



普通高等教育“十一五”国家级规划教材
新标准高职高专公共英语系列教材
VOCATIONAL COLLEGE ENGLISH

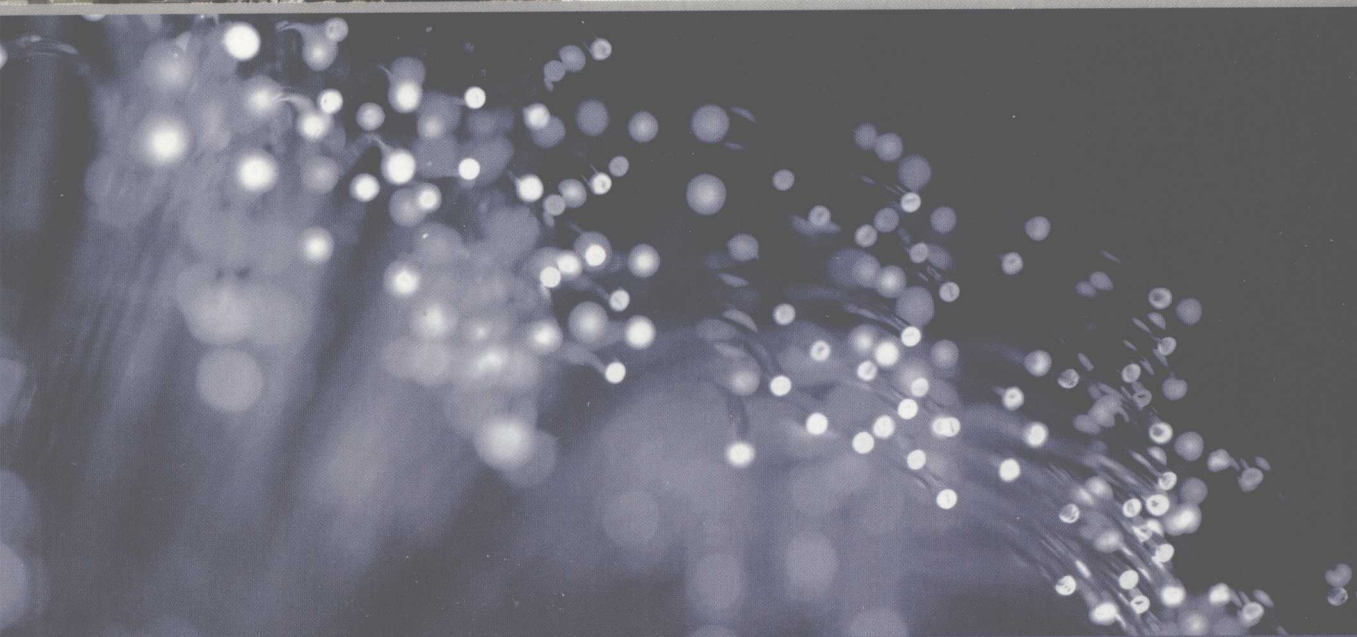
总主编 王守仁

实用听说教程 3

主 编 周国强

PRACTICAL
LISTENING
AND SPEAKING

教师用书
TEACHER'S BOOK





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主 编 周国强
编 者 何小凤 邵 瑛 李龙帅

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前言

《实用听说教程》是按照教育部高等教育司颁布的《高职高专教育英语课程教学基本要求(试行)》,结合高职高专英语教学实际情况编撰而成的。在编写过程中,遵循“实用为主,够用为度,以应用为目的”的原则,围绕《高职高专教育英语课程教学基本要求(试行)》规定的日常交际功能的听、说能力要求,充分结合了学生实际运用英语的情况和能力。同时,我们还广泛吸收了多位在高等职业专科院校中从事实际教学工作的教师的建议。

第三册各单元课文按照《高职高专教育英语课程教学基本要求(试行)》列出的要求学生重点掌握和运用的交际内容安排听、说内容,意在使学生通过反复操练,具备初步的语言交际能力。这些交际内容包括一般涉外活动(迎送、安排日程与活动、安排住宿、邀请和宴请、电话处理业务以及陪同购物、游览、就诊等)和一般涉外业务(面试、介绍公司、工厂的发展历史和现状等)两大类。各单元的第三部分还包括了符合“高等学校英语应用能力考试(B级)”听力部分考试要求的练习题。如果学生认真练习,这部分对他们通过“高等学校英语应用能力考试(B级)”应该大有帮助。

全书共分10个单元,供一学期使用。完成每单元内容约需4到5课时,视学生已达到的英语水平和接受能力而定。其中2至3课时为课堂内教学内容,其余为学生课后练习。

每单元由三个部分组成:

第一部分(Part One: Starting Out)是供教师组织课堂讨论用的思考题,目的是让学生了解本单元主要的教学和练习内容。

第二部分(Part Two: In-class Activities)是每单元的重点内容,分三个片段(Section),每个片段都有两个环节:先听后说。听和说的练习都围绕同一个交际内容展开。听力练习中出现的词汇、短语和惯用句型往往都会在会话练习中使用到。会话练习的内容与相应的听力练习内容相比要简单一些,而且模仿的成分较大,学生应该不会感到很难。会话练习的最后一项(Role play)难度略高,要求学生综合运用已学到的语言交际能力。

第三部分(Part Three: After-class Activities)是供学生课后复习之用。这部分的录音文字资料和练习答案作为附录,列于学生用书后,以方便学生课后自己使用这部分练习。

教师用书提供了较详细的教学提示(Teaching Notes)。这些教学提示对每单元各部分的教学内容作了介绍,强调了要求学生重点操练掌握的技能,并提出了教学建议。当然,这些教学提示仅供使用本教材的教师参考,在具体教学过程中,大家还需根据各学校的教学实际情况以及学生的能力,灵活使用本教材。此外,教师用书还提供了所有练习的答案以及听力练习的录音文字资料。

本册主编为周国强,负责全书的设计、资料收集、编写以及最后定稿。上海交通大学外国语学院英语系何小凤、邵瑛、李龙帅等参与了部分编写工作。

在教材编写过程中,编者参阅和引用了部分国外相关资料。在上海交通大学担任英语教学的Pauline Crane(英国)通读了部分书稿。在此一并致谢。

编者
2006年3月



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Unit One

Greeting Visitors

OBJECTIVES

In this unit, you will learn various ways to:

1. greet and get acquainted with guests;
2. exchange conventional greetings; and
3. make small talk about a flight, the weather, etc.



Part One

Teaching Notes

Starting Out

1. These are warm-up questions. The main purpose of these questions is to prepare the students for what they are going to hear and talk about in this unit.
2. Ask the students to work in pairs or in small groups, asking each other these questions. Walk around the classroom to give any help the students may need.
3. You may ask two or three students to say their answers aloud in class. You can write some expressions commonly used in greeting or introducing people on the board.
4. This activity, while limited by the students' ability, is meant to draw their attention to what they are going to do in class.
5. If class time is limited, you may just ask two or three students to give their answers to the whole class directly without the group discussion, but you should give them a couple of minutes to think about the questions and about the words or phrases they might use in their answers.

Questions for discussion

1. Have you ever met anyone at a railway station or airport?
2. What do you say when you meet someone for the first time?
3. What might be the usual topics you talk about in such situations?



Part Two

Teaching Notes

In-class Activities

1. Part Two is composed of 3 sections. Each section is supposed to be completed within one class period (45 minutes). If your class time is not enough to finish all three sections, Section C can be used after class by the students as self-study material.

- Each section is ordered in the first-listening-and-then-speaking sequence: the students practice listening before they do speaking activities. When doing listening activities, they not only improve their ability to acquire and understand information through listening, but also learn expressions they will use when performing speaking activities.
- In Part Two of this unit, Section A presents ways of greeting guests / clients and introducing people, Section B presents ways of exchanging conventional greetings, and Section C presents ways of making small talk about a flight, the weather, and so on. Small talk is important for conducting business smoothly.

SECTION A

Excuse me, are you Mr. Johnson from General Motors?

1. Listening Activities



Teaching Notes

- Make sure the students understand the words and expressions listed in the **New Words and Expressions** box. If there are other words or expressions you think the students don't know, explain these to them.
- Try to help the students to pronounce these words and expressions correctly if you find they cannot do so.
- In normal situations play the recording once for each listening exercise. Play it again if necessary.
- When doing Exercise A, tell the students to read the four possible answers to each question and try to predict the questions before they listen. For example, the four possible answers to Question 5 in this exercise are all expressions of time, so it is likely to be a *When*-question. This prediction may alert the students to the information relevant to the correct answer.
- Exercise B is a spot dictation. Remind the students that the expressions needed to fill in the blanks are those commonly used in greeting and introducing people.

New Words and Expressions

General Motors (GM) 美国

通用汽车公司

colleague /'kɒli:g/ n. 同事

marketing /'mɑ:kɪtɪŋ/ n. 市场

营销

A *Mary Lee meets Mr. Johnson at Heathrow International Airport in London. Listen to the conversation and choose the best answer to each question you hear.*

Tapescript

F: Excuse me, are you Mr. Johnson from General Motors?

M1: No, I'm not.

F: I'm sorry.

M1: Never mind. ... Look! Here comes Mr. Johnson now.

F: Are you Mr. Johnson?

M2: Yes, I am.

F: Nice to meet you. My name is Mary Lee. I'm from Essex Industries.

M2: Nice to meet you, too. Thank you very much for coming to meet us.

F: It's a pleasure. Welcome to London.

M2: I'd like you to meet a colleague of mine. May I introduce Mr. Black, our marketing manager?

F: How do you do? I'm very pleased to meet you.

M1: How do you do? Pleased to meet you.

F: Is this your first visit to London?

M1: No. Actually, this is my second visit. I was here for a meeting last July.

F: I hope you'll enjoy your stay here.

M2: I'm sure I will.

Questions

1. Who is Mr. Johnson?
2. What do we learn about Mary Lee from the conversation?
3. What do we learn about Mr. Black from the conversation?
4. How often does Mr. Black come to London?
5. When did Mr. Black come to London last time?

Key

1. A. He's Mary Lee's friend.
B. He's Mary Lee's colleague.
C. He works for General Motors.
D. He's from Essex Industries.
2. A. She is from New York.
B. She works at the London office of General Motors.

C. She works for Essex Industries.

D. She met Mr. Johnson once before.

3. A. He's a marketing manager for General Motors.

B. He works for Essex Industries.

C. He's an old friend of Mary Lee.

D. He's the director of the General Motors London office.

4. A. This is his first visit to London.

B. He has been to London once before.

C. He frequently comes to London on business.

D. We can't tell from the conversation.

5. A. Last April.

B. Last May.

C. Last June.

D. Last July.



Listen to the conversation again and supply the missing words or phrases.

Key

F: Excuse me, are you Mr. Johnson from General Motors?

M1: No, I'm not.

F: I'm sorry.

M1: Never mind (1). ... Look! Here comes Mr. Johnson now.

F: Are you Mr. Johnson?

M2: Yes, I am.

F: Nice to meet you (2). My name is Mary Lee. I'm from Essex Industries.

M2: Nice to meet you, too. Thank you very much for coming to meet us (3).

F: It's a pleasure. Welcome to London.

M2: I'd like you to meet a colleague of mine. May I introduce (4) Mr. Black, our marketing manager?

F: How do you do? I'm very pleased (5) to meet you.

M1: How do you do? Pleased to meet you.

F: Is this your first visit (6) to London?

M1: No. Actually, this is my second visit. I was here for a meeting last July (7).

F: I hope you'll enjoy your stay (8) here.

M2: I'm sure I will.

11. Speaking Activities



Teaching Notes

1. The speaking activities in this section are designed to give students speaking practice in everyday situations that are essential to business. The speaking activities are thematically and functionally related to the listening activities.
2. When starting the speaking activities, make sure the students do Exercise A carefully. They should familiarize themselves with these expressions as much as possible.
3. When the students are studying these expressions, ask them to pay special attention to the words or phrases in bold italics, because they are very often set phrases, fixed sentence patterns or business idioms used in similar situations.
4. Exercise B is an integrated writing and speaking task. To a large extent, Exercise B is quite similar to what the students heard in the listening activities, but somewhat simplified. The students should not find the conversation here difficult.

A Study the following expressions used in greeting and introducing people until you can say them from memory. Pay special attention to those in bold italics.

To greet your guest / client, you say:

Excuse me, **are you Mr. Johnson from General Motors?** 请问, 您是通用汽车公司的约翰逊先生吗?

Nice to meet you. **My name is Mary Lee. I'm from Essex Industries.** 很高兴见到您。我叫玛丽·李, 埃塞克斯工业公司的。

Is this your first visit to London? 这是您第一次来伦敦吗?

I hope you'll **enjoy your stay** here. 希望您在这里过得愉快。

Your guest / client says:

Thank you very much **for coming to meet us.** 谢谢您来接我们。

I'd like you to meet a colleague of mine. 我想向您介绍我的同事。

May I introduce Mr. Black, our marketing manager? 能否让我介绍一下布莱克先生, 销售部经理?



Complete the following short conversation with the help of the Chinese version in brackets.
Practice the conversation with your classmate.

Key

- F:** Excuse me (请问) (1), are you Mr. Smith from Canada Sports Wear Company?
- M1:** Yes, I am.
- F:** Nice to meet you (很高兴见到您) (2). My name is Liu Wen. I'm from Xiamen Trading Company.
- M1:** Nice to meet you, too. Thank you very much for coming to meet us (接我们) (3) at the airport.
- F:** With pleasure. Welcome to (欢迎来) (4) Xiamen.
- M1:** I'd like you to meet a colleague of mine. May I introduce (能否让我介绍) (5) Mr. Brown, our sales manager?
- F:** How do you do (您好) (6)? I'm very pleased to meet you.
- M2:** How do you do? Pleased to meet you.
- F:** Is this your first visit (首次来访) (7) to Xiamen?
- M2:** Yes.
- F:** I hope you'll enjoy your stay (过得愉快) (8) here.

SECTION B

How's everything going?

1. Listening Activities



Teaching Notes

- In this section there are not many new words or expressions. Make sure that the students can pronounce these words and expressions correctly.
- In normal situations play the recording once for each listening exercise. Play it again if necessary.
- The conversation in Exercise A is about how two people exchange conventional greetings (about a project and the weather in London) when they are meeting at the airport. Draw the students' attention to what expressions can be used in such situations. Remind the students to predict

Unit One Greeting Visitors

what types of questions will be asked by looking through the possible answers in Student's Book. At least one question is clear: the third question is about the weather. The first question is a general question about the two speakers. Predicting question types is an important skill for solving multiple-choice questions in listening.

4. Exercise B mainly requires the students to supply specific expressions rather than information. Almost all the answers are expressions used in conventional greetings. These expressions usually fulfill social functions rather than convey information. Note how the male speaker offers to help the visitor with her luggage at the end of the short conversation. What expressions does he use when offering help? How does the visitor (the female speaker) respond? Does she accept or decline the help? What expressions does she use?


New Words and Expressions

project / 'prɒdʒekt/ *n.* 项目;
计划

smoothly / 'smu:ðli/ *ad.* 顺利地;
没有问题地

typical / 'tɪpɪkəl/ *a.* 典型的
case /keɪs/ *n.* 箱子

manage / 'mænɪdʒ/ *v.* 应付

 Here is a short conversation between two business people meeting at the airport. Listen and choose the best answer to each question you hear.

Tapescript

M: Good afternoon, Ms. Gray. Nice to see you again.

F: Good afternoon, David. Thank you for meeting me.

M: How's everything going?

F: Very well, thank you. How are you getting on with your new project?

M: It's going smoothly. How was the weather in London? Last time I was there we had beautiful clear days. Not like people think.

F: It rained, I'm afraid. It was very dark, with a lot of cloud.

M: Ah. A typical English day. Now, let me take your case.

F: No, thanks. I can manage myself.

Questions

1. Which of the following statements is true, according to the conversation?
2. How is the man's new project going?
3. What is the weather usually like in London according to the man?

Key

1. A. The man and woman are complete strangers.
- B. They have met each other in London before.

- C. The man has just arrived in London.
D. The man is now working on a new project.
2. A. It is going well.
 B. It is getting difficult.
 C. It has been transferred to another department.
 D. It has been finished.
3. A. Fine and warm.
 B. Clear and beautiful.
C. Rainy and cloudy.
 D. Cold and windy.



Listen to the conversation again and supply the missing words or phrases.

Key

- M: Good afternoon, Ms. Gray. Nice to see you again (1).
 F: Good afternoon, David. Thank you for meeting me (2).
 M: How's everything going?
 F: Very well, thank you. How are you getting on (3) with your new project?
 M: It's going smoothly. How was the weather in London? Last time I was there we had beautiful clear days (4). Not like people think.
 F: It rained, I'm afraid. It was very dark, with a lot of cloud (5).
 M: Ah. A typical English day. Now, let me take your case (6).
 F: No, thanks. I can manage (7) myself.

11. Speaking Activities



Teaching Notes

- The speaking activities in this section are about the way people exchange conventional greetings when they are meeting at an airport or other passenger terminal, thematically and functionally related to the above listening activities.
- When starting the speaking activities, make sure the students do Exercise A carefully. Ask the