



中等职业教育规划教材

根据教育部中等职业学校新教学指导要求编写

ENGLISH

# 实用交际英语

*Practical English for Communication*

中等职业教育规划教材编写组

张 竞 主编



外文出版社  
FOREIGN LANGUAGES PRESS



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# 前言

《实用交际英语》是一本适合中职中专学生学习的教材。在编写过程中既注重了对学生语言应用能力的培养,又考虑到了中等职业学校教学的特点,使考、教融为一体。本教材的难度由浅入深,内容丰富,形式多样,集知识和趣味于一体。同时,以听、说为先导,以培养学生的英语应用能力为主要目的,符合市场的需求。

## 一、编写原则

### 1. 紧扣《中等职业英语教学大纲》(试行)

本教材的话题及选材都依据《中等职业英语教学大纲》(试行)给出的“话题”及“日常交际用语简表”的要求而设置。内容符合《中等职业英语教学大纲》(试行)对专业英语的要求。

### 2. 注重语言的的实际应用能力

本书根据不同的话题,列举了丰富的场景词汇及句式表达,为学习者提供大量的语言元素,也为学生在不同的场景下语言的实际应用奠定基础。本书练习以任务型练习、场景模拟为主,注重听、说技能的培养。

### 3. 互动性强,方便教学

本书每课都有精彩易懂的导入(Lead in)部分,便于调动学生的积极性,活跃课堂气氛。每段对话都有一个模拟任务(Task),让学生在互动中学习。同时,词汇、对话及阅读都配有录音,方便学生练习听力和跟读。

## 二、编写体例

本书共有16课。每课主要由厚积薄发、身临其境、游刃有余和时文阅读四部分组成,另外在每课的开始还有一个引出话题的导入部分(Lead in)。各部分具体内容如下:

1. 导入部分(Lead in):本部分内容简单易懂,图文并茂,用于引出本课话题,并附有(Speak up)活动,以活跃气氛,激发学生说的欲望。

2. 厚积薄发(Section 1):本部分又分为:Words and Phrases, Wonderful Expressions 和 Focus on 三部分。前两个部分给出了与话题相关的词汇、短语以及经典表达。本部分内容不要求学生死记硬背,而是以知识库的形式为学生在语言的实际应用时提供丰富的资料。Focus on部分特别针对最常用的句型及结构做了讲解。

3. 身临其境(Section 2):本部分分为 Western Customs 和 Situational Dialogues 两部分。所谓“入乡随俗,入国问禁”,学习别国的语言,就要遵守别国的风俗及语言习惯。Western Customs 部分根据话题不同给出了一些西方的风俗及交际中的注意事项,使学生在学语言

的同时了解中西方文化的差异。Situational Dialogues 包含几段紧扣本课话题的对话,为学生提供学习和模拟的样例,同时附有注释,以便于理解。每段对话后都有一个互动任务(Task),要求老师组织学生进行对话模拟演练。

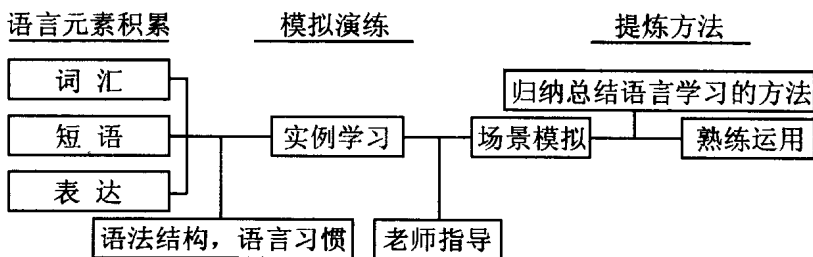
4. 游刃有余(Section 3):本部分主要对本课学习的内容进行巩固,并通过讨论(Discussion)、场景模拟(Put on performance)和发表观点(Show opinions)等丰富的题型使学生提升语言运用能力。

5. 时文阅读(Section 4):本部分提供一篇与主题相关的短文供学生阅读,以拓展视野。

### 三、建议学习方法

学习语言是一个循序渐进的过程:编者认为第一步要积累语言元素(词汇,短语,表达等),第二步就是对已有的实例(场景对话)进行学习和分析,学习语言元素在真实场景如何运用,之后就是在语法结构和语言习惯的规范和教师的指导下进行场景模拟,以达到语言熟练运用的目的,并最终能够运用所学的语言元素自如地表达自己的思想。如图:

Constructivism:



### 四、建议课时安排

由于全国各地中等职业学校的办学情况有所不同,对学生的要求也存在一定的差异,因此在教学安排方面也不尽相同,这里编者就课时分配给出一些参考建议:

本书共 16 课,建议每课教学时数为 3 课时,2 课时讲解课文主要内容,1 课时复习学习内容并完成练习。其中第 16 课 Job Hunting 可以适当增加课时。建议在教学过程中每 4 课进行一次小测试,包括书面测试及口语演练,以巩固所学知识并及时发现学生学习时出现的问题。

本书配有录音磁带(需另购)录音带内容均由英美专家朗读,既适合作为中职学生课堂教材使用,也适合自学者练习口语和听力。我们力求做到语言表达纯正、地道、简洁、实用。

限于编者的精力和水平,书中难免存在一些不足和缺点,恳请广大读者批评指正。

编者

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# 1 Greetings & Introductions

寒暄介绍

## ... Lesson



### Lead in

First impressions are a really important aspect of social contact. People shake hands when first introduced to new people, and sometimes they shake hands when parting. In a formal situation in Western society, you may see social kissing; this is acceptable between men and women and also between women who know each other very well. Introducing yourself and others in the correct way is fraught with various do's and don'ts of etiquette. Then how to make greetings & introductions to others? If you want to know that, come in!



**Speak up:** Think about any words or expressions you know about the topic—greetings & introductions, and speak them up in English. What are the different customs between Chinese and Western people when they meet and introduce each other?





## Lesson 1

## Greetings & Introductions



### Section 1 厚积薄发

#### 1. Words and Phrases

Learn these words and make sentences with them.

##### ► A. 寒暄类词汇

fine /faɪn/ *adj.* (身体)好的

glad /glæd/ *adj.* 高兴的

greeting /'gri:tɪŋ/ *n.* 招呼, 问候

nice /naɪs/ *adj.* 令人愉快的

regards /rɪ'ga:dz/ *n.* 问候, 致意

well /wel/ *adj.* (身体)好的, 健康的

all right 很好

same as ever 老样子

##### ► B. 形容他人的词汇

appreciation /əˌpri:ʃɪ'eɪʃən/ *n.* 感激

cold-hearted /kəʊld'hɑ:tɪd/ *adj.*

无情的, 狠心的

considerate /kən'sɪdərɪt/ *adj.* 体谅的

diligent /'dɪlɪdʒənt/ *adj.* 勤奋的

envious /'envɪəs/ *adj.* 羡慕的, 嫉妒的

friendly /'frendli/ *adj.* 友好的

generous /'dʒenərəs/ *adj.* 慷慨的

graceful /'greɪsfʊl/ *adj.* 优雅的, 雅致的

kind /kaɪnd/ *adj.* 仁慈的, 和蔼的

merciful /'mɜ:sɪfʊl/ *adj.* 宽恕的, 宽大的

middle-aged /'mɪdl'eɪdʒɪd/ *adj.* 中年的

pretty /'prɪti/ *adj.* 漂亮的

sincere /sɪn'sɪə/ *adj.* 诚恳的, 诚心的

slim /slɪm/ *adj.* 苗条的

sympathy /'sɪmpəθɪ/ *n.* 同情, 同情心

thankful /'θæŋkfəl/ *adj.* 感谢的, 感激的

thoughtful /'θɔ:tful/ *adj.* 考虑周到的

understanding /ʌndə'stændɪŋ/ *adj.*

通情达理的

warm-hearted /,wɔ:m'hɑ:tɪd/ *adj.*

好心的, 热情的

##### ► C. 介绍类词汇

allow /ə'laʊ/ *v.* 允许

boss /bɒs/ *n.* 老板

card /kɑ:d/ *n.* 名片

colleague /'kɒli:g/ *n.* 同事

hear /hɪə/ *v.* 听说

introduce /ɪntrə'dju:s/ *v.* 介绍

let /let/ *v.* 允许

meet /mi:t/ *v.* 会面

remember /rɪ'membə/ *v.* 记住

roommate /'ru:mmeɪt/ *n.* 室友

secretary /'sekrətəri/ *n.* 秘书

C. E. O. 首席执行官

C. F. O. 首席财政官

come and meet 来见面

family name (外国人姓名中的) 姓

first name (外国人姓名中的) 名

keep in touch 保持联系

with pleasure 很高兴, 很荣幸

## 2. Wonderful Expressions

**Look through all these expressions.**

Hi! How are you doing?

喂！你好吗？

How is everything?

近来怎么样？

Glad to see you here.

很高兴在这儿见到你。

Very well. What about you?

我很好，你呢？

I'm doing well.

我很好。

What a pleasant surprise to meet you here!

真没想到会在这儿遇到你。

How's your weekend?

你周末过得怎么样？

I'm very well indeed, thank you.

我确实很好，谢谢。

Are you feeling better?

你感觉好些了吗？

How nice to meet you.

见到你真高兴。

Helen has told me all about you.

海伦对我讲了所有关于你的事。

I've been wanting to meet you for some time.

很久以来我一直想见你。

I'm delighted to make your acquaintance.

认识你我感到非常高兴。

It's a privilege to know you.

认识你是我的荣幸。

Jack, I'd like you to meet my girlfriend, Juliet.

杰克，我想让你见见我的女朋友朱丽叶。

Let me introduce my friend Jim.

让我介绍一下我的朋友吉姆。

I don't believe we've met. I'm Harry Smith.

我想我们没有见过面。我是哈利·史密斯。

I think I've seen you somewhere before.

I'm Tom Green.

我觉得以前在什么地方见过你。我是汤姆·格林。

May I have your name, please?

你贵姓？

This is the first time we have met.

这是我们第一次见面。

Pleased to meet you.

很高兴见到你。

Have we met before?

我们以前见过面吗？

You look familiar.

你看上去面熟。

I've heard so much about you.

久仰，久仰。



## Lesson 1

## Greetings & Introductions

### 3. Focus on

Learn how to use these sentence structures and expressions.

(1) *How are you getting on?* 你近来怎么样? 这句话用于朋友间见面打招呼, 类似的语句还有: *How are you doing these days?* *How is everything?* 等。

(2) *This is...* 这是…。这句话主要用于介绍他人。类似的表达还有: *Let me introduce... to you.* 或者 *Please allow me to introduce...* 等。

(3) *Long time no see!* 好久不见! 用于很久没见面的朋友时打招呼, 其意义与作用等同于“*Haven't seen you for a long time.*”

## Section 2 身临其境

### 1. Western Customs

When in Rome, do as the Romans do.

由于文化的差异, 西方人见面寒暄以及相互介绍时与我们有很多不同之处:

#### 【初次见面】

西方人初次见面时, 一般都说“*How do you do?*”或者“*Nice to meet you.*”等。

#### 【熟人或者朋友见面】

熟人或者朋友见面, 西方人通常说“*Hi!*”, “*Hello!*”, “*How are you?*”等即可。

#### 【迎接客人】

假如是在车站或者机场接待客人, 中国人一般会说“路途辛苦了”, 但是这对于英美客人就不是一句得体的问候语了。对西方客人我们通常说“*Did you have a good trip?*”等。

#### 【介绍】

介绍分为介绍他人和自我介绍两种情况。介绍他人时, 通常先将年轻人介绍给年长者; 先将男性介绍给女性; 先将职务低者介绍给职务高者。常用的句型是: “*This is Mr. / Mrs. / Miss...*” 没有他人引见时, 可主动自我介绍, 先说声“*Hello. / Hi.*”, 然后自报姓名, 简单介绍一下个人情况。对方听到你的自我介绍, 自然会作出相应的反应。

#### 【称呼】

亲朋好友、兄弟姐妹之间可直接称呼名字, 这样称呼没有不尊重对方的意思, 反而使人觉得亲切。不熟悉的人的姓氏前加“*Mr.*”“*Mrs.*”“*Miss*”或者“*Ms.*”。“*Mr.*”用于男子; “*Mrs.*”用于已婚女士; “*Miss*”用于未婚女士; 对婚姻状况不明的可以用“*Ms.*”。

#### 【道别】

分别时, 中国人通常说“你走好”, “你慢走”, 而西方人道别时通常说“*Bye.*”, “*See you later.*”等。

## 2. Situational Dialogues

### Dialogue 1

A: Fancy meeting you here<sup>1</sup>, Jack!

B: Oh, it's you! Tom. What a surprise<sup>2</sup>!

A: How are you?

B: Fine, thanks. And you?

A: Very well, thanks.

B: How's your family<sup>3</sup>?

A: Fine, thanks. How's John these days? Have you heard from<sup>4</sup> him?

B: Yes. He is fine. He's got a job in Shanghai.

A: I'm glad to hear that.



#### Notes:

(1) **Fancy meeting you here...** 在这里见到你很高兴... 这里的 fancy 意为:“高兴、惊奇”。类似的语句还有“Glad to meet you.”“Happy to meet you.”。

(2) **What a surprise!** 真想不到! 此处是 What 引导的感叹句。

如: What a cold day today! 今天的天气真冷啊!

(3) **How's your family?** 你的家人怎么样? 本句常用来询问家庭,表示对对方的关心。

(4) **hear from** 是固定短语,意思是“收到某人的来信”。

如: Did you hear from Tom? 你收到汤姆的来信了吗?

**Task: Supposing you are a new student, and you come across a friend who has not seen you for a long time at school, greet each other.**

### Dialogue 2

A: Mr. Smith, I'd like to introduce a friend of mine, Tom.

B: How do you do?

C: How do you do?

B: What's your impression of the United States<sup>1</sup>?

C: Well, the weather is quite different here.

B: Oh, don't worry. You'll get used to it<sup>2</sup> soon!

C: I think so.





## Lesson 1

## Greetings & Introductions

### Notes:

(1) *What's your impression of...*? 你觉得...怎么样? 此处用来询问某人对某地的印象,一般是询问初到某地的人。

如: *What's your impression of China?* 你觉得中国怎么样?

(2) *get used to something* 适应了,习惯了...

如: *She has got used to the country life.* 她已经适应了乡村生活。

**Task: Introduce your brother to your new classmate.**

### Dialogue 3

A: Wendy, please allow me to introduce my brother Jim.

B: Hi.

C: Nice to meet you.

B: What do you think of Dallas<sup>1</sup>?

C: Well, I'm still feeling a little homesick<sup>2</sup> and so many things seem strange to me.

B: You're bound to feel<sup>3</sup> that way at first, I guess.



### Notes:

(1) *Dallas* /'dæləs/ *n.* 达拉斯(美国城市名)

(2) *homesick* /'həʊmsɪk/ *adj.* 思乡的,患怀乡病的

如: *This is the first time I have been here, so I'm a little bit homesick.*

这是我第一次来到这里,所以有一些想家。

(3) *be bound to do* 一定会...;肯定会...

如: *This team is bound to win in this year's final.* 这个队在今天的决赛中一定会赢。

**Task: Supposing you are a secretary in a computer company, introduce your new manager to your colleagues.**

## Dialogue 4

A: Are you new here<sup>1</sup>?

B: That's right. This is my first year here. How about you?

A: The same to you<sup>2</sup>. May I introduce myself? My name is Li Lei.

B: Nice to meet you<sup>3</sup>, Li Lei. And everyone calls me Tom.

C: Hi, I'm not sure you got my name. I'm Jim, a second-year student.

A: I'm Li Lei.

C: I'm glad to know you.

A: Me too.



### Notes:

(1) **Are you new here?** 你是新来的吗? 该句是询问对方是不是第一次进入某场合的常用语句。在不同场合可以有不同的意思。第一次进入某个场合或是开始某项工作时还可以使用“I'm new here.”以获得他人的照顾,同时结交新朋友。

(2) **The same to you.** 你也一样。表明自己和对话人的情况是一样的。

(3) **Nice to meet you.** 很高兴认识你。通常用于介绍完之后。类似的用法还有:I'm glad to meet you. / Pleased to meet you. / It's a pleasure to know you.

**Task:** Supposing you want to work as an English teacher at a middle school, introduce yourself to the headmaster of the school.

## Section 3 游刃有余

### 1. Choose the suitable sentences to complete the dialogue.

A: Good evening, Mrs. Green. It's a nice night out, isn't it?

B: Oh, hello, Mr. Phillips. Yes, it is. (1) \_\_\_\_\_

A: In a way. I'm showing Mr. Murphy, here, some sights of the city. Mrs. Green, let me introduce you to my friend. This is Mr. Murphy.

B: (2) \_\_\_\_\_ I hope you like our town.

C: Oh, yes. (3) \_\_\_\_\_

B: That's good. Well, I must be going. Nice meeting you, Mr. Murphy.





## Lesson 1

## Greetings & Introductions

C: And I'm glad to have met you, Mrs. Green.

A: Goodbye, Mrs. Green. \_\_\_\_\_ (4)

B: I will, Mr. Phillips. And bring Mr. Murphy to see us sometime.

- |   |                                      |
|---|--------------------------------------|
| a | How do you like living here?         |
| b | I'm enjoying my stay here very much. |
| c | Say hello to your husband for me.    |
| d | Are you out for a walk?              |
| e | How do you do, Mr. Murphy?           |
| f | Fine, thank you.                     |

### 2. Discuss

(*Divide the students into some groups.*) Different cultures have different ways of greetings and introductions. Can you name some of the ways? Discuss the differences between Chinese way of greetings and introductions and Western ways?

### 3. Describe and Guess

(*Divide the students into two groups.*) Each group chooses one student to describe the character and appearance of some of their classmates, and other students in their groups guess their names. See which group is the best one.

### 4. Put on performance

You and your partner are supposed to make dialogues according to the situations.

(*Situation 1*) You (A) are a Chinese student, but now you are learning English in the United States of America. One day, you come across your old friend B. Both of you are surprised to see each other in the United States. You haven't seen each other for ages. So you have lots of things to talk about. B is learning finance in the United States. B will introduce you to his/her friend C.

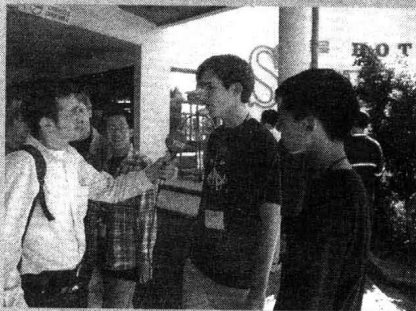
(*Situation 2*) You are the monitor of your class. A new foreign teacher will teach your class English next year. Introduce yourself and your class to your new teacher.

## Section 4 时文阅读

### How to Be Popular

Most people would like to be popular with<sup>1</sup> others, but not everyone can achieve this goal. What is the secret of popularity? In fact, it is very simple. The first step is to improve our appearance. We should always make sure that we stay in good shape and dress well. When we are healthy and well-groomed<sup>2</sup>, we will not only look better but also feel better. In addition, we should smile and appear friendly. After all, our facial expression<sup>3</sup> is an important part of our appearance. If we can do this, people will be attracted by our good looks and impressed<sup>4</sup> by our confidence.

Another important step is developing more consideration for others. We should always put others first and place their interests before our own. It's also important to be a good listener; in this way people will feel comfortable enough to confide in us. However, no matter what we do, we must not gossip<sup>5</sup>. Above all, we must remember to be ourselves, not phonies. Only by being sincere and respectful to others can we earn their respect. If we can do all of the above, I am sure popularity will come our way.



### 参考译文

#### 如何才能受人欢迎

大部分的人都想受人欢迎,但是并非每个人都能达到目标。受欢迎的秘诀何在?事实上是很简单的。步骤一,先改善我们的外表。我们得确保自己很健康,并且穿着得体。当我们既健康又穿戴整齐时,不仅看起来更有精神,自己也会觉得好很多。此外,我们要保持微笑并表现得很友善。毕竟,脸部表情是外表很重要的一部分。如果我们能做到这一点,别人会被我们的美好外表所吸引,并对我们的自信印象深刻。

另一个重要步骤就是培养对别人的体贴。总是以他人为重,并把别人的利益放在自己的利益之前。当个好的聆听者也是很重要的;如此一来,别人才能很自在地对我们的吐露心事。然而,不管我们做什么事,绝对不要说闲言闲语。最重要的是,要做自己,不要当虚伪的人。只有对人真诚又尊重他人时,才能赢得他人的尊敬。如果我们能做到以上几点,我相信受人欢迎是指日可待的事。



## Lesson 1

## Greetings & Introductions

### Notes:

(1) *be popular with* 受…的欢迎

如: The singer is very popular with young people.

这个歌手非常受年轻人欢迎。

(2) *well-groomed* /'wel'gru:md/ *adj.* 十分整洁的, 穿着考究的

(3) *facial expression* 面部表情

如: Your facial expression has betrayed you.

你的面部表情已经漏了马脚。

(4) *impress* /im'pres/ *v.* 使有印象, 给人印象

如: I was deeply impressed by your hospitality.

你们的盛情款待让我印象深刻。

(5) *gossip* /'gɒsɪp/ *v.* 说闲话, 传播流言蜚语



Practise what you have learned in this lesson and from now on, you are on the way to be a fluent English speaker. We know "A good beginning is half done." So let's study it together.