

COMMUNICATIVE KNOWLEDGE AND ENGLISH CONVERSATION

# 英美交际与英语会话

李杰 编著

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## 本书配录音带二卷

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# 前 言

世界正处于信息革命的时代，科学技术迅猛发展，交通和通信技术日新月异，从而使得世界各地的人们交往非常便利。在我国改革开放的今天，中外交往也空前频繁。英语作为国际交往中的主要语言之一，无疑在国际交往中起着十分重要的作用。因而很多人已经把学习英语作为一种时尚。可往往出现这样的情况：英语学习者在经过长时间的刻苦学习后效果却并不理想——仍不能用英语有效、得体地同外国人士进行交际。这正是本书要为这类学习者解决的问题。

社会语言学、语用学、应用语言学以及跨文化交际学等学科最新的研究成果表明：一个语言学习者要在言语交际活动中取得成功，单靠语言能力是不够的，他必须具备一定的交际能力；就外语学习者而言，其交际能力的高低与对目的语相关的文化知识的了解有着密切的关系，特别是与会直接影响言语交际的那一部分文化知识有关。因此，在英语学习中，人们已越来越重视英语国家的社会文化知识。

但目前已出版的同类书籍大多是有关英美国家社会、历史背景方面的，如各种版本的英美概况等，而专门涉及如何同英美人士进行交际、并把“英美交际文化知识同英语会话”有机地结合起来的书籍却难得见到。正是在如此的背景下，编著者在参考了大量的有关书籍和文章的基础上，运用社会语言学、语用学以及外语教学等方面的新观点，结合我国英语学习者的实际情况以及笔者长期从事涉外工作和英语教学的经验，编写了这本《英美交际与英语会话》。

该书在体系上采用了“交际文化知识 + 交际英语”相结合的方式，做到了有理论有实践。全书共有 25 个单元，其内容涉及工作、学习、生活、社交、娱乐、衣、食、住、行等现代社会生活的诸多方面。每一单元都由交际礼仪、常用的表达方式、对话式样、情景交际

对话、练习等几个部分组成。交际礼仪部分采用中文编写，并适当采用中、西比较的方式，对直接影响应用英语进行交际的种种文化因素作了介绍和比较分析，内容全面系统，通俗易懂。情景交际对话是根据场合的不同、角色的不同、时间的不同，由浅入深进行编写的日常交际会话；语言地道，新颖实用，具有相当的模仿性。为了更有效地提高交际能力，我们还设计了新颖、独特的练习，并在书后附有练习答案供学习者参考之用。

该书可供任何希望提高自己英语交际能力（特别是口语能力）的人使用：比如可以作大中专学校、成人院校、电大、职业学校的英语口语教材，也可以作外贸、旅游、宾馆等涉外部门的工作人员、出国留学人员、以及广大英语爱好者自学英语口语之用。

由于编著者的水平有限，加上时间仓促，谬误及不当之处恐怕难免，热情希望读者批评指正。

编 者

1996年8月于汕大龙泉园

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## Unit 1

## Greetings

### 招呼 and 问候

#### 一 交 际 礼 仪

东方人与西方人、中国人和外国人都有着不同的文化传统和风俗习惯，因此他们见面时相互招呼 (greeting) 的用语和习惯大相径庭。如果一个不了解英美文化、不熟悉英美风俗习惯的人，以本民族的问候方式去与英美人士打招呼，往往会使对方感到莫明其妙，或感到难堪，甚至会使对方产生误解，从而使交际受阻。

英美人见面时的招呼用语很多，且根据相互间熟悉的程度而有所变化。在不太熟悉的人之间，偶尔碰到打一声招呼，只需说：Hello/Hi/Good morning/Good afternoon 之类的话语就可以了。如果遇到熟人，往往可以多与对方说上几句，比如可以谈谈天气，或说一说即将要做的事情。英美人尊重别人的隐私 (privacy)，他们一般不打听对方的私事，包括婚姻状况、家庭情况 (问候家人除外)，更忌讳问对方的年龄和收入。特别是对女性，是不能够随便问其年龄的。在我国，很熟悉的人之间往往是无话不谈，无话不说，但如果以同样的语言习惯去同英美人进行交际，就会使对方感到尴尬和难以接受。

我们中国人见面时有一句常用客套话是：“你吃过饭吗？”，而对英美人说 “Have you had your meal?” 就有你打算邀请他一起外出用餐的意思。再如，汉语中的“上哪儿去？”和“到哪儿去啦？”这样的招呼用语，直译成英语就是 “Where are you going?” 和 “Where have you been?”。如果用这样的英语和英美人打招呼，他们听了就可能不高兴，他们的言语反应很可能是：“It's none of your business!” (你管得着吗?)。在英美国家，要去哪儿或去过什么地方、要干什么或已经干了什么，如此等等，都属个人的事情，一般是不允许他人问及



的。因此，和英美人打招呼切忌用中国人的语言习惯，这也包括各种手势（body language）。文化不同，各种手势所表达的意思也就不同，有时甚至还有相反的意思。比方说我们中国人在用手势招呼别人“过来”时，常常把手臂前伸，手心向下，弯曲手指数次，而英美人则把这种动作看作是招呼动物的手势。他们要人“过来”时是将手掌向上伸开，弯曲手指数次。

打招呼就免不了要关心对方的身体健康情况。实际上，关心别人、询问别人的健康情况，这是有教养、讲礼貌的表现，这可以说是所有文化的共同点。然而，由于文化的不同，我们中国人和英美人士在关心和询问的方式上以及言语表达上是有差异的。我们知道，“How are you?”（你好吗？）这一句英美国家人们见面时常用的问候语，并不是真的要问别人的身体健康情况如何，而只是作为一种寒暄。如果关系一般，回答时也只需说：“Fine, thank you.”（很好，谢谢。）在与英美人士相处时，有时当我们真的发觉对方看上去不太舒服，那也不能按照我们的习惯直截了当地问人家：“Are you sick?”（你生病了吗？）按照英语国家的习惯，对别人健康状况表示自己的关心与同情时，可采用下面几种问候方式，而且口气要委婉、诚恳：

You sound as though you've got a cold. 你看上去好象感冒了。

You seem rather tired. Are you OK? 你好象很疲倦，你好吗？

You look a bit pale. Are you feeling all right? 你脸色有点苍白，你感觉好吗？

你这样问了以后，如对方没有进一步的表示，你最好明智一些，马上岔开话题。即使对方承认他确是不太舒服，感觉不太好，那也不能采用中国人之间才使用的那些关心话语，说一些“要当心哦，小病不治会成大病的。”之类的话。按照英美人的习惯，一般可以说：“I do hope you'll be better soon.”（希望你尽快好起来。）等。

在我国表示对某人健康状况的关心，总是用一些带有劝告性的话语，比如说“Drink plenty of water.”（多喝水）、“Put on more clothes.”（多穿衣服）等。但英美人不习惯如此，除非他明确表示需要你给予建议或帮助，否则是不礼貌的。因为这样的劝告口气在他们

看来犹如家长在教育孩子时的口吻，这对强调个性独立的英美人士来说是不易接受的，因而是不得体的。当然，如果是劝他去看医生，就没有问题了。

## 二 交 际 英 语 会 话

### I. Useful Expressions 表达方式

#### A. 问候用语

1. Good morning, sir!      早上好，先生！
2. Hello, Mr. Bruth!      Bruth 先生，你好！
3. How are you, Mr. David?      你好吗，David 先生？
4. Hi, Tony. How are you?      喂，Tony，你好吗？
5. Hi, Brown. How are things with you?  
    喂，Brown，你的情况怎么样？
6. What's up? / What's new?      有什么事？/有新情况吗？
7. How's your life?      你的生活情况怎么样？
8. Hello, Mary. How are you?      喂，Mary！你好吗？
9. How is everything?      情况怎么样？
10. How is everything going?      一切都好吗？
11. How are you getting on with your work?      你的工作怎么样？
12. Long time no see!      好久不见！

#### B. 对问候语的应答

1. Good morning!      早上好！
2. Hello, Mr. Brown!      你好，Brown 先生！
3. How do you do?      你好！
4. Fine, thanks. And you?      很好，谢谢。你怎么样？
5. How are things with you?      你的情况怎么样？
6. Very well, thanks.      很好，谢谢。
7. Not bad.      不错。
8. I'm very well. Thank you. And you?

我很好，谢谢。你呢？

9. Very well, thank you. How about you?

很好，谢谢。你怎么样？

10. Fine, thank you. And you?      挺好的，谢谢。你呢？

11. Not bad. How about you?      还不错，你怎么样？

12. Yeah! Long time no see!      是的，好久不见了。

## II. Sample Dialogues 对话式样

### 1. First Meeting 初次见面的问候语

○A: How do you do! I'm pleased to meet you.

你好！见到你很高兴。

B: How do you do! Pleased to meet you, too.

你好！见到你我也很高兴。

○A: Hello! Nice to meet you.

你好！见到你很高兴。

B: Hi! Nice to meet you, too.

你好！见到你我也很高兴。

### 2. Everyday Greetings 日常见面的问候语

○A: Good morning, Mr. Jones!

早上好，Jones 先生！

B: Good morning, Miss Bell!

你好，Bell 小姐。

○A: Good evening!

晚上好！

B: Good evening!

晚上好！

○A: Hello, John!

John, 你好！

B: Hello, Mary!

你好，Mary！

○A: Hi, Tim!

Tim, 你好!

B: Hi, Jack!

你好, Jack!

### 3. Meeting after not seeing each other for some time 重逢时的问候语

○A: Hi. Nice to see you again.

你好, 很高兴再一次见到你!

B: Hi. Nice to meet you again, too.

你好, 再一次见到你我也很高兴!

○A: Hello. Nice to see you again.

您好, 很高兴再一次见到你!

B: Nice to see you, too. It's a long time since we met.

再一次见到你我也很高兴! 我们已好久没见面了!

○A: How are you getting on?

你过得怎么样?

B: Very well, thank you.

很好, 谢谢你。

○A: How are you doing?

你怎样?

B: Fine, thanks.

挺好的, 谢谢。

○A: How's everything with you?

你的一切情况还好吗?

B: Not bad. Thanks.

还不错, 谢谢。

### 4. Inquiring about someone's relations 问候时询问与对方有关的人的情况

○A: How's your wife?

你太太怎么样?

B: She's fine, thanks.

她很好, 谢谢。

○A: How's your family?

你的家里人都好吗?

B: They're fine, thank you.

他们都很好, 谢谢你。

○A: How's your brother getting on?

你兄弟的情况怎么样?

B: He's doing very well. Thank you.

他很好, 谢谢你。

## II. Situational Dialogues 情景对话

### Dialogue 1

(Jane and Mrs. Smith are colleagues. They meet each other one morning.)

Jane: Good morning, Mrs. Smith.

Mrs. Smith: Good morning.

Jane: How are you this morning, Mrs. Smith?

Mrs. Smith: I'm very well, thank you. And you?

Jane: Fine, thanks. How is Mr. Smith?

Mrs. Smith: Mr. Smith is fine, thank you.

Jane: Good-bye, Mrs. Smith.

Mrs. Smith: Good-bye, Jane. See you tomorrow.

### Dialogue 2

(Henry happens to meet Peter in the street.)

Henry: Hello, Peter! I haven't seen you for ages. How are you doing?

Peter: Quite well. How nice to see you again, Henry. I've been to New York for a month.

Henry: Really? Were you there on business?

Peter: No, I was there on holiday. By the way, how have you been

getting along recently?

Henry: Just fine, thanks. Well, I'm afraid I must be going now.  
Anyway, I'll call you sometime. Give my regards to your family.

Peter: Thank you, I will. So long.

Henry: See you.

### ***Dialogue 3***

(John meets Mr. Smith in the evening and offers a lift.)

John: Good evening, Mr. Smith.

Mr. Smith: Good evening, John.

John: How's everything with you?

Mr. Smith: Fine, thank you.

John: Are you going back to your hotel? If so, I can give you a lift. I'm going in that direction.

Mr. Smith: It's very kind of you, but the hotel is sending a car for me. Thank you all the same.

John: Here's my car. Good night, Mr. Smith.

Mr. Smith: Good night.

### ***Dialogue 4***

(Eva moves into a new house. One day her friend Tony comes to see her.)

Eva: Hi! Come in, please!

Tony: Hi, Eva!

Eva: How are you, Tony?

Tony: Just fine, thanks. And you, Eva?

Eva: Fine.

(Tony walks into the sitting room.)

Eva: Come and sit down. A cup of coffee?

Tony: Yes, please. Thanks. What a lovely home you have! And the garden!

Eva: Thank you. I'm so glad that you could come. This new house is much nicer than our old apartment. When you sit there by the window, you can have a splendid view of the garden as the sun goes down.

Tony: I can imagine. What are those tall flowers in the back?

Eva: Those are salvias. Would you like some?

Tony: Thanks, but we don't have a spot of sun to grow them in.

Eva: My husband mentioned that you are a specialist in shade flowers.

Tony: It's my wife. she is now writing a book for a wildlife federation.

Eva: Oh, I've got a shady corner that I've trouble with. Maybe she can give me some advice.

Tony: She will, if she has time for a look.

It's getting late. I'm afraid I have to go now.

Eva: Thank you for coming. See you.

Tony: See you! Bye.

#### **N. Exercises 练习**

1. Complete the following dialogues.

1) Linda: Hello. How are you?

Louis: \_\_\_\_\_.

Linda: Fine, thanks. Oh, excuse me, I must go to my office.  
Someone is coming to see me at ten. Good-bye.

Louis: \_\_\_\_\_.

2) Jack: \_\_\_\_\_.

Larry: Fine, thanks. And you?

Jack: \_\_\_\_\_.

Larry: No, I'm going to the library to borrow some books.

Jack: Then, I'll call you later. So long.

Larry: \_\_\_\_\_.

3) Sally: Morning, Tina!

Tina: \_\_\_\_\_.

Sally: You seem to be in a hurry.

Tina: Yes. I'm going to the hospital. My grandma is ill.

Sally: I won't hold you up then.

Tina: Right. See you later. \_\_\_\_\_.

Sally: \_\_\_\_\_.

2. What would you say in the following situations:

1) You meet your teacher of English in the street one morning; how do you greet him?

2) You meet an old friend whom you haven't seen for a long time; how do you greet him?

3) You meet a friend on the way to work in the morning; how would you greet him/her?

4) You see an acquaintance who has just returned from a trip; how would you greet her/him?

5) Someone who is just introduced to you; how would you greet her/him?

3. Decide what you should say by making a choice.

1) After you're introduced to someone, you say \_\_\_\_\_.

a. "Pleased to meet you."      b. "Nice meeting you."

c. "It's my great honor to know you."

2) When a man is introduced to a lady of similar age, he should \_\_\_\_\_.

a. kiss her hand.      b. embrace her.

c. greet her verbally.

3) You go to the airport to meet a friend of yours. When she/he finally arrives, you say \_\_\_\_\_.

a. "I have been waiting for you for a long time."



- b. "I'm so pleased to see you here."
  - c. "How much did you spend on your trip?"
- 4) If you catch the sight of your best friend in a crowded place, whom you haven't seen for a long time, you \_\_\_\_\_.
- a. shout out his/her nickname so that he or she can hear easily.
  - b. make you way to him/her and say hello.
  - c. ignore him/her.
- 5) When the person you have invited to your house arrives, you greet him/her by saying \_\_\_\_\_.
- a. "I'm expecting you."
  - b. "Hi, come in please."
  - c. "Why didn't you come so early this time?"
- 6) You meet someone again shortly after you said hello to him/her, you \_\_\_\_\_.
- a. say "How are you?" instead.
  - b. nod to him/her.
  - c. say or do nothing.
- 7) When two female friends meet on the street, they \_\_\_\_\_.
- a. kiss each other on the cheeks.
  - b. shake hands.
  - c. greet each other verbally.
- 8) When you go to a hospital to see your friend who is ill, you greet him by saying \_\_\_\_\_.
- a. You are so strong. Why are you ill?
  - b. How do you do?
  - c. I hope you'll be better soon.
4. The following greetings are not normally acceptable in English. Now write out the appropriate ones:
- 1) Have you had your meal?
  - 2) Have you had your breakfast?
  - 3) Have you had your lunch?
  - 4) Have you had your supper?
  - 5) Hello, where are you going? // What have you bought?
  - 6) Cleaning your car?