

高职高专“十一五”规划教材

总主编 何兆熊 本册主编 吕 乐

Contemporary
Business English An Integrated Course

当代商务英语

综合教程 3

教师用书



华东师范大学出版社

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使用说明

本书为“当代商务英语系列教材”(Contemporary Business English)精读教材第三册的教师用书。我们编写本书是为了给采用本教材的兄弟院校教师提供参考,而不希望因此限制使用教师的创造性教学实践。本书亦可为自学者提供某些便利。我们同样也希望他们不要对本书产生依赖。

需要特别说明的是:配套的练习与测试用书是本教材的重要组成部分,教师应将其与教材结合使用,以达到最佳的教学效果。

关于本套综合教程的编写原则,在学生用书的前言中已有详细说明。这里仅就第三册的使用作一些具体补充。

教学目的

关于本册的教学目的,我们强调:

1. 既立足于丰富学生的语言知识,积极介绍新的语言现象,又要把重点放在帮助学生复习、巩固、消化和提升已学的知识上。
2. 既要强调语言形式的训练,又要提供较多的活用语言的“语境”,以帮助学生熟练掌握所学语言并提高在交际过程中正确运用语言的能力。
3. 既要继续提高学生的阅读理解能力,又要进一步加强听、说训练,以保证学生听、说、读、写技能更加均衡地发展。
4. 既要着重语言技能的训练,又要努力扩大学生的知识面,帮助他们养成良好的学习习惯,提高思考问题、分析问题、讨论问题、归纳总结问题和独立解决问题的能力以及不同文化间交流与合作的能力。

基本框架

本书第三册共16单元,每周一单元,供一学期使用。每单元均有五个组成部分:课前预习、课文A及课文的注释和词汇表、练习(见练习与测试配套用书)、语言在用、课文B。为保证本套教材达到预期的目的,我们对课文的选编和各项练习的设计都作了认真考虑。除口语活动任务外,使用者可依次完成各项任务,尽量不要删减或跳跃。

课前预习

本册十分强调课前预习,因为这既有利于培养学生学习的主动性和积极性,也有助于确保教师的指导取得最佳效果。我们对预习主要有以下要求:

1. 要求学生通过初读了解课文大意和课文中的内容理解难点。
2. 要求学生借助词汇表、注释以及工具书,自主解决难点,加深对课文的理解,并找到需要教师指点的问题所在。
3. 通过重点查找指定的语言现象,学习工具书的使用方法。
4. 通过听课文录音和重点段的朗读,改进语音、语调和朗读技巧。

5. 要求学生在预习中组成对话伙伴,互相切磋,共同操练。

课文 A

正课文是书中的核心。关于课文的处理,我们建议:

1. 课文要讲透,要对各种语言现象有中肯的解释。在此基础上还要使学生能够真正欣赏原文。

2. 讲透课文不等于漫无边际、毫无节制。新的语言现象处理到什么程度,要根据学生的水平和本阶段的教学目的而定。一些条件已成熟的语言点需要认真归纳操练,而有的则点到为止,留待日后详述。

3. 讲解课文时不要满堂灌,并不是讲得越多越好,而是必须落实到学生的“练”上。因此必须强调师生互动,强调学生的主动性和参与性。教师对课文讲解的快与慢的节奏要心中有数,灵活掌握。

4. 对语言理论的介绍要尽量简洁,讲求实效。本书基本采用归纳法,多数情况下由学生通过练习自己领悟其中规律。

注释

课文注释原则从简。除课文、作者背景外,只包括一些语法词汇方面的必要讲解。注释中不含课文内容方面的理解。我们认为作为商务英语专业教材,对课文的理解更多地需要学生通过工具书及课堂讨论来实现。

词汇表

为逐步培养学生使用英语释义的词典,本书词汇表采用部分英语释义,部分中英对照,部分提供中文翻译的做法。每课生词大约为 50 个左右。生词标准参考 Longman 词典 (*Longman Dictionary of Contemporary English*) 来确定是否单列词条。词义仅限于本课实际使用中的词义。

练习

课文处理之后,学生应该认真复习并准备完成各类练习。本书练习分为三大部分:口头与书面表达实践,词汇练习和语法练习。词汇练习和语法练习放在练习与测试配套用书中。这些练习既紧密结合课文,又体现基础阶段对应第三册教材所涵盖的系统训练要求。

1. 口头与书面表达实践:口语练习是围绕课文内容设计的一套问答题。题目有大有小。其目的主要是通过问答训练学生的听说能力,帮助他们消化所学语言材料,熟悉基本词汇和句型。教师在问题中要自觉糅合学生已学的语言,进行滚动式操练。在“短兵相接”的问答以后,再由学生按大题目进行连贯讲话,复述课文。这套练习要不惜多花时间,特别是开始阶段,一定要让学生养成开口说的习惯。我们认为练习连贯讲话和复述课文也有助于增强学生语言活用和逻辑思维的能力。

在课文问答及复述的基础上,根据课文的特点,还可以组织一些简单的讨论或戏剧表演,以提高学生的学习兴趣。

2. 词汇练习:这是本书练习中的重点之一。练习所针对的是英语词汇的主要特点和中国学生面临的特殊难点。我们的目的是通过这些练习向学生系统介绍一些习惯用语、常用短语和搭配、常用短语动词、常用及易错用的单词、主要的动词使用模式、一词多义现象、构词法、同义词、反义词及同义词使用等;并帮助学生扩大词汇量,熟练掌握这些词和短语的形式以及词义和用法。

在词汇练习中我们尽量体现以下原则:1)练习中的“语境”力求真实自然、典型实用;题材力求广泛、多样、贴近生活;内容力求积极健康、符合教材整体对文化内涵的标准。2)循序渐进、细水长流。以上各项练习内容在第三册书中进一步深化。3)练习的具体设计尽量做到符合学生水平、难易适中,但同时也包括一些较难的部分,以满足部分学生的需求。4)练习的方法包括机械、半机械及比较灵活等不同类型,各类型有合理的比例,防止侧重语言训练而忘记语言交际的目的,或侧重思想表达而造成语言失控的现象。5)尽量把学生放在主动地位,启发学生进行自主观察、归纳总结和练习。6)第三册适当控制翻译练习的使用,以便在一段时间内让学生摆脱对母语的依赖。

在词汇和语法练习中,我们都用到少量的生词。对于这些生词,建议教师不作要求。

语言在用(Language in Use)

这部分以商务语境的语言运用为主线展开,关注当代语言运用的新用法、新话题,这是本教材的重要创新点。在编写形式上主要采用语篇练习方式,形式活泼,内容新颖、实用。

(1)听力部分。本册主要是经典段落听读、诵读练习,教学中可以根据学生情况使用。

(2)(商务)语言综合练习部分。本部分是在语篇层次上的综合练习,是教材中最有特色的亮点。所选的文章短小精悍,材料新颖,体裁各异,语言地道,趣味性强;相当一部分材料具有强烈的时代气息和前瞻性,练习形式活泼多样。

课文 B

本册书每课之后均附有一篇副课文。它们全部是商务题材,本册偏重商务知识,目的是增加语言材料的输入并提高学生的学习兴趣。但为减轻学生负担,教师一般可不再予以处理。考试也不必再作要求。

职业技能(Career Skills)

这一部分大多以介绍中国成功的大型企业开始,并以此为背景设计了一些职场上经常涉及到的职业技能。该练习旨在让学生对商务领域职场工作性质和内容有更好的了解和认识,也旨在培养他们解决问题和思考问题的能力,同时让他们在一个较为真实的情景中提高语言理解和运用能力。该部分的内容有助于学生职场技能的培养和创新能力培养,但其中有些部分对学生的综合能力有一定的挑战性,教师可选择地使用这部分内容,或作为提高和展示的机会,让综合能力较强的学生完成练习,并向全班同学进行演示。

课时安排

我们建议每单元大致用6—8课时,具体可作如下安排:

课前预习的检查 0.5—1 课时

课文的语言处理 3—4 课时

课文练习、语言在用和职业技能部分练习 2 课时

每课的测验 0.5 课时

教师可根据学生的水平,对以上安排作适当的调整。

考核方式

考核可根据学生的课堂参与和表现、课后书面作业、每课的测验、期中考试和期末考试进行。期末考试可分为口试、笔试。口试以课文内容的理解和掌握为原则,考查口语表达能力;

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Unit 1



Text A



Spotlight on Copenhagen

Task-based Learning

Pre-class Task 1

- Refer to Notes 1 and 2 for information about Copenhagen and The Little Mermaid.
- Refer to <http://www.copenhagen.com> for more information about Copenhagen.

Pre-class Task 2

Can you match the places to their descriptions?

1. b) 2. a) 3. d) 4. c) 5. e) 6. f)

Pre-class Task 3

Words and expressions to be explained through their context or with the help of a dictionary.

sit (Para. 2): to be in a position.

Contextual clues: the subject in this sentence: In the harbor sits *Denmark's best-known landmark*; *the Little Mermaid*.

a human scale (Para. 3): being walkable.

Contextual clues: the second sentence in this paragraph: Copenhagen is a city on a human scale. *You don't have to hurry to walk the city's center in less than an hour.*

house (Para. 4): to provide housing for.

Contextual clues: the object of the verb; ... it still houses *the royal family*.

aim (Para. 4): to point or direct (a weapon) towards some object.

Contextual clues: the following description: the guards aimed *their guns and fired*.

soul (Para. 6): a human being.

Contextual clues: the description given in the second sentence in this paragraph: Brave souls *may climb the 150 stairs winding outside the spire to its top*.

people-watching (Para. 9): the act of observing people.

Contextual clues: the second sentence in this paragraph: *You'll usually see them dressed casually, though they are among Europe's rich people.*

party (Para. 9): to have or participate in a party.

Contextual clues: the grammatical function of the word: *But they do know how to party, especially during holidays.*

take in (Para. 10): to visit for entertainment.

Contextual clues: the object of the phrasal verb: ... take in *outdoor and indoor concerts* ...

In-class Task 4

Read the text a third time for a better understanding of the main points. Explain in your own words the following sentences taken from the text.

1. You will have the illusion of walking into a watercolor painting.
2. Those who are brave enough may climb the 150 stairs taking a spiral course outside the spire right up to the top of the church.
3. A mirror, which was specially installed outside his apartment window, enabled him to observe the outside world in a secretive way without being noticed.

In-class Task 3

2. 1) You don't have to hurry to walk the city's center in less than an hour. Although exploring the city takes longer, it is easy. Copenhagen was the first city to declare a street for pedestrians only. The city has less traffic noise and pollution than any other European capital.
- 2) When the Nazis invaded Denmark, the guards aimed their guns and fired. They would all have been killed if the king hadn't ordered them to surrender. Danes will always remember their heroism.
- 3) Churches and castles are almost all the remains of the original city. Fires in 1728 and 1795 destroyed the old wooden structures.
- 4) That means when you get down to the ground from the top of the spire, you will be happy and relaxed. It implies the spire is so high, and maybe you will feel insecure when you are at the top.
- 5) Nyhavn is a narrow waterway dug by soldiers in 1673, a peaceful and an ideal place for lingering and people-watching. Hans Christian Andersen used to make it his home, because a specially-built mirror outside his apartment window allowed him to peek unseen at the world outside.
- 6) You can have some fun in Tivoli Gardens, where you can dance, dine, take in outdoor and indoor concerts, see ballets and laugh at the comedy. Even without

money, you can still enjoy the proud old trees, the colored night lights and the beautiful gardens.

Text Explanations

Background Knowledge: Copenhagen and Andersen's Fairy Tales

The following questions can be asked. The italicized sentences provide answers.

Question 1 Do you know anything about Hans Christian Andersen?

Question 2 What is the connection between Copenhagen and Andersen's fairy tales?

Hans Christian Andersen, Danish writer (1805-1875), is famous for his fairy tales, which were not meant merely for children but for adults as well. Many of Andersen's fairy tales depict characters who gain happiness in life after suffering and conflicts. "The Ugly Duckling" and "The Little Mermaid" are among Andersen's most famous works. (→ Question 1)

The Little Mermaid is a fairy tale written by Hans Christian Andersen. Copenhagen maintains a statue in her honor. The Little Mermaid continues to be the most popular tourist attraction in Denmark and one of the most photographed statues in the world. (→ Question 2)

Summary of the Passage

This text provides a vivid description of the city of Copenhagen, which is as beautiful as a fairy tale. The text presents a picture of the main buildings and places from the harbor along the riverbanks. It also offers some advice on where and how to have some fun by yourself in Copenhagen.

The text falls into 3 parts: Part 1: Para. 1; Part 2: Paragraphs 2~9; Part 3: Para. 10.

Text Analysis and Language Points

Part 1 (Para. 1)

The first part is an introduction. It arouses the audience's interest with a rhetorical question.

The following question can be asked:

Q. Why does the author use a rhetorical question to start the text?

A. It will arouse the readers' interest to explore the beauty of Copenhagen together with the author.

Language Points

1. Are you too old for fairy tales?

fairy: a spirit or supernatural being, usually in human form

Children enjoy listening to *fairy* stories.

儿童喜欢听童话故事。

【Extension】

fairyland: 仙境; 奇境

fairy lights: 彩色小灯泡

2. Copenhagen is sure to change your mind. ㉞ Copenhagen can certainly change your mind.
sure; certain to occur

【Extension】

as *sure* as 和……一样肯定无疑, 无例外

feel *sure* of oneself 自信; 满怀信心

for *sure* 一定要, 必须, 必然

sure enough 果真, 的确; 一定, 毫无疑问

Part 2 (Paragraphs 2~9)

The second part is the body of the text, presenting a description of the main buildings and places from the harbor along the riverbanks.

The following questions can be asked:

- Q.1 Where is Denmark's best-known landmark?
Q.2 Which buildings are the remains of the original city?
Q.3 Where does the town of Copenhagen begin? And what are the scenic spots in the town of Copenhagen?
Q.4 What kind of place is Nyhavn?
A.1 The Little Mermaid, Denmark's best-known landmark is found in the harbor.
A.2 Churches and castles are almost all the remains of the original city.
A.3 The town begins from the Christiansborg Palace. Visitors can visit the medieval castle, Parliament and the Royal Reception Chambers here.
A.4 Nyhavn is a narrow waterway dug by soldiers in 1673. It is a peaceful and ideal place for lingering and people-watching.

Language Points

1. ... a human soul in one of Hans Christian Andersen's beloved fantasies.
beloved
(1) *adj.* dearly loved
He was heartbroken when his *beloved* wife died.
爱妻去世时他非常伤心。
(2) *n.* a beloved person
She ran away secretly from home with her *beloved*.
她和心爱的人秘密离家逃走了。
2. ... lend the city a dream-like atmosphere. ㉞ ... give the city a dream-like atmosphere.
lend; give or add

The dress *lent* charm to the girl.

这条裙子给这个女孩增添了魅力。

【Extension】

lend itself to 适合于

The music doesn't *lend* itself to dancing.

这音乐不适宜于跳舞。

3. Its spire is formed from the entwined tails of the three dragons.

entwine

- (1) *v.* to tie or link together

Roses *entwine* the little cottage.

玫瑰盘绕着小屋。

- (2) *v.* to spin or twist together so as to form a cord

She *entwined* a crown of roses around her head.

她给自己编了一顶玫瑰花冠。

4. Stop and visit the medieval castle.

medieval

- (1) *adj.* relating to or belonging to the Middle Ages

- (2) *adj.* old fashioned

With a *medieval* attitude toward dating, her parents do not allow her to go out with her boyfriend alone in the evening.

她的父母对于约会的观念比较守旧,因此不允许她晚上单独与男友外出。

5. A specially-built mirror outside his apartment window allowed him to peck unseen at the world outside.

peck

- (1) *v.* throw a glance at; take a brief look at

I only *peeked* — I didn't see anything interesting.

我只看了一眼,没发现什么有趣的东西。

- (2) *n.* a secret look

He took a *peek* through the keyhole when he heard a strange sound outside the apartment.

他听见公寓外面发出奇怪的声音,于是透过钥匙孔一窥究竟。

6. Nyhavn is peaceful, an ideal place for lingering and people-watching.

linger

- (1) *v.* take one's time; proceed slowly

to *linger* over the beauty of a poem

仔细品味诗的美

- (2) *v.* remain present although waning or gradually dying

Her perfume *lingered* on even after she left the room.

她离开房间后,香水味却依然弥漫在空气中。

(3) v. be about

The high school students like to *linger* in the Central Square.

高中生们喜欢在中央广场闲逛。

(4) v. move to and fro

The shy student *lingered* in the corner for half an hour before he had the courage to see the teacher in her office.

这个害羞的学生在角落里徘徊了半个小时才鼓起勇气去办公室见老师。

7. Danes are taught not to stand out in a crowd. Danes are taught not to distinguish themselves in a crowd.

stand out; be highly noticeable; distinguish oneself

Your resume should be written in such a way that makes you *stand out* from the crowd.

你应该采用一种能使你在人群中脱颖而出的方式来撰写简历。

Part 3 (Para. 10)

The third part offers some advice on where and how to have some fun by yourself in Copenhagen.

The following questions can be asked:

Q.1 Where can you have some fun by yourself in Copenhagen?

Q.2 Can you still enjoy your stay in Copenhagen without money?

A.1 You can have some fun in Tivoli Gardens, where you can dance, dine, take in outdoor and indoor concerts, see ballets and laugh at the comedy.

A.2 Even without money, you can still enjoy the proud old trees, the colored night lights and the beautiful gardens. You might feel as if you are in a fairy tale.

Language Points

1. They come to dance, dine, take in outdoor and indoor concerts ...
dine

(1) v. to have supper; eat dinner

We often *dine* with friends in this restaurant.

我们经常和朋友在这家饭店吃饭。

(2) v. to give dinner to; host for dinner

I'm *wining and dining* my friends.

我赢了,所以请朋友们吃饭。

take in

(1) to visit for entertainment

I will *take in* a Broadway show when I am in New York on business.

我到纽约出差总要看一场百老汇的演出。

(2) to provide a home for (a person)

He had nowhere to live, so we *took him in*.

他无家可归,所以我们收留了他。

(3) to include

This is the total cost, *taking in* everything.

这是全部的花费,每一项都包括在内了。

(4) to make (clothes) narrower

The dress was too big, so I *took in* two inches.

这条裙子太大了,所以我把它改小了两寸。

2. Even without money, you can still enjoy the proud old trees, the colored night lights and the beautiful gardens.

colored

(1) *adj.* having color

This kind of candle will burn with *colored* flames.

这种蜡烛燃烧时会产生带颜色的火焰。

(2) *adj.* from a race that does not have white skin 有色人种的

The black used to be referred to as the *colored*.

黑人过去常被称为有色人种。

【Usage Note】

The term *colored* is potentially derogatory and offensive. It should not be confused with the term **people of color**, which can be used to describe all “non-white peoples”, not just blacks.

Key to Exercises in the Additional Tasks

Vocabulary

1. Word Formation; conversion.

1) (Omitted)

2) Now complete each of the following sentences using a word from the given list in its correct form.

(1) prided (2) carpeted (3) bridge (4) chair (5) house

(6) booked (7) distance (8) corner (9) showcasing (10) cushion

2. Recast each of the following sentences, replacing the underlined part with an expression from the paragraph indicated at the end of the sentence.

(1) in search of (2) get a feel for (3) for show (4) remain of

(5) dating from (6) formed from (7) stands out (8) took in

3. Tick out the item that explains the meaning of “take in” used in each sentence from the given choices. Translate the word or phrase into Chinese and write it down in the brackets.

(1) a(理解) (2) d(参加) (3) b(收小) (4) a(欺骗) (5) a(包括)

4. (Omitted)

5. Synonyms and antonyms.

- (1) magnificent; majestic (2) fantasy; fairy tale (3) charming; beautiful
 (4) twilight (5) peaceful; ideal (6) curious; expensive
 (7) walk; stroll (8) hurry; stroll

6. Examine the meanings and uses of “remain” and “spotlight” in the sentences below. Consult the dictionary for other possible ways of using these words, and then make sentences after the models.

- (1) This field of science still remains to be explored by human beings.
 (2) Mary remained in New York until she finished her work there.
 (3) He remained silent at the meeting.
 (4) The paintings in the alcove were spotlit from below.
 (5) The report has spotlighted real poverty in the inner cities.

7. Put the following into English, using the words and expressions given in the brackets.

- (1) This week the spotlight is on the fashion world.
 (2) The clock has sat on that shelf for years.
 (3) Each fountain pen is housed in an elegant casing.
 (4) Over the centuries, the bamboo flute became deeply entwined with the life of the Japanese.
 (5) Scientists are in search of a cure for the disease.
 (6) She lingered in the hall after the concert, hoping to meet the star.

8. Fill in the missing words.

- (1) bank (2) to (3) sign (4) stopped
 (5) Look (6) knew (7) number

Text A 参考译文

美不胜收的哥本哈根

你是否觉得自己早已超过听童话故事 的年龄? 如果你是这么认为的话, 哥本哈根一定能够改变你的想法。

看这座城市, 要先从水看起。丹麦最有名的标志性建筑——小美人鱼就坐落在港口处。还记得她吗? 在安徒生众多脍炙人口的童话中, 就有一个讲述了小美人鱼离开“海人”世界, 想变成一个有血有肉的人的故事。从这个港口你可以领略到这座迷人的“绿色塔尖之城”的魅力。黎明时分或天气阴霾的时候, 古老的堡垒和教堂的镀铜塔尖给这个城市蒙上了梦一般的气氛。你会以为自己步入了一幅水彩画中。

哥本哈根是一个很人性化的城市。你没必要在一小时内匆匆地将市中心逛完, 考察这个城市要花上更长的时间。但那也是件很轻松的事。哥本哈根是第一个划出步行街的城市。比起欧洲其他国家的首都, 这个城市的交通噪音和污染少了许多。

自港口沿着河岸漫步, 最先映入眼帘的是风格朴实的阿玛林堡宫。阿玛林堡宫于 18 世纪中期完工, 皇室家族至今居住于此。丹麦皇家卫队仍在这里驻守。中午可以观赏卫兵换岗的

仪式。但是,这些卫兵绝不仅仅是装装样子而已。丹麦人永远记得他们在1940年4月9日的英勇事迹。当时纳粹分子入侵丹麦,这些卫兵举枪瞄准并且开火。双方都有士兵阵亡。如果国王不下令让他们投降的话,这些卫兵可能全都战死沙场了。

教堂与古堡几乎是古城遗留下来的唯一的東西。哥本哈根于1445年成为丹麦的首都。16世纪末,贸易发展带动了城市的发展。但是,城中旧式木建筑在1728年和1795年的两场大火中毁于一旦。今天我们所看到的大部分建筑都是在19世纪和20世纪初建造的。

请靠近观看一下这座建于17世纪的“我们的救世主”教堂塔尖——真正靠近了看。勇敢的人可能会爬上那在尖塔外蜿蜒而上直通塔顶的150层阶梯。如果你有恐高症,或者当天风很大,那就免了吧。不过,你会因此错过那壮观的景色。

从塔顶下来再次回到地面上(你会喜欢这种感觉的),你还可以通过最近的桥到达城堡岛。前方奇特而又宏伟的塔尖之下便是1619年建造的欧洲最古老的证券交易中心。塔尖由三只龙尾缠绕而成,分别代表丹麦、瑞典和挪威。

继续往前就是基斯汀堡皇宫。哥本哈根城就源自此处。请驻足游览这座中世纪的古堡。议院和皇家接待室也同样开放,然后继续往新港走去,它是1673年由士兵挖成的狭窄水道。你会明白为什么安徒生把这个迷人的地方当成自己的家。通过公寓窗外的一面特制的镜子,他能够看到外面的世界而又不被人发现。

新港是个宁静的地方,它也是个值得逗留和观察路人的理想场所。虽然当地居民是欧洲最有钱的人,但是你通常都会看到他们穿得很随意。丹麦人所受的教育是不要在人群中显得鹤立鸡群。但是他们却很喜爱聚会,特别是在节假日。

要看丹麦人嬉乐,要想自己找到乐趣,你可以走过安徒生大道,进入提弗利花园,在这儿你是不会孤单的。每年有超过500万的人来此旅游。他们来这里跳舞、就餐、欣赏露天和室内音乐会,看芭蕾舞表演,观看喜剧开怀大笑。给你一个建议:多带钱。20家左右的餐厅是本城里最昂贵的。即使没有钱,你仍可以欣赏那些傲人的古树、五光十色的彩灯,以及美丽的花园。你可能会以为自己置身于童话故事当中呢。

Language in Use



Comprehensive Task

Scenery	People	Culture	Food	Others
breath-taking mountains	friendly people	a fascinating mix of ethnic and cultural backgrounds	the most cosmopolitan dining areas	shopping areas
sparkling beaches	people worth meeting and knowing	an atmosphere of peace and harmony		
beautiful parks				
tourist attractions				