



普通高等教育“十一五”国家级规划教材

# New Practical 新编实用英语 English

(第二版)

综合教程 1

Comprehensive Course

《新编实用英语》教材编写组 编



高等教育出版社  
HIGHER EDUCATION PRESS





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1

江苏工业学院图书馆  
藏书章  
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## 内 容 提 要

《新编实用英语》系列教材是由教育部“高职高专教育英语课程教学指导委员会”根据《高职高专教育英语课程教学基本要求(试行)》组织编写的。《新编实用英语》(第二版)系列教材是在《新编实用英语》第一版的基础上修订而成。本套教材认真贯彻了“学一点、会一点、用一点”、“听、说、读、写、译并重”和“边学边用、学用结合”的原则。注重听说技能训练,注重对实用文体阅读能力的培养,将应用语言基本功的能力与实际涉外交际相结合。

本套教材还注重“教、学、考”相互照应。学完第2册可参加“高等学校英语应用能力考试”的B级考试,学完第4册可参加A级考试。

本书为《综合教程》(第二版)第1册,共8个单元,每个单元都由“说”、“听”、“读”和“写”4部分组成,另有一个“趣味阅读”部分。本书为4色印刷,版式精美,并配有录音带。

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## 修订说明

《新编实用英语》(New Practical English)是由“高职高专教育英语课程教学指导委员会”组织全国力量按照《高职高专教育英语课程教学基本要求(试行)》编写的普通高等教育“十五”国家级规划教材,是“高职高专英语课程教学指导委员会”向全国高职高专院校推荐的推动英语教学改革的新型教材。最近《新编实用英语》第二版又被纳入普通高等教育“十一五”国家级规划教材。

《新编实用英语》自2002年出版发行以来,受到了高职院校广大师生和社会的热情欢迎。在近4年的实际使用过程中,我们也广泛听取了来自各方面的批评和改进意见,并在此基础上对《新编实用英语》进行了修订,期望第二版的《新编实用英语》能够更加符合国家高职高专人才培养的需要,更加贴近高职高专学生的实际水平,更加满足一线教师对英语教学和教法改革的迫切要求。我们相信《新编实用英语》(第二版)定会“更实用,更好学,更好教”。

《新编实用英语》(第二版)主要进行了如下修订:

1. 缩减了篇幅,将原每册10个单元缩编为8个单元,更好地适应教学改革的宏观要求,同时保证每个单元有比较充足的授课和训练时间,让学生能够更好地使用所学英语进行实际涉外交际活动。调整后的8个单元更加针对涉外人才市场对高职毕业生的需求。
2. 为每个单元加编了“单元目标”(Unit Goals),详尽规定了每个单元的教学目标和要求,并明确将这一目标分为“学会”和“学懂”两大类,而后再分解为听、说、读、写各种分项技能要求,保证师生在教学过程中目标明确,重点突出。
3. 合理调整了听说部分,在突出实用口头交际训练的同时,又加编了《新编实用英语听力训练教程》,集中突出训练听说交际能力,以适应更加开放的高职人才市场的实际需求。
4. 部分调整了语言交际训练的练习内容,更加突出交际表达能力的培养,并从编排上做了相应变动,使之更加便于教学。
5. 在教学实践的基础上,我们组织有经验的优秀一线教师加编了较为详尽、系统的“参考教案”和“电子教案”,具体指导任课教师使用本教材进行教学。这是第二版《教学参考书》的重大变化,它不仅设计了各种教学方案和教学方法,更提供了新鲜有效的教学手段和资料,为教师教授《新编实用英语》(第二版)提供了理想的平台。
6. 实用写作部分更加精选了应用文,一般写作更加突出了与语言结构、篇章功能的联系。
7. 以上修订变化涵盖《综合教程》、《学学·练练·考考》和《教师参考书》各册,《新编实用英语听力训练教程》将另行出版发行。
8. 近年来,随着高等职业教育的大发展,高职院校招生规模迅速扩大,部分学生英语入学水平有所降低。为了适应这一新的需求,我们又增编了《新编实用英语预备级教程》(New Practical English—A Preparatory Course),作为学习《新编实用英语》(第二版)教程的预备教程(约需20~30学时),并在内容上与《新编实用英语》(第二版)教程相互照应,为学生尽早进入《新编实用英语》(第二版)教程的学习做好准备。

修订工作由总主编孔庆炎教授和刘鸿章教授统筹,各分册主编负责实施。部分编者参加了具体的修订工作。

第一册的《综合教程》、《学学·练练·考考》和《教师参考书》由原主编姜怡和姜欣教授及原编者蒋立真、张睿和冷慧修订完成,新增编的“参考教案”和“电子教案”由沈阳工程学院刘然教授任主编并亲自编写了第2、3单元,刘岩(第1、4单元)、辛会元(第6单元)、曹东波(第5单元)、金品卓(第7、8单元)参加了具体修订工作。参加电子教案制作的有沈阳工程学院于轶、刘岩、辛会元、冯威、金品卓、曹艳春、曹东波、杨欣瑶。

修订者

2007年1月

## 第一版前言

根据《普通高等专科学校英语课程教学基本要求》编写的《实用英语》(1995年出版)为高等专科学校英语教学改革起到了导向与规范作用,取得了开拓性的成果。它既重视语言基本技能的训练,又在很大程度上体现了培养实际应用英语能力的目的。1999年,根据国家对高等专科学校教育、高等职业教育和成人高等教育实行“三教统筹”的精神,编写组对《实用英语》进行了局部的修订,使之更加符合“三教”的要求。加入WTO之后,中国与世界经济进一步接轨,国家对高职高专的英语教学提出了更加重视实用能力培养的要求,因此,高职高专教育英语课程教学指导委员会(以下简称“课委会”)决定重编《实用英语》,以适应新形势对高职高专英语教学改革的需要。

《新编实用英语》(New Practical English)是由课委会组织全国各地有丰富教学经验的教师编写的。它既坚持了《高职高专教育英语课程教学基本要求(试行)》(以下简称《基本要求》)的正确方向,保持和突出了《实用英语》的优点,又反映了全面更新教学内容的实际。所谓全面更新是指在坚持《基本要求》为高职高专培养实用性人才和坚持“以应用为目的,实用为主,够用为度”的大方向的前提下,进一步更新观念、更新内容、更新体系、更新要求。这主要体现在如下几个方面:

1. 严格按照《基本要求》编写。《基本要求》中的《交际范围表》所规定的交际主题是我们选材的依据和出发点,而且读、译、听、说、写各项技能的培养与训练都围绕同一交际话题展开。
2. 进一步克服忽视听说技能训练的弱点,加大听说技能、特别是实用交际能力的训练,把培养一定的实用口语交际能力作为本教程的重要任务。
3. 加强对应用文等实用文体阅读能力的培养,满足在一线工作的业务人员实际的涉外交际需要。
4. 将英语应用能力的训练具体体现于实用英语能力的培养之中。应用能力既指应用语言基本功的能力,更指把这些基本功运用到实际涉外交际中的能力。后者也可称作“实用能力”。“应用能力”是“实用能力”的基础,“实用能力”则是“应用能力”的具体体现。
5. 认真贯彻“学一点、会一点、用一点”,“听、说、读、写、译并重”和“边学边用、学用结合”的原则。
6. “教、学、考”相互照应。《高等学校英语应用能力考试大纲和样题》所规定的项目和要求都在教材中得到反映和训练。学完《新编实用英语》第2册可以参加“高等学校英语应用能力考试”的B级考试,学完第4册可参加A级考试。

《新编实用英语》由《综合教程》、《学学·练练·考考》、《教师参考书》以及配套的多媒体学习课件、电子教案、网络课程等组成。

《新编实用英语——综合教程》分为4册,每册10个单元,每个单元都由说(Talking Face to Face)、听(Being All Ears)、读(Maintaining a Sharp Eye)和写(Trying Your Hand)四部分组成,另有一个“趣味阅读”部分(Having Some Fun)。各部分的具体内容如下:

- 1) Talking Face to Face: 包括2个紧扣交际主题的对话样例,供学生学习模仿,并配有5个短小的交际话题模拟练习,使学生边学边练。
- 2) Being All Ears: 本部分是对Talking Face to Face的扩大与补充,以体现听力训练的范围要广于说的训练的原则,并为阅读作铺垫。
- 3) Maintaining a Sharp Eye: 本教程打破先教课文后进行语言训练的传统模式,把阅读作为外语教学训练的归结,并通过阅读开拓眼界,进一步提高语感和交际能力,为学生自主学习创造充分的条件。
- 4) Trying Your Hand: 这一写作部分又分为应用文写作(Applied Writing)和一般写作(General Writing)两部分。前者培养学生阅读和模拟套写《基本要求》规定的常用应用文的能力;后者则按句子写作、

功能写作和篇章写作等层次进行训练。

5) Having Some Fun: 每课选配一个短小精悍的幽默故事,培养学生学习、体味与欣赏英语和英美文化的能力。

《新编实用英语》将为高职高专英语教学改革开创崭新的局面,提高学生实际使用英语进行涉外交际的能力,有利于彻底改变高职高专英语教学滞后于社会需求的局面。

《新编实用英语》由课委会主任委员、大连理工大学孔庆炎教授和课委会顾问、高等学校英语应用能力考试委员会主任委员、上海交通大学刘鸿章教授担任总主编,负责全书的总体设计、编排和书稿的审订,并聘请美国普渡大学 Margie Berns 教授作语言顾问。

《新编实用英语综合教程》第1册由大连理工大学姜怡和姜欣主编,蒋立真、张睿、冷慧等人参加编写。

由于本书遵循的是完全崭新的编写思路,实际编写中会有不当和疏漏之处,望广大使用者批评指正,以期本教程能为高职高专英语教学作出新的贡献。

编 者  
2002年4月



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# Greeting and Introducing People

## Unit Goals

### ❖ What You Should Learn to Do

1. Greeting people and giving responses:  
First meeting and meeting again
2. Saying good-bye to people
3. Exchanging personal information:  
Name / address / telephone number / job / study
4. Introducing people to each other
5. Meeting people at the airport
6. Writing

### ❖ What You Should Know About

1. How American and British people greet each other
2. How Chinese people differ in greetings
3. Basic sentence structures

## SECTION I

### Talking Face to Face

### Business Cards and Passport

**Business cards are very useful for introducing people. Now let's try to use the information in the cards to practice short dialogues.**



*My name is Lu Yang. Lu is my family name. This is my card.*

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*My name is*

*Li Tiegang. ...*



## Follow the Samples

### 1 Meeting People for the First Time



Lu Yang: Hello, nice to meet you. My name is Lu Yang.

Dick: How do you do, Professor Lu? I'm Richard Washington. Please call me Dick.

Lu Yang: Welcome to our department, Dick.

Dick: Thank you. Here's my card.

Lu Yang: Thanks. So you are here for the research project?

Dick: Yes, I am.

Jack: Excuse me, are you Mr. Li Tiegang?

Li Tiegang: Yes, I am.

Jack: How do you do, Mr. Li? I'm Jack Green from Zhonghua Technical School.

Li Tiegang: Nice to meet you, Mr. Green. Welcome to our company.

Jack: Thank you. Here is my business card.

Li Tiegang: Thanks. This is mine.



## 2 Meeting People Again

Lu Yang: Hi, long time no see, Dick. Do you remember me?  
 Dick: Oh, it's you, Professor Lu. So glad to see you again. How are you?  
 Lu Yang: Very well, thank you. How is your project?  
 Dick: It's going fine. I'm here to present the project report.  
 Lu Yang: Good. I'm also here for the conference.  
 Dick: Really? It's a small world.

Li Tiegang: Hello, Jack. Haven't seen you for ages. How's everything?  
 Jack: Hi, Li. What a pleasant surprise! I'm fine. And you?  
 Li Tiegang: Very well, thank you. What brings you here?  
 Jack: I'm here on business. How are things going in your company?  
 Li Tiegang: Not bad. How about you?  
 Jack: Just doing well. Would you care for a drink?

## Act Out

Here is a group of short dialogues. Follow the examples to make more conversations with your partner.

1 How do you do?  
 My name is Lin Fei.  
 Glad to meet you.

Task: Meet Prof. Smith at the airport.



How do you do?  
 I'm Winnie London.  
 Nice to meet you, too.

2 A: Mr. Ballman, allow me to introduce myself. My name is Li Tiegang, manager of the company.  
 B: How do you do, Mr. Li? Very glad to see you.  
 A: The pleasure is mine. This is my card.  
 B: Thank you. This is mine.

Task: Introduce yourself to Mr. Green.

3 A: Nice to meet you. I'm Robert Miller from Canada.  
 B: Glad to know you. Your new product is very impressive.  
 A: Thank you. Our company attends Binhai International Fair every year.  
 B: Hope to see you again next year.

Task: Greet your business partner, Mr. Johnson, at a trade fair.



4

A: Hello, Susan. How nice to meet you here!  
 B: Hi, Wang. What a nice surprise! What brings you here?  
 A: I'm here on vacation (度假). And you?  
 B: I'm teaching Spanish (西班牙语) in a language school here.

**Task:** Show your surprise for an unexpected meeting (不期而遇) with an old friend.

5

A: Hello, Bill. Do you remember me?  
 B: Hi, Dr. Wang. How are you?  
 A: Pretty good. And how are you?  
 B: Same old thing. Say, why don't we go and get caught up over a drink?  
 A: Yes, why not? Let's go to the Golden Dragon (金龙) Restaurant.

**Task:** Show your pleasure for meeting an old foreign colleague.

■ Refer to the Data Bank in the Workbook for more relevant expressions.



## Put in Use

**1** Imagine you are meeting an English teacher from the USA at the airport. Read aloud the following dialogue with your partner by putting in the missing words.

You: Hello, are you Prof. Smith from the United States?  
 Mr. Smith: Yes, Robert Smith. Please call me ① \_\_\_\_\_ ② \_\_\_\_\_ for meeting me at the airport.  
 You: My ③ \_\_\_\_\_. Welcome to China. My name is Zhang Lin. ④ \_\_\_\_\_ my card.  
 Mr. Smith: Thank you. Here's mine. And ⑤ \_\_\_\_\_ my wife.  
 You: ⑥ \_\_\_\_\_, Mrs. Smith?  
 Mrs. Smith: How do you do? It's nice to meet you. Please ⑦ \_\_\_\_\_ Mary.  
 You: How was the ⑧ \_\_\_\_\_, Mary?  
 Mrs. Smith: Well, it was OK, although a little tiring.  
 You: Then let's get your luggage and go to ⑨ \_\_\_\_\_ now.  
 Mr. Smith: Oh, thank you. It's ⑩ \_\_\_\_\_ of you.

**2** Imagine you are a clerk at a language school's guesthouse. Mary Green is a teacher from Australia. You are meeting her at the airport. Act out the following dialogue by translating the Chinese into English. Your partner will play the role of Mary Green.

You: ① (请问您是玛莉·格林小姐吧? 我是外语学院的李红。)  
 Mary: Oh, how do you do, Li Hong? Thank you for coming to meet me.  
 You: ② (您好! 见到你真高兴, 玛莉·格林小姐。旅途顺利吗?)  
 Mary: Yeah, quite pleasant. But I feel a bit cold here. It's summer now in Australia, you know.

You: ③ (是呀! 让我们去学校宾馆吧, 那儿一切都为您准备好了。)

Mary: That's very kind of you. I do appreciate your help.

You: ④ (哦, 格林小姐, 这是我的名片。如果需要帮忙, 请给我打电话或发电子邮件。)

Mary: Thank you very much. By the way, please call me Mary.

## 3 Imagine you are a new employee (雇员) at a joint venture (合资企业). Mr. Smith is the general manager there. You meet him for the first time at the company's canteen (餐厅). Fill in the blanks according to the clues (提示) given in the brackets. Then act it out with your partner.

You: ① (引起对方注意) \_\_\_\_\_. Are you Mr. Smith?

Mr. Smith: Oh, yes. Simon Smith. Are you a newcomer?

You: ② (问好) \_\_\_\_\_? I'm Li Ying, a graduate from Binhai College. My major is marketing.

Mr. Smith: Very good. ③ (表示欢迎) \_\_\_\_\_.

You: I'm happy to work here. I know ④ (表示知道对方的身份) \_\_\_\_\_.

Mr. Smith: And you may also know I'm a lover of Chinese food! ⑤ (给名片) \_\_\_\_\_.

You: ⑥ (表示感谢) \_\_\_\_\_. But I don't have a card yet. As I'm on-line, too, I can give you my email address.

Mr. Smith: Let's take a seat at this table. I'll take down your e-mail address.

You: Thank you, Mr. Smith. ⑦ (口述自己的网址 [liyong@yahoo.com.cn](mailto:liyong@yahoo.com.cn)) \_\_\_\_\_.

## SECTION II

### Being All Ears

You have practiced greeting and introducing people in English. Now try to learn more from what you will hear in this section.

### Listen and Decode

#### 1 Listen to a dialogue and decode the message by finding out the correct choices in the brackets according to what you have heard.

John ① (Thomson, Simpson, Timpson) is an overseas student in China. He is from England. He studies Chinese in the university. And Lin is ② (a first-year, a third-year, a fourth-year) Chinese student at the university. The two young men meet for the first time. They introduce themselves to each other with ③ (pleasure, pressure, politeness). John is doing his



Chinese ④ (project, program, product) at the university. Lin is going to graduate a year later. He intends to further his study in the UK by working toward a ⑤ (bachelor's, master's, doctor's) degree. Both John and Lin are on-line. From now on they can also keep in ⑥ (reach, speech, touch) through the Internet and help each other at any time.

## Listen and Respond

### 2 Listen to the dialogue again and answer the following questions orally.

- 1 Who is John? Where is he from?
- 2 What does he study in the university?
- 3 Who is Lin? Which grade is he in now?
- 4 Where does Lin want to go after graduation? Why does he want to study further?
- 5 How can they keep in touch later on?

## Listen and Read

### 3 Now listen to something more challenging—a passage with some blanks for you to fill in. The words in the brackets will give you some hints. A glance before listening at the word list provided below will be of some help to you.

#### New Words and Expressions

computer	/ kəm'pjʊ:tə /	n.	电脑
cool	/ ku:l /	a.	酷; 凉爽的
employer	/ ɪm'plɔɪə /	n.	雇主
exchange	/ ɪks'tʃeɪndʒ /	v.	交换
impression	/ ɪm'preʃən /	n.	印象
include	/ ɪn'klʊd /	v.	包括
introduction	/ ɪn'trə'dʌkʃən /	n.	介绍
leave	/ li:v /	v.	留下
mention	/ 'menʃən /	v.	提到
programmer	/ 'prəʊgræmə /	n.	程序员
proper	/ 'prɒpə /	a.	适当的
software	/ 'sɒftweə /	n.	软件
typical	/ 'tɪpɪkl /	a.	典型的



sales clerk 销售员

leave a nice first impression upon ... 给...留下美好的第一印象

speaking of time 说到 / 提到时间

## Introductions Are Important

① (what?) \_\_\_\_\_ are important. A proper introduction will leave a good first impression upon ② (whom?) \_\_\_\_\_. In the ③ (where?) \_\_\_\_\_, introductions are usually rather simple. A usual introduction includes a greeting, an exchange of names, and sometimes, a handshake and a few words about one's work. ④ (when?) \_\_\_\_\_, an exchange of cards has become quite popular. Here is an example.

(Jack:) How do you do? I'm Jack Ryan, a sales clerk.

(Paul:) Hello. I'm Paul Jones, a computer programmer.

You see, both men speak ⑤ (how?) \_\_\_\_\_. Of course, their handshake should be firm, too. And they've both mentioned their names and jobs. Let's take a look at how they go on with the introduction.

(Jack:) Glad to meet you, Paul. Here is my card.

(Paul:) Oh, Ryan Electronics Company. So you have your own firm. Here is my card.

(Jack:) Thank you. And you work for the ⑥ (what) \_\_\_\_\_.

By this time each has had a quick look at the cards. Now let's see how they end their conversation.

(Jack:) They named ⑦ (who?) \_\_\_\_\_ president last week, didn't they?

(Paul:) Yeah. That cool but inexperienced young man.

(Jack:) He just needs some time. Oh! Speaking of time, I've got to ⑧ (do what?) \_\_\_\_\_. Bye.

(Paul:) Me, too. Nice to have met you.



## Listen and Match

**4** Listen to the passage again and complete the information in Column A with the right choices in Column B.

Column A	Column B
1 The purpose of the passage is to tell us	a. why a typical American introduction is simple. b. why proper introductions are important. c. how we can leave a good first impression. d. how a usual American introduction is made.
2 A typical American introduction seems to begin with	a. a greeting to each other. b. an exchange of cards. c. a firm handshake. d. a talk about their work.
3 After the exchange of cards, people usually	a. put the cards into their pockets. b. read the cards carefully. c. go over the cards quickly. d. pay no attention to the cards.
4 In Paul's eye, Roger Smith seems to be	a. very stupid. b. quite smart. c. not experienced enough. d. not warm-hearted.
5 The ending of their first meeting is	a. simple and friendly. b. too cold. c. rather formal. d. quite strange.

## Listen and Conclude

**5** Write out the general idea of the passage in one paragraph by answering the following questions.

- 1 Why are introductions important?
- 2 What does a typical American introduction include?
- 3 How many times have Jack and Paul met?
- 4 Do they shake hands first or present cards first?
- 5 Which companies do Paul and Jack work for?