

ENGLISH

英语

同步学习辅导

职业模块 工科类



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主编 常乐 师海歌

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前言

PREFACE

《英语同步学习辅导（职业模块）工科类》是《英语（职业模块）工科类》的同步自学练习用书。本书每个单元均设有听说、词汇、阅读和写作四大板块，力求帮助学生巩固和拓展教材所涉及的听、说、读、写等语言技能。

本书主要有以下特色。

1. 巩固语言基础，凸显能力运用

本书内容丰富，题型多样，旨在帮助学生巩固语言基础知识，提升听、说、读、写等语言技能。

2. 体现职业性和时代性

本书选材贴近中职学生的实际并注重职场实际相关语料的选取，题材新颖，时代性强。

3. 注重价值引领和育人功能

本书在帮助学生运用语言知识、发展语言技能的同时，着力培养学生的行业服务意识。

4. 随附二维码，方便听力学习

本书听力部分配有音频资源，学生扫描二维码即可获取听力音频，方便学生随时随地学习。

本书由北京电子科技职业学院的常乐、师海歌任主编，北京电子科技职业学院扶廷文、尹佳音任副主编。具体编写分工为：常乐编写第1、2、4、6、8单元、师海歌编写第3单元，扶廷文编写第5单元，尹佳



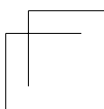
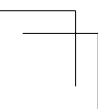
音编写第 7 单元。

由于编写人员水平有限，书中难免有疏漏之处，敬请各位读者批评指正。

编 者

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Unit 1

Place of Work

Listening and Speaking

I. Listen and choose. 听录音，选择适当的答案。



1. _____
A. I think so. B. You're welcome. C. Congratulations!
2. _____
A. Of course. B. Thank you. C. It's important.
3. _____
A. I work eight hours a day.
B. I work in a company.
C. I visit our factory.
4. _____
A. It takes me 20 minutes to walk there.
B. I go to work by bike.
C. Sorry, I don't know.
5. _____
A. I am currently studying for upcoming exams.
B. I go to work at 8:00.
C. That's all right.



II. Listen and choose. 听录音，选择适当的答案。



1. How many cabinets are there in the woman's office?
A. Two. B. Three. C. Four.
2. What kinds of furniture are there in the woman's office?
A. A sofa.
B. Two armchairs.
C. A sofa and two armchairs.
3. Where is the table in the woman's office?
A. In front of the sofa.
B. Beside the armchair.
C. On the left of the cabinet.
4. How many flowers or plants are there in the woman's office?
A. None. B. A few. C. Quite a lot.
5. How does the man help the woman set up her new office?
A. Clean her office.
B. Give her some ideas.
C. Decorate her office.



III. Listen and fill. 听录音，补全短文。

Manners at work is a set of unspoken and 1. _____ rules about how we interact with our colleagues. It includes things like how we dress, talk, and 2. _____ ourselves in meetings.

There are many different opinions on what is considered 3. _____ manners. What may be acceptable in one company may not be acceptable in another.

So, a set of rules that state 4. _____ behaviour standards in the workplace is work manners. It covers a broad range of topics for workers from 5. _____ language, behaviour, to formal and informal conversation at workplace.

**IV. Role-play.** 根据下列信息，两人一组表演对话。

Situation: Suppose you just got an offer from a design company. You are going to share the good news with one of your friends. Make a dialogue and act it out with your partner.

Partner A

- How are you going?
- I heard you got an amazing job.
- Do you like your new job?
- How do you get to work?
- How long does it take you to get to work?
- What do you usually do after work?

Partner B

- I am doing great.
- I got an offer from an IT company.
- Yes, the people there are very nice and helpful.
- I often go to work by...
- It takes me...minutes to get to my office.
- I work out in the gym to keep fit.

Vocabulary**I. Match the words and expressions with their definitions.** 词义配对。

- | | |
|----------------|--|
| 1. rise | A. the fact that sth might exist or happen, but is not certain to |
| 2. possibility | B. to have power over a person, company, country, etc. so that you are able to decide what they must do or how it is run |
| 3. prepare | C. an increase in an amount, a number or a level |
| 4. control | D. to carry out, accomplish, or fulfill (an action, task, or function) |
| 5. perform | E. to make sth or sb ready to be used or to do sth |

II. Fill in the blanks with the proper form of the words in the box. 用所给单词的适当形式填空。

rise *possibility* *prepare* *control* *perform*



1. There has been a sharp _____ in the number of people out of work.
2. Are you _____ to meet the challenges in your new career?
3. Can't you _____ your children?
4. There is now no _____ that she will make a full recovery.
5. The _____ starts at seven.

III. Translate the following English sentences into Chinese. 将下列句子翻译成汉语。

1. One obvious trend is the rise of the blended workspace to welcome a mix of onsite and remote workers in the same company.

2. 42% of employees said they wouldn't want to come back to worksite full time, while 87% of them wanted to work online at least one day per week.

3. Flexible hours and work styles are on the rise, breaking the fixed point-to-point routine.

4. As one of the world's leading ICT solutions providers, Huawei believes that digitalization is necessary for enterprises to keep steady growth in today's huge market.

5. Over the next three to five years, Huawei is pushing its digital workplace to support the online and offline work of elite personnel.



Reading

I. Cloze. 完形填空。

My First Day at Work

Sometimes every day feels like the very first day. I 1. _____ that day like it was yesterday, yet it occurred over 20 years ago. I had 2. _____ from the ML Sultan Technikon in Durban, having 3. _____ six months on my first semester studying mechanical engineering 4. _____ to start working as an apprentice (学徒) and to study part time.

Then my mum 5. _____ me to get into computers. Computers were so new, that the word technology was not widely used. This 6. _____ me, however with due care and respect for my mum I went to the 7. _____. Two days later I was getting 8. _____ for work; the money was to flow immediately. For the first couple of days, I couldn't understand a single word in the manual. This was terribly 9. _____. I wished I had a mentor. However over a period of time, I managed to build up the courage to ask for help. Over the next few years I began to learn more and the level of 10. _____ grew too.

Afterwards, I became 11. _____ and wanted what I was not certain yet. I would hand in my 12. _____ letter, and was ready for a journey in the banking world. So my boss came and asked me, "what do you really want?" Actually, I didn't prepare for it, just "best of luck" or "all of the best". He then took the time to talk to me and more 13. _____ he listened without any haste and truly connected with me.

I 14. _____, for the true leader in me was about to emerge, a 15. _____ that influences, encourages, grows and allows others to be



exceptional. His words had stayed with me, to this day.

- | | | | |
|---------------------|----------------|----------------|----------------|
| 1. A. forget | B. remember | C. believe | D. regret |
| 2. A. come | B. run | C. returned | D. gone |
| 3. A. spent | B. taken | C. cost | D. paid |
| 4. A. ready | B. interested | C. happy | D. upset |
| 5. A. told | B. asked | C. pushed | D. advised |
| 6. A. bored | B. excited | C. terrified | D. comforted |
| 7. A. factory | B. building | C. school | D. interview |
| 8. A. lost | B. dressed | C. taught | D. paid |
| 9. A. boring | B. interesting | C. exciting | D. frustrating |
| 10. A. confidence | B. ability | C. happiness | D. power |
| 11. A. pleased | B. calm | C. restless | D. worried |
| 12. A. invitation | B. apology | C. suggestion | D. resignation |
| 13. A. surprisingly | | B. importantly | |
| | C. frankly | D. honestly | |
| 14. A. stayed | B. left | C. passed | D. slept |
| 15. A. officer | B. guide | C. leader | D. boss |

II. Read and decide whether the statement below is true (T) or false (F). 读下文, 判断正误。

How to Boost Your Workplace Efficiency?

Do you find yourself overwhelmed and need help to keep up with the demands of your job? Increasing your workplace efficiency could be the solution you're looking for. Read on to learn more.

Healthy Environment

Healthy working environments actively provide employees resources that take care of themselves easier. Meanwhile, it makes sure employees don't meet any unnecessary danger when doing their jobs. They make sure working areas comply with regulations, have safety protocols



and facilitate safe practices. Creating a healthy working environment requires an investment of time, energy and money, but the outcomes can lead to greater employee performance.

Updated Technology

An updated time management system can improve employee efficiency by monitoring work hours and customizing reports for specific tasks. You can use cloud-based application tools to share documents and files between employees, eliminating the need for multiple meetings and emails. Utilizing updated technology can help businesses streamline their operations, increasing the overall efficiency of their workplace. The software easily tracks progress and keeps current data easily accessible and secure.

Automation of Workflow

Automation helps reduce the amount of manual labour needed to complete tasks, making them quicker and easier. Automation also helps reduce the need for multiple people to work on the same task, saving time and energy. Automating the workflow ensures that the workload is easily broken down into small tasks that are easy to manage when dealing with big projects.

One way to automate workflows is to use technology such as task management tools or project management software, which help teams track progress, assign tasks, and keep everyone up to date with the status of projects.

Improving efficiency in the workplace is critical for any business, and there are many ways to do so.

- ☐ 1. A healthy working environment can lead to greater employee performance.
- ☐ 2. Creating a healthy working environment requires an investment of money only.
- ☐ 3. An updated time management system can improve employee efficiency by monitoring work hours.



- ☐ 4. Cloud-based application tools can only be used for sharing documents and files between employees.
- ☐ 5. Utilizing updated technology can help businesses streamline their operations.
- ☐ 6. Automation helps reduce the amount of manual labour needed to complete tasks.
- ☐ 7. Automating the workflow ensures that the workload is easily broken down into big tasks.
- ☐ 8. Task management tools can help teams track progress, assign tasks, and keep everyone up to date with the status of projects.
- ☐ 9. Improving efficiency in the workplace is not critical for any business.
- ☐ 10. There is only one way to automate workflows.

III. Read and choose. 读下文，选择正确答案。

A “Typical” Day in the Office

People often ask me, “What’s a typical day like in your office?” But the truth is, I can’t describe one. There is no such thing as a typical day. And that’s what I love about my job.

For example, last Monday, I got to work at around 6:30 am. That may sound a little early, but I like using the time to check my email and get back to people. That’s my top priority, and the quiet time in the morning is often the best time to do so.

At 8:00 my assistant James arrives. James is my right hand man. He runs the office and I really couldn’t function without him. At this point of the day I’ve put lists together of what we should accomplish, and I’m raring to go.

But those are rarely followed. I never know what’s going to come at me. This specific Monday, it was a call from the Dr Phil show. I spent half the morning answering questions and filling out surveys. After, I



spent time on the phone with the people I'm managing a project with. They informed me that the work I'd done for a job wasn't acceptable. I needed to redo it. And finally, I received another call from a television producer. After a couple of questions, they told me I was exactly what they weren't looking for.

I was excited. I was totally wrong. I was rejected. The day was spent in a roller coaster of emotions and reactions. If I were to let every turn or every drop define me, then I'd never enjoy the ride. So you must strive to achieve a balance—a balance inside yourself. You can hardly predict which days will be which.

1. What do people often ask the author?
 - A. What time do you start work?
 - B. What's a typical day like in your office?
 - C. What do you like about your job?
 - D. Who is your assistant?
2. Why does the author like to arrive at work early?
 - A. To check emails and get back to people.
 - B. To have breakfast before starting work.
 - C. To avoid traffic.
 - D. To meet with James.
3. Who is James?
 - A. A project manager.
 - B. A television producer.
 - C. The author's assistant.
 - D. The author's boss.



4. What does the author do when James arrives?
 - A. They have breakfast together.
 - B. They put lists together of what they should accomplish.
 - C. They go for a walk.
 - D. They watch TV.
5. What happened on the specific Monday mentioned in the text?
 - A. The author received a call from a television producer.
 - B. The author's work for a job was rejected.
 - C. The author spent half the morning answering questions and filling out surveys for the Dr Phil show.
 - D. All of the above.
6. How did the author feel after receiving a call from the television producer?
 - A. Excited.
 - B. Rejected.
 - C. Confused.
 - D. Angry.
7. What does the author mean by "the day was spent in a roller coaster of emotions and reactions"?
 - A. The author had a lot of work to do.
 - B. The author had a lot of meetings.
 - C. The author experienced both positive and negative events throughout the day.
 - D. The author felt sick.
8. What advice does the author give about dealing with unpredictable days?
 - A. You must strive to achieve a balance inside yourself.
 - B. You should quit your job.
 - C. You should complain to your boss.
 - D. You should take a day off.



9. What is the author's opinion on having a typical day?
- A. They love having a typical day.
 - B. They hate having a typical day.
 - C. They think there is no such thing as a typical day.
 - D. They wish they had a typical day.
10. What is the author's top priority when they arrive at work?
- A. To have breakfast.
 - B. To check their email and get back to people.
 - C. To meet with James.
 - D. To take a nap.

Writing

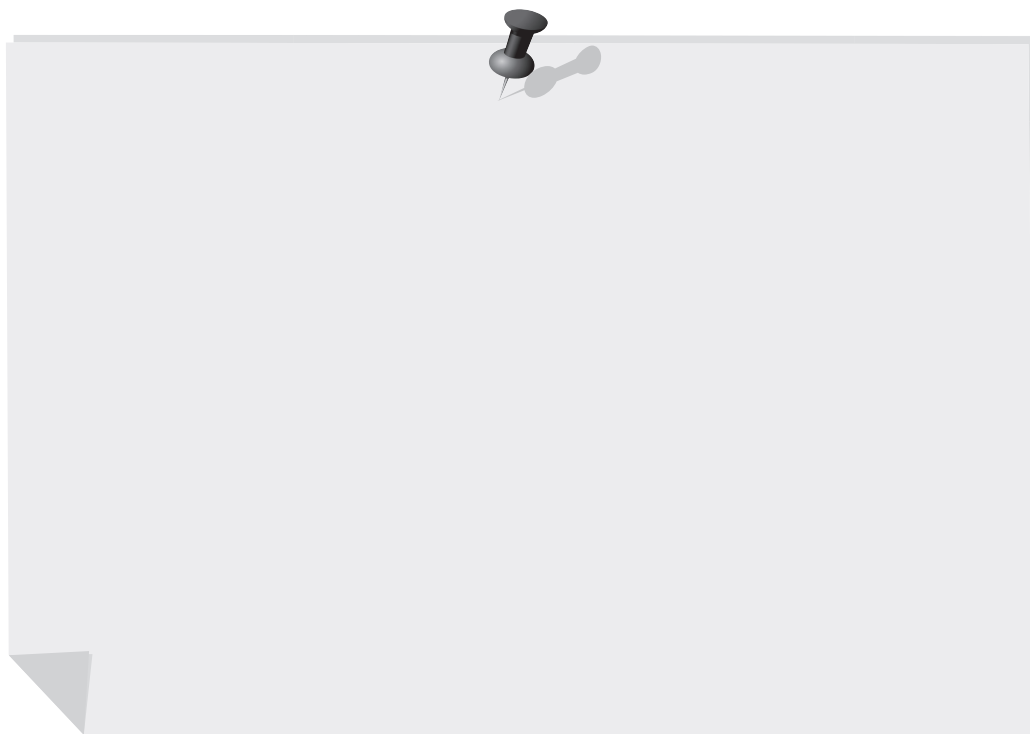
I. Complete the following company profile according to the given information.

根据所给信息补全下面的公司简介。

1. _____ (成立于) in 1999, ABC company is a well-known listed company in intelligent speech and artificial intelligence technologies. Since its establishment, the company is 2. _____ (专注于) to technological research in speech and languages, natural language understanding, machine learning, machine reasoning, adaptive learning, and has 3. _____ (保持) the world-leading position in those fields. The company actively promotes the development of AI products and their sector-based 4. _____ (应用), with visions of enabling machines to listen and speak, understand and think, creating a better world with artificial intelligence. The company outstanding research and business performance in the field of 5. _____ (人工智能) has been well recognized by all sectors at home and abroad. The company looks forward to joining hands with all partners to create a better world with AI!



II. Suppose you are going to start your own company. Please write a company profile for the company and introduce its basic information, business scope, company vision, etc. 假设你计划自己创办一家公司, 请为本公司写一份公司简介, 具体内容包括介绍公司的基本信息、业务范围及公司愿景等。



Hot Words and Expressions

1. open office layouts 开放式办公室布局
2. hot desking 办公桌轮用
3. coworking space 共享办公空间
4. Video conferencing revolutionizes how teams connect across borders. 视频会议革命性地改变了跨国团队间的联系和协作方式。
5. Cloud technology allows people to work from anywhere, anytime. 云技术使人们可以随时随地工作。