



“十三五”职业教育国家规划教材

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# 成长英语

## 学生用书

“成长英语”编写组 编

*Progressing  
English*

提高篇



重庆大学出版社



教育部  
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# 成长英语

## 学生用书

成长英语系列教材

# Progress English

## 成长英语

学生用书



# 前 言

“十三五”职业教育国家规划教材《成长英语》(Progressing English)是由一批具有丰富教学经验的外语教师和有关专家严格按照教育部《高职高专教育英语课程教学基本要求》精神编写的一套高职高专英语教材。《成长英语》贯彻“实用为主,够用为度”的编写原则,充分吸收了当前国内通用外语教材编写的先进理念和方法,采纳了中国本土外语教学理论中的科学合理部分。该教材结合高职高专学情特点和英语教学实际,坚持知行合一的教育观,平衡语言基础和语言应用的关系,突出英语实践技能的训练和实际运用能力的培养,最终将教学效果落实体现在学生毕业后实际的工作需求和职场能力上。

本套教材的特点主要体现在以下几个方面:

一、以任务为引导、实际运用为重点、语言技能训练为基础,突出听说技能的培养,注重把涉外实践活动中常用的语言技能直接融入课文和练习中,各项语言技能的培养与训练都围绕同一话题展开,体现“边学边用、学用结合”的教学思想。

二、根据语言学习的一般性规律,既考虑教材的实用性,又兼顾高职高专语言学习的通识性。主线人物的Role Plays贯穿所有单元中的听说交际、阅读活动和写作训练。学生在学习本教材的过程中可以清楚地感受到主线人物的成长历程,突出成长英语、成长人生的特点。

三、重视语言的运用和实际交际能力的培养,分阶段分层次呈现语言交际的重点。第一册“基础篇”侧重校园英语,第二册“进阶篇”侧重涉外日常交际英语,第三册“提高篇”侧重涉外业务交际英语。阅读板块中A篇文章主要针对语言共核,B篇文章突出实用性。选材突出时代性、趣味性、实用性和话题的思想性,行文流畅,语言精练,内容丰富,体现了可教性和可学性。

四、“教、学、考”有机结合。教材中的练习设计遵循《高等学校英语应用能力考试大纲》的要求,并针对考生在《高等学校英语应用能力考试》中的薄弱环节,设计了相关的语言技能训练项目。

五、充分考虑了高职高专学生的英语现状,第1、2册内容的难度相当于“高等学校英语应用能力考试”B级水平,第3册内容的难度相当于A级水平。由于学生进校时英语程度参差不齐,教材进度和内容采取照顾中间,兼顾两头的编写原则。

六、以纸质教材为教学主体,融合现代教育技术,拓展课堂内外学习空间。《成长英语》充分运用现代化技术,建设网络学习资源平台,采用全方位、网络化、立体化的教学手段,培养学生自主学习意识,同时提高教师教学效率和质量。《成长英语》学生用书提供配套的微视频课

程、二分屏微课，为学生提供多样化的学习模式；教师用书配有PowerPoint课件及教案设计。使用者可以通过扫描书底二维码或进入重庆大学出版社教学资源平台<http://res.cqup.com.cn>获取相关教学资源。

《成长英语》自2010年出版发行以来，受到了广大师生和社会使用者的认可和喜爱。在多年的使用过程中，我们广泛听取来自教师和学生使用意见和建议，不断修订和完善教材的总体框架，调整各册教材之间的难易梯度，以求更加适应当前的教学实际。

进入新时代，面向新要求。2020年，教育部印发的《高等学校课程思政建设指导纲要》指出，要在所有高校、所有学科专业全面推进课程思政建设，发挥每门课程的思政作用，提升高校人才培养质量。响应时代的号召，新版《成长英语》以习近平新时代中国特色社会主义思想为指导，全面贯彻党的教育方针，落实立德树人根本任务，践行社会主义核心价值观。系列教材合理融入课程思政、中华优秀传统文化和多元文化交流的元素，升级“成长”二字的内涵意义，即成长为“内化于心，外化于形”的新时代有为青年，全面提升学生职场涉外沟通、多元文化交流、语言思维提升和自主学习完善四项学科核心素养。

新版《成长英语》分基础篇、进阶篇、提高篇3册，每册包括《成长英语学生用书》《成长英语自主学习用书》《成长英语教师用书》。《成长英语》由重庆科技学院全冬教授、刘寅齐教授以及广东省外语艺术职业学院曾用强教授担任总主编，高职院校骨干教师参加编写工作。《成长英语学生用书·提高篇》由重庆科技学院陈刚、重庆三峡医药高等专科学校江晓东担任主编，重庆公共运输职业学院何佳、重庆财经职业学院谭晓渝、合肥职业技术学院凌志华担任副主编。参加《成长英语学生用书·提高篇》编写的作者为（以编写内容先后为序）：重庆理工大学张刚，重庆科技学院魏澜，重庆科技学院陈崇国，广州铁路职业技术学院熊有生，重庆科技学院杨志强，重庆三峡医药高等专科学校吴丹迪、庞凌，重庆科技学院陈刚。1—8单元的Presentation由重庆科技学院李珏燃负责。

《成长英语》由重庆大学余渭深教授担任总主审，澳大利亚专家Dennis Hulse先生担任语言顾问。在此，表示诚挚的感谢。

《成长英语》体现了国内教育者在高职高专英语教学实践和课程改革方面所做的探索和尝试，书中难免有不当和疏漏之处，敬请广大使用者批评指正。

编者

2021年6月



# UNIT

## OPEN YOUR MOUTH

## SHARPEN YOUR LISTENING

1

New World,  
Great Challenge

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- 2 dialogues about finding jobs
- a conversation about a job interview

- a video about one's weakness and strength in a job
- 2 dialogues about working in a company
- a passage about job hunting

2

Starting a Business,  
Enjoying Challenges

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- 2 dialogues about business
- a conversation about the transaction price

- a video about opening a business
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- a passage about starting a business

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Managing Your Time,  
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- a passage about arranging time

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- a passage about running a meeting

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# Unit 1

## New World, Great Challenge

### Unit Objectives

*In this unit, we are going to:*

- talk about the experiences of job interviews;
- listen and learn more about what to do in a job interview;
- read about a job interview experience and the essentials of getting a dream job;
- write an application letter;
- make a presentation in expectation of the changes to the employment structure.

### Lead-in

The job interview provides the college graduates with opportunities to explore a new world. It is of great importance for me to be well-prepared for the coming interview. I have tried every means to learn more about the company and the position before the interview. I know I'm ready for that. I'll show them I'm the very person they need.



## Part One

# Open Your Mouth

### Warm-up Activity

*What are they talking about? Complete the following sentences with the correct answers.*

A: Why do you want to 1) \_\_\_\_\_ your present job?

B: Because I see no chance of promotion.

secretary

A: Have you ever done any office work?

B: Yes, I was ever a 2) \_\_\_\_\_ for an insurance company.

leave

### Focus Your Attention

#### Dialogue 1

I'm interested  
in the position  
as...

Jin Yan: Good morning, sir.

Mr. Bryn: Good morning, young lady. Be seated here.

Jin Yan: I'm interested in the position as a secretary in your company.

Mr. Bryn: Er... Which school are you from and what's your major?

Jin Yan: I've just graduated from Chongqing College of Business Management. I majored in computer engineering.

Mr. Bryn: What qualifications do you have for this job?

I majored in...

Jin Yan: Here are the certificates I've got: NCRE-3 Certificate, Secretarial Qualification Certificate, BEC Higher Level, and a driving license.

Mr. Bryn: Good. Do you have any work experiences?

Jin Yan: Yes, I ever worked in a small business as a part-time secretary.

Mr. Bryn: That's fine. What are your special skills for the position?

Jin Yan: I'm fluent in English, especially in oral communication. And I can operate the office equipment skillfully.

Mr. Bryn: Great. We'll let you know as soon as we come to a decision.

**Dialogue 2**

Mr. Johnson: Now, do you have any questions about our company, Miss Jin?

Jin Yan: I'd like to know how the salary is determined.

Mr. Johnson: Well, all new employees begin at 2,500 *yuan* per month, and you'll get a pay rise according to your performance.

Jin Yan: Do you give a bonus every month?

Mr. Johnson: No, but we offer an annual bonus.

Jin Yan: Can I get paid if I work overtime?

Mr. Johnson: Surely you will be paid extra for that.

Jin Yan: I see. What about vacations?

Mr. Johnson: You will receive three weeks' paid vacation a year.

Jin Yan: Good. Are there any other benefits?

Mr. Johnson: Everyone has health insurance and there is a housing provident fund in our company.

Jin Yan: Great.

Mr. Johnson: Any other questions?

Jin Yan: No more. Thank you, Mr. Johnson.

I'd like to know how...

Can I get paid if...?

**Chat with Your Friends**

**Activity 1**

Write down useful expressions from the sample dialogues above for interviewing and try to add more.

**Useful Expressions for Questioning the Interviewee**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Useful Expressions for Answering the Above Questions

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Activity 2**

Complete the following dialogue by translating into English the Chinese given in the brackets.

Mr. Lin: Would you tell me something about your educational background?

Jin Yan: I graduated from Chongqing College of Foreign Trade. 1) \_\_\_\_\_ (所学专业是国际贸易).

Mr. Lin: What kind of software can you use?

Jin Yan: I can 2) \_\_\_\_\_ (熟练地使用Office办公软件).

Mr. Lin: Do you have any certificates?

Jin Yan: Yes, I have 3) \_\_\_\_\_ (全国计算机等级考试三级证书和驾驶证).

Mr. Lin: Very good. What kind of position are you interested in?

Jin Yan: 4) \_\_\_\_\_ (我希望应聘秘书工作).

Mr. Lin: Why do you want to work for us since we are a small business in Chongqing?

Jin Yan: I think 5) \_\_\_\_\_ (在小公司能获得更多的机会). I'd like to develop my skills with the company and share the achievements.

Mr. Lin: I'm glad to hear that. What amount of salary do you expect?

Jin Yan: I hope 6) \_\_\_\_\_ (我的起薪不低于3 500元).

Mr. Lin: OK. Could you come to the office next Monday?

Jin Yan: Sure.

**Activity 3**

Take turns to ask and answer the following questions, and then make your own conversation about interviewing according to the clues given below.

**Questions**

1. What is your major?
2. What is your working experience?
3. What qualifications do you have for the job?
4. Have you ever heard about our company?
5. What do you want to know about our company?

**TIPS**

- tutor/assistant manager/part-time secretary
- Computer Engineering/Business English/Foreign Trade
- an NCRE-3 Certificate/a driving license/a BEC Higher Level/a Secretarial Qualification Certificate
- My starting salary...
- Do you give a bonus every month?

**New Words and Expressions**

*clerical	/ˈklerɪkl/	a. 文书的, 办事员的
*advancement	/ədˈvænsmənt/	n. 晋升; 升职
*establishment	/ɪˈstæblɪʃmənt/	n. 企业, 机构
*bonus	/ˈbəʊnəs/	n. 奖金, 红利
*annual	/ˈænjʊəl/	a. 每年的, 年度的
*NCRE (National Computer Rank Examination)		全国计算机等级考试
Secretarial Qualification Certificate		文秘从业资格证书
*BEC (Business English Certificate)		剑桥商务英语证书
*housing provident fund		住房公积金

★ A级词汇    \* B级词汇    ◆ 超纲词汇

注: 全书单词标记同此说明。

## Part Two

### Sharpen Your Listening

#### Watch and Answer

Watch the video clip and fill in each blank within 3 words with the information you have got.

1. What does the man want to do in the first interview?  
He applies for the position of \_\_\_\_\_ manager.
2. What is the man's greatest weakness?  
He has \_\_\_\_\_ saying no, so he often works overtime.
3. How many years has Vivian been volunteering?  
She has been volunteering for \_\_\_\_\_.
4. What is Vivian's greatest strength?  
She is really good at working \_\_\_\_\_.
5. What is Vivian's greatest weakness?  
Maybe she volunteers \_\_\_\_\_.

#### Dialogue 1

Listen to the dialogue twice, and then fill in the blanks with the information you get from it.

M: Good morning, Miss Lin.

W: Good morning, sir.

M: I see from your resumé that you have been working as a 1) \_\_\_\_\_?

W: Yes, sir. I have worked for two years in an American company.

M: May I ask why you want to leave that company?

W: Because I want to change my working environment and seek 2) \_\_\_\_\_.

M: Tell me what you know about our company please.

W: Well, the company was founded by Mark Ward in New York 3) \_\_\_\_\_, and it is the largest company in its field.

M: What do you know about our major products?

W: Your products are good 4) \_\_\_\_\_ and beautiful in design. Nowadays, they are quite 5) \_\_\_\_\_ with Chinese people.

M: Thank you. I am glad to hear that.

### Dialogue 2

*Listen to the dialogue twice, and then answer the questions with the information you get from it.*

1. What kind of candidate is the company looking for?  
A sales manager with a \_\_\_\_\_ background.
2. What was the woman's major?  
Her major was \_\_\_\_\_.
3. What courses has the woman completed?  
She has completed \_\_\_\_\_, Business English, and Foreign Trade Correspondence and so on.
4. What certificates has the woman got?  
She has got a Secretarial Qualification Certificate and a BEC \_\_\_\_\_.
5. How long has the woman worked for a foreign trade company?  
\_\_\_\_\_.

### Passage

*Listen to a short passage twice about job-hunting, and then answer each question in no more than 3 words with the information you get from it.*

1. What do many college students think about job hunting?  
It is \_\_\_\_\_.
2. Why were there more graduates than the need in the market?  
Because colleges enrolled so many students in \_\_\_\_\_.
3. Where do most graduates prefer to stay?  
In \_\_\_\_\_.
4. What is the first measure to solve the problem?  
It is that students should research the market and develop \_\_\_\_\_ to suit market needs.
5. What attitude should college students take towards employment location?  
Their attitude should be \_\_\_\_\_.

### New Words and Expressions

*candidate	/ˈkændɪdət/	n. 求职者； 申请人； 候选人
*requirement	/rɪˈkwaɪəmənt/	n. 要求； 必要条件
*correspondence	/ˌkɔːrəˈspɑːndəns/	n. 信件， 函件
*positive	/'pɑːzətɪv/	a. 积极的； 肯定的
Human Resources (HR)		人力资源
Foreign Trade Correspondence		外贸函电

### After-class Activity

You're required to make an oral presentation on the topic "How to prepare for an interview" based on what we've learnt so far. Follow the tips below.

- Content: How to self-introduce, answer and ask questions in an interview.
- Try to practice the expressions you've learnt.
- Make an outline or written draft first.

## Part Three

# Broaden Your View

### Passage A

#### Before Reading

##### Activity 1

Please read the famous quotes below, understand the quotes by consulting the reference and recite.

在人生的道路上，谁都会遇到困难和挫折，就看你能不能战胜它。战胜了，你就是英雄，就是生活的强者。

——张海迪

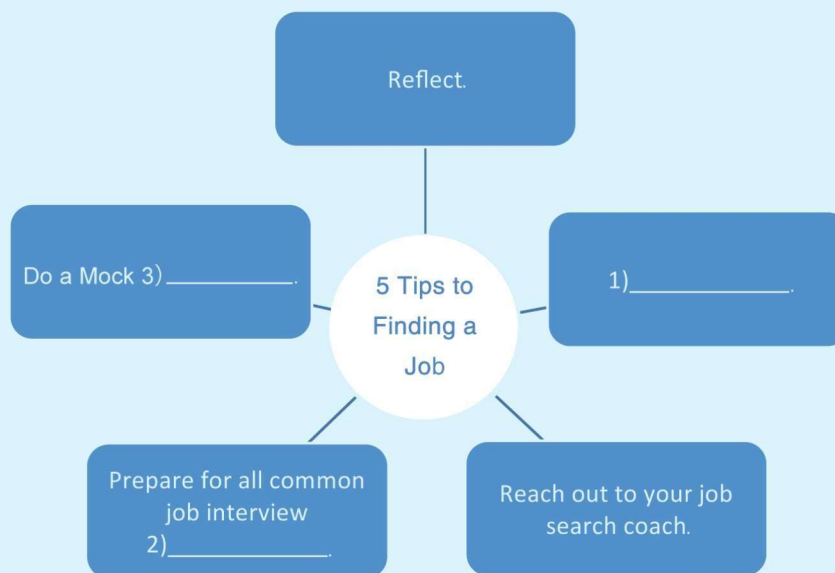
When blocked or defeated in an enterprise I had much at heart, I always turned immediately to another field of work where progress looked possible, biding my time for a chance to resume the obstructed road.

—Charles W. Eliot

President of Harvard University

**Activity 2**

Watch the video and fill in the blanks according to what you get from it.



**New Words and Expressions**

*refresh	/rɪ'freʃ/	v. 更新
*resolution	/.rezə'lu:ʃn/	n. 决心
*reflect	/rɪ'flekt/	v. 反省; 反映; 反射
*impact	/'ɪmpækt/	n. 冲击; 影响
*applicant	/'æplɪkənt/	n. 申请人
◆insider	/'ɪn'saɪdə(r)/	n. 知情人; 熟悉内情者
◆beneficial	/'benɪ'fɪʃl/	a. 有益的; 有利的
◆mock	/'mɑ:k/	a. 模拟的
*nail	/'neɪl/	v. 赢得; 获得
hit the ground running		旗开得胜; 一炮打响
wing it		临时应对; 即兴而为

## Challenge Your Classmates

Before you start to read the passage, please complete the questionnaire below.

1. What is your ideal career?	Yes	No
a. Accountant.	_____	_____
b. Engineer.	_____	_____
c. Businessman.	_____	_____
d. Lawyer.	_____	_____
e. _____.	_____	_____
2. What preparation will you do for job-hunting?	Yes	No
a. Become skilled in a professional knowledge area.	_____	_____
b. Get several professional qualification certificates.	_____	_____
c. Learn about job application and interview skills.	_____	_____
d. Develop company, market and industry research skills.	_____	_____
e. _____.	_____	_____

Use this questionnaire to interview your classmates, and then report your findings in class.

## Develop Your Understanding

### How I Did It—Turning “NO” into “YES”

When I graduated from college with a degree in English I **was not overwhelmed with** companies trying to hire me. Most people already speak English. So I decided to try to get a job as a sports writer at the daily evening paper in **Tucson, Arizona**. I had spent four years in the army, and I hadn't done any sports writing since high school.

When I **applied for** the job, I was told that my major problem was that I had never done any **professional** sports writing before. It was the **typical** situation of a company not being able to hire you because you haven't had experience—but how can you gain experience if no one will hire you?

♦ **overwhelm** /,oʊvə'welm/

v. 制伏；使不知所措；使受不了

**be overwhelmed with** 充满

♦ **Tucson** /'tu:ʒən; tu:'sɒn/

n. 图森（美国亚利桑那州南部城市）

♦ **Arizona** /,æri'zəʊnə/

n. 美国亚利桑那州

**apply for** 申请

\* **professional** /prə'feʃənəl/

a. 职业的；专门的

\* **typical** /'tɪpɪkəl/

a. 典型的，有代表性的，范例的