CET

大学英语

阅读教程

（第三册）

主　编　张文鹏
副主编　刘　嫦

College English:
A Reading Course Book （3）

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内 容 简 介

本书分 15 个单元，课文选材广泛，兼顾学习与生活、校园与社会等方面，突出科技在现代生活中的作用，注重培养学生的人文素质。选文语言生动优美，风格鲜明。编者运用语料库的方法对课文进行定量分析，编排顺序以主课文阅读难度而定，对词汇量、词频、难易程度进行了一定的控制。课后练习包括课文理解、语言技能训练、语言知识和技能综合运用等几种类型，练习设计注重学习者的自觉参与。本书适用于大学英语二年级学生或具有相当水平的自学者使用。建议每周学习 1 个单元，可根据学生实际情况，部分课文在课堂讲授，部分由学生自学，程度较高的学生可全部自学。

Supplementary English Course Book Series For College Students

《大学英语促学助考系列教材》
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总　　序

　　《大学英语促学助考系列教材》是电子科技大学精品教材建设项目，由电子科技大学外国语学院集体编写。本教材由《大学英语阅读教程》（分三册）、《大学英语四、六级主题式阅读》、《大学英语愉悦写作》、《大学英语语法要览》四种共六本教材组成。教材编写的原则和指导思想是教育部最新颁发的《大学英语新课程标准》，旨在帮助非英语专业本、专科学生丰富英语语言知识，提高语言应用技能，增强其自主学习能力，提高综合文化素养，并顺利通过国家 CET 四、六级考试。学生的听说和翻译能力培养则将通过应用教育部推荐的听说教学系统和我院正在开发的"在线听力"、"在线翻译"课程来实现，与本系列教材相互呼应，以形成全面合理的课程组合。

　　《大学英语阅读教程》是本系列教材的核心，每册 15 个单元，围绕反映当代大学和社会生活实际的重大主题展开，力求内容新颖，题材广泛，体裁多样，指导学生获取丰富的语料，掌握与各主题有关的语言文化知识，积累词汇量。各单元练习培养学生分析、归纳、推理、判断、领会作者观点和态度的阅读能力。《大学英语阅读教程》的课文是在运用语料库方法对文本进行定量分析的基础上精心筛选排序的，对词汇量、词频、难易程度进行了控制。

　　《大学英语四、六级主题式阅读》在统计分析历年四、六级阅读考题篇章题材和试题类型的基础上，将所选材料按篇章主题编排，使学生尽快熟悉相关词汇及表达方式；分类别设计阅读题并相对集中编排，以使训练更有效率；讲解并翻译每篇文章的疑难句，以便学生准确掌握文章内容，正确回答问题。

　　《大学英语愉悦写作》涵盖大学英语课程对学生写作能力要求的议论文、描述文、说明文、应用文和图表作文五种类型；循序渐进地向学生提供尽可能多的可理解输入；灵活多样的练习，使学生能够先仿写、后创作，体验写作的愉悦并迅速提高写作能力。

　　《大学英语语法要览》既有理论，又注重实践，突出英语基础语法中的重点和难点问题，以提纲挈领的范例讲解，精选的练习帮助学生巩固语言知识，提高组句、阅读、翻译的能力。

　　本系列教材立足于培养学生的自学能力，注重实实在在的语言运用实践，注重学习者的自觉参与，不仅适用于修读大学英语课程的在校本科学生使用，也适

合具有相当英语水平的自学者使用。

在教材编写过程中，张杨副教授在对《大学英语阅读教程》选材文本进行定量分析、排序、词表生成等方面做了大量的工作；除参编人员之外，学院其他教师和研究生曾协助收集素材；教材编者们自始至终得到电子科技大学出版社的领导、责任编辑的大力帮助，在此谨向他们表示衷心的感谢。

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电子科技大学外国语学院

2006 年 6 月

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前　言

　　大学英语促学助考系列教材》由《大学英语阅读教程》（分三册）、《大学英语四、六级主题式阅读》、《大学英语愉悦写作》和《大学英语语法要览》等 4 种教材共 6 本书组成。本书为《大学英语阅读教程》第三册。

　　本书共有 15 单元，每个单元由主文和副文及相关的阅读、写作、翻译练习构成，我们建议教学进度为每周一单元。本册课文内容广泛，话题涉及人与自然、网络安全、生物伦理、宇宙探索、社会礼仪、职业发展、领导才能、未来生活、旅游观光、亲情、人物等等，特别突出了科技在现代生活中的作用，同时也注重培养学生的人文素质。选材兼顾了学习与生活、校园与社会等方方面面。选文语言生动优美，风格鲜明。

　　全部课文还通过运用语料库的方法进行了文本定量分析，对词汇量、词频、难易程度进行了一定的控制。课文编排顺序以主课文阅读难度而定。每个单元主课文后的练习包括以下几种形式：

　　Comprehension Questions 检测对课文的理解，包括事实细节、综合推理、引申拓展等类型。

　　Vocabulary and Structure 选取课文要点及难点词汇，设计成填空、词组回译、英汉句子互译等练习，目的是要学生有意识地吸收课文精华，在语言输入与语言输出之间搭建桥梁。

　　Writing 部分力求题目紧扣课文主题，体裁多样，题型有话题说明、观点阐述及应用性写作。所有题目都要求学生发挥创造性和想象力，通过模仿课文主要词汇和句型，到运用所学语言素材灵活地表达思想。

　　副课文作为课后辅助扩展阅读，配有阅读理解和关键词组、短语翻译练习。每个单元的练习均具有较强的针对性，注重语言运用实践和学习者的自觉参与。

　　本书编写具体分工如下：张文鹏负责总体思路与体例设计，刘嫱担任日常联络工作，全体人员参加了文章的选编、练习的配置、教参的编写、文本校对等工作，其中 1 单元、7 单元、13 单元由赵颖具体负责；2 单元、3 单元、4 单元由刘嫱具体负责；6 单元、8 单元、14 单元由孙燕具体负责；10 单元、11 单元、12 单元由刘涛具体负责，第 5 单元、9 单元、15 单元由张文鹏具体负责。

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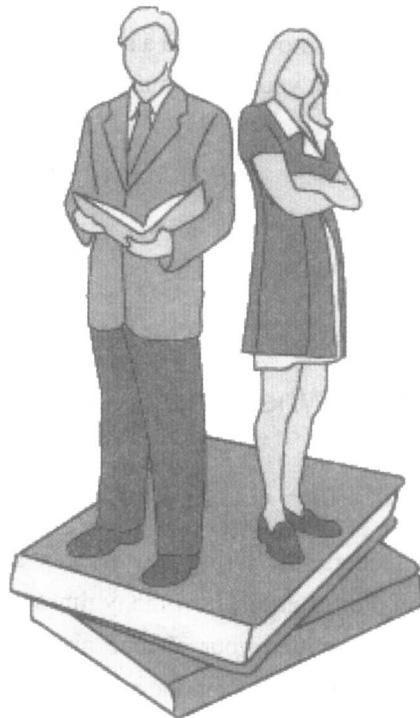
《大学英语阅读教程》（第三册）编写小组

2006 年 6 月

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Unit 1

Jobs

Preview

More years of higher education neither guarantees you will stand out in today's competitive job market nor helps you win respect at work from your colleagues. To establish yourself as a professional person of integrity in your future career, you'd better get prepared now! A job offer often attracts between 100 and 1000 candidates nowadays, so a well-written résumé is a very important factor on your way to landing the perfect position. With a little extra effort, you can create a résumé that makes you really stand out as a superior candidate for a job you are seeking. You will be invited to interview more often than many other equally qualified candidates. Text A gives you expert guidance on writing a résumé which will help you pass the employer's screening process and might favorably influence employers. Text B offers you the most basic principles of gaining respect in your workplace.

Lead-in Questions

1. What is a résumé and what is it for?
2. Why is it important for you to know how to make a scannable résumé?
3. Do you know what to be included in your first résumé?

Text A

What Employers Think When They Read Your Résumé

Robert Half International

1　If you're like most job seekers, the hiring process can sometimes make you scratch your head in confusion. For example, how many times have you come across the "perfect" position, quickly submitted your résumé and eagerly anticipated the hiring manager's call... only to hear nothing from the company?

2　Unfortunately, the frustrating reality is that the majority of résumés you submit will elicit little or no response from potential employers. Much of the time, the situation is out of your control: the position may have already been filled by the time you inquired about it or simply wasn't as good a fit as you thought. That doesn't mean, however, that there's nothing you can do to improve your odds of being called for an interview. Following is an inside peek into the questions hiring managers ask themselves when evaluating résumés. By understanding potential employers' thought processes, you can craft stronger application materials.

3　Can the applicant fill my need?

4　Admittedly, it's an obvious question. After all, a firm looking to hire a computer programmer isn't going to call you for an interview if you only have a background in human resources. But even if you possess the necessary experience, if your résumé isn't targeted to the specific company and opening, your qualifications could seem

equally unrelated.

5   Tailoring your résumé to the position involves positioning your skills and experience in a way that shows the hiring manager that they align perfectly with the opening. So, rather than submit the same generic résumé for every job you pursue, look at each opening and create a customized résumé. Sure, it takes a little more time, but it's worth it.

6   If you are applying for a programmer position, for example, the company will want to see previous employment in the information technology industry; knowledge of Java[1], XML[2] or other computer languages; and evidence that the applications you've helped develop have benefited former employers. In this case, you would downplay your three years as a busboy in college as well as your brief stint as a telemarketer. Throwing everything against the wall and seeing if something sticks isn't the right approach; a hiring manager is more likely to discard your résumé than wade through it in hopes of finding relevant information.

7   Use numbers — perhaps by pointing out that your program enabled the sales team to collect more than 5,000 leads per month — which are likely to stand out in a sea of words and grab a hiring manager's attention. Research the company and re-read the job description several times to make sure you are stressing all of your most relevant qualifications.

8   Will the applicant remain with my firm for the long term?

9   The hiring process is lengthy, complicated and expensive. An October 2004 study by the Employment Policy Foundation[3] found that replacing just one worker costs businesses an average of $13,355. Because of high turnover costs, hiring managers seek employees who are not likely to leave the company soon after accepting an offer. They'll look to your résumé for proof of a stable work history.

10   If you have job-hopped in the past, consider submitting a functional, rather than a chronological, résumé. A functional résumé is organized around your skills, experiences and accomplishments, not the specific roles you have held at various points in your career. You also can use this format to downplay employment gaps; but be prepared to explain them during an interview.

11 In addition, hiring managers look for assurance that you are dedicated to your profession. If you belong to a professional association, possess certifications or take professional education courses, list this information on your résumé. But make sure everything is relevant and current. You may have a certified financial planner designation, but it means little if you have not renewed your certification in four years.

12 Is the potential employee professional?

13 Imagine trying to convince someone to buy a product by providing them with a description of it but not allowing them to see or test it. Sounds hard, doesn't it? In essence, that's your challenge when submitting a résumé. A hiring manager will use just a few sheets of paper to determine if you are professional and can communicate well. So, make sure your résumé is free of typos and grammatical mistakes and that it is easy to understand. Because hiring managers may receive hundreds of applications, they'll eliminate you from contention for the slightest infraction. And if they have a question about your work history, they don't have the time to call you for clarification.

14 Have a friend, relative or member of your professional network read through your résumé with a sharp eye to spot any errors you might have missed. Afterward, ask the person to summarize its contents. Can he or she accurately recall your past positions and responsibilities? Can the individual name your career highlights? Is the person able to tell the type of job you seek? If not, you're probably not getting your message across as clearly as you can, which means a hiring manager may not be as impressed with your application as you'd hope.

15 The hiring process can be opaque, but one thing is clear: a well-written, targeted résumé gives you the best chance of being called for an interview and, ultimately, landing the position you desire. Before you submit your next application, think like a hiring manager to ensure your résumé doesn't get lost in the crowd.

(911 words)

Notes

1. Java: a programming language used for writing mobile code, especially for user interfaces, developed by Sun Microsystems.

2. XML: extensible Markup Language, a flexible way to create common information formats and share both the format and the data on the World Wide Web, intranets, and elsewhere.

3. Employment Policy Foundation: a nonprofit, nonpartisan public policy research and educational foundation based in Washington D.C. focusing on workplace trends and policies.

New Words and Expressions

confusion	/kən'fju:ʒən/	*n.*	when people do not understand what is happening, what they should do or who someone or something is 混乱，混淆
résumé	/ri'zju:m/	*n.*	a short written description of your education, qualifications, previous employment and sometimes also your personal interests, which you send to an employer when you are trying to get a job 简历
anticipate	/æn'tisipeit/	*vt.*	to imagine or expect that something will happen, sometimes taking action in preparation for it happening 预期，期望
submit	/səb'mit/	*vt.*	to give or offer something for a decision to be made by others 提交
odds	/ɔdz/	*n.*	the probability that a particular thing will or will not happen 可能的机会，成败的可能性
peek	/pi:k/	*n.*	a brief look 一瞥
tailor	/'teilə/	*vt.*	to make or prepare something following particular instructions (为适应特殊目的而)制作
align	/ə'lain/	*vt.*	to put two or more things into a straight line 使成一直线，使结盟，使一致
generic	/dʒi'nerik/	*adj.*	relating to an entire group or class; general 一般的，普遍的
customize	/kʌstəmaiz/	*vt.*	to make or alter to individual or personal speci-fications 定做，按照个人的规格制作或改制
downplay	/'daʊnplei/	*vt.*	to make something seem less important than it really is; To minimize the significance of 对…轻描淡写
stint	/stint/	*n.*	a fixed or limited period of time spent doing a particular job or activity 短期的工作

wade	/weid/	*vi.*	to make one's way arduously 艰难地行进
typo	/'taipəu/	*n.*	a small mistake in a text made when it was typed or printed 打印错误
contention	/kən'tenʃən/	*n.*	the disagreement that results from opposing arguments 争夺，争论
infraction	/in'frækʃən/	*n.*	when someone breaks a rule or law 违反，侵害
clarification	/ˌklærifi'keiʃən/	*n.*	Explanation 澄清，净化，解释
opaque	/əu'peik/	*adj.*	preventing light from travelling through, and therefore not transparent or translucent 不透明的
job-hop	/dʒɔb'hɔp/	*vi.*	change work frequently 频繁换工作，跳槽

Exercises

1. Comprehension Questions

1) What kind of working experience should be downplayed in your résumé?

2) What is the implied meaning of the sentence "Throwing everything against the wall and seeing if something sticks isn't the right approach"?

3) Do you agree that numbers speak louder than words in a résumé? Why or why not?

4) Why is it important for you to prove you'll be committed to the job? And how can you prove it?

5) How to assure the hiring manager of your dedication to your profession?

6) What may have bad effect on your résumé?

7) What are the helpful tips the author gives to check your résumé?

2. Vocabulary and Structure

Fill in the blanks with the words given. Change the forms if necessary.

| elicit | peek | craft | align | downplay |
| tailor | wade | typo | contention | customize |

1) Though she told me to close my eyes, I still have a _____ at her surprise present.

2) The lawyer tries to _____ a description of the attacker from the witness.

3) A _____ or misspelled word in your résumé will lead an employer to believe that you would not be a careful, detail-oriented employee.

4) You should _____ the speech to your target audience.

5) This decisive defeat puts them out of _____ for this year's championship finals.

6) We had to _____ through pages of legal terms before we could sign the contract.

7) Computer lessons help youths _____ future.

8) The teachers are _____ with the student union on this issue.

9) She has been trying to _____ all the bad news before her parents.

10) If you _____ your computer, you can make it look and work the way you want.

3. Translate the following sentences into English

1) 你应该针对招聘单位的岗位和要求制作简历。（tailor to）
2) 这辆车突然失去控制滑了出去。（out of control）
3) 不得不承认，我本来可以做得更好的。（admittedly）
4) 他的口才博得掌声一片。（elicit）
5) 他们选择和政府站在一起。（align oneself with）

4. Translate the following into Chinese

1) Unfortunately, the frustrating reality is that the majority of résumés you submit will elicit little or no response from potential employers.

2) The hiring process can be opaque, but one thing is clear: A well-written, targeted résumé gives you the best chance of being called for an interview and, ultimately, landing the position you desire.

3) In addition, hiring managers look for assurance that you are dedicated to your profession.

4) But even if you possess the necessary experience, if your résumé isn't targeted to the specific company and opening, your qualifications could seem equally unrelated.

5) Tailoring your résumé to the position involves positioning your skills and experience in a way that shows the hiring manager that they align perfectly with the opening.

5. Writing

Read the following ad carefully, and you, by name of Wang Peng, are then asked to write a reply to apply for the job. Remember to send your letter to the company as given in the ad. You should write about 120 words:

A & B company is inviting applications for the position of assistnant manager. The assistant manager helps the manager carry out administrative responsibilities and the job entails general office work such as typing, filing, project management, and providing phone support. The applicants should have a bachelor degree in management or business administration, as well as three to seven years' experience at an IT company. To apply, you should forward full résumé in English in Mircrosoft Word format, submit photocopy of academic certificates, job references, expected salary and a recent photo.