P实用口语教程

ractical Spoken English

第 一 册

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出 版 说 明

为了进一步深化山东经济学院课程改革，充分发挥教学中的"精品示范效应"，根据《教育部关于启动高等学校教学质量与教学改革工程精品课程建设工作的通知》（教高［2003］1号）和《国家精品课程建设工作实施办法》（教高［2003］3号）文件精神，按照精品课程的立项程序和标准要求，经过反复论证，多门课程获校级立项，这是山东经济学院课程建设的一件大事。

精品课程是具有一流教师队伍、一流教学内容、一流教学方法、一流教材、一流教学管理等特点的示范性课程，包括六个方面内容：一是教学队伍建设。要逐步形成一支以主讲教授负责、结构合理、人员稳定、教学水平高、教学效果好的教师梯队，要按一定比例配备辅导教师和实验教师。二是教学内容建设。教学内容要具有先进性、科学性，要及时反映本学科领域的最新科技成果。三是要使用先进的教学方法和手段。相关的教学大纲、教案、习题、实验指导、参考文献目录等要上网并免费开放，实现优质教学资源共享。四是教材建设。五是实验建设。要大力改革实验教学的形式和内容，鼓励开设综合性、创新性实验和研究型课程，鼓励本科生参与科研活动。六是机制建设。要有相应的激励和评价机制，鼓励教授承担精品课程建设，要有新的用人机制保证精品课程建设等。

从以上表述可以看出，教材建设是精品课程建设的重要组成部分，系列化的优秀教材与精品课程相呼应非常有必要。

教材是教学之本，它规范着某一课程的基本内容，保证教学

内容的规范化和科学化，以实现教学目的。因此，教材建设是实现教学计划和达到教学目的的基本建设工程。教材建设包括教材的编写、出版和发行等环节。其中，教材编写是关键，出版是保证，教材建设是否规范化和科学化，决定了教材质量的高低，关系到教学和教学目的能否实现。为此，山东经济学院组织精品课程负责人编写了这套精品课程系列教材，以适应精品课程建设的需要。

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《高等财经院校精品课程系列教材》编写组
2006 年 1 月

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前　言

知识经济的到来，创新社会的构建，经济全球化趋势的走向，多元文化的共存，国际竞争和文化交往的日益频繁，这一切都离不开交际的工具——外国语，而英语已经毫无疑问地成为国际交往中最广泛应用的语言。因此，努力学好英语，特别是提高英语的听说交际能力，更显得格外重要。教育部组织有关专家制定的《大学英语课程教学要求（试行）》中特别强调听说能力的培养，更进一步证明了提高英语听说能力的重要性。鉴于这种情况，我们经过广泛深入的课堂调查和对学生需求的分析，针对大学生亟须提高英语口语交际能力的强烈愿望，组织了一批具有丰富口语教学经验的骨干教师，依据英语口语独特的语言规律和习惯用法，编写了本套实用口语教程，奉献给我们的大学生和英语爱好者。

一、本册的主要特点

《实用口语教程》是一套旨在提高英语口语交际能力的口语教材，既可用于大学英语口语教学，也可用做提高英语口语能力的自学教材。本册具有以下特点：

1. 交际主题鲜明；
2. 交际功能明确；
3. 会话内容语言简洁生动、贴近现实；
4. 口语常用句型灵活多样、地道实用；

5. 会话中渗透着浓郁的英语国家独特的文化气息；
6. 课内外练习情景化；
7. 语音语调提高富有针对性；
8. 内容趣味性强。

二、本册的编写框架

本套实用口语教程共 4 册，每册有 16 个单元。本册教材每单元一般包括下列部分：

Communicative functions 主要帮助师生了解本单元教授的交际功能，同时，也是教师授课和学生单元话题练习的指南。

Introduction 旨在围绕本单元话题，提供全面的介绍。

Sample conversations 提供多篇与单元主题和交际功能紧密结合的会话，这些会话生动地道，难易适中，构思新颖，时代气息浓厚。

Useful expressions and patterns 为学生列出与本单元交际功能相关的实用句型和表达方式，便于举一反三，灵活运用。

Speaking strategy 讲解与本单元相关的会话策略，科学有效地帮助学生提升英语会话的技巧。

Speaking tasks 提供口语会话的课堂练习，主要练习形式包括 Individual work，Pair work 和 Team project。该部分依据现实情景设计，内容能唤起学生的学习兴趣，激发学生口语交际的欲望。

Cultural notes 主要讲解与本单元主题或会话相关的文化背景知识，可以帮助学生更好地理解会话与交际主题，满足学生进一步扩展英语文化知识的需要。

Pronunciation improvement 针对学生英语发音学习的需要，讲解英语发音规律和技巧，系统地提高学生的语音水平。

Leisure time 趣味性强，内容包括英文经典歌曲、电影对白、小幽默故事等。

Follow-up activities（homework） 提供课外的口语会话作业，便于学生课下进行口语操练，以巩固课堂学习效果。

三、使用说明

建议每周（两课时）处理本册的一个单元。本册的教授应满足口语活动的互动性与交际性要求，以提高学生英语口语交际能力为根本目标。每一单元的主题、对话和练习内容，可供教师参考，依据学生的实际情况选用。每个单元既互相联系，又相对独立，因此，在教学的过程中，教师也可根据实际情况改变章节的先后顺序，依据教材内容和学生实际水平来组织安排教学。

本教程系探索口语教学改革的新尝试，加之编者水平有限，因此缺点与不足在所难免，真诚希望得到专家学者的批评指正，以便在今后修订再版中改进提高。

编 者

2006 年 10 月

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Unit 1

Greetings and Introductions

First meeting
Everyday greetings
Greeting guests
Self-introduction
Introducing other people

Introduction

When we meet someone for the first time during a day, we usually greet him or her. A greeting is a way of being polite and friendly to someone. It is a way of starting a conversation as well. In English a greeting is usually followed by a small talk. The small talk means the

little things we talk about at the start of a conversation, for instance, the weather, the current physical surroundings, or the shared experience. One key point about greetings is that we are supposed to use the right degree of formality that the situation calls for. For instance, if you are talking to someone much older than you or your superior in the corporation, you need to be formal than if you are talking to your buddies.

As for introductions, there are basically two types: third-party introductions and self-introductions. In a third-party introduction, a third person, C, who knows A and B, introduces A to B or B to A. In self-introductions, when you have to introduce yourself, give the person some information about yourself or ask the person a question about himself or herself to have a basis for beginning a light conversation.

Sample conversations

Conversation 1

(Ted and Ann meet on campus.)

Ted: Hi, Ann. How are you doing?

Ann: Fine, thanks. Do you still want to meet our English teacher?

Ted: Yes, of course. Would you like to introduce me to her?

Ann: Yes, I think she is free now. Let's go!

(After several minutes)

Ann: Good morning, Ms. Smith!

Ms. Smith: Good morning, Ann.

Ann: Ms. Smith, this is Ted. We are from the same city. Ted,

this is Ms. Smith, our English teacher.

Ms. Smith: Nice to meet you, Ted. Are you and Ann classmates?

Ted: No. I'm a P. E. major.

Ms. Smith: I see. I guess you practice a lot every day.

Ted: Yes, that's right.

Ms. Smith: Well, my class will begin in ten minutes. I must be off. Goodbye.

Ann: See you, Ms. Smith.

Ted: Very glad meeting you, Ms. Smith. Bye.

Conversation 2

(At a little get-together)

Alice: There you are at last, David. We thought you would never come.

David: Sorry, I got held up at work.

Alice: Anyway, I'd like to introduce my fiancé, Bryan.

David: Hello, Bryan. Fiancé, eh? Well, this is a big surprise. Congratulations!

Alice: Thanks. Bryan, this is David. He is a student at Yale University.

Bryan: Hello, David. What are you studying there?

David: Computer Science. I've been there for a couple of years.

Alice: Talking of Computer Science, David, I'm going to buy my first personal computer next month. Could you give me some tips?

David: Yes, of course. But first you must tell me what type of computer you prefer...

Conversation 3

(At an evening party)

James: Great party, isn't it?

Barbara: Yeah, indeed.

James: Excuse me. Is anyone sitting here?

Barbara: Well, this seat isn't taken. Help yourself.

James: Thanks. Do you know many people here?

Barbara: No, I don't. What about you?

James: Me neither. Actually I only met Steve a month ago. We teach at the same school.

Barbara: Oh, so you're a teacher?

James: Yeah. James Park is my name. I'm a biology teacher.

Barbara: Hi, I'm Barbara Lee.

James: Nice to meet you. And what are you, Barbara?

Barbara: I'm an agent at IBM.

James: Oh, are you?

Barbara: Yeah, right. Say, would you like to have a drink?

James: Sure. I'd love to.

Useful expressions and patterns

1. First meeting

How do you do?

Hello, Mr. Brown.

Hi.

2. Everyday greetings

How are you doing?

How is anything going?

How are things?

How are you?

Good morning, Mr. Black.

3. Greeting guests

How nice to see you!

How come you look so tired?

Why are you in such a good mood?

I am glad to see you again!

4. Introducing oneself

Allow me to introduce myself. I'm John Green.

May I introduce myself?

Hi, I'm Tom. I am a newcomer.

5. Introducing people

May I introduce you to Mrs. Brown, manager of our company?

I'd like to introduce Mr. Potter. He is our personnel manager.

I'd like you to meet Ann, my secretary.

Allow me to introduce Mrs. Larry.

This is my sister, Mary.

Shelly Cruise.

Speaking strategy

How to start a conversation?

Starting a conversation usually means coming up with an opening line or icebreaker. The best kind of icebreaker is one that's positive. The last thing people want to hear from a stranger is something negative, for instance, how ugly the people are dressed, how awful the food is, and so on.

A compliment is always a good icebreaker and will usually be appreciated. Any news event is a good icebreaker as well. The best way to entice a person to have a conversation with you is being sincere and respectful, and letting him or her know that you are interested in talking to him or her.

Speaking tasks

1. Individual work

1) Self-introduction (name, age, country of origin, place of residence, address, job, degree, members of the family, etc.)

2) Introducing one of your friends (name, age, job, characteristics, habits, hobbies, personality, relationship with you, etc.)

2. Pair work

1) It is your first day at school. You just enter your dormitory and find another student who has been there. You want to get to know each other. Make a brief self-introduction to each other.

2) Mr. White and Dr William encounters at a conference. They

haven't seen each other for a long time. They greet each other.

3. Team project

This happens in a mall. Mary is shopping with her classmates, Nancy and Emma, who are also freshmen in college. A friend of Mary's parents, Mr. Brown, happens to be there, too. Mary and Mr. Brown haven't met for a long time and they both are very happy to see each other. They greet each other and then Mary introduces Nancy and Emma to Mr. Brown.

Cultural notes

1. Addressing people

How do you address people (what do you call them) when you want to talk to them?

1) Talking to strangers

When talking to strangers, there is often no special form of address in English. Usually, if you want to attract the attention of a stranger, it is necessary to use phrases such as "Excuse me".

In British English "Sir" and "Madam" are too formal for most situations. They are used mostly to customers in shop, restaurants, etc.

In American English "Sir" and "Ma'am" are not as formal and are commonly used in conversations with strangers, especially with older people whose names you do not know.

"Doctor" and "nurse" can be used as forms of address. The names of a few other occupations such as "porter" and "waiter" are sometimes used as forms of address, though some people consider that this is impolite. However, most names of occupations cannot be used