Advance with English

Student's Book 11
同学们:

欢迎使用《牛津高中英语》，它将伴你走过高中阶段的学习历程，实现你的英语学习目标。根据国家《普通高中英语课程标准》（实验）的要求，你已经完成了高中阶段前面五个必修模块的英语学习，在此基础上，还有顺序选修教材供你学习。选修部分有六个模块，共六本书，每个模块安排四个单元。现在，让我们一起走进教材，了解本套教材为我们展示的新天地。

进入新的单元，首页上的图画和问题会激活你已有的和单元话题相关的知识，让你轻松自然地进入本单元的学习，这就是单元的第一个板块：Welcome to the unit。顺着前面所引出的话题，你将来到 Reading 板块。该板块是你接受英语信息的重要环节。在这里，你将有机会感受真实、地道、优美的英语。你也将在通过阅读了解现实生活和社会发展的方方面面。课文后面的 Reading strategy 和阅读练习将帮助你掌握英语阅读策略，提高英语阅读能力。在英语学习中，你所面临的挑战之一是扩大词汇量。接下来的板块 Word power 能为你迎接这一挑战提供有效的帮助。在该板块中，你将学到各种词汇学习技巧。语法学习，贵在运用，在 Grammar and usage 板块中，你既可得到系统的语法辅导，又能在该板块精心设计的语境中学会灵活运用语法知识。Task 板块要求你能综合运用所学习的语言知识和语言技能。你将在教材为你设计的语言情境中，通过听、说、读、写等一系列活动，获取信息、处理信息，完成特定的任务，在使用过程中学习英语。Project 是课堂教学的延伸和拓展，属于探究式学习，要求你走出课堂，与同学分工合作。你将首先认真阅读所提供的阅读材料，从中得到启发，然后通过讨论、调查、专访、文献检索等活动，完成一个特定课题。在 Self-assessment 板块，你将对照单元各个学习项目按五个等级进行自我评价，并算出百分比。通过自我评价，你可以对单元的学习进行自我反思，为下一步的学习制定行动计划。

游历了单元的各个板块以后，你一定会发现，这套由中外专家根据《普通高中英语课程标准》联合编写的《牛津高中英语》是从学习者的角度设计的。相信你在使用这套教材的过程中，通过自己的努力和老师的帮助，一定能够顺利完成高中阶段的学习任务。

祝你学习进步，天天向上！

《牛津高中英语》编写组

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2011年12月
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Welcome to the unit

There are many different jobs around the world. Look at the pictures of some different jobs below and discuss the following questions with a partner.

1. What qualities are needed for each of these jobs?
2. What jobs do you think are most suitable for men or for women? Why?
3. Which job would you most like to do and least like to do? Why?
A Read the article quickly and answer the following questions.

1. What does the author discuss in the article?

2. Can you give two examples of the so-called ‘glamorous’ jobs?

3. What jobs look dull but are actually very important?

B Yang Min is thinking about her future career. She has found an article about jobs around the world in a magazine. Read the article with her.

So many jobs to choose from!

by Dai Lingling

The last year of high school is a time for hard work and also a time to reflect. At this time, you have to start thinking about the future and what you want to do after graduation. In this article, I am going to discuss some of the choices available to you and which jobs are best suited to you: popular jobs, more unusual jobs or everyday jobs.

When choosing a career, you should consider all the aspects of a job. Some jobs may seem very dull but are very important to society, while others can appear very exciting but are actually very difficult and boring. One example is the so-called ‘glamorous job’ of being a model or an actor. Would you like to be famous, wear diamonds, go to parties and relax on cushions in private jets or helicopters? In reality, these people have to spend long hours travelling, with all their baggage packed in suitcases or trunks, and only a very small number of them are successful. Many actors, actresses and models hold ordinary, less glamorous jobs, often working as waiters and waitresses, in order to support themselves. Meanwhile, those who are successful and famous have to deal with constant media attention. They are also under huge pressure to appear young and beautiful. Most actors and models are always on a diet, and many have had painful operations to make their faces and bodies look more attractive. It does not seem that glamorous now, does it? Maybe a career as a local grocer would be a better option.

Other popular professions for young people include careers in law or business. Many people have ambitions to become successful as a lawyer or business person, but they do not consider the stress and pressure that come with these jobs. These can be well-paid and interesting jobs, but you also have to work very long hours. Also, sometimes as a boss in the business world, you have to
make difficult decisions that hurt people, and lawyers can face tough moral problems.

On the other hand, some people find more unusual jobs that are better suited to their talents and interests. A few years ago, when I was walking in the Grand Canyon National Park in the USA, I met a man who had a very unusual job. He was living by a stream in a tent surrounded by technical equipment, and his only neighbours were the birds and squirrels in the nearby trees. His job was to check noise pollution in the park zone. He loved to camp, and his job was like a holiday for him. It was very easy to see that he enjoyed doing his job. There are many other people doing unusual jobs, such as a person who tastes beer at a brewery and probably consumes one litre of beer a week, a person who designs fireworks and a person who tests rides for amusement parks. All these people love their jobs, which might not be popular, but are interesting regardless.

In the same way, many ordinary jobs may look plain, but they are necessary to society. As we go through our daily lives, we meet many different kinds of people—shopkeepers, who sell us things in shops; drivers, who drive trams and buses transporting us around the city; barbers, who cut our hair in barbershops, and cleaners, who clear up our rubbish. These jobs may not seem very attractive, but they are all important. For example, if no one was to collect the rubbish, the streets would soon become very dirty, the number of rats would increase, and disease would spread. These people, who perform such ordinary but vital tasks, allow others to go about their daily lives.

When you think about your future career, remember that some glamorous jobs can be rather difficult and that some ordinary jobs can be quite important. All of them together, though, help society function.
C1 How well do you understand the article? Read the article again and answer the following questions.

1. What is the last year of high school a time for?

2. What are the three types of jobs the author talks about?

3. Why must many models and actors also hold ordinary jobs?

4. What are some other popular careers for young people?

5. Why is being a lawyer a good job?

6. What job did the man in the Grand Canyon National Park do?

7. Why do the people with unusual jobs like their jobs so much?

8. What would happen if there were no cleaners in our society?

C2 The following jobs can be found in the article. Decide whether they are popular jobs, unusual jobs or ordinary jobs. Write popular, unusual or ordinary beside each one.

1. models
2. persons who monitor pollution
3. persons who design fireworks
4. bus drivers
5. barbers
6. business people
7. cleaners
8. persons who test amusement park rides
9. shopkeepers
10. actors
11. persons who taste beer
12. lawyers

D Match these new words from the article with their meanings. Write the correct letters in the blanks.

1. cushion (Line 10) ______
2. jet (Line 10) ______
3. baggage (Line 12) ______
4. zone (Line 33) ______
5. brewery (Line 36) ______
6. barber (Line 42) ______

a. a factory or company that makes beer
b. an area or a region
c. a person who cuts men’s hair
d. a bag filled with soft material used to make a seat more comfortable
e. the collection of things in packages that one takes on a journey
f. a plane driven by an engine that pushes out a stream of gases behind it
Yang Min wrote a short summary about her thoughts on the article about different jobs. Use the words from the box below to complete her summary.

<table>
<thead>
<tr>
<th>suited</th>
<th>well-paid</th>
<th>options</th>
<th>grocer</th>
<th>salesgirl</th>
<th>career</th>
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</table>

**My thoughts on my future**

Yesterday, I read an article in a magazine about jobs. It really made me think about the different (1) ____________ available to me. My father is a (2) ____________, which means he spends all of his time handling and selling food and goods used in the home. This job seems a bit plain, so I don’t really fancy it. I had thought that I could get a glamorous job and become a model. It is true that models are (3) ____________. However, the article shows that there are disadvantages to this job, such as travelling long distances and always being on a diet. I hate hard work and love to eat, so I guess this is not (4) ____________ to me.

Unless I finish school, I may have to work as a (5) ____________ in a local clothing shop, or maybe a receptionist. They sound so boring and plain! I would not enjoy spending my days dealing with customers or businessmen. Does the world really need more salesgirls or receptionists? I guess I need to continue my studies to avoid such a career.

The one thing that I am good at is arithmetic, so maybe I need to find a (6) ____________ that helps the world and that requires maths. I read a story about Albert Einstein, and how he just sat and thought all day. Since this is what I like to do most, I have decided to become a physicist like him. Who knows, maybe I can make some great discoveries and become a hero to mankind!

**What do you think about the fact that many jobs are not the same as they appear?**

*With your partner, have a discussion like the one below.*

---

1. **What do you think is the most interesting job in the world?**
2. **If you could choose to have an unusual job, what would it be and why?**
3. **When choosing your future job, what would you consider? Why?**
Different types of jobs

When you consider the career path you want to follow, it is useful to think about jobs in categories.

There are jobs that are practical, such as carpenters, hairdressers, dressmakers and chefs. In these jobs you work with your hands.

Another type of jobs is caring for others. These jobs include nurses, doctors, dentists and babysitters.

Analytical jobs are jobs in which you analyse a situation and then make important decisions. Accountants, stockbrokers and lawyers are all examples of analytical jobs.

Entertainment jobs are another category. Included in this category are singers, actors and musicians.

Educational jobs include teachers, lecturers, instructors and any other job that relates to teaching.

Technical and scientific jobs include jobs such as scientists, engineers, architects and designers.

There is also a new category of jobs that are based on information technology, such as computer software engineers.

Do not forget that there are public service jobs as well, such as police officers and firefighters.

Yang Min selected four jobs from the article and made a table showing what qualities a person needs for each job. Look at the table and find out the different qualities that go with each job.

<table>
<thead>
<tr>
<th>Teachers</th>
<th>Police officers</th>
<th>Nurses</th>
<th>Architects</th>
</tr>
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<tr>
<td>able to explain things</td>
<td>cool-headed</td>
<td>caring</td>
<td>imaginative</td>
</tr>
<tr>
<td>patient</td>
<td>honest</td>
<td>efficient</td>
<td>practical</td>
</tr>
<tr>
<td>knowledgeable</td>
<td>quick-witted</td>
<td>practical</td>
<td>good at drawing</td>
</tr>
</tbody>
</table>
Yang Min wrote an e-mail to a friend about her thoughts on possible jobs. Complete the e-mail she wrote using the information from Parts A and B.

Date: 9 November  From: Yang Min  To: Wu Ping  Subject: Future jobs

Dear Wu Ping,

Like you, I have been thinking hard about what job I want to do in the future. I read one article that was really useful. It identified some of the different categories of jobs we can do. The first category was practical jobs, such as (1) _______ hairdressers, dressmakers and chefs.

My mum thinks I should get a job in one of the (2) _______ professions. She thinks I would be a good nurse. I have thought about the qualities one needs to be a nurse. I am quite caring, but I think that I am not efficient or (3) _______. The next category in the article was analytical jobs. I would not be any good at those sorts of jobs because I am not good at maths or figures, so I could not be an (4) _______. You know I cannot sing or dance, so I could not do a job in the entertainment industry either. Another category included (5) _______ jobs, and my dad has always said that I would be a great teacher. I am patient and able to (6) _______ well, and apart from maths, I am quite knowledgeable about most subjects. If I were more like my cousin, I could be an (7) _______. He is very imaginative and great at drawing.

There were some other categories like (8) _______ jobs, which included jobs like police officers and firefighters. My best friend Joanne is thinking about becoming a police officer. She loves all the detective programmes and is very quick-witted.

I had better stop thinking about jobs and get on with my homework. Let me know if you have found any useful information about jobs.

Yours,
Yang Min

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Match each job title with its description. Write the correct letter in each blank.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Job description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 private investigator</td>
<td>a analyses weather conditions and says if there will be rain, sun or snow</td>
</tr>
<tr>
<td>2 DJ</td>
<td>b carries out secret investigations on behalf of private customers</td>
</tr>
<tr>
<td>3 bodyguard</td>
<td>c works at an airport to make sure birds do not get on the runway</td>
</tr>
<tr>
<td>4 dolphin keeper</td>
<td>d protects people (usually someone important)</td>
</tr>
<tr>
<td>5 weather forecaster</td>
<td>e plays records at parties or nightclubs</td>
</tr>
<tr>
<td>6 art restorer</td>
<td>f looks after dolphins</td>
</tr>
<tr>
<td>7 bird scarer</td>
<td>g cleans and fixes paintings</td>
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</table>
Grammar and usage

Simile and metaphor

Figurative language is often used to help readers imagine what is happening in a text. Some common types of figurative language are similes, metaphors, idioms, euphemisms and allusions. Among them, similes and metaphors are the most commonly used.

1 Simile

A simile (or an open comparison) is a comparison of two different things that are not usually thought to be similar. All similes use the words as or like. For a simile to be effective, readers must be familiar with the things being compared. Here are some examples:

- using as
  
  Bob runs as quickly as a deer.

  Maybe we are not clear about how quickly Bob can run, but it is obvious that a deer can run at a great speed. By comparing Bob to a deer, his speed is emphasized and made more obvious.

- using like
  
  He loved to camp, and his job was like a holiday for him.

  Here the job is compared to a holiday, which we go on for pleasure when we are not working. The image that comes to mind in this comparison is a person who really enjoys his work and finds it very relaxing.

2 Metaphor

A metaphor (or a closed comparison) states that one thing is something else. It is a comparison of two things that are not usually thought to be alike but have something in common. A metaphor may compare the figurative meaning of a noun to the literal meaning of another noun, but it does NOT use as or like to make any comparisons.

As a business person, you cannot be a mouse. You have to be a tiger.

Here, business person is the literal term, while mouse and tiger are used figuratively. To understand the use of metaphor in this sentence, you need to know about the qualities of the two animals.

For lawyers, a courtroom is a battlefield.

In this sentence, a courtroom is compared to a battlefield, reflecting that lawyers must fight to win cases here.

Going to work every day became a chore for him, and he could hardly wait to find a new and exciting job.

In this example, work is being compared to a chore, which is housework. From the sentence it is easy to see that work and chores are considered similar in that both are thought to be boring and tiring.
Yang Min found an interesting poem on the Internet about the qualifications for different jobs. Read the poem and underline the similes and metaphors in it.

If you want to be a ...

If you want to be a spy like James Bond 007,
you need to be as cool as a cucumber and as sly as a fox
and you need cast-iron nerves.
If you want to be a model,
you need to be as tall as a tree
and eat like a bird.
If you want to be an actor
and a martial arts expert like Jackie Chan,
you cannot be a weed.
If you want to be successful like Bill Gates,
you need to have a mind like a computer
and be as sharp as a spear in business.
If you want to be a magician like David Copperfield,
you need to make people see that black is white and white is black.
If you want to succeed in life,
you need to be as hungry as a lion.

Yang Min wants to find out the meanings of the similes and metaphors in the poem. Help her match the similes and metaphors with the correct meanings.

1 be a weed
2 as hungry as a lion
3 as sharp as a spear
4 black is white and white is black
5 cast-iron nerves
6 as sly as a fox
7 eat like a bird
8 as tall as a tree

_______ a clever at tricking others
_______ b a very strong will
_______ c very tall
_______ d eat very little
_______ e weak and not brave
_______ f very clever
_______ g things appear different
_______ h wanting something very much
# Task  Choosing a job for yourself

**Skills building 1: listening for facts about a job**

When listening to someone talk about his or her job, you will often find out certain facts. These include:

- reasons for doing the job
- likes and dislikes about the job
- information such as holidays and training opportunities
- qualities needed for the job
- any other useful information

## Step 1: taking useful notes about a job

Listen to this interview with a male nurse and take useful notes.

---

**David Clark—a male nurse**

**Why he chose the job**  
wanted to have more (1) _________ with patients

**What his parents thought**  
agreed it was a job that David would be very (2) _________ at

**Qualities he has for the job**  
- likes to (3) _________ others  
- very (4) _________ and hard-working  
- always (5) _________ and (6) _________ time well

**What he likes about the job**  
- gets to meet a lot of new people  
- (7) _________ opportunities  
- flexible time off  
- patients are grateful when they (8) _________  
- wonderful to think that you’ve helped them get better

**He is a specialist in**  
looking after people who have suffered from (9) _________

**Some types of nurses**  
- work in factories  
- nurse old people  
- nurse people with (10) _________ health problems

**What he dislikes about the job**  
not nice to see people in (11) _________

**Patients’ reactions**  
sometimes think he is a (12) _________ or cannot be a nurse

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You want more information about male nurses. Listen to the second half of the interview and complete your notes above.
More male nurses needed in hospitals

by Peter Brown, Head of Staff
Central Hospital

We need more men in our hospital, not as doctors, but as nurses. Over the last few years, I have found that having male nurses is a real bonus, and they certainly have a place in our hospital. There are several reasons for wanting male nurses here, not just because half the population in our country is male. Men are equally as good as women at taking care of others. In fact, many men take good care of their children, wives, parents, sisters, brothers, and even their nieces and nephews.

Another reason that men make great nurses is that in general, men have stronger bodies than women. Male nurses can help lift heavy objects, and help carry patients out of ambulances. If, for example, a patient cannot move, male nurses can help move the patient into a comfortable position, help him take a bath, or help change his bedding. Also, male nurses can be a great help in keeping patients still while they receive painful treatment, such as when bandages covering wounds are changed. Another advantage of having male nurses is that they see things from a different angle than women and bring a male way of thinking to solving problems. This allows our hospital to work better than if we only approached problems one way. Having a mix of male and female nurses in a ward also helps create a fun atmosphere, which helps patients recover faster.

At present, only seven per cent of our nurses are men; this number is far too small. Having more male nurses will help create a positive balance between male and female staff, and it will allow patients to request either a male or female to look after them. In order to hire more male nurses here at Central Hospital, we will be organizing an open day soon to allow interested young men to visit our hospital and find out more about the career. We hope we will have more male nurses in our hospital soon.

Benefits of having male nurses in hospitals

1. 
2. 
3. 
4. 
5. 
Skills building 2: persuading people by using positive arguments

Sometimes you need to persuade people that something is a good idea. You have to think about how you can show them the good side of an idea and how you can reject or counter any negative aspects that they might suggest. Here are some expressions that you can use:

In some ways I agree, but this can ...
Sorry, I do not agree. I think it is a good idea because ...
There are a lot of benefits to ...
Times are changing, and there was an article/a TV programme that said ...
I have found some interesting facts that show ...

Step 2: persuading your parents to agree with your career choice

Suppose you are Ben. You want to become a male nurse, and are talking to your parents about your choice of career. They are reminding you of the reasons why you should not become a nurse. Role-play with your partner(s). Switch roles when you are finished.

Ben: Try to persuade your parents and explain why you think it is a good idea, using the language in Skills building 2 and the information in Step 1 to respond to them.

Parents: Use the ideas below to question your son.

- The hours are long.  
  It is a job for women.
- Men do not have the right qualities to be a nurse.
  You would not be able to become a specialist in any one area.
- Every day will be the same.
  There are no career opportunities and nurses do not get paid very well.
- All the other staff would be women. You would not like the atmosphere.
  ...
Skills building 3: writing a diary entry

When you write a diary entry, you first need to make a note of the date. Then you need to think about what kind of things you will write about. Often diary entries include the following:

- what happened during a day
- how you felt or how you feel now
- your opinions
- what you think will happen next
- what you might do next

You also need to think about which tense to use. Are you talking about the past, the present or the future? You need to use adjectives to describe your feelings, and you can use figures of speech to make your writing more interesting.

Step 3: writing about what happened

Write a diary entry about what you found out about male nurses and the conversation that you had with your parents.

Date ______________

Today I found out some ______________

____________________________________________________________________

I had a conversation with my parents about ______________

____________________________________________________________________

In the end, they said ______________

____________________________________________________________________

I feel ______________

____________________________________________________________________

I think I will ______________

____________________________________________________________________
Project  Writing an essay about careers

When you choose a career, ask yourself questions about your interests and skills to help you decide what jobs would be most suitable for you.

The following is an Internet quiz. It identifies your skills and interests, and gives you a score to help you evaluate different career options. Complete the quiz.

What is the best career for you?

Read each point and circle the alternatives which describe what you think or like to do. For each point, you can choose more than one answer. There are no right or wrong answers.

1  I would rather ________.
   a  fix or mend things
   b  solve maths problems
   c  draw or paint
   d  lead a group discussion
   e  sell things or promote ideas
   f  set up systems on a computer

2  I am ________.
   a  practical
   b  curious about many things
   c  creative
   d  friendly
   e  self-confident
   f  well organized

3  For a hobby, I prefer ________.
   a  playing sport
   b  reading books
   c  taking photographs
   d  watching sport
   e  debating with others
   f  collecting things

4  I like to ________.
   a  build things
   b  do lab experiments
   c  design things
   d  play team sports
   e  meet important and famous people
   f  organize things

5  I can ________.
   a  operate tools and machines easily
   b  use a computer easily
   c  sing, act or dance well
   d  work well with others
   e  give good speeches
   f  keep accurate records

6  I like to ________.
   a  be around animals
   b  solve problems
   c  use my artistic ideas
   d  work with people to help them
   e  work with people to make money
   f  work with data

Now look at your answers and figure out how many times you have chosen

a = □  b = □  c = □  d = □  e = □  f = □

The letters represent different types of people. Find the letter which you chose the most often and look at the description which corresponds with it on the next page. This will tell you what type of person you are and what careers would probably suit you best. If there was no one letter chosen most, look at the two letters most often chosen.
a. Realistic (people who like to do things)
These people have practical or athletic abilities and prefer to work with objects, machines, plants and animals or to be outdoors. Suitable jobs include: bus driver, butcher, greengrocer, carpenter, chef, firefighter, machine operator, sailor and tailor.

b. Investigative (people who like to think)
These people like to observe, learn, analyse, evaluate and solve problems. Suitable jobs include: chemist, dentist, engineer, physicist and software engineer.

c. Artistic (people who like to create things)
These people have artistic abilities and like to work in free and open situations (without regular office hours) using their dreams and creative ideas. Suitable jobs include: actor, architect, dancer, photographer, theatre studies/music/language teacher, pianist, violinist and writer.

d. Social (people who like to help others)
These people like to work with people to educate, inform, help, train or cure them. Suitable jobs include: librarian, maid, nurse, police officer, stewardess and teacher.

e. Enterprising (people who like to lead)
These people take great pleasure in influencing and persuading others, or leading and managing an organization. Suitable jobs include: hotel manager, journalist, lawyer, salesman/saleswoman, shopkeeper and travel agent.

f. Conventional (people who like to organize things)
These people are good at administration, like to work with data and can carry out tasks or follow other people’s instructions. Suitable jobs include: accountant, clerk, secretary, typist and telephone operator.

---

You are going to write an essay about what career you want to have and how accurate you think the quiz is and why. Answer these questions to help you write your essay.

1. What ideas did you have about your career before you did the quiz?
2. What did you think about the quiz?
3. How did you feel about the result you got?
4. Do you think a person could be a mixture of more than one type? Why?
5. What else can you do to find out the most suitable career for you?
6. Do you need advice from your teachers, parents and friends? Why or why not?
7. Where can you find more information on different careers?
8. How will you organize and plan the information in your essay?
Self-assessment

A. Rank your confidence level with the following skills. Write 1 to 5 in each box. Then work out your percentage.

How confident are you of:

- understanding the magazine article about different jobs?
- reading for opinions in a text?
- using the new vocabulary in this unit?
- discussing your ideas about different jobs?
- using vocabulary about different types of jobs?
- understanding the qualities that go with some jobs?
- understanding and using similes?
- understanding and using metaphors?
- listening for facts about a job?
- persuading people by using positive arguments?
- writing a diary entry?
- understanding and answering a quiz?
- planning and writing an essay about careers?

___/65 = ___%

B. If you are not confident about some of the items above, make an action plan so you can improve on them.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Getting a job

In this unit, you will
- read a lecture transcript about how to succeed in job interviews, and a magazine article about students who take a gap year
- listen to information about a job advertisement
- talk about job hunting and job interviews, and discuss the qualities that are required for each part of a job
- write a covering letter to apply for a job
- write an essay about what you would do during a gap year

Welcome to the unit

The most important thing to do to find a suitable job is to prepare well. Look at the pictures below and discuss the following questions with a partner.

1. Do you think these people are doing the right thing to find a job? Why or why not?
2. What are some other good ways to prepare when looking for a job?
3. If you could not find the job you want, what would you do?
Reading

A Read the lecture transcript quickly and answer the following questions.

1 What is the lecture transcript about?

2 How many parts does the interview process have?

3 What should you do after the interview?

B A professor is giving advice on how to succeed in an interview. Read the transcript below and find out how to improve your performance in a job interview.

Tips for job interview

Good morning, everyone. In this session, I’ll be talking about how to get the job you really want. We’re going to look at what to do if you’re asked to go for an interview.

Before we go any further, it’s important to understand what an interview is and why it’s arranged. An interview is a talk between an employer and a potential employee so that the interviewer can assess the applicant and see if he or she is suitable for the position. However, it also provides an opportunity for the job candidates to find out more about the job and the company, and to ask themselves, ‘Is it right for me?’

We can split the interview process into three parts: first, preparation; second, the interview itself; and finally, what you should do after the interview. Let’s look at the first part—preparation. This is the key to getting the job you want. Find out as much as you can about the company. Most companies have a website that tells you most things you need to know. A good interviewer is able to tell if you’ve done your homework about the company, so make sure you have!

Next, think about some of the questions you might be asked and how to best answer them. Or, better yet, do practice interviews with a friend. This allows you to prepare good answers and means you won’t have to answer questions off the top of your head during the interview.

Don’t worry about having butterflies in your stomach before the interview. If you’ve prepared properly, you’ll feel confident. It’s not like a painful trip to the dentist, so there’s no need to be afraid.

First impressions are important. Make sure you get a good night’s rest, so that you will be refreshed and not yawn during the interview. And gentlemen, make sure you’ve used your razor or electric shaver to give yourself a good shave that morning. You should make sure that your hair looks neat—you should even get a haircut, if necessary. It’s also very important to wear clothes that
make you feel confident; your clothes should be smart, but conservative. The interviewer will begin to judge you as soon as he or she sees you in the waiting room. Wearing a pair of shorts and a T-shirt is certainly not suitable for an interview!

When you set off for your appointment, make allowance for the traffic and make sure you are on time, or even a little bit early. Arriving late is one of the worst things you can do. The interviewer will not care about how bad the traffic was at the roundabout or how you had trouble finding parking; there’s never a good excuse for being late.

During the interview, remember to be enthusiastic. Smile when you shake hands with the interviewer, and look him or her in the eye. This is one of the quickest ways of making a bond. It also gives the impression that you’re confident even if you feel quite nervous.

You should also use body language to express yourself. Nod your head when you agree with something or wag your head when you don’t. Keep your back straight and don’t move around too much. Otherwise, the interviewer might think you’re nervous or uncomfortable.

Listen to the questions the interviewer asks and answer them well. And don’t forget that an interview is a chance for you to learn more about the job. Asking questions will show that you’re interested.

But don’t think that there’s nothing else you can do once the interview is over. You should follow it up by writing and thanking them for giving you the interview. This is not only a polite gesture, but also a final chance to sell yourself to the company. It can also give you the edge over other candidates, so remember to check your spelling, punctuation and grammar.

If you follow the advice I’ve given you today, landing a job should be as easy as pie. I wish you all the best. Good luck!

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**Reading strategy: understanding incomplete sentences used for emphasis**

Incomplete sentences are those sentences missing a subject, a predicate or both, as is the case when a sentence begins with a conjunction like and, or, so and but. In general, incomplete sentences are to be avoided because the grammar is not correct. However, sometimes an incomplete sentence can be used in a passage to stress an important point, e.g., ‘Or, better yet, do practice interviews with a friend.’ Since the incomplete sentence may seem abrupt, readers’ attention will be drawn to it: ‘But don’t think that there’s nothing else you can do once the interview is over.’ Recognizing incomplete sentences can help us find the important points of a passage and better understand the organization of the passage as a whole.
C1 How well do you understand the lecture transcript? Read it again and answer the following questions.

1 What is the first part of the interview process? ____________________________
2 Why is it easy nowadays to find out about different companies? ____________________________
3 What should you do to prepare for possible questions? ____________________________
4 What should you wear on the day of the interview? ____________________________
5 When does the interviewer begin to judge you? ____________________________
6 When should you arrive at the interview? ____________________________
7 Why should you look the interviewer in the eye? ____________________________
8 Can you give an example of using body language in an interview? ____________________________

C2 The article mentions the three stages of the interview process. Match the things you should do with the correct stages.

<table>
<thead>
<tr>
<th>a</th>
<th>b</th>
<th>c</th>
<th>d</th>
<th>e</th>
</tr>
</thead>
<tbody>
<tr>
<td>prepare for possible questions</td>
<td>be confident</td>
<td>wear smart clothes</td>
<td>be enthusiastic</td>
<td>show your interest in the job</td>
</tr>
<tr>
<td>f</td>
<td>g</td>
<td>h</td>
<td>i</td>
<td>j</td>
</tr>
<tr>
<td>look the interviewer in the eye</td>
<td>collect information</td>
<td>listen carefully</td>
<td>be on time</td>
<td>sell yourself by sending a thank-you letter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Before the interview</th>
<th>During the interview</th>
<th>After the interview</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D Match these new words from the article with their meanings. Write the correct letters in the blanks.

1 session (Line 1) ____  a add to something you have done by doing something else
2 have butterflies in one’s stomach (Line 20) ____  b showing a preference for traditional styles or values
3 refresh (Line 24) ____  c shake one’s head from side to side as a sign of disagreement
4 conservative (Line 28) ____  d a period of time
5 roundabout (Line 35) ____  e have a nervous feeling before doing something
6 wag (Line 42) ____  f make somebody feel less tired or less hot
7 follow something up (Line 49) ____  g a place where two or more roads meet and form a circle
Ralph is writing to a friend about a job interview. Use the words from the box below to complete his e-mail.

- made allowance for
- off the top of my head
- as easy as pie
- shave
- yawning
- parking

Dear Sue

Congratulations! I heard you have a job interview tomorrow. Well done!

I had a job interview last week, and it was (1) ____________. Don’t listen to any of the advice people may try to give you—none of it is true.

The night before the interview, I stayed up until 2:00 a.m. I woke up late that morning and didn’t have time to (2) ____________ or comb my hair.

Although I (3) ____________ the traffic, I arrived for the appointment five minutes late because I had trouble finding (4) ____________, but this did not seem to matter, as I had to sit in the waiting room for ten minutes before they called me.

During the interview, I was really tired, so I kept (5) ____________. The interviewer asked me what was wrong, so I said right (6) ____________, ‘Oh, I was up late because I was playing a computer game.’ This really seemed to impress him. In fact, I think it gave me the edge over the other applicants.

He said he’d call me back, which was a very good sign. I’m sure I’ll get the job as a manager. Why wouldn’t they want to hire me?

Best wishes
Ralph

What do you think about looking for jobs and job interviews? Discuss these questions with your partner. Use the following conversation as an example.

- Have you ever had a job interview?
- Yes, I wanted to work during the summer holidays, so I had to go for an interview.
- How did you prepare for the interview?
- I did some research on the Internet and thought about answers to possible questions. The interviewer was very impressed.

1. The lecture transcript has a lot of advice about preparing for an interview. Can you think of any other good interview tips?
2. Do you think interviews are a good way for a company to find new employees?
3. If you were looking for a job, what would you do first?
At work

A Jack graduated from a top university last year. In his diary, he wrote about his first week in his new job.

I was very excited but also a little nervous on my first day at work. I had to report to the **Human Resources Department** first thing in the morning so that they could introduce me to my **colleagues**. Everyone was very nice and welcomed me to the company, and my boss took me to the **canteen** for lunch. I even met the **General Manager**. I really enjoyed my first day, but I did not do much work! The second day was very different. Even though I was only a **management trainee**, I still had a lot of responsibilities, and there was so much for me to learn. The work was quite interesting, but there was lots of it. I had to work **overtime** to complete it. I felt like I was facing mountains of paperwork.

I had to learn what each department does so that I could understand how the company works. For example, I spent one day in the **Finance Department**, where the accountants take care of the company’s money. Then I spent another day in the **Sales and Marketing Department**, which is responsible for making sure people know about the company’s products. I also spent a lot of time in the **Administration Department**, helping file documents in the right place. By the end of the first week, I had learnt a lot. I no longer call myself a graduate but a **company employee**, and I am looking forward to doing well!

B Big companies usually have a lot of different departments, and each one is responsible for a different part of the company’s work. Jack included this floor plan in his diary to remember where each department of his company is located and what they are responsible for.

<table>
<thead>
<tr>
<th>General Manager’s office</th>
<th>Human Resources (HR)</th>
<th>Finance</th>
<th>Administration</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible for managing the whole company</td>
<td>Responsible for taking on employees, welfare and organizing training courses</td>
<td>Controls the company’s money and pays staff salaries</td>
<td>Provides services such as mailing, filing and photocopying</td>
<td>Visitors wait here until someone comes to get them</td>
</tr>
<tr>
<td>Sales and Marketing</td>
<td>Research and Development (R &amp; D)</td>
<td>Production</td>
<td>Canteen</td>
<td></td>
</tr>
<tr>
<td>Makes sure potential customers know about the company’s products</td>
<td>Works to improve the company’s products as well as developing new products</td>
<td>Where the company’s products are made</td>
<td>The staff restaurant</td>
<td></td>
</tr>
</tbody>
</table>
C  Jack has been asked to show some new employees around the company and to make sure they know what each department does. Fill in the blanks in his speech using words from Parts A and B.

Good morning, everyone, and welcome. I’m going to show you around and introduce to you the different departments. The first place we come to is the (1) _________—the food is quite good. Now, we come to the biggest department, the Production Department. This is where the company’s (2) _________ are made. It’s very busy in here and can sometimes get hot and noisy when all the machines are operating. Opposite this is the (3) _________ Department, which does the filing and mailing. Let’s move over to the (4) _________ Department. The people working here take care of all the money in our company and make sure you get your monthly (5) _________.

Now, the next department is one I’m sure you’re all familiar with because you’ve all been here already. This is the Human Resources Department, where you made a good impression in your interview. Otherwise, you wouldn’t be here now! The members of this department also look after the (6) _________ and training of the staff. Opposite is the (7) ____________ Department. This is where all the really clever people work! They are the ones who try to improve the company’s products and think of ideas for new products. All right, only two more places to see. This one here, next to R & D, is the (8) _________ Department. They have to sell the company’s products and make sure potential customers know what we do. Finally, the last office here is for the (9) __________. She runs the company. She’s a good boss and a good role model for employees. Now you can go and meet your new (10) _________!

D  Complete the flow chart below about job hunting with the words from the box below.

<table>
<thead>
<tr>
<th>punctual</th>
<th>advertisement</th>
<th>services</th>
<th>websites</th>
<th>covering letter</th>
</tr>
</thead>
</table>

1 Search
Read through newspapers and job (1) _________. When you see an (2) _________ for a job you would like, move to Step 2.

2 Apply
Make sure your CV is accurate. Write a (3) _________. Send your application.

3 Interview preparation
Learn about the company, its products and (4) _________.

5 Follow up
After the interview, write to thank the company. Then, just wait and hope that you are successful!

4 The interview
Be (5) _________. Wear smart clothes. Listen carefully to the interviewer’s questions and remember to smile.
Grammar and usage

Idioms

Idioms are fixed expressions with meanings that are not obvious. The meaning of an idiom is usually different from the meaning of the individual words. Idioms are usually used in informal language.

1 Many idioms use noun phrases.
   • I thought that the exam would be a piece of cake, but it was much harder than I expected.
     In this case, ‘a piece of cake’ means something very easy.
   • Sherry really enjoyed chemistry, so writing an essay about it was child’s play.
     The idiom ‘child’s play’ is also used to describe anything that is easy to do.

2 Some idioms use prepositional phrases.
   • This allows you to prepare good answers and means you won’t have to answer questions off the top of your head during the interview.
     This idiom means to answer something quickly without having time to think about it.
   • His new business plan looked very good on paper.
     Something that is good ‘on paper’ is better in theory than in reality.

3 Idioms can also be verb phrases.
   • Don’t worry about having butterflies in your stomach before the interview.
     This idiom refers to the nervous feeling we have before we do something difficult or important.
   • A good interviewer is able to tell if you’ve done your homework about the company.
     ‘Do one’s homework’ means to find out as much as possible about something.

4 Some idioms use the as ... as pattern.
   • If you follow my advice, landing a job should be as easy as pie.
     This idiom means that something is very easy to do.
   • It was as plain as day that the young woman was very qualified and had prepared well for the interview.
     ‘As plain as day’ means that something is very clear and obvious.
A Zhao Hang is doing an idiom quiz. Help him choose the correct answers. If you are not sure of the answers, then just take a shot in the dark—or guess!

1 If you’re as cool as a cucumber, you’re _____.
   a very calm   b panicked

2 If it’s raining cats and dogs, you would _____.
   a call a vet   b take an umbrella

3 If it’s not your cup of tea, you _____.
   a like it   b do not like it

4 If something costs an arm and a leg, it means _____.
   a you have to go to hospital   b it is expensive

5 If someone says, ‘I have butterflies in my stomach,’ they are _____.
   a nervous   b having a good meal

6 If you say that someone is holding firm, you are saying that they _____.
   a are holding a hard object   b believe in something strongly

B Wang Chunlan is telling her cousin about how she got her first job. Read her story and fill in the blanks using the idioms from Part A. You may need to make changes in some cases.

When I left university, I was offered a job, but I felt like it just wasn’t (1) _______________________, so I said no. My friends thought I should not wait for a job that really interested me, but I (2) _______________________. A week later, I was asked to attend an interview for a job as a management trainee at the Yingzhong Company.

On the day of the interview, I left home early because I wanted to be on time. I dressed smartly and carried a handbag with all the documents needed for the interview inside it. The weather was terrible—it was (3) ________________________ and it was coming down so hard that fountains of water were spraying everywhere.

I managed to get a taxi outside the local garage, even though it would cost (4) ________________________. My cab had stopped at some traffic lights when I heard a whistle and saw a man trying to get a taxi. ‘Excuse me,’ he said, ‘I’ve got a really urgent appointment. I’ve been waiting here for half an hour already, but there are no taxis. Would it be possible to share your taxi? I’ll pay half the money for the fare.’ I agreed. He was very grateful and asked me where I was going. ‘I’ve got an appointment at Yingzhong,’ I said. He laughed and told me he worked there. When we arrived at Yingzhong, he thanked me and said goodbye.

As I waited for my interview, I was so nervous that I felt (5) _______________________. When I walked into the interview room, the interviewer looked at me in surprise, and we both started to laugh—it was the man who had shared my taxi! I felt more relaxed immediately and (6) ________________________ because I knew I had already made a good impression.
Task  Writing a covering letter

Skills building 1: understanding a job advertisement

Job advertisements often contain the same points as the one shown below. It is important to be careful in reading job advertisements and note what position is being offered, what sort of person the company is looking for and how you should apply for the job.

**Name of the company:** e.g., Yingzhong Company

**Position/Job offered:** e.g., Software Developer

**Brief background information about the company:** e.g., Yingzhong is an international organization with offices in Europe, the USA and China.

**Business area:** e.g., We are specialists in developing software to fight computer viruses.

**Job description:** e.g., Duties include designing and improving software.

**Qualifications and experience required:** e.g., The applicant should have a degree in computer programming and at least four years’ experience.

**Skills:** e.g., You should be able to speak fluent Chinese and English.

**Personal qualities:** e.g., You should have many creative ideas and be able to work as part of a team.

**How to apply:** e.g., Send your CV and a covering letter.

**Where and when to send the application:** e.g., Your application should be sent to Mr Wang Feng, Manager, at the address below. The deadline for applications is 20 February. Address: Yingzhong Company, 1 North Road, Nanjing, China 210000

Step 1: listening to a job advertisement

A  Mark has recently graduated from university and is now looking for a job. His friend Susan calls and tells him about a job advertisement she saw. Listen and take notes.

| Company name: | (1) ________
| Experte Ltd |
| Company background: | international organization with offices in the UK, ________, the USA and Thailand |
| Business area: | communications ________; training programme is known for producing high-quality ________ |
| Job offered: | (5) ________ |
| Job description: | working in groups ________, and to support managers; managing one’s own project; a full training course and ________ work hours |
| Qualifications and experience: | no experience required; should have a degree in ________ or a related subject |
| Skills: | able to communicate in ________ and Chinese; familiar with business-related software |
| Personal qualities: | a team player, work well with others, enthusiastic, willing to learn and not afraid to ________ |
| How to apply: | send a (11) ________ and a covering letter saying why you want the job before (12) ________ |

B  Mark needs some more information to apply, so he calls his friend Susan again. Listen and complete your notes above.
Read the following example of a covering letter and underline all the examples of the applicant's qualifications, experience, skills and personal qualities.

Room 1
1 Garden Road
Shanghai, China 200000
28 November

Mr Wang Feng
Manager
Yingzhong Company
1 North Road
Nanjing, China 210000

Dear Mr Wang

I am writing in response to your advertisement in the Local Daily for a Software Engineer. I believe I have the qualifications, experience and skills you are looking for.

I graduated from Jingnan University in 2008 with a diploma in Computer Science. Since graduation, I have been working as a software engineer for Hanyang Computers. I worked in the videophone division and developed software which can be used on mobile phones. I have learnt a lot in my present job, and now I want to further challenge myself by being part of the Yingzhong team. Yingzhong is one of the best software companies, and I want to help strengthen the company and develop software to compete with imports.

I am a team player and get along well with other people. I can also work on my own. I am honest and hard-working. I also have good fluency in English and have no problem communicating with English speakers.

My CV is attached for your reference. I would be happy to talk about this in an interview. I look forward to hearing from you soon.

Yours sincerely

Liu Xin

Liu Xin
Skills building 2: talking about personal qualities

Job advertisements often use special vocabulary to describe the person they are looking for. They can use adjectives and noun phrases to describe the personal qualities they want. The following is a list of personal qualities that are commonly seen in job advertisements.

<table>
<thead>
<tr>
<th>Personal quality</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>a team player</td>
<td>someone who can work well with other people</td>
</tr>
<tr>
<td>willing to learn</td>
<td>wanting to improve one’s knowledge and skills</td>
</tr>
<tr>
<td>a self-starter</td>
<td>someone who can work on their own without being told what to do</td>
</tr>
<tr>
<td>have the motivation to succeed</td>
<td>have strong reasons for wanting to do something</td>
</tr>
<tr>
<td>hard-working</td>
<td>happy to work hard</td>
</tr>
<tr>
<td>enthusiastic</td>
<td>excited and interested in what one does</td>
</tr>
<tr>
<td>good at communicating with others</td>
<td>finding it easy to talk with and listen to other people</td>
</tr>
</tbody>
</table>

Step 2: getting advice from a careers officer

You have read the job description but are not sure what qualities are required for each part of the job. You ask a careers officer for some advice. Role-play with a partner. Switch roles when you are finished.

Student: Use the information in the left column below to ask what qualities are needed for each part of the job.

Careers officer: Use the information in the right column and the descriptions in Skills building 2 to identify the corresponding qualities and give a full answer to the student.

<table>
<thead>
<tr>
<th>Student</th>
<th>Careers officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>qualities needed for/working in groups to conduct research and support managers</td>
<td>can work with other people/find it easy to talk with and listen to other people</td>
</tr>
<tr>
<td>qualities needed for/a full training course</td>
<td>want to improve your knowledge and skills</td>
</tr>
<tr>
<td>qualities needed for/managing one’s own projects</td>
<td>work on your own without being told what to do/have strong reasons for wanting to do your work/excited and interested in work</td>
</tr>
<tr>
<td>qualities needed for/weekend work hours</td>
<td>willing to work hard</td>
</tr>
</tbody>
</table>
Skills building 3: formatting a covering letter

When you are writing a covering letter, it is important to get everything right. A good covering letter will increase your chances of getting a job. A covering letter always has the same format and contains the same general information. It should not be more than one page long and should only contain information relevant to the job advertised.

Here is the usual format:

Paragraph 1: Say why you are writing and where you saw the advertisement.

Paragraph 2: Give your background and experience. Say why you are suitable for the job. Refer to your abilities and your achievements. Make sure you link your qualifications, experience and skills to those mentioned in the advertisement. Ask the reader to look at your CV.

Paragraph 3: Mention the personal qualities you have. Again, they should be linked to the qualities mentioned in the advertisement.

Paragraph 4: Say that you are available for an interview.

Once you have written your covering letter, it is a good idea to read through it again and check for spelling and grammar mistakes. It is also a good idea to check that you have included everything you were supposed to, such as your address, phone number and signature.

It is easy to miss mistakes in a letter you wrote, so it is a good idea to ask somebody else to read your letter once it is ready. Only when you are certain that your letter is without mistakes should you send it.

Step 3: writing a covering letter

Find a partner and discuss how to write a good covering letter. Then write a covering letter below for the job advertised in Step 1. Use the information in Steps 1 and 2 as well as the format above for your reference.
Many young people go to university as soon as they graduate from high school, but is this the best thing to do? If you had the chance to take a year off before going to university, would you do it?

Read the following magazine article about British students who take a gap year. It will help you prepare for your project.

By tradition, a student leaving school at eighteen would go straight to university and study for three or four years before joining the world of work and beginning the slow climb up the career ladder. However, this year, like last year and the year before, thousands of young people will travel to every point of the compass and work on projects for up to a year before returning to the UK to enter university. They could work as an English teacher in Vietnam or perhaps even work in a nature reserve in Africa. In fact, these young people can now be found nearly everywhere in the world except the Antarctic.

This year off between finishing school and starting university is known as a gap year. It is more than just a long holiday. The British government is now providing funds for some young people to help them take a gap year. Universities encourage students to take a year off before entering university, and more and more companies say they prefer to hire graduates who have taken a gap year rather than those who stay in the education system and go straight from school to university.

The reason for this preference is simple. A gap year gives young people an opportunity to learn skills and gain life experience that school or university cannot provide. It helps young people develop and grow.

Last year, Carol Smith went from the UK to Brazil, where she worked on a project to help save the Amazon rainforest. She said, ‘My friends always thought I was too delicate, but living away from home in such a remote place taught me to be more independent. Of course, I missed home, but I’d certainly recommend it. I feel like I’ve really made a difference and helped protect the rainforest.’

Daniel Jones, another student who chose to take a gap year, spent one year teaching in Ghana before returning to the UK. He taught English and maths to poor students in the countryside. He found living among local people there to
be challenging but worthwhile. ‘Families there were so poor that they didn’t even have basic things like refrigerators or cookers. In fact, they didn’t have any electricity. At night, we couldn’t just hit a light switch; we had to use a flashlight or an old oil lantern to give us some light. After living in such conditions, now I feel I’m ready to face challenges in the future.’

Martin Johnson is from the UK and helped build a school in a poor part of India. He said he wanted to learn how to deal with difficult situations. Explaining how they made most of the school’s furniture, he said, ‘We had some wood, nails, hammers and a lot of hard-working people.’ Martin said he had learnt a lot by working with the local people, ‘I helped people harvest their crops, which was something I had never done before. It was very special, being part of another culture.’

For many students, a gap year teaches them how to work with a group of strangers and how to look after themselves without the help of family or friends. These are exactly the sort of skills companies are looking for. Nowadays, they expect young people to have more than just academic qualifications. Mr Biggins, the manager of a major finance company, welcomes the extra experience that a gap year can bring to new workers. ‘We usually find that students who have been on a gap year are better able to work without needing direction, and they tend to work better with colleagues from different backgrounds.’

It is now accepted that a gap year is more than just a year away from studying. It is a time for personal growth and development, learning new skills and seeing life in a different way. When students start university, they are enthusiastic and have much motivation. As well as having a good time and making new friends, taking a gap year may give students an edge in the job market.

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**Your group is now going to talk about the benefits of a gap year. You are then going to write an essay about what you think of taking a gap year, where you would go and what you would do. The questions below will help you prepare for this essay.**

1. Do you think taking a gap year is a good idea? Why or why not?
2. Do you think there are any negative aspects to taking a gap year? If so, what are they?
3. If you could take a gap year, would you do it?
4. What would you need to do to prepare for a gap year?
5. What sort of help would you need? Where would you find this help?
6. Where would you like to go? Why?
7. What sort of project would you like to do? Why?
8. Do you think this would have a positive effect on your future career? Why or why not?
A  Rank your confidence level with the following skills. Write 1 to 5 in each box. Then work out your percentage.

How confident are you of:

- understanding the lecture transcript about job interview tips?
- understanding incomplete sentences used for emphasis?
- understanding what to do at each stage of the interview process?
- using the new vocabulary in this unit?
- discussing your ideas about job hunting and job interviews?
- understanding the names of different departments in a company?
- understanding what different departments in a company do?
- understanding the process of job hunting?
- understanding idioms that use noun phrases?
- understanding idioms that use prepositional phrases?
- understanding idioms that use verb phrases?
- understanding idioms that use the as ... as pattern?
- understanding a job advertisement?
- talking about your personal qualities?
- formatting a covering letter?
- understanding the magazine article about students who take a gap year?
- writing an essay about what you would do in a gap year?

B  If you are not confident about some of the items above, make an action plan so you can improve on them.
In this unit, you will
- read a radio transcript about a successful person and a speech transcript about a successful father
- listen to an announcement for a speech competition
- discuss success and respond to advice
- write a recipe for success
- prepare and present a speech about a successful person

Welcome to the unit

Many people work very hard to become successful in their chosen careers. Look at the following pictures of successful people and discuss the questions below with a partner.

1. What qualities do the people above have that made them successful?
2. Do you know any successful people? What did they do to succeed?
3. Do you want to be successful? How do you think you could achieve success?
Reading

A Read the radio transcript quickly and answer the following questions.

1. When was Clive Sinclair born?
2. What was Clive’s first job?
3. What society was Clive chairman of?

B Read this transcript of a radio programme about a successful person.

Sir Clive Sinclair
—the man who brought technology to the man in the street

Today’s programme is about Sir Clive Sinclair, a famous British businessman and inventor. Sinclair was born in Surrey, England, on 30 July 1940. He spent much of his childhood with his grandfather and father, who were both engineers. As a result, he began designing and making things when he was very young. Sinclair was mostly self-educated, preferring to spend time studying by himself rather than at school with classmates. By the time he was ten years old, his teachers at his primary school said that he was already so good at geometry and algebra that they could not teach him anything more, so he moved on to high school. After high school, he decided that university would teach him nothing new. Therefore, at the age of 17, he got a job as an assistant editor for a radio magazine that was full of diagrams of electrical circuits.

In 1961, Sinclair resigned from his job and founded his own company, producing pocket-sized radios. However, the man providing the money to start the company pulled out of the project at the last minute, and Sinclair had to get a job as a technical editor to support himself. Meanwhile, he worked to build the company in his spare time. When his company finally began production and put out advertisements for his radio, demand was high and the business simply took off. Sinclair was very good at making little things. In addition to his pocket-sized radio, Sinclair produced the world’s first pocket calculator in 1972, the first digital watch in 1976, and the first pocket TV the following year. Many of his early products were sets of parts that amateurs could put together, to make things such as radios.

However, Sinclair’s greatest achievements were in the field of personal computers. In January 1980, Sinclair introduced the ZX80 computer. This was the first computer in the world to cost less than £100. Within eight months, Sinclair had sold more than 20,000 ZX80 computers. His next computer, the ZX81, was an even bigger hit, and his company’s receipts grew by 600% over the previous year. In all, his company sold 1,000,000 ZX81 computers in the first
two years of production. Sinclair introduced the ZX Spectrum computer in 1982. For nearly ten years, this was the best-selling computer in Britain. Most of the people who work in the field of computer technology in Britain today grew up using the ZX Spectrum. Although it was marketed as a computer that could be used to make computer programs, its main advantage was that it was good for playing computer games on.

During the 1980s, Sinclair experienced his first big failure, with the Sinclair C5. This was a three-wheeled vehicle which used batteries and had an electric motor. Since it did not use petrol for fuel, it was better for the environment than a car. However, it was very small, and did not look very safe. The newspapers thought his new invention was ridiculous, and he could only sell about 12,000 of these vehicles. Sinclair’s reputation suffered as a result, but he is still respected for his earlier successes.

By the end of the 1980s, Sinclair had tired of his various businesses, and was throwing himself into British Mensa, a club for clever people. He was its chairman from 1980 to 1997, and Mensa’s membership figures boomed under his direction. His managing skills and strength of personality made the society a very well-known organization.

Though Sinclair has slowed down a bit in recent years, he is still inventing and selling new things. His latest product is a bicycle that can be folded up small enough to fit into a bag. Such a bicycle helps the environment and is useful for office workers who want to cycle to and from work.

Sinclair has been successful because he possesses both the intelligence and a firm will to succeed. Sinclair has had a full and interesting life. I hope that you have enjoyed his story in today’s programme.
C1 How well do you understand the transcript? Read it again and answer the following questions.

1. What did Sinclair’s grandfather and father do?

2. Why didn’t Sinclair go to university?

3. What was the first thing that Sinclair made and sold?

4. Why was the ZX80 computer so popular?

5. What did the ZX Spectrum prove most useful for?

6. What was Sinclair’s first big failure?

7. What did the growth of Mensa show?

C2 The following is a timeline of important dates in Sinclair’s life. Fill in what happened in each year.

<table>
<thead>
<tr>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1957</td>
</tr>
<tr>
<td>1961</td>
</tr>
<tr>
<td>1972</td>
</tr>
<tr>
<td>1976</td>
</tr>
<tr>
<td>1977</td>
</tr>
<tr>
<td>1980</td>
</tr>
<tr>
<td>1982</td>
</tr>
</tbody>
</table>

D Match these new words from the radio transcript with their meanings. Write the correct letters in the blanks.

1. self-educated (Line 5) ______ a. the ability to control your thoughts and actions in order to get what you want
2. geometry (Line 7) ______ b. stop being involved in something
3. resign (Line 12) ______ c. a person who is not skilled
4. pull out (Line 14) ______ d. bend something so that one part lies on top of another part
5. amateur (Line 21) ______ e. leave a job
6. receipts (Line 27) ______ f. of a person who learnt things through his/her own efforts
7. fold (Line 50) ______ g. the amount of money that a business receives during a time period
8. will (Line 54) ______ h. the kind of maths that deals with lines and shapes
Bill wrote an article about his first computer. Complete the article with the words in the box below.

- diagrams
- put together
- ridiculous
- tired of
- circuits
- marketed
- calculator

I remember my first computer. It was a ZX Spectrum computer from Sinclair Research Ltd. The computer was (1) _________ as the cheapest and most powerful personal computer you could buy, which was true. However, by today’s standards it looked a little (2) _________.

It was little more than a keyboard with (3) _________ inside. It had no monitor; instead, you plugged it into your TV. Back then, computer programs came on cassette tapes, so we had to connect the computer to a cassette recorder. Computer software was also very different. We had to type in commands to make the programs work. However, this helped me learn how to (4) _________ my own computer programs. Of course, the computer did not have a mouse or connect to the Internet. I used my computer to study algebra. It was also good for making (5) _________ and graphs for reports. And it had a (6) _________, which was always useful.

The pictures and the sound were primitive compared to today’s computers, but I never (7) _________ using my ZX Spectrum, and I still have it today. It is the reason why I have become a software engineer.

What do you think about Sir Clive Sinclair’s life and success? Discuss the questions below with your partner. Use the following conversation as an example.

Sir Clive Sinclair seems to have had a very successful life. What do you think?

I agree. He seems to be very good at inventing things. I was surprised to learn that he did not go to university.

I was surprised too. The newspapers were not very kind to him, were they?

I think newspapers always like to laugh at people when they fail. They do not write as much about success, do they?

1. Why is it important to learn about successful people?
2. What does success mean to you?
3. What do you think of failure?
**Word power**

**Qualities for success**

A. Li Cheng found a website containing profiles of successful people. Read this profile about a successful businesswoman and the personal qualities that led to her success.

**Victoria Brown’s qualities for success**

My name is Victoria Brown, and last year I was ranked number 59 on a list of the world’s most successful people. In my opinion, I possess certain qualities that have helped me succeed. The first one is **perseverance**—this means I never give up, even when things go wrong. However much I get knocked back, I just try again. Another quality I have is **ambition**. I want to do the very best I can. I feel **confident** that I can achieve anything if I work hard to make things happen. I am also highly **motivated**. I always try to be **energetic** and **enthusiastic**, even though I may be tired or busy. **Energy** and **enthusiasm** make things work and encourage those people working around you. **Interpersonal skills** are another key to my success. Every day, I make a point of saying hello to all my staff and spending time listening to their ideas and opinions. This means I am a good listener. **Organization** is also a key aspect of my personality, as is my **sense of humour**. I now have another ambition in life, which is to help others achieve what they want in both their lives and their careers.

B. Li Cheng worked out a diagram about the different qualities needed to help you achieve success and their opposites. Look at the diagram below.
How to become successful

While surfing the Internet, I found a website about some qualities that are likely to lead to success. I think the following qualities are fundamental if I want to be successful. One is never to give up; this is called perseverance. I think that is really important. Also, I need to have (1) _______ and try my best to realize my dreams. I need to be focused rather than being (2) _______. This means that I cannot be (3) _______; I have to be hard-working. I need to remember that even though I might be very busy, I need to be energetic and (4) _______. Another important quality I need to have is a warm (5) _______. This means that I should be (6) _______ rather than unfriendly, and that I must never be impolite to people—I should always be (7) _______. Honesty is another key to success. People who are (8) _______ rarely succeed. To be successful I cannot be careless. Instead, I should be very (9) _______ to do things well. The way I do things is important, and I need to organize myself. Finally, a (10) _______ will always keep me and people around smiling.

---

Li Cheng found some sayings on another website that relate to success. Read with him and translate them into Chinese.

1 Success consists of going from failure to failure without loss of enthusiasm.

2 The greatest barrier to success is the fear of failure.

3 Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.

4 Success is dependent on effort.

5 The secret of success in life is for a man to be ready for his opportunity when it comes.

6 Try not to become a man of success but a man of value.
Grammar and usage

Euphemism

A euphemism is usually a polite way to say something that is embarrassing or unpleasant. To make a euphemism, you replace words that are considered harsh or offensive with other words that are vaguer and less direct.

1 We often use euphemism to refer to taboos or very sensitive subjects.
   • ‘Pass away’ means to die.
     His grandfather **passed away** last week. The funeral will be held this Friday.
   • ‘On one’s last legs’ means near a state of collapse or death.
     The refrigerator has been used for twenty years and is now **on its last legs**.
   • ‘Senior citizen’ means an old person.
     As chairman of the community centre, he has set up a committee to help **senior citizens** in the area.
   • ‘Physically challenged’ means (people) having a physical disability.
     The school is for people who are **physically challenged**.
   • ‘Visually challenged’ means (people) having poor eyesight.
     There are many watches available for the **visually challenged**.
   • ‘Not all there’ means crazy.
     Judy is sometimes **not all there** after the accident.

2 We often use euphemism to talk about the status of someone or something.
   • ‘Sanitary worker’ is used to refer to a person who cleans dirty places.
     The **sanitary workers** cleaned the hospital.
   • ‘The man in the street’ is used to refer to ordinary working-class people.
     Clive Sinclair is the man who brought technology to **the man in the street**.
   • ‘Between jobs’ means unemployed.
     My father has a lot of free time because he is **between jobs** at the moment.

3 We often use euphemism to indicate situations that we do not want to mention directly in public.
   • ‘Wash one’s hands’ means to go to the toilet.
     I am just going to **wash my hands**.
   • ‘Body count’ means the number of dead bodies found on the scene.
     The battle is said to have the highest **body count** of any war.
   • ‘Correctional facility’ means prison.
     The murderer would spend the rest of his life in a **correctional facility**.
A  Below is part of a news report transcript. Match the euphemisms in the box below with the underlined words in the text. Write the correct letter in the blank beside each underlined part.

- was economical with the truth
- sanitary workers
- a confidential source
- a correctional facility
- senior citizens
- passed away
- golden years
- downsizing
- body count

Good evening, this is the news at ten. There has been a plane crash in a lake in Eastern Europe. Emergency teams are using ropes to lift the badly damaged plane. Doctors and nurses are on the scene to give oxygen and other medical supplies to the survivors. We are unsure about the total number of dead people (1) _____, and the police say they will reveal the figure later.

In other news, the famous violin player, Jim Smith, has been arrested for not paying taxes. He has already spent some time in prison (2) _____. Smith said he is innocent, but many people think he did not tell all the truth (3) ______. According to an informer (4) _____, his offshore bank account has also been closed, and the police believe they have only scratched the surface of his crimes.

We were also very sad to hear that the president of Golden Hotels had died (5) _____ at the age of 87 in the lounge of one of his hotels. It seems he had an allergic reaction to the fish he ate. In his old age (6) _____, he had become very involved with charities, especially those that helped old people (7) _____.

It was announced that the local university will be reducing employment (8) _____. As a result, about 30 workers, mostly people who collect rubbish (9) _____, are considered to be surplus and will lose their jobs.

B  Doublespeak is a type of euphemism used to modify the meaning of something. It is usually used by governments or big organizations. Look at the box below and match the doublespeak with the correct meaning.

<table>
<thead>
<tr>
<th>Doublespeak</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>job seekers</td>
<td>a lie</td>
</tr>
<tr>
<td>capital punishment</td>
<td>b suspect in a crime</td>
</tr>
<tr>
<td>colour the truth</td>
<td>c unemployed people</td>
</tr>
<tr>
<td>negative profits</td>
<td>d lack of job security</td>
</tr>
<tr>
<td>taxpayer</td>
<td>e second-hand/used</td>
</tr>
<tr>
<td>pre-owned</td>
<td>f losses</td>
</tr>
<tr>
<td>person of interest</td>
<td>g citizen</td>
</tr>
<tr>
<td>job flexibility</td>
<td>h death penalty</td>
</tr>
</tbody>
</table>
Task  Finding the recipe for success

Skills building 1: listening to announcements

When listening to an announcement, you need to listen for important content or details such as what the announcement is about and its purpose. The content will include facts that you will have to listen for, such as:

- dates/times
- places
- names
- addresses (including e-mail addresses)
- telephone numbers
- websites
- schedules
- instructions

Step 1: taking notes about a speech competition

A  You hear an announcement for a speech competition that you want to enter. Listen to the announcement and take notes below.

National English Speech Competition

Location: (1) __________________________ Hotel, in Beijing

Application form: can be (2) ____________ from the school website; fill it in and send it to the (3) ________________ on the website

Requirements: introduce yourself; recite a (4) ____________, which should last for less than (5) ________________; tell a (6) ________________

Prize: a 14-day tour of (7) ________________

B  Your friend Bill wants to know how to apply, so he called the competition head office to ask. Listen to the conversation and write down the answers to Bill’s questions below.

1  When do I have to send in the application form? ___________________________

2  How many people will be chosen to take part? ___________________________

3  How will they be informed? ___________________________

4  When will they be informed? ___________________________
You want to win the speech competition, so you find a book that gives tips on how to succeed. Read this page from the book and make a list of tips for becoming successful.

**SUCCESS!**

Some people succeed, while others do not. This is because some people possess certain qualities that others do not have.

The first thing you must remember is that in order to succeed, it is almost compulsory that you be optimistic. You must have faith in yourself and in your ability to succeed, otherwise you are not very likely to win, or even to try.

Having proper motivation is not optional—it is another key to success. You need to work with every fibre of your being. When you really have a thirst for success, you put your performance under the microscope to make sure that every little thing you do works towards your goal.

Another quality that helps people succeed is the ability to do and think about things in new and different ways. Most successful people are not as conventional as the people around them. Where others see failure, they see possibility. Where others see a lack, they see a surplus. Where others see a closed door, they see an open window. They are more than just optimistic—they see the world in a different way than others do, and do things in a different way.

To become successful, you may find it important to read about successful people, to see how they have achieved success. Their stories will encourage and inspire you as you climb the ladder of success. While everyone’s path to success is different, many successful people have the same drive and the same qualities. While you may not be the next Bill Gates, for example, by learning from people like him you may become just as, if not more famous, because of your success.

Practising is just as important if you want to succeed, because practice makes perfect. Practise every day at whatever career you are in, and by doing so, you will see yourself and your business begin to grow. This will also help you feel confident about what you do, and make other people believe in you as well. Your colleagues will be happy to work with you, and your boss will give you more responsibility.

Finally, to become a successful person, you need to be able to look people in the eye and be honest.

Success is yours for the taking! Cheers!

---

**Tips for being successful**

1. __________________________________  
2. __________________________________  
3. __________________________________  
4. __________________________________  
5. __________________________________  
6. __________________________________
Skills building 2: responding to advice

If you have a problem or are in trouble, you can ask someone like a teacher, a parent or a friend for advice. There are a number of things you can do to make the most of the advice you receive.

• Use active listening
  When someone is giving you advice, it is important to listen to what they have to say. You may not agree with the advice they give you, but it is important to listen to everything they have to say before deciding if you will use their advice or not.

• Ask questions to clarify what you have heard
  If you do not understand the advice someone has given you, make sure to ask questions to clarify. This way, you can be sure you are getting and taking the right advice.

• Express thanks
  When someone gives you advice, it is important to thank them. Sometimes you may not like the advice someone gives you, but the polite thing to do is to thank them anyway. You do not have to use any advice if you do not want to.

Step 2: responding to advice about the speech competition

You have been selected to take part in the speech competition. You are very nervous so you ask your teacher for advice. Role-play with a partner. Switch roles when you are finished.

Student: Use the information in the left column to form your questions. Remember to respond to your teacher's advice using the information in Skills building 2.

Teacher: Offer advice to the student based on the questions he or she is asking. Use the information in the right column to help you form your answers.

<table>
<thead>
<tr>
<th>Student</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>how/choose/poem?</td>
<td>read poetry books/search on the Internet</td>
</tr>
<tr>
<td>which story/write about?</td>
<td>choose something interesting that has happened in your life</td>
</tr>
<tr>
<td>how much practice?</td>
<td>a lot—useful to practise in front of a mirror/record your voice</td>
</tr>
<tr>
<td>how/avoid being nervous?</td>
<td>stay calm/deep breathing exercises</td>
</tr>
<tr>
<td>how to act on stage?</td>
<td>be careful in choosing your clothes/be confident/stand up straight/be natural</td>
</tr>
<tr>
<td>any other advice?</td>
<td>listen to instructions</td>
</tr>
</tbody>
</table>
Skills building 3: writing a plan to become successful

If you want to be successful at something, it is important to have a plan. This will help you focus on what you want and how you think you can achieve it. When you write a plan for yourself, it is important to think about different things, including:

- general aim/what you want to achieve
- qualities you need to develop
- what research you need to do
- any advice you may need from successful or experienced people

Step 3: writing your recipe for success

Use your notes, your list of tips and the advice you get to write a recipe for success so that you will win the speech competition.

My recipe for success

General aim
My aim is to win first place in the ________________________________

Qualities I need to develop
Qualities that are important include being motivated, ________________________________

Research
In order to succeed, I need to work hard at my English skills, particularly speaking and ________________________________

Advice
If I am going to be successful, I need to remember to be confident and look ________________________________
Project  Writing and making a speech

You do not have to be rich or famous to be successful. There are many people in the world who have achieved a different kind of success.

Read the following transcript of a speech which came first at a Father’s Day Speech Competition. It will help you prepare your speech about a successful person you admire.

My father, my hero

I consider my father to be the most important person in my life. This is not because he is famous or wealthy. We do not have a big car, and there are no old, expensive vases or paintings in our house. Rather, what I value about my father is the care and love he shows for me and my family. What blesses my father most is being able to put food on the table and a roof over our heads.

My father might work hard, but he is always there for us. Whenever I trip or hurt myself playing sports, he’s there to pick me up. My brother and I grew up with his constant care and the funny nursery rhymes and stories he told us.

My father’s family came to the USA from China, and they were quite poor when he was a child. He once told me his mom used pins to hold his shirt together when he went to school. When he was only fourteen years old, he had to leave school and start working because my grandfather died, leaving no money but a big family behind. If he had not worked, there would have been no one to support the family.

When my mother and father got married, they did not have much money. The situation got worse when they had children. When we were very young, my father had an extra job as a hotel porter, and he also mopped the floor of a hotel every night so that he could give us a special treat or a vacation. At the start of last year, my father began putting at least fifty cents every day into a jar on a shelf in his bedroom. We all wondered what he was saving the money for, but he refused to tell us. Then, in December, I noticed that the jar was empty. That evening, my father came home with some great Christmas presents, including candy, balloons and a huge turkey for our Christmas dinner. It was the best Christmas ever.

My father also helps our local community. As chairman of the community
center, he has set up a committee to help senior citizens in the area. This committee cooks and delivers healthy meals to the senior citizens who are too old to cook for themselves, or too poor to buy good food. My father also helps arrange a Sunday brunch at the community center so that the senior citizens can get together with their friends.

I also know something about my father that he does not tell anyone. A few years ago, one of his best friends passed away. Last year, my father met his friend’s son and found out that the family was too poor to send the son to school, so my father gave him money so that he could continue his studies. After that, my father set up an organization to help students with money problems. He has received money from some big companies and makes sure that the money is used to help students in real need.

My father has been successful as he never shrinks from helping others. People also like him because he often has a smile on his face. He is optimistic and finds good in all situations. He is great at problem-solving, and his favorite phrases are ‘Don’t worry! It’s not worth it’ and ‘It will be all right—just you wait and see’. He is always right!

While my father is old now with gray hair and wrinkles, he still has a lot of dignity. No matter what job he has to do, he does it well, and I think that helps him be who he is. I have learnt from him the need to be patient and honest, and to care for other people. My father has made me confident to be myself as well. From him, I have learnt that one person can really make a difference.

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B You are going to write about a successful person you admire and make a speech about him or her. Answer these questions to help you write your speech.

1. Why is the speaker’s father successful in a different way?
2. How does the speaker’s father help the community?
3. Who will you write your speech about?
4. Why is the person successful?
5. What qualities does the person have that make him or her successful?
6. Will you interview this person?
7. How long will your speech be?
8. How will you practise your speech?
Self-assessment

A  Rank your confidence level with the following skills. Write 1 to 5 in each box. Then work out your percentage.

How confident are you of:

- understanding the radio transcript about a successful person?
- understanding sub-topics?
- using the new vocabulary in this unit?
- discussing success and successful people?
- using words for qualities that lead to success?
- understanding sayings that relate to success?
- understanding and using euphemism to
  - refer to taboos or very sensitive subjects?
  - talk about the status of someone or something?
  - indicate situations that you do not want to mention directly in public?
- listening to announcements?
- responding to advice?
- writing a recipe for success?
- reading a speech transcript about a successful father?
- writing and making a speech about a successful person?

B  If you are not confident about some of the items above, make an action plan so you can improve on them.
In this unit, you will
- read an article in a newsletter about preparing for university and a university brochure
- listen to a discussion about university courses
- talk about university life and discuss options for university courses
- write a report about what kind of university courses you might want to take
- research and write a guide to a university

Welcome to the unit

There are many different courses you can study at university. Look at the pictures and discuss with a partner the different courses the people in the pictures are studying.

Students studying engineering often have to make models.

If you study maths at university, you will have to solve very difficult problems.

People studying literature spend a lot of time at the library.

If you study archaeology, you might get to dig up things from the past.

When you study a science course, you have to do experiments.

1 Which of the courses above would you like to study? Why?
2 Do you think everyone should go to university? Why or why not?
3 What do you think university life is like?
Reading

A Read the article quickly and answer the following questions.

1 How long has Qin Xiaoyong been at university? ____________

2 What course did he take at university? ____________

3 What sport did his Canadian friends introduce him to? ____________

B Zhang Hong is reading the following article in his English Club newsletter written by a former student of his school. Read the article with him.

My university life
by Qin Xiaoyong

First, I would like to say hello to you all. I think some of you might remember me, as I used to be the captain of the school football team.

This past May I completed my first year at university in Canada, and I have learnt a lot. I am writing this article to give you a quick preview of what to expect from university life either in China or abroad.

There were many things that I needed to do to prepare for university. I had to decide which university to apply to and what course to study, and then I needed to get a passport and visa to study abroad. I found that choosing a university abroad could be difficult. After looking through numerous brochures and college catalogues, I decided on the University of Calgary, where I chose to study psychology, which is the study of the mind and how it influences behaviour.

Moving to Canada meant making some big adjustments to my life. Although I knew everybody has to leave their nest at some point, leaving my family was the hardest part, and some people cannot handle being away from home. To help myself adjust, I set up e-mail addresses for my mum and dad so that I could e-mail them regularly. However, during my first year at university, I was so busy studying and meeting new people that I did not write to my family as often as I should have. When I went home for the holidays, I felt a bit like a lost son returning.

Another big change was the food. When I first came to Canada, I found the food a bit strange. I did not like eating so much meat or food that had been fried. Now I am getting used to Canadian food, and believe it or not, my new favourite food is pepper steak.

Before I left home, my mother showed me how to use a stove and a rice cooker, and she taught me how to cook some simple dishes such as noodles, fried bean curd and garlic with vegetables. Now, whenever I want to eat Chinese food, I can cook for
myself, though usually I do all of my cooking in the microwave. I like drinking tea a lot, so I have some cups and saucers in the lounge and a Thermos to take tea to class with me.

My mother also taught me how to do the laundry and how to avoid shrinking my clothes. Living on my own, I also learnt to control the amount of money I spent each week. I think it is a good idea to put some of your money away each week to make it last. All these things have helped me become more independent.

Moving to Canada for higher education has been exciting, but I have been very busy. On the first day of term, there were crowds of people in the dormitory, all looking for where they should go. My room was only partly furnished and had no bathroom—it just had a basin and a hook for a towel. The kitchen was so small that I joked with my friends that it could be measured in millimetres!

I also met my room-mate, who is really nice. He is here to study science, and he seems to know everything about it, from astronomy to minerals. He has different classes and a different schedule from mine. At university, students in different departments go to different classes at different times. University students also have a lot of free time for personal study, sports or just relaxing during the day. My Canadian friends introduced me to baseball. Although I really enjoy it, I am not very good with a bat or a baseball glove.

When you are planning for university, look forward instead of backward. Going to university is an adventure, so you should not be afraid, but just dive right in. My advice to you is to prepare and think ahead so that you can have an easier time in making the change from home to university. If you have any other questions, do not hesitate to write to me. My e-mail address is qinxiaoyong@con.com.

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**Reading strategy: understanding tone and style**

Tone and style reflect the relationship between readers and the author, and the purpose of the message that is being conveyed. In this article, the author wants to connect with readers on a personal level, so the tone of the article is warm. The author builds a relationship with the audience: ‘I think some of you might remember me, as I used to be the captain of the school football team.’ The style is casual, and the author gives advice in a friendly way, e.g., ‘Going to university is an adventure, so you should not be afraid, but just dive right in.’ This article deliberately expresses personal opinions, e.g., ‘Moving to Canada for higher education has been exciting, but I have been very busy.’ Through tone and style, readers can see the author’s personal feelings and connect to him or her.
C1  How well do you understand the article? Read the article again and answer the following questions.

1 What is the article about? ____________________________

2 What was the hardest thing for Qin Xiaoyong when he went to university? ____________________________

3 Why didn’t Qin Xiaoyong often write to his family? ____________________________

4 What did Qin Xiaoyong think of Canadian food at first? ____________________________

5 What is Qin Xiaoyong’s new favourite food? ____________________________

6 What advice does Qin Xiaoyong give about money? ____________________________

7 What was Qin Xiaoyong’s room like? ____________________________

8 How do university students spend their free time? ____________________________

C2  In the article, the author writes about what preparations he made before going to university. Write down his preparations in the table below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Decided what course to study: psychology</th>
</tr>
</thead>
<tbody>
<tr>
<td>University</td>
<td></td>
</tr>
<tr>
<td>Contact with family</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
</tr>
<tr>
<td>Laundry</td>
<td></td>
</tr>
</tbody>
</table>

D  Match these new words from the article with their meanings. Write the correct letters in the blanks.

1 catalogue (Line 19) ____ a of a room, house, flat, etc., that comes with sofas, beds, chairs, etc.

2 psychology (Line 21) ____ b a kind of solid matter that is formed naturally in the earth, such as coal, gold and salt

3 fry (Line 43) ____ c a list of items

4 microwave (Line 54) ____ d the scientific study of the mind and how it influences behaviour

5 Thermos (Line 57) ____ e cook in hot oil

6 furnished (Line 73) ____ f a container used for keeping liquids hot or cold

7 mineral (Line 81) ____ g a kind of oven that cooks food using a kind of radiation instead of heat
Zhang Hong decided to write an e-mail of thanks to Qin Xiaoyong. Complete his e-mail with the words in the box below.

**Box:**
- dive right in
- astronomy
- room-mates
- brochures
- rice cooker
- preview

**E-mail:**

Dear Qin Xiaoyong

Thanks for writing the article. I was really encouraged after reading your suggestions about how to prepare for university. My parents wanted me to study in Canada, but the idea simply terrified me. Your article just made me want to ___________ and give it a try.

The idea of setting up e-mail addresses for my parents is great. I have also asked my mother to teach me how to do my laundry to help me be more independent. I already know how to use a ____________, and I should have no problems with money, as I am quite good at handling it. As for choosing what course to take, I’ve decided to study ____________, as I want to find out more about the universe. I am reading lots of university ____________ to find out which university has the best programme. I will also go to the official website of the Canadian Embassy for further information.

The information you gave about the dormitories was also very useful. I am looking forward to meeting my ____________! You were a mine of information, and I am sure that your ____________ of university life abroad will help me make an easier adjustment from home to university.

Regards
Zhang Hong

---

**F:** What do you think about the advice that Qin Xiaoyong gave in his article? Discuss the questions below with your partner. Use the following conversation as an example.

The article is quite interesting. It is good that Qin Xiaoyong admitted that he found it hard to leave home. What do you think?

I agree. Many people do not like to admit things like that. He gives lots of practical advice too. What do you think of it?

This advice is useful, especially the part about how to keep in touch with our families. Do you agree?

I agree. I think it is useful because ...

---

1. Why is it important to prepare for university?
2. How do you think university is different from high school?
3. Is it good for students to live away from their parents? Why or why not?
Word power

University

A  Read the article about university courses that Zhang Hong found on the Internet.

University courses

At university, there are many different courses that you can study. If you are interested in business courses, you can study Economics, Finance, Business Administration and Accounting.

There is a great need for graduates with engineering degrees in China and many universities have large Mechanical Engineering and Electronic Engineering departments. In these departments, you can study Industrial Engineering and Packaging Engineering, which are useful for working in factories. There is also Civil Engineering, which involves designing and making roads and buildings.

There are also traditional courses such as the sciences, including Biology, Physics, Chemistry, Mathematics and Medicine. The arts are traditional courses as well and include Literature, History, Philosophy, Politics, Languages and Law.

The range of courses has increased over the last few years to include Sports Science, Information Technology (IT), Film and Media Studies, Social Sciences (like Sociology and Psychology) and Life Sciences (like Bioengineering).

B  Zhang Hong made a diagram to show the different titles and positions at a university in China. Look at the diagram below.

- president (responsible for the university)
- deans of faculty (in charge of each group of departments)
- heads of departments (responsible for each department)
- professors (responsible for different courses in the department)
- associate professors (teaching/doing research)
- lecturers (teaching/doing research)
- teaching assistants (postgraduate students who do research and some teaching)
Dear Ben

I’ve been thinking about what I should study at university. I had a quick look on the Internet and found some information about the different types of courses that are available.

As you know, I’m interested in engineering. My cousin is a mechanical engineer. He said when he was at university, there were only two associate (1) ______ in his department and that below them were two (2) ______. Now, because the (3) ______ of the university knows how important science courses are, there are departments for all the different types of engineering, including Mechanical Engineering, (4) ______ Engineering, Industrial Engineering, Packaging Engineering and (5) ______ Engineering. There are also more professors and teaching (6) ______ as well as associate professors and lecturers. I’m also interested in (7) ______, and the university that my cousin went to has a great IT Department, so I’m really thinking about studying there. The university also offers various new courses, and its Sport Department is famous for its (8) ______ course.

I know you are interested in studying either Business (9) ______ or Economics. Maybe you should get some brochures from the universities that are famous for these courses. I’ll let you know if I can find out any more information about different courses.

Yours
Zhang Hong

---

**University degrees can be studied at different levels. We often use abbreviations to refer to them. Match the abbreviated form with the full name of each degree.**

<table>
<thead>
<tr>
<th>Abbreviated form</th>
<th>Full name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 BA</td>
<td>a Bachelor of Science</td>
</tr>
<tr>
<td>2 BSc</td>
<td>b Master of Education</td>
</tr>
<tr>
<td>3 BEd</td>
<td>c Doctor of Philosophy</td>
</tr>
<tr>
<td>4 MD</td>
<td>d Bachelor of Education</td>
</tr>
<tr>
<td>5 MEd</td>
<td>e Master of Arts</td>
</tr>
<tr>
<td>6 MA</td>
<td>f Doctor of Medicine</td>
</tr>
<tr>
<td>7 MSc</td>
<td>g Bachelor of Arts</td>
</tr>
<tr>
<td>8 PhD</td>
<td>h Master of Science</td>
</tr>
</tbody>
</table>
Grammar and usage

Allusion

An allusion is a way of making an indirect reference to stimulate ideas and associations with other things. To make an allusion, you may refer to a person, an event, a place, a character from literature or a thing.

1. We often use examples from literature to talk about a certain type of character or person.
   Scrooge—This alludes to a character who is extremely mean. It comes from the novel *A Christmas Carol*.
   Sam saved every penny he had in order to buy a new bike. In fact, some of his friends said he was a bit of a Scrooge.

2. We can use examples from religion.
   a sacred cow—This is used to refer to something that is held in high regard and cannot be criticized. The phrase is an allusion to the Hindu religion, where cows are considered very special and treated with great respect.
   This policy, which used to be very successful, remains a sacred cow, though it no longer meets the needs of the current situation.

3. We often allude to creative works, such as art, films and songs, by referring to the title or the contents without directly quoting them.
   be over the moon—This alludes to someone who is very happy. It is a reference to a children’s nursery rhyme, where ‘the cow jumped over the moon’.
   Terry was over the moon because his favourite team had just won the championship match.

   Pandora’s box—This is an allusion to the Greek mythological figure, Pandora, who was given a box that she was not to open. After she opened it, all of the troubles and evils from the box were released into the world. When we use this allusion, we are saying that one action has caused a lot of bad things to happen.
   How could we have known that by applying for a credit card we were opening Pandora’s box?

4. Examples from history are also very common.
   Waterloo—This is the nineteenth-century European battle at which Napoleon was defeated. It alludes to a final defeat or failure.
   After spending all his money and failing to raise funds for his project, he is facing his Waterloo.

5. Examples of allusion from real life might include people, jobs and even animals.
   Mother Teresa—This alludes to a person who works selflessly for others, just as Mother Teresa looked after poor, sick people in India.
   She has done a lot of charity work this year and is a real Mother Teresa.
### Allusion vs Meaning

<table>
<thead>
<tr>
<th>Allusion</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mickey Mouse course</td>
<td>A course that is very easy and not taken seriously by people</td>
</tr>
<tr>
<td>dark horse</td>
<td>It originally referred to a race horse that won a game to everyone’s surprise. Dark horse now means someone who is not well known but turns out to do surprisingly well.</td>
</tr>
<tr>
<td>Daniel in the lion’s den</td>
<td>Daniel was a character from the Bible, who was thrown into a den full of lions but survived. The allusion refers to someone facing a difficult task.</td>
</tr>
<tr>
<td>catch-22</td>
<td>Taken from a novel, it refers to a situation where you are in a dilemma from which there is no escape.</td>
</tr>
<tr>
<td>Achilles’ heel</td>
<td>Achilles was a character from Greek mythology, who was very strong and unbeatable, but he had a weak spot on his heel. Achilles’ heel means someone’s weakness.</td>
</tr>
<tr>
<td>Jonah</td>
<td>Jonah was a character from the Bible. Jonah did not wish to become a prophet, so God caused a great storm to throw him overboard from a ship. He was saved by being swallowed by a whale that vomited him out onto dry land. The name is now often used to refer to someone who is believed to bring bad luck to those around him.</td>
</tr>
<tr>
<td>a Herculean task</td>
<td>Hercules was a character from Greek mythology, who was very strong and performed impossible tasks. A Herculean task means a task that demands a lot of strength, determination and effort.</td>
</tr>
<tr>
<td>a good Samaritan</td>
<td>This is related to a story from the Bible about a man from Samaria, who helped another person. A good Samaritan is a person who helps someone in trouble.</td>
</tr>
</tbody>
</table>

### 16 August

It can be (1) ________ to get into university. However, I think I’m something of a (2) ________, and often do better than people expect. Until I leave for university, I will concentrate on my studies because I am not taking a (3) ________. My final exams are coming up and I feel a little like (4) ________, preparing for them, especially Maths, which is my (5) ________. My neighbour is really (6) ________. He is taking the time to help me study for my Maths exam.

Choosing a university can be a (7) ________ situation when you start. My mother is worried that I may choose the wrong university. I think I’ll choose a suitable one, but sometimes it seems so difficult that I want to bang my fist on the table. I’m looking forward to going to university, but during my first days at university, I might feel a bit aimless, like (8) ________, moving sideways across the sea and feeling alone and lost. I know I will be very busy, though, and there will be lots of other young people, so whatever happens, I will land on my feet.
Task  Writing a report about course choices

Skills building 1: listening for options and possibilities

When listening for different options or possibilities, we need to listen for positive and negative aspects of possible choices, and the reasons. These are some key words or phrases that you might hear:

- popular/not popular
- boring/interesting
- traditional/new and exciting
- want/do not want
- good at/not good at
- practical/academic

Step 1: taking notes about options and possibilities

A  Ben and Mary are talking about which courses they would like to choose and why. Listen to the conversation and take notes.

<table>
<thead>
<tr>
<th>Courses not interested in</th>
<th>Reasons why not</th>
<th>Courses interested in</th>
<th>Reasons why</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ben</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) _____________</td>
<td>not very good at it</td>
<td>Computer Engineering</td>
<td>sounds (6) _____________</td>
</tr>
<tr>
<td>Law</td>
<td>has to remember too many (2) _____________</td>
<td>Biochemistry</td>
<td>good for (7) _____________</td>
</tr>
<tr>
<td>(3) _____________</td>
<td>not interesting and new</td>
<td></td>
<td>likes working with computers</td>
</tr>
<tr>
<td>Mary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts</td>
<td>(4) _____________ _____________</td>
<td>Communications</td>
<td>published a few articles; wants to become a (9) _____________</td>
</tr>
<tr>
<td>(5) _____________</td>
<td>always gets the countries or the cities wrong</td>
<td></td>
<td>appeals to her love of writing</td>
</tr>
</tbody>
</table>

B  Ben meets Mary at lunchtime to talk further about course choices. Listen and complete your notes above.
You find an article in the newspaper about what are popular courses at the moment. Read it and then check the notes below to decide whether they are true or false.

Hot courses

by Wang Qiao

It is the time of year when all our Senior High Three students are trying to decide which course to study at university. Every year, we find that some courses are more popular than others. In this article, we are going to look at some of the top courses this year.

First, we will look at Biochemistry, the most popular course this year. This is a practical science course based on biology, which prepares people to work in those fields which combine biology and chemistry. Graduates often work in the fields of medical science and environmental protection.

The next course on the list is International Trade. It is easy to see why students are interested in this. Learning about the principles of international trade is the main focus of this course, and graduates can expect to work in international companies and banks.

It is not surprising that the third most popular course on the list is Information Technology, or IT. It is a science course, and of course, students who decide upon IT need to be interested in computers and be good at problem-solving.

Hot course number four is Communications. This is the course I chose. Many of you would probably like to take it as well, but let me warn you first. Working as a TV reporter is very interesting, but you have to work very long hours.

The last hot course on the list is Law. The top five courses change nearly every year, but Law is always near the top. Studying law can lead to a well-paid and high-status job, and although the work can be challenging, it is also a very interesting course.

Other popular courses include Physics, which is not just for splitting atoms and helping create nuclear missiles, but can be very theoretical and requires a good ability in maths. Politics is another interesting subject; quite a number of people enjoy studying communism, socialism and the differences between socialist countries.

Remember, though, that these popular courses might not be suitable for everyone. Students in their final year of high school should give serious thought to which course to study, trying to choose one that suits them and their interests best.

1. Biochemistry is a practical maths course. T / F
2. The second most popular course is International Trade. T / F
3. IT students need to be good at problem-solving. T / F
4. Politics is always one of the top five courses. T / F
Skills building 2: discussing options and possibilities

When you are discussing options and possibilities, it is like playing a game of tennis. Each person, when he or she has made a point, needs to give the other person a cue so that he or she can respond. This is like hitting the ball back to the other person so they can return it to you. One way you can do this is by asking a question. These might include:
- What do you think?
- What is your opinion?
- What would you do?
- Do you think that is true/possible/correct?
- Do you agree?
- Don’t you think so?

Another way is adding question tags on to your statements. Here are some question tags you can use:
- ..., isn’t it?
- ..., wouldn’t you?

Step 2: discussing course options

Ben and Mary are discussing the two courses Ben has chosen, trying to decide which is more suitable for him. Suppose you are Ben or Mary. Role-play with a partner. Switch roles when you are finished.

Mary: Form questions with the information in the left column. Respond to the cues Ben gives you. Look at Skills building 2 to find out what cues you might hear.

Ben: Form answers with the information in the right column. Give Mary some cues to keep the conversation going. Look at Skills building 2 to find out what cues you can use.

<table>
<thead>
<tr>
<th>Mary</th>
<th>Ben</th>
</tr>
</thead>
<tbody>
<tr>
<td>what two courses/have chosen?</td>
<td>Biochemistry and Information Technology</td>
</tr>
<tr>
<td>why/chose those?</td>
<td>Biochemistry: popular course/interesting and exciting</td>
</tr>
<tr>
<td></td>
<td>Information Technology: popular course/like to work with computers/good at problem-solving</td>
</tr>
<tr>
<td>which/suits your personality better?</td>
<td>Biochemistry: based on biology/want to do something practical/practical science course</td>
</tr>
<tr>
<td>why not/want to study traditional courses?</td>
<td>Maths and Physics: boring and not popular Law: so many rules to remember</td>
</tr>
</tbody>
</table>
Skills building 3: writing a report about options

When you write a report that includes different options, you need to organize your report so that it is clear to readers. You can use the following structure:

- **Introduction** (what the report is about)
- **Background information** (the type of options you can choose)
- **Option 1** (positive/negative aspects)
- **Option 2** (positive/negative aspects)
- **Conclusion** (your choice and why)

**Step 3: writing a report about your choice**

Using the information from Steps 1 and 2, write a report to your teacher about possible courses you could take at university and explain your final choice.

---

**Course options**

**Introduction**  

---

**Background information**  

---

**Option 1**  

---

**Option 2**  

---

**Conclusion**  

---
Project  Writing a university guide

Which university would you like to go to? Where will you get the information?

A  You are going to find out about a university and write a guide. Read this brochure about Zhenhua University. This will help you carry out your project.

Zhenhua University

your home away from home

Zhenhua University is a university set in its own grounds just outside the city. Although it is small, it is a wonderful place to continue your education. The grounds have a fountain and places where you can walk, sit and relax. Here at Zhenhua, we realize that if you work hard, you also need to play hard. Therefore, as well as advancing your education, we also have some of the best university sports teams in the country.

What does Zhenhua have to offer you? The range of courses is very wide and, of course, includes the traditional courses in arts and science. There are also other courses such as Information Technology, Communications, and Film and Media Studies. You can study with us and obtain your bachelor’s degree, your master’s degree and even your PhD. Our university offers seventy degree programmes. Just visit our website to find out more.

Currently, Zhenhua has 20 research institutes or centres. The university has tried to provide students with the knowledge and skills to help them in their future careers. Zhenhua is working to make itself the premier place for enquiry and research. We also have exchange programmes that allow Zhenhua students to travel all over the world and students from other countries to come and study with us.

Beneath the arches of Zhenhua, we have over 11,500 students. We believe that all students should work hard and make good use of their time here. This means that our schedule is arranged carefully for each student. It includes 20 hours of classes a week in your chosen course. All classes are organized so that
students can attend seminars as well as lectures. In addition, we have two hours a week for writing essays and reports, two hours focusing on sharpening debating skills and two hours for sport. We encourage each student to take up a new sport or to try a new form of exercise. In the first year, you will also have lectures on how to study and how to do research. This will help you gain the most from your university education and make the most of your time. Besides this, there are a number of after-class activities you can attend, including speech competitions, musical concerts and dance parties. There are also many clubs that you can join, for example, the Sport Club and the Chess Club.

Zhenhua has a large modern library and four restaurants. We have dormitories with TV and hot water, lecture halls and study rooms, computer rooms with Internet connection, a swimming pool, a recreation centre for students, a clinic and also a guest house for parents who come to visit. The dormitories are some of the best in the country. They are very large and equipped with showers, with two to four students sharing a room. The university also operates a shuttle to and from the city centre, and at the end of each term, we arrange coaches to other major cities to send students back home.

The admission requirements for Zhenhua are about the same as those for many other universities in China. We promise that we will help you get the best out of your education to ensure you a bright future. Choose Zhenhua, and you will truly find a new home away from home.

Your group is going to do some research to find out about a university either at home or abroad. Answer these questions to help you do your research and write your guide to that university.

1. What do you think about Zhenhua University?
2. Would you like to study at Zhenhua? Why or why not?
3. Will you choose a university at home or abroad?
4. Where will you look for information?
5. What is the history of the university?
6. What facilities/clubs does the university have?
7. What are the admission requirements?
8. Who will write each part of the guide?
Self-assessment

Rank your confidence level with the following skills. Write 1 to 5 in each box. Then work out your percentage.

How confident are you of:

- understanding the article written by a university student?
- understanding the tone and style of an article?
- using the new vocabulary in this unit?
- discussing your ideas about university life?
- using vocabulary about university courses?
- using vocabulary about the different titles and positions at a university in China?
- understanding the abbreviations for the different university degrees?
- understanding how to use allusions from
  - literature?
  - religion?
  - creative works?
  - history?
  - real life?
- listening for options and possibilities?
- discussing options and possibilities?
- writing a report about options?
- understanding the university brochure?
- researching and writing a guide to a university?

If you are not confident about some of the items above, make an action plan so you can improve on them.
Notes

Unit 1

1 Many actors, actresses and models hold ordinary, less glamorous jobs, often working as waiters and waitresses, in order to support themselves. (Page 2, Lines 13–15)

为了养活自己，许多演员和模特做一些普通的、没那么风光的工作，常常打工做服务员。
动词hold在这里的意思是“担任，任职”。如：
She has held the post of Prime Minister for ten years, longer than anyone else.

她担任首相之职十年了，比任何人时间长。

2 A few years ago, when I was walking in the Grand Canyon National Park in the USA, I met a man who had a very unusual job. (Page 3, Lines 29–30)

几年前，当我在美国大峡谷国家公园徒步旅行时，遇见了一个从事特殊工作的人。
大峡谷国家公园（Grand Canyon National Park）位于美国亚利桑那州。大峡谷又称科罗拉多大峡谷，全长349公里，是世界陆地上最长的峡谷之一，于1979年入选世界遗产名录。大峡谷国家公园是大峡谷最深、最佳观的35公里地段，最大深度为1740米。

3 There are many other people doing unusual jobs, such as a person who tastes beer at a brewery and probably consumes one litre of beer a week, a person who designs fireworks and a person who tests rides for amusement parks. (Page 3, Lines 34–37)

还有许多其他人在从事着特殊的工作，例如有人在酿酒厂品酒，一周可能喝一升的啤酒；有人设计烟花；有人为游乐园测试骑乘设施。
本句包含一个由who引导的定语从句。句中 a person who tastes beer at a brewery ..., a person who designs fireworks 和 a person who tests rides for amusement parks 并列，作such as的宾语。

4 All these people love their jobs, which might not be popular, but are interesting regardless. (Page 3, Lines 37–38)

所有这些人都热爱他们的工作，虽然这些工作可能并不那么受人青睐，但不管怎样还是有趣的。
句中 regardless是副词，意思是“不管怎样地；不顾后果地”。如：
We ran into great difficulty when carrying out the plan, but we carried on regardless.

我们在执行计划时遇到了很大的困难，但我们还是坚持了下去。

5 For example, if no one was to collect the rubbish, the streets would soon become very dirty, the number of rats would increase, and disease would spread. (Page 3, Lines 44–46)

例如，如果没人来收垃圾，街道很快会变得非常肮脏，老鼠的数量会增加，疾病会传播。
本句用了虚拟语气，表示与将来事实相反的假设。条件从句中，be作谓语动词时通常用were，有时候用was，尤其是在非正式场合。如：
If the world were to come to its end tomorrow, we would still set off on schedule.

即使明天世界末日来临，我们也会按计划动身。

6 These people, who perform such ordinary but vital tasks, allow others to go about their daily lives. (Page 3, Lines 46–47)

这些人做着此类平凡却必不可少的工作，使其他人得以继续他们的日常生活。
短语go about something 的意思是“从事，着手做”。如：
All the employees at the company are going about their business as usual.

家公司的全体员工在照常开展业务。
7 hairdresser /hɛərdrɛs(r)/ 美发师，理发师
dressmaker /ˈdresmɪkə(r)/ （女装）裁缝
babysitter /ˈbeɪbɪsɪtə(r)/ 临时保姆
stockbroker /ˈstɒkbrəʊkə(r)/ 股票（证券）经纪人
lecturer /ˈlektər(r)/ 讲师
knowledgeable /ˌnɒlɪdʒəbl/ 博学的
cool-headed 头脑冷静的
quick-witted /ˈkwɪkˈwɪtɪt/ 机智的，聪明的
private investigator /mɪvɪstɪˈgeɪtə(r)/ 私人侦探
imaginative /ɪˈmædʒɪnətɪv/ 富于想象力的
bodyguard /ˈbɒdɪɡɑːd/ 保镖，警卫
Dj 音乐节目主持人
weather forecaster /'weðər fəˈkeɪstə(r)/ 天气预报员
bird scarer /ˈbɜːd skərə(r)/ 驱鸟员
art restorer /ɔːrtˈrestə(r)/ 艺术品修复员

8 Another reason that men make great nurses is that in general, men have stronger bodies than women.

Another advantage of having male nurses is that they see things from a different angle than women and bring a male way of thinking to solving problems.

Find the letter which you chose the most often and look at the description which corresponds with it on the next page.

These people take great pleasure in influencing and persuading others, or leading and managing an organization.

Unit 2

An interview is a talk between an employer and a potential employee so that the interviewer can assess the applicant and see if he or she is suitable for the position.
A good interviewer is able to tell if you’ve done your homework about the company, so make sure you have! (Page 18, Lines 14–15)

This allows you to prepare good answers and means you won’t have to answer questions off the top of your head during the interview. (Page 18, Lines 17–19)

Don’t worry about having butterflies in your stomach before the interview. (Page 18, Line 20)

When you set off for your appointment, make allowance for the traffic and make sure you are on time, or even a little bit early. (Page 19, Lines 32–33)

Smile when you shake hands with the interviewer, and look him or her in the eye. (Page 19, Lines 37–38)

You should follow it up by writing and thanking them for giving you the interview. This is not only a polite gesture, but also a final chance to sell yourself to the company. (Page 19, Lines 48–50)

It can also give you the edge over other candidates, so remember to check your spelling, punctuation and grammar. (Page 19, Lines 51–52)
名词edge在这里的意思是“微弱的优势”。如：

Physically, the young tennis player definitely had the edge over/on his opponent.

这个年轻的网球运动员在体力上肯定比他的对手略胜一筹。

9 If you follow the advice I’ve given you today, landing a job should be as easy as pie. (Page 19, Lines 53–54)

如果你按照我今天给的建议去做，找到工作应该是易如反掌。

(1) 句中land 的意思是“成功得到，赢得”。如：

Sam has just landed a post as manager assistant in this big company.

山姆刚刚得到了这家大公司的经理助理一职。

(2) 习语as easy as pie 的意思是“十分容易”，有时也说成as easy as ABC。如：

It’s as easy as pie/ABC for the scientist to solve the maths problem.

对于这位科学家来说，解这道数学题太容易了。

10 Human Resources Department 等 (Page 22)

| Human Resources Department 人力资源部 | General Manager 总经理 |
| management trainee /ˈtreɪni/ 管理培训生 | paperwork /ˈpɜːpəwɜːk/ 文书工作 |
| Finance Department 财务部 | Sales and Marketing Department 市场营销部 |
| Administration Department 行政部 | Research and Development 研发 |

11 However, this year, like last year and the year before, thousands of young people will travel to every point of the compass and work on projects for up to a year before returning to the UK to enter university. (Page 30, Lines 3–6)

然而，像去年和前年一样，今年成千上万的年轻人将奔赴四面八方，参加为期长达一年的各种项目，然后再返回英国上大学。

名词compass 的意思是“指南针，罗盘”；词组 every point of the compass 的意思是“四面八方”。

12 He found living among local people there to be challenging but worthwhile. (Pages 30–31, Lines 27–28)

他发现与那儿的当地人生活在一起很有挑战性，但值得。

句中动名词短语 living among local people 用作宾语；不定式短语 to be challenging but worthwhile 是宾语补足语，这里也可以省略 to be，直接用形容词作宾语补足语。如：

We found him (to be) dishonest. 我们发现他不诚实。

Unit 3

1 However, the man providing the money to start the company pulled out of the project at the last minute, and Sinclair had to get a job as a technical editor to support himself. (Page 34, Lines 13–15)

然而，出钱创办公司的人在最后一刻撤资，辛克莱不得不找了一份技术编辑的工作来养活自己。

(1) 短语pull out of 的意思是“退出”。如：

I had to pull out of the team because of my hurt ankle. 由于脚踝受伤，我只好退出球队。

(2) 短语the last minute 的意思是“（重大事情发生前的）最后一刻，紧要关头”。如：

It never occurred to them that Bob would change his mind at the last minute.

他们怎么也没想到鲍勃会在最后关头改变主意。

2 When his company finally began production and put out advertisements for his radio, demand was high and the business simply took off. (Page 34, Lines 16–18)

当他的公司最终开始生产，并贴出收音机广告时，需求巨大，生意快速取得了成功。
3. His next computer, the ZX81, was an even bigger hit, and his company’s receipts grew by 600% over the previous year. (Page 34, Lines 26–28)

4. By the end of the 1980s, Sinclair had tired of his various businesses, and was throwing himself into British Mensa, a club for clever people. (Page 35, Lines 44–45)

5. perseverance /ˌpɜːrsəˈvɛrəns/ 毅力，韧性 interpersonal /ˌɪntərˈpɜːʃənl/ skills 人际交往技巧

6. The first thing you must remember is that in order to succeed, it is almost compulsory that you be optimistic. (Page 43)

7. You need to work with every fibre of your being. (Page 43)

8. Success is yours for the taking! (Page 43)

句中 demand 是名词，意思是“需求”。如:
There is a growing demand in China for environmentally friendly cars.
中国对环保型汽车的需求越来越大。

句中 hit 是名词，指红极一时的人物或事物。如:
Her new film is quite a hit. 她的新片十分成功。

名词 receipts 表示“收入”时，结尾的 -s 不能省略；receipt 还有“收据”和“接收”的意思。如:
Since I have paid off the debt, may I have a receipt?
既然我已经还清了债，能给我开个收据吗？
I'll contact you on receipt of your order.
我一收到您的订单就联系您。

门萨 (Mensa) 是一家俱乐部的名称，1946 年成立于英国，其会员均拥有极高的智商。

首先你要记住的是，要想成功，乐观几乎是必须的。
句中 compulsory 意思是“必须的”，其后的从句中谓语动词形式为 “should + 动词原形”，should 可以省略。如:
It is compulsory that all motorcyclists (should) wear helmets.
所有骑摩托车的人都必须戴头盔。

You need to work with every fibre of your being. 你得全身心地工作。

The candy is there for the taking. 糖果在那边，请随意自取。
What blesses my father most is being able to put food on the table and a roof over our heads. (Page 46, Lines 4–5)

最让我父亲感到幸福的是，他能够养家糊口，让我们有栖身之所。

句中bless的意义是“给……幸福”。如：

What blesses her is that her children have all achieved a lot in their careers.

让她感到幸福的是她孩子们在事业上都各有所成。

My father has been successful as he never shrinks from helping others. (Page 47, Line 39)

我的父亲是成功的，因为在帮助别人时他从不退缩。

句中shrink from (doing) something的意思是“回避（困难）”。如：

In face of the disaster, no one could shrink from giving a hand to the victims.

面对这一灾难，没有人会不伸出援手，帮助那些受灾的人。

动词shrink还可以表示“缩水，缩小”。如：

The sweater cannot be washed in the washing machine, or it will shrink.

这件毛衣不能用洗衣机洗，不然它会缩水的。

Unit 4

1. After looking through numerous brochures and college catalogues, I decided on the University of Calgary, where I chose to study psychology, which is the study of the mind and how it influences behaviour. (Page 50, Lines 18–23)

浏览了大量的宣传册和学校课程目录后，我决定选择卡尔加里大学学习心理学。心理学是研究思维以及思维如何影响行为的学科。

（1）句中where引导非限制性定语从句。该从句中包含一个由which引导的非限制性定语从句。

（2）短语decide on的意思是“决定，选定”。如：

After leaving university, Kris decided on a career in publishing.

大学毕业后，克里斯决定从事出版业。

2. Although I knew everybody has to leave their nest at some point, leaving my family was the hardest part, and some people cannot handle being away from home. (Page 50, Lines 25–29)

尽管我知道每个人到一定时候都不得不离开自己的“窝”，但是离家别亲是最艰难的，有些人无法应付背井离乡的生活。

（1）句中短语leave the nest表示离开父母的家。

（2）短语at some point中的point意思是“（特定的）时刻或阶段”。如：

At some point, everyone needs to decide on what career he or she is going to have.

每个人都得在某个阶段选择自己今后所要从事的职业。

3. Now I am getting used to Canadian food, and believe it or not, my new favourite food is pepper steak. (Page 50, Lines 43–45)

现在，我正在慢慢适应加拿大的食物。信不信由你，我现在最喜欢的食物是胡椒牛排。

句中believe it or not的意思是“信不信由你”，表示后面的信息可能会让人感到惊讶，但的确如此。如：

Believe it or not, Jim has recovered and is back at work.

信不信由你，吉姆已经康复了，现在回来上班了。
4 I think it is a good idea to put some of your money away each week to make it last. (Page 51, Lines 62–64)
我认为每年存一些钱以维持开支是个好主意。
(1) 短语put away 在本句中的意思是“攒钱”。如：
She’s got a few thousand pounds put away for her retirement.
她已存了几千英镑以备退休之用。
(2) 句中last 用作动词，意思是“结束，终止”。

5 Although I really enjoy it, I am not very good with a bat or a baseball glove. (Page 51, Lines 90–92)
虽然我非常喜欢棒球，但我并不擅长打棒球。
句中not very good with a bat or a baseball glove 的意思是“不擅长打棒球”。棒球运动员要以棒击球，接球需戴手套。

6 accounting /əˈkæʊntɪŋ/ 会计学
civil engineering 土木工程学
donate /ˈdɒnət/ vt. 捐赠

7 Zhenhua University is a university set in its own grounds just outside the city. (Page 62, Lines 1–2)
振华大学是一所位于市郊的独立大学。
过去分词短语set in its own grounds 用作university 的后置定语，意思是“独立的”。

8 Beneath the arches of Zhenhua, we have over 11,500 students. (Page 62, Line 22)
在振华的校园里，我们有11,500多名学生。
句中beneath the arches of Zhenhua 的本意是“在振华大学的拱门之下”，这里指在这所学校里。

9 In addition, we have two hours a week for writing essays and reports, two hours focusing on sharpening debating skills and two hours for sport. (Page 63, Lines 26–28)
另外，我们每星期还安排两小时写文章和报告，两小时集中训练辩论技巧以及两小时运动。
句中sharpen的意思是“提高，改进”。如：
This incident has sharpened the public awareness of the economic crisis.
这件事提高了公众对经济危机的认识。
UNIT 1

carpenter /kɑːpəntə(r)/ n. 木工，木匠
suited /ˈsuːtɪd/ adj. 合适的，适当的
career /ˈkærɪər/ n. 职业，生涯；事业
actually /ˈæktʃuəli/ adv. 实际上，事实上
so-called /səʊˈkɔːld/ adj. 所谓的；人称……的
*glamorous /ɡlæmərəs/ adj. 有吸引力的

cushion /ˈkʌʃn/ n. 坐垫，靠垫，垫子
jet /dʒet/ n. 喷气式飞机
baggage /ˈbæɡidʒ/ n. 行李
suitcase /ˈsuɪtkes/ n. 手提箱
trunk /trʌŋk/ n. 旅行箱；尸体；象鼻
waiter /ˈweɪtə(r)/ n. （男）服务员
grocer /ˈɡroʊsər/ n. 食品杂货商
option /ˈɒpʃn/ n. 选择；选修课
lawyer /ˈlɔːrɪ/ n. 律师
well-paid /ˈwelˌpeɪd/ adj. 高薪的
*canyon /ˈkændiən/ n. 峡谷
zone /zoʊn/ n. 地带，区域
brewery /ˈbruːrɪ/ n. 酿酒厂
litre /ˈlɪtraɪ/ n. 升（容量单位）
shopkeeper /ˈʃɔːpkiːpə(r)/ n. （小商店）店主
barber /ˈbɑːbər/ n. （为男士理发，修面的）理发师
barbershop /ˈbɑːbəʃɒp/ n. （男士）理发店
cleaner /ˈkliːnə(r)/ n. 清洁工；吸尘器
rat /ræt/ n. 老鼠
go about 干某事，从事某事
salesgirl /ˈseɪlzɡɜːrl/ n. 女店员，女售货员
*cucumber /ˈkjʊəkʌmbər/ n. 黄瓜
sly /slaɪ/ adj. 狡猾的，诡诈的
fox /fɒks/ n. 狐狸
cast-iron /ˈkæstərˈɪən/ adj. 坚硬的；铸铁制的
nerve /nɜːv/ n. 神经；勇气
*martial /ˈmɑːtrəl/ adj. 战争的，军事的
martial art 武术（常用于复数形式）
weed /wiːd/ n. 杂草 vt. 除草
spear /spɛə(r)/ n. 刺，标枪
magician /ˈmædʒɪʃn/ n. 魔术师；巫师
bath /bɑːθ/ n. 洗澡；浴室
bedding /ˈbedɪŋ/ n. 被褥，棉被
bandage /ˈbændɪdʒ/ n. 绷带
ward /wɔːd/ n. 病房；选区
creative /ˈkriːətɪv/ adj. 有创造性的
self-confident /ˈselfkɑːnfɪdənt/ adj. 自信的
artistic /ˈɑːtɪstɪk/ adj. 艺术的；艺术家的
*realistic /ˈriːəlistɪk/ adj. 现实的；可实现的；逼真的
butcher /ˈbʌtʃə(r)/ n. 屠夫
greengrocer /ˈɡriːnɡrɔːsə(r)/ n. 果蔬商
tailor /ˈteɪlər/ n. 裁缝
vt. 专门制作，定做
*investigative /ˌɪnvɛstɪˈgætɪv/ adj. 探索性的，调查研究的
pianist /ˈpiənɪst/ n. 钢琴家，钢琴师
violinist /ˌvaɪəˈlɪnɪst/ n. 小提琴手
librarian /ˈlɪbrɪərɪən/ n. 图书馆管理员
stewardess /ˈstjuərdəs/ n. 女乘务员，女服务员
typist /ˈtaɪpɪst/ n. 打字员
entrepreneur /ˌentraʊprəˈznər/ adj. 有事业心的，有进取心的，有创业精神的
take pleasure in 从……中获得乐趣

72
Unit 2

*Ltd (Limited) 有限责任公司 (17)
engineering /ˌendʒəˈnəriŋ/ n. 工程 (学) (17)
covering /ˈkævrɪŋ/ n. 覆盖物 (17)
covering letter n. 附信（与某物一起寄出） (17)
gap /ɡæp/ n. 间隙；裂口；差距 (17)
gap year n. （中学和大学之间暂停学业的）生活实践年（用于实习或旅行） (17)
session /ˈsesɪn/ n. 一场；一个；一段时间；（法庭）开庭期；（大会）会期 (18)
employer /ɪmˈplɔɪər/ n. 雇主，老板 (18)
employee /ɪmˈplɔiə/ n. 雇工，雇员 (18)
teacher /ˈtɪʃə/ n. 教师 (18)
teacher's assistant /ˌtiːʃərˈæsɪstənt/ n. 教师助理 (18)

In response to 作为对…的回答，答复 (27)
diploma /dɪˈpləʊmə/ n. 毕业文凭 (27)
videophone /ˈvɪdəʊfəʊn/ n. 可视电话 (27)
division /dɪˈvɪʒn/ n. （机构的）部门；分枝；划分；（数学）除，除法 (27)
fluency /ˈfluənsi/ n. 流利，流畅 (27)
CV /ˌsiːˈviː/ n. 简历 (27)
ladder /ˈlædər/ n. 梯子，阶梯 (30)
Antarctic /ænˈtɑːktɪk/ n. 南极的 (30)
fund /fʌnd/ n. 资金，基金 (30)
Brazil /ˈbrazɪl/ n. 巴西 (30)
Amazon /ˈæməzən/ n. 亚马逊河 (30)
Ghana /ˈgænə/ n. 加纳 (30)
cooker /ˈkʊkə/ n. 炉灶；炉具 (31)

Unit 3

mayor /ˈmeər/ n. 市长，镇长 (33)
improvement /ɪmˈpru:vment/ n. 改进，改善 (33)
self-educated /ˌselfəˈdʒuːktid/ adj. 自学的，自修的 (34)
geometry /dʒiˈɒmətri/ n. 几何学 (34)
diagram /ˈdaɪəgræm/ n. 图表，示意图 (34)
circuit /ˈsɜːkɪt/ n. 电路，线路；环形线路 (34)
resign /rɪˈzɪɡn/ vi. & vt. 辞职 (34)

pocket-sized /ˈpɒkɪtsaɪzd/ adj. 袖珍的，便携的 (34)
pull out 退出，脱离 (34)
the last minute/moment 最后一刻 (34)
put out 公布，广播，出版 (34)
take off 快速成功，突然流行 (34)
calculator /'kælkjulətor(r)/ n. 计算器 (34)
amateur /'əmətə(r)/ n. 业余；业余爱好者；业余运动员 adj. 业余（爱好）的 (34)
put together 组装；汇集 (34)
receipt /ˈrɛsit/ n. 收到的款项（常用复数形式）；收据；接收，收到 (34)
spectrum /ˈspektrəm/ n. 频谱；光谱；范围，幅度 (35)
motor /ˈmɔtə(r)/ n. 发动机，马达 (35)
ridiculous /ˈrɪdɪkələs/ adj. 愚蠢的，可笑的，荒唐的 (35)
tire /taɪr(r)/ vi. & vt. （使）疲劳，疲倦 (35)
tire of 对……感到厌倦 (35)
throw oneself into 投身于，从事于 (35)
fold /fɔld/ vt. 折叠，对折；包，裹；折叠 (35)
fold up 折叠，对折 (35)
cycle /ˈsʌkl/ vi. 骑自行车 (35)
will /wɪl/ n. 意志，毅力；心愿；遗嘱 (36)
plug /plʌɡ/ vt. 插上（插头）；堵塞；补足 n. 插头；插座；（水池）塞子 (37)
graph /ɡræf/ n. 曲线图 (37)
economical /ˌiːkəˈnɒmɪkl/ adj. 节约的；实惠的 (41)
be economical with the truth 有所隐瞒 (41)
economical /ˌsiːnəˈtroʊ/ adj. 环境卫生的，公共卫(41)
 sanitary /sehnəˈtə/ adj. 环境卫生的，公共卫(41)
 sanitary /sehnəˈtə/ adj. 环境卫生的，公共卫(41)
correctional /kɔrˈrekʃən/ adj. 改造的 (41)
+ facility /ˈfælətɪ/ n. （供特定用途的）场所；设施，设备 (41)
correctional facility n. 监狱 (41)
downsize /daʊnsaɪz/ vi. & vt. 裁员，精简 (41)
body count n. （战争）死亡人数 (41)
survivor /sɜrvər/ n. 幸存者，生还者 (41)
unsure /ʌnˈʃʊər/ adj. 没把握的，不确定的 (41)
reveal /riˈvɪl/ vi. vt. 揭示，透露，展示 (41)
informer /ɪnˈfərmər/ n. 提供情报者，线人 (41)
offshore /ˈɔfʃɔr/ adj. 海外的；境外的 (41)
scratch /skrætʃ/ vt. 拧，抓；刮破，划伤 n. 挠痒，抓痒，划伤 (41)
scratch the surface 窥视表面，只触及 (41)
lounge /laundʒ/ n. 休息室，起居室；候机室 (41)
alergic /ˈælərəgık/ adj. 过敏的，过敏性的 (41)
employment /ɪmˈplɔmənt/ n. 就业；工作；雇佣；使用 (41)
surplus /ˈsəːpləs/ adj. 过剩的；盈余的 (41)
capital punishment n. 死刑 (41)
taxpayer /ˈteɪkspɛə(r)/ n. 纳税人 (41)
pre-owned /prɪˈɔːrənd/ adj. 二手的，旧的 (41)
flexibility /ˈfleksəbɪləti/ n. 灵活性；弹性；柔韧性 (41)
unemployed /ˌʌnɪmplɔɪd/ adj. 失业的，待业的 (41)
penalty /ˈpenəlti/ n. 惩罚，处罚；害处 (41)
death penalty n. 死刑 (41)
faith /feθ/ n. 信心；信仰 (43)
optional /ˈɒplənt/ adj. 非必须的，可选的 (43)
fibre /ˈfɑbə(r)/ n. 纤维 (43)
thirst /θɜːst/ n. 渴望，渴求；口渴 (43)
microscope /ˈmaɪkroskɔp/ n. 显微镜 (43)
drive /draɪv/ n. 干劲；驾车出行 (43)
for the taking 供自由取用 (43)
bles/bles/ vt. 保佑，祝福 (46)
nursery /ˈnaːsərdʒ/ adj. 幼儿教育的 n. 托儿所 (46)
nursery rhyme n. 童谣，儿歌 (46)
porter /ˈpɔrtə(r)/ n. 行李员，搬运工；门卫，门房 (46)
mop /mɔp/ vt. & vi. 用拖把拖干净；用布擦掉（表面的）液体 n. 拖把 (46)
jar /dʒə(r)/ n. 罐子，坛子 (46)
turkey /ˈtɜːki/ n. 火鸡 (46)
deliver /ˈdɪlvər/ vt. & vi. 递送，运送；发表（演讲），宣布 (47)
brunch /brʌntʃ/ n. 早午餐（早餐与午餐并作一餐） (47)
shrink /ʃrɪŋk/ (shrunk/shrunk, shrunk) vi. & vt. 退缩；缩水；（使）缩小 (47)
shrink from (doing) something 逃避（困难等） (47)
dignity /ˈdɪgnəti/ n. 自尊，尊严

den /dɛn/ n. （动物的）巢穴

catch-22 第二十二条军规（指让人左右为难的规定或处境）

heal /hiːl/ n. 脚后跟

mythology /mɪθˈɒlədʒi/ n. 神话

uncontrollable /ʌnˈkəntroʊlərəbl/ adj. 不可控制的，打不垮的

prophet /ˈprɒfɪt/ n. 先知；预言家

overboard /ˈəʊvəbɔːd/ adv. 从船上落下

vomit /ˈvɒmɪt/ vt. & vi. 吐出，呕吐

Herculean /ˈhɜːkjuːliən/ adj. 费力的，艰巨的

a good Samaritan /ˈsæmərətən/ n. 善良的人，乐善好施者

bang /bæŋ/ vt. & vi. 猛击，猛击，猛摔

n. 突然的一声巨响

aimless /əˈemlɪs/ adj. 盲目的，没有目标的

land on one’s feet 安然落地，化险为夷

atom /ˈætəm/ n. 原子

nuclear /ˈnjuːkləri/ adj. 核武器的；核能的，原子能的；核子的

missile /ˈmɪsɪl/ n. 导弹

communism /kəmˈjuːnɪzəm/ n. 共产主义

socialism /ˈsəʊʃəlɪzəm/ n. 社会主义

socialist /ˈsəʊʃəlist/ adj. 社会主义的

n. 社会主义者

fountain /ˈfaʊntən/ n. 人工喷泉，喷水池；喷射；源泉

currently /ˈkərəntli/ adv. 目前的，当前的

premier /ˈpriːmɪər/ adj. 最重要的，最好的

n. 首相，总理

arch /ɑːtʃ/ n. （建筑物的）拱顶；拱门；拱形结构，拱形物

seminar /səˈmiːnər/ n. 研讨课；研讨会

sharpen /ˈʃɑːpən/ vt. & vi. 提高，改善；（使）变锋利

shuttle /ˈʃʌtl/ n. 往返班车（或火车、航班）；航天飞机；梭子

vi. & vt. 频繁往返；往返运送
Wordlist 2 (in alphabetical order)

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A

* a good Samaritan /saˈmaːrɪtən/ n. 善良的人，乐善好施者 (57)

actually /ˈæktʃuəli/ adv. 实际上，事实上 (2)

aimless /aɪˈmɛləs/ adj. 盲目的，没有目标的 (57)

allergic /əˈlɜːskəriʃəl/ adj. 过敏的，过敏性的 (41)

allowance /əˈlauəns/ n. 津贴；限额 (19)

make allowance(s) for 考虑到 (19)

* allusion /əˈluːʒən/ n. 典故 (57)

amateur /æˈmeɪtər/ n. 生手；业余爱好者，业余运动员 adj. 业余（爱好）的 (34)

Amazon /ˈæməzn/ n. 亚马逊河 (30)

Antarctic /æntəˈrɒtɪk/ n & adj. 南极的 (30)

arch /aːtʃ/ n. （建筑物的）拱顶；拱门；拱形结构，拱形物 (62)

*archaeology /ærˈkiːəloʊdʒi/ n. 考古学 (49)

artistic /ɑːˈtɪstɪk/ adj. 艺术的；艺术家的 (14)

as easy as pie 十分容易，轻而易举 (19)

as for 至于，关于 (53)

atom /ˈætəm/ n. 原子 (59)

B

baggage /ˈbæɡidʒ/ n. 行李 (2)

bandage /ˈbændidʒ/ n. 绷带 vt. 用绷带包扎 (11)

*bang /bæŋ/ vt. & vi. 猛敲，猛砸，猛摔 n. 突然的一声响巨响 (57)

barber /ˈbæbər/ n. （为男士理发，修面的）理发师 (3)

barbershop /ˈbæbəʃɔp/ n. （男士）理发店 (3)

basin /ˈbeɪzn/ n. 盆；盆子；盆地 (51)

bat /bæt/ n. 球棒；球拍；蝙蝠 (51)

bath /bɑːθ/ n. 洗澡；浴缸 (11)

bean curd /ˈkɑːzd/ n. 豆腐 (50)

bedding /ˈbedɪŋ/ n. 被褥，铺盖 (11)

bless /bles/ vt. 保佑，祝福 (46)

body count n. （战争）死亡人数 (41)

Brazil /ˈbraɪzl/ n. 巴西 (30)

brewery /ˈbruːrɪ/ n. 啤酒厂 (3)

brochure /ˈbruːʃə(r)/ n. 资料册，广告册 (50)

brunch /ˈbruːntʃ/ n. 早午餐（早餐与午餐并作一顿） (47)

butcher /ˈbʌtʃə(r)/ n. 屠夫 (15)

C

calculator /ˈkælkjʊleɪtə(r)/ n. 计算器 (34)

* canyon /ˈkænɪŋ/ n. 峡谷 (3)

capital punishment n. 死刑 (41)

* career /ˈkærəri/ n. 职业，生涯；事业 (2)

carpenter /ˈkaːpəntər/ n. 木工，木匠 (1)

cast-iron /ˈkɑːstrən/ adj. 坚强的；铸铁制的 (9)

catalogue /ˈkætləɡ/ n. 目录，目录簿 (50)

*catch-22 第二十二条军规（指让人左右为难的规定或处境） (57)

circuit /ˈsaːkɪt/ n. 电路；电路；环形线路 (34)

cleaner /ˈkliːnə(r)/ n. 清洁工；吸尘器；清洁剂 (3)

communism /ˈkɒmjʊnɪzəm/ n. 共产主义 (59)

conservative /ˈkɒnsərvətɪv/ adj. 保守的；守旧的 (19)

cooker /ˈkʊkə(r)/ n. 炉灶，灶具 (31)

correctional /kəˈrektʃənl/ adj. 改造的 (41)

correctional facility n. 监狱 (41)

covering /ˈkɔvərɪŋ/ n. 覆盖物 (17)

covering letter n. 附信（与某物一起寄出） (17)

creative /ˈkriːətɪv/ adj. 有创造力的；创造性的 (14)

*cucumber /ˈkjuːkəmbə(r)/ n. 黄瓜 (9)
currently /ˈkærəntli/ adv. 日前，当前 (62)
cushion /ˈkəʃən/ n. 坐垫；靠垫，垫子 (2)
CV /si:ˈvi:/ n. 简历 (27)
cycle /ˈsaɪkl/ vi. 骑自行车 (35)
deliver /ˈdɛlɪvə(r)/ vt. & vi. 递送，运送；发表（演讲），宣布 (47)
den /dɛn/ n. （动物的）洞穴 (57)
diagram /ˈdaɪəɡræm/ n. 图表，示意图 (34)
dignity /ˈdɪgnəti/ n. 尊严，尊严 (47)
diploma /ˌdɪpləˈməʊ/ n. 毕业文凭 (27)
dive /daɪv/ vi. 跳水；潜水；俯冲；暴跌 dived (right) in 热切地开始做某事 (51)
division /ˌdɪvɪʒən/ n. （机构的）部门；分歧；划分；（数学）除，除法 (27)
downsizing /ˌdaʊnsˈsaɪzɪŋ/ vi. & vt. 裁员，精简 (41)
drive /draɪv/ n. 干劲；驾车出行 (43)

economical /ˌiːkəˈnomɪkl/ adj. 节约的；实惠的 (41)
be economical with the truth 有所隐瞒 (41)
embassy /ˈembəsi/ n. 大使馆 (53)
employee /ɪmˈplɔɪə/ n. 雇员，雇员 (18)
employer /ɪmˈplɔɪə(r)/ n. 雇主，老板 (18)
employment /ɪmˈplɔɪmənt/ n. 就业；工作；雇用；使用 (41)
engineering /ˌendʒɪˈnɪəriŋ/ n. 工程（学） (17)
terprising /ˌtərˈprɛəriŋ/ adj. 有事业心的，有进取心的，有创业精神的 (15)

facility /ˈfæsɪlɪtɪ/ n. （供特定用途的）场所；设施，设备 (41)
fear /fɪə(r)/ n. 信心，信心 (43)
fibre /ˈfaɪbə(r)/ n. 纤维 (43)
flexibility /ˈfleksəbɪləti/ n. 灵活性；弹性；柔韧性 (41)
fluency /ˈfluənsi/ n. 流利，流畅 (27)
fold /fəʊld/ vt. 折叠，对折；包，裹 (35)
fold up 折叠，对折 (35)
follow something up 采取后续行动，跟进 (19)
for the taking 供自由取用 (43)
fountain /ˈfaʊntən/ n. 人工喷泉，喷水池；喷射；源泉 (62)
fox /fɒks/ n. 狐狸 (9)
fry /fraɪ/ vt. & vi. 油炸，油煎，油炒 (50)
fund /fʌnd/ n. 资金；基金 (30)
furnished /fɜːnɪʃt/ adj. 配备家具的 (51)

G
gap /gæp/ n. 间断；裂口；差距 (17)
gap year n. 中学和大学之间暂停学业的（生活实践年，用于实习或旅行） (17)
garage /ˈgærəɡ/ n. 汽车修理厂；车库 (25)
garlic /ˈgɑːlɪk/ n. 大蒜 (50)
geometry /dʒɪˈɒmətri/ n. 几何学 (34)
Ghana /ˈɡɑːnə/ n. 加纳 (30)
give somebody the edge 使某人略占优势 (19)

H
cut /kʌt/ n. 理发 (18)

I
cutting /ˈkʌtɪŋ/ n. 剪刀，刀片 (18)

improvement /ˌɪmpruˈvment/ n. 改进；改善 (33)
informer /ˈɪnfərər/ n. 提供情报者，线人 (41)
interviewer /ˌɪntəˈvjuːə(r)/ n. 面试官；采访者 (18)

hook /hʊk/ n. 捕钩；鱼钩
vt. & vi. (使) 钩住；挂住；钓（鱼） (51)
investigative /ɪnˈvestɪgətɪv/ adj. 探究性的，（15）

J

jar /dʒə(r)/ n. 罐子，坛子 (46)

jet /dʒet/n. 喷气式飞机 (2)

L

ladder /ˈlædə(r)/ n. 梯子，阶梯 (30)

land on one’s feet 安然脱困，化险为夷 (57)

lawyer /ˈlaʊə(r)/ n. 律师 (2)

librarian /laɪˈbɪriən/ n. 图书馆管理员 (15)

litre /ˈlɪtr/ n. 升（容量单位） (3)

look somebody in the eye(s) 直视某人，正视某人 (19)

lounge /ˈlaʊndʒ/ n. 休息室；起居室；候机室 (41)

*Ltd (Limited) 有限责任公司 (17)

M

magician /ˈmædʒɪkɪn/ n. 魔术师，巫师 (9)

management /mænɪdʒmənt/ n. 管理，经营；经营者，管理层 (25)

martial /ˈmɑːʃəl/ adj. 战争的，军事的 (9)

martial art 武术（常有复数形式） (9)

mayor /ˈmeɪə(r)/ n. 市长，镇长 (33)

microscope /ˈmaɪkroскоп/ n. 显微镜 (43)

microwave /ˈmaɪkrəweɪv/ n. 微波炉；微波 (51)

millimetre /ˈmɪlɪmɪtə(r)/ n. 毫米 (51)

mineral /ˈmɪnərəl/ n. 矿物质，矿物 (51)

missile /ˈmɪsɪl/ n. 导弹 (59)

mop /mɒp/ vt. & vi. 用拖把擦干净；用布擦掉（表面的）液体 n. 拖把 (46)

motor /ˈməʊtə(r)/ n. 发动机，马达 (35)

* mythological /mɪθəˈlɒdʒɪkəl/ adj. 神话的 (57)

N

nail /neɪl/ n. 钉子；手指甲，脚趾甲 (31)

neat /niːt/ adj. 整洁的，整齐的，有条理的 (18)

nervous /ˈnɜːvəs/ n. 神经；勇气 (9)

nuclear /ˈnjuːklər/ adj. 核武器的；核能的，原子能的；核子的 (59)

numerous /njuːˈmɛrəs/ adj. 众多的，许多的 (50)

nursery /ˈnɜːsəri/ adj. 幼儿教育的 n. 托儿所 (46)

*nursery rhyme n. 童谣，儿歌 (46)

off the top of one’s head 未加多思考地，脱口而出地 (18)

offshore /ˌɒfʃɔː(r)/ adj. 海外的，境外的 (41)

option /ˈɒptɪn/ n. 选择；选修课 (2)

optional /ˈɔptənl/ adj. 非必须的，可选的 (43)

overboard /ˈɔvəbɔːd/ adj. 从船上落下 (57)

P

parking /ˈpɑːkɪŋ/ n. 停车位；停车 (19)

*penalty /ˈpɛnəlti/ n. 惩罚，处罚；害处 (41)

death penalty n. 死刑 (41)

pepper /ˈpepə(r)/ n. 胡椒粉，甜椒 (50)

pianist /ˌpɪənɪst/ n. 钢琴家，钢琴师 (15)

plug /plaːɡ/ vt. 插上（插头）；堵塞；补足 n. 插头；插件；（水池）塞子 (37)

pocket-sized /ˈpɑːkɪtsaɪzd/ adj. 袖珍的，便于携带的 (34)

porter /ˈpɔːtə(r)/ n. 行李员，搬运工；门卫，门房 (46)

premier /ˈpremɪə(r)/ adj. 最重要的，最好的 n. 首相，总理 (62)

pre-owned /priːˈɔːnd/ adj. 二手的，旧的 (41)

preview /ˈprɪvjuː/ n. & v. 预告，预演 (50)

*prophet /ˈprəʊfɪt/ n. 先知；预言家 (57)

psychology /sɪkˈɒlədʒi/ n. 心理学；心理，心理特征 (50)

pull out 退出，脱离 (34)

punctuation /pʌŋkʃuˈeɪʃn/ n. 标点符号 (19)

put out 公开，广播，出版 (34)
put something away 积蓄，搁置；
把……放回原处
(51)

put together 组装；汇集
(34)

rat /ræt/ n. 老鼠
(3)

razor /ˈreɪzə(r)/ n. 剃刀，剃须刀
(18)

realistic /ˈriəlistɪk/ adj. 现实的；可实现的；
逼真的
(15)

receipt /ˈriːsipt/ n. 收到的款项（常用复数形式）；收据；接收，收到
(34)

refresh /rɪˈfref/ vt. 使恢复精力，使凉爽；
刷新，更新
(18)

relaxed /rɪˈleksəd/ adj. 放松的；宽容的
(25)

resign /rɪˈzæŋ/ vi. & vt. 辞职
(34)

response /rɪˈspɔns/ n. 回答，答复；反应；响应
(27)

in response to 作为对……的回应，答复
(27)

reveal /riˈvɛil/ vt. 揭示；透露；展示
(41)

rice cooker n. 电饭锅
(50)

ridiculous /ˈrɪdakləs/ adj. 愚蠢的，可笑的，
荒唐的
(35)

*room-mate /ˈruːmmeɪt/ n. 室友
(51)

roundabout /ˈraʊndəbɔːt/ n. 交通环岛；
adj. 迂回的，曲折的；拐弯抹角的
(19)

S

salesgirl /ˈseɪlzɡɜːl/ n. 女店员，女售货员
(5)

sanitary /ˈsænətri/ adj. 环境卫生的，公共卫生的；清洁的
(41)

saucer /ˈsoʊsa(r)/ n. 茶碟，茶托
(51)

scratch /skrætʃ/ vt. 挠，抓；刮破，划伤
n. 划伤，刮伤
scratch the surface 隔靴搔痒，只触及
问题的表面或一小部分
(41)

self-confident /ˈseldəˈkɒnfiʊnt/ adj. 自信的
(14)

self-educated /ˈselfəˈedʒukətəd/ adj. 自学的，
自修的
(34)

seminar /ˈsɛmɪnər/ n. 研讨课；研讨会
(63)

session /ˈsɛʃn/ n. 一场，一节，一段时间；
(63)

sharpen /ˈʃærpən/ vt. & vi. 提高，改善；
使（刀）变锋利
(63)

shave /ʃeɪv/ n. 刮脸，刮胡子
vt. & vi. 剃，刮
(18)

shaver /ˈʃeɪvə(r)/ n. 电动剃须刀
(18)

shopkeeper /ˈʃɒpkəpə(r)/ n. （小商店）店主
(3)

shrink /ʃrɪŋk/ (shrunk/shrunk, shrunk)
vi. & vt. 退缩；缩水；（使）缩小
(47)

shrink from (doing) something 逃避（困难等）
(47)

shuttle /ˈʃʌtl/ n. 往返班车（或火车、航班）；
航天飞机；梭子
vi. & vt. 频繁往返；往返运送
(63)

sly /slai/ adj. 狡猾的，诡诈的
(9)

smartly /ˈsmɑrtli/ adv. 整洁地；得体地；
灵敏地
(25)

so-called /ˈsoʊkəld/ adj. 所谓的；人称……的
(2)

socialism /ˈsəʊkalɪzəm/ n. 社会主义
(59)

socialist /ˈsəʊkəlist/ adj. 社会主义的
n. 社会主义者
(59)

spear /spɛə(r)/ n. 矛；标枪
(9)

spectrum /ˈspektrəm/ n. 须谱，光谱；
范围，幅度
(35)

steak /steɪk/ n. 牛排
(50)

stewardess /ˌstjuːˈədes/ n. 女乘务员，
女服务员
(15)

suitcase /ˈsjuːtkes/ n. 手提箱
(2)

suited /ˈsuːtɪd/ adj. 合适，适当
(2)

surplus /ˈsɜːpləs/ adj. 过剩的；盈余的
n. 过剩；盈余，顺差
(41)

surprisingly /səˈpraɪznəli/ adv. 令人吃惊地，
出人意料地
(57)

survivor /ˈsərvər/ n. 幸存者，生还者
(41)

switch /swɪtʃ/ n. 电器开关；改变，转变
vi. & vt. （使）改变，转变；交换，对调
(31)

T

tailor /ˈteɪlər/ n. 裁缝
vt. 专门制作，定做
(15)

take off 快速成功，突然流行
(34)
take pleasure in 从……中获得乐趣 (15)
taxpayer /ˈteɪkspeər/ n. 纳税人 (41)
team player n. 善于与团队合作的成员 (26)
terrify /ˈterəfai/ vt. 使恐惧，使惊吓 (53)
the last minute/moment 最后一刻 (34)
Thermos /ˈθɜːməs/ n. 保温瓶，真空瓶 (51)
thirst /θɜːst/ n. 渴望，渴求；口渴 (43)
throw oneself into 投身于，积极从事 (35)
tire /taiə(r)/ vi. & vt. （使）疲劳，疲倦 (35)
tire of 对……感到厌倦 (35)
trainee /ˈtreɪni/ n. 受训者 (25)
trunk /trʌŋk/ n. 旅行箱；树干；象鼻 (2)
turkey /ˈtɜːkɪ/ n. 火鸡 (46)
typist /ˈtaɪpɪst/ n. 打字员 (15)

V
videophone /ˈvɪdiəʊfən/ n. 可视电话 (27)
violinist /ˌvɪəlɪnɪst/ n. 小提琴手 (15)
*pomit /ˈvɒmɪt/ vt. & vi. 呕吐；呕吐 (57)

W
wag /weɪɡ/ vt. & vi. 摆动，摇头或晃动手指 （表示不赞成） (19)
waiter /ˈweɪta(r)/ n. （男）服务员 (2)
ward /wɔːd/ n. 病房；选区 (11)
weed /wiːd/ n. 杂草 vt. 除草 (9)
well-paid /welˈpeɪd/ adj. 高薪丰厚的 (2)
will /wɪl/ n. 意志，毅力；心愿；遗嘱 (35)

U
unbeatable /ʌnˈbeɪtəbl/ adj. 不可战胜的，打不倒的 (57)
unemployed /ʌnˈmpləd/ adj. 失业的，待业的 (41)
universe /juːnˈvɜːs/ n. 宇宙 (53)
unsure /ˈʌnʃʊə(r)/ adj. 没把握的，不确定的 (41)

Y
yawn /joʊn/ vi. 打哈欠 n. 哈欠 (18)

Z
zone /ˈzoʊn/ n. 地带，区域 (3)
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<td>大峡谷国家公园（美国）</td>
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<td>Albert Einstein /ælˈbaɪtəməstəm/</td>
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<td>艾伯特·爱因斯坦</td>
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<td>Joanne /dʒəʊən/</td>
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<td>乔安妮（女子名）</td>
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<td>詹姆斯·邦德007（007系列电影中的主要人物）</td>
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<td>Bill Gates /bɪlˈgɛts/</td>
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<td>比尔·盖茨（微软公司创始人）</td>
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<td>David Copperfield /dəˈvaidˈkɒpəfɪld/</td>
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<td>大卫·科波菲尔（美国魔术大师）</td>
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<td>David Clark /dəˈvaidˈklɑːk/</td>
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<td>Peter Brown /ˈpiːtərˈbraʊn/</td>
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<td>Carol Smith /ˈkærəlˌsmɪθ/</td>
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<td>卡罗尔·史密斯（女子名）</td>
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<td>Amazon /ˈæməzn/</td>
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# Irregular verbs

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## Irregular verbs

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同学们：

本《练习册》旨在帮助你在学习教材内容的基础上，进一步巩固知识、培养能力。

《练习册》中的单元和教材同步对应，由四个板块构成：语言知识训练（Language practice）、阅读（Reading）、听力（Listening）和写作（Writing）。语言知识训练设置了A、B、C、D四大项练习。A项练习对应教材中的阅读（Reading）板块，B项练习对应课题（Project）板块中的阅读材料，C项练习对应语法（Grammar and usage）板，D项练习就整个单元中的语言知识进行综合训练。阅读、听力、写作板块和教材中各个单元的话题及任务相关联，能有效地激发你的学习兴趣，有利于培养你综合运用英语的能力。

《牛津高中英语》编写组
牛津大学出版社(中国)有限公司
2011年12月
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A1  Fill in the blanks with the words in brackets. Change the form where necessary.

1  Tom is one of the __________ at that restaurant, dressed in traditional Chinese clothes while at work. His sister Kate, who is now studying at university, also works part-time as a __________ there. (waiter)

2  The street __________ worked all day __________ the street, but with so much traffic it was impossible to keep it __________. (clean)

3  Although a career as a __________ comes with a good salary, it is a very challenging job, and you must know a lot about the __________ of your country. (law)

4  David and his wife found that life in the country is __________ to them, though it may not __________ young people. (suit)

5  The __________ on the street corner was all out of cabbage. I asked the __________ and he told me that they would have more this afternoon. (grocer)

6  __________ is so important to the progress of science that many people dream of becoming a __________ in the future. (physics)

7  The old man who often wears shabby clothes is __________ a millionaire, and no one knows the __________ amount of money he has. (actual)

8  The superstar's private life has been reported in the __________. Thus, he feels great __________. (press)

A2  Fill in the blanks with proper prepositions or adverbs.

1  Although he talked as if he had travelled a lot, __________ reality he had never left his home town.

2  It is rather hard for you to decide what kind of job is best suited __________ you when you are at university.

3  Overweight makes Mr Smith less confident and worried about his health, so he has decided to go __________ a diet.

4  If you work for a law firm, be prepared to deal __________ a lot of people and work very long hours.

5  The building must be put into use at the end of the year. So right now, we are __________ much pressure to get this project completed on time.

6  It’s considerate of Billy to help his parents clear __________ the house after the party on Christmas Eve.

7  Even though there is the threat of another earthquake, the local people still go __________ their daily lives as usual.

8  Although many occupations were available to him at that time, he chose a career __________ medicine because he wanted to help people.
B1 Use another form or part of speech of the word in bold in the first sentence to fill in the blank in the second sentence.

1. In American primary schools, the majority of students study art and music, along with reading and writing. This beautiful painting has great ____________ value. Who painted it?

2. You have to remember that real life is seldom like what you see in films. The novel, which is very ____________ and true to life, appeals to readers across the world.

3. As the mother and father were both musicians, they had two pianos in the house so they could practise at the same time. It is well known that Beethoven was both a famous ____________ and a composer.

4. The violin can produce some very beautiful music, though most beginners’ performance sounds terrible. I simply loved the concert. The ____________ in particular was quite good.

5. The library down the street has a very old collection of books and magazines. Maggie found a job as a ____________ at a local college.

6. Our company started a business enterprise in South Asia last year, which turned out to be very successful. Bill was an ____________ worker, always looking for new ways to help his company make money.

7. The young receptionist was very good at typing, so the boss often had her type his letters for him. Now that most companies have computers, they almost never hire ____________ these days—they want someone who can understand computer software.

B2 Fill in the blanks with the words in the box below. Change the form where necessary.

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1. To be successful in a job interview, you should present yourself in a ____________ manner.

2. Jim was a ____________ who owned a fruit market on the highway near the small village.

3. I’ve lost some weight and now I need to get my suit adjusted. Can you recommend a good ____________?

4. The international company’s crime was discovered by a(n) ____________ reporter with a local newspaper.

5. Diane was a ____________ at an American airline. She often travelled to many foreign countries.

6. It is never good to ____________ someone else’s failure or bad luck.

7. Justin is a very ____________ writer. His stories have interesting plots.

8. Bill was ____________ in all his ways—he never did anything unusual.
Unit 1

G1 Read the following sentences and decide whether each sentence contains a metaphor or a simile. Write ‘simile’ or ‘metaphor’ in the blanks.

1 My father has been undertaking a lot of responsibility at work and often comes home late at night. He has been as busy as a bee. ______________

2 The students in that high school all work very hard. They know time is money. ______________

3 Whenever we come across some difficulty with the vocabulary, we turn to Mr Chen, because he is a walking dictionary. ______________

4 The news reporter said that the race’s winner had run like the wind. ______________

5 In the face of danger, the firefighter was as brave as a lion. ______________

6 He was a man without feeling: his heart was made of stone. ______________

7 Living without a purpose is like sailing without a compass. ______________

8 Life is a drama with actors, plots and unexpected changes. And we all have our roles to play. ______________

G2 Match the underlined similes or metaphors in the sentences on the left with the correct meanings on the right. Write the letters in the blanks.

1 The story terrified him, and his face went as white as a sheet. ____________ a very angry

2 Before the storm, the sky turned as black as coal, and the wind began blowing hard. ____________ b very pale

3 It was as clear as day who had eaten the cake: Tom had chocolate all over his face. ____________ c well behaved

4 Mr Johnson was as mad as a wet hen when he found David cheating on the exam. ____________ d very light

5 I promised my mother that I would be as good as gold while she was out shopping. ____________ e different people like different things

6 I caught a cold and have been as sick as a dog all week. ____________ f the best person

7 When you feel like a small fish in a big pond, the challenge is to become the best fish you can be. ____________ g very obvious

8 Richard enjoyed that book even though I hated it. Still, one man’s meat is another man’s poison. ____________ h very dark

9 My new computer, which I bought yesterday, is as light as a feather. ____________ i very sick

10 When her husband died, the woman’s friends were her rock. ____________ j very dry

11 ‘I need a drink,’ I said. ‘My mouth is as dry as a bone.’ ____________ k support
D1  Fill in the blanks with the words in brackets. Change the form where necessary.

1  My brother goes jogging every morning and looks very _____________. (athlete)
2  The research group is very ____________ and has inspired Samsung to develop many popular electronic goods. (create)
3  It took ____________ of steel to finish the dangerous journey through the mountains in winter. (nervous)
4  The ____________ did many tricks at the party, including a trick where he made a coin disappear. (magic)
5  Pam has to work late into the night tonight in order to meet the deadline. So he goes to the bathroom, hoping that a ____________ can get him refreshed. (bathe)
6  Mum became angry when she saw the dog had got on the bed, making the sheets and other ____________ dirty. (bed)
7  This job requires that one should have ____________ experience in taking care of children. (practice)
8  We have tried the new medicine on over 100 patients, but it is still too early to ____________ its effectiveness. (evaluation)

D2  Fill in the blanks with the words in the box below. Change the form where necessary.

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1  We were quite busy and did not have much time for lunch, so we just had sandwiches and a ____________ salad.
2  The old general was quite ____________ in the way he managed his troops, so enemy armies were very careful when they fought against him.
3  Recently, there have been attempts to ban ____________ hunting in England, as many people view it as a cruel sport.
4  Jackie Chan is very famous for his ____________ films.
5  The emperor’s tomb was filled with swords and ____________. These are now on show at the local museum.
6  Since the nuclear accident, residents have been forbidden from coming into the dangerous ____________ to collect their personal belongings.
7  There are some wounds that cannot be covered by a ____________—these are wounds to the heart and soul.
8  Seeing that the sofa was old and uncomfortable, Lucy made some ____________ out of cotton and small pieces of cloth.
9  The last carriage of the train was for the _____________. A man with a large bag on his shoulder was walking towards it.
10  What puzzled me most was why he gave up his ____________ job and moved to the countryside.
 Fill in the blanks with the words in the box below. Change the form where necessary.

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Finding the right career

When you have finished studying at school, you will be faced with so many job opportunities that it is often difficult to choose one. Some people will go into their family’s business, perhaps as a greengrocer selling fruit and vegetables. However, it is important to find the work which you can enter with nerve. Above all, we should be realistic—not everyone wants to do the same job. Here is how to find a career that suits you and your situation.

First, you need a good CV. The CV should tell about you in a plain and easy-to-understand way, so that the people reading it can see your qualifications at a glance. It is also advised that you make small changes to your CV each time you send it out, and bring it to the position you are applying for.

Second, you should prepare answers to the questions that you might be asked before you go for the interview. Then you can be realistic and answer them well. Being prepared will help you have calm nerves during the interview.

Last but not least, your potential future boss will almost certainly expect you to make contributions to the company’s development, so you need to be enterprising and come up with ideas on how you can contribute to the company once you get the position you are applying for.

A good interview will most often determine whether you get hired or not.

 Translate the following sentences into English. Use the words given in brackets.

1. 在创办这家公司时他承受着必须成功巨大压力。(under huge pressure)
2. 当我们面临失败时, 一个选择是停下来反思我们有可能做错了什么。(option)
3. 这一课程是为爱好羽毛球的学生而设的。(tailor)
4. 无论发生什么，试着换个角度看问题。(from a different angle)
5. 他的讲话非常适合当时的情境。(suited)
6. 能够出国旅游是这份工作额外的好处。(bonus)
7. 尽管刚发生了地震, 这里的人们仍然像以往一样忙着自己的生活。(go about)
8. 在学习中感受到乐趣的学生, 往往学到更多。(take pleasure in)
Jude is considering a career in fashion design. Read the diary entry below which explains his decision to move into the field of fashion design.

24 April

I have been thinking recently about what career I would like to have. My class teacher often says that we should choose a career that will let us do what we love. I have always been interested in fashion, and I think that fashion design will allow me to combine a career with my love of art. It would also allow me to create something that people can use.

I have designed and made the costumes for three school plays, which many classmates and teachers thought were very nice and original. The most difficult part was producing all the costumes in the limited time available. However, I really enjoyed the experience, and I think that I did a good job as well.

I have done some research on how to get into the field of fashion design. I often read fashion magazines to get an idea of where famous designers get their inspiration from and how they started their careers. I found out that some of them studied at famous fashion design colleges in London, Paris or Milan, while others tried starting their own clothing companies or working for famous fashion houses and companies. I went online and read on the website of a fashion design school that working in a clothing shop is good experience for young designers since it allows them to learn about styles and trends. The website also suggested that visiting art museums is a good way of learning about the history of fashion and clothing. I would love to start my own clothing company, but I think the best way to get into the fashion industry is to study an appropriate course at university.

After much thought, I decided that I wanted to study art and business at university. That way, I can improve my drawing and design skills and also learn about managing a business. After graduation, I would like to work for a fashion design company for a few years so that I can learn from other designers.

One day, I would love to start my own clothing company. When I see designer clothes in the shop window, I think that they are so expensive that most people do not have the money for them. I want to design fashionable clothes at low prices so that more people can afford them. I hope that all of my planning and preparation will lead to a great career in fashion design.

Answer the following questions about the diary entry.

1. Why does Jude think a career in fashion design is suitable for him?
2. What was the most difficult part when Jude designed costumes for school plays?
3. Why does Jude often read fashion magazines?
4. Why does Jude think he should study both art and business at university?
5. Why does Jude say he wants to design less expensive clothes?
On Career Day at a high school, Sonia Gomez came to talk about her job. A transcript of her lecture was posted on the school bulletin board.

My wonderful career

Hello, I am Sonia Gomez from Argentina. I have a very exciting job, which I would like to tell you about. I am a mountain climbing instructor in Patagonia. Patagonia is a large area covering Argentina and Chile in South America. It is one of the most beautiful places in the world, and it has mountains covered with snow.

Becoming a mountain climbing instructor was a natural choice for me because I have loved the outdoors ever since I was a child. My family and I would often go walking in the mountains. Although I studied business at university, I did not want to work in an office. One day, just after I had graduated, I saw an advertisement for mountain climbing instructors at Southern Way Mountain School. I applied for the job, and because of my previous experience, they hired me. I was sent on a training programme for mountain climbing instructors. Then I took a test to show that I knew the proper climbing techniques and that I could guide others. Now, seven years later, I am the assistant director of Southern Way Mountain School.

My job requires many skills. First of all, I must be a good teacher, as I have to explain mountain climbing techniques and safety rules. Because tourists come to Patagonia from all over the world, language skills are also important. My first language is Spanish, and I am also fluent in English and French. Finally, mountain climbing can be dangerous, so I am trained for emergency situations, such as how to give aid to and rescue someone if they fall or get hurt. If someone gets hurt, I have to figure out the best way to get them down the mountain without causing them any more pain.

Being a mountain climbing instructor is a great job for me. Every day, I get to be outside and enjoy beautiful scenery. I meet people from all over the world, which makes my job even more interesting. As the assistant director, I am using my education in business to make decisions about the school’s budget and hiring new instructors.

I want you to know that it is possible to combine something you love with a career.

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<table>
<thead>
<tr>
<th>Job</th>
<th>Mountain climbing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why she chose the job</td>
<td></td>
</tr>
<tr>
<td>• She has loved the (2) __________ ever since she was a (3) __________.</td>
<td></td>
</tr>
<tr>
<td>• She would often go (4) __________ in the mountains.</td>
<td></td>
</tr>
<tr>
<td>• She did not want to work in an (5) __________.</td>
<td></td>
</tr>
<tr>
<td>Requirements for the job</td>
<td></td>
</tr>
<tr>
<td>• Be a good teacher to explain mountain climbing (6) __________ and (7) __________ rules.</td>
<td></td>
</tr>
<tr>
<td>• Have good (8) __________ skills.</td>
<td></td>
</tr>
<tr>
<td>• Have been trained for (9) __________ situations.</td>
<td></td>
</tr>
</tbody>
</table>

Conclusion: It is possible to (10) __________ what you love with a career.
Listening

A. While doing research for a class project about careers in China, Li Qun read an article about social work. She does not really understand what social work is, so she asks her father, who is a university professor. Listen to their conversation and help Li Qun complete as much of her notes as possible.

- Social work involves improving (1) ____________, solving problems in relationships between people and helping improve (2) ____________.
- Social workers help people such as the (3) ____________, the old and the (4) ____________.
- Fudan opened its Social Work Department in (5) ____________.
- Social workers deal with changes caused by the (6) ____________ in China.
- Social workers work in hospitals and (7) ____________. They help patients who feel (8) ____________ and (9) ____________ deal with the pressures of study.

B. After talking to her father, Li Qun did some research about social work. She is telling her friend Zhao Min about what she has learnt. Listen to her talking and complete the rest of her notes above.

C. Help Li Qun write her report on social work for the class project. First, complete the report using the information in Parts A and B. Then, listen to both recordings again and fill in any missing information.

Social work is a quite new and growing career in China. It involves improving (1) ____________, (2) ____________ in relationships between people and helping people improve (3) ____________. Social workers work with people who have (4) ____________. One thing that social workers do is to work with family members who do not (5) ____________ with each other. Social workers also help people find (6) ____________ and get an education. In the past, there were not many social workers in China. However, the fast economic growth in China has caused society to change quickly, and China needs more social workers to help people deal with these (7) ____________. In response to this situation, many Chinese universities are introducing courses in (8) ____________. Social work is a very interesting and necessary career. If you enjoy helping people, this might be the career for you.
Writing

A When we make comments on careers, we need to state the advantages and disadvantages of the job. Sometimes we use similes or metaphors to express and strengthen feelings. Read the following passage on the job of a stewardess and see how the author makes his comment.

Living the high life

For a lot of people, stewardesses are the face of the airline. They have long been associated with ideas of beauty, handsome salaries, freedom to travel and a glamorous lifestyle. It is no wonder that many people, especially young women, see the job of a stewardess as an attractive one.

Stewardesses are often admired. They wear fashionable clothes, always look like models and have countless opportunities to travel to different parts of the country, or even around the world. There is no doubt that the job of a flight attendant is glamorous.

However, being a stewardess can also be very tiring and difficult. Stewardesses often work very long and unusual hours compared to most people. Stewardesses do not get up or go to bed at regular hours, and most of their working hours are spent on the plane. Stewardesses usually need to arrive at the airport well before their flight leaves. Once there, they have to prepare for the flight—some flights can be over twelve hours long, so nothing can be forgotten. When on board the plane, stewardesses are as busy as bees, explaining safety rules, answering passengers’ questions, giving out drinks and food, collecting rubbish and so on. They need to be helpful, friendly and enthusiastic to the passengers.

Although being a stewardess can be difficult, stewardesses still take pride and pleasure in their jobs. As Miss Wu, a flight attendant, put it, ‘I’ve been a stewardess for 11 years and have experienced the advantages and disadvantages of the job. While there is pressure, I don’t regret my choice and still find my job very enjoyable.’

All in all, being a stewardess is great for anyone who enjoys working with other people and loves to travel. Anyone who plans on doing this job should be aware that it is both exciting and challenging.

B As far as careers are concerned, different students have different future plans. Some would like to be doctors or teachers. Others prefer to be scientists, designers or engineers. Still others might want to work as actors, actresses, writers, journalists, photographers or musicians. What is your dream job? Write about your future career. Say why you consider this job to be good, explaining its advantages and disadvantages.
Language practice

A1 Use another form or part of speech of the word in bold in the first sentence to fill in the blank in the second sentence.

1 I do not agree with your assessment of this situation.
   While most people do not like exams, it is difficult to ____________ the levels of students without them.

2 Every autumn, Mr Smith employs ten workers to help work on the farm.
   As the head of the company, he always reminds himself to listen to what his ____________ have to say.

3 Since many people want the job advertised in the newspaper yesterday, you should apply immediately, in person or by e-mail.
   The Online Job Centre was created to provide ____________ with a convenient means of accessing their application status.

4 We have to find a place where we can park our car.
   In front of the building was a sign which said, ‘No ____________ between 9 a.m. and 6 p.m.’

5 Desperate to get the job, he made careful preparations for the interview.
   Tim was afraid that he would not be offered the job, because he answered the ____________ questions poorly and failed to make a good impression on him.

A2 Replace the underlined words in the sentences below with the correct words or phrase from the passage on Pages 18 and 19 of your book. Change the form where necessary.

1 Many people will be preferring traditional styles and values in the way they dress and behave when they get older.

2 In this period of time spent doing a particular activity, we will look at how to paint the human figure.

3 You’d better cut your beard before the interview so that you will look neat and fresh.

4 You must consider the time needed to complete this project.

5 The speaker noticed that some people in the audience were opening their mouths wide and breathing in, because they were bored, so he decided to cut short his lecture.

6 This place where several roads meet to form a circle where traffic must move around in the same direction is the busiest in the city.

7 The student got a low grade on his essay, because he had made many mistakes in his marks used to divide sentences and phrases.

8 Many people get insurance through their company that pays them to work for it.
B1 Fill in the blanks with the words in the box below. Change the form where necessary.

<table>
<thead>
<tr>
<th>every point of the compass</th>
<th>make a difference</th>
<th>life experience</th>
<th>career ladder</th>
</tr>
</thead>
<tbody>
<tr>
<td>more than</td>
<td>Antarctic</td>
<td>fund</td>
<td>nail</td>
</tr>
</tbody>
</table>

1. He managed to take his first step onto the __________ when he was offered a job with a bank.
2. Some people would say that __________ is just as important as education.
3. This theatre will have to close down next month due to lack of __________.
4. This temple was built of wood 1,500 years ago. Unlike many builders today, the people who constructed this building did not use any __________.
5. Many people want more in a job than just a high salary: they want to __________ to the world.
6. Peace is much __________ the absence of war. It also means kindness and harmony.
7. The __________, which is around the South Pole of the Earth, is covered with ice.
8. Throughout history, mankind has gone to __________ looking for new worlds to explore.

B2 Fill in the blanks with the words given. Change the form where necessary.

1. cook
   a. It seems that nearly every Asian kitchen is equipped with a rice __________ and a bowl-shaped pan.
   b. After high school, Joe went to a __________ school, as he wanted to become a chef.

2. enter
   a. You can buy underground tickets at the __________ to the station.
   b. In her diary __________, Ann wrote about how lonely and sad she felt at her new school.

3. depend
   a. In 1776, America declared its __________ from Great Britain.
   b. Bill finally became __________ when he moved out of his parents’ house and into his new flat.

4. prefer
   a. While selecting job applicants, we usually give a __________ to those with related experience.
   b. She has chosen an American university for further study, but I __________ a university in Germany.

5. reserve
   a. Since there will be too many people at the restaurant this coming weekend, we had better __________ a table in advance.
   b. More nature __________ should be set up to protect endangered animals.

6. switch
   a. When he turned on the light __________, the old man found that his room had been robbed.
   b. The director __________ actors in the film, because he thought that the actor he had was not suitable for the role.
G1 Read the following sentences. Explain what the underlined parts mean using your own words. You may use a dictionary for this exercise.

1 The children were all ears, as their grandmother told them another of her exciting stories.

2 You are left to sink or swim at this company. Either you make a big sale each month or you are out.

3 Jack burnt the midnight oil last night. He has a test today.

4 When my grandmother saw me, she said I looked in need of a square meal.

5 After six months at sea, the sailors finally made it home safe and sound.

6 Although Mr Jenkins wanted to buy a new computer as quickly as possible, he decided to shop around to see where he could find the best deal.

7 When I heard that I had won first prize, I was at a loss for words.

8 When the storm hit the town, everyone was in the same boat. They were all cold and scared.

G2 Fill in the blanks with the idioms in the box below. Change the form where necessary. You may use a dictionary for this exercise.

There is no question as happy as Larry play it safe be up and about leading light

a pack of lies be at odds lose heart

Mrs Green was one of the community’s (1) ______________. She was the head teacher at the local school and often helped out at the old people’s centre. Everyone knew she was (2) ______________ when her daughter Kate was born. Kate was a very energetic young girl, and even when she was sick, she could not wait to (3) ______________ again. However, Mrs Green always wanted to (4) ______________ and made sure that Kate was well before she let Kate play with other children in the neighbourhood. Sometimes, Mrs Green and Kate would (5) ______________ with each other and argue. This mostly happened when Kate told her mother (6) ______________, such as when she said she had done her homework although she had not. However, (7) ______________ that Mrs Green and Kate loved each other very much. Whenever Kate (8) ______________, such as when she did not do well in her studies, Mrs Green was there to encourage her.
D1  Fill in the blanks with the words in the box below. Change the form where necessary.

management  covering letter  engineering  self-starter  refresh
gap year  diploma  division  fluency  wag

1. The new bridge is one of the wonders of modern ________ and architecture.
2. When you send a CV to a company, you need to include a ________ with it.
3. The football league had several __________ of teams.
4. In our company, Sue is known as a ________ who never needs others to tell her what to do.
5. In order to do this job, you need excellent written and oral ________ in Chinese.
6. During the long holiday, we took a trip to the ancient town, which made us all feel quite ________.
7. Many employers think that a ________ is very important for a student’s long-term development.
8. When asked about the old man’s disease, the doctor ________ his head and said there was no cure for it at the moment.
9. Unfortunately, his lack of ________ skills has led to the decline of his company, although he has tried his best.
10. A ________ is a certificate that proves that a student has completed a particular course of study or has got an academic degree.

D2  Fill in the blanks with proper prepositions or adverbs.

1. Though the exam looked difficult, it was really a piece ________ cake.
2. He followed ________ his letters with phone calls to make sure that all his friends would attend his wedding.
3. Those who have good fluency ________ English will do better in the interview.
4. To help you know more about the case, we’re attaching the relevant documents ________ your reference.
5. I’m not sure whether I know the answer ________ the top of my head—let me check on it.
6. This plan looks good ________ paper, but few people believe that it will really work.
7. —That was a tough question. How did you get it right?  
     —I just took a shot ________ the dark.
8. His five years of experience in working at a foreign company gave him the edge ________ the other applicants.
9. Though they questioned him over and over again, he stayed ________ cool ________ a cucumber.
10. Many people stay ________ until midnight on 31 December to welcome the New Year.
Dear Wang Ping

How are you these days? I have some good news for you: I have got a new job! As you know, I was interviewed for a position at a (1) _____________ of an international company last week, and I wanted to share my experience with you.

On the day of the interview, I dressed myself in a (2) _____________ top and skirt instead of a T-shirt and (3) _____________, which I usually prefer to wear. As my hair can sometimes look messy, I also got a new (4) _____________. Having made (5) ____________ for the traffic, I set out early and got to the company's office five minutes early.

Before the interview, I had been required to write something about a challenge I had overcome, so I could show that I was a (6) _____________. I paid special attention to my (7) ____________ and spelling because I know that I sometimes make mistakes. During the interview, the (8) ____________ asked me to give my opinion on a matter. As I talked, I saw him nodding in agreement. He said that I had given the best answer of all the (9) _____________ he had interviewed. In the end, I was confident as I looked him in the eye, shook hands and said goodbye.

I am really happy to have this company as my (10) _____________, and I am looking forward to the challenge. I hope to hear from you soon.

Love
Cheng Lin

---

Translate the following sentences into English. Use the words given in brackets.

1. 他给了我这个礼物来表达友谊。(*gesture*)
2. 乔治事先没有为演讲做准备，他只是想到哪里就说到哪里。(off the top of one's head)
3. 你能看着我的眼睛说，你没有在考试中作弊吗？(*look ... in the eye*)
4. 丹尼尔虽然跑步略胜西蒙一筹，可是没有西蒙强壮。(have the edge over)
5. 面试之后，你最好后续发一封电子邮件感谢公司给你面试机会。(follow up)
6. 许多学生认为这次数学考试很难，但对山姆来说却很容易。(as easy as pie)
7. 那对夫妻在看这部侦探片时非常紧张。(have butterflies in one's stomach)
8. 他没有按时完成工作，但是我们应该考虑到他生病的事实。(make allowance for)
Ethan, who is in his final year of university, and Lily, who graduated from university last year, recently chatted online about finding jobs. Read the transcript of their conversation below.

Ethan: Hi, Lily. What’s new?
Lily: Not much. I’m really enjoying my job as an engineer. I’m learning a lot and meeting new people. How about you?
Ethan: I’m really busy studying. I’m also starting to apply for jobs because I’ll graduate in two months, but I don’t know exactly what to do. How did you find your job?
Lily: Well, it took a lot of time and effort. During my last year of university, I attended several job fairs. There were hundreds of students and recent graduates at the fairs, so the company representatives didn’t have a lot of time to talk to everyone. It was difficult to make a good impression. I gave my CV to several companies there, but no one got back to me offering me an interview.
Ethan: That’s too bad. You know, I responded to several job ads in newspapers by sending my CV in, but I’ve not had any luck yet.
Lily: Someone in the Career Centre at the university told me that most companies do not advertise in newspapers when they have jobs available.
Ethan: That’s strange. How do companies find people to work for them?
Lily: They put information about available jobs on their websites. I had to do some research to find the names of companies in our city that were involved in engineering. Then, I visited their websites to see if they were hiring engineers.
Ethan: Is that how you found your job?
Lily: Well, no. I also told all my friends and relatives that I was looking for a job as an engineer. One of my friends, who is an accountant, told me that he had seen an ad for an engineer on a notice board in his company. He gave me the manager’s name, and I sent my CV to her. A week later, she called me for an interview, and two days after the interview, she offered me the job.
Ethan: Wow! I guess it’s really important to know the right people!
Lily: Yes, it is. I think you still need to be active in searching and applying for jobs, but the people you know can also be helpful.
Ethan: I’ll remember that advice!

Answer the following questions about the conversation.

1. Why does Lily say that it is difficult to make a good impression at job fairs?
2. What is the possible reason why Ethan has not had any luck responding to job ads?
3. How did Lily look for jobs that were not advertised in newspapers?
4. How did Lily find her job?
5. Based on Lily’s story, why is it important to tell everyone you know that you are looking for a job?
Making a first impression

Now that you are about to graduate from university, it is time to think about starting your career. How will you find your first job? It all begins with a very important piece of paper—a CV.

‘CV’ stands for the Latin phrase curriculum vitae. A CV is a summary of your personal information, education, work experience and skills. When you apply for a job, you send a CV to the company to attract attention and convince the company to invite you for an interview.

Basic personal information
List your name, address, phone number and e-mail address at the top of the page so that the company can reach you. In the UK, it is normal practice to include such personal information as your date of birth and nationality. However, this is not the case in the USA and Canada, as it is illegal for companies to hire based on age or nationality.

Education
Put your most recent education first. List the schools along with the dates you attended. For universities, include the degree that you earned and the subjects studied.

Work experience
Again, start with your most recent job, and then list the ones before it. Information includes the dates of your employment at each company, the company name and your responsibilities. Use phrases that begin with active verbs (e.g., ‘Served customers’ or ‘Kept records’). If you do not have any work experience, do not worry. Volunteer work and social activities, such as being a member of school clubs, are also important. However, as you gain more work experience, it is not necessary to include volunteer work and social activities unless they are related to the job you are applying for.

Special skills or qualifications
This part includes abilities like speaking foreign languages and using computers, or any other relevant information that is not mentioned in previous sections.

Following these steps, you will have a well-written CV that will open doors of opportunity for you.

Fill in the form below using the information from the article above.

| Definition | A CV is a (1) ____________ of your personal information, education, work experience and skills. |
| Purpose | To attract attention and convince the company to give you an (2) ____________ |
| Contents of a CV | • Basic (3) ____________ information: name, address, phone number, etc.  
• (4) ____________: school or university you attended, the (5) ____________ you earned and subjects studied  
• (6) ____________ experience: the company you worked for and your (7) ____________; volunteer work and social activities if necessary  
• Special skills or (8) ____________: abilities like speaking foreign languages and using computers, or any other (9) ____________ information |
Unit 2

Listening

A professor is talking to a group of university students about internships, which can give them work experience before they graduate. Shelly is interested in internships and takes some notes. Listen and help her complete as much of her notes as possible.

- Internships: jobs designed by (1) ____________ to give university students (2) ____________ in a career they are interested in
- Can learn new skills and (3) ____________ the job better
- Might make a good impression on (4) ____________
- Internships available in many fields including computer programming, (5) ____________ and education
- Mostly available during the school (6) ____________
- Most internships do not pay a (7) ____________.
- Greg helps write (8) ____________ by checking facts and is learning how to (9) ____________ a news programme.
- Shelly is studying about the government, and is an (10) ____________ to a local official.
- Shelly answers many citizens' questions about traffic, (11) ____________, etc.
- Greg wants to work for a (12) ____________ when he graduates.

B Shelly and her friend Greg are talking about their internships. Listen to their conversation and complete Shelly’s notes above.

C Shelly is writing a letter to her friend Ray about internships. Help her complete the letter using the information in Parts A and B. Listen to both recordings again and fill in any missing information.

Dear Ray

How are you? I have been very busy lately. My professor was telling our class about internships. These are jobs that are created by (1) ____________ to give university students some real-life (2) ____________. An internship gives students a chance to both learn (3) ____________ and find out about the (4) ____________ they are interested in. Internships also provide a great chance to make a good impression on (5) ____________, who may be able to give you a job when you graduate.

Internships are available in a lot of fields including computer programming, (6) ____________ and education. I got an internship as an (7) ____________ to a local official. Although it does not pay a (8) ____________, it is quite interesting. Many people call with (9) ____________ and complaints, and I try and help them. I really enjoy my internship, but I am not sure if I want to be a government official. Government officials have a lot of (10) ____________, and sometimes have to make hard decisions.

I hope you will find my information interesting. Talk to you soon.

Love

Shelly
A

We use formal English when we write letters of application. It should usually state how the person discovered the job opening and include education, work experience and skills or outside experiences relevant to the position being applied for. It should also give a brief list of personal qualities that are related to the job. Read the following application letter and see how the person applies for a position.

Human Resources Department
Black and Moore Accounting
77 Oak Road
Capital City

Dear Sir or Madam

I saw your advertisement on the website www.jobsearcher.com for an Economics, Accounting or Finance graduate to take an accounting position at your firm. I believe that I have the necessary qualities for the job.

I have just graduated from London School of Economics in London with a degree in Economics. During my three years there, I studied every aspect of economics, and I am very interested in the subject.

In addition to being a devoted student, I am also a member of my university’s maths team and have taken part in several competitions against teams from other universities. I have also put my knowledge of both maths and information technology to use by tutoring my fellow students in these fields.

I am familiar with Black and Moore Accounting, and my dream is to work for a company that has your excellent reputation. I believe that I would be a valuable worker for your company. Apart from my knowledge of accounting and my excellent ability in maths, I am a team player. I work hard and am good at managing deadlines.

If you feel that my CV deserves consideration, I would welcome an opportunity to talk to you about it.

Thank you for your time.

Sincerely

Zhang Huimin

B

You are a graduate from Foreign Studies University and would like to apply for a position at the Import and Export Corporation. Write an application letter using the following information.

<table>
<thead>
<tr>
<th>Name</th>
<th>Ni Shiqi</th>
<th>Age</th>
<th>25</th>
<th>Applying for</th>
<th>Senior clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>BA, English; MA, International Studies: both from Foreign Studies University</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skills</td>
<td>Knowledge of international relations; fluency in listening, speaking, reading and writing forms of English and German; good computer skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personality</td>
<td>Independent, outgoing and creative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Experience     | International travel: the UK, France, Germany, Australia and the USA;
Domestic travel: many different cities in China |
| Membership     | Member of the Translators’ Association |
Language practice

**A1**  *Fill in the blanks with proper prepositions or adverbs.*

1. The foreign company pulled _______ of the business deal because they could not get a guarantee that the factory would be built on time.
2. Several years later, my friend resigned _______ his company in order to take a more challenging job.
3. _______ the new coach’s direction, the football team began to play to their full potential and won their next game.
4. While John had difficulty persuading all the people that his ideas were right, his strength _______ personality caused many people to believe in him.
5. The bird spent its whole day going to and _______ its nest.
6. After getting the money, Delores folded it _______ and put it into her purse.
7. That he changed his mind _______ the last minute made all of us embarrassed and annoyed.
8. Soon after it was introduced, sales of the product took _______.
9. In the UK, people can apply for a driving license _______ the age of 17.
10. The little boy spent the whole afternoon putting the pieces of the model airplane _______.

**A2**  *Fill in the blanks with the words in brackets. Change the form where necessary.*

1. Students are not allowed to bring mobile phones or _______ to class while taking an examination. All of the maths answers must be _______ by the students themselves. (calculate)
2. The company’s _______ were down, and they did not make as much profit as they had expected from sales of their new satellite TV _______. (receive)
3. Dave loves sports, and he is also concerned about environmental pollution, so every day he _______ to work. In fact he is quite a good _______. (cycle)
4. Steve is hesitating about whether he _______ accept the new task. It is a difficult project, but Steve knows that where there is a _______, there is a way. The problem is that he is not sure if he is _______ to go through all that trouble. (will)
5. Jane was a wonderful _______. However, she herself had not received a university _______. Instead, she was _______, learning all she could from books and other people. (educate)
6. It was getting _______ listening to Bob complain all the time, so finally we told him to shut up, because we were _______ of his talk. (tire)
Replace the underlined parts in the sentences below with correct words from the speech on Pages 46 and 47 of your book. Change the form where necessary.

1. My friend Jack is always hopeful and thinks good things will happen in the future.
2. Alice was very happy when she got the job in a place where young children and babies are taken care of while their parents are at work.
3. On Sundays, I often get up late and have the meal in the late morning—a breakfast lunch.
4. Children found that mum had kept cookies in a round glass container with a lid in the kitchen.
5. She spent a fortune fighting old age, trying to stop her hair from going grey and lines from forming on her face.
6. My sweater became smaller after it was washed in hot water and I had to give it to my younger sister.
7. He found that many cheap hotels in this city do not have people who carry your bags for you.
8. Every Saturday morning I use a stick with soft material fixed at one end to wash the bathroom floor.

Fill in the blanks with the words in the box below. Change the form where necessary.

<table>
<thead>
<tr>
<th>problem-solving</th>
<th>nursery rhyme</th>
<th>senior citizen</th>
<th>find good</th>
<th>shrink from</th>
<th>bless</th>
</tr>
</thead>
<tbody>
<tr>
<td>be yourself</td>
<td>pass away</td>
<td>in need</td>
<td>dignity</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Many parents use ________ to amuse their children when they are quite young.
2. The young manager is well known for his ________ skill, which is vital for a successful leader.
3. Today everyone is going to my neighbour’s house to pay their respects for the old grandmother, who ________ last week.
4. On many trains and buses, there are some special seats marked out for ________.
5. We should always learn to ________ in bad situations and look on the bright side of life.
6. We all long for a society in which the ________ of all people is recognized.
7. It is important for you to _________. People who pretend to be what they are not are seldom happy.
8. Every Friday, Billy bought some flowers at a nearby shop so that he could _________ his mum.
9. What my father always told me was that to be successful and happy, I should never _________ helping others.
10. This charity helps people _________ by educating them about how to lead healthier lives.
Unit 3

C1. Read the following sentences. Put a tick in the box after the sentence that uses euphemism. You may have to use a dictionary.

1. You should not smoke while Jenny is here. After all, she is pregnant. □
2. James passed away last week after suffering from cancer for years. □
3. The admission fee is $10. □
4. Is it customary to tip the maids and the porters in hotels in China? □
5. The path under construction is intended for the visually challenged. □
6. She is abroad. How could you have dined with her yesterday? □
7. People with no fixed address often find it hard to get work. □
8. The man ate some bad seafood and had to use the toilet immediately. □
9. As a young man, he worked as a sanitary worker for some time before he became a sculptor. □
10. He works in a typical blue-collar job. □
11. Sorry, but I simply cannot promise anything at the moment. □
12. The murderer was given a life sentence at the state’s correctional facility. □

C2. Match the underlined parts on the left with the words on the right. Fill in the blanks with correct letters.

1. In this city, senior citizens have the right to receive free medical care according to the law. □
   a. unemployed
2. I do not think Martha could afford a holiday abroad as she is between jobs at the moment. □
   b. learning problems
3. The man in the street is in favour of a new park being built. □
   c. old people
4. She works in a special school for hearing-impaired people, so she is familiar with sign language. □
   d. deaf
5. This shop sells clothes for full-figure men and women. □
   e. ordinary person
6. The city we visited yesterday has a high percentage of people of colour. □
   f. fat
7. Many of the children at this school have special needs and require extra schooling. □
   g. non-white people
8. My late uncle gave me this ring. It is all I have to remember him by. □
   h. accidentally shot by one’s own side
9. Friendly fire was given as the cause of the young soldier’s death. □
   i. a fight
10. There was an incident between several players at the game, and at least one was sent off. □
    j. dead
D1

Fill in the blanks with the words in the box below. Change the form where necessary.

<table>
<thead>
<tr>
<th>employment</th>
<th>economical</th>
<th>flexibility</th>
<th>informer</th>
<th>taxpayer</th>
</tr>
</thead>
<tbody>
<tr>
<td>survivor</td>
<td>optional</td>
<td>allergic</td>
<td>surplus</td>
<td>lounge</td>
</tr>
</tbody>
</table>

1. There is now an increasing demand for private cars which are more ____________ in their use of fuel.
2. Rescue workers provided the earthquake ____________ with food, clothes and medical treatment.
3. Paul had an ____________ reaction to the seafood and had to be taken to the hospital at once.
4. Due to the economic crisis, ____________ levels have fallen to a new low, according to the report.
5. She likes to go shopping at this time of year, when most stores put their ____________ goods on sale.
6. More and more job applicants are asking first about the ____________ of a company’s working arrangements, and then about salary packages.
7. As ____________, we have the right to know how much money was spent on the new stadium and how the money was spent.
8. Since the flight was delayed, Diane fell asleep in the airport ____________ and almost missed her plane.
9. Chinese, Maths and English are compulsory for all the students, while Art and Music are ____________ courses.
10. The ____________ received a reward for the information that he gave the police.

D2

Fill in the blanks with proper prepositions or adverbs.

1. Readers who send ____________ their comments on our magazine’s new look will receive some special gifts.
2. In order to succeed, you need to work with every fibre ____________ your being.
3. Be careful ____________ choosing your clothes when you go to a job interview.
4. So often, success is dependent ____________ effort, in addition to ability and luck.
5. The taxi drivers only ask that the government listen to them and respond ____________ their needs.
6. From the story, he learnt that the key ____________ becoming successful is to have focus and work towards one’s aim.
7. Most of the students from that mountainous area have a thirst ____________ knowledge.
8. Having a good sense ____________ humour will often make one popular.
9. After the trial, the public began to lose faith ____________ the justice system.
10. When giving a speech ____________ stage, you should stand up straight and be natural.
Complete the following article with the words in the box below. Change the form where necessary.

<table>
<thead>
<tr>
<th>scratch the surface</th>
<th>improvement</th>
<th>downsize</th>
<th>flexibility</th>
<th>optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>take off</td>
<td>facility</td>
<td>unsure</td>
<td>reveal</td>
<td>drive</td>
</tr>
</tbody>
</table>

**Success Courses**

Do you have a (1) _________ to succeed? Do you feel like you have only (2) _________ of your full potential? Afraid of (3) _________? Joining our Success Courses will allow you to achieve your ambitions.

We guarantee that skills taught in this course will help your career (4) _________.

Other people who have completed this course have reported (5) _________ within months. Success Courses can help you succeed.

Come to Success Courses and watch your worries disappear. We have special tests which will (6) _________ your strengths and weaknesses as a manager, and allow us the (7) _________ to tailor our programme to your needs. We also have many (8) _________ courses to suit all of your needs.

What is more, if you are (9) _________ whether our school is right for you, your first class will not cost you a single penny, thanks to our try-before-you-buy policy. Do not delay: Dial 800-123-45678888. You can also come and visit one of our brand new (10) _________ and sign up there.

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**D4**

Translate the following sentences into English. Use the words given in brackets.

1. 我以前的一些同事目前正处于失业状态。(between jobs)
2. 我想知道几起抢劫案发生后，警方是否向住在该地区的人们发出了警告。(put out)
3. 这个贫困家庭除了栖身之所外一无所有。(a roof over one’s head)
4. 毕业后，她找到了一份记者的工作。从那以后，她全身心地投入了这份新工作。(throw oneself into)
5. 很多成年人无法理解为什么一些青少年对电脑游戏从不厌倦。(tire of)
6. 她对他非常失望，再也不信任他了。(faith)
7. 最让我恼火的是，我的合作伙伴在最后一刻退出了这个项目。(pull out)
8. 老年人乘坐公共交通工具所花的费用比其他人少。(senior citizen)
A Rupert Murdoch is one of the most successful businessmen in the world. Read the following magazine article about how he achieved his success.

Building a media empire

Few people have as much influence in the world of media as Rupert Murdoch, CEO of News Corporation. Since Murdoch founded the company in 1979, News Corporation has grown to include 175 newspapers worldwide, as well as magazines, TV stations and a film studio.

Murdoch’s rise to the top is a story of ambition. Murdoch’s career began in Australia, where he was born in 1931. His father was a journalist and owned several newspapers. He hoped that his son would follow his career. When Murdoch’s father died in 1952, Murdoch took over one of his newspapers, the Adelaide News. Over the next few years, he bought several newspapers in Australia, including the Daily Mirror, a Sydney newspaper, which allowed him to compete with two other major Sydney newspapers. He also purchased The Australian, the country’s first national newspaper, and the Daily Telegraph, another Sydney newspaper. This last purchase made him one of the three largest newspaper publishers in Australia.

However, Murdoch had even bigger dreams for his company. He was interested in all kinds of media, not just newspapers. In 1961, he bought a small Australian record company, Festival Records, and made it successful. During the 1960s, Murdoch expanded his company abroad by buying several newspapers in the UK. He then bought his first American newspaper, the San Antonio News, in 1973. As well as newspapers, Murdoch wanted to spread out into television broadcasting in the USA, but the law in the USA states that American TV stations must be owned by Americans. In an example of his desire to succeed, Murdoch became an American citizen in 1985, and one year later, he started a new TV station, the Fox Network, which today shows some of the most popular programmes in the USA.

Rupert Murdoch has been described by his colleagues as very curious, always wanting to discover and build new things. This is what has led him to expand his company. He also loves his work. He enjoys talking about newspapers more than anything else, and he reads dozens of newspapers every day. This love of media, as well as his ambition, has driven Murdoch to build his media empire.

Answer the following questions about the article.

1. How did Rupert Murdoch acquire his first newspaper?
2. How did Murdoch expand his company in Australia?
3. Why did Murdoch become an American citizen?
4. What led to Murdoch expanding his company?
5. What examples does the writer give to show Murdoch’s love of his work?
Below is a review of the popular book *The 7 Habits of Highly Effective People*, which appeared in a newspaper.

**Developing habits for success**

Stephen Covey’s book *The 7 Habits of Highly Effective People* is very popular among business people who want to improve their careers, but its principles can be applied to any area of life. For example, Covey’s principles can be used to improve relationships between parents and children or to improve the way you manage your time.

Covey begins by discussing habits and effectiveness, and why they are both important to success. According to Covey, for an action to become a habit, you must know what to do and why you should do it. However, you also must want to do it. On the other hand, effectiveness means having a balance between success and a good relationship with the people around you. For example, a company might only focus on making a profit; however, if the company does not respect its workers, the profits will eventually decline. In order to be successful, you must have habits that make you able to deal effectively with others and your own personal life.

Next, Covey introduces the seven habits of highly effective people. The first three habits focus on personal growth. The next three habits are about how to get along with others. The seventh habit shows how to achieve physical, emotional and mental health.

Covey includes exercises to help you analyse your life. He challenges you to decide what you want to contribute to society in your lifetime. He does this by asking you to think about what you want people to say about you after you die. Your answer to this question will help you make better decisions about how to spend your time. For example, if you want your children to say that you were always willing to spend time with them, then you will spend more time with them and less time at work. In this way, you can challenge yourself to realize your dreams and ambitions.

*The 7 Habits of Highly Effective People* has the potential to really improve your life.

---

**Fill in the form below using the information from the article above.**

<table>
<thead>
<tr>
<th>Introduction</th>
<th>This book can help you improve your career and your (1) _______ relationships, and manage your time better.</th>
</tr>
</thead>
<tbody>
<tr>
<td>For success</td>
<td>• Habits: You must know what to do and why you should do it. You also must want to do it.</td>
</tr>
<tr>
<td></td>
<td>• (2) _______: You should achieve a (3) _______ between success and a good relationship with the people around you.</td>
</tr>
<tr>
<td>The seven</td>
<td>(4) ________ The first three habits focus on personal (5) _______. The next three deal with how to get along with others. The seventh shows how to achieve physical, emotional and (6) _______ health.</td>
</tr>
<tr>
<td>Exercises</td>
<td>• They help you (7) _______ your life.</td>
</tr>
<tr>
<td></td>
<td>• Decide what (8) _______ you want to make in your lifetime.</td>
</tr>
<tr>
<td></td>
<td>• Challenge yourself to (9) _______ your dreams and ambitions.</td>
</tr>
<tr>
<td>Conclusion</td>
<td>The book has the (10) _______ to really improve your life.</td>
</tr>
</tbody>
</table>
Listening

A Teresa White is the owner of Star Toys. Recently she talked about how she started her company on the radio talk show Business Success. Listen and circle the correct words in as many of the pairs below as possible.

- Teresa White started Star Toys \(1\) 10 / 15 years ago.
- Last year, Star Toys made \(2\) $500,000 / $5 million.
- She began her company by making dolls in \(3\) her basement / a small factory.
- Now, Star Toys makes its products in a \(4\) large factory / small shop.
- Teresa’s first job was a shop assistant in a \(5\) clothing / toy shop.
- Teresa decided to make dolls because they were popular with \(6\) teenagers / girls.
- She tried to sell her dolls \(7\) to toy shops / at malls but was not successful.
- She met toy shop owners who wanted to buy her dolls at a \(8\) party / toy exhibition.
- Later, Teresa was able to hire workers and \(9\) open her own shop / buy a factory.
- Teresa thinks that \(10\) designing new toys / going to exhibitions is the best part of the job.

B Teresa is now being interviewed by the host of Business Success. Listen and circle the correct words in the rest of the sentences above.

C The radio station published a review of Teresa White’s interview on its website. First, complete the review using the information from Parts A and B. Then, listen to both recordings again and fill in any missing information.

Yesterday, Teresa White, owner of Star Toys, was a guest on Business Success. Teresa started Star Toys \(1\) ___________ years ago when she started making dolls in \(2\) ___________. Today, Star Toys makes dolls, games, \(3\) ___________ and toy cars. Last year, Star Toys made \(4\) ___________. Teresa has worked hard for her success. Her family could not afford to send her to university, so she started working after she \(5\) ___________.

After a long time of trying to sell her dolls without success, she attended a \(6\) ___________ where she met toy shop owners who wanted to buy her dolls. Her company became successful, so she decided to expand. She learnt that \(7\) ___________ usually like playing with cars and trains, and that \(8\) ___________ like playing board games. Now, Star Toys makes all of these things. Her favourite part of owning a toy company is \(9\) ___________ because she can be \(10\) ___________. Teresa’s story shows that with hard work, you can be successful in doing what you love.
A When we write about someone, we need to give important information and details about his or her life so as to give readers a better understanding of that person. Details can include important events, dates, people and places in their lives. Read the following passage and see how the author writes about Jack Ma, CEO of alibaba.com.

Jack Ma is the founder and CEO of alibaba.com, the biggest e-commerce company in China. The website is an English-language site, which aims to offer suppliers and consumers a direct means to communicate, and thereby save time and money. This model of business is referred to as B2B (business-to-business), and it has attracted millions of users worldwide. On the back of this success, Jack Ma and his team developed Taobao in 2001, a C2C (consumer-to-consumer) trading site which again attracted millions of users.

Today, alibaba.com is considered by many to be one of the best B2B sites, with over 7 million users from more than 200 countries and regions. Jack Ma has become the first Chinese businessman to appear on the cover of the famous magazine Forbes in the past 50 years.

Jack Ma is respected by people not just because of his success, but also because of his personality. Although modest, Jack Ma is a very ambitious man. When asked about his future plan, he once said, ‘I believe that in the next ten years, of the top three Internet companies in the world, one will be from China—and we want to be that company.’

B Write a passage about Bill Gates, the founder of Microsoft, using the following information. Try to include the details provided below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Bill Gates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>28 October 1955</td>
</tr>
</tbody>
</table>
| Pioneering experiences | 1973: entered Harvard University to study law; developed BASIC language (a computer language to assist computer programming)  
1975: dropped out of Harvard; formed Microsoft with close friend Paul Allen and developed software for personal computers  
1994: married Melinda; formed Bill & Melinda Gates Foundation, made great contributions to education and medicine, donated billions of dollars ever since  
2008: left Microsoft, concentrated on charity work |
| Achievements | Founder and president of Microsoft, richest person in the world (Forbes magazine, 2003)  
Microsoft does business in 78 countries and regions with over 50,000 employees worldwide |
| Qualities | Respected for his vision and ability with Microsoft; admired for charity work helping students and Aids sufferers |
A1 Fill in the blanks with the words in brackets. Change the form where necessary.
1. Before the lesson, students received a __________ of what would be taught. After the lesson, they had a __________ of the material. (view)
2. As a student of __________, James was interested in the __________ effects that watching too much TV might have on people. (psychology)
3. It was advertised as a __________ flat, but when Kate and Bob went to look at it, they did not see much __________ in it. (furniture)
4. The universe is filled with __________ planets and stars and no one can tell the exact __________. (number)
5. Being short of research funding is a __________ problem for those scientists who are studying the __________. (universe)
6. The __________ girl told the police about the __________ accident that she had seen. (terrify)

A2 Fill in the blanks using the correct words from the article on Pages 50 and 51 of your book. Change the form where necessary.
1. Could you please help me hand out these anti-smoking __________? Many people need to read them.
2. Nowadays, many people order clothes from an online __________ rather than go to shops.
3. __________ is a small white vegetable that is used to make food tasty. It is also believed to be good for your health.
4. Richard decided to choose __________ as his major because he found the stars and the universe fascinating.
5. When drinking English tea, one holds the teacup in one hand, and the __________ in the other, being careful to keep it under the cup so that the tea does not spill on one’s clothes.
6. Many __________, such as salt and coal, are found underground in mines, and are vital for human beings.
7. Peter could not wash his face, as someone had left his dirty socks in the __________.
8. The main traditional ways of fishing are using nets and __________.
9. Lucy had trouble getting a chance to be alone, as five __________ lived with her in her dormitory.
10. In both cricket and ping-pong, players use __________ to hit the ball.
Unit 4

B1 Fill in the blanks using the correct words from the article on Pages 62 and 63 of your book. Change the form where necessary.

1 In the __________ which starts on Friday, experts will be discussing the influence of technology on the future.

2 The 550-metre metal __________ over the Lupu Bridge in Shanghai is a well-known piece of architecture in Asia.

3 You needn’t walk or ride a bike, since there’s a __________ between the supermarket and the town centre.

4 He is studying to receive a master’s __________ in Chinese literature at Nanjing University.

5 In the city square, there was a __________ which children could play in during the summer in order to stay cool.

6 While David promised that there would be no danger if we took this route, his word alone was not enough to __________ our safety.

7 __________ Wen Jiabao has often been seen on TV, offering advice and encouragement to the Chinese people.

8 For a college graduate, it is of great importance to decide on a suitable __________, not only to make a living but also to make contributions to society.

B2 Fill in the blanks with the words in the box below. Change the form where necessary.

- exchange programme
- get the best out of
- equip with
- sharpen
- take up
- as well as
- currently
- set in

1 The latest model of car from this company is __________ electric windows and a CD player.

2 If you really want to __________ your social skills, never hesitate to participate in a wide variety of social activities.

3 The famous actor thanked his drama teacher who always encouraged him and __________ him when he was a young student.

4 The film to be released this summer is __________ 18th-century Spain.

5 Our school has begun an __________ with a French school. The French students will visit our school next week.

6 While in the past few foreigners visited the remote areas of China, __________ there is a tourist boom in these places.

7 On holidays, the family enjoyed playing sports, __________ quieter activities such as reading.

8 In his middle age, he __________ cooking as a hobby, and now he cooks the most delicious food in his neighbourhood.
Read the following sentences and underline the allusion in each sentence.

1. He often referred to the failed business deal, where he lost most of his money, as his own personal Waterloo.
2. I cannot get a job because I do not have any work experience. However, how can I gain experience if nobody wants to hire me? It is a catch-22.
3. I never thought that I would be opening Pandora’s box when I accepted the task.
4. Last night, there was a power cut. We had no electricity for five hours. It was like living in the Stone Age.
5. He is now over the moon as he has just received a good offer.
6. I think you’re something of a dark horse—you are sure to win the match next week.
7. You are such a Scrooge! You should buy your wife a nice present for Valentine’s Day.
8. Your plan is good, except for this one matter. It is one of the boss’s sacred cows, so it cannot be changed.
9. Finishing this job on time will take a Herculean effort from everyone involved.
10. The newspapers were full of stories about a mysterious modern-day Robin Hood. Apparently, he had left a big bag of money outside of a poor school to help pay for repairs to the school.

Match the allusions in bold in the sentences immediately below with the correct definitions below them. Write the letters in the blanks.

1. That man is a Judas—he sold his best friend’s secrets to a local newspaper for some money.
2. The owners of the small neighbourhood shop were fighting to stop the big corporation from knocking it down. It was a David and Goliath legal battle.
3. The film actress was being talked of as a modern-day Helen of Troy.
4. Our Economics teacher recommended this book to us yesterday. According to him, it is the Bible on international finance.
5. That was a real Jekyll and Hyde performance by the home team. They played really well in the first half but were awful in the second and lost the game.

a. a book that is considered the most important one on a particular subject
b. a story from the Bible about a small boy who beat a man who was much bigger and stronger than him
c. a person in the Bible who betrayed Jesus to his enemies; a person who betrays others
d. a woman who lived in ancient Greece and was regarded as the most beautiful person in the world
e. a book about a man who turns into a monster and back again; extreme changes in something or someone
**D1**  Fill in the blanks using the correct words on Pages 56 and 57 of your book. Change the form where necessary.

1. During the lecture, the teacher made an **explanation** to the story of the Three Little Pigs in order to explain why we can never be too careful.

2. In the storm, one of the crew, who was trying to rescue others, fell **overboard** from the ship, and was believed to be lost.

3. After Bob finished the race, the **sole** of his left foot began to hurt badly, and he could no longer walk.

4. Like many people who have been fired from their jobs, Jill led an **uneasy** life, not sure what to do with herself.

5. When she entered the room, the disgusting smell made her feel sick and want to **vomit**.

6. Until recently, Tiger Woods was regarded as **superstar** at golf. However, now it seems that he almost never wins.

7. Long ago, a Central American **prophet** said that the world would come to an end in 2012. Of course, now we know that this is not true.

8. In Chinese **mythology**, dragons were considered the most powerful of all creatures.

---

**D2**  Fill in the blanks with the words in the box below. Change the form where necessary.

<table>
<thead>
<tr>
<th>surprisingly</th>
<th>theoretical</th>
<th>embassy</th>
<th>socialist</th>
<th>nuclear</th>
</tr>
</thead>
<tbody>
<tr>
<td>missile</td>
<td>terror</td>
<td>atom</td>
<td>bang</td>
<td>den</td>
</tr>
</tbody>
</table>

1. The howling wind **terrified** many people. Fortunately, the storm caused no damage.

2. In order to get a visa for the USA, you should go to the **embassy** of the USA in Beijing.

3. The **explosive** accident in Japan has made a large part of the country harmful to live in.

4. During World War II, London was attacked by **missiles** from Nazi Germany.

5. The professor’s plan was very **theoretical**. It was anyone’s guess whether it would ever have a practical application.

6. Many popular European political parties are **socialist** in nature. They believe that the government should play a large part in taking care of the people in their countries.

7. As victims of the **atomic** bombs, people in this country are against the war and will pray for peace.

8. Every New Year begins with the **display** of fireworks being shot off in our neighbourhood.

9. In the winter, bears hide in **den**, where they wait out the cold and rest.

10. While many people blame money for all the problems in the world, **money** is what many people want more than anything else.
D3  Complete the following letter with the words in the box below. Change the form where necessary.

land on one's feet  put things away  room-mate  numerous  brochure
fountain  seminar  as well  as for  fry

Dear Mum and Dad

How are you these days without me? Do you miss me? I miss you both a lot. My first week here in the UK was exciting. I had read the university (1) ____________ before I arrived. This allowed me to (2) ____________ when I arrived. Still, on the first day of school, the dormitory was a mess, as everyone was looking for his or her own room and (3) ____________. I am sharing my room with my (4) ____________, and he is Asian too. He is from Korea. We get on quite well with each other, as he is doing a degree in Civil Engineering (5) ____________.

(6) ____________ the food, I like it a lot, especially the pork sausages, although I do find that people here like to roast their meat a lot, and I prefer meat that has been (7) ____________ or boiled.

First-year students do not choose too many courses. Altogether I have 18 hours of lectures a week, plus some (8) ____________ and time spent at the sports club. I really love the library, with its (9) ____________ books. It is a (10) ____________ of information for me. I am really enjoying my time here, but I hope that you can come and visit soon.

Yours

Li Feng

D4  Translate the following sentences into English. Use the words given in brackets.

1. 尽管父母为孩子们离家念大学或者工作感到高兴，但是孩子们走后，他们还是会感觉房子空荡荡的。(leave the nest)
2. 毕业后我遇到很多困难，但我最终摆脱了困境。(land on one's feet)
3. 许多人在人生的某个阶段会情绪低落。(at some point)
4. 至于在信息技术领域的成就，没有人比比尔·盖茨更成功。(as for)
5. 很多人习惯把一部分工资存起来，以备不时之需。(put something away)
6. 我想直接切入正题，谈谈你们刚起草的计划。(dive right in)
7. 这所大学正努力使自己成为求知和科研的重要之所。(premier)
8. 在向南京大学提出申请之前，我已经翻阅了许多小册子。(look through)
Getting involved

Dear Alice,

I am a new student at the University of Melbourne. I enjoy my classes, and I study very hard. However, I feel very lonely. I do not have many friends here. At the weekend, I am often bored because I have nothing to do. Can you give me some advice?

Lonely at University

* * * * * * * * * * * * * * *

Dear Lonely,

University is not just a place for studying. It is also a place for developing your talents and exploring new interests. The University of Melbourne has many activities for students. If you like sports, there are over forty different sports clubs, including football, basketball, martial arts and rugby. If you do not want to join a sports club, you can still join the university’s gym and participate in exercise classes there. If you like playing chess, cards or nearly any game, there is a club for you. Students who are interested in politics and those who enjoy subjects such as film and music have their own clubs, too.

You did not mention if you are an international student, but if you come from a foreign country, there is probably a club for students from your country. The international student clubs are very important in helping foreign students adjust to life in Australia. They can get together with people who share their language and culture, and discuss their experiences as foreign students.

Now you know what your university has to offer. As I mentioned before, there is more to university than just studying. Learning can take place both inside and outside of the classroom, and joining clubs is a great way to expand your knowledge. Also, by joining clubs, you will make friends with people who have the same interests as you do. The university is a big place, but if you join a particular group, it will start to feel smaller because you will often spend time with the same group of people. You will feel less lonely, and your university experience will be much richer if you take part in some student activities.

Good luck!

Alice

Answer the following questions about the column.

1. What is Lonely’s problem?
2. What clubs does the University of Melbourne have?
3. Why are international student clubs important?
4. According to Alice, where can learning take place?
5. How can joining a student club make a large university seem smaller?
Preparing for a new life

Hi, everyone! I will graduate from high school in May. Some of my foreign friends have asked me about the process of entering an American university, so here I will tell you how it works.

First, you have to choose which university you want to attend. This is not so easy, as there are over 3,000 universities and colleges in the USA. Do you want to attend a large school or a small one? Do you want to stay near home, or do you want to go far away? What do you want to study? Once you have decided what is important to you, I would suggest choosing about five schools to apply to. This way, if one or two schools do not accept you, you still have a chance of being accepted by the others.

After you have chosen which schools you would like to apply to, you have to complete an application form for each one. You also need to ask two or three of your teachers to write letters to the universities explaining why you would be a good university student. For many people, the worst part of applying for university is taking tests. Depending on which college or university you want to enter, you have to take either the Scholastic Aptitude Test (SAT), which tests your language, math and writing skills, or the American College Test (ACT), which tests your knowledge in English, math, science and history.

After you have been admitted to a university, you need to be able to pay for your study there. To help pay for your education, you can borrow money from the government, and you do not have to repay this money until after graduation. Scholarships are also available to students who have excellent grades, are good athletes or are poor. Because university is so expensive, many students also work part-time while they are at university. University courses are quite different from classes at high school. You only attend each class two or three times a week, but you have to study a lot more outside of class. Classes are much bigger too, and some can have as many as 200 students in them.

There will be many new things to learn, but I think I will enjoy university.

---

**The **(1)** ____________ of entering an American university**

| First step | • Choose which university to attend by thinking what is (2) ____________ to you.  
|           | • Choose about (3) ____________ schools to apply to.  |
| Second step | • Complete an (4) ____________ form for each school.  
|            | • Ask several teachers to write letters of (5) ____________.  
|            | • Take either the Scholastic Aptitude Test (SAT) or the American College Test (ACT).  |
| Third step | • To help pay for your education, you can borrow money from the (6) ____________.  
|           | • (7) ____________ are available to students who have excellent grades, are good athletes or are poor.  
|           | • Taking (8) ____________ jobs can also help pay for your study at university.  |
Listening

A

Brandon is studying geography at university. He is telling his cousin Natalie, a high school student who is also interested in geography, about his experiences. Listen and complete as much of the table below as possible.

<table>
<thead>
<tr>
<th>Summer trip to Oaxaca, Mexico</th>
<th>Classes in geography</th>
</tr>
</thead>
<tbody>
<tr>
<td>geography: study of how land and climate affect human (1) ____________ , politics and economy, and how human activity affects the land and climate</td>
<td>Physical Geography</td>
</tr>
<tr>
<td>Oaxaca: very diverse land and (2) ____________</td>
<td>• study of Earth’s physical characteristics</td>
</tr>
<tr>
<td>about (3) ____________ different groups of native people in Oaxaca</td>
<td>• one class in (6) ____________ and climate</td>
</tr>
<tr>
<td>studied (4) ____________ problems</td>
<td>• another class on causes and effects of (7) ____________</td>
</tr>
<tr>
<td>one week, students lived in a (5) ____________</td>
<td>(8) ____________ Geography</td>
</tr>
<tr>
<td></td>
<td>• how humans and (9) ____________ geography affect each other</td>
</tr>
<tr>
<td></td>
<td>• tourism and geography: how tourism affects (10) ____________ , the economy and the environment</td>
</tr>
<tr>
<td></td>
<td>(11) ____________ Geography: locations of diseases</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Careers in geography</th>
</tr>
</thead>
<tbody>
<tr>
<td>• deciding where new houses and (12) ____________ should be built</td>
</tr>
<tr>
<td>• advising companies where to open (13) ____________</td>
</tr>
<tr>
<td>• making (14) ____________</td>
</tr>
</tbody>
</table>

B

Natalie asks Brandon some questions about studying geography and careers that involve geography. Listen and complete the rest of the table above.

C

Natalie is writing in her diary about what she has learnt about geography. First, complete the diary using the information from Parts A and B. Then, listen to both recordings again and fill in any missing information.

My cousin Brandon is studying geography at university. I think geography is very interesting, and I might want to study it when I go to university too. Brandon spent his (1) ____________ holiday with other geography students in Oaxaca, a state in Mexico. Oaxaca has deserts, (2) ____________ , beaches and rainforests. Oaxaca also has many kinds of people, with (3) ____________ different groups of native people. While in Oaxaca, Brandon spent a week in a (4) ____________ . There, he learnt about life without (5) ____________ .

Brandon told me that there are two main kinds of geography courses. One kind is (6) ____________ Geography, which is the study of the physical characteristics of Earth. The other kind is (7) ____________ Geography. This sounds more interesting to me. There is one course called (8) ____________ Geography, where you can study where diseases are found and how they are (9) ____________ . Brandon said that there are many career opportunities in geography. Being an urban planner sounds interesting to me. An urban planner helps cities decide where new houses and (10) ____________ should be built.

Brandon really encouraged me to follow my interest in geography!
Welcome to the University of Oxford!

Our university is one of the oldest and most famous universities in the world. It has a history of over 900 years and attracts students and scholars from all over the globe. It has a student population of over 18,000, and over a quarter of them come from overseas.

Any student entering Oxford has a wide range of courses to choose from. The teaching and research facilities here easily rank alongside the top universities in the world, especially in medicine, science and technology. The university is not only well known for the quality of its traditional courses like English Literature, Maths and History, but it also offers a wide range of less traditional courses, including Agriculture, Archaeology and East and South Asian Studies. Students here can experience two different ways of learning—attending lectures and learning from a personal tutor. They meet with their tutors usually once a week. Students and tutors are often found having discussions at a cafe, a bar or in a bookshop. This approach to learning is just one of the things that make Oxford University stand out.

Students enjoy a rich life here. They can entertain themselves by joining different clubs or teams. Every student is a member of the student union and OUSU (Oxford University Student Union) often organizes events that will interest students. Perhaps the best-known sporting event is the exciting boat race between Oxford and Cambridge. Whatever you decide to do, I am sure you will have an amazing experience here at Oxford.

Write a description of West Lake in Hangzhou in the same style as the article above. Use the information in the following table to help you. You can also do some research on West Lake for your answer.

<table>
<thead>
<tr>
<th>West Lake</th>
<th>Location: West of Hangzhou in Zhejiang Province</th>
<th>Area: Nearly six square kilometres</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major scenic spots</td>
<td>The Sudi Causeway: built in 1829, lined with willow trees, great view of the lake, built by the poet Su Dongpo in the Song Dynasty</td>
<td>Viewing Fish at Flowers Harbour: gardens, fish in ponds, beautiful flowers, the best time to see them: spring/summer</td>
</tr>
<tr>
<td></td>
<td>Three Pools Mirroring the Moon: island with three stone temples on it, large pools on island, moonlight shines through temples and reflects off pools, beautiful</td>
<td></td>
</tr>
</tbody>
</table>