



北京市精品课程“英语速记”建设项目

**NEW ENGLISH NOTE-TAKING COURSE**

**新编**

**英语听力**

**速记训练教程**

● 总主编：老青 孙卫敏



世界知识出版社

内附  
光盘

北京市精品课程“英语速记”建设项目

# 新编英语听力速记训练教程

NEW ENGLISH NOTE-TAKING COURSE



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## 内 容 简 介

《新编英语听力速记训练教程》是2007年北京市精品课程“英语速记”建设项目中实训实践教材之一[(京教函[2007]427号)“北京市教育委员会关于公布2007年度北京高等学校市精品课程名单的通知”],也是2006年北京市高等学校教育教学改革立项项目(京教高[2006]27号)“高职学生英语听力实训教学方法改革实践与研究”(项目目录序号222)最终成果。本书总体设计思路为:以强化英语听力和速记基础能力为目标,通过不同领域专业知识与各类不同形式的英语听与写、听与记的结合展开训练。全书共有十一个部分,涉及的领域包括体育与奥运、教育、社会工作、新闻、秘书、商务、会计、法律、旅游、美术、计算机等。

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此外,参与此套训练教材编写工作的还有:协助完成部分资料的搜集与整理工作的祁志钢、梁宝恒、焦洋、徐小丽、葛岩、李忠军;协助完成 DVD - ROM 文字录入与审读工作的刘卫红、支江、张立辉、景海俊;协助 DVD - ROM 录音与制作等相关工作的王力原、陈瑞燕、李校红等。

# 前 言

《新编英语听力速记训练教程》是2007年北京市精品课程“英语速记”建设项目中实训实践教材之一[(京教函[2007]427号)“北京市教育委员会关于公布2007年度北京高等学校市精品课程名单的通知”],也是2006年北京市高等学校教育教学改革立项项目(京教高[2006]27号)“高职学生英语听力实训教学方法改革实践与研究”(项目目录序号222)最终成果。本书总体设计思路为:以强化英语听力和速记基础能力为目标,通过不同领域专业知识与各类不同形式的英语听与写、听与记的结合展开训练。全书共有十一个部分,涉及的领域包括体育与奥运、教育、社会工作、新闻、秘书、商务、会计、法律、旅游、美术、计算机等。本书具体特点为:

1. 注重听→写(录/记)技能的训练。教程培养训练者从听英语到写英语的基本速录习惯,即从词句的直接快速听写开始。这体现在各部分的第1—10单元PART ONE中的WORD DICTATION(专业知识基础术语机械性听写)和PART TWO中的SPOT DICTATION(专业知识术语在句中的听写)、WORD RECOGNITION(句子中专业知识、语言知识如词义、词性、词形、搭配辨析等)。在此基础上教程拓展实训者从听英语到记英语的比较初级速记能力,即从词句的意义快速记录入门。这体现在各部分的第1—10单元PART THREE中的COMPOUND DICTATION(专业知识和英语知识结合,在段中的释义性听写与关键词、摘要归纳的速记训练)。

2. 注重单一技能到综合与拓展性技能的训练。这体现在各部分的第1—10单元PART FOUR的COMPREHENSIVE DICTATION 英汉双语理解与释义性听写训练中,以LISTEN + PARAPHRASE(意义记录)、LISTEN + INTERPRETATION(翻译记录)等形式展开。此外,教程也为实训者设计了从手写英语到机打英语的立体式全真模拟训练体系(参见DVD-ROM光盘及使用说明)。

3. 注重专业基础知识在英语听力与速记训练中的强化与渗透。本书共有十个部分,涉及的专业知识包括体育与奥运、教育、社会工作、新闻、秘书、商务、会计、法律、旅游、美术、计算机等。各部分有十个单元,第1—2单元为演示性训练单元,配备纸质图书和DVD-ROM,第3—10单元的训练内容完全以DVD-ROM交互训练方式展开。教程内容设计循序渐进、点面结合、深浅有致。在强化英语听力训练的同时,帮助训练者了解并掌握专业的相关知识,有助于从事开展相关专业的技能培训。

4. 各部分每个单元后的DID YOU KNOW(中文版小知识介绍)和LANGUAGE NOTES(语言点注释)等栏目以及单元分类词汇表和相关附录内容,是为方便实训者及广大英语爱好者学习,并增加教程知识性与趣味性。

5. 本书可以作为高等职业院校英语听力课实训教材或教育、社会工作、新闻、秘书、商务、会计、法律、旅游、美术、计算机等专业英语听力技能强化训练的配套教材。

由于编者水平有限,教程中难免有各种错误,敬请专家读者批评指正。

编 者

2008年1月于北京

# 《新编英语听力速记训练教程》使用指南

现在学英语的人们已经非常习惯将“听与说”结合起来,但对于“听与写”的结合比较陌生或训练不够或不习惯与系统。听懂了,记不下来,手跟不上耳朵;或听懂了,不知道该记下什么。本教程的目的是帮助学英语的朋友解决这类问题,养成“听→写”的基本习惯。英语听力速记分两步走:(1)笔录;(2)笔记。因本教程为起步性的训练教程,故对英语速记中比较复杂的对英语水平要求比较高的训练内容和技巧没有编排在本教程的训练中。

“英语速记”,就是“将听懂了的英语信息以笔头的方式迅速记下来”,是入门起步阶段的“听英语→录英语”的习惯性培养,重点落在“录”上。教程中大部分训练围绕“听原词→写原词”,“听原句→写原句”进行,也就是英语速录→速记过程的启蒙性活动。就“听原词→写原词”而言,设计训练的内容由浅入深。本训教程以实用性专业知识为框架。十个部分的每个单元均有如专业性单词听写、单词在句中的听写、单词在句中的辨析性听写、单词在短文中的听写以及单词在专业知识短文中的复述性或概括式听写等活动。每个单元均有专业背景小知识栏目、语言点注释、词汇表等。

每个单元由四个训练模块组成,教师在开展这些项目活动听写之前,建议以口头互动方式予以铺垫,或在活动结束后开展更多的拓展性听→写的互动训练,同时总结或点播专业英语知识。

Part One 的活动为 Word Dictation,每个活动里词的分组听写是有特殊目的的,根据设定的单元主题展开,Activity 1 多为单词,Activity 2 为词组或短语。例如:

## Part One Word Dictation

### Activity 1

#### Group 1 酒店从业人员

1. receptionist	2. doorman	3. bellboy	4. cashier	5. attendant
6. captain	7. bartender	8. electrician	9. repairman	10. supervisor

#### Group 2 酒店基础设施

11. lobby	12. cafe	13. gymnasium	14. kiosk	15. bowling
16. sauna	17. cloakroom	18. disco	19. canteen	20. clinic

#### Group 3 前台实务

21. reservation	22. confirmation	23. cancellation	24. vacancy	25. registration
26. availability	27. deposit	28. bill	29. cash	30. check

**Group 4 酒店常用标识**

31. shower	32. accommodation	33. entertainment	34. valuables	35. boutique
36. barbecue	37. banquet	38. chess	39. buffet	40. golf

**Group 5 食物与菜肴**

41. chicken	42. game	43. duck	44. goose	45. egg
46. pork	47. beef	48. mutton	49. fish	50. prawn

**Activity 2**

**Group 1 客房类型**

1. single room	2. double room	3. triple room	4. connecting room	5. adjoining room
6. deposit room	7. standard room	8. presidential suite	9. deluxe suite	10. complimentary room

**Group 2 酒店常用标识短语**

11. morning call	12. business center	13. conference room	14. peak season	15. arrival list
16. exchange counter	17. laundry service	18. inquiry desk	19. check in	20. check out

Part Two 的活动为 Spot Dictation。该训练中我们把单元重点词的听写带入到句子中, Activity 2 的选择侧重同音/近音、同形/近形、同义/近义词语的辨析性听写, 或者为专业词汇听写。例如:

**Part Two Spot Dictation**

**Activity 1**

**Word Stress: Listen and fill in each blank with the exact word you hear.**

1. Airport security became a serious problem during the late 1960's and early 1970's.
2. When I was coming back through customs, I was wearing a Swiss watch that I'd bought in my hometown.
3. Reconfirm the meals in different restaurants, notifying the group code, date for meal, number of tourists, the price of the meal and the special requests, etc.
4. Be familiar with the routes of the scenic spots and the professional knowledge of guide work.
5. I'll do everything possible to make your visit a pleasant experience.
6. The time difference between the two cities is 16 hours. Please reset your watches to Beijing standard time, which is 5:40 p. m.
7. Our money is called RMB, which is an acronym for "Renminbi" meaning the people's currency.

8. Please take good care of your personal belongings, handbag, wallet, camera, especially your passport.
9. Friends may meet but mountains never.
10. You came strangers, but leave friends.

## **Activity 2**

**Word Recognition:** Listen and choose the appropriate word to fill in each blank.

1. Most people wish to see their \_\_\_\_\_ city when they begin traveling abroad their own country. (capital / capitol / capillary)
2. Beijing is a young city in \_\_\_\_\_ of its vitality and its importance. (terms / turns / term)
3. An English newspaper "China \_\_\_\_\_ News" sponsored a poll for the Chinese people to select the ten most popular scenic spots in China. (Tourist / Tourism / Tour)
4. At every airport, passengers must \_\_\_\_\_ through a device that detects knives, guns and explosives. (walk / work / wake)
5. I'm afraid I'll have to \_\_\_\_\_ your luggage. (check / checking / chock)
6. A passport is a travel document that \_\_\_\_\_ the holder as a citizen of the country. (identities / identifies / identity)
7. What a joy it is when our friends from \_\_\_\_\_ come to visit. (afar / a far / far)
8. Do you have your \_\_\_\_\_ declaration? (custom / customs / customer)
9. You don't have to pay any duty on your watch and \_\_\_\_\_. (suite / suit / suitable)
10. Seventeen days have \_\_\_\_\_ so quickly and you have visited several cities in our country. (elapsed / eclipse / elapse)

Part Three 的活动为 Compound Dictation。所听的材料和记录的材料在形式上略有不同，但材料所表达的内容或意义不变，在改写过的材料中需填写出单元要求的关键词或重点词（其中50%左右是所听材料中的原词）。Activity 1 侧重以复述形式开展训练，Activity 2 以总结概括形式开展。例如：

## **Part Three Compound Dictation**

### **Activity 1**

**Retelling Dictation:** Listen and complete the passage with the words or phrases similar in meaning as you've heard from the speaker.

**Transcript:**

The Capital Airport has been in operation since 1980. It serves our international flights as well as our domestic flights. The airport is situated 30 km northwest from the city center and usually takes about 40 minutes to reach there. The Capital Airport is one of the busiest international airports in China. Now, it has three parallel runways and three terminal buildings respectively in the east, west and south. Each year more than 60 000 000 passengers take the domestic and international flights at the airport.



**Exercise :**

The Capital Airport was put into \_\_\_\_\_ in 1980. It serves the international and domestic routes. \_\_\_\_\_ 30 kilometers from downtown it takes about 40 minutes to get to the airport. \_\_\_\_\_ one of the two busiest airports in our country, the Capital Airport has \_\_\_\_\_ runways and three terminal buildings with the \_\_\_\_\_ of 60 million passengers each year.

**Keys:**

1	2	3	4	5
use	Located	As	three	capacity

**Activity 2**

**Summary:** Listen and sum up the passage with the words or phrases similar in meaning as you've heard from the speaker.

**Transcript:**

Confucius, our ancient great philosopher once said, "What a great joy it is to have friends from afar." Today, with such great joy, on behalf of China International Travel Service, Beijing, one of the largest and best travel agencies in China, I'd like to extend our warmest welcome to all of you, our distinguished guests from the other side of the Pacific. I also hope that during your short stay in Beijing, you not only can satisfy your eyes and stomach, but also experience the real Chinese culture and have a better understanding of the Chinese people and its ongoing reforms, which shapes the greatness of China.

**Exercise:**

Confucius, a great \_\_\_\_\_, once said, "What a great joy it is to have friends from afar." Today, on behalf of China International Travel Service, Beijing, I'd like to \_\_\_\_\_ our sincere welcome to all of you. I hope the short sightseeing in Beijing will not only satisfy your eyes and stomach, but also \_\_\_\_\_ the Chinese culture and help \_\_\_\_\_ the Chinese people and its ongoing reforms that \_\_\_\_\_ China a great country.

**Keys:**

1	2	3	4	5
thinker	express	experience	understand	make

Part Four 的活动为 Comprehensive Dictation。Activity 1 听英语短语，完成中英词语配对的训练（结合单元专业知识主题）；Activity 2 听英语句子，完成所听英语句子的中文翻译的相关选择（结合单元专业知识主题和难句）。例如：

## Part Four Comprehensive Dictation

### Activity 1

Listen, write down 5 expressions in English, and then match them with the Chinese numbered 1→10.

A. airline terminal	(5) 航空候机大楼
B. airport tax	(3) 机场税
C. alien registration card	(1) 外国人登记卡
D. animal quarantine	(2) 动物检疫
E. carry-on luggage	(4) 手提行李

### Activity 2

Listen and write down each sentence in English, and then choose the Chinese from A→C that matches in meaning to what you've heard.

- To avoid trouble, the immigration rules and customs regulations must be strictly observed.  
A) 为了避免麻烦, 一定要严格遵守移民条例和海关规定。
- The passengers themselves must also be electronically searched before entering the aircraft.  
C) 乘客在上飞机之前必须接受电子仪器的检查。
- Customs inspectors examine the baggage of all travelers to the country.  
B) 海关官员检查所有来本国的旅行者的行李。
- Duty rates depend on the type, value and quantity of the articles.  
B) 税额取决于物品的种类、价值和数量。
- Like history itself, the City of Beijing keeps changing with each passing day and growing with the times.  
A) 正像历史一样, 北京在不断地变化, 并与时俱进。

教程实训教学各专业部分课时分配的建议:

总学时: 36 (3 学时/星期)

课程导学: 3 学时 (第 1 周)

第 1—10 单元: 30 学时 (第 2—11 周); 平均 3 学时/单元

教师示范引导 1 学时/单元, 学生实操 2 学时/单元

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Unit Nine	Public Relation
Unit Ten	Recruitment

## 《新编英语听力速记训练教程》(会计)

Unit	Content
Unit One	An Introduction to Accounting
Unit Two	History and Development of Accounting
Unit Three	The Accounting Process
Unit Four	Financial Statements
Unit Five	Intangible Assets and Intellectual Property Rights
Unit Six	E - commerce and Finance Management
Unit Seven	Personal Finance Management
Unit Eight	Morality and Criterion in Accounting
Unit Nine	Accounting Education
Unit Ten	Daily Accounting Procedure and Issues (Review)

《新编英语听力速记训练教程》(法律)

Unit	Content
Unit One	Law & Legal System: Introduction
Unit Two	Constitutional Law
Unit Three	Criminal Law
Unit Four	Civil Law
Unit Five	Procedural Law
Unit Six	Family Law
Unit Seven	Intellectual Property Law
Unit Eight	Contract Law
Unit Nine	International Law
Unit Ten	Public Security

《新编英语听力速记训练教程》(旅游)

Unit	Content
Unit One	Arrival and Departure
Unit Two	History and Terrain
Unit Three	Hotel
Unit Four	Chinese Culture
Unit Five	Traditional Festival
Unit Six	The Forbidden City
Unit Seven	The Temple of Heaven
Unit Eight	The Summer Palace
Unit Nine	The Great Wall
Unit Ten	The Thirteen Tombs



## 《新编英语听力速记训练教程》(美术)

Unit	Content
Unit One	Fine Arts
Unit Two	Style
Unit Three	Colors
Unit Four	Tools
Unit Five	Chinese Art
Unit Six	Western Art
Unit Seven	Artistic Genre
Unit Eight	Chinese Architecture
Unit Nine	Western Architecture
Unit Ten	Design

## 《新编英语听力速记训练教程》(计算机)

Unit	Content
Unit One	Development of Computer
Unit Two	Computer Architecture
Unit Three	Operating System
Unit Four	Computer Language and Programming
Unit Five	Office Automation
Unit Six	Database
Unit Seven	Multimedia & Multimedia Technology
Unit Eight	Computer Networks
Unit Nine	Internet
Unit Ten	Network Security