



普通高等教育“十一五”国家级规划教材

实用性**强**

English Course
实用英语口语
Practical
教程

主编 郑金霞 李银霞

主审 Michelle (加拿大)



西北工业大学出版社

NORTHWESTERN POLYTECHNICAL UNIVERSITY PRESS



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【内容简介】 本书针对高职高专办学特色,将英语教学与人才培养目标、社会需要紧密结合。在内容安排分为7大部分:日常英语,校园英语,办公英语,商务英语,酒店英语,旅游英语以及实用演讲辞。编者从中西方文化差异的视角设计对话内容和形式,提供相应文化信息,对话内容贴近生活实际,具有很强的实用性,为学生提供了全方位真实的语言学习环境,有助于学生开阔视野,提高在实际生活情景中的交际能力。

本书适合高职高专院校作为口语教材,也可供电大、夜大的学生提高口语交际能力参考。

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前言

本教程的编写以教育部 1993 年颁发的《普通高等专科学校英语课程教学基本要求》(以下简称《基本要求》)为依据,以培养和提高高职高专学生的口语交际能力为目的。《基本要求》中对英语听说能力的要求是能听懂日常和涉外业务活动中使用的简单英语对话和陈述,能用英语进行一般的课堂内外交流,在日常和涉外活动中进行简单的交流。

本教程针对高职高专办学特色,将英语教学与人才培养目标、社会需要紧密结合起来。坚持以应用为中心,遵循“实用为主,够用为度”的编写原则,重视学生语言综合运用能力,尤其是语言交际能力的培养,体现知识、能力、素质的协调发展,有利于学生毕业后的继续发展,突出了学习内容的实用性和针对性。

本教程的编写特点是尽量从中西方文化差异的视角设计对话内容和形式,提供相应文化信息,对话内容贴近生活实际,具有很强的实用性,为学生提供了全方位真实的语言学习环境,有助于学生开阔视野,提高在实际生活情景中的交际能力。本教程分 7 部分。第一部分是日常英语,涵盖日常生活中最常见的实用交际情景。第二部分是校园英语,从大学生入校,谈论学习、专业,从丰富多彩的业余生活到求职就业等情景对话。第三部分是办公英语,涉及文秘办公职员常用的交际场景对话。第四部分是商务英语,涉及商务交往中常见的实用交流对话。第五部分是酒店英语,谈论与酒店餐饮密切相关的交流话题。第六部分是旅游英语,谈论从咨询旅游信息,计划出游到观光旅游实用场景的交际对话。第七部分是实用演讲辞,编者充分利用网络优势,汇编了实用的演讲主题中获奖的优秀演讲稿,并附有注释及参考译文,极富有参考价值。各单元的后面还配有适量交际口语练习以供学生练习

实践,提高口语交际能力。各单元的后面还配有风趣幽默的英文笑话或幽默小故事以供学生学中乐,乐中学。

本书由郑金霞、李银霞负责编写和主要审核工作。由范双莉,张晓楠协助审核复查。书中第一部分第一、二、三、四单元由张晓楠负责编写;第一部分第五、六、七、八单元,第六部分第一、二、三单元和第七部分由郑金霞负责编写;第二部分由李领军负责编写;第三部分由范双莉负责编写;第四部分由袁妮子负责编写;第五部分和第六部分四、五、六单元由李银霞负责编写。

由于编者水平有限,欠妥或失误之处在所难免,敬请读者赐教指正。

编 者

2010 年 1 月

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Chapter One Daily Communication

Unit 1 Greetings and Introductions

1 Words and Phrases

various adj. 各种各样的

expression n. 表达

Software Engineer 软件工程师

personnel adj. 人事的

honor n. 荣幸

on business 出差

project n. 工程, 项目

2 Learn and Imitate

Read the following two dialogues and pay attention to the expressions of greetings and introductions.

Dialogue 1

(Meeting people for the first time)

Amber and Ethabella arrive for work on Monday morning. Ethabella introduces Amber to a number of co-workers on the way in. Then she introduces him to her department manager. Amber also gets to meet some of the people who will be working for him. The following conversation shows how you can use various expressions for greeting people.



Ethabella: Good morning, Jim. I'd like you to meet Amber. He's our new Sr. Software Engineer. Amber, Jim is our Personnel Officer.

Jim: (shakes hands with Amber) How do you do, Amber. It's a pleasure to meet you!

Amber: Thank you. I'm glad to meet you, too.

Ethabella: And this is Frank. He's part of your team.

Amber: How do you do, Frank. Nice to meet you.

Frank: Hello, Amber, I'm glad to meet you.

Ethabella: (smiling) Only good things, John. Oh, and here comes Ed Blakely, the department manager.

Ed: Hello, you must be Amber. Nice to meet you.

Amber: It's an honor to meet you, sir. I'm looking forward to working for you.

Ed: From what I've heard, you're going to fit in just fine. I'll see you this afternoon to go over things.

Amber: Fine with me.

Dialogue 2

(Meeting people again)

Lu Yang: Hi, Jack. Long time no see. How is everything?

Jack: Hello, Lu. What a pleasant surprise! So glad to see you again. I'm fine. And you?

Lu Yang: Very well, thank you! What brings you here?

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

Lu Yang: Not bad. What about your new project?

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

Lu Yang: Why not? Let's go to the cafe over there. We haven't seen for ages.

Jack: OK. Let's talk over the drink.

3 Imitate and Create

Read the dialogue above again and try to imitate and create new dialogues.

Task 1 Introduce your new classmate Mike to your other classmates and greet with each other.

Task 2 Show your surprise for an unexpected meeting with an old friend. You haven't seen each other for long and talk a lot.

4 Useful Expressions

(1) I'd like you to know...

- (2) Please allow me to introduce.
- (3) It's a pleasure to meet you.
- (4) It's an honor to meet you.
- (5) I'm looking forward to working for you.
- (6) Fine with me.
- (7) Long time no see.
- (8) What a pleasant surprise.
- (9) What brings you here?
- (10) How are things going?
- (11) Would you care for a drink?
- (12) We haven't seen for ages.

5 Read and Practice

I. Read the dialogue and act it out.

A: Hello, nice to meet you. My name is Wang Lin.

B: How do you do, Miss Wang? I'm Rober Miller from Canada. It's a pleasure to meet you.

A: Welcome to our department, Rober.

B: Thank you. Here is my business card.

A: Thanks. So you are here for the new research project?

B: Yes. Your company's new project is very impressive. I'm interested in it.

A: Great. Welcome your valuable reference and advice. Let's go to the hotel for a rest first.

3

II. Complete the dialogue and act out.

A: Hello, Bill. _____ (很高兴在这儿见到你)!

B: Hi, Mike. What a pleasant surprise! I haven't seen you for ages. _____
(你来这儿干吗)?

A: _____ (我来这儿度假) with my family.

B: Me, too. I'm also here on vocation with my wife.

A: Really? _____ (世界真是太小了).

B: Yes. And what about your business?

A: Not bad. And how about you?

B: _____ (老样子). Why don't we go and have a drink?

A: Great! Let's go.



6 Enjoy Yourself

Whose Fault?

An old lady called the police. "Sir," she said when a policeman arrived, "please talk to the people next door. Every night they've been pounding on my wall and shouting at me until four o'clock in the morning."

"You mean they make you unable to sleep?" asked the policeman.

"Oh, it isn't that," the woman explained, "it's that I can't enjoy my piano playing."



Unit 2 Invitation

1 Words and Phrases

special adj. 特别的, 特殊的

drag away 离开, 带走

celebrate v. 庆祝, 庆贺

prepare v. 准备

invitation n. 邀请

promise v. 答应, 承诺

convenient adj. 方便的

2 Learn and Imitate

Read the following two dialogues and pay attention to the expressions of invitation.

Dialogue 1

Helen: Hi, Bill. What are you doing tomorrow evening?

Bill: Tomorrow evening? Nothing special. I was thinking of watching TV.

Helen: Drag yourself away from television for a change. I'm having a few friends to have a dinner party tomorrow to celebrate my birthday. Would you like to join us?

Bill: Great. That sounds super. Happy birthday!

Helen: Thanks. How about eight o'clock? Is it all right?

Bill: Yes, it's fine. Would it be alright if I brought some friends with me together?

Helen: Of course.

Bill: Great. Would you like me to bring some drinks? Red wine or white?

Helen: Um, Red wine, if you feel you must bring something. But we have prepared many kinds of drinks.

Bill: I'll do that. Well, indeed, thank you so much for your invitation.

Helen: My pleasure.

Bill: I'll be there at eight. Looking forward to it.

Helen: Yeah, see you then.

Dialogue 2

Chen: Hi, Jack. Are you doing anything special this weekend?

Jack: Yes, Mr. Johnson and I have promised to call on some friends.

Chen: Oh, what a pity!

Jack: What did you have in mind?

Chen: We were thinking of asking you and Mr. Johnson to go to the Great Wall.

Jack: I'd love to and I'm sure Mr. Johnson would, too. I wonder if we could make it some other day if convenient?

Chen: What about next weekend? But I must alert you that we shall leave quite early.

Jack: I'll ask Mr. Johnson if he has any plans, but I think it'll be all right.

Chen: That would be fine.

3 Imitate and Create

Read the dialogues above again and try to imitate and create new dialogues.

Task 1 Talk with your partners and invite your partner to join you in camping.

Task 2 You want to go to the cinema and invite your friend to go with you together. But your friend has made other plans.

4 Useful Expressions

(1) What are you doing tomorrow evening?





- (2) Are you doing anything special this weekend?
- (3) I was thinking of watching TV.
- (4) Would you like to join us?
- (5) Would it be all right if I brought some friends with me together?
- (6) Would you like me to bring something?
- (7) If you think you must bring something, it is OK.
- (8) No. Just yourself.

5 Read and Practice

I. Read the dialogue aloud and act it out.

Tom: (Answering the phone) Hello.

Mary: Hello. May I speak to Tom please?

Tom: Who is speaking?

Mary: Hi, Tom, this is Mary. I'm a friend of Jim's.

Tom: Hi, Mary. Jim has told me about you. What's up?

Mary: Today is Jim's birthday and we're having a party for him tonight. Do you think you could come?

Tom: Oh, I didn't know it was his birthday today. Sure. I'd love to come. What time and where?

Mary: Well, we're all meeting at Jim's apartment at about seven thirty. It's at 789 Peace Street, Apartment 3.

Tom: I'll be there. Do you want me to bring something?

Mary: Bring some flowers if you can.

Tom: No problem. See you tonight.

II. Complete the dialogue and act it out.

Sam: Adam, I'm having a barbecue at my house on December 13th. _____
_____ (你要来吗)?

Adam: The 13th? Let me check. (looking at his pocket calendar) _____
_____ (当然,我可以去).

Sam: Great! Come any time after seven o'clock.

Adam: Sounds great! _____ (需要我带点什么吗)?

Sam: _____ (不用了,你来就好). I'll give you directions to my house later.

Adam: _____ (谢谢! 我期盼着这一时刻的到来).

Sam: Well, I should be going. See you later.

Adam: Yeah. See you.

6 Enjoy Yourself

The Secret for a Long, Happy Life

A woman walked up to an old man. "I couldn't help noticing how happy you look," she said, "What's your secret for a long, happy life?" "I smoke three packs of cigarettes a day," he said, "I also drink a case of whiskey a week, eat fatty foods, and never exercise." "Wow, that's amazing," the woman said, "How old are you?" "Twenty-six," he said.



Unit 3 Going Shopping

1 Words and Phrases

tie n. 领带, 领结

battery n. 电池

owe v. 欠(债等), 把……归功于, 支付

altogether adv. 完全, 全然, 全部, 合计

cashier n. 出纳, 出纳员, 收银台

7

2 Learn and Imitate

Read the following two dialogues and try to act out the conversations of going shopping.

Dialogue 1

Assistant: Good afternoon. Can I help you, sir?

Mike: Oh, yes. I would like to buy a shirt.

Assistant: How about this light blue shirt?

Mike: Fine. I also want to buy a tie with it.

Assistant: Oh, you can buy this silk tie.



Mike: How much do I owe you?

Assistant: 280 Yuan altogether. The cashier is over there.

Mike: Thank you very much.

Assistant: It is my pleasure.

Dialogue 2

Assistant: Good morning. Can I help you, sir?

John: Oh, yes. I would like to buy a gift for my son.

Assistant: OK, this way, please. How old is your son?

John: Six.

Assistant: How about this toy car? It can run very fast and boys all like it.

John: OK. How much is it?

Assistant: 80 Yuan. We will give you the batteries for free.

John: Thank you very much.

Assistant: It is my pleasure.

3 Imitate and Create

Read the dialogues above again and try to imitate and create new dialogues.

Task 1 John wants to buy a bag. But he thinks 100 Yuan is too much, for the bag is already out of fashion. But the clerk says the bag is made of leather, and it is worth 150 Yuan. Finally John buys it for 85 Yuan.

Task 2 You would like to buy a skirt and the salesperson recommends you buy a blue one, because it fits you very well and makes you more beautiful.

4 Useful Expressions

- (1) What can I do for you?
- (2) What are you shopping for?
- (3) What size / color / brand / fashion / kind do you want to see?
- (4) It suits you very well.
- (5) It is very popular with young people.
- (6) How much are you willing to pay?
- (7) I am sorry, it is out of stock / not available now.