目 录 ●●●

Unit 1

Greetings and Introductions

Politeness costs nothing and gains everything.

—*Mary Montagu*

Politeness is like an air cushion，there is nothing in it，but ours jolts wonderfully.

—*Samuel Johnson*

Warm-up Activities --

◇ What expressions do you often use in greetings and introductions?

◇ How much do you know about the way American and British people greet each other?

Part I   Listening and Speaking

Dialogue 1

Eric Thomson, a new comer in an IT company, comes to report to the manager of the Hardware Department and he meets...

Eric：   Excuse me. I'm Eric Thomson, a new comer. Can you tell me where the manager's office is?

Paul：   Sure. You must be our new colleague, Mr. Thomson?

Eric：   Oh, yes. I'm Eric Thomson. Please call me Eric. Nice to meet you.

Paul：   Nice to meet you, too. I'm Paul Lee from the Hardware Department. And the manager's office is on the sixth floor.

Eric：   Thank you very much, Mr. Lee.

（*At the Reception, Eric encounters Andy Smith whom he met before.* ）

Eric：   Good morning. I'm Eric Thomson. I come to report to the manager, Mr. Cooper.

Andy：   Good morning, Mr. Thomson. Er...Haven't we met somewhere before?

Eric：   Oh, it's you, Miss Smith. We met on the train to Silicon Valley.

Andy：   Small world! Fancy to meet you here. How are you getting on these days?

Eric：   Fine. Thank you. What a pleasant surprise! I can't believe we are colleagues now.

● Listen and Answer

Listen to 5 recorded questions. When you hear a question, you should decide on the correct answer from the 4 choices marked A, B, C and D given below.

1. A. Yes, you can.   B. I'm Amanda.
   C. No, you can't.   D. It's a secret.

2. A. Nice to meet you.   B. I'm a software engineer.
   C. How do you do.   D. I'm fine. Thank you. And you?

3. A. I forgot your name.   B. Oh, yes, you do.
   C. It's a pleasure to meet you again.   D. No, I don't think so.

4. A. Thank you, Mr. Hanks.   B. Nice to meet you, Mr. Hanks.
   C. Let me introduce myself, too.   D. You must be the new comer.

5. A. Great. How about you?　　　　　B. Well，it has been 10 years.

　　C. Wow，how time flies!　　　　　D. Thank you. How are things with you?

Dialogue 2

Andy shows Eric around the company and introduces the clerks they meet on the way.

Andy： Eric，let me introduce you to David Kent，deputy manager of the Software Department.

Eric： How do you do，Mr. Kent? I'm Eric Thomson，starting this week in the Hardware Department.

David： How do you do，Mr. Thomson? Welcome to our company. If there is anything I can help，please let me know.

Eric： Oh，it's very nice of you.

Andy： And Eric，this is Tom Stevenson from the Web Design Department. He is very outstanding in this field.

Eric： Glad to meet you，Mr. Stevenson. I've heard a lot about you.

Tom： Glad to meet you，too. I'm flattered.

Andy： (*to Eric*) So you'll be seeing him often as well.

David： Excuse me，I have a meeting about the new system update in five minutes later. I have to go now. So talk to you later.

Eric： Oh，Bye，Mr. Kent. See you later.

🔵 Listen and Answer

Listen to 5 short dialogues. After each dialogue，you will hear a question. Both the dialogue and question will be spoken twice，and then you should decide on the correct answer from the 4 choices marked A，B，C and D given below.

1. A. At the Customs.　　　　　　　B. At a party.

　　C. At a restaurant.　　　　　　　D. At the airport.

2. A. Making an introduction.　　　　B. Giving a speech.

　　C. Assigning some work.　　　　　D. Making a phone call.

3. A. Hardware Department.　　　　　B. Software Department.

　　C. Marketing Department.　　　　 D. Personnel Department.

4. A. They meet for the first time.　　B. They meet for the second time.

　　C. They are colleagues.　　　　　 D. They are old friends.

5. A. He doesn't know Nancy.　　　　B. He has been working for her.

C. Nancy and he are colleagues.　　D. He met Nancy for business reason.

🔵 Listen and Complete

In this section you will hear a short passage with some words or phrases missing. The passage will be read three times. During the second reading，you are required to put the missing words or phrases in the blanks. Now the passage will begin.

Greetings Can Be Tricky

Greetings can be tricky. If you don't know the (1) _____ of the country you visit，you may make yourself embarrassed(尴尬的) sometimes. Bill Gates，the Microsoft founder，was (2) _____ recently. When he shook hands with South Korean President Park Geun-hye on April 23，2013 during his visit to South Korea，he kept his other hand in his (3) _____. Americans may think this is not a problem，but people from South Korea see this as being rude.

Shaking hands seems to be a common way of greeting. People from different countries have different ways of greeting. In France，women (4) _____ a kiss on the cheek to a handshake. US people usually shake hands in a firm way. In Japan，people usually bow to each other when they meet. So，mind your (5) _____ when greeting someone from another country.

🔵 Work in Pairs

➤Task 1：Meet Mr. Waters，the software engineer，at the airport.

➤Task 2：Introduce the new programmer to your colleagues.

➤Task 3：Greet your business partner Mr. Steve at the New Product Exhibition.

🔵 Useful Expressions

Meet people for the first time	❋ No，I don't think so. / You look familiar.
❋ May I have your name，please?	❋ It's great to see you.
❋ Yes，I am May.	❋ It's a pleasure to meet you.
❋ Here is my business/name card.	❋ You look like someone I know.
❋ Thank you. Here is mine.	❋ Let's hang out again sometime.
❋ Haven't we met somewhere before?	❋ Talk to you later.

❖ My friend has told me a little about you.

Meet people again

❖ Haven't seen you for ages. How have you been? /How is everything?

❖ Same as ever. /Couldn't be better. /Not bad./Terrible. / So so.

❖ I don't see you much these days. /How are things going with you? /How is it going?

❖ They're/It's going pretty well.

❖ Fancy meeting you here.

❖ I never expected to see you here.

❖ What brings you here today?

❖ You haven't changed a bit.

❖ Hey，what a coincidence！/What a small world！

Introduce yourself

❖ May I introduce myself to you?

❖ I am a native of Beijing. I was born and raised in Beijing.

❖ Let me introduce myself. My name is Nancy.

❖ I have a wide range of hobbies，such as...

❖ I'm easy-going，energetic and enterprising.

❖ I attend Beijing College of Politics and Law.

❖ I major in Networking security.

❖ I just started working here in IBM. I'm in the Sales Department.

Introduce others

❖ He is very outstanding in this field.

❖ I'd like you to meet Mr. Waters.

❖ I don't think you've met David，have you?

❖ This is David Brown，the new manager of our Section.

❖ Mr. Brown is an expert in the field of system developing.

❖ I'd like to introduce the vice president and managers to you.

Vocabulary

colleague [ˈkɒliːg]	*n*.	同事；同僚
deputy [ˈdepjʊtɪ]	*n*.	代表；副手
firm [fɜːm]	*adj*.	坚定的；结实的
flatter [ˈflætə(r)]	*v*.	恭维；取悦
founder [ˈfaʊndə(r)]	*n*.	创立者；奠基人
handshake [ˈhæn(d)ʃeɪk]	*n*.	握手
introduce [ˌɪntrəˈdjuːs]	*v*.	介绍；引进
outstanding [ˌaʊtˈstændɪŋ]	*adj*.	优秀的；突出的

president [ˈprezɪdənt]	*n.*	总统；总裁	
rude [ruːd]	*adj.*	粗鲁无礼的	
surprise [səˈpraɪz]	*n. & v.*	（使）惊讶；（使）惊喜	
system [ˈsɪstəm]	*n.*	系统；体系	
tricky [ˈtrɪkɪ]	*adj.*	狡猾的；巧妙的	
update [ʌpˈdeɪt]	*n. & v.*	更新；升级	
Silicon Valley		（美国加利福尼亚州）硅谷	

Part Ⅱ Reading

Passage 1

Leaving a Good First Impression

The **impression** you make **starts with** the greeting you give people. It's their first chance to get to **know about** your **personality** and manners. Greeting people politely and **properly** is an important skill for any situation you may **meet with**.

If you're meeting someone in an **informal social** situation，"Hello，Mr. Jones，" "Hello，Bob，" or "Hi，Bob！" are all suitable greetings. **Depending on** how well you know the person，touching is also proper—anything from a handshake to a hug. If you're unsure，waiting for the other person to make the first move is a nice **choice**.

Communication in a business setting is，**generally speaking**，more formal than that in your private life. When meeting someone for the first time，you should stand，shake his hand and say，"I'm glad to meet you." or "I'm glad to see you（if you are meeting someone in your own office）." If you have already been introduced to one another，say，"It's good to see you again." or "It's good of you to join us." It is a sign of **respect** to use a person's last name with his or her social **title**（Mr.，Ms.，Mrs. or Miss）. A handshake is the only touch that is proper in a business setting，**keep in mind**！

If you've forgotten someone's name while you're greeting them，say something like，"Please **remind** me what your name is，I know we've met before." If your name is **mispronounced**，simply say，"You're not the first person to have trouble pronouncing that name；it's …，" then smile and continue the **conversation**. The important thing is to continue speaking pleasantly and avoid making either of you uncomfortable.

Different social **customs** should also be taken into **consideration** when making greetings. Most western countries have **similar** greeting customs. You can make a **solid** eye

contact and offer a firm handshake which tells the person you are **confident** and **trustworthy**. Unlike western cultures，too much **eye contact** in Asian cultures is considered rude.

Vocabulary

impression [ɪmˈpreʃən]	*n*.	印象
personality [ˌpɜːsəˈnælɪtɪ]	*n*.	个性
properly [ˈprɒpəlɪ]	*adv*.	恰当地
informal [ɪnˈfɔːməl]	*adj*.	非正式的
social [ˈsəʊʃəl]	*adj*.	社会的;社交的
choice [tʃɔɪs]	*n*.	选择;抉择
communication [kəˌmjuːnɪˈkeɪʃən]	*n*.	交流沟通
private [ˈpraɪvɪt]	*adj*.	私人的;私下的
respect [rɪˈspekt]	*n*. & *v*.	尊敬;尊重
title [ˈtaɪtl]	*n*.	标题;头衔
remind [rɪˈmaɪnd]	*v*.	提醒
mispronounce [ˌmɪsprəˈnaʊns]	*v*.	读错
conversation [ˌkɒnvəˈseɪʃən]	*n*.	谈话;会话
avoid [əˈvɔɪd]	*v*.	避免;逃避
custom [ˈkʌstəm]	*n*.	风俗;习俗
similar [ˈsɪmɪlə(r)]	*adj*.	相似的
solid [ˈsɒlɪd]	*adj*.	可靠的;固体的
confident [ˈkɒnfɪdənt]	*adj*.	有信心的
trustworthy [ˈtrʌstwɜːðɪ]	*adj*.	可信赖的

Useful expressions

1. start with 从……开始
2. know about 了解
3. meet with 偶遇，遇到;符合
4. depend on 依靠;取决于……
5. generally speaking 一般说来
6. keep in mind 记住
7. take... into consideration 将……考虑在内
8. eye contact 目光接触

● Read and Comprehend

1. Please tell which of the following statements are true and which are false.

(1) The first chance for people to get to know about you is the self-introduction you make.

(2) In an informal situation，no matter whom you meet，you can give him/her a hug.

(3) Communication in your private life is less formal than that in your business.

(4) If you are meeting someone in your office，you should say "Glad to see you".

(5) To show your respect，you should use the person's first name with his or her social title.

(6) In a business setting，a hug is not quite proper sometimes.

(7) If you've forgotten someone's name while you're greeting them，you can say "Pardon? What's your name，please?"

(8) If your name is mispronounced，simply say "My name is not... It's..."

(9) Different countries have different customs about how to greet people.

(10) A solid eye contact and a firm handshake can tell the person you are confident and trustworthy in Asian countries.

● Read and Complete

2. Complete the following sentences according to the text.

(1) Your greeting is the first chance for others to get to know about your _____ _____ .

(2) Depending on _____ the person，touching may also be proper in greetings—anything from a handshake to a hug.

(3) It is _____ to use a person's last name with his or her social title (Mr.，Ms.，Mrs. or Miss) when making introductions.

(4) _____ ，communication in a business setting is more formal than that in your private life.

(5) _____ in Asian cultures is considered rude，which is different from western cultures.

3. Fill in blanks with the proper words given below，and change the form if necessary.

communication	offer	formal	unlike	avoid
confident	introduce	private	similar	start with

（1）He gave us a brief _____ about his company.

（2）Micro message has been a popular means of _____ .

（3）_____ me，my brother likes to stay in bed.

（4）Our English class often _____ a beautiful song to lead in.

（5）I don't talk with my boss about my _____ matters.

（6）Meeting with someone in trouble，Lei Feng always _____ to help.

（7）The twins are so _____ to each other.

（8）One has to be _____ in himself.

（9）In programming（编程），you should try to _____ any tiny mistake.

（10）In general，Americans prefer _____ greetings and using first names or nick-
names when speaking with colleagues and friends.

Read and Translate

4．Translate the following sentences into English.

（1）不管你遇到什么困难，都要坚持下去。（meet with）

_____

（2）健康依靠的是良好的食物、新鲜的空气和充足的睡眠。（depend on）

_____

（3）一句好话、一个和气的微笑，能给人留下深刻的印象。（leave a . . . impression）

_____

（4）记住计算机所有的程序代码不是件容易的事。（keep in mind，program code）

_____

（5）设计网站时，一定要将公司文化考虑在内。（web design，take. . . into consideration）

_____

5．Translate the following sentences into Chinese.

Humility（恭谦）is regarded as a great virtue in most Asian countries. This is shown
in introductions by bowing your head slightly and keeping handshakes lighter. When bow-
ing，your eyes should look down with your hands at your side. When given a business
card，review it for a minute. A person may underline the name he wishes you to call her.
Use a person's title when greeting him. It is a sign of respect，since years of hard work
and education earned him his title.

Passage 2

Can't Live Without Computers

Have you ever **imagined** the life without computers? The very fact is that computers have become so important that nothing else can **replace** them. Today，they are used in so many fields as science，**finance**，education and so on. Since 1946 when the first real computer was invented，our life has changed greatly.

The first generation computers **were** quite **different from** the ones we use now. They were so huge that they even **occupied** whole rooms or buildings. However，they were not faster than modern simple calculators(计算器). Nowadays the computers used by scientists may also be as huge as the old ones，but they are **millions of** times faster. They can do many **complicated operations** at the same time and scientists can't do without them.

In banking system，computers control ATMs by storing all **data** on special hard disks. Besides，architects(建筑师)，designers(设计师) and **engineers** can't finish their work without computers. They can also help the police to **look into** cases and collect **evidence**.

Computers are widely used in teaching and learning as well. They store various data which help students gain information. The teaching **methods** have been greatly improved with computers. Nowadays，those not knowing how to use a computer **are regarded as** illiterate(文盲).

In our office，computers seem to be an irreplaceable(不可替代的) **assistant**. We don't have to worry about **making mistakes** in typewriting because special **programs** help us avoid them and we can correct them any time. When the text is finished，we can print it in as many copies as we want. Last but not least，we can **communicate with** anyone around the world very fast and cheaply by using Internet.

Vocabulary

imagine [ɪˈmædʒɪn]	*v.*	设想
replace [rɪˈpleɪs]	*v.*	代替
finance [ˈfaɪnæns, fɪˈnæns]	*n.*	金融
occupy [ˈɒkjʊˌpaɪ]	*v.*	占据
complicated [ˈkɒmplɪkeɪtɪd]	*adj.*	复杂的
operation [ˌɒpəˈreɪʃən]	*n.*	运算
data [ˈdeɪtə, ˈdɑːtə]	*n.*	数据,资料
engineer [ˌendʒɪˈnɪə(r)]	*n.*	工程师
evidence [ˈevɪdəns]	*n.*	证据
method [ˈmeθəd]	*n.*	方法
assistant [əˈsɪstənt]	*n.*	助手
program [ˈprəʊɡræm]	*n.*	程序

Useful expressions

1. be different from 与……不同
2. millions of 成千上万的,无数的
3. look into 调查
4. be regarded as 被认为是,被当作是
5. make mistakes 出错,犯错
6. communicate with 与……沟通

1. This is a summary about *Can't Live Without Computers*. After reading it，you are required to complete the information by filling in the blanks in no more than 3 words in the table below.

Can't Live Without Computers

Computers play a very important role in our lives. They are widely used in many fields. We can't live without computers.

（1）Since _____ when the first computer came out，many changes have taken place.

（2）Modern computers are so fast that they may do _____ at the same time.

（3）Moreover，computers are used in ＿＿＿＿＿＿＿＿ to control ATMs.

（4）When used in education，computers can improve ＿＿＿＿＿＿＿＿．

（5）Nothing can ＿＿＿＿＿＿＿＿ computers in the office work.

2．**The following is a list of terms related to passage 2．You are required to find the items equivalent to those given in Chinese in the table below.**

A—laptop   H—screen

B—modem   I—CPU（Center Processing Unit）

C—memory   J—control panel

D—personal computer（PC）   K—tablet

E—monitor   L—network card

F—mouse   M—host

G—keyboard   N—power

Examples：（ D ）个人电脑   （ I ）中央处理器

（1）（   ）鼠标   （   ）主机

（2）（   ）键盘   （   ）屏幕

（3）（   ）电源   （   ）显示器

（4）（   ）平板电脑   （   ）存储器

（5）（   ）笔记本电脑   （   ）调制解调器

Improve Your Vocabulary

assist—assistant   improve—improvement

choose—choice   impress—impression

comfort—comfortable   inform—information

communicate—communication   introduce—introduction

confidence—confident   invent—invention

consider—consideration—considerate   occupy—occupation

culture—cultural   proper—properly

educate—education   replace—replaceable

engine—engineer—engineering   science—scientist

formal—informal   social—society

imagine—imagination   special—specialize

importance—important

There are 10 incomplete statements. You should fill in each blank with the proper form of the word given in the brackets.

(1) A typical _____ (introduce) includes a greeting, a handshake, and an exchange of names and sometimes, a few words about one's life or work.

(2) Over 65 foreign students, coming from totally different _____ (culture) background, enrolled in the college this year.

(3) The hotel is used for exhibitions, conferences and _____ (society) events.

(4) You can't really see a fairy, because it's only in _____ (imagine).

(5) I have been learning English for many years, but I still can't speak it _____ (proper).

(6) In her speech, she stressed the _____ (important) of good teamwork.

(7) More than half of the staff say they won't feel _____ (comfort) when talking to their boss.

(8) If you want to show your friendliness to someone you meet for the first time, you'd better use _____ (informal) greetings.

(9) Can you _____ (information) me when the tablet computer is repaired?

(10) A manager has to learn some economics if he wants to _____ (improvement) his management.

Part Ⅲ Grammar

Articles（冠词）

冠词包括不定冠词(a，an)和定冠词(the)。

1. 不定冠词（a，an）

（1）不定冠词的基本特点：可指一类人或物；泛指某人或某物；相当于 one 或 every，表"每一个"，例如：

A pencil is a tool that you can write with.

A man is waiting for you at the gate of our school.

He has to work 10 hours a day.

（2）冠词 a 用于以辅音音素开始的词前，例如：a party，a school，a university，a useful tool 等。而冠词 an 用于以元音音素开始的词前，例如：an apple，orange，egg，American，X-ray，honest man 等。

2. 定冠词（the）

定冠词的基本特点：表示特指的或第二次提到的人或物；表示世界上独一无二的事物；放在序数词和形容词最高级前；放在姓氏的复数前表示某夫妇俩或一家人等，例如：the

former（前者），the latter（后者），the remainder（剩余的），the same（相同的）；the second day of this month；the most beautiful；the Wangs（王家人）等。

3. 需要注意的地方

（1）有些固定短语中必须有不定冠词 a，例如：

a piece of，have a cold，in a hurry，do sb a favor，pay a visit to，all of a sudden（突然），have a good time 等。

（2）有些习惯表达法中没有冠词，例如：

go to school，by bus，go to bed，at night，at home，hand in hand（手拉手），have dinner，knife and fork，watch TV，heart and soul，in English，by bike，by air，stay in bed，be at work 等。

（3）有些词组中有冠词、没冠词意思不同，例如：

out of question 不成问题	out of the question 不可能
at table 吃饭	at the table 在桌子旁
take place 发生	take the place of 代替
in hospital 住院	in the hospital 在医院里
on earth 究竟，到底	on the earth 在地球上
in prison 服刑	in the prison 在监狱里
little time 没时间	a little time 有一点时间

（4）有些词组中用定冠词 the 还是不定冠词 a/an，意义不同，例如：

a number of questions 一些问题

the number of questions 问题的数目

a most important meeting 一个非常重要的会议

the most important meeting 最重要的会议

（5）不使用冠词的场合。

① 物质名词、抽象名词和复数可数名词表示泛指或一般概念时，不用冠词，例如：

Paper can be recycled.

Do you like sports?

② 表示日常饮食的名词前，不用冠词，例如：

Dinner is usually served at 8 o'clock.

Will you stay for tea with us?

③ 球类运动和棋类游戏等名词前，不用冠词，例如：

I watched the boys play football this afternoon.

Do you like to play bridge?

④ 在称呼以及表示家庭成员的名词前，不用冠词，例如：

I'm running a fever，doctor.

Where's mummy，daddy?

Exercises

1．Please fill in the blanks with the proper articles.

（1）_____ water is polluted in this river. You'd better not drink it.

（2）My duty is to take good care of _____ old and _____ wounded.

（3）I go to school by _____ bus every day.

（4）I go to watch _____ movie at the weekends.

（5）My aunt is _____ president of the Middle School in our hometown.

（6）Did you have _____ good time at the party yesterday evening?

（7）What _____ fine weather it is today！

（8）Suddenly _____ fire broke out in the workshop.

（9）I like _____ dogs.

（10）This is _____ university from which many celebrities graduated.

2．Fill in the blanks in the following passage.

Last Friday morning，I was glad to get ____(1)____ letter from ____(2)____ old friend of mine，who lives in ____(3)____ countryside in Sichuan Province. He told me in ____(4)____ letter that he would live with me for ____(5)____ few weeks，going to ____(6)____ seaside on ____(7)____ weekdays and having ____(8)____ picnic on ____(9)____ weekends. I am very happy. I'm sure that we will have ____(10)____ very good time！

3．Please translate the following sentences into English.

（1）多么有意思的故事啊！

_____

（2）这是多么令人激动的消息啊！

_____

（3）英语是个有用的工具。

_____

（4）在过去的几年里，他取得了巨大的成就。

_____

（5）你的衣服着火啦！

_____

（6）我们不仅学汉语，还学英语。

_____

（7）中国的东面有太平洋。

_____

（8）他因病没上学。

_____

（9）弹钢琴时所有的手指都动。

_____

（10）我喜欢踢足球，也喜欢打篮球。

_____

Part IV   Writing

Business Card（名片）

名片，又称卡片，中国古代称名刺，是标示姓名及其所属组织、公司单位和联系方法的纸片。名片是新朋友互相认识、自我介绍的最快有效的方法。交换名片是商业交往的第一个标准官式动作。随着国际化进程的加快，通常名片的正面为汉语信息，背面为相应的英文信息。

1．Read the following samples and learn to write a business card.

- **Sample 1**

Beijing Xindi Computer Technology Company

Zhanwei Xie

Software Engineer

Address：Rm 1202，Building D3，Development Garden，8 West Rd，North 3rd

Ring Rd.

Haidian District，Beijing

Tel：010－82091090

Fax：010－82091092

Mob：13852310202

E-mail：xindi@sohu.com

• **Sample 2**

Apple Inc.

Andy Smith

Project Manager

Address：10260 Bandley Drive

Cupertino，California 95014

Tel：1－408－961010　Ext. 376

Mobile：18158092030

Fax：1－0408－9961010

E-mail：andysmith@yahoo.com

2．Translate the following business card into English.

北京华腾计算机有限公司

赵治轩

信息服务主管

地址：北京市朝阳区东三环南路 50 号 希尔中心 A 座 504 室

邮编：100022

电话：010－67587454　　　　　传真：010－67587755

网址：www.lmfu.com　　　　　邮箱：zzt@huateng.com

生产基地：北京通州区马驹桥科技产业基地盛富大街 16 号

邮编：101101　　　　　　　电话：010－69527890

3．Writing Practice

Write a business card according to the following information given in Chinese.

假设你是康达计算机技术有限公司的系统程序员，请为自己设计一张名片，有如下信息：

(1) 地址：北京市西城区西二环北路 38 号汉威大厦 1107 室

(2) 电话：010－67547690 转分机 804

(3) 传真：010－67546539

(4) 网址：www．kangda．com

(5) 邮箱：kangda@163．com

(6) 邮编：100034

Useful expressions

1．名片上各项信息

公司名称 name of company

本人姓名 person's name

职　　位 position/title

公司地址 address of company

电话号码 a person's and his/her company's telephone number

传真号码 fax number

电子邮箱 e-mail address

网址 website of company

邮政编码 postal code/zip code

所生产的产品 the products the company produces

所提供的服务 the services the company offers

2．与计算机相关的常用职位

Administrator 局域网管理员

CIO（Chief Information Officer）首席信息官

Computer Operator 电脑操作员

CTO（Chief Technology Officer）首席技术执行官

Director of Information Services 信息服务主管

Hardware Engineer 硬件工程师

Information Analyst 信息分析员

IT Specialist 信息技术专员

Multimedia Game Development Engineer 多媒体游戏开发工程师

Network Engineer 网络工程师

Operations Analyst 操作分析员

Product Support Manager 产品支持经理

Project Manager 项目经理

Software Engineer 软件工程师

Systems Engineer 系统工程师

Systems Programmer 系统程序员

Web Editor 网站编辑

Web Producer 网站策划

## Part V Widen Your Vision

Five Generations of Computers

✦ 1940—1956： First Generation-Vacuum Tubes(电子管)

In 1946，the University of Pennsylvania in USA produced the first computer—ENIAC. It took up to 180 square meters and weighed 30 tons.
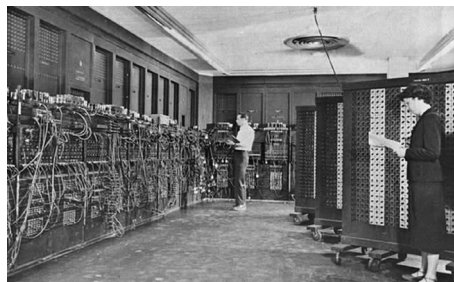
✦ 1956—1963：Second Generation-Transistors(晶体管)

Computers in this generation were cheaper，consuming less power，more compact in size，more reliable and faster than the first generation machines. In this generation，magnetic cores were used as primary memory and magnetic tape and magnetic disks as secondary storage devices.
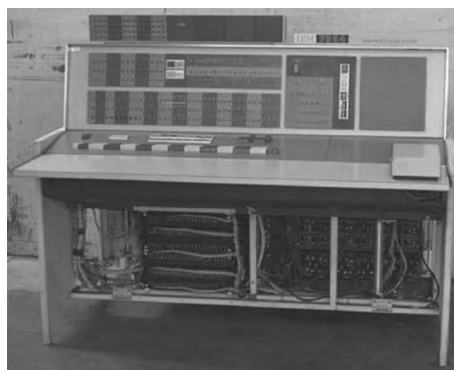
✦ 1964—1971：Third Generation-Integrated Circuits（集成电路）

The third generation of computer is marked by the use of Integrated Circuits（IC's）in place of transistors. The IC was invented by Jack Kilby. This development made computers smaller in size，reliable and efficient.

✦ 1972—2010：Fourth Generation-Micro-processors（微处理器）

The fourth generation of computers is marked by the use of Very Large Scale Integrated（VLSI）circuits. The fourth generation computers became more powerful，compact，reliable，and affordable.

✦ 2010—now：Fifth Generation-Artificial Intelligence（人工智能）

In the fifth generation，the VLSI technology became ULSI（Ultra Large Scale Integration）technology，resulting in the production of microprocessor chips having ten million electronic components.