

实用英语表达

Practical English Communication

外文学院公外部内部讲义

请勿外传 违者必究

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Module 1

Loving Relationships

Topics	Projects	Targeted skills
Love and Happiness Family Life	1. Conducting interviews on relationships 2. Describing yourself and a person you love	Interviewing people with prepared questions Describing people with specific details

Topic 1 Love and Happiness



Love works in miracles every day: such as weakening the strong, and strengthening the weak; making fools of the wise, and wise men of fools.

--Marguerite De Valois, Queen of France in the 16th century

Part I Topic Preview

Work in small groups. Discuss the questions below.

1. Have you been impressed by any love stories? Share one with your group.
2. What is love? How do you define it?
3. Is it easy to find true love? Why or why not?

Key words:

baseball diamond pizza fancy dress party film river

Vocabulary:


frizzly yearbook platonic hit it off chap trip over

Before listening, read and discuss the following questions.

- 1) How easy is it in your city for young men and women to meet and spend time alone together?
- 2) At what age do young men and women usually begin to date with each other?
- 3) At what age is it customary for people to get married?
- 4) What do you think of the "boy-meets-girl" custom?

Now listen to five people describing their first meetings with their present partners. Listen carefully and take notes in the following chart.

	Where did he/she first meet his partner?	What's the most impressive thing?
Kate		
Kerry		
Carolyn		
Jill		
Carole		

3.  Listen to an interview on love and relationship. First, read the key words and vocabulary below.

Key words:

physical appearance fall in love loving somebody

vocabulary:

sustain differentiate Barbara Cartland

Now listen and complete the following notes.

Interview Q & A	
Questions	Responses
<p>1. What _____ to each other?</p> <p>2. Why do you say _____?</p> <p>3. Is _____ misleading for people?</p> <p>4. What _____ really _____?</p>	<p>1. _____ (ex. _____, _____, etc.)</p> <p>2. Because you should _____ and _____</p> <p>3. _____.</p> <p>3. _____. Because people go into a relationship with _____ created by....</p> <p>4. You have to _____.</p> <p>falling in love= _____</p> <p>loving somebody= _____</p>

Work in pairs and enact the interview with the notes above. Then, discuss the interview questions in small groups.

Part III Oral Presentation Projects

1. Interview three people about what they consider when looking for a life partner. Circle Male or Female. Ask them to rank each factor from 1(very important) to 3 (not very important). Write their answers in the chart.

Factors	Male/ Female	Male/ Female	Male/Female
Physical appearance			
Personality			
Hobby			
Educational background			
Family background			

Then report your interview results to the class. What factors were most important? Why? Did men and women answer differently? Explain.

2. Suppose that you are looking for a date or a life partner online, try to write a great personal ad, which is also a way to learn about yourself. Before you start, consider the following suggestions:

- 1) **Say cheese.** Post a terrific photo of yourself if you're using an Internet dating service. If he likes the photo, he'll read the ad.

- 2) **Show your personality, don't tell it.** Create a persona and your ad stands out. Instead of saying you're funny or well-educated or caring, demonstrate that. What are your interests? Paintings? Which ones? Your garden? Why? Your essence shines through the details. Be specific. Be surprising.

- 3) **Avoid personal-ad speak(套话).** Don't "like fine dining" when you can be passionate about Memphis barbecue, don't "enjoy movies" when you can declare your enthusiasm for Mel Brooks.

- 4) **Include the basics.** List your age and occupation, way of contact, whether you're looking for a date or a life partner.

adapted from the February 2003 issue of [O, The Oprah Magazine](#)

Part IV Writing Tips

Module 1

Loving Relationships

Topic 2 Family Life



Home is where the heart is. There's no place like it. I love my home with a ferocity totally out of proportion to its appearance or location. I love dumb things about: the hot-water heater, the plastic rack you drain dishes in, the roof over my head, which occasionally leaks. And yet it is precisely those dumb things that make it what it is--a place of certainty, stability, predictability, privacy, for me and for my family.


by Anna Quindlen

Part I Topic Preview

Work in small groups. Discuss the questions below.

1. What are your parents like? Describe them to each other in your group.
2. What they have done touched you most? Do you agree "Home is where the heart is"?
3. When having conflicts at home, how would you solve them?


Part II Integrated Practice

1.  Listen to part of the song “Because You Loved Me” by Celine Deon and fill the blanks below. Describe to each other a person the song brings to your mind.

For all those times you _____ me
For all the truth that you made me see
For all the joy you brought to my life
For all the wrong that you _____
For every dream you made come true
For all the love I found in you
I'll be forever thankful baby
You're the one who _____
Never let me fall
You're the one who saw me through
through it all

(Chorus)

You were my _____ when I was weak
You were my voice when I couldn't speak
You were my eyes when I couldn't see
You saw the best there was in me
_____ when I couldn't reach
You gave me faith 'coz you believed
I'm everything I am
Because you loved me

2.  Four people are going to talk about their relationships with their parents. Write down the phrases they use to describe the relationships. Then, describe your relationship with your parents with specific details.

Speaker 1: _____


Speaker 2: _____

Speaker 3: _____

Speaker 4: _____

My relationship with my parents:



3.  You're going to hear a report on the relationships between mothers and daughters.

Key words:

conflict mother daughter critical

rejected

criticisms betrayed father's role let go

Vocabulary:

strain nurture onset puberty

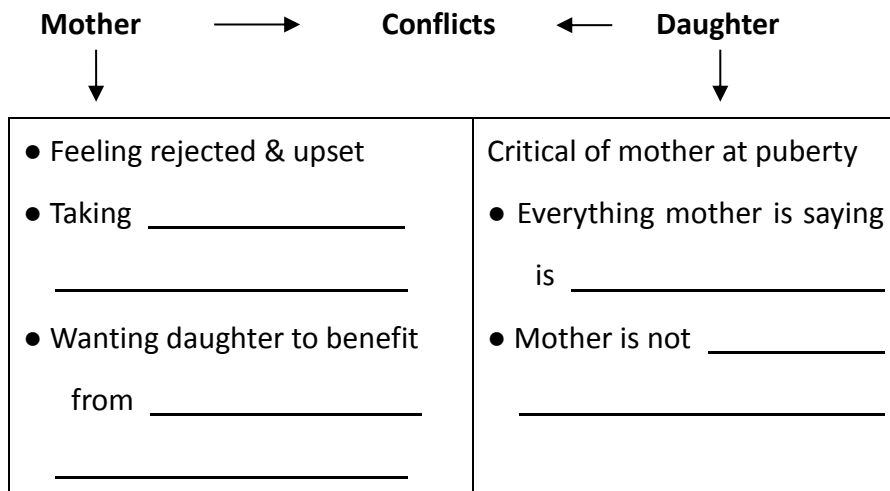
maternal defuse impetus

- 1) In the report, three experts are introduced. Supply the missing information about the three people.

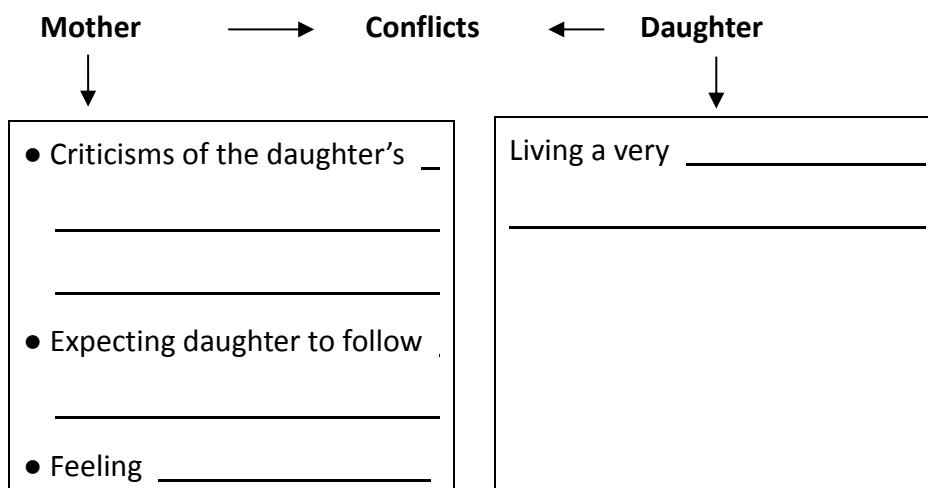
Name	Profession	Research area	Findings of the research	Title of the book written
Lynn Davidman	Professor of women's studies	The immediate and longer-term impact of a _____ _____ _____	An idealized view of their mothers - _____ _____ _____	<i>Motherloss</i>
Roni Cohen-Sandler	_____ _____ _____	Women and adolescent girls	Mother-daughter conflicts starting with the onset of _____ _____	/
Victoria Secunda	_____ _____ _____	/	Conflicts between mothers and daughters ● more _____ ● start _____	_____ _____ _____ _____

2) Listen again. Now focus on what causes the conflicts between mothers and daughters. What is the advice given by the experts? Complete the exercise.

According to Roni Cohen-Sandler:



According to Victoria Secunda:



Advice from the experts:

- (to Mother) learning to _____
- (to Mother and daughter) getting benefit from viewing conflict as _____

- (to Father) playing the important role of _____

3) Work in small groups and discuss about the possible causes of parent-and-child conflicts. Do you agree with the causes given in the audio clip? What other reasons are they for this problem?

4) Read the following passage taken from the book *Battle Hymn of the Tiger Mother*. If you were the mother's child, would you accept her rules or fight against them? Or what would you do to make the mother change them?

A lot of people wonder how Chinese parents raise such stereo-typically successful kids. They wonder what these parents do to produce so many math whizzes and music

prodigies, what it's like inside the family, and whether they could do it too. Well, I can tell them, because I've done it. Here are some things my daughters, Sophia and Louisa, were never allowed to do:

- attend a sleepover(外宿聚会)
- have a playdate
- be in a school play
- complain about not being in a school play
- watch TV or play computer games
- choose their own extracurricular activities
- get any grade less than an A
- not be the #1 student in every subject except gym and drama
- play any instrument other than the piano or violin
- not play the piano or violin

Part III Oral Presentation Projects

1. Work in small groups and design a survey on parent-and-child relationship. What do you want to know about the topic? What kind of questions will help you get clear and correct information? Bring your questions to the class, conduct the survey, and then report your findings to the class. Here are a few sample questions.

-
- 1) Do you often call or write to your parents?
 - 2) Do you know your parents' birthday?
 - 3) Do you celebrate Mothers'/Fathers' Day?
 - 4) Do you turn to your parents for help when you have problems?
 - 5) Is there any generation gap between you and your parents?
 - 6) Do you understand your parents' values?

...

2. Describe a person you love such as a family member, a relative, or a friend in an essay of no less than 200 words. Before you write, consider the following questions: What makes him/her special for you? What details can best illustrate that point?
3. Read *Battle Hymn of the Tiger Mother* from Chapter 24 to Chapter 27 and describe the tiger mother in a short essay. What is her character? How is it reflected in her way of raising children?

Part IV Writing Tips

Module 2

Travel and Exploration

Topics	Projects	Targeted skills
Travel My dreamtrips	Conducting interviews on people's preferred ways of travel Describing your dream place and plan a dreamtrip itinerary A traveler's tale	Interviewing people with prepared questions Describing places with specific details and working out a detailed itinerary Story-telling

Topic 1 Travel



Traveling is more than the seeing of sights; it is a change that goes on, deep and permanent, in the ideas of living.
--Miriam Beard

Learners' Dictionary

- Varieties of travel
excursion, tour, trip, journey, voyage, crossing, flight, picnic, exploratory trip, package tour, backpacking...
- Means of transportation
bus, coach, boat, ship, train, plane, bike, van, taxi, canoe, motorcycle, ...
- Tourist attractions
places of interest, scenic spots, historic sites, museum, beach, resort, mountain,


- natural wonders,...
- Entertainment activities
skating, skiing, water-skiing, surfing, wind-surfing, sailing, kayaking, diving, sunbathing, fishing, horse-back riding, mountaineering expedition,...
- Things to take
backpack (rucksack), luggage, suitcase, (video) camera, food, money, foreign exchange, traveler's check, cash, currency, credit card, map, passport, visa, itinerary, phrase book, guidebook, tent, sleeping bag, compass, telescope, airfare, train ticket,...
- Where to stay
hotel, inn, motel, youth hostel, campsite (campground AmE), mountain refuge, pub, B&B (bed and breakfast),...

Part I Topic Preview

Work in small groups. Discuss the questions below.

1. Do you like to travel? What can you get from traveling?
2. What was your most memorable travel experience, either at home or abroad?
3. What means of travel do you prefer, by plane, by train, or by bike?

Lead-in listening activity


1.  Listen carefully to some announcements broadcast at some airports. and pay special attention to flight numbers, departure times and boarding gate numbers. Write them in the correct spaces. (2-1.1 flight announcements)

Key words:
call flight passenger depart board

Vocabulary:
depart board due shuttle check in
Albania Frankfurt Karachi Edinburgh Nairobi
Madrid Hamburg Muscat Kuala Lumpur Dublin

Airlines	Destination	Flight numbers	Departure time	Boarding gate
British Airways	Tokyo			Gate_____
British Airways	Boston			Gate_____
British Airways	Karachi			Gate_____
TWA	New York			Gate_____
British Airways	Edinburgh	BA Super Shuttle	/	Gate_____
East African	Nairobi			Gate_____


British Airways	Cork		/	Gate _____
Iberia	Madrid			Gate _____
Lufthansa	Hamburg			Gate _____
British Airways	Singapore			Gate _____
Aer Lingus	Dublin		/	Gate _____
British Airways	Athens		/	Gate _____

2.  In this part you are going to hear two telephone conversations between a travel agent and two different customers who want to rent holiday homes. Listen carefully and complete the following chart with key words according to the information you hear on the tape. **(audio 2-1.2 villa rental)**

<p>Key words: Villa Rentals holiday villa bedroom bathroom kitchen sitting-room terrace car video rent fishing village</p> <p>Vocabulary: villa facilities terrace grand inclusive video advert whereabouts convertible divan agency _____</p> <p>Naples Metro Renault Ford Fiesta The Mediterranean Minorca Gatwick</p>
--

	Customer 1	Customer 2
Dates required	_____	_____
No. of bedrooms	_____	_____
No. of bathrooms	_____	_____
No. of other rooms	_____	_____
Swimming pool	_____	_____
Maid service?	_____	_____
Car rental weekly	_____	_____
Air fare included?	_____	_____
Cost per person	_____	_____

Part II Integrated Practice


1.  Douglas and Annabel have arrived at their friend Charles' house by plane and by train respectively. Which means of transportation is better? Listen to their conversation and complete the following chart with key words. (2-1 integ. 1 only way to travel)

<p>Key words: Journey plane jet travel train</p> <p>Vocabulary: Marvelous Victoria Plymouth</p>

	By plane	By train
Departure time	_____	_____
Arrival time	_____	_____
Advantages	_____	_____
Disadvantages	_____	_____

- 1.1 Follow up activity: Work in small groups and list the risks and benefits of taking train and plane when traveling.

By train	By air
Ex. Cheap fare 😊	Ex. Fast for long distance 😊

2.  You're going to hear an interview with three tourists visiting Xi'an, China.
- 2.1. First listen to the introduction part. Supply the information about Xi'an and Qin Shihuang. (2-1. Integ. 2.1 Xi'an intro)

Key words:	Xi'an	tourists	the Terracotta Warriors			
Vocabulary:	backdrop	elixir	toil	prudent	footage	touristy
	phenomenal					

Xi'an is now the capital of _____. During the Tang Dynasty, it was the capital of _____, known then as _____. It was _____ city in the world. It's also of China's first Emperor – Qin Shihuang.

Qin Shihuang was China's first Emperor, who unified _____ to create _____. In order to live on eternity in safety and comfort, Qin Shihuang, before his death, made thousands of Chinese _____ to build the home of the Terracotta Warriors. Now it has become one of the most remarkable _____ on the face of the earth.

2.2 Now listen to the interview with the first tourist. Supply the missing information. (2-1 integ. 2.2 interview)

First tourist	
<i>Name</i>	<i>Barbara Oppenheimer</i>
<i>From</i>	_____
<i>1st time?</i>	_____
<i>Impressions of the warriors</i>	_____

2.3 Now listen to the interview with the second tourist. Supply the missing information.

Second tourist	
<i>Name</i>	<i>Linda Linux</i>
<i>From</i>	_____
<i>Occupation</i>	_____

<i>Impressions of the warriors</i>	_____

<i>Activities in Xi'an</i>	_____

2.4 Now listen to the last part of the interview. Supply the information.

Third tourist	
<i>Name</i>	<i>Bill Vineberg</i>
<i>From</i>	<i>British Columbia</i>
<i>Places he has been to</i>	_____

Impressions _____

Reasons for visiting China _____

3.  Listen to a bus tour presentation and do the exercises. (2-1. Integ. 3 bus tour)

Key words: Kathmandu

3.1 Choose the best answer (a, b, or c) for each of the following questions.

- (1) Where does this dialogue take place?
 - a. On a bus.
 - b. On the phone.
 - c. At a travel agency.
- (2) What is the relationship between the two speakers?
 - a. Teacher and student.
 - b. Travel agency and traveler.
 - c. Shop assistant and customer.

3.2 Fill in the following advertisement.

Come for a Wonderful Trip to Kathmandu.

Route: From _____ to _____ back to _____

Time: _____ next spring, leaving on _____

Cost: _____ per person

Vehicle: A _____ bus with room for _____, fully equipped for _____ with _____ that is put up every evening if the weather permits.

Note: Please book _____ in advance.

3.3 Follow-up activity:

Work in pairs and make up a similar tour presentation.

Part III Oral Presentation Projects

1. Cooperative Learning: A Mini-survey

Conduct a mini-survey on one of the following topics:

1. Benefits of travel (i.g. for relaxation, for sightseeing, etc.)
2. Best places for travel (i.g. landscapes, or big cities, etc.)
3. Best way of travel (i.g. hiking, cruising, etc.)

Procedures:

1) First remember to narrow down the topic to a more manageable research question and then formulate¹ 2-3 related sub-questions covering different aspects of the subject.

The following is an example demonstrating how to use more specific and focused sub-questions to refer to the more general concept of “ambitions”.

Survey question: What are your ambitions?

Sub-questions for the survey:

1. *What do you do for a living?*
2. *What do you do for fun?*
3. *What's the most exciting thing that's happened to you recently?*
4. *Who do you admire most in the world?*
5. *What do you want to be doing five years from now?*

Do not forget to include basic demographic information of the respondent such as their age, gender, etc., which can provide supportive clues for data interpretation and analysis.

2) Then interview your classmates or schoolmates on campus to get their responses to your questions. Afterwards, sum up your data within groups and present the data in the form of graphs or charts.

3) Finally, write a short essay according to the data.

2. (optional Speaking Task 1:)

Matching the following English signs with their Chinese equivalents.

Dangerous bend	弯道危险,	Diverted traffic	交叉路口,	Entry to motorway	高速入口,
Left junction	左交叉口,	Low bridge ahead	前方桥低,	No entry	禁止驶入,
No stopping at any time	任何时间不准停车,	No thoroughfare	禁止通行,		
No trade or business vehicle unless authorized	未经允许货车禁止通行,				

¹ To formulate is to develop something such as a plan or a set of rules, and decide all the details of how it will be done. 构想

Pedestrian crossing ahead 注意前方人行横道, Pedestrian crossing 人行横道,
Road closed 此路封闭, Slow, school 前方学校请慢行,
No parking constantly in use 此处经常使用, 禁止停车;
Please do not park in front of the barrier 请不要在护拦前停车;
Strictly no parking 严禁停车, Bus and Coach 公共汽车和长途汽车,
Bus stand 公共汽车停车处, Mind the gap 小心台阶间跨度;
Not valid on certain trains. 车票对某些列车无效; Peak hours only 只限高峰时段;
Please keep gateways clear 请保持过道畅通;
Please retain your ticket for inspection 请保留车票待检;
Single or return tickets only 单程或往返程票, Reserved seating 预定的座位,
Return fares 往返票价, Short stay 短暂停留, Stay close 跟紧,
Welcome aboard 欢迎登机

Speaking task 2: Design a one day tour and tell what signs you may encounter and how these signs direct you or mislead you. 给出几个公共场所可能遇到的指示牌图片。



Part IV Writing Tips

Module 2

Travel and Exploration

Topics	Projects	Targeted skills
Travel	Conducting interviews on people's preferred ways of travel	Interviewing people with prepared questions
My dreamtrips	Describing your dream place and plan a dreamtrip itinerary A traveler's tale	Describing places with specific details and working out a detailed itinerary Story-telling

Topic 2 My Dreamtrip



To travel hopefully is a better thing than to arrive, and the true success is to labor. —
Robert Louis Stevenson

Part I Topic Preview

Work in small groups. Discuss the questions below.

1. What places of the world are you longing to visit once in your life?
2. What are your preferred ways of travel?
3. How do you go about planning your travel? What steps to take?

Lead-in listening activity

1.  Listening for Details

A. Listen to the conversation and fill out the specific information in the chart below.

Name of the Hotel	
Room Type	
Arrival Time	
The Way to Pay	
The Expiry Date	

B. Speaking

Listen to the conversation again and try to make a similar dialogue with the help of the following words and expressions.

Information Box

Hotel room type

en-suite 套房

twin room you 带两张单人床的房间的
房间

imperial suite 皇室套房

suite deluxe 高级套房

mini suite 小型套房

family suite 家庭套房

double room 带一张双人床

presidential suite 总统套房


junior suite 简单套房



honeymoon suite 蜜月套房

Useful Expressions

1. I'd like to book a double room for Tuesday next week.
2. What's the price difference?
3. A double room with a front view is 140 dollars per night, one with a rear view is 115 dollars per night.
4. I think I'll take the one with a front view then.
5. We'll be leaving Sunday morning.
6. I'd like to book a single room with bath from the after-noon of October 4 to the morning of October 10.
7. What is the rate, please?
8. What services come with that?
9. That sounds not bad at all. I'll take it.
10. By the way, I'd like a quiet room away from the street if the is possible.

Part II Integrated Practice

1.  Listen to Joey and Courtney discuss two properties that Courtney looked at.
 - 1) As you listen, take notes about the advantages and disadvantages of each place.

House	Advantages	Disadvantages
	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Condominium		
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

1.1. Follow-up activity: Compare and contrast different accommodation and list their advantages and disadvantages.



2.  Listen to Tour of London. (2-2 integ. 2 tour of london)

2.1 Choose the best answer (a, b or c) to complete each of the following statement.

- (1) The woman wants to take _____ tour of London for her and her husband.
 - a. a half day
 - b. a full day
 - c. a day and evening
- (2) In the evening, the children will be _____.
 - a. taken to the theatre
 - b. taken to the dinner entertainment
 - c. taken care of by the hotel
- (3) The full tour means _____.
 - a. a tour lasting a whole week
 - b. a tour lasting a whole day

- c. a tour lasting a day and an evening
- (4) The tour will cost each of the adults _____.
 - a. 70 pounds
 - b. 140 pounds
 - c. 30 pounds



2.2 Rearrange the following statements following the order of the morning tour.

- (1) You'll be provided with sandwiches and coffee, orange juice for the kiddies.
- (2) and Buckingham Palace.
- (3) and Westminster Abbey.
- (4) From there you'll have a river trip down the Thames
- (5) You 're taken to see the Changing of the Guard,
- (6) Big Ben,
- (7) You'll see the Beefeaters,
- (8) After that you'll be taken down Whitehall to see
- (9) and the Crown jewels.
- (10) the house of Parliament,
- (11) towards the Tower of London.



2.3 Write out the attractions the tourists can see in the following places.

- a. Whitehall: _____
- b. The Tower of London: _____
- c. Madame Tussaud's: _____
- d. The London Planetarium: _____

3.  Listening to itineraries


Itineraries are very easy to follow when they're laid out in a table, but listening to itineraries can be confusing. This is because speakers don't use the same sentence structures in describing each day. Therefore, before listening to an itinerary, it is helpful to draw up a table to help you take notes. The table should include columns for days, date, place and activities.

3.1 Look at the table first. Then listen to Part 1 and 2 and complete the table.

Day Date	Place	Activities and highlights
1 03/07		_____
2 04/07	Los Angeles	_____ Boulevard _____
3 05/07		Disneyland _____
4 06/07		_____ Pool, Exploring _____, Bellagio Casino
5 07/07	Las Vegas New York	Grand Canyon _____
6 08/07		_____ to Manhattan, Wall Street, the _____ Headquarters, Metropolitan museum, and the _____ Building
7 09/07		_____ to see the _____ Liberty Fly back

3.2 Listen to the recording again and choose the best answer.

- How does the travel agent expect people to feel on arrival at Los Angeles?
 - unhappy
 - very excited
 - quite tired
- What does the travel agent think about the shows in Vegas casinos?
 - there are some good ones
 - you shouldn't miss any
 - they could be better
- What does the travel agent say about Macy's and Bloomingdales?
 - most famous department stores in the world
 - the best department stores in the world

4.  You're going to hear a shot report on the Palace Museum in Beijing. (2-2 integ. 4 Palace museum)

Key words:

excessive visitors Forbidden City new system

Vocabulary:

ritual superfluous relic

4.1 Complete the following major points.

Place: The Palace Museum / Forbidden City in Beijing

Problem: _____

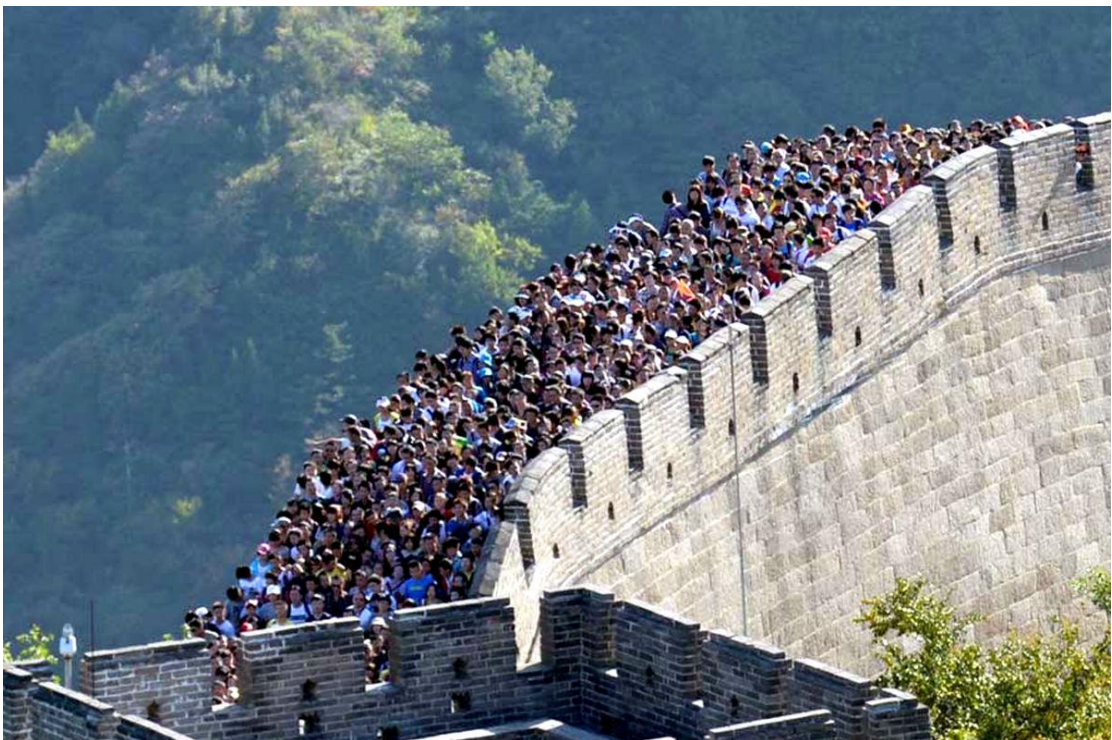
- Consequence: damage to _____

New system

- What: _____

- How it works:
 - 1) keeping _____
 - 2) information the ticket office to
once the number exceeds the museum's _____
- Purpose: making the control of _____

4.2 Follow-up activity: Discuss with your partner your experience of holiday tours during National Day or May Day. How do you feel about it? What can be done to lessen the problem of excessive visitors?



Part III Oral Presentation Projects

1. My Dreamtrip.

Work in small groups and design a detailed itinerary to share with the whole class competing for the BEST DREAMTRIP prize.

Step 1. In small groups, each student describes your dream place you are longing to visit once in your life. Provide specific details with a focus about the place you are to recommend.

Step 2. Each group choose one or two best recommendations and work out a detailed itinerary for a package tour. Each group present your dreamtrips to the whole class with PPT and other groups vote for the best three.

2. Real World Speaking: A Traveler's Tale

Prepare a travel tale to tell a partner.

Step 1: Think of a story that is relevant to travel. You can choose one of the following if you like:

- a story from a novel
- a story from a film
- a traditional story
- an episode from real life
- a story you imagined

Step 2: Make notes. Consider these questions:

- What characters are involved?
- What was the purpose of the journey?
- How was the journey taken?
- What happened on the journey?

Step 3: Arrange your notes into a suitable order to tell your story.

Step 4: Tell your story.

3. Write a short essay about your favorite place or your unforgettable travel experience.

Part IV Writing Tips

Module 3

Business English

Topics	Projects	Targeted skills
Job interview	1. Conducting a job interview 2. Interview skills improvement	Interviewing people with prepared questions Practical writing practice

Topic 1 Applying for Jobs



Whenever you are asked if you can do a job, tell them “Certainly I can!”—and get busy and find out how to do it.

-- Theodore Roosevelt

Part I Topic Preview

1. Work in pairs and make two lists about job interviews. In the first list, write the expectations of the interviewer. In the second, write those of the interviewee. Use these questions to help you.
 - (1). What do you want to know about the other party?

- (2). What qualities do you think the other party should possess?
 - (3). What questions will you ask the other party?
- Compare your list with other groups.

Part II Integrated Practice



1. Finding a Job

1) Complete the information chart for the applicant with what you hear on the tape.

1. Name: _____
2. Address: _____
3. Telephone number: _____
4. Date of birth: _____
5. Present job: _____
6. Language: _____
7. Formal qualifications: _____
8. Present salary: _____

2) Work in small groups and list Miss Gable's responsibilities with her present job and the would-be responsibilities with the job she is applying for.

A. Responsibilities with the present job

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

B. Responsibilities with the new job

- a. _____
- b. _____
- c. _____
- d. _____

3) Then share your views with your group members about whether Miss Gable should accept the job or not.

2. You will hear a lecture about attending job interviews.

Key words:

qualification prospective employer mission statement
corporate culture

vocabulary:

poise rehearse courtesy attire well-groomed discreet
fidget upbeat

Before listening, read and discuss the following statements. Do you agree or disagree with each statement? Why?

1. It is pointless to rehearse an interview with a friend beforehand. One can never guess what the interviewer is going to ask.
2. You should arrive ten minutes before the interview time.
3. Interviewers always consciously look for messages behind job applicants' body language.
4. To exaggerate one's qualifications is always a shortcut to success.
5. It is all right to negotiate terms on the contract during the first interview.
6. Interviewers usually inform the candidates of coming steps in a selection process towards the end of an interview.

1) Now listen to the lecture and decide whether the above statements are true or false.

2) Listen to Part 1 of the speech again. Number Steps 1-4 towards giving a good interview.


Preparation	Body language	Appropriate dress	Courtesy
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Arrive early. Be polite and pleasant. Be prepared for cultural difference.

Find out the company history, mission statement, company culture. Prepare how to give information about yourself.

Give the right impression with your body, show enthusiasm and confidence but do not move around too much.

Make a good visual impression. Wear professional clothes. Make sure you are clean and tidy.

3.  Listen to three people talking about the mistake they once made in a job interview. First, read the key words and vocabulary below.

Key words:

specialist website CV (curriculum vitae)

vocabulary:

editor laid-back tactful tricky invaluable

- 1) Read about three people who made mistakes in interviews and guess what their mistakes were. Then listen and find out if you were right.



- ___ Mike Long is an IT specialist. He is good at what he does but he can be quite forgetful. He went to an interview with a large IT company and found out that he had forgotten to do something very important.
- ___ Sue is publishing. She is very fashionable and always thinks about what she wears. But at one interview she made the kind of mistake she had never imagined she would make.
- ___ Daniel knows he is good at what he does. Usually he comes across as very knowledgeable and confident in interviews. But once he said the wrong thing when someone asked him about his boss.

After your Listening, fill in the table about what mistake each of them make in a job interview.

Name	Mistake made in the interview
Mike	
Sue	
Daniel	

- 2) Listen to each part separately. After each listening, imagine you are the interviewer talking to a colleague afterwards. Complete your comments on each applicant.

Part 1	
Colleague:	So, how was Mike Long?
You:	Terrible...

<i>Part 2</i>	
Colleague:	Well what do you think of Sue?
You:	I'm afraid...

<i>Part 3</i>	
Colleague:	How about Daniel Brown? He seemed very competent.
You:	I wasn't impressed...

3) Respond to Ideas

Read the following words spoken by Daniel and answer the questions below.

“Never say bad things about other people in interviews – it always reflects badly on you as a person.”

- How does it reflect badly in an interview?
- How is it also a good lesson outside of interviews?



Part III Oral Presentation Projects

1. Role-Play: Work in groups of four.

Step 1: Decide on a job the interview is for. Pick an industry or a business and a position that needs to be filled. Work out the job title, the responsibilities, and the qualifications needed. Discuss and complete the table below.

Step 2: Prepare your roles. You need one interviewer and three candidates. The interviewer must decide what kind of a person he or she is looking for. The interviewees must imagine the questions the interviewer will ask and prepare answers. They must invent qualifications and experiences they already have.

Step 3: Conduct the interviews. Each interview should last about five minutes. The interviewer needs to pick the successful candidate and explain to the class why that person was chosen.

For Step 1

Industry/Business	Job title	Responsibilities	Qualifications needed

For Step 2

Read the questions relevant to your role. Make notes in preparation.

Interviewer

These questions are a guide. Write down your own specific questions.

- 1 What are this person's academic qualifications?
- 2 What is this person's experience?
- 3 Does this person understand the role?
- 4 What characteristics will help in this role? Does this person show them?
- 5 What makes this person stand out?

Candidates

- 1 Which of my qualifications are relevant?
- 2 What relevant experience do I have?
- 3 How can I show that I understand the requirements of this job position?
- 4 What parts of my personality will help me in this job?
- 5 How can I show that I have something special to offer?

2. Study the application letter in the appendix, write a job application letter and a resume for the job you are interviewed for.

3. General Training: Reading and Writing

How to answer any interview question

To start, take a trip from consultants who coach executives on how to handle media interviews. They say you can deliver the message you want to an employer, regardless of the question you're asked.

"Unlike some politicians, who take no notice of press questions and immediately introduce, a different topic in response, job candidates must answer employer's queries," says John Bartford of the interview training firm Genesis. "However, you can quickly make the transition from your answer to the important points you want to convey about your qualifications," he says.

He advises candidates at job interview to apply the formula Q=A+1: Q is the question; A is the answer; + is the bridge to the message you want to deliver; and I is the point you want to make.

Diligent preparation is also necessary to effectively answer any interview question, say senior executives. They give a number of useful tips:

Learn as much as you can beforehand. Ask company employees questions prior to job interviews to gain as much insight as you can. If the company is publicly owned, find out how viable it is by reading shareholder reports. You can then tailor what you say to the company's issues.

Be prepared for questions that require you to show how you handled difficult challenges. These questions require stories in response, but as it's unlikely that you'll have one that fits every situation, try to recall some from your past experience that show how you coped with a range of issues.

Count on being asked about a past mistake or blemish on your career record, and don't try to dodge the issue. Ms Murphy, president of the Murphy Group, a media interview training firm, says that it's important to steer clear of lies at all costs. Just answer the question and move on.

When discussing a mistake, focus on the positive outcomes. "You learn as much by dropping the ball as you do by catching it," says senior executive Mr. Friedmann. When he was being interviewed for his current job, he mentioned he had been involved in many successful turnarounds and one that failed. "And I said how I'd benefited in many ways from going through that experience," he says.

Complete the sentences below.

Choose **NO MORE THAN TWO WORDS** from the text for each answer.

1. The writer warns candidates not to imitate the way that _____ ignore questions in interviews.
2. Interviewees are recommended to follow a certain _____ to allow them to communicate their main points.
3. Senior executives advise candidates to request information from _____

before an interview.

4. A candidate can also learn about a business by studying its _____.

5. The head of an interview training firm advises people to avoid telling _____.

6. In his job interview, one executive explained how he had _____ considerably from a previous failure.

Part IV Writing Tips



Module 3

Business English

Topics	Projects	Targeted skills
Job interview	1. Conducting a job interview 2. Interview skills improvement 3. Future aspirations	Interviewing people with prepared questions Practical writing practice

Topic 2 Future



Let go of the past and go for the future. Go confidently in the direction of your dreams. Live the life you imagined. - Henry David Thoreau

Part I Topic Preview

Work in small groups. Discuss the questions below.

1. Do you think there are some people born to be prodigies?
2. What scares you most about your future?
3. What is your ideal future career?



Part II Integrated Practice

1.  Listen to the passage on parents' attitude towards cultivating children.

Key words: free time, stress, experts, prodigies, extracurricular activity, enough is enough,
Vocabulary: syndrome, ballet, gymnastics, prodigy, well-rounded, well-grounded,

- 1) Listen to the passage and fill in the blanks in the following outline.
1. Over-scheduled syndrome -- _____
 2. Cultural shift in the past few years
 - a. The past: children taking part in extracurricular activities (_____, _____, _____) in a _____ way
 - b. The present: a real emphasis and stress on these children to be _____ / _____ in these activities
 3. Solution: _____

2) Complete the following chart with various extracurricular courses you ever took during different learning periods.

	Kindergarten	Primary School	Middle School	College
Boys				
Girls				

3) Work in small groups and list the advantages and disadvantages of experimental class towards children's childhood.

Advantages	Disadvantages
Ex. Birds of a feather flock together.	Ex. inferiority


2.  You are going to hear British young people's anxiety about future.

Key words: young people, youth culture, future, dark side, positive side, accepted, new business ventures, volunteers, skills, opportunity,


Vocabulary: heyday, advent, flower power, teenybopper, hooliganism, portray, extraction, option, executive, VAT(Value Added Tax 增值税), embark, the Beatles, the rolling stones

Before listening, read and discuss the following questions.

- 1) What are young people most worried about?
- 2) What do adult people think of the young?
- 3) What kind of young people will succeed in the future?

2.1  Now listen to the first part of the passage **British Youth** and find the differences between your answer and what you heard.

	Your answer	What you have heard
What are young people most worried about?		
What do adult people think of the young?		
What kind of young people will succeed in the future?		

2.2  Listen to the second part of the passage **British Youth** and answer the following questions.

1. What's the bright side and the dark side for young people according to this passage?

Bright Side	Dark Side

2. What does the young Asian person say about being accepted in Britain?
-

3.  Listen to a passage about young people's starting new business and answer the following questions.

1. What's the purpose of setting up the organization in Britain?

2. How many volunteers does the organization have?

3. How many new businesses will they start up this year?

4.  Listen to a report about young entrepreneurs in the United States. Take

notes and complete the following outline.



Key words: new business creations, young people, technology, take risks, opportunity, possibility

Vocabulary: Stigma (烙印; 耻辱, 污名), start up, influx (流入), venture capital (风险资本), notch (刻痕; 槽口)

I. The boom of new business creations

The United States is in the midst of a boom in new business creations, one that is being carried out primarily by entrepreneurs in their _____. Never before have so many young people started so many businesses.

II. The characteristics of the youthful generation

Technology is changing everything, says Kate O'Halloran, who helps run a graduate entrepreneur program at Babson College in Wellesley, Massachusetts. And no one, she says, is more tuned in to the latest technology than young people. Add to that the unusually long recent period of national prosperity, Mrs. O'Halloran says, and you have a youthful generation with a _____ on life. This new generation of twenty and thirty something have never really seen a _____, they've never really had an _____. They are absolutely willing and able to take more _____ risks, _____ risks. The stigma of having a start-up that has failed is almost a badge of honor, which is certainly unique to this country and very, very different than in years past.

III. Historical periods similar to some of today's business characteristics

Business historian Rita David agrees there's never been a period in American history where so many young people have started businesses that have made them so wealthy so quickly. But, she says, there have been periods which share some of today's characteristics. She points to the turn of the last century, the late _____ and early _____ as an example. It was a time of huge technological change, and you've always had tremendous _____ when you've had tremendous _____

in technology. You had a huge influx of immigrants into the country, really following the notion of the American dream, which is that America was the land of _____. It was then Rita David said that Scottish immigrant Andrew Carnegie founded a steel plant that would eventually make him the richest man in the world. It was in that period, she says, that banker J. P. Morgan provided venture capital for such new firms as international Harvester, the American Telephone and Telegraph Company, and General Electric. Like today, she says, there was a sense of limitless possibility.

IV. Comparison between the past and the present business

What always happened in the past is that you had these huge _____ times, you had this huge _____ of entrepreneurialism, which always trickled down to the whole population, and really moved the American standard of living up a notch. Hopefully, she says, today's entrepreneurial boom will have _____ results.

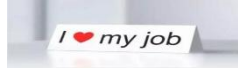
Work in pairs and discuss the practicality of young people's starting business. Then, report it in small groups.



Part III Oral Presentation Projects



1. Work in groups and share the future career aspiration with each other and the reason why the job is to the taste.



actor: 男演员 actress: 女演员 architect: 建筑师 artist: 艺术家 astronaut: 宇航员.
 attendant: 服务员 auto mechanic : 汽车技工 baker: 烘焙师 barber: 理发师 (男)
 baseball player: 棒球选手 bell boy: 门童 bellhop: 旅馆的行李员 binman: 清洁工,垃圾
 工 blacksmith: 铁匠 boxer: 拳击手 broker (agent) : 经纪人 bus driver: 公车(巴士)司
 机 butcher: 屠夫,肉商 buyer: 采购员 carpenter:木匠 cartoonist: 漫画家 cashier: 出
 纳员 chef: 厨师 chemist : 化学师 clerk : 店员 cobbler: 制(补)鞋匠 computer
 programmer : 程序员 construction worker : 建筑工人 cook: 厨师 cowboy :牛仔
 customs officer :海关官员 dancer : 舞者 dentist: 牙科医生 designer: 设计师 desk
 clerk: 接待员 detective 侦探 doctor: 医生 door-to-door salesman: 推销员 driver: 司
 机 dustman: 清洁工 electrician :电工 engineer:工程师 farmer: 农夫 fashion
 designer: 时装设计师 fireman (firefighter): 消防员 fisherman: 渔夫 florist: 花商 flyer:
 飞行员 gardener 花匠(园丁) gas station attendant : 加油工 guard :警卫 guide: 导游
 hairdresser: 理发师,美容师(女) housekeeper : 管家 housewife : 家庭主妇 janitor : 清
 洁工 journalist: 记者 judge 法官 lawyer :律师 librarian: 图书管理员. life guard :救生员
 magician :魔术师 masseur : 男按摩师 masseuse : 女按摩师 mathematician : 数学家
 mechanic: 机械师 ,机修工 miner: 矿工 model: 模特儿 monk : 和尚,教士 movie
 director: 导演 movie star: 电影明星 musician : 音乐家 nun : 尼姑 nurse: 护士 office
 clerk : 职员 office staff 上班族 operator: 接线员 parachutist: 跳伞人. personnel 职员
 pharmacist 药剂师 photographer:摄影师 pilot: 飞行员 planner: 计划员 policeman: 警
 察 postal clerk: 邮政人员 postman :邮差

Then choose the most convincing job speech in the group members and report to the whole class.

2. Divide the whole class into two halves, one side is to continue further graduate study after graduation from college; the other side is to start up their own business. Have a debate which side young people should stand on after college.



Pros	Cons
Continue graduate study after college	Start new business

Part IV Writing Tips

(The End)

