

研究生英语教程系列丛书

总主编 刘晓丹

PRACTICAL ENGLISH FOR GRADUATE STUDENTS

研究生

实用英语教程

主 编 刘晓丹 常 梅



 哈尔滨工业大学出版社
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实 用 英 语 教 程

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前言 Preface

我国研究生培养水平的提高和科研工作的蓬勃开展使得研究生英语教学越来越成为培养高层次人才的重要组成部分。语言是交际工具，非英语专业研究生掌握英语的目的是为了进行国际之间的信息交流和从事各种涉外业务活动，因此研究生英语教学必须重视学以致用原则。

《研究生实用英语教程》根据研究生英语教学大纲提出的研究生英语教学要培养和提高研究生运用英语的能力，使其达到能够进行本专业的学习、研究及国际交流的要求，在认真分析当前研究生需求和英语教学现状的基础上，经过精心策划编写而成。

本教程遵循实用的原则，把培养研究生的英语应用能力和科研能力作为首要目标，注重语言的实践性和实用性，既重视培养学生扎实的语言技能，更注重提高其全面的应用能力；既重视语言教育，更注重素质教育。研究生阶段培养的是高层次的专业人才，因此本教程内容体现了先进性和学术性。教程旨在通过真实而有时代气息的场景、地道而又生动的语言、实用而又丰富的知识、多样而又活泼的练习提高研究生的英语交际能力。本教程集英语学习过程中视、听、说、写多种语言技能训练为一体，促进研究生英语学习模式从“注入式学习”转化为“主动参与式学习”，激发他们学习英语的兴趣和潜能。

本教程围绕与研究生息息相关的科研、求职、求学、生活四大热点主题，编排了学术报告、职业、文化、婚姻、哲学、教育、科学、健康、工程、经济等十个单元。每一单元中均提供了原汁原味的视频、音频、阅读等多种形式的语言输入，内容新颖独到，具有很强的科技性、学术性、时效性、知识性和趣味性。同时，本教程还从实用性的角度出发，面向学生需求，以论述与实例结合的方式有针对性地介绍学生求职和求学所要接触的应用文体，如个人简历和求职申请信的撰写、图表写作等。

与我国同类教材相比较，本教程具有内容丰富、主题鲜明、形式多样、难度适中、语言规范等特点，具体表现在以下几方面：

· 视听盛宴

本教程听力输入选用了原汁原味的视听材料，包含电影片段和现场实录，TED和名人演讲，内容强调思想性、趣味性、知识性，极具时代气息和文化气息。

· 技能并举

本教程在选材和编排上依据“输入理论”和“输出理论”，听、说、读、写、译紧密结合，相互促进，符合语言学习教学规律。

· 师生互动

本教程练习编排依据交际教学法，形式新颖多样，既适合课堂上进行讨论式教学，促使学生能就某些知识点发表个人观点，也便于使用本教材自修的学生自学。练习包括小组讨论、情景对话、角色扮演、访谈、辩论等形式，学生通过相互交谈、相互提问、相互探讨建构语言知识、完成交流任务，体现了以学生为中心和合作学习的原则。同时场景接近真实，有助于提高学生在实际情境中的交流和应变能力。

· 科技与日常并重

本教程根据理工科研究生的特点和需求而编写，既满足了学生科研活动时做学术报告、讨论科技成果的需求，又满足了学生在求学、求职和海外生活的各种需要。

我们对使用本教程的教师提出以下几点建议，仅供参考：

1. 在使用本教程时，教师要遵循输入输出原则，从视、听入手，让学生在基本看懂、听懂录像片段内容的基础上再借助注释去“说”。

2. 为了扩大学生的英语词汇量，建议教师在课上抽出一定的时间做课后的词汇练习，使学生掌握更多词的用法。

3. 视听练习如全部在课堂完成，要花费许多时间，因此教师在课堂上可根据学生的实际水平选做相应练习，其余内容供学生课前预习或课后练习。

4. 口语活动要鼓励学生积极参与，教师做必要的指导，可安排学生做示范表演，以增加课堂活动的趣味性。

5. 对于写作部分，教师应通过讲解实例，帮助学生掌握所学文体的特点；同时为学生设计接近真实的写作任务，使学生在写作练习时有针对性。

本教程配有相应的多媒体光盘，所以学生既可以在教师指导下在上课时学习，也可以利用声像资料进行自学。

本教程的编写人员都是多年从事研究生英语教学工作的一线教师，教学经验丰富，理论知识扎实，对研究生的需求、能力、问题等了解深刻，因此在内容选择、形式编排等方面都很有针对性。

本教程除选用真实语言片段外，还参考、借鉴了一些国外书刊上的有关资料。由于选材面涉及较广，未能在此一一注明，特此说明，并向所有有关人士表达谢意。

经过近一年的潜心编写和两学期的试用，本教程终于出版发行。我们欢迎国内外同行的批评赐教，以便使教材更加精良。

编者

于哈尔滨工业大学

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Unit 1

Presentation



Lead-in

There is a myth that great speakers are born, “not made”, that somehow certain individuals have the innate ability to stand in front of an audience with no anxiety, and give a moving, dynamic speech. Well, that just isn't so!

People we consider great speakers usually have spent years developing and practicing their skill. They had to start at the beginning and learn the basics of organization, preparation, delivery, and dealing with anxiety. Once the basics were in hand, they had to continue to build their abilities.

Before becoming comfortable as a speaker, you need to learn some basic skills and then actively seek places to practice those skills. This may mean walking into your manager's office and volunteering to give more presentations, or joining a speaking club which allows you to speak in an organized setting. The more experience you gain, the more proficient and comfortable you will become.

PART A Reading & Talking

Text

Simple Strategies to Improve Your Presentation Skills Today

Chakisse Newton

1	<p>Your personal and professional success often depends on your ability to communicate effectively, but preparing and polishing a presentation can be stressful. Even experienced presenters are sometimes unsure about how to take their presentation skills to the next level. Here are 10 simple strategies you can use to dramatically reduce the amount of time it takes to prepare a new presentation, improve presentations you're already giving and keep your audience spellbound.</p>	<p>polish 修改; 润色 dramatically 戏剧性地; 明显地 spellbound 入迷的; 出神的</p>
2	<p>1. Plan Your Purpose. Before you create a new presentation (or when you review an existing presentation), ask yourself, "What's my purpose for giving this presentation?" Is your goal to persuade, to inspire, to inform or to entertain? The content, stories and examples you use will be dramatically different depending on your purpose. Generally, it's difficult to have more than one central purpose, so choose carefully.</p>	
3	<p>2. Select Strong Supporting Arguments. Make sure the body of your speech consists of the strongest examples and stories that prove your central argument. Also, make sure that you aren't taking any leaps of logic as you try to prove your point. Write down the main ideas of your presentation and list all the possible examples and stories you could use for each point. Then select the most appropriate supporting material.</p>	

4	<p>3. Remember Show and Tell.</p> <p>The old sales adage, “telling is not selling,” also applies to presentations. You are most effective at selling your ideas when you SHOW the audience what you mean. Don’t say, “we can solve your problem.” Instead say, “John Doe had this same problem until he called us,” and then elaborate. Your stories, analogies and examples will make your points more interesting, more memorable and break the monotony of what could easily turn into a lecture.</p>	adage 谚语, 格言
5	<p>4. Put PowerPoint in Its Place.</p> <p>Have you ever experienced “death by PowerPoint”? While no person has actually died from this experience, too much technology is the death of your message and any chance to meet your presentation objectives. Ask yourself if you really need a visual aid. If you do, remember that there are other options available to you: flip charts, handouts, and overhead projectors (yes, they still exist) among many others. Whatever you choose, remember to connect with the audience before engaging technology, and that PowerPoint and visual aids serve you and not vice versa.</p>	
6	<p>5. Use The Magic Word.</p> <p>No, it isn’t “please.” In presenting, the magic word is “you.” When you review your presentation, make your sentences more “you-focused.” It will automatically ensure that your comments address the audience’s needs. Instead of saying, “I’m going to tell you,” say, “You will learn.” You will also become more conversational and connect with the audience better. Instead of saying, “People can improve their presentations by using the magic word,” say, “You can instantly improve your presentations by using the magic word.” See the difference?</p>	
7	<p>6. Create Commercial Breaks.</p> <p>If you are giving a long presentation, keep the audience’s attention by changing the pace at regular intervals. Audiences are easily bored when presentations continue in the same mode for too long. As with TV commercial breaks (or perhaps because of them), we expect variety. Evaluate your presentations and identify different ways to express your ideas through speaking, audience participation, visual aids or exercises. Then sprinkle them throughout your presentation to provide commercial breaks for your audience.</p>	

8	<p>7. Begin Boldly.</p> <p>When you meet a new person, how long does it take you to form an impression? If you're like most people, it takes less than a minute. This same evaluation process happens when you're speaking. That's why you should craft a powerful, attention-grabbing opening. If you can, it's best to memorize the opening and speak without notes. And, PLEASE, never start your speech with an apology no matter what the circumstances.</p>	<p>boldly 大胆地, 显眼地</p>
9	<p>8. Control Your Conclusion.</p> <p>Your opening is important because it sets the tone of your talk; but your close is equally, if not more, important because it's the part of your presentation that the audience remembers most. Handle any housekeeping items (next steps, question-and-answer sessions, or information about what's next on the agenda) BEFORE you close. That way, the last thing the audience will hear are your most important points and call to action. If you can, you should memorize your closing as well.</p>	
10	<p>9. Cut Your Content. Review Your Presentation. Repeat the Process.</p> <p>Many presenters mistakenly try to share too much information. At best, these presenters merely bore their audiences. At worst, the extra content acts as a decoy that distracts the audience and de-emphasizes the important points. In presenting, less is more. Edit your presentations ruthlessly and make sure you are sharing only information that directly relates to your central purpose.</p>	<p>decoy 圈套; 诱捕 ruthlessly 无情地, 不留情面地</p>
11	<p>10. Relax... Really.</p> <p>The audience doesn't want perfection; they want connection. And that's a good thing because there is no such thing as a "perfect" performance. However, when you connect with people on a personal level, the audience will forgive minor problems. Remember that everyone comes to your presentation expecting you to succeed. Keep that in mind during your presentation and don't forget to breathe.</p>	
12	<p>Preparing a presentation is a process and if you follow these 10 simple strategies, you can improve your presentation skills today. (930 words)</p>	

Notes

1. This article was retrieved from www.cardinalconsulting.net.
2. Chakisse Newton, President of Cardinal Consulting, LLC, is a high energy business professional. Because of her experience doing both sales and marketing, her ideas were always practical, results-oriented and focused on keeping the brand consistent. Award-winning speaker, trainer and consultant Chakisse Newton helps individuals and organizations improve their performance through enhanced communication skills.

Exercises

Vocabulary

Section A

Directions: Fill in the blanks with the appropriate words in the text.

1. If you want to prove your central argument, you must make sure the body of your speech consists of the s _____ examples and stories that prove your central argument.
2. If you really need a v _____ aid, you can also use overhead projectors and handouts, which can help to connect with the audience.
3. In the presentation, too much information merely bore the audiences. The extra content may distracts the audience and de-e _____ the important points.
4. The audience want c _____, rather than perfection.
5. Following the 10 strategies, your p _____ skills will be improved.

Section B

Directions: Fill in the blanks with the appropriate form of the words given.

1. monotony
Outside the rain dripped _____ from the trees, and she was watching television to relieve the _____ of life as a _____ factory worker.
2. emphasize
College students put great _____ on the study of presentation. They are well aware that some bad manners will distract the audience and _____ the important points.
3. polish
An unsophisticated country fellow, who completely lacked _____, _____ up the floor with a floor _____.

4. available

According to the best _____ information, the easy _____ of guns has contributed to the escalating violence. The opponents' attempts to improve the situation were of little _____.

5. drama

This famous _____ has _____ many stories, which are _____ representation of real events.

Section C

Directions: Paraphrase the underlined words or expressions in the following sentences.

1. There are some strategies you can use to dramatically reduce the amount of time it takes to prepare a new presentation, improve presentations you're already giving and keep your audience spellbound.
2. Make sure that you aren't taking any leaps of logic as you try to prove your point.
3. The old sales adage, "telling is not selling," also applies to presentations.
4. Your stories, analogies and examples will make your points more interesting, more memorable and break the monotony of what could easily turn into a lecture.
5. Evaluate your presentations and identify different ways to express your ideas through speaking, audience participation, visual aids or exercises. Then sprinkle them throughout your presentation to provide commercial breaks for your audience.

Comprehension of the Text

Directions: Answer the questions based on the information given the text.

1. What's the usage of the 10 simple strategies for a presentation?

2. Why is the saying "John Doe had this same problem until he called us" more useful than the saying "we can solve your problem"?

3. What's the magic word in presenting?

4. Through what do you keep the audience's attention, if you are giving a long presentation?

5. Your opening is important because it sets the tone of your talk. Why is the close equally important?

PART B Listening & Watching

I. Audio: Cultural Styles of Presenting Ideas

Directions: Listen to the news report and fill in the blanks with the words or phrases you hear.

American language expert Robert Kaplan studied different cultural thought 1. _____ in the mid 1960s. He helped English language teachers understand the differences between English rhetoric and that of Arabic, Chinese, Japanese, Spanish, and Russian. English speakers prefer a 2. _____ style, which has one main idea. The speaker supports that idea with 3. _____ or 4. _____, and then closes the talk by restating the idea. In other cultures, however, speakers may bring in other ideas before 5. _____ to the main point. Charles LeBeau says some of his students prepare a speech without thinking of the main idea. "Sometimes the bigger problem is the point that they want to make is not clear. They are not thinking clearly about What is the key point in my presentation? And how do I want to say that, where do I want to say it?" For presentations in English, the best time to make that point is at the 6. _____. Speakers should make a plan to present their ideas in the order that is common in English 7. _____. When we write our ideas down without such a 8. _____, they are not clear and our presentation will not be well 9. _____. "I think they prepare the presentation kind of as 10. _____ of consciousness activity, then finally at the end of this process they figure out, oh, what do I want to say, what is the key point in this? And it ends up being at the end of the presentation."

II. Video: Is Texting a Scourge?

Activity One

Directions: Watch the speech, and tell the following statements TRUE or FALSE.

1. The speaker believes that texting spells the decline and fall of writing ability among young people in the United States and now the whole world today.
2. Writing is something that came along much later than speech.
3. Linguists have shown that when we're speaking casually in an unmonitored way, we tend to speak in word packets of maybe eleven to twenty words.
4. Speech is much looser, telegraphic and much more reflective than writing.

5. The speaker thinks LOL does not mean laughing out loud anymore, but it is just a pragmatic particle now.

Activity Two

Directions: Fill in the blanks in the paragraph with the words you heard from the video.

So in closing, if I would go into the future, if I could go into 2033, the first thing I would ask is whether David Simon had done 1. _____ to “The Wire.” I would want to know. And I really would ask that and then I’d want to know actually 2. _____ on “Downton Abbey.” That’d be the second thing. And then the third thing would be, please show me 3. _____ written by 16-year-old girls, because I would want to know where this language 4. _____ since our times, and ideally I would then send them back to you and me now so we could examine 5. _____ happening right under our noses. Thank you very much.

Activity Three

Directions: Discuss “Is texting a scourge?” with your group members.

PART C Discussing & Practising

Activity One

Directions: Practice giving an overview based on the following information with a partner.

The following overview is in written form.

Team Building

Definition

Examples

Advantages & Disadvantages

Activity Two

Directions: Below is a disorganized outline. Rearrange these items into an organized, logical outline with main points and subpoints.

What is telemedicine(definition)?

Advantages and disadvantages of telemedicine.

Example of a terminally ill patient.

Advantage: Example of easy access of telemedicine.

Statistics about how many people could use telemedicine.

Why is there a need for telemedicine?

Example of a study looking at people's attitudes in 2 groups: one using traditional methods and one using telemedicine.

How is telemedicine currently being used?

Disadvantage: Patients are reluctant to change the type of care they are used to.

What is the future of telemedicine?

Activity Three

Directions: Would you like to talk about yourself including your family (your parents' jobs, your relatives, etc.), hometown (location, size, population, climate, traditional features and specialties), hobby, major and so on?

Unit 2

Career Planning



Lead-in

Choosing a proper career is of vital importance to one's future life. It's about so much more than deciding what you will do to make a living. To start with, think about the amount of time we spend at work. We are on the job approximately 71% of every year. Over our lifetimes, this comes out to roughly 31.5 years out of the 45 years most of us spend working, from the beginning of our careers until retirement. The importance of selecting a career with which we are satisfied cannot be overemphasized. While some people are lucky enough to just know what they want to do and end up in satisfying careers without giving it much thought, most of us are not. Many people don't put enough effort into choosing occupations. Maybe they choose careers that seem secure or pay well. Then they end up unhappy. The best way to make sure that doesn't happen to you is to make a well-thought out decision following the steps of career planning that includes self-assessment, finding job openings, preparing CV and application letters, preparing for job interviews and recruitment tests.

PART A Reading & Talking

Text

How Is Gen Y Changing Office Culture in China?

Colum Murphy

1	Two years into her first job as a management trainee with a property development company, 26-year-old Hazel Wang decided to quit despite not having another job lined up. "It was a huge decision for me," said the former Shanghai resident. "But I felt the old job could not help me achieve my self-actualization goals."	trainee 培训生 property 财产; 房产 self-actualization 自我实现
2	Ms. Wang, who has since found a new job with a software company in Beijing, is happy with the outcome. "Now I can learn more things that are interesting. The new company offers a big platform for me to develop," she said.	platform 平台
3	Like Ms. Wang, a growing number of young Chinese workers are asserting themselves more and demanding their voices be heard in the workplace.	assert 坚持 demand 要求
4	That's according to Ning Lu, China business director for U.S.-based consulting firm InclusionINC, who says so-called members of Generation Y—which it defines as those born in the period 1980-97—will vote with their feet and quit their jobs if they don't get what they want.	Generation Y Y世代(1980至1997年期间出生的人)
5	About 366 million Chinese—or around 40% of the population of working age 15 years to 59 years—fall into that generation, the consulting firm estimates.	consulting firm 咨询公司
6	A report issued earlier this year by human-resources consultancy Aon Hewitt found that members of Gen Y, which the findings of this survey describe as people born in the 1980s, became the main age component in China's talent market in 2012.	talent market 人才市场