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Project One



Choose a job you love, and you will never have to work a day in your life.

如有终身之乐, 定无一日之忧。

Unit 1 Career Development

Learning Objectives

Students should be able to

- ★ talk about the basic ideas and concepts of career and the development;
- ★ master the new words and expressions;
- ★ review the reading skills for main ideas and topic sentences;
- ★ learn how to write Letters.

Module | Brain-storming

Section A Look and Match



Task 1 Match the key words or expressions with pictures 1-4. Work in pairs to describe one picture you like best.





 $(1) \qquad (2)$





(4)

(3)

A. banking service

C. laundry service

E. auto service

(1)

(3)_____

B. legal service

D. restaurant service

F. medical service

(2)

(4)

Task 2 Discuss the following question with your partner.

Who do you think would be the most successful businessman in this decade in China?

	(/ Y1)
١	



Section B Speak and Imitate

Task 1 Work in pairs to practice the following conversation by using the proper responses given below.

A:	So you are going to graduate.		(1)		?	
B:	I'm planning to be a doctor in hospital			(2)		
A:						
B:	That's wonderful.					

A: Yeah, I like teaching. And ... ______?

B: I want to be a pediatrician.
A: (5) ?

B: I don't really have a good reason. (6)

- A: You should do what you love, not necessarily what you're good at.
- B: That is very cheesy advice.
 - a. what kind of doctor do you want to be
 - b. I'm planning to teach English in African countries
 - c. What about you
 - d. Because you like kids
 - e. Do you have any plans for the future
 - f. I just think I'll be good at it

Task 2 Work in pairs and make a dialogue according to the Cue Cards given below.



Cue Card A

Situation: Nowadays, with increased college enrollment, there are more and more college students. In order to find a good job, it is necessary for them to have interviews. **Speaker A:** You are a job candidate. You want to apply for a job in COSCO (中国远洋运输公司 China Ocean Shipping Company)

Tips for speaking

- Generally speaking, an interview often starts with a greeting and self-introduction.
- To ask and answer questions.
- To stick to your points and answer the questions wisely.

Cue Card B

Situation: Nowadays, with increased college enrollment, there are more and more college students. In order to find a good job, it is necessary for them to have interviews. **Speaker B:** You are the HR Manager of COSCO Company. You are interviewing a college student.

Tips for speaking

- After exchanging greetings, give an introduction to the job.
- To ask the applicant some questions in relation to his/her educational background.
- To ask the applicant some questions in relation to the job.

Section C Listen and Write



Task 1 Listen to the following sentences once and fill in the blanks with the missing words you hear in the recording.

1	I'm i	nterested in a	in IT and I'd like	to ask Joan which college	e is the best to go to.
2 Basically, the choice of the is likely to have a signifi				to have a significant impa	act on your future career.
3	It's important to check which academic subjects will help to go into a area of work.				
4	Each university has its strengths, so try your best to choose one that is your field.				
5	I thir	nk that the choice of a un	iversity should take	into what yo	ou want for your career in the
	futur	e.			
Tá	ask 2	Listen to the follow question you hear in		ations twice and choos	se the best answer to each
1	() A. Customer and sale	esman.	B. Colleagues.	
		C. Employee and em	ployer.	D. Classmates.	
2	() A. He loves his prese	nt job.	B. He is going to o	open a store.
		C. He is about to reti	re.	D. He works in a r	epair shop.
3	() A. Husband and wife		B. Father and daug	ghter.
		C. Doctor and patien	t.	D. Teacher and stu	ident.
4	() A. Doctor.	B. Clerk.	C. Professor.	D. Waitress.
5	() A. Waiter.	B. Secretary.	C. Tailor.	D. Professor.

Module II Spotlight on Reading

Intensive Reading Text A



Some Job-Hunting Advice for Grads

School probably taught you a lot of things, but the business world's unique set of rules may not have been part of the story. The following tips will make you have a good beginning in your career².

2 1 Pick a career instead of a job.

Looking for a job at will, because you majored³ in something or because you saw a listing that looks somewhat interesting, you'll risk getting started in a career that holds no real appeal⁴ for you, and then you'll have to leave it to find something else. Why not plan your career strategically, just like you planned your education?

3 Start by doing a self-assessment⁶ that teaches you things about yourself that you might never

have thought about — for example, what you like and don't like in a work environment, what means success to you, and what type of work would make you want to sit in traffic for hours just for **showing up** in the office. Knowing these things can help you know which jobs could be a good fit for you.

4 ② If you can't get a job right away, don't despair⁷.



If you start thinking of yourself as a **victim**⁸ or allow yourself to be **inactive**⁹, you will only hurt yourself. The best way for moving on is to **recognize**¹⁰ the reality of the situation, **acknowledge**¹¹ your feelings and find a way to cope effectively.

5 ③ Win your reputation as an able man, enthusiastic¹² employee.

Your company isn't responsible for your career growth; you are. Only ask your boss with a problem or **complaint**¹³ after you've tried all **options**¹⁴ for solving it yourself. When you do, be prepared with a **solution**¹⁵ with which you could solve the problem with his help. The words "I don't have time" should never **escape your lips**. If you know something needs to be done, do it without being **urged**¹⁶. Your boss will quickly come to see you as someone he can count on and a huge asset to the team. If you have conflicting priorities, ask your boss to help **sort** them **out**. (355 words)



Words and Expressions

- **1** unique [jo'ni:k] *adj*. 唯一的,仅有的;独一 无二的
- 2 career [kəˈrɪə] n. 生涯; 职业; 事业
- 3 major ['meɪdʒə] v. 主修,专攻
- 4 appeal [ə'pi:l] n. 吸引力; 迫切的要求
- **5** strategically [strə'tıdʒıkəli] *adv.* 战略上,战略性地
- 6 assessment [ə'sesmənt] n. 评估;评价
- **7** despair [dɪ'speə(r)] v. 绝望
- 8 victim ['vɪktɪm] n. 牺牲者, 受害者
- 9 inactive [m'æktɪv] adj. 不活动的, 不活跃的;

懒散的, 怠惰的

- 10 recognize ['rekəgnaiz] v. 承认,确认
- 10 acknowledge [ək'nɒlɪdʒ] v. 承认
- **12** enthusiastic [m,θju:zɪ'æstɪk] *adj.* 热心的; 热情的; 热烈的
- 13 complaint [kəmˈpleɪnt] n. 抱怨, 控诉
- **14** option ['opʃn] *n*. 选择(的自由); 选项; 选择权
- 15 solution [sə'lu:ʃn] n. 解决;答案
- 16 urge [3:d3] v. 催促; 推进, 驱策

at will 随心所欲 risk doing sth. 冒险做某事 show up 到场,出现 win a reputation 赢得名声,赢得信誉 escape one's lip 说出来,脱口而出 sort out 安排妥当,解决

Inquiry Learning

- Pick a career instead of a job. 是 "择业"而不是选择"工作"。 instead of 是个介词短语,其意思为"代替······,而不······"。 在语言的实际运用中,instead of 功能与连词十分相似,现归纳如下:
 - (1) 跟名词: I give him advice instead of money. 我给了他忠告而没有给他钱。
 - (2) 跟代词: Will you go to the party instead of me? 你代我去赴宴好吗?
 - (3) 跟形容词: Things are now better instead of worse. 情况不是更坏,而是更好了。
 - (4) 跟副词: He walks slowly instead of quickly. 他走得慢,而不是快了。
 - (5) 跟动词(短语): That increased instead of decreased our courage. 那不但没有减弱反而增强了我们的勇气。
 - (6) 跟动名词 (短语): We should encourage them instead of throwing cold water on them. 我们应该鼓励他们而不是对他们泼冷水。
 - (7) 跟动名词复合结构: They must make up their own minds instead of our making their minds for them. 他们应当自己下决心而不是我们替他们下决心。
 - (8) 跟介词短语: He laughed with (us) instead of at us. 他跟我们一起笑,并不是嘲笑我们。
 - (9) 跟(to do) 不定式(短语): I went to borrow a book instead of to buy one. 我去借了一本书,而不是买了一本书。
 - (10) 跟从句: He describes it as he saw instead of as it was. 他是按他们看到的样子而不是按其本

来的面目来描述的它。

- ...because you saw a listing that looks somewhat interesting... ……或者是因为你感到工作内容 有趣……。此处 that 引导的是一个限制性定语从句。
 - somewhat 意思为"稍微,有点儿",这是个程度副词,一般位于被修饰词前边,类似于 a little。e.g. Sorry, I am afraid we have arrived somewhat late. 抱歉,恐怕我们稍迟到了一会儿。
- ...you'll risk getting started in a career that holds no real appeal for you... ·····那么你可能会进入一 个对你来说并没有真正吸引力的行业……
 - risk getting started 此处 risk 的用法为 risk doing sth. 意思为"冒险做某事"。e.g.
 - You're taking a big risk showing this to Kravis. 你在冒很大的危险把这给克拉维斯看。
 - hold no appeal for 对……无吸引力, appeal 意思为"吸引力"。e.g.
 - Does jazz hold any appeal for you? 你对爵士乐有兴趣吗?
- Start by doing a self-assessment that teaches you things about yourself that you might never have thought about... 你可以先作个自我评估,这会让你了解许多你不曾注意到的事情…… 此句中的两个 that 都引导的是定语从句。第一个定语从句的先行词是 self-assessment, 第二个定 语从句的先行词是 things。
- ...and what type of work would make you want to sit in traffic for hours just for showing up in the office. ·····什么样的工作会让你宁愿忍受几小时的交通堵塞仅仅为了出现在办公室? make 此处为使役动词的用法。make/have + 宾语 + 动词原形。e.g.
 - Our parents made us brush our teeth three times a day. 父母让我们一天要刷三次牙。
- Knowing these things can help you know which jobs could be a good fit for you. 了解这些能帮你决 定哪些职业适合你。
 - Knowing these things 为动名词短语作主语。e.g.
 - Taking exercise every morning helps make one healthy. 每天早晨做运动有助于人的健康。
- The best way for moving on is to recognize the reality of the situation, acknowledge your feelings and find a way to cope effectively. 最好的办法是承认现实、承认自我感受,找一个有富有成效的方 法来解决问题。
 - 此句的主体结构为主系表结构,其中表语为两个并列的动词不定式短语。分别为 to recognize 和 to acknowledge。e.g.
 - He acknowledged having made a mistake. 他承认他做错了。
- When you do, be prepared with a solution with which you could solve the problem with his help. 当你 这样做的时候,也要准备好一个解决方案,这个方案在老板的帮助下就能实现。
 - be prepared with a solution 为主句,是一个祈使句。you could solve the problem with his help 为定 语从句,先行词为 solution。

Reading Tasks

Task 1 Discuss the following questions after reading the passage.

- What kind of job do you want to look for after graduation?
- What is the basic difference between "job" and "career"?

Task 2 Choose the best answer according to the passage.

1	The writer suggests planning your career st	rategically, just like you planned		
	A. your education	B. your business trip		
	C. your daily life	D. your marriage		
2	Doing a self-assessment before job-hunting	can not help you understand		
	A. what you like and don't like in a work	environment		
	B. what defines success for you			
	C. what type of work you would like to d	o		
	D. what type of work would bring you a g	good salary		
3	What is the right attitude if you can't find a	job right away?		
	A. Be inactive.			
	B. Be disappointed.			
	C. Recognize the reality and find a way to	cope with it.		
	D. Just stay at home for some time.			
4	When you have a problem or complaint, yo	u should		
	A. explore all options for solving it yours	elf before asking your boss		
	B. complain to your boss right away			
	C. ask help from your co-worker			
	D. just lay it aside			
5	According to the passage, what kind of emp	ployees the boss will not count on?		
	A. A can-do.			
	B. An enthusiastic worker.			
	C. An employee looking for help from all	his/her co-workers.		

Language in Use

D. An employee doing work without being urged.

Task 1 Find the right definition in Column B that matches the words in Column A.

Column A	Column B		
1 career	A. a subject of academic study chosen as a field of specialization		
2 major	B. a profession or occupation chosen as one's life's work		
3 victim	C. something that may be chosen		
4 option	D. someone who has been hurt or killed		
5 solution	E. to acknowledge formally		
6 recognize	F. an action or process of solving a problem		

Task 2 Fill in the blanks with the given words. Change the form where necessary.

		appeal	define	assessment	
		despair	enthusiastic	urge	
1		will us t			
2		is at \$20			
3		me any weakness, ar			
4	Can you give a	more precise	of the word	?	
5	The idea of livi	ng abroad do not	to every	body.	
6	He studied cons	scientiously and	·		
	Translation	1			
Tá	ask 1 Transla bracke		ntences from Chin	nese into English with the	phrases given in the
1	孩子们可以在	附近街区任意的玩具	耍。(at will)		
2	整个下午我们	都在等他,可是他活	没有来。(show up))	
3	中国的工艺美	术品蜚声海外。(w	in a reputation)		
4	那些工人愿意	冒失业的危险来帮助	助我们。(<mark>risk doi</mark> n	ng sth.)	
5	使用你认为正	确的方法来解决这么	个问题。(sort out)	
Tá	ask 2 Transla	ate the following ser	ntences from Engl	lish into Chinese.	
1	These subjects	have lost their appea	l for most students	S.	
2	He was recogni	ized for having savec	I many lives.		
3	The solution of	the problem has just	come to me.		

- 4 The winners were given an enthusiastic welcome when they arrived home.
- 5 Our complaint was dealt with satisfactorily.

Text B Extensive Reading



How to Behave to Make the Employer Choose You

- 1 When people are looking for work, especially if they are between jobs, it's not uncommon¹ to have a crisis² of confidence in interviews³. As an interviewer, it's pretty easy to spot someone who is experiencing this. They tend to do one of two things:
- **2** Act **overly**⁴ confident and boastful(自夸的), hoping to appear too good to be true.



- 3 Act extremely humble and too nice, hoping to appear very grateful for the opportunity.
- 4 Both approaches⁷ can cost the job.
- **5** ① Balance⁸ of confidence⁹ & humility (谦逊).

The secret to being **likable**¹⁰ in interviews is to find that fine balance of confidence and humility. The following is a two-step process which can help you make it when you are answering interview



questions.

- **6** (1) Always talk about yourself using quantifiable (量化的) **accomplishments**¹¹. Back-up every statement you make about your abilities with facts and **statistics**¹² to prove what you are saying.
- 7 (2) Make it clear that while you are proud of these accomplishments, you did not achieve 13 them alone. Give credit to those who helped you achieve those accomplishments as a way to prove you understand there is no "I" in a team.
- 8 2 You are not special, but you are unique.

In interviews, you should try your best to show the employer how unique you are from other candidates¹⁴. Specifically¹⁵, your uniqueness will bring the greatest return¹⁶ to them if they hire you. It's not your goal to show how special you are. In fact, we're all common people.

9 Keeping the above tips on your mind can make you face the crises of confidence, and you'll find it more easy to make the employer like you. (282 words)

Words and Expressions

- 1 uncommon [ʌnˈkɒmən] adj. 不平常的; 罕见的
- 2 crisis ['kraɪsɪs] n. 危机
- 3 interview ['ɪntəvju:] n. 面试; 会谈
- 4 overly ['əʊvəli] adv. 过度地,极度地
- 5 humble ['hʌmbl] adj. 谦逊的; 谦虚的; 谦卑的
- 6 grateful ['greɪtfol] adj. 感激的, 感谢的
- **7** approach [əˈprəʊtʃ] n. 方法; 途径
- 8 balance ['bæləns] n. 平衡 v. 使平衡
- 9 confidence ['kɒnfɪdəns] n. 自信
- 10 likable ['laɪkəbl] adj. 可爱的, 令人喜爱的

- **①** accomplishment [əˈkʌmplɪʃmənt] *n* 成就; 完成
- ② statistics [stə'tɪstɪks] n. 统计数字; 数据
- **13** achieve [ə'tʃiːv] v. 取得; 获得; 实现; 成功
- 14 candidate ['kændɪdət] n. 申请求职者
- (5) specifically [spɪ'sɪfɪkəli] adv. 特有地, 明确地
- 16 return [rɪ'tɜ:n] n. 赢利; 收获

tend to 趋向; 倾向于

give credit to 将功劳归功于

Inquiry Learning

- 1 ..., it's not uncommon to have a crisis of confidence in interviews. ……, 他们在面试时总是会面临自信危机。
 - 此句使用了形式主语 it, 真正的主语为动词不定式短语 to have a crisis of confidence in interviews。
- 2 They tend to do one of two things: 他们倾向于表现出以下两种姿态: tend to 倾向于;往往倾向于做;易于做某事;有做……的倾向。e.g. They tend to do the best in school. 他们通常在学校表现得很好。
- 3 Act overly confident and boastful, hoping to appear too good to be true. 表现得过分自信和自负,以

期自己看起来好得难以置信。

- (1) hoping to appear too good to be true 为现在分词短语作状语。
- (2) Act overly confident and boastful... act + 形容词,这里可以把 act 看成系动词。
- The secret to being likable in interviews is to find that fine balance of confidence and humility. 被面试 官一眼相中的秘诀在于在面试中回答问题时, 表现得既谦虚又自信。
 - (1) the secret to doing sth. 意为"做某事的秘决", to 是介词。
 - (2) ...is to find that... 为系表结构, ...to find ... 为动词不定式短语作表语。that 引导动词 find 的 宾语从句。
- Always talk about yourself using quantifiable accomplishments. 在自我展示时尽量使用可量化 的成就。
 - using quantifiable accomplishments 为现在分词短语作伴随状语。
- ..., you should try your best to show the employer how unique you are from other candidates. ······,你要 尽量显示你的与众不同。

how you're unique from other candidates 为由 how 引导的宾语从句,作动词 show 的直接宾语。

Reading Tasks

Task 1 Discuss the following questions after reading the passage.

- What do you think is a good job interview?
- Why are job interviews important to a company?

Task 2 The following is the summary of the passage, complete the blanks in no more than 3 words.

Pe	eople who	are looking for work are e	asy to b	e spotted to have _	1	. They	tend	to ac
overly	2	and boastful or act extreme	ely humb	le and too nice. The	y should t	find the		3
of conf	idence and	humility. There is a simple	two-step	process they can us	e.			
(1) Always	talk about vourself using	4	accomplishments.				

- (2) Make it clear that you did not achieve those accomplishments

Vocabulary Exercises

Task 1 Fill in the blanks with the given words. Change the form where necessary.

1	People blame the government for the country's bad economic (crisis			
2	The company is holding for several new jobs. (interview)			
3	We turned to see the car slow down. (approach)			
4	He a football on his head. (balance)			
5	She is a woman who is certain of her views. (confidence)			
6	There are many who will work hard to these goals. (achieve)			

Task 2 Translate the expressions into Chinese or English.

1	a crisis of confidence							
		经济危机						N.
2	free will		1			0	'	Y
		随心所欲		4				
3	sense of balance				7		1	^
		保持平衡						
1	show up			4				
		电视节目						
5	sort of							
		安排妥当,解决						

Module III Building Up More Skills

Section A Reading Skills

掌握文章的中心思想

一个段落或是一篇文章通常都会包含有中心思想。快速找出段落的中心思想,有助于我们把握 整篇文章的主题思想。因此,快速找出段落的中心意思尤其重要。

段落的中心意思是通过主题句来表达的,即外显的中心意思。主题句的位置比较灵活,可在段 首、段尾,也可在段落中间,但主题句在段首的较多。还有些段落根本没有主题句,需要读者归纳、 概括出段落的中心思想, 即为隐含的中心意思。

抓住中心思想的主要方法有:识别主题句、预览标题和题目。

识别主题句

主题句概述段落的主要思想, 定位主题句是寻找该段的主要思想的关键。以下几点有助于我们 轻松识别主题句:

- ●寻找重复出现的关键词,它们往往与主要思想相关。
- ●仔细阅读有关介绍和结论部分,结论部分通常会重述主题,体现主要思想。

Sample 1

You may notice that Americans are in constant motion. People in the flat central part of the United States, the Mid West, may choose to drive their automobiles 120 to 160 kilometers just to have dinner with a friend in a neighboring city. They may go to another town for an evening of theater or music. Many young people attend universities that are located at areas distant from their friends and families, so that they can "see another part of the country". In short, Americans love to travel in their own land as well as in other parts of the world. They are always curious to know what lies beyond the next hill or the next town.

Ouestions:

- (1) Which is the topic sentence of the paragraph?
- (2) What is the main idea of the paragraph?

Comment:

After reading the paragraph, we know the first sentence is the topic sentence, and the main idea of the paragraph is "You may notice that Americans are in constant motion".

2 预览标题和题目

标题和题目是对一个段落或者整篇文章的一个概括总结,一般应是简练的短语。因此,预览标题和题目,也是快速把握中心思想的一个非常重要的有效途径。

Sample 2

The earthworm is a useful animal. Out of the ground, it is food for other animals. In the ground, it makes rich soil for fields and gardens. Earthworms dig tunnels that loosen the soil and make it easy for air and water to reach the roots of plants. These tunnels help keep the soil well drained. Earthworms drag dead leaves, grass and flowers into their burrows. When this plant material decays, it makes the soil more fertile. No other animal is so useful in building up good topsoil. It is estimated that in one year fifty thousand earthworms carry about eighteen tons of fine soil to the surface of an acre of land. One worm may add three quarters of a pound of earth to the topsoil.

- A. Food for Other Animals
- B. Useful Animals for Fields
- C. How Earthworms Improve the Soil
- D. Helpful for Air and Water to Reach the Roots of Plants
- E. How Earthworms Carry Good Topsoil

According to the whole passage, we may decide: the subject of this passage is the earthworm—a useful animal, and then we know the most important thing about it is that it can make rich soil for fields and gardens. So the headline would be:

- The earthworm does more to improve the soil than any other animal.
- The earthworm makes air and water easily to reach the roots of plants.

Therefore, Choice C is a better answer than any other.

Practical Tasks

Task 1 Read the passage and choose the best title for it.

There is a simple economic principle used to determine prices. It is called "the law of supply and demand". Supply means the amount of certain goods. Demand represents the number of people who want those goods. If there are more goods than wanted, the price of them falls. On the other hand, if the demand for those goods is much greater than the supply, then the price rises. Of course manufacturers prefer to sell more goods at increased prices.

Which title best expresses the main idea?

A. Economic Principle

B. The Law of Supply and Demand

C. More Goods, Lower Prices

D. Fewer Goods, Higher Prices

Task 2 Read each of the following paragraphs and identify the topic sentence in each.

- Many people suffer a cold or cough in winter. (1) There are many popular drugs available which can give you some relief. (2) However, they may also cause some side effects. (3) Specifically, they may make you feel sleepy and slow down your reactions. (4) This could interfere with your ability to work or drive safely. (5) Some people complain that these medicines irritate their stomach, too. (6) Doctors suggest that you read the directions carefully before swallowing any medicine. (7)
- With English-language schools being set up everywhere, the need for qualified English teachers has created a boom industry: teaching teachers. (1) Over 50 US colleges and universities now offer master's degree programs in the teaching of English as a foreign language. (2) There is a similar boom in the publishing of English language textbooks, a business that now exceeds \$ 20 million a year in the United States alone. (3) Three of the major houses—Oxford University Press, Longman and Regents—turn out nearly 100 new teaching texts a year, often in specialized fields such as atomic energy or international trade. (4)

Section B Practical Writing





Letters (书信)

Writing Tips

英文书信的格式

I. The Essential Parts(必要部分)

英文书信分为私人信函和业务信函两类,尽管不同的书信目的不同,但一般都包括以下六个必要部分:

1 信头(Heading or Letter-head): 信头是指写信人的地址和写信日期,一般写在信纸的右上角。地址的写法是从小到大,对于日 期,英国人习惯按日、月、年的顺序写,而美国人习惯按月、日、年的顺序写。

2 信内地址 (Inside Address):

信内地址指收信人的姓名和地址,一般从日期下两行信纸的左边写起,其地址按从小到大的顺序书写,类似信封的写法。

3 称呼语(Salutation):

称呼是对收信人的称谓。在信内地址下两行处顶格写起, 自成一行。末尾用逗号或冒号。

如知道对方姓名就用 Dear Mr./ Mrs. /Miss/ Ms. 加上姓。如不知道对方姓名,则用 Dear Sir, Dear Madam。若对方职务较高,最好用其职务名称,如: Dear Prof. Smith, Dear Dr. Henson 等。若对公司可用: Dear Sirs 或 Gentlemen。

4 正文(Body of Letter): 正文是信函的主体部分,一般包括:开头、主体和结尾三部分,主体是一事一段。

5 结束语 (Complimentary Close):

结束语与称呼语相对应,在正文下隔两行的偏右方开始写。如称呼语是: Dear Sirs, / Dear Sir, / Dear Madam, 结束语用 Yours faithfully; 称呼语用 Dear Mr. John/ Dear Mrs. Smith, 结束语要用 Yours sincerely, Yours truly, 或 Yours cordially。

6 署名 (Signature):

一般为手写体签名,在结束语的下方对齐,靠右边书写,包括名字和职务,首字母要大写。有时也会签上公司名称。

II. The Optional Parts (选择部分)

特定的商务书信还可以包括其他的一些选择部分: 1. 特定收信人(The Attention Line); 2. 表明信函主题 Subject: 如 Re: Change of Address; 3. 经办人代号(The Identifying Initials); 4. 附件(The Enclosure) Encl; 5. 抄送(The Copy Notation) C.C.; 6. 附言(Postscript) P.S.。

III. Three Styles of Layout (三种格式)

商务书信格式有:缩进式(The Indented Style)、齐头式(The Block Style)、混合式(Modified Style)。

Sample 1 (The Indented Style 缩进式)

Mechanical Engineering Department Dalian University of Technology Dalian 116023 Liaoning, China November 28, 2018

Mr. Blair Green Mechanical Engineering Department Massachusetts Institute of Technology Cambridge, Mass. 02139 U.S.A.

Dear Mr. Green,

Thank you for your letter of November 20, 2018. I am sorry not to have written back earlier but time seems to pass so quickly.

I learnt from your letter that you had received your master's degree. I would like to congratulate you on your splendid success.

In this letter I am bringing you a piece of good news: your wife gave birth to a girl last week and she is in good health now. The baby weighed 4 kg at birth. Yesterday my wife and some other neighbors went to the hospital to see your wife and to congratulate her on the birth. She told them that she had been nursed with the best care since she was in hospital.

Now I am taking a test in Beijing. If I pass the examination, I shall leave for America soon. If not, I shall wait for another chance. I have never been to the U.S.A., and I know little about the institutions and customs there. I hope that you will write to me and tell me more about them.

With best regards to you and your classmates.

Yours sincerely, Huang Zhi

Sample 2 (The Block Style齐头式)

Flat 6G, 6th Floor 28 Mount Davis Road Hong Kong 15th July, 2018

The Personnel Manager Hong Kong Traders Ltd. 39 Leighton Road Causeway Bay Hong Kong

Dear sir,

I have seen your advertisement for the post of executive secretary that appeared this morning in the Morning Mail and wish to apply for it.

I have pleasure in enclosing my personal resume. As you will be able to see from this, I have been working on a full-time basis for seven years as a secretary and for the past three years I have been the private secretary to Mr. Charles Chen, Chief Accountant of Smith Brothers Ltd. Therefore, I feel that I have the experience to carry out the duties of an executive secretary satisfactorily, and undertake, if you decide to employ me, to give the company my complete loyalty.

I will be able to attend an interview any time at your convenience, and would be grateful if you could give me one or two days' notice so that I can apply for leave from my present employer. I also enclose a recent photograph of myself.

Yours faithfully, Sophia Ma

Enclosure: Resume

Sample 3 (The Modified Style 混合式)

HE Heibo Electrexpt Co. 35 Sanlihe Street, Beijing, China Tel: 28154554 Fax: 28154555 May 21, 2018

Weston Co. Ltd 88 Mount Davis Road Hong Kong

Dear Sir or Madam,

Thank you very much for your good service and I greatly appreciate your excellent repairman who was so skillful and efficient in fixing my computer.

Last year I bought a PC at the sales department of your company. It worked quite well but recently I found something wrong with the CD-ROM drive. It was not easy to open and close, which brought me lots of trouble and inconvenience.

I made a phone call to your repair department last week. Soon came a young man whose name was Mike. He asked about the problem and set about working. He was very warm-hearted and efficient. In a few minutes, the problem had been solved. Now my computer is OK and works as well as before.

For this reason, I am writing this letter to express my sincere thanks to him and to your company. Your kindness and help will always be remembered.

Truly,
Jiang Lin (Miss)

Encl. As stated.

Practical Task

Task You are required to write a letter according to the following instructions given in Chinese.

假如你是黎明,住在上海和平街 150 号,要给一位澳大利亚的朋友——玛莉亚写一封信,谈谈你的学习情况以及参加大学英语考试的准备情况。对她所赠送的邮票表示谢意,并向她父母致以问候。自己可以确定一个写信时间。

Module IV Further Reading

Hot Career Fields

According to the career trends that the U.S. Bureau of Labor have predicated, in the next decade there are three hot career fields: information technology (IT), medical and fitness. The demand for workers in each of these fields is expected to double by 2010.



It is no surprise that

one of the fastest growing areas of employment in recent years relates to computer technology. Technological advance ensures that this trend will continue for some time. System analysts, designers and developers, computer programmers, web developers, and information managers reflect the range of these career areas.

Another guaranteed growth area is in the medical field. The increasing number of healthcare



jobs is directly attributable to the aging population and expansion of treatment available for medical conditions. Medical assistants and nurses, home health advisers, and health information technicians will be in greater demand. As a result, there will also be an expansion in the number of administrative and support roles needing to be filled.

The fitness field is also expected to expand in the next decade as people are becoming more and more health conscious in the face of mortality. New services are developing that are opening out into recognized career fields. Many of these are provided directly to the consumers. Fitness management professionals will continue to enjoy a high market demand, as well as physical training coaches.

The identification of future career trends is of some help when you are seeking a career direction. However, no matter how good the prospects are in an area of employment, your choices of career must depend primarily on an assessment of your own skills, abilities, personal qualities and interests. (277 words)

Inquiry Learning 1. the U.S Bureau of Labor 美国劳工部 2. fitness 健身

Discussion

Work in small groups to complete the following tables by making a list of the hot career fields, the reasons for hot careers and persons in demand.

Hot Career Fields	Reasons	Jobs

Module V Leisure Time



English Song

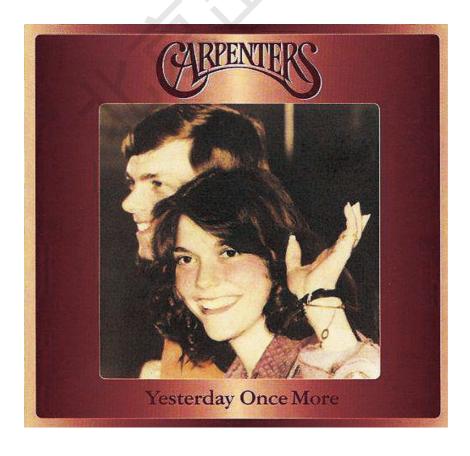


Yesterday Once More

Karen Carpenter

When I was young I'd listen to the radio Waiting for my favorite songs When they played I'd sing alone It made me smile Those were such happy times and not so long ago

How I wondered where they'd gone But they're back again just like a long lost friend All the songs I love so well Every sha-la-la every wo-wo still shines Every shing-a-ling-a-ling that they're starting to sing



So fine

When they get to the part
Where he's breaking her heart
It can really make me cry
Just like before

It's yesterday once more

Looking back on how it was in years gone by

And the good times that I had

Makes today seem rather sad

So much has changed

It was songs of love that I would sing to then

And I'd memorize each word

Those old melodies still sound so good to me

As they melt the years away

Every sha-la-la-la every wo-wo still shines

Every shing-a-ling-a-ling that they're starting to sing

So fine

All my best memories come back clearly to me Some can even make me cry just like before It's yesterday once more

Every sha-la-la-la every wo-wo still shines

Every shing-a-ling-a-ling that they're starting to sing

So fine

Every sha-la-la-la every wo-wo still shines

Every shing-a-ling-a-ling that they're starting to sing

So fine