



普通高等教育“十一五”规划教材  
高职高专公共基础课程教材

# 高等实用 英语教程

(第二册)

- 总主编 徐秋琴
- 主 编 任永芳 尚文真



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普通高等教育“十一五”国家级规划教材

高职高专公共基础课教材系列

# 高等实用英语教程

(第二册)

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主 编 任永芳 尚文真

主 审 梅 白

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北 京

## 内 容 简 介

本书共分10个单元。每单元按照语言教学规律进行编排,包括:Listening and Talking(听说部分)、Intensive Reading(精读部分)、Learning Strategy(学习策略部分)。以学生入学开始的生活为主线,在具体的交际场景中进行听说系统训练,精选了与学习、生活紧密相关的文章进行讲解,并提供了涉及阅读、翻译和写作的学习策略和语言应用技巧。

本书可作为高职高专非英语专业学生教材,也可作为相关职业培训的参考教材。

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在迅速发展的社会环境中，中国英语教学的现实已发生了深刻的变化。除了从单纯的语言知识教学转向综合语言能力的培养方面外，普通高等教育和高等职业教育的培养目标也区分日趋明确。后者在语言能力的培养上更要求与学生的就业岗位进行有效衔接。编者在充分考虑高职高专学生英语学习能力的现状和吸取传统教材设计优点的基础上，编写了本套《高等实用英语教程》。

本套教材编写目标指向明确，专门为高职高专在校生编写。全套教材共四册，每本教材均配有教师用书。前三册以英语知识在各学科的通用性内容为主，同时充分考虑职场语言技能需求，将语言的实际运用和语言的基础知识相结合。第四册为专业英语教材，内容涉及各常见学科。建议教学以前三册为主要教学内容，教师可根据教学的具体情况，对教材中的内容进行取舍。一般可以将词汇、精读和语法作为主要教学内容，对于语言功底比较扎实的学生，可将教和学的重点放在学习策略方面。第四册的教学可在不同专业内自主进行，因材施教。

### 编写原则

以现代语言学和语言教学理论为指导，强调任务型语言教学理念，目的是培养学生用语言来做事情的能力。

### 编写特点

(1) 本教材既是英语学科的知识传授用书，又可起到词典、工具书和教辅材料的功能。教材中给出的大量句型、范文、学习策略等内容，会帮助学生在日后的工作中进行有效的语言运用。

(2) 本教材取材于真实语料，来源广泛，文体多样，在具有实用性和趣味性的同时，注重了学生人文素质的培养。选题立意深刻，范围广泛，涉及了各种生活场景。同时，适当插入了相关图片、表格。在保证良好视觉效果的同时，帮助学生更好地理解跨文化交际的内涵。

(3) 本教材注重学生自主学习能力的培养。按语言功能编排并突出

了语用特点,使学生在日常学习和日后的工作中得以更便利地查找、模仿和使用。同时,本教材顾及不同层次的高职高专学生的需求,教材内容循序渐进、环环相扣。学生可根据自己的学习情况选取教材中的内容进行自主学习。

(4) 本教材在每单元均提供了大量操作性强的学习任务,将语言知识的积累、技能训练和语言信息的有效输出在学习任务的驱动中巧妙结合,用任务强化能力。

### 编写内容

每册书共10个单元。每单元按照语言教学规律进行编排:

#### 1. 听说部分

将实际的英语交际场合进行分类,以学生从入学开始的生活为主线,在具体的交际场景中进行听和说的系统训练。同时,该套教材提供了精选的表达模式以丰富学生的交际语言,并通过任务驱动来帮助学生举一反三。

#### 2. 精读部分

充分关注语言成分,以词汇、句型和整体语篇分析为主。通过该内容的教学将使更深刻地理解语言形式、功能和意义是怎样进行结合的。

#### 3. 学习策略部分

该内容提供了实用的学习策略和语言应用技巧,具体内容涉及阅读、翻译和写作的系统训练。

语法部分的编排也是本套教程的重点内容之一。因为高职高专的学生语言能力差异很大,这是由多方面的原因造成的。为了让学生打好语言基础,每单元后附上语法基本知识的讲解和练习,使学生可根据自身情况进行自主学习。

本套书由太原大学徐秋琴担任总主编,梅白担任主审。本册书由山西医科大学汾阳学院任永芳、山西政法管理干部学院尚文真担任主编,嵩山少林武术职业学院徐晓潇担任副主编。全书编写分工如下:太原大学徐秋琴编写第1单元、任永芳编写第2~5单元、尚文真编写第6~7单元、徐晓潇编写第8单元、安徽工商职业技术学院刘宗贤编写第9单元、山西医科大学汾阳学院李婧编写第10单元。

总之,本套教材在科学发展、理论指导和吸取前人经验的基础上,围绕学生语言运用的流利性、准确性和得体性进行了精心的编排。但学无止境,法无定法,书中难免有不当之处,敬请专家、同行和广大读者批评指正,在此致以诚挚的感谢。

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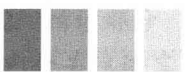
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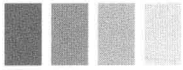
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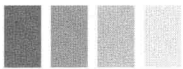
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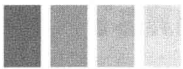
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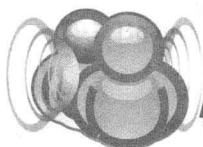
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# Unit One

## Listening and Talking

### Taking a Part-time Job for Travel



#### **PART I LISTENING**

#### Task 1

You will hear 8 short conversations. At the end of each conversation, you'll hear one question related to what was said. Both the conversation and the question will be spoken only once. After each question there will be a pause. During the pause, you should choose the correct answer from the 4 choices marked A, B, C and D.

- |                |             |             |                   |
|----------------|-------------|-------------|-------------------|
| (1) A. 8 rooms | B. 10 rooms | C. 11 rooms | D. 12 rooms       |
| (2) A. 8:00    | B. 8:40     | C. 9:00     | D. 9:30           |
| (3) A. \$5     | B. \$1.2    | C. \$4.4    | D. \$8.8          |
| (4) A. 10      | B. 11       | C. 12       | D. The title page |
| (5) A. 13.35   | B. 30.35    | C. 13.53    | D. 30.53          |
| (6) A. 55 yuan | B. 65 yuan  | C. 130 yuan | D. 56 yuan        |

- (7) A. 8733127    B. 8713127    C. 8731127    D. 8731327  
(8) A. 5.6%    B. 6.5%    C. 30%    D. 3%

## Task 2

In this section, you will hear a long conversation twice. You are required to fill in the blanks with the exact words you have just heard.

Mary is planning to go to Las Vegas for a holiday and wants to stay in \_\_\_\_\_ (1). John recommends \_\_\_\_\_ (2) to her in which there are \_\_\_\_\_ (3) bedrooms, \_\_\_\_\_ (4) restaurants and \_\_\_\_\_ (5) square feet of convention space. Over \_\_\_\_\_ (6) people now work for it. He also introduces the largest hotel to Mary, which is located in \_\_\_\_\_ (7). It is a 12-story building that has \_\_\_\_\_ (8) rooms which can provide accommodation for \_\_\_\_\_ (9) guests. Russians are not allowed to live in that hotel. And foreigners are charged \_\_\_\_\_ (10) times more than the very low rate charged Russian officials.



## Sample

Peter and Mary are talking about their plans for the summer. Peter is going to study automobiles, but Mary is going to hunt for a job.

Mary: What are you going to do in the summer holiday, Peter?

Peter: I'm going to study automobiles, as you know, it is a need in the future.

Mary: I'd like too, but I have something more important to do.

Peter: What is it?

Mary: I'm going to hunt for a part-time job.

Peter: Have you got any idea about the job you are interested in?

Mary: Yes, I'll apply for the position in the supermarket as a salesperson.

Peter: Great! Part-time jobs can make our lives more colorful and are good for our personal development.

Mary: Absolutely! It helps cultivate independence among young people. In addition, with the money earned, I can realize my dream of visiting Yunnan.

Peter: I went to Lijiang with my parents last year and was impressed so much by its scenery and lush vegetation.

Mary: I cannot wait to see it.

Peter: Well, so long, Mary. Have fun.

Mary: You too, Peter. I'll see you in September.

## Task 1

Answer the questions.

- (1) Do you want to have a part-time job? Why and why not?
- (2) If you can afford to travel, which place do you want to visit most? And why?

## Task 2

Hold a debate.

Suppose you have a summer holiday, your classmates are discussing whether it is good for students to have part-time jobs and there are two different opinions in your class. Divide the whole class into two groups and have a debate. What's your choice and why? Give five reasons at least.

## Sentence Drills

Try to be familiar with the following sentence drills; maybe they will help you to organize a better discussion to the topic.

- (1) What are you going to do in the summer holiday?
- (2) I'm going to study automobiles.
- (3) Have you got any idea about...?
- (4) I'll apply for the position...as...
- (5) Part-time jobs can make our lives more colorful.
- (6) be good for our personal development
- (7) It helps cultivate independence.
- (8) With the money earned, I can...
- (9) Be impressed so much by...

# Intensive Reading

## Text A How to Stand Out in an Interview

~~~~~  
The interview is usually preceded by the evaluation of submitted résumés from interested applicants, and then a small number of them are selected for interviews. Therefore, if you have



been invited to come in for an interview, you have made it through the first hurdle and have already found some way to stand out from the crowd. You need to build on your successful strategy and continue to be seen as an outstanding candidate.

Undoubtedly the key to performing well in an interview is good preparation, for it is extremely difficult to give good answers to questions that are unexpected. Make sure that you are completely familiar with all the information on your résumé and think about what questions will be asked based on it, including some of the classic interview questions, such as “What is your greatest strength?” “What is your biggest weakness?” or “Where do you see yourself in five years?” Be truthful yet thoughtful in your responses. In addition, think of at least one example that allows you to demonstrate the strength or skill to the interviewer.

First impression counts for a lot and much of the first impression is based on physical appearance. So dress appropriately and comfortably. Arrive 15 or 20 minutes early. If you are feeling a little anxious, calm yourself down by taking a few long, slow deep breaths. Athletes, salespeople, and many others prepare themselves for difficult or challenging situations by mentally picturing a successful outcome. You can use this technique in an interview as well. Take some time while you are waiting to imagine yourself being very professional, and enthusiastic in your interview. Also imagine yourself leaving the interview with a good feeling about how you did.

During the interview, avoid asking questions about benefits and salary, unless the interviewer brings them up. Instead, talk about what you can contribute and why this kind of work would be satisfying and meaningful to you. Remember to make eye contact; sit up straight; keep your answers brief and to the point, without leaving out any important information. Don’t fidget or exhibit other distracting nervous mannerisms, and don’t criticize previous employers. Be confident. Keep in mind that your interview is a two-way process. Not only is the organization trying to decide on the best candidate, you are also trying to decide on the best organization to work for. You should avoid appearing as if you are desperate for the job.

An employer’s interview process may take several weeks or even months. Even multiple rounds of job interviews may be used where there are many candidates or the job is particularly challenging or desirable. Your follow-up may make the difference between you being remembered or forgotten. So, send a thank-you message or letter to express your appreciation for the opportunity to meet with the interviewer. And send it as soon as possible while the meeting is still fresh in both your and the interviewer’s mind.





## Words and Phrases

|               |                   |     |                     |
|---------------|-------------------|-----|---------------------|
| precede       | [pri:'si:d]       | vt. | 在……之前, 优于, 较……优先    |
| evaluation    | [i'vælju'eɪʃən]   | n.  | 估价, 评价, 赋值          |
| submit        | [səb'mɪt]         | vt. | 呈送, 递交, 主张, 使服从, 屈服 |
|               |                   | vi. | 屈从, 忍受              |
| résumé        | ['rezju:meɪ]      | n.  | 简历                  |
| hurdle        | ['hʌ:dl]          | n.  | 栏杆, 障碍              |
| strategy      | ['strætɪdʒi]      | n.  | 策略, 战略              |
| candidate     | ['kændɪdɪt]       | n.  | 候选人, 求职者            |
| extremely     | [ɪk'stri:mli]     | ad. | 极其, 非常              |
| classic       | ['klæsɪk]         | a.  | 经典的, 典型的; 一流的       |
|               |                   | n.  | 经典作品, 名著            |
| demonstrate   | ['demənstreit]    | vt. | 示范, 演示, 证明          |
|               |                   | vi. | 示威                  |
| count         | [kaunt]           | v.  | 有价值, 有影响, 有重要性      |
| appropriately | [ə'prəʊprietli]   | ad. | 适当地                 |
| athlete       | ['æθli:t]         | n.  | 运动员                 |
| challenging   | ['tʃæləndʒɪŋ]     | a.  | 大胆的, 复杂的, 有前途的, 挑战的 |
| outcome       | ['aʊtkʌm]         | n.  | 结果                  |
| professional  | [prə'feʃənəl]     | a.  | 职业(上)的, 专业的         |
|               |                   | n.  | 专业人员                |
| enthusiastic  | [ɪnθju:zi'æstɪk]  | a.  | 热情的, 热心的            |
| benefit       | ['benɪfɪt]        | n.  | 利益, 津贴, 义卖, 义演      |
| contribute    | [kən'trɪbjʊt]     | vi. | 投稿, 贡献              |
| fidget        | ['fɪdʒɪt]         | v.  | (使)坐立不安             |
| mannerism     | ['mænə'rɪzəm]     | n.  | 明显或过分固守独特格调或形式, 怪癖  |
| criticize     | ['krɪtɪsaɪ:z]     | vt. | 批评, 吹毛求疵, 非难        |
| previous      | ['pri:vɪəs]       | a.  | 在……之前, 先, 前, 以前的    |
| desperate     | ['despəɪt]        | a.  | 不顾一切的, 绝望的, 极想得到的   |
| multiple      | ['mʌltɪpl]        | a.  | 许多的, 多种多样的          |
| follow-up     | ['fɒləʊʌp]        | n.  | 后续行动, 追踪报道          |
|               |                   | a.  | 后续的, 追踪的            |
| appreciation  | [əpri:'ʃi:'eɪʃən] | n.  | 赏识, 鉴识, 感激          |
| stand out     |                   |     | 脱颖而出                |
| build on      |                   |     | 把……建立于, 以……为基础      |

make sure

确保, 确定

in addition

另外, 加之

as well

也

bring up

提出, 养育, 教养

leave out

遗漏, 省去

keep in mind

记住, 不忘

decide on

决定, 选定

make the difference

有关系, 有影响, 起作用, 很重要

## Notes

(1) The interview is usually preceded by the evaluation of submitted résumés from interested applicants, then a small number of them are selected for interviews.

【分析】After evaluating the submitted résumés from those applicants they are interested in, the interviewers will select a few of them for interview.

【译文】在对有兴趣的求职者所递交的简历进行评估后, 往往会选出一小部分进行面试。

(2) ...you have made it through the first hurdle...

【分析】You have passed the first period successfully.

【译文】你已经成功通过第一个难关。

(3) First impression counts a lot and much of the first impression is based on physical appearance.

【分析】You get only one chance to make the right first impression. 面试官在面试开始 4 分钟内就会对求职者有一个总体印象, 所以要注意外在形象。记住, 只有一次给人留下得体印象的机会。

【译文】第一印象至关重要, 而第一印象很大一部分来自外表形象。

(4) Athletes, salespeople, and many others prepare themselves for difficult or challenging situations by mentally picturing a successful outcome.

【分析】Athletes, salespeople, and many others may get ready for difficult situations by imagining a successful result in their mind.

“prepare oneself for sth/ doing sth” 表示“为……做好准备”。成功心理学的自我暗示“想象”方法, 有强大作用, 可以发挥自己头脑中的巨大潜能, 甚至可以改变人生, 所以面试时不妨用此方法, 助自己一臂之力。

【译文】运动员、销售人员, 还有其他许多人通过脑海中描画出一幅成功结果的图景来准备应对困难且具有挑战性的局势。

(5) You should avoid appearing as if you are desperate for the job.

【译文】应该避免表现出你非常想得到这份工作。

【分析】As if 是连词词组，作“好像”、“好似”解。常用于句型 It looks/seems as if... 表示“看起来似乎……”。其中 It 为无人称代词，本身并无词义。looks / seems 是系动词，as if 引出表语从句。例如：

It looks as if it is going to snow.

【译文】看来，要下雪。

It seemed as if the suit was made to his own measure.

【译文】这套衣服看来似乎是按尺寸给他定做的。

此外，as if 也可以引导方式状语从句，修饰主句的谓语，此时从句中的谓语动词常用虚拟语气。例如：

The woman loves the children as if she were their mother.

【译文】这个妇女爱这些孩子，好像她是他们的妈妈一样。

## Task 1

Fill in the blanks with the words given, change the form where necessary.

|           |                     |          |            |        |          |
|-----------|---------------------|----------|------------|--------|----------|
| precede   | count               | submit   | contribute | hurdle | multiple |
| follow-up | make the difference | bring up | leave out  |        |          |

- (1) Keeping your head, instead of crowding and pushing to get to an exit, may \_\_\_\_\_ between life and death when fire breaks out.
- (2) I hope you can \_\_\_\_\_ your term papers before the deadline.
- (3) Perhaps it would be best to let his anger cool, even to wait until he chose to \_\_\_\_\_ the subject.
- (4) These are the people that \_\_\_\_\_ more to the economic development.
- (5) In English, instant messengers can \_\_\_\_\_ articles, subjects, pronouns, etc.
- (6) It is not what you say but what you do that \_\_\_\_\_.
- (7) The software was a successful \_\_\_\_\_ to the original product.
- (8) I've passed the written test; the interview is the next \_\_\_\_\_.
- (9) The creation of \_\_\_\_\_ effects by a single gene is called pleiotropy ( 基因多效性 ).
- (10) Stone tools \_\_\_\_\_ bronze tools.

## Task 2

Translate the following sentences into English.

- (1) 世贸组织的前身是另一个国际组织，称作关贸总协定。(be preceded by, GATT)
- (2) 毫无疑问，勤奋是成功的关键。(key to)
- (3) 在签订协议之前务必把协议上留出的空白一一填写清楚或划掉。(make sure, fill in, cross out)

(4) 他不但作词，而且还作曲。

(5) 书在我们的教育中起着至关重要的作用，一本好的教材在学习过程中确实举足轻重。(make all the difference)

(6) 看来我们队要胜了。(It seems that ...)

## Text B 10 "Don'ts" in Your Job Interview

Whatever résumé and talents you have, if you mess up a job interview you won't get that position. In today's competitive job market, you need every possible edge. Here are 10 simple things to do that will dramatically increase your chances.

### 1. Don't be a "smiley face"

Excessive smiling in a job interview is seen as a sign of nervousness and a lack of confidence. A smiley-face person exudes phoniness, which will quickly be picked up by the interviewer. Smile when there is something to smile about.

### 2. Don't be a small-talker

Your job is to be knowledgeable about the company for which you're interviewing. Never feel you have to fill an interview with small talk. Find ways to talk about serious subjects related to the industry or company.

### 3. Don't sweat

You can lose a job by wearing an undershirt or simply a little too much clothing. Sweaty palms or beads on your forehead will not impress.

### 4. Don't be a road block

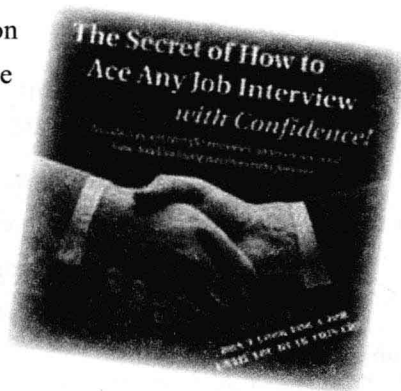
Interviewers are seeking candidates eager to take on challenging projects and jobs. Hesitance and a nay-saying mentality – negative signs – will be as visible as a red tie. Practice saying "yes" to questions about your interest in tasks and work that might normally give you pause.

### 5. Don't talk too much

There is nothing much worse than interviewing someone who goes on and on.... The interviewer really doesn't need to know your whole life story. Keep your answers succinct, to-the-point and focused and don't ramble – simply answer the question.

### 6. Don't be a liar

Studies show that employees lie frequently in the workplace. Lying won't get you a job. In a job interview even a slight exaggeration is lying. Never stretch your résumé or embellish accomplishments. One lie can ruin your entire interview.





## 7. Don't be a bad comedian

Humor tends to be very subjective, and while it may be tempting to lead your interview with a joke, you've got to be careful about your material. You probably know nothing about the sensibilities of your interviewer, let alone what makes them laugh. On the other hand, nothing disarms the tension of a job interview like a little laughter, so you can probably score at least a courtesy chuckle mentioning that it's "perfect weather for a job interview!"

## 8. Don't be fastidious

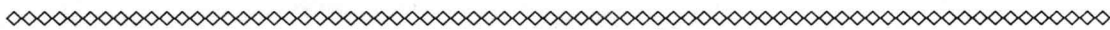
If you start talking about the ideal office temperature, the perfect chair for your tricky back, and how the water cooler needs to be filled with imported mineral water, chances are you'll be shown a polite smile and the door, regardless of your qualifications.

## 9. Don't be a time-waster

At every job interview, the prospective employee is given the chance to ask questions. Make yours intelligent, to the point, and watch the person across the desk for visual cues whether you've asked enough.

## 10. Don't badmouth past employers

Your last boss was an idiot? Everyone in the company was a jerk? You hated your job and couldn't wait to leave? Even if it's true don't say so. It's sometimes a smaller world than you think and you don't know who your interviewer might know, including that boss who is an idiot... You also don't want the interviewer to think that you might speak that way if you leave his or her company.



## Words and Phrases

|              |                    |     |               |
|--------------|--------------------|-----|---------------|
| competitive  | [kəm'petitiv]      | a.  | 竞争的, 比赛的      |
| edge         | [edʒ]              | n.  | 优势            |
| dramatically | [drə'mætikli]      | ad. | 戏剧性地, 引人注目地   |
| excessive    | [ik'sesiv]         | a.  | 过多的, 过分的      |
| exude        | [ig'zu:d, ik'su:d] | v.  | 流出, 渗出        |
| phoniness    | ['fəuninis]        | n.  | 虚假            |
| bead         | [bi:d]             | n.  | 珠子, 滴         |
| seek         | [si:k]             | v.  | 寻求, 企图        |
| hesitance    | ['hezitəns]        | n.  | 踌躇, 犹豫        |
| mentality    | [men'tælitɪ]       | n.  | 精神力, 智力, 头脑作用 |
| succinct     | [sək'sɪŋkt]        | a.  | 简洁的           |
| ramble       | ['ræmbəl]          | v.  | 漫步, 漫谈, 漫游    |