

实用英语

应对技能训练

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Useful Conversation and Practical Writing Skills

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前 言

我国英语学习者,包括不少学生和具有相当于高中文化水平的业余英语学习者,尽管曾经学过几年,甚至十余年英语,在与外籍友人、业务伙伴交往或参与涉外活动时,往往还是感到有不少语言上的困难。究其原因,除了长期不大注意英语听、说、读、写综合能力的强化训练外,很大程度上是囿于本族语表达方式和表达习惯的影响,而又没有注意熟练掌握英语口、笔语中应该特别注意的基本技能。本书力求针对我国学生和社会业余英语学习者所忽略的一些问题,按单元分列日常生活中最常见的英语口、笔语表达方式和应对技巧,编写了导学要点和强化练习,供学习者参考使用。相信学好本书,对于初步以英语进行交际和处理问题的能力培养,会有一些的好处。

本书包括 16 个单元,可供一学期使用。每单元分两大部分:第一部分主要是**实用会话基本技能**,分项列述如何掌握常用口语句型和应对技巧,以及情景对话和相应的强化训练练习;第二部分主要编列了**常用应用文和写作练习**。第一部分的学习重点,在于强化口语应对技能训练。学习者对这一部分所列各种表达方式,应尽量做到耳熟能详,即通过反复听、说而达到听了便能立即理解其含义,并能迅速作出口头反应,也就是说,可以随口进行应答。

具体学习方法,在学第一部分内容时,最好是在基本上掌握了实用会话基本技能的要点,并初步熟悉了几种英语问答惯用表达法之后,着重反复听情景对话课文的录音,然后再模仿其语音、语调,结合练习,进行强化训练。有一定基础后,可自行设定情景,套用各单元所列基本表达方式,综合所学语言材料进行自由对话练习。如以本书作为参考教材,也可以在课内通过 **pair work** 方式,彼此结对子进行口头对话练习,或以情景对话课文内容为依据,扮演角色,进行模拟的口头应对技能训练。在学习第二部分时,应着重了解和掌握各

类英语常用应用文的行文特点和惯用格式,并结合书面练习,模仿课文书写简单的应用文或试着以英文填写各类表格。应注意,每单元的书面练习部分,原则上均应在听、说训练任务基本完成之后进行。为了贯彻因材施教的原则,我们为每单元大体上编列了4—6个练习项目。学习者可根据自身的基础和教学或自学进度,选择其中2—3项进行练习,也可全做;如将本书列入培训计划,作为辅导教材,则可视学员的实际水平和教学进度,灵活加以掌握。书末所附练习答案,仅供检查作业或试题时参考,应在做完各单元练习之后,再行对照检查,切忌边做练习边看参考答案。

为了便于学习者自行检验各自的综合应试能力,我们特在第16单元之后,编列了一套自测试题 **sample test**,希望学习者在学完全书后一定要做。

为了便于社会业余学习者自学,我们还在书末附列了词汇总表、代词、形容词和副词变化表,供检索参考。此外,为便于业余学习者理解和使用,而又不妨碍培养以外语进行思维的习惯,我们在目录上以英汉对照方式编列,其余各单元则基本上只排英文,不附汉语译文;外籍语言专家为本书附配的全套录音,专供学习者反复听和模仿复述使用,特此说明。

主 编

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Unit One

Greetings, Introductions and Expressing Good Wishes

Part One

Basic Practical Conversation Skills

I. How to Ask and Respond

1. Extending Greetings and Making Introductions

- ① Hello!
- ② Good morning/afternoon/evening...!
- ③ How do you do?
- ④ Nice/Glad/Pleased/Happy to meet/see you.
- ⑤ How are you?
- ⑥ What a pleasant surprise!
- ⑦ May I introduce Mr. Zhang/Wang...of Guanghai Trade Co. Ltd.
- ⑧ May I introduce you to my friend? This is...
- ⑨ Allow me to introduce myself. I'm John Smith/Bill Jones...
- ⑩ Good night.
- ⑪ Good-bye.
- ⑫ See you later.

以上第1—3句问候套语均可理解为“你好”；第4句问候语表示“见到你很高兴”；第5句含义也是“你好”，但亦可用于询问“健康状况”；第6句表示“真高兴，没想到会见到你。”；第7句是介绍××；第8句用于把“别人介绍给朋友”；第9句则用于自我介绍；第10句用于夜晚分手或告别；第11、12句表示“再见”、“晚安”、“回头见”。白天分手告别时，也常用 Good day 表达。

掌握以上12句问候、介绍和告别时的常用套语，基本上即可视不同场合灵活运用。

2. How to Make Your Response

在英语口语中,问候套语比较容易掌握,只要注意几个要点即可。例如,英语问候套语通常不是出现在对话的开头,就是出现在一段对话的末尾。请看以下对话:

—— Good morning, Mr. Jones.

—— Good morning, Mr. Green.

这类问候套语多出现在一段对话的开头:答语规律极简单,只要原话重复即可。告别对话用的套语也一样。例如:

—— Good night, John.

—— Good night, Bill.

★ ★ ★

—— Good-bye, Mary.

—— Good-bye, Susan.

如对方说“See you later/soon.”,答语一般也是 See you later/soon.

至于对别人具体问候的回答,则视具体情况而定。例如,

对方如问:“Are you better/feeling better now?”

不妨回答:“Much better, thank you.”

或回答:“Quite well, thank you.”

如表示否定,可说:No, not much. (不,不太好。)

如表示不好不坏,可说:Oh, as usual. (噢,还是老样子。)

So, so. (马马虎虎。)

Surviving, thanks. (勉强凑合。多谢。)

Not too bad. (还不坏。)

有时对方会问:How's everything with you?

How are you getting on?

How are you doing (today)?

含义都是“你过得怎样?”、“近况如何?”

这时不妨选择如下回答:

Fine, thank you.

Very well/Quite well/Pretty well, thank you.