

主编 梅德明

新编英语教程

第三版

THIRD EDITION

A NEW ENGLISH COURSE

3 拓展阅读

 上海外语教育出版社
外教社 SHANGHAI FOREIGN LANGUAGE EDUCATION PRESS
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A NEW ENGLISH COURSE

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前 言

《新编英语教程》(第三版)1-4册以《国家中长期教育改革和发展规划纲要》和《高等学校本科英语专业规范》两个文件为编写工作的指导思想,重视培养学生良好的英语语言素质、积极的学习态度和规范的学习习惯,重视促进学生心智、情感、态度与价值观的发展以及综合人文素养的提高,倡导探究式、任务型、交际性的教学,重视培养学生独立思考的习惯、观察分析的能力、合作参与的意识、勇于创新的精神以及人际沟通的技能。

秉承上述编写理念与原则,《新编英语教程》(第三版)1-4册编写组在认真研究、深入分析《新编英语教程》修订版1-4册的使用反馈意见的基础上,为第三版教程1-4册编写了配套使用的《学习指南》、《拓展阅读》和《同步测试》。

《拓展阅读》旨在为主教程《学生用书》和《练习册》的学习提供丰富的输入性篇章和相关习题。《拓展阅读》每单元所选用的篇章和练习与主教程1-4册的对应单元相呼应,形成互为补充、相得益彰的互动关系。《拓展阅读》选文的题材、体裁、难度及练习与英语专业四级考试的要求相吻合。

《拓展阅读》每单元由四篇阅读文组成,所选篇章与《学生用书》对应单元的主题和体裁紧密相关,从不同角度、不同深度描述同一主题,加大语言信息的输入量,帮助学生拓展思维深度和广度,促进学生语言知识和能力的内化,提高学生阅读理解与鉴赏能力。同时,《拓展阅读》还配备了形式多样的练习,每单元前三篇阅读文各附有五道旨在检测学生课文阅读理解能力的多项选择题,第四篇选文长度和难度都适当提高,采用了丰富多样的写作练习,从第一、二册的Restatement、Sentence Paraphrasing、Summarizing、Explaining到第三、四册的Composition Writing,循序渐进地引导学生进行语言输出,提高英语写作水平。

《新编英语教程》(第三版)1-4册及其《拓展阅读》的编写,体现了我国高等教育英语专业的学科属性、专业本色和特色以及培养目标。编写组真诚希望本教程及其配套教辅能为培养国家和地区所需要的英语专业人才做出应有的贡献。编写组也殷切希望本教程使用者本着取精用弘、精益求精的态度,对教材的不当之处,不吝指正。

梅德明
2012年6月

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Unit 1

Reading One

Here's a phone interview tip worth considering: smile. A smile is a magic thing, and in addition to being seen in person it can be felt from a distance. When doing a phone interview, don't think that because the person on the other end of the phone can't see you that smiling and other positive body gestures are not important. The best interview tip that anyone was ever given was to smile and make positive gestures. In fact, many people talk with their hands. If you do, consider a telephone head set to free your hands up.

Another tip that will be worth its weight in gold is to have a good quality telephone. It may seem silly to even mention it, but the better quality phone you use, the better your voice will sound. Years ago everyone rented his or her telephones from the local utility phone company. These days people own their own phones, and while many people use good quality phones, many use the ten and fifteen-dollar phones they've found in the local dollar store or discount mart. Those phones are fine for talking to your spouse perhaps, but for business use, make a good business impression, and use a good phone. Add this tip to the mix as well: use a landline with a cord, and not a cell phone or cordless phone. Dead batteries, crackling sounds, bad cell sites, and weather interference can make you sound bad at the other end, and you may not even know it. When doing your phone interview you want to be clear and make a good impression. Take this tip to heart and use a good quality landline.

I once received a tip from a headhunter who specialized in finding people jobs. While it seemed like common sense, I realized that it was a tip of value, and recommend it to people to this day. Do your homework on the company before your phone interview. Do a search on the Internet using Yahoo, Google, MSN, Dogpile or any of the major search engines. Look them up in an online database like Dun and Bradstreet or InfoUSA. If you don't have easy access to these online tools, go to your local library and tell the reference librarian what you are doing. He or she will be glad to provide you with information sources that will help you seem knowledgeable when having your phone interview.

The last tip to keep in mind is to be yourself, and be comfortable. One of the best ways to be yourself, and maintain comfort during your phone interview is to practice the interview. Ask a friend to play the part of the boss. Call your friend on the phone and go through a mock

interview, answering all of the questions that you think the interviewer is likely to ask. Mock trials help lawyers, and rehearsals help musicians. It only makes sense that a practice interview will help an interviewer. While it may seem silly, this is a phone interview tip you should take to heart.

(510 words)

Choose the best answer to complete each of the following statements according to the information you get from the text.

- According to the passage, smiling and other positive body gestures are _____ in a phone interview.
A) very important
B) not necessary
C) not important at all
D) sometimes important
- The passage suggests that a phone interviewee frees his / her hands up by using a telephone head set to _____.
A) take down some notes
B) make some positive gestures
C) do some housework
D) ensure better voice quality
- The better quality phone you use in a phone interview, _____.
A) the more likely you'll get the job
B) the better the interviewer will like you
C) the better your voice will sound
D) the more questions the interviewer will ask you
- If you don't have easy access to the online tools, you may _____.
A) go to your local library for help
B) consult an expert
C) ask a friend for help
D) ask the boss for help
- The passage gives _____ tips in phone interview.
A) 3
B) 4
C) 5
D) 6

Reading Two

The job interview “tell-me-about-yourself question” is the question that the interviewer asks when he or she doesn’t know anything else to

say. For instance, he or she might ask this question if he or she hasn't gotten a chance to look over your resume yet. While you tell him or her about yourself, he or she can cast an eye over it and learn enough about you to ask more substantive questions later. Alternatively, this question might come from an interviewer who is simply too disinterested, distracted or inexperienced to ask a more directed and useful question. As a candidate, you should recognize this question for what it is. It isn't a sincere, honest, interested way to learn more about you. It is a stalling device to allow the interviewer to get you talking immediately.

As a result, if you are asked the job interview "tell-me-about-yourself question", you should be ready to answer it in a way that immediately snaps the interviewer into attention to yourself. The simple, most effective way to do that is to answer it in a way that immediately makes it clear that you are the most qualified and perfect candidate for the job. Obviously, to do this you must first know what the target organization is looking for, and what the ideal candidate would look like. To create this profile, you must do the necessary research to discover what the duties of the job are, the results that the target job is expected to produce and the attributes or characteristics that the target organization values most. When you have those, you will in essence have created a profile of the perfect candidate.

When you hear the job interview "tell-me-about-yourself question", your answer should more or less be a summary of the ideal candidate profile. Additionally, you should be ready to back up all of your claims to the possession of the ideal characteristics through use of examples, narratives, stories and achievements. Chances are, once you begin telling the interviewer about yourself, and all the things you say are more or less what he or she is hoping to hear, he or she will start paying close attention. At that point, the questioning will get a bit more focused and specific. Instead of just asking to hear more about yourself in general, the interviewer will probably begin asking about specific experience and characteristics.

When he or she moves beyond the job interview "tell-me-about-yourself question" and starts asking about specific results and achievements, your research will begin to truly pay off. Because you will know what the interviewer is looking for, you will be able to shape your answers in a way that provides the image of yourself as that kind of candidate. To make your presentation even more appealing, shape and form the situation, actions and results of the stories that you tell to match the realities of the job that your research uncovered. Doing so will allow the interviewer to envision your success on the target job while you tell your story. That vision is worth any amount of information that you might otherwise give in a less memorable and striking manner.

Choose the best answer to complete each of the following statements according to the information you get from the text.

1. The job interview "tell-me-about-yourself question" is always asked when _____.
A) the interviewer has nothing else to say
B) the interviewer really wants to know something about the interviewee
C) the interviewer wants to know about the interviewee's job experiences
D) the interviewer wants to know about the interviewee's personality
2. According to the passage, asking the "tell-me-about-yourself question" is a(n) _____ way to learn about the interviewee.
A) sincere B) honest C) interested D) inefficient
3. When you are asked the "tell-me-about-yourself question" in a job interview, you should answer it in a way that _____.
A) sounds most sincere
B) sounds very informative
C) may immediately draw the interviewer's attention
D) may immediately make the interviewer happy
4. You should _____ when you hear the "tell-me-about-yourself question" in a job interview.
A) try to convince the interviewer that you have all the ideal characteristics
B) use examples, narratives, stories and achievements to back up what you have said
C) try to tell the things that the interviewer is hoping to hear
D) all of the above
5. When the interviewer begins to pay close attention to you, he / she will _____.
A) smile at you
B) ask no more questions
C) ask more focused and specific questions
D) ask you to further introduce yourself

Reading Three

Good morning, everyone. Today, I'll be talking about how to get the job you really want. We're going to look at what you should do if your application is successful and what to do if you're asked to go for an interview.

Before we go any further, it's important to make sure you understand what an interview is and why it's arranged. An interview is a talk between an employer and a potential employee. It's set up so that the interview can assess the interviewee and see if he or she is suitable for the position. However, this is not an interview's only purpose. It also provides an opportunity for the job candidates to find out more about the job and the company, and to ask themselves, "Is it right for me?"

When we look at the interview process, we can split it into three parts: first, preparation; second, the interview itself; and finally, what you should do after the interview. Let's look at the first part — preparation. This is the key to getting the job you want, even if you're just applying for a position as a typist. Find out as much as you can about the company. Most companies have a website that tells you most things you need to know. A good interviewer is able to tell very quickly if you've done your homework about the company, so make sure you have!

Next, think about what they are going to ask you. Think about some of the questions you might be asked and how to best answer them. Or better yet, do practice interviews with a friend. This allows you to prepare good answers and means you won't have to answer questions off the top of your head during the interview.

So now I want you to imagine that it's the day of the interview. Don't worry about having butterflies in your stomach before the interview. If you've prepared properly, you'll feel confident. It's not like a painful trip to the dentist, so there's no need to quake with fear.

An interview is just a conversation between people, but first impressions are important, so gentlemen, make sure you've used your electric shaver or razor to give yourself a good shave that morning. Both men and women could put some styling wax in their hair, and women can put some hairpins in theirs to keep their hair neat and tidy. It's also very important that you wear smart clothes that make you feel confident. Your interview might last for thirty minutes or more, but the interviewer will begin to judge you as soon as he or she sees you. Wearing a pair of shorts and a vest is definitely not acceptable when you're going for an interview!

When you arrive for your interview, make sure you are on time, or even a little bit early. Arriving late for an interview is one of the worst things you can do. The interviewer will not listen to your explanation about how bad the traffic was at the roundabout; there's never a good excuse for being late.

During the interview, remember to be enthusiastic. Smile when you shake hands with the interviewer and look him or her in the eye. Making eye contact is one of the quickest ways of establishing a bond with him or her.

(556 words)

Choose the best answer to complete each of the following statements according to the information you get from the text.

- _____ is the key to getting the job an interviewee wants.
A) Arriving on time
B) Preparation
C) The process of the interview
D) A good education background
- In the sentence "Don't worry about having butterflies in your stomach before the interview" (Para. 5), the underlined part is closest in meaning to "_____".
A) feeling sick
B) feeling nervous
C) feeling timid
D) feeling over-confident
- The interviewer always begins to judge the interviewee _____.
A) as soon as he / she sees the interviewee
B) as soon as he / she gets the resume of the interviewee
C) in the middle of the interview
D) at the end of the interview
- If the interviewee is late for the interview, the interviewer will _____.
A) give him / her ample time to explain
B) be furious
C) be extremely disappointed
D) not listen to any excuse
- The interviewee always needs to _____ during the interview.
A) be enthusiastic
B) smile when shaking hands with the interviewer
C) have eye contact with the interviewer
D) all of the above

Reading Four

On paper, the applicant looked like a strong candidate for chief financial officer: graduate of a top business school, solid work history and top-notch references. But at the initial interview with a major Midwestern headhunter, the candidate offered a dead-fish handshake, slouched and fidgeted in his chair, failed to make eye contact with the interviewer and mumbled responses to basic questions.

Was he unprepared for the interview or just nervous because so much was on the line? It made no difference — his weak body language killed his chances despite strong credentials.

“It was a horrifying encounter,” says Scott W. Simmons, vice president at Crist Associates, an executive-placement agency in Chicago. “He wasn’t a presentable candidate and didn’t make it to the next round. He had a strong background, but after the interview, I’m not sure how he made it as far up the corporate ladder as he did. I just couldn’t see him as a CFO, the position we were seeking to fill.”

A strong cover letter and resume will get you an interview for that dream job, but you can easily kill your chances with weak body language. The interview is your opportunity to convince the employer that you’re the best candidate.

Many people polish their verbal skills for an interview, but few give much consideration to their body language, and that’s a mistake.

“When you walk into a job interview, the first impression is made in three to seven seconds,” says Mary Dawn Arden, an executive coach and president of Arden Associates in New York. “One study found that a first impression is based on 7% spoken words, 38% tone of voice and 55% body language.”

A bad first impression is difficult to overcome, no matter how solid your credentials. But with a little work and practice, you can buff up your body language skills to boost your chances of nailing the interview and taking the next big step in your career.

To see and hear yourself as others see and hear you, Arden recommends practicing your presentation in front of a mirror while speaking into a tape recorder.

“No one can fault you for being too formal in an interview,” Arden says. “But being sloppy, or even too casual, will kill your prospects.”

Pay attention to little things, like posture, sitting up straight, planting your feet squarely on the floor, hand position and making eye contact with the interviewer.

There’s no dictionary for body language, and it’s impossible to say this or that gesture means X, Y or Z. But in general, here’s how some basic body language will be perceived:

— Arms folded across your chest is often seen as a defensive posture or, at best, as reserved and uninterested in the conversation.

— Standing with your hands in your pockets suggests a lack of confidence.

— Sitting with legs crossed while shaking one leg or wiggling a foot suggests nervousness or severe discomfort.

— Staring blankly at the floor suggests a profound lack of interest in the conversation.

— Rubbing or touching your nose during a response suggests that you’re not being completely honest.

— Rubbing the back of your head or neck suggests you’re bored by the conversation.

— Pointing your feet toward the door or leaning in that direction

suggests that you want to end the conversation quickly and flee — perhaps in a panic.

— Slouching in the chair suggests you're unprepared for the interview, or that, deep in your heart, you know you're not up to the task.

None of this is carved in granite — you may rub your nose simply because it itches. But simple actions may betray your inner thoughts. You don't want to test how these seemingly innocuous actions will be interpreted in an interview, so it's best to avoid them.

"You want to project confidence — not arrogance," Arden says. "Arrogance is the antithesis of confidence and shows a profound lack of self-confidence."

At the interview, always grasp the interviewer's hand firmly and look him straight in the eye when introduced. Thank the interviewer for taking the time to talk. Never sit down before the interviewer, and don't throw yourself in the chair like a teenager preparing to sink into a vegetative state in front of the TV.

In most cases, there will be a desk or a table between you and the interviewer that will establish a safe "personal space." If not, don't get too close — 18 inches is about the lower limit, and two or three feet will be more comfortable for most people.

When responding to a question, speak directly to the person who asked it. If there are several people at the interview, glance briefly at them, but always return to the questioner before ending your response.

No one expects you to sit ramrod straight, but you need to sit up to project an image of alertness and interest in the interview.

"Use hand gestures for emphasis," Arden says. "You're not a cheerleader, and you don't want to fidget unconsciously. This is why it's important to practice before a mirror."

Reflect the interviewer's body language, but don't mimic it. Underscore your seriousness, interest and confidence by making eye contact, cocking your head to catch questions and smiling. But don't follow the interviewer's every twitch, jiggle and jump with a twitch, jiggle and jump of your own, because that quickly degenerates into self-parody, and what you hope to project as earnestness becomes twaddle.

If the interview is interrupted by a phone call, busy yourself with papers in your briefcase and restart the discussion by asking something like, "Do you agree with the way I handled the billing situation?" or simply, "To get back to your question...." This will refocus the conversation and flatter the interviewer by asking for an opinion, while restarting the conversation without a hitch.

Most interviewers hold all calls when meeting with applicants, but a few ask the secretary to call simply to see how you'll handle the interruption. If the interviewer takes a phone call, don't get angry. Motion to the interviewer that you're willing to leave if the call is important. If the interviewer shakes his head no, busy yourself with

personal papers to create a sense of privacy.

These basic techniques will work for privately held companies and major corporations, such as Exxon Mobil, Microsoft, Intel, Wells Fargo and JetBlue.

Finally, keep your comments on a professional level, and don't sound like a junior high school kid who's just discovered naughty words.

(1082 words)

A. Read the following statements and then decide whether each of them is true or false. For false statements, write the correct information in the parentheses.

- | T | F | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. A strong cover letter and resume are your opportunity to convince the employer that you are the best candidate.
() |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. When you walk into a job interview, the first impression is made in three to seven seconds.
() |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Rubbing the back of your head or neck suggests that you're unprepared for the interview.
() |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. An interviewee should always sit extremely straight.
() |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. An interviewee can use hand gestures if he / she wants to emphasize something.
() |

B. Choose the best answer to complete each of the following statements according to the information you get from the text.

1. According to a study, a first impression is based mainly on _____.
A) spoken words
B) tone of voice
C) body language
D) facial expressions
2. If you are too formal in an interview, _____.
A) the interviewer will laugh at you
B) no one will criticize you
C) the interviewer will be very satisfied
D) the interviewer will dislike you
3. Standing with our hands in your pockets suggests that _____.
A) you are lack of confidence
B) you are uninterested in the conversation
C) you are a reserved person

D) you are bored by the conversation

4. _____ is the antithesis of confidence and shows a profound lack of self-confidence.

A) Lack of interest

B) Nervousness

C) Dishonesty

D) Arrogance

5. The lower limit of "personal space" is about _____ inches in a job interview.

A) 16

B) 17

C) 18

D) 19

C. Paraphrase the following sentences taken from the text.

1. But at the initial interview with a major Midwestern headhunter, the candidate offered a dead-fish handshake, slouched and fidgeted in his chair, failed to make eye contact with the interviewer and mumbled responses to basic questions.

2. Was he unprepared for the interview or just nervous because so much was on the line? It made no difference — his weak body language killed his chances despite strong credentials.

3. But with a little work and practice, you can buff up your body language skills to boost your chances of nailing the interview and taking the next big step in your career.

4. Slouching in the chair suggests you're unprepared for the interview, or that, deep in your heart, you know you're not up to the task.

5. Underscore your seriousness, interest and confidence by making eye contact, cocking your head to catch questions and smiling.

D. Match each word in Column A with the explanation in Column B.

A

1. top-notch
2. sloppy
3. wiggle

4. innocuous
5. fidget

B

- a. messy, careless or muddled
- b. not at all harmful or controversial
- c. make small movements, especially of the hands and feet, through nervousness or impatience
- d. of a very high standard or quality
- e. move something up and down or from side to side in small quick movements

E. There are various types of jobs in the world. Different people may be attracted to different jobs and define “an ideal job” differently. What is your opinion? Write a composition of about 200 words on the following topic:

My Ideal Job

You are to write in three parts.

In the first part, state clearly your definition of “my ideal job”.

In the second part, explain the elements that may make “an ideal job”.

In the last part, bring what you have written to a natural conclusion or make a summary.