

21

世纪高职高专英语系列规划教材

SHIJI GAOZHI GAOZHUAN YINGYU XILIE GUIHUA JIAOCAI

英语教师

实用英语口语



Practical Oral English  
for English Teachers

◎ 朱必前 / 编著

华中科技大学出版社  
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## Preface

Learning English well is hard, and teaching it well is harder. Years of teaching tells us that becoming a qualified teacher as an English major takes time, pains and a lot of practice. What on earth do we need to become good English teachers? Different people may have different opinions. However, we do have something in common to share to do that. Firstly, we should have a solid foundation in the language of English. We must be able to communicate with native speakers in English efficiently without much trouble. Secondly, we must be able to use suitable teaching methods to teach our students. We should teach them in the right way so that they can achieve their learning goals in the limited time. Lasting, we should give our students a good language environment to immerse them in it so that they can form the way of thinking in English and speak English idiomatically. Above all, we need love and passion for our work, which is hard for English teachers who are not native speakers.

In this book, we try to offer some practical English for those English graduates who are not well prepared for doing a good job in teaching English, especially for those who do not know how to control their classes in English. As we know, many English graduates find it hard for them to use idiomatic English to teach. That is why we want to compile and write this book. We hope this book can help some English students or teachers in some way.

We arrange four parts in each unit in the book. At the beginning of a unit, we have a short introduction. Then, there are some basic sentences in Part One and two dialogues in Part Two. In Part Three we have a reading passage for learners to know more culture to the related topics. Practice is arranged in Part Four and some proverbs are offered at the end of some units.

This book is designed for majors of English education and English teachers whose mother tongue is not English to improve their oral skills for teaching at college level.

It has a focus on the practical use of classroom English:

Challenging tasks for practice and improving oral skills.

Various topics about culture and teaching situations.

New information and idiomatic English.

Practical language materials with vivid sentences and dialogues.

Proverbs to encourage success.

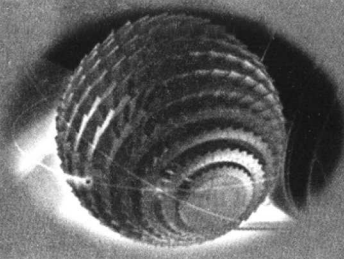
Simple drawings for teaching words and related knowledge.

This book is done with the help of Mr David Stein, Mr Paul Huculak, Miss Lakisha Lucas and Miss Luo Haiyun who work at Shayang Teachers College. They contributed a great deal of time and energy in doing the work. Without their hard work, I cannot finish this book which I wanted to do so long ago. I would like to express my sincere thanks to them.

Zhu Biquan  
2006.7

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# Unit 1 Greetings and Self-introduction

Greeting is the first thing when we start a conversation with others. Therefore we need to know how to greet someone properly so that we can achieve the goal to talk. On the other hand, in order to get the others to know you, you should know how to introduce yourself. Here we offer some useful language materials for you to practise.

## Part 1 Sentences

1. Hello. (Hi.)
2. How do you do?
3. Good morning, class!
4. Good afternoon, boys and girls!
5. Good evening, everybody!
6. Glad to see you.
7. It is a pleasure to meet you.
8. I'm very pleased to meet you.
9. It's an honor to teach you.
10. How are you doing, Tom?
11. How are you, Mary?
12. How is everything going for you, Miss Liu?

13. How are you getting on these days?
14. Did you have a good time at the weekend?
15. I am Bob Smith.
16. My Chinese name is Li Hua.
17. My English name is John Smith.
18. Please call me John.
19. Please allow me to introduce myself first.
20. Can you say something about yourself?

## Part 2 Dialogues

### Model 1

Teacher: Good morning, class!

Students: Good morning, sir!

Teacher: Glad to meet you all. In this semester I will be your English teacher. Hope we can have a good time together.

Students: We will.

Teacher: How are you doing, Betty?

Student: Pretty well. Thank you.

Teacher: Who is on duty today?

Student: I am.

Teacher: Can you help me put the picture on the blackboard?

Student: Yes, I am glad to.

Teacher: Who is the monitor of our class?

Student: I am..... My name is Li Yan.

### Model 2

Teacher: Good afternoon, everyone!

Students: Good afternoon, sir!

Teacher: Please allow me to introduce myself first. My name is John Smith. Please call me John. I graduated from a teachers college last June. This is my first lesson to be an English teacher. I hope I can be your friend and you can make much



progress in learning English with my help. Now let's begin our class.

Teacher: Now I'd like to ask some of you to introduce yourselves to me. Would you please do that?

Student: Yeah, my name is Liu Xiaohua. I am from Liaoning Province. My hometown is far away from here. I like sports and music. I'm not good at English. Hope you can help me improve it.

Teacher: No problem. Let's try together.

### Part 3 Cultural Knowledge



Greeting people may be the first thing when you communicate with others. In western countries, a cheerful and polite greeting is a form of good manners to build up friendship. The most popular way is to say "Good morning!", "Good afternoon!", etc. "How do you do?" is often used when you meet someone for the first time. It sounds like a question, but it is not. It is another way of greeting. You expect a response of "How do you do?". "Hello" and "Hi" are informal. "Morning!", "Afternoon!", "Evening!" can also be used in an informal way.

It is the custom to shake hands when you first meet a person, or after not seeing each other for a long time. Sometimes a nod, a smile or a slight bow from the man is enough. The older person or the woman should be the first to offer their hands. If not wishing to do so, the other person can use the way mentioned above.

When making an introduction, remember to introduce a man to a woman, a younger person to an older person of the same sex, an unmarried woman to a married one, a person of lower rank to a person of higher rank of the same sex. Among friends of the same age or position, introduction can be very informal and simple. For example, "Tom, this is Mary."

At introduction, a man always rises. An elderly person may remain seated when introduced to a younger person. A hostess rises for introduction. A woman does not need to rise unless the person is older, or is the hostess. When making an introduction, you'd better indicate the person whom you introduce with a gesture. It is impolite to greet someone by asking the questions "Where are you going?" or "Have you had your meal?". If you do so, you may be considered as if you were prying into one's private affairs.

## Part 4 Practice

1. Suppose you were a new teacher, make a self-introduction to your students.
2. Make a short dialogue with your partner by playing the roles of a teacher and a student.
3. Say a few words about how western people greet each other.

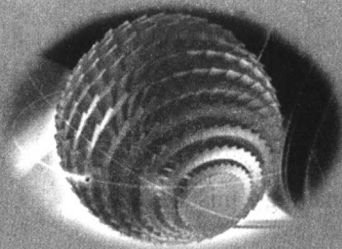
### Proverbs

A good beginning is half the battle.

良好的开端是成功的一半。

It is the first step that costs.

万事开头难。



## Unit 2 Controlling a Class

It is a basic skill for an English teacher to control a class in English. As the saying goes, "To say is one thing, to do is another." It is hard for a new teacher to achieve the goal of using idiomatic English to control classes in an efficient way. How to gain the skill? Some useful language materials are offered below for practise.

### Part 1 Sentences

1. Today we are going to learn Unit Two.
2. Please open your books and turn to Page 10.
3. Let's review what we learned last time.
4. Keep silent, please.
5. Stop reading, please.
6. Who'd like to answer my question?
7. Any volunteers?
8. Can you have a try?
9. Are you ready?
10. Read after me, please.
11. Listen to me, please.
12. Would you please speak louder?
13. Now I'd like to ask some students to come to the front.
14. Please present your dialogue to the class.
15. Please spell the word on the blackboard.

16. I'm afraid you are wrong.
17. Don't be afraid of making a mistake.
18. Time is up.
19. So much for today's lesson.
20. Please preview what we'll learn for the next time.

## Part 2 Dialogues

### Model 1

Teacher: Hello, everybody! Before we begin the new lesson, I want to get someone to give an English report. Who'd like to have a try?

Student: Me.

Teacher: Thanks. Please begin.

Student: Today is Friday, March 30. We have four classes in the morning and no classes in the afternoon.

Student: We'll have fine weather at the weekend according to the broadcast. Now it's a good time for us to have an outing and fly kites. I hope everyone can have a good time.

Teacher: Thank you.

### Model 2

Teacher: Who's on duty today?

Student: I am. I am Jerry.

Teacher: How are you doing, Jerry?

Student: I am doing pretty good.

Teacher: What's the date today?

Student: It's May 1. It's the International Labor Day.

Teacher: What day is it?

Student: It is Monday.

Teacher: What's the weather like today?

Student: It's sunny.

Teacher: Do you like such weather?

Student: Yes, I do.

Teacher: Why do you like it?

Student: Because it's warm and I like warm weather.

Teacher: Thank you. Sit down, please.

### Part 3 Cultural Knowledge

Many people talk about what a teacher is or what roles a teacher plays. Some say a teacher is a hard-working gardener working for the growth of the flowers, or a candle lighting others and burning out itself. Others say a teacher is like a conductor, a judge, a listener, a helper, an advisor, an explainer, an involver or an enabler. No matter what a teacher's role is, he or she must be confident enough to share control with the students, or to hand it over entirely to them. Decisions made in the classroom may often be shared or negotiated. So the teacher often guides the students by telling them what to do now and then although sometimes the class may be working well under its own steam and some autonomous learning may go on.

To be an effective teacher, you must have the following qualities: Listening to the students, showing respect, giving clear and positive feedback, having a good sense of humor, being patient, knowing the subject, inspiring confidence, trusting the students, empathizing with students' problems, being well-organized, pacing lessons well, being honest and approachable, etc. It takes time for a teacher to become mature and successful.

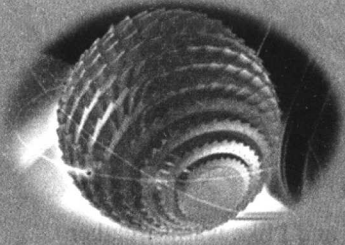
### Part 4 Practice

1. Discuss the topic: How can you become a successful English teacher?
2. Role-playing: Two students play the roles of a teacher and a student, making a dialogue with each other.
3. Practise controlling a class in 3 minutes.

#### Proverb

Teaching others teaches yourself.

教学相长。



## Unit 3 Encouragement and Compliments

Students learn more easily, efficiently and have more fun when they are encouraged rather than criticized in every task they perform. You as a teacher will get better results out of your students if you use positive reinforcement, motivation and support as key tools. Confidence within your students will teach them to strive for higher goals and results. You can also pass the skills of encouragement, compliments and confidence to them so that they may use them to encourage or praise others.

### Part 1 Sentences

1. Excellent job/work!
2. You did so well!
3. You have improved so much!
4. I can see that you have been practising!
5. I love your new bike!
6. What a great new computer!
7. Well done!
8. You have a real talent for/skill at singing!
9. You look wonderful today!
10. Don't give up, you'll do better next time!

11. You surpassed my expectations!
12. You should be very proud of yourself!
13. That was super!
14. That was so well done!
15. That's incredible!
16. I'm jealous of your talents/skills!
17. Keep reaching for the stars!
18. I can't believe how well you did!
19. You never cease to amaze me!
20. That was second-to-none!

## Part 2 Dialog



### Model 1

Teacher: Class, I graded all of your English exams last week, and I am going to hand them out now. Billy, excellent job! Joni, well done! Ryan, you did so well!

Student: But I was hoping to do a lot better.

Teacher: You should be proud of yourself. You did so much better than the last exam.

Student: But Lisa got a much higher grade than I did.

Teacher: Yes, Lisa is a very good student. But I can see that you have been practising as well.

Student: What should I do to get a better grade next time?

Teacher: Keep practising and don't give up! Keep reaching for the stars!

### Model 2

Jade: Lily, I went shopping all day today. I bought a brand-new outfit and got a new haircut. What do you think?

Lily: Wow, you look wonderful!

Jade: Does the colour of this shirt/blouse look good on me?

Lily: Yes. Your choice in clothes colours is second-to-none and I love your new haircut too!

Jade: Do you think they cut my hair too short?

Lily: No. I think the length they cut suits you. It makes you look beautiful.

Jade: Thanks very much for all your compliments!

Lily: You're welcome. You have a very good eye for knowing what clothes look good on people.

Jade: Thanks again. Why don't you come shopping with me next time I go?

Lily: That would be wonderful. Thanks for the invitation!

### Part 3 Cultural Knowledge

Every person in every culture likes to feel good about themselves and each other. People almost always begin a meeting or conversation by saying something such as, "Nice to see you!" or "I'm so glad I ran into you!" These are the first exchange of words before a conversation, and these first few words are called "greetings".

A person's appearance (clothes, hair, make-up, etc.) is usually the first thing people will notice and pay a compliment about. The reason why people compliment someone else's appearance before anything else is that appearance is the first thing they see. A compliment about one's appearance goes a long way to make a person feel happy and comfortable in the company of the other person.

Other types of compliments that people pay one another are compliments on their talents and skills, careers and occupations, characters and personalities, achievements and endeavours, and goals and aspirations.

After being paid a compliment, it is polite to graciously accept and receive the compliment. For example, when someone compliments you on your wonderful honesty, you may say in return, "Thank you very much for your kind words." or "Thanks very much." Sometimes, as well, it is appropriate to pay that person a compliment in return. However, returning one's compliment is not always necessary.

As teachers, the same rules apply. By complimenting your students you are encouraging them to try harder and for better results. Furthermore, compliments will always boost a student's confidence, and will make your classroom a more manageable learning environment.

### Part 4 Practice

1. Suppose you have been invited to a very fancy party, but the party is tonight and



- you must rush to find an outfit. You phone and ask your friend to go shopping with you to help you try on and pick out an outfit that looks good on you.
- Your friend is very nervous for his/her first singing/dancing performance in front of people. He/She has been practising very often but is still worried about doing a good job. You must make him/her comfortable and confident about taking the stage.
  - You have just finished eating dinner in a restaurant that your friend told you about. You liked some of the food and loved others. Tell your friend about all of the different foods that you tasted.

## Notes

- Reach for the stars: reach for a goal.
- Second-to-none: nothing else is better than that.

### Proverbs

Practice makes perfect.

熟能生巧。

Content is happiness.

知足常乐。