



高职高专项目导向系列教材

实用英语

(石油化工专业方向)

★ 訾薇 主编 ★ 张丽 主审

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化学工业出版社

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· 北 京 ·

本书以石油化工生产技术专业人才培养目标和培养规格对公共基础课程的要求及石化行业、企业对毕业生必备的相关英语语言技能的具体要求为依据,紧扣《高职高专教育英语课程教学基本要求》及《高等学校英语应用能力 A 级考试基本要求》。

作为项目化教学的教改教材,本书共 3 个项目,项目下设若干个任务,每个任务都是通过知识聚焦 (Step I Knowledge Focus)、范例点睛 (Step II Samples)、角色在线 (Step III Role Play)、自我检测 (Step IV Self-Test)、拓展链接 (Step V Extended Exercises) 5 个步骤来完成,各个项目相互衔接,层层递进,由浅入深,由几个固定的人物贯穿始终。重点突出,实践性可操作性强,训练学生在求职面试和工作环境中应用自如,并关注本行业的发展。

本教材可供高职高专石油化工类专业学生作为教材使用。

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序

辽宁石化职业技术学院是于 2002 年经辽宁省政府审批，辽宁省教育厅与中国石油锦州石化公司联合创办的与石化产业紧密对接的独立高职院校，2010 年被确定为首批“国家骨干高职立项建设学校”。多年来，学院深入探索教育教学改革，不断创新人才培养模式。

2007 年，以于雷教授《高等职业教育工学结合人才培养模式理论与实践》报告为引领，学院正式启动工学结合教学改革，评选出 10 名工学结合教学改革能手，奠定了项目化教材建设的人才基础。

2008 年，制定 7 个专业工学结合人才培养方案，确立 21 门工学结合改革课程，建设 13 门特色校本教材，完成了项目化教材建设的初步探索。

2009 年，伴随辽宁省示范校建设，依托校企合作体制机制优势，多元化投资建成特色产学研实训基地，提供了项目化教材内容实施的环境保障。

2010 年，以戴士弘教授《高职课程的能力本位项目化改造》报告为切入点，广大教师进一步解放思想、更新观念，全面进行项目化课程改造，确立了项目化教材建设的指导思想。

2011 年，围绕国家骨干校建设，学院聘请李学锋教授对教师系统培训“基于工作过程系统化的高职课程开发理论”，校企专家共同构建工学结合课程体系，骨干校各重点建设专业分别形成了符合各自实际、突出各自特色的人才培养模式，并全面开展专业核心课程和带动课程的项目导向教材建设工作。

学院整体规划建设的“项目导向系列教材”包括骨干校 5 个重点建设专业（石油化工生产技术、炼油技术、化工设备维修技术、生产过程自动化技术、工业分析与检验）的专业标准与课程标准，以及 52 门课程的项目导向教材。该系列教材体现了当前高等职业教育先进的教育理念，具体体现在以下几点：

在整体设计上，摒弃了学科本位的学术理论中心设计，采用了社会本位的岗位工作流程中心设计，保证了教材的职业性；

在内容编排上，以对行业、企业、岗位的调研为基础，以对职业岗位群的责任、任务、工作流程分析为依据，以实际操作的工作任务为载体组织内容，增加了社会需要的新工艺、新技术、新规范、新理念，保证了教材的实用性；

在教学实施上，以学生的能力发展为本位，以实训条件和网络课程资源为手段，融教、学、做为一体，实现了基础理论、职业素质、操作能力同步，保证了教材的有效性；

在课堂评价上，着重过程性评价，弱化终结性评价，把评价作为提升再学习效能的反馈

工具，保证了教材的科学性。

目前，该系列校本教材经过校内应用已收到了满意的教学效果，并已应用到企业员工培训工作中，受到了企业工程技术人员的高度评价，希望能够正式出版。根据他们的建议及实际使用效果，学院组织任课教师、企业专家和出版社编辑，对教材内容和形式再次进行了论证、修改和完善，予以整体立项出版，既是对我院几年来教育教学改革成果的一次总结，也希望能够对兄弟院校的教学改革和行业企业的员工培训有所助益。

感谢长期以来关心和支持我院教育教学改革的各位专家与同仁，感谢全体教职员工的辛勤工作，感谢化学工业出版社的大力支持。欢迎大家对我们的教学改革和本次出版的系列教材提出宝贵意见，以便持续改进。

辽宁石化职业技术学院 院长



2012 年春于锦州

前言

本书是高职高专项目化教学改革公共英语课程教材，是依据《中华人民共和国职业教育法》、《高职高专教育英语课程教学基本要求》、《高等学校英语应用能力 A 级考试基本要求》，贯彻 [2006] 14 号文件、[2006] 16 号文件精神，紧贴专业，依据石油化工生产技术专业人才培养目标和培养规格对公共基础课程的要求及石化行业、企业对毕业生必备的相关英语语言技能的要求而编写。

本教材是学生在学习了英语基本语法知识、掌握一定词汇及听、说、读、写、译等基本技巧的基础上使用的职场英语教材，涵盖 3 个项目：求职应聘、入职训练和公司简介。求职应聘项目中设有求职准备、应聘面试及等待结果几个任务；入职训练项目中设有环境保护、安全生产、团队合作以及诚信几个工作中必须具备的素质作为训练任务；公司简介项目中设有公司介绍、产品介绍、企业标志及文化、工厂参观以及榜样人物几个任务。每个项目每个任务均选用石化企业典型案例作为素材，材料大部分选自互联网，旨在训练学生在求职面试和工作环境中能够比较自如地表达自己，并能关注本行业的发展。

本教材在编写上突出职业教育特色，避免了传统教材的多单元，内容繁杂的弱点，选择生活与工作中具有典型性和代表性的场景为载体和支撑，贯彻“实用为主，够用为度”的教学原则，以专业培养目标为中心，以能力培养为根本，以高等学校英语应用能力 A 级考试为基础，以培养学生听、说、读、写、译能力以及可持续的自主学习能力为目标，设计课程教学内容。课程教育目标服从专业培养目标，课程教学方法适应课程教学内容，课程教学手段服务课程教学方法，素质教育和岗位能力的培养贯穿教学始终。加强和推进通识教育，培养跨文化交际能力，提高学生的综合素质和人文素养。基于任务分析，以行动为导向，实现“学中做、做中学”。帮助学生打好语言基础，与专业英语有效对接，注重培养学生方法能力和社会能力，满足作为一线操作人员基本语言交际的需要。

本书由辽宁石化职业技术学院石油化工生产技术专业《实用英语》课程改革小组集体编写，訾薇任主编，刘亚珍、岳宏、渤海大学杜莲艳任副主编，张丽任主审，封鲁宁、任飞跃、纪述及韩秀钰参与了教材的编写。在编写过程中，石油化工生产技术专业负责人齐向阳主任及全体专业课教师提出了宝贵意见与建议。

由于我们对高职项目化英语教材建设的尝试刚刚开始，加之编写时间仓促以及编者水平有限，不当之处在所难免，敬请广大读者批评指正。

编者

2012 年 3 月

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Module 1

Applying for an Ideal Job

Module Description

Crystal will graduate this summer and she is busy in finding a job. She wants to work in a large state-owned enterprise. It happens that China Petroleum & Chemical Corporation Limited wants to recruit some technical operators from the college. Many students apply for it, so it is very competitive. She immediately writes a resume and goes to her teacher for help. With the help of her teacher, she is well prepared for the job interview.

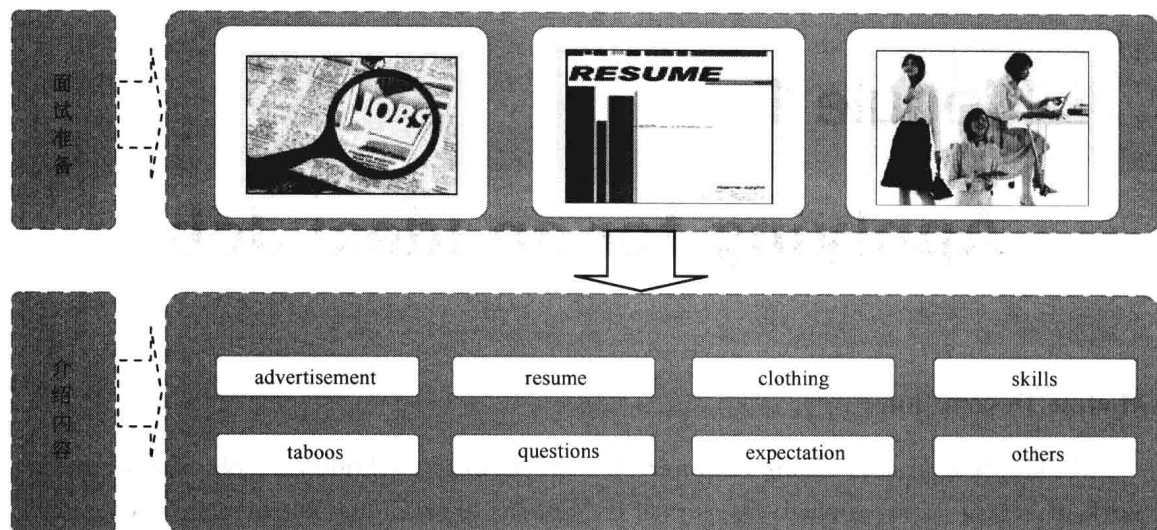
Task 1 Preparation Before the Job Interview



To learn to collect job information and write a resume in order to prepare for a job interview.

This task is intended to train the students to get familiar with the common English words and expressions related with hunting a job. After completing the task, the students are supposed to have a good command of understanding the job advertisement, and be able to write a resume in English and to express themselves in job hunting, tips about a job interview.

Brainstorming: Ask students to say something about the process of preparation before the job interview according to the following pictures.



Step I Knowledge Focus

The functional expressions and patterns on preparation before the job interview.

- | | |
|--|------------------------------------|
| 1 I'm very busy hunting for a job these days. | 我最近正在找工作。 |
| 2 I go to the talent /job /work market every week. | 每周我都去人才 (就业) 市场。 |
| 3 I'm looking for a secretary/technician / operator position. | 我在找一份秘书 (技术员、操作工) 的工作。 |
| 4 I'd like to work in a larger company that offers more opportunities for growth. | 我想在一个有更多发展机会的大公司工作。 |
| 5 I'd like to work in a large state-owned enterprise with much room for growth both professionally and personally. | 我想在一家大型国有企业工作, 在业务上和个人能力方面都有发展的空间。 |
| 6 It must be very competitive. | 竞争一定很激烈。 |
| 7 My ideal job would be creative, challenging and competitive. | 我理想的工作是要有创造性、挑战性和竞争性。 |
| 8 Every job has its advantages and disadvantages. | 每个工作都有优点和缺点。 |
| 9 My idea is to obtain employment first, then to choose employment. | 我的想法是先就业后择业。 |
| 10 Punctuality matters very much. | 准时至关重要。 |

◇ *Questions asked frequently in English interview*

- How do you normally handle criticism? (你通常如何处理别人的批评?)
 Silence is golden. Just don't say anything otherwise the situation could become worse. I do however accept constructive criticism.
 沉默是金。不必说什么, 否则情况更糟, 不过我会接受建设性的批评。
 When we cool off we will discuss it later.
 我会等大家冷静下来再讨论。
- What range of pay-scale are you interested in? (你喜欢哪一种薪水层次标准?)

Money is important but the responsibility that goes along with this job is what interests me the most.

薪水固然重要，但这工作伴随而来的责任更吸引我。

To be frank and open with you I like this job but I have a family to support.

坦白地说，我喜欢这份工作，不过我必须负担我的家庭。

- 3 What do you find frustrating in a work situation? (在工作中，什么事令你不高兴?)

Sometimes the narrow-minded people make me frustrated.

胸襟狭窄的人，有时使我泄气。

- 4 How do you handle your conflict with your colleagues in your work? (你如何处理与同事在工作中的意见分歧?)

I will try to present my ideas in a more clear and civilized manner in order to get my points across.

我要以更清楚文明的方式，提出我的看法，使对方了解我的观点。

- 5 How do you handle your failure? (你怎样对待自己的失败?)

None of us was born "perfect". I am sure I will be given a second chance to correct my mistake.

我们大家生来都不是十全十美的，我相信我有第二个机会改正我的错误。

- 6 What is most important in your life right now? (眼下你生活中最重要的是什么?)

To get a job in my field is most important to me.

对我来说，能在这个领域找到工作是最重要的。

To secure employment hopefully with your company.

希望能在贵公司任职对我来说最重要。

- 7 What provide you with a sense of accomplishment? (什么会让你有成就感?)

To finish a project to the best of my ability.

尽我所能，完成一个项目。

- 8 What current issues concern you the most? (目前什么事是你最关心的?)

The general state of our economy and the impact of China's entry to WTO on our industry.

目前中国经济的总体情况以及中国入世对我们行业的影响。

- 9 How long would you like to stay with this company? (你会在本公司服务多久呢?)

I will stay as long as I can continue to learn and to grow in my field.

只要我能在我的行业里继续学习和长进，我就会留在这里。

- 10 Could you project what you would like to be doing five years from now? (你能预料五年后你会做什么吗?)

I hope to demonstrate my ability and talents in my field adequately.

我希望能充分展示我在这个行业的能力和智慧。

It would be premature for me to predict this.

现在对此问题的预测，尚嫌过早。

Step II Samples

Crystal and all her classmates came back from winter vacation. They will graduate this summer and they are looking for a job now. So their talking topic is how to hunt find an ideal job.

Looking for an Ideal Job

Wang Qiang: Hi, Crystal. What were you doing during the winter vacation?

Crystal: I've been looking for a job.

Wang Qiang: Have you got any result?

Crystal: No good news. My parents helped me find a position in a private enterprise, but I was not satisfied with it. It's a small one with only several workers. I'd like to work in a large state-owned enterprise with much room for growth both professionally and personally.

Wang Qiang: You are right. My ideal job would be creative, challenging and competitive.

Liu Tao: I'm afraid I can't agree with you. Every job has its advantages and disadvantages. My idea is to obtain employment first, then to choose employment. We can save work experience in both small and large enterprises.

Sun Yang: (Comes from outside) Good news. Good news. China Petroleum & Chemical Corporation Limited will recruit production operators.

Crystal: What are the qualifications?

Sun Yang: Our department counselor says there is a job advertisement on the campus net/website, and we can get all the details from it.

Wang Qiang: Let's go to the computer center and log onto the net to see the advertisement.

Crystal, Liu Tao, Sun Yang: Let's go together.

They come to the computer center and log onto the campus net and find the job advertisement.

◇ Job advertisement

Production Operators Wanted

China Petroleum & Chemical Corporation Limited needs 30 production operators.

Responsibilities:

- ◇ Have the basic knowledge of the chemical equipment and the operation rules.
- ◇ Be responsible for the simple maintenance and overhaul /service of production equipment.

Qualifications:

- ◇ Skilled at the equipment operation in a month.
- ◇ Have a strong sense of duty.

- ◇ Have the good ability of understanding and study.
- ◇ Have an excellent ability of planning, organizing, communicative skills and decision-making. Those who have the certificates of Fuel Oil Production Worker (Advance Level), PRETCO-A and National Computer Rank Examination Level 2 have priority in being employed.



Please send your resume to E-Mail address: shgshrdepartment @163.com Or to the Students' Affairs of the college

After reading the job advertisement, they are talking about how to get prepared.

Crystal: This is really my ideal job.

Wang Qiang: It is. But I think so many students will apply for it.

Crystal: Yes, it must be very competitive. I like challenge. I believe I have the ability to win.

Wang Qiang: We must be fully confident and get well-prepared.

Sun Yang: What should we do first?

Wang Qiang: I think we should collect the information of the company and write a resume.

Sun Yang: It is easy to know the company, but I don't know how to write a resume?

Crystal: I know a little about it. I'm afraid I can't complete it perfectly. How about going to our English teacher for help?

Sun Yang: That's a good idea. Let's go.

New Words

professionally	[prə'feʃənəli]	adv.	职业上, 专业上
personally	['pɜ:sənəli]	adv.	亲自地; 就自己而言
challenging	['tʃælɪndʒɪŋ]	adj.	挑战的, 有前途的
competitive	[kəm'petitiv]	adj.	竞争的, 比赛的
recruit	[ri'kru:t]	n.	招聘

Phrases & Expressions

a private enterprise	私有企业
large state-owned enterprise	大型国有企业
room for growth	发展空间
responsibilities and qualifications	职责与要求
have the basic knowledge of	基本了解
chemical equipment	化工设备
rules of operation	操作规程

safe operation	安全操作
management system	管理体制
equipment operation	设备操作
strong sense of duty	责任意识强
have priority in	有优先权
PRETCO-A	高等学校英语应用能力考试 A 级
production operator	一线生产工人

In order to write an ideal resume, the four students come to the English teacher's office to ask for help.

Crystal: Hello, Professor Zhang. We are so sorry to give you so much trouble.

Professor Zhang: My pleasure.

Sun Yang: China Petroleum & Chemical Corporation Limited needs workers from our college.

Professor Zhang: That's good news. What is the position?

Liu Tao: Production operator.

Professor Zhang: How many graduates do they recruit?

Liu Tao: 30.

Professor Zhang: Are you going to apply for it?

Wang Qiang: Yes. We all want to apply for it. So we come to learn how to write a resume. Would you help us?

Professor Zhang: Certainly. Please have a seat. It's not difficult to write a resume. It generally includes 5 or 6 parts. They are personal data, job objective, education, awards and honors, certificate, and work experience. Since you are graduates, you have no work experience. Maybe some of you have the part-time work experience. You can write the experience in the resume.

Crystal: What do we write in the personal data?

Professor Zhang: In this part you need to write full name, sex, date of birth, place of birth, marital status, health, address, mobile phone number, E-mail or QQ number.

Wang Qiang: Working goal is the position we are applying for, right?

Professor Zhang: That's right. And education experience covers the period from high school to now.

Crystal: I know what to write in the part of awards and honors. I've won the honorary title of "Excellent Student" in high school, the title of "Excellent Leader of the University Student Council" last year and the "Government Scholarship" this year.

Professor Zhang: Certificate refers to all the skill and level certificates you've got.

Liu Tao: It's a pity that I haven't got the certificate of PRETCO-A.

Crystal: But you are the "Outstanding Volunteer" of Liaoning Province. And you took part in many society activities. Those experiences will be helpful in the future work.

Professor Zhang: I think you now know how to write a resume. Each of you write a resume and show me tomorrow.

Together: Ok, thank you very much for your help.

Professor Zhang: Here is a sample for resume. You can take it as a reference. Wish you a success.

A Sample for Resume

Resume

Personal Data

Full Name:

Sex:

Date of Birth:

Place of Birth:

Marital Status:

Health:

Address:

Tel. :

Job Objective

Education

Awards and Honors

Certificate

Experience

The four students come to their English teacher with the written resumes.

The following is Crystal's resume.

Resume	
Personal Data	
Full Name: Crystal Li	Sex: Female
Date of Birth: Dec. 5, 1990	Place of Birth: Shenyang
Marital Status: Single	Health: Excellent
Address: 28 Friendship Avenue, Shenyang, Liaoning P. C. : 110000	
Tel. : 024-86475556	
Job Objective	
A production operator.	
Education	
2009-2011 Liaoning Petrol-chemical Vocational College	
Major: Petrol-chemical Production Technology	
2006-2009 Shenyang No. 22 High School	
Awards and Honors	
2011 Government Scholarship of 8000 yuan	
2009-2010 the title of "Excellent Leader of the University Student Council"	
2007-2008 "Excellent Student"	
Certificate	
PRETCO-A	
Certificate of National Computer Rank Examination Level 2	
Exam of CAD Skill Grading (Grade 2)	
National Applied Information Technology Certificate-Computer Graphics	
Experience	
Monitor of class	
Part-time salesman of TCL electrical appliances during vacation.	
Part-time waiter in the restaurant during vacation.	

First they want to perfect the resumes with the help of their teacher and then they also want to take some advice from their teacher about tips for the job interview.

Tips to the Job Interview

Crystal: Good morning, Professor Zhang. We come again to disturb you.

Professor Zhang: Not at all. I'm glad that I can be helpful.

Liu Tao: We've finished our resumes and want you to correct them.

Professor Zhang: Let me have a look. Oh, this is Crystal's. Very good. You've done a good job. But I think you'd better write your hobbies and interests. That'll make a nice addition to you.

Crystal: Thank you for your advice. I'll do it as you tell me.

Liu Tao: Professor Zhang, would you like to look at mine?

Professor Zhang: Yours looks perfect. You must have worked very hard on it.

Liu Tao: It's a must. This is the key point to me.

Professor Zhang: Yes, it's very important for all of you. By the way, when are you going to take an interview?

Wang Qiang: Next Thursday.

Professor Zhang: It's Friday today. You have only a few days to prepare for it.

Sun Yang: So we are anxious and come to you for help. We'd like to know some tips for the job interview.

Professor Zhang: Oh, that's easy. First you should pay attention to your appearance. Dress in simple and neat clothes. Don't wear rings and ear rings or necklaces. Don't dye your hair into colors, and wear a proper hair style, not too long and not too short. Second, you should be on time. Punctuality matters very much. And third, you should always wear a smile and keep positive attitude during the interview.

Liu Tao: Thank you very much for giving us so many tips. We'll remember that. And we'll try our best to do it well.

New Words

disturb	[dis'tɜ:b]	v.	扰乱, 妨碍
appearance	[ə'piərəns]	n.	外观
punctuality	[ˌpʌŋktju'æliti]	n.	准时

Phrases & Expressions

take an interview	面试
wear a smile	面带微笑
keep positive attitude	保持积极态度

Step III Role Play

1. Work as a pair to conduct a situational conversation, talking about looking for an ideal job. One student is playing the part of Li Ming who wants to work in a large enterprise and the other student is playing the role of Liu Tao who doesn't agree with his ideas. Take the above conversations as a reference.

2. Work to conduct a presentation. Suppose you are a teacher, telling students how to write a resume. Use the following words and phrases for reference.

include, full name, job objective, work experience, personal data, date of birth, place of birth, marital status, awards and honors, education, certificate, mobile phone number

Step IV Self-Test

Exercise 1. Listen to the following sentences, first write them down and then translate them into Chinese.

- (1) English sentence: _____
Translation: _____
- (2) English sentence: _____
Translation: _____
- (3) English sentence: _____
Translation: _____
- (4) English sentence: _____
Translation: _____
- (5) English sentence: _____
Translation: _____
- (6) English sentence: _____
Translation: _____

Exercise 2. Listen to the following dialogue twice and fill in the blanks with the missing words.

- A: Hi, Jack. What kind of work do you want to do (1) _____?
- B: I've always been interested in anything (2) _____. (石油化工行业)
- A: Oh, that's a job that pays well. Have you sent any (3) _____ yet?
- B: Yes, I have. A few companies have (4) _____
- A: Well done.
- B: How about you?
- A: But I haven't decided yet.
- B: (5) _____ would you like to work in?
- A: I'm always (6) _____ designing.
- B: So you may try to (7) _____ some advertising companies. (广告公司)
- A: But my parents (8) _____ to my home city. They want me to be a civil servant (公务员). They say being (9) _____ is steady. (稳定)
- B: Maybe they are right. You are a girl and you'd better live near your parents. We boys can go far away from home and (10) _____. (追求伟大的事业)
- A: How I admire you.

Exercise 3. Match the phrases with their Chinese meanings by writing the letter in the brackets.

()	1. Excellent Student	A. 奖励和荣誉
()	2. the Outstanding Student Leader	B. 单身
()	3. the Government Scholarship	C. 证书
()	4. job objective	D. 个人信息
()	5. working experience	E. 婚姻状况