

PET

全国公共英语 等级考试教程

Coursebook for PETS Level 2

全国高等教育

自学考试指导委员会 组编

徐云珠 周伟民 编著

第二级

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全国高等教育自学考试指导委员会组编

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编写说明

经过有关人员多年的共同努力,全国公共英语等级考试(Public English Test System,简称 PETS)终于面世了。全国公共英语等级考试是面向社会的、含有五个等级的英语考试体系。建立它的目的是更好地为国家的改革开放服务,并在适当时机进一步改革我国现行的社会性英语教育考试奠定良好的基础。

PETS测试的重点是英语交际能力。它根据国际外语教学界通行的交际语言活动模式,对语言运用能力进行分类和定义。在试卷结构上,根据不同层次的需要,设置了考查听、说、读、写各种技能的题型,确保各级别都能全面考查考生的交际能力。

全国公共英语等级考试第二级为五个级别中的中下级,其标准相当于我国普通高中优秀毕业生的英语水平。通过该级考试的考生,其英语水平基本满足进入高等院校继续学习的要求,同时也基本符合诸如宾馆前台服务员、一般银行职员、涉外企业一般员工,以及同层次其他工作在对外交往中的基本需要。为满足第二级考试的培训和学习需要,全国高等教育自学考试指导委员会根据该级别考试的要求组织编写了本教程。

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- ① 以考试大纲为依据,面向已具有义务教育英语水平的学习者,便于自学和教学。
 - ② 适应中国人在中国学英语、主要在国内用英语与外国人交往的需要,以选取国内典型的情景素材为主,辅以具有典型的英语国家文化特色的情景素材。

- ③ 紧扣考试大纲中规定的交际话题和功能意念, 融功能意念于交际之中。
- ④ 听、说、读、写全面发展。
- ⑤ 以考试大纲中规定的语法为主, 需要时只允许少量超出。
- ⑥ 以考试大纲中规定的词汇为主, 需要时只允许少量超出。本教程的语言素材为一般交际英语, 在日常交际中涉及个人兴趣爱好、宗教信仰、工作情况、当地旅游景点等考纲词表以外的词汇, 由学习者自行决定掌握。
- ⑦ 既教授语言, 又适当介绍文化; 既严谨务实, 又生动活泼。版面设计图文并茂。



本教程共有十二章, 每章有两个单元, 覆盖一个或两个交际话题。每一章的首页有一段话, 简要介绍在该章内考生要练习的内容和情景。每单元包括:

- ① **会话** 依据各交际话题所涉及的交际情景, 提供四段会话材料。会话力求构思真实、精炼、巧妙, 语言地道、得体, 主要用来训练学习者的听说能力。每段会话前有一、两句话, 既是引子, 又点明情景。
- ② **课文** 课文的长度在300词左右, 是该单元交际话题的相应阅读材料。为帮助学习者加深对课文的理解, 并联系本人所熟悉的信息进行口头练习, 每篇课文附有若干个问题。
- ③ **单词和短语** 单词和短语是各单元会话和课文中新出现的单词和短语, 不包括第一级教程中已出现的单词和短语。该部分还给出了单词的国际音标、词性、中文释义和短语的中文释义。
- ④ **注释** 注释是针对会话和课文的, 包括三方面的内容: 一是从语法、词汇等方面点拨会话和课文中的疑点、难点; 二是补充交际中与该单元内容有关的其他日常用语, 以扩大学习者的知识面; 三是介绍相关的文化背景知识, 加深学习者对会话和课文的理解。
- ⑤ **练习** 练习是针对各单元的重点内容而设计的, 题型与考试大纲基本一致, 以便于学习者备考。
- ⑥ **补充读物** 为增加学习者对相关交际话题的接触, 并激发他们学习英语的

兴趣, 在每一单元的最后附有一至两篇补充读物。

本教程在第六单元和第十二单元后分别提供了一套模拟试题。该试题是严格按照教育部考试中心制订的PETS第二级考试大纲设计的, 以便于考生熟悉该考试的级别标准、形式、内容和结构。

本教程最后有附录, 包括: 1) 交际话题表; 2) 功能意念表; 3) 语法项目表; 4) 语言技能表; 5) 听力练习录音稿; 6) 练习答案; 7) 单词和短语总表。

另外, 本教程配有由英美人士朗读的盒式录音带, 录音内容包括对话、课文、听力练习、模拟试卷听力部分录音稿。

本教程由上海交通大学徐云珠教授和周伟民讲师编写并审定。

上海交通大学刘鸿章教授担任本教程编写顾问。

由于时间及编者水平所限, 错讹之处在所难免。欢迎广大专家、教师和学习者提出宝贵意见, 以便再版时修订。

编 者
1999 年 12 月

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第 一 章

ENGLISH

PEOPLE AND CONTACTS 人物和关系

在本章内，考生将练习：

- 和外国人谈论人的工作能力及其它品质；
- 工作与业余时与人交往联系的情景语言，如工作约会、校友聚会、朋友晚会等。

1

Unit

People

Conversations

1

Andrew Brown and Xia Min are discussing things about recruiting people. Both of them are in charge of the Personnel Department of a corporation.

Xia Min: Maybe the first thing we need to discuss is the criteria according to which we recruit people for our company.

Andrew Brown: I couldn't agree more. And we'll find out what kind of person each applicant is, not only by reading their resume, but also by interviewing them one by one.

Xia Min: Exactly. Yes. The most urgent task for us now is to get three managers responsible for the different departments: the Marketing Department, the Finance Department and our department, the Personnel Department.

Andrew Brown: You're right. Since we are a worldwide corporation who lead the international field in business machines, the sales manager should be a key professional to lead and co-ordinate the small team of salesmen...

Xia Min: ...And to ensure that the sales targets are met. He or she should make an immediate contribution to company profits.

Andrew Brown: In the interview we'll try to see whether his or her past sales experience is generally successful or not.

- Andrew Brown:** The one we advertise for the Finance Department will be a cash manager reporting directly to the director of the department.
- Xia Min:** Oh, yes. His or her job involves extensive contact with banks at home and abroad.
- Andrew Brown:** It's necessary to find out his or her ability with figures and attention to detail, as these are essential to a cash manager.
- Xia Min:** Right. And I do believe that a good educational background is a particularly important requirement too.
- Andrew Brown:** By the way, how many applicants we've got now for this position?
- Xia Min:** Let me see. There're 10 resumes already. Isn't it a heat competition?
- Andrew Brown:** Yes, it certainly is. At least three of them look as though they deserve our consideration.

- Xia Min:** Don't forget we're also looking for an adviser for our department.
- Andrew Brown:** This person should be able to help train the young staff members in our company.
- Xia Min:** Then this job involves dealing with people working in different departments.
- Andrew Brown:** In this case, the applicant must show us that he or she is a kind of "all round" person.
- Xia Min:** What do you mean exactly by an "all round" person?
- Andrew Brown:** In other words, he or she should be quite familiar with the business here, as well as good at developing people's professional abilities.
- Xia Min:** Oh, you mean he or she needs the appropriate knowledge and skill to make achievements in this position?
- Andrew Brown:** Yes. Don't you think we need to be updated too?

- Xia Min:** Oh, it's time to welcome the new staff members. Shall we go to the meeting room?
- Andrew Brown:** Yes, I'm afraid they're expecting us now. Let's hurry up.
(In the meeting room.)
- Zong Xiulan** (secretary to new employees): Please make yourself comfortable and I'll inform Mr Xia and Mr Brown that you are here. Oh, here they are.
- Xia Min:** Good afternoon. Pleased to meet you all. We are very glad to have you with us. Mr Brown and I are in charge of the Personnel Department. Mr Brown, could you start for us by giving a general introduction to our company?
- Andrew Brown:** Yes, of course. There are five departments in... Let's start a brief tour around the company. You will be assigned to different sections. So perhaps you can also take this opportunity to meet your section chiefs on the way.

Passage

Follow the Leader

The best two days of my career." That's how George Sparks, a general manager of Hewlett-Packard's measuring equipment business, describes the time he spent following Frances Hesselbein around. As a learning experience, H-P sometimes assigns one executive to "shadow" another with qualities worth emulating. So Sparks, a clear-thinking graduate of the Air Force Academy, spent two days with Hesselbein, who isn't exactly in business. She runs the Drucker Foundation, a seven-person organization with donated office space, a tiny budget, and a big mission: to share with nonprofit organizations