

# 实用英语交际教程

Practical English Communication Course



刘小兵 于 燕◎主编

高等教育"十二五"规划教材

### 实用英语交际教程

刘小兵 于 燕 主 编 薛 筠 何志刚 副主编 赵国鹏 郭 昭

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#### 内容简介

本套教材是以教育部颁发的《高职高专教育英语课程教学基本要求(试行)》为依据,以全国高职高专英语教学指导委员会最新提出的"行业英语"理念为指导,以培养学生英语口头和书面交际能力为核心,编写的一部具有创新性的高职高专英语教材。本套教材包括《实用英语阅读教程》和《实用英语交际教程》,满足 180 ~ 200 课时的英语教学。

本书为《实用英语交际教程》,共分为28个单元,每个单元由听力、口语、和应用文写作三个交际模块组成,使听、说训练和实用写作训练相结合,满足大纲对交际教学的要求。本书纲词汇覆盖率达90%,词汇重现率达50%以上,有效解决了教学课时与教学任务之间的矛盾。该教材各单元设计了大量的交际训练任务,极大增强了教学的互动性。根据高职学生的就业特点,将主要行业的重点词汇、常用句型、文本写作等知识有机地融入听说和实用写作的学习和训练中,为学生专业英语的学习奠定良好的基础,起到不可或缺的过渡作用。

本书可作为高职高专院校英语教学的学生用书,也可作为相关职业培训的教材。

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举报电话: 010-64030229, 010-64034315, 13501151303

# Preface iii

近年来,我国高等职业教育蓬勃发展,各学科教学改革方兴未艾,高职英语教学 也在不断探索、创新。教学改革呼唤着教材创新。教材是高职教学体系、教学模式和 教学方法改革的关键因素。

本教材编写组以教育部颁发的《高职高专教育英语课程教学基本要求(试行)》为依据,以全国高职高专英语教学指导委员会最新提出的"行业英语"的理念为指导,本着贴近高职教学实际,适合高职学生特点,内容实用、形式创新的原则,结合多年高职英语教学的实践和经验,齐心合力,倾心编著了这套教材。

整套教材包括《交际教程》和《阅读教程》各一册。满足 180 ~ 200 课时的英语教学要求。突出特点如下:

- (1) 内容全面:整套教材覆盖听、说、读、写、译五个方面的学习和训练,满足大纲对教学的整体要求。
- (2) 实效性高:整套教材虽然只有两册书,大纲词汇覆盖率达96%,词汇重现率达70%以上。有效解决了教学课时与教学任务之间的矛盾。同时,练习形式与应用能力测试题型接轨,切实解决了应试培训与日常教学的冲突。
- (3) 实践性强:整套教材中,《交际教程》占到三分之二的比重,《阅读教程》也以阅读实践活动为主,极大增强了教学的互动性,也能真正提高学生实际运用语言的能力。
- (4) 行业衔接: 根据高职学生的就业特点,将主要行业的重点词汇、常用句型、文本写作等知识有机地融入听力、口语、阅读和写作的学习和训练中,为学生专业英语的学习奠定良好的基础,起到不可或缺的过渡作用。

《交际教程》分为28个单元,每单元五课时完成,可供两个学期教学使用。实际教学中可以与《阅读教程》穿插运用。特点如下:

- (1) 模块组合:每个单元由听力、口语、和应用文写作三个交际模块组成。在口头交际训练基础上,进一步提高学生书面交际能力。
- (2) 情景听说:每个单元围绕同一主题展开听说训练,情景涵盖日常会话以及音乐、体育、电子、商务、税务、金融等诸多行业,语言真实、实用。
- (3) 句型操练:通过句型操练不仅可以使学生熟悉不同对话情景中的主要句型的运用,而且通过词汇替换训练大大提高学生词汇量。
- (4) 寓词于说:词汇替换训练中,词汇是按照意义相近、结构相近、用法相近、类别相近等原则编排,便于学生掌握。以对话带词汇,学生不会感到枯燥。

- (5) 实用写作: 使学生通过对英文传真、电子邮件、商务信函、广告、产品说明、 公司介绍等实用文体的写作技巧和写作方法的学习和训练,提高书面交际的能力。
- (6) 互动性强: 整个教程除个别重点词汇需要教师讲解外, 所有教学目标均通过课 堂操练来完成, 其互动性不言而喻。
- (7) 词文并茂: 教学内容版面设计改变了传统的"前文后词"割裂方式,采用"词 文并茂"的同步方式,即一边是语篇,一边是生词。同时,B级词汇标"\*",A级词 汇标"★", 既便于学生学, 又便于教师教。

总之, 本教材结合高职英语教学实际, 在内容和形式上进行了大胆尝试, 以求起 到抛砖引玉的效果。整套教材的编写思路来自于教学实践,并有待于在教学实践中进 一步完善、创新。如有不当之处、敬请广大读者批评指正。

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#### Listening Section One

Task I: In this section you will hear five questions. The question will be spoken twice. You should decide on the correct answer from the four choices marked a), b), c) and d).

- 1. a) Don't you know?
  - c) No problem.
- 2. a) No, I won't sign.
  - c) Yes, I can see it.
- 3. a) No, you don't.
  - c) Thank you, but I think I can manage it.
- 4. a) That's Mr. Green.
  - c) He is talking to the receptionist.
- 5. a) I'm sorry, too.
  - c) That's right.

- b) Thanks a lot.
- d) It doesn't matter.
- b) No, with pleasure.
- d) Yes, thanks.
- b) That's all right.
- d) It's none of your business.
- b) He is a doctor.
- d) He likes smoking.
- b) Don't worry.
- d) That's all right.

Task II: In this section you will hear five dialogues. After each dialogue, there is a question. Both the dialogues and questions will be spoken twice. You should decide on the correct answer from the four choices marked a), b), c) and d).

- 1. a) At a restaurant.
  - c) At a bus stop.
- 2. a) At a meeting.
  - c) In a hotel.
- 3. a) At home.
  - c) In a classroom.
- 4. a) A nurse.
  - c) A shop assistant.
- 5. a) Robert Teller is busy now.

  - c) Robert Teller was out at that moment.
  - d) Robert Teller didn't want to answer the phone.

- b) In a bank.
- d) In a cinema.
- b) In a bank.
- d) At a post office.
- b) On a street.
- d) At a station.
- b) A doctor.
- d) A receptionist.
- b) The woman got a wrong number.

Task III: In this section you will hear a short passage. The passage will be read three times. You should fill in the blanks with the words or phrases you hear.

The longer I live, the more I the impact of	of attitude on life. Attitude, to
me, is more important than facts. It is more important than	the past, than,
than money, than failure, than successes, than what other peop	ole think, say or do. It is more
important than appearance or skill. It will make or break	, a church or a
home. The remarkable thing is that we have a choice every day	regarding the attitude we will
embrace for that day. We cannot change We	e cannot change the fact that
people will act The only thing we can	do is our attitude.
Section Two Speaking	
Dialogue I	*check /t <b>ʃek</b> / n. 支票 v. 检查
(Mr. and Mrs. Brown check in at the Reception Desk.)	*reception/ri'sepʃn/n. 接待; 招待
	*double /'dʌbl/ a. 两倍的; 双的
A: Good morning, sir. Can I help you?	* receptionist /rɪ'sepʃənɪst/ n. 招待员;
B: I booked a double-bed room with bath 3 days ago. I'm John Brown.	传达员
A: Just a moment, please. Yes, you have reserved a	*moment /'məumənt/ n. 片刻; 瞬间
room from today to the 24th.	*reserve /rɪ'zɜ:v/ v. 预 iŢ
B: Yes, exactly.	fill out 填写
A: Would you please fill out this form?	
B: (After completing the form) Here you are.	*address /ə'dres/ n. 住址
A: Let me see name, address, nationality, passport	*nationality /næʃə'næləti/ n. 国籍
number, signature and date of departure. How are	*passport /*pa:spo:t/ n. 护照
you going to pay, in cash or by credit card?	* signature /'sɪgnətʃə/ n. 签名
B: Credit card.	*departure /dɪ'pɑ:tʃə/ n. 离开
A: Now everything's in order. Your room number is	*cash /kæ[/ n. 現金

Please make sure that you have it with you all the time. I hope you enjoy your stay with us.

402 and the daily rate is \$90. Here is your key card.

B: Thank you. By the way, where is the toilet?

A: Please go straight ahead and turn left.

\*credit /'kredɪt/ n. 信用

\*daily derli/a. 每日的 n. 日报

\*rate/reit/n. 比率; 等级; 价格

\*key/kj:/n. 钥匙; 键; 答案

\*toilet /'torlit/ n. 厕所; 浴室

\*ahead/ə'hed/ad. 在前;向前;提前

Task: Do the following drills by replacing the underlined words with the words given.

#### **Drill One**

A: I booked a double-bed room with bath 3 days ago.

B: Let me see. Yes, you have reserved it.

flight

concert

ticket

taxi

#### **Drill Two**

A: Would you please fill out this form?

B: Sure.

show me the robot

clean the tank

repair the ladder

correct the error

#### **Drill Three**

A: Here is your key card.

B: Thank you.

watch

telescope

wine

beer

kite

#### **Drill Four**

A: By the way, where is the toilet?

B: Please go straight ahead and turn left.

hospital

court

nurserv

garage

club

#### Dialogue II

- A: Good evening, madam. May I do the turn-down service for you now?
- B: Thank you. But we're going to have a small party here. Could you come back in 3 hours?
- A: Certainly. I'll let the staff on the night shift know. They will come then.
- B: That's fine. Well, our friends seem to be a little late. I bathed and it's quiet a mess now. Would you tidy up a bit in the bathroom? Besides, please bring a bottle of boiled water. I'll treat my guests with typical Chinese tea.

- \*task/ta:sk/n. 任务; 工作; 作业
- \*following /fplauin/ a. 接着的; 下列的
- \* drill /drɪl/ n. 钻头; 操练 v. 钻孔
- \*flight/flatt/n. 航班;飞行;逃跑
- \*concert /'kpnsət/ n. 音乐会
- \*robot /'raubpt/ n. 机器人
- \*tank/tænk/n. 坦克; 大容器
- \*ladder /'lædə/n. 梯子; 梯状物
- \*error /'erə/ n. 错误; 谬误; 差错
- \* telescope /'teliskəup/ n. 望远镜
- \*wine/wain/n. 葡萄酒, 果酒
- \*beer/biə/n. 啤酒
- \*kite /kaɪt/ n. 风筝
- \*court /ko:t/ n. 法院; 法庭; 庭院; 球场
- \*nursery /'na:səri/ n. 托儿所
- \*garage/'gæra:dʒ/n. 车库;加油站
- \*club/klnb/n. 俱乐部; 夜总会
- \*madam/mædəm/n. 夫人; 女士
- \*staff/sta:f/n. 全体人员;同事
- \*shift /frft/ n. 转换; 接班 v. 替换; 转移
- \*tidy/taidi/v.弄整齐; 收拾 a. 整齐的
- \* bathe /berð/ v. 沐浴; 用水洗
- \*besides /bɪ'saɪdz/ ad. 此外 prep. 除了… (还有)
- \*boil/boil/v. 沸腾; 煮沸
- \* treat /tri:t/v. 款待; 对待; 处理; 治疗
- \*typical /'trpɪkəl/ a. 典型的; 有代表 性的

A: Yes, madam. I'll bring in some clean towels together with the drinking water.

B: OK, thank you.

A: (Having done everything on request) It's getting dark. Would you like me to draw the curtains for you?

B: Why not? That will be comfortable.

A: May I turn on the lights for you?

B: Yes, please. I'd like to do some reading and writing.

A: Is there anything I can do for you?

B: No more. You're a smart girl indeed. Thank you.

A: I'm always at your service. Good-bye, madam, and have a pleasant evening.

B: You too.

Task: Do the following drills by replacing the underlined words with the words given.

#### **Drill One**

A: May I do the turn-down service for you now?

B: Yes, please.

give you some advice chat with you for a while
have a picnic with my classmates taste the cake

#### **Drill Two**

A: I'll let the staff on the night shift know.

B: That's fine.

teacher actor actress editor manager

#### **Drill Three**

A: Well, our friends seem to be a little late.

B: Yes, madam.

greedy sleepy jealous tired angery

\*towel /'tauəl/ n. 毛巾

\*curtain /'ka:tn/ n. 窗帘

\*comfortable /'kʌmfətəbl/ a. 舒适的

\*smart/sma:t/a. 聪明的; 巧妙的

\*indeed /ɪn'di:d/ ad. 真正地; 确实

- \*advice/əd'vars/n. 劝告; 意见
- \*chat/tfæt/v. 聊天; 闲谈
- \*picnic/'piknik/n.&v. 野餐
- \*taste /teɪst/ vt. 尝; 尝到
  n. 味觉
- \*actor / æktə/ n. 男演员; 演员
- \*actress / æktris/ n. 女演员
- \*editor/'editə/n. 编辑; 编者

\*greedy /'gri;di/ a. 贪婪的
sleepy /'sli;pi/ a. 想睡的; 困乏的
\*jealous /'dzeləs/ a. 妒忌的; 羡慕的
\*lively /'larvli/ a. 活泼的; 逼真的

#### **Drill Four**

A: You're a smart girl indeed.

B: Thank you.

lively modest patient pretty lovely

#### **Exercises**

#### I. Spoken English

Suppose you're booking a room in a hotel. Please create a dialogue between you and the receptionist. And practice it with your partner.

#### **Useful Expressions:**

- 1. Can I have a single room for tonight? 请问我能订一个今晚的单人房间吗?
- 2. I'll take a look at the hotel's booking situation. 我来查看一下本店房间的预订情况。
- 3. What's the room charge per night? 每晚多少房费?
- 4. By the way, does the price include breakfast? 顺便问一下,房价是否包含早餐?
- 5. How long will you be staying? 您要住多久?
- 6. Please fill out this form. 请您把这份表填好。
- 7. Will you pay in cash or by credit card? 请问用现金还是用信用卡支付?
- 8. And here is your key. Your room number is 420. 给您房间的钥匙。您的房间号码是 420。
- 9. Enjoy your stay here! 祝您在这儿过得愉快!

#### II. Vocabulary

Task One: Fill in the blanks with the words given below. Change the form where necessary.

advice	besides	cash	chat	check
indeed	jealous	reserve	double	include
charge	nationality	staff	tidy	treat

- \*modest /'mpdist/ a. 谦虚的
- \*patient /'persnt/ a. 有耐心的

n. 病人

\*pretty /'prɪti/ a. 漂亮的

- \*suppose/sə'pəuz/vt. 猜想; 假定
- \*create /kri'eɪt/ vt. 创造;产生
- \*partner /'pa:tnə/n. 伙伴; 搭档
- \*expression / ɪk'spreʃn/ n. 词句; 表达; 表情
- \*situation /srtu'eɪʃn/ n. 形势; 局面; 状况
- \*charge/tfa:dʒ/n.管理; 收費; 控告; 充电; 冲锋 v. 收費; 控告; 充电; 冲锋
- \*per/pə/prep. 每; 每一
- \*include/ɪn'klu:d/v. 包括;包含

1. You should your bicycle before you ride it.	
2. The egg has a yolk.	yolk/jəuk/n. 蛋黄
3. I have a room for you at the hotel.	
4. Richard is American, John is British — they have	*British /'brɪtɪʃ/ a. 英国的
different	n. 英国人
5. Excuse me, but I've no on me. Can I pay	
by cheque?	*cheque/tʃek/n. 支票
6. He waswith theft.	theft /θeft/ n. 偷窃
7. The school's teaching is good.	
8. When are you going to your room up?	
9. There will be five of us for dinner, John.	
10. The engineer felt that he hadn't been	
fairly.	
11. I was very glad to hear the news.	
12. On his I am staying in bed.	
13. The two friends sat in a corner and about	*stock/stok/n. 存货; 库存品;
the price of stocks and shares.	股份;股票
14. I was of Tom when he got his new car.	*share /feə/ n. 份; 份额; 股份
15. My job doesn't making coffee for the	
boss.	
Task Two: Fill in the blanks with the proper words	
given. Change the form where necessary.	
(I) patient impatient patience impatience	*patience/'peɪʃns/n. 忍耐; 耐心
1. His rudeness was beyond my	impatience /ɪm'peɪʃns/ n. 不耐烦
2. Don't be with the child.	rudeness /ˈruːdnɪs/ n. 粗野; 粗鲁
3. The is too weak to speak.	*beyond /bɪ'jɒnd/ prep. 超越;
4. He forgave her, for she had a train to catch.	在…的那边
,	*forgive /fə'gɪv/ vt. 原谅; 饶恕
(II) comfort comfortable comfortably	
1. I tried to John after his mother's death.	*comfort/kamfət/n. 舒适; 安慰
2. He leaned back in his chair.	ν. 安慰
3. It's only human nature to want a life.	*death/deθ/n. 死; 死亡; 灭亡
(III) act actor actress	*act /ækt/ v. 行动;表演
1. She wanted to be an, but her father	n. 行为;表演;法案
disagreed.	disagree /ˌdɪsəˈgriː/ v. 不同意

2. Think well before you	*
3. His wish to be an	has come true.
(IV) nation national	nationality
1. The news news.	comes after the international
2. What is your	_?
3 Australia is an English	speaking

#### \*nation/'neɪʃn/n. 民族; 国家

- \*national /'næ[nəl/a. 民族的; 国家的
- \*international /.intə'næʃnəl/ a. 国际的; 世界(性)的

#### Section Three Practical Writing

Greeting Cards (贺卡)

#### I. Writing Tips

贺卡通常用于节日和一些特别的场合表达对他人和 朋友的问候和祝福。语言要求简明扼要,一般使用祈使 句和感叹句。

贺卡一般包括以下几个部分:

- 1. 贺卡接收者姓名: 如 To Jack, To 可省略。
- 2. 贺词: 可使用套话,用语要亲切。
- 3. 发送人姓名: 如 From Mike, From 可省略。

#### II. Sample Study

To Jack,

A Merry Christmas and a Happy New Year!

From Mike

- \*merry /'meri/ a. 欢乐的; 愉快的
- \*Christmas /'krɪsməs/ n. 圣诞节

杰克:

祝圣诞快乐,新年愉快!

迈克

#### III. Writing Practice

Please write a greeting card to your mother before Mother's Day.

\*practical /præktɪkl/ a. 实践的; 实用的

\*greet/gri:t/ vt. 问候; 招呼

\* tip /tip/ n. 梢; 末端; 小費; 技巧 vi. 给小费

\*sample /'sa:mpl/ n. 样品;实例; 标本

#### Words and Useful Expressions

Warm regards and season's greeting!
致以我亲切的慰问和节日的祝福!
Best wishes on this holiday season.
致以节日最诚挚的祝福。
Season's greetings to my favorite parents!
向我最敬爱的父母致以节日的问候!
Wishing you a happy Mother's Day.
祝福您母亲节快乐。
All my love to the dearest father in the world.
将我全部的爱,献给我最亲爱的爸爸。
Happy birthday! Many happy returns of the day!
生日快乐! 天天快乐!

Much peace, love and joy to you in 2012! Happy holidays!

愿平安、挚爱和欢乐在2012年伴随着你!假日快乐!

\*regard /rr'ga;d/ vt. 把…看作 n. 关心: 敬意

\*favorite /'feɪvərɪt/ a. 最喜爱的

\*peace/pi:s/n. 和平; 平静; 安宁
\*joy/d301/n. 快乐; 喜悦; 乐事

#### Section One Listening

Task I: In this section you will hear five questions. The question will be spoken twice. You should decide on the correct answer from the four choices marked a), b), c) and d).

- 1. a) I like it very much.
  - c) It's made in Germany.
- 2. a) I'd like to buy it
  - c) About 100 dollars.
- 3. a) The camera is of high quality.
  - c) My camera is out of order now.
- 4. a) They are thirty dollars.
  - c) They are too big.
- 5. a) Fourteen dollars.
  - c) Sorry, I have no money.

- b) Here you are.
- d) I can't afford one at the moment.
- b) It's of very good quality.
- d) It depends on how you like it.
- b) That's very kind of you.
- d) Yeah, a surprising bargain. I'll buy it.
- b) They are the same size.
- d) They are in fashion.
- b) It's next to the station.
- d) Sorry, I don't know the way.

Task II: In this section you will hear five dialogues. After each dialogue, there is a question. Both the dialogues and questions will be spoken twice. You should decide on the correct answer from the four choices marked a), b), c) and d).

- 1. a) In the woman's study.
  - c) In a science lab.
- 2. a) She likes expensive clothes.
  - c) She prefers the French design and style.
- 3. a) \$2.5.
  - c) \$5.
- 4. a) Librarian and student.
  - c) Customer and waitress.
- 5. a) In a restaurant.
  - c) In a supermarket.

- b) In the library.
- d) In a bookstore.
- b) She happens to be in Paris.
- d) She dislikes clothes made in China.
- b) \$3.5.
- d) \$7.
- b) Teacher and student.
- d) Customer and shop assistant.
- b) In a kitchen.
- d) In a dining room.

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