

职教高考文化基础课配套学习用书

英 语

导学同步练

职业模块 • 服务类

主编 张秀颖



哈爾濱工程大學出版社
Harbin Engineering University Press

英语导学同步练

职业模块·服务类

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内容简介

本书根据中等职业教育对英语学科的基本要求，并参照最新的中等职业学校英语课程标准编写而成。全书共分为8个单元，每个单元均梳理了本单元的单词、短语和句型，使学生对本单元的重点知识一目了然；每个单元设3个课时，每个课时包含学习目标、重点知识精讲、典例剖析、针对性练习，让学生能够及时巩固所学知识。另外，每个单元还设有单元测试卷，使学生能及时对所学知识进行查漏补缺，提升英语运用能力。

本书既可以作为中等职业学校学生的学习用书，也可以作为英语专业培训班、进修班的教学参考书，还可以供英语爱好者自学使用。

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前言

PREFACE

职业教育是我国现代教育的重要组成部分,其要求中等职业学校必须依据教育实际与时俱进,不断进行教育教学改革。本书以最新版的中等职业学校公共基础课程教材为编写依据,以培育学生的课程核心素养为重点,以深化学校教育教学改革、提高课堂教学实效性为目标,以细化解读有关课程标准要求为基础,充分落实学生的主体地位,激发学生的自信,进而挖掘学生的英语学习潜力。编者通过学习、借鉴其他优秀学校先进的课改经验,采用“自主、合作、探究”的新理念,构建适合现代职业学校教育教学协调发展的“现代课堂”。

本书每个单元的开头梳理了本单元的重点单词、短语和句型,使学生对本单元重点内容一目了然。

学习目标:对每个课时进行目标分解,使学生更加明确本课时需要掌握的知识。

重点知识精讲:对新知识进行探究,既能激发学生的求知欲和发散性思维,又能培养学生的创新意识。

典例剖析:对典型例题进行分析,进一步帮助学生巩固所学知识,掌握答题技巧。

针对性练习:使学生加深对所学知识的理解,在解题过程中强化对知识点的掌握程度。

单元测试卷:既能强化学生对本单元知识的认知,又能培养学生解决综合问题的能力,还能培养学生的英语思维能力,使其逐渐掌握解题技巧。

由于编者水平有限,书中难免存在不足之处,敬请读者提出宝贵的意见和建议。

编 者



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Unit 1

Workplace Manners

重点单词

| | | |
|----------------------------|---------------------------------|--------------------------|
| apologize <i>v.</i> 道歉 | attentively <i>adv.</i> 专心地 | blanket <i>n.</i> 毯子 |
| cancelation <i>n.</i> 取消 | cheerful <i>adj.</i> 愉快的 | colleague <i>n.</i> 同事 |
| comment <i>n.</i> 评论 | determine <i>v.</i> 决定 | disrespect <i>n.</i> 失礼 |
| feedback <i>n.</i> 反馈 | genuinely <i>adv.</i> 真诚地 | greet <i>v.</i> 迎接 |
| handle <i>v.</i> 处理 | helpful <i>adj.</i> 有帮助的 | indicate <i>v.</i> 表明 |
| interrupt <i>v.</i> 打断(谈话) | maintain <i>v.</i> 保持 | manners <i>n.</i> 礼仪; 习俗 |
| note <i>n.</i> 基调; 语气 | notice <i>v.</i> 注意到 | passport <i>n.</i> 护照 |
| pillow <i>n.</i> 枕头 | place <i>v.</i> 放置 | positive <i>adj.</i> 积极的 |
| recommend <i>v.</i> 推荐 | scale <i>n.</i> 秤 | schedule <i>n.</i> 时间表 |
| set <i>adj.</i> 安排好的 | solution <i>n.</i> 解决方案 | stopover <i>n.</i> 中途停留 |
| timely <i>adj.</i> 及时的 | tip <i>n.</i> 建议, 窍门 | tone <i>n.</i> 语气 |
| tray <i>n.</i> 托盘 | valuable <i>adj.</i> 有价值的 | valued <i>adj.</i> 重要的 |
| verbally <i>adv.</i> 口头地 | well-prepared <i>adj.</i> 准备充分的 | |

重点短语

| | |
|----------------------------|-----------------------------|
| pick up 捡起; 拿起 | plan to do sth. 计划做某事 |
| be ready to do sth. 准备好做某事 | be attentive to sth. 专心于某事 |
| even if 即使; 尽管 | take a deep breath 深呼吸 |
| calm down 镇定下来 | make sure to do sth. 一定要做某事 |
| boarding pass 登机牌 | carry-on luggage 随身携带的行李 |
| mineral water 矿泉水 | security check 安检 |



| | |
|-----------------------------|---------------|
| deal with 处理;应对 | be full of 充满 |
| share sth. with sb. 与某人分享某物 | comment on 评论 |
| shout at sb. 对某人大声喊叫 | focus on 集中于 |

重点句型

Where are you flying to today? 你今天要飞往哪里?

May I help you, sir? 先生,需要我帮忙吗?

Making customers feel appreciated, even in the face of cancelation, determines whether they will recommend you to friends and colleagues. 即使面临订单取消,也要让客户感到满意,这决定了他们是否会向朋友和同事推荐你。

Welcome and greet customers with a smile and make eye contact. 面带微笑欢迎客户,并进行眼神交流。

You share your personal stories with co-workers while you are working. 你在工作时与同事分享你的个人经历。

Don't shout at customers or find faults with them when they make complaints. 当客户投诉时,不要对他们大喊大叫或找他们的毛病。

Serve your customers in a fast, friendly and helpful manner, and they will visit you again. 以快速的、友好的和乐于助人的方式为你的客户服务,他们会再次拜访你。

Whether customers are asking about prices of products or traveling schedules, be attentive to their questions or comments, even if you know the answer immediately. 无论客户是在询问产品价格还是旅行日程,即使你马上知道答案,也要关注他们的问题或评论。

I could see in her face that life was full of interest and expectation. 我可以从她的脸上看出,生活充满了兴趣和期待。



第一课时



学习目标

- (1) 熟练掌握 pleasant、place、plan、pick up、the other day 等的用法。
- (2) 培养对听力材料中关键信息的提取能力和分析推理能力。
- (3) 准确掌握有关工作礼仪的常用表达方法。



重点知识精讲

重点单词



1. pleasant, 形容词, 意思是“宜人的; 令人愉快的”。例如:

Spring is a pleasant season. 春季宜人。

Her voice has a pleasant tone. 她的声音有一种悦耳的声调。

拓展 pleasant、pleasing、pleased 和 pleasure 的用法区别

| 单 词 | 用 法 | 例 句 |
|----------|--|---|
| pleasant | 形容词, 意为“令人愉快的”, 强调所形容的人或物有给予愉快的性质 | We spent a very pleasant evening. 我们度过了一个非常愉快的夜晚。 |
| pleasing | 形容词, 意为“令人愉快的, 合意的”, 强调令人满意, 合乎心意 | The food is pleasing to my taste. 这饭菜正合我的口味。 |
| pleased | 形容词, 意为“感到高兴的, 感到满意的”, 一般修饰人 | I am very pleased about the result. 我对结果很满意。 |
| pleasure | 不可数名词, 意为“快乐, 高兴”; 还可作可数名词, 意为“愉快的事, 乐事” | It's a pleasure to meet you. 很高兴见到你。 |

2. place, 动词, 意思是“放置”。作名词时, 意为“地方, 场所, 位置”。例如:

He placed his hand on his friend's shoulder. 他把手搭在朋友的肩上。

拓展 place、site、area、location、spot 和 scene 的用法区别

| 单 词 | 用 法 | 例 句 |
|-------|-----------------------------|--|
| place | 指有特定用途或事情发生的地点、场所、城镇、建筑物、地方 | This would be a good place for a picnic. 这会是个野餐的好地方。 |



(续表)

| 单 词 | 用 法 | 例 句 |
|----------|-----------------------------------|---|
| site | 尤指建筑物的地点、位置，事情发生或有特定用途的地点、场所 | They've chosen a site for the new school. 他们为新学校选了校址。 |
| area | 指(房间、建筑物、处所内划为某用途的)地方、场地、物体上的区、部位 | the hotel reception area 旅馆接待处 Move the cursor to a blank area on the screen. 把光标移至(电脑)屏幕的空白区。 |
| location | 指事情发生或存在的地方、地点、位置，尤指无名或鲜为人知的地方 | The company is moving to a new location. 公司准备迁往新址。 |
| spot | 尤指具有某种特点或某一事件发生的地点、场所 | The lake is one of the local beauty spots. 这个湖是当地的一个风景点。 |
| scene | 尤指不愉快事件发生的地点、现场 | scene of the accident 事故现场 |

3. plan, 动词, 意思是“计划; 精心安排; 谋划”。常见的固定搭配有 plan to do sth. , 意为“计划/打算做某事”, 相当于 plan for sth. 。 plan 还可用作不可数名词, 也可用作可数名词, 在表示“事先安排或打算”时常用复数形式。

例如:

They plan to arrive some time after three. 他们预计在三点以后到达。

We need to plan for the future 我们需要为将来做好打算。

Do you have any plans for the summer holiday? 这个暑假你有什么打算?

重点短语

1. pick up, 意思是“捡起、拿起(某物); 扶起(某人); (用车)来接(可以是到某处去接某人或载货, 也可以是中途顺便把人或物带走); (指不是通过正规教育和指导)学会、掌握; (尤指偶然地)得到消息”。例如:

They depend on the goodwill of visitors to pick up rubbish. 他们相信游客会自觉捡起垃圾。

We drove to the airport the next morning to pick up Susan. 我们第二天早晨开车去机场接苏珊。

Where did you pick up your English? 你在哪儿学的英语?

2. the other day, 意思是“几天前; 某天; 那天; 不久前”, 相当于 a few days ago, 句中谓语动词用一般过去时。例如:

I met her in the street the other day. 几天前我在街上碰见过她。

I bought the watch the other day. 这只手表我是几天前买的。





拓展 (1)another day, 意思是“改天”, 可表示近期将来的某一天, 也可表示过去将来某一动作或状态延续的“又一天”。例如:

She is coming another day instead of today. 她今天不来, 改天来。

You may do it another day. 你可以改天做这件事。

He stayed there (for) another day/another two days after I left. 我离开后他在那又待了一天/两天。

(2)some day 指将来“总有一天; 有朝一日; 将来”, 谓语动词用一般将来时。例如:

Your wishes will come true some day. 总有一天你的愿望会实现的。

Some day you'll have to pay for what you have done. 总有一天你要为你的行为付出代价。

(3)one day 可以表示“(过去)某一天”, 常用于一般过去时; 也可表示“(将来)某一天”, 这时可与 some day 互相代替, 常用于一般将来时。例如:

One day I went to see my first teacher, but he happened to be out. 有一天, 我去看我的启蒙老师, 可碰巧他出去了。

He will understand the teacher one day/some day. 将来有一天, 他会理解老师的。

重点句型



1. Where are you flying to today? 你今天要飞往哪里?

be+v. -ing 形式表示按计划、安排将发生的动作, 常用于表示位置转移的动词, 如 go、come、leave、start、arrive 等, 也可用于其他动态动词。这种用法常带有表示将来的时间状语。例如:

We're moving to a different hotel the day after tomorrow. 后天我们要换到另一家酒店。

The plane is taking off at 5 pm. 飞机下午 5 点起飞。

2. May I help you, sir? 先生, 需要我帮忙吗?

“May I help you?”, 意思是“需要我帮忙吗?”是一种礼貌的问候用语, 通常用于商店、餐厅、机场等服务场所。该短语用于询问对方是否需要帮助。相当于“What can I do for you?”。例如:

A young man sidled up to me and said, “May I help you?”一个年轻人悄悄地走向我, 并说道: “我可以帮你吗?”

May I help you take a picture? 我能帮你拍张照吗?

May I help you, Miss? 小姐, 我能为你效劳吗?



典例剖析

例 1 —

—I want to buy a pair of sports shoes.

- A. What's wrong?
- B. How much is it?
- C. What can I do for you?
- D. What does it look like?

解析 C 考查交际用语。“What's wrong?”意为“怎么了?”“How much is it?”意为“它多少钱?”“What can I do for you?”意为“我能帮你做什么吗?”“What does it look like?”意为“它看起来怎么样?”根据回答“I want to buy a pair of sports shoes.”可知,“我”想买一双运动鞋,空处是购物时的服务员用语。句意:——我能帮你做什么吗?——我想买一双运动鞋。故选C。

例2 —Please put away your things, Alex. They are all over the floor.

—In a minute, Dad.

A. prepare for B. pay for C. pick up D. put up

解析 C 考查动词短语。prepare for 意为“准备”；pay for 意为“支付”；pick up 意为“捡起”；put up 意为“张贴”。根据“They are all over the floor.”可知是要把地上的东西捡起来。句意：——请把你的东西捡起来，亚历克斯。它们满地都是。——等一下，爸爸。故选 C。

针对性练习

I. 单项选择题

1. —Can I help you?

— — — — —

| | |
|-------------------------------|--------------------------------|
| A. Yes, please. I want a hat. | B. You're welcome. |
| C. I'm fine. Thanks. | D. Yes, you can. Here you are. |

2. Kathy _____ a lot of Spanish by playing with the native boys and girls.

A. picked up B. looked up C. made up D. fixed up

3. All of us feel pleased with the _____ trip.

A. pleasing B. pleasure C. pleased D. pleasant

4. —Spring is a great time to fly kites.

—Yes, I plan _____ a kite this Sunday.

5. We _____ for Shanghai this afternoon.



II. 补全对话

A: Good afternoon. Welcome to Grand Park Chengdu. May I help you?

B: 1

A: 2

B: I'm Kate Robert.

A: 3

B: Yes, from today.

A: OK, Ms. Robert, please show me your passport.

B: Here you are.

A: 4 ... Thank you for waiting, Ms. Robert. 5

B: Yes, it's right.

- A. How many pieces of luggage do you have?
- B. Yes, I'd like to check in, please.
- C. Your reservation is a business single room for one night. Is that right?
- D. May I have your name, please?
- E. Please enjoy your stay.
- F. Do you have a reservation, Ms. Robert?
- G. Just a moment, please. I'll check our reservation record.

第二课时



学习目标

- (1) 熟练掌握 attentively、valuable、notice、schedule、apologize、determine、recommend、calm down、ask about、even if、take a deep breath、make sure 等的用法。
- (2) 通过阅读文章，能够认识到工作场合的重要性，了解与客户打交道的得体行为，能够书写与工作场合相关的字词。



重点知识精讲

重点单词

1. attentively,副词,意思是“专心地”。例如:

He listened to the radio attentively. 他专心地听着收音机。

拓展 (1)attentive,形容词,意思是“专心的;注意的;关心的;肯帮忙的”。固定短语 be attentive to...,意思是“对……关怀”。例如:

an attentive audience 聚精会神的听众

The government should be more attentive to the needs of families. 政府应该更关怀家庭的需求。

(2)attention,名词,意思是“注意;专心;留心”。固定搭配是 pay attention to,意思是“留心/注意……”;draw/catch one's attention,意思是“吸引某人的注意”。例如:

Please pay attention to what I am saying. 请注意听我讲的话。

An article in the newspaper drew/caught my attention. 报纸上的一篇文章引起了我的注意。

2. valuable,形容词,意思是“有价值的”。名词是 value,意思是“(商品)价值”。反义词是 valueless,意思是“没有价值的”。例如:

The book provides valuable information on recent trends. 此书就近来的发展趋势提供了宝贵的信息。

to go up in value 升值

拓展 valuable、precious、priceless 和 irreplaceable 的用法区别

| 单 词 | 用 法 | 例 句 |
|---------------|----------------------------------|--|
| valuable | 形容词,意为“贵重的”,强 调值钱的,贵重的 | The thieves took three pieces of valuable jewellery. 窃贼盗走了三件贵重的首饰。 |
| precious | 形容词,意为“珍贵的”,指 珍稀的、珍贵的、宝贵的 | a precious Chinese vase, valued at half a million pounds 价值 50 万英镑的稀世中国花瓶 |
| priceless | 形容词,意为“无价的”,指 无价的、极珍贵的、极宝贵的 | a priceless collection of antiques 价值连城的古 文物收藏 |
| irreplaceable | 形容词,意为“(因贵重或独 特)不能替代的”,指独一无二的 | Works' of art were lost, many of them irreplaceable. 艺术品丢失了,其中有许多都是独一无二的。 |





3. notice, 动词, 意思是“注意到”。作名词时, 意思是“注意; 通知; 公告牌”, 复数形式是 notices。例如:

People were making fun of him but he didn't notice it. 人们在拿他开玩笑, 但他没有意识到。

a notice saying “Keep off the grass” 写着“勿踏草地”的公告牌

拓展 notice sb. do sth. 和 notice sb. doing sth. 的用法区别

| 固定搭配 | 用法 | 例句 |
|-----------------------|--------------------------------|--|
| notice sb. do sth. | 意思是“注意到某人做了某事”, 指动作的全过程, 即动作结果 | I noticed him leave the room. 我注意到他离开了房间。 I did not notice you come in. 我没注意到你进来。 |
| notice sb. doing sth. | 意思是“注意到某人正在做某事”, 指动作正在发生 | I noticed her standing behind me. 我注意到她正站在我身后。 |

4. schedule, 名词, 意思是“时间表; 工作计划; 日程安排”。也可以作动词, 意思是“安排; 为……安排时间; 预订”。常用搭配为 schedule sth. (for sth.), 意思是“安排……(在……)”。例如:

a train schedule 列车时刻表

I need to check my schedule to see if I'm free tomorrow. 我需要查看我的日程表, 看看我明天是否有空。

I scheduled a meeting with my boss for next week. 我安排了下周和老板的会面。

拓展 tight schedule 日程紧

on schedule 按时间表, 准时; 如期; 正点; 按计划

ahead of schedule 提前

behind schedule 落后于预定计划; 晚点; 误期

5. apologize, 动词, 意思是“道歉”。固定搭配有 apologize to sb. for sth., 意思是“因为某事向某人道歉”。名词为 apology, 固定搭配有 offer/make/demand/accept an apology (for sth. /doing sth.), 意思是“(因某事/做某事)主动道歉/致歉/要求道歉/接受道歉”。例如:

Go and apologize to her. 去给她赔个不是。

I apologize to you for my rudeness yesterday. 我为我昨天的粗鲁行为向你道歉。

She offered an apology to the teacher for not completing the assignment on time. 她因为没有按时完成作业而向老师道歉。



After realizing his mistake, he decided to make his apology to his boss. 在意识到自己的错误后,他决定向老板道歉。

6. determine, 动词, 意思是“决定; 推测”。可用作不及物动词, 也可用作及物动词。用作及物动词时, 可接名词、代词、动词不定式或从句。形容词是 determined, 常用的固定搭配有 be determined to do sth. , 意思是“决心做某事”; 名词是 determination, 意思是“决心; 坚毅; 坚强的决心”, 常用的固定搭配有 determination to do sth. , 意思是“做某事的决心”。例如:

He has not yet been fully determined. 他还没有完全下定决心。

Who determines the overall production plan? 谁决定总的生产计划?

I determine him to be a fool. 我推测他是一个傻子。

They determined to start early. 他们决定早点儿出发。

I'm determined to succeed. 我决心要获得成功。

I admire her determination to get it right. 我钦佩她把事情办好的决心。

7. recommend, 动词, 意思是“推荐”。常用的固定结构有 recommend sb. ... (= recommend... to sb.), 意思是“向某人推荐……”。名词是 recommendation, 意思是“正式建议; 提议; 推荐; 介绍信”。

Can you recommend me a good dentist? = Can you recommend a good dentist to me? 你能给我推荐一个好的牙医吗?

The committee made recommendations to the board on teachers' pay and conditions. 委员会就教师的工资和工作条件问题向董事会提出建议。

拓展 (1) recommend sb. for..., 意思是“推荐某人做(某职位)”。例如:

I'll recommend him for the job. 我要推荐他做这项工作。

(2) recommend sth. for..., 意思是“推荐某物作某种用途”。例如:

I recommend these pills for your cough. 我向你推荐这种药治疗咳嗽。

(3) recommend sb. as..., 意思是“推荐某人为……”。

I'll recommend him as her secretary. 我要推荐他当她的秘书。

(4) recommend doing sth. , 意思是“建议做某事”。例如:

I recommend buying this dictionary. 我建议买这本词典。

(5) recommend + that 从句(从句中用 should + 动词原形, should 可省去), 意思是“建议……”。例如:

He recommended that we (should) read the novel. 他建议我们读这本小说。

重点短语

1. calm down, 意思是“镇定下来”。常用场景:(1)在争吵、争执、愤怒、情绪激动的时候, 可以用这句话来让对方及时冷静下来, 以避免引发更大的矛盾。(2)在面对紧张、困难、令人焦虑



的事情时,可以用这句话来帮助自己冷静思考、制定有效的应对方案。(3)在需要镇静、专注、集中注意力的情形下,可以用这句话来提醒自己保持冷静。例如:

Calm down! Don't get so angry. 冷静点! 不要这么生气。

I know you're worried but you need to calm down to think rationally about this. 我知道你担心,但你需要冷静下来,理智地思考这件事。

2. ask (sb.) about...,意思是“询问(某人)关于……的事情”。例如:

She asked about his health. 她询问他的健康状况。

I want to ask you about places to visit in China. 我想问你有关中国可以参观的地方。

3. even if,意思是“即使”,是一个短语,用于表达一种假设情况,即即使某件事情发生或不发生,也不会改变另一件事情的结果或影响。它常用于虚拟条件句中的条件部分。例如:

Even if it rains, we'll still go for a picnic. 即使下雨,我们仍然会去野餐。

I would still love you, even if you were broke. 即使你身无分文,我仍然会爱你。

4. take a deep breath,意思是“深呼吸”。该词组常用于表示需要冷静下来、放松或恢复呼吸的情境中。比如当你感到压力过大时,最好先深呼吸一下,让自己冷静下来。例如:

Taking a deep breath can help you cool down. 深呼吸可以帮助你冷静下来。

拓展 hold one's breath 屏住呼吸

out of breath 喘不过气来

short of breath 呼吸困难

take one's breath away 使某人大吃一惊,使某人激动不已

save one's breath 不白费口舌

5. make sure,意思是“确保;设法保证;查明,核实”。其后可接动词不定式、从句,也可接“of+名词”。例如:

Make sure to lock the door before you leave. 离开之前确保锁上门。

Please make sure that you understand the task before you start. 开始之前请确保你已经理解了任务。

I need to make sure of the time before I schedule the meeting. 在安排会议之前,我需要确认下时间。

重点句型

1. Serve your customers in a fast, friendly and helpful manner, and they will visit you again. 以快速的、友好的和乐于助人的方式为你的客户服务,他们会再次拜访你。

本句是“祈使句+and+陈述句”。并列连词 and 和 or 都可以用于“祈使句+and/or+陈述句”,表示结果(即陈述句所表示的内容为前面祈使句内容的结果),此时虽然 and 和 or 都可以用,但意思有所不同, and 表示“那么”, or 表示“否则”。例如:



Wait for a moment and you will find something interesting. 等一下,你将会发现有趣之处。

Go at once, and you will catch up with them. 马上去,那样你就会赶上他们。

Stick to your principles, and you will win through. 坚持原则,你就会胜利。

Compare this with that, and you will see which is better. 把这个和那个比较一下,你就可看出哪个更好了。

Make haste, or we'll miss the bus. 赶快,否则我们赶不上公共汽车了。

2. Making customers feel appreciated, even in the face of cancelation, determines whether they will recommend you to friends and colleagues. 即使面临订单取消,也要让客户感到满意,这决定了他们是否会向朋友和同事推荐你。

本句是动名词短语作主语,动名词短语作主语常用句型及用法:(1)动名词作主语时,谓语动词用单数;(2)动名词作主语,还可以是复合结构,前面可以有物主代词;(3)动名词短语作主语,这个短语又很长时,常用 it 作形式主语;(4)动名词在 There be 结构中作主语。例如:

Collecting information about children's health is his job. 收集有关儿童健康的信息是他的工作。

His coming surprised me. 他的到来让我大吃一惊。

It is no good living alone without keeping in touch with others. 独居而不和外人来往没有好处。

There being a shop here is a great advantage. 这儿有个商店,真是方便极了。

3. Whether customers are asking about prices of products or traveling schedules, be attentive to their questions or comments, even if you know the answer immediately. 无论客户是在询问产品价格还是旅行日程,即使你马上知道答案,也要关注他们的问题或评论。

(1)whether 作连词时,意思是“是否”,可引导名词性从句或接动词不定式短语。在宾语从句中出现 or not 时,通常用 whether 引导;动词不定式前只能用 whether 引导;介词后只能用 whether 引导;当宾语从句提到句首表示强调时,只能用 whether 引导。

(2)whether 还可引导让步状语从句,意思是“不管,无论”,从句中通常用一般现在时代替将来时或者从句用祈使句。例如:

It depends on whether they will support us. 这取决于他们是否会支持我们。

He doesn't know whether to stay or not. 他不知道要不要留下来。

We didn't know whether or not she was a student. 我们不知道她是否是学生。

We didn't know whether she was a student or not. 我们不知道她是不是学生。

I'm going whether you like it or not. 不管你愿意不愿意,我都要走了。

Whether or not we are successful, we can be sure that we did our best. 不管成功与否,我们要确保已尽最大努力。





典例剖析

例 1 James apologized _____ his mom for breaking the glass cup on the table by mistake.

A. for B. to C. from D. on

解析 B 考查介词辨析。for 意为“为了”；to 意为“到；向”；from 意为“从”；on 意为“关于”。apologize to sb. for sth. 表示“因某事跟某人道歉”。句意：詹姆斯因为不小心打破桌上的玻璃杯而向妈妈道歉。故选 B。

例 2 Exercising before going to bed may make it hard to _____ and sleep.

A. come down B. calm down C. break down D. fall down

解析 B 考查动词短语。come down 意为“下降”；calm down 意为“冷静下来”；break down 意为“分解”；fall down 意为“跌倒”。根据 Exercising before going to bed 可知，睡前运动会让你难以冷静下来入睡。故选 B。

针对性练习

I. 单项选择题

1. —What did Anna say?

—Sorry, I didn't _____ what she said.

A. pay attention to B. get on with
C. make up D. look forward to

2. I didn't notice Tom _____ the coat and leave. I was busy cooking in the kitchen.

A. take B. takes
C. taking D. took

3. —You will come back this Friday, won't you?

—I can't _____ I will return on Friday, but I will try to.

A. find out B. look for
C. make sure D. step up

4. —Have you known the success of our space station?

—Of course. It's really our pride _____ we just make our first step.

A. as if B. even if
C. so that D. as long as

5. Keeping a sleep _____ is important. Go to bed at the same time every day and try to fall asleep in 15 minutes.

A. prediction B. schedule C. calendar D. survey



II. 完成句子

1. 老师们经常思考新的教学方法,以确保课堂对学生来说是有趣的。

Teachers often think of new ways to _____ the lessons are fun for students.

2. 午夜前,整个镇上都安静了下来,街上一个人也没有。

By midnight, the whole town _____ and there was nobody.

3. 他深吸了一口气,吹灭了蜡烛。

He _____ and blew out the candles.

4. 我们为按时完成任务而自豪。

We took pride in having completed the task _____.

5. 下个路口右转,你就能够看到一家医院。

_____ at the next turning, _____ you can see a hospital.

第三课时



学习目标

1. 熟练掌握 greet、handle、cancel、admit、find fault with、make complaints、focus on 等的用法。

2. 能够意识到良好的职场行为的重要性、了解职场行为的重要细节、互相交换职场行为的想法以及理解如何遵守职场行为。



重点知识精讲

重点单词



1. greet, 动词, 意思是“迎接”。指用某些语言或动作来表示对某人或某事物的欢迎。引申可指“祝贺, 庆贺”。greet 常与介词 with 搭配, 表示“以……方式迎接……”, 也可以接 as, 构成 greet sb. /sth. as …, 表示“把某人/某事当作……”。名词是 greeting, 意思是“问候; 招呼; 迎接; 致意”。例如:

He greeted all his guests with a fixed smile on his face. 他对所有的客人都以他的一贯笑容相迎。





The crowd greeted the winner of the race as a hero. 人群像对待英雄一样欢迎比赛的冠军。

The morning greeting from my neighbor always brightens my day. 邻居早上的问候总是能点亮我的一天。

2. handle, 动词, 意思是“处理;应付(局势、人、工作或感情)”, 名词是 handling, 不可数名词, 意思是“(形势、人、动物等的)处理;对待;对付;(手的)触摸;握;拿”。例如:

He's not a very good teacher because he doesn't know how to handle children. 他不是一个好的老师,因为他不懂得如何对待孩子。

I was impressed by his handling of the affair. 我对他处理事物的方式印象深刻。

toys that can stand up to rough handling 经得起摔打的玩具

3. cancel, 动词, 意思是“取消;撤销”, 固定搭配有 cancel sth. out, 意思是“抵消”。名词是 cancelation, 意思是“取消;撤销”。例如:

All flights have been canceled because of bad weather. 因天气恶劣,所有航班均已取消。

Don't forget to cancel the newspaper before going away. 外出前,别忘了取消报纸订阅。

We need at least 24 hours' notice of cancelation. 如欲取消,请至少提前 24 小时告知。

4. admit, 动词, 意思是“承认事实;承认责任;准许加入/进入”。当表示“承认”, 用作及物动词时, 直接跟名词、动名词或者 that 从句; 用作不及物动词时, 常用的固定搭配为 admit to (doing) sth. , 意思是“承认(做过)某事”。当表示“准许进入”时, 常用的固定搭配为 admit sb. /sth. to/into..., 意思是“准许某人/某物进入……”。名词是 admittance, 意思是“(建筑物、机构等的)进入权,进入”。例如:

Don't be afraid to admit to your mistake. 不要害怕认错。

He freely admitted that he had made a mistake in the decision. 他坦率地承认自己在决策中犯了错误。

After the argument, he admitted to losing his temper and raising his voice. 争吵过后,他承认失去了耐心,提高了嗓门。

He was admitted to the university with excellent grades. 他因优异的成绩被大学录取了。

The admittance fee for the art exhibition is quite reasonable. 这次艺术展览的入场费相当合理。

重点短语

1. find fault with, 意思是“挑剔;批评;抱怨”。表示对某人或某事物的缺点或错误提出批评、指责或挑剔。例如:

He loved best to find fault with me. 他最喜欢找我的茬了。

You find fault with that? 你发现这样做错了吗?

It's easy to find fault with any job. 要在任何工作上找出错误,是轻而易举的事。



He always finds fault with my work, no matter how hard I try. 无论我多么努力,他总是挑剔我的工作。

2. make complaints,意思是“抱怨;投诉”,相当于 make a complain,后面也可以加 about。例如:

I'd like to make a complain about the noise. 我要就噪声问题提出投诉。

They made complaints about poor service. 他们投诉服务差。

3. focus on,意思是“集中于”。例如:

The discussion focused on three main problems. 讨论集中在三个主要问题上。

Each exercise focuses on a different grammar point. 每个练习针对不同的语法重点。

重点句型

1. I could see in her face that life was full of interest and expectation. 我可以从她的脸上看出,生活充满了兴趣和期待。

(1)in one's face 常常用来形容某人的脸上表现出某种情绪或态度,或者意味着某物或某人非常接近某人的脸部或视野范围。例如:

I saw fear in his face. 我在他脸上看到了恐惧。

I could feel the heat of the fire in my face as I stood too close to the burning building. 当我站得离燃烧的建筑物太近时,我脸上能感受到大火的炽热。

拓展 与 face 有关的短语

face the truth 面对事实

face the challenges 面对挑战

face the consequences 面对后果

face the music 面对现实/承担责任

face the unknown 面对未知

on the face of it 从表面上看

put on a brave face 强颜欢笑

lose face 丢面子

face value 面值

face to face 面对面地

(2)be full of 意为“充满”,与 be filled with 意思相同。例如:

His speech was full of confidence and inspired everyone who listened to it. 他的演讲充满自信,激励了每一个听众。

The classroom was filled with excitement as the students prepared for the science experiment. 学生们准备进行科学实验时,教室里充满了兴奋。

2. You share your personal stories with co-workers while you are working. 你在工作时与同事分享你的个人经历。

share sth. with sb. 意为“与某人分享某物”。例如:

She likes to share her thoughts and ideas with others. 她喜欢与他人分享自己的想法和意见。

Can you share your dessert with me? 你能和我分享你的甜点吗?





拓展 share, 名词, 意思是“股份, 股票”。例如:

The company's shareholders received a generous share of the profits this year.
这家公司的股东今年获得了丰厚的利润份额。

market share 「贸易」市场份额; 市场据有率

earnings per share [金融] 每股收益; 每股盈馀; 每股盈余; 每股盈利

share capital [金融] 股份资本; 股份

bonus share 红股;股票股息;分红股;年终奖金分摊

A share A股

B share B股

典例剖析

例 1 Do they greet each other a kiss?

- A. by
- B. at
- C. with
- D. use

解析 C 考查介词辨析。by 意为“经过”；at 意为“在”；with 意为“用”；use 意为“使用”，是动词。分析句子成分可知，此处表示使用某种方式，作状语，应用介词 with。句意：他们会用亲吻的方式互相问候吗？故选 C。

例2 With all that noise going on, it's almost impossible for me to my work.

- A. focus on
- B. call off
- C. depend on
- D. put off

解析 A 考查动词短语辨析。focus on 意为“集中于”;call off 意为“取消”;depend on 意为“依靠”;put off 意为“推迟”。根据 With all that noise going on 以及 it's almost impossible for me to _____ my work 可知,吵闹声让我无法集中精神工作。句意:吵闹声不断,我几乎无法集中精神工作。故选 A。

针对性练习

1. 单项选择题



3. —I'm very _____ with the dish I cooked. It looks nice and smells delicious.
—Mm. It does have a _____ smell.
A. pleasant; pleased B. pleased; pleased
C. pleasant; pleasant D. pleased; pleasant

4. —Julie, don't talk with your classmate. Please _____ what I'm saying.
—I'm sorry, Mrs. Han.
A. bring out B. look forward to
C. pay attention to D. check out

5. I'm far _____ and I'll never get this report done by Friday.
A. below surface B. beyond control
C. behind schedule D. above average

II. 用所给单词的适当形式填空

1. It's a crime _____ (handle) stolen goods.
2. The old people require more care and _____ (attentively) when they are living alone.
3. Last Sunday I went to Anhui Museum and saw many _____ (value) works on show.
4. She regretted having a fight with her mother and _____ (apology) to her.
5. He showed great courage and _____ (determine). We are proud of him.

III. 翻译

Part A 请将下面的英语句子翻译成汉语,并将答案写在相应的横线上。

1. Did you notice his hand shaking?

2. Tommy wanted to make an apology, but he didn't know how to express himself.

3. He was determined to take part in the swimming competition.

Part B 请根据中文提示,将下列译成英语的句子补充完整,并将答案写在相应的横线上。

4. 他捡起地上的塑料瓶,并把它放入正确的垃圾箱。

He _____ the plastic bottle and put it in the proper rubbish bin.



5. 人们相信,人工智能足够有趣,能够吸引年轻人的注意力。

It's believed that AI is interesting enough to _____ young people's _____.

The future belongs to those who believe in the beauty of their dreams.

未来属于那些相信梦想之美的人。

(GJ)

**英语导学同步练
(职业模块·服务类)
单元测试卷**

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Unit 1 单元测试卷

I. 单项选择题

II. 完形填空

How much do you know about manners? Different countries have 11 manners. In 12 Asian countries (亚洲国家), it is good manners to take off your 13 before you go into a house. 14 in European (欧洲的) countries, even if they sometimes become very dirty, this is not done. If you 15 a Chinese house, when you have a meal, you usually do not 16 the food. You often leave a little to 17 that you have had enough. But in England, a visitor always finishes food to show that he has 18 it. We must know the customs (风俗) of other countries, so that the locals will not think us bad-mannered. People all over the world agree that a well-mannered person should be kind and 19 to others. If you remember this, at least you will not go very far wrong. 20

likes a person with good manners, but no one likes a person with bad manners. Mind your manners.

()11. A. same B. different C. some D. interesting

()12. A. some B. any C. other D. few

()13. A. bags B. shoes C. coats D. hats

()14. A. And B. So C. But D. Or

()15. A. go B. travel C. visit D. come

()16. A. need B. finish C. choose D. have

()17. A. say B. see C. understand D. show

()18. A. finished B. enjoyed C. taken D. drunk

()19. A. careful B. helpful C. impolite D. healthy

()20. A. Somebody B. Anybody C. Nobody D. Everybody

III. 阅读理解

We know good manners are important. Today I am going to tell you something about manners in different countries. Something that is rude in one country may be quite polite in another. For example, in Britain you mustn't lift your bowl to your mouth when you are having liquid food. That is considered bad manners in Britain. But in Japan you needn't worry about making a noise when you drink something. It shows that you are enjoying it. In Britain we try not to put our hands on the table during a meal. In Mexico, however, guests are expected to keep their hands on the table throughout a meal. In Arabic countries we must be careful with our hands. You see, in Arabic countries you mustn't eat with your left hand. This is considered to be very impolite. So, what should you do if you visit a foreign country?

Well, you needn't worry. You can ask one of the locals to help you and you can just watch carefully and try to do what they do.

() 21. In Arabic countries you must be careful with your _____.
A. feet B. mouth C. eyes D. hands

() 22. In Britain we try not to put our hands _____ during a meal.
A. on the desk B. over the mouth
C. on the table D. in the pocket

() 23. Which of the following is TRUE?
A. In different countries, the manners are the same.
B. The passage talks about different manners in different countries.
C. Good manners are not important.
D. In Arabic countries we needn't be careful with our hands.

() 24. What's the meaning of the underlined word "throughout"?
A. 穿过 B. 贯穿 C. 通过 D. 横过

() 25. The main topic of this passage is _____.
A. manners B. habits C. traffic D. lights

(GJ)

**英语导学同步练
(职业模块·服务类)
参考答案及解析**

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Unit 1

Workplace Manners

第一课时

针对性练习

I. 单项选择题

1. A 考查交际用语。“Yes, please. I want a hat.”意为“是的,请。我想要一顶帽子。”“You're welcome.”意为“不用谢。”“I'm fine. Thanks.”意为“我很好,谢谢。”“Yes, you can. Here you are.”意为“是的,你可以。给你。”这是在商店购物。A项符合语境。句意:——需要帮忙吗?——是的。我想要一顶帽子。故选A。
2. A 考查动词短语辨析。pick up意为“学会”;look up意为“查阅”;make up意为“编造”;fix up意为“修理”。句意:凯西通过和当地的男孩、女孩玩耍学会了很多西班牙语。故选A。
3. D 考查形容词辨析。pleasing意为“令人愉快的”,用于指物,一般用作表语;pleasure意为“愉快”,名词;pleased意为“感到高兴的”,用于指人;pleasant意为“令人愉快的”,用于指物,一般用作定语。空格处修饰名词trip,作定语,修饰物。句意:我们所有人都对这次愉快的旅行很满意。故选D。
4. B 考查非谓语动词。plan to do sth.意为“计划做某事”,需用动词不定式。句意:——春天是放风筝的好时机。——是的,我计划在这个星期天放风筝。故选B。
5. B 考查现在进行时表将来。be+v.-ing形式表示按计划、安排将发生的动作,常用于表示位置转移的动词,如go、come、leave、start、arrive等,常与将来的时间状语连用。故选B。

II. 补全对话

1—5 BDFGC

第二课时

针对性练习

I. 单项选择题

1. A 考查动词短语辨析。pay attention to意为“注意”;get on with意为“和……相处”;make up意为“编造”;look forward to意为“期待”。根据“What did Anna say?”及Sorry可知,此处是指没有注意到她说什么。故选A。
2. A 考查非谓语动词。notice sb. do sth.意为“注意到某人做了某事”,强调动作的全过程;notice sb. doing sth.意为“注意到某人正在做某事”,强调动作正在进行。分析句子可知,此处指“我在厨房做饭,没有看到汤姆拿了外套走了”,指“拿”这个动作的全过程。故选A。
3. C 考查动词短语辨析。find out意为“查明”;look for意为“寻找”;make sure意为“确定”;step up意为“加紧;加速”。根据后文I will try to可知,“我”将会尽力,所前文应是不确定。故选C。
4. B 考查连词辨析。as if意为“好像”;even if意为“即使”;so that意为“为了”;as long

as意为“只要”。根据It's really our pride and we just make our first step可知,“我们的骄傲”与“第一步”构成转折让步。故选B。

5. B 考查名词辨析。prediction意为“预测”;schedule意为“时间表”;calendar意为“日历”;survey意为“调查”。根据Go to bed at the same time every day可知,每天按时睡觉,即保持睡眠时间表。故选B。

II. 完成句子

1. make sure
2. calmed down
3. took a deep breath
4. on schedule
5. Turn right; and

第三课时

针对性练习

I. 单项选择题

1. C 考查非谓语动词。admit doing sth.是固定搭配,表示“承认做过某事”。句意:小偷承认偷了布莱克小姐办公室的那只珍贵的手镯。故选C。
2. D 考查动词短语。in意为“在……里面”;to意为“到”;at意为“在(时刻、年龄等)”;on意为“在……上面”。focus on意为“集中于”,是固定搭配。句意:恐怕你在学校应该把更多的精力放在学业上。故选D。
3. D 考查形容词辨析。pleasant表示性质,一件事物使人满意,愉快;pleasant通常与news、day、weather、voice、view等名词连用;pleased表示状态,一个人满意、愉快的状态。指对某人或某事感到高兴或满意,含有被动之意,其后常与with、about或动词不定式连用,有时也可接从句。句意:——我对我的菜很满意。它看起来很好,闻起来很香。——嗯。它确实有一种令人愉快的气味。故选D。
4. C 考查动词短语辨析。bring out意为“生产”;look forward to意为“期待”;pay attention to意为“注意”;check out意为“结账离开”。句意:——朱莉,不要和你的同学说话。请注意我说的话。——对不起,韩老师。故选C。

5. C 考查介词短语辨析。below surface意为“地表以下”;beyond control意为“无法控制”;behind schedule意为“迟于预订时间”;above average意为“高于平均水平”。根据句中I'll never get this report done by Friday可知,无法在星期五之前完成这份报告,由此可知,远远迟于预计时间,behind schedule意为“迟于预计时间”,符合语境。句意:我远远迟于预计时间,我将无法在星期五之前完成这份报告。故选C。

II. 用所给单词的适当形式填空

1. to handle
2. attention
3. valuable
4. apologized
5. determination

III. 翻译

1. 你有没有注意到他的手在抖?
2. 汤米想道歉,但他不知道如何表达自己的想法。
3. 他决心要参加游泳比赛。
4. picked up
5. draw; attention