



高等教育“十一五”规划教材

COLLEGE ENGLISH

大学英语

——走向职场 (下册)

纵瑞昆 刘秋珍 主编



科学出版社

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北 京

内 容 简 介

本书总结了中国学生学习英语成功的经验,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,注重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》下册,共有10个单元,供第二学期使用。

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。

图书在版编目(CIP)数据

大学英语:走向职场(下册)/纵瑞昆,刘秋珍主编.—北京:科学出版社,2010

(高等教育“十一五”规划教材)

ISBN 978-7-03-028299-6

I. ①大… II. ①纵… ②刘… III. ①英语—高等学校—教材 IV. ①H31

中国版本图书馆CIP数据核字(2010)第134995号

策划:姜天鹏 冯 涛

责任编辑:王 彦/责任校对:王万红

责任印制:吕春珉/封面设计:东方人华平面设计部

科学出版社 出版

北京东黄城根北街16号

邮政编码:100717

<http://www.sciencep.com>

双青印刷厂 印刷

科学出版社发行 各地新华书店经销

*

2011年2月第 一 版 开本:787×1092 1/16

2011年2月第一次印刷 印张:18 1/4

印数:1-3 000 字数:413 000

定价:35.50元(含光盘)

(如有印装质量问题,我社负责调换〈双青〉)

销售部电话 010-62140850

编辑部电话 010-62138978-8208

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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。学生可以进行模拟套“说”，搭档对话，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。

全套教材由纵瑞昆担任总主编。

本书为《大学英语——走向职场》下册，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开展的一次尝试，其中难免会有不当和疏漏之处，敬请广大师生批评指正。

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Unit

One

Job Hunting

Section I Speaking and Listening Activities

Part A Learn to Say

Dialogue 1 Job application

A: Good morning, David.

B: Good morning, Vicky. What have you been up to lately?

A: Not much. Actually I've just lost my job.

B: How come? You've been holding that job for years.

A: That's true, but the new boss came and we couldn't stand each other at all.

B: I see, but what do you plan to do next?

A: Of course, I need to find another job. In the last two weeks I have applied for several jobs, but no luck.

B: Don't feel upset. You know yesterday I heard there was an opening in my company.

A: Really? What position?

B: Assistant Manager of Human Resources Department.

A: Great! I'm experienced in that kind of job. Shall I apply for it now?

B: Sure. The sooner, the better. Get your resume and the credentials ready, and I'll see if I can get you an interview directly.

A: Thanks a million, you're so helpful.

Useful Language	
Job application	Responses
1. What have you been up to lately?	1. Not much. I lost my job.
2. I've applied for several jobs, but no luck.	2. Don't feel upset.
3. What is the vacant position?	3. Assistant Manager of HR Department.

Task Oral work

Situation: In the last two months you have applied for several jobs, but no luck. Learning from a friend that his company is looking for a senior production planner, you intend to apply for the post. Make a dialogue between you and your friend, using the information given.

Dialogue 2 Job application by phone

A: Hello? BM company.

B: Hello! May I speak to Mr. William?

A: Sorry, but he is not in at the moment. Can I take a message?

B: Oh, not necessary. In fact I'm calling to check whether your company is still recruiting new staff.

A: For that matter, I'm able to help. Right now, we still have one opening left. That is sales manager. Are you interested?

B: Sure, I am. I have a lot of experience in sales and marketing. How shall I apply for that position?

A: You must send in your resume first. Then all you need to do is to wait for our interview.

B: I see. But I wonder if your boss has any bias against women.

A: Oh, no! That's the last thing you need to worry about. Mr. William is very democratic and open-minded.

B: That's great. I will fax my resume to your office as soon as possible. I really appreciate your help!

A: With pleasure!



Useful Language

Asking for information	Responses
1. I'm calling to check whether your company is still recruiting new staff. 2. How shall I apply for that position? 3. I wonder if your boss has any bias against women.	1. We have one opening left. 2. You must send in your resume first. 3. That's the last thing you need to worry about.

Task Oral work

Situation: You are interested in the job advertised in yesterday's China Daily. You make a call to the HR of the company about the requirements of the job. Make a dialogue between you and the HR, using the information given.

Dialogue 3 CV preparation

A: Hi, I sure am glad to meet you.

B: Are you kidding me? Why do you say so?

A: You know, I'm about to graduate and I have to look for a job as soon as possible. But I haven't the faintest idea of how to go about finding a job.

B: OK. Let me see where to start.

A: I guess first I should prepare a resume, right?

B: Sure. You should include your name, address and phone number in your resume.

A: Then what else should I put into my resume?

B: Your job objectives, of course. In other words, what kind of job are you searching for?

A: I got it. Then I should mention my education background and working experience, should I?

B: Yes. And don't forget to list them by date. Besides, you should begin with the most recent and then move backward.

A: I see. Is that all?

B: No, it's also necessary to list a few related interests that are in some way

connected to the jobs you want to take.

A: Oh, good point. You mean here I should show off my special skills and talents to impress the boss.

B: You said it. At last you'd better attach a list of references to your resume or CV.

A: That's easy.

B: And one more thing, smile widely! Because you are on your way to the job of your dreams.

Useful Language	
CV preparation	Responses
1. I haven't the faintest idea of how to go about finding a job	1. Let me see where to start.
2. I guess first I should prepare a resume, right?	2. Sure. You should include... in your resume.
3. You mean I should show off my special skills and talents to impress the boss.	3. You said it.

Task Oral work

Situation: You have been out of job for two months. And now you come to the job center and ask for help. Make a dialogue between you and the job center clerk, using the information given.

Part B Practise Your Ears

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

A: Come in. My name is Harry Lin. (1) _____ ?



B: My name is John Wang. How do you do?

A: (2) _____.

B: Thank you.

A: Let me ask you a few questions, Mr. Wang. (3) _____?

B: (4) _____ mechanics.

A: Have you ever (5) _____ besides mechanics?

B: I have been learning (6) _____ and (7) _____
and have a CET-6 certificate.

A: Good. We'll (8) _____. Thank you very much for coming.

B: Thank you very much (9) _____. Mr. Lin.

A: You're quite welcome. Good-bye.

B: Good-bye.

II. Listen to the following passage and fill in the blanks with what you've heard.

Good morning! I have (1) _____. I wish to apply for the position of senior clerk.

(2) _____, like a high command of English. In fact, I graduated from the English Department of Beijing University four years ago. Since my graduation, I've been working as a secretary in a small import and export company. (3) _____. So I came here in the hope of gaining more experience and further improving myself since your company is one of the most prestigious trading companies. (4) _____. Also, I'm very good-natured and always considered a pleasant team member by my former colleagues. So (5) _____.

If you think I'm a promising candidate and (6) _____, you can refer to my CV and other credentials here.

Thank you for your time.

Section II

Better Your Reading

Part A Passage

Practice Self-discipline in All Things

This is the most important single quality for success in life and in becoming a self-made millionaire. If you can discipline yourself to do what you should do, when you should do it, whether you feel like it or not, your success is virtually guaranteed.

The key to becoming a self-made millionaire is long-time perspective combined with an ability to delay gratification in the short term. It is your ability to set a long-term financial goal of becoming wealthy. You have to discipline yourself every single day and with every single expenditure to ensure you do only those things that will ultimately guarantee, you will achieve your long term goal.

Self-discipline means self-mastery, self-control, self-responsibility and self-direction. The difference between successful people and failures is that successful people make a habit of doing the things that failures do not like to do. And what are those things? The things that failures don't like to do are the same things as successful people don't like to do. But successful people do them anyway because they realize that these are the prices that they must pay for the success they desire.

Successful people are more concerned with pleasing results. Failures are more concerned with pleasing methods. Successful people do things that are goal achieving while unsuccessful people do things that are tension relieving. Successful people do the things that are hard and necessary and important. Unsuccessful people, on the other hand, prefer to do the things that are fun and easy and which give immediate enjoyment.

The good news is that every act of self-discipline strengthens your other disciplines as well. Every time you practice self-discipline, your self-esteem goes



up. You like and respect yourself even more. And the more you practise discipline in small things, the more capable you become of the great disciplines in the great opportunities and experiences and challenges of life.

Remember, everything in life is a test. Every day, every hour and sometimes every minute, you are taking a test of self-mastery, self-control and self-discipline. The test is to see whether you can make yourself do the things that are most important and stay with them until they are complete. The test is whether or not you can keep your mind on what you want and where you are going rather than thinking about things you don't want or problems you have had in the past. When you pass the test, you move on to the next grade. And as long as you keep passing the test, you keep moving onward and upward in your life.

New Words

self-made ['self'meɪd]	<i>a.</i>	自造的; 自力更生的
millionaire [ˌmɪljən'ɛə]	<i>n.</i>	百万富翁
discipline ['dɪsɪplɪn]	<i>vt.</i>	训练; 惩罚
	<i>n.</i>	训练; 纪律; 惩罚; 学科
virtually ['vɜ:tʃuəli]	<i>ad.</i>	实际上; 几乎
guarantee [ˌɡærən'ti:]	<i>vt.</i>	保证, 担保; 确保
	<i>n.</i>	保证; 保证书
perspective [pə'spektɪv]	<i>n.</i>	看法; 远景; 透视
	<i>a.</i>	透视的
combine [kəm'beɪn]	<i>v.</i>	结合; 联合; 使结合
delay [dɪ'leɪ]	<i>v.</i>	推迟; 延误
	<i>n.</i>	耽搁; 推迟
gratification [ˌɡrætɪfɪ'keɪʃən]	<i>n.</i>	满足; 满意
financial [faɪ'nænʃəl]	<i>a.</i>	金融的; 财政的