

高职高专公共英语精品教材

高职高专综合英语教程

Student's Book

第一册

修月祯◎主编



旅游教育出版社

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出版说明

随着中国经济的深入发展,社会对实践能力强、懂外语的高等应用性人才需求越来越大,而高职高专教育(即普通高等专科教育、高等职业教育和成人高等专科教育)着重培养的就是技术、生产、管理、服务等领域的高等应用性专门人才。因此,教育部非常重视高职高专教育,并对其英语课程教学提出了具体要求,对业务英语所涉及的听、说、读、写、译等交际活动的范围和语言技能都作了比较全面科学的具体描述。本套教材就是按照教育部《高职高专教育英语课程教学基本要求》(以下简称《基本要求》)编写的。

《基本要求》指出,高职高专教育英语课程的教学目的是:经过180~220学时的教学,使学生掌握一定的英语基础知识和技能,具有一定的听、说、读、写、译的能力,从而能借助词典阅读和翻译有关英语业务资料,在涉外交际的日常活动和业务活动中进行简单的口头和书面交流,并为今后进一步提高英语交际能力打下基础。

《基本要求》还明确了教学要求:鉴于目前高职、高专和成人高专学生入学时的英语水平差异较大,本课程的教学要求分为A、B两级,实行分级指导。A级是标准要求,B级是过渡要求。入学水平较高的学生应达到A级要求,入学水平较低的学生至少应达到B级要求。随着入学英语水平的不断提高,学生均应达到A级要求。本课程在加强英语语言基础知识和基本技能训练的同时,重视培养学生实际使用英语进行交际的能力。

根据以上既定的教学目的和教学要求,同时鉴于教育对象的知识基础和接受能力,我们编写了这套“高职高专公共英语精品教材”。本套教材分为三册,每册包含《高职高专综合英语教程》和配套的《高职高专综合英语·练习册》《高职高专综合英语·教师用书》。第一册是基础篇,目的是复习中学阶段所学过的英语基础知识,并在此基础上有所拓展,为达到《高等学校英语应用能力考试大纲》(下简称《考试大纲》)B级要求做准备。第二册按照《考试大纲》B级标准编写。第三册按照《考试大纲》A级标准编写。在课时允许的情况下,建议分三个学期完成本套教材,共需约220学时。

本套教材在编写过程中特别注意根据语言学习的规律,由浅入深,循序渐



进,并合理分配了听、说、读、写、译训练的比例,以确保各项语言能力的协调发展。

《高职高专综合英语教程》以基础英语教学为重要目的,遵循“实用为主、够用为度”的原则,将语言基础能力与实际涉外交际能力的培养有机地结合起来,加强听说和应用文体阅读和模拟写作训练,使“学”与“用”紧密地结合,培养实际应用英语的能力。《基本要求》中所要求学生掌握的语法知识,分散在每课最后的“Grammar”模块进行专项讲解。音标相关知识和语音训练内容附在第一册后的附录中。另外,每册还附有本册的词汇总表,便于学生查阅和记忆。

《高职高专综合英语教程·练习册》的主要目的是巩固课堂所学知识,同时又有一定扩展。练习册中的各项训练内容特别注重了与教材的互补性,一是在语法知识、词汇和语言功能上力求和教材保持一致,给学生更多的训练机会,巩固课堂所学知识;二是为学生自学提供内容,培养学生的自学能力;三是紧密结合“高等学校英语应用能力考试”要求,以考试题型作为平时的练习题型,并精选历年真题融入练习题中,将考试模拟搬到平时课堂上,加强了学习的针对性。

《高职高专综合英语教程·教师用书》包括教学目的与要求、背景材料、语言点、语法提示与练习,《高职高专综合英语教程》中的情景会话和课文译文、练习答案,以及《高职高专综合英语教程·练习册》中的练习题答案和听力文字材料。因为第一册是基础篇,内容比较简单,只有“写给教师的几点建议”放在书前作为总的教学指导。《高职高专综合英语教程·教师用书》为电子版,如有需要,可从中国旅游教育网(www.tepcb.com)下载。

本套教材配有录音光盘,录音内容包括《高职高专综合英语教程》中的情景会话、课文和词汇,以及《高职高专综合英语教程·练习册》中的听力练习。录音光盘附在每册《高职高专综合英语教程》后。

由于编者水平有限,书中难免出现考虑不周之处,请各位同仁提出宝贵意见,以便改进。

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Contents

Unit 1 A New Start // 1

Dialog 1 Introduction // 1

Dialog 2 Greetings // 2

Text 1 Greetings // 4

Text 2 Introducing Yourself // 7

Applied Writing Personal Information(个人信息) // 10

Grammar 一般现在时 // 11

Unit 2 Making Friends // 13

Dialog 1 Introducing Others // 13

Dialog 2 Visiting Friends // 14

Text 1 Introducing and Being Introduced // 16

Text 2 Being a Good Guest // 18

Applied Writing Name Card Writing(名片设计) // 22

Grammar 疑问句 // 23

Unit 3 Making a Telephone Call // 25

Dialog 1 A Telephone Conversation // 25

Dialog 2 A Telephone Conversation in a Hotel // 27

Text 1 Telephone Cards // 29

Text 2 How to Make a Telephone Call // 31

Applied Writing Telephone Message(电话留言) // 35

Grammar 现在进行时 // 36

Unit 4 Meeting a Guest at the Airport // 38

Dialog 1 Meeting a Guest at the Airport // 38



Dialog 2 On Board a Flight // 40
Text 1 Travel by Air // 42
Text 2 Pre-Boarding // 43
Applied Writing Greeting Cards(贺卡) // 47
Grammar 名词和代词 // 48

Unit 5 Time and Dates // 53

Dialog 1 At the Reception of a Hotel // 53
Dialog 2 Hours of Operation // 55
Text 1 The Olympic Games // 57
Text 2 The Date Father Failed to Keep // 58
Applied Writing Memo(备忘录) // 61
Grammar 一般将来时 // 61

Unit 6 Weather // 63

Dialog 1 Talking about the Weather // 63
Dialog 2 Weather Forecast // 65
Text 1 Climate in Jiangsu // 66
Text 2 Learn Some Conversations about Weather by Heart // 67
Applied Writing A Note on Weather Situation(天气情况简报) // 70
Grammar 形容词和副词的比较等级 // 72

Unit 7 Food // 76

Dialog 1 At a Chinese Restaurant // 76
Dialog 2 At a Fast Food Restaurant // 78
Text 1 Chinese Food // 80
Text 2 American Table Manners // 81
Applied Writing Letter(信函) // 85
Grammar 一般过去时 // 88

Unit 8 Shopping // 92

Dialog 1 Shopping // 92
Dialog 2 Shopping with Mum // 94

Text 1 I don't Want It Either! // 96

Text 2 Bargaining // 97

Applied Writing Shopping List and Shopping Experience
(购物清单和购物体验) // 101

Grammar 倒装语序 // 102

Unit 9 Giving Directions // 105

Dialog 1 Showing the Way // 105

Dialog 2 How to Get to the Summer Palace // 107

Text 1 A London Fog // 109

Text 2 Andong // 111

Applied Writing Electronic Mail(电子邮件) // 115

Grammar 现在完成时 // 117

Unit 10 Seeing Someone Off // 121

Dialog 1 A Farewell Party // 121

Dialog 2 At the Railway Station // 122

Text 1 The Goodbye Gift // 124

Text 2 At a Railway Station // 126

Applied Writing Notice(通知) // 130

Grammar 被动语态 // 131

Appendix 1 Phonetics // 134

Appendix 2 Vocabulary // 140



Unit 1 A New Start



Dialog 1

Introduction

It's Li Ming's first day of his new job. He walks into the office building in the morning and meets Jane Mayer, secretary of the company and they introduce themselves to each other.

Jane: Good morning! Are you Li Ming?

Li Ming: Yes, this is Li Ming. It's my first day in this company.

Jane: Welcome¹, Li Ming! I'm Jane Mayer, secretary of the company.

Li Ming: I'm sorry, but could you repeat your name? I didn't quite catch it².

Jane: Sure. It's J-A-N-E, M-A-Y-E-R. Jane Mayer.

Li Ming: Thank you, Miss Mayer. I'm very pleased to meet you.

Jane: Nice to meet you, too. Please just call me Jane.

Words and Expressions

introduction [intrə'dʌkʃən] *n.*

介绍

introduce [intrə'dju:s] *v.*

介绍

office building

办公楼, 写字楼

company ['kʌmpəni] *n.*

公司

welcome ['welkəm] *int.*

欢迎

secretary ['sekrətri] *n.*

秘书

repeat [ri'pi:t] *vt.*

重复

catch [kætʃ] *vt.*

听清楚; 领会, 理解

colleague ['kɔ:lig] *n.*

同事

◆ Task 1

Answer the following questions:





1. What is Li Ming doing in the office building?
2. Who is Jane Mayer?
3. Where do Li Ming and Jane Mayer meet?
4. How will Li Ming call Jane Mayer?

◆ Task 2

Work in pairs. One of you plays the role of Li Ming and the other plays the role of Tom Johnson, Li Ming's future colleague.

Use any of these phrases:

Excuse me	Hello	Good afternoon
What's the matter	What do you want	I'm very glad to meet you
Thank you	Happy to see you, too	just call me...
Welcome to our team		

Complete the following dialog with your partner.

Li Ming: _____, are you also working in this office?

Tom Johnson: Yes. _____?

Li Ming: Oh, my name is Li Ming. I'm a new member of this office.

Tom Johnson: _____, Li Ming. I'm Tom Johnson.

Li Ming: _____, Mr. Johnson.

Tom Johnson: _____. But _____ Tom. I think your table is just next to mine.

Li Ming: _____, Tom. That's great.

Tom Johnson: You're going to love this place.

Li Ming: I'm sure I will.



Dialog 2

Greetings

One week after Li Ming starts his new job in the company, he comes across Michael Smith, vice-president of the company in the dining-room. They begin a conversation.

Michael: How are you, Li Ming?

Li Ming: I'm fine, thank you, Mr. Smith. Nice to meet you.



Michael: It's been a week since³ you began working here, right?

Li Ming: Yes.

Michael: So, is everything going well?

Li Ming: Everything is fine. The working environment is super, and people here are friendly. I like my new job very much.

Michael: I'm glad to hear that. Let me know if there is anything I can do for you.

Li Ming: I will, Mr. Smith. Thank you.

Michael: My pleasure. Just call me Michael later on.

Words and Expressions

come across

vice-president [vaɪs'prezɪdənt] *n.*

dining-room [ˈdaɪnɪŋ-ru:m] *n.*

conversation [kənˈvə'seɪʃən] *n.*

since [sɪns] *conj.*

environment [ɪn'vaɪərənmənt] *n.*

super ['sju:pə] *adj.*

friendly ['frendli] *adj.*

偶遇

副总裁, 副董事长

餐厅

会话, 交谈

自...以来

环境

上等的, 一流的

友好的

◆ Task 3

Answer the following questions:

1. How long has Li Ming been working on his new job?
2. Who does Li Ming meet by chance in the dining hall?
3. How does Li Ming think of his new job?
4. Does Li Ming like his new job?
5. If Li Ming needs any help, what should he do?

◆ Task 4

Work in pairs. One plays the role of Li Ming, and the other plays the role of one of Li Ming's colleagues. You have been working together for a week. The colleague of Li Ming wants to know how Li Ming like his new job.



Use any of these expressions:

Greetings	Stating how you are
Glad to meet you here.	All right, thank you.
Good to see you again.	Much better, thank you.
How nice to see you again.	Pretty good, thank you.
How are things with you?	Quite well, thank you.
How are you making out?	Very well, thank you.
Anything new?	
How are things with you?	
How's everything?	
How are things?	
In good shapes, are you?	
What are you up to these days?	
What's new?	
What's new with you?	
I hope all goes well with you.	



Greetings

In greeting people, the simple thing to say is "Good morning" "Good afternoon" or "good evening". This greeting is given to one whom you don't know very well, or to anyone you are passing quickly. "How are you" is usually used when you are not in such a hurry⁴. No answer is expected other than⁵ "Fine, thank you." "Hello" is the most common form of greeting between good friends.

It is always a good form to use the name of the person you are greeting. You might say, "Good Morning, Mr. Davis" or "Hello, Frank." A person's surname should be used unless⁶ he or she is a good friend or schoolmate.

Words and Expressions

simple ['sɪpl] *adj.*

简单的

pass [pɑːs] *v.*

经过

hurry ['hʌrɪ] *n.*

匆忙

expect [ɪks 'pekt] *vt.*

期待

other than

除了..., 除...之外

common *adj.*

普通的

common form

普通形式

surname ['səːneɪm] *n.*

姓

unless [ən 'les] *conj.*

除非

◆ Task 5

Match column A with column B. One expression can be used in several situations.

Column A

Good morning.	
Hello.	
Good afternoon.	
How are you?	
Good evening.	

Column B

To the one you are not very familiar
The commonest form between good friends
When you are not in a hurry
Take "Fine, thank you" as the answer
To the one you are passing quickly

◆ Task 6

The following are some expressions in greeting people. Work in groups and talk about to whom and on what occasion you use each of the expressions.



To whom

A casual friend

Your customer

Your boss

...

On what occasion

A business meeting

An informal party

In the office

...

Greeting expressions	To whom	On what occasion
It's nice to meet you, Dr. Davis.	<i>Your professor</i>	<i>In the office</i>
Hi, there.		
I'm very happy to meet you, Miss Johnson.		
How is it going?		
I'm delighted to meet you.		
How are you?		
What's new?		
What's up?		
What's happening?		
How are you today?		
How are you doing?		
I'm pleased to meet you, Mr. Black.		
Morning.		
How do you do?		
Hello, John.		
Hi, Mary.		
It's a pleasure to meet you, Professor Smith.		
Good to meet you, Ben.	<i>A casual friend</i>	<i>On the way</i>



Introducing Yourself

The two main points of any introduction are:

- your name
- your job if you work, or your area of study if you're a student.

Americans will always want to know your name and what you do in life. The next two basics in most introductions are:

- where you live now
- where you are from.

You might explain what your city or province is famous for⁷. Most non-native Chinese will find this very interesting⁸.

Remember, when introducing yourself, try to strike a balance between⁹ too little information and too much. Don't be too shy and not say enough, or be too boastful and say too much! Also, don't worry about¹⁰ making mistakes in English: you are here to learn and practice makes perfect.

Words and Expressions

point [pɔɪnt] *n.*

area [ˈɛəriə] *n.*

area of study

basic [ˈbeɪsɪk] *n.*

explain [ɪksˈpleɪn] *v.*

province [ˈprɒvɪns] *n.*

native [ˈneɪtɪv] *adj.*

strike [straɪk] *vt.*

boastful [ˈbəʊstfʊl] *adj.*

worry [ˈwʌri] *vi.*

practice [ˈpræktɪs] *n.*

perfect [ˈpɜːfɪkt] *adj.*

balance [ˈbæləns] *n.*

strike a balance

要点

范围

学科领域

要素

解释,说明

省

本国的

达成

自负的,爱夸耀的

担心

实行,实践

完美的

平衡,均衡

找到折衷办法



◆ Task 7

Answer the following questions:

1. What is the main content of any introduction?
2. What other things may also interest foreigners when you are making a self-introduction?
3. What do we usually talk about in introducing our hometown?
4. What should we pay attention to when introducing ourselves?

◆ Task 8

Work in pairs. First briefly write down your own information in the blanks and then listen to your partner's introduction and record his/her information.

Name	Job/Study area	Where you live now	Where you are from (something interesting or famous there)	Others
You				
Your partner				

A sample of self-introduction:

Please allow me to introduce myself. My name is Li Hong and now I am studying business English in Jinjiang College. I have been in Shanghai for more than one year. I come from Sichuan Province. I love my hometown very much because we have many beautiful natural scenic spots like JiuzhaiGou. What's more, Sichuan food is also world famous.