



“十二五”职业教育国家规划教材
经全国职业教育教材审定委员会审定

New Practical English

新编实用英语

综合教程

Comprehensive Course

《新编实用英语》教材编写组 编

2

Fourth Edition

第四版

高等教育出版社



“十二五”职业教育国家规划教材
经全国职业教育教材审定委员会审定

New Practical English

新编实用英语

综合教程

Comprehensive Course

《新编实用英语》教材编写组 编



高等教育出版社·北京

图书在版编目(CIP)数据

新编实用英语综合教程. 2 / 《新编实用英语》教材编写组编. -- 4版. -- 北京: 高等教育出版社, 2014.8
ISBN 978-7-04-039437-5

I. ①新… II. ①新… III. ①英语—高等职业教育—教材 IV. ①H31

中国版本图书馆CIP数据核字(2014)第187191号

策划编辑 闵 阅 责任编辑 王琳琳 项目编辑 康冬婷 赵凯锋 封面设计 姜 磊
版式设计 魏 亮 责任校对 赵凯锋 责任印制 毛斯璐

出版发行 高等教育出版社
社 址 北京市西城区德外大街4号
邮政编码 100120
印 刷 北京中科印刷有限公司
开 本 850mm×1168mm 1/16
印 张 13.5
字 数 343千字
购书热线 010-58581118
咨询电话 400-810-0598

网 址 <http://www.hep.edu.cn>
<http://www.hep.com.cn>
网上订购 <http://www.landaco.com>
<http://www.landaco.com.cn>
版 次 2002年7月第1版
2014年8月第4版
印 次 2014年8月第1次印刷
定 价 39.80元(含光盘)

本书如有缺页、倒页、脱页等质量问题, 请到所购图书销售部门联系调换
版权所有 侵权必究
物 料 号 39437-00

《新编实用英语》(第四版)

前 言

《新编实用英语》(*New Practical English*)自2002年作为教育部原高职高专教育英语课程教学指导委员会的推荐教材出版以来,至今已有12个年头,对贯彻教育部颁布的《高职高专教育英语课程教学基本要求(试行)》起到了引领方向、推进改革的重要作用,使高职高专英语课程教学改革沿着“以服务为宗旨,以就业为导向”的道路健康发展。《新编实用英语》先后被列入普通高等教育“十五”、“十一五”国家级规划教材,在我国高职高专英语教学界享有很高的声誉。

十余年来,《新编实用英语》已经发展成为一个立体化的英语教学资源体系,既针对学校的课堂教学和课外辅学的特点,又兼顾学生自主学习、个性化学习和利用网络手段学习的需求。本次修订除了根据高职院校师生的反馈意见进行了有针对性的完善之外,还特别对《新编实用英语》的教材体系进行了充实和完善,以供广大用户更好地使用,使之能更好地为高职高专英语教学和改革服务。修订主要体现在以下方面:

1. 《新编实用英语》核心教程:

- 1) 《综合教程》围绕职场英语交际的需要,进行实用听、说、读、写的语言训练。本次修订不仅加强了实用交际听说训练,训练形式也更加多样,便于课堂教学和学生模拟训练;阅读和写作更加突出了职场实用文体和职场应用文的读写交际训练。
- 2) 《学学·练练·考考》与《综合教程》紧密配合,为学生在课后进行独立的语言训练提供了同步自练园地。
- 3) 修订了《基础教程》,为入学水平相对较低的学生提供了快速补课并衔接《新编实用英语》第一册的学习内容。《基础教程》的单元话题与《综合教程》和《学学·练练·考考》基本一致,从而使《基础教程》的学习与《综合教程》和《学学·练练·考考》的学习直接关联。
- 4) 《求职手册》帮助学生为毕业后进行求职做准备,内容涉及查询职位的途径及从撰写求职简历到应对求职面试等方方面面的语言准备;《备考手册》为师生提供了高等学校英语应用能力考试的各项语言技能的应试训练和有效的应试技巧和技能,将教学与考试紧密结合。
- 5) 本次修订根据用户的反馈和建议适当地调整并完善了《综合教程》和《学学·练练·考考》的单元选题、课文和相应练习,使之更加符合英语教学满足中国全面走向国际化的大目标。

2. 《新编实用英语》配套教程:

为适应中国经济走向世界的大趋势,高职英语教学进一步提高听说交际能力势在必行。但限于课堂教学学时,且听说训练又特别适合个性化学习,《新编实用英语》特为高职高专学生提供了两套听说训练教程。

- 1) 《听力教程》(1~4册)是一套与《综合教程》紧密配合的实用职场交际的听力教程,对自学和培训基本实用听说交际能力十分有益;
- 2) 《视听说教程》(1~4册)是一套引进改编的、交际话题和交际范围更为广泛的视听说教程,特别适用于想较为全面地提高听说交际能力的学生和在职人员。

《新编实用英语》（第四版）由大连理工大学的孔庆炎教授和上海交通大学的刘鸿章教授担任总主编，由美国普渡大学的Margie Berns教授担任语言顾问。《新编实用英语（第四版）综合教程2》的主编为韶关学院安晓灿、马鞍山职业技术学院谢道兵，其他编者包括：大连理工大学王慧莉，海南外国语职业学院景志华和刘然，北京交通大学包兰宇，苏州工业园区服务外包职业学院陈素花及晋中师范高等专科学校原鑫河。

实践证明，《新编实用英语》系列教材是严格按照国家职业教育目标和要求精心设计的立体化公共外语教材，历经多年教学实践，得到广大高职高专院校师生的充分认可。尽管还有不尽如人意的地方，我们相信在高职师生的关怀下，《新编实用英语》定能不负众望，为高职高专英语教学做出更大的贡献。

编者
2014年3月

《新编实用英语》(第一版)

前 言

根据《普通高等专科学校英语课程教学基本要求》编写的《实用英语》(1995年出版)为高等专科学校英语教学改革起到了导向与规范作用,取得了开拓性的成果。它既重视语言基本技能的训练,又在很大程度上体现了培养实际应用英语能力的目的。1999年,根据国家对高等专科学校教育、高等职业教育和成人高等教育实行“三教统筹”的精神,编写组对《实用英语》进行了局部的修订,使之更加符合“三教”的要求。中国加入WTO之后,与世界经济进一步接轨,国家对高职高专的英语教学提出了“更加重视实用能力培养”的要求,因此,高职高专教育英语课程教学指导委员会(以下简称“课委会”)决定重编《实用英语》,以适应新形势对高职高专英语教学改革的紧迫需要。

《新编实用英语》(*New Practical English*)是由课委会组织全国各地有丰富教学经验的教师编写的。它既坚持了《高职高专教育英语课程教学基本要求(试行)》(以下简称《基本要求》)的正确方向,保持和突出了《实用英语》的优点,又反映了全面更新教学内容的实际需要。所谓全面更新是指在坚持《基本要求》为高职高专培养实用性人才和坚持“以应用为目的,实用为主,够用为度”的大方向的前提下,进一步更新观念、更新内容、更新体系、更新要求。这主要体现在如下几个方面:

1. 严格按照《基本要求》编写。《基本要求》中的《交际范围表》所规定的交际主题是我们选材的依据和出发点,而且读、译、听、说、写各项技能的培养与训练都围绕同一交际话题展开。
2. 进一步克服忽视听说技能训练的弱点,加大听说技能、特别是实用交际能力的训练,把培养一定的实用口语交际能力作为本教程的重要任务。
3. 加强对应用文等实用文体阅读能力的培养,满足在一线工作的业务人员涉外交际的实际需要。
4. 将英语应用能力的训练具体体现于实用英语能力的培养之中。应用能力既指应用语言基本功的能力,更指把这些基本功运用到实际涉外交际中的能力。后者也可称作“实用能力”。“应用能力”是“实用能力”的基础,“实用能力”则是“应用能力”的具体体现。
5. 认真贯彻“学一点、会一点、用一点”,“听、说、读、写、译并重”和“边学边用、学用结合”的原则。
6. “教、学、考”相互照应。《高等学校英语应用能力考试大纲和样题》所规定的项目和要求都在教材中得到反映和训练。学完《新编实用英语》第2册可以参加“高等学校英语应用能力考试”的B级考试,学完第4册可参加A级考试。

《新编实用英语》由《综合教程》、《学学·练练·考考》、《教师参考书》以及配套的多媒体学习课件、电子教案、网络课程等组成。

《新编实用英语——综合教程》分为4册,每册10个单元,每个单元都由说(Talking Face to Face)、听(Being All Ears)、读(Maintaining a Sharp Eye)和写(Trying Your Hand)四个主要部分组成,另有一个“趣味阅读”部分(Having Some Fun)。各部分的具体内容如下:

- 1) Talking Face to Face: 包括2个紧扣交际主题的对话样例,供学生学习模仿,并配有5个短小的交际话题模拟练习,使学生边学边练。

2) Being All Ears: 本部分是对Talking Face to Face的扩大与补充,以体现听力训练的范围要广于说的训练的原则,并为阅读做铺垫。

3) Maintaining a Sharp Eye: 本教程打破先教课文后进行语言训练的传统模式,把阅读作为外语教学训练的归结,并通过阅读开阔眼界,进一步提高语感和交际能力,为学生自主学习创造充分的条件。

4) Trying Your Hand: 写作部分又分为应用文写作(Applied Writing)和一般写作(General Writing)两部分。前者培养学生阅读和模拟套写《基本要求》规定的常用应用文的能力;后者则按句子写作、功能写作和篇章写作等层次进行训练。

5) Having Some Fun: 每课选配一个短小精悍的幽默故事,培养学生学习、体味与欣赏英语和英美文化的能力。

《新编实用英语》将为高职高专英语教学改革开创崭新的局面,提高学生实际使用英语进行涉外交际的能力,有利于彻底改变高职高专英语教学滞后于社会需求的局面。

《新编实用英语》由课委会主任委员、大连理工大学孔庆炎教授和课委会顾问、高等学校英语应用能力考试委员会主任委员、上海交通大学刘鸿章教授担任总主编,负责全书的总体设计、编排和书稿的审订,并聘请美国普渡大学Margie Berns教授作语言顾问。

《新编实用英语综合教程》第二册由长春工程学院安晓灿教授主编,美国普渡大学教授Margie Berns为语言顾问,第1、2单元由大连理工大学王慧莉编写,第3单元、单元测试1由长春工程学院安晓灿编写;第4、10单元由长春工程学院景志华编写;第5、9单元由沈阳电力高等专科学校刘然编写;第6、8单元由长春汽车工业高等专科学校黄星编写;第7单元、单元测试2由北方交通大学包兰宇编写。

由于本书遵循的是完全崭新的编写思路,实际编写中会有不当和疏漏之处,望广大使用者批评指正,以期本教程能为高职高专英语教学做出新的贡献。

编者
2002年11月

Contents

Unit One Invitation Etiquette 1

Section I	Talking Face to Face	2
Section II	Being All Ears	6
Section III	Trying Your Hand	10
Section IV	Maintaining a Sharp Eye	15
	<i>Passage I</i> Business Invitation	15
	<i>Passage II</i> An Invitation Letter	21
Section V	Appreciating Culture Tips	23

Unit Two Communication by Email 25

Section I	Talking Face to Face	26
Section II	Being All Ears	31
Section III	Trying Your Hand	35
Section IV	Maintaining a Sharp Eye	40
	<i>Passage I</i> Email, a Blessing and Annoyance	40
	<i>Passage II</i> Privacy, Are You Kidding?	45
Section V	Appreciating Culture Tips	48

Unit Three Communication by Phone 49

Section I	Talking Face to Face	50
Section II	Being All Ears	54
Section III	Trying Your Hand	58
Section IV	Maintaining a Sharp Eye	63
	<i>Passage I</i> For Conversation Press # 1	63

Passage II Business Telephone Etiquette for Success 67

Section V Appreciating Culture Tips 70

Unit Four Hotel Service

72

Section I Talking Face to Face 73

Section II Being All Ears 78

Section III Trying Your Hand 82

Section IV Maintaining a Sharp Eye 88

Passage I Welcome to Climer Lodge 88

Passage II What to Include in a Hotel Guest Survey 92

Section V Appreciating Culture Tips 95

Unit Five Food Culture

97

Section I Talking Face to Face 98

Section II Being All Ears 102

Section III Trying Your Hand 107

Section IV Maintaining a Sharp Eye 112

Passage I Blogs on Food 112

Passage II Toast at a Wedding Dinner 116

Section V Appreciating Culture Tips 118

Unit Six Shopping and Sightseeing

120

Section I Talking Face to Face 121

Section II Being All Ears 126

Section III Trying Your Hand 130

Section IV Maintaining a Sharp Eye 135

Passage I How I "survived" the Shanghai Expo 135

	Passage II Yiwu, a Mega Market for Small Commodities	140
Section V	Appreciating Culture Tips	143

Unit Seven Bidding Farewell **145**

Section I	Talking Face to Face	146
Section II	Being All Ears	150
Section III	Trying Your Hand	154
Section IV	Maintaining a Sharp Eye	159
	Passage I The Most Unforgettable Character I've Met	159
	Passage II A Farewell Speech	163
Section V	Appreciating Culture Tips	166

Unit Eight Applying for a Job **168**

Section I	Talking Face to Face	169
Section II	Being All Ears	174
Section III	Trying Your Hand	178
Section IV	Maintaining a Sharp Eye	184
	Passage I Applying for a New Boss	184
	Passage II I Like to Work for ABC Insurance Company	189
Section V	Appreciating Culture Tips	192

Vocabulary **193**

Phrases and Expressions **201**



Invitation

Etiquette

Unit One

Unit Goals:

What You Should Learn to Do

1. Make an oral invitation to:
 - invite people to join daily activities
 - invite people to formal occasions
2. Make a written invitation (write an invitation card or a letter) for:
 - personal invitation
 - official occasions
3. Give a reply to:
 - an oral invitation
 - a written invitation

What You Should Know About

1. Invitation culture: Western and Chinese
2. Word order in a subordinate clause

Be our

*Please join us
Saturday
at The Rose*

Section I Talking Face to Face

Imitating Mini-Talks

1 Work in pairs. Look at the picture and recite the following mini-talks for making invitations and giving responses.

1) Inviting friends to a party

Sally: Hello, William. What're you going to do tomorrow evening?

William: Tomorrow evening? Nothing special.

Sally: I'm inviting a few friends to my daughter's birthday party. Would you like to join us?

William: Great. That would be **super**! **Congratulations!**

好极了; 祝贺

2) Inviting friends to a dinner

Mary: We'd love to have you over for dinner Saturday.

Robert: Oh, thank you. What time should I come?

Mary: How about eight o'clock?

Robert: OK. Thank you for inviting me.

3) Inviting friends to a movie

Paul: What're you doing on Saturday night?

Molly: I'm not sure. Why?

Paul: Well, I was thinking of asking you to go to a movie with me this weekend.

Molly: Oh, why not?

4) Declining an invitation to go roller-skating

Mike: Would you like to go **roller-skating** with me this Saturday afternoon?

Sarah: Saturday afternoon? I'm afraid I won't be able to.

Mike: What about Sunday afternoon?

Sarah: That would be nice.

5) Declining an invitation to go out to dinner

Ken: Well, thank goodness it's Friday, Jean.

Jean: Yes, it was a long week, Ken.



滑旱冰

Ken: Would you like to go out to dinner tonight? I'd like to take you somewhere really special.

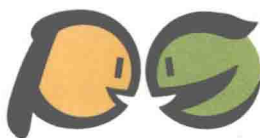
Jean: Oh, thanks, but ... maybe some other time. I'm very busy tonight.

Acting Out the Tasks

2 Work in pairs and perform the tasks by following the above mini-talks. Refer to the Data Bank in the *Workbook* for relevant expressions.

1 Task:

Suggest going skiing with your friend.



2 Task:

Invite your friend to go to a concert on Friday evening.

3 Task:

Invite your friend to go to the early show of the movie "My Fair Lady".

4 Task:

Decline your friend's invitation to go dancing next Friday afternoon.

5 Task:

Decline your friend's invitation to go out to dinner.

Studying Invitation Cards and Letters

3 Invitation cards are often used for inviting people. Read the following invitation cards and letters and try to use the information in them in your face-to-face talks.

Sample 1

Mr. and Mrs. Wang
request the pleasure of your company
at a dinner party in celebration of
their daughter's eighteenth birthday
Saturday, the sixth of March
at 8:00 P.M.
74 Salisbury Street, Beeston, Nottingham

Dear Mr. Smith,

You are invited to attend a hike to the Great Wall on Friday, November 17th. The coach will leave at 7 o'clock. Your family and friends are welcome, too.

We would feel honored if you can join us for the wonderful trip.

Peter Chang

Following Sample Dialogues

4 Read the following sample dialogues and try to perform your own tasks.

Accepting an Invitation

Wang: Hello, William. What are you doing tomorrow evening?

William: Tomorrow evening? Nothing special, I was thinking of watching TV.

Wang: Drag yourself away from television for a change. I'm having a few friends to have a dinner party tomorrow to celebrate my daughter's birthday. Would you like to join us?

William: Great. That would be super. Congratulations!

Wang: Thank you. How about eight o'clock? Is that OK?

William: Oh yes, fine. Would it be alright if I brought somebody with me?

Wang: Yes, of course.

William: Thank you. Do you want me to bring something to drink? Red wine or white?

Wang: Um, white wine, if you feel you must bring something. But it's not necessary.

William: OK. White wine. Well, indeed, thank you very much for inviting me.

Wang: My pleasure.

William: I'll be along at eight. Looking forward to it.

Wang: Yeah, see you then.

Declining an Invitation

Chang: Are you doing anything special on Friday, Mr. Smith?

Mr. Smith: Yes, Mr. Johnson and I have promised to call on some friends at the embassy.

- Chang:** Oh, what a pity!
- Mr. Smith:** What did you have in mind?
- Chang:** We were thinking of asking you and Mr. Johnson to go to the Great Wall.
- Mr. Smith:** I'd love to and I'm sure Mr. Johnson would, too. I wonder if we could make it some other time if it is convenient.
- Chang:** What about Saturday? But I need to alert you that the coach will leave quite early at 7 o'clock.
- Mr. Smith:** I'll ask Mr. Johnson if he has any plans, but I think it'll be all right. Suppose I give you a ring this afternoon and let you know.
- Chang:** That would be good.

Putting Language to Use

5 Imagine you are a friend of Jennifer. Tomorrow is your birthday. You are inviting her to come to your birthday party. Fill in the blanks according to the Chinese provided.

- You:** Jennifer, 1 _____? (你明天晚上有什么特别的事吗?)
- Jennifer:** No, nothing special.
- You:** 2 _____? (我想请你参加我的生日聚会。你愿意来吗?)
- Jennifer:** Yes, I'd love to.
- You:** 3 _____? (好的, 你七点钟来好吗?)
- Jennifer:** Oh, yes, fine. Do you want me to bring something to drink? Orange juice or lemonade?
- You:** 4 _____。(如果你一定要带什么的话, 就带柠檬汁吧。)
- Jennifer:** I'll do that. Thank you very much for inviting me.

6 Imagine you are a friend of Mary's. You are asking her to go to a movie. Play your role according to the clues given in brackets.

- You:** 1 (问对方这个周末打算做什么), Mary? Got any plans?
- Mary:** Nothing special. Why?
- You:** Want to see a movie? 2 (告诉对方友谊电影院正在放映《雷雨》。)
- Mary:** Yeah, why not? 3 (询问看早场还是晚场。)
- You:** Let's go to the early show, and we could do something afterward. 4 (建议去肯德基或咖啡馆。)
- Mary:** 5 (表示要去肯德基。)



You: 6 (询问在什么时间和地点见面。)

Mary: I'll come to your house to pick you up at six o'clock.

You: 7 (表示同意与感谢。) See you then.

◀ Section II *Being All Ears* ▶

Learning Sentences for Workplace Communication

1 Listen to ten topic-related sentences for workplace communication and try to remember them.

1) Are you doing anything special tonight?

2) I was wondering if you might like to come over for dinner on Friday.

3) Listen. I've got some tickets for a rock'n'roll concert Sunday night. Would you like to go?

4) Have you tried the Pizza Hut yet on Main Street? Why don't we go there tonight?

5) Please come whenever it is convenient for you.

6) Could you make it any other time?

7) I wish I could, but I have an appointment with my doctor.

8) I don't know what time would be convenient for you.

9) I'm afraid it won't be possible, but thank you very much anyway.

10) I'm terribly sorry, but I've made other plans. Thanks anyway.

Window on Key Words

rock'n'roll concert 摇滚音乐会
be convenient for you 对你方便

Pizza Hut 必胜客比萨饼店

2 Listen again to the above sentences rearranged in sequence, and then match them with their Chinese translation.

- 1) a. 我希望能去,可是我已约好去看医生了。
- 2) b. 听我说,我有几张星期日晚上摇滚音乐会的票,你想不想去?
- 3) c. 我恐怕去不了,但还是要谢谢你。
- 4) d. 你什么时候方便就什么时候来吧。
- 5) e. 非常抱歉,但是我已经有了别的安排了。不过还是要谢谢你。
- 6) f. 你可以定个别的时间吗?
- 7) g. 你能否在星期五过来和我们一起吃晚饭?
- 8) h. 不知道你什么时候方便。
- 9) i. 你去过大街上新开的必胜客比萨饼店吗?今天晚上我们一起去好吗?
- 10) j. 你今天晚上有什么特别的事情吗?

3 Listen to ten topic-related sentences for workplace communication and translate them into Chinese orally.

Handling a Dialogue

4 Listen to a dialogue and decode the message by finding the correct choices in shade according to what you have heard.

Mike and Claire are discussing their plans for 1 **today, tomorrow, the day after tomorrow**. Mike suggests going to the 2 **ball room, ball game, ball match**, but Claire doesn't want to. Then Mike invites Claire to go 3 **skating, skiing, skidding**. Claire loves this idea as she hasn't done it 4 **for a short time, for a few years, for a long time**. But Claire seems to remember that it's supposed to be 5 **very wet, quite cold, very warm** tomorrow. In that case, it won't be a good idea to go skiing. So, they 6 **agree, argue, arrange** to wait and see what the weather will be like tomorrow.

5 Listen to the dialogue again and then answer the following questions orally.

- 1) Does Claire have any plans for tomorrow?
- 2) What suggestions does Mike make?
- 3) How does Claire know it's supposed to be warm tomorrow?
- 4) Does Mike also know about the weather condition of tomorrow?
- 5) What will Clair do tomorrow morning?