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# 交际英语会话

COMMUNICATIVE SPOKEN ENGLISH

21<sup>ST</sup>  
CENTURY



上海外语教育出版社

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## 《21世纪英语学习丛书》编辑委员会

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## 总 序

随着改革开放步伐的加快,我国与世界各国在经济、文化、教育、政治等方面的交往日益频繁,合作进一步扩大。在这一过程中,外语作为媒介手段和信息转换工具越来越显出其重要性,越来越为社会各界所重视。为了普及外语,提高全社会的外语水平,以适应形势发展的需要,我国中小学已普遍开设了外语课,社会办学也日趋活跃,业余成人外语教学已遍及全国,广播电视等媒体也为提高社会各界的外语水平作出了自己的贡献。

改革开放以来,随着我国社会主义现代化建设各项事业的迅速发展,社会各界对英语的需求日益增长,英语使用场合日益增多,范围日益扩大,英语已自然成为我国的一种通行的国际交流语言。在这一形势下,“外语热”经久不衰,各级各类英语学习班、培训班层出不穷,大大促进了英语的普及和水平的提高。但是,由于这类班的教学往往注重单项或几项技能的学习和训练,因而学生学习的语言知识往往是不全面的,他们的语言运用能力更是一个薄弱的环节。因此,帮助广大英语学习者全面学习和掌握英语语言知识和英语运用能力,为迎接 21 世纪的到来,培养既有专业知识又懂英语的跨世纪人才,是我们一项责无旁贷的任务。

《21 世纪英语学习丛书》就是以此为目的而设计并组织我国英语语言教学和研究方面学有专长、造诣颇深的著名专家和学者编写的。这套面向 21 世纪的英语学习丛书的最大特点是语言知识与能力训练并重,选材新颖,练习形式多样丰富,讲解详细,书后附练习答案,有的书还配有辅导用书。总之,《丛书》是针对中国学

生学习英语的特点和需要进行编写的,富有新意,充满时代气息,可读性强,具有实用性和趣味性,更便于读者自学。读者学习这套《丛书》后能系统地学好英语语言及相关的知识,全面提高应用英语的能力,并为进一步提高、深造和向专业领域发展打下扎实的基础。

《丛书》的另一特点是讲解深入浅出,既有一定的学术性,又通俗易懂,实例丰富,因此能适应不同层次的英语读者的需要。

现在,越来越多的中青年正在业余自学外语,这是一个可喜的现象。对于他们来说,学习中的困难更多一些,但只要坚持不懈,注意方法,总是可以学好的。从不少成功者的经验看,学习中务要持之以恒,避免急躁和囫囵吞枣。例如,在学习这套《丛书》时要循序渐近,认真阅读和独立完成练习,碰到书上的答案与自己的做法不同时,要认真思考,与别人讨论或请教老师(包括书的作者);一时找不到答案也不气馁,可作为问题记录下来,继续研究。除了认真学习这套《丛书》,还应结合其他读物(特别是优秀文学作品)和听力材料学习外语,大量练习,大胆实践。

在世纪之交,上海外语教育出版社组织编写的《21 世纪英语学习丛书》为推动我国英语教学事业的发展做了一件好事。《丛书》的出版必将有助于广大读者学好英语,为普及外语,提高全社会的外语水平作出贡献。

上海外国语大学校长

**戴炜栋**

一九九五年秋于上海

## 前 言

《交际英语会话》是一本以交际功能为纲的口语书。我们知道,使用语言在多数情况下都有一个交际目的;例如:约会、请求、道歉等。按粗略的分类,交际项目在日常交流中常用的约几十个。这里精选了最常用的 20 余个,编成 18 个学习单元,270 组对话(每单元 15 组),加上附录中的参考对话(每单元 5 组),共计 360 组。本书每单元内容的编排及主要特点如下:

1. 目的:每一单元都有一个或一个以上的交际功能作为学习内容;并从实行每项功能的目的及要求开始。
2. 模式:实现一项交际功能也就是做了一件事。用口语做事一般都有一定的程式,即是对话双方共同遵守的步骤;如开场(寒暄、问题的提出),入场(感谢、祝贺、要求),收场(对功能的响应、同意、拒绝)。这是一种默契,也是一种规律。
3. 样板:本书以大量的对话范例,从目的性及规律性两方面说明交际中语言的实际使用。范例的排列由短及长,由浅入深。凡语言难点、习惯用法、口语用语,一一加注;必要时用中英对照。
4. 形式:交际功能与语言形式并非是一一对应的关系。而往往是有多形式表达一个功能;一个形式完成多个功能的关系。本栏目表明:完成一个功能可采用多个语言形式;会话双方可根据场合、主题及互相的关系正确地、得体地选择语言。作为样板的范例都先有一个对话的场景,指

明其场合、主题及双方的关系。考虑到英语作为外语的这一学习目标,范例一般都选用了通用性的场景,如商店、学校、办公室、餐厅、会场、影剧院,以及这些场合所常用的话题;语域也就采用中性的、非正式这一层次。

5. 练习:也和范例一样,由少及多,由浅入深;分为有提示及无提示两部分。前者着重语言形式;通过较为机械性的练习达到熟练掌握某个功能采用多种表达形式以及作出局部的模式反应。后者在掌握语言形式及功能的基础上,自由发挥,建立对话。读者在练习前后还可比照书后附录中提供的参考对话以扩大视野、提高熟巧。

鉴于目前美国英语的使用日趋广泛,本书除上述的交际性之外,还力求反映美国英语的特色;如

表达法方面: How are you going? /What's up?

语法方面: (A: I have a strong dislike for...)

B: So *do I*.

One has to do what *he* is paid for. 等

词汇方面: restroom, fitting room, antenna, movie, garbage, anytime, give me a ride /call 等

语音方面则全部采用美国英语发音。

此外,本书还有意识地多使用一些较新的词汇;如: video disc, fax, telecommute, overpass freeway, E-mail, cellular phone, ATM, ROM, RAM 等以及时反映一定的时代性。

最后,我们相信,读者若能熟听熟读如此大量的英语会话范例并熟做练习,一定也是“不会会话,也会会话”的了。

本书配有录音磁带,由上海外语音像出版社录制出版,录音版权属该社所有。

本书在编写过程中承美国纽约市立大学 Baruch College 的 Dr. Marta Martino 教授悉心逐课校阅了全稿并提出了许多宝贵



的意见,谨此致谢。

编 者

1996 年 1 月

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## UNIT ONE

# INTRODUCING YOURSELF

### I . PURPOSE

当你对别人谈起你自己的情况时,你就在作自我介绍。你告知对方自己的名字与国籍。若有需要你就介绍自己的头衔、职业、爱好;也可谈及双方的共同的朋友、共同的兴趣等。自我介绍的目的通常是为了要与对方进行接触、建立联系、开展对话,甚至进一步深入交际。

### II . PATTERN

Opener: Greetings: Hi, ... ; Good afternoon, ...

Self-identification: This part usually includes your name (eg. My name is David Huang. / I ' m David Huang of the Shanghai Teachers University. ), and your relationship with the person both of you know (eg. I took Prof. Foster ' s literature course last year. / Our president John Marshall sent me to meet you here. ).

Greetings: It ' s nice to meet you . / I ' ve heard a lot about you.

### III . SAMPLES

1. Meeting a stranger in an informal setting, eg. at a class/party/ cafeteria, etc.

A: Hi, I'm Linda. I'm new.

B: Hi, my name is Sarah. I'm new too.

A: I'm studying English. What is your major?

B: I'm majoring in fine arts.

\* major in: 攻读……(专业)

\* fine arts: 美术

2. Same as above

A: Hello, my name's Meifang.

B: Hi. I'm Susan.

A: Where are you from?

B: Japan.

A: Are you in the Chinese language program?

B: Yes. Are you in the program, too?

A: Yes. I'm the Chinese tutor.

\* Are you in the Chinese language program? 你是修读中文课程的吗?

3. Meeting a stranger in a formal setting, eg. at a reception/conference/dinner party, etc.

A: Good morning, I'm Wei Lin.

B: Good morning, I'm David Smith.

A: How do you do?

B: How do you do?

\* "Good morning" is an expression more formal than

“Hello” or “Hi”

4. Same as above

A: Excuse me, do you mind if I sit here?

B: No, not at all.

A: I don't think we have met each other before?

B: No, I'm new. In fact, I arrived just a week ago.

A: So you must be the new teacher from Britain.

B: Yes, I'm Penny Allen, from the British Council.

A: How do you do? My name's David Huang.

B: How do you do, Mr. Huang. •

\* I'm new (to this school): I'm not yet familiar with this school and its faculty because I have only just arrived.

\* the British Council: (机构名)英国文化委员会

5. Meeting a stranger in the elevator of the office building

A: I don't believe I have seen you before.

B: Yes, I'm new here. My name is Jackie Chen.

A: I'm Philip Johnson, but everybody calls me Phil.

B: Glad to know you, Phil, and please call me Jackie.

\* Everybody calls me Phil: 大家都叫我斐。

\* Please call me Jackie: 请叫我贾基好了。

6. Same as above

A: You're new here, aren't you?

B: Yes, I am. My name is Jackie Chen.

A: I'm Joseph Bensen. Nice to meet you.

B: Nice meeting you, too.

A: I'm in sales. Which department do you work in?

B: Research and development.

\* I'm in sales; I'm in the sales department 我在销售部(工作)。

## 7. Checking in at a hotel reception

A: Good afternoon, sir. May I help you?

B: Yes, my name is Thomas Nelson. I have a reservation.

A: Your last name again please.

B: It's Nelson. N - E - L - S - O - N.

A: Yes, Mr. Nelson. Let me check. I see here. You requested a single room.

\* check in: to report one's arrival (as at a hotel desk, an airport, etc.) (旅馆、机场等处)登记、办理手续

\* May I help you?: more formal than "Can I help you?"

## 8. Calling to say hello to someone for a friend

A: Hello. May I speak to Mrs. Mary Crane?

B: Yes, this is she.

A: I'm Bill Kuang. You don't know me. I'm a friend of a friend of yours, Steven Bell. He asked me to say hello to you when I was in London.

B: Oh, Steven Bell. He used to work in the company next to ours. It's nice to hear about him.

\* call to say hello (to someone): 打电话(向人)问好

\* Yes, this is she = Yes, (this is Mary Crane) speaking

## 9. Reintroducing yourself to an old acquaintance whom

you have not seen for many years

A: Aren't you Roger Allen?

B: Yes, that's right.

A: I believe we met at a book show in Shanghai a couple of years ago. I'm Bill Kuang.

B: Bill Kuang? Oh, Yes. I remember you. You represented the Shanghai Foreign Language Education Press. How've you been?

A: I've been fine. And how about you?

\* I believe (that) ...; I think (that) ...

\* The Shanghai Foreign Language Education Press: 上海外语教育出版社

#### 10. Same as above

A: Excuse me, haven't we met before?

B: I don't think so.

A: You taught in the Shanghai Teachers University, didn't you?

B: Yes. That was several years ago.

A: I think we met at the international book show held in Shanghai three years ago. My name is Bill Kuang. I worked for the Shanghai Foreign Language Education Press then. I'm now a visiting scholar at New York University.

B: Oh, yes, Bill Kuang. I remember. My name's Alan Peters. Welcome to New York.

\* Welcome to New York. 欢迎(您)到纽约来。

#### 11. Introducing yourself over the phone



A: Good morning, City Bank.

B: Good morning. My name is Peter Liu. I'm calling to ask if the secretary position as advertised in the Sunday newspaper is still available.

A: Yes, it is.

B: In that case, I'd like to apply for the job. I've been a secretary for many years and I'd like to be given an interview.

A: You will have to send in your résumé first before we decide if we will give you an interview.

\* Good morning, City Bank: “早上好, 这里是花旗银行。” 秘书或工作人员在接电话时首先应自报家门。

\* the secretary position as advertised in the Sunday paper 星期日报纸刊登广告招聘的秘书职位

\* in that case: 这样的话

## 12. Introducing yourself at a business meeting

A: Good afternoon, I'd like to see Mr. Smith of the Sales Department.

B: Do you have an appointment?

A: Yes. I have a four o'clock appointment. My secretary called last week.

B: May I have your name, please?

A: My name is Deling Pan. I am a reporter from the Oriental Cable Television.

B: Ah, Ms. Pan. Mr. Smith is expecting you.

\* Do you have an appointment? 你预约了吗?

\* the Oriental Cable Television 东方有线电视台