

高职高专公共英语教改系列教材

汽车 职业英语

CAREER ENGLISH FOR AUTOMOBILES

主 编 韩秀芹 王 旭



西南交通大学出版社
[Http://press.swjtu.edu.cn](http://press.swjtu.edu.cn)

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主 编 韩秀芹 王 旭
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· 成 都 ·

图书在版编目 (C I P) 数据

汽车职业英语 / 韩秀芹, 王旭主编. —成都: 西南交通大学出版社, 2013.8

高职高专公共英语教改系列教材

ISBN 978-7-5643-2556-5

I. ①汽… II. ①韩… ②王… III. ①汽车工程—英语—职业教育—教材 IV. ①H31

中国版本图书馆 CIP 数据核字 (2013) 第 188348 号

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责任编辑	祁素玲
封面设计	何东琳设计工作室
出版发行	西南交通大学出版社 (四川省成都市金牛区交大路 146 号)
发行部电话	028-87600564 028-87600533
邮政编码	610031
网 址	http://press.swjtu.edu.cn
印 刷	四川森林印务有限责任公司
成品尺寸	170 mm × 230 mm
印 张	14.75
字 数	344 千字
版 次	2013 年 8 月第 1 版
印 次	2013 年 8 月第 1 次
书 号	ISBN 978-7-5643-2556-5
定 价	28.00 元

图书如有印装质量问题 本社负责退换

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前 言

随着我国高等职业教育的发展,“以服务为宗旨,以就业为导向”的办学理念深入人心。根据国家教育部颁发的《高职高专教育英语课程教学基本要求》的精神,甘肃交通职业技术学院英语教研组和汽车系老师结合公共英语和专业英语的教学实际编写了该教材,其基本指导思想是:在分析了高职学生英语学习和市场专业需求能力的基础上,结合专业就业岗位的能力要求,以项目为导向、车系为载体,以提高基本素能为目标,对汽车专业英语教材进行系统化、科学化的改革,着力体现素质教育和能力本位的精神,突出培养实用性人才的特色,坚持“以应用为目的,实用为主,够用为度”的方向,进一步更新观念,更新内容,更新体系,更新要求。具体体现在如下几个方面:

(1)紧扣大纲,与高中英语教育衔接。本教材的起点略高于普通高中英语教学大纲要求,涵盖高职高专英语教学大纲(A/B级)中的基础词汇和全部语法项目,更加贴近目前高职学生的英语基础。

(2)以综合英语为基础,重视语言学习,以交际为目的。学生本教材每个单元围绕一到两个与学生日常生活密切相关的话题展开,把学生交际技能的培养作为教学目标,既重视语言知识的传授,更重视交际技能的培养。

(3)选材多样,突出知识性和趣味性。本教材课文内容丰富,题材广泛,话题涉及人文、地理、社科等方面,所选文章具知识性、趣味性,时代感强。

(4)难易适度,易学易懂。本教材各章节都可以通过师生交际活动温习与单元话题相关的词汇,并启发学生思考有关问题,课文生词量控制在5%左右,语法和练习部分基本上不含生词。

(5)每个单元都涉及知识拓展项目,包括商业信函、保单、合同等16项内容,扩充了学生的知识量,提高了实践操作能力。

本教材由韩秀芹老师和王旭老师担任主编,余璐、张娟、周洁老师担任副主编,王志新、张转辉、逯海燕参编。其中王旭老师负责全部内容的组织编排、筛选;韩秀芹老师负责教材大纲的制定及各单元内容的衔接;王志新、张转辉、逯海燕在涉及专业问题上给予了指导。各单元的具体分工为:韩秀芹负责 Project 3 的 Unit 1、Unit 2、Unit 3、各单元知识拓展内容、语法及附录;王旭负责 Project 1 的 Unit 2 和

Project 2;余璐负责 Project 5 和 Project 6;张娟负责 Project 7 和 Project 8;周洁负责 Project 1 的 Unit 1、Project 3 的 Unit 4 和 Project 4。

本书由 2012 年甘肃省普通高等学校英语教学改革研究项目“基于车为载体的汽车专业英语项目化教学的研究”课题组成员编写,学院科技信息处、教务处、汽车系在课题立项和研究等方面给予了很大的指导和帮助,特此感谢。

由于课题组成员水平有限,书中疏漏之处在所难免,恳请批评指正。

编 者

2013 年 7 月 3 日



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Project 1 Understanding the Automobile

Unit 1 Car's Influence

Goals

1. Know the process of car's development
2. Know the influence in our daily life

Tasks

1. Know the influence of cars
2. Tell the advantages and disadvantages of cars

Preparation

Read some articles about car's development

Actions

1. Practice some dialogues
2. Read a relative article
3. Know the knowledge extension

Assignments

1. Describe the influence of cars in English
2. Know the advantages and disadvantages of cars

Part 1 Dialogues

Dialogue 1

A: I have no class this afternoon. What about you?

B: Neither do I. Maybe we can go and enjoy some snacks.

A: Good idea. Where should we go?

B: I know a new fast-food center in the shopping mall. How about that?

A: I'd love to.

Dialogue 2

A: How was the meeting of the Automobile's Art Festival?

B: It was not bad.

A: I know it was the first time for the city to hold the festival.

B: But everyone took it very seriously.

A: Yes, it showed the history of automobile, types, and the future of vehicle.

B: I hope I can take the festival next time.

A: So do I.

Part 2 The Development of the Automobile

The development of the automobile was accelerated by the introduction of the internal-combustion engine. Probably the first vehicle of this type was the three-wheeled car built in 1885 by the engineer Karl Benz in Germany. One of the most influential inventions has been that of the automobile. When the automobile was introduced it was met with some resistance.

As time passed it became so accepted that almost every family in the Western world has a car. The automobile was the effective means to allow us to cover long distances with ease. Because the technology has changed our society and the world there are numerous social impacts from the invention of the automobile.

A major economic impact of the automobile was that it developed a new market

for employing women and men as salesmen. Automobiles also influenced the development of downtown areas from small stores, offices and manufacturing centers to huge, tall buildings with concentrations of white-collar workers. Some foreign brand cars have brought a lot of impact since the first day it arrived in China. You must notice that many people like foreign cars so much that many of them predict that maybe some day foreign cars will take the place of Chinese cars.

NEW WORDS

- | | |
|-------------------------------|-------------------|
| 1. combustion | <i>n.</i> 燃烧, 烧毁 |
| 2. internal-combustion engine | 内燃机 |
| 3. resistance | <i>n.</i> 抵抗; 阻力 |
| 4. manufacture | <i>vt.</i> 制造, 生产 |
| 5. concentration | <i>n.</i> 集中; 专心 |

NOTES

1. ...was accelerated by the introduction of the internal-combustion engine 内燃机的引进加快了汽车的发展
2. One of the most influential inventions 最具影响力的发明之一
3. ...there are numerous social impacts from the invention of the automobile 汽车的发明产生了许多影响



Questions

1. Who made the first internal-combustion engine car?
2. What are the advantages of using vehicle?
3. Can you list some disadvantages of vehicle?

Part 3 Knowledge Expansion

—Commercial Correspondence

在现代涉外贸易中,商业函件是人们普遍采用的业务联络方式。商业函件属于商业应用文,其常见格式如下:

1. 组成部分

商业函件主要有以下组成部分: 信头 (Letterhead)、日期 (Date)、信内地址 (Inside Address)、收件人 (Attention)、称呼 (Salutation)、事由 (Subject or Reference)、正文 (Body)、客套结语 (Complimentary)、签名 (Signature)。有时还包括: 附件 (Enclosure)、附言 (Postscript)、抄送 (c. c.) 等。

2. 格式

商业函件的格式主要有: 缩进式、齐头式和混合式。但实际上人们越来越倾向于摒弃前一种格式而采用后两种格式。

(1) 缩进式 (Indented Style)。信的每段开头通常缩进 4 个字母。在地址等需要分行的地方, 后行比前行缩进 2~3 个字母。

Sample 1

Clark & Sims Ltd.
High Street, Ellingham, Suffolk

July 15, 2012

Motorheat Ltd.
16 Walker Road
Coventry 01545
Attn. : Sales Manager

Dear Sir,

Re. : Inquiry About Car Heater

We are interested in increasing our range of car heaters and would like to receive information about the various models you are at present producing.

We should be obliged if you would send us your latest catalogue and price list, together with details of the CX4 heater advertised in the current issue of MOTORING MONTHLY.

Yours Faithfully,
F. Henley
General Manager



(2) 齐头式 (Block Style)。除信头外, 信中所有内容均须从最左边开始, 呈一垂线, 即保持左对齐。

Sample 2

Motorheat Ltd. 16 Walker Road, Coventry 01545 General Manager Clark & Sims Ltd. High Street, Ellingham, Suffolk Attn. : Mr. F. Henley July 28, 2012 Dear Sir. , Re. : Reply to Your Inquiry Thank you for your letter of July 15, asking for details and prices of our car heaters. We have pleasure in enclosing our latest price list and catalogue, together with details of Model CX4. Please do not hesitate to write if you require further information. Yours Faithfully, Tom Harris Sales Manager Encl.
--

(3) 混合式 (Modified Style)。整体布局与齐头式相似, 但在信的内容中, 每段的开头须缩进 4 个字母。

Sample 3

Guangdong Machinery Import & Export Corporation

61, Yanjiang Road (1), Guangzhou, China

Smith & Sons Co., Ltd.

No. 1118 Green Road, Singapore

Aug. 8, 2012

Attn.: Sales Manager

Dear Sirs,

Re.: Further Order for Gear Reducer Boxes

We are pleased to inform you that the gear reducer boxes ordered in Feb., our order P194, arrived in perfect condition on the scheduled date and have now been distributed to our customers.

We are now in a position to order another shipment and enclose herewith our order P1124 for 30 CI1860 gear reducer boxes. We should be obliged if you could arrange to ship 10 of these gear reducer boxes to Shenzhen, where we have just opened a new branch, and the remaining 20 to Guangzhou.

Yours Faithfully,

Zhongchen Lee

Marketing Manager

Encl.

NOTES

- | | | |
|-------------------------|---------------------|------|
| 1. branch | <i>n.</i> | 分公司 |
| 2. herewith | | 与此一道 |
| 3. in perfect condition | | 完好无损 |
| 4. scheduled date | | 规定日期 |
| 5. ship | <i>vt. & n.</i> | 装运 |



Exercises

1. Complete the following business letters by putting the Chinese in the brackets into English.

**Letter 1**

Prosper Motor Corp.

Tasman Building, Anzao Avenue, Auckland, New Zealand

J B SIMPSON & CO LTD

18 Deansgate Blackpool

FY37JG

Oct. 20, 2012

Dear Sir or Madam,

Re. : (1) _____ (询问汽车加热器价格)

As for (2) _____ (贵方 10 月 18 日在《汽车月刊》
刊登的广告), would you please (3) _____ (将有关的
详细资料、价目表和产品目录册邮寄给我们)?

Yours Faithfully,

Tom Edwards

Marketing Manager

Letter 2

J B SIMPSON & CO LTD

18 Deansgate Blackpool FY37JG

Tony Edwards

Prosper Motor Corp.

Tasman Building, Anzao Avenue

Auckland, New Zealand

Oct. 23, 2012

Dear Sir,

Re. : Reply to the Inquiry of Oct. 20

(1) _____ (贵方 10 月 10 日来函收悉). We have pleasure in (2) _____
_____ (随函寄上我方新的广告手册及贵方要求的所有资料),
(3) _____ (期待着贵方早日向我方下首份订单)。

Yours Faithfully,

Bill Jackson

Sales Manager

2. Complete the sentences with the words given below in their proper forms.

work attract give wait operate get

- 1) The main benefit of (w) _____ with the company is the opportunity to travel abroad.
- 2) The place was so (a) _____ that the tourists spent much more time there than in any other place.
- 3) The boss insisted that Mr. Copper (g) _____ up his experiment at one.
- 4) She was not happy because he had kept her (w) _____ for half an hour.
- 5) Mary told me not to worry because the (o) _____ on Mr. Smith was very successful.
- 6) The manager promised (g) _____ me a position in his company.

3. Translate the following sentences from English into Chinese.

- 1) The boss told us not to use more material than is necessary.
- 2) In fact, I have received attractive job offers from several large companies.
- 3) When asked to speak at the meeting, Mr. Taylor said he would rather make some suggestions.
- 4) Examples of water pollution are very common. Indeed, it is hard to find a major river or lake that has not been polluted in some way. Almost all major industries have put wastes into our water. Producers of steel, coal, cars, chemicals, wood products, paper, and food are only a few.



Reviews

Self	
Each other	
Teacher	