

高职高专英语系列教材

主 审 张道真
总 主 编 邱立志

英语 第4册 下



English for Colleges and Institutes

主 编 易永忠 范振辉

ENGLISH FOR
COLLEGES AND
INSTITUTES

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编写说明

发展高等职业教育，培养和造就适应生产、管理、服务和技术第一线的高技术应用型人才，客观上要求我们必须高度重视高等职业教育的教材改革和建设。根据生源的实际情况和培养目标，编写和出版一大批体现高等职业教育特色的优秀教材，是我们努力的方向和目标。

英语作为高职高专重要必修课和基础课，教材建设刻不容缓。但是，编者经过大量的问卷调查和实际访问了解到：目前大部分高职高专院校使用的通用英语教材起点偏高，选材多注重自然科学和文学作品，不适应学生入学时的英语水平和就业后的应用需要；在“听、说、读、写”能力的培养中过分偏重某一个方面能力的训练；还有些教材设计的教学任务量过多，大大超过学生在校学习的课时，练习部分没有照顾高职高专学生的高等学校英语应用能力考试，等等。

为了更好地体现高职高专层次公共英语教学的特点和要求，真正做到以学生为主体，从学生的实际和需要出发，本套教材在编写体例、教材结构、学生需要、课堂教学等多方面力求体现如下特点：

(1) 紧密结合教学大纲要求和课堂教学实际。本套教材的全部参编者都是经验丰富的英语教学一线骨干教师，其中 80% 为在任在教的系主任或公共英语教研室主任。多年的一线教学实践积累使他们最了解高职高专英语教学现状，从而能够对症下药，按照学生实际情况和培养目标来选择和编写教学材料。

(2) 选材新颖。本套教材的所有材料都选自最新的报纸、杂志、网络文章，文章可读性强，饶有趣味，形式活泼，内容充分体现了时代特征，是真正的“活”英语。

(3) 适应学生考试需要。本套教材充分考虑了高职高专学生参加英语等级考试（高等学校英语应用能力考试）的客观需要，结合教育部颁发的《高等学校英语应用能力考试大纲和样题》，设计了多种题型，帮助学生掌握英语基础知识和基本技能。

(4) 采用综合本形式和板块式结构。本套教材在听说训练方面注重学生日常交流能力的培养，精读和泛读的内容围绕一个主题训练学生的综合技能，在写作部分则注重写作方法、写作技巧和日常应用文的练习，使听、说、读、写及英语综合运用能力得以同步提高。

(5) 注重与中学英语知识的衔接。考虑到高职高专学生入学时的英语基础较薄弱，本套教材在第一册和第二册编入了复习练习，用以巩固高中阶段的英语知识和技能。

为了便于安排课堂教学，编者对本套教材的课堂教学有以下建议：

听力训练 (Listening Comprehension)：包括短对话 (Short Conversations)、情景会话 (Situational Dialogues)、短文听力 (Passage Listening) 三个部分，主要内容都是日常生活场景。建议使用 1 学时完成。

口语交际 (Speaking Development)：包括话题导言 (Topic Introduction)、情景会话 (Situational Dialogues)、常用句型和词汇 (Useful Sentences and Expressions)、口头练习 (Oral Practice)、文化背景 (Cultural Background)、幽默故事 (A Humorous Story) 六个部

分，涵盖了日常生活的各个主要场景，实用性和趣味性都很强。建议使用 1 学时完成。

综合运用 (Integrated Course): 由课文 (Text)、课文语言点 (Language Points of the Text)、课文理解练习 (Comprehension of the Text) 以及词汇 (Vocabulary)、结构 (Structure)、综合练习 (Comprehensive Exercises) 组成，第一、二册还包括一个复习练习 (Comprehensive Revisions)，用以复习巩固高中阶段的重要内容。建议使用 3 学时完成。

阅读训练 (Reading Training): 包括课内阅读 (In-Class Reading)、阅读练习 (Reading Exercises) 两个部分，选材与综合运用部分一致。建议使用 1 学时完成。

写作训练 (Writing Work): 第一册是基本技能 (Basic Skills) 训练，如基本的语句及段落组织方法；第二册是应用写作 (Applied Writing) 训练，主要练习常用应用文的写作技巧和方法；第三册和第四册是短文写作 (Essay Writing)，进一步训练写作技巧。建议使用 1 学时完成。

我们组织了全国 60 多所高职高专院校中的 80 多名一线教师参加本套教材的编写工作，把大家的教学经验、对学生的英语基础和课堂教学实际的了解、各位编者手上的精彩语料等多个方面利用和结合起来。初稿完成后，我们组织教学经验丰富的教授和外籍教师对整个书稿进行了系统校阅，专家组的成员包括余东、周力、周正太、胡光忠、张云勤、容华丽、陆润海，以及美籍教师 Leo Shofield 和 Jonathan Andrews 等，对他们的辛勤劳动在此表示衷心感谢。特别是我国著名英语教育家张道真教授承担了这套教材的主审工作，在此我们深表谢意。

尽管从编写大纲的拟定到最终定稿，我们始终注意把教学大纲和高职高专英语的教学实际结合起来，但由于编者水平和学识所限，本套教材一定存在各种不足和问题。恳请各位老师和同学在使用过程中，随时提出宝贵意见和建议，请直接发送电子邮件到 qiu1965@21cn.com，我们在此表示诚挚的谢意。

编者

2005 年 3 月 18 日

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Listening comprehension
Speaking development

Unit 5

*Integrated course
Reading training
Writing work*

English

PART I

LISTENING COMPREHENSION



A Job Interview



Words to Know

- extend** /ɪk'stend/*vi.* make more comprehensive or inclusive 扩充; 充实
- personality** /pɜ:sə'nælɪtɪ/*n.* the totality of qualities and traits, as of character or behavior, that are peculiar to a specific person 人格品质和性格的总称
- leadership** /'li:dəʃɪp/*n.* capacity or ability to lead 领导才能
- administrative** /æd'mɪnɪstrətɪv/*adj.* 行政的; 管理的
- personnel** /pɜ:sə'nel/*n.* the body of persons employed by or active in an organization, business, or service 全体员工
- motivate** /'məʊtɪveɪt/*vt.* provide with an incentive; move to action; impel 推动; 激励
- criticism** /'krɪtɪsɪz(ə)m/*n.* critical comment or judgment 批评
- constructive** /kən'strʌktɪv/*adj.* serving to improve or advance; helpful 建设性的; 有助益的
- competitive** /kəm'petɪtɪv/*adj.* of, involving, or determined by competition 有竞争的
- applicant** /'æplɪkənt/*n.* one that applies, as for a job 申请人
- background** /'bækgraʊnd/*n.* a person's experience, training, and education 阅历
- knowledgeable** /'nɒlɪdʒəb(ə)l/*adj.* possessing or showing knowledge or intelligence; perceptive and well-informed 有见识的; 知识渊博的
- command** /kə'mʌnd/*n.* ability to control or use; mastery 控制或使用的能力; 精通
- marketing** /'mɑ:kɪtɪŋ/*n.* the act or process of buying and selling in a market 市场营销
- distribution** /dɪstrɪ'bju:ʃ(ə)n/*n.* the process of marketing and supplying goods, esp. to retailers 商品的流通销售和配销的过程, 尤指给零售商配销
- incidentally** /ɪnsɪ'dentəlɪ/*adv.* apart from the main subject; parenthetically 顺便提起地
- bonus** /'bəʊnəs/*n.* sum of money or the equivalent given to an employee in addition to the employee's usual compensation 奖金

- stress** /stres/ *n.* mentally or emotionally disruptive or upsetting condition 压力
- fantastic** /fæn'tæstɪk/ *adj.* wonderful or superb; remarkable 美好的
- fatal** /'fæt(ə)l/ *adj.* causing ruin or destruction; disastrous 毁灭性的
- optimal** /'ɒptɪm(ə)l/ *adj.* most favorable or desirable; optimum 最理想的; 最令人满意的
- external** /ek'stɜ:n(ə)l/ *adj.* acting or coming from the outside 外界的
- encounter** /ɪn'kaʊntə/ *vt.* meet, especially unexpectedly; come across 不期而遇, 尤指意外遇到
- probability** /prəbə'bɪlɪtɪ/ *n.* the likelihood that a given event will occur 可能性; 概率



Short Conversations

Directions: Listen to the dialogues and fill in the blanks with the words you hear.

- A: Hi, John. I hear your company need more _____.
B: Yes, our business will _____ to the whole Pearl River Delta. Will you join us?
- A: Sure, what do you _____?
B: _____ with initiative and drive, and rich experience and technical knowledge.
- A: What _____ qualities have you developed as an administrative personnel?
B: I feel that learning how to motivate people and to work together as _____ will be the major goal of my leadership.
- A: How do you normally _____ criticism?
B: Silence is gold. Just don't say anything; otherwise the situation could become worse. I do, however, accept _____ criticism.
- A: I'd like to apply for the _____ Engineering Manager.
B: Well, great. You must be a _____ applicant.



Situational Dialogues

Directions: Listen to the dialogues and choose the right answer to each of the following questions.

Dialogue 1

In this dialogue, Linda is coming to her friend Jack for some help.

- What does Linda want Jack to do for her?

- A. Linda wants Jack to type her letter of application.
 - B. Linda wants Jack to mail the letter of application for her.
 - C. Linda wants Jack's ideas about the letter of application of hers.
 - D. Linda wants Jack to write a letter of application for her.
2. How many suggestions does Jack give to Linda about her application letter?
 - A. 1
 - B. 2
 - C. 3
 - D. 4
 3. What's wrong with the first part of the letter according to Jack?
 - A. It's too short.
 - B. It should be more about education.
 - C. It should include more information about work experience.
 - D. It should include something about family.
 4. How does Jack feel about the second part of the letter?
 - A. It's perfect.
 - B. The second part should be about education.
 - C. It should include more information about work experience.
 - D. It should include something about family.
 5. What is Jack's opinion about the last part of the letter?
 - A. It's perfect.
 - B. The last part should be about education.
 - C. It should include more information about work experience.
 - D. It should include something about family.

Dialogue 2

Zhang Yang is in a job interview now.

1. What did Zhang Yang major in at university?
 - A. Culture.
 - B. International relationships.
 - C. Commerce.
 - D. English.
2. Which of the following courses was one Zhang Yang liked at university?
 - A. Math.
 - B. Laws.
 - C. Politics.
 - D. International relations.
3. Why did Zhang Yang think he was good at English?
 - A. Because he got a high mark on TOEFL.
 - B. Because he always got high marks on English tests.
 - C. Because his English teacher liked him very much.
 - D. Because he was living abroad for several years.
4. Which of the following statements is NOT TRUE as to why Zhang Yang is interested in the company?

- A. Because the company has been developing very fast.
 B. Because he can have a better salary at this company.
 C. Because his major enables him to contribute to the company.
 D. Because marketing is very important for the company.
5. What is the salary Zhang Yang expected?
 A. 10,000 Yuan a year.
 B. More than 10,000 Yuan a year.
 C. 10,000 Yuan with bonus.
 D. Standard rate of pay, exact amount unknown.



Passage Listening

1. Directions: Listen to the passage and fill in the missing words with the exact words you hear on the tape.

Stress can be fantastic. Or it can be fatal. It's all up to you. (1) _____ in the work environment creates opportunities, dangers, and stress. If there was little or no stress in our jobs, they would be (2) _____. However, when there is too much stress, one can overload and become ineffective.

If we have too little stress, we can initiate new projects to (3) _____ our stress to an optimal level. When there is too much stress, we can attempt to (4) _____ it. But this is not easy. The best strategy for controlling stress is to learn to control our reaction to events inducing stress. In a real sense, most stress is self-created. While we cannot always control (5) _____ that may cause stress, we can learn to control (6) _____.

For example, if you are in a sales position or a public contact job, you will encounter a certain number of (7) _____ people. There is nothing you can do to change this. It is the law of probability. A certain number of your public contacts will result in people being rude to you through no fault of your own. However, once you understand this and understand it isn't (8) _____, you can learn to control your reaction to the (9) _____. If someone wants to act like a jerk, and you can't stop him, let it remain his problem, and don't make it yours.

When you accept (10) _____ for your own life, including your attitude and your level of stress, you learn that even when you can't change the situation, you can change your reaction to the situation.

2. Directions: Listen to the passage again and answer the following questions in brief.

(1) What would stress in job create?

(2) What should we do to balance the stress?

(3) What if we cannot control the outside world to reduce the job stress?

(4) How to deal with rude people on work when you have to?

(5) What's the author's suggestion as to how to handle stress?



Notes

1. I'd like to have a piece of your mind. 我想知道你是怎么想的。
2. Go ahead, please. 请讲；继续。用于鼓励别人做某事。
3. TOEFL: Test of English as Foreign Language 托福考试
4. In a... sense 在……意义上讲
5. jerk 通常用在口语里，表示“混蛋，流氓”等义。

PART II

SPEAKING DEVELOPMENT



A Job Interview

Topic Introduction

在现代社会，对工作机会的竞争越来越激烈，在求职过程中能获得面试机会已属不易，所以，在应试前做好充分的准备是非常必要的，如此方能保证在面试过程中能将自己最好的一面表现出来，击败对手。

你到某个公司应聘你所希望的职位时，必须做好的最起码的准备是：一份既完整又概括的简历；一封诚实、恳切的求职信；良好的心理态度；整洁适宜的发式和服装。面试有很多种类型，有很正式的，气氛紧张的，也有很匆忙的，或者很随意的。在面试之前，你无法预料将面对的是哪一种风格的面试官。不管碰到哪一种情况，做好充分的面试前准备，都将有助于缓解你的紧张情绪，利于你从容应对所有可能出现的情况。

目前，外资公司和大型跨国公司用他们先进的管理和丰厚的待遇吸引了越来越多的年轻人，因此，熟练掌握一定的面试英语也成为迈向成功的重要一环。



Situational Dialogues

Dialogue 1

Ming is calling in response to a job ad and trying to get an interview with the Human Resource Manager.

Mariana: Hello, this is Mariana. May I help you?

Ming: Yes, I'd like to apply for the position of Equipment Engineer. May I speak to the Human Resource Manager?

Mariana: Speaking. Where have you learned our recruiting ad?

Ming: I'm responding to your ad in today's Guangzhou Daily. I have a bachelor's degree in Mechanical Engineering, and I have worked in this field for three years.

Mariana: Very good. You're the very person we're looking for. By the way, which university did you graduate from?

Ming: Central China University of Science and Technology. Could you arrange an interview for me?

Mariana: How about three thirty tomorrow afternoon?

Ming: That's OK for me.

Mariana: Perfect. Please bring with you all your certificates, including your university diploma, degree certificate, qualification certificates and your ID card, and two recommendations as well.

Ming: All right. Thank you and see you tomorrow afternoon.

Dialogue 2

Lucy is asking for Brian's help with her English résumé.

Lucy: Hello, Brian. Could you do me a favor?

Brian: Sure if I can. What do you need me to do, Lucy?

Lucy: I'm looking for a new job. The company asks for English résumés, but I'm afraid there's something unsuitable or incorrect. Could you please look through my résumé for me?

Brian: No problem, Lucy. Can I correct where's needed?

Lucy: Of course, that's what I need. Here it is.

Brian: This part is perfect. ... But here you may add a brief description to each job you have done before. ... Look, you may write... like this.

Lucy: Thank you very much.

Brian: It's my pleasure.

Dialogue 3

Rebecca is in a job interview now.

Interviewer: Can you sell yourself in two minutes? Go for it.

Rebecca: With my qualifications and experience, I feel I am hardworking, responsible and diligent in any project I undertake. Your organization could benefit from my analytical and interpersonal skills.

Interviewer: Give me a summary of your current job description.

Rebecca: I have been working as a computer programmer for five years. To be specific, I do system analysis, trouble shooting and provide software support.

Interviewer: Why did you leave your last job?

Rebecca: I feel I have reached the "glass ceiling" in my current job. There is no opportu-

nity for advancement.

Interviewer: How do you rate yourself as a professional?

Rebecca: With my strong academic background, I think I'm capable and competent.

Interviewer: What is your strongest trait?

Rebecca: Adaptability and sense of humor.

Interviewer: How would your friends or colleagues describe you?

Rebecca: They say Mr. Chen is an honest, hardworking and responsible man who deeply cares for his family and friends.



Notes to the Dialogues

1. Speaking. 打电话中常用的句子。当正是你要找的人接听电话时，对方就会回答你 Speaking，这是 “This is... speaking.” 的省略句，等于汉语中的 “我就是”。

2. respond to 回应……

例如：

- The plane responds well to the controls.

这飞机对操纵反应灵敏。

3. sell oneself 是俚语，意思是 “宣传自己，自荐”，其本意是 “出卖人格，卖身”。

例如：

- Every interviewee should sell themselves all-around.

每个参加面试的人都要全面地推销自己。

4. to be specific 是插入语，意思是 “具体地说”，类似的插入语还有 to be more exact（更确切地说）、to tell the truth（说实话）、generally speaking（一般说来）等，目的是使说话的语气更加顺畅，或者转折不那么生硬。

5. glass ceiling 意思是 “瓶颈”，常用作比喻事物已经达到一定的状态，再往前发展的可能性不大了。



Useful Sentences and Expressions

1. Useful sentence Patterns

(1) Do you think which résumé template is the best for me?

你觉得哪一款简历模板对我来说最好？

(2) Is the position a temporary job or a secular one?

这个工作岗位是临时的还是长期的？

(3) I'd like to apply for the Maintenance Engineering Manager.

我想申请维修工程经理这个职位。

(4) Can you find some information about all types of machines you sell?

你能帮我找一些你们销售的各种型号机器的资料吗?

(5) How can I find the information of your company from the Internet?

我怎样才能在互联网上找到你们公司的资料?

(6) I like a position full of challenges, such as sales coordinator, program developer, or even a manager of a branch.

我喜欢充满挑战的岗位,如销售协调主任、项目开发人,或者是分支公司的经理。

(7) What do you think of your boss?

你们老板是个什么样的人?

(8) I graduated from Franklin University in the United States.

我毕业于美国富兰克林大学。

(9) I majored in International Trade.

我的专业是国际贸易。

(10) I was employed as an assistant to the manager at Kasson Company for six months.

我曾在凯森公司担任经理助理 6 个月。

(11) I took a one-year intensive course for secretarial work at Lewis College for Continuing Education in 1993.

我 1993 年在刘易斯学院继续教育项目上了一年秘书强化班。

(12) I recently graduated from university and I'm looking for my first job.

我刚从大学毕业,现在正在找我的第一份工作。

(13) But I'm very willing to learn and I'm confident I can compensate for any lack of experience soon.

不过我很愿意学习,我也有信心很快地弥补经验的不足。

(14) I liked my previous job, but I also preferred a more challenging one.

我喜欢我原来的工作,但我更想做更有挑战性的工作。

(15) That's why I apply for this position.

所以我申请担任这一职务。

(16) I'm ready to start work at present.

我现在就可以开始工作。

(17) I am very much interested in learning how to operate a word processor.

我很有兴趣学如何操作文字处理机。

(18) I don't think it will be difficult for me to learn.

我想我会很容易学会的。