

Practical English  
for Vocational Colleges  
(Advanced Edition)

# 高职 实用英语

(提高版)

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主编 成 功 于 爽  
副主编 郑 敏 王学敏  
主 审 尹立荣

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

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策划编辑：李 艳  
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责任校对：李 琼  
封面设计：张瑞阳

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GAOZHI SHIYONG YINGYU(TIGAO BAN)

主 编 成 功 于 爽

副主编 郑 敏 王学敏

主 审 尹立荣

策划编辑:李 艳

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封面设计:张瑞阳

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大学英语是高等职业院校各专业开设的一门必修的公共基础课程，兼具工具性与人文性。本教材是以职业需求为导向，融思政元素与大学生英语等级考试为一体，“以工学结合、能力为本”为指导的高职英语教材。通过大一两学期的学习实践，培养学生运用英语处理日常涉外活动的的能力，特别是课程融入了中国传统文化，有利于树立学生的文化自信。本教材还针对英语基础相对薄弱学生的特点，结合大学英语四级考试题型，对应试策略如词汇、长难句等方面做了细致讲解和针对训练，满足了高职学校中参加大学英语四级考试学生的需求。通过培养学生听、说、读、写、译等实际应用语言的技能来提高学生对社会、职业的适应力，让学生能够结合专业和岗位进行得体的语言对话交流，使学生成为适应生产建设、服务型的高素质技能型人才。

### 教材特色

1. 以“立德树人”为引领，在课程教学中将语言知识、语言技能与思政元素相结合，提升学生思想政治素质；引导学生树立社会主义核心价值观，继承和发扬中华优秀传统文化，培养学生的“工匠精神”。

2. 以“学生”为中心，设计以学生为中心的教学活动，营造充满互动性的课堂教学，把教师“教”的过程变成学生“学”的过程。采用活动途径，倡导体验和参与。让学生在学習过程中通过感知、体验、实践、参与和合作探究等活动方式，完成任务和实现目标，让学生在语言实际运用中感受成功的喜悦。

3. 以“实践应用”为导向，注重培养学生把英语作为工具进行口头和书面交流的能力；筛选与我们日常生活或工作环境紧密联系的项目话题，整合优化内容，使学生在具体实践中学习。

4. 以“能力”为目标，通过讲解和训练大学英语四级考试题型和技巧，采用课堂教学和课外辅导相结合的方式，提高学生听力、阅读、写作和翻译能力，使学生快速适应考试，提升应试能力。

通过这四个方面的教学过程实施，教师可以选择有效的学习策略，帮助学生养成独立





学习的能力，为英语终生学习打下基础。

### 教材内容

本教材包括 12 个单元。其内容以话题为主线，体裁多样，并结合大学英语四级考试题型，每个项目紧紧围绕话题展开。每个单元由六大模块组成如下：

Part 1 Useful Expressions and Dialogues (口语交际)

Part 2 Listening (听力训练)

Part 3 Reading (阅读)

Part 4 Applied Writing (写作)

Part 5 Grammar (语法)

Part 6 Appreciating Chinese Culture (欣赏中国文化)

本教材由辽宁现代服务职业技术学院尹立荣任主审，由辽宁现代服务职业技术学院成功、于爽任主编，由辽宁现代服务职业技术学院郑敏、王学敏任副主编。其中，成功编写第 1 单元、第 2 单元和第 3 单元；于爽编写第 4 单元、第 5 单元和第 6 单元；郑敏编写第 7 单元、第 8 单元和第 9 单元；王学敏编写第 10 单元、第 11 单元和第 12 单元。欢迎广大师生对本教材提出宝贵的意见和建议，以便我们不断完善教材内容。

编者

2022 年 11 月

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# Unit 1

# Greeting

## PART

## 1

## Useful Expressions and Dialogues

### Oral Practice

A Directions: Read the following conversations about greeting and recite them.

#### Conversation 1

Ken: Hi, Kim!

Kim: Hey there, Ken!

Ken: Nice to meet you here.

Kim: Yeah, I'm glad to see you. Have a nice day.

Ken: You, too.

#### Conversation 2

Kim: Good morning, Ken!

Ken: Morning, Kim. How are you?

Kim: I'm doing OK. What about you?

Ken: Pretty good.

#### Conversation 3

Kim: What's up, man?

Ken: Nothing much. I haven't seen you for a long time.

Kim: Yeah, I am working on a big project.

Ken: Good for you.

Kim: Thanks!

#### Conversation 4

Kim: Ken, what's new?





Ken: Same as usual. You? Anything special going on?

Kim: Well, I've started visiting the gym regularly.

Ken: Nice! I'm so happy for you.

Kim: Thank you!

### Conversation 5

Kim: Hey man, what's up?

Ken: Oh, nothing much now. I'm going on a trip to Sanya next month.

Kim: Really? Who are you going with?

Ken: I'm going with my parents.

B Directions: Read loudly and fluently.

### Dialogue 1

Lucas: Hi, my name is Lucas. I just moved in next door.

Kate: Oh, hi Lucas, come on in. I'm Kate. Nice meeting you.

Lucas: Nice to meet you, too.

Kate: Would you like something to drink? I've got tea and some orange juice.

Lucas: Thanks. Some tea would be nice. It's a great neighborhood here.

Kate: You are right about that. It's quiet and very convenient. You can get to the bus station in less than three minutes on foot.

Lucas: Wow, I think I'm gonna love this place.

### Dialogue 2

Wendy: Hello, David! Long time no see! How was your holiday?

David: Hi! Nice to see you here! I had a busy holiday.

Wendy: Oh, David, this is Lucy, my roommate, and Lucy, this is David, my middle school classmate.

Lucy: Nice to meet you, David! I'm from New York. What about you?

David: Nice to meet you, too! I'm from Florida.

Lucy: I major in Engineering. What about you?

David: My major is Urban Planning.

Lucy: Oh, it's a hot major.

Wendy: We're going to the library. Will you join us?

David: Certainly.

### Dialogue 3

Wang: Hi! Are you new here?

Bill: Yes. I'm an overseas student. This is my first year here.

Wang: My name is Wang Bin, a third-year student.

Bill: How do you do, Wang? I'm Bill Green from England.

Wang: How do you do? It's a great pleasure to meet you, Bill. I'll go to England to further my study for a master's degree.

Bill: I'm here for my Chinese program. Perhaps we could help each other.

Wang: Yeah, Bill. If you need any help, feel free to tell me.

Bill: Really? Thank you.

Wang: Are you online?

Bill: Yes, I am.

Wang: My e-mail address is wangbin@163.com.

Bill: Mine is bill@england.net. Let's keep in touch.

Wang: OK. Bye for now, Bill.

Bill: Bye-bye, Wang. It's nice to have met you.

#### Dialogue 4

Interviewer: OK, Miss Lee. You may come in. I'm Paul Jones. I'll be interviewing you today.

Lee: It's a pleasure to meet you, Mr. Jones.

Interviewer: Glad to see you. Please take a seat. How are you today?

Lee: I feel fine today. Thank you for asking.

Interviewer: Did you have any trouble finding this place?

Lee: Not at all. I'm quite familiar with this area.

Interviewer: Great. Let's start the interview. Are you ready?

Lee: Yes, I am.

#### Words and Expressions in the Speaking

pretty	十分
project	项目; 方案; 工程
date	约会
casual	不经意的; 随便的
convenient	方便的; 便利的
gonna (going to)	即将, 将要
roommate	室友



hang out	闲逛
major in	专攻于
Urban Planning	城市规划
overseas student	留学生
Chinese program	中文课程
feel free to	随意地; 自由地

## Work in Pairs and Act Out the Following Tasks

### Task 1

**Directions:** Suppose this is your first school day at college. You meet a new student and need to make self-introduction to each other. Study the situational dialogues carefully and imitate them.

### Task 2

**Directions:** Suppose you meet your school president on campus. Greet him/her first and then say goodbye to him/her. Study the situational dialogues carefully and imitate them.

### Task 3

**Directions:** Suppose you and your mum are shopping. At this moment, you meet your English teacher. You introduce your English teacher to your mum. Study the situational dialogues carefully and imitate them.

### Task 4

**Directions:** Suppose you are attending a trade fair. You meet your business partner, Mr. Waters. Greet him first and then talk about your lately situation with him. Study the situational dialogues carefully and imitate them.

### Task 5

**Directions:** Suppose you just move to a new apartment, and meet a new neighbor. Greet him/her first and then talk about the facilities nearby with him/her. Study the situational dialogues carefully and imitate them.

### Task 6

**Directions:** Suppose you go to an interview, and meet an interviewer. Greet him politely first and introduce yourself to him. Then answer the questions that the interviewer asks. Study the situational dialogues carefully and imitate them.



## Functional Sentence Bank

1. How is everything? 一切都好吗?
2. How are you getting along these days? I miss you very much. 你近来过得如何? 我十分想念你。
3. How are you? 你好吗?
4. I hope everything is all right. 我希望(你)一切都好。
5. How are things going? 事情进行得怎样?
6. How are you doing these days? 你最近好吗?
7. How are you getting along? 你近来好吗?
8. How are you getting along with...? 你近来……可好?
9. Mr. Smith sends you his respects. 史密斯先生问候您。
10. Fine, thanks. And you? 很好, 谢谢, 你呢?
11. Hello!/ Hi! 你好!
12. How is your day going? 过得如何?
13. How's everybody at your house? 你的家人好吗?
14. I hardly know you. 我几乎不认识你。
15. How do you do? 您好!
16. Good morning/afternoon/evening! 早上 / 下午 / 晚上好!
17. Glad to meet you. 见到你很高兴。
18. It's really nice to meet you here! 真高兴在此认识你!
19. Welcome to my home! 欢迎来到我家!
20. Welcome to my company! 欢迎来到我的公司。
21. Is anybody in? 有人吗?
22. May I come in? 我可以进来吗?
23. Come in, please. 请进。
24. Sit down, please. 请坐。
25. Please come again. 欢迎再来。
26. What's your name? 你叫什么?
27. May I have your name please? 请问您贵姓?
28. Who are you? 你是谁?
29. My name is Wang Ming. 我是王明。
30. This is Mr. Smith. 这是史密斯先生。
31. Please call me Xiao Zhang. 请叫我小张。



32. This is my husband Song Hong. 这是我先生宋宏。
33. I'm so glad to know you. 认识你真高兴。
34. Long time no see, Mr Li. 好久不见, 李先生。
35. Are you from Japan? 你来自日本吗?
36. Are you Peter Smith? 你是彼得·史密斯吗?
37. Yes, I am. / No, I'm not. 是, 我是。 / 不, 我不是。
38. Do you still remember me? 你还记得我吗?
39. You are my good friend, and I haven't seen you for ages. How are you? 我是我的好朋友, 我好多年没见到你了。你过得好吗?
40. What's up? 最近怎样?
41. What are you up to today? 你今天打算干什么?
42. What have you been up to lately? 最近在忙什么?
43. Things have been great. 一切都很好。
44. Not so good. 过得不怎么样。
45. Just hanging in there. 就那么混着呗。
46. What's new? 有什么新鲜事吗?
47. Hey, how's it going? 进展得怎么样?
48. What's happening? 怎么了?
49. What have you been doing? 最近在忙什么?
50. How is work? 工作怎么样?

## Putting Language to Use

### Practice 1

**Directions:** Speak and communicate. Complete the following conversation.

*Here is a conversation between Kirk and Hannah. They are meeting in a cake shop.*

Kirk: \_\_\_\_\_. I don't think we've met before.

Hannah: No. \_\_\_\_\_ friend of Josh?

Kirk: Yeah. I'm Kirk. \_\_\_\_\_.

Hannah: \_\_\_\_\_ Hannah. \_\_\_\_\_, \_\_\_\_\_.

Kirk: The cakes here are very delicious.

Hannah: I \_\_\_\_\_. I love cakes. These are really good.

Kirk: I make cakes myself in my \_\_\_\_\_ time.

Hannah: That is \_\_\_\_\_ ! I like cooking, too.

**Practice 2**

**Directions:** Speak and communicate. Complete the following conversation.

Here is a conversation between Joey and Martha. They haven't seen each other for a long time. They are meeting in the campus at this time.

Martha: \_\_\_\_\_, Joey! \_\_\_\_\_.

Joey: What a surprise to \_\_\_\_\_ you here!

Martha: Yeah. \_\_\_\_\_ are your studies coming along?

Joey: So far so good!

Martha: You seem to be in a hurry.

Joey: Sorry. I'll have a class in ten minutes.

Martha: OK, I won't keep you then.

Joey: We should have lunch together sometime.

Martha: Yeah, that \_\_\_\_\_ be great. \_\_\_\_\_ this Friday?

Joey: It's a deal.

**Practice 3**

**Directions:** Speak and communicate. Complete the following conversation.

Here is a conversation between Alicia and Lucia. They are new neighbors.

Alicia: \_\_\_\_\_, I'm Alicia. I just \_\_\_\_\_ in the next door.

Lucia: Hi, Alicia. \_\_\_\_\_ Lucia. Nice to meet you. \_\_\_\_\_.

Alicia: \_\_\_\_\_ a small gift for you. How long have you \_\_\_\_\_ here?

Lucia: \_\_\_\_\_. I've lived here for five years.

Alicia: Then you must be very familiar with the area.

Lucia: There are stores, clinics and many other facilities here.

Alicia: \_\_\_\_\_! \_\_\_\_\_ ask what you do?

Lucia: \_\_\_\_\_ an artist. Where do you \_\_\_\_\_?

Alicia: Well, I am a programmer at Microsoft.

Lucia: I have an exhibition this Friday. I'd love it if you came.

Alicia: \_\_\_\_\_! I'd love to.

Lucia: It's a deal.

## PART 2 Listening

### Lead-in

A. Discuss. Please talk about the question “If you have something to tell your friend, would you like to make a phone call or use WeChat”, why?

B. Listen to a long conversation and find the best answer from the four choices.

1. A) He's got addicted to technology.  
B) He is not very good at socializing.  
C) He is crazy about text-messaging.  
D) He does not talk long on the phone.
2. A) Talk big.  
B) Talk at length.  
C) Gossip a lot.  
D) Forget herself.
3. A) He thought it was cool.  
B) He needed the practice.  
C) He wanted to stay connected with them.  
D) He had an urgent message to send.
4. A) It poses a challenge to seniors.  
B) It saves both time and money.  
C) It is childish and unprofessional.  
D) It is cool and convenient.



### New Words and Expressions

be/get addicted to sth./sb. 对某事物 / 某人上瘾, 入迷

*e.g. She is addicted to playing computer games.*

socialize with sb. 与某人交往

*e.g. He likes socializing with other students.*

text-message v. 发短信

*e.g. He will text-message me the result.*

at length 详尽地

*e.g. We have talked at length about the matter.*

gossip v. 说三道四

*e.g. Girls have been gossiping about him all the time.*

urgent adj. 紧急的

*e.g. Can I see you now? It is urgent!*

pose a challenge/risk/threat 构成挑战 / 冒险 / 威胁

*e.g. Global warming poses a big threat to human being.*

senior n. 年长的人

*e.g. The seniors will get discount when they take a bus.*

thumb n. 拇指

*e.g. He likes sucking his thumb.*

Word Practice

Match the words with their English explanations.

- |                 |  |
|-----------------|--|
| 1. addicted     | A. to send sb. a written message using a cellphone   |
| 2. socialize    | B. to meet and spend time with people in a friendly way, in order to enjoy yourself            |
| 3. text-message | C. to spend all your free time doing because you are so interested in it                       |
| 4. at length    | D. the short thick finger at the side of the hand, slightly apart from the other four          |
| 5. gossip       | E. a person who is older than sb. else   |
| 6. urgent       | F. to create a threat, problem, etc. that has to be dealt with                                 |
| 7. pose         | G. informal talk or stories about other people's private lives, that may be unkind or not true |
| 8. senior       | H. that needs to be dealt with or happen immediately   |
| 9. thumb        | I. for a long time and in detail   |

Bingo Game




Translate

Translate the English sentences into Chinese.

1. But I get off the phone pretty quickly when I call.

\_\_\_\_\_

2. If I call them, I'll have to have a long conversation.

\_\_\_\_\_

3. When I first got my cellphone, I thought it was so cool to text-message all my friends who have one.

\_\_\_\_\_

4. He thinks it's very childish and unprofessional to text-message.

\_\_\_\_\_

**Practice**

Sentences

Fill in the blanks with missing sentences.

M: So, Lizzy, do you like to text-message on your cellphone?

W: Yeah. I text-message a lot.

M: I don't do it so much. I prefer to make a call if I'm in a hurry.

W: Yeah. I go both ways. Sometimes I don't really want to talk to the person. I just want to ask them one question, so it's much easier for me just to text a message.

(1) \_\_\_\_\_.

M: Yeah, I can see what you mean. (2) \_\_\_\_\_. I'm not a big talker.

W: Yeah, that's true. You don't talk a lot.

M: So are you fast at writing the messages with your thumb?

W: Well, when I first got a cellphone. I was so slow. I thought I would never text message. But then people kept text-messaging me, so I felt obliged to learn how to text-message. So now I'm pretty fast. What about you?

M: Actually I have the opposite problem. (3) \_\_\_\_\_, and I was pretty fast with my thumb then. But it seems like now I don't use it so much. I've got slower actually.

W: Yeah. I think text-messaging actually sort of has to do with your age. For example, people in high school, they text-message a lot. But I ask my father if he texted messages, and guess what he said?

M: What?



W: He said he'd never text-messed. (4) \_\_\_\_\_.

M: Yeah, I can see what he means. It's considered pretty informal to text-message someone.

### Practical English Test Practice



#### Section A

Directions: This section is to test your ability to understand short dialogues. There are 5 recorded dialogues in it. After each dialogue, there is a recorded question. Both the dialogues and questions will be spoken only once.

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| 1. A) Production planning.           | B) Financial affairs.               |
| C) Public relations.                 | D) Import and Export.               |
| 2. A) More workers are needed.       | B) Advertising costs more.          |
| C) Raw materials are more expensive. | D) Workers' salaries are higher.    |
| 3. A) To look for a dream job.       | B) To visit his friends.            |
| C) To continue his study.            | D) To find a chance to do business. |
| 4. A) He is good at programming.     | B) He is suitable for the job.      |
| C) He is nice and kind.              | D) He finds the job difficult.      |
| 5. A) Interviewer and interviewee.   | B) Buyer and seller.                |
| C) Doctor and nurse.                 | D) Shop assistant and customer.     |

#### Section B

Directions: This section is to test your ability to understand short conversations. There are 2 recorded conversations in it. After each conversation, there are some recorded questions. Both the conversations and questions will be spoken two times.

##### Conversation 1

- |                                    |   |
|------------------------------------|---|
| 1. A) To confirm her flight.       | B) To arrange for a party.              |
| C) To say goodbye.                 | D) To make an appointment.              |
| 2. A) She will take a shuttle bus. | B) She will go there by subway.         |
| C) Linda will book a taxi for her. | D) Linda will drive her to the airport. |

##### Conversation 2

- |                          |                           |
|--------------------------|---------------------------|
| 1. A) He is a sportsman. | B) He is a sports writer. |
| C) He is a tour guide.   | D) He is a bus driver.    |





2. A) Exciting.            B) Dangerous.            C) Unpleasant.            D) Boring.

### Section C

Directions: This section is to test your ability to comprehend short passages. You will hear a recorded passage. After that you will hear five questions. Both the passage and the questions will be read two times. When you hear a question, you should complete the answer to it with a word or a short phrase (in no more than 3 words).

#### Passage 1

I promise you are going to enjoy your stay here in our city. This is a beautiful, quiet city where you can (1) \_\_\_\_\_, sit by the beach, enjoy great meals and feel safe. You can walk into town and enjoy the fountains or (2) \_\_\_\_\_ along the waterside. Please do not swim here. This is not a safe place to swim for its (3) \_\_\_\_\_ undercurrents. Sanya is the place to go if you want to enjoy swimming (4) \_\_\_\_\_. You can take a short (5) \_\_\_\_\_ from your hotel.

#### Passage 2

Ladies and gentlemen,

It's my honor to be the guide to show you around our company. First of all, I'll introduce our factory to you.

Our company (1) \_\_\_\_\_ in the 1980s. We mainly produce electronic goods and export them all over the world. We (2) \_\_\_\_\_ of about US \$ 80 million last year, and our business is growing steadily. We now have offices in Asia, North America, and Europe, with about 1,500 employees, and we are working gladly to (3) \_\_\_\_\_ of our customers. In order to further develop our overseas market, we need more agents to (4) \_\_\_\_\_ our products.

I hope you will (5) \_\_\_\_\_ doing business with us. Thank you!

### Section D

Directions: This section is to test your ability to comprehend short passages. You will hear a recorded passage. After that you will hear five questions. Both the passage and the questions will be read two times. When you hear a question, you should complete the answer to it with a word or a short phrase (in no more than 3 words).

#### Passage 1

1. Who is being introduced at the meeting?

Mr. John Smith, the new \_\_\_\_\_.

2. How long did Mr. John Smith work in Chicago?

For over \_\_\_\_\_.

3. What position did Mr. John Smith hold in his previous company?

He worked as the \_\_\_\_\_.

4. What kind of knowledge does John Smith have that is very important to the company?

His knowledge of \_\_\_\_\_.

5. What kind of business does the speaker's company do?

It is an \_\_\_\_\_ business.

### Passage 2

1. What is the purpose of the party?

To \_\_\_\_\_ to Mr. Smith.

2. What new position is Mr. Smith going to take?

The \_\_\_\_\_ of New York's branch.

3. How long has Mr. Smith been working in the present office?

For \_\_\_\_\_.

4. What has impressed the speaker and his colleagues most?

Mr. Smith's \_\_\_\_\_ and kindness.

5. What does the speaker say at the end of the speech?

He hopes to \_\_\_\_\_ with Mr. Smith regularly.

## PART 3 Reading

### Intensive Reading

Communication styles can make or break any relationship. Communication is a complicated process that takes place between two or more people.

Communication is a part art form, part science. It's both an art (your words) and science (how those words get perceived by others). Some people interpret your words one way while others interpret them another way.

#### 1. Passive Communication Style

The passive communication style is also known as the indirect communication style. It occurs when the communication is general and not very specific. The person is less assertive in his speech while you tend to show more emotions.

If you're a writer like me, most often, you'd better try to avoid using passive communication,



because this type of communication “hides” who did what and instead it uses ambiguous language like “it is believed that...” or “it has been reported that...” .

It turns out this type of communication isn't as bad as people often see it to be. However, those who speak passively tend to give in to others and have difficulty expressing themselves.

Examples:

Things she continues to say really bothers me, but I have got nothing to say to her.

I should listen to you I guess because you seem to be much smarter than I am.

Just go ahead, after all whatever I say isn't important in anyway.

You're right. I shouldn't have said that. I'm not good at it.

## 2. Assertive Communication Style

Ever met someone who is an expert communicator? Maybe it was someone in an important position at your company, or maybe it was a family friend.

No matter what the situation was, one thing is certain—that person had an air about him/her that gave off strong signals of leadership. The assertive communication style is a way for people to communicate in an honest and direct way about the issues that are important to them.

When you are assertive, you are rock-solid and steady. You can back up your statements with facts and logic. When others disagree with you, they cannot force you to retreat. You feel comfortable with the way you communicate and know that it is an effective way to connect with people.

Examples:

I am responsible for whatever happen thereafter.

Next week, I'd appreciate it if you come with her.

I believe we should all express ourselves respectfully and honestly.

### Word List

break	v.	打破; 折断
complicated	adj.	复杂的, 难处理的
perceive	v.	认为, 理解; 注意到
interpret	v.	解释, 说明; 把……理解为
passive	adj.	消极的, 被动的
indirect	adj.	间接的
occur	v.	发生
specific	adj.	明确的, 具体的
assertive	adj.	坚定自信的
ambiguous	adj.	模棱两可的, 有歧义的; 不明朗的, 不确定的

signal	<i>n.</i>	信号, 暗号
retreat	<i>v.</i>	后退; 躲避; 改变意见
thereafter	<i>adv.</i>	其后, 此后

Phrases

have an air about him/her	他 / 她会摆架子
back up	证实

Exercises**A. Fill in the blanks with the words or expressions above. Change the form if necessary.**

- The leaders of this country saw the visit as an important \_\_\_\_\_ of support.
- The author's attitude to the city life is \_\_\_\_\_. We don't know whether he likes it or not.
- I suggest you ask him some \_\_\_\_\_ questions about his past.
- \_\_\_\_\_ the chocolate bar into pieces so that everyone can have some.
- The game's rules are too \_\_\_\_\_. I don't even want to play anymore.
- I thought I \_\_\_\_\_ a problem, but I wasn't sure.
- She married at 20 and gave birth to her first child shortly \_\_\_\_\_.
- The newspapers \_\_\_\_\_ the ambassador's speech as an attempt at making peace.
- The students turned what could have been a \_\_\_\_\_ interaction into an active one.
- We arrived late because we took an \_\_\_\_\_ route.
- The accident \_\_\_\_\_ yesterday morning.
- You were very \_\_\_\_\_ in that meeting.
- He does \_\_\_\_\_. I'd better stay away.
- His employers \_\_\_\_\_ him \_\_\_\_\_.
- They were forced to \_\_\_\_\_.

**B. Translate the English sentences into Chinese.**

- Communication styles can make or break any relationship.

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- Communication is a part art form, part science.

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- However, those who speak passively tend to give in to others and have difficulty expressing themselves.

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4. No matter what the situation was, one thing is certain—that person had an air about him/her that gave off strong signals of leadership.

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5. When others disagree with you, they cannot force you to retreat.

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**C. Find the best choice from four choices marked A, B, C and D.**

1. Communication is a part art form, part science. Which of the following can reflect artistic pattern according to the passage?
  - A. People's words.
  - B. How words be perceived by others.
  - C. People's behaviors.
  - D. How others react to you.
2. The author uses ambiguous language like “it is believed that...” or “it has been reported that...” because \_\_\_\_\_.
  - A. he is not confident
  - B. as a writer he needs to “hide” who did what
  - C. he often makes extensive investigations
  - D. what he expresses is general and not very specific
3. In passive communication style, those who speak passively tend to \_\_\_\_\_.
  - A. give off strong signals
  - B. make modest remarks
  - C. yield to others
  - D. express themselves well
4. Which of the following belongs to passive communication?
  - A. I am responsible for whatever happen thereafter.
  - B. Next week, I'd appreciate it if you come with her.
  - C. I believe we should all express ourselves respectfully and honestly.
  - D. Just go ahead, after all whatever I say isn't important in anyway.
5. Which is not true about assertive communication style according to the passage?
  - A. It is a way for people to communicate in an honest and direct way.
  - B. People can back up their statements with facts and logic.
  - C. People are rock-solid and steady.
  - D. When others disagree, we should retreat.





4. By saying “a woman of her word” (Para. 3), the writer means that Mrs. King \_\_\_\_\_.  
 A) always keeps her promise                      B) is a good public speaker  
 C) knows customers well                         D) is well educated
5. As far as the European market is concerned, the writer thinks that Sand River products \_\_\_\_\_.  
 A) are fit for supermarkets in big cities  
 B) are likely to enjoy a big market share  
 C) will appeal to different kinds of customers  
 D) deserve a place in luxurious department stores

**B**

Our company offers a full range of Smart Home Products, focusing on making your home safer and more convenient, and saving energy. All of the products are simple, even if what happens behind the scenes is clever.

The Smart Home Controller is the heart of the system. It communicates with all your other products, and lets you control them with the easy-to-use mobile app for phones, even if you're stuck on the motorway 300 miles from your home Wi-Fi.

The Radiator Thermostat (散热器恒温控制器) lets you control your heating away from home or from the sofa. And unlike some smart heating systems, you can set the temperature per room, helping you save even more energy and money.

The Smart Plug offers similar advanced control, from TVs and game controllers to the lamp in the kids' room. You just don't need to worry about whether you left something on after leaving home. You can just check on your phone, and switch things off from the app.

If you want to save energy, you might want to buy Starter Kit. This includes two Radiator Thermostats, the Smart Home Controller and Door/Window Contact. These use a sensor (感应器) that lets you know if you've left a window open or if someone tries to break in. That brings us to the other side of the Smart Home, security and safety.

For more information about our products, please refer to our website and e-shop.

1. One purpose of the company's Smart Home products is to \_\_\_\_\_.  
 A) make your home attractive                      B) reduce daily expenses  
 C) appeal to customers                             D) save energy
2. How can you control your products while you are away from home?  
 A) Use the mobile app for phones.                B) Get a code number.  
 C) Connect your home phone.                    D) Purchase a new computer.



3. The Radiator Thermostat differs from other smart heating systems in that \_\_\_\_\_.
- A) it contains several hand-controlled devices
  - B) it helps you set the temperature in each room
  - C) it offers a life-long guarantee
  - D) it operates more easily
4. With the Smart Plug, you don't have to worry about \_\_\_\_\_.
- A) whether your kids are at home or not
  - B) whether you have forgot to bring your key or not
  - C) whether you left something on after leaving home
  - D) whether you have left your windows open
5. The sensor in Starter Kit is used to \_\_\_\_\_.
- A) make your home secure and safe
  - B) prevent damage to your furniture
  - C) produce a reliable Starter Kit
  - D) build a green environment for you

## PART 4 Applied Writing

### Write and Simulate

- A. Read the following sample of business card and learn to write your own.

**National Board of Employment, Education and Training**

**Michael Smith**

Professor / Chairman

**Address:** 12 Farrell Place PO Box 9880 Canberra City, ACT2601 Australia

**Tel.:** (02) 85403636

**Cellphone:** 0405746666

**E-mail:** mism2012@nbeet.com

**WeChat:** MS0405746666



B. Translate the following business card into Chinese.



C. Fill in the passport with your own personal information.

Type	Country code	Passport no.
Name		
Sex	Nationality	Date of birth
Place of birth		Date of issue
Place of issue		Date of expiry
Authority		Bearer's signature

### Write and Describe

Write a short passage of about 60 words to tell a story or describe an event related to the picture given below. Some useful words and phrases have been provided here to help you. You may start the passage with the sentence “Chinese New Year is also known as the Spring Festival” .

- Spring Festival ( 春节 );
- special customs ( 特殊风俗 );
- greet each other ( 彼此问候 );
- offer best wishes ( 献上最美好的祝福 );
- a happy new year ( 一个快乐的新年 ) ...
- home and abroad ( 国内外 );
- pay a new year call ( 拜年 );
- bow to each other ( 互相鞠躬 );
- give money in a red envelope ( 发红包 );



## PART 5 Grammar

### Basic Sentence Structures (常用的英语基本句型)

#### ① 主语 + 谓语 (+ 宾语) (+ 状语)

Animals can't speak. 动物不会讲话。(主 + 谓)

Mary runs every morning. 玛丽每天早晨跑步。(主 + 谓 + 状)

They friended each other. 他们互加了好友。(主 + 谓 + 宾)

I gave him my phone number. 我给了他我的电话号码。(主 + 谓 + 间宾 + 直宾)

She loves dogs very much. 她非常喜爱狗。(主 + 谓 + 宾 + 状)

#### ② 主语 + 系动词 + 表语

Self-introductions are important. 自我介绍很重要。

#### ③ There be 句式

There is a map of China on the wall. 墙上有一幅中国地图。

### Write and Apply Rules

#### A. Analyze the following sentences to see which patterns they belong to.

- This old computer works too slowly. \_\_\_\_\_
- An introduction usually includes a greeting and a handshake. \_\_\_\_\_
- My e-mail address is lin@campus.com. \_\_\_\_\_
- Then I will wave goodbye to my classmates. \_\_\_\_\_
- The head of our department will give a party to welcome you. \_\_\_\_\_
- In her small handbag there is her ID card. \_\_\_\_\_



B. Translate the following sentences into English.

1. 我们经常为外国朋友准备一些中国食品。

\_\_\_\_\_

2. 你能帮我个忙吗?

\_\_\_\_\_

3. 我们在网上替他预订一个比较安静的房间吧。

\_\_\_\_\_

4. 李兰每天早晨教格林先生学习中文。

\_\_\_\_\_

5. 请叫我大卫好了。

\_\_\_\_\_

6. 你经常跟父母视频聊天吗?

\_\_\_\_\_

7. 这篇课文中有不少生词。

\_\_\_\_\_

## PART 6 Appreciating Chinese Culture

◆ 不学礼，无以立。

No one can stand firm without learning good manners.

◆ 己所不欲，勿施于人。

Do not do on others what you don't want others to do on you.

◆ 爱人者，人恒爱之；敬人者，人恒敬之。

Love others, and others will love you. (Respect others, and others will respect you.)

◆ 严以律己，宽以待人。

Always be strict with yourself and lenient ( 宽容的 ) to others.

◆ 好话一句三冬暖，恶语伤人六月寒。

A kind word will warm people even in the coldest days of winter; a bad word will freeze people even in the hottest days of summer.