

JACK C. RICHARDS DAVID BY

PERSON TO PERSON

Communicative speaking and listening skills

英语交谈

美国英语听说教程

译注本



牛津大学出版社
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★ 学生英语文库 ★

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(译注版)

[美] Jack C. Richards | David Bycina 编著

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MEIGUO YINGYU·TINGSHUO JIAOCHENG

(YIZHUBAN)

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TO THE STUDENT

Up to now your study of English has probably focused on the study of English grammar and vocabulary. You already know quite a lot about what the rules of English grammar are, and how sentences are formed in English. This knowledge provides an important foundation for you to use in learning to speak and understand English. But the study of English grammar by itself will not enable you to speak English fluently. In order to develop conversational listening and speaking skills you need practice in these skills and this is what *Person to Person* aims to do.

The focus of each unit in *Person to Person* is not on a feature of grammar but on a conversational task or function such as "introducing yourself to someone," "asking for directions," "talking about likes and dislikes," "inviting someone to go somewhere" and so on. In order to take part in English conversation it is necessary to learn how these and other commonly occurring functions are expressed in English. This explains how this book is organized.

Person to Person gives you opportunities to listen to native speakers and gives you guided practice in carrying out many conversational functions. This is done in the following way:

Conversations

Each unit begins with a conversation which demonstrates a particular function. You will listen to these conversations on the cassette or as your teacher reads them and use them to improve your comprehension of spoken English as well as your awareness of language use in various business and social settings, both formal and informal.

Give It a Try

Each conversation consists of a number of parts, and you will be able to concentrate on each part separately. Follow the model provided on the cassette or by your teacher and then practice the lines with a partner until you feel "comfortable" with the language. In this section, you will also learn alternative ways of expressing the same function.

Listen to This

These sections, which come at the end of each

regular unit, allow you to apply what you have learned to listening situations that will prepare you for real-life listening tasks such as listening and recording specific information on forms, getting directions, finding out opening and closing times, etc. The tapescripts for these sections begin on page 113.

We hope you will find that learning to speak and understand English is not as difficult as you think. But, like any skill, it involves practice. *Person to Person* will guide you through various kinds of practice, moving from controlled to freer use of language. There are multiple opportunities to review what you have learned both within each unit and in special review units, called Variations.

Person to Person uses paired practice activities which are designed to give you as much conversational practice as is possible in a classroom situation. Remember, as you practice, that communication involves more than just the right words: People "say" a lot with their faces, their bodies and their tone of voice.

As you practice with your partner, don't keep your eyes "glued to your book." Instead, use the "read and look up" technique: Look at your line before you speak. Then immediately look up at your partner, make eye contact and say the line (or part of it) to him/her as if you were acting. You may look down at your lines as often as you need to, but when you speak, look at your partner. This will improve your fluency.

In addition to the language presented in each unit, here are some expressions that will be very useful to you both in and outside of class.

- a. Please say that again.
- b. I'm sorry. I don't understand.
- c. How do you say _____ in English?
- d. Please speak more slowly.
- e. What does _____ mean?
- f. I don't know.
- g. May I ask a question?
- h. How do you spell _____ ?

The guided speaking and listening practice you get in this book will give you a firm basis for using English outside the classroom and in speaking with other speakers of English *Person to Person*.

PERSON TO PERSON

JACK C. RICHARDS DAVID BYCINA

PERSON TO PERSON

Communicative speaking and listening skills

BOOK 1

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UNIT 1

Nice to meet you.

Jim: Great party, isn't it?

Bev: Yeah, really.

Jim: By the way, my name's Jim Harris.

Bev: Nice to meet you. I'm Bev Marshall.

Jim: Sorry, what's your first name again?

Bev: Beverly, but please call me Bev.

Jim: What do you do, Bev?

Bev: Well, I'm a graduate student at Columbia.

Jim: Oh, are you? What are you studying?

Bev: Business. And what about you?

Jim: I work for Citibank, in the International Section.

Bev: Hmm. That sounds interesting.

Jim: It's not bad.

GIVE IT A TRY

1. Introducing yourself

- ▶ My name's *Jim Harris*.
I'm
- ▷ Hi, I'm *Bev Marshall*.
Hello, my name's

Practice

Introduce yourself to your classmates.

2. Asking for repetition

- ▶ Sorry, what's your first name again?
what was name
- ▷ It's *Beverly*, but please call me *Bev*.
Beverly Marshall,

Practice

Introduce yourself to other classmates.
This time ask your partner to repeat
his/her first, last, or full name.

Student A

- A: My name's *___(full name)___*.
- B: *_____*.
- A: Sorry, what's your first name again?
last name
- B: *_____*.

Student B

- A: *_____*.
- B: Hi, I'm *___(full name)___*.
- A: *_____*?
- B: *__(name)___*.

3. Asking someone's occupation

- ▶ What do you do, *Bev*?
- ▷ Well, I'm *a grad* student at Columbia*.
a housewife.
an engineer.
- ▶ Oh, are you?
really?
- ▷ And what about you, *Jim*?
- ▶ I work for *Citibank*.
a steel company.
- ▷ Oh, do you?
really?

Practice

Ask your classmates what they do.
Get the vocabulary you need.

*grad student: graduate student

4. Asking for more information (1)

► What are you studying? OR

> *Business.*
Engineering.
Biology.
Law.

► What do you do there exactly?

> I'm a *secretary.*
in the *International Banking* Department.
Sales
Personnel
Public Relations

Practice 1

Student A asks Student B what he/she does. Student B is a college* student.

Student A

A: And what do you do, ... (name) ...?

B:

A: Oh, are you? And what are you studying?

B:

Student B

A:?

B: I'm a student at University.

A:?

B: *Business.*

*Americans use the word *college* to mean *college* or *university*. We commonly say a person is a *college student*, *in college*, or *going to college* whether the name of the school he/she goes to is, for example, *Barnard College* or *Columbia University*.

Practice 2

This time, Student B asks Student A what he/she does. Student A is a business person.

Student B

B: And what do you do, ... (name) ...?

A:

B: Oh, do you? And what do you do there exactly?

A:

Student A

B:?

A: I work for ... (company name) ...

B:?

A: I'm *in the Sales Department.*

Practice 3

Now ask your classmates what they really do. Find out what they're studying or what department they work for.

5. Asking for more information (2)

- I'm a student.
an engineer.

Oh, really? What school* do you go to?
company do you work for?

- (I go to) *Columbia*.
(I work for) *Nissan*.
I'm *self-employed*.

*Americans often say *school* to mean college or university

Practice 1

Ask what your partner does and, if appropriate, where he/she works or goes to school.

Student A

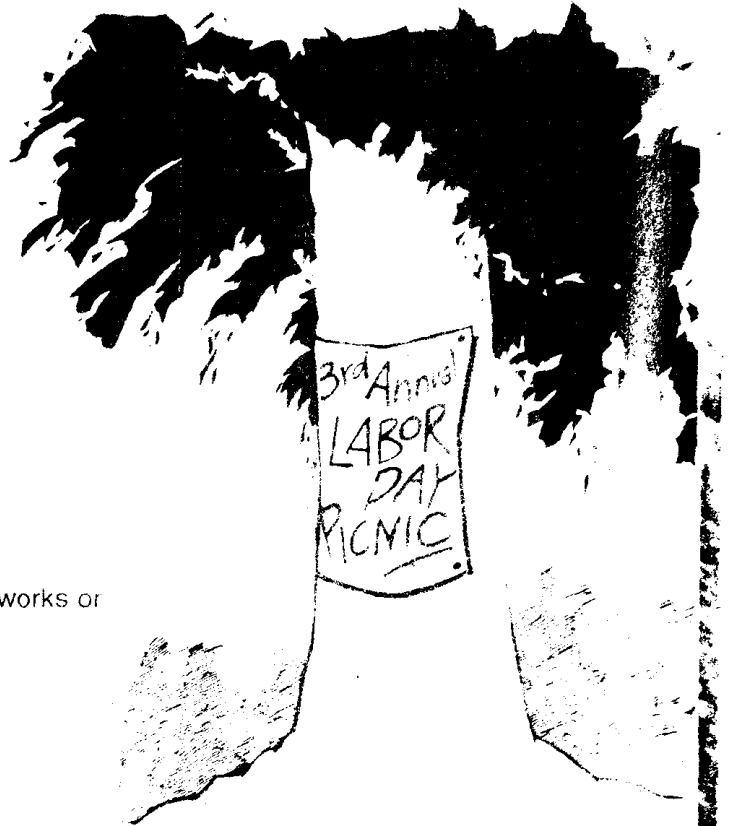
- A: And what do you do, ... (name) ...?
B: ...
A: Oh, really? What school do you go to?
company do you work for?
B: ...?
A: Oh, I'm a/an ... (occupation) ...

Student B

- A: ...?
B: I'm a/an ... (occupation) ...
A: ...? ...?
B: I go to ... (name of school) ... And what about you?
work for ... (name of company) ...
A: ...

Practice 2

Ask other classmates.



6. Conversational openings

► (It's a) great picnic, isn't it?

► Yeah, really.
Yes, it is.

Practice

Openings only. Work with the situation. Start a conversation in each of the situations below. Continue them by asking the person's occupation. If you wish, continue them, if necessary.



A: Nice picnic, isn't it?
B: Yeah, really. The food's terrific.
A: My name's _____, by the way.
B: Hi, I'm _____.



A: (It's a) lovely wedding, isn't it?
B: Yes. Claire is a beautiful bride.
A: By the way, how do you know
Tom and Claire?
B: I work with Tom at IBM.
A: My name's _____, by the way.



A: Interesting play, isn't it?
B: Yes, it's very good.
A: Do you like modern theater?
B: Not very much, but I like Beckett.
A: Me, too! By the way, I'm _____.

7. Introducing yourself — more formally

- ▶ Let me introduce myself. My name's *Robert Andrews*.
- ▷ How do you do? I'm *Jean Rivers*.
- ▶ It's (very) nice to meet you.
I'm (very) glad
How do you do?

Practice

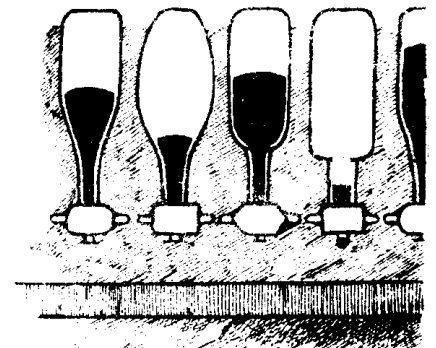
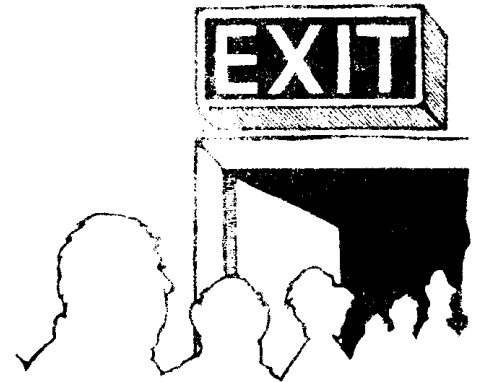
You're at a formal company party where you don't know some of the guests. Introduce yourself to some of them. Use the outline below.

Student A

- A: It's a nice party, isn't it?
B: _____
A: Let me introduce myself. My name's _____
B: _____?
A: It's very nice to meet you.
B: _____?
A: I'm in _____
B: _____?

Student B

- A: _____?
B: Yes, it really is.
A: _____
B: How do you do? I'm _____
A: _____
B: What department are you in. Mr./Mrs./Miss/Ms. _____?
A: _____
B: Oh, are you?
do



LISTEN TO THIS

You are going to hear three short conversations. Each conversation will be played twice. Listen and complete the information below.



1. Speakers: _____ Bradley
 _____ Ted
 Occupations: _____

Now listen again and check your information.



2. Speakers: Bill _____
 _____ Jackson
 Occupations: Student
engineer

Now listen again and check your information.



3. Speakers: _____ Evans
 _____ Taylor
 Occupations: _____

Now listen again and check your information.

