



“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



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图书在版编目(CIP)数据

新编实用英语综合教程. 1 / 《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 (2015.4重印)
ISBN 978-7-04-039436-8

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187190号

策划编辑 闵 阅
责任校对 康冬婷

责任编辑 王琳琳
责任印制 毛斯璐

封面设计 姜 磊

版式设计 魏 亮

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 13.25

字 数 330千字

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 2015年4月第2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

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物料号 39436-00

《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。本次修订在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,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。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2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1》的主编为大连理工大学的姜怡、姜欣，副主编为北京信息科技大学的杨韩钰，其他编者包括：大连理工大学的蒋立真、张睿，辽宁师范大学的冷慧，济源职业技术学院的强丽及淮北职业技术学院的张兰峰。

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。加入WTO之后,中国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。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实际的涉外交际需要。

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,并为阅读作铺垫。

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,并通过阅读开拓眼界,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: 这一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1册由大连理工大学姜怡和姜欣主编,蒋立真、张睿、冷慧等人参加编写。

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作出新的贡献。

编者
2002年4月

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Hello, Hi!

Unit One

Unit Goals

What You Should Learn to Do

1. Greet people and give responses: first meeting and meeting again
2. Exchange personal information: name / address / telephone number / job / study
3. Introduce people to each other
4. Meet people at the airport
5. Say goodbye to others
6. Greet people in different languages
7. Write a business card

What You Should Know About

1. Etiquette of meeting and introducing people
2. Etiquette of exchanging business cards
3. Basic sentence structures



hello



hello

Section I Talking Face to Face

Imitating Mini-Talks

Speak and Recite

1 Work in pairs. Practice the following mini-talks about greeting and introducing people.

1) Meeting People for the First Time

A: Hello, **Mr.** David Green! I'm Lily Zhang.

B: Hi, Miss Zhang! Nice to meet you.

A: Nice to meet you, too. Mr. Green.

B: Oh, please call me David.

先生

2) Exchanging **Business Cards**

A: How do you do, Prof. White? Glad to meet you.

B: How do you do, Prof. Wang? Glad to meet you, too.

A: Here is my business card.

B: Thanks. This is mine.

名片

3) Introducing Friends

A: May I **introduce** my friend Lily? She is from Class One.

B: Oh, hello, Lily. I'm Jack from Class Two.

C: Nice to meet you.

B: Nice to meet you, too.

介绍

4) Meeting People Again

A: Hello, **Professor** Waters. How are you these days?

B: Fine, thanks. And you?

A: I'm fine, too.

教授

5) Saying Goodbye

A: Thank you for the nice party, **Mrs.** Lin. We really had a very good time.

B: I'm glad you enjoyed it.

A: Thanks for inviting me.

B: Thanks for coming.

夫人

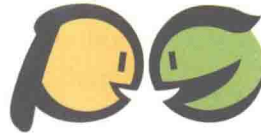
Acting out the Tasks

Speak and Perform

2 Work in pairs and act out the tasks by following the above mini-talks.

1 Task:

Meet Prof. Waters at the airport.



2 Task:

Exchange business cards with Mr. Green.

3 Task:

Introduce an English teacher to your classmate.

4 Task:

Greet your business partner, Mr. Johnson, at a trade fair.

5 Task:

Take leave and say goodbye to your hostess, Mrs. Waters.

Studying Business Cards

Study and Imitate

3 Business cards are very useful for introducing people. Read the following cards carefully and try to use the information to practice short dialogues.

Sample 1

I'm Michael Breen. Please call me Michael.

Department of Social Linguistics
Pittsburgh State University

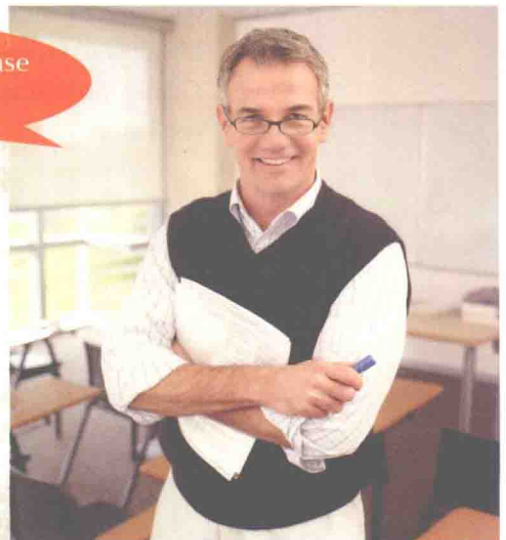
Dr. Michael Breen
(Dean)

Address: 1701 South Broadway, Pittsburgh State University, Pittsburgh, KS 66762

Tel.: 316-231-2750

E-mail: alright@263.net

Fax: 316-231-2756



My name is Li
Tiegang ...



Sample 2

Binhai Electronics Ltd.

Li Tiegang
Electronic Engineer

Address: No. 50 Changjiang Road, Binhai City

E-mail: ltg6@hotmail.com

Tel.: 0411-4673XXXX

Mobile Phone: 1362512XXXX

Following Sample Dialogues

Imitate and Perform

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

Meeting People for the First Time

Lu Yang: Hello, nice to meet you. My name is Lu Yang.

Michael: How do you do, Professor Lu? I'm Michael Breen. Please call me Mike.

Lu Yang: Welcome to our department, Mike.

Michael: Thank you. Here's my card.

Lu Yang: Thanks. So you are here for the research project?

Michael: Yes, I am.

~~~~~  
**Jack:** Excuse me, are you Mr. Li Tiegang?

**Li Tiegang:** Yes, I am.

**Jack:** How do you do, Mr. Li? I'm Jack Green from Zhonghua Technical School.

**Li Tiegang:** Nice to meet you, Mr. Green. Welcome to our company.

**Jack:** Thank you. Here is my business card.

**Li Tiegang:** Thanks. This is mine.

## Meeting People Again

**Lu Yang:** Hi, long time no see, Mike. Do you remember me?  
**Michael:** Oh, it's you, Professor Lu. How nice to see you again. How are you?  
**Lu Yang:** Very well, thank you. How is your project?  
**Michael:** It's going fine. I'm here to present the project report.  
**Lu Yang:** Good. I'm also here for the conference.  
**Michael:** Really? It's a small world.

**Li Tiegang:** Hello, Jack. Haven't seen you for ages. How's everything?  
**Jack:** Hi, Mr. Li. What a pleasant surprise! I'm fine. And you?  
**Li Tiegang:** Very well, thank you. What brings you here?  
**Jack:** I'm here on business. How are things going in your company?  
**Li Tiegang:** Not bad. How about you?  
**Jack:** Just doing well. Would you care for a drink?

## Putting Language to Use

## Speak and Complete

5 Imagine you are meeting an English teacher from the USA at the airport. Read aloud the following dialogue with your partner by putting in the missing words.

**You:** Hello, are you Prof. Smith from the United States?  
**Mr. Smith:** Yes, Robert Smith. Please call me **1** \_\_\_\_\_, **2** \_\_\_\_\_ for meeting me at the airport.  
**You:** My **3** \_\_\_\_\_. Welcome to China. My name is Zhang Lin. **4** \_\_\_\_\_ my card.  
**Mr. Smith:** Thank you. Here is mine. And **5** \_\_\_\_\_ my wife.  
**You:** **6** \_\_\_\_\_, Mrs. Smith?  
**Mrs. Smith:** How do you do? It's nice to meet you. Please **7** \_\_\_\_\_ Mary.  
**You:** How was the **8** \_\_\_\_\_, Mary?  
**Mrs. Smith:** Well, it was OK, although a little tiring.  
**You:** Then let's get your luggage and go to **9** \_\_\_\_\_ now.  
**Mr. Smith:** Oh, thank you. It's **10** \_\_\_\_\_ of you.

## Speak and Communicate

- 6 Imagine you are a new employee (雇员) at a joint venture (合资企业). Mr. Smith is the general manager there. You meet him for the first time at the company's canteen (餐厅). Fill in the blanks according to the clues (提示) given in the brackets. Then act it out with your partner.

You: 1 (引起对方注意) \_\_\_\_\_. Are you Mr. Smith?

Mr. Smith: Oh, yes. Simon Smith. Are you a newcomer?

You: 2 (表示肯定。问好。说你叫李英。) \_\_\_\_\_. I'm a graduate from Binhai College. My major is marketing.

Mr. Smith: Very good. 3 (表示欢迎) \_\_\_\_\_.

You: I'm happy to work here. I know 4 (表示知道对方的身份) \_\_\_\_\_.

Mr. Smith: And you may also know I'm a lover of Chinese food! 5 (给名片) \_\_\_\_\_.

You: 6 (表示感谢) \_\_\_\_\_. But I don't have a card yet. As I go online, I can give you my e-mail address.

Mr. Smith: That's OK. Let's take a seat at this table. I'll take down your e-mail address.

You: Thank you, Mr. Smith. 7 (口述自己的电邮地址 *liying@yahoo.com.cn*) \_\_\_\_\_.



## SECTION II *Being All Ears*

### Learning Sentences for Workplace Communication

#### Listen and Repeat

- 1 Listen to 10 sentences for workplace communication cross-referenced with their Chinese translations.

1) Hello, nice to meet you. Mrs. Waters.

1) 您好，见到您很高兴，沃特斯夫人。

2) **Excuse** me, are you Mr. Green from England?

2) 对不起，请问您是从英国来的格林先生吗？



|                                                                |                          |
|----------------------------------------------------------------|--------------------------|
| 3) I'm Jack Green from <b>Canada</b> . Here is my card.        | 3) 我是从加拿大来的杰克·格林。这是我的名片。 |
| 4) Glad to meet you, Paul. Here is my card.                    | 4) 保罗，见到你很高兴。这是我的名片。     |
| 5) How are you, Jack? Nice to see you again.                   | 5) 杰克，你好吗？再次见到你真高兴。      |
| 6) Welcome to our <b>college</b> , Dick.                       | 6) 欢迎来到我们学院，迪克。          |
| 7) Hi, long time no see. Do you remember me?                   | 7) 您好，很长时间没见了。你还记得我吧？    |
| 8) What a <b>surprise</b> to see you here.                     | 8) 在这里见到你真是个惊喜。          |
| 9) Oh, it's you, <b>President</b> Kong. Nice to see you again. | 9) 噢，是您呀，孔校长。很高兴再次见到您。   |
| 10) My name is Richard Washington. Please call me Richard.     | 10) 我叫理查德·华盛顿，就叫我理查德好了。  |

## Window on Key Words

excuse 请原谅，劳驾  
surprise 惊喜

Canada 加拿大  
president 校长

college 学院

## Listen and Match

2 Listen to the following sentences for workplace communication in Column A and match each one with its Chinese version in Column B.

| Column A                                         | Column B           |
|--------------------------------------------------|--------------------|
| 1) How are you? Nice to meet you.                | a. 你好，约翰。很高兴再次见到你。 |
| 2) Hello, this is Professor Kong, our president. | b. 嗨！杰克。你还记得我吗？    |
| 3) Hi! My name is Peter Green. Glad to meet you. | c. 在这里碰到你真是让人惊喜。   |