

人才英语超市精品书系

人才口语

名师亲授

培养兴趣

内容独特

图文并茂

RC Oral Series

编著：人才英语超市美国功能口语主讲

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张可华

Advanced
Functional
Skills

功能进阶

石油工业出版社 Petroleum Industry Press

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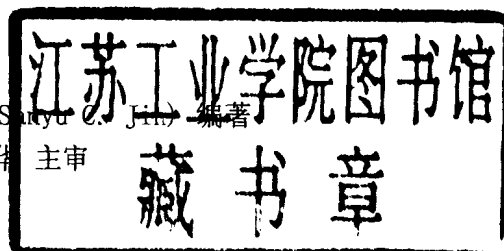
RC Oral Series

Advanced Functional Skills

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功能进阶

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内 容 提 要

本书是作者根据目前在口语教学中存在的问题，而重新编写的口语教材。全书图文并茂，内容新颖，从培养学生兴趣入手，发挥其学习的能动性，以求达到最好的学习效果。

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*Thanks to those who supported me, loved me, and
encouraged me for so many years.*

*Special regards to my boss and my best friend,
Mr. Lincoln Zhang.*

Introduction

ABOUT

This book is about functions and ideas: about functions of American English communication and ideas of native oral English, and above all, exchanging ideas with your fellow students and expressing yourself to others. We believe that you had already learned a lot about rules of English grammar, and how to form sentences in English. However, American English is NOT difficult because of its rules, but it IS difficult because of the exception of its rules. There is no logical connection between accurate expression and delicate grammar. In order to improve conversational understanding and communicative expression you need variable practice that is close to the reality and this is what **RC Oral Series** aims to do.

FOCUS

The focus of each unit in **RC Oral Series** is on a communicative task or function such as “starting a conversation,” “requesting,” “hesitating,” “making suggestions and giving advice” and so on. In order to be able to participate in English conversation it is essential to learn how these and other commonly occurring functions are expressed in English. So we have several conversation examples in each unit, key words explained in English, listed patterns in every **Presentation** section, and **Communication Activity** in the back of the book. This is how the book is organized.

ACTIVITIES

So far we have a lot of oral textbooks with “Communication Activity”. Although most of them are efficient and interesting, there are still many existing problems. Obviously, many of those activities are out of date. Up-to-date topics are badly needed. We can hardly refresh our topics as often as a newspaper or a web-site, but we must keep this in our mind and practice it intensively. Since **RC Oral Series** is a book designed for Chinese learners, we have to study how Chinese people learn a foreign language and topics that can arouse their interest. This is how we select and organize those activities of this book.

TO THE STUDENT

As an oral English tutor who had given classes to thousands of Chinese students, I do understand that most of you are looking forward to have a shortcut or an easy way to improve your skills of listening and speaking. But as a Chinese who had been using and learning spoken English for more than two decades, I have to say that there is no golden key to the success of English. Like every language of the world, the only way to learn it is to use it. And the most efficient learning activity could only be made in the native country or in a well-designed class. My wish is that this book will help you to enjoy using English and to make your English available whenever you need it. In short, make English yours. Of course, you must widen your practical vocabulary and always try to communicate with native speakers. Don't forget: always ask questions.

Good luck to you!

Sincerely yours,

A handwritten signature in cursive script, reading "Sanyu C. Jin". The signature is fluid and stylized, with the first name "Sanyu" being more prominent and the last name "Jin" following in a similar cursive style.

Sanyu C. Jin

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Unit 1

Talking about yourself, starting a conversation



Functional Targets:

1

- How to start with this book?
- How to start a conversation?

KEY WORDS:

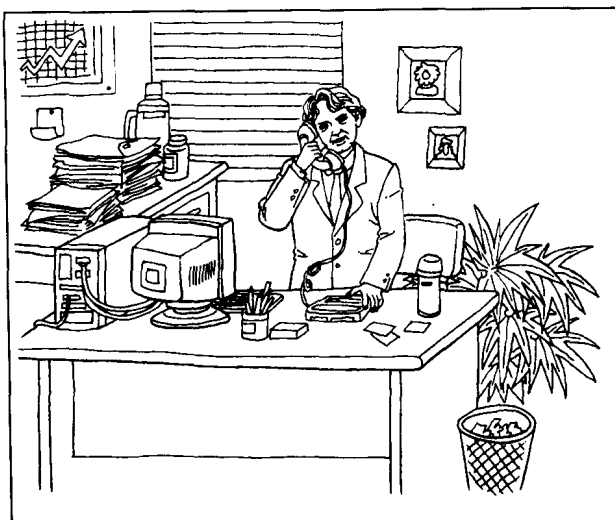
- con-ver·sa·tion *n.* - an informal talking together
- oral *adj.* - spoken
- proj·ect *n.* - planned undertaking
 - ➔ under·take *vb.* - attempt (a task) or assume (a responsibility)
 - ➔ un·der·tak·ing *n.* - something (as work) that is undertaken
- col·league *n.* - associate
 - ➔ as·so·ci·ate *vb.* - join in companionship or partnership
- ac·count·ant *n.* - one skilled in accounting
 - ➔ ac·count·ing *n.* - financial record keeping
- adopt *vb.* - take up and practice as one's own
- through·out *adv.* - from beginning to end
 - prep.* - in or to every part of
- de·tail *n.* - small item or part
- hint *n.* - indirect suggestion; clue
- spe·cif·ic *adj.* - definite or exact
 - ➔ def·i·nite *adj.* - having distinct limits; clear in meaning, intent, or identity
- slight *adj.* - frail
 - ➔ frail *adj.* - weak or delicate

- **sur·vey** *n.* - inspection
- **par·tic·u·lar** *adj.* - relating to a specific person or thing
- **gam·bit** *n.* - opening tactic in chess
 - ➡ **tac·tic** *n.* - action as part of a plan
- **over·hear** *vb.* - hear without the speaker's knowledge
- **ap·pro·pri·ate** *adj.* - suitable
- **en·tire** *adj.* - complete or whole

1.1 *Conversation

[A]

*I'd like to come and
talk about you new
*oral training *project.*



(The telephone rings.)

- Sanyu: Hello. Sanyu Christopher speaking.
- Judy Carter: Hello, Mr. Christopher. My name is Judy Carter.
I'm a reporter from the *21st Century*.
- Sanyu: Yes?
- Judy Carter: I heard about your new oral training project.
Could I come and talk to you about it?
- Sanyu: Yes, certainly. Can you come this afternoon at three o'clock?
- Judy Carter: Yes. That would be fine. Thank you very much. I'll see you then.
- Sanyu: You're welcome. Good-bye.

[B]

*Haven't I seen you
with Teddy Thistle?*



Sanyu: Excuse me, is this seat taken?

Cindy: Uh no... no, here, let me move my purse from the chair.

Sanyu: Oh, thank you. Say, haven't I seen you with Teddy Thistle?

Cindy: We are *colleagues, sure! How do you know Teddy?

Sanyu: Oh, we met several years ago when we were in China.

What sort of work do you do?

Cindy: Oh I... I work as an *accountant for AT&T with Teddy.

Um... what do you do?

Sanyu: I'm an oral English tutor – I just happen to give a lecture in a college around here today. I should introduce myself – my name's Sanyu Christopher.

Cindy: Well pleased to meet you! I'm Cindy Swanson.

Sanyu: Happy to know you. Do you live around here?

Cindy: Yeah, I live in the neighborhood – it's real *convenient to work.

Sanyu: Oh, I see...

1.2 Communication activity

It is very important to be prepared for talking with new people – even more important than talking in a new language. The communication activity in this book is for situational practice. Before *adopting new ideas, we should have the preparation for it. This section is for you to start talking with people you don't know.

Work in pairs, follow your teacher's direction.

Go to Communication Activity



1.3 Presentation: How to start with this book?

The presentation section in this book usually answers some “How to” questions directly, shows you some ideas of native English, and gives you some new expressions to learn. But for now, use the English you already know. The point of the following exercise is to give you a chance to get used to the methods that will be used *throughout the book. Try to ask as many short questions as possible to get as much information as you can from your partner in the exercise. Try to answer in long sentences; keep talking; do NOT just say Yes or No. If you don’t know what to say or how to continue, ask your teacher. It is better for you to ask clear, short questions. It’ll make others know what you want to know directly.

1.4 Exercise

Get together with another student. Introduce yourselves first and then find out about each other. Be friendly. Your teacher will give you some examples first. Here are some ideas to start off with, but ask for as much *detail as possible. Ask about his or her:

FAMILY AND FRIENDS – You are going to ask about your partner’s family members, childhood, and friends.

Model questions:

Do you have any brothers or sisters?

Where did you spend your childhood?

Do you have a lot of friends who speak English?

*Hint: Try to make your questions as *specific as possible.

EDUCATION AND EMPLOYMENT – You are going to ask about your partner’s school life and present job. You may also talk something about your future plans.

Model questions:

Where did you study?

What was your major?

What’s your favorite subject?

What do you do now?

What do you think about your present job?

*Hint: Pay attention to those *slight differences in every question.

FREE TIME ACTIVITIES – You are going to ask about your partner’s hobbies

and favorites.

Model questions:

What is your favorite hobby?

Do you like ...

How often do you watch television?

What do you usually do on weekends and in the evening?

*Hint: Don't always ask big questions in such unspecified topics.

After everyone has finished, tell the whole class the most interesting thing you found out about your partner.

1.5 Communication activity

It is not very often for you to ask a lot about personal information at one time, except for business interview or *survey. You'll always have to fill out some forms for *particular activities. Work in pairs and follow your teacher's direction.

Go to Communication Activity



1.6 Communication activity

It's time for you to show yourself to the class. This section should be done freely. Follow your teacher's direction, and go on your first Cocktail Party in this class!

Go to Communication Activity



1.7 Presentation: How to start a conversation?

It is often difficult to make contact with strangers who speak another language – unless you know a few opening *gambits of course! Here are some useful ways of starting a conversation with a stranger:

Nice day, isn't it?

Horrible weather we're having.

Excuse me, is anybody sitting here?

Say, don't I know you from somewhere?

*Sorry, I couldn't help *overhearing – did you mention something about ...*

Excuse me, have you got a light?

Uh, could you help me, I'm looking for...

Think of some situations where you would use each of these opening gambits. Decide with your teacher when they would be *appropriate and you might say next. Do people around you start conversation with strangers in lineups, in stores, in buses?

1.8 Communication activity

So far we had talked about ourselves in a conversational way. It is also important to be good at presenting yourself in a formal way. Take an interview for example, the interviewer may not always ask you questions like your partner does. In this section, you are going to give a self-introduction speech on your own to the *entire class.

Go to Communication Activity



Unit 2

Asking for information: questions & answers, getting more information



Functional Targets:

2

- How to ask questions?
- How to get information over the phone?
- How to give answers?
- How to get more information?

KEY WORDS:

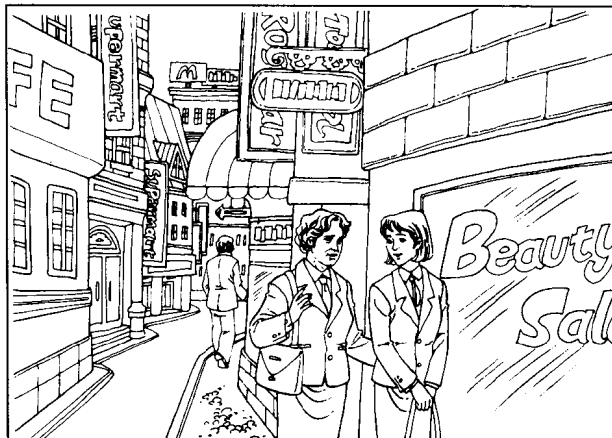
- dumb *adj.* - mute; stupid
- pre·cise *adj.* - definite; highly accurate
- im·age *n.* - visual counterpart of an object formed by a lens or mirror;
mental picture
 - ➔ vi·su·al *adj.* - relating to sight; visible
 - ➔ coun·ter·part *n.* - one that is similar or corresponds
- fan·tas·tic *adj.* - exceedingly or unbelievably great
 - ➔ ex·ceed·ing·ly *adv.* - extremely
- re·li·able *adj.* - fit to be trusted
- in·volve *vb.* - draw in as a participant
 - ➔ par·tic·i·pant *n.* - one who takes part in something
- var·i·ous *adj.* - being many and unlike
- hes·i·ta·tion *n.* - holding back esp. in doubt; pausing
- de·vice *n.* - specialized piece of equipment or tool
- avail·abil·i·ty *adj.* - usable; accessible
 - ➔ ac·ces·si·ble *adj.* - capable

- omit *vb.* - leave out
- switch-board *n.* - panel of switches to make and break telephone connections

2.1 Conversation

[A]

*I was wondering if
you could help me ...*



Judy: Hi! Cindy!

Cindy: Oh hi, Judy!

Judy: Uh listen, I was wondering if you could help me. Do you happen to know where there is a good place to buy fairy tales and funny papers?

Cindy: I'm not really sure. Hey, let me think for a minute. Oh yeah, there's that wonderful place, Shop Around The Corner – you know, it's down on Fox Street?

Judy: Mm, I don't know that shop – exactly where on Fox Street?

Cindy: Well, you know where the new Chinese restaurant is – it's at the end of that block.

Judy: Oh yes, I got it. Thanks for your help.

Cindy: Hey, I hope you don't mind my asking, but have you got a baby?

Judy: *(laughs)* Are you kidding? I don't have a child! I'm just asking for my sister's son. He is really into it.

Cindy: Ah... oh, I see. Hey, are you still making your homepage? You're really good at that.

Judy: Yeah, that's the one thing I really enjoy.

Cindy: Hey listen. This may sound like a *dumb question, but can you make a nice homepage without knowing any ... um ... HTML stuff?

Judy: No, no, no, now that's a very interesting question. There are actually a lot of homepage editors can work without using HTML. Except for some special effects or *precise page designs.

Cindy: Oh, and it ... listen, there's something else I was wondering about – like, should you do your own *image making?

Judy: Oh, no! You don't have to create it your own. You can find a lot of

*fantastic images on many web sites.

Cindy: No kidding! Could you do tell me something more about it – like, if I was going to make my homepage, what would I really be using it for – what kind of things would I have to do?

Judy: Oh well, as a green-horn, you'd need a Microsoft FrontPage or a Namo WebEditor, and ... and you also have to apply for a free server space and a free guestbook, but actually applying is much easier comparing to the homepage making.

Cindy: Oh, I see. Can I ask if you're making any money with your homepage?

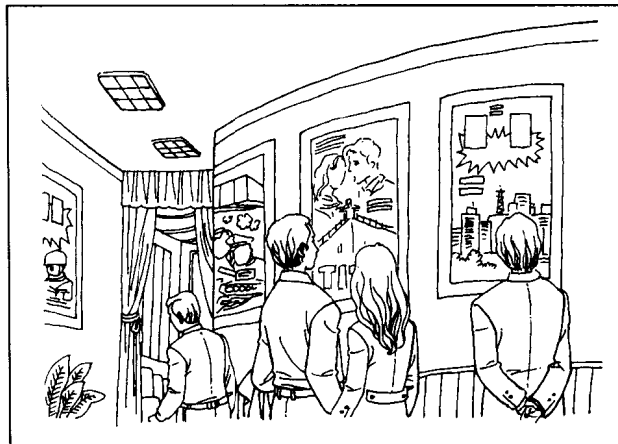
Judy: *(laughs)* Well, I hardly have any interest in it, and ... it's not kind of *reliable. So that's something I'd rather not get *involved..

Cindy: *(laughs)* I really understand. Well, I got to be getting along now, so , so long!

Judy: Bye!

[B]

*What are you showing
this week?*



Box Office: 21st Century Theater.

Cindy: Yes, what are you showing this week?

Box Office: Well, starting today we have *Spartacus* and *The Mask*.

Cindy: *Spartacus* and *The Mask*? I've never heard of that movie. Who's in it?

Box Office: I'm sorry, but you misunderstood. Those are two movies. *Spartacus* is the first one, and then *The Mask* is after that.

Cindy: Oh, I didn't realize it was a double feature.

Box Office: Yes, we always have a double feature during the week.

Cindy: Could you tell me when the first one starts?

Box Office: At eight sharp.

Cindy: Ok, thanks a lot. Bye.

Box Office: You're welcome. Have a nice day. Bye.

2.2 Communication activity

Try to get some information about the weekend concert over the phone. Follow your teacher's direction and create the conversation with your partner.

Go to Communication Activity



2.3 Presentation: How to ask questions?

A conversation often depends on question to keep it going in the direction you want it to go. The one who asks the question in a conversation usually brings in the topics and controls the conversation. *Various techniques may be necessary to gain different kinds of information from different people. Most people are very polite when they ask a stranger about something – if you are more direct, you may appear to be rude. Anyway, personal questions have to be expressed very politely. Here are some useful opening expressions you can use to lead up to questions:

I was wondering if you could help me, I'd like to know ...

I wonder if you could tell me ...

This may sound like a dumb question, but I'd like to know...

Excuse me, do you know...

I hope you don't mind my asking, but I'd like to know...

Something else I'd like to know is...

Decide with your teacher when such expressions might be appropriate. They are also useful as “*hesitation *devices” to give you time to prepare your thoughts!

2.4 Exercise

Make notes for yourself about several pieces of general information and several pieces of personal information you would like from your teacher. Take turns asking your teacher questions. When you have finished, ask a friend similar questions.

2.5 Presentation: How to get information over the phone?

You can get information over the phone about hours of operation, *availability and cost of items, and public services. A good source of written information is the local phone book and the Yellow Pages.

When requesting information over the phone, state exactly what you want. Notice