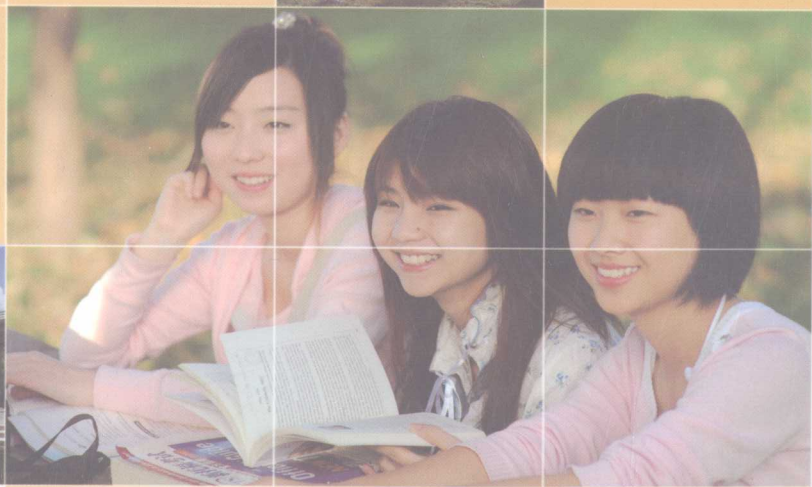


大学职场英语

视听说 I

start here go anywhere

主 编 刘淑颖



大连理工大学出版社
DALIAN UNIVERSITY OF TECHNOLOGY PRESS

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前言

美国教育家杜威曾提出,“最好的教育就是从生活和经验中学习”。英语教育也不能脱离职业生活。因此,大学英语教学的重点应从培养学生阅读和写作能力为主转向培养学生的听说能力为主,重点是提高学生的英语听说应用能力。高等职业教育担负着培养高素质劳动者和专门人才的重要任务,其英语教学旨在培养学生在不同行业中实际应用英语的能力。为此,我们欧亚学院大学英语教学科研团队结合大学英语课程教学要求,以及高职高专教育英语课程教学基本要求,编写了《大学职场英语视听说》系列教材(I~IV)。本系列教材适用于本科学生使用,一二册亦可供高职高专学生使用。

《大学职场英语视听说》教材具有以下几个主要特色:

1. 编排科学,形式多样

本套教材编排将视听内容紧密相联,从培养学生应用能力入手,以“视”促“听”,以“听”带“说”。视、听、说融为一体,以直观画面和情节内容为基础,开展有针对性的听力及口语操练,运用复述、对话、口头概述、总结等活动形式,提高学生的听力和口头表达能力。

2. 注重实用,适用广泛

本套教材的设计思路在于注重提高学生自信心,培养学生学习方法和学习策略,帮助其了解有关国内和国外文化习俗、礼仪及职业生活场景的相关表达,以达到培养学生综合文化素养和跨文化交际能力的目的。本教材同时强调听与说的互动,充分发挥学生的主观能动性和跨文化交际能力。

3. 立足行业,支撑社交

本套教材所选用的视听材料语言真实度高,行业针对性强,如导游英语、餐厅点餐及宾馆入住英语,以及商务洽谈中付款和签合同同时使用的英语素材。因此,本教材在提高学生英语综合应用能力和口头表达能力的同时,能够加深他们对英语国家经济、社会、文化等方面的认识,巩固其专业知识并提高用英语处理日常事务和职场交际的能力。

4. 学考兼顾,妙趣横生

本教材是欧亚学院大学英语教学团队进行“全国高职高专英语类专业教学改革课题”科研项目研究的成果。在编辑过程中,兼顾我校10个二级分院的专业特点,加入与所学专业相关的职场口语。所选内容一方面涉及各个不同专业的多种需求,另一方面兼顾四、六级的听力题材。视频材料充满趣味性及多样化,可以激发学生开口讲英语的欲望,拓展学生使用英语进行思维的能力。本教材在比较分析了国内多种英语听说教材基础之上,进行取长补短,推陈出新,体现了该学科当前的最新成果,满足了高职学生对于提高英语听说能力的最新需求。

本套教材包含四册,每册8个单元,涵盖新闻、旅游、国际贸易、金融、保险等多个领域的内容。其中每个单元的五部分围绕某一行业的同一话题展开。第一部分:热身训练(Warming-up Activities),其作用:一为热身,通过热门英文歌曲赏析,用娱乐的方式提

高学生英语学习兴趣并培养英语语感,二为话题导入和语言要素积累,设置了一些与话题相关的问题及常见英语表达。第二部分:视听训练(Watching Activities),由两段视频片段组成,其后配有判断、选择、填空等练习题,而文化介绍(Culture Notes)部分则侧重讲述英美国家的文化习俗、礼仪及英语惯用法等方面的介绍。第三部分:口语训练(Speaking Activities),提供与话题相关的常用英语句型,让学生模仿原汁原味的英语表达,并结合真实的行业情景进行口语操练,拓宽学生的英语实践能力。第四部分:听力训练(Listening Activities),设置回答问题及对话等多种形式的听力练习,有助于提高学生的综合听力理解能力。第五部分:课外补充训练(After-class Activities),提供与话题相关的文章及练习,为学生提供自主学习的机会,以便积累更多真实的语言要素。此外,本套教材提供相关视听材料;“教师用书”与“学生用书”的内容完全呼应,提供视听练习答案以及相应的视听说材料原文。

为帮助广大读者有效使用本套教材,现提出如下建议:建议使用《大学职场英语视听说》教材时,从视、听入手,在基本掌握专业词汇和看懂听懂视听材料的基础上,再加强说的练习,达到听说结合;同时,教师可根据学生的水平和专业,调整教学内容,有目的地选择某些单元重点讲解,也可将“听力训练”的部分练习留给学生课外操练。

《大学职场英语视听说》教材由西安欧亚学院大学英语教学部的教学科研团队负责编写,刘淑颖教授任总主编,参加一、二册编写的人员有党红侠、冯海燕、赵甜甜、王茹、郭转霞、廉张军和马尹嘉。参加三、四册编写的人员有江莉、蔡莉、马兰、马臻、杨婷婷、冯敏敏和唐玲。此外,业内的许多资深专家也对本教材提供了宝贵的意见,在这里一并表示感谢。

本教材通过各位专家和教师的精心设计和反复推敲,先后历经拟定大纲、编写样章、初稿、多次修订及最终审稿的过程,旨在结合国内外优秀英语教材的编写经验,为非英语专业的学生提供一套场景真实、语言地道、形式灵活多样、内容丰富生动的好教材。本套教材思路独特、实用性强,但实际编写过程中难免有不足之处,诚恳希望相关院校在使用过程中提出宝贵意见,以使其不断完善。

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2011年5月于西安

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Unit 1

Asking About Personal Information

Learning Objectives

- ★ learn how to ask personal information
- ★ use the useful sentence patterns skillfully

Warming-up Activities



Step One

Directions: In this part, you will hear an English song for three times. For the first time, you just listen for its general idea, and the second time, you are required to learn it by heart. Finally, you can sing along and enjoy it.

Pretty Boy

Singer: m2m Album: The Day You Went Away

VERSE 1

I lie awake at night
See things in black and white
I've only got you inside my mind
You know you have made me blind

VERSE 2

I lie awake and pray
That you will look my way
I have all this longing in my heart
I knew it right from the start

CHORUS

Oh my pretty pretty boy I love you
Like I never ever loved no one before you
Pretty pretty boy of mine

Just tell me you love me too

Oh my pretty pretty boy

I need you

Oh my pretty pretty boy I do

Let me inside

Make me stay right beside you

VERSE 3

I used to write your name

And put it in a frame

And sometime I think I hear you call

Right from my bedroom wall

VERSE 4

You stay a little while

And touch me with your smile

And what can I say to make you mine

To reach out for you in time

CHORUS

BRIDGE

Oh pretty boy

Say you love me too

Step Two

Direction: Discuss the following questions in English orally.

- When do you want to know someone? And how do you start?
- If you really want to know someone, what kind of information would you like to know about?
- What do you want to know about him first?
- Can we ask anything about someone? Why? And please give us some examples.

Step Three

Directions: Work in groups to list as many personal information words as you can and put them down in the table. Then listen to the recording and check your answer, pay attention to the pronunciation, and learn each word by heart if necessary.

Watching Activities



Video One

Language Focus:

suburb (城镇的) 郊区

Exercise I

Directions: Watch Video One once and decide whether the following statements are true (T) or false (F).

- () 1. Mr. Zhang comes from Tangshan, Hebei Province.
- () 2. Li Ming has been working in the company for about six years.
- () 3. Mr. Zhang lives in a suburb.
- () 4. It takes Li Ming about 15 minutes to get to work from his living place.
- () 5. Mr. Zhang and Li Ming work in the same company.

Exercise (I)

Directions: Watch the video for the second time and fill in the blanks with the missing words. Then play the video line by line and repeat after the speakers, paying attention to your pronunciation and intonation.

A: Hello, Mr. Zhang. I'd like to introduce myself to you. I'm Li Ting.

B: Glad to meet you, Li Ting. _____?

A: I'm from Tangshan, Hebei Province. _____?

B: I've been working in this company _____.

A: Oh, that's pretty long. _____, Mr. Zhang?

B: I live in a suburb.

A: How long does it take you to get to work?

B: It takes me about _____.

Exercise (II)

Directions: Pick up a role you like and role-play the conversation.

Video Two

Exercise I

Directions: Watch Video Two once and choose the correct answers to the following questions.

1. What's the relationship between Zhang Qiang and Tang Liang?

- A. Classmates.
- B. Colleagues.
- C. Schoolmates.
- D. Fellow-townsmen.

2. What does Zhang Qiang do?

- A. A college student.
- B. A worker.
- C. A department manager.
- D. A school teacher.

Exercise (I)

Directions: Watch the video for the second time, paying attention to the key structures. Read after the speaker and your attention should be focused on both the pronunciation and intonation.

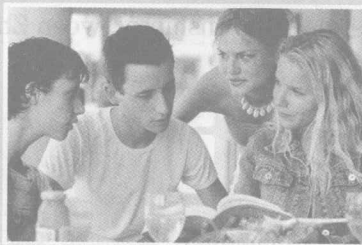
1. Oh, really? We are fellow-townsmen.
2. What do you do? I'm a college student. I major in Economics.
3. What are you responsible for in your company? I'm responsible for software design.

Exercise (II)

Directions: Now it's your turn. Watch the video for the third time and fill in the blanks first. Then pick up a role you like and role-play the conversation according to the video play.

- A: Good morning, I'm _____.
- B: Good morning, I'm Tang Liang. _____?
- A: My hometown is in Tianjin city.
- B: Oh, really? We are _____. What do you do?
- A: I'm a college student. I _____. What's your job?
- B: I work in a computer company.
- A: What are you _____ in your company?
- B: I'm responsible for _____.

Speaking Activities



Language Enhancement Drills

Conversation Box—Starting conversations by asking personal information

Here are some of the most commonly used sentence patterns you may find helpful in your future communication, study them carefully and try to learn them by heart.

How to ask one's name

- ☐ Can you tell me your name, please?
- ☐ Can I have your name?
- ☐ What's your name?
- ☐ Can you tell me what your full name is, please?
- ☐ How do you spell your full name?

How to ask one's age

- ☐ How old are you?
- ☐ What is your age?
- ☐ May I ask your age?

How to ask one's birthday

- ☐ What's your birthday?
- ☐ When is your birth date?
- ☐ When were you born?

How to ask one's place that he/she comes

- ☐ Where are you from?
- ☐ Where do you come from?
- ☐ What is your hometown?

How to ask one's living place

- ☐ Where is your native place? (你老家在哪里?)
- ☐ Where is your domicile place? (你现在住在哪里?)
- ☐ Where is your permanent place? (你永久性的居住地是哪里?)
- ☐ Where do you live now?

Exercise I

Directions: Complete the conversation and practice it with your partner.

A: _____?

B: My name is Sun Lin.

A: _____?

B: I am twenty-five years old.

A: _____?

B: Yes, my birth date is September 22, 1977.

A: _____?

B: I live at 606 Zhongguan Road, Apt 802, Beijing.

A: _____.

B: My birthplace is Nanjing.

A: Ok, I know you are not a resident of Beijing. _____?

B: My domicile place is Nanjing, too.

Exercise (I)

Directions: Read and practice the following dialogue first. Then work in groups of two. One will be A and the other will be B. Make up a dialogue of asking personal information.

A: Tell me a little bit about yourself, please.

B: My name is Sun Lin and I live in Beijing. I was born in 1980. I will graduate from Peking University this July. I have majored in accounting.

A: Would you tell me something about your family?

B: There are three in my family, my parents and myself. My father is a teacher and my mother is a worker.

Listening Activities



Exercise I: Statements

Directions: In this part, you will hear 10 sentences. At the end of each sentence, a question will be asked about what was said. Both the sentence and the question will be read only once. After each question, there will be a pause. During the pause, you must read the 4 choices marked A), B), C), and D), and choose the best answer to the question you have just heard.

- | | |
|---------------------------|--------------------------|
| 1. A) He lives in a town. | B) He is a taxi driver. |
| C) He works in a company. | D) He has no idea. |
| 2. A) In October. | B) In a small town. |
| C) She is nineteen. | D) On January 1st, 1976. |

3. A) He is from Japan.
C) He comes from Japan.
4. A) She likes English best.
C) English.
5. A) It was great.
C) He was late.
6. A) He interfered in her affairs.
B) He also operates several businesses.
C) He is in the business of selling metals.
D) He is in charge of her business.
7. A) Henan is the speaker's favorite province.
B) Henan is the province with the most people.
C) Henan is so popular.
D) Henan is the most popular province in our country.
8. A) Her mother is going to see her tomorrow.
B) Her mother will arrive in eight days.
C) Her mother will be staying with her for a week.
D) Her mother will stay with her from tomorrow.
9. A) I was wrong to have relied on you.
B) I never relied on you.
C) I think I can rely on you.
D) I relied on you completely.
10. A) The phone rang right after he arrived home.
B) After the phone rang, he arrived home.
C) He was unable to receive the phone because he was at home.
D) The office was not cold.

Exercise 1: Conversations

Directions: In this part, you will hear 5 short conversations. At the end of each conversation, a question will be asked about what was said. The conversation and the question will be read only once. After each question there will be a pause. During the pause, you must read the 4 choices marked A), B), C) and D), and choose the best answer to the question you have just heard.

1. A) Two. B) Three. C) Four. D) Five.
2. A) She is too strict. B) She is very kind. C) She is very bad. D) She is very patient.
3. A) Go shopping with Tim. B) Stay at home. C) Go to work. D) Go to the party.
4. A) The woman will leave at once. B) The woman will take the train. C) The train will leave at half past seven. D) The woman will be late for the train.
5. A) He doesn't want to tell the man. B) He doesn't know the place, either. C) He is lost. D) He knew the place.

After-class Activities



Directions: Read the following passage aloud and try to repeat it in your own words.

Could I have everybody's attention, please? Good morning, ladies and gentlemen. Thanks for coming. On behalf of the English World website, I would like to welcome you all this morning. As many of you know, my name is Jim Kenny. I'm responsible for customer service. This morning I'd like to present our new magazine for spoken English studies. If you have any questions you'd like to ask, I'd be happy to answer them.

Tips for you: When you talk about your family and yourself, you may include:

- ☆ their ages and hobbies
- ☆ what your family members are
- ☆ where your family live
- ☆ what they do



Unit 2

Expressing Gratitude

Learning Objectives

- ★ be able to express gratitude
- ★ reply thankfulness