

Prepared for China Central
Radio & Television University

顾曰国 主编
Gu Yueguo

English at Work

中央广播电视大学“专升本”指定教材

高级职业英语

Help Yourself to a
BA Course Series

“专升本”高级英语自学系列教程

(4)

外语教学与研究出版社

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(Trial Version)

(试用本)

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The First Year Pack

Checklist

Materials Provided:

trial version available for Autumn Semester

- ◆ A Guide to Success 1
- ◆ English in Daily Life
with audio cassettes:
- ◆ English at Leisure
with audio cassettes:

trial version available for Spring Semester

- ◆ English at Work
with audio cassettes:
- ◆ English in Current Affairs
with audio cassettes:

Materials Students Should Provide Themselves:

- ◆ 2 assignment notebooks (standard A4 size recommended)
- ◆ 1 rough notebook
- ◆ 1 self-assessment record notebook
- ◆ 2 blank cassettes for speaking practice



What's this book?

It's part of *Help Yourself to a BA Course* series. It's your third course in your first year study.



What's it about?

In this course, you are exposed to more neutral/formal language than that of the previous two courses to reflect the more formal nature of working contexts. Much of the language does, however, remain informal - to ensure that you begin to develop an appreciation of different genres/styles. You have more reading inputs than in the first two courses and are required to undertake more demanding writing tasks. The unit topics have been selected to ensure coverage of a range of different types of employment and work related topics.



How long does it take to finish this course?

Eight weeks. You must work very hard, though.



If I have to work so hard, do I earn any credits at the end?

Yes. Your hard work will be richly rewarded. You'll earn 4.5 credits !!!



English at Work



Units	Topics	Activities	Functions
1	Jobs	6	<ul style="list-style-type: none"> *describing/enquiring about jobs *giving career advice *describing working routines *explaining responsibilities *defining occupations *describing feelings about work
2	Teaching	6	<ul style="list-style-type: none"> *formal introductions *recommending a textbook *summarising an article *summarising a lesson *reporting on behaviour *describing lesson procedure
3	Food	6	<ul style="list-style-type: none"> *describing processes *describing foods/dishes *describing nutritional value *instructing *giving warnings *comparing cooking methods *offering alternatives *describing problems *giving advice
4	Crime	5	<ul style="list-style-type: none"> *asking for/offering help *warnings/safety advice *asking about/describing a crime *asking about/describing a criminal *deducing *stating rules/laws



Contents

Language Points	Performance Objectives	Page
<ul style="list-style-type: none"> *simple present *relative clauses (in definitions) *should/must/have to *adverbs of frequency *would/should 	<ul style="list-style-type: none"> *ask/talk about different jobs *define different occupations *read/talk about responsibilities *discuss qualities necessary for various occupations *read job ads./notices *write a resume *write a short biography 	1-51
<ul style="list-style-type: none"> *simple present *sequence markers *suggest + subj. 	<ul style="list-style-type: none"> *introduce a professional person *recommend a book/article *describe a lesson *report/discuss behaviour (with 3rd party) *give oral/written comments on performance *summarise a lesson/mini-lecture 	52-104
<ul style="list-style-type: none"> *present simple passive *be rich in /high in *attributive clauses (which, that) *as...as *but/while whereas 	<ul style="list-style-type: none"> *talk/ask about food preparation *talk/ask about nutritional values *read/give recipes *compare diets/eating habits *describe problems at work *offer advice/suggestions for dealing with problems 	105-155
<ul style="list-style-type: none"> *adverbials of time *sequence markers *past simple *past perfect *3rd conditional *past continuous *must/may/might have 	<ul style="list-style-type: none"> *talk/ask about different crimes & punishment *describe a criminal event *describe a criminal *give/ask for crime prevention advice *describe missing items *fill in forms 	156-199

English at Work



Units	Topics	Activities	Functions
5	Healthcare	5	<ul style="list-style-type: none"> *describing a place (hospital) *asking for/giving instructions *describing symptoms *explaining treatment *describing physical structure *predicting
6	The Business World	4	<ul style="list-style-type: none"> *describing products (strengths/advantages) *describing development of a company *stating sales figures *comparing sales *explaining tables/charts *reporting progress *expressing intention
7	Administration	6	<ul style="list-style-type: none"> *making arrangements/ appointments *formal letter writing *taking messages *writing memos *asking for/giving info. *welcoming visitors *reporting events
8	Life and Work	5	<ul style="list-style-type: none"> *filling in an application form *writing a job application letter *describing working problems *asking for/giving advice *stating reasons for problems *giving sympathy *describing the ideal job



Contents

Language Points	Performance Objectives	Page
<ul style="list-style-type: none"> *present simple *imperatives *it hurts when *sequence markers *future simple/continuous 	<ul style="list-style-type: none"> *describe an illness/treatment *talk/ask about healthcare *ask for/give medical advice/instructions *extract info. from First Aid manual/medicinal instructions *name/define parts of the body *ask/talk about hospitals/hospital procedures 	200-242
<ul style="list-style-type: none"> *percentages/proportions/fractions *numbers and figures *present perfect *present continuous *future simple *going to 	<ul style="list-style-type: none"> *interpret graphs etc. describe sales *compare sales *ask/talk about market trends *ask about/describe growth/development *write a short sales report describe future plans 	243-277
<ul style="list-style-type: none"> *modals *formal letter format *passive voice 	<ul style="list-style-type: none"> *take/write messages *write memos *write a formal letter *ask for/give information in formal settings *make formal introductions *report a day's work 	278-331
<ul style="list-style-type: none"> *cause/effect *indirect Qs (I don't know why...etc.) 	<ul style="list-style-type: none"> *complete a job application form *write a supporting letter of application *discuss employment problems *describe an ideal occupation *ask for/offer career guidance *take part in a job interview *offer sympathy/consolation 	332-371



Unit 1 Jobs



English at Work

Guide to Unit 1



Activity One : Occupations

- | | | |
|--------|--|----------|
| Task 1 | Occupational Fields | Feedback |
| Task 2 | Matching Jobs and Definitions | Feedback |
| Task 3 | Formation of Definitions | |
| Task 4 | Types of Occupation | Feedback |
| Task 5 | Writing Definitions | |
| Task 6 | Defining Your Own Job | |
| Task 7 | Matching Jobs and Personal Characteristics | |
| Task 8 | Another Way of Saying the Same Thing | |

Activity Two: Feelings about Jobs

- | | | |
|--------|---|----------|
| Task 1 | Identifying Speakers' Jobs | Feedback |
| Task 2 | Positive and Negative Feelings about Work | Feedback |
| Task 3 | Summarising Daily Work Routines | Feedback |
| Task 4 | Talking about Your Feelings | |

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Guide to Unit 1

Jobs



Activity Three: Job Notices

Task 1 Reading for the Main Ideas

Feedback

Task 2 Finding Suitable Jobs

Feedback

Task 3 Types of Information

Feedback

Task 4 Locating Information

Feedback

Task 5 Speaking from Notes

Task 6 Asking for Information

Feedback

Activity Four: The Boss and His assistant

Task 1 Listening for the Main Idea

Feedback

Task 2 Talking about Responsibilities

Feedback

Task 3 Confirming Understanding

Feedback

Task 4 Judging Character

Feedback

Activity Five: Careers

Task 1 Predicting Content

Task 2 Using Layout to Help You Read

Feedback

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Guide to Unit 1



Task 3 Identifying Types of Information

Feedback

Task 4 Identifying Duties/Responsibilities

Feedback

Task 5 Finding Attitudes

Feedback

Activity Six: Professional Development

Task 1 A Curriculum Vitae

Feedback

Task 2 Writing Your Own CV

Task 3 Identifying Stages in Professional Development

Feedback

Task 4 Writing about Professional Development

Task 5 Working with Words

Task 6 Describing Routines and Ambitions

Task 7 Review This Unit

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Appendix: Tapescripts

Unit One

Jobs

At the end of this unit, you should be able to:

- ◇ define/describe occupations
- ◇ give/ask for information about jobs
- ◇ talk about feelings towards work
- ◇ describe job responsibilities
- ◇ locate information about jobs/careers
- ◇ describe personal career development
- ◇ write a resume/curriculum vitae
- ◇ express working routines and ambitions



Warm-up:

Asking about Jobs

Work is a major part of our lives, isn't it? It's great if we enjoy our work and, even if we don't, it occupies a lot of our time. What's more, work is a frequent topic of conversation. In this unit, we shall be considering various jobs and in later units of this course we shall think about jobs related to various topics. Look at these questions:

- a. What's your profession?
- b. What work do you do?
- c. What line of business are you in?
- d. What sort of things do you do?

e. What's your job?

f. What's your occupation?

The questions above can be used to ask about a person's job or profession. Some of the questions are more formal while some are neutral or less formal. Which ones go into which category? Write the questions under the headings in the boxes below.



Write the questions in the appropriate column.

formal	less formal/neutral



Now compare your answers with the key: formal: *a, c, f*. neutral/less formal: *b, d, e*.

Questions *a, c, f* are used in more formal situations (such as when one person is asking another for information in an official context). Questions *b, d* and *e* are used in all those situations where people are chatting informally (e.g. on a train, at a party).

something extra

Famous Quotations on Books

That is a good book which is opened with expectation and closed with profit. — **A. Bronson Alcott** (1799–1888), U.S. educator, social reformer. *Table Talk*, bk. 1, "Books" (1877).

Activity 1

Occupations

Task 1 Occupational Fields

Below are 15 occupations. Which fields / topics are they associated with? Write them in the appropriate box in the table. Don't use your dictionary! You'll find out the exact meanings in the tasks which follow.



Write the occupations in the appropriate box in the table.

taylor	receptionist	engineer	pharmacist	dietitian
clerk	detective	waiter	headmaster	secretary
surgeon	entrepreneur	hairdresser	accountant	solicitor

teaching	catering (providing/serving food)	crime/the legal system	health care
beauty/fashion	administration	business	construction