

“十一五”国家重点出版规划项目
全国高职高专公共英语教材

胡壮麟 孙亦丽 ◎总顾问
丁国声 ◎总主编

3

新世纪 实用英语教程

New Century English in Use

全国高职高专公共英语教材编写组 ◎编

学生用书



北京大学出版社
PEKING UNIVERSITY PRESS

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总顾问 ◎ 胡壮麟 孙亦丽
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新世纪

实用英语教程 · 3

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北京大学出版社
PEKING UNIVERSITY PRESS

图书在版编目(CIP)数据

新世纪实用英语教程(3)学生用书/全国高职高专公共英语教材编写组编. —北京: 北京大学出版社, 2012. 9

(全国高职高专公共英语教材)

ISBN 978-7-301-21186-1

I. ①新… II. ①全… III. ①英语—高等职业教育—教材 IV. ①H31

中国版本图书馆 CIP 数据核字(2012)第 210856 号

书 名: 新世纪实用英语教程(3)学生用书

著作责任者: 全国高职高专公共英语教材编写组 编

责任编辑: 李 颖

标准书号: ISBN 978-7-301-21186-1/H · 3128

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>

电 话: 邮购部 62752015 发行部 62750672 编辑部 62754382 出版部 62754962

电子信箱: zbing@pup.pku.edu.cn

印 刷 者: 北京宏伟双华印刷有限公司

经 销 者: 新华书店

787 毫米×1092 毫米 16 开本 12.25 印张 300 千字

2012 年 9 月第 1 版 2012 年 9 月第 1 次印刷

定 价: 35.00 元(配有光盘)

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创造基于生活和工作场景的交际平台 培养英语综合应用能力

随着社会和经济的不断进步和发展,我国目前大力发展有中国特色的职业教育。社会对高职高专学生的英语技能也提出了新的要求。学生不仅应掌握基本的生活英语,而且应该掌握职业英语。教育部最新颁发的《高等职业教育英语课程教学要求》指出,高职英语课程以职场交际为目标,以应用为目的,培养学生实际应用英语的能力,特别是听说能力,使他们能在日常活动和与未来职业相关的业务活动中进行一般的口头和书面交流;同时掌握有效的学习方法,增强自主学习能力,提高综合文化素养;为他们提升就业竞争力及今后的可持续发展打下良好的基础。

《新世纪实用英语教程》的编写考虑到了高职高专学生的特点,根据他们现在、将来所处的学习、生活和工作场景提供真实丰富的语言材料,设置切实可行的交际型任务,在培养学生的英语综合运用能力的同时重视职业英语,重视听说。同时我们努力使课文和练习的设置实用、易操作、有启发性,努力达到不仅能够激发学生主动参与教学活动,帮助实现真正师生互动的交际型课堂教学,而且能够引导学生主动学习与日后职业、生活相关的新的英语知识。总之,在不放松语言基础的巩固和语言能力的提高的前提下,为高职高专的学生现在、将来的生活和工作所需要的英文交流能力提供一个可行性的交际平台。

一、教材的编写原则

1. 整体结构

《新世纪实用英语教程》共三册。每册都是十个单元。每册每个单元分别都对应一个主题,按照四到六个课时的需要设置了听说、阅读、语法、应用文写作和文化五大部分(教材整体结构见下图)。每册书的学时60—75学时,任课教师可根据教学要求和学生情况全部或选择性讲授。此教材每册书还相应配备了学练考的教辅。每册教辅都是十个单元的练习,各单元内容跟教材相应的单元主题完全一致。教辅的编写目的在于使学生消化课文内容,训练学生综合运用语言的能力,帮助学生通过高职高专A、B级考试和大学英语二、三级考试。此外,教材还配套编写了的电子课件光盘,其内容为课堂教学内容的理解、拓展与延伸,既可在多媒体教室用于课堂教学,也可供学生课外复习、自学之用,同时它还是教师备课的资源库。

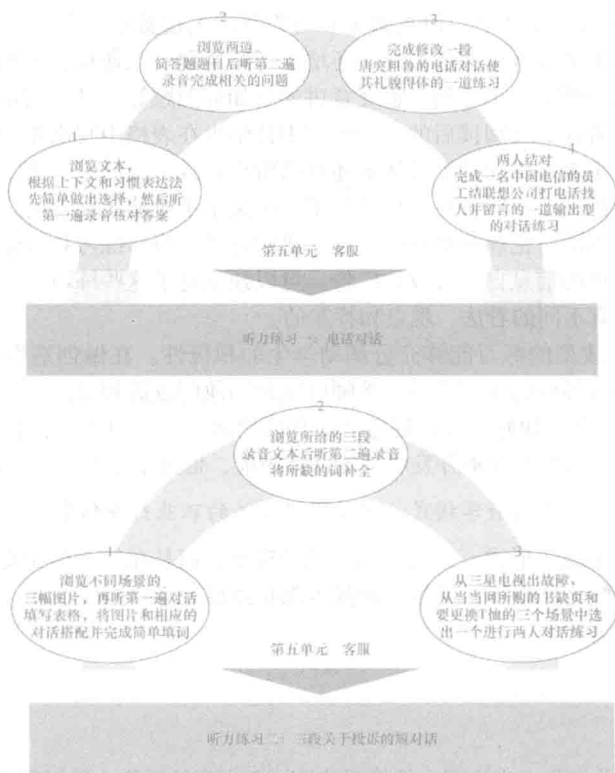


考服务行业所真正需要的一些素质。而第二册第一课第一篇关于有效的时间管理的课文的导入是让学生针对自己的情况完成一个简单的问卷调查,可以肯定其后的评语前将会启发学生思考如何改进和最大可能地优化自己的时间管理。这些导入为课文的理解和学生的自我提高做了很好的准备。

总之,精心设“导”,是为了引学生“入”胜,是为了启发、活跃学生的思维,充分调动学生的积极性和求知欲,给他们打开一扇窗户,帮助他们尽快习得新的知识和文化。此外,这些练习的设置还旨在告诉他们一个事实,那就是口头表达和思考是本教程的一个重要组成部分。

3. 听说练习强调语言生成能力的训练,说的过程将模仿性练习灵活套入,确保学生听了之后能模仿着说。

在编写过程中按照学生的实际需求大胆“改造”了听力材料,这便于日后学生在实际工作和生活场景中能直接利用所学的知识。此外,在提供了足够的信息输入编者或是提供了相应的表达法、示例,或是在指令中给予足够的辅助信息,让学生去进行口语活动。以下是第一册第五单元的听力任务设置示范:



在第一个听力练习中,相信100%的高职高专学生能够参与浏览文本,根据上下文和习惯的表达法先简单做出选择,而且他们也能选对大部分的答案,这种练习比直接提供文本要富有一定的挑战性。其后回答问题和修改一段唐突粗鲁的电话对话使其礼貌得体的两道练习,因为有了录音文本的对照,难度也相应降低,但内容和趣味性丝毫不减。最后模仿对话练习的提示也有助于对话的展开。第二个听力练习中的三段短对话无疑都是实际生活中的场景。第一个练习虽有一定的难度但由于有相应的图片的提示而便于完成。随后所需要填的词和词组的设置思路是要选有意义的、复用式的如sorry, hear, help, glad等的常用实词,而不是如a, the, to等意义不大的虚词或过于难的一些领会式实词。最后说的练习设置的也不是一个泛泛而设的话题,而是日常生活中常见的有趣的具体的现实话题,而且所给的清楚提示和已完成的录音文本进一步方便学生完成此交际型练习。

交际型听说任务的设置操作方便,听说练习强调对学生语言生成能力的训练,丰富的材料便于

教师掌控,这些都努力确保学生能够完成所有的任务,增强其自信心和激发其继续学习的积极性,努力达到帮助他们锻炼听力和口语的综合运用能力的目的。

4. 文化知识的阅读课文同样围绕相关的职业行业信息,帮助学生正确认识世界。

新的经济形势对高职高专学生跨文化交际能力也提出了新的要求,因此我们有必要把相关的文化知识融入。教材中的文化阅读课文的设置是作为泛读材料,内容有关美国学生的社交生活、国外的餐桌礼仪、世界汽车文化、英国人的生活方式、客服文化、英国住房文化、电子商务、因特网术语的普及、耐克的环保生产、保洁公司文化、不同文化的不同时间观念、饮食禁忌、中医文化、职场合作意识、聚会礼仪文化、名人广告效应文化、人际交往肢体语言等等。笔者在选材时尊重高职高专学生的个性、关注到他们的特点,努力把主流的是非观、家庭观、朋友观、方法论等融入每单元关于文化阅读的课文和其他两篇或优美或实用的课文中,目的是帮助学生了解世界、认识世界,形成正确的世界观和价值观。

5. 跟主题、职业相关的拓展练习可有效促进学生的持续发展。

开放性练习的编写贯穿全书,但在阅读和写作练习的设置中显得尤为明显。阅读、应用文写作练习中除了训练学生的基本语言能力外,还增加了跟主题、职业相关的拓展练习,并努力使之具有开放性。比如,第一册第一单元第一篇文章讲的是如何照顾好自己,文章出现了普遍被大众认可的一些积极词汇。笔者在课文阅读后的一题练习中让学生在表格中写出相应的消极词汇。接着要求学生模仿所给的例子用表格里的词汇具体描述自己所喜欢或讨厌的人。第二册第七单元第一篇课文是关于手机的一篇科幻文章,笔者在其后设置了一题关于手机使用礼仪的练习,让学生对自己或他人的习惯做法进行简单的讨论和对错判断。第一册的九单元写作练习是让学生看了不同类型的打折广告后让学生根据所给的信息自己去设计广告。可以预见对于这些练习,不同的学生因为不同的个性、阅历、经验定会有不同的看法、观点和答案的。

笔者希望这种开放型的练习能够充分调动学生的积极性。在做创造性的练习中学生可能会遇到不同的问题,犯各种各样的语言错误。教师应该帮助他们改进和提高而不是抹杀他们学习的积极性。孔子曾说:“知之者不如好之者,好之者不如乐之者”。所以无论何种形式的练习都应该努力激发学生求知的兴趣,同时要注重开发学生的创造潜能,促进学生的持续发展。

6. 语法知识举例切合主题教学模式,继续提供相关的职业行业信息。

语法点的设置绝不流于形式,面面俱到、浅尝辄止,而是在每个单元安排了一个重要的语法点深入透彻地讲解。讲解语法知识时所举之例基本都是跟单元主题相关的职业、行业信息,努力实现真正意义上的主题教学。

三、结束语

综上所述,融专业知识、人生观、价值观的探讨于真实的工作、学习和生活场景中,为高职高专学生现在、将来的生活和工作所需要的英语交流能力提供一个可行性的交际平台是《新世纪实用英语教程》编写的宗旨。本书操作性强,每单元大量的仿真场景中的语言材料和练习使教师可根据具体授课班级总体水平对内容进行适当取舍。这就有助于教师在规定的课时内不仅能完成教学任务,而且真正做到“操作在我,灵活自如”。此外,最重要的是这些语言材料基本上都是交际型和功能型的而不是输入型的。无论学生的总体水平如何,教师都可以努力调动绝大多数学生的学习积极性,使他们真正参与课堂教学,使课堂教学实现从教师一言堂的输入型教学转换为师生互动的交际型教学。

笔者学识有限,疏漏之处在所难免,因此笔者不仅希望此书能在具体使用过程中得到广大师生的认可,更希望能得到一些再版时修改的宝贵意见。此外,若此书能抛砖引玉,启发广大高职高专的教材编写者们编写出更适合高职高专学生的教材,为推动高职高专的英语教育事业做出绵薄之力,笔者也将大为欣慰。

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Job and Career



Part I

LISTENING AND SPEAKING

Before You Listen

- 1 Read the career categories in the frame first, and then tell your partner which career suits you best, and why?

The following *top 10 jobs* idea is excerpted from *Guide to Your Career*, 5th Edition, written by Alan B. Bernstein. From the ten professions you'll see different headings for different categories.

Example:

Student A: I choose the first category—**Like to Keep Learning**. Then I choose No.10—**Writer**. It is more suitable for me than the other 9 options because of my personality and interests.

Jobs for the people who like to keep learning	Jobs for Type A personalities (适合A类人性格的工作)	Jobs for longing for unpredictable days
1. Software Developer 2. Physicist 3. Diplomat (外交部) 4. Journalist 5. Architect 6. Benefits Administrator (福利行政人员) 7. Physician 8. Computer Programmer 9. Teacher 10. Writer	1. Attorney (律师) 2. Investment Banker 3. Astronaut 4. Management Consultant (管理顾问) 5. Pilot 6. Military Officer 7. Architect 8. Systems Analyst (系统分析员) 9. Accountant / Auditor (会计员 / 审计员) 10. Stockbroker	1. Small Business Owner 2. FBI Agent (经纪人) 3. Police Officer 4. Restaurateur (饭店老板) 5. Firefighter 6. Musician 7. Advertising Executive (广告行政人员) 8. Auto Salesperson (汽车推销员) 9. Promoter (促销员) 10. Agent
Jobs for those who love people	Jobs for those who like to work with their hands	Jobs for those who can't stand formal clothes
1. Teacher 2. Human Resources manager 3. Guidance Counselor (指导顾问) 4. Career Counselor 5. Psychologist 6. Social Worker 7. Child Care Worker 8. Physical Therapist (物理治疗师) 9. Fundraiser (筹款人) 10. Hotel Manager	1. Carpenter 2. Auto Mechanic 3. Dentist 4. Baseball Player 5. Farmer 6. Veterinarian (兽医) 7. Set Designer (布景设计者) 8. Physician 9. Avionics Technician (航空电子技术员) 10. Chef	1. Farmer 2. Artist 3. Firefighter 4. Actor 5. Writer 6. Coach 7. Computer Programmer 8. Zoologist (动物学家) 9. Anthropologist (人类学家) 10. Child Care Worker

Note: Type A personality generally refers to hard workers who are often preoccupied with schedules and the speed of their performance.

II Talk with your partner about your ideal job and refer to the career categories above if necessary.

Example:

— What are you going to do after graduation?

- I will become a salesman. It is my dream job, because I can get to know different people, experience new things, and deal with challenges. What about you?
- I don't know. I never thought about it. Maybe I will become a teacher.
- How come?
- I'm a person full of love. I will love my students; besides, I can keep learning. It's said that "it's never too old to learn" and I enjoy that.



Listening In and Speaking Out

Listening 1 Looking for a Job

 **I** *Directions: Choose the right words to complete the following conversation.*

Situation: Mark and Peter are both freshmen, talking about looking for a new job.

Peter: You know I've been looking for work. I can't seem to find a job.

Mark: That is too bad. Why did you **leave/keep** your last job?

Peter: Well, my boss treated me badly, and I didn't have any chances of advancing in the company.

Mark: That makes sense. A job with a difficult boss and without **opportunities/chances** isn't very attractive.

Peter: Exactly! So, anyway, I decided to quit and find a new job. I **sent out/sent in** my resume to more than twenty companies. Unfortunately, I've only had two interviews so far.

Mark: Have you tried looking **online/Internet** for a job?

Peter: Yes, but so many of the jobs require moving to another city. I don't want to do that.

Mark: I can understand that. How about going to some of those networking groups?

Peter: I haven't tried those. What are they?

Mark: They're groups of people who are also looking for work. They help each other discover new opportunities.



Peter: That sounds great. I'll definitely try some of those.

Mark: I'm glad to hear that. So, what are you doing here?

Peter: Oh, I'm shopping for a new suit. I want to make the best impression possible at my job interviews!

Mark: There you go. That is the spirit. I am sure things will look up for you soon.

Peter: Yes, you're probably right. I hope so!

II Answer the following questions.

1. Why did Peter quit his last job?

2. What are the networking groups?

III Work with your partner to make up a conversation about discussion on looking for a job. You can use the reference in the following frame if necessary.

Example:

— Hi, Bob, in what way do you look for a new job?

— I prefer to use Internet, because it's more convenient. I can just type "sale" when looking for a sales' job.

— But what if you don't have access to Internet?

— Uh, that's the problem.



For Reference

Looking for jobs through Internet (save time)

Ads on newspaper (local jobs)

Help from friends or relatives (reliable)

Ads on magazine (better-paid jobs)

Networking groups (new opportunities)

Listening 2 An Interview



1 *Directions: Listen and complete the following conversation.*

Situation: A job candidate has applied for a position in a company called Smith and Sons. Now he's being interviewed.

Interviewer: Please tell me about yourself.

Candidate: I've just _____ from the University of Singapore with a degree in Computer Science. During the summers, I worked as a system administrator for a small company to help pay for my education.

Interviewer: What type of position are you looking for?

Candidate: I'm looking for a position in which I can _____ my experience.

Interviewer: Are you interested in a full-time or a part-time position?

Candidate: I am more interested in a full-time position. However, I would also consider a part-time position.

Interviewer: What is your greatest _____?

Candidate: I am an excellent **communicator**. People trust me and come to me for advice. One afternoon, my colleague was involved with a troublesome customer who felt he was not being served well. I made the _____ a cup of coffee and invited both my colleague and the **client** to my desk where we solved the problem together.

Interviewer: What is your greatest _____?

Candidate: Sometimes I become nervous when my co-workers are not doing their job. However, I am aware of this problem, and before I say anything to anyone, I ask myself why the _____ is having difficulties.

Interviewer: Why do you want to work for Smith and Sons?

Candidate: I am _____ by the quality of your products. I am sure that I would be a **convincing** salesman because I truly believe that the Atomizer is the best product on the market today.

Interviewer: When can you begin?

Candidate: As soon as you would like me to begin.

degree [di'gri:] *n.* 学位; 程度

communicator [kə'mju:nikeitə] *n.* 传播者

be involved with 与……有瓜葛

client ['klaɪənt] *n.* 客户

convince [kən'vins] *vt.* 使……相信



The following is the interviewee's information. Listen again and tick the appropriate items according to the conversation.

	Appropriate	Inappropriate
He's only interested in full-time jobs.		
He's being trusted and asked for the advice.		
He has no weaknesses.		
His colleagues give him difficult time.		
He is applying for salesman's position.		



Role play

Work with your partner to prepare a job interview based on the ads below. One is acting the interviewee, the other is the interviewer, then reverse roles.

Tour Guide Wanted

The International Travel Agency is looking for a tour guide for the trip to Taiwan in September.

Requirements:

Age: 18—45

Qualification: tour guide license

Experience: at least 2 years' experience

Language: Standard Chinese (Fluent English is an advantage)

We are expecting an enthusiastic, organized, punctual team player. We offer \$20/hour.

Please contact: Joana Steve

Phone: 04 9976 5526

Listening 3 Career Change Dos and Don'ts

Directions: Listen to the passage and complete the table with the information you hear.



- contemplate ['kɒntem,pleɪt] *vt.* 注视, 沉思, 打算
- disillusion [ˌdɪsɪ'luːʒən] *n.* 觉醒, 幻灭
- competitive [kəm'petɪtɪv] *adj.* 竞争的, 比赛的
- mentor ['mentə] *n.* 指导者
- flexible ['fleksəbl] *adj.* 易弯曲的, 柔韧的
- concession [kən'seʃən] *n.* 让步; (票价)优惠
- headfirst ['hed'fəːst] 冒失地; 轻率地
- motivate ['məʊtɪ,veɪt] *vt.* 促动; 激励

Things not to do	Things to do
Don't worry if you feel _____ about making a career change.	Do take the time to _____ that you like and dislike.
Don't _____ a new career field.	Do consider the possibility that you will need to get _____.
Don't _____ careers or jobs.	Do _____ in your new career field.
But don't jump headfirst into an educational program, _____.	Do find _____.
Don't go _____.	Above all else, do _____.

Part II

READING SELECTIONS



Text A

Before You Read

1. Have you ever thought of working from home after graduation? Why?
2. Why do some people choose to work from home?

Working from Home

Working from home is becoming an increasingly common career choice for many of us. Whether you decide to start your own home business, sell things on eBay, complete paid surveys or become a freelance writer, the possibilities for

freelance ['fri:'la:ns] *n.* 自由作家; 自由作者

working from home are endless. There are a number of benefits that come with working from home; however, there are also a number of **downfalls** that come with it as well. Here, we will take a closer look at some of these advantages and disadvantages.

Advantages

- 2 One of the main advantages of working from home is that there are no additional hidden costs. For example, when you decide to work out of your home, you are going to need to find means of **transportation**. Whether this means spending money to take a bus or train or if it means spending money to fill your car with a tank of gas every week, these additional costs definitely add up. By working from home, you will be able to avoid these costs.
- 3 Another main advantage of working from home is that it is more convenient. With some online jobs, you can easily wake up whenever you feel like it in the morning and then just do your work. You do not need to worry about following a 9 o'clock to 5 o'clock schedule or anything like that. Of course, you will typically have **deadlines** for the work that you need to complete, but it will be much more **flexible** and you can do it at your own pace.

Disadvantages

- 4 One of the main disadvantages of working from home is that some people do not know how to separate their family or home life from their work life. Working from home is not as easy as some people may make it out to be. The work is not going to **magically** get completed on its own. Even though you are going to be working from home, you still need to **commit** yourself just as much as you would if you were working in an actual workplace setting.
- 5 Another main disadvantage of working from home is the fact that people tend to get lonely. Most people tend to see work as a place where they will be able to **socialize** and make new friends. At home, you seldom have this opportunity, and being by yourself all day can get to be pretty depressing.

downfall ['daʊnfɔ:l] *n.* 缺陷, 致使弱点

transportation [ˌtrænsˈpɔ:teɪʃən] *n.* 交通

typically ['tipikli] *adv.* 通常, 典型地

deadline ['dedlain] *n.* 最后期限

flexible ['fleksəbl] *adj.* 灵活的

magically ['mædʒikli] *adv.* 如魔法般地

commit [kə'mit] *vt.* 使承担义务; 使作出保证

socialize ['səʊʃəlaɪz] *v.* 交际

There are a variety of different advantages and disadvantages which are associated with working from home. One of the best ways to find out if it is for you is to start out doing it part-time, in order to see whether or not you like it before you decide to make any major commitments to working at home.

variety [və'raɪəti] *n.* 多样, 种类

commitment [kə'mɪtmənt] *n.* 承诺, 保证; 确定, 实行

 Answer the following questions according to the passage.


1. What costs can be avoided if you work from home?

2. Why is it convenient to work from home according to the passage?

3. What are the main disadvantages of working from home?

4. Do most people who work in the office get lonely? Why?

5. According to the passage, how to find out if working from home is for you?

 Choose the best meaning of each italicized word from the following sentences and try to tell how you get the answer.

1. You do not need to worry about following a 9 o'clock to 5 o'clock *schedule*, or anything like that.
A. 提醒 B. 时间安排 C. 任务
2. Of course, you will typically have deadlines for the work that you need to complete, but it will be much more *flexible* and you can do it at your own pace.
A. 可以接受的 B. 轻松的 C. 灵活的
3. Most people tend to see work as a place where they will be able to *socialize* and make new friends.
A. 闲聊 B. 交际 C. 咨询
4. There are a variety of different advantages and disadvantages which are *associated* with working from home.
A. 相关的 B. 惯例的 C. 必须的
5. ...in order to see whether or not you like it before you decide to make any major *commitments* to working at home.
A. 承诺 B. 判断 C. 需要