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Practical English Comprehensive Course

实用英语综合教程 下册

主 编：王玉华 辛 琳
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中国  广播电视出版社
CHINA RADIO & TELEVISION PUBLISHING HOUSE

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江苏工业学院图书馆
藏书章

中国 广播电视出版社

CHINA RADIO & TELEVISION PUBLISHING HOUSE

内容提要

《实用英语综合教程》是一套专科层次的公共英语教材,宜作高职高专、电大、成教文理工各专业公共英语教学使用。本教材总结了中国学生学习英语成功的经验,汲取了国内外英语教学和教材编写理念的精髓,增加了职场英语的拓展,强调开发学习者的自我潜能,培养学生的英语综合能力及未来职场英语的应用能力,是国内首套兼顾语言知识和职场英语应用的大学英语复合性教材。

本书为《实用英语综合教程》下册,共有 10 个单元,供第二学期使用。

图书在版编目(CIP)数据

实用英语综合教程. 下册/王玉华,辛琳主编. —北京:
中国广播电视出版社,2009.2
ISBN 978-7-5043-5780-9

I. 实… II. ①王…②辛… III. 英语—高等学校:技术
学校—教材 IV. H31

中国版本图书馆 CIP 数据核字(2009)第 012962 号

实用英语综合教程. 下册

王玉华 辛琳 主编

责任编辑 张安平

封面设计 水木时代(北京)图书中心

出版发行 中国广播电视出版社

电 话 010-86093580 010-86093583

社 址 北京市西城区真武庙二条 9 号

邮 编 100045

网 址 www.crtpt.com.cn

电子信箱 crtpt8@sina.com

经 销 全国各地新华书店

印 刷 北京广达印刷有限公司

开 本 787 毫米×1092 毫米 1/16

字 数 367(千)字

印 张 14

版 次 2009 年 2 月第 1 版 2009 年 2 月第 1 次印刷

印 数 3000 册

书 号 ISBN 978-7-5043-5780-9

定 价 28.00 元

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前言

《实用英语综合教程》是一套全新的,为高职高专、电大、成教文理工各专业公共英语教学编写的综合英语教程。本套教材着力兼顾语言知识和职场英语的应用,进一步更新观念、更新内容、更新体系、更新要求。

一、编写理念

1.英语语言知识与职场英语同步进行

本套教材以英语语言为核心,以职场为背景,以实践为主线,教学内容社会化、职场化,增加了学生未来所从事职业必备的英语知识。教材分为二大模块,即:英语语言知识模块和职场英语应用模块。英语语言知识模块主要培养学生必须掌握的、实用的英语语言知识和技能,提高学生说、听、读、写、译诸方面的基本技能,实现《高职高专英语教学基本要求》规定的教学目标;职场英语应用模块是结合学生在未来职场中从事涉外事务工作需要,培养学生具有阅读和翻译英文资料的初步能力,使学生具备继续学习工作岗位英语的潜能。

2.说、听领先,读、写同步

本套教材变传统教材的“听说领先,读写跟上”为现在的“说听领先,读写同步”的新理念。根据国人学习外语的经验,只有在获得了一定的外语口语的常用短语及套语的基础之上,才能更有效地提高学生的外语听力水平。本教材加大了“说”的能力训练,把培养实用口语交际能力作为教材的重要任务,这对于我国外语教学中长期存在的“哑巴”英语现象是一个重大突破。每个单元的口语训练部分都有完整的情景对话样例。学生可以进行模拟套“说”,搭档对话,这既提高了学生的语言交际能力,也培养了他们的人际交往和团队合作能力,而这两种能力正是当今国际化人才所必备的。

3.主题辐射

本套教材使说、听、读、写、译各项技能的培养与训练围绕同一话题展开,这种编写模式一方面能够让学生在一个多维空间里不断学习和巩固所学知识,另一方面,也使得学生的各项英语技能得到平衡发展。

二、编写特点

1.构思新颖、适用面广。本套教材特别突出了涉外事务的需要,教材的编写既符合涉外交际的需要,又结合了教学特点。

2.实用性和趣味性并重。本套教材具备现代教材的特征,书中所提倡的教学策略与国际上英语课程教材的主流思想基本吻合,同时兼顾了以汉语为母语的课堂的实际教学情况和特点。教材的取材和话题充分体现实用性、交际性和多样性;教材的语言内容不仅地道纯正,而且更

贴近时代、贴近学生的生活,可读性强,使学生在学的过程中会不断产生新的需要和动机。

3.通用性高。本套教材在教学模式、课堂教学和课后练习上提供了广阔空间,可以让不同地区、不同群体、不同层次乃至不同时期的学习者各取所需地选用学习资源。教材强调“以学生为中心”,重视开发学习者的自我潜能。

4.系统性和思想性同行。本教材的编排方法吸取现代语言教学理论和方法,注意系统性,教学语言由浅入深、由易到难地系统安排;教材的知识编排体系也符合学生的认知规律。语音、语法、词汇、日常交际用语、语体等知识由简到繁,循序渐进;教材的编排有利于学生积累感性知识,并通过发现、分析、归纳、推理,形成理性认识。另外,教材在注重言语技能培养的同时,也有明确的育人目的,利用中外优秀的文化传统和精华帮助学生树立正确的人生观、世界观和价值观。

5.练习针对性强,时效性高。英语语言知识模块练习题型和高等学校英语应用能力考试(PET)、大学英语四级(CET4)考试的题型相对接;职场英语应用模块练习模拟职场情景,以任务驱动模式,围绕具体任务开展。

全套教材由纵瑞昆担任总主编,韩智渊担任副总主编。

本书为《实用英语综合教程》下册,由王玉华、辛琳担任主编,刘秋珍、林珊玲担任副主编。

本教程是我们在职高专英语课程教学改革方面进行的一次探索和开展的一次尝试,其中难免会有不当和疏漏之处,敬请广大师生批评指正。

编者

2009年1月

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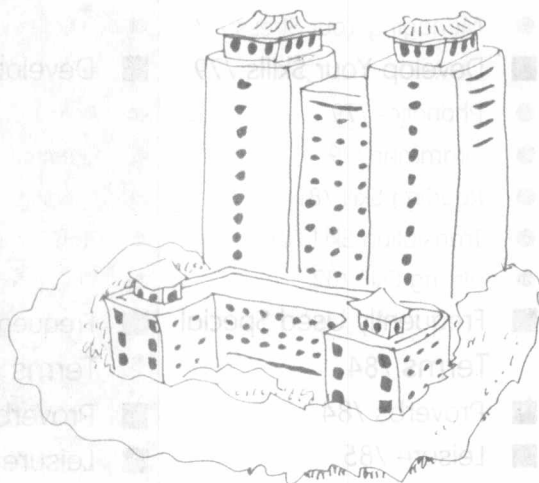
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UNIT ONE



Making a Phone Call



SECTION I

Talk Face to Face

Part



Learn to Say

Dialogue 1: Inquiring for a phone number

Betty: Good morning. May I help you?

John: Good morning. I'd like to call the Oriental Airlines. Would you please tell me the phone number?

Betty: Do you want to call the downtown office or the airport office?

John: I'm not sure yet. Could you please give me both numbers?

Betty: OK, no problem. Please hold on.

The phone number of the downtown office is 021-56379982, and the airport office is 021-337111194.

John: Thank you so much.

Betty: You're welcome.

Useful Language

Making a phone call	Response
1. Can I speak to...?	1. Yes, this is
2. Would you connect me to extension...?	2. One moment, I'll connect you.
3. I wonder if I could speak to....	3. Sorry, the line is busy.



Dialogue 2: Making a collect call

Rose: I'd like to make a collect call to Manila, the Philippines, please.

Linda: What number, please?

Rose: Its country code is 63, city code 2, and home number 654-5530.

Linda: And the name of the person you're calling?

Rose: Mr. William Brown.

Linda: How do you spell it?

Rose: First name: B-R-O-W-N. Last name: J-O-H-N.

Linda: And your name and phone number, please?

Rose: Helen King at area code 212, 912-7865.

Linda: Thank you. Please hang up and I'll call you back.

Useful Language

Receiving a phone call	Response
1. This is ... speaking. Can I help you?	1. Yes. I want to speak to...
2. May I have your name?	2. I am ... from ... company.
3. Would you please spell your name?	3. Of course, J-o-h-n.

Dialogue 3: Transferring a phone call

Jane: Hello. Is this ABC Company Limited?

Lily: Yes, it is. What can I do for you?

Jane: Can I speak to Mrs. Brown, please?

Lily: Well, What section are you calling?

Jane: I'm calling the Sales Department.

Lily: I'll check the number. One moment, please.

Jane: Thank you.

Lily: My pleasure... Hello, sir. The correct number for Mrs. Brown is 434. Hold on please and I'll put you through.

Jane: Thank you so much.

Useful Language

Transferring a phone call	Response
1. Mr. ..., you have a call.	1. Who is it?
2. Mr. ..., there's a call for you.	2. Thank you. I'll take it in here.
3. Mr. ..., you are wanted on the phone.	3. Please take a message.



Part B

Spoken English Activities

Practise Your Ears

Practice 1: Complete the following dialogue with the help of the Chinese in the brackets.

- A: Hello, _____ (请问亨利先生在吗) ?
 B: Sorry, he is not in. _____ (请问您是哪位) ?
 A: William Cook. _____ (那我可以跟亨利夫人讲话吗) ?
 B: She is tired up at the moment. _____ (要留个口信吗) ?
 A: _____ (请告诉他我来过电话, 并请他给我回电). My phone number is 56378843.
 B: All right. _____ (他一回来我就告诉他).

Practice 2: Complete the following dialogue in your own words.

- A: Good morning, _____ ?
 B: Speaking. _____ ?
 A: Professor David, this is Luise White, I'd like to consult you about my thesis. _____ ?
 B: Sure, but I'm attending a meeting at this moment.
 A: What's a convenient time for you?
 B: _____ ?
 A: Sure. Could we meet at the cafeteria and have lunch together then?
 B: Great. That's just what I had in mind. _____
 A: That's fine. Thank you very much. _____ !
 B: See you then!

Practice 3: Practise the following role-play with the information given below.

David wants to call Christina, the marketing manager of BNC Company Limited. But he could not reach her as she is at a meeting. David is then asked to leave a message by Christina's assistant. So David leaves his message, and thanks the secretary for his patience and help.



SECTION II

Practise Your Ears

Part



Dictation

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Part



Listen to the following conversation and complete the blanks according to what you've heard.

- A: Hello. Is Diana in?
B: No, can I _____ ?
A: No. I really need to _____ .
B: Would you like to _____ , then?
A: Yes. Thank you.
B: _____ and I'll _____ . (Pause)
C: Hi, this is Diana. I'm _____ , but please leave your _____ and _____ . I'll get back to you as soon as possible.
A: Hi, Diana. It's _____ and I _____ . I won't _____ . Please call me at _____ when _____ .



Part C

Listen to the following passage and fill in the blanks with what you've heard.

After I took office as mayor of a small city, (1) _____ precipitated some hateful phone calls to my home. One night while (2) _____, my wife answered the phone.

(3) " _____ ?" a woman's voice asked.

When my wife explained that (4) _____ and would call her back if she left a name and number, the caller said, "That's confidential. This is his girlfriend."

My wife, (5) _____, calmly responded, "Lady, if you don't leave your name and number, he won't know which one to call back."



SECTION III

Better Your Reading

Part A

Passage

Life is a full-time school

You are enrolled in a full-time school called "life". Each day in this school you will have the opportunity to learn lessons. You may like the lessons or hate them, but you have designed them as part of your curriculum.

Why are you here? What is your purpose? Humans have sought to discover the meaning of life for a very long time. What we and our ancestors have overlooked, however, is that "there is no one answer". The meaning of life is different for every individual.

Each person has his or her own purpose and distinct path, unique and separate from anyone else's. As you travel your life path, you will be presented numerous lessons that you will need to learn in order to fulfill that purpose. The lessons you are presented with are



specific to you; learning these lessons is the key to discovering and fulfilling the meaning and relevance of your own life. As you travel through your lifetime, you may encounter challenging lessons that others don't have to face, while others spend years struggling with challenges that you don't need to deal with.

You may never know why you are blessed with a wonderful marriage, while your friends suffer through bitter arguments and painful divorces, just as you cannot be sure why you struggle financially while your peers enjoy abundance. The only thing you can count on for certain is that you will be presented with all the lessons that you specifically need to learn; whether you choose to learn them or not is entirely up to you.

The challenge here, therefore, is to align yourself with your own unique path by learning individual lessons. This is one of the most difficult challenges you will be faced with in your lifetime, as sometimes your path will be radically different from others'. But, remember, don't compare your path to the people's around you and focus on the disparity between their lessons and yours. You need to remember that you will only be faced with lessons that you are capable of learning and are specific to your own growth.

This process may not be easy, but the rewards are well worth the struggle.

Notes

1. As you travel your life path, you will be presented with numerous lessons that you will need to learn in order to fulfill that purpose. 正如你的人生旅途,呈现在你面前的众多课程,你必须学习以达到自己的目的。

1) 这是个复合句。As you travel your life path 为方式状语从句。

2) that you will need to learn in order to fulfill that purpose 为定语从句修饰 lessons。

2. Learning these lessons is the key to discovering and fulfilling the meaning your own life. 学习这些课程是发现和丰富你生活意义的关键。

learning these lessons 是动名词短语作主语; discovering and fulfilling..., 动名词短语作介词 to 的宾语。

3. As you travel through your lifetime, you may encounter challenging lessons that others don't have to face, while other spend years struggling with challenges that you don't need to deal with. 正如你在你的人生旅途中,你可能会遇到别人根本不会遇到的困难和挑战的课程,与此同时,别人也在花费数年的时间来与那些你跟本不可能遭遇的问题做斗争。

1) As you travel through your lifetime 是方式状语从句。

2) while 在此是连词表示转折,意思是“然而”。

3) spend years struggling: spend ...doing sth. 花时间做某事。

4) that others don't have to face; 定语从句修饰 challenging lessons; that you don't need to deal with. 定语从句修饰 challenges。

4. You may never know why you are blessed with a wonderful marriage, while your friends suffer through bitter arguments and painful divorces, just as you cannot be sure why you



struggle financially while your peers enjoy abundance. 你可能从来都不知道自己为什么会拥有一个美满的婚姻,而你的朋友们却正在经历吵架和离婚的痛苦,就像你根本不理解为什么别人生活富足而你却在为生计奔波一样。

1)...why you are blessed with a wonderful marriage...why you struggle financially while your peers enjoy abundance. 均为主动动词 know 的宾语从句。

2)just as 引导的是方式状语从句。

5. The only thing you can count on for certain is that you will be presented with all the lessons that you specifically need to learn. 唯一一件你可以确定的事情就是你将学习所有对你来说都是必须的课程。

1)you can count on for certain 是定语从句修饰 the only thing, 引导词 that 被省略。

2)for certain 肯定地;确凿地。

3)that you will be presented with all the lessons that you specifically need to learn. 是表语从句。

4)that you specifically need to learn 是定语从句修饰 the lessons。

6. This is one of the most difficult challenges you will be face with in your lifetime, as sometimes your path will be radically different from others'. 这是你一生中要面对的最困难的一个挑战,因为有时你的生活之路与别人完全不同。

1)you will be faced with in your lifetime 为定语从句修饰 challenges。

2)as sometimes your path will be radically different from others. as 引导的是原因状语从句。

New Words

enroll *vt.* 把...记入名册, 登记(名字等)
 curriculum *n.* 课程; 全部 课程
 seek *vt.* (过去式和过去分词为 sought); 寻找; 探索; 追求
 ancestor *n.* 祖先, 祖宗
 overlook *vt.* 看漏; 忽略
 individual *n.* 人, 个人, 个体
 distinct *adj.* 与其它不同的, 有区别的
 present *vt.* 赠送, 呈献
 fulfill *vt.* 履行; 完成; 实现

relevance *n.* 关联; 适宜; 中肯
 specific *adj.* 特殊的, 特定的
 encounter *vt.* 遭遇; 遇到
 financially *adv.* 财政上, 金融上
 peer *n.* (地位、能力等)同等的人; 同辈, 同事
 abundance *n.* 丰富; 充足
 entirely *adv.* 完全地, 彻底地
 radically *adv.* 根本地; 完全地
 disparity *n.* 不同; 不等



Phrases & Expressions

separate...from...	把……和……分开
deal with	应付; 处理
count on	依靠; 指望
be up to	由……决定; 取决于……
align...with	与……结盟

be faced with	面对……
be different from	与……不同
compare...to	把……比作
focus...on...	(使)集中于
be capable of	能够

Mastering the Passage

I. Choose the best answer according to the passage.

- As you travel your life path, you will _____.
A. that everthing goes well
B. fulfill your purpose in the school
C. have a lot of lessons in the classroom
D. do a lot of work
- What does the underlined word mean in the sentence "What we and our ancestors have overlooked, however, ..."?
A. neglect B. look down at C. check D. tolerant
- The reason why some people live a happy life while others suffer from different kinds of misfortunes is that _____.
A. people who have much money can live a happy life
B. people who suffer from misfortunes are narrow-minded
C. people should be optimistic rather than pessimistic
D. different people have different life paths
- This passage is mainly about _____.
A. what people think about their lives
B. how people learn in this life school
C. different people have the same purpose of life
D. the meaning of life
- People must learn the lessons in this full-time school, _____.
A. which are the same to everyone
B. which are specific to everyone
C. which are different from those of other schools
D. which are the most difficult for everyone



II. Create sentences according to the following pattern selected from the passage.

Pattern

You cannot be sure why you struggle financially while your peers enjoy abundance.

Samples

sentence 1 + while + sentence 2 {

 He likes playing football, while his wife likes playing tennis.

 Mum is cooking while Dad is reading a newspaper.

Complete the following sentences:

1. Some people love cats, _____ (而另一些人却讨厌猫).
2. Some people waste food, _____ (而有些人却没东西吃).
3. Jack wore a black suit, _____ (而乔治却穿蓝色西装).
4. The south of the country grows richer, _____ (而北方却较贫困).
5. She likes reading love stories, _____ (而她妹妹却喜欢阅读侦探小说).

III. Fill in the blanks with the proper words and expressions given below, changing the form if necessary.

opportunity	present	individual	specific	challenge
certainly	bitter	fulfill	abundance	capable

1. I _____ hope you're right.
2. I have the _____ to go abroad.
3. She knows from _____ experience that it isn't worth complaining.
4. We are very pleased to have been _____ with this prestigious award.
5. Exceptions cannot be made for _____.
6. The trouble with Bill was that he never had a _____ aim in life.
7. The country is _____ in natural resources.
8. She has _____ as a singer; she is worth training.
9. He always _____ his promises.
10. He received a _____ to a TV debate.



IV. Fill in each blank with the proper form of the word given in the bracket

1. Something suspicious was found after the room was _____ (seek) through.
2. This is a college with an _____ (enroll) of 2,000 students.
3. There is still a _____ (parity) in salaries among people doing the same job.
4. _____ (suffer) from high blood pressure two years ago, my father has to keep his mood under control all the time.
5. The human being _____ (struggle) with his environment.
6. They advised _____ (fulfill) the task by the end of next month.
7. She is _____ (capability) of judging works of art.
8. We must meet the serious _____ (challenger).
9. The doctor advised him _____ (specific) not to eat fatty food.
10. Despite _____ (encounter) great difficulties in learning English grammar, I still insist on learning it.

V. Translate the following sentences into English by using the expressions and patterns you've learned.

1. 由于他的拉动,管子脱离墙壁并破裂了。(separate from)

2. 那人不容易相处。(deal with)

3. 我们是否去公园,由你决定。(be up to)

4. 他在诗中把那姑娘比作月亮。(compare... to...)

5. 你应该把注意力集中在学习上。(focus on)

Part B

Tasks

Task 1

Computer—Our Good Fellows

A computer is an erudite tutor, and a talented secretary who can draw up documents, manage data, design blueprints, type papers and so on.

博学的
蓝图