

北京人民广播电台外语广播讲座

出国人员实用英语会话  
辅 导 手 册

Carolyn Hughes 黄震华 播讲

亢亚志 张大楨 整理

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Fŭ Dǎo Shǒu Cè

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## Unit 1

## Dialogue A

## EXPLANATION

1. granted 是过去分词,有‘已经给予’的意思, e.g.  
     permission granted  
     scholarship granted
2. has arranged to do something 约好了, 作好了安排干某事,  
     e.g.  
         He has arranged to pay a visit to the president of the  
             university.  
         He has arranged to go to the Great Wall on Sunday.
3. excuse me 对不起  
     这是在离开或打断某人说话, 打断某人做事, 或在表示不同意, 或举止失礼时的道歉语, e.g.  
         Excuse me. Can you tell me the way to the Summer  
             Palace?  
         Excuse me. Where is Imperial College?  
         Excuse me, but I can't agree with you there.
4. must be 准是。表示一种推测, e.g.  
     It must be Professor Robinson.  
     It must be Beethoven's symphony No. 4.
5. take 耗费多少时间, 需要多少时间, e.g.  
     — How long does it take to go to the Great Wall?  
     — It takes two hours to go there by car.  
     It took me three hours to write the essay.

## UNIT 1

It doesn't take long It's only five minutes' walk.

6. This hotel is such a long way out of town. — This hotel is so far away from town

请注意这里的词序

She is such a good scientist.

It is such a beautiful park.

It is such a cold day.

7. would like 要, 想要。后面可以接不定式, 或者名词, e.g.

— What would you like to have?

— I'll have roast duck, please.

— What would you like to drink?

— A white coffee, please.

— What would you like to drink, tea or coffee?

— Tea, please

— How would you like to have your tea, with or without sugar?

— Without, please.

I'd like a coke.

I'd like a beer

I'd like — I would like

- 8 have to 必须, 不得不, 得, e.g.

I'll have to buy two tickets beforehand.

You'll have to finish it before Tuesday.

- 9 lodgings — a room in someone's private home where the lodger eats one or more meals with the family

10. to share 合住, 合用, e.g.

share a flat

share a room

share the responsibility

share the losses

11. do 适合, 对... 合宜, 对... 够用, e.g.  
That would do me very well
12. take a message 传一个话, 让对方留一个话, 还可以说 pass on a message, 而 leave a message 是留一个话的意思。
13. Look at the time. 在这里是时间不早啦的意思。还可以说  
Oh, it's already very late. I'd better go  
It's high time for me to go.  
It's already five o'clock.
14. anyway 不管怎样, 无论如何  
在回答对方邀请时, 应注意 thanks anyway 是表示“不啦”, “谢谢”。如只说 thanks 则含义是“好的”, “我要”。表示婉言拒绝还可以说.  
No, thanks.  
Thanks just the same.
15. look forward to  
to 是介词, 后面跟名词或动名词, 因此要说 look forward to seeing you 而不能用 to see, e.g.  
We'll look forward to seeing you again soon.

## USAGE AND ALTERNATIVES

1. When you meet somebody for the first time there are several things you can say.  
— Excuse me, is your name Mr. Li?  
— Yes, it is. And you must be Dr. O'Ryan.  
— Excuse me, are you Mr. Huang?  
— Yes, I am. And your name is ...  
— Miss Jones.

## UNIT 1

- Are you Dr O’Ryan by any chance?
- Yes, I am. And you must be .
- Mrs. Taylor
- I m very pleased to meet you.
- Likewise.
- I’m very glad to meet you.
- Pleased to meet you

### 2. take

- Did it take you long to get here?
- Oh no. Only half an hour
- Did it take you long to get here?
- Not long. Only about 10 minutes.
- How long did it take you to get here?
- Quite a while. Over an hour.
- How long did it take you to get here?
- Too long More than two hours.

### 3. by

- How did you get here?
- I came by train. How did you come?
- By bike.

### 4. out of

This hotel is such a long way out of town.  
This hotel is such a long way from town.

### 5. let’s

- Let’s find a place to sit and talk.
- OK. How about this coffee bar?
- Let’s find somewhere to sit and talk.
- There’s a cafe over there.

## 6. would like

- What would you like to drink?
- I'd like a coke with lots of ice.
- What will you have to drink?
- A black coffee for me.
- Would you like anything to eat?
- No, thanks. Not just now.

## 7.

- I've got some good news for you.
- Oh, really. What is it?
- You've been accepted by Imperial College.
- That's great!

## 8. When talking about time generally, we can say:

- the beginning of the week / month / year
- or the middle of the week / month / year
- or the end of the week / month / year
- We hope you can arrive by the end of September.
- I'm afraid I can't go until the beginning of October.

## 9. to settle in — to get used to a place

- When should I arrive in London?
- By the end of August. That should give you time to settle in before term begins.
- I hear you've moved again.
- Yes. It took me only a few days to settle into my new flat.

## 10. have to

- I'll have to go to the British Embassy.
- What for?
- To enquire about a visa.
- I must go to the airport.

## UNIT 1

- Why?
- To ask about flights to London.

### 11. choice

- Where will I live when I get to London?
- Well, you have a choice of a flat or a hotel.
- I'd prefer a flat.
- How will I get to the college?
- You have a choice of transport. You can go by tube or by bus.

### choose

- I don't know what to choose. What do you suggest?
- That hotel is cheap. But a flat is cheaper.
- I think a study bedroom on campus would do me because it's the cheapest.
- I don't know what to choose. What do you think?
- A hotel near the railway station is convenient.

### 12. exactly

- Where is Imperial College exactly?
- It's in West London, near Hyde Park.
- I'd like to know exactly when you'll be arriving in London.
- I'll be in London at the beginning of October.
- How exactly do you plan to travel there?
- By plane via Hong Kong and Karachi.

### 13. as soon as

- As soon as you get your ticket, let me know.
- Of course. I'll write as soon as I have any news.
- As soon as you arrive, phone me.

- Certainly.
- How do I get to the College?
- As soon as you leave the station, turn left.

## 14 message

- Would you like me to take a message to Frank?
- Yes. Please tell him I'll be in London before the end of this month.
- Would you mind taking Frank a message?
- Not at all. What is it?
- Please send him my best wishes and tell him my visa will come through in two weeks.
- Any message for Frank?
- Please give him my best regards and tell him I'm looking forward to meeting him.

## 15.

- When are you leaving for London?
- Next week. I'm really looking forward to it.
- Would you like to leave a message?
- No. I'll phone again later.

## 16 must

- Will you stay for lunch?
- Thanks anyway, but I must get a move on. I have to get back to the office.
- Do you have time for a coffee?
- I'm afraid not. I must catch the last bus home.

## ADDITIONAL DIALOGUES

- Excuse me, are you Professor Jones by any chance?
- Yes, I am. And your name must be John Taylor

## UNIT 1

- That's right. I'm very glad to meet you.
- Likewise. Please take a seat.
- Thank you.
- I'm pleased to tell you that you have been invited to Oxford University as a visiting scholar.
- That is good news.
- How long will it take you to make all the necessary arrangements?
- Not too long. About one month. I should be in Oxford by the beginning of next year.
- That's fine. I'll be looking forward to meeting you again in January then.
- Hello, Mr. Li. I'm so glad to see you again.
- Same here.
- Let's find somewhere to have a drink. What would you like?
- I'll have a coffee.
- How would you like it?
- Black with two sugars.
- (to waiter) One black coffee with two sugars and one white coffee without sugar, please.
- I hear you are going to the States soon.
- That's right. I'm going for a conference.
- When will you leave?
- I hope to leave at the end of this month. But first I have to go to the airlines to find out about flights to New York.
- Look at the time. I really must be going. It's been nice talking to you.
- Won't you stay for dinner?
- Thank you anyway but I have arranged to meet some friends in town at 8. I'd better get a move on. Goodbye. I'll see you after you get back from the States.

## ANSWERS TO WRITTEN EXERCISE

Dear Mr. Li,

I am glad to tell you that you have been accepted by the Imperial College of Science and Technology as a graduate research student.

We hope you can arrive in London by mid-September so that you will have time to settle in before term begins.

Will it take you very long to get a visa? Let me know as soon as possible which flight you will be coming on, its arrival time and the name of the airport. I will meet you at the airport and drive you to Imperial College.

I am very pleased that you have been accepted by our College and I am looking forward to meeting you very much.

Yours sincerely,

Professor Robinson

Dear Professor Robinson,

Thank you very much for your letter. I am sorry for not writing earlier. The reason is that my visa didn't come through until September the first. I have got a plane ticket for Saturday, September 15. The flight number is CAAC 937. It leaves Beijing at 9 p.m. local time, and arrives at Gatwick Airport on Sunday morning at 8 a.m. GMT.

It is very kind of you to offer to meet me at the airport. I am really looking forward to meeting you. I would like to live on the university campus if that can be arranged.

Thanks again for your kindness and send my regards to your wife and family.

Yours sincerely,

Mr. Li

## UNIT 1

### Dialogue B

#### EXPLANATION

1. to make arrangements to do something or to make arrangements for something, e.g.

He has made arrangements for the party.

We have made every arrangement for his visit.

2. on time — at the right time, in accordance with the time table 准时, 按时, e.g.

Do the trains ever arrive on time?

in time — early or soon enough 恰好, 及时, 赶上, e.g.

Will you be home in time for supper?

ahead of time 提前, e.g.

She got to the cinema an hour ahead of time.

behind time 迟到, e.g.

The conference is running a day behind time.

in the meantime 同时, e.g.

In the meantime why don't you do some sightseeing?

right on time “right” 是恰好或 exactly 的意思, 表示加强语气, e.g.

My flight left right on time.

3. visa application — application for a visa; 动词是 to apply for a visa, e.g.

Have you filled out your visa application yet?

I made an application for a visa two months ago.

She applied for a visa a long time ago.

4. to take 乘坐, e.g.

take a seat, take a train, take a bus

to take 采取行动, 吃, 喝, e.g.

take a trip, take a walk, take a rest, take a break, take a cup of tea, take a meal, take a deep breath

5. to make 使……成为, e.g.

He tries to make his son a scientist.

You'll never make him (into) a businessman. He is too lazy.

Her husband could not make her happy.

We hope to make China a developed socialist country by the end of the century.

6. There are a few questions I would like to ask you if I may. if I may 如果我可以的话, 这是提出自己的意愿后略表客气, 而 May I ask you a few questions? 是在征求对方同意, e.g.

I would like to come with you if I may.

I would like to join the football team if I may.

7. go ahead — continue with what you are about to say or do 请. ...吧, (回答别人请求时表示同意的话), right 表示加强语气, e.g.

— May I ask you a few questions?

— Go ahead, please.

— May I go on reading?

— Go right ahead.

8. have been accepted 是现在完成时被动语态, e.g.

Has the contract been typed out?

Has he been admitted?

Has the bridge been finished?

9. intend 打算, 名词是 intention, e.g.

How long do you intend to stay?

## UNIT 1

Where do you intend to go?

He doesn't intend to join the club.

What is his intention?

10. cover 覆盖, 包裹, 涉及, 足以弥补, e.g.

Her research covered a wide field.

The rules cover all cases.

He once covered a mile in three minutes.

Does the scholarship cover the tuition fee?

11. remain 留在, 继续保持某种状态。此处与 stay 相同, e.g.

I remained three weeks in London.

She remains unmarried.

Much remains to be done.

12. to be ready 准备好的, 下了决心的, 随时可以的 (主语可以是人, 也可以是某事。), e.g.

Dinner is ready.

I have got everything ready.

I'm ready to go.

I'm always ready.

He is always ready to criticize others.

## USAGE AND ALTERNATIVES

- 1 — Good morning. My name is Li Hua. I'm a scientist from the Chinese Academy of Social Sciences.  
— Oh yes. How do you do, Mr. Li? You have come to discuss your visa application?  
— That's right.
2. — Good afternoon. What can I do for you?  
— Good afternoon. My name is Mrs. Wang of the Institute of Management. I have an appointment with the consul at 2 p.m.

## UNIT 1

- You're a few minutes early. Would you take a seat?  
The consul will be free shortly.
- Thank you.
3. — Why do you want to go to the States?  
— I'm going with an official government delegation.
4. — What is the purpose of your visit to Japan?  
— I'm taking part in an International Trade Conference in Tokyo.
5. — Do you have a letter of invitation?  
— Yes. Here is a letter from the conference organizers.
6. — Who will cover your expenses?  
— My government will finance my trip.
7. — Who will finance your stay?  
— The host organization will pay all my expenses.
8. — How long do you plan to stay in Tokyo?  
— About two months.
9. — How long will the conference last?  
— Only a fortnight. But I would like to stay for one month.
10. — How long is your scholarship for?  
— My scholarship covers the whole year.
11. — Has your accommodation been arranged?  
— Yes. The university has given me a room on campus.
12. — What arrangements have been made for your accommodation?  
— I'm still waiting to hear from the university. I hope to get a room in the University Hall of Residence.
13. — How long will my visa take to come through?  
— About three weeks.