

高职高专二年制英语教材

Practical English for Communication A Professional Course

实用交际英语 业务教程

《实用交际英语》教材编写组 编



高等教育出版社
Higher Education Press

COMMUNICATIONS

Practical English

Communication

A Professional Course



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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。

《实用交际英语业务教程》,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。本书为4色印刷,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》相相应,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

TIMETABLES AND SCHEDULES

SECTION I Talking Face to Face

Timetables and Schedules

Sample 1 A Flight Timetable

Beijing—Guangzhou—Hong Kong

	Monday, Wednesday, Friday	Tuesday, Thursday, Saturday
Beijing	8:45 a.m. (departure)	9:20 a.m. (departure)
Guangzhou	11:50 a.m. (arrival)	12:50 p.m. (departure)
Hong Kong	11:45 a.m. (arrival)	1:55 p.m. (arrival)

Sample 2 Mark's Schedule

April, 2005

	Morning	Afternoon
Monday 11	write business report	discuss business report with general manager at 1:30
Tuesday 12	have sales meeting at 9:00	see Mr. Black at 3:00
Wednesday 13	appointment with Mr. Anderson at 8:30	fly to Hong Kong, departure time: 4:45
Thursday 14	10:00 conference	2:00 p.m. conference
Friday 15	travel around Hong Kong	fly back, departure time: 2:15

Follow the Samples

1 Talking About a Flight Timetable

Bob is calling a receptionist for information about flights from Beijing to Hong Kong.

Receptionist: CAAC information. Can I help you?

Bob: Yes. Is there a flight to Hong Kong on Tuesday, the 16th?

R: Yes, there is.

Bob: Is that a direct flight?

R: No, you have to change in Guangzhou.

Bob: Oh, how long does it stop over in Guangzhou?

R: From 11:50 to 12:50.

Bob: 11:50 to 12:50. That's an hour. Well, I prefer a direct flight.

R: I'm sorry, but there's no direct flight on Tuesday.

Bob: What about Wednesday, the 17th?

R: There's one on Wednesday, the 17th.

Bob: Good. What's the departure time?

R: 8:45 a.m.. And the arrival time in Hong Kong is 11:45 in the morning.



2 Talking About Mark's Schedule

Joe: Have you been busy recently?

Mark: Yes, and I have a busy schedule this week, too. This morning I need to write a business report and this afternoon at 1:30 I'll discuss the report with the general manager.

Joe: What's your schedule for tomorrow?

Mark: Tomorrow is Tuesday. I'm attending the sales meeting at 9:00 in the morning. And in the afternoon at 3:00 I'm seeing Mr. Black, the marketing manager.

Joe: What about Wednesday?

Mark: I've got an appointment at 8:30 with Mr. Anderson, the bank manager. In the afternoon I'm taking the 4:45 flight to Hong Kong for the conference.

Joe: The conference is on Thursday, right?

Mark: Oh, yes, at 10:00 in the morning and 2:00 in the afternoon. After the conference, I'll be free. I'll be enjoying the weekend in Hong Kong.

Joe: When are you coming back?

Mark: I'll take the 2:15 flight back on Friday afternoon.

Act Out

Here is a group of short dialogues to talk about timetables and schedules. Follow the examples to make more conversations with your partner.

1

- A: Miss Wang, is there a direct train from here to Chengde?
 B: No, I'm afraid not. You have to change the train in Beijing.
 A: How many trains are there for Beijing every day?
 B: There are several, but the fastest is the Special Express.
 A: When does it leave here? And when does it arrive in Beijing?
 B: The departure time is 8:37 p.m. and the arrival time is 6:08 a.m.. There are several trains from Beijing to Chengde.



✓ **TASK:** Ask for information about the Special Express to Chengde.

2

- A: What are the office hours?
 B: Well, the office hours are from 9 a.m. to 6 p.m.
 A: Do you work on weekends?
 B: On Saturdays the office is open from 9 a.m. to 3 p.m., but on Sundays we are closed.
 A: What about lunch time?
 B: Lunch begins at 1 p.m. and lasts one hour.

✓ **TASK:** Ask about the working hours of the ticket office.

3

- A: What time does the next train to Guangzhou leave?
 B: It leaves at 7:10.
 A: How long does it take to get there?
 B: It takes four hours.
 A: Do I have to change the train anywhere?
 B: No, it will take you straight to Guangzhou.

✓ **TASK:** Ask for information about the time your train leaves the station.

4

- A: Excuse me, is the 5:30 flight from Hong Kong on time?
 B: No, it's been delayed.
 A: Delayed? For how long?
 B: For about an hour. There has been a bad fog in Hong Kong.

✓ **TASK:** Ask for the explanation of the delay of the flight you are meeting.

Put in Use

1 Mark is going to Harbin to see the Ice Lantern Exhibition. He is asking Miss Wang to help him to find out about the train timetable. Complete the conversation with your partner by filling in the blanks.

Mark: Miss Wang, I want to **1** _____ an evening train to Harbin so that I can get there the next morning. Do you know the schedule?

Wang: Yes. I have got a **2** _____ here.

Mark: Is there a train leaving around 6?

Wang: **3** _____ one at 6:15.

Mark: When will it get there?

Wang: **4** _____ at about 8 next morning.

Mark: That's the one I need. Thank you very much.

Wang: You are **5** _____.

2 Imagine that you are Ann. You are telling your friend Kate about your trip to Hangzhou.

Kate: Hi, Ann. What's your plan for this weekend?

You: **1** (我要去杭州。)

Kate: Oh, how interesting!

You: **2** (我在那里有一些朋友，我很想念他们。)

Kate: I guess your friends would arrange your trip there.

You: **3** (是的，星期六一个朋友开车带我在市里转转，中午和一些朋友吃饭，晚上我们去听音乐会。)

Kate: How wonderful! When are you coming back?

You: **4** (星期天晚上。我坐飞机回来。)

Kate: I hope you have a nice weekend.

3 Now imagine you are a receptionist in a restaurant. Mr. Johnson is asking you about the opening hours. Fill in the blanks according to the clues given in the brackets.

Mr. Johnson: Excuse me, can I have Western meal here in this hotel?

You: Yes, sir. **1** (告诉他有中餐厅和西餐厅) _____.

Mr. Johnson: Oh, really?

You: **2** (告诉他中餐厅在八层，西餐厅在九层) _____.



Mr. Johnson: I'd like to try some Chinese food today.

You: ③ (告诉他现在营业) _____.

Mr. Johnson: Would you tell me the business hours?

You: Certainly, sir. ④ (告诉他早餐、午餐和晚餐的时间分别为6:30到9:00, 11:30到2:00, 5:30到9:00) _____.

Mr. Johnson: That's rather convenient. Thank you.

You: ⑤ (回答说不必客气) _____.

SECTION II Being All Ears

Listen and Decode

1 Listen to Dialogue 1 and decode the information by filling in Susan's schedule.

March 2005

Monday	have a meeting
Tuesday	
Wednesday	
Thursday	
Friday	

Listen and Respond

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

- 1 When is the conversation taking place?
- 2 At what time is Susan having a meeting that day?
- 3 When is Susan to meet Jack?
- 4 What does Susan ask Ann to do?
- 5 When do you think Susan will meet Ann?
- 6 Why can't Susan meet Ann this week?

Listen and Complete

3 Now listen to Dialogue 2 and then fill in the missing numbers.

The caller wants to go to London for a meeting at **1** _____ on the morning of the **2** _____. He needs to get there on the evening of the **3** _____. He doesn't want the **4** _____ flight because it is too early. The next flight which leaves at **5** _____ is not OK for him either. Finally he decides to book a seat on the **6** _____ flight. He will arrive in London at **7** _____.

Listen and Judge

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

- 1 The man is booking a flight to London to _____.
a see his friends b attend a meeting c report for work d do business
- 2 When does the man get out of work?
a At 3:30. b At 4:15. c At 5:00. d At 6:45.
- 3 How many hours does it take to get to London?
a One. b One and a half. c Two. d Two and a half.
- 4 How many flights are mentioned in the dialogue?
a One. b Two. c Three. d Four.

SECTION III Maintaining a Sharp Eye

PASSAGE I

Punctuality and Keeping Promise

In social activities it is always emphasized to be punctual, to have a strong conception of time. If you fail to keep your promise or do not come on time and thus keep your host waiting, that is very impolite. It's hard to imagine what will happen if there is such an activity as a banquet, interview, or meeting, yet all people concerned do not come on time. If you are asked to meet a foreign guest at the airport or at the railway station and you go so late that the guest has come before you arrive, how anxious and embarrassed he will be when he, as a stranger to the place, sees no person

meeting him! The same is true with the activity of seeing off a foreign guest. If you arrive so late at the airport or railway station to find the guest has gone already, what's the use of your going there?

So, as a host, whenever there is an activity, you should come to the place ahead of schedule so as to wait for the guests to come. Don't let the guests wait for you. It's very impolite. Those who are to help entertain the guests should also come earlier than the guests. But for a guest, at what time is it proper to come? You should be punctual. That is, neither too early, nor too late. If it is too early, the host may not get the things ready. If it is too late, you may keep the host waiting. Anyone, guest or host, who is really late for a social activity, should apologize to those who have already been there.

After making an appointment, generally, don't change it as that is impolite. If you do have to change, you should inform the person by telephone or with a written note as soon as possible, so that he or she can make a rearrangement. Sometimes, an appointment has been already made, but something unexpected happens and you find no time to inform the person concerned. In this case, you should make an apology to the person afterwards.

Read and Think

1 Answer the following questions according to the passage.

- 1 What is emphasized in social activities?

- 2 How will a foreign guest feel if you are late in getting to the airport to meet him?

- 3 When should the guests come to a social activity?

- 4 If you are late for a social activity, what should you do?

- 5 What should you do if you cannot inform the person concerned of the change of an appointment?

Read and Complete

2 Fill in the blanks without referring to the passage.

The author emphasizes the importance of ① _____ and ② _____ promise. In social activities it is important to have a strong ③ _____ of time and be punctual. Try not to be late for a social activity as it is impolite to keep other people ④ _____. As a host, you should come to the place ahead of ⑤ _____ so as to wait for the ⑥ _____ to come. As a guest, you