计算机英语

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技能型紧缺人才
培养培训系列教材

计算机英语

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内容简介

　　本书根据教育部《中等职业学校计算机应用与软件技术专业领域技能型紧缺人才培养培训指导方案》编写。在本教材中，分 Warm-up、Reading、Exercises、Remember 4 个单元。在 Warm-up 单元，引介、练习与章节主题有关的词汇与屏幕用语，让学生根据提供的图片或已学过的专业知识，完成练习。在引介、练习词汇时，可参考 Remember 一栏，在那里会将这一章节的重点专业词汇予以提示。在 Reading 这一单元，将提供内容精炼且短小的文章供学生阅读。在其中会设计两项阅读活动，旨在训练学生掌握一定的阅读技巧。第一项阅读活动一般为略读或跳读，用两三个问题使学生抓住和理解文章的主旨大意或文章的几个知识点；第二项阅读活动为精读，旨在检查学生对具体信息的理解和把握。

　　本书适合中等职业学校计算机相关专业学生使用。

出 版 说 明

为了贯彻《国务院关于推进职业教育改革与发展的决定》的精神,促进职业教育更好地适应社会主义现代化建设对生产、服务第一线技能型人才的需要,教育部、劳动和社会保障部、国防科工委、信息产业部、交通部、卫生部联合发出了关于实施"职业院校制造业和现代服务业技能型紧缺人才培养培训工程"的通知。

根据"工程"的精神,教育部、信息产业部联合推出了《中等职业学校计算机应用与软件技术专业领域技能型紧缺人才培养指导方案》,对职业教育教学改革提出了新的要求。即:职业教育是就业教育,要按照职业教育本身所固有的规律,在借鉴国内外成功经验的基础上,建立具有鲜明职业教育特点的课程体系。方案强调照顾学生的经验,强调合作与交流,强调多种教学方式交替使用,强调教师是学生学习过程的组织者和对话伙伴。

为了帮助职业学校教师理解新的教学理念,更好地实施技能型紧缺人才培养计划,在深刻理解新的教学指导方案的基础上,高等教育出版社率先出版一套教育部推荐的计算机应用与软件专业领域教材,以期帮助教师理解方案和组织教学,其特点有:

1. 借鉴国外先进的职业教育经验

研究了国外职业教育的各种模式,如英国的 BTEC 模式、印度的 NIIT 模式和澳大利亚的 TAFE 模式等,学习借鉴这些模式的优秀之处,又不拘泥于某种模式。

2. 协作式学习方式

强调以学生的团队学习为主,学生分成小组共同就某些问题进行讨论。同时认为学习与思考同等重要。在有限的时间内,使学生最大限度地掌握技能,并掌握自主学习的方法,为其今后的知识和能力拓展打下良好的基础。通过这种方法,有效地培养学生的沟通能力,如口头表达能力、书面表达能力、理解他人的能力和发表自己见解的能力。

3. 采用项目教学法组织教材

通过项目的活动过程培养学生的分析问题能力、团队精神、法律意识和沟通能力。项目相对较小,使学生对单个项目的学习过程不会太长,以减少学生的学习难度,提高学习兴趣。

4. 精心组织教材开发队伍

邀请教育专家、计算机专家、企业人士、职教教师共同参与项目开发,特别注意吸收双师型教师参加。

5. 根据项目特点设计课程解决方案

教材的组织是一个项目的解决方案,不是知识的细化,不以教会学生知识为目标,而以帮助学生掌握项目实施过程为目的。

6. 提供分层教学

书中实训指导、作业编排有一定的梯度,以适应不同类别、不同能力学生的需要。

7. 配套完备的教学解决方案

教材出版的同时,与之配套的电子教案及与教材相关的素材将通过"中等职业教育教学资源网"(http://sv.hep.com.cn)公布,供任课教师免费下载。

通过以上方式,高等教育出版社将为职业院校师生提供精良的教学服务,有不完备的地方也欢迎广大的职业院校的师生给予批评指正。

高等教育出版社
2005 年 5 月

前　　言

进入 21 世纪，计算机的普及和互联网的广泛使用已成为现代社会的标志。英语早已成为世界性的语言，随着中国加入 WTO，不懂英语很可能成为这个时代新一类的"文盲"。用英语语言的形式将计算机知识介绍给对计算机和英语感兴趣的朋友，是我们编写这本书的初衷之一。

本书编写的主要目的是为了适应中等职业教育中英语教学的改革和发展，并根据目前中等职业学校学生的英语水平，配合中等职业学校计算机类专业所开设的课程而进行编写的。

本教材在编写过程中，参考了国内外新的英语教学方法，以图文并茂的短文为主线，辅以形式多样又便于操作的练习，较好地实现了计算机知识与英语学习的相互结合。具体说本教材有以下特点：

● **注重实用**

本书的内容包括：计算机软 / 硬件知识、操作系统、办公自动化、图像处理 (Photoshop)、动画制作 (Flash MX)、网页制作 (Dreamweaver MX)、电子商务、上网冲浪、浏览器、远程教育和多媒体计算机的应用。这些内容都属于计算机的应用领域，并且与计算机类专业的学生所开设的课程密切相关。

● **内容和形式新颖**

计算机的发展日新月异，本书在介绍计算机知识的内容上尽量体现当今计算机领域的最新发展，如 Windows XP、Dreamweaver MX、Flash MX、Firefox 和 M-commerce 等。

在编写内容的形式上，分"Warm-up"、"Reading"、"Exercises"和"Remember" 4 个部分。

通过对 Warm-up 的学习，学生对本节所学内容有一个印像和了解，熟悉和掌握本节的重点词汇。

每小节的 Reading 部分，选用两篇图文并茂的短小文章，并通过完成短文后的阅读理解练习题，使学生直观有效地理解短文内容。

针对目前中等职业学校公共英语课时减少，每小节的 Exercises 可以帮助学生巩固初中所学的常用英语语法，温习日常交际的英语会话或场景。

● **培养学生科学的学习方法和技巧**

◆ 在词汇方面，尽量将每小节词汇控制在一定数量之内，并且通过各种练习，提高它们重复出现的频率，以达到记忆的效果。

◆ 在课文篇幅方面，文章力求简短。设计短文后的阅读理解题，旨在让学生通过练习掌握略读、跳读、抓关键词等阅读技巧，掌握查找和归纳等科技文献的阅读方法。

◆ 在 Exercises 部分，通过练习题下面的提示 (Tips)，学生可以自己先独立或成对地完成语法练习。

全书共分为9章，共18节。每个小节包括 Warm-up、Reading、Exercises 和 Remember 4 个部分。

Warm-up 包括两项活动，主要是介绍和学习与本节计算机知识主题相关的界面或词汇。教师可鼓励学生根据图文提示或课前预习（学会查字典、专业书籍）自己先完成练习，而后全班核对答案。

Reading 包括两篇图文并茂的短文。在每篇短文后都设计了两项阅读理解题，第一项阅读题旨在训练学生略读、跳读、抓关键词的阅读技巧，第二项阅读题旨在向学生展示短文中专业词汇的运用，再次帮助学生详细理解全文。

Exercises 包括一道常用语法题和一道日常交际场景题。学生通过这部分练习，温习和熟练初中所学的常用英语语法，掌握日常英语交际会话。

Remember 部分把该小节应重点掌握的专业词汇标出，便于学生对词汇有的放矢地学习。

本书的第一章、第三章的第一节、第五章、第六章的第二节、第七章的第二节、第八章以及全书的 Exercises 由扶玲编写；第二章、第三章的第二节、第四章、第六章的第一节、第七章的第一节、第九章由任玲编写。任玲对本书的公用图标进行了绘编。本书在编写过程中，得到肖志东、潘萍、黎艳等人士的指点，本书由华北电力大学的张建华老师和对外经济贸易大学的李文阳老师负责审定，他们对本书稿进行了认真审阅，在此表示感谢。本书中难免存有错漏之处，敬请读者批评指正。

编　者
2005 年 1 月

Contents

Chapter 1

A Consumer's Guide to Computer

1.1 Your Computer Hardware and Software

Warm-up

① Match the pictures with the words, and write the correct letter in the box next to each word and phrase.

desktop computer ☐   notebook computer ☐

PDA (Personal Digital Assistant) ☐

A   B   C

② The pictures below show some hardware of computers. Please label the pictures and complete the following sentences with the given words and phrases.
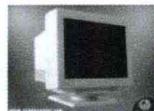
keyboard

CPU

printer   _____   _____   _____

monitor

diskette drive

mouse

_____ _____ _____
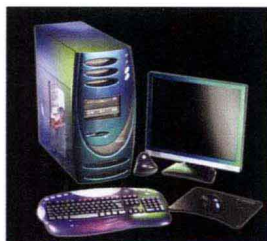
Computer hardware consists of:

(1) Input device: _____ is one of the common input devices.

(2) Processor unit: It is divided into _____ and main memory.

(3) Output device: _____ and _____ are the two most commonly used output devices.

(4) Auxiliary storage unit: The two common auxiliary storage devices are _____ and a hard disk drive.

Reading

Whether to buy a notebook or a desktop is the first important question for the people who want to buy a computer.

First you must ask yourself: Do I need my computer with me or in at least two different places? Notebook is a better choice if the answer is YES. Otherwise, you need to think about these two issues: price and interfaces. You can buy more computing capability and power with a desktop than a notebook with the same money. The quality of your interfaces (input and output devices) to your computer is better with a desktop than with a notebook. For example: a larger keyboard and a screen with a higher resolution.

❶ After finishing reading, please read the sentences below. Are they true or false? Write T for True or F for False in the boxes.

(1)	Notebook can be easily taken to anywhere.	
(2)	Desktop computer is more expensive than notebook.	
(3)	Notebook computer has a screen with a higher resolution than desktop one.	

| (4) | Buying a desktop computer is a better choice for the people who always stay at home. |

② Read the passage again. Can you tell your classmates what are the advantages of the desktop computer in your own words?

Software is another name for programs. There are two kinds of software — system and application. Without the former, your computer won't run. And without the latter, your computer—no matter how powerful—won't do much to help you run your business. With system software, you get your computer going when you turn it on: writing information to a disk, checking for viruses and a host of other activities. Application software performs useful work such as word processing and cost estimating. It is a key when deciding which computer system you'll buy.

① Read the passage above. How many kinds of software are there? What are they?

② Read the passage again and answer the following questions.

(1) What's the software?

_____

(2) What will happen to your computer if without system software?

_____

(3) What does application software perform?

_____

Exercises

① Fill in the proper articles where necessary.

(1) Mrs. Brown tells _____ interesting story to _____ children.

(2) My mum often tells me to be _____ honest person.

(3) Is that ___ Martin's house?

(4) ___ small park is near ___ my home. I often play with ___ friends in ___ park.

(5) I'd like ___ coffee for lunch.

(6) Jim gave me _____ pat on _____ back.

(7) There are ___ lots of foreigners living in _____ China. _____ Chinese people are friendly to them.

(8) ____ moon moves round ____ earth.

(9) ____ Smiths usually leave ____ home early in _____ morning and have ____ dinner together at ____ home at ___ night.

(10) Greg and Jessica are ____ husband and ___ wife. They have ___ two children. The boy's name is John. The girl's name is Fay. They all go to ____ school. Usually they go to ____ church on ____ Sunday.

Tips

Articles:

an+vowel	He's an engineer.
a+consonant	She's a nurse.
(no article)+noun	I live in Japan.
the+noun	I have a pen. The pen is blue.

② Match the questions (1) ~ (10) with the answers a ~ j.

Meeting New Friends

(1) What's your name?
(2) What's your family name?
(3) What's your first name and how to spell?
(4) How old are you?
(5) Where are you from?
(6) Where do you study?
(7) How are you?
(8) What's your hobby?
(9) What's your favourite animal?
(10) What time is it?

a. Sixteen.
b. Not bad, thank you. And you?
c. Germany.
d. Sharon Bush.
e. Ten to nine.
f. Panda.
g. Bush.
h. Sharon. S-H-A-R-O-N, Sharon.
i. Drawing.
j. In No.9 Middle School.

Remember

keyboard   CPU   input
printer   monitor   output
driver   mouse
hardware   software
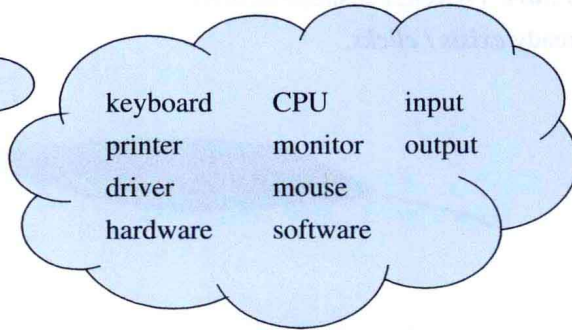
1.2 The Application Software You Need

Warm-up

① Complete the table below with the given words or phrases.

Spreadsheet   Presentation   Graphics
Web authoring   Personal finance   Word processing
Desktop publishing   E-mail

What you want to do	What kind of software you need	Example
Create text (letters, term papers, etc.)	★ _____ software ★ _____ software	Word WordPerfect
Create photos	★ _____ software	PhotoDraw
Build a presentation	★ _____ software	PowerPoint
Build Web sites	★ _____ software	FrontPage
Communicate with other people	★ _____ software	Outlook
Manage personal information	★ _____ software	Organizer
Work with numbers, calculations, and graphs	★ _____ software	Excel

2 **Complete the sentences below with the given verbs.**

(1) Print Layout view *shows / clicks* how your page will look on paper.

(2) In the File Name text, *show / enter* the name you want to assign to the document file.

(3) *Save / Double-click* the document in a different folder or drive.

(4) *Insert / Save* TARGET diskette in drive...

(5) File already *exists / clicks*.

Reading

CLIP WORDS

Application software may be custom-made or packaged. It does end-users work, such as database programs, word processors, spreadsheets, CAD and _(1)_. Application software runs on top of system software. The various users generate it in their attempts to apply the computer to solving their problems. In general, their needs fall into some mix of seven categories. If you are a writer or mainly create documents, _(2)_ are very useful. If you are an architect, _(3)_ can help you create and edit photos.

RCAD
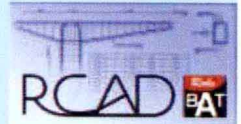
1 **Read the text above. Three phrases are missing. Complete the blanks (1) ~ (3) with the phrases A ~ C.**

A
graphics software

B
word processing software and desktop publishing software

C
other commercial software packages

2 **Read the text again. Tick (✓) the correct programs that application software consists of.**

☐ A. operating system

☐ B. word processors
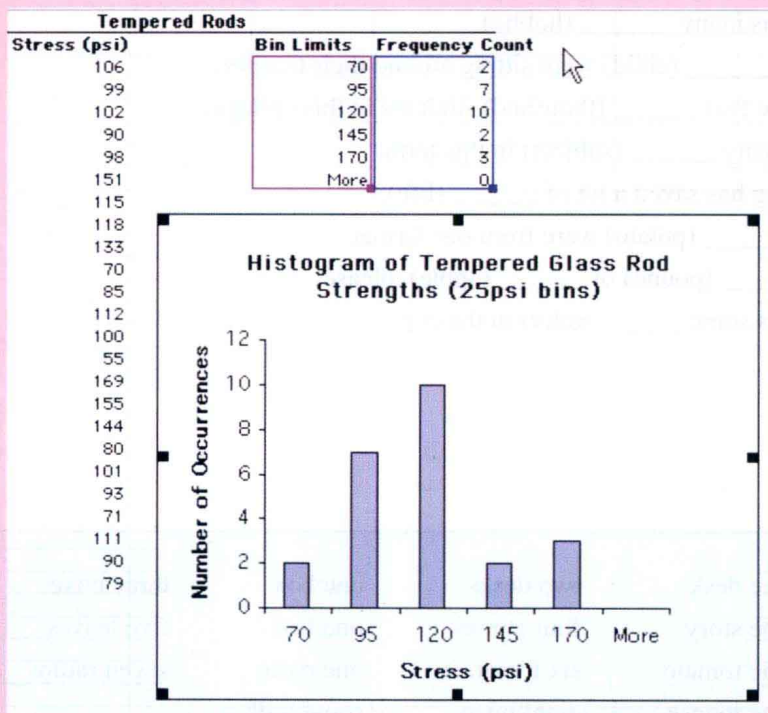
☐ C. database

☐ D. compilers

☐ E. spreadsheet

☐ F. CAD

Accounting is rather boring because when you change one figure, you'll have to rework all the related figures accordingly. But now with spreadsheet software and figure entered in cells, it'll do the number crunching for you. And even create graphs of your data, and sum up an entire column with several simple clicks.

Graphs can make it easier to see the difference between the data as well as their change. For example, if you keep the worksheet to be words and numbers only, it's not easy to compare the difference between the planned sales and realized sales. But you'll see at a glance to do it with graphs.

Tempered Rods

Stress (psi)	Bin Limits	Frequency Count
106	70	2
99	95	7
102	120	10
90	145	2
98	170	3
151	More	0
115		
118		
133		
70		
85		
112		
100		
55		
169		
155		
144		
80		
101		
93		
71		
111		
90		
79		

Histogram of Tempered Glass Rod Strengths (25psi bins)

(1) **Read the text above. What are the key words of this passage?**

(2) **Read the text again. Write T for True or F for False in the boxes.**

(1)	Accountants are tired of their jobs without spreadsheet.	
(2)	Spreadsheet is very helpful to the accounting.	
(3)	Spreadsheet can't create graphs of various data.	
(4)	People can easily see the difference between the planned sales and realized sales with graphs.	

Exercises

❶ **Change the given nouns into plural forms, if it is necessary.**

(1) We should clean our _____ (tooth) twice a day.

(2) Three_____ (sheep) are missing after heavy storm.

(3) Susan has many_____ (hobby).

(4) Several _____ (child) were sitting around their teacher.

(5) There are two _____ (thousand) students in this college.

(6) I have many _____ (subject) in this term.

(7) Dr. Wang has saved a lot of _____ (life).

(8) These _____ (potato) were from our farmer.

(9) Five _____ (pound) of _____ (apple), please.

(10) There is some _____ (water) in the cup.

Tips

one desk	two desks	one box	three boxes
one story	four stories	one leaf	five leaves
one tomato	six tomatoes	one radio	seven radios
one mouse	eight mice	some milk	

❷ **Match the questions (1)～(8) with the answers a～h.**

Asking the Time

(1) Excuse me, what day is it today?   a. Twice a week.

(2) What's the date today?   b. Autumn.

(3) When do you usually get up in the morning? c. Two hours.

(4) How long does Mary watch TV play?   d. In 1987.

(5) How often does Peter have piano class?   e. It's November 16th.

(6) Today is your birthday, isn't it?   f. Five past six.