



高等专科 / 高等职业教育教材

(非英语专业用)

Practical Professional English

实用业务英语

教育部《实用业务英语》教材编写组 编

高等教育出版社

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内 容 提 要

本书是围绕学生毕业后可能从事的涉外经济和技术交流等方面的内容而编写的。

全书共分10个单元,每单元包括三部分:实用阅读,培养学生阅读和翻译与科技、经贸、管理等有关的英语篇章的能力,应用写作,培养学生阅读、翻译和模拟写作在涉外业务中实际使用的英语资料的能力,交际会话,培养学生就涉外业务进行简单英语会话的能力。

本书既可作为《实用英语》系列教材的第四册,又可供高等院校文理工各专业学生及电大、成人等广大社会读者提高英语应用能力使用。

本书配有录音磁带和教师参考书。

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前 言

《实用业务英语》(Practical Professional English) 是《实用英语》基础教程(包括《综合教程》和《泛读教程》各三册)的继续。《实用英语》是一套高等专科学校使用的英语教材,它是根据教育部1993年颁发的《普通高等专科学校英语课程教学基本要求》设计和编写的。《基本要求》将高等专科学校英语课程的教学分为两个阶段:基础英语教学阶段和专业英语教学阶段。《实用业务英语》就是按照专业英语教学阶段的要求编写的。

《基本要求》规定的教学目的是培养学生掌握必需的、实用的英语语言知识和语言技能,具有阅读和翻译与专业有关的英文资料的初步能力,并为进一步提高英语的应用能力打下一定的基础。《实用英语》的基础教程着重培养基本的、实用的语言技能,而集中培养学生实际进行阅读、翻译和听、说、写业务英语的任务,则是由《实用业务英语》来承担。

从事各类业务的专业人员在涉外经济和技术交流等方面的业务活动虽然涉及众多的领域,但经常相互交叉,彼此渗透,而且所使用的英语也有其共性,故本教程以培养学生掌握各类业务均必需的英语能力为目标。

《实用业务英语》着重培养以下三方面的英语能力:

1. “实用阅读”(Practical Reading): 培养学生阅读和翻译与科技、经贸、管理等有关的英语篇章的能力;
2. “应用写作”(Applied Writing): 培养学生阅读、翻译和模拟写作在涉外业务中实际使用的英语资料的能力;
3. “交际会话”(Communicative Speaking): 培养学生就涉外业务进行简单英语会话的能力。

《实用业务英语》共一册,10个单元,各单元都包括上述三个方面,并分为以下三个部分:

“实用阅读”部分一般有两篇文章(第八、第九单元各为一篇长文章),第一篇为重点阅读文章,第二篇为一般阅读文章。每篇文章后面均有一定量的练习,第一篇的练习量一般为第二篇的两倍。练习按“理解”、“用法”、“功能”和“交际”四种类型的顺序编写。

“应用写作”部分按所选应用文的类型编排,每单元内容数量不等;其题材涉及业务信函、电讯、厂商介绍、产品介绍与广告、使用与维修说明、商业与技术合同以及贸易单证等。其练习虽也按“理解”、“用法”、“功能”和“交际”等类型的顺序编排,但以理解与模拟写作有关应用文为主。

“交际会话”部分涉及迎送外商、安排访问日程、厂情介绍及参观厂区、洽谈业务、参观游览、求职面试等方面。每单元有四个典型场景会话,并配以相应的练习。会话部分配制了录音。

本教程选文所涉及的业务内容均为高等专科学子所能理解的。为便于教学,每单元的生词均以《实用英语综合教程》前三册的全部词汇为起点。

《实用业务英语》构思新颖、实用性强、适用面广,特别突出了涉外业务的需要;选材典型、语言规范、练习实用性和针对性强;教材的编写既符合涉外交际需要,又考虑了教学特点。

本教程虽然是针对专科英语教学需要编写的,但也能满足本科学生学习业务英语的需要,并且是从事各行业的广大专业工作者学习业务英语的良师益友。

《实用业务英语》由教育部《实用业务英语》教材编写组编写。主编为大连理工大学孔庆炎教授和上海交通大学刘鸿章教授。山东水利高等专科学校刘燕编写第1至3单元,长春建筑高等

专科学校安晓灿编写第4至6单元, 哈尔滨理工大学张文英编写第7至10单元, 上海交通大学金霞编写全书交际会话部分。上海轻工业高等专科学校胡君芳、沙韵参加了本书的编排打印工作。

本书由普通高等专科英语教材编审组组长、上海交通大学吴银庚教授和重庆大学韩其顺教授审定。

本教程是一次新的尝试, 疏漏之处在所难免, 衷心欢迎批评指正。

编 者

1996年3月

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UNIT 1

Part I Practical Reading



Preface to *Air Pollution Control Equipment*

1 This book has arisen directly from a course on Air and Water Pollution Control delivered by the first named author at the Technical University of Berlin. Extractions of this course have been presented in Brazil, Turkey and India. It was at the Indian Institute of Technology of Madras where the first named author got in contact with Professor Varma, who turned out to be a suggestive, cooperative coauthor.

2 This book is addressed primarily to chemical, environmental and mechanical engineers, engaged in the design and operation of equipment of air pollution control. But it will certainly be helpful to chemists and physicists confronted with the solution of environmental problems. Furthermore, it is intended as a textbook for engineering courses on environmental protection.

3 The goal of this book is the presentation of knowledge on design and operation of equipment applicable to the abatement of harmful emissions into air. The technology of air pollution control is of relatively young age, but it has already achieved a high degree of performance, due to the research and development work invested in the last decades in this field.

4 The first two chapters deal with environmental protection engineering. A short review of the development of environmental consciousness and of legal actions taken in the last two centuries in Germany is presented. A preliminary last step was made in 1974. Environmental technology has been developed particularly in the last fifty years. The appropriate technology was therefore largely available, when legislation imposed severe restrictions on harmful emissions.

5 Chapter 3 gives a short survey of air pollution techniques. In Chapters 4 to 7 design and operation of the most important types of dust removal equipment are discussed, namely cyclones, wet dust scrub-

bers, fibrous filters, and electrical precipitators. A special chapter is then devoted to mist separation, which is not only related to wet dust scrubbing but also to absorption of gaseous pollutants when the liquid absorbent is dispersed in the gas mixture. In the following Chapters 9 to 12 physical, biological, and chemical processes and the related equipment for the removal of gaseous pollutants are discussed. The technical equipment includes absorbers and adsorbers as well as biological and chemical reactors.

6 I should like to thank many people, especially my coauthor for his engagement in this work. I am also most grateful to all of my coworkers, the scientific, technical, and administrative personnel of the Institute of Chemical Engineering of the Technical University of Berlin. Special mention deserves Dr. Ing. R. Spilger, who relieved me of much of the daily routine work. Mrs. Strauss, who typed and retyped the manuscript with never relaxing carefulness, and Mrs. Westphal, who accepted the responsibility for the preparation of a few hundred figures.

7 Finally, I should like to thank my wife for her never ending patience and love. It is to her that this book is devoted.

Berlin, December 1980

Heinz Brauer

New Words

extraction /iks'trækʃn/ <i>n.</i>	摘录, 精选, 摘要
engage /in'geɪdʒ/ <i>v.</i>	(常用被动语态) 从事
confront /kən'frʌnt/ <i>v.</i>	使面对, 使面临
applicable /'æplɪkəbl/ <i>a.</i>	(to) 能应用的, 可适用的
preliminary /pri'lɪmɪnəri/ <i>a.</i>	预备的, 初步的
severe /si'viə/ <i>a.</i>	严厉的, 苛刻的
cyclone /'saɪkləʊn/ <i>n.</i>	旋流除尘器
scrubber /'skrʌbə/ <i>n.</i>	刷子, 洗涤器
fibrous /'faɪbrəs/ <i>a.</i>	纤维状的
filter /'fɪltə/ <i>n.</i>	过滤器
precipitator /pri'sɪpɪteɪtə/ <i>n.</i>	沉淀器, 除尘器
mist /mɪst/ <i>n.</i>	薄雾, 雾
absorption /əb'sɔ:pʃn/ <i>n.</i>	吸收, 吸收作用
gaseous /'ɡæsiəs/ <i>a.</i>	气体的, 气态的
absorbent /əb'sɔ:bənt/ <i>n.</i>	吸收剂
disperse /dɪ'spə:s/ <i>v.</i>	(使)分散, (使)消散
absorber /əb'sɔ:bə/ <i>n.</i>	吸收器
adsorber /əd'sɔ:bə/ <i>n.</i>	吸附器
deserve /dɪ'zə:v/ <i>vt.</i>	应受, 值得
relieve /rɪ'li:v/ <i>v.</i>	(of) 解除(负担、痛苦等)
manuscript /'mænʃkript/ <i>n.</i>	手稿, 底稿

Phrases and Expressions

in (out of) contact with	和…有(没有、脱离)接触, 有(没有、失去)联系
turn out (to be)	结果(是), 原来(是)
be engaged in	从事…, 忙于…
be confronted with	面临, 面对, 碰上
due to	由于, 应属于…, 归因于

Proper Names

Technical University of Berlin /bə:'lin/	柏林工业大学
Brazil /brə'zil/	巴西
Turkey /'tə:ki/	土耳其
Indian Institute of Technology of Madras /mə'drɑ:s/	印度马德拉斯工学院
Institute of Chemical Engineering	化工学院

Comprehension

EXERCISE 1

Complete the following table with paragraph numbers or main ideas of the paragraphs.

Paragraphs	Main Ideas
Paragraph 1	Background of the book
Paragraph 2	
Paragraph 3	
Paragraph(s)	Introduction of chapter content
Paragraph	Acknowledgement (words of thanks)

EXERCISE 2

Choose the best answer according to the passage.

- Which of the following statements is NOT true according to the first paragraph? _____.
A. The book is developed from a set of lectures on Air and Water Pollution Control

- B. The contents of the book were selected by the first named author
 C. The first named author of the book is Professor Varma
 D. The book was written by two authors from two different universities
2. The book introduced by the preface is mainly written for _____.
 A. students who are to attend engineering courses on environmental protection
 B. engineers who make and use air pollution control equipment
 C. chemists, physicists and technicians
 D. chemical, environmental and mechanical engineers
3. Which of the following statements is NOT given in the third paragraph? _____.
 A. The book aims to tell readers how to design and operate air pollution control equipment
 B. Air pollution control technology is a highly developed technology
 C. Air pollution control is a new but fast-developing technology
 D. Fast development of air pollution control techniques is the result of intense research work
4. The book is composed of _____.
 A. three chapters
 B. seven chapters
 C. nine chapters
 D. twelve chapters
5. What is mainly discussed in Chapter 8? _____.
 A. Mist separation
 B. Wet dust scrubbing
 C. Absorption of gaseous pollutants
 D. Not mentioned in the preface

Usage

EXERCISE 3

Fill in the blanks with the expressions given below. Change the form where necessary.

relieve ... of	impose ... on	confront with	be engaged in
in contact with	turn out	due to	applicable to

- As soon as he _____ the evidence, he admitted his guilt.
- You have no right to _____ your will _____ others.
- The adoption (采纳) of the new policy will _____ the company _____ much burden.
- The bankruptcy (破产) of the company was in part _____ financial difficulties.
- Though it looked like rain this morning, it has _____ to be a fine day.
- Have you been _____ your branch office recently?

7. Tom and his partner _____ a new project for controlling this city's air pollution.
 8. The new policy issued by the government is also _____ foreigners.

EXERCISE 4

Replace the underlined parts in the following sentences with words from the text.

- At a later stage, there appeared new problems which seemed insolvable (无法解决的).
- Then she went back to give a series of lectures which she had prepared earlier.
- The foreman was especially strict with the newcomers.
- These means of production, that is to say, water resources, mines and land should be owned by the state.
- Not all information of this aircraft's performance is able to be obtained.
- A forced kindness is worthy of no thanks.
- Groups of police were placed at different points all along the streets where the Queen was to pass.

EXERCISE 5

Fill in the blanks after the model.

Model:	extraction	<i>extract</i>	v.	(摘出, 提取)
1.	presentation	_____	v.	(呈现, 描述)
2.	applicable	_____	v.	(应用, 适用)
3.	emission	_____	v.	()
4.	restriction	_____	v.	()
5.	removal	_____	v.	()
6.	scrubber	_____	v.	(摩擦, 擦净)
7.	separation	_____	v.	()
8.	absorbent	_____	v.	(吸收)
9.	mixture	_____	v.	()
10.	reactor	_____	v.	()

EXERCISE 6

Remember the following words and expressions related to the writing of a preface.

foreword / preface	前言
(The book) is the result of ...	(本书)是...的成果
in the preparation of (this book)	(本书)在准备期间
revision	修订
edition	版本
manuscript	书稿, 稿子

be treated in separate chapters	在不同的章节中论述
discuss ... in detail	详细地讨论了…
editor	编者
co-editor	合编者
editor in chief	主编
compilers	编写人
publishers	出版者
for his/her contribution	对他/她的贡献
contribute to	为…作出了贡献, 提供了
advice/suggestions	建议
criticism	批评指正

EXERCISE 7

Rewrite the following sentences after the models .

Model A: The goal of the book is to present knowledge of the design and operation of air pollution control equipment.

The goal of the book is the presentation of knowledge of the design and operation of air pollution control equipment.

1. To substitute the new equipment for the old would result in a considerable increase in production.
2. To expose the eyes to light of great intensity would cause loss of sight.
3. The basic method for the improvement of soil is to apply organic fertilizer.

Model B: The technology of air pollution control _____ (age)(是相对年轻的).

The technology of air pollution control is of relatively young age.

4. The glasses _____ (size)(是同样大小的).
5. The products from the plant _____ (quality)(是高质量的).
6. The two ladders _____ (height)(是不一样高的).

Function

In the preface, various set patterns are employed to express different functions for introducing the book. The following two exercises will help you to learn the major ones.

EXERCISE 8

Translate the following sentences into English, paying attention to the English equivalents of the underlined parts.

Model: 此书的主要对象是从事空气污染控制设备的设计和操作的化学、环境和机械领域的工程

师们。

This book is addressed primarily to chemical, environmental and mechanical engineers, engaged in the design and operation of air pollution control equipment.

1. 该书的目的是介绍可用于减少有害排泄物进入大气的设备的设计及使用知识。

2. 第八章专门介绍了湿气分离技术。

3. 谨此我要向许多人表示感谢。

EXERCISE 9

Translate the following expressions into Chinese and try to remember them.

1. 本书读者对象

The book

is addressed primarily to ...
is written for...
has been produced for those who ...
will be of invaluable assistance to ...
is intended for ...

2. 本书的目的宗旨

The goal of the book is ...

The purpose of the book is ...

The objective of the book is ...

This book aims to ...

3. 各章节内容

The chapter

deals with ...
gives a survey of ...
is devoted to ...
describes ...
covers ...
concludes ...
gives a review of ...

4. 致谢

Particular thanks are due to/go to ...

I wish to thank ... for ...

I am indebted to ... for ...

I should like to thank ... for ...

I am most grateful to ... for ...

I wish to acknowledge the assistance of ... for ...

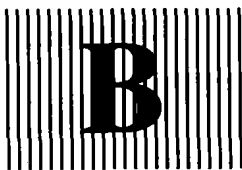
I wish to express thanks to ...

Communication

EXERCISE 10

Compose a preface by using the information given below.

1. name of the book: **Applying Mathematics**
2. readership: applied mathematicians, teachers and students of mathematics who are interested in modelling techniques
3. goal of the book: (1) to provide better understanding of the construction of mathematical models; (2) to teach how to take a real life problem and convert it into a mathematical one
4. component parts: three
5. content of each part:
 - Part 1. four true accounts of how mechanical analysis has helped provide solutions
 - Part 2. a series of real problems, together with solutions and related problems
 - Part 3. some general concepts of mathematical modelling and advice as to how to approach real problem solving
6. acknowledgement: all the colleagues who give help in the course of writing the book



Preface to *The Singapore Worker — A Profile*

1 Economic competition among nations is expected to increase, especially now that the countries like Russia and China have moved towards a market economy. The rule of economic competition has not changed: countries which can produce goods most cheaply will win the economic race.

2 It is generally accepted that success in economic competition among nations depends on superiority in process technology rather than product technology. Superior product technology requires heavy investment in product development in the laboratory, while superior process technology is determined by the quality of the workforce at the plant level.

3 Singapore, being a small country, is not expected to excel in the area of product technology. Besides, as pointed out by Professor Lester Thurow at the MIT seminar in July 1991, the economic advantages of having superiority in product technology are short-lived because no country can have a monopoly over inventions for long. Thus, in order to obtain the sustained economic advantages which

process technology offers, it is necessary for Singapore to nurture a well-trained workforce, especially since people are her only resource.

4 This book represents a systematic attempt to examine Singapore's workforce in the context of an increasingly competitive environment. It has three objectives. First, it sets out to present a theoretical framework for assessing the employment status of labour market participants based on the profit-maximizing behaviour of the employer (or government) and the earning-maximizing behaviour of the worker (or citizen).

5 Secondly, it aims to provide a profile of the labour force of Singapore and of Singaporean emigrants to the U.S. In relation to this, the book examines in particular the mobility of the employed, the frequency of unemployment of the unemployed, the earnings of the part-time workforce, the re-employment possibilities of the retirees, and the occupations of the emigrants. This empirical analysis relies largely on data derived from the National University of Singapore Census Survey. Although the greater part of the Survey sample is found to be adequate for our analysis, the sample on retirees is rather thin. Nevertheless, the analysis of the behaviour of retirees has been retained for interest.

6 Finally, the book puts forward the case that labour market imbalances both at the global and the structural levels are bound to exist and that these imbalances can be effectively reduced by enhancing built-in labour market adjustment mechanisms such as the public sector, foreign labour, social security, training, incomes policy, and employment service.

7 In July 1991, Mr. Goh Chok Tong, Singapore's Prime Minister, disclosed that his Administration plans to expand tertiary student enrolment by having more universities in the country. This is consistent with our perception that a well-trained workforce is crucial to the survival of Singapore's economy.

8 We would like to thank the Centre for Advanced Studies at the National University of Singapore for providing the NUS Census Survey data, the *Lianhe Zaobao* for providing the photographs for the book's cover, and Goh Mou Lih for his excellent research assistance.

New Words

profile /'prəʊfaɪl/ <i>n.</i>	轮廓, 外观
superiority /sju(:),piəri'ɔriti/ <i>n.</i>	优势, 优越(性)
excel /ik'sel/ <i>v.</i>	胜过, 优于, 超过
seminar /'seminɑ:/ <i>n.</i>	研讨会
monopoly /mə'nɒpəli/ <i>n.</i>	垄断(权)
context /'kɒntekst/ <i>n.</i>	(事件等发生的)环境, 条件, 上下文
competitive /kəm'petitiv/ <i>a.</i>	竞争(性)的, 有竞争力的
theoretical /θiə'retikl/ <i>a.</i>	理论的, 理论上的
status /'steitəs/ <i>n.</i>	身份, 地位
maximize /'mæksimaɪz/ <i>v.</i>	增加至最大
emigrant /'emigrənt/ <i>n.</i>	(移居外国之)移民
mobility /məu'biliti/ <i>n.</i>	移动, 易变, 流动性, 易变性
occupation /ɒkju'peɪʃn/ <i>n.</i>	职业, 工作
empirical /em'pirikl/ <i>a.</i>	经验主义的, 以经验为根据的
derive /di'raɪv/ <i>v.</i>	获得, 推导(自)