生存英语 SURVIVAL ENGLISH

资深主管・成功经理人・国际交流人士

[英] PETER VINEY/JOHN CURTIN 著

高

PETER VINEY



FOOD&DRINK JOHN HOTELS CURTIN





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[英] PETER VINEY/JOHN CURTIN 著



内 容 提 要

这是一个更加国际化的时代。优秀的你随时都有机会出国。无论是商务沟通还是休闲度假,你是否已经具备了生存在英语国家的基本生存技巧? 《生存英语》会给你一个真实的国外生存体验。

这是一本图文并茂、生动活泼的英语教程。它向读者展示了在不同的生活场景中常用的英语会话,包括坐出租车、预约、住旅馆、买东西、机场安检、兑换旅行支票、地方小吃、打长途电话、过海关等场景中实用的对话。

课程设置长短适宜、易学易用,是白领阶层英语快速充电的一本好书,也是有机会出国旅行人士必备的手册,能有效帮助其有一定英语基础的读者全面提高英语口语和听力的综合能力。

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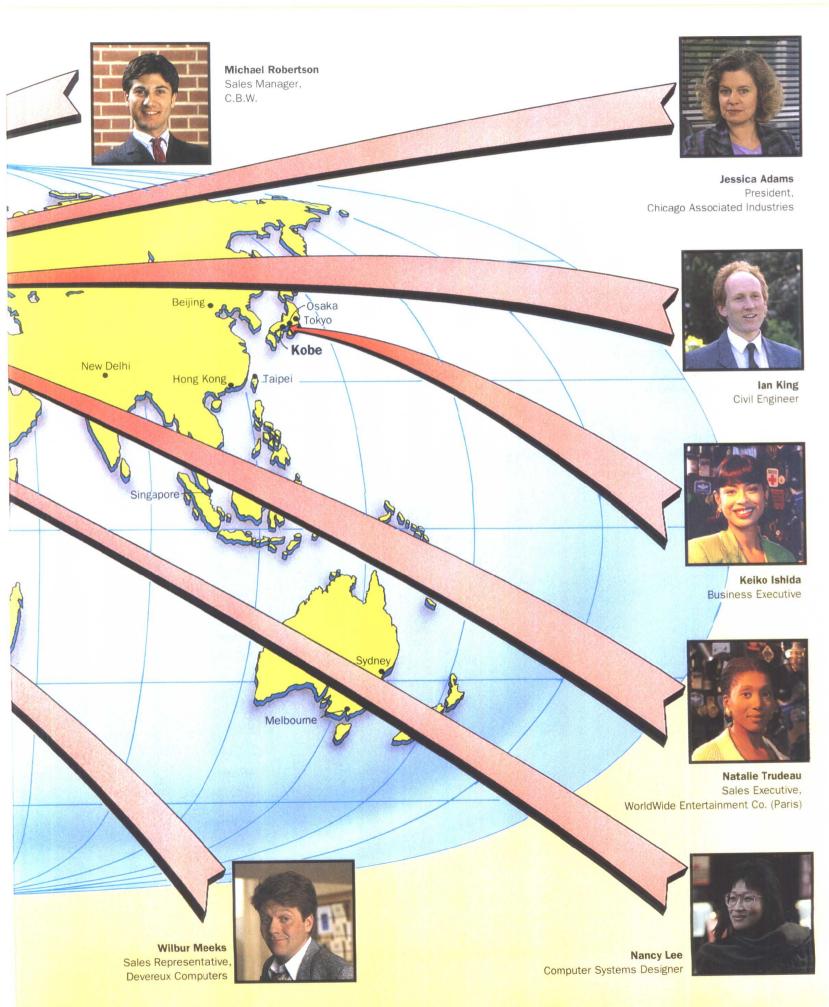
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Introducing Survival English

These are some of the people in Survival English.

There is no story, but you will see these people several times in the book. You'll also meet other people from around the world, all of them surviving successfully in English. Good Luck!





Welcome

Welcome to **Survival English**, a practical and exciting course for people who need English for work or travel.

This book is based around real-life situations, and along with the cassettes or CDs, gives you everything you need to survive in English. There's a Practice Book too, if you want more written work.

Every page is easy to use and learn from, and gives you important new language which you can read, listen to, practice, and use. You'll be able to make simple everyday conversations, order meals, change travelers checks, check in to a hotel, have meetings, and much, much more!

You can access the book page by page, or dip into it by using the topic symbols to find the situations and language which you need most.

You'll also find helpful grammar reference in the Survival Files at the back, and for building vocabulary there's a 400-word wordlist with translations in six languages.

Whether you need English for business trips, vacations, or work with English speakers, **Survival English** is right for you!

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Business



Socializing



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Hotels



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Food & Drink

ТОРІС		UNIT	COMMUNICATIVE AIMS	GRAMMAR PRACTICE *	VOCABULARY
	1	Taxi!	Taking a cab. Personal conversation. Paying and tipping. Be: present & past. Prepositions. Which?		Currency.
	2	Mr. Robertson Arrives	Identifying yourself. Introductions and greetings. 'Breaking the ice'.		Greetings.
	3 Appointments and Dates Arriving for appointments. Talking about dates.			Have. Present continuous (for future). Present simple (for future).	Places. Dates. Times. Ordinal numbers.
	4	Arrangements	Telephoning. Making appointments.	I'd like to. Can? Could? Going to.	Places. Days. Times.
	5	What do you do?	Describing jobs. Asking and answering questions about people. Answering questions about yourself.	Present simple. She was born. Questions.	Jobs. Titles. Nationality.
	6	Office Supplies	Making out orders. Letter-writing. Expressing quantity.	There is/are some. (Un)Countable nouns.	Numbers. Office items.
	7	The Convenience Store	Buying things. Polite requests. Inquiries.	Could? Do you have? I'll.	Shopping.
⊕ <u>−</u>	8	Check-in at a Hotel	Asking about vacancies. Checking in. Filling in a form.	ng in. like? Future simple.	
,• 	9	Hotel Information	Telephoning. Reserving a room. Asking about facilities and prices. Questions. <i>Have.</i> Present simple.		Hotel services and facilities.
	10	Introductions	Formal and informal greetings. Social and personal conversation.	Present continuous. Going to. If you'll. Will be staying.	Greetings.
**	11	Starting Conversations	Exchanging personal information.	Tenses. Questions. For. Since. Ago.	People. Questions.
!	12	Ordering Drinks	Ordering in a restaurant.	Could? Would like.	Restaurant terms. Drinks.
-	13	Lunch	Ordering in a cafeteria.	There is/was. Have (got). Present simple.	Food.
	14	A Deli Sandwich	Ordering take-out food. Making choices.	Would like. Will. Have. Present simple.	Food.
. 12	15	Flight UA755	Checking in at the airport.	Have to. Will have to. Should.	Check-in terms.
12 42	16	Security	Going through airport Security Check.	Imperatives. Would secundary ou mind? Prepositions.	
	17	Traveling Companions	Talking to attendants and other passengers. Apologizing.	Present continuous. Will have to. Can't.	In-flight services. Titles.
18 In Flight		In Flight	Listening to in-flight announcements.	Tenses. Have just done. Haven't done yet.	Air travel terms.

* You can find information about the Grammar items in the 'Grammar Reference Section' in the back of this book.



Business



Socializing



Travel



Hotels



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Food & Drink

горіс	UNIT	COMMUNICATIVE AIMS	GRAMMAR PRACTICE *	VOCABULARY
19	Congratulations	Using and understanding numbers. Paying compliments.	Questions. <i>Be:</i> past. Past simple.	Numbers. Math.
20	At the Devereux's	Introductions and greetings in the home. Social conversation at dinner. Manners.	Tenses. For. Since. Used to.	Greetings. Food.
21	Courtesies	Thanking someone for dinner. Saying good-bye and apologizing.	Had better. Gerunds. Present & Past tenses.	Polite excuses.
22	A Trip to the Mall	Shopping. Discussing consumer goods.	Have. I'll Present tenses.	Colors. Money. Sizes. Clothes.
23	At the Post Office	Sending mail. Filling in a customs form.	How + adjectives. How much/many?	Weights. Measurements.
24	Travelers Checks	Cashing travelers checks.	Need. If	Currency. Banking terms. Identification.
25	Hotel Lobby	Asking for assistance.	I'll Could?	Transportation. Times.
26	Fitness Suite	Giving directions. Introductions.	Be: present. Present perfect. Ever. Past simple.	Directions. Greetings. Leisure activities.
27	Business Services	Using secretarial services.	Want/would like/ something done. Future simple.	Office tasks. Money.
4 28	Small Talk	Selecting suitable topics for conversation.	Present and Past tenses. Questions.	General topics for conversation.
20	Local Specialties	Talking about menus and food.	Would like. Like + object.	Food. Places.
30	On the Phone	Answering the phone. Asking for confirmation. Making arrangements.	Prepositions.	Alphabet. Times. Places.
31	Telephone Facilities	Making long distance phone calls.	<i>If</i> + infinitive.	Telephone. Addresses. Places
35	2 Duty-Free	Discussing rules and regulations.	Allowed to. Can. How much/many?	Duty-free store items. Measurements. Currency.
3:	B Lost Baggage	Dealing with problems.	Past simple. Have you ever? Verbs and prepositions.	Baggage contents & identification. Places.
3-	4 Airport Arrivals	Going through immigration. Filling in an Arrival form.	Present continuous. How long? Questions.	Lengths of time. Personal data.
3	5 Customs	Going through customs. Filling in a customs declaration form.	Do you have?	Customs terms. Personal data.



Business



Socializing



Travel



Hotels



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Food & Drink

OPIC		UNIT	COMMUNICATIVE AIMS	GRAMMAR PRACTICE *	VOCABULARY
3	36	Asking for Directions	Asking for and giving street directions.	Prepositions. Imperative.	Directions.
37 Time Zones		Time Zones	Telephoning. Talking about time differences. Looking at indirect questions and statements.	Indirect questions. Prepositions.	Times. Places.
3	38	A Job Interview	Writing a resume. Interview skills.	Questions. Present & Past tenses.	Terms used in job interviews & resumes.
3	39	An Application Form	Applying for a job. Personal information.	Questions. Present & Past tenses.	Alphabet. Numbers. Dates. Personal data.
4	1 0	Breakfast in America	Ordering breakfast.	I'll Could? Passive.	Food.
4	41	Conversations	Inquiring about family and acquaintances.	Present & Past tenses.	Greetings.
4	42	Describing People	Giving physical descriptions of people. Location.	Be. Have. Prepositions. Present continuous.	Adjectives.
4	43	The Office Party	Talking about other people. Descriptions continued.	Relative pronoun who. Present tenses.	Adjectives.
4	44	A Better Computer	Comparing things.	Comparatives & Superlatives.	Adjectives.
4	45	Presentations	Comparing ways of displaying information.	Should. Need. worth + gerund.	Numbers. Audio- equipment.
4	46	A Software Brochure	Ordering from a brochure. Reading for information.	Need. Can. Present simple.	Computer software.
4	47	A Market Survey	Filling out a survey. Letter-writing.	Which? Present simple.	Computer soft- ware & hardware
4	48	Talking About Vacations	Discussing vacations.	Questions. Present & Past tenses.	Types of vacations. Leisure activities.
	49	Describing Places	Describing vacations.	Present simple. Past simple. How? + adjectives.	Adjectives. Places
1	50	Reserving an Airline Ticket	Making a flight reservation.	Would like. Present simple.	Dates. Times. Air travel terms.
	51	Reservations	Making a restaurant and theater reservation. Filling in a credit card slip.	Have. I'll	Numbers. Times. Theater terms. Restaurant terms
	52	Car Rental Information	Choosing a car to rent. Reading for information.	Questions. Superlatives.	Adjectives. Car rental terms.
	53	Renting a Car	Organizing a car rental.	How long? For. Until. Can.	Lengths of time. Car rental terms.

* You can find information about all the Grammar items in the 'Grammar Section'. They are listed alphabetically.



Business



Socializing



Travel



Hotels



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Food & Drink

OPIC		UNIT	COMMUNICATIVE AIMS	GRAMMAR PRACTICE *	VOCABULARY
	54	Driving in the U.S.A.	Traveling by road. Reading for information.	Modals. Passive.	Driving terms.
	55	Communications	Sending business documents.	Need. Can? Want something done. Want someone to do.	Mailing terms.
	56	Medical Problems	Getting medical help. Filling in a medical form.	Tenses. How?	Medical problems. Treatments.
_	57	Hotel Problems	Confrontations and how to avoid them.	Can. If	Hotel check-in/out terms.
	58	Complaints	Complaining about a problem.	Relative pronoun: who. Present perfect continuous	Hotel staff & services.
	59	Guest Comments	Getting things done. Filling in a form.	Have something done. Questions. Tenses.	Adjectives. Facilities.
	60	Somewhere to Go	Making suggestions. Planning leisure time. Reading for information.	Gerunds/Infinitive.	Numbers. Places Times. Addresse
	61	Invitations	Making, accepting and refusing invitations.	Future tenses. How about?	Expressions for invitations.
	62	Agreeing and Disagreeing	Giving your opinion.	Modals. So/neither. Present simple.	Likes & dislikes. Marketing terms
	63	Advertising	Discussing the media and consumers. Reading for information.	Adverbs. Present simple.	The media. Consumer groups & goods
	64	Giving Opinions	Making your point.	Should. Comparatives & Superlatives.	Controversial issues.
	65	Registering at a Convention	Identifying and registering yourself. Asking and giving directions indoors.	Prepositions. Imperative.	Directions.
	66	Making Plans	Organizing people.	Want someone to do. How long? For.	Terms used at conventions.
	67	Preparing a Speech	Making speeches. Correcting politely.	How about? Had better.	Expressions for speeches.
	68	Convention Planner	Making choices. Reading a timetable.	Going to. Tenses.	Terms used at conventions.
	69	Room Service	Ordering a room service meal.	Future simple.	Food.
	70	Check-Out	Discussing your hotel bill. Justifying your expenses.	Past simple.	Hotel accounts
	71	Survival	A game to see if you can survive in English!	All grammar.	All vocabulary.
	72	Good-Bye	Thanking people and saying good-bye. Keeping in touch.	Gérunds/Infinitive. Future simple.	Expressions for saying good-bye
Cen	mma	r Reference (Survival File	es) Transcript Wo	ordlist	

1 Taxi!





Ian King has just arrived in Atlanta.

Ian King: Taxi!

Cab Driver: Hi, mister. Where to? **Ian King:** The Sheraton, please.

Cab Driver: Which one? There are three Sheratons

here in Atlanta.

Ian King: Oh, sorry. The Sheraton Century Center. **Cab Driver:** OK, sure. Are you here on business or

on vacation?

Ian King: On business.

Cab Driver: Right. Hey, where are you from?

Ian King: England.

Cab Driver: England? Which part? **Ian King:** Winchester. Do you know it?

Cab Driver: No. I was in Norfolk when I was in the

air force. Nice country.

Ian King: Thanks.

Cab Driver: Well, here we are. This is the Sheraton.

That's \$7.80.

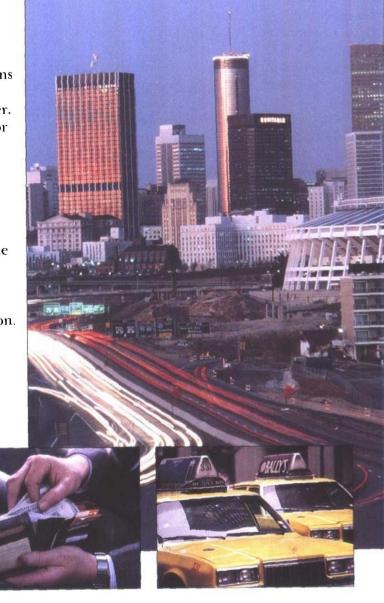
Ian King: Thank you. Keep the change.

Cab Driver: Hey, mister! This is a five dollar bill! Ian King: Oh, sorry. I thought it was a ten. There

you go.

Cab Driver: Thanks. Have a good stay.





Match



a cent a nickel a dime a quarter

Tips

In America, you usually give tips to waiters, bartenders, cab drivers, etc. Tips are a large part of their pay. Think of 20% for most services. This is a guide:

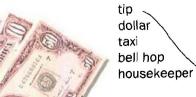
Waiter – 20% Bell hop – \$1 per bag Hairdresser – 20% Cab driver – 20% Housekeeper – \$1 per day

You don't give tips at gas stations, the movies, or at theaters.

► Do you tip in your country? When do you tip?

Remember! American bills are all the same color and the same size!
The bills in common use are \$1, \$5, \$10, \$20, \$50,





cab room maid buck bell person gratuity

and \$100.





2 Mr. Robertson Arrives

Michael Robertson: Excuse me.

Secretary: Yes?

Michael Robertson: Good morning. My name's Michael

Robertson.

Secretary: Good morning, Mr. Robertson. How can I help you? **Michael Robertson:** I have an appointment with Ms. Jessica

Adams.

Secretary: Ah, yes. Mr. Robertson. Ten fifteen. **Michael Robertson:** That's right. Sorry I'm late.

Secretary: That's all right. Will you follow me, please?

Michael Robertson: Thank you.

Jessica Adams: Mr. Robertson? How do you do? **Michael Robertson:** Fine, thank you. And you?

Jessica Adams: Oh fine, Mr. Robertson.

Michael Robertson: Please, call me Michael.

Jessica Adams: Right, Michael. And I'm Jessica. So, how was

the trip?

Michael Robertson: Well, not too bad. But I'm sorry I'm late.

The plane was delayed.

Jessica Adams: That's OK. How was the traffic from the airport?

Michael Robertson: Pretty awful!

There is a knock at the door.

Jessica Adams: Oh, that'll be Dave. Come in. Michael Robertson, this is Dave Scott, our Canadian representative.

Michael Robertson: Nice to meet you, Dave. Dave Scott: It's nice to meet you too, Michael.

Jessica Adams: Michael is the Sales Manager at C.B.W. in

Toronto.

Dave Scott: Sure. I know C.B.W. Is this your first trip to

Chicago, Michael?

Michael Robertson: Yes. Yes, it is.

Jessica Adams: Take a seat. I'll phone for some coffee ...

Match the greetings with the most likely responses.

Greeting

Response Hello.

How do you do? - Good morning.

Good morning.

Good morning.

Good afternoon.

Hi!

Good evening.

Good afternoon.

Hello, there.

Fine, thank you. And you?

Hi! Good evening.

What is the general rule for responses to greetings?

- Practice greetings and responses with a partner.
- 3 Look at the conversations and highlight the questions which are useful for "breaking the ice".





Breaking the ice

North Americans often like to use first names as soon as possible. It's a good way to "break the ice" (begin a conversation in a friendly way).

3 Appointments and Dates



Secretary: Good morning. May I help you? **Michael Robertson:** Yes, I have an appointment

with Ms. Adams.

Secretary: What time's your appointment?

Michael Robertson: It's at 10:30.

With a partner, make similar conversations about the other people named on the business cards. HONEYCREST INC.

Andrew Kennedy Jr.

Chief Executive Officer

10:00

CHICAGO ASSOCIATED INDUSTRIES



Charles Stevens
Executive Vice-President

JANUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	FEBRUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 37 28 29	MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 6 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	APRIL S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 ⅓ 25 26 27 28 29 30	JUNE S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 23 26 27 28 29 30	JULY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	AUGUST S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 2 2 2 2 2 2 2 2 2 2
SEPTEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	NOVEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	DECEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

1 Look at the calendar and make sentences for February to December.

January's the first month of the year.

Michael Robertson travels a lot. He's going to a different country each month. Look at the calendar and make sentences for:

England / Germany / France / Switzerland / Singapore / Hong Kong / Korea / Japan / Canada / Mexico / Brazil / Argentina. He's going to England in January.



3 Look at the calendar and Exercise 2. When does he have an appointment in:

London / Bonn / Paris / Berne / Singapore City / Kowloon / Seoul / Tokyo / Vancouver / Mexico City / Brasilia / Buenos Aires?

Michael Robertson has an appointment in London on January 3rd.

Circle dates on the calendar which are important to you – birthdays, appointments, trips, etc. With a partner ask and answer questions about these dates.

When's your birthday? What's on December 19th?



4 Arrangements

Look at John Carter's desk calendar and practice this conversation.

Jessica Adams: Hello, is this Mr. Carter? John Carter: Yes, John Carter speaking.

Jessica Adams: This is Jessica Adams. I'd like to

discuss the IBM contract.

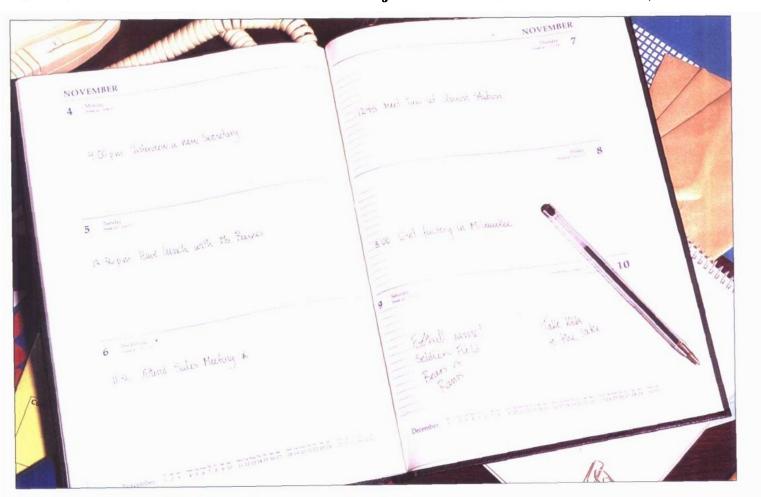
John Carter: Yes, of course. When can you come

and see me?

Jessica Adams: Is four o'clock on Monday OK?
John Carter: Four o'clock on Monday. Let me see.
No, I'm sorry. I'm interviewing a new secretary then.
Jessica Adams: Well, could I come at nine o'clock

on Friday?

John Carter: Yes, that'll be fine. I'll see you then.



- Look at the desk calendar and the key language (in blue). Make appointments with your partner.
- Next week Jessica is going on a business trip to Japan and Hong Kong. Look at her itinerary. Ask and answer:
 - a Where is Jessica going to be on Tuesday? on Thursday? on Saturday?
 - b When is she going to leave Hong Kong? arrive in Tokyo? return to Chicago?

Jetset Travel Ltd. Chicago, Illinois Jessica Adams Travel Itinerary Chicago, O'Hare Airport Departure: 7:45 a.m. MONDAY: Tokyo, Narita Airport Arrival: 11:00 a.m. TUESDAY: Tokyo, Narita Airport Departure: 2:05 p.m. THURSDAY: Hong Kong Int'l. Airport Arrival: 4:20 p.m. Hong Kong Int'l Airport Departure: 4:55 p.m. FRIDAY: Chicago, O'Hare Airport SATURDAY: Arrival: 6:50 a.m.

3 Discuss:

- What arrangements have you made for this week?
- Do you keep a desk calendar or similar appointment book? Is it well organized?
- When you travel, are you given an itinerary? Is it useful?

5 What do you do?



Dave Scott: What exactly do you do at C.B.W.,

Michael?

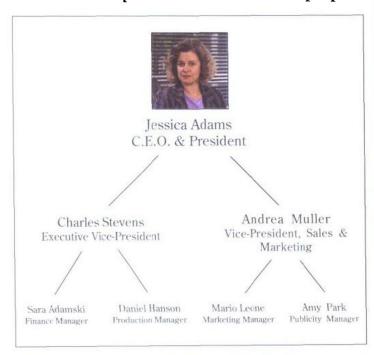
Michael Robertson: I'm in charge of North American sales. Hey, can I ask you something, Dave?

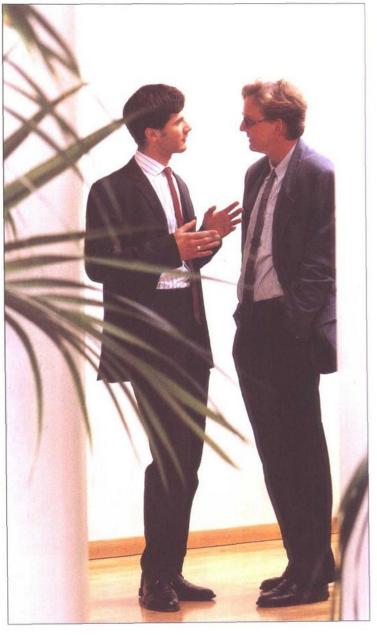
Dave Scott: Sure. Go ahead.

Michael Robertson: What exactly does Jessica Adams do? I mean, what's her job description? **Dave Scott:** That's easy, Michael. She owns the

company!

Ask and answer questions about these other people.





Read the information about these famous people. Now, ask and answer these questions:

Where was he/she born? When was he/she born? What nationality is he/she? Where is he/she from? What do they do?

Find three people in your class, and ask and answer these questions:

Where were you born?
When were you born?
What nationality are you?
Where are you from?
What do you do?
Who do you work for?



Diana, Princess of Wales July 1, 1961, Sandringham, England, British



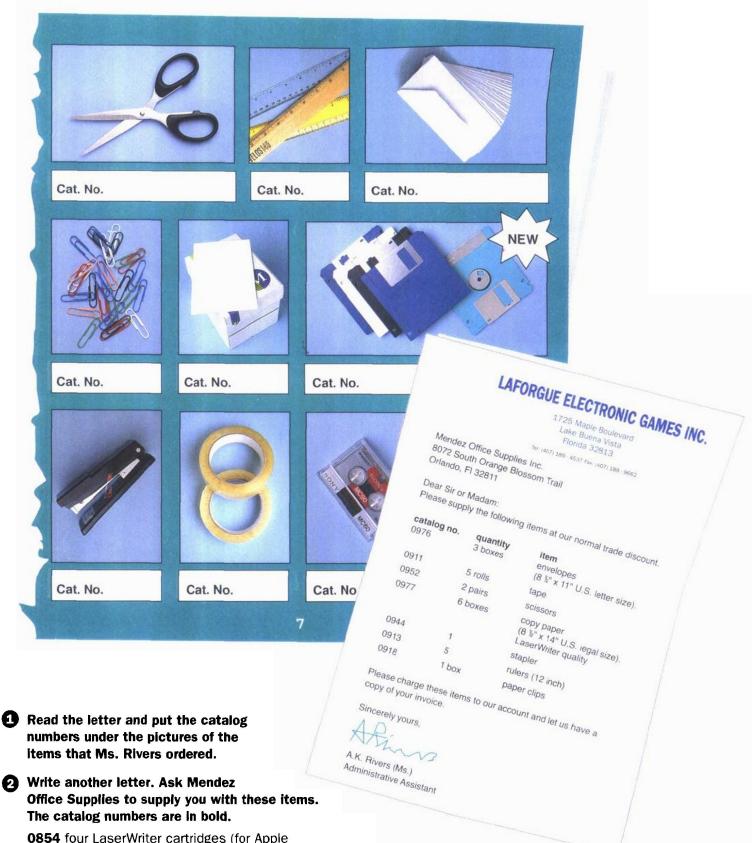
Emperor Akihito December 23, 1933, Tokyo, Japan. Japanese



Cher May 20, 1945, El Centro, California. American



6 Office Supplies



0854 four LaserWriter cartridges (for Apple LaserWriter IINT)

0850 a box of micro-cassettes (30 minute length)

0866 six boxes of 3.5 inch floppy disks (High-Density)

0821 one bottle of screen cleaning fluid 0988 one box of mailing labels

Make sentences about the items in the catalog.

There is some LaserWriter paper. There is a stapler. There are some envelopes.

7 The Convenience Store



Michael Robertson: Excuse me. Woman: Hi. Can I help you? Michael Robertson: Do you have

Newsweek magazine?

Woman: Yes, it's right over there.

Michael Robertson: Oh, yes, I see it. Could you tell me

how much it is:

Woman: It's three dollars. Will there be anything else?

Michael Robertson: Could I have a box of tissues, please?

Woman: There you go. Is that all?

Michael Robertson: I'll take two packs of that

gum, too.

Woman: Is that the regular or the sugar-free?
Michael Robertson: The sugar-free. That's all then.
Woman: All right. Newsweek magazine, a box of
Kleenex tissues, and two packs of gum. That'll be
five dollars and eighteen cents, please.

Michael Robertson: There you go.

Woman: Four dollars and eighty-two cents change.

Thank you very much.

Michael Robertson: Thanks. Oh, do you have the

time?

Woman: Yes, it's quarter after nine. Michael Robertson: Thanks a lot. Woman: You're welcome. Bye.







Late-night shopping

In North America many convenience stores and minimarts are open 24 hours a day, 7 days a week. They sell a wide range of products.

2 Discuss in pairs:

- Do you have convenience stores in your country?
- What kind of products do they sell?
- In your country, are convenience stores open 24 hours a day, 7 days a week?





When you're giving something to somebody, you can use any combination of the words in the box, right, and the meaning is the same:

Here yo	u go.	1	There	we	are.	/
There w	e go.	1	Here	vou	are.	etc.

There	you	go.
Here	we	are.