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Preface

前言

党的二十大报告指出：教育、科技、人才是全面建设社会主义现代化国家的基础性、战略性支撑。教育部于 2020 年制定的《中等职业学校英语课程标准》把培养学生的英语学科核心素养、发展健康的审美情趣、坚定文化自信和“帮助学生树立正确的世界观、人生观和价值观，自觉践行社会主义核心价值观，成为德智体美劳全面发展的高素质劳动者和技术技能人才”作为课程任务。本套英语教材便依据《中等职业学校英语课程标准》编写。教材建设旨在全面落实立德树人的根本任务，凸显职业教育的类型特征。为此，编者精心设计，甄选内容，使教材的知识点从易到难，由浅入深，更贴近学生的学习和生活。

教材特色

1. 优化交际策略，提高语用能力

本套教材在听说（Listening and Speaking）训练模块提供了相应的参考语句和提示词，以激发学生运用口语表达的兴趣，训练学生的口语输出能力，让学生充分发挥自身的主体作用，从而为今后在日常生活和工作中能进行良好的语言交际打下坚实的基础。

2. 设计多样任务，提升学习动力

本套教材根据学生的发展水平设计了不同的任务活动，如调查问卷、统计表、流程图等，通过让学生互助合作完成任务来最大限度地调动和发挥学生的内在潜力，以培养学生学习英语的意识，提高学生进行语言实践的能力。

3. 整合学习策略，培养学习能力

本套教材根据实际内容穿插学习方法及策略，包括口语策略、阅读策略等，旨在让学生充分思考，以增强自主学习英语的能力。

4. 培养文化意识，增强文化自信

本套教材在阅读语料中充分展现了中外文化的多样性，旨在培养学生的跨文化理解与交流能力，增强文化自信，并树立正确的世界观、人生观和价值观。

5. 创设职业情境，提升职场应对能力

本套教材在对话和读写环节创设了一些生活及工作情境，旨在增强学生的职业认同感，并提升其职业实践能力。

教材结构

Warming-up（话题导入）

此为单元的导入部分，通过生动的图片以及讨论、词汇练习等有趣的的活动引入单元主题，旨在帮助学生先了解单元的核心词汇。

Listening and Speaking（听说训练）

此部分通过听、说、模拟、讨论等活动，让学生掌握日常英语表达的方式；同时引导学生就本单元话题进行知识与经验的交流，以表达自己的观点。

Reading（阅读）

阅读素材内容新颖，具有与时俱进性和较强的趣味性，有助于学生开阔视野、提高文本理解能力和信息获取能力。

Grammar（语法）

此部分针对本阶段学生需要掌握的语法重难点进行讲解并提供练习，以帮助学生领悟语法规则，从而正确运用英语。

Writing（写作）

写作部分系统地介绍了一些常见的应用文体，旨在全面锻炼学生的应用文写作能力。

Cultural Awareness (文化拓展)

此部分可以帮助学生深入了解中国的传统文化，拓宽知识视野，使学生坚定文化自信，并促进文化传播。

本教材由八个单元组成，每个单元一个话题。针对所在地区的教学实际需要、学生现有水平和课时安排等，教师在教学过程中可对教材内容进行灵活调整，从而满足学生的多元化学习需求。

本册教材由贵州省岑巩县中等职业学校吴宗印任主编。

由于编者水平有限，书中难免存在疏漏之处，敬请各位读者批评指正。

编 者

2023 年 5 月

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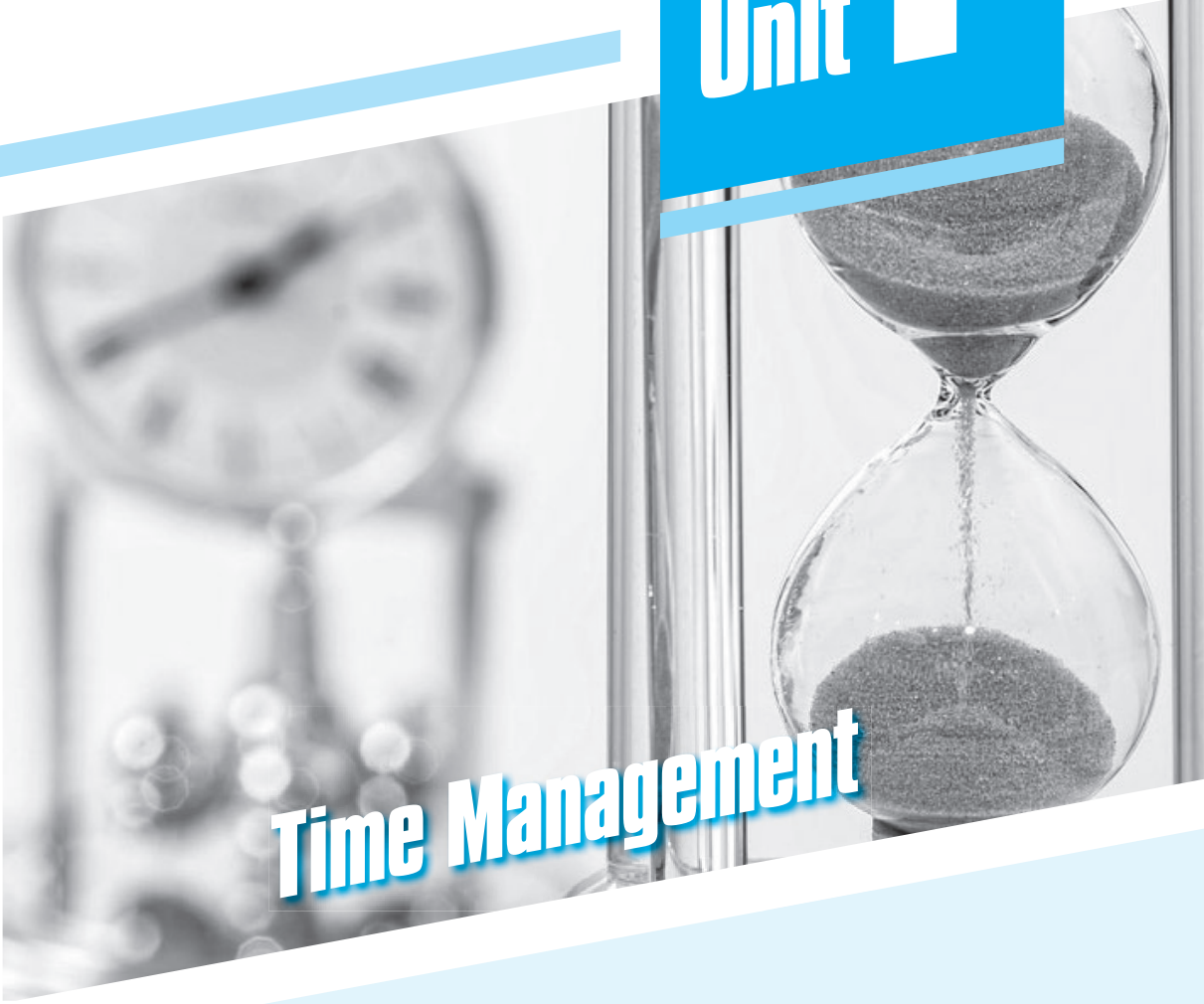
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If you know how to manage your time effectively, you can gain many benefits.

Unit 1



Time Management

After learning this unit, you'll be able to:

- express opinions about good time management
- grasp tips for improving study efficiency
- fill a course application form
- know something about the Pareto Principle



★ Warming-up

Discuss with your partner the following pictures and tell how you understand them.



A



B



C



D

★ Listening and Speaking



Dialogue 1 I'm Worrying About My Exams

I. Listen and decide whether the following statements are true (T) or false (F).

- ☐ 1. Suzy will take some exams soon.
- ☐ 2. Suzy made some preparations for the exam.
- ☐ 3. Suzy has been busying reading a book recently.
- ☐ 4. Rick advises Suzy to set up a schedule for daily activities firstly.
- ☐ 5. Rick thinks important things should be done first.



II. Listen again and fill in the blanks.

- A. I could not realize the importance of time and I have wasted a lot.
- B. Can you give me some advice on time management?
- C. That is really a great idea.
- D. Why haven't you prepared for the exams?
- E. You must make a timetable for study.

Rick: Hello, Suzy! How are you?

Suzy: Not very good. I'm worrying about my exams. They will begin soon but I am not well-prepared.

Rick: 1. _____

Suzy: I could not find time to prepare. I have been busy with my sports training and in writing my book.

Rick: Oh! You must manage time for your studies.

Suzy: 2. _____ I am worried how I would study all the courses in this short period of time.

Rick: 3. _____ Set up your priorities and assign some time to them. Just select important content and prepare it well.

Suzy: 4. _____

Rick: The first thing is to set up a schedule for your daily activities. Try to do all those in the assigned time period. That is the only way you can get the things well going on.

Suzy: OK. I will try to do this.

Rick: Also, give time to all activities according to their importance. For example, now your studies are your top priority, so assign more time to it. Skip the activities that are of little importance.

Suzy: Oh! 5. _____ I hope I can do something to get through the exams.





Rick: Best of luck with your exams. I have to go now.

Suzy: Thank you, Rick. Goodbye.

III. Discuss.

1. How do you organize your day?
2. Do you usually have enough time in the day to get everything done?
3. How important is it to plan your time well when studying?
4. What are the consequences of not planning our time carefully?
5. What are the benefits of planning our time well?

You May Use:



Words

wisely
productive
timely
make the most of
plan out
...

Sentences

I make my timetable or schedule.
I often make a list.
I write my work and activities in
my calendar.
It helps to improve my efficiency.
It helps me reach my goal.
...

Dialogue 2 What Is the Point of This Story?

I. Listen and choose.

1. What are the two speakers talking about?
A. Health. B. A job. C. A story.
2. Which is NOT mentioned in the dialogue?
A. Rocks. B. Water. C. Sand.
3. According to the dialogue, which is less important?
A. The house. B. The family. C. Children.
4. Which is TRUE according to the dialogue?
A. Everything in life is important.
B. We should do important things first.
C. We should do everything well.



II. Listen again and fill in the blanks.

point scale important life partners matter jar stuff

Cindy: Have you heard the story about rocks, pebbles and sand?

Edwin: No. What is it?

Cindy: The story says rocks are the important things, like family, _____, health, children, etc.

Edwin: What about the pebbles?

Cindy: The pebbles are the other things in life that _____, but on a smaller _____, like your job, your house, your car, etc.

Edwin: And the sand?

Cindy: The sand is everything else—the small _____.

Edwin: What is the _____ of this story?

Cindy: If you put the sand or the pebbles into a _____ first, there is no room for the rocks. The same goes for your _____.

Edwin: I got it. We should pay attention to the things that are _____ in our life.



If I spend all the time on the unimportant things, I will never have room for the things that are important.

III. Discuss.

Discuss with your partner which activity is more important and how much time should be distributed.

You May Use:

urgent, not urgent, important, not important
... should be done earlier and ... can be done a little later.
...



★ Reading



Text A

Time Management Skills

Time management is the skill of organizing our tasks and objectives into a schedule. It helps us complete our tasks and achieve our objectives on time. Everyone is running short of time as there are plenty of tasks to do and complete, in which case time management comes to the rescue for us and our daily goals, by which we manage our tasks, prioritize them, and accomplish them by working smarter and not harder.



Time management plays a very important role not only in organizations but also in our personal lives.

1. _____

Plan our day well in advance. Prepare a To Do List. Important things should come on top followed by those that don't need our attention right now. Complete these tasks one by one. Tick the ones we have already completed. Make sure we finish the task within the specified time.

2. _____

Working or studying without goals and targets would be similar to a situation where the captain of the ship loses his way in the sea. Yes, we would be lost. Set targets for ourselves and make sure they are realistic ones and achievable.

3. _____

Communication is an important skill for time management. Communicating with our classmates or co-workers enables us to manage stress or effectively delegate tasks. Besides, being in constant and open communication can prevent conflict and consequently improve the efficiency.



Exercises

I. Read the passage and match appropriate subheadings to paragraphs.

- A. Setting Goals and Objectives
- B. Effective Planning
- C. Openly Communicating

II. Read again and choose the best answer.

1. What is good time management?
 - A. Doing more work in less time.
 - B. Doing work in more time.
 - C. Doing less work smarter.
 - D. Doing work harder.
2. What kind of things should be done first?
 - A. Relaxing things.
 - B. Important things.
 - C. Not important things.
 - D. Stressful things.
3. Working or studying without goals would make us _____.
 - A. lazy
 - B. satisfied
 - C. happy
 - D. lost
4. Why is communication an important skill for time management?
 - A. It can help us manage stress and improve the efficiency.
 - B. It can prevent conflict and promote friendship.
 - C. It can make our goals realistic and achievable.
 - D. It can make us work smarter and harder.
5. How many suggestions are mentioned in the passage?
 - A. One.
 - B. Two.
 - C. Three.
 - D. None.

Text B

How to Learn More Effectively

Knowing the most effective learning ways can help you maximize your



efforts in learning new knowledge and skills. If you are like many people, your time is limited and it is important to get the most educational value from the time you have.

Knowing how to learn well is not something that happens overnight, but putting a few of these learning techniques into daily practice can help you get more out of your study time.

One way to become a more effective learner is to simply keep learning new things. Research has found that the brain can produce new brain cells. However, many of these cells will finally die unless a person engages in some types of effortful learning. So, if you are learning a new language, it is important to keep practicing it.

Another one is to focus on learning in more than one way. This might include describing what you learned to a friend, taking notes, or drawing a mind map. By learning in more than one way, you're further remembering the knowledge in your mind. For example, if you are learning a new language, try varying techniques such as listening to dialogues, reading written passages, practicing with a friend, and writing down your own notes.

Educators have long noted that one of the best ways to learn is to teach it to someone else. Translate the information into your own words. This process helps to consolidate new knowledge in your brain. Find some ways to share what you have learned.

If you are trying to acquire a new skill or ability, focus on gaining practical experience. For many students, learning mainly includes reading textbooks, attending lectures, or doing research in the library or online. These are indeed important. But putting new knowledge and skills into practice can be more effective. If it is a sport or athletic skill, perform the activity on a regular basis.



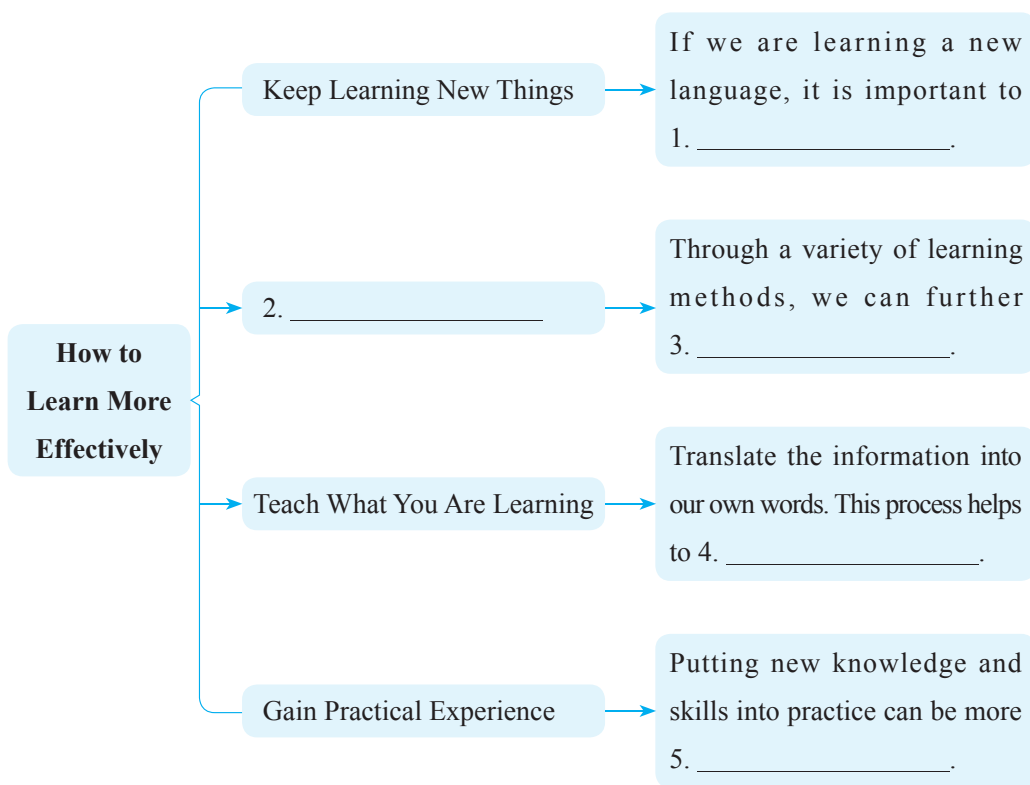


Exercises

I. Read and decide whether the following statements are true (T) or false (F).

- ☐ 1. It is very quick to know how to study well.
- ☐ 2. The brain can produce new brain cells when we learn new things.
- ☐ 3. If you are learning a new language, trying different ways to learn can help you a lot.
- ☐ 4. We should only pay attention to practice rather than textbooks.
- ☐ 5. One of the best ways to learn is to teach it to someone else.

II. Read again and complete the mind map.



★ Grammar

情态动词

情态动词本身有一定的词义，但是不能独立作谓语，只能和动词原形一起构成谓语。情态动词用在行为动词前，表示说话人对这一动作或状态的看法或主观设想。情态动词虽然数量不多，但用途广泛，主要有 can



(could)、may (might)、must、need、ought to、dare (dared)、shall (should)、will (would)、have to (had to)。除 have to 外，情态动词没有人称和数的变化。

Exercises

I. Circle the correct modal verbs and then write them in the blank space.

1. She doesn't _____ (have to/must) wash the dishes now. I'll do it later.
2. My brother _____ (has to/doesn't have to) wear a tie at his work. He is a lawyer.
3. My sister didn't go swimming yesterday. She _____ (might/can) be sick.
4. We _____ (shouldn't/mustn't) have parked our car here. Now we don't know where it is.
5. I am so happy you did very well on the exam. You _____ (must/should) have studied a lot.

II. Choose the best answer for each of the following items.

1. You _____ worry about him. He can take good care of himself.
A. needn't
B. don't need
C. didn't need
D. haven't to
2. This chest of drawers is very old. It _____ at least 200 years old.
A. must be made
B. must be
C. can't be
D. will have be
3. I love your cooking! _____ I have a second piece of your cake?
A. Will
B. Should
C. May
D. Do
4. —My daughter got a silver medal in the last race.
—You _____ really proud of her!
A. can't be
B. have to be
C. could be
D. must be



5. —This shopping bag is too heavy.
—Don't worry. I _____ help you.
A. will B. must C. have to D. need
6. I think you _____ look into the matter carefully before making a decision.
A. shall B. ought to
C. would D. shouldn't
7. It's quite warm outside so you _____ put on a coat.
A. can't B. mustn't
C. needn't D. may
8. According to the weather report it _____ rain today, but I'm not so sure about it.
A. can B. must
C. shall D. might
9. I _____ like to go to the cinema with you this weekend. How about it?
A. shall B. should
C. would D. may
10. _____ she risk staying where she was? That place is too dangerous.
A. Can B. Dare C. Must D. Need

★ Writing

Course Application Form (课程申请表)

无论是在生活中还是在学习过程中，我们都可能会遇到继续深造、出国留学、出国探亲或旅游、为毕业后找工作进行准备等情况，而这都需要学习一些语言或其他方面的技能，其中还会用到课程申请表。

课程申请表体现申请某课程的个人的相关信息。根据该表格，学校管理部门或教学机构可以了解各课程的教学对象和听课资格。虽然课程申请表有多种类型，但每一种类型一般都包含以下元素或内容：

(1) 申请人的信息：除了申请人的全名、地址和联系方式外，表格还可以注明申请人以前参加过的课程或项目，以及希望参加本次学习的目的。

(2) 课程描述：课程的名称、学习内容和费用等。此外，每门课程的教师姓名及报名人学习该门课程的时间也可以注明。



Sample

English Course Application Form

Applicant Details

Name: Zhao Wen

Gender: Female

Telephone: 189****5678

E-mail: zhaowen123@***.com

Address: 15 West Fourth Ring North Road, Haidian District, Beijing

Course Details

Course Title: Practical English

Location: 80 Jianguo Road,

Writing

Chaoyang District, Beijing

Start Date: July 20

Price: 60 *yuan* per class

Educational Background

Academic Qualifications: Second year of secondary vocational school

Name of Institution: ****Secondary Vocational School

Major: E-business

Language Ability

Items	Poor	Acceptable	Very Good
Spoken		✓	
Understanding		✓	
Writing	✓		

The Purpose(s) of Learning the Course

- ☐ Make new friends
- ☒ Gain language skills
- ☐ Improve confidence
- ☒ Further study
- ☐ Study abroad

Other: _____



Exercise

ProProfs offers free professionally created online courses on topics like HR, customer service, employee education and more. Read the course information and complete the course application form.

Online Training Courses

Course Title: Time Management Training Course

Course Purpose: Expert tips for managing time more effectively.

Without proper time management, it is common to feel frustrated. Without wise use of time, you'd be always racing against time to complete tasks. It can negatively impact your efficiency and productivity. This course is designed to help you improve your time management skills and increase your productivity. Learn how to prioritize your tasks better and accomplish your goals faster.

Course Outline:

Manage Your Productivity

Manage Your Priorities

Manage Your Schedule

Teacher: David Thirumur

Class Time: 24/7 support

Course Application Form

Personal Information

Name:

Gender:

Telephone:

E-mail:

Address:

Have you attended similar courses before? Yes ☐ No ☐

Personal Expectations

☐ improve the efficiency of learning

☐ _____

☐ _____

Equipment used in class

☐ Computer

☐ Tablet

☐ Smartphone

Teacher: David Thirumur

The time you might be in class _____



★ Cultural Awareness

The Pareto Principle

The Pareto Principle, also known as the 80-20 rule, is a concept that many have adopted for their life and time management. It is the idea that 20% of the effort, or input, leads to 80% of the results or output. The point of this principle is to recognize that most things in life are not distributed evenly.

The key to the Pareto Principle is to identify that around 20% of one's actions on the most productive tasks lead to the most success. This principle requires and enables us to figure the few important things that are happening and ignore the mass of unimportant things.

Essentially, if we spend a short amount of time on things that are really important, this will have greater effects than focusing on as many things as possible.

The Pareto Principle is a concept that has shown to be powerful when applied to many areas of life, including in business, relationships, learning, and marketing, to name a few. For example, in any retail organization, the Pareto Principle states that 80% of the sales will be accounted for by 20% of the customers.



帕累托法则

帕累托法则，也称为“二八法则”，是许多人在生活和时间管理中采用的一个概念。该法则认为，20%的努力或投入会导致80%的结果或产出。这一法则的要点是要让人认识到，生活中的



大多数事物并不是均匀分布的。

帕累托法则的关键是要确定一个人在最富有成效的任务中，大约 20% 的行动会带来最大的成功。这一法则要求我们重视正在发生的少数重要事情，而忽略掉大量不重要的事情。

从本质上讲，我们应该在真正重要的事情上花费时间，这 will 比专注于尽可能多的事情产生更大的影响。

帕累托法则是一个被证明在生活的许多领域都很有效的概念，包括商业、人际关系、学习和营销等领域。例如，在任何零售机构中，根据帕累托法则，80% 的销售额将由 20% 的客户来创造。

★ New Words

accomplish	/ə'kʌmplɪʃ/	v.	完成，实现
assign	/ə'saɪn/	v.	分派，布置
basis	/'beɪsɪs/	n.	方式；基础
consolidate	/kən'sɒlɪdeɪt/	v.	使巩固，使加强
constant	/'kɒnstənt/	adj.	持续不断的
co-worker	/'kəʊ,wɜ:kə(r)/	n.	同事；合作者
delegate	/'delɪɡət/	v.	委派
efficiency	/ɪ'fɪfnsi/	n.	效率
indeed	/ɪn'di:d/	adv.	确实，的确
matter	/'mætə(r)/	n.	事情，问题
maximize	/'mæksɪmaɪz/	v.	使增加到最大限度；最大限度地利用
point	/pɔɪnt/	n.	核心问题；目的，意图
prioritize	/praɪ'prətaɪz/	v.	优先考虑（处理）
priority	/praɪ'prəti/	n.	优先事项，最重要的事
regular	/'regjələ(r)/	adj.	惯常的，通常的
rescue	/'reskjʊ:/	n.	救援
scale	/skeɪl/	n.	等级，级别
schedule	/'ʃedju:l/	n.	计划
specify	/'spesɪfaɪ/	v.	明确指出
stuff	/stʌf/	n.	事情，东西



vary

/ˈveəri/

v. 要紧，有关系
v. (使)不同，(使)呈现差异

★ Phrases and Expressions

daily activities

日常活动

engage in

从事于

focus on

集中于

run short of

缺乏

set up

安排

top priority

应予最优先考虑的事