



北京市高等教育精品教材立项项目

成人实用英语系列教程

Step
by
Step
Practical
Oral
English
Course Book

(English for General Purpose)



实用英语



口语教程

(通用篇)

主 编 李文君

副主编 王乃焕 林 群

(修订版)

Revised Version



中国商务出版社
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前言

一、编写宗旨

本书是《步步高实用英语口语教程（通用篇）》的修订版，2009 年被评选为北京市高等教育精品教材。该修订版保留了原书基本框架，对目录部分作了重新排版，增强阅读性，突出互动的特点。对“阅读与交流”、“互动口语”等部分也作了增删调整，使其更能体现单元主题特点，更具任务性、互动性、趣味性和实用性。

二、编写原则

本书从指导思想的酝酿、资料的收集到练习的编撰体例都体现了编者们“网络环境下成人高校应用英语专业实用技能教学模式”课题的研究成果。本套教材编写原则是：

1. 遵循“以学生为本”原则：从学生的实际需要出发，借鉴国内外同类教材及授课教师的经验，围绕口语交际中的主题话题展开技能性训练。立足实践，力求实效。

2. 遵循“兴趣是最好的老师”原则：每个单元的小测试部分是轻松一刻，供师生一起品味英语的趣味性和幽默性。为提高学习者兴趣，在单元练习活动设计中大量引入图画活动题型，希望以直观生动图画带动学生的学习兴趣。

3. 遵循“循序渐进步步高”原则：每个模块根据单元主题，教学设计由易及难，步步攀升。板块式训练的结构安排将口语表达的基本元素词汇和句型、情景对话、阅读与交流、互动口语活动及相关文化阅读一以贯之。

4. 遵循“实用教学”原则：讲实用，求实效。本教材不拘泥于某种特定

教学法，而是博采众家之长，融词汇列举、句式教学、情景教学、读与说、功能训练、交际教学等于一体。

三、编写框架

本书由 18 个单元构成，每个单元围绕中心话题以板块的形式展开，为学生提供大量的口语互动训练，以提高学生的英语口语表达能力。各单元包括：

A. Useful Vocabulary（常用词汇）：通过示范关键短语的词性、解释、用法，不但能帮助学生掌握其意，而且能知其用法，模仿造句。

B. Useful Structures（常用句型）：围绕主题展开句式，并重点标识典型句式，方便学生利用句式做拓展训练。

C. Situational Dialogues（情景对话）：围绕主题展开的情景对话，为学生提供角色扮演的素材，并能就标识的关键句型做替换练习。

D. Reading and Speaking（阅读与交流）：为学生提供更多的主题相关信息及词汇语汇表达。

E. Interactive Activities（互动口语活动）：立足于主题但不拘泥于主题内容，通过形式多样的口语训练全面培养学生的叙述、对话、交谈、讨论、辩论等综合口语表达能力。

F. Quiz Time（小测试）：单元轻松一刻，供师生一起品味英语的趣味性和幽默性。

G. Sentence of the Unit（单元一句）：为学生提供意味深长的经典英语表达，供他们在口语交流中机智引用和英文写作中信手拈来。

H. Culture Note（文化小解）：短小精悍的阅读小文为学生提供跨文化交际中应关注的异同点。

I. English Song（英语歌曲）：听歌填词，乐学英语。作者从学习者兴趣出发，兼顾经典与流行的品味，为每章精心挑选词曲。这些歌曲可作为上课导引材料、课间休息背景乐，或个人学唱比赛曲目选择。

本书的顾问为中国社会科学院徐薇教授，她为教材审定做了大量细致工作。负责具体单元的编写人员是：丁艺（Unit 9），王乃换（Unit 3、Unit 6、Unit 16），李文君（Unit 1、Unit 4、Unit 10、Unit 11、Unit 12、Unit 13、Unit 15、Unit 18），邹蓉（Unit 5、Unit 7、Unit 8），林群（Unit 2、Unit 14、Unit 17），徐军（Unit 15）。

为方便兄弟院校使用，本书配有教学 PPT、英文歌曲电子材料，欢迎使用本书的单位向出版社或作者索要。

由于编写工作时间所限，本书难免有失误和不足之处，欢迎专家学者和广大师生提出宝贵意见，以便再版时修正。

编 者

2011 年 10 月

CONTENTS

Units	Topics	Page
1	Names and Places	1
2	Times and Numbers	19
3	Weather	36
4	Transportation	52
5	Describing People	75
6	Likes and Dislikes	90
7	Describing Objects	107
8	Locations and Directions	125
9	Family Schedule	145
10	Daily Activities	160
11	Traveling	177
12	Greetings and Small Talks	196
13	Expressing Thanks, Congratulations, Sympathy	217
14	Expressing Requests and Responses	235
15	Social Etiquette	252
16	Holidays	277
17	Making Decisions	293
18	Changing World	311

Units	Part A Useful Vocabulary	Part B Useful Structures	Part C Situational Dialogues	Part D Reading and Speaking
1	Places (1)	Personal information (3)	1. Can You Speak German 2. Do You Want to Come with Me 3. Could You Please Sign Here 4. I'll Show You Around 5. How Have You Been Doing (4)	Secrets from the Deep (7)
2	Times and numbers (19)	Different expressions of times and numbers (21)	1. I How Much Is It 2. We'll Be Late 3. What Are the Office Hours 4. When Is Your Birthday 5. What Is Three and Five (21)	Time Zones (23)
3	Weather (36)	Weather description (38)	1. I Hope There Is No Rain 2. What's the Weather like in China 3. What's the Climate like in Beijing 4. I Thought It Was Supposed to Get Colder Today 5. The Weather Is So Changeable (38)	Weather Forecast (41)
4	Different ways of transportation (52)	Transportation in different ways (54)	1. At the Check-in Counter 2. Are You on a Business Trip 3. Could You Take Me to ... 4. I'd Like a Round-Trip Ticket 5. Which One Do You Prefer (55)	Aircraft (58)
5	Characters and appearance (75)	Characters and appearance (77)	1. Who Is That Woman 2. What Does She Look like 3. Describe the Murderer 4. What Kind of Person Is Alex Wilson 5. Interview (77)	Casting off the Label of Loser (80)

Part E Interactive Activities	Part F Quiz time	Part G Sentence of the Unit	Part H Culture Note	Part I English Song
1. Town and Countryside 2. Visiting Cards 3. You in Pictures 4. Countries and Nationalities 5. Job Names (8)	Where do you ... (14)	Anyone who ... (14)	Names and Places (15)	Here I Am (17)
1. Time in Different Parts of the World 2. Starting and Finishing Times 3. Opening and Closing Times 4. Visiting Cards 5. What to Say (27)	What time is ... (32)	Progress has ... (32)	Happy Birthday and Birthday Cakes (33)	Sing (35)
1. Match Activity 2. Individual Work 3. Put the Sports into the Appropriate Column 4. Prepositions of Place 5. Answer Questions (43)	Which hand do ... (48)	Our destiny ... (49)	The Importance of Weather (49)	Hero (51)
1. The Bicycle 2. Have You Ever 3. What Happened 4. Proverb Learning 5. International Commuting (63)	What word has ... (71)	Commitment says... (71)	High Speed Rail in China (72)	Big Big World (74)
1. Pair Work 2. Pair Work 3. Who Is Your Ideal Lover 4. A Good Party 5. Self-portrait (83)	What is the ... (86)	Zeal without ... (86)	American Culture (87)	Top of the World (89)

Units	Part A Useful Vocabulary	Part B Useful Structures	Part C Situational Dialogues	Part D Reading and Speaking
6	Likes and dislikes (90)	Likes and dislikes (92)	1. What's Your Favorite Sport 2. I Think This Material Is Prettier than That 3. What Do You Do in Your Spare Time 4. What Do You Think of the People in Our Office 5. Do You Enjoy Eating Fruit and Vegetable (93)	The Car of the Future (96)
7	Objects (107)	Object descriptions, materials, shapes, styles, etc. (109)	1. Describe a Machine 2. What Does It Look like 3. I Want to Buy Some Computer Software 4. My Favorite Toy 5. My Small Business (109)	A Visit to the Robot Factory (112)
8	Locations (125)	Asking and directing ways (127)	1. Asking for Directions (1) 2. Asking for Directions (2) 3. Where Do You Want to Meet Me 4. New Location 5. How Was Your Gallery Trip (127)	A Walk on the Seashore (131)
9	Family and schedule (145)	Introducing family (147)	1. Could You Tell Me about Your Family 2. Is Your Family Big or Small 3. Can You Tell Me What Your Working Day Is like 4. A Typical Working Day 5. Having a Meeting (148)	Changes in Life, Changes in Jobs (151)

Part E Interactive Activities	Part F Quiz time	Part G Sentence of the Unit	Part H Culture Note	Part I English Song
1. Matching Activity 2. Pattern Practice 3. Filling in the Blanks 4. Classifying the Words 5. Completing the Sentences 6. Tags Match 7. Group Work (98)	What has only ... (104)	Few things ... (104)	Closing Ceremony Draws the World's Accolades (105)	Truly, Madly, Deeply (106)
1. Building Up Dialogues 2. Favorite Thing 3. Personal Belongings 4. Do You Like It 5. Game: What Is It (115)	What is the ... (121)	Confidence in ... (121)	American Pop Culture (122)	Seasons in the Sun (124)
1. Building Up Dialogues 2. Location Prepositions 3. Direction Words 4. Answer Questions 5. A Town Plan (133)	What grows larger ... (141)	Wisdom in ... (141)	Living Conditions of Americans (142)	Lemon Tree (144)
1. Family Relations 2. Talking about Your Family Members 3. Interview 4. Job Guessing (153)	Take away my ... (156)	Give a man ... (157)	Is the American Family Dying (157)	Here We Are (159)

Units	Part A Useful Vocabulary	Part B Useful Structures	Part C Situational Dialogues	Part D Reading and Speaking
10	Daily life (160)	Talking about daily life (162)	1. You Look Fresh Lately 2. Quite a Stone in the Water 3. I Wish I Had a Dog 4. That Suits Me Fine 5. Have You Heard of Yoga (163)	Dave's Story (165)
11	Traveling (177)	Traveling (179)	1. At a Reception Desk 2. At a Restaurant 3. At the Customs 4. At a Party 5. At a Gas Station (180)	Hidden Costs: Fare ... or not Fair (183)
12	Topics of small talks (196)	Greetings and common ice- breaking topics (198)	1. I Feel Blue 2. What's the Weather like 3. My Weight Has Gone Up 4. You Will Never Know unless You Try 5. He Really Enjoys His New Career (199)	Small Talk (201)
13	Thanks, congratulations and sympathy (217)	Expressions of thanks, congratulations and sympathy (219)	1. I'm Glad You Like Them 2. How Did I Miss Such News 3. Please Send Him My Congratulations 4. I Wish You Every Success 5. Don't Neglect Your Health Anymore (220)	Ways to Improve Social Interaction (222)
14	Making requests and responses (235)	How to make requests (237)	1. Please Lend Me Your CD Player 2. A Friend in Need 3. Could You Help Me with It 4. Can I Borrow Your Car 5. Can I Borrow Your Bike (237)	How to Make a Request (239)

Part E Interactive Activities	Part F Quiz time	Part G Sentence of the Unit	Part H Culture Note	Part I English Song
1. Events of the Day 2. My Daily Plan 3. Who Am I 4. Election 5. Who Should Win (168)	The answer I ... (173)	A man ... (173)	How to Make a Daily Schedule (173)	Far Away from Home (175)
1. Get Down to Florida 2. What Is It 3. An Interesting Trip 4. Match the Words 5. Game (186)	Who succeeded ... (192)	"Paper or ... " (192)	Traveling around the World (193)	There You Will Be (195)
1. Talking about TV Programs 2. Talking about Fame 3. Practicing Small Talk 4. Breaking the Ice 5. True or False (203)	There are four ... (212)	All things ... (212)	Greeting Gestures (212)	Trouble Is a Friend (215)
1. Match the Best Responses to the Compliments 2. Hi, How Are You 3. Interviewing Famous People 4. What Makes a Good Friend 5. A Business Lunch Conversation (224)	How can 11 ... (231)	He travels ... (231)	Dealing with Death (232)	Yesterday Once More (234)
1. Making Small Requests 2. Making Large Requests 3. Asking for Favors 4. What a Terrible Day 5. Pair Work (241)	The first two ... (247)	The race ... (247)	Tips for Britain's Social Customs (248)	Heal the World (250)

Units	Part A Useful Vocabulary	Part B Useful Structures	Part C Situational Dialogues	Part D Reading and Speaking
15	Social behaviour (252)	Introducing good manners (254)	1. How to Shake Hands (A) 2. How to Shake Hands (B) 3. American Table Manner 4. Tips on Social Etiquette Conversation (A) 5. Tips on Social Etiquette Conversation (B) (255)	Western Table Manner (258)
16	Holidays (277)	How to spend holidays (279)	1. There Are Many Places of Interest 2. I Was Away for My Holiday 3. Important Public Holidays in China 4. What Public Holidays Do You Have 5. There Are Lots of Beautiful Places in Australia (279)	Halloween Is a Holiday for Children (283)
17	Decision making (293)	How to make decisions and give advices (295)	1. Are You Free This Evening 2. I'm in Trouble 3. What Major Shall I Choose 4. A Vacant Position 5. Future Plan after Graduation (296)	If an Earthquake Happens (298)
18	Social topics (311)	Popular topics (313)	1. Are You Crazy or What 2. A Drought Has Set In 3. Chances Are Slim 4. Everything Will Work Out Fine 5. I'm Out of Style (314)	Changing World, Lasting Value (317)

Appendix I Vocabulary List

Appendix II Answer Key

Reference

Part E Interactive Activities	Part F Quiz time	Part G Sentence of the Unit	Part H Culture Note	Part I English Song
1. Solve the Puzzles 2. She Smokes like a Chimney 3. Would You Mind Telling Me ... 4. Chinese Horoscops 5. How Well-organized Are You (262)	How do you ... (273)	There is ... (274)	Social Graces Tips (274)	Take Me to Your Heart (276)
1. Match the Words 2. Classify the Words 3. Prepositions of Cause or Purpose 4. Prepositions of Time and Place 5. Group Work 6. Pair Work (285)	Who shaves many ... (289)	He that ... (289)	The Christmas Carol Parrot (290)	Every Moment of My Life (292)
1. Asking for and Giving Advices 2. Room Decration 3. Island Survival 4. Recruiting New Staff 5. Giving Advice (301)	It doesn't seem ... (307)	Setting a goal ... (307)	American Food Habits (308)	Everything I Do, I Do It for You (310)
1. Changes in Life 2. Interview: How Have Things 3. Endangered Species 4. Enviromental Crisis 5. Views on Technology (318)	How do you ... (329)	Change your ... (329)	Be the Change (330)	Blowing in the Wind (331)

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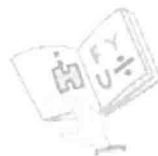
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Unit 1



Names and Places

Part A



Useful Vocabulary

- Public park

A public park is a public area of land with grass and trees, usually in a town, where people go in order to relax and enjoy themselves.

There are a lot of public parks in big cities.

- Travel agency

A travel agency is a business which makes arrangements for people's holidays and journeys.

Why do people go to travel agency?

- Amusement park

An amusement park is a perfect locale for a bunch of youngsters to have all sorts of adventures.

Children in Beijing find Happy Valley a wonderland of amusement park.