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英语八步系列之四

EIGHT STEPS TO FLUENT SPEAKING

英语口语八步

潘 能

西安交通大学出版社

2001年4月

“英语八步系列”简介

“英语八步系列”是一套专为提高学生听、说、读、写四项技能而设计编写的。书中贯串英语基本知识、学习技能以及大量的实践，旨在培养学生的语言素质而不是单纯的应试本领。学习语言的一个重要目的是为了交际，要达到交际的目的就要学会运用。学令再长，结果还是听不懂，读不快，说不了，写不成，这不等于白学？去国外工作、生活或深造却不能掌握基本的生存英语，带来的是极大的苦恼！题海、模拟、冲刺、猜题对急于求成者确有很大的诱惑，但成功的语言学习者依靠的却是求实、勤奋、积累和实践。正是抱着这样的观点编者将这四册书贡献给广大读者。说贡献倒不如说奉献，学子们通过这套书的学习能有点滴收获和启发，编者都会感到莫大的欣慰。

1. 《英语听力八步(*Eight-Steps to Efficient Listening*)》

- (1) 听单词；
- (2) 听数字和数字相关的内容；
- (3) 方向、时间和量度；
- (4) 听单句；
- (5) 听简短对话；
- (6) 听故事；
- (7) 听较长对话和简短谈话；

(8) 做笔记。

2. 《英语短文写作八步(*Eight Steps to Successful Short Passage Writing*)》

(1) 写句子；

(2) 大小写与标点符号；

(3) 正确用词；

(4) 合并、转换和替代；

(5) 写段落；

(6) 写短文；

(7) 短文写作题型；

(8) 习作题。

3. 《英语阅读八步(*Eight Steps to Fast Reading*)》

(1) 主旨；

(2) 推论；

(3) 预测与判断；

(4) 浏览与略读；

(5) 完形填空；

(6) 结论与总结；

(7) 图表阅读；

(8) 读与写。

4. 《英语口语八步(*Eight Steps to Fluent Speaking*)》

(1) 语音与口语；

(2) 听力与口语；

(3) 功能意念——情景对话；

(4) 复述；

(5) 口头作文；

(6) 讨论与辩论；

(7) 自由发言与演说；

(8) 应试。

前言

本书适用对象为：

1. 非英语专业四、六级本科生，特别是已具备资格(笔试四级达 80 分以上，六级达 75 分以上) 准备应试大学英语口语考试的学生；
2. 英语专业本、专科二年以上的学生和非英语专业研究生；
3. 考研达标而准备复试英语口语的学生；
4. 准备参加托福(TOEFL)和雅思(IELTS) 面试或求职面试的各类人员；
5. 中等以上英语水平喜爱英语口语的学生；
6. 各种类型的英语口语培训班。

全书八章均为帮助学生提高英语口语能力而设计的，包括语音与口语、听力与口语、功能意念——情景对话、复述、口头作文、讨论与辩论、自由发言和演说以及应试等。每章均由概述、要求和实践三部分组成，其中大量的实践活动是本书的重点。

作为一本教材，使用本书最好有教师指导，特别是口语实践应在教师指导下开展。

编者认为本书适用面广，适应性强，在使用本书时不一定遵循“循序渐进”的原则，而可按学生水平、需要或课堂形式任意抽章使用。

听说读写是掌握英语的四项技能，这四项技

能相互贯通,互为依存,因此,学生如能同时使用全套“英语八步系列”,则能更加有效地掌握这四项技能,达到“efficient listening, fast reading, fluent speaking and successful writing”,从而提高自身的语言素养。本书的一大特点就是将口语与听力和阅读相结合。

购买本书请同时购置录音磁带一盒。

在编写过程中,编者曾在多种培训班试用手稿,并和常虹、王宏俐两位老师一起在大学英语口语培训班再次实践,均取得良好效果。

本书手稿由刘蕙、潘莹、常虹、王宏俐协助整理,由庞云青、贺莉负责校对,由责任编辑谭小艺编辑全套四册书稿并协助磁带制作,在此一并致谢。

本书磁带录音部分由西安交大美籍专家 Dr. Strother 和 Mrs. Strother 制作,特此致谢。

潘能

2001年9月

PREFACE

This book is geared towards :

1. non-majors who have passed CET4/6 and have acquired the qualification of taking CET-SET ;
2. second-year and third-year students of English major and non-major postgraduates ;
3. students who have passed NETEM (National Entrance Test of English for MA/MS Candidates) and are ready for an interview ;
4. those who are ready to take TOEFL or IELTS or a job interview ;
5. amateurs above intermediate English proficiency who take interest in spoken English ;
6. and students who take spoken English training courses.

The eight steps presented are expressively designed to help students develop skills needed for English speaking , including Phonetics and Oral Production , Aural Comprehension and Oral Production , Functions and Notions—Situa-

tional Dialogues , Retelling , Oral Composition , Discussion and Debate , Free Talk and Taking the Test. Each step consists of general , requirements , and practice with focus on practice.

The book should be used under the guidance of the teacher , particularly when various kinds of activities are to be performed.

The author believes that this book has the requisite flexibility to meet the needs of the students with various backgrounds. The suggested approach is that it would not be necessary to start from the beginning and work doggedly to the last page. The teacher can use the material in any order , depending on the students level , their needs , or even the mode of the class.

Since the four skills of listening , speaking , reading and writing are mutually connected and interdependent , the author suggests that students study the whole series of “ English Eight Steps ” so as to efficiently raise language competence and achieve desirable accomplishments. Most typical of this book is it links speaking with listening and reading.

Remember that the tape recording goes with the book.

Before completing this book , the author has used and is now using the manuscripts in

classroom teaching with Ms Chang Hong and Ms Wang Hongli as counterparts. The results are as satisfactory as expected.

Finally , the author would like to thank Ms Liu Hui , Ms Pan Ying , Ms Chang Hong and Ms Wang Hongli who helped in rectifying the manuscripts. The author would also like to express his gratitude to Ms Pang Yunqing and Ms He Li who did the proof-reading. Last of all , the author 's indebtedness goes to Ms Tan Xiaoyi who edited the four books and helped with the preparation of the tape recording.

My thanks also go to Dr. Strother and Mrs. Strother , American experts of Xi 'an Jiaotong University , who did the tape recording of this book.

Pan Neng
Sep. 2001

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2. Social factors 社会因素
3. Learner's learning psychology 学生学习心理
4. Obstacles and remedies 障碍和排除
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Situation 6 Intention and determination 意图与决心
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3. Job interview 求职面试