

21世纪大学生素质教育丛书



IT 职业英语

English Course for IT Professionals

主 编 高巍巍
副主编 鞠鸿伟 黄玉妍 孙广丽



ENGLISH

English Course for IT Professionals

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中国水利水电出版社

www.waterpub.com.cn

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内 容 提 要

随着我国信息产业的发展对国际化人才尤其是既懂得英语又懂技术的国际 IT 人才的需求日益增加, 本书应运而生, 旨在提高计算机相关专业学生与 IT 行业从业人员的商务英语交流能力以及技术阅读和商务写作能力。本书以国际 IT 企业的实际应用规范为参考, 汇集了经验丰富的计算机与英语教师参与编写。全书以一名刚毕业的计算机专业学生从进入公司工作的第一天以及整个业务活动为背景, 侧重与工作密切结合的听、说、读、写多项实用英语技能, 融合了信息技术和商务英语两大领域, 培养学生能够流利地使用商务口语、技术口语以及高效阅读技术文档的能力和写作商务 E-mail 和技术报告的能力。

本教程适用于高等院校计算机及其相关专业、软件学院、各类职业院校和专业培训机构, 也可作为各专业人员自学英语、提高英语应用能力的参考用书。

本书中的练习均配有参考答案, 相关录音材料请登陆<http://www.waterpub.com.cn/softdown/>或<http://www.wsbookshow.com> 自行下载。

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前 言

随着我国信息产业与国际的接轨,中国的IT行业在全球IT行业中占有越来越重要的地位,许多国外知名IT企业在中国投资,展开研发与生产活动。IT行业的国际化发展使得企业对人才的需求向既懂得英语又懂技术的国际IT人才转变。本教程旨在提高计算机相关专业学生及IT行业从业人员的商务英语交流能力、技术阅读和商务写作能力,以国际IT企业的实际应用规范为编写参考,汇集了经验丰富的计算机与英语教师。

全书以一名刚毕业的计算机专业学生从进入公司工作的第一天以及整个业务活动为背景,侧重与工作密切结合的听、说、读、写多项实用英语技能,融合了信息技术和商务英语两大领域,培养学生流利地使用商务口语、技术口语以及高效阅读技术文档的能力和写作商务E-mail、技术报告的能力。本教程适用于高等院校计算机及其相关专业、软件学院、各类职业院校和专业培训机构,也可作为个专业人员自学英语、提高英语应用能力的参考用书。

全书共分两大部分:

第一部分由12个单元组成,各单元结构如下:

- 阅读:包括技术阅读、快速阅读和辅助阅读。侧重于培养学生对IT相关文章的阅读理解能力,增加学生的IT英语词汇量。其中辅助阅读部分为读者补充了大量的IT文章,以扩充读者的视野。
- 听力:培养读者对英文对话的理解能力,增强读者在外企环境中的适应能力。
- 口语:侧重于培养学生企业中与上司、同事和客户的交流能力。
- 写作:主要介绍在工作中经常使用的电子邮件以及其他应用文的写作方法和技巧。侧重培养学生在特定情况下与人进行书面沟通的能力。

第二部分为语法和句型部分,共包括12个单元,本部分主要是对会话和文章中经常使用的语法和句型进行综合讲解。

全书的每个单元都附有大量相关的练习题,帮助读者进行知识的巩固和提高。同时提供听力部分的全文录音,以方便广大读者的使用。

本书由高巍巍任主编,鞠鸿伟、黄玉妍、孙广丽任副主编,全书的语法和写作部分均由鞠鸿伟编写;除此之外,第1、2章由刘广敏编写,第3、5、6章由黄玉妍编写,第4、12章由孙广丽编写,第7、8、9章由高巍巍编写,第10、11章由杨巍巍编写。全书的听力部分由鞠鸿伟和黄文哲录音。

除封面署名和作者外,参加本书编写和整理资料的还有周洪玉、范晶、马宪敏、苍圣、陈丽、侯相茹、马玲、张丽明、张鑫瑜、高炜、李放等,在此一并表示感谢。由于时间紧迫,编者水平有限,疏漏在所难免,诚恳希望广大读者不吝指正。

编 者

2010年2月

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Unit 1 *First Day at Work*



Section One Reading

➤ Technical Reading

Working in an international IT company means that you have to deal with English all the time. Kevin needs to get familiar with the English equivalents of the technical terms he has learned. So the first class he needs to make up for is to learn the English name for each component of a computer.

Introduction to Computer Components

The computer, also called a **processor**, is an electronic device that can interpret and execute programmed, commands for input, output, computation, and logic operations. Key **elements** in a computer system include the processor, **memory**, **input devices**, **output devices**, and **storage**. The input/output devices are sometimes called **peripheral** devices.

The processor is the **kernel** of any computer system, sometimes called the **Central Processing Unit (CPU)**. It has three main sections: the control unit, the **Arithmetic and Logic Unit (ALU)** and the memory section. These three section are found in CPUs of all sizes.

Storage of data and software in a computer system is either temporary or permanent. **Random-Access Memory (RAM)**, provides temporary storage of data and programs during processing within **chips**. Permanently installed and interchangeable disks provides permanent storage for data and programs for retrieval by the computer. Today's personal computers use a variety of storage technologies, including **floppy disks**, **hard disks**, CDs, DVDs, tapes, and **flash drives**.

Computer systems use many devices for input purpose. Data can be entered to a computer system for processing (input) via a keyboard (for keyed input), a microphone (for voice and

sound input), or a point-and-draw device, such as a mouse. The other typical input device are: **joy-stick**, digital camera and **scanner**.

Output device convert output results from the CPU into a form that can be used by people. Output(the results of processing) can be routed to a **monitor** or video display, audio speakers, or a printer.

Vocabulary

1. processor	n. 处理机
2. elements	n. 元素
3. memory	n. 内存
4. input devices	n. 输入设备
5. output devices	n. 输出设备
6. storage	n. 存储, 存储器
7. peripherals	n. 外围设备
8. kernel	n. 内核, 核心
9. Central Processing Unit(CPU)	n. 中央处理器
10. Arithmetic and Logic Unit(ALU)	n. 算术逻辑单元
11. Random-Access Memory(RAM)	n. 随机存取存储器
12. chip	n. 芯片
13. floppy	n. 软盘
14. hard disks	n. 硬盘
15. flash drives	n. 闪存盘
16. joy-stick	n. 操纵杆
17. scanner	n. 扫描仪
18. monitor	n. 显示器

Exercise 1

True or False




- () Key elements in a computer system include memory, input devices, and output devices.
- () Keyboards, mice, input pens, and printers are input devices.
- () The input/output devices are also called peripheral devices.
- () CPU can be called the key element of a computer.
- () The control section can be found in the CPU of a typical PC.

➤ Fast Reading

Text 1

The following is an advertisement with product specifications.

DELL Desktop Deals

		
Inspiron 530 "Great Computer, Great Price" - <i>Settie 3/3/09</i>	Studio Desktop "Great Product/ Great Value...You can't go wrong with this computer". - <i>daisycraftdotcom 12/15/2008</i>	Studio Slim Desktop "Excellent PC... Cannot be more delighted with it". - <i>NoahsDad 1/17/09</i>
Dell Inspiron 530 Intel® Pentium® dual-core processor E5200 (2MB L2, 2.5GHz, 800FSB)	Studio Mini-Tower Intel® Core™ 2 Duo E7400 (3MB L2, 2.8GHz, 1066FSB)	Studio Slim-Tower Intel® Core™ 2 Duo E7400 (3MB L2, 2.8GHz, 1066FSB)
Operating System Genuine Windows Vista® Home Premium Service Pack 1	Operating System Genuine Windows Vista® Home Premium Edition SP1, 64-Bit	Operating System Genuine Windows Vista® Home Premium Edition SP1, 64-Bit
Monitor Monitor sold separately	Monitors Monitor sold separately	Monitors Monitor sold separately
Optical Drive 16X DVD+/-RW Drive	Optical Drive 16X DVD+/-RW Drive	Optical Drive 16X DVD+/-RW Drive
Memory 3GB ² Dual Channel DDR2 SDRAM at 800MHz - 4 DIMMs	Memory 3GB ² Dual Channel DDR2 SDRAM at 800MHz- 4DIMMs	Memory 3GB ² Dual Channel DDR2 SDRAM at 800MHz- 4DIMMs
Hard Drives	Hard Drive	Hard Drive

320GB³ Serial ATA Hard
Drive (7200RPM)
w/DataBurst Cache™

500GB³ Serial ATA Hard
Drive (7200RPM)
w/DataBurst Cache™

500GB³ Serial ATA Hard
Drive (7200RPM)
w/DataBurst Cache™

Exercise 2

Read the information and answer the following questions.

1. What is the brand of the computers?
2. Which models have better processors?
3. Give the feature the three models have in common.

Text 2

The following is an introduction to two models of laptop.



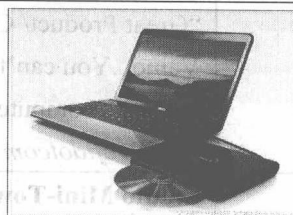
Inspiron Mini 9

Inspiron Mini Laptops are designed to keep you connected. Our Minis or netbooks are also perfect for kids!

For those who live out of a suitcase and fly frequently, this ultra-portable provides integrated EV-DO.

- Connect with advanced wireless options
- Light and compact for an on-the-go lifestyle
- Dynamic & Customizable user interface

4 hours battery life & just 2.28 lbs



Inspiron 13

Inspiron laptops are our mainstream laptop brand, built for everyday use and available in colors and patterns. Give people something to talk about. Meet the new Inspiron™ 13 - the slim, brainy new 13.3" laptop from Dell.

- Up to Intel® Core™2 Duo processors
- Genuine Windows Vista® operating system
- Sleek design, Pacific Blue exterior with piano black accents

Inspiron 13

Intel® Core™ 2 Duo T6400 (2.0GHz/800Mhz
FSB/2MB cache)

<p>Inspiron Mini 9 Intel® Atom Processor® N270 (1.6GHz/533Mhz FSB/512K cache)</p> <p>OPERATING SYSTEM(Ubuntu) Ubuntu Linux version 8.04.1</p> <p>LCD Panel Glossy 8.9 inch LED display (1024X600)</p> <p>MEMORY 512MB² DDR2 at 533MHz</p> <p>Hard Drive 8GB Solid State Drive</p> <p>VIDEO Intel Graphics Media Accelerator (GMA) 950</p> <p>Sound Base LCD Assembly</p> <p>Wireless Wireless 802.11g Mini Card</p> <p>Battery 39WHr Battery (4 cell)</p> <p>System Color Option Alpine White</p> <p>Service 1 Yr Ltd Warranty and Mail-In Service \$ 1, 928.00-\$2, 279.00</p>	<p>OPERATING SYSTEM(s) Genuine Windows Vista® Home Basic Edition SP1</p> <p>Display and Camera Glossy, widescreen 13.3" LCD (1280x800) w/o Camera</p> <p>Combo or DVD+RW Drive 8X Slot Load CD / DVD Burner (Dual Layer DVD+/-RW Drive)</p> <p>Memory 3GB2 Shared Dual Channel DDR2 (2 Dimms)</p> <p>Hard Drives Size: 320GB3 SATA Hard Drive (5400RPM)</p> <p>Video Card Intel Graphics Media Accelerator X3100</p> <p>Wireless Networking Dell Wireless 1505 Wireless-N Mini-card</p> <p>Primary Battery 37Whr Lithium Ion Battery (4 cell)</p> <p>System Color Pacific Blue</p> <p>Hardware Support Services 1 Yr Ltd Hardware Warranty, 4 InHome Service after Remote Diagnosis5 \$ 1, 728.00-\$2, 010.00</p>
--	---

Exercise 3

Fill in the blanks according to the information from the text above.

1. If you are a businessman traveling around the world, you will choose model _____

for its following features:

A. _____

B. _____

2. If you are a software engineer, you will choose model _____ for its following features:

A. _____

B. _____

3. If you want to play games, you will choose _____.

4. If you travel frequently and you want to get a cheap laptop you will choose _____.

➤ Supplementary Reading

What Can My Hardware Help Me Do ?

There are five different **categories**¹ of computer hardware, each devoted to helping you perform one of the following specific tasks:

1. capturing information.
2. processing information.
3. presenting information.
4. storing information.
5. communicating information to other people.

The system box contains your CPU and RAM-there make up your computer's brain. The CPU carries out **instructions**² it receives memory for holding software and information.

Storage devices such as a 3.5" disk drive, hard drive, **CD-RW**³ drive, CD-ROM drive, and Zip drive store information so you can recall and use that information at a later time. Not all hard disks are fixed. Those that can be inserted as you would a **diskette**⁴ or attached externally provide a fast, economical means for **backup**⁵.

Input devices such as a keyboard, a mouse, and an internet video camera and a variety of **scanners**⁶ read and interpret information on printed matter and help you capture information and translate it into a form that can be processed and used by other parts of your computer. **Digitizer**

¹ category

n. 分类

² instruction

n. 指令

³ CD-RW (compact disc- rewritable)

n. 可重写光盘

⁴ diskette

n. 软盘

⁵ backup

n. 备份

⁶ scanner

n. 扫描仪

table and pen⁷ is a pen and a pressure-sensitive tablet whose X-Y coordinates correspond with those on the computer's display screen.

Output device such as printer, set of speakers, and monitor take information within your computer and present it to you in form that you can understand. Graphic images can be displayed on a monitor or they can be projected onto a large screen to be viewed by a group of people or an audience with the aid of a **multimedia projector**⁸. **Page printers**⁹ use laser, **LED**¹⁰ (light-emitting diode), **LCS**¹¹ (liquid crystal shutter), and other laser-like technologies to achieve high-speed hard-copy output by printing a page at a time. The color ink-jet printers is emerging as the choice for budget-minded consumers. **SOHO**¹² (small office/home office) buyers also are opting for color ink-jet printers by the millions. The **dot-matrix printers**¹³ forms images one character at a time as the print head moves across the paper. The print, fax, scan and copy multifunction peripheral is a **all-in-one multifunction peripheral**¹⁴ devices. These multifunction devices are popular in the small office /home office environments and in other settings where the volume for any of their functions is relatively low.

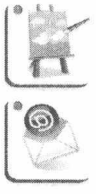
Telecommunications devices such as a **modem**¹⁵ and **network card**¹⁶ help you communicate information to people in other locations. These types of devices are housed within your system box and have connections located in the back of your system.

Exercise 4

There are 5 terms or phrases in the following box. Below the box are the explanations for these terms. Choose the correct explanation from [A] – [J] for each term by typing the corresponding letter.

- | | |
|----------------------------------|-------|
| 1. Modem (modulator-demodulator) | _____ |
| 2. Network interface card (NIC) | _____ |
| 3. Printer | _____ |
| 4. Instruction | _____ |
| 5. Diskette | _____ |

- | | |
|---|---------------|
| ⁷ Digitizer table and pen | n. 图形输入板 |
| ⁸ multimedia projector | n. 多媒体投影仪 |
| ⁹ Page printers | n. 激光页码式打印机 |
| ¹⁰ LED (light-emitting diode) | n. 发光二极管 |
| ¹¹ LCS(liquid crystal shutter) | n. 液晶体 |
| ¹² SOHO | 家庭办公室, 小型家庭公司 |
| ¹³ dot-matrix printers | n. 点阵式打印机 |
| ¹⁴ all-in-one multifunction peripheral | n. 多功能一体机 |
| ¹⁵ modem | n. 调制解调器 |
| ¹⁶ network card | n. 网卡 |



- a. A device used to prepare hard-copy output.
- b. A programming language statement that specifies a particular computer operation to be performed.
- c. A thin interchangeable disk for secondary random-access data storage (same as floppy disk).
- d. A device used to convert computer-compatible signals to signals that can be transmitted over the telephone lines, then back again to computer signals at the other end of the line.
- e. A PC expansion card or PCMCIA card that facilitates and controls the exchange of data between the PC and its network.



Section Two Listening

Formal greeting and introductions.

Tips: Human Resources Manager 人力资源经理



Section Three Speaking

Useful expression in office: small talk greeting and introduction.

Exercise 5

What would they say?

假想销售部的经理吴敏和她的秘书一同拜访一个商务伙伴。首先吴敏需要做一个自我介绍，然后向商务伙伴介绍她的秘书。在这种场景下吴敏应该怎么说？

A: Allow me to _____. My name is Wu Min, a manager in the Sales Department.

B: _____, Miss Wu? Nice to meet you.

A: _____, here's my card.

B: Thank you. This is mine.

A: _____ . This is Mr. Chen.



B: Glad to meet you.

A: This is Miss Li, my secretary.

C: Nice to meet you.

Exercise 6

假想你和研发部的同事王新在派对上遇见一个商务伙伴 Mr. Mike King。你需要向商务伙伴介绍王新。在这种场景下你应该怎么说？

A: Wang Xin, _____ Mr. King, head of the England delegation, have you?

B: No, not yet.

A: Well, _____. Hello, Mr. Mike King, I hope you're enjoying the party.

C: Yes, very much.

A: Mr. Mike King, _____ Mr. Wang, from our R&D Department.

C: _____?

B: How do you do? I'm very glad to meet you, Mr. Mike King.

Exercise 7

What would you say in the following situations?

1. Introduce yourselves in a less formal way.
2. Try to introduce two of your partners to each other.
3. Your boss says to you, "This is Mr. Smith. He is visiting us from England."
4. You have been introduced to a client, but later in the party you can not remember her name.
5. The customer service manager, Mrs. Lee, doesn't know Cindy Morris, the new sales clerk.



Section Four Writing

Memos, notes and notices 备忘录、留言条和公告

A memo is used to communicate inside an organization, usually short but including the following parts (备忘录是一个机构内部沟通的工具, 通常包括以下几个部分):

1. To: (致:)
2. From: (由:)
3. Subject: (事由:)



4. Date: (日期:)

5. The actual message (正文)

Memos can be less formal, formal or very formal. (备忘录文体可以是非正式的、正式的或非常正式的)

For example:

Memo: Less formal (非正式文体)

Sample 1:

Memo	
To:	Office Managers
From:	Joe
Subject:	Room change for the next meeting
Date:	April 14 th , 2009
The meeting on Friday, April 17 th , has been changed to Room 302.	

Sample 2:

Memo	
To:	Everybody
From:	Anne
Subject:	Department meeting
Date:	July 14 th , 2009
Our department meeting takes place at 1:30 in Room 402 every Friday afternoon.	

Sample 3:

Memo	
To:	Joe
From:	Ivy
Subject:	Routine check
Date:	August 18 th , 2009
The top management will check all departments routine work. Please get ready and cooperate well.	

Formal (正式文体)

Sample 1:

Memo	
To:	All teachers in our faculty

From: Head of Faculty
Subject: Training on the NIT exam
Date: April 12th, 2009

Please tell your students that they can sign up for the NIT exam training course we are running from April 20th, 2009 to June 20th, 2009.

Students will go to Mr. Zhang in Office 309 to get registered by next Friday April 17th, 2009. The training course costs 400 yuan. Lessons start at 6:00 pm and finishes at 7:40 with 10 minutes break from 6:45 to 6:55 every Monday, Wednesday and Friday evening.

Please contact me if there are any questions.

Sample 2:

Memo

To: All Officers
From: Human Resources Manager
Subject: Training lesson
Date: August 18th, 2009

There will be a training lesson for our customers on Wednesday July 25th to teach them how to use our after-sales service when they have problems with the software we developed for them.

Please prepare what area each of you is responsible for and what problems you can solve for them. Thank you.

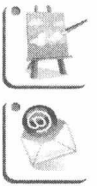
Sample 3:

Memo

To: All employees
From: Accounts office
Subject: Lunch cards
Date: Sep 15th, 2009

Everybody is arranged to eat in the canteen and supposed to use a new employee lunch card.

Please come to the accounts office to collect your card. Thank you.



Very Formal (非常正式文体)

Sample 1:

MEMORANDUM

To: Z X Liu, General Manager
From: Catherine Y L, Office Manager
Date: 12 April 2009
Subject: Purchase of a Color Printer

1. Introduction

At the staff meeting on Wednesday, 9 April 2009, you asked for information about the possible purchase of a color printer. I would like to give these details.

2. Background

Since the eye-catching posters are needed for advertising our products, staff have difficulty in printing colored pictures.

3. Advantages

Providing a color printer would help to make attractive posters and print colorful pictures.

4. Staff Opinion

Staff would like to use the color printer when necessary.

5. Cost

Details of suitable models are given below:

Brand	Model	Price
HP	Deskjet 5438(C9045D)	¥690
Epson	ME2	¥530
Lenovo	5510	¥500

6. Request

If this meets with your approval, we would appreciate it if you could authorize up to ¥700 for the purchase of the color printer.

Catherine Y L

Sample 2:

Memo

To: All Staff
From: Accounts Manager
Subject: NEW EXPENSES CLAIM SYSTEM