

前言

“发展职业教育是促进转方式、调结构和民生改善的战略举措。”这是国家赋予职业教育的责任，是社会给予职业教育的期待。2014年，职业教育的战略地位被提升到前所未有的高度。面对新形势、新要求、新发展和新挑战，英语，作为高职高专重要的基础教育，将进入发展的关键阶段。

在这一关键时期，如何将英语课程建设成学生喜欢、教师热爱、学校重视、社会需要的优质课程？如何让英语教育成为学校教育质量的一根标杆、一面旗帜、一个品牌、一份骄傲？这不仅需要我们认清方向和需求，明确课程目标与定位，同时，还需要拓展教学内涵，创新人才培养方式，以凸显现代职业教育体系中英语教学的职业性、实践性和应用性。

基于目前的改革形势、社会需求和发展现状，外语教学与研究出版社（以下简称“外研社”）精心策划并开发了《知行英语》立体化系列教材，将“先行后知，以知促行”的教育理念开拓性地融入语言教学，learning by doing, learning for doing，“做中学，学中用”，不仅尝试在方式方法上为高职院校的英语教学开启一扇“行动”的大门，同时希望通过汇聚近年来教学改革的成功经验与教学实践的优秀成果，进一步推动高职高专英语教学厚积薄发，登高远行。

《知行英语》系列教材被评为“十二五”职业教育国家规划教材。该系列教材关联校园与职场，融通教学内容与工作体验，强调语言知识、交际能力、文化意识和职业技能的综合培养，旨在为学生搭建从校园通向职场的桥梁，同时为教师的教学改革和科研提升提供机遇与空间。

《知行英语》系列教材由两条主线（《综合教程》和《视听说教程》）、两种载体（课本和光盘）和多种资源（《同步训练》、《教师用书》、助教资源和评估资源）构成。根据高职院校英语课时现状，《综合教程》和《视听说教程》各分为三级，每级八个单元，以学生成长的不同阶段和未来职业需求为主题线索。三个级别循序渐进，为学生从校园走向职场奠定良好的基础。

本教材在内容选择和教学设计上力求体现以下特色：

一、满足新型人才培养需求

着重培养学生职场环境下的语言应用能力、文化意识和职业技能，为提升学生的就业竞争力及未来的可持续发展打下必要的基础。

二、实现英语课程教学目标

教材以“行”为驱动，将英语语言基础知识学习、语言应用技能训练和影响交际效能的文化背景知识有机地融为一体，通过“做、学、用”的过程，真正实现高职英语课程的教学目标和基本要求。

三、教材设计符合教学实际

按照学生成长的不同阶段和未来职业需求安排主题内容。《综合教程》与《视听说教程》在单元主题上相呼应，但单元结构各有特色。《综合教程》每个单元设计两组教学循环，《视听说教程》每个单元则安排五个教学步骤。语言训练和应用技能培养各有侧重，可满足不同授课习惯和需求。

四、体现以学生为主体的教学模式

每个教学单元都围绕特定的主题展开，设计丰富多样的课堂活动。学生是活动的实践者，教师是组织者与指导者。学生通过互动与协作式学习，在实际使用语言的过程中习得语言。每个单元的练习形式多样，教师可根据学生实际情况，有所取舍，灵活处理。

五、有效处理输入和输出的关系

以阅读和视听为导入，以多种技能训练为手段，以口头和书面表达为驱动。教学设计以“输入输出环环相扣，体验式操练贯穿始终”为基本原则，运用由浅入深、针对性强的阅读和视听素材为语言输入，在理解和领悟的基础上，强化交互性强的听说和读写技能转换训练，使学生首先能有效地接受和领会有关的语言信息，然后在实际任务中兴趣盎然地加以运用，最终实现语言应用能力的提高。

六、教学材料均经过严格遴选

各级别在语言材料的难易度和篇幅上呈现出适当的梯度。素材生动鲜活，体现社会发展、时代特色和职业要求，既注重时代感和生动性，符合高职学生的兴趣和需求，又注重可读性和可思性，鼓励学生传承经典，提高人文素养及职业素养。

七、帮助学生自主学习和主动学习

将语言应用能力、学习方法和学习策略、学习兴趣和自主学习能力的培养进行有机的结合。教材的教学环节、语言素材、练习活动和版面设计均注重提高学生主动学习的积极性，让学生学会学习，逐步养成终身学习的习惯。

八、教材编写兼顾教师职业发展

教学设计注重启发教师思考和调动教师的教学积极性，为教师带来教学与科研上的启示；丰富的教学资源不仅为教师提供全面系统的教学支持，也给予教师广阔的自主设计和发挥空间，教师可根据学生特点和水平因材施教，有助于教师开展基于教学的科研活动，促进教师职业发展。

本教材在编写过程中得到了众多高职高专院校教师以及外研社的领导和编辑们的大力支持，在此谨表示衷心的感谢。由于编者水平有限，书中的疏漏和不妥之处在所难免，恳请使用不吝指正。

编写说明

《知行英语 同步训练》是《知行英语 综合教程》的配套练习册。本书的编写遵循“先行后知，以知促行”的教学理念，注重对学生语言综合应用能力的培养。

本书共分三级，每级八个单元。单元内容紧扣主干教材《综合教程》主题展开，从听力、语法、阅读、写作、翻译、口语等各个层面入手，帮助学生在课后检验学习成果。单元的板块构成如下：

Listening Comprehension (听力理解)

本部分的听力内容包括五组短对话、两组长对话和两篇短小的文章，内容与单元主题相关，采用地道、纯正的美音朗读，语速适中，旨在培养学生的听力技能。

Structure (结构训练)

本部分通过选择和填空两种形式考查学生对本单元所学的词汇和语法的掌握及灵活运用。

Reading Comprehension (阅读理解)

本部分是对阅读技能的进一步强化与提高，提供三篇与单元主题相关的阅读文章。所选的文章既生动有趣，又能开拓学生的视野。练习的形式包括选择、填空、匹配、回答问题等。

Translation (翻译)

本部分的翻译练习训练学生的汉译英能力，形式为段落翻译，旨在提高学生的翻译技巧和语言实际应用能力。

Writing (写作)

本部分旨在提高学生的写作技能，内容包含命题作文、看图说话或根据所给信息发表自己的观点等多种形式。

Speaking (口语)

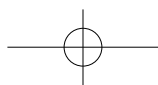
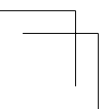
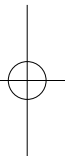
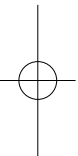
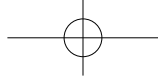
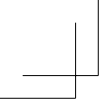
本部分给出几道与单元主题相关的口语题目，学生运用在《综合教程》中学到的知识，通过 pair work 或 group work 等多种形式交流自己的观点和想法，强化口语表达能力。

本书提供除口语练习以外的所有练习的参考答案，既可供学生课外自主学习，也可供教师在课堂教学中使用，检查学生的学习情况。

《知行英语 同步训练》选材内容丰富，练习形式多样，题目设计灵活。一、二、三级在练习编排上分别对应高等学校英语应用能力 B 级、A 级考试和大学英语四级考试题型，帮助学生在复习、巩固和拓展主干教材《综合教程》中所学到的语言知识和技能的同时，服务学生参加高等学校英语应用能力 B 级、A 级考试和大学英语四级考试的实际需求。

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1

Get to Know Yourself

Part I Listening Comprehension

Task 1 Listen to 5 short conversations and choose the best answer to each question.

- 1 A. Mary is not so easygoing as she is.
B. Mary and she have a lot in common.
C. She finds it hard to get along with Mary.
D. She does not believe what her neighbors said.
- 2 A. She is not available until the end of next week.
B. She is not a reliable source of information.
C. She does not like taking exams.
D. She does not like psychology.
- 3 A. He often makes troubles.
C. He is going through something.
- 3 B. He is a caring person.
D. He is a happy sort of person.
- 4 A. He is careless about the job.
B. He is ambitious to become a manager.
C. He can't accomplish effective interpersonal relationship.
D. He has high hopes for promotion.
- 5 A. Mr. Collins isn't careful.
B. The new dentist is as knowledgeable as Mr. Collins.
C. Mr. Collins is snobbish.
D. She dislikes Mr. Collins as much as the new dentist.

Task 2 Listen to 2 long conversations and choose the best answer to each question.

- 6 A. She is thirsty for promotion.
C. She is tired of her present work.
- 6 B. She wants a much higher salary.
D. She wants to save travel expenses.
- 7 A. Translator.
C. Language instructor.
- 7 B. Travel agent.
D. Environment engineer.
- 8 A. Lively and inquiring mind.
C. Devotion and work efficiency.
- 8 B. Communication skills and team spirit.
D. Education and experience.
- 9 A. Daily rent and clothing expenses.
- 9 B. Food and utility bills.

- C. Social security and resettlement expenses. D. Life security and commuting cost.
- 10 A. A new clerk in the Marketing Department.
B. A newcomer in the Designing Department.
C. A secretary in the director's office.
D. A saleswoman in the Sales Department.
- 11 A. It turned out to be a great success.
B. It was supervised by Celine and Lisa.
C. It held interests of department managers.
D. It improved after-sales service of the company's products.
- 12 A. Because she is easygoing and flexible in planning.
B. Because she is sociable and punctual at work.
C. Because she is intelligent and loyal to the company.
D. Because she is talented and fully devoted to work.

Task 3 Listen to a passage and choose the best answer to each question.

- 13 A. Because people lack the objectivity to observe themselves.
B. Because people can have some insights into their own behavior.
C. Because people want to be understood by their family members.
D. Because people are eager to get interacted with their colleagues.
- 14 A. To gain new insights into others.
B. To be more self-aware and open up new life opportunities.
C. To keep in touch with themselves and other people.
D. To be more competitive in the career ladder.
- 15 A. The meaning of interacting with people.
B. Why to keep on learning.
C. The understanding of people's perceptions.
D. How to get to know yourself better.

Task 4 Listen to a passage three times. For the first time, listen carefully for its general idea. For the second time, fill in the blanks with the exact words you've heard. For the third time, check your answers.

What are your greatest strengths and weaknesses? As always, this is one of the common interview questions. So what is the best way to answer this question?

Firstly, make a list of your skills which could include portable skills that you can take from job to job, e.g., communication skills and 16) _____ skills, knowledge-based skills, experience and personal 17) _____. When you complete this list, choose three to five of those strengths that match what the employer is seeking in the job posting. Make sure you can give specific examples to 18) _____ why you say that is your strength if probed further.

Secondly, when you are asked about your weaknesses, the best way to handle this question is to 19) _____ it and emphasize the positive. Select one weakness and 20) _____ to overcome it. Stay away from personal qualities and 21) _____ professional ones. For example: “I pride myself on being a ‘big-picture’ guy. I have to admit I sometimes miss small details, but I always make sure I have someone who is 22) _____ on my team.”

Last but not least, remember the interviewer is looking for a(n) 23) _____, so make a positive statement with 24) _____. Put your energy into your strengths statement—what you have to offer. Then let the interviewer know that although you may not be perfect, you are working on any 25) _____ you may have.

Part II Structure

Task 1 Choose the best item to complete each of the following sentences.

- While _____ the sun, the satellite has sent more than four billion bits of information back to the earth.
A. having orbited
B. being orbited
C. having being orbited
D. orbiting
- They overcame all the difficulties and completed the project two months ahead of time, _____ is something we had not expected.
A. which
B. it
C. that
D. what
- There was a teapot fashioned like a duck out of _____ open mouth the tea was supposed to come.
A. its
B. which
C. that
D. whose
- The reason Einstein left Germany to America is _____.
A. because Hitler persecuted the Jews
B. since Hitler persecuted the Jews
C. on account of the fact that Hitler persecuted the Jews
D. that Hitler persecuted the Jews
- Finding her car stolen, _____.
A. a policeman was asked to help
B. the area was searching thoroughly
C. it was looked for everywhere
D. she hurried to a policeman for help

Task 2 Fill in each blank with the proper form of the word given in brackets.

- 6 Many Christians regularly (confession) _____ their guilty actions and thoughts to a priest.
- 7 The story received (extensively) _____ coverage in the newspapers.
- 8 He was not only (talent) _____ but immensely popular with his colleagues.
- 9 If you (minimum) _____ a window on a computer screen, you make it very small.
- 10 Their father was (incredible) _____ good-looking.

Part III Reading Comprehension

Task 1 Read the passage carefully. Select one word for each blank from the word bank to complete the passage. You may not use any of the words more than once.

A. improved	B. different	C. colleagues	D. minimizing	E. interviews
F. openly	G. goals	H. trying	I. Undoubtedly	J. job
K. share	L. traits	M. identify	N. applying	O. effortlessly

When 1) _____ for an MBA at almost any business school, you will be asked to address your strengths and weaknesses during the 2) _____ for individual schools. Many people can 3) _____ and articulate their own strengths; it is one's weaknesses that are more difficult to come to terms with.

The first thing to do is brainstorm potential strengths and weaknesses you would be happy to 4) _____ with the admissions officers. Think about your strengths in terms of actions you have taken, ways of thinking, personality 5) _____, achievements and so on. My advice is to ask 6) _____, friends and family what they believe your key strengths are. Find out what area you have 7) _____ the most on in recent years. Meanwhile, you need to be brainstorming your areas of weakness. 8) _____, weaknesses are what make us human. Actually, the best MBA applicants are individuals who can 9) _____ reveal genuine weakness areas. This shows the admissions committee you are able to make self-improvements. A genuine weakness is something you struggle with and are actively 10) _____ to improve on. Steer clear of generic weaknesses that are really disguised strengths. The admissions officers can see right through these!

Task 2 In this passage, you are going to read a passage with ten statements attached to it. Each statement contains information given in one of the paragraphs. Identify the paragraph from which the information is derived. You may choose a paragraph more than once.

The Role of a Secretary and Office Professional

- [A] Secretarial positions are quite old. Greek and Roman businessmen and politicians, for example, used personal secretaries and clerks to manage their affairs. Although it is considered by someone to be not so well-paid and respected as many other superior jobs in the company, the secretarial role today is more interesting and challenging. It has undergone many changes and the changes have made the secretarial profession even more appealing. The biggest change of all is related to the name of the profession, “secretary.” Did you know that secretaries nowadays are known more as “Office Professionals”?
- [B] Of course, as the title indicates, a secretary’s role now includes managerial duties, like supervising other office secretaries or administration staff, and also even training staff.
- [C] So what role does the secretary or office professional play in an organization? Do you have the qualities to become a secretary or office professional, even though the duties one has to assume in this occupation are changing?

Major Role

- [D] The major role of a secretary or office professional is to provide assistance to a manager or managers. Good secretaries are extremely efficient and well-organized. Some secretaries work so efficiently that many people do not realize how valuable they are until they leave the job. However, as the new generation of managers are doing more and more of their own typing, a secretary may have to be more of an organizer, supervisor or trainer, rather than having, as before, to be in charge mainly of typing.
- [E] But of course these secretarial jobs can, and do, differ from company to company.

Tasks of a Secretary

- [F] These tasks include a variety of duties, such as doing research, typing, producing flyers (广告传单), managing a filing system, making dictaphone transcription, screening telephone calls, making appointments, liaising with clients (and sometimes this includes handling difficult situations) and with other staff members, attending meetings, taking minutes, composing letters, handling electronic materials, booking flights and hotels, supervising, training staff (including one’s boss).
- [G] There are also other menial tasks a secretary has to do. For example, as a secretary, you may have to acknowledge special events of clients, such as birthdays, by sending greeting cards or flowers. Also, you may be required to handle supply ordering for an office, and may even have to deal with budgeting or auditing.

Making a Good Working Relationship with One’s Boss

- [H] Many capable secretaries act as sounding boards (参谋) for the bosses. An ambitious secretary increases the effectiveness of any office. To be a competent secretary, you need

to learn how your boss works, what his/her role and objectives are within the company, what correspondence, telephone and personal enquiries he/she would like you to refer to him/her, or whether he/she prefers to take his/her calls at certain times of the day. With this information in hand, your job is made easier.

- [I] As you learn more about the way your company operates and the role of other company personnel, you will be able to answer more and more of the routine enquiries and confidently refer enquiries to the correct person, without having to bother anyone else, particularly your boss. You can guide the boss against time-wasting interruptions and skillfully screen unexpected visitors and handle routine matters and problems. Bosses who allow their secretaries to utilize their talents, skills and intelligence may find that secretaries can be of great help in problem-solving.
- [J] In your role as a secretary, it is also important that you familiarize yourself with the company's policies, so that you know how to deal with certain issues, should the occasion arise.
- [K] You need to know these things so that you don't waste the time of your boss by putting unnecessary calls through to him/her. You'll be able to deal with these calls expediently (方便地) yourself, because the company's policies will give you guidelines on how you should handle them.

Personal Qualities a Secretary or Office Professional Should Have

- [L] Are you trustworthy? Are you well-informed? Intelligent? Dedicated to your career? To be a successful secretary, you must have certain personal qualities and skills, or have the ability to acquire them. These are some of the key qualities:
- be helpful
 - be trustworthy
 - be reliable
 - be honest
 - be loyal
 - have organizational skills
 - have immaculate (整洁的) appearance
 - have good communication skills
 - have good telephone etiquette
 - have the ability to take instructions and carry them out
 - have the ability to type speedily and accurately
- [M] Which of the above characteristics do you have? After all, secretaries are key members of the company team. Today, they are no longer low-rank employees and, play a vital role in the success of the company. A secretary or a personal assistant is in many times already involved in day-to-day activities of the company and a time-managing respective offices. There are lots of companies looking long and hard for the right person, and employment prospects for secretarial positions are generally good, especially for skilled individuals. Recently, many vocational schools offer courses for students who are interested in becoming secretaries. Of course, it is possible for you to pursue a position of secretary

without this education, however, it can be demanding and challenging in a world where professions are becoming more and more specialized.

- 11 The secretary's responsibilities vary from company to company.
- 12 Many personal traits are required for a good secretary.
- 13 You can form a good relationship with your boss if you know how your boss works and his objectives within the company.
- 14 In many companies today, secretaries have the title of "Office Professionals."
- 15 A secretary doesn't have to report to his/her boss about every telephone call.
- 16 A secretary is expected to focus to a greater degree on organizing, supervising or training.
- 17 The changed title reflects more managerial secretarial jobs.
- 18 Sometimes a qualified secretary has to do some boring and trivial work.
- 19 As a secretary, you should read the staff handbook before starting to work, in order to be familiar with the company regulations.
- 20 A secretary has a wide range of duties.

Task 3 Read the passage and choose the best answer to each question.

We manage our own careers now. Knowing how to brand and position yourself in the market as "Me plc" (Me Public Limited Company 自我股份有限公司) at different stages of working life is becoming a vital skill. At least that is what expert Mary Spillane believes. "Employment is decreasing. Jobs don't exist, work exists. In the next decade most of us will be suppliers, not staff. We will have clients not bosses. There is only one firm to join for life: Me plc. It promotes you and your potential to others."

"We're working in multinational, multicultural, multi-corporate teams and it's important to understand the implications of this. We need to create a personal brand that is unique, but complements the brand of the corporation we are working for. You have to find a way to do it so that you are not just a typical employee," advises Spillane. "You have to decide what central values you want to project, and also what may need to alter from situation to situation."

Spillane says: "The City law firms I'm currently working for are really difficult because they don't have any idea of what their brand should be, and are very traditional even when talking about becoming modern. I'm showing them how to do everything from changing their reception areas to how to make small talk that is less rigid. But without an underlying change of attitudes, rebranding of the companies can prove an empty exercise."

She argues that for individuals too, there must be more than a surface change. Beyond advice on appearance, she tells clients, "Remind yourself of what you are selling: the personal values that comprise your brand. Lifelong learning is essential, together with the discovery

and adventure that promote personal growth. Always have an up-to-the-minute CV ready to print out, refreshing it every few months with your recent achievements, just to remind others of your brand value.”

She believes it is essential that you understand both your public self and private self, as well as your blind spots and potential, in order to create an effective brand. The public self is the image you project to the world, the private self is what you know about yourself but others don't. Blind spots are those things that others see about you but you can't see for yourself. By deciding what image you want other people to see, emphasizing more of your private self and sorting out a few blind spots, you will increase not only your potential to influence others, but also your self-esteem and self-confidence.

- 21 Mary Spillane says people should learn how to market themselves because _____.
A. it encourages companies to give them a job for life
B. in the future it will be a company requirement
C. in many careers it is becoming difficult to succeed
D. it will help them adapt to developments in the job market
- 22 Spillane says that, when creating a personal brand, it is important to _____.
A. change things depending on the circumstances
B. decide what image people would like you to present
C. make sure that colleagues feel at ease with your image
D. follow the example of someone in the company you work for
- 23 When talking about the company she is presently working with, Spillane refers to it _____.
A. find it difficult to accept her ideas
B. is unaware of how to rebrand itself
C. doesn't want to spend large amounts of money
D. is unwilling to modernize their work environment
- 24 When advising people on rebranding themselves, Spillane tells them to _____.
A. attend courses to gain specialist skills
B. update regularly their written proof of what they can do
C. try out different ways of presenting themselves to others
D. remember that what they look like is the most important point
- 25 Spillane says that, in order to rebrand yourself successfully, it is important to _____.
A. ask for other people's opinions about your image
B. feel confident about what you are trying to achieve
C. learn how to make use of all aspects of your character
D. model yourself on people with a certain amount of influence

Part IV Translation

Task Translate the following passage from Chinese into English.

在工作中，如果感到不被赏识或被忽视，我们可以寻找机会向老板表达自己的想法。如果工作很无聊，我们可以要求承担更多的责任。如果工作太简单，我们可以要求新的挑战或培训以拓展技能。我们应设法找到自己的兴趣、优势以及价值的契合点。确定这个契合点将有助于我们认识到工作的价值所在，而认识到这一点将给我们带来满足感。

Part V Writing

Task Write a short passage of around 150 words according to the information given below.

Is it better to encourage individuality or conformity in the society? As a student, which trait would you want yourself to have? Please express your views on individuality and conformity.

Part VI Speaking

Task 1 It's so important to know yourself best and start being your own best friend. What's your personality type? Discuss in pairs or groups about your personality.

Task 2 "Failure is fantastic because you meet yourself and get to know your limitations." Talk about your opinions of it with your partner.