



Social English  
*for*  
Learners

**Say It  
Right**

说得地道 **1**  
社交英语

*How about...?*

**Betty Kirkpatrick**

*No problem!*

*Here you are.*

*You're welcome.*



北京大学出版社  
PEKING UNIVERSITY PRESS

THOMSON





1

# 说得地道社交英语

*Betty Kirkpatrick*



北京大学出版社  
PEKING UNIVERSITY PRESS



著作权合同登记 图字: 01-2006-5149

图书在版编目(CIP)数据

说得地道社交英语. 1=Say It Right 1/ 克帕瑞克(Kirkpatrick, B.)编. —影印本. —北京: 北京大学出版社, 2006. 11

ISBN 7-301-09438-8

I. 说… II. 克… III. 英语-口语 IV. H319.9

中国版本图书馆 CIP 数据核字(2006)第 124456 号

SAY IT RIGHT

Betty Kirkpatrick

ISBN: 981 4147 45 1

Copyright © 2006 Learners Publishing Pte Ltd

Original edition published by Learners Publishing Pte Ltd. All rights reserved. 本书原版由 Learners Publishing Pte Ltd 出版。版权所有, 盗印必究。

Peking University Press is authorized by Thomson Learning to publish and distribute exclusively this English language reprint edition. This edition is authorized for sale in the People's Republic of China only (excluding Hong Kong, Macao SARs and Taiwan). Unauthorized export of this edition is a violation of the Copyright Act. No part of this publication may be reproduced or distributed by any means, or stored in a database or retrieval system, without the prior written permission of the publisher.

本书英文影印版由汤姆森学习出版集团授权北京大学出版社独家出版发行。此版本仅限在中华人民共和国境内(不包括中国香港、澳门特别行政区及中国台湾)销售。未经授权的本书出口将被视为违反版权法的行为。未经出版者预先书面许可, 不得以任何方式复制或发行本书的任何部分。

978-981-4195-76-1

Thomson Learning (A division of Thomson Asia Pte Ltd)

5 Shenton Way, # 01-01 UIC Building Singapore 068808

书 名: 说得地道社交英语 1

Say It Right 1

著 作 责 任 者: Betty Kirkpatrick

责 任 编 辑: 张 冰

标 准 书 号: ISBN 7-301-09438-8/H·1530

出 版 发 行: 北京大学出版社

地 址: 北京市海淀区成府路 205 号 100871

网 址: <http://www.pup.cn>

电 话: 邮购部 62752015 发行部 62750672 编辑部 62767347 出版部 62754962

电 子 邮 箱: [zbing@pup.pku.edu.cn](mailto:zbing@pup.pku.edu.cn)

印 刷 者: 北京大学印刷厂

经 销 者: 新华书店

787毫米×980毫米 16开本 9.25印张 169千字

2006年11月第1版 2006年11月第1次印刷

定 价: 22.00元(配有光盘)

未经许可, 不得以任何方式复制或抄袭本书之部分或全部内容。

版权所有, 侵权必究

举报电话: 010-62752024

电子邮箱: [fd@pup.pku.edu.cn](mailto:fd@pup.pku.edu.cn)



# 引言

北京大学英语系教授 刘树森

美国哲学家和作家乔治·桑塔亚那(George Santayana, 1863~1952)有一句名言论及教育的本质性特征:“教育中真正的困难是从概念中获得体验。”对于英语学习者、特别是尚且处于初级和中级学习阶段的人来说,乔治·桑塔亚那的观点应当说也是恰如其分。许多人学习英语数年如一日,坚持不懈,但往往还是摆脱不了纸上谈兵的窘境,很难在工作与个人生活中得心应手地使用英语与人交流与沟通。究其原因,一个常见的问题就是自觉与不自觉地将学习定位于获得英语语言中高度系统化的概念,例如词汇及其定义、句法以及修辞法等等,一味培养理解与鉴赏英语的能力,犹如欣赏一副名画或者一首名曲,而在学习过程中缺少互动性的体验,忽视了培养个人实际应用英语的能力与技巧。

如何才能摆脱上述窘境呢?这是普通英语学习者、英语教师以及相关研究者都无法回避的难题。从英语口语入手,培养使用英语进行社交的能力,不失为一个自然而且能够事半功倍的选择。《说得地道社交英语》就是一套专门为培养英语社交能力而设计的口语教材,编写意图与目的都是为了协助英语学习者培养在社交场合用英语进行交际的能力与技巧。目前,形形色色的英语教材汗牛充栋,各有千秋,《说得地道社交英语》的特色在于改变传统的学习观念,不再将英语视为概念化的文化符号来学习、理解与欣赏,而是着力培养学习者个人的实际英语社交能力。

《说得地道社交英语》包括1、2两册,内容从简单而最为常见的社交活动开始,逐渐加大难度和范围,涉及如何待人接物,如何与人沟通和商谈,以及如何按照规范的礼仪处理迎来送往等事宜。每册都由16个单元构成,每个单元包括三个部分的内容。首先,每个单元都是一个特别设计的社交场景,并按照一般常见的使用频率提供了约定俗成的表达方式,包括词汇与短语。此外,还提供了使用



上述表达方式的例句,以及必要的注解。其次,每个单元都提供了两段范文,展示在社交场合如何规范地使用该单元提供的核心表达方法。第三部分是为学习者提供的一个主题类似的社交场合,以便其对号入座,练习如何使用相关的表达方式与技巧。该书还提供了两套试卷以及相应的答案,可供学习者在学习中自己测试学习效果。

还需要提及的是,大凡学习英语的人都知道,英语口语与书面英语之间存在显而易见的差异,譬如在词汇、语法与表达方法等方面都有所不同,但往往意识不到,与书面英语相比,英语口语应用能力中具有更高的共性原则。换言之,培养英语社交能力与技巧与其说是培养一种技能,不如说是培养学习者掌握约定俗成的语言与礼仪规则。在当今社会与个人生活都日益全球化的背景下,各种形态的资源都被赋予社会共享的特性,语言自然也不例外。因此,如果将英语也视为一种社会公共资源,对于英语学习者来说,通过学习获得这种资源固然重要,但同样重要的是学会使用这种资源的规则。希望《说得地道社交英语》能够帮助英语学习者习得并掌握能够在社交场合地地道道地使用英语交际的能力与技巧。

该书设计的社交场合以及相应的英语表达具有较为广泛的适应性,可以作为自学教材,也可以作为课堂教学与短期强化培训英语口语的教材,适用于高中、中专、大专、大学低年级学生以及具有一定英语水平的成年人培养英语口语社交能力,提高与丰富英语社交技巧。

于京西燕北园  
2006年10月6日



# Contents

<b>Introduction</b> .....	<b>4</b>
<b>UNIT 1</b> How are you? ( <i>Greetings</i> ) .....	<b>5</b>
<b>UNIT 2</b> See you later! ( <i>Saying goodbye</i> ) .....	<b>13</b>
<b>UNIT 3</b> Hello, I am... ( <i>Introductions</i> ) .....	<b>20</b>
<b>UNIT 4</b> Would you like to...? ( <i>Invitations</i> ) .....	<b>27</b>
<b>UNIT 5</b> Thanks a million ( <i>Thanks</i> ) .....	<b>36</b>
<b>UNIT 6</b> May I...? ( <i>Permission</i> ) .....	<b>43</b>
<b>UNIT 7</b> My apologies ( <i>Apologizing</i> ) .....	<b>51</b>
<b>UNIT 8</b> What's the problem? ( <i>Asking what is wrong</i> ) .....	<b>60</b>
<b>UNIT 9</b> You have my sympathy ( <i>Sympathy and condolences</i> ) .....	<b>66</b>
<b>UNIT 10</b> Good luck! ( <i>Wishing someone well</i> ) .....	<b>75</b>
<b>UNIT 11</b> Congratulations! ( <i>Congratulations</i> ) .....	<b>84</b>
<b>UNIT 12</b> You look lovely! ( <i>Compliments</i> ) .....	<b>91</b>
<b>UNIT 13</b> I think you should... ( <i>Giving advice</i> ) .....	<b>99</b>
<b>UNIT 14</b> Why don't you...? ( <i>Suggestions</i> ) .....	<b>109</b>
<b>UNIT 15</b> Can I help? ( <i>Offering help</i> ) .....	<b>117</b>
<b>UNIT 16</b> Hold on, please ( <i>Telephoning</i> ) .....	<b>124</b>
Tests .....	<b>135</b>
Answers .....	<b>139</b>



# 引言

北京大学英语系教授 刘树森

美国哲学家和作家乔治·桑塔亚那(George Santayana, 1863~1952)有一句名言论及教育的本质性特征:“教育中真正的困难是从概念中获得体验。”对于英语学习者、特别是尚且处于初级和中级学习阶段的人来说,乔治·桑塔亚那的观点应当说也是恰如其分。许多人学习英语数年如一日,坚持不懈,但往往还是摆脱不了纸上谈兵的窘境,很难在工作与个人生活中得心应手地使用英语与人交流与沟通。究其原因,一个常见的问题就是自觉与不自觉地将学习定位于获得英语语言中高度系统化的概念,例如词汇及其定义、句法以及修辞法等等,一味培养理解与鉴赏英语的能力,犹如欣赏一副名画或者一首名曲,而在学习过程中缺少互动性的体验,忽视了培养个人实际应用英语的能力与技巧。

如何才能摆脱上述窘境呢?这是普通英语学习者、英语教师以及相关研究者都无法回避的难题。从英语口语入手,培养使用英语进行社交的能力,不失为一个自然而且能够事半功倍的选择。《说得地道社交英语》就是一套专门为培养英语社交能力而设计的口语教材,编写意图与目的都是为了协助英语学习者培养在社交场合用英语进行交际的能力与技巧。目前,形形色色的英语教材汗牛充栋,各有千秋,《说得地道社交英语》的特色在于改变传统的学习观念,不再将英语视为概念化的文化符号来学习、理解与欣赏,而是着力培养学习者个人的实际英语社交能力。

《说得地道社交英语》包括1、2两册,内容从简单而最为常见的社交活动开始,逐渐加大难度和范围,涉及如何待人接物,如何与人沟通和商谈,以及如何按照规范的礼仪处理迎来送往等事宜。每册都由16个单元构成,每个单元包括三个部分的内容。首先,每个单元都是一个特别设计的社交场景,并按照一般常见的使用频率提供了约定俗成的表达方式,包括词汇与短语。此外,还提供了使用



上述表达方式的例句,以及必要的注解。其次,每个单元都提供了两段范文,展示在社交场合如何规范地使用该单元提供的核心表达方法。第三部分是为学习者提供的一个主题类似的社交场合,以便其对号入座,练习如何使用相关的表达方式与技巧。该书还提供了两套试卷以及相应的答案,可供学习者在学习中自己测试学习效果。

还需要提及的是,大凡学习英语的人都知道,英语口语与书面英语之间存在显而易见的差异,譬如在词汇、语法与表达方法等方面都有所不同,但往往意识不到,与书面英语相比,英语口语应用能力中具有更高的共性原则。换言之,培养英语社交能力与技巧与其说是培养一种技能,不如说是培养学习者掌握约定俗成的语言与礼仪规则。在当今社会与个人生活都日益全球化的背景下,各种形态的资源都被赋予社会共享的特性,语言自然也不例外。因此,如果将英语也视为一种社会公共资源,对于英语学习者来说,通过学习获得这种资源固然重要,但同样重要的是学会使用这种资源的规则。希望《说得地道社交英语》能够帮助英语学习者习得并掌握能够在社交场合地地道道地使用英语交际的能力与技巧。

该书设计的社交场合以及相应的英语表达具有较为广泛的适应性,可以作为自学教材,也可以作为课堂教学与短期强化培训英语口语的教材,适用于高中、中专、大专、大学低年级学生以及具有一定英语水平的成年人培养英语口语社交能力,提高与丰富英语社交技巧。

于京西燕北园

2006年10月6日



# Contents

<b>Introduction</b> .....	<b>4</b>
<b>UNIT 1</b> How are you? ( <i>Greetings</i> ) .....	<b>5</b>
<b>UNIT 2</b> See you later! ( <i>Saying goodbye</i> ) .....	<b>13</b>
<b>UNIT 3</b> Hello, I am... ( <i>Introductions</i> ) .....	<b>20</b>
<b>UNIT 4</b> Would you like to...? ( <i>Invitations</i> ) .....	<b>27</b>
<b>UNIT 5</b> Thanks a million ( <i>Thanks</i> ) .....	<b>36</b>
<b>UNIT 6</b> May I...? ( <i>Permission</i> ) .....	<b>43</b>
<b>UNIT 7</b> My apologies ( <i>Apologizing</i> ) .....	<b>51</b>
<b>UNIT 8</b> What's the problem? ( <i>Asking what is wrong</i> ) .....	<b>60</b>
<b>UNIT 9</b> You have my sympathy ( <i>Sympathy and condolences</i> ) .....	<b>66</b>
<b>UNIT 10</b> Good luck! ( <i>Wishing someone well</i> ) .....	<b>75</b>
<b>UNIT 11</b> Congratulations! ( <i>Congratulations</i> ) .....	<b>84</b>
<b>UNIT 12</b> You look lovely! ( <i>Compliments</i> ) .....	<b>91</b>
<b>UNIT 13</b> I think you should... ( <i>Giving advice</i> ) .....	<b>99</b>
<b>UNIT 14</b> Why don't you...? ( <i>Suggestions</i> ) .....	<b>109</b>
<b>UNIT 15</b> Can I help? ( <i>Offering help</i> ) .....	<b>117</b>
<b>UNIT 16</b> Hold on, please ( <i>Telephoning</i> ) .....	<b>124</b>
Tests .....	<b>135</b>
Answers .....	<b>139</b>



# Introduction

Learners of a language as a second or foreign language usually find it much more difficult to become competent in the spoken language than they do in the written version. This is partly because, in the early stages of learning a language at least, it is much easier to get help with learning to write than with learning to speak. Yet the ultimate goal of learning a foreign language is to become so fluent in it that the learners can readily engage in social communication.

This series of two books is intended to help adult learners of English to achieve this goal by acting as a guide to the functional language that learners need to master in order to cope with everyday social situations. Each book presents a series of 16 units that deal with a wide range of such common situations, including *how to greet someone*, *how to say goodbye to someone*, *how to introduce someone to someone else*, *how to apologize*, *how to thank someone*, *how to offer advice*, *how to make a telephone call*, *how to make a comment on the weather*, etc. It can be used for short courses on social English.

Each unit begins with the phrases that are commonly associated with a particular social situation and learners should make sure that they can use these phrases accurately. In order to help them do this several examples have been given for each expression to show them in use. The expressions are mainly arranged in order of frequency of use, although related expressions have been treated together. Also included are some **Language Help** notes which provide additional information.

The second section of each unit provides two short reading passages. The purpose of these is to remind the learners of some of the important expressions and to show how these are used in conversation.

The third section provides a contextual exercise to test learners' comprehension of the expressions which they have learned.

At the end of the book there are two test papers and an answer key.



## How are you?

You greet someone when you meet them, for example in the street.

Sometimes when you greet people you address them by name. This can either be their first name, such as Bill, Jack, Sue, Amy, etc, if the context is informal, or it can be their surname (preceded by Dr, Mr, Mrs, Miss), such as Dr Black, Mr Brown, Mrs Lewis, Miss Hill, if the context is more formal. In formal contexts, such as when someone is serving someone in a shop, restaurant, etc, the person is sometimes addressed as sir or madam. In a few situations a person is addressed by a reference to their profession or to their relationship with the person offering the greeting: *Hello, Nurse Jones. Good afternoon, doctor. Hi Mum!* Sometimes a term of endearment is used: *Hi, darling. I'm home!*



## Learn the vocabulary

### 1 hello!

**Hello!** is the most common way of greeting someone. It is used in both informal and formal contexts.

- **'Hello, Jane! Are you on your way to work?'**
- **'Hello, Sue! Yes, and I'm a bit late. I'm afraid I don't have time to chat.'**



- **'Hello, Mrs Black! You're out early today.'**
- **'Hello, Mrs Jones! Yes, I'm getting the nine o'clock train to go and see my daughter for the day.'**
- **'Hello, Jill! What a beautiful day!'**
- **'Hello, Amy! Yes, it's beautiful, isn't it?'**
- **'Hello, Bob! I haven't seen you for ages.'**
- **'Hello, Jack! I've been away on a course and I'm just back.'**

### Language Help

As you will see from the example sentences you often add a short item of conversation to the greeting, sometimes a comment on the weather, sometimes a comment indicating that you have not seen the person recently. People usually reply to the greeting by using the same word in return, often also adding a short item of conversation in response to the one made, such as a comment agreeing about the weather:

- **'Hello, Jill! What a cold day!'**
- **'Hello, Meg! Yes, it's freezing!'**

## 2 hi! or hi there!

You use **hi!** as an alternative to **hello!** in informal situations. The greeting is often used by younger people. Sometimes the word **hi!** is followed by the adverb **there**:

- **'Hi, Bob! Are you not driving to work today?'**
- **'Hi, Jim! No, I'm going by bus. My car's being serviced today.'**
- **'Hi, Mary! Where are you off to so early?'**
- **'Hi, Anne! I'm starting work early today so that I can finish early.'**
- **'Hi there, Lucy! I haven't seen you for a long time. Have you been away?'**
- **'Hi, Sue! Yes. I've been working in Hong Kong.'**

### Language Help

- 1 The remarks made in the **Language Help** at **hello!** are also relevant to **hi!**
- 2 There is a growing tendency for greeting to become more informal nowadays and you will find people such as shop assistants in cafés using **hi!** to customers:
  - **Hi! What would you like?**



### 3 hi ya!

The phrase **hi ya!** is used in even more informal situations, often by young people:

- '**Hi ya**, Ben! Are you coming to the club tonight?'
- '**Hi**, Dan! Sure. I'll be there about nine o'clock.'
- '**Hi ya**, everyone! Sorry I'm late. I missed the bus.'
- '**Hi ya**, Jill! Don't worry. The rest of us have just got here.'

### 4 good morning!

You say **good morning!** to someone when you meet them in the morning. It is also used by people providing services, such as shop assistants. It is more formal than **hello!** and is often shortened to **morning!**:

- '**Good morning**, Mr Smith! I see the train's late again.'
- '**Good morning**, Mr Brown! Yes, that's the third time this week. It's most annoying.'
- '**Good morning**, Mrs Blair! It's a lovely morning, isn't it? How can I help you?'
- '**Good morning**, Bill! Yes, it's so nice to see the sunshine after all the rain. I'll have a kilo of bananas, please.'
- '**Morning**, Bob! You're not usually on this bus.'
- '**Morning**, Steve! No, but I'm starting work earlier today.'

#### Language Help

**Good day!** is used in a similar way to **good morning!** except that it is now used only in very formal or old-fashioned circumstances and it is rather dated:

- '**Good day**, gentlemen! Thank you for taking the trouble to come here today.'

It is more common and less formal in Australian English.

### 5 good evening!

You say **good evening!** to someone when you meet them in the evening and it is also used by people providing services, such as shop assistants. It is more formal than **hello!** and it is often shortened to **evening!** :

- '**Good evening**, Mrs Jones! It looks as though the rain is about to start.'
- '**Good evening**, Mrs Hill! It certainly does and it's quite cold, too.'



- **'Good evening, sir! What can I get for you?'**
- **'Good evening, Jim! I'll have a gin and tonic with ice, please.'**
- **'Evening, Tom! The train was on time for once.'**
- **'Evening, Jack! Yes, thank goodness. Otherwise I would have been late for an appointment.'**

### Language Help

**Good afternoon!** is used in a similar way to **good evening!** except that it is now less common and is used in more formal situations:

- **'Good afternoon, madam! How can I help you?'**
- **'Good afternoon! I would like two brown loaves, please.'**

Note that you say **good night!** to someone when you, or they, are going to bed or when you are leaving someone quite late at night:

- **'I'm off to bed. Good night, Jim!'**
- **'Good night, Ben! I'm going shortly.'**
- **'It's been a great party, but I'm off to home now. Good night!'**

## 6 how do you do?

This is a formal greeting usually used when people meet for the first time:

- **'How do you do? You must be Jane Grant, the new receptionist? I'm Frank Blair, head of Human Resources.'**
- **'How do you do, Mr Blair?'**

## 7 how are you?

This greeting is either used on its own or used as a follow-up greeting to **hello!** or its equivalents. It is a conventional greeting used to ask about someone's health and welfare, whether or not you have any reason to believe that there is anything wrong with them, or whether or not you care:

- **'Hello, Harry! How are you?'**
- **'Hello, Jim. I'm fine, thanks. And you?'**
- **'Morning, Bill! How are you today?'**
- **'Morning, Sam! I'm very well, thanks. How are you?'**



- **'How are you, Jane? Your mother told me that you were in hospital and I came as soon as possible.'**
- **'I'm much better, thanks, Bob. I'll be out in a few days.'**

### Language Help

- 1 The replies to **how are you?** and equivalents usually indicate that the person is **well, very well, fine, all right** or **OK**, depending on the formality of the situation:

- **I'm fine, thanks.**
- **I'm very well, thanks.**
- **I'm all right, thanks.**
- **I'm OK, thanks.**

The use of **OK** is restricted to informal or slang situations.

- 2 Sometimes the response includes an inquiry about the health of the person making the original query. This inquiry can either repeat the original greeting, such as **how are you?**, or can take the form of **and you?**.

## 8 how are you doing? or how're you doing?

This phrase is used in the same way as **how are you?** but only in informal situations:

- **'Hello, Jane! How are you doing?'**
- **'Hello, Sue! I'm all right, thanks. How are you?'**
- **'Hi, Fred! How you're doing? I haven't seen you for ages.'**
- **'Hi, Mike! I'm OK, thanks, Fred. How're you?'**

### Language Help

**How's it going?** is used in the same way as **how are you doing?** in informal situations. The expression **how goes it?** sounds rather formal, but it is usually used in informal situations:

- **'Hi, Bob! How's it going?'**
- **'Fine, thanks, Mike. And you?'**
- **'Hi, John! How goes it?'**
- **'I'm fine, thanks, Sam. How're you?'**





## Reading A

Read the following passage. Notice how the expressions in bold are used.

### A meeting of friends



Jane: **Hello**, Anne. I thought you'd be at work at this time of day.

Anne: **Hello**, Jane. I'm not going to work today. I've got the day off. Oh, there's Liz. We're going into town together today. **Hi**, Liz. I was beginning to think you weren't coming.

Liz: **Hi there**, Anne! I'm sorry I'm a bit late. I had to walk the dog before I left. We'll be away for most of the day. **Hello**, Jane! I haven't seen you for ages. **How are you?**

Jane: **Hello**, Liz! I'm fine, thanks. **And you?**

Liz: I'm fine, thanks. Oh look! There's Jim. He's a friend of my son. **Hi there**, Jim!

Jim: **Hi**, Mrs Grant. **How're you doing?**

Liz: I'm fine, thanks, Jim. **And you?**

Jim: I'm OK, thanks, Mrs Grant.

Anne: We really must go and catch the bus into town, Liz. It was good talking to you, Jane.





## Reading B

Read the following passage. Notice how the expressions in bold are used.

### The morning rush at the newsagent's



Newsagent: **Good morning**, Mr Brown. **How are you today**?

Mr Brown: **Good morning**, Tom. I'm fine, thanks. **How are you**?

Newsagent: I'm very well, thanks, Mr Brown. Do you want anything else apart from your newspaper?

Mr Brown: I'll take the magazine that my wife orders as well. Thanks, Tom.

Newsagent: Here it is. **Good morning**, Mrs Hill. What can I get for you?

Mrs Hill: **Morning**, Tom. I'll take this fashion magazine, please. It's for my daughter. I hope she likes it.

Newsagent: I'm sure she will, Mrs Hill. It's a very popular one. **Hello**, young Jim. What do you want today?

Jim: **Hi**, Mr Wood! Can I have the comic my Mum asked you to put aside for me, please?

Newsagent: Certainly, Jim. It's right here.

Jim: Thanks, Mr Wood. I'll have to go. There's my friend Ben waiting for me. **Hi ya**, Ben!

Ben: **Hi ya**, Jim! Let's go!

How are you?