

• 英语口语对答如流系列

职场英语对答如流

浩 瀚 主编 [美] Barry Brake 审订





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Sipational Dialogues (屬異会話),以不同角度提供真实的場 於对話,出沒者能够快速更**言**人进 **门**服练习变错口结的同时接

随着改革开放的不断深入,我国与世界各国的联系与交流日益密切。我们的企业要在世界范围内寻找机遇和合作伙伴,我们的服务业要面向来自世界各地的顾客,这对各行各业的工作人员都提出了新的要求。在这样的时代背景下,掌握世界通用的语言——英语——已经成为当务之急。大多职场人士已经意识到这一点,但却面临着很多困惑:一是工作繁忙,没有太多时间看书学习;二是学习内容不专业,无针对性,不能立刻在工作中派上用场;三是单词、句子背了一大堆却不会用、不能讲。为了帮助大家解除困扰,快速而有效地掌握职场英语,我们按职业分类精心选择了各类职场中常见的话题,并配有丰富而生动的情景练习。它们都是在特定的职业生活中使用频率极高的英语,具有针对性、典型性、实用性和趣味性,相信在本书的帮助下,各位读者朋友的职场英语能在短时间内得到很大的提高。

本书内容真实鲜活,共包括:教师、医护人员、导游、销售人员、银行职员、出租车司机、民航工作人员、警务人员及运动员9个章节。每节内容包括以下几个部分:

Interactive Questions and Answers(互动问答):提供与单元内容相关的简短问答,便于读者朋友进入练习场景,在熟记场景用语的同时提高口语水平。

Frequent Sentences(高频精句):介绍一些会话常用习惯和表

达句式,并经过精心分类,灵活生动,便于练习和记忆。

Situational Dialogues(场景会话):从不同角度提供真实的场景对话,让读者能够快速地投入进去,在练习英语口语的同时增强英语语感。

Useful Words(金词放送):列举与主题相关的常用词汇,帮助读者丰富话题词库。

Brilliant Paragraphs(精彩片段):提供与主题相关的一篇英汉对照的幽默小故事,使读者在紧张的工作之余,得到开心一刻,不失为开心学英语的好方法。

希望本书能够帮助广大读者朋友在职场中对答如流,左右逢源!

这一点。但却面临着很多困惑。一是工作器化,没有太多时间看 往

用口 驱击击门 国际美国组体 "明 医林冲兰派克 生线网 医克雷二氏征炎

ACTION OF THE PROPERTY OF THE SECTION OF THE FOREST AND ASSESSED.

民主义治原场中采取前形额 辛福在 医定面化 如何情景 练习。"

们都是在特定的权业生活中使用规率级高价英语、具有景况性。

本书内容真实鲜悟, 块包括: 牧师(医护人员 导面, 销售人

量、報行吸量、出租车司程、民航工作人员。營务人员及占领量。

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容相关的简旗问答, 便于读者朋友进入练习场景, 企购已场景中

港前间站提高口音水干。

Prequent Sentences(高频精句):介绍一些会话常用习惯和聚

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Chapter ' Teacher



. Giving Lessons 上课

Interactive Questions and Answers

1 Good morning, everyone. Sit \ 大家好, 请坐, 都到齐了 down, please. OK, is everyone here?

Yes, we're all here except Li 除李明以外都到齐了。 Ming.

2 You're late again, John. This is the third time this week that you're late for school.

I know, Mr. Green. Please excuse me.

约翰,你又迟到了。这已 是你本周第3次迟到了。

我知道,格林先生,请您 原谅。

3 Here are some handouts to be used in class. Jack, will you please distribute them? Sure, Mr. Smith.

这里有一些课上要用的 讲义。杰克,你能帮我发 一下吗?

当然,史密斯先生。

2

Before we have our lesson, I want to tell you that I'm going to give you an end-of-the-unit test next Monday. Please be prepared for it.
Could you please tell us how to

Could you please tell us how to review our lessons?

在我们上课前,我想告诉你们,下个星期一我要给你们进行一次单元测试,请做好准备。

请您告诉我们如何复习功课好吗?

This morning we are going to deal with a new lesson. Have you prepared for it?

Yes, we've gone over the text as you told us.

今天早上我们开始讲新课,预习好了没有?

我们按照您的要求预习 了课文。

You did a very good job. Does anybody have anything more to say?
No. 讲得非常好。谁还有补 充的吗?

没有了。

Now, let's go to the next one.

Can you give the Chinese equivalent of the word...?

Yes, I can. It means... in Chinese.

咱们继续进行。你能说 出……这个词相应的汉 语吗? 我知道。它中文的意思

8 Today, we shall begin to talk about the specific steps and techniques in writing. We shall first discuss the necessary steps in writing a composition.

What are the steps?

今天我们开始讨论具体 的写作步骤和技巧。先 讨论一下写作中的几个 必要步骤。

有哪些步骤呢?

9 For today's homework, do the exercises on page 10. Shall we do it orally or write them in our exercise books?

今天的家庭作业是做第 10页上的练习。

是口头做呢,还是做在练习本上?

We have five minutes left. Do you have any questions?

Mrs. Smith, could you repeat the definition of blunt angle?

我们还剩下 5 分钟, 你们 还有问题吗? 史密斯先生, 你能再说一 遍钝角的定义吗?

Why did you cut class yesterday?

I had a bad cold.

你昨天为什么旷课?

我得了重感冒。

Now let's divide the class into several groups so we can do group work through questions and answers, discussions and debates.

现在让我们分成几个小组,进行小组问答、讨论及辩论。

Let's try to find a leader.

我们选个组长吧。

Go to your seat. We have already begun the lesson. OK, Mrs. Wang.

回到你的座位上,我们已 经开始上课了。 谢谢你,王老师。

How far did we get last time? We studied the author's life.

上次我们学到哪里了? 我们学了作者的生平。 Frequent Sentences

.....高频精句......

Before the Class 课前用语

There goes the bell. 铃打过了。

Are you ready for class? 准备好了吗?

Stop talking now so that we can start. 别讲话了,我们开始上课。

What were we talking about last time? 上次我们讲了些什么?

■ Registering 考勤

Let's call the roll. 我们点名吧。

I'll fill in the register. 我要点名了。

Let me check who's missing. 我检查一下谁缺席了。

Is everybody here? 都到齐了吗?

Does anybody have an idea where John is today? 有谁知道约翰今天去哪儿了?

Why are you late? 你为什么迟到? Dun dunout xiow cuchus

Try not to be late next time. 下次别迟到了。

Activities in Class 课堂活动

Give out the books, please. 请把这些书发给大家。

One book to every three pupils. 三人合用一本书。

Open your books to page 35. 把书翻到第 35 页。

Time's up. Stop writing. 时间到了,不要写了。

All books closed, please. 请把所有的书都合上。

It's the fifth lines from the top/bottom. 从头数/倒数第5行。

Read the sentence aloud. 大声读这句。

Read after me. 跟我读。

Try the next exercise as well. 把下面的练习也试做一下。 Let's check the answers. 让我们核对一下答案。

Class Control 课堂管理

No talking, please. 请勿讲话。

Listen attentively, please. 请注意听。

Don't whisper to each other. 不要窃窃私语。

Don't fidget. 不要做小动作。如此 sward bloods fash seems 1 图

Nobody move. 大家不要动。 Lashing a lash word A

Look at the blackboard, please. 请看黑板。

Don't sit there daydreaming. 别坐在那里思想开小差。

Raise your hand before asking a question. 提问题前要先举手。

No more of that! 再那样可不行! was not all aland up and

Stick to it! 坚持下去! a sturm to saluto aid in A mails of

Dismissing Class 下课

We still have a couple of minutes left. 我们还有几分钟的时间。 There is one more thing before you go. 在你们走之前还有一件事。

We'll finish this next time. 下次我们把这个上完。

We'll continue (with) this chapter next Monday. 下星期一我们继续学习这一章。

There's the bell. We must stop working now. 铃响了, 我们得下课了。

I won't be here next week. Miss Jones will take you instead. 下星期我不在。琼斯小姐将代我给你们上课。

Situational Dialogues

场景会话

- **A**: As most of you should already be able to tell, this is a fairly large lecture class.
- B: How should we have figured that out?
- A: First of all, perhaps you noticed that we were now seated in an auditorium and that there were many other students seated around you. But, if you failed to see that, when you were glancing through the course catalogue and you came to this course description, I imagine you saw that it said

6

two lectures per week in the Smith Auditorium.

B: I guess that should have clued me in, all right.

A: Now that that's settled, let me proceed with my introduction. Since, as I have said, this is a lecture class, there are two things of primary importance; taking notes and reading.

isten attentively, please, the

B: Do you think it's necessary to take verbatim notes in order to get an A in this course or more simple notes will be just as good?

A: I'm not sure about how you will go about getting an A—more on that in a minute—but in order to get the most out of this class, I would suggest you be very careful when you take notes. This doesn't mean you must put down word for word everything I say. It does mean, however, that you write down every main idea and example I give you.

B: How can we do that and listen at the same time?

A: By doing just that. Listen. When you hear something that strikes you as important, start writing. Then after you go home, review your notes and perhaps even highlight them with a yellow marker or summarize them at the end of the page.

A:你们大多都该看得出来,这门课以教授讲解为主,修的人也很多。

B: 我们怎么看得出来呢?

A:首先,你们或许注意到我们坐在一间大礼堂里,你们身边也坐了许多其他的同学。要是没注意到这一点,你们在看课程表和课程说明时,我想你们也该看到上面写着这门课每星期在史密斯大礼堂有两次教授讲解的课。

B:我想你这样讲我就懂了。

A:没问题了,我继续介绍这门课。既然像我说的,这门课以讲解为主,那么有两件事特别重要:做笔记和阅读。

- 7
- B:您认为这门课要拿A,是有必要逐字逐句地做笔记,还是简单一点的笔记就可以了?
- A:我不知你要用什么方法拿 A。等一下我会谈到关于计算成绩的事。但是你若想从这门课中多学些东西,我建议你们做笔记时,要非常仔细。那并不表示我讲的每一句话你们都该记下来,我的意思是我列举出来的重点和例子都要记。
- B: 我们怎么能够同时又听又做笔记呢?
- A:一边听一边记就对了。你觉得你听到什么重点时,就开始做笔记。回家以后,把笔记重新看一遍,或者再用荧光笔突出重点,在页尾做摘要整理。
- **A:**Look at these two pictures. I'd like each of you to give a brief description of both pictures, and then compare the two. You will have one minute to prepare, and then each of you will have two minutes to talk about the pictures.
- B: But I don't know the time. I have no watch.
- A: Don't worry about the time. I'll remind you when time runs out.
- B: Shall I begin now?
- A: Sorry, time's up. I'll have to stop you. Now the next one, please. Would you please put your pictures aside and listen attentively to what he has to say?
- A: Now it's your turn please. It doesn't matter if you make mistakes. Don't be so shy.
- C:I can't find the right words to express my idea.
- A: You may describe it with the words and expressions given on the blackboard. Use your own words as much as possible.
- C:I think I ought to reconsider the second picture and give a different reply.

A: My advice is that you should not try to use long and big words to express your ideas. You should try to use simple, natural and everyday English in your speech.

C: Let me try.

A:请看这两张图画。请你们每个人对这两张画做简短的描 述,再将两张画进行比较。你们每人有1分钟的准备时间, 之后每人有2分钟时间说说这两张图画。

B:可是我不知道时间。我没戴表。

A:不要担心时间,到时间我会提醒你的。

B:我可以开始吗?

A:对不起,时间到了。请下一个同学发 在一边,注意听他说。

A:现在该你说了。说错了没关系。不要害怕。

C: 我找不到适当的词来描述。

A:你可以用黑板上的字词来描述,尽量多用自己的话说。

C: 我看我应该重新考虑一下第二张画, 做出不同的回答。

A: 我的忠告是尽量不要用大词来表达自己的想法。应当学会 讲简单的、自然的、日常生活中的英语。

C:我试试看。

Useful Words

bell [bel] 铃 absence['æbsəns]缺席 mark[mqɪk]打分 previous ['prixvios]前面的 hero['hiərəu]主人公 essay ['esei] 文章

chapter['tʃæptə]章. blackboard['blækboard]黑板 chorus['koares]齐声 roll[roul]名册 summarize['sʌməraiz] 概述 A phrase [freiz] 短语 author['ɔːθə]作者 bacos and spell[spel]拼写 blank tense [tens] 时态 in the line singular['singjula] 单数的