

普通高等教育“十二五”规划教材

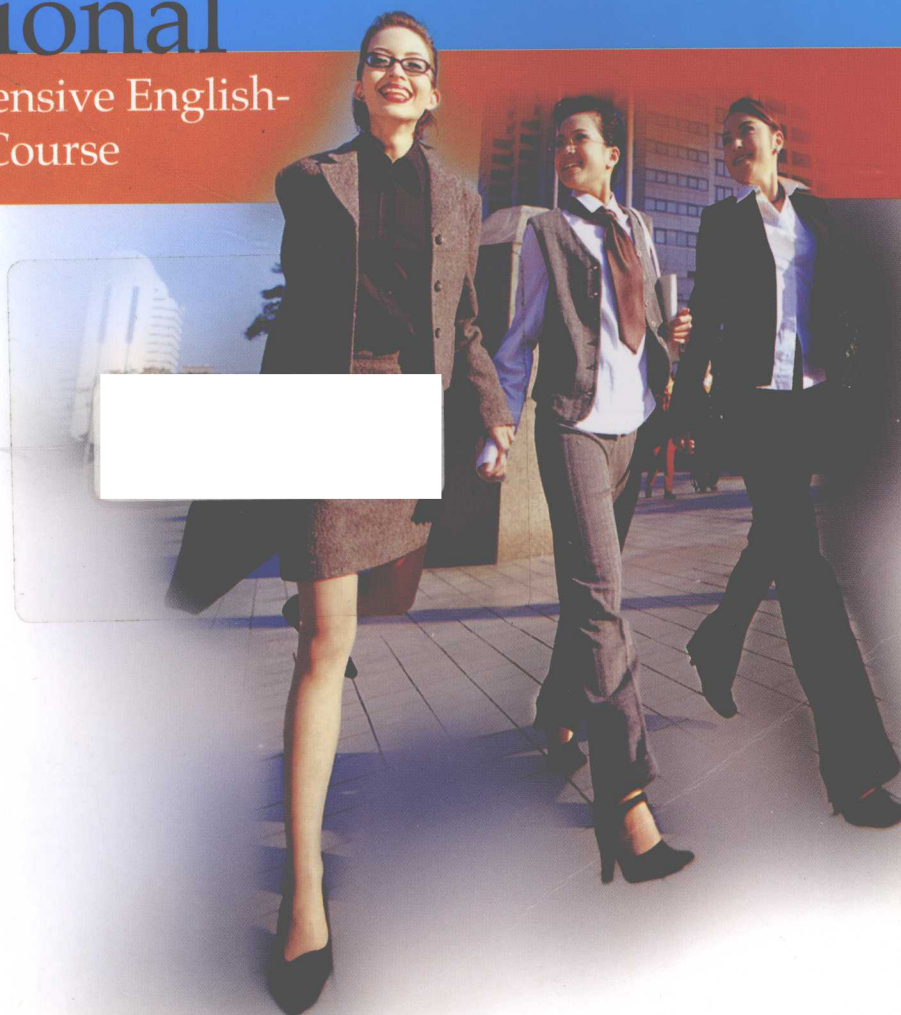
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# 职场 综合英语教程

Vocational  
Comprehensive English-  
Training Course

## 第二册

张 荣 主编



北京大学出版社  
PEKING UNIVERSITY PRESS

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# 职场综合英语教程

## (第二册)

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北京大学出版社  
PEKING UNIVERSITY PRESS



## 图书在版编目(CIP)数据

职场综合英语教程(第二册)/张荣主编. —北京:北京大学出版社, 2013.1  
(全国职业技能英语系列教材)

ISBN 978-7-301-20798-7

I. ① 职… II. ① 张… III. ① 英语-高等职业教育-教材 IV. ① H31

中国版本图书馆CIP数据核字(2012)第127631号

书 名: 职场综合英语教程(第二册)

著作责任者: 张 荣 主编

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责任编辑: 郝妮娜

标准书号: ISBN 978-7-301-20798-7/H·3074

出版发行: 北京大学出版社

地 址: 北京市海淀区成府路205号 100871

网 址: <http://www.pup.cn> 新浪官方微博: @北京大学出版社

电子信箱: [zbing@pup.pku.edu.cn](mailto:zbing@pup.pku.edu.cn)

电 话: 邮购部 62752015 发行部 62750672 编辑部 62759634 出版部 62754962

印 刷 者: 北京大学印刷厂

经 销 者: 新华书店

787毫米×1092毫米 16开本 11.25印张 330千字

2013年1月第1版 2013年1月第1次印刷

定 价: 45.00元(附光盘、教学电子课件)

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# 前言

职业化已经成为高职高专教育最显著的特征。增加实训、强调动手能力、采用“订单式”培养模式是其主要特色。在这种背景下,按照传统的教学方法进行基础课教学已经不容置疑的受到了挑战。就目前情况论,高职高专的基础课教学必须践行“以服务为宗旨,以就业为导向”的专业建设指导思想。在课程建设以及基础课教学内容中,必须结合学生的专业需求,有意识地融入与职场相关联的知识。

根据教育部《高职高专英语教育课程教学基本要求》的精神,联合国家级示范高职院校和骨干高职院校的一线教师,在充分调查现有高职高专英语教材的基础上,结合高职英语教学的未来发展趋势,在“安徽省高职高专外语教研会”的组织及北京大学出版社的支持下,编写了本套《职场综合英语教程》,并被列入普通高等教育“十二五”规划教材。

本套教程分为基础篇、第一册、第二册和第三册,共四册。

**基础篇** 主要针对英语基础比较薄弱的学生,融入了对音标的训练,旨在帮助这部分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。

**第一册** 主要涉及西方文化和日常生活,内容涵盖西方名人、青年旅馆、主题公园、肥皂剧、网上购物等。鲜活的内容、生活化的主题,有利于学生顺利融入大学生活,同时也有助于培养学生对英语学习的兴趣,为今后的职业化过渡打下坚实基础。

**第二册** 主要涉及求职以及职业素养培养等主题,如求职、自主创业、职场中人际交往和做好服务、科技与生活、名人的成功与失败等。另外,本册内容与职场文化的有机融合有利于学生对未来职业规划形成初步的认识。

**第三册** 从职场生活出发,针对高职学生可能遇到的职场活动进行设计,内容包括机场接待、银行服务、汽车制造等。内容难度适中,选材谨慎,真正做到通识化与职场化有机统筹,有助于学生以后进一步学习相关的专业英语。

本套教材的内容主要分为六个方面:听说、阅读、语法、应用文写作、文化速递与拓展词汇。

**听说部分** 践行任务型教学的指导思想,强调能听懂简单对话,能记录关键词,能就所给事物说出英语名称,或进行角色分工,完成简单对话。这部分设计了热身环节,通过比较容易完成的任务,帮助学生尽快进入相关主题的学习。而角色扮演部分则试





图充分调动学生的想象力和创造力,按照角色分工完成任务。听说部分还设计了听写内容,旨在培养学生听懂并记录关键词的能力。

**阅读部分** 由两篇相关主题的文章组成,其中第一篇为主要文章,教师应该进行精深讲解;第二篇属于附加文章,教师可以把它作为泛读教材使用。目的是让学生在阅读过程中完成对该主题的英语核心词汇的巩固和学习,同时深刻理解英语的语句结构。

**语法部分** 旨在夯实高职高专学生的语法基础,改善语法能力薄弱的现状,同时结合“高等学校英语应用能力考试”要求,对一些考试技巧进行精解,真正做到融会贯通,为提高英语综合能力打下良好基础。

**写作部分** 紧扣职场,重在应用文的写作。提供较规范的写作模式与常用句型供学生参考,通过实际的操练让学生进一步熟悉并掌握多种应用文的写作。

**文化速递** 是本套教材的特色之一。是针对单元主题的拓展性学习资料,可以帮助学生开阔视野、拓展知识面,提高综合人文素养。

**词汇部分** 依据大纲要求,课文中涉及的生词均分级标出。标★为A级词汇,标☆为超纲词汇。方便教师把握教学重点,也方便学生分级掌握词汇,逐步进阶。

本套教材配有教学课件。每个单元针对不同的主题都有话题的进一步延伸,有利于教师进行拓展教学。丰富授课内容,活跃课堂气氛,激发学生的学习兴趣。

本套教材得到教育部高等学校高职高专英语类专业教学指导委员会的悉心指导,由教指委秘书长牛健博士和委员丁国声担任总顾问,国家示范性高等职业院校芜湖职业技术学院、安徽水利水电职业技术学院等院校的英语教学专家负责编写任务;明尼苏达大学商业管理Brian Meyer博士以及天津外国语大学等院校的专家为此套教材的出版倾注了大量的心血;其他参编人员及编辑老师们也付出了巨大的努力,在此谨向他们表示衷心的感谢。

高职高专英语教学任重道远,教材建设未有止境。本套教材的出版旨在探索新形势下高职高专英语教学的一条教学新路。缺点与不足之处在所难免,衷心希望得到专家学者的批评指正,听到广大师生的改进意见。

编者

2012年12月

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# Unit 1

## Job Hunting

### *Learning Objectives:*

You are able to:

- ☞ Design a resume
- ☞ Write an application letter

You are suggested to:

- ☞ Recognize the English terms for different positions
- ☞ Be familiar with some well-known companies





## Part I Listening and Speaking

### Warm-up

#### Task 1

Directions: Do you know their Chinese meanings? Try to say something about them.

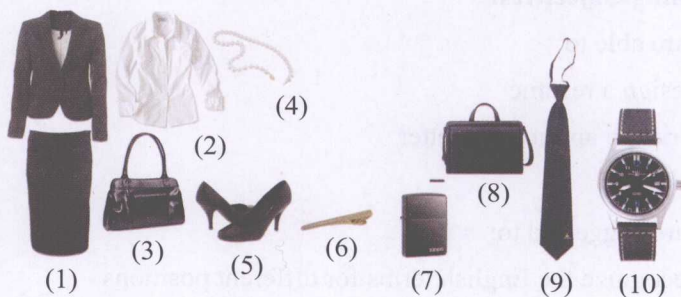
blouse  
briefcase

dress  
watch

high-heeled shoes  
necklace

handbag  
lighter

tie  
tie-clip



#### Task 2

Directions: Work with your partner and match the following Chinese phrases with their English equivalents.

推荐信☆	★ school transcripts
成绩单☆	★ team player (worker)
毕业证书☆	★ entry-level work
初级工作☆	★ a letter of recommendation
团队工作能力☆	★ graduate certificate
推荐人☆	★ resume
学位证书☆	★ diploma
简历☆	★ referee

### Oral Practice

#### Task 1

Directions: Read the dialogue and answer the questions.

**Ivy:** Which school are you attending?

**Alice:** I am attending Hebei University of Technology.

**Ivy:** When will you graduate from that university?

**Alice:** This coming July.

**Ivy:** What degree will you receive?



**Alice:** I will receive a Bachelor's degree

**Ivy:** What is your major?

**Alice:** My major is Business Administration. 工商管理

**Ivy:** How have you been getting on with your studies so far?

**Alice:** I have been doing quite well at college. According to the academic records I've achieved so far, I am confident that I will receive my Bachelor of Business Administration degree this coming July.

Konfident 自信

[æko'demik] 学术报告

'bætʃlə' 学位

1. When will Alice graduate from that university?

☒ This July

☐ Next July

2. What is Alice's major?

☐ Business Management

☒ Business Administration

3. Why is Alice so confident with herself?

☐ She has achieved a good academic standing at college.

☒ She will receive the Bachelor of Business Administration degree.

## Task 2

*Directions: Suppose you are the interviewee for the position of computer technician in a company, your partner is an interviewer. Use the information in the following Resume and role-play an interview with your partner. Then reverse the role and do it again.*

Imjohnson@gmail.com

**•Education**  
AAS Degree in Commercial Art: Digital Technologies  
2002-2005 Nassau Community College  
Garden City, NY

AP Art Regents  
2000-2004 Mepham High School  
North Bellmore, NY

**•Program Skills**  
All in Mac and PC environments.  
Adobe Photoshop, Illustrator, InDesign,  
ImageReady, Macromedia Dreamweaver,  
Director, Flash, Quark XPress, Maya 7,  
Final Cut Pro, Microsoft Word, Works

**•Experience**  
**Marketing:**  
Posters, Promotional Printing,  
Packaging, Web Advertisements,  
Displays  
**Audiovisual:**  
Television Commercials, Video  
Graphics, Web Design, Interactive  
DVDs, Presentations  
**Print:**  
Brochures, Print Advertisements,  
Catalogs, Newsletters, Image Retouching

**•Work Experience**  
Office Technician  
Summer '04  
Square Forest  
Sales Associate  
In charge of small mail kiosks, responsible for sales, inventory  
management, and care of one hundred Japanese fighting fish

Sales Associate  
Summer '04  
Square Forest  
Sales Associate  
In charge of small mail kiosks, responsible for sales, inventory  
management, and care of one hundred Japanese fighting fish



## Listening Practice

### Task 1

*Directions: Listen to an interview and tick (✓) in the box at the end of the correct answer.*

1. The age of the interviewee is  
A. 24 years old. ☐  
B. 25 years old. ☐  
C. 26 years old. ☐
2. The interviewee was born in  
A. Beijing. ☐  
B. Nanjing. ☐  
C. Tianjin. ☐
3. The interviewee is now living in  
A. 606 Zhongguancun Road, Apt 802, Beijing ☐  
B. 660 Zhongguancun Road, Apt 820, Beijing ☐  
C. 666 Zhongguancun Road, Apt 802, Beijing ☐
4. The interviewee is  
A. single. ☐  
B. married. ☐  
C. divorced. ☐
5. In the interviewee's family there are  
A. Her parents, her elder sister and her. ☐  
B. Her parents, her younger sister and her. ☐  
C. Her parents, her elder brother and her. ☐

### Task 2

*Directions: In this section you will hear a recorded short passage. The passage will be read three times. You are required to put the missing words or phrases in the numbered blanks according to what you hear.*

There are (1) \_\_\_\_\_ other types of vocational schools in Germany. The first one is the (2) \_\_\_\_\_ School, a full-time secondary vocational school. These schools do not (3) \_\_\_\_\_ any tuition fees. The course at this type of school lasts 1—3 years. This type of education prepares the students for special (4) \_\_\_\_\_ trainings. Students can also get a (5) \_\_\_\_\_ graduation at the school. The second additional (6) \_\_\_\_\_ of German vocational schools is the (7) \_\_\_\_\_ School, a full-time or part-time post-secondary vocational school, and also most often a (8) \_\_\_\_\_ school. Only graduates of a vocational school, with (often) at least 1 year (9) \_\_\_\_\_ experience after graduation, are permitted to attend this type of school. The (10) \_\_\_\_\_ at a Training school lasts 1—2 years for full-time students and 2—4 years for part-time students.



### Task 3

*Directions: Listen to a conversation and work with your partner to fill in the blanks of the form given below.*

Candidate Form	
1. Name of Candidate :	_____
2. Age :	_____
3. Sex :	_____
4. Present Address :	_____
5. Cell Number :	_____
6. Nationality:	_____
7. The position of the job you want to apply for :	_____
8. How did you get the information about this job :	_____

## Part II Reading

### Text A

*Before Reading:*

Seeing the following pictures, can you tell what they do for a living?







## 5 Sure-fire Ways to Mess up a Job Interview

Whether it's your first interview or just another one of many, there's always a chance that you'll mess up. Even the most skilled **interviewees** have experienced a bad interview where they've left with their tail between their legs. **Employers** are aware of the fact that interviewees experience huge **pressure** and understand that **stress** can cause them to make mistakes. There are, however, some things which can instantly put off an employer and ruin your chances of getting hired, regardless of what your CV has to **offer**.

Everyone has certain habits, which is quite normal, but you should try to stop them during a job interview. Biting your nails due to nervousness won't do too much harm, but picking your nose or other body parts really isn't **recommended**. You may not notice you have these bad habits, so try a practice interview with a friend or family member who can identify any bad habits for you to **eliminate**.

Avoid bad mouthing and complaining about **previous** employers, even if it was the reason you left your job. Pushing the blame doesn't make you look good, rather it creates the image that you're a troublesome **employee**. Think of another reason to provide your interviewer with when questioned about previous jobs. Simply saying the job wasn't for you might be enough.

Getting your interviewer's name and title wrong can cause **offense** and certainly won't win you any **bonus** points. If you're unsure about their names and titles, it's best to leave them out. Avoid **piling** additional

pressure onto yourself, just concentrate on remaining calm and in control.

Nothing gives off a worst impression than showing up to a job interview late—it shows lack of responsibility and little motivation. Aim to arrive at least fifteen minutes early and give yourself extra time if you're unsure of the exact location.

In some cases, unexpected **situations** can cause you to be late for an interview or unable to attend and employers do understand this can happen. What really bothers them is if you haven't **informed** them of your situation so they can either **reschedule** you in for another time or continue with other work while they wait for you. If there's been an accident on the motorway or a family member falls sick, call and apologize, explain the situation and reschedule the interview. Always make sure you tell them you're still interested in the position and that you regret the situation has **arisen** at an unfortunate time.

Confidence is a positive quality which can help you do well in the job interview but arrogance is not. Arrogance can really **discourage** a **potential** employer from hiring you as you'll appear difficult to manage and unlikely to follow instruction. Make sure you're eager and attentive during your interview and **demonstrate** that you're listening by making eye contact with them.

Avoid using coarse language or expressing **contradicting** views—both inside and outside of the interview room. There's plenty of time for those things once you've been hired...

(495 words)



## New Words

(标★为A级词汇,标☆为超纲词汇)

☆interviewee	/ˈɪntəvjuː/	n.	被接见者; 被访问者
pressure	/ˈpreʃə/	n.	压(力); 压力; 气压(或血压) (的缩略形式); 压迫感
stress	/streʃ/	n.	强调; 重音; 压力; 重力
offer	/ˈɒfə/	vt.	提供, 给予; 提出, 提议; 出价, 开价; 表示愿意
recommend	/ˌrekəˈmend/	vt.	推荐; 劝告; 使显得吸引人; 托付
★eliminate	/ɪˈlɪmɪneɪt/	vt.	消除; 根除(尤指不需要之物)
previous	/ˈpriːviəs/	adj.	先前的; 以前的; 过早的; (时间上)稍前的
employee	/emˈplɔɪː, ɛmˈplɔɪː, ɪm-/	n.	雇工, 雇员, 职工
offense	/əˈfens/	n.	犯罪, 违反; 冒犯, 触怒; 攻击
✓bonus	/ˈbəʊnəs/	n.	奖金, 额外津贴; 红利, 额外股息; 退职金; 额外令人高兴的事情
pile	/paɪl/	n.	桩; 一堆; 绒头; 摞
		vt.	堆起; 堆叠; 放置; 装入
		vi.	蜂拥, 拥挤
situation	/sɪtʃʊˈeɪʃ(ə)n/	n.	(人的)情况; 局面, 形势, 处境; 位置; [心理学]情境
reschedule	/rɪˈʃedjuːl, -ˈsked-/	vt.	重新安排; 重新计划
inform	/ɪnˈfɔ:m/	vt.	通知
arise	/əˈraɪz/	vi. & vt.	产生; 出现; 起身, 起立; 起源于, 产生于
★discourage	/dɪsˈkʌrɪdʒ/	vt.	使气馁; 使沮丧; 阻碍; 劝阻
★potential	/pə(ʊ)ˈtenʃ(ə)l/	adj.	潜在的, 有可能的
✓★contradict	/kəntrəˈdɪkt/	vt.	反驳, 驳斥; 否认; 与……矛盾, 与……抵触
✓★demonstrate	/ˈdɛmənstreɪt/	vt.	证明, 证实; 论证; 显示, 展示; 演示, 说明

## Phrases and Expressions

mess up	弄乱, 弄糟
be aware of	知道, 意识到
concentrate on	专心于, 把思想集中于; 将……集中于……





### Proper Names

**Sure-fire:** 确切的

**5 Sure-fire Ways to Mess up A Job Interview:** 五种做法肯定砸了你的面试

**leave with their tail between their legs:** 夹着尾巴离开

**CV:** curriculum vitae (拉丁语) 简历

## Exercises

### I. Reading Comprehension

*Directions: Circle the right answer for the following questions.*

1. Why do interviewees often make mistakes in the interviews?
  - A. Because it is their first interview.
  - B. Because the employers give them a lot of pressure.
  - C. Because they have huge pressure from the job interview and become very nervous.
  - D. Because they don't prepare the CV well.
2. Which one is not the behavior the interviewees should avoid in an interview?
  - A. Biting the nails
  - B. Being aware of bad habits
  - C. Picking the nose
  - D. Pushing the blame
3. If the interviewees are unsure about the interviewer's names and titles, \_\_\_\_\_
  - A. they can ask them before the interview.
  - B. they should keep calm and be in control.
  - C. they should concentrate on them.
  - D. they can give themselves a lot of pressure.
4. Which should the interviewees not do if they have an unexpected reason for being late?
  - A. inform the interviewers of the situation
  - B. tell the interviewers you're still interested in the position
  - C. call the interviewers and ask them to wait for you.
  - D. regret the situation has arisen at an unfortunate time
5. The interviewees should not be \_\_\_\_\_ in the interview.
  - A. eager
  - B. arrogant
  - C. attentive
  - D. confident



## II. Word Usage

*Directions: Complete each of the following sentences with the correct form of the italicized word given in the brackets.*

1. A phone \_\_\_\_\_ (*interview*) saves time.
2. I have \_\_\_\_\_ (*inform*) them of an urgent meeting.
3. I must \_\_\_\_\_ (*concentrate*) on my work now.
4. \_\_\_\_\_ (*Pressure*) of time meant that he became adept at writing in railway carriages.
5. Who \_\_\_\_\_ (*be in control*) of the project?
6. The dispute has scared away \_\_\_\_\_ (*potential*) investors.
7. The \_\_\_\_\_ (*situation*) suddenly became tense.
8. The library is now \_\_\_\_\_ (*offer*) computer service.
9. What about the \_\_\_\_\_ (*bonus*) in your company?
10. John was \_\_\_\_\_ (*eager*) to invite us to the party.

## III. Blank Filling

*Directions: Translate the Chinese part of the following sentences with the correct form of the words or expressions in the box.*

<b>mess up</b>	<b>be aware of</b>	<b>concentrate on</b>	<b>interviewee</b>	<b>eliminate</b>
<b>previous</b>	<b>offense</b>	<b>pile</b>	<b>reschedule</b>	<b>demonstrate</b>

1. After the fun he's had during the holidays, the boy can't \_\_\_\_\_ his school work. (集中注意力)
2. Can we ever \_\_\_\_\_ poverty from the world? (消除)
3. If I \_\_\_\_\_, I would probably be fired. (搞砸了)
4. The teacher examined the students on the \_\_\_\_\_ lesson. (前面学过的课)
5. As time went on, people came to \_\_\_\_\_ the seriousness of China's population size. (认识到)
6. What questions, usually, will an interviewer ask an \_\_\_\_\_? (应试者)
7. \_\_\_\_\_ the leaves in the corner of the yard. (堆)
8. Let me \_\_\_\_\_ to you how this machine works. (演示)
9. Because it was his first \_\_\_\_\_, the punishment wasn't too severe. (初犯)
10. I'd appreciate it if we could \_\_\_\_\_ our Wednesday meeting. (重新安排)

## IV. Translation

*Directions: Put the following English sentences into Chinese.*

1. Your advice will make my job-hunting a lot easier in the future.
2. The interviewer will judge the interviewee's attitude by asking the motivation of the interviewee.
3. He was very nervous during his first job interview, which was understandable.
4. My resume shows that I have the right qualifications for the job.
5. I learned of the position through a newspaper advertisement.