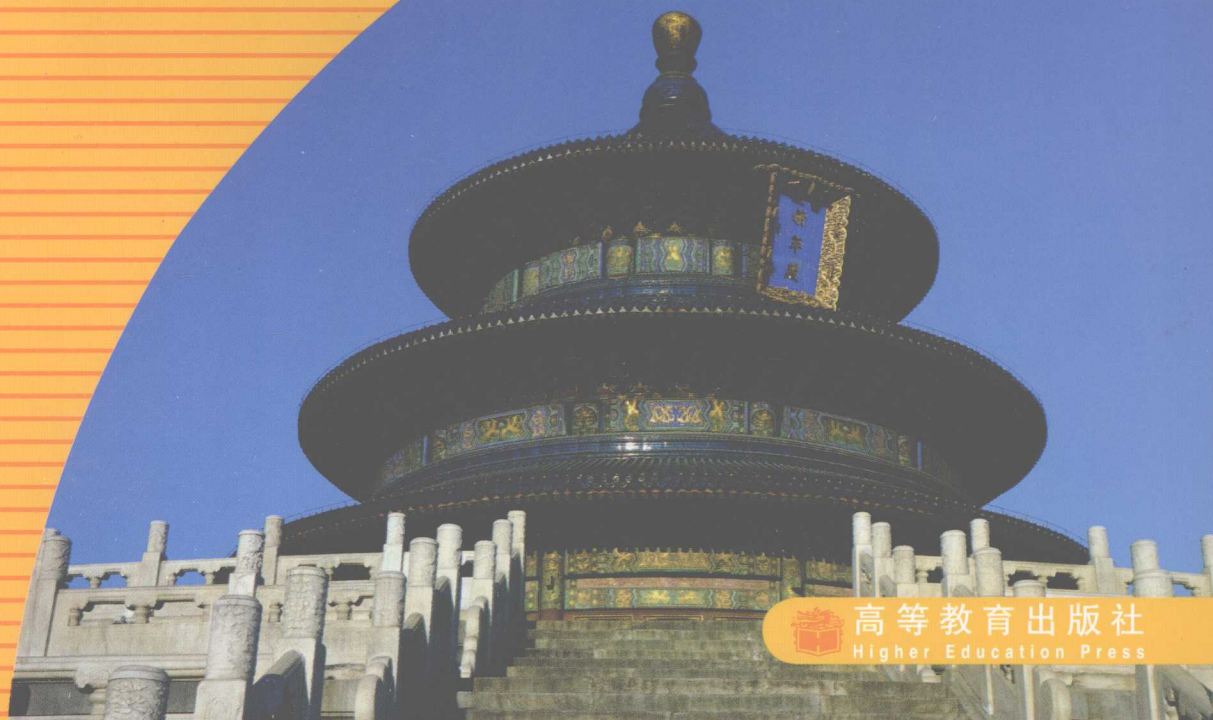


New Practical 新编实用英语 English

学学·练练·考考 1
Workbook (北京版)

《新编实用英语》(北京版)教材编写组 编



高等教育出版社
Higher Education Press

要 點 容 內

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内 容 提 要

《新编实用英语》系列教材是由教育部“高职高专教育英语课程教学指导委员会”根据《高职高专教育英语课程教学基本要求(试行)》组织编写的。《新编实用英语》(北京版)系列教材是在《新编实用英语》(第二版)的基础上修订而成。本套教材认真贯彻了“学一点、会一点、用一点”、“听、说、读、写、译并重”和“边学边用、学用结合”的原则。注重听说技能训练,注重对实用文体阅读能力的培养,将应用语言基本功的能力与实际涉外交际相结合。

本套教材还注重“教、学、考”相互照应。学完第2册可参加“高等学校应用能力考试”的B级考试,学完第3册成绩优秀者可参加A级考试。

本书为《新编实用英语学·练·考1》(北京版),共8个单元,编排模式与主教材基本相同,每个单元都由“说”、“听”、“读”、“写”、“自测习题”和“趣味阅读”6部分组成。本书附有多媒体学习课件光盘一张,并配有录音带。

图书在版编目(CIP)数据

新编实用英语学·练·考:北京版. 1/《新编实用英语》(北京版)教材编写组编. —北京:高等教育出版社, 2008. 6

ISBN 978-7-04-024299-7

I. 新… II. 新… III. 英语-高等学校:技术学校-教学参考资料 IV. H31

中国版本图书馆 CIP 数据核字(2008)第 072294 号

出版发行 高等教育出版社
社 址 北京市西城区德外大街 4 号
邮政编码 100120
总 机 010-58581000

经 销 蓝色畅想图书发行有限公司
印 刷 人民教育出版社印刷厂

开 本 850×1168 1/16
印 张 12
字 数 300 000

购书热线 010-58581118
免费咨询 800-810-0598
网 址 <http://www.hep.edu.cn>
<http://www.hep.com.cn>
网上订购 <http://www.landaco.com>
<http://www.landaco.com.cn>
畅想教育 <http://www.widedu.com>

版 次 2008 年 6 月第 1 版
印 次 2008 年 6 月第 1 次印刷
定 价 28.90 元

本书如有缺页、倒页、脱页等质量问题,请到所购图书销售部门联系调换。

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前 言

《新编实用英语》(北京版)系列教材是在北京市各高职高专院校的大力支持和各校英语教师的共同努力下,以《新编实用英语》(第二版)为基础,由北京市高职高专院校中具有丰富教学经验的一线教师结合北京的地方特色及经济发展需求的实际改编的一套高职高专英语教材。

《新编实用英语》(北京版)共3册,每册由《综合教程》、《学学·练练·考考》和《教师参考书》以及配套的多媒体学习课件、电子教案、录音磁带等组成。

《新编实用英语——学学·练练·考考》(北京版)的编排模式与《新编实用英语——综合教程》(北京版)基本相同,二者互相配合照应,因此它是配合学生用书供学生自主学习的好伴侣。主要有以下特点:

1. 阅读文章的生词都在课文右方的对应部分做了旁注,便于学生进行独立阅读;
2. 每课都编入了相应的 Data Bank,为《新编实用英语——综合教程》的相关表达联系提供了辅助资料,对于提供学生的英语运用能力十分有益;
3. 每册加编了两套模拟试题,题型和难度紧贴“高等学校英语应用能力考试(A、B级)”以及《高职高专教育英语课程教学基本要求(试行)》的要求,便于学生进行自我检测。

《新编实用英语——学学·练练·考考》(北京版)除保持原书特色之外,还结合每单元所学语法知识和词汇知识,更换了《新编实用英语——学学·练练·考考》(第二版)的部分练习,并在材料的选择上融入北京特色,增强了本书的实用性和趣味性。

《学学·练练·考考1》(北京版)由教育部原高职高专教育英语课程教学指导委员会主任委员、大连理工大学孔庆炎教授和高等学校英语应用能力考试委员会主任委员、上海交通大学刘鸿章教授任总主编,北京联合大学杨亚军副教授任副总主编。

《新编实用英语——学学·练练·考考1》(北京版)由北京政法职业技术学院戈玉和任主编;北京政法职业学院江昀任副主编;畅玉霞、李艳芳、冯瑞强、李润坤也参加了编写。

本书在编写过程中得到了北京市教育委员会各级领导和北京市高职高专院校主管教学学校长们的指导和帮助,在此一并表示衷心的感谢。

由于本书是一种新的尝试,会有不当和疏漏之处,希望广大使用者批评指正,以使本教程能为北京高职高专院校的英语教学做出更大的贡献。

编 者
2008年5月

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Unit 1 Greeting and Introducing People

SECTION I

Talking Face to Face

Speak More by Yourself

Sample 1

A Greeting Card

Dear Mary,

Sincerely wish you and all your loved ones a merry Christmas and a happy New Year. I'd also like to take this opportunity (机会) to give you our heart-felt (衷心的) thanks for what you've done in helping us with our English studies. Do come to Beijing again if you have the chance.

Sincerely,
Fang Yuan

Sample 2

A Business Card

International Exchange Department
Beijing Vocational School

Wang Hua
Secretary

Address: NO. 5 Wenxueguan Road, Beijing 100029,
P. R. China

Tel : 8610-85227788

Fax: 8610- 65226858

Mobile: 13697343788

E-mail: bvsw@sohu.com

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

Dialogue 1

(Christmas is just **round the corner**. Fang Yuan is sending Mary, her American friend, a Christmas e-card to express her seasonal greetings. Yang Fan comes in.)

Yang: Hi, Fang Yuan! What are you up to there?

Fang: Hi, Yang Fan! I'm sending a Christmas e-card to Mary. You know, Christmas is just round the corner.

Yang: Good idea.

Fang: Yeah, sending greeting cards is a good way to **keep in touch** with friends.

Yang: You are quite right. People used to send best wishes **by post**. Now it's very convenient to send e-cards. You send the e-card from Beijing and Mary will get it **instantly** in America.

Fang: Yeah, it's really marvelous. Americans send greeting cards quite a lot during Christmas.

Yang: Well, sometimes people complain that it really takes a lot of time to finish so many cards. It is very **time-consuming**.

Fang: Anyway, it's **part** of the holiday celebrations. People now prefer to send e-cards instead of traditional **hard copies**, because e-cards are free and take less time to complete and send.

Yang: You said that. And another popular way to express seasonal greetings is to send short messages by mobile phone. It is even more convenient than sending an e-card.

Fang: Exactly.



即将到来

保持联系
通过邮寄

立即

费时间的
不可或缺的部分；硬纸质（贺卡）

Dialogue 2

(Mr. Du, **dean** of the International Exchange Department is introducing his secretary Wang Hua to Mr. Smith, the **guest professor**.)

Du: Hi, Mr. Smith! This is Wang Hua, my secretary.

Wang: Glad to meet you, Mr. Smith! I'm Wang Hua. Just call me Xiao Wang.

Smith: Hello, Xiao Wang! Nice to meet you, too! I'm Richard Smith from California Community College. Call me Richard.

Wang: We are so glad to have you here in our school!

Smith: I feel happy to be working here, too.

Wang: Here's my card. Please don't **hesitate** to let me know whenever you need help.



院长
客座教授

犹豫

Smith: Oh, thank you. And here's mine. Please call me or email me if there's anything I can do for you.

Wang: By the way, how do you like your stay here?

Smith: Oh, just wonderful. I enjoy the food and the weather, and I like Beijing very much.

Wang: Glad you are enjoying yourself here.

Du: Shall we go and have a cup of tea?

2 Here is a Data Bank of useful sentences and expressions for greeting and introducing people.

Data Bank

Greetings and Responses	
How do you do!	How do you do!
How are you?	Fine, thank you. And you?
How are things with you?	Quite well. And you?
How are you doing?	Just so-so.
How is everything?	As usual.
Is everything OK with you?	Not bad.
Introductions and Responses	
Mary, I'd like to introduce David Smith.	How do you do, Mr. Smith.
Mary, come meet David Smith.	Glad to meet you, Mr. Smith.
Mary, this is David Smith.	Nice to meet you, Mr. Smith.
Self-Introductions and Responses	
I'm Helen Waters. Please call me Helen.	Hello, Helen. Glad to meet you.
Let me introduce myself. I'm Helen Waters	Hello, Helen. I've heard a lot about you.
from ABC company.	Hello, Helen. I'm glad to know you.
Leave Taking (告辞) and Responses	
Nice to have met you. Bye	Nice to have met you, too. Bye.
Nice talking with you. Bye.	Me, too. Bye.
Speaking of time, I've got to run.	Nice talking with you, too. Bye.
I must be off now. So long.	Bye. Take care.
See you later.	So long.
	See you later.

SECTION II

Being All Ears

Listen More by Yourself



In this section you will hear a dialogue and a passage. Listen carefully and complete the following exercises.

1 Listen to a dialogue and try to find the English equivalents to the Chinese given below.

- | | | |
|---------------|-----------------|----------------|
| 1) 院图书馆 _____ | 2) 填写这张表格 _____ | 3) 借书证 _____ |
| 4) 国籍 _____ | 5) 在这儿签名 _____ | 6) 祝你愉快! _____ |

2 Listen to the dialogue again and select the best choice.

- 1) When did Professor Smith come to the school library? _____
 a. In the evening. b. In the afternoon.
 c. At noon. d. In the morning.
- 2) What did the professor want to do? _____
 a. To borrow some books. b. To return some books.
 c. To get his library card. d. To visit the library.
- 3) The clerk asked the professor to fill in a form _____.
 a. after he borrowed some books b. after he returned some books
 c. before he borrowed the books d. before he came to the library
- 4) According to the clerk, Professor Smith could keep the books for _____.
 a. one month b. two months
 c. three months d. four months
- 5) According to the dialogue, Professor Smith was required to fill his _____ in the form.
 a. name and profession b. name and age
 c. age and nationality d. name and nationality

3 Now listen to something more challenging and then put in the missing words or expressions according to what you hear.

The most important point about introductions in business activities is to make them. Failing to do so is likely to cause embarrassment or (1) _____. A second critical point is the (2) _____. Simply speaking, persons of lesser importance are introduced to persons of greater importance. For example, you should say, "Mr. Greater Importance, I would like to introduce (3) _____." However, the person holding the highest rank may not always be Mr. Greater Importance. A client, for instance, is always regarded as more important than any person in your company. When you are introduced to someone, you should (4) _____ if you are seated. You should (5) _____, extend your hand and repeat the other person's name in your greeting. Your handshake should be firm and held for about three or four seconds. Today, in the business world it is not necessary to wait for a female to initiate the handshake. Females and males should both be ready for the handshake.

SECTION III

Maintaining a Sharp Eye

Read More by Yourself

PASSAGE 1

How to Greet a Foreign Friend

When you are introduced to foreign friends, you should greet them with "How do you do?" while shaking hands with them for a few seconds.

The next thing is, perhaps, the presenting of a business card, which is also called a name card. You should accept the card with a smile and a quick **browse**, and at the same time, offer **yours**.

Nowadays, business cards have become more and more popular in an introduction. They **contain** not only the **bearer's** name, **profession** and **title**, but also the address, telephone number, **postal code**, e-mail address and some other useful informa-



浏览
你的

包括
持证者；专
业；头衔；邮
政编码

tion and personal **data**. To a foreign friend, we should remember to present a card either with an English **version** or written in English, because most English speakers don't have **competence** in reading Chinese. In most cases, a Chinese name is hard to **pronounce** for foreign friends. So you should make it as simple as possible in the introduction. **Probably**, you may give them your family name only. They will feel very pleased to pronounce your name correctly. After this short greeting **ritual**, most **foreigners** expect to move on quickly to the business. So you can **shift to** the business **topic naturally**.

数据
译文
能力
发音
也许

仪式; 外国人
转换; 主题;
自然地

1 Tell what you should (S) or should not (N) do in an introduction according to the passage.

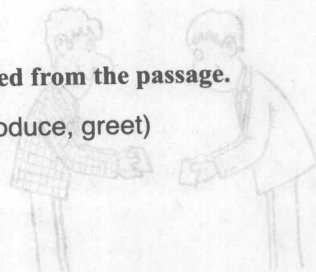
- ☞ 1) In an introduction, you simply greet people with a polite nod.
- ☞ 2) Shake hands with your friends firmly for a few minutes.
- ☞ 3) Exchange business cards immediately after saying "How do you do?"
- ☞ 4) Accept a business card with a smile and put it into your pocket without looking at it.
- ☞ 5) Read the business card very carefully.
- ☞ 6) Present your card with an English version to a foreign friend.
- ☞ 7) Introduce your name in the simplest possible way.
- ☞ 8) You might only give your family name when introducing yourself to a foreign friend.
- ☞ 9) Help your foreign friend to pronounce your name by correcting his or her mistakes in pronunciation.
- ☞ 10) Move on to business quickly and naturally after greeting each other.

2 Fill in the blanks with the right form of the word provided immediately after each sentence.

- 1) In an _____, the young person is usually _____ first to the old one. (introduce)
- 2) The _____ ritual is very exciting. And each winner is _____ with a medal. (present)
- 3) The cards usually _____ a lot of information about the _____. (bear)
- 4) The _____ works very hard in his lab. He is very devoted to his _____. (profess)
- 5) This card is _____ in Chinese and the _____ style is very beautiful. (write)
- 6) This word is very difficult to _____ and I am not sure if my _____ is correct. (pronounce)
- 7) In this short _____ ritual, you are expected to _____ each other in English. (greet)
- 8) _____ do come this weekend. My parents will be very _____ to see you again. (please)

3 Put the sentences into English, using the words and expressions learned from the passage.

- 1) 当你被介绍给一位女士时, 你应当马上站起身来向她致意。(introduce, greet)
- 2) 他面带微笑同我们握手, 并把名片给了我们。(shake, offer)
- 3) 现在, 电子邮件在中国越来越流行了。(popular)
- 4) 请在名片的另一面印上英文译文。(English version)



5) 大多数学生都有很强的英语交际能力。(competence)

6) 时间有限, 我们最好快点进入正题。(shift to)

PASSAGE II

My Two American Friends

When I was studying English at a **training center** in Washington D.C. in 2005, I **shared** a house with two young Americans, Jim and Steve. Jim was studying French and Steve Chinese, both at the Foreign Service **Institute**. We shared many things in common, but we also thought and acted quite differently. Steve was interested in speaking Chinese. He always tried every **opportunity** to talk with me with his very English-like pronunciation. I was often **touched** with his **diligence**. However, I wanted to practice English with him, too. So we often spoke at the same time in the other's mother tongue. Jim was fresh from college and the youngest of the three. He was going out all the time. The only time we met was at breakfast. There was a small round table in our **kitchen**, where we sat around to enjoy our food. Steve had Chinese fast food such as **dumplings** or **noodles**, and I ate bread and boiled eggs. But Jim often just drank a cup of tea because he had nothing in his **fridge**. He was too busy dating pretty French girls to do any shopping. I often offered him some of my food. But Steve told me in his poor Chinese that I didn't need to do that. He said that it was Jim's own **fault** and that it **served him right**. Although he was learning Chinese, he still held his American sense of values.

Two years **later**, I returned to China. The three of us still keep in touch. Jim now works in a **travel agency** in Paris. He got married to one of the pretty girls. He wrote to tell us that he can now enjoy a **delicious** breakfast with his beautiful wife every morning in their comfortable **living room**. Steve wants to work in China. And I'm helping him with this. I have introduced him to the dean of the Overseas Section of our university. He is very interested in Steve. He wants to know if Steve can work here teaching the overseas students Chinese. I have sent the message to Steve. I'm sure he'd be very

happy to accept the job. However, I hope he could try harder to **improve** himself. Otherwise, all the overseas students would speak with his terrible pronunciation!



培训中心
共用
学院
机会
打动; 勤勉
厨房
饺子; 面条
冰箱
错误; 他活该
以后
旅行社
美味的
客厅
提高

4 Read the passage and check your understanding by doing the multiple choice exercises.

- 1) Which of the following statements is **true** according to the passage?
 - a. Steve and Jim were more alike in character.
 - b. The author didn't enjoy talking with Steve.
 - c. The three of them were all language majors.
 - d. Their living condition was rather poor.
- 2) Which of the following is **true** about Jim?
 - a. He had a French way of making friends.
 - b. Going out with girls cost him a lot of time.
 - c. He learned French in order to date Paris girls.
 - d. He liked doing housework.
- 3) What is the author's opinion of Steve?
 - a. Steve was a very hardworking fellow.
 - b. Steve enjoyed cooking Chinese food.
 - c. Steve enjoyed shopping more than Jim.
 - d. Steve's Chinese accent was quite pure.
- 4) What does the last sentence of the first paragraph imply?
 - a. Steve didn't like offering help to others.
 - b. American people only eat their own food.
 - c. Steve wanted Jim to do his own shopping.
 - d. Americans and Chinese differ in their sense of values.
- 5) What can be learned from the last paragraph?
 - a. Jim is a very good husband.
 - b. Steve enjoys teaching Chinese.
 - c. The author works for overseas students.
 - d. The three friends still keep in touch.

5 Choose the proper word or phrase in the box to fill in the blank in each of the following sentences, making changes when necessary.

be interested in
get married to
sense of values
such as

be touched with
mother tongue
think and act
share

fresh from
otherwise
serve sb. right

- 1) Most of the employees are _____ college and what they need is more experience.
- 2) Fast food _____ french fries and potato chips is not very good to health.

- 3) The lazy girl failed two courses this semester. I think it _____.
- 4) Sometimes, _____ is different from culture to culture.
- 5) She doesn't want her daughter to _____ that good-for-nothing fellow.
- 6) We have to find a new market for our products. _____, our company will no longer be competitive.
- 7) When I was in Japan, I _____ an apartment with two other overseas Chinese students.
- 8) Children from different family backgrounds may _____ quite differently.
- 9) He _____ cooking Chinese food and always tries his hand on new dishes.
- 10) She _____ the kindness of the local people.
- 11) He could speak both French and German fluently though neither of them is his _____.

6 Put the sentences into English, using the words and expressions learned from the passage.

- 1) 我和我的室友共用一台电脑。(share ... with)
- 2) 你们应当利用好每一个机会。(make good use of)
- 3) 他们能会面的时间只有周末。(the only time)
- 4) 她经常给她的高中老师写信，把自己的近况告诉他。(write, tell about)
- 5) 他的纯正发音给外国朋友们留下了深刻的印象。(impress)

SECTION IV

Trying Your Hand

Write More by Yourself

A. Applied Writing: Business Cards

Sample 1

Pittsburgh State University

Dr. Donald Wilson

President

Address: 1701 Northway, Pittsburgh State

University, Pittsburgh, KS 66762

Tel: 316-231-2750

Fax: 316-231-2750

Sample 2

Beijing Electronics Instrument Company Ltd.

Wu Hua

Senior Engineer

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Data Bank

Titles		Working Units	
General Manager	总经理	Bureau	局
Sales Manager	销售经理	Department	系; 部
Marketing Manager	营销经理	Section	处, 科
Personnel Manager/Director	人事主管	Institute	所
Director	主任; 导演	Office	室
Vice Chairman	副主席	Agency	社
Deputy Director	副主任	Group company	集团公司
Assistant Manager	经理助理	Newspaper office	报社
Chief Engineer	总工程师	Broadcasting station	电台
Senior Engineer	高级工程师	TV Station	电视台
Dean	(院系) 主任	Others	
Economist	经济师		
Secretary-general	秘书长	Address	地址
Section Chief	处长	E-mail address	电邮
Minister	部长	Tel. (Telephone)	电话
General Editor	总编辑	Fax	传真
Head of the Bureau	局长	P.C. (Post Code)	邮编
Reporter	记者	Mobile (phone)	手机
Designer	设计师		
Accountant	会计师		
Official	公务员		