

**YOU AND ME**

—A Course in Spoken English

# **英 语 口 语 教 程**

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## YOU AND ME

—A Course in Spoken English

英语口语教程

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# Part I

## Unit 1

### Greetings, Introductions, Leave-taking

#### I. Introductory Remarks

Starting a conversation and bringing it to an end is what we practice every day. You've already learnt many simple and common English phrases such as "hello" and "good-bye". In fact, there are many more expressions used to greet people, to start a conversation and to end a conversation. In this unit, you'll study in great detail how native speakers perform these functions.

#### II. Models and Useful Expressions

##### Model 1

Listen to the tape and answer the following questions:

1. Is this a formal conversation? How do you know?
2. How do they greet each other?
3. What phrases do they use as signals to close the conversation?
4. How do they close the conversation? And how many turns do

they take?

##### Model 2

Listen to the tape, write down the expressions the speakers use to start the conversation, to greet each other and to introduce others as well as themselves.

1. starting \_\_\_\_\_

2. greeting \_\_\_\_\_

3. introduction \_\_\_\_\_

Discuss the following questions according to what you've heard:

1. How many speakers are involved in this conversation?

2. Do they know each other? What are the relationships of the speakers?

#### Model 3

Listen to the tape and consider the following questions;

1. Where might this conversation take place? Who are the speakers?

2. Do they greet each other? What expressions do they use to start the conversation?

3. How do they introduce themselves? How do they keep the conversation going?

4. Is this conversation a formal one?

#### Model 4

Listen to the tape and discuss the following questions;

1. What's the relationship between the speakers?

2. What phrases do they use to ask after one another?

3. What does the woman say about her family? How many members are there in her family?

4. What phrases do they use to end the conversation?

#### Model 5

Listen to the tape and discuss the following questions;

1. Who are the speakers?

2. Why is one leaving?

3. What have they been doing together?

4. What will happen next June?

5. How many turns do they take to say farewell and what expressions do they adopt?

### Useful Expressions

In all oral communication, there must be ways to show that communication is about to begin, and ways to show that it is about to end.

#### 1. Greetings

The most common way to start a conversation is an exchange of greetings. Greetings differ according to the setting (eg. phone calls, meetings, classrooms ) and people's relationship.

Consider you meet a friend on the way to class. What will you say? And what do you think your friend will answer? You will probably say: Hello, Xiao Wang. And your friend may say: Hello, Li Ming.

Here are some often used expressions for greeting:

formal		respons
↓	Good morning! (afternoon, evening)	Good morning.
↓	Hello, Michael.	Hello, John.
↓	Hi, Mike!	Hi.
↓	Morning!	Hi.
informal	Hi, there!	Hi there. American Usage)

If you haven't seen somebody for a while, you may say further:  
How nice to see you here.

What a pleasant surprise! (showing that it is an unexpected  
meeting)

Fancy meeting you here.

Haven't seen you for ages.

It's been a long time.

Long time no see!

What brings you here today?

(These expressions are used between friends. )

The opening of a conversation may include a "how are you" sequence. The usual response is "okay" or "fine". A neutral response allows the first speaker to conclude the opening and turn to the topic of conversation.

The patterns are;

	response
How are you?	Fine, thanks, and you?
How are things with you?	Very well, thank you. Not bad,
How (are) you doing?	Pretty good, thank you.
How's everything?	Fine, thanks.
Anything new?	Oh, nothing.

If you start a conversation with a person you don't know, some appropriate ways of doing so are;

	response
Excuse me, do you mind if I sit here?	No, not at all.
Excuse me asking, but is this seat occupied?	No, take the seat please.
Excuse me, anyone sitting here?	No.

## 2. Introductions

Introductions are important on many occasions. For example, if you are with one friend and meet another, you should introduce the two to each other.



While introducing somebody, you should take into consideration such factors as who (their social status), where (occasion) and how.

Suppose you are introducing the chairman of the English Department to an education delegation from some foreign country, you should use one of the following patterns:

	response
May I introduce professor Ma Lei, Chairman of the English Department?	I'm glad to have this opportunity to meet you.
Let me introduce to you professor Ma Lei, Chairman of the English Department.	It's my pleasure to meet you.
I'd like to introduce Professor Ma Lei, Chairman of the English Department.	I'm very glad to make your acquaintance.
Doctor Smith, I'd like you to meet our Chairman, Professor Ma Lei.	How do you do, Professor Ma?

Or, if you are the host of a party, you should introduce each new guest to the group. You can say:

	response
This is Michael Jackson, he is in my music class.	Hello, nice meeting you. (or just nod and smile. )
Oh, here's Mike.	Hi.
Billy, meet Mike.	Nice to see you.

Billy, you know Mike Jackson, don't you?	Yes, I think we've met.
--	-------------------------

Then you introduce others to the new guest:

"Mike, this is Billy Stone, Tom Smith and Ann Ford."

Sometimes you may have to introduce yourself. On more formal occasions, you say:

	response
Allow me to introduce myself; Ma Lei.	Pleased to meet you.
May I introduce myself; Ma Lei, Chairman of the English Department.	How do you do, Mr. Ma?

On less formal occasions, you say:

	response
Excuse me, I don't think (believe) we've met before. I'm Ma Lei.	No, I don't think so. Glad to meet you. I'm Sandra Hedge.
Excuse me, my name is Ma Lei.	Oh yes, I've heard so much about you. How do you do?
Hello, I'm Ma Lei.	Hi, I'm Sandra Hedge.

### 3. Preclosing

Before you take leave, you should say something to close your conversation. If your closing is too abrupt, you may be thought to be angry or rude, as though you were in a hurry to get away. But it should not be too extended, either.

Here are some expressions for preclosing a conversation:

	response
I hope you'll excuse me, but I have to go now, someone is waiting for me.	All right, then, thank you for coming.
I hope you'll excuse me, but I really think I must be going.	Well, if you insist.
Please forgive me, but I'm afraid I can't stay any longer.	Well, won't you stay a bit longer?
I hope you don't mind, but I really have to go now.	Well, if you insist.
I'm afraid I've taken up too much of your time.	You're welcome.
It was nice meeting you.	Yeah, great seeing you. Same here.
It's been very interesting talking to you, but I mustn't stay any longer.	I've enjoyed it, too. It was fun.
Well, thank you for help. I've enjoyed talking to you.	My pleasure.
Maybe we can get together sometime.	Sounds good.

#### 4. Leave-taking

	response
Good night, Michael.	Good night, Bob.
Have a nice weekend.	You, too.
Talk to you later..	Bye. Take it easy.
See you later.	So long. Take care.
Bye.	Bye-bye.
So long.	Good-bye.
See you.	See you.

### III . Practice and Activities

#### A. Controlled practice

Directions: Complete the conversations orally with appropriate expressions, taking into account the relationship between the speakers and the level of formality.

1.

A: Hi, Jack. How are you?

B: \_\_\_\_\_.

A: Not bad. What's new?

B: \_\_\_\_\_.

2.

A: Well, that's very interesting, but I'm afraid \_\_\_\_\_

B: All right. Maybe. I'll be talking to you \_\_\_\_\_

A: \_\_\_\_\_ . (Leave-taking)

B: \_\_\_\_\_ . (Leave-taking)

3.

A: Why, Jack! \_\_\_\_\_.

B: Oh, I \_\_\_\_\_ . And I \_\_\_\_\_

\_\_\_\_\_, Mary. (Introducing)

A: \_\_\_\_\_ . It's a pleasure to meet you.

C: \_\_\_\_\_.

A: Do come in, both of you.

4.

A: Hi, Jack. How's school going?

B: \_\_\_\_\_ . I finally got the grant to go to graduate school.

A: \_\_\_\_\_ . Are you doing a Master's degree?

B: \_\_\_\_\_. I'm going to do it in electronics.

A: \_\_\_\_\_ an interesting field.

B: It is to me.

A: You've got a degree in physics, haven't you?

B: \_\_\_\_\_. Just a Bachelor. You see, electronics is a far better field for me. I've always been interested in it. \_\_\_\_\_ you?

A: \_\_\_\_\_.

B: What do you plan to do after you finish?

A: I haven't decided yet, but probably \_\_\_\_\_.

B: Well, it seems we've got some years of hard study ahead of

us.

A: \_\_\_\_\_. (preclosing)

B: \_\_\_\_\_ bye.

5.

A: By the way \_\_\_\_\_.

B: It's about 10:10.

A: \_\_\_\_\_?! Already?! \_\_\_\_\_ so late.

B: I didn't either.

A: \_\_\_\_\_ get to my

English class.

B: Oh! You'd better hurry! \_\_\_\_\_.

A: \_\_\_\_\_.

B: \_\_\_\_\_.

6.

A: Excuse me, but don't I \_\_\_\_\_?

B: No, \_\_\_\_\_.

A: Sure. Didn't you attend a party at Nancy's house last weekend?

B: No. \_\_\_\_\_. You must have me confused with

somebody else.

A: Oh, \_\_\_\_\_. I guess I made a mistake.

### B. Cued practice

1. On the way to the library, you meet a friend who has just graduated from college and started work.

A	B
• Greet B, express surprise	• Return greeting
• Ask about B's work	• Reply, ask about A's studies
• Reply, preclose	• Reply, close
• Reply	

2. You and your friend (C) are doing some shopping. In the department store, you meet your former teacher (B) unexpectedly.

A	B	C
• Greet B	• Return greeting	•
• Introduce C to B	•	• Greet B
•	• Return greeting, Ask about C's profession and the like	• Reply
• Ask about B	• Reply, ask about A's studies	•
• Reply	• Preclose	•
• Reply, close	• Reply	• Reply to closing

3. Suppose you're attending a lecture, try to start a talk with

your neighbor(s) on "Toward Better English" before the lecture begins.

4. You have spent a week at a friend's home. Your friend and his family receive you warmly. Before departure, you try to say something to express your gratitude and say farewell to them.

C. Free practice

The class consists of students from different departments. This is the first time you've met each other. The whole class stand up and try to talk to as many people as possible about yourself, your family background, your life and studies and possibly your future plans.

## Unit 2

### Invitations, Appointments, Thanks

#### I . Introductory Remarks

The first part of this unit is focused on invitations and appointments—how to make them and how to respond to them. On some special occasions, like receptions by the university's president, or weddings and anniversaries, written invitations are preferred. However, in many cases, spoken invitations will do. More often people don't start a conversation directly with the invitation. Instead, people want to make sure if the person being invited is free at a certain time, or tell the listener the plan to make sure if he is interested in. This can be called the prelude. Then, as a third step, the listener can decide whether to accept it or refuse it. Accepting is very easy. All you should do is to express your pleasure and thanks and then get the details about the time, place and so on. If you have to refuse it, you should make apologies, give the reason and express thanks just the same. Making appointments or arrangements is similar to making invitations in many ways. The main difference lies in the fact you may work together with your partner to arrange the meeting. The time or place should be convenient to both of you.

In the second part, you'll look at various situations that require an expression of thanks. In daily life, you may want to thank people for help, gifts, services, invitations and compliments. What's more, you may find yourself at a loss to respond to the compliments, which are so much different from Chinese conventions.



## II. Models and useful expressions

### Model 1

Answer the following questions according to what you hear on the tape:

1. What are the speakers? How formal is the dialogue?
2. What does Alan do before extending the invitation?
3. What expressions are used to make the invitation?
4. How does Mr. Richard respond to it?
5. What does Alan invite Mr. Richard to do? When? Where?

### Model 2

Answer the following questions according to what you hear on the tape:

1. Describe the relationship between the speakers.
2. What does Mike say before extending the invitation? How does Alan reply?
3. What does Mike plan to do?
4. What is the result of the invitation? Why? What phrases are used?

### Model 3

Listen to the tape and answer the following questions:

1. Who are the speakers? Do they know each other?
2. For what purpose does Mike make the call?
3. Has he achieved his goal? How do you know?
4. How does he conduct the conversation toward his goal?
5. When will Mike come and see professor Richard?

### Model 4

Listen to the tape and answer the following questions:

1. What do they plan to do?
2. What expressions are used to make the appointment?