

高职高专工程管 理专业系列教材



Basic English for Engineering Management

工程管理基础英语

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武汉理工大学出版社

Basic English for Engineering Management

工程管理基础英语

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前 言

本书是根据高等专科、高等职业学校工程管理专业《工程管理基础英语》课程要求编写的,是高职高专工程管理专业系列教材之一。

随着人类步入信息网络和知识经济全球化时代,人类的交流与生活等各方面都将发生深刻变化。作为信息载体的通用语言——英语,在各个领域的重要作用也正凸显出来。因此,加强高职高专英语教学不仅是深化教育改革、提高教学质量的需要,也是顺应潮流,提高每个学习者全面素质和增强自我竞争力的需要。

这本教程的编写特点:一是以应用为目的,基础理论以必需,够用为度,以掌握概念,强化应用为教学重点,为学生专业课的学习奠定扎实的基础,为造就应用型人才拓宽知识视野。二是注意能力培训,处理好理论与实践应用的关系,在保证必需理论知识教育的同时,加强应用环节的知识,使学生有针对性地获得较为系统的基础知识,以达到学用结合、学以致用为目的。三是突出专业特色,深入浅出,浅显易懂。为了方便学生自学,每个单元均附有自学同步练习题及参考答案,附有全部参考译文及与课文相配套的补充阅读材料(含参考译文),这样既保证了高等教育规格的要求,又体现了教学内容的完整性和整体优化。

该书的主要目的是帮助入学水平低于《基本要求》规定的学生,把语言基本功训练与实际涉外活动结合起来,从一开始就学用结合,学一点,用一点,会一点。

全书共有 30 个单元,词汇起点为 800 个,供工程管理专业及相关专业公共基础课教材,分别在两个学期学习。对于有志提高基础英语能力的在职工程技术人员来说,也是一本较为合适的自学教材。

本书由李高平编写 Unit 1~3, Unit 26~27;袁晓编写 Unit 4~6, Unit 24~25;许红彬编写 Unit 7~9, Unit 22~23;董星华编写 Unit 10~12, Unit 20~21;张风琴编写 Unit 13~15, Unit 18~19;吴亚萍编写 Unit 16~17, Unit 28~30。全书统稿及审稿工作由李高平副教授完成。

本书在编写过程中,参考了同类教材和相关材料,均在参考文献中列出。同时我们也得到了相关领域及同仁的大力支持,在此表示衷心感谢。

由于时间仓促,作者经验与水平有限,错误纰漏在所难免,敬请各位专家、读者多提宝贵意见。

编 者

2005 年 5 月于平顶山

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Unit 1 How Do You Extend a Welcome and Greetings?

Dialogues

(A)

How Do You Do?

Li Ping is an interpreter. John Smith comes from London. Li Ping now meets Professor John Smith at the airport.

Li: Excuse me, are you Professor Smith from London?

Smith: Yes, I'm John Smith.

Li: My name is Li Ping. I'm an interpreter from Nanjing Normal University. I'm here to meet you.

Smith: How do you do?

Li: How do you do? Welcome to Nanjing. We hope you'll find your stay here satisfactory.

Smith: I'm sure I will.

Li: Let me help you with your suitcase.

Smith: I can manage. Thank you all the same.

Li: This way, please.

(B)

Glad to Welcome You to Shanghai

Miss Li Hua, secretary of a Foreign Trade Corporation of China, is now at the airport to meet Mr. Smith, who comes from California, America.

Li: Excuse me, are you Mr. Smith from the United States?

Smith: Yes, I'm John Smith from California.

Li: How do you do, Mr. Smith? My name is Li Hua. I'm from the Foreign Trade Corporation of China.

Smith: How do you do, Miss Li? Now, this is my wife Emily Smith. Emily, this is Miss Li Hua.

Emily: How do you do, Miss Li? Glad to see you.

Li: How do you do? Welcome to China, Mr. and Mrs. Smith. Our manager has asked me to come to meet you.

Smith: Thank you, Miss Li.

Li: Hope you had a good trip.

Smith: Fine. We had a very pleasant flight.

Li: I'm very glad to hear that. Now, the car is waiting over there. Let's go to the hotel.

Smith: OK.

Passage

Good Manners

Polite and cheerful greetings are considered a form of good manners, and can help to build up friendships. Not much effort is needed just to say "Good morning" or "Hello" when you meet an acquaintance on your way to work. "Hi" with a nod, a smile or a wave of the hand is just as good, but is considered more informal. It is the custom to shake hands when you are introduced to a person. Chinese people seem to shake hands more often when they meet. Remember that the older people or the woman should be the first to offer the hand, otherwise a nod, or a slight bow is enough. In western countries, a firm handshake is considered polite; a weak handshake may indicate disinterest.

Notes:

1. "on your way to work" 在你上班的路上

"on one's way to..."意思为“在...的路上”，例如：“on my way home”“在我回家的路上”，“on his way to school”“在他去学校的路上”，“on her way to the railway station”“在她去火车站的路上”。

I met an old friend of mine on my way home.

我在回家的路上遇到了一位老朋友。

2. It is the custom to shake hands when you are introduced to a person.

当你被介绍给朋友时，习惯上要握握手。

Words and Expressions

interpreter	/ in'te:prɪtə /	n. 译员
professor	/ prə'fesə /	n. 教授
normal	/ 'nɔ:ml /	adj. 师范的; 正常的
satisfactory	/ ,sætɪs'fæktəri /	adj. 令人满意的
suitcase	/ 'sju:tkeɪs /	n. (旅行用)小提箱
manage	/ 'mænɪdʒ /	v. 处理; 应付
journey	/ 'dʒə:ni /	n. 旅行, 行程
polite	/ pə'laɪt /	adj. 有礼貌的
cheerful	/ 'tʃiəfʊl /	adj. 兴高采烈的
consider	/ kən'sɪdə /	v. 认为; 考虑
manner	/ 'mæne /	n. 方式; [-s]风度, 礼貌
acquaintance	/ ə'kweɪntəns /	n. 相识的人
nod	/ nɒd /	n. 点头招呼, 点头
wave	/ weɪv /	n. 挥动
informal	/ ɪn'fɔ:ml /	adj. 非正式的
custom	/ 'kʌstəm /	n. 习惯, 习俗
introduce	/ ɪn'trə'dju:s /	v. 介绍
offer	/ 'ɒfə /	v. 给予

otherwise	/ 'ʌðəwaiz /	conj. 否则,不然
firm	/ fɜ:m /	adj. 强有力的;坚固的
handshake	/ 'hændʃeik /	n. 握手
weak	/ wi:k /	adj. 无力的,懦弱的
indicate	/ 'ɪndikeit /	v. 表明(意向、原因)
disinterest	/ dis'ɪntrɪst /	n. 无兴趣,不关心

* * * * *

Excuse me, (but) are you...?	请问,你是……吗?
My name is... , I'm from...	我叫……,我来自……
Welcome to...	欢迎到……

Grammar Project

Present Indefinite Tense (一般现在时)

一般现在时表示经常性或习惯性的动作,表示说话时人或事物的特征或状态,表示客观事实或普遍整理。常和表示“反复、经常”等意义的时间状语连用。

1. 表示一种经常性或习惯性的动作。例如:

Sometimes I take a walk after supper.

我有时晚饭后散散步。

She gets up at 6:00 in the morning.

她每天早上6点钟起床。

2. 表示现在的某种特征或状态。例如:

They speak English very well.

他们英语讲得很好。

She is our English teacher.

她是我们的英语老师。

3. 表示客观事实或普遍真理。例如:

The earth moves round the sun.

地球绕着太阳转。

Matter has three states; solid, liquid, and gas.

物质有三种形态:固态、液态和气态。

基本句子结构

肯定句	He goes to school every day.
	他每天去上学。
	They usually get up at six every morning.
	他们早上通常6点钟起床。
	He is an Englishman.
	他是英国人。

否定句	He does not / doesn't go to school every day. 他每天不去上学。 They usually do not / don't get up at six every morning. 他们早上通常不 6 点钟起床。 He is not / isn't an Englishman. 他不是英国人。
一般疑问句	Does she go to work every day? 她每天去上班吗? Do you read English every morning? 你每天早上读英语吗? Are you from Nanjing? 你是南京人吗?
特殊疑问句	When do you usually have breakfast in the morning? 你通常早餐吃什么? How often does she write home? 她多久给家人写封信? Where is she from? 她是哪里人?

Linking Verbs (系动词)

系动词在陈述句中的位置是在主语和表语之间,说明主语的状态、性质、特征或身份,随着主语的人称或单复数以及句子的时态发生变化。常用的系动词主要有:be, seem, look, sound, become, taste, smell, remain, feel, prove, appear 等。例如:

We are very busy. 我们非常忙。

She looks quite young. 她看上去相当年轻。

基本结构

主 语	系动词	表 语
I	am (am not / 'm not)	an engineer.
We	are (are not / aren't)	at home.
You / They 复数名词	are (are not / aren't)	happy.
He / She / It 单数名词	is (is not / isn't)	out.

否定式:如果是一般现在时或一般过去时,直接在系动词的后面加上 not;如果是一般将来时,要在 shall / will 后加 not,常可写成 shan't, won't,系动词 be 用原形。

一般将来时的肯定句与否定句

肯定句	否定句
I shall / will be happy.	I shall / will not (shan't / won't) be happy.
We shall / will be happy.	I shall / will not (shan't / won't) be happy.
I shall / will be happy.	I shall / will not (shan't / won't) be happy.
He / She / It will be happy.	He / She / It will not / (won't) be happy.

Exercises

I. Understanding of the dialogues and the passage

1. Give the best answer from the choices according to the dialogues.

- Professor Smith comes from _____ according to Dialogue A.
A. Paris B. London C. New York D. Rome
- Li ping is a (n) _____.
A. teacher B. student C. interpreter D. receptionist (接待员)
- When people meet for the first time they usually say "_____".
A. Hi B. Hello C. How are you? D. How do you do?
- Li Hua has booked _____ for Mr. and Mrs. Smith according to Dialogue B?
A. a ticket B. a table C. a room D. none of the above
- Li Hua and Mr. Smith are meeting _____.
A. at the airport B. in the hotel
C. in the restaurant D. in the Foreign Trade Corporation
- Li Hua is _____.
A. a secretary of a corporation. B. a secretary of Mr. Smith
C. an interpreter of Mr. Smith D. a manger of a corporation
- After leaving the airport, Li Hua and Mr. Smith are going to _____.
A. a company B. a hotel C. a school D. Li Hua's home

2. Decide whether the statements are true(T) or false (F) according to the passage.

- () 1) Polite and cheerful greetings are very important in building up friendships.
- () 2) We need a lot of effort to say "Good morning" or "Hello" if we meet someone we know.
- () 3) Formal greetings including "Hi" with a nod, a smile or a wave of the hand.
- () 4) We Chinese seem to shake hands less often than Americans.
- () 5) Westerners consider a forceful (强有力的) handshake polite.

3. Give the brief answer to each of the questions according to the passage.

- 1) What helps to build up friendships?

2) How should you greet people you know on your way to work?

_____.

3) What do you usually do when you are introduced to a person?

_____.

4) Do we Chinese people shake hands more often?

_____.

5) Who should be the first to offer the hands?

_____.

6) What else do you do instead of shaking hands as a greeting?

_____.

II. Vocabulary and Structure

1. Complete the following sentences with the words or expressions given in the box.

Change the form if necessary.

build up	cheerful	slight	otherwise
custom	informal	consider	effort

1) It is my _____ to get up early.

2) You're very _____ today.

3) They _____ their business (生意) by good services (服务).

4) "Hi" is (an) _____ greeting. It is regarded (被看作) as American English.

5) The differences between the pictures are very _____.

6) He must put more _____ into his work.

7) We _____ this to be very important.

8) We must run, _____ we'll be too late.

2. Change the following sentences into the negative (否定) form.

1) It will be a fine day tomorrow.

2) They are eager to join us.

3) We shall be there on time.

4) She works as a tourist guide in her spare time.

5) We do morning exercises every day.

6) There are twelve chairs in the room.

7) We have four lessons in the morning.

3. Change the following sentences into the interrogative (疑问) form.

1) Lily tries to give the tourists as much help as she can.

2) Mr. Wilson has a lot of Chinese friends.

3) I have a happy family.