□全国高等院校商务英语精品教材

# Business English

A Comprehensive Course



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# **Civilizations**

# I. Note-taking, Retelling & Summarizing

- Ega -	Take notes while listening to the passage. Then complete the following sentence Finally, retell and summarize the passage.		
1.	"Civilization" has a number of meanings, and its use can lead toand misunderstanding.		
	However, "civilization" can be a highly word. It might bring to mind qualities such as superiority, humaneness, and		
3.	Many 19th-century anthropologists backed a theory called They believed that people naturally from a simple state to a superior, civilized state.		
4.	Today most social scientists believe at least to some extent in, the view that complex societies are not by nature superior, more humane, or more sophisticated than less complex or groups.		
5.	A minority of scholars the relativism of Boas and mainstream social science.		
6.	Many postmodernists, and a considerable proportion of the wider public, argue that the division of societies into "civilized" and "uncivilized" is		
7.	For all of the above reasons, many scholars today using the term "civilization" as a stand-alone term; they prefer to use urban society or intensive agricultural society.		
н. у	Word Practice		
	Choose the best answer for each of the following.  John doesn't believe in medicine; he has some remedies of his own.  A. standard B. regular C. routine D. conventional		

2.	With the help of the government, a large number of people— after			
	the flood in 1991.			
	A. survived	B. suspended	C. suffered	D. subfected
3.	When you fill in t	he application forn	n, please use your _	address so
	that we can conta	ct you easily later.		
	A. policy	B. plain	C. permanent	D. principal
4.	We are	at the rapid pro	gress Mark has mad	le in this semester.
	A. distinguished	B. annoyed	C. astonished	D. scored
5.	Sometimes it is ve	ery difficult to	some of tl	he English words. Even
	the native speaker	r cannot help.		
	A. decrease	B. create	C. define	D. delight
6.	These two horses	look so much alike	that we cannot	one from the
	other.			
	A. differ	B. detail	C. distinguish	D. defeat
7.	The Bushmen a	re hu	inters even thoug	gh their weapons are
	primitive.			
	A. favourite	B. original	C. sufficient	D. expert
8.	A new idea began	to fro	m his mind when l	he was on his way back
	home.			
	•	B. output		
9.	During these ten y	years, many new m	ethods have been _	in the field
	of foreign languag	_		
		B. adapted		
10.		y frier		
		B. onion		
11.		carelessness n		
		B. thank to		
12.				one to
		B. alive		
13.	Colour-blind peo	ple often find it d	ifficult to	between blue and
	green.			
		B. distinguish		
14.	Everybody	in the ha	ll where they we	ere welcomed by the
	secretary.			
	A. assembled		C. piled	D. joined
15.			value and their	price depends almost
	entirely on their s	<u> </u>		
	A. extinct	B. permanent	C. surplus	D. intrinsic

For an unnecessary word,

cross out the unnecessary word with a slash "/" and put the word in the blank provided at the end of the line.

#### Example

When A art museum wants a new exhibit, It never buys things in finished form and hangs them on the wall. When a natural history museum wants an <u>exhibition</u>, it must often build it.

[1] <u>an</u>
[2] <u>never</u>
[3] exhibit

We live in a society in there is a lot of talk about science, but [1] I would say that there are not 5 percent of the people who are equipped with schooling, including college, to understand scientific reasoning. We are more ignorant of science as people with comparable educations in Western Europe. There are a lot of kids who know everything about computers—how to build them, how to take them apart, how to write programs for games. So if you ask them to explain about the principles of physics that have gone into creating the computer, you don't have the faintest idea. The failure to understand science leads to such things like the neglect of the human creative power. It also takes rise to a blurring (模 糊) of the distinction between science and technology. Lots of people don't differ between the two. Science is the production of new knowledge that can be applied or not, since technology is [9] the application of knowledge to the production of some products, machinery or the like. The two are really very different, and people who have the faculty for one very seldom have a faculty for the other. Science in itself is harmless, more or less. But as soon as it can provide [10] technology, it is not necessarily harmful. No society has yet learned how to forecast the consequences of new technology, which can be enormous....

[2]	
[3] [4] [5] [6] [7]	
[8]	

#### IV. Translation

- A. Put the following English paragraphs into Chinese.
- 1. Intensive agricultural techniques, such as the use of human power, crop rotation, and irrigation. This has enabled farmers to produce a surplus of food that is not necessary for their own subsistence.

2.	Another group of theorists, making use of systems theory, look at civilizations as complex systems or networks of cities that emerge from pre-urban cultures and are defined by the economic, political, military, diplomatic, and cultural interactions between them.
3.	Many theorists argue that the entire world has already become integrated into a single "world system," a process known as globalization. Different civilizations and societies all over the globe are economically, politically, and even culturally interdependent in many ways.
В.	Put the following sentences into English with the expressions given in the box.
	<ol> <li>sth be shaped by sth/ sth shape sth</li> <li> end sth off (with sth/ by doing sty)</li> <li>on the one hand on the other (hand)</li> <li>be (un)likely to do sth</li> <li>sth/sb replace sth/sb (as sth)</li> </ol>
1.	他病得非常厉害,不大可能恢复健康了。
2.	一方面我们要努力学习,另一方面我们也要学会放松自己。
3.	机器人逐渐代替了装配线上的工人。
4.	正是希腊人影响了西方人的思维。

5.	他最后讲了一个非常滑稽的笑话结束了讲话。
	Put the following Chinese Paragraphs into English, trying to use complex sentence structures. 日益丰富的考古发现证明,中国文明的发祥地并不像过去人们以为的那样,只有黄河流域一带才是中华文明的摇篮,并以为中华文化呈现一种由西向东的流向。
2.	事实上,中华文明的发祥地星罗棋布于960万平方公里的神州大地上,并且四面八方融合交汇,互相渗透,彼此影响,形成了从秦、汉以来延续2000余年的大一统多元性文化。
3.	简单地概括,中华文明的发祥地可分为四大区域: 1) 黄河流域文化区; 2) 长江流域文化区,珠江流域文化区; 4) 北方和东北文化区。
'. (	Oral Discussion

- 1. What role did religion play in the civilizations of Mesopotamia and Egypt?
- 2. In what way were the civilizations of Mesopotamia and Egypt alike, and different?

(You are encouraged to speak consecutively for at least 5 minutes, better with an outline prepared.)



# **Myths and Legends**

# I. Note-taking, Retelling & Summarizing

-	ke notes while listening to the passage. Then complete the following sentences. nally retell and summarize the passage.
1.	Annigan, the moon god, continually chases his sister, Malina, the sun goddess across the sky. During this, he forgets to eat and gets much This is of the phases of the moon, particularly the
2.	To his hunger, he disappears for three days each month (new
	moon) and then returns full to chase his sister all over again.
3.	Because of its smaller size, the moon's is one-sixth of the earth's
	gravity, as we saw demonstrated by the leaps of the Apollo
4.	When the moon is getting bigger (phases New to Full) it is When
	it is getting smaller (phases Full to New), it is
5.	The moon would then begin to, becoming first a waning gibbous
	and eventually reaching third
6.	A crescent moon that looks like a "C" is shrinking (C for). If it
	looks like a "D", then it is
7.	If the of the moon (the real edge of the moon, not the edge of the
	night on the moon) is like a "C" the gibbous moon is shrinking.
11. 3	Word Practice
<b>A</b> .	Choose the best answer for each of the following.
1.	She high levels of lead in her drinking water.
	A. observed B. detected C. found D. discovered
2.	The group well-known scientists and researchers will make a

### **III. Proofreading and Error Correction**

The following passage contains TEN errors. Each line contains a maximum of one error. In each case, only one word is involved. You should correct it in the following way.

For a wrong word,

underline the wrong word and write the correct one

in the blank provided at the end of the line.

For a missing word,

mark the position of the missing word with a "A" sign and write the word you believe to be missing in

the blank provided at the end of the line.

For an unnecessary word,

cross out the unnecessary word with a slash "/" and put the word in the blank provided at the end of the

line.

### Example

When A art museum wants a new exhibit,

It never buys things in finished form and hangs them on the wall.

When a natural history museum wants an exhibition, it must often build it.

[1] an

[2] never

(3) exhibit

Humankind was now punished with the contents of Pandora's Box, and the next target for Zeus's revenge was Prometheus. Not only had the Titan disobeyed Zeus, steal fire for humankind, but he was also keeping a dangerous secret. He had heard prophecy that the goddess Thetis would give birth to a son destining to overthrow his father, Zeus. Zeus knew part of the prophecy, but not the name of the goddess. He was tormented by doubts.

Prometheus refused to name the goddess, and Zeus decided that he would have to torture the secret from out of him. Prometheus was seized and hurled to the side of Mount Caucasus, where so many of Zeus's family had suffered in the past. Every day a huge bird flew to rock and pecked out his liver, and every night the flesh healed again. Some say that the bird was a vulture, others that Zeus sent his own royal bird, the eagle, torment the Titan. Human lifetimes came and went, and still he hung, burning and

bleeding in the sun by day and freezing by night, until Heracles found his way to Mount Caucasus and shot the eagle. The Titan might have stayed silence even then, to make Zeus suffer still

[1] \_\_\_\_\_

[2] \_\_\_\_\_\_

[4]

[5]

[6] \_\_\_\_\_

[7] \_\_\_\_\_

[8]\_\_\_\_\_

wł At wa cle Ze ma his	once Prometheus's chains fell from him and he was free. He as even welcome back to Olympus, on condition that all his everness was to be put to use for the gods, not against them. The promptly arranged a marriage between Thetis and a mortal an, making sure that any son she gave birth would surpass only is mortal father and not endanger the throne of the king of the ds.	[9]
IV. 1	Translation	
	Put the following English paragraphs into Chinese.  When Westerners think of myth, they think in terms of Greek and For Western culture, Greek and Roman myths are the foundation their well-worked-out stories of gods and heroes, wars to fight at defeat, and families suffering their way through the workings of a contraction of the contr	of myth, with nd monsters to
2.	The gods of the Greeks are the most human of the gods of n powers that often destroyed the humans with whom they mi god as one's lover often led to suffering and death. To resist a go however, guaranteed an unpleasant fate. These gods also haphrodite favored Paris, and Diana favored those who loved vowed themselves to chastity.	xed. To take a od's attentions, ave favorites.
3.	In most civilizations, the earliest traditions and the earliest liter mythological, and deal with ultimate origins, or the creation o well as tales of supernatural beings. China, at first, seems an ex Classics, the most ancient Chinese books, and the textbooks of school, we find stories of men, kings and nobles, soldiers, and not gods.	f the world, as ception. In the the Confucian

2.	希腊神话中有许多是关于各种树木、花卉和其他植物起源的,大部分都会包含某个人变化(metamorphosis) 成了某种草木,有时候一个少女变成了一种植物。			
3.	没有人知道宙斯是否被普罗米修斯的伎俩所蒙蔽,或者他只是佯装认为那堆骨头和肥油是牺牲中最好的部分。普罗米修斯很聪明,但或许这次宙斯看得更远,他在等待着机会去报复这名鞑靼人(Titan)和全人类。			

### V. Oral Discussion

- 1. In almost every culture, we may find myths of long history. What are the reasons which make it hard for the current society to produce myth?
- 2. Legends are popular themes for novels, films, TV programs, music and many other art sources. Why do writers, directors and composers favor it so much?

# **Intercultural Communication**

# I. Note-taking, Retelling & Summarizing

Take notes while listening to the passage. Then complete the following sentences. Finally, retell and summarize the passage.

1.	As the world grows smaller, as ever-increasing numbers of people travel, work
	or study abroad, that
	often afflicts the inexperienced traveler or the unwary expatriate.
2.	The effects of culture shock may range from
	even, in extreme cases, psychological panic.
3.	Often the victim doesn't know what's the matter with him.
4.	His supervisor in New York, who remembered his own experience under
	similar circumstances years before, sent him an angry comment: "
5.	But a great many do, especially those who have never been away from home.
	Nor are Americans the only victims.
	,
6.	Symptoms are the same
7.	Infuriated by, the guest flung down
	his napkin and stormed out of the house, leaving everyone bewildered and
	upset.
8.	His wife, he said, had become so alarmed from reading reports of crime in the
	streets that she would not venture out of their apartment.
	The
	transition to another culture was too much for her while crime in the streets
	was a concern, it was only the tip of the iceberg. In the end, her husband gave
	up and took her home.
9.	Most experts in intercultural communication agree that

UNIT

		, which in turn causes a sense of isolation and diminished			
	self-importance.				
10.			=	erg says, "all or most of	
	mese iamiliar cu	es are removed			
l. \	Word Practice	•			
A.	Choose the best a	nswer for each of	the following.		
1.		to a hotel, Lucy, ]	lack and I will	gladly for the	
	night.	_			
			C. put you up		
2.	After that terrible of alcohol again.	e car accident, the	driver	_ never to touch a drop	
	A. revolved	B. resolved	C. revived	D. revolted	
3.	No one could tell until he		n was able to produ	ice a rabbit from his hat	
	A. strayed away i	rom	B. threw light or	1	
	C. gave birth to		D. fell back on		
4.	It is human natu	re to think back t	o a Golden Age	one's country	
	was strong and re	-			
			C. as		
5	George knew that it was difficult for him to clear the height, but he succeeded upon his third				
			C. display		
6.	agency.			a consumer protection	
			C. entitle		
7.	There was a terr victims in the shi		as they waited to	hear the names of the	
	A. pressure	B. expectation	C. stimulus	D. tension	
8.	In that writing course, the teacher asked us to write a letter to anperson.				
	A. imaginable	B. imaginary	C. imagination	n. imagining	
9.	•		nan I could		
	A. get rid of		C. keep up with		
10.	The whole famil			iderable hardship and	
	unhappiness.	D malaulturu	01		
	A. undertaken	B. underlined	C. undone	D. undergone	

11.	He finished the pa	He finished the paintings for the exhibition			
	A. for some time		B. in good time		
	C. from time to time	me	D. time after ti	D. time after time	
12.	Do you want to fly first or		class?		
	A. savings	B. thrifty	C. economy	D. economics	
13	Jack was so	in his re	eading that he did	n't notice me entering his	
	study.				
	A. concentrated	B. engaged	C. absorbed	D. tempted	
14.	There is one aspect that most characterizes the Midwest-its broad, flat Great				
	Plains that	far into th	e horizon.		
	A. slide	B. stray	C. stroll	D. stretch	
15.	Turning back down the main street, we our pace and made our				
	way rapidly towards the hotel.				
	A. quickened	B. fastened	C. loosened	D. tightened	
В.	Fill in the blanks with the correct form of the words given in the brackets				
1.	The intellect, character and skill by any man are the product				
	of certain original tendencies and the training which they have received.				
	(possession)				
2.	The concerto was by a violinist of unquestioned competence but				
	limited imagination. (performance)				
	Even as a child he showed an unusual for mathematics. (aptitude				
	The drug companies have a lot of on doctors. (influence)				
	The day was a of sun and clouds. (mix)				
	The novel is a fascinating blend of illusion and (real)				
	His job seems to take over everything else. (prioritize)				
	I began to feel more relaxed as the evening (progression)				
	The cost of flying first class is for most people. (prohibit)				
	It is normal to feel a little before starting a new job. (apprehend)				
	Evolution occurs as a result of to new environment. (adapt)				
12.	They found it hard to life in a new country. (adjustment)				
13.	These children are being access to education. (denial)				
	Please keep noise to an absolute (minimize)				
15.	We have made a few to the system. (modify)				

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When a natural history museum wants an exhibition, it must often build it.

[1] <u>an</u> [2] never

[3] exhibit

The Seattle Times Company is one newspaper firm that has recognized the need for change and done something about it. In the newspaper industry, papers must reflect the diversity of the communities to which they provide information.

It must reflect that diversity with their news coverage or risk losing their readers' interest and their advertisers' support.

Operating within Seattle, which has 20 percents racial minorities, the paper has put into place policies and procedures for hiring and maintain a diverse workforce. The underlying reason for the change is that for information to be fair, appropriate, and subjective, it should be reported by the same kind of population that reads it.

A diversity committee composed of reporters, editors, and photographers meet regularly to value the Seattle Times' content and to educate the rest of the newsroom staff about diversity issues. In an addition, the paper instituted a content audit that evaluates the frequency and manner of representation of woman and people of color in photographs.

Early audits showed that minorities were pictured far too

[1]\_\_\_\_

[2]

[3]

[4] \_\_\_\_\_

[5]\_\_\_\_\_

[6]\_\_\_\_\_

[7]