



前言

为满足高等职业教育培养符合未来职业要求的高端技能型人才的需要，以职业岗位要求为依据，以实际工作过程为内容，突出教学的实用性和职业性特征，正在成为当今高职公共英语教学改革的方向。就日常生活和工作中的交际活动而言，口头表达能力占有重要地位。因此，提高高职学生口头交际能力成为衔接基础英语与行业英语的关键。

《通用英语口语》于2012年出版发行，至今已有六年之久。六年中，教材赢得了广大师生的肯定和喜爱。为了更好地顺应英语教学发展的新形势，教材编写组对教材进行了修订。《通用英语口语（第二版）》在英语口语教学中进一步加强了职业因素的融入，将语言应用能力与综合能力相结合，为学生的未来职业发展和终身发展奠定基础。

本教材共有二十个单元，内容涉及着装、饮食、住宿、度假、购物、职业设想、求职面试、适应新环境、人际交流与合作、预订、组织会议、商务差旅、介绍公司、产品推销、作演示、作调查、谈判、签约、应对压力、职业安全与健康等二十个话题。每单元由三个部分组成：

Section 1: Things to Learn

该部分用于课前准备活动。由Warm-up和Discussion两个环节组成。Warm-up以图片、单词或短语的形式，导入与本单元相关内容的词语表达。Discussion提供两个问题，供学生思考和回答。

Section 2: Things to Do

该部分用于课堂教学活动。由Model Dialog和Simulation Practice两个环节组成。Model Dialog提供两个职场对话场景以及在相关场景下的实用句型。Simulation Practice设计了两个职场任务，要求学生以职场为背景安排口语活动，完成职场模拟训练。

Section 3: Extended Practice

该部分用于课后练习，提供一个开放性的学习任务，让学生课后独立或合作完成该项任务。

本教材的主要特色是：

实用性强。素材全都来自生活或职场的真实语言环境，涵盖了职场从业人员日常工作的方方面面。教材中设计了模拟真实工作任务的练习，旨在提高学生的岗位技能表达能力。



教学模块清晰。每单元包括课前准备活动、课堂教学活动和课后练习。各部分衔接自然，环环相扣，重点突出。练习形式循序渐进，易于操作。

《通用英语口语（第二版）》配备教学课件，可在<http://heep.unipus.cn> 网站下载。本教材不配教学光盘，而是采用了先进的二维码扫描阅读技术。使用方法：首先扫描右侧二维码，下载外研随身学App（职教版）。注册后通过App的扫码功能，扫描教材内容中的二维码，即可获取配套的音频。



承蒙外籍专家Peter Eden Roberts和Marie Angeli Roberts对教材的认真审阅，在此致以诚挚的谢意！



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