

湖南省职业教育与成人教育规划教材

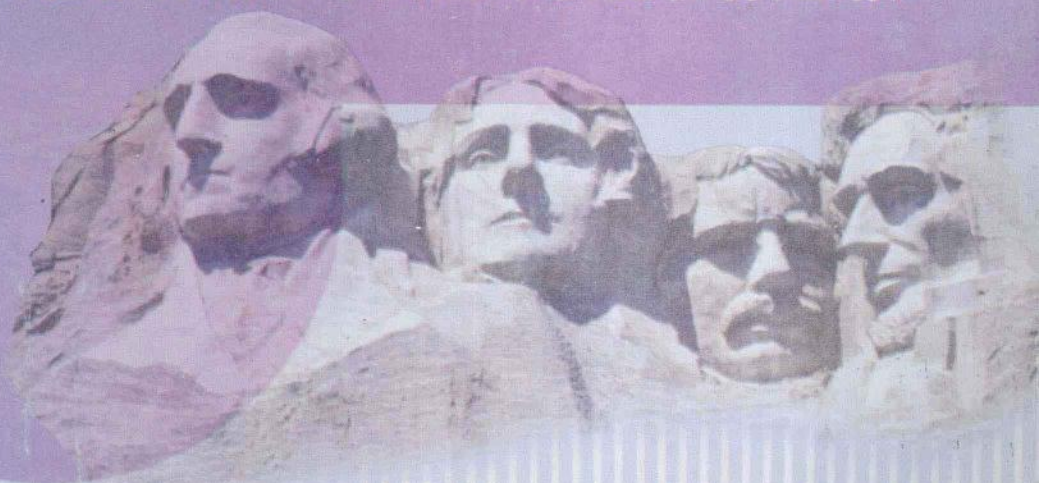
英语

第3册

学生用书

ENGLISH

(中等职业教育和五年制高等教育通用)



湖南省职业教育与成人教育教材编审委员会编审

湖南科学技术出版社

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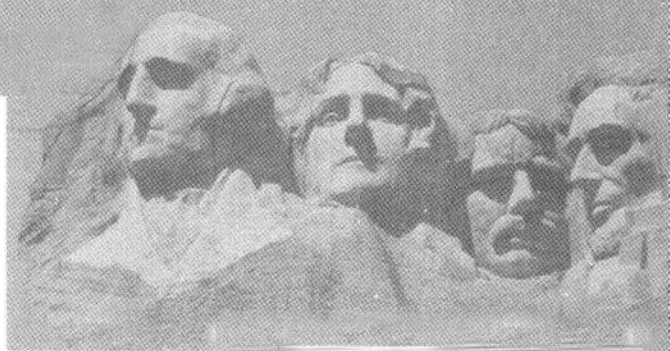
# 英语

## 第3册

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# ENGLISH

(中等职业教育和五年制高等职业教育通用)



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# 前言

这套职业院校《英语》规划教材,是根据2000年8月教育部颁布的《中等职业学校英语教学大纲》及五年制高等职业教育英语课程教学要求,并以新修订的初中英语教学大纲终点要求为起点,组织编写的系列教材。

语言教材编写,是语言教学的重要环节,具备语言教学的多层次性和多角度性等属性;因此,本教材编写者的思虑、关注与用力是多层次和多角度的。正是这多层次与多角度的思虑、关注与用力,构成了本教材的主要特色。

## 1. 以教学法体系为指导,组织教学活动

本套教材采用功能法的题材领域扩展组织法(thematic-area expansive organization)编写,以题材领域为主线,分步扩展式组织与推进教学内容。

功能法理论认为,语言的交际有八种要素:情景,功能,意念,社会(性别、心理),语体,重音和语调,语法与词汇,语言辅助手段。

本套教材以八大交际要素的前三大要素为主线;围绕主线,分四个阶段安排教学。第一阶段是功能带情境意念,第二阶段是情境带功能意念,第三阶段是意念带功能情境,第四阶段是意念话题(大意念)带功能情境。其它交际要素,在单元引言、新词与短语和注释等部分进行必要的叙述与提示。本套教材,根据所选功能、情景、意念与话题的变化,选用不同语体的表达法,并在基本表达法部分标注(标示I, N, 或F)或在注释部分简要说明。

## 2. 以部颁中等职业学校《英语教学大纲》和五年制高等职业教育教学要求为依据,安排教学内容

本教材分编为四册。第一册的主线是功能表达法,从众多的功能意念项目中筛选出14个在中高等职业院校学生可能的交际中出现频率高的项目,编成14个单元。第二册的主线是情景表达法,选

择14个中高等职业学校学生最可能遇到的常见的具体场合, 编成14个单元。第三册的主线是意念表达法, 从众多的意念范畴之中, 筛选出中高等职业院校学生交际中经常出现的大意念, 编成14个单元。第四册的主线是特殊意念话题, 选择中高等职业院校学生交际中常见的和感兴趣的14个话题, 组成14个单元。四册共56个单元, 覆盖了中高等职业院校英语课程教学大纲“日常交际用语简表”和“话题”的主体内容。

每个单元包括六个部分内容。一、功能意念项目简介。介绍单元的交际知识与文化背景要点。二、基本表达法。罗列本单元最常用的交际用语, 它们基本上是《英语教学大纲》“日常交际用语简表”中相应项目所列内容, 有些单元内容有增加, 都标明语体。三、对话。每单元3小节会话, 由简到繁, 由非正式到正式; 第一组对话偏于非正式, 第二组基本上属于中性, 第三组偏于正式; 非正式的对话往往用语简单, 而正式的对话用语结构复杂些。四、课文。每单元2篇短文, 题材或主题与单元题材领域相关; 每篇短文按100词上下, 150词上下, 200词上下, 250词上下, 四册递进; 课文包含若干基本表达法, 有一定模仿价值。五、注释。包括与单元相关的语言规则与语用规范, 文化背景与交际习俗。六、课堂活动。每单元包括听、说、演、读等贴近单元内容的活动, 听、说、演活动都包含控制性的、自由性的和创造性的三个层次。

每册教材, 附有语法项目简表和词汇表。语法项目简表罗列每单元主要语法项目的例句, 但不进行解释; 词汇表罗列本册词汇。

### 3. 以交际能力培养为原则, 优化教学过程

本教材编写者构想的教学总原则是交际, 在语言教与学的过程中交际, 在交际过程中进行语言的教与学, 引导与促使学生同步培养语言能力与语言交际能力。

本套教材是在湖南省教育厅领导下, 由湖南省职业教育与成人教育教材编审委员会组织有关普通高等院校和中、高等职业院校的专家及教师编写的。全书四册, 每册配有学生用书、学生练习册、

录音磁带和教师用书。本套教材由中南大学外国语学院张少雄教授担任总主编,复旦大学翟象俊教授担任主审;本册由湖南师范大学外国语学院谢艳梅同志担任主编,湖南生物机电职业技术学院王荣英同志担任副主编。湖南省教科院职业教育与成人教育研究所刘显泽同志担任总责任编审,陈拥贤同志任责任编审。编写人员是:株洲铁路机械学校李清同志(第一、第九单元),长沙大学刘亚芬同志(第二、第四单元),中南大学外国语学院侯先绒同志(第三单元),王荣英同志(第五单元),株洲铁路机械学校黄静同志(第六、第十四单元),株洲市艺术职业中专学校郭名高同志(第七单元),湖南对外经济贸易职业学院秦亚农同志(第八单元),衡阳卫生学校李桂香同志(第十单元),株洲铁路机械学校彭术初同志(第十一单元),长沙通讯职业技术学院梅勇同志(第十二单元),湖南信息工程学校朱文欣同志(第十三单元),中南大学外国语学院研究生金立元同志(词汇表)。

编写供中等职业教育和五年制高等职业教育学生使用的英语教材,是英语教学改革的重要课题,值得我们深入研究,艰苦求索。我们的经验毕竟有限,错漏在所难免,热忱欢迎有关专家和广大师生在教材使用中提出修改意见,使之日臻完善。

湖南省职业教育与成人教育教材编审委员会

2003年7月

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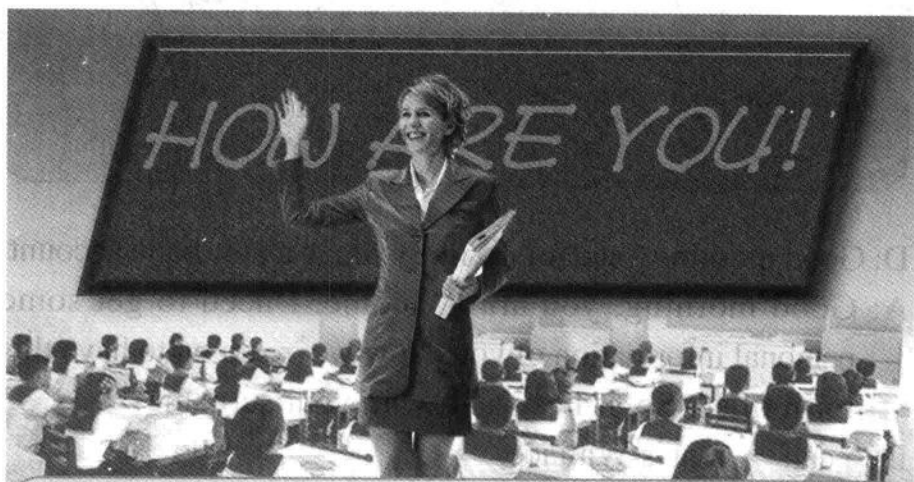
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# Unit 1

## I'm qualified for the job



### Giving personal information

个人情况含义甚广,包括个人姓名、性别、年龄、住址、电话号码、所受教育程度、工作经历、外语程度、职业、爱好、性格、家庭成员等具体情况,也包括近期打算、远期理想、个人观点和看法等抽象概念。由于中西文化的差异,在日常交流中,与外国朋友谈到个人情况时,要记住以下几点:最好不要询问女士的年龄,除非她主动告诉你;最好不询问收入,这是一个令人尴尬和难于回答的问题;有关婚姻和家庭生活等问题,也不要轻易去谈论。此外,一切被看成隐私的话题,最好都要回避。



## Conversation 1 I'd like to open a new bank account

*David Wallace (D) is going to open a bank account. He talks with the assistant (A).*



D: Good morning, madam. I'd like to open a new bank account.

A: Good morning, you are welcome. I need to get some personal information of you. Now we're going to have this form filled. So, if I can start with your surname?<sup>1</sup>

D: Yeah — that's Wallace.

A: And your first name?

D: It is David.

A: And now, what's your occupation?

D: I'm a manager assistant at a road company.

A: And how long have you been working there?

D: Oh — er — about fifteen years.

A: Right. What's your address?

D: It's 272, Long Road, London.

A: London. Can you tell me your date of birth, please?

D: Yes, it's the 15th of February, 1961.

A: Right. That's lovely. I think that's all we need for the moment. Could you just sign here, please?





Conversation 2 I'm qualified for the job<sup>2</sup>

*Robert Wilson (R), manager of the East Trade Company, is having an interview with Ellen Green (E).*



R: Take a seat, please, Miss Green. Now I'd like to ask you some questions.

E: All right, please.

R: Would you tell me what educational background you have?

E: I graduated from middle school in 1996, and then I entered Beijing University. I graduated in 2000. I have a B.A. degree.

R: What did you major in?<sup>3</sup>

E: I majored in public administration.

R: Do you have any practical experience in PA?

E: I worked as a secretary in an insurance company for more than two years. And I have taken some business lessons.

R: How many employers have you worked for?

E: Only one.

R: Why are you interested in working in our company?

E: The main reason is that it is a large company and there is more challenge for me.



R: What do you think you would bring to the job?

E: Well, what I can say now is that I'm qualified for the job, with my educational background and professional experience.

### Text 1 An au pair girl<sup>4</sup>



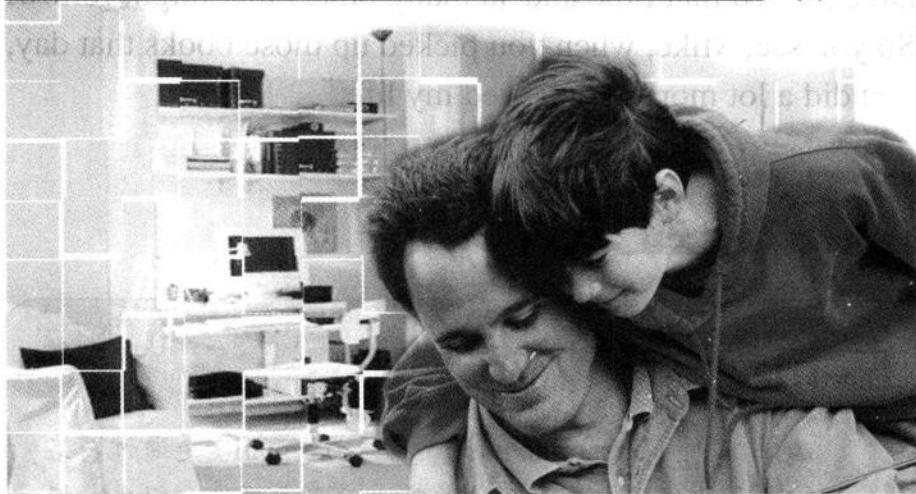
Kim Yap comes from North Korea. She is twenty-one years old and she has just graduated from a university in the capital. She is going to study for her master's degree in London. Kim Yap's parents are not very rich, so she will work as an au pair girl to support herself. She will stay with an English family, the Clarks, during this period.<sup>5</sup> The Clarks have two baby boys. They need Kim Yap's help. Kim Yap will help Mrs Clark in the house in her spare time by doing the washing-up, making the bed, laying the table, dusting rooms and taking telephone messages. She will attend her classes regularly in the weekdays from 9 to 11 in the morning and from 2 to 5 in the





afternoon. She will also be free in the evenings to take part in some activities on campus. Kim Yap will receive some pocket money each week.<sup>6</sup> Mr and Mrs Clark will also be happy to help her with her English. So she has many opportunities to practice her English and can overcome the language barrier soon. All this makes Kim Yap pleased. She will get along well with the English family.

## Text 2 Just a little smile



Mike was walking home from school one day when he noticed that the boy ahead of him dropped all of the books he was carrying, along with two sweaters, a baseball bat, a glove and a small tape recorder. Mike knelt down and helped the boy pick up the scattered articles. As they talked, Mike discovered the boy's name was Bill.<sup>7</sup>

Mike helped Bill to his home and was invited in for a coke. The afternoon passed pleasantly with happy stories, and then





Mike went home. They continued to see each other around school afterwards. Finally before graduation, Bill asked Mike if they could talk.

Bill reminded him of the day years ago when they first met. “Did you ever wonder why I was carrying so many things home that day?” asked Bill. “You see, I had stored some of my mother’s sleeping pills and I was going home to commit suicide.<sup>8</sup> But after we spent some time together talking and laughing, I realized that if I had killed myself, I would have missed that time and so many others that might follow. So you see, Mike, when you picked up those books that day, you did a lot more. You saved my life.”

### Related links



## E-mail

电子邮件 (electronic mail 或缩写为 e-mail) 是通过网络传送的电子化信函。电子邮件通常由三个主要部分组成: 邮件头、正文和署名。邮件头包括发件时间、收件人地址、寄件人的地址和主题等信息; 具体格式因邮件软件(如 Microsoft Outlook, Outlook Express 等)而异, 写信人只需填空而已。正文是邮件的内容, 其书写方式与常规信件基本相同。署名写在邮件的最后一行, 方式与常规信件大致相同。





## Sample

To: Pandrews<pandrews@163.com>

From: Peter Waters<waters@21cn.com>

Cc: Helen Ruth<ruth@sohu.com>

Bcc:

Subject: Greetings

Hi, I'm the fellow who talked to you about a possible position in your company. I'm not sure if you are considering the matter. I majored in computer operation and have good skills at making applications for computer use.

I hope to hear from you and you can get me on the line.  
Best wishes

Peter Waters

(Enclosure: Résumé)

## Notes

1. So, if I can start with your surname? 所以,我是否可以从小  
你的姓开始? (请问您贵姓?)

在英语中, surname, family name, last name 都相当于汉语中的“姓”;而 first name, given name 则相当于“名”。

除了 name 之外,还有:

nickname 绰号

pet name 昵称

pen name 笔名





start with: 从……开始。又如:

We will start with the discussion of those problems. 我们将从讨论那些问题开始。

They started their journey with a walk. 他们以散步开始他们的旅行。

2. I'm qualified for the job. 我胜任这份工作。

qualified *adj.* 有资格的, 适合的, 胜任的。又如:

He is a highly qualified engineer. 他是一个非常合格的工程师。

He is not qualified to teach young children. 他没有资格教小孩。

She is qualified for the job with her teaching experience. 她的教学经验使她胜任这份工作。

3. What did you major in? 你学的什么专业?

major *v.* 专修。例如:

He is majoring in French. 他主修法语。

What would you like to major in? 你想学什么专业?

major *n.* 专业。例如:

My major was English when I studied in the university. 上大学时, 我的专业是英语。

What major are you in? 你学什么专业?

4. an au pair girl 帮工女 (指与某一家庭同住, 学习当地语言的外国姑娘, 通常以帮助看小孩、做家务等换取膳食住宿或赚点零花钱)。例如:

Mr Brown had a Canadian au pair girl for five months. 曾经有个来自加拿大的帮工女在布朗先生他家里住了五个月。

The au pair girl is so nice that they want her to stay longer.



这个寄宿帮工女孩真好，他们想留她多呆些日子。

5. She will stay with an English family, the Clarks, during this period. 在此期间她将住在英国人克拉克家中。

the Clarks 指克拉克一家。姓氏复数前加定冠词，表示全家或整个家族。例如：

The Greens are sitting at the breakfast table. 格林一家正在吃早饭。

The Browns are getting along very well with their new neighbours. 布朗一家与他们的新邻居相处得很好。

6. Kim Yap will receive some pocket money each week. 金叶每周将得到一些零花钱。

pocket money: 零花钱。又如：

Every week, Tom can get some pocket money from his parents. 汤姆每周能从父母那儿得到一些零花钱。

The student offered his pocket money to Hope Project. 那个学生把他的零花钱捐给了希望工程。

7. As they talked Mike discovered the boy's name was Bill. 在他们交谈时，迈克了解到男孩的名字叫比尔。

Bill 是 William 的简称或昵称。在英语中，如果一个人的全名为 Michael Smith, 最正规的称呼为 Mr Michael Smith, 较正规的称呼为 Mr Smith, 昵称为 Mike。不能将正式称呼与昵称或简称混用，如 Mr Mike Smith。

8. ...and I was going home to commit suicide. ……我正准备回家去自杀。

commit: 犯（错误，罪）；干（坏事等）。例如：

to commit a crime 犯罪      to commit a sin 作恶，犯罪

to commit suicide 自杀      to commit murder 犯谋杀罪

