

中等职业学校教学用书  
IT类专业项目课程系列教材（计算机技术专业）

马成荣 丛书主编  
徐国庆 丛书副主编

# 软件英语基础教程

COMPUTER TECHNOLOGY

goal was to make a network that could survive if parts of it were destroyed (like in a war). In the late 1970s, it was used in a limited way by some colleges and universities for research in the United States, and in 1981 it was opened to the public by a law passed by the American Congress. It has grown very fast since then because everyone can use it.

Money is made on the Internet in many ways. Although E-Commerce is a big buzzword now, only some companies are actually making a lot of money through online purchases. Generally the Internet is used as a marketing or promotion tool that allows the low cost transmission of a lot of information to almost anywhere. So online advertising has been a source of revenue for some companies with very popular websites, but has not been big enough to sustain many companies. Other ways to make money are through subscription information services, though these businesses have had difficulty because there is so much free information on the Web now.

The future of the Internet is Ubiquity and Mobility and Delivery Adaptation. The Internet will be available everywhere. It will not require fixed connections, and it will be available in many screen sizes and formats. Imagine you have access to almost any information you want anywhere you are through many devices you never thought of as computers before (like your refrigerator and your clothing). You will communicate with your friends and business associates with text and pictures and sound and video. That is the Internet's future.

to make a network that could survive if parts of it were destroyed (like in a war). In the late 1970s, it was used in a limited way by some colleges and universities for research in the United States, and in 1981 it was opened to the public by a law passed by the American Congress. It has grown very fast since then because everyone can use it.

Money is made on the Internet in many ways. Although E-Commerce is a big buzzword now, only some companies are actually making a lot of money through online purchases. Generally the Internet is used as a marketing or promotion tool that allows the low cost transmission of a lot of information to almost anywhere. So online advertising has been a source of revenue for some companies with very popular websites, but has not been big enough to sustain many companies. Other ways to make money are through subscription information services, though these businesses have had difficulty because there is so much free information on the Web now.

比尔·金兰顿 主编



电子工业出版社

PUBLISHING HOUSE OF ELECTRONICS INDUSTRY  
<http://www.phei.com.cn>

中等职业学校教学用书

IT 类专业项目课程系列教材（计算机技术专业）

# 软件英语基础教程

马成荣 丛书主编

徐国庆 丛书副主编

比尔·金兰顿 主编

王向忠 主审

電子工業出版社

Publishing House of Electronics Industry

北京·BEIJING

## 内 容 简 介

本书作者 Bill Crampton 来自美国,是一位软件行业的业内人士,在中国从事多年的技术、语言和商务培训工作。作者针对中国软件行业中遇到的文化和语言问题及软件人员之间的英语交流问题,并结合软件业的发展现状编写了本书。将 IT 业界英语和 IT 业界知识结合起来学习是本书的一大特色。本书共有四个模块:电脑软件、网络软件、英特网和企业软件。每个模块由若干主题组成,每个主题都有四个章节:阅读、练习、关键词和替代练习。希望读者通过应用本教材能够提高英语和技能水平。

本书的读者对象为软件行业的工作人员和管理人员,同时可作为专科或本科计算机系学生用书,也可作为计算机软件爱好者的学习参考资料。

未经许可,不得以任何方式复制或抄袭本书之部分或全部内容。

版权所有,侵权必究。

## 图书在版编目(CIP)数据

软件英语基础教程 / (美)金兰顿(Crampton, B.)主编. —北京:电子工业出版社, 2007. 3  
中等职业学校教学用书. IT 类专业项目课程系列教材. 计算机技术专业  
ISBN 978-7-121-03935-5

I. 软… II. 金… III. 软件工程—英语—专业学校—教材 IV. H31

中国版本图书馆 CIP 数据核字(2007)第 028595 号

责任编辑:宋兆武

印 刷:涿州市京南印刷厂

装 订:涿州市桃园装订有限公司

出版发行:电子工业出版社

北京市海淀区万寿路 173 信箱 邮编 100036

开 本:787×1092 1/16 印张:9.75 字数:280 千字

印 次:2007 年 3 月第 1 次印刷

定 价:15.00 元

凡所购买电子工业出版社图书有缺损问题,请向购买书店调换。若书店售缺,请与本社发行部联系,联系电话:(010) 68279077;邮购电话:(010) 88254888。

质量投诉请发邮件至 zltts@phei.com.cn, 盗版侵权举报请发邮件至 dbqq@phei.com.cn。

服务热线:(010) 88258888。

## 丛书编委会名单

主任： 马成荣

副主任： 徐国庆

成员（按姓氏笔画为序）：

尤玉梅

王羽军

石光耀

刘振海

曲晓绪

杨 克

张荣胜

李 燕

林 原

陈振宇

陈振源

俞冬伟

郑步春

赵 彬

秦建平

徐 强

徐 震

梁红光

黄洪成

韩国志

秘书长： 施玉新

# 序

当今世界已进入信息时代，以微电子为基础，计算机和通信技术以及相应的软件、信息服务为主体的信息技术，成为新兴生产力的代表和经济增长点；信息技术和网络信息的结合与应用，催生大量新兴产业，促进传统产业升级，推动着工业社会向信息社会转变。无疑，信息化已经成为一个国家提高竞争力的必然选择。党的十六大明确提出，要走新型工业化道路，坚持以信息化带动工业化，以工业化促进信息化。世界性的发展趋势以及国家的发展战略，使我国的信息产业自 20 世纪 90 年代末期开始，一直以 2~3 倍于 GDP 的速度发展，迄今方兴未艾。

信息产业的发展也对人才培养提出了更高的要求，并将进一步引发以培养应用型人才为己任的职业院校人才培养模式的改革。在这一改革的进程中，课程改革因其在实现培养目标中具有核心地位和关键作用，显得尤为重要。

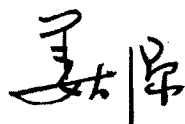
江苏省教育科学规划“十五”重点课题“中高职 IT 类专业课程开发与实验研究”就是在全面分析、准确把握我国信息产业发展态势及其对应用型人才需求要素的基础上展开的。该课题立意高，目标明确，研究路径正确，因此，所取得的研究成果在国内同类研究中具有领先地位。突出表现在：构建了“以能力为本位 以职业实践为主线 以项目课程为主体的模块化专业课程体系”，并对其相关理论内涵进行了科学的阐述，提出了“德育课程与专业课程的渗透式、学历证书与职业资格证书的嵌入式、实践知识与理论知识的整合式、中职课程与高职课程的衔接式”这一课程理念。尤为可贵的是，该课题对项目课程开发技术层面的开发程序，以及相关的理论基础，均进行了归纳和整理，形成了可供操作的方案，极具应用性。电子工业出版社出版的这套中职、高职 IT 类专业项目课程的系列教材，正是在上述研究成果直接指导下的“产品”。

这套教材特色鲜明。首先，思路新。它秉承了课题研究所体现的“能力本位—实践主线—项目主体”的脉络和“渗透式—嵌入式—整合式—衔接式”的先进理念。其次，结构新。与传统教材的学科结构不同，作为一种全新的项目课程教材，它指向以生产一个具体的、具有实际应用价值的产品为目的的工作任务，以此为基础构建项目形式的学习任务，并围绕项目的完成过程展开课程内容。这一过程结构要求采取项目—任务驱动的教学方法，师生双方边教、边学、边做，融理论教学、实践教学、生产、技术服务于一体，目的在于培养学生的职业能力。再次，定位新。本套教材依据“学生中心”的教育理念编写，在目标设定、教学实施及学习检测等方面，都以学生为主体安排。所以，这套教材确实给人耳目一新之感。

众所周知，教学改革是一项系统工程，涉及诸多领域和各种因素，但课程和教材的改革始终是其中最重要的一环。成功的课程和教材将成为促进教学质量提高的助推器，有利

于培养既满足社会需求又满足个性发展的高素质劳动者和专门人才。我相信，这套教材的出版对开发更多符合职业教育特色和规律的教材，将会起到一个促进的作用，一个引领的作用。

最后，我期望使用这套教材的教师，能边应用、边研究、边总结，把握项目课程及其教材的特点，并在此基础上为开发更多的项目课程和教材做出自己的贡献。

A handwritten signature in black ink, appearing to read '王翔' (Wang Xiang), written in a cursive style.

2007年3月1日

# FOREWORD

# 前言

## Purpose

This book is for workers and managers in the software industry. It can also be used as a challenging text for technical students in Computer Departments of colleges and universities. Working in the software industry is exciting but very challenging. It is not like life at college. Software programmers, managers, and sales people work for long hours. They need intelligence, communication skills, endurance, and a sense of humor.

The software industry in China has grown very fast in recent years. While Chinese software companies can do the technical work on software projects, they still have trouble getting orders for foreign software outsourcing projects and managing software projects that involve foreign people or teams. The problems are culture and language, and this book aims to help with both.

The central language problem for Chinese is that they can often read English related to software, but cannot speak it or use the most recent expressions used in the software industry. India, which has little trouble with English, does much better in these. India has built the largest software outsourcing base in the world with these skills.

The central culture problems are that the software industry is diverse, moves very fast, and the hours are completely different from other industries. Software is cool and interesting, it runs the hardware that runs the world. But in this industry you often meet interesting and even strange people, people with earrings in their noses, or turbans on their heads, or that listen to very loud rock and roll music. The software industry only cares about code, not your personal style or the way you dress. So can you accept other people that look different from you?

The software industry moves very fast, so new words and expressions come up and enter the vocabulary very quickly. You will keep learning these for the rest of your life. The software industry has its own hours.

## 写作目的

此书是为软件行业的工作人员和管理人员而编写的。这本书作为专科或本科计算机系学生用书也同样具有挑战性。软件工作很有趣但也极富挑战性，它与大学生活不同。软件程序员、管理人员和销售人员通常工作时间较长。他们的工作需要高智商、沟通技巧、忍耐力和幽默感。

近年来，中国的软件业发展十分迅猛。虽然中国的软件公司有能力做软件工程，但是，他们在承接国外软件外包工程订单以及管理有外籍人士或团队参与的软件工程项目方面仍然存在一些问题。这些大都是一些有关文化和语言方面的问题。此书中的内容有助于解决以上问题。

对于中国人来说，（外语学习中）主要的问题就是他们能读懂软件方面的相关英语书籍，但是他们不能说英语或使用软件行业的新兴词汇。印度在这方面就没什么问题。英语无障碍，使得印度建立了世界上最大的软件外包工程基地。

关于文化，主要的问题就是软件行业具有多元化、发展快以及工作时间不同于其他行业等特点。软件很“酷”，也很有意思。软件驱动着硬件，硬件驱动着世界。在这个领域里，你会经常遇到一些很有趣甚至是很奇怪的人：他们或是带着鼻环，或是裹着穆斯林头巾，或是听着聒噪的摇滚。软件行业注重的只是编码，而不是个人风格和穿着方式。试想你能否接受那些看上去和你完全不同的人吗？

软件业的迅速发展，使得许多全新的词汇和表达方式在短时间内大量涌现。你只有不间断地学习，（才能掌握这些新知识。）软件行业工作

Sometimes you have a project that needs to be coded or de-bugged within three days, and you have to work all night. Do you have this discipline?

This book is written in the spirit of the software industry. We hope it can help you to enter and succeed in the software industry!

## Contents

This book is laid out in four modules: Computer Software, Network Software, Internet, and Enterprise Software. Each module presents an organized set of key terms that are the central ones for each Topic in the module.

The book has a number of Topics in each module. There are four sections in each Topic: Reading, Exercises, Key Terms and Substitutions.

Readings are for listening skill and have extra vocabulary. Key terms are the most important words and phrases you should know how to pronounce, and understand when you hear them. Substitutions give you more vocabulary and grammar related to the key terms. Exercises give you problems to think about, and an opportunity to develop your skill in using the material.

## Special Character

This book has some special characteristics:

This book is a part of a suit of books. There is a book, a CD, and online resources also available. You can check [www.test-best.com](http://www.test-best.com) or [www.bttmobile.com](http://www.bttmobile.com). MP3s and the key terms are being put on a website that any mobile phone that can access the Internet can view. Go to [www.bttmobile.com](http://www.bttmobile.com) with your mobile phone for this.

## Author

This book was written by a software industry insider who first taught English in China in 1986. The author is an American with two master's degrees, software industry experience, and a strong education industry background.

## Thanks

This book has wide industry acceptance. It is the official Software English Book and official Software English Test of the Shanghai Pudong Software Park, the largest software development base in Eastern China. In fact, the author would like to thank Xu Hailing, Pudong Software Park Training Center General Manager Liu Hong, and Pudong Software Park President Hu Hongliang for their help and support over the years.

时间也有其特殊性。有一个项目需要你在3天内完成所有的编码和调试工作,这时你就要夜以继日的加班了!你们有这方面的规定吗?

这本书体现着一种“软件精神”,衷心地希望此书能帮助你融入软件业并且取得成功!

## 内容介绍

本书共有四个模块:电脑软件、网络软件、英特网和企业软件。每个模块都包括一系列精心挑选的关键词,它们是模块中每个主题的中心内容。

本书每个模块都有多个主题。每个主题都有四个章节:阅读、练习、关键词和替代练习。

阅读部分包括大量词汇,有助于提高听力技巧。关键词部分选取了一些最重要的单词和词组,你需要知道如何发音并理解它们的意思。替代练习为你提供更多与关键词相关的词汇和语法内容。练习向你提出了问题,让你有机会来思考并通过应用本教材来提高你的技能水平。

## 特色介绍

本书特色在于:

这本书是整套书的一部分。除了书本之外,还包括光盘和可用的网络资源。你可登录 [www.test-best.com](http://www.test-best.com) 或 [www.bttmobile.com](http://www.bttmobile.com), 网站上有 MP3 文件和关键词,通过可上网手机,可以在网上浏览这些关键词,拿起你的手机到 [www.bttmobile.com](http://www.bttmobile.com) 网站上试一下吧!

## 作者

本书的作者是一位软件行业的业内人士,早在1986年就开始在中国任教。他是美国人,拥有双学位,有软件行业的工作经验和很强的教育行业的工作背景。

## 致谢

本书在很多行业都被使用,它是浦东软件园(中国东部最大的软件发展基地)的正规软件英语教材和软件英语测试材料。在此,作者亦想借此机会感谢徐海玲、浦东软件园培训中心总经理刘红和浦东软件园总裁胡铨亮这些年来对他的帮助和支持。



# CONTENTS

# 目 录

## INTRODUCTION

### Module 1 Computer Software

#### Key Terms

#### Module 1 Quiz

#### M1T1 - Operating Systems (Reading)

#### M1T1 - Operating Systems (Exercises)

#### M1T1 - Operating Systems (Key Terms)

#### M1T1 - Operating Systems (Substitutions)

#### M1T2 - Application Software (Reading)

#### M1T2 - Application Software (Exercises)

#### M1T2 - Application Software (Key Terms)

#### M1T2 - Application Software (Substitutions)

#### M1T3 - Office Software (Reading)

#### M1T3 - Office Software (Exercises)

#### M1T3 - Office Software (Key Terms)

#### M1T3 - Office Software (Substitutions)

#### M1T4 - Database Software (Reading)

#### M1T4 - Database Software (Exercises)

#### M1T4 - Database Software (Key Terms)

#### M1T4 - Database Software (Substitutions)

#### M1T5 - Communications Software (Reading)

#### M1T5 - Communications Software (Exercises)

#### M1T5 - Communications Software (Key Terms)

#### M1T5 - Communications Software (Substitutions)

#### M1T6 - Multimedia Software (Reading)

#### M1T6 - Multimedia Software (Exercises)

#### M1T6 - Multimedia Software (Key Terms)

#### M1T6 - Multimedia Software (Substitutions)

#### M1T7 - Desktop Publishing Software (Reading)

#### M1T7 - Desktop Publishing Software (Exercises)

#### M1T7 - Desktop Publishing Software (Key Terms)

#### M1T7 - Desktop Publishing Software (Substitutions)

#### M1T8 - Groupware (Reading)

#### M1T8 - Groupware (Exercises)

#### M1T8 - Groupware (Key Terms)

## 绪论..... 1

## 模块 1 电脑软件..... 5

### 关键词..... 5

### 模块 1 小测验..... 6

### 操作系统 (阅读)..... 7

### 操作系统 (练习)..... 8

### 操作系统 (关键词)..... 8

### 操作系统 (替代练习)..... 10

### 应用软件 (阅读)..... 11

### 应用软件 (练习)..... 12

### 应用软件 (关键词)..... 12

### 应用软件 (替代练习)..... 13

### 办公软件 (阅读)..... 15

### 办公软件 (练习)..... 16

### 办公软件 (关键词)..... 16

### 办公软件 (替代练习)..... 17

### 数据库软件 (阅读)..... 19

### 数据库软件 (练习)..... 20

### 数据库软件 (关键词)..... 20

### 数据库软件 (替代练习)..... 21

### 通信软件 (阅读)..... 23

### 通信软件 (练习)..... 24

### 通信软件 (关键词)..... 24

### 通信软件 (关键词)..... 25

### 多媒体软件 (阅读)..... 27

### 多媒体软件 (练习)..... 28

### 多媒体软件 (关键词)..... 28

### 多媒体软件 (替代练习)..... 29

### 桌面排版软件 (阅读)..... 31

### 桌面排版软件 (练习)..... 32

### 桌面排版软件 (关键词)..... 32

### 桌面排版软件 (替代练习)..... 33

### 群件 (阅读)..... 35

### 群件 (练习)..... 36

### 群件 (关键词)..... 36

M1T8 - Groupware (Substitutions)	群件 (替代练习) .....	37
<b>Module 2 Networking Software</b>	<b>模块 2 网络软件</b> .....	39
Key Terms	关键词 .....	39
Module 2 Quiz	模块 2 小测验 .....	40
M2T1 - NOS (Reading)	网络操作系统 (阅读) .....	41
M2T1 - NOS (Exercises)	网络操作系统 (练习) .....	42
M2T1 - NOS (Key Terms)	网络操作系统 (关键词) .....	42
M2T1 - NOS (Substitutions)	网络操作系统 (替代练习) .....	43
M2T2 - UNIX (Reading)	UNIX 操作系统 (阅读) .....	45
M2T2 - UNIX (Exercises)	UNIX 操作系统 (练习) .....	46
M2T2 - UNIX (Key Terms)	UNIX 操作系统 (关键词) .....	46
M2T2 - UNIX (Substitutions)	UNIX 操作系统 (替代练习) .....	48
M2T3 - Banyan (Reading)	Banyan 公司 (阅读) .....	49
M2T3 - Banyan (Exercises)	Banyan 公司 (练习) .....	50
M2T3 - Banyan (Key Terms)	Banyan 公司 (关键词) .....	50
M2T3 - Banyan (Substitutions)	Banyan 公司 (替代练习) .....	52
M2T4 - Novell (Reading)	Novell 公司 (阅读) .....	53
M2T4 - Novell (Exercises)	Novell 公司 (练习) .....	53
M2T4 - Novell (Key Terms)	Novell 公司 (关键词) .....	54
M2T4 - Novell (Substitutions)	Novell 公司 (替代练习) .....	55
M2T5 - Microsoft (Reading)	微软公司 (阅读) .....	57
M2T5 - Microsoft Networking (Exercises)	微软公司 (练习) .....	58
M2T5 - Microsoft Networking (Key Terms)	微软公司 (关键词) .....	58
M2T5 - Microsoft Networking (Substitutions)	微软公司 (替代练习) .....	59
M2T6 - Linux (Reading)	Linux 网络操作系统 (阅读) .....	61
M2T6 - Linux (Exercises)	Linux 网络操作系统 (练习) .....	62
M2T6 - Linux (Key Terms)	Linux 网络操作系统 (关键词) .....	62
M2T6 - Linux (Substitutions)	Linux 网络操作系统 (替代练习) .....	63
M2T7 - Apple NOS (Reading)	苹果网络操作系统 (阅读) .....	65
M2T7 - Apple NOS (Exercises)	苹果网络操作系统 (练习) .....	66
M2T7 - Apple NOS (Key Terms)	苹果网络操作系统 (关键词) .....	66
M2T7 - Apple NOS (Substitutions)	苹果网络操作系统 (替代练习) .....	67
M2T8 - Internetworking (Reading)	网络互联 (阅读) .....	69
M2T8 - Internetworking (Exercises)	网络互联 (练习) .....	70
M2T8 - Internetworking (Key Terms)	网络互联 (关键词) .....	70
M2T8 - Internetworking (Substitutions)	网络互联 (替代练习) .....	71
<b>Module 3 The Internet</b>	<b>模块 3 因特网</b> .....	73
Key Terms	关键词 .....	73
Module 3 Quiz	模块 3 小测验 .....	74
M3T1 - The Internet and the World Wide Web (Reading)	因特网和万维网 (阅读) .....	75

M3T1 - The Internet and the World Wide Web (Exercises)	因特网和万维网 (练习) .....76
M3T1 - The Internet and the World Wide Web (Key Terms)	因特网和万维网 (关键词) .....76
M3T1 - The Internet and the World Wide Web (Substitutions)	因特网和万维网 (替代练习) .....77
M3T2 - HTML and Web Sites (Reading)	HTML 和网站 (阅读) .....79
M3T2 - HTML and Web Sites (Exercises)	HTML 和网站 (练习) .....80
M3T2 - HTML and Web Sites (Key Terms)	HTML 和网站 (关键词) .....80
M3T2 - HTML and Web Sites (Substitutions)	HTML 和网站 (替代练习) .....82
M3T3 - Internet Software (Java, Perl, ASP) (Reading)	因特网软件 (阅读) .....83
M3T3 - Internet Software (Java, Perl, ASP) (Exercises)	因特网软件 (练习) .....84
M3T3 - Internet Software (Java, Perl, ASP) (Key Terms)	因特网软件 (关键词) .....84
M3T3 - Internet Software (Java, Perl, ASP) (Substitutions)	因特网软件 (替代练习) .....86
M3T4 - Servers (Reading)	服务器 (阅读) .....87
M3T4 - Servers (Exercises)	服务器 (练习) .....88
M3T4 - Servers (Key Terms)	服务器 (关键词) .....88
M3T4 - Servers (Substitutions)	服务器 (替代练习) .....89
M3T5 - Internet Security (Reading)	因特网安全 (阅读) .....91
M3T5 - Internet Security (Exercises)	因特网安全 (练习) .....92
M3T5 - Internet Security (Key Terms)	因特网安全 (关键词) .....92
M3T5 - Internet Security (Substitutions)	因特网安全 (替代练习) .....93
M3T6 - Internet Connections (Reading)	因特网连接 (阅读) .....95
M3T6 - Internet Connections (Exercises)	因特网连接 (练习) .....96
M3T6 - Internet Connections (Key Terms)	因特网连接 (关键词) .....97
M3T6 - Internet Connections (Substitutions)	因特网连接 (替代练习) .....98
M3T7 - Internet Research (Reading)	因特网研究 (阅读) .....99
M3T7 - Internet Research (Exercises)	因特网研究 (练习) .....100
M3T7 - Internet Research (Key Terms)	因特网研究 (关键词) .....100
M3T7 - Internet Research (Substitutions)	因特网研究 (替代练习) .....102
M3T8 - E-Commerce (Reading)	电子商务 (阅读) .....103
M3T8 - E-Commerce (Exercises)	电子商务 (练习) .....104
M3T8 - E-Commerce (Key Terms)	电子商务 (关键词) .....105
M3T8 - E-Commerce (Substitutions)	电子商务 (替代练习) .....106
<b>Module 4 Enterprise Software</b>	<b>模块 4 企业软件</b> .....107
Key Terms	关键词 .....107
Module 4 Quiz	模块 4 小测验 .....108

M4T1 - Accounting Software (Reading)	财务软件 (阅读) .....	109
M4T1 - Accounting Software (Exercises)	财务软件 (练习) .....	110
M4T1 - Accounting Software (Key Terms)	财务软件 (关键词) .....	110
M4T1 - Accounting Software (Substitutions)	财务软件 (替代练习) .....	111
M4T2 - Inventory Control Software (Reading)	进销存软件 (阅读) .....	113
M4T2 - Inventory Control Software (Exercises)	进销存软件 (练习) .....	114
M4T2 - Inventory Control Software (Key Terms)	进销存软件 (关键词) .....	114
M4T2 - Inventory Control Software (Substitutions)	进销存软件 (替代练习) .....	115
M4T3 - CRM Software (Reading)	CRM 软件 (阅读) .....	117
M4T3 - CRM Software (Exercises)	CRM 软件 (练习) .....	118
M4T3 - CRM Software (Key Terms)	CRM 软件 (关键词) .....	118
M4T3 - CRM Software (Substitutions)	CRM 软件 (替代练习) .....	119
M4T4 - ERP Software (Reading)	ERP 软件 (阅读) .....	121
M4T4 - ERP Software (Exercises)	ERP 软件 (练习) .....	122
M4T4 - ERP Software (Key Terms)	ERP 软件 (关键词) .....	122
M4T4 - ERP Software (Substitutions)	ERP 软件 (替代练习) .....	123
M4T5 - SCM Software (Reading)	SCM 软件 (阅读) .....	125
M4T5 - SCM Software (Exercises)	SCM 软件 (练习) .....	126
M4T5 - SCM Software (Key Terms)	SCM 软件 (关键词) .....	126
M4T5 - SCM Software (Substitutions)	SCM 软件 (替代练习) .....	127
M4T6 - B2B Software (Reading)	B2B 软件 (阅读) .....	129
M4T6 - B2B Software (Exercises)	B2B 软件 (练习) .....	130
M4T6 - B2B Software (Key Terms)	B2B 软件 (关键词) .....	130
M4T6 - B2B Software (Substitutions)	B2B 软件 (替代练习) .....	131
M4T7 - B2C Software (Reading)	B2C 软件 (阅读) .....	133
M4T7 - B2C Software (Exercises)	B2C 软件 (练习) .....	134
M4T7 - B2C Software (Key Terms)	B2C 软件 (关键词) .....	135
M4T7 - B2C Software (Substitutions)	B2C 软件 (替代练习) .....	136
M4T8 - EAI Software (Reading)	EAI 软件 (阅读) .....	137
M4T8 - EAI Software (Exercises)	EAI 软件 (练习) .....	138
M4T8 - EAI Software (Key Terms)	EAI 软件 (关键词) .....	138
M4T8 - EAI Software (Substitutions)	EAI 软件 (替代练习) .....	139

# INTRODUCTION

# 绪 论

## IT has Changed the World

Information Technology (IT) use in business has been a great force to reshape the way people work, shop, learn, and live in the last 10 to 20 years in developed countries. These changes are happening now in many other countries. In some cases they are moving even faster, because useful technologies and the way to use them effectively has already been explored and demonstrated by others. Customers want IT products and businesses want to use IT to do their job better, faster, and cheaper. By learning about how others have used these technologies and current trends in IT throughout the world, it can be easier to purchase and use these technologies for less money, and use them with greater effect.

## The IT Industry Is Changing Fast

The greatest challenge in using IT in business effectively is that the companies that make IT products are constantly making new ones, and new companies are always starting up. This makes it difficult to know which technologies to use or which companies to trust, and understand how different products and companies relate to each other. The IT industry, particularly computer and telecommunications businesses, has grown incredibly fast and complicated in recent years. How can you learn what you need to know to be successful in your job without going back to college? BEST will help you with this problem.

## English in the IT Industry

English is the current international standard language of the IT industry, particularly American English. This is because so many recent IT inventions, new software, and Internet developments have first

## 信息技术已使世界改变

在发达国家的最近 10~20 年中，信息技术 (IT) 以其在商业中的巨大作用重塑了人们的工作方式、学习方式、生活方式，乃至购物方式。这种变化正在波及全球。由于有价值的科学技术和有效使用它们的方法已被找到并加以证明，使得这种变化更加迅速。客户和商家都需要 IT 产品，以使他们的工作更好、更快、成本更低廉。通过了解别人使用科学技术的方法和当今世界 IT 的发展趋势，你将更容易地低价买到科学技术并更有效地使用它们。

## 日新月异的 IT 产业

在 IT 技术高效商业化的进程中，最大的挑战莫过于生产 IT 产品的公司不断推出新产品，同时又有新公司不断加入。人们越来越难于弄清应使用哪些技术，相信哪家公司，也难于了解不同产品不同公司之间的区别。IT 产业，特别是计算机和电信行业近年来的发展异常迅速并日趋复杂。你又如何能学到在工作中使你成功的知识而又不必回学校呢？BEST 将帮你解决这一问题。

## IT 产业英语

英语，尤其是美式英语已成为当今世界标准的 IT 语言。其原因在于现今众多的 IT 发明、新软件和因特网发展都来自美国，其他语言难于加

started in the United States that other languages have had difficulty keeping up and adding new words. For this reason, spoken and written English are emphasized in these materials. They are specifically created to help native Chinese speakers learn the basics technology words they will need in phone calls, meetings, and presentations as they move up in companies that will have contact with foreign business people, companies, or government units.

### Learn Up To Date IT and English Together

By combining the study of the IT industry with the study of IT industry English, you can kill two birds with one stone. You can improve your knowledge of the IT industry and your level of spoken and written English. Both of these will help you advance in your career and be a better and more effective employee for your company. These materials are written and reviewed by IT industry professionals. These are people who work with IT industry technologies every day. They are designed to keep you up to date on the latest IT industry products and trends, and let you know how to read, write, and talk about them in International Standard Business English.

### This Book is One Part of a System

This book is one part of a set of materials (Book, CD, and Web site) that all together can give you a clear, updated picture of what IT in business is, how it got this way, and where it is going. IT is information technology as an industry, and usually includes Business Machines, Computer Hardware, Computer Software, Computer Peripherals, Networking, the Internet industry, and mobile phones and PDAs(Personal Digital Assistant). These materials will introduce you to the basics of some of these, and tell you how you can use these technologies to transform your business into a faster, smarter, more competitive organization that serves its customers better.

### The Structure of this Book

This book is laid out in four Modules. First is a module on the main types of computer software individual users use in common office situations. Next

入新的词汇而自然落后。因此，本书着重强调 IT 英语的说和写。本教程是专门针对于母语为中文的学习者编写的，使他们学会在进入那些与外国商人、公司和政府机关经常联系的部门时在电话、会议和展示中所需使用的技术术语。

### 跟踪 IT 技术与学习英语一举两得

将 IT 业界英语和 IT 产业结合在一起学习，可以达到一箭双雕的效果。在增加 IT 业界知识的同时，你的英语说写能力也得以提高。两方面的提高将使你成为公司中更好的员工，提升你的业绩。本资料由 IT 专业人士编撰和审核，他们洞悉 IT 界每天的细微变化，因此本资料将让你跟上 IT 界的最新潮流，了解最新 IT 产品，并以国际标准的商务英语进行读、写和交流。

### 整个体系中的一部分

本书是整套学习资料的一部分(书、CD 和网站)，三者结合使你全面了解 IT 在商务中的应用，找到途径、奔向目标。IT 就是信息技术，作为一个产业通常包括商业机器、计算机硬件、计算机软件、外设、网络、因特网产业和移动电话及 PDA。这些资料将向你介绍一些领域的基本知识，同时告诉你如何通过这些技术使你的公司转变成为一个反应更快、更灵活、更具竞争力的组织，从而更好地为客户服务。

### 本书架构

本书安排为 4 个模块：第一模块介绍了个人在办公室中遇到的主要电脑软件的类型；其他模块是关于网

are modules on Networking Software, the Internet and the relatively new fields of Enterprise Software. These lay out the structure of these parts of the software industry, the major companies and history in each industry, and the main products and standards used in them.

### How to Navigate Through these Materials

Each module has a number of Topics, usually eight of them. You keep up with where you are by reading the codes on the top left of each topic in the book. For example, Module 2 in the book is on networking software. Topic 6 of Module 2 is about Linux software. You will see M2T6 on the top left of the pages for that topic in the book, in the CD, and on the web site. As long as you know you are in the right book or course, you will not get lost.

### BEST Certification

After studying the material in this course, you should take the quizzes for each module and the practice test included in the CD ROM. If you can pass the questions with a good score, you may be ready for the BEST Certification Test. You take the TOEFL to get in to college. You take the BEST Test to get a good job or advance your career in your current company. The BEST Test provides a valuable reference for your company to ensure that you have attained a standard level of IT knowledge in both this course and International Standard Business English. Both of these are skill areas that make you a more desirable employee that your company will want to keep and promote in the future. Go to [www.test-best](http://www.test-best) to learn how to become BEST certified.

络软件、因特网及新兴的企业软件领域，并给出了软件行业各部分的结构，主要公司和行业发展史，以及相关的主要产品和标准。

### 如何使用本资料

每一个模块均有多个主题，一般是 8 个。你可以通过每页左上角的编码确定你的进度。例如，本书模块 2 是关于网络软件，模块 2 的主题 6 是关于 Linux 软件，你可以看到左上角的编码为 M2T6，同样的编码将标记在 CD 和网站上。只要你知道正确的课本和课程，你就不会弄错。

### BEST 证书

学完课程内容之后，你应进行每个模块中的测验和 CD 中的考试。如果你的成绩很好，你可以准备参加 BEST 的证书考试。你考 TOEFL 是为了上学，而你参加 BEST 考试则是为了得到一份好工作，或是在你就职的公司得到升迁。BEST 考试为你的公司提供了有价值的参考，以保证你在课程内容和国际标准商务英语方面获得了 IT 业界标准水平。这两方面都属技能范畴，使你成为一名公司渴求的员工并得到公司的珍视，日后将得到升迁。欲获得 BEST 认证请访问 [www.test-best.com](http://www.test-best.com)。





# Module 1 Computer Software

## 模块 1 电 脑 软 件

### Key Terms 关键词

---

#### Computer Software -电脑软件

Instructions written for computer hardware to tell it what to do and how to do it.

#### Operating System -操作系统

The main software that controls and runs the operation of the computer hardware, and provides the basic interface through which the user communicates with the computer. Often called the OS.

#### Application Software -应用软件

Computer software that is used for a certain task other than running the operating system.

#### Office Software -办公软件

Common software that is used in the office. Usually includes a word processor, a spreadsheet, a communications program, a presentation program, and a database.

#### Database Software -数据库软件

Software that stores and recalls information in a systematic and organized way. The main kinds are relational and flat file.

#### Communications Software -通信软件

Software that allows communication between one or more other computers or users through other machines.

#### Multimedia Software -多媒体软件

Software that allows the creation, manipulation, storage, and display of graphics, pictures, sound, or video.

#### Desktop Publishing Software -桌面排版软件

Software that allows high quality display and printing of words and images at a reasonable cost.

#### Groupware -群件

Software that allows more than one user to work on shared projects or communicate over a network, Intranet, or the Internet.