

电大英语专业本科导学系列丛书



高级职业英语导学

窦梦茹 编

中央广播电视大学出版社

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前言

“电大英语专业本科导学系列丛书”是人才培养模式改革和开放教育试点项目中以课程为单元的多种媒体教学资源一体化建设的有机组成部分。“导学”为文字辅导部分，与主教材及录音、录像、VCD、CAI、网络等多种媒体相辅相成，指导开放教育的学习者自主学习，并进行自我评价。同时，也可以供辅导教师参考使用。

“电大英语专业本科导学系列丛书”由中央广播电视大学外语部和全国电大英语教研中心组共同策划并制订编写方案。编写者都是全国电大开放教育第一线的英语教师，他们既熟悉教材又熟悉学生，由他们所编写的材料具有实用性、针对性和可操作性；学习任务的设计力求新颖、真实、贴近生活；编写中把握“实用为主，够用为度”的原则，尽量不加重学习者的学习负担。

本导学系列丛书不同于传统意义上的教学辅导，是对现代远程开放学习环境下教学模式的实践和探索。在编排设计上突出“导、学、评”三个字。导即辅导 (tutor)、指导 (guide)，根据每单元的话题，重点辅导学生在学习中遇到的疑难问题，进一步指导学生完成各项语言技能的评价。学即学习，包括学生自主学习 (autonomous learning)、小组学习 (group learning) 和面授辅导课的学习活动，体现个性化学习方式和做中得学 (learning by doing) 的学习理念，通过完成相关的学习任务，保障学习过程的落实。评即评价 (assessment)，书中设计的各种评价项目，都与每单元的学习过程同步，可用于自我评价 (self assessment)、同学互相评价 (peer assessment) 和教师评价 (tutor assessment)。

《高级职业英语导学》旨在帮助远程教育学习者全面掌握主教材的内容。为了便于学习者自学，本导学对主教材的难点部分做出注解，并就词汇部分提供了大量的例句，目的是让学习者了解词汇的用法，培养语感。练习部分，诸如口语、写作部分是根据主教材各单元的教学要求设置的，具体细化了练习内容，并配有范例。学习者既可以仿照范例练习，也可将其作为补充材料学习，通过实践巩固已掌握的知识。导学中的阅读部分与主教材内容紧密相关，内容新、语言新，可作为主教材的补充读物，以提高学习者的阅读和理解能力。以上各种练习均附有参考答案。本书对主教材中较难课文及听力材料提供了参考译文。

在本书的编写过程中，得到了英籍专家 Norman Pritchard 的帮助，在此表示诚挚的谢意。

由于编写时间仓促，编者水平有限，错误与不当之处，敬请广大读者指正。

编 者

2003 年 4 月

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Unit 1

Section 1 Learning Guide

Warm up

1. **line** n. a job, activity 职业, 行业

e.g. What line of work are you in? 你做什么工作?

I am a teacher. 我是个老师。

A police officer was wounded in the line of duty(= while working). 一位警官在执勤过程中受了伤。

Activity 1

Task 1

2. **entrepreneur** n. a person controlling a commercial undertaking 企业家

e.g. He's an entrepreneur who made his money in computer software.

3. **pharmacist** n. (U.S.) a person who is skilled in preparing medicines 药剂师, 制药者, chemist 和 druggist 为英国用法

4. **solicitor** n. lawyer who prepares legal documents, advises clients on legal matters and speaks on their behalf in lower courts 律师(美国用法为 attorney)

5. **cater** v. provide food

e.g. We can cater for all age groups. 我们能为所有年龄组备办食品。

catering n. the activity or business of providing food and drink for people 餐饮业

Task 2

6. **check on** n. examining in detail; keep a watch on 调查, 检查; 注意

e.g. The FBI did a thorough background check on him. 联邦调查局对他的背景进行了彻底的调查。

Keep a check on the popularity of his company's products. 注意他的公司产品的

知名度。

7. **popularity** n. quality of being liked or admired 知名度, 名声

e.g. The governor's popularity will probably guarantee his reelection. 此州长的知名度可能会保证他的再次当选。

8. **involve** v. include (someone or somebody) in an activity 包括

e.g. The operation involves inserting a small tube into the heart. 手术包括将一根小管子插入心脏。

9. **carry out** to perform or complete (a job or activity); or fulfill 进行

e.g. I was elected to carry out a project.

10. **transaction** n. buying or selling things 交易

e.g. This was the biggest estate transaction in the city's history. 这是此城市历史上最大的房地产交易。

Task 7

11. **make** v. be or become (something), esp. by having the necessary characteristics 成为

e.g. I don't think he will make a good lawyer. 我认为他不会成为好律师。

12. **outgoing** adj. friendly and willing to meet new people 好交际的

e.g. a very outgoing person 善于交际的人

13. **optimistic** adj. thinking of the good part in a situation rather than the bad part, or feeling that in the future good things are likelier to happen than bad things 乐观的

e.g. I'm optimistic that we can work out a solution. 我有信心(乐观地认为)我们会制定出一个解决办法。

14. **intrepid** adj. very brave and willing to risk being in a dangerous situation 勇敢的, 无畏的

e.g. An explorer must be very intrepid. 探险家一定是很勇敢的。

15. **original** adj. different from anything or anyone else and therefore new and interesting 新颖的, 有创作性的, 独创的

e.g. Our teacher said that we'd better come up with something original. 老师说, 我们最好拿出些新颖的东西来。

Activity 2

Task 2

16. **get worn out** to get extremely tired 疲惫不堪的

e.g. We got worn out after our long walk. 走了很远的路以后, 我们疲惫不堪。

17. **clear (away)** to remove or get rid of (something) 移走; 清除掉

- e. g. Just let me clear the dishes off the table and put them in the sink. 让我来把桌子上的盘子拾走,放到水池里去。
18. **absorb** v. to completely take the attention of (someone) 吸收……的注意力,使……全神贯注
- e. g. He was absorbed in listening to music when he was waiting. 当他等待时,他全神贯注地听音乐。
19. **geometry** n. science of the properties and relations of lines, angles, surfaces and solids 几何学
20. **a bunch of** a number of things of the same type fastened or closely grouped together, or any particular group of things or people 一串(东西),一束,一群
- e. g. a whole bunch of grapes 整整一串葡萄
a bunch of old people 一群老人
21. **fancy** adj. brightly colored; make to please the eye 颜色鲜艳的;悦目的
- e. g. I want a simple and black dress, nothing fancy. 我想要朴素的黑裙子,不要花哨的。
22. **balance** v. t. keep or put (something, oneself) in a state of balance 保持平衡,使平衡,使均衡
- e. g. Can you balance a stick on the end of your nose? 你能把一根棍子放在你的鼻尖上保持平衡吗?
23. **moan** v. i. make a long, low sound because of pain or suffering, or to say something in a complaining way; (*colloq*) complain or grumble 呻吟,悲叹;(俗)抱怨
- e. g. We could hear someone moaning within the rubble of the collapsed building. 我们能够听到从倒塌大楼的碎砖瓦砾中传出的呻吟。
You moan a lot when you meet any difficulties at work. 当你在工作中遇到困难时,你抱怨得太多了。

Activity 3

Task 1

24. **hygiene** n. science of rules for healthy living 卫生学
25. **on one's own initiative** without order or suggestions from others 主动地
- e. g. In 1912, he went to Berlin on his own initiative. 在1912年他主动去了柏林。
26. **tint** v. t. color (something) slightly 染色
- e. g. Do you think he tints his hair? 你看得出他染发了吗?
27. **irrespective** adj. not paying consideration to; not taking into account 不考虑,不顾
- e. g. The rules apply to everyone, irrespective of how long they have been with the company. 这些规定适用于任何人,不管他在公司工作了多长时间。

- 28. Ref.6682** “Ref.” is short for reference or reference number. You would normally quote this reference in your letter of application 职位代码 6682
 e.g. Dear Sir, I would like to apply for the post of assistant as advertised in today's Guardian, your reference 6682...
- 29. commitment** n. an engagement or obligation that restricts freedom of action 约束, 约定, 承诺, 献身
 e.g. We have made a commitment to pay our bills on time. 我们约定如期付账。
 They have sincere commitment to religion. 他们诚心诚意地献身宗教。
- 30. common sense** a person's natural ability to make good judgment and to behave in a practical and sensible way 常识

Activity 4

Task 1

- 31. hang** n. (*colloq*) general way of doing or using something; general idea or meaning (俗)做法, 用法, 意义
 e.g. I don't quite get the hang of your argument. 我不太理解你的论点。
- 32. confirm** v.t. make (an arrangement, meeting, etc.) certain or certified 证实; 确认
 e.g. Please confirm your telephone message by letter. 请用书信的形式确认你在电话里说的话。
- 33. keep track of** keep in touch with...; follow the course of 保持……接触, 跟……发展
 e.g. We would never be able to keep track of the luggage on such a long journey. 这样长的旅途, 我们不能随身带着行李。
- 34. pop** v.i. move or appear quickly, suddenly, or when not expected 快速或意外地出现
 e.g. There are lots of good singers popping up these days. 最近出现了许多好的歌手。

Task 4

- 35. domineering** adj. having a strong tendency to try to control other people without taking their feelings into consideration 专制的, 集权的
 e.g. The boss had a domineering personality. 这个老板有专制的个性。
- 36. sensible** adj. having or using good judgment reasonable 明智的, 有判断力的, 明达的, 切实的
 e.g. He was sensible and easy to deal with. 他是个明智的人, 很好相处。
- 37. scatter-brained** giving attention to a silly or disorganized thought with lack of concentration 易分神的, 注意力不集中的

e. g. Henry was always scatter-brained in class, so he could not catch the idea of the lecture. 亨利在课上总走神, 所以他没听懂这个讲座。

38. **be quick on the uptake** to understand quickly 理解得很快

e. g. Mary is quick on the uptake when learning computer. 玛莉学习电脑学得很快。

Activity 5

Task 2

39. **"A" level** advanced level (in the UK), a GCE examination of a standard higher than "ordinary level and GCSE" 英国为高中生设置的高级水平证书考试标准, 它比"O" level(一般水平考试)和高中教育证书考试水平要高

GCE—General Certificate of Education

GCSE—General Certification of Secondary Education

40. **retail** n. the activity of selling goods to the public, usually in small amounts, for their own use 零售

41. **temporary** adj. not lasting or permanent 暂时的

e. g. a temporary condition 暂时的条件

a temporary contract 临时的合同

42. **pursue** v. t. follow or search for (someone or something), in order to catch them or attack them 追踪, 追赶

e. g. The police pursued the thief on foot, but lost him in the crowd. 警察徒步追赶小偷, 但小偷在人群中失踪了。

43. **take on** to engage 雇用

e. g. The factory took on twenty new workers last month. 工厂上个月雇用了 20 名新员工。

44. **offer** v. t. present for acceptance, refusal or consideration 提出, 提供

e. g. He was offered a lift when he planned to go to another town. 当他打算去另一城市时, 有人让他搭车。

n. an expression of readiness to do or give if desired 提议, 提出之物

e. g. I appreciate your offer to help us. 我感谢你愿意提供帮助。

45. **turn down** to refuse to accept or agree to 拒绝

e. g. The bank turned down her request for a loan. 银行拒绝了她的贷款请求。

46. **on the grounds that** because 因为

e. g. He refused to answer on the grounds that he promised to keep it secret. 他拒绝回答, 因为他发誓为此保密。

on the grounds of (something) = because of (something)

e. g. Please excuse him on the grounds of his youth. 由于他年轻, 就原谅他吧。

- 47. stock** n. store of goods available for sale, distribution, or use, esp. goods kept by a trader or shopkeeper 存货, 现货
e.g. The book is in stock. 此书有现货。
- 48. dress up** put on special clothes for a special occasion 打扮, 盛装
e.g. You don't need to dress up for the party. 你不必穿盛装赴这个晚会。
- 49. place orders** to give an order to a supplier 定货
e.g. I placed an order for three CDs yesterday. 我昨天订购了 3 张 CD 光盘。
- 50. attend to** to deal with (someone or something)
e.g. Her company helps employees attend to their elderly relatives. 她的公司帮助员工照顾他们年迈的亲属。
- 51. end up** to reach a specified state, action or place eventually 以……结果结束
e.g. When I go shopping, I usually end up buying something that I did not intend to. 当我购物时, 我经常买一些我原本不打算买的东西。
- 52. basis** n. the main principle 原则, 基础
e.g. We played the game of tennis on a purely friendly basis. 我们打了场真正的网球友谊赛。
- 53. apply** v.t. request something, usually officially, esp. by writing or by sending in a form 申请
apply to (someplace) for (something) 向……申请……
e.g. She applied for admission to law school after she graduated from the secondary school. 当她中学毕业后, 她申请上司法学校。
- 54. obligatory** adj. necessary, required, by law, rule, or custom (法律规定, 或习俗上) 必须的, 必须做的, 要求的
e.g. Is attendance at school obligatory or optional in that country? 在那个国家, 上学是必须的, 还是自愿的?
- 55. administer** v.t. be responsible for giving (something) to someone 给予, 供给
e.g. She administered medicines to the patient on the way to the hospital. 在去医院的路上, 她给了病人一些药品。
- 56. all round the clock** all day and night 24 小时连续地
e.g. The doctors worked all round the clock to stem the epidemic. 为遏制传染病, 医生们昼夜工作。
- 57. in a row** in succession 连续
e.g. We won the tournament for three years in a row. 我们连续 3 年赢了该项比赛。
- 58. sign on** to begin work by writing one's own name 签到
e.g. He signed on as soon as he entered the office. 他一进办公室就签到。
- 59. allocate** v.t. give as a share of a total amount 分配
e.g. State funds will not be allocated to the program next year. 明年, 国家储备金将不再分配给这个项目。

60. **sort out** to deal satisfactorily or successfully with (a problem or a situation) 整理
e.g. I need to get my own problems sorted out. 我得将我自己的问题理出头绪。
61. **sense of humor** the ability to perceive or express humor or take a joke 幽默感
black sense of humor a deeply ironic, caustic form of humor that is not afraid of saying the most dreadful things 黑色幽默感

Section 2 Assessment

Vocabulary and Structure

1. Give the Chinese version to the following words.

- 1) to put out fires _____
- 2) to rescue people _____
- 3) to assemble table lamps _____
- 4) an observant writer _____
- 5) to teach geometry _____
- 6) get frustrated _____
- 7) full-time job _____
- 8) part-time job _____
- 9) working hours _____
- 10) a hair stylist _____
- 11) space-saving style _____
- 12) domestic duties _____
- 13) outgoing mail _____
- 14) incoming mail _____
- 15) run the office _____
- 16) deal with routine telephone calls _____
- 17) confirm appointments _____
- 18) scattered-brained _____
- 19) quick on the uptake _____
- 20) bio-data _____
- 21) check-out till _____
- 22) move stock _____
- 23) work on an hourly basis _____
- 24) pursue one's ambition _____
- 25) place orders _____

- 26) do a course _____
 27) shift manager _____
 28) entrance test _____
 29) paramedic course _____
 30) sense of humor _____

2. *There are 15 sentences in this part. Beneath each sentence there are four words or phrases marked A, B, C and D. Choose one word or phrase that best completes the sentence.*

- 1) Novello was the first woman to hold the ____ of surgeon general.
 A. job B. work C. post D. vacancy
- 2) The stereo was ____ inexpensive last year.
 A. relatively B. related C. recent D. relative
- 3) Before you hand in your papers, please ____ your spelling.
 A. see B. check C. exam D. look
- 4) The ____ of sausages and cheese on the shelf attracted my attention in the supermarket.
 A. goods B. food C. displays D. look
- 5) These medicines can ____ your heart rate and lower blood pressure.
 A. keep B. help C. make D. stabilize
- 6) The teacher ____ the punishment to the naughty boys when they made trouble in class.
 A. give B. supply C. administered D. placed
- 7) It was not easy for the doctor to ____ what was wrong with his heart.
 A. see B. diagnose C. know D. understand
- 8) He was ____ from the sinking aircraft by a passing ship.
 A. rescued B. escaped C. delivered D. founded
- 9) I made a phone call to ____ the arrangement that we would visit him next day.
 A. tell B. confirm C. say D. remind of
- 10) His wealth enabled him to ____ his interest in art.
 A. have B. give C. let D. pursue
- 11) The products from this company have won ____ in this city.
 A. reputation B. popularity C. fame D. award
- 12) The police were scarcely able to ____ the crowds when the accident happened.
 A. deal with B. attend to C. take D. cope with
- 13) In our country, attendance at primary school is ____.
 A. obligatory B. asked C. permitted D. limited
- 14) I can go to the night school now because I am working the day ____ this month.
 A. time B. duty C. shift D. period
- 15) An imaginative and observant person would ____ a good writer.
 A. be B. make C. become D. grow

Speaking

1. Pair Work

Use the following three models to talk about the following occupations.

a clerk, a detective, a surgeon, pharmacist, engineer, accountant, a receptionist, a secretary, a chambermaid, a teacher, a doctor, painter.

Model 1:

A: What does a tailor do?

B: A tailor makes clothes.

Model 2:

A: What is a solicitor's work?

B: A solicitor's work involves giving legal advice to clients and preparing legal documents.

Model 3:

A: Who is an entrepreneur?

B: An entrepreneur is a person whose job is to set up business deals in order to make profit.

2. Individual Work

Use the following models to describe your daily routine.

Model 1: Use Model 1 to define your jobs.

I am a course coordinator. My job involves teaching, organizing timetable and supervising teachers' work.

Model 2: Use this model to describe your domestic routine.

I do a lot of housework every evening, cleaning the floor, washing dishes, preparing the food box for next day.

3. Conversation

Situation: A is a person who wants to find a job. He is talking with B, the employer about the details of the job he is going to get.

Suggested pattern:

A: What is the pay?

B: The job pays...

A: How long is the working hour?

B: The working hours are...

A: What does the duty involve?

B: It involves...