



“十四五”职业教育国家规划教材
(中等职业学校公共基础课程教材)



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兰晓青 主编

英语

职业模块 | 服务类

学习指导与练习



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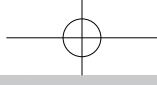
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Unit 1

Today is my first day at work.

基础模块

一、词汇运用

(一) 从下列各小题的 A、B、C 三个选项中选出与句中画线英语单词的含义相符的中文选项。

- () 1. We were friends and colleagues for more than 20 years.
A. 同事 B. 大学 C. 经理
- () 2. The committee includes representatives from industry.
A. 老板 B. 组织 C. 代表
- () 3. Contact the police at once!
A. 联系 B. 告诉 C. 求助
- () 4. She made an appointment for her son to see the doctor.
A. 决定 B. 约定 C. 规定
- () 5. The salesman cheated me into buying a fake.
A. 经理 B. 销售员 C. 顾客

(二) 将下列单词与其英文解释相匹配。

opportunity manager punctual necktie suit

1. Happening or doing something at the arranged or correct time. _____
2. A time when a particular situation makes it possible to do or achieve something. _____
3. A set of clothes made of the same cloth, including a jacket and trousers

Unit 1

or a skirt. _____

4. A person who is in charge of running a business, a shop or a similar organization or part of one. _____

5. A long narrow piece of cloth worn around the neck and tied in the front, especially by men. _____

二、语言运用

将常见的职场英文缩写与对应的中英文描述相匹配。

CEO	越快越好	Marketing Department
HR	营销部	Public Relations Department
Fw	财务部	As soon as possible
PR	首席执行官	Chief Executive Officer
FN	抄送	Carbon copy
ASAP	人力资源部	Financial Department
CC	公关部	Forward
MKT	邮件转发	Human Resources Department

三、语法运用

(一) 从下列各小题的 A、B、C 三个选项中选出一个最佳选项完成句子。

- () 1. —I'm sorry to have kept you waiting long.
—Never mind. I _____ here for only a few minutes.
A. have been
B. have come
C. have arrived
- () 2. He likes hamburgers, but he _____ French fries.
A. don't like
B. doesn't likes
C. doesn't like
- () 3. —Who is the man at the door?
—_____.
A. He is a doctor
B. He is twenty
C. He is a friend of mine
- () 4. I usually sleep with the window open _____ it is really cold.
A. unless B. until C. if
- () 5. Out _____ from the office.
A. rushed the man B. the man rushed C. did the man

(二) 用所给词的正确形式填空。

1. There _____ (be) a girl and two boys in the classroom.
2. It's too hard _____ (understand) the voices.
3. I _____ (lose) my watch yesterday.
4. —How about _____ (play) soccer?
—That _____ (sound) great.
5. You must practice _____ (speak) English every day.

四、情境交际

从下列各小题的 A、B、C 三个选项中选出一个最佳选项完成句子。

- () 1. Speaker A: I'm sorry I broke your coffee cup.
Speaker B: Oh, really? _____
A. It doesn't matter.
B. I don't know.
C. You're welcome.
- () 2. Speaker A: May I open the window to let in some fresh air?
Speaker B: _____
A. Come on.
B. Take care.
C. Go ahead.
- () 3. Speaker A: I won the first prize in the Vocational Nursing Skill Competitions!
Speaker B: _____
A. Glad to meet you.
B. What a pity!
C. Congratulations!
- () 4. Speaker A: Would you please help me with the box?
Speaker B: _____
A. With pleasure.
B. No, please don't.
C. Yes, please.
- () 5. Speaker A: Jack fell down and hurt himself yesterday.
Speaker B: _____
A. Nothing serious.
B. No problem.
C. I'm sorry to hear that.

五、阅读理解

A

根据短文内容，判断下列句子正误，正确为 T，错误为 F。

Xiao Nan is a 10-year-old sister in her family, living with her younger brother, Xiao Yuan, 5-year-old, and younger sister, Xiao Xiang, 7. She lives in an unfortunate family. Her brother was badly ill when he was born and the family had spent all the money to save him. What is worse, her mother passed away three years ago. Because of that, her father went out for work from morning till late into night. Every morning at 6, Xiao Nan and her younger sister often sell newspapers in their community. If they are lucky enough, they can make 15 yuan during the morning by selling more than 30 copies.

When her mother died, Xiao Nan takes the responsibility to look after her sister and brother. Sometimes they wake up at midnight to look for their mother because they miss their mother very much, Xiao Nan will comfort them. Because she is the eldest, she must be tougher than any other friends at her age.

With the help of the community, her father set up a store near their house so that he can make a living and take care of his children. Though Xiao Nan is only 10, she can help her father with the business and look after her brother and sister. She hopes that the family can stay together and that is her dream.

- () 1. There are five people in Xiao Nan's family.
- () 2. Xiao Xiang was badly ill when she was born.
- () 3. Xiao Nan and her sister sell newspapers in their community.
- () 4. Xiao Nan's sister and brother miss their mother so much that they often wake up at midnight.

- () 5. Finally, her father come back home and open a shop to make a living.

B

根据短文内容，从各小题所给的 A、B、C 三个选项中选出最佳选项。

An old man was sitting on the sofa with Mike, his 45-year-old son. Suddenly a dove landed on the ground.

The father asked his son, “What’s this?”

The son replied, “It’s a dove.”

After a few minutes, the father asked his son for the second time, “What’s this?”

The son said, “Father, I’ve just told you. It’s a dove.”

After a little while, the father asked his son for the third time, “What’s this?”

This time Mike could not control his anger and shouted, “It’s a dove, a dove! Why do you keep asking me the same question again and again? I have told you so many times ‘IT IS A DOVE!’ Don’t you understand this?”

The old man silently took out an old diary, turned to a page and showed it to Mike. Though a little impatient (不耐烦), Mike began to read it.

“Today my little son aged three was sitting with me on the sofa, when a dove landed on the ground, and my son asked me what it was. I smiled at him, said it was a dove and hugged him. After a while Mike asked me again and I did the same. Pointing to the same dove, little Mike asked me what it was 23 times and I kept on answering his question and hugging him every time.”

Something gently touched Mike’s heart. His face turned red with

shame for being so impatient to his father and he hugged him tightly.

Your parents have given you many things in their lifetime, but you may not realize that until they are gone.

- () 6. Why did the old man ask his son the question again and again?
- A. He tried to teach his son something in his lifetime.
B. He liked to ask questions.
C. He could not remember anything.
- () 7. How many times did the father ask his son the same question?
- A. Twice. B. Three times. C. Five times.
- () 8. What did the father do after Mike asked him the question?
- A. Shouting at him.
B. Hugging him.
C. Keeping silent.
- () 9. Why did Mike's face turn red?
- A. He was shy.
B. He felt surprised.
C. He felt shamed.
- () 10. What really touched Mike's heart according to the passage?
- A. His father's diary.
B. His father's love.
C. His father's answers.

提高模块

一、补全对话

将方框中所给的 A、B、C、D、E、F、G 七个选项按照适当顺序填入空白处，补全对话。

- A. Don't mention it.
- B. What's it?
- C. When will it begin?
- D. Who drew the paintings?
- E. What do you think of the show?
- F. That would be helpful.
- G. Thank you all the same.

A: Hi, Tina. I've got a piece of good news for you.

B: _____ 1 _____

A: I hear there will be a painting show in our company.

B: Really? _____ 2 _____

A: Tomorrow morning.

B: _____ 3 _____

A: It will be wonderful. We have looked forward to watching it for a long time.

B: _____ 4 _____

A: Our colleagues. Their aim is to ask people to make a donation.

B: _____ 5 _____

二、完形填空

根据短文内容，从各小题所给的 A、B、C 三个选项中选出填入相应空白处的最佳选项。

Once upon a time, two birds lived in a forest. They had three lovely baby birds and they loved them very much. However, the parents found that one of the baby birds was very selfish (自私的). They were really worried. One day, the parents told the baby bird, "Gina, you should _____ 1 _____ what you have with others. _____ 2 _____ you don't share with others, nobody will

Today is my first day at work.

share with you.” But the baby bird did not listen to them.

When the baby birds ____ 3 ____, they all left their parents and lived on their own. One day, the bird named Gina found many beautiful flowers. She was very ____ 4 ____ . “I’m sure there will be a lot of seeds (种子) in autumn,” she thought. She stayed there every day and if some other birds ____ 5 ____ to get close to the flowers, she would shout, “ Go away. They’re mine!” Hearing that, all the other birds flew away.

Several months later, the flowers were gone. But there were no seeds as they were cotton trees. As winter was getting close, Gina became ____ 6 ____ . She had stored no ____ 7 ____ for winter. Some other birds flew to her and said, “We all knew they were cotton trees. We tried to tell you about ____ 8 ____ , but you have always driven us away.” Hearing that, Gina was greatly ashamed (羞愧的). She remembered what her parents once said to her. She realized how selfish she was!

She decided to make a ____ 9 ____ . She looked for food everywhere and once she found some, she shared with others. The other birds ____ 10 ____ her too. Because of their help, she got through the winter.

- () 1. A. play B. share C. enjoy
- () 2. A. Though B. Unless C. If
- () 3. A. grew up B. flew away C. looked up
- () 4. A. kind B. happy C. disappointed
- () 5. A. decided B. refused C. tried
- () 6. A. worried B. interested C. tired
- () 7. A. room B. wood C. food
- () 8. A. how B. when C. that
- () 9. A. change B. plan C. preparation
- () 10. A. visited B. found C. helped

三、阅读理解

根据短文内容，从各小题所给的 A、B、C 三个选项中选出最佳选项。

Born in 1983 in Arizona, US, Jessica has learned to live her life with her feet. She was born without arms, and no doctors could figure out why.

There were many questions at the time about whether Jessica would be able to live a “normal” life. However, Jessica’s father said, “I have never shed a tear about her birth condition.” With the support of her parents and family, Jessica became confident in herself as an adult and continued to explore the world with her feet.

As a child, Jessica studied dance in her hometown. When the first performance arrived, she asked to be put in the back row. Her dance teacher told her there was no back row. Nervously, she took the stage with the other students and performed her routine. When she finished, the applause from the audience gave her encouragement and the confidence to continue dancing for 14 years.

After graduating from high school, Jessica attended the University of Arizona, where she earned a bachelor’s degree in Psychology. When talking about her major, she frequently explains that psychology has a great effect on her life, helping her out of a physical limitation.

During college, Jessica signed up for a club of Taekwondo (跆拳道) and learned all of the color belt material. The instructors created a course that would be accessible to any future armless students. Jessica became the first armless person to earn a black belt in the club.

Jessica’s most famous accomplishment was learning how to fly. It took three states, four airplanes, two flight instructors and a discouraging year to find the right aircraft. She received the Guinness World Record for being the first person permitted to fly an airplane with only her feet.

Today is my first day at work.

Now Jessica works as a motivational lecturer. She travels the world sharing her story and encouraging people to be creative with the slogan “Think outside the shoe”.

- () 1. From what Jessica’s father said, we know that _____ .
- A. he showed sympathy to her
 - B. he had confidence in her
 - C. he lost hope in her
- () 2. What encourages Jessica to keep dancing for so many years?
- A. The support of her family.
 - B. Her success in the first performance.
 - C. The help of the other students.
- () 3. Why did Jessica major in psychology in university?
- A. Because psychology is the best subject in her university.
 - B. Because psychology can bring her a good job in the future.
 - C. Because psychology can help her go beyond her disability.
- () 4. What is Jessica’s greatest achievement?
- A. Flying an airplane with her feet.
 - B. Finding the right aircraft.
 - C. Speaking as a motivational lecturer.
- () 5. What is the best title of the passage?
- A. A talented girl, Jessica
 - B. A motivational speaker
 - C. Exploring the world with feet

四、应用写作

You are the secretary of W&A company. You need to send an invitation to all the employees by e-mail. Pay attention to some detailed information.

Unit 1

Who	Staffs of W&A Company
What	Annual Dinner
When	19 Jan at 6:30 p.m.
Where	Victoria's Garden Restaurant
Dress code	Business casual

Invitation

Dear Employees,

It is with great pleasure that we write to invite you _____
on _____ at _____

Our dinner _____ with _____. Please remember
to RSVP before the 15 Jan, and inform us of the number of guests you
wish to bring with you , in order for us to send you your tickets.

We are looking forward to your attendance at the event.

Sincerely,

Ed Smith
The Administration Department