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Unit

1

Greeting People You Meet for the First Time



I. 教学时间分配 (Time Allocation)

本单元共4~5学时，对话1学时；课文A及练习2~3学时，课文B、语法等1学时（教师可根据本课内容的难易程度稍做增减）。课外阅读的目的是为了锻炼学生的独立阅读能力。教师须在课上限时完成，可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。



II. 教学目的与要求 (Aims and Requirements)

I 内容重点 (Language Focus)

1. 交际重点 (Communicative Focus)

恰当地表达致意、问候、感谢

2. 重点单词和词组 (Focal Words and Expressions)

chief, delicious, department, employee, engineer, receptionist, expert, technical, term, have a good journey, have one's lunch, joint venture, have the honor

3. 重点句型和习惯表达法 (Focal Function and Patterns)

- 1) Hi, how do you do?
I'm glad to meet you.
- 2) Good morning/afternoon/evening. Long time no see.
Yeah, it's been a long time. Too long.
I have missed you very much.
I haven't seen you for years/ages.
- 3) Hi! How are you?
Hello! How are things with you?
Hey! How are you doing?
- 4) Fine, thanks. And you?
I'm very well, thank you. And you?
OK. How about you?
Not bad. And you?
- 5) Thank you.
Thank you for coming to meet me.
That's very kind of you.
You are welcome.
- 6) Have a good journey.
Let's give (her) a warm welcome.
- 7) I have the honor to introduce (Professor Waters).
It's a pleasure for us to have (Prof. Waters) as (our English teacher here).
- 8) (Prof. Waters) is a good teacher.
(Prof. Waters) is really an expert in English teaching.
(Prof. Waters) has taught students in many countries.

III 技能要求 (Skills Development)

1 听说 (Listening and Speaking)

熟读对话与课文，背诵对话和课文的语句，并能就课文内容进行问答。

2 读译 (Reading and Translating)

能朗读并翻译（英译汉）有关致意、问候、感谢等的小短文。

3 写 (Writing)

- a. 能使用所学词汇、句型和语法写出有关致意、问候、感谢等的英文语句。
- b. 熟悉名片的基本写作格式。



III. 背景资料 (Background Information)

- 1 It is inappropriate in English to greet people by asking whether they have done something or they are doing something, for instance “吃饭了吗?” “去图书馆啊?” Often in English this sounds a little strange because the questions seem to ask about the obvious information. These questions in English function as a genuine request for information rather than as a greeting. In other words, questions of this kind are often a lead-in to a suggestion or invitation. They cannot be used simply to greet a person, as is normal in Chinese. In such situations, it is possible to simply greet a person with a common greeting like “Hello”. But if you wish to add something extra, so as to appear more friendly, the more normal way is either to express a wish or to make a comment on what they are doing. So in the situation described above, a person could say, “Hello. Have a nice day!” This is much more usual than simply describing what the person has done or is doing.
- 2 Another widely-used greeting in Chinese is to ask “Where are you going?” (“你去哪儿?”) This question does not really ask for information, but merely acts as a greeting. However, in English it is normally a request for information and it can be used only between very close friends. Such details are regarded as a personal matter in the English culture. If it is used as a greeting, you will put your partner in a very embarrassing position.



IV. 语言点 (Language Points)

1 课文补充注释 (Notes to Dialogues and Passage A)

1. Thank you for coming to meet me. (Dialogue A)

谢谢你来接我。

for coming: 介词后的动词要用V-ing形式，语法上称为动名词。

e.g. I'm looking forward to seeing you. 我盼望见到你。

He was sent to prison for stealing. 他因偷窃而被捕入狱。

2. It's a long journey, you know. (Dialogue A)

你知道，这可是长途旅行。

you know 在这里用作句子的插入语，故需用逗号与句子的其他部分隔开。

e.g. He is always an excellent student, you know.

你知道，他一直是一个出色的学生。

3. There are so many good things to eat in the canteen. (Dialogue B)

食堂里有这么多好吃的。

... good things to eat: to eat 作 good things 的定语。动词作名词的定语要放置在名词的后面，其前要加to，且二者之间常为动宾关系，即to eat good things。再如 a letter to write（要写的信），a question to ask（要问的问题）。

e.g. I have some work to finish.

我有些工作要完成。

II 词汇用法 (Word Usage)

receptionist *n.*: a person who receives people arriving in a hotel, visiting a doctor, etc. 接待员

e.g. Linda is a receptionist of the hotel.

Synonym: **steward/stewardess** *n.* one of those who serve passengers on a ship or a plane (飞机、船上等的) 男/女招待员

e.g. She is a qualified stewardess.

receive *v.*: to accept as a visitor or member; act as host to; welcome (正式) 接待

e.g. Lady Jones receives on Monday afternoons.

guest *n.*: a person who is in someone's home by invitation, for a short time (as for a meal), or to stay (one or more nights) 客人

e.g. We have three guests to dinner.

technical *a.*: having special knowledge, esp. of an industrial or scientific subject 技术的，工业的

e.g. Mary is an English teacher of a technical school.

They are technical experts.

overseas *ad., a.*: to, at, or in somewhere across the sea; foreign 在海外；海外的；外国的

e.g. They've gone to live overseas.

Welcome to you, overseas students!

Usage: overseas students与students from overseas 都可以指从外国来到本国求学的学生；而students overseas则是指正在其他国家读书的留学生；returned students是指“归国留学生”。

journey *n.*: a trip of some distance, usu. by land 旅行；旅程 (通常指陆地旅行)

e.g. Life is a journey from birth to death.

employee *n.*: a person who is employed 雇员

e.g. There are 30 employees in his firm.

Alice is an old employee at her company.

Synonym: **staff** *n.* the group of workers who carry on a job or do the work of an organization 全体职工; 全体工作人员

e.g. The school's teaching staff is/are excellent.

employ *v.:* to use (a person) as a paid worker 雇佣

e.g. We employed her as an adviser.

joint

1) *a.* shared by two or more people 联合的; 共同的

e.g. This is our joint opinion.

Mr. Jones and his two sons are the joint owners of the business.

2) *n.* a place where things (esp. bones) join 接头; 关节

e.g. Our arms and legs bend at the joints — the elbows and knees.

venture

1) *n.* something you do that is new and difficult and so involves the risk of failure 冒险 (行动或事业)

e.g. All the children listened to his ventures with eager attention.

The two companies agreed to set up a joint venture.

2) *v.* to risk going somewhere or doing something (dangerous) 冒险 (行事)

e.g. Don't venture too near the edge of the well; you might fall in.

chief

1) *a.* most important; main 主要的; 总的

e.g. What is the chief town of Norway?

Rice is the chief crop of India.

2) *n.* a leader; ruler; person with the highest rank; head of a party, organization, etc.

领袖; 首长; 首领

e.g. The king is the chief of the armed forces by right.

engineer *n.:* a person who plans and understands the making of machines, roads, bridges, harbors, etc. 工程师

e.g. Mr. White is an electrical engineer.

We have three foreign engineers in our company.

engine *n.:* a piece of machinery with moving parts which changes power from steam, oil, etc. into movement 引擎; 发动机

e.g. He is repairing the engine of his car.

canteen *n.:* a place in a factory, company, school, etc. where people may buy and eat food, meals, drinks, sweets, etc. 食堂

e.g. There are three canteens in our university.

delicious *a.:* pleasing to one of the body's senses, esp. those of taste or smell 香的; 味道好的

e.g. What delicious food you've cooked!

The soup is delicious.

Synonym: **tasty** *a.* (esp. of salty rather than sugary food) having a pleasant noticeable taste; pleasing to the taste (尤指咸食而非甜食) 美味的; 好吃的
e.g. This is really a tasty meal.

secretary *n.*: a person with the job of preparing letters, keeping records, arranging meetings, etc., for another 秘书
e.g. We need a secretary who can speak English fluently.

department *n.*: any of the important divisions or branches of a government, business, school or college, etc. 部门; 系
e.g. I am in the Chinese Department.
I bought a skirt for my daughter from the children's clothing department of a large store.

professor *n.*: BrE. (the title of) a teacher of the highest rank in a university department (英) 教授; AmE. a teacher at a university or college (美) 大学或学院的老师
e.g. He is Professor of History at my university.

everyone *pron.*: each person 每人; 人人
e.g. Everyone in the class reads English every morning.
Usage: everyone意为每个人, 后面不可接of; 故不可说everyone of the children,但可以说every one of the children。(every one指“…中的每一个人或每一件事”, 后面可以接of。)

honor *n.*: (a polite word) 荣幸
e.g. Would you do me the honor of dancing with me?

applause *n.*: loud praise for a performance or performer, esp. by striking the hands together (clapping) 鼓掌 (以示赞许)
e.g. The applause shows the success of his lecture.

term *n.*: one of the periods of time into which the school or university is divided 学期
e.g. Are there any examinations at the end of the term?
He learned cooking in the summer term.
Phrase: in the long/short term 从长远/眼前的观点看来
e.g. In the short term we expect to lose money on this book but in the long term we hope to make large profits.

expert

1) *n.* a person with special knowledge or training 专家
e.g. She is an expert in teaching small children.
He is an expert in cookery.

2) *a.* with special knowledge or training 熟练的; 精通的
e.g. She is expert at teaching small children.

Synonym: **specialist** *n.* a person who has a special interest or skill in a limited field of work

or study (精通某一专门领域的) 专家

e.g. He is a specialist in Arabic language and culture.

author *n.*: the writer of a book, newspaper article, play, poem, etc. 作者

e.g. The author of this story is Mark Twain.

dozen *n.*: a group of 12 一打, 12个 (与数字连用时dozen用单数形式, 如three dozen, 而不是three dozens。Dozens of的含义是“很多”。)

e.g. There are a dozen ducks in the river.

There were dozens of people in the hall.

pleasure *n.*: a cause of happiness, enjoyment, or satisfaction 愉快的事

e.g. It's been a pleasure to talk to you.

clap *v.*: to show one's approval by hitting hands against each other many times 鼓掌

e.g. The people in the theatre enjoyed the play and clapped loudly.



V. 练习指导及补充练习 (Guide to Exercises and Supplementary Exercises)

1. Check your understanding 的目的是检验学生对对话及短文的理解, 教师应引导学生用自己的话回答, 并围绕这些练习就对话与课文的内容与词汇句型等的用法进行口头训练, 不要把它们作为单纯理解练习使用。

2. Learn to communicate 的目的是巩固并扩展本课所学“致意、问候、致谢”的句型。教师应要求学生背诵并引导学生在课上创造更多的语境进行实际交际训练。

补充句型:

- 1) Very pleased to meet you. 见到你很高兴。I'm glad to see you, too. 我见到你也很高兴。
- 2) How's everything going? 您近来好吗?
- 3) I'm quite all right. 我很好。
- 4) It's so nice to see you again, Henry. 亨利, 很高兴再次见到你。
- 5) How have you been? 近来好吗?
- 6) How's everyone at your house? 你的家人都好吗?
- 7) I feel great. Couldn't be better. 我觉得好棒, 一切都很好。
- 8) Pretty good. 很好。

- 9) How do you like the weather? 天气不错吧?
10) It's gorgeous. We shouldn't be working today. 天气太好了。我们今天不应该上班。

3. Build up your language stock 的目的是加深学生对本课词汇的理解, 提高学生的灵活应用能力。教师可以增加一些类似的词汇搭配练习, 在练习中扩大词汇学习量。其中练习8尤为重要, 教师应设法作些补充练习, 最好能归纳本课的重点词汇和用法, 使学生学会使用。练习9(句型套用)是为学生学习掌握本课重要句型专门编写的, 这种套用句型练习可引导学生深入理解句子结构及其精妙之处, 并在此基础上模拟套用这些句型, 效果十分显著。因此教师要作为重点在课上引导学生完成这一练习, 还可要求他们在练习的基础上背诵这些句型。

重点句型归纳:

1) Greetings and responses

Hi, how do you do?

I'm glad to meet you.

Good morning/afternoon/evening. Long time no see.

Yeah, it's been a long time. Too long.

I have missed you very much.

I haven't seen you for years/ages.

Hi! How are you?

Hello! How are things with you?

Hey! How are you doing?

Fine, thanks. And you?

I'm very well, thank you. And you?

OK. How about you?

Not bad. And you?

2) Giving thanks

Thank you.

Thank you for coming to meet me.

That's very kind of you.

You are welcome.

3) Making suggestions

Let's give her a warm welcome.

Let's go back to the guest house of our school.

Let's have our lunch at this table.

4) Introducing others

I have the honor to introduce (Professor Waters).

It's a pleasure for us to have (Prof. Waters) as (our English teacher here).

(Prof. Waters) is a good teacher.

(Prof. Waters) is really an expert in English teaching.

(Prof. Waters) is from (the United States).

(Prof. Waters) has taught students in many countries.

补充练习:

(将下列句子译成英文:)

- 1) 早上好, 史密斯先生。很久不见了。(long time no see)
- 2) 谢谢你帮助我学习英语。(thank you for ...)
- 3) 咱们一起打网球吧。(let's ...)
- 4) 我荣幸地将这两位年轻的工程师介绍给大家。(have the honor, introduce)
- 5) 我很高兴跟你学习英语。(have the pleasure)
- 6) 欢迎您来天津。(welcome)
- 7) 他们这次旅途真是愉快。(have a good journey)
- 8) 他总是在家吃午饭。(have one's lunch)
- 9) 玛丽(Mary)是那家合资企业的接待员吗?(receptionist, joint venture)
- 10) 经过一天的工作我觉得有一点累了。(a little tired)
- 11) 汤姆(Tom)是我们公司的总工程师。(chief)
- 12) 他是这所工业学校的一位富有经验的教授。(technical, experienced)
- 13) 这学期我们没有时间学习计算机。(term)
- 14) 他在园艺方面是一个专家。(expert in, gardening)
- 15) 我妈妈做的汤非常好吃。(delicious)
- 16) 我是英语系的学生。(department)
- 17) 他们打算招一些新雇员。(employee)

(译文:)

- 1) Good morning, Mr. Smith. Long time no see.
- 2) Thank you for helping me with my English.
- 3) Let's play tennis together.
- 4) I have the honor to introduce these two young engineers to you.
- 5) I have the pleasure to study English with/from you.
- 6) Welcome to Tianjin.
- 7) They really had a good journey this time.
- 8) He always has his lunch at home.
- 9) Is Mary a receptionist of that joint venture?
- 10) I feel a little tired after a day's work.
- 11) Tom is the chief engineer of our company.
- 12) He is an experienced professor of this technical school.
- 13) This term we don't have time to learn computers.

- 14) He is an expert in gardening.
- 15) The soup made by my mother is delicious.
- 16) I am a student of the English Department.
- 17) They are going to employ some new employees.

4. Extra reading 的目的是锻炼学生的独立阅读能力，须在课上限时完成。教师可提出简短的问题让学生口头回答。书中的理解性练习可留给学生自己课后完成。

5. Passage B 为补充课文，旨在通过教师的指导提高学生独立阅读文章的能力，并在阅读的基础上学习套用文中的重点精彩句型。为此，Passage B只编了2个练习：阅读理解和句型套用。为减轻学生独立阅读的困难，课文的右边提供了生词注释。

Passage B 的重要词汇注释如下

culture *n.* 文化

e.g. When we learn a foreign language, we need to know its culture as well.

curly *a.* 卷曲的

e.g. Her baby's hair is naturally curly.

hobby *n.* 嗜好，业余爱好

e.g. A person's hobbies can also show his character.

opera *n.* 歌剧

e.g. Do you think Chinese Jingju should be translated as Beijing Opera?

overweight *a.* 超重的

e.g. The physical check-up shows that many of the students are overweight.

perhaps *ad.* 也许

e.g. Perhaps he has some special reasons for making such a decision.

6. Applied writing 为名片的基本格式，包括单位名称、姓名、称谓、头衔、住址、通讯地址及联系方式。本课的要求主要是指导学生看懂名片，并引导他们收集并记忆常用的名片用语。

7. Pick up your grammar 为复习系动词be (am/is/are) 在主系表结构的基本用法，可参见语法附录 I-3.-2)-a.; II-4.-b.; II-4.-2); 冠词的基本用法，可参见语法附录II-2.-3)。教师还可根据学生的实际水平指导他们自学或补充少量短句进行口头语法练习。



VI. 练习答案 (Key to Exercises)

Key to Dialogues and Passage A

- ① 1. F 2. F 3. T 4. T 5. T 6. F
- ② 1. Lizzy is an overseas student from South Africa.
2. Yes, she did.
3. They will go back to the Guest House of the school.
4. They greet each other with "How do you do?"
5. Because Li Ying is a newcomer.
6. The food there is very delicious.
- ③ 1. The secretary of the department.
2. She is from the United States of America.
3. She has taught students in many countries.
4. Yes, she has. She has written a dozen books.
- ⑤ 1. Good afternoon 2. Fine 3. And you
4. Not bad 5. are things with you
6. so-so 7. Bye-bye
- ⑥ 1. i 2. e 3. a 4. f 5. j
6. h 7. g 8. b 9. d 10. c
- ⑦ 总经理 英语系 不同的国家 十余本书
总工程师 靴鞋部 不同的地方 12支铅笔
总编辑 百货公司 不同的习惯 一打鸡蛋
- ⑧ 1. Professor Smith is a very experienced doctor.
2. We have the pleasure to work together with you.
3. How do you do, Mrs. Jones? Welcome to China.
4. I feel a little tired after the long journey.
5. Students often come to have their meals in this canteen.
6. I have the honor to introduce this famous American singer to you.
- ⑨ 1. a. 很高兴能给你们提供一点帮助。
b. It's my duty to give this advice to you.
c. It's my desire to pass my experience to you.
2. a. 现在, 大家鼓励他给我们唱首歌!
b. Now, let's ask the boss to tell the fact to us!
c. Now, let's welcome Professor Smith to make a speech to us!
- ⑩ 1. b 2. d 3. c 4. d 5. a

Key to Passage B

- ① 1. F 2. F 3. T 4. T 5. F 6. T
- ② 1. a. 今年寒假我们想去旅行，不但去上海还要去北京。
b. He is not only a writer but also an actor.
c. He visited not only New York but also Boston.
2. a. 他如此喜欢西方艺术以至于参观了大部分欧洲国家的博物馆。
b. I enjoy listening to classical music so much that I spent a lot of money on CDs.
c. My daughter likes English so much that her hobbies are listening to English songs and reading English novels.
3. a. 我喜欢音乐，也很擅长演奏某些乐器。
b. He enjoys sports and he's also quite skilled in playing football.
c. She enjoys doing housework and she's also quite skilled in cooking.

Key to Grammar

- ① 1. I'm a student. I'm from Xi'an. Xi'an is an old city.
2. He is a student. He is not a teacher. He is from London.
3. She is Lily. She is a student from Binhai College.
4. London is a big city. Beijing is a big city, too.
5. They are not very nice people.
6. Who is our new English teacher?
7. Is the car outside?
8. Which country is Jack from?
- ② 1. the/a ... the 2. a ... the 3. the ... the 4. The ... an
5. An ... a ... an 6. the ... the 7. a ... the 8. x ... the
9. the ... x ... x ... x ... the 10. x ... the 11. The 12. a ... the ... the
13. a ... the ... 14. The ... the 15. a ... the 16. a
17. a 18. the ... the ... the



VII. 参考译文 (Text Translation for Reference)

对话 A: 您好!

李红是一位接待员，她在一所技术学校的招待所工作。莉琪是一位外国留学生。她来自南非。李红正在机场迎接她。

李红： 嗨，你一定是莉琪吧？我是技术学校来的李红。

莉琪： 哦，您好！李红。谢谢你到机场接我。

李红：您好，莉琪。欢迎你来到中国。旅途愉快吗？
莉琪：是的，很愉快，只是有点累了。你知道，这可是个长途旅行。
李红：可不是吗，咱们回学校的招待所吧。那儿一切都为你准备好了。
莉琪：你真好。
李红：别客气。

对话 B: 在食堂

李英是一家合资企业的新职员。史密斯先生是那儿的总工程师。他们在食堂里第一次碰面。

李英：您好！请问您是史密斯先生吗？
史密斯：哦，是的，西蒙·史密斯。
李英：您好！史密斯先生。
史密斯：您好！请问你是新来的吗？
李英：是的，我的名字叫李英。我知道我们有位从英国来的总工程师。在这儿见到您真高兴。
史密斯：见到您我也很高兴。噢，瞧，食堂里有这么多好吃的。
李英：是的，可真香啊。
史密斯：让我们在这张餐桌上吃饭吧。

短文 A: 欢迎！

王小姐是英语系的秘书。现在她正在把海伦·沃特斯教授介绍给学生们。

大家晚上好。我非常荣幸地把海伦·沃特斯教授介绍给你们。（鼓掌）海伦·沃特斯教授来自美国。这学期将由她教我们英语。海伦·沃特斯教授曾经在很多国家教过书。她是一位好老师，是一个英语专家。她曾撰写过十多本英语教学书籍。因此，有她作我们的英语老师是我们的幸事。现在，让我们热烈欢迎她给我们讲几句话！（鼓掌）

短文 B: 沃特斯教授的自我介绍

大家早上好。这是我们的第一课，我想向大家介绍一下我自己。你们知道，我来自美国。其实，我出生在英国，在我还是个小姑娘时我们家移居美国。你们可以看到我有一头卷曲的棕色头发和蓝色的眼睛。我身高一米七零，也许有点超重。我非常喜欢中国文化，我的业余爱好是中国画和京剧。我非常喜欢吃中国菜，并且可以熟练地使用筷子。我希望我能成为你们的朋友，不仅在课上，而且在课外。噢，对了，我的名字叫海伦·沃特斯，你们就叫我海伦吧。现在，你们还有什么有关我的问题想问吗？

Unit

2

Introducing People to Each Other



I. 教学时间分配 (Time Allocation)

本单元共4~5学时，对话1学时；课文A 及练习2~3学时，课文B、语法等1学时（教师可根据本单元内容的难易程度稍做增减）。课外阅读的目的是为了锻炼学生的独立阅读能力。教师须在课上限时完成，可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。



II. 教学目的与要求 (Aims and Requirements)

I 内容重点 (Language Focus)

1. 交际重点 (Communicative Focus)

相互介绍，涉及姓名、个人专长等

2. 重点单词和词组 (Focal Words and Expressions)

approach, business, case, concern, experience, farewell, formal, mean, mutual, seem, vacation, wave, mutual friend, well-known, have concern for, shake hands/handshaking

3. 重点句型和习惯表达法 (Focal Functions and Patterns)

1) Lizzy, this is (my friend, Zhang).

Mr. Brown, may I introduce (my friend Li Ying) to you? (She is an outstanding student in our school.)

Dr. Johnson, please allow me to introduce (my sister) to you. (She wants to learn English from you.)

Wang, I'd like you to meet (my friend, Helen. She is our guest professor).

2) How do you do? I'm glad to meet you here.

I'm glad to know you, Mr. Johnson.

It's nice to meet you.

Pleased to meet you, Li Ying. I've heard quite a lot about you from (Lizzy).

II 技能要求 (Skills Development)

1 听说 (Listening and Speaking)

熟读对话与课文，背诵对话和课文的语句，并能就课文内容进行问答。

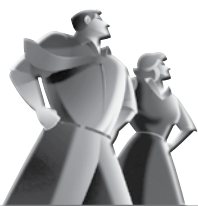
2 读译 (Reading and Translating)

能朗读并翻译（英译汉）有关相互介绍的小短文。

3 写 (Writing)

a. 能使用所学词汇、句型和语法写出有关相互介绍的英文语句。

b. 熟悉礼品卡及节日贺卡的基本写作格式。



III. 背景资料 (Background Information)

When do people decide whether or not they want to become friends? During their first four minutes together, according to a book by Dr. Leonard Zunin. In his book, *Contact: The First Four Minutes*, he offers this advice to anyone interested in starting new friendships: "Every time you meet someone in a social situation, give him your undivided attention for four minutes. A lot of people's whole lives would change if they did just that."

You may have noticed that the average person does not give his undivided attention to someone he has just met. He keeps looking over the other person's shoulder, as if hoping to find someone more interesting in another part of the room. If anyone has ever done this to you, you probably did not like him very much.

When we are introduced to new people, the author suggests, we should try to appear friendly and self-confident. In general, he says, "people like people who like themselves."

On the other hand, we should not make the other person think we are too sure of ourselves. It is important to appear interested and sympathetic, realizing that the other person has his own needs, fears, and hopes.



IV. 语言点 (Language Points)

I 课文补充注释 (Notes to Dialogues and Passage A)

1. Could I take a few minutes of your time? (Dialogue A)

我能占用你几分钟时间吗?

could: 是情态动词can的过去式, 表示与过去有关的能力和推测:

e.g. My mother knew I could make the bed by myself.

同时, could还可以代替can表示请求, 但语气较can客气、委婉, 本课所用即是此义:

Could you lend me your bike?

注: 这一用法还可推广到多数其他情态动词, 语法上有时称作“婉转过去式”。本课后面出现的It would be my pleasure中的would也属这一用法。

2. Now summer vacation is approaching. (Dialogue B)

暑期快要到了。

is approaching: 此处的现在进行时be + V-ing用来表示即将发生的事情。

e.g. What are you doing next Sunday? 你下个星期日要干什么?

此外, 现在进行时动词常与always, continually, constantly等副词连用, 表示反复出现的或习惯性的动作。这种用法常表示说话人的某种感情, 如赞扬、遗憾、讨厌或不满等。

My wife is always buying clothes. 我妻子老买衣服。

3. I'd love to. (Dialogue B)

是的, 我很想。

这是一个省略句, 不定式符号to后省略了work for a month。在不影响意思的前提下, 为避免重复, 句中某些部分可以省略。请注意, 省略动词后的不定式时需保留不定式符号to。

e.g. Can you come to our party this evening? 你能来参加我们的聚会吗?

I'd love to, but I'm afraid I can't. 我很想, 但恐怕我不能来。

4. There are no handshakes in most cases. (Passage A)

在一般情况下是不握手的。

此句是“there be”结构, there是引导词, 本身无意义, be是谓语动词, 它后面的名词是主语。应注意谓语要和后面的主语保持数的一致。There be句的否定结构有两种: there is/are not any和there is/are no。如果句中有并列主语, 谓语常与最接近它的那个主语保持一致。

e.g. There is not any person in the room. / There is no one in the room.

房间里没有人。

e.g. There is a book and two pens on my desk. / There are two pens and a book on my desk.
 桌子上有一本书和两支笔。/ 桌子上有两支笔和一本书。

III 词汇用法 (Word Usage)

mutual *a.*: equally shared by each one 共同的

e.g. We have mutual interests.

Mr. and Mrs. Smith have a mutual love of flowers.

Usage: 人们常用mutual指“两个或多个人或事物共同拥有的”，如mutual friends (共同的朋友), our mutual interests (我们共同的兴趣)。

mutually *ad.*

vacation

1) *n.* BrE. a period of the year when universities, colleges or law courts are officially closed (英国英语) 休假期, 寒暑假; AmE. any period of holiday (美国英语) 假期, 假日

e.g. He has gone to Germany on vacation.

I worked in a small travel agency during last summer vacation.

2) *v.* esp. AmE. to have a vacation (美) 休假; 度假

e.g. My brother is vacationing in the South.

Usage: 在英国英语中, holiday指不工作的假期或节假日, 美国英语称之为vacation。

e.g. Where are you going for your holiday?

士兵及政府官员休假称为go on leave, leave也用于sick leave (病假), leave of absence (缺席) 等用语中。

approach

1) *v.* to come near or nearer 走近, 靠近

e.g. We approached with care.

The time is approaching when we must leave.

2) *n.* (to): the act of approaching 行近, 接近

e.g. The approach of winter brings cold weather.

3) *n.* a manner or method of doing something 方法

e.g. His book presents a new approach to the problem.

approachable *a.*: able to be reached 可接近的; 随和的

e.g. You'll find Professor Waters a very approachable person.

manager *n.*: a man who controls a business 经理

e.g. Our manager is an American.

experience

1) *n.* the gaining of knowledge or skill which comes from practice rather than from books 经验 (来自实际工作而非书本的知识与技能)

e.g. We need a teacher with years' experience.

Experience is as important as knowledge.

2) *n.* something that happens to one and has an effect on the mind and feelings 经历

e.g. Our journey by camel was quite an experience.

Usage: experience 当“经验”讲时是不可数名词；当“经历”讲时是可数名词。

experienced *a.*: having the right kind of experience 有经验的

e.g. He is very experienced in mending cars.

chance *n.*: a favourable occasion; opportunity 好机会

e.g. I never miss a chance of playing football.

Usage: 比较 chance 与 opportunity: chance 指偶然的机，而 opportunity 则指有利的机遇。二者经常可以换用，但含义略有不同。

e.g. I had the chance/opportunity of visiting Paris.

I had no opportunity/chance to see him.

hurry *n.*: haste; quick activity 匆忙；匆促

Phrase: in a hurry 匆忙地；匆促地

e.g. You make mistakes if you do things in a hurry.

seem *v.*: to give the idea or effect of being; be in appearance; appear 似乎；看似；好像

e.g. I seem to have caught a cold.

It seems like years since I last time saw you.

seeming *a.*: that seems to be so, usu. as opposed to what actually is so 表面上的；外表上的

e.g. It's just a seeming piece of good luck.

seemingly *ad.*: according to what appears to be, usu. opposed to what actually is so 似乎；表面上

e.g. Some seemingly good luck brought us nothing but trouble.

ad.: as far as one can tell; evidently 就(我们)所知而言；看样子

e.g. Seemingly there is nothing we can do to stop the plan going ahead.

informality *n.*: the state or quality of being informal 不正规，非正式

e.g. Opposite to American informality, Englishmen always behave formally.

somewhat *ad.*: by some degree or amount; a little; rather 有点儿；稍微

e.g. I am somewhat tired of this work.

surprised *a.*: astonished, amazed 吃惊的

e.g. I was surprised at seeing him there.

Usage: surprise 指“由于出乎意外而惊异或诧异”。

e.g. His coming surprised me.

lack *n.*: absence of need 缺少，没有

e.g. The plants died through/for lack of water.

especially *ad.*: to a particularly great degree 特别是

e.g. I love Beijing, especially in summer.

business *n.*: trade for getting money 生意

e.g. How's business?

After school she went into business.

Phrase: on business 出公差

e.g. I'm here on business, not for pleasure.

concern *n.*: serious care or interest 关心, 关注

e.g. She expressed her deep concern for me in her letter.

She said it was nothing special, just a friend's concern.

concerned *a.*: anxious, worried 担心的, 挂念的

e.g. The concerned mothers anxiously waited for their children.

concerning *prep.*: about; with regard to 关于; 有关

e.g. Concerning your letter, I am pleased to inform you that your plans are quite acceptable to us.

title *n.*: a word or name, such as "Mr." "Mrs.", "Doctor", "Professor", etc., given to a person to be used before his / her surname name as a sign of rank, profession, etc. 称号, 头衔

e.g. Some persons think 'title' is very important for them.

situation *n.*: a position or condition at the moment; state of affairs 形势; 情形

e.g. I'm in a difficult situation and I don't know what to do.

Usage: 比较conditions与situation 二词, 除了其他意义外, 这两个字都可以译作“状况”, “情况”。

e.g. the economic conditions/situation 经济情况

conditions多指日常条件与状况, 但situation 则可能指国家或国际形势与状况。

shake *v.*: to take and hold someone's right hand in one's own for a moment, sometimes moving it up and down, as a sign of greeting, goodbye, agreement, or pleasure, esp. in the *phr.* shake hands with someone (握手)

e.g. The two men shook hands with each other.

mean

1) *v.* to represent (a meaning) 意思是; 意味着

e.g. What does this French word mean?

The red light means "Go".

2) *a.* ungenerous; unkind 吝啬的; 卑鄙的

e.g. Let me go out; don't be so mean to me.

3) *a.* average 平均的

e.g. The mean yearly rainfall is 15 inches.

4) *n.* an average amount, figure, or value 平均值 (数)

e.g. The mean of 2, 3, and 5 is found by adding them together and dividing them by 3.

formal *a.*: ceremonial; according to accepted rules or customs 礼仪的; 正式的

e.g. This is a formal dinner party.

Business letters must always be formal, but we should write in a natural way to friends.

formality *n.*: careful attention to rules and accepted forms of behaviour 讲究礼节; 拘泥形式

e.g. There's no time for formality in much of everyday life.

similarly *ad.*: in a similar way; as is similar 同样地; 相同地

e.g. Boys wear fashionable clothes. Similarly, some birds have bright feathers.

farewell *n., interj.*: goodbye 再见

e.g. Farewell! I hope we can meet again soon!

We shall have a farewell party before we leave.

wave

1) *v.* to move something in one's hand as a signal, esp. in greeting 挥(手中之物)致意; 招手

e.g. She waved her hand towards us.

He waved his stick in the air.

2) *n.* a raised curving line of water on the surface, esp. of the sea 浪; 波浪; 海浪; 浪头

e.g. The waves rose and fell on the shore.

3) *n.* the movement of the hand in waving 挥手

e.g. She gave a wave as she left the house.

whole *a.*: all of 全部; 全体

e.g. I want to know the whole truth.

Phrase: on the whole 总的来说

e.g. On the whole, she is right.

group *n.*: a number of people or things being together 一组, 一群

e.g. A group of girls were waiting by the school gate.

simply *ad.*: in a simple way; easily, plainly, clearly, or naturally 简单地; 简直

e.g. This question is answered quite simply.

case *n.*: a particular occasion or state of affairs 情况

e.g. Helen's stupid, but it's different in the case of Mary; she's just lazy.

In that case you should come a little earlier.

Phrase: in any case 无论如何

e.g. In any case, catch the train tomorrow.

in case 以防; 或许

e.g. Take your coat in case it rains.

Take your dancing shoes in case you decide to go dancing.

relationship *n.*: connection 关系

e.g. The teacher has a very good relationship with her students.



V. 练习指导及补充练习 (Guide to Exercises and Supplementary Exercises)

1. Check your understanding 的目的是检验学生对话及短文的理解，教师应引导学生用自己的话回答，并围绕这些练习就对话与课文的内容与词汇句型等的用法进行口头训练，不要把它们作为单纯理解练习使用。

2. Learn to communicate 的目的是巩固并扩展本课所学“相互介绍”的句型。教师应要求学生背诵并引导学生在课上创造更多的语境进行实际交际训练。

补充句型:

- 1) Good evening, Mr. Brown. Have you met my wife, Ann? 晚上好，布朗先生。你见过我太太安吗?
No, I haven't had the pleasure. 没有，我还没有这个荣幸。
- 2) Nice to meet you, Tom. 汤姆，见到你很高兴。
Same here. 我见到你也很高兴。
- 3) How do you do? I'm delighted to see you here. 你好，很高兴在这能见到您。
How do you do? I'm equally delighted to be here. 你好，我也很高兴能来这里。
- 4) Susan, I don't think you've met Jim, have you? Jim, this is Susan. 苏珊，我想你没见过吉姆，对吧？吉姆，这是苏珊。
Hello, Susan. Actually, we've already met. 你好，苏珊。实际上我们已经见过面了。

3. Build up your language stock 的目的是加深学生对本课词汇的理解及提高学生灵活运用句型的能力。教师可以增加一些类似的词汇搭配练习，在练习中扩大学习量。最好归纳本课的重点词汇和用法，使学生学会使用。

重点句型归纳:

- 1) Introducing somebody else
Lizzy, this is my friend, Chang. Chang, this is Lizzy.
Mr. Brown, may I introduce my friend Li Ying to you? She is an outstanding student in our school.
Dr. Johnson, please allow me to introduce my sister to you. She wants to learn English from you.
- 2) Exchange of formalities
How do you do? I'm glad to meet you here.
I'm glad to know you, Mr. Johnson.

It's nice to meet you.

Pleased to meet you, Li Ying. I've heard quite a lot about you from Lizzy.

补充练习:

(将下列句子译成英文:)

- 1) 朋友之间相互尊重非常重要。(mutual)
- 2) 寒假就要到了。(vacation, approach)
- 3) 对于这个职位,他没有足够的经验。(experience)
- 4) 她似乎总是很快乐。(seem)
- 5) 很高兴同你做生意。(business)
- 6) 他们很关心我父亲的健康。(concern)
- 7) 这种标志表示车子不能进入。(mean)
- 8) 汤姆基本没有受过正规教育。(formal)
- 9) 我忘不了他离别时的一瞥。(farewell)
- 10) 她向我们挥手道别。(wave)
- 11) 一般情况下,我们遇到陌生人时,应先介绍自己。(in most cases)
- 12) 他今年一直特别忙。(especially)
- 13) 双胞胎举止很相似。(twins, similarly)
- 14) 你知道工资与物价之间的关系吗?(relationship)
- 15) 通过我们共同的努力,我们最终成功了。(joint)
- 16) 我们分吃了巧克力。(share)
- 17) 他等级比我高。(rank)
- 18) 你能替我做件事情吗?(could)
- 19) 你愿意和我一起去吗?(would)
- 20) 他们供给我们食物。(provide with)
- 21) 刘,我想让你见一见沃特斯教授。她是我们的英语老师。(I'd like, meet)
- 22) 您好!苏珊向我谈了许多关于您的情况。(tell sth. about sb./sth.)

(译文:)

- 1) Mutual respect is very important between friends.
- 2) The winter vacation is approaching.
- 3) He has not enough experience for the position.
- 4) She always seems (to be) happy.
- 5) It's a pleasure to do business with you.
- 6) They showed great concern about my father's health.
- 7) The sign means that cars cannot enter.
- 8) Tom had little formal education.
- 9) I can't forget his farewell glance.
- 10) She waved us goodbye.
- 11) When meeting strangers, we should introduce ourselves first in most cases.

- 12) He has been especially busy this year.
- 13) The twins act very similarly.
- 14) Do you know the relationship between wages and prices?
- 15) We succeeded at last through our joint efforts.
- 16) We shared the chocolate.
- 17) He's above me in rank.
- 18) Could you do something for me?
- 19) Would you go with me?
- 20) They provide us with food.
- 21) Liu, I'd like you to meet Professor Waters. She is our English teacher.
- 22) How do you do! Susan has told me quite a lot about you.

4. Extra reading 的目的是锻炼学生的独立阅读能力，须在课上限时完成。教师可提出简短的问题让学生口头回答。书中的理解性练习可留给学生自己课后完成。

5. Passage B 为补充课文，旨在通过教师的指导提高学生独立阅读理解文章的能力，并在阅读的基础上学习套用文中的重点精彩句型，故重点应引导学生做好句型套用练习。

Passage B 的重要词汇注释如下

bearer *n.* 搬运者，持有人

e.g. Only bearers of this special pass are allowed to enter this building.

browse *v.&n.* 浏览

e.g. My father has the habit of browsing newspapers at breakfast.

code *n.* 码，密码

e.g. I use my birthday for my code in case I forget it.

contain *v.* 包含，容纳

e.g. The dictionary contains both Chinese and English explanations.

correctly *ad.* 正确地

e.g. It's difficult to spell the long word correctly.

data (*pl.*) *n.* 数据

e.g. To do this research, we have to collect quite a lot of data.

e-mail *v. & n.* (发) 电子邮件

e.g. Now most students use e-mail instead of writing letters.

foreigner *n.* 外国人

e.g. Foreigners from every part of the world enjoy Chinese food at our restaurant.

information *n.* 信息，数据

e.g. So far we have not received any new information on the accident.

introduction *n.* 介绍

e.g. The salesman made a detailed introduction of the product.

naturally *ad.* 自然地

e.g. She acts so naturally that we all believed her.

nowadays *ad.* 时下，最近以来

e.g. Nowadays more and more young couples prefer not to have children.

personal *a.* 个人的

e.g. PC stands for a personal computer.

PC是指家用电脑。

popular *a.* 流行的，通俗的

e.g. This hairstyle is very popular among teenagers.

postal *a.* 邮政的

e.g. Do you know the postal code of Kunming?

present *n. & v. & a.* 礼物；赠送，提交；出席的

e.g. The prize he got at the contest is the best present for his mother's birthday.

His headmaster presented him a computer as his prize.

Those presents are mostly women.

probably *ad.* 或许

e.g. — Do you think you can manage the work in a week?

— Probably, if everything goes fine.

profession *n.* 职业

e.g. My parents are both teachers. So I'll probably choose teaching as my profession as well.

ritual *n.* 仪式

e.g. The traditional ritual of marriage in Korea is still kept nowadays.

shift *v. & n.* 变化，班次

e.g. I'm not used to the 3-shift working time, so I always feel tired.

telephone *v. & n.* (打) 电话

e.g. He telephoned all his friends, asking if they had seen his son.

Please give me a telephone call when you get there.

topic *n.* 主题

e.g. What is the topic of your speech?

version *n.* 版本，翻译

e.g. This classic Chinese poem has more than twenty English versions.

written *a.* 书写的，书面的

e.g. Written language and spoken language are different in style.

6. Applied writing 为礼品卡及节日贺卡的基本写作格式，内容包括1) 对收信人的称呼；2) 正文（表示恭贺的庆典及节假日/写明赠送礼物的缘由，希望对方能够喜欢等）；3) 签名（送礼人的签名、单位的落款等）。教师要指导学生模拟套写格式，鼓励他们制作自己喜欢的贺卡或礼品卡。

7. Pick up your grammar 为实义动词have在主谓宾结构中的基本用法，可参考语法附录1-3.-1)；教师还可根据学生的实际水平指导学生自学或补充少量短句进行口头语法练习。



VI. 练习答案 (Key to Exercises)

Key to Dialogues and Passage A

- ① 1. T 2. F 3. F 4. T
5. F 6. T 7. F 8. T

- ② 1. vacation 2. in a joint venture 3. the manager
4. Lizzy 5. well 6. a lot
7. a month 8. a chance

- ③ 1. d 2. b 3. c 4. a 5. b

- ⑤ Li: Good afternoon, Mr. Smith. I'm glad to see you here.

Smith: Oh, good afternoon, Li. I'm looking for some typing paper for my computer.

Li: You can buy your typing paper here in this store. And I'm here to see my friend. He is the owner of this stationery store. Allow me to introduce him to you.

Smith: Thank you. I'd be happy to meet him.

Li: Hi, Xiao Liu. May I take a few minutes of your time? I'd like to introduce you to Mr. Smith. (To Mr. Smith) This is Xiao Liu, my old classmate. Now he is the boss of the store. (To Liu) This is Mr. Smith, my English teacher. He is from England.

Liu: How do you do, Mr. Smith? I'm happy to meet you.

Smith: How do you do, Liu? Glad to meet you, too.

- ⑥ 1. e 2. f 3. a 4. c 5. g 6. h 7. b 8. d
9. p 10. n 11. l 12. o 13. j 14. m 15. k 16. i

- ⑦ 1. 在这个问题上我的老师和我有许多共识。
2. 我想向你了解京剧。
3. “我能借你的这本书吗？”
“当然，为什么不能？我很乐意借给你。”
4. 这家宾馆向外宾提供良好的服务。

5. 她的弟弟在一所技校学习。
6. 医生，我可以占用你几分钟的时间吗？
- 8 especially, relationship, In most cases, similarly, ranks, have little concern for, mutual, share, joint
- 9 1. a. 在校园里这一点尤其有用。
b. This is especially useful in winter.
c. This is especially necessary overseas.
2. a. 在这种情况下，你可以随意称呼“卫生间”或“洗手间”。
b. In this situation, we are required to say “Sorry” or “Pardon”.
c. On this occasion, we are asked to use the title “Dr.” or “Prof.”
- 10 1. Yes, they do. They have a lot of things to do after school hours.
2. They join nature clubs, play musical instruments, edit school newspapers, and take part in all sorts of sports activities.
3. They call them “extra-curricular activities”.
4. They can learn to develop their skills, abilities, and attitudes towards life through these activities.
5. Yes, they are happy to talk about the activities with foreign friends.
6. They will be happy to learn about the activities in other countries.

Key to Passage B

- 1 1. N 2. N 3. N 4. N 5. N
6. S 7. S 8. S 9. N 10. S
- 2 1. a. 这行业不是大成功就是大失败。
b. To my boyfriend, you should remember to offer him either fruit or vegetables, because he is a vegetarian.
c. We can either eat now or after the show — it's up to you.
2. a. 当外国朋友和你打招呼时，你要微笑着迅速做出反应。
b. When you go to a concert, you should dress very formally.
c. When we have dinner with foreign friends, we should pay more attention to our table manners.
3. a. 如今，手机在中学生中越来越普遍。
b. Nowadays, the Internet has become more and more popular among Chinese families.
c. Nowadays, traveling overseas has become more and more popular among ordinary people in China.

Key to Grammar

1. I have a younger brother and a younger sister.
2. He does not have any brothers or sisters.
3. How many children does Mr. Smith have?
4. Do you have ten yuan?

5. When do they have their supper?
6. We do not have English class today.
7. Do you have an English-Chinese dictionary?
8. Sorry, we do not have a car now.



VII. 参考译文 (Text Translation for Reference)

对话A: 莉琪, 这位是我的朋友

李红是莉琪和小张两人共同的朋友。小张在一所技术学校的招待所工作, 她想跟莉琪学习英语。李红正把她介绍给莉琪。

李红: 晚上好, 莉琪。我能占用你点儿(几分钟的)时间吗?

莉琪: 噢, 是你呀, 李红。有什么事?

李红: 莉琪, 这位是我的朋友, 小张。小张, 这位是莉琪。

小张: 你好, 莉琪。

莉琪: 你好, 很高兴认识你。

李红: 莉琪, 小张想跟你学习英语。

莉琪: 行啊, 我很乐意。

小张: 谢谢你, 莉琪。你真好。

对话B: 布朗先生, 请允许我把朋友李英介绍给您。

暑假就快到了。李英想到一家合资企业找份临时工干。莉琪正把她介绍给这家公司的经理迈克·布朗先生。

莉琪: 嗨! 布朗先生, 您好吗?

经理: 哦, 我很好。莉琪, 你好吗?

莉琪: 我很好, 谢谢。布朗先生, 请允许我把我的朋友李英介绍给您。她是我们学校的优等生, 能说一口流利的英语。

李英: 认识您很高兴, 布朗先生。

经理: 认识您也很高兴, 李英。莉琪经常向我谈起你。你是想在我们公司打一个月的工吗?

李英: 是的。我希望能有一点实际的生活体验。您能给我一个机会吗?

短文A: 没时间讲究客套

美国人总是匆匆忙忙。他们似乎没时间讲客套。因此, 美国人的随便是闻名的。尽管如此, 你也许仍然会对这种“缺乏礼节”感到吃惊。在商界这一点尤其普遍。大部分美国人都不会在乎“职位”或“头衔”。他们经常在头一次见面时就直呼其名。他们可能会

这样向你介绍他们的朋友：“李红，这是玛莉·史密斯”。在这种情况下，你可以随便称这位女士为“玛莉”或“史密斯小姐”。美国人不总是与头一次见面的生人握手，他们经常只是微笑着说“嗨！”或“您好”。在美国人看来，这种很随便的致意与正规的握手是一回事。同样，美国人也没有正规的“告别”，他们只是对着大家挥挥手表示再见。或者，他们只是简单地说声“再见”或“回头见”，然后就离去。在一般情况下是不握手道别的。对于美国人来说，这种很友好而随便的关系是很重要的。

短文B: 如何向外国朋友致意

当你被介绍给外国朋友的时候，你应该跟他们说“你好”，同时与他们握握手。下一步也许就是互赠名片了。你应该面带微笑接受名片，并迅速浏览一眼，与此同时回赠你自己的名片。

时下，在相互介绍认识时互换名片已经变得越来越流行。名片上不但印有名字、职业和头衔，而且印有住址、电话号码、邮政编码、电子邮箱号和其他一些有用的信息和个人情况。因为大多数讲英语的外国友人不会中文，所以我们别忘了给他们的名片应当是有英文翻译的或直接用英文印制的。在大部分情况下，中国名字的发音外国朋友很难读准，因此做介绍时你应该尽可能地简单明了。或许，你可以只介绍你的姓。能正确读出你的名字会使他们觉得非常高兴。在这种短暂的见面仪式结束后，大多数外国人都希望能很快进入正题。这样你就可以自然地转入到业务话题上去了。

高等教育出版社

Unit

3

Getting and Giving Information About People



I. 教学时间分配 (Time Allocation)

本单元共4~5学时，对话1学时；课文A及练习2~3学时，课文B、语法等1学时（教师可根据本单元内容的难易程度稍做增减）。课外阅读的目的是为了锻炼学生的独立阅读能力。教师须在课上限时完成，可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。



II. 教学目的与要求 (Aims and Requirements)

I 内容重点 (Language Focus)

1. 交际重点 (Communicative Focus)

自我介绍和介绍他人，涉及护照等证件中年龄、地址、职业、国籍等的英语表达法

2. 重点单词和词组 (Focal Words and Expressions)

clerk, couple, difficult, director, dull, educational, engineering, female, present, retired, telephone, talk sb. about sth. with, bring up, have an interview with sb. abroad, agency, apply,

citizen, customs, nationality, obtain, particular, personal, provide, research, scholar, submit, personal particulars, apply for, go abroad, application form

3. 重点句型和习惯表达法 (Focal Functions and Patterns)

- 1) Could I join the (school library)?
 Could I become a member of (the club)?
 May I ask you a question?
 Could you fill in the form, please?
 Could you sign here, please?
 Will you come this way, please?
- 2) How many (members) are there (in your family)?
 How many (students) are there (in your class)?
 How many (children) do you have?
- 3) My name is (Linda Black).
 I'm (British).
 I was born and brought up in (a small town in England).
- 4) A passport is (a small official book). It is (a formal government document).
 A student card is (an identification form). It identifies (the holder as a student of a certain school).
 A visa is (a stamp on a passport allowing the holder to enter or leave a foreign country). It shows (the passport is approved by the officials of a foreign country).
- 5) A passport bears the holder's photo and an official seal.
 The document bears (the director's) signature.
- 6) A passport provides the personal particulars about the holder such as (name, age, sex, nationality and so on).
- 7) That's why (he has the passport).

技能要求 (Skills Development)

1 听说 (Listening and Speaking)

熟读对话与课文，背诵对话和课文语句，并能就课文内容进行问答。

2 读译 (Reading and Translating)

能朗读并翻译（英译汉）有关介绍，涉及年龄、地址、职业、国籍等的小短文。

3 写 (Writing and Applied Writing)

- a. 能使用所学词汇、句型和语法写出自我介绍或介绍他人的英文语句；能使用所学词汇、句型和语法写出有关介绍护照等证件内容的英文语句，涉及年龄、地址、职业、国籍等。
- b. 了解卡片的一般写作格式并能套写自己的卡片。



III. 背景资料 (Background Information)

- 1 In China, the given name is not used so freely; and this can cause a small problem. In addition, many Americans do not know that the order of a Chinese name is different from that of an American name. Therefore an American may sometimes call you by your given name by mistake, because he wants to be polite and thinks that it is your family name. And in America, many people will tell you the way they prefer to be addressed, for instance, please called me Jack, and this shows that Americans, generally speaking, prefer to sound less formal when they introduce themselves to each other and allow you to call them by their first name.
- 2 If you are asked questions that seem too personal to you, you need not answer them. You can just say that you do not know, or, "In my country that would be a strange question. "Or you can change the subject of conversation to something that is less personal. Americans will not think that you are being rude, and it is likely that they will understand from your remark that you prefer not to answer such personal questions or continue that subject of conversation.
- 3 Different countries have different regulations of passport issue. According to our regulations, the person who is or above 18 has the right to obtain a passport. Those who are under 18 may share their parents' passports if they go abroad with them for personal reasons. And they may obtain their own passports if it is necessary.



IV. 语言点 (Language Points)

I 课文补充注释 (Notes to Dialogues and Passage A)

1. She is talking with the librarian about this matter. (Dialogue A)

她正在与图书馆管理员谈论此事。

此句为现在进行时，表示正在进行的动作。

e.g. I am waiting for my bus.

2. Let me see ... Oh, your telephone number, please. (Dialogue A)

让我看看…噢，请写上你的电话号码。

此句为省略句，your telephone number前省略了谓语fill in (口语中经常用到省略形式)

e.g. Good evening. Have you got a room, please?

Certainly, Miss. Do you want a single or a double room?

试比较 We certainly have rooms, Miss.

Oh, a single, please. (试比较 Oh, I want a single room, please.)

3. The old couple in the middle are my parents. (Dialogue B)

中间这对老夫妇是我的父母。

the old couple 在本句中作主语，后面动词应为复数形式。couple 作“一对夫妇”讲时，若强调“单个的两人”，则动词用复数；若强调“整体的一对”，则动词用单数。

e.g. The couple were married last year.

这对夫妇是去年结的婚。

Only one couple was late.

只有一对夫妇迟到了。

4. By the way, I'd like you to meet my parents. (Dialogue B)

顺便说一句，我想让你见见我的父母。

此句中不定式 to meet my parents 用作宾语补足语，在含义上说明宾语（这里为 you）的动作、状态、特征等。动词用作宾语补足语时一般需用不定式形式。

e.g. I want you to stay. I asked him to come ten minutes later.

5. That's why he has the passport. (Passage A)

因此他办了这份护照。

此句中 why 引导的是表语从句。

e.g. Is that why you complained?

那就是你抱怨的理由吗？

6. He must carry his passport when he travels abroad. (Passage A)

出国时他必须带上护照。

此句中 when 引导的是时间状语从句，该从句的行为和主句的行为一般同时发生。

e.g. She was pretty when she was young.

她年轻的时候很漂亮。

When the class began, the students stopped talking.

当开始上课时，学生们停止了交谈。

7. To apply for a visa to go abroad, you must submit your passport together with some other application forms. (Passage A)

要申请出国签证，你必须将护照连同其他一些申请表一起呈报。

此句中动词不定式短语 To apply ... 用作目的状语。

e.g. I went to see the doctor this morning.

今天早上我去看医生了。

8. Whether you enter a foreign country or return to your homeland, you need to show your passport to the customs officials. (Passage A)

无论你进入外国领土或回到祖国，你都须向海关官员出示护照。

此句中whether引导的是一个让步状语从句，or是连接词，连接两个并列成分，表示选择关系。Whether还可与or not连用，含义相当于汉语的“……与否”。

e.g. Whether we invite him or not, he won't come.

无论我们是否邀请他，他都不会来。

9. So, if you want to work, study or travel abroad, a passport is very important. (Passage A)

因此，如果你想到国外工作、学习或旅游，护照都是至关重要的。

此句中if引导的是一个条件状语从句插在主句So a passport is very important之中。

II 词汇用法 (Word Usage)

join *v.*: to become a member of 参加，加入

e.g. When did he join the army?

library *n.*: a building which contains books that may be borrowed by the public or by members of a special group 图书馆

e.g. I borrowed this book from the school library.

matter *n.*: a/an (business) affair; subject to which one gives attention 事情；问题

e.g. I don't talk to my employer about private matters.

clerk *n.*: a person who works in an office performing such tasks as keeping records, attending to correspondence, or filing 职员，科员

e.g. Li Hong is a clerk of the school library.

Although I am just a clerk of this company, I love my job very much.

clerical *a.*: of or concerning a clerk 职员的

e.g. Clerical work in an office is also important.

Usage: 拿工资的雇员叫employee; officer通常是穿制服的军官，虽然也可将警察称为police officer; 为政府工作的人称为civil servants或officials; Clerk (职员) 可指在柜台后工作，职位不高的员工；在商店中服务的员工叫shop assistant (店员) 或salesperson: salesman — salesgirl — saleslady。

sex *n.*: the condition of being either male or female 性别，性

e.g. This is a list of club members by name, age, and sex.

female *a.*: of the sex that gives birth to young 女性的；雌性的

e.g. We want to employ a female worker.

It's a female elephant.

Usage: female, woman与lady

female既可指人，也可指动植物。用于指人时，主要强调性别为女性。

e.g. We have some female pilots working with us.

woman 指成年妇女

e.g. Helen isn't a girl now, she is a woman.

lady 属礼貌用语, 指在习惯、品德、感情上有高贵气质的女子

e.g. Please bring this lady her overcoat.

engineering *n.*: the science or profession of an engineer 工程(学)

e.g. My major is engineering.

Nowadays, computer engineering is a popular major.

engineer

1) *n.* a person who plans and understands the making of machines, roads, bridges, harbors, etc. 工程师

e.g. My brother is an electrical engineer.

2) *v.* to plan and make as an engineer does 设计; 监督; 建造

e.g. The mountain road is very well engineered.

telephone

1) *n.* the apparatus that receives or sends sound, esp. speech, in this way 电话

e.g. Tom, the telephone is ringing, can you answer it?

We need a new telephone for our new apartment.

2) *v.* to speak (a message) to (someone) by telephone 打电话

e.g. Did you telephone Lizzy?

tele-: over a distance 远距离

e.g. telegram (电报), television, telegraph (电报术), etc.

couple

1) *n.* a man and a woman together, esp. a husband and wife 夫妻, 夫妇

e.g. The old couple who lived next to us moved to Beijing last month.

The divorce rate is increasing nowadays among the young couples.

2) *n.* things of the same kind, not necessarily forming a pair 一双; 一对

e.g. I found a couple of shoes under the chair but they don't make a pair.

3) *n.* a few; several; small number (非正式) 一些; 几个

e.g. I had a couple of beers at the party.

Usage: 像shoes(鞋子)一样两件组成一套的物品称为a pair; 如a pair of trousers(一条裤子), a pair of glasses(一副眼镜)等; a couple则通常指同种物品有两个, 并不构成一个整体。如a couple of cars(两辆汽车)。因此, 即使pair用来指代不是整体一对的事物时, 其间的关系则十分密切。如: a pair of criminals(一对一起作案的罪犯), a pair of houses(两座连在一起的房子)。

retired *a.*: (of a person) having stopped working, usu. because of age 退休的

e.g. His mother is living on her retired pay.

Mr. White is a retired general.

retire *v.*: to stop working at one's job, profession, etc., usu. because of age 退休

e.g. My father retired at the age of 60.

retirement *n.*: a case or the act of retiring 退休

e.g. His students sent him several books on his retirement.

retiring

1) *a.* (typical of a person) that likes to avoid the company of others 不善交友的

e.g. Jim is a retiring boy.

2) *a.* at which one retires 退休的

e.g. What's your retiring age?

elder *a.*: (of people, esp. in a family) older, esp. the older of two 年长的

e.g. My elder sister married the day before yesterday.

medical *a.*: of or concerning medicine and treating the sick 医学的

e.g. She is taking a medical examination.

passport *n.*: a small official book, obtained from a government by one of its citizens, to be shown, esp. when entering a foreign country or returning home 护照

e.g. Mary, where are our passports; we need them when we pass the customs.

scholar *n.*: a person with great knowledge and skill in studying a subject 学者

e.g. There will be a lot of scholars present at the meeting.

The old man over there is a famous scholar.

scholarship *n.*: a sum of money or other prize given to a student by an official body, esp. to pay (partly) for a course of study 奖学金

e.g. Her parents are very happy because she has got the scholarship.

research

1) *n.* advanced study of a subject, so as to learn new facts or scientific laws 研究

e.g. They are research workers.

My brother is doing some marketing research.

2) *v.* (into, on): to do research (on or for) 研究

e.g. They are researching into the cause of cancer.

official *a.*: of or about a position of trust, power, and responsibility 官方的; 正式的

e.g. You should dress formally on an official occasion.

government *n.*: the people who rule 政府

e.g. The new government is determined to introduce this new policy.

document *n.*: a paper that gives information, proof, or support of something else 文件

e.g. These are secret documents, so you can't take them out of the office.

citizen *n.*: a person who lives in a particular country or city, used especially when referring to their rights or duties 公民

e.g. She's a Spanish citizen but lives in China.

He was born in India, but now he is an American citizen.

citizenship *n.*: the state of being a citizen 公民; 公民资格

e.g. Citizenship brings duties as well as rights.

obtain *v.*: to get 获得; 得到

e.g. I haven't been able to obtain that MP5.

We immediately set out to obtain these important facts.

obtainable *a.*: that can be obtained 能得到的; 可获得的

e.g. Is that iphone still obtainable?

special *a.*: of a particular kind; not ordinary or usual 特别的; 特殊的

e.g. Today is a special day for my husband and me.

agency *n.*: an administrative division of a government or international body; the office or place of a business or a person who represents a business 机构; 代理处

e.g. I work in a government trading agency.

This company has several agencies in our country.

agent *n.*: a person who acts for another, esp. one who looks after or represents the business affairs of a person or firm 代理人; 代理商

e.g. Our agent in Beijing deals with all our business there.

abroad *ad.*: to or in another country 在国外; 到国外

e.g. He lived abroad for many years.

Our company is very active in the market abroad.

aboard *ad., prep.*: on or into (a ship, train, aircraft, bus, etc.) 在(到) 船上、火车上、飞机上、公共汽车上等

e.g. They went aboard the bus.

bear *v.*: to have or show 带有; 显示

e.g. This skirt bought from taobao.com bears no brand name.

holder *n.*: a person who has control of a place, or possesses land, money or titles 持有者; 所有人

e.g. Ticket holders only!

seal

1) *n.* a special design that is an official mark of a person or an organization 印章

e.g. I won't give you the money without the manager's seal.

Your student card won't be available until it bears a seal of your university.

2) *v.* to make or fix a seal 盖章

e.g. What we need is a document signed and sealed.

provide *v.*: to supply (something needed or useful) 供应; 提供

e.g. That restaurant provides delicious dishes.

This college can provide dormitories for students.

provision *n.*: the act of providing 供应

e.g. We have plentiful provisions for this winter.

personal *a.*: concerning, belonging to, or for the use of a particular person; private 个人的; 私人的
e.g. This is my personal study.

I have something personal to talk with you.

person *n.* a human being considered as having a character of his or her own, or as being different from all others 人

e.g. He is the person I talked about yesterday.

personally *ad.*: directly and not through somebody acting for one; speaking for oneself only; as far as oneself is concerned 亲自; 就个人而言

e.g. The mayor made the speech personally.

particular

1) *n.* a small single part of a whole; detail 小部分; 细节

e.g. This operation must be exact in every particular.

For particulars, please visit our net address.

2) *a.* worthy of notice; special; unusual 特别的; 不寻常的; 值得注意的

e.g. There was nothing in the novel of particular interest.

Phrase: in particular 特别地

e.g. I described the weather in particular, because it's very important for this case.

nationality *n.*: membership of a country by a person, esp. when abroad 国籍 (尤指在外国时)

e.g. My aunt lives in the U.S.A., but she keeps her Chinese nationality.

Mr. Wang is very glad to have some friends of different nationalities.

nation *n.*: a large group of people living in one area and usu. having an independent government 国家

e.g. China is still a developing nation.

national *a.*: of, being, or concerning a nation 国家的; 全国的

e.g. *China Daily* is a national newspaper.

apply (for)

1) *v.* to request something, esp. officially and in writing 申请; 请求

e.g. I have applied for the job last week.

What should I prepare if I want to apply for the job?

2) *v.* to bring or put into use 使用; 应用

e.g. The new teaching method has been applied by more and more teachers.

application *n.*: such a request 申请; 申请书

e.g. Is my application all right?

visa *n.*: an official mark put onto a passport by a representative of an embassy, giving a foreigner permission to enter, pass through, or leave that country 签证

e.g. Have you applied for the entry visa?

submit

- 1) *v.* to offer for consideration 上交; 提呈
e.g. The president of our college asked us to submit suggestions for the new year.
I am afraid I can't submit my term paper before the deadline.
- 2) *v.* (to): to cause (oneself) to yield or agree to obey (使) 顺从; 服从
e.g. Sometimes we have to submit to our parents' wishes.

submissive *a.*: gentle, willing to take orders from others, etc. 恭顺的; 服从的

e.g. She is a submissive daughter.

submission *n.*: the act of sending in 提呈; 提议

e.g. Tomorrow is the deadline for submission of the term paper.

customs *n.*: a place where travelers' belongings are checked when leaving or entering a country 海关

e.g. You will be asked several questions when you pass the Customs.

custom *v.*: traditional socially accepted practice 习俗; the habitual practice of a person 习惯

e.g. My wife likes all the English customs.

His custom was to get up early.



V. 练习指导及补充练习 (Guide to Exercises and Supplementary Exercises)

1. Check your understanding 的目的是检验学生对对话及短文的理解, 教师应引导学生用自己的话回答, 并围绕这些练习就对话与课文的内容与词汇句型等的用法进行口头训练, 不要把它们作为单纯理解练习使用。

2. Learn to communicate 的目的是巩固并扩展本课所学“介绍涉及年龄、地址、职业、国籍等”的句型。教师应要求学生背诵并引导学生在课上创造更多的语境进行实际交际训练。

补充句型:

- 1) He works in (an office). 他在办公室工作。
I work in a (school). 我在学校工作。
I'm a (teacher). 我是一名老师。
I teach (English). 我教英语。
- 2) Are you (Italian)? 你是(意大利人)吗?
Do you live in (a big city)? 你住在大城市吗?

- 3) Will you bring me (another cup of coffee)? 请给我再拿一杯咖啡好吗?
Would you bring me the bill, please? 请结账?
Would you be so kind as to do it for me? 请您替我做这件事好吗?
Would you mind (doing it for me)? 请您替我做这件事好吗?
- 4) Is it what you want? 这是你要的吗?
Is it all right? 它可以吗?
Will it do? 它行吗?
What do you think of it? 你觉得它怎么样?
What's wrong with it? 它有什么毛病?
What's the matter? 怎么回事?
- 5) Will you fill in this form, please? 请您把这张表格填写一下好吗?
Would you mind filling in this form? 请您填写这张表格好吗?
Would you just fill in this form? 请您填写一下这张表格好吗?
Would you take a seat? 请您坐下好吗?
Would you wait a minute, please? 请您等一下好吗?
- 6) Is there anything I can do for you? 有什么我可以帮你做的事吗?
Can I help? 我能帮忙吗?
Is there anything else you would like me to do?
还有什么别的你要我做的事吗?
- 7) Describing objects (brief introduction)
A passport is a small official book. It is a formal government document.
A student card is an identification form. It identifies the holder as a student of a certain school.
A visa is a stamp on a passport allowing the holder to enter or leave a foreign country.
It shows the passport is approved by the officials of a foreign country.
- 8) Contents and functions
A passport bears the holder's photo and an official seal.
An English-Chinese dictionary bears explanations in Chinese.
The document bears the director's signature.
A passport provides the personal particulars about the holder such as name, age, sex, nationality and so on.
The book will provide a lot of useful information.
- 9) Causes and reasons
That's why he has the passport.
That is why I was late.
- 10) Means, measures and ways
This is the way they did it.
A citizen of a country can obtain a passport from a special government agency.
To apply for a visa to go abroad, you must submit your passport together with some other application forms.

3. Build up your language stock

的目的是加深学生对本课词汇的理解及提高学生的灵活应用句型能力。教师可以增加一些类似的词汇搭配练习，在练习中扩大学习量。最好归纳本课的重点词汇和用法，使学生学会使用。

重点句型归纳：

1) Offering

Good morning, Miss. Can I help you?

Good afternoon, Madam. What can I do for you?

Hello, sir. Anything I can do for you?

2) Asking for permission

Could I join (the school library)?

Could I become a member of (the club)?

May I ask you a question?

3) Requests

Could you (fill in the form), please?

Could you (sign here), please?

Will you (come this way), please?

4) Satisfaction and dissatisfaction

Is this all right?

Is that OK?

Is that all?

5) Asking for information

How many (members) are there in (your family)?

How many (students) are there in (your class)?

How many (children) do you have?

Who is (the girl) on the right? Is that (you)?

Who is (the boy) on the left? Is that (your son)?

What is the thing in (the bag)? Is it a (gift)?

6) Giving information

My name is (Linda Black).

I'm (British).

I was born and brought up in (a small town in England).

I studied at (Cambridge) for three years.

Then I became (a teacher).

I was (a teacher) for two years.

Now I work for (a women's magazine).

I'm a (secretary).

补充练习:

(将下列句子译成英文:)

- 1) 我的老板5年前只是一个小职员。(clerk)
- 2) 那就是他缺席的原因。(That's why ...)
- 3) 他正在大学学习工程学。(engineering)
- 4) 你喜欢哪一部电话, 红的还是黑的?(telephone)
- 5) 这对老夫妇为我们看小孩。(couple, baby-sitter)
- 6) 我姑姑是一名退休工人。(retired)
- 7) 你现在的职业是什么?(present)
- 8) 这是我读过的书中最乏味的一本。(dull)
- 9) 这座山很难爬。(difficult)
- 10) 我们有权更换这个公司的负责人。(director)
- 11) 这是一部科教片。(educational)
- 12) 他把最近一次旅游的照片拿给我看。(show)
- 13) 我是我们学院棒球俱乐部成员。(member)
- 14) 灯亮着, 他一定在家。(must be)
- 15) 在椅子中间有一张大桌子。(in the middle of)
- 16) 明天我要到机场去接一位英国学者约翰·史密斯先生。(scholar)
- 17) 我们的英语老师经常做一些教育研究。(research)
- 18) 作为一个公民, 你必须遵守法律。(citizen)
- 19) 我们可以通过互联网来获取宝贵的信息。(obtain)
- 20) 这所房子是属于一家卫生机构的。(agency)
- 21) 现在出国很方便, 因为有旅行社为你打点一切事务。(go abroad)
- 22) 你可以从支票的印章得知它的截止日期。(seal)
- 23) 农场供给我们牛奶。(provide)
- 24) 这是小王的私人信件, 在未获得他的允许的情况下你无权翻阅。(personal)
- 25) 请在申请表中填写你的个人详尽资料。(personal particulars; application form)
- 26) 尽管我与玛莉具有不同的国籍, 我们对音乐却有着共同的爱好。(nationality)
- 27) 有近百人申请担任这一职位。(apply for)
- 28) 我们应向总经理提交这份计划。(submit)
- 29) 这是一则官方消息。(official)
- 30) 明信片是一种可以在上面写信并通过邮局传送的卡片。(postcard)

(译文:)

- 1) My boss was just a clerk five years ago.
- 2) That's why he was absent.
- 3) He is studying engineering at college.
- 4) Which telephone do you like, the red one or the black one?

- 5) The old couple are our baby-sitters.
- 6) My aunt is a retired worker.
- 7) What's your present job?
- 8) It's the duller book I have ever read.
- 9) This mountain is difficult to climb.
- 10) We have the right to change the director of this company.
- 11) It's a science and educational film.
- 12) He showed me the pictures of his latest tour.
- 13) I am a member of our college baseball club.
- 14) The light is on, and he must be at home.
- 15) There is a big table in the middle of the chairs.
- 16) Tomorrow I'll go to the airport to meet an English scholar, Mr. John Smith.
- 17) Our English teacher often does some educational research.
- 18) As a citizen, you must obey the law.
- 19) We can obtain valuable information with the help of the Internet.
- 20) The house belongs to a health agency.
- 21) Nowadays it is convenient to go abroad, because the travel agency arranges everything for you.
- 22) You may know the deadline of the check from the seal on it.
- 23) The farm provides us with milk.
- 24) This is a personal letter of Xiao Wang. You have no right to read it without his permission.
- 25) Please fill in the application form with your personal particulars.
- 26) Although Mary and I are of different nationalities, we have the same interest in music.
- 27) Almost a hundred people applied for the position.
- 28) We should submit the plan to the general manager.
- 29) It is a piece of official news.
- 30) A postcard is a card on which a message may be written and sent by post.

4. Extra reading 的目的是锻炼学生的独立阅读能力，须在课上限时完成。教师可提出简短的问题让学生口头回答。书中的理解性练习可留给学生自己课后完成。

5. Passage B 为补充课文，旨在通过教师的指导提高学生独立阅读文章的能力，并在阅读的基础上学习套用文中的重点精彩句型，故重点应引导学生做好句型套用练习。

Passage B 的重要词汇注释如下

casual *a.* 偶然的，不经意的

e.g. The casual smile on her face shows her easy-going character.

conversation *n.* 交谈

e.g. They have a conversation in English for an hour every day.

cultural *a.* 文化的

e.g. Words of colors often contain cultural elements.

elderly *a.* 老年的

e.g. The elderly lady still looks beautiful.

generally *ad.* 通常

e.g. Generally speaking, the climate is very pleasant in my hometown.

hold *v.* 把握, 拿着

e.g. To learn to play the violin, you first have to learn how to hold it correctly.

interview *n.* 面谈, 面试

e.g. I fail to find a good job, though I have been to quite a few interviews.

position *n.* 位置

e.g. He holds an important position at the company.

social *a.* 社会的

e.g. Drug-addiction has become a serious social problem in that country.

status *n.* 身份, 状态

e.g. Do you think decent dress could raise a person's social status?

6. Applied writing 为卡片的一般写作格式。卡片一般篇幅较短, 但内容很丰富。常用的卡片有名片、明信片、礼品卡、贺卡等。贺卡又可以细分为节日贺卡、生日贺卡、结婚贺卡等。卡片的写法比较固定, 措辞常用一些套语, 可引导学生通过自己制作英语卡片提高学习写英语卡片的兴趣。

7. Pick up your grammar 为复习系动词be (was/were: ……曾经是/在……)的基本用法, 可参见语法附录II-4.-1)-b.; II-4.-4)-a.-b); 人称代词主格与宾格的基本用法, 可参见语法附录I-2.; II-1.; II-3.。教师还可根据学生的实际水平引导学生自学或补充少量短句进行口头语法练习。



VI. 练习答案 (Key to Exercises)

Key to Dialogues and Passage A

- ① 1. join the school library
2. librarian
3. Good morning
4. Can I help you
5. overseas student, three years
6. fill in a form
7. Lizzy; Female; 18; Computer Engineering; Room 206; 151406391XX
- ② 1. F 2. F 3. F 4. F 5. T
6. F 7. T 8. T 9. F 10. T
- ③ 1. Mr. Lin.
2. He is a Chinese.
3. He will go to Japan for a research program.
4. It must bear the holder's photo and an official seal.
5. Personal particulars about the holder such as his or her name, age, sex, nationality and so on.
6. From a special government agency.
- ⑤ Two samples for reference:
A. My name is Linda Black. I'm British. I was born and brought up in a small town in England. I studied at Cambridge for three years. Then I became a teacher. I was a teacher for two years. Now I work for a women's magazine. I'm a secretary. I don't like my present job very much. It is dull and boring. So I'm trying to get a job with the BBC. It's very difficult to get this job, but I'll try.
B. My name is Robert Wilson. I'm the director of educational programs for the BBC. I have a lot of work to do and I need an assistant. As you can see, I'm having an interview with Linda Black now. She does not have any experience in television, but I think she'll probably get this job.
- ⑥ 1. bear: 熊, 忍受 (痛苦), 结 (果实), 附有
2. pass: 通过, 去世, (时光) 流逝, 穿行、通过
3. show: 展示, 指 (路), 表演, 出示
4. official: 官方的, 正式的, 官员
- ⑦ 1. a 2. d 3. b 4. c
5. d 6. a 7. d 8. c
- ⑧ 1. He shows/showed many beautiful postcards to us.
2. There are only ten members in this small club.
3. That girl must be your younger sister.

4. There is a tree in the middle of the garden.
 5. The lady on the right of the photo is our manager's wife.
 6. 本卡的持有者将得到特别的服务。
 7. 请在这一栏中填写你的国籍。
 8. 我们最好别问她这类个人问题。
 9. 您能将这个报告呈交给系主任吗?
 10. 你必须记住这一点。
- 9
1. a. 大学生可以从一个专门部门得到贷款。
b. A passenger in danger can get out from a special exit.
c. An overseas student can apply for a job from a special government agency.
 2. a. 无论你进入这幢大楼或从里面出来, 你都须向门卫出示身份证。
b. Whether you send a message or receive one, you need to enter your password.
c. Whether you like to major in arts or in science, you need to learn English well.
- 10
1. a 2. b 3. a 4. b
5. a 6. a 7. b 8. a

Key to Passage B

- 1
1. T 2. T 3. F 4. F
5. F 6. T 7. F 8. F
- 2
1. a. 因此你每天晚上要尽快做完作业。
b. So we need to finish the repairs as soon as possible.
c. So you should make the class as lively as possible for the kids.
 2. a. 一般来说, 美国人有些随意。
b. Generally speaking, the parks are full of people on holidays.
c. Generally speaking, women live longer than men.
 3. a. 你遇到麻烦时, 他们会很乐意帮助你的。
b. The students will feel pleased to do their homework if they frequently are encouraged.
c. Housewives will feel pleased to do what they can for their families if their husbands love them.

Key to Applied Writing

1

Wilton Business English School

Li Shuiqing
Professor of English

Address: 98 Xinan Road, Lingyun City**Tel:** 0419-846732XX**Post code:** 113003**E-mail:** FLI603@pub.bl.lnpta.net.cn**Mobile:** 139143146XX**Fax:** 0419- 847085XX

Business English Department
Dongbei Business College

Mary Brian
Foreign Expert

Address: 217 Jianshan Street, Heishijiao, Binhai, China

P.C.: 116025

E-mail: myan@sina.com

Tel: 86-411-827986XX

Key to Grammar

1. She was our English teacher.
2. He wasn't our manager three years ago.
3. The train to Shenyang was late yesterday.
4. We were good friends when we were at school.
5. Where were you five minutes ago?
6. Last night's film was very good.
7. I was a student at this technical school 5 years ago.
8. He often tells me interesting stories.
9. Look at them!
10. Who is it? It's her, Mary!



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VII. 参考译文 (Text Translation for Reference)

对话 A: 我可以加入学校图书馆吗?

莉琪想成为这个学校图书馆的成员。她正在与图书管理员交谈。

莉琪: 早上好, 先生。

管理员: 早上好, 小姐。请问您有什么事?

莉琪: 我是南非留学生, 我要在这所工业学校学习3年。这是我的学生证。我可以成为这个学校图书馆的成员吗?

管理员: 当然, 小姐。请你填写这张表格好吗?

莉琪: 好的。姓名: 莉琪。性别: 女。年龄: 18。系科: 计算机工程。地址: 招待所206号房间。这样填写行吗?

管理员: 让我看看。噢, 请写上你的电话号码。

莉琪: 好的。我的手机号码是151406391XX。

对话 B: 一张全家照

李英把一张全家照拿给莉琪看, 并把家庭成员逐一介绍给她。

莉琪: 你们家有几口人?

李英: 一共有五口。你看看这张照片。中间这对老夫妻是我的父母。他们以前是医生, 现在都退休了。左边这个年轻人是我哥哥。他是南方一家大公司的经理。

莉琪: 右边这个姑娘是谁, 是你吗?

李英: 不, 她是我妹妹, 是医学院的学生, 现在在日本。

莉琪: 那么她旁边这个姑娘一定是你了。

李英: 是的, 这次你说对了。噢, 顺便说一句, 我想让你见见我的父母。今晚到我家吃饭好吗?

莉琪: 噢, 当然好了。我很高兴认识你的父母。看起来你的家庭很幸福。

短文 A: 护照

这是林先生的护照。林先生是一位中国学者。他将去日本进行一项研究课题。因此他办了这份护照。

护照是一本由官方颁发的小册子, 是正式的政府证件。国家的公民可以向专门的政府机构办理护照。出国时公民须随身携带护照。护照上有持有者的照片和官印, 它还提供一些持有者的个人情况, 如姓名、年龄、性别、国籍等。要申请出国签证, 你必须将护照连同其他申请表一起交上。无论你进入外国领土或回到祖国, 你都须向海关官员出示护照。因此, 如果你想到国外工作、学习或旅游, 护照都至关重要。

短文 B: 问候致意中的文化差异

当我们听到人们彼此介绍他们自己的时候, 我们能从中发现一些文化和社会差异。我们应该注意这些差异。一般而言, 英国人正统些。他们第一次见面时通常要握手, 并且问候“您好”。美国人则比较随便, 他们甚至可能不经介绍就开始交谈。

中国人的名字是许多外国人难以说准的, 因此你在介绍中应该使自己名字的发音越简单越好。如果能够准确念出你的名字他们大概会感到非常高兴。头衔对美国人来说并不太重要, 你可以称呼一个美国人为“詹森先生”或者“汤姆”。然而, 对于年长于你的人来说, 你最好还是加上他们的头衔。在正式场合, 社会地位比较低的人通常先被介绍给地位比较高的人。在商务会见中, 当一个人被介绍给他人的时候, 他应手拿帽子并起身致意。

Unit

4

Making a Telephone Call



I. 教学时间分配 (Time Allocation)

本单元共4~5学时，对话1学时；课文A及练习2~3学时，课文B、语法等1学时（教师可根据本单元内容的难易程度稍做增减）。课外阅读的目的是锻炼学生的独立阅读能力。教师须在课上限时完成，可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。



II. 教学目的与要求 (Aims and Requirements)

I 内容重点 (Language Focus)

1. 交际重点 (Communicative Focus)

办公室的接、打电话，涉及找人、预约、留言等

2. 重点单词和词组 (Focal Words and Expressions)

appointment, arrange, caller, center, connect, convenient, dial, efficient, exhibition, hold the line, information, in charge of, look forward to, make an appointment, make a note, make a telephone

call, mention, on the phone, prevent ... from ...

3. 重点句型和习惯表达法 (Focal Functions and Patterns)

1) Receiving a call

May I ask who is calling?

This is Miss Wang, I'm phoning from Shanghai.

One moment, please. I'm trying to connect you. Hold the line.

2) Making a call

Hello, this is (Mr. Li) speaking.

Could I speak to (Miss Wang), please?

3) Dialing the wrong number

I'm sorry, nobody by that name lives here.

I'm afraid you've dialed a wrong number.

4) Taking or leaving a message

I'm afraid Mr. Li is out at the moment.

Would you like to leave a message?

Could you tell him I called?

No, thanks. I'll call him later.

5) The way to reach somebody

How can I reach you in the daytime?

Call number 23456789.

That's all right. I'll make a note of it.

II 技能要求 (Skill Development)

1 听说 (Listening and Speaking)

熟读对话和课文，背诵部分重点语句，能根据课文进行问答。

2 读译 (Reading and Translating)

能朗读并翻译（英译汉）有关打电话的短文。

3 写 (Writing and Applied Writing)

a. 能用所学词汇、句型和习惯表达法写出有关接、打电话的英文句子。

b. 熟悉英语留言的基本写作格式。



III. 背景资料 (Background Information)

When one arranges to see someone at a fixed time, one makes an appointment. If one then actually sees the person as arranged, one is said to keep the appointment. If it will be impossible to meet after all, one should write or telephone to cancel the appointment.



IV. 语言点 (Language Points)

I 课文补充注释 (Notes to Dialogues and Passage A)

1. I'm looking forward to seeing him at 2 on the 17th, then. (Dialogue B)

好的，我期待着17日2点与他见面。

look forward to: 这里to是介词，故后面总是跟名词或动名词，不可说 I look forward to see you, 而应该说 I am looking forward to seeing you.

e.g. I'm looking forward to hearing from you soon. 期待着早日收到你的来信。

I am looking forward to your early reply. 盼尽早回信。

2. It is useful to know the extension number of the person you are calling. (Passage A)

知道你要找的那个人的分机号是有用的。

此句的it为形式主语，它指代真正的主语不定式“to know the extension number of the person you are calling”，故此句可改写为 To know the ... is useful. 但这种写法使主语to know与谓语分割开来，不便于理解，故在主语的位置上使用了形式主语it，而把真正的不定式主语挪到谓语之后，以达到结构平衡的目的。英语中，凡动词不定式短语作主语大多采用这一结构。在主体部分中you are calling是定语从句，修饰其前的名词person。从句的引导词whom/that被省略。

e.g. It's important to do it at once.

马上去做这件事非常重要。

II 词汇用法 (Word Usage)

phone *v.*: (informal) to telephone 打电话

e.g. I'll phone you the news.

He phoned to say he couldn't come.

design

- 1) *n.* a plan in the mind or a drawing showing how something is to be made 设计
e.g. This theater seats over 2 000 people but is poor in design.
She attended a school of dress design.
- 2) *v.* to make a drawing or pattern of something 设计
e.g. She designs garments for a famous shop.
She designs a dress for herself.

designer *n.*: a person who makes plans or patterns 设计师

e.g. She is a designer of garments.

center

- 1) *n.* a middle part or point 中心
e.g. This is the shopping center of the city.
Beijing is the political, economic and cultural center of China.
- 2) *v.* to gather to a center 集中
e.g. Our thoughts centered on the young girl about to get married.

arrange *v.*: to plan in advance; prepare 安排

e.g. The meeting is arranged for Saturday afternoon.
Everything is so far arranged.

arrangement *n.*: something arranged, planned or agreed in a particular way 安排

e.g. We can make an arrangement to meet at 10 o'clock.

exhibition *n.*: a public show of objects 展览

e.g. The International Trade Exhibition will be held in Beijing.
There's an art exhibition in Beijing.

operator *n.*: a person who works at a telephone switchboard 接线员

e.g. She's an operator.

pause

- 1) *n.* a short but noticeable break 暂停
e.g. He came to a pause and then went on reading.
He speaks loudly without pause.
- 2) *v.* make a pause; stop for a short time 暂停
e.g. "Why did you pause? Go on."

connect *v.*: to join; unite 连接; to join by telephone 给*……接通电话

e.g. The two cities are connected by a railway.
Please connect me with Beijing.

hold *v.*: to keep or support with a part of the body, esp. with the hands 拿着, 抓住, 夹住

e.g. He held the flowers while she cut some more.
She held the baby in her arms.

line *n.*: a piece of string or a thin cord 线, 绳; a telephone connection or wire 电话线

e.g. The line is busy!

Hold the line.

appointment *n.*: a meeting at an agreed time and place 约会, 约定

e.g. I have an appointment with her.

I want to make an appointment with you.

convenient *a.*: suited to one's needs 方便的, 合适的, 便利的

e.g. This is a convenient house for me.

If it is convenient to you, call me please.

arrive *v.*: to reach a place, esp. the end of a journey 到, 来到

e.g. We arrived home late.

No letters arrived this morning.

arrival *n.*: the act of arriving 到来; 到达

e.g. On my arrival home I was greeted by my friend.

note

1) *n.* a record or reminder in writing 笔记, 记录, 便条

e.g. She takes notes of everything the teacher says.

Make a note of how much money you spend on the trip.

2) *v.* to pay attention to and remember 记下, 注意

e.g. Note my new name and how to spell it.

forward *ad.*: towards the front of a place 向前

e.g. You should take a step forward.

The robot is now moving forward.

efficient *a.*: working well and without waste 效率高的, 有效的

e.g. Our efficient new machines are much cheaper to run.

bank *n.*: a place in which money is kept and paid out on demand 银行

e.g. There is a bank near the school.

This is the People's Bank of China.

banker *n.*: a person who owns or controls the shares of a bank 银行家

e.g. Let me be your banker.

institution *n.*: a large building for an organization where people are provided with help, work, medical treatment, or protection, such as a school or a hospital 公共机构

e.g. You had to be put into an institution because of becoming old and weak.

save *v.*: to keep and not spend or use, as for a special purpose or use later 节省

e.g. It'll save time if we drive the car instead of walking.

It'll save me 50 yuan if I buy one.

delay

- 1) *n.* the act of delaying or the state of being delayed 耽搁, 延误
e.g. Do it at once without delay.
- 2) *v.* to put off until later 推迟
e.g. We want to delay our holiday until next week.

mention *v.*: to tell about in a few words, spoken or written 提到, 说起

- e.g. He mentioned his interest in sports.
“Thank you.” “Don’t mention it.”

dial *v.*: to make a call; call (a number, person, or place) on a telephone with a dial 打电话拨号

- e.g. Put into money before dialing.
To get the police, dial 110.

necessary *a.*: that must be had or obtained; needed 有必要的, 必需的

- e.g. Food is necessary for life.
It’s necessary for him to do it.

information *n.*: knowledge in the form of facts 信息, 资料

- e.g. Please give me some information about the meeting.

point *n.*: a single particular idea, fact or part of an argument or statement 观点, 论点, 要点

- e.g. There are 2 or 3 points in his speech.
This is the first point.

prevent *v.*: to keep something from happening or existing 预防, 防止

- e.g. These rules are to prevent accidents.
We want to prevent him going.

pad *n.*: a number of sheets of paper fastened together along one edge, used for writing letters, drawing pictures, etc. 便条纸簿

- e.g. Pass me the pad, please.

order

- 1) *n.* the state in which things are carefully and neatly arranged in their proper place 次序; neatness 整齐; command 命令; request for supply of something 订购
e.g. Please speak in order of age.
The books are arranged in good order.
An order came that a new school was to be set up here.
I am looking forward to your new orders.
- 2) *v.* to give an order; command 命令
e.g. He ordered the work should be started at once.

caller *n.*: a person who makes a short visit; (esp. BrE.) a person making a telephone call 访问者; 打电话者

- e.g. I want to know who is the caller.



V. 练习指导及补充练习 (Guide to Exercises and Supplementary Exercises)

1. Check your understanding 的目的是检验学生对办公室的接、打电话以及涉及找人、预约、留言等的理解，教师应引导学生用自己的语言回答，并围绕这些练习就对话与课文的内容与词汇句型等用法进行口头训练。

2. Learn to communicate 的目的是巩固并扩展本课所学，会使用本单元所学句型及习惯表达法。教师应要求学生背诵并引导学生在课上创造更多的语境进行实际交际训练。

补充句型:

- 1) ABC Consultant Company. Good morning.
May I help you? / What can I do for you?
- 2) I just want to speak to Mr. Wang, please.
I'd like to talk with Mr. Wang, please.
Can you put me through to Mr. Wang, please?
Can I have extension 23456XXX?
- 3) Who's speaking?
- 4) This is Mr. Li calling. / This is Mr. Li speaking. / Speaking. / It's me.
- 5) Is Mr. Wang there? / Is Mr. Wang in? / Is Mr. Wang available in the office?
- 6) Just a moment. / Just a second, please. / One moment later. / Wait a moment, please.
- 7) He's not in yet. / He's not here right now. / He's not available at this moment.
- 8) You are wanted on the telephone. / There is a call for you. / You have a call from someone.
- 9) Hold on, please. / Hold the line, please. / Would you mind holding?
- 10) Would you leave a message? / May I take a message? / Would you mind leaving a message?
- 11) Shall I have him call you back? / Shall I ask him to call you later?
- 12) Mr. Wang is on the other line now. / Mr. Wang's line is busy now.

3. Build up your language stock 的目的是为了加深学生对本课词汇的理解及提高学生的灵活应用能力。教师可以增加一些类似的词汇搭配练习，在练习中扩大学习量。最好归纳本课的重点词汇和用法，使学生学会使用。

重点句型归纳:

- 1) Leaving a message
I'm afraid Mr. Smith is not here at the moment. Would you like to leave a message?

It seems like a good idea. This is Helen Waters. Could you tell him I called? / No. Thanks. I'll call him later.

2) Transferring the call

There is a call for you.

Put him / her through.

Mr. Wang, you are through. Mr. Li's number is ringing.

One moment, please. I'm trying to connect you.

3) Confirming

May I ask who is calling?

This is Miss Wang. I'm phoning from Shanghai.

补充练习:

(将下列句子译成英语:)

- 1) 请问您贵姓? 我是王小姐。(who's calling)
- 2) 你的电话。(call for sb.)
- 3) 他现在不在, 要留言吗? (leave a message)
- 4) 她是我们的班主任。(in charge of)
- 5) 我们把一切都安排好了。(arrange)
- 6) 下周将举办一个成人教育展览会。(exhibition)
- 7) 如果方便的话, 请通知我一下。(convenient)
- 8) 我来办公室是为了打个电话。(make a telephone call, in order to)
- 9) 来之前, 你最好预约一下。(make an appointment)
- 10) 一座大桥把两岸连接起来。(connect)
- 11) 对不起, 你打错了。(dial)
- 12) 我期待着再次见到你。(look forward to)
- 13) 我不知道谁打来的电话。(caller)
- 14) 请稍候。(电话用语) (hold the line)
- 15) 请帮我记录一下。(take a note)
- 16) 他们正打电话讨论此事。(on the telephone)
- 17) 我设法阻止他去。(prevent ... from)
- 18) 我们应该有效地利用自然资源。(efficient)

(译文:)

- 1) May I ask who's calling? Miss Wang speaking.
- 2) There is a call for you.
- 3) He's not available at the moment. Would you like to leave a message?
- 4) She is in charge of our class.
- 5) We have got everything arranged.
- 6) The exhibition on adult education will be held next week.

- 7) If it is convenient, inform me please.
- 8) I've come to the office in order to make a telephone call.
- 9) You had better make an appointment before you come.
- 10) The bridge connects the two banks.
- 11) I'm sorry. You have dialed the wrong number.
- 12) I'm looking forward to meeting you again.
- 13) I don't know who is the caller.
- 14) Hold the line, please.
- 15) Please take a note for me.
- 16) They are discussing it on the telephone.
- 17) I'll try to prevent him from going.
- 18) We should make an efficient use of natural resources.

4. Extra reading 的目的是锻炼学生的独立阅读能力，须在课上限时完成。教师可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。

5. Passage B 为补充课文，旨在通过教师的指导提高学生独立阅读理解文章的能力，并在阅读的基础上学习套用文中的重点精彩句型，故重点应引导学生做好句型套用练习。

Passage B 的重要词汇注释如下

appointment *n.* 约会

e.g. I have a very bad toothache. So I have to make an appointment with the dentist again.

basic *a.* 基本的

e.g. With the introduction, now we have a basic understanding of the situation.

condition *n.* 情况，条件

e.g. The working conditions are terrible. The workers could hardly breathe in the workshop.

dictation *n.* 听写，口述

e.g. Our teacher gives us a dictation exercise almost in every listening class.

efficiency *n.* 效率

e.g. The new tool brings a much higher efficiency in my work.

efficient *a.* 有效率的

e.g. This new copier is more efficient than the old one.

energy *n.* 能源

e.g. Wind was used as an energy source to drive mills in ancient China.

improve *v.* 改良, 改善

e.g. Their working conditions need to be improved.

medium (pl.: media) *n.* 媒体

e.g. Nowadays the Internet has become a most frequently used medium.

notebook *n.* 笔记本

e.g. Now the word “notebook” can be used to refer to a laptop computer.

quietly *ad.* 安静地

e.g. The little girl listened to her mother's story quietly.

separate *v.* 分开

e.g. First let's separate the new stamps from the used ones.

sharpened *a.* 锋利的, 磨尖的

e.g. The sharpened knife makes meat-slicing an easier job.

trick *n.* 诡计, 欺骗

e.g. She is good at playing tricks on others on April Fools' day.

6. Applied writing 为英语留言的基本写作格式。留言的格式比较随意, 通常包括1) 留言对象的姓名及称谓; 2) 留言人的姓名; 3) 留言内容及要求; 4) 联系方式及通信地址, 可逐步学习积累。教师可引导学生相互留言。

7. Pick up your grammar 为实义动词 **have** 的过去式 **had** 在主谓宾结构中的基本用法, 见语法附录I-3.-1); II-4.-4)-a.-b), 代词的所有格的基本用法, 见语法附录II-3.-2)。教师还可根据学生的实际水平引导学生自学或补充少量短句进行口头语法练习。



VI. 练习答案 (Key to Exercises)

Key to Dialogues and Passage A

- ① 1. T 2. F 3. T 4. T
5. F 6. F 7. F 8. F
- ② 1. Because it may save any delay.
2. We should have dates, times of arrival and so on.
3. Proper preparation may prevent you from making a second phone call.
4. To take down information from callers.
- ④ 1. A: May I speak to
B: May I take a message / Would you like to leave a message

2. B: Speaking
3. A: May I ask who is calling
4. A: How can I reach you
5. B: Who is it
- B: Put her through

- 5
 1. Would you like to speak to someone else here
 2. Would you like him to phone you when he comes back to the office
 3. Would you like to leave a message then
- 6
 1. c 2. d 3. e 4. g
 5. b 6. a 7. f 8. h
- 7
 1. Miss Wang is arranging an appointment between her manager and a visitor.
 2. They are holding a shoe exhibition next week.
 3. I'm looking forward to seeing you on the 17th next month.
 4. Would you like to leave a message?
 5. Miss White, you are through. Mr. Wang's number is ringing.

8 职员: 英国航空公司。早上好, 愿意为您服务。

秘书: 请给我订一张10月2日从伦敦到北京的飞机票。

职员: 您想要上午的还是下午的?

秘书: 17:30 有一趟班机最方便。

职员: 那趟班机已预订完毕。

秘书: 请您查一下2号傍晚有没有其他的从伦敦到北京的班机?

职员: 有一趟16:15的班机还有票。

秘书: 我想可以, 请给我订一张好吗?

职员: 当然可以。请问您的姓名?

秘书: 是给布莱克先生订的。

职员: 要头等舱还是经济舱?

秘书: 经济舱。

职员: 单程还是往返票?

秘书: 单程。

职员: 好的。谢谢电话订票, 再见。

秘书: 再见。

- 9
 1. a. 面试者会知道这个情况, 但假如你先说的话, 或许会减少误解。
 - b. The doctor will notice this, but it might avoid any problem if you tell him first.
 - c. The teacher will understand this, but it might save any trouble if you mention it first.
 2. a. 在你离开之前, 你应该总是随身带好钥匙。
 - b. Before you speak, you should always have some useful data in mind.
 - c. Before you leave the job, you should have a better one ready for you.

- 10
 1. T 2. F 3. T 4. T 5. T

Key to Passage B

1. 1. She should improve her working skills.
2. By improving skills and learning new tricks.
3. Taking dictation.
4. To make sure that she brings everything necessary with her.
5. They prefer to use a pen.
6. A medium soft pencil.
7. She should write the date at the top of the page.
8. Because it is easier to hear the speaker if she faces him.
9. She can keep a separate notebook for each — with his name in large letters on the cover.
2. 1. a. 一个有条理的学生考试的时候总是把文具放在手边以便高效做好答卷。
b. I didn't have lunch so that I would feel hungry and eat more at the dinner.
c. Leave the keys out so that I remember to take them with me.
2. a. 提高英语并获得实践经验会大大地增强你得到这份工作的机会。
b. Listening to English news and talking to native speakers will improve your English efficiently.
c. Speaking good English and having a good knowledge of the computer will ensure your success.
3. a. 老年人利用助听器听人说话就比较容易了。
b. It is easier for children to learn if they are taught while playing.
c. It is easier for students to learn a foreign language if they study abroad.

Key to Grammar

1. They were very poor and didn't have their own house.
2. We had breakfast at seven this morning.
3. The students didn't have any English classes last week.
4. Where did you have dinner with her on Sunday?
5. Did you have a talk with her?
6. This book is mine, and that one is yours.
7. These cards are his, but those flowers are hers.
8. The manager of your company is an old friend of mine.



VII. 参考译文 (Text Translation for Reference)

对话 A: 请稍候

王芳是一家制鞋厂的秘书。她正在给北京的商业设计中心打电话。她想给她的经理李先生和负责展览的史密斯先生安排一次会面。

接线员: 商业设计中心。早上好, 您要哪里?

王: 请接史密斯先生。

接线员: 请问您是哪里?

王: 我是上海第一制鞋厂的王小姐。我这里是上海。

接线员: 请稍候。

片刻之后

王: 喂?

接线员: 我正在给您接线。请别挂机。

接线员: 喂, 王小姐, 接通了。史密斯先生的电话响了。

王: 谢谢。

对话 B: 我是史密斯先生

现在王芳正在与史密斯先生通电话。

史密斯先生: 喂, 我是史密斯先生。

王小姐: 早上好, 史密斯先生。我叫王芳, 是上海第一制鞋厂的。我想约个时间安排我的经理李先生与您会面, 谈谈有关下个月你们要举行的鞋展的事。

史密斯先生: 啊, 好的。很高兴和李先生见面。哪天方便呢?

王小姐: 李先生星期四到北京, 那是17日。

史密斯先生: 好的, 我那天下午有时间。

王小姐: 那好, 我记一下。

史密斯先生: 好的, 我期待着17日与他见面。

王小姐: 好的, 非常感谢, 史密斯先生。

史密斯先生: 不客气, 再见。

王小姐: 再见。

短文 A: 如何打快捷有效的电话

当你给办公室、银行或任何其他部门打电话时, 了解你要找的那个人的分机号码是有益的。接线员会查到此号码的, 但假如你先提到的话, 或许会减少耽搁时间。在你拨号码之前, 你应该总是随身备有必要的信息。这样你就会准确而有效地拨打电话。你需要了解如下信息——日期、到达时间等等。这能帮助你打快捷有效的电话。做好适当的准备可使

你免去打第二次电话的麻烦。你应该使用电话记事本以便记下对方提供的信息。

短文 B: 怎样提高工作效率

如果你勤奋地工作超过了你认为应该达到的程度, 那就该提高你的工作技能了。提高工作技能并掌握新的技巧会节省时间和体力。记录口授是秘书的基本技能之一。首先要确保每天一开始你就把所有必需品随身带好。几只削尖的铅笔和一只好使的钢笔都要备好。一支中软的铅笔用来速记是最好的, 但大多数的秘书更喜欢用钢笔。一位能干的秘书会把她记录口授的工具(速记笔记本、钢笔或铅笔)放在办公桌一个方便的地方, 这样记录口授时就不会有任何耽搁。

在记录口授之前先把日期写在一页纸的上端。安静地坐着, 面对口述者。面对口授者就比较容易听清他的话。如果你同时为几个人记录口授, 比较易行的办法是为每个口授者分别准备一本笔记本, 在封面上用大大的字母写上他们的名字。

高等教育出版社

Unit

5

Can I See Your Manager?



I. 教学时间分配 (Time Allocation)

本单元共4~5学时，对话1学时；课文A及练习2~3学时，课文B、语法等1学时（教师可根据本单元内容的难易程度稍做增减）。课外阅读的目的是为了锻炼学生的独立阅读能力。教师须在课上限时完成，可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。



II. 教学目的与要求 (Aims and Requirements)

I 内容重点 (Language Focus)

1. 交际重点 (Communicative Focus)

接待办公室来宾，涉及接待、问候、道歉等

2. 重点单词和词组 (Focal Words and Expressions)

available, confirm, contact, efficiently, inform, mind, occupied, receive, visitor, at the moment, on business, in advance, without delay

3. 重点句型 and 习惯表达法 (Focal Functions and Patterns)

- 1) Good morning. May I help you?
I'd like to see Mr. Wang.
Do you have an appointment?
May I have your name?
- 2) I'm afraid Mr. Li is occupied at the moment. Would you mind waiting?
- 3) I'm sorry, Mr. Li is out on business. Would you like to leave your card and make an appointment for some other time?
- 4) Can I ask what you wish to see him about?
I'm told to get that information from every caller.
- 5) Mr. Li is here for his appointment.
Mr. Li is expecting you in his office. Please go right in.
Mr. Li wants to know if your business is urgent.
- 6) She can work efficiently.
She can receive and talk to visitors without any delay.

II 技能要求 (Skill Development)

1 听说 (Listening and Speaking)

熟读对话和课文，能用课文中的重点句型进行简单的对话。

2 读译 (Reading and Translating)

能朗读并翻译（英译汉）有关接待来宾的小短文。

3 写 (Writing and Applied Writing)

- a. 能使用所学词汇、句型和习惯表达法写出有关接待来宾的英文句子。
- b. 熟悉电话留言的基本格式并能作简单留言。



III. 背景资料 (Background Information)

Cultural Tips for Receiving Guests in Different Countries:

Australia

Australians generally don't like to talk business during leisure hours, and they avoid making class distinctions. For example, when riding alone in a taxi, it's considered polite to sit in the front seat with the driver. If an Australian invites you to afternoon tea, you expect just a cup of tea. However, an invitation to tea usually will include dinner.

Canada

Remember that Canada is, by law, a bilingual country. In fact, about 25 percent of the population consider French their first language. Nearly all government employees in Canada are bilingual.

India

When invited to a meal in India, guests should offer a gift of flowers, candy or fruit to their host. At some social gatherings, guests are adorned with garlands of flowers. These should be removed and carried in the hand as an expression of humility. Indians are often too polite to say no to an invitation; if they cannot attend, they will more likely say "I'll try."

The United Kingdom of Great Britain and Northern Ireland

In general, the English are a reserved people. A handshake is the most common form of greeting among the English. Manners are important. When visiting, guests usually bring a gift such as chocolate or flowers. Sending a thank-you note is also considered appropriate. The English eat continental style, with fork in the left hand and the knife in the right.

Italy

Meals in Italy are generally unhurried, and can last up to four hours. During the meal, it is impolite to put your hands in your lap. At the table, it is also impolite to stretch at the table, even if the meal is over.

Japan

In business dealings in Japan, a well-groomed, conservative look for men and women is advisable. Avoid trendy hairstyles, and heavy make-up and jewellery. Always treat a business card carefully, never bend it or write on it, as this will be considered a direct insult. If your host is quiet, do not be concerned; silence is an ordinary part of conversation.

Kenya

In Kenya, it is customary to shake hands when first meeting people and when taking your leave. After English, Swahili is the most common language. When invited to someone's home, do not bring flowers, as they usually used to express condolences.

Nigeria

When in Nigeria, do not be surprised if your host sits or stands very close by you. Personal space between members of the same sex is much closer than in North America. Although English is the official language, there are 250 ethnic groups in Nigeria, and each has its own distinct language.

Russia

When meeting, Russians shake hands firmly. Pointing with the index finger is considered impolite but it is frequently done. Russians enjoy giving and receiving gifts. Although not expected, guests usually bring the host a gift of flowers, food or vodka. If friends open a bottle of vodka, they usually drink until the bottle is empty. Russians prefer to have social interaction before discussing business. Doing business over the telephone without meeting the prospective client or partner is ineffective.

Republic of Korea

Korean is the official language. English is taught in school and many people have a good

understanding of it. Giving gifts as a means of obtaining favors is common especially in the workplace. A bow followed by a handshake is the usual greeting between men. Eye contact is important while conversing. In general, people do stand in line and pushing and crowding are considered impolite.



IV. 语言点 (Language Points)

I 课文补充注释 (Notes to Dialogues and Passage A)

1. Would you mind waiting? (Dialogue A)

您愿意等一下吗?

mind: 常用于疑问句、否定句或条件句中, 表示“介意, 反对”的意思。其后的动词宾语需用动名词V-ing形式(动名词前可加物主代词或名词表示动名词的行为发出者)。在回答Do you mind ... 的问题时, 一定要注意: 如果表示“不介意、同意”的话, 回答: “No, I don't mind / Not at all. / Certainly not. / Of course not. / No, go ahead.”等等; 如果表示“介意, 不同意”的话, 回答: “I'm sorry, I do. / Yes, I do mind. / I'm afraid I do mind.”等等。

e.g. Would you mind my sitting here? 我能坐这儿吗?

No, I don't mind. 当然可以。

2. ... secretaries who receive visitors are called receptionists. (Passage A)

接待来访者的秘书称为接待员。

这是一个主从复合句, 其中“who receive visitors”是定语从句; 在主句中用了被动语态, are called 是主句的谓语。

e.g. The person who came yesterday is called Li Hua.

昨天来的那个人叫李华。

3. In a large firm, on the other hand, ... (Passage A)

然而, 在大公司里……

on the other hand 是插入语, 要用逗号把它与句子分开。其完整的相关用法是on one hand, ... on the other hand, 意思是: “一方面……, 另一方面”。其中on one hand 常可省略。常用的插入语还有: I think (我想), I believe (我相信), I suppose (我估计), for example (例如), 等等。

e.g. It's a good watercolor, I think.

我认为这是一张很好的水彩画。

4. This should be done in advance. (Passage A)

这件事应该事先做好。

这句话用了被动语态, should be done 是句子的谓语。

e.g. We should be informed in advance.

应该事先通知我们。

III 词汇用法 (Word Usage)

visitor (to) *n.*: a person who visits or is visiting (the stated or understood place or person) 来访者, 游客

e.g. Visitors to the castle are asked not to take photographs.

South Africa got a lot of visitors from all over the world for its FIFA World Cup.

president *n.*: the head of government in many modern states that do not have a king or queen; the head of some councils or government departments; the head of some British university colleges, and of some American universities; AmE. the head of a business company, firm, bank, etc. 总统, 主席; 理事长; 大学校长; 总裁, 总经理

e.g. He's the President of the Association.

He's the President of the Council.

available *a.*: able to be got, obtained, used, etc. 可用的, 可得到的

e.g. The shoes are not available in your size.

If I'm not available, leave a message, please.

occupied *a.*: one has a lot to do and is not free 忙碌的

e.g. She is occupied in cooking the dinner.

I'm occupied.

mind *v.*: (often takes a V-ing object with a possessive or personal pronoun or a noun as its logical subject) have a reason against or to be opposed to; dislike 介意, 反对

e.g. Do you mind my smoking here? I'm sorry, I do.

Do you mind waiting for a day or two? Yes, I mind very much.

suppose *v.*: to take as likely; consider as true 猜想

e.g. He must be at home. Yes, I suppose so.

I suppose he has gone away.

confirm *v.*: make certain; give proof (of); to support 确定, 确认, 证实

e.g. Please confirm the telephone message by letter.

We confirm that the meeting will be on May 1.

production *n.*: the action of producing or making products; the amount produced 生产, 产量

e.g. Production has increased in the last few years.

We'll go into production.

contact *v.*: to get in touch (with someone), reach (someone) by message, telephone, etc. 接触、联系

e.g. If you have something to ask, contact my office, please.

You can contact me by telephone.

receive *v.*: to get (something given or sent to one) 得到, 收到; to accept as a visitor or member; welcome 接待, 欢迎

e.g. I received a letter from my friend yesterday.

The new books are warmly received by students.

firm *n.*: a business company 公司, 商行

e.g. Look! A new firm is set up over there.

clerical *a.*: of or concerning a clerk 办事员的, 办公室工作的

e.g. The clerical staff should take part in the meeting.

She has to do some clerical work in the office.

arrangement *n.*: something arranged, planned, or agreed in a particular way 安排, 准备, 商定

e.g. I have an arrangement with my classmates.

We'll make an arrangement to meet at 3 o'clock.

task *n.*: a piece of work that must be done, esp. if hard or unpleasant; duty 任务, 工作, 职责

e.g. Looking after a baby is a difficult task.

executive *n.*: a person in an executive position, esp. in business 总经理, 董事

e.g. The young man is a new executive.

Who's the executive?

in advance: before in time 提前

e.g. Please pay the rent in advance.

You'd better make an arrangement in advance.

inform *v.*: to tell; to give information to 告诉, 通知

e.g. I informed him where to go.

Did you inform them of the progress of the work?

activity *n.*: (often *pl.*) something that is done or is being done, esp. for interest or education 活动

e.g. He has many activities when he's free.

We'd better take part in some social activities in school.

throughout *prep.*: in, to, through, or during every part of 遍及, 贯穿

e.g. It rained throughout the day.

We have friends throughout the world.

efficiently *ad.*: Working well and without waste 有效地, 有能力地

e.g. The machine works efficiently.

diary *n.*: (a book containing) a daily record of the events in a person's life; a book with marked separate spaces for each day of the year, in which one may write down things to be done in the future 日记, 日志

e.g. She used to keep a diary.

I have a pocket diary.



V. 练习指导及补充练习 (Guide to Exercises and Supplementary Exercises)

1. Check your understanding 的目的是检验学生对对话及短文的理解，教师应引导学生用自己的话回答，并围绕这些练习就对话与课文的内容与词汇句型等的用法进行口头训练，不要把它们作为单纯理解练习使用。

2. Learn to communicate 的目的是巩固并扩展本课所学有关接待来宾、问候、道歉等句型。教师应要求学生背诵并引导学生在课上创造更多的语境进行实际训练。

补充句型:

- 1) What can I do for you? 我可以为您效劳吗?
- 2) May I take you some time to have a meeting? 能占用您些时间见个面吗?
- 3) It would be nice if you could meet me. 如果您能见我那就太好了。
- 4) I don't know if it's possible for him to meet me. Would it be convenient for him to arrange a meeting? 不知道他是否能见我? 不知道约见他是否方便?
- 5) I'm sorry he's not available then. 对不起，那时他没空。
- 6) Can we make it a little later / earlier? 能否安排晚些/早些时候?
- 7) I'm afraid I have to postpone the appointment until ten minutes later. 恐怕得将约会推迟10分钟。
- 8) Where and when shall we meet? 何时何地我们见面?
- 9) Can we reschedule the appointment? 能重新约定见面时间吗?
- 10) Would you mind waiting for another ten minutes? 能再等10分钟吗?
- 11) Sorry to keep you waiting. 对不起，让您久等了。
- 12) I'm sorry for being late. 对不起，来晚了。

3. Build up your language stock 的目的是加深学生对本课词汇的理解及提高学生的灵活应用能力。教师可以增加一些类似的词汇搭配练习，在练习中扩大学习量。最好归纳本课的重点词汇和用法，使学生学会使用。

重点句型归纳:

- 1) Receiving a visitor
Welcome! Can I help you?
Do you have an appointment?
May I have your name?
Can I ask what you wish to see him about?

I'm told to get that information from every caller.

The manager wants to know if your business is urgent.

2) Apology

I'm sorry. The manager is occupied at the moment.

He is out on business today.

Would you please have a seat and wait for a moment?

Would you please leave your card?

Would you like to make an appointment for some other time?

补充练习:

(将下列句子译成英语:)

- 1) 对不起, 让您久等了。(apology for keeping someone waiting)
- 2) 您好, 您预约了吗? (asking about appointment)
- 3) 他现在不在。(available, at the moment)
- 4) 我能抽烟吗? 不能, 这里禁止抽烟。(mind)
- 5) 昨天我收到了她的来信。(receive)
- 6) 我明天出差去北京。(on business)
- 7) 请提前通知我们。(inform, in advance)
- 8) 恐怕经理正忙着呢。(occupied)
- 9) 节日期间有许多人来北京参观。(visitor)
- 10) 他工作效率很高。(efficiently)
- 11) 我有急事要与她商量, 不能耽搁。(without delay)
- 12) 我核实一下, 请稍候。(confirm)
- 13) 请用电话与我联系。(contact)

(译文:)

- 1) I'm sorry to have kept you waiting.
- 2) Hello, do you have an appointment?
- 3) He is not available at the moment.
- 4) Would you mind my smoking?
Yes. No smoking is allowed here.
- 5) I received her letter yesterday.
- 6) I'm going to Beijing on business tomorrow.
- 7) Inform us in advance, please.
- 8) I'm afraid the manager is occupied now.
- 9) There are many visitors to Beijing during the holidays.
- 10) He works efficiently.
- 11) I have an urgent matter to discuss with her without delay.
- 12) Just a moment. Let me confirm it.
- 13) Contact me by telephone, please.

4. Extra reading 的目的是锻炼学生的独立阅读能力，须在课上限时完成。教师可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。

5. Passage B 为补充课文，旨在通过教师的指导提高学生独立阅读理解文章的能力，并在阅读的基础上学习套用文中的重点精彩句型，故重点应引导学生做好句型套用练习。

Passage B 的重要词汇注释如下

association *n.* 协会

e.g. The National Teachers' Association is an organization for teachers all over the country.

continually *ad.* 不断地

e.g. This summer it rained continually.

customer *n.* 客户

e.g. For shop-owners, customers are often regarded as God.

easily *ad.* 容易地

e.g. Cooking is no easy job. Don't expect you can learn it easily.

employer *n.* 雇主

e.g. My new employer is much stricter with the employees.

judge *v.* 判断

e.g. All the contestants are so outstanding that it is really hard to judge who is the best.

management *n.* 管理

e.g. A good employer should be good at management work.

professional *a.* 专业人士，职业的

e.g. Yao Ming is a professional basketball player.

promote *v.* 促进，促销，提升

e.g. The film star's presence at the ceremony highly promoted the popularity of the product.

remain *v.* 仍旧；保持

e.g. Einstein's life remained simple even after he got the Nobel Prize.

routine *a.* 日常的

e.g. Browsing the latest news on the Internet remains an important part of his routine life.

spell *v.* 拼写

e.g. I spelt the word wrong in the dictation.

supervisor *n.* 导师，管理者

e.g. My supervisor asks me to hand in the outline of the essay next week.

typist *n.* 打字员

e.g. The job of a professional typist is disappearing in the modern society.

union *n.* 联盟, 协会

e.g. This English Evening is organized by the Students' Union.

unlikely *a.* 不太可能

e.g. Generally speaking, it is unlikely to have continual rains at this time in my hometown.

6. Applied writing 的目的是继续熟悉电话留言的基本写作格式。可引导学生打电话留言。

7. Pick up your grammar 为复习实义谓语动词的肯定式、否定式和疑问式的基本用法, 可参见语法附录II-4.-1)-a.; 基数词的基本用法, 可参见语法附录II-2.-4)-a.。教师亦可根据学生的实际水平引导他们自学或补充少量短句进行口头语法练习。



VI. 练习答案 (Key to Exercises)

Key to Dialogues and Passage A

1. He is the vice-president of the company.
2. No, he can't, because he is occupied at the moment.
3. Yes, he does.
4. Friday morning at 9:30.
5. He is the production manager.
6. Because he is out on business.
7. Wednesday afternoon at 2:30.
2. 1. They are secretaries who receive visitors.
2. In a small firm, he/she may receive visitors and do some typewriting and clerical work.
3. In a large firm, a receptionist may only receive visitors and make appointments and travel arrangements.
4. So that they can work efficiently.
4. 1. Can I help you?
2. May I have your name, please?
3. Would you please have a seat and wait for a moment?
4. Mr. George Smith of Walsh Company is here for his appointment.
5. Mr. Chen is expecting you, Mr. Smith. Please go right in.
6. You're welcome.

- 5 1. g 2. e 3. f 4. a
5. b 6. c 7. d

- 6 1. Can I help you?
2. May I have your name, please?
3. Let me see if he is available.
4. Mr. Chen is occupied at the moment.
5. Would you please have a seat and wait for a moment?

7

先生们：

我想预订一个带洗澡间的单间，从9月21日到10月2日（含2日），是为我们的销售经理马肯先生订的。正如你们所了解的，我们的经理到伦敦通常都是住在贵酒店。望您能提供一个带电话分机的房间，最好能俯瞰公园的。马肯先生将于9月21日上午到达，10月2日下午离开。望您能回信确认此项预订。我们期待着您的回信。

李玲谨启

- 8 1. a. 研究物理学的科学家称为物理学家。
b. Doctors who make operations are called surgeons.
c. Writers who write poetry are called poets.
2. a. 这应该在烹饪之前或刚开始烹饪时就准备好。
b. This should be mentioned at the beginning or at the end of a speech.
c. This should be given to the manager himself or to his personal secretary.
9 1. He or she should offer him a seat, and promise to contact the person he wishes to see.
2. A visiting card tells us the visitor's name, title and his company.
3. He or she should note the visitor's name, the date and time and his firm.
4. He or she should offer the visitor something to read.
5. He or she should give some explanation and apologize for the delay.

Key to Passage B

- 1 1. F 2. T 3. F 4. T 5. T 6. T

- 2 1. a. 一个无法和女儿沟通的母亲不大可能成为女儿的朋友。
b. A student who cannot speak English well is unlikely to be competitive in today's global market.
c. A teacher who knows little about what students need is unlikely to be popular with students.
2. a. 一个缺乏幽默感的人不大可能成为相声演员。
b. A student who cannot pass the IELTS test stands little chance of studying overseas.
c. A person who cannot sing and dance stands little chance of being welcomed by children.
3. a. 据说男孩子所能者女孩子亦能。
b. It is said that this kind of food is good for health.
c. It is said that the little girl has been found by the police.

Key to Grammar

1. I didn't receive any letter from him.
2. They didn't know each other ten years ago.
3. She didn't study math, but business at the university.
4. He doesn't speak Japanese, but a little Chinese.
5. Why didn't the manager interview all the nine graduates today?
6. When did you join the club?
7. How did he manage to remember two hundred English words each day?
8. Did you really collect more than three thousand coins then?



VII. 参考译文 (Text Translation for Reference)

对话 A: 我可以见见你们的经理吗?

一位来访者想见副经理。秘书正在和他打招呼。

秘书: 早上好。您有事吗?

来访者: 是的, 我想见副经理陈先生。

秘书: 请问您的姓名?

来访者: 沃思公司的乔治·史密斯。

秘书: 谢谢, 史密斯先生。让我看看他是否有空。请等一下好吗? ……

对不起, 陈先生现在没空。您愿意等吗?

来访者: 那要等多久呢?

秘书: 大约一个小时。

来访者: 噢, 那太久了。我十一点钟有个会。

秘书: 您愿意再约个时间吗?

来访者: 好的, 我想应该这样。星期五上午9点半, 好吗?

秘书: 好的, 我记一下。我会请他确认的。他有您的电话号码吗?

来访者: 是的, 他有。

秘书: 好的, 史密斯先生, 我们周五见。

来访者: 好。谢谢, 再见。

秘书: 再见。

对话 B: 让我查一下…

秘书正在安排经理和客人的会面时间。

秘书: 下午好。您有事吗?

来访者: 是的。我可以见见你们的生产部经理劳森先生吗?

秘书: 对不起, 劳森先生今天因公外出了。
来访者: 那么, 我想约个时间下周与劳森先生见面。
秘书: 让我查一下劳森先生的时间表。请稍等, 很快的。是的, 劳森先生星期二上午星期三下午和星期五上午可能有空。
来访者: 请给我约星期三下午好吗?
秘书: 两点半可以吗?
来访者: 好的。
秘书: 我记一下。您还要我再次确认吗?
来访者: 好的。这是我的名片, 你可随时与我联系。
秘书: 好的, 我会的。
来访者: 非常感谢, 再见。
秘书: 再见。

短文 A: 接待员的工作

接待来访者的秘书称为接待员, 然而接待员也有多种多样。在小公司, 接待员得接待客人, 还得做打字等秘书工作。另一方面, 在大公司, 接待员只做接待客人、预约时间、安排旅行事务等工作。

在接待客人方面有各种工作。经理应该通知接待员他们所有的约会, 这应在每天一开始上班就提前告之。他们应通知接待员他们一天的活动(例如, 去见一位重要人物, 去吃午饭。)假如接待员了解这些信息, 她就能接待并与客人交谈, 避免耽搁, 从而高效地工作。

短文 B: 活到老学到老

正如你依据别人的言谈和写作来评价别人一样, 别人也在评价你。你在不断地受到你的老板、上司、朋友和顾客的评价。那些不善于同领导或顾客随意交谈或报告写得不清楚的人只能做些日常工作。打字员只会打字却不会写信或拼写不正确, 就很少有机会晋升。一个熟练工人不会同管理人员交谈, 是不大可能成为经理或在工会担任职务的。如果你不得不让你的秘书替你修改信函, 也就不会站起身来做个漂亮简短的发言, 那你就会错过在本公司得到提拔的好机会, 也不会重要的行业或专业机构供职。因此, 每个人都应坚持学习, 要活到老学到老。

Unit

6

Communications Facilities



I. 教学时间分配 (Time Allocation)

本单元共4~5学时，对话1学时；课文A及练习2~3学时，课文B、语法等1学时（教师可根据本单元内容的难易程度稍做增减）。课外阅读的目的是为了锻炼学生的独立阅读能力。教师须在课上限时完成，可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。



II. 教学目的与要求 (Aims and Requirements)

I 内容重点 (Language Focus)

1. 交际重点 (Communicative Focus)

留言、传真和发电子邮件

2. 重点单词和词组 (Focal Words and Expressions)

advertise, market, model, nowadays, product, resources, salesman, take a message, on another line, ability, appearance, career, consider, disturb, fluently, increase, neatly, promote, recommend, urgent, make a reservation, think of ... as, no longer

3. 重点句型和习惯表达法 (Focal Functions and Patterns)

- 1) I'd like to get some information about (your products).
No problem. I'll send it by e-mail.
- 2) Would you give me your e-mail address? — Of course.
- 3) I'm badly in need of it. Please send it by special express.
- 4) Would you send (your passport) to me by registered post?
- 5) What's your fax number, please?
- 6) I can give you some information, and I'll send it to you by e-mail.
Thank you very much.
- 7) A good secretary should be excellent in office duties.
He or she should be able to make appointments/reservations.
- 8) A secretary should be able to speak at least one foreign language.
A secretary should be skilled in typing and using a computer.
- 9) A good secretary should pay attention to the way he or she dresses.
A woman secretary should dress fashionably and neatly.

II 技能要求 (Skill Development)

1 听说 (Listening and Speaking)

能听懂并能进行简单常用的有关留言的对话。

2 读译 (Reading and Translating)

能读懂并能翻译 (英译汉) 简短的电子邮件及传真。

3 写 (Writing and Applied Writing)

- a. 能用所学词汇、基本句型和习惯表达法写出有关留言、电子邮件及传真的句子。
- b. 进一步熟悉并学会套写英语电话留言。

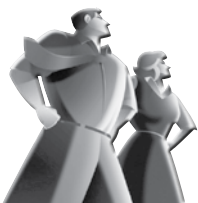


III. 背景资料 (Background Information)

1 Today women are unwilling to be just confined to housework. More and more women are striving to have the same opportunities as men.

2 To be a good office worker nowadays one has to be able to operate modern equipment, such as the computer, the printer and the fax machine. Knowledge in foreign languages and public relations also helps.

A good secretary must be able to take shorthand, to type well and, preferably, to know several languages.



IV. 语言点 (Language Points)

I 课文补充注释 (Notes to Dialogues and Passage A)

1. Your products are of great interest to me. (Dialogue B)

我对你们产品非常感兴趣。

of great interest: of + interest/help/importance/value/experience等抽象名词表示该名词效应的形容词性的意思，在句中作表语。

e.g. It's of great help. = It's helpful. 非常有用。

He is a man of experience. = He is an experienced man. 他是一个有经验的人。

2. It isn't always necessarily so! (Passage A)

事实未必总是如此！

全句意思是it might not be true sometimes. Not necessarily 经常在一起使用，含义相当于汉语的“不一定”。

e.g. Great books are not necessarily best sellers. 巨著未必畅销。

3. Now there is an increase in the number of men coming into the secretarial field. (Passage B)

现在从事秘书工作的男性数量呈上升趋势。

the number of是“…数目/号码”的意思；而a number of是“许多，若干”的意思，所用冠词不同，所表达的意思截然不同，且其用法也不同。the number of +复数名词时，其后的动词用单数；a number of +复数名词时，其后的动词用复数。

e.g. There are a number of new products in the shopping center.

购物中心有许多新产品。

Nowadays the number of graduate students is increasing.

现在研究生人数越来越多。

The number of the house is 402. 房间的号码是402。

4. As long as the person has the quality of being a good secretary, he or she will be able to get the job. (Passage A)

一个人只要具备做一名优秀秘书的素质，就能够得到这份工作。

as long as:引出条件状语从句，意思是“只要…”；除此之外，还可引出比较状语从句，意思“…之久”。

e.g. You may use the computer as long as you keep it clean.

只要保持干净，你可以用那部电脑。

Stay here as long as you like.

你愿意在这里呆多久就待多久。

of being a good secretary

由于of + 'e a good secretary'中的of是介词，故动词be使用了动名词形式being。

III 词汇用法 (Word Usage)

resources *n.*: possessions (esp. of a country), in the form of wealth and goods, that help one to do what one wants 资源；物力，财力

e.g. We should make full use of the natural resources.

They waste resources and manpower on making old models of machines.

model *n.*: an article which is one of a number of articles of a standard pattern or standard manner of making 型号，样式

e.g. This is the latest model of the car.

The car industry's always producing new models.

salesman *n.*: a man whose job is to sell a company's goods to businesses, homes, etc.; shop assistant 推销员，售货员

e.g. He is a good salesman.

Salesmen sell some goods for the factory.

market *n.*: an area, country, countries, where there is a demand for goods; a building, square, or open place where people meet to buy and sell goods, esp. food or sometimes animals 市场，集市

e.g. They have a world market.

They sell it to the foreign market.

product *n.*: produced by growth or made in an industry 产品

e.g. They are not finished products.

Substandard products shouldn't be sold.

advertising *n.*: the business which concerns itself with making known to the public what is for sale and encouraging people to buy, esp. by means of pictures in magazines, notices in newspapers and messages on television 广告

e.g. There are a lot of advertising programs on television.

nowadays *ad.*: at the present time; now 现今，现在

e.g. We used to swim in the river but nowadays we go swimming in the swimming pool.

necessarily *ad.*: in a way that must be so; unavoidably 必定，必然

e.g. Good-looking food doesn't necessarily taste good.

It's necessarily so.肯定如此。

male *n.*: a male person or animal 男性; 雄性

e.g. The male is bigger than the female in most birds.

consider *v.*: to think of ... in a stated way; regard as 考虑, 认为

e.g. I consider him too lazy to be a good student.

I consider it a great honor to be here.

increase

1) *n.* a rise in amount, number, etc. 增加

e.g. There is an increase in industrial output this year.

AIDS is on the increase.

2) *v.* to make or become larger in amount or number 增加

e.g. The population of our city has increased.

secretarial *a.*: of or concerning (the work of) a secretary 秘书的, 有关秘书事务的

e.g. The secretarial staff should come to the meeting.

position *n.*: a particular place or rank in a group 职位, 职务

e.g. He holds the position as chairman of the club.

career *n.*: a job or profession for which one is trained and which one intends to follow for the whole of one's life 职业, 专业

e.g. There are many careers for women now.

She began to follow the diplomatic career.

ability *n.*: power and skill, esp. to do, think, act, make, etc. 能力

e.g. He has the ability to use the computer.

She weaves with great ability.

quality *n.*: a high degree of goodness; something typical of a person or material 质量, 素质

e.g. Quality is more important than quantity.

Sympathy is his best quality.

demand

1) *n.* the desire of people for particular goods or services 需求

e.g. Oil is in great demand these days.

2) *v.* ask or ask for and not take "no" for an answer 需求

e.g. I demand my rights.

excellent *a.*: very good; of very high quality 优秀的, 杰出的

e.g. She is an excellent nurse.

His English is excellent.

urgent *a.*: very important, esp. which must be dealt with quickly or first 紧急的

e.g. Please wait till tomorrow if it is not urgent.

I want to know if your business is urgent.

budget *n.*: a plan of how much money to take in and how to spend it 预算

e.g. We know a little about the government budget from the report.

Every family has its own family budget.

disturb *v.*: to break in upon (esp. a person who is working); to break (a person's peace of mind, sleep, etc.) 干扰, 打扰

e.g. I'm sorry to disturb you.

Don't disturb me when I'm working.

reservation *n.* booking 预订

e.g. We have made the reservations for our holiday.

Reservations can be arranged through telephone.

restaurant *n.*: a place where food is sold and eaten 饭店, 餐馆

e.g. We are looking for the nearest restaurant here.

appearance *n.*: the act of appearing, as to the eye, mind, or public; which can be seen; outward qualities 外貌, 样子

e.g. My appearance at the party was not welcome.

Appearance isn't everything in life.

dress

1) *v.* to put clothes on (oneself or someone else) 穿衣服

e.g. I'm dressing now.

Dress the baby, please.

2) *n.* clothing, esp. outer clothing

e.g. She often wears the fashionable dress 衣服

Usage: To dress means "to put on clothes". We can say "Dress at once." or "Put on your clothes at once." But we can't say: "Wear your clothes at once."

neatly *ad.*: in good order; arranged well; showing care in appearance; tidy 整洁地, 整齐地, 简洁地

e.g. The elder man was poorly but neatly dressed.

fashionably *ad.*: (made, dressed .) according to the latest fashion 时髦地, 流行地

e.g. She is a beautiful girl and dresses fashionably.

recommend *v.*: to speak (to someone) in favor of; praise 推荐, 介绍

e.g. Would you recommend me a good book?

He recommended me for the job.

promotion *n.*: (an) advancement in rank or position 提升, 晋级

e.g. There are good chances of promotion in this company.



V. 练习指导及补充练习 (Guide to Exercises and Supplementary Exercises)

1. Check your understanding 的目的是检验学生对对话及短文的理解, 教师应引导学生用自己的话回答, 并围绕这些练习就对话与课文的内容与词汇句型等的用法进行口头训练, 不要把它们作为单纯的理解练习使用。

2. Learn to communicate 的目的是巩固并扩展本课所学的留言、发电子邮件和传真的句型。老师应要求学生背诵并引导学生在课堂上创造更多的语境进行实际交际训练。

补充句型:

- 1) Would you like to leave your number/company's name? 留下电话号码/公司名称好吗?
- 2) May I take a message? / Would you like to leave a message? 你要留言吗?
- 3) Is there any message? 要留言吗?
- 4) I'll give him your message. 我会向他转达你的话的。
- 5) Have you received any faxes from ABC Company this morning?
今天早晨收到ABC公司发来的传真吗?
- 6) It just arrived a few minutes ago. 几分钟前刚刚收到。
- 7) Would you send it to me by express delivery? 请用快递寄给我好吗?
- 8) May I bother you to call him? 劳驾您给他打电话好吗?

3. Build up your language stock 的目的是为了加深学生对本课词汇的理解及提高学生的灵活应用能力。教师可以增加一些类似的词汇搭配练习, 在练习中扩大学习量。最好能归纳本课的重点词汇和用法, 使学生达到学会使用的目的。

重点句型归纳:

- 1) Sending an e-mail/fax
Would you give your e-mail address?
What's your fax number please?
Your fax of 48960815 was received.
- 2) Making a request
Will you send the information by e-mail?
Could you send us your passport by registered post?
I'm badly in need of it. Please send it by special express.
- 3) A good secretary must be able to take shorthand and type well.
A good secretary must be able to operate modern equipment.

A good secretary should be able to make appointments/reservations.

A good secretary should be excellent in office duties.

A secretary should be able to speak at least one foreign language.

A secretary should be skilled in typing and using a computer.

A secretary should pay attention to the way he dresses.

补充练习:

(将下列句子译成英文:)

- 1) 拜托您请他回电话好吗? (call me back)
- 2) 我会用电子邮件发给你。 (by e-mail)
- 3) 我常去超级市场购物。 (market)
- 4) 对不起, 请稍候, 他在接另一个电话。 (on another line)
- 5) 我们只有一个地球, 请不要滥用自然资源。 (resources)
- 6) 经销人员将到此处商量此事。 (salesman)
- 7) 现在人们之间的沟通容易了。 (communication, nowadays)
- 8) 纸制品将会取代塑料制品。 (take the place of, plastic)
- 9) 他外出了, 我要帮你传口信吗? (take a message)
- 10) 他在这家公司的贸易部工作。 (trade)
- 11) 秘书起码要会说一国外语 (ability)
- 12) 他英语说得很流利。 (fluently)
- 13) 由于肺癌, 他不再抽烟了。 (no longer, lung cancer)
- 14) 你最好提前预约。 (make a reservation)
- 15) 不要以貌取人。 (appearance)
- 16) 我写作时请不要打扰我。 (disturb)
- 17) 老板想知道你的事紧急吗? (urgent)
- 18) 人们认为她是最佳的职业女性。 (think of ... as, career)
- 19) 让我考虑一下。 (consider)
- 20) 他衣着破旧, 但很整洁 (neatly)
- 21) 你是否能提升为系主任, 取决于你的能力而不是你的年龄。 (ability, promote)
- 22) 我校学生人数增加很多。 (increase)
- 23) 他给我推荐了一本好书。 (recommend)

(译文:)

- 1) Would you have him call me back?
- 2) I'll send it to you by e-mail.
- 3) I often shop in supermarkets.
- 4) I'm sorry, he's on another line at the moment. Hold on, please.
- 5) We have only one earth. Don't misuse natural resources.
- 6) Salespeople will come here to discuss it.
- 7) Nowadays communication between people has become easy.

- 8) Paper-products will take the place of plastic-products.
- 9) He's out. Shall I take a message for you?
- 10) He works in the Trade Department of the company.
- 11) A secretary should be able to speak at least one foreign language.
- 12) He speaks English fluently.
- 13) He no longer smokes because of lung cancer.
- 14) You'd better make a reservation ahead of time.
- 15) Don't judge a person by appearance.
- 16) Don't disturb me while I'm writing.
- 17) The boss wants to know whether your business is urgent.
- 18) She is thought of as the best career woman.
- 19) Let me consider.
- 20) He was dressed poorly, but neatly.
- 21) Whether you'll be promoted to be the dean of the department depends on your ability, not on your age.
- 22) The number of the students in our college increased greatly.
- 23) He recommended me a good book.

4. Extra reading 的目的是锻炼学生的独立阅读能力，须在课上限时完成。教师可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。

5. Passage B 为补充课文，旨在通过教师的指导提高学生独立阅读理解文章的能力，并在阅读的基础上学习套用文中的重点精彩句型，故重点应引导学生做好句型套用练习。

Passage B 的重要词汇注释如下

anyway *ad.* 无论如何

e.g. I can't say for sure if I can win. Anyway, it does no harm to have a try.

awful *a.* 可怕的

e.g. He complains to his mother that the canteen food is awful.

behind *ad. & prep.* 在后

e.g. Sitting behind me is a talkative old lady.

bother *v. & n.* 烦扰

e.g. I'm often bothered by my little brother's silly questions.

casually *ad.* 偶然地；随便地

e.g. Only very casually does he break his routine life.

She often dressed herself casually.

consider *v.* 考虑

e.g. You don't need to give me your decision now. You can consider it for a week.

controller *n.* 控制器; 管理人员

e.g. I want to change a channel, but couldn't find the TV controller.

financial *a.* 财政的; 金融的

e.g. The financial crisis in the world did affect this country very much.

mentioned *a.* 提到的

e.g. All the mentioned steps need to be followed strictly.

notice *n. v.* 注意, 通知

e.g. He read the notice in the notice board at the Students Union.

reply *v.* 答复

e.g. RSVP printed on invitations means you need to reply whether you accept it or not.

sigh *v. & n.* 叹息

e.g. It's no use sighing all the time. Your work won't be done with your sighs.

6. Applied writing 为电话留言的编制。由于留言比较简单随便, 内容越简单明了越好, 只要遵守留言项目和顺序即可, 可逐步学习积累。

7. Pick up your grammar 为谓语动词的现在进行时(am/is/are + V-ing), 可参见语法附录II-4.-4)-b.-a), 教师还可根据学生的实际水平指导学生自学或补充少量短句进行口头语法练习。



VI. 练习答案 (Key to Exercises)

Key to Dialogues and Passage A

- ① 1. T 2. F 3. T 4. T
5. F 6. T 7. T 8. T
- ② 1. Because he is on another line.
2. He leaves a message for Mr. Black.
3. Because he is not in at the moment.
4. He wants to have some information on the new products.
5. She will send it by e-mail.
- ③ 1. T 2. T 3. T 4. F 5. T

- 5 1. I'd like to book a table
2. how many
3. what time
4. Mr. Black.
- 6 1. b 2. d 3. f 4. e
5. g 6. c 7. a
- 7 1. Mr. Brown is on another line now. Can you hold for a moment?
2. I'd like to get some information about your Model ABI computers.
3. I'm sorry, Mr. Black is not in now. May I help you?
4. I'm in charge of overseas markets.
5. I'll send you the information by fax.
- 8 1. 谢拉打字速度比安娜快, 但不那么仔细。
2. 谢拉穿着比安娜时髦, 但不太注意整洁。
3. 今天上午我们要开一个预算会议。
4. 要用传真还是电子邮件发这封信?
5. 更多的女性正走上管理岗位。
- 9 1. a. 如今进入市场的电脑的型号呈不断增多的趋势。
b. Now there is a decrease in the demand of labor coming into large cities.
c. Now there is a change in the type of employees working in the business field.
2. a. 决定优势与劣势的不再是体力, 而是教育背景。
b. Supply and demand are no longer wholly decided by plan, but by market.
c. Salary and bonus are no longer decided by working years, but by contributions.
3. a. 如果一个人善于交友, 他就更有可能保持一种良好的人际关系。
b. If a student is good at giving a presentation in class, he or she is more likely to play an active role in class.
c. If a boss is good at selecting employees, he is more likely to be successful in this competitive world
- 10 1. Mr. Jones asks Anna to work overtime that evening as there is some work they have to finish.
2. He asks her to work about an hour overtime.
3. Anna makes a call to Dennis to put off their date.
4. She is going to meet Dennis at the restaurant.
5. She wants to go home to change clothes before meeting Dennis.
6. She suggests they see the film some other time.
7. No, they can't because this will be the last evening for the film.
8. Because she wants to leave enough time to have dinner with Dennis before seeing the film.

Key to Passage B

- 1 1. She wanted to ask him for a raise.
2. He looked very tired/ very awful.

3. Something casual.
 4. He had a very unpleasant conversation.
 5. She felt sorry for him.
 6. She forgot to ask for the raise.
- 2
1. a. 直到与他结婚后她才意识到他是一个什么样的人。
b. It was only after her mother had died that she realized how much her mother had done for her.
c. It was only after he had been in Britain that he got to know he needed friends badly.
 2. a. 我知道这个时候不该向父母要钱，但我没办法。
b. We knew it was not the good time to take the exam, but we felt we had to.
c. The police knew it was not the good time to ask such a question, but they felt they had to.
 3. a. 反正我也要为全家人做饭，不麻烦。
b. Oh, but we are going to the supermarket anyway. It's no trouble.
c. Oh, but my husband is going to Shanghai on business anyway. It's no trouble.

Key to Applied Writing

1 电话留言

Message for	<u>the whole class</u>
Message from	<u>Tony</u>
Telephone number:	<u>135013508XX</u>
Message:	<u>English Party</u> <u>will be held,</u> <u>Jan 15th, 2010</u>
Please call back	<input type="checkbox"/>

2 Message to Ask for Sick Leave

Message to	Teacher Xu
Message from	her student Sun Jingjing
Phone number:	010-644329XX
Message:	Not able to attend today's class (can't go to school) due to a sudden headache this morning ask for sick leave of one day.
Received by	Huang Bo

Key to Grammar

- 1
1. is taking, takes 格林先生正在吃药，他每天服药3次。
 2. is cooking, cooks 妈妈正在厨房做饭，她天天为我们做饭。
 3. play, are playing 学生们下课后常常打篮球。现在他们正在操场上打篮球。
 4. checks, is checking 修理工每周都要检修电脑。他现在正在计算机中心检修它们。

5. takes a walk, are walking 王小姐早晨经常同他们一起散步。现在他们正在绕着校园散步。

- ② 1. I'm trying to send an e-mail in English to my American friend.
 2. Mr. Wang is speaking to Mr. Green on the phone.
 3. The students are having a dancing party at the students' centre.
 4. I'm preparing the food for the picnic.
 5. They are holding a sports meet on the playground.
 6. Lily is singing and dancing on the stage.



VII. 参考译文 (Text Translation for Reference)

对话A：请传个口信好吗？

李明打电话给 Evans & Sons 有限公司并留下口信。

秘书：伊万父子有限公司。请问找哪位？

李先生：请找罗杰·布朗讲话？

秘书：对不起，布朗先生正在打另一个电话。您能等一会吗？

李先生：不了，请给我传个口信好吗？

秘书：当然可以。

李先生：我是香港中国资源有限公司的李明。我想要一些你们ABI型计算机的资料。

秘书：我一定会转告你的口信。

李先生：多谢了。请用传真发来好吗？

秘书：没问题。

李先生：谢谢，再见。

秘书：再见。

对话B：我将用电子邮件寄给你

销售员王林打电话找怀特公司经理布莱克先生。布莱克先生不在，他的秘书接电话。

王先生：喂，我是王林。请找经理布莱克先生好吗？

秘书：对不起，他不在。我能帮忙吗？我是布莱克先生的秘书。

王先生：好的。您看，我是负责国外市场的，我对你们的产品很感兴趣。请为我们的广告节目提供一些有关你们新产品的资料好吗？

秘书：我可以给你提供一些资料，并用电子邮件发送给你。我有你的电子信箱地址。

王先生：非常感谢。

秘书：不用谢。再见。

王先生：再见。

短文 A: 秘书工作

虽然人们常常认为做秘书工作的是女性，做老板的是男性，然而事实未必如此。过去办公室的工作大多由男性秘书承担，因为人们认为女性太柔弱，无法承担此重任。

如今在秘书工作领域里男性呈上升趋势，而女性也开始登上管理职位。决定工作和职业的不再是性别，而是能力。只要具备做一名优秀秘书的素质，人们就能够得到这份工作。好的秘书总是受青睐的。

一个好的秘书应该善于作办公室工作。例如，当老板召开紧急预算会议时，秘书就不应该打扰他。如果老板要宴请，秘书就应该提前预定好餐厅。

秘书还应该注意梳妆打扮，穿着入时整洁。她们至少应会流利地说一种外语。如果秘书能熟练打字和使用计算机，她就更有可能得到推荐提升。

短文 B: 威尔逊先生的秘书

玛格莉特·迪肯森是威尔逊先生的秘书。她决定向他提出涨工资的要求。当玛格莉特来到威尔逊先生的办公室时，威尔逊先生看上去十分疲倦。事实上，他看起来简直可怕。她知道此时提出涨工资的要求是不合时宜的，但觉得非这样做不可。她动脑筋想出一些随便的话先说。这种时刻先说一些随便的话是最恰当的了。

“你看上去有些疲倦，”她说。威尔逊叹了口气。他告诉她，他刚才碰到了财务主任，这是位决定每位职工能花多少钱的人物。“像平日一样，他说我开支太多了。这次谈话真不令人愉快，”他说。然后他又说他头疼。玛格莉特开始同情他了。她主动提出去小卖部帮他拿一点阿司匹林。

“别麻烦了，我自己会去拿的，”他说。

“噢，我反正也要去小卖部的，没什么麻烦的，”她反驳道。威尔逊向他道了谢，又给了她一些钱好买阿司匹林。她走了出去。她刚带上门就想起一件事：她忘了提涨工资的要求了！

Test One (Unit 1 — Unit 6)

Scripts:

Part I Listening Comprehension

Section A

1. Could you tell Mr. James I'd like to see him, please?
2. Sorry for ringing you up so late.
3. Could you type this letter for me, Miss Grice?
4. That's very kind of you.
5. Would you mind signing your name here?

Section B

6. W: How many copies do you need, Mr. Black?
M: Six copies, one for each person in our office.
Q: How many people are there probably in the office?
7. M: Mr. Green needs this report tomorrow, Mrs. Robinson.
W: I'll tell Mary to type it right now.
Q: Who will type that report?
8. M: Hello, Mrs. Smith. This is your new secretary, Lily.
W: Oh, Lily, welcome to our company.
Q: What do you know about Lily?
9. M: When were you born?
W: June 13, 1988.
Q: When is the woman's birthday?
10. M: I can't speak Japanese or English.
W: Neither can I.
Q: Who can speak English?

Section C

Linda, you must type these documents. Oh, after you finish them, make two copies of each. Can you do that before eleven o'clock? I'd like to sign them before the meeting. And don't forget to make an appointment with Mr. Chen.

Key to Test One (Unit 1 — Unit 6)

Part I Listening Comprehension

Section A

1. C 2. B 3. A 4. C 5. A

Section B

6. B 7. C 8. D 9. A 10. D

Section C

11. type 12. copies 13. eleven 14. sign 15. appointment

Part II Vocabulary & Structure

Section A

16. A 17. C 18. D 19. B 20. D
21. B 22. C 23. C 24. D 25. B

Section B

26. application 27. particulars 28. customs 29. official 30. retired
31. communication 32. personal 33. reservation 34. flights 35. opportunities

Part III Reading Comprehension

Task 1

36. B 37. D 38. B 39. C 40. A

Task 2

41. C 42. B 43. C 44. A 45. C

Task 3

46. about 25 years old
47. able to understand and speak English and Japanese
48. able to use a computer and to drive a car
49. not required
50. call at 010-684235XX between July 14th and 18th

Part IV Translation

51. 现在让我们对他表示热烈的欢迎。
52. 我是在一个小镇上度过童年时光的。
53. 她正在接电话，要不您留个口信吧。
54. 现在年轻人更喜欢发电子贺卡来表达新年祝福。

55. 我们定个单程经济舱的机票吧。
56. Nice to meet you!
57. I am bored with the dull office work.
58. Fill in the form with your personal particulars.
59. At weekends, we either go swimming or go skating.
60. Just a moment, please. I'll put you through to his extension.

Part V Writing

Caller: Mr. Han, from Bright Computer Company

Received by: Helen, the secretary

Time of calling: at 1:00 p.m.

Reasons of calling: 1. Cannot see Mr. Wang at 2 p.m., tomorrow afternoon
2. He has to give a presentation

Requirement: Call him later after 5 p.m.

Caller's telephone number: 586679XX

高等教育出版社

Unit

7

At the Information Desk of a Travel Agency



I. 教学时间分配 (Time Allocation)

本单元共4~5学时，对话1学时；课文A及练习2~3学时，课文B、语法等1学时（教师可根据本单元内容的难易程度稍做增减）。课外阅读的目的是为了锻炼学生的独立阅读能力。教师须在课上限时完成，可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。



II. 教学目的与要求 (Aims and Requirements)

I 内容重点 (Language Focus)

1. 交际重点 (Communicative Focus)

旅行问讯，涉及地点、特点、设施、费用等

2. 重点单词和词组 (Focal Words and Expressions)

abroad, advice, agency, besides, consult, experienced, relax, suggestion, vacation, have no idea, be bored with, enjoy oneself, pay attention to, all year round

3. 重点句型 and 习惯表达法 (Focal Functions and Patterns)

- 1) I'd like to spend my holidays abroad.
I'm just bored with my hard work and want to relax.
I prefer warm places.
We are on our holidays here.
- 2) Can you give us some suggestions on where to go / what places to see?
Which place do you think we should go to see?
What place would you like to see?
Where should we go to spend our holidays?
- 3) What can we see there?
What's there to see?
- 4) How is the west coast?
What is the city like?
What are (L.A. and San Francisco) like?
What is sightseeing like in (L.A. and San Francisco)?
How about (L.A.)?
What about (Australia)?
- 5) Do you prefer to take a holiday abroad?
This is a lovely place to visit.
You can see many attractive things there.
You may enjoy skiing.
- 6) Great!
Lovely!
Charming!
Attractive!
- 7) Thank you for your advice.
Good idea!

技能要求 (Skills Development)

1 听说 (Listening and Speaking)

熟读对话与课文，背诵对话和课文的语句，并能就课文内容进行问答。

2 读译 (Reading and Translating)

能朗读并翻译（英译汉）有关在问询处寻求旅行建议的对话和小短文。

3 写 (Writing and Applied Writing)

- a. 能使用所学词汇、句型和语法写出有关在问询处寻求旅行建议的英文语句。
- b. 熟悉火车、轮船、飞机等时刻表的基本写作格式。



III. 背景资料 (Background Information)

The easiest way to help you to plan your travel is to go to a travel agency for help, where you can get very useful information. There you can enquire about where to go and how to go there. You can also ask various questions about the details, such as how far away the city is, whether the bus or train goes there, what kind of hotels you can stay in. Of course, you won't miss the information about the details of the places of interest there, and what not. In fact, you simply give all the details you can, and let them work out the best possible plan for you. This is their business and they can do it not only better but much more economically than you can and with no extra cost to you.

You can also get some information on your own. Then you should try to get ahead of time some maps of or brochures about the places you're going to visit, which will help you to know more and more during your sightseeing tour.



IV. 语言点 (Language Points)

1 课文补充注释 (Notes to Dialogues and Passage A)

1. Nowadays more and more people are interested in spending their holidays abroad. (Dialogue A)

现在越来越多的人对于出国度假感兴趣。

interested 常用于be interested in sth.: 对某事感兴趣; be interested in doing sth. 对做某事感兴趣

e.g. I am interested in music. 我爱好音乐。

He is interested in playing basketball. 他对打篮球感兴趣。

We're interested in going abroad for holidays.

我们对去国外度假假期很感兴趣。

2. Yes, sir. What place would you like to see? (Dialogue A)

好的, 先生。请问您想去什么地方看看?

would you like to 表示询问对方是否愿意做某事。

e.g. Would you like to open the window (for me)?

请给我打开窗户好吗?

与此类似的句式还有:

Will you (please) ...

Can/Could you (please) ...

Would you (please) ...

3. You may enjoy skiing. (Dialogue A)

你可以滑雪。

句中动词enjoy的宾语只能为动名词形式，类似的动词有：avoid, explain, finish, can't help, keep, mind, prevent, suggest 等。

e.g. Children enjoy watching TV. 儿童喜欢看电视。

We should avoid making mistakes. 我们应避免犯错误。

I have finished repairing that machine. 我修完那台机器了。

Would you mind opening the window? 把窗子打开好吗？

4. I prefer warm places. (Dialogue A)

我更喜欢暖和的地方。

prefer 在句中作为及物动词表示“更喜欢，宁愿要”之意。

e.g. I prefer a cup of tea. 我更喜欢喝杯茶。

当prefer表示在两种事物或活动之间更喜欢哪一种时，常用下列结构：prefer ... to ...

prefer doing ... to doing ...

e.g. I prefer apples to bananas. 同香蕉比，我更喜欢苹果。

I prefer doing things to reading books. 我比较喜欢干活，不大喜欢看书。

5. We are on our holidays here. (Dialogue B)

我们在这里休假。

句中短语on holiday(s)表示“在休假中，在度假”。

e.g. Our typist is on holiday this week. 我们的打字员本周休假。

6. What are they like? (Dialogue B)

这些地方怎么样？

本句中like为介词，其宾语为what，由于what是疑问词，故提到了句首。试比较

What do they like? 他们喜欢什么？(句中like为动词)

e.g. He looks like a monkey. 它看起来像只猴子。(like为介词，意思为“像”。)

He likes monkey. 她喜欢猴子。(like为动词，意思为“喜欢”。)

7. If your friends have been there, you can talk to them. (Passage A)

如果你有朋友去过那儿，你可以跟他们聊聊。

句中结构have been (to, 由于后面跟there, 故to省略。)为现在完成时，意思为“去过”某处(强调现在已回来)，而have gone则表示“已经去了”某处(强调现在没有回来)。

e.g. I have been to Shenyang before. 我以前已去过沈阳。(强调现在已回来)

He has gone to Shenyang. 它已经去沈阳了。(强调现在还没回来)

8. Sometimes, they are better than a friend or a travel agency. (Passage A)

它们有时甚至胜过朋友或旅行社。

句中better为good的比较级,最高级为best。常用结构为be better than...比...更好;更胜于...

e.g. He is a better man than his brother.

他的为人比他哥哥(弟弟)更好。

9. ... because you can always read them whenever you want. (Passage A)

因为只要你想读，任何时候都可以读。

whenever 为连接词，指“无论什么时候”，引导时间状语从句，连接时间状语从句的连接词通常还有：when 当…时候，while 在…期间，after 在…之后等。

e.g. I'll discuss it with you whenever you like.

你什么时候高兴，我都愿意与你讨论这件事。

III 词汇用法 (Word Usage)

abroad *ad.*: in a foreign country or countries; away from one's own country 在国外，到国外

e.g. Linda will go to study abroad.

His father has been abroad for more than ten years.

Usage: abroad 为副词，意为“在国外，到国外”，与之容易混淆的另外两个词为 aboard 和 board，前者为副词，意为“在船上，在车上，上船，上车”；后者为动词，意为“上车，上船，上飞机”。

e.g. I think I'll take a trip somewhere abroad.

The plane crashed, killing all 257 aboard.

The boat is ready to leave, let's board it.

agency *n.*: the place of business providing a specified service 代理处，代办处

e.g. Our company has agencies all over the world.

It's very convenient to go to a travel agency for help.

agent *n.*: person who acts for or manages the affairs of other people in business. 代理人，代理商

e.g. She is a real estate agent and can help you sell your house.

bored *a.*: dull, tedious. 厌烦的，厌倦的

e.g. I'm bored, let's go to the cinema.

bore *v.*: make (sb.) feel tired and uninterested by being dull or tedious 使感到厌倦

e.g. I've heard all these stories before, and they are boring.

bore *n.*: person or thing that bores 讨厌的人或物

e.g. Don't be such a bore.

Usage: bored 与 boring 都是以分词构成的形容词，以“-ed”为结尾的形容词表示被动含义“被烦扰的”，故常与人称主语连用表示被烦扰者的感受，意为“感到厌倦的，厌烦的”；而以“-ing”为结尾的形容词则表示主动含义，常与非人称主语连用，表示“烦扰人的”，故常译作“令人厌烦的”。

e.g. I'm bored by this conversation.

It is a boring conversation.

Phrase: be bored with 对…感到厌烦

e.g. I am bored with this simple life.

relax *v.*: (make sb.) rest after work or effort (指人) 放松, 轻松

e.g. A holiday will help you relax after your exams.

Every year he goes to relax at the seashore.

Phrase: relax one's hold 松手

relax one's mind 放松大脑

Synonym: **rest** *v.*: cause or allow (sth./sb.) to do nothing active 使休息, 放松

e.g. Sit down and rest your legs.

ski *v.*: move over snow on skis, especially as a sport 滑雪

e.g. She wants to ski in Switzerland.

sunshine *n.*: light and heat of the sun 阳光

e.g. He went through the grass in the warm sunshine.

vacation *n.*: any of the intervals between terms in universities (大学的) 假期; 休假 (常用于美语)

e.g. Where are you going for your summer vacation?

Bill used to take a vacation at that time.

Synonym: **holiday(s)** *n.*: period of time away from everyday work, used especially for travel 假期

e.g. I was on holiday last week.

information *n.*: facts told, heard or discovered (about sb./sth.) 消息, 资料信息

e.g. The book contains much new useful information.

He can get some information from a travel agency.

inform *v.*: give sb. knowledge (of sth.) 通告, 告发

e.g. He will inform us where to meet him.

suggestion *n.*: being suggested 建议

e.g. There is no suggestion about what to do next.

Suggestion is often more effective than persuasion.

suggest *v.*: put sth./sb. forward for consideration 建议, 提议

e.g. I suggest a tour of the museum.

probably *ad.*: almost certainly 很可能

e.g. He is probably stuck in a traffic jam.

He can hear us probably.

probable *a.*: that may be expected to happen or to be so, likely 可能发生的, 大概的, 很可能的

e.g. It seems probable that he will arrive before dusk.

probability *n.*: likelihood 可能性

e.g. What is the probability of its success?

bay *n.*: part of the sea where the land curves inward 海湾

e.g. A ship departed from the bay early in the morning.

cable *n.*: a car can be used for carrying passengers up or down a mountain 缆车

Phrase: cable car 缆车

e.g. We arrived at the peak of the mountain by taking the cable car.

advice *n.*: opinion given about what to do or how to behave 劝告, 忠告

e.g. Let me give you a piece of advice.

You should take my advice.

advise *v.*: give advice to sb. 劝告, 建议

e.g. Can you advise me what to do next?

detailed *a.*: having many details or paying great attention to details 详细的, 详尽的

e.g. Please give me your detailed analysis of the goods.

vivid *a.*: bright in colour; clear and detailed 生动的, 有生气的

e.g. The trees were vivid in their autumn colors.

His memory of that is still vivid.

Antonym: **dull** *a.*: lacking interest or excitement; boring 单调乏味的, 枯燥的

e.g. The conference was dull.

description *n.*: saying in words what sb./sth. is like 叙述, 描写

e.g. He is not very good at description.

describe *v.*: say what sb./sth. is like; depict sth. in words 叙述, 描写

e.g. Words cannot describe the beauty of the scene.

consult *v.*: go to (a person, book, etc.) for information, advice, etc. 请教, 咨询

e.g. I consult a doctor about my pains.

Usage: 在“consult with sb.”结构中, consult为不及物动词, 意为“与某人交换意见, 商议”。

e.g. You can consult books about planning a trip.

She consulted with her lawyer before signing the contract.

experienced

1) *a.* having experience; having knowledge or skill as a result of experience 有经验的, 经验丰富的

e.g. She is an experienced nurse.

An experienced man makes few mistakes.

Antonym: **inexperienced**

2) *a.* lacking experience 无经验的, 缺乏经验的

e.g. She is inexperienced in business.

besides *ad.*: in addition; also 此外, 还有

e.g. Peter is our youngest child, and we have three others besides.

I haven't time to see the film; besides, it has dreadful reviews.

prep. in addition to (sb./sth.) 除...之外

Usage: besides 用作介词时表示“除...之外”，与except的区别在于，besides指“包括它所引出的事物”，而except则“不包括它所引出的事物”。

e.g. I get up early every day except Sunday.

I have many caps besides the red one.

Usage: 与besides容易混淆的单词还有beside，为介词，意为“在...旁边”。

e.g. Sit beside your sister.

helpful *a.*: giving help; useful 有帮助的, 有益的

e.g. Her advice was helpful to you.

He is always very helpful to his mother.

Antonym: **helpless** *a.*: unable to act without help; needing the help of others 不能自立的, 需靠别人帮助的

e.g. He is a helpless person.

whenever *conj.*: at any time, regardless of when 在任何时候, 无论什么时候

e.g. I'll discuss it with you whenever you like.



V. 练习指导及补充练习 (Guide to Exercises and Supplementary Exercises)

1. Check your understanding 的目的是检验学生对对话及短文的理解，教师应引导学生用自己的话回答，并围绕这些练习就对话与课文的内容与词汇句型等的用法进行口头训练，不要把它们作为单纯的理解练习使用。

2. Learn to communicate 的目的为巩固并扩展本课所学“旅行问讯”的句型。教师应要求学生背诵并引导学生在课上创造更多的语境进行实际训练。

补充句型:

- 1) I'd thinking of taking a trip. 我想去旅行。
- 2) Where would you like to go? 你想去什么地方?
- 3) What places do you prefer to go to visit? 你更想去什么地方看看?
- 4) How much do you usually charge for a tour of China? 在中国旅行，一般收费多少?
- 5) How long do you plan to stay? 你准备在那儿呆多久?
- 6) What exactly is included in these trips? 这些旅行具体包括什么项目?
- 7) Could you tell me what to see here? 你能告诉我在这儿看到什么吗?

- 8) Have you ever been there? 你去过那儿吗?
- 9) What's the weather like in New York? 纽约的天气怎么样?
- 10) I'd like to go to Egypt. 我想去埃及。
- 11) I would rather go to China. 我想去中国。
- 12) That'll be very helpful. Thank you very much. 这些信息很有帮助, 非常感谢。

3. Build up your language stock 的目的是为了加深学生对本课词汇的理解及提高学生的灵活应用能力。教师可以增加一些类似的词汇搭配练习, 在练习中扩大学习量。最好归纳本课的重点词汇和用法, 使学生学会使用。

重点句型归纳:

- 1) Expressing where to go
I'd like to spend my holidays abroad.
I'm just bored with my hard work and want to relax.
I prefer warm places.
We are on our holidays here.
- 2) Asking for traveling advice
Can you give us some suggestions on where to go / what places to see?
Which place do you think we should go to see?
What place would you like to see?
Where should we go to spend our holidays?
- 3) Asking about the sights
What can we see there?
What's there to see in L.A.?
How is the west coast?
What is the city like?
What are L.A. and San Francisco like?
What is sightseeing like in L.A. and San Francisco?
How about L.A.?
What about Australia?
- 4) Describing traveling spots
Do you prefer to take a holiday abroad?
This is a lovely place to visit.
You can see many attractive things there.
You may enjoy skiing there.
- 5) Making comments
Great!
Lovely!
Charming!
Attractive!

补充练习:

[将下列句子译成英文:]

- 1) 我打算出国旅行。(take a trip)
- 2) 让我们决定一下今年暑假想去哪里。(go on vacation)
- 3) 旧金山有什么地方我们可以看?(places of interest)
- 4) 你将会被美丽的景色所吸引。(scenery)
- 5) 他会在机场迎接国外来访者。(abroad)
- 6) 让我给你提个建议。(advice)
- 7) 她可以从旅行社获得一些有用的信息。(agency)
- 8) 我不喜欢这种布料, 而且也太贵。(besides)
- 9) 我有问题时就常请教教师。(consult)
- 10) 格林先生是位有经验的教师。(experienced)
- 11) 你可以躺下歇一会儿。(relax)
- 12) 比尔过去常在那个时候休假。(vacation)
- 13) 她不知道怎么管理人。(have no idea)
- 14) 我对乘火车进行长途旅行感到厌倦了。(be bored with)
- 15) 她春假过得很愉快。(spring break, enjoy oneself)
- 16) 你应注意听老师讲课。(pay attention to)
- 17) 我们希望您来走访。(would like)
- 18) 我更喜欢呆在家里。(prefer)
- 19) 那个学生很聪明, 又很勤奋。(as well)
- 20) 他总是终年辛苦地工作。(all year round)
- 21) 你能给我提些建议, 如何安排出国旅行吗?(give some suggestions on)
- 22) 你觉得这部电影怎么样?(what ... like)
- 23) 汤姆总是乐意帮助他的朋友。(be ready to)

[译文:]

- 1) I'd like to take a trip abroad.
- 2) Let's decide where we want to go on vacation this summer.
- 3) What places of interest will we see in San Francisco?
- 4) You will be attracted by the beautiful scenery.
- 5) He will meet the visitors from abroad at the airport.
- 6) Let me give you a piece of advice.
- 7) She can get some useful information from the travel agency.
- 8) I don't like this material and, besides, it costs too much.
- 9) I often consult my teacher when I have questions.
- 10) Mr. Green is an experienced teacher.
- 11) You can just lie down and relax.
- 12) Bill used to take a vacation at that time.

- 13) She has no idea how to manage people.
- 14) I am bored with a long journey by train.
- 15) She enjoyed herself in the spring break.
- 16) You should pay attention to your teacher in class.
- 17) We would like you to come and visit us.
- 18) I prefer to stay at home.
- 19) That student is clever and diligent as well.
- 20) He always works hard all year round.
- 21) Could you give me some suggestions on how to arrange for a tour abroad?
- 22) What do you think the film is like?
- 23) Tom is always ready to help his friends.

4. Extra reading 的目的是锻炼学生的独立阅读能力，须在课上限时完成。教师可提出简短的问题让学生口头回答。书中的理解性练习可留给学生自己课后完成。

5. Passage B 为补充课文，旨在通过教师的指导提高学生独立阅读理解文章的能力，并在阅读的基础上学习套用文中的重点精彩句型，故重点应引导学生做好句型套用练习。

Passage B 的重要词汇注释如下

downstairs *ad.* 楼下

e.g. The person living downstairs was often bothered by the children's noise upstairs.

part-time *a.* 兼任的

e.g. Students often take a part-time job during summer vacation.

serve *v.* 服务

e.g. The waiter serves the customers in a very pleasant way.

spare *v. & a.* 节余，剩余；空闲的

e.g. You should spare some of your spare time for a good hobby.

6. Applied writing 为火车、轮船、飞机等时刻表的基本编写格式。时刻表一般比较规范，通常包括 1) 火车列车号、航班班次、轮船号；2) 启程和到达时间；3) 目的地和始发地。可引导学生收集当地火车、轮船、飞机等的时刻表的英文版本。

7. Pick up your grammar 为 There be 句型，表示“某处有…”，可参见语法附录 I-3.-2)-b.；序数词的用法，可参见语法附录 II-2.-4)-b.。教师还可根据学生的实际水平指导他们自学或补充少量短句进行口头语法练习。



VI. 练习答案 (Key to Exercises)

Key to Dialogues and Passage A

- ① 1. T 2. T 3. F 4. F
5. T 6. F 7. F 8. T
- ② 1. He can enjoy skiing.
2. Yes, he can. Because he says “can practice my English.”
3. Hollywood, Universal Studios and Disneyland.
4. Along the west coast of the U.S.
5. In San Francisco.
- ③ 1. d 2. c 3. b 4. c
- ⑤ 1. Would you give me some suggestions on where to go, please
2. How about
3. How is it
4. What can I see there
5. What's the city like
- ⑥ 1. d 2. e 3. f 4. i 5. c
6. a 7. b 8. h 9. j 10. g
- ⑦ 1. Which place would you like to visit?
2. I prefer to take a holiday abroad.
3. I can go skiing in Switzerland as well.
4. I have no idea. I just want to relax.
5. The bay is crowded with tourists all year round.
6. Could you give me some suggestions on where to go?
7. What do you think Shenzhen is like?
8. They are always ready to help others.
- ⑧ 1. a. 我们应该更关心谁?
b. Which rule should they pay more attention to?
c. Whom should we offer more advice to?
2. a. 因为每当我们需要时总可以得到新的信息。
b. ... because you can always turn to your parents whenever you have problems.
c. ... because she can always go traveling whenever she has enough money.
- ⑨ 1. the heart
2. tall buildings and theatres
3. Empire State Building

4. theatre center and the longest street in N.Y. City
5. its Chinese population

Key to Passage B

1. 1. Because she is a working mother.
2. To pick up her son, David.
3. Karen is at the supermarket and David is at home.
4. Because he works late every night.
5. She relaxes in bed and watches TV news.
6. She doesn't seem to have any time for a rest and her husband feels a bit worried.
2. 1. a. 尽管他16岁就离开了学校，他还是成了有名的经理。
b. Even though she has only one child, she is still busying.
c. Even though it is hard work, I still enjoy it.
2. a. 我每天有干不完的活。为什么？答案是：我是4个孩子的母亲。
b. He has a thousand things to do every day. Why? The answer is: he is a single parent.
c. She has a thousand things to do every day. Why? The answer is: she is working in a nursing home.
3. a. 在她离家前，父亲总问她，“亲爱的，今天中午带什么吃的了吗？”
b. Before I go to bed, my husband always says, “Good night.”
c. Before my mother prepares dinner, she always asks, “Well, dear, what do you particularly want to eat today?”

Key to Grammar

1. 1. Are there many new words in the third text?
2. There is an old building in this modern city.
3. There is a big library in the city center, and it is the first library for workers.
4. There are no e-mail addresses on these business cards.
5. He was the second to come to school today.
6. There is a computer on the second desk.
2. 1. There are some students in the classroom and many others on the playground.
2. Are there any planes now at the airport?
3. There are an English teacher and some students outside the classroom.
4. Is there any world map on the wall?
5. There are not any old buildings in this modern city.
6. He took the second place on the computer test.
7. I was the first to see Prof. Green.
8. The first in the class became the last a month later.



VII. 参考译文 (Text Translation for Reference)

对话 A: 我更喜欢暖和的地方

现在越来越多的人对出国旅行感兴趣。吴先生正是为此来到旅行社的。

代理人: 早晨好, 先生! 请问您有什么事?

吴先生: 我想出国度假。

代理人: 好的, 先生。请问您想去哪儿?

吴先生: 我也不知道。我只是对我的繁忙工作太厌倦, 想放松一下。

代理人: 也许你可以去瑞士度假, 说不定你会很喜欢滑雪的。

吴先生: 但是那里太冷了, 我更喜欢暖和的地方。

代理人: 那么, 澳大利亚怎么样? 那里终年阳光明媚。

吴先生: 好主意, 我还可以练练英语。

对话 B: 我们到什么地方去度假?

这是留学生王平和陈伟在美国的第一个暑假, 但是他们不知道该到什么地方去度假, 所以他们来到一家旅行社的问事处。

王平: 我们放假了。你能不能给我们推荐几个度假的地方?

代理: 说不定你们会很喜欢西海岸, 洛杉矶或旧金山。

陈伟: 这些地方怎么样?

王平: 很可爱呀。

陈伟: 有些什么值得看的?

代理: 在洛杉矶有好莱坞、环球公司制片厂和迪斯尼乐园。

王平: 那么旧金山呢?

代理: 旧金山可以说是美国最美的城市: 所有那些山啊, 海湾啊, 古老迷人的维多利亚式房子啊, 还有缆车。

王平: 谢谢你的这些建议。

短文 A: 怎样获得旅游信息

了解你希望去观光的国家和地区有几种不同的方法。如果你有朋友去过那儿, 你可以跟他们聊聊。他们可以给你提供有关游览地的详细又生动的说明, 最重要的是他们可以给你提供一些有价值的建议, 如什么地方比别处更有意思了, 你怎么才能更尽兴了, 都需要注意些什么, 等等。这些建议都是他们的经验之谈。

另一种方法是去旅行社咨询。每一位有经验的代理人都会为你提供许多信息。最重要的是他们总是愿意帮助你。

除此之外, 你还可以阅读一些旅游书籍。它们也很有用, 有时甚至胜过朋友或旅行社, 因为只要你想读, 什么时候读都可以。

短文 B: 有工作的母亲无暇度假

尽管凯伦只是在李氏珠宝店兼职，她却一刻也不得闲。她每天有成千件事情要干。这是为什么呢？答案是：她是一位有工作的母亲，下了班并不意味着工作的结束，而是工作的开始。离开珠宝店后，她得到学校去把儿子大卫接回家，然后再到另一所学校接女儿莎拉去上钢琴课。趁着莎拉上课的当儿，她得赶到超市买东西，然后再接女儿一起回家。到家后她一边准备晚饭一边帮助孩子们做功课。然后照顾一家人吃饭，准备第二天要带的午饭，还要在丈夫到家之前清理好饭桌。她丈夫每天下班很晚。等他下楼来吃晚饭时，凯伦要给孩子们读一会儿书，然后安顿他们睡觉。等这一切都干完之后，凯伦才可以上床松一口气，看看十一点钟的晚间新闻。凯伦似乎没有什么休息时间，这使她的丈夫感到有些担忧。在她关灯之前，她丈夫总是这样问她：“嗯……亲爱的，你什么时候能匀出一点时间来度假呢？”

高等教育出版社

Unit

8

Live Arrival / Departure Information



I. 教学时间分配 (Time Allocation)

本单元共4~5学时，对话1学时；课文A及练习2~3学时，课文B、语法等1学时（教师可根据本单元内容的难易程度稍做增减）。课外阅读的目的为锻炼学生的独立阅读能力。教师须在课上限时完成，可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。



II. 教学目的与要求 (Aims and Requirements)

I 内容重点 (Language Focus)

1. 交际重点 (Communicative Focus)

问询航班的起飞与降落时刻

2. 重点单词和词组 (Focal Words and Expressions)

announce, board, convenient, departure, destination, guide, perfect, pleasant, popular, provide, see sb. off, take off, be supposed to, check in, help sb. with ..., in a hurry

3. 重点句型和习惯表达法 (Focal Functions and Patterns)

- 1) Excuse me, could you tell me about the flights to San Francisco?
I'm wondering if you could tell me how many flights there are to Beijing today.
- 2) What are the flights from London to San Francisco?
When does the plane for London leave/depart?
What are the departure times of flights on Saturday from Beijing to San Francisco?
We have one flight per day from Beijing to San Francisco.
When does your plane land in San Francisco?
- 3) Does the flight go/depart/leave from Beijing International Airport?
Which gate does flight 620 leave from?
It departs/leaves at 5:00 p.m. and arrives at 12:00 at noon local time.
- 4) You have to check in at 11:30 a.m.
Flight 620 now is boarding for Guilin from Gate 5.
Would you please hold your boarding pass and follow me to Gate 5?
Your plane takes off at 12:30 p.m., doesn't it?
Our plane is supposed to leave at 2:10 and it's already 2:20.

III 技能要求 (Skills Development)

1 听说 (Listening and Speaking)

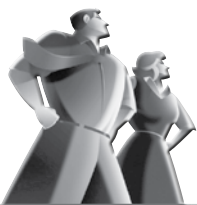
熟读对话与课文，背诵对话和课文的语句，并能就课文内容进行问答。

2 读译 (Reading and Translating)

能朗读并翻译（英译汉）有关问询航班的出发与抵达的小短文。

3 写 (Writing and Applied Writing)

- a. 能使用所学词汇、句型和语法写出有关问询航班的出发与抵达时刻的英文语句。
- b. 在熟悉航班和行车时刻表格式的基础上能模拟编制航班和行车时刻表。



III. 背景资料 (Background Information)

- 1 In the United States, traveling by plane is a sensible way. Air travel is about 35% cheaper than in Europe. It is not necessary to pay when making a travel reservation. Travel agents can tell you the cheapest way to travel, and their advice and services are free. When you book an airline ticket, you should make certain the dates, times, destinations and the spelling of your name. At the airport, you should make sure that you have a baggage tag on each piece of

your luggage. Make also certain that you have a receipt for each piece of the luggage you've checked in. Security checks are common, and you have to show your tickets and boarding pass there. Usually check-in time is one hour before taking off.

2

Related Information:

Pan American World Airways

(PAA) 泛美航空公司

Trans World Airlines

(TWA) 环球航空公司 (美)

British Airways

(BA) 英国航空公司

Air Canada

(AC) 加拿大航空公司

Air France

(AF) 法国国家航空公司

Japan Airlines

(JAL) 日本航空公司

Civil Aviation Administration of China

(CAAC) 中国民用航空总局



IV. 语言点 (Language Points)

I 课文补充注释 (Notes to Dialogues and Passage A)

1. Jack is leaving for the States after a month's sightseeing in Beijing. (Dialogue A)

在北京观光游览一个月后，杰克要离开北京去美国了。

leave for: 离开…前往，动身前往，奔赴 (某地)

e.g. He has left for London.

他已前往伦敦了。

The plane leaves Beijing for Shanghai at 10:30.

飞机于10点30分离开北京飞往上海。

2. Your plane takes off at 12:30 p.m., doesn't it? (Dialogue A)

你的飞机午后12点半起飞，是吗？

doesn't it? 为反问句。反问句是以附加疑问句形式对肯定陈述句或否定陈述句作出的一种回应，请注意疑问部分的助动词需与陈述部分的助动词保持一致。如果陈述部分没有助动词，则需加用do, does或did。

e.g. You're the new secretary, aren't you?

你是新来的秘书，对吗？

He can swim, can't he?

他会游泳，不是吗？

You lost the game, didn't you?

你输了，对吗？

3. We must hurry, as you have to check in at 11:30 a.m. (Dialogue A)

我们得快点儿，因为你得在上午11点半办理登机手续。

句中连接词as引导的句子为原因状语从句，引导原因从句的连词还有：because（因为），since（既然）等。because是通用词，表示导致事情发生的原因和理由，可用来代替as, since；反之，后者则经常不能用来代替because，因为as和since引导的原因多为已知的事实。试比较：

I study because I want to learn.

我学习是因为我想学。

As you are not ready yet, we will wait.

既然你还没有准备好，我们将等待。

Since you ask, I'll tell you.

既然你问起，我就告诉你。

as作为连接词还可引导其他几种形式的状语从句。

1) as引导时间状语从句（当…时候）

e.g. I pulled a muscle as I was lifting a heavy suitcase.

我提一个重箱子的时候拉伤了肌肉。

2) as引导方式状语从句（按…方式）

e.g. This fish isn't cooked as I like it.

这条鱼不是按我喜欢的那样做的。

3) as引导比较状语从句（象…一样）

e.g. It flew straight as an arrow.

它直飞如箭。

4. There seems to be some delay. (Dialogue B)

航班好像有些误点。

1) 句中seem (to be) 表示无把握的推断，to be可省略，常译作似乎是…，看起来好像…。

e.g. It seems (to be) the best solution.

看起来那是最好的解决办法。

2) “there seem to be …” 是there be句式使用了助动词seem，故there be变成了there seem(s) to be。除seem外，还可用appear。如：

e.g. There appears to be a plane flying in the sky.

天上似乎有一架飞机在飞行。

There seems to be little enthusiasm for your idea.

人们好像对你的想法不太热心。

5. It's going to be a very pleasant flight. (Dialogue B)

旅行会是一帆风顺的。

句中be going to用来表示将来，英语中除了will — shall外还可以用其他方法表示将来，如be going to, be to, 但需注意to后面的动词一律用原形。

e.g. I'm going to see him tomorrow.

我明天将去看望他。

I'm to see him tomorrow.

明天该我去看望他。

6. Air travel is popular for people who are in a hurry because it's very convenient. (Passage A)

航空旅行对于时间紧迫的人来说特别适宜，因为它非常方便。

- 1) 句中关系代词who引导的句子who are in a hurry为定语从句，修饰先行词people作它的定语，该定语从句与先行词people所指意义有不可分割的联系，因此从句与主句之间不能用逗号分开。此为限定性定语从句。

e.g. There were once six blind men who lived in a village in India.

从前在印度有6个盲人住在一个村子里。

Do you know the professor who taught us last term?

你认识上学期教我们课的那位教授吗？

- 2) 从属连词because引导的句子because it's very convenient为原因状语从句，放在主句后面，强调原因。

e.g. He didn't go to work because he was ill.

他没有去上班，因为他病了

7. I went to the airport by a special bus, which was provided by the airline company. (Passage A)

我乘坐由航空公司专门开通的巴士到了机场。

句中关系代词which引导的句子which was provided by...为定语从句，修饰先行词bus。由于从句只对先行词提供一些补充说明，省略该从句不至于影响先行词所指的主要意义，因此从句和主句之间可用逗号分开。此为非限定性定语从句。

e.g. I bought a reference book, which could help me a lot.

我买了一本参考书，对我很有帮助。

III 词汇用法 (Word Usage)

departure *n.*: going away 离开

e.g. His departure was quite unexpected.

The arrivals and departures of trains are announced over the loudspeaker.

Phrase: the departure lounge

depart *v.*: go away; leave 离开；出发

e.g. We departed for London at 10 a.m.

sightseeing *n.*: visiting the sights of a place as a tourist 观光；游览

e.g. He will pay a visit to London with a sightseeing party.

European *a.*: of Europe 欧洲的

e.g. World War II was an important period in European history.

guide

- 1) *n.* person who shows others the way, esp. a person employed to point out interesting sights on a journey or visit 导游，向导

e.g. I am your local guide.

I will be your guide for the next several days.

We engaged a guide to show us the way.

Phrase: guide-board 路牌

guide-book 旅游指南

guideline 指导方针, 原则

guide-dog 盲人引路犬

2) *v.* (go with sb. and) show the way (to a place) 导游, 引导

e.g. If you don't know the place well, let David guide you.

I guided him to his chair.

announce *v.*: make (sth.) known publicly 通知, 通告

e.g. The school principal announced the honor roll list.

Tomorrow the teacher will announce the result of the examination.

Synonym: **declare** *v.*: formally announce (sth.); make known clearly 宣布, 宣告

Usage: announce是指宣布公众所期望的或与公众有关的事情, 有时含有“预告”的意思。declare指当众简明扼要地正式宣布, 常用于庄重的场合

e.g. The court declared that he was guilty.

announcement *n.*: statement in spoken or written form that makes sth. known 通告, 布告, 启事

e.g. Announcements of births, marriages and deaths appear in some newspapers.

loudspeaker *n.*: part of a radio, record-player, etc. that changes electrical impulses into audible sounds 扩音器、喇叭

e.g. I heard a wonderful song over the loudspeaker.

board

1) *v.* get on or into (a ship, an aircraft, etc.) 上船, 上飞机等

e.g. Please board the plane immediately.

Flight BA193 for Paris is now boarding.

2) *v.* cover sth. with boards. 用木板覆盖

e.g. All the windows were boarded up.

3) *n.* long thin flat piece of cut wood used for building walls, floors, boats, etc.

(用来作墙壁、地板、船只的) 木板

e.g. They are painting the boards outside.

pocket *n.*: small bag sewn into or onto a garment and forming a part of it, for carrying things in (衣服) 口袋

e.g. He stands with his hands in his pockets.

pleasant *a.*: giving pleasure to the mind, feelings or senses 可喜的, 令人愉快的

e.g. She is a very pleasant girl.

He made an effort to be pleasant at the party.

Synonym: **enjoyable** *a.*: giving joy 令人愉快的, 有趣的

e.g. I spent an enjoyable weekend with my parents.

Antonym: **unpleasant** *a.*: not pleasant, disagreeable 不愉快的, 不中意的, 令人不快的

e.g. It is unpleasant weather.

gentleman *n.*: man who is polite and shows consideration for the feelings of other people 绅士

e.g. Thank you, you are a real gentleman.

Ladies and gentlemen! (在讲话开始时用)

popular (with) *a.*: admired or enjoyed by sb. 受欢迎的

e.g. Jeans are popular with the young.

Jogging is a popular form of exercise.

Synonym: **favorite** *a.*: best liked 最受喜爱的

popular与favorite 使用时略有区别, favorite指在同类事物或人当中最受喜爱的, 最受欢迎的, 而popular则指某人或某物受到多数人的喜欢与爱戴或适合多数人的口味需要。

e.g. Who is your favorite author?

“Mary” is a very popular name for girls.

Antonym: **unpopular** *a.*: not popular; not liked or enjoyed by people in general 不受欢迎的, 不流行的

e.g. She is rather unpopular with her boss.

convenient *a.*: fitting in well with people's needs or plans, giving no trouble or difficulty 方便的, 便利的

e.g. Will it be convenient for you to start work tomorrow?

I can't see him now, it's not convenient.

Antonym: **inconvenient** *a.*: causing trouble, difficulty or discomfort 不方便的, 使人感到不便的

e.g. They arrived at an inconvenient time.

convenience *n.*: quality of being convenient or suitable 便利, 方便

e.g. I keep my reference books near my desk for convenience.

provide *v.*: make sth. available for sb. to use by giving, lending or supplying it 提供, 供给

e.g. The management will provide food and drink.

The service provided by the hotel is very good.

Usage: provide 常用于以下结构中

provide for 养活, 提供生活费, 抚养

provide sb. with sth. 给某人提供某物

provide sth. for sb. 提供某物给某人

e.g. They worked hard to provide for their large family.

The firm will provide me with a car.

Can you provide food for thirty people?

Synonym: **offer** *v.* give opportunity for (sth.); provide 提供

provide与offer两者都有提供之意, 但含义不同, provide表示无主动慷慨之意地为人或

物提供需要的或有用的东西，仅仅出于某种责任，offer既能用来表示主动慷慨地给别人提供帮助，也可表示无主动慷慨热情地提供需要或有用的东西。

e.g. The children are provided with good food and clothes.

Many people enthusiastically offered their blood.

company

1) *n.* group of people united for business or commercial purposes 公司

e.g. He works at an import and export company.

This is a manufacturing company.

Synonym: **corporation** *n.*: a large company or a group of companies that are all contained and run together as a single organization 公司

e.g. John works for a large chemical corporation.

2) *n.* being together with another or others 陪伴，陪同

e.g. I enjoy his company.

exactly *ad.*: in precise detail; correctly 精确地，正确地

e.g. Your answer is exactly right.

你的回答完全正确

shortly *ad.*: in a short time; not long ;soon 不久，即刻

e.g. I'll be with you shortly.

afterwards *ad.*: (AmE. also afterward) at a later time 以后，后来

e.g. Let's go to the theatre first and eat afterwards.

destination *n.*: place to which sb. or sth. is going or being sent 目的地

e.g. Tokyo was our final destination.

The train is due to reach the destination at ten.

pilot *n.* person who operates the controls of an aircraft 飞机驾驶员

e.g. Liming's father is a pilot. 李明的父亲是一个飞机驾驶员。

perfect *a.*: without fault; excellent 完美的,完善的

e.g. He speaks perfect English.

The weather during our holiday was perfect.

Antonym: **imperfect** *a.* faulty or defective; not perfect 不完善的

e.g. The performance of the play was imperfect last night.



V. 练习指导及补充练习 (Guide to Exercises and Supplementary Exercises)

1. Check your understanding 的目的是检验学生对对话及短文的理解，教师应引导学生用自己的话回答，并围绕这些练习就对话与课文的内容与词汇句型等的用法进行口头训练，不要把它们作为单纯的理解练习使用。

2. Learn to communicate 的目的是巩固并扩展本课所学“问讯航班起飞与降落时刻”的句型。教师应要求学生背诵并引导学生在课上创造更多的语境进行实际训练。

补充句型:

- 1) When will the nearest flight be? 最近的航班是什么时候?
- 2) Do you have any direct flights? 你们有没有直飞航班?
- 3) Can I see a domestic timetable? 我能看一看国内航班的时刻表吗?
- 4) We have three flights to Las Vegas. 我们有3个航班次飞往拉斯维加斯。
- 5) Is the plane on schedule? 飞机会准时起飞吗?
- 6) Where should we board the plane? 我们应在哪儿登机?
- 7) How long does the flight take? 这次飞行要多久?
- 8) Excuse me, which flight is delayed? 请原谅，哪一次航班延误了?
- 9) The next available flight is 4:00 Wednesday. 下一次航班是星期三4点钟起飞。
- 10) What time do you expect to land at Beijing? 你们预计什么时间在北京降落?

3. Build up your language stock 的目的是加深学生对本课词汇的理解及提高学生的灵活应用能力。教师可以增加一些类似的词汇搭配练习，在练习中扩大学习量。最好归纳本课的重点词汇和用法，使学生学会使用。

重点句型归纳:

- 1) Asking about flights
Excuse me, could you tell me about the flights to San Francisco?
I'm wondering if you could tell me how many flights there are to Beijing today.
What are the flights from London to San Francisco?
- 2) Asking about departure and landing times
When does the plane for London leave / depart?
What are the departure times of flights on Saturday from Beijing to San Francisco?

We have one flight per day from Beijing to San Francisco.

It departs / leaves at 5:00 p.m. and arrives at 12:00 at noon local time.

When does your plane land in San Francisco?

Your plane takes off at 12:30 p.m., doesn't it?

Our plane is supposed to leave at 2:10 and it's already 2:20.

3) Getting aboard a flight

Does the flight go / depart / leave from Beijing International Airport?

Which gate does Flight 620 leave from?

You have to check in at 11:30 a.m.

Flight 620 now is boarding for Guilin from Gate 5.

Would you please hold your boarding pass and follow me to Gate 5?

补充练习:

(将下列句子译成英文:)

- 1) 请问有去纽约的班机吗? (a flight to)
- 2) 请问我们什么时候到达? (arrive)
- 3) 先生, 我能看一下您的登机牌吗? (boarding pass)
- 4) 他们昨天宣布了婚期。 (announce)
- 5) 她已经上了船。 (board)
- 6) 我会在你方便的时候来。 (convenient)
- 7) 他的离去出人意料。 (departure)
- 8) 我可以问问双程票的票价吗? 我要到纽约去。 (round-trip, destination)
- 9) 我们需要一个向导带路。 (guide)
- 10) 我们度假期间的天气非常好。 (perfect)
- 11) 今天气候宜人。 (pleasant)
- 12) 旅游深受各个年龄段人们的欢迎。 (popular)
- 13) 我们可以为三十个人提供住宿。 (provide accommodations)
- 14) 今晨六点我们都到飞机场给大卫送行了。 (see sb. off)
- 15) 尽管有雾, 那架飞机还是起飞了。 (take off)
- 16) 很快我就完成了家庭作业。 (it isn't/wasn't long before)
- 17) 这份文件非常紧急。 (urgent)

(参考译文:)

- 1) Can you tell me if there is a flight to New York?
- 2) Can you tell me what time we will arrive?
- 3) May I see your boarding pass, sir?
- 4) They announced the date of their wedding yesterday.
- 5) She has boarded the ship.
- 6) I will come when it is convenient to you.

- 7) His departure was unexpected.
- 8) May I ask the price of a round-trip? My destination is New York.
- 9) We need a guide to show us the way.
- 10) The weather was perfect during our holiday.
- 11) It's a pleasant day today.
- 12) Travelling is very popular with all ages.
- 13) We can provide accommodations for thirty people?
- 14) We all went to see David off at the airport at six o'clock this morning.
- 15) The plane took off despite the fog.
- 16) It wasn't long before I finished my homework.
- 17) The document is very urgent.

4. Extra reading 的目的是锻炼学生的独立阅读能力，须在课上限时完成。教师可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。

5. Passage B 为补充课文，旨在通过教师的指导提高学生独立阅读理解文章的能力，并在阅读的基础上学习套用文中的重点精彩句型，故重点应引导学生做好句型套用练习。

Passage B 的重要词汇注释如下

almost *ad.* 几乎

e.g. Almost everybody enjoys listening to music.

apologize *v.* 道歉

e.g. You have to apologize to the customer for your rudeness.

collector *n.* 搜集者，收藏家

e.g. My mother is a good collector of stamps. She has ten albums.

immediately *ad.* 立刻

e.g. Upon hearing the news, we went into action immediately.

inconvenience *n.* 不便

e.g. The bad weather causes a lot of inconvenience for the tourists.

later *a. & ad.* 稍后，晚一些

e.g. She arrived last Sunday, and her sister arrived two days later.

request *v.* 请求，要求

e.g. The angry customer requested refund of his money.

seat *n. & v.* 位子；安排就座

e.g. He pointed at a seat nearby and said: "Would you please be seated?"

6. Applied writing 为英文时刻表的编制, 所涉及的项目有飞机、列车、轮船等的代号, 开往和到达的地点, 以及启程和到达的时间。可指导学生编制当地的航班和行车时刻表并译成英语。

7. Pick up your grammar 为复习英语中表示命令、请求、建议和祝福等的祈使句及表示召唤、动员、建议等的let祈使句, 可参见语法附录I-3.-1)-c., 教师还可根据学生的实际水平指导他们自学或补充少量短句进行口头语法练习。



VI. 练习答案 (Key to Exercises)

Key to Dialogues and Passage A

- ① 1. For sightseeing.
2. A month. In Beijing.
3. 10:55 a.m.
4. At 11:30 a.m.
5. He has to check in.
6. San Francisco.
- ② 1. T 2. T 3. F 4. F 5. T 6. T
- ③ 1. Paris, France.
2. Because the trip was urgent.
3. He got there by bus.
4. The airline company.
5. 12 o'clock.
6. No, it wasn't.
7. Yes, because he saw the French Coast.
8. It was perfect.
9. Very convenient, and popular among those who are in a hurry.
10. Yes, he did.
- ⑤ 1. Could you tell me what flights there are from Beijing
2. When does the flight leave
3. What is the arrival time/ When does it arrive
4. it departs from there
- ⑥ 1. airline 2. pack 3. arrival
4. flight 5. airport 6. book
7. departure 8. sightseeing 9. a.m.
10. destination

- 7 1. The passengers have to check in before 1:00 p.m.
 2. Mary helps her mother with washing.
 3. On the way home, they met an old friend.
 4. The students are leaving for China.
 5. Soon Jenny will arrive at the cinema.
 6. The school provides the bus for the visitors.
 7. Mr. Zhang books three seats for the flight to Shanghai.
- 8 1. The task is urgent.
 2. Traveling by air is very convenient.
 3. The singer is very popular with young people.
 4. This is a perfect answer.
 5. I'm a tour guide.
- 9 1. a. 她用小工具修了自己的自行车, 那工具是旅馆给准备的。
 b. He took a kind of Chinese medicine, which was left by his grandpa.
 c. We accepted the advice, which was given by our teacher.
 2. a. 不用多久你就会习惯这儿的生活。
 b. It won't be long before you can read English faster.
 c. It wasn't long before they realized the danger.
- 10 1. c 2. c 3. b 4. d 5. d 6. b

Key to Passage B

- 1 1. He finds a seat and sits down.
 2. Through a loudspeaker.
 3. At 8:30 a.m.
 4. It has a delay of 20 minutes.
 5. Because the delay may cause inconvenience for the passengers.
 6. No, he continues to wait.
 7. He almost falls asleep.
 8. At platform 5.
 9. At 8:50 a.m.
 10. He goes back home.
- 2 1. a. 请顾客立即离开大楼。
 b. Students are requested to assemble at the playground at 8 o'clock.
 c. Applicants are requested to show their ID cards.
 2. a. 飞往东京的航班推迟两小时, 我们为此给大家带来的不便表示歉意。
 b. The 2:30 meeting has a delay of half an hour. I have to apologize to you all.
 c. The trip to Shanghai has a delay of one week. We apologize for any inconvenience it may cause
 3. a. 距离考试结束还有些时间, 因此他把试卷快速阅读一遍。

- b. We still have some time before the Christmas party begins, so we sit down over a cup of tea.
- c. They still have some time before the final test, so they should work harder for it.

Key to Grammar

1. Please ask the teacher for leave.
2. Let's have a try again.
3. Be careful next time.
4. Let me drink some tea first.
5. Let's cheer for the players.
6. Please let me join you.
7. Please read the text first, and then answer the questions.
8. Don't be that lazy.
2. 1. Put up the map on the wall, please.
2. Let's help each other in our study.
3. Mary, answer the question, please.
4. Let me do it, please.
5. Don't be late again.



VII. 参考译文 (Text Translation for Reference)

对话 A: 您乘坐的飞机就要起飞了

在北京观光游览停留一个月后, 杰克要离开北京回美国了。他的中国朋友林要去机场送他, 这会儿正帮着杰克收拾行装。

林: 飞机午后12点半起飞, 是吗?

杰克: 是啊。怎么了?

林: 我的表已经是11点差5分了, 我们得快一点儿, 你得在午前11点半办理登机手续。

杰克: 11点半? 那得加紧点儿。我们一分钟也耽误不得了。
(在去机场的路上)

林: 你乘坐的飞机什么时候到达旧金山?

杰克: 当地时间14号上午8点半。

对话 B: 620次航班现在登机

一群欧洲游客在一位中国导游的陪同下旅行。

导游： 班机好像有些误点。我们的班机原定是在2点10分起飞，可现在已经2点20了。等等，听，广播里播报的正是我们的航班：飞往桂林的620次航班现在开始从5号登机口登机。

一游客： 天呐，我的登机牌哪儿去了？

导游： 别慌，史密斯太太。我想它就在你口袋里。别担心，旅行会很顺利的。女士们先生们，现在请拿好登机牌跟我去5号登机口，大家走吧。

短文 A: 航空旅行

航空旅行对于时间匆忙的人来说特别适宜，因为它非常方便，飞机能很快把乘客送往世界各地。我经常乘飞机旅行。

几天前我到巴黎去出差。由于旅程紧迫，我乘坐了飞机。我乘坐由航空公司提供的往返巴士到了机场。在停机坪上我看到一架大飞机在等候我们。在12点钟，飞机准点顺利起飞。不久，我们的飞机就飞到了海洋的上空。很快我们就看到了法国海岸。没过多久我们就到达了目的地。飞行员将飞机稳稳着陆后，我们走下飞机。

短文 B: 王先生乘火车回家

王先生在售票处买了一张火车票。离发车还有一段时间，他找了一个座位坐下来。几分钟后，他听到喇叭里传来播报通知的声音：

“请注意，8点30去费城的火车将晚点20分钟。运行将推迟20分钟。我们对由此产生的任何不便表示歉意。”

这正是王先生要乘的车。他看了看手表又接着等。就在他快要睡着时，突然又听到了播报通知声。

“8点30去费城的火车正停靠在5号站台。请乘客们马上上车。”

王先生高兴地站起身来，走向检票员。很快他就要到家了。

Unit

9

Itinerary and Schedule



I. 教学时间分配 (Time Allocation)

本单元共4~5学时，对话1学时；课文A及练习2~3学时，课文B、语法等1学时（教师可根据本单元内容的难易程度稍做增减）。课外阅读的目的是为了锻炼学生的独立阅读能力。教师须在课上限时完成，可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。



II. 教学目的与要求 (Aims and Requirements)

I 内容重点 (Language Focus)

1. 交际重点 (Communicative Focus)

问讯火车等交通工具的始发及到达时间；旅行及度假安排行程表等

2. 重点单词和词组 (Focal Words and Expressions)

daily, express, get-together, inquiry, resort camping, escape, itinerary, opportunity, possibly, go out for a walk, either ... or ..., have a holiday, used to, prefer, escape

3. 重点句型和习惯表达法 (Focal Functions and Patterns)

- 1) When is the next train (to Hangzhou)?
Can you tell me about trains (to Hangzhou)?
What are the times of the trains (to Hangzhou)?
There are trains (to Hangzhou) every day/daily at 9:30 and 13:40.
- 2) When/What time does the 1:40 train arrive?
It arrives/is due to arrive at 17:46.
It'll get you there at 11 a.m.
- 3) How long will the journey take?
Only about one hour. It is a fast/express train.
- 4) Our tour begins with (a walk) at 9:30.
Our trip/sightseeing begins on (Saturday morning).
We'll have a (walk) first.
- 5) Then /After that, we planned a visit to (the British Museum).
(The British Museum) will be our next stop.
We'll arrange a day trip next Tuesday to (the Great Wall).
We'll show you around (the Forbidden City) and (the Summer Palace).
We've planned a journey to (Beidaihe) on Thursday.
- 6) Can we possibly see something of (Beijing)?
Will we have the chance/opportunity to visit (other cities)?
Will we go to (the Forbidden City)? I hear it is well worth visiting.
We'd like to see how people live as well.
- 7) That's wonderful.
Great! There must be a lot to see.
It sounds marvelous!

III 技能要求 (Skill Development)

1 听说 (Listening and Speaking)

熟读对话与课文，背诵对话和课文的语句，并能就课文内容进行问答。

2 读译 (Reading and Translating)

能朗读并翻译（英译汉）有关火车的到站与发车时刻和旅行及度假安排行程表的短文。

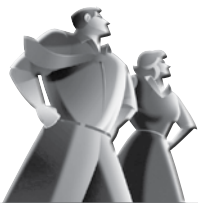
3 写 (Writing and Applied Writing)

- a. 能使用所学词汇、句型和语法写出有关问讯时刻表和有关旅行及度假安排行程表的英文语句。
- b. 套写简单的火车飞机等的时刻表。



III. 背景资料 (Background Information)

- 1 In America, originally railroads were private companies. Today they have been grouped into a national network of passenger service called Amtrak (美铁) providing first and second class accommodations. Special tours including hotels and side trips, are also organized by Amtrak. In fact, a traveler in America is much more likely to hop on a plane than a train. Long distance automatically implies an airplane, whereas a car or a bus will do for a short trip. But people in China still rely very much on trains for traveling. They enjoy the luxury of relaxing on the train, while watching the beautiful scenery passing by.
- 2 In the West, if you want to take a trip by train, there are two kinds of tickets that could be chosen, the one-way ticket and the round-trip ticket. A round-trip ticket saves you about 15% of the fare. If you need some information about traveling, the travel agency will help you. While you are at the station, the information desk is the best place you could go for help. And you should also listen carefully to the station announcements in order to make sure from which platform your train is leaving.
- 3 For the travel agency, negotiation with the client and planning the detailed itinerary are very important. Making an itinerary is not an easy job. The designer must consider the tourists' interests while they are traveling along. The designer should collect a lot of useful information to give the tourists reasonable suggestions.



IV. 语言点 (Language Points)

1 课文补充注释 (Notes to Dialogues and Passage A)

1. Brenda is going to Shenyang for a get-together with her friend. (Dialogue A)

布伦达要乘火车去沈阳和朋友团聚。

Usage: 英语中go, come, leave, start等动词常用于“be + doing”结构中, 可表示短时间内肯定要发生的行为。应注意区别“be + going + 不定式”结构, 该结构表示主观想要或主观估计将要发生的行为, 常译作: 打算, 想要, 就要。

e.g. I'm going to Chicago. 我要到芝加哥去。(短时间内肯定要发生)

I'm going to practice the piano. 我打算去练钢琴。(主观想要或主观估计将要发生)

2. Could you tell me the times of the trains to Shenyang? (Dialogue A)

请问到沈阳的各次火车的发车时间？

句中time为可数名词，可用times表示各次列车的发车时刻。

单词time的用法还有以下几种：

1) 时间（不可数名词）

e.g. The world exists in space and time. 世界存在于时空。

What time is it? 现在几点了？

2) 时刻（可数名词）

e.g. Ask the times of the planes from Rome to Vienna.

去问一下由罗马飞往维也纳的飞机起飞时间。

3) 岁月（不可数名词）

e.g. Time has not been kind to her looks. She is no longer as beautiful as she was.

岁月不饶人，她的容貌已不如往日那么美了。

4) 年代，时期（可数名词）

e.g. in Stuart times 在斯图亚特王朝时代

Times are hard for the unemployed. 失业者的日子不好过。

3. When's the next train to Philadelphia? (Dialogue B)

下一趟到费城的火车什么时候开？

When's = When is

句中to Philadelphia为介词短语做定语，修饰train，译为：到费城的下一趟列车。介词短语做定语的类似用法还有：

e.g. We shall make the experiments on electricity. 我们将做电学试验。

The man in the shop looked at him in surprise. 店里的那个人惊奇地看着他。

4. They used to spend their summer holiday at British resorts, but nowadays they prefer to go abroad. (Passage A)

他们以前通常在英国旅游胜地度暑假，但现在他们更喜欢出国。

句中结构“used to do sth”表示过去常常做某事（过去经常性的习惯性的行为），应注意与下列结构的区别：

be used to sth 习惯于，适应于

used to do sth 过去习惯于干…

e.g. I used to live in London. 我过去一向住在伦敦。

I am used to hard work. 我习惯于辛苦工作。

I am used to working hard. 我习惯于努力工作。

5. Students have the opportunity to travel abroad in school or student groups. (Passage A)

学生们有机会以学校或学生团体为单位出国旅游。

句中介词in指“以…形式，以…方式”，而不是“在哪里”，“in school (groups) or student groups”应译为“以学校或学生团体为单位”。

e.g. Let's arrange the chairs in rows. 让我们把椅子排成排。

6. It's said that it costs them more to stay in Britain and pay heating bills than to have a holiday in Spain. (Passage A)

据说，待在英国付取暖费比去西班牙度假花费还高。

- 1) 句中结构 “It's said that ...” 译为 “据说...”，为委婉表示法，除动词say外，类似用法的动词有argue, report, know等。常译作 “有人，人们，大家...” 之意。

e.g. It can be argued ... 可能有人争辩...

It is well known ... 大家知道...

It is reported ... 据报道...

- 2) 在 it costs them more to stay ... and pay ... than to have ... 结构中，句子的实际主语为动词不定式短语to stay ... and pay ...，而it是形式主语，指代后面的实际主语。从语法角度，此句可改写为To stay ... and pay ... costs them more than to have ...。

- 3) 句中more ... than ... 译为：比...更...。more表示比较，而than因出被比较的对象。

e.g. It usually takes more time to fly from one country to another than to travel by train.

坐飞机出国旅行比坐火车所花的时间要多。

- 4) cost与pay的辨析：cost 指价值，花费（多少钱）；pay 指付款，付给，偿付。

e.g. The meal cost us \$30. 这顿饭我们花了30美元。

You have paid the money for this week. 这星期的费用你已经付了。

III 词汇用法 (Word Usage)

schedule *n.*: timetable 时间表，时刻表

e.g. The fog disrupted airline schedules.

Have you got the schedule of your tour?

get-together *n.*: social gathering 聚会

e.g. We're having a little get-together to celebrate David's promotion.

daily

- 1) *a.* done, produced or happening every day 每天的，日常的

e.g. The machines are inspected daily.

- 2) *n.* newspaper published every weekday 日报

e.g. *China Daily* is an important newspaper in China.

express

- 1) *n.* fast train that stops at few stations (also express train) 停站较少的快车

e.g. My friend and I returned to town by midnight express.

It is the 8:00 a.m. express to Edinburgh.

- 2) *a.* going, sent or delivered quickly 特快的，快速的

e.g. The tickets of the express train are available in this window.

- 3) *v.* show or make known (a feeling, an opinion, etc) by words, looks, actions, etc. 用（言语，表情，动作）表达（感情，见解）

e.g. His actions express his love.

due

- 1) *a.* scheduled; arranged; expected 计划的, 安排的, 指望的
常用结构: due to do (sth.)

e.g. The delegation is due to come next morning.

The train is due to arrive in five minutes.

- 2) *a.* owed as a debt or an obligation 当付的, 欠钱的
常用结构: due to sb.

e.g. Our grateful thanks are due to you.

That money is due to me.

- 3) *a.* deserving sth. 应得的
常用结构: due for sth.

e.g. She is due for promotion soon.

itinerary *n.*: plan for a journey; route 行程表, 旅行路线

e.g. Shall we start discussing the itinerary?

It's a good idea to give every tour member a copy of the itinerary.

palace *n.*: official home of a sovereign 皇(王)宫; 宫殿

e.g. The palace has just issued a statement.

possibly *ad.*: reasonably; conceivably 可能地, 合理地

e.g. I can't possibly lend you so much money.

I will come as soon as I possibly can.

possible *a.*: that can be done 可能的

e.g. They should use English as much as possible.

possibility *n.*: state of being possible, likelihood 可能性

e.g. Is there any possibility that we'll see you this weekend?

marvelous *a.*: (informal) very good; excellent 极好的

e.g. He is a marvelous writer.

What marvelous weather!

resort *n.*: popular holiday center 度假胜地。

e.g. Brighton is a leading south coast resort.

He will go to the resort to spend his summer holidays.

opportunity *n.*: favorable time, occasion or set of circumstances 时机, 机会

e.g. Don't miss this opportunity.

I had no opportunity to discuss it with her.

Usage: opportunity, chance和occasion这三个词都有机会、时机的意思。Opportunity是常用词, 常指有利的, 符合人们目的和愿望的机会、好运、机遇, 含有“能让人施展能力的机会”之意; chance表示幸运或偶然的机, 含侥幸的意味; occasion指特殊的时机、场合, 常指能采取行动的良机、场合, 该词比较侧重时间场合。

e.g. The University offered him an opportunity to study abroad.

It was by chance that we met in Paris.

This is not an occasion for laughter.

Phrase: take the opportunity to do sth. / of doing sth. 把握时机, 抓住机会

e.g. Let me take this opportunity to say a few words.

We took the opportunity of visiting the palace.

channel *n.*: stretch of water joining two seas 海峡

e.g. The English Channel lies between the North Sea and the Atlantic ocean.

The channel crossing was very calm.

camping *n.*: holiday spent living in tents 露营, 野营

e.g. Do you like camping?

The boys went camping last year.

camp *n.*: place where people live temporarily in tents or huts 营地

e.g. We hiked six miles before we made camp.

camp *v.*: put up a tent or tents 露营

e.g. Where shall we camp tonight?

escape

1) *v.* keep free or safe from (sth. unpleasant) 逃脱, 逃避 (某些不愉快的事物)

e.g. Where can we go to escape the crowds?

You can not escape the reality.

Synonym: **avoid** *v.*: keep oneself away from (sb. / sth.) 避开, 逃避

e.g. We avoided driving in the center of town.

我们避免在市中心开车。

2) *v.* get free; get away (from imprisonment or control) (从监制或管制中) 逃走; 逃跑

e.g. Two prisoners have escaped.

either ... or ...: used to show a choice of two alternatives

(用于表达两者选一) 或...或..., 不是...就是...

e.g. He studied either English or French.

I left it either on the table or in the drawer.

Antonym: **neither ... nor ...**: not ... and not ... 既不...也不...

e.g. The hotel is neither spacious nor comfortable.



V. 练习指导及补充练习 (Guide to Exercises and Supplementary Exercises)

1. Check your understanding 的目的是检验学生对对话及短文的理解，教师应引导学生用自己的话回答，并围绕这些练习就对话与课文的内容与词汇句型等的用法进行口头训练，不要把它们作为单纯理解练习使用。

2. Learn to communicate 的目的是巩固并扩展本课所学有关“问讯火车等交通工具的始发及到达时间；旅行及度假安排行程表”的句型。教师应要求学生背诵并引导学生在课上创造更多的语境进行实际交际训练。

补充句型：

- 1) Can you tell me where I can get a ticket for a train to Guangzhou?
请问我去哪儿能买到广州的火车票？
- 2) What trains are there for Guangzhou every day?
每天有什么车到广州？
- 3) May I ask the price of round-trip fares?
请问双程票票价多少？
- 4) Shall I take the express or local train?
我该坐快车还是慢车？
- 5) Is that the New York train?
那时到纽约的车吗？
- 6) When should I board the train?
我该什么时候上火车？
- 7) Excuse me, I'm still not sure which platform I should go to.
打扰一下，我还不清楚该到那个站台。
- 8) It runs every hour on the hour.
每小时一列，整点发车。
- 9) The next train leaves in twenty minutes.
下列火车20分钟后开。
- 10) Shall we start discussing the itinerary?
我们可以开始讨论一下旅游日程安排吗？
- 11) It might be a good idea to arrange a three-day program.
安排一个三日游是个好主意。
- 12) It's not part of our schedule.
这项内容不包括在我们的时间表里。
- 13) What time do you want us to check-out and leave for the airport?
你安排我们什么时候离开宾馆去机场？

- 14) Everything seems to be in order.
看起来每件事情都安排好了。
- 15) Are there any special places you are interested in?
你有特别想去的地方吗?

重点句型归纳:

- 1) Asking for information about trains
When is the next train (to Hangzhou)?
Can you tell me about the trains (to Hangzhou)?
What are the times of the trains (to Hangzhou)?
There are trains (to Hangzhou) every day/daily at 9:30 and 13:40.
- 2) Asking about departure and arrival times
When/What time does the 1:40 train arrive?
It arrives/is due to arrive at 17:46.
It'll get you there at 11 a.m.
- 3) Asking about trains' movements
How long will the journey take?
Only about one hour. It is a fast/express train.
There are a lot of stops along the way.
Is it a non-stop train?
The 8:30 train (to Philadelphia) will be delayed for 20 minutes.
The 8:30 train is running about 20 minutes late.
The 8:30 train (to Philadelphia) is now standing at Platform 5.
- 4) Explaining the itinerary
Our tour begins with a walk at 9:30.
Our trip/sightseeing begins on Saturday morning.
We'll have a walk first.
The British Museum will be our next stop.
We'll arrange a day trip next Tuesday to the Great Wall.
We'll show you around the Forbidden City and the Summer Palace.
We've planned a journey to Beidaihe on Thursday.
Our tour finishes/ends after we visit the market.
- 5) Asking for information about places to visit
Can we possibly see something of Beijing?
Will we have the chance/opportunity to visit other cities?
Will we go to the Forbidden City? I hear it is well worth visiting.
We'd like to see how people live as well.
- 6) Making comments
That's wonderful.
Great! There must be a lot to see.
It sounds marvelous!

补充练习:

(将下列句子译成英文:)

- 1) 这是去北京的火车吗? (for/to)
- 2) 下一趟火车什么时候发车? (leave)
- 3) 火车就要开了, 让我们上车吧! (on board)
- 4) 引起她不快的原因是什么? (cause)
- 5) 雨终日不停。(continue)
- 6) 请到办公室询问。(inquiry)
- 7) 他要求自己一个人去。(request)
- 8) 快车节省你好多时间。(express)
- 9) 我说不准该去哪个站台。(platform)
- 10) 他的书计划十月份出版。(due to)
- 11) 这个人踩了我的脚而向我道歉。(apologize for)
- 12) 请看看这些画。(have a look at)
- 13) 那位疲惫的旅行者马上就睡着了。(fall asleep)
- 14) 一个人走到我跟前向我要火柴。(come up to)
- 15) 我可以向你请教一下吗? (ask ... for ...)
- 16) 天津到北京每天有两趟直达列车。(non-stop)

(译文:)

- 1) Is this the train for Beijing?
- 2) When will the next train leave?
- 3) The train is just about to leave, let's get on board.
- 4) What caused her unhappiness?
- 5) The rain continued all day.
- 6) Please make your inquiry at the office.
- 7) He requested to go alone.
- 8) The express will save you a lot of time.
- 9) I'm still not sure which platform I should go to.
- 10) His book is due to be published in October.
- 11) The man apologized (to me) for stepping on my foot.
- 12) Please have a look at the paintings.
- 13) The tired traveler fell asleep at once.
- 14) A man came up to me and asked for a match.
- 15) May I ask you for some advice?
- 16) There are two non-stops a day from Tianjin to Beijing.

4. Extra reading 的目的是锻炼学生的独立阅读能力、须在课上限时完成。教师可提出简短的问题让学生口头回答。书中的理解性练习可留给学生自己课后完成。

5. Passage B 为补充课文，旨在通过教师的指导提高学生独立阅读理解文章的能力，并在阅读的基础上学习套用文中的重要精彩句型，故重点应引导学生做好句型套用练习。

Passage B 的重要词汇注释如下

admire *v.* 赞美，羡慕

e.g. Why admire those with only outward beauty?

complain *v.* 抱怨

e.g. He keeps complaining about the awful food served at the canteen.

depend *v.* 依靠

e.g. You should learn to depend upon yourself now.

extremely *ad.* 极端地

e.g. Your answer is not extremely wrong, although it is far from perfect.

gradually *ad.* 逐渐地

e.g. The storm gradually gets stronger. I'm afraid the boat might capsize.

jam *v. & n.* 拥挤；堵塞

e.g. The crowds jammed the streets, and no cars could pass.

There is always a heavy traffic jam at this time of the day.

miserable *a.* 悲惨的

e.g. I'm cold, hungry, and tired, so of course I'm feeling miserable.

phase *n. & v.* 阶段；定相

e.g. The disease was discovered in an early phase.

v. (out) 淘汰

The old model was gradually phased out.

schedule *n. & v.* 时间表；确定时间

e.g. The task will be finished ahead of schedule if nothing prevents.

sense *v. & n.* 感觉，认识；感官

e.g. Have you lost your senses?

He sensed that his proposals were unwelcome.

traffic *n.* 交通

e.g. The bridge is open to traffic.

Traffic police are very busy at this time of the day.

unsocial *a.* 不爱交际的；非普遍都有的

e.g. I got an unsocial bonus for the special shifts I took.

She is an unsocial person.

6. Applied writing 为时刻表的基本写作格式。绝大多数时刻表采用表格的形式，也可以用文字形式表达。但是两种形式的内容基本一样，通常只包括准确的时间、地点和号码，可逐步学习积累。还可以引导学生编制活动时刻表。

7. Pick up your grammar 为情态动词：can/may/must 等 + 动词原形，可参见语法附录 II-4.-1)-c。教师还可根据学生的实际水平知道他们自学或补充少量短句进行口头语法练习。



VI. 练习答案 (Key to Exercises)

Key to Dialogues and Passage A

- ① 1. F 2. F 3. T 4. T 5. F 6. F
- ② 1. F 2. T 3. T 4. F 5. F
6. T 7. T 8. F 9. T 10. T
- ④ 1. Can I help you
2. can you tell me the times of the trains
3. What time does the 7:59 get to Beijing
4. It's due to arrive
5. it's a non-stop
6. buy one for this train
- ⑤ 1. Announcements, loudspeakers 2. platform
3. inquiries 4. requested
5. boards 6. non-stop
7. later 8. booking office
9. delay 10. cause
11. continues 12. immediately
- ⑥ 1. Please have a look at the train schedule.
2. The ladies soon fall asleep.
3. They often come up to the information desk and ask some questions.
4. Readers are requested to be quiet in the library.
5. I am due to leave soon.
6. This is an express (train) to Nanjing.
7. Mr. Chen asks the travel agency for advice.
8. Tommy apologizes to his parents for his bad manners.

- 7 Diana: First we shall go out for a walk at 9:30 on Saturday morning. We'll pass through the London Park.
Chen: Can we visit the Buckingham Palace?
Diana: Of course, and you can also see the changing of the guard.
Chen: That's wonderful!
Diana: In the afternoon we'll visit the British Museum.
Chen: Great! There must be a lot to see
- 8 1. a. 以前他们常常相互通信, 但现在更喜欢用电子邮件。
b. We used to spend Spring Festival at home, but nowadays we prefer to go to a resort.
c. We used to eat meat, but nowadays we prefer to have vegetables.
2. a. 对商人们来说这是最快最便捷的旅行方式。
b. It is the nicest and most comfortable kind of weather for a holiday at the beach.
c. It is the slowest and dullest way of learning for a child with wide interests.
3. a. 据说在这个城市租一套公寓比住旅馆还贵。
b. It's said that it takes longer to travel by bus than to go on foot in this city.
c. It's said that it costs the teachers less to have meals at the canteen than to cook for themselves.
- 9 1. b 2. c 3. d 4. a

Key to Passage B

- 1 1. No, she was a conductor before she became a bus driver.
2. They must have an extremely strong sense of time to follow different time schedules.
3. About seven hours a day with breaks in between.
4. 120 pounds a week.
5. No, she can get free tube travel.
6. Generally she gets on well with them.
7. It's much easier to drive a bus than a car.
8. No, they admire her driving.
- 2 1. a. 假如你想成为一名幽默大师, 你必须有极强的幽默感。
b. If you want to be a good doctor, you must have an extremely strong sense of responsibility.
c. If you want to learn a foreign language, you must build up your sense of language.
2. a. 开始他是一个工程师, 但后来成为一名流行歌手, 因为他太喜欢音乐了。
b. I started off as a teacher but became a secretary because I liked the atmosphere in a big company.
c. My mother started off as a movie star but became a housewife after her marriage because she wanted to devote herself to the family.
3. a. 读英语要比写英语容易得多。
b. It's much easier to be a daughter than to be a mother.
c. It's much easier to talk about business than to do it actually.

Key to Applied Writing

1 Train Schedule

No.	To	From	Dept	Arrival	Platform
1	Xi'an		12:30		4
2	Wulumuqi	Guangzhou		6:00	16
3	Shanghai		17:00		18
4		Shenzhen		15:00	5
5	Beijing		7:10		12
6		Kunming		9:25	15

2 Timetable

Announcement	Flight Number	Destination	Gate Number
1	318	New York	12
2	641	Madrid	9
3	74	Boston	24
4	260	Athens	2

Key to Grammar

1. Can/May 2. May, can/must 3. Can 4. can
 5. Must 6. can 7. should/must 8. can/may
 9. must/should 10. should/must/can
- 2
1. What should we do now?
 2. Who can answer this question?
 3. Can you play basketball?
 4. May I join you in the game?
 5. You must arrive at eight.
 6. You needn't go now.
 7. They should speak English anytime and anywhere.
 8. We must not talk aloud in the classroom.



VII. 参考译文 (Text Translation for Reference)

对话 A: 火车什么时候开车?

布兰达要乘火车去沈阳和朋友团聚。她正在向售票员询问有关情况。

布兰达: 请问到沈阳的火车都有哪几班?

售票员: 每天12点、13:40和14:00点。

布兰达: 都是特快吗?

售票员: 是的。

布兰达: 13:40那一班什么时间到沈阳?

售票员: 17点46分到。

布兰达: 谢谢。

对话 B: 有直快列车吗?

海伦要乘火车去费城, 现在她正在问询处。

海伦: 下一班到费城的火车什么时间开?

职员: 今天下午没有火车去费城, 但是明天早晨有。

海伦: 明天的火车什么时间开?

职员: 早晨6点有一班, 11点到。但是中途要停许多站。

海伦: 有直达列车吗?

职员: 有, 早晨8点半有一班, 11点40到。

海伦: 我想我就乘8点半这一班吧。

短文 A: 出国度假

英国人喜欢度假。他们以前通常在英国的旅游胜地度暑假, 但现在他们更喜欢出国。

学生们有机会以学校或学生团体为单位出国旅游。有时他们穿过英吉利海峡到法国旅游一天。有些人夏天去西班牙游泳或在冬季到意大利滑雪。许多家庭选择露营度假。对于有孩子的家庭来说, 这是最便宜也是最便利的度假方式。

对于英国人来说, 无论夏季还是冬季, 西班牙都是理想的度假国度。许多家庭都设法冬季出国度假, 因为他们想逃避糟糕的英国天气。据说, 在英国呆着付取暖费比去西班牙度假花费还高。

短文 B: 公共汽车驾驶员必须有很强的时间观念

我是从一个售票员开始的, 然后才成为一名公共汽车司机, 因为售票员渐渐被淘汰了。如果你想当一名司机, 你就必须有极强的时间观念。公共汽车司机得遵循不同的值班班次, 例如早班、晚班、白班和夜班。

我一般都是值白班，也就是说，我一天要开车7个小时，中间有几次休息。这是女性司机最理想的班次。我的基本工资是每周120镑，但是我还可以依照不同的班次领到额外工资。另外，我乘坐地铁和公共汽车也是免费的。

有一些男驾驶员认为，因为你年轻，因为你是新来的，他们就可以欺负你，开你的玩笑。但总的来说，我同他们相处得不错。开公共汽车比开小汽车容易得多。你坐得很高所以在几英里之外就可以看到交通堵塞的情况，而且行人和小车都给你让道。

常有一些矮个子老妇人下了公共汽车之后绕到车头来同我说话。我以为她们是来提意见的，但她们是来夸我开车好的。这样的确很好，特别是当我感到烦闷的时候。



高等教育出版社

Unit 10

Giving Shopping Advice



I. 教学时间分配 (Time Allocation)

本单元共4~5学时，对话1学时；课文A及练习2~3学时，课文B、语法等1学时（教师可根据本单元内容的难易程度稍做增减）。课外阅读的目的是为了锻炼学生的独立阅读能力。教师须在课上限时完成，可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。



II. 教学目的与要求 (Aims and Requirements)

I 内容重点 (Language Focus)

1. 交际重点 (Communicative Focus)

征求及给予购物指导，寻找合适的购物场所

2. 重点单词和词组 (Focal Words and Expressions)

discount, economic, expensive, furniture, price, second-hand, thrift, various, wealthy, be interested in, be in good condition, on sale

3. 重点句型和习惯表达法 (Focal Functions and Patterns)

- 1) I would like to buy something typically Chinese. What would be your advice?
I have no idea what to buy for my daughter.
Do you have any suggestions?
What about (this white silk shirt) with blue flower patterns on it?
I'm thinking of buying something for my friends. Could you give me some advice?
- 2) I think (this embroidered tablecloth) will make a perfect gift for your sister.
You can buy some Chinese tea for your father if he likes drinking tea.
My advice is that you buy (a silk blouse) for your friend.
The best idea is to buy something typically Chinese.
- 3) That's a good idea! Where can I buy it?
I would like to buy a silk blouse, but where are the clothes counters, please?
- 4) I suggest (the First Department Store on Silver Street).
You can buy it at the arts and crafts counters on the fourth floor.

II 技能要求 (Skill Development)

1 听说 (Listening and Speaking)

熟读对话与课文，背诵对话和课文的语句，并能就课文内容进行问答。

2 读译 (Reading and Translating)

能朗读并翻译（英译汉）有关征求及给予购物指导、寻找合适的购物场所小短文。

3 写 (Writing and Applied Writing)

- a. 能使用所学词汇、句型和语法写出有关征求及给予购物指导、寻找合适购物场所等英文语句。
- b. 熟悉商店导购图表的基本写作格式。



III. 背景资料 (Background Information)

Shopping is one part of our daily life. We need to buy food, clothing, things for our homes and so on.

In order to shop, we need different shopping facilities. The following are some popular shopping places.

A department store is one large shop which has many different departments on different floors, each department selling a different range of goods: clothes on one floor, furniture on another, electrical goods on still another and so on.

Supermarkets mainly sell food and household goods. They are large and owned by big companies. The prices there are cheap. You serve yourself and pay at a check-out bill.

A hypermarket is a very big supermarket. The layout of it allows you to wander around at leisure, comparing different models. If you do need any help in making your choice, there will be a shop assistant to give you information and advice.

A mall is a big shopping center. There are all sorts of shops in a big building. You can buy everything in it. The environment of shopping there is good, so you can always enjoy your trip there.

A street market is a group of stalls selling different types of goods in the open air. The things sold in the street market are cheaper than in a department store.

Open markets sell fruit and vegetables. The products are fresh and cheap. Market stalls don't have high running costs.

Indoor markets sell clothes, second-hand books, greeting cards, antiques and dairy products. They are open on certain days (Fridays and Saturdays).

A flea market is a market usually in a street, where old or used goods are sold. It's like a collection of yard sales. In winter it is usually indoors, but outdoors in summer, maybe in a field or a parking lot. Even in a church hall.

There are also many kinds of shops, such as a shoe shop, an antique shop, a book shop, a watch and clock shop, etc.



IV. 语言点 (Language Points)

1 课文补充注释: (Notes to Dialogues and Passage A)

1. I'm thinking of buying something for my friends. (Dialogue A)

我正考虑给我的朋友们买点东西。

thinking of buying ... 介词of后的动词要用V-ing形式, 作介词的宾语。

e.g. She is afraid of going out alone.

她怕单独一个人出去。

e.g. He left the classroom without answering my question.

他没有回答我的问题就离开了教室。

2. Then you can buy some Chinese silk products, such as embroidered handkerchiefs, tablecloth or blouses. (Dialogue A)

你可以买一些中国丝绸制品, 例如绣花手绢、桌布或女衬衫。

such as 用来引出列举的项目 (两个或两个以上), 语法上称作同位语, such as 常译作“例如”。

e.g. There are many reference books, such as dictionaries and handbooks.

有许多参考书, 例如词典、手册之类的。

such as 有时也可译作“像…这样的”，此时后面可引出一个项目。

e.g. Avoid people such as John and Dick.

躲开像约翰和迪克这样的人。

e.g. Read books such as War and Peace.

读一些像《战争与和平》这样的书。

3. Oh, you can buy it at the arts and crafts counters on the fourth floor. (Dialogue B)

噢，你可以在四楼工艺品柜台那里买到它。

On the fourth floor: 在四楼。这是美国英语的表达法。而在英国英语里，它表示“在五楼”，“在四楼”为on the third floor。

e.g. On the first floor

在一楼 (AmE.) 在二楼 (BrE.)

e.g. On the second floor

在二楼 (AmE.) 在三楼 (BrE.)

英国英语表示“在一楼”是：On the ground floor。请注意英国英语和美国英语对楼层的不同表达法。

II 词汇用法 (Word Usage)

typical *a.*: representative or characteristic 典型的，有代表性的

e.g. This is typical American food.

silk *n.*: material made from soft thread from the cocoons of silkworms 丝绸

e.g. She is wearing a yellow silk blouse.

embroidered *a.*: ornamented with needlework 刺绣的

e.g. I like this embroidered blouse.

handkerchief *n.*: square piece of cotton, silk, linen, etc. carried in the pocket or handbag, for blowing the nose or wiping the face 手帕

e.g. This is my favourite handkerchief which I bought in Hangzhou.

tablecloth *n.*: one spread on a table 桌布

e.g. Yesterday I bought an attractive tablecloth.

blouse *n.*: outer garment from neck to waist, worn by women or girls 女式衬衣

e.g. The blouse is nice. But the price is so dear.

silver *n.*: shining white precious metal used for coins, utensils, ornaments, etc. 银，银器

e.g. He won two silver medals in the match.

block *n.*: mass of buildings joined together 街区

e.g. The shop is three blocks away.

expensive *a.*: high-priced 昂贵的

e.g. The book I bought last week is very expensive.

Mr. Brown told me things in that shop are really expensive.

Synonym: **costly** *a.*: 昂贵的, 价值高的

e.g. This evening dress is costly.

Antonym: **inexpensive** *a.*: cheap

e.g. I suggest you go shopping in that supermarket because the food and household goods there are inexpensive.

price

1) *n.* sum of money for which something is sold or bought 价格

e.g. These dresses are sold at fair prices.

e.g. What's the price of this sweater?

2) *v.* set a price on sth. 给...定价, 给...标价

e.g. The goods here are clearly priced.

priceless *a.*: too valuable to be priced 无价的, 贵重的

e.g. This is a priceless treasure.

reasonable *a.*: having ordinary common sense; able to reason; acting in accordance with reason 合理的, 公道的

e.g. The prices there are quite reasonable.

bookstore *n.*: a store selling books 书店

e.g. There is a bookstore around the corner.

corner *n.*: position of the angle where two lines, sides, edges or surfaces meet; angles enclosed by two walls, sides, etc. that meet 角, 墙角, 街角

e.g. The sender's address should be written in the top right corner.

counter *n.*: table or flat surface on which goods are shown, customers served, in a shop or bank 柜台

e.g. The shop-assistant at that counter is very helpful.

escalator *n.*: moving stairway carrying people up or down between floors or different levels. 自动扶梯

e.g. Escalators are very popular in department stores now.

according to *prep.*: in accordance with 按照, 依...而定

e.g. There will be a heavy rain tomorrow according to today's weather report.

economic *a.*: of economy 经济的

e.g. There was a serious economic crisis in Southeast Asia in 1998.

People all over the country are for the government's economic policies.

economy *n.*: control and management of the money, goods, and other resources of a community, society, or household 经济, 理财

e.g. In the long run, it is an economy to buy quality goods.

wealthy *a.*: having wealth; rich 富裕的, 丰富的

e.g. Mr. Brown was born into a wealthy family.

His dream of being a wealthy man has come true.

wealth *n.*: a great amount of property, riches 富有, 财富

e.g. He wants to be a man of wealth.

discount *n.*: the amount of money which may be taken off the full price 折扣

e.g. We give 10% discount for cash.

How much discount can you give me?

thrift *n.*: care, economy, in the use of money or goods 节约, 节俭

e.g. To practice thrift is a virtue.

I bought a pair of trousers at that thrift shop yesterday.

supermarket *n.*: large self-service store selling food, household goods, etc. 超市

e.g. Supermarkets are owned by big companies.

second-hand

1) *a.* already used by sb. else 旧的, 二手的

e.g. There is a second-hand book store around the corner.

This is a second-hand car.

2) *ad.* indirectly; to buy sth. through a second-hand store 间接地, 通过旧货店购买

e.g. I got this information second-hand.

Li Ming bought a bike second-hand yesterday.

furniture *n.*: all these movable things such as chairs, beds, etc. needed in a house, room, office, etc.
家具

e.g. That set of furniture is so nice.

I like a feeling of space, so there is no unnecessary furniture — just a bed, a sofa and a writing desk in my bedroom.

household *a.*: domestic 家常的

e.g. Supermarkets sell food and household goods.

item *n.*: single article or unit in a list, etc. 件, 个; 项目

e.g. There was an interesting item in the newspaper today.

There is an important item on the agenda.

various *a.*: different 各种各样的

e.g. She resigned from her position as secretary for various reasons.

The number of shopping facilities is increasing all the time.

variety *n.*: not being the same at all times 多种多样

e.g. He didn't come for a variety of reasons.

They tried their best to give variety to the program.

sale *n.*: exchange of goods or property for money 出售

e.g. The house is for sale.

condition *n.*: sth. needed before sth. else is possible 条件

e.g. The economic condition of that area is getting better and better.



V. 练习指导及补充练习 (Guide to Exercises and Supplementary Exercises)

1. Check your understanding 的目的是检查学生对对话及短文的理解。教师应引导学生用自己的话回答，并围绕这些练习就对话与课文的内容与词汇句型等的用法进行口头训练，不要把它们作为单纯的理解练习使用。

2. Learn to communicate 的目的是巩固并扩展本课所学征求及给予购物指导，寻找合适的购物场所的句型。教师应要求学生背诵并引导学生在课上创造更多的语境进行实际交际训练。

补充句型:

- 1) I'd love to go for a red jacket. Could you tell me where to buy it?
我想买一件红色夹克衫，你能告诉我去哪买吗？
- 2) How about that coat with big pockets?
那件带有大口袋的上衣怎么样？
- 3) What do you think of that vase with flower patterns on it?
你认为那个带花草图案的花瓶怎么样？
- 4) You had better buy a tea set for your friend.
你最好买一套茶具送给你的朋友。
- 5) I don't think this one is perfect.
我认为它不是最好的。
- 6) In my opinion, this beautiful china would be an ideal gift for your father.
依我看，这件漂亮的瓷器是给你父亲最理想的礼物。

3. Build up your language stock 的目的是为了加深学生对本课词汇的理解及提高学生的灵活应用能力。教师可以增加一些类似的词汇搭配练习，在练习中扩大学习量。最好归纳本课的重点词汇和用法，使学生学会使用。

补充句型归纳:

- 1) Asking for advice
 - A. What to Buy

I would like to buy something typically Chinese. What would be your advice?

I have no idea what to buy for my daughter. Do you have any suggestions?

What about this white silk shirt with blue flower patterns on it?

How about that coat with big pockets?

What do you think of that vase with flower patterns on it?

I am thinking of buying something for my friends. Could you give me some advice?

B. Where to Buy

That's a good idea! Where can I buy them?

I would like to buy a silk blouse, but where are the clothes counters, please?

I'd love to buy a red jacket. Could you tell me where to buy it?

2) Giving advice

A. What to Buy

I think this embroidered tablecloth will make a perfect gift for your sister.

You can buy some Chinese tea for your father if he likes drinking tea.

My advice is that you buy a silk blouse for your friend.

The best idea is to buy something typically Chinese.

You had better buy a tea set for your friend.

I don't think this one is perfect.

In my opinion, this chinaware would be an ideal gift for your father.

B. Where to Buy

I suggest the First Department Store on Silver Street.

You can buy it at the arts and crafts counters on the fourth floor.

补充练习:

(将下列各句译成英文:)

- 1) 我想为我母亲的生日买件东礼物。你有什么建议? (suggestion)
- 2) 请问到哪儿去买旅行包? (travel bag)
- 3) 我认为丝绸手帕是送给玛丽的最理想的礼物。 (I think)
- 4) 你最好到百货商店去买鞋, 那里的价格很合理。 (reasonable)
- 5) 你找到那只钢笔了吗? (find)
- 6) 工艺品柜台在哪里? 我想买一件刺绣桌布。 (arts and crafts, embroidered)
- 7) 这辆车很贵。 (expensive)
- 8) 许多人通常到折扣店去购物。 (discount)
- 9) 中国经济的迅猛发展使这个国家越来越强大。 (economic)
- 10) 我不喜欢这件家具。 (furniture)
- 11) 我不知道这本书的价钱。 (price)
- 12) 这是一本旧书。 (second-hand)
- 13) 这件连衣裙你在哪儿买的, 跳蚤市场还是在廉价商店? (thrift)
- 14) 他们能完成各项任务。 (various)
- 15) 他梦想成为有钱人。 (wealthy)
- 16) 他对数学很感兴趣。 (be interested in)
- 17) 虽然这辆车是二手货, 但车况依然挺好。 (be in good condition)
- 18) 我买了很多便宜的东西。 (on sale)

(译文:)

- 1) I want to buy a gift for my mother's birthday. Do you have any suggestions?
- 2) Could you tell me where to buy a travel bag?
- 3) I think the silk handkerchief is the ideal gift for Mary.
- 4) You had better buy shoes in a department store, because the prices there are reasonable.
- 5) Have you found the pen?
- 6) Where is the arts and crafts counter? I want to buy an embroidered tablecloth.
- 7) This car is very expensive.
- 8) Many people usually go shopping at the discount shops.
- 9) The rapid development of China's economy has made this country stronger and stronger.
- 10) I don't like this piece of furniture.
- 11) I don't know the price of this book.
- 12) This is a second-hand book.
- 13) Where did you buy this dress, in the flea market or the thrift shop?
- 14) They could fulfill various tasks.
- 15) He dreams of being a wealthy man.
- 16) He is very much interested in maths.
- 17) Although the car is second-hand, it is still in good condition.
- 18) I bought a lot of things on sale.

4. Extra reading 的目的是锻炼学生的独立阅读能力, 须在课上限时完成。教师可提出简短的问题让学生口头回答, 书中的理解性练习可留给学生自己课后完成。

5. Passage B 为补充课文, 旨在通过教师的指导提高学生独立阅读理解文章的能力, 并在阅读的基础上学习套用文中的重点精彩句型, 故重点应引导学生做好句型套用练习。

Passage B 的重要词汇注释如下

amused *a.* 好玩的, 愉快的

e.g. The cat is so cute that all the children feel amused.

anniversary *n.* 周年

e.g. Every year they would have a party on their wedding anniversary.

cash *n.* 现金

e.g. Excuse me, but I've no cash on me. Can I pay by cheque?

craft *n.* 工艺, 手艺

e.g. He knew the craft of making furniture.

credit *n.* 信用; 学分

e.g. He has received full credit for his studies.

You should have no trouble getting the loan if your credit is good.

glassware *n.* 玻璃器具类

e.g. This factory manufactures traditional Chinese glassware.

nice-looking *a.* 好看的

e.g. The cat is so nice-looking and so cute.

obviously *ad.* 明显地

e.g. Obviously, he forgot to take the book with him.

pack *v. & n.* 包裹

e.g. He is busy packing his belongings.

There is a pack of cards on the table.

settle *n. & v.* 安顿, 定居

e.g. He settled down with a family in this small town.

wedding *n.* 婚礼

e.g. I'm going to my sister's wedding tomorrow.

wrap *v.* 包裹; 包装

e.g. Fog wrapped the city.

The assistant wrapped it up for her as quickly as possible.

6. Applied writing 为商店导购图表的基本写作格式, 通常包括1) 部门名称; 2) 服务项目; 3) 位置、场所

7. Pick up your grammar 为复习谓语动词的将来时态: shall/will + 动词原形, 可参见语法附录II-4.-4)-(a)-(c)-(a)。教师还可根据学生的实际水平知道他们自学或补充少量短句进行口头语法练习。



VI. 练习答案 (Key to Exercises)

Key to Dialogues and Passage A

- ① 1. T 2. T 3. T 4. F
5. F 6. T 7. F 8. F

- ② 1. To give him some shopping advice.
2. To buy some Chinese silk products.
3. The bookstore is at the corner of 8th and Silver Streets, left of the First Department Store.
4. No. They're on the second floor.

5. They're on the fourth floor.
6. Mr. Liu is a tour guide.
7. He is going to buy a silk blouse and an embroidered tablecloth.
8. Yes. It seems Bill likes his idea.
- 3 1. go shopping, money
2. cheaper, prices
3. on sale, original
4. a good idea
- 5 1. A: Would you give me some advice?
That's a good idea!
2. A: I'm thinking of buying some Chinese souvenirs for my father.
B: The best idea is to go to the Arts and Crafts Store and buy a Chinese tea set there.
A: Where is the Arts and Crafts Store?
- 6 1. I'd like to 6. the Arts and Crafts Store
2. Sure 7. reasonable
3. buy something 8. go with
4. a good idea 9. Thank you/Thanks
5. You may/can 10. You're welcome/My pleasure
- 7 1. guide 2. advice 3. blouse 4. assistant 5. prefer
6. counter 7. interested 8. shopping 9. expensive 10. discount
- 8 1. I'd like to buy some gifts for my friends. What do you suggest?
2. You'd better buy these things at the supermarket. The prices there are quite reasonable.
3. Anne has come to the large department store, but she can not find the clothes counters.
4. The arts and crafts counters are on the fourth floor. You can buy the embroidered tablecloth there.
5. This silk blouse is very beautiful. Besides, it is not expensive.
- 9 1. a. 在这家饭店, 大家可以根据自己的口味选点不同的菜肴。
b. In this university, students may take different courses according to their interests.
c. In my family, we may talk about different things according to our own will.
2. a. 许多超市都会在夏天把冬季用品减价出售。
b. Furniture in this store is on sale the whole week.
c. This ten-dollar hat is now on sale for five.
- 10 1. T 2. F 3. T 4. T 5. F

Key to Passage B

- 1 1. c 2. b 3. c 4. d 5. a
- 2 1. a. 那个女演员是我所见过的最著名的影星之一。
b. The boy was one of the most hard-working students she had ever taught.
c. He is one of the cleverest men we have ever known.

2. a. 显然她好久没去过医院了，因为她对医院的一切都感到惊讶。
b. Obviously the old lady hadn't gone out walking for a long time, because her legs didn't walk well.
c. Obviously he hadn't known anything about his mother's death, because he bought a lot of presents for her on Spring Festival.
3. a. 最终我总算买了一辆二手自行车。
b. Anyway, in the end my mother settled for a beautiful house.
c. Anyway, in the end my son settled for a pair of sports shoes as Christmas present.

Key to Grammar

1. Shall we go to buy some fruits after school?
2. Will they go to that farm again to help the farmers with some work?
3. Don't wait for them. They will not come back for dinner.
4. Will you please send the letter through/by e-mail?
5. Will she be the first one to get up again?
6. There will be a new office building on the campus next year.
7. Why won't you ask him to go with you?
8. How will Spain celebrate their World Cup Championship?
9. She will be the last one to give us a speech.
10. My parents will fly to Shanghai to visit the 2010 World Expo.



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VII. 参考译文 (Text Translation for Reference)

对话 A: 你能给我提些建议吗?

刘先生是导游，现在他正在给他的一位外国客人比尔提一些购物建议。

比尔：我想给朋友买点东西，你能给我提点建议吗？

刘先生：当然。你想买什么？

比尔：我想买些有中国特色的产品。

刘先生：那么你可以买些中国丝绸产品，如刺绣手帕、桌布或真丝女衬衣等。

比尔：好主意！上哪儿去买呢？

刘先生：我建议你到银街的第一百货商店去买，离这儿只有两个街区的距离。

比尔：那儿的東西贵吗？

刘先生：不贵，第一百货商店的东西价格相当合理。

比尔：太好了！我还想逛逛书店。

刘先生：嗯…在银街和第8街的拐角处有一个书店，也就是在第一百货商店的左面。

比尔：多谢。
刘先生：不客气。

对话 B: 请问服装柜台在哪里？

比尔先生来到第一百货商店，这是个大购物中心，他找不到服装柜台，这时一个售货员走来帮他。

售货员：下午好，需要帮忙吗，先生？

比尔：噢，是的。我想买一件真丝衬衣，请问服装柜台在哪里？

售货员：在二楼，你可以乘这个扶梯上去，服装柜台在你右边。

比尔：谢谢。我还想买一块刺绣桌布，在哪儿买？

售货员：您可以到四楼的工艺品柜台。

比尔：多谢。

售货员：不客气。

短文 A: 购物场所

在美国，人们根据自己的经济条件选择不同的商店进行购物。有钱人常去大购物中心购物，但许多人通常到折扣店、廉价商店或超市买东西，因为这种商店的价格比较合理便宜。有些人喜欢买二手家具或家庭用品，因为这些二手货的状况依然良好，而且价格相当便宜。

在节日期间，许多商店的各种商品都降价出售，降价幅度是原价打9折到打5折，因此在节日期间购物是个好办法。

短文 B: 一位老年顾客

她90岁了，到商店来买一件结婚纪念礼品。显然她好长时间没出来买过东西了，因为她对物价感到十分惊讶。

她想买一件漂亮的玻璃器皿。售货员问她“你喜欢这盏玻璃灯吗？只要29美元，而且它是那么漂亮。”“29元钱买盏灯？”老妇人看上去十分惊讶，她说：“噢，天哪，瞧瞧现在的价格！”

不管怎样，最后她选中了一个玻璃花瓶，很漂亮，价钱只有8美元。她让售货员把花瓶包起来。售货员找了个蓝色的盒子，把花瓶装好，并包得很好看。然后她问老妇人是否想用信用卡付款。老妇人又一次显出迷茫的神情：“什么信用卡？你们不收现金吗？”这件事让女售货员感到很好笑，这位老太太是她遇到的最有趣的顾客之一。

Unit

11

Can I Help You?



I. 教学时间分配 (Time Allocation)

本单元共4~5学时，对话1学时；课文A及练习2~3学时，课文B、语法等1学时（教师可根据本单元内容的难易程度稍做增减）。课外阅读的目的是为了锻炼学生的独立阅读能力。教师须在课上限时完成，可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。



II. 教学目的与要求 (Aims and Requirements)

I 内容重点 (Language Focus)

1. 交际重点 (Communicative Focus)

询问和介绍物品的规格、质量、颜色、款式等

2. 重点单词和词组 (Focal Words and Expressions)

eagerly, spring, stock, tight, variety, try on, fitting room, spring sale, make room for

3. 重点句型和习惯表达法 (Focal Functions and Patterns)

- 1) Good morning. Can I help you?
What can I offer / show you?
Can I be of any assistance to you?
May I help you?
- 2) I'd like to see some (typical Chinese dolls).
May I have a look at (that T-shirt)?
Do you have (blue skirts) in size Large?
May I see (that blouse), please?
- 3) I prefer those light-colored (jackets).
The blue / white (skirt) looks nice. May I try it on?
(My husband) wears size Large, but this one looks small.
- 4) It fits me well. But I don't like the style.
The color is nice. But it's not the right size.
Have you got the dark-colored (suit) in size 44?
That's just (my) size. But it looks small.
I think it's too tight.
- 5) Oh, great. I like this design.
Perfect. The color looks nice!
The color matches my skin.

III 技能要求 (Skills Development)

1 听说 (Listening and Speaking)

熟读对话与课文，背诵对话和课文的语句，并能就课文内容进行问答。

2 读译 (Reading and Translating)

能朗读并翻译（英译汉）有关有关询问和介绍物品的规格、质量、颜色、款式等等的小短文。

3 写 (Writing and Applied Writing)

- a. 能使用所学词汇、句型和语法写出有关询问和介绍物品的规格、质量、颜色、款式的英文语句。
- b. 熟悉平面导购图和其他简单的购物指南图。



III. 背景资料 (Background Information)

All over the world it's probably true to say that people are beginning to look more and more the same. Wherever you look it's the same kind of thing: trousers and jackets for men, dresses for women, and of course jeans and T-shirts for the young or even for the old.

These days the sheer variety of casual or sports clothing is enormous. Shirts for men or blouses for women can be long sleeved or short sleeved. The stripes can be broad or narrow and the plain can be any colour under the sun.

Since there are a lot of shopping places, you can buy clothes in a supermarket, a department store or a boutique selling fashionable clothes.

Many stores will have various items on sale during holiday seasons. The prices are lower than the original ones. So at this time, you can get good buys.



IV. 语言点 (Language Points)

I 课文补充注释 (Notes to Dialogues and Passage A)

1. May I try it on? (Dialogue A)

我可以试穿吗?

这里的代词“it”必须放在try和on的中间。试比较下列各句:

- a. Alice wants to try it on.
艾丽斯想试穿它。
- b. Alice wants to try on that green blouse.
艾丽斯想试穿那件绿色的女衬衫。
- c. Alice wants to try that green blouse on.
艾丽斯想试穿那件绿色的女衬衫。

2. I'm afraid not. (Dialogue B)

恐怕不行。

这是简略形式。这个句子展开后应是:

I'm afraid that we don't have any discount on this blouse.

I'm afraid是口语化的表达法,意思是“恐怕”。在这里不能翻译成“我害怕”。试比较下列各句:

- a. I'm afraid I'm late. 我恐怕迟到了。
- b. I'm afraid (that) I will be late. 我恐怕要迟到了。

c. Li Ming put it down with care, because he was afraid of breaking it.

李明小心翼翼地放下它，怕把它打碎。

3. The prices are much lower than usual.

价格比平常低得多。

lower是形容词low的比较级，意思是更低的，lower than 比…更低。

e.g. This river is lower than that one.

这条河比那条河浅。

e.g. This house is much lower than that one.

这座房子比那座矮得多。

III 词汇用法 (Word Usage)

salesperson *n.*: a person who sells goods in a shop 售货员

e.g. He works as a salesperson in that store.

madam *n.*: respectful form of address to a woman 女士

e.g. Can I help you, madam?

shelf *n.*: flat, rectangular piece of metal, glass or other material, fastened at right angles to a wall or in a cupboard, bookcase, cabinet, etc. 货架，架子

e.g. I like the blue dress on the 4th shelf.

sock *n.*: short stocking not reaching the knee 袜子，短袜

e.g. Take off your socks and wash them now.

fitting *n.*: act of trying on 试穿，试衣

e.g. I'm ready for a fitting.

tight *a.*: fastened, fixed closely 紧的，紧身的

e.g. The drawer is so tight that I can't open it.

This pair of shoes are so tight that they hurt.

Antonym: **loose / free** *a.*: not fastened, not tied up 松的，宽的

e.g. This jacket is too tight. I like a bit loose one.

spring

1) *n.* season between winter and summer 春天，春季

e.g. They are busy with spring ploughing.

We like to go for an outing in spring.

2) *v.* jump suddenly from the ground 跳，跃，弹跳

e.g. Hearing the news, Tom sprang out of bed with

delight *n.*: device of twisted, bent, or coiled metal or wire which tends to return to its shape or position when pulled or pushed or pressed 弹簧

e.g. The spring was poor in quality.

boot *n.*: outer covering for the foot and ankle, made of leather or rubber 长靴

e.g. Santa Claus wears white beard and boots.

eagerly *ad.*: 热切的, 渴望地

e.g. Li Ming wants eagerly to join the army.

As Spring Festival draws near, most Chinese eagerly try to buy a lot of things.

variety *n.*: quality of not being the same, or not being the same at all times 多种多样

e.g. His writing lacks variety.

You can enjoy a variety of activities there.

stock

1) *n.* goods available for sale 库存, 现货

e.g. Have you any casual shoes of this kind in stock?

The book is out of stock now.

2) *n.* shares in the capital of a business company 股票

e.g. This is common stock and that is preference stock.

cashier *n.*: person who receives and pays out money in a bank, store, hotel, restaurant 收款员

e.g. Li Hong works as a cashier in that supermarket.

politely *ad.*: in a polite way 有礼貌地

e.g. "Would you mind my opening the window?" he asked politely.



V. 练习指导及补充练习 (Guide to Exercises and Supplementary Exercises)

1. Check your understanding 的目的是检验学生对对话及短文的理解, 教师应引导学生用自己的话回答, 并围绕这些练习就对话与课文的内容与词汇句型等的用法进行口头训练, 不要把它们作为单纯的理解练习使用。

2. Learn to communicate 的目的是巩固并扩展本课所学物品的规格、质量、颜色、款式等句型。教师应要求学生背诵并引导学生在课上创造更多的语境进行实际训练。

补充句型:

- 1) What can I do for you? / How may I help you?
您想买点什么?
- 2) Could you show me the blue dress, please?
您能给我看看那件蓝色连衣裙吗?
- 3) I like the red jacket. Is it available in my size?
我喜欢这件红色的夹克。有我的尺码吗?

- 4) I don't like the color. It's too bright.
我不喜欢这颜色，太艳了。
- 5) I like the color but not the style. It looks rather old fashioned.
这喜欢这颜色，但不喜欢这款式，样子过时了。
- 6) The material is too thick. I would like something lighter.
这面料太厚了，我喜欢薄一点的。
- 7) It's a good fit. (你穿上它)很合体。

3. Build up your language stock 的目的是为了加深学生对本课词汇的理解及提高学生的灵活应用能力。教师可以增加一些类似的词汇搭配练习，在练习中扩大学习量。最好归纳本课的重点词汇和用法，使学生学会使用。

重点句型归纳:

- 1) Offering Help
Good morning. Can I help you?
What can I offer/show you?
Can I be of any assistance to you?
May I help you?
What can I do for you?
How may I help you?
- 2) Expressing What you Want
I'd like to see some typical Chinese dolls.
May I have a look at that T-shirt?
May I see that blouse, please?
Do you have blue skirts in size Large?
I prefer those light-colored jackets.
Could you show me the blue dress, please?
I like the red jacket. Is it available?
The blue / white skirt looks nice. May I try it on?
Have you got the dark-colored suit in size 44?
- 3) Expressing Dissatisfaction
That's just my size. But it looks small.
My husband wears size Large, but this one looks small.
It fits me well. But I don't like the style.
The color is nice. But it's not the right size.
I don't like the color. It's too bright.
I like the color but not the style. It looks rather old fashioned.
The material is too thick. I would like something lighter.
I think it's too tight.

4) Expressing Satisfaction

Oh, great. I like this design.

Perfect. The color looks nice!

The color matches my skin.

It's a good fit.

补充练习:

(将下列句子译成英文:)

- 1) 晚上好, 太太, 您想买点什么? (may)
- 2) 请您给我拿那件裙子看看好吗? (show)
- 3) 我不喜欢这样子, 又长又瘦。 (style, narrow)
- 4) 噢, 太棒了! 我喜欢这款式。 (style)
- 5) 你可以在试衣间试穿这件连衣裙。 (try on, fitting room)
- 6) 那家商店正进行休闲服春季大甩卖。 (spring sale)
- 7) 我把这抽屉腾出来是为了放新买的那些书。 (make room for)
- 8) 在美国呆了4年之后, 他很想回国。 (eagerly)
- 9) 一年有四个季节, 我最喜欢春季。 (spring)
- 10) 这家商店备有大批小五金存货。 (stock, hardware)
- 11) 这个钢笔套太紧了, 我弄不开。 (tight)
- 12) 她采用各种方法使孩子们高兴。 (variety)
- 13) 对不起, 我看一下那件短袖男衬衣好吗? (have a look)
- 14) 你穿上这件连衣裙很合体。 (fit)
- 15) 这种浅色的鞋有货吗? (light-colored)
- 16) 我穿4号。 (size)
- 17) 这双鞋有点紧。 (a bit too tight)

(译文:)

- 1) Good evening, ma'am. May I help you?
- 2) Could you show me the skirt, please?
- 3) I don't like the style. It's too long and narrow.
- 4) Oh, great! I like this style.
- 5) You can try on the dress in the fitting room.
- 6) That store is having its spring sale of casual clothes.
- 7) I emptied the drawer to make room for newly-bought books.
- 8) He wanted eagerly to go back home after four years' stay in America.
- 9) There are four seasons in a year. I like spring most.
- 10) This store keeps a large stock of hardware.
- 11) The cap of the pen is so tight that I can't open it.
- 12) She made the children pleased in a variety of ways.

- 13) Excuse me, may I have a look at the shirt with short sleeves?
- 14) The dress fits you very well.
- 15) Have you any light-colored shoes in stock?
- 16) I wear size four.
- 17) This pair of shoes are a bit too tight.

4. Extra reading 的目的是锻炼学生的独立阅读能力，须在课上限时完成。教师可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。

5. Passage B 为补充课文，旨在通过教师的指导提高学生独立阅读理解文章的能力，并在阅读的基础上学习套用文中的重点精彩句型，故重点应引导学生做好句型套用练习。

Passage B 的重要词汇注释如下

bargain *n. & v.* 交易，还价，便宜货

e.g. This jacket is a real bargain at such a low price.

If you bargain with them they might reduce the price.

coupon *n.* 折扣券

e.g. I've kept the special coupon for the box of washing powder, so that I can get my next box cheaper.

expected *a.* 预期的，期待的

e.g. They have realized the expected target set for this project.

final *a. & n.* 最终的；决赛，结局

e.g. Is that your final offer?

My judgment is final.

The student is anxious to know the grade of his final examination.

lucky *a.* 幸运的

e.g. I was very lucky to get a copy of the dictionary.

yard *n.* 码，院子

e.g. She likes to sit in the yard, watching her grandson playing.

Do they still buy cloth by the yard in Britain?

6. Applied writing 为导购图的基本写作格式。除了整体商店导购图以外，本课还简要介绍了不同楼层的平面导购图和其他简单的购物指南图。引导学生自己设计英语导购图。

7. Pick up your grammar 为复习谓语动词的现在完成时态的肯定句、否定句与疑问句，可参见语法附录II-4.-4)-c.-a)。教师还可根据学生的实际水平知道他们自学或补充少量短句进行口头语法练习。



VI. 练习答案 (Key to Exercises)

Key to Dialogues and Passage A

- ① 1. She wants to buy a blouse.
2. She usually wears size 6.
3. It's a bit too tight this time.
4. She likes green and yellow.
5. It costs 128 yuan.
- ② 1. F 2. F 3. T 4. F 5. T 6. T 7. T
- ③ 1. c 2. d 3. a 4. e 5. b
- ⑤ 1. morning/afternoon, 2. show/offer
3. what about 4. in the same style
5. a different color 6. good/nice/great
7. size 8. Is it the right
- ⑥ 1. d 2. f 3. c 4. b 5. a 6. e
- ⑦ 1. Can I help 6. May/Can I have
2. May I see 7. don't have
3. please 8. your size
4. Of course 9. next to
5. don't like 10. try it on
- ⑧ 1. Excuse me. May I have a look at that coat, please?
2. How does this skirt fit? It fits me well. But I don't like the color.
3. My husband likes/prefers light-colored clothes.
4. Do you have that light-blue jacket in size 44?
5. Alice is trying on that yellow skirt. It is a little bit too long.
6. This jacket is a bit too tight. May I have one in size large?
- ⑨ 1. a. 这是开学的第一天, 大学校园里到处是学生。
b. It is the last day of the golden week, and the railway station is full of tourists.
c. It is the rush hour of the day, and the streets are full of cars and buses.
2. a. 那么你想要把椅子坐一下吗?
b. Would you like a rope to tie all the books with then?
c. Would you like a dictionary to refer to then?
- ⑩ 1. T 2. F 3. T 4. T 5. T

Key to Passage B

- ① 1. T 2. F 3. T 4. T 5. F
- ② 1. a. 通过与外国人谈话, 你就有机会学会说英语。
b. There are always chances that you can get promoted by joining big companies.
c. There are always chances that we can get the necessary information by searching online.
2. a. 这样你就清楚如何充分利用图书馆。
b. In this way, we'll have a clear picture of how to get the biggest profit at the lowest cost.
c. In this way, we'll have a clear picture of how to help the poor without hurting their feelings.
3. a. 考驾照时别忘了我的忠告, 你就会通过的。
b. Tell me the truth, and I'll forgive you.
c. Take one or two good exercise books and stick to them, and you'll get the satisfactory result.

Key to Grammar

- ① 1. have cleaned, cleaned
2. have learned, learn
3. is visiting, has visited
4. buys, has bought
5. haven't seen, saw
- ② 1. The students have put on three English plays so far.
2. We've taken a lot of pictures on the beautiful farm.
3. They have been busy in the last two months.
4. The president has not talked with Mr. Green about the plan yet.
5. How time flies! The term has come to an end.
6. Lily has gone to the airport.



VII. 参考译文 (Text Translation for Reference)

对话 A: 我能为您做些什么?

艾丽丝在一家百货公司, 她想买一件短衫, 服务员正在为她服务。

服务员: 下午好, 太太。想买点什么?

艾丽丝: 请把那件短衫给我看看。

服务员: 哪一件, 太太?

艾丽丝: 第三个货架上那件绿色的, 就在蓝袜子旁边。

服务员： 给你。
艾丽丝： 这是多少号的？
服务员： 6号。
艾丽丝： 我就穿6号，但看上去小一点，我可以试一试吗？
服务员： 当然可以，试衣室在你右边。

对话 B: 合适吗？

艾丽丝走进试衣室，几分钟后，她穿着绿色短衫走了出来。

服务员： 合适吗？
艾丽丝： 我觉得有点紧，我试试8号的行吗？
服务员： 对不起，8号没有绿色的，那件黄色的行吗？
艾丽丝： 行，看上去不错，我试一下，我也喜欢黄色。（艾丽丝试着穿上黄色的短衫）
不错，非常好，多少钱？
服务员： 128元。
艾丽丝： 不打折吗？
服务员： 不打。
艾丽丝： 好，就要这件吧。

短文 A: 我不需要袋子

一家大商店正在进行靴鞋春季大甩卖。今天是大甩卖的第一天，商店里挤满了买鞋的女士们，她们都在急切地试穿着各种靴鞋。各种各样，五颜六色的靴鞋，价格比正常价低很多，因为商店想全部卖掉这些靴鞋以便进新货。

收款员忙得不亦乐乎，他们忙着收钱，同时给顾客提供袋子装好新鞋。格林太太手拿鞋款，走到一个收款员那里说：“我不要袋子，谢谢，新鞋我已穿上了”。收款员客气地问她：“那你是否需要袋子把旧鞋装上呢？”格林太太马上答道：“我已把旧鞋卖给别人了”。

短文B: 购物如何省钱

购物时，只要记住以下主要三点，你就可以少花钱：

第一，尽量多看购物广告，这样，你就能清楚地知道到哪里去买最便宜的东西，如果运气好，你会买到比你预料的价格还要低的便宜货。

第二，收集一些折扣券。有了折扣券你就可以省钱。

第三，你得记住，不同时候，不同商店的价格变化很大。在露天市场、跳蚤市场或庭院甩卖，一些商品的价格都是可以还价的。你总有机会通过讨价还价来买到便宜的商品。

去买东西时记住这几点，你就可以省钱了。

Unit 12

A Souvenir to Remind Me of China



I. 教学时间分配 (Time Allocation)

本单元共4~5学时，对话1学时；课文A及练习2~3学时，课文B、语法等1学时（教师可根据本单元内容的难易程度稍做增减）。课外阅读的目的为锻炼学生的独立阅读能力。教师须在课上限时完成，可提出简短的问题让学生口头回答，书中的理解性练习可留给学生自己课后完成。



II. 教学目的与要求 (Aims and Requirements)

I 内容重点 (Language Focus)

1. 交际重点 (Communicative Focus)

挑选和购买纪念品、付款方法、付款方式问答、商品广告等

2. 重点单词和词组 (Focal Words and Expressions)

guess, purchase, remind, separately, be popular with, compare, consume, regular, style, be ready for, must be

3. 重点句型和习惯表达法 (Focal Function and Patterns)

- 1) a. Where can I pay for this skirt?
b. Please go over to Register 5. It's over there on your right.
c. Please go to the cashier.
- 2) a. Shall I wrap it up?
b. Yes. Please wrap it up in a nice piece of paper.
c. Can you wrap it up in colored paper?
d. Would you please wrap them up separately?
e. I'll pack them in two boxes and then wrap the boxes in beautiful paper.
- 3) a. Do you accept credit cards?
b. Can I pay by credit card?
c. I'm afraid you can't. We only accept cash.
d. Can I use my credit card for my purchase?
e. Are you going to pay in cash or by credit card?

II 技能要求 (Skill Development)

1 听说 (Listening and Speaking)

熟读对话与课文，背诵对话和课文的语句，并能就课文内容进行问答。

2 读译 (Reading and Translating)

能朗读并翻译（英译汉）有关介绍挑选和购买纪念品、付款方法等的小短文。

3 写 (Applied Writing)

- a. 能使用所学词汇、句型和语法写出有关挑选和购买纪念品、付款方法等的英文语句。
- b. 能套写商店导购图解。



III. 背景资料 (Background Information)

Typical Chinese Handicraft Articles

Foreign visitors are very much interested in Chinese arts and crafts famous for their excellent workmanship. They like to buy something distinctively Chinese. The following are typical Chinese handicraft articles.

A. Artistic tapestry (艺术挂毯) is the highest form of expression of the rug weaving art, an exquisite handicraft of superb artistry in typical Chinese style.

B. Chinese embroidery (刺绣) has its own unique features. Suzhou embroidery is hand-made in the technique of double-sided embroidery. Both sides display exactly the same pattern.

C. Paper-cuts (剪纸) can serve as a good souvenir for a foreigner's trip of China.

D. The cloisonné ware (景泰蓝) has a high reputation both at home and abroad.

E. China also has many other kinds of arts and crafts, such as the tri-colored glazed pottery of the Tang Dynasty (唐三彩), lacquer-ware (漆器), jade carvings (玉雕) etc.

Terms of Payment

Generally speaking, there are three terms of payment when we go shopping: in cash, by check and by credit card.

Some stores accept cash only. Some accept all of them. We know that carrying much cash with yourself is neither convenient nor safe. The advantage of the credit card is convenience for people to carry. If you have a credit card, you can buy things at different places up to a certain limit and pay one cumulative bill at the end of the month. A check is also convenient for people to carry. When you make the payment, you just need to write a check. It's very easy. When you travel, you can buy traveler's checks from a bank instead of carrying a lot of money.

So it is hard to imagine that people could do business without the services of a bank.



IV. 语言点 (Language Points)

I 课文补充注释 (Notes to Dialogues and Passage A)

1. Now he comes to the souvenir store to buy something typically Chinese to take back home. (Dialogue A)

现在他来到一家纪念品商店想买一些中国特色的纪念品带回去。

something typically Chinese: something 是不定代词，其定语只能后置，故 Chinese 修饰 something 只能放在其后。副词 typically 修饰 Chinese。

e.g. Is it something important?

事情重要吗？

e.g. I think I'd come and see if they had anything new.

我想我会来看看他们有没有新东西。

2. I'll take two of the same kind. (Dialogue B)

我想买两个一样的。

... of the same kind 是介词短语，作定语，修饰 two。这里 two 后面省略了 dolls。

e.g. I want that black jacket of the same size.

我要那件相同尺寸的黑色夹克衫。

e.g. I'd love to go for two pairs of socks of the same style.

我喜欢买两双款式一样的袜子。

3. How do you buy things you want? (Passage A)

你如何购买你要买的东西?

you want 是一个省略了关系代词that/which的定语从句, 修饰先行词things, that/which在从句中作宾语, 故可省略。

e.g. This is the book (that/which) I want.

这是我想买的书。

e.g. This is the novel (that) I like best.

这是我最喜欢的小说。

4. Perhaps the best way is to read advertisements. (Passage A)

最好的办法恐怕是看看广告。

to read advertisements 是动词不定式, 在句中作表语。

e.g. My job is to teach English.

我的工作就是教英语。

e.g. What we should do is to help Li Ming with his English.

我们应该做的是帮助李明学英语。

5. Buy any genuine Crable sweatshirt at regular price and receive a pair of Crable pants at no cost. (Passage A)

按正常价买一件货真价实的Crable牌衬衣, 免费赠送一条短裤。

这是常用的广告用语。其句子的完整形式应是: If you buy any genuine Crable sweatshirt at the regular price, you can receive a pair of Crable pants at no cost. At no cost 的意思是free of charge。

6. Choose from a selection of styles and colors. (Passage A)

款式颜色齐全, 任您挑选。

这也是常用的广告用语。其句子的完整形式应是: You can choose from a wide selection of styles and colors.

II 词汇用法 (Word Usage)

pick *v.*: choose, select 挑选, 选择

e.g. Whenever our mum gives us apples to eat, my younger brother, Jack, always picks the biggest one

compare *v.*: examine, judge, say, how far persons or things are similar or not similar 比较

e.g. This can't compare with that.

The results have been carefully checked and compared.

comparison *n.*: the act of comparing, statement which compares 比较, 相比

e.g. There is no comparison between these two pictures.

tiring *a.*: making tired 引起疲劳的, 令人厌倦的

e.g. I didn't like traveling. I think it is a tiring business.

It has been a tiring climb.

tired *a.*: weary in body or in mind 疲劳的, 累的

e.g. Go to bed. You look tired out.

indeed *ad.*: really, truly 真正地, 确实

e.g. A friend in need is a friend indeed.

instance *n.*: fact supporting a general truth 例子, 事例

e.g. This is only one instance out of many.

There are many instances of good people and good deeds.

Synonym: **example**

e.g. Example is better than precept.

consuming *a.*: using up, costing 消耗的, 花费的

e.g. I don't like shopping around because I think it's time-consuming.

This is a labor-saving but time-consuming washing machine.

consume *v.*: use up 消费, 消耗, 用掉

e.g. The paper has been consumed.

consumer *n.*: person who uses goods 消费者

e.g. That is the right of a consumer.

pants *n.*: two-legged undergarment hanging from the waist 短裤

e.g. These pants are made in China.

genuine *a.*: true, really what it is said to be 真正的

e.g. This shirt is genuine Crable.

sweatshirt *n.*: sweater with long sleeves 圆领长袖运动衫

e.g. I bought a red sweatshirt yesterday.

regular

1) *a.* coming, happening, done, again and again 常规的, 正常的

e.g. We should keep regular hours.

Tom had no regular work.

2) *a.* evenly arranged 整齐的, 匀称的

e.g. He has regular teeth.

The girl in the red jacket has a regular figure.

selection *n.*: choosing 选择, 挑选; a collection of (things) 各种各样的

e.g. This department store has a good selection of radios.

This is a selection from great poets.

select *v.*: choose 挑选, 选择

e.g. I want to select a Christmas present for my son here.

Who has been selected to lead the delegation?

style *n.*: general appearance, form, or design; kind or sort 式样

e.g. I don't like the style. It is old fashioned.

golf *n.*: game played by two or four persons with a small hard ball, driven with golf-clubs into a series of 9 or 18 holes over a stretch of land called a golf course or golf links 高尔夫球

e.g. I enjoy playing golf at weekends.

bonus *n.*: extra payment above the agreed amount 奖金, 奖励

e.g. Every purchaser of a pound of coffee received a box of cookies as a bonus.

souvenir *n.*: sth. taken, bought or received as a gift, and kept as a reminder of a person, place, etc. 纪念品

e.g. My husband often buys some souvenirs for me every time he is out of town on a business trip.

scarf *n.*: long strip of material (silk, wool, etc) worn over the shoulders, round the neck or over the head 围巾

e.g. My son washes his red scarf once a week.

remind *v.*: cause to remember, cause (sb) to think of 使记起, 提醒

e.g. Please remind me that I must call her up before nine.

He reminds me of his brother.

reminder *n.*: sth that helps sb. to remember sth. 提醒者(物), 令人回忆的东西, 纪念品

e.g. He hasn't paid me that money yet. I must send him a reminder.

pack *v.*: put things into a box, bundle, bag, etc. 包装, 打包

e.g. Have you packed up your things?

Please pack these clothes into the trunk.

credit

1) *n.* belief; trust; faith 相信;

e.g. I place full credit in the government's abilities.

2) *n.* belief that a person, business company, etc can pay debts, or will keep a promise to pay 信用

e.g. No credit card is allowed at this shop, and payment must be in cash.

His credit is good for only \$50.

3) *n.* money shown as owned by a person, company, etc. in a bank account (银行中的) 存款

e.g. How much do I have on the credit side of my account?

4) *n.* a measure of a student's work, esp. at a university, often equals to one hour of class time per week 学分

e.g. French 101 is a 3-credit course that meets Mondays and Fridays.

purchase *n.*: buying or sth bought 购买的物品, 购买。 *v.*: buy 购买

e.g. He filled the car with his purchases.

I will make some purchases at that department store tomorrow.

Mr. Smith purchased a black car last week.

What do you want to purchase at the women's clothing department?

Usage: buy & purchase 这两个词都有“买”的意思。buy 指数额较小的, 较为随便的购买, 常用于日常生活中。purchase常指经过慎重考虑或签订合同的正式购买, 或指商业上成批购买。

slip *n.*: narrow strip of paper 纸条

e.g. I often write some English words on the slips and put them in my pockets so that I can read them whenever I have time.

doll *n.*: model of a baby or person, usually for a child to play with 玩具娃娃

e.g. I bought a doll for my son last week.

grandchild *n.*: daughter or son of one's son or daughter 孙子(女), 外孙(女)

e.g. My mother-in-law is a very kind person. She loves her grandchildren.

guess *v.*: form an opinion, give an answer, make a statement, based on supposition, not on careful thought, calculation or definite knowledge 猜测

e.g. I should guess his age at about 30.

Please guess what I have brought to you.

wrap *v.* cover or roll up 包, 裹

e.g. This is the present for my husband. Would you wrap it up in bright-colored paper?

separately *ad.*: in a separate manner 分开地

e.g. Tie them up separately.

Please wrap them up separately.

separate *a.*: divided; not joined or united 分离的, 不相连的; *v.*: divide 分离, 分开

e.g. They have gone to separate places.

Cut it into three separate parts.

England is separated from France by the channel.

cash *n.*: money in coins or notes 现金

e.g. I have no cash with me. May I pay by check?

register

1) *n.* a counter where payment is made 收款处

2) *v.* make a written and formal record of, in a list 登记, 注册

e.g. The register is just around the corner.

I registered a new trademark of the products yesterday.

I planned to register for the first semester.



V. 练习指导及补充练习 (Guide to Exercises and Supplementary Exercises)

1. Check your understanding 的目的是检验学生对对话及短文的理解，教师应引导学生用自己的话回答，并围绕这些练习就对话与课文的内容与词汇句型等的用法进行口头训练，不要把它们作为单纯的理解练习使用。

2. Learn to communicate 的目的是巩固并扩展本课所学“挑选和购买纪念品，付款方式”的句型。教师应要求学生背诵并引导学生在课上创造更多的语境进行实际训练。

补充句型:

- 1) Shall I pack it for you? 我帮你把它包起来好吗?
- 2) Would you find a nice box to pack it? 你能找一个好看一点的盒子把它装起来吗?
- 3) I'll make it look like a real gift. 我要把它包装成一个很像样的礼品。
- 4) I wonder if you will accept a credit card? 能用信用卡付款吗?

3. Build up your language stock 的目的是为了加深学生对本课词汇的理解及提高学生的灵活应用能力。教师可以增加一些类似的词汇搭配练习，在练习中扩大学习量。最好归纳本课的重点词汇和用法，使学生学会使用。

重点句型归纳:

- 1) Asking where to pay
 - a. Where can I pay for this skirt?
 - b. Please go over to Register 5. It's over there on your right.
 - c. Please go to the cashier.
- 2) Packing
 - a. Shall I wrap it up?
 - b. Yes. Please wrap it up in a nice piece of paper.
 - c. Can you wrap it in colored paper?
 - d. Would you please wrap them up separately?
 - e. I'll pack them in two boxes and then wrap the boxes in beautiful paper.
 - f. Shall I pack it for you?
 - g. Would you find a nice box to pack it?
 - h. I'll make it look like a real gift.

- 3) Terms of payment
 - a. Do you accept credit cards?
 - b. Can I pay by credit card?
 - c. I'm afraid you can't. We only accept cash.
 - d. Can I use my credit card for my purchase?
 - e. Are you going to pay in cash or by credit card?
 - f. I wonder if you will accept credit cards?

补充练习:

(将下列句子译成英文:)

- 1) 请到4号收银台付账, 一共是400元。(register, total)
- 2) 请您用漂亮的纸把它包起来好吗?(wrap up)
- 3) 我想用信用卡付账可以吗?(credit card)
- 4) 这本书使我想起了中国。(remind ... of)
- 5) 你有零钱付小费吗?(change, tip)
- 6) 我将把这两件礼物分别装在两个盒子里。(pack, separately)
- 7) 我们只收现金。(accept)
- 8) 他们觉得李明讲的故事很有趣。(amuse)
- 9) 你能猜到这个词的意思吗?(guess)
- 10) 上周我买了一个旅行包。可是现在它的拉链坏了。(purchase, zip)
- 11) 在英国各种各样的酒馆受到来自世界各地游客的欢迎。(be popular with, pub)
- 12) 你用现金付账吗?(in cash)

(译文:)

- 1) Please go over to Register 4 to pay for it. The total is 400 yuan.
- 2) Could you wrap it up in beautiful paper?
- 3) I want to pay for it by credit card. Is that OK?
- 4) This book reminds me of China.
- 5) Have you any change for a tip?
- 6) I will pack these two gifts in two boxes separately.
- 7) We only accept cash.
- 8) They were amused at the stories Li Ming told.
- 9) Can you guess the meaning of this word?
- 10) Last week I purchased a travel bag. But now the zip is broken.
- 11) Pubs in Britain are popular with the visitors around the world.
- 12) Are you going to pay in cash?

4. Extra reading 的目的是锻炼学生的独立阅读能力，须在课上限时完成。教师可提出简短的问题让学生口头回答。书中的理解性练习可留给学生自己课后完成。

5. Passage B 为补充课文，旨在通过教师的指导提高学生独立阅读理解文章的能力，并在阅读的基础上学习套用文中的重要精彩句型，故重点应引导学生做好句型套用练习。

Passage B 的重要词汇注释如下

fresh *a.* 新鲜的；振作的

e.g. She was as fresh as a daisy after the nap.

How nice it is to breathe in so much fresh air.

fry *n.* 油炸食物，油炸

e.g. She fried the eggs in a frying-pan.

Eating a lot of fries will do harm to your health.

smell *n. & v.* 味道；闻（味道），有…味道

e.g. I can smell something burning in the kitchen.

This room smells of fish.

sound *n. & v.* 声音；听起来

e.g. That argument sounds reasonable.

It's difficult for me to pronounce that sound in French correctly.

view *n. & v.* 景色；视野；观点；看待

e.g. The train has disappeared from view.

She doesn't view herself as a success.

What is your view on primary school education in that country?

6. Applied writing 为商店导购图的编制。商店导购图的编制并不复杂，关键就是导购图涉及的各个项目的名称，如位置、销售部门及服务项目等。至于销售的商品名称，可逐步学习积累。可引导学生根据本地商店的情况制作英语导购图。

7. Pick up your grammar 为复习英语句子成分，可参见语法附录1-2。教师还可根据学生的实际水平知道他们自学或补充少量短句进行口头语法练习。



card.
e on the paying slip.

2. settles for 3. popular
5. pack 6. feel amused

2. a. 当然了, 你不能一个人拿所有的东西, 那太费力了。
 b. Definitely, you can't buy all the brand name shirts because it's too money-consuming.
 c. Obviously, you can't check all the numbers one by one because it's time-consuming.

10 1. d 2. c 3. a 4. b 5. e

Key to Passage B

- 1 1. c 2. b 3. c 4. b 5. a
- 2 1. a. 我兴奋得整晚睁大眼睛没睡觉。
 b. They were so worried that they went to work with breakfast left untouched.
 c. I was so tired that I went to sleep with the warm coat on.
 2. a. 这张全家福常常使我想起和父母在一起的好时光。
 b. The old house often reminds them of their childhood.
 c. The sight of the clock reminded me that I was late.
 3. a. 多么幸福的时刻呀, 我所有的亲友都出席我的毕业典礼。
 b. What a romantic Valentine's Day, with so many roses and chocolates given by my boyfriend.
 c. What an unforgettable evening, with so many students seeing him off at the airport.

Key to Applied Writing

1 Guide Map to the Supermarket

Name of department	Type of service	Location
Household	TV, Refrigerators, Washing	F2
Appliances	machines, Microwaves	
Garments	Garment Accessories	F1
	Casual Wear	
	Children's Accessories	
Food	Vegetables, Fruits, Meats,	B1
	Cooked food & Groceries	

2 Guide Map into the Community Bookshop

- | | |
|---|----|
| 1. Common Categories: Novel, Magazine | F1 |
| 2. Children: Textbook, Reading materials | F2 |
| 3. Test: Tutorial materials, TOEFL test papers | F3 |
| 4. Video: CD, VCD, Cassette Tape | F4 |

Key to Grammar

- ① Where will they stay in (that small) town?
状语 谓语+主语 前定语 状语
译文: 他们会住在那个小镇的什么地方呢?
- ② When shall I become a teacher?
状语 谓语+主语 表语
译文: 我何时才能成为一名教师?
- ③ What shall we give them as a Christmas gift?
宾语 谓语+主语 宾语 状语
译文: 我们给他们送点什么作为圣诞礼物呢?
- ④ Who will be happy to work as a guide for (the African) tourists?
主语 谓语 表语 补语 (前定语) 状语
译文: 谁愿意为非洲游客作导游?
- ⑤ Why shall we wait for him for such a long time?
状语 谓语+主语 宾语 状语
我们为什么要等他这么长的时间?
- ⑥ How will you communicate with them without an interpreter?
状语 谓语+主语 宾语 状语
译文: 没有翻译你将怎样与他们沟通?
- ⑦ Which classroom will be yours?
定语 主语 谓语 表语
译文: 哪一间教室将是我们的?



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VII. 参考译文 (Text Translation for Reference)

对话A: 需要包装一下吗?

马克到中国来旅游, 3天后他将回美国, 他来到一家纪念品商店想买一些中国特色的纪念品带回去。

服务员: 你喜欢这条围巾吗? 这是典型的中国纪念品。

马克: 我非常喜欢, 回国后, 看到它就会让我想起中国, 我买了。

服务员: 需要包一下吗?

马克: 对, 请包一下, 请用彩色纸包起来。

服务员: 可以。这样包行吗?

马克: 很好, 谢谢, 我可以用信用卡付款吗?

服务员: 可以。美国运通卡、维萨卡和万事达卡都可以用。请到收款处付款。

收款员: 给你, 请在这张单子上签名。祝你愉快。

马克: 谢谢。也祝你愉快。

对话 B: 现金还是信用卡?

安德逊太太要回英国去了, 她来为她的孙子和孙女买些中国布娃娃。

服务员: 太太, 这个布娃娃怎么样?

安德逊太太: 噢, 太可爱了, 我很喜欢。

服务员: 小孩子都很喜欢这种布娃娃。

安德逊太太: 我想买两个, 请你分别包起来。

服务员: 可以, 我把它分别装进两个盒子里, 再用漂亮的彩纸把盒子包起来。

安德逊太太: 太好了, 谢谢。

服务员: 不客气, 你是想用现金还是用信用卡付款?

安德逊太太: 用现金。

服务员: 行, 请到12号收款处交款, 就在那边你的左前方。

收款员: 收你55元, 两个布娃娃总计是53.40元。这是找给你的1.60元。谢谢, 祝你愉快。

安德逊太太: 也祝你愉快。

短文 A: 如何去买你想要的东西?

你如何去买你想要的东西? 是不是走进一家商店, 挑选一下, 付了款就拿走? 还是走几家商店, 认真比较一下价格再买? 这样确实会很累。你利用购物广告吗? 假如你要买一件衬衣, 你会怎么去买? 很显然, 你不能一家家商店地走, 因为这样很费时间, 最好的办法可能是看看购物广告。

这是一则购物广告, 认真看一下, 你是否能看懂。

在JCPenney买一件衬衣, 免费赠送一条配套短裤。花原价买一件货真价实的Cable牌的运动衫, 免费赠送一条Cable牌短裤, 价值28元! 是去俱乐部休息一天或在家休闲时的完美穿着。款式、颜色齐全, 任您挑选。

展示: 原价45元 高尔夫球衣 男式尺寸M-XL

原价28元 配套短裤 男式尺寸M-XL

赠送的免费短裤送完为止, 款式和颜色各店不同。

短文 B: 彩色的手

我喜欢这个美国小城市中心的街道市场。它时常使我想起我家乡的农贸市场。市场充满了各种声音。大音量的音乐四处响着, 人们和朋友打招呼。那里还有着许多不同的味道——油炸洋葱、咖啡和新出炉的面包等等。

那里售卖各种东西——食物和蔬菜, 鞋子和女装, 激光唱碟和时钟。而且有各种人在做不同的事——销售、购买、交谈、吃东西、试穿衣服, 或者就在附近走走。

上星期六下午我和我的美国朋友比尔去了那里。我们慢慢地穿过市场, 看看这儿瞧瞧那儿。然而, 当我们走到一个拐角的时候, 我们突然发现天空中布满了彩色的手: 有蓝色、红色、粉红色、黄色、橘红色和白色。我惊讶地张大了嘴, 停止了脚步。但是我很快微笑着拿出了我的照相机: 所有那些美丽的手套在太阳下舞蹈, 这是一幅多么美妙的景色啊!

Test Two (Unit 7 — Unit 12)

Scripts:

Part I Listening Comprehension

Section A

1. What can I do for you, Madam?
2. Excuse me, where are the ladies' clothes?
3. I'll be your shopping guide if you like.
4. When does the train leave for Shenyang?
5. How do you feel about the sightseeing plan, Mr. Green?

Section B

6. M: You really have a busy schedule for the day, don't you?
W: Yes, I will have a meeting at 9:00, and then must work out a plan before 2:00 p.m.
Q: What must the man do between 9:00 and 2:00?
7. M: Does this bus go past the park?
W: No, not this bus, you have to change to No. 5 bus.
Q: What's the probable relationship between the two speakers?
8. M: The bus comes every half hour.
W: So the next bus will be at 11:30.
Q: When did the last bus come?
9. M: How much did your CD cost?
W: The salesgirl asked for 30 yuan, but I got it at 20.
Q: How much is the woman's CD?
10. M: Your earrings look nice. Where did you buy them?
W: At a souvenir store.
Q: What looks nice?

Section C

Mr. and Mrs. Simms always go to the market on Sunday. They buy all the things they need for the whole week. But Mr. Simms never likes the trips. He usually sits on a box and waits for his wife. Mrs. Simms enjoys shopping. She always buys a lot of things, such as meat, fish, fruit, vegetables and bread. When she finishes her shopping, Mr. Simms has to carry all these heavy bags home.

Key to Test One (Unit 7 — Unit 12)**Part I Listening Comprehension****Section A**

1. D 2. A 3. B 4. C 5. C

Section B

6. D 7. B 8. B 9. C 10. A

Section C

11. whole 12. trips 13. enjoys 14. vegetables 15. heavy

Part II Vocabulary & Structure**Section A**

16. B 17. C 18. B 19. C 20. C
21. D 22. B 23. D 24. A 25. B

Section B

26. shops 27. apology 28. advertisement 29. inconvenience 30. resorts
31. relaxed 32. detailed 33. souvenirs 34. regular 35. separately

Part III Reading Comprehension**Task 1**

36. C 37. C 38. D 39. A 40. D

Task 2

41. B 42. C 43. C 44. A 45. B

Task 3

46. Car Buyers
47. every Thursday
48. new and used cars
49. thirty pence
50. newsagent's

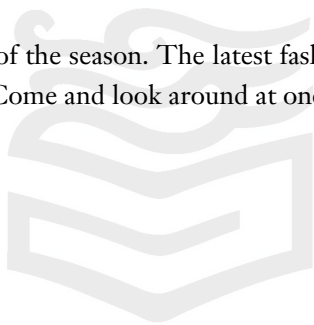
Part IV Translation

51. 这些衣服按原价买太贵了。
52. 不同的商店商品卖价可能有很大的不同。
53. 购物前弄清楚自己到底要买什么。
54. 大连到沈阳的直达特快什么时候开车?

- 55. 不久就要开始办理登机手续了。
- 56. I'm thinking of buying a shirt for my father.
- 57. Department stores often offer discounts for new-year sales.
- 58. I'm going to take the 14:20 ship.
- 59. Xiao Wang is in charge of our itinerary.
- 60. You can have it for 50 yuan, that's my last word.

Part V Writing

This dress is the new trend of the season. The latest fashion. We'll be offering a 10% discount from now through the month. Come and look around at once.



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