

新视界大学英语系列教材


**N** PROSPECT  
NEW COLLEGE ENGLISH

# 基础实用英语 听说教程 (第四册) 教师用书

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 中国人民大学出版社

新视界大学英语系列教材

*Essential and Practical College English*

基础实用英语



听说教程



第四册

教

师

用

书

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中国人民大学出版社

• 北京 •

**图书在版编目 ( CIP ) 数据**

基础实用英语听说教程 ( 第四册 ) 教师用书 / 闫晓云主编. —北京: 中国人民大学出版社, 2013.1  
新视界大学英语系列教材  
ISBN 978-7-300-17013-8

I. ①基… II. ①闫… III. ①英语—听说教学—高等学校—教学参考资料 IV. ①H319.9

中国版本图书馆 CIP 数据核字 ( 2013 ) 第015800号

新视界大学英语系列教材

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出版发行 中国人民大学出版社

社 址 北京中关村大街31号

邮政编码 100080

电 话 010-62511242 ( 总编室 )

010-62511398 ( 质管部 )

010-82501766 ( 邮购部 )

010-62514148 ( 门市部 )

010-62515195 ( 发行公司 )

010-62515275 ( 盗版举报 )

网 址 [http:// www. crup. com. cn](http://www.crup.com.cn)

[http:// www. ttrnet. com](http://www.ttrnet.com) ( 人大教研网 )

经 销 新华书店

印 刷 北京市易丰印刷有限责任公司

规 格 200 mm × 252 mm 16开本

版 次 2013 年 2 月第 1 版

印 张 10

印 次 2013 年 2 月第 1 次印刷

字 数 238 000

定 价 27.00 元

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# 前言

《基础实用英语》(Essential and Practical College English)是为少数民族地区高校学生编写的大学英语学习教材。在教材的设计和编写上严格按照《大学英语课程教学要求》，并结合少数民族地区学生的实际英语水平，以打好英语基础和提高语言应用能力为最终目的，全力以赴，打造我国富有民族特色的新型大学英语教材。

本套教材在编写过程中，吸取了我国在外语教学中长期积累下来的行之有效的经验和方法，仔细研究和分析了我国少数民族学生在英语学习中经常遇到的问题及教师在教学过程中的困惑，在教材的编写理念和教学模式上不断创新，充分反映了当今外语教育研究的最新成果。

全套教材由《基础实用英语读写教程》(1~4册)和《基础实用英语听说教程》(1~4册)构成，每册设有八个单元，并配有详尽的教师用书和教学课件。教材内容以单元话题为主线，涉及现代技术、道德情感、文化知识、科学教育等多个方面。语言素材真实、地道，选材广泛，文章短小精悍，具有知识性、趣味性和实用性的鲜明特点。

本套教材起点为大学英语预备级和高职高专新生的入学水平。教学安排上，可分四个学期使用，也可以根据各学校的具体教学情况及学生的专业特点自行安排。教学总时数为220学时，每周安排3~4学时。

本套教材由马占祥教授担任总主编，参加编写的院校有：内蒙古师范大学、内蒙古农业大学职业技术学院、内蒙古兴安盟职业技术学院、锡林郭勒职业学院、呼伦贝尔学院、内蒙古大学鄂尔多斯学院、呼和浩特民族学院和集宁师范学院。

各分册主编有鲍瑞、巴达荣贵、纪雪梅、高桂贤、李文冀、田振江、崔振华、苏日嘎拉图和闫晓云。初稿完成后，我们特地组织了一个由国内专家学者以及教学经验丰富的一线老师组成的专家组对整套书稿进行了系统校阅。此外，在书稿的编写过程中，美籍教师Amy Shane对书稿进行了系统的审阅，并为我们提出了宝贵的意见和建议；中国人民大学出版社的领导和编辑对教材的编写工作给予了悉心指导和帮助，对他们的辛勤劳动，在此一并表示诚挚的谢意！

从整套教材的策划到最终定稿出版，我们始终坚持把好质量关，但在实际编写中难免还会出现纰漏和不妥之处，希望广大师生和专家学者在使用过程中不吝赐教，使之不断充实和完善！

有关本教材的教学课件，请联系wyfsmail@163.com，或电话：010-62512737，010-62515576，010-62513265，010-62515037。

编委会

2013年1月

于呼和浩特

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# Unit 1

## Jobs

### Aims

- Getting to be familiar with the words related to jobs
- Understanding the ways to handle resumes and prepare for job interviews
- Learning to respond at the job interview as an interviewee



# I Warm-up



Look at the pictures and complete the dialogues with the words or phrases given below, changing the forms if necessary.

big salary	responsible	dangerous	working at home	long hours
travel	making decisions	teamwork	tiring	foreign languages

1. A: What do you do?

B: I am a teacher.

A: What do you think of your job?

B: I like it. I feel that, in a way, the future of my students is in my hands.

That's a heavy feeling. I should be \_\_\_\_\_ for my students.



2. A: How do you like your job?

B: I'm a doctor. I love to help people get better, but sometimes I can't get home until late at night. I have to work \_\_\_\_\_.



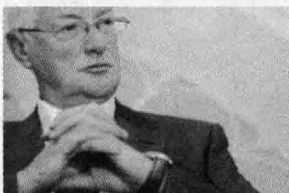
3. A: Are you satisfied with your present job?

B: Yes, I am a lawyer in a big firm. I work a lot, but it's worth it when payday comes around! I have got a \_\_\_\_\_.



4. A: Do you enjoy being a boss?

B: Yes, being a boss is all about \_\_\_\_\_. The big office is nice, too.



5. A: Do you think that being a policeman is \_\_\_\_\_?

B: No, I don't think so. I am always careful, and I carry a gun, but my family worries about me.



6. A: What do you think of your job?

B: I enjoy it. I am in international business, so I \_\_\_\_\_ a lot.  
I have been to many countries.



7. A: As a firefighter, what do you think is the most important when you are fighting against a fire?

B: In my opinion, all of us really count on each other during a fire. This is called \_\_\_\_\_.



8. A: What's your occupation?

B: I am a shop assistant. I am on my feet all the time in the day. It is quite \_\_\_\_\_.



9. A: How do you like your present job?

B: I think it is great. Being a guide, I get a chance to practise my \_\_\_\_\_ on the tourists. A lot of tourists come from foreign countries. They often tell me about their countries and I like talking to them.



10. A: What do you think is the advantage of being a writer?

B: I think \_\_\_\_\_ is great. I'm my own boss and I don't have to go anywhere to get to work.



 Now listen and check.

### TEACHING TIP

Before doing this activity, ask students to work in pairs or in groups to talk about what their ideal jobs are and why.

# I . Warm-up



## Scripts:

### Dialogue 1

A: What do you do?

B: I am a teacher.

A: What do you think of your job?

B: I like it. I feel that, in a way, the future of my students is in my hands. That's a heavy feeling. I should be responsible for my students.

### Dialogue 2

A: How do you like your job?

B: I'm a doctor. I love help people get better, but sometimes I can't get home until late at night. I have to work long hours.

### Dialogue 3

A: Are you satisfied with your present job?

B: Yes, I am a lawyer in a big firm. I work a lot, but it's worth it when payday comes around! I have got a big salary.

### Dialogue 4

A: Do you enjoy being a boss?

B: Yes, being a boss is all about making decisions. The big office is nice, too.

### Dialogue 5

A: Do you think that being a policeman is dangerous?

B: No, I don't think so. I am always careful, and I carry a gun, but my family worries about me.

**Dialogue 6**

**A:** What do you think of your job?

**B:** I enjoy it. I am in international business, so I travel a lot. I have been to many countries.

**Dialogue 7**

**A:** As a firefighter, what do you think is the most important when you are fighting against a fire?

**B:** In my opinion, all of us really count on each other during a fire. This is called teamwork.

**Dialogue 8**

**A:** What's your occupation?

**B:** I am a shop assistant. I am on my feet all the time in the day. It is quite tiring.

**Dialogue 9**

**A:** How do you like your present job?

**B:** I think it is great. Being a guide, I get a chance to practice my foreign languages on the tourists. A lot of tourists come from foreign countries. They often tell me about their countries and I like talking to them.

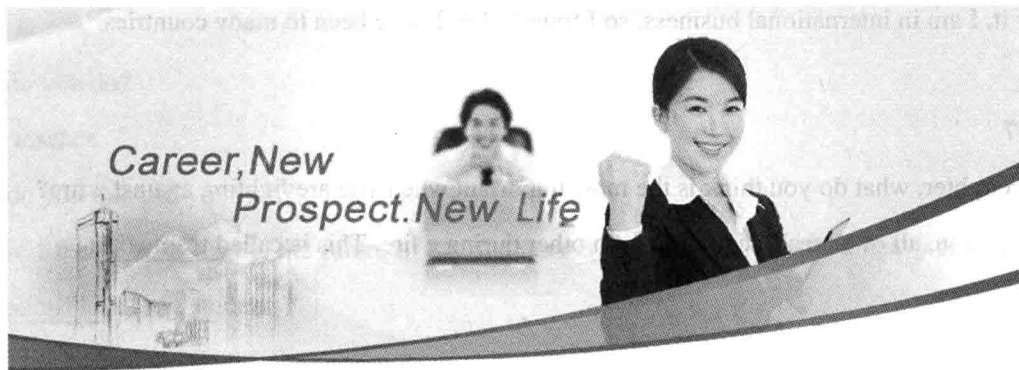
**Dialogue 10**

**A:** What do you think is the advantage of being a writer?

**B:** I think working at home is great. I'm my own boss and I don't have to go anywhere to get to work.



## Listening Focus: Listening for the Information Concerning Jobs



Listen to the following dialogues and fill in the blanks with the missing words.

1. You can look through the \_\_\_\_\_ in the newspaper if you want to check the job vacancies.
2. You can find more job ads on the \_\_\_\_\_.
3. A good \_\_\_\_\_ should be no more than one page.
4. The man wants to work in the company because it has a good \_\_\_\_\_.
5. The interviewee has come here for the position of \_\_\_\_\_.

### LANGUAGE TIPS

vacancy: 空缺

resume: 简历, 个人履历 (尤用于求职)

### TEACHING TIP

Ask students to read the incomplete sentences before they listen to the dialogues so that they'll be more attentive while listening.

## II . Listening Focus: Listening for the Information Concerning Jobs



### *Scripts:*

#### Dialogue 1

**A:** Can you give me some tips about how to check the job vacancies?

**B:** To find more opportunities, you might look at the want ads in the newspaper.

#### Dialogue 2

**A:** I have been checking the want ads for months, but I can't find a good job that I'm fit for.

**B:** On the Internet you can find more job ads. You can use a search engine to find job sites related to your field.

#### Dialogue 3

**A:** Could you help me with my resume? John said you're good at these things, and I really need your help.

**B:** Sure, no problem. Give it to me. A good resume should be no more than one page, and it should list your experience in order.

#### Dialogue 4

**Interviewer:** Why do you want to work in our company?

**Interviewee:** Because it has a good reputation, not only for its good quality, but also for its good service.

#### Dialogue 5

**Interviewer:** Sit down, please. May I ask which job you are applying for?

**Interviewee:** I'm applying for the position of secretary to general manager in your company.



1. You can look through the want ads in the newspaper if you want to check the job vacancies.

2. You can find more job ads on the Internet.

3. A good resume should be no more than one page.

4. The man wants to work in the company because it has a good reputation.

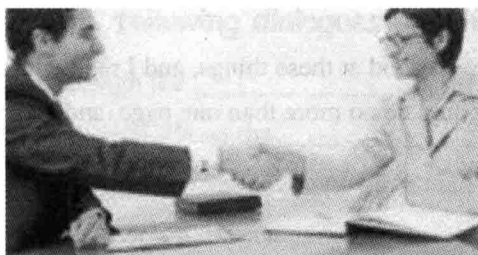
5. The interviewee has come here for the position of secretary.





## Listening Practice

### Task 1



Listen to the following passage and mark the statements T (true) or F (false).

- \_\_\_\_\_ 1. You don't need to do a lot of research on the company.
- \_\_\_\_\_ 2. Your physical appearance is the only important thing for a job interview.
- \_\_\_\_\_ 3. You should dress luxuriously for a job interview.
- \_\_\_\_\_ 4. If you are well prepared, you are likely to have good luck.
- \_\_\_\_\_ 5. The passage is mainly about how to prepare before a job interview.

#### LANGUAGE TIPS

flashy: 华而不实的; 俗丽的

confidence: 信心

CV: 简历

original: 原件

qualification: 合格证明

reference: 介绍信; 推荐信

sift: 细查; 详查

#### TEACHING TIP

Before they listen to the passage, ask students to share their ideas about what preparations they should do before they go to job interviews. Maybe they have some ideas which are the same as mentioned in the passage. In this way they won't feel it difficult to understand the passage.

### III. Listening Practice

#### Task 1



#### *Script:*

Good afternoon, everyone. The university's Career Office asked me to give a talk on the topic of how to prepare for job interviews. This is probably the most important aspect in getting a job. Here are some tips I believe to be useful.

First, do some research on the company. Find out what products it makes, who its customers are, and what its aims are. Once you have this information, make a list of what skills or knowledge you have that would be valuable to them. You cannot sell yourself to them if you don't know what it is you are selling.

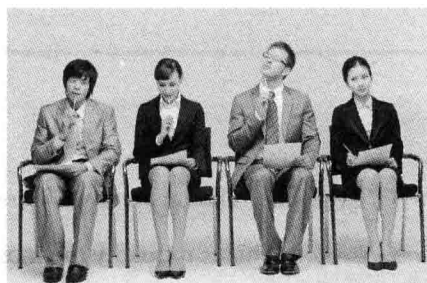
The next thing to consider is your physical appearance. You have to dress right for the job interviews. Don't wear anything too flashy; being neat and clean is more important than wearing the latest fashion. The aim is to look professional without overdoing it. Also, it is important that you feel comfortable. If you are not comfortable with a tie, it might be best not to wear one, unless the job requires you to dress this way. Don't be worried about your appearance during the interview. It will only make you nervous, and you will quickly lose confidence.


Moreover, you have to work out what you need to take with you: a copy of your CV, originals and copies of your qualification paper, copies of reference, samples of your work, if applicable, and anything else that they may want to see. Again, make sure everything is well organized and neatly presented. Don't take a pile of paperwork that you have to sift through for ten minutes to find something. That will give them the impression that you are disorganized. If you are well prepared, you're likely to have good luck.



1. F    2. F    3. F    4. T    5. T

## Task 2



 Listen to the short passage and choose the best answer to each of the following questions.

- John applies for a(n) \_\_\_\_\_ position at an Irish firm based in Dublin, so does the American.  
A. engineering      B. teaching      C. secretary      D. management
- The two applicants were asked to take \_\_\_\_\_ by the manager of the Human Resources Department.  
A. the same test      B. different tests  
C. the same mathematics test      D. different mathematics tests
- The manager told John that they made their decisions based on \_\_\_\_\_.  
A. their nationalities      B. the correct answers  
C. the question they missed      D. their qualifications
- There are \_\_\_\_\_ questions in the test paper.  
A. eight      B. nine      C. ten      D. eleven
- The manager of the Human Resources Department finally decided to give the job to \_\_\_\_\_.  
A. the American      B. John      C. both of them      D. an Englishman

### LANGUAGE TIPS

Dublin: 都柏林

by coincidence: 巧合

bewilder: 使迷惑, 使不知所措

indignant: 愤慨的, 不平的

### TEACHING TIP

Ask students to read the incomplete sentences and the choices before listening so that they can concentrate more on the key information.