

全国高职高专公共英语教材

“十一五”国家重点出版规划项目

教师用书

3

NEW CENTURY COMMUNICATIVE ENGLISH COURSE

# 新世纪交际英语教程

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# 新世纪交际

## 英语教程 3

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## 前言

《全国高职高专公共英语教材》是为进一步落实国家“2003—2007 年教育振兴行动计划”,在广泛调研的基础上依据教育部《高职高专教育英语课程教学基本要求》(以下简称《基本要求》)特为全国高职高专非英语专业学生编写的一套公共英语教材,并被列入“十一五”国家重点出版规划项目《面向新世纪的立体化网络化英语学科建设丛书》。本套教材取材丰富,题材多样,贴近生活,时代感强,是一套集应用性、实用性、趣味性和文化性为一体的特色英语教科书。为方便学生学习和教学安排,本教材分为两大体系:新世纪应用英语教程(着重于读、写、译)和新世纪交际英语教程(着重于视、听、说)。这两大体系既相照应又相包容,不仅使听、说、读、写、译五大语言基本技能训练得到有效的整合,并科学地贯穿于英语教学的全过程,而且还从不同的角度为学生的语言学习提供生动多元的文化氛围和真实丰富的语言环境,从而使语言学习、语言实践、语言应用以及文化体验有机结合,十分有利于学生语言应用能力的培养与提高。

本教材为《新世纪交际英语教程》,在编写过程中充分吸收各种现有教材的优点并努力创新,形成了如下主要特色:

**构思独特** 在借鉴其他同类教材编排体系优点的基础上,本教材充分考虑现代教育技术在英语教学中的应用,把视、听、说融为一体,每一部分(Unit)都设计一个“视听”小节(Section)。通过“影视”的辅助作用强化学生的听说能力,同时也提高学生的兴趣。

**实用性强** 考虑到高职高专学生的实际需要,本教材尤其突出教学材料的实用性,即充分注意高职高专学生学时少、职业培训倾向性强的特点;同时,本教材还努力选用一些贴近高校学生生活的材料,提高学生的学习积极性。

**选材新颖** 全书语言材料大部分选自英文原文,编者主要利用网络、新近出版的外国原版书籍、杂志、小册子等进行材料筛选,最终交付主编审定;这些材料一方面内容贴近当代生活,时代感强,容易激发学生的学习热情;另一方面在语言上比较活泼,容易引发学生兴趣;此外,熟悉这些材料,有利于学生了解当代社会生活,对他们毕业后很快适应工作需要极有帮助。

**循序渐进** 本教材在语法知识、语汇、句法、语速等方面,在大量语料分析的

前提下,严格按照从易到难进行教学。

总之,本教材具有较强的思想性、科学性、知识性、趣味性;语言规范,体系性强,练习兼具实用性和针对性,使学生真正做到看得懂、听得懂、说得出、用得活,为将来的英语学习及在工作中使用英语打下坚实的基础。本教材配备多媒体网络系统和电子课件;提供图文、声音、视频等传统教程难以提供的多方位的学习资料;提供学生的个性化学习平台;提供教学内容的持续更新和动态扩展。

本系列教材具有高品位和权威性,由北京大学在文科享受两院院士级待遇的资深教授胡壮麟先生担任总顾问、北京大学英语系教授孙亦丽先生担任总主编,北京交通大学、重庆大学、成都大学等教学科研第一线的骨干教师参与编写工作。本书承外籍教授 Pauline Emily 审阅并提出宝贵修改意见。北京大学出版社张冰女士、姜军先生为本教材的出版付出了大量心血。编者在此向他们表示真诚的感谢。同时,对以上参编单位的领导的大力支持也表示衷心的感谢。

编者

2005年10月

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# UNIT ONE

## Greetings and Farewells



### Warming-Up Questions

- \* How do you greet your business partners?
- \* How do you see off your business partners?

### Some Hints

1. When greeting a business partner, we usually make a brief self-introduction to him or her. And the tone should be polite and friendly. It is also standard practice to have a *name card* or *business card* to give to people when introduced. Handshakes are customary in such a case for the first meeting.

Conversation topics are an important art in greetings. It is impolite to ask about a person's job, annual salary, marital status (婚姻状况) or age. Questions about family tend to be avoided. In fact, these issues which Westerners may find uncomfortable are very typical. On the other hand, weather, interests and feelings about journey are all acceptable topics. If possible, the future arrangement can also be mentioned.

2. When seeing off a business partner, we often express our regrets that they cannot stay for more time and good wishes that they could have a good trip. It is also common practice to convey our expectations that they can visit us soon. For visitors, it is desirable to express thanks to the hosts for their help and hospitality during the stay. More often than not, besides good wishes, the visitors also extend their invitations to the hosts.

## Cultural Backgrounds

### 1. Greetings

The simplest thing to say is "Good morning," "Good afternoon" or "Good evening." This kind of greeting is given to one whom you know only slightly, or to anyone you are passing quickly. "How are you" is usually used when you are not in such a hurry. No answer is expected other than "Fine, thank you." "Hello" is the commonest form of greeting between good friends.

### 2. When a man raises his hat

If you are wearing a hat which can be taken hold of easily, it is customary to raise it slightly off your head when you greet a girl or a woman.

### 3. When to shake hands

It is customary to shake hands when you first meet someone. And usually friends shake hands when they meet after not having seen each other for some time. However, it is not necessary to shake hands.

### 4. Use the person's name

It is always a good form to use the name of the person you are greeting. You might say, "Good Morning, Mr. Moncrieff" or "Hello, Franklin." A person's surname should be used unless he is one of your good friends or schoolmates.



(1) make a reservation 预订; 预订房间; 预订机票等



(2) look sb. up (口) 拜访; 看望; 探望

(3) have a nice/good/pleasant trip 旅途愉快

(4) Bon voyage (法语) 一路平安; 旅途顺利

## Part I Dialogues

(1) A: Excuse me. Are you David Smith from Otis Electronics?

B: Yes, I am. And you must be Mr. Bush.

(2) A: How was your flight? Was it comfortable?

B: It was quite good and comfortable, but it was awfully long.

(3) A: Did you have a good trip to Beijing?

B: Not really, I am afraid. We were delayed by bad weather.

(4) A: Mr. Wagner, I've made a reservation at the hotel you stayed last time.

B: Thanks a lot.

(5) A: Come and see me when you have time.

B: Thanks. I'll certainly do that.

(6) A: If you happen to come to San Francisco, please do look me up.

B: Have a nice trip.

A: Thank you.

B: And be sure to contact me as soon as you get there.

A: I will.

(7) A: I really enjoyed my stay here. I'm very grateful to you for your warm hospitality.

B: I am glad to hear that. And I wish you a nice journey.

(8) A: What's your flight number?

B: It's Flight No. 302, Northwest Orient Airlines.

(9) A: I hear they're announcing my flight over the public address system.

B: Bon voyage, Mr. Andrew. And a safe landing in America.

## Notes

- (1) make a reservation 预订座位; 预订房间; 预订车票等
- (2) look sb. up (口) 拜访; 看望; 探望
- (3) have a nice/ good/ pleasant trip 旅途顺利; 旅途愉快
- (4) Bon voyage (法语) 一路平安, 旅途顺利

## Expressions commonly used in meeting a guest

- (1) Pardon me. Are you Ms. Tang from NEC?
  - (2) Excuse me. Are you David Smith from Otis Electronics?
  - (3) How was your flight?
  - (4) Did you get any sleep on the plane?
  - (5) I am Donald. We met the last time you visited Hong Kong.
  - (6) I am Robin. I'll show you to your hotel.
  - (7) We've made a reservation at a Western-style hotel for you.
  - (8) Let's go to the station to get a train into town.
  - (9) Welcome to Guangzhou, Mr. White. Our manager will come to greet you later at the hotel.
- 
- (1) 你好, 请问你是 NEC 公司的汤女士吗?
  - (2) 你好, 请问你是 Otis 公司的大卫·史密斯吗?
  - (3) 你的旅途如何?
  - (4) 你在飞机上休息了没有?
  - (5) 我是唐纳德, 上次在你去香港的时候见过。
  - (6) 我是罗宾, 我带你去宾馆。
  - (7) 我们在一家西式风格的酒店为你预订了房间。
  - (8) 我们去火车站坐去市区的火车。
  - (9) 怀特先生, 欢迎您来到广州。我们经理将晚些时候到酒店见您。

## Expressions commonly used in seeing off a business partner

- (1) It's very kind of you to come and see me off.
- (2) It's a pity that you're leaving so soon.
- (3) I must, on behalf of my company, thank you again for your generous help.
- (4) Bon voyage, Mr. Major. And a safe landing in Shanghai.
- (5) Thank you very much for everything you have done for me during my stay in Britain.
- (6) I shall miss you very much and thank you for your company.
- (7) Please don't leave anything behind.
- (8) I hope you have a pleasant journey home.
- (9) Have a nice trip.

- (1) 非常感谢您过来送我。
- (2) 很遗憾您这么快就要离开。
- (3) 我代表我们公司再次感谢您的盛情款待。
- (4) 梅杰先生祝您去上海的路上一路平安!
- (5) 谢谢您在我英国期间为我所做的一切。
- (6) 我会非常想念您的,谢谢您的陪伴。
- (7) 请不要忘掉行李。
- (8) 希望你回家旅途一路顺风!
- (9) 一路顺风!

### 1. Watch the video and answer the following questions.





## New Words and Expressions

passport	/'pa:spɔ:t/	n.	护照
suitcase	/'sju:tkeɪs/	n.	手提箱, 衣箱
briefcase	/'bri:fkeɪs/	n.	公文包
demonstration	/,demən'streɪʃən/	n.	演示, 示范
unscrew	/ʌn'skru:z/	v.	旋开, 扭开
lens	/lenz/	n.	透镜, 镜头
customs officer			海关安检人员
go through the customs			通关(海关)

## Proper Names

Karl Schiller

卡尔·席勒

Munich

/'mju:nɪk/

n.

慕尼黑

(1) Where is Schiller traveling from?

Munich in Germany.

(2) What's inside Schiller's briefcase?

A computer.

(3) What does the customs officer say as Schiller is showing him how to use the camera?

It really isn't necessary.

## Script

Karl Schiller is a German businessman on a business trip to Britain. He is just arriving in Britain and going through the customs.

**Customs officer:** Sir, would you come here please?

(Schiller shows his passport to the customs officer.)

**Customs officer:** That's all right, sir. You don't need to show me your passport.

Where are you traveling from?

**Schiller:** Munich in Germany.

**Customs officer:** What's the purpose of your visit?

**Schiller:** Business.

**Customs officer:** And what's inside the suitcase?

**Schiller:** Oh, normal things, clothes and ...

**Customs officer:** That's Ok, sir. You don't need to do that. And what about that?

**Schiller:** The briefcase?

**Customs officer:** Yes. Could you open it, please?

*(Schiller opens his briefcase.)*

**Customs officer:** And what's this? A computer!

**Schiller:** Yes, that's a wonderful machine. My company makes them. Look, er, it works like this.

**Customs officer:** That's all right, sir. You don't need to give me a demonstration.

**Schiller:** Oh, Ok.

*(Schiller puts his computer into the briefcase.)*

**Customs officer:** Er, just a minute, sir. What's in the shoulder bag?

**Schiller:** Oh, the shoulder bag..., just my camera.

**Customs officer:** Could you open it, please?

*(The customs officer is researching the camera.)*

**Schiller:** No, no, no. You mustn't do that. Excuse me, you have to unscrew it, like this.

*(Schiller is showing the customs officer how to use the camera.)*

**Customs officer:** I see.

**Schiller:** Then of course you can use this other lens.

**Customs officer:** Very interesting.

**Schiller:** Yes. Screw it in like this.

**Customs officer:** This really isn't necessary, sir. You don't need to show me how it works.

**Schiller:** No, really I want to. Then that's this lens...

**Customs officer:** Very interesting, sir. But I must keep on with my work.

**Schiller:** Ok, goodbye.

(Schiller shakes hands with the Customs officer and then leaves.)

## 2. Listen to the following short dialogues and fill in the blanks with the information you get from the tape. Each dialogue will be read twice.

(1) A: I'm calling because I'll be in London next week and I'd like to have you meet me then.

B: Great! What date will suit you? I'm fairly free next week, I think.

(2) A: I'd like to see your showroom.

B: Do you know where it is?

A: No, I don't.

B: I'll have the office send you a map.

(3) A: Mr. Stone, do you have a hotel reservation?

B: Yes, I've booked a single room for you.

(4) A: That's the end of the tour.

B: It was of great help to me.

A: Just let me know if you want to bring anyone else.

B: I'd like to have my boss go through the plant some day.

(5) A: Well, I have an appointment now.

B: I'm in quite a hurry too.

A: Good to see you. Goodbye.

B: Goodbye. Take care of yourself.

(6) A: I'm glad to have met you.

B: Thank you. It was nice to have seen you.