

HAPPY高职高专商务英语系列教材

总主编 曾用强 袁 洪

# 实用英语口语教程

A COURSE IN PRACTICAL  
SPOKEN ENGLISH

主编 崔玉梅



重庆大学出版社

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# 实用英语口语教程

CHINESE PRACTICAL  
SPEAKING ENGLISH

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# 前 言

本教材是教育部职业院校外语类教学指导委员会教改课题(WYJZW-2020-1365)的研究成果之一。教材以《高职高专英语教育课程教学基本要求》和课程思政改革精神为依据,参考企业培训内容,结合学生问卷调查结果确定编写大纲和内容,旨在提高高职学生在日常生活和未来职场中的英语交流能力,同时提升学生用英语“讲好中国故事”的能力。

本教材遵循“以能力为目标、以学生为主体、以教师为主导、以任务为驱动和以项目为导向”的编写理念,主要围绕学生进入校园后的学习、生活和职业规划三大主题规划教学内容,分为校园生活和职场准备两大部分。教材共16个单元,其中1~8单元是校园生活,9~16单元是职场准备。单元内容包括结识新朋友、了解专业、购物、时尚、时间管理、旅游、健康、工作经验、职业规划、企业文化、办公环境、接待客户、出差之交通、出差之住宿、展览与交易会和处理投诉。每个单元分为五个模块,包括一个热身模块、两个与单元主题相关的学习模块、一个技巧交流模块和一个补充练习模块;通过情景导入、听与模仿、阅读与讨论、语音练习与交流技巧、词汇巩固、自主交流、自我评价等共10个任务的学习,让学生习得相关主题的常用词汇,理解中西文化的差异,提升讲述中国故事的能力。

教材的课后练习中有推荐视频,通过扫描二维码还可以获取教材录音和练习答案。丰富的学习任务,方便的资源获取手段,使本教材既可以用于英语专业学生的线上教学和线下教学,也可以作为其他专业学生或社会考生备战四级、六级、雅思考试的口语测试和提高口语水平的学习资料。本教材具有以下特色:

(1)采用更丰富、更积极的语言输入手段,全面为语言输出做储备。现有高职教材多以词汇教学、对话演示为主要的语言输入手段,对学生组织词汇说完整、流利的语句帮助不大。本教材通过阅读语篇学习词汇、听音完成句子配对、看示范模拟回答问题等方式,更积极地刺激语言输入,提高有效性,从而达到增强记忆并流利输出的目的。

(2)首次在高职口语教材中以情景剧形式安排单元内容,以增强学生兴趣,改善学生因基础弱、自信心不强造成学习效果较差的状况。全书以中国学生李小玲和来华的交流学生格蕾丝(Grace)为主角,围绕两人对中美文化的相互了解设置学习内容,以情境设置形式导入单元学习目标,通过积极输入(听与模仿)、词汇准备(阅读)、得体交流(语音知识、口语技巧)、准确输出(词汇积累、情景对话、话题讨论)来推动情节发展。

(3)设置类型丰富、形式活泼的任务,更贴切学生的学习特点。为解决高职学生生源复杂、学生语言能力分化严重的问题,本教材设置了难易结合、类型多样的学习任务,既有旨在提升基本能力的语音、阅读、模

拟对话,也有注重训练高级能力的交际技巧、搭配知识、中国故事的讲述和雅思模拟测试。学生可以根据自己的需求和兴趣进行学习,教师也可以根据学生的特点挑选学习内容。

广东头狼教育科技有限公司朱加宝总经理对本教材的编写提供了很大的帮助,指导了单元主题的选择和确定。广东外语艺术职业学院的袁洪教授指导了教材大纲的编写。教材由广东轻工职业技术学院、广东行政职业学院、广东交通职业技术学院和广东外语艺术职业学院多名老师合力编写。其中,邓卫华老师负责第一单元的编写,崔玉梅老师负责第二、十三、十六单元的编写,廖舞艳老师负责编写第三和第十五单元,易旭琪老师负责编写第四单元,吴艳华老师负责编写第五、八、十四单元,欧洁老师负责编写第六、七单元,熊祖娟老师负责第十一单元的编写,谢雨彤老师负责第十二单元的编写,刘福英老师负责第九和第十单元的编写。整本教材由来自美国的语言顾问 Andre Malan 和加拿大籍 TSL 国际教学资格证培训师 (BC Provincial Instructor) Doctor Vivi Loh 审核、校对。对老师们的付出,在此一一致谢。

由于编者水平有限,错误之处在所难免,恳请读者指正。

崔玉梅

2022年5月

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# Unit 1 Greetings



## Unit Objectives

### **In terms of *knowledge* , you will :**

1. familiarize yourself with words and expressions used in greetings and self-introductions;
2. learn how to make new friends;
3. understand the concept of small talk.

### **In terms of *skill* , you will :**

1. acquire the skill of greeting each other;
2. learn to fill in a student registration form;
3. learn to greet people, introduce people to others, make small talk and make a self-introduction in English.

### **In terms of *attitude and emotion* , you will :**

1. overcome shyness;
2. build up confidence in speaking English;
3. develop a positive attitude to college life.

## Part 1 Lead-in Activity

### Task 1

**Scenario:** Xiaoling Li makes friends with Grace Smith on her way to the Newman Center. Grace is an exchange student and feels interested in Chinese culture. Work in pairs and help them find the answers to the following questions.

1. How greeting manners differ in China and America;
2. How registration procedures differ in both countries.

### Task 2

Fill in the following form based on your own information to see whether you know how to fill in a Student Registration Form in English.

**Student Registration Form**

<b>First Name</b>		<b>Please attach your passport-sized photo here</b>
<b>Last Name</b>		
<b>Gender ( Male/Female)</b>		
<b>Date of Birth ( DD/MM/YY)</b>		
<b>Nationality</b>		
<b>Home Address</b>		
<b>Postal/Zip Code</b>		
<b>Phone No.</b>		
<b>Email Address</b>		
<b>Faculty</b>		
<b>Department/Program</b>		
<b>Parents' Information</b>		
<b>Father's Name</b>		
<b>Father's Phone No. and Email Address</b>		
<b>Father's Occupation</b>		
<b>Mother's Name</b>		
<b>Mother's Phone No. and Email Address</b>		
<b>Mother's Occupation</b>		
<b>Emergency Contact</b>		
<b>Full Name</b>		
<b>Relationship</b>		
<b>Contact No.</b>	( Home )	
	( Mobile )	
	( Office )	

## Part 2 Making New Friends

### Task 3

Listen to the conversation and fill in the blanks. Then work in pairs to role-play it.

*Sherry and Xiaoling will be roommates at a university in Toronto. They are meeting each other for the first time.*

Sherry: Hi, I'm Sherry. 1 ?

Xiaoling: Yeah, I'm Xiaoling. 2. I just arrived here a couple of weeks ago.

Sherry: Glad to see you too, Xiaoling. Where are you from?

Xiaoling: I'm from Guangzhou, a beautiful city in the south of China.

Sherry: Great! I love Chinese food very much. I always order Chinese takeout on weekends.

Xiaoling: Well, the Chinese food here doesn't always taste like the original Chinese food in China. Actually the original Chinese food is much more yummy.

Sherry: Oh! I will try original Chinese food one day.

Xiaoling: Yeah, that will be great. Where are you from, Sherry?

Sherry: Toronto. 3.

Xiaoling: That's great! It's my first time here. 4 ?

Sherry: It's the biggest industrial and commercial city in Canada. People here are very friendly. Trust me. You'll love it here very soon.

Xiaoling: Can't wait to see it.

Sherry: 5 ?

Xiaoling: Sometimes. This is the first time for me to study abroad by myself. And I'm 6. But I can call them on the phone or send emails to them when I get homesick. I'm sure I will get used to the life here since I love traveling to different locations and meet different people all around the world.

Sherry: Good!

Xiaoling: 7 ?

Sherry: 8. Here we have a lot of freedom. You can have a lot of fun after class. Besides, there isn't 9 and maintaining note-books. Campus life is wonderful here. You'll see.

### Task 4

Familiarize yourself with the above expressions and work in pairs to role-play. Student A is asking Student B for suggestions on making friends. Then exchange roles and practice again.

**Useful expressions :**

Questions	Answers
What's up? How is everything? Haven't seen you for ages. How are you? How are you doing? Nice/Glad to meet you.	As usual. Not bad/Just so-so, thanks. I am fine. Thank you. I am very well. Thank you. And you? Couldn't be better, thanks. Pretty good. Thank you.
Do you want to hang out sometime?	Sure. I'd love to.
Hey, let's exchange info. So we can keep in touch. Is it OK that we stay in touch? Do you mind it if I get your contact info? How can I contact you after this?	Sure. That would be great. Here's my contact number. Let me give you my phone number.
Can I add you on WeChat/Facebook...? Do you use WhatsApp? Do you have Instagram?	Yeah, sure. Let me give you my number. Yeah. This is my profile. Let's follow each other.

## Part 3 Introducing Yourself

### Task 5

Colin Williams is attending a meeting about the exchange student program to Spain. Listen to his speech and repeat it. Then role-play the part of Colin. Listen for a few times until you get familiar with the key expressions.

### Task 6

Work in pairs to have a conversation according to the following situations.

Situation 1 Xiaoling Li and Linda sat next to each other when they attended a public speech delivered by a well-known professor on campus. After the speech they chatted and became friends. The following words and sentences can be for your reference.

Situation 2 Work in groups, and each group member makes a self-introduction to other group members.

**Useful expressions:**

- \* How did you get your name/nickname?
- \* What is your zodiac sign?

- \* What's your first impression of our university/college?
- \* What topics are you interested in?
- \* What are the topics you are interested in?
- \* What do you want to be in the future?
- \* What are your goals and expectations?
- \* What is your dream vacation?
- \* Can I get your phone number/WeChat ID/QQ ID/E-mail address?
- \* How do you spend your free time?

## Task 7

Read a passage about Orientation Week and answer the following questions orally. Pay attention to the boldfaced expressions and figure out their meanings.

### Orientation Week

Most overseas universities have Orientation Week (O-Week) for **freshmen**. It is held twice a year, a week before classes for the new semester begin. After **enrollment**, students are required to get involved in a number of **compulsory** and recommended sessions or events. The events include both **academic and social activities**, as specified below.

- **Take a campus tour.**
- Events and activities to meet other freshmen, which are helpful to **build friendships** and help **join clubs and societies**.
- Compulsory international student sessions.
- Faculty and school **welcoming sessions**.
- Information sessions for services, to help freshmen with personal and **academic life**: Student Services, Health Services, Accommodation Services, the Library, IT Services, Unions, Sporting Activities, and more.
- Market Day: one of the biggest days of the year in which the whole university gets involved. It helps freshmen connect with university clubs, societies and services. It is an exciting day full of food, entertainment, freebies and discounts.

Freshmen can make plans to figure out which O-Week activities they need to attend according to the online Orientation Planner. Owing to the online planner, it's quite convenient for freshmen to find out the faculty or school activities relevant to their study as well as the location of those activities. Moreover, freshmen can save a copy of the Orientation Planner to their calendars online.

O-Week aims to introduce freshmen to life and study in the new university. It is easier for freshmen to **become familiar with their campus** after the O-Week. Furthermore, it helps them meet people on campus and **feel prepared for the year ahead**. After attending the O-Week, freshmen may feel more connected with the university

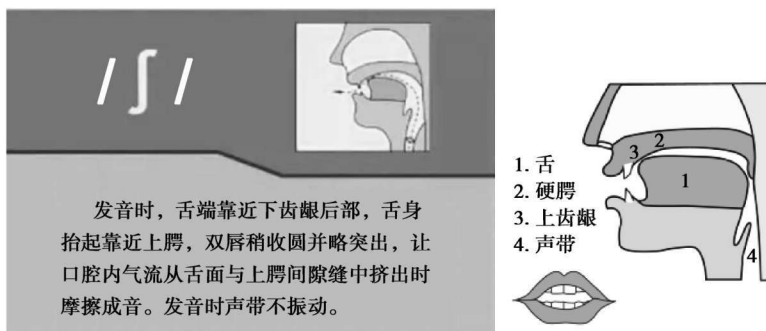
and more comfortable on campus. “It can help us **settle into university life** very well before the academic year begins. We all love it!” said Cristina, one of the freshmen from an Australian university. Therefore, it’s an important step for freshmen to take part in the Orientation Week to start their university life.

### Questions:

1. What is the O-Week? What’s its purpose?
2. How many times a year is it held? When?
3. What activities are included during the O-Week?
4. Does your college hold an O-Week? What activities are held at your college to help new students?
5. Describe an activity which you want to attend on campus. You should talk about:
  - when it is held;
  - what people are supposed to do;
  - how you like it.

## Part 4 Communication Skills

### Skill 1 Pronunciation: /ʃ/ and /ʒ/

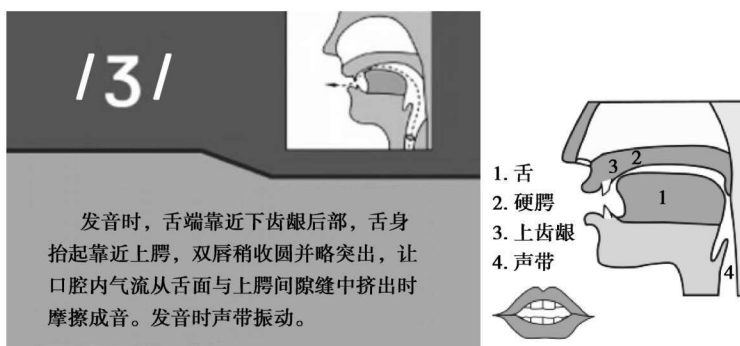


**Tip:** To produce this sound, curve the tip of your tongue up- and back-ward, behind the tooth ridge. At the same time, push air out-ward through the gap in order to produce the sound. Remember not to use your vocal chords.

**Practice your pronunciation by reading the following words and sentences.**

1. The doctor **showed** the **shy** boy the results.
2. The **shoes** are being **shipped** to the **shop** by truck.
3. I’m **sure she** hid the **fish**.
4. This is **fashionable nationally**.

5. The news that a racing car **crashed** on the runway gave her a **shock**.
6. **She** is pointing at the **shining** stars in the sky.



**Tip:** You should round your lips and lift your tongue in order that the tip is near the tooth ridge when you make the sound. Using your vocal chords is necessary.

**Practice your pronunciation by reading the following words and sentences.**

1. **Usually**, a husband should buy flowers for his wife on special **occasions**.
2. **Measure** is **treasure**.
3. He watched a movie about an **invasion** in the **garage**.
4. **Leisure** time gave him great **pleasure**.
5. The **unusual** event is shown on the **television**.
6. I have a **vision** of building my own literary **genre**.

**Practice:** Practice your pronunciation and distinguish between /ʒ/ and /ʒ/ by reading the following paragraph.

She shows great respect to Shawn. Shawn is an illusionist and his global shows are very popular. His audience is usually shocked by his shows, even on the television. His latest show was unusual, too. It was held on a big ship traveling across the ocean. He planned to use this occasion to perform his special act. While he was casually walking across the stage, the audience was required to be patient. Unexpectedly, the ship rose from the surface of the ocean and it was floating in the air. The whole audience was shocked and filled with confusion. Then, some of the audience found pirate treasure in their pockets. Undoubtedly, it was one of Shawn's greatest shows of all. How amazing it was!

## Skill 2 Speaking tip: small talk

Have you ever had the embarrassing moment when you are staying with someone you don't know well? Small talk is a nice way to break the ice. The ability to connect with others through small talk can make big difference. Small talk is an acquired skill. These tips may improve our ability to have better small talk with people in English.

1. Greet people politely. Smile, and shake hands with each other if there is no problem with handshaking. On informal occasions, you can call people by their firstnames. On formal occasions, use titles such as Mr., Mrs., Miss, or Ms and their surnames. If you don't know what to call them, just ask, "What should I call you?"
2. Use positive body language. Do not cross your arms. Face your shoulders toward people to show your respect and attention. Keep good eye contacts and do not glance around or look at your watch and cell phone occasionally while they are talking to you.
3. Give small compliments. E.g. "I love your sunglasses! Where did you get them?" "You look great today."
4. Avoid talking about something too personal. It is not polite to ask people about their personal information, such as age, salary, marital status, health, religion, politics or personal gossip. You can talk about travel, sports, popular film stars, the weather, art, food, cooking, professional interests and responsibilities.
5. Be a good listener. You can use words such as "I see" "that's amazing" "sounds interesting" to show your interest in the conversation.
6. End the small talk nicely. E.g. "Have a good day." "Take care." "Have a good weekend." "Have a good morning/afternoon/evening." "It's been great talking to you. I'll let you know about... next time." or "I wish I could keep talking to you, but... is calling me. I'm sure I'll see you soon."

Here are some examples of small talk.

- "Where are you from?" can be followed by "What is your hometown like? What do you like most about your hometown?"
- "What do you do?" can be followed by "Why did you choose to do this work? How did you start your career?"
- "Have you attended similar lectures before?" can be followed by "What do you think of today's presentation?"

**Practice: Work in pairs to make small talk. Scenario: You meet a person at your friend's birthday party. You greet the person and have small talk with him/her.**

## **Part 5 Supplementary Practice**

### **Task 8 Glossary**

**Choose the correct forms of the words or phrases in brackets to complete the following sentences, paying attention to collocations. Create your own glossary based on what you have learned in this unit, and make up a story by using 5 words or expressions from your glossary.**

1. Students' \_\_\_\_\_ (performance) physical and aesthetic education will be given more weight in the assessment.
2. The number of students \_\_\_\_\_ (enroll) full-time bachelor's degree programs and full-time junior college

diploma programs in 2018 was 16.97 million and 11.33 million respectively.

3. Chinese high school students have \_\_\_\_\_ (preference) college education.
4. Students in China \_\_\_\_\_ (morning exercises) between classes to increase their physical activity. Usually, the routine lasts for about half an hour every school day.
5. A welcoming ceremony is one of the events held to help new students \_\_\_\_\_ (settle) their college life.
6. Students can \_\_\_\_\_ (deposit) money \_\_\_\_\_ their student cards, with which they pay for their food and drinks on campus.
7. Many universities provide on-campus dormitory rooms for the students and they are not allowed to rent apartments \_\_\_\_\_ (campus).

### Task 9 Fun Activities

Activity 1 Watch the video clip of *Legally Blonde* (律政俏佳人) to see how American students introduce themselves, and then role-play it with you partners.

Activity 2 Discuss with your classmates to find out the differences between Chinese and American people in greeting others.

Activity 3 Surf online and find more video clips of *Legally Blonde*.

### Task 10 Learning Assessment

**Make an assessment of your learning according to the following table and find out what progress you have made. (Directions: In the Assessment Result column, the full mark for Yes and 0 for No.)**

**Learning Assessment**

Assessment Content	Assessment Standard	Assessment Result (Yes or No)	Point	Score
Listening Activity	I can answer the questions after listening to the dialogue.		5	
	I can understand the dialogue.		5	
Acting and Speaking Activity	I can master the skills learned and fulfil the tasks required in this unit.		10	
	I can talk about the subject of this unit and its relevant information.		10	
Reading Activity	I can understand the main idea of the text.		5	
	I can use the words, phrases and sentence patterns in the text to finish the speaking exercises.		5	

Continued

Assessment Content	Assessment Standard	Assessment Result (Yes or No)	Point	Score
Fluency and Coherence	I am willing to speak at length, though sometimes I may lose coherence due to occasional repetition, self-correction or hesitation.		10	
	I can use a range of connectives and discourse markers.		10	
Lexical Resource	I have the vocabulary to discuss the topic of this unit at length and I can make my meaning clear in spite of some inappropriateness.		10	
Grammatical Range and Accuracy	I can use a mix of simple and complex grammatical structures, though with limited flexibility.		10	
Pronunciation	I can produce the phonic sounds learned in this unit.		10	
	I can generally be understood throughout even though mispronunciation of some specific words or sounds reduces my clarity at times.		10	
Total			100	

### Keys and Scripts

#### Task 3

##### Script:

**Listen to a conversation and fill in the blanks. Then work in pairs to role-play it.**

*Sherry and Xiaoling will be roommates at a university in Toronto. They are meeting each other for the first time.*

*Sherry: Hi, I'm Sherry. Are you Xiaoling, my roommate?*

*Xiaoling: Yeah, I'm Xiaoling. Nice to meet you. I just arrived here a couple of weeks ago.*

*Sherry: Glad to see you too, Xiaoling. Where are you from?*

*Xiaoling: I'm from Guangzhou, a beautiful city in the south of China.*

*Sherry: Great! I love Chinese food very much. I always order Chinese takeout on weekends.*

*Xiaoling: Well, the Chinese food here doesn't always taste like the original Chinese food in China. Actually the original Chinese food is much more yummy.*

*Sherry: Oh! I will try original Chinese food one day.*

*Xiaoling: Yeah, that will be great. Where are you from, Sherry?*

Sherry: Toronto. I was born and raised here.

Xiaoling: That's great! It's my first time here. What do you think about Toronto?

Sherry: It's the biggest industrial and commercial city in Canada. People here are very friendly. Trust me. You'll love it here very soon.

Xiaoling: Can't wait to see it.

Sherry: Do you ever get homesick?

Xiaoling: Sometimes. This is the first time for me to study abroad by myself. And I'm the only child of my parents. But I can call them on the phone or send emails to them when I get homesick. I'm sure I will get used to the life here since I love traveling to different locations and meet different people all around the world.

Sherry: Good!

Xiaoling: How do you feel about the university life here?

Sherry: I feel excited to be here. Here we have a lot of freedom. You can have a lot of fun after class. Besides, there isn't so much stress about jotting down notes and maintaining note-books. Campus life is wonderful here. You'll see.

1. Are you Xiaoling, my roommate
2. Nice to meet you
3. I was born and raised here
4. What do you think about Toronto
5. Do you ever get homesick
6. the only child of my parents
7. How do you feel about the university life here
8. I feel excited to be here
9. so much stress about jotting down notes

### Task 5

#### Script:

**Colin Williams is attending a meeting about the exchange student program to Spain. Listen to his speech and repeat it. Then role-play the part of Colin. Listen for a few times until you get familiar with the key expressions.**

Good morning, everyone.

I'm Colin Williams. I am glad to attend this meeting and get to know about the trip to Spain. My parents are from Belgium and have moved to Tennessee because of my Dad's job before I was born. So, I was born and bred (土生土长的) in the States. I can speak French pretty well and I know a little Spanish. I don't think I will have language problems in Spain.