

PE 重庆市高职高专规划教材

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成长英语 学生用书 提高篇

“成长英语系列教材”编写组 编

Progressing English



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第2版前言

《成长英语》自2010年出版发行以来,受到了广大师生和社会使用者的认可和喜爱。在5年的使用过程中,我们广泛听取了来自教师和学生使用意见和建议,并在《成长英语》第1版的基础上,修订和完善了教材的总体框架,更加体现了主线人物的成长历程;调整了3册之间的难度梯度;进一步丰富了练习形式和内容,更加适应当前的教学实际。期望《成长英语》第2版不仅能契合当前“90后”大学生的群体特点,也能满足《高职高专教育英语课程教学基本要求》提出的“实用为主、够用为度”的教学原则,更能满足一线教师对英语教学改革的要求。

《成长英语(第2版)》的修订主要涉及以下方面:

1. 更新了主题和教材内容:贴近生活,突出应用。

3册书均系统地调整了部分单元主题和相应的文章。使教学内容更加贴近高职高专学生的校园和社会生活,更有利于提高学生的兴趣,突出学用结合,便于教师组织教学活动,提高学生在教学过程中的参与性,促进教学的互动性。

2. 增加了练习设计:引导参与,突出综合。

1) 每个单元新增了*Do Your Project*板块,结合所在单元主题,设计了针对学生实际的相应的活动项目,增加了学生语言应用的机会。练习的设计突出综合性,体现了高职高专教育的特点。

2) 每个单元新增了视听部分,选材注重了语言的原汁原味,突出了学生听说交际能力的训练和培养。

3) 全新编写了语法部分,突出了“够用为度”的原则,改变了常规语法学习“规则—练习”的模式,采用“体验—总结—应用”的模式,旨在帮助学生尽快掌握使用英语语法的技能。

4) 根据“高等学校英语应用能力考试”的题型变动,调整了部分练习题的形式,使之更契合考试题型,突出了练习的针对性,有利于帮助学生适应新题型。

3. 重新设计了教学课件:科学合理,兼顾个性。

新设计的配套教学课件,注重了设计的科学性和实际使用的方便性。丰富了网络课件的内容,便于教师根据教学情况灵活选取备课资源。

4. 重新设计了教材版式:大方时尚,清新美观。

考虑到“90后”高职学生的性格特点和思维模式,教材版式由原来的双色变为彩色。版面设计更为活泼、轻松、实用,力求通过调动学生的审美情趣来激发学生英语学习的兴趣和学习效率。

《成长英语(第2版)》分基础篇、进阶篇、提高篇3册,每册包括《学生用书》《自主学习用书》《教师用书》及配套的多媒体光盘。各册内容循序渐进,语言技能要求逐步提高。《学生用书》《自主学习用书》和《教师用书》每册各有8个单元,教学内容适中,能够满足高职高专学校的教学需要。

《成长英语(第2版)》修订工作由总主编刘寅齐教授和张泽健教授统筹,分册主编负责实施,各高职院校的骨干教师参加了具体的修订工作。

《成长英语学生用书·提高篇》由陈刚、欧昌清担任主编,唐崇金、张庆月担任副主编。参加《成长英语学生用书·提高篇》编写的作者为(以编写内容先后为序):张刚、张庆月、魏澜、刘倩、唐崇金、姚超、陈崇国、刘嘉、杨志强、李佳、欧昌清、陈刚。1—8单元的Presentation由李珏燃负责。

编者

2015年6月

第1版前言

《成长英语》(Progressing English)是由“重庆市高职教育研究会”组织重庆市学校有丰富教学经验的外语教师和有关专家按照教育部《高职高专教育英语课程教学基本要求》精神,在重庆市教委原规划教材《高职高专英语》的基础上重新编写的一套高职高专英语教材。《成长英语》坚持贯彻“实用为主,够用为度”的编写原则,充分吸收了当前国内外通用外语教材编写的先进理念和方法,采纳了传统外语教学理论中的合理部分。该教材结合重庆高职高专英语教学实际,更新教育观念,力求处理好语言基础和语言应用的关系;更新教学内容,突出英语实践技能的训练和实际运用能力的培养;更新教学要求,注重结合学生毕业后实际工作的需要。

本套教材的特点主要体现在以下几个方面:

一、以任务为引导、实际运用为重点、语言技能训练为基础,突出听说技能的培养,注重把涉外实践活动中常用的语言技能直接融入到课文和练习中,各项语言技能的培养与训练都围绕同一话题展开,体现“边学边用、学用结合”的教学思想。

二、根据语言学习的一般性规律,既考虑教材的实用性,又兼顾高职高专语言学习的通识性。主线人物的Role Plays贯穿所有单元中的听说交际、阅读活动和写作训练。学生在学习本教材的过程中可以清楚地感受到主线人物的成长历程,突出成长英语、成长人生的特点。

三、重视语言的运用和实际交际能力的培养,分阶段、分层次呈现语言交际的重点。第1册侧重校园英语,第2册侧重涉外日常交际英语,第3册侧重涉外业务交际英语。阅读板块中A篇文章主要针对语言共核,B篇文章突出实用性。选材突出时代性、趣味性、实用性和话题的思想性,行文流畅,语言精炼,内容丰富,体现了可教性和可学性。

四、“教、学、考”有机结合。教材中的练习设计遵循《高等学校英语应用能力考试大纲》的要求,并针对重庆地区考生在《高等学校英语应用能力考试》中的薄弱环节,设计了相关的语言技能训练项目。

五、本套教材充分考虑了重庆地区高职高专学生的英语现状,第1、2册内容的难度相当于“高等学校英语应用能力考试”B级水平,第3册内容的难度相当于A级水平。由于学生进校时英语程度参差不齐,教材进度和内容采取照顾中间,兼顾两头的编写原则。

《成长英语》共分3册,每册包括《综合教程》《自主学习用书》《教师用书》及配套的多媒体光盘。各册内容循序渐进,语言技能要求逐步提高。《综合教程》《自主学习用书》和《教师用书》每册各有8个单元,教学内容适中,能够满足高职高专学校的教学需要。

《综合教程》每册各单元的安排如下:

- Part I Open Your Mouth
- Part II Sharpen Your Listening
- Part III Broaden Your View

Passage A

Passage B

- Part IV Use Your Hand
- Part V Practice Your Grammar

《成长英语》由重庆科技学院刘寅齐教授和重庆第二师范学院张泽健教授担任总主编，重庆大学余渭深教授担任总主审，澳大利亚专家Dennis Hulse先生担任语言顾问。

《成长英语》第1册由重庆科技学院全冬教授和重庆电子工程职业学校李志萍教授担任主编。第2册由重庆工商职业学院彭丽教授和重庆科技学院张琪教授担任主编。第3册由重庆科技学院陈刚教授和重庆第二师范学院唐君国教授担任主编。

本教材的编写得到了重庆市教委高教处的大力支持，特别是在编写过程中得到了有关高校领导的关心和帮助，在此，我们一并表示诚挚的感谢。

《成长英语》是我们在高职高专英语教学内容和课程改革方面所作的一次大胆尝试，书中定会有不当和疏漏之处，敬请广大使用者批评指正。

编 者

2010年7月

UNIT

OPEN YOUR MOUTH

SHARPEN YOUR LISTENING

1

New World,
Great Challenge

P1–23

- 2 dialogues about finding jobs
- A conversation about a job interview

- A video about one's weakness and strength in a job
- 2 dialogues about working in a company
- A passage about job hunting

2

Starting a Business,
Enjoying Challenges

P24–43

- 2 dialogues about business
- A conversation about the transaction price

- A video about opening a business
- 2 dialogues about discount
- A passage about starting a business

3

Managing Your Time,
Realizing Your Dream

P44–65

- 2 dialogues about paying visits
- A conversation about sticking around somewhere

- A video about managing time
- 2 dialogues about schedules
- A passage about arranging time

4

Individual Participation,
Collective Intelligence

P66–87

- 2 dialogues about discussing
- A conversation about cutting the budget

- A video about running the business
- 2 dialogues about holding a meeting
- A passage about running a meeting

5

Promising Company,
Beloved Family

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- 2 dialogues about working in a company
- A conversation about a new company

- A video about defining your company culture
- 2 dialogues about joining a company
- A passage about Chongqing Motor

6

Small Product, Big
Market

P108–129

- 2 dialogues about buying products
- A conversation about buying an MP4

- A video about promotion
- 2 dialogues about choosing a product
- A passage about the experiences in sale

7

More
Communication,
Less Conflict

P130–151

- 2 dialogues about communication
- A conversation about the problems of a computer

- A video about after sales service
- 2 dialogues about dealing with people's complaints
- A passage about making complaints

8

Global Vision,
Local Flavor

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- 2 dialogues about globalization and its influence
- A conversation about China's development

- A video about the global trade system
- 2 dialogues about welcoming tourists
- A passage about conflict in different cultures

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Unit 1

New World, Great Challenge

Unit Objectives

In this unit, we are going to:

- talk about the experiences of job interviews;
- listen and learn more about what to do in a job interview;
- read about a job interview experience and the essentials of getting a dream job;
- write an application letter;
- make a presentation in expectation of the changes to the employment structure.

Lead-in

The job interview provides the college graduates with opportunities to explore a new world. It is of great importance for me to be well-prepared for the coming interview. I have tried every means to learn more about the company and the position before the interview. I know I'm ready for that. I'll show them I'm the very person they need.



UNIT 1

Part One**Open Your Mouth****Warm-up Activity**

What are they talking about? Complete the following sentences with the correct answers.

A: Why do you want to 1) _____ your present job?

B: Because I see no chance of promotion.

secretary

A: Have you ever done any office work?

B: Yes, I was ever a 2) _____ for an insurance company.

leave

Focus Your Attention**Dialogue 1**

I'm interested
in the position
as...

Jin Yan: Good morning, sir.

Mr. Bryn: Good morning, young lady. Be seated here.

Jin Yan: I'm interested in the position as a secretary in your company.

Mr. Bryn: Er... Which school are you from and what's your major?

Jin Yan: I've just graduated from Chongqing College of Business Management. I majored in computer engineering.

Mr. Bryn: What qualifications do you have for this job?

Jin Yan: Here are the certificates I've got: NCRE-3 Certificate, Secretarial Qualification Certificate, BEC Higher Level, and a driving license.

Mr. Bryn: Good. Do you have any work experiences?

Jin Yan: Yes, I ever worked in a small business as a part-time secretary.

Mr. Bryn: That's fine. What are your special skills for the position?

Jin Yan: I'm fluent in English, especially in oral communication. And I can operate the office equipment skillfully.

Mr. Bryn: Great. We'll let you know as soon as we come to a decision.

I majored in...

UNIT 1

Dialogue 2

Mr. Johnson: Now, do you have any questions about our company, Miss Jin?

Jin Yan: I'd like to know how the salary is determined.

Mr. Johnson: Well, all new employees begin at 2,500 *yuan* per month, and you'll get a pay rise according to your performance.

Jin Yan: Do you give a bonus every month?

Mr. Johnson: No, but we offer an annual bonus.

Jin Yan: Can I get paid if I work overtime?

Mr. Johnson: Surely you will be paid extra for that.

Jin Yan: I see. What about vacations?

Mr. Johnson: You will receive three weeks' paid vacation a year.

Jin Yan: Good. Are there any other benefits?

Mr. Johnson: Everyone has health insurance and there is a housing provident fund in our company.

Jin Yan: Great.

Mr. Johnson: Any other questions?

Jin Yan: No more. Thank you, Mr. Johnson.

I'd like to know how...

Can I get paid if...?

Chat with Your Friends**Activity 1**

Write down useful expressions from the sample dialogues above for interviewing and try to add more.

Useful Expressions for Questioning the Interviewee

1. _____
2. _____
3. _____
4. _____
5. _____

UNIT 1

Useful Expressions for Answering the Above Questions

1. _____
2. _____
3. _____
4. _____
5. _____

Activity 2

Complete the following dialogue by translating into English the Chinese given in the brackets.

Mr. Lin: Would you tell me something about your education background?

Jin Yan: I graduated from Chongqing College of Foreign Trade. 1) _____ (所学专业是国际贸易).

Mr. Lin: What kind of software can you use?

Jin Yan: I can 2) _____ (熟练地使用Office办公软件).

Mr. Lin: Do you have any certificates?

Jin Yan: Yes, I have 3) _____ (全国计算机等级考试三级证书和驾驶证).

Mr. Lin: Very good. What kind of position are you interested in?

Jin Yan: 4) _____ (我希望应聘秘书工作).

Mr. Lin: Why do you want to work for us since we are a small business in Chongqing?

Jin Yan: I think 5) _____ (在小公司能获得更多的机会). I'd like to develop my skills with the company and share the achievements.

Mr. Lin: I'm glad to hear that. What amount of salary do you expect?

Jin Yan: I hope 6) _____ (我的起薪不低于3 500元).

Mr. Lin: OK. Could you come to the office next Monday?

Jin Yan: Sure.

UNIT 1

Activity 3

Take turns to ask and answer the following questions, and then make your own conversation about interviewing according to the clues given below.

Questions

1. Have you ever heard about our company?
2. What is your major?
3. What is your working experience?
4. What qualifications do you have for the job?
5. What do you want to know about our company?

TIPS

- tutor/assistant manager/part-time secretary
- Computer Engineering/Business English/
Foreign Trade
- an NCRE-3 Certificate/a driving license/a BEC
Higher Level/a Secretarial Qualification Certificate
- My starting salary...
- Do you give a bonus every month?

New Words and Expressions

*clerical	/ˈklerɪkəl/	a. 文书的, 办事员的
*advancement	/ədˈvɑːnsmənt/	n. 晋升; 升职
*establishment	/ɪsˈtæblɪʃmənt/	n. 企业, 机构
*bonus	/ˈbəʊnəs/	n. 奖金, 红利
*annual	/ˈænjʊəl/	a. 每年的, 年度的
*NCRE (National Computer Rank Examination)		全国计算机等级考试
Secretarial Qualification Certificate		文秘从业资格证书
*BEC (Business English Certificate)		剑桥商务英语证书
*housing provident fund		住房公积金



A级词汇



B级词汇



超纲词汇

注: 全书单词标记同此说明。

UNIT 1

Part Two**Sharpen Your Listening****Watch and Answer**

Watch the video clip and fill in each blank within 3 words with the information you have got.

1. What does the man want to do in the first interview?

He applies for the position of _____ manager.

2. What is the man's greatest weakness?

He has _____ saying no, so he often works overtime.

3. How many years has Vivian been volunteering?

She has been volunteering for _____.

4. What is Vivian's greatest strength?

She is really good at working _____.

5. What is Vivian's greatest weakness?

Maybe she volunteers _____.

Dialogue 1

Listen to the dialogue twice, and then fill in the blanks with the information you get from it.

M: Good morning, Miss Lin.

W: Good morning, sir.

M: I see from your resumé that you have been working 1) _____?

W: Yes, sir. I have worked for two years in an American company.

M: May I ask why you want to leave that company?

W: Because I want to change my working environment and 2) _____.

M: Tell me what you know about our company please.

W: Well, the company was founded by Mark Ward in New York 3) _____, and it is the largest company in its field.

M: What do you know about our major products?

W: Your products are 4) _____ and beautiful in design. Nowadays, they 5) _____ with Chinese people.

M: Thank you. I am glad to hear that.

UNIT 1

Dialogue 2

Listen to the dialogue twice, and then answer the questions with the information you get from it.

1. What kind of candidate is the company looking for?

A sales manager with _____.

2. What was the woman's major?

Her major was _____.

3. What courses has the woman completed?

She has completed _____, Business English, and Foreign Trade Correspondence and so on.

4. What certificates has the woman got?

She has got a Secretarial Qualification Certificate and a BEC _____.

5. How long has the woman worked for a foreign trade company?

_____.

Passage

Listen to a short passage twice about job-hunting, and then answer each question in no more than 3 words with the information you get from it.

1. What do many college students think about job hunting?

It is _____.

2. Why were there more graduates than the need in the market?

Because colleges enrolled so many students in _____.

3. Where do most graduates prefer to stay?

In _____.

4. What is the first measure to solve the problem?

It is that students should research the market and _____ to suit market needs.

5. What attitude should college students take towards employment location?

Their attitude should be _____.

New Words and Expressions

*candidate	/ˈkændɪdeɪt/	n. 求职者; 申请人; 候选人
*requirement	/rɪˈkwærəmənt/	n. 要求; 必要条件
*correspondence	/ˌkɔːrəˈspɑːndəns/	n. 信件, 函件
*positive	/ˈpɒzətɪv/	a. 积极的; 肯定的
Human Resources (HR)		人力资源
Foreign Trade Correspondence		外贸函电

UNIT 1

Part Three

Broaden Your View

Passage A

Challenge Your Classmates

Before you start to read the passage, please complete the questionnaire below.

1. What is your ideal career?

Yes

No

a. Accountant.

b. Engineer.

c. Businessman.

d. Lawyer.

e. _____.

2. What preparation will you do for job-hunting?

Yes

No

a. Become skilled in a professional knowledge area.

b. Get several professional qualification certificates.

c. Learn about job application and interview skills.

d. Develop company, market and industry research skills.

e. _____.

Use this questionnaire to interview your classmates, and then report your findings in class.

Develop Your Understanding

How I Did It—Turning “NO” into “YES”

When I graduated from college with a degree in English I **was not overwhelmed with** companies trying to hire me. Most people already speak English. So I decided to try to get a job as a sports writer at the daily evening paper in **Tucson, Arizona**. I had spent four years in the army, and I hadn't done any sports writing since high school.

overwhelm /əʊvə'hweɪlm/

vt. 制伏；使不知所措；使受不了

be overwhelmed with 充满

Tucson /'tu:sɒn; tu:'sɒn/

n. 图森（美国亚利桑那州南部城市）

Arizona /,æri'zəʊnə/

n. 美国亚利桑那州

UNIT 1

When I **applied for** the job, I was told that my major problem was that I had never done any **professional** sports writing before. It was the **typical** situation of a company not being able to hire you because you haven't had experience—but how can you gain experience if no one will hire you?

My first **impulse** was to take “no” to be their final answer. After all, that's what they said it was. But I finally decided to **put it aside** and ask myself a question—“Can't you be more creative than that?”

So I went home to think and **plot** my next move. The reason they wouldn't hire me was because I had no experience. When I asked them why that was important, they smiled and said, “We have no way of knowing for sure whether you can write sports. Just being an English major isn't enough.”

Then it **hit** me. Their real problem wasn't my **lack of** experience; it was their lack of knowledge. They didn't know whether I could write well enough. So I set out to solve their problem for them. I began to write them letters. I knew they were interviewing four other people for the position and that they would decide in a month. Every day I wrote a letter to the sports editor, Regis McAuley (an award-winning writer who made his reputation in Cleveland before coming to Tucson).

My letters were long and expressive. I made them as **creative** and clever as I could, commenting on the sports news of the day, and letting them know how great a fit I thought I was for their staff.

After a month, Mr. McAuley called me and said that they had narrowed it down to two **candidates**, and I was one of them. Would I come in for a final interview? Would I!? I was so excited that I nearly **swallowed** the phone.

When my interview was coming to an end (I was the second one in), McAuley had one last question for me.

“Let me ask you something, Steve,” he said, “If

apply for 申请

professional /prəʊ'feʃənəl/

adj. 职业的; 专门的

typical /'tɪpɪkəl/

adj. 典型的, 有代表性的, 范例的

impulse /'ɪmpʌls/

n. 冲动, 突然的欲望; 一时高兴, 兴奋

put aside 搁置一边, 撇开

plot /plɒt/

vt. 密谋, 策划, 构思

hit /hɪt/ *vt.* 打, 击, 打击

be lack of 缺乏

creative /kri'eɪtɪv/

adj. 创造性的; 有创造力的

candidate /'kændɪdət/

n. (官职、获奖资格等的)候选人, 候补人

swallow /'swɒləʊ/

vt. 咽下, 吞下; 勉强把……咽下



UNIT 1

we hire you, will you promise that you'll stop sending me those endless letters?"

I said I would stop, and then he laughed and said, "Then you're hired. You can start Monday."

McAuley later told me that the letters did the **trick**.

"First of all, they showed me that you could write," he said. "And second of all, they proved to me that you wanted the position more than the other candidates did."

When you ask for something in professional life and it is denied to you, imagine that the no you heard is really a question: "Can't you be more creative than that?" Never accept no at **face value**. Let rejection **motivate** you to get more creative.

trick /trɪk/

n. 技巧, 技艺; 绝技; 窍门, 诀窍; 秘诀

face value

n. 面值, 票面价值; 表面价值

motivate /ˈməʊtɪveɪt/

vt. 使有动机, 使产生动机; 构成行为的动机, 促动

Check Your Study

Activity 1

Read the passage quickly and fill in the blanks.

My Job Interview Experience

When I applied for the job, I was told that 1) _____ was that I had never done any professional sports writing before.

• Aiming at that problem, my first 2) _____ was to take "no" to be their final answer.

• So I went home to think and 3) _____ my next move.

• I began to write them letters. Every day I wrote a letter to the sports editor, commenting on the 4) _____ of the day.

• Finally I was hired. The editor told me that the letters did the 5) _____.