

前言

PREFACE

高等职业教育英语课程是为实现培养具有中国情怀、国际视野，能够在日常生活和职场中用英语进行有效沟通的高素质技术技能人才的目标服务的，是培养高职学生综合素质、提升职业可持续发展能力的重要课程。本课程的教学目标：通过课程学习与实践，培养和发展学生的职场涉外沟通、多元文化交流、语言思维提升和自主学习完善四项学科核心素养；通过培养学生学习英语和应用英语的能力，为学生未来继续学习和终身发展奠定良好的英语基础。

《英语》课程是高职公共英语中职场通用英语的核心课程，课程内容与学生将来的职业有效结合。为适应职业教育发展的新形势、新标准、新思想的改革需求，为贯彻全国教育大会精神及《国家职业教育改革实施方案》《加快推进教育现代化实施方案（2018—2022年）》《教育部关于职业院校专业人才培养方案制订与实施工作的指导意见》《关于实施中华优秀传统文化传承发展工程的意见》等文件精神，顺应“立德树人”“文化自信”“讲好中国故事”等政策导向，在“十三五”国家规划教材《英语》基础上，根据教育部《高等职业教育专科英语课程标准（2021年版）》进行了修订再版。再版教材根据职业需求进行课程内容设计、活动设计和项目设计，从而解决真实职场交际中英语方面常用及常见的问题，同时帮助学生树立文化自信，培养文化互鉴的意识，满足未来工作岗位的实际需要，满足培养学生综合素养的需要，体现职业性和实践性的特点，为学生在未来的工作和生活中的实际应用奠定基础。

本套教材集实用性和创新性于一体，同时注重对学生的思政教育、德育教育和人文熏陶。教材内容选取与人文和就业岗位息息相关的话题，为学生提供了大量相互联系的、符合职场需求的语言材料和丰富的职场情景，将语言学习与职业技能有机融合。教材在选材和练习活动设计中融入了相关的思政内容，并考虑到教材内容的前沿性、趣味性和实用性，通过中西方文化互鉴，培养学生的文化自信和国际视野，提高学生的英语交际能力与综合文化素养。第一册教材将专业精神、职业精神和工匠精神融入教材内容，以仁、义、礼、智、信及“人与自然”为六大主题，结合职场和生活中的相关社会热点话题和材料进行设计和编写，主题内容包括爱与奉献、责任与担当、团队合作、智能科技、诚信为贵、中国让世界更美好，旨在培养学生正确的人生观、价值观和世界观，为其职业生涯和终身发展奠定基础。第二册教材内容从前到后按照职场需求从职业规划、求职、入职、商务接待、商务旅行到职业健康安全，内容由浅入深，由易到难，知识点、技能点、素养点循序渐进，篇章结构合理，符合学生的认知规律，有助于学生能力的螺旋式上升，最终实现学生综合素养和实践应用能力的全面提升。



教材特色

《英语》再版教材力求从编写理念、课程结构、素材选编和练习设计上反映职业岗位对人才的要求及学生未来职业发展的要求，体现《高等职业教育专科英语课程标准（2021年版）》中要求通过课程学习与实践，培养和发展学生四项学科核心素养的教学目标，以及培育具有社会主义核心价值观人才的课程目标。在编写过程中着重体现以下优势特色：

1. 精选主题和素材，职业的教学设计与思政元素紧密结合

本套教材的主题和素材力求从学生语言学习的认知特点和实际需求出发，将时代感、趣味性、实用性和课程思政教育融合在一起，提高学生学习的积极性，让学生通过自主探究、合作交流进行高效的英语学习，提升学生思维的逻辑性、思辨性和创新性。本套教材第一册内容注重蕴含丰富的课程思政元素，强调思政教育，选材紧跟时代发展，关注社会热点、焦点问题，将课程思政内容与外语专业知识学习紧密结合，培养学生积极向上的人生观和价值观，鼓励学生承担社会责任，提高学生适应未来社会生活的能力，倡导学生践行绿色生活；第二册内容注重对接职业、贴近岗位，突出职场内容的学习，同时还注重潜移默化地培养学生的职业素养。根据行业和企业对高等职业教育毕业生英语技能的需求，根据企业的工作流程、典型工作任务或场景设计教学内容，每个单元体现一个典型的工作环节，从职业规划、求职、入职、商务接待、商务旅行到职业健康安全，内容循序渐进，篇章结构合理，有助于学生职场发展能力的螺旋式上升，真正实现了“教、学、做”一体化。教材的设计符合学生的认知和发展规律及英语语言学习习惯，突出创新精神和实践能力的培养，为学生未来的职业发展和终身学习打下基础。

2. 语言学习与职业素质培养有机融合

本套教材将语言学习与职业技能培养有机融合，确保教学内容和教学过程真正体现职业性和应用性，提高学生的英语交际能力和综合职业素养，从而提升学生的就业能力。每单元的内容围绕特定的职业主题展开，以学生如何规划就业到解决就业后面临的各种问题为线索，既涵盖与岗位相关的典型工作内容和场景，又强调相应的语言技能训练，兼顾职业素养的培养和语言知识的学习，实现学生语言技能和职业技能同步发展。

3. 拓展热点交流，弘扬人文价值

本套教材的选文内容更加贴近当今大学生的文化和社会生活，紧扣当今的热点话题，突出人文性，强化学科核心素养的培养和发展。选文题材的多样性有助于培养学生的思辨能力，提高学生的学习兴趣，拓宽学生的国际视野，增强国家认同，坚定文化自信，有助于学生在日常生活和职场中能够有效地进行跨文化交际，用英语传播中国文化，如，“抗疫英雄（发扬新时代白求恩精神）”“学习袁隆平的社会担当与奉献精神”“如何培养团队精神”“北斗卫星系统”“绿色生活方式”“丝路精神”“国际商务礼仪”“如何讲中国故事”“职业安全”等文章既为热点话题，又具有浓厚的人文色彩，有助于提高学生多元文化交流的能力。

4. 目的性和可操作性强

本套教材的学习目标从高等职业教育专科学生的实际需要出发，紧密围绕行业和企业对高等职业教育毕业生的英语技能的要求选材，语料真实地道，内容生动新颖，并且联系职业实践，应用性强，有助于学生掌握未来职业中涉外交际所需要的英语语言知识和应用技能。

本套教材按照任务载体的形式设计教学内容，每个单元最后都要求学生完成一个与主题相关的小组项目活动，通过项目实践等活动将语言知识和技能与职业专业知识相结合，既方便教师有的放矢地组织教学活动，也有利于发挥学生的主动性和创造性，从而提高在未来职业中应用英语的能力。同时，每个单元都设置了和单元主题相关的拓展练习，旨在培养学生自我管理的能力，使学生养成良好的自主学习

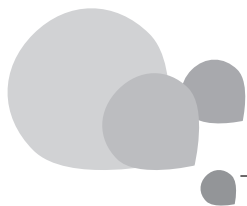
的习惯，形成终身学习的意识和能力。

5. 拓展教学时空，创建“线上 + 线下”外语混合式教学新生态

本套教材同步提供丰富多样的数字化教学资源，以多媒体电子教学课件 PPT 为代表的教学资源包及二维码数字教学资源库（包含单元主题自由讨论视频、听力和课文录音音频、课文重点句子和重点单词讲解视频、职场写作讲解视频、小组实践项目视频范例等）。还提供在线考试平台，包含在线单项技能训练（听力练习、词汇和语法练习、阅读理解练习、英汉互译练习、写作练习等）、在线全真模拟训练（全套模拟试题）、在线正规考试（如高等学校英语应用能力考试 A、B 级历年考试真题），在线评分与判卷以及在线组卷、在线互动等功能。以期充分利用现代信息技术，通过利用多媒体和网络现代化教学手段，以生动、形象、互动的形式激发学生的学习兴趣，引导学生开发各种学习潜能，提高英语的综合应用能力。

6. 图文并茂，版式新颖，趣味性强

本套教材为了避免单一的文字输入，每个单元设计了大量与主题相关的真实亮眼的插图，为学生提供了职场生活和工作场景较为真实的直观的语言环境，提升阅读体验，增强学习的趣味性，激活学生原有的知识储备，激发学生的学习兴趣，为学生的语言学习和职场技能养成赋能增效。



教材结构

《英语》再版系列教材共两册，每册设有六个单元，每个单元计划用 8~10 个学时，每册计划用 48~60 个学时学完一个学期。每个单元涉及一个主题，并围绕各自的定位和特色设计内容和任务，分为课内和课外拓展两个部分，共七大模块，满足项目式、模块化等教学需

要。课内部分包括 Warming Up, Listening and Speaking, Reading and Learning, Workplace Writing, Mini-Project, Cultural Links, 课外部分包括 More Exercises for Assessment。第二册教材中将 Cultural Links 改为 Workplace Know-how, 提供与单元主题相关的职场实用技能，助力学生们在未来职场中更快更好地发展。

（一）课内部分

模块	说明
1. Warming Up	本部分围绕单元主题设计一些简单有趣、实用性强的活动，通过图片、讨论等生动有趣的热身活动，既能引起学生的兴趣，导入本单元主题，又能让学生在话题交流过程中展示已有的语言知识和技能，为新知识的学习做好准备。
2. Listening and Speaking	本部分围绕单元主题涉及的典型职业活动场景，提供相应的听力和会话练习，听力素材语言地道，会话练习形式多样，并配以常用的表达方法和短语，强调语言的输出，有助于学生提高真实职业场景中的英语交际能力。
3. Reading and Learning	本部分包含两篇阅读材料，围绕阅读材料开展一系列的活动。每单元根据该单元的主题选材，侧重语言知识和世界多元文化的输入，例如面试前的准备、新员工入职培训的内容、公司的组织结构表、一带一路、社交礼仪等，培养学生的职业综合素养。

4. Workplace Writing	<p>本部分包含一到两篇介绍相关职场活动中常见的应用文，例如感谢信、投诉信及回复、求职信、产品说明书、邀请函及其回复、日程安排表、简历、入职登记表等，并以任务的形式设计写作练习，使学生通过实际操作，了解不同应用文的写作特点，掌握相应的写作技巧。</p>
5. Mini-Project	<p>本部分根据单元主题设计一个小组实践项目，是本教材的特色项目，充分体现了教材的实用性和应用性。学生结合本单元已经学到的相关的职场知识及语言技能，在课后以小组的形式完成一个项目，并把项目的设计脚本和录像材料上传到教学平台，方便教师评价和学生互评。项目指令明确，可操作性强，有利于培养学生的自主探究和团队合作能力，学生可通过多渠道获取学习资源，提高学生综合运用所学知识和技能进行项目实践的能力，为学生在未来工作和生活中实际应用奠定基础，形成终身学习的意识和能力。</p>
6. The Extension of Culture and Workplace Skills	<p>本部分为文化与职场技能拓展和延伸内容，其中第一册（Cultural Links）从单元主题入手，展示了中国优秀的传统文化与价值观，结合历史人物、先进人物故事和职场故事，体现了课程思政特色。第二册（Workplace Know-how）详细介绍了与单元主题相关的职场实用技能，例如回答“描述你的职业道德”的技巧、做雇主需要哪些资质、职场着装、如何创办一次有影响力的产品推介会、成功建立人际关系的小建议等，有助于培养学生的职业素养。</p>

（二）课外部分

课外拓展练习（More Exercises for Assessment），包含 Listening Comprehension, Vocabulary and Structure, Translation 和 Reading and Writing 四个部分。在主题上与各单元的话题保持一致，供学生课外自学使用，巩固每个单元所学知识，并在 Reading and Writing 部分提供一篇与单元内容相关的职业方面的文章，供学生思考并写出自己的看法和观点，进一步提高学生的思辨能力和自主探究能力。

《英语》再版系列教材分为两册，每册包含学生用书、教师用书和综合实训。教师用书为教师提供了教材上关键知识点的详细讲解、听说部分和阅读课文的参考译文、职场写作部分的参考范文、练习题答案以及听力录音材料等，为教师备课提供了方便。



编写队伍

本套教材特邀请原北京联合大学国际交流学院院长、原教育部职业院校外语类专业教学指导委员会委员杨亚军教授担任主编，山西省高等院校外语教学研究会第一届理事会副会长，原山西省高职高专外语教学指导委员会主任郑仰成教授担任主审，其编写人员均为全国高等职业院校和部分应用型本科院校一线教学人员。在此，对他们的辛勤劳动和大力支持表示衷心感谢。

《英语》系列教材诞生于我国高等职业教育的蓬勃发展与重大改革时期。我们相信它将为我国高等职业教育英语教学注入新的活力，引发新的思考，探索新的标准。在再版修改过程中，我们汇集了多方意见和建议，凝聚了很多专家与一线教师的经验和智慧，在教材内容与形式上进行了探索与创新，在教材使用中我们也希望得到更多院校师生的反馈意见和建议。

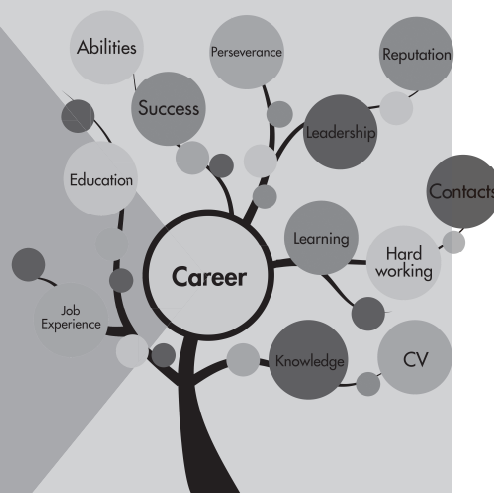
编者

目录

CONTENTS

Unit 1 Career Planning

Module I	Warming Up	3
Module II	Listening and Speaking	3
Module III	Reading and Learning	8
• Reading A	Intensive Reading	8
• Reading B	Extensive Reading	10
Module IV	Workplace Writing	13
Module V	Workplace Know-how	14
Module VI	More Exercises for Assessment	17



Unit 2 Applying for a Job

Module I	Warming Up	21
Module II	Listening and Speaking	21
Module III	Reading and Learning	26
• Reading A	Intensive Reading	26
• Reading B	Extensive Reading	29
Module IV	Workplace Writing	31
Module V	Workplace Know-how	33
Module VI	More Exercises for Assessment	36



Unit 3 The First Day at Work

Module I	Warming Up	41
Module II	Listening and Speaking	41
Module III	Reading and Learning	47
• Reading A	Intensive English	47
• Reading B	Extensive Reading	50
Module IV	Workplace Writing	51
Module V	Workplace Know-how	53
Module VI	More Exercises for Assessment	56



Unit 4 Fascinating China, Wonderful Journey

Module I	Warming Up	61
Module II	Listening and Speaking	62
Module III	Reading and Learning	69
• Reading A	Intensive Reading	69
• Reading B	Extensive Reading	71
Module IV	Workplace Writing	73
Module V	Workplace Know-how	75
Module VI	More Exercises for Assessment	78



Unit 5 Business Trip

Module I	Warming Up	83
Module II	Listening and Speaking	83
Module III	Reading and Learning	88
• Reading A	Intensive Reading	88
• Reading B	Extensive Reading	91
Module IV	Workplace Writing	94
Module V	Workplace Know-how	96
Module VI	More Exercises for Assessment	98



Unit 6 Occupational Health and Safety

Module I	Warming Up	103
Module II	Listening and Speaking	103
Module III	Reading and Learning	108
• Reading A	Intensive Reading	108
• Reading B	Extensive Reading	111
Module IV	Workplace Writing	113
Module V	Workplace Know-how	114
Module VI	More Exercises for Assessment	116





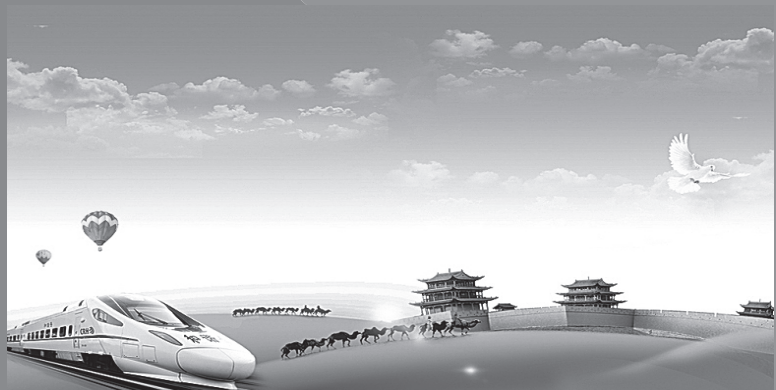
Unit 4

Fascinating China, Wonderful Journey

Unit Objectives

After learning this unit, students are expected to be able to:

- receive guests and see them off;
- introduce some interesting places in China;
- know about the Silk Road spirit and the Belt and Road Initiative;
- promote your company and products;
- appreciate brilliant China by telling China's stories.



Suggested Teaching Plan

8-10 periods (45-50 minutes each)

Suggested Time and Teaching Plan

Time	Contents	Plan
2 periods	Module I Warming Up Module II Listening and Speaking	<p>The teacher gives the introduction so that the students may have some ideas of what this unit is about. Then, the teacher lets the students:</p> <ol style="list-style-type: none"> 1. Look and choose. <ul style="list-style-type: none"> • Look at the pictures and match them. • Share the stories with your classmates. 2. Dialogue one practice. <ul style="list-style-type: none"> • Listen to the dialogue. • Finish the exercises. 3. Dialogue two practice. <ul style="list-style-type: none"> • Listen to the dialogue and finish the exercises. • Make a dialogue.
2 periods	Module III Reading and Learning Reading A & Related Exercises	<p>After the review of the listening and speaking, the teacher turns to the Reading A.</p> <ol style="list-style-type: none"> 1. A brief instruction. 2. Ask the students to read the text by themselves. 3. Organize pair work or group discussion among the students. 4. Discuss the whole text with the students. 5. Guide the students to analyze the key points and difficult points of the text. 6. Do exercises in class, focusing on certain items.
2 periods	Module III Reading and Learning Reading B & Related Exercises	<p>After reviewing Reading A, the teacher turns to the Reading B.</p> <ol style="list-style-type: none"> 1. A brief instruction. 2. Ask the students to read the text by themselves. 3. Organize pair work or group discussion among the students. 4. Discuss the whole text with the students. 5. Guide the students to analyze the key points and difficult points of the text. 6. Some exercises can be done in class, some after class.
2 periods	Module IV Workplace Writing & Practice	<ol style="list-style-type: none"> 1. Workplace Writing: Writing One Itinerary Writing Two Company Profile 2. Workplace Writing Skills 3. Do Exercises in Workplace Writing 4. Mini-Project: Telling China's Stories

(续表)

Time	Contents	Plan
2 periods	Module V More Exercises for Assessment & Practice	1. Workplace Know-how 2. More Exercises for Assessment 3. Exercises Practice

Module I Warming Up

Task 1 Discuss in pairs. Match the following English names with their corresponding pictures. Then try to introduce cities they belonged.

(1) -E (2) -A (3) -D (4) -B (5) -C (6) -F

Task 2 Look at the following picture and know about what the Belt and Road is. Then try to find out node cities and countries along the Belt and Road.

(1) The Belt	The Silk Road Economic Belt
(2) The Road	The 21 st Century Maritime Silk Road
(3) Node Cities	Fuzhou, Quanzhou, Guangzhou, Haikou, etc.
(4) Node Countries	Malaysia, India, Kazakhstan, Russia, Poland, etc.

Module II Listening and Speaking

Dialogue One

Task 1 Listen to the dialogue between Mr. Zhao and Mr. Mitchell at the airport. Then complete it by choosing appropriate sentences in the box. The following words and expressions may help you.

Language Points:

1. **flight** *n.* 飞行; 航班

e.g. The **flight** will take four hours.

此次飞行将需要四个小时。

2. **enjoyable** *adj.* 快乐的; 有乐趣的; 令人愉快的

e.g. The exhibition is an **enjoyable** experience.

这个展览是一次令人愉快的体验。

3. **amazing** *adj.* 令人惊奇的, 惊喜的, 惊艳的

e.g. The most **amazing** thing about nature is its infinite variety.

大自然最让人惊叹的地方在于它的无限多样性。

4. **luggage** *n.* 行李; 皮箱

e.g. There's room for one more piece of **luggage**.

还有地方再放一件行李。

5. **parking lot** 停车场

e.g. It took a while to find a **parking lot**.

找停车场花了点儿时间。

6. **pick up** 用车接某人

e.g. Could you do me a favour and **pick up** Sam at the airport today?

今天你能帮我个忙去机场接一下萨姆吗?

Answers:

(1) -D (2) -E (3) -C (4) -A (5) -B

Tapescripts:

Mr. Zhao: Excuse me, you must be Mr. Mitchell from Vancouver?

Mr. Mitchell: Yes, I'm Donald Mitchell.

Mr. Zhao: I'm Zhao Feng, the secretary of Xi'an Garment Import and Export Corporation. This is my business card.

Mr. Mitchell: How do you do, Mr. Zhao?

Mr. Zhao: How do you do, Mr. Mitchell? Welcome to Xi'an.

Mr. Mitchell: Thank you, Mr. Zhao. It's very kind of you to pick me up here.

Mr. Zhao: My pleasure. How was your flight?

Mr. Mitchell: Well, it was a most enjoyable flight.

Mr. Zhao: I'm glad to hear that. Is this your first trip to China?

Mr. Mitchell: Yes, what an amazing place!

Mr. Zhao: I hope you'll enjoy your stay here.

Mr. Mitchell: Thanks. I'm sure I will.

Mr. Zhao: Let me help you with your luggage. This way, please. Our car is in the parking lot.

Mr. Mitchell: Thank you.

Translation:

Mr. Zhao: 打扰了，您一定是来自温哥华的 Mitchell 先生吧？

Mr. Mitchell: 是的，我是 Donald Mitchell。

Mr. Zhao: 我是赵峰，西安进出口服装公司的秘书。这是我的名片。

Mr. Mitchell: 您好，赵先生。

Mr. Zhao: 您好，Mitchell 先生。欢迎来到西安。

Mr. Mitchell: 谢谢您，赵先生。您来接我真是太好了。

Mr. Zhao: 我很乐意。您的航班怎么样？

Mr. Mitchell: 嗯，这是一次非常愉快的飞行。

Mr. Zhao: 听您这么说我很高兴。这是您第一次来中国吗？

Mr. Mitchell: 是啊，中国真是一个神奇的国度！

Mr. Zhao: 希望您在这里过得愉快。

Mr. Mitchell: 谢谢。我相信我会的。

Mr. Zhao: 我来帮您拿行李吧。这边请。我们的车在停车场。



Mr. Mitchell: 谢谢。

Task 2 Work in pairs. Which of the following phrases and sentences can be used when Mr. Zhao is seeing off Mr. Mitchell? Then make a conversation with them.

Open.

Dialogue Two

Task 1 Listen to the dialogue between Jenny and her client in the car, and then fill in the blanks with what you hear. The following words and expressions may help you.

Language Points:

1. **notable** *adj.* 值得注意的, 显著的; 著名的; 重要的 *n.* 名人, 显要人物

e.g. His achievement is very **notable**.

他的成就是非常显著的。

2. **ancient** *adj.* 古代的; 古老的, 过时的; 年老的 *n.* 古代人; 老人

e.g. The town is notable for its **ancient** harbour.

这座小镇因其古老的港口而出名。

3. **incredible** *adj.* 不可思议的; 惊人的; 难以置信的; 极好的

e.g. The view is just **incredible**.

景色美妙至极。

4. **hospitable** *adj.* 好客的; 热情友好的; (气候, 环境) 宜人的

e.g. The local people were very kind and **hospitable**.

当地人非常友好热情。

5. **compliment** *n.* 赞美, 恭维; 称赞, 祝贺 *v.* 赞美, 恭维

e.g. All the guests paid her extravagant **compliments**.

所有客人都对她赞不绝口。

6. **check in** (在旅馆、机场等) 登记

e.g. Please **check in** half an hour prior to departure.

请在起飞前半小时办理登机手续。

7. **Terracotta Warriors** 兵马俑

e.g. *Terracotta Warriors* is a feast for the eyes and ears!

《兵马俑》是一顿耳目的飨宴。

Answers:

(1) capital (2) the Silk Road (3) Incredible (4) seven (5) hospitable

Tapescripts:

Jenny: Mr. Smith, is this your first visit to Xi'an?

Mr. Smith: Yes, what a wonderful city it is!

Jenny: You know Xi'an, the capital of Shaanxi province, is the most notable ancient city in the west of China.

Mr. Smith: It is the starting point of the Silk Road, isn't it?

Jenny: Yes, it is. It has lots of famous tourist attractions. For example, it is famous for Terracotta Warriors. There you can see lifelike terracotta soldiers and horses made 2000 years ago.

Mr. Smith: Incredible ?

Jenny: Mr. Smith, look over there.

Mr. Smith: So that must be the Giant Wild Goose Pagoda.

Jenny: That's true. It has seven storeys. When you get to the top, you can overlook the whole city.

Mr. Smith: Sounds great. I can't miss it tomorrow night.

Jenny: OK. I hope you will enjoy your stay here in Xi'an.

Mr. Smith: Thanks, I will. It's such an amazing city, with such hospitable people.

Jenny: Thanks for your compliment. Here is the hotel. I will help you check in now.

Translation:

Jenny: Mr. Smith, 这是您第一次来西安吗?

Mr. Smith: 是的, 这是一个多么有魅力的城市啊!

Jenny: 西安是陕西省的省会, 它是中国西部最著名的古城。

Mr. Smith: 它是丝绸之路的起点, 不是吗?

Jenny: 是的。西安有很多有名的旅游景点。比如, 它以兵马俑而闻名。在那里你可以看到两千年前栩栩如生的兵马俑。

Mr. Smith: 真是令人难以相信啊。

Jenny: Mr. Smith, 请您看那边。

Mr. Smith: 那一定是大雁塔了。

Jenny: 是的。它有七层楼高。当你登顶时, 你可以俯瞰整座城市。

Mr. Smith: 听起来不错。明天晚上我可不能错过。

Jenny: 好的。希望您在西安过得愉快。

Mr. Smith: 谢谢, 我会的。这座城市太棒了, 人们都很好客。

Jenny: 谢谢您的夸奖。酒店到了, 我现在就帮您办理入住手续。

Task 2 Listen again and tick off the information mentioned in the conversation.

location province tourist attraction culture

Task 3 Work in pairs. Ask and answer the following questions.

- (1) In the west of China.
- (2) It is famous for Terracotta Warriors.
- (3) It is an ancient and amazing city, with many tourist attractions.

Dialogue Three

Task 1 Listen to the dialogue between Mr. Zhang and Mr. Brown and decide whether the following statements are True (T) or False (F). The following words may help you.

Language Points:

1. **snack** *n.* 零食, 小吃, 点心; 快餐 *v.* 吃点心, 吃零食

e.g. It is customary to offer a drink or a **snack** to guests.

通常用饮料或小吃招待客人。

2. **tropic** *n.* 热带 *adj.* 热带的

e.g. We must protect **tropic** forests.

我们必须保护热带雨林。

3. **picturesque** *adj.* (地方) 古雅的, 风景如画的; (语言) 生动的, 独特的

e.g. Guangxi Zhuang Autonomous Region is boasted for its **picturesque** scenery.

广西壮族自治区以风景如画而著称。

4. **recommend** *v.* 建议; 劝告; 推荐; 介绍

e.g. Could you **recommend** something special?

你能推荐一些特色菜吗?

5. **appreciate** *v.* 欣赏; 感激; 领会

e.g. I'd **appreciate** some feedback on my work.

如果有人对我的工作提出意见我将感激不尽。

6. consideration *n.* 考虑, 斟酌; 体贴, 关心

e.g. Careful **consideration** should be given to issues of health and safety.

健康与安全的问题应该认真予以考虑。

7. scenic spot 风景区; 景点

e.g. Stone Forest is a famous national **scenic spot**.

石林是全国著名的风景名胜。

Answers:

(1) T (2) F (3) T (4) F (5) F

Tapescripts:

Mr. Zhang: Mr. Brown, we're very glad we've finished the job at hand. So we've arranged a sightseeing tour tomorrow.

Mr. Brown: Oh, that's great! I really appreciate your consideration.

Mr. Zhang: Tomorrow we'll leave for Dali by air. We'll stay there for three days.

Mr. Brown: That's great. I have heard of this place. Where is it?

Mr. Zhang: Dali, located in Yunnan Province, is a beautiful city in southwestern China.

Mr. Brown: What is it like?

Mr. Zhang: It's a city known for its scenic spots. There was a famous mountain called "Cangshan Mountain". On the top of it, the snow never melts; beside the mountain, there is the famous Erhai Lake. It looks like a mirror dotted with floating boats on its rippling surface.

Mr. Brown: It sounds picturesque. Well, it is very cold, isn't it?

Mr. Zhang: Ha, it is neither very hot in summer, nor very cold in winter.

Mr. Brown: Terrific. By the way, could you recommend some snacks for me?

Mr. Zhang: Of course, you can enjoy the local food, such as Guoqiao rice noodles, Xizhoubaba, and some tropic fruit.

Mr. Brown: It's really nice.

Mr. Zhang: Then we'll go on travelling to Shanghai and leave China from there.

Mr. Brown: That's really an exciting trip. Thank you for your arrangement.

Mr. Zhang: May you have an enjoyable trip!

Translation:

Mr. Zhang: Mr. Brown, 我们很高兴已经完成了手头的工作, 所以安排了明天的观光旅游。

Mr. Brown: 哦, 太好了! 非常感谢您考虑周全。

Mr. Zhang: 明天我们将乘飞机去大理。我们将在那里旅游三天。

Mr. Brown: 太好了。我听说过这个地方。它在哪?

Mr. Zhang: 大理位于云南省, 是中国西南部一个美丽的城市。

Mr. Brown: 它是怎样的一个城市?

Mr. Zhang: 大理是一个以风景闻名的城市。有一座著名的山叫“苍山”。在山顶上, 雪永远不会融化; 在山的旁边, 有著名的洱海。它像一面镜子, 波光粼粼的水面上点缀着一艘艘漂浮的小船。

Mr. Brown: 听起来风景如画。那儿天气冷吗?

Mr. Zhang: 哈哈, 夏天不太热, 冬天也不太冷。

Mr. Brown: 好极了。顺便问一下, 您能给我推荐一些小吃吗?

Mr. Zhang: 当然, 您可以品尝到当地的食物, 比如过桥米线、喜洲粑粑和一些热带水果。

Mr. Brown: 很好。

Mr. Zhang: 然后我们继续去上海, 从那里离开中国。

Mr. Brown: 这真是一次激动人心的旅行。谢谢您的安排。

Mr. Zhang: 祝您旅途愉快!

Task 2 Listen again and complete the following form.

City Name: Dali

Location: in southwestern China

Province: Yunnan

Scenic Spots: Cangshan Mountain, Erhai Lake

Climate: It is neither very hot in summer, nor very cold in winter.

Local Food: Guoqiao rice noodles, Xizhoubaba, and some tropic fruit.

Task 3 Work in pairs. Please make up your own dialogues based on the following situation and useful expressions.

Situation: Your client Mr. Taylor is coming to visit your city for the first time. You will receive him at the airport, and then try to introduce tourist attractions, local food and specialties in your city to him and find out about the places he wants to visit.

Open.

Module III

Reading and Learning

Reading A Intensive Reading

Task 1 Read the passage about Silk Road spirit with the help of the following words and expressions.

Language Points:

1. **ancestor** *n.* 祖先, 祖宗

e.g. Her Chinese friends referred to the empress as their venerable **ancestor**.

她的中国朋友们称那位皇后是令他们尊敬的祖先。

2. **trek** *v.* 艰苦跋涉; (尤指徒步) 长途跋涉

e.g. It took us a week to **trek** to the foot of the mountain.

我们花了一星期才跋涉到山脚。

3. **transcontinental** *adj.* 横贯大陆的

e.g. I wish I could make a **transcontinental** trip.

我希望我也能做一次横跨大陆的旅行。

4. **navigate** *v.* 导航; 航行; 引路

e.g. I'll drive, and you can **navigate**.

我开车, 你引路。

5. **route** *n.* 路线, 航线

e.g. They kept to the present **route**.

他们沿着事先规划的路线前进。

6. **splendid** *adj.* 极佳的; 壮丽的; (一段时光) 令人愉快的

e.g. He gave them a **splendid** lunch of smoked salmon.

他款待了他们一顿极好的熏三文鱼午餐。

7. **span** *v.* 跨越; 持续

e.g. His professional career **spanned** 16 years.

他的职业生涯持续了 16 年。

8. embody v. 体现; 具体表达

e.g. This model **embodies** many new features.

这种型号具有许多新特点。

9. thrive v. 茁壮成长; 繁荣; 兴旺

e.g. New businesses **thrive** in this area.

新商家在这一地区蓬勃兴起。

10. boost v. 使增长, 推动 n. 推动, 促进

e.g. We need a big win to **boost** our confidence.

我们需要一个大的胜利来增强我们的自信心。

11. insurmountable adj. 不能克服的; 不能超越的; 难以对付的

e.g. The crisis doesn't seem like an **insurmountable** problem.

这场危机不像是无法克服的。

12. embark on 从事, 着手; 登上船

e.g. Some forethought and preparation is necessary before you **embark on** the project.

你着手进行这个项目之前必须有所考虑, 有所准备。

Translation of Reading A

丝路精神

2000 多年前, 我们的先辈筚路蓝缕, 穿越草原沙漠, 开辟出连通亚欧非的陆上丝绸之路; 我们的先辈扬帆远航, 穿越惊涛骇浪, 闯荡出连接东西方的海上丝绸之路。古丝绸之路打开了各国友好交往的新窗口, 书写了人类发展进步的新篇章。

古丝绸之路绵亘万里, 延续千年, 积淀了以和平合作、开放包容、互学互鉴、互利共赢为核心的丝路精神。这是人类文明的宝贵遗产。

—和平合作。一代又一代“丝路人”架起了东西方合作的纽带、和平的桥梁。

—开放包容。历史告诉我们: 文明在开放中发展, 民族在融合中共存。

—互学互鉴。古丝绸之路不仅是一条通商易货之道, 更是一条知识交流之路。

—互利共赢。古丝绸之路创造了地区大发展大繁荣。

历史是最好的老师。这段历史表明, 无论相隔多远, 只要我们勇敢迈出第一步, 坚持相向而行, 就能走出一条相遇相知、共同发展之路, 走向幸福安宁和谐美好的远方。

Task 2 Read again and decide whether the following statements are True (T) or False (F).

(1) T (2) T (3) F (4) F (5) F

Task 3 Complete the sentences with the proper form of the given words in the box.

(1) embodies (2) surmountable (3) Navigation (4) splendidly (5) thrived

Task 4 Complete the information according to the passage.

The ancient silk routes connect	Asia, Europe and Africa.
The ancient silk routes embody the spirit of	peace and cooperation, openness and inclusiveness, mutual learning and mutual benefit.
The spirit of Silk Road has become a great heritage of	human civilization.

Reading B Extensive Reading

Task 1 Read the passage about the Belt and Road Initiative with the help of the following words and expressions.

Language Points:

1. mark *v.* 标示; 标志 (重要事件或时刻); 赋予特征; 表明

e.g. This **marked** the beginning of a new epoch in China's development.

这标志着中国发展从此开启了新纪元。

2. initiative *n.* 主动权; 首创精神; 倡议; 主动性, 积极性

e.g. The **initiative** has become the widest international cooperation platform in the world.

“一带一路”倡议也已成为当今世界范围最广、规模最大的国际合作平台。

3. prospect *n.* 前景, 展望

e.g. He called on Chinese artists and writers to create new **prospects** for Chinese literature and art, and add new luster to Chinese culture.

他强调, 广大文艺工作者要展示中国文艺新气象, 铸就中华文化新辉煌。

4. launch *v.* 发射 (导弹、火箭等); 发起 *n.* 发射; 下水

e.g. The country will see more than 40 space **launches** in 2022.

2022 年, 中国将进行 40 多次太空发射任务。

5. **unprecedented** *adj.* 空前的, 前所未有的, 史无前例的

e.g. The mission has been hailed as an **unprecedented** success.

这次使命已被宣布为一次空前的成功。

6. **all the more** *adv.* 更加

e.g. I like the book **all the more** for its beautiful illustrations.

我因为精美的插图而更加喜欢这本书。

7. **carry on** 继续做, 坚持干

e.g. Her bravery has given him the will to **carry on** with his life and his work.

她的勇气激发了他继续生活和工作下去的意愿。

8. **refer to as** 把……称作……

e.g. People who work in offices are usually **refer to as** “white collar workers”.

那些在办公室工作的人被称为“白领工人”。

9. **attract attention** 引起……的注意

e.g. He shouted to **attract attention**.

他大声叫喊以吸引注意。

10. **uphold the principles of** 坚持……原则

e.g. We always **uphold the principles of** the reputation first, users first.

我们始终坚持信誉第一, 用户至上的原则。

Translation of Reading B

共建“一带一路”倡议: 进展、贡献与展望

进入 21 世纪, 在以和平、发展、合作、共赢为主题的新时代, 面对复苏乏力的全球经济形势, 纷繁复杂的国际和地区局面, 传承和弘扬丝绸之路精神更显得重要和珍贵。

2013 年 9 月和 10 月, 中国国家主席习近平在出访中亚和东南亚国家期间, 先后提出共建“丝绸之路经济带”和“21 世纪海上丝绸之路”(以下简称“一带一路”)的重大倡议, 得到国际社会高度关注。以下是共建“一带一路”倡议的进展、贡献与展望。

进展

2013 年以来, 共建“一带一路”倡议扎实推进。丝绸之路经济带一系列重点项目和经济走廊建设

已经取得重要进展，21 世纪海上丝绸之路建设正在同步推进。

贡献

共建“一带一路”倡议着眼于构建人类命运共同体，坚持共商共建共享原则，为推动全球治理体系变革和经济全球化做出了中国贡献。

展望

展望未来，共建“一带一路”既面临诸多问题和挑战，更充满前所未有的机遇和发展前景。我们相信，在各方共同努力之下，“一带一路”正在成为造福各国人民的合作之路、繁荣之路、开放之路、绿色之路、共赢之路和廉洁之路。

Task 2 Read again and fill in the blanks according to the passage.

- (1) the Silk Road spirit
- (2) September and October of 2013
- (3) extensive consultation, joint contribution, shared benefits

Task 3 Complete the sentences with the proper form of the given words in the box.

- (1) launched (2) attraction (3) marked (4) initiatives (5) prospective

Task 4 Work in pairs. Discuss how the Belt and Road Initiative will affect your future work. Then share your ideas in the class.

Open.

Module IV

Workplace Writing

Writing One Itinerary

Task 1 Read the following tour itinerary and find out the English equivalents for terms in Chinese listed below.

1. 日期 date
2. 目的地 destination
3. 旅游景点 tourist attraction



4. 住宿 accommodation
5. 交通 transportation

Writing Two Company Profile

Task 1 The following article is about the history of Huawei Company. Take it as a reference when you are preparing the story.

Omitted.

Task 2 Match the items with their corresponding information according to the article above.

Company name	Huawei
Strategy	4 strategies for sustainability
Date of foundation	1987
Common values	Staying customer-centric
Mission	A fully connected, intelligent world
Date of launching HarmonyOS	2019
Brand	A top telecom brand

Task 3 Fill in the form with your own information.

Open.

Mini-Project: Storytelling about China

Work in groups. Record a video to tell China's stories, and then upload your videos and picture books to the teaching platform. Your group should include the following roles:

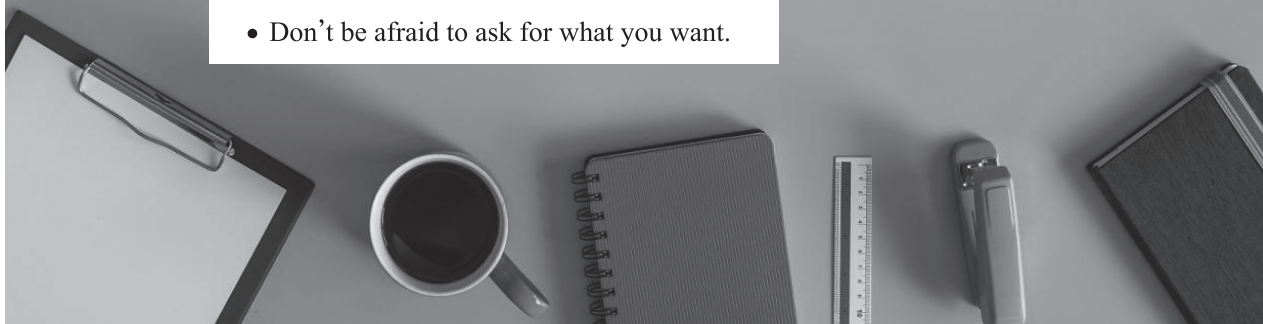
Open.

Module V

Workplace Know-how

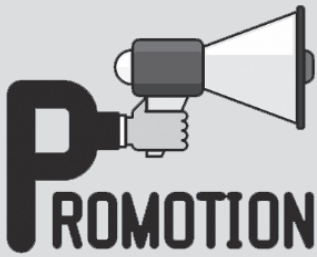
Tips for Successful Networking:

- Attend business networking events;
- Choose a goal;
- Get social in your off hours;
- Know your worth;
- Identify conversational icebreakers;
- Find a reason to follow up;
- Don't be afraid to ask for what you want.



成功建立人际关系的小贴士：

- 参加商务社交活动；
- 选择一个目标；
- 在下班时间进行社交活动；
- 知道你的价值；
- 找到缓和气氛的话题；
- 找个理由跟进；
- 不要害怕向他人提问。



Creating a Powerful Sales Presentation:

- Make the presentation relevant to your prospect;
- Create a connection between your product/service and the prospect;
- Get to the point;
- Be animated;
- Use showmanship;
- Use a physical demonstration;
- Believe in your product/service.



创办一次有影响力的产品推介会:

- 让你的展示与你的潜在客户相关;
- 在你的产品 / 服务和潜在客户之间创建联系;
- 表述简明扼要;
- 表达生动热烈;
- 使用表演技巧;
- 进行实物演示;
- 相信你的产品 / 服务。

**Business Conferences—A Chance to Breathe
New Life into Your Business:**

- Network with like-minded peers;
- Refresh and rethink;
- Time away from the daily grind;
- Stay on top of trends and topics.



商务会议——给你的事业注入新活力的机会：

- 与志同道合的同行建立联系；
- 充电和反思；
- 远离日常工作；
- 紧跟行业发展趋势，密切关注最新话题。



Module VI

More Exercises for Assessment



Listening Comprehension

Task 1 Listen to the dialogue and decide whether the following statements are True (T) or False (F).

Answers:

(1) T (2) F (3) T (4) F (5) F

Tapescripts:

A: Excuse me, are you Mr. Taylor from International Garment Company?

B: Yes, I am.

A: How do you do, Mr. Taylor! Welcome to Shanghai. I'm Mary from Shanghai Import and Export Company.

B: How do you do, Mary. Thank you for coming to meet me.

A: You're welcome! How was the trip?

B: Yes, very pleasant.

A: Could I help you with your luggage?

B: No, thanks.

A: We have already made a reservation for you at the hotel. Shall we go to the hotel now?

B: Sure. Thank you very much.

Task 2 Listen to the dialogue and fill in the blanks with what you hear.

Answers:

(1) show you around (2) used to be (3) Palace Museum (4) 1420 (5) hardly wait

Tapescripts:

A: John, you're leaving tomorrow. Shall I show you around the city today?

B: That would be great! Where shall we go?

A: How about the Forbidden City?

B: What's that?

A: It used to be the imperial palace, where the emperor lived with his family.

B: Oh, yes. You call it "Gugong", right?

A: Yes, and it is also called the Palace Museum now.

B: Wow! It's really large. When was it built?

A: It was completed in 1420. And the architectural style is very magnificent. Would you like to have a look?

B: Sure. I can hardly wait.

A: Then let's go right away.



Vocabulary and Structure

Task 1 Complete the sentences with the proper form of the given words in the box.

(1) launched (2) attractive (3) embodied (4) recommended (5) courageous

Task 2 Fill in the blanks with the proper expressions given in the box.

(1) refer to as (2) all the more (3) embark on (4) attracted... attention (5) carry on



Translation

Task Translate the sentences into English using the given words or expressions.

- (1) The volunteers' work is inspiring, courageous and crucial.
- (2) The Silk Road spirit has become a great heritage of human civilization.
- (3) At present, it is all the more important for us to carry on the Silk Road spirit.
- (4) The Belt and Road Initiative have attracted close attention from all over the world.
- (5) Looking into the future, China will face unprecedented opportunities and prospects for development.

Task Read the following paragraph and write down your understanding of the underlined part in about 60 words.

I love traditional Chinese culture, especially Peking Opera, calligraphy and tai chi. I hope that I can interpret these art forms in my own way and promote our fine Chinese culture. Actually, I, myself, am the best illustration of my love for Chinese traditional culture. I love learning Chinese and also love Chinese animated films, such as *Big Fish & Begonia*, *Ne Zha* or *I Am What I Am*. Such films display many aspects of traditional Chinese culture. With its Chinese-style visual and audio effects, I can see the wonderful story while feeling the charm of the traditional culture.

