

全国商务英语研究会推荐教材

新编商务英语系列丛书

新编 商务 英语

口语

Interactive Speaking

3

总主编 虞苏美
主 编 杨乾龙



高等教育出版社
HIGHER EDUCATION PRESS

H319.9
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新 编 商 务 英 语 系 列 丛 书

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总主编 虞苏美

主 编 杨乾龙

编 者 李 晨

杨 明

Frank Tonge



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内容提要

《新编商务英语口语(1~4)》为“新编商务英语系列丛书”之一。本书以外语教学理论为编写指导思想,在语言材料的选用和课文结构设计上贯穿了“学用结合、重在运用”的原则。课文内容时代感强,着重反映当代日常生活和现实商务活动的真实情景。交际活动十分丰富,具有很强的实用性和可操作性。本丛书适用于商务英语专业的学生。本书另配录音磁带。

图书在版编目(CIP)数据

新编商务英语口语. 3 / 虞苏美总主编; 杨乾龙分册
主编. —北京: 高等教育出版社, 2005.5
ISBN 7-04-017312-3

I. 新... II. ①虞...②杨... III. 商务—英语—口
语—高等学校—教材 IV. H319.9

中国版本图书馆 CIP 数据核字 (2005) 第 043873 号

策划编辑	杜颖方	责任编辑	张迎庆	封面设计	王 峰	责任绘图	王 辉
版式设计	石志春	责任校对	田素芳	责任印制	韩 刚		

出版发行 高等教育出版社
社 址 北京市西城区德外大街 4 号
邮政编码 100011
总 机 010-58581000

购书热线 010-58581118
免费咨询 800-810-0598
网 址 <http://www.hep.edu.cn>
<http://www.hep.com.cn>
网上订购 <http://www.landaco.com>
<http://www.landaco.com.cn>

经 销 北京蓝色畅想图书发行有限公司
排版校对 南京展望文化发展有限公司
印 刷 中国青年出版社印刷厂

开 本 787×960 1/16
印 张 18.75
字 数 350 000

版 次 2005 年 5 月第 1 版
印 次 2005 年 5 月第 1 次
定 价 30.00 元

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物料号 17312-00

前言

近年来,越来越多的外语教育专家和教师认识到外语学习的目标应该有两个:即把某一种外语作为“知识”来学习,或把这一种外语作为“交际工具”来学习。前者主要以“语法”为重点研究对象并以“精确”为评估标准,引导学生将绝大部分精力和时间用于对句子结构的分析和比较。因此,以“知识”为学习目标的外语专业学生有能力把目标语(target language)的各种句子结构和语言特色评析得头头是道,但不一定能将他的评析用目标语完整清晰地表达出来。社会上流传的所谓“哑巴英语”的说法也是这种学习目标的定位结果。对我国绝大部分学外语的学生来说,其学习的目标无疑应是掌握“交际工具”。对于这部分学生,教师只有把外语学习的重点放在提高学生的目标语运用能力上,才有可能将学生真正置于一种“自然语言学习环境”中,通过“学会表达”——“正确表达”——“清晰正确表达”——“完整清晰正确表达”这样一种循序渐进的自然过程,达到全面提高学生交际能力的教学目标。

《新编商务英语口语》是在老版《商务英语口语》的基础上,以心理学、教育学和外语学习理论为编写指导思想,在语言材料选用和课文结构设计上贯穿了“学用结合、重在运用”的原则。课文内容着重反映当代日常生活和现实商务活动的真实情景、练习活动丰富,实用性强。本教材虽然是专门为学习商务英语的学生设计和编写的,但也可用作非商务英语专业学生的教材和英语爱好者的自学课本。

本教材全部课文内容都是围绕美国商人 Henry White 一家在中国和英美等国的日常生活和商务活动而展开,涉及经济、贸易、工农业、教育、旅游、投资、金融、劳务和房地产等领域中的考察、谈判、签约、网上交易和电子商务等活动。每个单元都有一个中心话题和与话题相关的课堂练习活动,旨在促使学生将口语学习不仅仅停留在传统的机械背诵和模仿上,而是通过大量的任务型课堂活动来强化英语语言的运用能力,使英语真正成为表达学生个人情感和思想的“交际工具”。

为了更好地与高中英语教学大纲衔接,本教材第1册主要为各种日常会话,对话的地点在国内,背景则是中国学生所熟悉的各种口语交际活动的场所。内容主要涉及介绍相识、打电话、谈论天气、邀请聚会、用餐、购物、看病、吉庆假日、娱乐和体育运动等日常生活中的用语。从第2册起,部分对话的地点和背景将移向国外,商务活动内容逐渐增多。这种结构安排为学生对背景和专业知识的了解,提供了一个从“熟悉”到“不熟悉”的渐进过程,从而使英语学习能以难点分散、反复巩固、循序渐进的螺旋上升方式进行。

《新编商务英语口语》共分4册,总教学课时为360学时,每册为90学时。第1、2册各为16单元;第3、4册各为15单元。本册每单元分为四大部分:课前练习(Warm-up)、样板对话(Dialogues)、交际功能范句(Functional Expressions)和交际活动(Communicative Tasks)。其中样板对话和交际功能范句的内容另配有磁带。

第1部分为样板对话,供教师和学生课堂上使用。对话语言生动活泼,口语特点鲜明,人物活动的情节引人入胜。对话示范性地展示了各种日常和商务活动场合中的英语口语表达的结构和方式,使学生能在较短的时间内掌握准确而得体的日常和商务口语。

第2部分为交际功能范句,这部分旨在向学生提供在某一语言交际功能中可以使用的各种表达方式。需要指出的是:虽然在某一功能下,有各种各样的句子可供选用,但是,这并不等于说,说话者为了完成某一功能可以随意“挑”一个句子说说就行了。在很多情况下,会话的场合、会话双方的社会地位和身份以及会话的目的决定了只有某一个句子才是这种特定会话环境中最恰当的表达语;而在某些情况下,用不同的语气和语调说出同一个句子,则表达了说话者完全不同的意思。这种句意与语气语调之间的微妙关系,需要在教师的指导下,经过较长时间的学习才能掌握。

第3部分为交际活动,这些活动均与对话主题或交际功能相关。这是本教材区别于许多其他英语口语教材的重要特点之一。这种交际任务为学生提供了一个检验自己学习成果和在现实生活中实践英语语言运用能力的机会。样板对话和交际功能范句的学习是进行交际活动的基础,交际任务又是学生对样板对话和交际功能范句消化吸收和对英语语言规则内化的一个必不可少的语言习得步骤。在进行交际活动时,教师应特别注意学生中可能出现的重语言形式、轻语言意义和在课堂上机械地模仿样板对话和交际功能范句的“伪交际”现象。在以语法翻译法和听说法为主要教学方法的中学英语课堂上,这种现象是屡见不鲜的。为了减少和避免这种“伪交际”现象,教师应尽量为课堂交际任务和活动提供真实的实践背景和必要的语言词汇,在教学中提高学生语言技能运用的时间比例,使学生逐步学会和掌握表达自己想要表达的真实思想和观点的方法。必要时,教师可以因地制宜地对本部分交际任务的活动内容作适当的修正。

第4部分课后任务选用了8部现代风格的独幕话剧。这些话剧的主题既有与

前言

学生的专业相关的商务活动,也有大学生们喜闻乐见的传统题材,还有的能帮助学生了解西方文化和家庭伦理观念。如同第2册中的电影片段,所有这些独幕话剧的语言十分生动,当代口语特点鲜明。其中一些口语的用法是任何一本国内口语教材中极为罕见的,如打招呼的用语 **How's the day been?** 以及相应的回答 **Not bad. Not good, either, by the sound of it** 等。对于这部分的内容,可以学生自学为主。教师也可安排学生互检,或课堂抽查,督促学生按时完成自学任务;还可以组织成立各种兴趣小组,以“探究型”的形式,让学生自己收集和整理各种语言现象,在班级活动中展示其研究成果,如:按语言功能分类的日常用语和口语与书面语的异同等。

总之,我们希望学生通过对本教材的学习,不仅能听懂日常和商务英语会话,能以准确的语调进行英语会话,自由地表达自己的思想和观点;而且能逐步养成用符合特定场合的得体语言回答或者提出各种问题的习惯,为今后工作做好充分准备。

在编写这套教材的过程中,我们得到了国内外同行的启示和高等教育出版社编辑的帮助。英籍专家 **Frank Tonge** 协助审阅了本教材的全部语言文字并参与了部分课文的编写工作。在此,对所有关心、支持和帮助本书编写和出版的人员表示衷心的感谢。同时,由于编者水平和经验有限,本书可能有疏漏和不当之处,我们诚恳希望外语教育专家和使用本书的广大师生不吝指教。

编者
于华东师范大学

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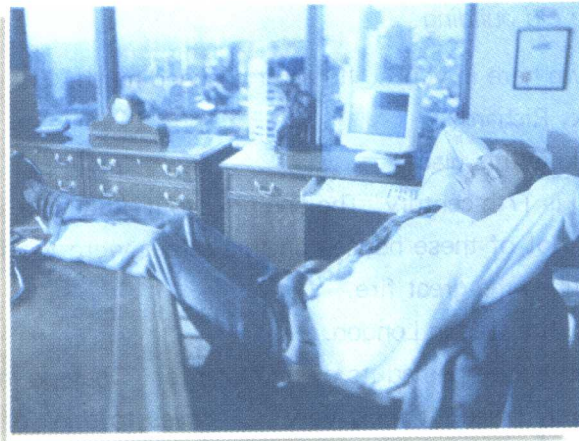
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Dialogues

Functional Expressions

Communicative Tasks

Task After Class



1

After Work

U N I T



Dialogues

Dialogue 1

Beer Time

Richard, Katy and Katy's brother go to a pub called Bessie Surtee's near their office on the Quay, an area along the Newcastle side of the River Tyne. They are walking towards the old building.

David: I haven't been down here in yonks. It hasn't changed much.

Katy: What do you think, Richard?

Richard: Very nice. How old is this place?

Katy: Well, this building is 17th century. The one next to it, the little 'un, is 16th century. A lot of these houses on this street were the few surviving houses from the great fire.

Richard: I thought the great fire was in London.

David: Every ancient town in Europe had its own great fire. (*They go in.*)

Richard: Wow! What a lovely place. It feels very ... (*tries to think of an appropriate adjective*)

David: What's your brew?

Katy: Orange juice for me, no ice. (*then turns to Richard*)

Richard: Mm?

Katy: What do you want?

Richard: Whatever local beer you think is good.

David: Newcy Brown it is, then. Find a parking space and I'll come find you with your orders. (*goes to the bar*)

Richard: What did he say?

Katy: We have to find a table. Erm, look, there's a nice table next to the

window. Don't worry if you don't understand David. He has a very broad Geordie accent. He got it from our father who was a coal miner; they were very close before he died a couple of years ago.

Richard: Oh. I'm sorry to hear that.

Katy: No, you don't have to be. He had lived a good life and he missed our mum.

Richard: What shall I do if I don't understand what your brother says to me?

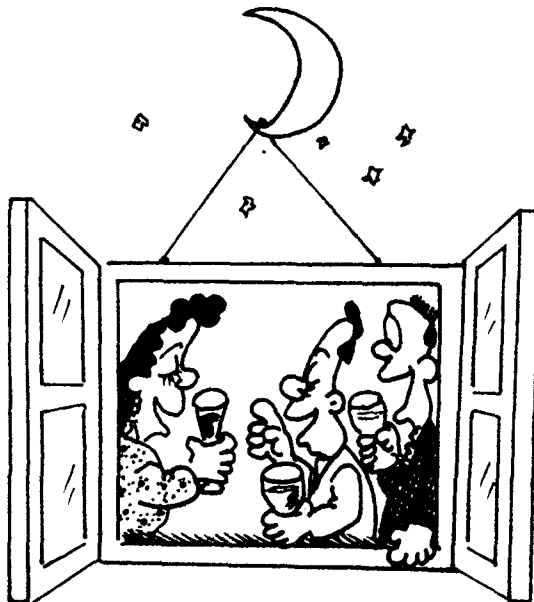
Katy: (*laughs*) I'll be your translator.

Richard: What is this "Geordie" I keep hearing about?

Katy: It's a dialect, a people, and a culture of the North East of England. Nobody is quite sure where the name comes from. Some say it is related to King George III.

David: (*comes over with their drinks*) Here you are. One Newcy for you, one orange for you, and a nice tall dark Guinness for moi.

Katy: David, what would you say a Geordie is?
(*in an educated southern English accent*) To be precise, a Homo sapiens of the Geordie genus is an inhabitant from an area north of



the River Tyne next to the North Sea called North Tyneside, famous for Newcastle Brown ale, of which you sir are sipping, coal mining and their great skill in the art of football currently being perfected on the turf of St. James.

Katy: Ha! I have only one thing to say to that — Manchester United.

David: (*imitates the mannerisms of an insulted upper class academic*) Art isn't always about winning games. Besides Manchester United is just popular trash. True artistic expression is never realized by the populous, but by the discerning few.

Richard: And you, just one of them. David, I like your comment. You sis told me you got a Ph. D. in Cambridge. I think a Ph. D. really makes things different.

David: Do you think so? I would be happier if my sis thinks the way you do.

Dialogue 2

A Late Night Chat

Isabel chats with her fiancé, Steven, on the Internet.

Steven: Hi honey, how's China?

Isabel: It's fine. The bureau is having me learn Chinese, three times a week in the evenings.

Steven: That's great! How are you doing with it?

Isabel: The tones are a bit baffling, but at least there are only four of them. I hear Vietnamese has ten or more tones.

Steven: What about the characters?

Isabel: I like the characters. I don't feel like I am learning Chinese without the characters. But it takes a certain eye for detail, but I was told the more you remember, the easier it becomes. What about your teacher training, how's it coming along?

Steven: It's interesting. I mean, a lot of it is theoretical but the teacher is full of stories about his teaching experience. He taught in a pretty rough

school where the kids were from working class families. I think you have to be emotionally strong to teach students like that.

Isabel: I could never teach. I just don't have the patience. I miss you!

Steven: I miss you too, darling.

Isabel: What's with the "honey" and the "darling"? Have you turned into a poor heartbroken teenager or something?

Steven: Just trying it out to see if you like it or not.

Isabel: You know how much I cringe when couples "honey" and "darling" each other.

Steven: I wouldn't mind honeying you, darling.

Isabel: I thought I was sweet enough!

Steven: OK. (*swift change of subject*) How are you coping?

Isabel: I'm alright. It's lonely living on my own, especially without you. But some of the guys at work have a library of books and VCDs I can borrow, and we often go out to eat on the street.

Steven: Are you sure it's clean, I mean eating out on the street?

Isabel: It's fine. I've done it before in Shanghai, but I do miss your cooking. How are you coping? Do you miss me?

Steven: Mmm, perhaps.

Isabel: Perhaps! What do you mean, "perhaps"?

Steven: Well, I have the pillow to sleep with at night, and the cat to talk to during the evening.

Isabel: You're having an affair with the pillow? Is this possible grounds for a divorce in British law?

Steven: I'm not sure; there might be some medieval dictate somewhere.

Isabel: And since when has Plato been better intellectual company than me?

Steven: Since I realized he doesn't answer back!

Isabel: It's getting late. I wish we could continue our tête-à-tête, but I have to get going. Talk to you later, love.

Steven: Seeya.

Notes

- | | | |
|----|---------------------------------------|---|
| 1 | quay | 码头 |
| 2 | the River Tyne | 泰恩河(英国英格兰北部) |
| 3 | in yonks | 长时间 |
| 4 | little'un | 〈口〉家伙, 东西 |
| 5 | surviving | 幸存下来的 |
| 6 | What's your brew? | 你喝点什么? |
| 7 | a broad Geordie accent | 浓重的泰恩赛德口音 |
| 8 | a coal miner | 煤矿工 |
| 9 | be related to | 与……有关 |
| 10 | Guinness | 英国产烈性黑啤酒之一 |
| 11 | for moi | = for me |
| 12 | to be precise | 精确地说 |
| 13 | a Homo sapien of Geordie genus | 一个真正泰恩赛德族的人, Homo sapien = wise human being。科学家把早期人类划分为 homo habilis (能人)、homo erectus (直立人)和 homo sapiens (智人) |
| 14 | on the turf of St. James | 在圣詹姆士足球场的草坪上 |
| 15 | just popular trash | 只不过是受欢迎但毫无价值的球队 |
| 16 | True artistic ... the discerning few. | 真正的艺术并不被大多数人所认知, 只有少数有洞察力的人才能理解。 |
| 17 | sis | 妹妹; 姐姐 |
| 18 | Ph. D. | 博士学位; 获得博士学位者 |
| 19 | baffling | 令人费解的 |
| 20 | pretty rough | 相当粗野的 |
| 21 | emotionally strong | 情感上坚强的 |

22	What's with ... and the "darling"?	你说“宝贝”和“亲爱的”是什么意思?
23	cringe	厌烦
24	"honey" and "darling" each other	“宝贝”、“爱人儿”地互相称呼着 (honey 和 darling 在此均用作动词)
25	I thought I was sweet enough!	(你)再说下去,我可要发脾气了。
26	cope	〈英口〉应付
27	have an affair with	和……恋爱上了
28	possible grounds for a divorce	离婚的可能依据
29	medieval dictate	(仿)中世纪的规定
30	Plato	柏拉图(427—347BC, 古希腊哲学家)
31	tête-à-tête	私人谈话
32	Seeya.	See you.



Functional Expressions

Talking About the Affairs of Other People

- 1 All right. I'll tell you the secret, but not a word to anyone.
- 2 And you know something?
- 3 Apparently he's lost his job.
- 4 Did you hear the latest about Jordan?
- 5 Did you hear what happened to our boss?
- 6 Did you hear? Greenspan's lowered the interest rates again.
- 7 Do you guys know the explosive news in our office?
- 8 Do you know what I've just heard?

- 9 Do you want to hear something interesting?
- 10 Don't breathe a word of course, but she's been smoking for a year.
- 11 Guess what? Another explosion in Shanxi and sixty died.
- 12 How do you know that?
- 13 I can tell you that, but you must keep it to yourself.
- 14 I don't mean to stir up your curiosity, but I read about it in the gossip column.
- 15 I don't want to talk behind somebody's back, but he's changed a lot.
- 16 I guess it's better to keep you informed, though it's not been confirmed yet.
- 17 If only you knew about them.
- 18 I'll tell you something, but don't let on to anybody that I told you.
- 19 I'll tell you what, but don't pass it on to anybody else.
- 20 I'm not talking personalities, but they say he's not very decent.
- 21 It's a top secret, so keep it under your hat.
- 22 It's just hearsay, but apparently she's left her husband.
- 23 I've something to tell you, but you must keep it from others.
- 24 Let me tell you what, but it's only between us.
- 25 Now of course I don't want to gossip, but do you know who stole the gold necklace?
- 26 Now of course I don't want to say anything bad about anyone, but have you noticed his strange manner?
- 27 Of course it may not be true, but he really drinks an awful lot.
- 28 Of course it's only gossip about Bill Gates and his Windows.
- 29 The last I heard. He'd quit the job.
- 30 They do say he's not a gentleman at all.
- 31 Well, do you know she came off prison three years ago?
- 32 Well, I heard a rumor that the headmaster is leaving.
- 33 Well, that's what they say, but there's no smoke without fire.
- 34 Well, wouldn't you know that?
- 35 Where did you hear that?
- 36 You know it's been on for a while, but I'm not sure it's true or not.
- 37 You know something? The General Manager has been sent to jail.