



普通高等教育“十一五”国家级规划教材
新标准高职高专公共英语系列教材
VOCATIONAL COLLEGE ENGLISH

总主编 王守仁

实用听说教程 3

主 编 周国强

PRACTICAL
LISTENING
AND SPEAKING

学生用书
STUDENT'S BOOK



附光盘

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总主编的话

亲爱的同学：

欢迎你使用“新标准高职高专公共英语系列教材”！
高等职业教育是我们国家高等教育体系的重要组成部分，其任务是培养面向生产、建设、管理、服务第一线需要的“下得去、留得住、用得上”、实践能力强、具有良好职业道德的高技能人才。为满足我国社会发展和经济建设需要，促进高等职业教育持续健康发展，教育部积极推进高等职业教育改革，其中包括公共英语课程教学改革，颁布了《高职高专教育英语课程教学基本要求(试行)》。“新标准高职高专公共英语系列教材”就是根据《高职高专教育英语课程教学基本要求(试行)》进行编写的。

我们编写这套系列教材的基本指导原则是“实用为主，够用为度，以应用为目的”。具体来说，我们考虑了基础性、实用性、够用性、前瞻性和科学性等因素。基础性是指教材巩固并拓展学生中学阶段的英语知识和能力，打好语言基础；实用性是指教材紧扣高职高专学生的职业方向，选材与学生的学习、生活及日后职业密切相关；够用性是指教材充分考虑学生今后工作、学习和交际的实际需要，尽可能控制难度，确保学生接受语言信息输入的效果；前瞻性是指教材密切关注我国中学和大学英语教育改革的动向以及我国社会经济发展对高职高专教育的新要求，适应高职高专英语教学的发展趋势；科学性是指教材吸收先进的教学理念和方法，符合语言学习规律，恰当、充分地利用现代教育技术手段，有利于教师使用，有利于学生学习。

“新标准高职高专公共英语系列教材”体系比较完备，包括主干教材《实用综合教程》、《实用听说教程》和支撑教材《实用语法简明教程》、《实用写作教程》。主干教材主要用于课堂教学，支撑教材供学生按需要自选、自学、自练。两类教材自成系统，相对独立，同时相互补充，彼此关联；配合起来使用，既能发挥教师的主导作用，又便于学生开展自主性学习。

参加编写这套系列教材的教师们都受过严格的专业训练，长期从事英语教学与研究，具有较为丰富的教学经验。在编写过程中，我们努力贯彻《高职高专教育英语课程教学基本要求(试行)》，广泛征求高职高专师生的建议和意见，使教材具有以下几个特点：

1) 传统与现代教学理念相结合，既强调语言基础知识的掌握，又突出语言运用能力的培养；

2) 以学生为本, 全书主题贴近学生生活, 内容知识性、趣味性强, 具有广泛的应用性和实用价值;

3) 练习丰富多样, 有针对性, 能有效培养学生的语言运用能力, 同时对通过高等学校英语应用能力考试具有较强的适应性;

4) 语言浅显而规范, 新颖而地道。

学好英语并非难事, 关键是持之以恒, 同时注意学习方法。除了学习教材以外, 你要尽可能多地利用机会接触英语, 如观看英语电视电影、上网查阅英文资料、阅读英文报刊书籍、学唱英文歌曲等。从英语学习中获得乐趣, 而不是把它看作负担, 学以致用, 一定会收到满意的效果。

你在使用这套系列教材时有什么建议或想法, 包括批评的意见, 都欢迎告诉我们, 以便我们今后在修订时改进, 从而使教材质量不断提高, 能真正符合高职高专学生学习英语的需要。

祝你的学习生活充实而快乐, 每天都有进步!

王守仁

2006年3月



前 言

《实用听说教程》是按照教育部高等教育司颁布的《高职高专教育英语课程教学基本要求(试行)》,结合高职高专英语教学实际情况编撰而成的。在编写过程中,遵循“实用为主,够用为度,以应用为目的”的原则,围绕《高职高专教育英语课程教学基本要求(试行)》规定的日常交际功能的听、说能力要求,充分结合了学生实际运用英语的情况和能力。同时,我们还广泛吸收了多位在高等职业专科院校中从事实际教学工作的教师的建议。

第三册各单元课文按照《高职高专教育英语课程教学基本要求(试行)》列出的要求学生重点掌握和运用的交际内容安排听、说内容,意在使学生通过反复操练,具备初步的语言交际能力。这些交际内容包括一般涉外活动(迎送、安排日程与活动、安排住宿、邀请和宴请、电话处理业务以及陪同购物、游览、就诊等)和一般涉外业务(面试、介绍公司、工厂的发展历史和现状等)两大类。各单元的第三部分还包括了符合“高等学校英语应用能力考试(B级)”听力部分考试要求的练习题。如果学生认真练习,这部分对他们通过“高等学校英语应用能力考试(B级)”应该大有帮助。

全书共分10个单元,供一学期使用。完成每单元内容约需4到5课时,视学生已达到的英语水平和接受能力而定。其中2至3课时为课堂内教学内容,其余为学生课后练习。

每单元由三个部分组成:

第一部分(Part One: Starting Out)是供教师组织课堂讨论用的思考题,目的是让学生了解本单元主要的教学和练习内容。

第二部分(Part Two: In-class Activities)是每单元的重点内容,分三个片段(Section),每个片段都有两个环节:先听后说。听和说的练习都围绕同一个交际内容展开。听力练习中出现的词汇、短语和惯用句型往往都会在会话练习中使用到。会话练习的内容与相应的听力练习内容相比要简单一些,而且模仿的成分较大,学生应该不会感到很难。会话练习的最后一项(Role play)难度略高,要求学生综合运用已学到的语言交际能力。

第三部分(Part Three: After-class Activities)是供学生课后复习之用。

书后附有作为课后练习的每单元第三部分的录音文字资料和练习答案,供学生自我检测学习效果之用。

本册主编为周国强,负责全书的设计、资料收集、编写以及最后定稿。上海交通大学外国语学院英语系何小凤、邵瑛、李龙帅等参与了部分编写工作。

在教材编写过程中,编者参阅和引用了部分国外相关资料。在上海交通大学担任英语教学的Pauline Crane(英国)通读了部分书稿。在此一并致谢。

编 者

2006年3月



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Unit One

Greeting Visitors

OBJECTIVES

In this unit, you will learn various ways to:

1. greet and get acquainted with guests;
2. exchange conventional greetings; and
3. make small talk about a flight, the weather, etc.



Part One

Questions for discussion

Starting Out

1. Have you ever met anyone at a railway station or airport?
2. What do you say when you meet someone for the first time?
3. What might be the usual topics you talk about in such situations?



Part Two

SECTION A

In-class Activities

**Excuse me, are you Mr. Johnson
from General Motors?**

1. Listening Activities



A Mary Lee meets Mr. Johnson at Heathrow International Airport in London. Listen to the conversation and

choose the best answer to each question you hear.

1. A. He's Mary Lee's friend.
B. He's Mary Lee's colleague.
C. He works for General Motors.
D. He's from Essex Industries.
2. A. She is from New York.
B. She works at the London office of General Motors.
C. She works for Essex Industries.
D. She met Mr. Johnson once before.
3. A. He's a marketing manager for General Motors.
B. He works for Essex Industries.
C. He's an old friend of Mary Lee.
D. He's the director of the General Motors London office.
4. A. This is his first visit to London.
B. He has been to London once before.
C. He frequently comes to London on business.
D. We can't tell from the conversation.
5. A. Last April.
B. Last May.
C. Last June.
D. Last July.



New Words and Expressions

General Motors (GM) 美国通用汽车公司

colleague /'kɒli:g/n. 同事

marketing /'mɑ:kɪtɪŋ/n. 市场营销

B Listen to the conversation again and supply the missing words or phrases.

F: Excuse me, are you Mr. Johnson from General Motors?

M1: No, I'm not.

F: I'm sorry.

M1: _____ (1). ... Look! Here comes Mr. Johnson now.

F: Are you Mr. Johnson?

M2: Yes, I am.

F: Nice to _____ (2). My name is Mary Lee. I'm from Essex Industries.

M2: Nice to meet you, too. Thank you very much for coming to _____ (3).

F: It's a pleasure. Welcome to London.

M2: I'd like you to meet a colleague of mine. May I _____ (4) Mr. Black, our marketing manager?

F: How do you do? I'm _____ (5) to meet you.

M1: How do you do? Pleased to meet you.

F: Is this your _____ (6) to London?

M1: No. Actually, this is my second visit. I was here for a meeting _____ (7).

F: I hope you'll enjoy _____ (8) here.

M2: I'm sure I will.

II. Speaking Activities



A Study the following expressions used in greeting and introducing people until you can say them from memory. Pay special attention to those in bold italics.

To greet your guest / client, you say:

Excuse me, *are you Mr. Johnson from General Motors?* 请问, 您是通用汽车公司的约翰逊先生吗?

Nice to meet you. *My name is Mary Lee. I'm from Essex Industries.* 很高兴见到您。我叫玛丽·李, 埃塞克斯工业公司的。

Is this your first visit to London? 这是您第一次来伦敦吗?

I hope you'll *enjoy your stay* here. 希望您在这里过得愉快。

Your guest / client says:

Thank you very much *for coming to meet us.* 谢谢您来接我们。

I'd like you to meet a colleague of mine. 我想向您介绍我的同事。

May I introduce Mr. Black, our marketing manager? 能否让我介绍一下布莱克先生, 销售部经理?

B Complete the following short conversation with the help of the Chinese version in brackets. Practice the conversation with your classmate.

F: _____ (请问) (1), are you Mr. Smith from Canada Sports Wear Company?

M1: Yes, I am.

F: _____ (很高兴见到您) (2). My name is Liu Wen. I'm from Xiamen Trading Company.

M1: Nice to meet you, too. Thank you very much for coming to _____ (接我们) (3) at the airport.

F: With pleasure. _____ (欢迎来) (4) Xiamen.

M1: I'd like you to meet a colleague of mine. _____
 _____ (能否让我介绍) (5) Mr. Brown, our
 sales manager?

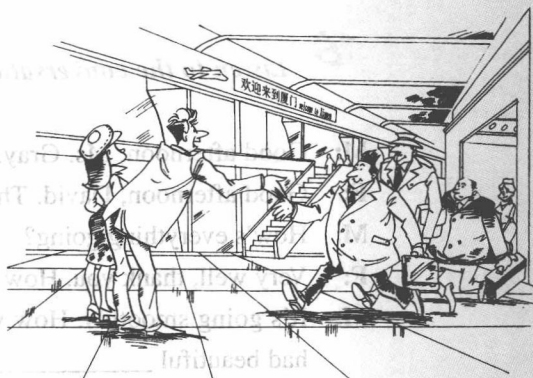
F: _____ (您好) (6)? I'm very pleased
 to meet you.

M2: How do you do? Pleased to meet you.

F: Is this your _____ (首次来访) (7)
 to Xiamen?

M2: Yes.

F: I hope you'll _____ (过得愉快) (8) here.



SECTION B

How's everything going?

1. Listening Activities



A Here is a short conversation between two business people meeting at the airport. Listen and choose the best answer to each question you hear.

- A. The man and woman are complete strangers.

B. They have met each other in London before.

C. The man has just arrived in London.

D. The man is now working on a new project.

- A. It is going well.

B. It is getting difficult.

C. It has been transferred to another department.

D. It has been finished.

- A. Fine and warm.

B. Clear and beautiful.

C. Rainy and cloudy.

D. Cold and windy.

New Words and Expressions

- project /'prɒdʒekt/ *n.* 项目;
 计划
- smoothly /'smu:ðli/ *ad.* 顺利地;
 没有问题地
- typical /'tɪpɪkəl/ *a.* 典型的
- case /keɪs/ *n.* 箱子
- manage /'mænɪdʒ/ *v.* 应付

B Listen to the conversation again and supply the missing words or phrases.

- M: Good afternoon, Ms. Gray. Nice to _____ (1).
 F: Good afternoon, David. Thank you _____ (2).
 M: How's everything going?
 F: Very well, thank you. How are you _____ (3) with your new project?
 M: It's going smoothly. How was the weather in London? Last time I was there we had beautiful _____ (4). Not like people think.
 F: It rained, I'm afraid. It was very dark, with _____ (5).
 M: Ah. A typical English day. Now, let me _____ (6).
 F: No, thanks. I _____ (7) myself.

II. Speaking Activities



A Study the following expressions used in exchanging conventional greetings between business people until you can say them from memory. Pay special attention to those in bold italics.

Inquiring	Answering
How's everything going? 你一切都好吧?	Very well, thank you. 很好, 谢谢。
How are you <i>getting on with</i> your new project? 你们的新项目进行得怎么样?	It's going smoothly. 相当顺利。
How was the <i>weather</i> in London? 伦敦天气怎么样?	It rained. It was very dark, with a lot of cloud. 下雨。天很暗。云很多。
Offering	Declining
Let me <i>take your case</i> . 让我帮你提箱子。	No, thanks. I <i>can manage</i> myself. 谢谢。我自己能提。

B Complete the following short conversation with the help of the Chinese version in brackets. Practice the conversation with your classmate.

A: Good morning, Mr. Dawson. Nice to _____
 _____ (又见到你) (1).

B: Good morning, Janet. Thank you for _____
 _____ (来接我) (2).

A: _____ (一切都好吧) (3)?

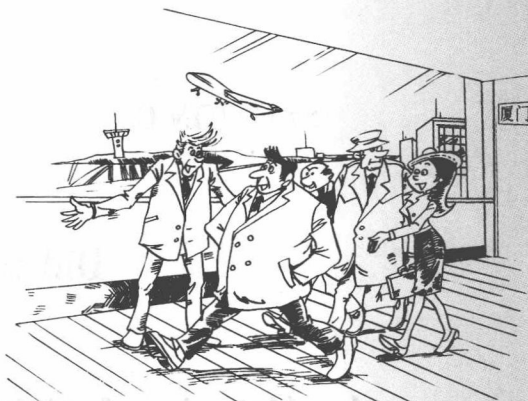
B: Very well, thank you. How are you getting on
 with your new job?

A: It's going smoothly. Did you _____
 _____ (一路顺利) (4)?

B: Yes, no problems.

A: Now, let me _____ (帮你提箱子) (5).

B: No, thanks. _____ (我能应付) (6) myself.



Usage Note

Conventional greetings between business acquaintances are less formal than those exchanged between business associates who meet for the first time. Expressions like "How's everything going?", "How's your work going?", "How's everything with you?", "How are things with you?", "How are you getting along these days?" and "How are you doing?" are frequently used by business acquaintances who haven't seen each other for a while.

Role play

This is a conversation between two business people at the airport, but the sentences are out of order. Put the sentences in order. Work in pairs. Practice the conversation with your classmate.

	Oh, hello Mr. Chen. I'm Peter from Boston Trading. I'm here to take you to our office.
	This way, please. How was your flight, Mr. Chen?
	That's too bad.
	Can I help you with your bags?
10	I have a car outside with a driver.
	Please call me David. The flight was long and tiring. I couldn't sleep.
1	Hello. I'm David Chen.
	No, thank you. I can manage. They're not heavy.
	Thank you. That's very kind of you.
	How will we get to your office?

After you have finished, swap roles and repeat the role play.