

高职高专职业英语立体化系列教材

Advanced Career English

高级职业英语 读写教程

Reading and Writing

《高级职业英语》系列教材编写组 编



高等教育出版社
Higher Education Press

高职高专职业英语立体化系列教材

**Advanced
Career
English**

**高级职业英语
读写教程**

Reading and Writing

《高级职业英语》系列教材编写组 编



高等教育出版社
Higher Education Press

图书在版编目 (CIP) 数据

高级职业英语读写教程. 1 / 《高级职业英语》系列教材编写组编. —北京: 高等教育出版社, 2009. 9 (2010 重印)
ISBN 978 - 7 - 04 - 027685 - 5

I. 高… II. 高… III. ①英语 - 阅读教学 - 高等学校: 技术学校 - 教材②英语 - 写作 - 高等学校: 技术学校 - 教材 IV. H31

中国版本图书馆 CIP 数据核字 (2009) 第 139654 号

责任编辑 李欣 封面设计 张志奇
责任校对 李欣 责任印制 毛斯璐

出版发行 高等教育出版社
社 址 北京市西城区德外大街 4 号
邮政编码 100120

经 销 蓝色畅想图书发行有限公司
印 刷 北京中科印刷有限公司

开 本 787 × 1092 1/16
印 张 9.75
字 数 251 000

购书热线 010 - 58581118
咨询电话 400 - 810 - 0598
网 址 <http://www.hep.edu.cn>
<http://www.hep.com.cn>
网上订购 <http://www.landaco.com>
<http://www.landaco.com.cn>
畅想教育 <http://www.widedu.com>

版 次 2009 年 9 月第 1 版
印 次 2010 年 12 月第 5 次印刷
定 价 30.00 元(含光盘)

本书如有缺页、倒页、脱页等质量问题, 请到所购图书销售部门联系调换。

版权所有 侵权必究

物料号 27685 - 00

前言

《高级职业英语》(*Advanced Career English*)是一套专门针对高职高专学生实际的公共英语系列教材。其编写历经两年之久,经过了大型调查研究,获得了大量客观可靠的数据和访谈笔录,并在此基础上进行了科学的定量和定性分析。其编写理念是在对用人单位、毕业生、在校和教师及教学管理部门进行调查的基础上,采取“能力倒推”的方法,即根据调查统计结果筛选出毕业生实际工作岗位所涉及的岗位英语技能点,再根据目标工作岗位群的特征,将这些技能点按照语言教学的客观规律进行科学的编排和语言精加工,整合成具有共性特征的技能模块,从而形成教材的主要架构。

本系列教材依据教育部颁布的《关于全面提高高等职业教育教学质量的若干意见》,遵循“面向社会,针对岗位,强化能力,促进发展”的宗旨,坚持“能力本位、任务驱动、行动导向、教学做一体化”的教学模式和以岗位技能为主线,以职场活动为情景的编写原则,构建“基于工作过程的项目导向”的内容体系,紧扣岗位需求,做到“学中做,做中学”,以“学以致用”、“学以管用”、突出技能训练、全面提高学生完成岗位工作能力为目的。

本教材形式新颖,按照听说模块、读写模块和拓展模块分项编写,内容贴近岗位需求,具有独到的针对性和实用性,为学生通过本教材的学习,掌握职场生存和发展必需的英语基本技能提供了可靠的保障。

本系列教材借鉴国内外优秀教材的编写经验,由外籍语言专家审定把关,是一套专为高职高专院校非英语专业公共英语教学量身打造的综合英语系列教材。

《高级职业英语》系列教材共三级,每级由《听说教程》、《读写教程》、《拓展教程》以及《教师参考书》组成,同时增加了《预备教程》可供入学水平较低的使用者选用。本系列教材每单元围绕同一职业岗位技能展开训练,每个教程既相对独立,又相互联系和互为补充,从而形成一个有机的整体。

《读写教程1》(*Reading and Writing 1*)共由4部分组成:

Section 1 Before-class Activities: Getting Things Ready (课前活动:做好准备)含两个学习活动:Activity 1 Listen and Repeat (听与跟读)让学生在上课前就熟读或熟记本单元主课文中出现的生词;Activity 2 Read and Complete (读与填空)给出一篇短文,让学生填空。该短文是对主课文的小结,填空的目的是让学生做好课前预习。

Section 2 In-class Activities: Things to Do (课上活动:需要完成的任务)含两个学习活动:Activity 1 Listen and Write (听与写)是听写单词,目的是检查学生课前预习情况;Activity 2 Read and Think (阅读与思考)包含6个训练任务。其中第一个任务是为训练学生解

决问题的能力而设计的，是本教材的特色之一；第二个和第三个任务是训练阅读理解能力的，后三个是语言训练，以匹配、填空和翻译三种形式练习课文中出现的重点单词、词组和句型。

Section 3 Things to Write（写作）是本单元的重点训练内容之一，含两个学习活动：Activity 1 Task-based Writing（基于任务的写作）是一项专门设计的与本单元所涉及的岗位技能相关的写作训练，由4个训练任务构成。Task 1 Study the following tips for writing（学习写作技巧）介绍具体写作技巧；Task 2 Study the following language for writing（学习写作语言）是后面任务中出现的生词、词组和重点句型；Task 3 Study the following model for writing（学习写作模板）提供一个实例供学生参考和模仿；第四个任务是让学生根据实例进行实际练习。Activity 2 Applied Writing（应用文写作）主要训练学生填写与本单元岗位技能相关的各种表格、便条等。

Section 4 After-class Activities: More Things to Do（课后活动：还需完成的任务）含两个学习活动：Activity 1 Reading More（多读）提供一篇与本单元岗位技能相关的课文供学生课外阅读，教师可用来做快速阅读训练。Activity 2 Focus on Grammar（语法重点）也是本教材的特色之一。全系列三册书对英语基础语法提供全面复习和系统训练，目的是让学生对英语基础语法有整体认识。该部分讲解精到，语言简明，既适合学生自学，也适合教师课堂讲解。

《高级职业英语》系列教材由广东警官学院向前进教授担任总主编。《读写教程1》由广东警官学院王雨梅担任主编，李响、刘国生担任副主编，参加编写的有刘迪莎、闻兴媛、胡丹、刘娟、李科、陈孝宗、黄冬云。

此教材的编写得到了广东省教育厅的大力支持，在此深表感谢！

承蒙Prof. Christian Zimmermann对教材的认真审阅，在此致以诚挚的谢意！

本系列教材是我国全日制高校教材编写史上的一次大胆尝试和创新，缺点和不足在所难免，诚恳希望使用本教材的广大师生批评指正。

编者
2009年6月

郑重声明

高等教育出版社依法对本书享有专有出版权。任何未经许可的复制、销售行为均违反《中华人民共和国著作权法》，其行为人将承担相应的民事责任和行政责任，构成犯罪的，将被依法追究刑事责任。为了维护市场秩序，保护读者的合法权益，避免读者误用盗版书造成不良后果，我社将配合行政执法部门和司法机关对违法犯罪的单位和个人给予严厉打击。社会各界人士如发现上述侵权行为，希望及时举报，本社将奖励举报有功人员。

反盗版举报电话：(010) 58581897/58581896/58581879

反盗版举报传真：(010) 82086060

E - mail：dd@hep.com.cn

通信地址：北京市西城区德外大街4号

高等教育出版社打击盗版办公室

邮 编：100120

购书请拨打电话：(010) 58581118

出版物数码防伪说明：

本图书采用出版物数码防伪系统，用户购书后刮开封底防伪密码涂层，将16位防伪密码发送短信至106695881280，免费查询所购图书真伪，同时您将有机会参加鼓励使用正版图书用户购书后刮 赢取各类奖项，详情请查询中国扫黄打非网 (<http://www.shdf.gov.cn>)。

反盗版举报电话：编辑短信“JB，图书名称，出版社，购买地点”发送至10669588128

反盗版举报电话：(010) 58582300/58582301

Contents

Unit 1 Adapting to New Environments ————— 1

- Section 1 Before-class Activities: Getting Things Ready 1
- Section 2 In-class Activities: Things to Do 2
- Section 3 Things to Write 7
- Section 4 After-class Activities: More Things to Do 11

Unit 2 Handling Personal Information ————— 16

- Section 1 Before-class Activities: Getting Things Ready 16
- Section 2 In-class Activities: Things to Do 17
- Section 3 Things to Write 22
- Section 4 After-class Activities: More Things to Do 26

Unit 3 Planning Your Career ————— 30

- Section 1 Before-class Activities: Getting Things Ready 30
- Section 2 In-class Activities: Things to Do 31
- Section 3 Things to Write 36
- Section 4 After-class Activities: More Things to Do 39

Unit 4 Hunting for a Job ————— 43

- Section 1 Before-class Activities: Getting Things Ready 43
- Section 2 In-class Activities: Things to Do 44
- Section 3 Things to Write 49
- Section 4 After-class Activities: More Things to Do 52

Unit 5 Making Invitations ————— 57

- Section 1 Before-class Activities: Getting Things Ready 57
- Section 2 In-class Activities: Things to Do 58
- Section 3 Things to Write 63
- Section 4 After-class Activities: More Things to Do 67

Unit 6 Receiving Visitors ————— **71**

- Section 1 Before-class Activities: Getting Things Ready 71
- Section 2 In-class Activities: Things to Do 72
- Section 3 Things to Write 77
- Section 4 After-class Activities: More Things to Do 79

Unit 7 Managing Office Work ————— **83**

- Section 1 Before-class Activities: Getting Things Ready 83
- Section 2 In-class Activities: Things to Do 84
- Section 3 Things to Write 90
- Section 4 After-class Activities: More Things to Do 94

Unit 8 Organizing Meetings ————— **99**

- Section 1 Before-class Activities: Getting Things Ready 99
- Section 2 In-class Activities: Things to Do 100
- Section 3 Things to Write 105
- Section 4 After-class Activities: More Things to Do 109

Unit 9 Making Business Trips ————— **113**

- Section 1 Before-class Activities: Getting Things Ready 113
- Section 2 In-class Activities: Things to Do 114
- Section 3 Things to Write 119
- Section 4 After-class Activities: More Things to Do 122

Unit 10 Interpersonal Skills and Teamwork ————— **126**

- Section 1 Before-class Activities: Getting Things Ready 126
- Section 2 In-class Activities: Things to Do 127
- Section 3 Things to Write 133
- Section 4 After-class Activities: More Things to Do 136

Vocabulary ————— **140**


Phrases ————— **147**

Unit 1



Adapting to New Environments

Career Skill Description

 In this unit you will learn:

1. about the differences between high school life and college life;
2. how to make adjustment to college life;
3. how to make a study plan.

Section 1 Before-class Activities: Getting Things Ready

Activity 1 Listen and Repeat

exclusively /ɪk'skluːsɪvli/ *ad.* 全部地, 仅仅, 单独地

freshman /'frefmən/ *n.* (大学的) 一年级学生

experience /ɪk'spɪəriəns/ *v.* 经历; 体验

nervousness /'nɜːvəsniːs/ *n.* 紧张

anxiety /æŋ'zaiəti/ *n.* 焦虑, 担心

dorm /dɔːm/ *n.* 宿舍 (=dormitory)

situation /,sɪtʃu'eɪʃən/ *n.* 形势; 情况

step /step/ *v.* 走

personality /,pɜːsə'næləti/ *n.* 个性; 人格

detailed /'diːteɪld/ *a.* 详细的

extra /'ekstrə/ *a.* 额外的

curriculum /kə'rɪkjələm/ *n.* (学校等的) 全部课程

participate /pɑː'tɪsɪpeɪt/ *v.* 参加, 参与

adjustment /ə'dʒʌstmənt/ *n.* 调整; 调节

final /'faɪnl/ *n.* (大学的) 期终考试

.....
depend on 依赖, 依靠

rely on 信赖, 依赖

figure out 弄明白; 想出

adapt to... 适应于..., 习惯于...

try on 试试看

start over 重新开始

make use of 利用

hang out 消磨时间, 闲逛

take one's time 从容以对, 不着急

above all 尤其是, 首先

Activity 2 Read and Complete

Read the passage in Section 2 and complete the following paragraph.

High school life and college life are different from each other in many ways. For example, parents and teachers help students 1 _____ difficult problems in high school, while at college students have to rely on themselves for almost everything. Thus, freshmen tend to feel 2 _____ and anxious when they first enter college. In order to cope with anxiety and 3 _____ to college life as quickly as possible, it is necessary for freshmen to talk to others, try to make new friends and try new things. It is very 4 _____ for freshmen to make a study plan to make good use of college time, have fun and enjoy 5 _____.

Section 2 In-class Activities: Things to Do

Activity 1 Listen and Write

Score:

| | | | | |
|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 |

Activity 2 Read and Think

1. What are the chief differences between high school life and college life?
2. In order to help adapt to college life, what tips are given to the freshmen?
3. Are you enjoying your college life? Why or why not?

How to Adapt to College Life Quickly

When you first enter your college, you will find that differences between high school life and college life are great. In high school, we usually depended on our parents and teachers to

solve all kinds of difficult problems. At college, however, we have to rely exclusively on ourselves. What is more, we have to learn how to get along with our classmates and roommates. Almost every college freshman experiences some level of nervousness and anxiety. But don't worry, here are some tips to help you adapt to college life as quickly as possible.

1. Remember you are not alone. Everyone in your dorm is in the same situation as you. Talk to them about your own fears and anxieties. Chances are, they are feeling the same way and will be glad to have someone to talk to about it.

2. Step outside of your dorm. The beauty of college is that you can start over with new people. They don't know your past; they will only know what you want them to know about you. For this reason, try new things and don't be afraid to try on new personalities. This is a great time to figure out not only who you are, but also who you want to be.

3. Make detailed study plans. They should include your short-term goals, what books to read at a certain stage, what extra curriculum activities to participate in and your daily activities. This will help you make full use of your spare time.

4. Don't forget to enjoy it! College is about having fun and making new friends as well as learning new things. Living in a dorm is a great way to do so. You will have friends to hang out with and study partners for finals. Do meaningful things, take pictures, share funny stories — enjoy yourself. You are only young once!

Remember that your friends and parents are just a phone call away and that every person's adjustment period is different. Take your time and above all, learn things. (345 words)

Task 1 Test your problem-solving ability.

Get familiar with your campus and share ideas with your classmates about:

1. The sketch (草图) of your campus;
2. The schools and departments;
3. The facilities for study and sports.

Task 2 Tell whether the following statements are true or false. Write T for True and F for False.

- 1. In both high school and college, we depend on ourselves to solve difficult problems.
- 2. Most freshmen tend to feel nervous and anxious when they first enter the college.
- 3. College is a totally new experience of trying new things, learning new knowledge and making new friends.
- 4. Making a detailed study plan will help students make good use of their study time.
- 5. It is suggested that new students prepare for the final examinations together.
- 6. Freshmen should remember to turn to their parents for help whenever they have difficulties.

Task 3 Give brief answers to the following questions.

1. How do students solve all kinds of difficult problems at college?

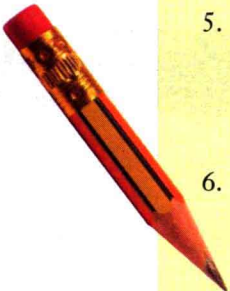
2. How do most college freshmen feel when they first enter college?

3. What does a detailed study plan usually include?

4. What is college about according to the passage?

5. What could new students do when they are in need of help to adjust to the new environment?

6. How do you adapt to your college life?



Task 4 Match A with B.

A

1. 短期目标
2. 解决问题
3. 首先
4. 课外活动
5. 感受相同
6. 正因为这样
7. 充分利用
8. 尽快地
9. 空闲时间
10. 与...相处

B

- a. feel the same way
- b. extra curriculum activities
- c. make full use of
- d. above all
- e. solve problems
- f. spare time
- g. as quickly as possible
- h. get along with
- i. a short-term goal
- j. for this reason

Task 5 Fill in the blanks with the right words or phrases. Change the form where necessary.

exclusively participate adjustment nervous personality
figure out depend on adapt to start over make full use of

1. It is generally believed that we shall _____ the sun's energy someday.
2. He is a man whom you can _____.
3. It is not so easy to make a quick _____ to the new environment.
4. This bathroom is for the President's _____ use.
5. Several experts will _____ in the project as technical advisers.
6. The manager asked experienced workers to help the newcomers to _____ the new working environment quickly.
7. He won the election more on _____ than on money.
8. After the fire, we had to _____ and build our business again from the beginning.
9. No one can _____ how the fire started.
10. She felt very _____ with so many people looking at her.

Task 6 Read the English sentences and translate the Chinese sentences into English.

1. *What's more*, we have to learn how to get along with our classmates and roommates.

更重要的是，我们要学会独立生活。

更重要的是，我们缺乏必要的经验。

2. *Chances are*, they are feeling the same way and will be glad to have someone to talk to about it.

人类有可能最终登陆火星。

格雷斯 (Grace) 来参加会议的可能性很小。

3. *For this reason*, try new things and don't be afraid to try on new personalities.

由于这个原因，他过去的许多朋友都反对他。

基于这个理由，我已决定把教书作为未来的职业。

4. *This is a great time* to figure out *not only* who you are, *but also* who you want to be.

这不仅是学习新知识的大好时光，还是个人全面发展的大好时光。

这不仅是放松自己的大好时机，也是体验新事物的大好时机。

5. *Living in a dorm* is a great way to do so.

早晨朗读英文会给你带来许多好处。

考试作弊毁坏一个人的品格。

Section 3 Things to Write

Activity 1 Task-based Writing: Writing a Study Plan

Task 1 Study the following tips for writing.

Study plans generally fall into two types: long-term plans and short-term plans. The main difference between them is that a long-term plan covers a longer period of time and involves higher goals. Both long-term and short-term plans usually include such items as:

1. Your goals;
2. Measures and steps to achieve the goals;
3. Arrangement of time and activities (what to do from when to when);
4. Other things you think necessary, like check-ups and summaries.

Besides, there are also daily plans. They are necessary and very helpful for those who are making adjustments to new environments. For a college freshman, a daily plan is about the arrangements or schedules for the activities of the day, which may include:

1. Routine activities, like what time to get up and go to bed, what time to have meals and washing clothes, doing sports, etc.;
2. Study activities, like classes to go to, time and place for previewing and reviewing lessons, doing homework, self-study, participating in discussions and seminars, etc.;
3. Other activities, like making phone calls to friends and family, going shopping, attending meetings, participating in club activities, leisure activities and any other activities you can think of.

Task 2 Study the following language for writing.

Words and phrases

principle /'prɪnsəpl/ *n.* 原则; 原理

master /'mɑ:stə/ *v.* 掌握, 精通

technique /tek'ni:k/ *n.* 技巧; 技术

automobile /'ɔ:təməubi:l/ *n.* 汽车

garage /'gærɑ:dʒ/ *n.* 汽车修理厂

certificate /sə'tɪfɪkeɪt/ *n.* 证书; 执照

interpersonal /,ɪntə'pɜ:sənəl/ *a.* 人与人之间的; 人际的

general goals 一般的目标, 总体目标

get familiar with 熟悉, 了解

mechanical engineering 机械工程(学)

a reading list 阅读书目

stick to 坚守; 坚持

English Corner 英语角

CACE (Certificate of Advanced Career English) 高级职业英语证书

CET (College English Test) 大学英语考试

Sentence patterns

Get familiar with the general principles of mechanical engineering.

Master all the skills and techniques in repairing the automobile.

Study all the related courses well.

Ask the teachers about what books to read and where to get the books.

Try to do more social work to improve interpersonal skills.

Set achievable goals and detailed schedules in order to manage the three-year college life effectively.

Learn a wide range of information, principles and theories in my field.

Stick to the study plan with endless efforts so as to become a competitive college graduate in the job market.

Task Study the following model for writing.



My College Plan

I. General Goals:

1. To get familiar with the general principles of mechanical engineering;
2. To learn about the structure and working principles of the engine;
3. To master the skills and techniques in repairing the automobile;
4. To collect materials for the preparation of opening a garage;
5. To get all the necessary certificates.

II. Chief Measures for Achieving My Goals:

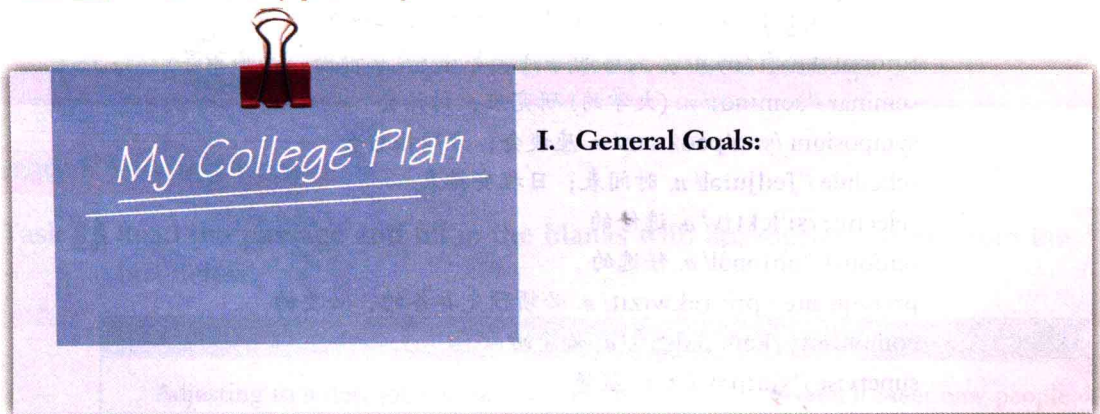
1. Study all the related courses well. For this reason, go to every class, finish homework on time, find time to preview and review lessons, make a detailed study plan for each term or, if necessary, for each week;
2. Read all the necessary books. First, ask the teachers about what books to read and where to get the books; and then make a reading list and stick to it;
3. Study English well. In addition to classroom study, do the following:
 - 1) Read the textbooks aloud every morning for an hour;
 - 2) Listen to the radio or recordings for half an hour every day (buy an MP3);
 - 3) Read extensively. Read English magazines, papers and books;
 - 4) Write an English article every week;
 - 5) Go to the English Corner every week;
 - 6) Pass CACE in the 1st year and CET-4 in the 2nd year.

III. Social and Academic Activities:

1. Join one or two academic societies;
2. Join the college football club;
3. Find time to do sports every day;
4. Try to do more social work to improve interpersonal skills.

IV. Others

1. Set achievable goals and detailed schedules in order to manage the three-year college life effectively;
2. Learn a wide range of information, principles and theories in my field;
3. Stick to the study plan with endless efforts so as to become a competitive college graduate in the job market.

Task 4 Write a study plan of your own.


My College Plan

I. General Goals: