英语课内外

用语手册

A Handbook of English Inside and Outside Classroom



中国海洋大学出版社

A Handbook of English Inside and Outside Classroom 英语课内外用语手册

主 编 高兰英 孙清祥

副主编 于秀华 胡新云 刘家爱 郑桂玲

编 者 (姓氏笔画为序)

王子函 王培芳 妃梦月

张 涛 陈维娟 相云燕

中国海洋大学出版社 • 青岛 •

图书在版编目(CIP)数据

英语课内外用语手册/高兰英主编.一青岛:中国海洋大学出版社,2004.3

ISBN 7-81067-550-8

I.英··· Ⅱ.高··· Ⅲ.英语一口语一高等学校一教学参 考资料 Ⅳ. H319.9

中国版本图书馆 CIP 数据核字(2004)第 013161 号

中国海洋大学出版社出版发行 (青岛市鱼山路 5 号 邮政编码:266003) 出版人:王曙光 日照报业印刷有限公司印刷 新华书店经销

开本:850mm×1 168mm 1/32 印张:15.75 字数:392 千字 2004 年 12 月第 1 版 2004 年 12 月第 1 次印刷 印数:1~2 600 定价:28.00 元

良好的语言环境是学习外语的一个十分 重要的客观条件,而中国学生学习外语普遍 不具备耳濡目染的语言环境。因此,要圆满 完成英语教学大纲提出的任务和要求,适应 21世纪对人才的需要,提高全民素质,提高 英语的教学质量,提高学习者运用英语语言 的能力,必须为学生创造听说英语的条件和 环境。特别是我国进入 WTO 以后,对外语 学习的要求越来越高,对运用外语进行交际 的能力提出更高的要求。为此,教师应尽量 用英语组织教学。学生可以在教师优美而得 体的英语口语中,感受英语语言美之所在,从 而产生学习英语的兴趣和愿望。教师应使用 精心选择、简明扼要、生动、形象的语言,遣词 造句准确,发音清晰,语调恰当,有感染力和 幽默感。而且还要尽量使用简单、易懂、学生 熟悉的句型和词汇,以帮助学生复习巩固学 过的词汇、句型等语言知识,同时培养学生听 和说的能力。教师的表述语言还可依课型的 变化、教学内容的变化不断更换和丰富课堂用语,给学生以新鲜感,从而活跃课堂气氛。实践证明,教师灵活自然地使用英语课堂用语是创造课堂气氛的关键。凡是注意英语口语进行教学的,英语教学效果普遍较好。只有这样,教师的课才能上得生动有趣,才能吸引学生的注意力,并使学生易于接受,从而达到教学目的。为此,我们参考了国内外有关资料,根据自己的教学实践和新形势下外语教学的需求,编写了这本小册子作为教师的手头用书,力求对教师英语教学有所帮助。本书取材较为广泛,为各级各类英语教师和学生提供了一些常见的课内外用语。

书后附录旨在为读者提供一些科技用语方面的参考 资料,并对国内外重大节日作了简要介绍。还汇集了国 名、地名、人名及部分高频词汇供参考。由于编者水平有 限,不妥之处在所难免,敬请读者批评指正。

> 编 者 2003年12月

Contents

Ι.	Bef	ore Class ······	1
	课	前	
Ⅱ .	Cla	ss Organization and Control	11
	课堂组织与管理		
	A.	At the Beginning of the Class	11
		课始	
	В.	In the Middle of the Class	15
		课中	
	C.	At the End of the Class	18
		课终	
	D.	After Class	23
		课后	
Ⅲ.	Pre	paring for Teaching	25
	教学准备		
	A.	Distribution of Books	25
		分发书本	
	В.	Books out, Finding Page	27
		拿出课本,翻到页	
	C.	Position on Page	29
		书页上的位置	

IV -	Use	ful Expressions of English Language Teaching in Classro	om
•••	• • • • • •		33
	英词	吾教学课堂用语	
	Α.	Announcing the Plan for the Period	33
		宣布课堂安排	
	В.	Teaching a New Lesson	36
		讲授新课	
V .	Ter	ms About Training and Exercises	93
	ij∥ź	练和练习用语	
	A.	Oral Work ·····	93
		口语训练与练习	
	В.	Written Work	116
		书面训练与练习	
VI.	Pra	ctical English Writings ·····	145
	学校应用文		
	A.	Timetable	145
		作息时间表	
	В.	Schedule of Classes and Times	146
		课程表	
	C.	Informal Note	146
		便条	
	D.	An English Letter	148
		英语书信	
	E.	Postcard	153
		明信片	
	F.	Invitation Card and Replying Invitation Card	153
		请柬和回柬	

	G. Congratulatory Card for New Year and Birthday	
		156
	贺年卡及生日贺卡	
	H. Notice and Announcement	157
	布告及通知	
	I. Admission Ticket	159
	人场券	
VII.	Homework ·····	161
	家庭作业	
	A. Assignment ·····	161
	布置作业	
	B. Checking ·····	167
	检查作业	
VIII.	Terms About Review and Examination	173
	复习考试用语	
	A. Oral Examination	173
	口试	
	B. Written Examination	179
	笔试	
IX .	Teaching Plan for Example	189
	教案实例	
Χ.	In the Language Laboratory	205
	在语音实验室	
XI.	Games and Songs ·····	227
	游戏与唱歌	
	A. Wording for Games and Songs	227
	游戏与唱歌用语	



٥		册字酚用化内脲酚英
λ,	A Handbook of English Inside and Outside	Classroom Classroom

	В.	Materials for Games ····································	232
XI .	Ext	racurricular and Recreational Activities	271
	课:	外活动及文娱活动	
	Α.	An English Evening	271
		英语晚会	
	В.	Sports and Games	273
		体育运动	
	C.	Extracurricular Activities	292
		课外活动	
XII .	Org	ganizations, Organs and Others at School	299
	学	校各种组织、机构和其他	
	A.	Schools and Colleges	299
		各种学校名称	
	В.	School Organization and Personnel	301
		学校组织和人员	
	C.	Stationery	304
		文具	
	D.	Library ·····	307
		图书馆	
	E.	Dormitory	309
		宿舍	
	F.	Dining Hall	311
		食堂	
	G.	School Clinic	312
		卫生室	
	Н.	Laboratory	315

		实验室	
	I.	Posters and Notice	317
		公共标志	
	J.	Miscellaneous	319
		其他	
XIV .	App	pendixes ·····	322
	附:	录	
	A.	Science and Technology	322
		科技用语	
	В.	Some of Posters and Slogans	343
		部分标语、口号	
	C.	Main Festivals	346
		主要节日	
	D.	Some Abbreviations	364
		部分缩略语	
	E.	H-F Chinese Expressions with English Versions	
			366
		汉英高频语汇集萃	
	F.	Names of Countries That Are Commonly Seen	446
		常见的国名	
	G.	Names of Other Countries and Places	458
		其他国名、地名	
	Н.	Personal Names That Are Commonly Seen	47]
		常见的人名	
Refe	eren	ces ·····	49]
参考文献			

I. Before Class

- What's the time? / What time is it? / What time do you make
 it? / What do you make the time?
 几点了?
- 2. It's nearly time for class. / It's nearly time to have class. / It's about to have class. / 就要上课了。
- 3. Have you heard the bell? / Did you hear the bell? 你听到铃声了吗
- 4. Has the bell rung? 铃响过了吗?
- 5. The bell has rung. 铃响过了。
- 6. There goes the bell. / The bell is ringing. 铃响了。
- 7. Is that the bell? 打铃了吗?
- 8. Will the bell ring soon? 就要到打铃时间了吗?
- 9. The bell will ring in a few minutes / in no time. 还有几分钟就到打铃时间了。
- 10. Is that the first bell or the second?

A Handbook of English Inside and Outside Classroom

是预备铃(声)还是上课铃(声)? 11. That's the first hell / the second be

11. That's the first bell / the second bell. 是预备 / 上课铃。

12. Quick! / Be quick! / Hurry up! / Get a move on! / Step on it! The bell is running. 快点,铃响了。

13. How many minutes are there to go? / How many minutes are there left over?

还有几分钟?

14. How much time is there before the bell? 到打铃还有多少时间?

15. There are still five minutes to go. / There are still five minutes leftover.

还有5分钟。

16. Is there enough time to go to drink? / Is there enough time to have some water? / Is there enough time to go to have a drink of water?

有时间去喝点水吗?

17. Is there enough time to go to (the) W. C. (water closet)? / Is there enough time to go to lavatory? / Is there enough time to go to washroom? / Is there enough time to go to toilet? / Is there enough time to go to convenience? / Is there enough time to go to John?

有时间去方便方便吗?

18. Hurry up or you'll be late. 快点,要不就迟到了。

19. The teacher is here. Be quiet. / Here comes the teacher. Be quiet. / Here is the teacher. Be quiet. / The teacher is

coming. Be quiet.

老师来了,大家安静。

- 20. There goes the bell. I'm just in time for class. 铃响时我刚好到了。
- 21. I hope you are all ready for your English class. 我希望你们都做好上英语课的准备。
- 22. The first bell has rung. Sit down, please. 预备铃已打过,请坐下。
- 23. Let's sing an English song together while you are preparing for the English class.

 在准备上英语课之际,让我们一起来唱英语歌吧。
- 24. Let's sing an English song before our class. 在上课之前,让我们一起来唱英语歌吧。
- 25. Are you ready for class? / Have you prepared for class? / Have you got everything ready for class? 准备好上课了吗?
- 26. Is everybody ready to start? 大家都准备好了吗?
- 27. Close your desks, please. 请把课桌盖合(盖)上。
- 28. Put that book away. 把书放好。
- 29. Say "here" or "present", when your name is called. 叫到你的名字时请回答"here" 或者"present"。
- 30. Let's have a roll call. / Let's call the roll. / I'll just call the roll. / I'll just mark the register. 现在点名了。
- 31. Are you all here, monitor / monitress? / Is everyone pres-

A Handbook of English Inside and Outside Classroom

ent, monitor / monitress? / Is everyone here, monitor / monitress? / Are you all present, monitor / monitress? 班长,大家都到了吗?

- 32. Yes, everyone is here. / All are present. / All are here. / All present. / All correct. 是的,大家都到了。
- 33. Who is absent today? / Who is missing? / Who isn't here? / Is anyone absent? / Anyone absent?
 今天谁缺席?
- 34. We are all here except Li Ping. 除了李平以外,我们都到了。
- 35. What's the matter with Li Ping today? / What's wrong with Li Ping today? 李平今天怎么了?
- 36. Did he ask for leave? 他请假了吗?
- 37. He is absent with leave, / He is on leave. '/ He's got leave to be absent.
 他请假了。
- 38. He is on sick leave. / He has asked for sick leave. 他请病假了。
- 39. He asked for personal leave. 他请事假了。
- 40. He sent word to ask for leave. 他带口信来请假了。
- 41. He was reading in the library a moment ago. Maybe he didn't hear the bell.

 刚才他在图书馆看书,可能没有听到铃声。

- 42. He wasn't here yesterday, either. 昨天他也没有来。
- 43. Who else is absent? / Is anyone else absent? 谁还缺席?
- 44. No, no more. / No, not anybody else. 再没有人缺席。
- 45. Zhang Hua is also absent. 张华也没到。
- 46. Is she coming? 她还来吗?
- 47. She's gone to the teacher's room. She's coming. / She will soon be here.

 她到老师办公室去了,很快就来了。
- 48. No, she won't come. 她不来了。
- 49. No, she may not come. 她可能不来了。
- 50. No, she can not come. 她不能来了。
- 51. Why is she absent? 她为什么不来了?
- 52. She went home for leave. 她请假回家了。
- 53. She's not well. 她不舒服。
- 54. She is ill. 她病了。
- 55. She's absent because she is ill.

A Handbook of English Inside and Outside Classroom

她因病缺席。

- 56. She isn't feeling very well, so she has gone home. 她有点不舒服,因此回家了。
- 57. She doesn't feel well, so she has gone to the hospital. 她有点不舒服,因此去医院了。
- 58. She has got a bad headache, so she has gone to the clinic. 她头疼得厉害,因此去医务室了。
- 59. She has got a bad toothache, so she has gone to the clinic. 她牙疼得厉害,因此去医务室了。
- 60. She has got pain in her stomach. / She has got a stomachache, so she has gone to the hospital. 她胃疼,因此去医院了
- 61. She is at the doctor's. 她在医务室。
- 62. She's gone to see the doctor. 她去看医生了。
- 63. She feels not well, so she stays in bed. 她感到不舒服,因此没有起床。
- 64. She's got a (bad) cold. / She's caught a cold. / She's taken a cold. / She's got a flu (influenza). / She's caught a flu. / She's taken a flu.

她(重)感冒了。

- 65. She's running a (high) fever. / She's running a (high) temperature. / She has got a temperature. 她发(高)烧了。
- 66. She has had a temperature for three days and deliriously. / She has run a temperature for three days and deliriously. 她发烧 3 天了,只说胡话。

- 67. She has had a slight fever. 她有点发烧。
- 68. I'm sorry to hear that. Let's go and see her after school. 是呀,咱们放学后去看看她吧。
- 69. She has been kept at home by something important. / She has got something important to do at home.

 她在家里有重要的事情要做。
- 70. She is absent on business. She's got about three days' leave. 她请公假,大约三天的假期。
- 71. I don't know why she is absent. / I don't know why she is not here.
 我不知道她为什么缺席。
- 72. Here is a note from the doctor. 汶儿有医生的证明。
- 73. May I be away this morning? / May I be excused this morning? / May I ask for leave this morning?
 今天上午我能请假吗?
- 74. Of course, you may. 当然可以。
- 76. Has anybody seen Bill today? 今天谁看见过比尔?
- 77. Nobody knew that. 没人知道这件事。
- 78. Nobody saw him. 没人看见他。