

高职高专二年制英语教材

# Practical English for Communication

A Professional Course Workbook

实用交际英语 业务教程  
学学 · 练练 · 考考

《实用交际英语》教材编写组 编



183



高等教育出版社  
Higher Education Press

高职高专二年制英语教材

# Practical English for Communication

A Professional Course Workbook

## 实用交际英语 业务教程

### 学学 · 练练 · 考考

《实用交际英语》教材编写组 编



高等教育出版社

Higher Education Press



## 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,坚定不移地摆脱了“本科压缩型”模式,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。

本书为《实用交际英语业务教程》的学生用书《学学·练练·考考》,每个单元都由“说”、“听”、“读”和“写”4部分组成,另有一个“趣味欣赏”部分。本书提供了两套“自测试题”,同时书后附有“练习答案及参考译文”以及生词表。本书配有录音带。

## 图书在版编目(CIP)数据

实用交际英语业务教程学学·练练·考考:二年制/  
《实用交际英语》教材编写组编. —北京:高等教育  
出版社,2005.1(2009重印)

ISBN 978-7-04-015894-6

I. 实... II. 实... III. 英语-高等学校:技术  
学校-习题 IV. H319.6

中国版本图书馆 CIP 数据核字(2005)第 002043 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	责任绘图	杨 帆	版式设计	孙 伟
责任校对	蔺启东	责任印制	尤 静		

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 北京铭成印刷有限公司

开 本 850×1168 1/16  
印 张 13  
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 2005 年 1 月第 1 版  
印 次 2009 年 2 月第 7 次印刷  
定 价 29.00 元(含光盘)

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。

版权所有 侵权必究

物料号 15894-01

***Practical English  
for Communication  
A Professional Course  
Workbook***

**实用交际英语业务教程**

**学学 · 练练 · 考考**



《实用交际英语》系列教材编写指导委员会

主 任：李志宏

副主任：孔庆炎、刘鸿章、刘 援、李津石

委 员：姜 怡、安晓灿、余渭深、向前进、伍忠杰、周 龙

《实用交际英语业务教程——学学·练练·考考》

总主编：孔庆炎、刘鸿章

主 编：安晓灿、余渭深

副主编：刘寅齐、邹晓玲

编 者：安晓灿、包兰宇、陈素花、邓世伦、黄 星、黄玉兰  
景志华、黎 静、刘 然、全 冬、晏生宏、宋又新  
王慧莉

## 前 言

《实用交际英语（学学·练练·考考）》（Practical English for Communication — Student's Companion）是与《实用交际英语》主教材同步的学生自主学习用书。本书紧扣《实用交际英语》各单元的教学内容，力求巩固和扩展主教材所设计的听、说、读、译、写等语言技能和词汇、语法等语言知识与用法的学习和训练。本书的编排模式也与《实用交际英语》主教材基本相同，且二者互相配合照应。因此《学学·练练·考考》是配合主教材供学生自主学习的好伴侣。为了充分体现便于自学的特点，《学学·练练·考考》特别作了如下编排：

1. 阅读文章的生词都旁注在课文的右侧，便于学生进行独立阅读；
2. 每课都加编了相应的Data Bank，为主教材中的相关练习提供辅助资料，这对提高学生独立运用英语语言的能力十分有益，同时还可以作为学生的参考性资料；
3. 在“句子写作”部分，各册加编了相关语法和写作知识的归纳小结，不仅为学生提供了训练中所需要的语言材料，而且帮助学生系统地归纳整理所学语言知识，从而更有效地在实践中使用语言；
4. 每册加编了2套模拟考题，分别模拟高等学校英语应用能力考试B级和A级，这既便于学生自我检测，又便于衡量自己是否达到《高职高专教育英语课程教学基本要求（试行）》中所规定的程度。

综上所述，《学学·练练·考考》是学好《实用交际英语》必备的重要辅学材料，它可以帮助学生复习所学内容，扩大练习园地，开拓知识视野，提高学习兴趣。将主教材和自主训练材料很好地配合使用，一定会取得事半功倍的效果。

编 者

2004年7月

# CONTENTS

## 1 TIMETABLES AND SCHEDULES 1

Section 1	Talking Face to Face	1
Section 2	Being All Ears	4
Section 3	Maintaining a Sharp Eye	5
	<i>Quality Time</i>	5
Section 4	Trying Your Hand	7
😊	Having Some Fun	12

## 2 INVITATIONS 13

Section 1	Talking Face to Face	13
Section 2	Being All Ears	15
Section 3	Maintaining a Sharp Eye	17
	<i>Don't Arrive Too Late or Too Early</i>	17
Section 4	Trying Your Hand	19
😊	Having Some Fun	25

## 3 COMMUNICATION BY PHONE 26

Section 1	Talking Face to Face	26
Section 2	Being All Ears	29
Section 3	Maintaining a Sharp Eye	31
	<i>A Cat with a Phone Number</i>	31
Section 4	Trying Your Hand	33
😊	Having Some Fun	39



## **4 MAKING RESERVATIONS 40**

Section 1	Talking Face to Face	40
Section 2	Being All Ears	43
Section 3	Maintaining a Sharp Eye	44
	<i>Lost and Found Items Perplex the Hotel Trade</i>	44
Section 4	Trying Your Hand	47
😊	Having Some Fun	51

## **5 APPLYING FOR A JOB 52**

Section 1	Talking Face to Face	52
Section 2	Being All Ears	56
Section 3	Maintaining a Sharp Eye	57
	<i>My First Job</i>	57
Section 4	Trying Your Hand	60
😊	Having Some Fun	64

## **6 MANAGERS AND CEOS 65**

Section 1	Talking Face to Face	65
Section 2	Being All Ears	68
Section 3	Maintaining a Sharp Eye	69
	<i>A "Rags-to-riches" CEO</i>	69
Section 4	Trying Your Hand	72
😊	Having Some Fun	76

## **7 PROMOTING ACTIVITIES 77**

Section 1	Talking Face to Face	77
Section 2	Being All Ears	80
Section 3	Maintaining a Sharp Eye	81
	<i>Marketing: Key to Producing Bestsellers</i>	81
Section 4	Trying Your Hand	84
😊	Having Some Fun	87

## **8 A COMPANY PROSPECTUS 88**

Section 1	Talking Face to Face	88
Section 2	Being All Ears	91
Section 3	Maintaining a Sharp Eye	92
	<i>A Perfectly Fair Business Deal</i>	92
Section 4	Trying Your Hand	95
😊	Having Some Fun	100

## **9 PURCHASE AND PAYMENT 101**

Section 1	Talking Face to Face	101
Section 2	Being All Ears	104
Section 3	Maintaining a Sharp Eye	105
	<i>My Shopping Experiences</i>	105
Section 4	Trying Your Hand	107
😊	Having Some Fun	111

## **10 TRAINING AND LEARNING 112**

Section 1	Talking Face to Face	112
Section 2	Being All Ears	115
Section 3	Maintaining a Sharp Eye	116
	<i>My Study-abroad Experience at Lancaster University</i>	116
Section 4	Trying Your Hand	119
😊	Having Some Fun	122

## **SELF-ASSESSMENT 123**

## **KEYS & TRANSLATIONS 141**



# TIMETABLES AND SCHEDULES

## Section 1 Talking Face to Face

### Speak More by Yourself

1 Read aloud the following dialogues. You could practice role-play with your partner, changing the information into your own.

#### Dialogue 1

(Miss Green is going to book a ticket for her boss and now she is calling for **flight** information.)

Miss Green: Good morning, could you give me some information about flights for Beijing?

Receptionist: Yes, there are three flights for Beijing every day.

Miss Green: Are they all **direct** flights?

Receptionist: We have two direct flights. One is in the morning and the other is in the afternoon.

Miss Green: Would you tell me the **departure** and **arrival** times?

Receptionist: Certainly. The morning flight leaves at 6:50 and arrives in Beijing at 10:10. The afternoon flight leaves at 1:40 and arrives in Beijing at 5:10.

Miss Green: When does the other flight **depart**?

Receptionist: That's not a direct flight. You need to stop in Changsha, from 11:15 a.m. to 12:15 a.m.. The departure time is 8:55 a.m. and the arrival time is 2:10 p.m..

Miss Green: Thank you very much.



航班

直达的

离开  
到达

离开



## Dialogue 2

(A foreign friend Linda is asking Miss Zhang about her school **schedule**.)

Linda: What's your school schedule like, Miss Zhang?

Zhang: Well ... I take five courses this term. I have Computer Science on Monday, Wednesday and Friday at 10:00 a.m. and I have English on Monday, Wednesday and Friday from 1:30 to 3:00 p.m.

Linda: When is your math's class?

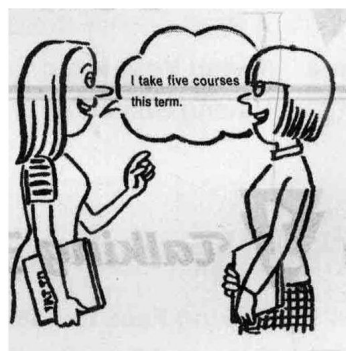
Zhang: Tuesday and Thursday 8:00 to 9:30 a.m.

Linda: Do you have any other classes on Tuesday and Thursday?

Zhang: Yes. I have **Business Management** on Tuesday and Thursday afternoons from 1:30 to 3:00.

Linda: Do you take any evening classes?

Zhang: Yes. I'm taking an evening class on Wednesday evenings. It's **Foreign Trade Practice**, from 7:30 to 9:00 p.m.



时间表

商业管理

外贸

## 2 Here is a group of short dialogues. Follow the examples to fulfill the tasks accordingly.

1) A: I'm going to Macao on business. Please book a hotel for me.

B: OK. When will you go there?

A: Feb. 22nd.

B: How long will you stay there?

A: Two nights.

**Task:** Ask about hotel arrangements.

2) A: Mr. Green, do you have time this afternoon?

B: I'm afraid not. I have an appointment with Mr. Black at 2:00 and I have to attend a meeting at 3:30.

A: Can I come after the meeting?

B: Sorry, Mr. Anderson. I suppose the meeting won't be over until 6.

**Task:** Tell about your schedule.

3) A: Mr. Li, when do you usually go to work?

B: At about 7:00 after my breakfast, and I get to my office at about 7:30.

A: What about lunch?

B: I try to have lunch in the canteen at 11:30, but sometimes a little later when I have to have lunch with customers.

A: When do you go home?

B: At about 6:00 unless there is a dinner appointment.

**Task:** Ask a businessman about his meal hours.

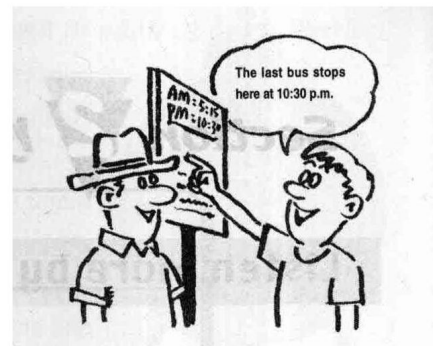
4) A: What time does the first bus come?

B: It comes at 5:15 a.m.

A: And when is the last bus?

B: The last bus stops here at 10:30 p.m.

**Task:** Ask about the first and the last bus coming to your college.



### 3 Here is the Data Bank. Practice the patterns and expressions for talking about timetables and schedules.

#### Data Bank

I'm going to Hong Kong on business the day after tomorrow.

我后天去香港出差。

I'd like to take the 12:15 flight for Beijing.

我想乘 12 点 15 分去北京的飞机。

The flight leaves at 3:50, but you must check in one hour before departure.

这个航班是 3 点 50 分起飞，但你得提前 1 小时办理登机。

I plan to leave for Shanghai on an early morning flight.

我计划乘上午早班飞机去上海。

Please tell me the departure times and arrival times.

请告诉我起飞时间和到达时间。

There's a flight to Dalian at 7:00 a.m. tomorrow.

明天早上 7 点有航班飞往大连。

My flight leaves at 7:50 a.m. and is due to arrive at about 3:30 p.m. local time.

我乘坐早上 7 点 50 分的飞机，当地时间下午 3 点 30 分到达。

I'm catching an evening flight at 9:30 and arriving back at 4:50 a.m.

我赶晚上 9 点 30 分的班机，早上 4 点 50 分回来。

The next train to Shenyang is at 8:20 p.m..

下一班发往沈阳的火车是在 10 晚上 8 点 20 分。

The train is due to arrive at 9 o'clock, but it has been delayed for one hour.

火车正点到站时间是 9 点，可是已经晚点 1 小时了。

## Section **2** Being All Ears

### Listen More by Yourself

**1** Listen to Dialogue 1 carefully and try to find the English equivalents given in Chinese.

- |                |                |
|----------------|----------------|
| 1) 新鲜事 _____   | 2) 午休 _____    |
| 3) 几乎没时间 _____ | 4) 很饿 _____    |
| 5) 总共 _____    | 6) 星期五休息 _____ |
| 7) 更喜欢 _____   |                |

**2** Listen to Dialogue 1 again and select the best choices.

- 1) Linda and Joe are talking about \_\_\_\_\_.  
 a. daily habits                      b. office rules                      c. working hours
- 2) Linda usually has lunch at \_\_\_\_\_.  
 a. twelve                              b. 1 p.m.                              c. 2 p.m.
- 3) Linda works \_\_\_\_\_ a week.  
 a. thirty hours                      b. forty hours                      c. forty-eight hours
- 4) Linda can finish work \_\_\_\_\_.  
 a. anytime before 4 p.m.              b. at 4 p.m.                      c. anytime after 4 p.m.
- 5) Linda prefers to working more hours from Monday to Thursday so that on Friday \_\_\_\_\_.  
 a. she can come to work late      b. she can leave early              c. she can be free

**3** Listen to Dialogue 2 carefully and try to judge whether the following statements are true or false.

- ☐ 1) Tony is very busy because he has to study computer science and English.
- ☐ 2) Tony has to work at the coffee shop every day during the week.
- ☐ 3) He works four hours at the coffee shop every day from Monday to Friday.
- ☐ 4) On Saturdays he still has to go to an insurance course.
- ☐ 5) Tony majors in Insurance at college.
- ☐ 6) Tony does not feel satisfied with his job at the coffee shop.
- ☐ 7) Besides working at a coffee shop, he has taken some other part-time jobs.
- ☐ 8) Tony thinks he is sure to get the job at the insurance company.



#### 4 Listen to Dialogue 2 again and fill in the blanks.

##### Tony's Schedule

<b>Monday</b>	9:00 a.m.— 1:00 p.m. work at the coffee shop
<b>Tuesday</b>	8:30 a.m. 1) _____ 1:00 p.m.—5:00 p.m. 2) _____
<b>Wednesday</b>	3) _____ work at the coffee shop
<b>Thursday</b>	4) _____ work at the coffee shop 6:00 p.m. 5) _____
<b>Friday</b>	9:00 a.m.— 1:00 p.m. work at the coffee shop
<b>Saturday</b>	6) _____

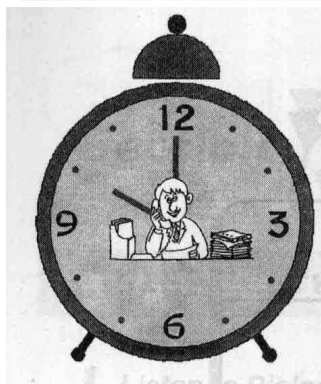
## Section **3** Maintaining a Sharp Eye

### Read More by Yourself

#### Quality Time

You've just been given a **major** task and want to do it well, but it seems that the minute you get started, you're **interrupted**. First, Jane stops by. Then, it's the phone. Later, your boss tells you to drop everything — she's got a rush job. And you have that meeting at three!

All these things are important. If only you could **rearrange** them without breaking your **concentration**. And you can! We've heard about **quality time** at home — why not quality time on the job?



Begin by finding out those parts of the day during which you're most **creative**. You may work best in the morning or in the afternoon. No matter when — just find your time and build a wall around it.

Say that for you, quality time begins at ten. **Focus on** your major task then, and don't let anything interrupt you. If you have a **secretary**, tell her or him to hold all calls and visitors; if you don't, try to ask a **colleague** to help you. The point is that both outsiders and colleagues will know that you will not be **available** for a part of each day. Why? Because you are working!

Prepare for this special block of time as carefully as you would for an important meeting. Don't waste **precious** minutes searching for memos or notes. Be ready to begin precisely at ten, and **get the most out of** every second. You might like to use your block simply for thinking about a project, problem or a new idea.

Start small — maybe thirty or forty minutes, three times a week, **building up** to at least an hour. Sure, you'll have to **chip away** at your block a little sometimes, but guard that hour as you would any other valued **possession**.

有创造力的

例如 / 集中

秘书

同事

可找到的

宝贵的

充分利用

逐渐增加

削去

财产

## 1 Read the passage carefully and check your understanding by doing the multiple choice exercise.

- 1) According to the passage, when don't you want to be interrupted?
  - a. When you are given a major task.
  - b. When a friend stops by.
  - c. When your boss gives you a rush job to do.
  - d. When you have a meeting.
- 2) You work \_\_\_\_\_ during your quality time.
  - a. most quietly
  - b. most carefully
  - c. best
  - d. worst
- 3) When you focus on your major task, you'd better ask your secretary to \_\_\_\_\_.
  - a. get everything ready for you
  - b. attend meetings instead of you
  - c. hold all calls and visitors
  - d. write down memos and notes
- 4) You should let other people know that you are not available during your quality time because \_\_\_\_\_.
  - a. you are busy
  - b. a visitor has come
  - c. your boss has a rush job
  - d. you are working
- 5) *Build a wall around it* in paragraph 3 is similar in meaning to \_\_\_\_\_.
  - a. guard it
  - b. create it
  - c. focus your attention on it
  - d. get ready for it
- 6) You should prepare for your quality time the way \_\_\_\_\_.
  - a. you think about and plan a project
  - b. you prepare an important meeting
  - c. you receive important visitors
  - d. you write memos and notes

## 2 Choose the proper word or phrase in the box to fill in the blank in each of the following sentences, changing the form if necessary.

focus on	precious	available	interrupt	major
quality	concentration	creative	prepare for	find out

- 1) This dress is very popular this year and \_\_\_\_\_ in all sizes.
- 2) Mark tried to explain why he was late, but he was \_\_\_\_\_.
- 3) All her attention is \_\_\_\_\_ her children and she seems to have no time for anything else.
- 4) She has many friends and friendship is most \_\_\_\_\_ to her.
- 5) Two police officers were sent to the town to \_\_\_\_\_ about the situation there.
- 6) Linda spent the whole afternoon \_\_\_\_\_ her son's birthday party.
- 7) We are happy because the \_\_\_\_\_ part of the job has been done.
- 8) The designers in our company are \_\_\_\_\_ in producing new models.
- 9) The market for \_\_\_\_\_ cars is still very strong.
- 10) \_\_\_\_\_ is the key to successful learning.

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

- 1) 要是我能说一口流利的英语就好了。(if only)
- 2) 一听到消息我就来了。(the minute)
- 3) 究竟谁偷了我的字典，我会查出来的。(find out)
- 4) 不要把宝贵的时间浪费在玩网络游戏上。(precious)
- 5) 我工作时不要打扰我。(interrupt)
- 6) 重要的是你要学会充分利用时间。(The point is that...)

## Section 4 Trying Your Hand

### Write More by Yourself

#### A. Applied Writing: Timetables and Schedules

##### Data Bank

In the morning I have meetings, talk with customers and do things like that.

上午我开会，见客户，以及办理一些类似的事情。

I'm meeting Mr. Zhang at 8:30 and we're going around the plant.



我8点30分会见张先生，而后我们将去工厂转转。

I arrive in Singapore on Monday.

我星期一抵达新加坡。

The trade fair opens on June 12th.

交易会6月12号开幕。

I want to go to Shenyang by train and spend two days there.

我要坐火车去沈阳，在那里呆两天。

The bank is open from 9 a.m. to 5 p.m. on weekdays, and 10 a.m. to 4 p.m. on weekends.

银行平时是早9点到下午5点营业，周末是早10点到晚4点。

I work part-time at a library. I work in the evening on Monday, Wednesday and Friday.

我业余时间在一图书馆打工，周一、周三、周五晚上上班。

After reading the morning papers, I leave for work.

读过晨报，我就去上班。

I'm going to have a meeting in the morning and I've got an appointment with Mr. Black in the afternoon.

上午我开会，下午我约了布莱克先生。

## 1 Translate the following schedule into English.

李丽的时间表

6月13日 星期一	下午2:00 班会 下午7:30 听美国文学讲座
6月14日 星期二	下午3:30 做数学作业 下午6:00 参观科技馆
6月15日 星期三	下午2:20 和李芳去市内购物 下午7:00 拜访王教授
6月16日 星期四	下午1:30 化学实验室做实验 下午7:30 参加王萍的生日聚会
6月17日 星期五	下午2:30 与刘丽打网球 下午7:45 看足球赛

## 2 Read the following passage and fill in Mr. Johnson's schedule.

This is a rough plan for my trip to Beijing and Shanghai. On Monday morning, June 27, I'm going to Beijing on the 8:15 train. I'm meeting Mr. Green at his company at 10 o'clock. We're going to have lunch at 12 at Beijing Hotel. We'll be discussing the contract at his company at 2 in the afternoon. The next day