

<<高级职业英语读写教程>>

图书基本信息

书名：<<高级职业英语读写教程>>

13位ISBN编号：9787040276855

10位ISBN编号：7040276852

出版时间：2009-9

出版范围：高等教育

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页数：149

字数：251000

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## <<高级职业英语读写教程>>

### 前言

《高级职业英语》(Advanced Career English)是一套专门针对高职高专学生实际的公共英语系列教材。

其编写历经两年之久,经过了大型调查研究,获得了大量客观可靠的数据和访谈笔录,并在此基础上进行了科学的定量和定性分析。

其编写理念是在对用人单位、毕业生、在校生和教师及教学管理部门进行调查的基础上,采取“能力倒推”的方法,即根据调查统计结果筛选出毕业生实际工作岗位所涉及的岗位英语技能点,再根据目标工作岗位群的特征,将这些技能点按照语言教学的客观规律进行科学的编排和语言精加工,整合成具有共性特征的技能模块,从而形成教材的主要架构。

本系列教材依据教育部颁布的《关于全面提高高等职业教育教学质量的若干意见》,遵循“面向社会,针对岗位,强化能力,促进发展”的宗旨,坚持“能力本位、任务驱动、行动导向、教学做一体化”的教学模式和以岗位技能为主线,以职场活动为情景的编写原则,构建“基于工作过程的项目导向”的内容体系,紧扣岗位需求,做到“学中做,做中学”,以“学以致用”、“学以致用”、突出技能训练、全面提高学生完成岗位工作能力为目的。

本教材形式新颖,按照听说模块、读写模块和拓展模块分项编写,内容贴近岗位需求,具有独到的针对性和实用性,为学生通过本教材的学习,掌握职场生存和发展必需的英语基本技能提供了可靠的保障。

本系列教材借鉴国内外优秀教材的编写经验,由外籍语言专家审定把关,是一套专为高职高专院校非英语专业公共英语教学量身打造综合英语系列教材。

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### 内容概要

《高职高专职业英语立体化系列教材：高级职业英语读写教程1》是一套专门针对高职高专学生实际的公共英语系列教材。

本教材形式新颖，按照听说模块、读写模块和拓展模块分项编写，内容贴近岗位需求，具有独到的针对性和实用性，为学生通过本教材的学习，掌握职场生存和发展必需的英语基本技能提供了可靠的保障。

本系列教材共三级，本册为《读写教程1》，包括课前活动、课上活动、写作和课后活动四个部分。

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Vocabulary

Phrases

### 章节摘录

插图：Study plans generally fall into two types: long-term plans and short-term plans. The main difference between them is that a long-term plan covers a longer period of time and involves higher goals. Both long-term and short-term plans usually include such items as: 1. Your goals; 2. Measures and steps to achieve the goals; 3. Arrangement of time and activities ( what to do from when to when ); 4. Other things you think necessary, like check-ups and summaries. Besides, there are also daily plans. They are necessary and very helpful for those who are making adjustments to new environments. For a college freshman, a daily plan is about the arrangements or schedules for the activities of the day, which may include: 1. Routine activities, like what time to get up and go to bed, what time to have meals and washing clothes, doing sports, etc.; 2. Study activities, like classes to go to, time and place for previewing and reviewing lessons, doing homework, self-study, participating in discussions and seminars, etc.; 3. Other activities, like making phone calls to friends and family, going shopping, attending meetings, participating in club activities, leisure activities and any other activities you can think of.

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