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张秀桂 主编



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主编：张秀桂

编者：罗炜镗 张世敏

王 军 刘 俭

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编者的话

本书是供具有中级英语以上水平的广大英语读者使用的实用交际会话手册。

本书内容丰富,题材广泛,内容涉及日常生活、情感表达、旅游购物、交通运输、文化教育、电影戏曲、书法绘画、商务谈判和宗教信仰等。这些内容均通过典型的情景对话生动地表现出来。本书语言准确、规范、生动。全书共分60个单元,每个单元谈论一个话题。每个单元均由句型表达法、对话、注释和词语四部分组成。

句型表达法部分,每单元均有符合特定情景下使用的典型句型表达法16—17句,全书60个单元共有1000句;对话部分,每单元均提供3个不同场景的内容充实的情景对话,以反映中、外文化风情和生活习俗;注释部分以译文为主,辅以语法、用法分析,以帮助读者理解原文;词语部分主要是通过释义和例句,说明英语常用动词和动词词组的用法,以供读者参照使用。

本书各单元的编者为:张秀桂(1~11,21,23,25~27,43)、王军(12~20,22,24,28~30)、刘俭(31~42)、张世敏(44~55)和罗炜镗(56~60)。

由于我们的水平有限,加之时间仓促,本书的缺点和疏漏之处在所难免,敬请读者、专家们指正。

一九九六年六月二十五日

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UNIT 1

INTRODUCTION

Patterns and Expressions

1. How do you do?
2. Allow me to introduce myself.
3. Nice to meet you!
4. I'd like you to meet Mr. Johnson.
5. I think you've seen each other somewhere before.
6. Let me introduce myself. I am Susan from England.
7. I'm very pleased to make your acquaintance.
8. I don't think we've met.
9. I've often wanted to meet you.
10. I've heard so much about you.
11. I'm very glad to have the opportunity to meet you today.
12. It's a privilege to know you.
13. I know you very well only by reputation.
14. It's nice meeting you here.
15. I've been looking forward to meeting you in person.
16. We're a nodding acquaintance.

Dialogues

Dialogue 1

A: Hello, are you Ms. Susan from England?

B: Yes, I am. How do you do?

A: How do you do? Ms. Susan, Allow me to introduce myself.

I'm Lin Ming from China Travel Agency.

B: Nice to meet you.

A: Did you have a good flight?

B: Not too bad at all.

A: You must be very tired, I think.

B: Not really. I managed to sleep on the plane quite a lot.

A: Oh, good. What would you plan to do then? If you like to go straight to your hotel, I'd like you to meet Mr. Johnson there first, whom I think you've seen somewhere before.

B: That sounds good.

Dialogue 2

A: Hello, Mr. John Smith, let me introduce myself. I'm Susan from England.

B: How do you do, Ms. Susan.

A: How do you do? I'm very pleased to make your acquaintance. Just now, Lin Ming from China Travel Agency said that we might have seen each other before. But, I don't think we've met.

B: Neither do I. But I've often wanted to meet you, a woman expert in Physics. Actually I've heard so much about you, so, I'm very glad to have the opportunity to meet you today.

A: It's a privilege to know you too.

B: Be seated, please. By the way, what would you like to drink, tea or coffee?

A: I prefer tea.

B: Here you are!

A: Thanks!

Dialogue 3

A: Are you Mr. Johnson, a chemist specialist from Australia?

B: Yes, I am. What can I do for you?

A: I know you very well only by reputation. It's nice meeting you here.

B: Nice to meet you, too!

A: I've been looking forward to meeting you in person so that I can obtain direct help from you.

B: Thank you for saying so. It's really very conducive to exchange ideas between us and share our understanding of those debatable questions.

A: Exactly so! If we are only a nodding acquaintance, how can I seek help from you. That's why I simply popped in when I happened to know you were here.

B: I'll very happy to offer my help if I can.

Notes

1. How do you do? 您好! 双方第一次见面时的问候语。
用于正式场合。
2. Allow me to introduce myself. 请允许我自我介绍一下。
3. Nice to meet you. 很高兴认识您。不如 How do you do? 正式。
也可以说: It is nice to meet you.
如说: It was a pleasure meeting you. 虽然意思也表示很高兴认识您,但也用于新朋友第一次见面时告别用语。

4. I like you to meet Mr. Johnson. 我希望你能会见一下约翰逊先生。
5. I think you've seen each other somewhere before. 我以为你俩以前已在什么地方见过面。
6. I am very pleased to make your acquaintance. 很高兴和您相识。用于正式场合。
7. I've often wanted to meet you. 我一直很想见您。
8. I've heard so much about you. 对您的情况我已早有所闻。
9. I am glad to have the opportunity to meet you today. 很高兴今天有机会见到您。
10. It's a privilege to know you, too. 认识您也很荣幸。
11. I know you very well only by reputation. 我久闻您的大名。
12. I've been looking forward to meeting you in person. 我一直期待着亲自会见您。“in person”意为：亲自。
13. We are only a nodding acquaintance. 我们只是点头之交。
14. That's why I simply popped in when I happened to know you were here.
当我凑巧得知您在这儿时,就冒昧进来打扰了。
“happen to know”意为“偶然得知”,是常用句型。
如: I happened to be there when they quarreled with each other.

Word Study

introduce v.

1. to make known for the first time to each other or someone else, esp. by telling 2 people each other's names:
Let me introduce myself. My name is Thompson.
2. to bring in for the first time:

They have introduced a new system of teaching English into the school.

Who introduced that subject into the discussion?

introduction n.

(of, to, into) the act or action of introducing or the state of being introduced;

He needs no introduction to readers in China.

The introduction of electric typewriter has helped us to reduce staff and office costs.

allow v.

1. Let (someone) do (something); permit; let (something) be done;

The teacher allowed us half an hour for oral practice.

Smoking is not allowed in public places.

She won't allow dogs in the house.

2. Give money or time;

My mother allows me 20 yuan for books every month.

allowance n.

something, esp. money provided regularly;

He had an allowance of \$1,000 a month during his stay in America.

Some model workers are given travelling allowances for their contributions made to the country.

manage v.

1. to control (esp. a business), handle, direct;

All the students elected the young man to manage the Student Union.

The language laboratory is well managed.

2. to succeed in dealing with (a difficult movement or action);

Though he was extremely busy with his administrative work, he managed to come to the seminar session.

manage; n.

a man who controls a business

management; n.

the act of managing

The factory is under excellent management.

happen v.

1. take place;

Do you know what has happened to her? She looks so downcast.

The story happened decades ago.

2. to take place by chance;

I happened to look out of the window and see him talking to our new boss.

happening; n.

something that happens; event;

These happenings must now be described more fully.

acquaint v.

1. make familiar with; reveal to someone;

The first important thing for you to do is to acquaint yourself with the new surrounding.

2. be acquainted with (have met someone personally)

I've been acquainted with the teller for many years but I'm not acquainted with his wife.

acquaintance n.

a person whom one knows, esp. through work or business:

He is an old acquaintance of mine.

She has a wide circle of acquaintances.

We have a nodding (speaking) acquaintance with each other.

UNIT 2

APPOINTMENT

Patterns and Expressions

1. Do you happen to be free tomorrow?
2. I'd like to make an appointment with you.
3. I hope you can accompany me to visit the Great Wall tomorrow.
4. I don't think I can manage our appointment in the morning.
5. I wonder if we could alter the time of meeting to tomorrow afternoon.
6. I'll look out for you about 2.00 tomorrow afternoon.
7. If you don't mind, I like to call you at about noon time tomorrow to confirm our appointment.
8. I'd like to call on you next Monday if it is convenient for (to) you.
9. I'll be filled up all day next Monday.
10. I'm afraid I can't manage our appointment then.
11. I am sorry, I'll be engaged that day.
12. We have to take a rain check on our appointment for a few days.
13. Please come this afternoon if there is anything urgent coming up.
14. I'll be most delighted to come over and meet you in your office this afternoon.
15. Will you be occupied this morning?

16. We like to seek an interview with our professors without previous appointment.

Dialogues

Dialogue 1

A: Hello, Su!

B: Hello, Wang! Anything special? It's high time you went to bed.

A: Yes, but I simply can't go to sleep. As you know, it's the first time for me to visit Beijing. I feel very excited. Do you happen to be free tomorrow? If yes, I'd like to make an appointment with you. I hope you can accompany me to visit the Great Wall tomorrow.

B: I like to, but I'll be busy with my work tomorrow morning. I don't think I can manage our appointment in the morning. I wonder if we could alter the time of meeting to tomorrow afternoon.

A: That's nice. I'll look out for you about 2:00 tomorrow afternoon.

B: O. K. If you don't mind, I'll call you at about noon time to confirm our appointment tomorrow.

A: That'll be fine.

B: I hope you'll have a sound sleep tonight.

Dialogue 2

A: I'd like to call on you next Monday if it is convenient for (to) you.

B: I'll be filled up all day next Monday. I'm afraid I can't manage our appointment then. How about next Wednesday?

A: I am sorry, I'll be engaged that day.

B: In that case, we have to take a rain check on our appointment for a few days. Please come this afternoon if there is anything urgent coming up. I can spare you two hours.

A: Great! I'll be most delighted to come over and meet you in your office this afternoon.

B: Great! I'll be expecting you then.

A: Sure, we'll have a good reminiscences of our youth.

B: Definitely.

Dialogue 3

A: Will you be occupied at ten this morning, Professor Wang? I've got some problems with my reading comprehension.

B: I am sorry, but you can come at ten so that we can arrange a proper time convenient to both of us. Is that all right?

A: That will be fine. However, we Chinese students, sometimes, tend to seek an interview with professors without previous appointment.

B: That sounds interesting. As a matter of fact, I am available now if I can answer your questions within ten minutes.

A: Ten minutes will be enough. I wonder if there is any shortcut in the improvement of reading comprehension.