

<<实用英语综合教程>>

图书基本信息

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## <<实用英语综合教程>>

### 前言

《实用英语》是一套供高等专科学校使用的英语教材。

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

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

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

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

为了体现这一教学安排，本套教材也分成两个阶段。

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

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

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

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### 内容概要

《实用英语综合教程1（第2版）》是一套专科层次的公共英语教材，1995年正式出版发行。为了更加有利于学生英语应用能力的培养，结合这几年使用《实用英语》教学情况及专科这一教育层次的英语教学要求，编写组对《实用英语》进行了修订。

修订后的《实用英语》第二版不仅适用于高专的学生，也适用于高职的学生。

与第一版相比，《实用英语综合教程1（第2版）》侧重改进了有关语言技能训练，调整了读、译、写、听、说技能训练顺序与结构；降低了段落听力理解训练的难度，删除了部分练习；适当调整了交际会话话题，增加了交际会话的训练量；删换了部分应用文，使之更加符合改革开放环境下的涉外交际需要。

书后附有配套多媒体光盘一张。

光盘内容丰富，不仅提供了课文和练习的学习辅导，还开发了相应的语言技能训练、词汇学习、语法学习、单项测试、轻松一刻等内容，既方便教师备课参考，又为学生提供了生动活泼的自学园地。

## &lt;&lt;实用英语综合教程&gt;&gt;

## 书籍目录

Unit 1 Text A: College —— A New Experience Text B: How to Study Read 8 Skills Development and Practice Reading Skills —— Reading for the Main Idea (1) Translation Practice —— 选择词义 Guided Writing —— 缩略词 Listening and Speaking Unit 2 Text A: Rock and Roll Text B: The First American Music Skills Development and Practice Reading Skills —— Reading for the Main Idea (2) Translation Practice —— 线申词义 Guided Writing —— 标志用语 Listening and Speaking Unit 3 Text A: Why Nations Trade Text B: Stocks and Shares Skills Development and Practice Reading Skills —— Guessing Unknown Words (1) Translation Practice —— 转译词类 Guided Writing —— 如何写信封 Listening and Speaking Unit 4 Text A: The First Four Minutes Text B: Table Manners and Customs Skills Development and Practice Reading Skills —— Guessing Unknown Words (2) Translation Practice —— 转译词类 Guided Writing —— 书信 Listening and Speaking Unit 5 Text A: Community Service Text B: People on the Move Skills Development and Practice Reading Skills —— Making Use of Contents and Index Translation Practice —— 转译词类 Guided Writing —— 明信片、传真 Listening and Speaking Unit 6 Text A: Working Hard or Hardly Working? Text B: Stress Skills Development and Practice Reading Skills —— Recognizing Punctuation Translation Practice —— 转译词类 Guided Writing —— 贺卡、名片 Listening and Speaking Unit 7 Text A: The Brain Text B: How Your Memory Works Skills Development and Practice Reading Skills —— Understanding Reference Translation Practice —— 转译词类 Guided Writing —— 便条、电子邮件 Listening and Speaking Unit 8 Text A: Getting to the Airport Text B: Coincidences or Miracles? Skills Development and Practice Reading Skills —— Recognizing Logical Connectors Translation Practice —— 增词 Guided Writing —— 告示, 海报 Listening and Speaking Unit 9 Text A: Whats New Text B: Searching for a Uniform Sign Language Skills Development and Practice Reading Skills Understanding Synonym Translation Practice —— “As” 的译法 Guided Writing —— 请假条 Listening and Speaking Unit 10 Text A: Surveys, Surveys and More Surveys Text B: Advertising Skills Development and Practice Reading Skills Distinguishing Facts from Opinions Translation Practice —— 省略译 Guided Writing —— 请柬 Listening and Speaking Glossary Phrases and Expressions Appendix: 《实用英语多媒体学习课件》结构一览表

章节摘录

Working Hard or Hardly Working ?

1 According to a recent survey, employees in many companies today work longer hours than employees did in 1979. They also take shorter vacations. It seems that Americans are working harder today than ever before. Or are they ?

A management consultant, Bill Meyer, decided to find out. For three days, he observed an investment banker hard at work. Meyer wrote down everything the banker did during his long workday —— the banker worked 80 hours a week. At the end of the three-day period, Meyer reviewed the bankers activities with him. What did they find out ?

They discovered that the man spent 80 percent of his time doing busy work. For example, he attended unnecessary meetings, made redundant telephone calls, and spent time packing and unpacking his two big briefcases. 2

Apparently, many people believe that the more time a person spends at work, the more she or he accomplishes. However, the connection between time and productivity is not always positive. In fact, many studies indicate that after a certain point, anyones productivity and creativity begin to decrease. Furthermre, it is not always easy for individuals to realize that their perform-ance is falling off.

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### 编辑推荐

全国普通高等学校优秀教材一等奖 《实用英语》系列教材——专科层次通用英语教材 权威性：本套教材由教育部规划并推荐使用、编者与审者均是国内知名专家教授及多年从事英语教学的优秀教师、 先进性：本套教材积极吸收了国内外最新外语教学研究成果及教材编写理论，创造了专科层次英语教学的崭新体系。

实用性：本套教材体现了提高学生语言应用能力的宗旨，《实用业务英语》更密切结合了学生毕业后实际工作的需要。

通用性：本套教材在选材和练习设计上，注意了文、理、工各科知识的相互渗透，兼顾了各专业的需要。

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