



二十一世纪全国高职高专公共英语教材

高职高专 实用英语 综合教程

主 编 刘寅齐

总主编 Practical

English

毕兆年

for

Professional

凌双英

Colleges

4



中国财政经济出版社

二十一世纪全国高职高专公共英语教材

高职高专实用英语

综合教程 4

总主编	毕兆年	凌双英				
主 编	刘寅齐					
副主编	张 琪	陈 益				
编 者	李 曦	全琦贞	张 琪	陈 益	向琼英	
	蔡登火	王 妍	彭巾又	蒋显伦	柳吉良	
	洪小霞	赵应吉	燕静君	周欣奕		

△中国财政经济出版社

图书在版编目 (CIP) 数据

高职高专实用英语综合教程. 4 / 刘寅齐主编. —北京:
中国财政经济出版社, 2008. 2

二十一世纪全国高职高专公共英语教材配套用书

ISBN 978 - 7 - 5095 - 0387 - 4

I. 高… II. 刘… III. 英语 - 高等学校: 技术学校 - 习题
IV. H319.6

中国版本图书馆 CIP 数据核字 (2007) 第 175650 号

中国财政经济出版社 出版

URL: <http://www.cfeph.cn>

E-mail: cfeph@cfeph.cn

(版权所有 翻印必究)

社址: 北京海淀区阜成路甲 28 号 邮政编码: 100036

发行电话: 010 - 88190655 (传真) 88190616

北京京师印务有限公司印刷

787 × 1092 毫米 16 开 12 印张 245 000 字

2008 年 2 月第 1 版 2008 年 2 月北京第 1 次印刷

定价: 23.00 元

ISBN 978 - 7 - 5095 - 0387 - 4/H · 0011

(图书出现印装问题, 本社负责调换)

出版说明

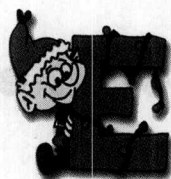
“二十一世纪全国高职高专公共英语教材”《高职高专实用英语》是中国财政经济出版社严格按照教育部高等教育司颁布的《高职高专教育英语课程教学基本要求》(试行)(以下简称《基本要求》)组织编写的一套专供全国高职高专院校使用的英语教材。它坚持“以应用为目的、实用为主、够用为度”的大方向,吸取国内各高职高专英语教材的长处,针对我国高职高专学生实际情况,既考虑到与高中英语教学的衔接,又注重高职高专学生参加“高等学校英语应用能力考试”(PRETCO)的实际需要。

《高职高专实用英语》共分4册,每册包括《综合教程》、《教学参考书》、《同步练习册》、磁带和光盘,从第1到第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,《同步练习册》另附期中、期末考试试卷各1套和《高等学校英语应用能力考试全真试题》1套,教学负担适中,能在规定的学时内完成。

在《高职高专实用英语》策划过程中,编者在全国高职高专院校进行了广泛调研,综合目前主流高职高专英语教材的长处,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《高职高专实用英语》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,从而使教材切合高职高专英语教学实际。《高职高专实用英语》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3位英语教学专家审定。

2007年12月



前言

财经版《高职高专实用英语》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. 《高职高专实用英语》综合教程
2. 《高职高专实用英语》教学参考书
3. 《高职高专实用英语》同步练习册
4. 《高职高专实用英语》录音磁带
5. 《高职高专实用英语》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。《高职高专实用英语》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

《高职高专实用英语》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，《高职高专实用英语》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400~500个单词左右,第三册文章的长度在500~600个单词左右,第四册文章的长度在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

《综合教程》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: 第一、二、三册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,加强学生的翻译技能训练。

Grammar: 第一、二、三册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、名人名言或趣味英语知识,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. 《高职高专实用英语》教学参考书

《高职高专实用英语》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. 《高职高专实用英语》同步练习册

《高职高专实用英语》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，形成一定的知识积累，最终达到质的飞跃。练习题型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，能使学生更全面、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. 《高职高专实用英语》录音磁带和多媒体课件

《高职高专实用英语》除配套的录音磁带外，为学生提供多媒体助学光盘、为教师提供多媒体教学课件，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。

《高职高专实用英语》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；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。《综合教程4》主编为刘寅齐，副主编为张琪、陈益。

《高职高专实用英语》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。在此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



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

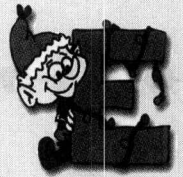
国际音标	示例	国际音标	示例
ɪ	b <u>i</u> t	ɔ:	s <u>a</u> w
e	b <u>e</u> d	u:	b <u>oo</u> t
æ	b <u>a</u> d	ɜ:	b <u>ir</u> d
ɒ	h <u>o</u> t	eɪ	b <u>a</u> y
ʌ	c <u>u</u> t	aɪ	f <u>i</u> ve
ʊ	b <u>oo</u> k	ɔɪ	b <u>oy</u>
ə	<u>a</u> bout	əʊ	g <u>o</u>
		aʊ	n <u>ow</u>
		ʊə	p <u>oo</u> r
i:	b <u>ee</u>	eə	h <u>air</u>
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	v <u>i</u> sion
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	<u>d</u> og	m	<u>m</u> ore
f	<u>st</u> aff	n	<u>s</u> now
v	<u>y</u> ote	ŋ	<u>sing</u>
θ	<u>th</u> in	w	<u>w</u> ater
ð	<u>th</u> at	r	<u>r</u> ing
s	<u>s</u> it	l	<u>s</u> mall
z	<u>z</u> ebra	j	<u>y</u> ou
ʃ	<u>sh</u> ine		

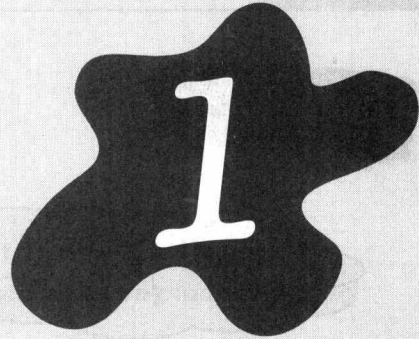
➔ CONTENTS

Unit	Page	Topic	Focus on Talking	Focus on Listening
1	1	House Hunting	House Hunting	House Hunting
2	22	Hosting a Meeting	Hosting a Meeting	Hosting a Meeting
3	43	Factory & Company	Factory & Company	Factory & Company
4	64	Product Presentation	Product Presentation	Product Presentation
5	84	Complaints & Claims	Complaints & Claims	Complaints & Claims
6	105	Business Talk	Business Talk	Business Talk
7	124	Responsibility	Responsibility	Responsibility
8	146	Finance	Finance	Finance
Glossary	169			



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?

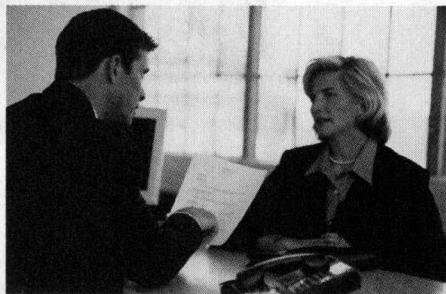
A: How about 10 a.m.?

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.



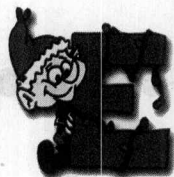
Dialogue 2:

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?

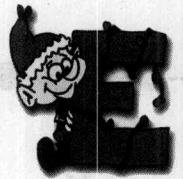
B: It's a really nice house, but there are a few things that I hope you can 1 (处理一下).

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.

1. The two-bedroom apartment is fully furnished with a _____.
- A. small kitchen C. big kitchen
- B. small living room D. big living room
2. How much will the rent be?



A. \$ 150

C. \$ 100

B. \$ 110

D. \$ 125

Task 2: Listen to Dialogue 2 carefully and complete the answer to each question.

3. Why is the man calling the woman?

He is calling about the house _____.

4. What suggestion does the woman give the man?

To call the number of _____.

Task 3: Listen to Dialogue 3 carefully and decide whether the following statements are true (T) or false (F).

- ☐ 5. Betty hasn't paid the house rent because she is short of money at the moment.
- ☐ 6. Betty is going to move out because she has found a job in China.

Part C:

You'll hear a passage on the tape. Listen carefully and fill in the table with the information you hear. The passage will be read two times.

Housing ads	Price	Advantages	Disadvantages
The first house	\$400	Near a park	1 _____.
The second one	2 _____.	Comparatively cheap, near university	3 _____.
The third one	\$350	4 _____.	There is no 5 _____.
The last one	6 _____.	Furnished house, two bedrooms and on a quiet street	

► New Words and Expressions in Section I & Section II

^furnish /'fɜːnɪʃ/	v.	(用家具等) 装备, 布置
rent /rent/	n./v.	租金; 出租
^mattress /'mætrɪs/	n.	床垫
concern /kən'sɜːn/	n.	关心; 关注
block /blɒk/	v.	堵塞
^drain /dreɪn/	n.	排水 (沟)
^bathtub /'bɑːθtʌb/	n.	浴缸
pet /pet/	n.	宠物