

高职高专公共英语精品教材



北京市高等教育精品教材立项项目

高职高专综合英语教程

Student's Book

第三册

修月祯◎主编



旅游教育出版社

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出版说明

随着中国经济的深入发展,社会对实践能力强、懂外语的高等应用型人才需求越来越大,而高职高专教育(即普通高等专科教育、高等职业教育和成人高等专科教育)着重培养的就是技术、生产、管理、服务等领域的高等应用型专门人才。因此,教育部非常重视高职高专教育,并对其英语课程教学提出了具体要求,对商务英语所涉及的听、说、读、写、译等交际活动的范围和语言技能都作了比较全面科学的具体描述。本套教材就是按照教育部《高职高专教育英语课程教学基本要求》(以下简称《基本要求》)编写的。

《基本要求》指出,高职高专教育英语课程的教学目的是:经过 180~220 学时的教学,使学生掌握一定的英语基础知识和技能,具有一定的听、说、读、写、译的能力,从而能借助词典阅读和翻译有关英语业务资料,在涉外交际的日常活动和业务活动中进行简单的口头和书面交流,并为今后进一步提高英语交际能力打下基础。

《基本要求》还明确了教学要求:鉴于目前高职、高专和成人高专学生入学时的英语水平差异较大,本课程的教学要求分为 A、B 两级,实行分级指导。A 级是标准要求,B 级是过渡要求。入学水平较高的学生应达到 A 级要求,入学水平较低的学生至少应达到 B 级要求。随着入学英语水平的不断提高,学生均应达到 A 级要求。本课程在加强英语语言基础知识和基本技能训练的同时,重视培养学生实际使用英语进行交际的能力。

根据以上既定的教学目的和教学要求,同时鉴于教育对象的知识基础和接受能力,我们编写了这套“高职高专公共英语精品教材”。本套教材分为三册,每册包含《高职高专综合英语教程》和配套的《高职高专综合英语教程·练习册》《高职高专综合英语教程·教师用书》。第一册是基础篇,目的是复习中学阶段所学过的英语基础知识,并在此基础上有所拓展,为达到《高等学校英语应用能力考试大纲》(以下简称《考试大纲》)B 级要求做准备。第二册按照《考试大纲》B 级标准编写。第三册按照《考试大纲》A 级标准编写。在课时允许的情况下,建议分三个学期完成本套教材,共需约 220 学时。

本套教材在编写过程中特别注意根据语言学习的规律,由浅入深,循序渐



进,并合理分配了听、说、读、写、译训练的比例,以确保各项语言能力的协调发展。

《高职高专综合英语教程》以基础英语教学为重要目的,遵循“实用为主、够用为度”的原则,将语言基础能力与实际涉外交际能力的培养有机地结合起来,加强听说和应用文体阅读和模拟写作训练,使“学”与“用”紧密地结合,培养实际应用英语的能力。《基本要求》中所要求学生掌握的语法知识,分散在每课最后的“Grammar”模块进行专项讲解。音标相关知识和语音训练内容附在第一册后的附录中。另外,每册还附有本册的词汇总表,便于学生查阅和记忆。

《高职高专综合英语教程·练习册》的主要目的是巩固课堂所学知识,同时又有一定扩展。练习册中的各项训练内容特别注重了与教材的互补性,一是在语法知识、词汇和语言功能上力求和教材保持一致,给学生更多的训练机会,巩固课堂所学知识;二是为学生自学提供内容,培养学生的自学能力;三是紧密结合“高等学校英语应用能力考试”要求,以考试题型作为平时的练习题型,并精选历年真题融入练习题中,将考试模拟搬到平时课堂上,加强了学习的针对性。

《高职高专综合英语教程·教师用书》包括教学目的与要求、背景材料、语言点、语法提示与练习,《高职高专综合英语教程》中的情景会话和课文译文、练习答案,以及《高职高专综合英语教程·练习册》中的练习题答案和听力文学材料。因为第一册是基础篇,内容比较简单,只有“写给教师的几点建议”放在书前作为总的教学指导。《高职高专综合英语教程·教师用书》为电子版,如有需要,可从中国旅游教育网(www.tepcb.com)下载。

本套教材配有录音光盘,录音内容包括《高职高专综合英语教程》中的情景会话、课文和词汇,以及《高职高专综合英语教程·练习册》中的听力练习。录音光盘附在每册《高职高专综合英语教程》后。

由于编者水平有限,书中难免出现考虑不周之处,请各位同仁提出宝贵意见,以便改进。

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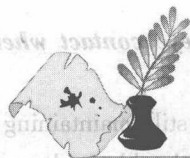
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Unit 1 Interview

Text 1

Job Interview Tips

Here are some interview tips that will help you through the grueling job interview.

Job Interview Tip 1: *Always prepare yourself for any job interview.*

Prior to¹ attending any interview, you should always prepare yourself physically and mentally to avoid any hiccups. You should be prepared to answer all interview questions calmly and spontaneously.

Job interview preparation activities:

Prepare a list of your qualifications, experiences and personality and how these may help you sell yourself on the job you are applying for. If you are applying for a company which is looking for a go-getter salesman, you'd better not **project**² a timid and overcautious self-image in the interview room. Research on the company. The more you know about the company, the better. Visit the library, read trade magazines, newspapers, company brochures and reports that will **bring you up to date**³ with the company's latest development.

Be aware of your strengths. Write down on paper your skills and qualities and **match**⁴ them with the job description in the advertisement. Think how the company would benefit by choosing you, rather than another candidate.

Be aware of your weaknesses. Good interviewers are trained well at finding weaknesses in a candidate. Be prepared to provide explanations to job interview questions that will **turn things to your advantage**⁵.

Job Interview Tip 2: *Keep a smiling face during the job interview.*

Smiling does not only **lighten up**⁶ your day but also the person who sees you, in this case the interviewer. Who would not want to see a smile and a pleasant person? But be careful not to overdo it, otherwise it would look more like a pasted-on grin that



would not appear sincere.

Job Interview Tip 3: Make eye contact when answering job interviewer's questions.

When talking to someone and still maintaining eye contact, you will project yourself as confident. However, you should avoid non-stop staring as this might cause unpleasant feelings on the interviewer.

Job Interview Tip 4: Be positive during job interview.

Pepper your conversation with a good number of positive words. In other words, you must avoid using negative words as much as possible. After all, interviewers are always looking for people who talk positively.

Words and Expressions

grueling [gruəlɪŋ]	adj.	非常累人的, 非常费力的
hiccup ['hɪkʌp]	n. & v.	打嗝(声)
spontaneously [spɒn'teɪniəsli]	adv.	自发地
qualification [kwɒlɪfɪ'keɪʃən]	n.	资格, 条件
go-getter ['gəʊ, getə]	n.	[非正式] 富有积极进取心的人
project ['prɒdʒekt]	v.	展示, 表现
timid ['tɪmɪd]	adj.	胆小的
overcautious [əʊvə'kɔ:ʃəs]	adj.	过于谨慎的
self-image [self'ɪmɪdʒ]	n.	自我形象; 自我评价
brochure [brəʊ'ʃʊə]	n.	小册子
strength [streŋθ]	n.	长处, 强点
weakness ['wi:knis]	n.	缺点, 弱点
candidate ['kændɪdeɪt]	n.	候选人
overdo [əʊvə'du:]	vt.	使……过度, 使……过分
paste [peɪst]	vt.	粘贴
grin [grɪn]	n. & v.	咧嘴笑
sincere [sɪn'siə]	adj.	诚挚的, 真实的
eye contact		目光交流
pepper ['pepə]	n. & v.	胡椒; (像撒胡椒粉一样) 使布满
positive ['pɒzətɪv]	adj.	肯定的, 积极的

◆ Task 1

Answer the following questions.

1. What preparations should we make for an interview?

2. How can we update ourselves with the latest information about the company we are applying for a job to?

3. If you are applying for the position of a salesman, what kind of self-image you should present during the interview?

4. What is the importance of eye contact during an interview?

5. To be positive, what should an interviewee do during an interview?

◆ Task 2

Indicate if each of the following statements is true (T) or false (F) according to your understanding of the text.

- ☐ 1. This article talks all about tips during interviews.
- ☐ 2. It doesn't matter if we do not know any information about the company that we are applying to.
- ☐ 3. It is all right if the interviewer says something negative about other companies during an interview.
- ☐ 4. We should know our advantages and disadvantages before we go for an interview.
- ☐ 5. It's bad manners if the interviewee looks at the interviewer all the time.

◆ Task 3

Job Interview Preparation Activities: Based on Text 1, fill in the grid with your own information.



	Qualifications	Experience	Personality
Strengths			
Weaknesses			



Dressing for an Interview

Many job seekers underestimate the importance of dressing well for an interview. It is an unfortunate fact that people are judged at first glance. A person's appearance will tell an employer if a job candidate is **capable**⁷ of handling the job and if they are professional enough to understand what is necessary for success. Job seekers are competing and they need the whole package: the right qualifications, a great résumé, an effective interview, and an impressive first appearance (and a follow-up letter).

Many job seekers are new graduates or are trying to gain a better job. Dressing for success can be intimidating, but it can be done. There are some simple and easy hints for success.

What Women Need to Dress for Success:

- A solid-colored, conservative suit that can easily be changed with a different color blouse. A good suit will come with a jacket, pants, and skirt. This makes the suit **versatile**⁸.
- A professional blouse that **blends**⁹ well with the suit. By blending, we do not **mean**¹⁰ the same color, but it should be as professional as the suit and the color should **coordinate**¹¹ well.
- Professional shoes with a low heel.
- A minimal amount of jewelry; classy and professional is the goal.

- A well-groomed, professional hairstyle.
- Skin-colored hosiery.
- A minimal amount of make-up. You do not want **anything** that distracts the interviewer from the conversation. Your skills should **stand out above**¹² anything.
- Manicured fingernails and toenails with a conservative-colored polish.
- Minimal amount of perfume and try to avoid strong smelling lotions.
- A professional briefcase or portfolio.

What Men Need to Dress for Success:

- A solid-colored, conservative suit.
- Clean shave.
- A long-sleeved shirt that **matches**¹³ well with the suit.
- A professional tie.
- Coordinating sock color; no crazy colors or styles.
- Professional, color-coordinated shoes.
- Minimal jewelry.
- Well-groomed, professional haircut.
- Minimal aftershave and/or cologne.
- Clean and trimmed fingernails.
- A professional briefcase or portfolio.

Words and Expressions

underestimate [ˌʌndəˈestimeɪt]	v.	低估; 对……估计过低
a package of		一整套(计划, 安排)
résumé [ˈrezjuːmeɪ, ˈrezjuːˈmeɪ]	n.	履历
intimidating [ɪnˈtɪmɪdeɪtɪŋ]	adj.	恐吓的
hint [hɪnt]	n.	暗示, 提示
solid-colored [ˈsɒlɪdˌkɒləd]	adj.	颜色稳重的
conservative [kənˈsə:vətɪv]	adj.	保守的; 传统的
blouse [blaʊz]	n.	女衬衫
versatile [ˈvɜ:sətaɪl]	adj.	通用的, 多功能的; 多才多艺的
blend [blend]	vt.	混合
coordinate [kəʊˈɔ:dɪnɪt]	vt.	协调, 搭配
heel [hi:l]	n.	脚后跟; (鞋、靴的)后跟



well-groomed [ˌwelˈɡruːmd]	adj.	装扮整齐的
hosiery [ˈhəʊziəri]	n.	袜类; 针织类内衣
manicure [ˈmænikjʊə]	v.	修剪
polish [ˈpɒlɪʃ]	n. & vt.	涂指甲油, 指甲油; 擦亮, 磨光
lotion [ˈləʊʃən]	n.	护肤液
portfolio [ˌpɔːtˈfəʊljəʊ]	n.	公事包; 文件夹, 卷宗夹
cologne [kəˈləʊn]	n.	科隆香水
trimmed [trɪmd]	adj.	修剪整齐的

◆ Task 4

Answer the following questions.

1. What information can a candidate's appearance tell the interviewer?

2. To succeed, what important factors does a job seeker need to consider?

3. What's the advantage of a good suit?

4. What kind of jewelry should a woman wear for an interview?

5. What's the requirement of a man's shirt if he is going for an interview?

◆ Task 5

Indicate if each of the following statements is true (T) or false (F) according to your understanding of the text.

- ☐ 1. Women should wear high heels for an interview.
- ☐ 2. Stockings a woman wears for an interview should be the color of her skin.
- ☐ 3. It's all right for both men and women to wear light-colored suits.
- ☐ 4. Both men and women should have well-groomed and professional hairstyles.
- ☐ 5. Dressing well for an interview is as important as a great resume.

◆ Task 6

Discuss with your classmates about the whole package for job-seeking success and list the important factors for each of the components.

A Whole Package for Job-seeking Success	
RIGHT QUALIFICATIONS	Example: English Certificates
GREAT RESUME	
EFFECTIVE INTERVIEW	
IMPRESSIVE FIRST APPEARANCE	



Dialogue

A Job Interview for a Tour Guide

(Mary, a college graduate student, applies for the position of a tour guide in a travel agency. She is attending an interview with Mr. Jones, the manager of Human Resources Department of the company.)

Mr. Jones: Good morning. My name is Mike Jones. You've applied for a tour guide's position, right?

Mary: Yes, Mr. Jones. When I saw it advertised, I thought it would really suit me.

Mr. Jones: Can you tell me why you replied to our advertisement?

Mary: Well, I've always enjoyed traveling and working with people. So I felt that this position would offer me an opportunity to **extend**¹⁴ my skills in this area.

Mr. Jones: Do you know exactly what you would be doing as a tour guide?

Mary: A tour guide ensures that the tourists enjoy their travel and feel