

湖南省专用

全国中等职业学校通用教材

英语

学生用书

Student's Book

顾问：陈琳

主编：张连仲

副主编：陈海燕

第2册



外语教学与研究出版社

FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS

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外语教学与研究出版社

FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS

北京 BEIJING

图书在版编目(CIP)数据

英语: 学生用书. 第2册 / 张连仲主编. — 北京: 外语教学与研究出版社, 2007. 1
(全国中等职业学校通用教材: 湖南省专用)
ISBN 978-7-5600-5595-4

I. 英… II. 张… III. 英语课—专业学校—教材 IV. G634.411

中国版本图书馆 CIP 数据核字 (2007) 第 004343 号

出 版 人: 李朋义

责任编辑: 李小香

封面设计: 刘 蕊

版式设计: 蔡 颖

出版发行: 外语教学与研究出版社

社 址: 北京市西三环北路 19 号 (100089)

网 址: <http://www.fltrp.com>

印 刷: 北京京师印务有限公司

开 本: 787×1092 1/16

印 张: 9.75

版 次: 2007 年 1 月第 1 版 2007 年 1 月第 1 次印刷

书 号: ISBN 978-7-5600-5595-4

定 价: 14.20 元

* * *

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出版说明

随着我国社会经济的飞速发展,社会急需多样化和多层次的各级各类人才。我国的中等职业教育已经进入了一个新的发展时期。新的形势对中等职业教育的教育目标、课程设置、教学模式乃至评价测试等方面都提出了更高的要求。为此,各类学校、广大教师和学生迫切需要更好的、体现新理念、新模式的教材和教学资源以推动教学的改革。为满足这种需求,外语教学与研究出版社发挥专业优势,组织编写了一套中等职业学校基础英语教材供学校选用。

本套教材的编写遵循教育部中等职业教育的指导性文件、大纲和课程标准的精神,以人为本,立足现实,着眼发展。英语课程是各类中等职业学校必修的一门文化基础课程,其目标是通过针对性的学习和训练,使学习者在听、说、读、写等方面掌握一定的基本技能,初步形成能用英语进行日常交际和职业技术方面交流的能力,为今后的就业和进一步学习打下基础。

本教材在设计思路和内容安排上,既着眼于满足学生的发展性需求,又充分考虑中等职业学校学生的知识储备和身心发展特点,具有普适性(适合大多数学校)和推广性(为大多数学生编写),为学生一般性发展打好基础,为其职业性发展做好准备。

本套教材具有以下特点:

- 技能为主,为用而学。本教材充分考虑中职学生的现状、特点和发展需要,合理安排技能训练,听、读入手,说、写跟上,适当侧重,突出实用。根据学生需求、语言学习和运用的规律,通过合理安排大量练习和活动,培养学生较为扎实、有效的听、读能力,带动学生说、写能力的发展,逐步形成一定的语言应用能力。在语言内容的安排上,充分考虑现实和基础学习的需要,紧密结合话题和功能安排语言知识的学习,使学生的基础语言知识得到进一步巩固和扩展,但又不刻意追求语言知识的体系性,为用而学。

- 结合实际,内容实用。本教材内容紧密结合职业教育的实际,实用性强。本教材在内容安排上充分考虑职业教育的特点,话题紧贴学生的生活和今后的工作环境,体现实用功能。例如:建立人际关系,学会交流和讨论、购物、看病、介绍景点,表达意见和征求意见,学会职业描述、面试用语,填写各类表格,阅读设备操作说明以及掌握基本的职业术语等等。同时,注意话题和内容选择的时代感,使学生能够接触真实、有效、鲜活的语言,做到学以致用,学即能用。

- 安排合理,有利教学。本教材的结构适合一般教学流程。从听力教学入手,通过阅读活动、词汇学习、语法讲解、综合练习、文化知识介绍到单元总结等环节,使教学内容的分布恰当合理,符合学生语言学习规律和习惯,方便教师教学安排。

- 针对需求,综合配套。本教材系列配套包括学生用书、练习册、教师用书、录音磁带和光盘等产品,为师生双方提供了丰富的教学资源,有利于教学相长,共同提高。

在本教材的编写过程中,株洲工业学校、湖南同德职业学院、湖南科技经贸职业学院、湖南对外经济贸易职业技术学院、常德市涉外职业技术学校、邵阳工业学校、常德德才职业科技学校对我们的编写工作提出了宝贵的意见和建议。在此,我们谨对每所参与院校表示最真挚的感谢。

外语教学与研究出版社
基础英语教育事业部

致同学

同学们，大家好！欢迎大家使用这套专门为中等职业学校学生编写的英语教材！

经过初中阶段的学习，同学们已经打下了一定的英语学习的基础。进入中等职业学校后，我们的英语学习方式应该怎样随着学习环境、学习目的的改变而改变呢？根据教育部中等职业教育的指导性文件、大纲和课程标准的精神，中等职业学校的英语课程应该结合学生的生活实际和今后使用英语的需要，注重学生一般性发展和职业性发展相统一，为学生的进一步学习和发展创造必要的条件，为学生生活、今后的工作和终生学习打下基础。本着这一精神，我们组织专家、学者、职业学校的英语老师为同学们量身打造了这套以训练技能为主、为用而学的教材，力图让大家接触到鲜活、实用的语言，并做到学以致用，在以后的工作和生活中能运用英语解决问题。

本套教材的结构以话题为纲，一个单元谈论一个话题。每个单元包含以下内容：

- Warming up——提供场景和语境，激活同学们学习的兴趣和已有的知识储备，使词汇学习在语境中展开，介绍主题句，为后面的学习做准备。
- Listening and Vocabulary——借助听力练习，提高听力理解能力，巩固对词汇和句型的理解和正确运用，通过互助、讨论式的活动，提高大家的语言交际能力。
- Reading and Vocabulary——提供与话题相关、形式多样的阅读材料，如信件、故事及说明文等，使同学们在提高阅读能力的同时，熟悉一些文体的格式，为以后的工作实践打下基础。
- Grammar——突破传统的系统语法教学观念，从功能出发讲解语法，强调语法在实际语境中的运用。
- Language in Use——紧扣本单元语法，进行语境下的强化训练。
- Skill Practice——进行技能性的综合语言能力训练，形式简单、实用，并设计与职业及实际生活相关、有一定拓展的活用练习。
- Around the World——提供与主题相关的阅读材料，让同学们了解外国文化知识，培养对跨文化交流的兴趣。
- My Progress Check——对本单元的知识点进行总结，帮助同学们自我检测所掌握的内容。

我们希望同学们在学习本书后能切实提高语言综合运用能力，并能应用于实际工作和生活。

祝同学们成功！

Scope and Sequence

Unit	Topic	Skills	Key Sente
1 Φ ₁	Nice to Meet You!	- Greeting both new and old friends - Introducing yourself and others - Bidding farewell - Writing a welcome speech	- Excuse me. Are you Mr. - Nice to meet you. - Please allow me to - This is Mr. Zhou. - Have a nice flight. - Please give my regards
2 Φ ₁₁	Answering Office Calls	- Dealing with daily office calls - Writing a notice	- This is ABC Company. - I'd like to speak to Mr. - He is wanted on the phone. - May I take a message?
3 Φ ₂₁	Making an Appointment	- Making an appointment - Writing an invitation card and a letter of invitation	- I'd like to make an appointment - What about 8:30 in his - Let me check your
4 Φ ₃₁	Showing Tourists Around	- Introducing places of interest - Talking about the schedule of a trip - Writing a note	- Welcome to... - Today we are going to - I hope you had a good - Thank you for your
5 Φ ₄₁	At the Hotel	- Booking a room in a hotel - Checking in and checking out at a hotel - Writing a letter of thanks	- I'd like to book a room. - I'd like to check in.. - I'd like to check out. - We've reserved a room for
Φ ₅₁	Revision I		
6 Φ ₆₁	At the Fitness Club	- Receiving customers in a fitness club - Giving advice and making suggestions - Writing greeting cards	- I suggest that you look around - Would you like to take a - I advise that you take low-sugar food. - How about...?
7 Φ ₇₁	At the Bank	- Changing one currency into another - Depositing and withdrawing money in banks - Applying for and using bank cards - Writing a note of apology	- Could you change these US for me? - What's the exchange / - I want to deposit some - May I know the balance
8 Φ ₈₁	At the Hospital	- Asking about symptoms - Describing symptoms - Telling patients what to do - Writing a note to ask for leave	- What's the trouble / matter / - Let me examine you. - I've got a high fever. - There's something wrong
9 Φ ₉₁	Housekeeping	- Making apologies - Expressing gratitude - Writing a note of consolation	- I'm sorry for that. - Please accept my apologies. - Thank you for your help. - I appreciate your help.
10 Φ ₁₀₁	Hunting for a Job	- Knowing what to say in a job interview - Writing a letter to apply for a job - Writing a resume	- Do you have any work - Now tell me about your background. - I graduated from a vocational - I'd like to apply for a position
Φ ₁₁₁	Revision II		
Φ ₁₂₁	Notes to the Texts		
Φ ₁₃₃	Grammar		
Φ ₁₄₁	Words and Expressions		
Φ ₁₄₆	Vocabulary		

nces	Grammar	Vocabulary	Around the World
Smith from Britain? introduce... to...	- If clause - When clause	- Greetings - Farewells	How to behave when meeting foreigners
Can I help you? Jim White.	Present perfect tense	- Making phone calls - Answering phone calls	Managing time efficiently
with your manager. office? schedule.	- Adverbial clause of cause - It as subject	- Appointment - Invitation	LIFETIME programme in Siemens
visit... time. cooperation.	Attributive clause: <i>which, what</i>	- Places of interest - Words and expressions used by a tour guide	Double-decker bus tour in London
you.	Passive voice	Words and expressions used by hotel clerks and hotel guests	Motels in the United States
this place first. yoga class? some low-fat and	<i>advise</i> <i>suggest</i>	- Fitness classes - Fitness equipment	- Taekwondo in South Korea - Skiing in Norway
dollars into RMB interest rate? US dollars. of my account?	Adverbial clause of time: <i>before, after</i>	- Foreign currencies - Terms used in banks	Standard Chartered Bank
problem with you? I feel terrible. with my teeth.	- Attributive clause: <i>who, whom</i> - Past continuous tense	Names of illness	Medicare in Canada
	- Review of attributive clause - Review of passive voice	Apologies and gratitude	Neighbourhood Support in New Zealand
experience? educational school. in your company.	- Comparison of present perfect tense and simple past tense - Comparison of past continuous tense and simple past tense	- Job interview - Letter of application - Resume	Part-time jobs of American teenagers

UNIT 1

NICE TO MEET YOU!

Warming up

① Look at the picture and answer the questions.



YOU WILL BE ABLE TO:

1. greet both new and old friends
2. introduce yourself and others
3. bid farewell to others
4. use "if" and "when" clauses
5. write a welcome speech

Miss Zhang, an English teacher from a vocational school, meets Mr. Smith from Britain for the first time at the airport.

1. How will Miss Zhang greet Mr. Smith?
2. How will Miss Zhang introduce herself?
3. What will you say if you meet a foreign guest for the first time?

② Look at the words and listen to the dialogue.

principal flight pleasant journey

③ Listen again and answer the questions.

1. Where is Mr. Smith from?
2. Who meet Mr. Smith at the airport?
3. What is Mrs. Zhou?
4. How was Mr. Smith's flight?
5. Does Mr. Smith feel tired?

Key Sentences

1. Excuse me. Are you Mr. Smith from Britain?
2. This is Mrs. Zhou.
3. Nice to meet you.
4. How was your flight?
5. I must go now.
6. Have a nice flight.
7. Have a nice trip home.

Listening and Vocabulary

① Learn these words.

allow introduce manager England project equipment pleasure

② Listen to the dialogue and repeat.

Wang: Mr. White, please allow me to introduce Mr. Chen, manager of our factory. Mr. Chen, this is Mr. White, an engineer from England.

Chen: How do you do, Mr. White? Oh, I should say "How are you?"

White: Hello, Mr. Chen. Nice to see you again.

Wang: Why? Have you met before?

Chen: Sure, I met Mr. White at a meeting in London last summer.

White: How is your new project going?

Chen: Very well. We have bought some new equipment. I'm glad you've come to help us.

White: It's always a pleasure to work with old friends.



③ Choose the best answer.

- Who is Mr. White?
— He is a(n) _____ from England.
A. engineer B. technician C. manager
- Mr. Chen met Mr. White for the first time in _____.
A. Beijing B. London C. New York
- Mr. Chen's factory has some new _____.
A. workers B. buildings C. equipment
- Mr. White came here to _____ Mr. Chen.
A. visit B. help C. ask for help from
- Mr. White is _____ to work with Mr. Chen.
A. happy B. sorry C. sad

④ Fill in the blanks with the words in the box.

pleasure project manager England allow

- Please _____ me to introduce our principal to you.
- His father is the _____ of the large company.
- Mr. White is an engineer from _____.
- Mr. Chen and Mr. White are talking about the new _____.
- It's a great _____ to have Mrs. Smith here with us.

5 Listen and complete.

Learn these words and expressions.

see somebody off journey look forward to
give one's regards to pleasure

Now listen and fill in the blanks.

(Three months later, Miss Wang sees Mr. White off at the airport.)

Wang: Thank you for your help.

White: It's my 1) _____. And I'd like to thank you for everything you've done for me during my stay.

Wang: I 2) _____ working with you again soon.

White: I hope so too.

Wang: Please 3) _____ to your family. And have a pleasant 4) _____ home.

White: Thank you. Goodbye.

6 Listen again and check your answers.

7 Decide true (T) or false (F).

1. Mr. White will come to the factory three months later. []
2. Mr. White helped Miss Wang during his stay. []
3. Miss Wang doesn't hope to work with Mr. White in the future. []
4. "Give my regards to" here means "give my best wishes to". []

8 Put the Chinese into English to complete the sentences.

1. I'd like to thank you for your help.

I'd like to thank you for _____ (你为我做的一切).

I'd like to thank you for _____ (帮我修理电脑).

2. I look forward to working with you again.

I look forward to _____ (早点儿见到你).

I look forward to _____ (收到你的来信).

3. Please give my regards to your family.

Please give my regards to _____ (我们的老朋友).

Please give my regards to _____ (所有的老师).

9 Group work. Make a dialogue of meeting someone at the airport.

Situation: Tom and Jane are meeting Mr. Hill at the airport. Tom is Mr. Hill's friend, and Jane meets Mr. Hill for the first time.

Reading and Vocabulary

① Read the words and expressions. Which ones do you know? 

formal wave goodbye to somebody so long chance bother
truth expect shake hands with weight praise

② Read the text with these questions in mind. 

1. In what ways are the Americans different from British people?
2. What will you do if you meet an American?

Hello!

The Americans are not as formal as the British. When they meet people, they just say "Hi" or "Hello". When they leave a party, they may just wave goodbye to the whole group or perhaps just say, "Well, so long, everybody. I'll see you tomorrow."

If you have a chance to meet some Americans, try to follow the list of "dos and don'ts". Be the first to say hello and introduce yourself. Don't bother to tell the truth when people say "How are you?" They only expect the answer to be "Fine". Look into people's eyes and smile when you shake hands with them. Never ask their age or weight, especially women! If they praise you, such as "You speak very good English", don't say "No, no. My English is very poor". You should say "Thank you".



③ Read the text again and answer the questions.

1. How do the Americans greet each other when they meet?
2. What do the Americans often do when they leave a party?
3. What should you say when an American says "How are you?"
4. Is it OK to ask a woman's age?
5. What should you say when people praise you?

④ Match the words and expressions in the box with their meanings.

so long expect truth chance
praise follow bother wave

1. raise your arm and move your hand from side to side _____
2. the true facts about something _____
3. speak highly of _____
4. goodbye _____
5. a situation which one can make use of to do something _____
6. look forward to _____
7. do something in the way that somebody has told you to do it _____
8. trouble somebody _____

⑤ Underline the correct item.

1. His friends went to the station to see him of / off.
2. She is as careful / carefully as they are.
3. Henry waved goodbye to / with his parents.
4. The man shook hands with / at each of the visitors.

⑥ Pair work. Make short dialogues according to the following situations and tips.

Situation 1: You are a secretary in a company. Today you're going to meet a foreign guest at the airport.

Situation 2: A week later, you see the guest off at the airport.

Tips:

Greeting	Farewell
How do you do?	It's very kind of you to come and see me off.
Nice to meet you.	Thank you for everything you've done for me.
How was the trip?	Please give my regards to your family.
How was your flight?	Have a pleasant trip.
Did you have a nice trip?	Have a safe journey home.
How are you (doing)?	Goodbye.
How's everything?	

Grammar

1. if 引导条件状语从句, 表示“如果”。条件状语从句可以放在主句前面, 也可以放在主句后面。

例如: *If you want to get there in time, you'd better take a taxi.*

I'll call a doctor if the medicine doesn't work.

2. when 引导时间状语从句, 表示“当……的时候”。

例如: *When the Second World War broke out, he was still in primary school.*

You must take a short break every hour when you work on a computer.

Language in Use

① Combine the two sentences using *if* or *when*.

Example: *You need books.*

I will give you some.

If you need books, I will give you some.

1. You don't know how to use the machine.

You can ask the engineer.

2. The weather is fine.

We will go out for a walk.

3. The dialogue is hard to understand.

You may listen again.

4. I came in.

I found him in my office.

5. I get home.

I'll give you a call.

② Pair work. Use *when* and *if* to make sentences to tell what you do every day.

Example: *When the clock rings, I get up.*

If there aren't any classes, I'll go to the park with my classmates.

Skill Practice

① Complete the dialogues with the words in the box.

regards How Nice introduce meet pleasant

1. — Nice to meet you.
—  to meet you, too.
2. — Let me  Miss White to you.
— How do you do, Miss White?
3. — I'm glad to  you, Mr. Brown.
— I'm glad to meet you, too.
4. —  do you do, Miss Green?
— How do you do?
5. — Please give my  to your parents.
— Thank you, I will.
6. — Have a  trip home.
— Thank you.

② Fill in the blanks with the sentences in the box.

I'm fine, thank you. How was the trip?
How's everything going?

(Huang is meeting Turner, his old friend, at the railway station.)

Huang: Hi, Turner. How are you?

Turner: 1) _____ And you?

Huang: Pretty good. 2) _____

Turner: It was nice.

Huang: It's almost two years since we met last time. 3) _____

Turner: Not bad.

③ Put the Chinese into English to complete the sentences.

1. _____ (当你打扫房间时), you have to do it carefully.
2. _____ (当我在上海的时候), I worked in a foreign company.
3. _____ (如果你见到老朋友), you may just say "Hi".
4. _____ (如果你不知道) how to use the machine, you can ask Mr. Wu for help.

④ Pair work. Make dialogues according to the situations.

Situation 1: You and your boss are meeting Mr. White from England at the airport.

Situation 2: Mrs. King has come to visit your factory and you introduce her to your manager.

⑤ Read the welcome speech.

Welcome Speech

Hello, everyone. Today we are very happy to have Mr. Harrison here with us. Mr. Harrison is a Canadian engineer. He is very experienced and he knows well how to use different machines. He will work here for several weeks. I'm sure you will find him very helpful and pleasant. Let's give him a warm welcome.

Now write a speech to welcome a foreign visitor to your school. The following may be useful.

Hello, everyone. Today we are very happy to have Mr. Harrison here with us.

It is really wonderful to have Mr. Harrison with us today.

Today we have a very special friend from Canada, Mr. Russell Harrison.

Let's give him a warm welcome.

Pronunciation Exercise

Listen and repeat. /b/ book boy bed bother remember Britain

/p/ trip airport please equipment project expect

1. Barking dogs don't bite. 吠狗不咬人。

2. The proof of the pudding is in the eating. 实践出真知。

Around the World



It is necessary and also very important to know how to behave when you meet foreign friends. Don't try to shake hands with a lady unless she offers her hand first. Never ask a lady about her age, or people about their income.

In Europe it is quite usual to cross your legs when you are sitting and talking to someone, even at an important meeting. Doing this when you are meeting someone from

Thailand, however, could cause trouble.

Space is important to the Americans. When two people talk to each other, they usually stand about two and a half feet away and at an angle, so they are not facing each other directly. The Americans get uncomfortable when a person stands too close.

Some behaviour or gestures, like thumbs-down, are considered very rude. Others, like picking your nose or biting your nails, are considered very impolite. In fact, different cultures have different rules for good behaviour. We should respect other people's cultures and remember all the time: When in Rome, do as the Romans do.



My Progress Check

New words I have learned in this unit are:

- | | | | |
|------------------------------------|----------------------------------|------------------------------------|-----------------------------------|
| ☐ allow | ☐ bother | ☐ chance | ☐ England |
| ☐ equipment | ☐ expect | ☐ flight | ☐ formal |
| ☐ introduce | ☐ journey | ☐ manager | ☐ pleasant |
| ☐ pleasure | ☐ praise | ☐ principal | ☐ project |
| ☐ truth | ☐ weight | | |

All together I know _____ out of 18.

The useful expressions I have learned in this unit are:

- | | | |
|--|--|---|
| ☐ give one's regards to | ☐ look forward to | ☐ see somebody off |
| ☐ shake hands with | ☐ so long | ☐ wave goodbye to somebody |

Great! Now I know _____ more useful expressions.

I can:

- ☐ greet both new and old friends
- ☐ introduce myself and other people
- ☐ use "if" and "when" clauses
- ☐ write a welcome speech
- ☐ pronounce the two sounds of /b/ and /p/, like in "better" and "trip"

What progress I have made! I'm happy.