

Prepared for China Central
Radio & Television University

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Orientation

A Guide to Success 1

中央广播电视大学“专升本”指定教材

成功指南 1—导向

Help Yourself to a
BA Course Series

“专升本”高级英语自学系列教程

(1)

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Help Yourself to a BA Course Series

“专升本” 高级英语自学系列教程

Help Yourself to a BA Course is a series specially designed for those self-study learners who want to upgrade their English from intermediate to advanced levels. It is thematically structured and five skill integrated on activity/task basis. It consists of two modules: English Language Communication Module and Professional Training Module. Module 1 caters for general learners of English, and Module 2 provides up-to-date professional training for senior middle school teachers of English.

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A Guide to Success 1: Orientation

English in Daily Life

English at Leisure

English at Work

English in Current Affairs

A Guide to Success 2: Learning Strategies

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English in a Changing World

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Print materials are supplemented with both audio and video cassettes.

Successful completion of the course leads to a *benke* (本科) certificate (equivalent to BA non-hons in Britain) validated by the State Education Commission via China Central Radio & Television University.

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The First Year Pack

Checklist

Materials Provided:

(trial version available for Autumn Semester)

- ◇ A Guide to Success 1: Orientation
- ◇ English in Daily Life
with 2 audio cassettes
- ◇ English at Leisure
with 1 audio cassette

(trial version available for Spring Semester)

- ◇ English at Work
with 1 audio cassette
- ◇ English in Current Affairs
with 1 audio cassette

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
- ◇ a tape recorder



— How many weeks do I have to spend on this *Guide*?

— Two weeks, and at least 10 study hours per week.



— What can I do by the end of this *Guide*?

— With our help you will be able to

- ◇ have a better understanding of your new role as a distance learner
- ◇ build up your self-confidence, determination and persistence
- ◇ have a complete picture of your three-year courses
- ◇ know how many credits you have to earn
- ◇ learn how to become a self-manager
- ◇ work out your study plan
- ◇ develop learning strategies of your own
- ◇ form a new learning habit
- ◇ and more

— If I can do so many things, shall I earn any credit?

— Yes, 1 credit, provided that you can indeed do them!

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1

Let Us Be Friends

结拜为友



*Hi, I'm Professor Guide. Welcome to this
Guide to Success 1—Orientation!*

您好，我是葛指南教授。《成功指南
1—导向》欢迎您！

Who are you?

您是谁？

Well, as my name will tell you, I'm your guide. It's my job to help you the best I can, whenever and wherever you need me.

哎呀，顾名思义，我是您的向导。我的工作就是不管在什么时候，什么地方，尽我的最大努力帮助您。

It's a pity that we cannot talk with each other face to face. But we can communicate anyway, can't we? We can talk with each other indirectly! Throughout the three-year courses, I shall be with you all the time, giving you advice, learning tips, feedback and encouragement.

很遗憾，我们不能当面交谈。不过这并不影响我们交流，难道不是吗？我们可以间接交谈！在您的三年学习生活里我会随时陪伴着您，给您提些建议，告诉您学习上的一些小窍门，提供练习反馈，还要不断给您鼓劲。

However, this does not mean I shall always be seen "on stage". Apart from talking with me, you will be engaged in many other activities! While you are doing these, I shall hide myself behind the scenes, watching you doing them. I (or one of my colleagues) shall emerge when I feel you

不过，这并不是说您随时都能在“前台”见到我，因为您除了跟我打交道外，您有许多别的事要做。在您做这些事的时候，我就藏在幕后，看着您做。当我感到您会需要我时我就会出台。您能很容易发现我在哪，

may need me. You can easily spot me by looking for my icon.

只要找我的小 icon.

— Icon?

— Yes, it's a small picture like this:

— Icon?

— 啊，就是小图像，看下面：



What's there in this Guide?

这本《指南》讲什么？

In this *Guide* my colleagues and I hope to help you become a successful distance learner. We shall invite you to do the following things with us.

我的同事和我想通过这本《指南》使您成为一位成功的远距离学习者。我们要请您和我们一起做下面这些事。

- ◇ We first help you to understand the new role you have, i.e. as a distance learner. It is not easy to take on this role, because you are already many roles in one. We shall share our experience, lend support to one another, overcome difficulties, and enjoy our success.
- ◇ We then take a programme tour together, to show you the syllabus and the 3-year courses. We shall attempt to answer some queries we expect that you might have at this stage of your study.
- ◇ After that we sit down with you to plan your first year's study: things like the number of weeks to be spent on each

首先我们帮助您领会您的新角色——远距离学习者。担当这个角色并不容易，因为您已一身数任。我们将交流经验，相互支持，克服困难，共享成功。

接着，我们一起浏览课程，给您看课程设置和三年要学的内容。我们还要回答我们认为您届时会提出的一些问题。

然后，我们一起坐下来制定您第一年的学习计划，例如每门课要多少星期，每个星期要花

course, the number of study hours you should have each week, and so on.

多 少 小 时 ， 等 等 。

- ◇ We also offer you suggestions on the learning habits you should develop by yourself.

我 们 还 要 就 您 如 何 养 成 良 好 的 学 习 习 惯 提 些 建 议 。

- ◇ You will also find our advice on how to study each unit, and our tips on how to learn vocabulary, how to do reading, how to use the audio materials and many others.

您 还 会 找 到 我 们 就 如 何 学 习 每 个 单 元 所 提 的 建 议 。 我 们 还 就 如 何 学 习 词 汇 ， 如 何 阅 读 ， 如 何 使 用 听 力 材 料 等 等 ， 告 诉 您 一 些 窍 门 。



My friend, do you recognize me? Yes, I'm your guide. How do you feel so far? Good?! OK, I have a question for you. Suppose that you want to know a little more about this *Guide*. What is the quickest way you can do?

(You may check your answer by looking for a tick icon.)



Language Points

the best I can: do one's best, 尽力而为

face to face: adverbial phrase, in the physical presence, 当面

apart from: adverbial phrase, besides, 除了.....外

be engaged in: be busy in, 忙于做

spot sb: recognize sb, 发现某人



Professor Guide, in one place, you say: "... I hope to help you become a successful distance learner ..." Immediately after, you also say: "... We first help you to understand ..." Is there any difference between "help sb do sth" and "help sb to do sth?"

You're a careful reader, my friend. There is little difference between the two.





My friend. It's me again. This time it's not a question for you, but a favour my colleagues and I would like to ask of you. For each unit, we have prepared a materials evaluation feedback sheet. From today on, could you please remember to fill in the sheet while you are working on the unit or after you have finished the unit. Your feedback will help us to improve the quality of our materials so that we will be able to better serve your future fellow distance learners.

朋友，又是我。这次不是问您问题，而是我和我的同事想请你帮个忙。我们为每单元准备了一个教材评估反馈表。从今天起，请您在单元学习过程中或学完后，记住填写那张表。您的反馈信息将会帮助我们提高教材的质量，以便我们能更好地为今后的远距离学习者服务。



There are two ways to locate the main ideas of this *Guide*. One is by taking a quick look at the table of contents, and the other is by looking at the objectives of each section that immediately follows the section title.

2

Many Roles in One 一身数任

This section helps enhance your understanding of the new role you are assuming, that is, as a distance learner.

这一节旨在提高您对您的新角色——远距离学习者——的认识。

Many roles in one

We often hear people say, not without envy: 当学生的真单纯。This is another way of saying that all a student does is study, nothing but study. It is however not true in your case. You may be all or at least some, of the following (tick those that apply to you)

- ◇ son or daughter of your parents
- ◇ a teacher of English
- ◇ husband or wife
- ◇ father or mother of a child
- ◇ a course coordinator
- ◇ a moonlighting job holder
- ◇ the bread winner of a large family

Now, on top of this list, you are

- ◇ a distance learner

一身数任

我们常听到有人带几分嫉妒地说：“当学生的真单纯。”也就是说，学生所要做的一切就是学习，除了学习还是学习。然而您可不是这样。您要承担下面所列的全部或至少部分角色(勾出您承担的角色)：

- 。 儿子或女儿
- 。 英语教师
- 。 丈夫或妻子
- 。 孩子的父亲或母亲
- 。 教研室主任
- 。 额外打工
- 。 大家庭的经济支柱

现在您在这个单子上又多了一样

- 。 远距离学习者

These roles mean duties and responsibilities, time and energy, all up to you.

Think about it. Does it make you panic? If so, please stop worrying. Firstly, we all have multiple roles to play at one and the same time. Secondly, the greater the challenge, the stronger you become. In the UK nowadays, more challenging jobs are given to distance learning graduates rather than their counterparts in regular education, simply because they can more successfully cope with competing roles. Thirdly, your success does not depend on the number of roles you play, but on the way you do things in executing the roles.

Understanding your new role

You will do much better if you know what job it is, as our sage ancestor tells us: 知己知彼，百战不殆。That is, if you know yourself and your enemy, you'll never lose a battle. In the present case, to know yourself is to know the nature of the distance learning you are doing. To know your "enemy" is to know the strength as well as the weaknesses of distance learning. With these two types of understanding, you are on the right track to success.

这些角色意味着种种义务和责任，时间和精力，全在您一人身上。

想一想，您心里发慌了吗？如果是这样，请不要担忧。首先，我们大家都同时承担许多角色。其次，挑战性越大，您越发能干。在当今的英国，远距离教育的毕业生得到的挑战性的工作要比常规教育毕业生多，正是因为他们更能成功地处理好各种角色间的冲突。再其次，您的成功不取决于您承担的角色多少，而在于您实施这些角色的方法。

认识您的新角色

当您知道您的工作本质是什么，您就会把工作做的更出色。正象我们的先贤告诉我们的那样：知己知彼，百战不殆。也就是说，如果您了解您自己，同时了解您的敌人，您就会百战不殆。就眼前而言，了解自己就是搞清楚您的远距离英语学习的性质。了解“敌人”就是认识远距离教育的长处和不足。您只要搞清楚这两点，您就迈上了成功之道。



Hello, my friend. Let's work together to get to know our 'enemy' first. You're studying this course at home. Do you miss things that regular students have at a university? I have prepared Table 1 listing some of things I think you may miss. You're welcome to add more things to the table.

Well, you may think: "Since I do not have those things, I must be at a disadvantage". My response is: "Not necessarily so, my friend. Some of things you miss may well be advantageous to you." The real worry is your unawareness of the disadvantage you have. As long as you know it, you can take action to overcome it.

您好，我的朋友。让我们一起先来摸清我们的“敌人”。您是在家里学习这个课程。您是否怀念正规的学生在大学里拥有的东西呢？我已经准备了一张表，列了一些我认为您可能怀念的东西。欢迎您对表作增补。

您可能会想，“既然我没有这些条件，我一定处于一个不利的位置。”我的回答是：“不一定。您未得到的东西也许对您有利。”真正的担忧是您没有意识到您的不足之处。只要您知道了，您就能够采取措施弥补不足。

Remeber 事在人为！(Success depends on the way you do things!)



How to do this activity?



To help you pinpoint your strength and weaknesses, I have designed Table 1 (which is printed on the next page). You start from the column "Things I do not have". Think about the things you do not have. Do you feel good about the things you do not have? If yes, you go to the column "Advantages", and write down why you feel good. Or do you feel bad about the things you do not have? If yes, you go to the column "Disadvantages", and write down why you feel bad. But not finished yet!!! You go to the column "But I can do this", and write down the actions you are going to take to overcome the disadvantages.

Ready? Let's start.

Table 1

You start from here



<i>Advantages</i>	<i>Things I do not have</i>	<i>Disadvantages</i>	<i>But I can do this</i>
	<i>no classroom</i>	<i>I miss classroom atmosphere.</i>	<i>I'll turn my bedroom into a study, and display my study plan on the wall.</i>
<i>No need to worry about being late.</i>	<i>no regular class</i>		
	<i>no regular teacher</i>	<i>I miss the advice, help and gestures in class.</i>	<i>I have Professor Guide instead. I can also seek help from my local tutor.</i>
<i>I can learn at any time.</i>	<i>no fixed timetable</i>		
	<i>no classmate to talk with</i>	<i>difficult to practice my oral skills</i>	<i>I can practice with my colleagues, or talk to a tape recorder, etc.</i>
	<i>no campus</i>	<i>I miss campus atmosphere.</i>	
	<i>no library</i>	<i>I cannot borrow books or cassettes.</i>	<i>I'll save some money to buy books listen to BBC & VOA, and watch English TV programs.</i>
	<i>no media centre</i>		
<i>No disturbance</i>	<i>no bed in a student dormitory</i>		
	<i>?</i>		
	<i>?</i>		
	<i>?</i>		



Hello, my friend. Have you done it? Yes? Very good. By doing this activity you have a clearer picture of some 'disadvantages' a distance learner like you may have. Well this is part of what distance learning is about. ***The real hero of distance learning is someone like you who takes action in turning disadvantage into advantage.***

Next I would like to invite you to think about the things you have in comparison with students receiving regular education. What are the advantages or disadvantages as a result?

Remember that if you do not make the best of your advantages, they will become disadvantages!

Table 2 is designed to help you to carry out this activity.

您好，我的朋友！您已经做了吗？做了？很好。通过这个练习，您可以更清楚地了解像您这样的远距离学习者有哪些不利因素。这是远距离学习的部分内容。远距离学习的真正英雄是像您这样能采取措施化不利因素为有利条件的人。

下面我要请您想一想，跟受正规教育的学生相比，您拥有哪些他们所没有的东西，给您带来的是有利因素还是不利因素？


记住如果您不好好发挥您的长处，它们就会成为短处。

表二旨在帮助您完成这个练习。

How to do this activity?

See the instructions for Table 1.

Table 2



Advantages	Things I have	Disadvantages	But I can do this
	<i>have a home environment</i>		
<i>enjoy home meals</i>	<i>live with my family</i>	<i>some housework to do</i>	<i>organize myself well</i>
	<i>have a regular salary</i>		



Advantages	Things I have	Disadvantages	But I can do this
<i>Teaching is also a learning process.</i>	<i>have classes to teach</i>	<i>have less time for my own study</i>	
<i>Practice English with my students</i>	<i>have my own students</i>		
	<i>have a TV</i>		
<i>Listen to cassettes. Check my oral English by recording myself.</i>	<i>have a tape recorder</i>		
	<i>have flexible time</i>		
<i>Listen to BBC, VOA, etc.</i>	<i>have a radio</i>		
	?		
	?		



congratulations! You have so many things. Most of them give you a great advantage, don't they? Please do not waste them. Take the best advantage of your advantages!

祝贺您！您这么富有。这些东西大多数给您带来优势，是吗？请不要白白浪费掉。要最大限度地发挥您的优势。



Summary

Distance learning is a form of education at home or in workplace. It has advantages as well as disadvantages. A distance learner is not an ordinary learner like one in regular formal education. ***She or he has first of all to be an excellent manager of herself or himself*** in