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新编MPA英语 听说教程

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听说教程

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前 言

2001年中国人民大学成为第一批公共管理硕士(MPA)试点院校,五年来培养了大批MPA优秀人才,而英语作为MPA核心课程之一,其课程建设一直备受重视。由中国人民大学出版社出版的《MPA英语听说教程》是该领域中最早的成型教材,该教材由于其实用性、知识性、趣味性及灵活性一直深受MPA学员的喜爱。为进一步提高英语听说课堂的教学质量,培养MPA学员在对外交往中用英语进行会话、发言、讨论问题及解决问题的能力,MPA英语听说课题组在总结多年的课堂教学经验的基础上对原教材进行扩充和修订,编写成《新编MPA英语听说教程》,以适应21世纪MPA英语教学发展的需要。

《新编MPA英语听说教程》通过精心设计的强化听力训练、强化口语训练以及强化技能训练,旨在最大程度地激发MPA学员的学习能动性,帮助MPA学员实现英语听说能力的提高和突破,掌握听说沟通的方法和技能。本教材共分12个单元,每个单元由5个部分组成:预备练习(warming-up exercise)、听力训练(listening)、交际技能(presentation)、针对性练习(controlled practice)、口头实践(trying it out)。每个单元的内容都经过精心策划,使之既适合政府公共管理人员,也适合企业公共管理人员。为帮助学生在课余时间进一步巩固、消化课堂所学内容,加强听力及口头训练,我们特配合课堂内容编写了12个单元的课外听力练习及8种口试类型的口语单项练习。为方便MPA学员课外复习及教师备课,我们还配套编写了《新编MPA英语听说教程(教学参考书)》,书中包含每一单元的课堂教学计划、课堂补充材料、录音材料的原文以及听力练习和口语单项练习的参考答案。为课堂教学而制作的PPT课件包括每单元的教学目标、关键词汇、练习答案、图表以及课堂口语活动的补充练习,供教师们在课堂上灵活使用。

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编者
2007年1月

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Unit 1

Introductions & Greetings

M

P

A

1



Warming-up Exercise

Everyone wants to meet people and make friends. A smile, a friendly look, or an open gesture indicates a person's interest to you. Here is a chart that outlines how North Americans greet each other. Compare these customs with customs in your country. Describe or demonstrate the body language you would use in your country.

What Is the Right Action?	In North America	In Your Country
1. Who makes the introduction?	Either the person who wishes to meet another or a friend who knows the other person makes the introduction.	
2. Who should be introduced to whom?	A younger person should be introduced to an older person; a subordinate to a superior; a man to a woman.	
3. What should you say?	Hello, my name is... Mary Smith, I'd like you to meet my friend, John Smith.	
4. May a man introduce himself to a woman? May a woman introduce herself to a man?	Yes; yes.	
5. What body language (facial expressions, gestures) should a person use?	Smile, face the person and look attentively at the person's eyes.	
6. What tone of voice should you use?	Use a quiet but friendly tone.	
7. How far apart do you stand?	Conversation distance with superiors or those you don't know very well is about 3 to 4 feet. Intimate conversations may be held as close as one-and-a-half feet apart.	
8. Does a person shake hands when meeting someone? How should you shake hands?	Men and women usually shake hands firmly but gently.	

9. Do people embrace or kiss people of the same sex upon meeting? Do you kiss or hug children when they are introduced?

No, unless the people are very close friends. Men kiss each other if they are relatives or very close friends. Not usually.

2



Listening

Exercise



Now listen to the introductions. Is the introduction formal or informal? Write F for formal or I for informal in the blank space provided.

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Exercise



You will hear four dialogues. In each dialogue, one person is not speaking appropriately. He or she is speaking too formally or is speaking too informally. Put a check mark in front of the speaker who is not speaking appropriately.

1. AT A PARTY

_____ Mark _____ George _____ Sal

2. IN THE CLASSROOM

_____ Mr. Macy _____ Mike

3. IN THE CAFETERIA

_____ Stephanie

_____ Victor

_____ Karen

4. AT HOME

_____ Paul

_____ Patrick

_____ Mrs. Bluefield

Exercise



After the introduction, people usually talk about topics of general interest, such as the weather, local events, work, or school. This is called **small talk**. These topics can be discussed easily without knowing the other person well. Listen to the examples of small talk. Write down the topic of each talk.

1. _____

2. _____

3. _____

4. _____

5. _____

3



Presentation

In the United States and Canada, people usually use formal language in official situations. It is used in business and between people of different ages. For example, a younger person speaking to an older person should use formal language. On the other hand, informal language is usually used in casual situations. Informal language is used in social situations and among people of the same age group. Young people, family members, and good friends usually use informal language with each other.

Introducing Yourself

Formal

How do you do? My name's _____.

I don't think we've met. I'm _____.

Hi. I'm _____.

Informal

Hello, my name's _____.

Hello, I'm _____.

Hi. My name is _____.

Introducing Others

Formal

I'd like to introduce you to _____.

Let me introduce you two. This is _____.

This is my friend _____.

Informal

I'd like you to meet _____.

This is _____.

_____.

Replying to Introductions

Formal

How do you do? My name's _____.

It's a pleasure to meet you. My name is _____.

Hi. My name is _____.

Informal

Pleased to meet you. My name is _____.

Nice to meet you. My name is _____.

Hi. I'm _____.

Greetings

Formal

Good morning, _____. How are you?

Very well, thank you. And you?

Informal

Hello, _____. How are you doing?

Fine, thanks. And you?



4



Controlled Practice

Exercise



Complete the following blanks and then practice the following conversations with your classmates.

1. Peter King introduces himself to Jack Simpson.

Peter King: Hello, _____. My name's Peter King.

Jack Simpson: _____, I'm Jack Simpson.

2. Philip introduces Sarah to James.

Sarah: Philip, I _____ here. You'll have to _____.

Philip: Of _____, I'll _____ to James. He's an old friend of mine. James, _____ Sarah, she's just joined the company.

James: _____, Sarah. Where do you come from?

3. Rod Chen introduces Bob Taylor to an important customer.

Bob: Rod, I _____ Mr. Li, the Purchasing Manager from Haier.

Rod: I'm _____. Come and meet him. Mr. Li, _____ Bob Taylor, our Export Sales Manager.

Mr. Li: _____. What countries do you cover?

4. Klaus Fischer introduces himself to an American visitor.

Klaus Fischer: How _____? My _____.

American: _____, _____ George Cole.

5. Stranger: Hi. You're new here, aren't you?

You: _____.

Stranger: My name is Barbara Levinson.

You: Will you say that again, please?

Stranger: Yes, my name is Barbara Levinson. What is your name?

You: _____.

Stranger: How do you spell that?

You: _____.

Stranger: I'm really glad to meet you.

You: _____.



Exercise

B

Here are some situations in which you meet people. Look at each situation, and at the three possible answers below it. Sometimes one of these answers is correct, sometimes two answers are correct. There are twelve correct answers. How many can you find?

1. You meet someone you know. He says, "How are you, George?"
 - a. Fine, and you?
 - b. I'm pleased to meet you.
 - c. Good day for you.
2. You meet your boss at the cinema. He says, "How are you, George?"
 - a. Oh, it's you. Hi.
 - b. Hi Joe. Having fun?
 - c. Good evening, Mr. Smith.
3. You meet someone at a party. He says, "Are you George?"
 - a. Yes. Who are you?
 - b. That's right. Hello.
 - c. Yes, pleased to meet you.
4. You meet someone on business. She says, "How do you do?"
 - a. I'm doing well, thanks.
 - b. How do you do?
 - c. Fine, and you?
5. In a restaurant, the waiter says, "I'm Joe, do you want to order?"
 - a. Hi Joe. Not yet, thanks.
 - b. I'm pleased to meet you.
 - c. In a moment, thanks.
6. You meet someone new at work. She says, "Hello. I'm Mary Kellan."
 - a. Hello, I'm Jill Mason.
 - b. I'm pleased. I'm Jill Mason.
 - c. I am Ms. Mason. How do you do?
7. A policeman stops your car. He says, "I'm PC Jones. May I see your license?"
 - a. Yes, of course.
 - b. Hello, I'm Jill Mason.
 - c. Here you are.



8. You go to see your bank manager. He says, "Good afternoon, Miss Smith."
 a. Hello, I'm Jill Smith.
 b. How are you, Mr. Bingley?
 c. Good afternoon, Mr. Bingley.

Exercise

Read the two small talks below. In each small talk there are 6 inappropriate behaviors. Please identify them and explain why.

At a Bus Stop

- Woman: We couldn't ask for a better day, could we?
 Man: I know. There isn't a cloud in the sky. I love this time of year.
 Woman: Me too. The cherry blossoms are beautiful, aren't they?
 Man: They sure are. But I heard they are calling for rain all weekend.
 Woman: Really? Oh well, I have to work all weekend anyway. I'm a doctor.
 Man: Wow. I'm sure you make good money with that diamond watch you have on.
 Woman: Ah, this bus seems to be running late. How long have you been waiting?
 Man: I've been here for at least fifteen minutes now.
 Woman: Where are you heading today?
 Man: Actually, I'm going to the City Hall to cast my vote for mayor.
 Woman: Oh, what a coincidence. So am I! Who are you voting for?
 Man: Um, well...I'm still thinking about it.
 Woman: Here comes a bus now.
 Man: Oh good. Wait, that's not the bus we want. That bus goes downtown.
 Woman: Well, it looks like we'll be waiting a little longer. I guess I'll use this time to catch up on my reading.
 Man: I love reading. Right now I'm reading a Stephen King book. Do you like Stephen King?
 Woman: Not really.
 Man: Oh, here's our bus.
 Woman: Oh great. I thought it would never come. Well, have a nice day.
 Man: Say, did you catch the news today?

At a Party

- Woman 1: (Standing in a corner drinking a glass of wine by herself)
 Man: Hi there. Why aren't you dancing?
 Woman 1: (Smiles. No response.)
 Man: Hello. Have you tried Felicia's punch yet?

Woman 2: No, but I was just about to.

Man: Don't. It's terrible.

Woman 2: Oh. Okay.

Man: So, how do you know Rick?

Woman 2: Oh, Rick and I go way back. We studied nursing together.

Man: Nursing. Hmm. I heard on the radio today that all of you nurses are on strike. Are they not paying you enough?

Woman 2: Actually it's about working conditions.

Man: I see. So, have you had a chance to take a dip in the pool yet?

Woman 2: No, not yet. How about you?

Man: No, I need to lose some weight before I put on a bathing suit. But you have a great figure.

Woman 2: Uh, thanks. Well, I better go and mingle. There are a few people I haven't said hello to yet.

Man: Wait! Did you hear that the Pope is coming to town?

Woman 2: Yah. I heard that on the news today. I bet it'll be really tough to get to see him.

Man: I know. But I'm not Catholic anyway. Are you?

Woman 2: Yes, I am actually. Well, it looks like the sun is finally coming out. I think I'll go take that swim.

Man: You better hurry. I hear they are calling for thunderstorms this afternoon.

5



Trying It Out

Exercise



Pair Work. Take it in turns to introduce yourself to your partner in the following situations:

- at a formal reception for customers
- at a friendly party

Exercise

B

Work in groups of three:

- Introduce yourself to the others.
- Introduce the other two to each other.
- Ask to be introduced.

Each person should give his/her name, present his/her family situation, describe his/her job and present his/her interests.

Exercise

C

Imagine that your classroom is the scene of a party and that you need to make small talk with people whom you don't know well. First, use an ice breaker to start a conversation with a person standing near you. Then use the elaboration technique to try to keep the conversation going. When your teacher claps his or her hands or rings a bell, use one of the signals recommended by the teacher to end the conversation. Then walk over to another student and use an ice breaker to start another conversation. Continue this procedure for as long as your class wishes.