

B. L. Cooper and B. G. Rubalsky

AN ADVANCED
COURSE
OF EVERYDAY
ENGLISH

B. L. Cooper and B. G. Rubalsky

AN ADVANCED COURSE OF EVERYDAY ENGLISH

A HANDBOOK FOR
SENIOR COURSES
OF FOREIGN LANGUAGES
INSTITUTES

*Допущено
Министерством высшего образования СССР
в качестве учебного пособия
для институтов и факультетов
иностранных языков*

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Б. Л. КУПЕР и Б. Г. РУБАЛЬСКИЙ

**ПОСОБИЕ ПО РАЗГОВОРНОМУ
АНГЛИЙСКОМУ ЯЗЫКУ**

*(для старших курсов
институтов и факультетов
иностранных языков)*

Обложка художника **В. М. Добера**

Редактор **В. И. Тархов**

Издательский редактор **В. Н. Короткий**

Технический редактор **Н. П. Цирульницкий**

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ПРЕДИСЛОВИЕ

Данное пособие предназначено для четвертого года обучения в институтах и на факультетах иностранных языков. К изучению отдельных разделов пособия можно приступить во втором полугодии третьего года обучения. Пособие может быть также использовано лицами, самостоятельно работающими над совершенствованием знания английского языка.

Тексты и диалоги пособия построены на материалах, отражающих условия нашей советской действительности. Эта условность оправдана тем, что те, кому предназначена эта книга, будут прибегать к общению на иностранном языке в учебно-практических целях преимущественно в условиях нашего советского быта. Там, где это представлялось возможным, авторы старались отразить некоторые английские и американские реалии, сделать пособие более многосторонним, расширить знание студентами быта стран изучаемого языка.

В пособии девятнадцать тематических разделов. Тематические разделы состоят из вводно-описательного текста, диалогов по теме, лексико-грамматического комментария и системы упражнений для закрепления лексического и фразеологического минимума и обеспечения практики устной речи по теме.

К каждому тематическому разделу приложен список лексико-фразеологического минимума и дополнительный список слов и выражений справочного характера.

Обязательный минимум лексики и фразеологии по теме.— Отбор лексико-фразеологического минимума был произведен на основе наблюдений над языком художественной литературы и периодики, изучения словаря ряда учебных пособий и разговорников иностранных авторов, материалов тематических словников английского языка и личного опыта авторов как преподавателей и переводчиков.

При отборе за основу был взят вариант английского языка, на котором говорят собственно в Англии. При этом параллельно с особой пометкой в тексте и комментариях приводятся слова и выражения, употребляемые в США.

Список лексико-фразеологического минимума дан без русских соответствий с тем, чтобы учащийся мог бы сам проконтролировать запоминание значений включенных в него слов и оборотов.

Дополнительный список лексики и фразеологии служит для справок. Его цель — помочь студентам расширить знания по теме, если последняя вызывает почему-либо особый интерес, помочь студентам подготовить сообщения и выполнить другие задания творческого характера к данному тематическому разделу. Списки эти являются далеко не исчерпывающими, хотя часть лексики и фразеологии, приведенная в них, отсутствует в русско-английских словарях. Материал в этих списках сгруппирован по предметно-тематическому принципу.

Вступительные тексты и диалоги иллюстрируют употребление лексико-фразеологического минимума и большей части дополнительного словаря по теме в живом окружении, в конкретных речевых ситуациях.

Цифра в тексте после слова или выражения указывает номер, под которым в лексико-грамматическом комментарии помещены соответствующие объяснения.

Лексико-грамматический комментарий составлен с полнотой, обеспечивающей студенту возможность самостоятельно, без помощи преподавателя, проанализировать и понять текст.

В комментарии особо выделены некоторые вызывающие типичные ошибки у русских лексические и грамматические явления английского языка, в том числе и такие, которые должны быть известны студентам из программы младших курсов обучения.

Сопоставление синонимических слов и выражений проведено только в отдельных случаях, т. к. стилистический анализ и привитие умения сознательно пользоваться различными стилями речи не входят в задачи данного пособия.

Упражнения состоят из заданий т. наз. творческого и полутворческого характера и составлены так, чтобы обеспечить усвоение лексико-фразеологического минимума и дать материал и направление для проведения занятий по разговорной практике по теме.

Как работать над пособием.— При составлении планов учебной работы на курсе следует равномерно распределить материал

пособия для использования его в ходе аудиторных занятий и занятий кружков разговорной практики в течение всего учебного года. Часть материалов может быть совсем опущена или рекомендована только для чтения. Для аудиторных занятий по "Everyday English" желательно выделить особые часы. Большое значение имеет правильная связь этих занятий с другими видами учебной работы по изучению языка.

Изучение тематического раздела потребует в среднем шесть-восемь часов. Примерно таких же затрат времени потребует и самостоятельная подготовка студентов к аудиторным занятиям.

Примерное распределение цикла работы над тематическим разделом:

Выборочное чтение вступительного текста, контрольный опрос понимания его содержания, чтение и фонетическая правка диалогов, подготовленных самостоятельно	2 часа
Вопросно-ответная работа, беседа по теме	2 »
Упражнения всех типов (устный контроль работы, выполненной самостоятельно)	2 »
Подготовленные и неподготовленные сообщения по теме, постановка «задач»-заданий учащимися и т. п.	2 »

Итого: 8 часов

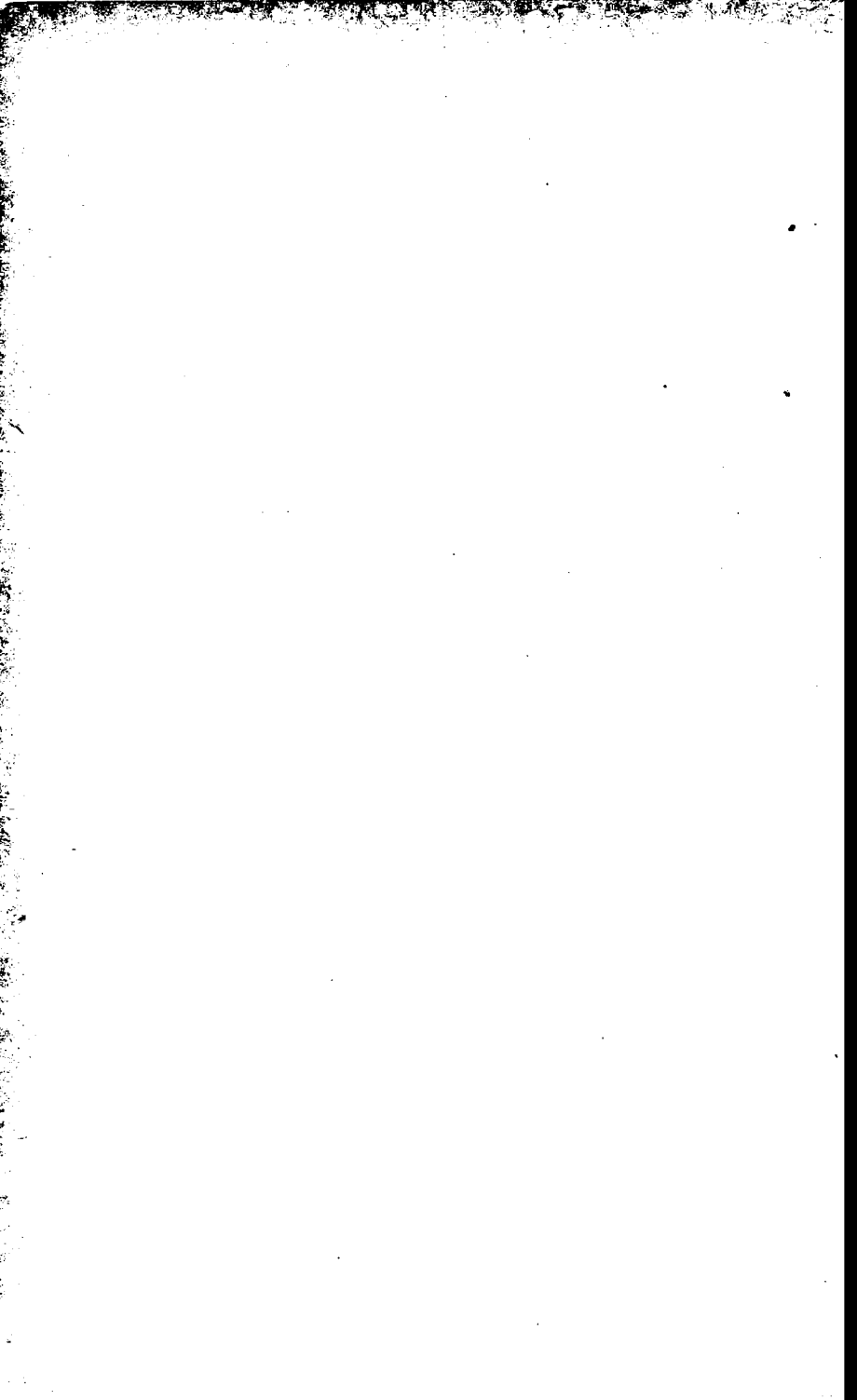
После изучения каждого двух разделов одно занятие следует посвятить повторению материала. Очень хорошие результаты дает заучивание диалогов наизусть с помощью магнитофонной записи, запись диалогов, составленных и разученных самими студентами, на магнитофоне.

Авторы выражают благодарность Р. Р. Диксону за стилистическую редакцию текста Пособия.

Авторы ждут критических замечаний, советов и предложений и заранее благодарны тем, кто возьмет на себя такой труд.

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Авторы



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ABBREVIATIONS USED IN THIS BOOK

abbr.— abbreviated

A.E.— American English

ant.— antonym (-ous expression)

B.E.— British English

cf.— confer, compare

colloq.— colloquial (expression)

expr.— expression

fem.— feminine

fig.— figurative (usage)

intr.— intransitive (verb)

lit.— literary (expression)

opp.— opposite

p.— Past Tense

part.— participle

Past. Ind.— Past Indefinite

pl.— plural

sg.— singular

smb.— somebody

smth.— something

syn.— synonym (-ous expression)

tr.— transitive (verb)

зд.— здесь (в данном контексте)

русск.— русское слово, выражение

ср.— сравните

I. GREETINGS, FORMULAS OF POLITENESS, etc.

INTRODUCTORY TEXT

Greeting people in a foreign language is not so simple as it may seem. There are many ways of saying "hello" in English and the difficulty is to choose the right way at the right time.

You would always say "Hello" to a friend, but you say "How do you do?" when you do not want to sound too familiar, e. g. in greeting your seniors, teachers or persons you approach officially, on business, etc. When you are introduced to a person you always say, "How do you do?" Now that does not mean that you are actually interested in the state of health of the person you are being introduced to. The proof of this is that the other person does not answer your question, but in turn asks you the same question which you do not answer either. True enough this greeting sounds quite formal, so occasionally, when strangers are introduced to each other, they might use the more familiar "Glad to meet you!" or even "Hello!" instead of the stiff and formal "How do you do?" Now the usual introduction formula would be "May I introduce Comrade So-and-so?" (or Mr., Mrs. or Miss, as the case might be when addressing a foreigner), or the less formal "Meet Comrade So-and-so."

So you see "How do you do?" is merely a formal greeting. It is the same as saying "Hello!" to a friend. If you really wish to inquire after a person's health you merely ask, "How are you?" The answer might be, "Very well, thank you," or, perhaps, "Thank you, not so well," or any of a host of other conventional formulas.

A few more words about the use of "hello." With the appropriate intonation you would use it to attract the other party's attention when speaking over the phone or to call

a friend who does not see you, also to express pleasure and surprise at unexpectedly running into a friend you are glad to meet, etc.

Of course, there are other ways of greeting a person. For instance, on coming to see or meeting people you know you might say "Good afternoon" or, perhaps, "Good morning" or "Good evening," but not "Good day." This expression is quite common in Russian, French or German, but in English it is a curt dismissal. Strange as it sounds to us Englishmen often use "Good morning," "Good afternoon," and "Good evening" on leaving, but this is rather formal.

"Good night" is said when taking leave after nightfall, especially before going to bed. It is the same as the Russian **покойной ночи.***

When taking leave just say, "Good-bye!" regardless of the time of the day (or night, for that matter), and you will never err against the English idiom though there seems to be a tendency to use "good-bye" only when parting for a relatively longer period. Among friends common parting words are "bye-bye," "so long," "cheerio."

Some of the English equivalents of the Russian word **пожалуйста** also appear to cause difficulty. The Russian **пожалуйста** is used to express a polite request (**Дайте мне, пожалуйста, воды**), polite consent (**Могу ли я взять эту книгу домой? — Пожалуйста**), polite request or order to refrain from doing something (**Пожалуйста, не шумите!**). The translation of those sentences into English ("May I have a glass of water, please?" "May I take the book home?" "Yes, please do!" "Will you stop that noise, please?") might deceive you into the belief that the usage of the English "please" and the Russian **пожалуйста** always coincides. But this is far from true. Let us take some typical instances. You ask for a cigarette, **Дай мне, пожалуйста, папиросу**. The answer in Russian would be, **Пожалуйста**; while in English we would have, "May I have a cigarette, please?" and "Here you are!" for an answer, or, perhaps, "Certainly," "Of course" (**A.E.—Sure, Surely**), "You are welcome," "Help yourself" but never "Please." There is another point

* "Good night" is never used in greeting as the Russian **Добрый вечер** is.

in this connection that is extremely important to get straight. When somebody thanks you for something you should say, "You are welcome," "Don't mention it," "Not at all!" These expressions are used in similar cases with the same meaning to indicate that no thanks are necessary. And "please" is again absolutely wrong here, while the Russian *пожалуйста* seems to fit in very well. Now for another typical instance. Just suppose you are talking over the phone and you fail to make out what the other party (the person you are talking to) is saying. In Russian you would say, *Повторите, пожалуйста*, and in English "I beg your pardon?" or simply "Pardon?" (Tune II, mind you!), which means precisely "I did not hear what you said." Of course, if you are talking to a friend you'd merely say, "What?" "What did you say?", etc.

"I beg your pardon!" (Tune I this time, and this makes all the difference) or "Excuse me!" are universal apology formulas in English. That is, they are used to express in a polite way your apologies for interrupting, disagreeing, or having to behave impolitely or without ceremony. Thus they fully correspond to the Russian *Извините, пожалуйста* or *Простите, пожалуйста*. Don't add "please" to these expressions when you speak English, it is quite superfluous. So if you accidentally step on someone's toes in an overcrowded tram or bus you just say, "Excuse me!" without adding "please."

"Sorry" is another word to express a mild or informal apology, e. g. "Can you lend me 25 roubles for two days?" "Sorry, but I can't." The well known formula "I'm so sorry I kept you waiting" is an example of this usage.

The usual polite reply to an apology is "It's all right." The expression "Not at all!" mentioned above in connection with polite replies to "Thank you!" is also used sometimes to show that no apology is necessary: "I am so sorry for being late!" "It's all right," or "Not at all, it's (perfectly) all right!"

Incidentally, in connection with *спасибо* here is something that should be borne in mind: "Thank you" (or "Thanks very much") is used to accept an offer and may mean "Yes, please," while "No, thank you" (or "No, thanks") is used to decline it. Suppose you are having dinner at your friend's. You are offered a second helping. If you want

to decline you might just shake your head, but this certainly is not the politest way of making oneself understood. You should say, "No, thank you." If you do want a second helping you say, "Yes, please." You might say, "With pleasure" to flatter your hostess.*

Of course, there are many more possible cases, but the few instances dealt with should be quite enough to help the student navigate safely.

The following is a brief summary of the explanations presented above with a few expressions (undoubtedly familiar to the reader) thrown in for good measure.

To express greetings, use:

Hello!
How do you do?
Good morning!
Good afternoon!
Good evening!

To inquire after somebody's health, etc., use:

How are you?

To express a request, use:

Please....

To answer greetings, use:

Hello!
How do you do?
(I am) pleased to meet you!
Good morning!, etc.

To answer such inquiries, use:

Thank you, very well.
Thank you, not so well, etc.

To grant|a request for:

(a) consent, permission to do smth., say:

Certainly!
Of course.
Naturally.
Sure! Surely! (A.E.)

(b) permission to use smth. belonging to you, say:

Yes, of course!
Go ahead!
(Please) do!

You are welcome, Help yourself (or any expression under "a").

* Whenever you do not want a person offering his help (services) to go to any trouble say, "Don't bother." Compare this with the Russian Спасибо, не беспокойтесь!

(c) your services or aid, say:

Gladly.

You are welcome.

With pleasure (plus any expression under "a").

(d) smth. to be handed over, say:

Here you are.

To turn down a request, say:

I am sorry, you can't.

No, don't, etc.

To express gratitude, use:

Thank you very much.

Thanks a lot.

Much obliged, etc.

To express apology, use:

Sorry↘

Pardon↘

I beg your pardon↘

Excuse me↘

To accept an offer, use:

Thank you.

Yes, please.

Yes, thank you.

With pleasure, etc.

I'll be glad to, etc.

To decline an offer, use:

No, thank you.

Don't bother!

In answering expressions of thanks to indicate that they are unnecessary, use:

Not at all!

Don't mention it!

You're welcome!

In answering expressions of apology to indicate that they are unnecessary, use:

It's all right!

(Sometimes — Don't mention it! Not at all!)

When speaking English abroad or addressing a foreigner visiting our country the usage of the words "Miss," "Mistress" (always pronounced [ˈmɪsɪz] in Modern English and abbreviated into "Mrs." in writing) and "Mister" (shortened to "Mr." in written form) may cause some trouble. These are used with the names of persons who have no other title, e. g. Miss Smith, Mrs. Brown, Mr. Johnston.

Now "Miss" goes only with the name of a girl or an unmarried woman. "Mrs." is joined to the names of married women only. "Mr." is a form of address used before a man's name when he has no other title or before the name of his office, e. g. Mr. Secretary, Mr. Speaker, Mr. Chairman.

When used vocatively as in "Listen to me, mister!" or "Just a moment, miss!" both words acquire a distinct vulgar and familiar flavour and such usage should be avoided by the students. "Madam" ['mædəm] is a polite form of address to any woman and should be used when addressing a stranger. An elderly person addressing a young girl might call her "young lady." If one wishes to show respect to a man, whether a stranger or not, the polite form of address to use would be "sir" [sə:], e. g. Sir, it is my duty to inform you...; Thank you, sir....

EXERCISES

Exercise 1

Answer the following questions:

1. What does one say when introducing a friend? There are two set phrases most commonly used. Which of the two is less formal?
2. Under what circumstances is "How do you do?" used other than in introductions?
3. Would you say "Good night!": (a) on kissing a child off to sleep; (b) on taking leave of your teacher after a night class; (c) on joining a party at your friend's to see the New Year in?
4. What would you say: (a) in the morning; (b) in the afternoon; (c) in the evening; when greeting a friend, a chance acquaintance, your former school-teacher, your friend's son who just joined school, one of your superiors?
5. What is the shortest equivalent for "Excuse me, I did not hear you quite well"?
6. What would one say in English on parting with a friend regardless of the time of the day?
7. What set phrases are used in English to indicate that no expression of gratitude is necessary?

8. How do we express an apology in English? What is the usual polite reply to an apology?

9. What phrases are used in English to accept or to decline an offer?

10. What do you say when someone expresses his readiness to do something for you and you do not want him to take the trouble?

11. What parting words would you use to show that an official interview is over and you neither can nor wish to continue it?

12. How would you agree to a request to use something belonging to you?

13. When does "Thank you" mean "Yes, please"?

Exercise 2

1. You mistook a fellow-student's exercise-book for your own, discovered your mistake and must apologize. Do it in English. What should he say to show that he doesn't mind?

2. You meet an old friend you have not seen for days and days. Inquire after his health.

3. The person you are to speak to is engaged in a conversation. Your case is urgent. How would you apologize for interrupting? What reply would you expect?

Exercise 3

Make up 20 examples on each of the following patterns (consult the table at the end of Introductory Text, pp. 12-13). Think of as many forms of requests and answers as possible.

(a) "May I bring my brother with me?"

(b) "May I have your fountain-pen for just a moment?"

"Certainly! It's over there on the desk. Take it!"

(c) "Will you do this for me?"

"Gladly."

(d) "Pass me the salt, please."

"Here you are."

Exercise 4

Make up short dialogues consisting of set phrases to be used when:

(1) offering and accepting cigarettes, etc.

(2) borrowing or lending small sums of money, books, etc.

- (3) introducing strangers to each other
- (4) exchanging inquiries after each other's health
- (5) greeting and leaving each other
- (6) making, accepting or refusing requests for small services, aid, etc.
- (7) expressing apology
- (8) expressing gratitude

Exercise 5

(a) Translate the following. Note cases when the Russian *пожалуйста* may be considered fully equivalent in usage to the English "please." Observe the fact that "Please, do" and "If you please" sometimes fit into the translation while "please" by itself does not.

(b) Make up English sentences of your own substituting other words for those italicized and using your translation as a model.

1. — Дайте мне, пожалуйста, *листок бумаги*. п-е
— Пожалуйста, вот возьмите.
2. — Могу я *видеть вас завтра?*
— Пожалуйста, в любое время.
3. — Пожалуйста, больше никогда *так не делайте*.
4. — Спасибо за *помощь*.
— Пожалуйста.
5. — Я, кажется, *помешал вам*; простите (пожалуйста).
— Ничего, ничего. Пожалуйста.
6. — Повторите, пожалуйста, я *не расслышал*.

Exercise 6

Translate at sight the short dialogues given above (Exercise 5), replacing the italicized parts of the sentences by words of your own. Go over it a number of times till the choice of the right words comes naturally.

Exercise 7

Translate the following:

1. — Это мой друг и товарищ по работе Михаил Валентинович Кузнецов. Михаил Валентинович — Петр Алексеевич Кедров.
— Рад познакомиться с вами, Петр Алексеевич.
— Очень приятно, Михаил Валентинович.