



普通高等教育高职英语系列教材

# INNOVATION COLLEGE ENGLISH

## 创新大学英语 教师用书 高职高专版 AN INTEGRATED COURSE

1

总顾问◎何自然

总主编◎高等职业英语教材编写研究会

何 刚

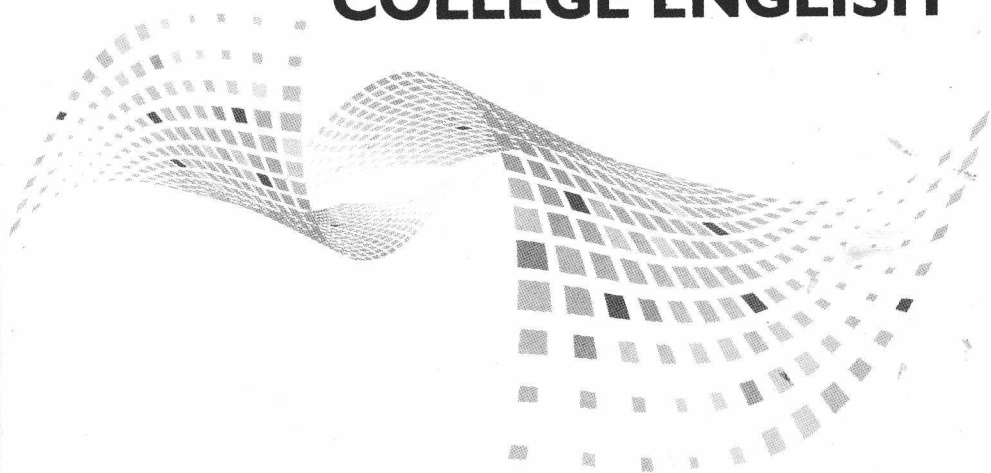


华东师范大学出版社



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普通高等教育高职英语系列教材

## 创新大学英语综合教程(高职高专版)1 教师用书

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总 主 编 高等职业英语教材编写研究会  
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# 总序

何自然

语言理论研究和语言教学关系紧密显而易见,如何使我们的研究和思考更好地服务于我们的教学?思考需要碰撞才能产生火花。很幸运碰到华东师范大学出版社高等职业英语教学研究的团队,提供我的想法给他们思索。

我的希望是,在一套教材里既融入语言学的语用学、语块理论、英汉语对比、认知语言学、二语习得里与教学相关的智慧,又吸收交际法、任务型教学、自主学习等理论的精华,让英语教学更有效果。

这无疑非常不容易,但这套教材做到了。

需要特别指出,本系列的编者不仅将这些理论和实践体现于教材编写之中,还贯彻了高职高专英语教学改革的新思路,在“工学结合、职业能力发展”和“任务型教学”理念的指引下,以“外语是学会的”作为终极目标,使这套教材有了闪光的东西。

我也很高兴看到,这种探索突出职业特色,以贴近生活与职场实际的各类主题来安排教学内容,循序渐进地将基础英语、职场英语介绍给学生,选材来源于真实的图表数据、应用文书、产品规格说明、广告宣传和商务案例等,让学生在学期间就能接触到社会语言实际,同时增长他们的职场、行业见识。教材注重实践教学,将语言实践、职业(商务)实践和综合能力实践有机结合起来,为如何在高职高专院校中有效开展上述三种实践(实训)流程的外语教学起示范带头作用。它不仅能提高学生的英语水平,还能提高他们的职业素质和人文素养。

此外,具有积极意义的是,本套教材重视当代信息技术的应用,不但在课文里介绍日常交际以及工作实践中普遍应用的电子信息交流方式,而且除提供综合教程及学生自主学习用书之外,还配有教师用书和多媒体教学光盘以及网络学习系统,实现课堂教学和学生自主学习一体化,便于组织灵活的网络教学和开展互动的网络学习。

最后,研究团队归纳提出了指导思想:让学习者“学得更有效”、“在做中学,在练中学”,并认为高等职业英语教学应该置于课程、教育、社会大背景下综合思考,将教学要求、教材、教学、学习、评价进行一体化思考。这对其他层次的英语教学亦有启发,应该得到更多的关注。

让我们期待她的成功。

2010年6月 于  
广州白云山

# 前言

《创新大学英语综合教程(1—2)》(高职高专版)是公共英语类课程规划教材之一。这是一套由英语教学专家、高职英语教学一线骨干教师、企业培训专家共同编写的高职公共英语综合教材,旨在通过由浅入深、循序渐进的综合(读、写、听、说、译)训练使学生在工作中能轻松自如地运用英语进行交流。

在经济全球化浪潮的冲击下,大部分工作对人才的外语水平要求越来越高。英语语言运用能力在公共英语教学中的重要性是显而易见的,这些都对教学和教材编写提出了更高的要求。然而由于高职高专公共英语教学研究起步时间不是太长等原因,出现教材不能满足教学需要、教材跟不上时代发展和随意拼凑出版教材进行教学等现象。针对这些状况,着眼于推动高职公外,我们编写本系列教材,希望能对高职公共英语教学改革做出我们微薄的贡献。

本系列教材是以高职高专公共英语教学的最新改革精神为依托,以“任务型”教学理念为指导,贯彻“工学结合、职业能力发展”的思路而编写的创新教材。从学生的学习兴趣、生活经验和认知水平出发,倡导体验、实践、参与、合作与交流的学习方式和任务型的教学途径,发展学生在职业场景中运用英语进行交际的能力,同时兼顾学生人文素质培养。教材编写突出在任务型教学理念指导下尝试采取多维度的改进措施:以学生为中心,面向全体学生,注意个性特征;增强自信心,激发学习兴趣;情景、结构、启发、交际的学习模式;积极主动参与在任务或情景中进行生动活泼、相互合作的小组活动;指导学生学会学习方法;扎实语言训练,足量的听读输入;在实用性、趣味性、夯实英语学习基础、开阔学生视野等方面做到平衡。简言之,教程根据日常生活和职场活动中的实际需要,创设真实情景和接近真实的交际任务,提高学生的语言能力、职场沟通能力。

本系列综合教程共分2册,根据高职教学的实际需要突出语言运用训练、职场交际与沟通能力。每册分为8个单元,每单元由6部分组成:第一部分是单元热身。第二部分为语言能力任务(Unit task),贯彻任务型教学理念,包括但不限于小组讨论(口语)、词汇、语法、听读、翻译与写作练习。第三部分为语言精读(Reading,或文体精读),选取难度合适、长度适当,同时具有艺术性(指语言美)、思想性并兼顾时代性的短文、典范作品或名篇。选文主要选取国外同类教材、报刊及与职场、商务活动相关的短文,尽量围绕单元主题把真实任务与阅读结合起来。第四、五部分为听说能力拓展(Listening & Speaking)。第六部分是写作,含句子拓展和实用写作两部分。另外每单元还有三大补充模块:表达文件夹(Portfolio),呈现单元相关实用背景知识及培养跨文化意识;语言练习(Language practice),词汇、翻译和结构的练习;寓教于乐(Learning for fun),简短的笑话和趣味知识,给学生学习带来乐趣。此三大模块均有规律地安排在各单元中。

本系列教程具有如下特点:

(1) 丰富而实用的选材与任务设计。本书以主题方式安排,力求内容丰富,题材各异,主题贴近生活与职场实际,视角触及面广。实用性的突出体现是每单元第一部分的语言能力任务。因此,任务的真实性和选材的真实性是我们对实用性最好的注解。本教程充分利用了国外教材与互联网的丰富资源,其中相当部分数据、图表、商务文件、信函、产品说明书、广告、公告、通知及案例等均来自一些企业、公司或因特网,并配有相当数量的练习或交际任务,旨在努力创造条件为学生提供真实的语言输入和输出机会,使学生真切地掌握相应的英语语言基础知识,熟悉商务实践的技能、策略以及相关的现实职场的真实场景,从而可以使学生真切地掌握相应的英语及商务实践的技能。

(2) 精心而系统的语言练习。教程在听、说、读、写、译各方面均精心设计形式各异的练习。比如口语活动就包括:双人讨论、角色扮演、小组讨论、模拟活动、辩论、口头汇报、调查问卷、口译等。丰富多样的练习活动为学生提供了更多提高听、说、读、写、译等各项技能的机会,可以极大地增强学生学习语言的兴趣。本教程特别突出对学生语言交际能力的培养,强调教学过程中的互动性,为学生提供了诸多在现实生活中灵活运用英语语言的场合、情景及任务等,以期达到学以致用、学以致用的教学目的。

(3) 结构清晰、易于教学。教程形式活泼多样,与众不同,图文并茂,互动性强。每册教材的侧重点不同,但注意系统性和独立性的有机结合。本系列教程可成套使用,亦可根据使用者的实际情况选择使用。

综合教程按照每单元8个教学课时设计,使用时可根据具体情况灵活掌握。系列教程均含学生用书、教师用书和配套磁带(或光盘)。



各部分的编写思路和使用中应注意的问题,分别说明如下:

1. 编写上力求以人为本,以任务为中心,以交际为目的,把语言知识的传授和英语技能的培养有机地结合起来。以循序渐进的方式,通过内容丰富、专业面广、程度适宜、饶有趣味的材料,帮助学生了解职业英语独特的语言现象(包括词汇、用语、语言结构等)和文体风格,促使学生切实掌握英语语言的基本技能。此外,教程从学生的实际水平出发,参考最新的《高等职业英语教学要求》,扩大输入量,进一步巩固、深化语言基础,提高语言应用能力。
2. 教程在课文选材上力求新颖有趣,力戒过深过细,旨在帮助学生掌握基础知识,培养新的思维方式,拓宽视野,了解职场新动向,获取新的认识。
3. 选文以语言典范、优美的范文为主,选文尽量出自国外教材或国际英文主流媒体报道,注意内容新颖、文字典型、文体多样、语言地道、趣味性强,具有强烈的时代气息和前瞻性。
4. 表达文件夹(Portfolio)模块包含一些实用性强的背景知识、数据、图表、案例以及应用性(practical learning)较强的资料拓展阅读。
5. Text B 之后的 Language practice 部分的语言练习是对 Unit task 和 Text B 的语言点的巩固。其中包括词汇拓展、词组、重点词、翻译和结构以及 1—2 个灵活的练习。词汇练习针对课文中的重点词汇及词组设计,要求学生反复操练,重点掌握。翻译练习偏重于选实用的句子,注重活学活用,逐步增强学生的翻译技能。写作策略则着重各类商务信函的写作。教材还兼顾了学生今后的就业需求,将基础教学同全国大学英语应用能力 A、B 级考试、大学英语四级考试及其它英语等级考试的写作要求有机结合。
6. 认知水平、系统性与可读性兼顾问题。在选材时,我们特别注重科学性与可读性的关系,既不失其科学的严谨性,又要考虑到学生学习心理方面的要求,力求将职场知识用浅显易懂的方式表现出来,使教材的内容具有可读性,教师愿意教,学生愿意学。
7. 文化教育与语言教学兼顾,在选材时注重培养学生的“跨文化意识”,注意语言材料和文化内容的融合,注意中西文化的对比,使在学习语言的同时,了解文化差异,多角度、多纬度地获取西方文化的精髓。
8. 教材中的人文关怀意识主要通过有思想性的文章体现,对学生的审美提高也有一定的帮助。

为了方便教师使用,本教程配备了较为详尽的教师用书。每单元的教师用书由两部分组成:第一部分是单元教学目的、步骤与建议;第二部分是单元参考教案,由热身活动(Warm-up),任务创设(Unit task),语言讲解(Language points),课文译文,练习答案,听说活动,写作指导等部分组成。其中语言讲解部分为教师提供了进入课文教学时引导性的问题和讲解词汇时所需要的例句;练习答案在必要之处我们对所给答案作了简单的解释。我们的意图是把教师用书变成一本十分实用、使用方便的教学参考书。

本教程第一册主编为卢敏老师(湖州职业技术学院)。参加本教程第一册编写工作的有胡卫卫、沈丹铎、王俊凯、王秀娥、王艳、张辉、陶玥君、黎蓉等老师。

本教程在编写过程中得到何自然教授(广东外语外贸大学)、邹为诚教授(华东师范大学)、夏纪梅教授(中山大学)、王大伟教授(上海海事大学)、蔡基刚教授(复旦大学)、井升华教授(南京理工大学)等多位英语界专家的支持,在此一并对他们表示衷心的感谢。

编者

2010年2月

# 致教师

## 您应该怎样用好这本书？

请您充当导游的角色。如果学习是一次旅行,作为教师,我们的职责是介绍、提示和引导。请尽量不要以本书中提供的内容,结合自己找的资料,在讲台上读自己的讲稿。我们的工作重点应该是介绍结构性的知识,引起学生的求知意向,乐于与学生交流与分享观点,善于发现学生的问题并尽力提供帮助。

请您充当主持人的角色。尽管本书做得也许还不够好,还不是主持人的好脚本,但我们确已努力过。“Tell me, I forget. Show me, I remember. Involve me, I learn.”因此我们在本书中对任务型教学模式进行了尝试,以丰富、多元的活动形式为载体,鼓励学生去看、去听、去说、去写,在真实的交际过程中达成教学目标。您可以根据我们提供的东西,改编成您想要实施的学习活动,让任务与活动成为课堂的基调,这样您就是主持人、组织者。

请您充当研究者的角色。“学然后知不足,教然后知困”,教学是教育者和学习者共同提高的过程。我们特别在每单元任务之后设置了“教师教学行动研究”版块,让您记录下任务活动中的观察和反思,留下宝贵的第一手资料,与我们一起为有效教学进行更多的思索。

## 您应该怎样规划这门课程？

您需要编写一份课程纲要,它是课程计划、认知地图,也是交流工具。

请您围绕课程目标精心设计教学过程,并思考在此过程中,学生如何:

(1)学会运用每课的关键表达方法和核心词汇;(2)能把所学知识应用于新的情境,解决实际问题;(3)通过丰富的学习活动,养成积极的学习习惯,提高主动获取知识的能力;(4)在与同伴完成任务的过程中,体验合作、分享、互惠的教育意义。

## 我们还打算为您做些什么？

我们深知教师工作的不易,为此我们探索、建立了教学分享网络。我们开设了网络自主学习中心,建设资源库,鼓励学生上网进行自主学习,并教师提供每一课的 PPT 课件和补充资料,让您有更多的选择,在组织教学时更加得心应手。

高等职业英语任务型教学研究项目 总策划

李恒平

2010年5月



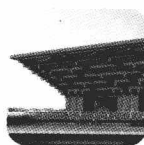
## Bookmap

Content	Theme	Unit Task	Text A	Text B	Grammar	Writing
Unit 1	Reception	Entertaining clients in business reception	Tips for Business Reception	Luxury Treatment Can Give You Wings after a Long Flight	Tense (1)	Email (1)
Unit 2	Fashion	Working in a fashion retail	How to Discover Current Fashion Trends	China Outsourcing Boomerangs on Brands	Nouns & pronouns	Invitation card
Unit 3	Advertising	Designing advertisements	3 advertisements	Advertising Good or Bad?	Modals	Poster
Unit 4	Finance	Investigating a robbery	Recession Easing, but Many Americans Still Afraid to Spend	The Role of Money in Society's Development	Verbal agreement	Bank account application
Unit 5	Expo	Participating in a trade fair	Canton Fair	Another Coming-of-Age Party for Brand China	Tense (2)	Business card
Unit 6	Travel	Organizing a group trip to Hong Kong Disneyland	How to Organize a Group Trip	Business Travel: Cruising on the Yangtze River	Adverbial Clauses	Itinerary
Unit 7	Public Relations	Arranging a press conference	How to Hold a Press Conference	Twitter Do's and Don'ts for Brands	Inversions	Email (2)
Unit 8	Entertainment	Creating a good story	What Makes a Good Story?	Hip-Hop World	Review test	Movie review

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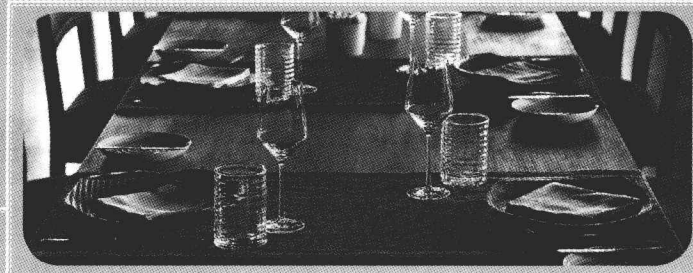


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# Unit 1 Reception



## Objective

### • Career skills

Picking up a client at the airport; planning a business reception; knowing some intercultural business reception skills; writing an invitation via email.

### • Reading

1. Reading for main idea(s)
2. Skimming/Scanning
3. Reading for key word spotting
4. Reading for finding out the cause
5. Reading for guessing word meaning from context

### • Writing

1. General writing: sentence patterns
2. Practical writing: emails

### • Listening

1. Listening for key words
2. Listening for general information and details
3. Listening for note-taking

### • Speaking

1. Making recommendation on what specialty to buy
2. Seeing off a client at the airport

### • Language focus

#### Key words and phrases

reception	activity	track	flight	pick up
entertain	available	greet	plan	invite
hospitality	spa	land	serve	baggage
dinner	specialty	recommend	see off	celebrate

## Teaching Arrangement

### Warm-up & Unit task (Text A)

- 1) Time schedule: 2 periods
- 2) Suggested lesson structure  
Warm-up: 10 – 15 minutes  
Text A: 10 – 15 minutes  
Unit task step 1 (pre-task):  
10 – 15 minutes  
Unit task steps 2 – 5 (while-task):  
45 – 60 minutes  
Unit task step 6 (post-task)

### Reading (Text B)

- 1) Time schedule: 1 period
- 2) Suggested lesson structure  
Language points: 20 – 25 minutes  
Language practice: 20 – 25 minutes

### Listening

- 1) Time schedule: 1 period
- 2) Suggested lesson structure  
Listening exercise 1: 10 minutes  
Listening exercise 2: 10 minutes  
Listening exercise 3: 10 minutes  
Listening exercise 4: 15 minutes

### Speaking & Writing

- 1) Time schedule: 1 period
- 2) Suggested lesson structure  
Speaking: 20 – 25 minutes  
Writing: 20 minutes

# Teaching Procedures

## Warm-up

### Expressions Pool

Activity names:

hiking, karaoke, Beijing opera, tea drinking, foot massage, tennis, golf ...

1

If you are going to entertain your clients during the business reception, what recreational activities would you like to choose? Please match the activities with their pictures respectively. What would you add?

Target:

Ss understand the meaning of each picture and brainstorm the suitable recreational activities during a business reception.

Guidance:

- Ss read Warm-up 1.
- Ask Ss to match the names of different activities with their pictures.
- Invite 1 – 2 Ss to present their answers.
- Ask Ss to read the sample.
- Ask 2 – 3 Ss to express their ideas according to the sample.
- Ask 2 – 3 Ss to add some suitable activities during business reception.



Key

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| 1. hiking <u>      H      </u>       | 2. Beijing opera <u>      A      </u> |
| 3. karaoke <u>      G      </u>      | 4. flying kites <u>      B      </u>  |
| 5. tea drinking <u>      D      </u> | 6. rock climbing <u>      I      </u> |
| 7. foot massage <u>      F      </u> | 8. tennis <u>      E      </u>        |
| 9. golf <u>      C      </u>         |                                       |

- I would like to choose Beijing opera, because it shows Chinese culture.
- I would not like to choose rock climbing, because it is too dangerous.
- I would like to add badminton, table-tennis, traveling in or around the city, dinner ...

Background Information:

What is business reception?

A business reception means the first step to impress your client. A good reception can help the following negotiation and the following deals. Reception includes meeting clients at the airport, reserving hotel rooms for clients, planning recreational activities to entertain clients and hosting a dinner for clients, etc.

2

Try the following quiz so that you know whether you are good at intercultural business reception skills. Choose the right country for each question.

Target:

Ss can know whether they are good at intercultural business reception skills. Ss



can learn some skills which may help their career.

### Guidance:

- Ss read Warm-up 2.
- Ask Ss to do a pair work. Try the quiz and check the score for their partner.
- Invite a student to present his/her partner's result.
- The teacher may help to explain some difficult language points.

### Expressions Pool

Sentence pattern: I will  
choose ... because it  
is .... / I would not  
like to ... because it is  
....

## Unit task

**Read Text A and practice a series of real tasks of reception supposing that you are a clerk in a company and you are going to impress your client during the business reception.**



### Task Map (任务导航)

在商务场合,商务接待是留给客户好印象的非常重要的首要环节。商务接待有一系列的任务,如机场接客户、邀请客户赴宴、邀请客户参加某些招待活动等。商务接待的各项环节里有大量的英语口语、听力、写作等的实际应用。

特此要求学生围绕商务接待可能涉及的任务进行具体实践,通过模拟情景进行模拟实践,巩固学生用英语查询、询问、介绍、建议、提问与回答等能力。

本单元任务分为6个步骤,第一个步骤让学生通过合作阅读了解查询航班的步骤、机场接人的步骤以及如何招待客户的注意事项;第二个步骤是学生模拟身份,收到客户来邮,记录客户航班信息,给客户回邮表达去机场接机的意愿;第三个步骤是学生模拟身份,以公司职员间的谈话来口头演示说明如何上相关网站查询航班信息;第四个步骤是主任务,模拟身份,模拟情景,学生角色表演机场接客户;第五个步骤也是主任务,模拟身份,模拟情景,学生角色表演为了准备招待计划而询问客户意见;第六个步骤是后任务环节,供学生课后讨论和演练,主要是针对商务接待的各项任务的典型注意事项进行复习性质的思考,另外还创造了一个情景剧表演的初步剧本。

本单元任务的安排主要根据活动过程顺序来设定,每一任务为后续的步骤做基础。

### Process Break-down

#### Pre-task:

- Step 1 A: Jigsaw reading let Ss share the tips for business reception.  
B: Ss need to rank the steps of picking a client up at the airport.

#### While-task:

- Step 2 A: Ss read the email from a client and sort out the flight information.  
B: Ss reply the email in order to inform the client that he or she is going to pick him up at the airport.
- Step 3 Ss orally introduce how to track flight information according to Article 1.
- Step 4 Ss role-play of meeting at the airport and on the way to the hotel.

Greetings and small talks should be included.

- Step 5 Ss work out a reception plan for the client. Give reasons for the arrangements. Role-play of inviting the client to take part in a certain entertaining activity.

**Post-task:**

- Step 6 Ask Ss to discuss questions and make a short play after class concerning the topic of reception.

**任务过程控制关注点**  
**Minefield**

- 提醒学生不要被生词限制住, 阅读时需要利用上下文猜测关键词, 非关键词可以忽略。阅读时也应引入常识。
- 提醒学生快速阅读时应采用查读法。
- 提醒学生这个步骤的任务是为接下来需要完成的实际任务提供理论依据。

**Expressions Pool**

- The main idea of Article ... is that ....
- The key words can be listed like this ....
- I think the reasonable order is ... according to the article I have just read.
- Words and expressions: track, pick up, entertain, flight, baggage claim, recreational activity ...

**Step 1**

**Read the articles and get background information for the following real tasks.**

**A**

Work in groups of three. You are each going to read an article. Tell your group members the main idea of what you have read and try to help Eric to list some key words.

**Target:**

Know some tips for business reception.

**Guidance:**

- Divide the whole class into groups of 3 students.
- Each student in each group is going to read an article.
- Tell their group members the main idea of what he or she has read and try to help Eric to list some key words.
- By finishing this step, Ss will have mastered the main steps or tips of tracking flight information, picking up clients at the airport and entertaining clients.
- During this step, Ss can also master retelling the main idea of an article. Also, they learn how to work in a team efficiently.
- Invite one group of Ss to present the answers.
- Teacher can do a little explanation afterwards.



**Key**

- Article 1: flight information, track, airport name, flight number, route, enter, click, alert ...
- Article 2: pick up, when, airline, flight number, baggage claim, check, location, vehicle, greet ...
- Article 3: entertain, feed, recreational event, show around the city, creative ways ...

**B**

Rank the following steps when Eric is going to pick his client up at the airport.

**Target:**

Know the tips for picking up a client at the airport quickly.

**Guidance:**

- Ss scan Article 2.
- Rank the steps into a reasonable order according to the article.
- Invite 1 – 2 Ss to present the answer.
- Teacher can do a little explanation afterwards.

**Key**

The reasonable order should be: C F B D A E

**Step 2****Read the email and reply it.****A**

Read an email and sort out information.

**Target:**

Understand a typical email from a potential client.

**Guidance:**

- Ss are supposed to be Eric. Eric gets an email from his potential client. The client is planning to visit Eric's company and try to make a deal.
- Ss read the email.
- Ss sort out the flight information.
- Invite 1 – 2 Ss to present their answers.

**Key**

Client's name	<u>Smith Park</u>
Flight number	<u>AA7951</u>
Airline	<u>American Airline</u>
Departure date	<u>June 22</u>
Arrival time	<u>10:30 a. m. June 24</u>

**B**

Reply the email in order to inform the guest that you are going to pick him up at the airport.

**Target:**

Know how to reply an email to the client and inform that you would like to pick him up at the airport.

**Guidance:**

- Ss are supposed to be Eric. They are supposed to give their reply ASAP, telling Mr. Park that they will be available to pick him up at the airport.
- Ss can follow some instructions from Article 2.
- Give Ss 5 minutes to write.
- Invite 1 – 2 Ss to read their emails.

**任务过程控制关注点**  
**Minefield**

- 提醒学生阅读查找信息时应用查读法。
- 提醒学生 email 的格式。
- 提醒学生写给客户的回邮必须及时、礼貌。
- 提醒学生在写邮件的时候一定要把愿意去机场接机的意愿表达到位。
- 提醒学生要注意语言,但同时不要害怕语言错误。

**Expressions Pool**

1. Email includes the sender, the recipient, the subject, the content, and the ending.
2. It's a great honor to get your email and we are looking forward to your visit.
3. I am available to meet you at the airport.
4. It's my pleasure to meet you at the airport at the baggage claim area.
5. I really appreciate a lot that you emailed me to inform me the flight information.
6. I would like to reserve a hotel room for you.
7. If you have any request, please do not hesitate to tell me via email or phone.
8. It is sunny/in rainy season/very warm/a bit chilly.
9. Best regards.
10. Yours sincerely ...

- Teacher may point out some mistakes.

### Reference:

From: ericlee@hotmail.com  
 To: smithpark@hotmail.com  
 Subject: Welcome  
 Date: June 16, 2010

### Attachment:

Dear Mr. Park,

It's a great honor to get your email and we are looking forward to your visit. We are glad to know you are interested in our product. During your stay in China, we would show you around our company and plant.

I really appreciate a lot you emailed me to inform me the flight information. I am available to meet you at the airport at the baggage claim area. And I would like to reserve the hotel room for you. If you have any request for the hotel room, please do not hesitate to tell me via email or phone.

We are looking forward to your coming.

Best regards,  
 Yours sincerely,  
 Eric Lee

### 任务过程控制关注点 Minefield

- 提醒学生要尽量理解和运用网站的语言。
- 提醒学生课后尽量上该网站实际演示。

## Step 3

### Demonstrate how to track the flight information online.

#### Target:

Introduce how to use a certain website to track flight information orally.

#### Guidance:

- Suppose the client is coming. Eric is worried and asks for help.
- Eric is asking his colleague to explain to him how to track the flight information online.
- Suppose Ss are Eric's colleague.
- Ss are going to explain orally and show it online.
- Ss need to scan Article 1 once again.
- Ss had better work in pairs.
- Teacher should guide Ss to use the suggested expressions.
- 1-2 pairs can be invited to present their dialogue.

#### Reference:

A: Hi, Sarah, could you please do me a favor?

B: What's up, Eric?

A: You know, my first client is coming to visit our company. I have no experience picking clients up at the airport. What am I going to do? I mean I may miss him or be late if I can not track the flight information.

B: You would like to track the flight information, right?

A: Exactly.

B: Don't worry, Eric. I can show you a useful website.

A: Thanks. If you can demonstrate it to me, that would be a big favor.

### Expressions Pool

1. Hi, ... could you please do me a favor?
2. My client is coming. You know, it is my first time to pick up clients at the airport on my own. I am a bit worried.
3. Could you please give me some tips? Any good suggestions?
4. What's up?
5. Don't worry. It's a snack. I can show you a useful website. You can have a try.



B: All right. Come here. I can show you. Step 1, log onto the Internet and search for flightstats.com.

A: I can take notes.

B: Step 2, enter the flight details for the airline you wish to track. You can choose to enter the flight number, to and from airport names or a flight route. Step 3, enter the flight date and choose on arrival and click on the Search button. Step 4, review the flight status results. Here arrival information such as: airport name, actual time of departure, gate used, and any reported delays are included. That's all.

A: It is really useful. Thanks a lot.

B: Not a big deal. Good luck, Eric.

A: Thanks.

### Expressions Pool

6. Step 1, Step 2, Step 3...
7. Log onto the Internet and search for...
8. Enter the flight details...
9. Click on the ... button.
10. You're welcome. If you have any question, I can give you a hand.

## Step 4

### Role-play of meeting at the airport and on the way to the hotel.

#### Target:

Know how to greet a client and have small talks with a client.

#### Guidance:

- Ss read the direction and try to understand the situation and role cards.
- Ss work in pairs.
- According to the role cards and situation, Ss can make a dialogue.
- Teacher should guide Ss to use the suggested expressions.
- 1-2 pairs can be invited to present their dialogues.

#### Reference:

A: Ah, Mr. Park, glad to meet you, I'm Eric Lee from ABC Textile Foreign Trade Company.

B: Glad to meet you too, Eric. It's very kind of you to meet me at the airport.

A: How was your flight, Mr. Park?

B: The flight was smooth and the service was satisfactory.

A: I'm glad to hear that. I hope you'll have a pleasant stay in China.

B: I'm sure I will.

A: Is this all your baggage?

B: Yes, it's all here.

A: Let me take this traveling bag for you if you do not mind.

B: Oh, please and thank you.

A: Let's go. This way, please. Our van is at the parking lot.

B: Okay.

A: Mr. Park, I have booked the hotel room for you. Shall we go to the hotel now or would you like to have something to eat?

B: I am fine now. I had some snacks on the plane. I think we can go to the hotel.

A: I see.

...

A: How do you like the weather here?

B: It is not bad.

A: Mr. Park, what do you like to do in your spare time?

B: I like doing some sports. Golf is my favorite.

A: That's great. Shanghai has some good golf courses. It will be our honor to

### 任务过程控制关注点 Minefield

- 提醒学生对话要自然, 贴近实际。
- 提醒学生注意机场接机环境下两人均有点陌生, 应非常礼貌, 不应过于亲密。
- 提醒学生注意语言使用得当, 但也不应害怕语言不丰富不敢开口讲。
- 提醒学生注意主题任务是“机场接待并在去酒店的路上进行简单对话”, 千万不要对话太多, 导致客户厌烦。

### Expressions Pool

1. Glad to meet you.
2. How was your journey?
3. I have booked a hotel room for you.
4. How do you like the weather here?
5. What would you like to do in your spare time?
6. It's so kind of you to come to meet me.
7. Can you tell me about any interesting places to visit?
8. I'd like to have a nap if you do not mind.
9. Thanks for your hospitality.