

<<实用英语综合教程 2 第三版>>

图书基本信息

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## 前言

《实用英语》是一套供高等专科学校使用的英语教材。

本教材的编写以教育部1993年颁发的《普通高等专科学校英语课程教学基本要求》为依据。

《基本要求》规定：普通高等专科学校英语课程教学的目的是，培养学生掌握必需的、实用的英语语言知识和技能，具有阅读和翻译与本专业有关的英文资料的初步能力，并为进一步提高英语的应用能力打下一定的基础。

为了体现上述教学目的，在编写《实用英语》过程中我们既注意吸收现代外语教学理论中适合我国英语教学实际的某些观点，又采纳传统外语教学理论中某些合理部分，结合我国外语教学中行之有效的理论和方法及现状，力求正确处理好语言基础和语言应用的关系，突出加强英语实践能力的培养和实际运用。

《基本要求》将专科英语课程教学分为两个阶段：第一阶段应重视语言共核教学，培养基本的语言技能；第二阶段应结合专业，强调基本的阅读和翻译技能在本专业的实际应用。

为了体现这一教学安排，本套教材也分成两个阶段。

第一阶段包括《综合教程》和《泛读教程》各3册，第二阶段包括《实用业务英语》1册。

《综合教程》和《泛读教程》是《实用业务英语》的基础，并在教学内容、技能培养方面逐渐向《实用业务英语》过渡；《实用业务英语》是《综合教程》和《泛读教程》的总结和提高，并结合学生毕业后使用英语的需要，侧重于实用文体的阅读和翻译、实用英语口语的训练和实用文体模拟写作方面的训练。

为了便于广大师生使用上述教材，还编配了《教师参考书》和同步练习性质的《综合训练与自测》。

## 内容概要

《实用英语综合教程(2)(非英语专业用)》第二版曾获2002年全国高等学校优秀教材一等奖。《实用英语》系列教材是一套专科层次的公共英语教材,是教育部规划的高职高专英语教材。本套教材1995年正式出版发行,1999年至2000年进行了第一次修订。为了更加有利于学生英语应用能力的培养,结合这几年《实用英语》的教学使用反馈,修订组以教育部2000年颁发的《高职高专教育英语课程教学基本要求(试行)》为依据,对《实用英语》进行了第二次修订。

与第二版相比,《实用英语综合教程2》(第三版)每册由原来的10个单元改为8个单元,对技能训练部分的项目作了少量调整,并调换了部分单元的课文。修订后的《实用英语》按照《基本要求》中的词汇重新对《综合教程》课文的分课词汇表进行了标记和增删。

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4 Thirdly, make a little extra effort with your appearance. Is your hair tidy ?  
Your shirt freshly pressed ?  
Your dress clean ?  
Shoes polished ?

So, your preparations complete, you have arrived at the office on time and are waiting to be called for the interview. If you are feeling a little nervous, take a few deep breaths and let them out slowly. Read through your curriculum vitae again so that it is fresh in your mind. 5 When the interviewer or a secretary invites you in, try to show courtesy in your appearance and manner. Stand until you are invited to sit and then sit straight in the chair, do not lounge. Relax and smile. 6 The interviewer will begin by asking you questions about yourself, your curriculum vitae and even perhaps what you hope the future holds. Answer the questions simply, directly and honestly. Do not show impatience if you feel the interviewer is repeating things or asking questions that have no relevance to the matter in hand. He or she probably just wants to know if you have opinions of your own, and whether you can speak sensibly and coherently. Look straight at the interviewer when you answer questions and if asked about your family or school speak with loyalty and affection. Call the interviewer "Sir" or "Madam" or use a name if you have been asked to do so. Keep your certificates and other documents until they are asked for. If you failed an exam or had a job before do not be afraid to talk about it. If you are asked what salary you expect, state the figure mentioned in the advertisement you replied to. 7 If you sense that the interview is coming to an end, be ready with your queries. The interviewer may ask you if you have any questions but if you are not asked, wait for a suitable moment. You have as much right to be concerned about your future work as the interviewer has about your ability to do the job. Do not lay undue emphasis on questions about holidays, days off, lunch breaks, sports facilities, etc. Ask first of all about promotion prospects, other examinations you can take to get ahead and so on.

8 When the interview is at an end, stand up, wish the interviewer "Good morning" or "Good afternoon", and walk out.

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