

# 实用英语口语手册

A HANDBOOK of  
PRACTICAL SPOKEN  
ENGLISH

前进业余进修学院

QIAN JIN COLLEGE of  
CONTINUING EDUCATION

## TABLE OF CONTENTS

(1) Greetings 打招呼	1
(2) At the Airport/Flight Reservation 在机场和订飞机票	23
(3) Taking a Bus 乘公共汽车	39
(4) At Library 在图书馆	63
(5) At the Post Office 在邮局	79
(6) Making a Phone Call 打电话	101
(7) Going Shopping 买东西	132
(8) Seeing a Doctor 看医生	149
(9) At a Restaurant 在饭馆	168
(10) Banking, Opening an Account and Money 上银行、开户及钱币等	182
(11) Renting an Apartment 租房子	205
(12) Asking Your Way 问路	224

## APPENDICES

Appendix A 英制、公制、中制对照表及

适合中国人身材的衣裤尺寸、号码 244

Appendix B 一般校园中常遇见的单词 247

Appendix C 支票、存款、提款单的样品 以及使用方法	254
Appendix D 美国报纸及分类广告的用 法	257
Appendix E 数字、年月日、时间及 地址的英文书写及读法	260
Appendix F 美国生活习惯中一些应 该注意的事	267

## (1) GREETINGS

### 打 招 呼

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| <ul style="list-style-type: none"><li>A. 常用的单词、短语</li><li>B. 实用对话</li><li>C. 句型分析及惯用语</li><li>D. 练习及答案</li></ul> |
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#### A. 常用的单调、短语

##### 1) 打招呼

Hello! 你好

Hi! 你好

How are you doing? 你好

How do you do? (more formal) 你好

Good morning! 早安

Good day! 日安

What's up? (most informal) 有什么新鲜事

Long time no see. 好久不见了 (有些玩笑性质, 对很熟悉的人才用)

2) 叫人

Mister! (Mr.) 先生

Sir! 先生

Hey, You!

Hey! Wait a minute! } 非常不礼貌的  
叫人  
(平常不用)

Wait a minute, Mr. Huang! 等一下!

黄先生

3) 关心

Are you all right? 你还好吧?

What's the matter? 怎么了? (怎么  
一回事?)

How's your father? 伯父好吗?

How was your vacation? 你假期过  
得可好?

How have you been? 近来可好?

4) 道别

See you then! 再见

See you tomorrow! 再见

See you later! 再见

See you around! 再见

So long! 再见

Take it easy! 再见

Bye, or Bye-Bye! 再见

Nice talking to you. 跟你谈时很愉快

Glad to have met you. 认识你很高兴

5) 祝愿

Have a good time! 好好享受一下!

Have a nice weekend! 周末好好享受一下!

Have a good vacation. 祝你假期过得好

Have a nice day! 今日如意

6) 常见的问候卡

greeting card 问候卡片

birthday card 祝贺生日的卡片

graduation card 祝贺别人毕业的卡片

wedding card 祝贺人家结婚的卡片

B. 实 用 对 话

(上午) 星期一大家在课堂内见了面

A, Hello! How was your weekend?

B, Pretty good! How was yours?

A, *Not bad.*

C, (走了进来) Good morning, everybody!  
A, B, Mr. Huang, Good morning!

A, Mr. Huang, is there anything  
wrong? You don't look well.

Mr. Huang, I have a headache. Never  
mind! I'll be all right.

D, Hi, everybody. I'll be taking off  
for two weeks tomorrow. I won't  
be seeing you guys for a little  
while.

A, Really!? Where are you going?

D, Hawaii. I've *been wanting to visit*  
Hawaii for a long time. I'm finally  
making it this time!

A, How wonderful! When are you *leav-*  
*ing for Hawaii?*

D, Eight-thirty (8:30) tomorrow mor-  
ning. Well, I've got to call the  
airline to confirm my reservation.  
See you folks later.

(中午) 同一天

A: Oh! It's lunch time

B: Where are you going to eat lunch today?

A: Student Union. How about you?

C: Me too! I'll go with you. Can you wait a minute?

A: Sure! How about you, Mr. Huang?  
Are you going with us?

Mr. Huang: No. I *brought* my lunch *with* me today.

A: OK, enjoy your lunch. Are you ready to go?

B: Yes, let's go

(傍晚或下班时)

A: It's five-thirty already. I'm going home now

B: I'm leaving too. Can you give me a ride to the supermarket *on your way home*? I've got to buy some food

A: No problem Let's go Are you going



to stay here, Mr. Huang?

Mr. Huang, Yes, I'll stay until six. A friend of mine will pick me up here. We're going to the movies this evening.

B: It sounds like you'll have a good time this evening.

Mr. Huang, I hope so. Well, I don't want to keep you. I'll see you tomorrow.

A, B: OK We'll see you later. Enjoy your evening!

Mr. Huang Thanks Good-bye!

(晚上看完电影)

Friend, Huang, how did you like the movie?

Huang, Well, so so. It was not as good as I had expected. What do you think?

Friend, I enjoyed it, but I admit it wasn't that great. Oh, it's rather late. Can I give you a ride home?

Huang: No, thanks. I prefer to walk.

I'll see you tomorrow.

Friend: OK! Good night!

Huang: Good night.

### C. 句型分析及惯用语

#### 第一节：解释

1) 大家都知道good morning(good day good afternoon)之用法。但good night只有用在晚上大家要道别之时。美国人一般把晚上6点到10点称evening而不叫night,这一点与中国人习惯不同。如果晚上见到人,说good evening,是打招呼的话;如说good night那就是“再见”的意思了。

2) 一般打招呼,只要点了头,含笑说一声“Hi”或“Hello!”或“Good morning”。对方也用三句中的任何一句来回答(这些适用于认识或不认识的人)。

3) 如果不是每天见面的人,见了面可用“How are you doing?”、“How is ever-

anything going?”。年青人喜欢用 “What's new?”, “What's up?” 等。回答可用 “fine, just fine” 或 “OK” 或 “so so” (马马虎虎)。

4) 如果是熟人, 不常见, 见了面可用 “How are you?” 回答用 “Fine, Thank you And you?” 如果熟人很久不见了, 可用 “How have you been?” 意思是 “这一阵子可好?” 另外有一句 “Long time no see!” 也是相同的意思, 不过此句原是不懂英文的人由 “很久不见” 直说成英文而来的非正式英文, 但在口语中也常用。

5) 对不认识的人, 想叫他停下来, 可以说: “Mister!”, “Sir!” 或 “Hey! Mister!” “Hey! Sir!”, “Just a minute, Sir!” (先生! 请等一下。) 但若有人说 “Hey! You!” 那是非常不礼貌的叫法, 有 “喂! 你给我停下来!” 之意。

6) 美国人经常爱说 “Allright!” 或是 “OK!” 表示 “没有问题”, “一切妥当”, “好呀”。

7) 在正式社交场合, 有人介绍不认识

的人给你，要说“*How do you do?*”而不说“*How are you?*”或“*Glad to meet you*”。被人家问“*How do you do?*”时，回答也要用“*How do you do?*”。

8) 但在正式社交活动完了，临走时(或道别)，可用“*See you! Glad to have met you*”或“*Nice talking to you!*”。

9) 一般美国人说“再见”时，除用*Good-bye, bye*外，更常用*See you! See you later!*等。在晚上则说“*Good night!*”，“*See you again!*”或“*See you tomorrow!*”。

10) 道别时也有用“*Take it easy!*”或“*Take your time?*”意思是“慢走，慢走!”，“不要急! 慢慢地走!”。

## 第二节：惯用语

1) *pretty good*相当好，不错!

例子：

A: *How is the dish?* 菜怎么样?

B: *pretty good!* 相当不错!

也可用*It tastes pretty good.* 味道很佳。

2) not bad 还好, 不错

例子:

A: How is the course? 那门课怎样?

B: Not bad! 还好。

3) never mind 算了, 没事了

例子:

A: Do you still want to go to see  
him? 你还要不要去看他?

B: Never mind! 算了! 不去了!

4) too long 太长, 太久了

a little while 一阵子

a long time 很久, 有一段相当长的时间  
once in a while 偶而一次

5) Really? 真的? (惊讶的表示)

6) folks, guys 伙计们! (是一种很熟朋友  
间的称呼)

例子:

See you folks later! 伙计们, 再见!

people 大伙儿, 再见!

guys 家伙们, 再见!

7) this time 这一次

next time 下一次

last time 上一次

8) in two weeks 两星期内。通常提到时间的长短要用 in。

9) student union 学生活动中心。一般有学生的社团办公室、食堂、娱乐场、学生辅导中心、电影院等。

international student center 外国学生活动中心

10) Me too! 我也这样，我也要，我也……

Me neither! 我也不……

例子：

譬如上馆子，人家点了一个菜，你也要同样的菜，就说“Me too!”。又譬如人家不打算去听专题讨论会 (seminar)，你也不想去，可说“Me neither!”。

11) Sure! Certainly! No problem! OK! 均用在句头。表示“首肯”的意思，好比中文中的“没问题”，“当然”，“好的”。

12) so so 不怎么样，马马虎虎，还好。

not that great 不怎么高明。

13) go to a movie-go to see a film 去看  
一场电影

14) No, thanks! 谢了! 我不要!

人家问你要不要东西, 你不要, 就回答: "No thanks!"。如果你要, 就说: "Yes, please!"。

15) It's rather late 已经相当晚了。  
quite early 相当早

例子:

It's rather late I've got to go home  
很迟了, 我得回家。

Oh, It's still quite early. Only 10  
o'clock. 噢! 还早, 不过10点钟罢了。

第三节: 短句

1) You don't look well. 你看起来不大对  
劲。(指有病容)

病好用recover(复元), He has recovered from his bad cold 他感冒好了。  
或get well (渐愈), I hope you'll  
get well soon. 希望你早日康复。

注意：不能用 wish, wish 含有不容易达到的意思。如果有人说 I wish you'll get well. 变成我看你是不容易好起来了。

2) 与上句相似的一些表示关心的问法

Anything wrong? (Is there anything wrong?) 有什么不对劲的地方吗?

或:

What's the matter with you? 怎样啦? (也可用于事, 不一定指病)

What's the matter? 什么事?

What's wrong? 怎么了?

3) I'm all right = I'm OK! 我很好, 没事!

4) How wonderful! 惊叹, 感叹一件事或一个人, 意为“好极了!”

What a wonderful + 名词

例子:

How beautiful! 漂亮极了!

How nice! 太棒了!

或:

What a wonderful trip! 好一次旅行!



What a beautiful girl! 好漂亮的女孩

What a smart person he is! 他真是聪明!

- 5) How about you? = And you? 是一种反问话。通常在人家向你打招呼之后，反问之语，含有“你呢？”的意思。

例子：

A: Where are you from? 你从哪儿来?

B: China. How about you? 中国，你呢?

- 6) Let's go! “来做…事”的意思  
do it now!

talk!

go shopping!

go home!

#### 第四节：句型分析

- 1) 某人 + take + a + 时间 + vacation  
某人要休假多久

例子：

A: Are you going to take a