



外语教学指导与学术研究系列丛书

# 研究生英语口语教程

An English Speaking Course Book  
for Postgraduates

陈卉 主编

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# 前 言

《研究生英语口语教程》是为了适应新形势下高等学校非英语专业研究生英语教学的需求而编写的。本教程旨在通过课堂教学活动的设计，充分调动学生参与英语口语技能综合训练的积极性，使研究生能够尽快适应国际化环境下的学习、工作、生活和学术交流。

所选材料基本是高校非英语专业研究生在学习和工作中可能接触到的情景。口语活动内容丰富，形式多彩，为学生提供了一个用英语表达观点、进行工作及学术交流的虚拟平台。教程图文并茂，以口语活动为主，将听读输入、内容理解、探讨辩论、互动参与及译说输出等环节融为一体。通过多元化的主题和大量的拓展练习，促使学生提高用英语正确表达和解决问题的能力，实现有效的沟通。

教程共 10 个单元，包括求职、电话交流、外事接待、体育运动、交际礼节、文化差异、计算机与网络、大众传媒、学术交流及商务会议。为了方便学习，教程还附有部分练习参考答案、英语常用缩略语及全国大学英语四、六级口语考试相关信息。

每章包括读与听、模拟示范、口语练习、总结复习、扩充阅读 5 个部分。

第一部分：读与听（Read and Listen）。A 导入（Lead-in）：要求对一篇与本课话题相关的阅读材料通过 3~5 个问题进行结构及内容分析，导入本课主题。B 复合式听写（Compound Dictation）：与本课主题相关听写材料一段，形式与四、六级考试复合式听写相同。

第二部分：模拟示范（Demonstrate）。A 相关词汇及表达法（Useful Words and Expressions）；B 模仿练习（Model Dialogues）；C 背景知识



(Background Information)。

第三部分：口语练习 (Speak)。A 规定练习 (Guided Practice)；B 语用知识 (Pragmatic Notes)；C 扩展练习 (Extended Practice)：相关话题口头作文或辩论。

第四部分：总结复习 (Review and Assignment(s))。A 课内总结 (Review)；B 课外复习 (Assignment(s))。

第五部分：扩充阅读 (Extended Reading)。

为了方便教学，本教材各章节的每一部分均包括大量的学生课堂活动及教师教学步骤提示信息。

全书集实用性和趣味性于一体，适用于高等院校各学科非英语专业的硕士研究生及高年级本科生，也可供有相应英语基础的读者自学口语之用。

在本书的编写过程中，重庆邮电大学外国语/国际学院王蓉教授提供了宝贵的资料，席仲恩教授对语言表达及排版格式做了修正，在此表示衷心的感谢。

由于编者的水平有限，教材中的不足之处在所难免，恳请读者提出宝贵的意见和建议。

编 者

2012 年 12 月 19 日

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## Unit One

# Interviews

### Part I Read and Listen

#### A Lead-in

*Directions: Read the following passage closely, and then answer the questions.*

#### Job Interviews

For many people a job interview is a daunting prospect. It is a relatively unnatural situation whereby the candidate sits in front of one or more people and engages in a dialogue designed to discover the best person for the job. This can feel like an interrogation for some and is very stressful for many even for the most experienced interviewees.



For a prospective employer the job interview is a vital tool in his arsenal when he tries to select suitable candidates for job openings. While still not perfect, the job interview process has become more reliable as a means of selecting the “right” person and it is likely that it will still be in use for many years to come.

For you as a job seeker, the job interview is the final stage in what may have been a difficult process starting with the submission of your CV or application form. There is no escaping the interview and once a prospective business has a list of several promising candidates, then they will typically begin the process of having first, second and even third job interviews for the available position. With each round of job interviews, the potential job seeker can expect the interviewing process to be longer in length and more in depth.

### **What to Expect in a Typical Job Interview**

Normally, job interviews will take place between the applicant and the representatives from the business. These representatives are typically from the business's human resource department, from upper management, and with someone from the department in which the vacant job is available. Most initial job interviews will take at least twenty minutes, but it is not unusual for an interview to last close to two hours.

Most job interviews are conducted on the basis where the applicant is being asked a series of questions in regard to his past job experience, his work ethics, any special training that could be relevant to the available position, and about himself. Questions asked by the interviewer will explore the candidate's skills, experience, motivation, confidence, ability to work as a team member, and qualifications among others.

### **Types of Job Interviews**

Employers have discovered that the traditional job interview no longer fulfills their every need when seeking qualified individuals to fulfill vacant job openings within their business. As a result, there are a number of different types of job interviews used today. Here is a list of the different types of job interviews and a brief description of each:

#### **Competency Interviews**

Prospective employers will use competency interviews as a means of



learning how potential candidates will react during certain types of work-related situations. The basis of this type of job interview is that candidates will react according to previous training and work experience, which in turn will affect their performance in the future.

### ***Traditional Job Interviews***

Traditional interviews are used by prospective employers as a means of collecting vital information from potential candidates in regard to their previous job experience, career history, and other related information about previous employment, employers and businesses.

### ***Group Interviews***

Larger businesses like to utilize group job interviews as a way to interview a number of potential candidates at one time. As a result, two different types of group job interviews have been developed to meet the needs of different types of businesses. The first type is when a potential candidate for a job is interviewed by a number of representatives from a prospective business. Oftentimes, these individuals will include a representative from the human resources department, a representative of upper management, and a department supervisor to whom the candidate will report. The second type is where a representative from the prospective business, which is oftentimes the individual responsible for hiring, will interview a group of potential candidates for the same job opening at the same time as a group.

### ***Structured Job Interviews***

Many businesses will use a standard or structured format when conducting job interviews with potential candidates. These formats are designed in order that the employer may better assess the candidate's ability, skills and experience, which will allow them to better compare these with other candidates who have applied for the same position. Oftentimes, the questions asked by the interviewer



during a structured job interview will focus on the skills and qualifications needed for the available position.

### **Panel Job Interviews**

When a potential candidate for an available job is interviewed by a number of representatives from a business, which is known as an interview panel, then this is called a panel job interview. Businesses will oftentimes use panel job interviews when interviewing multiple applicants for the same position to make the selection process much more effective.

For a job seeker, knowing what to expect during a job interview can be your best defense. Always go into a job interview knowing as much as you can about a prospective business and their industry. It is important to know what questions you want to ask as well. The more prepared you are for a job interview, then the less likely you are going to feel or seem nervous and the more likely you will win the job offer.

### **Questions**

1. What are the different types of interviews?
2. What are their similarities and differences between the different types of interviews?
3. Write the outline for a speech on the topic *How Can I Be Successful in Job Interviews*, and present it orally to the whole class.

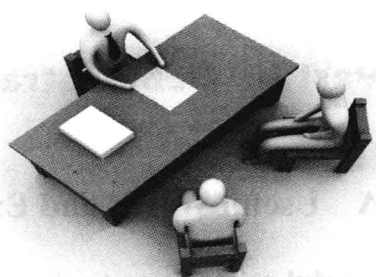
## **B Compound Dictation**

*Directions: Listen to the following passage carefully, and then fill in the blanks with necessary words and sentences.*

### **Tactics for Job-Hunt Success**

If you're finding it (1)\_\_\_\_\_ to land a job, try expanding your

job-hunting plan to include the following tactics: (2)\_\_\_\_\_. While you should always keep your options open to compromise, you should also be sure to target exactly what you want in a job. A specific job hunt will be more efficient



than a haphazard one. Schedule ample interviews. Use every possible method to obtain vacancy information, using search firms, (3)\_\_\_\_\_. Even if a job is not perfect for you, every interview can be approached as a (4)\_\_\_\_\_ experience. Follow up! Even if someone does not hire you, write them a thank-you note for the interview. Then, some weeks later, send another (5)\_\_\_\_\_ letter to explain that you still have not found the perfect position and that you will be (6)\_\_\_\_\_ to interview again if the (7)\_\_\_\_\_ position you applied for— or any other position, for that matter— is open. Do this with every position you interview for, and you may just catch a break! Make it your full-time job. You can't find a job by looking sporadically. You have to make time for it. If you're (8)\_\_\_\_\_ and looking, (9)\_\_\_\_\_ as much time as you would to a full-time job. If you have a job while you're looking, figure out an organized schedule to (10)\_\_\_\_\_ your searching time. Network vertically. In the research phase of your job hunt, talk to the people who are on a level above you in your desired industry. They'll have some insights that the people at your own level won't have, and will be in a good position to hire you or recommend you to be hired. Keep your spirits up. Looking for a job is one of the toughest things you will ever have to do. Maintain your confidence, stay persistent, and think positively and eventually you will get a job that suits you.

## Part II Demonstrate

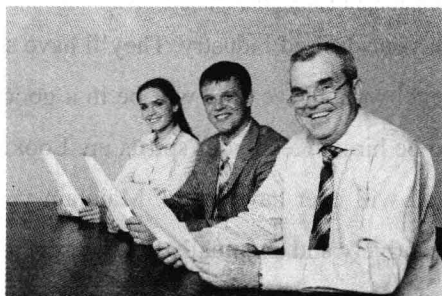
### A Useful Words and Expressions

#### Useful adjectives to describe your skills

accurate	discreet	logical	productive
active	efficient	loyal	reliable
adaptable	energetic	mature	resourceful
adept	enterprising	methodical	self-disciplined
broad-minded	enthusiastic	motivated	sense of humor
competent	experienced	objective	sensitive
conscientious	fair	outgoing	sincere
creative	firm	personable	successful
dependable	genuine	pleasant	tactful
determined	honest	positive	trustworthy
diplomatic	innovative	practical	

#### Useful sentence patterns in job interviews

1. I find humor in challenging situations.
2. I trust my intuition.
3. In crisis situations, I usually calm myself, and then act.
4. I see difficulties as temporary setbacks.
5. I've been made stronger and better by difficult experiences.



6. I adapt quickly to new developments.
7. I like trying new ways of doing things.
8. I'd like to change many things about myself.
9. I find it difficult to recover emotionally from losses.
10. I can't tolerate ambiguous situations.
11. I'm a sequential problem solver.
12. I'm cautious.
13. I'm tenacious when working on challenging projects.
14. I'm comfortable being myself.
15. I need autonomy at work.
16. I'm a good listener.
17. I'm usually non-judgmental about people.
18. I'm altruistic.
19. I express feelings honestly.

### **Translate the following into Chinese**

1. adapting quickly to new situations
2. being able to (react to)/(successfully reacting) to unexpected challenges
3. can rebound from major setbacks quickly
4. can work independently
5. reach goals and continuously learn and improve
6. I am resilient.
7. I am altruistic.
8. thrive on challenge and change
9. turn setbacks into opportunities
10. can maintain humor and optimism during tough times
11. can invent new ways of dealing with problems
12. breakdown barriers, and build bridges to a better future



13. have warm, supportive relationship with people
14. can share feelings and receive positive feedback
15. use intuition and creativity
16. receptive to constructive criticism
17. open to unexpected opportunities

### **Sample sentence patterns**

1. I wish to apply for the advertised post.
2. Having completed my training as a/an... I'm now looking for a post in...
3. I am currently attending school where I'm doing a course in Business Administration.
4. After my vocational training I worked for a local export firm for four years.
5. I hope to/I am confident that I will be able to use/apply my skills/experience in... in the advertised post.
6. I wish to work abroad and make use of my knowledge of languages.
7. I feel that I meet requirements set out in your advertisement.
8. I acquired a sound grounding in word processing during my years at commercial college.
9. I graduated from commercial college with excellent grades in English and data processing.
10. I am well acquainted with duties of an executive secretary.
11. I am seeking a change because I want to extend my knowledge of marketing.
12. My present employer, Herr Robert Maier, is informed of my application and will be willing to act as a reference.

### **B Model Dialogues**

*Directions: Role-play the following dialogues.*

## Dialogue 1

**Interviewer:** Tell me about yourself?

**Interviewee:** I am a software engineer with 4 years of experience in “Sales Force” domain with expertise in Customer Relationship Management



process. Leaving aside that, I am a jovial person who loves to hitch-hike and indulge in white water rafting whenever time permits. All in all, a team person who loves to face challenges and deliver on deadlines!

(**Note:** The applicant has been able to communicate his strengths and expertise in an informal and succinct yet informative line of communication. Further, he had prodded the interviewer to ask about his professional involvement.)

**Interviewer:** Can you briefly explain what role you played in Customer Relationship Management process for Sales Force?

**Interviewee:** Yes, sure. I was a team leader while designing the Customer Relationship Management software for Sales Force. The project was regarding an international retail chain. With a team of 15 members I was able to successfully pin-point and utilize the factors affecting the footfall at the store and thus, helped the client achieve a growth of 30% in sales.

(**Note:** The interviewee has successfully talked about his work deliverables, his management abilities and the results achieved.)

**Interviewer:** Great! So, how do you think you fit in our organization?

**Interviewee:** I wish to make a career in IT industry and keeping in mind my long term goals, I believe that associating with this organization will be the most prudent step. In here, I would surely be able to further utilize my skills in the most effective manner and also, obtain a chance of acquiring newer skills.

## Dialogue 2

**Interviewer:** Good morning, my name is Ms Martin. You've applied for the Laboratory Assistant's position, right?

**Interviewee:** Yes, Ms Martin, I have.

**Interviewer:** Can you tell me why you replied to our advertisement?

**Interviewee:** Well, I've always enjoyed science and felt that this position would offer me an opportunity to extend my skills in this area.

**Interviewer:** Do you know exactly what you would be doing as a Laboratory Assistant?

**Interviewee:** A Laboratory Assistant helps to maintain scientific equipment, keep a check on the supplies in the store, and prepare the chemicals for experiments.

**Interviewer:** What sort of student do you regard yourself as... did you enjoy studying while you were at school?

**Interviewee:** I suppose I'm a reasonable student. I passed all my tests and enjoyed studying subjects that interested me.

**Interviewer:** What were your favorite subjects at school?

**Interviewee:** Maths and Science were my favorite subjects at school. I also enjoyed doing History.

**Interviewer:** Do you have any further plans for further study?

**Interviewee:** Well, I've thought about doing the part-time Chemistry Certificate course at Technical College. I think I would really



benefit from doing that.

**Interviewer:** Suppose our company wanted you to attend an institution to further your skills.... How would you feel about this?

**Interviewee:** If the course would help me improve my prospects for promotion and help me to be better at my job, I would definitely do it.

**Interviewer:** Have you ever had a job before?

**Interviewee:** Yes. I have worked part-time at a take-away food store—the one just round the corner...

**Interviewer:** We have a lot of other applicants for this position. Why do you think that you deserve to get the job?

**Interviewee:** Well, I've found out a lot about this type of work and my research suggests that I would be quite capable of doing the work involved. I also think that I would be able to handle any training course reasonably well.

**Interviewer:** Now, do you have any questions you'd like to ask me about the position?

**Interviewee:** Yes. Ms Martin, could you tell me what hours I'd have to work, and for whom I'd be working?

**Interviewer:** OK, you will be working from 9 a.m. to 5 p.m. from Monday to Friday, and you will work with Mr. Green, the department chief.

**Interviewee:** Thank you for telling me.

**Interviewer:** I think I have asked you everything I wanted to. Thank you for coming along to the interview.

**Interviewee:** Thank you. When will I know if I am successful?

### Notes

The 6 major types of questions are: