

DAXUE ZHIYE YINGYU



# 大学职业英语

主 编 刘 忠 王晓敏



重庆大学出版社

<http://www.cqup.com.cn>



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## 内容提要

《大学职业英语》是“高职211”工程国家级示范高职建设成果之一。本书在编写之前,通过对学生就业岗位群的调查和各专业教师的访谈,拟定了求职、职场安全等职场情景。本书共八个单元,每单元包括两篇课文和一个写作练习。每篇文章后面都提供生词、短语和难点解析;同时提供形式多样的练习题。写作部分详细讲解了某一种写作形式的写作方法,又有针对性地设置了练习,让学生能够学以致用。本书在编写过程中也参考和结合了 ESP 教学法,使教材内容更有针对性和实用性。

### 图书在版编目(CIP)数据

大学职业英语/刘忠,王晓敏主编. —重庆:重庆大学出版社,2016.1

ISBN 978-7-5624-9167-5

I. ①大… II. ①刘…②王… III. ①英语—高等学校—教材 IV. ①H31

中国版本图书馆 CIP 数据核字(2015)第 126421 号

## 大学职业英语

主 编 刘 忠 王晓敏

责任编辑:安 娜 版式设计:安 娜

责任校对:邬小梅 责任印制:张 策

\*

重庆大学出版社出版发行

出版人:易树平

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全国新华书店经销

万州日报印刷厂印刷

\*

开本:787×1092 1/16 印张:11 字数:189 千

2016 年 1 月第 1 版 2016 年 1 月第 1 次印刷

ISBN 978-7-5624-9167-5 定价:32.00 元(含 1 光盘)

本书如有印刷、装订等质量问题,本社负责调换

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# 前 言

《高职高专教育英语课程教学基本要求》中指出:高职教育培养的是技术、生产、管理、服务等领域的高等应用型专门人才。英语课程不仅应打好语言基础,更要培养实际使用英语的技能,特别是使用英语处理日常和涉外业务活动的的能力。

《大学职业英语》是“高职 211”工程国家级示范高职建设成果之一。通过对职教先进国家和地区的考察学习,结合中国高职大学英语教育的“实用为主,够用为度”原则,确定了“以工作过程为导向的大学英语教学模式”。

基于工作过程的大学英语课程模式的探索主要涵盖:根据专业对应工作岗位及岗位群实施典型工作任务分析的过程,根据能力复杂程度整合典型工作任务形成综合能力领域的行动领域归纳过程,根据职业成长及认知规律由递进重构行动领域转换为课程的学习领域的转换过程和根据职业特征及完整思维分解学习领域为主题学习单元的学习情境设计过程等方面。

通过对学生就业岗位群的调查和各专业教师的访谈,拟定了求职、职场安全等职场情景,结合 ESP 教学法,几易其稿,终于吐丝成茧。

本书共八个单元,每单元包括两篇课文。预计第一篇课文为课堂教学使用,时长为四个小节学时,本册可供大学英语课程第二学期使用。

职业教育方兴未艾,任重而道远,愿与各位同道共勉同心!

重庆工程职业技术学院

大学职业英语 项目组

2015 年 3 月

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# UNIT 1

## TEXT A Basic Employment Situation

### Lead-in

*Fill in the blanks with the given words.*

Measuring	Chinese	collection	4th	imbalances
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China is the \_\_\_\_\_ largest country in the world, \_\_\_\_\_ 9, 569, 901 sq km. The \_\_\_\_\_ economy is better understood as a decentralized \_\_\_\_\_ of several regional economies, with large \_\_\_\_\_ between the rural and urban population.

### Basic Employment Situation <sup>①</sup>

#### Population and Workforce

In 2003, the total population of China reached 1.292 billion (excluding Hong Kong Special Administrative Region, Macao Special Administrative Region and Taiwan Province). The population over the age of 16 was 998.89 million, of which the urban population was 423.75 million and the rural population 575.14 million; and the workforce participation rate was 76.2 percent. Among the population over the age of 16, the population with junior middle school education level and above took up 61.7 percent and that with junior college education level and above was 6.6

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① <http://www.showchina.org/en/China/WhitePapers/Text/200710/t131394.htm>

percent. Among the population of technical workers, those of the elementary grade took up 61.5 percent, those of the intermediate grade, 35 percent, and those of the advanced grade, 3.5 percent.

### Total Employment

In 2003, the total urban and rural employed population reached 744.32 million, of which the urban employed population was 256.39 million, accounting for 34.4 percent, and the rural employed population was 487.93 million, accounting for 65.6 percent. From 1990 to 2003, the employed population increased by 96.83 million, an average increase of 7.45 million per annum.

### Employment Structure

As far as the employment structure is concerned, from 1990 to 2003 the proportion of those employed in tertiary industry rose steadily from 18.5 percent to 29.3 percent, with the number of employees reaching 218.09 million; the proportion of those employed in secondary industry remained at around 21.6 percent, with the number of employees reaching 160.77 million; and the proportion of those employed in primary industry dropped from 60.1 percent to 49.1 percent, with the employees numbering 365.46 million.

In terms of employment structure by urban and rural areas, from 1990 to 2003, the ratio of the employed in rural areas dropped from 73.7 percent to 65.6 percent. In terms of employment structure by different economic sectors, from 1990 to 2003, the number of employees in state-owned entities decreased by 34.7 million, down to 68.76 million; the number of those employed by urban individual and private economic entities increased by 35.96 million, to reach 42.67 million, representing 46.5 percent of the newly employed in the urban areas in the same period. New forms of employment mushroomed, such as jobs in foreign-invested firms and economic entities of diverse forms, part-time jobs, temporary jobs, seasonal jobs, work on an hourly basis and jobs with flexible working hours, and became important



avenues for the expansion of employment.

### Unemployment Rate

In recent years, as the employment pressure has been continuously increasing, the Chinese Government has adopted many measures to curb the sharp rise of urban unemployment. By the end of 2003, the registered unemployment rate in the urban areas was 4.3 percent, and the number of registered jobless urbanites was eight million.

In 2004, the Chinese Government has plans to find employment or reemployment for nine million people, and reemployment for five million laid-off persons, of whom the number of those who have difficulties finding a new job is one million. The registered unemployment rate in the urban areas is planned to be controlled at around 4.7 percent.

### Income of Urban and Rural Residents

As the economy develops and job opportunities increase, the income of urban and rural residents keeps rising. From 1990 to 2003, the disposable income per capita of urban residents rose from 1,510 Yuan to 8,472 Yuan, an increase of 460 percent or a rise of 160 percent in real terms; and the net income per capita of rural residents increased from 686 Yuan to 2,622 Yuan, an increase of 280 percent, or a rise of 77 percent in real terms.

Words: 589

### ● New Words ●

administrative	/əd'mɪnɪstrətɪv/	adj. 行政的, 管理的
elementary	/ɪlɪ'ment(ə)ri/	adj. 初级的, 基本的
intermediate	/ɪntə(r)'mi:diət/	adj. 中间(的)
urban	/'ʊ:(r)bən/	adj. 城市的
rural	/'rʊərəl/	adj. 农村的

per annum	/ˈpəː(r) ˈænəm/	n. 年, 每年
tertiary	/ˈtɜː(r) ʃəri/	adj. 第三的
ratio	/ˈreɪʃiəʊ/	n. 比率
sector	/ˈsektə(r)/	n. 部门, 区域
state-owned	/steɪtˈəʊnd/	adj. 国营的
entity	/ˈentəti/	n. 存在, 实体
represent	/ˌreprɪˈzent/	v. 代表, 意味着
mushroom	/ˈmʌʃru:m/	v. 迅速增长
temporary	/ˈtemp(ə) rəri/	adj. 暂时的, 临时的
avenue	/ˈævəˌnjuː/	n. 途径, 方法
expansion	/ɪkˈspænj(ə)n/	n. 扩大, 膨胀, 扩展
curb	/kɜː(r)b/	v. 抵制
sharp	/ʃɑː(r)p/	adj. 急剧的
register	/ˈredʒɪstə(r)/	v. 记录, 注册
urbanite	/ˈɜːbənaɪt/	n. 都市人
laid-off	/ˈleɪdɔf/	adj. 被解雇的, 失业的
disposable	/dɪˈspəʊzəb(ə)l/	adj. 可支配的
per capita	/ˈpəː(r) ˈkæpɪtə/	n. 人均
resident	/ˈrezɪd(ə)nt/	n. 居民

### • Expressions & Phrases •

account for	占, 由于, 因为
as far as	就……而言, 至于
in term of	就……而言, 在……方面
in real terms	按实值计算, 扣除物价因素
junior college	专科学校
increase by	以……增长, 增长了
primary industry	初级产业
secondary industry	第二产业

tertiary industry

第三产业

• *Notes on Text* •

- (1) In 2003, the total urban and rural employed population reached 744.32 million, of which the urban employed population was 256.39 million, accounting for 34.4 percent, and the rural employed population was 487.93 million, accounting for 65.6 percent.

在2003年城市和农村总的就业人口达到74432万人,其中城市就业人数为25639万人,占34.4%,农村就业人数为48793万人,占65.6%。

- (2) In terms of employment structure by different economic sectors, from 1990 to 2003, the number of employees in state-owned entities decreased by 34.7 million, down to 68.76 million; the number of those employed by urban individual and private economic entities increased by 35.96 million, to reach 42.67 million, representing 46.5 percent of the newly employed in the urban areas in the same period.

就因不同经济成分的就业结构而言,从1990—2003年,在国营机构就业人数降了3470万人,降到6876万人;在城市个体和私营经济实体的就业人数增长了3596万人,达到了4267万人,占同一时期城市新型就业的46.5%。

- (3) In 2004, the Chinese Government has plans to find employment or reemployment for nine million people, and reemployment for five million laid-off persons, of whom the number of those who have difficulties finding a new job is one million.

在2004年,中国政府计划为900万人解决就业或者再就业,解决500万失业人员的再就业,其中,找新工作有困难的有100万人。

- (4) From 1990 to 2003, the disposable income per capita of urban residents rose from 1,510 Yuan to 8,472 Yuan, an increase of 460 percent or a rise of 160 percent in real terms; and the net income per capita of rural residents increased from 686 Yuan to 2,622 Yuan, an increase of 280 percent, or a rise of 77 percent in real terms.

从 1990 到 2003 年,每个城市居民的可支配收入从 1 510 元增加到 8 472 元,增长了 460%或者说除开物价增长因素,增长了 160%;农村居民人均纯收入从 686 元增至 2 622 元,增长了 280%,除开物价因素,增长了 77%。

**==Exercises==**

**1. Answer the following questions.**

- (1) What is the population over the age of 16?
- (2) What is the population proportion with junior college education level over the age of 16?
- (3) What is the proportion of the urban employed population?
- (4) What is the annual increase of the employed population?
- (5) What is the population employed in secondary industry in 2003?
- (6) What is the population employed in state-owned entities in 2003?
- (7) What are new forms of employment?
- (8) What is the registered urban unemployment rate by 2003?
- (9) How many people had difficulties finding a new job in 2004?
- (10) Why does the income of urban and rural residents keep rising?

**2. Fill in the blanks with numbers from the text.**

**(1) Population and workforce**

Total Chinese: \_\_\_\_\_.

Chinese over 16: \_\_\_\_\_.

Urban: 423.75 million; Rural: \_\_\_\_\_.

Junior middle school education level: \_\_\_\_\_; Junior college education level: 6.6%.

**(2) Total employment**

Employed: 744.32 million.

Urban: \_\_\_\_\_, 34.4%; Rural: 487.93 million, \_\_\_\_\_

\_\_\_\_\_.

(3) Employment structure

Tertiary: \_\_\_\_\_, 29.3%; Secondary: 160.77, \_\_\_\_\_ ;  
\_\_\_\_\_ : 365.46 million, 49.1%.

State-owned: 68.76 million, - \_\_\_\_\_ million; Individual &  
Private: 42.67 million, + \_\_\_\_\_ million.

(4) Unemployment rate

Registered jobless urbanities: 8 million, 4.3%.

(5) Income of urban and rural residents

Disposable income per urban resident: \_\_\_\_\_ Yuan, 460%;

Disposable income per rural resident: 2, 622 Yuan, \_\_\_\_\_ %.

3. Fill in the blanks with the words given below and change the form if necessary.  
And then translate them into Chinese.

sharp	rural	advance	avenue	steadily
employ	laid-off	decrease	proportion	register

(1) In China's cities, \_\_\_\_\_ workers are a social question.

(2) Because there is so much unemployment, the competition for jobs is very  
\_\_\_\_\_.

(3) Where can I \_\_\_\_\_ (i. e. enroll as a student) for the Arabic course?

(4) They explored every \_\_\_\_\_ but could not find a solution.

(5) The \_\_\_\_\_ scenery was so beautiful that he decided to stay one more week.

(6) Prices have risen \_\_\_\_\_ during the past decade.

(7) What is the \_\_\_\_\_ of men to women in the population?

(8) There have been great \_\_\_\_\_ in medicine in the last ten years.

(9) They are going to \_\_\_\_\_ some new employees.

(10) There has been a steady \_\_\_\_\_ in population in this city.

4. Fill in the blanks with the expressions or phrases given below and change the form if necessary. And then translate them into Chinese.

take up	increase	by in terms of	in real terms	account for
per annum	as far as	junior college	down to	the number of

- (1) May I \_\_\_\_\_ a few minutes of your time?
- (2) Visibility was \_\_\_\_\_ 100 meters in the fog.
- (3) It's been only in recent years that \_\_\_\_\_ disciplinary actions against doctors has increased sharply.
- (4) The global average temperature is expected to \_\_\_\_\_ between 1.4 °C and 5.8 °C this century.
- (5) At present, more than 80% of the PLA's cadres have received \_\_\_\_\_ or higher education.
- (6) Average wages have also fallen by 5% \_\_\_\_\_ over the past year.
- (7) Factory inspector cost on average £ 25, 000 per head \_\_\_\_\_.
- (8) \_\_\_\_\_ I could remember, I did return him the money.
- (9) Chinese employees \_\_\_\_\_ 39% of the workers.
- (10) He always thinks of everything \_\_\_\_\_ money.

5. Translate the following short passage into Chinese.

Rate of unemployment insurance allowance. The people's governments of provinces, autonomous regions and municipalities (直辖市) directly under the Central government determine the unemployment insurance allowance in their own localities (所在地), which shall be lower than the minimum wage in their localities but higher than the minimum living allowance for urban residents. Provisions regarding the time limit during which one receives the benefits are as follows: An unemployed person whose former employer and himself or herself have continually paid unemployment insurance premiums (费用) for more than

one year but less than five years is eligible (合格的, 有资格的) for benefits for up to 12 months; if they have paid the premiums for more than five years but less than 10 years, the unemployed person is eligible for benefits for up to 18 months; if they have paid the premiums for more than 10 years, the unemployed person is eligible for benefits for up to 24 months.

## TEXT B How to Adjust on Your First Job

### How to Adjust on Your First Job<sup>①</sup>

Life at work is far different from life at school. This time, you will not be graded with your special projects, exams and recitations (背诵). No more second, third and fourth chances, no more cutting classes (旷课) and role playing. This time, it is all reality.

It is normal to feel a little bit reserved during your first day or weeks in your first job. You are in the process of adjusting into a new environment. However, never let your “adjustment period” ruin (废弃) your job. Here’s how to adjust in to your first job:

- **Make Friends:** Do not isolate (孤立) yourself during break time; get to know your officemates (同事) by joining them during lunch. It would be easy to adjust if you have people to talk to and be with during your adaptation period.
- **Tour the company:** With provision (规定) with your superior (上级), get familiarize with the company by touring each facilities (except unauthorized (未经批准的) areas). It will be easy for you to adapt if you let yourself get in touch with your new environment.

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① <http://www.articlesbase.com/careers-articles>

- **Personalize your desk/office:** Personalize your desk by putting pictures or notes from people who are close to you. It will help you feel motivated and inspired.
- **Learn your Job:** Ask other employees about your job and ask for tips on how to handle it. Do not hesitate to ask for help, they will gladly lend assistance because they've been through on your situation.
- **Look for a buddy:** Learn if someone in your office who you can relate to. Like someone who's from the same school that you graduated or someone who shares the same interest with you.
- **Introduce yourself:** Just the same as introducing yourself during first day of school, politely say something about yourself. Introducing yourself is actually the first and effective step on how to adjust easily because it will let your officemates know you more.
- **Make your own Research:** Make your own initiative to take research about the company by asking its past employees and present employees on how's the culture in the company.
- **Keep a positive outlook:** Always wear an inviting smile. Never show any fear or intimidation(威胁, 恐吓) because you may be isolated. Always show willingness to learn about your job and the company.

For you to enjoy your first job, you must really learn how to adjust. It would be hard at first, but once you let yourself love what you are doing, everything will be on the right track.

Words: 468

### • New Words •

grade	/greɪd/	v. 评级
project	/'prɒdʒekt/	n. 项目, 计划, 方案, 课题
reality	/ri'æləti/	n. 现实, 实际
reserved	/rɪ'zɜ:(r)vd/	adj. 说话不多的; 不苟言笑的; 矜持的; 含蓄的



process	/ˈprəʊses/	<i>n.</i> 过程, 进程
adjust	/əˈdʒʌst/	<i>vt. &amp; vi.</i> (改变……以)适应; 调整; 校正
period	/ˈpiəriəd/	<i>n.</i> (一段)时间
isolate	/ˈaɪsələt/	<i>vt.</i> 使隔离, 使孤立, 使脱离
provision	/prəˈvɪʒ(ə)n/	<i>n.</i> 规定, 条款, 条件
superior	/suˈpiəriə(r)/	<i>n.</i> 上级, 长官, 上司
familiarize	/fəˈmɪliəraɪz/	<i>vt.</i> 使(某人)熟悉, 使通晓
facility	/fəˈsɪləti/	<i>vt.</i> 使(某人)熟悉, 使通晓
adapt	/əˈdæpt/	<i>vt. &amp; vi.</i> (使)适应, (使)适合 <i>vt.</i> 改编, 改写
unauthorized	/ʌnˈɔːθəraɪzd/	<i>adj.</i> 未经授权的; 未经许可的; 未经批准的
environment	/ɪnˈvaɪrənmənt/	<i>n.</i> 环境, 周围状况, 自然环境
personalize	/ˈpɜː(r)s(ə)nəlaɪz/	<i>vt.</i> 使(某事物)针对个人、带有个人感情或个性化
motivate	/ˈməʊtɪveɪt/	<i>vt.</i> 作为……的动机; 激发; 诱发
inspire	/ɪnˈspaɪə(r)/	<i>vt.</i> 鼓舞, 激励
hesitate	/ˈhezɪteɪt/	<i>vi.</i> 犹豫; 踌躇
assistance	/əˈsɪst(ə)ns/	<i>n.</i> 帮助, 援助
situation	/ˌsɪtʃuˈeɪʃ(ə)n/	<i>n.</i> 形势; 情况
buddy	/ˈbʌdi/	<i>n.</i> 同伴, 伙伴
relate	/rɪˈleɪt/	<i>vt. &amp; vi.</i> (把……)联系起来
graduate	/ˈgrædʒuət/	<i>vt. &amp; vi.</i> (从……)大学毕业, 获得(学士)学位
effective	/ɪˈfektɪv/	<i>adj.</i> 给人印象深刻的
initiative	/ɪˈnɪʃətɪv/	<i>n.</i> 主动的行动, 倡议
present	/ˈprez(ə)nt/	<i>adj.</i> 现在的, 目前的
intimidation	/ɪnˈtɪmɪdeɪʃən/	<i>n.</i> 恫吓, 恐吓; 胁迫
willingness	/ˈwɪlɪŋnɪs/	<i>n.</i> 自愿; 乐意
track	/træk/	<i>n.</i> 路径, 路线