

英语

1

English

(非英语专业专科用)

教育部成人高等教育英语教材编写组 编

第二版



高等教育出版社

内容提要

全国成人高等教育《英语》系列教材是教育部规划并推荐,供各类成人高等院校非英语专业专科学生使用,1998年正式出版发行。编写组结合这几年使用《英语》的教学情况对其进行了修订,修订后的《英语》更贴近教育部2000年颁布的《高职高专教育英语课程教学基本要求(试行)》,更进一步地将对学生的语言基本功的训练与实际的涉外活动结合起来。

与第一版相比,《英语1》替换掉了原书中内容比较陈旧的单元,并将原有的20个单元调整为12个单元;每单元增加了一篇阅读文章;每单元加编了应用文(Applied Writing)部分。

总之,修订后的《英语1》内容更加简明,技能训练更加全面,练习更有针对性,更加符合当前形势下的涉外实际需要。

图书在版编目(CIP)数据

英语. 1 / 教育部成人高等教育英语教材编写组编.
2版. —北京: 高等教育出版社, 2005. 12
非英语专业专科用
ISBN 7-04-018168-1

I. 英... II. 教... III. 英语—高等学校: 技术学校—教材 IV. H31

中国版本图书馆CIP数据核字(2005)第131272号

总策划 刘 援 策划编辑 周 龙 闵 阅 责任编辑 蔺启东 封面设计 于文燕
版式设计 孙 伟 责任校对 蔺启东 责任印制 宋克学

出版发行 高等教育出版社
社 址 北京市西城区德外大街4号
邮政编码 100011
总 机 010-58581000

经 销 蓝色畅想图书发行有限公司
印 刷 北京中科印刷有限公司

购书热线 010-58581118
免费咨询 800-810-0598
网 址 <http://www.hep.edu.cn>
<http://www.hep.com.cn>
网上订购 <http://www.landaco.com>
<http://www.landaco.com.cn>
畅想教育 <http://www.widedu.com>

开 本 850×1168 1/16
印 张 11.75
字 数 330 000

版 次 1998年7月第1版
2005年12月第2版
印 次 2005年12月第1次印刷
定 价 22.80元

本书如有缺页、倒页、脱页等质量问题,请到所购图书销售部门联系调换。

版权所有 侵权必究

物料号 18168-00

修订说明

修订后的《英语》仍然为7册，即《英语0~6》。大多数高职高专入学新生可从第1册学起，少数入学水平较低的学生可使用零起点教程补习必要的英语基础，而后再转入第1册的学习。第1~6册分为3个层次，第1~2册为初级教程，学习基础语法和常用交际词汇，累计词汇量达到2 000词；第3~4册为中级教程，学完基础语法，累计词汇量达到3 300词；第5~6册为高级教程，为部分高职高专学生升入本科使用。

本教材以培养学生的实用涉外交际能力为主旨，围绕实用涉外交际话题编写，学完一个话题学生即能学会围绕该话题进行简短实用的英语口语和书面交际。修完1~4册即达到2000年教育部颁布的《高职高专教育英语课程教学基本要求（试行）》，故学生在修完第3册后即可参加“高等学校英语应用能力考试”的B级考试，修完第4册可参加A级考试。

修订后的教材依然为每册配套共3本，即综合教程、教师参考书和供自学用的《英语综合练习》。

本书为教材的第1册，在零起点教材500~800词的基础上再学习550个生词，并学习基础语法。教程共12个单元，每3个单元处理一个交际话题。第1册的4个话题为：Greeting and Introducing People (1~3单元)；A Secretary's Job (4~6单元)；Traveling (7~9单元)；Shopping (10~12单元)。

本教材第1、2册为同一单元编排模式，即分为1. Integrated Skills Development; 2. Applied Writing; 3. Pick Up Your Grammar; 4. Merry Learning; 5. Words & Phrases。其中Integrated Skills Development为单元重点，又分为对话听说和文章听说读写译综合训练。听说部分含2个对话和1个听力小短文；着重训练学生围绕交际话题进行模拟听说训练，培养初步的实际口头涉外交际能力。听说训练又是单元主体——文章听说读写译综合训练部分的引子，因为这一部分的核心话题也是本单元的交际话题。综合训练围绕2篇紧扣单元交际话题的文章展开。语言训练遵循“阅读理解”(Check your understanding)、“交际训练”(Learn to communicate)、“扩大语言积累”(Build up your language stock)和“独立阅读”(Extra reading)4个步骤进行。其中“交际训练”和“扩大语言积累”两部分又是核心，侧重培养学生通过学习实际使用和掌握交际话题所涉及的语言手段(句型和词语)来提高实用英语交际能力。换句话说，本教程的核心指导思想是引导学生围绕交际话题进行语言表达(language production)训练。

修订后的教材还加编了应用文套写(Applied Writing)部分，提供了与单元交际话题相关的实用应用文。考虑到学生英语水平有限，故所选配的应用文都比较简单，便于模拟套写。

这次修订对语法部分作了必要的调整。考虑到本教材的编写目标是培养学生的实用英语交际能力，语法教学不是其核心部分，但学生又需要对一些基本语法规则进行必要的复习和补习，因此我们把语法调整为“语法复习”(Pick Up Your Grammar)练习，放在单元的最后，同时加编了语法附录，附在《英语综合练习》书后，学生可视个人需要有选择地进行复习。

这次修订还在每个单元后增加了词汇表，这样可保持单元训练内容的完整性。

以上说明是为了帮助使用本教材的老师和同学更全面地了解本教材的编写和修订思路，更好地发挥教程的长处，避开其短处。多年来本教材受到广大高职高专师生的欢迎和支持，我们十分欣慰能用一本实用英语教材为大家服务。这次修订后依然存在缺陷和不足，我们一如既往地欢迎大家的批评和指正。

本教材的修订由孔庆炎教授任总主编，第一册由姜怡和姜欣教授任主编，参加本册修订的有姜怡、姜欣、吴卓娅和张睿。

修订者
2005. 10

第一版前言

全国成人高等教育《英语》系列教材是根据原国家教委1997年颁发的《全国成人高等教育英语课程教学基本要求(非英语专业专科用)》(以下简称《基本要求》)编写的,是教育部成人高等教育规划教材。本套教材的培养目标是:1. 掌握一定的英语基础知识和技能;2. 具有阅读和翻译有关业务英语资料的能力;3. 训练进行简单的日常和涉外会话的初步能力;4. 培养模拟套写简单信函等涉外业务应用文的能力。

主教材(即《英语》)和自学同步教材(即《英语学习辅导书》)两种学生用书各分4册。第一册为预备教材,词汇起点为800词,主要目的是帮助英语水平低于《基本要求》规定的学生,复习巩固中学已学过的语音、语法、词汇,为进一步学习打下基础。为了便于初学者使用本书,书后附有基本语音知识、基本语法知识和基本词汇。第二册的重点是简单句的基本语法和基本句式的听说读写译等基本技能的训练,并注意把语言基本功训练与实际涉外活动结合起来,使成人英语学习从一开始就能贯彻学用结合,学一点、用一点的原则。第三、四册在侧重阅读基本技能训练和语法应用能力提高的同时,继续进行听说读写译的综合训练,并引入涉外交际资料的阅读、翻译和套写训练,将读译写技能的培养作为教学重点,把培养学生实际使用英语去处理业务工作中的涉外交际活动的的能力作为最终目标。

主教材每册书都加配了《英语多媒体学习课件》光盘,并将光盘中有用的内容用  标注在书中每课的相应部分,使学生能借助计算机辅助教学手段,学习光盘中提供的多媒体学习材料,加深对课文的理解,强化技能训练,欣赏英文歌曲等。该课件光盘共有4张,分别对应《英语》1~4册。每册的课件由六个模块组成:课文学习、语言技能、语法学习、词汇学习、考考测测和轻松一刻。课件具体内容详见附录。

《英语学习辅导书》包括主教材学习重点提示、自学同步练习、主教材练习参考答案三部分。其中自学同步练习既与《英语》紧密配合,又不相互重复。与《英语》相比,自学同步练习遵循“自学、自练、自测”的原则,选材内容更简短、生动,训练方式与形式更灵活多样,并适时提供自测试题供学生检测自己的学习成果。考虑到学生自学的特点,其听说训练以听力训练为主,听录音遍数也不强求一致,学生可根据自己的实际需要播放两或三遍;读译写部分以读懂理解为主,所配的少量练习是为了帮助学生扩大词汇和巩固语法的。因此,同时使用这两套用书,会收到相得益彰的效果。

为了方便学生自学,书后附有主教材和自学同步练习的全部课文的参考译文;为了方便教师授课,本套教材还编有一套《英语教师参考书》。

《英语》和《英语学习辅导书》的编写力图改变成人英语教学脱离实际、学用结合不密切的低效率局面,突出英语教学紧密为改革开放服务的实用方向。

本册总主编为大连理工大学外语系孔庆炎教授。由对外经济贸易大学黄震华教授担任主审。参加审稿工作的还有:中央电视大学刘黛琳副教授、北京邮电大学函授学院汪琛副教授、南京师范大学金陵女子学院于忠喜副教授。大连理工大学的美籍教师Joel Kirkhart审读了全书。编者在此一并表示深深谢意。

编者

1998年3月

CONTENTS



UNIT 1 Greeting People You Meet for the First Time 1

Integrated Skills Development 1

Dialogue A. How Do You Do? 1

B. At the Canteen 2

Passage A. Welcome 2

B. Professor Waters Introduces Herself 7

Applied Writing 8

Pick Up Your Grammar 9

Merry Learning 11

Words & Phrases 11



UNIT 2 Introducing People to Each Other 13

Integrated Skills Development 13

Dialogue A. Lizzy, This Is My Friend 13

B. Li Ying, This Is Mr. Brown 14

Passage A. No Time for Formality 14

B. How to Greet a Foreign Friend 19

Applied Writing 21

Pick Up Your Grammar 22

Merry Learning 23

Words & Phrases 23



UNIT 3 Getting and Giving Information About People 25

Integrated Skills Development 25

Dialogue A. Could I Join the School Library? 25

B. A Family Photo 26

Passage A. Passport 26

B. Cultural Differences in Greeting People 31

Applied Writing 32

Pick Up Your Grammar 34

Merry Learning 35

Words & Phrases 36



UNIT 4 Making a Telephone Call 39

Integrated Skills Development 39

Dialogue A. One Moment, Please 39

B. This Is Mr. Smith Here 40

Passage

A. How to Make an Efficient Phone Call 40

B. How to Improve Your Working Efficiency 45

Applied Writing 46

Pick Up Your Grammar 47

Merry Learning 48

Words & Phrases 48

UNIT 5 Can I See Your Manager? 51

Integrated Skills Development 51

Dialogue A. Can I See Your Manager? 51

B. Let Me Check ... 52

Passage

A. A Receptionist's Job 52

B. It's Never Too Late to Learn 56

Applied Writing 58

Pick Up Your Grammar 59

Merry Learning 60

Words & Phrases 60

UNIT 6 Communications Facilities 63

Integrated Skills Development 63

Dialogue A. Would You Please Take a Message? 63

B. I'll Send It to You by E-mail 64

Passage

A. A Secretary's Job 64

B. Mr. Wilson's Secretary 69

Applied Writing 70

Pick Up Your Grammar 71

Merry Learning 73

Words & Phrases 73

Test One (Unit 1 — Unit 6) 75

UNIT 7 At the Information Desk of a Travel Agency 83

Integrated Skills Development 83

Dialogue A. I Prefer Warm Places 83

B. Where to Spend Our Holiday 84

Passage

A. How Can You Get Travel Information? 84

B. A Working Mother Has No Time for Holiday 89



Applied Writing 90
Pick Up Your Grammar 91
Merry Learning 92
Words & Phrases 92



UNIT 8 Flight Departures and Arrivals 95

Integrated Skills Development 95

Dialogue A. Your Plane Will Take Off Soon 95
B. Flight 620 Now Is Boarding 96

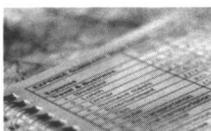
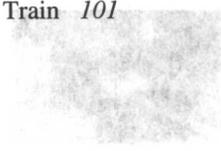
Passage A. Air Travel 96
B. Mr. Wang's Trip Home by Train 101

Applied Writing 103

Pick Up Your Grammar 104

Merry Learning 105

Words & Phrases 105



UNIT 9 Itinerary and Schedule 107

Integrated Skills Development 107

Dialogue A. When Does the Train Leave? 107
B. Are There Any Non-stops? 108

Passage A. Holidays Abroad 108
B. A Bus Driver Must Have a Strong Sense of Time 112

Applied Writing 114

Pick Up Your Grammar 115

Merry Learning 117

Words & Phrases 117



UNIT 10 Giving Shopping Advice 119

Integrated Skills Development 119

Dialogue A. Could You Give Me Some Advice? 119
B. Where Are the Clothes Counters, Please? 120

Passage A. Shopping Places 120
B. An Elderly Customer 124

Applied Writing 126

Pick Up Your Grammar 127

Merry Learning 128

Words & Phrases 128



UNIT 11 Can I Help You? 131

Integrated Skills Development 131

Dialogue A. May I Help You? 131

B. How Does It Fit? 132

Passage A. I Don't Need a Bag 132

B. How to Save Money in Shopping 136

Applied Writing 137

Pick Up Your Grammar 138

Merry Learning 139

Words & Phrases 139



UNIT 12 A Souvenir to Remind Me of China 141

Integrated Skills Development 141

Dialogue A. Shall I Pack It for You? 141

B. Cash or Credit Card? 142

Passage A. How Do You Buy Things You Want? 142

B. Colored Hands 147

Applied Writing 148

Pick Up Your Grammar 149

Merry Learning 150

Words & Phrases 150

Test Two (Unit 7 — Unit 12) 153

Vocabulary 159

Phrases 171

Greeting People You Meet for the First Time

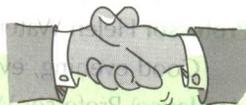


LOOK Integrated Skills Development

DIALOGUE

A

How do you do?



(Li Hong is a **receptionist**. She works at a **Guest House** of a Technical School. Lizzy is an **overseas** student. She is from South Africa. Li Hong now meets her at the airport.)

- Li: Hi, you must be Lizzy. I'm Li Hong from the Technical School.
- Lizzy: Oh, how do you do, Li Hong? Thank you for coming to meet me.
- Li: How do you do, Lizzy? Welcome to China. Did you have a good **journey**?
- Lizzy: **Yeah**, quite good. But I am a little tired. It's a long journey, you know.
- Li: Yes, let's go back to the Guest House of our school. Everything is **ready for** you there.
- Lizzy: That's very kind of you.
- Li: **You are welcome.**

接待员：客房
海外的

旅途
是的

准备好了的

不客气。

DIALOGUE

B

At the Canteen

雇员：合资企业
总工程师

乐于做某事

味美的
膳食

(Li Ying is a new **employee** at a **joint-venture**. Mr. Smith is a **chief engineer** there. They meet each other for the first time at the canteen.)

Li Ying: Hello. Are you Mr. Smith?

Mr. Smith: Oh, yes. Simon Smith.

Li Ying: How do you do, Mr. Smith?

Mr. Smith: How do you do? Are you a newcomer?

Li Ying: Yes. My name is Li Ying. I know we have a chief engineer from England. So I'm **glad to** meet you here.

Mr. Smith: I'm glad to meet you, too. There are so many good things to eat in the canteen.

Li Ying: Yeah, they are **delicious**.

Mr. Smith: Let's have our **meals** at this table.

Passage

A

Welcome

(Miss Wang is the **secretary** of the English **Department**. Now she is introducing **Professor** Helen Waters to the students.)

Good evening, everyone. It's my **honor** to **introduce** Professor Waters to you. (**Applause**) Professor Waters is from the **United States** of America. She will teach us English this term. Professor Waters has taught students in many different countries. She is a very good teacher and she is really **an expert in** English teaching and learning. She is the **author** of a **dozen** books in this field. So, it is a **pleasure** for us to have her as our English teacher here. Now, let's welcome her to say a few words to us! (**Clapping**)

秘书：系
大学教授
荣耀：介绍
掌声：美国

某一领域的专家
作者：十二个；乐事
拍手，鼓掌

Check your understanding

1 Are the following statements true (T) or false (F) according to the dialogues?

1. Lizzy comes to China by train.
2. Li Hong is one of Lizzy's classmates.
3. Lizzy feels grateful to Li Hong for coming to meet her.

4. Lizzy will stay at the Guest House of the school.
5. Li Ying and Mr. Smith meet each other for the first time at the canteen of the company.
6. Mr. Smith tells Li Ying that he is the chief engineer at the company.

2 Answer the following questions according to the dialogues.

1. Who is Lizzy?

2. Did she have a good journey to China?

3. Where will Li Hong and Lizzy go from the airport?

4. How do people usually greet each other when they meet for the first time?

5. Why didn't Li Ying and Mr. Smith know each other?

6. How is the food in the canteen?

3 Answer the following questions according to the passage.

1. Who is introducing the English Professor?

2. Where is the professor from?

3. Why do we say Professor Waters is an expert in English teaching?

4. Has Professor Waters written many books?

Learn to communicate

4 Here is a summary of the patterns and expressions for greeting people. Read them and try to learn them by heart.

1. Good morning / afternoon / evening. Long time no see.

Yeah, it's been a long time. Too long.

I've missed you a lot.

I haven't seen you for years.

2. Hello! How are things with you?

Hey! How are you doing?

Hi! How are you?

3. Fine, thanks. And you?

Just OK. How about you?

Not bad. And you?

Just so-so.

5 Imagine you are Mr. Li, a professor of English. You meet Professor Waters in the afternoon. Complete the dialogue by using the patterns and expressions you've learned.

Li: Hello! Good afternoon, Professor Waters.

Waters: 1 _____ Mr. Li. Long time no see.

Li: Yeah, it's been quite a long time. How are you?

Waters: 2 _____, thanks. 3 _____?

Li: I'm fine, too. How are you getting on with your teaching?

Waters: 4 _____. The students are lovely. And how 5 _____?

Li: Just 6 _____. Always as busy as a bee.

Waters: Take care. Don't make yourself too busy.

Li: I won't. Bye.

Waters: 7 _____.

Build up your language stock

6 Match the words in Column A with the explanations in Column B.

Column A

1. receptionist
2. guest house
3. overseas
4. journey
5. canteen
6. term
7. secretary
8. department
9. expert
10. delicious

Column B

- a. abroad
- b. one of several divisions in an university, etc.
- c. having pleasant smell or taste
- d. a person with special skill or knowledge from experience or training
- e. boarding-house for guests
- f. a trip from one place to another
- g. an employee in charge of the office work
- h. one of the periods into which the academic year is divided
- i. a person employed in a hotel etc. to receive guests
- j. a place in companies or schools where people have their meals

7 Translate the following phrases into Chinese with the help of a dictionary.

<i>general manager</i>	<i>English Department</i>		
		<i>different countries</i>	<i>a dozen (of) books</i>
<i>chief engineer</i>	<i>Shoes Department</i>		
		<i>different places</i>	<i>a dozen pencils</i>
<i>chief editor</i>	<i>department store</i>		
		<i>different habits</i>	<i>a dozen eggs</i>

8 Translate the following sentences into English by using the given phrases.

- 史密斯(Smith)教授是一位非常有经验的医生。(experienced)
- 我们很高兴能够有您和我们一起工作。(a pleasure)
- 您好,琼斯(Jones)太太。欢迎您来中国。(welcome)
- 经过长途旅行我觉得有点儿累了。(a little tired)
- 学生们经常到这个食堂吃饭。(have one's meals)
- 我荣幸地将这位美国著名的歌唱家介绍给你们。(have the honor, introduce)

9 Read the following sentence patterns selected from Passage A, paying attention to the italicized parts and then translate sentences a, b and c.

- It's my honor to* introduce Professor Waters to you.
 - It's my pleasure to* offer some help to you.
 - 给你提这个建议是我的责任。
 - 把经验传给你们是我的愿望。
- Now, let's* welcome her to say a few words to us!
 - Now, let's* cheer him to sing a song to us!
 - 现在,咱们要求老板把真相告诉给我们!
 - 现在,让咱们请史密斯教授给我们讲话!

Extra reading

10 Read the passage carefully and then choose the best answer from the four choices according to the passage.

People often greet each other with "Hello" or "Hi". Other forms of greeting are "Good morning", "Good afternoon", or "Good evening" according to different times of the day. When talking with foreign friends, we should pay attention to their **social conventions**. For example, we do not ask people questions about their **private activities**. So we may talk about the weather, sports or show our **concern** about their children.

Generally, a man is usually introduced to a woman, and the young are introduced to the old. The **titles** of Miss, Mr., Professor, or Doctor, etc. can be used with the surname. Newly-**acquainted** people will shake hands and greet each other with "How do you do" or "I'm glad to meet you".

- When people are introduced for the first time, they usually greet each other with _____.
 - "How are you?"
 - "How do you do?"
 - "Nice to see you again."
 - "Good morning."
- People usually greet each other with all of the following except _____.
 - "Good morning!"
 - "I'm glad to meet you!"
 - "How are you?"
 - "Good night."
- We usually reply to "How do you do?" with _____.
 - "Hello."
 - "How are you?"
 - "How do you do?"
 - "I'm fine, thank you."
- When we talk with native speakers of English, we should not ask them the question _____.
 - "How are you?"
 - "What do you think of the football match?"
 - "Do you like the weather here?"
 - "Are you married?"

社会的
惯例：私人的
活动：关心

通常
称呼
认识

