

21世纪应用型人才培养规划教材

Practical Oral English
English for Elementary Course

实用英语口语
(基础篇)

《实用英语口语》教材编写组◇编



北京理工大学出版社

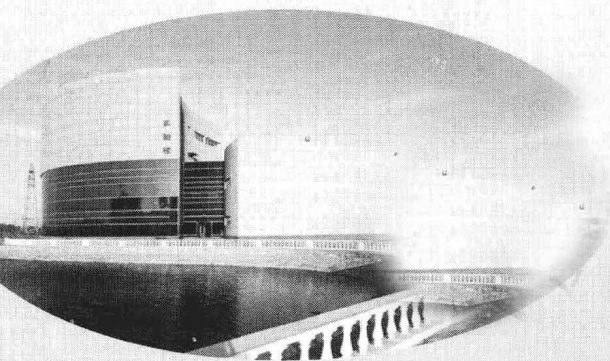
BEIJING INSTITUTE OF TECHNOLOGY PRESS

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进入 21 世纪以来, 高职高专教育作为我国高等教育的重要组成部分, 在生产、建设、管理和服务等诸多领域, 为国家培养了大批一线应用型人才。为了适应高职高专教育的发展, 推动高职高专院校的教学改革和教材建设, 经天津市教委批准, 天津滨海职业学院应用语言系承担了《实用英语口语》系列教材的科研立项。

《实用英语口语》系列教材以 ESP (专门用途英语) 教学理论为依据, 以《新编实用英语》(天津版) 为依托, 以天津滨海新区发展中的行业英语需求为切入点, 尝试将通用英语 (EGP) 与专门用途英语 (ESP) 相结合, 以语言应用为目的, 侧重培养高职高专学生英语口语交流能力。

《实用英语口语》系列教材包括《基础篇》《商务金融篇》《旅游饭店篇》3 个分册, 每个分册包括 Section A 和 Section B 两部分。《基础篇》主要面向大学一年级新生, 其中的 Section A 侧重有关学校、学习、生活、交友、课外活动等方面的英语交流; Section B 则侧重大学一年级学生进行职场面试、团队合作、电话交流、商务出差、招待客户等方面的英语交流。《商务金融篇》主要面向大学二年级商务及金融等相关专业学生, 侧重讲述商务及金融活动中英语交流的方法和技巧, 其中 Section A 涉及商务谈判中的询盘、报盘、还盘、包装、运输、保险、付款等环节; Section B 涉及银行存取款、贷款、兑换外汇、办理信用卡及投资等金融活动。《旅游饭店篇》主要面向大学二年级旅游及饭店管理等相关专业学生, 旨在培养其相应的英语交流能力, 其中 Section A 涉及旅游活动中的交通、观光、文化习俗、购物、投诉及理赔等环节; Section B 涉及旅馆饭店中前台、客房、餐饮等部门的管理与交流活动。

本着“学一点, 会一点, 用一点”和“边学边用, 学用结合”的原则, 《实用英语口语》系列教材以单元为学习单位, 每个单元均设有学习目标 (Learning Objects)、背景信息 (Background Information)、样例对话 (Sample Dialogues)、任务练习 (Tasks) 4 部分内容。学习目标提示了每一单元的重点和难点; 背景信息介绍了特定主题的专业知识; 样例对话提供了学习模仿的对话样本及常用词汇、短语和句型; 任务练习训练了听力和对话组织能力。

《实用英语口语》系列教材以培养高职高专应用型英语人才为目标，具有以下特点：

1. 实用性：该系列教材贴近高职高专学生的生活和专业学习、贴近职场环境的人文和专业背景，既能引起学生的学习兴趣，又能帮助学生提高职场中的适应能力，具有很强的实用性。

2. 循序渐进性：该系列教材的《基础篇》适用于大学一年级的两个学期，主要培养学生日常英语交流能力，为下一步学习专业英语做准备。《商务金融篇》和《旅游饭店篇》适用于不同专业大学二年级的两个学期，主要培养学生专业英语交流能力，为毕业后的实际工作做准备。

3. 灵活性：该系列教材既可以作为“英语口语”课程的专门教材，也可以作为《大学英语》的补充教材，还可以作为相关专业学生的英语自学材料以及专业英语教师的参考资料。

《实用英语口语》系列教材由天津滨海职业学院应用语言系教材编写组编写，系主任杨莉老师担任该系列教材的总主编，负责全书的大纲设计，组织编写，教材试用并最终定稿。石东华老师担任《基础篇》的主编并编写了《基础篇》的 Section A 部分，赵爽老师编写了《基础篇》的 Section B 部分；田辉老师担任《商务金融篇》的主编并编写了《商务金融篇》Section A 部分第五单元至第十单元，刘娟老师编写了《商务金融篇》Section A 部分第一单元至第四单元，王伟老师编写了《商务金融篇》的 Section B 部分；王淑勇老师担任《旅游饭店篇》的主编并编写了《旅游饭店篇》的 Section B 部分，王琨翕老师编写了《旅游饭店篇》的 Section A 部分。杨莉老师主审了该系列教材的《基础篇》；石东华老师主审了《商务金融篇》；田辉老师主审了《旅游饭店篇》。应用语言系的全体老师在该系列教材的编写、试用及意见反馈上均提供了大力协助。同时，《实用英语口语》系列教材在科研立项及教材出版方面得到了天津滨海职业学院领导的支持与鼓励，在此表示诚挚的谢意。

由于编者水平有限，且编写时间仓促，所以教材难免存在错误和不足之处，敬请专家、学者及使用该教材的广大师生提出宝贵的批评意见。

《实用英语口语》系列教材另配有《教学参考书》及教材录音（MP3），如有需要请到北京理工大学出版社网站 www.bitpress.com.cn 下载。对该系列教材有任何意见及建议，请寄往：joyceyyyxx@126.com。



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Section A

For Campus Newcomers



Unit One Nice to Meet You



I . Learning objects

- 1 To learn how to greet each other
- 2 To learn how to do introduction



II . Background information



When you meet someone for the first time, it is usual to shake that person's right hand with your right hand. People who do not know each other generally do not kiss or hug when meeting. When you first meet someone, it is polite not to talk about personal matters.

You can address new acquaintances using their titles and family names. You may use their first names when they ask you to do so. In the workplaces or among friends, most Westerners tend to be informal and call each other by their first names.

Whatever you introduce to others, just remember to make your introduction clear, concise and easy to follow.

Many Westerners look at the eyes of the people they are talking with. They consider it a sign of respect and an indication that they are listening, but do not stare at the person for a long time when the person is talking with them.



III. Sample dialogues

Dialogue 1

Girl A and boy B meet outside the library on a Wednesday afternoon.

A: Oh, hi. You are (forget his name)?

B: Oh, hello. My name is. . . , Miss. . .

A: Why! You have a good memory.

B: Thank you. But I think everyone in our class can tell your name without any difficulty.

A: Am I so famous?

B: Why not?

A: Tell me, please.

B: Can't you remember what happened when we had the first English class?

A: Gosh! Stop that. You are a good remembrancer.

B: Shall we go to the dining hall together?

A: Come on, let's go.

Dialogue 2

It is 7:40. You are reading your English book in the classroom. One of your classmates A comes to you.

A: Hi. Good morning.

You: Good morning.

A: Early bird, have you had your breakfast?

You: Oh, I've finished it in the dining hall. Why are you so early today?

A: Well, birds of a feather flock together. Being your classmate, room-

mate and friend, I must keep pace with you.

You: How dear you are. Let's read the dialogues now.

Dialogue 3

You and your town mate B meet one of your classmates C near the lake in the campus.

C: Hi, there.

You: Hi. Going to the library?

C: No. I just want to have a walk around the lake.

You: Nice! Will you join us? Oh, let me introduce my town mate B to you. Her name is B. We were schoolmates in primary school and classmates in middle school. We've been friends for years.

C: Really? So lucky you are. My name is C. Nice to meet you. I hope we can be friends, too.

B: Nice to meet you, too. I like to make friends with people. Hope to be your new friend soon.

C: Then what's your major, and where do you live?

B: My major is... and I live in Dorm Building No. 3.

C: The same with me. I think we can often meet each other and share some time together.

You: OK. My friends, shall we share the walking time now?

Words and expressions

1 hug 拥抱

2 indication 表示

3 address new acquaintances 称呼新认识的人

4 concise 简洁的

5 early bird 早起者/早到者

6 Birds of a feather flock together. 物以类聚, 人以群分。

- 7 town mate 老乡
- 8 primary school/major/dorm building 小学/专业/宿舍楼
- 9 remembrancer 提醒人, 纪念品
- 10 keep pace with 并驾齐驱

Useful patterns

1. First time conversation.

- (1) How do you do?
- (2) * How are you? ** Hello. (informal)
- (3) * Hi. (informal) ** Hi, there. (informal)
- (4) It is nice(a pleasure) to meet you.
- (5) It is nice meeting you.
- (6) I'm very happy(pleased/delighted) to meet you.
- (7) Glad(Good) to meet you. (informal)

2. Conversations with people you know.

- (1) It is nice seeing you(again)
- (2) It is nice to see you(again)

3. Any conversations.

- (1) It was nice talking to you.
- (2) It was really good talking to you.
- (3) I enjoyed talking to you.
- (4) I enjoyed our conversation.

4. Introductions.

- (1) I don't think you know me. Please allow me introduce myself here. I'm. . .
- (2) Would you please meet my new classmate(town mate, old school-mate)?
- (3) Let me introduce A to you. A is. . .
- (4) I'm glad to introduce you two to each other.

(5) Do you know the person standing there (wearing blue jeans, in a red shirt, just past us)? He's . . .

(6) I don't think (believe) we have met before. My name is . . .

5. Some topics for continuing conversations.

(1) How do you like the weather today?

(2) Is this kind of weather so common in this season here?

(3) Do you have a family?

(4) Would you tell me how I can find the post office here? I have to send something home recently.



IV. Tasks

A. Warming-up listening

1. Gap-filling.

There are _____ teaching buildings in our campus. At the _____ are the International Logistics Department Building and the Mechanical & Electrical Engineering Department Building. _____ the front gate is the biggest building where you can find the Economy Management Department and the Computer Engineering Department. Behind the big teaching building, _____ is the International Language School and _____ is the International Business Department Building. _____ the International Language School is the Art & Gardening Department.

2. Please map the locations of teaching buildings below.





B. Role playing the dialogues learned in this unit

C. Pair work with the given information

- (1) You meet a visitor at the back gate of the school, who is going to the Computer Department. Show him the way.
- (2) Two students are talking about the location of the Lecture Hall, where they are going to have a freshmen's meeting.

D. Individual work

Retell the main points of the dialogues learned in this unit.

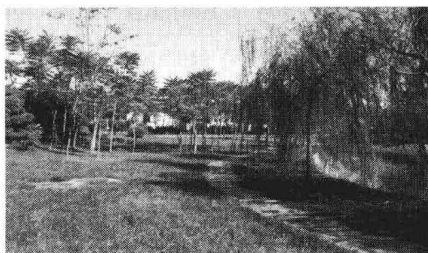


Unit Two Walking Around the Campus



I. Learning objects

- ❶ To be familiar with the campus surroundings
- ❷ To learn how to give directions



II. Background information

The great thing about the new college is that it's your own college. As a student, you're immediately a part of a vibrant community.

Walk around the college to familiarize yourself with the campus surroundings and talk to people everywhere you go. If you can be quickly familiar with the new campus, you can even help others who are slower than you.

There are basically two ways to give directions, the "route perspective" characterized by landmarks, and the "survey perspective" characterized by references to cardinal directions (north, south, west and east). Which system you use depends on where you are, and whom you're giving directions to, and most of the time it's best to use a combination. Besides, directions should be brief and clear.



III. Sample dialogues

Dialogue 1

The way to the library.

A: Something good to tell you.

B: What is it?

A: Today I had my lunch on the 3rd floor in No. 2 Dining Hall.

B: I didn't see anything good there.

A: Oh, come on, don't stop me. We both come from Sichuan, yes?

You see, in our campus, most students are Northerners, so are the food flavors. But today I finally found our Sichuan foods there. Oh, yummy.

B: Really? That sounds nice. We can share your great discovery for supper. By the way, have you borrowed the book for me from the library?

A: Well, you know, we are freshmen, so it's hard for me to be familiar with everywhere so soon, right?

B: No excuse. Follow my direction and go with me right now. Look! We are standing beside the playground. Go along this road and pass our classroom building, you can see the library just at the end of the road, if you have no problem with your eyesight.

A: You know so well, but why don't you borrow books by yourself?

B: Ha-ha.

Dialogue 2

Where to enroll the English Competition.

A: Have you heard the news of English Competition for freshmen?