

中等职业学校综合职业素质系列教材

# 实用英语

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English



学林出版社

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## 图书在版编目 ( CIP ) 数据

实用英语 / 李淑荣主编. —上海: 学林出版社,  
2015.10

ISBN 978-7-5486-0923-0

I. ①实… II. ①李… III. ①英语课—中等专业学校—教材 IV. ①G634.411

中国版本图书馆CIP数据核字 ( 2015 ) 第161538号

## 实用英语



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封面设计——魏 来

出 版——上海世纪出版股份有限公司学林出版社  
地址: 上海钦州南路81号 电话/传真: 64515005  
网址: [www.xuelinpress.com](http://www.xuelinpress.com)  
发 行——上海世纪出版股份有限公司发行中心  
地址: 上海福建中路193号 网址: [www.ewen.co](http://www.ewen.co)  
排 版——南京展望文化发展有限公司  
印 刷——  
开 本——787 × 1092 1/16  
印 张——8.75  
字 数——20万  
版 次——2015年10月第1版  
2015年10月第1次印刷  
书 号——ISBN 978-7-5486-0923-0/G · 341  
定 价——22.00元

( 如发生印刷、装订质量问题, 读者可向工厂调换。 )

## 前 言

近年来,我国随着对外交流活动的日益增多,对英语技能型人才的需求越来越多。针对中职学生普遍较低的英语水准,为了夯实他们的英语基础知识,培养他们基本的英语交际能力,提高中职生的英语学科素养,我们特地编写了这套教材。

本教材以学生学校生活、日常生活和未来的职场生活为内容,每个单元围绕一个特定的话题展开。在单元开始时列出本单元的教学目标,让学生围绕单元目标进行各个环节的学习,在单元末,通过练习和自我评价来检验本单元的掌握情况。

本教材主要有以下特点:

1. 以我校四大专业群的职业能力、服务项目等对话展现为维度,让学生了解自己未来的职业特性、社会环境,确立职业的认知与概念,为现代服务业综合职业素质养成树立职业意识。

2. 注重生活英语、社会英语、职业英语相结合,通过相关职业场景、社会生活背景、英语文化背景等知识的了解,使学生具备现代服务业综合的职业素质,具备最基本的人文素养和知识素养。

3. 通过英语语言听、说、读、写能力的培养加强学生基本的英语语言职业能力,如交际能力、问题解决能力等的培养,使学生具备最基本的现代服务业综合职业能力。

本教材由李淑荣老师主编,王俐敏老师担任副主编。参加本书编写的老师有:李淑荣(Unit 1, Unit 4, Unit 9, Unit 10);孙竹风(Unit 5, Unit 8);王喆蕴(Unit 3, Unit 7);王俐敏(Unit 2, Unit 6)。全书由老师担任主审。在此,对在编写过程中给予宝贵意见的老师表示感谢!对现代职校马晓慧老师、学林出版社许钧伟老师在编辑过程中提供的大力支持表示感谢!

编 者  
2015年6月



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# Unit 1

## I'd like to introduce myself



### Objectives

In this unit you will be able to:

- speak out some words related to self-introduction
- introduce yourself to others
- write out brief self-introduction

### Getting ready



### Listen and learn



Computer Programmer



Maintenance and Repair Worker



Accountant



Administrative Assistant



Nail Technician



Hairdresser





Meeting, Convention and Event  
Planner



Recreation and Fitness Worker



Sales Manager



Taxi Driver



Office Clerk



Sales Representative



Customer Service Representative



Auto Mechanic



Marketing Manager



IT Manager



Dietitian Nutritionist



Cook



Hotel Receptionist



Tour Guide



Forklift Driver



Waiter

😊 Listen and choose

A



B



C



D



E



F



1. His salary as a(n) \_\_\_\_\_ couldn't cover private-school tuition. (forklift driver)

2. This good \_\_\_\_\_ tell us some stories of the historic sites. (tour guide)
3. I like repairing and maintaining automobiles, and I want to be a(n) \_\_\_\_\_ (auto mechanic)
4. Please talk with your product \_\_\_\_\_. (sales representative)
5. Please show this piece of paper to the \_\_\_\_\_ when you get on the taxi. (taxi driver)
6. The \_\_\_\_\_ asked if I wanted to see the room before I paid. (hotel receptionist)

## Read and learn

Shanghai Xiandai Vocational School provides specialty groups facing modern service industry. The majors include Tourism Management, High Star Hotel Service and Management, Chinese Cuisine, Western Cuisine, Business English, Internet Technology, Electronic Business, Auto Repair, Logistics, etc. They are scattered to three campuses: Guolu Campus, Huayang Campus and Anlong Campus.

## Read and match

1. commerce and business	a. 宾馆服务与管理
2. tourism	b. 物流
3. cuisine	c. 烹饪
4. internet technology	d. 汽修
5. electronic business	e. 电子商务
6. hotel service and management	f. 计算机网络技术
7. auto repair	g. 商贸
8. logistics	h. 旅游

## Listening and speaking

### Conversation A

 Scene: Two persons are introducing each other.

#### ① Listen and complete the information


Speakers: \_\_\_\_\_ Roth

Rachel \_\_\_\_\_

Occupations: \_\_\_\_\_  
 \_\_\_\_\_

Now listen again and check your information.

## Conversation B

 *Scene:* Keven Turner meets Maria Newman on a nice day. Listen to the dialog and finish the exercises.

### ② Listen and answer

- It's a sunny day, isn't it?
- What does Maria Newman do?
- What's Maria Newman's major?
- What does Keven Turner do?
- Where does Keven Turner work?
- What's the relationship between the two speakers?

### ③ Listen and fill

Keven: Nice day, isn't it ?

Maria: Yeah, really.

Keven: By the way, my name's Keven Turner.

Maria: Nice to meet you. I'm Maria Newman. Please call me \_\_\_\_\_.

Keven: What do you do, Maria?

Maria: Well, I'm a \_\_\_\_\_ at Shanghai Xiandai Vocational School.

Keven: Oh, are you? What are you studying?

Maria: \_\_\_\_\_. And what about you?

Keven: I work as a \_\_\_\_\_ in a car repairing company.

Maria: Hmm. That sounds interesting.

Keven: It's not bad.

### ④ Practice

It is at a school opening day, you don't know some of the students. Introduce yourself to some of them. Use the outline below.

Student A ..... 

A: It's a nice day, isn't it?

B: \_\_\_\_\_.

A: Let me introduce myself. My name's/I'm \_\_\_\_\_, please call me \_\_\_\_\_.

B: \_\_\_\_\_? \_\_\_\_\_.

A: It's nice to meet you.

B: \_\_\_\_\_?

A: I major in \_\_\_\_\_, and I want to be a \_\_\_\_\_ in the future.

B: \_\_\_\_\_?

Student B ..... ◀

A: \_\_\_\_\_?

B: Yes, it really is.

A: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

B: How do you do? I'm \_\_\_\_\_.

A: \_\_\_\_\_.

B: What's your major, \_\_\_\_\_?

A: \_\_\_\_\_, \_\_\_\_\_.

B: Oh, are you?

### ⑤ Speak

As a student of Xiandai Vocational School, introduce yourself to your classmates according to the example.

Hello, everybody. My name is \_\_\_\_\_. I am studying at Xiandai Vocational School. I major in \_\_\_\_\_, and I want to be a(n) \_\_\_\_\_ in the future.

Major	Future job
commerce and business	sales representative; sales manager; accountant
tourism	tour guide
cuisine	dietitian nutritionist; cook
internet technology	computer programmer; IT manager
electronic business	Network Marketing Staff
hotel service and management	hotel receptionist; waiter; meeting, convention and event planner
auto repair	maintenance and repair worker; taxi driver; auto mechanic
logistics	forklift driver

Reading

Good morning!



Sophia's Words

Good morning. It's a pleasure for me to be here in front of you to present myself. My name is Sophia Loren, a candidate for the position of Sales Representative. I had studied marketing in Shanghai Xiandai Vocational School for two years, and received my diploma in 2014. I utilized my skills and knowledge as the Sales Representative for four months as an intern. A position with your company will be both a learning experience and a great opportunity. I look forward to becoming part of your company. Thank you.

① Read and fill

Self-introduction	
Full name	
Position desired	
Graduate school	
Specialty	
Work experience	



### Tiger's Words

Good morning, ladies and gentlemen! I am of great honor to stand here and introduce myself to you. My name is Tiger Lee. I graduated from Shanghai Xiandai Vocational School in 2014 and my major is auto repair. I am eager to get an opportunity to be an Auto Mechanic in your company. I am a responsible, honest and hard-working person. I firmly believe that my strength will contribute to your company if I get the job. Thank you for giving me such a good chance.

Good morning,  
ladies and gentlemen!



### ② Read and fill

Self-introduction	
Full name	
Position desired	
Graduate school	
Specialty	
Personality	



Good morning everyone!



**Maria's Words**

Good morning, everyone! It is really my honor to have this opportunity for an interview. Now I will introduce myself briefly. My name is Maria Newman. I am 18 years old, born in Shanghai. I graduated from Shanghai Xiandai Vocational School. My major is electronic business. I spent most of my time on study, and I've acquired basic knowledge of my major. I think I'm a good team player and a person of great honesty to others. I am confident that I am qualified for the post of network marketing staff in your company.

That's all. Thank you for giving me the chance.

**③ Read and fill**

Self-introduction	
Full name	
Ages	
Place of birth	
Position desired	
Graduate school	
Specialty	
Personality	



## Writing

### Tips

Self-introduction is very important for employment and is the key to interview success. Some information should be included in it:

A. Personal information:

Position desired

Name

Date of Birth/Age

B. Educational Background:

Graduate School

Specialty

Courses Taken

C. Work experience:

Specific experience

Achievements

D. Personal quality:

Hobbies

Personality

*You were a student of Shanghai Xiandai Vocational School, now you want to apply for a position of an office clerk at a business company, you should write a brief self-introduction before interviewing.*

① **Fill in the following form.**

Name \_\_\_\_\_

Age \_\_\_\_\_

Major \_\_\_\_\_

Courses taken \_\_\_\_\_

School \_\_\_\_\_

Position applied for \_\_\_\_\_