

● 专门用途英语课程系列

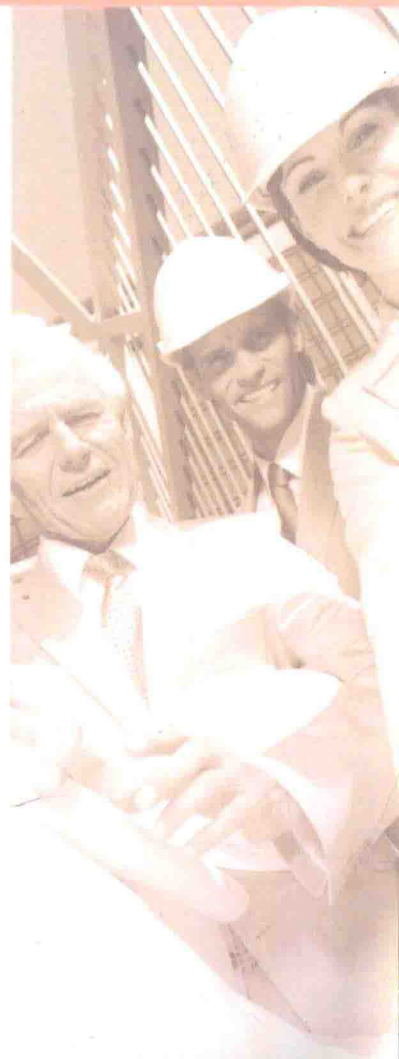


**A Speaking Course  
in Science and Engineering**  
*Teacher's Book*

# 理工英语口语教程

教师用书

钱冬梅 主编



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**A Speaking Course  
in Science and Engineering**  
*Teacher's Book*

**理工英语口语教程**

教师用书

主 编 钱冬梅  
编 者 钱冬梅 陈勇刚 华 燕  
主 审 戴炜华

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## 出版说明

教育部最新颁布的《大学英语课程教学要求》将大学英语的教学目标确定为“培养学生的英语综合应用能力,特别是听说能力,使他们在今后学习、工作和社会交往中能用英语有效地进行交际,同时增强其自主学习能力,提高综合文化素养,以适应我国社会发展和国际交流的需要”,并提出:“将综合英语类、语言技能类、语言应用类、语言文化类和专业英语类等必修课程和选修课程有机结合,确保不同层次的学生在英语应用能力方面得到充分的训练和提高。”《大学英语课程教学要求》明确要求大学英语教学中开设选修课,以满足大学生的实际需求。

依据《大学英语课程教学要求》,上海外语教育出版社邀请国内外英语教学专家开发编写了选修教材,通过教材的出版引领、促进了大学英语选修课程设置的发展,丰富了我国大学英语教学。这些教材品种丰富,涵盖面广,包括以下多个系列:大学英语应用提高阶段专业英语系列教材、大学英语综合应用能力选修课系列教材、职场英语选修教程系列、大学目标英语、牛津专业英语基础丛书等。这些年来,全国数百所高校使用了这些教材,部分老师对教材的内容和编写形式提出了宝贵的建议,为我们进一步完善教材提供了实践依据。

虽然很多高校多年来一直尝试开设选修课,专家学者也进行了理论研究,但目前此类课程在大学英语教学中所占比重并不大,仍处于探索阶段。多数教学专家对大学英语选修课程的具体教学目标和教学内容范围未形成统一认识,教育主管部门亦未出台具体的选修课教学要求。为了进一步推动大学英语选修课教学的发展,外教社在多年选修课教材使用情况调研的基础上,结合专家学者的最新研究成果和建议,充分考虑我国目前的大学英语教学现状、师资条件、实际需求等因素,重新策划编写了“大学英语拓展课程系列”,该系列教材包括EAP、ESP和EOP三个子系列。

- ESP (English for Specific Purposes)

专业英语类,侧重提升专业英语能力,在培养学生听、说、读、写、译等基本语言技能的基础上,教授与该专业相关的英语词汇和表达,并尽可能传授专业知识,以使大学生轻松通过英语媒介获取本专业知识和信息。此类课程适合相关专业学生学习,针对性强。

- EAP (English for Academic Purposes)

学术英语类,侧重高级水平英语听、说、读、写、译等技能的培养,为大学生出国留学、攻读研究生、进行科研等学术活动打下更扎实的英语基础。此类课程包括:演讲听说、跨文化交际、文学赏析、学术英语写作等。适合需要在学术上深造的大学生使用。

- EOP (English for Occupational Purposes)

职场英语类,侧重提升职场英语能力,为大学生将来在英语环境中工作打下扎实的职场交际基本功。此类课程多数适合所有大学生使用,有部分教程与专业结合,适合相应专业学生使用。

除了重新修订已出版的教材外,我们还通过邀请更多海内外英语教学专家参与编写、和国外出版社合作出版等方式,扩大大系列教材的选题规模,以满足各专业大学生的学习需求。本系列教材具有时代感强、实用性强、课堂可操作性强等特点,相信会给我国大学英语教学带来新风向。

上海外语教育出版社

# 编者的话

本教材在语言方面以交际功能为主、情景对话为辅，在题材和内容方面以企业的日常工作为中心，围绕工科学生将来可能涉及的工作范围，共编写了27个单元。

本教材的内容和编排有以下特点：

一、考虑到理工科学生和工程技术人员的英语基础和学习时间安排，教材分为相对独立的Part One 和Part Two两个部分。

- 1) Part One共15个单元，重点为基本语言交际功能训练。每个单元中都设有一个或一个以上的交际功能项作为学习内容，并采用在题材上以理工科内容与日常生活内容相结合、在教学上听与说相结合的方法，为学生提供更符合认知规律的口语学习课堂。
- 2) Part Two共12个单元，以情景会话为主。每个单元的主题与理工科学生的学习和今后的工作范围紧密相关。题材涉及理工科专业课程、工程技术职位、生产管理、科学研究以及工厂企业的日常活动。这一编排旨在帮助学生尽早接触将来使用英语口语的语境，并通过应用第一部分中学到的各个交际功能项进行工作中实际范例的操练，为学生毕业后的面试和今后工作中使用英语作好准备。

二、本书各单元设有会话、听说训练、常用表达法和练习四大部分。在Part Two中还增设了相关知识阅读材料，为学生小组讨论和自由表达提供情景和素材。

- 1) 会话：会话是每一单元的重点，一般包含一个或一个以上交际功能项。Part Two中的会话则都是工程英语情景中的一个实例。
- 2) 听说训练：课文后2~3篇听说材料是对每课的交际功能项的范例补充，使学生接触更多相关内容的对话，并加以听说同步训练。
- 3) 常用表达法：常用表达法把完成某一交际功能项可采用的各种语言形式进行了概括，便于学生反复操练和复习记忆。
- 4) 练习：练习分两个部分，有提示操练和自由表达。Part One的15个单元侧重于交际功能常用句型的训练，主要形式为提示操练和Role-play；Part Two的12个单元侧重于理工科实景中的交际练习，主要形

式为Role-play和小组讨论等。为活跃课堂气氛，在Part One每一课的最后部分我们还编设了Game Studio，供教师选用。

三、本书的Part One与Part Two相对独立，教师可根据学生的基础或教学大纲自由选择及安排课时。

本书第一部分的Unit 4、Unit 5、Unit 6、Unit 7、Unit 13、Unit 15和第二部分的Unit 1、Unit 2、Unit 5、Unit 6、Unit 7、Unit 12由钱冬梅编写；第一部分的Unit 1、Unit 2、Unit 3、Unit 9和第二部分的Unit 3、Unit 4、Unit 11由陈勇刚编写；第一部分的Unit 8、Unit 10、Unit 11、Unit 12、Unit 14和第二部分的Unit 8、Unit 9、Unit 10由华燕编写。

本教材在编写过程中，受到了多位国内外口语教材编者的启示。Dupont Fiber China Ltd.的Dave McCandless先生为本书的第二部分做了技术内容审校；同时在题材和内容方面我们也得到了上海理工大学的吴国玠教授、郑晓园教授、Dupont Fiber China Ltd.的Kevin Yan先生、Steven Shi先生和ESAB Cutting Systems的Ivan Polacek先生、Charles Ning先生的大力帮助。英国利物浦大学的语言学专家Geoff Thompson协助审校了本书大部分课文的语言和内容。在此，我们一并向他们表示诚挚的感谢。

本书是为大学理工科学生编写的英语口语教材，也适用于各类涉外企业中工程技术人员及管理人士的英语口语培训。教师用书共分3个部分：

- 一、课文的注释
- 二、听力训练中的会话录音原文和注释
- 三、练习答案

在本书的第一部分中，每课课文的开头加设了单元导入，以引出课文内容；在每课的结尾，又加设了游戏室，供教师在时间许可的情况下丰富课堂活动内容。

特别说明：本书里所有单位名称都是虚构的，如果现实中有相同的单位名称，这纯属巧合。

由于编者水平有限，教材中不妥之处望广大使用者提出宝贵意见。

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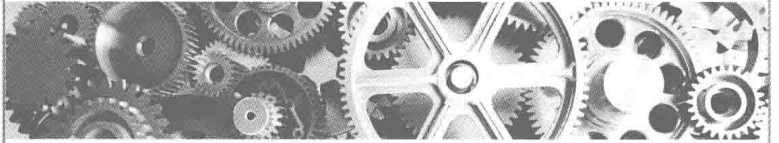
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# Part One



# UNIT 1

## At the Reception

### *Greeting and Introduction*

#### Introduction to the Unit

Introduce the unit to the students by asking the following questions:

1. I have just introduced myself, could you please introduce yourself briefly?
2. What do you do when you meet someone for the first time and want to get to know him?
3. Have you had the experience of being received by a receptionist in a company?
4. What is a receptionist supposed to do when he or she receives visitors?

Related information for your reference:

- \* The receptionist has the responsibility of greeting all visitors to the company and arranging for them to meet the person they are here for.

#### Notes to the Text

1. The British and the American people make appointments in advance if they want to meet each other either on business or simply for a chat. It is impolite to intrude into others' activities without previous arrangements. When making appointments, convenience for each other is a prerequisite.
2. Let me see...: I must think about it briefly...

## Scripts for the Listening Dialogues

### Dialogue 1

**A = Albert Kern; V = Victor Smith; M = Mary**

**A:** Hello, Victor. How is everything?

**V:** Fine, thanks. How about you?

**A:** Not too bad, thanks.

**V:** Albert, this is my wife, Mary.

**A:** How do you do, Mary?

**V:** Albert Kern is the sales manager of Kellerman Plastics, Inc. We met at an exhibition last year.

**M:** How do you do, Mr. Kern?

**V:** By the way, Mary and I are having a party this weekend. Will you join us?

**A:** Sorry, I can't. I'm leaving for a business trip Friday morning. But thanks anyway.

### Dialogue 2

**K=Mr. Kern; St=Mr. Stanton; Sm=Mr. Smith**

**K:** Are you Mr. Stanton from Collins Pre-Mix Company, by any chance?

**St:** Yes, I am.

**K:** I'm Albert Kern, from Kellerman Plastics, Inc. I'm here to meet you.

**St:** How do you do, Mr. Kern?

**K:** How do you do, Mr. Stanton?

**St:** Thank you for coming to meet me.

**K:** My pleasure. Mr. Stanton, I'd like you to meet Mr. Smith, our chief engineer.

**St:** It's a pleasure to meet you.

**Sm:** Pleased to meet you, too.

### Dialogue 3

**K=Mr. Kern; H=Mr. Hansen; B=Mr. Black**

**K:** Hello, Mr. Hansen, long time no see! It's marvelous to see you again. How are you?

**H:** Very well, thank you, Mr. Kern. Thank you for inviting me.

**K:** I'm glad you could come. I don't think you know Mr. Black, our production manager. This is Mr. Hansen from Zenith Manufacturing Company.

**B:** How do you do, Mr. Hansen?

**H:** How do you do, Mr. Black? Nice to meet you.

**K:** Now shall we go to the dining room?

**H & B:** All right.

## Notes to the Listening Dialogues

- 2.1** by any chance: used to ask politely whether sth. is true  
e.g.: Are you Chinese by any chance? (= Is it true that you are Chinese?)
- 3.1** long time no see: 很长时间没见了
- 3.2** production manager: person in charge of the Production Department

## Key to Listening Comprehension

### Dialogue 1

- 1) F    2) T    3) F    4) F

### Dialogue 2

- 1) T    2) F    3) T

### Dialogue 3

- 1) T    2) F    3) F    4) F

## Key to Work in Pairs

*Practice ways of greeting each other and introducing by completing the following short conversations.*

- A:** Hello, Mary. How are things with you?  
**B:** Fine, thanks. How about you?  
**A:** Oh, can't complain. Thank you.

2. A: Good morning, Mr. Smith.  
B: Good morning, Mr. Black. How are you?  
A: Pretty well, thank you. And you?  
B: Fine, thanks.
3. A: Hello, I'm Bob.  
B: Hello, I'm Jane. Pleased to meet you.  
A: The pleasure is mine.
4. A: Mr. Brown, I'd like you to meet Mr. Bell, our sales manager.  
B: Pleased to meet you.  
C: Pleased to meet you, too.
5. A: Hi, John, I'd like you to meet my boyfriend, Kelly.  
B: Hi, Kelly.  
A: Kelly, this is John, my colleague.  
C: Hi, John.
6. A: Excuse me, I don't believe I have seen you before.  
B: No. I'm new here. My name is Peter Brown.  
A: I'm Bill Prior.  
B: Glad to meet you, Mr. Prior.
7. A: Excuse me, do you mind if I sit here?  
B: No, not at all.  
A: How do you do? I'm Sidney White.  
B: How do you do? My name is John Ford.
8. A: You are new here, aren't you?  
B: Yes, I am. My name is John Brown.  
A: My name is Charles Lynd. Pleased to meet you.  
B: Good to meet you, too.
9. A: By the way, do you know each other? Peter Brown, Sidney White.  
B: It's nice to meet you, Mr. Brown.  
C: Nice to meet you, too, Mr. White.
10. A: Hi, David. How are you?  
B: Fine, thanks. And you?  
A: Not too bad, thanks. Meet my friend Tom. And this is David.  
B: Glad to meet you, Tom.



C: Glad to meet you, David.

## Game Studio

### *Listen and Repeat Game*

Instructions: Read the following tongue twisters to the students one by one and ask them to repeat them and write down the sentences.

1. Mike likes to write by the nice bright light at night.
2. Several shops sell the latest fashion of shirts and shorts.
3. The men with fair hair dare not repair their chairs there because there is a bear there.
4. His wise wife whistles while weaving his worsted waistcoat.