

New

Practical

新编实用英语 English

实训教程 1

Training Course

本书编写组 编

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XINBIAN SHIYONG YINGYU SHIXUN JIAOCHENG



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前言

与本科教育有所不同,高等职业教育更加注重对学生在实际职场环境中操作能力的培养。作为高等职业教育的重要组成部分,高职英语教学也应体现出这一特色。《新编实用英语实训教程》正是根据高等职业教育的特点编写而成,旨在加强对学生英语技能的训练,提高学生在职场环境下的英语应用能力。

本教程分为两册,每册8个单元,每单元分为5个部分,分别为:听力、口语、写作、语法和阅读。本教程的编写特点为:

1. 以职场为教学背景

本教程各单元的主题与《新编实用英语综合教程》相呼应,涵盖了生活中的许多方面,旨在综合训练学生的听、说、读、写等技能。每个部分的教学内容均突出了职场特色,将商业贸易活动、公司经营活动等作为学习背景,将语言学习的内容与学生未来的职业发展紧密结合起来,凸显了职业院校英语学习的实用性。

2. 以语言实训为主

本教程既注重语言的实用性,又融合了高等学校英语应用能力考试的部分题型和内容,将听力、口语、应用文写作作为每单元的重点内容,结合语法和阅读,突出实训,加强对学生的英语技能训练,并辅以必要的指导和讲解。学生可以在学习相关知识点的基础上完成练习,进而有效地运用所学知识,提高语言技能。

3. 符合教学实际需求

现代教育呼吁教学方式和方法的改革,倡导建立以学生为中心的任务型教学模式。本教程有利于教师在教学中灵活安排教学活动,符合高职院校注重语言技能培养的教学特点,旨在促进学生的课堂参与和自主学习。

本教程总主编为内蒙古商贸职业学院的郭占燕教授。《新编实用英语实训教程1》的主编为内蒙古商贸职业学院的张文娟和内蒙古机电职业技术学院的林涌。副主编为包头轻工职业技术学院的张健,内蒙古商贸职业学院的徐艳辉和内蒙古机电职业技术学院的韩彤燕。乌兰察布职业学院的刘丽霞、张翠莲,内蒙古商贸职业学院的张楠、张敏,包头轻工职业技术学院的刘瑾和内蒙古机电职业技术学院的毕真真参加编写。其中听力部分由张楠、张敏编写,口语部分由张健、刘瑾编写,阅

读部分由刘丽霞、张翠莲编写，语法部分由张文娟、徐艳辉编写，写作部分由林涌、韩彤燕、毕真真编写。

本书在编写过程中参考了大量的英文资料，得到了很多专家的建议，外籍人士Nicholas Bredenkamp审读了全稿，在此编者深表谢意。

由于编者水平所限，难免有疏漏和不妥之处，恳请各位专家、读者不吝指正。

编者

2013年7月

郑重声明

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Unit One



Hello, Hi!

Section I Listening

This section is to test your listening ability. In this section, you will practice listening to sentences for proper responses, listening to short dialogues for best choices and listening to a short passage for specific words.

Part 1

Directions: This part is to test your ability to give proper responses. There are five recorded sentences in it. The sentences will be spoken twice. When you hear each sentence, you should decide on the correct response from the 4 choices marked A, B, C and D.

- | | |
|-------------------------|-------------------------------|
| 1. A. Hi, John. | B. Goodbye. |
| C. This way, please. | D. You are right. |
| 2. A. You are so kind. | B. It's nice to see you, too. |
| C. That's OK. | D. No problem. |
| 3. A. I don't know. | B. It's a pity. |
| C. Maybe. | D. Pretty good, thank you. |
| 4. A. It's my pleasure. | B. She's OK. Thanks a lot. |
| C. See you later. | D. Yes, please. |
| 5. A. Very well. | B. Have a good time. |
| C. Good afternoon. | D. Not at all. |

Part 2

Directions: This part is to test your ability to understand short dialogues. There are 5 recorded dialogues in it. The dialogues will be read twice. After you hear each dialogue, you should decide on the correct answer from the 4 choices marked A, B, C and D according to the question.

1. **How is Bob?**

- A. He is fine.
- B. He is tired.
- C. He is not well.
- D. He is busy.

2. **What is the relationship between the two speakers?**

- A. Patient and doctor.
- B. Waitress and customer.
- C. Husband and wife.
- D. Teacher and student.

3. **How is Tom's business?**

- A. Pretty good.
- B. Terrible.
- C. Not very good.
- D. Even worse than before.

4. **What is Peter by profession?**

- A. He's a secretary.
- B. He's a teacher.
- C. He's a doctor.
- D. He's a singer.

5. **Which floor does Tom's new neighbor live on?**

- A. The fifth floor.
- B. The fifteenth floor.
- C. The fourth floor.
- D. The third floor.

Part 3

Directions: This part is to test your ability to understand a short passage. The passage is given with some words or phrases missing. It will be read three times. During the second reading, you are required to fill the missing words or phrases in the blanks according to what you have heard. The third reading is for you to check your writing.

Business Etiquette in Europe

Handshakes are standard business 1 _____ gestures throughout Europe. European handshakes are usually 2 _____ before and after every meeting, no matter how many 3 _____ you've already had. European handshakes are 4 _____ than those of the United States. You will not find a lot of back-

slapping at 5 _____ time. In most European countries, handshakes are 6 _____.

It's unusual in Europe for people to use 7 _____ names immediately. Wait until a European asks you to call him / her by his / her first name or uses a familiar 8 _____ of address with you. Titles are always 9 _____ in Europe. For example, professors and doctors are 10 _____ with their titles.

Section II Speaking Out

In this section you will learn how to greet people and give responses when meeting them. You will also learn how to make a self-introduction and introduce people to each other.

Part 1 Listen and Repeat

Directions: In this part you will learn some useful expressions. Listen to the following sentences and repeat, paying attention to the pronunciation, stress and intonation.

1. How do you do?
2. I'm glad to meet you. / Nice to meet you.
3. How are you?
4. I'm very well, thank you!
5. Long time no see. / Haven't seen you for a long time.
6. How are you doing?
7. Everything is fine!
8. How is your vacation / holiday / Christmas Day / weekend?
9. Not bad! / Just so-so.
10. How are you getting along with your work?
11. First let me introduce myself. I'm Peter White. I work in the Marketing Department.
12. Hello, allow me to introduce myself. My name is Jeff.
13. You must be Mr. Freeman. I'm Simon Bruce from Holiday Inn.
14. May I have your name?
15. How do you spell your last name / first name?
16. Jane, this is Tom. / Tom, this is Jane.
17. I've heard so much about you.
18. I'd like to introduce our teacher, Mr. Right.

Part 2 Learn and Imitate

Directions: Read the following sample dialogues and perform Role Play with a partner.

Sample 1

David: Hello, allow me to introduce myself. My name's David Jones.

Alice: Very glad to meet you, Mr. Jones. I'm Alice Green.

David: Nice to meet you, too.

Sample 2

Amy: Hi, Mike. Long time no see! How are you getting on with your new job?

Mike: Quite well, thank you. How about you?

Amy: Not so bad.

Mike: Amy, may I introduce my colleague? This is Janet Brown, the General Manager. Janet, this is Amy Carter, a fashion designer.

Role Play



Situation A: Imagine that you are meeting a software designer from the USA at the airport. Both of you will give self-introduction.

Situation B: Introduce your colleague to Mary.

Useful Words and Expressions

allow /ə'laʊ/ v. 允许

excuse me 打扰一下

expect /ɪks'pekt/ v. 期待

hear about ... 听说...

I'd like to ... 我想...

introduce /,ɪntrə'djuːs/ v. 介绍

meet /mi:t/ v. 迎接

pleasant trip 愉快的旅行

software designer 软件设计师

Part 3 Presentation

Directions: This part is to practice presentation skills. Please give a brief introduction to the Inner Mongolia Library with the information given below.

Library Hours:

Monday - Thursday

8:30 AM - 11:30 PM

2:30 PM - 10:00 PM

Saturday and Sunday

9:00 AM - 10:00 PM

Address: 34 Wulanchabu West Street

Hohhot, Inner Mongolia 010020

Tel: 0471-12345XX

Fax: 0471-12345XX



Section III Writing

Business Card 名片

名片的英语表述有business card, name card, visiting card, calling card等。在商务活动中, 交换名片是一项很流行也很重要的活动。在对外交流中, 将自己的名片印上英文是很有必要的。这就要求名片上的英文翻译要规范, 书写顺序要符合规则。



Part 1 Try Your Own Hands

Do you know what
items a name card
usually contains?



Can you design a name
card for yourself? Exchange
it with your partners.

Part 2 Sample

一般商务名片上的信息包括如下部分：本人姓名 (name of the person)、职位 / 职称 / 头衔 (position / title)、公司名称 (name of the company)、公司地址 (address of the company) 和邮编 (post code)、电话号码 (telephone number)、手机号码 (mobile phone number)、传真号码 (fax number) 和电子邮箱 (e-mail address)。例如：

Export Department

Qiyuan Mechanical & Electronic Products Trading Co., Ltd.

Liu Xiaodong

Deputy Manager

Address: No. 999 Jichang Rd. Baiyun District, Guangzhou

Guangdong Province, 510800 China

Fax: 020-12345XX

E-mail: example@qybiz.com

Tel: 020-12345XX

Mobile: 13812345XXX

Notes:

注意: 关于地址的写法

1. 地址一般遵循从小到大的写法。

一般顺序为: 房/室号 — 门牌号 — 街道名 — 城市名 — 省(州) 邮编 — 国家

Flat / Room xxx / No. xxx / xxx Road / Street, xxx City / xxx Province / xxx Postcode / xxx Country.

2. 在名片上, 地址应该保证完整。门牌号与街道名不可分开写, 必须在同一行。
3. 汉语的人名、地名一般写汉语拼音。

Part 3 Writing Practice

Directions: This part is to improve your English writing skills. Design an English business card according to the information given below.

呼和浩特市清大电子有限责任公司市场部

陈 杰
经 理

公司地址: 内蒙古呼和浩特市中山西路126号

电话: 0471-12345XX

传真: 0471-12345XX

手机: 13812377XXX

电子邮箱: example@hotmail.com

邮编: 321XX

Section IV Grammar

几种常用的基本句型结构

序号	基本句型	例句
1	主语+谓语	<p>The manager arrived. 经理到了。</p> <p>All staff will come. 所有员工都要来。</p>

序号	基本句型	例句
2	主语+谓语+状语	The bosses talked happily. 老板们高兴地交谈。 Prices have gone up excessively. 价格已经过度上涨。
3	主语+谓语+宾语	I'll offer some background information. 我会提供一些背景信息。 They are discussing a plan. 他们正在讨论一个计划。
4	主语+系动词+表语	They look worried. 他们看起来很焦急。 They are happy. 他们很开心。
5	主语+谓语+间接宾语+直接宾语	They gave me a contract. 他们给了我一份合同。 We gave them a warm welcome. 我们热情地欢迎他们。
6	主语+谓语+直接宾语+间接宾语	He bought a computer for me. 他给我买了台电脑。 We gave a warm welcome to them. 我们热情地欢迎了他们。
7	主语+谓语+宾语+宾语补足语	They made the boy work 16 hours a day. 他们让那个男孩每天工作16个小时。 They ask us to work hard. 他们让我们努力工作。
8	There be 句型 There is / was + 主语 (可数名词单数或不可数名词) ... There are / were + 主语 (可数名词复数) ...	There is an important meeting today. 今天有一个重要会议。 There are about 300 workers in our company. 我们公司有约300名工人。



Practice

Directions: This part is to test your English grammar on basic sentence structures. Do the following tasks according to the instructions.

Task 1 Analyze the following sentence patterns.

1. Both of the managers speak loudly and clearly.
2. In her bag there is a passport and a business report.
3. You may see a girl working there.
4. The secretary has offered a timetable to each visitor.
5. They will meet at the hotel later.
6. Mr. Turner is famous.
7. You could simply call me Jeffrey.
8. Our department leader has bought Margaret a present.

Task 2 Correct the errors in the following sentences.

1. There is a number of ways to report what people say.
2. Could you tell to me something about your department?
3. I frequently feel weakly and dissatisfied with myself.
4. The Department of Environment shows how important this issue are considered to be.
5. In our office have many computers and printers.
6. They reported him be the best man for the job.
7. The Canadian CEO made everyone to laugh.
8. We'll stop the meeting now if there are nothing else to discuss.

Task 3 Translate the following sentences into Chinese.

1. They work extremely fast.
2. Their headquarters are in Beijing.
3. The demand for foods and services is lower this year.

4. Can you do me a favor, please?
5. I want to see the manager in charge.
6. She asked Tom why he didn't attend the meeting.
7. Do you often send e-mails to your friends?
8. They failed to reach an agreement.

Section V Reading

Directions: This part is to test your reading ability. There are 8 tasks for you to fulfill. You should read the passage carefully and do the tasks accordingly.

Cultural Differences in Greeting People

We can find some **cultural** and social differences when we hear how people introduce themselves to each other. We should **pay attention to** these differences. Generally speaking, British are a little formal. They usually shake hands and say "how do you do" when they meet for the first time. Americans are somewhat **casual**. They may start a conversation without being introduced.

A Chinese name is hard to **pronounce** for many foreigners. So you should make it as simple as possible in the introduction. Probably, it will make things easier for foreigners to pronounce your name correctly. The form of address does not matter very much to Americans. You may address a young American as "Mr. Johnson" or "Tom". However, you'd **better** address an elder by his or her title. In the business world, a person of lower social **position** is usually **introduced to** a person of higher status.

