

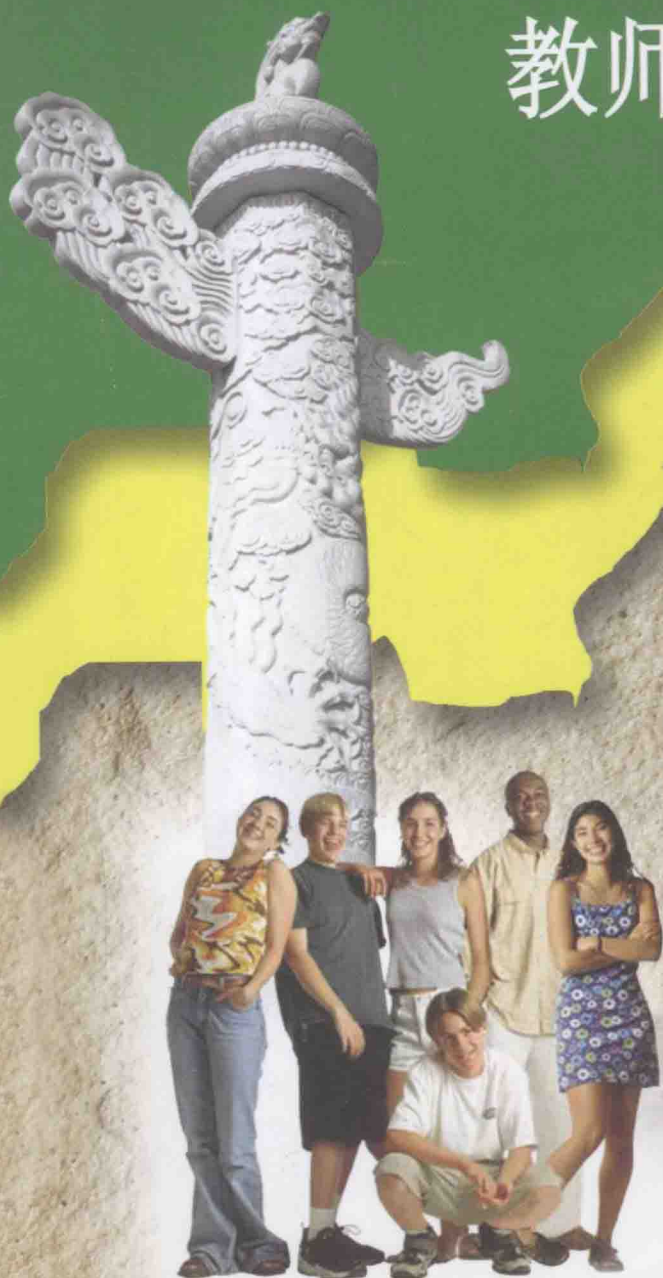
PE 重庆市高职高专规划教材

总主编 刘寅齐 张泽健
总主审 余渭深

成长英语3

教师用书

主 编 陈 刚 唐君国



重庆大学出版社
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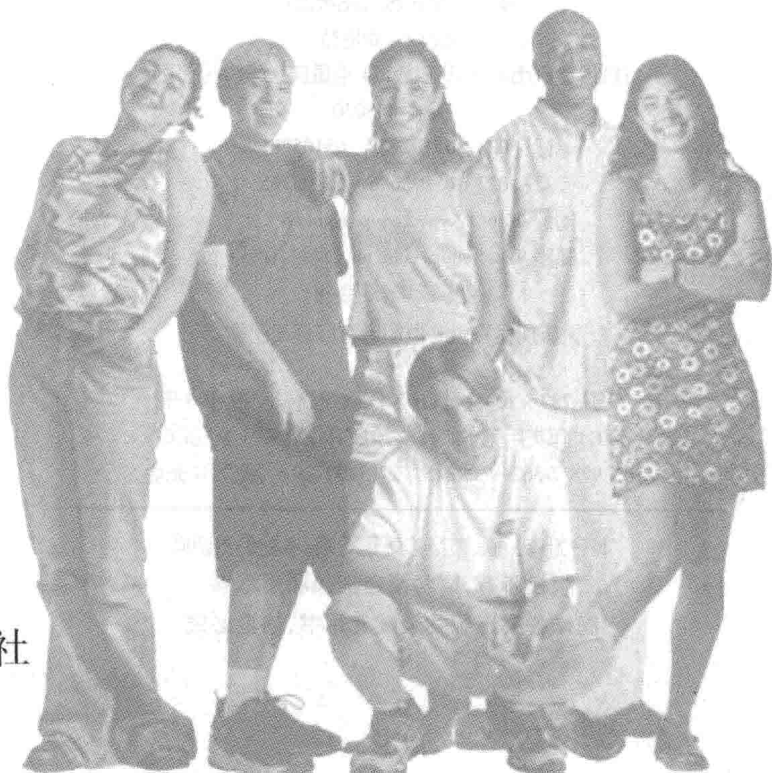
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3

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内 容 提 要

《成长英语教师用书》共分三册,该书为第三册。教参除了提供基本的练习答案和课文翻译以外,既有课文的长难句分析、词汇讲解、实用文写作常识简介,又有单元目标和课堂活动设计介绍,内容相当丰富,教师可以抓住教学重点和难点,根据学生的实际需要对症下药,灵活选取讲解内容。同时教师用书还配有教学课件光盘,方便教师备课和组织课堂活动。

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前言

《成长英语》(Progressing English)是由“重庆市高职教育研究会”组织重庆市学校有丰富教学经验的外语教师和相关专家按照教育部《高职高专教育英语课程教学基本要求》精神,在重庆市教委原规划教材《高职高专英语》的基础上重新编写的一套高职高专英语教材。《成长英语》坚持贯彻“实用为主,够用为度”的编写原则,充分吸收了当前国内外通用外语教材编写的先进理念和方法,采纳了传统外语教学理论中的合理部分。该教材结合重庆高职高专英语教学实际,更新教育观念,力求处理好语言基础和语言应用的关系;更新教学内容,突出英语实践技能的训练和实际运用能力的培养;更新教学要求,注重结合学生毕业后实际工作的需要。

本套教材的特点主要体现在以下几个方面:

一、以任务为引导、实际运用为重点、语言技能训练为基础,突出听说技能的培养,注重把涉外实践活动中常用的语言技能直接融入到课文和练习中,各项语言技能的培养与训练都围绕同一话题展开,体现“边学边用、学用结合”的教学思想。

二、根据语言学习的一般性规律,既考虑教材的实用性,又兼顾高职高专语言学习的通识性。主线人物的Role Plays贯穿所有单元中的听说交际、阅读活动和写作训练。学生在学习本教材的过程中可以清楚地感受到主线人物的成长历程,突出成长英语、成长人生的特点。

三、重视语言的运用和实际交际能力的培养,分阶段分层次呈现语言交际的重点。第一册侧重校园英语,第二册侧重涉外日常交际英语,第三册侧重涉外业务交际英语。阅读板块中A篇文章主要针对语言共核,B篇文章突出实用性。选材突出时代性、趣味性、实用性和话题的思想性,行文流畅,语言精炼,内容丰富,体现了可教性和可学性。

四、“教、学、考”有机结合。教材中的练习设计遵循《高等学校英语应用能力考试大纲》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。

五、本套教材充分考虑了重庆地区高职高专学生的英语现状,第一、二册内容的难度相当于“高等学校英语应用能力考试”B级水平,第三册内容的难度相当于A级水平。由于学生进校时英语程度参差不齐,教材进度和内容采取照顾中间,兼顾两头的编写原则。

《成长英语》共分3册，每册包括《综合教程》《自主学习用书》《教师用书》及配套的多媒体光盘。各册内容循序渐进，语言技能要求逐步提高。《综合教程》《自主学习用书》和《教师用书》每册各有8个单元，教学内容适中，能够满足高职高专学校的教学需要。

《教师用书》每册各单元的安排与《综合教程》相同。本教参设计了单元目标和课堂活动，这样有利于教师抓住教学重点和难点，也利于课堂教学的组织。

《成长英语》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》是我们在高职高专英语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

Unit Goal

	Function	Linguistic Realization
Open Your Mouth	To answer questions and obtain necessary information during the job interview.	<p><i>Useful Sentences</i></p> <ol style="list-style-type: none"> 1. Which school are you from and what's your major? 2. I've just graduated from Chongqing College of Business Management. I majored in computer engineering. 3. Here are my certificates I've got: NCRE-3 Certificate, Secretarial Qualification Certificate, BEC Higher Level, and a driving license. 4. Do you give a bonus every month? 5. Can I get paid if I work overtime?
Sharpen Your Listening	To provide more information about a successful job interview.	<p><i>Useful Sentences</i></p> <ol style="list-style-type: none"> 1. I would like to get a job in which I can further develop my career. 2. I want to change my working environment and seek new challenges. 3. We are looking for a sales manager with a business background and good English skills. 4. Have you got any professional certificates? 5. I have completed International Trade, Business English, and Foreign Trade Correspondence and so on.

Continued

	Function	Linguistic Realization
Broaden Your View	Passage A	
	To present an impressive job interview experience.	<p>Key Words prep, stroll, pop, respond, reschedule, affirmatively</p> <p>Important Sentences</p> <ol style="list-style-type: none"> 1. I made sure that I'd be ready to answer every question that they could possibly throw at me. 2. I'm so sorry for being late. We've had a crisis and I'm trying to put out fires. 3. Christopher's phone rang, and he immediately picked it up while gesturing "just one minute" to me. 4. It took a moment to sink in. 5. I was half-expecting Christopher to cry foul.
	Passage B	
	To provide college students with some tips for landing a job.	<p>Key Words land, persistence, self-assessment, deter, realistic</p> <p>Important Sentences</p> <ol style="list-style-type: none"> 1. These individuals have one thing in common: persistence. 2. Don't be deterred by a lack of experience. 3. Ease into a new career one foot at a time. 4. Remember that any progress is good progress. 5. Have realistic expectations.

	Function	Linguistic Realization
Use Your Hands	To learn to write a job application letter.	Key Words enclosure, reference, salutation, signature, complimentary close
Presentation	To learn to make a presentation in expectation of the changes to the employment structure.	Key Words line chart IT industry proportion male/female employment structure

Part I Open Your Mouth

Warm-up Activity

What are they talking about? Complete the following sentences with the correct answers.

Key: 1) leave

2) secretary

Chat with Your Friends

Activity 1 *Write down useful expressions from the sample dialogues above for interviewing and try to add more.*

Reference:

Useful expressions for questioning the interviewee

1. Which school are you from and what's your major?
2. Do you have any work experiences?
3. What courses have you completed?
4. Do you have any certificates?
5. What kind of position are you interested in?
6. Why do you want to work for us?

Useful expressions for answering the above questions

1. I've just graduated from... and I majored in...
2. Yes. I ever worked as... for...
3. I have completed International Trade, Business English, and Foreign Trade Correspondence...

4. Yes. I have got an NCRE-3 Certificate, a Secretarial Qualification Certificate, a BEC Higher Level and a driving licence.
5. I'm interested in the position as...
6. Because I think I'll be given more opportunities.

Activity 2 *Complete the following dialogue by translating into English the Chinese given in the brackets.*

- Key:
- 1) I majored in International Trade
 - 2) skillfully use Office Software
 - 3) an NCRE-3 Certificate and a driving license
 - 4) I'm interested in the position as a secretary
 - 5) I'll be given more opportunities in a small business
 - 6) my starting salary will not be less than 3,500 yuan

Activity 3 *Take turns asking and answering the following questions, and then make your own conversation about interviewing according to the clues given below.*

Reference:

Mr. Smith: Good morning, Han Qi.

Han Qi: Good morning, Mr. Smith.

Mr. Smith: Where did you get the news that we wanted a computer programmer?

Han Qi: From newspaper.

Mr. Smith: Have you ever heard about our company?

Han Qi: Yes, of course. One of my schoolmates worked in your company for several years and he strongly recommended this position to me.

Mr. Smith: Great, what is your major?

Han Qi: Computer Science and Technology.

Mr. Smith: What is your working experience?

Han Qi: I have ever worked for a small computer company.

Mr. Smith: And what qualifications do you have for the job?

Han Qi: I have an NCRE-3 Certificate, a BEC Higher Level and a Secretarial Qualification Certificate. Besides, I have a driving license.

Mr. Smith: What do you want to know about our company?

Han Qi: Need I often work overtime?

Mr. Smith: Sometimes, but you will get paid extra. Any other questions?

Han Qi: I'm afraid not. Thanks.

Mr. Smith: Nice talk. We will inform you as soon as we make a decision.

Han Qi: Thank you very much.

Part II Sharpen Your Listening

Dialogue 1 *Listen to the dialogue twice, and then fill in the blanks with the information you get from it.*

Key: 1) as a saleswoman 2) seek new challenges 3) in 1950
4) good in quality 5) are quite popular

Script:

M: Good morning, Miss Lin.

W: Good morning, sir.

M: I see from your resumé that you have been working as a saleswoman?

W: Yes, sir. I have worked for two years in an American company.

M: May I ask why you want to leave that company?

W: Because I want to change my working environment and seek new challenges.

M: Tell me what you know about our company please.

W: Well, the company was founded by Mark Ward in New York in 1950, and it is the largest company in its field.

M: What do you know about our major products?

W: Your products are good in quality and beautiful in design. Nowadays, they are quite popular with Chinese people.

M: Thank you. I am glad to hear that.

Dialogue 2 *Listen to the dialogue twice, and then answer the questions with the information you get from it.*

Key: 1. a business background 2. Business English
3. International Trade 4. Higher Level
5. Two months

Script:

M: Good afternoon, Miss Zhang. I'm the director of the Human Resources Department of this company.

W: Good afternoon, sir.

M: We are looking for a sales manager with a business background. We expect that you might be the suitable person for this job.

W: I hope I can meet your requirements.

M: Well, please tell me your education background.

W: I graduated from Chongqing City Management College. I majored in Business English.

M: What courses have you completed?

W: I have completed International Trade, Business English, and Foreign Trade Correspondence and so on.

M: Have you got any professional certificates?

W: Yes, I've got a Secretarial Qualification Certificate and a BEC Higher Level.

M: Do you have any working experiences?

W: Yes, I have ever worked in a foreign trade company for two months as an assistant to the sales manager.

M: Good, that's all for now. Thank you for coming.

Passage *Listen to a short passage twice about job hunting, and then answer each question in no more than 3 words with the information you get from it.*

Key: 1. stressful 2. popular majors 3. large cities
4. develop special skills 5. positive

Script:

Job hunting is stressful for college students nowadays. Some graduates still have no idea where to go or what to do after graduation. The reasons for this problem are various. On the one hand, a few years ago colleges enrolled so many students in popular majors that the number of graduates is greater than the need in the market. On the other hand, most graduates would rather stay in large cities. This problem can be solved if both colleges and students take particular measures. First, students should research the market and develop special skills to suit market needs. Second, students' attitude towards employment location should be always positive. There are plenty of opportunities for young people in smaller cities around the country.

Part III Broaden Your View

Passage A

Challenge Your Classmates

Before you start to read the passage, please complete the questionnaire below.

Key: Open.

Check Your Study

Activity 1 *Read the passage quickly and fill in the blanks.*

Key: 1) anxious 2) thirty minutes 3) the servers
4) confused 5) on Monday

Activity 2 *Read the passage carefully and fill in the blanks with proper words or phrases.*

Then try to recite it.

Key: 1) imagined 2) putting out fires 3) receptionist
4) welcomed 5) easiest

Activity 3 Choose the best answer to each question according to the passage.

Key: 1. D 2. C 3. D 4. B 5. D

Activity 4 Take turns asking and answering the following questions.

- Key:
1. Because he wanted to show the interviewer he was interested.
 2. He was busy answering the phone.
 3. Because she called the applicant to inform him of the orientation on Monday.
 4. Adrian.
 5. Christopher might cry foul.

Activity 5 Work with your partner according to the clues given below.

Reference:

A: I want to take part in a job interview held by a large company next week. I am wondering what preparations I shall do in advance?

B: Well, you should write an application letter to the company first. Second, a resumé is a must.

A: What questions will the interviewer ask during the interview?

B: The interviewer may be interested in your major or certificates you've attained. He may also ask whether you have any working experience.

A: Then what shall I ask about the future job?

B: At the end of the interview, you may inquire of the HR manager the possible salary on offer. Of course, a bonus is also worth inquiring about.



Further Your Skills

Exercise 1 Fill in the blanks with the proper words or expressions given below, changing the form when necessary.

- Key:
- | | | |
|-----------------|------------|----------------|
| 1. come up with | 2. pops in | 3. rushing out |
| 4. go by | 5. sink in | |

Exercise 2 Fill in each blank with the proper form of the word given in the brackets.

- Key:
- | | | | |
|------------------|------------|-----------------|----------------|
| 1. affirmatively | 2. respond | 3. had gestured | 4. rescheduled |
| 5. receptionist | 6. shortly | 7. rushing | 8. paused |

Exercise 3 Pay attention to the colored parts and translate the Chinese sentences by simulating the structure of the English sentences.

Key:

1. Experts came up with plenty of suggestions, just to make sure the national economy will grow sustainably.

We came up with plenty of potential difficulties, just to make sure we could win the game.

2. Tom popped into the teachers' office and said with a panicked tone that Jerry's leg had been broken.

Jack popped into his father's bedroom and said with a joyful tone that he had been admitted to

Harvard University.

3. Cheated, she decided to leave her boyfriend.

Fired by the company, Xiao Wang felt ashamed of his theft.

4. It took a moment to prove, but the father was then pretty sure that he hadn't told a lie.

It took a moment to review, but this engineer was pretty sure that the project would bring about great profit.

5. Whatever the case, she decided to marry that disabled man.

Whatever the case, he decided not to work in that company again.

Language Points

Explanation of Difficult Sentences

1. (Para. 5) ... he immediately picked it up while gesturing "just one minute" to me.

Analysis: 本句中 while 后面接了一个现在分词短语作时间状语,表示“一面……一面……”,说明 pick 和 gesture 两个动作几乎同时发生。

Paraphrase: ... he immediately picked up the phone and raised his finger as a sign for one minute.

Translation: 他立刻拿起了电话,并向我做了一个“等一会儿”的手势。

2. (Para. 9) Confused, I muttered, "uhh, wait, really? Are you sure?"

Analysis: 本句中 confused 是一个过去分词,在句中充当原因状语。

Paraphrase: Because what the HR lady said was out of my expectation, I kept asking in a low voice whether it was true or not.

Translation: 我感到一片茫然,不停地嘀咕道:“啊,等等,真的吗,你确信?”

Important Words

1. **prep** *v.* to prepare (sth.) (把……)准备好;预备

e. g. My sister is prepping for college. 我妹妹正在为上大学做准备。

My mother prepped the vegetables in advance. 我母亲提前把蔬菜准备好。

2. **pop** *v.* to suddenly appear, especially when not expected (让人意外地)突然出现;冷不防冒出

e. g. Jack opened the window and a pig's head popped out.

杰克打开窗户,冷不防一只猪探出头来。

An idea suddenly popped into her head. 她突然想到了一个主意。

3. **flustered** *a.* nervous or confused 慌乱的,不安的

e. g. The boy arrived late, looking flustered. 男孩迟到了,显得局促不安。

Don't get flustered! 不要慌张!

4. **gesture** *v.* to move one's hands, head, face, etc. as a way of expressing what one means or wants 做手势;用手势表示;用动作示意

e. g. Professor Smith gestured for them to come in. 史密斯教授示意让他们进来。

My boss gestured to me that it was time to go. 我老板示意我该走了。

5. mutter *v.* to speak or say sth. in a quiet voice that is difficult to hear, especially because one is annoyed about sth. 嘀咕; 嘟囔

e. g. The boy just sat there muttering to himself. 小男孩坐在那里独自嘟嘟囔囔。

The secretary muttered something about needing to get back to work.

秘书嘀咕着说要接着干活了。

6. orientation *n.* training or information that you are given before starting a new job, course, etc. (任职等前的)迎新会, 培训, 训练

e. g. Attending orientation is a must for the freshmen of the college.

这所大学的一年级新生都必须参加迎新会。

This company will hold an orientation course next week.

下周这个公司会举办上岗培训课。

7. sink in (of words, an event, etc.) to be fully understood or realized (话语、事情等)被完全理解; 被充分意识到

e. g. He paused to allow his words to sink in. 他停下来, 好让人充分领会他的意思。

The full scale of the disaster has yet to sink in.

人们还没有完全意识到这场灾难的严重程度。

Passage Translation

一次最轻松的面试经历

我对应聘新职位多多少少有些紧张。因此面试前我学习相关知识,做了充分准备,并设想了面试的场景。我确信在面试中考官有可能问的问题我都准备妥当了,我甚至准备了一大串询问对方的问题,为了让他们知道我对此职位很有兴趣。

终于到了面试那天,我穿上了最好的西装,信心满满地走进了办公室。和蔼可亲的接待员将我引到了会议室,并告诉我克里斯托弗将马上过来面试我。

我等了又等,过了三十分钟,克里斯托弗走进了办公室,声音有点慌乱地对我说:“你就是阿德里安吧,非常抱歉让你久等了,刚才公司出了点状况,我不得不去紧急处理一下。”

我回答道:“没关系,我知道……”

我话还没说完,克里斯托弗的手机就响了,他立刻拿起了电话,并向我做了一个“等一会儿”的手势。十分钟过去了,伴随着一连串的“好的”,“没问题”,“是的”,“你确定吗”,克里斯托弗终于挂了电话,并且再次向我道歉。

我有点焦虑地说道:“嗯,您今天真的很忙。”

“我甚至没有时间……”,克里斯托弗的话音未落,电话铃声再次响起。他眼睛一转,拿起电话,急促地说了声“喂”,然后冲出了会议室。

又过了三十分钟,于是我起身前往接待处去看看究竟发生了什么事情。接待员也向我致歉,告诉我服务器出了严重的问题,并建议我改天再来,于是我就转身离开了。

就在那周的晚些时候,公司人力资源部的一位女士给我打电话,不是重新安排面试,而是告诉我应聘成功并问我能否周一就去上班。我感到一片茫然,不停地嘀咕道:“啊,等等,真的吗,你确信?”

她同样有些困惑。“哦……嗯……你是阿德里安,对吧?”

我给了她肯定的回答。

“那么,”她停顿了一下说:“我们就周一见吧?”

我不假思索地回答道:“好的。”

“那好吧,”她说道:“周一早上 8 点见;迎新会将在 8 点 15 分开始。”

尽管过了一会儿我才明白过来,但我确信是他们把工作给错了人。无论如何,我决定不再打电话过去,而是星期一去露个面。我以为克里斯托弗看到我以后可能会大呼搞错了,可是后来却出乎我的预料,他见到我只是说:“你就是阿德里安吧,欢迎加入。”

Classroom Activity

Objective:

To help students learn to use what they have learned from Passage A, especially the important words and expressions, to enhance their understanding of the essentials for a job interview.

Procedures:

1. The teacher divides the class into four or five groups;
2. Each group works as a team to design the interview questions;
3. Each group assigns a representative to conduct an inter-group interview and try to elicit or get as much as possible from other groups' opinions about what they should do to prepare the interview. Every representative writes comments down on the paper. The more, the better.
4. After the interview, every representative goes back to his/her group, and reports to other group members what the classmates in another group thought of the interview questions;
5. Lastly, the teacher asks the representative of each group to state their group's findings in class.

The class is required to listen carefully and decide which of the questions they think are most interesting and insightful.

Words and expressions that students may use for this activity:

- | | |
|--|----------------------|
| • resumé/Curriculum Vitae/CV | • application letter |
| • major and certificates | • working experience |
| • salary | • bonus |
| • Before the interview, I will prepare... | |
| • ... is a must for preparing for a job interview. | |
| • The interviewer will ask whether... | |
| • The HR manager might be interested in... | |
| • If I have an interview, I would like to know... | |
| • I want to be informed of... | |

Suggested questions that students may use for this activity:

- What preparations will you do for a job interview in advance?
- What questions do you think the interviewer will ask you?
- What will you inquire about concerning your future job?

**Passage B****Warm-up Activity**

Key: Open.

**Check Your Study**

Activity 1 *Read the passage quickly and then fill in the blanks.*

- Key:
- | | |
|--------------------------------|----------------------------------|
| 1) Learn about yourself | 2) a lack of experience |
| 3) one foot at a time | 4) any progress is good progress |
| 5) Have realistic expectations | |

Activity 2 *Read the passage carefully and complete the following sentences.*

- Key:
- | | |
|--------------------------------|-------------------------------|
| 1. forethought and preparation | 2. to try it |
| 3. making a bad decision | 4. serious financial problems |
| 5. more energized | |

**Further Your Skills**

Exercise 1 *Fill in each blank with the proper form of the word given in the brackets.*

- Key:
- | | | | |
|---------------|----------------|------------------------|-------------|
| 1. option | 2. promotional | 3. unobtainable | 4. pursue |
| 5. passionate | 6. compelling | 7. energized/energetic | 8. prospect |

Exercise 2 *Translate the following sentences into English.*

- Key:
- The two cultures have a lot in common.
 - I feel compelled to write and tell you how much I enjoyed your book.
 - The local libraries are making effort to interest more youth.
 - We must look ahead before we make a decision.
 - In the quest to pursue the dream, every one is likely to have ups and downs.

**Language Point****Explanation of Difficult Sentences**

- (**Para. 1**) Do you wish there was another option, one that would lead to an exciting, unique, and fulfilling line of work?

Analysis: 本句中 one 是 option 的同位语,后面的 that 从句是定语从句修饰 one。