

高职高专二年制英语教材

Practical English for Communication

A General Course Workbook

实用交际英语 普通教程
学学 · 练练 · 考考

《实用交际英语》教材编写组 编



高等教育出版社
Higher Education Press

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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,坚定不移地摆脱了“本科压缩型”模式,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。

本书为《实用交际英语普通教程》的学生用书《学学·练练·考考》,每个单元都由“听”、“说”、“读”和“写”4部分组成,另有一个“趣味欣赏”部分。本书提供了两套“自测试题”,同时书后附有“练习答案及参考译文”以及生词表。本书配有录音带。

图书在版编目(CIP)数据

实用交际英语普通教程学学·练练·考考:二年制/
《实用交际英语》教材编写组编. —北京:高等教育出版社, 2005.1

ISBN 7-04-015891-4

I. 实... II. 实... III. 英语-高等学校:技术学校-教学参考资料 IV. H31

中国版本图书馆 CIP 数据核字(2005)第 002015 号

总 策 划	刘 援	策划编辑	周 龙 闵 阅	责任编辑	蔺启东 闵 阅
封面设计	王凌波	责任绘图	杨 帆	版式设计	孙 伟
责任校对	蔺启东	责任印制	孔 源		

出版发行	高等教育出版社	购书热线	010-58581118
社 址	北京市西城区德外大街 4 号	免费咨询	800-810-0598
邮政编码	100011	网 址	http://www.hep.edu.cn
总 机	010-58581000		http://www.hep.com.cn
经 销	北京蓝色畅想图书发行有限公司	网上订购	http://www.landaco.com
印 刷	北京铭成印刷有限公司		http://www.landaco.com.cn
开 本	850×1168 1/16	版 次	2005 年 1 月第 1 版
印 张	12	印 次	2005 年 5 月第 2 次印刷
字 数	280 000	定 价	23.00 元

本书如有缺页、倒页、脱页等质量问题,请到所购图书销售部门联系调换。

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物料号 15891-00

前 言

《实用交际英语（学学·练练·考考）》(Practical English for Communication —Student's Companion)是与《实用交际英语》主教材同步的学生自主学习用书。本书紧扣《实用交际英语》各单元的教学内容，力求巩固和扩展主教材所设计的听、说、读、译、写等语言技能和词汇、语法等语言知识与用法的学习和训练。本书的编排模式也与《实用交际英语》主教材基本相同，且二者互相配合照应。因此《学学·练练·考考》是配合主教材供学生自主学习的好伴侣。为了充分体现便于自学的特点，《学学·练练·考考》特别作了如下编排：

1. 阅读文章的生词都旁注在课文的右侧，便于学生进行独立阅读；
2. 每课都加编了相应的Data Bank，为主教材中的相关练习提供辅助资料，这对提高学生独立运用英语语言的能力十分有益，同时还可以作为学生的参考性资料；
3. 在“句子写作”部分，各册加编了相关语法和写作知识的归纳小结，不仅为学生提供了训练中所需要的语言材料，而且帮助学生系统地归纳整理所学语言知识，从而更有效地在实践中使用语言；
4. 每册加编了2套模拟考题，分别模拟高等学校英语应用能力考试B级和A级，这既便于学生自我检测，又便于衡量自己是否达到《高职高专教育英语课程教学基本要求（试行）》中所规定的程度。


综上所述，《学学·练练·考考》是学好《实用交际英语》必备的重要辅学材料，它可以帮助学生复习所学内容，扩大练习园地，开拓知识视野，提高学习兴趣。将主教材和自主训练材料很好地配合使用，一定会取得事半功倍的效果。

编 者
2004年7月

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1

GREETINGS AND INTRODUCING PEOPLE

Section 1 Talking Face to Face

Speak More by Yourself

1 Read aloud the following dialogues. You can practice role-play with your partner, changing the information into your own.

Dialogue 1

(Ms. Zhang Lili comes to apply for a visa. She is asking for help from an official in the consulate.)

Zhang: I'm here to apply for my visa. But I'm not quite sure about this **form**.

Clerk: Let me see. Here you have to fill in your name in full.

Zhang: So Zhang Lili. Zhang is my **surname**.

Clerk: And put in an F under the word "**Sex**".

Zhang: It's the short form for "**Female**", isn't it?

Clerk: Yes. And fill in the date and place of your birth here.

Zhang: I see. And I work as a **chemist**.

Clerk: So that's your **profession**. Are you married or **single**?

Zhang: I'm married. So "**Married**" in the blank of **Marital Status**. Right?

Clerk: Yes. And the last blank is for your **identity card**. Good. That's all.



签证
领事馆
表格

姓氏
性别
女性

化学家
职业
未婚
婚姻状况
身份证

Dialogue 2

(Mr. Zhu Zhijie is introducing Mr. Smith to his colleagues.)

- Zhu: Now, everyone, I'm very pleased to introduce to you Mr. Smith from America.
- Smith: Hello, please call me Richard. Happy to be working with you.
- Zhu: We are all pleased to meet you. I'm Zhu Zhijie, the **production manager**. Here is my card.
- Smith: Oh, I've heard quite a lot about you. Nice to see you.
- Zhu: Welcome to our company, Richard. Do you like **bicycles**?
- Smith: Oh, yes. I like **cycling** very much.
- Zhu: Good! We have a **gift** for you: our company's latest **model**.
- Smith: Wow, what a beautiful bike! Thank you very much **indeed**.
- Zhu: I'm glad you like it. Now, shall we have a **ride along** the road?
- Smith: Oh, I can't wait to have a try!



同事

生产部经理

自行车

骑车

礼物 / 型

的确

骑车 / 沿着

2 Here is a group of short dialogues. Follow the examples to fulfill the tasks accordingly.

- 1) A: Hello. Good morning, Mrs. Taylor.
 B: Oh, hello, Mr. Zhou. It's nice to see you here.
 A: I have been missing you. How are things with you and Mr. Taylor?
 B: Oh, all is fine with us. Thank you. And you?

Task: Give greetings to an English teacher and her husband.

- 2) A: Hello, Professor White. Good afternoon.
 B: Good afternoon, Mr. Jiang. Long time no see.
 A: Yeah, it's been quite a long time. How are you?
 B: Fine, thanks. How are you getting on with your teaching at the university?

Task: Greet your general manager and show concern about his business in the company.

- 3) A: Hello. May I introduce myself? I'm Anne, from Canada.
 B: Oh, glad to meet you, Anne. My name is Ma Jian, the secretary here.
 A: Glad to meet you, too, Miss Ma Jian.
 B: Here is my card. Please let me know whenever you need help.

Task: Report to work at a joint-venture and introduce yourself.



- 4) A: Good evening, Dick. Come and meet my friend, Zhang. Zhang, this is Dick.
 B: How do you do, Zhang? Glad to meet you.
 C: How do you do? I have heard a lot about you from Li.
 A: Shall we have a drink at the bar?

Task: Introduce an English friend to your partner.

3 Here is the Data Bank. Practice the patterns and expressions for greetings, introduction and taking leave.

Data Bank

A. Greetings	B. Responses to Greetings
Hi! How do you do? Hello, you must be Jack from America. How are you? Hello. How are things with you? How are you doing? How is everything? You are doing all right? How it goes? How is life, John? Excuse me. Are you Kitty?	How do you do? Fine, just fine. Fine, thank you. Quite well. And you? The usual. How about you? So-so. And what about you? Nothing particular. Not too bad. Nice to meet you. Very happy to see you.
C. Self-introduction	D. Taking Leave
I'm Helen Waters. Please call me Helen. Please allow me to introduce myself. Let me introduce myself. Hello, may I introduce myself? I'd like to introduce myself first. I'm Douglas, but everyone calls me Doug. I'm glad to know you, Mr. Smith. Pleased to meet you here. Nice to meet you. I've heard quite a lot about you. Nice meeting you, too. The pleasure is mine. Here is my card. Here is my e-mail address. Please keep in touch.	Bye. / Bye-bye. I'm leaving, Mr. Smith. Please do take care. I'd better go now. Let's stay in touch. I've got to run. I must be off now. So long. Let's call it a day now. Good-bye. Thank you very much for the nice dinner. Bye. See you. I'll call you later. I've really got to go now. Good night. Have a nice day/trip. See you later! Don't forget to give me a call. Enjoy yourself.

Section Being All Ears

Listen More by Yourself

1 Listen to Dialogue 1 carefully and try to find the English equivalents given in Chinese.

- | | | |
|---------------|---------------|--------------|
| 1) 客座教授 _____ | 2) 系图书馆 _____ | 3) 填写 _____ |
| 4) 国籍 _____ | 5) 中文名字 _____ | 6) 图书卡 _____ |

2 Listen to Dialogue 1 again and select the best choices.

- 1) The first speaker in the dialogue is most likely to be _____.
 - a. an American guest at a Chinese host family
 - b. an expert in English at a university
 - c. a librarian from the department library
- 2) When does the conversation most probably take place?
 - a. In the morning.
 - b. In the afternoon.
 - c. In the evening.
- 3) Which of the following is not true of the first speaker?
 - a. His name is Mark Wolf.
 - b. He is 54 years old.
 - c. His nationality is American.
- 4) For what purpose does he fill in the form?
 - a. To borrow some books.
 - b. To get a passport.
 - c. To change his name.
- 5) What's amusing about Prof. Wolf?
 - a. His handwriting.
 - b. His signature.
 - c. His Chinese name.

3 Listen to Dialogue 2 carefully and try to decode the following expressions.

- 1) "Excuse me" here offers _____.
 - a. a reason to trouble others
 - b. a way to greet others
 - c. a way to draw attention

- 4** Listen to Dialogue 2 again and judge whether the following statements are true or false.

- ## Section 3 Maintaining a Sharp Eye

Read More by Yourself

When you are introduced to foreign friends, you should greet them with “How do you do?” while shaking hands with them for a few seconds. The next thing is, perhaps, the presenting of a business card, which is also called a name card. You should accept the card with a smile and a quick **browse**, and at the same time, offer **yours**.

duction. They **contain** not only the **bearer's** name, **profession** and **title**, but also the address, telephone number, **postal code**, e-mail address and some other useful information and personal **data**. To a foreign friend, we should remember to present a card either with an English **version** or written in English, because

译文

most English speakers don't have **competence** in reading Chinese. In most cases, a Chinese name is hard to **pronounce** for foreign friends. So you should make it as simple as possible in the introduction. **Probably**, you may give them your family name only. They will feel very pleased to pronounce your name correctly. After this short greeting **ritual**, most **foreigners** expect to move on quickly to the business. So you can **shift to** the business **topic naturally**.

能力
发音
也许
仪式 / 外国人
转换/主题; 自然地

1 Tell what you should (S) or should not (N) do in an introduction according to the passage.

- ☐ 1) In an introduction, you simply greet people with a polite nod.
- ☐ 2) Shake hands with your friends firmly for a few minutes.
- ☐ 3) Exchange business cards immediately after saying "How do you do?"
- ☐ 4) Accept a business card with a smile and put it into your pocket without looking at it.
- ☐ 5) Read the business card very carefully.
- ☐ 6) Present your card with an English version to a foreign friend.
- ☐ 7) Introduce your name in the simplest way.
- ☐ 8) You might only give your family name when introducing yourself to a foreign friend.
- ☐ 9) Help your foreign friend to pronounce your name by correcting his or her mistakes in pronunciation.
- ☐ 10) Move on to business quickly and naturally after greeting each other.

2 Fill in the blanks with the right form of the word provided at the end of each sentence.

- 1) In an _____, the young person is usually _____ first to the old one. (introduce)
- 2) The _____ ritual is very exciting. And each winner is _____ with a medal. (present)
- 3) The cards usually _____ a lot of information about the _____. (bear)
- 4) The _____ works very hard in his lab. He is very devoted to his _____. (profess)
- 5) This card is _____ in Chinese and the _____ style is very beautiful. (write)
- 6) This word is very difficult to _____ and I am not sure if my _____ is correct. (pronounce)
- 7) In this short _____ ritual, you are expected to _____ each other in English. (greet)
- 8) _____ do come this weekend. My parents will be very _____ to see you again. (please)

3 Put the sentences into English, using the words and expressions learned from the passage.

- 1) 当你被介绍给一位女士时, 你应当马上站起身来向她致意。(introduce, greet)
- 2) 他带着微笑同我们握手, 并把他的名片给了我们。(shake, offer)
- 3) 现在电子邮件在中国越来越流行了。(popular)
- 4) 请在名片的另一面印上英文翻译。(English version)
- 5) 大多数学生都有很强的英语交际能力。(competence)

6) 时间有限, 我们最好快点进入正题。(shift to)

Section Trying Your Hand

Write More by Yourself

A. Applied Writing: Business Cards

Data Bank

Titles		Working Units	
(English)	(Chinese)	(English)	(Chinese)
General Manager	总经理	Bureau	局
Sales Manager	销售经理	Department	系; 部
Marketing Manager	营销经理	Section	处, 科
Personnel Manager/Director	人事主管	Institute	所
Director	主任; 导演	Office	室
Vice Chairman	副主席	Agency	社
Deputy Director	副主任	Group company	集团公司
Assistant Manager	经理助理	Newspaper office	报社
Chief Engineer	总工程师	Broadcasting station	电台
Senior Engineer	高级工程师	TV Station	电视台
Dean	(院系) 主任	Others	
Economist	经济师	(English)	(Chinese)
Secretary-general	秘书长	Address	地址
Section Chief	处长	E-mail Address	电邮
Minister	部长	Tel. (Telephone)	电话
General Editor	总编辑	Fax	传真
Head of the bureau	局长	P.C. (Post Code)	邮编
Reporter	记者	Mobile phone	手机
Designer	设计师		
Accountant	会计师		
Official	公务员		

1 Translate the following business card into English, using the above samples and the Data Bank for reference.

滨海市政府国际事务处

张 晓 琳 博士

副处长 / 英文翻译

地址: 滨海市北京街 10 号 邮编: 116000

传真: 0411-26551855

电邮: zx1001@pub.bh.inpta.net.cn

电话: 0411- 26561856 手机:13693530635

2 Write an English business card for Mr. Gao Peng according to the information given below.

高彭是一位英语教授。他的工作单位是滨海市滨海外国语学校英语系，他担任该系的副主任。他的家庭住址是：滨海南路 59 号；邮编为 886027。你也可以同他电话联系。他的手机号为 13681519438；电子信箱的地址是 gp@mail.dlptt.in.cn。

B. Sentence Writing: Basic Sentences Structures (基本句型)

英语的基本句型有以下 8 种：

句型	例句	译文
主 + 谓	Birds fly. Animals can't speak.	鸟会飞。 动物不会讲话。
主 + 谓 + 状	Mrs. Green smiled kindly. Mary runs every morning.	格林太太和蔼地笑了。 玛丽每天早晨跑步。
主 + 谓 + 宾	They speak English. The boy is greeting his teacher.	他们说英语。 这个男孩正在向老师问好。
主 + 系 + 表	Self-introductions are important. Americans seem informal.	自我介绍很重要。 美国人看上去很随便。
主 + 谓 + 间宾 + 直宾	He told us a story. I gave him a visiting card.	他给我们讲了一个故事。 我给了他一张名片。
主 + 谓 + 直宾 + 间宾	She bought a birthday card for me. He introduced his wife to us.	她给我买了一张生日贺卡。 他把太太介绍给我们。

主 + 谓 + 宾 + 宾补	The tourist asked the agent to book a ticket. E-mail keeps them in touch.	这个游客请旅行社订购一张票。 电子邮件使他们保持联系。
There be 句式	There is a map of China on the wall. Is there anything wrong?	墙上有一幅中国地图。 出什么事了吗?

3 Say which patterns the following sentences take.

- 1) They will meet at the guesthouse an hour later.
- 2) He just needs time.
- 3) He becomes a different person at home.
- 4) They may also give these foreign tourists some help.
- 5) The guide has offered a timetable to every tourist.
- 6) My work keeps me busy.
- 7) There is not much hair left on the top of my head.

4 Apply the rules and correct the errors in each of the following sentences.

- 1) The general manager will in English introduce us at the welcoming party.
- 2) The senior Canada engineer is listening Chinese folk music.
- 3) Only a kind person can smiles so sweet.
- 4) Would you please show me to the way to the museum?
- 5) The professor's words make them are very exciting.
- 6) There has not much money in my pocket.
- 7) There is a man want to see you.
- 8) Does your English teacher always speaks English in class?
- 9) My father last year has given to me a expensive present.

Having Some Fun

1. Jimmy: Dad, how can you tell if you are drunk?
 Father: Look, son. If I look at the two policemen over there and say there are four of them, I'm drunk.
 Jimmy: But there is only one policeman, Dad!

UNIT 1 Greetings and Introducing People

2. Jimmy: Dad, I hear the men are striking.

Dad: What for?

Jimmy: Shorter hours.

Dad: Good luck to them. I always did think 60 minutes was too long for an hour.
