

CPE 重庆市高职高专规划教材

总主编 刘寅齐 张泽健

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成长英语3

自主学习用书

主 编 陈 刚 唐君国



重庆大学出版社

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内 容 提 要

本书为重庆市高职高专规划教材《成长英语》(Progressing English)的配套学习用书。本书包括8个单元,每个单元由 Listening, Reading 和 Writing 三个部分组成。其中 Listening 部分包括情景对话、对话理解和短文听写, Reading 部分包括两篇短文,分别提供单词、阅读理解练习、重点词汇和句型的练习, Writing 部分给出了例文和词汇\句型资料。全书以任务为引导、实际运用为重点、语言技能训练为基础,内容循序渐进,语言技能要求逐步提高,适合高职高专学生使用。

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前 言

《成长英语·自主学习用书》(Progressing English—Workbook)是《成长英语·综合教程》的同步自学练习用书。本书根据教育部《高职高专教育英语课程教学基本要求》精神,紧密结合《成长英语·综合教程》的单元主题和教学内容,本着“贴近生活、贴近实践、贴近实战”的原则,精心设计与之适应的练习形式,旨在巩固和拓宽教材所涉及的语言技能、词汇和语法等语言知识。

本书由8个自学练习单元和3套自测练习题组成,主要具有以下几个方面的特点:

一、选材新颖,题材广泛,难度适中,集时代性、趣味性、实用性和思想性于一体。

二、采用在阅读文章边栏标注生词的形式,方便学生自学阅读使用。

三、练习形式采用客观练习题型为主,兼顾《高等学校英语应用能力考试大纲》所要求的测试题型,所涉及的练习与教材密切配合,既便于学生自主练习,又能达到复习巩固教材学习内容的目的。

四、本书中3套自测练习题的设计遵循《高等学校英语应用能力考试大纲》(A级)的要求,并针对重庆地区考生在《高等学校英语应用能力考试》中的薄弱环节,设计了相关的语言技能训练项目。

本书既可用作《成长英语·综合教程》第三册的课外练习,又可用作高职高专英语的辅助教材和具有相应水平的英语爱好者的自学教材。

《成长英语·自主学习用书》由重庆科技学院刘寅齐教授和重庆教育学院张泽健教授担任总主编,重庆大学余渭深教授担任总主审,澳大利亚专家 Dennis Hulse 先生担任语言顾问。

本教材的编写得到了重庆市教委高教处的大力支持,特别是在编写过程中得到了有关高校领导的关心和帮助,在此,我们一并表示诚挚的感谢。

《成长英语·自主学习用书》是我们在高职高专教学内容和课程改革方面所作的一次大胆尝试,书中定会有不当和疏漏之处,敬请广大使用者批评指正。

编 者

2011年5月

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Unit 1

A New World, A Great Challenge



Part I Listening

Exercise 1

There are 5 recorded dialogues. After each dialogue, there is a recorded question. The dialogues and questions will be spoken only once. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given below.

1. A) Monday. B) Tuesday. C) Sunday. D) Thursday.
2. A) Marketing. B) Computer. C) Science. D) Mathematics.
3. A) He can give the woman some suggestions.
B) It is unnecessary to prepare for an interview.
C) He has never taken an interview before.
D) The woman shouldn't take an interview.
4. A) Tim has changed. C) Tim is good at taking interviews.
B) Tim is very shy. D) Tim didn't get the job.
5. A) He must be a secretary.
B) He has to get a Secretarial Qualification Certificate.
C) He thinks it is unnecessary to have a Secretarial Qualification Certificate.
D) He has got a Secretarial Qualification Certificate.

Exercise 2

There are 2 recorded conversations. After each conversation, there are some recorded questions. Both the conversations and the questions will be spoken two times. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given below.

Conversation 1

6. A) A servant. B) A patient. C) A saleswoman. D) An accountant.
7. A) In a big company. C) In a department store.
- B) At a network station. D) In a hospital.
8. A) Because she is careful and patient.
- B) Because she can learn a lot.
- C) Because she was impressed with the company's services.
- D) Because she's just graduated from the college.

Conversation 2

9. A) English. B) Electronics. C) Tourism. D) Engineering.
10. A) A CET-4 Certificate, a Secretarial Qualification Certificate, and a driving license.
- B) A CET-4 Certificate, a Tourism Qualification Certificate, and a driving license.
- C) A TEM-4 Certificate, a Tourism Qualification Certificate, and a BEC Higher Level.
- D) A TEM-4 Certificate, a Tourism Qualification Certificate, and a driving license.

Exercise 3

You will hear a recorded passage about preparing for an interview. After that you will hear five questions. Both the passage and the questions will be read two times. When you hear a question, you should complete the answer to it (in no more than 3 words).

11. Why are the strategies important?
- The strategies can enhance one's chances for _____.
12. At first, what should you do to prepare for an interview?
- Do an assessment of your skills, interests, _____.
13. What should you do with your resume?
- Do a re-assessment of the resume and _____.
14. What kind of interview questions should you practice?
- You should practice _____ interview questions.
15. What does the final preparation include?
- It includes details, such as paying attention to your _____ as well as knowing the location of the interview, etc.



Part II Reading

Passage A

I Forgot to Introduce You

Though not universally acknowledged, it is true that a job seeker with a friend or associate as an inside man in the company he applies for is more likely to succeed. And my experience of job hunting turned out to be a good example.

After graduating, I was fortunate enough to know Harris (my cousin) was employed by a **fairly** large organization. He offered to help me get a job there and set up an interview with Mark, a senior development manager. Before the interview, he warned me, "Whatever you do, don't go through HR. They are completely useless. They don't know how to judge a **candidate**." We both laughed; I guessed that was a funny joke.

When I arrived for the interview I was met by the **receptionist** who **escorted** me to Mark's extremely large and **lavish** office. Mark welcomed me and asked me what was up. I decided to **iterate** what was apparently a very humorous joke, and told him "I'm looking for a job. I thought of going through HR but everyone says they are useless. So I came to you."

Time stopped. Out of the corner of my eye I saw the receptionist **stiffen** up as if imitating a wooden plank. Mark fixed me with a **steely** gaze. Hours (probably seconds) passed.

"I'm sorry; I forgot to introduce her to you," Mark said, **motioning** to the receptionist, "this is Betsy; she's the Director of HR here."

Several more **eternal** seconds passed as I began to understand

fairly *ad.* 相当

candidate *n.* 求职者

receptionist *n.* 接待员

escort *v.* 护送; 陪同

lavish *a.* 给人印象深刻的;
奢侈的

iterate *v.* 重复

stiffen *v.* 僵硬, 发僵

steely *a.* 斩钉截铁的

motion *v.* 示意

eternal *a.* 永久的, 永恒的

the **magnitude** of my **faux pas**. It became clear that Betsy was simply waiting for me at the receptionist's desk and wasn't actually the receptionist. I tried to decide if I should simply **bolt** from the room, or try to sort things out. I went for a tactical **retreat**, "Err, maybe I should just leave?"

"No," Mark replied, "I think you should actually explain yourself."

At that point the heart was racing, so I'm not sure exactly what I said but it was something along the lines of "It's not that HR is bad. It's more that you know me better than they do and are more capable of assessing me." A minute or so later I **stumbled** out of the room **gasping** for air. Despite all that, I still received an offer. Thank goodness for **nepotism**.

magnitude *n.* 巨大

faux pas 失误, 过失

bolt *v.* 冲出去

retreat *n.* 退避; 退缩

stumble *v.* 蹒跚而行

gasp *v.* 喘气, 喘息

nepotism *n.* 裙带关系

✦ Reading Comprehension

Exercise 1

Please complete the information by filling in the blanks using no more than 3 words in the table below.

Owing to 1) _____'s help I was able to go for an interview in a large company. I was ushered into Mark's office by a receptionist. As a 2) _____ I told Mike HR was useless, an opinion I got from my cousin. The receptionist 3) _____ immediately. When Mike told me she was actually the 4) _____ of the company, I felt embarrassed and just wanted to bolt from the room. Finally, I realized 5) _____ saved me.

Exercise 2

Choose the best answer to each question according to the passage.

1. The author felt fortunate because his cousin Harris, as an inside man in a large company, _____.

A) promised to offer him a job

C) offered to help him get a job

B) offered him an opportunity

D) promised to interview the manager

2. Harris said HR was useless because _____.

- A) everyone says they are useless C) HR couldn't make the final decision
B) he wanted to make a funny joke D) HR didn't know how to judge a candidate
3. The woman who escorted the author into Mark's office was _____.
A) the receptionist C) a senior development manager
B) the Director of HR D) an inside person in the company
4. When the author knew the truth, he wanted to _____.
A) make an explanation C) ask help from his cousin
B) escape from the office D) take his words back
5. The author thought _____ helped him get this job.
A) his apology B) his explanation C) his introduction D) his cousin

✦ Words and Expressions

Exercise 3

Please choose the best meaning for the word underlined or complete the statement by choosing the appropriate answer from the 4 choices marked A), B), C) and D).

1. I decided to iterate what was apparently a very humorous joke.
A) repeat B) remind C) refer D) literate again
2. Mark fixed a steely gaze on me.
A) hard B) angry C) doubtful D) irony
3. Several more eternal seconds passed.
A) lengthy B) ever-lasting C) inactive D) immortal
4. I began to understand the magnitude of my faux pas.
A) language errors B) impolite thought C) improper words D) clumsy actions
5. I went for a tactical retreat on what I said.
A) taking back B) running C) explaining D) making up
6. He is going to _____ her home.
A) escort B) be escorted C) be escorting D) have escorted
7. My back _____ overnight.
A) have stiffened up C) stiffen up
B) has been stiffened up D) has stiffened up
8. It is necessary that he _____ the information for my reference.

- A) sorting through B) sorted out C) sorts from D) sort out
9. The value of this property _____ one million dollars.
A) was assessed at B) was assessed by C) was assessing at D) was assessing by
10. She _____ bed sleepily in the dark.
A) stumbled over B) stumbled out C) stumbled out of D) stumbled in

Exercise 4

Choose the best translation for the first 4 sentences and then translate the paragraph into Chinese.

1. Out of the corner of my eye I saw the receptionist stiffen up as if imitating a wooden plank.
A) 我从眼角的余光中发现那位接待员呆呆地站在木板旁边。
B) 从我眼睛的角落,我发现那位接待员呆立着像木板一样。
C) 我从眼角的余光中发现那位接待员像木板一样呆立在那里。
D) 从我眼睛的角落,我发现那位接待员似乎在模仿呆立的木板。
2. I tried to decide if I should simply bolt from the room, or try to sort things out.
A) 如果我直接逃离房间,我会尝试做出决定,理清头绪。
B) 我试图弄清我能否直接逃离房间,或能否理清头绪。
C) 我努力做出判断,是直接逃离房间还是先应对眼前的窘境。
D) 我努力做出先逃离房间还是先理清头绪的决定。
3. Several more eternal seconds passed as I began to understand the magnitude of my faux pas.
A) 时间停止不前;后来我才明白我失言犯下了大错。
B) 我花了好几秒钟才明白我失礼犯下了重大的错误。
C) 时间停止不前;后来我才理解失礼会犯严重错误。
D) 漫长的几秒钟之后,我才意识到所犯过失的严重性。
4. "I'm sorry; I forgot to introduce her to you," Mark said, motioning to the receptionist, "this is Betsy; she's the Director of HR here."
A) 马克指着接待员说:“不好意思,忘了给你介绍一下。这位是贝齐,人事部的经理。”
B) 马克示意接待员说:“不好意思,忘了介绍你。这位是贝齐,这里的人事部经理。”
C) 马克说:“不好意思,忘了介绍你们。”得到示意后接待员说,“我是贝齐,她是人事部经理。”
D) 马克对接待员说:“不好意思,忘了介绍你认识。这位是贝齐,人事部经理。”
5. After graduating, I was fortunate enough to know Harris (my cousin) was employed by a fairly large organization. He offered to help me get a job there and set up an interview with Mark, a

senior development manager. Before the interview, he warned me, "Whatever you do, don't go through HR. They are completely useless. They don't know how to judge a candidate." We both laughed; I guessed that was a funny joke.

Passage B

Successful Job Hunting

One of the most **frustrating** parts of the job search is locating job **openings**. All job seekers from the recent college graduate to the self-employed businessman changing careers to the homemaker entering the workforce ask the same question, "How do I find openings for the type of position that I want?" The following tips explain how successful job seekers locate employment.

First, it is crucial to **figure out** the good sources for finding job openings. There is no **centralized** direct list of employment openings, but rather, job seekers find opportunities through a variety of sources. The following list **indicates** how most people find employment:

- ☆ Friends and family
- ☆ Direct contact with employers
- ☆ School placement services
- ☆ Job wanted ads
- ☆ Public employment agencies
- ☆ Private employment agencies

By far, most people found the job they now have either by directly **contacting** an employer or **by word of mouth**.

Second, want-ads or employment agencies are not the only gateways to job opportunities. About 80% of all job openings never reach the general public. Instead of through the traditional want-ads or employment agencies these positions are filled in a number of ways. For example, employers may ask their employees or colleagues for recommendations of possible applicants,

frustrating *a.* 使人沮丧的
opening *n.* 空缺

figure out 弄清楚,弄明白
centralize *v.* (使)集聚

indicate *v.* 表明

contact *v.* 联系,接触

by word of mouth 口头上;经口述

employees may hear of a **prospective** job opening within their company and pass the word along, employers may contact **prior** applicants, or a job seeker may approach the company at just the right time and be hired before an opening is **announced**.

Third, the power of **networking** can not be ignored. It often appears that getting a job depends on who you know or being in the right place at the right time. Isn't that just a matter of luck? Sometimes it does seem that way, but there are **definite strategies** that job seekers can use to tap into what is called the "Hidden Job Market". Successful job hunters learn to develop their own job **leads**. In other words they get in touch with employers before job positions are announced. They also use whatever contacts they have to learn of prospective openings and work at developing new contacts. This technique is known as networking.

Finally, contacting human resources within a business is also necessary even if there are no current openings. In that case, you are able to learn of immediate and prospective openings and to let people know that you are interested in working for their business. **Specific** information about that particular business or industry can be obtained as well. It is also possible for you to learn about a career field in which you are interested by talking to someone who works in that field. Generally, job seekers build upon their contacts, get information, suggestions and **referrals** and later **direct** their energies to securing a job interview when there is a prospective or immediate job opening.

prospective *a.* 可能的;潜在的
prior *a.* 先前的

announce *v.* 宣布

networking *n.* 人际关系网

definite *a.* 明确的,确切的
strategy *n.* 策略

lead *n.* 领先地位

specific *a.* 具体的

referral *n.* 推荐

direct... to... 把……对准……

✦ Reading Comprehension

Exercise 1

Decide whether each of the following statements is true or false, and then write T for true, F for false, according to the passage you read.

- () 1. Many job seekers find it easy to locate job openings.

- () 2. Only through wanted ads can people get job opportunities.
- () 3. Job hunters can get the list of job openings directly.
- () 4. Some job hunters found the job by directly contacting the employer.
- () 5. Contacting HR is also necessary even if there are no current openings.

Exercise 2

Please complete the statements that follow the questions.

1. Until now, how did most people get their job?

They got the job by _____ or by contacting an employer directly.

2. How can employers get recommendations of possible applicants?

They may ask their _____ for recommendations.

3. What is networking according to the passage?

Networking is the _____ used by job hunters.

4. What are the traditional ways of getting job opportunities?

_____.

5. If there is no job opening, what is also necessary for job hunters?

_____ within a business is also necessary.

✦ Words and Expressions

Exercise 3

Please choose the best meaning for the word underlined or complete the statement by choosing the appropriate answer from the 4 choices marked A), B), C) and D).

1. It is crucial to figure out the good sources for finding job openings.

A) work out B) understand C) know D) learn

2. She will be unable to attend the meeting because of a prior engagement.

A) precious B) before C) previous D) foregoing

3. They also use whatever contacts they have to learn of prospective openings.

A) potential B) forthcoming C) imminent D) buried

4. They may direct their energies to securing a job interview.

A) aim... at B) give... to C) put... into D) show... in

5. Specific information about that particular business or industry can be obtained as well.

- A) special B) especial C) particular D) obvious
6. News of their success spread by _____.
A) word out of mouth C) word of mouth
B) word in mouth D) mouth of word
7. There is a _____ government in this country.
A) central B) centralized C) centered D) center
8. The government adopted a _____ of massive deflation.
A) strategic B) strategize C) strategized D) strategy
9. He managed to hold a _____ of two seconds over his closest rival.
A) leading B) lead C) leaded D) leads
10. Excellent college students will be provided with _____ to leading companies.
A) referrals B) referral C) referring D) reference

Exercise 4

Choose the best translation for the first 4 sentences and then translate the paragraph into Chinese.

1. Instead of through the traditional want-ads or employment agencies these positions are filled in a number of ways.
A)除了传统的招聘广告和中介还有很多其他方法可以完成招聘工作。
B)不用通过传统的招聘广告和中介就可以完成岗位填充工作。
C)除了招聘工作,广告公司和中介还可以完成其他很多工作。
D)除了传统的招聘广告,中介还有很多其他方法可以实现岗位填充。
2. In that case, you are able to learn of immediate and prospective openings and to let people know that you are interested in working for their business.
A)这样做你能够第一时间掌握职位空缺信息,并让人知道你有意为该公司工作。
B)这样做有利于第一时间知晓开业信息,并让人知道你感兴趣从事该行业。
C)在那种情况下,可以让你立即知晓可能的空缺,并让人知道你工作的兴趣。
D)在那种情况下,你可以知晓即刻的空缺信息,并且招到有意从事该行业的人。
3. All job seekers from the recent college graduate to the self-employed businessman changing careers to the homemaker entering the workforce ask the same question.
A)所有的求职者都会向刚毕业的大学生、想转向的自主创业者和加入劳动力大军的家庭主妇问同样的问题。
B)所有的求职者,包括刚毕业的大学生、想转向的自主创业者和加入劳动力大军的家庭主

妇,都会问同一个问题。

C)所有的求职者包括刚毕业的大学生、想转向的自主创业者都会向刚加入劳动力大军的家庭主妇问同样的问题。

D)所有的求职者,包括刚毕业的大学生、想转向的自主创业者和家庭主妇,加入劳动力大军时都会问同一个问题。

4. It often appears that getting a job depends on who you know or being in the right place at the right time.

A)情况通常是这样的,获得工作是靠有人在关键时刻帮你。

B)看来,可以靠有人认识,或者出现在该出现的地方而获得工作。

C)完成工作似乎靠的是有人在正确的时间和地点认出你。

D)求职成功往往靠的是人脉或者是机缘巧合。

5. For example, employers may ask their employees or colleagues for recommendations of possible applicants, employees may hear of a prospective job opening within their company and pass the word along, employers may contact prior applicants, or a job seeker may approach the company at just the right time and be hired before an opening is announced.



Part III Writing:

Letters of Job Application

Sample 1

2 East Keji Road
Huxi, Shapingba District
Chongqing, 401331
P. R. C.
August 4, 2011

Mr. James Sosa
Sunrise Publications
11 Hillside Avenue
London, EC2 4DD
U. K.

Dear Mr. Sosa,

I am a person with a very strong academic background, an outgoing personality, plus some interesting work experience. I am seeking a position which I can meaningfully contribute to by applying my high level of IT and photography skills and detailed knowledge.

What I can bring to such a position includes:

1. I am very determined and quick to learn, focused and tolerant with a logical and methodical approach to achieving tasks and objectives.
2. My language skills: Chinese (mother-tongue), English (fluent) plus simple conversational French that was learnt in days.
3. I am a good communicator and writer with an enhanced understanding of cultural differences.

I can also work effectively with people of different backgrounds.

4. My high level of computer literacy: Adobe Photoshop CS, MS Office, and internet browsing packages.
5. An extremely proficient photographer with creative use of Adobe Photoshop CS.

Along with my self-belief, I have the skills and abilities to contribute positively to your organization whilst developing additional work-based skills for my own future.

I will be available to attend an interview any time this month and I'd really welcome the opportunity to discuss this position with you.

Yours sincerely,

Wang Zhiqiang

encl: CV

Sample 2

19 Shiyou Road
Daping, Yuzhong District
Chongqing, 400042
China
October 4, 2011

Mr. James Court
Star Investments Co., Ltd.
39 Bedford Way
San Francisco, CA 94122

USA