

公共管理应用英语教材


MPA

英语

听说教程

(学生用书)

任林静 编著 张勇先 主审

 中国人民大学出版社

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前 言

《MPA 英语听说教程》(学生用书)是根据中国人民大学公共管理学院应用英语教学大纲所编写的听说教科书,适用于 MPA 及其他各学科的非英语专业的硕士研究生英语听说课的课堂教学。本教材的目的在于培养学生在对外交往中用英语进行会话、发言、讨论问题的能力和技巧,同时提高学生的英语听力水平。

《MPA 英语听说教程》(学生用书)共分十二个单元,每一个单元由五个部分组成,即预备练习—听力训练—重点消化—针对性练习—口头实践。每一单元的内容都经过精心策划,既适合政府公共管理人员,也适合企业公共管理人员。针对 MPA 学生在职学习的特点,为帮助学生在课余时间进一步巩固、消化课堂所学内容,加强听力训练,编者特配合课堂内容编写了十二个单元的课外听力练习,附在本书最后。练习形式多种多样,有多项选择、正误判断、词句填空、完成图表、判断连线、回答问题等。为方便学生自学及教师备课,还配套编写了《MPA 英语听说教程》(教学参考书),书中包括了学生用书中所有的听力材料的原文及练习答案。

本教材配听力磁带五盘。

由于时间仓促,难免有不足之处,恳请使用本教材的老师和同学们批评指正。

编者

2002 年 8 月

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Unit 1

Introductions & Greetings

介绍和问候

1 Warming-up Exercise

Introduction

What Is the Right Action?	In North America	In Your Country
1. Who makes the introduction?		
2. Who should be introduced to whom?		
3. What should you say?		
4. May a man introduce himself to a woman? May a woman introduce herself to a man?		
5. What body language (facial expressions, gestures) should a person use?		
6. What tone of voice should you use?		
7. How far apart do you stand?		
8. Does a person shake hands when meeting someone? How should you shake hands?		
9. Do people embrace or kiss people of the same sex upon meeting? Do you kiss or hug children when they are introduced?		

2 Listening

A. Now listen to the introductions. Is the introduction formal or informal? Write *F* for formal or *I* for informal in the blank space provided.

1. _____ 2. _____ 3. _____ 4. _____

B. You will hear four dialogues. In each dialogue, one person is not speaking appropriately. He or she is speaking too formally or is speaking too informally. Put a check mark in front of the speaker who is not speaking appropriately.

1. AT A PARTY

_____ Mark

_____ George

_____ Sal

MAF09/02

2. IN THE CLASSROOM

_____ Mr. Macy _____ Mike

3. IN THE CAFETERIA

_____ Stephanie _____ Victor _____ Karen

4. AT HOME

_____ Paul _____ Patrick _____ Mrs. Bluefield

C. After the introduction, people usually talk about topics of general interest, such as the weather, local events, work, or school. This is called small talk. These topics can be discussed easily without knowing the other person well. Listen to the examples of small talk. Write down the topic of each talk.

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

3 Presentation

Introducing Yourself	
Formal	Informal
How do you do? My name's _____.	Hello, I'm _____.
Hello, my name's _____.	Hi. I'm _____.
I don't think we've met. I'm _____.	Hi. My name is _____.

Introducing Others	
Formal	Informal
I'd like to introduce you to _____.	This is _____.
I'd like you to meet _____.	This is my friend _____.
Let me introduce you two. This is _____.	_____.

Replying to Introductions	
Formal	Informal
How do you do? My name's _____.	Nice to meet you. My name is _____.
Pleased to meet you. My name is _____.	Hi. My name is _____.
It's a pleasure to meet you. My name is _____.	Hi. I'm _____.

Greetings	
Formal	Informal
Good morning, _____. How are you?	Hello, _____. How are you doing?
Very well, thank you. And you?	Fine, thanks. And you?

Small Talk	
Acceptable Topics of Conversation	Unacceptable Topics of Conversation
1. weather	1. how much money you have or make
2. local events, news	2. how much someone paid for something
3. family	3. age, weight
4. work, school	4. religion, politics, racial issues
5. hobby	5. class, status or sexual subjects

4 Controlled Practice

A. Complete the introductions.

1. Peter King introduces himself to Jack Simpson.

Peter King: Hello, _____. My name's Peter King.

Jack Simpson: _____, I'm Jack Simpson.

2. Philip introduces Sarah to James.

Sarah: Philip, I _____ here. You'll have to _____.

Philip: Of _____, I'll _____ to James. He's an old friend of mine.

James: _____ Sarah, she's just joined the company.

James: _____, Sarah. Where do you come from?

3. Rod Chen introduces Bob Taylor to an important customer.

Bob: Rod, _____ Mr. Li, the Purchasing Manager from Haier.

Rod: I'm _____. Come and meet him. Mr. Li, _____ Bob Taylor, our Export Sales Manager.

Mr. Li: _____. What countries do you cover?

4. Klaus Fischer introduces himself to an American visitor.

Klaus Fischer: How _____? My _____.

American: _____. _____ George Cole.

B. Here are some situations in which you meet people. Look at each situation, and the three possible answers below it. Sometimes one of these answers is correct, sometimes two answers are correct. There are twelve correct answers. How many can you find?

1. You meet someone you know. He says, "How are you, George?"

- Fine, and you?
- I'm pleased to meet you.
- Good day for you.

2. You meet your boss at the cinema. He says, "How are you, George?"

- Oh, it's you. Hi.
- Hi Joe. Having fun?
- Good evening, Mr. Smith.

3. You meet someone at a party. He says, "Are you George?"
 - a. Yes. Who are you?
 - b. That's right. Hello.
 - c. Yes, pleased to meet you.
4. You meet someone on business. She says, "How do you do?"
 - a. I'm doing well, thanks.
 - b. How do you do?
 - c. Fine, and you?
5. In a restaurant, the waiter says, "I'm Joe. Do you want to order?"
 - a. Hi Joe. Not yet, thanks.
 - b. I'm pleased to meet you.
 - c. In a moment, thanks.
6. You meet someone new at work. She says, "Hello. I'm Mary Kellan."
 - a. Hello, I'm Jill Mason.
 - b. I'm pleased. I'm Jill Mason.
 - c. I am Ms. Mason. How do you do?
7. A policeman stops your car. He says, "I'm P.C. Jones. May I see your license?"
 - a. Yes, of course.
 - b. Hello, I'm Jill Mason.
 - c. Here you are.
8. You go to see your bank manager. He says, "Good afternoon, Miss Smith."
 - a. Hello, I'm Jill Smith.
 - b. How are you, Mr. Bingley?
 - c. Good afternoon, Mr. Bingley.

5 Trying It Out

A. Pair Work

Take it in turns to introduce yourself to your partner in the following situations:

- at a formal reception for customers
- at a friendly party

B. Group Work

Work in groups of three, and:

- introduce yourself to the others.
- introduce the other two to each other.
- ask to be introduced.

Each person should give his/her name, present his/her family situation, describe his/her job and present his/her interests.

Unit 2

Body Language

身体语言

1 Warming-up Exercise

Distance and Space Requirements

Situation	Distance People Sit or Stand from Each Other	Type of Body Language People Use
1. Riding on a bus with people you don't know	People try to sit at least one seat from another person and avoid touching. They stand as far apart as possible.	Looking away or out the window, reading, crossing arms, clutching packages
2. Waiting in a doctor's office		
3. Waiting in line		
4. Eating lunch in a restaurant or café		
5. Talking to your boss or teacher		
6. Talking to friends in a group		
7. Talking to a stranger		
8. Talking to a child		

2 Listening

Listen to a talk on body language and take notes.

1. Body language refers to _____, _____, _____, _____ and _____ and _____ between people.

2. People use body language to express their attitudes.

Example (1): _____ shows _____

Example (2): _____ shows _____

People use body language to convey messages..

Example (3): _____

Example (4): _____

3. Putting the thumb and forefinger together to form a ring means

_____ in the United States.

_____ in Korea and Japan.

_____ in Brazil.

3 Presentation

Look at the photographs on the following pages and write below what they mean in North America and in China. If they do not have a special meaning in China, present a different gesture from China and explain what it means.

A. Hand Gestures

1.



In North America this gesture means approval.

In China this gesture means approval, too.

2.



In North America this gesture means _____.

In China this gesture means _____.

3.



In North America this gesture means _____.

In China this gesture means _____.

4.



In North America this gesture means _____.

In China this gesture means _____.

5.



In North America this gesture means _____.

In China this gesture means _____.

6.



In North America this gesture means _____.

In China this gesture means _____.

7.



In North America this gesture means _____.

In China this gesture means _____.

8.



In North America this gesture means _____.

In China this gesture means _____.

9.



In North America this gesture means _____.

In China this gesture means _____.

10.



In North America this gesture means _____.

In China this gesture means _____.

11.



In North America this gesture means _____.

In China this gesture means _____.

12.



In North America this gesture means _____.

In China this gesture means _____.

13.



In North America this gesture shows _____.

In China this gesture shows _____.

14.



In North America this gesture means _____.

In China this gesture means _____.

B. Gestures We Use with Others

1. Kissing on the cheek



In North America this gesture means _____.

In China this gesture means _____.

2. Having hands raised and touching



In North America this gesture means _____.

In China this gesture means _____.

3. Patting someone on the back



In North America this gesture means _____.

In China this gesture means _____.

4. Putting an arm around someone



In North America this gesture means _____.

In China this gesture means _____.

5. Shaking hands with someone



In North America this gesture means _____.

In China this gesture means _____.

6. Putting your index finger across your throat (as if it were a knife)



In North America this gesture means _____.

In China this gesture means _____.

7. Hugging someone



In North America this gesture means _____.

In China this gesture means _____.

C. Facial Gestures

1.



In North America this gesture shows _____.

In China this gesture shows _____.

2.



In North America this gesture means _____.

In China this gesture means _____.

3.



In North America this gesture means _____.

In China this gesture means _____.

4.



In North America this gesture shows _____.

In China this gesture shows _____.

5.



In North America this gesture shows _____.

In China this gesture shows _____.

6.



In North America this gesture shows _____.

In China this gesture shows _____.

7.



In North America this gesture shows _____.