上海紧缺人才培训工程教学系列丛书
英语口译基础能力证书考试

基础口语教程

A Preliminary Course of Spoken English

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前　言

“上海市英语口译基础能力证书”是经上海市紧缺人才培训工程联席会议办公室审核、确认的上海市英语口译岗位资格证书配套培训和考试项目之一。通过该项目市统考者可获得上海市委组织部、上海市人事局、上海市教育委员会、上海市成人教育委员会统一印制的“上海市英语口译基础能力证书”。

英语口译基础是通向英语中、高级口译技能的初级阶段，为的是使学员通过学习，在较短的时间里为今后进一步参加英语中、高级口译培训奠定良好的基础，掌握基本的口译能力。为从事口译工作，学员需要在听、说、读、写、译等基本语言技能全面发展的基础上，强化英语口语和口译能力的培训。在实施英语中、高级口译资格证书考试项目的过程中，我们发现，不少考生未能通过第一阶段的笔试，主要是他们在听、读、写、译等方面的能力欠缺，而且知识面较窄；而未能通过第二阶段的口试的考生则大多是因为英语口语表达不畅，缺乏相应的口译技能。为使广大英语爱好者切实有效地全面提高英语水平，今后能够从事口译工作，上海市外语口译考试委员会于2001年开始试行“上海市英语口译基础能力证书考试”，使之与英语中级、高级口译考试形成一个由低到高的完整系列，从而为这三个不同层次的培训和考试搭建了相应的平台。这样的设计，有利于全面、系统、科学地提高学员的英语综合水平和口译能力。

与英语中级、高级口译培训要求不同的是，参加基础口译培训的学员应具有基本的英语知识和应用能力，即相当于重点中学高中毕业生或大学一年级学生的英语水平。经过培训，学员的英语应用能力可望达到大学英语四级的要求，而且在英语听说和口译方面业已奠定良好的基础。在此基础上经过进一步深造，学生就可以达到英语中级口译资格证书所要求具备的能力，即能够独立从事生活翻译、陪同翻译、涉外导游、外贸业务洽谈翻译等工作。

根据考试大纲,“上海市英语口译基础能力证书考试”分为笔试与口试两个部分。笔试部分以听力考试的形式举行;口试包括口语和口译两部分。为此,我们设计并编写了三本基础教材,分别是听力,口语和口译,把侧重面放在听、说、译三项技能上。我们知道,长期以来大多数学校的英语教学对这三个方面不够重视,在一定程度上造成了人们所说的“哑巴英语”(基本上不会说英语)和“聋子英语”(听不懂原汁原味的英语)。而这样的弱点若不能克服,要想从事口译工作是根本不可能的。因此,在基础口译阶段,培训的重点应该是提高学生的听、说能力,并在此基础上掌握一些口译的基本要领。

考虑到英语教学应该是一个由浅入深、循序渐进的过程,我们在教材中除了编写针对性较强的教学内容外,还根据培训要求增加了类似预备练习的相关项目,以帮助学员和考生获得理想的学习效果。教材内容活泼多样,难度适中。所选用的材料以口语体为主,如对话、讲座等。题材具有时代性,紧扣现代社会与经济发展、贴近人们的日常生活与工作。教学安排有较强的可操作性,能使学生在听和说两方面进行大量的操练和实践。正文之后,各本教材还配备了相关背景介绍、英语听力、英语口语以及口译技能讲座,目的在于扩大学生的知识面,以便更好地掌握听、说、译的技能。

《基础听力教程》、《基础口语教程》和《基础口译教程》作为一套综合性教材,所涵盖的三项技能培训是相辅相成的,既有统一的要求,又有各自的重点。在教学安排上,这三个方面的训练应该齐头并进。同时,基础教材又是与英语中、高级口译教材配套的系列教材,在许多方面是和中、高两级相衔接的。通过基础阶段培训后,学生能比较容易地适应中、高级口译教材的教学要求,为以后进一步接受口译培训打下扎实的基础。

现在推出的这套基础口译教材,是以过去两年间所试用的胶印本为基础重新编写的。我们希望经过修订的新教材能更好地适应培训的需要,达到我们所设想的目的。当然,限于我们的学识,这套教材可能还有不尽如人意之处,甚至存在各种差错。再次,我们恳请专家学者、使用教材的教师和学生提出宝贵意见,以便编写者及时修正。

主编 **齐伟钧 孙万彪**

编者的话

作为“上海市外语口译证书考试(英语)基础口译”项目应试培训指定教材之一,这本《基础口语教程》的编写目的在于帮助学员熟悉各种场景下的会话模式,并通过反复操练掌握基本的会话能力。

本书在内容编排上以一学期为限,设计了16个单元,另有三个语音辅导讲座。各单元的选题涉及见面介绍、问路、购物、打电话、咨询、邀请、祝贺等方面与实际生活密切相关的内容。每一单元都采用相同的体例,包括:词汇预习、对话操练、短文朗读及回答问题、命题发言和补充材料。附录所选的口试辅导样题可为应试辅导和准备提供参考。

考虑到教程使用者为基础口译学员,我们对两篇阅读材料做了比较细致的注解,以帮助学员加深对文章的理解。当然,口语是一门实践性非常强的课程,仅仅理解文章是远远不够的,关键在于“学以致用”;只有通过反复操练,才能做到应对自如。

由于编者水平有限,本书肯定会有不少纰漏,望使用者和专家能批评指正。

编　者　于上海外国语大学

关于口译基础能力考试《基础口语教程》的教学建议

这本《基础口语教程》是为有志参加上海市基础口译能力考试的学员提供英语口语训练的语言材料。为了便于教师的授课和学员自学，编者提供以下建议：

1. 全书虽然分为16个单元，但这16个单元是个有机的整体，不应把它们孤立地分割开来。特别是随着学习的深入，教师应不断提醒学员前面已经出现过的常见句型和语言现象。三个语音辅导讲座的目的在于帮助学员对英语语音形成一个初步了解。
2. 在课堂教学中，教师不宜采用“精读”的办法，而应有所侧重。具体来说，**词汇预习**部分应侧重主要词汇的具体应用，也就是说教师应在课堂上给学员提供足够的例子，而不是单纯讲解单词的意思；**对话操练**部分可作为学员的热身练习，并可根据需要对教程中的对话进行一定的扩展；**短文朗读**和**回答问题**为教程的重点之一，可先要求学员回答课后问题，然后对文章中的难点进行分析，也可组织学员进行相关的讨论；**命题发言**也是本教程的重点之一，主要目的在于培养学员独立思维和在短时间内组织语言的能力，教师可在课堂上邀请几位学员进行发言，然后做一些必要的讲评；**补充材料**可视具体情况使用。
3. 仅靠在课堂上练好口语可以说是不可能的，教师应该培养学员形成某一种学习方法，学员在课外应有充分的时间进行复习和预习；预习时应把重点放在词汇预习上，而复习时应把重点放在常见表达法以及即时组织语言的能力上。

总之，教材提供给教师和学员的只不过是语言素材，而要充分用好这些素材就必须通过师生、特别是学员自身的努力。

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UNIT 1

GREETINGS, INTRODUCTIONS AND FAREWELLS

I. VOCABULARY PREVIEW

greeting	expect	cultural
farewell	reply	implication
colleague	share	take for granted
secretary	purpose	presume
human resource	ensure	identity card
recently	depend	offence
rush	vary	consul

II. CONVERSATIONS FOR PRACTICE

(1)

A: Hello. Let me introduce myself. I'm your neighbour. My name is Linda.

B: Hi. I'm Helen. Nice to meet you.

A: Nice meeting you, too. Which apartment do you live in?

B: 7A. How about you?

A: 9B.

(2)

A: You're new here, aren't you?

B: Yes, I am. My name is Gary White.
A: I'm Jackie Walden. Nice to meet you.
B: Nice meeting you, too.
A: Well, which department do you work in?
B: Personnel. How about you?
A: Accounting.

(3)

A: Hello, Jenny. How are you this morning?
B: Hi, Sam. I'm fine. How about you?
A: I'm OK. By the way, have you seen Tim recently?
B: No, I haven't seen him for ages. I don't know what's up with him.
A: Let's go and ask Alice.
B: OK.

III. USEFUL EXPRESSIONS

1. Hello, I'm John Smith.
2. Hi, my name is Sally.
3. Excuse me, are you Bill Jones?
4. Excuse me, I don't think we've met before. I'm Charles Williams.
5. May I introduce myself: Oliver King, sales manager from ABC Company.
6. John, I want you to meet Kathy, my new secretary.
7. I'd like you to meet my boss, Mr. Carson.
8. Hello, Bill. How are you?
9. Hi, Helen. How's everything going?
10. I'm fine/very well, thanks.
11. See you later.
12. I'm afraid I must say goodbye.
13. I must be going/off now.

14. Sorry to rush off.
15. I hope you don't mind, but I've got to leave now.

IV. PASSAGES FOR READING

Read the following passages and be ready to answer the questions.

Passage 1

People in different countries use different languages and ways in greetings[1] when they meet each other. But what is a greeting?

A greeting is a way of showing your friendliness and politeness to others. It is also a way of starting a conversation. Many languages use a question as a greeting: "How's everything going?" "Have you eaten?" Persons asking these questions do not expect a full answer or a true one. In English, for example, the commonest greeting is "How are you?" — a question about a person's health. But we do not expect the person to tell us about his health. Rather, we will get a fixed expression such as "I'm fine, thanks." or "Couldn't be better, thanks." In the same way, in countries where people greet each other with "Have you had your lunch yet?", a possible but simple reply will be "Yes," even if the question is asked far over the normal lunch time.

In most languages, a greeting is usually followed by a "small talk," something which both parties share the same view about. The purpose of this is to ensure that both parties agree on something, thus making it much easier and more comfortable for people to meet each other.[2] The topics for a small talk depend on where the conversation is taking place, but a safe topic in English is one about the weather.

Greetings and small talk are an important part of everyday conversation in any language, but the way people do it varies[3] from country to country. Thus, we have more things to learn in a foreign language than just the vocabulary and the grammar of the language.

We also have to learn the social and cultural behavior of the people who speak it.

Now answer the following questions in your own words:

1. When do people use greetings?
2. What's the main purpose of a greeting?
3. What does "small talk" mean?
4. What can be covered in "small talk"?
5. What topics do people talk about when they make "small talk" in your language?

Passage 2

It may seem obvious that when you go abroad you are the one who is the foreigner, not the others. But this has important implications[4]. You are not on your home ground, so you will not understand the way things work as well as you usually do at home. The information you have gathered since you were born, which you use to recognize the social games people are playing, cannot be used again. You cannot take it for granted[5] that you understand what people mean, what they think, what they want and what they are going to do next. People's gestures, let alone their actions, have to be understood in different ways. For example, you cannot presume that two Arab men walking down the street hand in hand are a pair of gay lovers, nor when an Italian makes what to us seems a beckoning[6] gesture that it actually means "Come here". This gap in your understanding can be irritating.[7] It certainly means that you are not as efficient as usual at getting what you want.

Apart from the possible cultural misunderstandings, you have to keep in mind one more thing.[8] In many foreign countries, everyone has by law to have an Identity Card. If you cannot show your Identity Card when you are stopped by the police in the street, it will be regarded as an offence[9] and you can be sent to the police station. Even if this is not so, it is always safer to have some means of iden-

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tification on you. That is why it is advisable to keep your passport on you wherever you go and whenever possible. Take care not to lose it, though. If it should disappear, go straight to the local police and the nearest consul.

Now answer the following questions in your own words:

1. According to the author, what is the most important thing to remember when one goes abroad?
2. What does the author say about the difference in the understanding of the same gestures?
3. What if one fails to produce an Identity Card in some foreign countries?
4. What should one do if he loses his passport?
5. Give some examples of cultural misunderstanding.

Notes

1. greeting (*n.*) — a polite word or sign of welcome or recognition. 招呼

   She raised her hand in greeting. 她举手向我们打招呼。
2. The purpose of this is to ensure that both parties agree on something, thus making it much easier and more comfortable for people to meet each other. 这样做的目的是确保双方达成一致,以使人们互相见面时感觉更加随意、自在。

   purpose (*n.*) — the reason for which something is done 目的

   The purpose of our visit is to make preparations for our further cooperation. 我们此行的目的是为进一步合作做准备。

   make it + adj. + for sb. to do sth. 这是一个十分常见的结构,表示"使某件事做起来……"

   Advances in medicine make it possible for people to live a longer and better life than ever before. 医学的进步使得人们能比以往任何时候都活得长而且好。
3. vary (*v.*) — differ from sth. else of the same class 变化,不同

The students in my class vary in age from 11 to 15. 我班上学生的年龄从 11 岁到 15 岁不等。

4. implication (*n.*) — a like consequence of sth.; the conclusion that can be drawn from sth. 意义;暗示

The incident has important political implications. 这一事件有重要的政治意义。

The bank gives the implication that it is not responsible for the loss. 银行给人的暗示是他们对此损失没有责任。

5. take ... for granted 认为……是理所当然

Many of us tend to take our parents' generosity for granted. 我们中的许多人把父母亲的慷慨看作是理所当然的事。

Never take it for granted that you can always find a job after graduation. 不要想当然地认为毕业后总能找到工作。

6. beckon (*v.*) — make a gesture with the hand, arm or head to instruct someone to come nearer 用(招手、点头等)召唤

The customs official beckoned the woman with the large suitcase to his counter. 海关官员示意那个提着大箱子的妇女到他台前去。

7. This gap in your understanding can be irritating. 这种理解上的差距有时会十分恼人。

irritating (*adj.*) — causing anger 恼人的,使人不愉快的

We are continually delayed by small but irritating problems. 我们不断地被一些恼人的小问题所耽搁。

8. Apart from the possible cultural misunderstandings, you have to keep in mind one more thing. 除了可能会引起文化上的误解外,你也不能忘了另外一件事。

keep in mind 牢记

You have to keep in mind the fact that he is only a child. 千万别忘了他只不过是个小孩。

9. offence (*n.*)— feelings of annoyance, often because someone has been rude or shown a lack of respect 冒犯,伤感情

I really didn't mean any offence — I was just stating my opinion. 我真的不想冒犯任何人——我只是在陈述我的观点。

V. FREE TALK

Directions: *Relationships between people are very important, whether it is the relationship at home or at work, in families or at schools. Good relationships with others help people feel better, while people with bad relationships have problems.*

Now, talk on the following topic:

How Can Teenagers Improve Relationships with Others?

VI. SUPPLEMENTARY READING

I was due to retire at the age of 60, five years earlier than the average age of retirement. At that age, it was much too early to sit at home doing nothing because I felt that was dangerous, and many people tend to die if they suddenly stop working and then are left with nothing to do.

I did not want to go on working, even though I was given an opportunity, and for many years I had cherished the wish to see more of the world, and see it at more leisure than one can do during the short annual holiday. So we decided to buy a motorhome and travel the world.

Due to political circumstances, it was not possible for us to do the long trip to Australia we wanted, and so we had to change our plan at the last minute. In the end we followed the old dictum, "Go West, Young Man", in my case more like, "Go West, Old Man", and we headed across the Atlantic to North America.

It is such a vast continent that it is impossible to see even a fraction of it in the course of a two- or three-week vacation. We decided to spend three years exploring this vast continent, from north to south and east to west. We are all aware, and we've heard it many

times how vast the country is. But not until you have driven the five thousand miles from the Atlantic to the Pacific, and the two thousand miles from the Alaska highway to the Mexican border, will you realize how vast it is.

The scenic beauty of North America is difficult to describe, one has to experience it. One can drive for hours on perfect roads without meeting another car, and if one wants to get away from people, which in Europe is becoming more and more difficult, the advice is that North America is the place.

UNIT 2

ASKING THE WAY

I. VOCABULARY PREVIEW

downtown	leisure	intermediary
block	curiosity	expansion
cab	living-standard	aspect
slowdown	manufacturing	manifest
current	stability	itinerary
domestically	impacts	stroll
socio-economic group	self-evident	summer resort
accessible	employment	herbal

II. CONVERSATIONS FOR PRACTICE

(1)

A: Excuse me. Could you please tell me where I can catch a bus going downtown?

B: There's a bus run by the airport over there, beside the Clock Tower.

A: Do I have to wait long?

B: It goes downtown every hour on the hour. There will be another bus in 15 minutes.

A: That's good. Thank you very much.

B: You're welcome.

(2)

A: Excuse me. Is there any post office nearby?
B: Yes, there is one.
A: Can you tell me how to get there?
B: Sure. Go to the corner and turn left. Walk one block until you come to the traffic light. Walk across the traffic light. The post office is on the corner. You can't miss it.
A: Thank you very much. I'm sure I'll find it.
B: There's one thing I forgot to tell you.
A: What's that?
B: Today is a holiday. The post office is closed.

(3)

A: Good morning, sir, but I think I'm lost. Can you tell me the way to the zoo?
B: Sorry, I'm a stranger here.
A: Thanks. (Turn to another.) Excuse me, can you tell me the way to the zoo?
C: Of course. Are you going there by a cab or by public transportation?
A: I want to go there by bus.
C: OK. Carry on along the road until you come to a bus station. Take No. 27 bus there. Get off the bus at the last stop but one. Go ahead for two blocks and the zoo is on your left.
A: Thank you very much.

III. USEFUL SENTENCES AND EXPRESSIONS

1. Can you tell me where the People's Square is?
2. Could you show/tell me the way to the Foreign Language Book-

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