

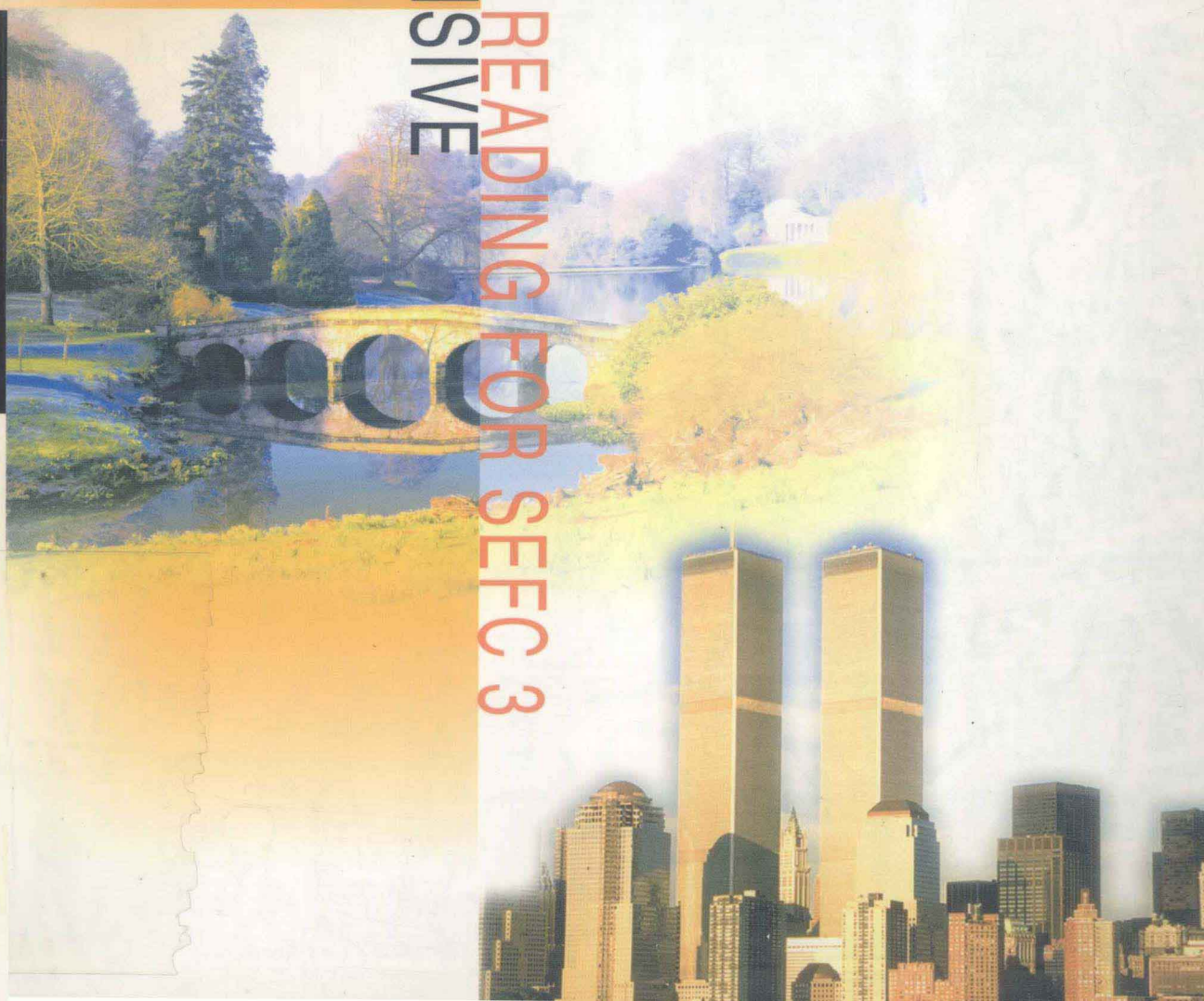
全 日 制 普 通 高 级 中 学

# 英语泛读

第 三 册

EXTENSIVE READING  
FOR SEFC 3

EXTENSIVE  
READING FOR SEFC 3



全日制普通高级中学

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FOR SEFC

3

人民教育出版社

全日制普通高级中学

**英语泛读**

第三册

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## 前 言

高中英语教学大纲(试验修订版)规定,高中学生的阅读量“除教材内容外,课外阅读量应达到10万字以上”(一级目标)。二级目标“课外阅读量应达到20万字左右”。同时,大纲还提出:教师要有计划地指导学生掌握科学、有效的阅读方法和技巧;指导他们使用词典、语法等工具书及各种英语教育教学资源;鼓励他们在阅读中根据上下文猜测词义等,使他们逐步获得较强的独立阅读能力,为他们继续学习和发展奠定坚实的基础。

外语阅读的困难往往来自三个方面,一是语言的困难,二是阅读技巧的困难,另外还有文化背景知识的困难。这套泛读丛书就是为帮助学生解决这三个方面的问题而编写的。

语言的困难包括语法结构和词汇用法。虽然目前高考阅读试题中生词较少,但由于单词往往有几种甚至几十种意思。因此,一个词的词义只有在具体的前后文当中,才能确定。所以,词义的转换与搭配仍是阅读理解的障碍。

阅读还涉及阅读技巧的运用,如找出中心思想、推断文章中没有直接说明的意思、确定作者的语气等等。这些阅读的技能虽然在人们的母语学习中也接触过,却仍然需要在阅读外语时进行训练。本丛书循序渐进,有系统地介绍涉及阅读技能方面的各种微技能,经过三年的阅读训练,可使学生获得较好的阅读能力。

文化背景知识是阅读的无形障碍。中国英语学习者听力和阅读的主要困难不仅是语言本身,往往涉及文化背景知识。由于不了解英语国家的文化背景,因此很难做出判断。因此,高中英语大纲提出:阅读是理解和吸收语言信息的最重要手段,如能给学生提供更为丰富的教育教学资源,有助于他们开阔视野、丰富语言知识、扩大词汇量和了解英语国家的社会及文化等。

本泛读读本的内容除了高中英语教学大纲所要求的人物传记、寓言故事、活动记述、社会文化、文史知识、科普小品等材料以外,还增添了名人轶事、高科技发展、中国入世、知识产权、文化和文学名著等内容;还包括高三学生所关心的一系列问题,如写简历、面试求职、出国学习和生活方面的知识。附录包括简历范例、求职面试技巧、一般面试问题、美国大学和生活介绍等等。

阅读理解题型参照国内外多种新题型并根据阅读策略以及中学生学习特点编成。学生通过阅读能把握所读材料的主要事实、中心思想、主要逻辑线索和时间空间顺序;能根据上下文理解作者的态度、观点和文段的寓意;能根据已知事实推断文段的隐含意义。教师可以根据文段后面的理解题,引导学生进行讨论和写作。

参加编写的人员包括国外多年从事中学教学的教育专家和国内富有教师培训经验的教师。本系列丛书适用于高中学生和水平相当的英语学习爱好者。本系列丛书配有相应的录音磁带供读者选用。

编 者

2002年6月

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1 Many job **applicants** (申请者) believe that the purpose of a **resume** (简历) (pronounced *re-zoo-may*) is to get a job. That is not true, however. A good resume gets you an interview for a job. In one page of writing you must convince the person reading your resume to give you further consideration. Otherwise, your resume will be put in a **file** (档案) or **trash can** (垃圾桶). Resumes are only as good as your ability to express your skills in an interesting way. The people who will read your resume probably read dozens (or even hundreds of them) every week. If your resume doesn't get their attention, you may as well "kiss the job goodbye."

2 Since the resume is a company's first impression of you, do your best to write a good one. You must know how to present, summarize, and express your experiences and achievements. Although there are many, many good ways to present a resume, all good resumes have the following sections, or parts: **contact information** (联系方式), **job objective** (应征职位), educational background, work experience, special skills, activities, and honors, and a list of **references** (证明人). How you decide to organize your resume is also important. Your name, address, phone and e-mail numbers must come first; then your job objective. A special note: don't give them information that is too personal like age, height, weight, and whether you are a man or woman. Next, list your educational background or work experience. Even if you didn't get one *mao* or *yuan* for your work, write it down. Finally, list other information and then your references. (See the appendix for an example of a resume). When you present each part of your resume, be sure to leave enough space between headings and lists of items. Remember: appearance is important. Those who read resumes are often in a hurry, so make it as easy for them to read as possible. It must be typed, preferably on a computer in the same 12-point **font** (字体) in dark, clear letters on white (or almost white) quality A4 size paper.

3 The next step in writing a good resume is to make a summary of lots of information. The most important thing is to be **specific** (明确). Make it clear to the reader what you are talking about. Use **details** (细节) when necessary but put information into a list or outline. Here is where you need to express yourself well. You must be concise, that is, say as much as possible in as few words as possible. You should



## Writing the Resume

choose your words carefully, using action verbs like “managed,” “led,” “created,” “organized,” “solved,” “produced,” “taught,” “trained,” “assisted,” “operated,” “performed,” “used,” and “improved.” If your English vocabulary is poor, look at a dictionary or **thesaurus** (同义词典) for help. Make sure to use proper grammar and correct spelling. Read your resume several times to catch errors. Ask a friend or teacher to read it for you. When you are confident that everything is in order, it’s time for the next step.

4 A resume must come with a **cover letter** (随信附函). The cover letter gives you the chance to communicate with the **employer** (雇主). The letter covers, or explains in more detail, certain parts of the resume. You should describe what you know about the job and company and give some reasons why you want to work for it. Then, describe what you believe you can offer the company. Explain how your skills can help you in the new job. Describe your attitude toward work in general and this job in particular. Sell yourself, but make your sale honest, personal, and direct. Employers will usually read it before they read the resume. So try to be extra careful in how you write the cover letter and correct any errors in grammar and spelling. Pay attention to the tone of your letter: do your words communicate in a way that is sincere, eager, and polite?

### Warm-up Exercises: Are you a keen proofreader?

Examples:

1. C E L E B R A T O N

2. Our new offices at 125 Richmond Street North will open for business on Monday, December 10, at at 9 a.m.

3. It is important to remmember that not everone is familiar with Option to Purchase forms. The new homeowner require help in answering carefully and fully all the questions ask on these form.

(1. CELEBRATION; 2. will, at; 3. remember, everyone, requires, fully, asked, forms)

**Proofread these sentences for any kind of error. Circle errors. If a sentence is correct, write “C” beside it.**



## Writing the Resume

1. The wine known as champagne is named for the Champagne region of France where it was first made.
2. Scientific knowledge has greatly increased with the exploration of space.
3. The use of psychology tests during employment interviews has been questioned by human rights organizations.
4. The meeting will be held on Thursday, March 30, at 10 p.m.
5. The classes are designed for those who are not already enrolled in school night courses.
6. There may be extra word in a sentence.
7. All persons will receive a small gift who contribute \$25 or more to the building fund.
8. Our spacious hall is ideal for wedding receptions.
9. I regret I can come to the interview as I shall be town of out on that date.
10. The form we received from the designers is exactly what we require.

### Additional Activities: From Reading to Doing

1. Try your hand: Think of your most desired job objective and write your own resume. Ensure that it includes every essential part. Then type it out in a neat form as is required in the text. Read it several times before you ask one of your classmates to read it to see if it is as good as the example resume given in the Appendix.
2. Comparison: Find out what parts are needed in a typical Chinese resume. Present your resume in Chinese with the same information.
3. Social experience: There are many talent markets held in cities every year. Go to a talent market in your city to find out:
  - (1) how important the resume is in job application;
  - (2) what other materials are needed to apply for a job;
  - (3) which is more important to the employers, education background or work experience
  - (4) ...
4. Provide the section titles for the following resume.

## Writing the Resume

### MO YAN

- (1) \_\_\_\_\_ 24 Hepingmen Home phone: (10) 6200-0016  
Beijing, China Business phone: (10) 6208-0017
- (2) \_\_\_\_\_ Growth position that will let me use my skills as a writer.
- (3) \_\_\_\_\_ 1991-1995: Lu Xun Academy of Writing,  
Creative Writing: Novel and Short Story  
Some coursework in journalism  
1988-1991: Middle School No. 78, Beijing, China  
1990: Beiwai Summer Program for Young Writers
- (4) \_\_\_\_\_ 1995-Present: Writing novels for Panda Press, Beijing, China  
1994-Summer: Writers Workshop, Hangzhou, China  
1992-Summer: Volunteer Writers in the Schools, Taiyuan,  
Shanxi Province, China  
1990-Summer: Writing Tutor, No. 82 Junior Middle School,  
Datong, Shanxi Province, China
- (5) \_\_\_\_\_ First Prize, Writing Contest, Shanxi Association of Writers  
Alumni Award, Middle School No. 78, Beijing, China  
The East is Red Young Writers Prize
- (6) \_\_\_\_\_ College: Writing Students' Group, counseling program.
- (7) \_\_\_\_\_ swimming, table tennis, basketball, painting, chess
- (8) \_\_\_\_\_ Good command of English.
- (9) \_\_\_\_\_ Available upon request.

## Writing the Resume

- (1) Contact Information
- (2) Job/Career Objective
- (3) Education
- (4) Work Experience
- (5) Honors and Awards
- (6) Activities
- (7) Hobbies/Interests
- (8) Languages/Special Skills
- (9) References

1 When you apply for a job in China, you know many other **well-qualified** (很有资格的) people will also apply. So how can you increase your chance for success? Unless you have the right *guanxi*, the only way is through an interview. As you prepare for your interview, you must have a positive attitude. You must welcome the opportunity

to interview. You must not allow yourself to get discouraged. Nor should you try to be modest when you prepare for your interview. Instead, you must believe that you are the best person to do the job. With the proper attitude, you will give a better impression of yourself.

2 Companies give interviews because they want to know more about you. The resume tells them *what you can do* but it does not tell them *who you are*. The way you look, the way you dress, how you speak and what you say are often *more helpful* than

a great resume. Your resume gets “your foot in the door,” by getting you an interview. Your interview, however, is what opens that door and invites you to enter. Think of an interview as an invitation; the employer wants you to join them. If the employer believes you are the right person for the job, it will make their work easier. They won’t have to do any more interviews, or advertise for any more applicants.

3 Now that you are ready to prepare for the interview, what should you do? Begin by knowing your resume very well. You must be able to explain in more detail everything in your resume. If you have in any way been dishonest on the resume, you



## Inside Interviewing

opportunity.  
opportunity. opportunity.

had better be careful in the interview. Employers will want to **match** (匹配) what you have written with what you say. For example, let's say you worked in a shoe store. It was your job to sell shoes and you were a good sales clerk. Sometimes the manager asked for your opinion about how to sell more shoes. However, on your resume you said that you were the store's assistant manager. This is "stretching the truth," or **exaggerating** (夸大) your job duties. What if the interviewer talked to the manager before your interview. What can you say then?

4 The second step to a successful interview is making a **checklist** (清单) of your good points and bad points. This checklist should include all the skills you might need to use if you get the job. It also needs to include your good and bad personal qualities. For example, let's say that you are confident as a speaker of Chinese and English. You can easily communicate with customers. However, you also have the habit of talking too much. You must therefore be careful not to talk too much in the interview. After all, part of good communication is the willingness to listen to others.

5 The third step to a successful interview is to find out more about the company you want to work for. Many great **candidates** (候选人) for a job have not been hired simply because they failed to "do their homework," or research the company. You can prove to the interviewer that you have much to offer the company but you must show that you know that the company has much to offer you, too. An interview is a "**two-way street** (双向街道)." You want the company to see what makes *you* special but they also want you to see what makes *them* special. To be valued as a worker, you must first value the company you work for. They are also **taking a risk** (冒险) if they hire you. (It costs time and money to train a new employee). So find out more about the company. Talk to people who already work there or who have done business with the company. If the company is big and well known, find out if they have a **brochure** (小册子) or website. At the very least, read everything you are given when you request the job application. After you have learned more about the company, make a list of questions you can ask the interviewer. Don't wait until the day of the interview to think of something to say.

6 It is now the night before the big interview. You're a bit nervous, so you decide to forget about the job for a while and go out with your friends. Fine. It's always a good

idea to relax a little to **ease** your **stress** (压力). But don't take things too far: don't eat or drink too much or stay out late. Get a good night's sleep and give yourself enough time in the morning to eat breakfast and review your checklist. Shower and then dress in business clothes. It is always wise to dress in a **conservative** (保守的) fashion. You want the interviewer to notice the way you are dressed, but you don't want to be stared at! Your clothing should show that you know how to dress like a **professional** (专业人士). Your clothes should say that you take the job seriously. This doesn't mean to say that you can't be colorful. A nice, bright tie or **scarf** (围巾) brings cheer and will help the interviewer to remember you better.

7 Whatever else you forget to do before the interview, do not forget to get to the interview on time. Even being five minutes late is still being late. First impressions are very, very important. Get to the interview **site** (地点) at least half an hour before your **scheduled** (列入计划的) time. After all, the interview schedule may have been changed. Perhaps the interviews before yours were unusually short or someone didn't keep their appointment. Getting there early also gives you the chance to see and meet some of the other applicants. Don't be afraid to make friends. The company may hire both of you and you will become co-workers. Compete during the interview, not while you wait to interview. Before your name is called, put away **gum** (口香糖), drinks, makeup, or cigarettes. The interview is a **formal** (正式的), not a **casual** (随随便便的) conversation.

8 All the effort you made to plan for the interview will help you show the interviewer how **motivated** (有动力的) you are. That is a necessary quality of all good workers. As you enter the interviewer's office, remember to bring your best manners with you. Communicate a professional manner through proper body language. In particular, shake hands and sit when invited to sit down in a chair. Keep your back straight; don't **slouch** (垂头弯腰). Give the interviewer eye **contact** at all times. Don't cover your mouth with your hands. Smile a lot but laugh only when the interviewer laughs. Keep still, and keep your hands in your lap. Above all else, actively listen to what the interviewer is saying. Don't pretend that you've heard it all before.

9 As you do the interview, don't look at your watch or the clock on the wall. This

## Inside Interviewing

conservative.  
conservative.

behavior tells the interviewer that you are in a hurry or, worse yet, that the interview isn't so important to you and you have somewhere else you would rather be. Answer all questions asked in a concise way. If you don't understand a question, have the courage to say so. You and the interviewer will only lose face if you are confused about what is expected of you. During the interview, explain how your work experience or skills can help the company. Don't be too modest: now is the time for you to compete. Many companies only give one interview before making a decision to hire an applicant — so make the most of it. At the end of the interview, ask questions about the company and, of course, thank the interviewer for taking the time to talk to you.

10 Give the company some time to make a decision about whether to hire you. No matter how eager or impatient you get, don't keep calling the company to find out what the result is. If, however, you have waited a reasonable amount of time and still haven't received a reply, then write a brief letter to ask. Finally, if you are offered a job, be sure to send a short "thank-you" letter to the interviewer. Good luck!

### Comprehension check

1. A positive attitude is very important for an interview. Which of the following is NOT a positive attitude, according to the article?
- a. Believing that you are the best person for the job.
  - b. Being modest.
  - c. Taking the interview seriously.
  - d. Giving yourself enough encouragement.
2. According to the author, a job interview is more like \_\_\_\_\_.  
a. a door  
b. an introduction  
c. an invitation  
d. a test
3. The author gives an example in paragraph 3 to tell you that \_\_\_\_\_.  
a. an assistant manager is easier to get a job than a sales clerk  
b. you can't become an assistant manager if you are a sales clerk



## Inside Interviewing

- c. you should write in your resume that you are an assistant manager even if you are a sales clerk.
  - d. you should be honest about your work experience
4. What is the purpose of making a checklist of your good points and bad points before the interview?
- a. To help you behave properly during the interview.
  - b. To help you decide whether it is a good idea to apply for the job.
  - c. To let the interviewer know about your advantages and disadvantages.
  - d. To understand yourself better.
5. In paragraph 5, it says that “An interview is a ‘two-way street’.” The author means that \_\_\_\_\_.
- a. during an interview, the applicant can ask questions after being questioned.
  - b. during an interview, both the interviewer and the applicant are taking a chance.
  - c. an interview is a chance for both the interviewer and the applicant to understand each other better.
  - d. an interview is a good way for applicants to know more about the company they want to work for.
6. The author suggests that if you wear conservative dress for the interview, the interviewer will \_\_\_\_\_.
- a. stare at you
  - b. remember you better
  - c. think you are serious about the job
  - d. think you want to be a professional
7. According to paragraph 7, you should get to the interview at least half an hour earlier so that \_\_\_\_\_.
- a. you will be on time for it even if the schedule has changed
  - b. you can make friends with other applicants
  - c. you will have more co-workers
  - d. you will give the interviewer a good impression
8. During an interview it is important to use proper body language such as \_\_\_\_\_.

## Inside Interviewing

- a. sitting with a straight back
  - b. avoiding looking into the interviewer's eyes
  - c. laugh loudly
  - d. putting your hands at your side
9. If you don't understand the interviewer's question, you are expected to \_\_\_\_\_.  
a. pretend that you have understood it  
b. answer the question anyway  
c. keep silent until the interviewer asks the question again  
d. ask the interviewer to repeat his or her question
10. The last paragraph tells you \_\_\_\_\_.  
a. what you should do at the end the interview  
b. what you should do after the interview  
c. how to thank the interviewer  
d. how to find out the result of the interview

### Additional Activities: From Reading to Doing

1. Market-research: Read advertisements about job vacancies (职位空缺) in a recent issue of newspaper and find one that you are interested in. Then research to find more information about the company.
2. Interview preparation: Now suppose you are getting prepared for an interview. Make a list of the questions that the interviewer might ask you. Also make a list of your good and bad points.
3. Acting: Ask one of your classmates to be the interviewer, give your questions to him. Act out the interview between him and you.
4. Writing: Suppose that a company offered you the job you've applied for. Write a "thank-you" note to the interviewer.
5. Drawing: Work in groups to find out what kinds of clothes are considered formal in China and in the West. Then draw two pictures to show the differences between the two.
6. Story-telling: Tell a story that proves "first impressions are very important."