

高职高专二年制英语教材

# Practical English for Communication A General Course

## 实用交际英语 普通教程

《实用交际英语》教材编写组 编



高等教育出版社  
Higher Education Press

教育部推荐教材

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## 内容提要

《实用交际英语》系列教材是在教育部高职高专教育英语课程教学指导委员会组织编写的推荐教材《新编实用英语》的基础上,根据两年制教学时间短、职业指向性强的特点精心设计、调整编写的。本套教材以《高职高专教育英语课程教学基本要求(试行)》为参照,坚持“实用为主,够用为度,应用为目的”的大方向,强调听、说、读、写、译各项技能的协调发展。

《实用交际英语普通教程》共10个单元,每个单元都由“说”、“听”、“读”和“写”4部分组成,另有一个“趣味欣赏”部分。书后附有词汇表。本书为4色印制,版式精美,并配有录音带。

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## 前言

高等职业教育担负着培养高素质劳动者和专门人才的重要任务。最近教育部等6部委又提出了加快培养制造业和现代服务业技能型紧缺人才工程的计划,这有助于高职高专院校彻底打破传统的学科式教育模式,突出职业教育的特点。积极进行高等职业教育两年制学制改革,是落实上述目标的重要措施。这就是我们编写《实用交际英语》的依据和出发点。

《实用交际英语》是在教育部高职高专教育英语课程教学指导委员会组织编写的推荐教材《新编实用英语》(New Practical English)的基础上,根据两年制教学时间短、职业指向性强的特点精心设计、调整编写的。《实用交际英语》以《高职高专教育英语课程教学基本要求(试行)》(以下简称《基本要求》)为参照,坚持“实用为主,够用为度,以应用为目的”的大方向,以培养学生的英语应用能力,特别是实用能力为主旨。

《实用交际英语》遵循如下原则:

1. 按照“以社会需求为目标、以就业为导向、以实用为特点”的科学化的高职高专英语教学体系,进一步严格筛选《基本要求》中的《交际范围表》所规定的交际主题,在综合培养听、说、读、译、写各项技能的同时,特别注意口语交际能力的训练。

2. 加强应用文实用阅读能力的培养,满足一线工作人员的实际涉外交际需要。

3. 将英语应用能力的训练具体体现在对实用英语能力的培养上。应用能力既指应用语言基本功的能力,更指把这些基本功运用到实际涉外交际中的能力,后者也可称作“实用能力”。“应用能力”是“实用能力”的基础,“实用能力”则是“应用能力”的具体体现。

4. 认真贯彻“学一点、会一点、用一点”和“边学边用、学用结合”的原则。

5. “教、学、考”相互照应。《高等学校英语应用能力考试大纲》所规定的项目和要求都将在教材中得到反映和训练。因此,学习《实用交际英语》,有助于学生通过“高等学校英语应用能力考试”。

《实用交际英语》是由《实用交际英语入门教程》(Practical English for Communication—An Elementary Course)、《实用交际英语普通教程》(Practical English for Communication—A General Course)和《实用交际英语业务教程》(Practical English for Communication—A Professional Course)组成,《普通教程》和《业务教程》配有相应的学生自主学习用书《学学·练练·考考》和《教师参考书》,以及配套的多媒体学习课件、电子教案等。

《实用交际英语》各册所涉及的交际话题如下:

1. 《实用交际英语普通教程》:

单元	交际话题	单元	交际话题
1	问候与介绍	2	道谢与致歉
3	方向与标志	4	学习
5	体育与爱好	6	购物
7	节日与交友	8	电子邮件
9	餐厅就餐	10	娱乐与旅游

## 2. 《实用交际英语业务教程》:

单元	交际话题	单元	交际话题
1	活动日程安排	2	邀请参加活动
3	电话联络	4	订票与订房
5	求职	6	经理与总裁
7	促销活动	8	厂商介绍
9	采购与付款	10	培训与学习

为适应英语入学水平偏低的学生需要,我们编写了《实用交际英语入门教程》(Practical English for Communication — An Elementary Course),作为学习《普通教程》和《业务教程》的预备教程(约需20~30学时),并在内容上与《普通教程》和《业务教程》相照应,为学生尽早进入这两个教程的学习做好准备。考虑到其内容较为简单,故《实用交际英语入门教程》没有编配学生自主学习用书和教师参考书。听力的录音文字材料、各部分的练习答案以及课文参考译文等均附在书后,以便学生查阅。《实用交际英语入门教程》的交际话题如下:

单元	交际话题	单元	交际话题
1	问候与介绍	2	家庭与亲友
3	兴趣与爱好	4	节日与娱乐
5	习俗与举止	6	写信与打电话
7	购物与餐饮	8	住房与服装
9	存款与邮寄	10	游览与旅行

《实用交际英语》各册均为10个单元,《普通教程》和《业务教程》每个单元都由“说”(Talking Face to Face)、“听”(Being All Ears)、“读”(Maintaining a Sharp Eye)、“写”(Trying Your Hand)和“趣味欣赏”(Having Some Fun)5个部分组成。鉴于《入门教程》以打听说能力的基础为主,并补充必要的语法知识和朗读技能训练,因此未设写作部分,而改为“关注语法”(Minding Your Grammar)和“朗读和朗诵”(Reading Aloud and Recite);“趣味欣赏”(Having Some Fun)则改为“乐一乐”(Having a Little Fun)。《实用交际英语》各部分的具体内容如下:

1) Talking Face to Face: 以相关的应用文引入交际话题,并提供紧扣交际话题的对话样例,让学生在学习模仿应用文和对话样例后,围绕这一话题展开对话。另外该部分还配有四个短小的交际话题模拟练习,供学生边学边练。

2) Being All Ears: 本部分是对Talking Face to Face的扩大与补充,以体现“听力训练的范围要广于说的训练”的原则,并为阅读作铺垫。

3) Maintaining a Sharp Eye: 本教程打破先教课文后进行语言训练的传统模式,把阅读作为外语教学训练的归结,并通过阅读开拓眼界,进一步提高语感和交际能力,为学生自主学习创造充分的条件。

4) Trying Your Hand: 这一写作部分分为应用文写作(Applied Writing)和句子写作(Sentence Writing)两部分。前者培养学生阅读和模拟套写《基本要求》中所规定的常用应用文的能力;后者则与语法运用能力的训练紧密结合。

5) Having Some Fun: 每课选配一个短小精悍的幽默故事,培养学生学习、体味与欣赏英语和英美文化的能力。

《入门教程》补加的3部分为:

1) Minding Your Grammar: 这一部分旨在帮助学生复习一些简单常用的英语语法知识, 每项均配有简短的说明和示例, 并配有2项简单的模仿练习, 以便实际使用和巩固这些语法知识。

2) Reading Aloud and Recite: 本部分选择本单元听说部分出现的一些常用典型句子并用国际音标进行标注, 培养学生在朗读背诵交际语句的同时, 练习使用国际音标拼读英语句子的能力。

3) Having a Little Fun: 每单元选配2个与字母或数字有关的简单谜语, 培养学生动脑筋和欣赏英语的能力。

《实用交际英语》由高职高专教育英语课程教学指导委员会(以下简称“课委会”)主任委员、大连理工大学孔庆炎教授和课委会顾问、高等学校英语应用能力考试委员会主任、上海交通大学刘鸿章教授担任总主编, 负责全书的总体设计、编排和书稿的审订, 并聘请美国普渡大学 Margie Berns 教授作语言顾问。原《新编实用英语》的各册主编均参加了《实用交际英语》的缩编设计。《实用交际英语普通教程》和《实用交际英语业务教程》的缩编工作由孔庆炎和安晓灿完成。《实用交际英语入门教程》由向前进任主编, 王雨梅、闻兴媛、李超怡和李娜参加编写。

由于本书遵循的是完全崭新的编写思路, 实际编写中会有不当和疏漏之处, 望广大使用者批评指正, 以使本教程能为高职高专英语教学做出新的贡献。

编者

2004年9月

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# 1

# GREETING AND INTRODUCING PEOPLE

## SECTION I Talking Face to Face

### Business Cards

Business cards are very useful for introducing people. Now let's try to use the information in the cards to practice short dialogues.

*My name is Lu Yang. Lu is my  
family name. This is my card.*



International Exchange Section  
*Binhai Foreign Language School*

**Prof. Lu Yang**  
Director

Address: 5 Binhai Road, Binhai City, 116000  
Tel & Fax: 0411-4673289  
E-mail: FLI603@pub.bl.lnpta.net.cn



*My name is  
Li Tiegang. ...*

Binhai Electronics Ltd.

**Li Tiegang**  
**Electronics Engineer**

Address: No. 50 Changjiang Road, Binhai  
E-mail: ltg6@pub.bl.lnpta.net.cn  
Tel : 0411-4812216  
Mobile: 13625122445

## Follow the Samples

### 1 Meeting People for the First Time



Lu Yang: Hello, nice to meet you. My name is Lu Yang.

Dick: How do you do, Professor Lu? I'm Richard Washington. Please call me Dick.

Lu Yang: Welcome to our department, Dick.

Dick: Thank you. Here is my card.

Lu Yang: Thanks. So you are here for the research project?

Dick: Yes, I am.

Jack: Excuse me, are you Mr. Li Tiegang?

Li Tiegang: Yes, I am.

Jack: How do you do, Mr. Li? I'm Jack Green from Zhonghua Technical School.

Li Tiegang: Nice to meet you, Mr. Green. Welcome to our company.

Jack: Thank you. Here is my business card.

Li Tiegang: Thanks. This is mine.

### 2 Meeting People Again

Lu Yang: Hi, long time no see, Dick. Do you still remember me?

Dick: Oh, it's you, Professor Lu. So glad to see you again. How are you?

Lu Yang: Very well, thank you. How is your project?

Dick: It's going fine. I'm here to present the project report.

Lu Yang: Good. I'm also here for the conference.

Dick: Really? It's a small world.

Li Tiegang: Hello, Jack. Haven't seen you for ages. How's everything?

Jack: Hi, Li. What a pleasant surprise! I'm fine. And you?

Li Tiegang: Very well, thank you. What brings you here?

Jack: I'm here on business. How are things going in your company?

Li Tiegang: Not bad. How about you?

Jack: Just doing well. Would you care for a drink?

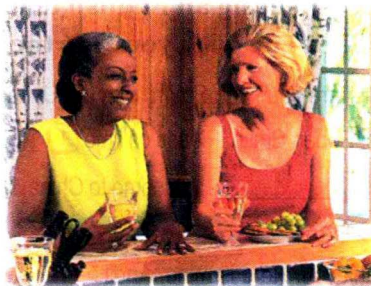


## Act Out

Here is a group of short dialogues. Follow the examples to make more conversations with your partner.

1

- A: How do you do?  
 B: How do you do?  
 A: My name is Lin Fei.  
 B: I'm Winnie London.  
 A: Glad to meet you.  
 B: Nice to meet you, too.



✓ **TASK:** Meet Prof. Smith at the airport.

2

- A: Mr. Ballman, allow me to introduce myself. My name is Li Tiegang, manager of the company.  
 B: How do you do, Mr. Li? Very glad to see you.  
 A: The pleasure is mine. This is my card.  
 B: Thank you. This is mine.

✓ **TASK:** Introduce yourself to Mr. Green.

3

- A: Nice to meet you. I'm Robert Miller from Canada.  
 B: Glad to know you. Your new product is very impressive.  
 A: Thank you. Our company attends Binhai International Fair every year.  
 B: Hope to see you again next year.

✓ **TASK:** Greet your business partner, Mr. Johnson, at a trade fair.

4

- A: Hello, Susan. How nice to meet you here!  
 B: Hi, Wang. What a nice surprise! What brings you here?  
 A: I'm here on vacation (度假). And you?  
 B: I'm teaching Spanish (西班牙语) in a language school here.

✓ **TASK:** Show your surprise for an unexpected meeting (不期而遇) with an old friend.



## Put in Use

# 1 Imagine you are meeting an English teacher from the USA at the airport. Read aloud the following dialogue with your partner by putting in the missing words.

- You: Hello, are you Prof. Smith from the United States?
- Mr. Smith: Yes, Robert Smith. Please call me **1** \_\_\_\_\_. **2** \_\_\_\_\_ for coming to meet me at the airport.
- You: My **3** \_\_\_\_\_. Welcome to China. My name is Zhang Lin. You can call me Zhang. **4** \_\_\_\_\_ my card.
- Mr. Smith: Thank you. Here is mine. And **5** \_\_\_\_\_ my wife.
- You: **6** \_\_\_\_\_, Mrs. Smith?
- Mrs. Smith: How do you do? It's nice to meet you. Please **7** \_\_\_\_\_ Mary.
- You: How was the **8** \_\_\_\_\_, Mary?
- Mrs. Smith: Well, it was OK, although a little tiring.
- You: Then let's get your luggage and go to **9** \_\_\_\_\_ now.
- Mr. Smith: Oh, thank you. It's **10** \_\_\_\_\_ of you.

# 2 Imagine you are a new employee (雇员) at a joint venture (合资企业). Mr. Smith is the general manager there. You meet him for the first time at the company's canteen (餐厅). Fill in the blanks according to the clues (提示) given in the brackets. Then act it out with your partner.

- You: **1** (引起对方注意) \_\_\_\_\_. Are you Mr. Smith?
- Mr. Smith: Oh, yes. Simon Smith. You are a newcomer?
- You: **2** (问好) \_\_\_\_\_? I'm Li Ying, a graduate from Binhai University. My major is marketing.
- Mr. Smith: Very good. **3** (表示欢迎) \_\_\_\_\_.
- You: I'm happy to work here. I know **4** (表示知道对方的身份) \_\_\_\_\_.
- Mr. Smith: And you may also know I'm a lover of Chinese food! **5** (给名片) \_\_\_\_\_.
- You: **6** (表示感谢) \_\_\_\_\_. As I'm online, too, I can give you my e-mail address. But I don't have a card yet.
- Mr. Smith: Let's take a seat at this table. I'll take down your e-mail address.
- You: Thank you, Mr. Smith. **7** (口述自己的网址 lybinhai@yahoo.com.cn.) \_\_\_\_\_.

## SECTION II Being All Ears

You have practiced greeting and introducing people in English. Now try to get more materials from what you will hear in this section.

### Listen and Decode

- 1** Listen to Dialogue 1 and decode the message by finding the correct choices in the blanks according to what you have heard.

John **①** (Thomson, Simpson, Timpson) is an overseas student in China. He is from England. He studies Chinese in a university. And Lin is **②** (a first-year, a third-year, a fourth-year) Chinese student at the university. The two young men meet each other for the first time. They introduce themselves to each other with **③** (pleasure, pressure, politeness). John is doing his Chinese **④** (project, program, product) at the university. Lin is going to graduate a year later. He intends to further his study in the UK by working toward a **⑤** (bachelor's, master's, doctor's) degree. Both John and Lin are online. From now on they can also keep in **⑥** (reach, speech, touch) through the Internet and help each other at any time.

### Listen and Respond

- 2** Listen to the dialogue again and answer the following questions orally.

- 1 Who is John? Where is he from?
- 2 What does he study in the university?
- 3 Who is Lin? Which grade is he in now?
- 4 Where does Lin want to go after graduation? Why does he want to study further?
- 5 How can they keep in touch later on?

## Listen and Complete

**3** Now listen to Dialogue 2 and complete the following sentences.

- 1 Li Ming is a \_\_\_\_\_.
- 2 The foreign teacher is from \_\_\_\_\_.
- 3 \_\_\_\_\_ is the professor's full name.
- 4 \_\_\_\_\_ will be given this evening to welcome Prof. Brown.
- 5 Li Ming will \_\_\_\_\_ together with the professor there.

## ■ Listen and Judge

**4** Now listen to the dialogue again and do the multiple choice exercise below.

- 1 The relationship between Li Ming and Professor Brown is \_\_\_\_\_.  
a schoolmates                                      b colleagues  
c secretary and manager                        d student and teacher
- 2 This is \_\_\_\_\_ they have met each other.  
a the first time                                     b the second time  
c one of many times                                d the last time
- 3 The dinner party to welcome Prof. Brown will probably be held at about \_\_\_\_\_.  
a 5:00 p.m.    b 6:00 p.m.  
c 7:00 p.m.    d 8:00 p.m.
- 4 The party is given by \_\_\_\_\_.  
a the president of the college                    b the head of the department  
c the English teachers                            d Li Ming's parents

## SECTION III

# Maintaining a Sharp Eye

## PASSAGE 1

## The Way Americans Greet

Americans often greet each other simply with “Hello” or “Hi”. They believe such an informal greeting often implies a close and friendly relationship. Similarly, Americans do not have a formal “farewell”. They will just wave “good-bye” to the whole group. Or perhaps, they will simply say



"Bye", "So long" or "Speaking of time, I've got to run" and then leave. To Americans, a friendly and informal relationship is the most important thing.

Yes, a proper introduction will leave a good first impression upon others. However, American introductions are usually rather simple. In the United States, most people don't like using Mr., Mrs. or Miss in introductions. They find these terms too formal. They prefer first names to formal titles in most cases. For example, a gentleman may say, "Glad to meet you. I'm Miller. But call me Paul." Sometimes a woman you meet for the first time may say, "Don't call me Mrs. Smith. Just call me Sally." So when your American friends do not use your last name or titles, don't feel that they have been impolite. They only want to show friendliness.

When you first get to know an American, he may ask you, "Where do you work?" "Are you married?" or "Do you have children?" Such questions may be too personal to Europeans. But Americans do sometimes ask such questions. They would like to get answers to these questions. In this way they can get better acquainted with you and have a topic for beginning a friendly conversation with you.

## Read and Think

**1** Answer the following questions according to the passage.

- 1 What does an informal greeting really mean to Americans?  
\_\_\_\_\_
- 2 Why don't most Americans like using titles in introductions?  
\_\_\_\_\_
- 3 What do your American friends want to show when they address you with your first name?  
\_\_\_\_\_
- 4 Why do Americans ask you some personal questions?  
\_\_\_\_\_

## Read and Complete

**2** Fill in the blanks without referring to the passage.

Americans often **1** \_\_\_\_\_ each other simply with "Hello" or "Hi". They believe such an **2** \_\_\_\_\_ greeting often implies a close and **3** \_\_\_\_\_ relationship. Similarly, Americans do not have a **4** \_\_\_\_\_ "farewell". They will just **5** \_\_\_\_\_ "good-bye" to the whole group. Or **6** \_\_\_\_\_, they will simply say "Bye" or "So long" and then **7** \_\_\_\_\_. To Americans, a friendly and informal relationship is the most important thing.