



高等教育“十三五”规划教材

康永嘉 杨志 主编

# 英语口语 技能训练 (修订版)

ORAL ENGLISH PRACTICE



科学出版社

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北京

## 内 容 简 介

本书分四个模块。模块一为语音知识,总结英语音标的发音方法及规律。模块二为日常商务活动交际。以日常商务情景为主线,创设人物情景模拟,通过问候、介绍、寒暄,电话预约,酒店入住,商务宴请,地理位置,交通出行,旅游观光,陪同购物等情景,突出商务英语运用能力的培养。模块三为业务交际,通过商务会议的主持、工作汇报及观点的表达来体现业务交际能力。模块四为求职面试,通过英文简历的制作与模拟面试,使学习者了解面试流程,提高英语面试表达能力与技巧。

本书表达方式丰富多样,打破了传统的英译汉练习方式,提炼出常用句型与短语,增加了大量的汉译英口译练习,旨在培养学习者口译思维与习惯。本书适合高职高专教学使用,也可作为英语爱好者的自学用书。

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# 前 言

随着经济全球化的程度越来越高,社会对能以英语为工具的专业技术人才的需求不断增加,用人单位对工作人员相关工作岗位的英语口语沟通能力的要求也越来越高,这就彰显了职业英语应用能力培养的重要性。

2006年12月实施的《高职高专教育英语课程教学基本要求(试行)》明确提出了“在加强英语语言基础知识和基本技能训练的同时,重视培养学生实际使用英语进行交际的能力”。在教学过程中要遵循“实用为主”的原则,培养学生的语言应用能力。“英语课程不仅应打好语言基础,更要注重培养使用语言的技能,特别是使用英语处理日常和涉外业务活动的能力。”由此可见,以真实的生活和工作情境为依托,将“教学做”一体化模式渗透到整个教学过程中,提高学生的语言运用能力,培养学生进行涉外交际活动的的能力,已经成为高职英语教学的主要任务和目标。

本书分为语音语调和口语技能训练两大部分。口语技能训练部分又分为日常商务活动、业务交际及求职三块内容。

语音语调部分将音标训练融入到单词、词组、句子、英语短诗和英语绕口令中,循序渐进,让学习者了解正确的发音方法,熟悉语音语调。

口语技能训练部分共有14个单元,每个单元8个模块(第13单元除外),包括背景介绍、范文欣赏、句型拓展训练、角色演练(汉译英口译练习)、跨国文化习俗、课后任务、专业词汇、常用句型。本部分通过示范对话为学习者提供不同的模拟情景,由浅入深,并照顾到不同层面的学习者,配有多种课后任务和练习。

本书内容以两家公司的业务活动为主线编写,公司名称和人物按以下提供材料设计编写。

- 国外公司:旧金山贝斯特贸易有限公司(Best Trading Co., Ltd. in San Francisco)
- 业务代表: Mr. Park (General Manager 总经理), Mr. Green (Purchasing Manager 采购经理), Ms. Susan (receptionist 前台接待)。
- 国内公司:锦州德恒贸易有限公司(Jinzhou Deheng Trading Co., Ltd.)
- 业务代表: 销售总监李强(Mr. Li Qiang, Sales Director), 外贸经理张斌(Mr. Zhang Bin, Foreign Trade Manager), 秘书王楠(Miss Wang Nan, secretary)。
- 经营产品: 各种玩具(电动玩具 electronic toys, 毛绒玩具 staff toys 等)。

本书在使用2年后,由辽宁理工职业学院全体英语教师修订完善而成。作为辽宁理工职业学院校本教材改革成果之一,其宗旨是通过英语口语技能训练,使学习者在出游、商务等涉外活动中,能用英语进行有效的沟通交流。

由于时间仓促,在编写过程中难免有疏漏和不足,请提出宝贵意见,以便修正。

编 者

2015年7月

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## Module 1 Pronunciation

### 语音语调

我们经常发现很容易听懂中国人说的英语,但是同样的话一到英美人的嘴里,就很难听懂了。这主要是因为我们作为外语学习者,有着共同的发音习惯,而且说的英语通常词与词之间区分很清晰,但是英美人除了有他们特有的发音习惯,还会有很多音变,诸如连读、吞音、弱化、同化、重音、语调等。这些音变使得我们很熟悉的单词的发音变得陌生,给我们的理解造成了很大的困难。其实大部分音变都遵循一个“省力”原则。因此本部分除了要练习正确的发音外,还要了解音变规则,以帮助我们提高听力,也使我们的发音更加地道。





## Part I Classification of English Vowels and Consonants 英语音标的分类

### 1. Classification of English Vowels 元音的分类

- (1) Front Vowels 前元音: [i:] [ɪ] [e] [æ]  
 (2) Back Vowels 后元音: [u:] [ʊ] [ɔ:] [ɒ] [ɑ:]  
 (3) Central Vowels 中元音: [ʌ] [ɜ:] [ə]  
 (4) Diphthongs 双元音: [eɪ] [aɪ] [ɔɪ] [aʊ] [əʊ] [ɪə] [ɛə] [ʊə]

### 2. Classification of English Consonants 辅音的分类

- (1) Plosive Consonants 爆破音: [p] [b] [t] [d] [k] [g]  
 (2) Fricative Consonants 摩擦音: [f] [v] [θ] [ð] [s] [z] [ʃ] [ʒ] [r] [h]  
 (3) Affricate Consonants 破擦音: [tʃ] [dʒ] [tr] [dr] [ts] [dz]  
 (4) Nasal Consonants 鼻辅音: [m] [n] [ŋ]  
 (5) Lateral Consonants 舌侧音: [l]  
 (6) Semi-vowels 半元音: [w] [j]

## Part II Exercises for English Vowels 元音音标练习

### 1. Front Vowels 前元音

#### No. 1 [i:]

音标特征: 前元音 舌位高 不圆唇 长元音

发音要诀: 舌尖抵下齿, 舌前部向硬腭尽量抬起, 抬得最高。嘴唇向两旁伸开, 成扁平型。没有摩擦。做微笑状, 发[i:]长音。

常用字母组合: e ee ea ie ei

发音练习:

- he sea three seem leave meat sleep week please breeze
- a team leader/Please keep it a secret./A friend in need is a friend indeed.
- Come to tea! Come to tea with me! Come to tea with me by the sea! Do you agree, if you're free, to come to tea with me by the sea?

See the breeze teasing the tree,  
Weaving the leaves or shaking them free,  
Tossing the fleece of sheep, that keep  
On peacefully feeding, half asleep.

#### No. 2 [ɪ]

音标特征: 前元音 半高音 扁平唇 短元音

发音要诀: 使下颚稍稍下垂, 舌前部也随之稍稍下降, 即可发出短促[ɪ]音。舌前部

比[i:]稍低, 比[e]高, 舌尖抵下齿, 嘴唇扁平分开。牙床也开得稍大一些, 比[i:]稍宽, 比[e]窄。上下齿之间的距离大约可以容纳一个小指尖。

常用字母组合: i

发音练习:

- city pretty coffee willingly did give sit brick stick kick
- a big clinic/Tim is as thin as a pin./give him six
- He's swimming. He's swimming in the river. He's swimming in the river with Tim. Come in, he's swimming in the river with Tim. Will you come in, he's swimming in the river with Tim.

“Tick” the clock says, “tick, tick, tick!”

What you have to do, do quick;

Time is gliding fast away.

For motherland let us do our bit.

音标对比[i—i:]:

sin (罪) —seen

fill—feel

hill—heel (脚跟)

sick—seek

pitch (音调) —peach

lick (舔) —leak (漏)

rid (摆脱) —read

itch (痒) —each

slip (滑到) —sleep

pip (果核) —peep (窥视)

grin (露齿而笑) —green

chick (小鸡) —cheek (面颊)

### No. 3 [e]

音标特征: 前元音 半高音 不圆唇 短元音

发音要诀: 舌尖抵下齿, 舌前部稍抬起, 舌后接近硬腭, 比[i:]低。牙床也开得半开半合, 比[i:]宽, 整体做微笑状。上下齿之间的距离大约相当于一个食指尖。

常用字母组合: e ea a

发音练习:

- get neck check bed dead egg pen ten tell any  
many very never seven heaven (天堂) metal (金属) gentle
- very well/get ready/ten desks/wet with sweat (浑身是汗) /terrible weather
- Well, let's get everything ready. Better late than never. 迟做总比不做好。
- All is well that ends well. 结局好一切都好。
- Better to do well than say well. 口说不如实干。
- East or west, home is the best. 金窝银窝不如自家的狗窝。
- He sells eggs. He sells hens' eggs. He sells the best hens' eggs. He sells the best hens' eggs every Wednesday. He sells the best hens' eggs every Wednesday in the market.

Good, better, best,

Never let it rest;

Till good is better,  
And better best.

音标对比[e—ɪ]:

pet—pit (坑, 穴)	fell—fill	set—sit	when—win
hell—hill	dead—did	tent—tint (色彩)	peg (木钉)—pig
lest (免得)—list			

#### No. 4 [æ]

音标特征: 前元音 低舌音 不圆唇 短元音

发音要诀: 舌前部最低, 双唇向两旁平伸, 成扁平, 牙床开到最大。软腭升起, 唇自然开放。上下齿之间的距离大约相当于一个食指加中指。

常用字母组合: a

发音练习:

- cap map fat hat bad mad thank carry marry happy fancy carriage  
manage latter absent family Saturday
- A fact is fact./Fancy that!/Catch that mad black cat./Don't let the cat out of the bag.
- He attacked the man. He attacked the man in the van. He attacked the man in the van with a hammer. He attacked the man in the van with a hammer which he held with both hands.

I met a little boy Jack  
Who came from another land.  
I couldn't speak his language,  
But I took him by the hand.

音标对比[æ—e]:

bag—beg	gas—guess	mat (垫子)—met	sad—said
bad—bed	land—lend	sand—send	pack (捆)—peck (啄)
ham—hem (衣服折边)		pan (平底锅)—pen	lad (少年)—led

## 2. Back Vowels 后元音

### No. 1 [ɑ:]

音标特征: 后元音 低音 不圆唇 长元音

发音要诀: 牙床大开, 口张大, 双唇张开而不圆。舌身平放舌尖后缩, 舌后微升, 舌身微离下齿。注意长度, 不要发得太短。

常用字母组合: ar ear al

- arm art hard fast last chance class glass army party after father  
rather castle (城堡) parcel market basket garden carpet demand  
command remark
- a large parcel/a basket of bananas/half past one/after the party/can't dance/hard-hearted

(心肠硬的) /master of arts (文学硕士)

● I shan't. I shan't sing. I shan't sing at the garden party. I shan't sing at the garden party at my aunt's farm. I shan't sing at the garden party at my aunt's farm tomorrow afternoon.

Twinkle, twinkle, little star,  
How I wonder what you are!  
Up above the world so high,  
Like a diamond in the sky;  
Twinkle, twinkle, little star,  
How I wonder what you are!

### No. 2 [ɒ]

音标特征: 后元音 低音 圆唇 短元音

发音要诀: 口张大, 舌身尽量降低并后缩。舌身稍稍后缩, 双唇稍稍收圆(不要突出)。

常用字母组合: o

发音练习:

● top shop what hot wash watch song long cost lost copy  
coffee body sorry offer honor college knowledge

● a soft song/a coffee shop/cost a lot/ got a job/lost a lot/quality and quantity (质和量) /a model hospital/Lost time is never found again. (时不再来。)

● Where's the watch? Where's the watch I put in my pocket? Where's the watch I put in my pocket to take to the shop? Where's the watch I put in my pocket to take to the shop because it had stopped?

Froggy-boggy sat on a rock;  
Froggy-boggy had a great shock!  
Froggy-boggy fell off the top;  
Into the pond he fell off the plop.

### No. 3 [ɔ:]

音标特征: 后元音 半低音 圆唇 长元音

发音要诀: 双唇向外突出成圆形, 稍稍收圆, 介于开闭, 圆唇之间。舌后升起, 比 [ɒ]略高, 舌尖不触下齿。牙床半开渐至全开, 舌尖卷上后在过渡微卷后。双唇收得要更圆更小, 并用力向前突出。注意长度, 不要发得太短。

常用字母组合: a oo aw ou ore au or ar

发音练习:

● saw law ought bought talk board lord force horse born  
corn hall story forty water daughter always

● Pride goes before a fall. (骄者必败) /George saw a saw hanging on the wall./He was born on August the fourteenth, nineteen forty-four.

● Paul called. Paul called from the hall. Paul called from the hall that he'd slipped on the floor. Paul called from the hall that he'd slipped on the floor and couldn't get to the door.

### Good Morning to All

Good morning to all who walk,  
 Good morning to all who crawl,  
 Good morning to all who soar,  
 Or swim, good morning I call,  
 To broad and to small, to short and to tall,  
 Good morning, good morning to all.

音标对比[p—ɔ:]:

odd—awed (敬畏的)	cock (公鸡)—cork (软木塞)
chock (楔子)—chalk	don (学监)—dawn (黎明)
stock (股票)—stalk (梗、秆)	cot (吊床)—caught
not—naughty (零)	

### No. 4 [u]

音标特征: 后元音 高音 圆唇 短元音

发音要诀: 双唇成圆形, 稍向前突出, 牙床近于半合。舌尖不触下齿, 舌后部向软腭抬起, 舌身后缩。舌尖离开下齿, 自然而不用力。

常用字母组合: oo u ou

发音练习:

● put foot cook look book took should could would push bush pull

● looks good/a good look/took a look/a good cook/a good book/push the butcher/look at the cook/took some sugar/a good-looking woman

● Have a good look at this book. Have a good look at this book which I found near a brook. Have a good look at this book which I found near a brook and gave to our cook.

At noon I took a book  
 And sat by the pool in the wood,  
 And put my foot in the pool.  
 Oh, how cool!

### No. 5 [u:]

音标特征: 后元音 高音 圆唇 长元音

发音要诀: 双唇成圆形, 双唇向前突出, 牙床近于半合。舌后部抬高, 舌尖不触下齿, 发长音。注意长度, 不要发得太短, 口腔肌肉要始终保持紧张状态, 自然而有力。

常用字母组合: oo o ou u

发音练习:

● too do who you food fool tooth youth duty beauty music future  
 ● a new school/a new suit/beautiful music/a blue moon/a group of students/whose shoes/too soon/Don't lose the opportunity. (别错失良机。)

● I'd choose blue. I'd choose blue shoes. I'd choose blue shoes to take to school. I'd choose blue shoes to take to school to use. I'd choose blue shoes to take to school to use if I were you.

At noon in June when flowers droop,  
 And the roofing sky is blue;  
 When the doves croon through the gloom if the trees,  
 What do we choose to do?  
 Why, to troop to the pool where the water cool  
 Seems far too good to be true!

### 3. Central Vowels 中元音

#### No. 1 [ʌ]

音标特征: 后元音 半低音 不圆唇 短元音

发音要诀: 双唇平放, 牙床半开, 开口程度和[æ]相似, 双唇向两旁平伸。舌后部的靠前部分稍稍抬起, 舌尖和舌端两侧触下齿, 舌尖抵住下牙龈, 发短促音。

常用字母组合: u o

发音练习:

- cup rough tough thus does such other mother color cover couple  
 double punch some honey
- a cup of/some money/a funny couple/just for fun/blood for blood (以血还血)
- You must come. You must come to supper. You must come to supper with us. You must come to supper with us and join in the fun.

There's a mutter and grumble in the ground  
 When thundering comes the train.  
 Then into the tunnel it rumbles on  
 And another comes thundering again.

音标对比[ʌ—ɒ]:

cut—cot

luck—lock

gun—gone

fund (基金)—fond

duck—duck

cluck (咯咯声)—clock

rub—rob

音标对比[ʌ—ɑ:]:

cut—cart

luck—lark (云雀)

hut (棚屋)—heart

duck—dark

cluck—clerk

come—calm cup—carp (鳄鱼)

much—march

音标对比[ʌ—æ]:

rug (小地毯)—rag (破布)

suck (吸)—sack (沙袋)

mud—mad

dumb (哑的)—damn (该死)

bun (圆面包)—ban (禁止)

run—ran

lug (拉, 拖)—lag (落后)

truck—track (轨道)

hut—hat

bud (发芽)—bad

cup—cap

## No. 2 [ɜ:]

音标特征: 中元音 半高音 不圆唇 长元音

发音要诀: 舌身平放, 舌中部稍微抬起, 成自然状态, 口半开半闭, 发长音[ɜ:]。

常用字母组合: or ir er ur ear

发音练习:

- fur sir her shirt hurt bird third word heard birth early  
journey certain person service purchase (购买) perfect
- the first year/the first term/the German expert/learn the word/a dirty shirt/ First come,  
first served. (先到先得。) / It's the early bird that catches the worms. (早鸟先得食。)
- He searched and searched. He searched and searched for the bird. He searched and  
searched for the bird he heard. He searched and searched for the bird he heard in the  
church.

Worms squirm in the earth  
When first is heard  
The murmur and chirp  
Of the early bird.

## No. 3 [ə]

音标特征: 中元音 半低音 不圆唇 短元音

发音要诀: 口半开半闭, 牙床较张开, 舌身平放, 舌中部稍微抬起, 成自然状态。

常用字母组合: a er or

发音练习:

- ago again among above agree about ahead fever teacher  
winter worker doctor father mother writer
- along the river/never forget/a sheet of paper/a drop of water/for a moment/an hour and a  
half /from cover to cover (把书从头看到尾)
- Good cookies could be cooked by a good cook, if a good cook could cook good  
cookies.
- Mr. See owned a saw and Mr. Soar owned a seesaw. Now See's saw sawed Soar's  
seesaw before Soar saw See.

Butter and sugar and eggs and flour,  
 Beat them again for half an hour,  
 Bake the cake for an hour or more,  
 But you never must open the oven door.

#### 4. Diphthongs 双元音

##### No. 1 [eɪ]

音标特征: 合口双元音

发音要诀: 舌尖抵住下齿, 牙床半开半合。双唇扁平, 发音过程中下颚向上合拢, 舌位也随之稍稍抬高。

常用字母组合: ei a ai ay

发音练习:

● pay day they way date late wait paid shade made baby  
 lady paper labor neighbor table fable (寓言)

● May Day (五一节) /pay day (发工资日) /make way (让路) /they say/make hay (抓紧时机) /take away

● No pains, no gains. 不劳无获。

● Call a spade a spade. 实事求是。

● A penny saved is a penny gained. 省一文是一文。

● Haste makes waste. 欲速则不达。

● They painted the table. They painted the table pale grey. They painted the table pale grey the other day. They painted the table pale grey the other day to save it from staining.

Rain, rain, go away,  
 come again another day,  
 Little Johnny wants to play.

音标对比[e—eɪ]:

said—say let—late pen—pain get—gate men—main

wet—wait sell—sail red—rate ate—eight

##### No. 2 [əʊ]

音标特征: 合口双元音

发音要诀: 口半开半圆, 舌后微微上升, 过渡成双唇成圆形, 发英语字母“o”的长音。由[ə]出发, 然后把双唇收圆, 滑向[u]。

常用字母组合: o ow oa

发音练习:

● oh go so though show no hope boat coat old cold  
 told hold home know

● go home/don't know/hope so/so cold/no hope/a hole in the coat/so lonely/old folks/a slow coach (慢车)

● Little strokes fell great oaks. 滴水也可穿石。

● A rolling stone gathers no moss. 滚石不生苔。

● As you sow you shall mow. 种瓜得瓜, 种豆得豆。

● The thing won't grow. The thing won't grow even slowly. The thing won't grow even slowly in this cold. The thing won't grow even slowly in this cold, you know.

Show me where those roses grow,  
Closed and cold as frozen snow,  
Or slowly opening wide, and showing  
How their golden hearts are glowing.

音标对比[əʊ—ɒ]:

goat—got

note (便条)—not

hope—hop (弹跳)

own—on

coat—cot

音标对比[əʊ—ɔ:]:

row—raw (生的)

so—saw

coat—caught

woke—walk

bowl—ball

coal—call

音标对比[əʊ—u:]:

wrote—root

chose—choose

blow—blew

coal—cool

soap (肥皂)—soup (汤)

### No. 3 [aɪ]

音标特征: 合口双元音

发音要诀: 将口张开略圆, 舌后微升, 舌尖向后收缩, 由[a]平稳过渡到[i]。开始部分[a]是个前元音, 和普通话“a”音相仿, 但舌位更靠前, 发音时舌尖必须抵住下齿。

常用字母组合: y i uy

发音练习:

● eye tie die buy lie why high type ripe fight light  
might wide Friday might likely kindly neither either title final  
silent island

● Strike while the iron is hot. 趁热打铁。

● Let by-gones be by-gones. 既往不咎。

● Five times five is twenty-five.

● Great minds think alike. 英雄所见略同。

● I'd drive five miles. I'd drive five miles on Friday nights. I'd drive five miles on Friday nights to see a flight. I'd drive five miles on Friday nights to see a flight that I like.

Fly, kite, high in the sky,  
Bright in the shining light;