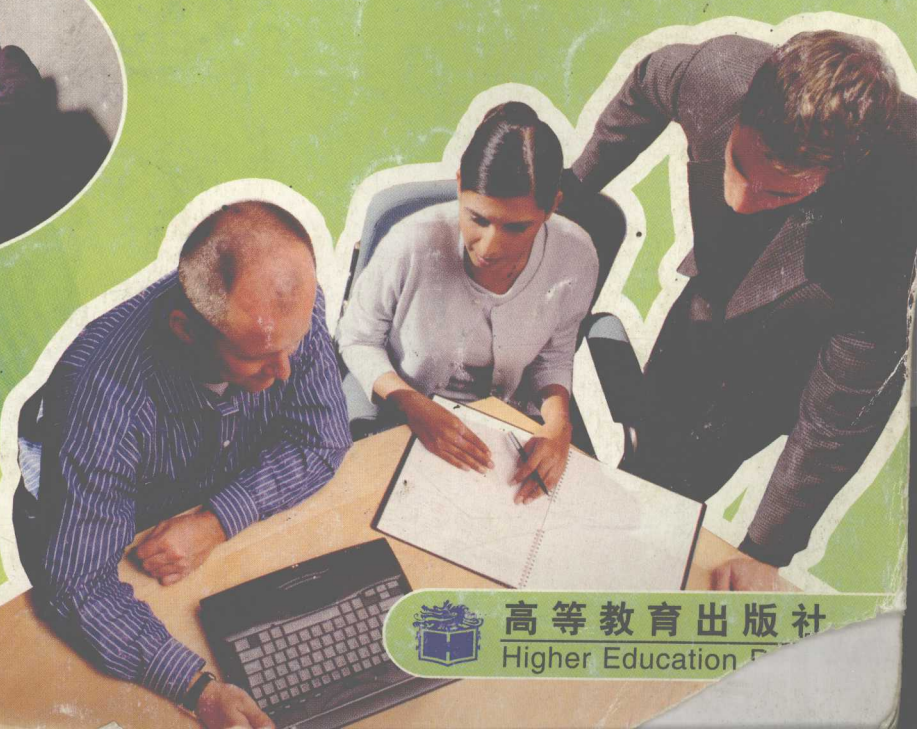


高职高专二年制英语教材

Practical English for Communication An Elementary Course

实用交际英语 入门教程

《实用交际英语》教材编写组 编



高等教育出版社
Higher Education Press

实用交际英语

Practical English
for Communication
An Elementary Course

实用交际英语

入门教程



7500.359550

内容提要

《实用交际英语》系列教材是在教育部高职高专教育英语课程教学指导委员会组织编写的推荐教材《新编实用英语》的基础上,根据两年制教学时间短、职业指向性强的特点精心设计、调整编写的。本套教材以《高职高专教育英语课程教学基本要求(试行)》为参照,坚持“实用为主,够用为度,应用为目的”的大方向,强调听、说、读、写、译各项技能的协调发展。

《实用交际英语入门教程》,共10个单元,每个单元都由“说”、“听”、“读”、“关注语法”、“朗读和朗诵”5个主要部分组成,以听说训练为主,并补充必要的语法知识和朗读技能训练。此外每个单元还设有一个“乐一乐”部分,为学习者提供了一些有趣的谜语。书后附有练习答案、参考译文和词汇表。本书为4色印刷,版式精美,并配有录音带。

图书在版编目(CIP)数据

实用交际英语入门教程:二年制/《实用交际英语》
教材编写组编. —北京:高等教育出版社,2005.2
ISBN 7-04-015887-6

I. 实... II. 实... III. 英语-高等学校:技术学
校-教材 IV. H31

中国版本图书馆 CIP 数据核字(2005)第 002025 号

总策划	刘援	策划编辑	周龙 闵阅	责任编辑	蔺启东 闵阅	封面设计	王凌波
插图选配	蔺启东	版式设计	孙伟	责任校对	蔺启东	责任印制	宋克学

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 100011
总 机 010-58581000

经 销 北京蓝色畅想图书发行有限公司
印 刷 北京凌奇印刷有限责任公司

开 本 850×1168 1/16
印 张 9.75
字 数 250 000

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>

版 次 2005年2月第1版
印 次 2005年5月第2次印刷
定 价 22.00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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物料号 15887-00

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前言

高等职业教育担负着培养高素质劳动者和专门人才的重要任务。最近教育部等6部委又提出了加快培养制造业和现代服务业技能型紧缺人才工程的计划,这有助于高职高专院校彻底打破传统的学科式教育模式,突出职业教育的特点。积极进行高等职业教育两年制学制改革,是落实上述目标的重要措施。这就是我们编写《实用交际英语》的依据和出发点。

《实用交际英语》是在教育部高职高专教育英语课程教学指导委员会组织编写的推荐教材《新编实用英语》(New Practical English)的基础上,根据两年制教学时间短、职业指向性强的特点精心设计、调整编写的。《实用交际英语》以《高职高专教育英语课程教学基本要求(试行)》(以下简称《基本要求》)为参照,坚持“实用为主,够用为度,以应用为目的”的大方向,以培养学生的英语应用能力,特别是实用能力为主旨。

《实用交际英语》遵循如下原则:

1. 按照“以社会需求为目标、以就业为导向、以实用为特点”的科学化的高职高专英语教学体系,进一步严格筛选《基本要求》中的《交际范围表》所规定的交际主题,在综合培养听、说、读、译、写各项技能的同时,特别注意口语交际能力的训练。

2. 加强应用文实用阅读能力的培养,满足一线工作人员的实际涉外交际需要。

3. 将英语应用能力的训练具体体现在对实用英语能力的培养上。应用能力既指应用语言基本功的能力,更指把这些基本功运用到实际涉外交际中的能力,后者也可称作“实用能力”。“应用能力”是“实用能力”的基础,“实用能力”则是“应用能力”的具体体现。

4. 认真贯彻“学一点、会一点、用一点”和“边学边用、学用结合”的原则。

5. “教、学、考”相互照应。《高等学校英语应用能力考试大纲》所规定的项目和要求都将在教材中得到反映和训练。因此,学习《实用交际英语》,有助于学生通过“高等学校英语应用能力考试”。

《实用交际英语》是由《实用交际英语入门教程》(Practical English for Communication—An Elementary Course)、《实用交际英语普通教程》(Practical English for Communication—A General Course)和《实用交际英语业务教程》(Practical English for Communication—A Professional Course)组成,《普通教程》和《业务教程》配有相应的学生自主学习用书《学学·练练·考考》和《教师参考书》,以及配套的多媒体学习课件、电子教案等。

《实用交际英语》各册所涉及的交际话题如下:

1. 《实用交际英语普通教程》:

单元	交际话题	单元	交际话题
1	问候与介绍	2	道谢与致歉
3	方向与标志	4	学习
5	体育与爱好	6	购物
7	节日与交友	8	电子邮件
9	餐厅就餐	10	娱乐与旅游

2. 《实用交际英语业务教程》:

单元	交际话题	单元	交际话题
1	活动日程安排	2	邀请参加活动
3	电话联络	4	订票与订房
5	求职	6	经理与总裁
7	促销活动	8	厂商介绍
9	采购与付款	10	培训与学习

为适应英语入学水平偏低的学生需要,我们编写了《实用交际英语入门教程》(Practical English for Communication — An Elementary Course),作为学习《普通教程》和《业务教程》的预备教程(约需20~30学时),并在内容上与《普通教程》和《业务教程》相照应,为学生尽早进入这两个教程的学习做好准备。考虑到其内容较为简单,故《实用交际英语入门教程》没有编配学生自主学习用书和教师参考书。听力的录音文字材料、各部分的练习答案以及课文参考译文等均附在书后,以便学生查阅。《实用交际英语入门教程》的交际话题如下:

单元	交际话题	单元	交际话题
1	问候与介绍	2	家庭与亲友
3	兴趣与爱好	4	节日与娱乐
5	习俗与举止	6	写信与打电话
7	购物与餐饮	8	住房与服装
9	存款与邮寄	10	游览与旅行

《实用交际英语》各册均为10个单元,《普通教程》和《业务教程》每个单元都由“说”(Talking Face to Face)、“听”(Being All Ears)、“读”(Maintaining a Sharp Eye)、“写”(Trying Your Hand)和“趣味欣赏”(Having Some Fun)5个部分组成。鉴于《入门教程》以打听说能力的基础为主,并补充必要的语法知识和朗读技能训练,因此未设写作部分,而改为“关注语法”(Minding Your Grammar)和“朗读和朗诵”(Reading Aloud and Recite);“趣味欣赏”(Having Some Fun)则改为“乐一乐”(Having a Little Fun)。《实用交际英语》各部分的具体内容如下:

1) Talking Face to Face: 以相关的应用文引入交际话题,并提供紧扣交际话题的对话样例,让学生在学习模仿应用文和对话样例后,围绕这一话题展开对话。另外该部分还配有四个短小的交际话题模拟练习,供学生边学边练。

2) Being All Ears: 本部分是对Talking Face to Face的扩大与补充,以体现“听力训练的范围要广于说的训练”的原则,并为阅读作铺垫。

3) Maintaining a Sharp Eye: 本教程打破先教课文后进行语言训练的传统模式,把阅读作为外语教学训练的归结,并通过阅读开拓眼界,进一步提高语感和交际能力,为学生自主学习创造充分的条件。

4) Trying Your Hand: 这一写作部分分为应用文写作(Applied Writing)和句子写作(Sentence Writing)两部分。前者培养学生阅读和模拟套写《基本要求》中所规定的常用应用文的能力;后者则与语法运用能力的训练紧密结合。

5) Having Some Fun: 每课选配一个短小精悍的幽默故事,培养学生学习、体味与欣赏英语和英美文化的能力。

《入门教程》补加的3部分为:

1) Minding Your Grammar: 这一部分旨在帮助学生复习一些简单常用的英语语法知识, 每项均配有简短的说明和示例, 并配有2项简单的模仿练习, 以便实际使用和巩固这些语法知识。

2) Reading Aloud and Recite: 本部分选择本单元听说部分出现的一些常用典型句子并用国际音标进行标注, 培养学生在朗读背诵交际语句的同时, 练习使用国际音标拼读英语句子的能力。

3) Having a Little Fun: 每单元选配2个与字母或数字有关的简单谜语, 培养学生动脑筋和欣赏英语的能力。

《实用交际英语》由高职高专教育英语课程教学指导委员会(以下简称“课委会”)主任委员、大连理工大学孔庆炎教授和课委会顾问、高等学校英语应用能力考试委员会主任、上海交通大学刘鸿章教授担任总主编, 负责全书的总体设计、编排和书稿的审订, 并聘请美国普渡大学 Margie Berns 教授作语言顾问。原《新编实用英语》的各册主编均参加了《实用交际英语》的缩编设计。《实用交际英语普通教程》和《实用交际英语业务教程》的缩编工作由孔庆炎和安晓灿完成。《实用交际英语入门教程》由向前进任主编, 王雨梅、闻兴媛、李超怡和李娜参加编写。

由于本书遵循的是完全崭新的编写思路, 实际编写中会有不当和疏漏之处, 望广大使用者批评指正, 以使本教程能为高职高专英语教学做出新的贡献。

编者

2004年9月

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1

GREETINGS AND INTRODUCTIONS

SECTION I Talking Face to Face

Introduction

It is important for us to learn how to greet and introduce people in English. Read the Do's and Don'ts below and practice the dialogue that follows.

Do's

Say "How do you do?" when you meet someone for the first time.

Say "Good night." when you take leave in the evening or at night.

Greet people with a handshake.

Introduce people with both the first and last names.

Use the titles such as Mr, Mrs, Miss, Ms., Prof., Dr before the family name.



Don'ts

Don't forget to reply with "How do you do?"

Don't greet with "Good night." when you meet someone at night.

Don't greet people with a kiss.

Don't use the first name alone to introduce important persons.

Don't forget you should introduce a young person to an old person.

Don't use Teacher, Engineer and other professional (职业的) titles before the family name.



Follow the Sample

- A: Hello, Li Hua. How are you these days?
 B: Fine, thank you. And you?
 A: Not too bad, just a bit busy. This is our new English teacher, Mr. Smith.
 B: How do you do, Mr. Smith?
 C: How do you do? Are you also a student here?
 B: Yes, I am. I'm glad to meet you, Mr. Smith.
 C: Nice to meet you, too. What's your major, Li Hua?
 B: I major in Business English. I hope you'll enjoy your stay here.
 C: Thank you so much.



Act Out

Here are four short dialogues. Act them out with your partner and finish tasks that follow.

1

- A: Hello, Zhao Wei. Come and meet my friend Mary.
 B: Hi, Mary. Where do you come from?
 C: Hi. I'm from Seattle. What about you?
 B: I'm from Shanghai.
 C: So you're both from Shanghai.
 A: Yes, and now we are in the same college.



✓ **TASK:** Introduce a friend to someone you know.

2

- A: Hello. My name's Peter. What's your name, please?
 B: I'm Janet.
 A: Nice to meet you, Janet.
 B: Nice to meet you, too. What's your major here?
 A: I major in Information Technology. And you?
 B: Computer Science. By the way, do you have a QQ number?
 A: Sure. It's 66345342.
 B: Mine is 55589891. I'd be glad to talk to you online later.

✓ **TASK:** Introduce yourself to someone you meet on the campus.

3

A: Mr. Smith, allow me to introduce myself. My name is Deng Lin, manager of the company.

B: How do you do, Mr. Deng? Glad to see you.

A: The pleasure is mine. This is my card.

B: Thank you. This is mine.

✓ **TASK:** Introduce yourself to Mr. Green, a visitor to your school.

4

A: Hello, Susan. How nice to meet you again!

B: Hi, Lin. What a nice surprise! What brings you here?

A: I come as a tourist. And you?

B: I'm teaching English in a language school here.

✓ **TASK:** Show your surprise for an unexpected meeting (不期而遇) with an old friend.

SECTION II Being All Ears

Listen and Judge

1 Listen to the dialogue and decide if the following statements are true or false. Write T for True and F for False.

- 1 Wang Ping studies English at college. ()
- 2 Mr. Smith comes from England. ()
- 3 Mr. Smith asked Wang Ping some questions. ()
- 4 In England only the first name is used in introductions. ()
- 5 In England people kiss each other when they first meet. ()

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Listen and Complete

2 Listen to a short passage and fill in the missing words according to what you have heard.

Janet from Norway

My name is Janet. I'm **1** _____ years old and I come from Norway. I live in a small city in **2** _____, near Holland. I finished school two years ago and spent **3** _____ studying German in Germany. I **4** _____ reading, listening to music, going to disco and meeting friends. In winter, I like skiing (滑雪) and **5** _____ playing tennis. Now my main **6** _____ is in studying English. I need to learn the language very well since it is very **7** _____ for my future work. I hope it'll help me to get a good **8** _____.

SECTION III Maintaining a Sharp Eye

Me and My Home Village

Hello, Friends! Let me introduce myself and my home village.

I'm Zhang Hua and my English name is John. Zhang is my family name and Hua is my given name. But my school mates call me "Big Head" just because my head is a bit too big. I'm not happy about this nickname. However, I can do nothing about it.



I come from a village in Central China. It lies by a small river. There're 20 families with about 100 people in the village. Though it is small, it is very beautiful. The air is fresh and the water is clear. You can see lots of fish swimming in the river. There're many rice fields around. So it is known as the "land of rice and fish".

The people in my home village are very kind and honest. They work hard in order to live a better life. They also care much about the education of their children.

Now they are going to set up a new school in the village. But they need good teachers. I'm the first from the village to have the chance to go to college. I feel lucky because all the other young people there do not have the chance.

Now I study at a college in a big city. My major is IT. I like my major very much. I also like my classmates. They're all kind to me. Nobody calls me "Big Head" here. But I still miss my home village. I miss my family and all the people there. As the English proverb says, "East or west, home is best."

Read and Act

- 1 Work in pairs and fill in the table with information you get from both the passage and your partner.

Source	Family Name	Given Name	Nickname
The passage			
Your partner			

- 2 Describe the writer's home village in your own words.

- 3 Introduce yourself and your hometown to the class.

Read and Complete

- 4 Complete the following sentences with words or phrases given below, changing the form if necessary.

be happy about

do something about

family name

come from

a little

in order to

- Nobody _____ his rudeness.
- I study English very hard _____ get a good job after college.
- I only know him by his _____.
- My home village is _____ far from the city.
- My English is poor. I really should _____ it.
- Nobody knows where he _____.

Read and Translate

5 Translate the following sentences into English, using the words or phrases given in brackets.

1 老师要我们每人都做一个自我介绍。(introduce)

2 我的家乡位于大海边上。(lie)

3 四川因是熊猫 (panda) 的故乡而闻名。(be known as)

4 人人都要注意自己的行为举止。(care about)

5 我家乡的人民将要建几家新工厂。(set up)

SECTION IV Minding Your Grammar

英语的动词有五种基本时态。一般现在时表示经常的动作或目前的状态。在行为动词的单数第三人称后面要注意加 -s 或 -es。

1 Study the following English sentences and translate the Chinese sentences into English.

1 This *is* my friend Mary. She *is* a student at Binhai Technical School.

这是我们的新老师史密斯先生，他来自澳大利亚。

2 The sun *rises* in the east and *sets* in the west.

地球是圆的，围绕着太阳运转。

3 The students *read* English aloud on the campus every morning.

我通常每月回家一次。

4 *Does* he often *come* back so late?

你在空余时间常常看英文书吗？

5 How often *do* you *hold* an English Corner?

你们每周有多少节英语课？

2 Complete the questions in the left column to suit the answers given in the right.

- | | |
|--|--|
| 1 Where _____? | Roland lives in a city in Central England. |
| 2 When _____? | He usually gets up at six o'clock. |
| 3 What _____ before going to bed? | He often listens to the radio before going to bed. |
| 4 When _____ usually _____? | He usually starts work at eight o'clock, but on Tuesdays he starts at seven. |
| 5 What _____ on Tuesday morning? | He has an English lesson every Tuesday morning at eight o'clock. |
| 6 What _____ job? | Roland is a computer programmer. |
| 7 How long _____ every week and where _____? | He works for forty hours a week in the company's computer department. |
| 8 Why _____ his job? | He likes his job because he feels interested. |

SECTION V Reading Aloud and Recite

The following 10 useful sentences are given in the International Phonetic Alphabet (国际音标). First try to translate them into English "word" sentences and then recite them.

	hau du: ju: du:
	hau a: ju: du:ɪŋ ði:z deiz
	hauz 'evriθɪŋ wið ju:
	aim faɪn θæŋk ju: ænd ju:
	lɔŋ taim nəu si:
pli:z ələu mi: tu ɪntrə'dju:s maiself	
let mi: ɪntrə'dju:s mai frend məəri tu ju:	
tɒm kʌm ənd mi:t mai frend məəri	
meri krisməs	
hæpi nju: jə:	