



教育部职业教育与成人教育司推荐教材

实用英语 综合教程

主编 刘寅齐

Practical
English
for
Vocational
Colleges

4

总主编 毕兆年 凌双英



中国财政经济出版社

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总主编毕兆年毕业于上海圣约翰大学西语系应用语言学专业和经济系企业管理专业，现任清华大学外语系教授。1988年教育部派驻加拿大西安大略大学国际工商管理研究中心作访问学者，期间由加拿大政府国际开发署资助与西安大略大学国际工商管理学院共同编写并编译《国际工商管理丛书》，在国内外发行，广受好评。近年还组织编写了《研究生（六级）考试指南》并任教育部高等教育司组编“高等教育学历文凭考试全国统考课程教材”《大学基础英语》总主编。

**Practical
English
for
Vocational
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出版说明

《实用英语综合教程》是中国财政经济出版社严格按照教育部高等教育司颁布的《高职高专教育英语课程教学基本要求》(试行)(以下简称《基本要求》)组织编写的一套专供全国高职高专院校和五年制高职院校使用的英语教材。它坚持“以应用为目的、实用为主、够用为度”的大方向,吸取国内各各职高专英语教材的长处,针对我国高职高专学生实际情况,既考虑到英语教学的衔接,又注重高职高专学生参加“高等学校英语应用能力考试”(PRETCO)的实际需要。

《实用英语综合教程》共分4册,每册配有《教学参考书》、《同步练习册》、磁带和光盘,从1册到4册内容循序渐进,语法由浅及深,交际技能要求逐步提高。综合教程、教学参考书和同步练习册每册8单元,教学负担适中,能在规定的学时内完成。

在《实用英语综合教程》策划过程中,编者在全国范围内进行了广泛调研,综合目前主流英语教材的长处,并对市场反映的问题作出针对性的改进,最终确定编写大纲。参加编写《实用英语综合教程》的作者都是来自全国十多所大学和高职高专院校的资深教授和一线骨干教师,他们既有深厚的英语理论功底,又有丰富的教学经验,掌握学生的真实水平和能力,从而使教材切合职业教育英语教学实际。《实用英语综合教程》全部由加拿大 University College of the Fraser Valley 的英语教学专家审定,确保该教材体系符合现代英语规范。本教材具有如下特色:

紧扣《教学基本要求》——贯彻“听、说、读、写、译”并重及“边学边用、学用结合”的原则;

模块化设计——整个教材体系由听说、阅读、语法和写作3个模块构成,每位主编既负责其中一个模块的整体设计又负责某一分册的模块整合,从而在横向保证教材完整性,纵向保证连贯性;

主题循环法——每单元各模块内容基本围绕同一主题,练习题也主要选用课文语言材料或围绕单元主题;

中国与加拿大合作结晶——全套教材均由加拿大 University College of the Fraser Valley 的三位英语教学专家审定。

2007年12月



前言

《实用英语综合教程》按照教育部高等教育司《高职高专教育英语课程教学基本要求》(试行)(以下简称《基本要求》)编写而成,是一套供全国高职高专院校、五年制高职院校非英语专业学生使用的英语教材。学生在学习本套教材之前一般应掌握基本的英语语音和语法知识,认知英语单词 1000 ~ 1600 个,在听、说、读、写、译等方面受过初步的训练。

一、本套教材的框架

本套教材共分四册,每册包括:

1. 《实用英语综合教程》
2. 《实用英语综合教程教学参考书》
3. 《实用英语综合教程同步练习册》
4. 《实用英语综合教程》录音磁带
5. 《实用英语综合教程》助学光盘

二、本套教材的特色

1. 指导思想明确

本套教材贯彻《基本要求》的指导思想,坚持“以应用为目的,实用为主,够用为度”的大方向,把打好学生的语言基础作为本套教材的重要目标。同时,重视培养学生的语言应用能力。《实用英语综合教程》遵循语言学习的自然规律,把听、说、读、写、译等各种语言技能训练融为一体,以学生为本位,充分发挥教师 and 学生的双主体作用,提倡即学即用,巩固学生的语言基础,同时培养学生实际运用语言的技能,特别是运用英语处理日常和涉外业务活动的 ability。

2. 选材广泛适用

《实用英语综合教程》基本按照《基本要求》的交际范围表选择题材,语言材料涉及日常交际和业务交际的主要内容,涵括了高职高专学生在校期间应重点掌握的语言基础知识和语言交际能力。教材按照《基本要求》的词汇表裁剪语料,生词的级别都有明确的标注,生词量和超纲词均得到了有效的把握和控制。为了避免因阅读文章过长而造成课堂教学操作上的困难,或因文章过短而造成语言信息量不够、生词相对集中等因素而挫伤学生的阅读积极性,《实用英语综合教程》对阅读课文的长度均有适当的控制,第一册文章的长度在 350 ~ 400 个单词左右,第二册文章

的长度在 550 ~ 650 个单词左右。选材既重视语言材料的实用性和科学性,同时注意语言材料要新鲜有趣、难易适度。

3. 单元结构合理

本套教材每册共分 8 个单元,每个单元的教学课时建议为 8 课时,另外每 4 个单元安排复习各 4 课时,因此,每册的教学总课时为 72 课时,符合目前高职高专院校五年制高职院校非英语专业英语课程的教学计划和课时安排。每单元内容基本围绕一个主题,采用主题引导和任务引导 (Topic-based & Task-based) 相结合的方法,着重培养学生运用语言的综合能力,突出高职高专实用英语教学的特点。其结构为:

Focus on Talking: 提供 3 个同一主题、不同场景的对话和 4 个形式多样的口语练习,根据主题提示和任务要求驱动课堂语言活动,让学生模拟和创编对话,以训练学生用语言解决实际问题的能力。

Focus on Listening: 提供听力单项技能训练、功能对话、和语篇整体听力训练,语言难度由第一册到第四册拾级而上,训练模式既考虑到学生的听音特点,又兼顾到高等学校英语应用能力考试中的听力题型设计。

Reading: 提供两篇同一主题的文章,其中 Text A 作为精读材料,Text B 作为泛读材料。阅读题型设计上,首先采用 Group-discussion 模式,讨论与课文主题相关的问题,以此导入课文内容的学习;改变教师传统的提问模式,设计了让学生就课文提问、小组讨论和教师总结的形式,鼓励学生积极思考、大胆发言,加强群体协作和师生互动。同时设计了针对课文中出现的常用单词、短语和句型的训练,以便对课文采取精讲多练,提高学生把握语言的准确性。

Translation: 在两篇阅读文章和练习之后设计了翻译技巧介绍和翻译练习,加强学生的翻译训练。

Grammar: 提供一种语法知识介绍,并设计语法练习,加强学生语言基本功训练,在提高英语实用性的基础上,提高学生运用语言的规范性。

Writing: 提供基础英语写作练习、应用文写作方法介绍、应用文范文、应用文模拟套写或套译练习。

English Fun: 提供脍炙人口的英文歌曲或趣味英语知识,主题尽可能接近单元主题,使学生在轻松愉快之中学习英语知识,提高学习英语的兴趣。

三、立体化教学资源

1. 《实用英语综合教程》教学参考书

《实用英语综合教程》教学参考书不仅提供了综合教程上的听力录音脚本、练习答案、文章(或应用文范文)翻译、还提供了与课文主题相关的背景知识、生词、短语、难句解释、生动有趣的例句。是教师备课、学生学习不可缺少的教学辅导书。

2. 《实用英语综合教程》同步练习册

《实用英语综合教程》同步练习册根据综合教程各单元的主题内容进行编写,每 4 单元编写一套复习测试题,旨在进一步拓展单元主题,巩固教学效果。在题型



设计上采用高等学校英语应用能力考试的试卷形式。其中，第一、二册为 B 级题型，第三、四册为 A 级题型。学生在学完综合教程的内容之后，通过同步练习册的题目训练，形成一定量的知识积累，最终达到质的飞跃。练习题型强有力的针对性有助于学生在学完规定的课时内容后逐级顺利地通过全国高等学校英语应用能力考试。同时，该同步练习册与综合教程配合使用，能使更全面、更系统地复习和巩固综合教程上的语言要点和知识体系，熟练掌握听、说、读、写、译各门技能，提高英语语言的综合能力。

3. 《实用英语综合教程》录音磁带和多媒体课件

《实用英语综合教程》除配套的录音磁带外，为学生提供多媒体助学光盘，有利于利用现代化计算机辅助教学模式，充分调动学生自主学习的兴趣，提供个性化的学习空间；有助于更有效地在课堂上传授语言信息，使教师把更多精力放在课堂的组织上，加强课堂上师生之间的语言交流，促进教学模式的转变。

四、本套教材的编写特色和编写队伍

本套教材在编写上采取模块分工的方式。在纵向上，全套教材的编写按以下三个模块分工：Focus on Talking 和 Focus on Listening, Reading, Grammar 和 Writing。这样的分工有利于编写内容的连续性和难易程度呈阶梯型循序渐进。在横向上，各分册、各单元都采取主编负责制，保证了每单元的各模块内容相互联系、相互交融，进而确保各单元、各分册之间内容的连续性和进阶性。各单元的最后一部分 English Fun 材料由各编写老师提供，最终由各分册主编根据单元主题和具体内容确定。

《实用英语综合教程》的总主编为毕兆年、凌双英。在纵向分工上，Focus on Talking 和 Focus on Listening 模块（全四册）主编为刘寅齐；Reading 模块主编为凌双英（第一、二册）和柳吉良（第三、四册）；Grammar 和 Writing 模块（全四册）主编为孙民霞。在横向分工上，第一册主编为凌双英，副主编为吴平安、甘永明，参加编写的人员有陈刚、李坚、吴平安、凌双英、王青、吴晓影、潘诚、甘永明、王晓霞、燕静君、周欣奕、毕玉红；第二册主编为孙民霞；第三册主编为柳吉良；第四册主编为刘寅齐。

《实用英语综合教程》由加拿大 University College of the Fraser Valley 的三位专家 Maria Bos-Chan, Marcela Jonas 和 Raymonde Tickner 审定。对她们辛勤而细致的工作表示衷心的感谢。

由于编者水平有限，疏漏和不妥之处在所难免，恳请专家和读者不吝指正。

编者

2007 年 6 月



words and phrases

Reading	Writing	Quotes
A: Building for the Future B: What Is a Housing Grant?	Topic Sentences Advertisements	Famous Quote
A: Historic APEC 2001 Ends B: UN Women's Conference Opens Amid Abortion Controversy	Supporting Sentences Conference Agenda	Famous Quote
A: Ford—A Giant Global Company B: Developing History of Nokia	Concluding Sentences Company Profiles	Famous Quote
A: Sales and Marketing B: The Customer Is Number One!	Cause & Effect Product Instructions	Famous Quote
A: Negotiating a Consumer Complaint B: Dealing with Problems in Your Family	Sequence of Time Letters of Complaint	Famous Quote
A: Art of Negotiation B: Salary Negotiations	Sequence of Space Letters of Inquiry	Famous Quote
A: Business Ethics B: SARS and a Sense of Responsibility	Exemplifications Fax & Email	Famous Quote
A: Many Ways to Bank Online B: The Pitfalls of Buying and Selling	Passage Writing Contracts	Famous Quote

本教材使用国际音标中的下列符号：

Vowels and diphthongs

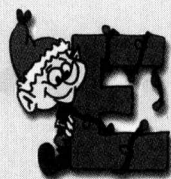
国际音标	示例	国际音标	示例
ɪ	b <u>i</u> t	ɔ:	saw
e	b <u>e</u> d	u:	bo <u>o</u> t
æ	b <u>a</u> d	ɜ:	bird
ɒ	h <u>o</u> t	eɪ	b <u>a</u> y
ʌ	c <u>u</u> t	aɪ	f <u>i</u> ve
ʊ	bo <u>o</u> k	ɔɪ	bo <u>y</u>
ə	<u>a</u> bout	əʊ	g <u>o</u>
		aʊ	n <u>o</u> w
		ʊə	p <u>oo</u> r
i:	b <u>ee</u>	eə	h <u>ai</u> r
ɑ:	f <u>a</u> r	ɪə	h <u>ear</u>

Consonants

国际音标	示例	国际音标	示例
p	<u>p</u> ress	ʒ	vi <u>s</u> ion
b	<u>b</u> ag	h	<u>h</u> ot
t	<u>t</u> ime		
d	<u>d</u> ay	tʃ	<u>ch</u> air
k	<u>c</u> an	dʒ	<u>j</u> am
g	do <u>g</u>	m	<u>m</u> ore
f	st <u>af</u> f	n	s <u>n</u> ow
v	vo <u>t</u> e	ŋ	s <u>ing</u>
θ	<u>th</u> in	w	<u>w</u> ater
ð	<u>th</u> at	r	r <u>ing</u>
s	<u>s</u> it	l	sm <u>all</u>
z	ze <u>br</u> a	j	<u>y</u> ou
ʃ	<u>sh</u> ine		

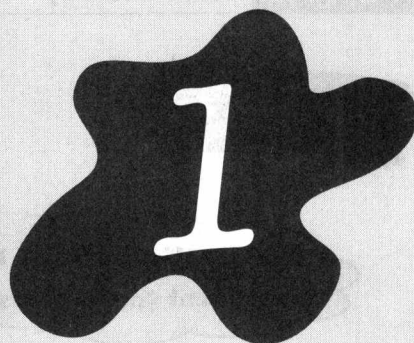
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Unit 1

House Hunting



Section I: Focus on Talking



What information do you need if you want to rent a house or an apartment ?

How do you look for a house or an apartment ?



2

Part A: Learn to Say

Dialogue 1:

I'm calling about the apartment you advertised.



What kind of apartment are you interested in?



A: Hello. I'm calling about the apartment you advertised.

B: Yes. What kind of apartment are you interested in?

A: I'm interested in a two-bedroom apartment. Do you have any available?

B: Yes. I have one. When do you need it?

A: Sometime around next week. What can you tell me about this apartment?

B: Well, it's a fully furnished two-bedroom apartment. The monthly rent is US \$550, with a US \$300 security deposit. You pay electricity only. Gas and water are included.

A: Sounds good. May I come over tomorrow to take a look?

B: Sure. What time would you like to come?

A: How about 10 a.m.?

B: Good. May I have your name, please?

A: My name is Blanca.

B: Blanca. I'll see you tomorrow.

Task: Make a call to a housing agency.



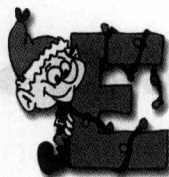
Dialogue 2:

There are a few things that I'd like to have done.



I can probably have the mattress changed in the next couple of days.





- A: Well, you've seen the apartment. What do you think?
- B: Actually, I like this apartment. But there are a few things that I'd like to have done.
- A: Like what?
- B: Well, for example, the mattress. It's very dirty and I would like a new one.
- A: OK. I can probably have the mattress changed in the next couple of days.
- B: And then, I noticed the kitchen sink seems to be a little blocked. Could you have a look at that?
- A: Right. I'll have a look at it right away.
- B: That's all the questions I have about the place.
- A: OK. Well, let me tell you some of the rules that we have.
- B: Of course.
- A: No pets, no loud music after 10 p.m., a month's deposit and a twelve-month lease.
- B: Yeah, OK. I understand. I think I'd like to take the place.
- A: Good. Well, then, should we go downstairs and sign the lease?
- B: Sure.

Task: Discuss some problems with the landlord and sign the papers.

Dialogue 3:

What does "B & B" mean?

"B&B" means
"bed and breakfast".



- A: Mary, can you help me with the classified ads? There are some things I can't understand.
- B: Ah, yes, they are confusing for a lot of foreign students when they are looking for a house.
- A: What does "B&B" mean? And can you explain "H&C"?
- B: "B&B" means "bed and breakfast"; "H&C" means "hot and cold water".
- A: What about the next ad, it says "GCH". What does that mean?
- B: Oh, that means "gas central heating". Do you know the rent price in this ad?
- A: You mean "PW" or "PCM"? I guess that is "per week" or "per month"?
- B: Yes, right. "PCM" means "per calendar month".
- A: And can you explain what "F/F" or "P/F" or "U/F" means?
- B: Well, "F/F" is fully furnished, "P/F" is partly furnished and "U/F" is unfurnished.

A: Right. Can you tell me the last one "Deps & Refs Req"?

B: Oh, "Deps & Refs Req" means deposits and references are required.

A: I see. Thank you very much for your help.

Task: Talk about some classified ads.

Part B: Oral English Activities

Activity 1: Take turns asking and answering the following questions.

Ask questions like these

1. What kind of apartment are you interested in?
2. Do you have any available?
3. When do you need it?
4. What can you tell me about this apartment?
5. May I come over tomorrow to take a look?
6. What time would you like to come?

Give responses like these

Well, I am interested in a ...
Yes .../Sorry....
Around...
Well, It's a...
Sure...
How about...

Activity 2: Fill in the blanks with the proper forms of words and expressions in the box.

per week	hot and cold water
per calendar month	fully furnished
bed and breakfast	partly furnished
deposits and references are required	
gas central heating	unfurnished

1. "B&B" means _____ and "H&C" means _____.
2. What does "PW" or "PCM" mean? I guess that is _____ or _____.
3. Well "F/F" is _____, "P/F" is _____ and "U/F" is _____.
4. Oh, "Deps & Refs Req" means _____.
5. "GCH" means _____.

Activity 3: Complete the following dialogue with the help of the Chinese in the brackets.

A: How do you like this house?

B: It's a really nice house, but there are a few things that I hope you can 1 (处理一下).

A: Oh, like what?

B: The central heating doesn't work properly. I hope you can have a look at it.

A: Yes. I will 2 (明天检查一下暖气).

B: And also, the drain in the bathtub seems 3 (有点堵塞).



A: OK. I will have a look at it right away.

B: Well. That's all the concerns I have about the house.

A: Okay. Let me tell you 4 (我们的一些规定)_____.

B: Like what?

A: 5 (1个月保证金, 12个月房租合同)_____.

B: Right. I think I can accept that.

Activity 4: Use the information given below to create a role-play.

Blanca is calling a housing agency. The agent is asking her about her preferences such as furnished or unfurnished, the price range, her preferred area etc. They are making an appointment to take a look at the house.

TIPS

Hello. I'm calling about the apartment you advertised. Is it available?

Yes. Do you want a furnished house or an unfurnished one?

What price range can you afford?

Where do you prefer to live?

What about the rent? How much is it exactly?

Section II: Focus on Listening

Part A:

In this section you will hear eight sentences. Listen carefully and choose one of the four choices that can be inferred from the sentence you hear. Each sentence will be read two times.

- A. I want to know where the ABC housing agency is.

B. I know where the ABC housing agency is.

C. I don't know what the ABC housing agency is.

D. I want to know what the ABC housing agency is.
- A. He is looking for an apartment.

B. He didn't look at an apartment.

C. He is not looking at an apartment.

D. He is not going to look for an apartment.
- A. She is living in this building now.

- ## Part B:

Task 1: Listen to Dialogue 1 carefully and choose the best answer.