

全国出国培训备选人员外语水平考试专用教材

BFT

口语会话
教程

邓红 主编
孟繁锡

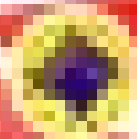


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机械工业出版社

本书紧扣考试大纲，并根据作者近年来教学实践经验，精心编写。全书针对 BFT 考试特点，为考生总结出应试技巧；并按不同主题，分 12 个单元进行详细介绍；每个单元还配有相关练习供考生练习。为了给考生提供更多的实践机会，特附加大量的练习和详细的解析，帮助考生顺利通过考试。

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前 言

随着世界经济的飞速发展和全球化进程日益加深，英语的交际功能显得愈益重要。因此掌握流利而地道的英语口语，是出国留学人员、涉外人员、大专院校学生及广大市民的迫切要求。

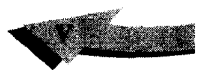
本书首先详细介绍了 BFT 口语考试的一般概念、性质、原则、形式、应试技巧和窍门，使学员思路清晰，增强学习效率。然后结合出国人员遇到的具体语言环境，在友好交往（包括问候、介绍、告别）、征求建议和意见、态度情感（包括是否赞成、喜欢、表达感激等）、人物事物描写、交谈等方面对学员进行培训，扫除口语学习上的语言障碍。本书以功能表达法和情景对话的方式展开。对每一个话题，使用符合英美习惯的套用语和常见句型，为学员口语交流提供基本模式，其次，选择两个或两个以上与之相关的情景（Situation），突出语用。接下来提供三个及三个以上练习让学员进行模拟训练。这个板块的设计体现了：功能表达，循序渐进；情景功能，相辅相承；语用信息，指点迷津等特点。

另外，本书一个最重要特点是详细介绍了中国与英美等西方国家不同的文化背景，从文化角度看待语言的学习，这是口语培训的新方向。文化指的是一个国家或民族的历史、地理、风土人情、传统习俗、生活方式、文字艺术、行为规范、思维方式、价值观念的总和，语言与文化相辅相承、密不可分。语言有丰富的文化内涵，没有文化内涵的语言是空洞无意义的；文化是语言的体现，如果没有语言表达文化将是僵死的失去生机的东西。美国社会语言学家海姆斯（Hymes）提出交际能力的四个要素：语法性（possibility），可行性（feasibility），得体性（appropriateness）和现实性（actually performed）。其中得体性与现实性和文化直接相关。得体性反映出文化背景问题，即说话人在不同的对象、话

题、场合、身份、场合下，如何使用不同的、符合场景的语言进行交流。现实性则要求说话者使用地道的、符合具体场所的真实语言。本书能有效地提高读者对中外文化差异的鉴别能力，提高跨文化交际能力，从跨文化的角度学习语言，对学习者提供了很好的语言背景帮助。

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Unit One BFT 口语考试介绍及应试技巧

I. BFT 中高级口语考试介绍

1. BFT 口语考试概述

“全国出国培训备选人员英语水平考试”(Business Foreign-language Training / Test : English, 简称 BFT : English) 是由国家外国专家局主办的国家级英语水平考试, 适用于我国政府、工商企业、财政金融等部门出国培训人员、已在或准备到国内外资企业工作的各类英语学习者及参加国家人事部中、高级专业技术资格评定的各类专业技术人员。考试的目的是根据商务及技术工作的实际需要, 从听、说、读、写四个方面对考生在商务、技术工作和一般生活环境下使用英语的基本能力进行全面考察。考试分为初、中、高三个等级, 每个级别的考试由四部分组成, 即听力理解、阅读理解、书面表达和口头表达。本章只侧重对中高级口语考试的特点进行概述。

口语考试于当日下午进行, 满分为 50 分, 占整个分数的 25%。中高级口语考试界定标准的内容包括: 在交往对话中应答基本正确并能从事一般性的涉外工作(中); 在商务, 技术交流活动中能进行有效的交际并能参加一般性话题的讨论(高)。中级对象为: ① 出国学习、培训、工作及技术人员, ② 国内各企业中级管理人员, ③ 从事各种商务工作的人员, ④ 打算从事商务工作的各类英语学习者, ⑤ 申请参加职称英语等级考试 B 级的人员。高级对象为: ① 国家派出的中长期培训、学习及技术交流人员, ② 国内外企业高级管理人员, ③ 具有一定英语水平及商务工作经验的人员, ④ 具有一定英语水平且打算从事商务工作的各类英语学习者, ⑤ 申请参加职称英语等级考试 A 级人员。



2. BFT 口语考试的性质及原则

口语考试体现了对考生的产出性技能之一,即语言交际能力和综合语言能力考查。语言的综合能力包括:语言的基本功(语音,语调,语法,词汇,短语和句子);语用能力(能够正确运用所学的语言的基本知识进行有效的交际,例如运用语音、语调,选择合适的单词、短语和句子,进行恰当的组合,并正确地表达出来以及口头组合连贯完整的语篇的能力);语言功能(掌握表示请求、同意、道歉和抱怨等语言功能的基本表达方式。此外口语考试是一种直接和高效度的测试方法。考生的语言能力可根据他们当时的表现进行测定,由于口语考试采用的是主观题形式,因此考生必须把理解的东西表达出来,一般说来,理解的东西不一定就能够表达出来,而表达出来的东西是一定理解了。此外,口语考试体现了交际法中的真实性原则,语言的交互性和交际功能的特点。口语考试的整个过程的主体是参与交际的人的交流互动,给考生提供的讨论话题都是考生熟悉的题材,例如出国留学、工作、家庭生活、英语学习、业余爱好、旅游、未来计划,因特网、城市交通、环境保护、申奥成功的意义、加入 WTO 的利弊以及东西方文化差异等话题。这些熟悉的话题给考生创造了一个真实的口语交际的场景,使考生用英语进行口语表达时感到有话可说。通过考生对同一话题的讨论可以了解他们各自对问题不同的看法以及是否能对同一话题达成一致的意見,从而体现了语言在交互使用中的有效性。此外,在交际过程中考生可根据不同的交际场合例如邀请、劝说、发表意見和看法、反驳等选择合适、得体的语言体现了语言交际功能的特点。

3. BFT 口语考试形式及输入信息

口语考试共 12 分钟,分为三个部分。

第一部分:Greetings and Introductions (2-3 分钟)

该部分为日常会话,考官提问,考生回答。内容包含有:工作、学习、生活、业余爱好等。这一部分主要是“热身”练习,

通过考官就一般性话题的提问及考生做出的回答, 不仅能使得考官对考生的情况有一个初步的印象, 而且考生也能消除紧张的心理, 尽快进入良好的应试状态。这一部分考查考生能否进行礼节性交谈, 能否介绍本人情况和工作情况以及能否表达自己观点的能力。

第二部分: Presentation (4 分钟)

该部分为看图说话, 两位考生根据各自抽到的图片连续讲话并回答对方提出的一个问题。

第二部分是考试的重点部分, 主要考查考生能否用英语进行连贯的口头表达及口头交际能力, 例如提供有关信息, 提出自己的观点和见解等。考官首先将相应的两幅图片发给考生 A (或 B), 要求考生对两幅图片做一分钟的对比和比较发言。同时考生 B (或 A) 也可以看一下发给考生 A (或 B) 的两幅图片, 考生 A (或 B) 做完发言后, 考官要问考生 B (或 A) 与图片相关的一个问题。

第三部分: Collaboration (5 分钟)

该部分是就有关话题进行讨论, 两位考生根据各自抽到的话题展开讨论。第三部分也是考试的重点, 主要考查考生能否用英语进行连贯的口头表达及口头交际能力。例如: 交换信息或观点, 提出自己的观点和见解, 表达同意或不同意以及能否参与一般性话题的讨论等。

II. BFT 口语考试应试技巧

1. 考前应该掌握口头交际时一些常见的技巧, 例如怎样表述自己的观点或见解; 怎样表示同意或不同意; 怎样描述图片以及怎样对图片进行对比和比较; 怎样插话, 怎样结束话题以及怎样理顺自己的思路等。常见表述自己观点或见解的表达法有: I think that ... ; The point is ... ; As I see ... ; I'd just like to say that I think ... ; I'd like to point out that ... ; As far as I am concerned ... ; In a word ... ; I believe that ... ; In my opinion ,

we should ... ; As for me , I ... ; In my view ... ; From my point of view... 常见表示同意或不同意的表达法有: That's just what I was thinking! ; I couldn't agree more; You know, that's a good point; Yes, you are damn right! ; I have the same opinion with you on this issue; I agree with you entirely that ... ; I also think in the same way ... ; Great! We have much in common on this issue; I don't think so/ that ... ; I (totally) disagree with you that ... ; Maybe you are right , but I really think that ... ; What you said might be missing the point ... ; What I am going to say is just opposite to your opinion ... ; But I have a different opinion that ... ; Well , I have a point here , but ... ; I see what you mean , but ... 常用于插话的表达法有: Sorry to interrupt, but ... ; Excuse(pardon)me , but ... ; Excuse me, Xiao Li , what did you mean just now by saying that ... ; That reminds me ... ; The way I see it ... ; I'd just like to say that ... ; By the way (to change the subject)... ; Um ... um ... um (repeated until the speaker lets you speak)。常见的描述图片的表达法有: According to the pictures, we can see / conclude that ... ; The picture shows /tells/reveals us that ... , As is shown / can be seen in the picture ... ; The picture is (gives information) about ... ; It can be seen from the pictures that ... ; From the picture we can see clearly that ... 常用于理顺自己思路的表达法有: There are three/ four points I'd like to make ... ; And another thing ... ; I'd like to stress several points here ... ; Firstly ..., Secondly , ... Finally...

2. 考试过程中要注意自己话语的长短, 使用词汇和语法结构的复杂程度的范围以及使用什么连接词能使自己的话语富有逻辑性和连贯性。当考官问你问题时, 不要做过于简单的回答。例如考官问: “Do you like classical music or pop music?” 如果你只回答 “I like pop music”, 就显得内容太少, 如果能说一些

喜欢的理由，内容听起来就显得不空洞。当然充实的内容首先取决于语音语调以及使用语法和词汇的准确性。如果说的内容很多，但话语中有许多语言错误也不行。此外，充实的内容还取决于考生使用词汇和语法结构的复杂性，要提高在运用词，短语，句子的层次，例如“Fresh air contributes to the good health. As soon as the tickets are available, we'll go to the cinema”比“Fresh air is helpful to the good health. As soon as we get the tickets, we'll go to the cinema”的用词上就好得多。最后，充实的内容还取决于考生说出来的话语是连贯性的逻辑性的完整语篇。连贯性的实现主要是通过词汇过渡手段，例如“additionally, in addition, also, moreover, furthermore, besides, not only ... but also, what's more, again (表示递增); for example, for instance, such as, just as, as, like, a case in point, take ... for example, as an example, as follows (表示举例); that is, that is to say, namely, in other words (表示同位); similarly, correspondingly, in the same way, in the same manner, likewise, in fact, in reality, as a matter of fact (表示相似); the first, the second, the last, firstly, secondly, thirdly, to begin with, to start with, in the first place, in the second place, next, afterwards, furthermore, moreover, lastly, in the end, eventually, above all, the most important of all, first and foremost (表示列举); as far as ... is concerned, speaking of, regarding, concerning, considering, as for, as to, with regard to (表示过渡); so, thus, therefore, as a result, consequently, due to, because of, owing to, thanks to, so that, so much so that (表示因果); but, in contrast with / to, conversely, on the contrary, while, whereas, on the one hand ... on the other hand ... (表示对照); instead of, rather than, not ... but ..., whether ... or, either ... or, neither ... nor, both ... and ... (表示选择); even so, or else, however, nevertheless, nonetheless, in spite of, despite, although, regardless of, on the

other hand, after all, even if, even though (表示让步); in conclusion, to sum up, to summarize, to conclude, in brief, in short, as has been mentioned above, on the whole (表示总结)。

3. 在进行讨论时, 要避免自己滔滔不绝的发言, 而忽视了你的“partner”, 也要避免使自己冷场, 要积极参与讨论。如果对方讲述太多, 你可恰当地运用口语表达技巧, 自然地连接、打断、插入或附和别人的谈话, 要充分表现出你作为交际的一方参与交流的主动性, 适切性与灵活性。考试中如遇到想不起的词可以换用这个词的同义词或变换另外一种说法来表示, 从而确保交流的持续进行。
4. 有一个良好的心理状态。以上是从口语技巧方面使考生了解如何准备 BFT 口语考试, 但是好成绩的取得在考试中还需要具备一个良好的心理状态。无论考前准备的多么充分, 但在考试中总是很紧张, 那么你就很难取得高分。因此考试既是技术的较量又是心理状态的较量。有的考生由于紧张说话时语无伦次, 前言不搭后语, 还有的考生由于紧张说话时声音颤抖, 这些都会影响他们的成绩。但并不是每位考生都会出现这样的情况。希望各位考生能够在考试中保持一个稳定的心理状态, 发挥出自己应有的水平。


Unit Two Friendly Contact


I. Greeting and Introduction

According to the Chinese custom, it is normal and polite to greet a friend or an acquaintance when you meet him or her for the first time during a day. This is also true of the native speakers of English. Chinese and native speakers of English share not much in the types of set phrases and expressions that they use, as a result of the differences in culture. For example, it is normal to greet someone in Chinese with "Have you eaten yet?" In English such a question would be regarded as an invitation to eat rather than a greeting. Similarly, "Where are you going?" a common way of greeting an acquaintance in China, may cause English-speaking people embarrassment and confusion. If they know little of Chinese culture, they may consider your remark as an invasion of their privacy.

Many native speakers of English, Americans in particular, greet each other informally except on some very formal occasions. They rarely shake hands except when they are being introduced to a new person. They often call one another by their first names, even when they do not know one another very well.

As to introductions, when you meet someone you do not know and you want to establish a friendly relationship with him or her, or just appear to be polite, you may introduce yourself first. Normally the other party will then introduce himself or herself to you. When you are introducing people to one another, your introduction should include names, appropriate titles and a very brief statement of their





relationship to you. It is usual, though not important in all situations, to introduce the man to the woman, the junior to the senior and the person in a lower position to the person in a higher position.

1. Related Situations

- (1) Mary :Hello, Peter. Come on in. You must be Jane. I'm so glad you could come.

Jane : It was kind of you to ask me, Mary.

Mary: Not at all. It's lovely to see you. Now come and meet some people. I want you to meet Paul West, Peter. He's as mad about cars as you are. Paul, I want you to meet Peter Jones and Jane — I'm sorry, Jane, I didn't get your last name.

Jane: Turner, Jane Turner.

Paul: Hello, Jane.

Peter: Mary says you're mad about cars, Paul.

Paul: I have to be. I make my living selling them.

Mary: Before you two start getting technical, let me get you a drink. What will you have, Jane?

Jane: Oh, a soft drink, please. Anything.

Mary: Peter?

Peter: A beer, please, Mary. Thank you.

- (2) In the Department Office


(Chen Wei and Jin Lan are filling out some forms at the request of the department secretary when Dr. Samuel King comes by on his way to his office.)

King: Oh, hello, Mr. Chen. How are you?

Chen: I'm fine, thank you, Dr. King, how are you?

King: Good, thanks.

Chen: Dr. King, I'd like you to meet my good friend and



colleague, Jin Lan. We worked together in the Computer Engineering Department at Beijing University for many years. Mr. Jin is also here as a visiting scholar now. (Turning to Jin) This is my advisor, Dr. Samuel King, Chairman of our department.

Jin: How do you do?

King: I'm glad to meet you, Mr. Jin. Welcome to our university. Mr. Chen has told us so much about Beijing, I feel as though I've been there. How long have you been in the States?

Jin: I've only been here a few weeks, but I plan to stay at least two years.

King: That's fine. Chen, the next time you come and have dinner with us you must bring Mr. Jin along with you.

Jin: That's very kind of you. I'd be delighted to come.

Chen: I'll certainly do that, thank you.

King: Good-bye. It was nice meeting you.

Chen & Jin: Good-bye.

2. Useful Expressions and Language Notes

Formal Greetings

Hello, Mr. Brown. How are you?


Good morning /afternoon/evening, Mr. Brown. How are you?

Hello, Mr. Brown. It's nice /good /wonderful /delightful /marvelous/exciting to see you again.

Hello, Mr. /Mrs. /Miss/Ms. /Dr. /Prof. Smith.

Good morning /afternoon /evening, Mr. Smith.

Fine /Very well, thank you. How are you?





Informal Greetings

Hi.

Hi /Morning, John.

How's it going /How's everything going?

Hi, John. How are you doing? /How are you getting on? /How are things with you? /things going?

Hi, John. What's up? /What's new?

Hello. Beautiful /Lovely /Nice day, yeah?

Miserable weather /Awful weather, isn't it?

Hello. It's so hot /a bit cooler /extremely windy today, isn't it?

Responding to Greetings

Hi, /Morning, Mary.

Fine. / O.K. /Alright. /Not bad. /Not so well. (How are you?)

Fine, thanks. And you?

Not too bad, thanks.

Yes, isn't it? /It certainly is!

I should say so!

Formal Introductions

Mr. Brown, I would like to introduce /you to meet Mrs. Smith.
/Mary Smith. She is a good friend of mine.

Mr. Brown, allow me to introduce my good friend Mr. Wang.

May I introduce you to Miss Brown? She is my secretary.

I'm sure you'd like to meet Mr. Brown, whom you haven't met before.

May I introduce /present Dr. Brown?

Ladies and gentlemen, allow me to introduce our speaker Prof. Brown.

Ladies and gentlemen, I take great pleasure in introducing our speaker Prof. Brown.

