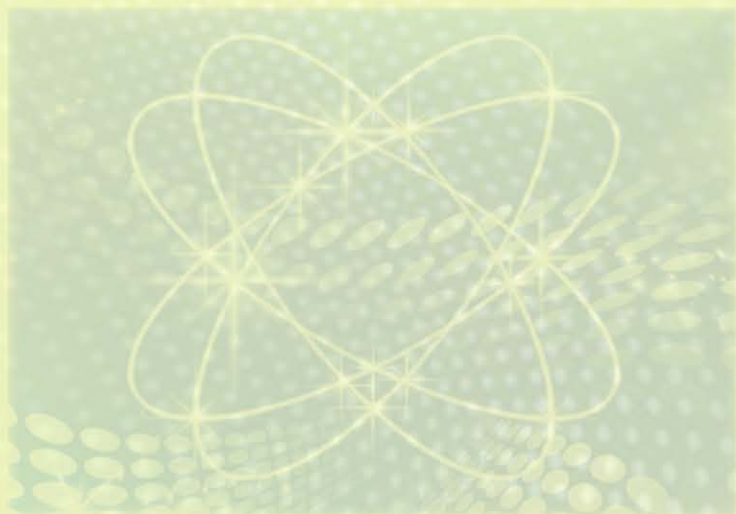


五年制高等职业学校公共基础课程学案

英语学案

(第三册)



东南大学出版社



五年制高等职业学校公共基础课程学案

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 东南大学出版社
SOUTHEAST UNIVERSITY PRESS
· 南京 ·

图书在版编目(CIP)数据

英语学案. 第3册 / 李峥主编. — 南京: 东南大学出版社, 2013. 11(2014. 07 重印)

(五年制高等职业学校公共基础课程学案 / 张跃东, 林雅乾主编)

ISBN 978-7-5641-4618-4

I. ①英… II. ①李… III. ①英语—高等职业教育—教学参考资料 IV. ①H31

中国版本图书馆 CIP 数据核字(2013)第 259837 号

五年制高等职业学校公共基础课程学案 ——英语学案(第三册)

出版发行 东南大学出版社
出版人 江建中
社 址 南京市四牌楼 2 号(邮编: 210096)
网 址 <http://www.seupress.com>
电子邮箱 med@seupress.com
责任编辑 025-83793681
经 销 新华书店
印 刷 南京京新印刷厂
开 本 787 mm × 1092 mm 1/16
印 张 18.5
字 数 455 千字
版 印 次 2013 年 11 月第 1 版 2014 年 7 月第 2 次印刷
书 号 ISBN 978-7-5641-4618-4
总 定 价 36.00 元(共 2 册)

* 本社图书若有印装质量问题, 请直接与营销部联系, 电话: (025) 83791830。

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前 言

语文、数学、英语课程是职业学校各专业学生必修的三门公共基础课程,是学习一切自然科学和社会科学的基础,是现代社会中学习和掌握其他学科知识的必备工具。掌握必要的语文、数学、英语知识,有助于提高综合人文素养、发展智力、提升职业素养和通用能力,为专业学习和终生学习奠定基础。

本套学案是根据中华人民共和国教育部 2009 年颁布的《中等职业学校语文等七门公共基础课程教学大纲》及江苏省教育厅 2009 年印发的《江苏省五年制高等职业教育语文、数学、英语课程标准(试行)》,结合五年制高等职业学校公共基础课程教学实际,结合多年来在语文、数学、英语学科教研工作中所取得的经验和成果,在江苏省南京工程高等职业学校校级立项课题《五年制高职公共基础课程试题库的开发与应用研究》研究成果的基础上编写而成,供五年制高等职业学校学生使用。

为了帮助师生更好地完成新课程的教学要求,本学案以五年制高职教育学生的培养目标为引领,遵循公共基础课程教学的基本规律,将二年级学生必修的语、数、外基础知识及相应的教学要求分解落实到每一单元中,力求让学生明确每一单元的教学目标、重点难点、教学内容等,提高课堂教学的针对性和有效性。同时配备同步训练和课外拓展,帮助学生检验对知识的理解、掌握和运用情况,拓展相关的课外知识。

由于时间仓促,编者水平有限,书中难免有疏漏之处,恳请广大师生批评指正。

编者

2013 年 9 月

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Unit 1 It's My First Day

学习目标

- 语言知识目标: 1. 学会在进行商务交流时,采用合适的语音语调。
2. 掌握有关职场着装方面的常用英文词汇。
- 语言能力目标: 1. 能够在初次参加工作的时候用英语进行自我介绍,并对上司和同事进行问候。
2. 能够用英文与上司及同事就工作问题进行交流。
- 情感态度目标: 1. 在职场衣着和谈吐得体,能给人留下良好的第一印象。
2. 在职场交往中有较强的自信心,能积极面对新的挑战,通过与领导和同事的交流接受并圆满完成工作任务。

学习重点难点

学习重点: 能够掌握以下单词、词组和句型。

- 1) 单词: manager, intern, whenever, workmate, clothing, department, mind, counter, uniform, tie, team, hygiene, workplace, conversation, proper, basic, impression, internship, neat, formal, bet, knee-length, skirt, industry, toe, neatly, style, nail, cosmetic
- 2) 词组: do one's best, work hour, lunch break, name tag, body language, your best bet, in good condition
- 3) 句型: Whenever you don't understand anything, just ask your workmates.
You'll have one day off each week.
Your body language and your conversation will be remembered and so will your appearance.
Here are some tips on what to wear and basic hygiene to help you make a great impression on the first day at your internship.

- 学习难点: 1. 部分单词及词组的用法。
2. 用英文得体地与同事及上级进行对话。

- () 14. Jack is a lawyer, and _____ is his brother.
A. so B. no C. not D. nor
- () 15. Her _____ made a great impression on me.
A. appear B. appearing C. appearance D. disappear
- () 16. Let's go to the party tonight. Remember to wear _____ clothes.
A. formal B. informal C. formally D. informally
- () 17. Our company operates a _____ dress code.
A. relax B. relaxing C. beautiful D. relaxed
- () 18. I'm your supervisor. Now let me show you your _____.
A. count B. counter C. counting D. accounting
- () 19. Flip-flops and _____ are not fit for workplace.
A. short B. shorter C. shorts D. shortest
- () 20. I give you _____ to leave ahead of time.
A. permit B. permission C. permitting D. permissive

III. Fill in the blanks, changing the form where necessary.

- Wearing neat and clean _____ (profession) clothes may be your best bet.
- They sang and danced for peace in _____ (tradition) dress.
- I'm interested in mastering some simple _____ (greet) .
- Do you want me to write an _____ (introduce) to your lectures?
- In _____ (prepare) for the test, the students read the text every morning.
- You'd better wear _____ (proper) and keep basic hygiene.
- I'm the _____ (reception) here. Welcome to our hotel.
- They made a formal _____ (conversational) in the hall.
- You should avoid using the _____ (informally) language.
- Are you sure that's your _____ (good) bet?
- Her daughter was plainly but _____ (neat) dressed.
- The job of the _____ (sale) department is to sell an existing product.
- As we discussed yesterday, your _____ (start) date will be May 12, 2011.
- Thank you for _____ (help) me to fulfill such a difficult task.
- During his last year in office, he attended an _____ (officially) ceremony.

IV. Cloze.

All 1 love their children. Many parents want their kids to 2 well-known people when they 3. Most of them want their kids to live 4 than others. Many of them 5 their kids will be singers or 6. Actors and singers can 7 money easily in our country. When they appear in the advertisement, they will get 8 money which a farmer or a worker can't make all his life.

Some of the parents want their kids to be businessmen 9 doctors. If they work hard, they will have cars and big houses in several 10. Some parents want their kids to work in 11 and towns. They don't 12 them to work in the countryside. People who work in the cities and towns can get money after they 13. If you are a famous man, especially an actor,

you'll get much but pay a little. A farmer is 14 —he gets 15 but pays much.

- | | | | | |
|---------|------------|----------------|--------------|------------|
| () 1. | A. parent | B. parents | C. teachers | D. workers |
| () 2. | A. do | B. become | C. like | D. work |
| () 3. | A. grow up | B. get up | C. stand up | D. set up |
| () 4. | A. best | B. good | C. well | D. better |
| () 5. | A. make | B. like | C. love | D. hope |
| () 6. | A. act | B. actor | C. actors | D. active |
| () 7. | A. lose | B. make | C. remember | D. take |
| () 8. | A. many | B. a little | C. much | D. a few |
| () 9. | A. or | B. and | C. but | D. else |
| () 10. | A. days | B. weeks | C. years | D. months |
| () 11. | A. cities | B. countryside | C. mountains | D. valleys |
| () 12. | A. pay | B. need | C. enjoy | D. want |
| () 13. | A. retire | B. leave | C. die | D. move |
| () 14. | A. happy | B. different | C. rich | D. lucky |
| () 15. | A. much | B. little | C. less | D. more |

V. Reading comprehension.

A

Once there lived an old man in a town. He always forgot a lot of things. So his wife always had to say to him, "Don't forget this."

One day he went on a long way alone. Before he left home, his wife said, "Now you have all these things. You need them on your way. Take care of your things on the way." He went to the station. He bought a ticket and got on the train with it.

About an hour later, the conductor began to see the tickets. He came to the old man and said, "Will you please show me your ticket?" The old man looked for his ticket in all his pockets but he could not find it. He was very worried. "I can't find my ticket. I really bought a ticket before I got on the train," said the old man.

"I think you are right. I believe you bought a ticket. All right, you don't have to buy another ticket," said the conductor kindly. But the old man still looked worried and said sadly, "You don't know why I'm worried. If I don't find my ticket, I can't remember my station. Where am I going?"

Choose the best answer according to the passage.

- () 1. The old man bought a ticket _____.
- A. after he got on the train
B. before he got on the train
C. when the conductor told him to buy one
D. when he found he had no ticket with him
- () 2. About an hour later, the conductor began _____.
- A. to buy the tickets
B. to look for the tickets
C. to check the tickets
D. to show the tickets

- () 3. The conductor told the old man that he didn't need to buy another ticket because _____.
- A. the man was very old
B. he thought the old man had no money with him
C. the old man showed him the ticket
D. he believed the old man
- () 4. The old man still looked worried because _____.
- A. he couldn't get on the train
B. he lost his ticket and a lot of money
C. he thought his wife would get angry with him
D. he forgot where he was going
- () 5. Which of the following is right?
- A. The old man went on the trip with his wife.
B. The old man didn't find his ticket.
C. The conductor was also an old man.
D. The old man had to buy another ticket.

B

Today we are all busy talking about and using the Internet, but how many of us know the history of the Internet?

Many people are surprised when they find that the Internet was set up in the 1960s. At that time, computers were large and expensive. Computer networks didn't work well. If one computer in the network broke down, then the whole network stopped. So a new network system had to be set up. It should be good enough to be used by many different computers. If part of the network was not working, information could be sent through another part. In this way computer network system would keep on working all the time.

At first the Internet was only used by the government, but, in the early 1970s, universities, hospitals and banks were allowed to use it too. However, computers were still very expensive and the Internet was difficult to use. By the start of the 1990s, computers became cheaper and easier to use. Scientists had also developed software that made surfing the Internet more convenient.

Today it is easy to get on-line and millions of people use the Internet every day. Sending e-mail is more and more popular among students.

The Internet has now become one of the most important parts of people's life.

Decide whether the following sentences are true (T) or false (F).

- () 6. The Internet has a history of less than thirty years.
- () 7. In the 1960s computer networks went wrong easily.
- () 8. Computers became cheaper so that many hospitals and banks were allowed to use them.
- () 9. People didn't have enough software to get on-line conveniently until the early 1990s.
- () 10. In 2009, it is easy to get on-line and millions of people use the Internet every day.

C

Sometimes people add to what they say even when they don't talk. Gestures are the "silent language" of every culture. We point a finger or move another part of the body to show what we want to say. It is important to know the body language of every country or we may be misunderstood. In the United States, people greet each other with a handshake in a formal introduction. The handshake must be firm. If the handshake is weak, it is a sign of weakness or unfriendliness. Friends may place a hand on the other's arm or shoulder. Some people, usually women, greet a friend with a hug.

Private space is important to Americans. When two people talk to each other, they stand two and a half feet away at an angle, so they are not facing each other directly. Americans will get uncomfortable if a person stands too close. They will move back to have their own space. If Americans touch another person by accident, they will say "Pardon me," or "Excuse me."

Americans like to look in the other person's eyes when they are talking. If you don't do so, it means you are bored, hiding something, or are not interested. But when you stare at someone, it is not polite.

For Americans, thumbs up means yes, very good, or well done. Thumbs down means the opposite. To call a waiter, raise one hand to head level or above. To show you want the check, make a movement with your hands as if you are signing a piece of paper. It is all right to point at things but not at people with the hand and index finger(食指). Americans shake their index finger at children when they scold(责骂) them and pat them on the head when they praise them.

Learning a culture's body language is sometimes confusing. If you don't know what to do, the safest thing to do is to smile.

Choose the best answer according to the passage.

- () 11. This passage is talking about _____.
- | | |
|---------------------|------------|
| A. foreign language | B. English |
| C. body language | D. finger |
- () 12. If your handshake is weak, Americans may think you are _____.
- | | |
|-----------------|---------------|
| A. warm-hearted | B. unfriendly |
| C. strong | D. ill |
- () 13. If Americans touch another person by accident, they will say, "_____".
- | | |
|---------------|----------------------|
| A. Excuse me | B. I beg your pardon |
| C. Not at all | D. OK |
- () 14. For Americans, thumbs up means _____.
- | | |
|--------------|---------------------|
| A. yes | B. very good |
| C. well done | D. all of the above |
- () 15. If you don't understand the body language of others, you'd better _____.
- | | |
|----------|----------------|
| A. smile | B. cry |
| C. leave | D. shake hands |

D

A pretty, well-dressed young lady stopped a taxi in a big square, and said to the driver,

"Can you see that young man at the other side of the square?"

"Yes," said the taxi-driver. The young man was standing outside a restaurant and looking impatiently at his watch every few seconds.

"Take me over there," said the young lady.

There were a lot of cars and buses and trucks in the square, so the taxi-driver asked, "Are you afraid to cross the street?"

"Oh, no!" said the young lady. "But I said that I would meet that young man for dinner at one o'clock, and it is now a quarter to two. If I arrive in a taxi, it will at least seem as if I have tried not to be too late."

Choose the best answer according to the passage.

- () 16. How did the young woman get to the square?
 A. She arrived in a taxi. B. She got there by bus.
 C. She got there on foot. D. The story didn't tell us about it.
- () 17. The young man at the other side of the square _____.
 A. was someone that the woman did not know
 B. was probably a waiter of the restaurant
 C. had probably been waiting for a long time
 D. had some problem with his watch
- () 18. The young lady was _____.
 A. 45 minutes late B. not late at all C. 15 minutes late D. one hour late
- () 19. She wanted to take a taxi because she _____.
 A. didn't want to be late for the date
 B. thought the square was too crowded
 C. wanted to be seen in a hurry
 D. was too tired to walk
- () 20. Had she tried not to be too late?
 A. No, she thought being late was better than being earlier.
 B. Yes, she had at least tried not to be too late.
 C. Yes, she had tried her best though she couldn't succeed.
 D. No, she was just going to pretend that she had tried.

VI. Translation.

A. Translate the following sentences into Chinese.

1. In this company, we do not allow flip-flops and shorts.

2. Your supervisor is David Cooper at Sales Department.

3. Should you need further information, please do not hesitate to contact me directly.

4. We are pleased that you will be joining our staff.

5. Don't let your long hair fall on the face. Tie it up.

B. Complete the sentences.

1. We operate a relaxed _____ (着装规范).
2. I've just received your offer of _____ (一个实习生的职位).
3. You can get there by bus in 30 minutes _____ (在好的路况下).
4. I have no difficulty in understanding his _____ (肢体语言).
5. Tourism is a kind of _____ (服务业).

C. Translate the following passage into Chinese.

An internship is a great way to gain professional work experience in a specific industry. It provides a unique, first-hand opportunity to try out a particular job. So, you should go into your internship with a completely open mind and set goals for what you want to learn.

VII. Writing.

A. Rearrange the following words and make sentences.

1. office, is, your, where(?)

2. do, could, you, me, a, favor(?)

3. very, enjoy, working, you, I, with, much(.)

4. for, go, together, let's, lunch(.)

5. your, new, boss, how, are, you, with, doing(?)

B. The following are some workplace expressions in this unit. Try to write out more workplace expressions.

- | | |
|---------------|-------------------------------------|
| 1. 保持基本的卫生 | keep basic hygiene |
| 2. 给……留下极好的印象 | make a great impression on sb. |
| 3. 在你实习的第一天 | on the first day of your internship |
| 4. 职业装 | professional clothes |

- | | |
|---------------|-------------------------------|
| 5. 最好的办法 | your best bet |
| 6. 长及膝盖的裙子 | knee-length skirts |
| 7. 在服务行业中 | in service industries |
| 8. 要求某人做某事 | require sb. to do sth. |
| 9. 穿制服挂名牌 | wear a uniform and a name tag |
| 10. 使……保持良好状态 | keep sth. in good condition |
| 11. 不露脚趾的鞋 | closed-toe shoes |
| 12. 看起来自然 | look natural |
| 13. 销售助理 | sales assistant |
| 14. 初始年薪 | starting annual salary |
| 15. 给某人提供某物 | provide sb. with sth. |
| 16. 期盼 | look forward to |

课外延伸

同事之间交流的常用句型

- I'd like to welcome you to our company.
欢迎你到我们公司来。
- Come in and meet some of our team.
进来和同事们认识一下吧。
- I'd like you to meet Mr. Wang, our sales manager.
我想让你认识一下我们的销售经理,王先生。
- Let me introduce you to our chief editor, Mrs. Wu.
让我介绍一下我们的主编吴女士。
- I hope you'll be happy working here, and if you have any problem just let me know.
希望你在这里过得愉快,如果有问题尽管来找我。
- You look a little bit off color. What's wrong with you?
你脸色不太好哦。你怎么啦?
- How are you feeling today? Has the fever gone?
你今天怎么样啦?还发烧吗?
- I hope you can get better soon.
希望你能早日康复。
- Go to the doctor and I'll ask a leave for you.
去看看医生吧,我帮你请假。
- Would you please give me your business card?
能给我你的名片么?
- Have a seat please. Would you like tea or coffee?
请坐。您想喝点什么,咖啡还是茶?
- Come on. It's still not the end of the world, isn't it?
好啦别灰心。至少现在还不是世界末日,不是吗?
- Face the music. And you can do it.
面对问题吧,你可以的。

14. I'll back you up no matter what's happening.
不管怎样我都会支持你。
15. It's alright. These things happened.
没事啦。这种事常常会发生的。
16. I'm sorry to call you so late. I hope I didn't catch you at a bad time.
对不起,这么晚还打电话给你,希望没有吵到你。
17. Thanks a million. I really appreciate it.
万分感谢,真的是帮了我大忙啦。
18. I really appreciate what you've done for me these days.
我真的很感激这些天来你对我的帮助。
19. Let me explain why I was late.
让我解释迟到的理由。
20. I would like to talk to you for a minute.
我想和你谈一下。