



走向职场英语系列教程
Roads to Successful Careers

A Real-life English Course

生活情境英语

■ 主编 陈之刚 杜文贤 胡月红



 北京理工大学出版社
BEIJING INSTITUTE OF TECHNOLOGY PRESS

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内 容 简 介

本教程秉持“符合学情、贴近生活、服务职业”的原则，充分兼顾高职学生的英语基础、学习习惯、学习态度及学习能力等因素，侧重口语能力的操练。形式多样、难易适度、极具生活化的口语练习设计为口语能力的培养提供了保障。

本教程颠覆了传统英语教学的体系，以生活工作情境为主线，学习实用英语从而有效提高学生的学习积极性和课堂参与度。

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Preface 前言

《走向职场英语系列教程》是供高等职业院校学生使用的英语教材，本教程由生活情境英语和岗位情境英语构成。

本教程颠覆了传统英语教学的体系，以生活工作情境为主线，学习实用英语。经辽宁农业职业技术学院英语教师的试用，取得了良好的效果，提高了学生的学习积极性和课堂参与度。

本教程秉持“符合学情、贴近生活、服务职业”的原则，在认真研究同类教材的优势和劣势的基础上，又充分兼顾高职学生的英语基础、学习习惯、学习态度及学习能力等因素，并结合多年的教学实践，从而形成了这部特色鲜明、科学实用的《走向职场英语系列教程——生活情境英语》。

教材结构

本部教材共计十二个单元。每单元包括五个版块，即会话(Open Your Mouth)、听力(Cheer up Your Ears)、阅读(Brighten Your Eyes)、写作(Loose Your Hands)及欢乐时刻(Relax Your Mind)。

教学内容设置

1. Section One Open Your Mouth 为口语交际版块。四个简短对话和两个长对话示范领先，随后是重点表达法的替换练习以及设定情境的自我生成对话练习。练习部分遵循循序渐进的原则，虽然难度逐渐加大，但只要学生对于示范对话充分理解并掌握，即可达到合格的交流效果。

2. Section Two Cheer up Your Ears 为听力版块，共计六种形式的练习，包括语音辨析、回答问题以及复合式听写等。多样化的题型设计可以满足不同基础学生对听力的要求。

3. Section Three Brighten Your Eyes 为阅读版块。短文注重大纲词汇的覆盖率及常用词汇的重现率，长度为三百词左右。所附练习以不同形式突出重点词汇及词组的操练，力求给学生打好“宽、厚、牢”的词汇功底。

4. Section Four Loose Your Hands 为应用写作版块。采用先示范后模写的形式，省略了烦琐枯燥的语言表述，便于学生在极短的时间内对示范体例的格式及套语产生深刻的印象，通过模仿独立完成写作练习，从而掌握该体例的规范格式。

5. Section Five Relax Your Mind 为欢乐一刻版块。该版块摒弃了小故事、小笑话、歌曲及绕口令等传统内容，取而代之的是紧跟时代发展的、与本单元主题相关的时尚新词、新闻热点现象、流行语英译等新颖有趣的内容，让语言的学习跟上时代的步伐。

教材特色

1. 主题选择实用性强

每单元主题均为日常交流中利用率最高的话题，紧扣生活实际。生动的语言和生活化的情境设置让学生产生亲近感，有话可说，因此，交流的兴趣和积极性大增。

2. 难易度符合学生实际

无论是示范对话还是短文的设置和练习题的题型设计都充分考虑高职学生的原有基础、学习习惯及接受能力。难易度都在可控范围之内，基础题、中等题和拔高题让不同基础的学生都能有所提高，有效地解决了“差生不会做、好生吃不饱”的尴尬。

3. 各项技能全面提升的同时侧重口语交流能力的培养

学习语言的终极目的是为了使用和交流。随着国际化步伐的加快，英语成为必须掌握的交流工具。本教材在各项技能全面提高的基础上，侧重口语能力的操练。形式多样、难易适度、极具生活化的口语练习设计为口语能力的培养提供了保障。

4. 内容设置紧扣主题

每单元所有版块的内容都与主题紧密相关，尽可能多地让学生领略不同情境下如何展开地道而合乎情理的交流，避免交流中产生障碍或误解。

5. 内容设置与英语应用能力考试 AB 级接轨

练习题的设置充分考虑学生过级的要求，如：AB 级的听力题型在听力版块中都有体现；短文所附练习中也包括阅读理解题、词形变换题；写作部分更是挑选了 AB 级常考、易考和实用性强的体例。独具匠心的设计让学生从入学伊始就对 AB 级没有陌生感，更有利于备战。

6. 内容设置与时俱进

本教程各个版块内容紧跟时代发展的步伐，最大限度地展现新形势下的风土人情、生活趣闻、流行热点和科技前沿，满足学生好奇心强、追求时尚的心理，让学习更轻松、更有趣、效率更高。

由于编者水平有限，加之时间紧张，疏漏在所难免，恳请广大使用者批评指正。

编者

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Unit

Meeting and Greeting



Learning Focus

Please pay attention to the following important items to this unit:

■ **Speaking: Memorize useful expressions of meeting and greeting:**

Nice/Glad/Pleased to meet you.

How do you do?

How are you doing?

What's new?

So far so good./ Just so-so.

Have you met my friend...?

Let me introduce... to you.

- **Listening:** Get familiar with the topic of “meeting and greeting.”
- **Reading:** Ways of Greeting.
- **Writing:** Invitation Letters.



Section One Open Your Mouth

Real World

Task 1. Read and practice the short conversations.

1

M: Hello! I'm a new student here.

Nice to meet you.

W: Nice to meet you, too. Welcome to our college.

2

M: Haven't seen you for ages. How are you doing?

W: Nothing particular. What about you?

3

M: Fancy meeting you here, Lily!

W: Yeah, fancy that. It's a small world.

4

M: Before we start (First of all), let me introduce myself. I'm Robert Miller from Canada. How do you do?

W: How do you do? I'm Richard Washington. Please call me Richard.

Task 2. Read the following two conversations after the recording and pay attention to the expressions of meeting and greeting that you have just learned.

Conversation 1

Mike: Hi! My name is Mike. We haven't met before, have we? May I have the honor to have your name?

Wang Dawei: No, we haven't. My name is Wang Dawei.

Mike: Nice to meet you, Wang Dawei!

Wang Dawei: Nice to meet you, too, Mike. Are you a freshman? Where are you from?

Mike: Yes, I am. This is my first time to have been in China. I am an overseas student from Zimbabwe. What about you?

Wang Dawei: I am from Dalian, China. What're you studying here?

Mike: I'm studying Chinese. I'm really interested in Chinese history. What about you?

Wang Dawei: Journalism. I want to be a journalist. Do you think Mandarin is easy or difficult?

Mike: Oh, it's very difficult. But it's really interesting and I like it very much.

Wang Dawei: I hope you can make rapid improvements in your Chinese. If you ever want to practice, just let me know. I'd be more than happy to help.

Mike: Really? That's very kind of you. I don't have anything to offer you though. Your English is great. Would you show me around the campus?

Wang Dawei: It's my pleasure. We should hang out sometime.

Mike: Sounds good to me. Call me when you are free. Here is my number.

Wang Dawei: Thanks. By the way, I must be off now. Have a nice day.

Mike: See you later.

Notes

1. honor	['ɒnə]	n.	尊敬; 荣誉
2. freshman	['freʃmən]	n.	(大学的) 一年级学生; 新手
3. overseas	[əʊvə'si:z]	adj.	(在) 海外的, (在) 国外的
4. journalism	['dʒɜ:nəlɪzəm]	n.	新闻业; 新闻学
5. Mandarin	['mændərɪn]	n.	普通话; 国语
6. rapid	['ræpɪd]	adj.	快速的
7. improvement	['ɪm'pru:vmənt]	n.	改进, 改善
8. campus	['kæmpəs]	n.	校园; 校区
9. hang out			闲逛
10. Zimbabwe	[zim'bɑ:bwei]		津巴布韦

Conversation 2

Liu Lili: Hey, Wang Dawei. It's good to see you again!

- Wang Dawei: Me too. What's up?
- Liu Lili: I am all right. I haven't seen you for a long time. How are you doing?
- Wang Dawei: Yeah, it's been so long. I am the same as always.
- Liu Lili: What happened when I was away?
- Wang Dawei: You missed a ton of stuff. We need to catch up sometime, I have a bunch of stuff to tell you. But at first, I'd like you to meet Susan. She's our new classmate. Susan, this is Liu Lili.
- Liu Lili: (shaking hands with Susan) Hello, it's a pleasure to meet you, Susan.
- Susan: Thank you. I'm glad to meet you, too. I am from Pakistan.
- Wang Dawei: (smiling) Oh, and here comes Mr. Li, the dean of department.
- Mr. Li: Hello, you must be Susan. Pleased to meet you.
- Susan: It's a great honor to meet you, sir. I'm looking forward to learning well at this college.
- Mr. Li: From what I've heard, you are skilled at your major. I'll see you this afternoon to go over something.
- Susan: Fine with me.

Notes

1. miss	[mɪs]	v.	漏掉; 错过(机会)
2. ton	[tʌn]	n.	吨; 大量, 许多
3. stuff	[stʌf]	n.	材料, 原料, 资料
4. catch up			赶上; 跟上
5. bunch	[bʌntʃ]	n.	束, 串, 捆
6. dean	[di:n]	n.	(大学的) 学院院长, 系主任
7. go over			复习; 检查
8. Pakistan	[ˌpɑ:kɪs'tɑ:n]		巴基斯坦

Substitution Drills

1. Hello. How are things with you?

It's

very fine.
quite wonderful.
pretty good.
the same as always.

2. Mary, this is Joe's brother David. _____ to meet you.

I'm very glad
It's a pleasure
Pleased
Nice

3. I'm a freshman at this college. May I have the honor to have your

major?
nationality?
name?
cell phone number?

4. It's nice _____ you.

talking with
working with
meeting
knowing

5. Nice to meet you. What do you think of our new college?

Well, I'm feeling _____ and so many things seem strange to me.

homesick
nervous
excited
pleased

Role play

Act out the following conversations and create your own conversations based on the given situations.

Conversation 1

1. First try to complete Conversation 1, and then listen to the recording to check your answers.

Jane: Hi, Mary, haven't seen you for ages. How are you doing recently?

Mary: Not too bad. What about you?

Jane: Nothing 1) _____. By the way, are you going to Helen's birthday party on Friday evening?

Mary: I wouldn't 2) _____ it for the world! It's sure to be fun. She's invited a lot of people. Do you think everyone will be able to get into her house?

Jane: If everyone turned up, it would be a squeeze, but a few people said that they couldn't go.

Mary: Are you taking anything?

Jane: I've got her a birthday 3) _____ and I'll take a bottle of wine too.

Mary: That's a good idea. She told she had bought plenty of food and snacks. I think it's going to be a 4) _____ party. I hope her neighbors don't mind too much.

Jane: Helen gets on very well with her neighbors. I wouldn't be surprised if they went to the party too.

Mary: I'm 5) _____ looking forward to it. This party is going to be a blast!

Jane: Well, don't be late. I'll see you on Friday at Helen's.

2. With the help of Conversation 1, make another conversation with your partner based on the situation given below.

Two freshmen meet for the first time at the college and they are greeting each other, talking about the party to be held at their teacher's home.

Conversation 2

1. Rearrange the order of the following sentences to form a conversation and practice it with your partner.

1. How's life, Kate? All right?
2. Oh, she's all right. But busy as usual. Well, I'd better be going, I suppose. The match starts at 3:30.
3. Hello, Kate! Fancy meeting you here! Working again, aren't you?
4. Thanks a lot. See you later.
5. Pretty good, thanks. My exams are over now, so I can afford to relax a bit. I'm going to a football match this afternoon. It's terrible weather though. I hope it doesn't rain.
6. See you.
7. Oh, it's time to go now. Have a good time!
8. Yes, not too bad, thanks. I'm a bit fed up with revising though. Are you?
9. Yes, awful! How's Jane?
10. Yes, I've got to, if I want to pass all the exams.

2. With the help of Conversation 2, make another conversation with your partner based on the situation given below.

John and David are classmates. They are meeting in the street and greeting each other, talking about the final exam they have had during last week.

Conversation 3

1. Act out Conversation 3 with your partner based on the following clues.

Partner A

1. A greets B.
2. A asks about B's major and hometown.
3. A would like to watch a football match this afternoon. He asks whether B will go together.
4. A tells B the time and place.
5. A agrees and thanks B.
6. A says goodbye to B.

Partner B

1. B replies.
2. B replies.
3. B agrees to go, so he asks about the time and place.
4. B wants to invite A to have dinner after the match.
5. B responds to A.
6. B says goodbye to A.

2. Now make another conversation with your partner based on the situation given below.

Your new classmate Lili arrives at the college to get registered. Your friend Mike and you come to receive her, introducing Lili to Mike and greeting each other.

Data Bank

Meeting people for the first time

Nice/Glad/Happy/Pleased to meet you.
 How are you?
 How do you do?
 I'm... from...
 So you are here for...
 Welcome to...

Meeting people again	<p>Long time no see. Haven't seen you for ages. Do you still remember me? So glad/pleased to see you again. How is...? How are things going...? What brings you here? I'm here on/ to/for... Not too bad. Just doing fine/OK. Things couldn't be better. What a pleasant surprise! It's a small world. Would you care for...?</p>
Introducing people	<p>May I introduce... to you? I'd like to introduce... to you. He's... (background information) I'd like you to meet my classmate, ... This is...</p>
Exchanging personal information	<p>I'm a freshman/first year student at this college. My major is computer science. I'm Mike Smith. Please call me Mike. Here is my business card. I've heard so much about you.</p>
Saying goodbye	<p>Have a nice day. Take care. So long. See you later. I must be off now. Speaking of time, I've got to run. Bye.</p>



Section Two Cheer up Your Ears

Work out

Task 1. Listen carefully and choose the words you hear.

1. A. name B. fame C. same D. game

- | | | | |
|---------------|-----------|-----------|-----------|
| 2. A. soft | B. cost | C. song | D. post |
| 3. A. trouble | B. normal | C. double | D. global |
| 4. A. living | B. lively | C. lovely | D. leave |
| 5. A. mean | B. dean | C. lean | D. clean |
| 6. A. crash | B. bush | C. cash | D. brush |
| 7. A. house | B. south | C. soul | D. north |
| 8. A. white | B. right | C. night | D. bright |

Task 2. Listen to the passage and choose the proper words in the blanks.

Calling one's name 1 (indirectly, directly, direction) is usually decent when you are greeting others. You can say "Good morning, Mr. Menkliff" or "Hello, Franklin." Some 2 (greet, greetings, greeted) in China are seemliness while they are not used in west. If you ask a foreigner "Where are you going?" or "Where have you been?", he will think that you are asking about 3 (privacy, private, secret) affairs. It is very 4 (polite, rude, impolite). If you ask "Have you had dinner?", he may think that you want to have dinner with him. Therefore, we had better use some 5 (common, normal, usual) greetings when we are mixed with westerners.

Task 3. Listen to the questions and choose the best responses to what you hear.

- | | |
|-------------------------------|----------------------------|
| 1. A. That's all right. | B. It's possible. |
| C. No way. | D. My pleasure. |
| 2. A. Yes, please. | B. Here it is. |
| C. Mind your step. | D. Have a nice day. |
| 3. A. Oh, yes. | B. With pleasure. |
| C. Thank you. | D. Here you are. |
| 4. A. Far from here. | B. From 9 a.m. to 6 p.m. |
| C. Five people. | D. One hundred dollars. |
| 5. A. Don't mention it. | B. Not at all. |
| C. It's lovely. | D. All right. |
| 6. A. Go on, please. | B. Take care. |
| C. I'd love to. | D. You are welcome. |
| 7. A. I'm sorry to hear that. | B. No, nothing special. |
| C. My pleasure. | D. Me too. |
| 8. A. Not at all. | B. Not too bad. |
| C. I can do it well. | D. Give me a hand, please. |

Task 4. Listen to the dialogues and choose the best answer to each question you hear.

- | | |
|-------------------------|-------------------|
| 1. A. Attend a meeting. | B. Hold a party. |
| C. Take an interview. | D. Meet a friend. |

- | | |
|--------------------------|-------------------------|
| 2. A. Write a report. | B. Type a report. |
| C. Send a report. | D. Read a report. |
| 3. A. Writing a plan. | B. Making a proposal. |
| C. Checking a report. | D. Giving a lecture. |
| 4. A. It is quite large. | B. It is noisy. |
| C. It is too far away. | D. It is comfortable. |
| 5. A. In her office. | B. In the meeting room. |
| C. At home. | D. At the bank. |

Task 5. Listen to the dialogue and answer the following questions by filling in the blanks.

- What kind of student is John?
He is _____.
- Where does John come from?
He comes from _____.
- Why will Lin go to England?
He will _____.
- What does John study here?
He studies _____.
- What is Lin's email address?
His email address is _____.

Task 6. Listen to the passage and fill in the blanks with the words you hear. Some new words given below will be of some help to you.

New Words and Expressions

nod	[nɒd]	v.	点头; 点头答应
urbane	[ɜ:'beɪn]	adj.	都市化的; 彬彬有礼的, 温文尔雅的
taboo	[tə'bu:]	n.	禁忌; 忌讳; 禁忌的事物(或行为)
diction	['dɪkʃn]	n.	发音法; 用词; 措辞
Muscovite	['mʌskəvəɪt]	n.	莫斯科人, <古>俄罗斯人
meal	[mi:l]	n.	餐, 饭
hokey	['həʊki]	adj.	矫揉造作的; 夸张可笑的
tough-minded	['tʌfmaɪndɪd]	adj.	坚强的, 实际的
hug	[hʌg]	v.	热烈地拥抱, 紧抱
on the contrary			(与此)相反, 反倒, 反而