

商务英语系列教材

全国商务英语研究会推荐教材

# 商务 英语

## 口语

3

*Interactive Speaking*

总主编 虞苏美

主 编 杨乾龙

完整版

附光盘



高等教育出版社

# 商务英语口语

总主编 虞苏美

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主 编 杨乾龙

编 者 李 晨

Frank Tonge

*Interactive Speaking*

## 出版说明

根据教学与师生们的需求,在2001年版的基础上,2005年我们对该套丛书做了适当的调整(完整版)。主要是:泛读与精读系列附赠答案;听力与口语系列附赠配套光盘。光盘仅供学生课后练习使用,课堂教学仍以配套磁带为准,磁带另购。

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# 前 言

近年来,越来越多的外语教育专家和教师意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对句子结构的分析和比较。因此,以“知识”为学习外语目标的学生能把目标语的各种句子结构和语言特色评析得头头是道,但不一定能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。

《商务英语口语》以心理学、教育学和外语学习理论为编写的指导思想,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而设计和编写的,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而展开,涉及经济、贸易、工农业、教育、旅游、投资、金融、劳务、地产等领域中的考察、谈判、签约、网上交易、电子商务等等。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,而是通过大量的课堂练习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,本教材第一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、打电话、谈论天气、邀请聚会、用餐、购物、看病、吉庆假日、娱乐、邮寄包裹和体育运动等日常生活领域中的用语。从第二册起,部分对话的地点和背景将移向国外。结构上的这种安排,为学生的英语学习提供了一个对背景知识从“熟悉”到“不熟悉”的渐进过渡,从而使英语学习得以循序渐进。



《商务英语口语》共分4册,总教学课时为240学时,每册为60学时。第一、二册各为18个单元,第三、四册各为15单元。前三册每单元分为四大部分:课前练习(Warm-up)、样板对话(Dialogues)、交际功能范句(Functional Expressions)和交际活动(Communicative Activities);第四册每一单元包含三大部分:即课前练习、样板对话和课堂交际活动。每册的课前练习、样板对话和交际功能范句均配有磁带。

第一部分为课前练习,其中的绕口令旨在帮助学生练好一些中国人感到困难的英语字母组合的发音和整句的语音语调。清晰的发音和正确的语音语调是口语交际的基本功,是口头表达中让别人听懂的首要条件。学生必须认真模仿,大声快速朗读,使发音器官的动作能得以根据英语发音的要求重新加以协调,并使之由开始时的刻意动作逐渐过渡为潜意识的习惯动作。因此,第一册18个单元中所提供的这部分内容可供学生在整个英语学习期间使用。从第二册起,这部分内容将由电影戏剧的对白、歌词、诗歌和著名演说等替代,目的仍是继续强化和巩固发音器官的协调功能。文化指南(Culture Tip),主要为学生提供一些在与英美等国人士的交往中须特别注意的文化、习俗和语言应用等方面的知识。

第二部分为样板对话,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。

第三部分为交际功能范句,这部分旨在向学生提供在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,却能表达说话者完全不同的意思。这种功能与语言运用及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。

第四部分为交际活动,这些活动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。这种交际活动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。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、轻语言意义和在课堂上机械地模仿样板对话和交际功能范句的“伪交际”现象。为了减少和避免这种现象,教师应尽量为课堂交际活动提供真实的实践背景和必要的语言词汇,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。必要时,教师可以因地制宜地对本部分交际活动内容作适当的修正。

总之,我们希望学生通过对本教材的学习,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“文化指南”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,以帮助我们提高英语口语教材的编写水平。

编 者

于华东师范大学

# CONTENTS

## *Interactive Speaking*

<b>Unit 1</b>	<b>After Work</b>	1
	Warm-up	1
	Dialogues	6
	Functional Expressions	12
	Communicative Activities	13
<b>Unit 2</b>	<b>Socializing</b>	18
	Warm-up	18
	Dialogues	24
	Functional Expressions	28
	Communicative Activities	30
<b>Unit 3</b>	<b>Different Destinies</b>	34
	Warm-up	34
	Dialogues	40
	Functional Expressions	45
	Communicative Activities	47
<b>Unit 4</b>	<b>New Immigrants</b>	52
	Warm-up	52
	Dialogues	58
	Functional Expressions	63
	Communicative Activities	66
<b>Unit 5</b>	<b>A False Alarm</b>	74
	Warm-up	74
	Dialogues	80
	Functional Expressions	85
	Communicative Activities	87

<b>Unit 6</b>	<b>Heading West</b>	92
	Warm-up	92
	Dialogues	97
	Functional Expressions	103
	Communicative Activities	105
<b>Unit 7</b>	<b>Sophia's Choice</b>	109
	Warm-up	109
	Dialogues	115
	Functional Expressions	120
	Communicative Activities	122
<b>Unit 8</b>	<b>Staff Training</b>	127
	Warm-up	127
	Dialogues	133
	Functional Expressions	140
	Communicative Activities	141
<b>Unit 9</b>	<b>It's Joyce's Day</b>	146
	Warm-up	146
	Dialogues	153
	Functional Expressions	158
	Communicative Activities	159
<b>Unit 10</b>	<b>Reply from West</b>	166
	Warm-up	166
	Dialogues	172
	Functional Expressions	177
	Communicative Activities	179
<b>Unit 11</b>	<b>Deal Closed</b>	185
	Warm-up	185
	Dialogues	191
	Functional Expressions	196
	Communicative Activities	198
<b>Unit 12</b>	<b>Business As Usual</b>	203
	Warm-up	203



	Dialogues .....	208
	Functional Expressions .....	214
	Communicative Activities .....	216
<b>Unit 13</b>	<b>Henry Is Henry</b> .....	219
	Warm-up .....	219
	Dialogues .....	225
	Functional Expressions .....	230
	Communicative Activities .....	232
<b>Unit 14</b>	<b>Rights And Interests</b> .....	237
	Warm-up .....	237
	Dialogues .....	244
	Functional Expressions .....	249
	Communicative Activities .....	251
<b>Unit 15</b>	<b>Meetings</b> .....	254
	Warm-up .....	254
	Dialogues .....	260
	Functional Expressions .....	265
	Communicative Activities .....	267



# Unit One After Work



ARM-UP

## Role-play in Your Group

### The Princess Swan

#### Cast of Characters

Todd Hansen	a rancher's son
Jimmy Barefoot	an aboriginal Chilcotin boy
Princess Swan	dancer in swan costume
Swans	dancers in swan costume

#### Setting

Todd is perched on a fence, working on a slingshot, occasionally trying it out by shooting into the air and at the audience. Enters Jimmy, carving a willow branch.

Todd: Hi.

Jimmy: Hello. (*resumes carving*)

Todd: (*jumps from fence*) What are you carving?

Jimmy: A whistle.

Todd: I'm making a slingshot. See? Where are you going?

Jimmy: You are new here?

Todd: Yeah. We took over the ranch this spring. We're going to make a lot of improvements.

Jimmy: (*amused*) You are?



- Todd: Well, I help. My dad and the ranch hands are doing most of the work.
- Jimmy: I know.
- Todd: You do?
- Jimmy: My dad and my brother work here.
- Todd: They do?
- Jimmy: They're driving cattle. They told me about all the changes you're making.
- Todd: So, that's where you're going?
- Jimmy: What?
- Todd: To take a look!
- Jimmy: Naw.
- Todd: I bet you were. (*eagerly*) I can show you around.
- Jimmy: Maybe later. First I've got to do something.
- Todd: What?
- Jimmy: I've got to check on something.
- Todd: Where?
- Jimmy: I'm going to the end of the lake to see if the swans are back.
- Todd: Swans? Can I come with you?
- Jimmy: If you don't bring the slingshot.
- Todd: Can I take it if I don't use it?
- Jimmy: You're not allowed to use it anyway. That lake is kept as a preserve for birds.
- Todd: Who said so? My dad owns it and he didn't say anything about it being special.
- Jimmy: Well, it is. (*walks on*)
- Todd: (*shouts after him*) Okay then, I won't use the slingshot when I'm with you.
- Jimmy: You can't use it anytime. Not at the lake.
- Todd: (*catching up*) What's your name?
- Jimmy: Jimmy Barefoot.
- Todd: I'm Todd Hansen. You're from the reserve, aren't you? I've never

been at an Indian reserve, but my dad told me all about it. He says you live on reserves because the government . . .

Jimmy: Be quiet. If you want to see the swans we'll have to move very quietly. (*They exit.*)

*Quiet music is heard. Three swans enter, dance.*

Jimmy: (*entering with Todd*) They're here. It's early for them, but they're here!

Todd: They're beautiful.

*They watch. Todd lines up one of the swans with his slingshot.*

Jimmy: Todd! (*pushes the slingshot down*) I said no shooting!

Todd: I didn't put anything in it. (*beat*)

Jimmy: Tonight or tomorrow the swans will travel north. But one will stay behind. She comes this far every spring and never goes any further.

Todd: Why not?

Jimmy: Because she's our Princess Swan. She used to be an Indian princess.

Todd: You're kidding!

Jimmy: (*keeps his eyes on the swans*) It's true. My grandmother told me.

Todd: I bet she was just telling you an old wives' tale.

Jimmy: My grandmother knows everything about this whole valley. She's old and she's very wise and she's lived here all her life. (*beat*)

Todd: What did she tell you?

Jimmy: (*begins carving at his whistle again*) Long ago, my grandmother says, long before our fathers or grandfathers lived, way back at the time of her great-grandfather, our tribe was very powerful. Sometimes our people traveled far and brought back prisoners from other tribes. One time there was a beautiful girl among the prisoners, and the chief's son wanted to marry her. The chief wouldn't allow it because she was from a different tribe. When the chief died, his son was appointed chief. Now that he was free to do as he wanted, he married the beautiful girl and she became our princess. They had a son, but the princess became sick, and the chief soon knew that she wasn't going to recover, that she might even die. He asked the doctor to cure her, but



our doctor wouldn't do it. He said it would bring our tribe bad luck if he healed someone from another tribe. So the chief got on his fastest horse and rode south over the hills to the tribe our princess had come from. When he told about the princess being sick, their chief sent his best doctor to treat her. This pleased our chief so much that he promised to free all the prisoners we had. But when the chief got back here with the doctor, it was too late. The princess was dead.

Todd: And then what happened?

Jimmy: The doctor from the other tribe looked at our chief and he said, "We have arrived too late, and your princess is dead. But will you keep your promise to let the other prisoners go free to return with me?"  
(beat)

Todd: Well? Did he do it? Did he let the prisoners go? I bet he killed them all — even the witch doctor.

Jimmy: (*sharply*) That wasn't a witch doctor! (*The swans stir. Jimmy continues quietly.*) Sure our chief was a young man, but he was also wise. He said, "I promised, and they will go free. And we will never take prisoners from your tribe again. This I promise in memory of our princess." (*beat*) "Then," said the doctor, "I will give the spirit of the princess to a swan that will never die, but which will fly south to spend the winter with us, and come north to live with you in the summer. That will bring peace to both our peoples." (*beat*) The chief's baby son grew up and became my grandmother's great-grandfather. It was a long time ago; long before you or me or your father or my father.

Todd: (*jumping to his feet*) That's a great story!

*There is a flurry of wings, and the swans rise and exit. But one swan remains, swimming around by herself. Jimmy pulls Todd down, and then he presses the new whistle to his lips and blows three soft notes. The swan looks up and swims to meet him. Jimmy talks to her in his own Chilcotin language. The swan seems to acknowledge the Indian boy's words, then swims off and settles down.*

Jimmy: She is the Princess Swan. We must visit her through the summer to



show her she is remembered.

Todd: (*catching his friend's sleeve*) Jimmy, will you show me how to make a whistle like that?

Jimmy: Sure. But what happened to your slingshot? Have you lost it?

Todd: I dropped it — among the reeds near the lake. But I don't want it anymore anyway.

### Curtain

## Notes

- |  |                       |
|--|-----------------------|
| 1. Chilcotin   | 印第安人的一个部落             |
| 2. <i>working on a slingshot</i>                       | 正在做弹弓                 |
| 3. <i>ranch hands</i>                                  | 牧场工人                  |
| 4. <i>driving cattle</i>                               | 放牧牛群                  |
| 5. <i>naw</i>  | 〈俚〉不,不是;没有(用以表示否定的回答) |
| 6. <i>I bet you were.</i>                              | 我敢肯定你就是这么想的。          |
| 7. <i>preserve</i>                                     | 禁猎地,禁区,防护物            |
| 8. <i>the reserve</i>                                  | 这儿的(印第安人)保留区          |
| 9. <i>lines up one of the swans with his slingshot</i> | 用弹弓瞄准了其中的一只天鹅         |
| 10. <i>way back</i>                                    | 老早就,很久以前              |
| 11. <i>The swan seems to ... boy's words ...</i>       | 天鹅似乎明白了这个印第安孩子的话……    |



## Dialogue

1

### Beer Time

*Richard, Katy and Katy's brother go to a pub called Bessie Surtee's near their office on the Quay, an area along the Newcastle side of the River Tyne. They are walking towards the old building.*

David: I haven't been down here in yonks. It hasn't changed much.

Katy: What do you think, Richard?

Richard: Very nice. How old is this place?

Katy: Well, this building is 17th century. The one next to it, the little 'un, is 16th century. A lot of these houses on this street were the few surviving houses from the great fire.

Richard: I thought the great fire was in London?

David: Every ancient town in Europe had its own great fire. (*They go in.*)

Richard: Wow, what a lovely place. It feels very ... (*tries to think of an appropriate adjective*)

David: What's your brew?

Katy: Orange juice for me, no ice. (*Then turns to Richard.*)

Richard: Mm?

Katy: What do you want?

Richard: Whatever local beer you think is good.

David: Newcy Brown it is, then. Find a parking space and I'll come find you with your orders. (*goes to the bar*)

Richard: What did he say?

Katy: We have to find a table. Erm, look, there's a nice table next to the



window. Don't worry if you don't understand, David, he has a very broad Geordie accent. He got it from our father who was a coal miner; they were very close before he died a couple of years ago.

Richard: Oh, I'm sorry to hear that.

Katy: No, you don't have to be, he had lived a good life and he missed our mum.

Richard: What shall I do if I don't understand what your brother says to me?

Katy: (*laughs*) I'll be your translator.

Richard: What is this "Geordie" I keep hearing about?

Katy: It's a dialect, a people, and a culture of the North East of England. Nobody is quite sure where the name comes from. Some say it is related to King George III.

David: (*comes over with their drinks*) Here you are. One Newcy for you, one orange for you, and a nice tall dark Guinness for moi.

Katy: David, what would you say a Geordie is?

David: A Scotsman with half a brain.

Katy: I didn't know people in Scotland had brains.

David: They don't, that's what makes us better than them. (*in an educated southern English accent*) But to be precise, a Homo sapiens of the Geordie genus is an inhabitant from an area north of the River Tyne next to the North Sea called North Tyneside, famous for Newcastle Brown ale, of which you sir are sipping, coal mining and their great skill in the art of football currently being perfected on the turf of St. James.

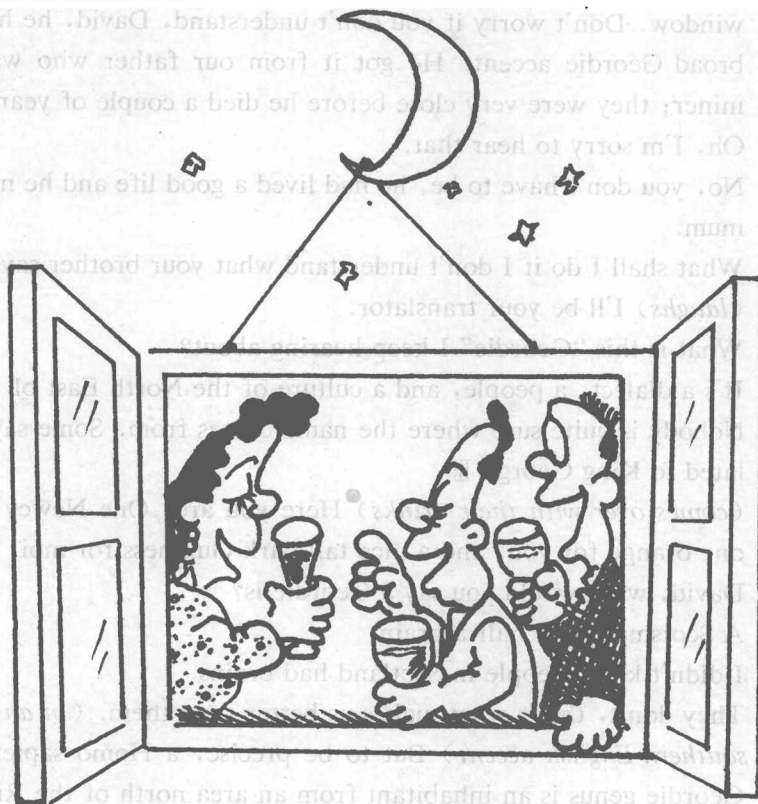
Katy: Ha! I have only one thing to say to that — Manchester United.

David: (*imitates the mannerisms of an insulted upper class academic*) Art isn't always about winning games. Besides Manchester United is just popular trash, true artistic expression is never realized by the populous, but by the discerning few.

Richard: And you, just one of them. David, I like your comment. You sis told me you got a Ph. D. in Cambridge. I think a Ph. D. really makes things different.

David: Do you think so? I would be happier if my sis thinks the way you do.





## Dialogue

2

### A Late Night Chat

*Isabel chats with her fiancé, Steven, on the Internet.*

Steven: Hi honey, how's China?

Isabel: It's fine. The bureau is having me learn Chinese, three times a week in the evenings.

Steven: That's great! How are you doing with it?

Isabel: The tones are a bit baffling, but at least there are only four of them.