

前言

《高职英语》(*Higher Vocational English*) 是一套专门针对当前高职高专学生英语学习需求而编写的英语系列教材。根据《高职高专教育英语课程教学基本要求》《全国高职高专英语应用能力考试 (A/B 级考试) 大纲》和教育部颁布的《关于全面提高高等职业教育教学质量的若干意见》，本系列教材的编写在遵循语言教学科学规律的同时，也充分考虑新形势下高职高专英语教学的实际需求。

本系列教材的编写分为听说、读写和拓展三大模块，特点是突出实用性、职业性，兼顾知识性、趣味性。整套教材的编写理念是以“面向社会，针对岗位，强化能力，促进发展”为宗旨，以工作需求和岗位技能为主线，以职场活动为学习情境，用任务驱动学习，促进听说读写技能的全面训练，最终实现岗位工作能力的培养和提高。此外，在技能训练的同时，本系列教材也兼顾了人文素养的培养和道德情操的渗透。

《高职英语》系列教材共一、二两册，每册分别包括《高职英语听说教程》《高职英语读写教程》《高职英语拓展教程》和《教师用书》以及配套的多媒体学习课件、电子教案、网络课程组成。整套教材分为职场环境、日常业务、商务活动和未来发展四大板块，共十六个单元。每个单元围绕同一个职业工作技能展开训练，每个教程各有侧重，既相对独立，又相辅相成。

《高职英语读写教程》每单元由六大部分组成：

Section 1 Get Ready before Reading (阅读前准备)：供学生课前预习，培养学生自主学习能力。包括两个学习活动，目的是让学生预习阅读

的必要词汇和查找本单元工作岗位的必要知识，为理解阅读内容做准备。

Section 2 Let's Read (读一读): 包括 2 个阅读任务和 4 个学习活动。此部分旨在培养学生的实际阅读能力和通过阅读获取工作岗位知识的能力。

Section 3 Practice after Reading (阅读后训练): 包括 1 个独立阅读任务和 1 个词汇学习任务，供学生课后检阅自己的应用阅读技能和总结本单元工作岗位词汇知识。

Section 4 Focus on Grammar (关注语法): 包括 3 个学习任务，涵盖《基本要求》规定的语法知识，为工作岗位技能培养奠定语言基础知识。

Section 5 Let's Write (写一写): 包括 1 个学习任务和 2 个写作任务，内容为《基本要求》规定的常用应用文写作，旨在培养职业工作岗位所必需的写作技能。

Section 6 Interesting English (趣味英语): 帮助学生开阔眼界，拓展英语文化知识，提高人文素养，增加英语学习的动力。

《高职英语读写教程》由鄂州职业大学公共外语课部教师编写，是高职高专公共英语教学理念方面的新的探索和创新，缺点和疏漏之处在所难免，欢迎广大使用者批评指正。

编 者

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UNIT 1

NEW JOB, NEW FRIENDS



**Hands for the present and eyes for
the future.**

把握现在，放眼未来。



Section 1

Get Ready before Reading



Activity 1 Listen and read aloud

➡ You may need to understand the following words and phrases for reading. Try to remember them before class.

career /kə'riə/ *n.*

[C] the particular occupation for which you are trained 生涯；职业；事业

Ⓐ **candidate** /'kændidət; 'kændidət/ *n.*

1. [C] a person considered to be suitable for a particular position 合适的人选
2. [C] a person who applies for a job (求职) 申请人

tip /tɪp/ *n.*

1. [C] a small but useful piece of advice 有用的小建议
2. [C] small sum of money given to a waiter, taxi-driver, etc. as personal reward for their services 小费

stuff /stʌf/

1. *n.* [U] the tangible substance that goes into the makeup of a physical object 东西；材料；填充物
2. *vt.* put something into a space 填；塞

smooth /smu:ð/ *adj.*

1. happening or operating successfully, without any problems 平稳的；顺利的
2. having no rough parts, especially in a way that is pleasant and attractive to touch 光滑的；平整的

★ **transition** /træn'ziʃ(ə)n/ *n.*

[U] the act of passing from one state or place to the next; a change from one

place or state or subject or stage to another 过渡；转变

④ **pack** /pæk/ *vt.*

to put something into a box or other container 捆扎；把……打包

④ **private** /'praɪvət/ *adj.*

for use by one person or group, not for everyone 私人的

charger /'tʃɑːdʒə/ *n.*

[C] a piece of equipment used to put electricity into a battery 充电器

snack /snæk/ *n.*

[C] a light informal meal 小吃；快餐

④ **relative** /'relatɪv/

1. *n.* [C] a member of your family 亲戚

2. *adj.* having a particular quality when compared with something else 相对的；比较的

unavailable /ˌʌnə'veɪləbl/ *adj.*

not able or willing to meet someone (人) 没空的；不可取得联系的

★ **accessible** /ək'sesəbl/ *adj.*

easy to obtain or use 易接近的；可利用的

④ **focused** /'fəʊkəst/ *adj.*

paying careful attention to what you are doing, in a way that shows you are determined to succeed 专心的；专注的

procedure /prə'siːdʒə/ *n.*

[C] a way of doing something, especially the correct or usual way 程序；手续；步骤

④ **clarify** /'klærɪfaɪ/ *vt.*

make something clear or easy to understand 澄清；阐明

④ **completion** /kəm'pliːʃ(ə)n/ *n.*

[U] the state of being finished 完成；结束；实现

④ **employee** /ˌemplɔɪ'iː/ *n.*

[C] someone who is paid to work for someone else 受雇者；雇工；雇员

employ /ɪm'plɔɪ/ *vt.*

1. to pay someone to work for you 雇佣
2. to use a particular object, method, skill, etc. in order to achieve something
用; 使用

idle /'aɪdl/ *adj.*

not working or producing anything 懒散的; 无所事事的

④ **responsibility** /rɪs,pɒnsə'bɪləti/ *n.*

[pl.] responsibilities

1. [C] something that you must do as part of your job or duty (工作) 职责
2. [U] the duty to be in charge of someone or something 责任; 义务

troubleshooting /'trʌblʃu:tɪŋ/ *n.*

[U] discovering or removing the causes of trouble in machines, organization, etc. 排除故障; 解决问题

④ **communication** /kə,mju:nɪ'keɪʃ(ə)n/ *n.*

1. [U] the process by which people exchange information or express their thoughts and feelings 传达; 通信; 交流
2. [pl.] ways of sending information, or roads, railways, etc. that are used for traveling and sending goods 通信系统; 交通 (工具)

④ **assess** /ə'ses/ *vt.*

to make a judgment about a person or situation after thinking carefully about
评定; 估计

audience /'ɔ:diəns/ *n.*

[C] the group of people who watch or listen to a particular program, or who see or hear a particular artist's, writer's etc. works 听众; 观众; 读者

④ **imagine** /ɪ'mædʒɪn/ *vt.*

to form a picture or idea in your mind about what something could be like 想
象; 设想

④ **revise** /rɪ'vaɪz/

1. *vt.* to change a piece of writing by adding new information, making

improvements, or correcting mistakes 修订; 校订

2. *vi.* & *vt.* to study facts again, in order to learn them before an examination
复习功课

④ **approach** /ə'prəʊtʃ/

1. *n.* [C] a method of doing something or dealing with a problem 方式; 方法
2. *vi.* & *vt.* to move towards or nearer to someone or something 接近; 靠近

④ **deliver** /dɪ'lɪvə/ *vi.* & *vt.*

to take goods, letters, packages etc. to a particular place or person 投递; 送交

resource /rɪ'sɔ:s/ *n.*

[C] usu. [pl.] the materials, money, and other things that can be used 资源; 财力

④ **personal** /'pɜ:sənl/ *adj.*

belonging or relating to one particular person 个人的; 私人的

④ **negative** /'negətɪv/ *adj.*

considering only the bad qualities of a situation, person etc. and not the good ones 消极的; 负面的; 否定的

trap /træp/ *n.*

[C] a clever trick that is used to catch someone or to make them do or say something that they did not intend to 陷阱; 圈套

★ **paycheck** /'peɪtʃek/ *n.*

[C] a check that someone receives as payment for their wages 付薪水的支票; 薪资单

④ **positive** /'pɒzətɪv/ *adj.*

being hopeful and confident, or thinking about what is good in a situation rather than what is bad 乐观积极的; 有把握的; 肯定的

★ **ethics** /'eθɪks/ *n.*

[pl.] moral rules or principles of behavior for deciding what is right and wrong
伦理; 道德

faith /feɪθ/ *n.*

[U] a strong feeling of trust or confidence in someone or something 忠诚; 信念

④ **value** /'vælju:/

1. *vt.* to think that someone or something is important 尊重; 重视
2. *n.* [C] [U] the amount of money that something is worth 价值; 重要性

Useful Expressions

be unprepared for	对……无预备的; 无准备的
set up for	为……做准备
a couple of	一些; 少数几个
take advantage of	利用
at the very least	至少; 起码
as well	同样地; 也
be filled with	充满
be willing to	愿意
make every effort (to do ...)	努力; 尽力去做……
be amazed at	对……感到惊讶; 对……感到害怕

注: 标注④为高等学校英语应用能力测试 (A 级) 基础词汇; 标注★为超纲词汇。

Activity 2 Search by yourself

➡ *Make preparations for the following questions before class.*

1. What is the proper office etiquette (礼仪)? Search the information in the library or on the Internet.
2. What shall a workplace newbie (新人) prepare for the first day of work? Search for some advice.

Section 2

Let's Read

Activity 1 Listen and write

⇒ *Are you ready to read? Let's check your vocabulary preparations.*

1 _____	2 _____
3 _____	4 _____
5 _____	6 _____
7 _____	8 _____
9 _____	10 _____

Activity 2 Discuss or debate

⇒ *Discuss the following questions with your partner. Try to express your opinions clearly.*

1. As a workplace newbie, which is more important, first impression or working capacity?
2. As a workplace newbie, what will you prepare for the new job? Why?



Task 1 Read for Useful Information

⇒ *Suppose you have got your first job offer, how will you behave as a workplace newbie? Read the following passage and collect the useful information.*

Passage 1

How to Succeed in Your First New Career

- Para 1** As a new-to-career **candidate**, do you often find yourself **unprepared** **for** your first job? How can you **set** yourself **up for** success? Here are some **tips** for new work.
- Para 2** For the first several days, it is all about the simple **stuff** that can make for a **smooth transition**. Drink your coffee at home and **pack** 5 your **private** water bottle, pen, notebook, phone **charger** and a **couple of** easy-to-eat **snacks**. Also, make sure your mom, friends and **relatives** know you will be **unavailable** during the day now. You want to be as **accessible** and **focused** as possible to make sure that you can **take advantage of** every chance to learn. 10
- Para 3** For the first week, write all things down. In fact, you should probably continue to do this longer than just the first week—but do it for a week, **at the very least**. A new job has lots of new things to think about and do. Each time your manager, or colleague explains a new process, **procedure** or request, write down the key points. 15 Also, make sure you **clarify** what is being asked and the timeline for **completion**. Most managers agree that one of the worst things a new **employee** can do is to sit **idle** while making no progress on a work **responsibility**. Make sure you know the **troubleshooting** or upgrading process for each aspect of your role. 20
- Para 4** Mind your **communication**. Speaking too soon, guessing on an answer that you haven't researched and sending messages with typing mistakes are career-limiting moves at work. **Assess** what the **audience** will think about what you are about to say and write. Even **imagine** what could possibly go wrong if the message is 25 misunderstood. Now, **revise** your **approach**, check your word

choice and spelling, then **deliver** the message.

Para 5 Never use company **resources** for **personal** gain or write **negative** things about the company that is **employing** you. And don't just avoid these



30

traps on work e-mails—avoid doing it on social media **as well**. The world **is** small and **filled with** people who **are willing to** throw you **35** under the bus if it means saving themselves. While you are taking a **paycheck** from a business, be **positive** and use the time for which you are paid.

Para 6 Succeeding at work doesn't have to be difficult. It does, however, require some planning, effort and **ethics**. If you **make every effort** **40** to do a good job with a high level of **faith**, you will **be amazed at** how **valued** you can be at work.

Activity 3 Check your understanding

➡ *Have you collected enough information to guide your first job? Let's check it.*

I. Decide whether the following statements are true (T) or false (F).

1. Maybe you should continue to make some preparations longer than just the first week before your new job. ()
2. There aren't lots of new things to think about or to do in your new job. ()
3. You should make sure what is being asked and the deadline. ()
4. You needn't to mind your communication when preparing your first job. ()
5. Succeeding at work does require some planning, effort and ethics. ()

II. Answer the following questions according to the passage you have just read.

1. As a new-to-career candidate, what can you do to make a smooth transition?
2. What should you do if you want to be as focused as possible on your first job?
3. What is one of the worst things about a new employee in most managers' opinions?
4. What kinds of things you should do before you send a message?
5. Why are people willing to throw you under the bus?

Activity 4 Consolidate your learning

➡ *Some words and phrases in the passage you just read are essential for understanding. Practice their usage by completing the following exercises.*

I. Complete the following sentences by filling in each blank with the proper form of the word given in brackets.

1. In view of the present situation, we'll have to _____ (**revise**) our original plan.
2. They're encouraged to think _____ (**positive**) about themselves and their future.
3. No any other European country had so many state-owned businesses and so few _____ (**private**) businesses.
4. Today he is able to _____ (**focused**) his message exclusively on the economy.
5. My _____ (**responsibility**) include answering the phone and dealing with customer inquiries.
6. I can _____ (**imagine**) how disappointed they must have been when the kids found no TV in our apartment.
7. He decided to adopt more different _____ (**approach**) and teach English through story-telling.
8. More than 3,000 local workers _____ (**employ**) in the tourism industry.
9. Don't worry. He will assist you in _____ (**completion**) the task on time.
10. I asked him to have my jewelry _____ (**value**).

II. Translate the following phrases into Chinese or English.

- | | |
|---------------------------------------|-----------|
| 1. a couple of snacks | _____ |
| 2. _____ | 一些日子 |
| 3. take advantage of every chance | _____ |
| 4. _____ | 利用公司资源 |
| 5. deliver the message | _____ |
| 6. _____ | 发送电子邮件 |
| 7. personal gain | _____ |
| 8. _____ | 个人信息 |
| 9. make every effort to do a good job | _____ |
| 10. _____ | 尽一切努力降低成本 |



Task 2 Read Alone

- ➡ *Suppose you are a workplace newbie. Do you feel lonely and thirst for a friend?*
Read the following passage and summarize what types of friends you need.

Passage 2

Five Types of Friends You Need to Have

Para 1 Do you know people without friends are more likely to die an early death? It's true. To up your chances of living a long and happy life, you should have some close friends. The following five types of friends are just what you need to have.

Para 2 1. A Loyal Best Friend
 Everyone needs a friend who will support him in any case.



This is the kind of friend who knows all of your deepest and darkest secrets, but still loves you all the same.

Para 3 2. A Fearless Adventurer

We live in a big world where there are so many places to see, people to meet, and experiences to have, so we all need an adventurous friend who will pull us out of our shells and introduce us to new ideas, cultures, etc.

Para 4 3. A Wise Teacher

A wise teacher in your life doesn't have to be someone who shares the same occupation or hobbies with you. It's simply someone who's a few steps ahead of you in life and has enough wisdom and patience to guide you in the right direction.

Para 5 4. A Friend from a Different Culture

If you don't want to be described as a stubborn man, you should have a friend from a different culture, and the world would be a much better place. Being in a cross-cultural friendship allows you to explore customs, values, and traditions outside of your own culture.

Para 6 5. A Total Opposite

We humans are used to getting together in groups and attack outsiders. But if you only have friends who follow the same beliefs, customs, and values as you do, chances are you're somewhat separated from the rest of the world, and you're more likely to disagree with anyone who holds a different world view from you. A total opposite will help open your eyes to different world views and you'll learn to accept people who don't see the world exactly the way you see it.

Para 7 With these friends in your life, you're bound to live a long and happy life.

Friends You Need to Have

Topic: To live a happy and long life, people should have good friends.

5 types of friends:

1. A loyal friend knows all of your _____ (1) _____ secret;
2. An _____ (2) _____ friend will introduce us to new ideas, cultures, etc.;
3. A wise teacher guides you in the right direction;
4. A friend from different cultures makes you _____ (3) _____, values, and traditions outside of your own culture;
5. A total opposite will help you to see different _____ (4) _____ and accept different people.

Conclusion: With these friends, people will live a _____ (5) _____ life.

Section 3

Practice after Reading



Task 3 Read for More Information

➡ *As a workplace newbie, there are so many new faces in the company. Do you ever feel shy or know nothing to say? Read the following passage, the “small talk” method will help you.*



Passage 3

Making Small Talk

Para 1

In most English-speaking countries, it is **normal** and necessary to make “small talk” in certain situations. Small talk is a **casual** form of **conversation** that

Words & phrases:

1. normal /'nɔ:məl/
adj. 正常的; 正规的; 标准的

“**breaks the ice** or an **awkward** silence between people”. The ability to make “small talk” is highly valued. In fact, many English students agree that making **effective** small talk is much more important than knowing correct grammar structures—and rightly so! Small talk is a pleasant conversation about common interests. Even though you may feel shy using your second language, it is sometimes considered rude to say nothing. So making light informal conversation **for the sake of** the conversation is a form of social skills.

Para 2

Most small talks **occur** in places where people are waiting for something. For example, you might **chat with** another person who is waiting for the bus to arrive, or to the person beside you waiting to get on an airplane. People also make small talk in a doctor's or **dentist's** waiting room, or in **queues** at the **grocery** store. At the office, people make small talk in **elevators** or lunch rooms and even in restrooms, especially if there is **a line-up**. Some social events (such as party) require small talk among guests who do not know each other very well.

Para 3

People with many different relationships use small talk. The most common type of people to use small talk are those who do not know each other at all. It is also common to people who are only **acquaintances**, often called “a friend of a friend”, to use small talk. Other people who have short casual conversations are office

2. casual /'kæʒjuəl/
adj. 随便的; 非正式的; 偶然的
3. conversation
/ˌkɒnvə'seɪʃ(ə)n/ *n.*
交谈, 会话; 社交
4. break the ice 打破僵局
5. awkward /'ɔːkwəd/
adj. 尴尬的
6. effective /ɪ'fektɪv/
adj. 有效的; 起作用的
7. for the sake of 为了……的利益
8. occur /ə'kɜː/ *v.* 发生; 出现
9. chat with 与……交谈
10. dentist /'dentɪst/ *n.*
牙科医生; 牙医诊所
11. queue /kjuː/ *n.* 队列; 长队
12. grocery
/'grəʊsəri/ *n.* 食品杂货店
13. elevator /'elɪveɪtə/
n. 电梯
14. a line-up 一个长队
15. acquaintance
/ə'kweɪntəns/ *n.*
熟人

employees who may not be good friends but work in the same department.¹

Para 4

Small talk gets friendship started and “breaks the ice” before important business meetings and other events.

Note:

1. Other people who have short casual conversations are office employees who may not be good friends but work in the same department.
who have short casual conversations 为定语从句修饰 other people, who may not be good friends but work in the same department 定语从句修饰 office employees。

➡ *Test your understanding by answering the following questions according to the passage you've just read.*

1. According to the passage, what is “small talk”?
 - A. A short conversation.
 - B. A casual form of conversation.
 - C. A useful dialogue.
 - D. A private conversation.
2. What is the best interpretation to the underlined word “light” in the first paragraph?
 - A. 灯光
 - B. 点燃
 - C. 轻松的
 - D. 浅色的
3. Which statement is NOT true according to the passage?
 - A. Making effective small talk is much more important than knowing correct grammar structures.
 - B. In certain situations, it is sometimes considered rude to say nothing.
 - C. In some parties, guests who do not know each other very well needn't have a small talk.
 - D. Small talk gets friendship started.

4. Most small talks occur in places in the passage EXCEPT _____ .
- A. bus station
 - B. airport
 - C. elevators
 - D. cinema
5. What's the significant function of "small talk"?
- A. Break the ice.
 - B. Break an awkward silence between people.
 - C. Kill time.
 - D. Both A and B.

Activity 1 Summarize your vocabulary

➡ *The following phrases are useful for a workplace newbie, summarize them by translating them into Chinese.*

1. report for work/duty _____
2. office supplies _____
3. company uniform _____
4. company name-tag _____
5. orientation/on-boarding training _____
6. probation period _____
7. intern _____
8. sign in/out _____
9. company resources _____
10. work responsibilities _____

Section 4

Focus on Grammar

Activity 1 Check your knowledge

⇨ 试分析以下句子的成分。

1. I have a dream.
2. This is beautiful music.
3. The tall boy often goes to the big zoo.
4. The happy child went his home yesterday.
5. The secret of success is to start from scratch and keep on scratching.

Activity 2 Learn some grammar

句子成分 (Sentence Constituents)

英语的句子由主语部分与谓语部分组成。具体地讲，主要有下列六种句子成分。

1. 主语 (subject) 是一句的主体，是全句述说的对象，常由名词、数词或代词担任，一般放于句首。如：

Students study.

We are friends.

这两句话中单词 students 是名词，we 是代词，它们在句中作主语。

2. 谓语动词 (predicate verb) 是对主语加以陈述，表示主语的行为或状态，常由动词或者动词词组担任，放在主语的后面。如：

Students study.

We are friends.

这两句话中单词 study 和 are 都是动词，study 叫做实义动词，are 叫做 be 动词，它们在句中作谓语。

3. 宾语 (object) 是表示及物动词动作的对象的, 常由名词或者代词担任。放在及物动词之后。如:

They are teachers.

I play with him.

这两句话中单词 teachers 是名词, 单词 him 是代词, 它们在句中作宾语。

介词后面的名词或代词, 叫做介词的宾语, 如:

They don't work on Sunday. 中的 Sunday, 就是介词 on 的宾语。

4. 定语 (attribute) 是限定或修饰名词或代词用的, 常由形容词或者相当于形容词的短语或从句担任。形容词放在名词之前, 相当于形容词的短语或从句放在名词的后面。如:

This is a red sun.

He is a tall boy.

He likes to drink cold milk.

这三句话中单词 red, tall 和 cold 都是形容词, 它们作定语。

5. 状语 (adverbial) 是修饰动词、形容词、副词或整个句子的成分, 常由副词担任。修饰动词时可以放在动词之前, 也可以放在动词之后; 修饰形容词或副词时放在它们之前。如:

The students study hard.

I often write to him.

The bag is too heavy.

前两句话中单词 hard 和 often 修饰的都是动词, 第三句话中单词 too 修饰的是形容词, 它们都作状语。

6. 表语 (predicative) 是放在连系动词之后, 用来说明主语的性质或状态。一般由名词或者形容词担任。如: I am a student 中的 student; Our classroom is clean 中的 clean。

Activity 3 Practice your learning

➡ 分析下列句子成分。

1. A tree has fallen across the road.
2. Little streams feed big rivers.

3. The idle are forced to work.
4. Now is the time.
5. Your car, which I noticed outside, has been hit by another one.
6. To find your way can be a problem.
7. It would be nice to see him again.
8. I am reading.
9. You can do it if you try hard.
10. I had a swim yesterday.
11. Naturally we expect hotel guests to lock their doors.
12. I was so much surprised at it.
13. I'm very pleased with what he has done.
14. She is in good health.
15. This is where I first met her.
16. A thin person always seems to be taller than he really is.
17. He left there last week.
18. Do you understand what I mean?
19. He must be the best violinist alive.
20. Her promise to write was forgotten.

Section 5

Let's Write

介绍信 (Letter of Introduction)

Activity 1 Study the sample

⇒ 杨宁为纺织部进口经理王有先生的商务拓展行程开具介绍信。

SAMPLE

December 12, 2015

Dear Mr. Philips,

We are pleased to introduce Mr. Wang You, our import manager of Textiles Department. Mr. Wang is spending three weeks in your city to develop our business with some manufactures and to make purchases of decorative fabrics for the coming season.

We shall be most grateful if you will introduce him to reliable manufacturers and give him any help or advice he may need.

Yours faithfully,

Yang Ning

 Tips

介绍信就是通过对某人的情况加以介绍使收信人对被介绍人有所了解，从而解决被介绍人的某些实际问题的信函。

介绍信有正式介绍信（处理公务事宜或进行业务接洽）和非正式介绍信（个人与个人之间交流）两类。

正式介绍信格式要求规范、严谨，语气正式、庄重；非正式介绍信一般从用词到行文都较随意。

介绍信一般包括以下几个方面：

1. 简单地介绍一下被介绍人的基本情况，如：被介绍人的姓名、职务与写信人的关系等；
2. 介绍的原因和目的，即说明被介绍人前往是为了开展什么工作，办理什么事情，需要收信人给予哪些具体帮助或照顾等；
3. 要预先对对方可能提供的帮助表示谢意；
4. 商务介绍信如果没有具体称呼一般用 To whom it may concern。

Task 4 Write with Given Information

➡ 作为万达公司的人事助理，请为南京大学考察团黄小姐的商务考察活动开具介绍信。

June 15, 2016

To whom it may concern,

_____ (向你介绍黄小姐), _____ (执信人), who is the head of the inspection group sent by Nanjing University.

_____ (我们将不胜感激) if you would be kind enough to _____ (提供指导和方便) when they visit your company.

Respectfully yours,

Gu Long

Director of Wanda Co. Ltd

Tips

表示介绍：

* Please allow me to introduce one of my best friends to you.

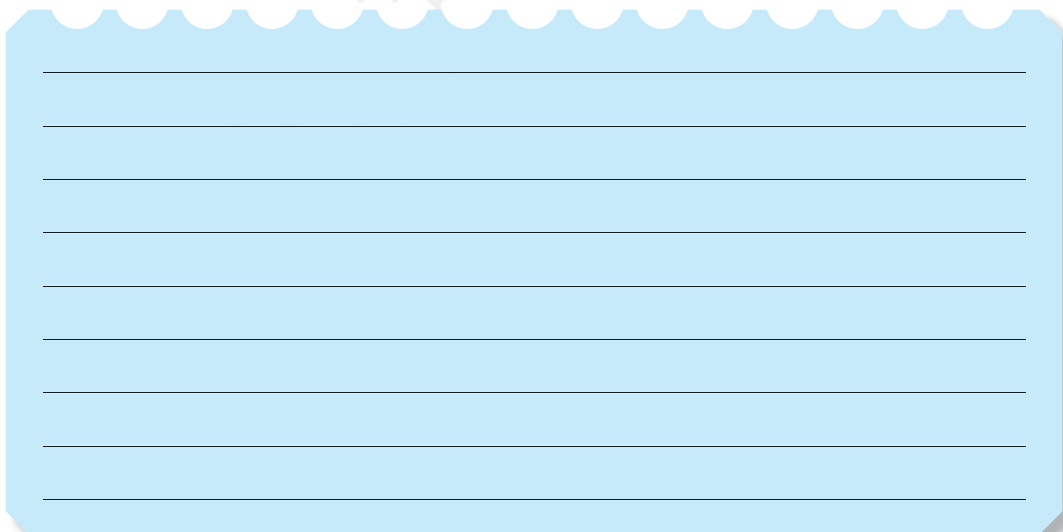
- * I am writing to introduce Li Ming, one of my college classmates in Beijing.
- * I am very glad to have this chance to write to you to ...
- * I take pleasure in introducing to you the bearer Mr. Li.
- * The bearer of this letter is Mr. Li whom I personally know to be a most deserving person for your position.

表示感谢:

- * Thanks for your attention and hope to receive your reply.
- * It would be appreciated if you can give her some help.
- * I would be most grateful if you could pay due attention to this letter and contact me at ...
- * In addition, I want to express my sincere thanks for your attention.

Task 5 Write Alone

⇒ 你公司 (Han Pu E-commerce Co.) 的市场专家 Frank Jones 先生将因公务在四月五日到四月中旬期间在伦敦停留。请以人事部经理 Johnny 的名义为他开具介绍信。



Section 6

Interesting English

你可能不知道的英文小知识

英语是世界上使用最广泛的语言。下面这 8 条关于英语的小知识，你也许并不知道。

1. 航空用语是英语

英语不仅是 67 个国家的官方语言。飞机上所有的飞行员，无论他们来自哪个国家，都需要用英语来介绍自己。另外，学习英语还可以提高就业能力，比如旅游行业或是跨国公司。

2. 最常用的单词：“you” or “I”

我们一直在使用“你”和“我”这两个单词，英文中的“你”在最常用的词表中只排第 18 名；而“我”更是排到了第 50 名。那么最常用的英文单词究竟是哪一个？答案是定冠词“the”。

3. 要数字母 b 的数，得数十亿个数

如果你将英语数字依次写出来（比如：one, two, three, four...），直到你写到“十亿”（billion）的时候才会写到“b”这个字母。

4. 没有重复

“肤纹”（subdermatoglyphic）是能够写出的最长且没有字母重复的英语单词。它有 17 个字母，是一个医学名词，指的是“手指下面的一层皮肤”。再来看看“不受版权保护的”（uncopyrightable）这个单词，它的意思要稍微容易猜一些。它由 15 个不重复的字母组成，意指某物不受版权保护或无法拥有版权。

5. 莎士比亚是英语的构架师

这位传奇的剧作家与我们现在说的、写的很多东西密切相关。包括一些词汇如“fashionable”（时尚的），“advertising”（广告业的），“laughable”（可笑的）等，还有短语“fight fire with fire”（以牙还牙）——指遭到攻击后以相似的方式反击。

6. 字典里的新词

每两个小时就会有一个新词收入字典之中。这其中包括“nerdjacking”（用很详细

的解释来引导谈话)、“undorse”(扭转政策局面)和“Mx”[代替先生(Mr.)或女士(Ms.)的一种中性称谓]。

7. 最古老且纯正的英语单词

英语的起源要追溯到公元 5 世纪的古英语,这是英语最早的雏形。英语一直到 15 世纪才有标点符号。我们仍然在使用的单词“town”(城镇),是延续至今的最古老的古英语单词。

8. 哪个单词本身就能构成一个最短的句子?

Go! 是英语中最短,语法最正确的句子。

