



普通高等教育“十一五”国家级规划教材

# PRACTICAL ENGLISH

# 实用英语

## 第二册

总主编 / 李德荣 主编 / 樊红霞 熊世明

上海交通大学出版社

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# 总 前 言

《实用英语》是一套供非英语专业高职学生使用的公共英语教材。全书共三册,每册供一学期使用。

教材编写,最为重要的是瞄准教学目标和教学对象。综观国内目前使用的高职公共英语教材,几乎千人一面,无论形式或内容均与本科大学英语教材大同小异,说它们是本科教材的“压缩版”并不过分。这些教材往往每一单元以大块文章为主,继以一长串单词,内容对于高职学生一是偏深偏难,二是不切实用。学生要在课堂内“弄懂”尚且力不从心,遑论“学会”或“应用”。这类教材对于志在职场实际工作中施展才能的高职学生,无疑是隔靴搔痒,脱离实际。

《实用英语》希望在高职英语教学领域作一些改革。它秉承高职教学以“技能为本”的宗旨,注重实践性和实用性,努力创新,力求真正符合高职英语教学的要求。

《实用英语》具有如下特点:

1. 以听说为主,改变以往教材以阅读为主、以大块文章作为阅读内容并围绕文章进行讲解的做法。学习外语,能听能说是最基本也是最重要的技能,对于今后在第一线工作的高职学生尤为重要。本书听说内容占课文的 50% 以上。

2. 以学生练习为主,改变以往教师讲解过多、学生缺少操练和实践机会的情形。语言技能的获取必须通过练习或操练,其他一切做法均属南辕北辙。学生要多动口,多动手,在听说的同时获取查找和利用信息(工具书)的技能(包括查单词、查发音等)。

3. 课文设计以“短”、“浅”和易教易学为原则,练习设计以量大、易做、实用和“举一反三”为原则,同时考虑群体学习的特点和趣味性。强调学以致用、培养学习兴趣和成就感、克服畏难情绪。

目前大部分高职院校每周公共英语的学时数为 4 课时,一般开设 3 个学期。本教材分 3 册,每册 15 个单元,供 1 个学期使用。

每册教材侧重各有不同。第一册以日常英语(Daily English)题材为主,帮助学生正确发音和运用正确的语调,培养说英语的习惯和信心,并注意正确性。这一册还兼顾语法和词汇。从知识层面来说,学生不应该感到困难,关键在于让学生开口说英语。口语与阅读的比例应该是 70% 对 30%。

第二册编排突出语言功能(Functional English),帮助学生学会表达同意、不同

意、认可、不认可、高兴、抱怨、生气、惊叹等各种不同的态度和情感。口语与阅读的比例为 60%对 40%。

第三册为工作场所英语(Workplace English),选取与工作场景有关的内容,帮助学生为今后在工作场所使用英语打下基础。口语与阅读的比例为 50%对 50%。

总主编  
上海商学院教授  
李德荣  
2007 年 6 月

# 前 言

《实用英语》系由上海交通大学出版社组织申报、教育部批准立项的普通高等教育“十一·五”国家级规划教材。本册教材为《实用英语》第二册,供高职院校公共英语课程使用。

《实用英语》系列教材秉承高职教学以“技能为本”的宗旨,注重实践性和实用性,努力创新,力求真正符合高职英语教学的要求。学习外语能听能说是最基本也是最重要的技能,系列教材以听说为主,本册口语与阅读的比例是 60%和 40%,以各种对话题材为主,帮助学生学会表达各种不同的态度和情感。本册每单元围绕同一个主题以“短”、“浅”和易教易学为原则设计各种各样的练习,让学生反复操练,培养学生学英语的兴趣和成就感。

《实用英语》系列教材最大的特点是听力材料都没在课文中出现,同样的材料让学生反复听 2~3 遍,每听完一遍做一个练习。教材共分 3 册,每册包含学生用书、练习册和教师用书,各十五个单元,供一个学期使用(每周 4 课时)。学生用书每单元由 Warming-up、Dialogues、Passages 和 Grammar Focus 组成。Warming-up 根据语法来设计练习,和 Grammar Focus 相呼应。

本册教材由湖北职业技术学院外语系樊红霞、熊世明主编,熊咏萍、廖新佳为副主编,参加编写的教师还有祝文英、张艳、朱琰、杨美文、汪莫才、徐静、陈欣荣、胡巍、郭敏、熊秀琼、邹德虎、陆阳、杨丽华。在编写的过程中得到湖北职业技术学院领导的大力支持,在此一并表示感谢。

由于缺乏经验和时间仓促,本书定有不少疏漏和不妥之处,敬请批评指正,以期再版时修正。

樊红霞 熊世明

2007 年 12 月 12 日

于湖北孝感湖北职业技术学院

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# Unit 1 Nice to Meet You

## A. Warming-up

**Listen first and reproduce a new sentence orally after the model.**

Model 1: The workers have put up a big building in my home town.

A big building has been put up in my home town.

1. All her students respect her.
2. Tom saved the little child.
3. The boss will dismiss you if you don't tell the truth.
4. A doctor is examining the patient.
5. The driver has sent the passengers to a hotel.
6. We must hand in the homework after class.
7. He told me an interesting story last night.
8. We elected Xiao Zhang our team leader.

Model 2: He is working hard.

How hard he is working!

1. It is a lovely day.
2. They are splendid clothes.
3. We enjoyed nice music last night.
4. Time flies fast.
5. The news is encouraging.
6. The situation was serious.
7. It is a challenging job.
8. Extreme sports are so exciting.

Model 3: You know his telephone number.

You know his telephone number, don't you?

1. He has posted his letter.



2. You aren't using the dictionary.
3. The library opens at eight.
4. Jenny left the town a week ago.
5. We can't take the books out.
6. I have a little more drinks.
7. Let's ask the teacher for advice.
8. Don't let him go.

## B. Dialogues

### Dialogue One

**a. Listen to Dialogue One and decide whether each of the following sentences is true (T) or false (F).**

- (     ) 1. Kangkang, Jane and Helen meet on the street.
- (     ) 2. All of them know each other very well.
- (     ) 3. They send the greetings of New Year to each other.
- (     ) 4. Helen has bought a new bike.
- (     ) 5. Jane always comes to school by bus.

**b. Listen to the dialogue again and answer these questions.**

1. Where do Kangkang, Jane and Helen meet each other?

\_\_\_\_\_

2. Are they friends?

\_\_\_\_\_

3. Who has bought a new bike?

\_\_\_\_\_

4. Who usually comes to school by bike?

\_\_\_\_\_

5. How does Helen go to school?

\_\_\_\_\_

**c. Listen to the dialogue again and supply the missing words.**

1. Hi, Kangkang. \_\_\_\_\_!
2. Hi, \_\_\_\_\_! Oh, your new bike looks very nice!

3. I usually come to school \_\_\_\_\_.
4. Oh, come on! It's \_\_\_\_\_ class.
5. \_\_\_\_\_, Kangkang!

### Dialogue Two

**a. Listen to Dialogue Two and decide whether each of the following sentences is true (T) or false (F).**

- ( ) 1. Susan is a newcomer in the company.
- ( ) 2. Susan knows Jane in this company.
- ( ) 3. Susan comes over from Thailand.
- ( ) 4. People in dialogue two are at a family party.
- ( ) 5. Susan doesn't know anybody there.

**b. Listen to the dialogue again and answer these questions.**

1. Who is Maxine?

\_\_\_\_\_

2. Who is Roger?

\_\_\_\_\_

3. Who is the Marketing Manager?

\_\_\_\_\_

4. Who is the Managing Director?

\_\_\_\_\_

5. What does Susan do in the company?

\_\_\_\_\_

**c. Listen to the dialogue again and supply the missing words.**

1. Of course, I'll \_\_\_\_\_ you to Roger first.
2. No, I'm \_\_\_\_\_ China.
3. Nice to meet you, Susan, we're going to be \_\_\_\_\_.
4. Oh, I'm sorry. \_\_\_\_\_ him.
5. Well, I'm afraid \_\_\_\_\_.

### Dialogue Three

**a. Listen to Dialogue Three and decide whether each of the following sentences is**

**true (T) or false (F).**

- (     ) 1. Harry was late because of losing the way.
- (     ) 2. Susan lives on the first floor.
- (     ) 3. Harry was dating with Susan.
- (     ) 4. Harry met Susan's sister Marilyn for the first time.
- (     ) 5. All of them went to the restaurant for dinner at last.

**b. Listen to the dialogue again and answer the following questions.**

1. Which floor does Susan live on?

\_\_\_\_\_

2. What did Harry bring to Susan?

\_\_\_\_\_

3. Who is Marilyn?

\_\_\_\_\_

4. Why did Harry ask for the phone number of the restaurant?

\_\_\_\_\_

5. Who went to the restaurant for dinner?

\_\_\_\_\_

**c. Listen to the dialogue again and supply the missing words.**

1. Nice to meet you, Susan. Sorry I'm late. \_\_\_\_\_ I was lost.

2. Excuse \_\_\_\_\_. I just moved here.

3. No, the restaurant will \_\_\_\_\_ our table.

4. I'd like to call home and \_\_\_\_\_ the number \_\_\_\_\_ the baby-sitter.

5. Bye, Marilyn. \_\_\_\_\_.

## C. Passage

### **How to Say Hello All over the World?**

Have you ever stopped to consider how many people are saying "hello" to each other today and in how many different languages? If you wanted to say "hello" to everyone on the planet, you would have to learn at least 2796

languages and say “hello” to at least 6 500 million people. Here are some of the ways of saying “hello” around the world.

Chinese people often shake hands when they meet. People hug each other and kiss the cheek when they meet in western countries if they are close friends. In some European countries, a man kisses the back of a woman’s hand when the woman extends her hand first. In Peru, while engaged in a handshake, people pat the other’s arm or shoulder. Japanese people usually bow to each other. Thai people close the hands in front of the body. Tanzanian people always point to their belly first, clap hands, and then shake hands. When Navajos shake hands, they don’t grab each other’s hands in a tight handshake, they simply do a “limp handshake”, and what counts is simply a light squeeze.

The cultures of various places are obviously different, and the languages of those places likewise reflect this. Make sure you use the appropriate greeting for the situation. For example, the Japanese greeting for “good morning” should only be used before approximately 10 AM. In English, we use the more formal “good morning, afternoon, or evening” to greet clients in the workplace, but we use the informal “hello” to greet colleagues, friends, and family.

Take the time to learn the correct pronunciation. This not only helps to avoid confusion, it is also common courtesy. If you visit another English speaking country, do not imitate their accents or use their slang, unless you wish to appear rude or presumptuous. If you pronounce these wrong, and someone points it out to you, it could be embarrassing, so try to learn the correct pronunciation! It doesn’t matter too much if you do make a mistake, and most people will be sympathetic about it, but it is common courtesy to try.

Remember the general rules for greetings: Gentlemen say hello first to ladies. Young men say hello first to elderly men. The employees say hello to the employers.

(375 words)

**a. Read the passage and match the words in Column A with those in Column B.**

A

B

- |                |  |
|----------------|--|
| 1. accent      | a. to say hello to somebody or to welcome them           |
| 2. hospitality | b. an act of pressing something, usually with your hands |

- |                 |   |
|-----------------|---|
| 3. courtesy     | c. doing something that you have no right to do and that seems rude |
| 4. extend       | d. the way someone pronounces the words of a language               |
| 5. imitate      | e. to stretch part of your body, especially an arm or a leg         |
| 6. squeeze      | f. friendly and generous behavior towards guests                    |
| 7. presumptuous | g. to copy the way a person speaks or behaves                       |
| 8. appropriate  | h. to take or hold somebody/something with your hand                |
| 9. greet        | i. polite behavior that shows respect for other people              |
| 10. grab        | j. suitable, acceptable or correct for particular circumstances     |

**b. Read the passage again and choose the best answer for each of the following statements.**

- If you want to say hello to others, you may have to learn 2 796 \_\_\_\_\_ at least.  
A. languages      B. ways      C. skills      D. abilities
- Chinese people often \_\_\_\_\_ hands when they meet.  
A. grab      B. shake      C. squeeze      D. pat
- The Japanese can greet each other for "good morning" only \_\_\_\_\_ 10 a. m.  
A. about      B. at      C. after      D. before
- When you are in an English speaking country, do not imitate their \_\_\_\_\_.  
A. expressions      B. words      C. behaviors      D. accents
- According to the general rules, \_\_\_\_\_ say hello first to the ladies.  
A. young men      B. gentlemen      C. elderly men      D. women

**c. Make sentences with the phrases given below.**

- Make sure** you use the appropriate greeting for the situation.  
**Make sure...**
- This **not only** helps to avoid confusion, it is **also** common courtesy.  
**... not only... also...**
- ... do not imitate their accents or use their slang, **unless** you wish to appear rude or presumptuous.  
**... unless...**
- If** you pronounce these wrong, and someone points it out to you, it could be embarrassing, so try to learn the correct pronunciation!

If . .

5. **It doesn't matter** too much **if** you do make a mistake. . .

**It doesn't matter. . . if. .**

## D. Grammar Focus

### Sentence

A sentence is a grammatically self-contained speech unit that expresses a statement, a question, a command or an exclamation. In speaking it is phonetically distinguished by various patterns of stress, pitch, and pauses; and in writing it concludes with appropriate end punctuation, such as a period, a question mark or an exclamation mark. The parts of a sentence include subject, predicate, object, complement, attribute and adverbial. They may be a word or a group of words (i. e. phrase).

According to the uses, sentences can be classified into four types:

- 1) Declarative sentence expresses a statement:  
Water is necessary for all living things.
- 2) Interrogative sentence expresses a question:  
Did you meet Mary last night?
- 3) Imperative sentence expresses a command:  
Don't walk on the grass.
- 4) Exclamatory sentence expresses an exclamation:  
How hard he worked!

According to the structures, sentences can be classified into four types:

- 1) Simple sentence:  
I never saw him again.
- 2) Compound sentence:  
I'd love to come but I can't.
- 3) Complex sentence:  
As people get older, they lose some hairs.
- 4) Compound complex sentence:

John wanted to go to the party, but his wife said she was too tired.

### Exercise 1

**Find the choice that best completes each of the following sentences.**

1. Look! The policemen \_\_\_\_\_ after the thief.  
A. is running  
B. are running  
C. have been running  
D. has been running
2. The library \_\_\_\_\_ to the public every day.  
A. open  
B. is open  
C. has opened  
D. had been open
3. More than 300 workers \_\_\_\_\_ by the owner of the factory.  
A. hire  
B. have hired  
C. have been hired  
D. has been hired
4. She \_\_\_\_\_ to make friends with anybody she meets.  
A. likes  
B. is like  
C. has liked  
D. is liking
5. Do you believe this shirt \_\_\_\_\_ me 50 dollars?  
A. cost  
B. costs  
C. had cost  
D. has cost
6. It is at least 10 years since I \_\_\_\_\_ my hometown.  
A. leave  
B. left  
C. have left  
D. had left
7. When he got to the station, he found the train \_\_\_\_\_ ten minutes before.  
A. leaves  
B. left  
C. has left  
D. had left
8. Will you tell them we'll start as soon as the rain \_\_\_\_\_?  
A. stop  
B. stops  
C. will stop  
D. has stopped
9. I hope I \_\_\_\_\_ to wait long.  
A. have not had  
B. has not had  
C. am not having  
D. won't have
10. Mary \_\_\_\_\_ her homework while her sister is drawing a picture.  
A. does  
B. is doing  
C. has done  
D. is done

## Exercise 2

**Complete the following passage with the best choices.**

Yesterday at the swimming pool everything seemed to go wrong. 1 I arrived, I sat on my sunglasses and broke them. 2 my bathing suit caught on the edge of a chair, 3 a hole in the side of the suit. But my worst moment

came 4 I decided to climb up to the high diving tower to see 5 the scene was like. 6 I was up there, I realized 7 my friends were looking at me. They thought 8 I was going to dive. I decided I was 9 afraid to dive from that height. 10 I climbed down, feeling very embarrassed.

- |                  |                |               |               |
|------------------|----------------|---------------|---------------|
| 1. A. Soon after | B. Long before | C. Long after | D. So long as |
| 2. A. Late       | B. Later       | C. Leave      | D. Let        |
| 3. A. tear       | B. tore        | C. torn       | D. tearing    |
| 4. A. since      | B. while       | C. when       | D. whenever   |
| 5. A. what       | B. that        | C. how        | D. whether    |
| 6. A. On time    | B. In time     | C. Once       | D. At once    |
| 7. A. what       | B. that        | C. as if      | D. even if    |
| 8. A. about      | B. of          | C. over       | D. \          |
| 9. A. so         | B. such        | C. too        | D. not        |
| 10. A. When      | B. After       | C. Though     | D. So         |

### Exercise 3

**Translate the following sentences into English.**

- 每天下午有许多学生到图书馆来借书。(Declarative sentence)
- 他是怎样来武汉的, 坐火车还是乘船?(Interrogative sentence)
- 请稍等一会儿。(Imperative sentence)
- 瞧, 那辆汽车开得多快!(Exclamatory sentence)
- 那位先生能流利地说三种语言。(Simple sentence)
- 我不认识布朗先生, 但是我听说过他。(Compound sentence)
- 我想见一见你刚才谈起的那个人。(Complex sentence)
- 你应该归还一个月前借的书, 否则将会罚款。(Compound complex sentence)

### Fun time

#### The Golden Sunset

The golden sea its mirror spreads  
 Beneath the golden skies,  
 And about a narrow strip between  
 Of land and shadow lies.



The cloud-like rocks, the rock-like clouds  
Dissolved in glory float,  
And midway of the radiant flood,  
Hangs silently the boat.  
The sea is but another sky,  
The sky a sea as well,  
And which is earth and which is heaven,  
The eye can scarcely tell.