

新编实用英语教程

郭晓冰 李艳 周立国 主编



北京邮电大学出版社



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内 容 简 介

本教材以教育部《高职高专教育英语课程教学基本要求》为依据,结合学生的实际编写而成。全书分为十个单元: Campus Life, City Life and Folk Customs, Business Etiquette & Vocational Health, Fashion and Shopping, Global Families, Healthy Eating, Products and Trade, Life Planning, Occupation Selection, Product Display & Market Promotion; 每个单元分为听说、阅读、写作、翻译、语法、知识技能拓展六个模块,力求以兴趣促进学习,真正教给学生英语学习的方法,打好基础,以更好地应用于未来的工作和生活。本教材适合高职高专及同等英语水平的读者参考使用。

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前言

在高等职业教育迅猛发展的今天,我国的高职英语教学同样面临挑战。英语教材能否跟上时代的步伐,满足广大高职高专院校学生的未来职业和生活方面的需求,具有重要意义。因此,我们教材编写组成员深入到兄弟院校和各大企事业单位,从各方面了解学生在英语方面的实际需求,并组织教学经验丰富的骨干教师,编写了本教材。

一、编写原则

本教材以教育部《高职高专教育英语课程教学基本要求》为依据,遵循“以实用为主,够用为度,以应用为目的”的原则,贯彻教育部高职高专英语教学改革的精神,以更新教师的教学观念,充分调动学生英语学习的积极性和主动性为目的,体现了“以学生为中心”的教学理念。

二、编写特色

1. 实用性

充分考虑到当前学生的实际水平,该教材选材难易适中,让学生学一点会一点,日积月累,学出成就感,学出自信心。在每个单元针对学生英语学习中存在的问题、难题,设置了相应的内容,包括写作、翻译、语法,等等。在写作方面,选取了实用性很强的写作体裁,如求职信、个人简历、电子邮件、登记表格、邀请信、投诉信等等,这样会使学生对教材内容非常感兴趣。

2. 趣味性

“兴趣是最好的老师”,高职高专学生有其自身的特点,英语教学要激发出他们的兴趣,每个单元的话题都是学生非常感兴趣的话题,如:如何度过大学生活、时尚与购物、健康饮食、未来职业选择、职业健康,等等。另外,当前英语教材选取的材料大多是涉及西方国家的人或事物,涉及中国本土文化相关内容相对较少。而本教材增加了中国元素,增强学生对本民族文化的自信心,将中国文化通过英文的载体推向世界;同时通过中西文化的对比,开拓学生的视野,增强学生的英语学习兴趣。



3. 生活性

一切知识来源于生活,来源于生产实践。英文知识同样也不例外。本教材的听说、阅读、写作、翻译、语法、知识技能拓展等各方面的教学资料均是选自贴近生活的、鲜活的材料。因为教材中的材料均是学生在日常生活中能够用到的英文知识,学生学习起来会非常亲切,非常感兴趣。

4. 职业性

高职高专英语教育是培养技术型专门人才的高等英语教育,旨在训练学生在生产、管理、服务第一线所需的英语语言交际能力和应对各种涉外局面的英语语言应用能力。高职高专英语教学要体现出职业性,教材编写时选取了各种职业情景有可能都会用到的一些技能,如求职面试、商务礼仪、职业健康,等等,使得学生在掌握好语言技能的同时又提高了职业技能。

5. 层次性

本教材对内容的难易度和梯度都进行了较为科学的设计,富有层次。教材中听说部分、阅读部分、写作部分、翻译部分、语法部分、知识技能拓展部分等六部分的教学资料的难度均由浅入深,梯度合理,循序渐进,便于学生逐渐地接受教材内容,使学生充满信心地逐渐掌握所学知识。

三、教材构成

本教材由十个单元组成,每个单元围绕一个主题展开,由 Listening and Speaking, Reading, Writing, Translating, Grammar 和 Expansion of Knowledge and skills 六部分构成。

Listening and Speaking 部分以日常生活中经常用到的话题为主,并结合能力测试要求设计了听说内容。Reading 部分是一篇需要精读的文章,同时后面配有阅读理解、词汇、句型和翻译等练习,通过练习这些习题,学生能够对课文所学重点单词、短语及语法结构等知识点进行充分巩固和加强。对于这些练习,教师可以根据学生的英语水平的不同而选取其中一部分在课堂上讲解,其余简单的习题学生课下自学。Writing 部分是每单元选取一个实用的体裁,如 E-mail, Resume, 等,给出格式及具体范例,后面配有写作练习。Translating 部分每单元讲解一个翻译方法,并配有习题加以巩固。Grammar 部分每单元涉及一个语法项目,并配有习题供学生练习加强。Expansion of Knowledge and skills 部分,每单元都是对英文知识和技能的拓展,供一些基础稍好的学生自学。

四、课时分配

结合学生实际和教学实际,建议每个单元由十个课时完成。第一、二课时



完成听说部分,第三、四课时完成阅读部分,第五、六课时完成写作部分,第七、八课时完成翻译部分,第九、十课时完成语法部分。知识和技能拓展部分作为基础较好学生的自学内容,不必在课堂上讲解。教师也可以根据学生的实际情况灵活地分配课时。

五、编写分工

本教材由郭晓冰担任第一主编,由李艳担任第二主编,由周立国担任第三主编,副主编分别为车英君、薛锦。本教材的第一单元、第二单元、第三单元由郭晓冰编写;第四单元由郭晓冰、李艳共同编写(其中第四单元的前五部分即听说、阅读、写作、翻译、语法五部分由郭晓冰编写,第四单元的第六部分知识和技能拓展部分由李艳编写);第五单元、第六单元由周立国编写;第七单元、第八单元由车英君编写;第九单元、第十单元由薛锦编写。

本教材在编写过程中,得到了大连汽车职业技术学院关昕院长、张贵武院长、科研处陈玉琦主任等同志的大力支持和帮助,编者在此对他们表示特别的感谢。

编者在编写过程中竭尽全力,反复审改。但由于编者水平有限,如有不当和疏漏之处,真诚地欢迎广大读者批评、指正。

编者

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Unit 1 Campus Life

Section I Listening and Speaking

DIALOGUE ONE

Glossary

election [ɪ'lekʃən] *n.* the process of choosing a person or a group of people for a position, especially a political position, by voting 选举, 推选 (尤指从政)

sophomore [ˈsɒfəmoː(r)] *n.* a student in the second year of a course of study at a college or university (大学) 二年级学生

junior [dʒuːniə(r)] *n.* a student in the year before the last year at high school or college (中学或大学的) 三年级学生

aspect [æspɛkt] *n.* a particular part or feature of a situation, a problem, etc. 方面

fluently [ˈfluəntli] *adv.* smoothly and clearly with no mistakes 流利地

nervous [nɜːrvəs] *a.* anxious about something or afraid of something 焦虑的; 担忧的

position [pə'zɪʃən] *n.* a job 职位; 职务

personality [pɜːrsə'næləti] *n.* the various aspects of a person's character that combine to make him different from other people 性格; 个性; 人格

approach [ə'prəʊtʃ] *v.* to start dealing with a problem, task, etc. in a particular way 着手处理; 对付

enthusiastically [ɪn,θjuːzɪ'æstɪklɪ] *adv.* keenly 热心地; 热情地

concentrate [ˈkɒnsntreɪt] *v.* to give all your attention to something and not think about anything else 集中 (注意力); 聚精会神

Proper Names and Specific Terms

Entertainment Department 文体部; 文艺部

Find the Information

I. Listen to the dialogue and find the information as quickly as possible.

1. What was Li Mei doing yesterday?



2. Which department did Li Mei apply for?

Dialogue

(Li Mei is going for the election of the student union.)

Dandan: Hi, Mei, what happened to you yesterday? I didn't see you in class.

Mei: Oh, I was preparing for the election of the student union.

Dandan: I have heard about it. Don't you think that the sophomores and juniors will look down on us?

Mei: They may just tell us to do some little things, but I think I will learn from them.

Dandan: Oh, I'd never thought of that.

Mei: And I will take it as a good opportunity to meet more people and improve myself in every aspect.

Dandan: So you must have done a lot of work for the election.

Mei: Yeah. I'm learning to speak in public expressing my thinking fluently and clearly. But I am not sure whether I can do it.

Dandan: Don't be so nervous, Mei. You surely can do it! Which department did you apply for then?

Mei: I'd like to be in the Entertainment Department. You know, I am so fond of music, dancing and some sports events.

Dandan: For this position, what kind of personality do you think you have?

Mei: Well, I approach things very enthusiastically, and I don't like to leave anything half-done. I will concentrate on it until it is finished.

Dandan: Great, Mei, you are on your way. I'm sure you'll soon be made qualified for the position. Good luck to you!

Bear in Mind

II. Listen and write down what you've heard. Then read and recite it till you can use them fluently.

1. What _____ you yesterday?
2. I was _____ the election of the _____.
3. Don't you think that the sophomores and juniors will _____ us?
4. I'd never _____ that.
5. I will take it as _____ to meet more people and improve myself _____.
6. Which department did you _____ then?
7. I am so _____ music, dancing and some sports events.
8. I will _____ it until it is finished.
9. Great, Mei, you are _____.

**III. Fill in each of the blanks with a suitable preposition or adverb.**

1. The noise outside caused her not to concentrate _____ her reading.
2. Emma is so fond _____ her boyfriend that she cannot bear leaving him.
3. I spent a whole week preparing _____ the interview of IBM.
4. He is so excellent _____ every aspect that he won't let you down.
5. In the US, tuition fees are high but people from poorer background can apply _____ scholarships.
6. It gets colder and colder. Winter is _____ the way.
7. She was so nervous to deliver a speech _____ public that her voice kept trembling.
8. Don't look down _____ those students who are not as smart as you are.
9. I learned _____ the accident only yesterday, and I learned it _____ him.
10. Shawn is going _____ the cheerleader.

IV. There are 10 incomplete statements here. Fill in each blank with the proper form of the word given in brackets.

1. These methods apply to (learn) _____ English.
2. He has never done enough (prepare) _____ for his examinations.
3. She happened to speak (fluently) _____ English.
4. Alcohol affects drivers' (concentrate) _____.
5. His teacher demanded that he (approach) _____ the question as a scientist.
6. His face wore a puzzled (express) _____.
7. Mary insisted on (leave) _____ immediately.
8. I want (take) _____ advantage of this opportunity to show off my dynamic personality and as well as my skills.
9. She is an arrogant woman, _____ (look) down upon everybody.
10. Robert, _____ (elect) as the president of the company, urged his supporters not to be overconfident.

V. Group Work Mock election.

Term 2012 will see a referendum (投票) on changes to the current Student Union. The referendum will take place from 8 a.m. ~6 p.m. on Tuesday. Run a Mock Election within your group. And the following chart is for your reference.

- Step 1. Select three students to form an Election Committee.
- Step 2. The other students will be the candidates and apply for a department.
- Step 3. Election Committee members ask corresponding questions to decide whether she/he is qualified for the position.
- Step 4. The candidates answer those questions.
- Step 5. Election Committee members vote on it.

Student Union

Secretariat 秘书处



Entertainment Department 文体部
PR Department 公关部
Publicity Department 宣传部
Academic Affairs Department 学习部

DIALOGUE TWO

Glossary

- kindergarten** [ˈkɪndərgɑːrtɪn] *n.* a school or class to prepare children aged five for school 学前班
- obtain** [əbˈteɪn] *v.* to get something, especially by making an effort (尤指经努力) 获得, 赢得
- strength** [streŋθ] *n.* a quality or an ability that a person or thing has that gives him/her an advantage 优势; 优点; 长处
- handwriting** [ˈhændˌraɪtɪŋ] *n.* writing that is done with a pen or pencil, not printed or typed 手写; 书写
- oral** [ɔrəl] *adj.* spoken rather than written 口头的
- excellent** [ˈeksələnt] *adj.* used to show that you are very pleased about something or that you approve of something (用以表示愉快或赞同) 好极了, 妙极了
- in due course** at the right time and not before 在适当的时候

Proper Names and Specific Terms

the 2010 Asian Games 2010 广州亚运会, 第 16 届亚运会, 于 2010 年 11 月 12 日至 27 日在中国广州进行。广州是中国第二个取得亚运会主办权的城市。北京曾于 1990 年举办第 11 届亚运会。

Table Talk

I. Group Work. In recent years, that college students take part-time jobs in or outside campus has become a social trend. Is it a good thing for college students to work part-time? Look at the following chart indicating different opinions. Do you agree with them? Add more if you can.

Preoccupied with making money

Get work experience

Build self-confidence

Too busy

Pros or Cons

Relieve financial burden



Security risk

Cut study time

Be independent

Know more about the society

Dialogue

(**Chen Dandan is looking for a part-time job.**)

Dandan: My dear sister, I'm looking for a part-time job. Can you give me some help?

Hui: What kind of job are you interested in?

Dandan: I'm trying to find a job as an editor. I think my writing is fairly good.

Hui: Let me see. Umm, one of my friends works for a newspaper. Maybe you can talk to him.

Dandan: That's great!

(**Tuesday, 9:05 a.m. , Mr. Zhong Wei is interviewing Chen Dandan.**)

Zhong: Do you have any part-time experiences, Dandan?

Dandan: Yes, I used to work as a part-time tutor in a kindergarten, from which I've obtained lots of valuable experience.

Zhong: Good! Then why do you want to be an editor?

Dandan: Well, I want to improve my writing skills in order to be a volunteer editor in the 2010 Asian Games.

Zhong: You're a bit ambitious, aren't you? What are your greatest strengths?

Dandan: I am good at writing, handwriting and drawing.

Zhong: You will mainly use English in this job. Do you think you can make yourself understood in English with ease?

Dandan: Yes. I love English, and I've been always practicing my oral English with my foreign teachers. They say my English is quite good.

Zhong: Excellent, Dandan. it's nice to talk to you. Would you please fill in this form? In due course, I will contact you.

Dandan: Sure. Thank you very much, Mr. Zhong!

Bear in Mind

II. Listen and write down what you've heard. Then read and recite it till you can use them fluently.

1. I'm looking for a _____.
2. I think my writing is _____.
3. Do you have any _____?
4. I _____ work as a part-time tutor in a kindergarten, from which I _____ lots of



valuable experience.

5. What are your _____ strengths?
6. I am _____ writing, handwriting and drawing.
7. Would you please _____?
8. _____, I will contact you.

Exercises

III. Put the following sentences into English, using the words and phrases given below.

1. 我曾经做过销售人员。(used to)
2. 申请工作时, 求职信应该与你的简历一起寄出。(applying for; cover letter; re-sume)
3. 由于做了充分的准备, 他轻松通过了考试。(due to; with ease)
4. 面试中, 目光交流至关重要, 它能为你塑造一个良好的印象。(vital; good impression; job interview)
5. 他与儿子失去联系很长时间了。(be out of contact)

IV. Read the following paragraph. Fill in each blank with the proper form of the word given in the brackets.

What Is Your Greatest Weakness?

The weakness question will be the most common and most 1) _____ (stress) one 2) _____ (ask) during interviews. Yet in today's weak job market, the wrong answer 3) _____ (weak) your chances of winning employment.

Some people 4) _____ (mistaken) think that bosses love the answers such as "I am a perfectionist." That response will be 5) _____ (use) against you because you may 6) _____ (consider) as can't share with others. A careful game plan could help you 7) _____ (cope) with the shortcoming question in a way that 8) _____ (emphasize) your fit for a desired position. The key? Thorough preparation. Career specialists suggest you take stock of your weaknesses, 9) _____ (focus) on job-related ones that won't impede your ability to perform your duties. It's 10) _____ (equal) important that you should learn an employer's corporate culture.

V. Pair Work. Read the following expressions of an interview. For each answer, please write an appropriate question. Then, practice with your partner.

1. Q: _____
A: With my qualifications and experience, I feel I am hardworking, responsible and diligent in any project I undertake. Your organization could benefit from my interpersonal skills.
2. Q: _____
A: Well, I am hoping to get an offer of a better position. If opportunity knocks, I



will take it.

3. Q: _____

A: With my tutoring experience, I am capable and competent.

4. Q: _____

A: I well understand that this is a company on the way up. Your Web site says the launch of several new products is imminent. I want be a part of this business as it grows.

5. Q: _____

A: I feel I can make some positive contributions to your company in the future.

6. Q: _____

A: Yes, I can! The trait is needed in my current (or previous) position and I know I can handle it well.

7. Q: _____

A: I appreciate a work environment where supervisors try to make personal connections with their employees.

8. Q: _____

A: When I need to, no problem. I realize the importance of meeting deadlines and getting work done on time.

Section II Reading

Pre-reading

I. Predict what's in the text. Discuss the following questions in groups before reading the text.

1. What challenges have you met in your college life?
2. Have you participated in any college society? What is it?
3. How do you think about those college societies?

II. Word bank. Match the words on the left with their meanings on the right.

- | | |
|---------------|---|
| 1. pressure | A. expecting good things to happen |
| 2. doctoral | B. a group of people who share the same religion, job, etc. |
| 3. optimistic | C. difficulties and feelings of anxiety |
| 4. athletics | D. connected with a doctorate candidate |
| 5. applaud | E. to think carefully and deeply about something |
| 6. community | F. a summary of your academic and work history |
| 7. reflect | G. to express praise for somebody |
| 8. resume | H. any sports that people compete in |



Glossary

- society** [sə'saiəti] *n.* a group of people who join together for a particular purpose 社团;
协会; 学会
- stressful** ['stresfl] *adj.* causing a lot of anxiety and worry 压力重的; 紧张的
- eager** ['i:gə (r)] *adj.* very interested and excited about something that you want to do
热切的; 渴望的
- extracurricular** [ekstrəkə'rikjələ] out-of-class activities 课外活动
- pursue** [pə'sju:] *v.* to do something or try to achieve something over a period of time 追
求; 致力于
- infectiously** [In'fekʃəsli] *adv.* in a contagious manner 有感染力地
- peer** [piə (r)] *n.* a person who is the same age or who has the same social status as
you 身份 (或地位) 相同的人; 同龄人; 同辈
- isolate** ['aisəleit] *v.* to separate somebody/something physically or socially from other
people or things (使) 隔离, 孤立, 脱离
- grant** [gra:nt] *n.* a sum of money that is given by the government or by another organi-
zation to be used for a particular purpose (政府、机构的) 拨款
- provost** ['prɒvəst] *n.* (in the US) a senior member of the administrative staff at some
universities (美国某些大学的) 教务长
- academic** [ækə'demik] *n.* (pl.) academic activities (of colleges or universities) 学
术活动
- intercollegiate** [Intəkə'li:dʒiət] *adj.* involving competition between colleges 学院之间
(竞赛) 的; (大学) 校际的
- intramural** [Intrə'mjuərəl] *adj.* taking place within a single institution, especially a
school or college 机构内部的; (尤指) 学校校园内的,
大学校园内的
- spirit organization** 助威团
- hail** [heil] *v.* praise vociferously 赞扬; 欢呼
- cheerleading** *n.* 啦啦队
- poverty** ['pɒvəti] *n.* the state of being poor 贫穷; 贫困
- elimination** [I,lɪml'neiʃn] *n.* the act of removing or getting rid of something 排除; 除
去, 根除
- critically** ['kritikli] *adv.* in a critical manner 极重要的; 至关重要的

Proper Names and Specific Terms

American Cheer Squad 美国啦啦队。啦啦队的由来要回溯到 19 世纪后期。在成
立之初, 队员通常由男生组成。到了 20 世纪 20 年代, 女性开始介入。现在, 美国有超
过九成的啦啦队成员是女性。