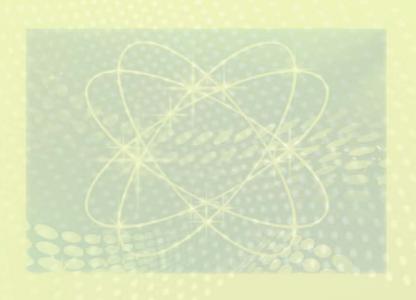
高职实用英语



目 录

Unit One	College Life
Unit Two	Career Planning ······ 022
Unit Three	Job Hunting046
Unit Four	Organizations······071
Unit Five	Daily Office Work ······090
Unit Six	Business Trip ······113
Appendix	132
Glossary ··	133

Unit One College Life

Motto:

College is the best time of your life. When else are your parents going to spend several thousand dollars a year just for you to go to a strange town and get drunk every night?

- David Wood

The purpose of primary education is the development of your weak characteristics; the purpose of university education, the development of your strong.

-Nevin Fenneman

To live is to learn, to learn is to better live.

Lead-in:

Task 1: Match the following pictures with the given expressions below and then describe the pictures with the reference expressions.





(1) _____ (2) ____







(3) _____ (4) ___





(5) _____ (6) ____





(7) _____ (8) ____

Expressions:

- A. language lab
- C. students dormitory
- E. teaching building
- G. playground
- I. association

- B. welcome party for the freshmen
- D. library
- F. military training
- H. dinning hall
- J. sports meeting

Reference Expressions:

communicating strict skills

goose-step make friends taekwondo splendid opening ceremony relay race high jump a party to welcome newcomers exhausting

Task 2: Listen to the dialogue between the teacher and the students and fill in the blanks. Then discuss with your partner the following question: What are college classes like in your expectation?



Teacher: A legal education means you will learn to speak in a new language. You will be taught to achieve insight into the world around you and to sharply __(1) __what you know. The seat you have picked will be yours for the next __(2) __months of your life. And those of you in the front row be ware.

"The law is reason free from passion." Does anyone know who spoke those immortal words? (Some students raise their hands)

Yes?

Student A: Aristotle.

Teacher: Are you sure?

Student A: Yes.

Teacher: Would you be willing to stake your (3) on it?

Student A: I think so.



Teacher: What about (4) life?

Student A: I don't know.

Teacher: Well, I recommend knowing before speaking. The law leaves much ____(5) ___for interpretation but very little for self-doubt. And you were right. It was Aristotle. Now, I assume all of you have read pages 1-48 and are now well-versed in subject matter jurisdiction. Who can tell us about Gordon vs. Steele? Let's call on someone from the hot zone. Elle Woods?

Student B: Actually, I wasn't (6) that we had an assignment.

Teacher: Vivian Kensington, do you think it's (7) that Ms. Woods is not prepared?

Student C: No, I don't.

Teacher: Would you support my decision to ask her to (8) class and to return only

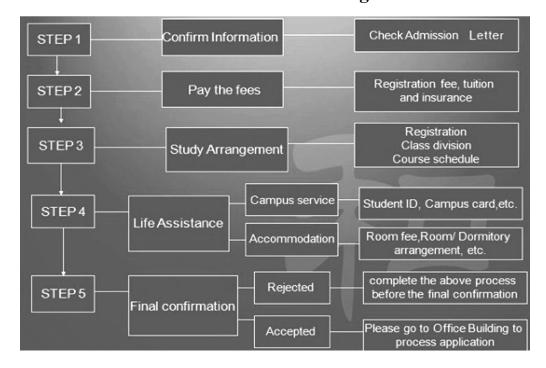
when she is prepared? **Student C:** Absolutely.

Part A: Practical English

Step 1: Admission and Registration

Read the following diagram and finish the tasks.

Procedure for Admission and Registration





Task 1: Confirming Information

Listen to the dialogue and answer the following questions:

1. Is Blair also a freshman?	
2. Where is the reception centre?	
3. What is Serena's dormitory number?	
Serena's dormitory number is	
4. What major does Serena want to register for?	
Serena wants to be a student of	major

Task 2: Introduction

Two freshmen meet on campus and they talk with each other. Read the dialogue between them and finish the tasks.



Dialogue:

- B: Hello, my name's Blair. Are you a new student?
- S: Yes, I am a freshman. And I'm Serena. Nice to meet you, Blair. By the way, which department are you in?
- B: I'm in Department of Economic Management, and my major is accounting, what about you?
- S: Oh, I come from Department of Public Services. I major in tourism management.



Exercise 1: Introduce Blair and Serena to your classmates.

—Blair is a boy of 18. Now	v, he isand studyir	ng in Urban Vocational College of Sichuan
He comes from, a	and majors in	
-Serena is a lovely girl of	f 18. Now, she is	_studying in Urban Vocational College o
Sichuan. She is in	and her major is	·

New words: freshman, major, department,

Special terms: Department of Economic Management, accounting, Department of Public Services, tourism management, Urban Vocational College of Sichuan.

Exercise 2: Introduce yourself to your classmates.

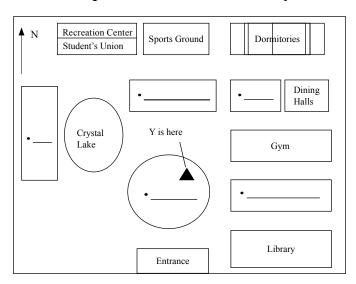
Step 2: Campus Life

Task 1: Campus Environment

Listen to the dialogue and fill in the blanks in the map.

Y is going to study in Wonderful University. On the first day of the new semester, she goes there to do registration. But it is difficult for her to get to the Office Building, so she turns to Z, a student passing by, asking for the direction. Please fill in the blanks with the corresponding expressions based on the dialogue in the recording.

Map of Wonderful University



- A. Teaching Building 2
- B. Registration Office
- C. Grand Square
- D. Grocery Stores
- E. Teaching Building 1

Task 2: Dining

Sample:

Blair and Serena are freshmen. They are classmates. After doing morning exercises, they are discussing what to eat for breakfast.

- B: I am so hungry. I think I can eat an ox.
- S: So am I. Let's go to the dinner hall for breakfast. What do you want to eat today?
- B: I like traditional Chinese breakfast, such as soybean milk plus fried twisted sticks, porridge plus steamed rice dumpling, spring rolls…
- S: That's enough. Compared with Chinese breakfast, I prefer western one, such as whole wheal bread together with orange juice, sandwiches with eggs and milk.
- B: Sometimes I also eat western style breakfast. For example, I often go to KFC or <u>Pizza Hut</u> for breakfast during weekends.
- S: Oh, no! You shouldn't eat junk food. That's not good for your health.
- B: Ok, I will try to control myself. But you can't deny the fact that they are very convenient and yummy.

NOTE:

eat an ox: 吃下一头牛。形容很饿。 Pizza Hut: 必胜客。全球比萨连锁。

junk food: 垃圾食物。 convenient: 方便。 yummy: 美味。

Reference Expressions:

- A. soybean milk plus fried twisted sticks
- B. steamed rice dumpling
- C. spring rolls
- D. noodles
- E. sandwiches



Exercise: Complete the following conversation after the sample:

A: I am so hungry. Let's go to the dinning hall for breakfast.

B: What do you want to eat?

A: I want to eat traditional Chinese breakfast, such as______

B: Well, I prefer western style breakfast. For example, ______

A: Today is Saturday. Why not go to KFC for breakfast?

B:

Task 3: Study

Read the following dialogue. Work in pairs and make a similar conversation with the reference expressions:

Blair and Serena are freshmen. They are classmates. Now, they meet in front of the library.

Blair: I' d like to know how to use the library. Could you help me?

Serena: Of course. All you need is your student ID card to check out books and read magazines or journals in the library.

Blair: How many books am I allowed to check out at a time?

Serena: You can check out two books at a time. But you can't check out magazines or journals; they have to be read within library.

Blair: How long can I keep the books?

Serena: For one month. If you can't return the books in time, you'll be fined. But if you renew them, you can keep them longer.

Blair: Thank you very much. **Serena:** You' re welcome.

Reference expressions:

I' d like to ... Could you help me?

All you need is ...

You can ... But you can't ...

Task 4: Club

Write a notice for recruiting new members for a new club based on the following writing tips.

Writing Tips

Notice (通知)

通知是上级对下级、组织对成员或平等单位之间部署工作、传达事情或召开会议等 所使用的应用文。通知强调语句简练,用词贴近,用语书面化。

它由标题、正文、结尾三部分构成。

- 1. 标题: NOTICE(每个字母都大写)写在通知正文上面一行的正中间;发出通知的单位名称可以写在 NOTICE上面,也可以写在通知正文的右下角。
- 2. 正文: 包括事情、通知对象、要求、时间(有时还包括地点)等。
- 3. 结尾: 主要包括发通知的具体日期, 一般写在通知正文的右下角或发出通知的单位名称的下方。

Exercise: You are required to write a Notice according to the following instructions given in Chinese.

说明: 学校某社团将进行招新活动, 请写一份通知动员学生参加。

Part B: Extending English

How to Make a Smooth Transition from High School to College

Graduating from high school is one of the most satisfying and simultaneously scary times of your life. For the first time, you are faced with the task of navigating yourself to a successful future. Advice floods in from everyone in all directions and eventually you will have acquired so much information about how to do well in college that it starts to become confusing and maybe even contradictory. Counselors and teachers try to generalize college life on a single sheet of paper, but the fact is that a college is as unique as the individuals enrolled in it.

You will need to create schedules for yourself to manage your time. It is sometimes difficult for students to separate having fun and studying. If you want to make it through



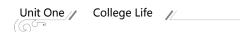
college, you must go to class. Oftentimes students will fail because they completely neglect going to class and doing required assignments. Then there's the complete opposite side, the students who graduate with a 4.0 grade point average but have never been to a social event during their time in college.

The key to success is balance. What is the point of spending four years in the same place if you build no supportive relationships, good memories or funny stories.

Obviously, college is no cakewalk. To keep up with projects, you will sometimes need to lock yourself in your room and turn off your cell phone for a few hours and abandon all contact from the outside world. But after you are finished with the project and you know you have nailed it, you should reward yourself by relaxing and having a good time. As long as there is a good balance between work and play, you should have few problems.

Words and Expressions

scary	[ˈskɛəri]	adj.	provoking fear or terror 可怕的; 容易受惊的; 引起恐慌的	
navigate	['nævigeit]	vt.	direct carefully and safely 航行; 驾驶; 操纵	
acquire	[əˈkwaiə(r)]	vt.	gain something by your own efforts, ability or behaviors 获得	
individual	[ˌindi'vidʒuəl]	n.	a human being 个人; 个体	
		adj.	characteristic of or meant for a single person or thing 单独的; 一个人的	
enroll	[inˈrəul]	vt.	register formally as a participant or member 登记; 招收; 入伍	
completely	[kəm'pliːtli]	adv.	to a complete degree or to the full or entire extent 完全地; 十分地	
neglect	[ni'glekt]	vt.	fail to do something; leave something undone 忽略; 忽视; 疏忽	
assignment	[ə'sainmənt]	n.	a duty that you are assigned to perform (especially in the armed forces) 任务; 功课	
balance	['bæləns]	n.	a state in which all weights and forces are evenly spread, so as to produce a condition of steadiness 平衡	
abandon	[ə'bændən]	V.	give up or bring an end to (something), especially without finishing it or gaining the intended result 放弃; 中止	
nail	[neil]	vt.	If you nail something somewhere, you fix it there using one of more nails. 抓牢; 钉住	
reward	[ri'wɔːd]	vt.	give a reward to (somebody) or for (an action) 酬谢, 奖赏	



Reading Comprehension

 $Task: Decide \ whether \ the \ following \ statements \ are \ true \ \ (T) \ \ or \ false (F) \\ according \ to \ the \ passage.$

() 1. Graduating from high school is not only satisfying but also scary, because you have
to fa	ce the task of navigating yourself to a successful future.
() 2. It is possible for counselors and teachers to generalize college life on a single sheet of
pape	or.
() 3. The reason why some students fail in college is that they neglect going to class and
doin	g required assignments.
() 4. College students are supposed to graduate with a 4.0 grade point average, even if
they	have never been to a social event during their time in college.
() 5. An excellent college student is able to keep a good balance between study and having fun.

Vocabulary

Task: Fill in the blanks with the given words in the box. Change the form where necessary.

scare	navigate	acquire	enroll	make it
balance	abandon	nail	reward	neglect

1. I must	the children for piano lessons before next week.
2. The expedition was	wrecked by bad planning and poor
3. He a sig	gn to the wall.
4. It's less	to ride the roller coaster with a friend at your side
5.Try to keep a	between work and relaxation.
6. We must work hard	toa good knowledge of English.
7. I wonder if we could	some other time.
8. Each side declared t	hat it would never its principle.
9. He will expect some	eafter working so hard.
10 Don't	locking the door when you leave



Structure

Task 1: Study the model and complete the following sentences by translating the Chinese into English, using "as long as..." and "what's the point of..." structure.

Model 1:	(只要在学习和玩耍之间找到平衡点), you will have few problems.
→ As long as t	here is a good balance between work and play, you will have few problems.
Model 2:	(在同一个地方呆4年有什么意义呢)if you build no supportive
relationships, goo	od memories or funny stories.
\rightarrow What is the	point of spending four years in the same place if you build no supportive
relationships, goo	od memories or funny stories.
1. You may stay h	ere(只要你喜欢).
2	(只要你离他们远一点), you are safe.
3	(只要我们团结起来), there is no difficulty we can't overcome.
4	(买车有什么意义) if you can't drive.
5	(抱怨有什么用处) if you have no power to change it.
6	(不诚实还有什么意义) if every one knows that you are a liar.
Task 2: Compl	ete the sentences by using that clause.
Model: The fact i	s that a college is as unique as the individuals enrolled in it.
The reason	on for his absence is that he has to send his mother to hospital.
My idea	is that the plan should be carried out immediately.
1. There are two r	reasons why I don't want to go out for dinner tonight.
The first reason	is that
The second rea	son is that
	ral reasons why I want to improve my English.
The first reason	is that
	is that
The third reaso	
3. I have had thre	e problems since I came here.

Unit One //	College Life	//
(65		* '

One problem is that
Another problem is that
The third problem I have had is that
4. One advantage of E-learning is that
Another advantage of E-learning is that
One disadvantage, however, of E-learning is that
Translation
Task 1: Translate the following sentences into Chinese.
1. Advice floods in from everyone in all directions and eventually you will have acquired so
much information about how to do well in college that it starts to become confusing and maybe
even contradictory.
2. Oftentimes students will fail because they completely neglect going to class and doing
required assignments.
3. What is the point of spending four years in the same place if you build no supportive relationships, good memories or funny stories.
4. To keep up with projects, you will sometimes need to lock yourself in your room and turn
off your cell phone for a few hours and abandon all contact from the outside world.
Task 2: Translate the following sentences into English, using the words or
phrases in the brackets.
1. 他们面临巨大的挑战。(be faced with)
2. 我们完全支持这个想法。(supportive)
3. 他太忙, 以至于忽略了他的女朋友。(neglect)
4. 这些指示莫名其妙, 我没有办法理解。(confusing)



Part C: Phonetics

长元音 [ɑ:][ə:][i:][ə:][u:]

1. [c:] 发这个音的字母和字母组合 a ar au ear

Example:

- a: grass glass class plant dance fast father last
- ar: car star arm March garden dark scarf
- · au: laugh aunt
- ear: heart

Sentence reading:

- 1) It will do a lot of harm to the heart.
- 2) Don't dance so fast.
- 3) If you park your car in the wrong place, a traffic policeman will soon find it.
- 4) Kate and Gail are identical twins and look just alike, but they were not born on the same day.
- 5) He who laughs last laughs best.

2. [ə:] 发这个音的字母和字母组合 er ir ur ear or

Example:

- er: her serve term
- ir: bird girl skirt first dirty shirt
- ur: nurse Thursday turtle purple curtain
- ear: early learn
- or: word work world

Sentence reading:

- 1) Early to bed, early to rise, makes a man healthy, wealthy and wise.
- 2) I have the purple curtain and I love it.
- 3) Take away this dirty shirt and bring her a clean one.
- 4) In Word World, words come alive, words save the day, and words become a child's best friend.

3. [i:] 发这个音的字母和字母组合 e ea ee

Example:

• e: me be she he we evening

- ee: sweet bee sweep sheep see sleep three green
- ea: meat leaf sea pea teach eat clean

Sentence reading:

- 1) Please feel free to call me.
- 2) I see what you mean, but I can't agree with you.
- 3) Seeing is believing.
- 4) A friend in need is a friend indeed.

4. [o:] 发这个音的字母和字母组合 a aw al or oor

Example:

- a: water
- aw: draw strawberry
- al: ball wall
- · or: horse corn fork or short
- · oor: floor door

Sentence reading:

- 1) Hot water will harm the plants.
- 2) We have vanilla, chocolate, and strawberry.
- 3) Wine and cakes for gentlemen, hay and corn for horse, a cup of ale for good old wives, and kisses for young lasses.
- 4) The ball struck the wall and bounded back to me.
- 5) The door rubs on the floor.

5. [u:] 发这个音的字母和字母组合 o oo ui u

Example:

- o: do who whose
- oo: food moon too
- ui: fruit juice
- u: ruler rude blue

Sentence reading:

- 1) Whose turn is it to do the washing-up?
- 2) Moon cakes were special festival food.
- 3) Soup's off we've only got fruit juice.
- 4) Don't look so blue, smile!