



“十二五”职业教育国家规划教材  
经全国职业教育教材审定委员会审定

# New Practical English

## 新编实用英语

基础教程学学·练练·考考

Workbook

《新编实用英语》教材编写组 编

Fourth Edition

第四版

高等教育出版社



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# 《新编实用英语》（第四版）前言

《新编实用英语》(*New Practical English*)自2002年作为教育部原高职高专教育英语课程教学指导委员会的推荐教材出版以来,至今已有13个年头,对贯彻教育部颁布的《高职高专教育英语课程教学基本要求(试行)》起到了引领方向、推进改革的重要作用,使高职高专英语课程教学改革沿着“以服务为宗旨,以就业为导向”的道路健康发展。《新编实用英语》先后被列入普通高等教育“十五”、“十一五”、“十二五”国家级规划教材,在我国高职高专英语教学界享有很高的声誉。

十余年来,《新编实用英语》已经发展成为一个立体化的英语教学资源体系,既针对学校的课堂教学和课外辅学的特点,又兼顾学生自主学习、个性化学习和利用网络手段学习的需求。本次修订除了根据高职院校师生的反馈意见进行了有针对性的完善之外,还特别对《新编实用英语》的教材体系进行了充实和完善,以供广大用户更好地使用,使之能更好地为高职高专英语教学和改革服务。修订主要体现在以下方面:

## 1. 《新编实用英语》核心教程:

- 1) 《综合教程》围绕职场英语交际的需要,进行实用听、说、读、写的语言训练。本次修订不仅加强了实用交际听说训练,训练形式也更加多样,便于课堂教学和学生模拟训练;阅读和写作更加突出了职场实用文体和职场应用文的读写交际训练;
- 2) 《学学·练练·考考》与《综合教程》紧密配合,为学生在课后进行独立的语言训练提供了同步自练园地;
- 3) 修订了《基础教程》,新编了《基础教程学学·练练·考考》,为入学水平相对较低的学生提供了快速补课并衔接《新编实用英语》第一册的学习内容。《基础教程》及《基础教程学学·练练·考考》的单元话题与《综合教程》和《学学·练练·考考》基本一致,从而使《基础教程》的学习与《综合教程》和《学学·练练·考考》的学习直接关联;
- 4) 《求职手册》帮助学生为毕业后进行求职做准备,内容涉及查询职位的途径及从撰写求职简历到应对求职面试等方方面面的语言准备;《备考手册》为师生提供了高等学校英语应用能力考试的各项语言技能的应试训练和有效的应试技巧和技能,将教学与考试紧密结合;
- 5) 本项修订根据用户的反馈和建议适当地调整并完善了《综合教程》和《学学·练练·考考》的单元选题、课文和相应练习,使之更加符合英语教学满足中国全面走向国际化的大目标。

## 2. 《新编实用英语》配套教程:

为适应中国经济走向世界的大趋势, 高职英语教学进一步提高听说交际能力势在必行。但限于课堂教学学时, 且听说训练又特别适合个性化学习, 《新编实用英语》特为高职高专学生提供了两套听说训练教程。

- 1) 《听力教程》1~4册, 是一套与《综合教程》紧密配合的实用职场交际的听力教程, 对自学和培训基本实用听说交际能力十分有益;
- 2) 《视听说教程》(1~4册) 是一套引进改编的、交际话题和交际范围更为广泛的视听说教程, 特别适用于想较为全面地提高听说交际能力的学生和在职人员。

《新编实用英语》(第四版) 由大连理工大学的孔庆炎教授和上海交通大学的刘鸿章教授担任总主编, 由美国普渡大学的Margie Berns教授担任语言顾问。《新编实用英语(第四版)基础教程学学·练练·考考》的主编为广东警官学院的向前进, 副主编为广东警官学院的王雨梅, 其他参编包括: 广东警官学院的闻兴媛、李娜和刘娟。

实践证明, 《新编实用英语》系列教材是严格按照国家职业教育和要求精心设计的立体化公共外语教材, 历经多年教学实践, 得到广大高职高专院校师生的充分认可。尽管还有不尽如人意的地方, 我们相信在高职师生的关怀下, 《新编实用英语》定能不负众望, 为高职高专英语教学做出更大的贡献。

编者

2015年8月

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# Unit

## One



# *Greetings and Introductions*

## Section 1 Talking Face to Face

### Introduction

It is important for us to learn how to greet and introduce people in English. Read the Dos and Don'ts below and practice the dialogue that follows.



Say "How do you do?" when you meet someone for the first time.

Say "Good night." when you take leave in the evening or at night.

Greet people with a handshake.

Introduce people with both the first and last names.

Use the titles such as Mr., Mrs., Miss, Ms., Prof., Dr. before the family name.

# DOS

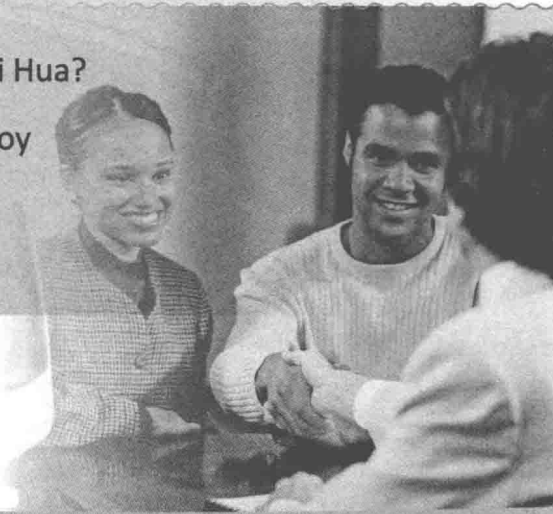


- Don't forget to reply with "How do you do?"
- Don't greet with "Good night." when you meet someone at night.
- Don't greet people with a kiss.
- Don't use the first name alone to introduce important persons.
- Don't forget you should introduce a young person to an elder person.
- Don't use Teacher, Engineer and other professional (职业的) titles before the family name.

# Don'ts

## Follow the Sample

- A** Hello, Li Hua. How are you these days?
- B** Fine, thank you. And you?
- A** Not too bad, just a bit busy. This is our new English teacher, Mr. Smith.
- B** How do you do, Mr. Smith?
- C** How do you do? Are you also a student here?
- B** Yes, I am. I'm glad to meet you, Mr. Smith.
- C** Nice to meet you, too. What's your major, Li Hua?
- B** I major in Business English. I hope you'll enjoy your stay here.
- C** Thank you so much.



## Act Out

Here are four short dialogues. Act them out with your partner and finish tasks that follow.

- ①
- A** Hello, Zhao Wei. Come and meet my friend Mary.
- B** Hi, Mary. Where do you come from?
- C** Hi. I'm from Seattle. What about you?
- B** I'm from Shanghai.
- C** So you're both from Shanghai.
- A** Yes, and now we are in the same college.

**Task** Introduce a friend to someone you know.

- ②
- A** Hello. My name's Peter. What's your name, please?
- B** I'm Janet.
- A** Nice to meet you, Janet.
- B** Nice to meet you, too. What's your major here?
- A** I major in Information Technology. And you?
- B** Computer Science. By the way, do you have a QQ number?
- A** Sure. It's 663453426.
- B** Mine is 555898916. I'd be glad to talk to you online later.

**Task** Introduce yourself to someone you meet on the campus.

- ③
- A** Mr. Smith, allow me to introduce myself. My name is Deng Lin, manager of the company.
- B** How do you do, Mr. Deng? 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, a visitor to your school.

- ④
- A** Hello, Susan. How nice to meet you again!
- B** Hi, Lin. What a nice surprise! What brings you here?
- A** I come as a tourist. And you?
- B** I'm teaching English in a language school here.

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

## Section II Being All Ears

### Listen and Judge

1. Listen to the dialogue and decide if the following statements are true or false. Write T for True and F for False.
- ① Wang Ping studies English at college.
  - ② Mr. Smith comes from England.
  - ③ Mr. Smith asked Wang Ping some questions.
  - ④ In England only the first name is used in introductions.
  - ⑤ In England people kiss each other when they first meet.

### Listen and Complete

2. Listen to a short passage and fill in the missing words according to what you have heard.

#### Janet from Norway

My name is Janet. I'm 1 \_\_\_\_\_ years old and I come from Norway. I live in a small city in 2 \_\_\_\_\_, near Holland. I finished school two years ago and spent 3 \_\_\_\_\_ studying German in Germany. I 4 \_\_\_\_\_ reading, listening to music, going to disco and meeting friends. In winter, I like skiing (滑雪) and 5 \_\_\_\_\_ playing tennis. Now my main 6 \_\_\_\_\_ is in studying English. I need to learn the language very well since it is very 7 \_\_\_\_\_ for my future work. I hope it'll help me to get a good 8 \_\_\_\_\_.

## Section III Maintaining a Sharp Eye

### Me and My Home Village

Hello, Friends! Let me introduce myself and my home village.

I'm Zhang Hua and my English name is John. Zhang is my family name and Hua is my given name. But my schoolmates call me "Big Head" just because my head is a bit

too big. I'm not happy about this nickname. However, I can do nothing about it.

I come from a village in Central China. It lies by a small river. There are 20 families with about 100 people in the village. Though it is small, it is very beautiful. The air is fresh and the water is clear. You can see lots of fish swimming in the river. There are many rice fields around. So it is known as the "land of rice and fish".

The people in my home village are very kind and honest. They work hard in order to live a better life. They also care much about the education of their children. Now they are going to set up a new school in the village. But they need good teachers. I'm the first from the village to have the chance to go to college. I feel lucky because all the other young people there do not have the chance.

Now I study at a college in a big city. My major is IT. I like my major very much. I also like my classmates. They're all kind to me. Nobody calls me "Big Head" here. But I still miss my home village. I miss my family and all the people there. As the English proverb says, "East or west, home is best."



## Read and Act

1. Work in pairs and fill in the table with information you get from both the passage and your partner.

| Source       | Family Name | Given Name | Nickname |
|--------------|-------------|------------|----------|
| The passage  |             |            |          |
| Your partner |             |            |          |

2. Describe the writer's home village in your own words.
3. Introduce yourself and your hometown to the class.

## Read and Complete

4. Complete the following sentences with the words or phrases given below, changing the form if necessary.

- ① Nobody \_\_\_\_\_ his rudeness.
- ② I study English very hard \_\_\_\_\_ get a good job after college.
- ③ I only know him by his \_\_\_\_\_.
- ④ My home village is \_\_\_\_\_ far from the city.
- ⑤ My English is poor. I really should \_\_\_\_\_ it.
- ⑥ Nobody knows where he \_\_\_\_\_.

be happy about  
family name  
a bit  
do something about  
come from  
in order to

## Read and Translate

5. Translate the following sentences into English, using the words or phrases given in the brackets.

- ① 老师要我们每人都做一个自我介绍。(introduce)  
\_\_\_\_\_
- ② 我的家乡位于大海边上。(lie)  
\_\_\_\_\_
- ③ 四川以熊猫 (panda) 的故乡而著称。(be known as)  
\_\_\_\_\_
- ④ 人人都要注意自己的行为举止。(care about)  
\_\_\_\_\_
- ⑤ 我家乡的人民将要建几家新工厂。(set up)  
\_\_\_\_\_

## Section IV Minding Your Grammar

英语的动词有五种基本时态。一般现在时表示经常的动作或目前的状态。在行为动词的单数第三人称后面要注意加-s或-es。

1. Study the following English sentences and translate the Chinese sentences into English.

- ① This *is* my friend Mary. She *is* a student at Binhai Technical School.

这是我们的新老师史密斯先生，他来自澳大利亚。

- ② The sun **rises** in the east and **sets** in the west.  
地球是圆的，围绕着太阳运转。
- ③ The students **read** English aloud on the campus every morning.  
我通常每月回家一次。
- ④ **Does** he often **come** back so late?  
你在空余时间常常看英文书吗？
- ⑤ How often **do** you **hold** an English Corner?  
你们每周有多少节英语课？

2. Complete the questions in the left column to suit the answers given in the right.

- |  |  |
|--|--|
| ① Where _____?                               | Roland lives in a city in Central England.                                   |
| ② When _____?                                | He usually gets up at six o'clock.   |
| ③ What _____ before going to bed?            | He often listens to the radio before going to bed.                           |
| ④ When _____ usually _____?                  | He usually starts work at eight o'clock, but on Tuesdays he starts at seven. |
| ⑤ What _____ on Tuesday morning?             | He has an English lesson every Tuesday morning at eight o'clock.             |
| ⑥ What _____ job?                            | Roland is a computer programmer.   |
| ⑦ How long _____ every week and where _____? | He works for forty hours a week in the company's computer department.        |
| ⑧ Why _____ his job?                         | He likes his job because he feels interested.                                |

## Section V Reading Aloud and Recite

The following 10 useful sentences are given in the International Phonetic Alphabet (国际音标). First try to translate them into English "word" sentences and then recite them.

hau du: ju: du:

hau a: ju: 'du:ɪŋ ði:z deɪz

hauz 'envɪθɪŋ wɪð ju:

aɪm faɪn θæŋk ju: ænd ju:

lɒŋ taɪm nəʊ si:

.....  
.....  
.....  
.....  
.....

plɪz ə'laʊ mi: tʊ ,ɪntrə'dju:s maɪ'self

let mi: ,ɪntrə'dju:s maɪ frend 'meəri tə ju:

tʌm kʌm ənd mi:t maɪ frend 'meəri

'merɪ 'krɪsməs

'hæpɪ nju: jɜ:

.....  
.....  
.....  
.....  
.....

## Section VI Having a Little Fun

Read and guess the following riddles.

① It happens once in a minute, twice in a week, and once in a year? What is it?

② What has a neck, but no head?





## Interests and Hobbies

### Section 1 Talking Face to Face

#### Introduction

Do you know how to talk about your interests and hobbies in English? The following is a list of popular items. Match the Chinese items with those in English and practice the dialogue that follows.

球类运动

football

散步

classical music

篮球

volleyball

烹饪

reading

排球

basketball

阅读

cooking

足球

ball games

古典音乐

walking