

高职 实用英语

(基础版)

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主编 王微娜 张欣



西南财经大学出版社
Southwestern University of Finance & Economics Press

Practical English
for Vocational Colleges
(Basic Edition)



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前言 PREFACE

随着全球经济一体化的快速发展和国际交流合作的日益频繁,英语已经成为沟通世界的桥梁。良好的英语水平能够帮助学生提升自身的求职竞争力,拓展自身的职业发展空间。为了培养这方面的人才,就需要各高职院校提高英语教学水平,构建与时俱进的教学模式,在此背景下,我们以“立德树人”为目标,吸收国内外英语教学的先进理念,遵循英语教学的基本规律,兼顾高等学校英语应用能力考试所必备的应试技巧及课程思政元素,组织具有丰富经验的高职高专英语教学一线教师精心设计和编写了本教材。

一、教材结构

本教材包括十六个单元,以话题为主线,体裁多样。每个单元又分为五部分:Speaking & Pronunciation(口语和语音)、Speaking & Listening(口语和听力)、Writing & Translation(写作和翻译)、Reading(阅读理解)、Grammar(语法知识)。

口语部分根据单元的主题设计了不同场景的对话,使学生循序渐进地提升英语语言交际能力。

语音部分讲解连读、省音等读音技巧以及英美发音差异等知识,帮助学生说一口字正腔圆的地道英语。

听力部分主要为听力练习题,分为听句子选答语和听对话选答案两部分,旨在帮助学生提高应试能力。

写作部分设计与主题相关的应用文写作,以帮助学生为日后在工作中熟练使用英语打下坚实的基础。

翻译部分选取了时政热点词汇以及实用词汇翻译,帮助学生了解时事,提升学生的思维品质以及翻译能力。

阅读理解部分由精读和泛读构成,重点选取了与主题相关的文化礼仪及应用类文体,旨在增强学生的学习兴趣,培养学生的跨文化意识,让学生了解中西方文化差异。

语法知识部分以《高职高专教育英语课程教学基本要求》为依据,选取了相关的语法



内容进行讲解，同时配有语法练习。

二、教材特色

1. 定位明确，注重落实“立德树人”的根本任务

本教材通过话题讨论、时事热点词汇学习等内容，将思政元素和英语教学有机结合，旨在帮助学生树立正确的人生观和价值观，培育学生的家国情怀，激发学生的远大理想和抱负，提升学生的人文素养。

2. 编排科学，注重培养学生的英语综合能力

本教材内容涵盖英语学习的听、说、读、写、译五个方面，将理论和实践紧密结合在一起，通过多种活动全方位提高学生的英语水平。

3. 内容丰富，注重开阔学生的视野

本教材内容以生活实用场景为线索，涉及酒店、机场、商务见面等各个方面，选材注重趣味性、时代性和文化性，可以帮助学生开阔视野，提升跨文化交际能力。

本教材由辽宁现代服务职业技术学院王微娜、张欣任主编，由辽宁现代服务职业技术学院吴晓砾、尹立荣任副主编，辽宁现代服务职业技术学院尹立荣任主审。其中，王微娜编写第1单元至第6单元；张欣编写第7单元至第10单元；吴晓砾编写第11单元至第14单元；尹立荣编写第15单元至第16单元。

由于编者水平有限，书中难免有不当和疏漏之处，恳请广大读者批评指正，以便我们及时做出修订。

编 者

2022年11月

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Unit 1

Greeting

Speaking & Pronunciation

I. Dialogues

Meet People for the First Time

Dialogue 1

A: Hello, Lily Zhang! I'm David Green.

B: Hi, Mr. Green! Nice to meet you.

A: Nice to meet you, too. Here is my business card.

B: OK, thanks. This is mine.

Dialogue 2

A: Excuse me, are you Mr. Michael Green?

B: Yes, I am.

A: How do you do, Mr. Green? I am Wang Xin from Liaoning Vocational Technical College of Modern Service.

B: It is a pleasure to meet you. Please call me Mike.

Useful Expressions

- | | | | |
|----------------------|---------------|------|------------------------------|
| 1. Mr. | ['mɪstə(r)] | n. | (用于男子的姓氏或姓名前) 先生 |
| Ms. | ['mɪz] | n. | (用于女子的姓氏或姓名前, 不指明婚否) 女士 |
| Miss | ['mɪs] | n. | (用于未婚女子姓氏或姓名前, 以示礼貌) 小姐, 女士 |
| Mrs. | ['mɪsɪz] | n. | (用于已婚女子的姓氏或姓名前, 以示礼貌) 太太, 夫人 |
| 2. Nice to meet you. | | | 见到你很高兴。 |
| 3. business card | | | 名片 |
| 4. vocational | [vəʊ'keɪʃənl] | adj. | 职业的 |
| 5. technical | ['teknɪkl] | adj. | 技术的 |



- | | | | |
|--|-----------|------|----------|
| 6. college | ['kɒlɪdʒ] | n. | 大学; 学院 |
| 7. modern | ['mɒdn] | adj. | 现代的; 时髦的 |
| 8. service | ['sɜ:vɪs] | n. | 服务 |
| 9. Liaoning Vocational Technical College of Modern Service | | | |
| 辽宁现代服务职业技术学院 | | | |
| 10. How do you do? | | | |
| 你好。(用于初次见面问好) | | | |

Exercises

1. Complete the dialogue.

A: Hello, are you Mr. Smith Green?

B: Yes, I am.

A: _____ do you do? I am Zhang Lin from Liaoning _____ Technical College of _____ Service.

B: _____ do you do, Mr. Zhang?

A: Welcome to China. Here is my _____ card.

B: Thanks. This is mine.

2. Act out the tasks according to the following situations.

- 1) Meet Prof. Waters at the airport for the first time.
- 2) Exchange business cards with Mr. Green.

II. Pronunciation

英语音标共有 48 个, 其中元音 20 个, 辅音 28 个。

元音: [ɑ:], [ʌ], [ɔ:], [ɒ], [ə], [ɜ:]

辅音: [p], [b], [t], [d], [k], [g]

Practice

[pɜ:]	[ba:]	[tɔ:]	[da:]	[ga:]
[pɑ:k]	[bʌt]	[tɔ:k]	[dæk]	[gɒt]
[dɒg]	[pɒkt]	['pɜ:pɒ]	['bʌtə]	['da:gəp]
['kɔ:pə]	[gʌ'dət]	[gɜ:'ta:p]	['tʌkəd]	['ba:pəgət]



Speaking & Listening

I. Dialogues

Meet People Again

Dialogue 1

A: Hello, Professor Waters. How are you these days?

B: Not bad. And you?

A: I am fine, thanks. How is your research project?

B: That's good.

Dialogue 2

A: Hello, Jack. Haven't seen you for ages. How's everything?

B: Hi, Mr. Wang. What a pleasant surprise! I'm pretty good. And you?

A: Very well, thank you. What brings you here?

B: I am here on business.

Useful Expressions

- | | | | |
|-------------------------------|---------------|------|------------------------------|
| 1. professor | [prə'fesə(r)] | n. | 教授; (大学的) 讲师 |
| 2. research | [rɪ'sɜ:tʃ] | v. | 研究 |
| | [ri:sɜ:tʃ] | n. | 研究 |
| 3. project | ['prɒdʒekt] | n. | 项目 |
| 4. Haven't seen you for ages. | | | 好久没见到你了。 |
| 5. How's everything? | | | 一切还好吧? |
| 6. pleasant | ['pleznt] | adj. | 令人愉快的 |
| 7. surprise | [sə'praɪz] | n. | 意想不到 (或突然) 的事, 令人惊奇的事 (或消息等) |
| 8. What a pleasant surprise! | | | 真是一个意外的惊喜! |
| 9. What brings you here? | | | 什么风把你吹来了? |
| 10. on business | | | 出差 |

Exercises

1. Complete the dialogue.

A: Hello, haven't seen you for _____. Do you still remember me?

B: Oh, it's you, Professor Zhang. What a _____ surprise! How's everything?



A: Very well, thanks. How is your _____ project?

B: Wonderful. What _____ you here?

A: I am here on _____.

2. Act out the tasks according to the following situations.

1) Greet your friend you haven't seen for a long time.

2) Greet your business partner, Mr. Breen, at a trade fair.



II. Listening Exercises

Section A

Listen to the sentences and choose the proper responses. Each sentence will be spoken two times.

1. A) Everything's OK.

C) I think so.

2. A) Sorry to hear that.

C) Hurry up.

3. A) At 8 a.m.

C) You are right.

4. A) Have a good time.

C) It's fine.

5. A) Tomorrow morning.

C) It's not far away.

6. A) My pleasure.

C) Very good.

7. A) Mind your steps.

C) Yes, please.

B) It's a good idea.

D) I'll do that.

B) You are so nice.

D) Glad to meet you.

B) Here you are.

D) I'd like to.

B) Take care.

D) Yes, it is.

B) It's over there.

D) Go ahead.

B) Enjoy yourself.

D) How do you do?

B) See you later.

D) Nice to see you.

Section B

Listen to the dialogues and choose the correct answers. Both the dialogue and the question will be spoken two times.

8. A) A sales meeting.

C) A New Year's party.

9. A) From a newspaper.

C) From a TV ad.

10. A) A college professor.

C) A financial expert.

B) A product advertisement.

D) A new project.

B) From a website.

D) From a friend.

B) A department manager.

D) A fashion designer.



- | | |
|-----------------------------|--------------------------------|
| 11. A) Working on a report. | B) Traveling on business. |
| C) Giving a lecture. | D) Meeting with a customer. |
| 12. A) He missed the bus. | B) He forgot the meeting time. |
| C) He was sick. | D) He came to the wrong room. |
| 13. A) A sports event. | B) A forest fire. |
| C) A traffic accident. | D) Road repairs. |
| 14. A) Good. | B) Challenging. |
| C) Difficult. | D) Boring. |

Writing & Translation

I. Writing

Business Card

在商务活动中，名片发挥着重要的作用。通常情况下，名片包含七个部分的信息。

1. 公司名称 (the name of your company)。常用 Co. 代表“公司”，用 Co., Ltd. 代表“有限公司”。

2. 本人姓名 (person's name)。通常位于比较显眼的位置。英文名字的写法为“名 + 姓”。

3. 职位、职称、头衔 (position, title)。通常位于名字的下方。常用职务有：president (总裁，董事长)、general manager (总经理)、sales manager (销售经理)、accountant (会计)、CEO (首席执行官)。

4. 电话号码 (telephone number)。缩写为 tel，常指座机号码。手机通常用 mobile。

5. 传真号码 (fax number)。

6. 电子邮箱 (e-mail)。

7. 公司地址 (the address of your company)。英文地址从小到大大写。一般顺序为：室号、门牌号、街道、城市、省 (州)、国家。英文为：Room × × ×, No. × × ×, × × × Road/Street, × × × City × × × Province, × × × Country。其中，英语的门牌号用 No.，而美语用 #，即 No. 25 / 25#。

Sample

 辽宁现代服务职业技术学院 Liaoning Vocational Technical College of Modern Service Address: No.81 Tongshun Street, Puhe New Town, Shenbei New District, Shenyang, Liaoning Province, China	Jim Green Professor Tel: 024-88085648 Fax: 024-88085648 E-mail: 1446938849@qq.com
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Exercises

1. Fill in the blanks.

Jinxing Software Co., _____

Jams A. W. Mahon

General _____

Tel: 912-23546812 _____: 13856147326

_____ : 912-23451569 E-mail: 23839469@gmail.com

_____ : 123 Main St., Ste 1234, P. O. Box 1234, Savannah, GA 31402, USA

2. Design your own business card.



II. Translation

Buzz Word

self-reform 自我革命

Over the past 100 years, the Communist Party of China (CPC) has managed to maintain its vigor through continuous self-reform, a hallmark of the CPC and one of its greatest strengths.

Terms Translation

keep workplace clean 保持工作区域清洁

turn off machine in between jobs 工作间隙关闭机器

store chemicals correctly 正确储存化学品

wear safety glasses 戴上防护镜

shut down machines when not in use 机器不用时请关闭

report any unsafe conditions 任何不安全状况必须报告

avoid loose clothing 勿穿宽松服装

wear protective uniform 穿好防护服

use two-handed operations 使用双手操作

know how to lift heavy loads 了解如何提升重物

Exercise

Choose the correct translation for the following expressions.

- | | |
|---|-------------|
| () 1. store chemicals correctly | A. 保持工作区域清洁 |
| () 2. shut down machines when not in use | B. 勿穿宽松服装 |
| () 3. self-reform | C. 工作间隙关闭机器 |
| () 4. unsafe conditions | D. 防护镜 |
| () 5. two-handed operations | E. 提升重物 |
| () 6. turn off machine in between jobs | F. 自我革命 |
| () 7. lift heavy loads | G. 防护服 |
| () 8. protective uniform | H. 机器不用时请关闭 |
| () 9. keep workplace clean | I. 正确储存化学品 |
| () 10. avoid loose clothing | J. 双手操作 |
| () 11. safety glasses | K. 不安全状况 |

Reading

I. Intensive Reading

Greeting Etiquette

Greetings are very important in our daily life. The main purpose of greetings is to establish or maintain social contact. In order to leave a good impression, it is necessary for us to learn how to greet people we meet in a correct way. Greeting etiquette differs from culture to culture. So, learning different cultures and customs is very useful and helpful.



China has a long history for about 5,000 years. Because of its tradition, the fist-and-palm salute was common etiquette in ancient times, and the prostration ceremony was widely used until the revolution of 1911. Nowadays, Chinese people usually shake hands with each other.

Due to their personalities and characteristics in Western countries, people shake hands to show their greetings. They kiss women's hands to show their respect. They kiss the cheek to express their friendliness.

Influenced by the Buddhism, people in Thailand and India take namaste as their daily etiquette.

In Korea and Japan, people like bowing when they meet someone, which shows their respect and gratitude according to their history.

Culture influences communication. Therefore, we should accept, appreciate and admire other's greeting etiquette to strengthen friendships.

Useful Expressions

1. etiquette	['etɪket]	n.	礼节, 礼仪, 规矩
2. establish	[ɪ'stæblɪʃ]	v.	建立, 创立
3. maintain	[meɪn'teɪn]	v.	维持, 保持
4. social contact			社交联系
5. differ from			与……不同; 区别于……
6. fist-and-palm salute			拱手礼
7. fist	[fɪst]	n.	拳, 拳头
8. palm	[pɑ:m]	n.	手掌



9. salute	[sə'lu:t]	<i>n.</i>	致敬，欢迎；敬礼
10. prostration	[prə'streɪʃn]	<i>n.</i>	俯伏；拜倒
11. ceremony	['serəməni]	<i>n.</i>	典礼，仪式
12. prostration ceremony			跪拜礼
13. revolution	[ˌrevə'lʊ:ʃn]	<i>n.</i>	革命
14. personality	[ˌpɜ:sə'næləti]	<i>n.</i>	个性；品性；名人
15. characteristic	[ˌkærəktə'rɪstɪk]	<i>n.</i>	特征，特性，特色
16. cheek	[tʃi:k]	<i>n.</i>	面颊，脸颊
17. Buddhism	['budɪzəm]	<i>n.</i>	佛教
18. namaste	['nʌməsteɪ]	<i>n.</i>	合十礼
19. bow	[baʊ]	<i>v.</i>	鞠躬，点头
20. according to			根据，按照；取决于；据（……所说）
21. strengthen	['streŋθən]	<i>v.</i>	加强，巩固

Exercises

1. Decide whether the following statements are true (T) or false (F).

- () 1) Greeting etiquette differs from culture to culture.
- () 2) The fist-and-palm salute is common etiquette in ancient Europe.
- () 3) Because of their tradition in Western countries, people shake hands to show their greetings.
- () 4) In Thailand and India, people kiss each other when greeting.
- () 5) In Korea and Japan, people like bowing when they meet someone.

2. Fill in the blanks with the proper expressions below.

characteristics	establish	etiquette	revolution	bowing
according	strengthen	Buddhism	differs	cheek

- 1) The main purpose of greetings is to _____ or maintain social contact.
- 2) Greeting etiquette _____ from culture to culture.
- 3) Because of its tradition, the fist-and-palm salute was common _____ in ancient times.
- 4) In ancient times, the prostration ceremony was widely used until the _____ of 1911.
- 5) Because of their personalities and _____ in Western countries, people shake hands to show their greetings.
- 6) They kiss the _____ to express their friendliness.
- 7) Influenced by the _____, people in Thailand and India take namaste as their daily etiquette.



- 8) In Korea and Japan, people like _____ when they meet someone.
9) Bowing shows their respect and gratitude _____ to their history.
10) We should accept, appreciate and admire other's greeting etiquette to _____ friendships.

3. Answer the following question.

How do the Maori greet each other in Australia?

II. Reading Exercises

Section A

Choose the best choice according to the passage.

PowerShow.com is a leading presentation/slideshows (展示与放映幻灯片) sharing website. Whether your application is about business, how-to, education, medicine, school, sales, marketing, online training or just for fun, PowerShow.com is a great resource. And best of all, most of its cool features are free and easy to use.

You can use PowerShow.com to find and download Sample PowerPoint presentations on just about any topic you can imagine, so you can learn how to improve your own slides and presentations for free.

For a small fee, you can get the industry's best online privacy (网络隐私) or publicly promote your presentations and slideshows with top ranking (排名). Aside from that, it's FREE. We'll even change your presentations and slideshows into the Flash, including 2D and 3D effects, music or other audio. All for free. Most of the presentations and slideshows on PowerShow.com are free to view; many are even free to download. Check out PowerShow.com today—for FREE. There is truly something for everyone!

1. According to the first paragraph, PowerShow.com is a website which _____.
A) offers advertising spaces
B) shares slideshows
C) provides training courses
D) sells APPs
2. Most of PowerShow.com's features are _____.
A) convenient to develop
B) difficult to log in
C) expensive to buy
D) easy to use



3. By using PowerShow.com, you can learn to _____.
A) make your presentations better
B) develop your own software
C) create your personal website
D) conduct an online survey
4. If you want to get the industry's best online privacy, you need to _____.
A) sign a contract
B) ask for permission
C) pay a small fee
D) register a new account
5. Which of the following could be the title of the passage?
A) Introduction to PowerShow Website
B) Developing Presentation Skills
C) Setting up a Personal Website
D) Future of PowerShow.com

Section B

Choose the best choice according to the poster.

PUBLIC ANNOUNCEMENT:

We would like to take this opportunity to thank our friends and customers for their loyal patronage for the past four years.

At this time and after careful consideration, we have decided to close our retail store in order to expand our wholesale business. The Vinjerud Family, however, does plan to open in a more convenient location in the future.

If you have a gift card, please contact Olivia Costa at 508-910-2100 or olivia @ oceans-flee.com between the hours of 9:30 a.m. and 1:30 p.m. to make an appointment to be reimbursed for the full remaining value.

Again, we sincerely appreciate all the support we have received.

Sincerely,
The Management

6. This announcement is to inform the public about _____.
A) the awards and prize winners
B) the closing of a retail store



- C) the seasonal sales
D) the new arrivals
7. In the future, the Vinjerud Family intends to start its business _____.
A) on a similar scale
B) under better management
C) with more employees
D) in a more convenient place
8. What are people asked to do if they have a gift card?
A) Contact the store for the remaining value.
B) Shop in any other retail stores in the town.
C) Exchange for gifts in the store.
D) Keep it for future use.

Grammar

Nouns

1. 概述

名词可以分为可数名词和不可数名词。不可数名词没有单复数，一律看作单数。

2. 可数名词的变化规则

1) 名词的复数形式一般在其词尾加 s。

book—books 书

bag—bags 包

fruit—fruits 水果

2) 以 s、x、ch、sh 结尾的名词加 es。

class—classes 班级

box—boxes 盒子

3) 以辅音字母加 y 结尾的名词，变 y 为 i 再加 es，读 [iz]。

baby—babies 婴儿

4) 以元音字母加 y 结尾的名词直接在词尾加 s。

boy—boys 男孩

day—days 天

5) 以 f、fe 结尾的名词变 f、fe 为 ves。

wolf—wolves 狼



wife—wives 妻子

life—lives 性命

knife—knives 刀子

6) 以 o 结尾的名词除了 tomato、potato、hero 加 es 外，其他的加 s。

zoo—zoos 动物园

photo—photos 照片

3. 名词复数的不规则变化

man—men 男人

woman—women 女人

tooth—teeth 牙齿

foot—feet 脚

mouse—mice 老鼠

child—children 孩子

4. 单复数同形的名词

Chinese 中国人

Japanese 日本人

sheep 绵羊

deer 鹿

fish 鱼

people 人们

注意：fish 当一条鱼或多条鱼讲时，单复数同形，如 three fish；当各种各样的鱼讲时，即强调鱼的种类时，要加 es，如 all kinds [kaindz] of fishes；当鱼肉讲时，为不可数。

5. 常作不可数名词的名词

以下名词常作不可数名词，其复数形式就是它们本身。

water 水

milk 牛奶

tea 茶

rice 米饭

orange 橙汁

juice 果汁

bread 面包

Exercises

- The _____ in our yard are very beautiful.
A) cloth
B) water
C) flowers
D) picture
- Tom is one of the Chinese _____ in our school.
A) boy
B) boys
C) boies
D) boyes
- A cat has four _____, doesn't it?
A) foots
B) feet
C) feets
D) footes
- There are three _____ and five _____ in the room.
A) Americans; Japaneses
B) Americans; Japanese
C) American; Japaneses
D) American; Japanese
- Can you see nine _____ in the picture?
A) fish
B) book
C) horse
D) dog
- The _____ has two _____.
A) boy; watch
B) boy; watches
C) boys; watch
D) boyes, watchs
- The _____ are flying back to their country.
A) Germany
B) Germanys
C) Germans
D) Germen
- The girl brushes her _____ every day before she goes to bed.
A) tooths
B) teeth
C) teeths
D) toothes
- I saw many _____ in the street.
A) peoples
B) people
C) people's
D) peoples'
- The green sweater is his _____.
A) brother
B) brothers
C) brother's
D) brothers'

