



普通高等教育“十一五”国家级规划教材
新标准高职高专公共英语系列教材
VOCATIONAL COLLEGE ENGLISH

冶金英语

行业英语系列

METAL MATTERS

学生用书
STUDENT'S BOOK

作者 Georg Aigner
改编 柳吉良 李跃 黄斌 郑理



附光盘



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总序

高等职业教育贯彻以服务为宗旨、以就业为导向的办学方针，培养的人才需最大限度地符合未来职业的要求。高职高专公共英语教学必须明确这一定位，为高职人才培养的总目标服务。高职高专公共英语教学改革也应该尝试能够体现这一教学改革目标的探索与实践，以职业岗位要求为依据，开展有针对性的教育，以强化高职高专公共英语教学的实用性、职业性特征。正在研讨的《高等职业教育英语课程教学要求》已体现了这一改革思路，将行业英语的教学纳入了高职高专公共英语教学的内容。然而高职高专公共英语教学应如何与行业相结合，这仍是一个值得我们思考和探讨的问题。“新标准高职高专公共英语系列教材·行业英语系列”不仅为这个问题给出了一个科学、合理的解决方案，也为行业英语教材的建设提供了一个优秀的范本。

细致是该系列教材最难能可贵之处。无论是对所涉及行业中需要使用英语进行工作的情景以及各种情景下常用的句型、词汇、专业术语，还是对国际交往中最容易引发沟通障碍的文化差异以及由于缺乏了解可能引起的商务礼仪失误，该系列教材都作了细致入微的介绍与分析。这使教材在选材、学习量及活动的设计上都极具科学性和针对性，既不是闭门造车，也不是眉毛胡子一把抓。同样的细致也体现在其内容的编排上。举个例子，我们很多教材中的口语练习往往失于空泛，学生无话可说，或有话说不出。而该系列教材中的口语练习场景真实、要求具体、引导详细、循循善诱，很容易激发学生想说英语的欲望。此外，该系列教材很注重语言的循环呈现，同样的句型、词汇和交际功能往往能在不同形式的练习中得到反复操练、不断深化，这将大大提高学习的有效性。每单元的各板块不是生硬的堆砌，而是既相互独立又前后连贯。对于行业英语教材来说，板块之间的这种独立性给教学留下了选择的空间，而这种连贯性则非常有助于引导学生进入教材设定的行业角色。该系列教材图文并茂，设计堪称精致，但真正的精致还在于其细致、认真、科学、严谨的内容编排。

实用是这套教材最突出的特点。书中选取的素材完全是来自真实工作场景下的真实语言材料，包括电话交谈、面谈、公司对外宣传资料、公司对内工作文书等职场内容，几乎涵盖了从业者日常工作的方方面面。书中还设计了大量模拟真实工作任务的练习，努力让学生进入从业者的角色，训练用英语处理业务的能力。这些真实的语言材料和训练把实际工作场景带入了课堂，学生学到的就是他们在未来工作中要面对的，使学以致用原则真正落到了实处。

高职高专英语教育强调以实用为主，以培养职业能力为目标，这就需要我们的教学反映学生未来实际工作的需要，提高学生的就业能力。该系列教材以细致的行业需求分析为基础，以科学严谨的内容编排为特点，着力培养学生用英语进行工作的能力，融“教、学、做”为一体，充分体现了高职高专英语教学改革的方向。相信它的出版不仅会使广大英语学习者受益，也将为探索我国高职高专英语教育如何加强职业能力的培养拓展思路。

刘黛琳 教授

教育部高等学校高职高专英语类专业教学指导委员会主任委员

前言

《冶金英语》是为实践型教学设计的行业英语教材。它通过选取冶金机械行业真实工作场景下的材料，使学生掌握行业英语知识，培养学生在实际工作中运用英语进行交流的能力，非常符合高职高专英语教育“实用为主，够用为度，以应用为目的”的原则。

本书听、说、读、写、译并重，通过真实工作场景下的材料，使学习者即使在事先没有掌握充足词汇的情况下，也能学习和掌握一些非常实用的技能，如翻译日常工作中的文件、撰写传真以及电子邮件、用母语进行内容概括、各种交际场合中的口语表达和现场口译等。本书英语单词的起点为 1500 个，学生通过对本书的学习将掌握一定量的专业词汇。语法部分以复习巩固为主，简明扼要地对重要语法现象进行讲解和练习。此外，书中还介绍了一些英语学习技巧。

《冶金英语》共有 20 个单元，前 6 个单元与后 3 个单元为必学内容，第 7 到第 17 单元的背景分属不同的工作类别。教材的内容设计不但适合课堂语言学习和训练，也能满足行业人员的培训需求，主要包括：

- 听力材料（另附 CD）
- 丰富的原始文本以及科技图表
- 实践型练习
- 口语练习
- 词汇扩展
- 重点语法讲解和练习
- 学习方法的介绍
- 相应的网络自学练习

书后的 Word List 包括全书各处出现的生词和短语。学习者在书中任何地方碰到的生词几乎都能在书后的 Word List 中检索到。为了使用方便，我们特意提供了两种检索方式：Unit Word List 按照生词和短语在书中出现的先后顺序排列，通过该词表，你可以看到每一页、每一项内容中所有的生词和短语；A-Z Word List 按照字母顺序排列，对每个词出现的页码都进行了标注，通过该词表，你可以找到每一个单词出现的上下文。

目前我国很多高职高专学校都开设了行业英语课程，今后高职高专的公共英语学习将分为基础英语和行业英语两个阶段。目前行业英语教材大多选取专业性很强的阅读材料，而培养学生在实际工作中的英语交际能力的行业英语教材非常少见。本教材的出版为高职高专行业英语教学提供了新的思路。

书中几种标志的意思：



配有录音的对话和文本

AE：美国英语

BE：英国英语

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WELCOME TO METTEC



Meet the trainees

MetTec is an engineering company with many subsidiaries. It has a large training programme and most trainees work in more than one subsidiary. Listen to some MetTec trainees introduce themselves and find the missing information.

Hi. My name's Markus Fischer. I'm 18 years old and I'm training as a mechanical engineer. I work at the MetTec headquarters in Munich and I live nearby in a small town called Freising. My hobbies are computers and playing tennis.



Elke Baum
training: draughtswoman
MetTec location: ...¹
lives in: ...²
hobbies: clubbing,
listening to music



Kai Schmidt
training: mechanical
engineer
MetTec location: ...³
lives in: Erding
hobbies: ...⁴



Davut Almaoglu
training: ...⁵
MetTec location: Munich
lives in: Munich
hobbies: ...⁶



Ryan Morris
training: ...⁷
MetTec location: ...⁸
lives in: Malton
hobbies: socializing,
playing computer games



Karim Singh
training: ...⁹
MetTec location: York
lives in: Stutton
hobbies: playing the
guitar, ...¹⁰



David Rigby
training: ...¹¹
MetTec location: York
lives in: Haxby
hobbies: ...¹²

LANGUAGE BOX

Introducing yourself

Hello/Hi. My name's Markus Fischer.
I'm 18. / I'm 18 years old.
I work for MetTec in Munich.
I'm a trainee at MetTec in York.
I'm training as a mechanical engineer/
to be a fitter.

I live in Freising.
My hobbies are computers and
playing tennis.
I like/enjoy/love listening to music.
I'm into football.

2 Over to you

Suppose you work for a company. Introduce yourself to your partner and tell him or her the following information:

- your name.
- how old you are.
- which job you're training for.
- which company you're working for.
- where you're from.
- what your hobbies are.

3 Meet MetTec

Look at this company profile from a brochure and answer the customer's questions.

METTEC

MetTec AG is a large German engineering company with its headquarters located in Munich. We have several branches throughout Germany, and subsidiaries in Europe, USA and the Far East. Our main activities are producing components and machinery such as conveyor belts and assembly lines for many different industries. These include automobile manufacturers, food producers and breweries.

MetTec employs 300 people in Germany and a further 550 globally. At MetTec we believe in investing in the future so we have a large training programme and take on many new apprentices each year. These include mechanical engineers, fitters and electricians, as well as draughtspeople and trainee sales and purchasing staff. As we are a global company, these trainees all spend time working abroad as part of our company's exchange programme.

- 1 Where are MetTec's headquarters?
- 2 Where do they have subsidiaries?
- 3 What does MetTec make?
- 4 Who buys their products?
- 5 How many people work there?
- 6 What kind of trainees do they take on each year?

4 Working with words

Match the words with their definitions.

Start like this: 'Abroad' means 'in a foreign country or countries'.

A 'subsidiary' is ...

a skilled person who works with machines
 a person who makes plans or drawings of machinery
 a local office belonging to a large company
 in a foreign country or countries
 a person who installs or repairs machinery, pipes, etc.
 a company controlled by another company
 a person being trained for a job; an apprentice
 a person or company which makes things

abroad
 subsidiary
 trainee
 manufacturer

fitter
 branch
 draughtsperson
 mechanical engineer



5 Arriving at MetTec

David Rigby has come to Munich for his three months of training abroad. He arrives at the headquarters and meets Frau Schiener at reception. Listen to the dialogue and find the missing information in the visitor's pass.



6 Meeting Markus

Frau Schiener calls Markus to reception to meet David.

Markus Hi, you must be David.

David Yes.

Markus I'm Markus. Welcome to Munich.

David Thanks. Nice to meet you.

Markus How was your journey?

David Great. I came by car.

Markus By car? It's a long way to drive.

David I know. But it gave me a chance to see some of Germany. Besides, I always wanted to drive on an autobahn.

Markus Oh, right. I see. So when did you get here?

David Yesterday. I checked into the hotel last night.

Markus And how is the hotel? Is it all right?

David Yeah, it's fine, thanks.

Markus Is it in Munich?

David No, it's just outside Munich. It's a small hotel called the Isarwinkel, or something like that.

Markus Right. Well, do you want to follow me? I'll show you where you're going to work for the next three months.

David OK.

Markus So, David, what do you do in York?

David I'm training to be a fitter. How about you?

Markus I'm in the second year of my apprenticeship as a mechanical engineer.

David Oh, right.

Markus What's MetTec like in York? Is it as big as this?

David No, it's a lot smaller. There are only about ... I'd say ... 20 people there.

Markus When did you start working there?

David Just two years ago.

Markus Same as me. Well, here we are. Put your things down there for now and we'll go and find the boss, Herr Wimmer.

MetTec Munich Branch	VISITOR
Name 1	
Company 2	
Visiting 3	
Car reg 4	
Date 5	
Time in 6	
Valid until 7	



Later Markus tells another British trainee about David. Say whether what he says is right or wrong and correct the mistakes.

- 1 "Well, his name's David and he's training to be a mechanical engineer."
- 2 "He drove from York. I think he came by car to save money."
- 3 "He's staying in a hotel outside Munich. The Isarwinkel, I think it's called."
- 4 "He checked into the hotel this morning."
- 5 "He's going to be here for half a year."
- 6 "He's worked for MetTec longer than I have."



7 Meeting Herr Wimmer

Markus introduces David to Herr Wimmer. Put the conversation into the correct order. Then listen to the dialogue on the CD to check your answer.



- Markus* Herr Wimmer, this is David Rigby from York. David, this is Herr Wimmer, our boss.
- a *Wimmer* I'm glad you enjoyed it. And I hope you enjoy your time with us, too. Has Markus already shown you round the place?
- b *Wimmer* Hello David. Welcome to Munich. When did you get here?
- c *Wimmer* Good. And how was your journey?
- d *Wimmer* Well then, I suggest Markus gives you a tour first and then we can talk about what you're going to do while you're here.
- e *Wimmer* I see. I hope you liked it.
- f *David* Yes, I did. It's very beautiful here.
- g *David* No, not yet.
- h *David* Oh very good, thanks. I came by car so I got to see a bit of the countryside.
- i *David* Nine o'clock this morning. Markus met me at reception.

GRAMMAR CHECK

Forming questions

- 1 What **do** you **do** in York?
- 2 When **did** you **get** here?
- 3 Who **does** Markus **work** for?
- 4 Who **works** in Munich?
- 5 How **is** your hotel?

- 动词为实义动词时，一般现在时的特殊疑问句要在疑问词后加上助动词 **do/does** (例句 1、3)；若为一般过去时，则在疑问词后加上助动词 **did** (例句 2)。
- 动词为系动词 **be** 时，将 **be** 的某种形式置于主语之前 (例句 5)。
- 对主语提问 (用 **who** 或者 **what**) 时，不用 **do** 或其变形 (例句 4)。

how 就属性及方式提问
where 就处所提问
what 就行为或事物提问
which 就人或事物提问

why 就原因或目的提问
who 就人提问
when 就时间提问



Practice

David meets Elke, a draughtswoman, in the canteen. Complete the dialogue with questions.

- Elke Hi, I'm Elke. You must be David, the new trainee from Britain.
 David Yes I am. Pleased to meet you.
 Elke ...¹?
 David At the subsidiary in York.
 Elke And ...²?
 David I'm training to be a fitter.
 Elke I see. ...³?
 David I started this week, on Monday.
 Elke Oh right, so you've only been here a few days then. ...⁴?
 David I'm working in one of the engineering groups.
 Elke ...⁵?
 David Herr Wimmer's in charge. He seems really nice.
 Elke Yes, he is. So, ...⁶?
 David Well, I had to do three months' training somewhere abroad and I just thought it would be a good idea to do it at the company's headquarters.
 Elke You mean, to make good contacts?
 David Not really. Just see what the headquarters are like, that's all.



Over to you

Work with a partner. Ask him or her:

- what company he or she wants to work for.
- where the company's headquarters are.
- whether the company has foreign subsidiaries. If so, where?
- what the company's activities are.
- how many people work for the company.
- whether English is spoken there.

Introductions and Greetings

Introductions

Hello, my name's Elke Baum.

Hi, I'm Elke Baum.

How do you do?* I'm Uwe Wimmer.

I'm David Rigby. Pleased to meet you.

It's nice to meet you. I'm David Rigby.

How do you do?* I'm David Rigby.

* "How do you do?" 只用作第一次见面时的问候语, 它不是问句, 不需要任何回答, 一般只需要用同样的 "How do you do?" 来回应对方。

Greetings

Hello, Elke. How are you?/How are you doing?

I'm fine, too, thanks.

Good morning/afternoon/evening, Elke.

Fine, thanks. And yourself? Oh, not too bad.

OK, thanks. And how are you?

Good morning/afternoon/evening.

Saying goodbye

Goodbye, David. See you later.

See you. Bye.

10

Welcoming a visitor

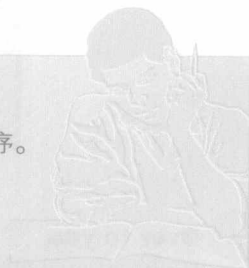
A trainee from a foreign subsidiary arrives at the headquarters and you will meet him or her at reception. Work with a partner to make a dialogue.



我是如何学好英语的

根据你自己的学习经验和成效，按重要性给下列15种学习方法排序。

- 听老师讲课
- 钻研教科书
- 认真听录音
- 观看视频节目
- 角色扮演练习
- 与邻桌同学一同学习
- 小组协作
- 长时间地学习单词表
- 利用因特网查找信息
- 去英语国家度假
- 参加学生交流活动
- 观看英语电影或者欣赏英语话剧
- 做语法练习题
- 与同学练英语
- 翻译课文



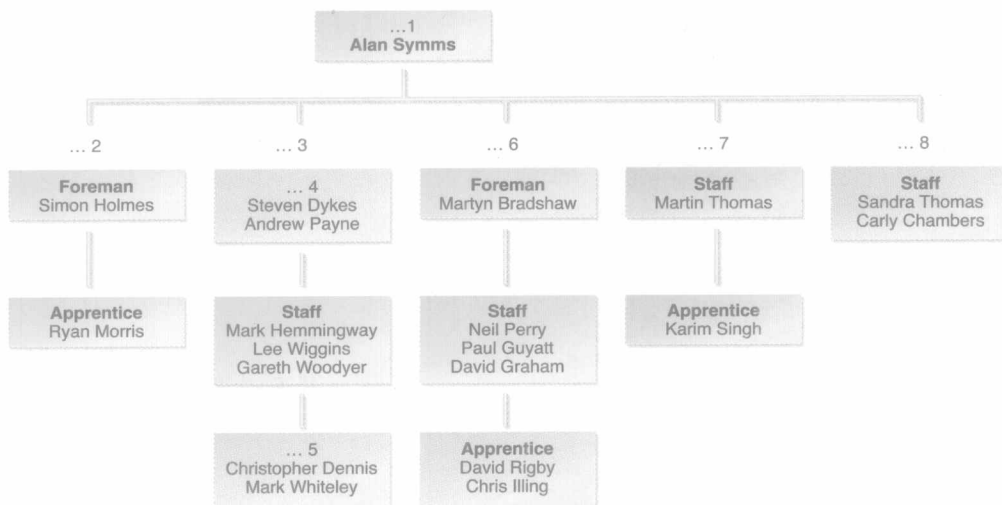


METTEC IN YORK



Company structure

A week after David Rigby started working in Munich, Kai Schmidt arrives at MetTec in York for his three months of training abroad. Listen to Ryan Morris tell him about the structure of the company and complete the organigram below.



LANGUAGE BOX

Describing company structure

- ... is the managing director.
- ... is in production.
- I report to ...
- ... runs the department.
- ... is in charge of the fitting department.
- ... is responsible for sales and purchasing.



Over to you

Suppose you work for a company. Draw an organigram showing the different jobs in your department or company and, next to it, write a list of the people who work there. Swap the information with a partner. Then ask your partner questions to find out who does what in your partner's department or company.

Start like this: What does ... do?

Who's in charge of production?



A tour of the company

Ryan shows Kai round the company. Listen to Ryan's tour and complete the plan of the company with the words in the list.

Ryan OK, let's begin our tour right here in construction. This is my computer and I think this is yours for the next three months. And that's where Simon normally works.

Kai Looks like a good place to work.

Ryan It is. And as we walk out of construction we have some storage space on the left and on the right we have the snack room. This is where we usually have our breakfast break.

Kai Does the drinks machine have coffee as well as tea?

Ryan Yes, of course it does. We don't just drink tea in Britain, you know. Anyway, behind the storage there's the eroding machine and if you follow me, we'll go into the main corridor. So, this is sales & purchasing. Come on, I'll introduce you to Carly and Sandra.

Carly Hi, Ryan. How are you?

Ryan Fine, thanks. This is Kai, a trainee over from Munich for three months.

Carly Hello, Kai. Nice to meet you.

Kai Nice to meet you, too.

Ryan Is Mr Symms in at the moment, Carly?

Carly Yes, but he's talking to Sandra. Maybe you should come back in a few minutes.

Ryan OK. We can take a look at the shopfloor first. See you later, then.

Carly All right.

Ryan So, here's the shopfloor and here's someone you know ...

Kai Hi, Mark. How's it going?

Mark Fine. I'm just doing some grinding work.

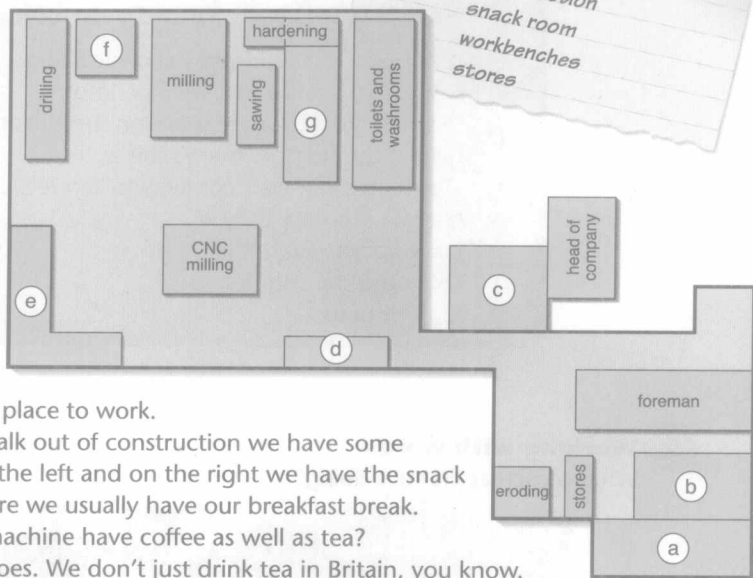
Ryan OK, if we leave Mark to get on with that for a moment ...

Mark See you later.

Ryan ... and walk past the CNC milling machine, here are the workbenches, where we do most of the light work. And over there in the far corner, you can see Paul. He's drilling something. And next to him, there's Chris and Andy doing something on the turning machine. If we walk back over here past the other machines you can see the stores where we keep all the tools we use. And next to them are the toilets and washrooms. And that's it, really. It's not very big.

Kai But you have some good equipment for such a small company.

Ryan That's true. Should we go and see if Mr Symms has finished with Sandra?





4 Over to you

Work with a partner. Draw a sketch of an imaginary company's (or department's) floor plan and use it to show your partner round.

LANGUAGE BOX

Showing someone round your company

Let's begin our tour here in construction.
 Now, if you follow me, we'll go into ...
 We have some storage space on the left/on the right
 Behind the storage, there's the ...
 Over there in the far corner, you can see ...
 Next to him/her, there's ...
 Just opposite is/are the ...
 Down/up the corridor ...
 In front of us ...



5 Working with words

What is each apprentice doing?

measuring
 filing
 milling
 marking out
 shearing
 welding

