

# 实用英语 交际口语

李常玉 关 剑 周梅艳 李丽娟 编著

PRACTICAL ENGLISH FOR  
ORAL COMMUNICATION



NEUPRESS  
东北大学出版社

# 实用英语

## 交际口语

实用英语交际口语(第2版)

### PRACTICAL ENGLISH FOR ORAL COMMUNICATION



PEARSON  
EDUCATION

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Practical English for Oral Communication

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## 前 言

教育部于2000年10月颁发的《高职高专教育英语课程教学基本要求》(以下简称《基本要求》),以培养学生实际运用语言能力为目标,突出教学内容的实用性和针对性,尤其重视培养学生实际使用英语进行交际的能力。交际范围包括日常交际与业务交际两部分。日常交际有:1.课堂交流;2.日常交际,涉及介绍、问候、感谢、致歉、道别、指路、天气、学习、爱好、饮食、健康等。业务交流有:1.一般涉外活动:①迎送;②安排日程小活动;③安排住宿;④宴请与欢送会;⑤陪同购物、游览、就诊等。2.一般涉外业务:①面试;②介绍公司、工厂的历史、现状、产品等。《实用英语交际口语》的编写可以帮助学生尽快达到《基本要求》在英语交际能力方面所规定的目标。

《实用英语交际口语》一书是根据《基本要求》的规定,结合英语口语常使用的语言功能和常遇到的特别话题组织材料和进行编排的。同时,充分考虑不同层次的英语口语学习者的学习需要,能够较好地满足英语口语学习者进行实际表达和谈论一般常见话题的需要,在提高学生的日常及涉外交际能力方面将起到良好的作用。本书分为两大部分,每部分包括15个单元,并配有录音磁带。第一部分为功能会话(General Functions),第二部分为专题会话(Special Topics)。每单元后附有谚语、幽默笑话和故事。本书兼顾英语教学和自学的需要,既可用做高职高专学生学习《实用英语》的辅助教材,也可用做公共英语学生和一般英语爱好者提高英语口语能力的参考读物。

本书由李常玉、关剑、周梅艳、李丽娟编著。李常玉负责编写每部分的 6~10 单元，关剑负责编写每部分的 11~15 单元，周梅艳负责编写每部分的 1~5 单元，李丽娟负责编写语言功能指示部分，并采编每单元的幽默故事、笑话和谚语。参加本书编写的还有李晓蓉老师。李常玉、周梅艳对全书进行了统稿。本书在编写过程中，参考了国内外有关书籍和资料，并得到有关方面的支持，在此一并表示感谢。

美籍教师 Mr Greg Scally 对书稿进行了审阅，在此深表谢意。

由于编者水平有限，时间仓促，书中难免有不妥之处，敬请读者批评指正。

**编 者**

2001 年 7 月

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### Unit 1 Greetings and Introductions

#### 问候与介绍

##### I. Instructions

When we meet someone we know for the first time during a day, we usually greet him or her. A greeting is a way of being friendly to someone. It is a way of being polite. It is also a way of starting a conversation. Whether a true answer is needed depends on the relationship between the people concerned, and whether the person asking is really interested. In English a greeting is usually followed by a small talk that means the little things we talk about at the start of a conversation. Another point about greetings is that we should use the right degree of formality that the situation calls for.

There are some social rules we should observe when we make introductions. We should introduce a man to a woman, a younger person to an older person and those in lower positions to those in higher positions. However, those rules are not so rigid now as they used to be. Responses to introductions don't have to be very complicated. Handshaking is very common nowadays, especially in formal situations. When making an introduction, remember to indicate the person you are introducing with a slight gesture of the

hand.

## II. Situational Dialogues

### Vocabulary

greeting	<i>n.</i>	问候
greet	<i>v.</i>	问候
introduction	<i>n.</i>	介绍; 提倡
sightseeing	<i>n.</i>	游览; 观光
pleased	<i>a.</i>	欣喜的; 愉快的
to do some sightseeing		去游览; 去观光
Summer Palace		颐和园

### Dialogue 1

Chang: Good evening, Mr Smith.

Smith: Good evening, Mr Chang.

Chang: How is everything with you?

Smith: Fine, thank you.

Chang: Have you done any sightseeing yet?

Smith: Yes, I went to the Summer Palace this morning. I must say it's a beautiful place.

### Dialogue 2

A: Hello, John. How are you?

B: I'm fine, thanks. And how are you?

A: Very well, thanks. Nice to see you again. I haven't seen you for a long time. What have you been doing lately?

B: Oh, nothing much really. And how is everything with you?

A: Fine, thanks. I've been busy lately.

B: What have you been doing?

A: I've been studying for my exam. My school exams begin next month.

B: Really? Good luck for them.

A: Thanks. And how are your parents?

B: They're both very well, thanks.

A: Where are you going now?

B: I'm going to do some shopping. Why don't you come with me?

A: I can't. I have to meet someone.

B: It's been nice talking to you.

A: Good-bye. See you again sometime.

### Dialogue 3

Harry: Good morning. How are you this morning?

Paul: I'm just fine, thanks. And how are you?

Harry: Fine, thanks. Are you a student?

Paul: Yes, I am. You're a student too, aren't you?

Harry: Yes. My name is Long.

Paul: What's your first name?

Harry: My first name is Harry. My name is Harry Long.

Paul: Very glad to meet you, Harry. My name is Paul.

Harry: What's your last name, Paul?

Paul: My last name is Johnson. My name is Paul Johnson.

Harry: How do you spell your last name?

Paul: Johnson. J-O-H-N-S-O-N.

Harry: I am very glad to know you, Paul.

Paul: I am glad to know you, Harry.

#### Dialogue 4

John: Hello, Harry. Hello, Paul. How are you?

Harry: Hello, John.

Paul: Hi, John. We're fine, thanks. How are you?

John: Fine, thanks. Do you know my father?

Harry: No, we don't, John.

John: This is Harry, and this is Paul. This is my father.

Mr Smith: How do you do, boys? Very glad to know you.

Harry: How do you do, Mr Smith?

Paul: How do you do? Very Pleased to meet you, Mr Smith.

#### Notes

1. How are you?

是见面时候对方健康情况的寒暄语，对方可按情况做具体回答。

2. How do you do?

用于一般的问候，尤其是初次见面经人正式介绍后的客套语；只可用于代词 you。

3. How is everything with you?

您一切都好吗？是分别一段时间以后，询问对方情况的常用语，也可以说 How are things with you? 意思相同。

4. Very pleased to meet you.

很高兴见到你。

5. Have you done any sightseeing yet?

你外出观光了吗？

## General Expressions

### Greetings

1. Hello!
2. Hi!
3. Good morning /afternoon/evening!
4. Hello. Good to see you!
5. How are you doing?
6. How are things with you?  
一切都好吗?
7. How are you keeping?  
你过得怎样?
8. How is your family?  
你的家人好吗?

### Introductions

1. Allow me to introduce you to...  
允许我把你们介绍给……
2. Let me introduce you to...  
让我给你介绍一下……
3. Do you know Mary?  
你认识玛丽吗?
4. May I introduce John?
5. Mr Smith, I'd like you to meet Mary?  
史密斯先生,我想让你见见玛丽。
6. John, this is my sister, Mary.

### Self-introduction

1. Excuse me. My name is Zhou Xiaodan.
2. May I introduce myself? I'm Li Changqing.
3. Allow me to introduce myself, I'm Guanxin.  
请让我自我介绍一下,我是关欣。
4. Could you please introduce me to that pretty girl?

### Responses

1. Fine, thank you. And you?
2. Just fine, thanks.
3. Very well, thank you.
4. Not too well today. Thank you.
5. Not too bad.
6. How do you do?
7. I'm glad to meet you.
8. I'm pleased to see you.
9. I'm delighted to meet you.
10. It's a pleasure to meet you.
11. Nice to meet you.
12. Glad to see you.
13. Yes, I think I do.
14. Yes, I think I have.
15. No, I don't think I do.
16. No, I don't think I have.

## III. Exercises

### A. Work in Pairs

*Directions: One student reads the sentences from Column A. The other gives a suitable response from Column B.*

**A**

Good morning, Bob It's nice today, isn't it?  
Oh, hi, David How is everything with you?  
How's Professor Lin? He's well, I hope.  
Good afternoon, Lao Li It's not very nice today, is it?  
How are the rest of the family? They're fine, I hope  
Hello, Tom How was your weekend?  
I don't think you've met my friend This is Peter Brown.  
Mr Zhu, may I introduce my school friend Li Ming?  
Glad to meet you, Mr Wang  
Maria, have you met Mr Green's wife?

**B**

It was great, thanks  
Yes, beautiful.  
Fine, thanks And you?  
Yes, they're fine, thank you  
No, it's terrible  
Yes, he's very well, thanks  
Nice to meet you, Li Ming.  
Glad to meet you, too  
Pleased to meet you, Mr Brown.  
No, I haven't, but I've heard a lot about her



## B. Dialogue Situations

*Directions: Make up dialogues based on the following situations.*

### Situation 1

Wang Fang is reading her English on Saturday morning, and a friend from the university walks by, carrying her shopping bag. Wang Fang greets her first.

### Situation 2

Bob is standing in line to enter a cinema, and a neighbour walks by. He sees Bob first.

### Situation 3

You are at a party and you see someone you don't know. How do you introduce yourself.

## English Humour and Story

### Say Sir

Teacher: (To a new boy) What's your name, my little fellow?

New boy: Erbert Arris.

Teacher: Always say "sir" please, when you are speaking to master. It's more polite.

New boy: (apologetically) Sir Erbert Arris.