

<<高职公共英语教程（第2册）>>

图书基本信息

书名：<<高职公共英语教程（第2册）>>

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### 内容概要

《高职公共英语教程》是专门为高职非英语专业的学生编写的。

本教程由一、二、三册构成，供三个学期使用：第一、第二册注重通用性，强调语言共核，力求为学生打好语言基础；第三册强调应用性，主要内容为信函、申请、传真、公文、合同、广告、说明书及简介等，为学生就业及就业后的应用打好基础。

本书为其第二册，书中每个单元由6部分组成：听力、口语、正课、语法、构词法、写作。

第一、第二册各有4个单元。

第二册每个单元由6部分组成：听力、口语、正课、语法、构词法、写作。

听力分精听、泛听两部分并配有相应练习。

口语由对话、练习及常用句型构成。

正课是每个单元的核心，包括课文、单词、短语、练习及快速阅读；练习又分为阅读理解、词汇及语言结构三个部分；正课的最后设置一篇与课文内容相近的快速阅读。

语法和构词法都分讲述和练习两部分。

写作主要讲述常用应用文的写作规范及技巧并进行相应的训练。

书籍目录

Unit One Listening Jason and the Cruisers Speaking Numbers, Time and Dates Text Two Thanksgiving Day Gentlemen Grammar Notional Verb Link Verb Word-Building Practical Writing Registration Form  
 Unit Two Listening First School Day Speaking At the Station Text Buses Are Good Test of Virtue Grammar Auxiliary Verb Word-Building Practical Writing Welcome Poster  
 Unit Three Listening Long Day's Journey into Night Speaking At the Trade Fair Text Why Nations Trade Grammar Modal Verb ( ) Word-Building Practical Writing Personal Letter  
 Unit Four Listening Call Me Speaking Parting and Leaving Taking Text Benjamin Franklin Grammar Modal Verb ( ) Word-Building Practical Writing Telephone Message  
 Unit Five Listening Employee of the Month Speaking At the Bank Text Saving Grammar Infinitive Word-Building Practical Writing Lost  
 Unit Six Listening The Rumor Speaking Schedule Text The Voices of Time Grammar Gerund Word-Building Practical Writing Leave Note  
 Unit Seven Listening Magic Rock Speaking Suggestions Text The Virtue Called Devotion Grammar Participle Word-Building Practical Writing Thank-you Note  
 Unit Eight Listening Jason's Rib Speaking Sport Text Street Festival Grammar Sentences Word-Building Practical Writing Greeting Cards  
 Unit Nine Listening Choices Speaking Interview Text Passport to the Universe Grammar Noun Clauses Word-Building Practical Writing Business Letter/Inquirv  
 Unit Ten Listening Running the House Speaking Apologies Text The Art of Apology Grammar Attributive Clauses Word-Building Practical Writing Letter of Apology  
 Unit Eleven Listening Carnival Speaking At the Airport Text For Love of the Country Grammar Adverbial Clauses ( ) Word-Building Practical Writing Letter of Good Wishes  
 Unit Twelve Listening Born Free Speaking At the Hotel Text A Look at Tomorrow Grammar Adverbial Clauses ( ) Word-Building Practical Writing Letter of Complaint  
 Unit Thirteen Listening The Long Good-by Speaking At the Theater Text How to Read Body Language Grammar Inversion Word-Building Practical Writing Resume  
 Unit Fourteen Listening Confidently Yours Speaking Travel Text An African Student in the United States Grammar Test Yourself Word-Building Practical Writing Cover Letter  
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 Appendix Phrases and Expressions  
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