



高等教育“十一五”规划教材

COLLEGE

ENGLISH

大学英语

——走向职场 (上册)

纵瑞昆 刘秋珍 主编



科学出版社

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内 容 简 介

本书总结了中国学生学习英语的成功经验,汲取了国内外外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中的英语应用能力,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《大学英语——走向职场》上册,共有10个单元,供第一学期使用。

本书是一套专科层次的公共英语教材,宜作为高职高专、电大、成教文理工各专业公共英语教学使用。

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前 言

《大学英语——走向职场》（上下册）是一套全新的，为高等院校各专业公共英语教学编写的综合英语教程。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，实现教育部《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群英语的潜能。

（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。教材的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。

本书为《大学英语——走向职场》上册，由纵瑞昆、刘秋珍担任主编。

本书是我们在高职高专英语课程教学改革方面进行的一次探索和尝试，其中难免会有不当和疏漏之处，敬请广大师生批评指正。

编者

2010年6月

Contents

Unit One

Greetings and Introductions	1
Section I Speaking and Listening Activities.....	1
Section II Better Your Reading.....	4
Section III Develop Your Skills & Practise.....	16
Section IV Supplementary Reading.....	21
Section V Frequently Used Special Terms.....	23
Section VI Hot topic.....	23
Section VII Corporate Culture.....	24

Unit Two

Asking for a Favor and Expressing Thanks	25
Section I Speaking and Listening Activities.....	25
Section II Better Your Reading.....	29
Section III Develop Your Skills & Practise.....	38
Section IV Supplementary Reading.....	42
Section V Frequently Used Special Terms.....	44
Section VI Hot topic.....	45
Section VII Corporate Culture.....	45

Unit Three

Congratulations	47
Section I Speaking and Listening Activities.....	47
Section II Better Your Reading.....	51
Section III Develop Your Skills & Practise.....	60
Section IV Supplementary Reading.....	66

Section V	Frequently Used Special Terms	67
Section VI	Hot topic	68
Section VII	Corporate Culture	69

Unit Four

Making a Phone Call		71
Section I	Speaking and Listening Activities	71
Section II	Better Your Reading	75
Section III	Develop Your Skills & Practise	85
Section IV	Supplementary Reading	89
Section V	Frequently Used Special Terms	91
Section VI	Hot topic	92
Section VII	Corporate Culture	93

Unit Five

Dining at a Restaurant		95
Section I	Speaking and Listening Activities	95
Section II	Better Your Reading	99
Section III	Develop Your Skills & Practise	109
Section IV	Supplementary Reading	115
Section V	Frequently Used Special Terms	117
Section VI	Hot topic	117
Section VII	Corporate Culture	118

Unit Six

Recreations and Entertainments		119
Section I	Speaking and Listening Activities	119

Contents



Section II Better Your Reading	123
Section III Develop Your Skills & Practise	133
Section IV Supplementary Reading	139
Section V Frequently Used Special Terms	141
Section VI Hot topic	141
Section VII Corporate Culture	142

Unit Seven

Making an appointment	143
Section I Speaking and Listening Activities	143
Section II Better Your Reading	147
Section III Develop Your Skills & Practise	157
Section IV Supplementary Reading	162
Section V Frequently Used Special Terms	164
Section VI Hot topic	164
Section VII Corporate Culture	165

Unit Eight

Advice	167
Section I Speaking and Listening Activities	167
Section II Better Your Reading	171
Section III Develop Your Skills & Practise	182
Section IV Supplementary Reading	187
Section V Frequently Used Special Terms	189
Section VI Hot topic	189
Section VII Corporate Culture	190

Unit Nine

Promotion and Pay Raise	193
Section I Speaking and Listening Activities	193
Section II Better Your Reading	197
Section III Develop Your Skills & Practise	209
Section IV Supplementary Reading	214
Section V Frequently Used Special Terms	216
Section VI Hot topic	216
Section VII Corporate Culture	217

Unit Ten

Likes and Dislikes	219
Section I Speaking and Listening Activities	219
Section II Better Your Reading	223
Section III Develop Your Skills & Practise	234
Section IV Supplementary Reading	240
Section V Frequently Used Special Terms	242
Section VI Hot topic	243
Section VII Corporate Culture	243

Unit

One

Greetings and Introductions

Section I Speaking and Listening Activities

Part A Learn to Say

Dialogue 1 Self-introduction

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

Alice: Yes.

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

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

John: Which department are you in?

Alice: Business Management. How about you?

John: I'm in Computer Science Department.

Alice: Which grade are you in?

John: I'm in my second year.

Useful Language

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

Task Oral work

Situation: You are a freshman, meeting a foreign student, Tom Wilson, for the first time. You introduce yourself to him.

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	
To introduce others	Responses
1) This is... 2) I'd like you to meet... 3) Let me introduce... to you.	1) How do you do?
	2) I'm glad to meet to you.
	3) Pleased to meet you.
	Say good-bye after the first meeting
	1) It was nice meeting you.
	2) It was a pleasure meeting you.

Task Oral work

Situation: Mary is introducing her friend Catherine to Mr. Smith, manager of a foreign-trade company.

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 long summer vacation. What have you done?

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	Responses
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.

Task Oral work

Situation: You used to be Mr. Allen's student. You met each other by chance, and you greeted Mr. Allen and introduced him your current work.

Part B Practise Your Ears

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

Situation: People can start a conversation by making comments on weather.

A: (1) _____?

B: Yes, it is. (2) _____ just like spring in Beijing.

A: But they say it's always foggy there in spring.

B: (3) _____ and it's usually warm.

A: Do you have hot weather in summer?

B: Yes, the temperature may (4) _____

A: (5) _____ in Beijing in the fall?

B: It's always warm and dry.

A: (6) _____?

B: It's often cold and windy. It snows a lot in winter.

II. 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 or title 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 II

Better Your Reading

Part A Passage

Our College Life

As far as we are concerned, life is a piece of paper which needs to be pictured. I



always imagined that how wonderful my college life would be when I was a child. And it really is!

In my opinion, I find that time is more flexible in the university. Our life will be a highlight if we budget our time sufficiently and our money as well.

Besides studying, I can also take part in various activities. Our campus life is very interesting and fascinating with these activities. I also take part in other activities held by our college associations. Some students play a significant role in organizing and planning the activities in order to involve more students in the activities.

In any case, self-study is an important part to acquire knowledge and get a high score in the examinations. An adequate source of knowledge is our college's library which is regarded as brain trust and the tower of power by the students. On the basis of this source, we can fly in the ocean of knowledge. Fulfilling our dreams we have much flexible time in the library and we know that we can bury ourselves in the library anytime if we want. What's more, we can also take many a lecture in the college. I constantly spare time to take lectures which are disregarded by some students, because they think that lectures are so boring and useless. To my disappointment, they don't realize the meaning and significance of lectures.

I am fond of strolling around the campus after a day's work, breathing fresh air, seeing an attractive view and feeling a sense of relaxation. What I always pursue is the coordination of work and relaxation, and this gives me a good mood to start over a new day.

Many students have set off their aims and they start to indulge themselves in the study, only in this way can they enrich their life and foresee their future prospect. Others take part in more activities rather than study and as a result, they can't keep the balance of study and activities. All in all, we need to enrich our life in the combination of activities and study, using potential sources to perfect ourselves as well!

We should seize every opportunity to improve ourselves, and only in this way can we find that our college life is meaningful and full of value.

New Words

flexible ['fleksəbl]	<i>a.</i>	灵活的
highlight ['hailait]	<i>n.</i>	最突出（精彩）的部分
	<i>v.</i>	使突出；强调
budget ['bʌdʒɪt]	<i>v.</i>	编制预算
campus ['kæmpəs]	<i>n.</i>	校园
fascinating ['fæsineɪtɪŋ]	<i>a.</i>	迷人的，有极大吸引力的
association [ə,səʊ'ʃi:ɪʃən]	<i>n.</i>	协会，社团
significant [sig'nɪfɪkənt]	<i>a.</i>	重要的；有意义的
involve [ɪn'vɒlv]	<i>vt.</i>	使参与；牵涉
acquire [ə'kwaɪə]	<i>vt.</i>	获得，得到；养成
adequate ['ædɪkwɪt]	<i>a.</i>	充分的，足够的
source [sɔ:s]	<i>n.</i>	来源；河流的源头
regard [rɪ'gɑ:d]	<i>v.</i>	认作，认为
fulfill [ful'fɪl]	<i>vt.</i>	履行，实现
constantly ['kɒnstəntli]	<i>ad.</i>	经常地；不变地
disregard [ˌdɪsri'gɑ:d]	<i>vt.</i>	不理睬，无视
stroll [strəʊl]	<i>vi.</i>	散步；漫步
relaxation [ˌrɪ:læksɪ'eɪʃən]	<i>n.</i>	消遣；娱乐
pursue [pə'sju:]	<i>vt.</i>	追求，追击
coordination [kəʊ'ɔ:di'neiʃən]	<i>n.</i>	协调；和谐
mood [mu:d]	<i>n.</i>	心情，情绪
indulge [ɪn'dʌldʒ]	<i>vt.</i>	放纵；满足
enrich [ɪn'ritʃ]	<i>vt.</i>	使……富有，使……富裕



prospect ['prɒspekt]	n.	前途; 前景
combination [ˌkɒmbɪ'neɪʃən]	n.	合作, 结合, 组合
potential [pə'tenʃəl]	a.	潜在的, 有可能的
	n.	潜力, 可能性
opportunity [ˌɒpə'tju:nɪti]	n.	机会, 时机

Phrases and Expressions

as /so far as sth. is concerned	就……而言
as well	也, 又
take part in	参加
play a role	起……作用, 扮演……角色
regard... as...	把……作为, 认为
be fond of	喜欢
set off	出发; 引起
rather than	不是……而是……; 与其(不如)
all in all	总而言之, 大体而言

Notes

1. An adequate source of knowledge is our college's library which is regarded as brain trust and the tower of power by the students.
which 引导的是定语从句, 修饰先行词library。
2. Fulfilling our dreams we have much flexible time in the library and we know that we can bury ourselves in the library anytime if we want.
1) fulfilling our dreams 是现在分词短语在句中做状语。