

高等职业教育系列教材

# 高职英语教程

第二册

主 编 张爱维 Judith A. Johnson



重庆大学出版社

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## 第二册

主审 姜治文 张爱琳

总策划 张爱维

主编 张爱维 Judith A. Johnson

副主编 唐琪瑶 张才凤

编者(以姓氏笔画为序)

Judith A. Johnson

王 宁 王兰静 云 红 王 燕

陈玉明 吕 红 张世云 张爱维

林 华 范华泉 周 健 唐琪瑶

黄光芬 谢廷志

重庆大学出版社

## 内容简介

第二册起点词汇约 1100 个词,共 15 个单元,每单元分为听、说、读、写、语法 5 个部分(“译”这一技能直接融入其 5 部分中),内容为人们日常生活及语言交流中最常用话题以及科普、文化、习俗、商业、故事等题材;写作包括书信等实用写作的一般格式和简单内容。本册听、说、读、写、语法都不同于以往以讲解为主的模式,在试讲中为学生所接受并受到欢迎和好评。

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主编 张爱维 Judith A. Johnson

责任编辑 黄世芳 周小群

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## 前 言

为了适应我国高等职业教育迅猛发展的需要,达到培养应用型人材的教学目标,我们根据《高职高专英语课程基本要求》编写了一套《高职英语系列教材》。

高职教育侧重于培养技术、生产、管理、服务等领域的应用型高等专门人才。英语课程不仅为打好语言基础,尤其注重培养实际使用语言的技能,特别是用英语处理日常生产、经营等社会活动和涉外交往的能力。本教材正是本着这一指导思想,以贯彻实用为主、够用为度的编写方针,把培养学生的语言技能放在突出的位置。在具体编写方式上,采用以主题为引导,展开听、说、读、写、译的训练,把《基本要求》所列的涉外活动以及国外生活中可能用到的相关英语融入教材之中,达到以用促学,学以致用用的教学目的。

本套教材的主要培养目标是:

1. 掌握一定的英语基础知识和技能;
2. 具有一定的阅读能力和翻译相关英语资料的能力;
3. 具有进行简单的日常生活会话和涉外会话的初步能力;
4. 具有能模拟套写简单业务应用文的能力。

该系列教材包括:《高职英语教程(一、二、三、四册)》、《高职英语教程同步练习(一、二、三、四册)》、《高职英语听说教程(一、二、三、四册)》,并配有外籍教师灌录的磁带。各课内容为人们日常生活及语言交流中最常用话题,以及科普、文化、习俗、商业、故事等题材。第一册起点单词约 600 个,学完一册达到 1100 个词左右;第二册起点词约 1100 个,学完达到 1600 个词左右;第三、第四册学完可达到 2500 字以上的词汇量,完成《基本要求》所定的 B 级能力水平以上的学习。

在本教材的编写中,我们努力借鉴国内外近几年英语教学的研究成果,在总结以往教学经验的基础上,针对中国学生学习英语的特点,进行了全新的尝试。教材力求做到内容丰富、涉及面广、图文并茂、体例新颖活泼多样,并始终把学生放在主动地位,变学生的被动接受为主动参与,从而达到学习和掌握的目的。本套教材教学内容留有适当的弹性空间,便于不同门类学校的老师在教学操作上结合专业需要加以调整和变更。

在编写过程中,得到兄弟院校老师的热情关心和支持,在此谨表谢意。由于编写时间仓促,水平有限,探索中疏漏和不妥之处难免,我们殷切希望广大师生在使用过程中提出宝贵意见,相信再版会更加完善。

编者

2000 年 7 月

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## Unit 1

# Social Contact

### Focus

Self-introduction  
Introduction  
Writing an introduction letter  
Attributive clause: who, which, that, whose

## Speaking and listening

### *Making a Self-introduction and Introducing Friends*

**Task 1** The following is a conversation between Chen Hua and Simon Green. Complete the dialogue with the help of the words and phrases in the box below.

( At the teacher training center )

Chen Hua : Good morning, Sir.

Simon : \_\_\_\_\_.

Chen Hua : \_\_\_\_\_ . I'm Chen Hua, the librarian here.

Simon : Nice to meet you. \_\_\_\_\_ , sent here by the British Council. I'll work at the teacher training center for a year.

Chen Hua : \_\_\_\_\_ , Mr. Simon Green.

Simon : Just call me Simon, please.

Chen Hua : When did you come to Chongqing, Simon?

Simon : \_\_\_\_\_ .

Chen Hua : What's your first impression of the city?

Simon : Oh, \_\_\_\_\_. I think it is really a beautiful city.

Chen Hua : It's very kind of you to say so. I hope you'll have a good time during your stay here.

Simon : \_\_\_\_\_.

1. I can hardly put it into words
2. My name is Simon Green
3. Let me introduce myself to you
4. Thank you
5. Good morning
6. It's a great pleasure to meet you
7. Last week

**Task 2** Look at the pictures below. Can you put them in the correct order? Work in pairs. Put the number in the blanks under the pictures and describe what the three persons are doing with the help of the words and phrases above the pictures or in Task 1.

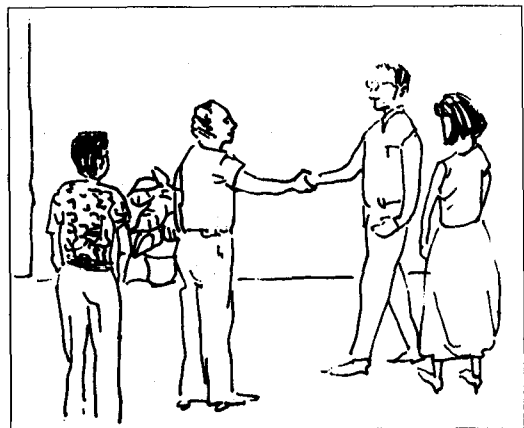
1. \_\_\_\_ 2. \_\_\_\_ 3. \_\_\_\_ 4. \_\_\_\_ 5. \_\_\_\_ 6. \_\_\_\_ 7. \_\_\_\_

Good evening come in



A( )

(shaking hands) very nice to meet you



B( )

( the doorbell rings )



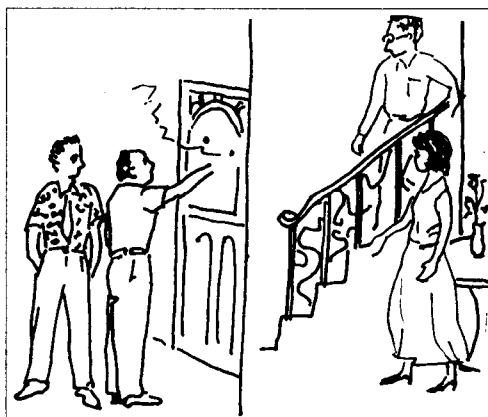
C(     )

introduce a friend of mine



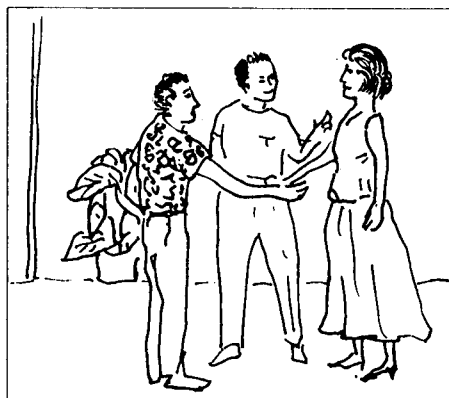
D(     )

Darling, I'd like you to meet someone.



E(     )

Glad you could come. It's very kind of you to invite us.



F(     )

**Task 3** George and his friend Tim are visiting the Johnsons. Listen to their conversation and decide whether the following statements are true or false.

- ☐ 1. Mrs. Johnson invited George to dinner that day.
- ☐ 2. Mr. Tim Smith was George's friend.
- ☐ 3. George introduces Tim to Mr. Johnson.
- ☐ 4. Mr. Johnson introduces his wife to Tim.
- ☐ 5. They are very glad to see each other.

## Task 4

### New Words and Expressions

librarian	[lai'brɛəriən]	n. a person in charge of a library 图书管理员
council	['kauns]	n. group of people made to give advice, make rules, manage things etc. 委员会, 议会
impression	[im'preʃən]	n. deep feelings of somebody or something 印象, 感想
avoid	[ə'void]	v. keep oneself away from (sth. or sb.) 避开, 避免
phrase	[freiz]	v. express (sth) in words 措辞表达某事
		n. group of words forming part of a sentence 短语, 词组
command	[kə'mɑ:nd]	n. order 命令
cousin	['kʌzn]	n. 堂兄弟姐妹, 表兄弟姐妹
imply	[im'plai]	v. suggest indirectly, hint 暗示, 含有……的意思
spouse	[spauz]	n. husband or wife 配偶
presentation	[,prezn'teɪʃn]	n. formal introduction (正式场合的) 引见, 介绍
trap	[træp]	v. keep (sb) in a place from which he wants to move but cannot 使(某人)陷入困境 n. 陷阱, 圈套, 诡计
status	['steitəs]	n. one's social or professional position 地位, 身份, 状况
contact	['kɒntækt]	n. touching or communication 接触, 联系
		v. get into touch with 接触, 联系
respond	[ris'pɒnd]	v. answer, reply 回答, 响应
indicate	['indikeit]	v. make known 表明
pleasant	['pleznt]	a. giving pleasure to the mind or senses 令人愉快的
distract	[dis'trækt]	v. draw away one's attention (from...) 使某人分心, 分散或扰乱 某人的注意力
trust	[trʌst]	n. strong belief 信任, 信赖 v. 信任, 信赖
respect	[ri'spekt]	n. admiration, feeling of honour 尊敬, 尊重
		v. feel or show respect for (sb) 尊敬, 尊重
organization	[,ɔ:gənaɪ'zeɪʃn]	n. 组织, 机构
margin	['mɑ:dʒin]	n. 页边空白处
salutation	[,sælju:'teɪʃn]	n. (信函等中的) 称呼语
accommodation	[ə,kɒmə'deɪʃn]	n. rooms and food 膳宿
transportation	[,træns'pɔ:t'eɪʃn]	n. 交通
assistance	['sistəns]	n. helping 协助, 帮助
brief	[brɪf]	a. lasting only a short time 简短的
the British Council		英国文化委员会
a guest professor		客座教授
refer to... as		regard... as 把……称作(当做)……
generally speaking		一般说来

play an important role

起重要的作用

be divided into...

被分成……

look forward to

盼望,期待

## Reading

### Introductions

**Task 5** The following passages and statements are out of order. Please arrange them in correct order while reading. No. 1 and 3 are filled.

A. Generally speaking, one should follow these steps for the best presentation: *Stand up*. Men stand, and, women stand too. If you are trapped in a chair or unable to stand, you should indicate that you would if you could or rise as much as you can. Failing to stand up can send a message that you are not of equal status with the person whom you are being introduced to. *Move toward the person, establish eye contact, look pleasant and smile*. Don't be distracted by something that is going on elsewhere in the room. Give the person your polite attention. *Shake hands*. This is a sign of trust and respect. *Greet the other person and repeat his or her name*. You can say something like: "Nice to meet you, Mr. Jones." "It's a pleasure, Mr. Jones." "Hello, Mr. Jones." or, "Hello, Tom." *When the conversation ends, say goodbye*. You need to make sure you end it if you don't want to go on after meeting the person. To "Goodbye" you can add something like: "I enjoyed meeting you." "I'll look forward to seeing you soon."

B. How do you respond to an introduction?

C. Don't introduce people by their first names only. Always include a person's full name.

When phrasing your introduction, avoid expressing it as a command, such as "Mr. Smith, shake hands with Mr. Baker," or "Mrs. Benson, meet my cousin, Barbara."

Avoid calling only one person "my friend" in an introduction. It implies that the other person isn't your friend.

When you introduce yourself, don't begin by saying, "What's your name?" Start by giving your own name: "Hello, I'm Joan Hamburg."

Do not refer to your spouse as "Mr. Jansen" or "Mrs. Jansen" in conversation. Rather, refer to him or her as "my husband" or "my wife" when first names are not being used.

D. When making introduction, you should avoid some forms:

E. At least half the time, you are not the one who makes the introduction but the one who is being introduced. It doesn't mean you don't play an important role. In fact, once the person makes the introduction, the attention will be paid to you.

1.   D      2.          3.   B      4.          5.

## Comprehension

### Task 6

**A) Complete the table according to the text.**

The two parts of the text	Details
1. The forms you should avoid when making introduction.	1)
	2)
	3)
	4)
	5)
2. How to respond to an introduction?	1)
	2)
	3)
	4)
	5)

**B) Decide whether the following statements are true or false according to the text.**

- ☐ 1. When expressing your introduction, you should avoid using a command.
- ☐ 2. When introducing yourself, just start by asking "What's your name?"
- ☐ 3. When being presented, men should stand and women needn't.
- ☐ 4. When the conversation ends, men should say goodbye and do not need to add anything else.

**C) Read and Memorize.**

- a. Excuse me. I don't believe we've met before.
- b. Let me introduce myself to you.
- c. May I introduce myself?
- d. I have often heard about you.
- e. I have heard so much about you.
- f. I'd like you to meet John Smith.
- g. I would like to introduce a friend of mine.
- h. I think we've met before.
- i. I think we know each other.
- j. Nice to meet you.
- k. Pleased to meet you.
- l. Glad to meet you.
- m. Happy to meet you.
- n. How do you do?
- o. How have you been?

***And decide which one or ones in the box may be put in the blanks of the following dialogues.***

1. A: \_\_\_\_\_. I'm Chen Hua, the librarian here.  
B: Nice to meet you. My name is Simon Green.
2. A: May I introduce you to George Anderson?  
B: \_\_\_\_\_.  
C: Yes, I remember you.
3. A: I don't think you have met each other. \_\_\_\_\_. This is Mark. Mark, this is Daniel.  
B: \_\_\_\_\_.  
C: How do you do?
4. A: Ann, \_\_\_\_\_, a good friend of mine. John, this is Ann Johnson, manager of the Real Silk Company.  
B: I'm glad to meet you.  
C: Glad to meet you, too.
5. A: Good evening, George. Come in. \_\_\_\_\_.  
B: Just fine, thank you. How are you?  
A: Oh, very well.
6. A: Mrs. Johnson, \_\_\_\_\_. Tim, this is Mrs. Johnson.

B: \_\_\_\_\_, Mrs. Johnson.

C: Nice to meet you Tim. \_\_\_\_\_.

## Comparing cultures

**Task 7** Read these statements. Are they true in China? Can you say anything different in China?

1. Introduce people by their first names.
2. Introduce people by calling only one person "my friend".
3. Start an introduction by saying "What's your name?"
4. Both men and women should stand up for presentation.
5. When responding to an introduction, greet the other person and repeat his or her name.

**Hint:**

always include a person's full name while introducing people

It will hurt others.

begin by giving your own name: "Hello, I'm..."

You'd better stand up. Failing to stand up can show that you are higher in position than others.

repeat their names just once

You may begin like this:

It is true in our country that...

I agree that...

It depends.

We don't introduce people by their first names only. We always...

## Vocabulary and Structure

### Task 8

**A)** Match the words in the left column with those similar in meaning in the right.

1. avoid

2. phrase

3. command

4. imply

5. brief

a. order

b. touching or communication

c. keep oneself away from

d. regard as

e. formal introduction

6. refer to... as

f. express sth. in words

7. contact

g. suggest indirectly

8. presentation

h. lasting only a short time

**B) Which of these words or phrases in the left column above or in the text, could you put in the spaces below (change the form if necessary)?**

1. This \_\_\_\_\_ that his advice was reasonable.
2. We've lost \_\_\_\_\_ with her.
3. What is \_\_\_\_\_ by this sentence?
4. I don't know how to \_\_\_\_\_ what I think?
5. Talking with a loud voice is \_\_\_\_\_ rudeness.
6. You should \_\_\_\_\_ calling only one person "my friend" when making introduction.
7. We are \_\_\_\_\_ seeing you again.
8. This city \_\_\_\_\_ in world economy (经济).
9. I'd like to make a \_\_\_\_\_ self-introduction to you.

**C) Translate the following into English.**

1. 在介绍时,只称一个人是“我的朋友”暗示另一个人不是你的朋友。
2. ——请让我介绍一下我自己。我叫陈华,是这儿的图书管理员。  
——很高兴认识你,陈先生。
3. 我认为你们并不认识,我想给你们做个介绍。
4. 至少有一半的时间你是被介绍的人。
5. 不要因屋里别处正在发生的其他事情而走神,要给予对方礼貌的关注。

## Writing

### Letters of Introduction

John Robert is a teacher of English. He will write a letter to introduce Simon Green, a guest professor from the United States who will teach in Dong Hai University and stay in the guest house. Now he is talking with Chen Hua about how to write an introduction letter.