

Towards Professional Success

高职高专公共英语规划教材

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职桥英语教程

总主审 刘黛琳

主 编 张 权 宋专茂



综合训练

Training Course



FE 东北财经大学出版社
Dongbei University of Finance & Economics Press

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前 言

为了顺应当前国际化以及适应高职高专院校培养高技能人才目标的需要、贯彻高职高专教育英语课程教学改革的精神,提高学生在职场环境下的语言应用能力,我们组织英语教学、职场研究等方面的专家和学者,编写了《职桥英语教程》(Towards Professional Success)这套教材。本套教材分1、2、3册,供高职高专院校公共英语课程教学使用。

本套教材紧密结合我国高职高专院校公共英语教学的实际需要,遵循大学生掌握外语知识和语言能力的规律,从培养听、说、读、写能力着手,以掌握职业岗位所需要的英语语言知识和能力为目标,在内容、结构和体例上具有“人无我有,人有我新”等诸多特色,全面、及时地满足了我国当前高等职业教育公共英语教学的需要。

首先,从内容方面看,本套教材具有如下突出特色:(1)针对性强。本套教材针对高职院校学生英语语言基础和培养目标的实际,在内容上,系统选取了能帮助大学生构建合理英语语言知识和运用能力核心体系的语言材料;同时,针对高职学生就业岗位的需要,又精选了行业英语方面的素材。(2)教材信息量大、材料新。本套教材视野开阔,资料丰富,内容宽泛而不晦涩,按照国际职业标准的分类,将各主要行业必备的英语句型、词汇、应用文体精选在教材中。学生通过学习本套教材,不仅能掌握基本的英语语言知识和听、说、读、写能力,而且可以结合职业岗位需要有效运用行业英语知识。(3)兼顾实用性与发展性。本套教材的内容不受传统大学英语教材体系的限制,在内容的编排上参考了美国托业考试官方指南中给出的与职业类别有关的词汇用法,涵盖 Activities, Dining out, Entertainment, Family and friends, General business, General ideas, Health, Housing, Offices, News, School, Shopping 和 Travel 等领域。

其次,从结构方面看,本套教材具有主线贯穿全书,且独立与渗透兼备的特点。本套教材以帮助学生学习合理的实用英语知识和运用能力为主线,按行业大类划分英语课程教学单元(Unit),又根据工作岗位英语实际使用需要确定每课(Lesson)的教学内容,并设置了 Language focus、Cultural focus、Workplace focus 几个教学模块。这样,对学生听、说、读、写能力方面的教学不再停留在语法、句型、词汇方面的机械操作,而是以实用为主,实现通过英语课堂掌握职场相关的必备文化知识、词汇和有用的表达形式。

最后,从体例方面看,本套教材导入与穿插并用。在编写体例上,将课堂教学的导入手段引入教材。教材呈现的材料真实记录了职场生活的方方面面,所有课文单元里所举例子都是真实发生在职业工作中的英语运用实例,是现实生活中发生的事情,例如宾馆前台的对话、餐厅就餐的用语、业务上的讨论、机场接人的介绍、对事情的分析 and 旅

游介绍等。这些内容真正将与现实生活有关的职场背景带进了课堂。这对调动学生的学习兴趣、活跃课堂气氛有很大的帮助。

在当前国内高职高专公共英语教材编写领域，本套教材的编写思路是一种全新的尝试，对推动我国高职英语教学改革、提高人才培养质量具有重要的现实意义。另外，本套教材拥有丰富多彩的配套教学资源。除有满足教师备课需要的教学参考书和供教师上课直接使用的成套多媒体课件外，还有与主教材相配套的《综合训练》。值得特别说明的是，《综合训练》的编写，不仅帮助学生巩固主教材所要求掌握的知识和能力，而且在实训形式和内容选择上也结合了国际权威英语考试指南的要求，有针对性地引导学生加强训练，以顺利通过托业考试、托业桥考试、BEC 商务英语考试等，并有助于高职高专学生获得国际社会和企业界承认的职业英语资格证书。

教育部高等学校英语类专业指导委员会主任委员刘黛琳、委员张权教授和宋专茂研究员提出了教材的编写思路和框架。《职桥英语教程》第1册编写团队：由宋专茂承担对全书统稿和部分单元的编写工作；梧州学院刘卫东教授、梁进老师，广州科技贸易职业学院的罗沛笙副教授，广州大学市政技术学院的黄春燕副教授、张江晶、官冬梅老师，广州工商职业技术学院的周桂方副教授、陈莉萍老师，广州城建职业技术学院的高细明老师，汕头职业技术学院的林贇老师，广州大学的卢婉红、冯保玲、单新荣、熊田兰，大连津桥商学院的刘宏玉、张琳娜编写了部分章节，并对《教学指导书》和《综合训练》的审定做了大量的工作，在此我们表示诚挚的谢意。

此外，刘黛琳教授对本书的编写也极为重视，在本书即将出版之际，审阅了书稿并提出许多宝贵的意见。本套教材的出版也得到了东北财经大学出版社方红星社长的大力支持以及李季老师的全力协助，在此谨致谢忱。由于本套教材遵循的是崭新的编写思路，在编写过程中会有不当和疏漏之处，我们真诚期待着广大使用本套教材的教师、学生以及相关行业的专家提出宝贵的反馈意见，以进一步改进和提高这套教材的质量，为高职院校公共英语教学改革提供更好的服务。服务邮箱：fangyangbook@163.com。

编者

2010年7月

于广州大学城

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Unit One Introduction

Lesson 1 Personal Introduction

Part 1 Picture Description

Directions: You will see a picture in your exercise book and you will hear four short statements.

Look at the picture in your exercise book and choose the statement that best describes what you see in the picture. Then mark your answer on your answer sheet.

Answer Sheet

1. A B C D

2. A B C D

3. A B C D

4. A B C D

5. A B C D

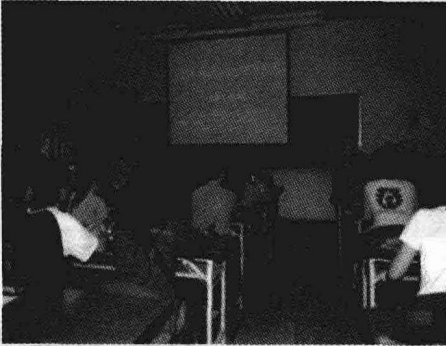
1.



2.



3.



4.



5.



Part 2 Question Response

Directions: Now, you will hear a question or a statement followed by three responses. Choose the best response to each question or statement.

Now listen to a sample question.

You will hear: Good morning, John. How are you?

You will also hear:

(A) I am fine, thank you.
 (B) I am in the living room.
 (C) My name is John.

Sample Answer

●(B)(C)

The best response to the question "How are you?" is choice (A), "I am fine, thank you." Therefore, you should choose answer (A).

Mark the answers to question number 6 to number 10 on the answer sheet.

Answer Sheet

6. (A) (B) (C)

7. (A) (B) (C)

8. (A) (B) (C)

9. (A) (B) (C)

10. (A) (B) (C)

Part 3 Short Conversations or Talks

Directions: Now, you will hear a number of short conversations. In your exercise book, you will read a question followed by four answers. Choose the best answer to each question.

Now let us begin Part 3 with question number 11.

11. What does the man want to do this weekend?

- (A) To make up a plan.
- (B) To hang out with some friends.
- (C) To give the woman a call.
- (D) To go to see a film.

12. What does the woman want the man to do?

- (A) To help her pick up the laundry at the dry cleaner's.
- (B) To appreciate her.
- (C) To wash her laundry.
- (D) To help her finish the office work.

13. Why does Mark look awful lately?

- (A) He didn't see his girlfriend.
- (B) His girlfriend broke up with him.
- (C) He heard that his girlfriend broke to the wide.
- (D) He couldn't find his girlfriend.

14. What do the woman and her sister have in common?

- (A) They both like classical music very much.
- (B) They both like to have music classes.
- (C) They both like to watch sports games.
- (D) They both like to play games.

15. How does Patty see her future with the company?

- (A) She would like to be a trainer for new workers.
- (B) She would like to work with the man.
- (C) She would like to be his friend.
- (D) She would like to manage the company.

Part 4 Incomplete Sentences for Grammar

Directions: Question 16 - 25 are incomplete sentences, each missing one or more words related to the grammar topic of the textbook. Each sentence is followed by four words or phrases. Your job is to decide which of these four choices produces a complete, grammatical, and logical sentence when it is put into the blank.

16. Can I speak to Mr. Wang, please? _____
 (A) Who are you? (B) I'm Wang.
 (C) Speaking? (D) Are you John?
17. _____ and I'll get the work finished.
 (A) Have one more hour (B) One more hour
 (C) Given one more hour (D) If I have one more hour
18. Old McDonald gave up smoking for a while, but soon _____ to his old ways.
 (A) returned (B) returns
 (C) was returning (D) had returned
19. After he became conscious, he remembered _____ and _____ on the head with a rod.
 (A) to attack; hit (B) to be attacked; to be hit
 (C) attacking; be hit (D) having been attacked; hit
20. Dr. Black comes from either Oxford or Cambridge. I can't remember _____.
 (A) where (B) there
 (C) which (D) that
21. The police found that the house _____ and a lot of things _____.
 (A) has broken into; has been stolen
 (B) had broken into; had been stolen
 (C) has been broken into; stolen
 (D) had been broken into; stolen
22. One of the sides of the board should be painted yellow, and _____.
 (A) the other is white (B) another white
 (C) the other white (D) another is white
23. Let me introduce myself, _____?
 (A) shall I (B) don't I
 (C) will you (D) aren't I
24. It's raining now, _____ go out until after the rain.

- (A) let's don't (B) don't let's
(C) let's (D) let's not
25. Let all the dedicated capable staff _____.
- (A) be promoted (B) promoted
(C) be promoting (D) promoting

Part 5 Reading Comprehension

Directions: Part 5 consists of short reading passages followed by questions. There are four possible answer choices for each question. You must pick the best one based on the information in the passage.

Question 26 – 28 refer to the following advertisement.

Dear Mr. /Ms,

We are pleased to introduce Mr. Wang You, our import manager of Textiles Department. Mr. Wang will be spending three weeks in your city to develop our business with chief manufactures and to make purchases of decorative fabrics for the coming season.

We shall be most grateful if you will introduce him to reliable manufacturers and give him any help or advice he may need.

Yours faithfully

26. What is the purpose of this letter?
- (A) To help Mr. Wang write.
(B) To advertise a business for sale.
(C) To introduce Mr. Wang to the persons of related organizations.
(D) To attract more customers.
27. What will the persons read the letter do?
- (A) To think Mr. Wang a great man.
(B) To give a half off their purchase.
(C) To entertain Mr. Wang at a banquet.
(D) To give Mr. Wang some help in business.
28. How long will Mr. Wang leave off his home most probably?
- (A) A week.
(B) About 20 days.
(C) A month.
(D) Several days.

Question 29 – 30 refer to the following advertisement.

Part-time jobs available at Margate Hotel near shopping center. Kitchen staff, waiters, bellhops, drivers needed.

Wages range from £ 8 to £ 10 per hour.

For further information, call the assistant manager at 01741340122.

29. What is the advertisement for?
- (A) Hotel employment.
 - (B) Courses in hotel management.
 - (C) Food service at a hotel.
 - (D) Hotel accommodations.
30. What should someone do to get more details?
- (A) Pay £ 8.
 - (B) Talk to the kitchen staff.
 - (C) Telephone the assistant manager.
 - (D) Write to the newspaper.

Questions 31 - 33 refer to the following article.

Monterey, California-Local scientist Gina Harding will have her first book. Under the Bering Sea, published this month by Washington Press. Harding grew up in Monterey, and she and her family still make their home here.

At the age of ten Harding read the book *Ocean of Blue*, and so began her study of the sea. She earned her Ph. D. in marine biology at the age of 27 from Florida University. She has done research on ocean life in many places around the world, including the Bering Sea, the Gulf of Alaska, and the waters off the California coast.

31. What does Gina Harding study?
- (A) Engineering.
 - (B) Child development.
 - (C) Marine life.
 - (D) Literature.
32. When did Gina Harding first become interested in her area of study?
- (A) When she was a child.
 - (B) When she was in college.
 - (C) When she read *Under the Bering Sea*.

- (D) When she traveled to Alaska.
33. Where does Gina Harding live now?
- (A) In Washington.
- (B) In California.
- (C) In Florida.
- (D) In Alaska.

Questions 34 – 35 refer to the following invitation.

The Centerville Arts Council
invites you to its annual dinner
at the Centerville Country Club
on Saturday, December 17, at 6:30 p. m.

Featuring
Franklin B. Nelson,
who will speak about
strategies for selling art.

Mr. Nelson is a local artist and the owner of Centerville Art Gallery,
some of his paintings will be displayed at the Country Club.

There will also be a special performance by the
Abelard University Orchestra.

34. What kind of event is this?
- (A) A meal.
- (B) A play.
- (C) A class.
- (D) A wedding.
35. Who is Franklin B. Nelson?
- (A) A writer.
- (B) An actor.
- (C) A painter.
- (D) A musician.

Lesson 2 Product Introduction

Part 1 Picture Description

Directions: You will see a picture in your exercise book and you will hear four short statements.

Look at the picture in your exercise book and choose the statement that best describes what you see in the picture. Then mark your answer on your answer sheet.

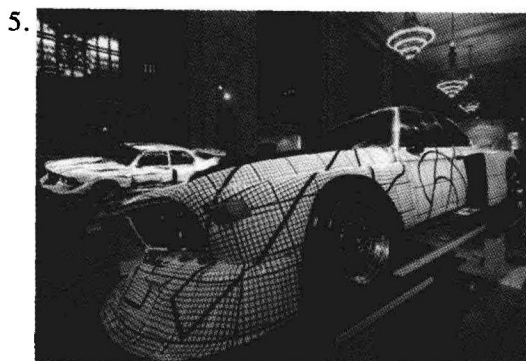
Answer Sheet

1. (A) (B) (C) (D) 2. (A) (B) (C) (D) 3. (A) (B) (C) (D)
4. (A) (B) (C) (D) 5. (A) (B) (C) (D)



3. **Photo Mugs-Dishwasher safe**





Part 2 Question Response

Directions: Now, you will hear a question or a statement followed by three responses. Choose the best response to each question or statement.

Now listen to a sample question.

You will hear: Good morning, John. How are you?

- You will also hear:
- (A) I am fine, thank you.
 - (B) I am in the living room.
 - (C) My name is John.

Sample Answer

● (B) (C)

The best response to the question "How are you?" is choice (A), "I am fine, thank you." Therefore, you should choose answer (A).

Mark the answers to question number 6 to number 10 on the answer sheet.

Answer Sheet

- | | | |
|----------------|-----------------|----------------|
| 6. (A) (B) (C) | 7. (A) (B) (C) | 8. (A) (B) (C) |
| 9. (A) (B) (C) | 10. (A) (B) (C) | |

Part 3 Short Conversations or Talks

Directions: Now, you will hear a number of short conversations. In your exercise book, you will read a question followed by four answers. Choose the best answer to each question.

Now let us begin Part 3 with question number 11.

Question 11 is based on the following conversation.

11. What does the man mean?

- (A) Ask the woman to discount the price.
- (B) Order the products at once.
- (C) Satisfied with the price.
- (D) Unsatisfied with the price.

Question 12 - 15 are based on the following conversation.

12. Where does this conversation take place?

- (A) In a school.
- (B) In a restaurant.
- (C) In an exhibition.
- (D) In a library.

13. What does the man like?

- (A) A cooker.
- (B) A saleswoman.
- (C) An Indian.
- (D) A kind of cellular phones.

14. How many models of the products have the company developed?

- (A) 20.
- (B) 10.
- (C) 8.
- (D) 9.

15. Which is false according to the woman's words?

- (A) Thin and light.
- (B) Built-in camera.
- (C) Support call waiting.
- (D) General appearance.

Part 4 Incomplete Sentences for Grammar

Directions: Question 16 - 25 are incomplete sentences, each missing one or more words related to the grammar topic of the textbook. Each sentence is followed by four words or phrases. Your job is to decide which of these four choices produces a complete, grammatical, and logical sentence when it is put into the blank.

16. This is our newly developed product. _____?

- (A) Would you like to see it?
- (B) What can I do for you?
- (C) Is this product the latest technology?
- (D) Do you think so?