

最新 實用英語

New Practical English

沈鴻南 編著

John H.N. Shen

句型・會話・閱讀・字彙

台灣復文興業股份有限公司印行

H3/
9726

港台書室

大專用書

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00781019



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最新實用英語 = New practical English / 沈鴻
南編著. -- 初版. -- 臺北市 : 臺灣復文興業,
民 83
面 ; 公分
I S B N 957-8564-27-9 (平裝)

1. 英國語言 — 讀本

805.18

83002746

最 新 實 用 英 語

New Practical English

(1992)二月初版發行
(1994)七月再版發行
(1996)四月三版發行

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發 行 人：吳 季 芬
發行總經銷 台灣復文興業股份有限公司
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電 話：852-9640238 FAX:852-5497223

本公司經行政院新聞局核准登記號局版台業字第5134號

基價： 4 元

前言

- 一、本書係根據教育部於民國七十二年一月公布之五年制商業專科學校觀光事業科課程標準觀光英語訓練課程大綱（見附錄三）編寫而成。
- 二、全書共有十五個單元，每個單元包括五個部分：基本句型、對話、閱讀、字彙和背景知識，可供學校兩學期使用。每週上課二小時，四小時可上完一個單元，一個學期十八週，若扣除期末考、期中考、週考或其他慶典活動，至多只能上完六到七個單元，授課時可視實際情況調配使用。
- 三、本書編寫初衷在作補助教材之用。第以坊間一般教科書，不是偏重對話即是以閱讀為主，故特地綜合編選比較輕鬆有趣，切合實用之內容。因此，大專學生、高中生和社會人士均為適用之對象。
- 四、編者從事語文教育，凡十八載。本著教學體驗，配合學生需要，詳細比較探討，將原部訂十八單元簡化為十五單元，認真實施教育效果評量(一)所列：每節實行抽背，或句型或對話或文章，每人至少十句，以為平時考核，成效卓著，實感欣慰。
- 五、本書之完成，首先要感謝淡江大學校長趙榮耀博士題詞推薦，友人莫成銳兄（威斯康辛大學文學碩士，任教於澳洲），勞神費心，親自一一校對。次要感激內子如賢（高雄女中英文老師），諸多關懷並提供不少意見。淡大企管顧問公司採用本書作為教材，無任感荷。最後得向復文書局致謝，因為它的幫忙本書得以順利出版。
- 六、本書雖經多次仔細核對，疏漏錯誤難免，祈盼各界讀者同學不吝批評指教。

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編者 謹識

序 言

「行萬里路，讀萬卷書」，其先決條件在通曉各種語言——特別是世界通用的英語。如此，必可使旅遊順暢、商務亨通，達到文化親善的目的。因而外語是吸收科技新知與建立專業的重要工具。

以趨勢預測聞名全球的約翰·奈思比特（John Naisbitt）即說過這樣的話：“在彼此依賴的環境裏，學習外國語及瞭解外國文化，實在迫不及待。將來如要成功，必須精通三種語言……英文、西班牙文和電腦語言”。可見語言重要性之一斑。

鴻南兄係本校校友，對於語文教育，極有心得，曾任教過淡江大學、文藻語專、救國團班社課程，並專任過高中職校、海專、商專至今高雄工商專。更難得的是，於教學之餘刻苦自學，鑽研各種語言，除修有台大法文學分、淡大歐研所高級西班牙文課程；教育部歐語中心西班牙文進修班結業外，尚旁及德文、俄文以及日文。正所謂學驗俱豐，令人感佩。相信本書之編寫必能配合不同階層的需求並符合學子所望，爰爲之序。

淡江大學校長

趙榮耀 謹誌

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Unit 1.

Introductions and Greetings

I. Basic Sentences

1. I am very glad to have met you. It certainly is a nice day, isn't it?
2. How is your sister? Please give my best regards to your sister.
3. It's very kind of you to come. Won't you be seated and make yourself at home?
4. How are you doing? It's been a long time since I've seen you.
5. Let me introduce myself first of all. I will tell you something about myself.
6. March 8th is my birthday. I shall be 18 years old this March.
7. Here's my card, and if I can do anything for you, please don't hesitate to let me know.
8. I am very glad to have the opportunity to be here.
9. It is an honour for me to attend this conference and I shall begin by introducing myself.

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10. I am the only child in my family , but instead of being a spoiled child, on the contrary, I am very independent .
11. Having been influenced by my family, I like music very much.
12. Going to movies is my favourite pastime.
13. I am a curious person. I like to learn new things .
14. I am good at playing the piano. I hope to be a pianist one day.
15. I have a sense of responsibility. I hope everything will go well .
16. I tend to be withdrawn, so I think I need to become more sociable and spend time with people.
17. I need to devote more time to learning to understand and help others.
18. It was a pleasure to receive your kind greetings during the Christmas season.
19. My wife joins me in extending to you and Mrs. Mo our best wishes and warmest regards.
20. May I wish you continued success, prosperity and happiness .



A : Hello, Bill.

B : Hello, John.

A : I'd like to introduce you to my friend, Paul Jones.

Paul, this is Bill Williams.

B : How do you do ?

C : I'm glad to meet you. How long have you been in Taiwan ?

B : I've been here for three years. How about you ?

C : I've been here for two years. Are you staying in Taipei ?

B : No, I live in Taoyuan. Where are you staying ?

C : I'm living in Taipei near John's house.

B : Oh, really ? Do you like it there ?

C : Yes, it's very quiet.

A : I'm sorry, Bill. We must be going.

B : Ok, It is nice to meet you, Paul. See you later.

C : I am glad to meet you too. See you later.

B : Goodbye.



T : Good morning, Mr. Brown.

B : Oh, good morning, Mr. Tseng.

T : How have you been ?

B : Fine, thank you. And how is your wife ?

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T : She came down with the flu, but she's much better now, thank you.

B : Well, I'm glad to hear that.

T : And how is everyone in the family ?

B : Quite well, thank you. I'm meeting my wife and daughter for lunch at 12 o'clock. Would you care to join us ?

T : I'd love to, but I'm afraid I can't. I already have a luncheon engagement.

B : Well, then, perhaps we can get together another time.

T : I hope so.

B : I wonder if you and Mrs. Tseng will be free next Friday evening ?

T : Friday ? That's the 15th, isn't it ? Yes, we are free that evening.

B : Well, we're having a few friends in for dinner, and we'd like you and your wife to join us.

T : That's very kind of you, Mr. Brown. We would enjoy that very much. But I should check with my wife first. I'll call you tomorrow.

B : Sure thing. I think I must go now. My wife is waiting for me. Which way are you going ?

T : I'm taking the bus. And you ?

B : I have only a short distance to go, so I think I'll walk.

T : I'm glad I ran into you today.

B : I'm looking forward to hearing from you tomorrow.

T : I'll be sure to call, Mr. Brown.

B : Goodbye, Mr. Tseng.

T : Goodbye. Remember me to Mrs. Brown.

B : I certainly will.

III. Reading

Introductions and Greetings

You have heard perhaps that Americans are informal. This is true compared to some other cultures. However, there are rules of good manners and social patterns that are followed.

There are rules for introducing people to each other. Here are four of those rules :

- ① A younger person is generally introduced to an older person. The older person's name comes first. " Mr. Blake, this is Tahua Yang. Tahua is from Taiwan. Tahua, this is Mr. Blake. "
- ② A man is introduced to a woman. The woman's name comes first. " Miss Cheng, may I introduce Mr. Hanson. Jim, this is my friend, Liwen Cheng. "
- ③ A guest is introduced to the host and hostess. The host and hostess' name comes first. " Mr. and Mrs. Blake, I'd like you to meet my friend from Taiwan, Tahua Yang. Tahua, this is our host and hostess, Mr. and Mrs. Blake. "
- ④ A person is introduced to a group. Begin by saying,

" Ladies and gentlemen, I would like you to meet Mr. Brown. "

It is important to remember the family name of the person you are introduced to. The usual reply to an introduction is, " How do you do ? " or " How do you do ? I'm glad to meet you. "

Adding the name of the person just introduced is also a good practice. " How do you do, Mr. Blake ? "

If you do not understand the family name of the person you are introduced to, you can say ,

" I'm sorry I didn't catch your name. "

" Alice Huang. "

" How do you do, Miss Huang ? "

The custom of shaking hands in the United States varies in different parts of the country and among different groups of people. Men generally shake hands when they are introduced. Women shake hands less often. A man and woman, when introduced, may or may not shake hands. It is the woman's choice. She usually extends her hand first if she wishes to shake hands.

The most common form of greeting is " Hello " . It is said on most informal occasions and often on formal ones. It is usually followed by the question, " How are you ? " This question does not mean that the person is expecting you to stop and talk about your health. He simply asks the question to show friendly concern about you and to keep the " Hello " or " Good morning " from seeming too

short.

On parting, one says, " Goodbye. " If this is after an introduction, you can say, " It's been nice meeting you. I hope to see you again soon. " or something like that. Friends may say, " So long " or " See you later " without saying goodbye.

IV. Words & Expressions

best wishes	祝好, 祝福
come down	病倒
check with	與...一致 (符合)
Christmas season	聖誕佳節
conference	會議
culture	文化
curious	古怪的, 好奇心重的
custom	習慣, 慣例
devoted to	專心於, 獻身於
first of all	首先, 第一
flu (influenza)	流行性感冒
be free	可以自由的, 有空的
happiness	幸福, 幸運
have in	讓某人入內, 邀請
hesitate to	遲疑, 躊躇
honor	尊敬, 表示敬意
hostess	女主人
independent	獨立的

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informal occasions	非正式的場合
influence	影響
looking forward to	期待
luncheon engagement	中餐的約會
make yourself at home	請不要客氣
manners	禮貌，規矩
on parting	分手時
on the contrary	相反的（地）
opportunity	機會
pastime	休閒，消遣
perhaps	或許
pleasure	愉快
prosperity	繁榮，成功
responsibility	責任
run into	偶遇
shake hands	握手
sociable	善交際的
spoiled	慣壞，任性
sure thing	的確，必然
tend to	易於，有…傾向
warm regards	由衷的敬意
withdrawn	退縮

V. Background Knowledge

1. 初識之寒暄：“How do you do?” 是初次認識時的寒暄語。一般常用

原話回答，可是讀音不同。第一人的寒暄語，重音在第二個“do”上，而第二人的回話重音在“you”上。“I am glad to see you.”，“I am very much pleased to see you.”，“I am very glad to meet you.”或“It's an honor for me to make your acquaintance.”等是在“How do you do?”之後的常用語，此時合適的答覆是“So am I.”爲了表示敬意，可以說“I heard a great deal about you.”或“My friend spoke of you very often”客氣的回答是“It's very kind of you to say so.”

2. 知己之寒暄：“Good morning!”或“Morning!”用在午前相遇，“Good afternoon!”用於午後，“Good evening!”用於晚間，“Good day!”則整天可用。“Good night!”僅用於晚間分別時。“Hello!”用於招呼熟朋友，“How do you do?”，“How are you?”“How are you getting along?”都是不論日夜相遇時的客氣話，“Good bye!”，“So long!”，“See you again!”“Cheerio!”則爲分別時的客氣話，小孩子分別時喜用“Bye-bye!”
3. 送別說辭：與友人分別時說“I wish you have a happy journey.”“Good luck!”，“Farewell!”，“Adieu!”這時的回答以“Thank you!”最恰當，也許加上“Good-bye!”，“Farewell!”，“Cheerio!”等則更好。
4. 久別重逢的問候語爲“I haven't seen you for a long time. How have you been!”此時可回答“I have been very well, thank you!”問候病人時，可用“How are you feeling today?”回答則可用“I'm getting much better, thanks!”，“I'm allright now, thanks!”，“I've recovered completely, thanks!”，或“I'm still bad.”，“I'm getting worse!”，“I'm getting a little worse!”等說法。
5. “May I introduce myself!”是自我介紹的最好開場白，而“Let

me introduce myself.”是較隨便的說法，“My name is John Shen.”則較冒昧。

6. 寒暄的話題 (topics) , 應避免私人的問題 (avoid personal questions) , 例如 : What is your religion ? How much do you earn ? What race do you belong to ? How old are you ? Are you married ? 等 .
7. 如係在路上或車上偶遇陌生人 , 雖非私人問題 , 仍應避開如下話題 : Where are you going ? What are you going to do now ? Where do you live ? What is your business ! How many children do you have ? Where is your wife (or husband) ?
8. 最穩當的話題 (safe topics) 是關於天氣、運動、電影、時事等 , 典型的英國人 , 見面打招呼時 , 喜說有關天氣的話 : Lovely day , isn't it ? (好天氣) Nasty weather , isn't it ? (壞天氣) I hope it won't rain . Do you play any sports ? What's playing at the Cultural Center ? Wasn't the recent plane crash terrible ? 當然啦 ! 你如果非問及私人問題時 , 不妨先說 : Excuse me for asking personal questions . 或 If you don't mind my asking personal questions .

A living language must keep pace with improvements in knowledge and with multiplication of ideas.

Noah Webster (Am. 1758-1843)





Unit 2.

Time and Date

I. Basic Sentences

1. A : What time is it, please?
B : It's half past nine.
2. A : I'll see you at seven sharp.
B : Okay. I'll be waiting.
3. A : At what time will you be at the station?
B : I'll be at the station at 6 : 15.
4. A : At what time does the program begin?
B : It begins at eight forty-five.
5. A : When will you be back?
B : I'll be back by ten-thirty.
6. A : What day is today?
B : Today is Tuesday.
7. A : What's today's date?
B : Today is the 15th of May.
8. A : When will the meeting be held?
B : It will be held on Wednesday the 21st. It's a week from this coming Wednesday.