

全国商务英语研究会推荐教材

新编  
商务  
英语

口语

Interactive Speaking

2

总主编 虞苏美  
主 编 杨乾龙



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新 编 商 务 英 语 系 列 丛 书

新编商务英语

□ 语

2

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## 内容提要

《新编商务英语口语(1~4)》为“新编商务英语系列丛书”之一。本书以外语教学理论为编写指导思想,在语言材料的选用和课文结构设计上贯穿了“学用结合、重在运用”的原则。课文内容时代感强,着重反映当代日常生活和现实商务活动的真实情景。交际活动十分丰富,具有很强的实用性和可操作性。本丛书适用于商务英语专业的学生。本书另配录音磁带。

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# 前言

近年来,越来越多的外语教育专家和教师认识到外语学习的目标应该有两个:即把某一种外语作为“知识”来学习,或把这一种外语作为“交际工具”来学习。前者主要以“语法”为重点研究对象并以“精确”为评估标准,引导学生将绝大部分精力和时间用于句子结构的分析和比较。因此,以“知识”为学习目标的外语专业学生有能力把目标语(target language)的各种句子结构和语言特色评析得头头是道,但不一定有能力将他的评析用目标语完整清晰地表达出来。社会上流传的所谓“哑巴英语”的说法也是这种学习目标的定位结果。对我国的绝大部分学外语的学生来说,其学习的目标无疑应是掌握“交际工具”。对于这部分学生,教师只有把外语学习的重点放在提高学生的目标语运用能力上,才有可能将学生真正置于一一种“自然语言学习环境”中,通过“学会表达”——“正确表达”——“清晰正确表达”——“完整清晰正确表达”这样一种循序渐进的自然过程,达到全面提高学生交际能力的教学目标。

《新编商务英语口语》是在老版《商务英语口语》的基础上,以心理学、教育学和外语学习理论为编写指导思想,在语言材料选用和课文结构设计上贯穿了“学用结合、重在运用”的原则。课文内容着重反映当代日常生活和现实商务活动的真实情景,练习活动丰富,实用性强。本教材虽然是专门为学习商务英语的学生设计和编写的,但也可用作非商务英语专业学生的教材和英语爱好者的自学课本。

本教材全部课文内容都是围绕美国商人 Henry White 一家在中国和英美等国的日常生活和商务活动展开,涉及经济、贸易、工农业、教育、旅游、投资、金融、劳务和地产等领域中的考察、谈判、签约、网上交易和电子商务等活动。每个单元都有一个中心话题和与话题相关的课堂练习活动,旨在促使学生将口语学习不仅仅停留在传统的机械背诵和模仿上,而是通过大量的任务型课堂活动来强化英语语言的运用能力,使英语真正成为表达学生个人情感和思想的“交际工具”。

为了更好地与高中英语教学大纲衔接,本教材第1册主要为各种日常会话,对话的地点在国内,背景则是中国学生所熟悉的各种口语交际活动的场所。内容主要涉及介绍相识、电话交流、谈论天气、邀请聚会、用餐、购物、看病、吉庆假日,娱乐和体育运动等日常生活领域中的用语。从第2册起,部分对话的地点和背景将移



## 前言

向国外,商务活动内容逐渐增多。这种结构安排为学生对背景和专业知识的了解,提供了一个从“熟悉”到“不熟悉”的渐进过程,从而使英语学习能以难点分散、反复巩固、循序渐进的螺旋上升方式进行。

《新编商务英语口语》共分4册,总教学课时为360学时,每册为90学时。第1、第2册各为16单元;第3、第4册各为15单元。每一单元分为4大部分:样板对话(Dialogues)、交际功能范句(Functional Expressions)、交际任务(Communicative Task)和课后任务(Task After Class)。其中前两部分配有录音带。

第1部分是样板对话,供教师和学生课堂上使用。对话语言生动活泼,口语特点鲜明,人物活动的情节引人入胜。对话示范性地展示了各种日常和商务活动场合中的英语口语表达的结构和方式,使学生能在较短的时间内掌握准确而得体的日常和商务口语。

第2部分是交际功能范句,这部分旨在向学生提供某一语言交际功能中可以使用的各种表达方式。需要指出的是:虽然在某一功能下,有各种各样的句子可供选用,但是,这并不等于说,说话者为了完成某一功能而可以随意“挑”一个句子说说就行。在很多情况下,会话的场合、会话双方的社会地位和身份以及讲话的目的决定了只有某一个句子才是这种特定会话环境中最恰当的表达语;而在某些情况下,用不同的语气和语调说出同一个句子,则表达了说话者完全不同的意思。这种句意与语气语调之间的微妙关系,需要在教师的指导下,经过较长时间的学习才能掌握。

第3部分为交际任务,这些任务均与对话主题或交际功能相关。这是本教材区别于许多其他英语口语教材的重要特点之一。这种交际任务为学生提供了一个检验自己学习成果和在现实生活中实践英语语言运用能力的机会。样板对话和交际功能范句的学习是进行交际活动的基础,交际任务又是学生对样板对话和交际功能范句消化吸收和对英语语言规则内化的一个必不可少的语言习得步骤。在进行交际活动时,教师应特别注意学生中可能出现的重语言形式、轻言语意义和在课

# 前言

堂上机械地模仿样板对话和交际功能范句的“伪交际”现象。在以语法翻译法和听说法为主要教学方法的中学英语课堂上,这种现象是屡见不鲜的。为了减少和避免这种“伪交际”现象,教师应尽量为课堂交际任务的活动提供真实的实践背景和必要的语言词汇,在教学中提高学生语言技能运用的时间比例,使学生逐步学会和掌握表达自己想要表达的真实思想和观点的方法。必要时,教师可以因地制宜地对本部分交际任务的活动内容作适当的修正。

第4部分课后作业包括了8部深受我国大学生喜爱的优秀英语电影片段。这些电影片段的对白,语言十分生动,当代口语特点鲜明。配合电影片段的观摩学习,在情景中体验语言使用的“度”——场合的度、语气的度、身份的度和情感的度,是使学生口语趋于完美的不可或缺的教材。电影片段的学习和模仿应以学生自学为主。外语学习中,自学习惯的养成和自学能力的提高,是外语学习成功的关键。大学生对电影的喜爱和自学形式的学习还可以使学生以放松的心态在自然环境中学习语言。教师可以安排学生互检,或课堂抽查,督促学生按时完成自学任务;还可以成立电影兴趣小组,以“探究型”课外活动的形式,让学生自己收集、观摩和学习最新的英美电影,在班级活动中展示其研究成果,如:人物的模仿和片段的演出等。

总之,我们希望学生通过本教材的学习,不仅能听懂日常和商务英语会话,能以准确的语调进行英语会话,自由地表达自己的思想和观点;而且能逐步养成用符合特定场合的得体语言回答或者提出各种问题的习惯,为今后的工作做好充分准备。

在编写这套教材的过程中,我们得到了国内外同行的启示和高等教育出版社编辑的帮助。英籍专家 Frank Tonge 协助审阅了本教材的全部语言文字并参与了部分课文的编写工作。在此,对所有关心、支持和帮助本书编写和出版的人员表示衷心的感谢。同时,由于编者水平和经验有限,本书可能有疏漏和不当之处,我们诚恳希望外语教育专家和使用本书的广大师生不吝指教。

编者  
于华东师范大学

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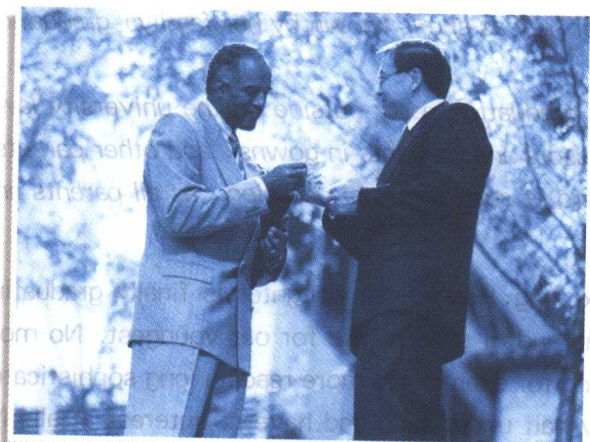
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Warm-up  
Dialogues  
Functional Expressions  
Communicative Task

# 1



## Graduation



## Dialogues

### Dialogue 1

#### Long Time No See

*It's July in San Francisco; Sophia and Henry are with their son, Richard, and his girlfriend Ying Xu. They have all taken a vacation from the hectic life of Shanghai, to go to Isabel's (or Izzy as she is known by her family) graduation from Berkeley University.*

*Sophia and Henry are at a graduation party outside on the university lawn surrounded by university professors and students in gowns, and other parents. They are feeling a little awkward at such a formal occasion, as all parents and students do.*

Sophia: Oh, isn't this so exciting, Henry, our daughter is finally graduating from college. It's the end of student life for our youngest. No more long hours of studying for exams. No more reading long sophisticated essays that you only half understand and have no interest at all. No more spending all night writing essays and sleeping in lectures the next day. Remember when we were at Berkeley, Henry, the 1970's were an exciting time; Richard Nixon and the Watergate scandal; the gas crisis; the open air rock concerts; the Rolling Stones; the flares. It was a terrible time for fashion; I can't believe it's coming back ... Henry? Are you listening to me?

Henry: Mm? Oh, sorry darling, what were you saying?

Sophia: (*a little annoyed*) Nothing. What are you looking at?

Henry: I think I see an old friend of ours. Do you remember Bill Freidmann from Berkeley?

- Sophia: Oh really? Where? Yes, I see him.  
(*She starts waving and jumping at a man on the other side of the crowd. He recognizes her and makes his way through the crowd.*)  
Bill! How've you been?
- Bill: Sophia! Wow, long time no see! Where have you been hiding yourself? (*They hug.*) Henry, you old son of a gun! (*Henry and Bill give each other a firm handshake and hug slapping each other on the back.*)
- Henry: How long has it been? Twenty, or twenty-five years?
- Bill: Too long. You've put on a few pounds there, bud. (*taping his round stomach*)
- Henry: Well, you know, Chinese food is too good to resist.
- Bill: Yeh, I heard you moved out to China.
- Sophia: Yep, Henry works for a computer company there.
- Bill: What about you, Sophia? Still as stunning as ever!
- Sophia: Oh, Bill, you flattered me! I work for a travel agency in Shanghai.
- Bill: I hear it's quite tough out in China.
- Henry: Oh no, especially in Shanghai. Why do you think we've lived there for seven years?
- Sophia: (*pointing to Henry's rotund belly*) And how do you think he got this?  
It's like sleeping next to a beached whale! (*laughing*)
- Henry: (*mockingly insulted*) Oh, thank you Sophia!
- Bill: So, do you have a child graduating today?
- Henry: Yes, our daughter Isabel White. She's graduating with a BA in International Relations.
- Sophia: (*big proud grin*) First class honors; top of her class.
- Bill: Well, congratulations. Actually I am not surprised, considering who her parents are.
- Sophia: You're so kind.



## Dialogue 2

### I Couldn't Help Overhearing

*Richard and Ying Xu are standing on the other side of the crowd looking at the crowd.*

Ying Xu: Westerners do like to dress up, don't they?

Richard: Well, it is a special occasion.

Ying Xu: But they are all dressed up like movie stars at the Oscars.

Richard: Or you could say that movie stars at the Oscars are dressed up like students at a graduation garden party. This sort of tradition goes back centuries.

Ying Xu: (*She points to a woman with a short cocktail dress.*) Look at that dress, terrible!

Richard: Don't say that too loudly. You don't want people to hear you criticize their dress sense. (*with a sense of pride*) We should behave ourselves. Izzy has been working very hard for this, even harder than a Chinese student. We haven't seen much of her in the past four years. Even when we moved to Shanghai seven years ago, she wanted to stay in San Francisco with our aunt to complete high school. She would join us every vacation. But when she went to Berkeley, she would use her vacation time to earn money for her tuition. (*Richard looks around and overhears a conversation where Isabel's name is mentioned.*)

Richard: Er, excuse me, sorry to interrupt, but I couldn't help overhearing. Did you say you knew Isabel White?

John: Yes, I'm her classmate. Why?

Richard: I'm her brother, Richard White.

John: Oh, well, congratulations, you must be very pleased! (*He shakes Richard's hand.*)

Richard: Oh, thanks. (*Senses that the congratulations given were a bit too*

*enthusiastic to be about Isabel's graduation since the speaker is also graduating.*) This is my girlfriend Ying Xu from China. (*Ying offers him her hand first.*)

John: (*takes her hand*) Nice to meet you. Er, what's your name again?

Ying Xu: (*Smiles politely, since she can tell he won't be able to pronounce her name.*) Ying Xu.

John: (*He gives up trying to understand.*) Right, that's a nice name.

Ying Xu: Your name is ...?

John: MacKay, John MacKay. Just call me John.

Ying Xu: Pleased to meet you, John.

John: Where do you come from?

Ying Xu: Shanghai, China. And you?

John: San Diego, California. Do you live in Shanghai as well, Richard?

Richard: Yes, I moved there with my parents four years ago. I am originally from San Francisco.

John: Oh, wow. So are you thinking of getting married as well?

Richard: Sorry? Who else is getting married?

John: Well, Isabel, of course ... didn't you ... know that? (*realizing his mistake he gives an embarrassed laugh*)

Richard: To whom? Please don't feel embarrassed. She should have said something herself.

John: Well, I mean it only happened last week. She probably wanted to surprise you.

Richard: I didn't even know she had a boyfriend!

John: Oh, really?! She's been going out with Steven for two years now.

Ying Xu: How long?!

Richard: Where is she?!

John: They were here a moment ago.

## Notes

- |    |   |                     |
|----|---|---------------------|
| 1  | hectic life                                   | 紧张忙碌的生活             |
| 2  | ... or Izzy as she is known by her family ... | ……或像她家里人称呼她一样叫她伊莎…… |
| 3  | Berkeley University                           | 伯克利大学,在美国加利福尼亚州西部   |
| 4  | a little awkward                              | 有点不自在               |
| 5  | in gown                                       | 身着(毕业)长袍            |
| 6  | the Watergate scandal                         | 水门丑闻                |
| 7  | the gas crisis                                | 石油危机                |
| 8  | the open air rock concerts                    | 露天摇滚音乐会             |
| 9  | the Rolling Stones                            | 〈英〉滚石乐队             |
| 10 | the flares                                    | 喇叭裤                 |
| 11 | make one's way                                | 一路前进,向前             |
| 12 | You old son of a gun!                         | (寒暄语)你这个家伙!         |
| 13 | You've put on a few pounds there, bud.        | 老兄,你发福了。            |
| 14 | Still as stunning as ever!                    | 还像从前一样光彩照人。         |
| 15 | ... you flattered me!                         | ……你过奖了。             |
| 16 | ... it's quite tough out in China.            | ……在中国那边很不容易啊。       |
| 17 | Why do you think we've ...                    | 你怎么不想想我们为什么<br>……   |
| 18 | a beached whale                               | 一头搁浅的鲸鱼             |
| 19 | mockingly insulted                            | 就像受了委屈似的            |
| 20 | first class honors                            | 一等奖                 |
| 21 | top of her class                              | 班上的高材生              |
| 22 | dress up                                      | 穿得一本正经的             |
| 23 | special occasion                              | 隆重的场合               |
| 24 | cocktail dress                                | (正式场合穿的)短裙          |

25	their dress sense	他们对穿衣戴帽的情趣
26	tuition	学费
27	wow	(表示惊叹、快乐、痛苦、羡慕等) 哎唷! 哇!



## Functional Expressions



### Starting a Conversation

- 1 Cold weather, isn't it?
- 2 Dreadful weather, don't you think?
- 3 Daniel Paul, what's your reaction to this?
- 4 Excuse me, aren't you Peter Green?
- 5 Excuse me, but could you tell me the time?
- 6 Excuse me, didn't we meet in Malaysia?
- 7 Excuse me, haven't we met somewhere before?
- 8 Excuse me, is anyone sitting here?
- 9 Freezing, isn't it?
- 10 Hi! Great show, eh?
- 11 I hope you don't mind my asking, but haven't we met somewhere before?
- 12 Sorry to interrupt you, is that an Indian ruby?
- 13 Sorry to trouble you, but do you happen to know when the museum opens?
- 14 Sorry, I couldn't help overhearing. Did you mention something about the accident?
- 15 Uh, could you help me? I'm looking for a parking lot.