

高职高专精品实用教材

COMPREHENSIVE
COURSE

高职高专英语

综合教程

ENGLISH

高职高专精品实用教材编写组
未来教育教学与研究中心

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外文出版社
FOREIGN LANGUAGES PRESS

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高职高专英语综合教程

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编写说明

为了加强对高职高专教育的宏观管理和指导,推动高职高专教育的教学基本建设和教学改革,教育部高等教育司于2000年印发了《高职高专教育英语课程教学基本要求》(以下简称《基本要求》)。该《基本要求》以培养学生实际运用语言的能力为目标,突出教学内容的实用性和针对性。为了贯彻《基本要求》,培养高职高专学生实际运用英语的能力,我社联合各高校老师编写了本套高职高专英语综合教程。本套教程坚持了《基本要求》的正确方向,突出教学的实用性和针对性,以培养学生的涉外业务交际能力为宗旨,以调动学生的学习兴趣、活跃课堂气氛、方便教学为己任。本套教材共分四册,学完1、2册可以参加高等学校英语应用能力考试B级,学完3、4册可以参加高等学校英语应用能力考试A级。

编写原则

1. 以《基本要求》为纲

本套教材严格按照《基本要求》编写,单元话题以及听、说、读、译、写的选材都依据《基本要求》的“交际范围表”中的交际范围以及“语言技能表”中对听、说、读、译、写五大技能的各种要求而设置。本书全部覆盖了《基本要求》中高职高专阶段需新学的语法项目以及《基本要求》中规定的约90%的词汇。

2. 着眼于提高学生的职业技能

本套教材采用任务驱动的教学模式,激励学生提高语言产出能力,达到教学的最终目的。为了提高学生的涉外业务能力,所有话题和材料的选择都以实用为准则,以满足学生日后的工作需要为目标。

3. 形式活跃,方便教学

本套教材的每一单元都设有精彩的导入部分,便于教师调动学生的积极性,活跃课堂气氛。每单元的对话及听力部分都配有录音,便于学生练习听力和跟读。同时,本书采用双色印刷,图文并茂,以增强视觉效果,提高学生的注意力和学习兴趣。

编写体例

本套教程共四册,本书为《高职高专教程1》。全书共9个单元,供高职高专院校第一学期使用。每单元的具体内容如下:

Speak Out

1. Lead in: 图文并茂,以打开话题、活跃气氛、激发学生说的欲望为目标。
2. Dialogues: 包括2个紧扣本单元交际话题的大对话,取材实用,语言地道

供学生学习和模仿。

3. Mini-talks: 包括4个紧扣本单元交际话题的小对话, 本部分是对大对话在材料和语言上的扩充, 增加供模仿的样例。每个迷你对话后都有一个Task, 要求学生模拟样例编对话。

4. Exercises: 本部分是对说的技能的练习, 是对前面的对话中学习的交际用语的巩固。

Listen to Me

主要以听力练习为主, 所有练习都采用高等学校英语应用能力考试真题的题型。

Oral Expressions

交际口语版块总结了与本单元的话题相关的重要交际用语, 以增强学生交际用语的储备。

Read More

1. Intensive Reading: 给出了一篇紧贴单元话题、实用性极强的精读范文, 并且配有阅读练习, 以提高学生的阅读理解能力。

2. Extensive Reading: 本篇阅读文章是对精读的补充, 文后的习题以考试真题中的填空题和问/简答题为主。

Words and Phrases

列出了本单元新出现的《基本要求》里的词汇以及文中出现的超纲词汇(左上角用★标出), 按照在文中出现的先后顺序排序, 每个单词都给出了最新国际音标、词性及大纲词义。

Notes

主要从句意、语法、短语、句子结构等方面点拨本单元出现的长难句。

Grammar Review

对本单元所涉及的《基本要求》里的语法项目进行全面而深刻的讲解, 使学生对要求掌握的语法理解得更透彻, 并且便于学生随时温习。

Do the Exercises

主要对本单元学习的词汇、短语、语法、句子结构等进行巩固练习, 题型采用真题中的词汇与语法结构题、翻译题、匹配题。

Applied Writing

1. Samples: 写作部分主要练习《基本要求》中写的范围内的应用文的写作。样例从格式、内容、语言上给出了两个范本, 让学生更直观、更深刻地理解应用文的写作要求和语言风格。

2. Practice: 在学习了范文的基础上再给出一道练习题, 供学生练笔。

由于时间紧迫, 加之编者能力有限, 书中难免有不当和疏漏之处, 望广大使用者批评指正, 以期本套教材能为高职高专英语教学做出更大的贡献。

编者

2008年3月

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UNIT 1

Introductions and Greetings

介绍与问候

Speak Out

Lead in

Introduction and greeting in all languages have the same purpose: to establish contact with another person, to recognize his or her existence, and to show friendliness. There are two types of introductions: introducing yourself and introducing someone else. And also there are two types of greetings: formal greeting and informal greeting. How many expressions about introduction and greeting do you know? List them out and exchange ideas with your partner.



Dialogues

1. Liu Feng meets a student coming from America at the airport.

Liu: Hi, you must be Tom. I'm Liu Feng. I've come to meet you on behalf of our school.

Tom: Oh, how do you do, Liu Feng? Thank you for coming to meet me.

Liu: How do you do, Tom? Welcome to China. Did you have a good journey?

Tom: Yeah, very good. But I am too tired. It's a long journey, you know.

Liu: Yes, let's go back to the hotel of our school. Everything is ready for you there.

Tom: It's very kind of you.

Liu: You are welcome.



2. Olive meets Sue, the new secretary.

Sue: Good morning, Madam.

Olive: Good morning.

Sue: Are you Ms. Kelsey, the office manager?

Olive: Yes, I was out of town last week and didn't get to meet you, what's your name?



Unit 1 Introductions and Greetings

Sue: My name's Susan Lee.

Olive: It's nice to have you with us. We have a lot of work to do here. You'll be very busy. That's your desk over there.

Sue: Thank you, Ms. Kelsey.

Olive: And that's your computer. There's a fax machine at either end of the corridor.

Sue: It's really convenient. I love this place.

Olive: And please call me Olive.

Sue: Thank you, Olive, and I like to be called Sue.

Mini-talks

A Mr. Wu is having his first English class.

Teacher: Good morning everyone. This is the first time to have English class. Please allow me to introduce myself. My name is Wu Dong. Who is the monitor?

Student: I am. Glad to meet you, Mr. Wu. I'm Li Hua.

Teacher: Glad to meet you, too. I'm lucky to be your English teacher. Whoever in your class needs help in English shouldn't hesitate to let me know.

Student: I will. Thank you, Mr. Wu.

Task: *Supposing you are a new comer to meet the classmates for the first time, please introduce yourself.*

B The speaker is introducing the dean of the English Department, Mr. Smith.

Speaker: Ladies and gentlemen. This is Professor Smith who will be your lecture teacher, let's welcome him with warm applause.

Prof.: It's my pleasure to have the chance of studying with you.

Speaker: Professor Smith is the dean of the English Department in Xinhua University. He is an influential professor and has achieved a lot in the English field. We are sure to benefit from Prof. Smith's lecture. Now, let's welcome him to give a speech.

Prof.: It's very kind of you to give me such a chance.

Task: *Supposing your partner is a professor, and he/she is invited to give a lecture in your school. Please introduce your partner to the students.*

C What's your new address?

Linda: Hi, Diana. Haven't seen you for a long time.

Diana: Hi, Linda. Really nice to see you. Do you know I've moved?

Linda: I know. What's your new address?

Diana: My address is 85 Church Street. It's only a 10-minute walk from the office. Why don't you drop by sometime?

Linda: I'd love to. Can I take Feng along? She wants to see your new place, too.

Diana: Sure. I'd like to show you both around.

Task: *Supposing you meet one of your friends and she tells you she has just moved to a new place. Please make a dialogue about that with your partner.*

D Tom is introducing his manager to the customer.

Tom: Mr. Smith, I'd like to introduce our sales manager, Mr. Wang, to you.

Manager: It's a pleasure to meet you, Mr. Smith. Welcome to our company. Tom has told me so much about you.

Customer: Nice to meet you, too. I'm glad to cooperate with you. This time I've come to order another 100 shirts. Do you have any finished products in stock?

Manager: Certainly. You can order them at any time. Have good cooperation.

Task: *Supposing you are a salesgirl and your customer comes to order computers. Please introduce your customer to your manager.*

Unit 1 Introductions and Greetings

Exercises

- A** There is an unfinished conversation below. You are required to complete the blanks by choosing the appropriate answer from the 5 choices marked a, b, c, d and e.

King: Good morning, Jim. How are you?

Jim: **1** Mr. King.

King: Mr. Wang, this is Jim Brown. He is one of the best workers here. And this is Mr. Wang. He is our new managing director.

Wang: How do you do, Mr. Brown?

Jim: **2**

Wang: **3** Mr. Brown?

Jim: Nearly two years.

Wang: **4**

Jim: Yes, very much.

Wang: Well, I'm glad to have met you, Mr. Brown.

Jim: **5**

- a. I'm glad to meet you too, sir.
- b. How long have you been working here,
- c. Fine, thank you,
- d. How do you do?
- e. Do you like working here?

- B** There is an unfinished conversation below. You are required to complete the blanks by translating the Chinese in the brackets into English.

David: Hello! We haven't met yet. My name is David.

Jane: My name is Jane. **1** (你好)?

David: How do you do? **2** (你是新来的学生吗)?

Jane: Yes, I'm in Class 1, Grade 2.

David: Oh, **3** (我们同年级,但不是一个班). So we'll probably be seeing a lot each other.

Jane: **4** (太好了)! Oh, It's time for class. I must go now. See you later.

David: **5** (再见).

Listen to Me

Section A

Directions: In this section, there are 5 recorded questions. When you hear a question, you should decide on the correct answer from the 4 choices marked A, B, C and D. The questions will be spoken two times.

1. A. I'm fine.
C. It's raining.
B. It's Tuesday.
D. I've been here.
2. A. Fine, thank you.
B. The same to you.
C. How do you do?
D. That's all right.
3. A. I don't know.
B. Yes, I'm Mr. Johnson.
C. Yes, I'm not.
D. I'm from America.
4. A. Nice to meet you.
B. Hi.
C. Are you John?
D. It's my pleasure.
5. A. Yes, I look pale.
C. I feel dizzy.
B. Nor am I.
D. Don't mention it.

Section B

Directions: In this section, there are 5 recorded short dialogues. After each dialogue, there is a recorded question. When you hear a question, you should decide on the correct answer from the 4 choices marked A, B, C and D. Both the dialogues and questions will be spoken two times.

6. A. She is going to the cinema.
B. She is going to the classroom.
C. She is going to the student centre.
D. She is going to the supermarket.
7. A. She doesn't want to meet Anderson.

ings

short passage was read to complete the test three times:

have business cards. A business card is a small card that you carry with you. Presenting a business card is a good way to make a good impression. For example, when you meet a new person, you should always present your business card. When you meet the person you want to see, you should always say "Hello" and "Thank you" to the secretary for the person you want to see.

3. How are you getting on? 你近来怎么样?
4. Haven't seen you for ages. 很长时间没见你了。
5. Long time no see. How have you been? 很长时间没见,你过得怎么样?
6. Allow me to introduce myself, I'm John Harris. 请允许我自我介绍一下,我叫约翰·哈利斯。
7. Jane, let me introduce my classmate, Renyan. 珍妮,我给你介绍一下我的同学任燕。
8. I don't believe we've met. I'm Harry Smith. 我想我们没有见过面,我是哈利·史密斯。
9. I think I've seen you somewhere before. Aren't you Mr. Brown? I'm Mr. Jones. 我想我以前在什么地方见过您,您是布朗先生吗?我是琼斯先生。
10. I've heard so much about you. 久仰您的大名了。

Read More

Intensive Reading

Forms of Introduction and Greeting

When introducing two people, the general rule is: introducing the other person to the person you wish to honor. The old are honored in the West as in China. Women have been honored in the West since the days of knighthood; Rising for an introduction: a man always rises for an introduction, except that it is sometimes all right for an elderly man to remain seated when a young man is introduced to him. The hostess always rises for an introduction; Introducing yourself: if you want to meet someone, it is better to ask a friend who knows him to introduce you. But sometimes at a meeting or gathering, it is all right to introduce yourself to a fellow-student, or to one with the same sex and position.



When greeting people: the simplest thing to say is "Good morning", "Good afternoon" or "Good evening". This greeting is given to one whom you know only slightly, or to anyone you are passing quickly. "How are you?" is usually used when you are not in such a hurry. No answer is expected other than "Fine, thank you". "Hello" is the commonest form of greeting between good friends; When a man raises his hat: if you are wearing a hat which can be taken off easily, it is customary to raise it slightly off your head when you greet a girl or a woman; When to shake hands: it is customary to shake hands when you first meet someone. And usually friends shake hands when they meet after not having seen each other for some time. However, it is not always necessary to shake hands; Use the person's name: it is always a good form to address the person you are greeting. You might say, "Good Morning, Mr. Moncrieff." or "Hello, Franklin." A person's surname should be used unless he is a good friend or a schoolmate.

Unit 1 Introductions and Greetings

Task 1: You will be given 10 minutes to read the text for the first time and then choose an appropriate answer for each of the following questions.

1. What's the general rule in introducing people?
 - A. Introduce other people to the person you wish to honor.
 - B. Introduce the old to the young.
 - C. Introduce women to men first.
 - D. Introduce other people to the person you wish to honor.
2. When have women been honored in the west?
 - A. Since the days of king.
 - B. Since the days of queen.
 - C. Since the days of knighthood.
 - D. Since the days of colonel.
3. Which behavior is improper in introduction?
 - A. A man should always rise for an introduction.
 - B. Sometimes, an elderly man can remain seated when a young man is introduced to him.
 - C. The hostess always rises for an introduction.
 - D. A young man can sit when an elderly man is introduced to him.
4. Which is the commonest form of greeting between good friends?
 - A. How do you do?
 - B. Nice to meet you.
 - C. How are you?
 - D. Hello.
5. When do friends shake hands with each other?
 - A. They haven't seen each other for a long time.
 - B. Each time they meet, they should shake hands.
 - C. When they meet in a party.
 - D. When they meet in a supermarket.

Task 2: Read the text carefully for the second time, then answer the questions below.

6. In which situation should we shake hands with others?
7. If you are invited to have a lecture, please describe how to introduce yourself and greet others.

Extensive Reading

The First Nurse in the World

Florence Nightingale, an English nurse, was born in Florence, Italy. She had all the advantages that can make her get a job easily. But, Florence had a dream to become a nurse. She volunteered to work in hospitals in France and even traveled to Egypt to have formal training. Nurses were not considered to be important or valuable in those days and hospitals

