

# 现代

## 英语口语

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副主编 张玫 文宇

武汉大学出版社

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## Present-day Spoken English

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## 前 言

随着改革开放的深入发展,我国对外交往越来越频繁,广大英语爱好者对适合他们的英语口语书的需求越来越迫切。《现代英语口语》(Present-day Spoken English)就是适应这一需求而编写的。本书可供大学英语专业和非英语专业的学生、外事工作人员、口译人员及广大英语爱好者提高口语之用,也可供英语教师教学参考之用。

全书共 50 课。分三部分:一、日常会话(I)16 课;二、日常会话(II)25 课;三、公关英语 9 课。每课包括三部分:1. 对话(Dialogues);2. 适用的表达法摘要(Summary of Useful Expressions);3. 练习(Exercises)。此外,书后附有部分练习参考答案。

书中对话所设计的场合多以国内为主,书中所使用的表达法全面得体,语言流畅。全书各部分的安排不仅具有科学性,而且能产生良好的学习效果。

本书在编写的过程中,参阅了大量的口语书。在此,我们向这些书的作者表示诚挚的感谢。

由于时间仓促,编者水平有限,书中错误在所难免,敬请广大读者和专家批评指正。

编 者

1999 年 2 月

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## KEY TO EXERCISES

# **PART ONE**

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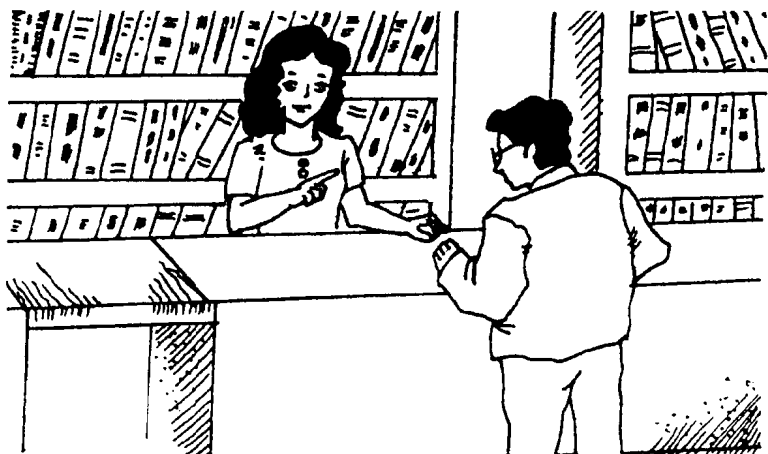
## **EVERYDAY TOPICS (I)**





# **Lesson 1**

## **In the library**



### **Dialogues**

#### **I**

A: Hello, Li Ming. Are you going to the library?

B: Yes, I am. Are you going too?

A: Yes. Is the library open yet?

B: I think so, because it's nearly 8 O'clock.

A: I like to go to the library because it is always quiet even on busy days.

- B: That's true. The library is the best place where you can learn.  
But we must obey library rules. No smoking! No littering!  
And no talking! Remember?
- A: Yes, I remember. Li Ming, will you tell me how to borrow books?
- B: You'd better go to the librarian for help. She'll brief you on what to do.
- A: That's a good idea. I'll do that.

## II

- A: Excuse me. . .
- C: Yes. May I help you?
- A: Yes. I am a freshman. Can you tell me how to find books on English grammar?
- C: Sure. See those little drawers in the corridor?
- A: Yes.
- C: Those drawers contain cards describing every book in our library. They are the library's "card catalog". Each drawer runs from one part of the (English) alphabet to another. For example, this drawer goes from cab to can.
- A: I am looking for a book entitled *A Grammar of Contemporary English*. Shall I look under "A"?
- C: No. You should look under "C". The articles "A" and "the" don't count in alphabetization, and cards are generally omitted for extremely common words and phrases such as "history of", "introduction to", "story of", "grammar of", and so on.
- A: What should I do if I don't know the title of the book?
- C: In that case, you can look under the author's name.

A: Can you give me an example?

C: Sure. If you want to find a book by, say, Randolph Quirk, you first look under Quirk and then Randolph.

A: Yes, I see. Thank you very much for your help.

C: You are welcome.

### III

A: Excuse me, but I have to trouble you again.

C: No trouble at all.

A: I've found three books in the card catalog. I'd like to borrow them. What should I do to get the books?

C: Please take these "call slips" and fill them out with the call numbers, titles and authors of the books, and your name.

A: What should I do after that?

C: Please give them to me. I'll find the books for you.

A: Thanks a lot. Here you are.

(a few minutes later)

C: The book by Quirk is on loan. It's due back in about two weeks. It's very much in demand at the moment. Do you want me to reserve it for you?

A: Yes, please. How will you let me know when the book comes in?

C: You must put your name and class on this slip of paper and we will put it in a special cabinet. We will telephone your department and the secretary of your department will let you know when the book comes in.

A: That's wonderful. It saves me the trouble of having to come to

see again and again if the book is back.

C: That's it.

A: What about the other two books?

C: I've found them for you. Here you are.

A: Thank you very much.

C: You're welcome.

## Summary of Useful Expressions

### 1. Things to say when you want to find some books in the library:

1) —Can you tell me how to find some books on English grammar?

—Sure. These drawers contain cards describing every book in our library. Each drawer runs from one part of the alphabet to another.

2) —What shall I do if I want to find *A Grammar of Contemporary English*?

—You should look under "C".

3) —How shall I go about it if I don't know the title of the book?

—You can look under the author's name. If you want to find a book by Randolph Quirk for example, you first look under Quirk and then under Randolph.

### 2. Things to say when you want to borrow the books:

1) —I've found three books in the card catalog I'd like to borrow. What should I do to get these books?

—Please take these "call slips" and fill them out with the call numbers, titles and authors of the books, and your name.

- 2) —What's to be done after I've filled out the call slips?  
 —Please give them to the librarian.  
 —Can I get the book by Quirk?  
 —The book by Quirk is on loan. It is due back in about two weeks. It is very much in demand. If you want the book, I'll reserve it for you.

## Exercises

1. Make sentences with the following words and expressions.

- |  |                           |
|--|---------------------------|
| 1) obey                                  | 2) brief sb. on sth.      |
| 3) entitle                               | 4) look under "A"         |
| 5) count in                              | 6) on loan                |
| 7) due                                   | 8) be very much in demand |
| 9) contain                               | 10) reserve               |
| 11) save sb. the trouble of doing (sth.) |                           |

2. Open dialogues.

- 1) A: Can you tell me how to find some books on English grammar?

B: ...

A: I'm looking for a book entitled *A Grammar Of Contemporary English*. Can I look under "A"?

B: ...

- 2) A: How shall I go about it if I don't know the title of the book?

B: ...

A: Can you give an example?

B: ...

- 3) A: Hello, Zhang Hua, are you going to the English

Department?

B: ...

A: Yes, I am.

B: ...

- 4) A: The library is the best place where you can learn. But we must obey library rules. No smoking! No littering! And no talking! Remember?

B: ...

A: You'd better go to the librarian for help.

B: ...

3. Replace the underlined parts in the following dialogues with the words and expressions given below.

- 1) A: What's to be done after I've filled out the call slips?

B: Please give them to the librarian.

(What shall I do)

- 2) A: Excuse me, but I have to trouble you again.

B: No trouble at all.

(bother)

- 3) A: The book you want is on loan. It's due back in about two weeks. Do you want me to reserve it for you?

B: Yes, please.

(keep)

4. Make up dialogues using the following situations.

- 1) Where: In the library.

When: In the morning.

Who: Two students and one librarian.

What: The students want to borrow some books from the library. They ask the librarian for help.

- 2) Where: In the reading-room.

When: In the afternoon.

Who: A student and a librarian.

What: The student wants to borrow some magazines from the reading-room. He asks the librarian for help.

3) Where: In the classroom.

When: At 8:00 a.m. .

Who: A teacher of English and thirty students.

What: The teacher teaches the students the lesson "In the library" and also teaches them how to borrow books from the library in English.



## **Lesson 2**

### **Talking about English Studies**



### **Dialogues**

A: How are you getting on with your English study?

B: I've made some progress, but far from enough. There's still a long way to go.

A: Our teacher has always stressed the importance of laying a solid foundation in English study. So I must try hard to get every sound right, to spell every word correctly and to speak