

普通高等教育“十一五”规划教材

食品专业英语

Special English for Food Professionals

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·北京·

本书顺应新形势下对食品从业人员专业英语的能力要求而编写,突破了以往专业英语的撰写模式,在扩大阅读面的同时,增加了职业口语交流和协作内容,并穿插了作业和基本句型范例。

全书分3个单元,分别为职业交流、阅读理解和写作方法。其中第1单元介绍了职业交流和学术交流需要的英语知识,第2单元训练阅读能力,积累写作句型和词汇,第3单元训练写作能力。本书还提供了部分会议和食品国际组织及标准的网址,书后的作业会在网上提供答案。

本书可作为食品科学与工程、食品质量与安全专业本科生、研究生专业英语教材和相关科研人员参考书。

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前 言

在经济全球化和市场开放不断扩大的形势下，食品领域发生了很大变化，生产的规模越来越大，跨国企业增加，消费者的要求提高，食品安全上升为世界关注的热点并趋于全球化。形势的变化对食品从业人员提出了新的要求，食品从业人员会接触到食品全球化带来的法律、经济和食品安全问题，学科的交叉要求从业人员具有更广阔的知识面，用英语进行职业和学术交流的场合越来越多，作为食品从业人员不但要有阅读的能力，而且要有听、说和写的能力。为顺应形势对食品从业人员的新要求，我们突破了以往专业英语的撰写模式，不但扩大了阅读面，而且增加了职业口语交流和写作方面的内容，穿插了作业和基本句型范例。

全书分为3个单元，第1单元为职业交流常用英语知识，含3章，分别介绍面试中的英语技巧和基本句型、简历的写法以及食品相关国际会议简介和会议中常用的句型。

第2单元为阅读理解，共含12章。其中第4、第5和第6章是餐饮行业相关内容，包括餐饮文化、餐桌设置和厨房用具；第7章是关于感官评定方面的内容；第8章是关于食品添加剂方面的内容；第9章是关于食品安全方面的内容；第10章是关于功能性食品的内容；第11章是关于营养方面的内容；第12章是关于食品微生物产品方面的内容；第13章是关于食品法规方面的内容；第14章是关于食品加工方面的内容；第15章是关于食品经济方面的内容。

第3单元为写作方法，分为3章，分别通过与食品专业相关的例子和常用句型使学习者掌握撰写摘要、实验报告和实验方法与数据分析描述的方法。

本书的内容覆盖面比较宽，难度层次也不同。第1、2、4、5、6、7、8、9、12、16章可作为食品相关专业本科必学内容；第3、10、11、13、14、15、17、18章和各章后建议的进一步阅读的文章可作为研究生的基本教材；全书的内容可以作为一种工具，供食品相关从业人员参考。

书中练习题配有参考答案，任课教师如需要，可发邮件至 cipedu@163.com 索取。书中还提供了部分会议和食品国际组织及标准的网址，阅读理解单元中各章后建议了进一步阅读的材料。

参加本书编写和收集材料的还有方明、李友荣、高扬菲、贾佳、吴炜锋、张青，在此表示深切的感谢。

由于编者水平有限，不足之处，希望广大读者批评指正。

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UNIT ONE

**PROFESSIONAL
COMMUNICATION**

CHAPTER 1

INTERVIEW

When you are going to apply for admission to a university or for employment, you have to go through an interview. No matter where you graduated from, no matter what your GPA is, no matter how much experience you have, no matter who you know, if you aren't able to interview successfully, you won't get the position you want. Following are some insights designed to help you having a successful interview and to negotiate the very best offer.

A success interview includes four parts:

1. Get background information before making an appointment;
2. Make an appointment;
3. Prepare for the interview;
4. Answer and ask question appropriately during the interview.

Before making an appointment, you should know the background information about the organization, the university, the department, the research and publications of the people you will meet, and the community in general. You only have a few minutes to show how good you really are in an interview. If you are well prepared, you will not take up the interviewer's time with questions that could be known by other sources. Good preparation will give the impression that you are interested and enable you to ask informed questions. You will have more chances to show yourself.

SECTION I

What is the Most Important Information You Should Give to the Interviewer ?

Talking about your credentials (qualifications) and experience are the most important part of any interview.

Qualifications

Your qualifications include your education from High School on and any spe-

cial training you may have done in the past. And the professional body you joined in, for example, member of Institute of Food Technologist and member of Institute of Chemical Engineers, should be on you list.

Remember that you need to use the past tenses if your education took place in the past, for example:

1. I attended East China University of Science & Technology from 2000 to 2004.

2. I graduated with a bachelor degree in Food Science and Engineering.

If you are currently a student, you should use the following present tenses:

1. I am currently studying at East China University of Science & Technology and will graduate with a Master degree in Food Science.

2. I am studying English at the class for English interpreter.

Remember to include any training you may have had when talking about your education. This includes any computer training, correspondence courses, etc. Make sure to mention your English studies. This is very important as English is not your first language and the employer may be concerned about this fact. Assure the employer that you are continuing to improve your English skills by any courses you may be taking, or by saying that you study a certain number of hours a week to improve your skills.

Experience

Your experience can be any work that you have done that is directly or indirectly related to the job you are applying for, including full and part time job. Work experience is by far the most important topic of any job interview. Therefore, it is important to explain what experience you have in detail. Generally, employers want to know exactly what you did and how well you accomplished your tasks. This is not the time to be modest. Be confident, and talk freely about your accomplishments in past employment.

When talking about current employment, be careful to use the present perfect or present perfect continuous. This signals that you are still performing these tasks at your current job, for example:

1. Want Want Group has employed me for the last 3 years as a salesperson.

2. I have been involved in customer contacts for 6 months.

When talking about past employers use the past tenses to signal that you are no longer working for that company, for example:

I was employed by Bright Dairy& Food Co. , Ltd from 1989 to 1992 as a clerk. I worked as an engineer at Beijing while I was living there.

The most important thing you need to do is to demonstrate your qualifications and skills, which are required for the job you are applying for. Experiences on Lab equipment, for example, High-performance liquid chromatography HPLC, Gas Chromatography GC, pilot reactor and auto-control fermentor etc. , and the software of industrial design and Lab data

processing, for example, SPC (Statistical Process Control), Matlab, and AutoCAD, etc. are suggested to be mentioned.

The job skills that you have acquired in the past may not have been for the same exact job. Therefore, it is important to show how the capabilities you do have relate to the job you are applying for.

If you truly have no work experience, don't try to bluff, instead list your volunteer work or community activities. If you've done work experience through a course at school make note of it here. You can mention how you overcome the difficulty you met to accomplish your task.

Making a good impression on your future (hopefully) boss

When you walk in the room, the very first impression you make on the interviewer can have a great influence on the rest of the interview. It is important that you introduce yourself, shake hands friendly. When shaking hands with interviewer, you'd better shake two or three times and hold hand firmly to show your manner. Do not shake a westerner's hand for long periods of time. This is called "pumping" and may cause confusion. When talking with interviewer, look at each other's eyes. This is called eye contact. If you do not look at your interviewer in the eyes while you are listening or talking, it can be interpreted as rude. Do not stare, however.

SECTION II

Common Questions during the Interview

The first question is often a "breaking the ice" (establish a rapport) type of question. Don't be surprised if the interviewer asks you something like:

- How are you today ?
- Did you have any trouble finding us ?
- What do you think of the weather lately ?

Don't be surprised by the friendly tone. The interviewer wants to put you at ease (help you relax). Answer the question without going into too much detail.

Examples of interview questions:

Example I, for pursuing higher degree

1. Tell us about yourself.
2. What is the title of your MS degree thesis ?
3. What is the new finding in your thesis ?
4. What problem did you meet in your thesis work ? And how did you deal with it ?
5. Are you interested in research of food safety detection ? If so, what is your

plan? If not, which research field would you like to be?

6. Are you able to give scientific presentation in English?
7. How about your computer skill?
8. How many hours a week do you usually spend in laboratory?
9. Why do you want to take further study in our school?
10. What is the current emergency issue in food safety?
11. How do you think the project we just discussed should be developed?
12. What will be your contribution to the program we just talked about?
13. What do you want from the Food Science and Engineering department and from the department staff?
14. Do you want to be independent in research or dependent on some other research team?
15. How many research papers are you expected to publish on this project?
16. How many research papers have you published? International journal or national journal?
17. How many courses and what kind of course have you taken?
18. What should the relationship between university teacher and students be?
19. What kind of instrument did you use?
20. Is there anything you want to tell us?

Example II, for a company position

Interviewer: Tell me about yourself.

Comment: This question is meant as an introduction. Do not focus too specifically on any one area. The above question will often be used to help the interviewer choose what he/she would like to ask next. While it is important to give an overall impression of who you are, make sure to concentrate on work related experience. Work related experience should always be the central focus of any interview (work experience is more important than education in most situation).

Candidate: I graduated from Shanghai Agricultural College. My major is Food Science and Technology. My first work experience was an assistant engineer in Shanghai Quan Sheng Yuan Group Ltd, Co. And now I have worked as a sales planner at Shanghai Asia Pacific Brewery for three years.

Interviewer: What type of position are you looking for?

Candidate: I'm interested in an entry level (beginning) position.

Candidate: I'm looking for a position with more developing space in which I can utilize my experience.

Candidate: I would like any position for which I qualify.

Comment: You should be willing to take an entry level position in an English speaking company as most of these companies expect non-nationals to begin with such a position. Most companies provide many opportunities for growth, so don't

be afraid to start from the beginning !

Interviewer: Can you tell me about your responsibilities at your last job ?

Candidate: My responsibility is making sales forecast, inventory controlling and sales planning, and providing gross product requirements for Production Department to ensure effective production scheduling.

Candidate: I worked on mutating and screening microorganism by UV and Chemical (DES) method. And a high-yield mutant of *Monascus* sp. for reducing the cholesterol content in blood was obtained.

Comment: Notice the amount of detail necessary when you are talking about your experience. One of the most common mistakes is to speak too generally. The employer wants to know exactly what you did and how you did it; the more detail you can give the more the interviewer knows that you understand the type of work. Remember to vary your vocabulary when talking about your responsibilities. Also, do not begin every sentence with "I". Use the passive voice, or an introductory clause to help you add variety to your presentation.

Interviewer: What is your greatest strength ?

Candidate: I work well under pressure. When there is a deadline (a time by which the work must be finished), I can focus on the task at hand (current project) and structure my work schedule well. I remember one week when I had to get 6 new customer reports out by Friday at 5. I finished all the reports ahead of time without having to work overtime.

Candidate: I am a trouble shooter. When there was a problem at my last job, the manager would always ask me to solve it. Last summer, the LAN server at work crashed. The manager was desperate and called me in (requested my help) to get the LAN back online. After taking a look at the daily backup, I detected the problem and the LAN was up and running (working) within the hour.

Comment: This is not the time to be modest ! Be confident and always give examples. Examples show that you are not only repeating words you have learned, but actually do possess that strength.

Interviewer: What is your greatest weakness ?

Candidate: I am overzealous (work too hard) and become nervous when my co-workers are not pulling their weight (doing their job). However, I am aware of this problem, and before I say anything to anyone, I ask myself why the colleague is having difficulties.

Candidate: I am not very much familiar with the HPLC made by Agilent Company but I am a quick learner. I can run it under its instruction.

Comment: This is a difficult question. You need to mention a weakness that is actually strength. Make sure that you always mention how you try to improve the weakness.

Interviewer: Why do you want to work for Nestle ?

Candidate: After following your company's progress for the last 3 years, I am convinced that Nestle is becoming one of the market leaders and I would like to be part of the team.

Candidate: I am impressed deeply by Reeb Beer of your company. I am convinced that Reeb Beer will be the best product on tomorrow's market and I would like to be part of the team.

Candidate: I am impressed by the quality of your products. I am sure that I would be a convincing scientist because I truly believe that the Nestle Café is the best product on the market today.

Comment: Prepare yourself for this question by becoming informed about the company. The more detail you can give, the better you show the interviewer that you understand the company.

Interviewer: When can you begin ?

Candidate: Immediately.

Candidate: As soon as you would like me to begin.

Comment: Show your willingness to work !

The above questions represent some of the most basic questions asked on any job interview in English. Probably the most important aspect of interviewing in English is giving detail. As English is not your native language, you might be shy about saying complicated things. However, this is absolutely necessary as the employer is looking for an employee who knows his or her job. If you provide detail, the interviewer will know that you feel comfortable in that job. Don't worry about making mistakes in English. It is much better to make simple grammar mistakes and provide detailed information about your experience than to say grammatically perfect sentences without any real content.

Examples of Recruitment Ad

Food Product Quality Assurance Chemist

Company Description:

Amerx is an international provider of food, beverage and functional food products and services. With 3000 employees in USA, UK, German, Canada and China, the company is committed to using its knowledge and experience to meet customers' demands and help them succeed. Amerx is an equal opportunity employer.

Job Locations:

UK, China and USA.

Job Position Description:

The job is required to provide analytical support to process, and ensure conformance to customer requirements for quality and food safety.

Position Responsibilities

- Final product approval. Assurance of compliance to customer specifications.
- Daily assessment of process quality parameters and quality assurance systems, including calibration, maintenance, procedures, food safety, training and auditing.
- Data analysis, trend identification, troubleshooting, corrective action and communication with regard to processing data, final product and wastewater.
- Operate and maintain lab, in control room and in-process instrumentation.
- Disposal of hazardous wastes (biological and chemical).
- Training of new quality assurance chemists, analysts, operators, technicians and personnel from other functional areas.
- Perform miscellaneous job-related duties as assigned (i. e. Process improvement projects, development and modification of QA (quality control) procedures and documents, recruiting and interviewing of new employees and assisting other locations with process start-ups and projects.

Qualifications and Requirements

- B. A. , B. S. or M. S. in Food Science, Food Engineering, Chemistry, Applied Microbiology, Biochemistry and Biotechnology.
- Ability of leadership, communication, motivation, interpersonal effectiveness, teamwork and successful completion of work.
- Ability to prioritize and manage a large workload with multiple priorities.
- Ability to translate and communicate analytical data to technical and non-technical people.
- Ability to obtain samples from the process area and run analytical tests.
- Ability to operate and calibrate analytical instruments, for example, HPLC and GC, to perform analyses.
- Ability to use of SPC (Statistical Process Control) and Labview® (Lab data program) tools in problem solving, decision-making and data processing.
- Ability to relate technical knowledge to solve testing and process problems.
- Open to relocation.

Benefits:

Salary starts from \$ 35000 to 48000 dependent on qualification and experiences

Retirement plan and medical insurance

Please Submit Your Application Before Jan. 20, 2006

Examples of Interview Info.

Dear Mr. Howell,

You are confirmed to an interview on Wednesday, Feb. 12th, 2006 beginning at 10:00 AM. You will be interviewing for the position of Food Product Quality Assurance Chemist within the Research Center of Amerx. Upon your arrival, please sign in the front desk. Your interview will take place at the Research Building.

I have attached the position description summary and a map of locations.

INTERVIEW SCHEDULE

9:15-10:00 am	Joe White, Human Resource Manager,
10:00-10:40 am	Tom Olson, Product Quality Manager,
10:45-11:30 am	Charles Wash, Director of Research and Development
11:50-1:00 am	Lunch with Kevin Koss, Senior Research Engineer, and Nancy Davis, Quality Assurance Officer
1:15-2:00 pm	Your Presentation (30 minutes) to Lab and R&D groups
2:00-2:40 pm	Frank Gonzalez, Production Manager
2:40-3:00 pm	(Debrief) Tom Olson, Product Quality Manager

The Conference Room at the Research Building has been booked for your presentation. Please have your formal presentation on some form of transferable media or laptop computer.

As we discussed on the phone, please plan on your day ending by 3:00.

Yours truly

Joe White
Human Resource Manager

SECTION III Additional Pointers

Whether your interview is on campus or off, it is important to make the most of it. Because to be successful, you should always seek to retain control of the

process, and the only way to do this is to have control over the final decision. You can always walk away from a company that you later decide you have no interest in, but you need to remain in positive control to retain the power to pick and choose. Your objective in every interview should be to take yourself one step further toward generating the job offer. You can do that by doing your very best in each and every interview. Treat every interview as if it were the only one you would ever get with that company and your only opportunity to convince them that you are the right candidate for the position. Although there may be several interviews before the eventual offer, you must score positively in each interview.

Feel free to bring appropriate samples or copies of your work to the interview as concrete examples of your capabilities. Use reports, projects, photos, programs, or whatever it is that provides a tangible example of what you have done. It is one thing to say “I wrote a report”, and quite another to actually show the report you wrote.

While the types of samples you use may vary, they can include any information developed either through capstone-level classes or work projects.

Following are a few examples of materials that you can bring with when interview and have been used successfully:

- Your thesis
- Your published papers
- Awards
- Recommending letter from your supervisor

Be fully prepared not only to “show” but also “tell” about your sample. Be ready to answer any and all possible questions that might come up. This should not be a casual sample—it should be an example of your very best work. It will stand as the icon of what your capabilities are. If you are extremely proud of something you have done, show and tell why.

If possible, you might want to consider using your show and tell samples as “leave-behinds” for the company to look at later. There is usually not enough time within the course of the interview to fully explore a good “show and tell” item. This also puts another “hook” into the company for necessary future contact.

SECTION IV

Patterns

A. Making Appointment

1. I'd like to make an appointment with _____ .
2. What time will _____ be available (be able) to see me ?