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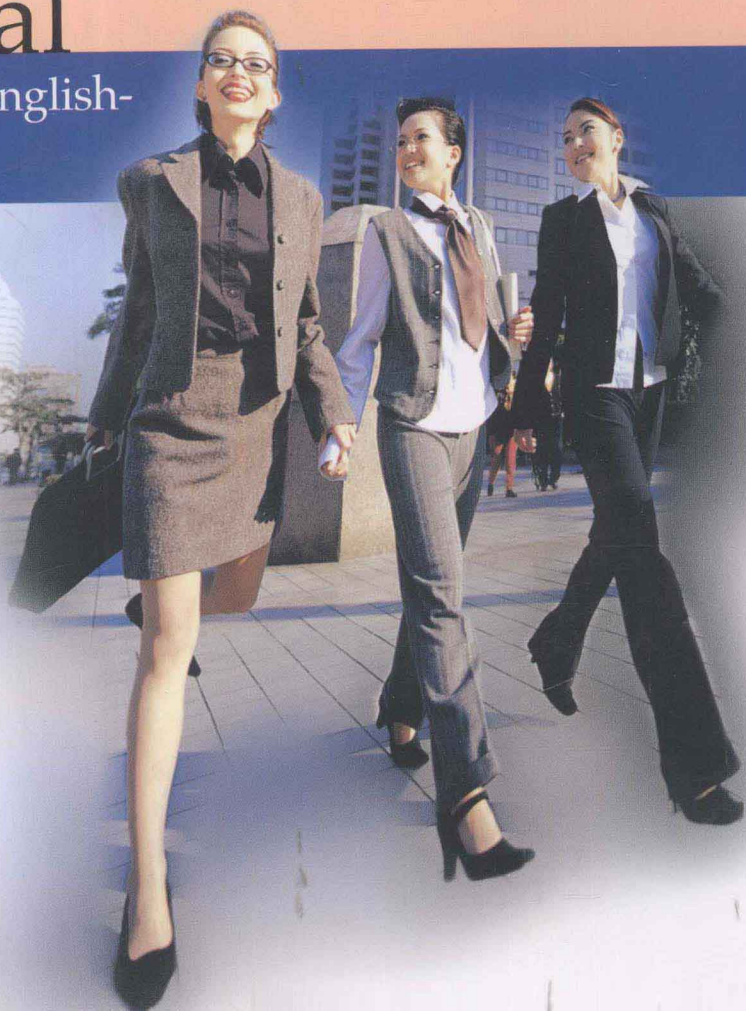
职场

综合英语实训手册

Vocational
Comprehensive English-
Training Course

基础篇

王文婷 主编



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(基础篇)

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前 言

《职场综合英语教程》是一套由西方文化入手,渐进涉及职场工作需要的高职英语教材。该教材遵循“以服务为宗旨,以就业为导向”的原则,结合高职英语教学的需要和高职学生的实际英语水平,具有较强的实用性和针对性。《职场综合英语实训手册》(基础篇)(以下简称《实训手册》)是《职场综合英语教程》(基础篇)(以下简称《教程》)的辅助教程,内容上与《教程》(基础篇)有所兼顾,保持了密切的联系。同时又充分考虑到“高等学校英语应用能力考试(B级)”(以下简称“B级考试”)的实考题型,在结构上对“B级考试”的题型进行了部分套用。这样设计的目的有三:一、增强学生的动手能力,包括记录所听材料的关键词、写摘要、翻译英语语句、用英语写应用文等。二、通过练习检测学生学习《教程》(基础篇)的效果,帮助教师了解学生学习中的困难,从而更有效地施教。三、帮助学生了解“B级考试”的要求,以便学生顺利通过这项旨在检测高职学生英语是否合格的等级考试。教师可安排学生每学完一个单元的《教程》中的内容就完成一套《实训手册》中的练习,以巩固课堂学习所获得的知识。

《实训手册》(基础篇)包含六个单元的练习,每单元练习由六个部分组成。分别是:Listening Comprehension、Dialogue、Vocabulary & Structure、Reading Comprehension、Translation 和 Writing,并在内容上尽可能保持与《教程》(基础篇)的单元内容一致。在各种题型中,Listening Comprehension 中除了 B 级考试的三种听力题型,还增加了单词辨音,目的是锻炼学生对各发音相近的音素能进行辨识。Dialogue 部分选取一些日常生活中的场景,如问候、介绍、提供建议帮助等,训练学生的情景应答,以提高他们的语言实践性。Vocabulary & Structure 这部分除了 B 级考试题型,还增加了选词填空和选择恰当的词进行句子同义改写,目的是帮助学生了解不同词性的不同用法并归纳总结一些常见的词性转换规律,以此扩大学生的词汇量,提高英语学习能力。同义改写是检查学生对本单元一些重点词汇和短语的学习,帮助他们加深理解。Writing 部分除了练习写一篇和课本对应的应用文外,还增加了连词成句的练习,目的是训练学生遣词造句的能力,熟悉英语基本句型框架,帮助一些基础

比较薄弱的学生巩固英语的基础知识，为后续课程的学习奠定必要的基础。

在对《实训手册》（基础篇）进行实际训练时，建议学生把重点放在做题方法上。比如，做“Vocabulary & Structure”的要点是发现题干中的关键词。

例题：

16. The report gives a _____ picture of the company's future development.

- A. central B. clean C. clear D. comfortable

（2010 年 12 月试卷）

做这一题的要点是把题干中的 picture 看作关键词。所给选项中 central 表示“中心的”、clean 表示“清洁的”、clear 表示“清晰的”、comfortable 表示“舒服的”。只有 clear 与 picture 搭配最好；因此，属于最佳选项。

再看一例：

26. Could you tell me the (different) _____ between American and British English in business writing?

（2010 年 12 月试卷）

本题的关键词是空白处前面的 tell。所填词显然应该是 tell 的宾语，different 是形容词，不能做宾语，应填 difference。

我们再以阅读理解为例。下面是 2010 年 12 月“B 级考试”的实考题：

MEMO

To: Katherine Anderson, Manager
From: Stephen Black, Sales Department
Date: 19 November, 2010
Subject: Resignation (辞职)

Dear Ms. Katherine Anderson,

I am writing to inform you of my intention to resign (辞职) from G&S Company.

I very much appreciate my four years' working for the company. The training has been excellent and I have gained valuable experience working within an efficient and friendly team environment. In particular, I am very grateful for your personal guidance during these first years of my career.

I feel now that it is time to further develop my knowledge and skills in a different environment.

前 言

I would like to leave, if possible, in a month's time on Saturday, 18 December. This will allow me to complete my current job responsibilities. I hope that this suggested arrangement is acceptable to the company.

Once again, thank you for your attention.

Memo

Date: 19 November, 2010

Memo to: Katherine Anderson, (46) _____

Memo from: (47) _____, Sales Department

Subject: Resignation

Years of working for G&S Company: (48) _____

Reasons for leaving: to further develop (49) _____ in another environment

Time of leaving the position: on (50) _____

做类似题目的要点是带着题目在原文中找结构,因此,很多时候不需要对原文进行逐句阅读。

就上述题目而言,(46)的要点在于填空前面的词:Katherine Anderson;(47)的要点是填空后面的词:Sales Department;(48)的要点在于填空前面的词:G&S Company;(49)的要点在于填空前面的词:further develop;(50)的要点在于填空前面的词:Time 和 on。

根据以上线索不难发现,本题的答案是:(46) Manager;(47) Stephen Black;(48) four/4;(49) knowledge and skills;(50) Saturday, 18 December。

《实训手册》(基础篇)由安徽高职外语教研会组织编写。在《实训手册》(基础篇)的编写过程中我们参考了大量的文字资料,对这些有关资料的编者我们深表感谢。同时,我们也深深知道,尽管我们认真地对本教程进行了审阅,书中错误仍然在所难免。在此,我们真诚地希望各位教师 and 同学在使用本书的过程中把编写之错漏记下来反馈给我们,以便我们以后通过修订,使本书臻于完善。

编者
2012 年 6 月

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Unit 1 Campus Life



Part I Listening Comprehension



Task 1

Directions: In this section you will hear 10 sentences. You are required to circle the word that you hear in brackets.

1. The (boat/bought) is very small.
2. I want you to (feel/fill) this dish.
3. The old man's (pan/pen) leaks.
4. I (hope/help) that you will have a good time.
5. Is he going to (leave/live)?
6. This (time/tame) he needs to have a lunch with your family.
7. Please sit (done/down).
8. Li Ming's (hat/hate) is very beautiful.
9. At length the young girl found her (key/king) to the lab.
10. At last, the boy (gates/gets) to the bus station.

Task 2

Directions: In this section you will hear one word from each of the following groups of words. Circle the one you hear.



1. serve	service	surface	search
2. leaf	belief	life	knife
3. very	every	various	way
4. sip	sleep	six	sink
5. zinc	zip	zap	zebra
6. ton	down	bun	tongue
7. card	cart	part	park
8. late	gate	eight	greet
9. oil	boil	soil	toy
10. shave	sheep	ship	shimmer

Task 3

Directions: This section is to test your ability to give proper responses. There are 5 recorded questions in it. After each question, there is a pause. When you hear a question, you should decide on the correct answer from the 4 choices marked A, B, C and D.

- | | |
|--------------------------|----------------------------|
| 1. A. Yes, he is my dad. | B. Yes, it is red. |
| C. Is he a doctor? | D. My friend likes it. |
| 2. A. I'm fine. | B. Hi, this is my father. |
| C. Good morning. | D. How do you do? |
| 3. A. I'm from Shanghai. | B. Beijing is a big city. |
| C. I am a student. | D. Are you from Anhui? |
| 4. A. Today is Sunday. | B. Yes. It's eight thirty. |
| C. No, I think so. | D. It's fine. |
| 5. A. Yes, they are. | B. Today is fine. |
| C. No one like it. | D. Ok. Let's begin. |

Task 4

Directions: This section is to test your ability to understand short dialogues. There are 5 recorded dialogues in it. After each dialogue, there is a recorded question. When you hear a question, you should decide on the correct an-



swer from the 4 choices marked A, B, C and D.

- | | |
|-------------------------------|-------------------------------|
| 1. A. About the book. | B. The date. |
| C. The time. | D. About cooking. |
| 2. A. Check in. | B. About England. |
| C. Twenty past seven. | D. About internet. |
| 3. A. In the book store. | B. In the drug store. |
| C. In the supermarket. | D. In the post office. |
| 4. A. Five dollars. | B. Fifteen dollars. |
| C. Ten dollars. | D. Twenty dollars. |
| 5. A. Buying an apple. | B. Buying a bike for his son. |
| C. Buying a bike for himself. | D. Talking about color. |

Task 5

Directions: In this section, you will hear a short passage. There are five missing words or phrases in it. Fill in the blanks with the exact words or phrases you hear.

These are the things we learn. No matter how old you are, share everything. Don't hit people and play _____. Keep your _____ room clean and put things back where you found them. Don't take things that aren't yours. Wash your hands before you eat. When you _____ somebody, you must say you're sorry. Don't make _____ when someone is studying or sleeping. Get into good _____. Get up early and never be late for school or work. Go to bed on time. Always remember to learn.

Part II Dialogue



Task 1

Directions: Complete the following conversation by making the best choice in the table below.

John: Hello! Is that Mike speaking?



Mike: _____

John: Mike, do you like your new school?

Mike: Yes, very much. But things are quite different here.

John: Really? _____

Mike: Yes, I go to school every day. But on Friday afternoon we must join the school clubs.

John: Sounds great! _____

Mike: Seven subjects. They are English, math, history, science, physics, art and P. E.

John: _____

Mike: I like math best. My math teacher says I am doing well in it.

John: _____

A: Yes, this is Mike speaking.

B: Well done!

C: Do you go to school every day?

D: What is your favorite subject?

E: That's too bad.

F: Yes, I am.

G: How many subjects do you have?

Task 2

Directions: The following are some ways of greeting and bidding farewell. Read the words spoken and then match them with the functions.

Words Spoken

A. I'm afraid I must leave now.

B. Let's have lunch sometime.

C. How are you getting on?

D. How's your mother?

E. Fancy meeting you here!



- F. Couldn't be better.
- G. See you.
- H. Hi! How are you doing?
- I. It's been a long time since we last met.

Functions

1. Saying you have to leave
2. Saying you hope to see someone again sometime.
3. Saying you're surprised to see someone.
4. Greeting your friend.
5. Asking about someone.
6. Greet someone and emphasize that you haven't seen him/her for a long time.
7. Use a casual way of saying goodbye to someone you know well.
8. Greet someone in passing on your way to work.
9. Respond to someone's greeting by saying that your life is really good.

Part III Vocabulary & Structure



Task 1

Directions: Complete each statement by choosing the appropriate answer from the 4 choices marked A, B, C and D.

1. When the teacher praised him for working out the maths problem, Jack looked _____ at his classmates.
 A. proud B. proudly C. pride D. proudly
2. To everyone's _____, the girl finished the job quite well.
 A. satisfied B. satisfactory C. satisfying D. satisfaction
3. — What are you doing here?
 — Oh, my teacher asked me to write a passage about _____ in English.
 — You can write _____ passage in English?
 A. 600 words; a 600-words B. 600-word; a 600-words

- C. 600 words; a 600-word D. 600 words; a 600-words
4. No one should enter the spot without the _____ of the police.
A. permit B. permission C. permitting D. permittance
5. _____ do you _____ the TV play? — Not bad, I think.
A. How; think of B. What; like
C. How; like D. What; think
6. I _____ have a good time _____ the party.
A. hope you will; at B. like you; on
C. hope you to; in D. want you that; from
7. My TV is out of order. Can you tell me what the _____ news about Iraq War is?
A. lately B. latest C. later D. latter
8. The Great Wall is more than 6000 li in _____.
A. longer B. longing C. long D. length
9. To my _____, I passed the exam easily.
A. joy B. joyful C. joyless D. joyness
10. Canada is mainly an _____ country.
A. English-spoken B. speak-English
C. English-speaking D. spoken-English
11. What a pity my new CD player doesn't work! _____ must be something wrong with it.
A. It B. There C. This D. That
12. Their new neighbor _____ blond hair and blue eyes.
A. is having B. have C. has D. had
13. Would you please _____ again?
A. explain it me B. explain me it
C. explain it to me D. explain to me it
14. There _____ a heavy rain this evening.
A. will have B. has C. will be D. have
15. _____ noisy children! Go and ask them to keep quiet.
A. What B. What a C. How D. How a

Task 2

Directions: There are 10 incomplete statements here. You should fill each blank with the proper form of the word given in brackets.

1. More than 30 firms _____ in the project. (involve)
2. In four-star hotels, breakfast _____ in the bill. (include)
3. Candidates should have training and _____ experience in basic electronics. (practice)
4. The law requires equal treatment for all, _____ of race, religion, or sex. (regard)
5. He is crazy about wine and _____ drunk. (frequent)
6. This theory can be _____ to the field of modern medicine. (apply)
7. An _____ charge is made on the baggage overweight. (add)
8. It was a wonderful film, but not a _____ success. (finance)
9. He is so skillful and jumps over the hurdle (跨栏) _____. (effort)
10. The _____ of the students have signed up for this activity. (major)

Task 3

Directions: Pay attention to different parts of speech and select the appropriate word to fill in the blanks.

a. entertain, entertainment, entertaining

1. Americans usually _____ their friends in restaurants instead of at home.
2. Solving puzzles is an _____ for many people.
3. This film is both _____ and educational.

b. add, addition, additional

1. The soup is too salty, please _____ some sugar to it.
2. If you need some _____ information, you can visit our website.
3. In _____ to swimming, he also likes dancing and drawing.

c. practice, practical, impractical

1. Anybody who wants to master a skill should remember that _____

makes perfect.

2. The manager shook his head to my plan because he thought it _____.

3. It is hoped that all college students pass _____ English tests.

d. effect, effective, affect

1. The doctor's treatment has proved to be _____.

2. Our moods are _____ by the weather.

3. As is known, family environment has much _____ on children's character.

e. passion, passionate, passionately

1. A good teacher should excite students' _____ for learning.

2. The young mother pets her baby gently and _____.

3. He had a brief but _____ love affair with an older woman.

Task 4

Directions: Rewrite the following sentences with the expressions in the box.

regardless of

be supposed to

blunt

tempt

be aware of

take in

separate from

linger

1. The salesman finds it easy to cheat old ladies.

2. I went out in spite of the rain.

3. If you were in the Sahara, you would realize the value of fresh water.

4. Nothing would attract me to live here.



5. People shouldn't drive while they are drunk.

6. South America moved apart from Africa 200 million years ago.

7. She stayed there for a few minutes to talk to Nick.

8. She has a reputation for saying exactly what she thinks.

Part IV Reading Comprehension



Task 1

Directions: Read the following passage and make the correct choice.

As any homemaker who has tried to keep order at the dinner table knows, there is far more to a family meal than food. Sociologist Michael Lewis has been studying 50 families to find out just how much more.

Lewis and his co-workers carried out their study by videotaping (录像) the families while they ate ordinary meals in their own homes. They found that parents with small families talk actively with each other and their children. But as the number of children gets larger, conversation gives way to the parents' efforts to control the loud noise they make. That can have an important effect on the children. "In general, the more question-asking the parents do, the higher the children's IQ scores," Lewis says. "And the more children there are, the less question-asking there is."

The study also provides an explanation for why middle children often seem to have a harder time in life than their siblings (兄弟姐妹). Lewis found that in families with three or four children, dinner conversation is likely to center on the oldest child, who has the most to talk about, and the youngest, who needs the most attention. "Middle children are invisible," says Lewis. "When you see someone get up from the table and walk around during dinner, chances are the middle child." There