

ENGLISH

英语

拓展模块

教师用书

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(赠书)

主编

吴宗印

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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。

本书为《英语(拓展模块)》教师用书，为教师提供了每单元的教学目标、重点词汇讲解、难句的解析、课文的参考译文、学生用书的参考答案和教学建议等。

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。

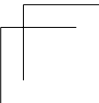
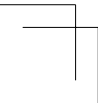
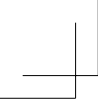
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Unit 1 Time Management

教学目标




语言知识目标

-  掌握英语讨论日常时间安排和计划的用语。
-  能询问个人时间安排情况。
-  了解时间管理的方法。
-  掌握本单元出现的词汇、短语和句型，并能用一些简单的短语或句型进行讨论。
-  掌握情态动词用法。

语言技能目标

-  听——能够听懂关于时间安排和管理的英文表达。
-  说——能够用英语和他人讨论时间管理的重要性。
能够用英语回答他人的提问。
-  读——能够正确跟读所学单词、对话及文章。
能够阅读并理解有关时间管理的文章。
-  写——能够读懂课程安排并掌握如何填写课程申请表。

文化素养目标

-  了解帕累托法则。
-  懂得如何提高时间管理能力。
-  能合理安排自己的时间，有效利用自己的时间。



★ Warming-up

Discuss with your partner the following pictures and tell how you understand them.
和同伴讨论下面的图片，并告诉他们你是如何理解的。



A Time is money. 时间就是金钱。



B So many tasks, I don't know where to start. 任务繁多，不知从何入手。



C Make a list of things to do. The important ones come first. 把要做的事情列出来，重要的优先安排。



D Use a calendar, etc., to make detailed plans. 利用日历等，作详细的计划。

教学建议

本活动旨在让学生了解时间概念及时间安排的其重要性，可让学生两人一组进行讨论。教师也可以设置场景，让学生根据不同的场景进行发挥。

★ 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).

听录音，判断下列陈述是正确的(T)还是错误的(F)。

(T) 1. Suzy will take some exams soon.

(F) 2. Suzy made some preparations for the exam.



(F) 3. Suzy has been busying reading a book recently.

(T) 4. Rick advises Suzy to set up a schedule for daily activities firstly.

(T) 5. Rick thinks important things should be done first.

II. Listen again and fill in the blanks. 再听一遍，填空。

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. D

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. A I am worried how I would study all the courses in this short period of time.

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

Suzy: 4. B

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. C 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. 讨论。

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	Sentences
wisely	I make my timetable or schedule.
productive	I often make a list.
timely	I write my work and activities in my calendar.
make the most of	It helps to improve my efficiency.
plan out	It helps me reach my goal.
...	...

Dialogue 2 What Is the Point of This Story?

I. Listen and choose. 听录音, 选择正确的答案。

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. 再听一遍, 填空。

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, partners, health, children, etc.

Edwin: What about the pebbles?

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

Edwin: And the sand?

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

Edwin: What is the point of this story?

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

Edwin: I got it. We should pay attention to the things that are important 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. 讨论。

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.
 ...

教学建议

两篇对话围绕时间管理展开，涉及日常学习和生活安排、故事分享等。可让学生跟读并进行角色扮演，以掌握常用句型和短语。每个对话后面的开放性讨论，老师可引导学生自由发挥，让学生根据提示语对自己的观点进行讨论，让学生认知时



间管理的重要性及方法。

会话语言重点

1. I have been busy with my sports training and in writing my book. 我一直忙于我的运动训练和写我的书。

be busy with 意为“从事；忙于”。be busy with sth. 忙于某事，侧重于状态。

busy后面如果加动词，则要用动名词形式，即be busy (in) doing sth. 忙于做某事。若是直接加名词，则用介词 with 连接，即 be busy with sth.。

2. I am worried how I would study all the courses in this short period of time. 我很担心如何在这么短的时间内学习所有的课程。

这是表语形容词后接的that从句, that可以省略。完整的是I am worried that how ...。有些形容词具有动词的含义，所以也可以带一个宾语从句，例如：

I am sorry I am late. 对不起，我迟到了。

I am glad that you can join us. 我很高兴你能加入我们。

Are you sure his answer is right? 你确定他的答案是对的吗？

3. Set up your priorities and assign some time to them. 设定你的优先级，并为它们分配一些时间。

set up 一般侧重建立抽象的事物，如会议、制度等。

assign 意为“分配；确定；布置(工作、任务等)”。

assign sth. to sb./assign sb. sth. 给某人分配某物(类似 give)，例如：

Later in the year, she'll assign them research papers. 今年晚些时候，她将给他们布置论文。

assign sb. to do sth. 委派某人去做某事，例如：

The teacher assigned them to write a composition. 老师给他们布置的作业是写篇作文。

4. The first thing is to set up a schedule for your daily activities. 第一件事是为你的日常活动制定一个时间表。

to set up... 是动词不定式作表语，不定式作表语可以说明主语的具体内容或表示的目的。动词不定式作表语还用来表示目的，例如：

The next step is to put the theory into practice. 下一步是要将理论付诸实践。

5. Skip the activities that are of little importance. 跳过那些不重要的活动。

本句中，“be + of + 名词”结构中的名词是抽象名词时，相当于其名词所对应的形容词的意思，说明被修饰词具有某种特征或属性。常用的名词有 value、important、use、help、significance、interest、benefit、necessity、quality、service 等。例如：



is of help=is helpful, is of use=is useful

They are of great help to learners of English. → They are very helpful to learners of English. 他们对英语学习者有很大帮助。

The book will be of great value to students of history. → This book will be very valuable to students of history. 这本书对学历史的学生将很有用。

6. What is the point of this story? 这个故事的重点是什么?

point 在本句中意为“重点；要点”。point 在表示“要点；论点”的意思时，是可数名词。在表示“目的；意图”的意思时，是不可数名词，此时多与 the 连用。当表达“这是……的观点”时，通常用“from... point of view”这一短语。point 在用作不及物动词时，通常是和介词 to、at 和 towards 等连用，表示“指向某位置或方向”。例如：

We disagree with every point she makes. 我们不同意她提出的任何观点。

—Did I ask you to talk to me? 我要你跟我说了吗?

—That's not the point. 问题不在这儿。

I pointed at the boy sitting nearest me. 我指了指坐得离我最近的那个男孩。

★ 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. B

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. A

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. C

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.

Translation

时间管理能力

时间管理是一种将我们的任务和目标组织成时间表的技能。它帮助我们按时完成任务, 实现目标。每个人的时间都很紧张, 因为有很多任务要做和完成, 在这种情况下, 时间管理对我们和我们的日常目标来说是一个拯救, 通过它我们管理我们的任务, 优先考虑它们, 并通过更聪明而不是更努力地工作方式来完成它们。

时间管理不仅在组织中, 而且在我们的个人生活中都扮演着非常重要的角色。

有效的规划

提前计划好我们的一天。准备一个任务清单。重要的事情应该排在最前面, 然后是那些现在不需要我们关注的事情。逐一完成这些任务。在我们已经完成的项目上打勾。确保我们在规定的时间内完成任务。

设定目标

没有目标的工作或学习就像船长在大海中迷路一样。是的, 我们会迷路的。为自己设定目标, 确保它们是现实的、可以实现的。

公开的沟通

沟通是时间管理的一项重要技能。与我们的同学或同事交流使我们能够管理压力或有效地分配任务。此外, 保持持续和开放的沟通可以防止冲突, 从而提高效率。



Exercises

I. Read the passage and match appropriate subheadings to paragraphs. 阅读文章，并将适当的副标题与段落相匹配。

A. Setting Goals and Objectives

B. Effective Planning

C. Openly Communicating

II. Read again and choose the best answer. 再读一遍，选择最佳答案。

- 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.
- What kind of things should be done first?
A. Relaxing things. **B. Important things.**
C. Not important things. D. Stressful things.
- Working or studying without goals would make us _____.
A. lazy B. satisfied
C. happy **D. lost**
- 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.
- How many suggestions are mentioned in the passage?
A. One. B. Two.
C. Three. D. None.

教学建议

本文介绍了如何进行时间管理。时间管理是生活中非常重要的一部分，它帮助我们有效地规划和管理时间，提供了谋求生活和工作成功的机会。采取一些行之有效的方法和技巧，增强时间管理能力，以便更高效地利用每一个宝贵的时刻。



课文语言重点

1. Everyone is running short of time as there are plenty of tasks to do and complete. 每个人的时间都很紧张, 因为有很多任务要做和完成。

run short of 意为“缺少; 快用完”, 例如:

We've run short of oil. 我们已快把油用完了。

plenty of 意为“大量的”, 后面接复数名词或不可数名词, 谓语动词用单数还是复数视后接的名词形式而定。

There are plenty of eggs in the market. 市场上有很多鸡蛋。

I need plenty of time to finish the work. 我需要很多时间来完成这项工作。

2. ... in which case time management comes to the rescue for us and our daily goals. 在这种情况下, 时间管理对我们和我们的日常目标来说是一个拯救。

in which case 意为“那样的话; 在那种情况下”, 主要用于引导非限制性定语从句, 相当于 and in that/this case, 其意为“如果是那样/这样的话。例如:

She may be late, in which case we ought to wait for her. 她可能迟到, 如果那样的话, 我们应该等她。

come to the/one's rescue 意为“前来营救”, 这个短语也常常用于形容糟糕的情况而并不一定是生命危机时才能使用。例如:

This is where flowcharts come to the rescue. 这就需要流程图来解围了。

3. ... by which we manage our tasks, prioritize them, and accomplish them by working smarter and not harder. 通过它我们管理我们的任务, 优先考虑它们, 并通过更聪明而不是更努力地工作方式来完成它们。

prioritize 主要用作动词, 意为“按优先顺序列出, 确定(任务)优先顺序; 优先处理, 优先考虑”。

在工作中, 我们需要经常使用 prioritize 来安排任务和项目的进度。例如, 在处理多个项目时, 我们需要根据项目的重要性、紧急性、难度等因素来确定项目的优先级, 以便更高效地完成项目。

此外, prioritize 还可以用于生活中的各种场合。例如, 在安排旅行计划时, 我们需要考虑各种因素, 如天气、交通、景点等, 然后确定优先级, 以便制定更好的旅行计划。

prior *adj.* 优先的; 在前的 prior *adv.* 在前, 居先

priority *n.* 优先; 优先权; 优先考虑的事

4. Communicating with our classmates or co-workers enables us to manage stress or effectively delegate tasks. 与我们的同学或同事交流使我们能够管理压力或有效地分配任务。



本句是动名词短语作主语，句子主干是 Communicating with... enables us ...。动名词（短语）作主语，多指抽象的、概念性的动作，谓语动词通常用单数。例如：

Reading aloud is very important for us to learn a foreign language. 大声朗读对我们学习外语是非常重要的。

enable 用作动词，意思是“使可能；使能够；使有机会；使成为可能，使可行”。enable 还可作“使……成为可能、有助于”解，其后常接名词或代词作宾语。例如：

This pass enables me to travel half-price on trains. 我用这张通行证可以半价乘火车旅行。

A great deal of practice enabled her to succeed. 大量的实践使她成功了。

enable 和 make 的区别：

这组词都可作“使……”解。其区别是：

enable 含有“能够使……”的意思，而 make 则不含“能够”的意思。

enable 要接带 to 的动词不定式作宾语补足语；而 make 后的宾语用作补足语的动词不定式不带 to。

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.



Translation

如何更有效地学习

了解最有效的学习方法可以帮助你最大限度地学习新知识和技能。如果你和很多人一样，你的时间是有限的，那么从你拥有的时间中获得最大的教育价值是很重要的。

知道如何学好不是一朝一夕的事，但是把这些学习技巧应用到日常实践中可以帮助你从学习时间中获得更多。

成为一个更有效率的学习者的一个方法就是不断地学习新事物。研究发现，大脑可以产生新的脑细胞。然而，除非一个人从事某些类型的努力学习，否则这些细胞中的许多最终会死亡。所以，如果你正在学习一门新语言，坚持练习是很重要的。

另一个方法是专注于多种学习方式。这可能包括向朋友描述你学到的东西，做笔记，或者画思维导图。通过一种以上的学习方式，你可以进一步记住你头脑中的知识。例如，如果你正在学习一门新的语言，尝试不同的技巧，如听对话，阅读书面文章，与朋友练习，并写下自己的笔记。

教育工作者早就注意到，最好的学习方法之一就是把它教给别人。把这些信息翻译成你自己的话。这个过程有助于巩固大脑中的新知识。找到一些方法来分享你所学到的东西。

如果你正试图获得一项新的技能或能力，请专注于获得实用性经验。对许多学生来说，学习主要包括阅读课本、参加讲座、在图书馆或网上进行研究。这些确实很重要。但将新的知识和技能付诸实践可能会更有效。如果这是一项运动或运动技能，请定期进行该活动。



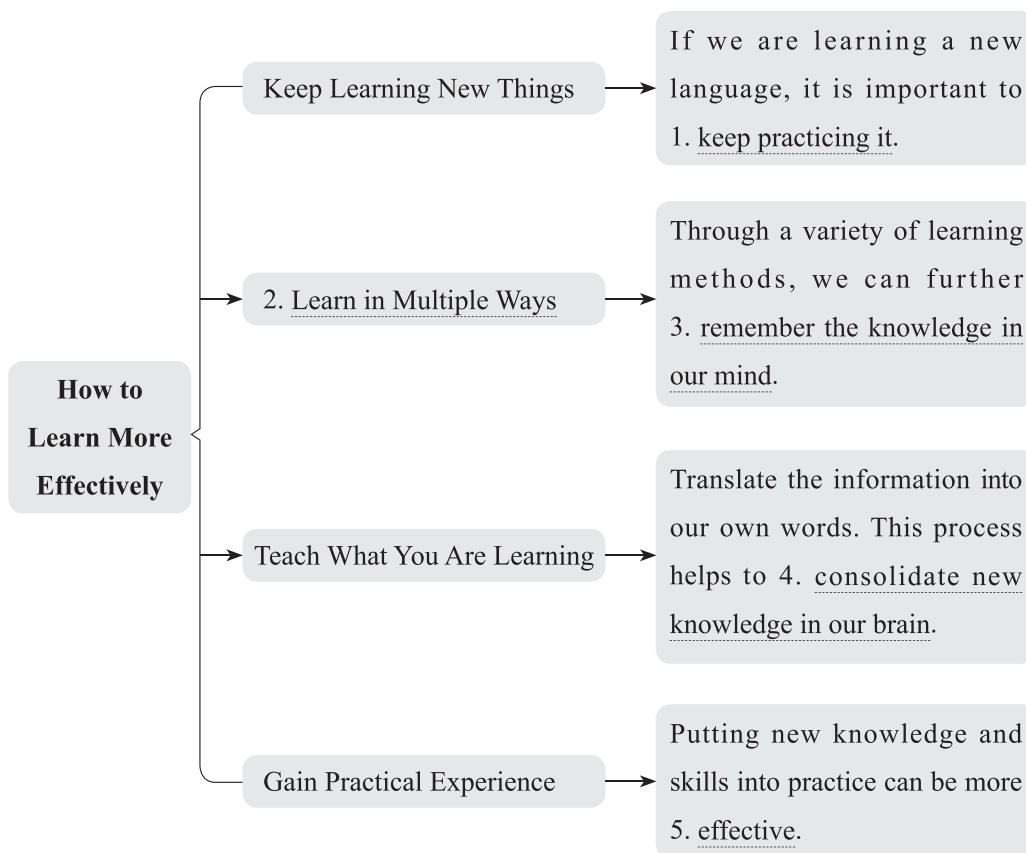
Exercises

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

判断下列陈述是正确的(T)还是错误的(F)。

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

II. Read again and complete the mind map. 再读一遍并完成思维导图。



教学建议

本文介绍了如何更有效地学习。学习是学生们生活中不可或缺的一部分。然而，有些学生学习效率很低，花费很多时间却没有取得好的成果。高效地学习需要合理

的计划和努力，还要在学习过程中不断修正和优化。

课文语言重点

1. One way to become a more effective learner is to simply keep learning new things. 成为一个更有效率的学习者的一个方法就是不断地学习新事物。

本句中，to simply keep ... 是动词不定式作表语，不定式作表语可以说明主语的具体内容。例如：

The best way is to join an English club. 最好的办法是加入一个英语俱乐部。

His wish is to become an astronaut. 他的愿望是成为一名宇航员。

动词不定式作表语还可以说明主语的目的、性质或特征。

The next step is to put the theory into practice. 下一步是要将理论付诸实践。

2. However, many of these cells will finally die unless a person engages in some types of effortful learning. 然而，除非一个人从事某些类型的努力学习，否则这些细胞中的许多最终会死亡。

however 在这里用作副词，多插在句中，有时也放在句首或句尾，用逗号将其与其他词分开。

unless 在此是连词，意为“除非”，引导条件状语从句。由于 unless 具有否定意义，因此它引导的是个否定的条件。相当于 if... not 的同义表达。unless 从句如同 if 从句一样，也常用一般现在时态表将来。例如：

Unless he works hard, he will not pass the final exams.=If he doesn't work hard, he will not pass the final exams. 要是他不努力的话，期末考试将会不及格。

I'll not go to her birthday party unless she invites me in person.=I'll not go to her birthday party if she doesn't invite me in person. 我不会去参加她的生日晚会，除非她亲自邀请我。

3. If you are trying to acquire a new skill or ability, focus on gaining practical experience. 如果你想获得一项新技能或能力，把重点放在获得实践经验上。

focus on 意为“把注意力集中于”，后接名词或动名词。例如：

Another one is to focus on learning in more than one way. 另一种是以多种方式专注于学习。

4. For many students, learning mainly includes reading textbooks, attending lectures, or doing research in the library or online. 对许多学生来说，学习主要包括阅读课本、参加讲座、在图书馆或网上进行研究。

include 是及物动词，意为“包括；包含”，后可接名词、动名词作宾语，不接不定式。例如：



His writings include poetry and prose. 他的作品包括诗和散文。

My job doesn't include making coffee for the boss. 我的工作并不包括为老板煮咖啡。

★ 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. 圈出正确的情态动词，然后在空白处写下它们。
1. She doesn't have to (have to/must) wash the dishes now. I'll do it later.
 2. My brother has to (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 (might/can) be sick.
 4. We shouldn't (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 (must/should) have studied a lot.
- II. Choose the best answer for each of the following items. 为下列每项选择最佳答案。
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

教学建议

本部分是关于情态动词的语法知识，教师可板书讲解，并结合练习题，帮助学生掌握此语法知识。



Can	Ability	I can speak Spanish.
	Permission	Can I go to bathroom?
	Probability	It can't be Mark. He is in London.
Could	Past ability	He could speak French when he was six years old.
	Past permission	He could go to the theater.
	Probability (40%)	It could get much hotter in July.
	Request	I could lend you my notebook.
May	Probability (50%)	It may snow tomorrow.
	Permission	May I come in?
Might	Probability (35% or less)	It might rain today.
Must	Prohibition	You mustn't speak loudly. It is hospital.
	Deduction/probability (100%)	The teacher must be Mark. I've seen his bicycle outside.
Should	Advice	You shouldn't smoke. It is unhealthy.
Will	Prediction	I think he will study harder this time.
	Spontaneous decision	Oh, it's very hot today. I'll open the window.

★ 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. ProProfs提供免费的专业在线课程，主题包括人力资源、客户服务、员工教育等。阅读课程信息并填写课程申请表。

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

Time Management Course Application Form

Personal Information

Name: XXX

Gender: Female

Telephone: 189****1023

E-mail: 1234567@qq.com

Address: Beijing Fengtai District Jianhua School

Have you attended similar courses before? Yes No

Personal Expectations

improve the efficiency of learning

arrange work and life tasks properly

make new friends

Equipment used in class

Computer

Tablet

Smartphone

Teacher: David Thirumur

The time you might be in class 8:00 pm every day



教学建议

本部分是关于课程申请表的填写，教师可通过范例具体解释课程申请表的基本内容及注意事项。

★ 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，这将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	/'delɪgət/	v.	委派
efficiency	/'ɪfɪjnsi/	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'brətaɪz/	v.	优先考虑（处理）
priority	/'praɪ'brəti/	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/	<i>n.</i>	等级, 级别
schedule	/'ʃedju:l/	<i>n.</i>	计划
specify	/'spesɪfaɪ/	<i>v.</i>	明确指出
stuff	/stʌf/	<i>n.</i>	事情, 东西
		<i>v.</i>	要紧, 有关系
vary	/'veəri/	<i>v.</i>	(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