

● 普通高等教育“十三五”规划教材
(计算机专业群)

IT 职业英语



本书配套音频

高巍巍 刘广敏 李云波 编 著

(第三版)



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内 容 提 要

本书是《IT 职业英语》的第三版。本书以国际 IT 企业的实际应用规范为参考,汇集了经验丰富的计算机与英语教师参与编写。全书以一名刚毕业的计算机专业学生进入公司工作的第一天以及在 IT 企业中接触的各类常见技术场景为背景,侧重与工作密切结合的听、说、读、写多项实用英语技能,融合了信息技术和商务英语两大领域,培养学生能够流利地使用商务口语、技术口语以及高效阅读技术文档的能力和写作商务 E-mail 和技术报告的能力。

本教程具备行业性、实用性与交互性等多方面优势,旨在培养、提高学习者的 IT 英语应用能力。适用于高等院校计算机及其相关专业、软件学院、各类职业院校和专业培训机构,也可作为各专业人员自学英语、提高英语应用能力的参考用书。

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前 言

随着我国信息产业与国际的接轨,中国的 IT 行业在全球 IT 行业中占有越来越重要的地位,许多国外知名 IT 企业在中国投资,展开研发与生产活动。IT 行业的国际化发展使得企业对人才的需求向既懂英语又懂技术的国际 IT 人才转变。本教程旨在提高计算机相关专业学生及 IT 行业从业人员的商务英语交流能力、技术阅读和商务写作能力,以国际 IT 企业的实际应用规范为编写参考,汇集了经验丰富的计算机与英语教师资源。

为适应 IT 技术的飞速发展以及计算机专业英语教学改革的要求,我们对《IT 职业英语》进行了修订再版。本次修订的编写目标为:跟踪 IT 技术的发展步伐,既能反映最新的 IT 技术的基本理论又有贴近专业发展的实际应用。再版时主要对每个章节的技术阅读、快速阅读和补充阅读部分的内容进行了更新,并配有相应的习题帮助学习者掌握学习方法,解决实际问题。使教材的使用者通过学习掌握最新的 IT 技术发展的新知识,同时具备参加各级各类 IT 英语考试的应试能力。

全书以一名刚毕业的计算机专业学生从进入公司工作的第一天以及在 IT 企业中所接触的各类常见技术场景为背景,侧重与工作密切结合的听、说、读、写多项实用英语技能,融合了信息技术和商务英语两大领域,培养学生流利地使用商务口语、技术口语以及高效阅读技术文档的能力和写作商务 E-mail、技术报告的能力。本教程具备行业性、实用性与交互性等多方面优势,旨在培养、提高学习者的 IT 英语应用能力。适用于高等院校计算机及其相关专业、软件学院、各类职业院校和专业培训机构,也可作为各专业人员自学英语、提高英语应用能力的参考用书。全书共分两大部分:

第一部分由 12 个单元组成,各单元结构如下:

- 阅读:包括技术阅读、快速阅读和辅助阅读。侧重于培养学生对 IT 相关文章的阅读理解能力,增加学生的 IT 英语词汇量。其中辅助阅读部分为读者补充了大量的 IT 文章,以扩充读者的视野。
- 听力:培养读者对英文对话的理解能力,增强读者在外企环境中的适应能力。
- 口语:侧重于培养学生与企业中与上司、同事和客户的交流能力。
- 写作:主要介绍在工作中经常使用的电子邮件以及其他应用文的写作方法和技巧。侧重培养学生在特定情况下与人进行书面沟通的能力。

第二部分为语法和句型部分,共包括 12 个单元,本部分主要是对会话和文章中经常使用的语法和句型进行综合讲解。

全书的每个单元都附有大量相关的练习题,帮助读者进行知识的巩固和提高。同时为方便读者的使用,提供听力部分的全文录音,扫描相应的二维码即可收听。

本书由高巍巍、刘广敏、李云波编著,其中第 1、2、6、7、8、9 单元由高巍巍编写,第 3、4、5 单元由刘广敏编写,第 10、11、12 单元由李云波编。书中的语法和写作部分由鞠鸿

伟编写；全书的听力部分由鞠鸿伟和黄文哲录音。全书由高巍巍统稿、定稿。

本书在再版过程中得到了中国水利水电出版社的大力支持和帮助，在此表示衷心的感谢。同时，对在第二版使用过程中反馈信息、提供修改意见的教师和读者表达特别的谢意。除封面署名和作者外，参加本书编写和整理资料的还有李晓峰、范晶、马宪敏、苍圣、赵磊、王美佳、侯相茹、马玲、张宪红、高炜、李放等，在此一并表示感谢。由于时间紧迫，编者水平有限，疏漏在所难免，诚恳希望广大读者不吝指正。

作者

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Unit 1 First Day at Work



Section One Reading

➤ Technical Reading

Working in an international IT company means that you have to deal with English all the time. Kevin needs to get familiar with the English equivalents of the technical terms he has learned. So the first class he needs to make up for is to learn the English name for each component of a computer.

Introduction to Computer Components

Computer are electronic machines which can accept data in a certain form, process the data and give the results of the processing in a specified format as information. Key **elements** in a computer system include the processor, **memory**, **input devices**, **output devices**, and **storage**. The input/output devices are sometimes called **peripheral** devices.

The processor is the **kernel** of any computer system, sometimes called the **Central Processing Unit** (CPU). In a way, it is the “brain” of the computer. It has three main sections: the control unit, the **Arithmetic and Logic Unit** (ALU) and the memory section.

Storage of data and software in a computer system is either temporary or permanent. **Random-Access Memory** (RAM), provides temporary storage of data and programs during processing within **chips**. Permanently installed and interchangeable disks provides permanent storage for data and programs for retrieval by the computer. Today’s personal computers use a variety of storage technologies, including **floppy** disks, **hard disks**, CDs, DVDs, tapes, and **flash drives**.

Computer systems use many devices for input purpose. Input devices enable data to go into the computer’s memory. The most common input devices are the keyboard (for keyed input), a microphone (for voice and sound input), or a point-and-draw device, such as a mouse. The other

typical input device are: **joy-stick**, digital camera and **scanner**.

Output device enable us to extract the finished product from the system. For example, the computer shows the output on the **monitor** or prints the result on to paper by means of a **printer**.

Output also can be routed to a video display, or audio speakers.

On the rear panel of the computer there are several ports into which we can plug a wide range of peripherals—**modems**, **fax machines**, **optical drives** and scanners.

There are the main physical units of a computer system, generally known as the **configuration**.

Vocabulary

- | | |
|-----------------------------------|-------------------|
| 1. elements | <i>n.</i> 元素 |
| 2. memory | <i>n.</i> 内存 |
| 3. input devices | <i>n.</i> 输入设备 |
| 4. output devices | <i>n.</i> 输出设备 |
| 5. storage | <i>n.</i> 存储, 存储器 |
| 6. peripheral | <i>n.</i> 外围设备 |
| 7. kernel | <i>n.</i> 内核, 核心 |
| 8. Central Processing Unit(CPU) | <i>n.</i> 中央处理器 |
| 9. Arithmetic and Logic Unit(ALU) | <i>n.</i> 算术逻辑单元 |
| 10. Random-Access Memory(RAM) | <i>n.</i> 随机存取存储器 |
| 11. chip | <i>n.</i> 芯片 |
| 12. floppy | <i>n.</i> 软盘 |
| 13. hard disks | <i>n.</i> 硬盘 |
| 14. flash drives | <i>n.</i> 闪存盘 |
| 15. joy-stick | <i>n.</i> 操纵杆 |
| 16. scanner | <i>n.</i> 扫描仪 |
| 17. monitor | <i>n.</i> 显示器 |
| 18. printer | <i>n.</i> 打印机 |
| 19. modems | <i>n.</i> 调制解调器 |
| 20. fax machine | <i>n.</i> 传真机 |
| 21. optical drives | <i>n.</i> 光盘驱动器 |
| 22. configuration | <i>n.</i> 配置 |

Exercise 1

True or False

1. () Key elements in a computer system include memory, input devices, and output devices.



2. () Keyboards, mice, input pens, and printers are input devices.
3. () The input/output devices are also called peripheral devices.
4. () CPU can be called the key element of a computer.
5. () The control section can be found in the CPU of a typical PC.

Exercise 2

There are 5 terms or phrases in the following box. Below the box are the explanations for these terms. Choose the correct explanation from a~e for each term by typing the corresponding letter.



- | | |
|----------------------------|-------|
| 1. software | _____ |
| 2. central processing unit | _____ |
| 3. peripheral devices | _____ |
| 4. hardware | _____ |
| 5. output | _____ |

- a. the brain of the computer
- b. programs which can be used on a particular computer system
- c. results produced by a computer
- d. physical parts that make up a computer system
- e. hardware equipment attached to the computer

➤ Fast Reading

Text 1

The following is an advertisement with product specifications.

			
<ul style="list-style-type: none"> ● HP Z420 Workstation ● Intel® Xeon® E5-1620 v2 (3.7 GHz, 10 MB cache, 4 cores) ● Windows 7 Professional 64 (available through downgrade rights from Windows 8 Pro 64) ● 8 GB 1866 MHz DDR3 ECC Unbuffered RAM (2 X 4 GB) ● 8 DIMM ● 1 TB 7200 rpm SATA 	<ul style="list-style-type: none"> ● Dell Inspiron 660s ● Intel® Pentium® processor G2030 (3M Cache, 3.0 GHz) ● Windows® 7 Home Premium, 64Bit, English ● 4GB3 DDR3 SDRAM at 1600MHz ● 500GB 7200 RPM SATA Hard Drive ● Intel® HD Integrated Graphics ● McAfee LiveSafe 12 	<ul style="list-style-type: none"> ● Dell Inspiron 15 ● 3rd Generation Intel® Core™ i3-3217U processor (3M Cache, 1.8 GHz) ● Windows 8, 64-bit, English ● 15.6 inch LED Backlit Display with TruLife and HD resolution (1366 x 768) ● 4GB2 DDR3L at 1600MHz ● 500GB 5400 RPM Hard Drive ● Tray load DVD Drive (Reads and Writes to 	<ul style="list-style-type: none"> ● 27-inch iMac ● Up to 3.4GHz quad-core Intel Core i5 processor or 3.5GHz quad-core Intel Core i7 ● Up to 32GB memory ● 1TB or 3TB hard drive; 1TB or 3TB Fusion Drive; or up to 1TB flash storage ● NVIDIA GeForce GT 755M, NVIDIA GeForce GTX 775M, or NVIDIA GeForce GTX 780M



<ul style="list-style-type: none"> • AMD FirePro W7000 (4 GB) • Price: \$2,669.00 	<ul style="list-style-type: none"> • Month Subscription McAfee LiveSafe 12 Month Subscription • Price:\$299.99 	<ul style="list-style-type: none"> • DVD/CD) • Intel® HD Graphics • 1 Year Limited Warranty plus 1 Year Mail-In Service • 4.96 lbs • Price: \$440.99 	<ul style="list-style-type: none"> • 27-inch (diagonal) LED-backlit widescreen display • 2560-by-1440 resolution • Price: \$1,799.00
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Exercise 3

Read the descriptions of the four people and the four computers. Choose the most suitable computer for each person.

1. Steven is a accounting student. He needs a computer to write essays, assignments and letters.
2. Cindy is the manager of an advertising company. She needs a powerful system which will work with optical disks and multimedia applications, integrating text and picture with animation and voice annotations. Digitized images and sound occupy a lot of disk space.
3. Andy is a CAD engineer. His job involves computer-aided design, simulations and three-dimensional modeling. These applications require a lot of memory and a large drive.
4. Tanya is a sales representative. She needs a lightweight machine with which she can process orders and communicate with head office while she is on the road.

Text 2

The following is an introduction to two models of laptop.



Inspiron Mini 9

Inspiron Mini Laptops are designed to keep you connected. Our Minis or netbooks are also perfect for kids!

For those who live out of a suitcase and fly frequently, this ultra-portable provides integrated EV-DO.

- Connect with advanced wireless options
 - Light and compact for an on-the-go lifestyle
 - Dynamic & Customizable user interface
- 4 hours battery life & just 2.28 lbs

Inspiron Mini 9

Intel® Atom Processor® N270 (1.6GHz/533Mhz FSB/512K cache)



Inspiron 13

Inspiron laptops are our mainstream laptop brand, built for everyday use and available in colors and patterns. Give people something to talk about. Meet the new Inspiron™ 13 - the slim, brainy new 13.3" laptop from Dell.

- Up to Intel® Core™2 Duo processors
- Genuine Windows Vista® operating system
- Sleek design, Pacific Blue exterior with piano black accents

Inspiron 13

Intel® Core™ 2 Duo T6400 (2.0GHz/800Mhz FSB/2MB cache)

OPERATING SYSTEM(s)

<p>OPERATING SYSTEM(Ubuntu) Ubuntu Linux version 8.04.1</p> <p>LCD Panel Glossy 8.9 inch LED display (1024X600)</p> <p>MEMORY 512MB² DDR2 at 533MHz</p> <p>Hard Drive 8GB Solid State Drive</p> <p>VIDEO Intel Graphics Media Accelerator (GMA) 950</p> <p>Sound Base LCD Assembly</p> <p>Wireless Wireless 802.11g Mini Card</p> <p>Battery 39Whr Battery (4 cell)</p> <p>System Color Option Alpine White</p> <p>Service 1Yr Ltd Warranty and Mail-In Service</p> <p>\$1,928.00-\$2,279.00</p>	<p>Genuine Windows Vista® Home Basic Edition SP1</p> <p>Display and Camera Glossy, widescreen 13.3" LCD (1280x800) w/o Camera</p> <p>Combo or DVD+RW Drive 8X Slot Load CD / DVD Burner (Dual Layer DVD+/-RW Drive)</p> <p>Memory 3GB2 Shared Dual Channel DDR2 (2 Dimms)</p> <p>Hard Drives Size: 320GB3 SATA Hard Drive (5400RPM)</p> <p>Video Card Intel Graphics Media Accelerator X3100</p> <p>Wireless Networking Dell Wireless 1505 Wireless-N Mini-card</p> <p>Primary Battery 37Whr Lithium Ion Battery (4 cell)</p> <p>System Color Pacific Blue</p> <p>Hardware Support Services 1Yr Ltd Hardware Warranty, 4 InHome Service after Remote Diagnosis5</p> <p>\$1,728.00-\$2,010.00</p>
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Exercise 4


Fill in the blanks according to the information from the text above.

- If you are a businessman traveling around the world, you will choose model _____ for its following features:
A. _____
B. _____
- If you are a software engineer, you will choose model _____ for its following features:
A. _____
B. _____
- If you want to play games, you will choose _____.
- If you travel frequently and you want to get a cheap laptop you will choose _____.



➤ Supplementary Reading

What Does a Scanner Do?



A **scanner** converts text or pictures into electronic codes that can be manipulated by the computer.

There are four different types of scanners: flatbed, sheet-fed, hand-held and drum. The most popular scanner that is used with a personal computer is the flatbed scanner.

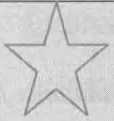
In a flatbed scanner, the paper with the image is placed face down on a glass screen similar to a photocopier. Beneath the glass are the lighting and measurement devices. Once the scanner is activated, it reads the image as a series of **dots** and then generates a digitized image that is sent to the computer and stored as a file. The manufacture usually includes software which offers different ways of treating the scanned image.

A color scanner operates by using three rotating lamps, each of which has a different colored **filter**: red, green and blue. The resulting three separate images are combined into one by appropriate software.

To finish the scanning process, the new electronic image must be transferred to a computer. Scanners can be connected to computers in a variety of ways, such as USB, **FireWire** and Small Computer System Interface. It's also common to use a network that allows for a group of computers to connect to the same scanner. Special drivers that speak the scanner language of **TWAIN** are needed in order to read the output. These drivers sometimes come with application software such as **PhotoShop** but usually come in the form of an installation CD with the scanner upon purchase. Once the image has been transferred to the computer, its information can be put into a number of different file types. **PDF** is the standard for document viewing because of its clarity, ease of use and **ubiquity**. A **PNG** is an uncompressed image that allows higher quality but uses more memory. A **JPG** is a compressed image that makes the file smaller, with lower image quality.

If the scanner is attached to a printer, it can simply scan the image and then make the desired amount of copies. If the scanner is by itself, it can be attached to a computer via a USB cord and the signal through the cord will send the scanned material to the desktop. If a high **resolution** printer is set up to receive the scanned document from the scanner or the computer, it will print off documents and items that were scanned just the same as if it were to be copied from a copy machine. Scanners can also scan in color so that the user can receive the added benefit of having professional, high-quality image results.

The following is an introduction to two models of scanner.



Color Scan XR

from Sunrise

The Color Scan XR from Sunrise is a flatbed scanner with 600dpi of resolution and "9 *15" of scanning area.

Think of the possibilities.

You can enter data and graphic images directly into your applications-word processors or databases. You can get crisp, clean scans for color compositions, video and animation work.

It comes complete with its own image capture software which allows for color and grey retouching, and it's easy to use. What more could want for only £ 616? It couldn't be cheaper.

In the field of flatbeds, the Color Scan XR is a clear winner.

Color Scan XR

ScanPress 800

The ScanPress 800 is a self-calibrating, flatbed scanner with 800dpi of resolution. You can scan from black and white to 24-bit color. The package includes a hardware accelerator for JPEG compressing and decompression. JPEG technology saves disk space by compressing images up to 50 to 1.

In creating ScanPress 800, The manufacturers have chosen the highest technology to give you're the best scans with the least effort. It produces images with high color definition and sharpness. And it comes with OCR software and Adobe Photoshop, so you can manipulate all the images you capture.

This is a fantastic machine you will love working with. And at only £ 1,037 it is an excellent investment.



Vocabulary

1. dots *n.* 点
2. filter *n.* 滤光器
3. FireWire *n.* 火线
4. TWAIN *n.* TWAIN 指 TWAIN 协议, 是应用软件从计算机外设获取静态图像的国际标准
5. PhotoShop *n.* Adobe Photoshop, 简称 "PS", 是一个由 Adobe Systems 开发和发行的图像处理软件
6. PDF *n.* 便携文件格式, 是由 Adobe 公司所开发的独特的跨平台文件格式
7. ubiquity *n.* 普遍性
8. PNG *n.* 是一种位图文件(bitmap file)存储格式
9. JPG *n.* jpg 全名是 JPEG。JPEG 图片以 24 位颜色存储单个光栅图像
10. resolution *n.* 分辨率



Exercise 5

There are 5 terms or phrases in the following box. Below the box are the explanations for these terms. Choose the correct explanation from a~e for each term by typing the corresponding letter.

- 
- 
- | | |
|---------------|-------|
| 1. dpi | _____ |
| 2. "9×15" | _____ |
| 3. JPEG | _____ |
| 4. dot | _____ |
| 5. resolution | _____ |

- a. Scanning area measured in inches
- b. Dots per inch
- c. A very small circular shape
- d. The ability of a microscope or telescope to measure the angular separation of images that are close together
- e. Joint Photographic Experts' Group—a standard format in image compression. With the format your images can be compressed to 1/50th of normal size, resulting in a substantial saving of disk space and time



Section Two Listening



Formal greeting and introductions.



Section Three Speaking

Useful expression in office: small talk greeting and introduction.





Exercise 6

假想销售部的经理吴敏和她的秘书一同拜访一个商务伙伴。首先吴敏需要做一个自我介绍，然后向商务伙伴介绍她的秘书。在这种场景下吴敏应该怎么说？

A: Allow me to _____. My name is Wu Min, a manager in the Sales Department.

B: _____, Miss Wu? Nice to meet you.

A: _____, here's my card.

B: Thank you. This is mine.

A: _____. This is Miss Li, my secretary.

B: Glad to meet you.

A: This is Mr. Chen.

C: Nice to meet you.



Exercise 7

假想你和研发部的同事王新在派对上遇见一个商务伙伴 Mr. King。你需要向商务伙伴介绍王新。在这种场景下你应该怎么说？

A: Wang Xin, _____ Mr. King, head of the England delegation, have you?

B: No, not yet.

A: Well, _____. Hello, Mr. King, I hope you're enjoying the party.

C: Yes, very much.

A: Mr. King, _____. Mr. Wang, from our R&D Department.

C: _____?

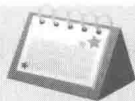
B: How do you do? I'm very glad to meet you, Mr. King.

Exercise 8

What would you say in the following situations?

1. Introduce yourselves in a less formal way.
2. Try to introduce two of your partners to each other.
3. Your boss says to you, "This is Mr. Smith. He is visiting us from England." What would you say to Mr. Smith?
4. You have been introduced to a client, but latter in the party you can not remember her name. What would you say?
5. The customer service manager, Mrs. Lee, doesn't know Cindy Morris, the new sales clerk. Would you introduce them to each other?





Section Four Writing



Memos, notes and notices 备忘录、留言条和公告

A memo is used to communicate inside an organization, usually short but including the following parts (备忘录是一个机构内部沟通的工具, 通常包括以下几个部分):

1. To: (致:)
2. From: (由:)
3. Subject: (事由:)
4. Date: (日期:)
5. The actual message (正文)

Memos can be less formal, formal or very formal. (备忘录文体可以是非正式的、正式的或非常正式的)

For example:

Memo: Less formal (非正式文体)

Sample 1:

Memo	
To:	Office Managers
From:	Joe
Subject:	Room change for the next meeting
Date:	April 14 th , 2009
The meeting on Friday, April 17 th , has been changed to Room 302.	

Sample 2:

Memo	
To:	Everybody
From:	Anne
Subject:	Department meeting
Date:	July 14 th , 2009
Our department meeting takes place at 1:30 in Room 402 every Friday afternoon.	

Sample 3:

Memo	
To:	Joe