

PE 重庆市高职高专规划教材

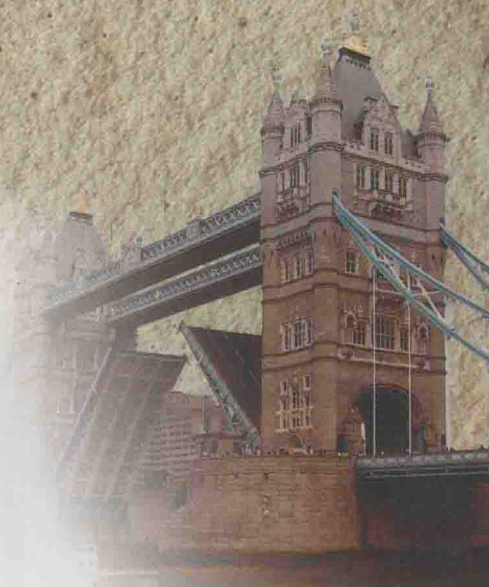
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成长英语 3

综合教程

主 编 陈 刚 唐君国



重庆大学出版社

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内 容 提 要

《成长英语综合教程》共分三册。该书为第三册，其内容侧重涉外业务交际英语。教材以任务为引导、实际运用为重点、语言技能训练为基础，根据语言学习的一般性规律，将主线人物的Role Plays贯穿所有单元的听说交际、阅读活动和写作训练中。教材每单元内容包括5个板块：Open your mouth; Sharpen your listening; Broaden your view; Use your hands; Presentation。其中阅读板块分成A、B两篇，A篇文章主要针对语言共核，B篇文章突出实用性。教材选材突出时代性、趣味性、实用性和话题的思想性，内容丰富，体现了可教性和可学性。该册内容的难度相当于“高等学校英语应用能力考试”A级水平。

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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有关专家按照教育部《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。

《综合教程》第三册各单元的安排如下：

- Part I Open Your Mouth
- Part II Sharpen Your Listening
- Part III Broaden Your View
Passage A
Passage B
- Part IV Use Your Hands
- Part V Presentation

本教材设计了分课词汇表和词组表，并附有词汇汇总表和词组总表。这样安排有利于课堂教学的组织，也利于学生自学、复习和巩固提高。

《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3月



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Unit

1

A New World, A Great Challenge

UNIT FOCUS

In this unit, we are going to:

- talk about the experiences of job interviews;
- listen and learn more about what to do in a job interview;
- read about a job interview experience and the essentials of getting a dream job;
- write an application letter;
- make a presentation in expectation of the changes to the employment structure.

LEAD-IN

The job interview provides the college graduates with opportunities to explore a new world. It is of great importance for me to be well-prepared for the coming interview. I have tried every means to learn more about the company and the position before the interview. I know I'm ready for that. I'll show them I'm the very person they need.



Part I Open Your Mouth

• Warm-up Activity •

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

secretary

leave

A: Why do you want to 1) _____ your present job?

B: Because I see no chance of promotion.

A: Have you ever done any office work?

B: Yes, I was ever a 2) _____ for an insurance company.

• Focus Your Attention •

Dialogue 1



I'm interested in the position as...

I majored in...



Jin Yan: Good morning, sir.

Mr. Bryn: Good morning, young lady. Be seated here.

Jin Yan: I'm interested in the position as a secretary in your company.

Mr. Bryn: Er... Which school are you from and what's your major?

Jin Yan: I've just graduated from Chongqing College of Business Management. I majored in computer engineering.

Mr. Bryn: What qualifications do you have for this job?

Jin Yan: Here are my certificates I've got: NCRE-3 Certificate, Secretarial Qualification

Certificate, BEC Higher Level, and a driving license.

Mr. Bryn: Good. Do you have any work experiences?

Jin Yan: Yes, I ever worked in a small business as a part-time secretary.

Mr. Bryn: That's fine. What are your special skills for the position?

Jin Yan: I'm fluent in English, especially in oral communication. And I can operate the office equipment skillfully.

Mr. Bryn: Great. We'll let you know as soon as we come to a decision.

Dialogue 2



I'd like to know how...

Can I get paid if...?



Mr. Johnson: Now, do you have any questions about our company, Miss Jin?

Jin Yan: I'd like to know how the salary is determined.

Mr. Johnson: Well, all new employees begin at 2,500 *yuan* per month, and you'll get a pay rise according to your performance.

Jin Yan: Do you give a bonus every month?

Mr. Johnson: No, but we offer an annual bonus.

Jin Yan: Can I get paid if I work overtime?

Mr. Johnson: Surely you will be paid extra for that.

Jin Yan: I see. What about vacations?

Mr. Johnson: You will receive three weeks' paid vacation a year.

Jin Yan: Good. Are there any other benefits?

Mr. Johnson: Everyone has health insurance and there is a housing provident fund in our company.

Jin Yan: Great.

Mr. Johnson: Any other questions?

Jin Yan: No more. Thank you, Mr. Johnson.

• Chat with Your Friends •

Activity 1

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

Useful expressions for questioning the interviewee

1. _____
2. _____
3. _____
4. _____
5. _____

Useful expressions for answering the above questions

1. _____
2. _____
3. _____
4. _____
5. _____

Activity 2

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

Mr. Lin: Would you tell me something about your education background?

Jin Yan: I graduated from Chongqing College of Foreign Trade. 1) _____ (所学专业是国际贸易).

Mr. Lin: What kind of software can you use?

Jin Yan: I can 2) _____ (熟练地使用Office办公软件).

Mr. Lin: Do you have any certificates?

Jin Yan: Yes, I have 3) _____ (全国计算机等级考试三级证书和驾驶证).

Mr. Lin: Very good. What kind of position are you interested in?

Jin Yan: 4) _____ (我希望应聘秘书工作).
 Mr. Lin: Why do you want to work for us since we are a small business in Chongqing?
 Jin Yan: I think 5) _____ (在小公司能获得更多的机会). I'd like to develop my skills with the company and share the achievements.
 Mr. Lin: I'm glad to hear that. What amount of salary do you expect?
 Jin Yan: I hope 6) _____ (我的起薪不低于3 500元).
 Mr. Lin: OK. Could you come to the office next Monday?
 Jin Yan: Sure.

Activity 3

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

Questions

1. Have you ever heard about our company?
2. What is your major?
3. What is your working experience?
4. What qualifications do you have for the job?
5. What do you want to know about our company?

TIPS

- tutor/assistant manager/part-time secretary
- Computer Engineering/Business English/Foreign Trade
- an NCRE-3 Certificate/a driving license/a BEC Higher Level/a Secretarial Qualification Certificate
- My starting salary...
- Do you give a bonus every month?

• New Words and Expressions •

*bonus	/ˈbɒnəs/	n. 奖金, 红利
*annual	/ˈænjʊəl/	a. 每年的, 年度的

★	*	◆
A级词汇	B级词汇	超纲词汇

注: 全书单词标记同此。

NCRE (National Computer Rank Examination)

全国计算机等级考试

Secretarial Qualification Certificate

文秘从业资格证书

BEC (Business English Certificate)

剑桥商务英语证书

housing provident fund

住房公积金

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.

M: Good morning, Miss Lin.

W: Good morning, sir.

M: I see from your resumé that you have been working 1) _____?

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 2) _____.

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

W: Well, the company was founded by Mark Ward in New York 3) _____, and it is the largest company in its field.

M: What do you know about our major products?

W: Your products are 4) _____ and beautiful in design. Nowadays, they 5) _____ 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.

1. What kind of candidate is the company looking for?

A sales manager with _____.

2. What was the woman's major?

Her major was _____.

3. What courses has the woman completed?

She has completed _____, Business English, and Foreign Trade Correspondence and so on.

4. What certificates has the woman got?

She has got a Secretarial Qualification Certificate and a BEC _____.

5. How long has the woman worked for a foreign trade company?

_____.

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.

1. What do many college students think about job hunting?

It is _____.

2. Why were there more graduates than the need in the market?

Because colleges enrolled so many students in _____.

3. Where do most graduates prefer to stay?

In _____.

4. What is the first measure to solve the problem?

It is that students should research the market and _____ to suit market needs.

5. What attitude should college students take towards employment location?

Their attitude should be _____.

• New Words and Expressions •

*candidate /'kændɪdət/ n. 求职者; 申请人; 候选人

*requirement /rɪ'kwairəmənt/ n. 要求; 必要条件

*correspondence /kɔ:'rɛspɔ:ndəns/ n. 信件, 函件

*positive /'pɒzətɪv/ a. 积极的; 肯定的

Human Resources (HR) 人力资源

Foreign Trade Correspondence 外贸函电

Part III

Broaden Your View

Passage A

•Challenge Your Classmates•

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

	Yes	No
1. What is your ideal career?		
a. Accountant.	_____	_____
b. Engineer.	_____	_____
c. Businessman.	_____	_____
d. Lawyer.	_____	_____
e. _____.	_____	_____
2. What preparation will you do for job-hunting?	Yes	No
a. Become skilled in a professional knowledge area.	_____	_____
b. Get several professional qualification certificates.	_____	_____
c. Learn about job application and interview skills.	_____	_____
d. Develop company, market and industry research skills.	_____	_____
e. _____.	_____	_____

Use this questionnaire to interview your classmates, and then report your findings in class.

•Develop Your Understanding•

The Easiest Interview Ever

I was a little anxious about being interviewed for a new job. So I studied. I **prepped**. I imagined being interviewed. I made sure that I'd be ready to answer every question that they could possibly throw at me, and I even **came up with** a long list of questions to ask them, just to make sure they knew I was interested.

When the day finally came, I wore my best suit and confidently **strolled** into their office.

The ever-so-kind **receptionist** led me to a conference room and said that “Christopher” would be in shortly to interview me.

I waited. And I waited. And I waited. Thirty minutes later, Christopher **popped** into the conference room and said with a **flustered** tone, “you must be Adrian. I’m so sorry for being late. We’ve had a **crisis** and I’m trying to put out fires.”

“It’s okay,” I **responded**, “I know exactly how that...”

Before I could even finish my sentence, Christopher’s phone rang, and he immediately picked it up while **gesturing** “just one minute” to me. Ten minutes and a **litany** of “uh huh”, “okay”, “I see”, and “are you sure?” later, he hung up his phone and apologized again.

“Heh,” I nervously responded, “busy day, eh?”

“I haven’t even had time to...” before Christopher could even finish his sentence, his phone rang again. He **rolled** his eyes and picked it up, answering with a **rushed** “yeah?” This time, he rushed out of the conference room.

Another thirty minutes went by, so I walked back to the reception area to see what was going on. The receptionist also apologized and told me that “really bad things” were happening with the servers, and that it would probably be best if I just came back another day. So I left.

Later that week, an HR person called me back, but not to **reschedule** the interview. She was calling to offer me the job, and asked if I could start on Monday. Confused, I **muttered**, “uhh, wait, really? Are you sure?”

“Um,” the HR lady said, equally confused, “yeah? I mean, your name is Adrian, right?”

I replied **affirmatively**.

“So,” she **paused**, “can we expect to see you here on Monday?”

“Certainly,” I said without thinking.

“Okay then,” she said, “we’ll see you Monday at 8:00; **orientation** starts at 8:15!”

It took a moment to **sink in**, but I was pretty sure that they had just offered the job to the wrong person. Whatever the case, I decided not to call and just show up on Monday. I was half-expecting Christopher to cry foul, but when he saw me later that day, he simply said, “you must be Adrian, welcome aboard!”



• New Words and Expressions •

◆ prep	/prep/	v. 使(某人)做好准备; 预备
◆ stroll	/stroul/	v. 散步, 漫步
* receptionist	/ri'sepʃənɪst/	n. 接待员
* pop	/pɑp/	v. 突然出现; 冷不防冒出
◆ flustered	/'flʌstəd/	a. 慌乱的, 不安的
* crisis	/'kraɪsɪs/	n. 危机, 危急关头
* respond	/ri'spænd/	v. 回答, 回应
* gesture	/'dʒestʃə(r)/	v. 做手势, 用手势表示
◆ litany	/'lɪtəni/	n. 枯燥冗长的陈述
* roll	/roul/	v. 使(眼球等)左右转动; (使)原地转圈
* rushed	/rʌʃd/	a. 匆忙的, 急促的
* reschedule	/'ri:'skedʒu:l/	v. 重新安排
◆ mutter	/'mʌtə(r)/	v. 嘀咕, 嘟囔
◆ affirmatively	/ə'fɜ:rmətɪvli/	ad. 肯定地
* pause	/pɔ:z/	v. 停顿; 暂停
* orientation	/'ɔ:riən'teɪʃn/	n. 迎新会
come up with		想出, 提出
sink in		完全理解; 充分意识到

• Check Your Study •

Activity 1

Read the passage quickly and fill in the blanks.

The Easiest Interview Ever

My job interview experience:

- Before the interview, I was 1) _____ and tried to get well-prepared for it.
- In the company, I was led into a conference room and waited for 2) _____.
- Unfortunately, I couldn't speak with Christopher for a while before he left to attend to problems with 3) _____.
- Later that week, I was 4) _____ by the HR lady who told me that I was the right person for the job.
- I showed up 5) _____, which didn't surprise Christopher.

Activity 2

Read the passage carefully and fill in the blanks with proper words or phrases. Then try to recite it.

I had done a lot of preparations for the forthcoming interview and 1) _____ questions which would be asked. Christopher, who was responsible for the interview, was busy 2) _____. So the interview ended after a brief greeting. Finally, I figured out from the 3) _____ that really bad things happened to the company's servers. So I had to go home with my job interview experience under a cloud of suspicion. To my surprise, I was offered the job and was later 4) _____ by Christopher. It was the 5) _____ interview I've ever had experienced.

Activity 3

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

- In order to pass the interview, I had _____.
A) taken some courses
B) bought the best suit
C) asked people for advice
D) practiced it many times
- When I was preparing for the interview, I felt _____.
A) interested
B) confused
C) anxious
D) flustered
- During the interview, I _____.
A) talked happily with Christopher
B) was asked a number of questions
C) was required to put out fires
D) couldn't finish my introduction
- Christopher rushed out of the conference room, because _____.
A) a fire broke out
C) the telephone was ringing