical help

1 Computer name	[kəmˈpjuːtə] [neim]	计算机名
2 Workgroup	[ˈwɜːkɡruːp]	工作组
3 User account	[ˈjuːzə] [əˈkaunt]	用户账户
4 hidden file	[ˈhidn] [fail]	隐藏文件
5 e-mail account	[ˈiːmeil] [əˈkaunt]	电子邮件账户
6 visual effect	[ˈviʒuəl] [iˈfekt]	视觉效果
7 My Documents	[mai] [ˈdɔkjumənt]	我的文档
8 Quick Launch bar	[kwik] [lɔːntʃ] [lɑːntʃ] [bɑː]	快速启动栏
9 screen resolution	[skriːn] [ˌrezəˈluːʃən]	屏幕分辨率
10 Windows Update	[ˈwindəuz] [ʌpˈdeit]	Windows 更新

Outline:

In this unit, you are going to learn the vocabulary and expressions about how to configure your operating system. After learning this unit, you will be able to ...

- ↘ Specify **Computer Name**[1] and **Workgroup**[2] in Windows XP

- ↘ Create and customize **user accounts**[3] in Windows XP

- ↘ Display the viewing of **hidden files**[4] in Windows XP

- ↘ Add a new **e-mail account**[5] in Microsoft Outlook 2003

- ↘ Change Windows **visual effects**[6] in Windows XP

- ↘ Move **My Documents**[7] to another location

- ↘ Enable the **Quick Launch bar**[8] in Windows XP

- ↘ Change the **screen resolution**[9] in Windows XP

- ↘ Have a better understanding of **Windows Update**[10] and the brief history of Windows

- ↘ Write e-mails to ask for technical help

1	Computer Name	[kəm'pju:tə] [neim]	计算机名
2	Workgroup	['wə:k'gru:p]	工作组
3	user account	['ju:zə] [ə'kaunt]	用户账号
4	hidden file	['hidn] [fail]	隐藏文件
5	e-mail account	['i:meil] [ə'kaunt]	电子邮件账户
6	visual effect	['vizjuəl] [i'fekt]	视觉效果
7	My Documents	[mai] ['dɔkjumənt]	我的文档
8	Quick Launch bar	[kwik] [lɔ:ntʃ, lɑ:ntʃ] [bɑ:(r)]	快速启动栏
9	screen resolution	[skri:n] [ˌrezə'lju:ʃən]	屏幕分辨率
10	Windows Update	['windəuz] [ʌp'deit]	Windows 更新

Part 1: Listening

1. Choose the Proper Words or Expressions

Listen to a short passage. Pick out the underlined words or expressions which are the closest to what you have heard.

Alex is ①very satisfied with; ②quite familiar with **Vista Ultimate**, ①although; ②in spite of problems getting it to work with the scanner (扫描仪) and security software on his three-year-old desktop. The 54-year-old weather forecaster accepts such glitches (小故障) as a normal part of moving to a new operating system.

Eric, a 19-year-old university student, is somewhere in between. He loves the slick 3D ①appearance; ②watch of **Vista Premium**, but ①is upset about; ②is confused about the software and hardware incompatibilities (不兼容) he encountered when he upgraded his nearly new Dell ①notebook computer; ②desktop computer.

2. Answer the Questions

Listen to a short passage. Try your best to understand the lines and answer the following questions.

1) What did David buy the new Toshiba Satellite notebook for?

   _____

2) What operating system was originally installed on David's new PC?

   _____

3) How was the performance of David's new laptop under the original operating system?

   _____

4) Please list the problems that David had encountered before he switched to Windows XP.

   _____

   _____

3. Dictation

Listen to the following two short passages and fill in the blanks with the words you have heard.

3.1 Specify(指定) Computer Name and Workgroup in Windows XP

A computer name is used to ① _____ in Windows network. It's especially useful for ② _____. Each computer must ③ _____ also. A workgroup is a group of computers on your network that ④ _____.

Follow the instructions here to set your computer name and workgroup.

1) Go to **Start** and ⑤_____ **My Computer**. Click **Properties** (属性).

2) The **System Properties** window will appear. On the **Computer Name** tab, click **Change**. You can type the ⑥_____ as an option also.
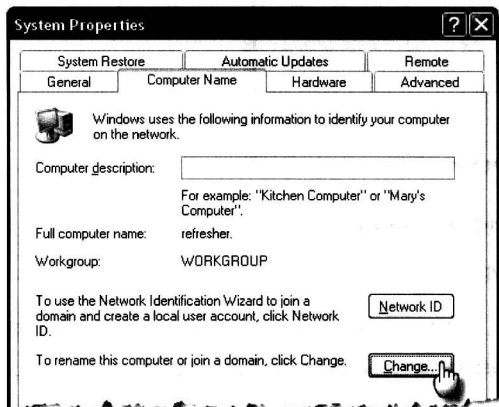
3) In the **Computer Name Changes** window, type your **Computer Name** and also **Workgroup**. Click **OK** at last. Please make sure the computer name is ⑦_____, and there are no more than 15 ⑧_____ in it.

4) The System will ⑨_____ you to **restart** computer. Click **OK** and restart your computer ⑩_____.

Computer Name Changes [?][X]

You can change the name and the membership of this computer. Changes may affect access to network resources.

Computer name:

Leo Wang

Full computer name:
Leo Wang.

More...

Member of
○ Domain:

⊙ Workgroup:

WORKGROUP

OK   Cancel
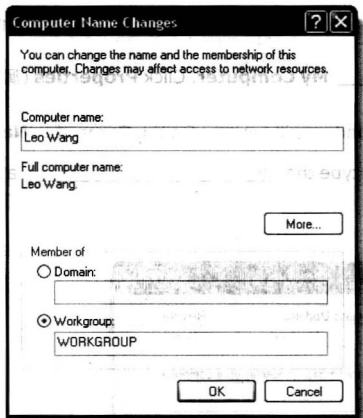
3.2   Create and Customize (定制) User Accounts

There are two types of Windows XP user accounts. ①_____

_____ can change all computer settings (for example, installing software and creating new user accounts).②_____ can only modify the passwords for their own accounts.

If you have a Windows XP computer in your office and you are the ③____

_____: the user account will be created before you get the computer. You will only need to ④_____ if other people in your office want to use your computer.

Follow the instructions here to add user accounts.

1) ⑤_____ as an administrator (管理员). Click **Start**, and then click ⑥_____.

2) Under **Pick a category**, click **User Accounts**.


3) Under **Pick a task**, click **Create a new account**.

4) In the User Accounts wizard (向导), on the ⑦_____

page, type the name for the user. Then click **Next**.

5) The User Accounts wizard ⑧_____ the **Pick an account type** page. Click **Limited,** and then click **Create Account**.
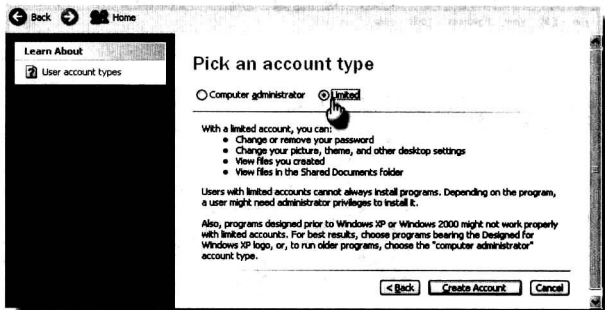
In these steps, you created a limited account. Limited accounts ⑨_____

_____ than Computer administrator accounts. However, limited accounts cannot make system-wide changes or ⑩_____.

4. Operate and Retell

Listen to the following instructions on **How to display hidden files** *and do the operations on your own computer according to what you've heard. Try to retell the whole process after the operation.*

Key words:

icon	['aikɔn]	n.	图标
Folder Option	['fəuldə] ['ɔpʃənz]		文件夹选项
View	[vju:]	n.	视图
hidden file	['hidn] [failz]		隐藏文件
Apply	[ə'plai]	v.	应用

Part 2: Speaking

1. Follow the Samples

Please read the three conversations below and learn how to raise a question and how to solve each problem. Some possible steps are illustrated as follows. A sample is also available for your reference at the end of each conversation.

1.1 Add a New E-mail Account in Microsoft Outlook

Leo:	Tony，能告诉我如何在我的电脑上<u>收</u>[1] 邮件吗？我需要经常<u>查收</u>[2] 邮件，而到<u>网站</u>[3] 上去收邮件实在太费时间了。
Tony:	不用每次都<u>登录到</u>[4] 网站上去收邮件。你可以用 Microsoft Outlook 啊。
Leo:	能告诉我该怎么做吗？我一点也不懂。
Tony:	先运行 Outlook，再点击<u>"工具"菜单</u>[5] 上的<u>"电子邮件账户"</u>[6]。 再选择<u>"添加一个新的电子邮件账户[7]"</u>。
Leo:	明白。我该选择什么样的邮件<u>服务器</u>[8] 类型？
Tony:	你需要选择 POP3。在下一页适当的<u>对话框</u>[9] 里，填上<u>管理员</u>[10] 给你的信息，比如你的邮件<u>地址</u>[11]，用户名、<u>密码</u>[12] 和 POP3 以及 SMTP 服务器的地址。
Leo:	知道了。不过还有一个问题，每次我收邮件的时候，都要输入密码吗？
Tony:	不用啊。你可以在密码框中输入密码，并选中<u>"记住密码[13]"复选框</u>[14]。这样，Outlook 就能记住你的密码，你下次收邮件的时候就不必再输入了。
Leo:	真是太有帮助了。谢谢你，Tony。
Tony:	不客气。有什么问题，<u>尽管</u>[15] 来问我吧。
Leo:	我会的。谢谢。

1. receive
2. check
3. web site
4. log on to
5. the Tools menu
6. E-mail Accounts
7. Add a new e-mail account
8. server
9. (dialogue) box
10. administrator
11. address
12. Password
13. Remember Password
14. check box
15. don't hesitate to do something

### Sample: 1.1 Add a New E-mail Account in Microsoft Outlook

Leo: Tony, could you tell me how to receive e-mails on my own computer? It takes too much time to check e-mails on the web site, since I do it quite often.

Tony: You don't have to log on to the web site every time. You can receive your e-mails with Microsoft Outlook.

Leo: Can you tell me how to do that? I have no clue at all.

Tony: After running Outlook, you can first click **E-mail Accounts** on the **Tools** menu. And then select **Add a new e-mail account.**
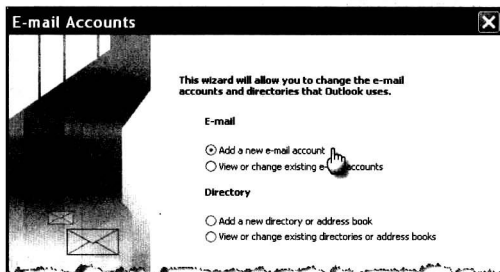
Leo: I see. What type of e-mail server should I choose?

Tony: In this case, you need to choose **POP3**. And on the next page, in the appropriate boxes, you need to type the information our administrator gave you, such as your e-mail address, user name, password, and the POP3 and SMTP server addresses.

E-mail Accounts   ✕

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information   **Server Information**

Your Name: [   ]   Incoming mail server (POP3): [   ]

E-mail Address: [   ]   Outgoing mail server (SMTP): [   ]

Logon Information   **Test Settings**

User Name: [   ]   After filling out the information on this screen, we
                                       recommend you test your account by clicking the
Password: [   ]   button below. (Requires network connection)

              ☑ Remember password

☐ Log on using Secure Password   Test Account Settings...
  Authentication (SPA)
                                                        More Settings...

Leo: I got it. But one more question, do I have to type the password
          every time I check my messages?

Tony: No, you don't. You can type it in the **Password** box and select
          the **Remember password** check box. In this way, you can have
          Outlook remember your password and you don't have to type it
          in next time you check your e-mails.

Leo: That's very helpful. Thank you very much, Tony.

Tony: You're welcome. Don't hesitate to ask me if you have any
          questions.

Leo: I won't. Thank you.