

河南省“十二五”普通高等教育规划教材

# 实用职场英语 拓展教程



《实用职场英语》编写组 编

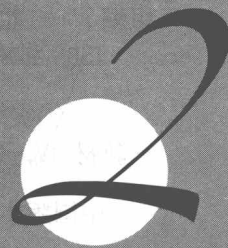


高等教育出版社



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# 前 言

《实用职场英语》立体化系列教材是以教育部职业院校外语类专业教学指导委员会官网最新公布的《高等职业教育英语课程教学基本要求》为指导，按照建立现代职业教育体系的要求，贯彻“以服务为宗旨，以就业为导向”的高职高专人才培养方针，实现“实用、易学、好教”的教学目标，组织全省高职院校优秀人才编写的高职高专公共英语教材，旨在推动全省高职英语教学改革。

《实用职场英语》立体化系列教材顺应高职高专教育新的发展趋势，致力于创建“轻松学习、学用结合、职场交融”的教学环境，坚持体现加强听说、加强表达、加强实用的“三加强”原则，培养学生在职场环境下运用英语的能力和自主学习能力，提高学生跨文化交际意识和综合文化素养，为提升学生就业竞争力及其未来的可持续发展奠定基础。

《实用职场英语》立体化系列教材是基于对河南高职院校的广泛而深入的调研编写而成的，充分考虑本省高职英语教学现状与“三区”（产业集聚区、商务中心区和特色商业区、城乡一体化示范区）建设背景下人才的需求，强调拓展训练的职业性、针对性和丰富性，突出教学的可行性、便利性和有效性，体现“分类指导、因材施教”的原则，使用院校可根据本校实际情况和培养目标选择相应的级别和教程。

本系列教材的选材注重体现时代特色，特别针对高职学生的特点和兴趣，以全球视野透视新颖、热门和体现本省特色的话题，把绿色经济、循环经济、低碳经济等内容融入教材主题，引导学生积极思考，传播正能量，以期达到理想的教学效果。

《实用职场英语》立体化系列教材共分3级，每级包含《读写教程》、《听说教程》和《拓展教程》。《读写教程》每册8个单元，每单元提供丰富的练习，旨在提高学生英语读写译的能力。《听说教程》呼应《读写教程》各单元主题展开多种形式的听说训练，旨在培养学生就日常话题和职业相关话题用英语交流的能力。其中，口语部分有跟读、角色扮演、模拟职场情景会话等练习。《拓展教程》与《读写教程》、《听说教程》配套使用，旨在帮助学生巩固知识技能。

此外，本系列教材还配有《备考手册》与《求职手册》，可以配合任意一级的《读写教程》或《听说教程》使用。《备考手册》针对高职院校学生需要面对的教学考试和



职业能力英语考试,按照语言测试规律,根据职场涉外交际的需要设计,剖析具体模拟试题和经典题型,为学生备考提供集中、专业的指导。《求职手册》旨在培养学生使用英语寻求工作的能力,涉及查阅招聘信息、了解招聘公司、掌握招聘要求和所需资质、准备应聘资料、参加招聘面试等诸多内容。

本系列教材的总主编为河南经贸职业学院王君华教授。本书为《实用职场英语拓展教程2》。主编为郑州旅游职业学院张贺玲、安阳师范学院人文管理学院刘惠娟;副主编为河南牧业经济学院吴国权、三门峡职业技术学院马锐;编者为中州大学张继红、郑州信息工程职业学院徐亚男。《实用职场英语》系列教材编写组将始终以虚心的态度听取广大读者的意见和建议,深入研究,不断完善,力求使本套教材成为本省高职院校师生的真挚朋友。

编 者

2015年5月

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*Be our guest*

*Please join us to celebrate*

*Saturday at 7:00 P.M.*

*at The Roundhouse Cafe*

*Best Regards,  
Mr. Anderson*

Unit

1

# Invitation Etiquette

## Unit Goals

### \* What You Should Learn to Do

- 1 Make an oral invitation:  
Invite people to join in daily activities  
Invite people to formal occasions
- 2 Make a written invitation:  
Write an invitation card or a letter for:  
personal invitations  
business invitations
- 3 Give a reply to:  
an oral invitation  
a written invitation

### \* What You Should Know About

- 1 Invitation culture: Western and Chinese
- 2 Word order in a subordinate clause



# 1 Talking Face to Face

Speak More  
by Yourself

## Sample ①

### An Invitation Note for Dinner

Mr. Anderson  
is invited for  
dinner at 7 p.m.  
Friday, October 24, 2014  
at the Huaxia Restaurant

## Sample ②

### Inviting a Friend to See A New Film

Dear Helen,

Would you like to see the Chinese film *The Big Shot's Funeral* (《大腕》) this Saturday afternoon?

Hoping so much to go to the cinema with you then.

Very sincerely,

Wang Gang



- ① Read aloud the following dialogues based on the notes provided above. You can practice role-play with your partner, changing the information into your own.

### Dialogue ①

**Mike:** Hello, Miss Chen. How nice to see you again! Do come in.

**Chen:** How **fresh** you look! I think you must have had a good sleep.

**Mike:** Yes, thank you.

**Chen:** By the way, Mr. Anderson, I wonder if you are **occupied** this evening.

**Mike:** I'm not sure, but let me check my **calendar**. Ah, no, I have nothing planned for this evening.

**Chen:** Great! Mr. Wang has asked me to invite you to a dinner party at the Huaxia Restaurant at 7:00 this evening. Here is the **invitation** for you.

**Mike:** How nice of him! I'll be **delighted** to go. But what time would you like me to come?

**Chen:** If you can be ready by, say, 6:30, I'll be at the hotel to pick you up.

**Mike:** That's good. It's most **thoughtful** of you to do this, Miss Chen.

**Chen:** That's all right. Well, then, I'll say goodbye.

**Mike:** Goodbye and see you this evening, Miss Chen.



精神的

忙碌的

备忘录

邀请

高兴的

考虑周全的

想知道

### Dialogue ②

**Wang:** Hello, Helen, I was **wondering** if you were doing anything on this weekend. Would you like to see a



Chinese film **dubbed** into English with me? They say *The Big Shot's Funeral* is really marvelous!

**Helen:** Oh, I'd love to, but I'm **awfully** sorry, my mother's come from England and I've **promised** to go shopping with her on Saturday afternoon.

**Wang:** Can't you go with her on Sunday?

**Helen:** Well, she is leaving on Sunday and this is the first time she has come to Beijing. She's buying some **souvenirs** to remind her of China and wants me to go along and help her.

**Wang:** Ah, well, another time **perhaps**?

**Helen:** Yes, fine. Look, why not the weekend after next? The film's still on then, isn't it?

**Wang:** Yes, I think so. A week from Saturday, then. OK?

**Helen:** Yes, lovely. Thank you. I look forward to it.



配音  
葬礼  
非常地  
答应

纪念品

或许

② Here is a group of short dialogues. Follow the examples to fulfill the tasks accordingly.

1

**A:** Hello, Tom! I was wondering if you are free this Saturday evening.

**B:** Yes, I think so.

**A:** Good. You see, we'd like to invite you and your girlfriend to dinner. You could come at 6:30.

**B:** Oh, thank you very much. We'd be delighted to. See you then.

**Task:** Invite your friend Charles and his girlfriend to your birthday party.



2

- A:** Hello, Wang Hua. I was wondering if you'd like to go to a concert on Friday night. If I remember correctly, you did say you like classical music.
- B:** Yes, that's right, I do like classical music. It's nice of you to ask, Walter, but I don't think I can manage it. Li Ying has already asked me to go to the theater with her tomorrow evening and she's getting the tickets this evening.
- A:** Oh, well, never mind. What about next weekend? They'll be giving another concert then. Will you be free next Saturday?
- B:** Oh, yes, but what time exactly?

**Task:** *Invite your friend to the cinema and change the time to suit his/her needs.*

3

- A:** Would you like to go to the cinema tonight?
- B:** That sounds fine, but I'm afraid I can't manage it as it's my Drama Club night.
- A:** Oh, what a pity! Well, how about tomorrow night then?
- B:** I'm sorry. I'll be busy tutoring Tom.
- A:** Well, in that case, I'll have to go by myself.
- B:** Anyway, thank you just the same.

**Task:** *Invite your friend to a concert, but he/she declines your invitation.*

4

- A:** Hello, Helen. Look, I was wondering if you'd like to come to a party we're having on Sunday.
- B:** Oh, that sounds wonderful. I'd love to. Thank you very much.
- A:** We're holding it at the Youth Club, about eight o'clock. Lots of people will be coming, and it'll be the biggest party we've ever had this year.
- B:** That's nice. What should I wear?
- A:** It's quite a formal party. There'll be dancing after the fashion show. I think you'd better dress up for the party.

**Task:** *Invite your friend to a formal New Year's party.*



③ Here is the Data Bank. Practice the patterns and expressions for talking about invitations.

## Data Bank

- 1 I'd like to invite you to dinner.
- 2 Why don't you come and join us for disco?
- 3 It's very kind of you to invite me.
- 4 How nice of you! Many thanks.
- 5 I'd love to. That would be great.
- 6 Oh, dear, I'm afraid I'm busy tonight. Perhaps tomorrow evening?
- 7 Could you make it another time, perhaps next Sunday?
- 8 It's very kind of you, but you see I'll have to prepare for my exam.
- 9 I'm sorry I can't, but thank you all the same.

- 1 我想请你吃晚饭。
- 2 你为什么不和我们一起去跳迪斯科?
- 3 谢谢你邀请我。
- 4 你真好! 多谢。
- 5 我很愿意去。太好了!
- 6 哦, 亲爱的, 今晚我很忙。明晚行吗?
- 7 你能改个时间吗, 下个星期天怎样?
- 8 非常感谢, 可你知道我得准备考试。
- 9 真抱歉, 我不能去。可还是要谢谢你。

## SECTION

## 2 Being All Ears

Listen More  
by Yourself

*In this section you will hear two dialogues and one passage. A quick glance at the word list below will help you to understand better what you are going to hear.*

## New Words and Expressions

assume /ə'sju:m/ *v.* 假设definite /'defɪnɪt/ *a.* 明确的opera /'ɒpərə/ *n.* 歌剧prompt /prɒmpt/ *a.* 马上的, 迅速的tennis /'tenɪs/ *n.* 网球

care for 喜欢

come round 过来, 来到

give sb. a call 给某人打电话

in honor of 为庆祝, 为欢迎

make fours 凑足四个人

R. S. V. P. (法语, 相当于 Please reply)

请回复

to tell the truth 说实话

would rather 宁愿



① Listen to Dialogue 1 carefully and try to find the English equivalents.

- |                 |                |
|-----------------|----------------|
| 1 看歌剧 _____     | 2 宁愿 _____     |
| 3 说实话 _____     | 4 喜欢 _____     |
| 5 正上演一部新剧 _____ | 6 我不喜欢的事 _____ |
| 7 总是人很多 _____   | 8 给你打电话 _____  |

② Listen to Dialogue 1 again and select the best choices.

- 1 The man intends to invite the woman to see \_\_\_\_\_.
  - a. an opera
  - b. a play
  - c. a dance performance
  - d. an English film
- 2 What do the man and the woman agree to do?
  - a. See an opera.
  - b. See a play.
  - c. See a film.
  - d. See a dancing performance.
- 3 What is TRUE of the woman?
  - a. She doesn't mind seeing an opera.
  - b. She prefers to see a play.
  - c. She is busy on Sunday.
  - d. She will stay at home.
- 4 Why doesn't the woman like to go on Sunday?
  - a. Because there are always too many people.
  - b. Because she is fully occupied.
  - c. Because she'd rather see the performance on Monday.
  - d. Because she has an appointment.
- 5 The man and the woman will see the play on \_\_\_\_\_.
  - a. Saturday or Sunday
  - b. Sunday or Monday
  - c. Friday or Saturday
  - d. Thursday or Friday



③ Listen to Dialogue 2 carefully and try to judge whether the following statements are true (T) or false (F).

- 1 The girl and the boy seem to be good friends.
- 2 The girl is inviting the boy for a meal on her birthday.
- 3 The girl's birthday is on next Saturday.
- 4 The boy accepts the girl's invitation without hesitation.
- 5 The boy has to play tennis on next Friday afternoon.
- 6 The boy can have a meal with the girl next Friday evening.
- 7 The girl is disappointed at being refused.
- 8 The boy felt that it was a pity not to be able to have dinner with the girl.

④ Listen to Dialogue 2 again and fill in the blanks.

- 1 The girl asks the boy \_\_\_\_\_ for a meal.
- 2 The boy thinks the invitation \_\_\_\_\_.
- 3 The girl tells the boy her birthday is \_\_\_\_\_.
- 4 The boy is not sure if he can come, so he has to \_\_\_\_\_.
- 5 The boy has to \_\_\_\_\_ on the girl's birthday.
- 6 The boy feels sorry for not being able to come to the meal, he says, "\_\_\_\_\_".
- 7 The boy suggests having the meal \_\_\_\_\_.

⑤ Now listen to something more challenging and fill in the blanks. The words in the brackets will give you some hints.

Sometimes one is invited to 1 \_\_\_\_\_ — generally in 2 \_\_\_\_\_ of some special person or occasion — by written, printed, or engraved (照相制版的) 3 \_\_\_\_\_. If a great many people are invited, it is not necessary to reply to 4 \_\_\_\_\_ unless it bears the letters "R. S. V. P."

When the letters "R. S. V. P." appear on an

- ① what occasion?
- ② what?
- ③ what?
- ④ what?





invitation, it is 5 \_\_\_\_\_ necessary to reply. These letters mean, "Please reply." Perhaps your hostess needs to know how much 6 \_\_\_\_\_ or entertainment is required. On an invitation to a small party, it may mean that your hostess is trying to make 7 \_\_\_\_\_ for bridge or other games, or to fill a certain number of places at a fixed table, or that she is anxious for 8 \_\_\_\_\_ to be of equal number. Even when these letters do not appear, which is often 9 \_\_\_\_\_, your hostess is just assuming that you will be polite enough to give her a prompt and definite 10 \_\_\_\_\_.

5 how?

6 what?

7 how many?

8 whom?

9 what?

10 what?

**6 Listen to the passage again and answer the following questions briefly.**

- 1 When is it necessary to reply to an invitation?
- 2 What do the letters "R. S. V. P." mean?
- 3 Why is the hostess sometimes trying to make fours?
- 4 What are the other cases when the hostess is anxious to receive your reply to her invitation?
- 5 What might your hostess be assuming even if the letters "R. S. V. P." do not appear in her invitation?