



全国高职高专**专业英语**规划教材

Practical Oral English 实用英语口语

房玉靖 主 编
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赠送
电子课件



清华大学出版社



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内 容 简 介

《实用英语口语》教材是为了满足高职高专英语教学改革的需求,根据教育部颁发的《高职高专教育英语课程教学基本要求》(以下简称《基本要求》)编写而成的。本书在编写过程中,严格遵守《基本要求》中的“实用为主,够用为度”原则,教学内容新颖,突出学生实训演练和实际应用。《实用英语口语》全书分为两个部分,每个部分由十六个教学单元组成。

本教材供高职高专公共英语教学使用,同时也适用于意欲培养和提高英语口语交际能力的具有一定英语基础的自学者、专业技术人员、出国人员以及涉外工作者。

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前 言

《实用英语口语》是为了满足高职高专英语教学改革的需求,根据教育部颁发的《高职高专教育英语课程教学基本要求》(以下简称《基本要求》)编写而成。本教材供高职高专公共英语教学使用,同时也适用于意欲培养和提高英语口语交际能力的具有一定英语基础的自学者、专业技术人员、出国人员以及涉外工作者。

本书在编写过程中,严格遵守《基本要求》中的“实用为主,够用为度”原则,教学内容新颖,突出学生实训演练和实际应用。

《实用英语口语》全书分为两个部分,每个部分十六个教学单元,全书原则上供一学年使用,也可根据各高职院校教学安排灵活使用。每个单元由下面八个部分组成。

1. **Lead-in** 通过一些有针对性和学生感兴趣的问题,导入单元主题,本书在导入环节的特色是为学生列举了一些惯用语和常用句型以引导学生正确、灵活地使用语言,同时培养他们的发散思维。

2. **Warm-up Activities** 包括语音和阅读两部分,语音部分旨在强化学生的基本语音和语调知识,并通过列举和听读一些相近的音素而更正学生易犯的读音、重音和语调错误,培养学生的语感。阅读部分精选了一些与本单元内容相关的短文或小故事,旨在使学生通过听读领略读的技巧,同时也可作为背诵资料。

3. **Dialogues** 由七个围绕本单元主题的情景对话按照循序渐进或对话的不同覆盖面(题材)排列组成,旨在为学生提供广泛的语言材料,并供教师有选择地使用。

4. **Vocabulary** 包括本单元的重要词汇和词组,供学生查找。

5. **Useful Expressions** 包括与单元主题相关的惯用语,旨在为学生补充拓展语言资料。

6. **Exercises** 分为四项。题目新颖、针对性和可操作性强,旨在帮助学生领会、掌握、复习和运用所学的语言素材。

7. **Culture Tips** 为学生介绍了同本单元相关的一些风俗、文化及禁忌,旨在让学生了解文化差异,提高交际能力,避免语用失误。

8. **Class Activities** 由小游戏组成,游戏中很多都是英语国家的传统游戏,目的是在介绍游戏的同时,活跃课堂气氛、以游戏的方式巩固本单元所学的知识 and 提高学生的学习兴趣。

本教材由房玉靖担任主编,马峥担任副主编,编写人员为房玉靖、马峥、刘晓春、刘芳和秦玉娜老师。

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目 录

SECTION I

Unit 1 Greetings and Introduction.....1	Warm-up Activities29
Lead-in1	Dialogues30
Warm-up Activities2	Vocabulary33
Dialogues2	Useful Expressions33
Vocabulary4	Exercises34
Useful Expressions5	Culture Tips36
Exercises6	Class Activities37
Culture Tips8	Unit 5 Seeing a Doctor39
Class Activities8	Lead-in39
Unit 2 Talking About the Weather.....11	Warm-up Activities39
Lead-in11	Dialogues40
Warm-up Activities12	Vocabulary43
Dialogues12	Useful Expressions43
Vocabulary14	Exercises45
Useful Expressions14	Culture Tips47
Exercises15	Class Activities47
Culture Tips17	Unit 6 Shopping49
Class Activities18	Lead-in49
Unit 3 Asking the Way19	Warm-up Activities49
Lead-in19	Dialogues50
Warm-up Activities20	Vocabulary53
Dialogues20	Useful Expressions54
Vocabulary22	Exercises55
Useful Expressions23	Culture Tips58
Exercises24	Class Activities58
Culture Tips26	Unit 7 Food61
Class Activities27	Lead-in61
Unit 4 Making a Telephone Call29	Warm-up Activities62
Lead-in29	



Dialogues	62	Warm-up Activities	102
Vocabulary	65	Dialogues	103
Useful Expressions	65	Vocabulary	106
Exercises	66	Useful Expressions	106
Culture Tips	68	Exercises	107
Class Activities	69	Culture Tips	109
Unit 8 At the Restaurant	71	Class Activities	110
Lead-in	71	Unit 12 Hobbies	111
Warm-up Activities	72	Lead-in	111
Dialogues	72	Warm-up Activities	112
Vocabulary	75	Dialogues	112
Useful Expressions	75	Vocabulary	115
Exercises	77	Useful Expressions	115
Culture Tips	79	Exercises	116
Class Activities	80	Culture Tips	117
Unit 9 Sports	81	Class Activities	118
Lead-in	81	Unit 13 Talking about the Past	
Warm-up Activities	82	and Future	119
Dialogues	82	Lead-in	119
Vocabulary	85	Warm-up Activities	120
Useful Expressions	86	Dialogues	120
Exercises	87	Vocabulary	123
Culture Tips	89	Useful Expressions	123
Class Activities	90	Exercises	125
Unit 10 Travel	91	Culture Tips	126
Lead-in	91	Class Activities	126
Warm-up Activities	92	Unit 14 Offering Help	129
Dialogues	93	Lead-in	129
Vocabulary	96	Warm-up Activities	130
Useful Expressions	96	Dialogues	130
Exercises	97	Vocabulary	133
Culture Tips	99	Useful Expressions	134
Class Activities	99	Exercises	135
Unit 11 At the Airport	101	Culture Tips	137
Lead-in	101	Class Activities	137



Unit 15 Thanks and Gratitude.....	139
Lead-in	139
Warm-up Activities	139
Dialogues	140
Vocabulary	142
Useful Expressions	142
Exercises	144
Culture Tips	145
Class Activities	146

Unit 16 Saying Goodbye.....	147
Lead-in.....	147
Warm-up Activities	147
Dialogues	149
Vocabulary	151
Useful Expressions	151
Exercises.....	152
Culture Tips	154
Class Activities	154

SECTION II

Unit 1 Holidays	155
Lead-in	155
Warm-up Activities.....	155
Dialogues	156
Vocabulary	159
Useful Expressions.....	159
Exercises	160
Culture Tips	162
Class Activities	162

Unit 2 Parties.....	165
Lead-in	165
Warm-up Activities.....	166
Dialogues	166
Vocabulary	170
Useful Expressions.....	170
Exercises	171
Culture Tips	173
Class Activities	175

Unit 3 Entertainment.....	177
Lead-in	177
Warm-up Activities.....	177
Dialogues	178

Vocabulary	181
Useful Expressions	182
Exercises.....	184
Culture Tips	187
Class Activities	188

Unit 4 On Campus	189
Lead-in.....	189
Warm-up Activities	190
Dialogues.....	190
Vocabulary	193
Useful Expressions	193
Exercises.....	194
Culture Tips	196
Class Activities	197

Unit 5 Renting an Apartment	199
Lead-in.....	199
Warm-up Activities	200
Dialogues	200
Vocabulary	203
Useful Expressions	204
Exercises.....	205
Culture Tips	207
Class Activities	207



Unit 6 Making an Appointment209

Lead-in	209
Warm-up Activities	210
Dialogues	210
Vocabulary	214
Useful Expressions	214
Exercises	215
Culture Tips	217
Class Activities	217

Unit 7 Making a Reservation219

Lead-in	219
Warm-up Activities	220
Dialogues	220
Vocabulary	223
Useful Expressions	223
Exercises	226
Culture Tips	227
Class Activities	228

Unit 8 Making an Apology.....229

Lead-in	229
Warm-up Activities	230
Dialogues	230
Vocabulary	233
Useful Expressions	233
Exercises	235
Culture Tips	237
Class Activities	237

Unit 9 Opinions239

Lead-in	239
Warm-up Activities	240
Dialogues	240
Vocabulary	244
Useful Expressions	244
Exercises	246

Culture Tips	248
--------------------	-----

Class Activities	249
------------------------	-----

Unit 10 Advice and Suggestions.....251

Lead-in.....	251
Warm-up Activities	252
Dialogues	252
Vocabulary	255
Useful Expressions	256
Exercises.....	258
Culture Tips	260
Class Activities	260

Unit 11 Instructions.....261

Lead-in.....	261
Warm-up Activities	262
Dialogues	262
Vocabulary	265
Useful Expressions	266
Exercises.....	267
Culture Tips	269
Class Activities	270

Unit 12 Comparing and Contrasting....271

Lead-in.....	271
Warm-up Activities	271
Dialogues.....	272
Vocabulary	276
Useful Expressions	276
Exercises.....	278
Culture Tips	279
Class Activities	280

Unit 13 Banking281

Lead-in.....	281
Warm-up Activities	282
Dialogues.....	283
Vocabulary	286



Useful Expressions.....	286	Useful Expressions	309
Exercises	289	Exercises.....	310
Culture Tips	290	Culture Tips	312
Class Activities	291	Class Activities	313
Unit 14 Advertisements	293	Unit 16 Job Interviews	315
Lead-in	293	Lead-in.....	315
Warm-up Activities.....	294	Warm-up Activities	315
Dialogues	294	Dialogues.....	317
Vocabulary	297	Vocabulary	321
Useful Expressions.....	298	Useful Expressions	321
Exercises	299	Exercises.....	324
Culture Tips	300	Culture Tips	325
Class Activities	301	Class Activities	326
Unit 15 Computers and the Internet .	303	Appendix I Key to the Exercises	329
Lead-in	303	Appendix II On How to make a	
Warm-up Activities.....	304	good speech'	351
Dialogues	305	参考文献.....	353
Vocabulary	309		





SECTION I

Unit 1

Greetings and Introduction

Overview:

- *Lead-in*
- *Warm-up Activities*
- *Dialogues*
- *Vocabulary*
- *Useful Expressions*
- *Exercises*
- *Culture Tips*
- *Class Activities*



Lead-in

How do you greet your friends on campus? Discuss it with your partner. You may use the following examples for help:

Student A: Hello, Jack. Haven't seen you for a long time. How's everything going?

Student B: Not bad. How about you?

Student A: Hi. Nice to see you here.

Student B: Nice to see you, too.



Warm-up Activities

I. Read the following words and find the pronunciation rules for letter "a".

- | | | | | | |
|---------|-------|-------|-------|------|-------|
| 1. [ei] | shame | plate | chase | tape | trace |
| 2. [æ] | back | sad | fat | lamp | fan |

II. Read the story below and pay attention to your pronunciation and intonation.

The easiest way to introduce people is simply to mention their names. For example, "Mr. Brown, Mr. Carter." Try to pronounce the names slowly and clearly. Usually, one should introduce the younger person first to the older, "Grandma, please meet Alice and Carlos Steward, my neighbors." Or introduce a male first to a female, say "Mrs. Clark, I'd like you to meet Dr. Martin Slater. He works in General Motor. Mrs. Wanda Clark teaches Grade 4 at Cambridge University." In the United States it's customary(习惯的) for men to shake hands when meeting each other. If not, he should simply bow slightly. Men always stand up when being introduced while women remain seated. However, a young woman should stand when being introduced to a person much older than her or in a higher social position.



Dialogues

Dialogue 1

Doris: How's life these days?
 Steve: Mmmm, just OK. And how are you?
 Doris: Pretty good. Nice weather today, isn't it?
 Steve: Yes, it's good for doing some exercises.
 Doris: How about going jogging together?
 Steve: Good idea! Let's enjoy the sunshine!
 Doris: Let's go.

Dialogue 2

Mary: Hey, Helen. Haven't seen you for ages.
 Helen: Oh, hi, Mary. Yeah, it has been a long time. How's everything?



Mary: Not too bad, thanks, and you?

Helen: Pretty good, thanks.

Mary: I'm sorry I'm in a hurry right now.

Helen: OK. See you some other time, huh?

Mary: Yeah, let's get together sometime. Take care.

Helen: You too.

Dialogue 3

Jason: Hello, Thomas. It's good to see you. Have you met Mr. Li?

Thomas: No, I don't believe I have.

Jason: Mr. Li, I'd like to introduce Thomas. Thomas is our business partner. And Thomas, Mr Li is our new sales manager.

Thomas: I'm very happy to meet you, Mr. Li.

Mr. Li: It's my pleasure, Thomas.

Jason: He is the General Manager of the Beijing branch.

Dialogue 4

Wu Ping: Hi, Liu Yun, nice to see you here.

Liu Yun: Hi, good to see you! How are you?

Wu Ping: Not bad. May I introduce you to our manager, Mr. Smith?

Liu Yun: How do you do, Mr. Smith?

Mr. Smith: How to you do, Liu Yun. Nice to meet you!

Liu Yun: Nice to meet you, too. Welcome to China.

Mr. Smith: Thanks. Your oral English is very good!

Liu Yun: Oh, thank you for saying so. I am flattered! Here is my business card.

Mr. Smith: Thanks. This is mine.

Liu Yun: I hope you will enjoy your stay here.

Mr. Smith: I bet I will.

Dialogue 5

(On the first day of a new semester: the new English teacher, Susan, is asking the students to introduce themselves.)

Teacher: Who would like to introduce himself, first?

Jeffery: My name is Jeffery. I'm from Yantai, a beautiful coastal city in Shandong province. There are three people in my family, my father, my mother, and I. I like playing basketball very much.



Teacher: I think we've already known something about you. But, I still wonder why you choose business English as your major?

Jeffery: Because I love English and it is a hot major for undergraduates seeking decent and better- paid job. Besides, working in international trade has always been my ultimate career goal.

Teacher: Oh, great. Thank you for your introduction.

Dialogue 6

Host: Good evening, everyone. Welcome to the English Contest. The first contestant is Peter. Peter, would you please introduce something about yourself to us?

Peter: OK, thanks. Hello, everyone! My name is Peter. I come from a Foreign Language School in Beijing. It is really a great honor to have this opportunity to participate in this contest. I'm an active and smart boy. My favorite subject is English. I like it very much. I'll try my best to give you a good performance this morning. Hope you can support me! Thank you!

Host: Thank you, Peter. Wish you success!

Dialogue 7

Stella: This is our new employee, Morgan.

Morgan: Hi, everybody! I'm glad to meet you all!

Stella: Would you like to make a brief introduction about yourself?

Morgan: Sure! Thank you. My name is Morgan. My hometown is Guangzhou, China. I'm a postgraduate from Tsinghua University and my major is Western Economics. I've heard so much about this corporation and I've been looking forward to working here. I hope we can get along well with each other. Thanks a lot.

Stella: Okay! Welcome to our company! I will show you around later.

Morgan: Thank you. What's my job?

Stella: You will be in charge of the promotion of goods. What do you say?

Morgan: No problem. I will try my best. You can count on me!

Stella: And if you have any questions, please don't hesitate to ask Mark who is in charge of the personnel department.

Morgan: Okay! I really appreciate it.



Vocabulary

jog [dʒɒg] v. 慢跑

branch [brɑ:ntʃ] n. 分公司

contest ['kɒntest] n. 竞赛, 争论

smart [smɑ:t] adj. 聪明的, 漂亮的

Unit 1 Greetings and Introduction



flatter ['flætə] v. 奉承, 阿谀

appreciate [ə'pri:ʃieɪt] v. 欣赏, 感激, 赏识

decent ['di:snt] adj. 得体的, 相当好的

ultimate ['Altimit] adj. 终极的, 最后的

career [kə'riə] n. 职业, 事业

postgraduate ['pəust'grædjuit] n. 研究生

corporation [kɔ:pə'reɪʃən] n. 公司

promotion [prə'məʊʃən] n. (某商品的)推销广告或宣传活动

personnel [pə:sə'nel] n. 人事



Useful Expressions

A. Introducing oneself

- How do you do? My name's Teresa.
- Allow me to introduce myself. I'm Susan Li, a freshman from International Trade Department.
- Excuse me. I don't believe we've met. I'm Michael Hanks.
- Excuse me. Haven't we met before? I come from China.
- Hi, I'm Mike. May I know your name please?

B. Introducing somebody

- I don't think you've met my classmate Mike. This is Mike. And Mike, this is Mary.
- Let me introduce you to each other.
- Meet my cousin, Bob.
- Jason, I'd like you to meet Edison Brown, the principal of our school.
- Have you met Chanel Jones, Laura?

C. Greeting people

- Good morning/afternoon/evening.
- How are you?
- How are you doing?
- Glad to meet you.
- Nice to meet you.
- Haven't seen you for ages. How are you?
- How's everything?
- How are things going with you?
- Anything new?
- What's up/new?
- What's going on?





D. Responding to greetings

- I'm very well. Thank you. And you?
- Fine. How about you?
- As usual.
- Can't complain, thank you.
- Couldn't be better, thanks.
- Just so-so.
- Pretty good, thank you.
- Not too bad, thanks.



Exercises

1. Choose your appropriate response with the expressions given below.

1. Greet someone you've never met before.
2. Check someone's name if you didn't hear it very well.
3. Greet someone you often meet.
4. Greet someone you haven't met though you've had contacted with him/her by phone or e-mail.
5. Greet someone you've met before.
6. Introduce yourself.
7. Introduce a colleague.
8. Ask about someone's name.

- A. I'm David Brown, your new neighbor.
 - B. Nice to meet you at last.
 - C. This is Mrs. Davis. She's in charge of exports.
 - D. Hi! How are you?
 - E. Good to see you again!
 - F. I'm sorry I didn't catch your name. Can you say it again?
 - G. Good morning. Pleased to meet you.
 - H. I'm sorry, may I know your name?

Unit 1 Greetings and Introduction



II. Complete the short dialogues by translating the Chinese into English.

1.	A: _____ (最近过的如何)?	B: Great! Thanks. _____ (你呢)?
2.	A: Hi, I'm very glad to see you again. Have you met my cousin, Linda?	B: _____ (我尚未有幸见过呢).
3.	A: Let me introduce Linda to you. This is Linda, my cousin.	B: _____ (你好), Linda? Glad to meet you.
4.	A: Hello. My name is Liu Yan. _____ (你是哪个系的)?	B: _____ (我是国际贸易系的). I'm from Beijing.
5.	A: I'm lucky to have you as my desk mate.	B: I feel lucky too. _____ (有需要帮忙的地方请尽管找我).
6.	A: Hello. _____ (请允许我介绍一下我自己)? My name is Sarah. I'm from America.	B: Oh, hello, Sarah. Nice to see you. I'm Lin Hua.
7.	A: How do you do, Mr. Smith?	B: Pleased to meet you, Wu Ying. _____ (我从 Mary 那里得知您很多情况).
8.	A: _____ (请允许我介绍一下我的朋友), Mr. Lin.	B: Nice to meet you.
9.	A: _____ (你们以前见过面吗)?	B: No, we haven't.
10.	A: This is Mr. Grant. _____ (他是一个通讯员).	B: Oh, my sister is a journalist.

III. Imagine you are a new employee in a company. Mr. Anderson is the President there. You meet him for the first time at the café. Fill in the blanks with the expressions given in the box. Then act the dialogue out with your partner.

- A. I'm very happy that I can work in this company

B. Are you from Germany

C. Are you a newcomer

D. Excuse me

E. And I love China very much

Tom: _____ 1 _____. Are you Mr. Anderson?

Mr. Anderson: Oh, yes, Thomas Anderson. _____ 2 _____?

Tom: How do you do? I'm Yang Cheng, a graduate from Peking University. My major is



Mechanics.

Mr. Anderson: Very good. Welcome to our company.

Tom: 3.

Mr. Anderson: Have you got used to the new environment?

Tom: Yes, the colleagues helped me a lot. By the way, 4?

Mr. Anderson: Yes. 5.

Tom: Chinese people are very kind and friendly.

IV. Topics for discussion

1. What's the most impressive thing when you first came to your college?
2. What do you think is the best way to get to know as many people as possible in the college?



Culture Tips

When people meet someone for the first time, it is usual to shake the person's right hand with your right hand. You can address a new acquaintance using their title and family name. You may use their first name when they ask you to do so. The simplest thing to say is "Hello" or "Hi", which is a very common way of greeting someone and suitable in both formal and more relaxed situations. A variation of that, which you're probably more likely to hear, is "How are you?", "How are you going?" or "How's it going?". No answer is expected other than "Fine, thank you." After you've answered that question, the most usual thing to do is to return the question and ask the other person if they are well. You can return the question with a simple "And you?" or "How about you?"



Class Activities

Guess Who

1. Take out a piece of paper, and write on your paper some personal information about yourself. You should write at least five complete sentences, e.g, I was born in September, I like Jay Chou, I am a football fan, etc. You should make sure the information is true.
2. Then please fold your paper and pass them to the front of the class. The teacher will distribute them and make sure each student has personal information about another student.