



新素养英语 拓展模块

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Learning Objectives:

In this unit, you will

- learn how to prepare for a business trip;
- read about overcoming procrastination and punctuality;
- write a schedule in English;
- expand your vocabulary about time management and scheduling;
- Now about Chinese tie-dyeing culture and develop translation skills.



Unit 4 Time Management and Scheduling



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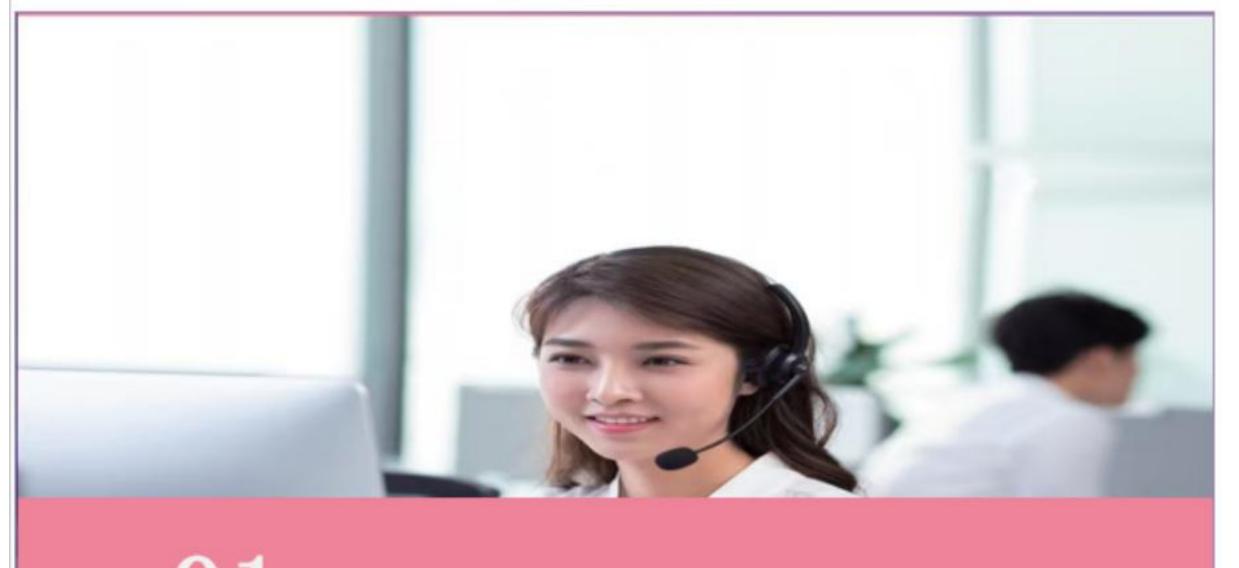
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01 Introduction



Introduction



Time management is referred to as a process which helps you in setting your goals and later prioritizing the goals, deciding how much time to spend on specific activities. And along the way you should review the goals as well as your priorities at regular intervals while assessing the results of your efforts, thus making adjustments accordingly to achieve your goals finally.



Managing time is an art. It may look straightforward at first sight, but actually it is not so because you need proper planning and the right tools and strategies to implement it in real life. In fact, if you think of implementing it, then you are on the right path towards your goals.









02

Lead-in







Making a list of what you are going to do for a day can make you more efficient. Listen to the following passage, and fill in the blanks with the missing words.

To-do lists are really useful things. They can help you clear your mind, and increase your 1. productivity greatly, thus saving your energy and stress. So start your day by spending five to ten minutes 2. planning your activities for the day — even better, prepare your to-do list the evening before. 3. Write down your tasks and divide large or complex tasks into smaller pieces and 4. focus on one at a time. When you complete one task, 5. cross it off- it's a really satisfying feeling!











Task A man and a woman are talking about some work schedule over the phone. Listen to their conversation and choose the best answer.

1.	What are they talking about?		
	A. The arrangements of a project.	B. The arrangements of a project meeting.	
	C. The arrangements of some flights.		
2.	When is Anne available for the meeting?	_ A	
	A. The third week of May.	B. The third week of June.	
	C. The eleventh of June.		
3.	Their meeting will probably take place in		
	A. London.	B. Toronto.	
	C. Chicago.		
4.	Where is the woman now?		
	A. London.	B. Toronto.	
	C. Chicago.		
5.	When is Eric calling back?		
	A. Thursday afternoon.	B. Friday afternoon.	
	C. Thursday morning.		











Task3 Whether you are travelling for conferences or sales meetings, making careful preparations will allow you to travel safely and help you accomplish the goals of your trip. Read the following tips and learn how to prepare for a business trip.













Tips for Ensuring a Successful Business Trip

1. Pack the essentials.

Check the local weather and bring enough clothes to cover your entire trip. Pack items that are both comfortable and appropriate for the events you're attending. Bring clothes that are appropriate for the events you're attending or match the dress code or company culture.

Though you may travel primarily for work, you might spend some time outside of the office during your stay. You may need to pack items or clothing for specific activities, such as travel clothing, comfortable footwear, and formal clothing for a special dinner or event. Also remember to pack your electronic devices and any chargers or adapters that you might need.

2. Make travel arrangements in advance.

Whether you are traveling by air, boat, car or rail, you should make your reservations well in advance. This ensures you'll lock in the best pricing but also gives you top picks as to your accommodations.











3. Load important addresses into your phone ahead of time.

You can make sure you have all of the correct information by saving the important addresses into your phone's GPS before you reach your destination. This small step could help you make it to the right destination on time.

4. Prepare for your meeting or event.

Depending on the purpose of your trip, you may be giving a presentation at a conference or meeting, attending a conference or training, securing a sales contract or reaching another important business goal. Be sure to research key details, such as the people you are meeting with, the places you are visiting, and the dress code.

5. Print materials ahead of time.

It's a good idea to have all of your materials printed or at least have a plan in place for finding a printer before you arrive. Consider using cloud-based storage for documents that may need to be updated while you travel. Each of these options helps you ensure that you're prepared with any documents you may need to give those you're meeting with or have hard copies of important notes.



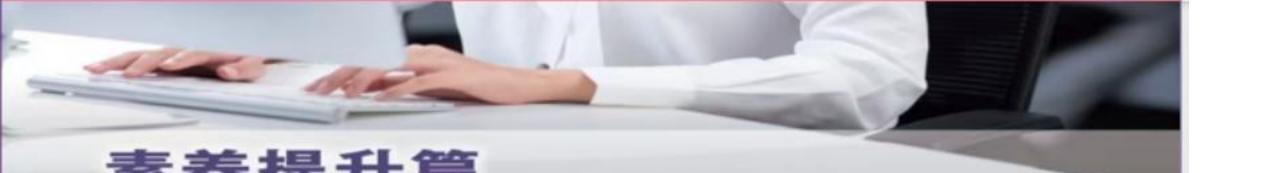






03

Reading







Passage 1

Overcome Procrastination

The verb "procrastinate" is derived from the Latin word "procrastinare", meaning "to postpone until tomorrow." Then to procrastinate is to delay doing something until some future time, and a procrastinator is someone who is always putting off what he or she should be doing right now.

Those of us who have a tendency toward procrastination know that it is a terrible habit. Every day we tell ourselves that we should start doing things immediately, and each day we postpone our work, are late for deadlines, and put off keeping our promises to other people. Because we are always in the process of procrastinating, we are also always trying to catch up. We are always doing yesterday's jobs today, and tomorrow we will be doing today's unfinished work.

Maybe the way to get rid of procrastination is to change our habits gradually. We can start by making a schedule on a daily basis of the things we want or need to complete. But we should be realistic about what we can do in a day, so we shouldn't cram too many tasks into the list. Especially in the beginning we should be lenient with ourselves. After all, if we get discouraged at the start, we will go right back to our old habits.

Finally, if we begin to follow our own schedule for each day, we will stop postponing the chores that face us. Life will become far less complicated and easier. We will undoubtedly feel better about ourselves, too, because we will know that we can overcome our weaknesses and improve ourselves.











Language Points:

1.derive /dɪˈraɪv/ v. 得自;起源

例句展示

表示"得自,获得"

We can derive a lot of knowledge from books.

我们可以从书本中获得许多知识。

表示"起源,衍生"

This English word is derived from Latin.

这个英语单词起源于拉丁语。











2.postpone /pəʊˈspəʊn/ v. 延期;推迟

词义详解

"postpone"作动词,意为"延期;推迟",指将原本计划好的事情、活动、事件等向后推移,使其在更晚的时间发生。通常用于表达因为某种原因(如不可预见的情况、准备不充分等)而不能按原计划进行,需要重新安排时间。 例句展示

We had to postpone the meeting until next week because the manager was ill. (因为经理生病了,我们不得不把会议推迟到下周。)











3.put off 推迟; 延期

例句展示推迟延期的用法

We've put off the party until next month because my sister is ill.

我们已经把聚会推迟到下个月了,因为我姐姐病了。

put off 与 postpone

"put off" 是比较口语化的表达,在日常对话和不太正式的写作中使用频繁。

例如: I put off going to the dentist because I was too busy.

我因为太忙而推迟了看牙医。

"postpone"相对更正式,常用于比较正式的场合、商务或学术等语境中。

例如: The conference was postponed to a later date due to unforeseen circumstances.

由于不可预见的情况,会议被推迟到了一个较晚的日期。











4.tendency / tendensi/ n. 倾向; 趋势

"tendency" 作为名词,"倾向" 主要是指人在行为、思想、情感等方面的一种偏好或者习惯性的方向。例如,一个人可能有拖延的倾向,或者有乐观的倾向。 表示 "倾向"

He has a tendency to be forgetful.

他有健忘的倾向。











5.get rid of 摆脱; 除去

例句展示

表示摆脱、去除具体事物

You should get rid of these old clothes. They are no longer in use.

你应该扔掉这些旧衣服,它们已经不再穿了。

表示摆脱、去除抽象事物

He finally managed to get rid of his bad habit of smoking.

他终于成功摆脱了吸烟的坏习惯。











6.realistic / ˌriːəˈlɪstɪk/ a. 现实的; 现实主义的

例句展示

表示"现实的"

We need to set realistic goals for this project.

我们需要为这个项目设定现实可行的目标。

The realistic style of this movie makes it more appealing to the audience. 这部电影的现实主义风格使其对观众更具吸引力。











7.cram /kræm/ v. 塞满; (为应付考试)临时死记硬背;突击学习

例句展示 表示"塞满"

We crammed all our clothes into the small suitcase.

我们把所有的衣服都塞进了这个小行李箱里。

表示"(为应付考试)临时死记硬背;突击学习

Don't cram all the information at once. Try to study regularly.

不要一下子死记硬背所有的信息,尽量定期学习。











8.undoubtedly /ʌnˈdaʊtɪdli/ ad. 无疑地

例句展示

He is undoubtedly one of the most talented musicians in the world. 他无疑是世界上最有才华的音乐家之一。

undoubtedly ≒ certainly

"undoubtedly"强调事实本身的确定性,不太受主观因素影响。

例如: The ancient building is undoubtedly of great historical value.

"certainly" 既可以表示基于客观事实的确定,也可以用于表达个人的同意、肯定等主观态度,使用更为灵活。

例如: Certainly, you can borrow my book.













译文: 克服拖延

动词"拖延"来源于拉丁语"拖拉",意思是"推迟到明天"。那么拖延就是拖延做某件事,而拖 延者总是在拖延他或她现在应该做的事情。

我们这些有拖延倾向的人都知道这是一个可怕的习惯。每天我们都告诉自己,我们 应该立即 开始做一些事情,每天我们都推迟工作,推迟最后期限,推迟履行我们对别人 的承诺。因为我 们总是在拖延的过程中,所以我们也总是试图赶上进度。我们今天总是 在做昨天的工作,明天 我们将在做今天未完成的工作。

也许摆脱拖延症的方法是逐渐改变我们的习惯。我们可以从每天根据我们想要或需 要完成的 事情制定一个时间表开始。但是我们应该现实地考虑一天能做什么,所以我们 不应该在清单里 塞太多的任务。特别是在一开始,我们应该对自己宽容。毕竟,如果我们一开始感到气馁,我 们就会回到我们的老习惯。

最后,如果我们开始按照自己的时间表行事,我们就会停止推迟我们面临的家务。 生活将 变得远不那么复杂, 更容易过了。我们无疑会感到 更好, 因为我们知道我们可以克服弱点, 提 高自己。











Comprehension

Task 1) Choose the best answer for each statement below.

The first paragraph tells us ____ of the word "procrastinate".

A. the origin

B. the meaning

C. the history

D. Both A and B.

A procrastinator is a person who always postpones _____ work.

A. important

B. unimportant

C. important or unimportant

D. uninteresting











- The first step suggested by the author to change the habit of procrastinating is _____.
 - A. not to fill our plan with too many tasks
 - B. to make a plan for everyday activities
 - C. to list as many tasks as possible
 - D. not to be reasonable with our plan
- Procrastinators do not live a happy life because A.
 - A. life is complicated and uneasy for them
 - B. they can't choose what to do
 - C. things often become more difficult the next day
 - D. they will lose interest in doing things
- The author of the passage tries to tell us _____.
 - A. that to be a procrastinator is not easy
 - B. to be procrastinators
 - C. that to be a procrastinator is bad for oneself
 - D. that being a procrastinator is good for others













Task 2 Choose the best answer for each sentence.

1.	Thousands of English words are	B from Latin.

A. come B. derived

C. gone D. resulted

2. We have to ____ our picnic until the rain stops.

A. delay

B. delete

C. detail

D. delegate

Business is showing a _____ to improve.

A. tend

B. tender

C. tendency

D. tennis











4.	The for making an application is next Monday.		
	A. dead letter	B. deadlock	
	C. deadline	D. dead end	
5-	, the children began to unders	tand.	
	A. Gradually	B. Finally	
	C. Immediately	D. Especially	
6.	She had to work very hard to with her classmates.		
	A. catch on	B. catch in	
	C. catch at	D. catch up	
7-	It's no use your head with a lot of unrelated facts.		
	A. cracking	B. cramming	
	C. carving	D. creating	
8.	They want all people to be treated on an equal $_{_}$.		
	A. base	B. basis	
	C. bases	D. basement	











Match the items in English to the Chinese equivalents.

postpone one's work

改掉拖延症

keep one's promise 2

在……的过程中

be late for deadlines (6) C

赶不及最后期限

get rid of procrastination 4 a

对……现实一些

be realistic about 6 C

推迟某人的工作

change one's habits 6

遵守时间表

follow a schedule 701

自我感觉良好

in the process of 3 b

克服弱点

overcome weaknesses 9 h

信守某人的诺言

feel better about oneself (10) g

改变某人的习惯













Task 4) Choose the best Chinese versions.

- 1. Those of us who have a tendency toward procrastination know that it is a terrible habit.
 - A. 我们这些倾向于拖延的人都知道这是一个可怕的习惯。
 - B. 我们这些有拖延倾向的人都知道这是一个可怕的习惯。
 - C. 我们那些有拖延倾向的人都知道那是一个可怕的习惯。
- Because we are always in the process of procrastinating, we are also always trying to catch up.
 - A. 因为我们总是在拖延的过程中, 所以我们也总是在尝试追赶。
 - B. 因为我们总是在过程中拖延,所以我们也总是在努力追赶。
 - C. 因为我们总是在拖延, 所以我们也总是在努力追赶。











- We can start by making a schedule on a daily basis of the things we want or need to complete.
 - A. 我们可以开始为我们每天想要或需要完成的事情制订时间表。
 - B. 我们可以开始每天为我们想要或需要完成的事情制订时间表。
 - C. 我们可以从每天为我们想要或需要完成的事情制订时间表开始。
- 4. If we get discouraged at the start, we will go right back to our old habits.
 - A. 如果我们一开始就被劝阻,我们就会回到我们的旧习惯。
 - B. 如果我们一开始就灰心丧气,我们就会回到我们的旧习惯。
 - C. 如果我们一开始就不被鼓励,我们就会回到我们的旧习惯。
- 5. If we begin to follow our own schedule for each day, we will stop postponing the chores that face us.
 - A. 如果我们开始每天都遵守自己的日程表,我们就不会再推迟我们面临的琐事。
 - B. 如果我们开始按照自己的日程安排每一天,我们将停止推迟我们面临的琐事。
 - C. 如果我们开始每天都遵守自己的日程表,我们就会停止推迟我们面临的琐事。











Passage 2

Punctuality

Punctuality means observing regular or appointed time. A person who gets up at six o'clock every morning is punctual. A person who has promised to call on a friend at three o'clock in the afternoon and actually does so at that hour is also punctual.

Unpunctuality is a bad habit. A few minutes' delay may not be a serious matter. But it may have bad results. Getting up five minutes later than usual may upset the plan of the whole day. Calling on a friend five minutes later than the appointed time may cause him/her some unexpected trouble. Moreover, habitual unpunctuality leads to laziness and even failure in life.

One delay after another makes a person unable to exert himself/herself. It also proves him/her to be untrustworthy. Those who are unpunctual should try their best to get rid of their bad habit. In doing this, they should avoid making any kind of exception. They should never say to themselves: "A few minutes' delay does not matter this time. I shall never be unpunctual again." Those who think in this way will find excuses for delay from time to time, and will at last give up the attempt to cultivate the good habit of punctuality.













Language Points:

1.punctuality /ˌpʌηktʃuˈæləti/ n. 准时

"punctuality" 在句子中通常作主语、宾语或表语。 例如:

Punctuality is a very important quality in both work and life.

准时在工作和生活中都是非常重要的品质。

此句中 "punctuality" 作主语,阐述了准时这一品质的重要性。

相关短语搭配

"show punctuality"表示"表现出准时(的品质)

"demand punctuality" 意思是 "要求准时"。











2.observe /əbˈzɜːv/ v. 遵守

通常是 "observe + 名词 (如规则、法律、习俗等)"的结构。 例如:

Everyone should observe traffic rules to ensure safety.

每个人都应该遵守交通规则以确保安全。

近义词辨析

与 "comply with" 和 "abide by" 意思相近。

"comply with"更侧重于按照要求、命令或者规定去做,有"服从"的意思。例如:All the factories must comply with the environmental protection regulations.

abide by"强调遵守协议、决定、原则等,并且有一种自愿接受约束的感觉。例如:We should abide by the contract we signed.











3.habitual /həˈbɪtʃuəl/ a. 惯常的;习惯的

惯常的

例句:

He took his habitual walk in the park after dinner.

晚饭后,他像往常一样在公园散步。在这个句子中,"habitual" 修饰名词 "walk",表明散步这个行为是他经常做的,已经成为一种惯例。

习惯的

例句:

His habitual tardiness led to his dismissal from the job.

他习惯性的迟到导致他被解雇。此句中 "habitual" 修饰 "tardiness",说明迟到 是他的一种习惯,这种习惯带来了不好的后果。











4.exert /ɪgˈzɜːt/ v. 运用; 施加

运用 (力量、技巧、影响力等)

例句:

You need to exert all your strength to move this heavy box. 你需要使出你所有的力气来移动这个重箱子。

施加 (压力、影响等)

例句:

Parents should not exert too much pressure on their children. 父母不应该给他们的孩子施加太多压力。













5.exception /ɪkˈsep[n/ n. 例外

用法与例句 作可数名词: 在句子中可作主语、宾语或表语等。

作主语:

Exceptions to this rule are rare.

这条规则很少有例外情况这里

作宾语:

We make an exception for this special case.

我们对这个特殊情况破例了。

作表语:

This case is an exception to the general principle.

这个案例是一般原则的一个例外。











6.excuse /ɪkˈskjuːs/ n. 借口;辩解;理由

在句子中可作主语、宾语或表语等。

作主语:

Excuses for being late are not acceptable.

迟到的借口是不可接受的。

作宾语:

He always makes up excuses for his mistakes.

他总是为自己的错误编造借口。

作表语:

His explanation was just an excuse for his laziness.

他的解释只是他懒惰的一个借口。











7.attempt /əˈtempt/ n. 努力; 试图

例句: His attempt to break the world record failed. 他试图打破世界纪录的努力失败了。

常见短语搭配

in an attempt to: 意思是 "力图; 试图"。

例如:The company cut costs in an attempt to increase profits.

make an attempt (at/on/ to do sth):表示"尝试(做某事);试图(做某事)"。

例如: He made an attempt at winning the race.











8.cultivate /'kʌltɪveɪt/ v. 培养; 陶冶

培养(品质、技能、习惯等)

例句:

We should cultivate a sense of responsibility from an early age. 我们应该从小培养责任感。

陶冶(情操);修养(身心)

例句:

Reading classic literature can help us cultivate our taste.

阅读经典文学作品可以帮助我们陶冶情操。











译文: 守时

守时是指遵守定期或指定的时间。每天早上六点起床的人是准时的。如果一个人答应在下午三点去拜访朋友,并且在那个时候去做,那么他也很准时。不守时是个坏习惯。延迟几分钟可能不是一件严重的问题。但它可能会有不好的结果。比平时晚起床五分钟可能会打乱一整天的计划。比指定时间晚五分钟拜访朋友可能会给他/她带来意想不到的麻烦。此外,习惯性的不守时会导致生活中的懒惰,甚至是失败。一个接一个的延迟使一个人无法发挥自己的能力。这也证明了他/她是不值得信任的。那些不间断的人应该尽力摆脱他们的坏习惯。在这样做的时候,他们应该避免做任何例外。他们永远不应该对自己说:"这次耽搁几分钟并不重要。"我再也不会不守时了。"那些这样想的人会不时地为拖延找借口,最终会放弃培养守时的好习惯。











Comprehension

Task 1 Complete the answers with no more than three words.

- 1. What does "punctuality" mean?

 It means keeping regular or appointed
- 2. What may getting up five minutes later than usual cause?

 It may upset the plan hole day.
- What does habitual unpunctuality result in?
 It leads to laziness and failure
- 4. What shouldn't those who want to completely overcome unpunctuality do?

 They should avoid making any exception
- 5. What's the final consequence of those who find excuses for unpunctuality sometimes?

 They will at last give up the attempt to cultivate the good habit of punctuality.













- Task 2 Fill in the blanks with the words given in brackets. Change the form if necessary.
- The flight was unexpectedly (expect) delayed.
- You can't rely on what he says; he's untrustworthy
- Singing in the bath is <u>habitua</u>(habit) with him.
- 4. There is no exception (except) to laws.
- The success or <u>failure</u> (fail) of the plan depends on the cooperation of all team members.













Task 3 Translate the following paragraph into Chinese.

One delay after another makes a person unable to exert himself/herself. It also proves him/her to be untrustworthy. Those who are unpunctual should try their best to get rid of their bad habit. In doing this, they should avoid making any kind of exception. They should never say to themselves: "A few minutes' delay does not matter this time. I shall never be unpunctual again." Those who think in this way will find excuses for delay from time to time, and will at last give up the attempt to cultivate the good habit of punctuality.

一次又一次的拖延,使人无法发挥自己的力量。这也证明了他/她不值得信任。不守时的人应该尽全力改掉他们的坏习惯。在这样做时,他们应该避免任何例外。他们永远不应该对自己说:"这一次延迟几分钟并不重要。我再也不会不守时了。"有这种想法的人会时不时地找借口拖延,最后会放弃培养守时的好习惯的努力。













Writing



Task Write a schedule according to the information given in Chinese.

说明: 李先生是某公司的销售部经理,工作繁忙,请为他写好下一周的日程安排。

内容: 1. 周一: 上午写上一周的业务报告,下午 2:00 和总经理讨论该业务报告;

2. 周二: 上午 8:30 参加公司销售会议,下午 1:30 会见销售代表;

3. 周三: 上午 9:30 会见 ABC 进出口公司的张先生,下午 3:30 飞往广州;

4. 周四:参加交易会;

5. 周五: 上午 9:00 会见供应商,下午 4:30 飞往武汉。









05 Cult

Cultural Reading





Cultural Reading



Tie-dyeing

When creating a piece of clothing using tie-dyeing techniques, crafts people will first use a needle to embroider different patterns onto a piece of white cloth made of cotton or a mixture of cotton and linen, and then will proceed to dye the cloth with a sky-blue colored dye extracted naturally from plants. The final step involves drying the piece of cloth dyed in blue and white colors under the sun before the art work is completed.

The tie-dyeing techniques of the Bai ethnic group in southwest China's Yunnan Province were listed as a form of national intangible cultural heritage in 2006. The techniques involve complex procedures, including creating patterns on the surface of a piece of cloth, forming various knots on the cloth, dipping and dyeing it, and drying the completed piece under the sun, among other steps.

Nowadays, tie-dyeing workshops can be found everywhere in Dali Bai Autonomous Prefecture, Yunnan. Their products, which showcase a variety of patterns and rich colors, have won the hearts of tourists visiting the locality.

There is a Chinese expression that literally says "the color blue is made out of indigo but is more vivid than indigo," which reveals to people where the dyes used in the tie-dyeing craft come from. The same exact expression, when used figuratively, refers to a situation when "the student surpasses the teacher," also vividly expressing the repeated inheritance and innovation of the craft through the efforts made by generations of inheritors from the Bai ethnic group.









Cultural Reading





Translate the first paragraph into Chinese.

在用扎染技术制作一件衣物时,手工艺人会先用针在一块由棉或棉麻混纺制成的白布

上绣上不同的图案,接着再用从植物中自然提取的天蓝色染料染布。最后一步是在阳

光下 晒干这块用蓝色和白色染成的布,这样才完成了这件艺术品。









06

Glossary







Passage 1

derive /dr'rarv/ v. 得自;起源

postpone /pəʊˈspəʊn/ v. 延期; 推迟

delay /dr'lei/ v. 耽搁; 延期; 推迟

put off 推迟; 延期

tendency /'tendənsi/n. 倾向; 趋势

deadline /' dedlam/n. 最后期限;截止时间

catch up 赶上,追赶

unfinished /An'finift/a 未完成的

get rid of 摆脱; 除去

gradually / grædʒuəli/ ad. 逐渐地

on a daily basis 每天的 / 地











realistic / ri:ə'lıstık/a. 现实的;现实主义的 cram /kræm/ v. 塞满 especially /i'spefəli/ ad. 特别地, 尤其地 lenient /'li:niənt/a. 宽大的: 仁慈的 after all 毕竟: 到底: 终究 chore /tʃɔ:(r)/ n. 讨厌的工作; 琐事; 家务 complicated /'kpmplikeitid/a. 复杂的 undoubtedly /ʌnˈdaotɪdli/ ad. 无疑地











Passage 2

punctuality / pʌŋktʃuˈæləti/ n. 准时

observe /əbˈzɜːv/ v. 遵守

call on 拜访;号召;请求

upset /ʌpˈset/ v. 打乱; 使心烦

unexpected / Anik spektid/a. 想不到的; 意外的

habitual /hə'bɪtʃuəl/a. 惯常的; 习惯的

lead to 导致, 引起; 通向

exert/ig'z3:t/v. 运用; 施加

exert oneself 努力,尽力











untrustworthy /ʌnˈtrʌstwɜːði/ a. 靠不住的;不能信赖的 exception /ik'sepfn/ n. 例外 matter /'mætə(r)/ v. 有关系; 要紧 excuse /ik'skju:s/ n. 借口;辩解;理由 from time to time 有时: 不时 give up 放弃 attempt /ə'tempt/ n. 努力; 试图 cultivate /'kʌltɪveɪt/ v. 培养; 陶冶









THANKS