



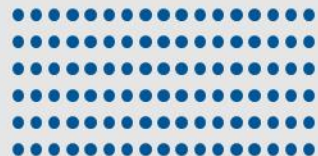
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职场通用篇 (第二版)


新素养英语 基础模块

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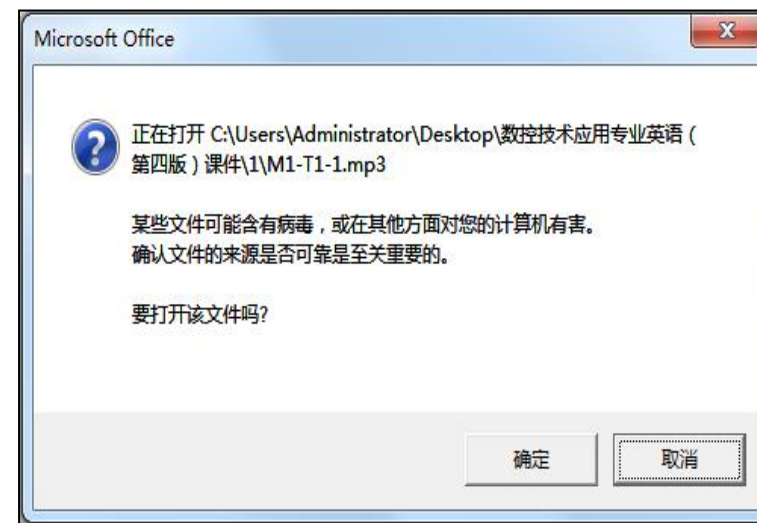


课件使用引导

1. 如有“”音频图标按钮，可点击该按钮，调用外链音频文件进行播放。

注意：当调用外链文件弹出阻止对话框时，请点击“确定”按钮。

2. 在全屏播放课件时，如要切换出音频播放界面，可按  +  键，或按  键调出导航栏，点击音频播放器即可。



● Learning Objectives:

In this unit, you will

- ◎ listen and speak in meeting preparation conversations;
- ◎ read about the relationship between humans and nature;
- ◎ write an argumentative essay on the relationship between human beings and nature;
- ◎ expand your vocabulary of environmental management;
- ◎ comprehend the relationship between human beings and nature in traditional Chinese culture.

Unit 5

Our Earth Deserves Protection





目录

CONTENT

Enlightening

Enabling

Evaluating





01

Enlightening



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How many natural disasters do you know?



Task 1 Match the words in the box with the pictures about natural disasters. Do you know any other natural disasters?

(1) landslide

(2) tsunami

(3) ice storm

(4) drought

(5) volcanic eruption



(a)

drought



(b)

landslide



(c)

tsunami



(d)

ice storm



(e)

volcanic eruption



How many natural disasters do you know?



举例

Can you remember any natural disasters happening before? You can search the Internet and find the exact details. Write them down and share them with your classmates.

Add More

tornado

...



举例

返回

avalanche 雪崩

acid rain 酸雨

heat wave 热浪

hurricane 飓风

tornado 龙卷风

famine 饥荒

flood 洪水

blizzard 暴风雪

earthquake 地震

typhoon 台风

snow storm 雪灾



How many natural disasters do you know?



Task 2

What are the reasons that lead to natural disasters? Complete the following answer with your own words.

In recent years, natural disasters have become more and more frequent. The reasons that lead to natural disasters are mainly because humans frequently destroy forests and pollute air.

Useful Expressions

- cut down trees
- exploit resources randomly
- pollute the ocean in oil transportation
- release industrial gas into the air
- dump polluted water into rivers
- burn garbage in the open air
- overuse chemical fertilizers
- utilize too many mineral resources



How many natural disasters do you know?



Task 3

Sufficient meeting preparation can ensure the meeting runs smoothly. Do you know what you should do to prepare for a meeting? Think about what you would do in the following situations.

- An attendee misses the meeting because he was not informed.
- Most of the participants don't know the purpose of the meeting.
- One of the American guests cannot understand Chinese in the meeting.

02

Enabling



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Let's listen and speak!



Meeting preparation is important.

Task 1

Listen to the conversation between two employees, and then fill in the form with proper words. Practice the conversation with your partner.

原文



Before Meeting	The (1) <u>agenda</u> should be prepared.
	All the (2) <u>attendees</u> should be informed.
	Necessary (3) <u>documents</u> should be prepared and printed.
During Meeting	(4) <u>Listen</u> carefully and take (5) <u>notes</u> .
After Meeting	(6) <u>Arrange</u> your notes.



Neil: Hi, Stella. You have been in this company for many years. Could you please tell me what I should do to prepare for a meeting?

Stella: OK. First of all, the agenda should be prepared before the meeting. Then you should ensure that all the attendees are informed.

Neil: Oh, I see. And how about the relevant documents?

Stella: All the necessary documents should be prepared and printed before meeting.

Neil: And what should I do during the meeting?

Stella: Of course you should listen carefully and take notes.

Neil: And after the meeting?

Stella: You should arrange your notes and print them after the meeting.

Neil: Thank you very much. You are very helpful.

Stella: You're welcome.



Let's listen and speak!



Meeting preparation is important.

Task 2

Listen to the following conversation and fill in the blanks with proper words.
Role-play this conversation with your partner.



Miller: Jane, the meeting is scheduled from 1:00 this afternoon. Have you made the (1) necessary arrangements?

Jane: Yes, Mr. Miller. We'll use the room on the third floor for the meeting.

Miller: That's right. The meeting is very important. Where shall the (2) guests be received before the meeting (3) begins ?

Jane: In the dining room. It's spacious there.

Miller: We'll have several foreign guests to (4) attend the meeting.

Jane: I've arranged for an interpreter to be present. But it is said that these foreigners could (5) speak English.



Let's listen and speak!



Miller: Really? I'll also try to speak (6) slowly. How would you arrange the guests' (7) seats, Jane?

Jane: We've prepared (8) name cards to be put on the table for guests to sit by. What time would you like desserts to be served, Mr. Miller?

Miller: Well, after my report, there'll be (9) free time for rest and desserts.

Jane: (10) All right, I see.



Let's listen and speak!



Task 3

Listen to the passage about meeting preparation, and fill in the blanks with proper words.



Meetings can (1) draw people's mind away from their daily (2) tasks and into a closed, influenced environment. As the organizer, you have the attendees' (3) attention. So you can use that attention wisely. Please do not (4) waste other people's time. Instead, you'd better spend a few (5) minutes before the meeting and try to (6) answer the following question: "What do I (7) expect the attendees to do at the end of this meeting?" Try to formulate your answer in 10 words or less. Knowing what you want from others makes it much (8) easier for them to give it to you. Otherwise, all the attendees cannot (9) understand your intention and just engage in mind-reading. As a result, they (10) spend a lot of time and don't know what they should do after the meeting.



Let's read!



What's the relationship between humans and nature?

Reading 1

译文



Relationship Between Humans and Nature

- 1 Humans and nature have a life-long relationship. There was a time when nature and humans co-existed in complete harmony. Nature provided us with food, shelter, and everything that we needed but things have changed nowadays. About three centuries ago, humans started to destroy nature. Factory waste, deforestation and nuclear waste are destroying humans' relationship with nature. Nature is not just silent to all this; it has responded with global warming, wildfires, floods, tsunami and a rise in sea levels.



人类与自然的关系

1 人类与自然有着终身的关系。自然和人类曾经和谐共处，大自然为人类提供食物、住所以及一切人类需要的东西，但如今情况发生了变化。大概三个世纪前，人类开始破坏大自然。工厂排放的废物、滥伐森林以及核污染正在破坏人与自然的关系。面对这一切，大自然并没有沉默，它通过全球变暖、山火、洪水、海啸和海平面上升对人类的行为进行回应。



- 2 Population explosion is the biggest factor that negatively affects the relationship between humans and environment. Because of the rapid population growth, the requirement for resources also increased. This huge population size created an imbalance and lack of resources. To fulfill growing demands for resources, large-scale factories were built. These factories released all the harmful waste into the environment.



2 人口激增是负面影响人与自然关系最大的因素。人口快速增长加剧了对资源的需求。巨大的人口规模导致了资源分配不平衡以及资源短缺的问题。为了满足日益增长的资源需求，人们建造了大规模的工厂。这些工厂将有害废物都排放到大自然中。



Let's read!



- 3 Technological advancements, modernization and economic growth have led humans away from nature in a way. Many people no longer respect, love, and value nature as they just exploit it for their own benefit. The bond of love and affection between humans and nature is disappearing. The increased distance has negatively affected our mental health and psychological well-being. Deforestation has caused a major climate change which has led to global warming but humans continue to cut trees without planting new ones.

- 4 In conclusion, just like many animal species are now extinct because of overhunting, natural resources are also disappearing every day. Everyone should be taught to love and respect nature to improve the relationship between humans and nature. We won't be able to survive on our planet if we don't take any action.



3 科技进步、现代化和经济增长也导致人与自然变得疏离。人类不再尊重、爱护并珍惜大自然，反而为了自己的利益开发自然。人与自然之间的情感纽带不复存在，从而影响了我们的心理健康。滥伐森林导致全球变暖，然而，人类仍然不停地砍伐树木却不种植新树木。

4 总而言之，正如许多物种由于过度狩猎而变得越来越少，自然资源也在一点点消失。每个人都应该被教导爱护和保护自然，从而改善人与自然的关系。如果不采取任何行动，那么我们将无法在这个星球上生存。



Let's read!



Words and Expressions



shelter /'ʃeltə(r)/ n. 住所

deforestation /,diː'fɒrɪ'steɪʃn/ n. 滥伐森林

nuclear /'njuːkliə(r)/ a. 核能的

global warming 全球变暖

tsunami /tsuː'nɑːmi/ n. 海啸

explosion /ɪk'spləʊʒn/ n. 激增

fulfill /fʊl'fɪl/ v. 满足

release /rɪ'liːs/ v. 释放



Let's read!



modernization /ˌmɒdənraɪ'zeɪʃn/ n. 现代化

exploit /ɪk'splɔɪt/ v. 开发

for one's own benefit 为了某人自己的利益

bond /bɒnd/ n. 联系

in conclusion 总体来说

species /'spi:ʃi:z/ n. 物种

take action 采取行动



Let's read!



What's the relationship between humans and nature?

Task 1 Comprehension Check

Choose the best answer to fill in the blank in each statement below.

1. According to Paragraph 1, the following human activities are destroying humans' relationship with nature except _____.
A. factory waste
B. deforestation
 C. excessive rubbish
D. nuclear waste
2. _____ is/are the biggest factor that negatively affects the relationship between humans and environment.
A. Technological advancements
 B. Population explosion
C. Economic growth
D. Lack of resources



Let's read!



3. Large-scale factories are built to _____.
- A. destroy environment
 - B. produce wasted water
 - C. fulfill growing demands for resources
 - D. protect people's safety
4. _____ has caused a major climate change.
- A. Global warming
 - B. Acid rain
 - C. Deforestation
 - D. Drought
5. Many animal species are now extinct because of _____.
- A. overhunting
 - B. lack of food
 - C. bad weather
 - D. polluted environment



Let's read!



Task 2 Vocabulary Focus

Choose the words in the box to fill in the blanks of the following sentences. Change the form if necessary .

shelter

tsunami

explosion

release

modernization

exploit

fulfill

bond

1. She burst into tears, releasing all her hidden emotions.
2. Human beings need food, clothing and shelter.
3. Many countries exploit oil under the sea.
4. When an earthquake happens, the movement of the ocean floor can generate a tsunami.
5. Modernization is the key to speeding up our agricultural development.



Let's read!



Task 3 Grammar Drill

Complete each sentence with the correct form of the word in brackets.

1. I bought (buy) my computer three years ago.
2. My mother has found (find) her mobile phone. It was left in the bus.
3. Mr. Steven is not here. He has gone (go) to Beijing for business.
4. Her grandparents moved (move) to England in 1990.
5. Have you finished (finish) your homework yet?



Let's read!



What is the mystery of intercultural communication?

Grammar Notes

现在完成时的用法:

- ◆ 构成: have/has + 动词过去分词;
- ◆ 含义: 表示过去发生的动作对现在造成的影响;
- ◆ 时间标志: already, yet, just,
- ◆ since + 时间点, for + 时间段。



Let's read!



Task 4 Translation Practice

Translate the words in brackets into English to complete the following sentences.

1. Human beings exploit natural resources randomly for their own benefit.
(为了自己的利益)
2. In conclusion, the findings of this study are inconsistent with the reports of other workers. (总体来说)
3. Rich industrialized countries have sown the seeds of global warming.
(全球变暖)
4. We need more time to see how things develop before we take action.
(采取行动)
5. Dinosaurs don't exist on earth any more.
(不再.....)



Let's read!



Task 5 Text Summary

Summarize the text with the help of the word cloud and useful expressions.



Useful Expressions

- life-long relationship
- global warming
- lack of resources
- for their own benefits
- cut trees
- take action
- Nature provided us with...
- population explosion
- technological advancements
- deforestation
- love and respect nature



Let's read!



Task 5 Text Summary

Summarize the text with the help of the word cloud and useful expressions.

【例文】

Humans and nature have a life-long relationship. They co-existed together once, but humans began to destroy nature and nature responded them with many natural disasters. Population explosion affects the relationship between humans and nature greatly. Rapid population growth increases the need for resources and more factories are built. Technological advancements, modernization and economic growth also destroy nature. Deforestation has caused global warming. The distant relationship between humans and nature negatively influence our mental health. All of us should learn to love and respect nature. Otherwise, we won't live in our earth.



Further Thinking

Most people have realized that protecting environment is urgent since we human beings have paid a lot for our behaviors. However, there are still some people thinking that worse environment doesn't affect their life, so they don't need to protect environment. Do you agree with them? Think about your opinions and share them with your class-mates.



Let's read!



What's the relationship between humans and nature?

Reading 2

译文



Take Action to Protect Environment

- 1 The environment is the very basis of life. We all know the saying “charity begins at home.” Similarly, protecting our planet and its environment begins at home. It is essential to preserve and protect environment to secure the Earth.
- 2 Planting trees is the most important way to protect the environment. Trees take longer to grow, but they benefit future generations. Shade from trees reduces the demand for air-conditioning. Besides, the paper business relies on trees, so if you have to use a lot of it in your work or at home, be careful and see how you can conserve forests by making the most use of your paper. You may, for example, print or write on both sides.



行动起来，保护环境

1 环境是生命的基础。我们都知道一句谚语“好事从家里做起”。同样，保护环境也要从家里做起。为了保护地球，保护环境是至关重要的。

2 植树是保护环境最重要的一种方式。树木需要很长时间才能长高，但却能够造福子孙后代。树荫能够减少对空调的需求。此外，造纸产业也依赖树木。所以，如果你在工作中或在家不得已要用到大量的纸，那么你需要谨慎一点，看看怎样能够最大程度利用纸张，从而保护森林。例如，你可以把纸的正反面都用来打印或写字。



Let's read!



- 3 You can stop driving your car and choose alternative tools such as biking, walking and public transportation. It is also a significant measure to reduce the emission of greenhouse gases. Cycling can not only cut harmful gas emissions but also save your money. Taking a bus may not be as comfortable as taking your personal car; you will make a great contribution to environment protection.



3 你也可以停止开汽车，选择替代交通工具，比如骑自行车、步行或者乘坐公共交通。这也是减少温室气体排放的一种有效方法。骑自行车出行不仅能够减少有害气体排放，也能省钱。乘坐公交车可能不如坐私家车舒服，但你能环境保护作出很大贡献。



Let's read!



- 4 Data suggests that the amount of food that is thrown throughout the world each year is enough to feed about a billion hungry people. When food is thrown away, it releases greenhouse gases. Furthermore, taking away food results in a waste of the resources, such as water and energy. You can make a list of the food you'll need and how much you'll need. It will help you avoid purchasing excessive food.
- 5 As individuals in the same planet, all of us should take action to protect our home. Everyone should try to improve the relationship between humans and nature.



4 数据显示，全世界每年扔掉的食物足以养活十亿饥饿人群。食物被扔掉后会产生温室气体。另外，扔掉食物也会导致资源的浪费，如水和能源的浪费。你可以列一个清单，标明你需要的食物以及食物的数量，这会帮你避免买到过多的食物。

5 作为同一星球上的个体，我们所有人都应该行动起来保护我们的家园。每个人都应该尽力改善人与自然的关系。



Let's read!



Words and Expressions



saying /'seɪɪŋ/ n. 谚语

preserve /prɪ'zɜ:v/ v. 保护

secure /sɪ'kjʊə(r)/ v. 保护，使安全

air-conditioning /'eəkəndɪʃənɪŋ/ n. 空调

careful /'keəfl/ a. 小心的

conserve /kən'sɜ:v/ v. 保护，节省

make use of 使用，利用

emission /ɪ'mɪʃn/ n. 排放



not only...but also... 不仅.....而且.....

comfortable /'kʌmftəbl/ a. 舒服的

make a contribution to 为.....做出贡献

billion /'bɪljən/ n. 十亿

furthermore /,fɜːðə'mɔː(r)/ ad. 此外

result in 导致

excessive /ɪk'sesɪv/ a. 过多的



Let's read!



What's the relationship between humans and nature?

Task 1 Comprehension Check

Choose the best answer to fill in the blank in each statement below.

1. The first paragraph cites the saying “charity begins from home” to emphasize that _____.
 - A. we should do charity at home
 - B. environment doesn't need to be protected
 - C. protecting environment begins from home
 - D. charity is more important than environment



Let's read!



2. Planting trees is the most important way to protect the environment because _____.
- A. trees benefit future generations
 - B. shade from trees reduces the demand for air-conditioning
 - C. paper business relies on trees
 - D. All of the above.
3. The following are alternative tools for cars except _____ according to Paragraph 3.
- A. biking
 - B. walking
 - C. trucks
 - D. public transportation



Let's read!



4. _____ will help you avoid purchasing excessive food.
- A. Making a list of the food you'll need
 - B. Feeding hungry people
 - C. Throwing away food
 - D. Eating less food
5. Which of the following is TRUE according to the passage? _____
- B. Cycling can not only cut harmful gas emissions but also save money.
 - A. It isn't important to protect environment.
 - C. When food is thrown away, it won't release greenhouse gases.
 - D. We needn't take action to protect environment.

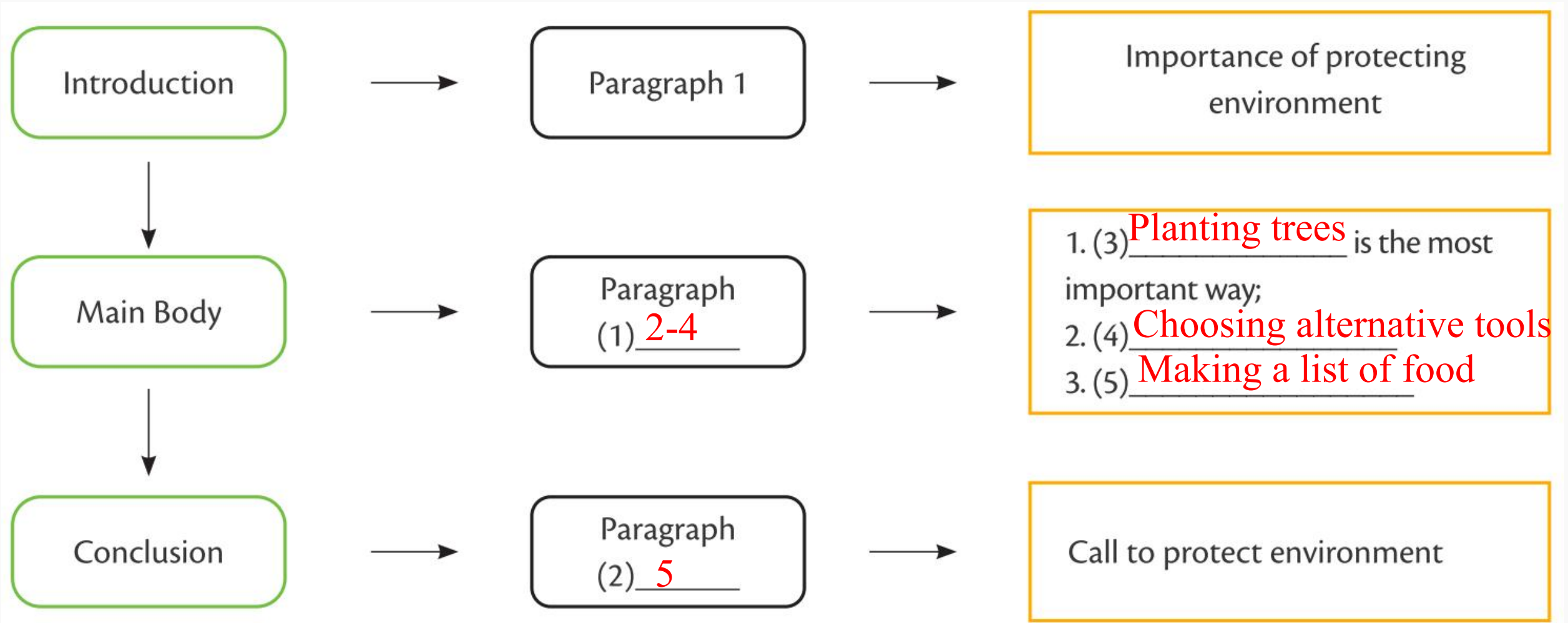


Let's read!



Task 2 Text Analysis

Summarize the structure of the whole passage and fill in the blanks with proper words.





Let's read!



Task 3 Content Questions

Answer the following questions using the keywords in brackets.

1. Why is it essential to preserve and protect environment? (basis of life)

Because the environment is the very basis of life.

2. What are the advantages of planting trees? (benefit future generations, shade from trees, paper business)

Trees can benefit future generations. Shade from trees can reduce demand for air-conditioning and paper business relies on trees.



Let's read!



3. How can cycling and taking a bus improve environment? (cut harmful gas emissions, save money, make a great contribution to)

Cycling can not only cut harmful gas emissions but also save your money. You will make great contribution to environment protection if you take a bus.

4. What are the outcomes of wasting food? (release greenhouse gases, a waste of resources)

When food is thrown away, it releases greenhouse gas. Furthermore, taking away food results in a waste of the resources, such as water and energy.

5. What can we do to avoid wasting food? (a list of food, purchasing excessive food)

We can make a list of the food we'll need and how much we'll need. It will help us avoid purchasing excessive food.



Let's read!



Task 4 Translation Practice

Translate the following sentences into Chinese.

1. It is essential to preserve and protect environment to secure the Earth.

为了保护地球，保护环境是至关重要的。

2. The paper business relies on trees, so if you have to use a lot of it in your work or at home, be careful and see how you can conserve forests.

造纸产业也依赖树木，所以，如果你在工作中或在家不得已要用到大量的纸，那么你需要谨慎一点，看看怎样能够最大程度利用纸张，从而保护森林。



Let's read!



3. Taking a bus may not be as comfortable as taking your personal car; you will make a great contribution to environment protection.

乘坐公交车可能不如坐私家车舒服，但你能环境保护作出很大贡献。

4. Data suggests that the amount of food that is thrown throughout the world each year is enough to feed about a billion hungry people.

数据显示，全世界每年扔掉的食物足以养活十亿饥饿人群。

5. As individuals in the same planet, all of us should take action to protect our home.

作为同一星球上的个体，我们所有人都应该行动起来保护我们的家园。



Let's read!



Task 5 Vocabulary Expansion

Here are some English expressions about environmental management. Match them with their Chinese meanings.

environment-friendly agriculture

sewage treatment systems

radioactive waste management

the strategy of sustainable development

marine resources conservation

nature reserves

自然保护区

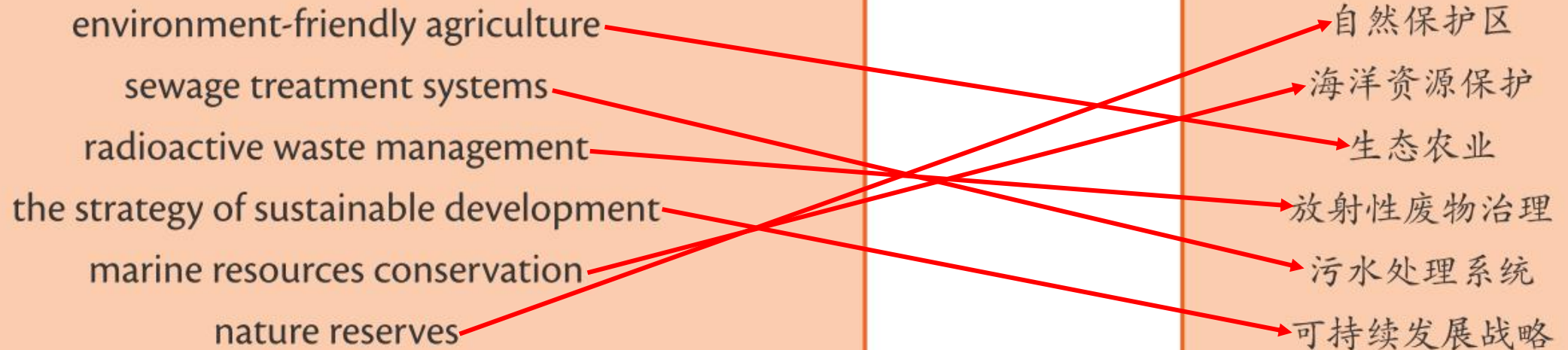
海洋资源保护

生态农业

放射性废物治理

污水处理系统

可持续发展战略





Let's read!



What other expressions about environmental management do you know? Do you know their English expressions? Exchange ideas with your classmates!

举例



举例

返回

afforestation project 造林工程

develop renewable resources 开发可再生资源

slow down the rate of source degradation 降低资源消耗率

drinking water treatment 饮用水处理

organic farming 有机农业

crop protection 农作物保护

clean technologies 清洁技术

ecotourism 生态旅游

purify marine ecosystems 净化海洋生态系统

wind breaks 防风带

environmental-friendly products 环保产品

fast-growing forests 速生林

World Water Day 世界水日

World Oceans Day 世界海洋日

United Nations Conference on Environment and Development 联合国环境与发展大会

United Nations Environment Program 联合国环境规划署



Culture Notes

在我国传统思想文化中，有许多关于生态环境保护的理念。儒家有“天人合一^①”的思想，道家有道法自然^②的思想，都强调人与自然、社会的和谐关系。儒家认为“天”是具有独立不倚^③的运行规律的自然界，自然本身是一个生命体。人是天地生成的，是自然秩序中的一个存在，所有的存在相互依存而形成整体，强调人与自然环境息息相通^④，和谐一体，这就是“天人合一”的思想。这为现代人类协调人与自然的关系提供了丰富的思想依据。

① Heaven and man are united as one.

② Dao operates naturally.

③ independent

④ closely linked



Here's the argumentation.

议论文(Argumentative Essay)又叫说理文，是一种剖析事理、论述事理、发表意见\提出主张的文体。作者通过摆事实、讲道理、辨是非、举例子等方法，来确定某观点正确或错误，树立或否定某种主张。议论文具有观点明确、论据充分、语言精练、论证合理、逻辑严密的特点。

一篇好的议论文一般包括引论、本论和结论三个部分。引论部分要提出中心论点(thesis statement)，中心论点应该是作者看法的完整表述，能够统摄全文，表述形式往往是表示肯定或否定的判断句，是明确的表态性的句子。本论部分包括分论点(topic sentence)以及用来论证每条论点的论据，论据要真实、可靠、典型。结论部分要突出全文中心论点，必要时提出解决办法，不能出现新的论点。



Let's write!



Here's the argumentation.

Step 1 The relationship between humans and nature is a broad topic and it contains many detailed aspects. Several examples are given below. Brainstorm some other topics and choose one of them for your writing.

- Relationship between humans and water
- Relationship between humans and air
- Relationship between humans and animals

...



Let's write!



Step 2 Like other academic essays, an argumentative essay begins with an introduction. The most important part of an introduction is thesis statement, which is a sentence that sums up the central point of your essay. It usually comes near the end of your introduction.

- Before writing the thesis statement, the first thing you should do is choose a topic for your essay;
- As soon as you've decided your essay topic, you need to work out what you want to say about it. You can phrase your topic as a question. For example, if your topic is the relationship between humans and animals, ask yourself "Are animals important for humans?" or "Is it necessary to protect animals?"
- Try to write down your initial answer to the question. For example, "There is no doubt that protecting animals is necessary."



Let's write!



- Now you need to consider why this is your answer and how you will convince your readers to agree with you. As you read more about your topic and begin writing, your answer should get more detailed. For example, your initial answer can be revised into “There is no doubt that protecting animals is necessary because animals provide a lot of resources for humans.”
- Don't forget to provide background information before the thesis statement. Background information can be a brief explanation of your topic.

Useful Expressions

- When asked about..., most people say... I personally think...
- The presented evidence enables us to reasonably conclude that...
- It is widely accepted/claimed that...
- It can be said with certainty that...



Let's write!



Step 3

After the thesis statement is proposed, you need to clarify your thesis statement in the following paragraphs. Each paragraph needs a topic sentence, which is related to the thesis statement and expresses what the paragraph is about. After the topic sentence, you should expand on the point with evidence and examples.

■ You can draft topic sentences that sum up the main points you want to make in each paragraph. For example, the topic sentence of each paragraph can be “Animals provide food for us”, or “Organs of some animals can be used to cure diseases”.

■ The rest of the paragraph should flow logically from the topic sentence, expanding on the point with evidence, examples, or argumentation. This helps keep your paragraphs focused: everything you write should relate to the central idea expressed in the topic sentence. In your essay, you can list some facts after each topic sentence, for example, “Cows provide milk and bees provide honey.”



Let's write!



Step 4 The last step is to write a conclusion for your essay. A strong conclusion aims to tie together the essay's main points, show why your argument matters and leave the readers with a strong impression.

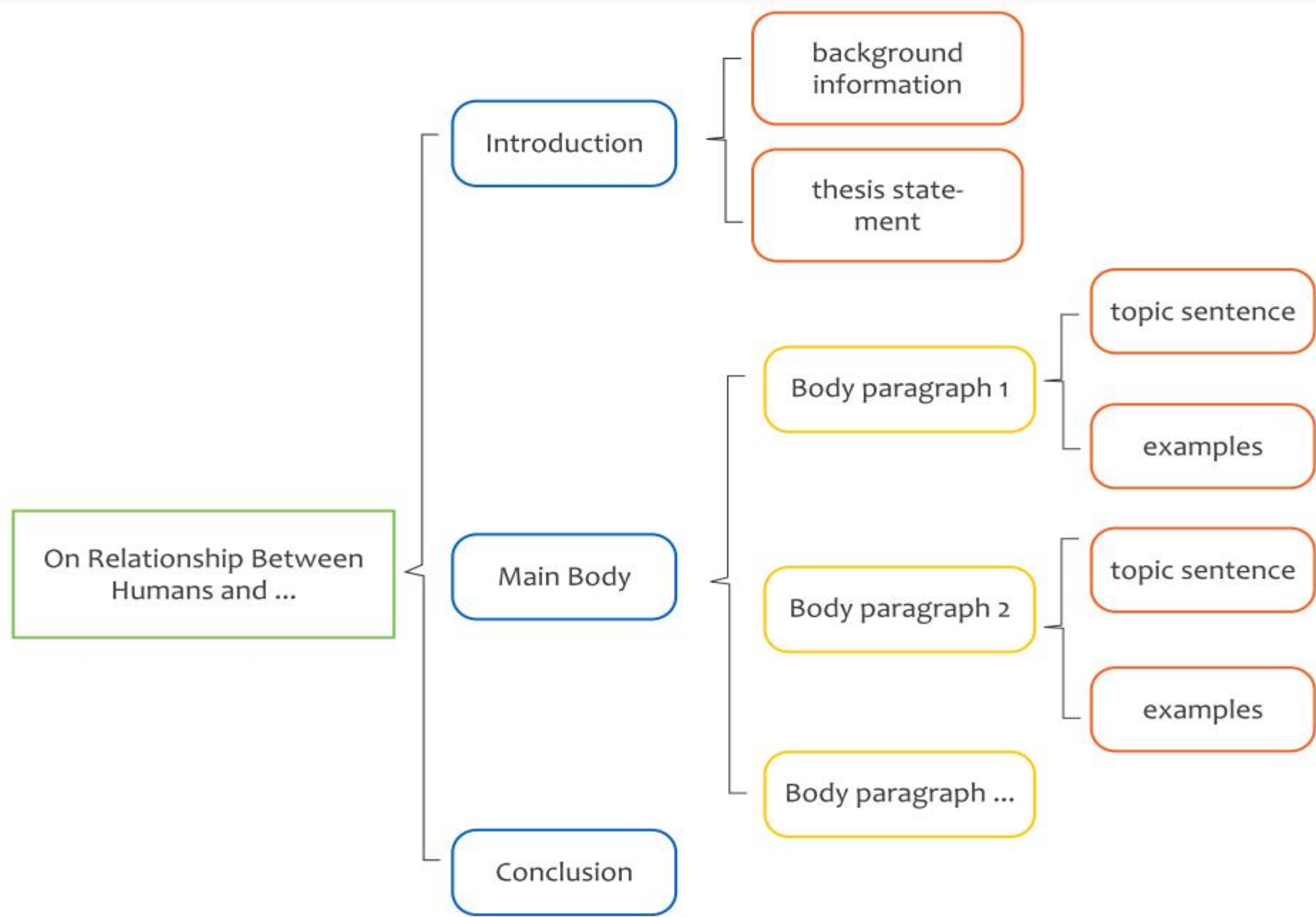
■ To begin your conclusion, signal that the essay is coming to an end by returning to your over-all argument. Don't just repeat your thesis statement—instead, try to rephrase your argument in a way that shows how it has been developed since the introduction. For example, you can begin your conclusion with “Animals make our life convenient by giving us food and medicine.”

■ Next, remind the readers of the main points that you used to support your argument. Avoid simply summarizing each paragraph or repeating each point in order; try to bring your points together in a way that makes the connections between them clear.

■ Whatever your essay is about, the conclusion should aim to emphasize the significance of your argument. Try to end with a strong, decisive sentence, leaving the readers with a lingering sense of interest in your topic.



Let's write!





Let's write!



Step 5 According to the above information you can write an argumentative essay. Another important factor in an argumentative essay is the use of transition words. They can help readers follow your arguments by expressing the relationships between different sentences or parts of a sentence. Some transition words are listed below.

- furthermore
- moreover
- additionally
- besides
- in fact
- such as
- for instance
- in particular
- especially
- including
- in regard to
- as for
- concerning
- similarly
- likewise
- namely
- in other words
- namely
- however
- above all

03

Evaluating



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Let's do a project!



Meeting preparation is important.

In this unit, we have practiced conversations about meeting preparation and learned how to make a good meeting preparation. Now, role-play with your partners in the following situations according to the steps.



Student A: a meeting assistant



Student B: a manager



Student C: a meeting room keeper



Let's do a project!



- Step 1** Confirming the Meeting's Time, Place, and Duration with a Manager
- Before distributing information about the meeting to all relevant personnel, it is necessary for the meeting assistant to make sure all of the logistical details are correct. Firstly, Student A consults Student B to make sure all the details are correct. The following expressions are given for your reference.

Useful Expressions

- Could you please check the list?
- What should I do to revise the mistakes?
- Do you have time to tell me what information I have lost?
- Are there any other details I should pay attention to?



Let's do a project!



Step 2 Preparing an Agenda for the Meeting

The agenda is an important document for any meeting. A good agenda should include topics to be addressed and their purposes, as well as the speaker or member of personnel responsible for presenting each topic. Student A drafts an agenda which includes the above information. Then Student B checks the agenda to make sure it is feasible.



Let's do a project!



Step 3

Assembling the Room

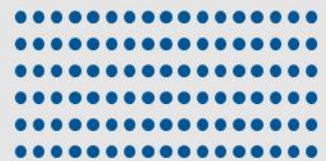
The meeting assistant should also make sure the room is well-appointed for everyone's comfort and attention. For example, it is important to make sure there are enough chairs in the room, water bottles are stocked and visible, and the temperature and air circulation in the room are acceptable. Student A books a meeting room in advance and contacts Student C to make sure the condition of the meeting room is well prepared for the following meeting.

Useful Expressions

- Have you prepared enough chairs?
- Is the meeting room big enough for all the attendees?
- How about the temperature of the meeting room?
- Have you opened the windows in advance?



THANKS





1. shelter /'ʃeltə(r)/ n.

▲ 居所，住处

e.g. They provided food and shelter for the poor.

他们为穷人提供食物和住处。

▲ 遮蔽，庇护，避难（避雨、躲避危险或攻击）

e.g. to take shelter from the storm

躲避暴风雨



2. deforestation / ,di: ,fɒrɪ 'steɪʃn/ n.

▲ 毁林，滥伐森林

e.g. rate of deforestation

森林砍伐率



3. nuclear /'nju:kliə(r)/ adj.

▲ 原子能的，核能的

e.g. a nuclear power station 核电站

▲ 核武器的

e.g. a nuclear weapon 核武器

▲ 核子的，原子核的

e.g. a nuclear reaction 核反应



4. tsunami /tsu:'nɑ:mi/ n.

▲ 海啸

e.g. tsunami warning system

海啸预警系统



5. explosion /ɪk'spləʊʒn/ n.

▲ 爆炸，爆破，爆裂（声）

e.g. a bomb/nuclear/gas explosion

炸弹/核/气体爆炸

▲ 突增，猛增，激增

e.g. a population explosion 人口激增

▲ （感情，尤指愤怒的）突然爆发，迸发

e.g. an explosion of anger

怒火爆发



6. fulfill /fʊl'fɪl/ v.

▲ 实现

e.g. We have our dreams to fulfill.

我们有自己的梦想要实现。

▲ 满足

e.g. These cleaners could fulfill all customers' demands.

这些清洁剂可以满足所有顾客的需求。



Reading 1 【语言要点】

7. release /ri'li:s/ v.

▲ 释放，放出，放走

e.g. to release a prisoner/hostage

释放囚犯/人质

▲ 放开，松开，使自由移动（或飞翔、降落等）

e.g. He refused to release her arm.

他不肯放开她的胳膊。

▲ 发泄，宣泄

e.g. She burst into tears, releasing all her pent-up emotions.

她放声大哭，发泄出全部郁积起来的情感。

▲ 免除，解除（某人的职责、责任、合同等）；解雇



e.g. The club is releasing some of its older players.

俱乐部正在解聘一些老队员。

▲ 使不紧张，使松弛，放松

e.g. You need to release the tension in these shoulder muscles.

你需要放松肩部肌肉。

▲ 公开，公布，发布

e.g. to release a movie/book/CD

发行电影/书/激光唱片



8. modernization / ,mɒdənaɪ'zeɪʃn/ n.

▲ 现代化

e.g. Modernization will bring a number of benefits to Chinese people.

现代化将给中国人民带来许多好处。



9. exploit /ɪk'splɔɪt/ v.

▲ 利用（……为自己谋利）

e.g. He exploited his father's name to get himself a job.

他利用他父亲的名声为自己找到一份工作。

▲ 剥削，压榨

e.g. What is being done to stop employers from exploiting young people?

目前有什么措施制止雇主剥削年轻人呢？

▲ 开发，开采，开拓

e.g. countries exploiting the rain forests for hardwood

为获取硬木而开发热带雨林的國家



10. bond /bɒnd/ n.

▲ 纽带，联系，关系

e.g. The agreement strengthened the bonds between the two countries.

协议加强了两国间的联系。

▲ 债券，公债

e.g. junk bond 风险债券

▲ 捆绑犯人的绳索（或镣铐），羁绊，桎梏

e.g. to release these people from their bonds

给这些人脱去枷锁

▲ 书面的法律协定

e.g. We entered into a solemn bond.

我们缔结了一项严肃的协定。

▲ 连接，结合

e.g. a firm bond between the two surfaces

两个面之间的牢固接合



11. species /'spi:ʃi:z/ n.

▲ 物种

e.g. a conservation area for endangered species

濒危物种保护区