

# 简明实用英语 会话六周通

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## 前 言

本书是为具有一定英语基础的非英语专业应用型研究生,以及渴望掌握英语基础口语的人士编写的一本简明实用英语会话教材。全书共分 20 个单元,包括中国人到国外留学、旅游、生活以及洽谈公务所必须具备的基本会话英语。每个单元有文化背景知识介绍、注释和练习等,只要经过 6 周 120 学时的强化训练,加上学员的努力刻苦的练习,可掌握常用口语句型、词汇和表达法,就可以与外国人进行初步的思想交流。

本书具有鲜明的实用性和科学性,语言地道,是外国人在日常生活中所说的真正的口语,学了就能用。本书并配有录音磁带,供学员模仿、练习听说用。

全书编写成之后,英语部分经美籍英语教师戴安娜(Diane)女士审阅过,最后由吉林大学应用语言学教授卓如飞同志审订。但由于编者水平有限,疏漏之处在所难免,望使用本书的读者提出批评,以便今后修订。

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## Unit 1

### GREETINGS

文化背景知识介绍:

1. 英美人打招呼的方式不同于中国人, 切记不要用“吃饭了吗?”、“忙啥呢?”、“上哪儿去?”等方式同英美人打招呼, 否则, 将会引起笑话或不必要的误会。
2. 在称呼姓名、职业、头衔时, 汉语和英语在习惯上有很大不同。英语中“老师”、“处长”、“主任”等都不能用做称呼语, 例如, 英语中, 不能称呼老师为“teacher”, 而应称为“Mr., Sir”或“Miss, Ms, Madam”。
3. 在西方, 以名 (first name) 来称呼包括异性在内的他人是常见的, 表示称呼双方之间的平等或随和关系。

#### Dialogue 1

A: Hello, Jane. Don't you remember me? We met in the Chinese Classical Club last year.

B: Oh! Yes! You seem to have changed your hair style. No wonder I couldn't recognize you. How have you been doing lately?

A: I've been fine. And you?

B: I'm fine, too. Thanks.

#### Dialogue 2

A: Hi, Dick. How's it going?

B: Fine. And you?

A: Well, not too bad, I guess. What are you doing?

B: I'm trying to solve this problem. But I just can't seem to find the right answer.

A: Oh, I know the answer. I'll show you.

B: I don't know what I'd do without you.

### Dialogue 3

A: Good heavens...Peter! How nice to see you. How have you been?

B: Fine, thanks. And you?

A: Very well. Have you been away again?

A: Yes, I've just finished up some business in Peru.

B: You certainly travel a lot. Where have you been so far?

B: I've pretty much covered four continents. You could call me a real world traveler.

A: You sure are.

B: Pretty soon, I'd like to settle down here for good. I can't keep moving around forever.

A: How long have you been on the road?

B: In the 25 years I've been with the company, I've never stayed in one place longer than six months.

### NEW WORDS AND EXPRESSIONS

remember [rɪ'membə] vt. 记得; 想起

classical ['klæsɪkəl] a. (文艺等) 古典的; 传统的

club [klʌb] n. 俱乐部, 会, 社

style [stɑɪl] n. 式样

wonder ['wʌndə] n. 奇异, 奇妙; 不可思议

recognize ['rekənaɪz] vt. 辨认, 识出  
lately ['leɪtli] ad. 最近, 不久前  
hi [hai] int. 嗨 (表示问候或用以唤起注意)  
well [wel] int. (用于重新开始说话时) 喔, 这个  
guess [ges] vt. [口] 想, 认为  
try [traɪ] vt. 试图, 努力  
solve [sɒlv] vt. 解决  
problem ['prɒbləm] n. 问题  
just [dʒʌst] ad. 就; 正好  
answer ['ɑːnsə] n., v. 回答; 答复  
show [ʃəʊ] vt. 给……看, 出示  
heaven [hevn] n. (常用复数) 天  
away [ə'weɪ] ad. 离, 远离, 离开  
finish up 完成, 结束  
business ['biznis] n. 生意; 事务  
certainly ['seɪtənli] ad. 无疑, 一定, 必定  
travel ['trævl] vi. 旅行 (尤指到外国或远地)  
so far 到目前为止  
pretty ['prɪti] ad. 相当, 颇  
cover ['kʌvə] vt. 行过 (路程); 覆盖  
continent ['kɒntɪnənt] n. 大陆  
traveler ['trævlə] n. 旅行者  
move [muːv] vt. 移动  
forever [fə'revə] ad. [美] 永远; 常常  
stay [steɪ] vi. 停留  
Peru [pə'ruː; pi'ruː] n. 秘鲁 (拉丁美洲)

## NOTES

1. Hello.

你好。

“Hello”是一种最常见的招呼用语，用以表示问候或引起注意。语气比较随便，既可以用于比较正式的场合，如称呼长辈、上级等，也可以用于不拘礼节的时候，如平辈、同事或朋友之间。比“Hello”更正式的招呼用语有“Good morning/afternoon/evening”；比“Hello”更随便、更直接的招呼用语（常用于熟人或亲朋好友之间）是“Hi”。

2. No wonder I couldn't recognize you.

难怪我认不出你了。

“No wonder”是一个固定词组，意为“难怪”，“怪不得”。

3. How have you been lately?

你近来一向如何？

这是英语中一个常用的问候语，常用于久别之后。

4. How is it going?

这是英语中另一个常用的问候语，意为“近来如何？”类似的问候语英语中还有许多，如“How are you doing?” “How are things with you?” “How are you keeping?” “How are you?” 等等，对这种问候语，一般情况下，对方不管实际情况如何，总是用“Fine, thanks”或类似的答法来答复，除非是特别熟悉的好友才如实回答。

5. Good heavens.

天哪！

这是表示意外、惊喜的一种表达法。类似的表达法还有“Good Lord!” “My goodness!” “My dear!” 等，都表示“天哪！”这种意思。

6. I'd like to settle down here for good.

我想要永久地在此定居。

(1) “settle down”表示“定居；成家”。

(2) “for good (and all)”表示“永久地，一劳永逸地”。

7. How long have you been on the road?

你旅行有多久了?

“on the road” 为固定表达法, 表示 “在旅行中”。

## SUMMARY OF USEFUL EXPRESSIONS

### I. Greetings

1. (Good) morning/afternoon/evening.
2. Hello! good (nice) to see you (again).
3. Hi! how nice to see you (again).
4. Long time no see!
5. Haven't seen you for ages.
6. How do you do?
7. How are you?

things?

things with you?

you getting on?

you keeping?

is it going?

### II. Responding greetings

1. Pretty good,  
Quite well,  
Very well,  
So far so good,  
Fine,

thank you. And you?

2. Can't complain. (还过得去。)
3. Not too bad, thanks. (并不太坏, 谢谢。)
4. So-so, thanks. (马马虎虎, 谢谢。)



## EXERCISES

### I. Greet and inquire about the health of;

- (1) Mr. Smith, in the office.
- (2) a friend, on the street.
- (3) the chairman of the board, in the boardroom
- (4) a teacher, on the campus.

### II. Reply to the following greetings.

- (1) Good evening.
- (2) How are things with you?
- (3) How do yo do?
- (4) How are you doing?

### III. Group work

Group A: You meet your friend (unexpectedly) on the campus. Greet him/her.

Group B: You are the friend. Reply to the greeting.

Group A: Hello! ×××

Hi, ×××

(Good) morning.

How's it going?

How's everything?

How are you doing?

How are you getting on?

Group B: Hello.

Hi, ×××

(Good) morning.

All right.

Not too bad.

Ok. How about you?

Pretty well, thanks.

#### IV. ROLE PLAY

Characters: You and Mary

Place: coffee shop

Action: You are enjoying coffee in a coffee shop. You see your friend, Mary, come in. You stand up immediately and greet her.

## Unit 2

### INTRODUCTION

文化背景知识介绍:

I. 在西方国家,在社交场合介绍人物时通常有下列习惯:

1. 除了名望地位高的男士以外,一般把男士先介绍给女士。

例如:“Miss Nancy, I'd like you to meet my colleague, Mr. Brown”。

2. 通常把年轻的介绍给年长的。

3. 通常把地位低的介绍给地位高的。

4. 在实业界,不分男女老幼,社会地位较低的人通常被介绍给社会地位较高的人,若两人社会地位平等,则遵循先介绍给女士这一习惯。

5. “先生”是对男性成年人的尊称。

6. “夫人”是对已婚妇女的尊称。

7. “女士”或“小姐”是对未婚或认定未达到婚龄的年轻女人的尊称。

8. 如果对方是一位博士,则要称呼“……博士”,不称呼“……先生”。

#### II. 握手

1. 男人之间在介绍时要握手。

2. 男人不与女人握手,除非女人主动。

3. 握手时女人可以戴手套,男人必须摘下右手手套。

4. 握手时不用双手,尤其是对方只伸出一只手时。

#### III. 问候

在被介绍时,不要只说“How do you do?”现在较流行的说法是“Nice/glad/pleased to meet you.”(认识您很高兴或幸会!)

幸会!)

## Dialogue 1

A: (Entering room) Hello. I'm Jack Adams. You must be my roommate.

B: That's right. I'm Carlos Garcia. Nice to meet you. (shaking hands)

A: Say, this is a nice room—beds, bookcases, easy chairs. Everything a student could want!

B: It's not bad. By the way, which side of the room do you want to use?

A: It doesn't matter to me.

B: Well, if you don't mind, I'd like this side. I've already put my books on this desk.

A: Sure, no problem.

B: Thanks. Let's hope this will be a good year!

## Dialogue 2

A: Do you know Judy, Jack?

B: No, I don't believe we've met before.

A: Oh, let me introduce you to her right now. Judy, this is my friend, Jack.

C: Hi, Jack. I'm glad to meet you.

B: I'm glad to meet you, too. Can't we sit down somewhere and talk?

C: Sure. Let's sit over there.

### Dialogue 3

A: Good evening. I don't believe we've met before. My name is Fred Harrison.

B: Oh, nice to meet you, Mr. Harrison. My name is John Brown.

A: Very glad to meet you, Mr. Brown. You are from Great Britain, aren't you?

B: Right. I'm from London. But how do you know?

A: From your accent. You're on a business trip here, I guess?

B: In a sense yes. I represent a buying office here in China for my company.

A: I'm with ABC trading company and we deal in all sorts of export goods. Perhaps we are in the same trade.

B: I guess we are. Why don't you give me a business card so that I can give you a call.

A: Certainly. Please drop in when you have time.

### Dialogue 4

A: Sorry, I've kept you waiting.

B: That's all right, there's no hurry. By the way, could I introduce Mr. Peter Selden, the president of the Jamaican Publishers Association?

A: John Moulton, the British Ambassador in Jamaica. How do you do?

C: How do you do? It's a pleasure to meet you.

A: It was very good of you to send me those books about Ja-

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maica.

C: Not at all. I hope you enjoy reading them. By the way, I'd like to introduce my wife, she's a writer.

A: Very pleased to meet you. And what kind of things do you write?

D: Well, short stories mainly. Actually, at the moment, I'm writing a travel book.

A: Oh yes?

D: It's about walking through the African jungles. I'm very fond of walking.

A: I'd like to read it sometimes. By the way, have you met Alan Brown? He's the member of my staff responsible for books.

#### NEW WORDS AND EXPRESSIONS

enter ['entə] vt. 进, 入

roommate n. 住在同室的人

shake [ʃeɪk] vt. 摇; 抖动

say [seɪ] vi. [美口] 喂; 我是说

bookcase n. 书橱, 书箱

easychair n. 安乐椅, 圈椅

by the way [插入语] 顺便说; 附带说说

use [ju:z] vt. 用, 使用

matter [mætə] vi. 要紧, 重要

mind [maɪnd] vt. 介意, 在乎

already [ɔ:l'redi] ad. 已经, 早已

put [put] (put; put) vt. 放, 搁

hope [həʊp] vt. 希望, 期望

believe [bɪ'li:v] vt. 相信, 确信; 想, 认为

introduce [ɪntrə'dju:s] vt. 介绍

talk [tɔ:k] vi. 谈话

before [bi'fɔ:] ad. 在以前, 从前

name [neim] n. 名, 名字

accent ['æksənt] n. 口音, 音调

represent [reprɪzent] vt. 代表

company ['kʌmpəni] n. 行会; 公司

trading ['treɪdɪŋ] a. 从事商业的

deal [di:l] vi. 做买卖, 交易

deal in 买卖(货物); 经营

sort [sɔ:t] n. 种类

all sort(s) of = of all sorts 一切种类的, 各种各样的

export ['eksɒt] n. 出口

goods [gudz] n. (pl) 商品, 货物

perhaps [pə'hæps] ad. 大概, 可能

trade [treɪd] n. (the~) [集合词] 同业, 同行

card [kɑ:d] n. 明信片; 名片

call [kɔ:l] n. 呼声, 叫声; (电话) 通话

drop [drɒp] (dropped, dropt; dropping) vi. 使落下, 投下

drop in [ɪn] 顺便到(某处)访问

hurry ['hʌri] n. 匆忙; 慌忙

president ['prezɪdənt] n. 会长; 董事长; 总经理

publisher ['pʌblɪʃə] n. 出版者, 发行人, 出版社

association [ə'səʊsi'eɪʃən] n. 社团, 协会

ambassador [æm'bæsədə] n. 大使

enjoy [ɪn'dʒɔɪ] vt. 喜爱; 享受

pleased [pli:zd] a. 对……高兴, 对……满意

mainly ['meɪnli] ad. 主要; 大概

African [æfrikən] a. 非洲的

jungle ['dʒʌŋgl] n. (热带的) 丛林, 密林

walk [wɔ:k] vi. 走, 步行  
 member ['membə] n. 成员; 会员  
 staff [sta:f] n. 工作人员; 职员  
 responsible [rɪspɒnsəbl] a. 应负责任的

## PROPER NAMES

Jack Adams ['dʒæk 'ædəmz] 杰克·亚当姆斯  
 Carol Garcia ['kærəl 'gɑ:ʃiə] 卡洛尔·加西亚  
 Judy ['dʒu:di] 朱迪  
 Jack [dʒæk] 杰克 (John 的昵称)  
 Fred Harrison ['fred 'hærɪsn] 弗雷德·哈里逊  
 John Brown ['dʒɒn 'braʊn] 约翰·布朗  
 Britain ['brɪtən] 英国, 大不列颠  
 Peter Selden ['pi:tə 'seldən] 彼得·塞尔登  
 Jamaica [dʒə'meɪkə] 牙买加 (拉丁美洲国家)  
 China ['tʃaɪnə] 中国  
 Alan Brawn ['ælən braʊn] 艾伦·布朗

## NOTES

1. I'm Jack Adams.  
 我叫杰克·亚当姆斯。  
 这是自我介绍用语。同样场合下, 也可以用 "my name is ..." 的句型; 更正式些可用 "Let me introduce myself. I'm ...".
2. Say. 等于 I say. 这是一个常用的美国口语, 表示“哎呀”以引起对方注意。
3. By the way 表示“顺便说; 附带说说。”常用作插入语。
4. Why don't you give me a business card so that I can give you a call?



何不给我一张业务名片以便我可以给你打电话?

“Why don't...” 这是一种表示建议的句型。

5. Please drop in when you have time.

请有空顺便来坐坐。

“drop in” 是个口语表达法, 表示“顺便(到某处)访问。”

6. Oh yes?

真的吗?

“yes” 在口语中用升调时, 常表示疑问或促使、鼓励对方进一步往下讲。可以译或“真的吗?” “啊?” “不会吧?” “原来如此, 那么后来呢?” 又如:

“This is a musical cat”. — “Oh, yes?”

“这是个音乐猫。” “不会吧?” (表示疑问)

“I miss the country very much. ” — “yes?”

“我非常思念国家。” “那么后来呢?” (表示敦促)

## SUMMARY OF NEW WORDS AND EXPRESSIONS

### I. Introducing somebody

1. It's with great pleasure that I introduce...
2. I'd like to introduce...
3. I'd like you to meet...
4. Let me introduce...
5. Allow me to introduce...
6. May I introduce...
7. Have you met...
8. This is...

### II. Introducing oneself

1. Allow me to introduce myself. I'm...
2. May I introduce myself? I'm...
3. Hello, I'm...