

主编 汪洋

新素能 **高职英语**

第一册

综合教程



重庆大学出版社

第 1 版
第 1 次印刷

ISBN 978-7-309-07111-1

高职英语

第 1 册

综合教程

上海译文出版社

· 1 ·

图书在版编目(CIP)数据

新素能高职英语综合教程. 第一册 / 汪洋主编. —
重庆: 重庆大学出版社, 2021.7
高职高专公共课系列教材
ISBN 978-7-5689-2703-1

I. ①新… II. ①汪… III. ①英语—高等职业教
育—教材 IV. ①H319.39

中国版本图书馆CIP数据核字(2021)第095971号

新素能高职英语综合教程(第一册)

XINSUNENG GAOZHI YINGYU ZONGHE JIAOCHENG (DI-YI CE)

主编 汪 洋

责任编辑: 张春花 版式设计: 张春花
责任校对: 夏 宇 责任印制: 赵 晟

*

重庆大学出版社出版发行

出版人: 饶帮华

社址: 重庆市沙坪坝区大学城西路21号

邮编: 401331

电话: (023) 88617190 88617185 (中小学)

传真: (023) 88617186 88617166

网址: <http://www.cqup.com.cn>

邮箱: fxk@cqup.com.cn (营销中心)

全国新华书店经销

重庆华林天美印务有限公司印刷

*

开本: 889mm × 1194mm 1/16 印张: 9.25 字数: 291千

2021年8月第1版 2021年8月第1次印刷

ISBN 978-7-5689-2703-1 定价: 55.00元

本书如有印刷、装订等质量问题, 本社负责调换

版权所有, 请勿擅自翻印和用本书

制作各类出版物及配套用书, 违者必究

前言

为培养学生的基础英语技能和应用英语能力，同时兼顾职业素养教育与人文素养教育的需要，编者依据《关于全面提高高等职业教育教学质量的若干意见》和《高等职业教育专科英语课程标准》（2021版），编写了这套《新素能高职英语综合教程》。

本套教材是高职高专公共英语课程的配套教材。教材围绕“职业”理念，有机融合了思政元素，以提升学生的职场涉外交际、多元文化交流、语言思维提升和自主学习等核心素养能力为方向，旨在培养具有中国情怀、国际视野，能够在职场中用英语进行有效沟通的高素质技能人才，真正体现高职英语教学的职业性、实用性和人文性。

本套教材分上、下两册，每册6个单元，两册总共12个单元，以充分满足教学需要。教材具有以下几个方面的特点：

1. 教学理念职业性

教材沿循学生校园学习和职场工作经历的阶段，对应分成三个模块：“在校学习”、“求职面试”和“职场工作”，注重语言基础知识、职场涉外交际能力和职业素养三大功能的培养。

2. 教学内容实用性

教材的语料真实新颖，内容精炼，话题贴近生活和行业，突出了英语学习的实用性。同时以促进学生的职业发展为目标，教学活动设计了典型的工作任务或职业场景，培养了学生的英语综合应用能力，体现了实用性的特点。

3. 融入思政元素

教材围绕单元主题内容，深入挖掘关于传播中华优秀传统文化、职业素养、多元文化等方面的思政元素，每个单元有育人目标定位，习题训练亦注重凸显思政特色，使思政教育贯穿在整个英语学习过程之中。

4. 教学资源丰富立体

教材倡导课堂教学和自主学习相结合的混合式教学模式，配套有音频、教学课件、慕课视频和数字化平台等立体化多维资源。用手机扫描教材中的二维码，学生就可以随时随地轻松观看相关知识点的视频讲解或收听外教朗读音频。这充分体现了现代信息技术对教学的服务作用，给教师和学生提供了更大的选择空间。

5. 教学单元结构清晰

教材中每个单元围绕一个主题，结构清晰，其主要板块如下：

- ◆ **Learning Objectives** 旨在让学生有清晰的学习目标，了解单元学习内容，明确语言知识、应用能力学习目标及育人目标。
- ◆ **Warming-up** 围绕单元主题，设计了可激活学生学习兴趣和背景知识的活动。
- ◆ **Reading** 语言地道，素材丰富，侧重职场知识和人文素养知识的输入。
- ◆ **Listening and Speaking** 选择真实交际场景，提供听说训练和语言实践活动，并配有常用的功能句型，以培养学生的英语听说能力。
- ◆ **Writing** 介绍了职场常见的应用文，提供实用写作范例和相关练习，以培养学生的英语书面表达能力。
- ◆ **Further Reading** 文章主题和配套练习紧密围绕育人目标，在培养语言技能的基础上，注重对学生进行价值引领和品格塑造。
- ◆ **Grammar** 帮助学生复习、巩固基础语法知识。
- ◆ **Self-assessment Sheet** 帮助学生总结和评价自我学习情况，培养学习策略及自主学习能力。

总的说来，本套教材注重培养学生的英语语言知识和职场涉外交际能力，同时将思政元素贯穿在整个教学过程之中，实现了语言知识技能、职业素养和思政教育的协同发展。此外，教材还兼顾了英语三、四级考试辅导，通过听、说、读、写、译等模块内容的训练，满足学生英语考级的需要。

《新素能高职英语综合教程》虽然由具有丰富教学经验的一线教师编写，凝聚了众多教师的心血和智慧，但不足和疏漏必定存在，恳请使用教材的教师和同学们以及同行专家不吝赐教，提出宝贵意见和建议，使之再版时得以完善。

编者

2021年8月

CONTENTS

Unit	Reading	Listening and Speaking	Writing	Further Reading	Grammar
1 Vocational Education PAGE 1	Vocational Education — A Good Choice for Your Success	Vocational Schools and Majors, Courses and Internship	Resume	Xi Encourages Young People to Pursue Excellence in Craftsmanship	Basic Sentence Patterns
2 Job Hunting PAGE 23	Job Hunting — A Real Challenge	In-Person Interview, Telephone Interview	Cover Letter	Being Honest in Job Hunting	The Present Tense, the Present Continuous Tense and the Future Tense
3 Companies PAGE 45	Company Introduction of Huawei	Greeting Introduction, Office Equipment	Name Card	Xiaomi — A Company with Innovative Technology	The Past Tense and the Present Perfect Tense
4 Phone Calls PAGE 65	Business Phone Etiquette	Business Phone Call, Telephone Message	Telephone Message	Communicating Effectively over the Phone Helps You a Lot	The Past Continuous Tense and the Past Perfect Tense
5 Business Trips PAGE 87	Preparing for Your Business Trip	Reserve a Hotel, Check in and Check out	Business Letter	Work Culture in the USA — Working Hours, Lunch Time, Meetings	Passive Voice
6 Marketing PAGE 109	Ways to Market	Sales Promotion, Market Share	Notice	To Be a Good Salesperson	Subject–verb Agreement
Glossary PAGE 129		Scripts PAGE 131			



Vocational Education

Pursue Craftsmanship; Enhance Skills

- ◆ Vocational education has a great prospect.
- ◆ Advance the spirit of craftsmanship and encourage young people to devote themselves to skilled work to serve the nation.

Learning Objectives

- Understand vocational education.
- Memorize key words and phrases about vocational education.
- Use expressions about vocational education to make conversations.
- Write a resume.
- Pursue excellence in craftsmanship.

Warming-up

Task 1 Do you have any plan for your future? Please guess the people's vocations in the following pictures.

A. tour guide

B. accountant

C. chef

D. air hostess



1. _____



2. _____



3. _____



4. _____

Task 2 What do you expect to gain from your vocational school life? Practical skills or wonderful internship experience? Read the following text and know better about vocational education.



Reading

Vocational Education— A Good Choice for Your Success



Do you know the World Skills **Competition**? It is the “Olympics for Skills”. China **ranked first place** in the 45th World Skills Competition in 2019. And in this Chinese team, 23 students won medals. Most importantly, all the students came from **vocational** schools.

Vocational education has recently got increasing **attention** in China. During the year 2018, there were about 11,700 vocational schools in China. The Chinese government decided to train more **skilled workers** by developing vocational education in 2019. Its final **purpose** is to enable more young people to have a **promising** future. So being a vocational student could surely be a smart choice for you.

What are the main **features** of vocational education?

First, vocational education and training (VET) mainly **focuses on** providing learners with **practical** skills. Wang Li, a 19-year-old boy, dreams of becoming a tour guide. “I need to learn skills about tour guide and introduce the beautiful scenery and great culture of China to the visitors,” he says. He is happy to find that the school he **attends** is offering the **major** that he needs. “I’ve not only learned some basic knowledge but also practical skills,” he says.

Second, vocational education **emphasizes internships**. Every student in vocational schools should have internships, usually **lasting** 6 months or more. Students can **gain** more practical skills and knowledge by working in a real **workplace** during the internship.

Third, as the skilled-workers-to-be, students in vocational schools are trained to **cultivate craftsman spirit**. Young students need to take their learning and training seriously. Based on this training, students will develop healthy values in their future work, such as **dedication, concentration and innovation**.

With practical skills, internships and craftsman spirit, students in vocational schools will be more **competitive**. (295 words)



Key Words and Phrases

vocational	/vəʊ'keɪʃənəl/	adj.	职业的；行业的
competition	/,kɒmpə'tɪʃn/	n.	竞争；比赛
attention	/ə'tenʃn/	adj.	关注；注意力
purpose	/'pɜ:pəs/	n.	目的；用途
promising	/'prɒmɪsɪŋ/	adj.	有前途的；有希望的
feature	/'fi:tʃə/	n.	特色；特征
practical	/'præktɪkl/	adj.	实用的；实际的
attend	/ə'tend/	vt.	定期去（某处）；出席
major	/'meɪdʒə(r)/	n.	专业；主修科目
emphasize	/'emfəsaɪz/	v.	强调；重视
internship	/'ɪntɜ:nʃɪp/	n.	实习；实习生
last	/lɑ:st/	v.	持续；持久
gain	/geɪn/	vt.	获得；增加
workplace	/'wɜ:kpleɪs/	n.	工作场所；职场
cultivate	/'kʌltɪveɪt/	vt.	培养；陶冶
competitive	/kəm'petətɪv/	adj.	有竞争力的
rank first place			居首位
skilled worker			技术工人
focus on			集中
craftsman spirit			工匠精神
dedication, concentration and innovation			奉献、专注和创新

Exercises

Task 1 Decide whether the following statements are true (T) or false (F) according to the text.

- () 1. 23 students from China got gold medals in the 45th World Skills Competition in 2019.
- () 2. During the year 2018, there were around 11,700 vocational schools in China.
- () 3. Vocational education mainly focuses on offering students basic knowledge.
- () 4. All students in vocational schools should take internship courses.
- () 5. Vocational students should learn to gain the craftsman spirit.

Task 2 Match the equivalent items.

- | | |
|---------------------------------|-------------|
| 1. develop vocational education | A. 一份有前途的工作 |
| 2. skills competition | B. 关键特征 |
| 3. practical experience | C. 引起某人的关注 |
| 4. final purpose | D. 发展职业教育 |
| 5. key feature | E. 实习项目 |
| 6. gain one's attention | F. 技能竞赛 |
| 7. internship program | G. 持续数月 |
| 8. last a few months | H. 竞争优势 |
| 9. a promising job | I. 实践经验 |
| 10. competitive advantage | J. 最终目的 |

Task 3 Choose the proper translation for the following English sentences.

1. Vocational education has recently got increasing attention in China.
 - A. 职业教育近年来越来越关注中国。
 - B. 近年来，职业教育在中国增加了关注度。
 - C. 近年来，职业教育在中国得到越来越多的关注。

2. The Chinese government decided to train more skilled workers by developing vocational education in 2019.
 - A. 2019年中国政府决定发展职业教育，并培训更多的技术工人。
 - B. 2019年中国政府决定通过发展职业教育以培养更多的技术工人。
 - C. 2019年中国政府决定培训更多的技术工人，从而发展职业教育。
3. Vocational education and training (VET) mainly focuses on providing learners with practical skills.
 - A. 职业教育和培训主要侧重于为学习者提供实用的技能。
 - B. 职业教育和培训主要集中为学习者提供练习技能。
 - C. 职业教育和培训为学习者集中提供主要的操作技能。
4. I need to learn skills about tour guide and introduce the beautiful scenery and great culture of China to the visitors.
 - A. 我需要学习导游技能，向游客介绍中国美丽的风景和灿烂的文化。
 - B. 我需要学习关于导游的技能，并用中文向游客介绍美丽的景色和灿烂的文化。
 - C. 我需要学习关于导游的技术，向拜访者介绍美丽的风景和灿烂的中国文化。
5. With practical skills, internships and craftsman spirit, students in vocational schools will be more competitive.
 - A. 实用的技能、实习和工匠精神使职校学生的竞争更加激烈。
 - B. 随着实用的技能、实习和工匠精神的培养，职校的学生将会更加激烈竞争。
 - C. 拥有实用的技能，实习经历和工匠精神，职校的学生将会更具竞争力。

Task 4 Complete the following sentences according to the given information.

1. 大约1 000名职校学生参加了此次竞赛。（attend）
About 1,000 students from vocational schools _____.
2. 我们队在这次竞赛中位居第一。（rank first place）
Our team _____ in this competition.
3. 实习重点培养学生的实际工作能力。（focus on）
_____ training the practical working abilities of students.
4. 工匠精神首先强调认真和严谨的态度。（emphasize）
Craftsmanship spirit _____ the earnest and precise attitude.
5. 我们坚信勤奋且具有实际技能的学生会拥有更具前途的未来。（promising）
We strongly believe that diligent students with practical skills will _____.

Listening

Task 1 You will hear five sentences. After each sentence, there will be a pause of ten seconds. During the pause, fill in the blanks with the words you hear. The sentences will be spoken only once.



1. _____ education is growing better and better in China.
2. What is your _____?
3. I _____ in software.
4. Why did you _____ software as your major?
5. I want to _____ my major.

Task 2 Try to complete the following conversations, and then listen to the recording to check your answers.






Key Words: job market 求职市场

1. Student A: What's your major?
Student B: I am a _____.
2. Student A: Do you like your major?
Student B: Yes, my major is _____ in the job market.
3. Student A: Why did you choose English as your major?
Student B: English is a _____ when talking with foreigners.
4. Student A: What courses do you learn as a hotel management major?
Student B: English, computer, hotel management, and _____.
5. Student A: Why did you want to change your major?
Student B: _____ in my major are too difficult for me.

Task 3 Read the information below and observe the three pictures in the table. Then, you are going to hear three conversations. Circle the correct information according to what you have heard. Finally, practice the conversations with your partner.



- A. electronic information B. animation C. hotel management
 D. interesting E. popular F. familiar

Picture	Conversation	Major	Reason for Choosing the Major
	1 2 3	B	—
	1 2 3	—	E
	1 2 3	—	—

Task 4 Choose the best answers according to what you hear.



Key Words: upset 心烦的 satisfied 感到满意的

1. Why did Jack look upset?
 A. He didn't like his major.
 B. He was ill.
 C. He didn't want to change his major.

2. Why did Jack want to change his major?
- A. It was too special for him.
 - B. It was too difficult for him.
 - C. It was too easy for him.
3. Who told Jack his major was practical?
- A. His teacher.
 - B. His parents.
 - C. His classmate.
4. What did Miss Liu ask Jack to do?
- A. Change his major.
 - B. Study hard.
 - C. Think it over.

Task 5 Read the following sounds and words after the recording and compare them.



Vowels

/i:/	sleep	sheep	cheese	beat	heat
/i/	pick	sit	bit	hit	slip

Consonants

/p/	pig	pea	park	pear	cap
/b/	big	bee	bark	bear	cab

Speaking



Dialogue A Talking about Vocational Schools and Majors

(A: a high school classmate of B; B: a college student)



- A: Long time no see. How is everything going?
 B: Long time no see. I'm fine. And now I am a clothing design major in ABC Vocational College.
 A: ABC Vocational College? Could you tell me more about your college?
 B: OK, it is a nice higher vocational college located in Wuhan with 64 major courses at present.
 A: Oh, I see. Do you like your major?
 B: Sure. As a clothing design major, I learn not only basic courses but also practical skills in clothing design.
 A: It sounds great. What course do you like most?
 B: Color theory for designers. It tells us how to match different colors.
 A: Fantastic. Let's have dinner together and you can tell me more about your campus life.
 B: No problem.

Functional Sentences

Asking about the School and Major	Introducing One's School and Major
<ul style="list-style-type: none"> • Could you tell me about your college? • What college do you attend? • Please tell me something about your school. • Can you tell me about your major? • Can the students in your major find good jobs? 	<ul style="list-style-type: none"> • It is a... college in... city with about... students. • I attend... college which is a vocational school with... labs. • Our school has... internship bases and... cooperative businesses. • My major is... and it mainly trains students in... • Most students can find well-paid jobs.

Task With the help of dialogue A and the functional sentences, complete the following conversations with your partner.

- Student A: Could you introduce your college to me?
 Student B: _____
- Student A: Could you tell me something about your major?
 Student B: _____
 Student A: Are you interested in your major?
 Student B: _____



Dialogue B Talking about Courses and Internship

(A: a freshman; B: a freshman)



- A: Have you finished your English assignment?
 B: No. It is a little difficult for me. How about you?
 A: I'm done. English is my favorite. What course do you like most?
 B: Software programming. As a software major, I believe programming is critical for us.
 A: You're right. But we also should learn the other basic courses well.
 B: I see. Have you heard that we will have an internship course in the third year?
 A: Yes, I'm expecting it. We can learn more practical skills in companies during our internship.
 B: I hope so. Can you give me some advice about my English assignment?
 A: Sure, it's my pleasure.

Functional Sentences

Asking about Courses and Internship	Talking about Courses and Internship
<ul style="list-style-type: none"> • How many required courses do you have? • What required course is your favorite one? Why? • Would you like to choose... as your optional course? Why? • How long does your internship last? • Can the students get paid during the internship? 	<ul style="list-style-type: none"> • I have... required courses in this term. • ... is my favorite required course, because it is easy to understand. • I like to choose... as my optional course, because it is interesting and practical. • Internship usually lasts... • Students can get basic payment.

Task Role-play with your partner according to the situation.

A freshman is talking about her courses with her senior schoolmate.

Useful Expressions

One of my required courses,..., upsets me deeply.

I'm sorry to hear that. Could you tell me why you feel upset?

It is too... for me and the teacher of this course is...

But this course is... and everyone in your major should... it.

Can you help me?

First, you should spend more time and energy. Second,...