

广东省自学考试商务英语（基础科段）“口语”课程指定教材

# 新编交际英语

## 听说教程

（修订版）

唐桂民 杨丽 编著

Ken Foster (博士) 审校



New Communicative English Listening

New Communicative English Listening & Speaking

New Communicative English

广东高等教育出版社

New Communicative English Listening & Speaking Skills

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***English Listening & Speaking Skills***

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2002·广州

## 内容简介

本书是按照英语专业及非英语专业学生的学习要求和特点编写的口语教材。全书共分 18 个单元，内容以日常生活为主。每单元包括 8 个部分：预备练习、词汇表、听力练习、示范会话、语言要点、巩固练习、角色扮演和补充词汇。在编排上以具体的生活场景为线索，突出语言结构和功能，把听与说的训练有机地结合起来。本书编排新颖，结构清晰，内容丰富，语言真实自然，形式活泼多样，结合交际场景，便于学习者学以致用。

本书可作为英语专业低年级学生及非英语专业学生的口语教材，同时也适合于具备一定英语基础的广大英语爱好者。

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## 序

我们进行英语教学，就是要帮助学生掌握听、说、读、写这四种英语语言技能，也就是通常说的“四会”。不过，从日常言语交际的实际情况来看，在这“四会”中，“听”和“说”是用得比较多的。学习英语，最好从“听”和“说”入手。从教学与学习的角度来考虑，最好把“听、说、读、写”这四种语言技能分为两组：“听”与“说”结合，通常是先听后说；“读”与“写”结合，通常是先读后写。教学实践证明，这样的安排，有利于这两组语言技能互相促进，因为“听”和“读”是 input，是吸收语言材料的过程；而“说”和“写”是 output，是对所学语言材料进行具体运用的过程。对低年级学生或初学者来说，在打基础阶段，采用“听什么就说什么”、“读什么就写什么”这样的方法，可以收到良好的学习效果。

要提高“听”和“说”的能力，必须选好教材并讲究科学的方法，才能收到事半功倍的效果。现在我们向教师、学生和英语学习者介绍《新编交际英语听说教程》（以下简称《教程》）。我们认为这部《教程》编得很好，独具特色。它有如下优点：

第一，先听后说，听说结合。这部《教程》的一个突出优点是，与一般的口语教材不同，它采用“听说结合”的编写方式：每教一个单元，先进行有针对性的“听的活动”（Listening Activities），通过“听”向学生介绍与每一个单元的主题有关的句型和表达方式，帮助学生接触这个单元的内容并打下初步的语言基础；接着才进行“说”的教学（“对话”教学与操练）。显而易见，这种编写与教学组织方式，有利于任课教师有预见地、灵活地组织听说教学，帮助学生同时提高“听”和“说”的能力。

第二，练习内容丰富，形式活泼多样。一部实用的听说教材，必须提供丰富的练习，特别是要设计一些练习来调动学生的学习积极性与创造性，让他们在课堂上或课外进行操练，巩固所学的内容，提高听说能力。本《教程》的练习栏目达到上述的要求；它所提供的练习形式多样，目的明确，很有针对性，可以达到融会贯通、举一反三、巩固所学内容的目的。

第三，本《教程》全书包括 18 个单元，语言地道，取材实用，教学内容贴近日常生活，对话结合交际情景，有利于学生模仿活用。另外，本《教程》每一个单元都选编大量对话，都附有 Language Focus 这个栏目，为教师提供了丰富实用的教学讲解材料，同时也为学生提供了丰富的语言活用材料。这些实用的语言材料不仅可以帮助学生提高“听”与“说”的能力，而且也可以帮助学生提高“读”与“写”的水平。

《教程》是一部颇具特色的、实用的英语听说教材，建议在英语教学与学习中采用。

伍谦光

广东外语外贸大学

英语语言学教授

2002 年 8 月

## 前 言

外语教学注重听、说、读、写技能的训练和培养。其基本原则是听说领先，读写跟上。纵观当代中国的外语教学，其发展趋势与这一外语教学原则是基本一致的，具体表现在听力与口语日趋得到重视，绝大多数院校都开设英语口语和听力课，并把这两门课程作为低年级的英语核心课程。毋庸置疑，这对加强和提高学生英语听说能力是很有帮助的。然而，在具体的教学过程中，我们往往把听力与口语作为两门相对独立的课程进行操作，即把听与说分割开，在某种程度上忽略了听与说是密不可分的一个整体，在一定程度上影响了学生听说能力的整体训练和培养。与此同时，大多数的口语教材在编排上形式较为单一，每个单元一般由对话、相关词汇和少量的练习组成，教师在使用这样的教材时，不是感觉到内容太少，就是练习的量不够，形式也较单一，很少能把听与说在具体的情景中融会在一起。因此，教师在具体操作中往往有一定的难度。为了使教学更生动有效，教师在教学时经常需要补充材料和练习，这无疑增加了教师的工作量。针对目前口语教材中存在的这些不足，我们结合多年教授口语课的经验，并参考国内外多种口语教材，编写了《新编交际英语听说教程》、《新编商务交际英语听说教程》和《新编高级英语听说教程》。

本书（《新编交际英语听说教程》）分为 18 个单元，每个单元包括 8 个部分：（1）预备练习（Warm-up Practice），这一部分目的是检测学生对每一个单元的内容和语言重点的掌握程度，有助于教师在讲授本单元前“摸清”学生的情况，教学时做到心中有数，有的放矢；（2）词汇表（Word List），这一部分把每一单元中的生词和重点的词组列出来，便于学生的学习；（3）预听练习（Listening Activities），这一部分旨在让学生泛听本单元所学的主要内容和语言要点，一是检测他们的听力水平，二是让他们对即将学的知识有一个感性认识。这部分的听力练习以泛听为主，内容围绕本单元的主题和语言要点，重点突出，情景逼真；（4）示范对话（Model Dialogues），这一部分把本单元的语言结构和功能贯穿于具体的对话中，让学生了解这些语言结构和功能的用法，同时也供学生模仿训练；（5）语言要点（Language Focus），这部分是每一单元的核心，它全面详细地解释每一单元语言要点的同时，配以多种听说练习，让学生通过这些形式多样的练习，迅速地了解和掌握某一语言要点；（6）巩固练习（Practice for Consolidation），这部分练习分为听力和口语两部分，让学生把所学的语言结构和功能融会贯通于听说练习中，从而达到巩固和应用的目的；（7）角色扮演（Role Play），这部分着重让学生学以致用，旨在提高他们具体应用所学知识的能力和技巧；（8）补充词汇（Supplementary Vocabulary），这部分可让学生掌握更多有关某一主题的术语和短语，从而提高他们的会话能力。每一单元这样编排，把认知、练习、掌握、巩固、应用几个环节有机地结合起来，

使学生的学习得以快速有效地提高。教师在操作时也会觉得有东西讲，有东西练。

本书由唐桂民和杨丽两位老师编写。唐桂民老师负责一、二、三、四、五、六、七、十五、十六、十七和十八单元的编写；杨丽老师负责八、九、十、十一、十二、十三、十四单元的编写。

本书稿承美籍教师 Ken Foster 博士在百忙中审阅和订正，并提出宝贵的修改意见和建议。在此特向他表示衷心的感谢。

本书配有由外籍专家灌录的磁带，内容包括听力练习及示范对话，使用方便，可作为英语专业低年级学生及非英语专业学生的口语教材，同时也适合于具备一定英语基础的广大英语爱好者。在使用过程中，教师可根据学生的具体情况和水平，对一些单元的部分内容和练习有所取舍。本书还配有一本《学习指导》，里面附有本书录音文本、练习答案及 Model Dialogues 和 Language Focus 两部分的译文，可帮助学生自学时使用。

在编写过程中，编者参考了国内外出版的一些教材，获益良多，在此向这些书的作者表示感谢。

由于时间仓促，编者水平有限，书中难免有错漏之处，敬请广大读者及专家批评指正。

编者

2002 年 1 月

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# Unit 1

## Introductions and Greetings

### Learning Objectives

- \* to introduce oneself and other people
- \* to greet someone you know
- \* to address people properly
- \* to make an offer of help

### Warm-up Practice

**1** What would you say in the following situations?

- \* introducing yourself
- \* introducing someone else
- \* greeting a stranger
- \* greeting an acquaintance

**2** Discuss with your partner(s) and tick those you think we often do when we meet each other for the first time. Add those that you think are not listed below. Then compare with your partner(s).

- \* shake hands
- \* exchange business cards
- \* ask personal questions
- \* embrace each other
- \* kiss the other on the cheek

- \* talk about everything under the sun
- \* just nod and smile
- \* say "Hi" or "Hello"
- \* say "How do you do?"
- \* talk about the weather

**3** In Chinese-speaking communities, we often greet acquaintances or friends with expressions like "Where are you going?" or "Have you eaten yet?" Can we greet foreigners this way? Why or why not?

**4** What are the most commonly used expressions to greet acquaintances or friends in English speaking communities? List at least three.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**5** In what situations do you think we would use the following expressions?

- \* Did you have a good flight?
- \* I hope you had a good voyage.
- \* Did you have a pleasant journey?

**6** Tick those you think are acceptable forms of addressing in English:

- |                        |                       |                         |
|------------------------|-----------------------|-------------------------|
| ( ) 1) Engineer Brown  | ( ) 2) Secretary Wang | ( ) 3) Miss Mary        |
| ( ) 4) Professor Smith | ( ) 5) Lecturer Black | ( ) 6) Teacher Liu      |
| ( ) 7) Driver Li       | ( ) 8) President Bush | ( ) 9) Captain Williams |
| ( ) 10) Mr. Mayor      | ( ) 11) Dean Liu      | ( ) 12) Doctor Foster   |

**7** Do you know how many parts a person's name is made up of? Please illustrate.

**8** Is there any difference between Chinese and English in addressing people? Please illustrate by giving some examples.

## Word List

salesperson ['seilz,pɜ:sn] <i>n.</i>	推销员;售货员
trade fair	交易会
computer programmer ['prəʊgræmə]	电脑程序员
introduce [ˌintrə'dju:s] <i>vt.</i>	介绍
introduce someone to someone	把……介绍给……
introduction [ˌintrə'dʌkʃən] <i>n.</i>	介绍
embrace [im'breis] <i>vt.</i>	拥抱
impression [im'preʃən] <i>n.</i>	印象
prosperous ['prɒspərəs] <i>adj.</i>	繁荣的
reform [ri'fɔ:m] <i>n.</i>	改革
opening up = opening to the outside world	开放
import [im'pɔ:t] <i>vt.</i> [ˈɪmpɔ:t] <i>n.</i>	进口
export [eks'pɔ:t] <i>vt.</i> [ˈeksport] <i>n.</i>	出口
corporation [ˌkɔ:pə'reiʃn] <i>n.</i>	公司;有限公司(美国)
light industry [ˈlɑ:ndəstri] <i>n.</i>	轻工业
product ['prɒdʌkt] <i>n.</i>	产品
colleague ['kɒli:g] <i>n.</i>	同事
acquaintance [ə'kweintəns] <i>n.</i>	熟人
business ['biznis] card	名片
reception [ri'sepʃən] <i>n.</i>	接待处;服务台
appointment [ə'pointmənt] <i>n.</i>	预约
pleasure ['pleʒə] <i>n.</i>	愉快
pleasant ['plezənt] <i>adj.</i>	愉快的
jet lag	时差反应;时差综合症
luggage ['lʌɡidʒ] <i>n.</i>	行李
coincidence [kəu'insidəns] <i>n.</i>	巧合
congratulation [kən'grætju'reiʃən] <i>n.</i>	祝贺
primary ['praɪməri] school	小学
academic [ˌækə'demik] <i>adj.</i>	学术的
at present ['preznt]	目前
transfer [træns'fə:] <i>vt.</i>	调动;转移
Sino-American ['sainəu-ə'merikən]	中美

joint [dʒɔɪnt] venture ['ventʃə]	合资企业
in charge [ɪnˈtʃɑːdʒ] of	负责
personnel [ˌpɜːsəˈnel] n.	人事
e-mail ['iːmeɪl] n. & v.	电子邮件
keep in touch (with someone)	保持联系
honour ['ɒnə] n.	荣幸
address [əˈdres] n. & vt.	地址; 称呼
surname ['sɜːneɪm] = family name = last name	姓
given name = first name	名
Christian ['krɪstʃən] name	教名
in person	亲自

## Listening Activities

**1** Listen to four short dialogues and tell if the speakers know each other or are meeting for the first time, then state your reasons.

### 1) Dialogue 1

Mary and Stella (      )

Clue: \_\_\_\_\_

### 2) Dialogue 2

Mr. Smith and Miss Wang (      )

Clue: \_\_\_\_\_

Mr. Smith and Mr. Long (      )

Clue: \_\_\_\_\_

### 3) Dialogue 3

Jack and Rose (      )

Clue: \_\_\_\_\_

Jack and Tom (      )

Clue: \_\_\_\_\_

### 4) Dialogue 4

Mrs. Taylor and Mr. Shaw (      )

Clue: \_\_\_\_\_

**2** Listen to four dialogues and tell where they take place.

1) Dialogue 1—

Clue:

2) Dialogue 2—

Clue:

3) Dialogue 3—

Clue:

## Model Dialogues

### Dialogue 1

#### Making an introduction of yourself

(At a trade fair, Mr. Zhang, a salesperson, introduces himself to a foreign businessman, Mr. Smith. Z = Mr. Zhang, S = Mr. Smith.)

Z: Good morning, I'm Zhang Hong from Guangzhou Trading Company.

S: How do you do, Mr. Zhang? Pleased to meet you. I'm John Smith from the USA.

Z: Nice to meet you, too. Mr. Smith, is this your first visit to Guangzhou?

S: No, this is my second time.

Z: What's your impression of Guangzhou?

S: Well, it's becoming more beautiful and more prosperous. Great changes have taken place here since China's reform and opening up.

Z: Mr. Smith, what line of business are you in?<sup>①</sup>

S: I'm in foreign trade. I import light industry products from China every year.

Z: I hope we'll have a chance to do business with you. Here's my business card.

S: Thank you. Let me give you mine.

### Dialogue 2

#### At the reception

(A foreign visitor, Miss Black, comes to see Mr. Yang, General Manager of a company. She is at the reception desk. R = receptionist, B = Miss Black, Y = Mr. Yang.)

R: Good afternoon, Miss. Can I help you?

B: Good afternoon. I'm Rose Black from Australia. I'm here to see Mr. Yang, your general manager.

R: Have you got an appointment with him?<sup>②</sup>

B: Yes, he's expecting me.

R: Just a minute, please. (*Phoning Mr. Yang*)

Y: Hello.

R: Mr. Yang, Miss Black is here to see you.

Y: Show her in, please.

R: Yes. (*to Miss Black*) Mr. Yang will see you now, Miss Black. I'll show you to his office.

B: Thank you.

R: You're welcome.

## Dialogue 3

### Meeting a foreign visitor at the airport

(*Mr. Li, Export Manager, and Mr. Tang, General Manager, go to the airport to meet Mary Black from the United States, whom they don't know. L = Mr. Li, S = Stranger, M = Mary Black, T = Mr. Tang.*)

L: Excuse me, are you Miss Black from the United States?

S: No, I'm not.

L: Sorry, I made a mistake.

S: Oh, that's OK.

L: Excuse me, you must be Miss Mary Black from the United States.

M: Yes, you're right. You are...

L: I'm Li Dong, Export Manager of Guangzhou Import & Export Corporation<sup>③</sup>.

M: How do you do, Mr. Li?

L: How do you do, Miss Black? May I introduce you to our general manager, Mr. Tang? He's here to meet you, too. Mr. Tang, this is Miss Mary Black.

M: How do you do, Mr. Tang? It is a pleasure to meet you.

T: How do you do, Miss Black? I'm pleased to meet you, too.

M: Well, just call me Mary if you like. Mr. Tang, thank you so much for coming to meet me in person.

T: You're welcome. Mary, is this your first visit to Guangzhou?

M: Yes, this is my first visit.

T: Welcome to Guangzhou. I hope you'll enjoy your stay here.

M: Thank you.

L: Miss Black, did you have a good flight?

M: Yes, it has been pleasant all the way. Thank you.

L: Shall we go now? Our car is waiting outside.

M: OK, let's go.

L: Would you like me to help you with your luggage?

M: It's very kind of you, but I can manage. Thank you just the same.

## Dialogue 4

### Coming across an old friend at the airport

A: What a coincidence meeting you here!<sup>④</sup> How are you?

B: I'm fine, thank you. And you?

A: I'm very well, too. Thanks. How's your kid?

B: He's fine, too. He's now at primary school.

A: How's he getting along with his studies?<sup>⑤</sup>

B: Well, he's doing very well in his lessons. How about your wife?

A: She's expecting now. <sup>⑥</sup>

B: Congratulations. You'll be a father soon.

A: Thank you. Right, where are you going?

B: I'm going on a business trip to Hong Kong. How about you?

A: I'm going to Singapore to attend an academic conference.

B: Do you still work as a teacher at Zhongshan University?

A: No, I've transferred to Guangdong University of Foreign Studies. What company are you with at present? <sup>⑦</sup>

B: I'm with a Sino-American joint venture in Shenzhen. <sup>⑧</sup> I'm in charge of personnel.

A: Oh, they're announcing my flight. I think I have to board the plane. Let's keep in touch.  
Here's my card. You can find my phone number and e-mail address on it.

B: Thank you. Have a nice trip.

A: You too, so long.

### Notes:

- 1) What line of business are you in?  
(你是做哪行的?)
- 2) Have you got an appointment with him?  
(你和他预约了吗?)
- 3) Guangzhou Import & Export Corporation  
(广州进出口总公司)
- 4) What a coincidence meeting you here!  
(多凑巧,在这里遇见你!)
- 5) How's he getting along with his studies?

(他学习怎样?)

6) She's expecting now.

(她正在怀孕。)

7) What company are you with?

(你在哪家公司高就?)

8) I'm with a Sino-American joint venture in Shenzhen.

(我在深圳一家中美合资企业工作。)

## Language Focus

### Introducing oneself

#### Informal

1) A: Hello. My name is Janet.

B: How do you do? I'm Sally.

2) A: Hi. I'm Billy.

B: Nice to meet you. My name's David.

3) A: Good morning. I'm Rose.

B: Good morning. My name's Judy.

A: Pleased to meet you.

B: Same here.

#### More formal

1) A: How do you do? I'm Li Long.

B: How do you do? My name's Willy Bett.

A: It's nice to meet you.

B: I'm pleased to meet you, too.

2) A: May I introduce myself? I'm Zhao Xiaohong from China.

B: How do you do? My name's Karl Jackson. I'm from Canada.

3) A: Let me introduce myself. My name's Wang Hua.

B: It's a pleasure to meet you. I'm Michael Jackson.

## Introducing others

### Informal

- 1) A: This is Jack, my friend.  
B: Hello, nice to meet you. I'm Sally.  
C: How do you do?
- 2) A: Lily, I'd like you to meet my colleague, Richard.  
B: Hi, pleased to meet you.  
C: So am I.
- 3) A: Let me introduce you two. This is Tom, and this is Billy.  
B: Hello, glad to meet you.  
C: Hi, nice to meet you, too.

### More formal

- 1) A: May I introduce Mr. John Smith to you, Mr. Li?  
B: How do you do? It's a pleasure to meet you.  
C: How do you do? I've been looking forward to meeting you.
- 2) A: Mr. Chris Barwood, let me introduce you to our general manager, Mr. Long.  
B: It's my honour to meet you. I've heard a lot about you and your company.  
C: How do you do, Mr. Barwood? Welcome to Guangzhou. I hope you'll enjoy your stay here.
- 3) A: Mrs. Williams, I'd like to introduce you to Mr. Huang, Personnel Manager.  
B: I'm very glad to meet you.  
A: I'm very pleased to meet you, too.
- 4) Ladies and Gentlemen, please allow/permit me to introduce our distinguished guest, Paul Gentle from the United States.

### Notes:

**1** When we introduce someone, we sometimes mention where he / she is from and where he/she works.

This is Mary. She's from Australia. She works for Adidas.

This is Mr. Johnson. He's from the United States. He works in a Sino-American joint venture based in Hong Kong.

**2** We often make polite remarks after an introduction such as:

I've heard a lot about you and your company.

(久仰您及贵公司大名。)

I've been looking forward to meeting you.

I hope you'll enjoy your stay in China.

I hope you'll have a good time in Guangzhou.

**3** If you would like to request somebody to introduce you to others, you can say:

Lily, I don't know anyone at the party. Can you introduce me?

Jack, can you introduce me to your colleague?

**4** If you would like to exchange business cards after an introduction, you can say:

Nice to meet you. This is my business card.

How do you do, Mr. Li? Let me give you my card.

**5** At the end of a meeting, you can say:

It's been nice meeting you. I hope to see you again.

Nice talking to you.

It was a pleasure meeting you.

### Practice 1

**1** Work in pairs, introducing each other.

**2** Work in groups of three, taking turns to practice the following as the example shows.

Name	Country	Work Unit
Tony Blair	Great Britain	London University
Alan Shaw	the United States	IBM
Hill Hudson	Canada	Seagrams
Hans	Germany	Siemens
Li Jian	China	Guangzhou Trading Company
Suzuki	Japan	Toshiba
Mandy Chen	Hong Kong	Hong Kong & Shanghai Banking Corporation
Kim Woo	South Korea	Daewoo