

高职高专精品教材

综合英语

Comprehensive English

3

《综合英语》编委会 编



人民教育出版社

高职高专精品教材

综合英语

Comprehensive English

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前言



《综合英语》(Comprehensive English)系列教材以《高职高专教育英语课程教学基本要求》(试行)、《高等学校英语应用能力考试大纲》为依据,结合一线的教学实践,突出各单元主题的实用性、时代性、趣味性,突出高职高专教育的目标,注意从高职高专学生的实际水平出发,强调打好语言基础和培养语言应用能力并重,正确处理听、说、读、写、译之间的关系,协调学生各项语言能力训练的关系,旨在通过教师“精讲”和学生“多练”等多种形式的课内外教学活动,培养学生较为扎实的语言综合运用能力。在编排上,本系列教材以模块为主,通过大量的练习,使学生牢固掌握和不断提高语言知识技能,并为今后进一步学习英语打下坚实的基础。

“工欲善其事,必先利其器。”要学好英语,选择一本精品教材是非常必要的。正是鉴于这样的考虑,我们编写了《综合英语》(Comprehensive English)系列教材,希望藉此为大家打开一扇通往未来世界的大门。

从某种意义上说,语言是一门工具。在经济全球化的时代,尤其如此。英语学习的重要性自然也就彰显出来了,但是学好英语并不是一件容易的事情,这不仅需要技巧,更需要毅力和一定的语言环境。学英语是为了实用,不是一种装饰,因此,必须加强语言交流,以达到纯熟地运用英语的境地。经过多年的教学实践和经验总结,我们在教学过程中对英语的听、说、读、写等方面积累了颇多的心得和体会,并将其融入到《综合英语》(Comprehensive English)系列教材的编写之中。

《综合英语》(Comprehensive English)主要面向高职高专一、二年级的学生。大学是一个自主学习社会,刚刚从高中进入大学的学生,在自由式的学习中,往往会感到无所适从。因此,一本好的教材,能起到引领他们进入一个崭新世界的导向作用,帮助他们尽快适应大学的学习生活,更快地掌握英语的基本词汇、语法和语言交际的本领。我们在编写本教材时,在这方面作了很多的尝试。

《综合英语》(Comprehensive English)系列教材总计三册,分别根据学生的实际学习状况在不同的学期中采用。系列教材第一册为基础教材,以达到高等学校英语应用能力考试B级水平为总体教学目标;第二册、第三册是在第一册学习的基础上进行强化训练的提高教材,总体设计目标为达到或超过高等学校英语应用能力考试A级水平。此外,在每册附录中还附有两套历年高等学校英语应用能力考试真题。

本系列教材由姜闽虹任总主编,负责本系列教材的组织编写与统稿;老青任总主审。参编人员均为高校英语骨干教师,有丰富的教学实践经验,执教过多种版本的英语教材。

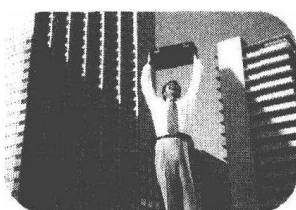
在写作过程中,我们参考了大量的文献资料,包括互联网上的一些资料。由于篇幅的原因,未能在本书中一一注明。我们对这些作者和给予我们启示的学者们表示深深的谢意!

由于时间及编者水平所限,疏漏之处在所难免,欢迎提出宝贵意见。

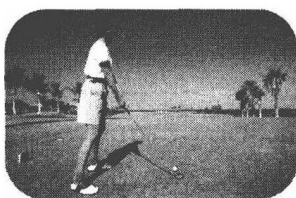
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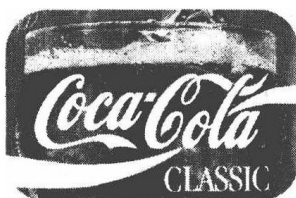
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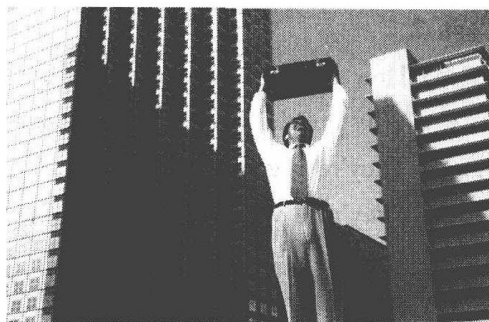
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Unit 1



Job Hunting

Part One Listening-Centered Activities

Exercises

I. Directions: Listen to the dialogues once and choose the best answer to each question you hear.

1. A) Call a friend.
B) Take a bus.
C) Take a taxi.
D) Walk to work.
2. A) Patient and doctor.
B) Student and teacher.
C) Secretary and boss.
D) Waiter and customer.
3. A) She used to be on time for work.
B) She is often late for work.
C) She is never late for work.
D) She has done a lot of new things.
4. A) To the manager's office.
B) To a show.
C) To a hospital.
D) To his house.
5. A) Leave the errors in the paper.
B) Let the man use the typewriter.
C) Rewrite the paper.
D) Read the paper again.

II. Directions: Listen to the short conversations twice and choose the best answer to each question you hear.

Task 1

1. A) He went to an interview.
B) He interviewed someone.
C) He got a new job.
D) He took an exam.
2. A) He wanted to have a change.
B) The company has a good reputation.
C) He majored in computer.
D) The woman recommended him.

Task 2

- | | |
|--|---|
| 3. A) How children can study well. | B) How children can get enough sleep. |
| C) Why children fall asleep in class. | D) Whether children should take part-time jobs. |
| 4. A) They're a good experience. | B) They're also a kind of study. |
| C) They're a waste of time and energy. | D) They're harmful to health. |
| 5. A) He agrees with the woman. | B) He disagrees with the woman. |
| C) He doesn't care. | D) He makes no comment. |

III. Directions: Listen to the passage twice and complete the answer to each question with a word or a short phrase (*in no more than 5 words*).

- What kind of experience is it to find the first job?
It can be a rewarding and _____ experience.
- How do you get experience when you are still looking for your first job?
You may have some work experience through _____ work.
- What kind of role do your friends and family play in your finding a job?
They may offer _____ and assistance in your job search.
- How can you be organized in your job search?
_____ of all the places you have applied, the interviewers and also the responses from them.
- In what way can the local employment office be helpful for your job hunting?
It may be able to offer some _____ assistance.

Part Two Speaking-Centered Activities

Exercise

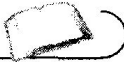
Directions: Describe the pictures and discuss with your partners about what you think.





Part Three Reading-Centered Activities

Text One



Looking for a Job While in College?

Develop a Job Hunting Plan

It's easy to forget about the real world while in college. You get swept in a world of homework, midterms, and parties. Although it's easy to fall into this lifestyle, you may need to keep in mind that there will be a time when you must find a career. Just as you planned for college, you will want to plan for this part of your life as well.

THE JOB MARKET



EMPLOYMENT OPPORTUNITIES

Thinking about a new career?
Need to post a job listing?

Build Your Resume

It is important to prepare a resume before you begin looking for a job. Since job recruiters usually just skim resumes, you want to make yours stand out. For tips on format or suggestions on content, you may want to try speaking to your career counselor or someone who deals with resumes at your university's career center.

Build Your Cover Letter

You may be wondering how the recruiter will really get a sense of who you are if he or she just skims your resume. Answer: Your cover letter. Since your cover letter will represent who you are, you may want to make sure that you proofread it and have someone else proofread it. Even minor mistakes will most likely cause the recruiter to question your credibility. When writing your cover letter, try your best to tailor it to the specific position. You may also want to try to address your cover letter to a specific person, which would be better than addressing it to the director of human resources.

Build Your Portfolio

If you're creating a portfolio as well, you may want to review your work several times for any major flaws. Like the cover letter, obvious flaws will probably immediately stand out to the interviewer.

Internship and Co-Ops

You may want to consider looking for internships or co-ops. Both of these opportunities provide possible ways to get experience in your field while you're in college. This type of job exercise may increase your chances of getting a job after you graduate. Depending upon your major and your experience, you may be paid or not be paid during an internship or a co-op.

You may want to begin by going to your university's career center. Many companies will post in-

ternship or co-op positions there. For internships, you may want to check periodically throughout the year, but check regularly (about once a week) around December – April because this is when corporate recruiters increase their search for interns.

You may also want to try going to a college career fair, which is an event involving recruiters from different companies. Many recruiters will hold interviews during these fairs. By introducing yourself and getting to know the recruiter, you may be able to increase your chances of getting an interview. One final way to find an internship is by applying online through the company's website.

Start Networking

Have you ever heard the saying, “It’s not what you know. It’s who you know. ”? It’s a cliché, but there’s some truth in it. Networking may help you get the type of job that you want. Networking involves building connections with other people who are doing or who know people who are doing the types of work you’re interested in. By establishing these connections, you hope that they will help you get into a company. You may want to consider building your connections early.

Talk to friends, other students, and teachers about what field you want to go into. As you begin networking, you may want to avoid looking like you want something from that person. Those who will really want to help you will probably be those who respect and care about you. By giving them respect, they will probably begin respecting you. Get to know them as people before turn to them for favors.

(638 words)



New Words and Expressions

be/get swept to be so interested or involved in something that you forget about other things
投入

e. g. We are all swept in the preparation for the coming contest.

cliche ['kli:fei; kli:'fei] *n.* an expression that is used too often and has lost most of its meaning 陈词滥调

co-op ['kəʊɒp, kəʊ'ɒp] *n.* 合作教育

corporate ['kɔ:pərit] *adj.* (only before noun) belonging to or connected with a business 公司的; 合伙的

e. g. This policy is a key feature of our long-term corporate planning.

counselor ['kaʊnsələ] *n.* someone whose job is to help and support people with problems
顾问

e. g. This professor works as the counselor to the President.

credibility [,kredi'biliti] *n.* the quality of deserving to be believed and trusted 可靠性

e. g. This latest scandal has damaged his credibility as a leader.

flaw [flɔ:] *n.* a mistake, a weakness 缺点, 瑕疵

e. g. Vanity is the greatest flaw in her character.

intern [in'tə:n] *n.* 实习生

e. g. Students also work as interns for nearby



companies.

internship [ˈɪntəːnʃɪp] *n.* 实习

minor [ˈmaɪnə] *adj.* small and not very important or serious 次要的

e. g. We have made some minor changes to the program.

periodically [ˌpɪəriˈɒdɪkəli] *adv.* at regular times 周期性地

e. g. You should have your eyes examined periodically.

portfolio [pɔːtˈfəʊljəʊ] *n.* a collection of drawings, paintings or other pieces of work by an artist, photographer, etc. 代表作选集

e. g. The receptionist showed us a portfolio of the performing arts.

proofread [ˈpruːfriːd] *v.* to read through something written or printed in order to correct any errors in it 校对

e. g. Before handing in your writing, you should

have it proofread by others.

recruit [rɪˈkruːt] *v.* to find new people to work in a company, join an organization, do a job, etc; employ 招募, 招聘

e. g. We're having difficulty recruiting enough properly qualified staff.

represent [ˌrɪːpriˈzent] *v.* to show or describe something or someone 展示; 描绘

e. g. He represents himself as an expert, but he knows nothing.

resume [rɪˈzjuːm] *n.* 简历

e. g. If you are interested in the position, please send a detailed resume and a recent photo to our Personnel Department.

stand out to be very easy to see or notice by looking or sounding different from other things or people 脱颖而出; 显眼, 突出

e. g. I think black lettering will stand out best on a yellow sign.

Notes to the Text



① Co-op

Co-op: an educational strategy integrating classroom studies with learning through productive work experience in a field related to a student's academic or career goals. Since a co-op is considered part of the education process, this opportunity usually lasts the duration of a quarter—sometimes multiple quarters—or a semester and is scheduled during the academic year.

合作教育把课堂教学与专业实践学习结合起来,是学校教育的一个组成部分。合作教育通常长达半个学期——有时会持续好几个半学期——或者一学期,并且安排在学年之中。

② Networking

Networking: in this context, it means using social events to meet people who might be useful for your business.

在本课上下文中, networking 指利用社交场合结交那些能够对你的工作有所帮助的人物,即拉关系。

 **Exercises** 

I. Comprehension of the Text

Directions: Discuss the following questions and give the correct answer according to the text.

1. How many aspects are you supposed to pay attention to while looking for a job?
2. How can you attract the recruiter's attention when he or she just skims your resume?
3. While you are in college, what are the possible ways to get experience in your field?
4. Where can you get information about internships or co-ops?
5. In what way may networking help you get the type of job that you want?

II. Vocabulary

Directions: Fill in the blanks with words or expressions chosen from the following list. Change the form where necessary.

| | | | | |
|-------------|--------------|--------------|---------|--------------|
| get swept | recruit | forget about | minor | intern |
| credibility | flaw | stand out | involve | get to know |
| represent | periodically | corporate | cliché | keep in mind |

1. It's a good idea. I will _____ it _____.
2. The blue lines on the map _____ rivers.
3. In the 19th century, scientists _____ in the tide of Darwin's theories.
4. This university is a _____ body made up of several different colleges.
5. Take it easy. It is only a _____ injury. You will get recovered in a few days.
6. _____ from 600 companies are on the nation's college and university campuses.
7. Peterson's performance as a hero is almost _____. It's perfect.
8. Predictions of economic recovery have now lost all _____.
9. I expect _____ reports from you.
10. Well, that dress will make you _____ in a crowd.
11. Every day each of us makes decisions that _____ taking a chance.
12. During the visit we _____ something about the American way of life.

III. Translation

Task 1

Directions: Translate the following sentences into Chinese.

1. Although it's easy to fall into this lifestyle, you may need to keep in mind that there will be a time when you must find a career.
2. For tips on format or suggestions on content, you may want to try speaking to your career counselor



- or someone who deals with resumes at your university's career center.
3. Since your cover letter will represent who you are, you may want to make sure that you proofread it and have someone else proofread it.
 4. Have you ever heard the phrase, "It's not what you know. It's who you know."? It's a cliché, but there's some truth in it.
 5. Networking involves building connections with other people who are doing or who know people who are doing the type of work you're interested in.

Task 2

Directions: Translate the following sentences into English, using the expressions in brackets.

6. 网络帮助人们与外面的世界建立起了联系。(build connections with...)
7. 只有你信任别人,他们才有可能信任你。(will probably)
8. 处于压力之下,人们很容易忘记家庭,全身心地扑在工作上。(get swept in)
9. 我们应该定期复习学过的知识,因为这是帮助我们巩固知识的时候。(this is when...)
10. 你可能想知道,如果仅仅是短短的几分钟,面试者怎么就能判断你是否是合适的人选。(get a sense)

Text Two

My Job-Hunting Experience

I didn't expect it to be easy to find a good full-time job right out of college, but I also didn't expect it to take this long. It's been almost a year now, and I've not yet found the right position.

I majored in digital arts, but I'm looking for a job in graphic design. Although I learned a lot of programs in college, the most important graphic design programs were completely foreign to me. And also I lacked experience and, more importantly, a portfolio with any strong graphic-design pieces.

I found out through one of my professors that a local photography studio was looking for someone with strong skills in Adobe Photoshop to help digitally retouch their photographs. Even though it wasn't exactly what I was looking for, I thought that the experience would be good for me, and it was. Not only did I learn more tips and tricks in Photoshop, they also had me create a logo and new business cards and letterhead for them, which gave me some of my first portfolio pieces.

While holding the job at the photography studio, I also continued to work as a cashier at an office supply store. I had been working there since I graduated from high school. The two jobs together left me tired and with little time to seriously look for jobs. Since I was beginning to feel like I had reached my peak at the photography studio and gotten what I could out of it, I decided to move on.

It wasn't long after I quit the job at the photography studio that I found another part-time job where



I could gain further experience and also learned another valuable lesson. I learned that sometimes it really is who you know that can help get your places. It was my friend's sister that got me the job. I told her what I could do, and they hired me as a contractor/freelancer without even an interview.

While I am grateful for the jobs I've had, the experience I've gained and the people I've met, my situation is frustrating. Being a freelancer means that their need for me could expire at any time, and my tolerance for the retail world quickly waned. I want a full-time position and I want to do what I like. But it's not going to be easy. I will still take any opportunity I am given to gain experience. I am constantly sending out resumes. So far I've been on a couple of interviews and have learned a lot from them, despite not getting the job.

At my most recent interview, I found out just how important a portfolio is for such a creative field. I went on an interview for an entry-level graphic-design position at an advertising company. I brought what I had of a portfolio with me, but it was not much more than the logo and business cards I had created for the photography studio. The first thing the interviewer did was taking a look at it, and told me flat out that what I had was not enough for him to hire me. But he was nice enough to give me some advice and an opportunity to show him what I could do. He told me that my portfolio didn't have to be full of designs I had created for actual companies for actual use. He understood how difficult it was to get experience right out of college and said that I could make my portfolio look as if I had more experience by creating advertising and such of my own. He challenged me to create 3-4 ads on my own over the weekend and send them to him. He wanted me to look at actual ads and try to create new ads that were completely unlike the originals, aimed at a different audience or taking a different approach. I did as he asked and he said that I did a great job, and that the ads I created were the type I needed to have in my portfolio.

For one reason or another, I haven't heard from him since, even after sending him a "just-so-you-know-I'm-still-interested" e-mail. But at least I have four new additions to my portfolio and now realize that I can add new pieces anytime I think of an interesting idea.

(721 words)



New Words and Expressions

challenge [ˈtʃælɪndʒ] *v.* to test the skills or abilities of someone or something 考验; to invite someone to compete or fight against you 挑战

e. g. We will see that she continues to do the work that challenges her.

Our school challenged the local champion team to a football match.

contractor [kənˈtræktə] *n.* a person or company that makes an agreement to do work or provide goods in large amounts for another company 定约人

digital [ˈdɪdʒɪtl] *adj.* giving information in the form of numbers 数字的; 数码的

e. g. a digital clock; a digital thermometer

expire [ɪksˈpaɪə, eks -] *v.* to come to an end



or stop being in use 期满,终止;失效

e. g. His term of office expires this year.

Their licenses have expired.

feel like to give you a particular feeling 感到好似; to want to have something or do something 想要

e. g. I was only there two days but it felt like a week.

I felt like another glass of wine.

He didn't feel like going to work.

flat out (*informal*) (*AmE.*) spoken in a direct way 坦率地; 断然地; as fast as possible 竭尽全力; 用全速

e. g. I'm no doctor, but I flat out I don't believe it.

The car does 180 m. p. h. flat out.

freelance [*'fri:lɑ:ns*] *adj. & adv.* working independently for several different companies or organizations rather than being directly employed by one 自由职业者做的; 作为自由职业者

e. g. He supports himself by freelance writing.

She is working freelance.

freelancer [*'fri:lænsə*] *n.* a person who work independently 自由职业者

frustrate [*frʌ'streit*] *v.* to make people feel annoyed or angry because they are unable to do what they want 使灰心; to prevent someone's plan, efforts or attempts from succeeding 挫败

e. g. He was frustrated in an attempt to cross the river.

frustrated [*frʌ'streitid, 'frʌ -*] *adj.* feeling annoyed, upset and impatient because you cannot control or change a situation, or achieve something 失意的

frustrating [*'frʌstreitiŋ*] *adj.* making you feel annoyed, upset, or impatient because you

cannot do what you want 令人沮丧的

graphic [*'græfik*] *adj.* (only before noun) connected with or including drawing, painting, or designing 造型艺术的; 绘画艺术的

e. g. a graphic artist

the graphic arts

letterhead [*'letəhed*] *n.* 信笺抬头

logo [*'ləʊgəu*] *n.* a small design that is the official sign of a company or organization 标识

move on to leave your present job, class, etc. and start doing another one 继续前进

e. g. Children usually move on to secondary school at 11.

After three weeks in Hong Kong, we moved on to Japan.

original [*ə'ridʒənəl*] *adj.* existing or happening first, before being changed or replaced by something or someone else 原先的; completely new and different from anything that anyone has thought of before 独创的

e. g. Philadelphia was the original capital of the United States.

an original way of advertising

peak [*pi:k*] *n.* the time when something or someone is the strongest, most successful or the best 顶端; 顶峰

e. g. Her career was at its peak.

reach a/one's peak 达到巅峰

e. g. Most athletes have reached their peak by the time they're 20.

retail [*'ri:teil*] *n.* 零售

e. g. sell goods by/at retail

retail trade/business

retouch [*ri:'tʌtʃ*] *v.* to improve a picture or photograph by painting over marks or making other small changes 润饰, 润色

e. g. We had to retouch the postcards to cover the grey skies.

serious ['siəriəs] *adj.* careful and thorough 认真的

e. g. I think this matter needs serious consideration.

seriously ['siəriəsli] *adv.* in a serious way 认真地

e. g. Don't joke with Linda, she takes everything far too seriously.

tolerance ['tɒlərəns] *n.* willingness to allow people to do, say or believe what they want

without criticizing them 忍耐, 宽容

e. g. Tolerance between the races of the world is a must.

My tolerance of noise is limited.

wane [weɪn] *v.* to become gradually less strong or less important 减弱, 减少, 衰弱

e. g. His reputation is waning.

His interest in animals started to wane.

Notes to the Text

① Digital art

Digital art: It may be any art created through non-digital media or processes, and then digitally scanned. The term is usually reserved for art that has been largely modified by a computing process.

数字艺术是 20 世纪 60 年代发展并成熟起来的新媒体艺术, 在 90 年代末步入全新的阶段。数字艺术是指以数字科技发展和全新传媒技术为基础, 将人类理性思维和艺术灵感融合为一体的艺术。数字艺术作品必须在实现过程中全面或者部分使用数字手段。

② Graphic design

The graphic design area encompasses various techniques and media found in commercial design and advertising art. It is involved in typography, layout, graphic reproduction, visual communication, illustration and computer-aided design. Students specializing in graphic design are also encouraged to study areas outside their field, especially drawing, painting and photography. Computers are utilized to assist in the design process.

平面设计涵盖了与商业设计及广告艺术相关的各种技术和多媒体手法, 是以平面介质(纸张、书刊、报纸等)为载体, 以视觉为传达方式, 通过大量的复制(印刷、打印、喷绘等手段)向大众传播信息的一种造型设计活动。平面设计的内容和形式纷繁复杂。图形、文字、色彩是平面设计的核心元素。通常, 该专业的学生会学习专业以外的其他课程, 如绘画和摄影。计算机也应用于辅助一些设计程序。

Exercises

I. Comprehension of the Text

Directions: Discuss the following questions and give the correct answer according to the text.

1. What prevented the author from getting a job in graphic design field?
2. Why did the author choose to leave his first job?