

Technical & Vocational College English

②

高职公共英语教程

(第 2 册)

林夕宝 主编



中国海洋大学出版社
CHINA OCEAN UNIVERSITY PRESS

Technical & Vocational College English

2

高职公共英语教程·第2册

主 编 林夕宝 主 审 杨荣泉

本册编者

林夕宝 马旭霞 王焕芳

宋冬竹 孙圆圆

中国海洋大学出版社
· 青 岛 ·

图书在版编目(CIP)数据

高职公共英语教程. 第2册/林夕宝主编. —青岛:中国海洋大学出版社, 2007. 12

ISBN 978-7-81125-082-4

I. 高… II. 林… III. 英语—高等学校:技术学校—教材 IV. H31

中国版本图书馆 CIP 数据核字(2007)第 187449 号

出版发行 中国海洋大学出版社
社 址 青岛市香港东路 23 号
网 址 <http://www2.ouc.edu.cn/cbs>
电子信箱 hanyt812@yahoo.com.cn
订购电话 0532—82032573 (传真)
责任编辑 韩玉堂
印 制 青岛双星华信印刷有限公司
版 次 2007 年 12 月第 1 版
印 次 2007 年 12 月第 1 次印刷
成品尺寸 170 mm × 230 mm 1/16
印 张 23
字 数 425 千字
定 价 35.00 元

邮政编码 266071

电 话 0532—85902349

前 言

《高职公共英语教程》是专门为高职非英语专业的学生编写的。本教程由一、二、三册构成,供三个学期使用。第一、第二册注重通用性,强调语言共核,力求为学生打好语言基础。第三册强调应用性,主要内容为信函、申请、传真、公文、合同、广告、说明书及简介等,为学生就业及就业后的应用打好基础。

第一、第二册各有14个单元。第二册每个单元由6部分组成:听力、口语、正课、语法、构词法、写作。听力分精听、泛听两部分并配有相应练习。口语由对话、练习及常用句型构成。正课是每个单元的核心,包括课文、单词、短语、练习及快速阅读;练习又分为阅读理解、词汇及语言结构三个部分;正课的最后设置一篇与课文内容相近的快速阅读。语法和构词法都分讲述和练习两部分。写作主要讲述常用应用文的写作规范及技巧并进行相应的训练。

各部分的编写原则如下。

一、听力

听力编写完全改变了传统的做法。听力部分系选自原版电影的片段。这些片段是生活中常用、易懂的,适合高职学生程度。我们对每个片段进行归纳,加以提示,再将这些片段编成听力训练。听力分精听和泛听两部分:精听部分是将较短的电影片段编写成听力练习,让学生反复听,听后做填空或其他练习;泛听部分相对较长,目的是让学生抓住片段的大意,完成练习,对泛听中出现的生词,给出了注释。本教程听力的优点是:形声兼备,便于立体教学;趣味性强,能吸引学生的注意力;方便操练,可让学生模仿电影中的角色,操练听力和口语。

二、口语

每单元的口语围绕一个主题,编写若干段对话,供学生在教师指导下反复练习。练习应以学生对练或群练为主,教师给予引导和纠正。所编会话,反复强调某个主题的语言共核,掌握了关键句型,遇到恰当场合便会运用自如。会话后编有旨在巩固所学会话内容的练习。练习的内容和形式与所学会话相近,以帮助学生进一步巩固所学内容。练习之后有一组围绕这一主题的典型例句,帮助学生拓展所学内容,遇到合适的场合可随机应变。

三、正课

正课是每个单元的核心:由课文、词汇、短语、练习、快速阅读5部分组成。

1. 课文。课文的选材突出经典与时尚相结合,本着题材广泛、体裁多样、语言规范的原则选取,同时遵循渐进性、趣味性、知识性、启思性的原则,以激发学生学习英语的积极性。每篇课文长约600词,全部选用原版材料,但根据需要在保持原作精髓及神韵的基础上,作了必要的修改和增删。

2. 词汇。每课生词约35个,生词的编写以《高考英语词汇》为依据,对在中学阶段出现频率低且较难的词汇也编写在生词中并用“*”标出。词汇编写的原则是:第一个词性及词义为该课中的词性及词义,扩充词义不超过两个,扩充词性也不超过两个。为了便于学生记忆,出现在同一课中的同根词放在一起。本书词汇的音标为十四版国际音标标式。

3. 短语。每课选短语8个左右。短语往往是语言中最活跃的部分,使用率高且较难把握,应重视对它们的学习和运用。本教程对每个短语都注出汉义,并配有例句,旨在让学生理解并学会运用。

4. 练习。练习分为三类:阅读理解练习、词汇练习、结构练习。阅读理解练习有三种:多项选择、正误(True or False)选择、简答题,目的是帮助学生正确理解文章的主旨大意、作者的意图及细节内容。词汇练习有四种:单词拼写,复习课文所学重要单词并能在恰当的语

境中运用这些单词;句子完形填空,目的是复习巩固该课所学的重要词汇和短语;多项选择填空,目的是提高学生综合运用语言的能力。派生词、形近词、易混词练习,每课三至四组,旨在帮助学生复习巩固所学构词法,提高辨别形近词、义近词及易混词的能力;结构练习有两种:句型转换、汉译英及英译汉,目的是帮助学生巩固常用句型,提高写和译的能力。

5. 快速阅读。快速阅读所选文章在题材及体裁上与课文相近,目的是帮助学生提高速读的能力。

四、语法

语法的讲解遵循语法系统但又不固守它。本教程的语法决不是中学语法的简单重复。对中学已学过且学生掌握较好的部分,本书只是一带而过;对学生掌握不好或中学尚未细讲的部分,则作为重点讲解。语法的讲解本着精讲多练的原则,配有翔实的练习。

五、构词法

第一、二册构词法的编写以前缀和后缀为主,坚持“选择构词能力强,所构成的新词为常用词”的原则。所配练习对巩固所学构词法,扩大词汇量大有好处。

六、写作

写作是根据学生今后工作、学习需要而编写的实用写作训练,内容与学生生活密切相关,突出实用性。在结合范文对常用应用文的写作规范及技巧进行讲解的基础上要求学生进行相应的训练。

本教程与其他同类教材的不同及自身特点:

《高职公共英语教程》是根据教育部颁布的《高职高专教育英语课程教学基本要求(试行)》的精神及《教育部关于以就业为导向、深化高等职业教育的若干意见》中所提出的“高等职业教育应以服务为宗旨,以就业为导向,走产学研结合的发展道路”编写的。其鲜明特点有三:听说领先、重视基础、强调实用。改革开放以来,我国大学生的英语水平特别是阅读水平有了明显提高,但听说能力一直是

薄弱环节。为了弥补这一不足,本教程将听说摆在了每课的重要位置。高职学生不同于本科生,与本科生在入学水平及求职方向上也有明显差别。高职教学强调理论够用为度、动手能力及应用能力为主。本教程的编写充分体现了这一精神,其中第3册内容全部是应用文,这也是本教程全新的尝试。

本书的编写人员由办学取得卓越成就的教育家、英语专家,具有丰富教材编写经验的资深教授及工作在教学第一线的优秀高职英语教师组成,确保了教材的科学性、针对性及实用性。

本教程由林夕宝统筹规划并负责课文的筛选,杨荣泉参加了部分课文的筛选及全教程的统稿。本教程第2册其他编者分工如下:王焕芳负责第1至第6单元练习的编写;宋冬竹负责第7至第10单元练习、听力及写作部分的编写;孙圆圆负责第11至第14单元练习及口语部分的编写;马旭霞负责语法和构词法的编写并参与了第一、第二册的统筹工作。田桂荣教授参加了部分编写工作。徐平、徐郁礼、金泽林、向庆华、肖永宾、刘贤、刘甜甜、赵玉香、王丽娜、马璐、潘孝兰、黄俊媛、马昌宇、姜艳艳分别对本书的编写提出了宝贵建议。我们在此向给予支持和协助的同事及朋友表示感谢。

由于水平有限,对书中不妥或错误之处,恳请读者、专家及同行批评指正。

编者

2007年10月

于青岛求实职业技术学院

Contents

Unit One	(1)
Listening Jason and the Cruisers	(1)
Speaking Numbers, Time and Dates	(3)
Text Two Thanksgiving Day•Gentlemen	(6)
Grammar Notional Verb & Link Verb	(17)
Word-Building	(21)
Practical Writing Registration Form	(22)
Unit Two	(24)
Listening First School Day	(24)
Speaking At the Station	(26)
Text Buses Are Good Test of Virtue	(30)
Grammar Auxiliary Verb	(41)
Word-Building	(45)
Practical Writing Welcome Poster	(46)
Unit Three	(48)
Listening Long Day's Journey into Night	(48)
Speaking At the Trade Fair	(49)
Text Why Nations Trade	(53)
Grammar Modal Verb (I)	(65)
Word-Building	(70)
Practical Writing Personal Letter	(71)
Unit Four	(73)
Listening Call Me	(73)

Speaking Parting and Leaving Taking	(75)
Text Benjamin Franklin	(77)
Grammar Modal Verb(II)	(88)
Word-Building	(93)
Practical Writing Telephone Message	(93)
Unit Five	(95)
Listening Employee of the Month	(95)
Speaking At the Bank	(97)
Text Saving	(101)
Grammar Infinitive	(112)
Word-Building	(117)
Practical Writing Lost	(118)
Unit Six	(119)
Listening The Rumor	(119)
Speaking Schedule	(120)
Text The Voices of Time	(123)
Grammar Gerund	(134)
Word-Building	(140)
Practical Writing Leave Note	(140)
Unit Seven	(142)
Listening Magic Rock	(142)
Speaking Suggestions	(144)
Text The Virtue Called Devotion	(148)
Grammar Participle	(159)
Word-Building	(163)
Practical Writing Thank-you Note	(164)
Unit Eight	(165)
Listening Jason's Rib	(165)
Speaking Sport	(167)
Text Street Festival	(170)

Grammar Sentences	(181)
Word-Building	(186)
Practical Writing Greeting Cards	(187)
Unit Nine	(189)
Listening Choices	(189)
Speaking Interview	(191)
Text Passport to the Universe	(195)
Grammar Noun Clauses	(206)
Word-Building	(211)
Practical Writing Business Letter/Inquiry	(212)
Unit Ten	(214)
Listening Running the House	(214)
Speaking Apologies	(215)
Text The Art of Apology	(219)
Grammar Attributive Clauses	(230)
Word-Building	(235)
Practical Writing Letter of Apology	(236)
Unit Eleven	(238)
Listening Carnival	(238)
Speaking At the Airport	(240)
Text For Love of the Country	(243)
Grammar Adverbial Clauses(I)	(255)
Word-Building	(261)
Practical Writing Letter of Good Wishes	(262)
Unit Twelve	(264)
Listening Born Free	(264)
Speaking At the Hotel	(266)
Text A Look at Tomorrow	(270)
Grammar Adverbial Clauses(II)	(281)
Word-Building	(286)

Practical Writing Letter of Complaint	(287)
Unit Thirteen	(288)
Listening The Long Good-by	(288)
Speaking At the Theater	(290)
Text How to Read Body Language	(293)
Grammar Inversion	(304)
Word-Building	(308)
Practical Writing Resume	(309)
Unit Fourteen	(311)
Listening Confidently Yours	(311)
Speaking Travel	(313)
Text An African Student in the United States	(316)
Grammar Test Yourself	(330)
Word-Building	(333)
Practical Writing Cover Letter	(334)
Appendix I Glossary	(336)
Appendix II Phrases and Expressions	(353)
References	(357)

Eat not too full, drink not too drunken.

食不过饱,酒不过量。

Happiness is a way station between too much and too little.

幸福是太多和太少之间的一站。

Unit One

Listening

Jason and the Cruisers

本集梗概

Jason 看着录像带上自己年轻时的样子感觉老了,心情不佳,全家人偷偷找来了原“野性热情”乐队的成员,为 Jason 开了一个晚会,Jason 感到又充满了青春活力。

泛听(0:00—2:46;3:48—5:58)

It's family time, the seavers are watching the earlier seavers... Watch the video and then complete the following sentences.

1. Carol wouldn't like to play her video when _____.
2. Ben carried a huge barrel of popcorn for _____.
3. Jason said Mike had done too much _____ and now should have some _____.
4. Jason was once a member of the band called _____ and on _____.
5. Ben said Mike looked like a _____ on video.

精听(8:12—9:10)

Maggie sensed that Jason was feeling a bit low, so she asked for a favor of Mike's. Listen to the following part three times and fill the blanks with the missing words.

- Maggie: Mike, _____.
- Mike: What?
- Maggie: You see after _____. Well, your father started feeling old.
- Mike: Well he is.
- Maggie: No, I mean old as in out of it, over the hill.
- Mike: Yeah.
- Maggie: Michel please, I want you to help me _____. Is that so hard for you to understand?
- Mike: Hey, mom. How can he feel old when he's married to a young fox like you?
- Maggie: Oh, Michel, would you please _____? And...
- Mike: Throw the game?
- Maggie: Well.
- Mike: Take a dive.
- Maggie: Yeah.
- Mike: _____.
- Maggie: Right.
- Mike: OK. No problem. _____. Oh, dad!
- Maggie: Such a nice boy. Such a foxy young mother.

New Words

1. dive /daɪv/ *vi.* & *n.* 潜水, 俯冲

Notes

1. 本单元节选自第二季第 1 集。
2. throw the game, take a dive: 表示比赛中作弊, 故意输球
3. old hand of doing sth.: 做...的老手, 做...驾轻就熟

Speaking**Numbers, Time and Dates****Dialogue**

(Lily and Xiao are talking about their holidays.)

- Lily: Now, Xiao, tell me something about Chinese holidays and traditional festivals.
- Xiao: The most important one is the Spring Festival. It usually falls sometime between late January and mid-February. It marks the beginning of the Lunar New Year.
- Lily: Is it like Christmas in America for a family reunion?
- Xiao: Yes. Mid-Autumn Festival, or the Moon Festival, which falls on the fifteenth of the eighth lunar month, is also a time for family reunion.
- Lily: It sounds like Thanksgiving Day in America. We have it on the fourth Thursday in November every year. On that day no matter how far away people are from home, they try to get back.
- Xiao: Well, what is this for?
- Lily: It originally set apart for giving thanks to God. It's a religious holiday. What about other festivals in China that we don't have in States?
- Xiao: Eh, some traditional festivals such as the *Qingming* Festival usually on April fifth. This is mainly a festival for people to worship their ancestors. And Dragon Boat Festival is also a traditional holiday.
- Lily: When is it?
- Xiao: We celebrate it on the fifth day of the fifth lunar month. We eat rice dumpling and race dragon boat.
- Lily: Sounds interesting.
- Xiao: We also celebrate our Labor Day, which is the first of May, and National Day, which falls on October first. People can enjoy two week-long holidays.
- Lily: That's great. I'm looking forward to them.

(Hugh is inviting some friends to dinner, and now he is calling a restaurant to make a reservation.)

Waitress: This is Sea View Hotel. Can I help you?

Hugh: Yes. I'd like to make a reservation, please.

Waitress: OK. What day?

Hugh: Well, on Saturday, this coming Saturday.

Waitress: All right, this Saturday.

Hugh: Yes, on the twenty-seventh.

Waitress: What time would you like to come?

Hugh: What about six thirty?

Waitress: Yes, six thirty would be fine. And that's for how many people?

Hugh: Well; I'm not quite sure, four, or perhaps five.

Waitress: OK. I'll make a reservation for five people. And please tell me your name?

Hugh: Hugh Grant.

Waitress: Excuse me, how do you spell your name?

Hugh: H-U-G-H, Hugh, G-R-A-N-T, Grant.

Waitress: H-U-G-H, Hugh, G-R-A-N-T, Grant.

Hugh: That's all right.

Waitress: OK, so on Saturday twenty-seventh at six thirty for five people.

Hugh: Right.

Waitress: Thanks, Mr. Grant. By the way, what's your phone number, just in case?

Hugh: Well, 85893254.

Waitress: 8-5-8-9-3-2-5-4. That's great. Thank you very much. Bye.

Hugh: Bye.

Exercises

Complete the following conversations

A: You are early again. Is it because of your watch?

B: No, my watch is working properly now. _____? (你为什么这么早?)

A: I came early because I want to get two front seats for you and me. I like sitting in the front of the hall at any lecture I'm interested in.

B: So do I. _____? (今天是星期四, 9月4日, 对不对?)

A: Yes, I think so. You seem always confused about days and dates.

B: Yes, I don't have the calendar. _____. (我只知道我在星期一、星期三和星期四有课, 星期二、星期五我得做阅读作业。)

A: How long do you usually spend on reading every day?

B: _____. (我有课的3天通常是四五个小时, 没课的时候8~10个小时。)

A: I hear you have been jogging, haven't you? You've also been up to your neck in study. Don't burn the candle at both ends.

Follow the examples given. Pick out useful words and expressions from the following and make sentences with them.

Example: I'd like to make a *reservation*, please.

Have you made the reservations for our holiday yet?

Please hold a reservation for tomorrow evening for two people in the name of Neil.

I'd like to make reservations on your flight number 126, depart for *Xiamen* on November 28 at eight sharp in the evening.

- 1) By the way, what's your phone number, just in case?
- 2) Let's start putting in the telephone numbers then.
- 3) Let me save it as number one.
- 4) Now how about our dentist's number?
- 5) Would you look it up in the telephone directory?
- 6) Xiao, tell me something about Chinese holidays and traditional festivals.
- 7) It usually falls sometime between late January and mid-February.
- 8) It marks the beginning of the Lunar New Year.
- 9) This is mainly a festival for people to worship their ancestors.
- 10) We celebrate it on the fifth day of the fifth lunar month.

Notes

1. just in case: 万一需要的话
2. It usually falls sometime between late January and mid-February. 它常常在1月下旬和2月中旬之间。
3. family reunion: 合家团圆
4. People can enjoy two week-long holidays. 人们可以享受两次为期一周的假期。

Text

Two Thanksgiving Day Gentlemen

1. There is one holiday in the year which is completely American, Thanksgiving Day. It is the day when everyone goes back home to spend the day with his family, to have the traditional Thanksgiving dinner of roast turkey, to talk about old times.

2. This is a story of Thanksgiving Day and of one man's efforts, under rather special circumstances, to carry on these traditions.

3. Old Pete took his seat this day on his usual bench in Union Square. Every Thanksgiving Day for nine years Pete had taken this same seat exactly at one o'clock, and each time the same pleasant thing had happened. But this time Pete had come here more from habit than from hunger.

4. Certainly today Pete was not hungry. He had just had a dinner so enormous that he could hardly breathe. The buttons on his ragged shirt and coat were about to burst. He was so full that the November breeze and the first light fall of snow felt cool and pleasant to his face.

5. The meal had been completely unexpected. He had been passing one of the large homes on Fifth Avenue, where there lived two rich old ladies. It

