

高职高专公共课系列教材

新编基础英语

New Basic English

下册

主编 孙尔英 韩 杰

主审 张保权



东北大学出版社
Northeastern University Press

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主 编 孙尔英

副主编 邓艳新

编 者 冯 娜 邢 莉 徐桂丽

韩 倩 解英慧

江苏工业学院图书馆
藏书章

东北大学出版社

·沈 阳·

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Unit 1

Job Hunting

Learning Focus

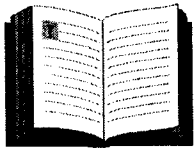
Text: How to Apply for a Job

Grammar: Attributive Clause

Read More: How to Behave at a Job Interview

What Employers Look for?

Practical Writing: Letter of Application



Text

Read In

- *Do you know what to do before you apply for a job?*
- *Have you ever written a resume?*
- *If you are offered more than one job, what will you do?*

How to Apply for a Job

Remember that employers generally prefer to take on one person for the whole long period rather than have several people for short periods. If you are able to work for longer than the minimum period quoted, you are more likely to be offered the job.

Most employers like to make their staff arrangements in good time, so try to apply early but never earlier than the date mentioned in the job advertisement. If you decide quite late to look for a job, write to several employers. Positions continue to become vacant as people leave for various reasons, and if you write to several firms you will probably be successful.

Before applying for a position, check that you fulfill all the requirements as to period of work, age, and qualifications.

Compose a short letter explaining which position interests you, why you think you are suitable for it, and the maximum time you are available. If possible, type this letter, if not, take care to see that it is legible.

Enclose with your letter a standard resume, covering the following points and any others you consider relevant.

- a. Personal details (name, address, telephone number, nationality, age, marital status).
- b. Subjects studied if you are a student, otherwise your present occupation.
- c. Relevant qualifications and previous work experience. Enclose a small recent photograph of yourself.

Employers are more likely to reply promptly if you enclose an stamped addressed envelope (s.a.e), or, if you are applying from abroad, an international reply coupon.

When a job is offered to you, check details of wages, hours, and the conditions of work with the employer. The details in the information sheet are supplied by the employer and are normally

correct, but it is wise to obtain confirmation of them before accepting the position.

If you are offered more than one job, decide quickly which one you prefer and inform all employers of your decision as soon as possible.

(318 words)

New Words

minimum / 'miniməm /

adj. 最小的, 最低的

quote / kwəʊt /

n. 最小值, 最低限

staff / stɑ:f /

v. 引用, 开价

arrangement / ə'reindʒmənt /

n. 全体职员

mention / 'menʃən /

n. 安排, 计划

vacant / 'veikənt /

n. 提及, 陈述

advertisement / əd'vərtismənt /

adj. 空的, 茫然的, 空缺的

fulfill / ful'fil /

n. 广告

qualification / ,kwəlifi'keɪʃən /

v. 满足, 履行, 完成

compose / kəm'pəuz /

n. 资格

maximum / 'mæksiməm /

v. 组成, 创作

available / ə'veiləbl /

adj. 最大的

legible / 'ledʒibl /

n. 最大限度, 最大值

enclose / in'kləuz /

adj. 可利用的, 可获得的

resume / ri'zju:m /

adj. 笔迹易认的, 清晰的

relevant / 'relivənt /

v. 随信附寄

nationality / ,næʃə'næləti /

n. 个人简历

marital / 'mærɪtəl /

adj. 有关的

occupation / ,ɒkjʊ'peɪʃən /

n. 国籍

promptly / 'prɒmptli /

adj. 婚姻的

coupon / 'ku:pən /

n. 工作, 事业

confirmation / ,kɒnfə'meɪʃən /

adv. 迅速地

inform / in'fɔ:m /

n. 票证, 利息单

n. 证实, 认可

v. 通知

Phrases and Expressions

prefer to...rather than...

宁愿...而不愿...

take on

呈现, 聘用, 承担

be suitable for

适合于

as to
take care

关于
注意,小心

Notes

1. Remember that employers generally prefer to take on one person for the whole long period rather than have several people for short periods.

记住,雇主通常会长期雇用一个人,而不愿短期雇用几个人。

2. Enclose with your letter a standard resume, covering the following points and any others you consider relevant.

随信附寄一份标准简历,其中应包括下面这些要点以及其他你认为是相关的信息。

enclose with 是一个固定搭配,句中“enclose with your letter a standard resume”就相当于 enclose a standard resume with your letter. enclose sth. with sth. 为倒装,是为了平衡句子结构。

3. Subjects studied if you are a student, otherwise your present occupation.

如果你是一名学生,简历中应包括你所学科目,否则,应包括你目前的职业。

studied 是过去分词作后置定语,用来修饰名词 subjects.

Exercises

I. Fill in the blanks without referring to the original text. Then check your answers against the original. After that, read the passage aloud until you can say it from memory.

If you want to get a job from some companies, you should know how to _____ for it. Before applying for a position, check that you fulfill all the _____ as to period of work, age and qualifications. If possible, type a _____ to explain why you choose this job. It should include your _____ and other _____ information. When a job is offered to you, check details of wages, hours, and conditions of work with the employer. If you are offered more than one job, you should make a _____ decision.

II. Answer the following questions according to the text.

1. Generally, what kind of persons do employers prefer to take on?
2. If an applicant decides quite late to look for a job, what should he do?
3. What does the word “legible” mean in the fourth paragraph?
4. What should your resume cover?
5. If you are offered more than one job, what will you do?

III. Fill in the blanks with the following words or phrases. Change the forms if necessary.

be suitable for	as to	mention	take on	fulfill	minimum
inform	compose	vacant	prefer to	resume	available

1. This price is her _____, she refuses to lower it any further.
2. There is a _____ place over there where we can park.
3. I wasn't _____ of the decision until too late.
4. He chose Spain, but personally, I'd _____ go to Greece.
5. We've decided to _____ a new clerk in the accounts department.
6. I'm sorry, sir, those shoes are not _____ in your size.
7. He's very uncertain _____ whether it's the right job for him.
8. She _____ the job.
9. You never _____ that your wife had had the baby!
10. This company should be able to _____ our requirements.

IV. Complete the sentences with the proper forms of the words given in parentheses.

1. Let's _____ (arrangement) a meeting for next Friday.
2. He is always _____ (promptly) in answering letters.
3. People on low incomes may _____ (qualification) for a special heating allowance.
4. Could you give me some _____ (inform) about flight to Cario, please?
5. What you say has no _____ (relevant) to the subject.
6. The president spoke on radio to the _____ (nationality).
7. The new evidence _____ (confirmation) my opinion that they are lying.
8. After many years, our plans have come to _____ (fulfill).
9. The old timetable has been _____ (available) yet. Get a new one.
10. Can you see what his note says? His writing is almost _____ (legible)!

V. Translate the following sentences into Chinese.

1. If you are able to work for longer than the minimum period quoted, you are most likely to be offered the job.
_____。
2. Before applying for a position, check that you fulfill all the requirements as to period of work, age, and qualification.
_____。
3. Positions continue to become vacant as people leave for various reasons, and if you write to

several firms you will probably be successful.

4. If possible, type this letter, if not, take care to see that it is legible.

5. When a job is offered to you, check details of wages, hours, and the conditions of work with the employer.

V. Put the following sentences into English.

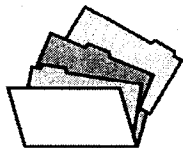
1. 我通知他我不能出席。(inform)

2. 这份合同所规定的条件必须不折不扣地加以履行。(fulfill)

3. 我们想使我们的产品在更广泛的市场中都买得到。(available)

4. 请说出你们的姓名、地址和职业。(occupation)

5. 她具有成为一个好经理的所有条件。(qualification)



Grammar

Attributive Clauses 定语从句

(1) 定语从句在复合句中作定语, 修饰、限定名词或代词, 被修饰的名词或代词称为先行词。定语从句通常出现在先行词之后, 由关系代词或关系副词引出。

• 关系代词(relative pronouns)原本是指疑问代词或指示代词, 但引导定语从句时指代先行词。在定语从句中充当主语、宾语或表语。常用的关系代词有 who, whom, whose, which, that。

• 关系副词(relative adverbs)是代替时间、地点或理由等先行词的关系词。在定语从句中作状语。常用的关系副词有 when, where, why。

(2) 定语从句可分为限定性和非限定性两种。

① 限定性定语从句(the Restrictive Attribute Clauses)对先行词起限定作用,若没有它,主句意思往往不明确或者无意义、不合逻辑。限定性定语从句与先行词之间不可用逗号隔开。

② 非限定性定语从句(Non-restrictive Attributive Clause)只是对先行词的一种附加说明,去掉了也不会影响句意的完整,它与先行词之间通常用逗号隔开。“that”和“why”不能引导非限定性定语从句。在 which, as 引导的非限定性定语从句中,关系代词 which, as 可指代前面整个句子。

(3) 使用定语从句时应注意以下一些事项。

① 作直接宾语时,关系代词可以省略。

例如: The woman (whom) you saw a moment ago is our English teacher.

This is the town (which) she was born in.

② 关系代词放在介词后作宾语时,不能省略。

例如: This is the town in which she was born.

③ 介词后面的关系代词不能用 that 或 who, 只能用 which 或 whom。

例如: The man with whom she worked was a bit strange.

The question about which we had had so much discussion was solved at last.

④ 如果先行词为 all, much, anything, something, nothing, little, none 等不定代词,关系代词一般只用 that, 不用 which。

例如: There is little (that) we can do about it.

⑤ 如果先行词被形容词最高级以及 first, last, any, few, much, no, some, very 等修饰,关系代词常用 that, 不用 which, who 或 whom。

例如: She is the only person that was invited to make a speech at the meeting.

Ⅱ. Choose the best answer from the four choices.

- The world in _____ we live is made of matter.
A. which B. where C. that D. what
- This is the baby _____ tomorrow.
A. after who I am going to look B. after that I am going to look
C. when I am going to look after D. whom I am going to look after
- The TV play I watched last night is the best one _____ I have seen this year.
A. when B. which C. that D. what
- We all remember the days _____ we studied together at school.
A. which B. that C. where D. when
- Tell me the reason _____ you didn't finish your homework yesterday.
A. how B. why C. which D. because
- Susan is the woman _____ husband is in hospital.
A. her B. of whom the C. who's D. whose

7. Atlanta is the city _____ the 26th Olympic Games were held in 1996.
A. at it B. where C. on which D. in that
8. He talked a great deal about the people and places _____ had made a deep impression on him.
A. which B. that C. who D. whom
9. The letter is from my sister, _____ working in a big company.
A. she is B. who are C. that is D. whose husband is
10. He has read almost every book on history _____ he could borrow from the library.
A. what B. who C. that D. where
11. I took my friend to the Great Wall, _____ we had some photos taken.
A. where B. which C. that D. there
12. It rained hard yesterday, _____ prevented me from going to the park.
A. when B. which C. it D. that
13. _____ we know, smoking is harmful to our health.
A. That B. Which C. As D. What
14. Alice received an invitation from her boss, _____ came as a surprise.
A. it B. that C. which D. he
15. Living in the central Australian desert had its problems, _____ obtaining water is not the least.
A. for which B. to which C. of which D. in which
16. _____ was expected, the response to the question was mixed.
A. As B. That C. It D. What
17. The woman for _____ he was waiting came from Canada.
A. who B. whom C. that D. which
18. I have many friends, some of _____ are poets.
A. which B. them C. who D. whom
19. All _____ has to be done is to press the button.
A. which B. what C. who D. that
20. The farmer used wood to build a house _____ to store grains.
A. in which B. in that C. which D. that



Read More

Passage One

How to Behave at a Job Interview

Before attending a job interview, the applicant should, first of all, get familiar with the requirements of the job and the conditions of the company. The fact that the applicant has taken the trouble to inform himself proves that he is seriously interested in the job and in the company. It also enables him to answer wisely the questions that are often asked: "Which of your past jobs did you like best?" "What sort of work do you do best?" or "Describe one of your weaknesses." The job seeker can then describe the work, the interest, or the "weakness" that might be an asset in his new occupation.

It is a very difficult task to display oneself to a possible employer: one must not be too modest, since it is essential to show one's good points and experiences. But bragging doesn't make a very good impression. One thing is certain: interview time is a time for honesty. "Don't lie," says a personnel manager, "don't try to hide past problem and failures, like poor grades in school or a job that you have lost through your fault." The interviewer may already know anyway, and the candidate would be caught lying instead of gaining points for honesty.

The interviewer is not necessarily discouraged by a past failure, if he likes what he sees. He is trying to discover not only the professional worth but also the character of the man or woman he is meeting. What kind of person is this? Will the new employee be easy to get along with or will he cause problems in the company, in the office? The employer doesn't have much time to decide, the information he gets from the resume is limited, and many personal questions are illegal. Therefore, he must rely on his own observations of the applicant, his gestures, what he says and how he says it. Everything counts.

While the examination is taking place, the job seeker should remember that he too has to be curious. It is even recommended to ask some serious questions about the job, the company, the future. If the questions are intelligent, they will impress the interviewer favorably. Besides, the applicant needs to find how he feels about the interviewer, the employees he has seen, and the building itself. He may conclude that he doesn't want to work there at all.

(401 words)

New Words

behave / bi'heiv /	<i>n.</i> 举动, 表现
applicant / 'æplikənt /	<i>n.</i> 申请者, 应征者
enable / i'neibl /	<i>v.</i> 使能够
describe / di'skraib /	<i>v.</i> 描述, 叙述
weakness / 'wi:knis /	<i>n.</i> 虚弱, 弱点
asset / 'æset /	<i>n.</i> 财产
display / dis'plei /	<i>v.</i> 展览
modest / 'mɒdist /	<i>adj.</i> 谦虚的
brag / bræg /	<i>v.</i> 夸大, 吹牛
honesty / 'ɒnisti /	<i>n.</i> 诚实, 正直
candidate / 'kændidit /	<i>n.</i> 候选者, 应试者
discourage / dis'kʌrɪdʒ /	<i>v.</i> 使泄气, 使失去自信
illegal / i'li:gəl /	<i>adj.</i> 不合法的
observation / ɒbzə'veiʃən /	<i>n.</i> 观察
gesture / 'dʒestʃə /	<i>n.</i> 手势, 姿势
recommend / ɪrekə'mend /	<i>v.</i> 劝告, 推荐
intelligent / in'telɪdʒənt /	<i>adj.</i> 聪明的, 有才智的
impress / im'pres /	<i>v.</i> 留下印象, 使感动
favorably / 'feɪvərəbli /	<i>adv.</i> 满意地, 有利地

Phrases and Expressions

first of all	首先
get familiar with	熟悉
rely on	依靠
not... at all	一点儿也不
make a very good impression	留下相当好的印象
get along with	进展顺利, 相处和睦

V. Read the passage carefully and decide whether the statements are true or false.

- () 1. Before attending a job interview, the applicant should know very clearly whether his qualifications meet the needs of the job and the conditions of the company.
- () 2. The job seeker can't talk about his weakness.
- () 3. You must brag yourself in front of a possible employer.
- () 4. You may not be upset about a past failure if the interviewer has already known.

() 5. The employer has enough time to decide and he will ask some personal questions.

IX . Fill in each of the blanks in the following sentences with a suitable preposition or adverb.

1. First _____ all, let me say how glad I am to be here.
2. I don't get familiar _____ the taxation laws here.
3. Are you interested _____ football?
4. What sort _____ music do you like best?
5. You should be working instead _____ lying there in bed.
6. Do you get along _____ your aunt?
7. I got a letter _____ her yesterday.
8. You can't rely _____ the weather.
9. Answer three out of the five questions _____ the maths.
10. I don't agree with you _____ all.

Passage Two

What Employers Look for

In general, employers are looking for two things in job applicants: proof that a candidate can handle a specific job and evidence that the person will fit in with the organization. Too often, employers are most concerned with the candidate's experience, but communication skills, enthusiasm, and motivations are close behind.

Every position requires specific qualifications. When you are invited to interview for a position, the interviewer may already have a fairly good idea of whether you have the right qualifications, based on review of your resume. But during the interview, you will be asked to describe your education and previous jobs in more depth so the interviewer can determine how well your skills match the requirements.

Another consideration is whether a candidate has the right personality traits (特征) for the job. Each job requires a different mix of personality traits. The task of the interviewer is to find out whether a candidate will be able to do the job comfortably.

In addition to determining whether the applicant has the right professional qualifications and personality for a particular job, the interviewer must decide whether the person will get on with the other people in the organization.

Every interviewer approaches this issue of "fit" a little differently. Physical appearance is often a consideration, because clothing and grooming reveal something about a candidate's personality and awareness of industry standards. Apart from noticing a candidate's clothes, interviewers also size up such physical factors as eye contact, handshake, facial expressions, and tone of voice.

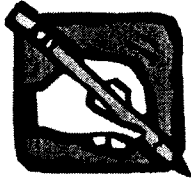
An interviewer might also consider age in deciding whether an applicant will fit in with the organization, although job as against the middle-aged is prohibited by law. If you feel your youth could count against you, counteract its influence by emphasizing your experience, dependability, and mature attitudes.

A candidate's personal background—interests, hobbies, awareness of world events, and the like ... is also regarded as an indicator of how well the person will fit in with the organization.

(331 words)

X. Choose the best answer from the four choices.

1. Too often, which are employers most concerned with _____.
A. the candidate's communication skills B. the candidate's qualifications
C. the candidate's experience D. the candidate's enthusiasm
2. Which of the following statements is true ?
A. Before the interview, the interviewer may already know whether you have the right qualifications.
B. During the interview, you may not describe your work experience.
C. Your personality traits are not made into consideration by the interviewer.
D. The employer will ask your personal questions to make his decision.
3. From the passage, we can learn that the interviewer should _____.
A. find out if an applicant has the right professional qualifications.
B. have a good idea of whether an applicant has the specific personality for a particular job.
C. decide if an applicant will get along with the other workers.
D. A, B, and C.
4. It can be inferred from the passage that besides a candidate's clothes, interviewers should also notice _____.
A. appearance B. handshake C. height D. sex
5. This passage mainly tells us that _____.
A. How to prepare for an interview
B. What you should pay attention to when writing a resume
C. How to sell yourself
D. The matters that employers will look for in job applicants.



Practical Writing

Letter of Application 求职信

写求职信的目的在于争取面试机会,使对方相信自己是一个值得考虑的人选。强调自己如何能在将来成为用人单位的可用之材。

Useful Patterns

1. Refer to advertisement

- With reference to your advertisement in the Morning Post...
- I would like to apply for the post of Assistant Manager.
- I have seen your advertisement in the newspaper and I am interested in applying for the post of Secretary to the Sales Manager.
- I am interested in your advertisement for an Export Sales Manager.
- I should like to apply for the position of

2. Describing your experiences

- As you can see from the enclosed curriculum vitae, I have had long experience in different fields.
- In my last job the administrative side was extremely important and I learnt to work under pressure.
- In my last job, there was a lot of using computers.
- In my present job, public relations is a very important aspect and I run the office independently.

3. Reasons to choose the new job

- However, although I like my present job, I would now prefer a post offering more responsibility/chances of promotion.
- I'm happy in my present job. However, I am now looking for a post where I can use my knowledge of languages.
- I now feel I should like the greater challenge of managing a group of hotels.
- I'm delighted to have the possibility of employment with a company where I can use my financial knowledge.