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CAREER English 实用 职场英语 综合教程

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上海交通大学出版社
SHANGHAI JIAO TONG UNIVERSITY PRESS

周建礼 吴云

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内容提要

本教材是嘉兴南洋职业技术学院自编的“十三五”规划通识系列教材之一,根据国际人才市场需求和嘉兴南洋职业技术学院办学理念及专业特色编写。本书共10个单元,选材来自英美各种真实的场景,语言都是符合英美人表达习惯的地道英语,为学生顺利进入专业英语学习、未来职场从事涉外交际等打下良好的英语基础。

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前言

高等教育的国际化进程,历来被科学技术先进和发达国家高度关注。美国在《国际教育战略:通过国际教育与国际参与在全球获得成功 2012-2016》中明确指出:人才培养的目标是提高全美学生的全球眼力,学习其他国家的经验,改进联邦和地方的教育政策与实践。英国则在《置世界于世界一流教育之中》强调:本国国际人才培养的目标是提供国际教育,让儿童、青年和成人准备好在全球社会中生活,在全球经济中工作。这其实也是在提醒我们怎样面对教育的国际化。

中国经过短短三十多年的改革开放,人们的生活半径也明显扩大了,从一亩二分地的农业社会到涌向城市的工业社会,再到吸取知识和运用知识的信息社会已成为必然的趋势,这令外国人震惊。这些年来,不少中国人走出国门求学或工作,或在家乡为远在海外的顾客生产服务,已经或正在实现自己的国际化或全球本土化的梦想。不久前,习近平总书记在回答莫斯科国际关系学院学生的提问时说:“我们要实现中国梦,不仅要造福中国人,而且造福各国人民。”中国人在全球知识、全球经济中生活、工作,或在本土既造福国人,也造福其他国家人民的意识和愿望可喜可贺,但与英美相比,我国现在的国际教育还有差距。客观地说,国际教育要从儿童抓起,从小培养他们的跨文化意识和跨文化交际能力,让他们成为双语公民和双文化公民(bilingual and bicultural citizen),才具有竞争力。基于此,我们与博鳌亚洲论坛大酒店合作,并组织编写了本套教材,以促进高职高专学生和英语爱好者努力成为双语公民和双文化公民,提高他们在全社会中的竞争力。

本套教材是海南科技职业学院与企业共同编写的“十二五”通识系列教材的一部分,体现了我院校企合作的办学特色。它具有如下特点:

其一,在传播英语语言知识的同时传播英语语言文化,由于知识的传播离不开文化和思想的渗透,因此我们在《听说教程》、《读写教程》和《拓展教程》各分册中充分体现了不同场景的文化和再现了岗位群现代服务礼仪用语等。

其二,本套教材选材来自各种真实的场景,语言简洁而生动,学生在轻松娱乐的环境中学习,将语言学习变成一种文化欣赏,在文化享受中不知不觉地

获取了得体的语言表达,做到张口就来。

其三,本套教材的《听说教程》、《读写教程》、《拓展教程》各分册都设置10个单元,每个单元的标题相同,预期的目的也一样,但表达方式不同。例如第一册第2单元,标题都是“自我介绍(Self-introduction)”,但其表达方式各异:在《听说教程》中以填空方式写个人信息即边听边填写;在《读写教程》中先读自我介绍的方法,而后作自我介绍;在《拓展教程》中先读个人简历范文,然后书写自己的简历。这种编写方式不仅有利于学生了解和掌握运用不同的方式达到同一目的,而且能区别口语和书面语不同的表达方式和使用的不同词汇。

其四,本套教材的语言都是 idiomatic English(符合英美人表达习惯的地道英语),便于学生恰当地掌握各种环境下英语的不同表达方式,特别是现代服务礼仪的英语表达方式,学生不仅知道 What to say(说什么),而且知道 How to say(怎么说)。

其五,本套教材每单元同一标题和同一目的同时学习,尽管表达方式不同,但有部分词汇重复率比较高,同一词汇的反复出现能帮助学生在听觉和视觉上增强敏感度和英语词汇的记忆力。

海南科技职业学院对相关专业学生的英语水平要求较高:如航海专业的《航海英语》是建立在基础英语课程、航海技术专业课程之上的一门跨学科综合应用型课程,是提高学生综合素质和英语应用能力的专业核心课,同时又是国际公约规定的、中国海事局“海船船员适任考试”要求的各等级必修课程。学生要获得“中华人民共和国海船船员适任证书”才能上船实施操作,但获取这一证书,必须通过国际英语语言听力测试和口试;又如学院与澳大利亚新南威尔士州悉尼TAFE学院合作开办的旅游管理专业,学生的英语水平要达到相当于雅思考试成绩的5分或5.5分方可获得毕业证书。这套《新科技职业英语》就是为我院学生进入专业英语学习或出国留学奠定良好英语基础的,使基础英语与专业英语顺利而有效地衔接,并帮助怀有出国留学梦的学生克服语言障碍。

最后需要说明的是,这套教材的编者大多来自本学院基础英语和专业英语教学第一线的中青年英语教师和企业第一线业务骨干,虽然他们有较为丰富的课堂教学经验和丰富的服务实践经验,但由于时间和水平有限,书中的不周与讹误在所难免,恳切希望读者批评指正。

编者



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Unit 1 Career Planning

I . Starter—Sentence Stress

Listen to a dialogue and fill in the blanks with what you hear. Then retell the dialogue to your partner.

Mad Professor: I have made a new invention!

Student: What does it do?

Mad Professor: It allows people to _____ brick walls!

Student: What is it called?

Mad Professor: It's called a _____!



II . Working with Words—Self-evaluation

1. Read aloud the following expressions after the recording. Then complete the word spiderweb with the expressions.

a professional

redefine oneself

work ethic

personal profile

assess self

make decisions

growing

HR professionals

thought and energy

be comprised of

lifelong process

emotional intelligence

overcome challenges

facilitate

time management

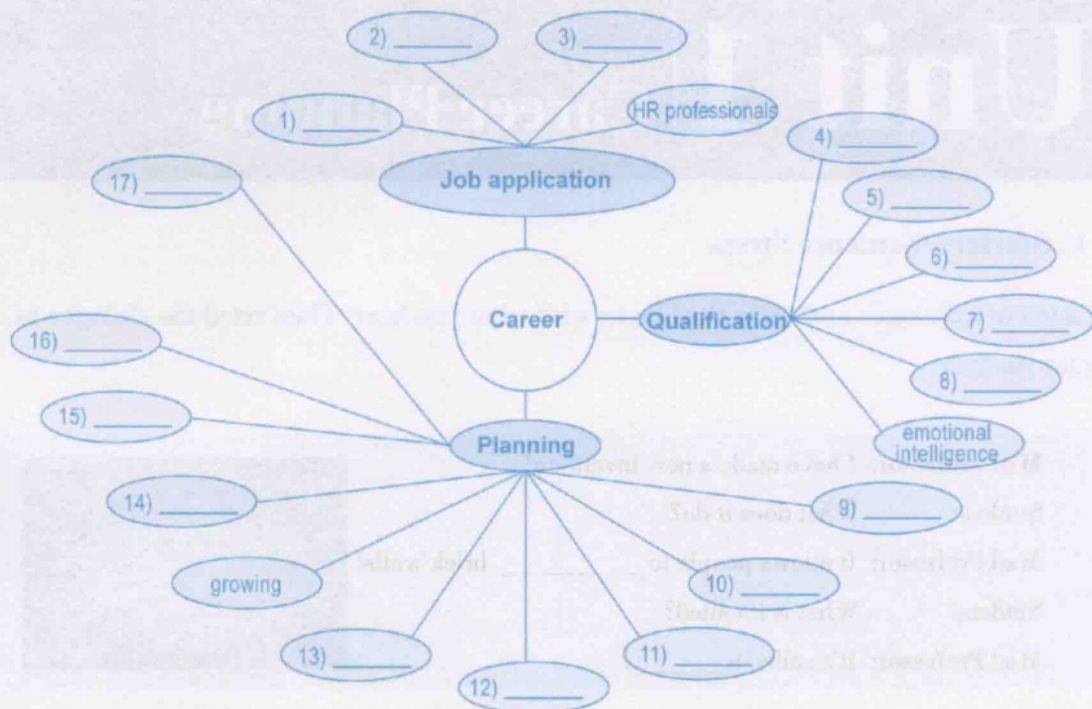
application letter

positive attitude

explore options

occupation

communication skills



2. Write down the words in the following sentences that are different from what you hear.

- 1) How to write a competing job application? _____
- 2) Why do you think you wouldn't do well at this job? _____
- 3) What as been one of your biggest achievements? _____
- 4) What sailor are you looking for? _____
- 5) Your ornament aim here is to make a good impression. _____

3. Listen and fill in the blanks from the words you hear.

Career planning is a 1) _____, which includes choosing an 2) _____, getting a job, 3) _____ in our job, possibly changing careers, and eventually retiring. This may happen once in our lifetimes, but it is more likely to happen several times as we first define and then 4) _____ and our goals. The career planning process 5) _____ four steps, namely discovering yourself, 6) _____, taking actions and 7) _____. One might seek the services of a career development professional to help 8) _____ his or her journey through this process. Whether or not you choose to work with 9) _____, or work

through the process on your own, it is less important than the amount of 10) _____ you put into choosing a career.

III. Getting to Talk—Job Interview Questions

Listen and complete the answers to the questions orally.

- 1) What are the key elements while applying for a job?

In my opinion, there are _____ while applying for a job. First, you should _____. Second, you'd better _____ to ask about the application process. Thirdly, you can _____. The last but not the least, you need to _____ from someone in the same field.

- 2) Could you tell me why you choose our company?

I see this company not only as _____, but also as _____ to have my skills and qualifications _____.

- 3) How much do you want for your salary?

I understand that positions similar to this one pay in _____ \$3500 to \$4000 in our region. _____, I would like to receive something in _____ \$4500 to \$5000.

- 4) What are your strengths and weaknesses?

My strengths are my _____. And I _____ when there are many difficulties in my life, I always look for solutions. As for my weakness, I am a person who _____. I want to make sure that everything I do is my best and in the right order.

- 5) What did you like least about your last job?

I didn't have enough _____. After a while, all the projects became repetitive. I _____.

IV. Short Conversations

Listen to the conversations and decide whether the corresponding statements are True or False. Tick T for true and F for false.

Glossary

offer ['ɒfə(r)] *v.* 提供, 出价 *n.* 提议, 出价, 录用通知书

partnership ['pɑːtnəʃɪp] *n.* 合伙企业, 合伙关系

field [fiːld] *n.* 领域; 田野; 战场

research [ri'sɜːtʃ] *n. & v.* 研究, 调查

pull...off 赢得, 做成功某事

graduate from 毕业于……

Conversation 1

T F 1) In her last job, Andy was paid £ 20,000.

Conversation 2

T F 2) Mr Bertram knows a lot about Mr Hemley.

Conversation 3

T F 3) The interviewer decided to hire the man.

Conversation 4

T F 4) The company was founded in 1935.

Conversation 5

T F 5) A meeting and exhibition service major is answering the questions at an interview.

V. Revealing Yourself

1. In the pictures.

Look at each of the following pictures and choose the sentence that best describes.

1)



[A] The waiter is wearing a bow tie.

[B] The waiter is carrying a tray in his left hand.

[C] There are four items on the tray.

[D] You can see two customers sitting at the table.

2)



[A] He has long hair.

[B] He is painting a scene in the country.

[C] He is using a very short brush.

[D] We can see his right ear.

3)



[A] The floor is covered with several carpets.

[B] You can see several musicians with stringed instruments.

[C] You can see a brass band.

[D] Some of the musicians have a screen in front of them.

2. In the conversations

Conversation 1—Choosing an Occupation

Read aloud the conversation after the recording and then complete the table with information from the conversation.

Glossary

occupation [ˌɒkjʊˈpeɪʃn] *n.* 职业

suit [su:t] *v.* 适合

noble [ˈnəʊbl] *a.* 崇高的

consent [kənˈsent] *n.* 同意

take up 从事

medical aid 医疗救助

revered [rɪˈvɪəd] *a.* 受尊敬的

Naren: Well, Jatin! What are you going to be?

Jatin: I've a natural bent for 1) _____. So I want to be an engineer. Especially so, because our country now needs engineers in large numbers for Nation's building and defense works. What are you going to do, Naren?

Naren: You know, my father is a doctor. He thinks that I should 2) _____ that profession. What do you think of that, Jatin?

Jatin: Well, in choosing a career, you see whether it 3) _____. If you like it, you should certainly take up this profession, particularly when your father himself belongs to that profession. That will help you much. Don't you think?

Naren: Quite so. I'd like to be a doctor, but want to go to my native village and treat the people for normal fee. Most of them are poor. They die without proper medical aid.