

高职高专精品实用教材

COMPREHENSIVE WORKBOOK

高职高专英语

综合练习

ENGLISH

高职高专精品实用教材编写组
未来教育教学与研究中心

1



外文出版社
FOREIGN LANGUAGES PRESS

高职高专精品实用教材

COMPREHENSIVE
WORKBOOK

高职高专英语

综合练习

ENGLISH

高职高专精品实用教材编写组
未来教育教学与研究中心

杨伟超 主 编
陈伟哲 王菁 副主编

1



外文出版社
FOREIGN LANGUAGES PRESS

图书在版编目(CIP)数据

高职高专英语综合练习. 1/杨伟超编著.

—北京:外文出版社,2008

ISBN 978-7-119-05338-7

I. 高… II. 杨… III. 英语-高等学校:技术学校-习题 IV. H319.6

中国版本图书馆 CIP 数据核字(2008)第 050785 号

高职高专英语教材——综合练习 1

主 编:杨伟超

副 主 编:陈伟哲 王 菁

责任编辑:杨春燕 杨 璐

装帧设计:陈立明

印刷监制:韩少乙

© 外文出版社

出版发行:外文出版社

地址:中国北京西城区百万庄大街 24 号 邮政编码 100037

网址:<http://www.flp.com.cn>

电话:(010) 68320579/68996067 (总编室)

(010) 68995844/68995852 (发行部)

(010) 68327750/68996164 (版权部)

电子信箱:info@flp.com.cn/sales@flp.com.cn

制 版:北京市昌平百善印刷厂

印 制:北京市昌平百善印刷厂

经 销:新华书店/外文书店

开 本:1/16 开 印 张:9.75

字 数:237 千字

装 别:平装

版 次:2008 年第 1 版 2008 年第 1 版第 1 次印刷

书 号:ISBN 978-7-119-05338-7

定 价:16.00 元

版权所有 侵权必究

编写说明

为了加强对高职高专教育的宏观管理和指导,推动高职高专教育的教学基本建设和教学改革,教育部高等教育司于2000年印发了《高职高专教育英语课程教学基本要求》(以下简称《基本要求》)。该《基本要求》以培养学生实际运用语言的能力为目标,突出教学内容的实用性和针对性。为了贯彻《基本要求》,培养高职高专学生实际运用英语的能力,我社联合各高校老师编写了本套高职高专英语综合教程。本套教程坚持了《基本要求》的正确方向,突出教学的实用性和针对性,以培养学生的涉外业务交际能力为宗旨,以调动学生的学习兴趣、活跃课堂气氛、方便教学为己任。本套教材共分四册,学完1、2册可以参加高等学校英语应用能力考试B级,学完3、4册可以参加高等学校英语应用能力考试A级。

编写原则

1. 以《基本要求》为纲

本套教材严格按照《基本要求》编写,单元话题以及听、说、读、译、写的选材都依据《基本要求》的“交际范围表”中的交际范围以及“语言技能表”中对听、说、读、译、写五大技能的各种要求而设置。

2. 着眼于提高学生的职业技能

本套教材采用任务驱动的教学模式,激励学生提高语言产出能力,达到教学的最终目的。为了提高学生的涉外业务能力,所有话题和材料的选择都以实用为准则,以满足学生日后的工作需要为目标。

3. 形式活跃,方便教学

本套教材的每一单元都设有精彩的导入部分,便于教师调动学生的积极性,活跃课堂气氛。每单元的对话及听力部分都配有录音,便于学生练习听力和跟读。

本书为《高职高专英语综合练习1》,与本社的《高职高专英语综合教程1》配套使用。全书共9个单元,各单元由Communication Skills、Listening Skills、Vocabulary、Grammar、Reading Skills、Translating Skills、Writing Skills 7个模块组成;每3个单元后有一个Model Test,学生在练习巩固课本知识的同时,还可以定期进行自我检测。

本书的第1、3、5、7、9单元由杨伟超老师编写;第2、4、6、8单元由陈伟哲老师编写;Model Test 1、2、3由王菁老师编写。在此表示衷心的感谢。

本书配有听力部分的录音磁带和光盘,如有需要,需另购。

由于时间紧迫,加之编者能力有限,书中难免有不当和疏漏之处,望广大读者批评指正。

编 者

Contents

Unit 1	Introductions and Greetings	1
Unit 2	Thanks and Apologies	11
Unit 3	Making a Telephone Call	20
Model Test 1	30
Unit 4	Asking the Way	39
Unit 5	Meeting and Seeing off	48
Unit 6	Invitation	58
Model Test 2	67
Unit 7	Business Communication	76
Unit 8	At the Hotel	85
Unit 9	At the Post Office	94
Model Test 3	104
参考答案	113
听力录音材料	141

1

Introductions and Greetings



Communication Skills

A Circle the best choice.

(M: Miss Ma, the secretary; W: Mr. Wilson; P: Mr. Parker, the associate of Mr. Wilson)

M: Hello, Mr. Wilson, **how happy to see you**¹ again. How have you been?
how well to see you

W: Fine, and you?

M: Just fine, thanks. Our manager Mr. Wang asked me to **say 'hello' to you**²
say 'how are you' to you

He meant to come here to **meet you**³ in person. But some other business held him
see you

back, so he asked me to meet you **on behalf of**⁴ our company.
instead of

W: That's exactly the same. I **think you don't know**⁵ Mr. Parker, my associate.
don't think you know

M: **How are you**⁶, Mr. Parker? My name is Ma Ping.
How do you do

P: How do you do, Miss Ma?

M: Nice to meet you, Mr. Parker. Is this your first visit to China?

P: Yes, it's my very first. I've been looking forward to visiting your beautiful country.

M: I hope you'll have a pleasant stay here.

P: Thank you. I'm sure I will.

M: Well, you **must be tired**⁷ after your long flight. Our car is out in the parking lot.
are tired

W: Fine.

M: Let's go, please.

Make a dialogue according to the information given below.

Alice and Carl meet for the first time. According to the picture and the words, complete the conversation between them.



- Alice: _____
- Carl: _____
- Alice: _____
- Carl: _____
- Alice: _____
- Carl: _____
- Alice: _____
- Carl: _____

Listening Skills

Listen to the tape and complete the sentences.

1. I will give an opening speech for the conference _____ our country.
2. Are you _____ for the dictation?
3. It's my pleasure to _____ with you.
4. My name is Elizabeth. You can call me _____.
5. _____ introduce my brother to you?

Listen to the tape and circle the best choice as a reply.

1. A. What a good day, isn't it?
B. Very good. And the weather is quite pleasant.
C. It's going to rain tomorrow.
D. How are you going on?

2. A. Welcome to join us.

B. I'm glad that he's coming.

C. It's my pleasure.

D. What's your name?

3. A. I can see him every day.

B. He is a nice young man.

C. Oh, we haven't seen each other for 6 months. How time flies!

D. That's all right.

4. A. I haven't dropped anything.

B. Do you want to buy that bike?

C. Have a nice day.

D. I'd love to. Thank you.

5. A. Sounds a good idea.

B. We are glad to come to the party.

C. It's my pleasure.

D. Don't mention it.

Listen to the tape, and complete the dialogues.

1. —Hello, Bill. _____?

—Hi, Dr. Wang. How do you do?

2. —Mr. Green, _____? My name is Chen Xiaofeng, manager of the company.

—How do you do, Mr. Li? _____?

3. —Hello, Susan. How nice to meet you here!

—Hi, Wang. _____!

4. —Hi, long time no see, Dick. Do you still remember me?

—Oh, it's you, Professor Lu. _____?

5. —Hello, may I introduce myself? I'm Joy, from Italy.

—Oh, _____, Joy. My name is Jane.



Vocabulary

A Give the correct forms of the following words as shown by examples and then complete the sentences with appropriate forms of the words.

Examples: manage → management

improve _____

equip _____

develop _____

establish _____

journal → journalist

dental _____

science _____

art _____

piano _____

1. Lang Lang, who attended the concert yesterday, is one of the most famous _____ in the world.
2. With China's _____, more and more foreigners have come to Beijing.
3. The _____ of a new factory is determined by the board of directors.
4. My tooth was so painful last night that I have to see my _____ this morning.
5. Albert Einstein is a great _____ who shook the foundations of physics with the introduction of his *Special Theory of Relativity* in 1905.

Fill in each space with a word from the box, and change the form of the word if necessary.

probably	in exchange for	on purpose	according to	benefit
make contact with	greet	achieve	on sale	invite

1. I finally _____ her in Paris.
2. She seems to do these things _____.
3. His speech _____ by warm applause.
4. He gave me an apple _____ an orange.
5. Everyone should work hard to _____ success.
6. We _____ all our relatives to the wedding.
7. I _____ a lot from extensive reading.
8. The latest model of this purifier (净化器) is now _____ in my shop.
9. We're going on holiday soon, _____ next month.
10. _____ our records, the books you have borrowed should now be returned to the library.

C Fill in the blanks with the words that you have learned from the textbook.

When you are introducing two people, make sure that you are introducing the one to the honored one. The old are respected in the West **1** in China. Women have been honored **2** the days of knighthood. People often stand up **3** introductions. But an elder man can keep seated when a young man is introduced **4** him. If you want to meet someone, it is better **5** ask a friend who knows the person to introduce you.

When greeting people, you are suggested to say "**6**", "Good afternoon" or "Good evening", because such greetings are the **7**. While "Hello" is the commonest, if you are greeting an old friend. If you are wearing a hat which can be easily **8**, it is customary to raise it slightly off your head.



Grammar

A Fill in the blanks with appropriate prepositions or adverbs.

- 1.** I was out _____ town last month and didn't see you.
- 2.** She is very glad to have the chance to be _____ Michael Jackson for an hour.
- 3.** It is very kind _____ you to help us so much.
- 4.** The managers are glad _____ see each other.
- 5.** She misses her boyfriend, as he has been to Iraq _____ 3 months.
- 6.** Tom is working hard _____ pass CET 4.
- 7.** Excuse me, are you _____ London?
- 8.** Don't hesitate to ask me for help when you are _____ danger.
- 9.** On behalf _____ my company, I want to give my special thanks to Ms. Chen for her excellent job.
- 10.** I am lucky _____ study English with this teacher.

B Fill in the blanks with the proper forms of the words given in the brackets.

- 1.** The film _____ (be) one of the best films that received the Oscar Awards.
- 2.** Our computer was broken and we hoped the new one _____ (arrive) soon.
- 3.** A friend in need _____ (be) a friend indeed.

4. The class _____ (start) before they came.
5. I don't understand why he _____ (be) so selfish. He isn't usually like that.
6. The National Academy of Engineering has identified the 20 greatest engineering _____ (achieve) of the 20th Century.
7. He used to _____ (have) \$1,000 in his wallet(钱包) before he lost it.
8. She _____ (get) to be a world famous pop singer.
9. After self-_____ (introduce), they began chatting like old friends.
10. It is ten minutes' _____ (walk) from my home to school.

C Each of the following sentences has an error in it. Point it out and correct it at the end of each sentence.

1. Nurses were not considered to be important or valuable in those days and hospitals are generally places that only poor people would go to out of desperation. ()
 A B C D
2. There were no water or medical equipment in the hospital. ()
 A B C
3. She has a big influence in the establishment of the International Red Cross. ()
 A B C D
4. Thank you for coming to look me. ()
 A B C
5. Whoever in your class needs help in English shouldn't hesitate to let me know. ()
 A B C D



Reading Skills

A Read the following passage and choose the best answer for each of the questions.

The United States is a very large country. It has many different kinds of landscapes and many different kinds of people.

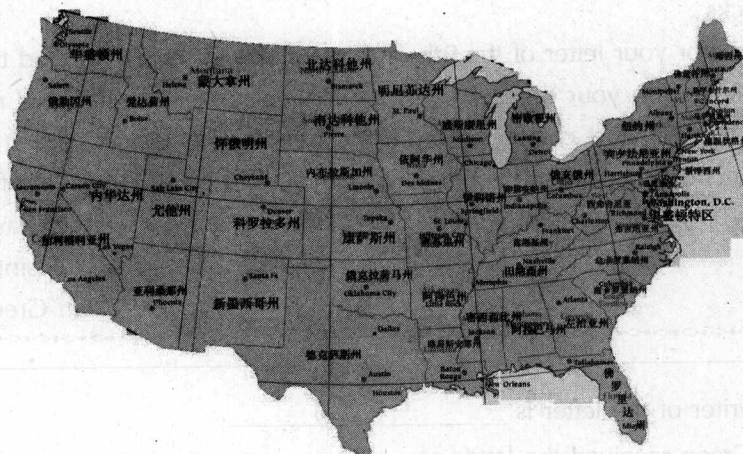
In the East, the countryside is green and fresh. Here are some of the first states and some of the big cities. New York and the capital, Washington D. C., are in the East.

In the South, there is the beautiful city of New Orleans, the capital of jazz(爵士乐). It is sometimes hot here, and the people here are very different from those in the East.

The Central Plains are rich with big fields of wheat(小麦) and corn(玉米). They are often called the central vast plains.

In the South-West, it is often hot and dry. But the deserts and mountains are beautiful, the Rocky Mountains, for example. And California, on the West Coast, is famous for the cities like San Francisco, Los Angeles and so on.

The weather in the Mid-West, near the Great Lakes and Canada, is often cold and windy, and there is a lot of snow in winter.



1. The United States has many different kinds of _____.
 - A. people
 - B. climates
 - C. landscapes
 - D. all of the above
2. Some of the first states and some of the big cities are in the East, like _____.
 - A. Los Angeles
 - B. California
 - C. New Orleans
 - D. New York
3. New Orleans is famous for its _____.
 - A. ballet
 - B. jazz
 - C. country music
 - D. folk music
4. Big fields of wheat and corn can be found in the _____.
 - A. East
 - B. Central Plains
 - C. South
 - D. South-West
5. The weather near the Great Lakes is usually _____.
 - A. cold and windy
 - B. hot and dry
 - C. warm and rainy
 - D. chilly

B Read the given passage carefully, and then fill in the blanks in the table below.

Business Reply

Dear Mr. Bucks,

Thank you for your letter of the 9th of this month. We shall be glad to enter into business relations with your company. In compliance (一致) with your request, we are sending you our latest catalogue and price list covering our export (出口) range (范围). Payment should be made by irrevocable (不可撤销的) and confirmed letter of credit (信用证). Should you wish to place an order, please telex or fax us.

Yours sincerely,
Sam Green

1. The writer of the letter is _____.
2. Sam Green received the letter on _____.
3. Were they in business relations before the letter? (Yes/No).
4. Sam Green is sending the latest catalogue and price list covering his export range in compliance with _____ request.
5. If Mr. Bucks wants to place an order, he can _____ Sam.

C Read the given passage carefully, and then fill in the following blanks.

When you first meet an Englishman and want to be polite, you can use "sir" or "madam", rather than his or her name. The person will know that you are a newcomer. However, people don't often use the formal (正式的) titles (头衔). At school, students may call a man teacher as "sir", but they seldom call a woman teacher as "madam". In China, I often hear students call their teachers as "Teacher Wang" or "Teacher Li". This is not used in England.

I have noticed that people in China often shake hands when being introduced to each other. In England, there may be a handshake on formal occasions (场合). But very often, the two would only smile and say "hi" or "hello". If you are ever in England, you will find that the English people are very friendly wherever you go.

1. If you call a young man "sir", he will know that you are a _____.
2. Do people in England often use formal titles?
_____.
3. On _____ occasions, the English people will shake hands.

4. When two people meet for the first time, they often smile and say _____.

5. The English people are very _____ wherever you go.



Translating Skills

A Translate the following expressions into English or Chinese.

1. have a good journey _____

5. 存储 _____

2. give ... a chance to _____

6. 匆忙的 _____

3. be sure to _____

7. 合作愉快 _____

4. show around _____

8. 奉献...给 _____

B Complete the blanks by translating the Chinese in the brackets into English.

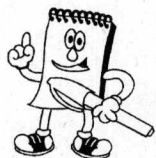
1. Thank you very much for _____ (来机场接我).

2. Even though this is the first time I have met with you, _____ (我已经久仰您的大名了).

3. When I arrived at my office yesterday morning, _____ (他们已经开会近半个小时了).

4. _____ (最好是) wear a formal dress to attend the conference in the Great Hall of the People.

5. If you are invited to give a speech, please arrive at the place _____ (准时).



Writing Skills

A Write a letter of congratulations according to the information given below.

express congratulations admission to the Oxford University the long years
of hard work studies have been recognized deserve success in your new
school look forward to hearing from

Dear David,

James

Directions: You are required to write a letter based on the Chinese given below. You are expected to write no less than 60 words.

Johnson Bucks 先生是德国法兰克福 Bucks 有限公司的总经理,在 2006 年新加坡的一个展览会上认识了做出口生意的美国圣迭戈的格林家具公司经理 Sam Green。2007 年 11 月 9 日他给 Sam 写信想要开展业务,询问最新的家具种类和价钱。请你为 Bucks 先生写这封信,相关信息可以参考阅读部分的 B 篇文章。

Words for reference:

新加坡 Singapore; 展览会 exhibition fair; 格林家具公司 Green Furniture Company;
圣迭戈 San Diego; Bucks 有限公司 Bucks Co., Ltd; 总经理 General Manager;
法兰克福 Frankfurt

2

Thanks and Apologies



Communication Skills

A Give out the response to each question.

1. I'm really grateful for the gift you gave me yesterday.

2. Oh, what a beautiful dress you are in!

3. I broke this vase by accident. I'm deeply sorry.

4. Thank you for giving me a helping hand.

5. I'm sorry for keeping you waiting out in the cold.



B Circle the best choice.

(S: Mr. Smith, a business man; B: Ms. Brown, a clerk)

B: Hello. International Airlines, reservation.

W: Hi. Can I get a seat on the 10:00p.m. to New York?

B: I'm sorry ¹, but it's completely booked.
That's all right

W: Well, how about the flight tomorrow at one o'clock?

B: One moment please... Oh, I'm sorry to tell you there is no seat left.

W: Really? What happened ²?
What is happening

B: To say the truth ³, I don't know.
To tell the truth

W: Well, then what the day after tomorrow ⁴?
how about the day after tomorrow

B: Let me have a look at it. Yes, sir. I can give you a seat on that.

W: Oh, that's it! You're welcome ⁵ !
Thank you very much

B: You are welcome ⁶ .
It doesn't matter

Listening Skills

A Listen and write down what you heard.

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |
| 7. _____ | 8. _____ | 9. _____ |

B Listen to the tape, and complete the dialogues.

1. —Excuse me, Sir! Is this your book?
—Oh, _____!
2. —Would you like something to drink? A cup of coffee?
—_____.
3. —We certainly appreciate your kindness.
—_____.
4. —This is the fourth time you have been late for my class.
—_____. I promise it won't happen again.
5. —I am afraid I'm not free next Saturday, for I'm going to take an exam.
—_____. What about next Sunday?

C Listen to the following short talk and fill in the blanks with the missing words. The talk is given twice.

Everyone makes 1, and everyone needs to know 2 to say and what to do after making a mistake. When you do something 3 or fail to do something necessary, you can save yourself a lot of trouble by 4 first before someone complains to you. When you apologize, sometimes you want to offer an 5 or reason. The excuse is normally given 6 after the apology. It is also important to make sure how to 7 properly when someone apologizes to you.