



无忧英语口语系列

高职高专

◎ 主 编 崔 卫
王进军

英语交际口语 教程



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高职高专英语交际口语教程

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★ 前 言 ★

《高职高专英语交际口语教程》是按照教育部高等教育司颁布的《高职高专教育英语课程教学基本要求》编写而成,是一本专供全国高职高专院校使用的英语口语教材。《高职高专教育英语课程教学基本要求》指出:打好语言基础是英语教学的重要目标,但打好基础要遵循“实用为主、够用为度”的原则,强调打好语言基础和培养语言应用能力并重,强调语言基本技能的训练和培养实际从事涉外交际活动的语言应用能力并重。目前要特别注意加强听说技能的培养。

为此,针对高职高专学生急需快速提高英语听说能力的强烈愿望,组织专门从事高职高专教学的中青年骨干教师编写了此书,参加《高职高专英语交际口语教程》编写的作者都是长期从事英语教学与研究的老师,熟悉高职高专的英语教学实际,了解学生的英语水平和需求。

本教材具有以下主要特点:

1. 实用性:本教材中所列的交际场景全都是日常生活中经常遇到的实际情景,内容贴近生活,容易唤起学生的学习兴趣,激发他们用英语进行交际的欲望。
2. 交际性:本教材重视英语语言的交际功能,每单元设置一个主题,运用交际法的教学原则有效培养学生的语言交际能力。
3. 练习的多样性:本教材注重训练由易到难,循序渐进,练习精心设计,形式多样,生动活泼。
4. 适用性:本教材适用性广泛,既适合在校的不同年级的学生,也适用于水平不一的英语自学者。

全书由 26 个单元、参考答案和参考译文三个部分组成。每单元分 6 个部分:1)对话(3 组);2)谚语、绕口令;3)注释;4)词语表达;5)课后练习(包括替换练习、对话填空、角色扮演、口头翻译、话题讨论和短文复述);6)相关词汇。

在使用过程中,建议每单元的课时为 2—3 学时,教师也可根据学生的实际情况选择使用。

本教材由崔卫、王进军主编,于闽青、徐红、杨文辉、刘翔飞、王保红任副主编,臧海霞、李春燕、程诚、于晶晶、杨泽民参编。

在本教材的编写过程中,Kenyon Whitehead 女士对本书英语部分进行了文字修饰,谨在此表示感谢!此外,编者在编写过程中,参考了诸多有关的口语书籍,谨在此向有关作者表示感谢!

由于时间比较仓促,编写者水平有限,本书一定会有不少错误和疏漏,希望使用本书的广大读者给我们提出宝贵的意见。

编 者

2006 年 2 月于青岛

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★ Unit One Greetings and Partings ★

Dialogue 1

A: Good morning, Wang Jing.

B: Good morning, Li Hong.

A: How are you?

B: I'm very well, thank you. And how are you?

A: Fine, thanks. Where are you going?

B: I'm going shopping. And you?

A: I'm going home. Oh, you must come over and see me sometime. I'd like you to meet my parents.

B: That's very nice of you. I'd be pleased to come.

A: Very good. Nice to have seen you again, Wang Jing. Good-bye.

B: Good-bye.

Dialogue 2

A: Oh, God, it's late. I've got to go.

B: Remember me to your parents. Hope to see them soon.

A: Oh, good luck with your research project. I hope it goes well.

B: Thanks.

A: Well, if you ever pass my home, do drop in.

B: Yes, I will. Take care, then.

A: Yes, sure. Bye-bye.

B: Bye-bye. All the best.

Dialogue 3

A: Good morning.

B: Good morning.

C: Morning.

B: It looks like it will be a nice day.

A: They said it might rain tonight.

C: I hope not. I want to go out tonight.

B: Bai Fan, I'd like you to meet my friend, Richard.

A: Hi. How are you?

D: Fine, thanks. And you?

A: Good, thanks.

C: Who wants to eat?

B: I'm not hungry, but I could drink some coffee.

A: Coffee sounds great.

D: I'm up for that. Let's try the new Starbucks two blocks from here.

Proverb & Saying

Seeing is believing.

Tongue Twister

Denise sees the fleece,
Denise sees the fleas.
At least Denise could sneeze
and feed and freeze the fleas.

★ Notes

1. 在北美,人们见面经常要打招呼,不论是熟人还是刚刚认识的人,甚至是陌生人。一般来说,彼此打招呼只是客套而已。打招呼可以用语言,也可以用点头、微笑或手势。用英语问候要熟记一些套语,并恰当地使用称谓。
2. 在英语口语中,问候语“你好”往往因具体时间的不同而有不同的表达方法。在早上至中午1点之前说 Good morning(早上好);中午1点钟后说 Good afternoon(下午好);傍晚日落后说 Good evening(晚上好);晚上分别或临睡前说 Good night(晚安)。
3. How are you? 这是打招呼时的用语。回答应是: I'm very well, thank you. And you? 或者说: Fine, thanks. 在初次见面的正式场合,可以用 How do you do? 回答也用 How do you do? 后面还可以加上称呼语。例如: How do you do, Mr Brown? Hello 为一天中常用的问候语,用于较随便的场合;Hi 比 Hello 更随便,用于比较熟悉的人之间。
4. remember to 致意,问好。Remember A to B 表示“代 A 向 B 问好”。例如: Remember me to my teacher. (代我向我们的老师问好)
5. do 用在 drop in 前面是为了加强句子的语气。例如: He did do it already. (这件事他确实完成了) drop in 解释为“顺便拜访”。
6. All the best 祝你万事如意。此句常用来表达对亲人、朋友的祝福。也可以说成“Wish you all the best.”

★ Summary of Useful Expressions

1. A: How are you?
B: Fine. Thank you.
2. A: How's it going?
B: It's good.



3. A: How's everything with you?
B: Couldn't have been better.
4. A: How nice to see you.
B: Nice to see you.
5. A: How are you getting on these days?
B: All right. / Everything's all right.
6. A: I'm leaving.
B: OK, see you tomorrow.
7. A: Goodbye, have a good evening.
B: Bye, see you later.
8. A: We will meet again sometime.
B: Hope to see you again.
9. A: It was a pleasure meeting you.
B: Nice meeting you, so long.
10. A: Give my regards to your parents.
B: Thank you.
11. A: Hope you have a nice trip.
B: Thank you.

★ Exercises

1. Substitution Drills:

- | | |
|-------|---|
| 1) A: | Good morning.
Good afternoon.
Good evening.
Good night. |
| B: | Good morning.
Good afternoon.
Good evening.
Good night. |
| 2) A: | How are you doing?
How are you?
How's everything? |
| B: | Wonderful.
Just great.
Great.
Pretty good.
Good.
Just fine.
Fine.
So-so. |



OK. / Okay.

No complaints.

Boring.

Awful, just awful.

- 3)A: Haven't seen you for ages.
Haven't seen you for some time.
Haven't run into you for a long time.
Long time no see.

How's everything?

B: Just fine.

- 4)A: Glad to meet you here.
How nice to meet you!
I'm glad to see you here.

B: Me too.

- 5)A: What a pleasant surprise!
That's a pleasant surprise!
What a happy coincidence!
Fancy meeting you here!

B: It's a real surprise!

- 6) Good-bye, have a good evening.
 have a nice day.
 see you later.
 see you around.
 we will meet again some time.
 I'm leaving.

2. Open Dialogues: Fill in the missing words in the following conversations.

1) A: _____, Bob.

B: _____, Tom. How are you doing?

A: _____. And you?

B: Great. What's happening these days?

A: _____, I'm just taking one day at a time.

B: That's OK. Everybody else does, too.

2) A: Hello, Mark.

B: _____, Mary. _____?

A: Just fine, thanks. How about you?

B: _____. And how's your business?

A: So-so.

3) A: Good afternoon, Mr Smith. It's nice of you to come.

B: I'm very happy to see you again. How have you been?

A: _____. And you?

B: I've been fine, too. How are all of your families?

A: _____, thank you. Please sit down and make yourself at home.

3. Role Play: Work out appropriate dialogues, using the information given below.

- 1) You meet an old friend of yours, whom you haven't seen for a long time. How would you greet each other?
- 2) Suppose you see your brother off at the railway station. How would you say farewell to each other?
- 3) You met an old classmate unexpectedly one day; greet each other with the expressions learned.

4. Translation: Translate the following dialogue into English.

甲:嗨, 张平。

乙:嗨, 刘军。最近怎么样?

甲:不错, 你呢?

乙:非常好。

甲:我好久没看到你了。你的工作怎么样?

乙:马马虎虎。你家里人都好吗?

甲:啊, 他们都很好, 谢谢。请坐, 不用客气。

乙:谢谢。

甲:你来看我真是太好了。

乙:我很高兴能再见到你。

5. Group Discussion:

- 1) How would you break the ice when you meet a stranger at a party?
- 2) What are the differences between the way we greet a Chinese person and a Westerner?

6. Read the following passage. Underline the key words while reading and retell the story to your partner.

Breaking the Ice

There was a mutual attraction between my sister and trainee who worked at her office. However, both being shy, they could barely even speak to each other.

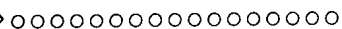
During an office party, my sister went into the kitchen to get a drink and the trainee followed. Opening the freezer, he took out some ice, placed it on the table and began smashing it with a tin of coffee. Smiling, he explained, "I just wanted to break the ice between us."

★ Related Words

whisper 低语

credit 信誉

welcome 欢迎



contented 满足的,知足的
spirit 精神,心神
congratulations 祝贺,贺词
generous 慷慨的,大方的
admire 赞美,钦佩
weird 离奇的,不可思议的
addict 使……沉迷
moody 喜怒无常的,情绪化的
benign 仁慈的,和蔼的
attractive 有吸引力的
unbelievable 难以置信的
sincerity 诚挚,真诚
faith 信心,信任
mental 精神的,心理的
acknowledge 确认已收到,答谢
modestly 谨慎的,谦逊的



★ Unit Two Making Introductions ★

Dialogue 1

A: Excuse me. Is this seat taken?

B: No, be my guest.

A: Thank you.

B: Haven't I seen you before? Are you new to engineering?

A: Yeah, I just switched majors from computer science—too much math!

B: Well, don't expect it to be any better here! What's your name, anyway?

A: Mark. What's yours?

B: Edward.

A: Glad to meet you.

B: Glad to meet you, too.

A: Oh, here comes our professor. Do you know his name?

B: James Kerry.

A: Thanks.

Dialogue 2

A: Hey. It looks like Ann is talking with Jill Martin. Do you know her?

B: No, I'm afraid I don't.

A: In that case, let me introduce you two. I think you'll like each other.

(They go to where Ann and Jill are talking.)

A: Excuse me, Ann. Edwin here says that he hasn't met Jill. I'd like to introduce them.

C: Oh, that's a good idea.

A: Jill, this is Edwin Needman. Edwin, I'd like you to meet Jill Martin. She is a friend of Ann's from college.

D: I'm pleased to meet you, Mr Needman.

B: Please call me Ed.

D: OK, Ed.

A: Jill works with the Public Health Service.

D: Is that so? It sounds like interesting work.

Dialogue 3

A: I don't think we've met. My name's Li Guang.

B: Hello, I'm Zhang Wei. Delighted to meet you.

A: Pleased to meet you, too, Zhang Wei. Where are you from?

B: Qingdao. And you?

A: Well, it's certainly a small world. I'm from Qingdao, too.

B: Really? How nice to meet someone from my hometown. I'm feeling homesick already.

A: Cheer up. You'll soon forget everything when classes begin.

B: I'm sure I will. By the way, are you also one of the new students?

A: No, I'm a new teacher.

B: Oh, I'm sorry, Mr Li.

A: That's all right.

(The dean comes in at this moment.)

C: Good morning. Anything I can do for you?

B: Good morning, Professor Liu. Here is the list of the students who arrived yesterday.

C: Would you mind handing it over to Miss Dai? She'll take care of it.

B: Not at all. Thanks. (Leaves.)

A: Um, Professor Liu, may I introduce myself? I'm Li Guang.

C: Ah, another new student. Welcome to our department.

A: Thank you. But... Um, you see, I'm the new teacher. I was told to come over to your office.

C: Oh, yes. Yes, of course, Mr Li, I was notified of your arrival. You certainly look very young.
Please take a seat.

A: Thank you, Professor Liu.

Proverb & Saying

As you sow, as you mow.

Tongue Twister

There was a fisherman named Fisher
who fished for some fish in a fissure.
Till a fish with a grin,
pulled the fisherman in.
Now they're fishing the fissure for Fisher.

★ Notes

1. 问候时人们通常说“Hello”或“Hi”以示礼貌。如果时间允许,可以进一步询问对方的家庭、生活或工作情况。但要切记不要询问太私人的问题,这往往被视为是不礼貌的。
2. 当介绍别人时,记住要先把男性介绍给女性,年幼者介绍给同一性别的年长者,下级介绍给上级。
3. 介绍别人时最好用轻微的手势。
4. 以英语为母语的人在正式场合自我介绍时,喜欢介绍自己的姓和名,但在非正式场合往

往只介绍自己的名。用英语作介绍时,介绍人通常加上被介绍人的头衔和姓。

5. Public Health Service [美]公共卫生局

★ Summary of Useful Expressions

Making a Self-Introduction

1. May I introduce myself?
2. Hello, I'm Hanson Smith.
3. Excuse me, I don't think we've met. My name's Hanson Smith.
4. How do you do? I'm Hanson Smith.
5. First let me introduce myself. I'm Peter, production manager.
6. My name is David. I work in the marketing department.
7. Allow me to introduce myself. I'm Hanson Smith.

Introducing Somebody Else

1. By the way, do you know each other? James Martin, Susan Brown.
2. Have you met James Martin? / I want you to meet James Martin.
3. Allow me to introduce James Martin.
4. May I have the pleasure / honor of introducing James Martin?

After Being Introduced

1. I'm glad to meet you.
2. Nice to meet you.
3. How nice to meet you.
4. I've heard so much about you.
5. Helen has told me all about you.
6. I've been wanting to meet you for some time.
7. I'm delighted to make your acquaintance.
8. It's a privilege to meet you.
9. I'm very glad to have this opportunity to meet you.

★ Exercises

1. Substitution Drills:

1)

- A: May I introduce myself? I'm
Excuse me, I don't think we've met. My name's
How do you do? I'm
Haven't we met before? I'm
- Terry.

B: I've heard so much about you.

2)

Allow me to introduce myself. I'm

I'd like to introduce myself. My name's

A:

I think this is the first time we've met, isn't it? My name is
Have we met? I'm

Li Fang.

B: It was a pleasure to meet you.

3)

I want you to meet

A:

Allow me to introduce

May I have the pleasure of introducing

May I have the honor of introducing

James Martin?

B: I'm very glad to have the opportunity to meet you.

4) A: Hello, I'm Hanson Smith.

It was a pleasure to meet / meeting you.

B:

Happy to meet you.

Nice / How nice to meet you!

Pleased to meet you.

5) A: Mrs Hughes, this is Peter Brown.

I'm delighted to make your acquaintance.

B:

It's a privilege to meet you.

I'm very glad to have the opportunity to meet you.

How do you do?

2. Open Dialogues: Fill in the missing words in the following conversations.

1) A: Mary, this is Joe's brother David.

B: I'm _____.

C: _____.

2) A: I don't believe we've met.

B: _____.

A: My name is Chen Sunglin.

B: How do you do? My name is Fred Smith.

3) A: _____ to the new purchasing agent?

B: Haven't you met yet?

A: No, we haven't.

B: I'll be glad to do it.

3. Role Play: Work out appropriate dialogues, using the information given below.

1) Wu Xiao is a local student. It is Sunday. He invites Liu Lei and Jiang Ming to his home.

Wu introduces them to his parents and his grandmother.

- 2) You are invited to a party and only know the host and hostess. Since they are both busy preparing drinks, you haven't been introduced to anybody. When you see another guest who looks familiar to you, you go over and greet him / her and then introduce yourself. After you get to know each other, you make small talk.
- 3) You and your roommate are in your early twenties. The professor is a man in his late fifties. You know the professor but your roommate has never met him before. When both of you see the professor between classes, you introduce your roommate to the professor.

4. Translation: Translate the following dialogues into English.

- 1) 甲:首先请允许我自我介绍一下。我是彼得,生产部经理。
乙:很高兴认识你。
- 2) 甲:我叫戴维,在营销部工作。
乙:海伦对我讲了很多你的事儿。
- 3) 甲:认识你我觉得非常高兴。
乙:认识你我也觉得非常高兴。
- 4) 甲:很高兴见到你,米勒先生。
乙:认识你是我的荣幸。
- 5) 甲:我很荣幸地向你们介绍一下詹姆斯·马丁。
乙:马丁先生,我早就想认识你了。

5. Group Discussion:

- 1) Suppose a foreign friend of yours wants to be introduced to someone you know. How might he ask for an introduction? And what would you say?
- 2) How would you break the ice when you meet a stranger at a party?
- 3) How would you reply when being introduced?

6. Read the following passage. Underline the key words while reading and retell the story to your partner.

She Was a School Teacher

A gentleman was much surprised when a good-looking young lady greeted him by saying, "Good evening." He could not remember ever having seen her before.

She evidently realized that she had made a mistake, for she apologized, and explained: "Oh, I'm so sorry. When I first saw you I thought you were the father of two of my children."

She walked on while the man stared after her. She did not realize, of course, that he was unaware of the fact that she was a school teacher.

★ Related Words and Phrases

Administrative Assistant 行政助理

Administrative Clerk 行政办事员