

宁波市通用英语试用教材

通用英语 100 句

**ENGLISH 100
FOR GENERAL PURPOSES**

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觉参与到这项活动中来，以主人翁的态度，学好、用好宁波市民通用英语 100 句，为把宁波建设成为现代化国际港口城市作出努力。

《宁波市民通用英语 100 句》（试用）教材由中国翻译学会理事，宁波高专副校长吴国良教授主编，宁波高专外语系教师及外籍教师参与编写。该教材全系常用交际英语，又结合了宁波的地名风俗，有较强的实用性、可读性，是宁波市民学习、使用常用交际英语的首选教材。《宁波市民通用英语 100 句》（试用）教材待条件成熟，将由出版社正式出版。由于编者水平有限，时间又十分仓促，难免存在错误或不当之处，恳请读者批评指正。

宁波市民通用英语培训考核办公室

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Unit 1 Greetings (问候)

Model sentences

Model sentences: (范句)

Greetings	Responses
1. Good morning.	Good morning.
2. Hello, John! How are you?	3. I'm very well, thank you. And how are you?
5. How is your father?	4. Fine, thanks. (He is fine too, thanks.)

问候	应答
1. 早上好。	早上好。
2. 喂, 约翰, 你好吗?	3. 我很好, 谢谢你。 那你呢?
5. 你的父亲好吗?	4. 挺好的, 谢谢。 他也挺好, 谢谢。

Dialogues

1

A: Hello, Bill.

B: Hello, Helen.

2

A: Hi, William. How are you?

B: Fine, thank you, Jack. And you?

A: I'm fine too.

3

A: Good morning, Mr. Brown.

B: Good morning, Mr. White.

4

A: Good afternoon, Mrs. Brown.

B: Good afternoon, Mrs. White.

A: How's Mr. Brown?

B: He's very well, thank you. And how about Mr. White?

A: He's fine too, thanks.

Useful expressions

Greetings

Good morning/
afternoon/evening.

Hi, John!

Hi, there!

Hello, Betty.

How are you?

How have you been?

How are things with you?

How is it going?

How are you doing?

How are you doing?

Responses

Good morning/
afternoon /evening.

Hi, Mary!

Hi!

Hello, Martin.

Fine, thank you. And
you?

Pretty good.

Not bad.

Fine, thanks.

Great, thanks.

What about you?

Not bad./So-so, thanks.

Unit 2 Introductions (介绍)

Model sentences: (范句)

Introducer	Response A	Response B
6. John, this is Mr. Tony Adams. Tony, this is Mr. John Smith.	7. How do you do, Mr. Adams?	How do you do, Mr. Smith?
8. Mr. Brown, I'd like you to meet my secretary,	9. Glad to meet you. I'm Wendy Miller.	10. Glad to meet you. My name is Paul Brown. Welcome to Ningbo.

介绍人	应答 A	应答 B
6. 约翰, 这是托尼·亚当斯先生。托尼, 这是约翰·史密斯先生。	7. 你好, 亚当斯先生。	你好, 史密斯先生。
8. 布朗先生, 我想让你见见我的秘书温迪·米勒。	9. 见到你很高兴。我是温迪·米勒。	10. 见到你很高兴。我叫保罗·布朗。欢迎你来宁波。

Dialogues

1

A: (To B) Wendy, this is my friend, Mr. Paul Brown.
(To Mr. Brown) And this is my secretary, Wendy Miller.

B: How do you do, Mr. Brown?

C: Nice to meet you, Ms. Miller. Welcome to Ningbo.

2

A: Bill, I'd like you to meet my manager, Mr. Robert Carlos.

B: How do you do, Mr. Carlos?

C: Hello, Bill. Nice to meet you.

A: Sit down, please, Mr. Carlos.

C: Thank you.

3

A: Excuse me. Are you the secretary here?

B: Yes, I am. My name's Helen Black.

A: How do you do, Miss Black? I'm Phil Brown, from America.

B: Nice to meet you, Mr. Brown. Take a seat, please.

Useful expressions

Making introductions

May I have the pleasure of introducing...?

Let me introduce you to ...

May I present ...?

I'd like to introduce Henry Gradman.
I'd like you to meet my friend, Miss Wendy Black.
Have you met John Smith?
I don't think you've met before.

Tony, I want you to meet my mother, Alice Carter.
John, come and meet Helen, my friend.
Do you know...?
This is my sister, Betty.
My name's May I know your name?

Possible responses

How do you do?
It's nice to meet you.
I've heard so much about you.
I'm glad/happy/pleased to meet you.
Happy to know you. John has often talked about you.
No, I don't believe we've met.

Self-introductions

Allow me to introduce myself. I'm ...
Hello. I'm Mary Black.
Hello. My name is ...
I don't think we've met.
Hi. I'm Mike. What's your name?

Unit 3 Invitations (邀请)

Model sentences : (范句)

Making an invitation Accepting or refusing an invitation

- | | |
|--|--|
| 11. I'd like to invite you to dinner this Friday. | 12. Thank you. I'd love to. |
| 14. We're going to have a party on Tuesday, and we'd love you to come. | 13. I'm awfully sorry, but I have an engagement. |
| 16. How about a cup of coffee? | 15. Thank you. That would be wonderful. |
| | 17. It sounds great. |

发出邀请

接受或拒绝邀请

- | | |
|--------------------------|---------------------|
| 11. 我想请您在本周五一起进餐。 | 12. 谢谢, 我很乐意。 |
| 14. 星期二我们将举行一次聚会, 希望您光临。 | 13. 非常抱歉, 我有个约会。 |
| 16. 来杯咖啡怎么样? | 15. 谢谢, 那太棒了。(好极了。) |
| | 17. 这个建议似乎太好了。 |

Dialogues

1

A: Mr. Brown. We'd like to invite you to dinner this Saturday.

B: Thank you. I'd love to come.

2

A: We're going to have a party tomorrow evening, and we hope you'll be able to join us.

B: Well, that's very kind of you. I'd love to.

A: Good, we'll be delighted to have you.

3

A: Hello, Bill. We're going to have a get-together at our new flat this Saturday. Would you like to come?

B: I'd love to, but I've already made plans for Saturday.

Useful expressions

If you could manage, we'd like you to...

We should be very pleased if you were able to...

I was wondering if you'd like to ...

We're going to have a dance tomorrow. Will you be able to come?

Are you free on Monday? Would you like to ...?

How about a cup of tea?

How about some beer?

Let's go to our place for a chat.

Unit 4 Farewell (道别)

Model sentences: (范句)

Partings	Responses
18. Good-bye.	Good-bye.
19. Good night.	Good night.
20. See you later.	21. See you.
22. Bye.	Bye.

道别	应答
18. 再见。	再见。
19. 晚安。	晚安。
20. 再见。	21. 再见。
22. 再见。	再见。

Dialogues

1

A: Thank you for a lovely evening.

B: I'm glad you could come.

A: Good night.

B: Good night.

2

A: Excuse me. I have to go now. Thank you for the delicious meal.

B: You're very welcome. I'm glad you enjoyed it.

A: Good-bye.

B: Bye.

3

A: My bus's coming. See you later, Jane.

B: See you later, Mary.

4

A: My class begins in two minutes. See you later, John.

B: Bye, Peter, and say hello to Mary.

5

A: Hello, Bill. How have you been?

B: Pretty good, thank you, Jane. How's Alex?

A: He's fine, thanks. Are you waiting for the bus?

B: Yes. How about you?

A: I'm waiting for my friend, Angela. Look, there she is.

B: And here comes my bus. Bye-bye, Jane.

A: Bye, Bill.

Useful expressions

See you later/tomorrow/next Monday.

I'll see you.

Well, I must be off.

I have to be going.

I've got to be running along.

I've got to be leaving.

It's been nice meeting you.

It was nice to meet you. I hope to see you soon.

Hope to see you again sometime.

Take care.

Possible responses

- Must you leave so soon?
- Can't you stay a bit longer?
- But it's still early.
- Well, then, I won't keep you.
- Let's get together again sometime.
- Don't forget to give me a call.
- Please say 'hi' to your parents.
- Remember to stop by/drop by if you have time.
- Don't forget to look me up next time you're here.