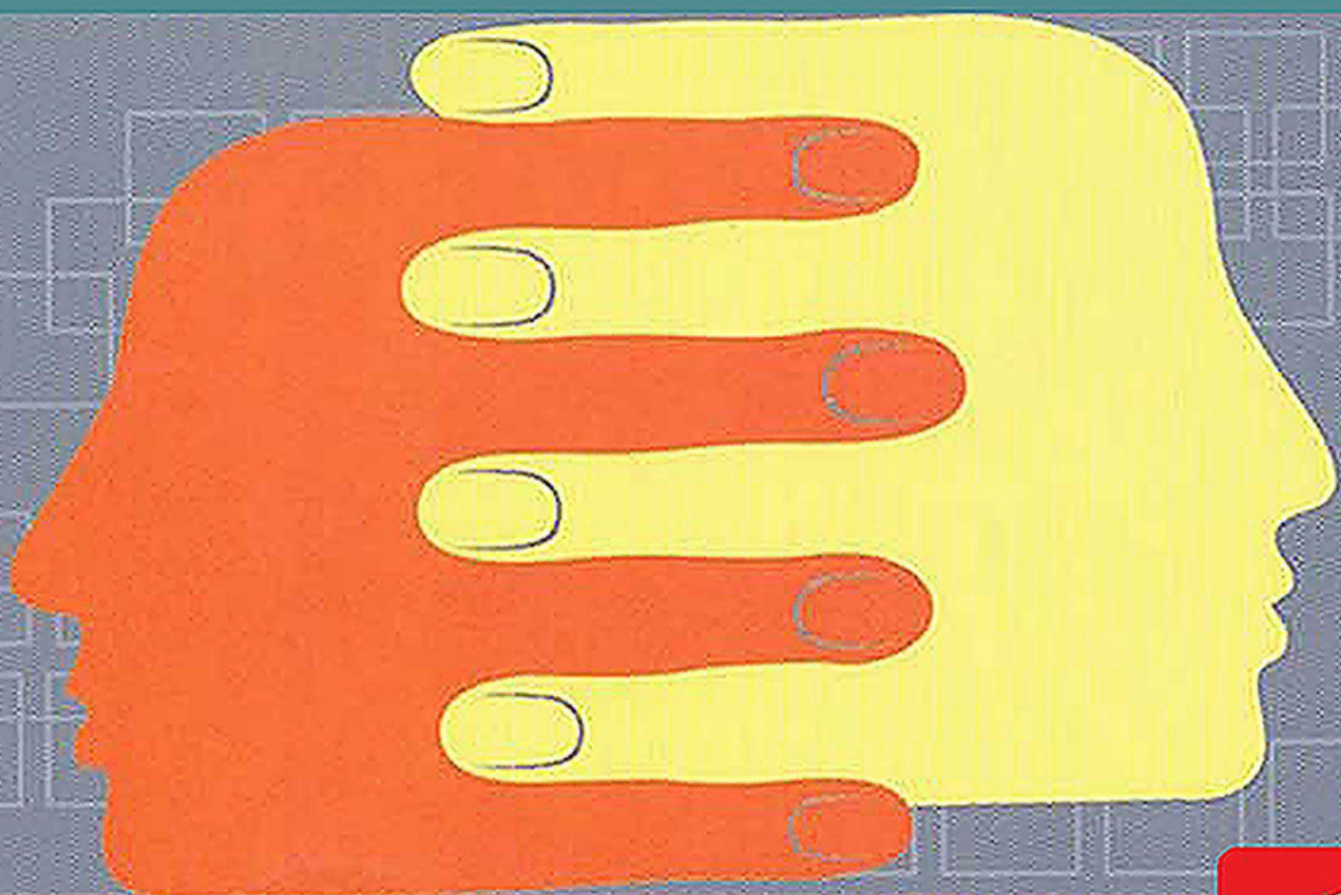


成长英语学生用书·提高篇

“成长英语系列教材”编写组主编



重庆大学出版社



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策划编辑: 周小群 牟妮
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邮编: 401331

电话: (023) 88617190 88617185 (中小学)

传真: (023) 88617186 88617166

网址: <http://www.cqup.com.cn>

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新版前言

《成长英语》(Progressing English)是由“重庆市高职教育研究会”组织重庆市学校有丰富教学经验的外语教师和有关专家按照教育部《高职高专教育英语课程教学基本要求》精神,在重庆市教委原规划教材《高职高专英语》的基础上重新编写的一套高职高专英语教材。《成长英语》坚持贯彻“实用为主,够用为度”的编写原则,充分吸收了当前国内外通用外语教材编写的先进理念和方法,采纳了传统外语教学理论中的合理部分。该教材结合重庆高职高专英语教学实际,更新教育观念,力求处理语言基础和语言应用的关系;更新教学内容,突出英语实践技能的训练和实际运用能力的培养;更新教学要求,注重结合学生毕业后实际工作的需要。

本套教材的特点主要体现在以下几个方面:

一、以任务为引导、实际运用为重点、语言技能训练为基础,突出听说技能的培养,注重把涉外实践活动中常用的语言技能直接融入课文和练习中,各项语言技能的培养与训练都围绕同一话题展开,体现“边学边用、学用结合”的教学思想。

二、根据语言学习的一般性规律,既考虑教材的实用性,又兼顾高职高专语言学习的通识性。主线人物的Role Plays贯穿所有单元中的听说交际、阅读活动和写作训练。学生在学习本教材的过程中可以清楚地感受到主线人物的成长历程,突出成长英语、成长人生的特点。

三、重视语言的运用和实际交际能力的培养,分阶段分层次呈现语言交际的重点。第一册“基础篇”侧重校园英语,第二册“进阶篇”侧重涉外日常交际英语,第三册“提高篇”侧重涉外业务交际英语。阅读板块中A篇文章主要针对语言共核,B篇文章突出实用性。选材突出时代性、趣味性、实用性和话题的思想性,行文流畅,语言精练,内容丰富,体现了可教性和可学性。

四、“教、学、考”有机结合。教材中的练习设计遵循《高等学校英语应用能力考试大纲》的要求,并针对重庆地区考生在《高等学校英语应用能力考试》中的薄弱环节,设计了相关的语言技能训练项目。

五、本套教材充分考虑了重庆地区高职高专学生的英语现状,第1、2册内容的难度相当于“高等学校英语应用能力考试”B级水平,第3册内容的难度相当于A级水平。由于学生进校时英语程度参差不齐,因此教材进度和内容采取照顾中间,兼顾两头的编写原则。

《成长英语》自2010年出版发行以来,受到了广大师生和社会使用者的认可和喜爱。在多年的使用过程中,我们广泛听取来自教师和学生使用意见和建议,不断修订和完善教材的总体框架,调整各册教材之间的难易梯度,以求更加适应当前的教学实际。

进入新时代,仅仅依靠一本教材的学习方式已逐渐随着互联网技术的迅猛发展而发生变化,“互联网+教育”推动全球范围内教学理念、教学方法、学习环境和师生行为模式的深刻变革。国家《教育信息化十年发展规划(2011—2020)》明确指出,“推进信息技术与教学融合,建设智能化教学环境,提供优质数字教育资源和软件工具,利用信息技术开展启发式、探究式、讨论式、参与式教学……”,“培养学生信息化环境下的学习能力,鼓励学生利用信息手段主动学习、自主学习、合作学习”。在此形势下,新版《成长英语》充分运用现代化教育技术,建设网络学习资源平台,采用全方位、网络化、立体化的教学手段,培养学生自主学习意识,同时提高教师教学效率和质量。

新版《成长英语》学生用书提供配套的微视频课程、二分屏微课,为学生提供多样化的学习模式;教师

用书配有PPT课件及教案设计，教师还可以通过重庆大学出版社数字资源平台<http://res.cqup.com.cn>获取更多教学资源。

《成长英语》分基础篇、进阶篇、提高篇3册，每册包括《学生用书》《自主学习用书》《教师用书》。新版《成长英语》由重庆科技学院刘寅齐教授和全冬教授担任总主编并统筹工作，分册主编负责实施，各高职院校骨干教师参加了具体修订工作。

新版《成长英语学生用书·提高篇》由重庆科技学院陈刚、重庆航天职业技术学院邱云霞担任主编，重庆公共运输职业学院姚超、重庆传媒职业学院唐崇金担任副主编。参加《成长英语教师用书·提高篇》编写的作者为（以编写内容先后为序）：重庆理工大学张刚、重庆科技学院魏澜、重庆航天职业技术学院张丹、重庆航天职业技术学院朱红杉、重庆传媒职业学院唐崇金、重庆科技学院陈崇国、重庆城市管理职业学院余洪英、重庆科技学院杨志强、重庆公共运输职业学院姚超、重庆航天职业技术学院邱云霞、重庆科技学院陈刚。1—8单元的Presentation由重庆科技学院李珏燃负责。

《成长英语》在编写出版过程中，由重庆大学余渭深教授担任总主审，澳大利亚专家Dennis Hulse先生担任语言顾问。在此，表示诚挚的感谢。

《成长英语》是我们高职高专英语教学内容和课程改革方面所作的一次大胆尝试，书中难免有不当和疏漏之处，敬请广大使用者批评指正。

编者
2018年6月



UNIT

OPEN YOUR MOUTH

SHARPEN YOUR LISTENING

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New World,
Great Challenge

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- a conversation about a job interview

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- 2 dialogues about working in a company
- a passage about job hunting

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Starting a Business,
Enjoying Challenges

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Unit 1

New World, Great Challenge

Unit Objectives

In this unit, we are going to:

- talk about the experiences of job interviews;
- listen and learn more about what to do in a job interview;
- read about a job interview experience and the essentials of getting a dream job;
- write an application letter;
- make a presentation in expectation of the changes to the employment structure.

Lead-in

The job interview provides the college graduates with opportunities to explore a new world. It is of great importance for me to be well-prepared for the coming interview. I have tried every means to learn more about the company and the position before the interview. I know I'm ready for that. I'll show them I'm the very person they need.



Part One

Open Your Mouth

Warm-up Activity

What are they talking about? Complete the following sentences with the correct answers.

A: Why do you want to 1) _____ your present job?

B: Because I see no chance of promotion.

secretary

A: Have you ever done any office work?

B: Yes, I was ever a 2) _____ for an insurance company.

leave

Focus Your Attention

Dialogue 1

I'm interested
in the position
as...

Jin Yan: Good morning, sir.

Mr. Bryn: Good morning, young lady. Be seated here.

Jin Yan: I'm interested in the position as a secretary in your company.

Mr. Bryn: Er... Which school are you from and what's your major?

Jin Yan: I've just graduated from Chongqing College of Business Management. I majored in computer engineering.

Mr. Bryn: What qualifications do you have for this job?

Jin Yan: Here are the certificates I've got: NCRE-3 Certificate, Secretarial Qualification Certificate, BEC Higher Level, and a driving license.

Mr. Bryn: Good. Do you have any work experiences?

Jin Yan: Yes, I ever worked in a small business as a part-time secretary.

Mr. Bryn: That's fine. What are your special skills for the position?

Jin Yan: I'm fluent in English, especially in oral communication. And I can operate the office equipment skillfully.

Mr. Bryn: Great. We'll let you know as soon as we come to a decision.

I majored in...

Dialogue 2

Mr. Johnson: Now, do you have any questions about our company, Miss Jin?
Jin Yan: I'd like to know how the salary is determined.
Mr. Johnson: Well, all new employees begin at 2,500 *yuan* per month, and you'll get a pay rise according to your performance.
Jin Yan: Do you give a bonus every month?
Mr. Johnson: No, but we offer an annual bonus.
Jin Yan: Can I get paid if I work overtime?
Mr. Johnson: Surely you will be paid extra for that.
Jin Yan: I see. What about vacations?
Mr. Johnson: You will receive three weeks' paid vacation a year.
Jin Yan: Good. Are there any other benefits?
Mr. Johnson: Everyone has health insurance and there is a housing provident fund in our company.
Jin Yan: Great.
Mr. Johnson: Any other questions?
Jin Yan: No more. Thank you, Mr. Johnson.

I'd like to know how...

Can I get paid if...?

Chat with Your Friends

Activity 1

Write down useful expressions from the sample dialogues above for interviewing and try to add more.

Useful Expressions for Questioning the Interviewee

1. _____
2. _____
3. _____
4. _____
5. _____

Useful Expressions for Answering the Above Questions

1. _____
2. _____
3. _____
4. _____
5. _____

Activity 2

Complete the following dialogue by translating into English the Chinese given in the brackets.

Mr. Lin: Would you tell me something about your education background?

Jin Yan: I graduated from Chongqing College of Foreign Trade. 1) _____ (所学专业是国际贸易).

Mr. Lin: What kind of software can you use?

Jin Yan: I can 2) _____ (熟练地使用Office办公软件).

Mr. Lin: Do you have any certificates?

Jin Yan: Yes, I have 3) _____ (全国计算机等级考试三级证书和驾驶证).

Mr. Lin: Very good. What kind of position are you interested in?

Jin Yan: 4) _____ (我希望应聘秘书工作).

Mr. Lin: Why do you want to work for us since we are a small business in Chongqing?

Jin Yan: I think 5) _____ (在小公司能获得更多的机会). I'd like to develop my skills with the company and share the achievements.

Mr. Lin: I'm glad to hear that. What amount of salary do you expect?

Jin Yan: I hope 6) _____ (我的起薪不低于3 500元).

Mr. Lin: OK. Could you come to the office next Monday?

Jin Yan: Sure.

Activity 3

Take turns to ask and answer the following questions, and then make your own conversation about interviewing according to the clues given below.

Questions

1. Have you ever heard about our company?
2. What is your major?
3. What is your working experience?
4. What qualifications do you have for the job?
5. What do you want to know about our company?

TIPS

- tutor/assistant manager/part-time secretary
- Computer Engineering/Business English/Foreign Trade
- an NCRE-3 Certificate/a driving license/a BEC Higher Level/a Secretarial Qualification Certificate
- My starting salary...
- Do you give a bonus every month?

New Words and Expressions

*clerical	/ˈklerɪkl/	a. 文书的, 办事员的
*advancement	/ədˈvænsmənt/	n. 晋升; 升职
*establishment	/ɪˈstæblɪʃmənt/	n. 企业, 机构
*bonus	/ˈbəʊnəs/	n. 奖金, 红利
*annual	/ˈænjʊəl/	a. 每年的, 年度的
*NCRE (National Computer Rank Examination)		全国计算机等级考试
Secretarial Qualification Certificate		文秘从业资格证书
*BEC (Business English Certificate)		剑桥商务英语证书
*housing provident fund		住房公积金

★ A级词汇 * B级词汇 ◆ 超纲词汇

注: 全书单词标记同此说明。

Part Two

Sharpen Your Listening

Watch and Answer

Watch the video clip and fill in each blank within 3 words with the information you have got.

1. What does the man want to do in the first interview?

He applies for the position of _____ manager.

2. What is the man's greatest weakness?

He has _____ saying no, so he often works overtime.

3. How many years has Vivian been volunteering?

She has been volunteering for _____.

4. What is Vivian's greatest strength?

She is really good at working _____.

5. What is Vivian's greatest weakness?

Maybe she volunteers _____.

Dialogue 1

Listen to the dialogue twice, and then fill in the blanks with the information you get from it.

M: Good morning, Miss Lin.

W: Good morning, sir.

M: I see from your resumé that you have been working as a 1) _____?

W: Yes, sir. I have worked for two years in an American company.

M: May I ask why you want to leave that company?

W: Because I want to change my working environment and seek 2) _____.

M: Tell me what you know about our company please.

W: Well, the company was founded by Mark Ward in New York 3) _____, and it is
the largest company in its field.

M: What do you know about our major products?

W: Your products are good 4) _____ and beautiful in design. Nowadays, they are
quite 5) _____ with Chinese people.

M: Thank you. I am glad to hear that.

Dialogue 2

Listen to the dialogue twice, and then answer the questions with the information you get from it.

1. What kind of candidate is the company looking for?

A sales manager with a _____ background.

2. What was the woman's major?

Her major was _____.

3. What courses has the woman completed?

She has completed _____, Business English, and Foreign Trade Correspondence and so on.

4. What certificates has the woman got?

She has got a Secretarial Qualification Certificate and a BEC _____.

5. How long has the woman worked for a foreign trade company?

_____.

Passage

Listen to a short passage twice about job-hunting, and then answer each question in no more than 3 words with the information you get from it.

1. What do many college students think about job hunting?

It is _____.

2. Why were there more graduates than the need in the market?

Because colleges enrolled so many students in _____.

3. Where do most graduates prefer to stay?

In _____.

4. What is the first measure to solve the problem?

It is that students should research the market and develop _____ to suit market needs.

5. What attitude should college students take towards employment location?

Their attitude should be _____.

New Words and Expressions

*candidate	/ˈkændɪdeɪt/	n. 求职者; 申请人; 候选人
*requirement	/rɪˈkwaɪəmənt/	n. 要求; 必要条件
*correspondence	/ˌkɔːrəˈspɑːndəns/	n. 信件, 函件
*positive	/ˈpɒzətɪv/	a. 积极的; 肯定的
Human Resources (HR)		人力资源
Foreign Trade Correspondence		外贸函电

Part Three

Broaden Your View

Passage A

Before Reading

Watch the video and fill in the blanks according to what you get from it.



New Words and Expressions

*refresh	/rɪ'freʃ/	v. 更新
*resolution	/ˌrezə'lʊ:ʃn/	n. 决心
*reflect	/rɪ'flekt/	v. 反省; 反映; 反射
*impact	/ɪmpækt/	n. 冲击; 影响
*applicant	/æplɪkənt/	n. 申请人
◆insider	/ɪn'saɪdə(r)/	n. 知情人; 熟悉内情者
◆beneficial	/ˌbenɪ'fɪʃl/	a. 有益的; 有利的
◆mock	/mɑ:k/	a. 模拟的
*nail	/neɪl/	v. 赢得; 获得
hit the ground running		旗开得胜; 一炮打响
wing it		临时应对; 即兴而为

Challenge Your Classmates

Before you start to read the passage, please complete the questionnaire below.

1. What is your ideal career?	Yes	No
a. Accountant.	_____	_____
b. Engineer.	_____	_____
c. Businessman.	_____	_____
d. Lawyer.	_____	_____
e. _____.	_____	_____

2. What preparation will you do for job-hunting?	Yes	No
a. Become skilled in a professional knowledge area.	_____	_____
b. Get several professional qualification certificates.	_____	_____
c. Learn about job application and interview skills.	_____	_____
d. Develop company, market and industry research skills.	_____	_____
e. _____.	_____	_____

Use this questionnaire to interview your classmates, and then report your findings in class.

Develop Your Understanding

How I Did It—Turning “NO” into “YES”

When I graduated from college with a degree in English I **was not overwhelmed with** companies trying to hire me. Most people already speak English. So I decided to try to get a job as a sports writer at the daily evening paper in **Tucson, Arizona**. I had spent four years in the army, and I hadn't done any sports writing since high school.

When I **applied for** the job, I was told that my major problem was that I had never done any **professional** sports writing before. It was the **typical** situation of a company not being able to hire you because you haven't had experience—but how can you gain experience if no one will hire you?

♦ **overwhelm** /,ouvər'welɪn/

v. 制伏；使不知所措；使受不了

be overwhelmed with 充满

♦ **Tucson** /'tu:sən; tu:'sɒn/

n. 图森（美国亚利桑那州南部城市）

♦ **Arizona** /,æri'zəʊnə/

n. 美国亚利桑那州

apply for 申请

* **professional** /prə'feʃənəl/

a. 职业的；专门的

* **typical** /'tɪpɪkl/

a. 典型的，有代表性的，范例的

My first **impulse** was to take “no” to be their final answer. After all, that’s what they said it was. But I finally decided to **put it aside** and ask myself a question—“Can’t you be more creative than that?”

So I went home to think and **plot** my next move. The reason they wouldn’t hire me was because I had no experience. When I asked them why that was important, they smiled and said, “We have no way of knowing for sure whether you can write sports. Just being an English major isn’t enough.”

Then it **hit** me. Their real problem wasn’t my **lack of** experience; it was their lack of knowledge. They didn’t know whether I could write well enough. So I set out to solve their problem for them. I began to write them letters. I knew they were interviewing four other people for the position and that they would decide in a month. Every day I wrote a letter to the sports editor, Regis McAuley (an award-winning writer who made his reputation in Cleveland before coming to Tucson).

My letters were long and expressive. I made them as **creative** and clever as I could, commenting on the sports news of the day, and letting them know how great a fit I thought I was for their staff.

After a month, Mr. McAuley called me and said that they had narrowed it down to two candidates, and I was one of them. Would I come in for a final interview? Would I!? I was so excited that I nearly **swallowed** the phone.

When my interview was coming to an end (I was the second one in), McAuley had one last question for me.

“Let me ask you something, Steve,” he said, “If we hire you, will you promise that you’ll stop sending me those endless letters?”

I said I would stop, and then he laughed and said, “Then you’re hired. You can start Monday.”

McAuley later told me that the letters did the **trick**.

◆ **impulse** /ɪmpʌls/
n. 冲动, 突然的欲望; 一时高兴, 兴奋

put aside 搁置一边, 撇开

★ **plot** /plɑ:t/
v. 密谋, 策划, 构思

* **hit** /hɪt/ vt. 打, 击, 打击

be lack of 缺乏

* **creative** /kri'eɪtɪv/
a. 创造性的; 有创造力的

◆ **swallow** /'swɑ:ləu/
v. 咽下, 吞下; 勉强把……咽下

◆ **trick** /trɪk/
n. 技巧, 技艺; 绝技; 窍门, 诀窍; 秘诀

