



教育部职业教育与成人教育司推荐教材  
五年制高等职业教育文化基础课教材

# 英语教程

教师用书 (修订版)

# 5

ENGLISH FOR  
HIGHER VOCATIONAL EDUCATION

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## 《英语教程》修订版说明

《英语教程》是根据《五年制高等职业教育实用英语课程基本要求》和《普通高等专科学校英语课程基本要求》编写而成。教材突出了“立足实用、打好基础、强化能力”的高职英语教学原则，由浅入深，循序渐进。基本思路立足于以人为本，提高学生的英语交际能力；采用听读领先的教学模式，以话题为中心，开展听、读、说、写的综合训练；合理设计，注重科学性、趣味性、前瞻性和灵活性，强调实用性。

近些年来，随着高等职业教育的发展，相对于目前五年制高职学生的英语水平现状，原教材显露出不足之处。为了使这套教材更加完善，以适应高职教育的实际需要，全国五年制高等职业教育公共课开发指导委员会和外语教学与研究出版社组织部分作者，利用问卷调查、信息反馈、师生座谈的形式，广泛征求使用者和专家的意见和建议，对原教材进行修订。《英语教程》修订版在保留原有特色的基础上，适当降低了起点和难度，对教材结构进行整体梳理。

本套修订版教材包含预备级和1-6册，各册之间呈一定的梯度。预备级及1-3册为基础阶段，4-6册为提高阶段，侧重专业方面。

本教材是在前一阶段阅读和词汇都达到一定量的基础上，重点培养阅读能力，并进行初步的专业英语学习。本册为配套教师用书，在编写过程中着重体现以下几点：

### 一、编写理念

旨在培养学生在中国环境下使用英语进行涉外交流的能力。英语作为国际工作用语，将在对外交际中广泛应用。教材通过不同的工作场景和任务，如：日常工作、出差、公关、产品销售等，训练学生流利、正确地用英语进行交流。通过提供大量实用的英语实例，使学生认识到语言学习不是枯燥的单词、句型，而是真实、高效、有意义的交流与沟通。

在语言学习的同时，介绍商务活动的一般概念和程序，使学生了解商务社会的职能和作用，以及一般职业技巧。真正做到以语言为载体，学习商务知识和技能，促进学科交叉，使语言学习具有更广泛的意义。

### 二、教学方法

变认知型学习为应用型学习是本教材的特色，由此在课堂教学中突出体现教学的实用性。根据交际法学习活动设计原理，本教材把每一个练习的目的都清楚地告诉学生，通过听材料、读课本，解决语言输入的问题，通过以精确性为主的教师控制型练习和以流利型为主的交流性练习，以达到将“外语”变成自身语言的一部分，能在特定的场景中自如交流的目的。本教材在实用上下工夫，在语言应用上下工夫，尽量给学生创造一个说英语、用英语的环境。

### 三、主要特色

1. 本教材的目的是在多种技能综合训练的基础上，重点培养学生的阅读能力，将话题、交际功能和商务环境紧密结合，在一般常用词汇基础上，加入适量商务词汇，以使學生能尽快适应将来的工作需要。



2. 学习活动分以精确性为主的教师控制型练习和以流利型为主的交流性练习两种。学生在听懂和理解听力材料的基础上, 首先进行模仿性的控制练习, 然后逐步过渡到交流性练习。根据学生的特点所设计的实用有趣的各种活动不仅为学生提供练习的机会, 更使他们在运用语言完成任务的过程中获得乐趣和成就感。

3. 在练习设计中充分考虑到大班上课的特点和难度, 尽量把使用语言进行沟通的活动设计成两人对话、小组活动等“信息差异”练习。为每个学生提供最大限度的交流实践机会, 同时根据大班学生水平差异大这一情况, 设计大量但难易程度不同的练习, 以利于学生和教师有选择地进行课堂活动。在教师用书中, 对每一个教学步骤都尽量提供详尽的课堂指导, 包括活动的目的、实施步骤、课堂用语、练习答案、文化背景知识等。

4. 在跨文化交际中, 除了语言障碍外, 另一个妨碍沟通的阻力来自文化差异。本教材结合商务环境的特点, 在介绍语言技巧的同时, 穿插介绍文化差异及其在商务活动中的体现。使学生理解文化在沟通中的作用并有意识地在用英语交流时克服文化障碍, 从而实现了对语言的理解更准确, 使用更恰当。

在编写过程中, 外语教学与研究出版社高等英语教育出版分社给了我们很多具体帮助, 在此, 我们表示衷心的感谢。

由于编写时间紧迫, 水平有限, 书中的缺点和不足在所难免, 恳请广大师生和读者批评指正。

编者

2009年12月



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# UNIT ONE

## The Background to Business (1)

The focus of this unit is basic economic concepts of **economics, scarcity, resources, wants, needs, goods, services and interdependence of business.** In this unit, students are expected to learn the meaning of economics, the major purpose of business activity, and different aspects that are involved in it. Specifically, students will get to know basic economic concepts such as economics, scarcity, resources, wants, needs, goods, and people and services involved in business such as primary producer, workforce, banking, communication, distribution, and government.

## Text A

### Task 1 Understanding Text A in general — getting the main idea

This exercise is designed to check students' general comprehension of the text. It can be done either orally or in writing. Do not let students refer back to the text while doing this exercise.

#### Feedback:

1. Robert can't decide what to do with his money.
2. It is the basic economic problem — the problem of scarcity: When you have so much of something, how do you best use it? To put it in a simple word: It's the problem of making choices.
3. Economics is the study of how people, businesses and nations choose to use their limited resources.
4. They are things that people must have in order to live, for example, food, clothing, and shelter.
5. People produce and buy goods and services in order to meet their needs and wants.
6. Goods are things that are produced for sale.
7. A service is an activity performed for others for money, such as teaching or selling.
8. Resources are those things that can be used to produce goods and services.

### Task 2 Understanding Text A in general — true or false

Ask students to provide the correct information for those false statements.

#### Feedback:

1. F He is torn about what to do. That means he can not decide what to do with his money.
2. F He would still have to make choices, for he is faced with economic decisions every day. It is a fact of life.
3. F Nobody can avoid making choices; it is something we deal with every day.
4. T
5. F Radios, TVs, cars, computers and telephones are people's wants, not needs.
6. T



7. F People can live without wants such as TVs, cars and telephones, for they survived before those things were invented.
8. F Cars, computers and telephones are examples of goods.
9. F People produce goods and services in order to meet other people's needs and wants.
10. T

### Task 3 Understanding Text A in general — looking for specific information

This exercise is to test students' abilities in understanding detailed information in the passage. Students can go back to the text at this stage.

**Feedback:**

Name	Definition (Meaning)	Examples
Needs	Needs are things that everyone must have to survive.	food, clothing, shelter
Wants	Wants are things people desire.	radios, TVs, cars, watches, computers, telephones, etc.
Goods	Goods are things that are produced for sale.	sunglasses, popcorn, watches, etc.
Services	Services are any work that a person does for others for money.	selling, teaching, etc.

### Task 4 Understanding Text A in detail — word study

This is a vocabulary exercise. Students are supposed to learn all the words and expressions listed in this exercise.

**luxury:** very great comfort and pleasure, such as you get from expensive food, beautiful houses, cars, etc.

They live in luxury in a very big house.

What a luxury it is to be alone!

**scarcity:** a situation in which there is not enough of something or certain resources to satisfy people's needs and wants

The scarcity of fruit was caused by the drought.

The scarcity of food during the flood made people have one meal a day.

**shelter:** a place to live, considered as one of the basic needs of life; a building or an area with a roof over it that protects people from the weather or from danger

The poor mother and her children are in desperate need of food, clothing and shelter.

He stood in the shelter at the bus stop.

We took shelter from the storm in a barn.

**a fact of life:** used to say that a situation exists and must be accepted

The generation gap is a fact of life for parents and children.

Growing old is just a fact of life that everyone has to face.

**survive:** to continue to live or exist

Few survived after the flood.

The man was very ill, but he survived.

**wipe out:** to destroy, remove, or get rid of something completely

The serious disease wiped out half of the population in the community.

The brave soldiers have wiped out the whole enemy army.

**meet one's needs:** to satisfy one's needs

The girl's income can not meet her basic needs.

The new underground service will meet the local residents' need.

**personal:** private; one's own

Don't touch it. That's a personal letter.

He is my personal assistant.

**in fact:** really

She doesn't like him much — in fact, I think she hates him!

I thought it was Tuesday, but in fact it was Monday.

**tuck away:** to store something, especially money, in a safe place

His money was tucked away in a wardrobe.

The mother tucked away both the steak and chicken in the cupboard.

**Feedback:***Exercise 1*

No.	Explanations	Words or expressions
1	very great comfort and pleasure, such as you get from expensive food, beautiful houses, cars, etc.	luxury
2	a situation in which there is not enough of something or certain resources to satisfy people's needs and wants	scarcity
3	a place to live	shelter
4	used to say that a situation exists and must be accepted	a fact of life
5	to continue to live or exist	survive
6	to destroy, remove, or get rid of something completely	wipe out
7	to satisfy one's needs	meet one's needs
8	private; one's own	personal
9	really	in fact
10	to store something, especially money, in a safe place	tuck away

*Exercise 2*

- |                   |                    |
|-------------------|--------------------|
| 1. tucked away    | 2. In fact         |
| 3. scarcity       | 4. personal        |
| 5. shelter        | 6. wiped out       |
| 7. a fact of life | 8. luxury          |
| 9. survived       | 10. meet his needs |



## Task 5 Understanding Text A in detail — translating sentences

This exercise is used to develop students' translation skills both ways (from Chinese into English and from English into Chinese) by practicing using the useful words and expressions in the text.

**chore:** a job that you have to do regularly, especially work that you do to keep a house clean

Does her husband do his share of the household chores?

It's such a chore to do the shopping every day!

**to be torn:** can not decide which one to choose, and this makes a person feel rather anxious or troubled

The company is torn between firing some employees and closing.

The young man is torn between getting a new car and going on vacation.

**deal with:** to take the correct action for a piece of work, type of work, etc.

As the manager of the company, you should be able to deal with any kind of emergency.

The boy decided to deal with his homework after dinner.

**take care of:** to deal with; attend to

I will take care of the breakfast for all the students in this class.

Their children were well taken care of by their neighbors when they were away.

**way:** method

Can you suggest a good way for us to ask people to send us the money, and let us buy the gift when we get to the mainland?

Stress is a natural part of everyday life and there is no way to avoid it.

In this way, he has begun his own private telephone service.

**shelter:** a place to live, considered as one of the basic needs of life; a building or an area with a roof over it that protects people from the weather or from danger

The poor mother and her children are in desperate need of food, clothing and shelter.

He stood in the shelter at the bus stop.

**limit:** the greatest amount, number, speed, etc. that is allowed

There is a limit to the amount of money I can afford.

The speed limit is the fastest speed you are allowed to drive a car at.

**limit, restrict, confine (动词)**

这三个动词的一般含义为“限制”或“局限”。

**limit**

指时、空、程度、量等方面的“限定”，其内涵是如果超出了这种限度就会受罚或产生令人不快的后果；此外，这个词也常用来表示“局限”。

That driver received a ticket because he failed to limit his speed while driving in heavy traffic. 那位司机收到了一张罚款单，因为他在车辆多的地方没有限制开车速度。

I limited myself to two modest ambitions: to do physical exercises every morning and to read more each evening. 我把自己的野心限制在两个小小的抱负上：每天早晨做体操和每天晚上多读一点书。

He seems to have only a limited intelligence. 似乎他的智力有限。

We must limit our expense to what we can afford. 我们必须不使开支超出我们的支付能力。

**restrict**

区别于 limit 的地方在于 restrict “限制”的是范围，而 limit 侧重于表示“限制”到某个点。

The trees restrict our view. 这些树限制了我们的视野。

**confine**

具有 limit 和 restrict 两者的含义，但 confine 的内涵是“约束”或“束缚”。

He is confined to the house by illness. 他因病闭门不出。

The professor confined his remarks to scientific management. 那位教授把自己的讲话局限在科学管理方面。

**professional:** connected with a job that needs special education and training

The new research team has asked for professional advice on the project.

He has started his professional life as an athlete.

**perform:** to do a piece of work

Over 500 heart operations have been performed at this hospital.

The opening ceremony was performed in Beijing.

**Feedback:***Exercise 1*

1. 罗伯特因为在家里做家务而得到了一美元。
2. 他左右为难，不知如何是好。

3. 不管你喜欢与否, 你每天都得应对同样的经济问题。
4. 他可以用这一美元买东西吃。
5. 人们可能仍然有办法吃、喝和生存。
6. 衣、食、住是个人基本需求的例子。(注意英文里“衣、食、住”的顺序是 food, clothing and shelter)
7. 他花多少钱还是会有限制的。
8. 医生、律师、教师和职业运动员也都提供服务。

### Exercise 2

1. I heard your younger brother was a professional baseball player.
2. When will the play be performed in our theater?
3. What does the girl, who is standing by your side, have in her hand?
4. His father is an able man. But on the other hand, he demands too much of other people.
5. I hope you won't spend all your savings on a new car.
6. His name was wiped out from my memory.
7. Don't worry. The secretary will take care of everything.
8. Even if I have to sell my house, I'll keep my business going.

## Text B

### Task 1 Understanding Text B in general — getting the main idea

Feedback:

B

### Task 2 Understanding Text B in general — true or false

Feedback:

1. T
2. F A person would find it difficult to exist on his own in modern society as he relies on others to specialize and produce the goods and services he requires.
3. T



4. F Employees depend on their companies to provide employment and income.
5. F An advertising agency helps a company to bring its products to the notice of the consumers.
6. T
7. T
8. F Communications include not only the provision made by the postal and telecommunication services but also the work of advertising agency.
9. F Government does ask companies to pay tax, but it sometimes provides benefits for companies.

### Task 3 Understanding Text B in general — looking for specific information

Feedback:

No.	Aspects of business	Function (作用)
1	some producers	supply raw material
2	tertiary sector	transport raw material to the manufacturer
3	skilled workforce	produce products
4	advertising agencies	bring the products to the notice of the consumers
5	(local) banks	get extra money to expand a factory and to buy machinery
6	insurance companies	insure the products against the risk of damage or accident
7	communications of all kinds	provide postal and telecommunication services
8	government	(1) ask companies to pay tax (2) ask employees to pay income tax (3) provide certain benefits for companies

## Task 4 Understanding Text B in detail — word study

This is a vocabulary exercise. Students are supposed to learn all the words and expressions listed in this exercise.

**depend on:** to rely on

The lives of human beings and all animals depend on oxygen.

He is the person you can depend on.

**purchase:** to buy

I will sell the house I purchased two years ago.

The oil company is going to purchase 20% of its own shares.

**business:** company

Immediately after graduation, Tom set up a small travel business.

The company directors are the people who actually run the business.

**want:** to desire

Smaller babies may want less milk than you have expected.

Money will not bring everything you want.

**producer:** manufacturer

Australia is a producer of high-quality wool.

General Motors is one of the world's largest car producers.

**supply:** to provide

We are supplying much of the steel for the new factory.

Most towns and villages are supplied with electricity.

**inadequate:** insufficient

Your evidence seems inadequate and confusing.

We ate an inadequate and hurried lunch.

**in bulk:** in large quantity

They often buy food in bulk to save money.

There is no need for you to buy those stuff in bulk. We can go shopping every weekend.

**be reliant on:** to be dependent on

You should not be reliant on your parents all the time.

They are reliant on the military power only.

**be capable of:** to be able to

The poison is capable of causing death within ten minutes.

A calculator is capable of performing any mathematical function.

**Feedback:***Exercise 1*

- |                      |                   |
|----------------------|-------------------|
| 1. depend on         | 2. purchase       |
| 3. business          | 4. want           |
| 5. producer          | 6. supply         |
| 7. inadequate        | 8. in bulk        |
| 9. is ... reliant on | 10. be capable of |

*Exercise 2*

- |                     |                      |                             |
|---------------------|----------------------|-----------------------------|
| 1. (1) manufacturer | (2) are manufactured |                             |
| 2. (1) depended     | (2) dependent        |                             |
| 3. (1) transports   | (2) transportation   |                             |
| 4. (1) purchaser    | (2) purchases        | (3) purchasing              |
| 5. (1) communicated | (2) communication    | (3) communications          |
| 6. (1) machines     | (2) machinery        |                             |
| 7. (1) producer     | (2) production       | (3) products (4) to produce |
| 8. (1) employees    | (2) employment       | (3) is employed             |

**Self-assessment****I. Spelling check. Fill in the missing letters in the following words. (1 point)**

- |  |                                       |                               |                               |                             |
|--|---------------------------------------|-------------------------------|-------------------------------|-----------------------------|
| 1. <u>e</u> co <u>n</u> om <u>i</u> c <u>s</u>     | 2. <u>l</u> ux <u>u</u> ry            | 3. sca <u>r</u> ci <u>t</u> y | 4. su <u>r</u> vi <u>v</u> e  | 5. sh <u>e</u> lte <u>r</u> |
| 6. p <u>r</u> of <u>e</u> ssi <u>o</u> na <u>l</u> | 7. p <u>e</u> rs <u>o</u> na <u>l</u> | 8. p <u>e</u> rf <u>o</u> rm  | 9. su <u>n</u> gl <u>a</u> ss | 10. ath <u>l</u> ete        |

**II. Give three examples you can think of for the following concepts. (2 points)**

- anything that belongs to "food, clothing, housing"
- things people want other than their basic personal needs, such as computers, air conditioners, cars, etc.
- things people produce for sale, such as pens, books, chairs, etc.



4. what people do for others for money such as teaching, selling, professional singers' singing, etc.

### III. Write down the functions of the following aspects of business. (2 points)

1. to supply raw material
2. to offer transport services by road and sea
3. to produce products
4. to bring the product to the notice of the consumer

### IV. Reading comprehension

#### *Exercise 1 (1 point)*

A

#### *Exercise 2 (2 points)*

1. The aim of businesses is producing goods and services with a purpose of making a profit.
2. People can't buy whatever they like because their money (income) is limited.
3. Businesses have to choose to use their resources because the resources are limited. In other words, the resources are scarce.
4. Governments get money from taxpayers.

#### *Exercise 3 (2 points)*

同样，企业也要选择如何使用它们有限的资源。它们是利用有限的资金扩大工厂还是购买新机器呢？它们是把钱花在开发新产品上呢，还是花更多的钱为现有的产品做广告呢？一个企业必须不断作出这些以及更多的决定。

## Chinese Version of the Texts

### Text A

#### 什么是经济学？

6岁的罗伯特手里有一美元。这一美元是因为他在家里做家务而得到的，他愿意怎样花就可以怎样花。

罗伯特想买一个新玩具，可他又想用这一美元买糖果。而把钱放在口袋里他