



“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)



“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)

张殿恩 王成霞 主编

# 英语

职业模块 | 工科类

学习指导与练习



英语 职业模块 (工科类)  
学习指导与练习



定价：18.00 元

ISBN 978-7-5191-3100-5

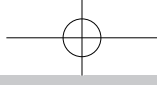


9 787519 131005 >

教育科学出版社  
ESPH

教育科学出版社  
ESPH Educational Science Publishing House

出版人：郑豪杰  
责任编辑：胡 嫒  
封面设计：徐丛巍



“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)

# 英语

职业模块 | 工科类

## 学习指导与练习

主编 张殿恩 王成霞

编者 董晓霞 赵培 王棕灏 刘宏 樊霞

教育科学出版社  
· 北京 ·



# 目 录

Unit 1	Workplace manners will get you ahead.....	1
Unit 2	What makes an excellent employee? .....	11
Unit 3	What is the importance of following instructions? .....	21
Unit 4	How safe is your workplace? .....	31
Unit 5	What does a maintenance technician do?.....	43
Unit 6	Product quality can never be important enough! .....	57
Unit 7	Why is craftsmanship important to us? .....	70
Unit 8	How do I further my career growth?.....	81
	参考答案.....	92

# Unit 1

## Workplace manners will get you ahead.

### 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或短语的含义相符的中文选项。

- ( ) 1. Many international conferences are held in Shanghai.  
A. 参考                      B. 会议                      C. 商务
- ( ) 2. Getting rich seems to be her only purpose in life.  
A. 目的                      B. 梦想                      C. 意见
- ( ) 3. As you approach the town, the first building you see is the church.  
A. 到达                      B. 浏览                      C. 接近
- ( ) 4. Which button do I press to turn it off?  
A. 打开                      B. 关闭                      C. 交换
- ( ) 5. There is just one method that might work.  
A. 命令                      B. 道路                      C. 方法

(二) 将下列单词与其英文解释相匹配。

title   formal   appointment   experiment   production

1. It is a name that describes their job or status in an organisation. \_\_\_\_\_
2. You have arranged to see someone at a particular time, usually in connection with their work or for a serious purpose. \_\_\_\_\_
3. It is the process of manufacturing or growing something in large quantities.

# Unit 1

- \_\_\_\_\_
4. It is a scientific test done in order to discover what happens to something in particular conditions. \_\_\_\_\_
5. It is an official way of doing things. \_\_\_\_\_

## 二、语言运用

将右栏的图片与左栏的描述相匹配。

- ( ) 1. Put your phone on silent when you are in the workplace.



- ( ) 2. Sit in a good posture when eating and keep a good distance from the table.



- ( ) 3. Dress appropriately and make sure you go to work looking tidy and professional.



- ( ) 4. A firm and brief handshake makes you seem confident.



- ( ) 5. Be patient when waiting in line.



## 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 was not very \_\_\_\_\_ at keeping the news secret.

A. success                      B. succeed                      C. successful

## Workplace manners will get you ahead.

2. When a car \_\_\_\_\_ an intersection( 十字路口 ), it will slow down.  
A. approach            B. approaches            C. approached
3. He left the room without \_\_\_\_\_ (say) a word.  
A. saying            B. said            C. to say
4. Be polite to people \_\_\_\_\_ you do not know.  
A. whose            B. which            C. whom
5. \_\_\_\_\_ you are late, please say “sorry”.  
A. Where            B. If            C. Though

(二) 用所给词的正确形式填空。

1. Tom greeted the person by \_\_\_\_\_ (nod).
2. He met a girl and asked her without \_\_\_\_\_ (apologise).
3. The policeman does not have a \_\_\_\_\_ (high) position than the man.
4. In the British culture, \_\_\_\_\_ (say) “sorry” is a way to be polite.
5. The woman should \_\_\_\_\_ (introduce) to the man.

### 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: Hello, Jam. This is Mr. White from ABC Company.  
Speaker B: \_\_\_\_\_  
A. Oh, I know ABC Company.  
B. Nice to meet you, Mr. White.  
C. Thank you, Mr. White.
- (     ) 2. Speaker A: Can I wear jeans to attend the negotiation?  
Speaker B: \_\_\_\_\_  
A. Yes, you can wear any clothes on any occasion.  
B. Yes, you can if you like.  
C. No, wearing jeans looks out of place in a business environment.
- (     ) 3. Speaker A: Jack was eating the bread during the video conference.

Speaker B: \_\_\_\_\_

- A. Oh, that's terrible.
- B. It doesn't matter.
- C. Did he do something wrong?

( ) 4. Speaker A: Tom didn't look at the partner during the whole talk.

Speaker B: \_\_\_\_\_

- A. It has nothing to do with the talk.
- B. He should have made eye contact with the partner.
- C. OK, I know it.

( ) 5. Speaker A: Mr. Walker, your new office building is really nice.

Speaker B: \_\_\_\_\_

- A. Thank you.
- B. I don't like it.
- C. It's not new anymore.

## 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。

Dress codes are different from one company to the next, depending on the industry, culture and environment. Business dress at a bank may look different from business dress at a call centre, for example. One needs to follow a proper dress code in the workplace for the desired impact.

Typically, dress in a business environment includes wearing suits. Avoid wearing jeans, shorts, T-shirts or dresses without sleeves to work. Make sure you feel comfortable in whatever you wear. It is not always necessary to wear expensive clothes. Choose professional colours like black, blue, brown, and grey for official clothes. Bright colours look out of place in companies. Make sure your clothes are clean and ironed.

## Workplace manners will get you ahead.

---

Men should wear shirts with long sleeves and collars. Select dark-coloured shoes that match your suit. Socks should match your shoes and must be long enough. When you are seated, your socks will not reveal the skin on your legs. Hair should be neatly combed and kept short. Shave daily.

Women should not wear revealing clothes to work. Your clothing should not be too short. Do not wear too tight or loose clothes. Never wear heavy jewellery to work. Avoid being a make-up box.

- (     ) 1. All the companies have nearly the same dress codes in the world.
- (     ) 2. Avoid wearing casual clothes to work.
- (     ) 3. Bright colours are welcome in a business environment.
- (     ) 4. Men should wear socks long enough not to reveal the skin on their legs.
- (     ) 5. Women can wear any jewellery to work.

### 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。

A friend's grandfather came to America from Britain. He went into a cafeteria in lower Manhattan to get something to eat. He sat down at an empty table and waited for someone to take his order. Of course, nobody did. At last, a woman with a plate full of food sat down in front of him and told him how a cafeteria worked. "Start out at the end," she said. "Just go along the line and pick out what you want. At the other end, they will tell you how much you have to pay." "I soon learned that is how everything works in America," the grandfather told a friend. "Life is like a cafeteria here. You can get anything you want only if you like to pay the money. You can even get success, but you will never get it if you wait for someone to bring it to you. You have to get up and get it yourself."

- (     ) 6. The old man was \_\_\_\_\_ .

A. British

B. American

C. Germany



- ( ) 7. “Take his order” means \_\_\_\_\_ .
- A. have some food booked
  - B. put everything in order
  - C. eat something
- ( ) 8. Which of the following sentence is True?
- A. The woman was a friend of that man.
  - B. The woman hadn't been to a cafeteria for the first time.
  - C. The waiters did not like to meet him because he was old.
- ( ) 9. From this story, we know if you want to get success in America, you should \_\_\_\_\_ .
- A. know how a cafeteria works
  - B. take your order
  - C. try to get everything by yourself
- ( ) 10. What is the best title of the story?
- A. From Britain to America
  - B. Life Is Like a Cafeteria in America
  - C. How a Cafeteria Worked

## 提高模块

### 一、补全对话

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

- A. And we should have good sitting posture.
- B. Where should I put my overcoat and briefcase?
- C. That sounds rude.
- D. I ought to respect other people's privacy.

- E. It gives people the feeling that you cannot concentrate on your work.
- F. Where should I sit?
- G. Don't pile your purse, briefcase and other belongings on the employer's desk.

Kathy: As an experienced interviewer, could you tell me what kind of behaviour the interviewer hates most?

Sam: Rudeness. You're not expected to sit down before being invited, and you shouldn't throw yourself into the chair as if you're loading heavy baggage.

Kathy: \_\_\_\_ 1 \_\_\_\_

Sam: That's right. The ideal posture for women is to put their legs together and lean to one side.

Kathy: Oh, I've got it. \_\_\_\_ 2 \_\_\_\_

Sam: Put it beside you. \_\_\_\_ 3 \_\_\_\_

Kathy: Yes, that is impolite.

Sam: You've got long hair, don't touch it while talking to the interviewer.

Kathy: Why shouldn't I do that?

Sam: \_\_\_\_ 4 \_\_\_\_

Kathy: OK, I see.

Sam: Also, if you are asked to sit beside the employer's desk, neither lean on it or look at the documents there.

Kathy: \_\_\_\_ 5 \_\_\_\_

Sam: As the saying goes, when in Rome, do as the Romans do.

## 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。

If you go to a formal western dinner party for the first time, you may

# Unit 1

be \_\_\_ 1 \_\_\_ by table manners in western culture. Knowing \_\_\_ 2 \_\_\_ will help you make a good impression. Having good table manners \_\_\_ 3 \_\_\_ knowing, for example, how to use knives and forks, when to \_\_\_ 4 \_\_\_ a toast and how to behave at the table. Beside your napkin, you will \_\_\_ 5 \_\_\_ a small bread roll and three glasses—one for white wine, one for the red wine, and \_\_\_ 6 \_\_\_ for water. There are two pairs of knives and forks on the table, forks on the left and knives on the right of the plate. \_\_\_ 7 \_\_\_ you see two spoons, the big one is for the soup and the small one is for the dessert. The knife and fork that are closest \_\_\_ 8 \_\_\_ your plate are a little bit bigger \_\_\_ 9 \_\_\_ the ones beside them. When you sit down at the table, you can take your napkin, unfold it and \_\_\_ 10 \_\_\_ it on your lap.

- |                     |          |               |
|---------------------|----------|---------------|
| ( ) 1. A. surprised | B. happy | C. interested |
| ( ) 2. A. it        | B. they  | C. them       |
| ( ) 3. A. mean      | B. means | C. meant      |
| ( ) 4. A. drink     | B. tell  | C. eat        |
| ( ) 5. A. look      | B. find  | C. watch      |
| ( ) 6. A. one       | B. other | C. others     |
| ( ) 7. A. Why       | B. When  | C. How        |
| ( ) 8. A. at        | B. in    | C. to         |
| ( ) 9. A. than      | B. then  | C. that       |
| ( ) 10. A. pack     | B. pick  | C. put        |

### 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。

Mobile phones have changed the way we communicate, but they have also brought some problems in phone manners. Here is some advice on phone manners.

When dealing with missed calls, the person being called should return

## Workplace manners will get you ahead.

---

the call. Calls should be returned as soon as possible, and no later than the following day.

Text messages should be kept short and to the point. If they go beyond four or five lines, call or e-mail instead.

Speak in a low voice as if you were talking to someone next to you. If the connection is bad, do not raise your voice in order to be heard, simply move to another place where the connection may be better. If that does not work, tell the caller to call you back or offer to call at a later time.

When a conversation is cut off due to a bad connection, the person who started the conversation should call back. It may be inconvenient for the other person to return the call, especially if it is an unlisted number or an overseas call.

Taking calls during meetings is only acceptable if you have informed the chairperson that you are expecting an urgent call. If you get an unexpected but urgent call, apologise to those present and offer a quick explanation as to why you have to take that call. Then leave the room to continue your phone conversation.

- (     ) 1. What should a person do if he or she has missed a call?
- A. Text an apology to the caller.
  - B. Give a reason for the delay.
  - C. Return the call as soon as possible.
- (     ) 2. Which of the following is a proper text message in a business situation?
- A. Will send it to you tomorrow.
  - B. I will try my best to send it to you tomorrow and please wait patiently and don't worry about it.
  - C. Pls send it 2 me.
- (     ) 3. What should you do if the connection is bad when you are talking

on your mobile phone?

- A. Raise your voice in order to be heard.
- B. Hold on till the connection becomes better.
- C. Move away from where you are or stop and talk later.

( ) 4. Why should the caller call back when a conversation is cut off?

- A. To be considerate to the receiver.
- B. To save both time and money.
- C. To make the conversation pleasant.

( ) 5. What should you do if you get an ordinary call during a meeting?

- A. Apologise to the people present and then answer the call.
- B. Cut the call off at once and call back after the meeting.
- C. Answer the call and apologise to the chairperson later.

#### 四、应用写作

You have to go to Shanghai for an urgent matter and will not come back until next Monday, so you cannot attend the business talk on Friday, but you can postpone the appointment until you come back next week. Please write a letter of apology to Mr. Smith.

Dear Mr. Smith.

---

---

---

Yours sincerely,

Wang Hong