

# 高职高专

# 实用英语教程

# *Practical English*

王长虹 郭淑萍 主编

下



 北京理工大学出版社  
BEIJING INSTITUTE OF TECHNOLOGY PRESS

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# 高职高专实用英语教程

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# 前 言

我们编写本套英语教材的指导思想是:从高职高专英语教学的实际要求出发,根据教育部《高职高专教育英语课程教学基本要求》以及我国高职高专人才培养的特点和教学改革成果编写教材,突出教学内容的实用性和针对性,将语言基础能力的培养与实际交际能力的训练有机地结合起来,以满足全球化社会经济发展对高职高专人才的要求。

本套教材由酝酿计划、收集资料,到组织编写,历经四年。我们力图进一步改进传统的英语教学模式,全面体现高职高专英语的教学规律。为了使该套教材更加完善,我们邀请华北水利水电学院、河南财经学院、郑州轻工业学院、郑州大学西亚斯国际学院、许昌学院的英语教育专家,尤其是在高职高专英语教学一线的郑州华信职业技术学院和漯河职业技术学院的英语骨干教师组成了阵容强大的编写班子,并通过发放调查问卷和召开座谈会等形式,广泛征求学生、专家和任课教师的意见和建议。

本套教材由郑州华信职业技术学院外语系王长虹主任和华北水利水电学院郭淑萍副教授主编,华北水利水电学院余桂霞、李玫和郑州大学西亚斯国际学院刘若雷任副主编,漯河职业技术学院朱留成副教授担任主审,加拿大籍外教 Elaine 女士审读了全书的英文部分。尤其值得一提的是郭淑萍副教授还亲自负责了整套教材的组织和策划工作。此外,吕朦、于敏、夏霖、李颖、田雪琴、李晓凡、杨静、王子红、刘禹华、许东阳、刘玉巧、薛燕、张燕、张秀丽、范现彬、蔺红卫、杨跃华、孔开源等也参与了本套教材的编写,在此一并致谢!

另外,在本套教材的编写过程中,我们吸收和借鉴了国内外各类英语教材中的大量素材,在此谨对有关作者表示深切谢意。

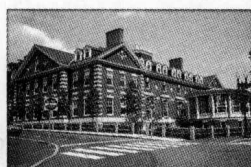
本教材适合高等职业院校、高等专科院校、成人院校及本科院校举办的职业技术学院的学生,以及各类英语爱好者、自学者使用。

由于编者的水平和条件有限,书中难免有不足之处,恳请读者批评指正。

编 者

2006 年 1 月

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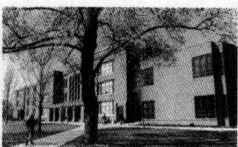
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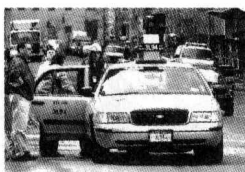
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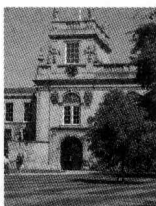
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# Unit One

## Part I Dialogue



### How Do You Like It?

*Mr. Smith invites his client, Mr. Wang to dinner at his home. But Mr. Wang is late because of traffic jam.*

Smith: Come in, Mr. Wang. I'm glad to see you.

Wang: I'm sorry to be late.

Smith: Oh, don't worry about it. We're delighted you could come. Now dinner is ready. Just sit down at the table.

Wang: Thanks a lot.

Smith: This is my wife's favorite fish.

Wang: It's very delicious.

Smith: Let's try some Chinese Maotai wine. It's a very famous brand.

Wang: Yes. Thank you. But I couldn't have much of it.

Smith: How about some pieces of apple pie?

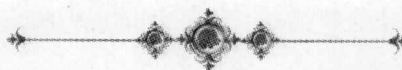
Wang: OK, just a piece, please.

Smith: How do you like it?

Wang: It's very unusual, but to be honest, I'm almost full.

Well, I'm afraid that I have to go now. Thank you for a wonderful evening.

Smith: You're welcome. Many thanks for your coming here. I'm just making some coffee for you.



Wang: Oh, no. I really have no room for any more coffee.  
Thank you very much indeed. I really enjoyed myself  
tonight. I'm so glad you've invited me to come.  
Smith: Don't mention it. OK, I won't keep you then. Goodbye.  
Wang: Thanks again. Bye.



## Part II Text

### Do You Have the Skills Most in Demand Today?

Let's face it. You know you're good at what you do but so are many other unemployed people these days. The bar for new recruits has been raised very high. Today, many employers prefer to make no decision rather than possibly make a wrong one. As an executive recruiter and placement counselor, I know how employers make hiring decisions. To stand out from the competition, you must subtly demonstrate the unwritten requirements that are now most in demand: leadership and communication skills, a bias towards action and passion.



#### Leadership Skills

Employers today don't need any more "team players". The past 10 years in the technology industry have shown that team players often are afraid to voice their opinions. Nobody needs another hanger-on.

Every technology company right now is battling the clock trying to increase market share in the midst of a cash crunch and a dwindling capital market.

Employers want leaders at every level of the organization who are capable of galvanizing the talented people they still have around with ambitious goals and motivating them to succeed. You



must convince an employer that you're an integral part of the solution. If you can't communicate your personal commitment and drive through your words and actions in the interview, you won't be its first choice.

### Communication Skills

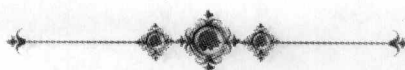
Crisp, clear and concise communication is in. Abstruse pontification is out. Save the high-level theorizing for the pub. Your demonstrated ability to direct and motivate staff is the key to interviewing success. Employers hire articulate candidates before all other. No one has the time to interpret what he or she thinks you said. Fuzzy thoughts and clumsy speaking skills aren't indicative of clear thinking. Be prepared to get into details with your interviewer. Be prepared to relate your accomplishments to the company's needs. Be prepared to say why it should hire you.



### Bias Towards Action

You must demonstrate your ability to take action with limited or imperfect information. Wall Street brutally punishes companies that don't move quickly to make changes regardless of whether they had the correct information to make a decision. Learn how to consult your "gut feeling" when nothing else is available. Employees at all levels can't be afraid to make tough decisions.

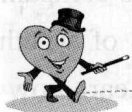
Product life cycles are now measured in months, not years. The time for debate is short. Lately, investors worldwide have punished acts of indecision with dramatic sell offs. You need to be viewed as decisive because anyone else is viewed as a liability. You need to demonstrate these traits as much by what you do before the interview. The easiest way to research an industry is to use Hoover's Online. The site has a tool called "industry snapshots" where you can quickly get the lowdown on who's who.



## Passion

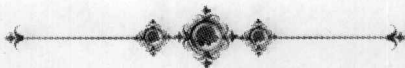
Most people coast through life preferring to be safe rather than sorry in their career. However, I've had the great fortune to work with brilliant technical people who also were passionate about what they did and wanted to leave their mark on the world. These are people who have a fire in their belly, a zest for life and a sense of urgency that infects everyone around them. They challenge you to stretch and open your mind to new possibilities and to envision what's possible, not what is. For most employers, it really doesn't matter if all of your ideas are bright or even right-just that you have some and that you participate. Passionate debates lead to breakthroughs that create new industries and new wealth for all.

Because the job market is in turmoil and calls from recruiters are far less frequent, you'll need to take charge of your search. Be prepared to show employers that you possess these talents and skills. Additionally, you'll have to adept at self-promotion. Remember, there are no restrictions on what you can do next-only those you impose on yourself.

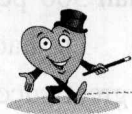


## New Words

- |                              |                                       |
|------------------------------|---------------------------------------|
| 1. abstruse [æb'stru:s]      | a. 难解的, 深奥的                           |
| 2. adept [ə'dept]            | a. 熟练的, 内行的, 擅长的    n. 行家, 能手         |
| 3. articulate [ɑ:'tikjuleit] | a. 有关节的; 发音清晰的    vt. 以关节连接; 接合; 明白地说 |
| 4. belly ['beli]             | n. 肚子, 胃, 腹部; 胆量, 勇气                  |
| 5. bias ['baɪəs]             | n. 偏见; 斜线    vt. 使有偏见                 |
| 6. breakthrough ['breikθru:] | n. 突破, 突破性进展                          |
| 7. clumsy ['klʌmzi]          | v. 笨拙的; 不雅观的                          |
| 8. commitment [kə'mitmənt]   | n. 委托; 实行; 承担义务; 赞助                   |
| 9. concise [kən'sais]        | a. 简洁的, 简明的                           |



- |                                      |  |
|--------------------------------------|--|
| 10. consult [kən'sʌlt]               | vi. 商讨, 协商, 会诊 vt. 查阅; 考虑; 请教            |
| 11. counselor [ 'kaunsələ]           | n. 顾问, 参事, 法律顾问                          |
| 12. crisp [krisp]                    | a. 脆的, 新鲜的, 活泼的                          |
| 13. dramatic [drə'mætɪk]             | a. 戏剧的, 剧本的; 戏剧性的, 引人注目的, 激动人心的          |
| 14. dwindle [ 'dwindl]               | vi. 减少, 缩小, 衰落 vt. 使缩小                   |
| 15. envision [in'vɪʒən]              | vt. 想象, 预想                               |
| 16. executive [ig'zekjʊtɪv]          | a. 执行的, 行政的 n. 行政人员, 行政部门; 总经理, 董事; 主管人员 |
| 17. fuzzy [ 'fʌzi]                   | a. 有微毛的; 失真的, 模糊的                        |
| 18. galvanize [ 'gælvnəɪz]           | vt. 通电; 镀锌; 刺激                           |
| 19. hanger-on [ 'hæŋə-ɒn]            | n. 依附他人者; 食客随从; 奉迎者                      |
| 20. imperfect [im'pɜ:fɪkt]           | a. 有缺点的, 半完成的 n. 未完成体; 不完善               |
| 21. indecision [ ,ɪndɪ'sɪʒn]         | n. 优柔寡断                                  |
| 22. indicative [in'dɪkətɪv]          | a. 指示的, 象征的, 表示…的                        |
| 23. infect [in'fekt]                 | vt. 传染, 侵染; 使受影响                         |
| 24. integral [ 'ɪntɪgrəl]            | n. 积分, 整数 a. 整体的, 整数的                    |
| 25. investor [in'vestə]              | n. 投资者                                   |
| 26. liability [ ,laɪə'bɪləti]        | n. 责任; 债务; 倾向                            |
| 27. lowdown [ləʊdəʊn]                | n. <俚> 内幕, 真相, 实情                        |
| 28. motivate [ 'mɒtɪveɪt]            | vt. 给予动机, 刺激, 提高…的学习欲望, 促动               |
| 29. passionate [ 'pæʃənɪt; 'pæʃənət] | a. 热情的, 热烈的, 易怒的                         |
| 30. recruit [ri'kru:t]               | n. 新兵, 新分子 vt. 征募 vi. 征募新兵               |
| 31. stretch [stretʃ]                 | n. 伸展, 张开 vt. 伸展, 张开                     |
| 32. subtly [ 'sʌtli]                 | ad. 敏锐地, 巧妙地, 精细地                        |
| 33. theorize [ 'θiəraɪz]             | v. 使理论化, 推理                              |
| 34. trait [treɪt]                    | n. 特色, 品质, 特性, 特点                        |
| 35. zest [zest]                      | n. 风味, 强烈的兴趣, 热情, 热心 vt. 给…调味            |



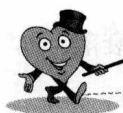
## Phrases and Expressions

- |                      |       |
|----------------------|-------|
| 1. be adept at       | 擅长    |
| 2. punish... with... | 以…惩罚… |





- |                   |             |
|-------------------|-------------|
| 3. regardless of  | 不顾,不注意      |
| 4. sell off       | 廉价卖清        |
| 5. stand out      | 站出来,突出,坚持抵抗 |
| 6. take charge of | 负责,看管       |



## Post-Reading

### 1. Answer the following questions according to the text.

- (1) Is it easy for the employees to find a job? Why or why not?
- (2) What are the important qualifications when hunting for a job?
- (3) Why don't the employers today need any more "team players"?
- (4) What is the favorable communication according to the text?
- (5) Why is the bias towards action very important?

### 2. Translate the following sentences into English with the words or expressions in the brackets.

- (1) 你的工作比别人的突出吗? (stand out)
- (2) 这名司机被处以罚金。(punish... with...)
- (3) 我相信他是诚实的。(convince)
- (4) 他喜欢写信而不愿打电话。(prefer to... rather than...)
- (5) 他把他在公司中的股份脱手后就退休了。(sell off)

### 3. Choose the best answer to complete each of the following sentences.

- (1) A new English Chinese dictionary will soon \_\_\_\_\_ out.  
A. work                      B. come                      C. give                      D. hand
- (2) As time went on, the theory she had stuck \_\_\_\_\_ correct.  
A. proved                      B. to proving                      C. to proved                      D. to prove
- (3) The huge fire is reported to have \_\_\_\_\_ more than 300 people dead.  
A. remained                      B. kept                      C. left                      D. had
- (4) — The art exhibition \_\_\_\_\_ by me \_\_\_\_\_ a great success.  
— \_\_\_\_\_!  
A. run; promises; Congratulations  
B. made; wishes; Congratulations



- C. run; expects; Congratulation  
D. made; seems; Congratulation
- (5) — What's wrong with the book?  
— One page is \_\_\_\_\_.  
A. disappeared    B. losing    C. missing    D. disappearing
- (6) Before she went abroad she spent as much time as she could \_\_\_\_\_ English.  
A. practise to speak    B. practising speaking  
C. practise speaking    D. to practise speaking
- (7) — Did you say you like the film TITANIC?  
— \_\_\_\_\_. I said it's not bad.  
A. Not exactly    B. I don't know why  
C. You're great    D. That's all right
- (8) I don't think he could have done such a stupid thing last night, \_\_\_\_\_?  
A. do I    B. could he    C. has he    D. did he
- (9) It was until last year that he \_\_\_\_\_.  
A. left his home town for a new start  
B. came to realize the importance of learning English  
C. worked as an English teacher at a middle school  
D. set out to build a new house of his own
- (10) A telephone call \_\_\_\_\_ him hurrying to his home town.  
A. made    B. force    C. sent    D. let
- (11) — Did you have \_\_\_\_\_ difficulty talking to the foreigner?  
— No. I only could not follow him when he spoke too fast.  
A. any    B. a    C. some    D. much
- (12) The old lady has never \_\_\_\_\_ the house since she moved in.  
A. been away    B. left    C. lived    D. stayed at
- (13) — We're sure of winning the match.  
— \_\_\_\_\_. We'll meet our match.  
A. Don't be so sure    B. So are we  
C. It's out of question    D. I think so
- (14) I have no one \_\_\_\_\_ me, for I can deal with it all by myself.  
A. help  
B. to help





C. helped

D. to have helped

(15) I'd \_\_\_\_\_ them to stay at home the whole day.

A. rather

B. better

C. prefer

D. agree



## Part III Writing

### Résumé (个人简历)

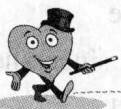


#### Skills

1. 英文简历通常包括以下几个方面的内容:姓名、性别、出生日期、出生地点、健康状况、住址等基本情况以及职业目标 (objective)、教育背景、工作经历、荣誉和奖励 (honors and awards)、兴趣和爱好及证明人 (referees) 等情况。根据个人特点可突出或增加某些项目。

2. 英文简历的书写力求简洁明了,句子往往省略主语,也可用单词、词组或短语表示。动词时态根据情况可用现在时、过去时、将来时等。

3. 简历的各个项目一般按时间顺序组织内容,如需要,可把最近的时间排在最前面。



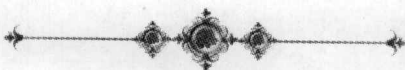
#### Sample

#### Résumé

##### Personal Data:

Name: Li Zhang

Sex: Female



Date of birth: Dec. 13, 1979  
 Place of birth: Yangzhou City  
 Marital Status: Single  
 Health: Excellent  
 Address: English Department of Nanjing University  
 22 Hankou Road, Nanjing, 210093  
 Tel: (025)33267539

### **Job Objective:**

Teacher, Interpreter, Translator

### **Education:**

1996—present

Will earn Bachelor's Degree of English from Nanjing University

Courses taken include: Reading, Listening, Oral English, Writing, Translation, English Literature, Linguistics, Western Culture, Computer, Business English

### **Honors and Awards:**

1997—1998 People's Scholarship

Won the 2nd place in the English speaking contest of Nanjing University

1996—1997 Awarded the title of "Outstanding League Member"

### **Qualification:**

1999 Passed the Band 8 English Test for English Majors

1998 Obtained Jiangsu Provincial Computer Test Certificate with Grade A

1997 Passed the National College English Test Band 6 for non-English Majors

### **Work Experience:**

1999 Worked as an interpreter in the China Sixth Art Festival

1998 Taught Chinese to overseas students in Nanjing University

1997—1998 Worked part time as a private teacher

### **Hobbies and Interests:**

Enjoy reading, traveling, volleyball and listening to classical music

### **References:**

Available upon request

