

技师学院 教材
高级技工学校

实用 基础英语

PRACTICAL
ESSENTIAL
ENGLISH

江苏盐城技师学院组织编写

【技师学院教材】
高级技工学校教材

实用基础英语

PRACTICAL ESSENTIAL ENGLISH

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前言



《实用基础英语》是编者在充分汲取国内外英语教学和教材编写的成果，总结英语教学的经验和教训，考虑高级技校、技师学院的学生实际水平，研究社会实际需求的基础上编写而成的。

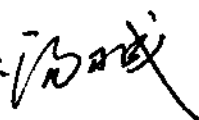
编写本书的指导思想是：以提高学生英语运用能力为宗旨，在初中英语教学基础上，巩固、扩大英语基础知识，激发和培养学生学习的兴趣，提高自主学习的能力，为学生步入社会和进一步学习打好基础。教学内容贴近生活，题材多样，生动有趣，实用性强；内容结构次序是：普遍语用—专门语用—专门语用的普遍文化；能力训练程序是：基本词汇—实用句型—情景会话—短文阅读。

本教材编写力求在教学观念和教学方法方面有所创新、有所突破，彻底打破“哑巴”英语的教学现状。在教学方法上要求教师在组织课堂教学时，采用以学生为主体、教师为主导的教学方法，注重课堂教学的师生互动、生生互动。

本教材共有四章 20 单元，每单元建议 6~8 课时，全书总计 120~160 课时，供高级校技、技师学院第一学年使用。通过本书的学习，学生的常用词汇量可达 1 500 左右，如含拓展词汇量，总词汇量可达 2 000 以上。

本书由王一民同志担任主编，冒海斌同志任副主编，曹晓娟、沈海洲、张雪峰、吉向红、张清红、刘菊先老师参加了部分内容的编写工作。王建林同志提出了建设性的指导意见，并且亲自参与了编写统筹协调工作，在此表示深深的谢意。

本教材由于改革力度较大，成书时间仓促，加之编考水平有限，书中难免有缺点和不当之处，恳请广大师生在使用中提出宝贵意见，以使教材不断完善。

江苏盐城技师学院院长 

2005 年 7 月

内容提要



本书以一个职业技术学院毕业生的求职、工作、生活、交往、发展为主线索，分4章20单元，内容主要涉及：电话求职、问路、问候道别、介绍、日常生活、时间表述、饮食起居、天气、健康、购物、餐饮、旅馆、交通、体育、银行、职业、接待、办公用语、节日等几个方面。

本书为高级技校、技师学院教材，也可作为其他高等职业院校、外企工作人员、出国人员英语口语培训教材。

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Chapter 1 Unit 1—Unit 5

Practical Functions :

Greetings

Introductions

Farewells

Situation :

Finding a Job

Unit 1 Making a Phone Call

Objectives:

- ☐ Learn how to make or receive a phone call
- ☐ Learn how to find a job using a phone
- ☐ Learn how to make a general introduction of oneself

Task 1. Warm-up

1. How to make a phone call?
2. How to receive a phone call?
3. Can you imitate some situations of making or receiving a phone call?
4. How many means of finding a job do you know?
5. How do you use a phone to find a job?

Task II. Situational Conversation

Situation A

Zhang Ping: Hello! Is that Phillip Electronics?

Secretary: Hello! What can we do for you?

Zhang Ping: Good morning! This is Zhang Ping speaking. I'd like some information about a job opening for assembly line in your company. Is it still available?

Secretary: Yes. Will you come here for the job interview tomorrow morning?

Zhang Ping: Sure! I'd like to.

Secretary: Make sure to bring your resume and necessary credentials, please.

Zhang Ping: All right. Thank you.

Secretary: You're welcome!

Situation B

Secretary: Hello, Phillip Electronics.

Zhang Ping: Hello, this is Zhang Ping. I'm applying for a job.

Secretary: Anything in particular that attracts you?

Zhang Ping: I want to work as an assembly worker.

Secretary: I'm afraid there is no such a job available at the moment. Will you please leave your telephone number? If anything opens up, I will let you know.

Well begun, half done.

Zhang Ping: It's very kind of you. My number is 8156062.

Secretary: 8156062. Right?

Zhang Ping: Yeah. Thank you very much!

Secretary: That's all right. Good-bye!

Zhang Ping: Good-bye!

Task III. Passage

General Introduction of Myself

My name is Zhang Ping. I'm eighteen years old, and I come of a peasant family. There are four people in my family, my father, my mother, my elder sister and I. I like making models. I want to be a technician so that I can make more and more useful things.

Telephone

Nowadays, the telephone is a main means of communication in our daily life. We can communicate with each other all over the world simply by dialing a number. If you want to look for a job, telephone is of great use to you. When you are talking on the phone, please use short sentences in order to save time and money. Don't chat too long on the phone.

Task IV. Language Study

1. Is it still available?
2. Anything in particular that attracts you?
3. I'm afraid there is no such a job available at the moment.
4. I want to be a technician so that I can make more and more useful things.
5. Telephone is of great use to you.
6. ...please use short sentences in order to save time ...

Task V. Expanding Work

Expanding Drills

1. I'd like some information about a job opening for assembly line in your company.
bench work
machinery maintaining
welding
numerical control
2. Will you come here for the job interview tomorrow morning?
this afternoon
tomorrow afternoon

this Saturday
at 8 next Monday

3. Make sure to bring your resume and necessary credentials.

resume
qualifications
certifications
personal identity card

4. Will you please leave your telephone number?

family address
school address
hotel address
available address

Expanding Situations

Make up dialogues in pairs according to the following situations:

1. 张平打电话给 Changhong Mechanical Manufacturing Co. 想找一份车工的工作, 对方叫他带上证件和履历下午到公司人事部面试。
2. 张平打电话给 Yueda Co. 想找一份机工的工作, 对方回答说暂时没空缺, 叫他留下联系电话, 有空缺时再与他联系。

Expanding Written Work

Introduce your family/class/school, etc.

Task VI. Grammar

1. Phonetics

Vowels: pure vowels, 前元音

[i]	he	be	need	meet
	eat	keep	sheep	we
[i]	king	still	fish	difficult
	sunny	windy	snowy	rainy
	Sunday	Monday	Tuesday	Wednesday
[e]	help	get	well	never
	lesson	plenty	fell	many
	pencil	red	fetch	especially
[æ]	bad	stand	language	map
	thankful	factory	matter	plan

Consonants: plosives, 爆破音

[b] — [p]	bench-pence	book-pork	bark-park
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Well begun, half done.

	club-stop	break-praise	broke-prove
[t] — [d]	tip-dip	teacher-deeper	sent-send
	not-nod	foot-food	pretend-produce
[k] — [g]	curl -girl	cook-goose	dock-dog
	parking-begin	beancurd-single	lake-leg

2. Parts of Speech

A. Name the parts of speech of the following words:

of	thirteen	you	difficult	ago
the	country	see	seem	oh
and	take	three	but	in
now	him	world	and	ninth

B. Arrange the words in the following sentences according to their parts of speech:

- 1) I'm afraid there is no such a job available at the moment.
- 2) I'd like some information about a job opening for assembly line in your company.
- 3) I want to be a technician so that I can make more and more useful things.
- 4) Nowadays, telephone is a main means of communication in our daily life.

Task VII. Supplementary Reading

How Names Are Used in the United States?

A great difference between American social customs and the other countries lies in the way in which names are used. Most of Americans don't like using Mr, Mrs or Miss. They find these terms are too formal. In the United States, people of all ages may prefer to be called by their first names. For example, one may say, "My name is Wilson, James Wilson. Call me James." "Glad to meet you. I'm Miller. But call me Paul." Sometimes the lady you first meet will also say "Don't call me Mrs Smith, just call me Sally." As you may see, using only first names usually indicates friendliness. Very often, introductions are made using both first name and last name, for example "Mary Smith, this is John Jones." In this situation, you are free to decide whether to call the lady "Mary" or "Miss Smith". Sometimes both of you will begin a conversation using family names, that is, surnames: Mr Smith, Miss White, and after a while one or both of you may begin using first names instead. Of course, foreigners who come to the United States may feel uncomfortable using only first names. For them it is quite good to be more formal. You just smile and say "Excuse my being formal when meeting new friends. I am accustomed to it. After a while, I'll use first names too."

So if your American friends do not use your last names or titles, that really doesn't mean any lack of respect. They are used to being informal.

In the United States, people are used to being called by their first names. A lady named Sally Smith is often called Sally by Americans. As you can see, using only first names shows friendli-

ness. We often refer to one's surname, which means one's family name. Foreigners who come to the United States may feel comfortable using only first names. The Americans are accustomed to using first names only.

Read the passage again and choose the right answer:

- All the people in the United States like to be called by _____.
A. their first names B. their last names
C. their titles D. the whole names
- "Glad to meet you. I'm Miller. But call me Paul." What is his first name?
A. Miller B. Paul C. Paul Miller D. Miller Paul
- Sometimes a married woman whose name is Sally Smith wants you to call her _____.
A. Mrs Smith B. Mrs Sally C. Sally D. Sally Smith
- Which one has the same meaning with the word "surname"?
A. Family name B. Title C. Last name D. Both a and c
- Foreigners who come to the United States will feel _____ using only first names.
A. free B. good C. had D. well

Useful Words

imitate [ˈɪmɪteɪt] *v.* 模仿; 仿制
familiar [fəˈmɪliə] *a.* 熟悉的
dial [daɪl] *vt.* 拨 (电话号码)
receiver [rɪˈsɪvə] *n.* 电话听筒; 接电话的人
caller *n.* 呼叫者
invite [ɪnˈvaɪt] *vt.* 邀请; 招待
dinner [ˈdɪnə] *n.* 正餐; 宴会
enterprise [ˌentəpraɪz] *n.* 企业
deliver [dɪˈlɪvə] *vt.* 投递 (信件, 邮包等)
means [miːnz] *n.* 方法, 手段; 财产
information [ɪnfəˈmeɪʃn] *n.* 消息, 信息
available [əˈveɪləbl] *a.* 可利用的
interview [ˈɪntəvjuː] *n. & vt.* 采访, 会见, 面试
resume [ˈrezjuːmeɪ] *n.* 履历
necessary [ˈnesɪsəri] *a.* 必需的, 必要的
credential [kriˈdenʃl] *n.* 证书
particular *a.* 特殊的, 个别的
attract [əˈtrækt] *v.* 吸引
general [ˈdʒenərəl] *a.* 大体的, 笼统的, 总的
peasant [ˈpezənt] *n.* 农民

elder [ˈeldə] *n.* 长者; 前辈 *a.* 年长的
model [ˈmɒdl] *n.* 模型, 原形; 范例; 模范
technician [tekˈnɪʃn] *n.* 技术员, 技师
main [meɪn] *a.* 主要的
communicate [kəˈmjuːnɪkeɪt] *v.* 联系; 交流
chat [ʃæt] *n. & vi.* 聊天, 闲谈
lathe [leɪð] *n.* 车床
welding [ˈweldɪŋ] *n.* 焊接
qualification [ˌkwɒlɪfɪˈkeɪʃn] *n.* 资格
certification [ˌsɜːtɪfɪˈkeɪʃn] *n.* 证明
latheman [ˈleɪðmən] *n.* 车工
fitter [ˈfɪtə] *n.* 装配工
machinist [məˈʃɪnɪst] *n.* 机械师
repairer [rɪˈpeərə] *n.* 修理工
maintainer [meɪnˈteɪnə] *n.* 维护工
welder [ˈweldə] *n.* 焊工
assembler [əˈsemble] *n.* 装配工
electrician [ɪlekˈtrɪʃn] *n.* 电工
programmer *n.* 程序员
chemist [ˈkemɪst] *n.* 药剂师; 化学家

Useful Expressions

Phillip Electronics 飞利浦电子公司

assembly line 装配线

apply for 申请

bench work 钳工

machinery maintaining 机械维护

numerical control 数控

personal identity card 身份证

Unit 2 Asking the Way

Objectives:

- ☐ Learn how to ask or show the way
- ☐ Learn how to express where the location is
- ☐ Learn how to introduce the location of something

Task I. Warm-up

1. Give names of buildings in your school as many as you can.
2. Give names of the streets in your city as many as you can.
3. Give expressions to show locations as many as you can.
4. Give expressions to show directions as many as you can.
5. Give expressions of showing ways as many as you can.
6. How do you ask ways? Who will you ask?

Task II. Situational Conversation

Situation A

Policeman: Can I help you, young man?

Zhang Ping: Yes. Will you please tell me where Xinhua Software Company is?

Policeman: Go down this street and turn left at the second crossing. Go four blocks ahead, and you'll find it on the right.

Zhang Ping: Thank you very much!

Policeman: You're welcome!

Situation B

Zhang Ping: Excuse me, sir! Would you please tell me where Joe's Clothing Company is?

Passer-by: Go straight ahead about 800 meters and you will find a bus stop on the left. Then take Bus No. 68 and get off at Oriental Garden. You'll find it on the opposite of Oriental Garden.

Zhang Ping: Thank you very much!

Passer-by: Not at all.

Task III. Passage**Our School**

Our school is located in the northeast of the city. There are many buildings in it.

The office building is on the right near the school gate. The school library is connected to the office building. There are five classroom buildings for students behind the office building. The laboratory is facing the school gate. It's a seven-story building. The highest building on the left of the laboratory is the multi-purpose building having eight stories. Opposite the multi-purpose building are two classroom buildings. They are facing the south. Behind the classroom buildings there are two dining halls. There is a road between the classroom buildings and the dining halls.

Our school offers us a nice studying environment. We are proud of studying here. The happy days here will be unforgettable.

Task IV. Language Study

1. It's a seven-story building.
2. The highest building on the left of the laboratory is the multi-purpose building having eight stories.
3. Opposite the multi-purpose building are two classroom buildings.
4. Will you please tell me where Xinhua Software Company is?

Task V. Expanding Work**Expanding Drills**

1. ...turn left at the second crossing.
left at the third crossroad
right at the corner
left at the first traffic light
right at the fourth block
2. Go four blocks ahead, and you'll find it on the right.
about 50 meters... left
for about 10 minutes... opposite of the Bank China
about 2 miles... other side of the street
2 blocks... corner
3. Then take Bus No. 68 and get off at Oriental Garden.
the subway... People's Department Store
the No. 11 bus... People's Park
Bus No. 101... Mount Tai Temple
Bus No. 22... the railway station

4. Our school is located in the northeast of the city.
 southeast
 southwest
 northwest
 east
5. The office building is on the right near the school gate.
 on the left before the library
 on the right behind the dining halls
 on the opposite of the classroom building
 in the center of the school
6. 根据说明给出图示:

A: Go straight ahead, then turn left at the first corner. Go two blocks and turn right. Then go one block and turn left. Go one block and turn left again. Then go three blocks and turn left. Where are you, at the school, at the bus stop, or at the library?

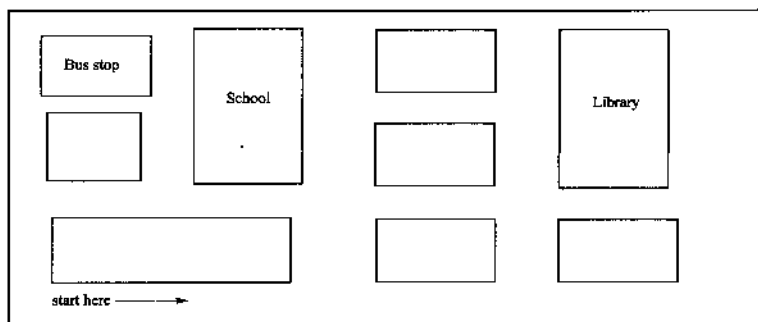


Fig. 1

B: Turn right at the second corner. Go two blocks and turn right again. Go one block and turn left. Go another block and turn right. Turn right at the first corner and go to the end of the street. Where are you? At the post office, at the shopping center, or at the movie theatre?

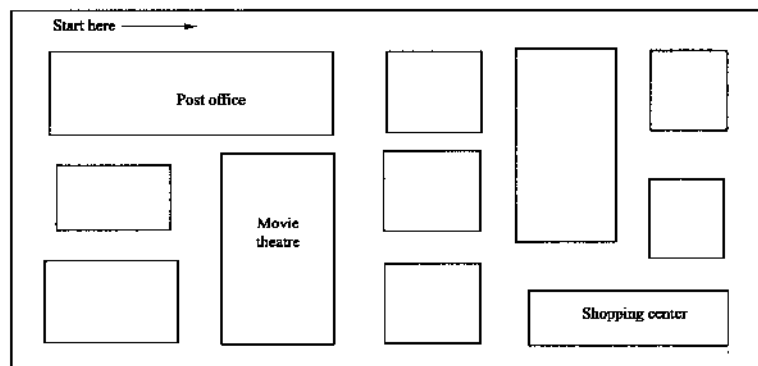


Fig. 2

Where there is a will, there is a way.