



国家级示范性高等院校精品规划教材

高职英语

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前 言

本教材是根据《国务院关于大力发展职业教育的决定》和教育部《关于全面提高高等职业教育教学质量的若干意见》的精神,以科学发展观为指导,以为社会培养高素质技能型人才为宗旨,结合我国高职高专英语教学的实际而编写的。

当前,许多高职院校使用的英语教材或注重英语语言知识的训练,或偏重应付各种等级考试,而与学生毕业后的实际工作有较大的距离,使得学生所学并非所用,偏离了高职教育的方向。

本教材力图囊括高职学生毕业后在实际工作中可能用上的英语,力求以更多的、较为实用的“行业英语”知识来武装学生,使学生所学即所用。

特 点:

● 结构:四大模块

实用口语模块(Practical Speaking);实用阅读模块(Practical Reading);实用写作模块(Practical Writing);实用词汇模块(Practical Vocabulary)。

● 内容:学以致用

所有材料与学生未来从事的行业紧密相关,如文秘、商务、酒店、餐饮、旅游、建筑、管理、物流、服装等。在话题的选择上,体现学生将来工作中会碰上的实际问题,如“如何与上司打交道”、“如何做市场”等。在材料的选择上,也不同于传统的语言教材,尽可能选择一些实用的案例,如说明书、图纸、菜单、导游词、电话留言、传真、常用信函等。

● 语言:浅易通俗

材料的选择尽可能适合高职层次学生的语言水平,对稍有难度的阅读、写作材料均附有译文。阅读材料后有词汇、难点解释。

● 练习:仿真实用

本书的练习不仅是简单的语言操练,而更多地是从对内容的理解、思考和实务的操作方面来设计。

实用词汇模块收录了最常见的一些行业词汇,可以作为工具书检索、查阅,是学生将来实际工作的好帮手。

本教材由浙江广厦建设职业技术学院卢凯军、湖北国土资源学院李丽华主编。

本教材借鉴、参考了许多同人的研究成果、作品,浙江师范大学外国语学院夏建新先生为本书提出了宝贵意见,在此谨对有关人士表示衷心感谢!

由于编者水平有限,难免存在错误、疏漏,恳请读者批评指正。

编者

2009年6月

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Part One

Practical Speaking



1 Eating

Expressions:

How do you want your beef?

你要牛肉嫩一点还是老一点?

Make it small, please!

我要小杯的。

I'd like to reserve a table for dinner.

我要晚餐订座。

It's my treat.

我请客。

A drink to you and your future wife.

为你和你未来的妻子干杯。



How do you want your beef?

Maria eats out together with her friend. She orders roast beef and the waitress asks her how she wants her beef done...



- | | |
|-----------|---|
| Waitress: | Are you ready to order now? |
| Maria: | Yes. I'll have some salad, roast beef, and mashed potatoes. |
| Waitress: | How do you want the beef? Rare, medium, or well-done? |
| Maria: | Well-done. And easy on the salt, please. |
| Waitress: | Sure. Anything to drink? |
| Maria: | Do you have coffee or tea? I'd like decaf. |
| Waitress: | Yes, we have both. Which one would you like, coffee or tea? |
| Maria: | Iced tea, please. And easy on the ice. |

Notes:

Easy on the salt. 少放点盐。

decaf 无咖啡因咖啡

Professional English

Make it small, please!

In the restaurant, Kate orders some eggs and a glass of juice for her breakfast...

Waiter: What would you like to order?
Kate: I'd like ham and eggs, please.
Waiter: How do you want your eggs?
Kate: What are my choices?
Waiter: Scrambled, sunny-side up, over-easy, and over-hard.
Kate: Scrambled, please. Hm, no, I think I want sunny-side up.
Waiter: Is there anything else?
Kate: One orange juice. Make it small, please.



Notes:

sunny-side up 只煎一面的蛋

I'd like to reserve a table for dinner.

Ron makes a phone call to the restaurant to reserve a table for him and his friends for dinner...

Hostess: Pompas. May I help you?
Ron: Yes. I'd like to reserve a table for dinner.
Hostess: How large a group are you expecting?
Ron: Six couples.
Hostess: Would you like to reserve a private dining room?
Ron: That sounds like a good idea.
Hostess: All right. May I have your name, sir?
Ron: My name is Ron Kollitz. K-O-L-L-I-T-Z.
Hostess: What time will you be arriving?
Ron: Around 7:30 PM.
Hostess: All right, Mr. Kollitz. We have reserved a private dining room for you at 7:30 PM. Thanks for calling Pompas.
Ron: Thank you very much.



It's my treat.

Donald treats Debra to a delicious meal at a restaurant...

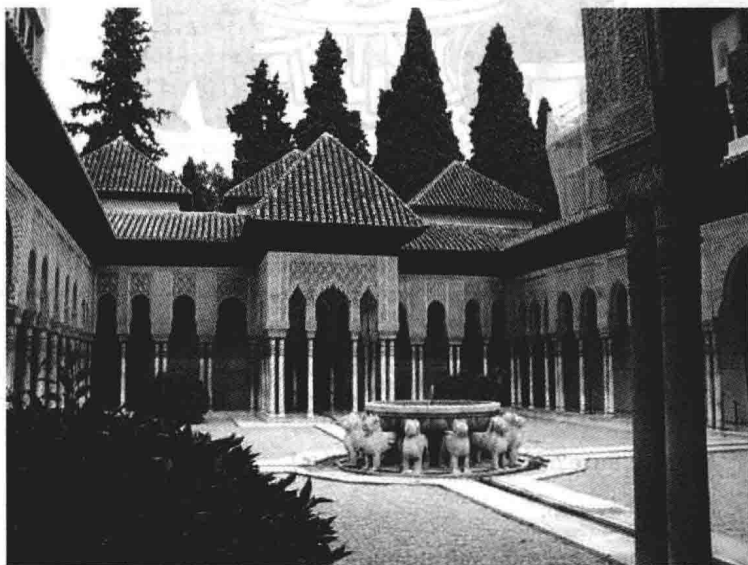
- | | |
|---------|--|
| Donald: | Let's eat out, shall we? |
| Debra: | I'm broke. I've gone through my paycheck for the week already. |
| Donald: | Don't worry about it. It's my treat. |
| Debra: | You're sure? You're so generous! |
| Donald: | And nice, too. |
| Debra: | So, where are you taking me? |
| Donald: | Some place you've never been before. Donald's Kitchen. |

A drink to you and your future wife.

At Doris's wedding banquet, Sam asks when it is Robert's turn to have a wedding ceremony. Robert tells Sam that it'll happen very soon...

- | | |
|---------|---|
| Sam: | You're going to miss your sister since she's married, aren't you? |
| Robert: | I sure am. She made a lovely bride, didn't she? |
| Sam: | She was beautiful. So when will your turn be? |
| Robert: | Soon! Very soon! |
| Sam: | Well, a drink to you and your future wife! |

2 Housing



Expressions:

Do you have an apartment available?

你有公寓出租吗?

He moved out last weekend.

他上周末搬出去了。

Do you have an apartment available?

Blanca makes a phone call to an apartment complex inquiring about the rent...

Blanca: Hello. I'm calling about the apartment you advertised.

Manager: Yes. What kind of apartment are you interested in?

Blanca: I'm interested in a one-bedroom. Do you have any available?

Manager: Yes. I have one. When do you need it?

Blanca: Sometime around next week. What can you tell me about this apartment?

Manager: Well, it's a one-bedroom apartment. The monthly rent is \$ 650, with a \$ 300 security deposit. You pay electricity only. Gas and water is included. Both the heat and stove are gas. You'll be assigned a sheltered parking space at no extra charge. And... that's probably it.

Blanca: Sounds good. May I come over tomorrow to take a look?

Manager: Sure. What time would you like to come?

Blanca: How about 10 AM?

Manager: Good. May I have your name, please?

Blanca: My name is Blanca.

Manager: Blanca. I'll see you tomorrow.

Notes:

security deposit 押金



He moved out last weekend.

Because the apartment where he lived was noisy, Patrick decided to move out...

Marci: Has Patrick moved out yet?

Karen: Yes. He moved out last weekend. He's now living in a very nice quiet neighborhood.

Marci: I wonder if he's paying more for rent now.

Karen: I don't have the faintest idea. Even so, it's still worth it, isn't it?

Marci: You're right! I think he's probably very glad to leave that noisy apartment.

Karen: Yes, he is. I know that for sure.

Notes:

I don't have the faintest idea. 我对此一无所知。

3 Busy Life



Expressions:

I've got a pretty tight schedule today!
我今天的日程排得很紧。

I've got a pretty tight schedule today!

Cynthia wants to have a talk with Victor sometime today, but Victor is very busy. He has a very tight schedule.

Cynthia:	Hi, Victor, do you think it's possible for us to have a talk sometime today?
Victor:	I'd love to, but I've got a pretty tight schedule today.
Cynthia:	Oh, what have you got going on?
Victor:	Well, I've got to finish a report by ten. Then I have to drive to the airport to pick up a client of mine at eleven. After that, I'll have a meeting with him over lunch. I guess I won't have a break until two o'clock. But then from three until five, I have to attend a senior staff meeting.
Cynthia:	Wow, that's cutting it close.

Notes:

cut it close/fine 时间排得太紧凑

4 Shopping

Expressions:

Are you being helped?

有人在招呼您吗?

I am just browsing.

我只是看看。

Do you have these shoes in size seven?

这种鞋有七号的吗?



Are you being helped?

Karen walks into a boutique. She wants to buy a scarf...

Sales Assoc: Hi, are you being helped?

Karen: No, I'm not. I'm interested in some scarves.

Sales Assoc: All our scarves are in this section. What do you think of this one here? It's made of silk.

Karen: Hm, it looks nice, but I'd like to have something warm for the winter.

Sales Assoc: Maybe you would like a heavy wool scarf. How about this one?

Karen: I think that's what I want. How much is it?

Sales Assoc: It's... seventy-five dollars plus tax.

Karen: It's a little expensive. Do you think it's possible to get a discount?

Sales Assoc: Hm, since you like it so much, how about a 10 percent discount. That's the best I can offer.

Karen: That's good. Could you wrap it up for me?

Sales Assoc: Sure. Is there anything else I can get for you?

Karen: No, that should be it. Thank you.

I am just browsing.

Karen walks into a furniture store. This time she only wants to browse...