

Modern English For Civil Servants

现代公务员 素质英语

(新西兰) 琳达·布劳恩 编著
董利晓 和燕红

Modern English

For

现代公务员
素质英语

Civil

Servants



达·布劳恩 编著
和燕红



中国商务出版社
CHINA COMMERCE AND TRADE PRESS

图书在版编目(CIP)数据

现代公务员素质英语 / (新西兰)布劳恩, 董利晓,
和燕红编著. —北京: 中国商务出版社, 2005. 8
ISBN 7-80181-438-X

I. 现... II. ①布...②董...③和... III. 英语—
干部教育—教材 IV. H31

中国版本图书馆CIP数据核字(2005)第098442号

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中国商务出版社出版

(北京安定门外大街东后巷28号)
邮政编码: 100710
电话: 010—64269744 (编辑室)
010—64220120 (发行二部)
网址: www.cctpress.com
Email: cctpress@cctpress.com

新华书店北京发行所发行
河南现代印刷包装有限公司印刷
880×1230毫米 16开本
14印张 600千字
2005年9月 第1版
2005年9月 第1次印刷
印数: 6000册

ISBN 7-80181-438-X
F·828

定价: 69.00元

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作者简介

琳达·布劳恩

新西兰优秀的教育专家，在从教师到校长的历程中，她始终认为，好老师就是那些能让所有学生都获益匪浅的老师。她的教育理念使她在实际教学中取得了丰硕的成果。由于琳达·布劳恩的卓越领导才能，她被授予美国富布莱特奖。她还获得了新西兰伍尔夫·菲舍尔教育奖，得到这个荣誉的人都是从成绩斐然的教育专家中精心遴选出来的。琳达·布劳恩还广泛地参与国际交流与合作，不仅是国际校长联合会的成员，还担任联合国开发计划署高级顾问、中国国际商会河南商会经济顾问。此外，由她主编的《校长文摘》是新西兰、澳大利亚和美国的广大中小学校长们完善专业知识、提高管理水平的必读之物。作为一位资深的英语教育专家，琳达·布劳恩还受中国商务部之邀编写了《商务人员实用英语》（上、下册）一书，受到诸多的好评。

作者简介

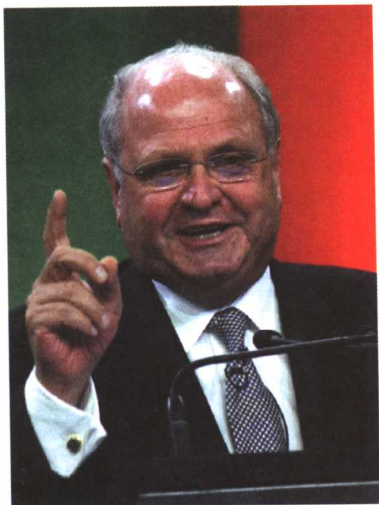
董利晓

北京师范大学翻译学硕士。译著有《开启心灵之门》、《科海先驱——约翰·缪尔》、《快乐处方》、《人生法则四十周》、《僵尸的怪异生活》等。参编多部大学英语辅导用书，撰写教学论文数篇。参编中国商务部英语培训教材《商务人员实用英语》（上、下册）。

和燕红

郑州大学法学院硕士，律师。具有丰富的涉外工作经历和英语培训经验。参编中国商务部英语培训教材《商务人员实用英语》（上、下册）。

Foreword 前言



New Zealand was the first country to support China's accession to membership of the WTO and the seconder of the successful motion to admit China.

Assisting China join the World Trade Organisation was a high point in my time as Director-General of the WTO. I have visited China many times. Every visit I learn something new, or another fantastic fact jumps out of the newspaper or from a conversation. The sheer magnitude of the opportunities

stuns and amazes me.

More than 200 million people have been lifted from extreme poverty over the past 15 years. This is the most substantial lifting of living standards of huge numbers in the history of our species.

Such rapid advances mean that civil servants in China must be highly trained and qualified to meet the new demands of a global economy. They will be key players in ensuring that change is managed for the good of all the people. Mastering English is an essential part of succeeding in this new world.

The new global citizen must understand economic and business ideas and trends. The key to greater understanding is the universal language — English.

I am in a unique position of being an adviser to both the New Zealand and Chinese Governments. It's great to see history unfold. New Zealand and China have a long history of friendship and co-operation.

This book is unique. New Zealand has a world class education system with high standards of spoken and written English. Chinese civil servants who study this book will be assisted by the focus on their needs and the inclusion of high quality Chinese translations. This is yet another excellent example of co-operation between our two countries.

I send my congratulations on the publication of this important book. My best wishes in your studies and for your bright future as a citizen and servant of a great nation.

Mike Moore

Former Director-General of the WTO and Prime Minister of New Zealand

新西兰是第一个明确表示支持中国加入WTO的国家，并对中国WTO成员资格的提案投了赞成票。

支持中国加入世贸组织是我任WTO总干事期间的重要事件。我曾多次访问中国。每次访问时，通过报纸上报导的显著经济飞跃，或是通过与中国人的谈话，我都能看到中国新的变化。中国存在的大量机遇让我震撼，使我惊异。

仅仅用了15年的时间中国就使2亿多人口摆脱了赤贫状态。人数之众，生活水平提高之成效，在我们整个人类历史上是具有重大意义的。

中国的快速发展表明，面对经济全球化的新需求，中国公务员必须不断学习，提高素养。他们是确保各项变革有利于人民的关键因素。在这样一个变革的新世界，对英语的掌握和运用成为公务员成功工作的必要内容。

新型的世界公民必须了解经济和商业领域的新观念、新趋势。而进一步了解的关键就在于掌握世界通用语——英语。

我身兼新西兰政府和中国政府的顾问，很荣幸能亲历两国历史篇章的抒写。新西兰和中国长期以来一直友好相处，合作共进。

本书内容新颖，形式生动，别具一格。新西兰拥有世界先进水平的教育体系，可以传授高水平的英语口语和书面语。本书的编写直接针对中国公务员的实际需求，同时本书还辅以恰当的译文。更为重要的是，本书也是新西兰和中国密切合作的一个范例。

我谨向本书的出版致以衷心的祝贺。中国是一个伟大的国度，我诚挚地祝愿每一个中国公务员学习顺利，前程远大。

麦克·摩尔

前任WTO总干事，新西兰前政府总理

Preface 序言



This book is designed to help improve the English skills of civil servants. Learning the lessons will help the civil servant operate effectively in the modern world, both at home and in foreign countries.

Sun Tzu, the great militarist and strategist in ancient China, believed that the moral strength and intellectual faculty of people were decisive in war. The same moral strength and

intellectual faculty are also vital in peace and are most needed by those who serve the people — civil servants.

Civil servants are essential to good government. The higher the standard of performance of public officials, the greater the success of the government in building a strong, healthy society and economy.

Good communication skills are essential for a civil servant to perform at a high level in the modern world. If duties include contact with foreigners, knowledge of English provides a universally understood language.

Globalism will be a key influence in the world of the 21st century. Instead of one or two nations controlling world commerce while other nations struggle for inclusion, globalism depends on the participation of *every* country so that *every* human being can benefit from the combined advantages of *all* the world's resources, knowledge, talents, technology and environmental efforts.

Well-informed, modern public servants working in the interests of their country, and in the interests of their world, are a vital component in the promotion of international trade, international understanding and a high standard of living for all people. This is a serious and honorable role that public servants are entrusted with.

Of all the trends that help to shape our effectiveness in international activities, the stature of English as the global language is universally acknowledged. Building English skills is a vital component in preparing for international communications.

Linda Braun
Educationist

本书旨在提高公务员英语水平和英语学习能力。学习本书将帮助现代公务员在国内、国外都可以从容自若、游刃有余地行使职责。

中国古代著名的军事家和战略家孙子认为，人们的道德力量和智能在战争中起决定性作用。这些道德力量和智能在和平年代同样重要，为公众服务的公务员尤其应该具备。

公务员对政府的良好运作起重要作用。高素质、高效率的公务员队伍，可以极大地促进政府营建健康、稳定的社会和经济。

在现代社会环境下，公务员需要掌握良好的沟通技巧，从而可以出色地履行职责。如果职责包括与外国人接触，英语知识将提供世界通用的语言工具。

全球化将成为推动21世纪全球发展的关键性力量。一两个国家操控世界经济、其他国家进行抗争以求融入其中的局面将不复存在，全球化需要世界每一个国家的积极参与，这样才能使世界的资源、知识、人才、技术和环保努力协同共进，真正使每一个人从共同的发展中获益。

掌握丰富信息的现代公务员效力于国家，服务于世界，是推动国际贸易、增进国际了解、提高人类生活水准的关键性因素，也是人们赋予公务员的严肃而又光荣的职责。

有助于提高现代公务员处理国际化事务能力的因素有很多，而英语作为全球化语言在其中的重要作用更是得到了广泛的认可。提高英语使用技能对于能否成功应对国际化交流是至关重要的。

琳达·布劳恩
英语教育专家

Introduction 引言

Welcome to Modern English for Civil Servants. The main purpose of this course is to teach you basic English for your work as a civil servant in the era of WTO. The course is also designed to be a guide to management and leadership in the modern public service.

Successful learning

Adult education requires a different approach from textbooks designed for school students. As people age, learning becomes more difficult, especially with the pressures of work and home life limiting time for study.

Brain research

Modern brain research, however, tells us that the brain continues to grow even as we get older. We can learn effectively at any age but our brain needs cues and clues to help our learning become part of our long-term memory.

Both volumes use many proven devices to make learning the English language accessible and enjoyable. For instance, brain research tells us that we learn better when we are enjoying our learning. For this reason, the book is colorful with many pictures and illustrations. These help to imprint the language in the brain, reinforcing in graphic form the knowledge contained in the words and sentences. A book that is pleasing to the eye will also be attractive to the brain and assist with better learning.

English proficiency

We have begun with the assumption that officials will already have a basic grounding in English, perhaps from school or university. The basic dialogues will refresh that knowledge and should be studied first by the reader. The advanced dialogues employ higher-level vocabulary and syntax and should be able to be quickly mastered.

Much of the language learning is placed in the context of knowledge needed for the modern world. Readers will find these sections interesting and informative while improving their English skills.

The way we behave is closely linked to the way we speak.

Learning the English in this book will assist you to behave like a modern, global professional.

“The limits of your language are the limits of your world.” (Wittgenstein)

Modern English for Civil Servants takes the English language out of the school textbook into the real world!

欢迎走入现代公务员素质英语。本书旨在帮助您学习英语文化知识，提高英语应用水平，让您在中国进入WTO的背景下更有效地发挥公务员的职责。同时，本书也致力于给您提供现代行政管理和领导艺术方面的指导建议。

成功地学习

成人学习不同于在校学生，需要采用不同的方法和课本。随着人年龄的增长，学习会显得日益困难，尤其是还要同时承受工作和家庭生活的压力，要面对学习时间有限的现实。

对大脑的探索

对人脑的进一步研究表明，随着年龄的增长，人脑依然在成长。所以，我们在人生的任何阶段都有能力进行有效地学习。但我们的大脑需要一定的提示和线索，促使不断吸收的知识顺利进入我们长期记忆的库存中。

本书介绍了许多切实有效的成人学习方法，努力使英语学习新鲜有趣，适合每一个人。例如，对大脑的研究显示：我们喜爱学习时，学习的效果会更好。因此，本书容纳了丰富多彩、形象生动的图片和插图，这会有助于将语言印在你的大脑里，让英语单词和语句传达的信息在您的大脑库存中如画般呈现。我们相信，如此赏心悦目的书册也定会吸引您活跃的大脑，成为您英语学习的得力助手。

英语的熟练程度

本书编著时设定的目标读者是已经从中学或大学学习中获得一定英语基础的公务员。最开始的学习是一些基础性的对话，将帮助您温习最基本的英语知识。较高层次对话中使用的词语和句式也将通过新颖的形式方便您快速地掌握。

本书中语言知识的学习都与现代社会所必需的知识背景紧密相连，使您在提高英语技能的同时也会从各章节中了解深入、有趣的现代信息。

观其言，知其行，我们为人处世的方式与我们说话用词的方式是紧密联系的。

本书的英语学习将帮助您拥有现代社会全球化专业人士的处事风范。

“语言的局限就是你世界的局限。”（维特根斯坦，英国哲学家）

《现代公务员素质英语》把英语从学校课本带入现实的世界！

The format of each chapter 每章内容设置

Objectives

本章目标

At the beginning of each chapter you will be told what you can expect to learn.

学习目标出现在每一章的开始，您会了解本章的重点内容，确定您感兴趣的方面。

Dialogue

对话

Each dialogue is a conversation using common expressions and useful vocabulary. You will learn English the way English speakers use it. The dialogues are written in everyday speech so that you can learn colloquial speech patterns. Imagine you are the people in the dialogues and practice the way they speak.

每一课都拥有几个具有生动场景的对话，对话重点帮助您掌握和练习本课的常用语汇和表达方法。对话人物的语言贴近现实生活，给您身临其境的感觉，让您有张口模仿的欲望。

Vocabulary

词汇

The vocabulary list helps you to understand the dialogue and will also introduce you to new words to learn. The vocabulary is directly underneath the dialogue so you can refer to it easily.

每课都列出一定的相关词汇，配以汉语解释和词类注释，帮助您理解对话内容，扩大新词掌握量。词汇直接放于对话或相关内容之后，方便您随时查阅和熟悉。

English has a huge number of words but in daily speech you will use the most common words most frequently. The vocabulary you will need is determined by why you need to be able to speak and understand English.

英语有大量的词汇，但是在日常谈话中您使用最多的是那些比较常见的词语。您所需要的词汇取决于您说英语和使用英语的原因。

Fill in the questionnaire below to help you identify what uses you will have for English. 请试着填写下列问卷，确定您使用英语的原因。

Why I am learning English 为什么我要学习英语？

<input type="checkbox"/>	To help me in my job 工作需要
<input type="checkbox"/>	To help me gain new qualifications 为了获得新的能力和资格
<input type="checkbox"/>	Because I need to travel to the USA 因为我要去美国
<input type="checkbox"/>	Because I want to work with foreigners 因为我要和外国人共事
<input type="checkbox"/>	Because it is the international language 因为英语是国际性语言
<input type="checkbox"/>	So I can apply for a higher position 为了申请更高的职位
<input checked="" type="checkbox"/>	To serve China better 为了更好地效力国家
<input type="checkbox"/>	To read books and watch movies in English 为了能读英语书，看英语电影
<input type="checkbox"/>	To improve my vocabulary 为了扩大词汇量
<input type="checkbox"/>	To improve my communication skills 为了增强我的交际能力
<input type="checkbox"/>	To be a leading civil servant 为了成为优秀的公务员

Useful expressions

常用表达法

Putting vocabulary words together is the key to using English with confidence. You can learn these useful expressions related to everyday situations.

把词汇表中的单词放在一起是自信地使用英语的关键。这些惯常表达法可以帮助您了解如何用英语熟练地应对日常情境。

Language lesson

语言知识小课堂

The language lesson in each chapter shows you how to use the language correctly. You will find the emphasis is on how English is used in normal speech and writing so you can learn English the way native speakers use it.

每章都提供内容简洁、实用的语言知识小课堂，它会告诉您如何正确地使用英语，尤其是让您了解英语国家人士在日常交谈和书写中正在广泛使用的英语，从而指引您学习使用鲜活的现代英语。

Cultural notes

文化提示

One of the best parts of learning a foreign language is learning about different ways of life, different attitudes and new ideas. By understanding cultural differences we break down barriers and ignorance. The cultural notes will help you understand western life and customs as well increase your knowledge and understanding. You will discover that the differences between nationalities are less important than the similarities all human beings share.

学习语言最重要的一个方面就是了解和学习语言以及文化方面的差异，从而消除沟通上的障碍和无知。文化提示会帮助您了解西方生活习俗和文化观念，增强您对英语知识的理解。您会发现各国文化间的差异要远远少于彼此的共通之处。

Management file

现代管理文件夹

Modern management ideas help civil servants improve their work standards. Understanding western management ideas enables Chinese civil servants to work effectively with foreigners.

现代管理理念可以帮助公务员提高他们的工作水平和效率。了解西方现代管理经验和理念可以促使中国公务员更有效、更灵活地处理涉外事宜。

Practice

小练习

In each chapter you will be given ideas for practicing the lessons you have learned. They are designed to help you learn and not to be too difficult. By constant practice, you will make rapid progress with your understanding of English. It is always good to work with a partner so you and a colleague can test each other. A few minutes every day will soon show results!

每章都配备适当的小练习，帮助您检验自己的学习。这些练习是用来辅助您的英语学习，所以都较为简单，容易操作。通过持续的练习，您会在英语学习中快步前进，对英语有更多更深的理解。进行实际练习时您最好和同事结成对子，互相测验。每天坚持几分钟的英语练习，定会让您学习见成效！

Idioms

习语

Idioms are expressions that give color and life to a language. English, like Chinese, has many interesting idioms and you will enjoy learning them. To get you started, there are idioms at the

习语是语言历史发展的积淀，赋予语言鲜亮的个性和生命力。与汉语一样，英语有很多有趣的习语，您将体会到习语学习的快乐。为了让您对英语习语有一定的认识，本书第一章至第八

end of chapter 1 to chapter 8. Learn these and use them so they become part of your language.

章末尾配有几个与本章话题相关的习语。学习并使用它们，让它们自然地融入您的英语实践之中。

Readings

The final part contains readings on important topics like WTO and the Olympic Games. Leaders are readers. Through these readings you can broaden your horizons, learn new ideas and be able to discuss with Westerners important aspects of life in modern China.

时文选读

本书最后一部分收纳了一些话题新鲜、见解精到的英语文章，话题尽量贴近中国和世界发展的新动向。好的领导必须是善于读书的人。这些阅读文章可以帮助您扩大视野，了解新的观点，让您在中国日益更新的环境中可以自如地与西方人侃侃而谈。

Sun Tzu

Sun Tzu wrote The Art of War 2500 years ago. His book is regarded throughout the modern world as a work of enduring genius. Although Sun Tzu wrote about making war, his ideas have a universal meaning and can be usefully applied to modern management. Indeed, if Sun Tzu were alive today he would probably be a civil servant himself. And, just as the King of the ancient kingdom of Wu recognized his brilliance, so today he would be regarded as a leader with much to teach us all.

Although we live in a time of great changes, we can always learn from the wisdom of the ancient masters. Sun Tzu's writings about war provide us with an insight into the ways modern civil servants can think and act strategically for the greater success of their organization and the nation they serve.

You will find a quotation from Sun Tzu at the beginning of each chapter. They are words of great wisdom, and they remind us that all our modern knowledge is built on the genius of our ancestors.

Every part of the course is fully translated into Chinese. This will help you increase your understanding of English and build your vocabulary.

Our book will be a wonderful friend for you—the modern civil servant!

孙子

孙子于2500年前著写了《孙子兵法》。此书在现代社会得到了广泛的认可，被认为是经久不衰的天才之作。虽然孙子是以战争为题，但他所表达的观点具有普遍意义，可以有效地应用于现代管理之中。的确，如果孙子生活在今天的社会，他本人可能就是一个公务员。在古代，吴国的国王赏识孙子的才华；在今天，孙子的思想也会让我们受益良多。

我们生活在一个飞速变化的时代，但我们总是可以借鉴和吸收古代智者的思想精髓。孙子关于战争的论述给我们提供了新鲜的视角，让现代公务员学会如何战略性地思考和行事，从而为他们效力的国家和机构赢取更多的成功。

本书每一章都以孙子的智慧言辞作为开篇语。它们蕴涵着深邃的哲理，提醒我们从现代知识和文明缘起的古代知识宝藏中不断汲取。

本书的每一章都采用汉英对照形式，可以方便您的学习和理解，促进您对词汇的记忆和巩固。

谨望本书成为您——新时代公务员的良师益友！

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Chapter One

Getting started 英语之初

The general that hears to my counsel and acts upon it, will conquer — let such a one be retained in command. Sun Tzu

将听吾计，用之必胜，留之。——孙子

Read this chapter carefully to gain a basic understanding of how English works.

认真学习本章，它将引导您开启英语学习之门。

English is a fascinating language with an enormous vocabulary, a wealth of great literature and the proud distinction of becoming THE international language. With motivation, effort and, of course, the assistance of this book, you can master this challenging language and learn to communicate effectively with foreigners from many different countries.

英语，一株令人向往、让人着迷的语言之树，丰富广博的词汇延伸成浓密的树荫，优美深厚的文学积淀成坚实的根基，随着时光的流转向四海散播它的芬芳，成为最普遍、使用最广的国际性语言。强烈的求知心、不懈的努力，再辅以本书的得力相助，您就可以掌握这具有挑战性的英语语言，还可以与来自各国的外国友人自如地交流与畅谈。

● DIFFERENCES BETWEEN ENGLISH AND CHINESE 英语和汉语的差异

The structure of words is different. Chinese words are composed of characters with different strokes, but English words are combinations of the 26 letters of the alphabet.

Many words in English are made up of a base word to which a prefix and/or suffix is added. Learning some of the most common combinations will help you expand your vocabulary.

English words have more inflexions to show singular and plural, tense and other language features.

Chinese has an elegant simplicity and integrity while English is full of words and structures borrowed from many other languages.

But both Chinese and English are ancient and noble languages that preserve history and culture as well as enabling us to communicate with one another in speech and writing.

You have started on a challenging journey but you will find it to be immensely satisfying, especially when you first have a successful conversation with a foreigner, or you are able to find your way around in a foreign city.

词语的结构不同。汉语词语是由不同笔划的字符构成，而英语词语是由26个字母组合构成。

许多英语单词是由词根添加前缀或后缀构成。掌握比较常见的构词方式可以帮助你扩大你的词汇量。

英语单词使用词形变化来表示名词的单数和复数、动词的时态变化和其它语言特征。

汉语文字优美、简洁，具有很强的统一性和独立性，而英语中许多单词和结构源自许多其它语言。

但是，英语和汉语都是古老且杰出的语言，映射出悠久的历史 and 伟大的文化传统，让两种语言体系中的人们可以进行口头与书面的各式交流。

开始英语的学习，你就如同踏上了一次具有挑战性的旅程。但是，当你能够和一个外国人顺利交谈时，当你可以外国异地轻松认路时，你会感到英语学习让你品尝到的满足与快乐。

● PRONUNCIATION 发音

English pronunciation can be a challenge for new speakers of the language.

There are 26 letters in the alphabet and 44 sounds in the language.

There are five vowels (a,e,i,o,u) but 20 vowel sounds.

There are 21 consonants but 24 consonant sounds.

Spelling is not always a good guide to pronunciation so it is best to listen carefully to spoken English so you can remember the sounds.

Even English speakers need help with pronouncing words and will ask for a word to be spelt so they can understand it correctly.

英语的发音对于初学者而言是一种挑战。

英语有26个字母和44个音素。

英语有5个元音字母 (a, e, i, o, u) 和20个元音音素。

英语有21个辅音字母和24个辅音音素。

英语单词的拼写有时不能正确地指示单词的发音, 所以学习时最好注意多听单词的读音, 准确地进行仿读。

甚至英语为母语的人有时也不能完全读准单词读音或识别单词含义, 需要别人把单词拼读后才能够理解。

● THE SOUNDS OF ENGLISH 英语发音

20 vowel and diphthong sounds

20个元音音素和双元音音素

- 1 Please freeze my cheese
- 2 Hit the split lip
- 3 That fat cat
- 4 Never ever say never
- 5 Far stars and fast cars
- 6 Mother's other brother
- 7 Bertha's dirty shirt
- 8 A new address
- 9 Naughty daughter in the water
- 10 Tom watched a dog
- 11 Sue's new blue shoes
- 12 Look at the cook in the book
- 13 Stay away today
- 14 Mike slides on ice
- 15 Joan go home alone
- 16 Shout out loud
- 17 Noise annoys an oyster
- 18 I fear the beer is dear
- 19 Fair hair is rare
- 20 The pure tour cure



24 consonant sounds

24个辅音音素

- 1 Pat and Percy played pass the parcel
- 2 Barley is a better bargain
- 3 Take time to tell the tale
- 4 Dad digs the daisy garden
- 5 Cold kids carry candles
- 6 Ghastly groans from great big girls
- 7 Fear of foreigners is foolish
- 8 Very vital vegetables
- 9 Think thankfully of three
- 10 They bother father
- 11 Sing silly songs
- 12 Zebras in the zoo
- 13 Shiny shells shimmer
- 14 Pleasure in leisure
- 15 Choose cherries in China
- 16 Jolly giants gyrate jelly
- 17 Make many merry melodies
- 18 Never notice negative notions
- 19 Long wrong ring
- 20 Racing like a red rocket
- 21 Lovely little lollipops
- 22 Hit the hammer hard
- 23 Your yellow yacht
- 24 We want warmer weather

THE INTERNATIONAL PRONOUNCING ALPHABET

国际发音字母表

It is easy to confuse some sounds so we can use an international phonetic alphabet, especially on the telephone. This is the alphabet used by international airline pilots to make sure they are not misunderstood.

英语中有些发音非常容易混淆, 所以我们最好遵循并使用国际音标字母表, 尤其是打电话时。下列字母表是专供国际飞行员通用的, 以便他们能够准确无误地得到信息。

You will find this is fun to learn and use. 英语字母小游戏													
A	Alpha	B	Bravo	C	Charlie	D	Delta	E	Echo	F	Foxtrot	G	Golf
H	Hotel	I	India	J	Juliet	K	Kilo	L	Lima	M	Mike	N	November
O	Oscar	P	Papa	Q	Quebec	R	Romeo	S	Sierra	T	Tango	U	Uniform
V	Victor	W	Whisky	X	X-Ray	Y	Yankee	Z	Zulu				

Example 示例

Nokia N for November, O for Oscar, K for Kilo, I for India, A for Alpha

Audi A for Alpha, U for Uniform, D for Delta, I for India

Brown B for Bravo, R for Romeo, O for Oscar, W for Whisky, N for November

Vim V for Victor, I for India, M for Mike

Practice 小练习

Spell the following names using the International Phonetic Alphabet

China

America

Mary

Peter

INTONATION 语调

Intonation is very important in pronouncing English. For instance:

- At the end of a question your voice should rise slightly;
- You should emphasise the important words in a sentence, like the nouns and verbs, not words like "the";
- Strong attitudes and feelings are shown by strong voice movements;
- When there is very little intonation, the speaker is probably not very interested or has a negative attitude.

语调在英语发音中非常重要。例如:

- 在疑问句后应该用升调;
- 在语气中强调句子中重要的单词, 比如名词和动词, 而不是定冠词“the”之类的单词;
- 强调的语调用来表达强烈的态度或感情;
- 如果对方语调平淡, 可能表明他对某件事不感兴趣或持否定态度。

Language is used to communicate information. It is also used to communicate feelings.

We use the rise and fall of pitch (intonation) to communicate meaning and feelings.

语言不仅用于传达信息, 还用来表达情感。我们可以利用升调和降调来传情达意。

- In standard English, nouns are given the first stress.

在标准英语中, 名词通常都要重读。

Boys like girls.

- When we change the nouns to pronouns, we place the stress on the verb.
如果名词由代词替代, 就把重音转到动词上面。

They like them.

- If the nouns are in a list, each one, except for the last, will have a rising tone.
如果是一组名词的平行排列, 除了最后一个名词外, 每个名词都应使用升调。

Boys like girls, cars, food and sports.

- In a question, the intonation rises at the end.
问句的句尾应使用升调。

Do boys like girls?

- In a comparison we stress the words we are contrasting.
在包含比较成分的句子中, 加以对比的两个方面应加以重读。

Boys like girls but some boys like cars better.

- We use stress to make information clear.
应重读需要明确传达的某些信息。

It is my opinion that boys like sports better until they are older.

- We use stress to argue a point.
为了表明自己的观点, 应把观点主要部分加以重读。

I think young boys are far more interested in sports.

- We use stress to show our feelings.
利用重读来表明自己的情感。

It makes me mad to see boys wasting their time with cars.

We use stress to change meaning.

不同的重读方式可以传达不同的含义。

I didn't think he would ask her to the game. (but you did)

I didn't think he would ask her to the game. (whatever you say)

I didn't think he would ask her to the game. (I knew he would).

I didn't think he would ask her to the game. (I thought someone else would)

I didn't think he would ask her to the game. (I thought he'd chicken out)

I didn't think he would ask her to the game. (he would just assume she was coming)

I didn't think he would ask her to the game. (he'd ask someone else)

I didn't think he would ask her to the game. (the most important game of the season)

I didn't think he would ask her to the game. (but to the movies)

● WORD STRESS 单词重音

In English, stress is an important part of pronouncing a word correctly. In every word with more than one syllable, one of the syllables is stressed, that is, we say it slightly louder and longer.

在英语中, 重音对于准确拼读单词是非常重要的。拥有两个音节和两个以上音节的单词都有重读音节, 应该读得稍微响亮一些, 长一些。

advertise
con**tri**bute
inform**a**tion

ad**ver**tisement
con**tri**bution
inform**a**tive

photograph
res**pon**sible
various

photo**g**raphy
responsi**bi**lity
vari**et**y

By listening carefully to the stress placed on words, you will soon become familiar with the usual patterns of English. You can also learn a few simple rules.

认真辨析单词中的重音，你就逐步熟悉英语读音的惯常模式。当然，你也可以掌握一些重音的基本规则。

Compound words: in compound nouns, we generally place the stress on the first part of the word. eg

合成词：在合成名词中，通常是第一个单词重读，例如：

hairbrush

homemade

handbag

midnight

Compound verbs (phrasal verbs) usually consist of a verb and a preposition. We stress the preposition. eg

合成动词（短语动词）通常由动词和介词构成，重读其中的介词，例如：

check **in** (at the airport)

turn **on** (the switch)

look **for**

Some words look the same but can be two different parts of speech. The stress sometimes changes when we say these words to show their different function. eg

一些单词拼写一样，但词类不同。不同的重读方式就表明它们不同的语法功用，例如：

record v.

refuse v.

record n.

refuse n.

GRAMMAR AND WORD ORDER 语法与词序

Because there are few inflexions (word changes) to show meaning in English words, word order is very important to understand what is meant.

● Most sentences have a subject, verb and object (I eat vegetables; they speak English).

● Number and identification are also important so most nouns will either be preceded by a number (six chairs) or by an article (a chair, the chair).

● Singular and plural forms of nouns and verbs are important inflexions in English (chair, chairs; I am coming—we are coming).

● English has only three main tenses: present, (he talks) past (he talked) and future (he will talk) but it is important to use the correct form of the verb because tense is important to English speakers.

● Usually adjectives are placed before the noun (pretty girls) and adverbs are placed after the verb (walk slowly).

● Negative verbs are usually formed using the word 'not' (he will not help; they won't understand).

英语中没有特别多的屈折变化（单词词形变化），主要是依靠语序来表达句子的含义。

● 英语句子基本上都有一个主语、谓语动词和宾语（如：I eat vegetables 我吃蔬菜；they speak English 他们说英语）。

● 英语中的数字与指称也非常重要，所以大多数名词前面都要使用数字（如：six chairs 六把椅子）或冠词（如：a chair 一把椅子，the chair 这把椅子）。

● 名词和动词的单复数是英语中重要的屈折变化（如：chair, chairs; I am coming, we are coming）。

● 从广义上说，英语只有三种时态：现在时（he talks），过去时（he talked）和将来时（he will talk）。但使用动词的正确形式对于英语学习者而言是非常重要的。如：

He talks.（现在时）他说话。

He talked.（过去时）他说过话了。

He will talk.（将来时）他要说话。

● 英语中的形容词通常放在名词的前面（pretty girls 漂亮女孩），副词放在动词的后面（walk slowly 走得慢）。

● 动词的否定形式是使用否定副词not（如：he will not help 他不会帮忙；they won't understand 他们不会理解）。