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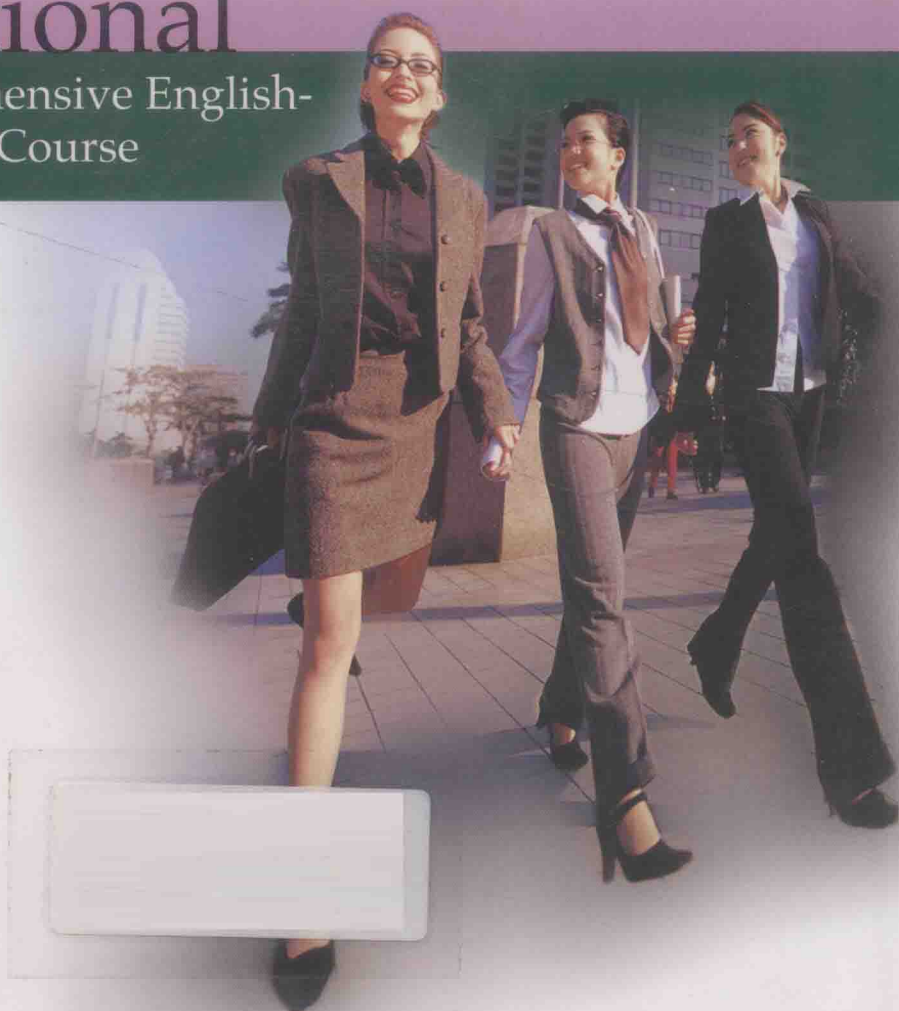
综合英语实训手册

Vocational
Comprehensive English-
Training Course

第一册

童敬东 主编

北京大学出版社
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职场综合英语实训手册

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前 言

《职场综合英语教程》是一套由西方文化入手,渐进涉及职场工作需要的高职英语教材。该教材遵循“以服务为宗旨,以就业为导向”的原则,结合高职英语教学的需要和高职学生的实际英语水平,具有较强的实用性和针对性。《职场综合英语实训手册》(第一册)(以下简称《实训手册》),是《职场综合英语教程》(第一册)(以下简称《教程》)的辅助教程,内容与《教程》(第一册)有所兼顾,同时又充分考虑到“高等学校英语应用能力考试(B级)”(以下简称“B级考试”)的实考题型,在结构上对“B级考试”的题型进行了套用。这样设计的目的有三:一、增强学生的动手能力,包括记录所听材料的关键词,写摘要,翻译英语语句,用英语写应用文等。二、通过练习检测学生学习《教程》(第一册)的效果,帮助教师了解学生学习中的困难,从而更有效地施教。三、帮助学生了解“B级考试”的要求,以便学生顺利通过这项旨在检测高职学生英语是否合格的等级考试。

《实训手册》(第一册)包含八个单元练习和两套实考题。所有练习均参照“B级考试”的题型和题数,并在内容上尽可能保持与《教程》(第一册)的单元内容一致。在各种题型中,“翻译—英译汉”与“B级考试”中的同类型试题有较大区别,最主要的区别是取消了选择,取消了段落翻译。不过,“翻译—英译汉”所使用的语句全部来自《教程》(第一册)中的课文,从而使《实训手册》(第一册)在内容上与《教程》(第一册)保持了密切的联系。

在对《实训手册》(第一册)进行实际训练时,建议学生把重点放在做题方法上。比如,做“Vocabulary & Structure”的要点是发现题干中的关键词。

例题:

16. The report gives a _____ picture of the company's future development.
A. central B. clean C. clear D. comfortable

(2010年12月试卷)

做这一题的要点是把题干中的 picture 看作关键词。所给选项中 central 表示“中心的”；clean 表示“清洁的”；clear 表示“清晰的”；comfortable 表示“舒服的”。只有 clear 与 picture 搭配最好；因此，属于最好选项。

再看一例：

26. Could you tell me the (different) _____ between American and British English in business writing?

(2010 年 12 月试卷)

本题的关键词是空白处前面的 tell。所填词显然应该是 tell 的宾语，different 是形容词，不能做宾语，应填 difference。

我们再以阅读理解为例。下面是 2010 年 12 月“B 级考试”的实考题：

MEMO

To: Katherine Anderson, Manager
From: Stephen Black, Sales Department
Date: 19 November, 2010
Subject: Resignation (辞职)

Dear Ms. Katherine Anderson,

I am writing to inform you of my intention to resign (辞职) from G&S Company.

I very much appreciate my four years' working for the company. The training has been excellent and I have gained valuable experience working within an efficient and friendly team environment. In particular, I am very grateful for your personal guidance during these first years of my career.

I feel now that it is time to further develop my knowledge and skills in a different environment.

I would like to leave, if possible, in a month's time on Saturday, 18 December. This will allow me to complete my current job responsibilities. I hope that this suggested arrangement is acceptable to the company.

Once again, thank you for your attention.



Memo

Date: 19 November, 2010

Memo to: Katherine Anderson, (46) _____

Memo from: (47) _____, Sales Department

Subject: Resignation

Years of working for G&S Company: (48) _____

Reasons for leaving: to further develop (49) _____ in another environment

Time of leaving the position: on (50) _____

做类似题目的要点是带着题目在原文中找结构,而不是理解原文,因此,很多时候不需要对原文进行逐句阅读。

就上述题目而言,(46)的要点在于填空前面的词: Katherine Anderson;(47)的要点是填空后面的词: Sales Department;(48)的要点在于填空前面的词: G&S Company;(49)的要点在于填空前面的词: further develop;(50)的要点在于填空前面的词: Time 和 on。

根据以上线索不难发现,本题的答案是:(46) Manager;(47) Stephen Black;(48) four/4;(49) knowledge and skills;(50) Saturday, 18 December。

《实训手册》(第一册)由安徽高职外语教研会组织编写,主要编写人员为安徽水利水电职业技术学院的童敬东和袁春梅、以及其他学校的骨干教师。在编写过程中我们参考了大量的文字资料,对这些有关资料的编者我们深表感谢。同时,我们也深深知道,尽管我们认真地对本教程进行了审阅,书中错误仍然在所难免。在此,我们诚恳希望各位教师 and 同学在使用本书的过程中把编写之错漏记下来反馈给我们,以便我们以后通过修订,使本书更臻于完善。

编者

2012 年 6 月

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Unit 1 Success Story



Part I Listening Comprehension



Directions: This part consists of 3 sections.

Section A

Directions: There are 5 recorded questions in it. After each question, there is a pause. The questions will be spoken two times. When you hear a question, you should decide on the correct answer from the 4 choices marked A, B, C and D. Then you should mark your choice.

1. A. Yes, thank you.
B. Sorry. I don't know him.
C. I'm Peter James.
D. Just fine, thank you. And how are you?
2. A. That's all right.
B. Ok! Let me introduce you to her.
C. No, I don't think so.
D. Sorry. It's too late now.
3. A. You mean James Cameron? No problem.
B. Sorry. My name is Helen Clinton.



- C. He's teaching here for thirty years.
- D. Nice to meet you here.
- 4. A. Take your time. There is no hurry.
- B. Thank you very much.
- C. Nice to meet you. I'm Michael from IMF.
- D. It's not far from here.
- 5. A. I'm very sorry for what I said.
- B. It's five mile from here.
- C. I'm afraid I really have to go.
- D. I'm going to learn driving. How about you?

Section B

Directions: There are 5 recorded dialogues in it. After each dialogue, there is a recorded question. The dialogues and questions will be spoken only once. When you hear a question, you should decide on the correct answer from the 4 choices marked A, B, C and D. Then you should mark your choice.

- 6. A. It has stopped raining.
- B. It is still snowing.
- C. It is still raining.
- D. It has cleared up.
- 7. A. Get a typewriter.
- B. Go out for exercise.
- C. Do some typing.
- D. Buy some paper.
- 8. A. He never smokes.
- B. He is starting to smoke.
- C. He smoked before now.
- D. He likes smoking.
- 9. A. The man has been to Canada before.
- B. The man hasn't made up his mind yet.
- C. The man doesn't know where to go.
- D. The man wants to visit Canada.
- 10. A. She thought she had passed.
- B. She thought it was hard to tell.
- C. It was a failure.
- D. It was interesting.

Section C

Directions: In this section you will hear a recorded short passage. The passage will be read three times. During the second reading, you are required to fill in the missing words or phrases according to what you hear. The third reading is for you to check your writing. Now the passage will begin.

When a person wants to know someone, he often does so through others' introduction, but in some circumstances, there are no _____ (11), and then self-introduction, which can be very simple, becomes _____ (12). You only have to walk up to the one you want to meet, say "Hello!" to him _____ (13), tell him your name and introduce yourself briefly. Then the one you are speaking to will _____ (14) react to your introduction in a polite way. Of course, there are formal and informal forms of self-introduction. Which one shall we choose? _____ (15). If the two have different social status (社会地位), the formal form should be used.

Part II Vocabulary & Structure



Directions: This part consists of 2 sections.

Section A

Directions: There are 10 incomplete statements here. You are required to complete each statement by choosing the appropriate answer from the 4 choices marked A, B, C, and D.

16. I didn't answer the phone _____ I didn't hear it ring.
A. if B. unless C. although D. because
17. Doctor Smith has two sons and one daughter, _____ are all doctors.
A. who B. whom C. that D. which
18. _____ we think of our happy life today, the more we love our motherland.
A. How much B. The more C. For how much D. Whatever

19. I don't think _____ worthwhile to take so much trouble to do the job.
A. this B. that C. it D. those
20. His grandfather is looking forward to _____ to his native place some day.
A. return B. being returned C. be returning D. returning
21. The young man _____ in this company since he graduated from Madison College five years ago.
A. works B. worked C. was working D. has been working
22. _____ a wonderful trip he had when he traveled in China!
A. Where B. How C. What D. That
23. This is a point often overlooked by teachers of language, _____ demand faultless accuracy from the beginning.
A. who B. which C. that D. though
24. Please _____ your report carefully before you hand it in to me.
A. turn to B. bring about C. go over D. put up
25. Have you read our letter of December 18, in _____ we complained about the quality of your product?
A. that B. where C. that D. which

Section B

Directions: There are 10 incomplete statements here. You should fill in each blank with the proper form of the word given in the brackets.

26. We are looking forward to (work) _____ with you in the future.
27. I think he needs some (suggest) _____ on which university he should choose.
28. We can arrange for your car to (repair) _____ within a reasonable period of time.
29. The film turned out to be (success) _____ than we had expected.
30. Economic conditions may be responsible for the (create) _____ of social unrest.
31. Could you tell me the (different) _____ between American and British



English in business writing?

32. She managed to settle the argument in a (friend) _____ way.
33. The (bear) _____ of the electric guitar changed country and blues in the 1940's.
34. The people there were really friendly and supplied us with a lot of (use) _____ information.
35. My brother is a (medicine) _____ student specializing in surgery.

Part III Reading Comprehension



Task 1

Directions: After reading the following passage, you will find 5 questions or unfinished statements. For each question or statement there are 4 choices marked A, B, C and D. You should make the correct choice and mark the corresponding letter.

To many people, the word Hollywood has two meanings. Hollywood is an area in Los Angeles. Hollywood is also the American movie industry.

Hollywood was just farmland at the beginning of the twentieth century. Early American movies were made in other places, for example, in New York and Chicago.

In 1917 a director was making a movie in Chicago. Because of cold weather, he couldn't finish the movie. He took a trip to southern California, and there he found just the weather and scenery (风景) he needed to finish his movie. The director realized that southern California was the perfect place for making movies. The next year his company built a movie studio in Hollywood. Other companies followed. Before long nearly all important American movie studios were in Hollywood, Los Angeles.

The next thirty years were Hollywood's greatest years. Thousands of movies were made, most by a few large and powerful studios. Directors, actors, and writers worked for these studios. They made some movies that today are considered great art.

Today, Hollywood is not what it was. More movies are made outside of Holly-

wood. Many studios have moved. The movie stars have also moved to area like Beverly Hills and Malibu.

But visitors to Hollywood today can go to the famous Chinese Theater and see the footprints and autographs (亲笔签名) of movie stars. They can go down the Walk of Fame, on Hollywood Boulevard, and see the golden stars in the sidewalk.

36. Hollywood today means _____.
 A. the movie business and farmland
 B. farmland and perfect scenery
 C. an area in Los Angeles and the movie business
 D. movie stars and their autographs
37. The first American movie studios were built _____.
 A. in Hollywood in 1918
 B. in New York and Chicago
 C. in Los Angeles after 1918
 D. on California farmland
38. Some movies made in the 1920s to 1940s are considered _____.
 A. golden stars in the sidewalk
 B. large and powerful
 C. great art in movie industry
 D. famous and glamorous
39. Today, most movies are made _____.
 A. in Beverly Hill
 B. outside Hollywood
 C. on Malibu Shore
 D. in Hollywood
40. Visitors are still eager to see _____ in Hollywood.
 A. large and powerful studios
 B. the weather and scenery
 C. early American movies produced
 D. footprints and autographs of movie stars

Task 2

Directions: After reading the following passage, you will find 5 questions or unfinished statements. For each question or statement there are 4 choices marked A, B, C and D. You should make the correct choice and mark the corresponding letter.

Grandma Moses is among the most celebrated twentieth century painters of the

United States, yet she had barely started painting before she was in her late seventies. As she once said of herself, “I would never sit back in rocking chair, waiting for someone to help me.” No one could have had a more productive old age.

She was born into Anna Mary Robertson on a farm in New York State, one of five boys and five girls. At twelve she left home and was in domestic (家务的; 国内的) service until, at twenty-seven, she married Thomas Moses, the hired hand of one of her employers. They farmed most of their lives, first in Virginia and then in New York State, at Eagle Bridge. She had ten children, of whom five survived; her husband died in 1927.

Grandma Moses painted a little as a child and made embroidery (刺绣) pictures as a hobby, but only switched to oils in old age because her hands had become too stiff (不易弯曲的) to sew and she wanted to keep busy and pass the time. Her pictures were first sold at the local drugstore and at a fair, and were soon *spotted* by a dealer who bought everything she painted. Three of the pictures were exhibited in the Museum of Modern Art, and in 1940 she had her first exhibition in New York. Between 1930s and her death she painted 2,000 pictures: detailed and lively portrayals of the rural (乡村的) life she had known for so long, with a marvelous sense of color and form. “I think real hard till I think of something real pretty, and then I paint it,” she said.

41. Which of the following would be the best title for the passage?
 - A. Grandma Moses: A Brief Biography (传记).
 - B. Grandma Moses: Her Best Exhibition.
 - C. Grandma Moses and other older Artists.
 - D. The children of Grandma Moses.
42. According to the passage, Grandma Moses began to paint because she wanted to _____.
 - A. keep active
 - B. decorate (装饰) her house
 - C. earn money
 - D. be a famous artist
43. It can be inferred from the passage that _____.
 - A. most of her paintings are about rural life
 - B. Grandma Moses knew nothing about painting before she was seventy

- C. her husband's death had so great impact on her that she turned to painting for relief
- D. her pictures were attractive once appearing in the market
44. Grandma Moses spent most of her life _____.
 A. nursing B. painting
 C. exhibiting D. farming
45. The word "spotted" in paragraph 3 could best be replaced by _____.
 A. contributed B. damaged
 C. noticed D. nominated

Task 3

Directions: *The following is an introduction. After reading it, you should complete the information by filling in the blanks marked 46 through 50. You should write your answers in no more than 3 words on the corresponding space.*

Mary Quant was the inventor of the miniskirt.

Mary Quant was born in London, England on February 11th, 1934. From 1950—1953 she attended Goldsmith's College of Art in London.

In 1955 Marry opened Bazaar, a shop on the Kings Road London, with Alexander Green who later became her husband. Here she sold inexpensive, brightly colored clothes which were immediate hits (成功而风行一时的事物) with young girls and boys.

In 1961 Mary Quant showed her first collection and launched her first wholesale company. In 1962 she presented her first collection for the American market.

She soon built up a million pound industry, selling to nearly all the countries in the western world and Japan. In 1966 she received the O. B. E. (不列颠帝国勋章) for her services to the fashion industry, and went to receive this honor from the Queen dressed in a miniskirt.

In 1970 she introduced hot pants, tight short shorts, worn with floor length maxi-coats (加长大衣) and knee high boots. These were an immediate success.

In 1994 she opened Mary Quant, selling beauty products. In 1996 along with many other designers, she joined a product which was sold for charity and raised