



中央电视台教育节目用书

# 新世纪美语

*21st Century American English*



海南(三环)出版社

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工 作 就 业

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**新世纪美语**

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## 前 言

在即将到来的 21 世纪,全球面临的仍然是和平与发展两大主题。各个国家之间的交往与联系,将更加频繁紧密。《新世纪美语》教材适应上述形势的需要,在世纪之交的时刻问世,为人们提供了进行国际交往的语言工具。

有些人学习了多年的外语,却常有学而难用的困扰,尤其缺乏听、说方面的表达能力,不能够用外语进行交际。《新世纪美语》即是为已经入门的学习者,渴望进一步提高外语水平,特别是为提高听、说的能力而设计编排的。这套教材遵循功能教学的方法,在讲述语言结构规则的同时,更注重语言的使用规则。用生动的语言材料,培养学习者掌握实用的交际本领。

《新世纪美语》从学习者实际出发,把在对外交往中使用较多、范围较广的一些题材编辑成“生活天地”、“社会交际”、“工作就业”、“商业贸易”四册专集。以对话为主,文化背景知识为辅。用生动的画面,标准的语言对白,表现各种人物在不同场合,不同的对象所使用的得体语言。力求把学习的过程变为在实际场景中的交际过程,达到既定的学习目标。

这套教材所突出的交际功能和实用功能,会使那些学而难用或在听、说方面长期徘徊不前的学习者,有一个根本性的突破。对于报考英语四、六级和其他职称等级的应试者,也会有实际的帮助。

本教材概括有以下特点:

1. 紧跟时代。课程的内容及语言材料,反映了世纪之交现代美语的特点,语言规范,运用得体;
2. 实用性强。课程中的对话,均来自生活实际,通过音像演示,展现真实的交际过程,培养学习者使用美语的组织与表达能力。
3. 文化注解。针对东西方不同的生活习俗和文化差异,每课附

有文化背景介绍,提供交际中必备的文化知识。

4. 语文规范。由美籍教学专家主持讲解。情景对话,生动有趣,活泼自然。促进学习的功效。

《新世纪美语》已作为中央电视台的外语教学节目,将于1997年6月,向全国播出。本教材在编写过程中,北京语言学院美籍教师Gretta Thomas女士对全书进行了审校和修改。在教材出版之际,谨向Mrs. Gretta Thomas表示衷心的感谢!

由于水平有限,对教材中编写不当之处,恳请读者批评指正。

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1997年5月

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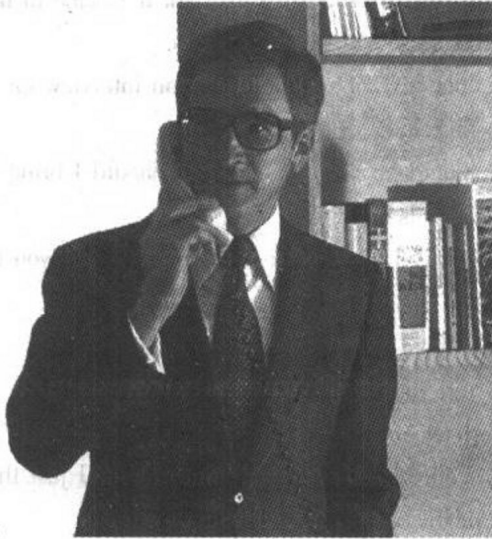
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## LOOKING FOR A JOB

找工作

### DIALOG



(Roger wants to work for a well-known company. He is calling the company on the telephone and talking with a secretary.)

Secretary: Good morning, may I help you?

Roger: Yes, my name is Roger Klein. I'd like to apply for a job with your company. Could you please tell me what procedure to follow?

Secretary: Certainly. You could send us your résumé in the mail with a cover letter, or you could bring it in yourself.

Roger: Thank you. Do you mind if I ask if you are interviewing now?

Secretary: As a matter of fact, yes, we are. We have two positions available. But you'd better hurry. We're planning to fill them within the next two weeks, and we have a lot of applicants.

Roger: Thank you. Would it be all right if I come in this afternoon?

Secretary: Yes, but we'll have to arrange an interview for sometime later in the week.

Roger: That would be fine, thank you. Should I bring anything else with me?

Secretary: No, but I'd like to ask you a question, if you don't mind.

Roger: Sure. What do you want to know?

Secretary: How did you hear about our company? Did you see the advertisement in the newspaper?

Roger: No. Your company is well-known, and I just thought you might be interviewing now.

Secretary: Oh. Thank you. We'll see you this afternoon. You can ask for me when you come in. My name is Jenny Lewis.

Roger: Thank you. I'll be in at about 2:00.

Secretary: That will be fine, Mr Klein. Good-bye.

(罗杰想到一家有名的公司工作。他正打电话和那家公司的秘书谈话。)

秘书: 早安! 我能为你服务吗?



罗杰:是的。我叫罗杰·克莱恩。我想申请你们公司的工作。能不能请你告诉我遵循的程序?

秘书:当然可以。你可以随函附上你的简历寄来,你也可以亲自送来。

罗杰:谢谢你。请问你们公司现在是否正在面试?

秘书:事实上我们正在面试。我们有两个职位空缺。不过你最好赶快。我们打算再两周内把职位补满。申请者很多。

罗杰:谢谢你。我今天下午去贵公司可以吗?

秘书:可以。但我们必须把面试安排在本周晚些时候。

罗杰:那很好,谢谢。我要带什么东西去吗?

秘书:不用。如果你不介意的话我想问你一个问题。

罗杰:当然不介意。你想知道什么?

秘书:你怎么知道我们公司的?是在报纸上看的广告吗?

罗杰:不是。你们公司很有名气,我觉得你们现在可能正在面试。

秘书:噢!谢谢你。我们今天下午接待你。你来时可以找我。我叫詹妮·路易丝。

罗杰:谢谢你。我两点左右到。

秘书:好的,克莱恩先生。再见。

## KEY WORD

apply	[ə'plai]	申请
procedure	[prə'si:dʒə]	(n) 程序
résumé	['rezju:mei]	(n) 简历(来自法文)
cover letter	['kʌvə'letə]	后面附有其他内容的简短信件
interview	['intəvjʊ:]	(v) 面试,面谈
position	[pə'ziʃən]	(n) 职位
fill	[fil]	(v) 填补,补满

applicant	[ˈæplɪkənt]	(n) 申请人, 求职者
advertisement	[ˌædvɜːtaɪzmənt]	(n) 广告
well-known	[ˌwelˈnəʊn]	知名的

## WORD STUDY AND IDIOMS

*I'd like to* 我想要(比 I want to 要委婉、客气)

- a. I'd like to ask you a question, if you don't mind.

如果你不介意的话我想问你一个问题。

- b. I'd like to borrow your pen for a moment, if you aren't using it now.

我想借你的笔用一会,如果你暂时不用的话。

*apply for* 申请

- a. I want to apply for a new job.

我想申请一份新工作。

- b. I'm going to apply for a visa next week.

下星期我要去申请一份签证。

*could you please tell me* 请您告诉我

- a. Excuse me. Could you please tell me where the train station is?

对不起,您能告诉我火车站在哪吗?

- b. Could you please tell me what time it is?

劳驾,现在几点了?

*what procedure to follow* 要遵循什么程序

- a. I want to apply for a passport. Could you please tell me what procedure to follow?

我想要申请一份护照。您能告诉我手续怎么办吗？

- b. Could you please tell me what procedure to follow if I want to report the incident to the police?

如果我要把这件事报告给警察应走什么程序？

**bring it in yourself** 你亲自送来

You could mail the letter to us, or you could bring it in yourself.  
你可以把信寄给我们,也可亲自送来。

**do you mind if ....** 如果……你介意吗? 我可以……吗?

Do you mind if I ask you a question?

可以问您一个问题吗?

**as a matter of fact** 事实上,与 in fact 意思、用法很近似

- a. You asked for a blue shirt. As a matter of fact, we do have two.

你要一件蓝色的衬衫。事实上,我们有两件。

- b. You mentioned a job. In fact, we're interviewing right now.

你提到工作,事实上,我们正在面试。

**planning to fill** 打算补满

- a. The company plans to fill those positions within a week.

公司打算在一周内把那些空缺填满。

- b. Mr. Jones just quit, and we're planning to fill his position next month.

琼斯先生刚辞职,我们打算在下个月填补他的职位。

**Would it be all right if** 如果..., 是否可以?

Would it be all right if I borrow your notebook for a day?

我可以借你的笔记本用一天吗?

*arrange...for* 安排

a. We'd like to arrange for you to come in sometime next week.

我们将安排你在下个星期某个时候来。

b. I'll arrange an interview for tomorrow afternoon.

我会安排明天下午面试。

*anything else* 其他的东西

a. Would you like anything else to eat, sir?

先生,您还用点别的东西吗?

b. Shall I bring anything else, or are the résumé and letter enough?

我还要带其他东西吗? 还是简历和信就够了?

*what do you want to* 你想要什么

What do you want to know? I'll be happy to answer your questions.

你想知道什么? 我很乐意回答你的问题。

*hear about* 听到,得到消息

a. I heard about the typhoon on the radio.

我从收音机里听到了台风的消息。

b. I heard about your company from a friend of mine.

我是从一个朋友那里听说你们公司的。

*you might be* 你可能要

a. I heard that you might be going away soon.

我听说你不久可能要离开。

b. I thought that you might be hiring some new people.

我以为你可能会雇一些新人。

*ask for me* 找我

Since you don't know anyone here, ask for me when you come in.

既然你在这里不认识任何人,你来的时候可以找我。

### CULTURE NOTES

Looking for a job can be difficult, especially if a person does not look in the right places. Getting a job can be competitive, since there are probably other people trying to get the same job. One way to find a job is to concentrate on well-known companies because well-known companies are usually large and, therefore, frequently hire new people. In the dialog, Roger calls one up. The most common way to find a job is to look at newspaper advertisements and apply for specific jobs that are available. After deciding where to apply for a job, there are three ways to contact the companies. The first way is to do what Roger did - call them up on the telephone. Another way is to write a cover letter and send it to the company with a résumé. The third way is to go directly to the company without first writing or calling. However, many companies do not want job applicants to come to the office without an appointment. Whichever way is used to contact the company, the goal is the same - to get an interview.

找工作可能会很难,尤其是这个人没有找对地方。找工作可能会有竞争,因为别人也可能想要得到同一份工作。找工作的一种方法是注重有名的公司,因为有名的公司一般都很大,经常会雇用新人。在对话里,罗杰给一家有名的公司打电话。找工作最常见的方法就是看报纸广告。决定要向何处申请工作之后,有三种方法和这些公司联系。第一种就是罗杰的做法,给他们打电话。另一种方法

是给公司写一封信,附上一份简历,第三种就是直接到公司去而不事先写信或打电话。但很多公司不希望申请人没有预约就去他们的办公室。不管用哪一种方法和公司联系,目标都是一样的——获得面试机会。

available	[ə'veiləbl]	(a) (工作)可供申请的,可得到的
competitive	[kəm'petitiv]	(a) 有竞争的
concentrate	['kɒnsentreit]	(v) 集中
appointment	[ə'pointmənt]	(n) 约会

## EXERCISES

**1. Choose the Best Answer to Fill in the Blank** 用最恰当的选择填空:

1. We are interviewing people for four jobs, and we plan to \_\_\_\_\_ them by next week.

- a. fulfill
- b. complete
- c. fill
- d. full



2. I'd like to \_\_\_\_\_ a job with your company.

- a. applying for
- b. apply for
- c. apply to
- d. applied to

3. Hello. I'm calling about the \_\_\_\_\_ you placed in the newspaper.
- a. advertisement
  - b. add
  - c. adding
  - d. position
4. I'd like to speak to the Vice President. Could you tell me what \_\_\_\_\_ to follow?
- a. proceed
  - b. proceeding
  - c. procedure
  - d. processing
5. I'm looking for a job in sales. Do you have any \_\_\_\_\_ available?
- a. titles
  - b. positioning
  - c. position
  - d. positions

**2. Identify the Underlined Part That Is Wrong** 挑错:

1. I'd like to apply for a job on your company.
- a                      b   c                      d
2. We're planning to fill the positions with the next
- a                      b                                      c                      d

two weeks.

3. Thank you very, very much. I'll be in on three o'clock.

a

b

c

d

4. Your company is well-known and I just think that you might

a

b

c

be interviewing now.

d

5. You could send we your résumé in the mail, or you could

a

b

bring it in yourself.

c

d

### 3. Reading Comprehension 阅读短文并回答问题:

When companies need new personnel, they usually place advertisements in newspapers in order to attract as many applicants as possible. But many large well-known companies hire new people frequently without putting advertisements in newspaper, because they already have many résumés on file. Therefore, it is not always best to apply only to companies that place ads in newspapers. A person looking for a job is advised to send his résumé with a cover letter to a well-known company even if a position is not then open. He can follow up with a telephone call to inquire if his résumé has been received and if any jobs are available. If the company has not job at that time, he can ask that they keep his material on file and contact him in the future when something is available.



Sometimes if a company is not hiring at the time, a letter explaining that a position is not currently available will be sent. If a person sends a letter and résumé to a company that is not then hiring and later sees an advertisement in the newspaper for a job with that company, he should call the company to make certain they have his material on file and will consider him for the position. So, a person has nothing to lose and everything to gain by sending in his resume.

1. What kind of companies should a person write to to find a job?
  - a. Small trading companies.
  - b. Only companies that place ads in newspapers.
  - c. Large, well-known companies.
2. Which of the following is not true?
  - a. Many large, well-known companies hire new people frequently.
  - b. A person looking for a job should only apply to companies that advertise in the newspaper.
  - c. When companies decide to hire new people, they usually place an ad in the newspaper to attract as many people as possible.
3. If you sent your résumé to a company that is not hiring at that time, what might the company do?
  - a. The company might write back and tell you that there were no positions available at that time.
  - b. The company would not write back because it was not interested in you.
  - c. The company would probably hire you anyway.