

<<21世纪实用英语 第1册>>

图书基本信息

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## 前言

2005年春，我们在中国人民大学出版社的支持与指导下，倾力推出了一套高职高专英语教材，经过两年的使用，受到了广泛关注和好评。

去年，该套教材被教育部确定为“普通高等教育‘十一五’国家级规划教材”，我们深受鼓舞。为适应高职高专教育的发展，为更加契合英语教学特点、方便教师使用、适合学生自学和复习巩固，在广泛征求使用院校广大师生意见的基础上，我们组织了本套教材的修订。

我们在修订时主要注重了以下几个方面：（一）紧扣大纲，降低难度。我们以教育部高等教育司颁布的《高职高专教育英语课程教学基本要求（试行）》为依据，在专家的指导下，以教学第一线教师为主体，紧密结合英语教学实际，在原教材的基础上适当降低难度。

（1）教材主体部分中的Integrated Course部分由原来的一篇长课文改成了两篇短课文，最长的文章不超过400个词，因为短小精悍的文章深受教师和学生的欢迎，一则是一个学时可以学完，一则是生词不会过分集中，减少了学习的恐惧感。

（2）课文的选材进一步贴近生活，避免选用专业性较强的文章。生动有趣的短文，读起来回味无穷，既富有教育和启发意义，也加强了英文的阅读与理解。

（3）增加了预备教程，是对中学阶段基本语言知识和技能的总结和归纳，供入学时英语基础薄弱的班级作为过渡教材，复习最常用的语法结构和词汇。

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### 内容概要

本书将英语语言基础学习和职业岗位活动融为一体，充分体现“工学结合、以工作环节为主导”、“教、学、做”三位一体的高职英语教学理念。

选择职业活动中以实际应用为主的、具有共性的材料为课文内容，短小精悍，难度适合高职学生实际水平。

同时还提供教学参考书、练习册、考试辅导书、mp3文件、多媒体教学课件和网络学习资源，提供合理的教学建议和丰富的专业知识，方便教师授课，为教学提供便利。

## 书籍目录

Unit 1 Part Listening Comprehension: Greetings and Addressing Part Speaking Development: Greetings and Addressing Part Integrated Course: Text A Making Friends (1)Text B Making Friends (2) Part Workplace Context: New Faces Part Writing Work: Card Making ( )Unit 2 Part Listening Comprehension: Introducing Part Speaking Development: Introducing Part Integrated Course: Text A Touring in LondonText B New York City Part Workplace Context: Around the Office Part Writing Work: Card Making ( )Unit 3 Part Listening Comprehension: Making Compliments Part Speaking Development: Making Compliments Part Integrated Course: Text A ComputerText B Computer and Privacy Part Workplace Context: Routines Part Writing Work: Message Writing ( )Unit 4 Part Listening Comprehension: Congratulations and Wishes Part Speaking Development: Congratulations and Wishes Part Integrated Course: Text A A Jazz KingText B The Youngest Painter in the World Part Workplace Context: Office Work Part Writing Work: Message Writing ( )Unit 5 Part Listening Comprehension: Thanks and Responses Part Speaking Development: Thanks and Responses Part Integrated Course: Text A The Other Woman in My Life (1)Text B The Other Woman in My Life (2) Part Workplace Context: Office Regulations Part Writing Work: Notices and AnnouncementUnit 6 Part Listening Comprehension: Apologies and Excuses Part Speaking Development: Apologies and Excuses Part Integrated Course: Text A Energy in Your LifeText B New Renewable Energy Part Workplace Context: Job Assignments Part Writing Work: Poster and PlaybillUnit 7 Part Listening Comprehension:Parting and Farewell Part Speaking Development:Parting and Farewell Part Integrated Course: Text A Life Is a Marathon (1)Text B Life Is a Marathon (2) Part Workplace Context: Getting Visitors Part Writing Work: Making up a Resume( )Unit 8 Part Listening Comprehension: Weather and Time Part Speaking Development: Weather and Time Part Integrated Course: Text A RoseText B Santa Claus: the True Story Part Workplace Context: On the Phone Part Writing Work: Making up a Resume ( )练习册

## 章节摘录

The origins of family names are very interesting to talk about. It is helpful for us learners to know about them in learning a foreign language. In early times, when people lived in small villages, surnames were unnecessary. Everyone knew everyone else in the village and there were rarely visitors from outside. If someone referred to Stephen or Hilda, everyone knew at once who it was since there was only one Stephen or one Hilda in the village. But as time went on, tiny villages became big ones. Then there might be several Stephens and several Hildas in the same place. It then became necessary to tell one from the other. How was this done? One way of telling one Stephen from another was by adding the name of his trade. As a result there might be Stephen the miller, Stephen the cook, Stephen the weaver, Stephen the shepherd. After a time these would be shortened to Stephen Miller, Stephen Cook, Stephen Weaver, etc., which gradually came into being. Before long, the same names were given to the mens children at birth and their wives took the same surnames on marriage.

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