中等专（职）业学校教材

惠晓钟　主编

English for Special Purposes

专业英语

第二分册

8

西安电子科技大学出版社

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（第二分册）

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1998

内 容 简 介

本套教材是根据国家教委 1997 年制订的《中等专业学校英语教学大纲(专门用途英语部分)》的有关精神编写的，共分两册，本书为第二分册。

第二分册以化工仪表和外贸类专业内容为主，适合计算机及其应用、化工、石油化工、热能工程、仪表、营销、外贸、财会等专业的学生使用，其中计算机部分的内容可供各专业的学生通用。

本书选材新颖实用、图文并茂，中专学生使用难易程度适当，每单元后附有相关专业的常用词语和专门用语。书后附有课文和阅读材料的参考译文供学生自学和教师参考。

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前言

中等专(职)业学校教材《专业英语》(English for Special Purposes)是根据国家教委1997年颁布的《中等专业学校英语教学大纲(专门用途英语部分)》的有关精神编写的。

由于各中等专业学校和各中等职业技术教育学校专业设置情况不同，为方便各中专学校使用，本教材分第一分册和第二分册。第一分册为机电类专业分册，适合机制、机电一体化、自动化、家电维修、汽车、工模具等专业或相近专业使用。第二分册为化工仪表、营销类分册，适合化工(含石油化工)、塑料、仪表、财会、外贸、营销等专业。因为计算机在各专业中均已普及，所以有关计算机的部分内容在第一、二分册中重复出现。

本教材第二分册共分六个单元(Unit)，各专业共用部分内容(如计算机等)放在前面的单元中。每个单元内有课文部分(Lesson)和补充阅读部分(Supplementary Reading)，每篇课文后有少量的练习题，主要是帮助学生更好地理解课文内容和扩充专业词汇量。在单词的编写体例方面采取了非系统性编排的方式，即各个单元的单词自成体系，这样编写有利于各校灵活选用。单元末尾附有相关专业的词汇和专用术语。各专业在使用时可根据本专业的实际情况选教各单元的有关内容。需要指出的是，随着人才市场的日趋成熟和竞争的加剧，中专毕业生都面临着应聘竞争的挑战，许多人不得不改变自己原来的专业以谋求到满意的工作。所以，"一专多能"是对中专生素质的基本要求。各学校在选材施教时，要适当考虑选适量的本专业以外而有实用价值的内容。

本书选材注重文章的实用性和原创性，许多专业应用文如信函、表格等都是未加删减和修改而直接编入的。为使内容较为枯燥的专业英语富有趣味性和可读性，本书编入了大量的插图。

参与第二分册工作的有：

总体策划：西安机电学校(原陕西第一工业学校)贾宝勤(副校长)、惠晓钟。

执笔编写：西安机电学校惠晓钟、陕西省物资学校张傲尊(Unit 1)；西安机电学校李恩相(Unit 2)；延安工业学校高粉琴、李小红(Unit 3)；西安机电学校王彩娟(Unit 4)；西安仪表工业学校白晓文、李蔚华、苗荣(Unit 5)；西安机电学校刘忙孝(Unit 6)等。

第二分册书稿由西安机电学校高级讲师孙力翔、张伯全二同志主审。

此外，本书在出版过程中得到了西安机电学校教务科和基础普通课教研室等有关部门领导的关心和鼎力支持；陕西省中专英语教研会主任宁凤荣同志对本书的出版给予了关心和帮助；本书有关专业方面的内容由西安机电学校专业课教师荣国安同志审阅；在此对他们表示衷心的感谢。

本教材编写时间稍显仓促。我们全体编写组的同志恳请使用本教材的老师和同学对教材中存在的问题提出宝贵的批评意见。

《专业英语》编写组

1998 年 4 月 5 日

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Unit One

Lesson 1 Basic Elements of Windows

Windows provides everything you need to manage your applications and files easily and efficiently. The following illustration (Fig. 1-1) shows the graphical environment of Windows.

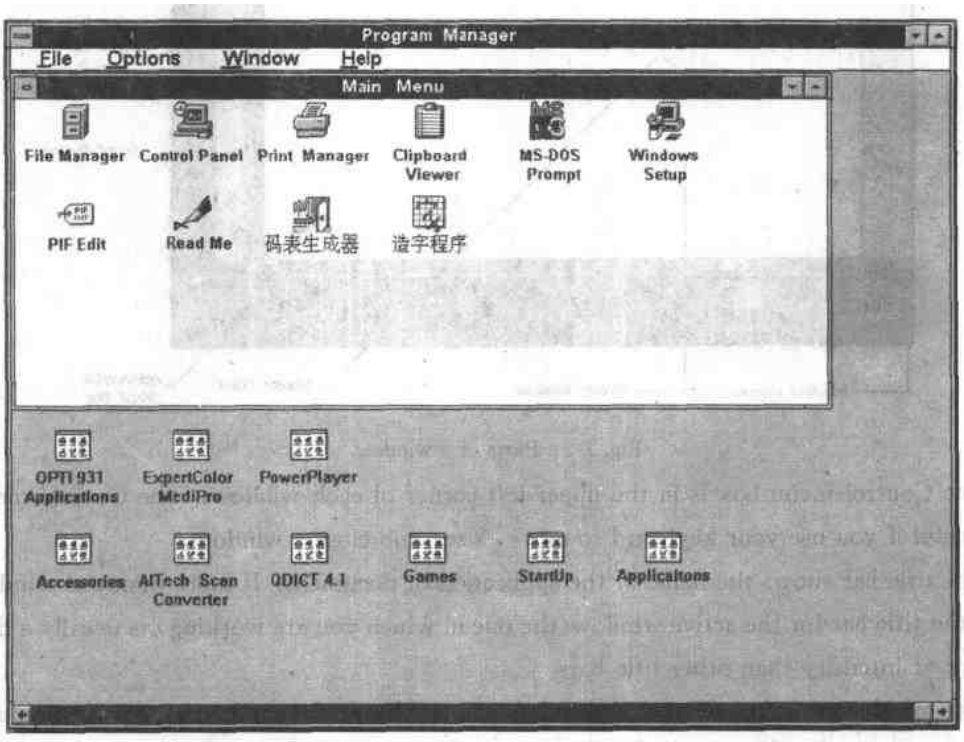

Fig. 1-1 The graphical environment of Windows.

When working in Windows, your main work area is the desktop. You can move items around on the desktop, add new ones to it, and remove those you do not need.

The first time you start Windows, the Program Manager window appears on your screen. You can use Program Manager to organize your applications and start them.

After you start an application, it runs in an application window on the desktop. You can

reduce any open application window to an application icon. An application icon is a small picture representing an application. By reducing application windows to icons, you can free space on your desktop without quitting the applications.

Parts of a Window

Most windows have certain elements in common, such as a title bar and a menu bar. Not all windows, however, have every element(Fig. 1-2).

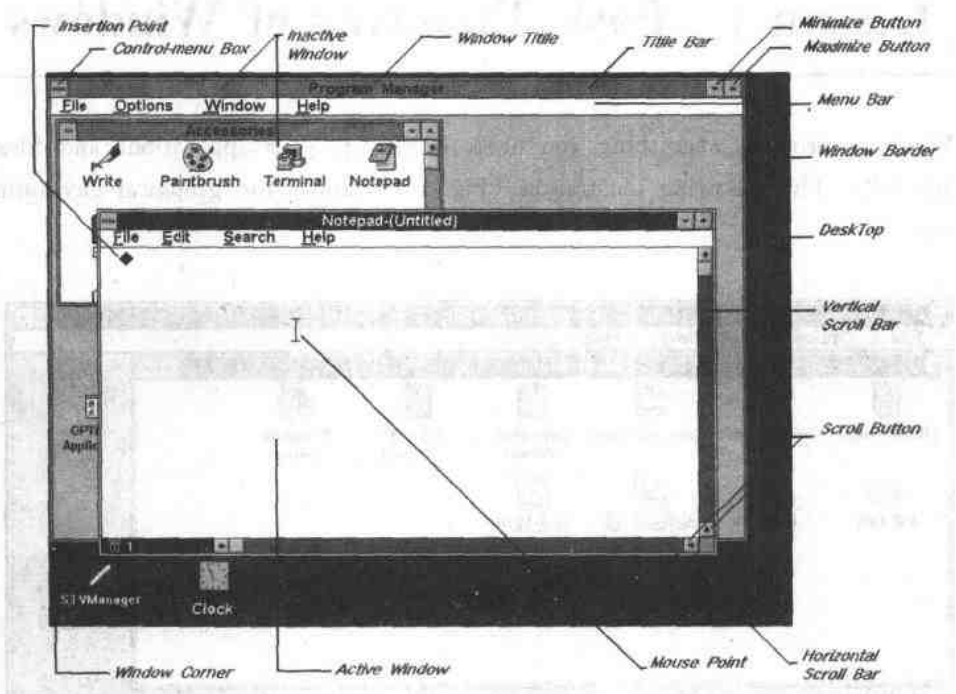

Fig. 1-2 Parts of a window.

The Control-menu box is in the upper-left corner of each window. The Control menu is most useful if you use your keyboard to move, size, and close a window.

The title bar shows the name of the application or document. If more than one window is open, the title bar for the active window(the one in which you are working) is usually a different color or intensity than other title bars.

The window title shows the application name, the document name, or the name of a group, directory, or file.

The menu bar lists the available menus from which you can choose commands.

The scroll bars enable you to move through a document or a list when the entire document or list does not fit in the window or the allotted space. Click the scroll arrows with the mouse to move through the document or list, one line at a time.

Clicking the Maximize button with the mouse enlarges the active window so that it fills the entire desktop; clicking the Minimize button reduces the window to an icon. You can also

use the Maximize and Minimize commands on the Control menu.

The Restore button replaces the Maximize button after you enlarge a window. Clicking the Restore button returns the window to its previous size. You can also use the Restore command on the Control menu.

The window border is the outside edge of a window. You can change the window size by lengthening or shortening the border on each side of a window.

Moving the window corner shortens or lengthens two adjoining sides of a window border at the same time.

The insertion point shows where you are in a document. It marks the place where text and graphics appear when you begin typing or drawing. (The shape of the insertion point may vary among applications).

The mouse pointer appears if you have a mouse installed. When you move the mouse, the position of the pointer changes on the screen. (The shape of the mouse pointer may vary among applications and even among documents within the same application.)

New Words and Expressions

manage ['mænidʒ] vt. 管理
application [æpli'keiʃən] n. 应用
efficiently [i'fiʃəntli] adv. 有效的；高效的
illustration [ˌilə'streiʃən] n. 插图；图解
graphical ['græfikəl] adj. 图形的；图形化的
environment [in'vaiərənmənt] n. 环境
desktop ['desk'tɔp] n. 桌面
remove [ri'mu:v] vt. 除去；拿走
program ['prəugræm] n. 程序；计划
organize ['ɔ:gənaiz] vt. 组织
icon ['aikɔn] n. 图标
represent [repri'zent] vt. 描述；表示；代表
quit [kwit] vt. 终止；停止
bar [bɑ:] n. 条；棒；条状物
menu ['menju:] n. 菜单
keyboard ['ki:bɔ:d] n. 键盘
document ['dɔkjumənt] n. 文件；公文；文档
intensity [in'tensiti] n. 强度；明暗度
available [ə'veiləbl] adj. 可得到的
scroll [skrəul] n. /vt. 手卷；卷轴；翻卷
allot [ə'lɔt] vt. 分配；指定
click [klik] vt. 点击；按鼠标键

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previous ['pri:vjəs] adj. 先前的
restore [ris'tɔ:] vt. 恢复
insertion [in'sə:ʃən] n. 插入
install [in'stɔ:l] vt. 安装
mouse [maus] n. 老鼠；鼠标
vary ['vɛəri] vi. 变化
directory [di'rektəri] n. 目录；姓名地址录；指南
manipulate [mə'nipjuleit] vt. 开动；操纵

Notes

① Windows 视窗操作系统
Windows 操作系统是美国微软公司(Microsoft)开发的计算机图形化界面操作系统。因为它的界面很像大大小小的窗子，故名。本文以 Windows 3.1 版本为例。

② the graphical environment 图形化(运行)环境

③ the Program Manager 程序管理器

④ an application window 应用程序视窗

⑤ By reducing application windows to icons, you can free space on your desktop without quitting the applications. 通过把应用程序视窗缩成图标的办法，你可以扩大你的桌面空间而不必终止应用程序。
by doing sth. 通过做某事来……
without doing sth. 在不做某事的情况下

⑥ If more than one window is open, the title bar for the active window (the one in which you are working) is usually a different color or intensity than other title bars. 如果一个以上的视窗被打开，(你所工作的那个)活动视窗的标题栏通常和其它视窗的标题栏的颜色或明暗度是不同的。

Exercises

Ex. 1 Comprehension

Tell each of the following statements is TRUE (T) or FALSE (F) according to the text.

( ) 1. Program Manager is used to free space on your desktop.
( ) 2. Windows has a graphical environment.
( ) 3. You cannot add new items on to the desktop.
( ) 4. When you reduce an open application window to an application icon, the application is stopped.
( ) 5. If you click the Minimize button of the active window, the window will be reduced to

an icon.

( ) 6. The mouse pointer always has the same shape and size.

Ex. 2 Vocabulary Building

For each word in Column A, find a suitable Chinese meaning in Column B.

A	B
1. illustration	有效的
2. efficiently	环境
3. environment	组织
4. document	可得到的
5. scroll	安装
6. menu	菜单
7. available	先前的
8. install	文档
9. organize	翻卷
10. previous	插图

Ex. 3 Translation Skill

Analyze the following sentences and then translate them into Chinese.

1. You can change the window size by lengthening or shortening the border on each side of a window.
2. The insertion point marks the place where text and graphics appear when you begin typing or drawing.
3. The scroll bars enable you to move through a document or a list when the entire document or list does not fit in the window or the allotted space.
4. As the following illustration shows, document windows share the application window menu bar but not the title bar.
5. If you use the keyboard, however, you use different keystrokes to manipulate each type of window.

Unit One

Lesson 2 Windows Accessories

Windows includes accessories that you can use to perform many everyday tasks. To start an accessory, choose an icon in the Accessories group. This text introduces the accessories (presented in alphabetic order). Procedures for performing tasks are provided in online Help. To view Help, choose the Contents command from the Help menu.

Calculator

Calculator includes both a standard and a scientific calculator. You can use the standard calculator to do simple calculations and then store them in memory. You use the scientific calculator to do advanced scientific and statistical calculations(Fig. 1-3).

When you start Calculator for the first time, the standard calculator appears. For more information about Calculator, see Help for Calculator.

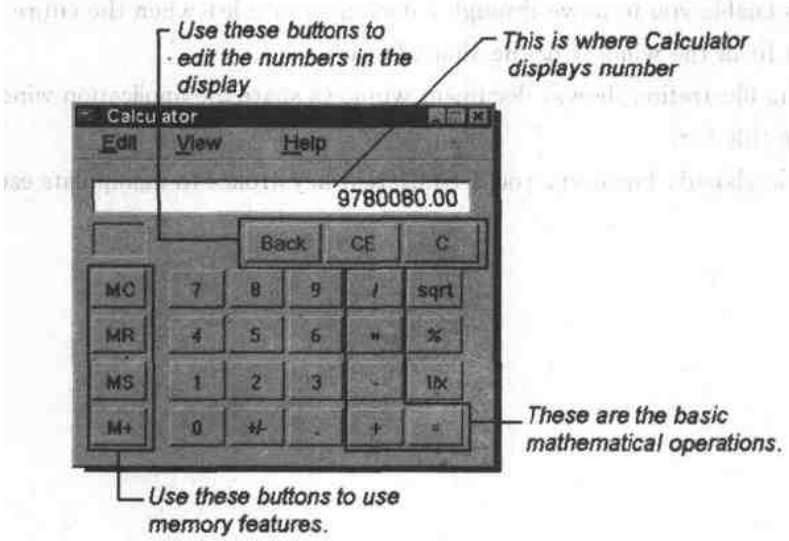

Fig. 1-3 The standard calculator.

Cardfile

Cardfile is similar to a set of index cards. You can use it to keep track of names, addresses, phone numbers, directions, or anything else you want quick access to. If you have a modem, Cardfile can dial a telephone number that is typed on one of its cards.

You can also copy, link, or embed information into Cardfile. For example, on a card that shows a client's name, address, and telephone number, you could also add a picture (a bitmap image) of the client. Or you could add an icon that, when chosen, opens and shows you the picture.

For more information about using the Cardfile, see online Help for Cardfile.

Clock

To help you keep track of the time, you can use Clock. You can display an analog or digital clock. You might find it useful to add Clock to your StartUp group, so that every time you start Windows, clock is running on your desktop.

Media Player

Using Media Player, you can play multimedia files and control hardware devices. For example, you can use Media Player to play sound files through a sound card. If you have an audio compact-disc player or videodisc player connected to your computer, you can use Media Player to start and stop them(Fig. 1-4).

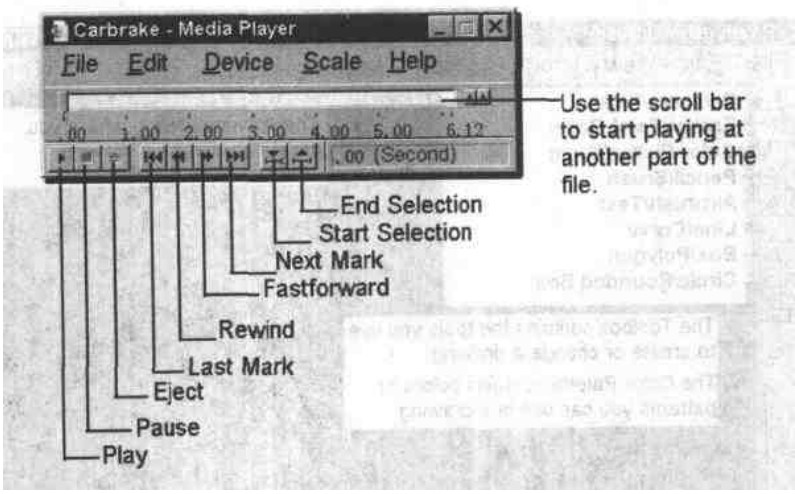

Fig. 1-4 Windows Media Player.

Media Player can play digitized sounds created by Sound Recorder or Musical Instrument Digital Interface (MIDI) devices.

Before Media Player can play a file, you must have the sound hardware and its driver configured. For more information about installing hardware drivers, choose the Drivers icon from

Control Panel, and than choose the Help button.

To play a multimedia file (sound or animation) or device (such as a videodisc player), you must first choose the type of device you want to use. If the device requires a file to play, you must also open the file. Some devices, such as audio compact-disc players, do not require a file.

For more information about Media Player, see Help for Media Player.

Notepad

Notepad is a text editor. You can use Notepad to jot down notes, write short memos, and create and edit batch files. Notepad creates files by using the ASCII format and has none of the features used for formatting a document.

For information about the following tasks, see Help for Notepad:

- Setting word wrap
- Searching for text in Notepad
- Managing Notepad files
- Printing a Notepad document

Paintbrush

Using Paintbrush, you can create simple or elaborate, black-and-white or color drawings. After you have created a drawing, you can print it or use the drawing in another document. For more information about using paintbrush drawings in other documents, see Help for "Object Linking and Embedding" (Fig. 1-5).

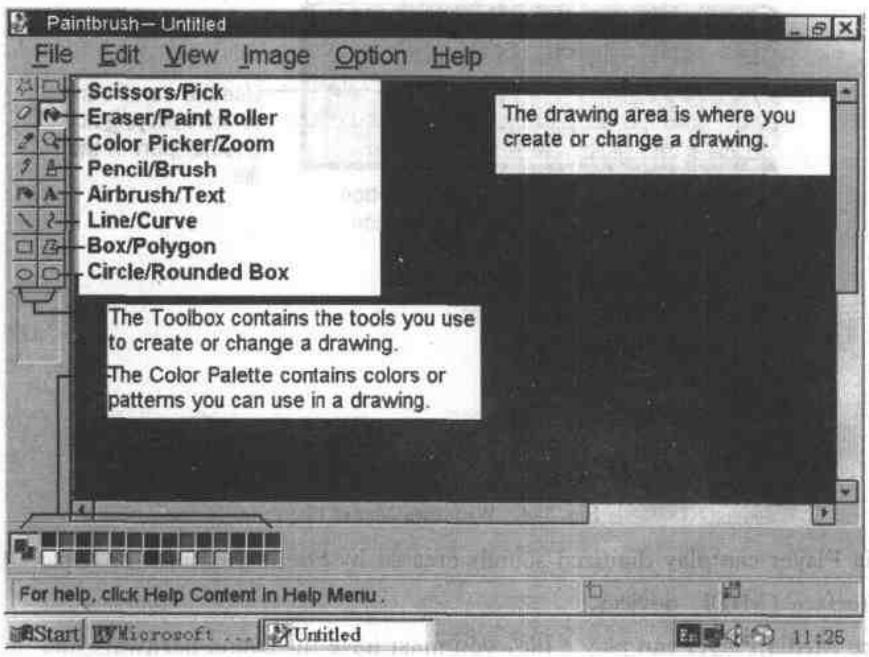

Fig. 1-5 Windows Paintbrush.

You use the tools in the Paintbrush Toolbox to create and change drawings. The following list provides a brief description of each tool's function.

This tool	Does this
Scissors	Defines an area to cut, copy, or change.
Pick tool	Defines a rectangular area to cut, copy, or change.
Airbrush	Creates a circular spray of dots.
Text tool	Adds text to your drawing.
Eraser	Changes foreground colors to the selected background color.
Paint Roller	Fills any closed shape or area with color.
Brush	Draws freehand shapes and lines.
Curve	Draws curved lines.
Line	Draws straight lines.
Box	Draws hollow/filled squares and rectangles.
Rounded box	Draws hollow/filled round-cornered squares and rectangles.
Circle/Ellipse	Draws hollow/filled circles and ellipses.
Polygon	Draws hollow/filled polygons.

Unlike the other accessories, Paintbrush makes use of both mouse buttons. When you need to use the right mouse button, the instructions in Help specify that button. If no button is specified, use the left mouse button.

For information about performing tasks with Paintbrush, see Help for Paintbrush.

Recorder

Using Recorder, you can record a sequence of Keystrokes and mouse actions—called a macro—to play back at a later time. You can use macros to automatically type a special phrase or code that you use frequently or to automate the steps of any Windows task you routinely perform. For example, you could record the steps you go through to go to the Main group in Program Manager, select MS-DOS Prompt, change to the MS-DOS directory and start a text editor.

For more information about the following tasks, see Help for Recorder.

Write

Write is a word-processing application that you can use to create and print documents for business and personal use. When you create Write documents, you can type, edit, and format text in the Write window, insert graphics, save the text and graphics as a file, and print your documents on printer(Fig. 1-6).

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