



云南省普通高等学校“十二五”规划教材



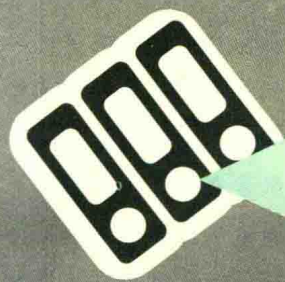
实用职场英语 下册

主编 王艳 程文玲

教育出版社



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SHIYONG ZHICHANG YINGYU

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前 言

近年来,在国家大力发展职业教育的方针指引下,我国的职业教育得到了突飞猛进的发展。以就业为导向,为社会培养高素质技术技能型人才,已经成为我国高等职业教育的培养目标。高职院校在加强专业建设的同时,进一步明确了公共英语课程教学应该服务于专业人才培养方案,服务于行业实际需求,服务于社会对毕业生的实际需求,以及学生终生发展的需求的教学目标。

为贯彻国家大力发展职业教育、培养高素质技能型人才的精神,顺应高等职业教育英语课程改革的方向,通过广泛调研与充分论证,在深入了解社会行业需求、充分考虑本地区高职高专公共英语的教学状况和本地区学生的实际水平,以及各学校教学需求的基础上,我们精心设计了这套“高职高专实用职场英语”教材。本套教材依据教育部2012年最新发布的《高等职业学校英语教学基本要求》,针对高职高专公共英语教学编写,以“工学结合、能力为本”的职业教育理念为指导,以培养学生在将来工作及生活中所需要的英语应用能力为目标,在帮助学生打好语言基础的同时,重点提高听、说、读、写等应用能力,特别是工作过程中的英语沟通交流能力,真正体现高职高专公共英语教学的职业性、实践性和实用性。

本套教材除包含日常英语应用的知识点外,还融入泛商务职场的工作任务,反映了融“教、学、做”为一体的“行动导向”的教学理念和教学模式,实现理论与实践一体化、基础应用与职场需求相结合的模式。

本套教材分为上、下两册,以满足公共英语一学年120学时的教学需求。本教材融合了“基础英语+行业英语”阶段的学习需求,通过基础英语阶段的教学内容与行业英语阶段的教学内容的自然衔接,将对学生职业能力的培养渗透到教学的全过程中,通过体验式、任务型教学法达到“学以致用”的目的,并最大限度地激发学生自主学习的兴趣与动力,帮助学生提高就业竞争力。

教材特色

1. 前瞻性的教学理念

本套教材坚持“以服务为宗旨,以就业为导向”的方向,将职业教育的理念融入高职公共英语的教学,以“工学结合、能力为本”的职业教育理念为指导,将语言学习与职业技能培养相结合,以提高学生的语言交流能力与综合职业素质。

2. 生活应用与职场需求相融合的教学内容设计

本教材旨在培养和提高学生的英语应用能力,包括日常生活的沟通交流以及职场的交际能力。每个单元围绕一个主题任务或项目展开,除日常英语应用的知识点外,融入泛商务职场的工作任务,采取以学生为中心的教学设计理念,综合考虑基础应用与职场需求相结合的模式,注重培养学生的英语应用能力和职场沟通能力。

3. 充分体现实用性、职业性及实践性的选材内容

本教材的编写在体现职业教育特点的同时,遵循“以应用为目的,实用为主”的原则,每

个单元选取一个具有时代性的主题，为学生提供真实的语言交际情境，让学生通过听、说、读、写等形式多样的语言活动及任务学会应用语言，通过“学习—训练—拓展”三个步骤来培养语言综合技能。

4. 展示真实语境中的地道英语，培养跨文化交际意识

本套教材的选材充分考虑高职高专学生的特点，内容贴近日常生活与职场工作，语境真实，语言地道；丰富的社会文化知识可以帮助学生拓展文化视野，理解中西文化差异，从而培养跨文化交际能力。

5. 多样的活动设计，关注学生自我发展能力的培养

本套教材学生用书的每个单元由Listening、Speaking、Reading、Writing和Project五个模块组成，融“学、练、用、考”为一体，采取情景模拟、分组讨论、角色扮演、项目实践等灵活多样的教学活动，促进学生的合作学习和自主学习，帮助学生养成良好的学习习惯、掌握有效的学习策略，促进学生积极思考并提高解决问题的能力，为其将来的持续学习奠定基础。

6. 兼顾区域性职场特点，结合本地区学生实际

本套教材的编写以广泛的调研为基础，通过对云南省企业，高职毕业生、在校生的访谈以及问卷调查等方式了解相关行业实用英语能力的需求情况，同时也对云南省目前的高职英语教学进行了全面、系统的调查与评价，为确定“以市场为导向”的专业人才培养模式提供重要依据，具有较强的现实性与针对性。

教材结构

本套教材分为上、下两册，每册8个单元，每个单元围绕一个主题展开，由浅入深，循序渐进，旨在培养学生某一方面的职业能力，如沟通交流、餐饮礼仪、时间管理等，每个单元计划用6~8个学时完成。具体包括：

1. 单元目标 (Objectives)

每个单元列出学习目标，让学生明确通过本单元的学习应该掌握的目标技能。

2. 听力模块 (Listening)

听力模块包括三项任务，由浅入深，循序渐进，通过情境式教学，训练学生的注意力及英语听力。

3. 口语模块 (Speaking)

口语模块列出了与主题相关的常用表达，还设计了两项口语训练任务，内容涉及角色扮演、情景模拟等。语言输入与输出相结合，训练学生流利、准确地进行口语交流和沟通的能力。

4. 阅读模块 (Reading)

阅读模块是每个单元的主体部分。上册每篇阅读材料为300~400词，下册每篇阅读材料为400~500词。阅读选材广泛，注重实用性与趣味性，为学生了解社会文化、职场环境提供了生动的材料。练习部分共包括三项任务，分别从课文大意、词汇、句型、翻译等方面考查学生对课文内容和语言知识的掌握程度。

5. 写作模块 (Writing)

写作模块为与单元主题密切相关的应用文写作。通过填写、套写等练习形式训练学生有条理地进行笔头交流。

6. 项目模块 (Project)

项目模块为本教材的特色部分，充分体现了本教材的实用性和开放性。本部分围绕单元主题，要求学生通过小组合作、项目分析、情境创设等方法完成一个囊括听、说、读、写各项技能的综合性拓展练习。项目可操作性强，既能促使学生全面掌握本单元的语言知识及技能，又可引导学生积极思考，推动学生自主学习，提高实践应用能力。

参与本套教材编写的全体人员均具备多年高校大学英语的教学实践经验，熟悉语言教学理论和方法，并了解学生的实际情况。赵红、王艳和何亚芸负责全书的整体思路和框架设计。上册由何亚芸、赵红担任主编，下册由王艳、程文玲担任主编。胡锐、朱春燕、白雁、张莹分别担任上、下册副主编，协助全书材料的编排与统筹工作。上册具体的编写分工为：胡锐编写第一单元，朱春燕编写第二单元，何亚芸编写第三单元，王猛编写第四单元，何亚芸、胡锐、朱春燕共同完成第五单元，第六、七、八单元分别由毕伟、张丽、赵红完成。下册具体的编写分工为：王艳编写第一单元，木鸿英和张煜共同编写第二单元，第三至第八单元分别由张莹、白雁、程文玲、丁木惠、王华、黄妍妍编写。

由于编者的水平有限，加之时间紧迫，书中难免有不足之处，敬请广大读者批评指正。

编者

2015年1月

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Lifestyle

Unit One Lifestyle

Objectives:

- To get to know what a lifestyle reflects
- To know more aspects concerning lifestyles
- To understand how technology changes our lifestyles
- To design a questionnaire about lifestyles

Lifestyle

I Listening Tasks

Task One: Understanding the Statements

Directions: Listen and decide whether the following 10 statements are true (T) or false (F).

- () 1. A lifestyle is about an individual's attitudes, values or world view.
- () 2. Try to make your life easy and be thankful for what you have.
- () 3. I think online dating websites make it hard to get to know someone.
- () 4. Human connection isn't very important for your health and happiness.
- () 5. Obesity is a serious problem in the United States. So many families try to follow regular exercise programs.
- () 6. Yoga is also a form of meditation that helps fight against fatigue and achieve peacefulness of body and mind.
- () 7. Creating a happy family atmosphere sometimes seems to be a challenging job in today's world.
- () 8. Meeting new people consistently brings us new ideas and perspectives.
- () 9. Make sure you have periods of time when you isolate yourself from the real world.
- () 10. We all know that cholesterol has a lot to do with heart disease.



Task Two: Understanding the Conversations

Conversation One

Directions: Listen to the conversation and fill in the form with the information you hear. You will hear the conversation twice.

Ways to Relax

Persons Involved	Ways to Relax	How to Practice	Effects
Gina	_____ 12 _____	Do different moves	_____ 14 _____
_____ 11 _____	Meditate	_____ 13 _____	_____ 15 _____

Conversation Two

Directions: Listen to the conversation and answer each question with what you've heard in 5 words or less. You will hear the conversation twice.

16. Is being a vegetarian healthy or unhealthy according to Linda?

_____.

17. What can a vegetarian do to help animals?

_____.

18. How long has Linda been a vegetarian?

_____.

19. Who made Linda become a vegetarian?

_____.

20. What might Richard switch to?

_____.

Task Three: Understanding the Passage

Directions: Listen to the passage carefully, then answer the five questions that follow. After you hear a question, there'll be a pause of 10 seconds. During the pause, you'll read the four choices marked A, B, C and D, and decide which is the best answer. You will hear the passage twice.

- () 21. A. Being wealthy.
B. Being physically & mentally healthy.
C. Being a workaholic.
D. Doing regular exercise only.
- () 22. A. Job loss.
B. Divorce.
C. Insomnia.
D. Being widowed.
- () 23. A. Dangerous lifestyle.
B. Failure.
C. Divorce.
D. Unemployment.
- () 24. A. Eat organic food.
B. Do exercise.
C. Provide the best living condition to their children.
D. All the above.
- () 25. A. Because they like unhealthy activities.
B. Because unhealthy activities make them happy.
C. Because unhealthy activities help them release their stress.
D. Because unhealthy activities are easy to participate in.

II Speaking Tasks



Useful Expressions

1. You look tired/exhausted.
2. I am really overwhelmed with such a heavy workload.
3. I am really looking forward to a long vacation.
4. Would you like to have some ice-cream?
5. I'm on a diet to lose weight.
6. You are really strong-willed.
7. I am not so easily coaxed into doing ...
8. What's your favorite brand?
9. I like to change my makeup to match what I'm wearing.
10. Do you wear a lot of makeup?
11. I don't want to damage my skin.

Task One: Complete the Dialogues

Directions: Complete the following dialogues with proper English and practice it with your partner.

Dialogue One

(Lily comes across George at the entrance of the company. George looks quite tired and feels down.)

Lily: George, don't you think you should _____ (度假)?
You look quite dispirited.

George: There's no way. _____ (工作太多了).

Lily: But you look so exhausted. You need a break!

George: I know. My chances would be better _____ (如果他们多招聘几个人的话).

Lily: They won't hire more people?

George: No. They always want to _____ (降低成本). I am really overwhelmed with _____ (如此大的工作量).

Lily: Maybe you should talk to the manager.

George: Yes. I'm going to bring this up at tomorrow's meeting. _____
(我真的盼望着休个长假).

Lily: I think you need at least three or four weeks of doing nothing before you can truly relax.

Dialogue Two

(Amy has Terry try some ice-cream. Terry, however, is on a diet.)

Amy: _____ (想要尝点冰淇淋吗)? I've got _____
_____ (各种口味供你选择). I've got strawberry, peach, chocolate, chocolate chip, chocolate brownie, coffee, vanilla, rocky road, butter pecan, and praline.

Terry: Wow! What choices you have! I wish I could, but I just can't. _____
_____ (我在节食减重呢).

Amy: Come on, it's just a bite. It doesn't really hurt to _____
(只吃一口).

Terry: I'd better not. _____ (请别诱惑我), please!

Amy: Gee! You are really strong-willed.

Terry: You're darn right. I'm not so easily _____ (被诱惑去做我认为错的事).

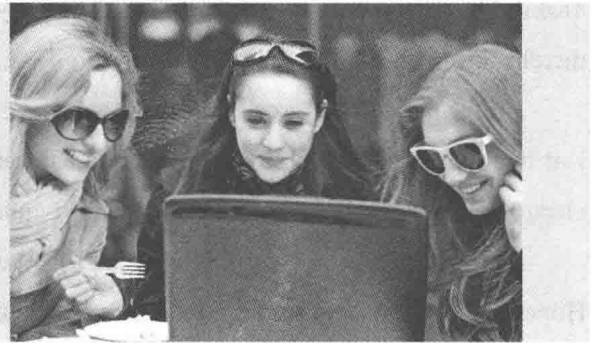
Amy: Well, I'd better not tempt you. Otherwise, if I give you a piece of cake, you might ask for a glass of milk.

Task Two: Role-play

Directions: Make up a dialogue with the situation given and practice it with your partner.

Ann and Lisa are talking about their favorite makeup brands and their points of view about makeup. Ann prefers *Maybelline*, while Lisa prefers *Mac*.

III Reading Tasks



Has Technology Made Us Lazy and Dependent?

How many of us could go a week without our cell phones? I can't even recall the last time I went a day without looking at the Internet at all. Technology has made life so convenient for us that it's almost scary to think of what would happen if we had to go without our favorite gadget for an extended period of time. We have to face such a fact: Technology has made us lazy.

No need to leave the house for entertainment

What's the point of getting up, taking a shower, getting dressed, and driving to the movies when you can just sit on the couch and fire up Netflix? We've all been there before. You're on the fence about whether or not you want to go out and do something, but then something comes over you. You start looking around at your PS3 and laptop, and then realize you can have just as much fun staying in the house.

To make things worse, Nintendo and Microsoft went ahead and released the Wii and Kinect. Thanks to these two addictive gadgets, you can go bowling, play tennis, or participate in the Olympic Games in your living room.

Still get lost or don't have an answer to anything?

I get the feeling that we're getting closer and closer to the day when people won't even be able

to read paper maps anymore. There are already a great number of young adults who have no idea how to navigate through their own cities without using a GPS. Now Apple is getting involved in the GPS industry, so the future of paper maps isn't looking too bright. Soon Boys Scouts will be teaching kids how to use a GPS instead of how to navigate with a compass.

We have all searched online for something that we were completely embarrassed or we didn't know the answer to. It has made the process of learning how to do things extremely easy.

So long errands!

Running errands used to take up entire Saturday mornings. By the time you got home, you were drained and just wanted to relax. Thanks to online shopping and services like Peapod, running your own errands is a thing of the past. Its service lets you get groceries delivered right to your home. TaskRabbit lets you find people that will literally do any type of errand you need from returning merchandise to putting together Ikea furniture.

These services are great for people who are physically unable to do certain tasks themselves. But there are plenty of able-bodied people using them too just for the convenience to buy clothes, electronics, and other goodies, tasks that once required leaving the house.

It seems as though with every new piece of technology released, we get lazier and lazier. Hopefully we don't get to the point that we become like the people in the movie *Wall-E*. If you're the type of person who won't change the channel because you can't find the remote, or would rather Skype than drive to visit friends or family, technology could be making you lazy.

New Words

scary /'skeəri/	adj.	(事物) 可怕的; 恐怖的; 吓人的
gadget /'gædʒɪt/	n.	小玩意; 小器具; 小配件
laptop /'læptɒp/	n.	笔记本电脑
addictive /ə'dɪktɪv/	adj.	上瘾的; 沉迷的
navigate /'nævɪgeɪt/	vt.	驾驶, 操纵; 使通过; 航行于
compass /'kæmpəs/	n.	指南针, 罗盘; 圆规
drain /drem/	vt.	喝光, 耗尽; 使流出; 排掉水
	vi.	排水; 流干
literally /'lɪtərəli/	adv.	照字面地; 逐字地; 正确地; 简直
merchandise /'mɜ:tʃəndaɪz/	n.	商品; 货物

Phrase and Expression

on the fence

持观望态度；犹豫不决

Proper Names

Netflix	网飞公司（一家美国公司，在美国、加拿大提供互联网随选流媒体播放，定额制DVD、蓝光光碟在线出租业务）
PS3	PlayStation 3 的简称（索尼电脑娱乐公司开发的家用游戏机，也是该公司推出的第三款电视游戏机）
Nintendo	任天堂株式会社
Wii	音同“we”，是任天堂公司推出的家用游戏主机
Kinect	由微软开发，应用于Xbox 360和Xbox One主机的周边设备
GPS	全球定位系统（Global Positioning System的缩写）
Boys Scouts	（美国）童子军（11~15岁的男性青少年组织），是培养青少年探索世界，并给他们提供探索机会的组织
Peapod	美国最大的互联网超市
TaskRabbit	跑腿网站
Ikea	宜家公司（一家跨国性的居家用品零售企业）
Wall-E	《机器人总动员》（2008年一部由皮克斯动画工作室制作、华特迪士尼影片出版的电脑动画科幻电影）

Task One: Answer the following questions according to the passage.

1. What did people use to do for watching movies?

2. What sports can one do in the living room just with gadgets like the Wii and Kinect?

3. Why isn't the future of paper maps looking too bright?

4. For whom are online shopping and services great?
