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Practical English Comprehensive Course

实用英语综合教程 上册

本册主编 纵瑞昆 韩智渊



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主要内容

本书为大学英语专业基础阶段教材，旨在帮助学生掌握英语综合应用能力，为后续专业学习打下坚实基础。本书内容涵盖听力、口语、阅读、写作、翻译五个方面，注重培养学生的英语综合应用能力。本书可作为大学英语专业基础阶段教材，也可供其他专业学生参考。

实用英语综合教程

Practical English Comprehensive Course

(上册)

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内容提要

《实用英语综合教程》是一套专科层次的公共英语教材,宜作高职高专、广播电视大学、成人高等学校各专业公共英语课程教学使用。本教材总结了中国学生学习英语的成功经验,汲取了国内外英语教学和教材编写理念的精髓,增加了职场英语的拓展,强调开发学习者的自我潜能,培养学生的英语综合能力及未来职场英语应用能力,是国内首套兼顾语言知识和职场英语应用的大学英语复合性教材。

本书为《实用英语综合教程》上册,共有10个单元,供第一学期使用。

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前言

《实用英语综合教程》是一套全新的,为高职高专、电大、成教文理工各专业公共英语教学编写的综合英语教程。全套教材分为:《实用英语综合教程》(上、中、下)、《实用英语综合教程实训手册教学参考书》。本套教材着力兼顾语言知识和职场英语的应用,进一步更新观念,更新内容,更新体系,更新要求。

一、编写理念

(一)英语语言知识与职场英语同步进行

本套教材以英语语言为核心,以职场为背景,以实践为主线,教学内容社会化、职场化,增加了学生未来所从事职业必备的英语知识。教材分为两大模块,即:英语语言知识模块和职场英语应用模块。英语语言知识模块主要培养学生必须掌握的、实用的英语语言知识和技能,提高学生说、听、读、写、译诸方面的基本技能,实现《高职高专英语教学基本要求》规定的教学目标;职场英语应用模块是结合学生在未来职场中从事涉外事务工作需要,培养学生具有阅读和翻译英文资料的初步能力,使学生具备继续学习工作岗位英语的潜能。

(二)说、听领先 读、写同步

本套教材变传统教材的“听说领先,读写跟上”为现在的“说听领先,读写同步”的新理念。根据国人学习外语的经验,只有在获得了一定的外语口语的常用短语及套语的基础之上,才能更有效地提高学生的外语听力水平。本教材加大了“说”的能力训练,把培养实用口语交际能力作为教材的重要任务,这对于我国外语教学中长期存在的“哑巴”英语现象是一个重大突破。每个单元的口语训练部分都有完整的情景对话样例。学生可以进行模拟套“说”,搭档对话,这样既提高了学生的语言交际能力,也培养了他们的人际交往和团队合作能力,而这两种能力正是当今国际化人才所必备的。

(三)主题辐射

本套教材使说、听、读、写、译各项技能的培养与训练围绕同一话题展开,这种编写模式一方面能够让学生在一个多维空间里不断学习和巩固所学知识,另一方面,也使得学生的各项英语技能得到平衡发展。

二、编写特点

(一)构思新颖 适用面广

本套教材特别突出了涉外事务的需要,教材的编写既符合涉外交际的需要,又结合了教学特点。

(二)实用性和趣味性并重

本套教材具备现代教材的特征,书中所提倡的教学策略与国际上英语课程教材的主流思

想基本吻合,同时兼顾了以汉语为母语的课堂实际教学情况和特点。教材取材和话题充分体现实用性、交际性和多样性;教材语言内容不仅地道纯正,而且更贴近时代、贴近学生的生活,可读性强,使学生在在学习过程中不断产生新的需要和动机。

(三)通用性高

本套教材在教学模式、课堂教学和课后练习上提供了广阔空间,可以让不同地区、不同群体、不同层次乃至不同时期的学习者各取所需地选用学习资源。教材强调“以学生为中心”,重视开发学习者的自我潜能。

(四)系统性和思想性同行

本教材的编排方法吸取现代语言教学理论和方法,注意系统性,教学语言由浅入深、由易到难地安排;教材的知识编排体系也符合学生的认知规律。语音、语法、词汇、日常交际用语、语体等知识由简到繁,循序渐进;教材编排有利于学生积累感性知识,并通过发现、分析、归纳、推理,形成理性认识。另外,教材在注重言语技能培养的同时,也有明确的育人目的,利用中外优秀的文化传统和精华,帮助学生树立正确的人生观、世界观和价值观。

(五)练习针对性强,时效性高

英语语言知识模块练习题型和高等学校英语应用能力考试(PET)、大学英语四级(CET4)考试的题型相对接;职场英语应用模块练习模拟职场情景,以任务驱动模式,围绕具体任务开展。

全套教材由纵瑞昆担任总主编,韩智渊担任副总主编。

本书为《实用英语综合教程》上册,由纵瑞昆、韩智渊担任主编,林珊玲担任副主编。

本教程是我们在高职高专英语课程教学改革方面进行的一次有益探索和尝试,书中肯定会有不当和疏漏之处,敬请广大师生不吝批评指正,以便不断修订完善。

编者

2008年6月

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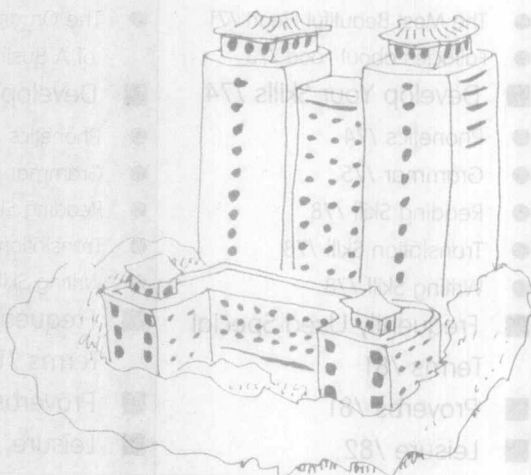
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UNIT ONE



Greetings and Introductions



SECTION I

Talk Face to Face

Part A

Learn to Say

Dialogue 1: Self-introduction

Betty: Good morning. You are a newcomer, aren't you?

John: Yes.

Betty: Please allow me to introduce myself. I'm John Smith from the United States.

John: My name is Alice Brown. I'm from Greece. I am a freshman.

Betty: Which department are you in?

John: Business Management. How about you?

Betty: I'm in Computer Science Department.

John: Which grade are you in?

Betty: I'm in my second year.

Useful Language

Self-introduction	Response
1. Please allow me to introduce myself.	1. How do you do?
2. My name is... .	2. Glad to meet you.
3. I am... .	3. Pleased to meet you.
	4. It is nice /good/ to meet you.



Dialogue 2: Introduce others

Rose: Simon, let me introduce you to Linda, my classmate.

Linda: I'm pleased to meet you.

Simon: Me, too. Where are you from?

Linda: I'm from Florida, and you?

Simon: I'm from New York.

Linda: Take a seat, please. Let's have some coffee and have a good chat.

Useful Language	
Introduce others	Response
1. This is...	1.How do you do?
2. I'd like you to meet...	2.Glad to meet you.
3. Let me introduce ... to you.	3.Pleased to meet you.
Say good-bye after first meeting	
	1.It was nice meeting you.
	2.It was a pleasure meeting you.

Dialogue 3: Nice to see you again

Jane: Hi, Lily, it's so nice to see you again.

Lily: Me too. We really had a wonderful summer vacation. What did you do?

Jane: Nothing special. I visited the Internet every day. How about you?

Lily: You know, I like traveling. I made good use of this long vacation and enjoyed myself.

Jane: You were lucky. See you.

Lily: See you.

Useful Language	
Greeting	Response
1.How are you?	1.Fine, thank you. And you?
2.How are things with you?	2.Ok. How about you?
3.Haven't seen you for a long time.	3.Not bad. And you?
4.How is it going?	4.Just so-so.



Part B

Spoken English Activities

Practice 1: Complete the following dialogue with the help of the Chinese in the brackets.

- A: Excuse me, but _____ (您是来自美国的约翰逊先生吗?)
 B: Yes, I'm Paul Johnson from Boston.
 A: I'm Li Jing. _____ (我可以把你介绍给我们的系主任张先生吗?) He has come to meet you. Mr. Zhang, this is Mr. Johnson. And Mr. Johnson, this is Mr. Zhang.
 B: How do you do, Mr. Zhang? I'm pleased to meet you.
 C: How do you do? I'm very glad to meet you too. _____ (您以前来过上海吗?)
 B: No. _____ (这是我第一次来上海。)
 C: Welcome to Shanghai.
 B: Thank you. I'm very glad to _____ (有机会来你校任教).

Practice 2: Complete the following dialogue in your own words.

- A: Excuse me. How can I get to the student dorm?
 B: I'm sorry. (1) _____. You can ask the girl over there.
 A: Thank you.
 A: Excuse me. Could you show me the way to (2) _____.
 C: Sure. Go to Classroom Building 5 and turn right.
 A: But where is (3) _____?
 C: You are a newcomer, (4) _____?
 A: Yes.
 C: Please follow me. (5) _____

Practice 3: Practise the following role-play with the information given below.

Christina is a first-year student. She asks David how to get to the library. David offers to take her to the library. They introduce themselves to each other and then talk about their own departments, majors and other things on campus.



SECTION II

Practise Your Ears

Part A

Dictation

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Part B

Listen to the following conversation and complete the blanks according to what you've heard.

- A: How do you do? My name is Henry Levin, and I will be your teacher for _____.
Now, I'd like my students to _____, so we can get to know each other better.
- B: Hi, my name is Pablo. I _____, and I like _____.
- C: Hello, I am Gao Jun, and I _____. I want to improve my English, and I hope.
- D: _____. My name is Diana Parker. I am a _____ in a shop.
- E: _____? I'm James Murphy. I'm a _____. I type letters and reports.
- F: Hi! _____. I'm a nurse. I take care of people _____.
- G: _____. I'm Peter Harris. I'm the president of the college. It's my job to make sure _____.



Part C

Listen to the following passage and fill in the blanks with what you've heard.

When introducing people of different sexes in the U. S., it's polite to say the (1) _____ name first, for example, "Mrs. Fox, this is my neighbor, Mr. Wolf." But if the man is (2) _____, then his name should be mentioned first: "Mr. President, I'd like you to meet my sister, Luisa Rivera." When two people of (3) _____ are introduced, the older person is named first: "Grandfather, this is my friend, Narish Patel. Narish, this is my grandfather, Mr. Kim."

(4) _____ include "How do you do?" "It's very nice to meet you," often accompanied by a (5) _____.

At the end of a conversation, it's polite to say, "Good-bye, it was nice meeting you." You may also add some wishes, for example, "Enjoy your visit to our city" or "Good luck with your new job."



SECTION III

Better Your Reading

Part A

Passage

A Special Day

There was a special day that I will never forget. It was back in the summer of 2007. At the beginning of the day, it seemed normal, but with everyone in my class whispering to each other I was suspicious.

I had recently told everybody that I was going to Michigan, and they were all

surprised and anxious. The excitement died down after a few days, but strange things happened yesterday. First, everyone seemed pretty nervous, especially when I asked them what was wrong. I had a slight suspicion that they were hiding something from me. Then at lunch everyone acted normally again. I did not notice that some of my classmates were absent from the lunch table. In the afternoon, I was sent to the office. Mrs. Barlotta gestured to an empty seat. I walked over and sat down.

Several minutes later, a classmate, Vincent came into the office. "Ming, you can return to class now," he said quickly. I walked back to my classroom with him.

When I came into the classroom, everyone shouted and I was astonished! The classroom was decorated with flowers and photos. "We'll Miss You, Ming!" was written on the chalkboard. We had cake and lemonade, and my teacher gave me a small gift. It was a glass ball with a model of the New York City in it, and it was filled with water. "It's wonderful! Thanks so much!" I exclaimed. The class gave me the posters saying "We're going to miss you!" and "Don't forget to write."

It was a very, very special day for me.

Notes

1. At the beginning of the day, it seemed normal, but with everyone in my class whispering to each other I was suspicious. 这天,起初看起来很正常,但班里的同学都在相互窃窃私语,我产生了怀疑。
at the beginning of...:在……之初。
with+介词短语结构,作状语,表示伴随。
2. First, everyone seemed pretty nervous, especially when I asked them what was wrong. I had a slight suspicion that they were hiding something from me. 起初,大家看上去都很不安,尤其是当我问他们发生了什么事的时候。我有一点怀疑,他们正在对我隐瞒着什么。
that引导的是 suspicion 的同位语从句。



New Words

special *adj.* 特别的,特殊的,

专门的,专用的

normal *adj.* 正常的,正规的,标准的

whisper *n.* 耳语

v. 低声说

suspicious *adj.* 可疑的,怀疑的

suspicion *n.* 猜疑,怀疑

recently *adv.* 最近

excitement *n.* 刺激,兴奋,激动

nervous *adj.* 紧张的,不安的

especially *adv.* 特别,尤其

slight *adj.* 轻微的,微小的

absent *adj.* 不在的,缺席的

gesture *n.* 姿态,手势

v. 作手势,以手势表示

astonished *adj.* 惊讶的

decorate *v.* 装饰,装修

chalkboard *n.* 黑板

miss *vt.* 思念

lemonade *n.* 柠檬水

exclaim *v.* 呼喊,惊叫,大声叫

poster *n.* 海报

Phrases & Expressions

at the beginning of 在……之初

die down 变弱,逐渐停止,渐渐消失

hide sth. from sb 把某物藏起来不让某人知道,

向……隐藏……

be absent from 缺席

be filled with 充满……

Proper Name

Michigan 密西根洲

Mastering the Passage

I. Choose the best answer according to the passage.

1. When Ming was going to Michigan, his classmates felt _____.

A. happy

B. excited

C. upset

D. interested

2. The classmates were hiding something from Ming _____.
 - A. because they didn't want Ming to leave
 - B. because they were unhappy that Ming would leave them
 - C. because they were going to give Ming an unexpected farewell party
 - D. because they didn't want to tell Ming something important happening in the class
3. In the afternoon, Ming was sent to the office so that _____.
 - A. his classmates could have time to decorate the classroom
 - B. his teacher could have a talk with him
 - C. his classmates could have time to prepare for the farewell party
 - D. his classmates could have time to buy gifts
4. When Ming came into the classroom, he was _____ at what he saw.
 - A. frightened B. excited C. happy D. amazed
5. The small gift the teacher gave Ming was _____.
 - A. a glass ball with a model of the New York city
 - B. a poster saying "We're going to miss you!"
 - C. a piece of delicious cake
 - D. a bottle of nice lemonade

II. Create sentences according to the following pattern selected from the passage:

Pattern

With everyone in my class whispering to each other I was suspicious.

Samples

with + n. +	adj.	John likes to sleep with the windows open.
	adv.	He stood there with his head down.
	prep. phrase	The teacher came in with a book under his arm
	V-ing	John went out with his dog following him.
	V-ed	The pirates left the cave with the girl locked in it.
	to do	With you to lead the way, we will have no difficulty in crossing the forest.

Complete the following sentences:

1. I am reading a book _____ (有许多插图).
2. _____ (在火车奔跑时), he jumped off it.
3. He went to the office _____ (有一封信要写).

4. _____ (昂着头), he walked into the hall.
 5. They felt very sad _____ (商店被洗劫了).

III. Fill in the blanks with the proper words and expressions given below, changing the form if necessary.

normal	suspicious	excitement	nervous	decorate
absent	gesture	whisper	poster	miss

- The girl has never thought of being _____ of what others told her.
- There was great _____ in the house because they were going on the trip.
- The moment he got into the classroom, he felt _____.
- A _____ heart beats around seventy-six times a minute.
- The rooms look like new after they have been _____.
- While waiting for Jane, I killed time by reading _____ on the notice board.
- Ted is a poor shot, he fired twice at the rabbit but still _____.
- We _____ so as not to wake up the child.
- He was clever enough to understand my questions from the _____ I made.
- The boy was _____ from class because he was ill.

IV. Fill in each blank with the proper form of the word given in the bracket.

- When I told him the news, he stared at me in _____ (astonish).
- There are a number of technicians who have _____ (special) in the production and management over ten years in this company.
- I will take a leave of _____ (absent) to return to my hometown and visit my relatives.
- Seeing him coming over, I _____ (hide) myself behind the door.
- Now he is relieved of his _____ (anxious).
- They _____ (suspicious) that Tom will come tonight.
- We _____ (decoration) the Christmas tree with colored lights and glass balls.
- Americans _____ (normal) eat three meals a day.
- What are you buy with _____ (recent)?
- His _____ (die) made us feel very sad.

V. Translate the following sentences into English by using the expressions and patterns you've learned.



1. 新学期初,我们制定了学习计划。(at the beginning of)

2. 噪音终于消失了。(die down)

3. 我对她隐瞒了这个消息。(hide sth. from sb.)

4. 汤姆今天没来上课。(be absent from)

5. 当他找到了一份好工作时,心里充满了自豪。(be filled with)

Part B

Tasks

Task 1

Dress in the Office

A recent college graduate who begins a career in a conservative office and owns a wardrobe of jeans, work shirts, and T-shirts will have to invest in some new clothes. The best way to choose such purchases is first to take a good look at "what everyone else is wearing" in that office. In certain kinds of businesses the men wear only suits of a conservative nature with white shirts and dark ties; in others, men wear blazers and quiet pattern sport jackets. In some institutions women know instinctively to wear skirts. In certain other jobs that demand physical activities, pants are almost a necessity.

One of the problems career people have is dressing for the office on the morning when there will be an evening engagement immediately following, and no time to return home to change. The easiest solution is to keep a full set of toiletries and make-up stored somewhere at the office. In fifteen minutes, when her office day has ended, she can change herself into another person with freshly cleaned teeth, combed hair, a new face, a different pair of shoes, and some shining

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