



教育部高职高专规划教材

(非英语专业用)

Practical Professional English

(Second Edition)

(第二版)

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

《实用英语》系列教材——专科层次通用英语教材

权威性: 本套教材由教育部规划并推荐使用。编者与审者均是国内知名专家教授及多年从事英语教学的优秀教师。

先进性: 本套教材积极吸收了国内外最新外语教学研究成果及教材编写理论, 创造了专科层次英语教学的崭新体系。

实用性: 本套教材体现了提高学生语言应用能力的宗旨,《实用业务英语》更密切结合了学生毕业后实际工作的需要。

通用性: 本套教材在选材和练习设计上, 注意了文、理、工各科知识的相互渗透, 兼顾了各专业的需要。

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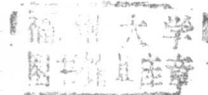
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高等教育出版社

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修订编写的。

全书共分 10 个单元,每单元包括三部分:(1)实用阅读,旨在培养学生阅读和翻译科技、经贸、管理等有关英语篇章的能力;(2)应用写作,旨在培养学生阅读、翻译和模拟写作在涉外业务中实际使用英语资料的能力;(3)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《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》自1997年出版发行以来,由于它的业务内容的针对性,涉外交际的实用性和教材编排的合理性,受到广大师生和使用者的欢迎与好评。为了使《实用业务英语》能更紧密地跟上时代发展的步伐,更好地培养学生运用英语进行涉外业务交际能力,我们根据使用者的建议,对《实用业务英语》进行了修订。

《实用业务英语》(第二版)是《实用英语》(第二版)的续篇,是结合学生毕业后从事业务工作的需要而编写的一套教程。本教程包括《实用业务英语》、《实用业务英语教师参考书》和《实用业务英语综合训练与自测》三种教材。

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》(第二版)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》(第二版)共10个单元,各单元都包括上述三个方面的内容:

“实用阅读”部分一般有两篇文章(第八单元和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;其题材涉及申请信、个人简历、厂商介绍、产品介绍与广告、使用与维修说明、聘用合同和销售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。每单元有听力练习和四个典型场景会话,并配以相应的口语练习。

本教程选文所涉及的业务内容均为高职高专学生所能理解的。为便于教学,每单元的生词以《实用英语综合教程》(第二版)前三册的词汇为起点。

《实用业务英语》(第二版)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。

《实用业务英语》(第二版)虽然是针对高职高专英语教学需要编写的,但也可供本科学士生及从事各行业的广大专业工作者学习业务英语使用。

同第一版相比,本修订版作了如下的改动:

1. 更换了5篇阅读文章 (Unit 4 Passage B, Unit 5 Passage B, Unit 6 Passage A, Unit 10 Passage A, Unit 10 Passage B) ;
2. 更换了4个单元的应用文 (Unit 1, Unit 2, Unit 7, Unit 8) ;
3. 在每单元的交际会话部分中增加了听力练习;
4. 在每单元的“应用写作”后面增加了“电子邮件”这一小栏目, 旨在使学生熟悉这一现代通讯方式, 阅读和拟写电子邮件。

《实用业务英语》第一版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。本书由上海交通大学吴银庚教授和重庆大学韩其顺教授审阅。

《实用业务英语》第二版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。山东农业大学刘燕教授和山东电力研究院李云副教授修订编写“实用阅读”部分, 长春工程学院安晓灿教授修订编写“应用写作”和“电子邮件”部分, 上海交通大学金霞副教授修订编写“交际会话”部分。

本教程是一次新的尝试, 如有疏漏之处, 衷心欢迎批评指正。

编 者
2000年5月

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Unit 1

Part 1 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 scrubbers, 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 /æplikəbl/ <i>a.</i>	(to) 能应用的, 可适用的
preliminary /pri'liminəri/ <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'sipiteɪtə/ <i>n.</i>	沉淀器, 除尘器
mist /mɪst/ <i>n.</i>	薄雾, 霭
absorption /əb'sɔ:pʃn/ <i>n.</i>	吸收, 吸收作用
gaseous /'gæsiəs/ <i>a.</i>	气体的, 气态的
absorbent /əb'sɔ:bənt/ <i>n.</i>	吸收剂
disperse /dis'pɜ: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 /di'zə:v/ <i>v.</i>	应受, 值得
relieve /ri'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? _____.
 - The book is developed from a set of lectures on Air and Water Pollution Control
 - The contents of the book were selected by the first named author
 - The first named author of the book is Professor Varma
 - The book was written by two authors from two different universities
- The book introduced by the preface is mainly written for _____.
 - students who are to attend engineering courses on environmental protection
 - engineers who make and use air pollution control equipment
 - chemists, physicists and technicians
 - chemical, environmental and mechanical engineers
- Which of the following statements is NOT given in the third paragraph? _____.
 - The book aims to tell readers how to design and operate air pollution control equipment
 - Air pollution control technology is a highly developed technology
 - Air pollution control is a new but fast-developing technology
 - Fast development of air pollution control techniques is the result of intense research work
- The book is composed of _____.
 - three chapters
 - seven chapters
 - nine chapters
 - twelve chapters
- What is mainly discussed in Chapter 8? _____.

- A. Mist separation
C. Absorption of gaseous pollutants
- B. Wet dust scrubbing
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?
- Tom and his partner _____ a new project for controlling this city's air pollution.
- 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'ɔ:riti/ <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 /'steɪtəs/ <i>n.</i>	身份, 地位
maximize /'mæksimaɪz/ <i>v.</i>	增加至最大
emigrant /'emɪgrənt/ <i>n.</i>	(移居外国之)移民
mobility /məʊ'bɪləti/ <i>n.</i>	移动, 易变, 流动性, 易变性
occupation /ˌɒkjʊ'peɪʃn/ <i>n.</i>	职业, 工作
empirical /em'pɪrɪkl/ <i>a.</i>	经验主义的, 以经验为根据的
derive /di'reɪv/ <i>v.</i>	获得, 推导(自)

enhance /in'hɑ:ns/ v.	加强, 提高
built-in /'bɪlt 'ɪn/ a.	固有的, 内在的
disclose /dis'kləʊz/ v.	揭示
tertiary /'tɜ:ʃəri/ a.	第三级的; 高等教育的, 大学教育的
enrol(l)ment /in'rəʊlmənt/ n.	登记, 注册, 入伍, 入学(会)
perception /pə'sepʃn/ n.	洞察力, 理解力, 了解, 领悟
crucial /'kru:ʃl / a.	关键的, 紧要的, 决定性的

Phrases and Expressions

now that	既然, 由于
set out	开始, 着手
in relation to	与...有关联
in particular	特别是, 特别地
be consistent with	和...一致
public sector	政府资助(或控制)的企业(或社会慈善事业等)

Proper Names

Singapore /,sɪŋə'pɔ:/	新加坡
MIT = Massachusetts Institute of Technology	麻省理工学院
NUS = National University of Singapore	新加坡国立大学
the National University of Singapore Census Survey	新加坡国立大学人口调查
Goh Chok Tong	吴作栋
Lianhe Zaobao	《联合早报》

Comprehension

EXERCISE 11

Choose the best answer according to the passage.

- What is the main idea of the first paragraph? _____.
 - Economic competition among nations is expected to be fiercer than before
 - Countries like China and Russia have moved towards a market economy
 - Market economy makes economic competition fiercer than ever
 - Though the world's economic competition is becoming fiercer, its rule has not changed
- Which of the following statements is NOT true according to the second paragraph? _____.
 - Superiority in process technology and in product technology are equally important in the world's economic competition
 - Superiority in process technology is considered to be more decisive than that in product technology
 - Superior product technology costs a lot of money in the development of new products