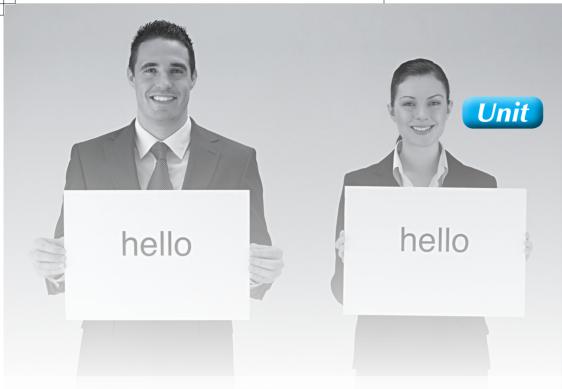
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Hello, Hi!

Unit Goals

What You Should Learn to Do

- 1 Greet people and give responses: first meet and meet again
- 2 Say good-bye to people
- 3 Exchange personal information: name / address / telephone number / job / study
- 4 Introduce people to each other
- 5 Meet people at the airport
- 6 Write business cards

What You Should Know About

- 1 How American and British people greet each other
- 2 How Chinese people differ in greetings
- 3 Basic sentence structures



Talking Face to Face

Speak More by Yourself

Sample

A Passport				
	P CHN 14844			749
	Nam	e in full	•	
			Zhang l	_ili
	Sex	Prof	ession	Marital status
	F Chemist		emist	Married
	Date of birth		1	Place of birth
(Photo)	20 April 1970		0	Dalian, Liaoning
	, ,	e of expiry		2 March 2012
	Identity card No.		d No.	2003046004205XX
	······································			

Sample 2

A Business Card

Personnel Section

Binhai Bicycle Company

Zhu Zhijie

Production Manager, Engineer

Address: No.1880 Chang Chun Road, Binhai City

Post code: 116023 Tel.: 0411-846744XX Mobile: 136143146XX Fax: 0411-847085XX

Email: fli603@pub.bl.lnpta.net.cn

1 Read aloud the following dialogues based on the business card and passport provided above. You can practice role-play with your partner, changing the information into your own.

Dialogue 🛊

(Ms. Zhang Lili comes to apply for a **visa**. She is asking for help from an official in the **consulate**.)

Zhang: I'm here to apply for my visa. But I'm not quite sure about

this form.

Official: Let me see. Here you have to fill in

your name in full.

Zhang: So Zhang Lili. Zhang is my

surname.

Official: And put in an F under the word

"Sex".

Zhang: It's the short form for "Female", isn't it?

Official: Yes. And fill in the date and place of your birth here.

Zhang: I see. And I work as a chemist.

Official: So that's your **profession**. Are you married or **single**?

Zhang: I'm married. So "Married" in the blank of Marital Status.

Right?

Official: Yes. And the last blank is for your identity card. Good.

That's all.

Dialogue 💠

(Mr. Zhu Zhijie is introducing Mr. Smith to his colleagues.)

Zhu: Now, everyone, I'm very pleased to introduce you to Mr.

Smith from America.

Mr. Smith: Hello, please call me Richard. Happy to be working with you.

Zhu: We are all pleased to meet you. I'm Zhu Zhijie, the

production manager. Here is my card.

Mr. Smith: Oh, I've heard quite a lot

about you. Nice to meet you.

Zhu: Welcome to our company,

Richard. Do you like bicycles?

Mr. Smith: Oh, yes. I like cycling very

much.



签证

领事馆

表格

姓氏

性别

女性

化学家

职业;未婚

婚姻状况

身份证

同事

生产部经理

自行车

骑车



Zhu: Good! We have a **gift** for you: our company's latest **model**.

Wow, what a beautiful bike! Thank you very much **indeed**.

Zhu: I'm glad you like it. Now, shall we have a ride along the

road?

Mr. Smith: Oh, I can't wait to have a try!

礼物;型号

的确

骑车;沿着

2 Here is a group of short dialogues. Follow the examples to fulfill the tasks accordingly.

A: Hello. Good morning, Mrs. Taylor.

B: Oh, hello, Mr. Zhou. It's nice to see you here.

A: I have been missing you. How are things with you and Mr. Taylor?

B: Oh, all is fine with us. Thank you. And you?

Task: Give greetings to an English teacher and her husband.

Hello, Professor White. Good afternoon.

B: Good afternoon, Mr. Jiang. Long time no see.

Yeah, it's been quite a long time. How are you?

Fine, thanks. How are you getting on with your teaching at the university?

Greet your general manager and show concern about his company's business.

A: Hello. May I introduce myself? I'm Anne, from Canada.

B: Oh, glad to meet you, Anne. My name is Ma Jian, the secretary here.

A: Glad to meet you, too, Miss Ma Jian.

Here is my card. Please let me know whenever you need help.

Task: Report to work at a joint-venture and introduce yourself.







Good evening, Dick. Come and meet my friend, Zhang. Zhang, this is Dick.

B: How do you do, Zhang? Glad to meet you.

C: How do you do? I have heard a lot about you from Li.

Shall we have a drink at the bar?



Task: Introduce an English friend to your partner.



3 Here is the Data Bank. Practice the patterns and expressions for greeting and introducing people and for taking leave.

Data Bank Greetings **Responses to Greetings** 1) Hi! How do you do? 1) How do you do? 2) Hello, you must be Jack from America. 2) Fine, just fine. 3) How are you? 3) Fine, thank you. 4) Hello. How are things with you? 4) Quite well. And you? 5) How are you doing? 5) The usual. How about you? 6) How is everything? 6) So-so. And what about you? 7) You are doing all right? 7) Nothing particular. 8) How is life, John? 8) Not too bad. 9) Nice to meet you. 10) Glad to see you. **Introduction and Responses Taking Leave** 1) I'm Helen Waters. Please call me Helen. 1) Bye. / Bye-bye. 2) Please allow me to introduce myself. 2) I'm leaving, Mr. Smith. Please do take care. 3) Let me introduce myself. 3) I'd better go now. Let's stay in touch. 4) Hello, may I introduce myself? 4) I've got to run. 5) I'd like to introduce myself first. 5) I must be off now. So long. 6) I'm Douglas, but everyone calls me Doug. 6) Let's call it a day now. Good-bye. 7) I'm glad to know you, Mr. Smith. 7) Thank you very much for the nice dinner. Bye. 8) Pleased to meet you here. 8) See you. I'll call you later. 9) Nice to meet you. I've heard quite a lot 9) I've really got to go now. 10) Good night. about you. 10) Nice meeting you, too. 11) Have a nice day / trip. 11) The pleasure is mine. Here is my card. 12) See you later! 12) Here is my email address. Please keep in 13) Don't forget to give me a call.

14) Enjoy yourself.

touch.



Being All Ears

Listen More by Yourself

In this section you will hear a dialogue and a passage. A quick glance at the word list below will help you to understand better what you are going to hear.

	New	Words	and	Expressions
--	-----	-------	-----	--------------------

besides	/bi'saidz/	prep. & ad.	此外
cultural	/ˈkʌlt∫ərəl/	a.	文化的
generally	/ˈdʒenərəlɪ/	ad.	通常
helpful	/'helpfl/	<i>a</i> .	有帮助的
means	/miːnz/	n.	方法
nationality	/ınæ∫ə'nælıtı/	n.	国籍
social	/ˈsəʊʃəl/	a.	社会的
guest professor			客座教授
fill in			填写
work as			作为
family name			姓

- 1 Listen to a dialogue carefully and try to find the English equivalents to the Chinese given below.
 - 1) 客座教授 ______ 2) 系图书馆 _____ 3) 填写

匆匆忙忙

在大多数情况下

4) 国籍

in a hurry

in most cases

- 2 Listen to the dialogue again and select the best choices.
 - 1) The first speaker in the dialogue is most likely to be _____.
 - a. an American guest at a Chinese host family
 - b. an expert in English at a university
 - c. a librarian from the department library

6

- 2) When does the conversation most probably take place?
 - a. In the morning.
 - b. In the afternoon.
 - c. In the evening.
- 3) Which of the following is NOT true of the first speaker?
 - a. His name is Mark Wolf.
 - b. He is 54 years old.
 - c. His nationality is American.
- 4) For what purpose does he fill in the form?
 - a. To borrow some books.
 - b. To get a passport.
 - c. To change his name.
- 5) What's amusing about Professor Wolf?
 - a. His handwriting.
 - b. His signature.
 - c. His Chinese name.
- 3 Now listen to something more challenging and fill in the blanks. The words in brackets will give you some hints.

When people 1) (do what?)	themselves to one another,
there are some cultural and 2) (what else?)	It is important to
know more about these differences.	
3) (How?), the British are a litt	tle formal. They usually shake
hands when they meet people 4) (when?)	Americans are less
formal. It seems Americans are always 5) (what?)	They do not
always shake hands upon meeting 6) (whom?)	They often just
smile and say "Hi" or "Hello". To 7) (whom?)	, such an informal
greeting really means the same thing as a formal 8)	(what?)
Besides, they often use 9) (which?)	_ names upon meeting people
for the first time. They may even start a conversation	on without 10) (doing what?)
<u> </u>	

4 Listen to the passage again and try to identify the following features of either American or British people.

They are a little formal.

They are less formal.

They usually shake hands at the first meeting.

They do not always shake hands with strangers.

They just smile and say "Hi" or "Hello".

They often use first names upon the first meeting.

They may even start a conversation without being introduced.

Cultural and Social Differences in Introducing People British People American People



Write More by Yourself

A. Applied Writing: Business Cards

Sample

Pittsburgh State University

Dr. Donald Wilson

President

Address:1701 Northway, Pittsburgh State University, Pittsburgh, KS 66762

Tel: 316-231-2750 **Fax:** 316-231-2751

Sample 2

Binhai Electronics Instrument Company Ltd.

Wu Hua Senior Engineer

 Address: No. 9, Wanda Street, Binhai city, P.C.: 116000

 Fax: 0411-836302XX
 Email: wh@pub.bhei.net.cn

 Tel: 0411-836302XX
 Mobile: 130527666XX

Data Bank

f			
Titles		Working U	Jnits
General Manager	总经理	Bureau	局
Sales Manager	销售经理	Department	系;部
Marketing Manager	营销经理	Section	处;科
Personnel Manager / Director	人事主管	Institute	所
Director	主任; 导演	Office	室
Vice Chairman	副主席	Agency	社
Deputy Director	副主任	Group Company	集团公司
Assistant Manager	经理助理	Newspaper Office	报社
Chief Engineer	总工程师	Broadcasting Station	电台
Senior Engineer	高级工程师	TV Station	电视台
Dean	(院系)主任		
Economist	经济师	Other	S
Secretary-general	秘书长	•••••	•••••
Section Chief	处长	Address	地址
Minister	部长	Email Address	电邮
General Editor	总编辑	Tel. (Telephone)	电话
Head of the Bureau	局长	Fax	传真
Reporter	记者	P.C. (Post Code)	邮编
Designer	设计师	Mobile Phone	手机
Accountant	会计师		
Official	公务员		

1 Translate the following business cards into English or Chinese and exchange them with your friends. Use the samples and the Data Bank for reference.

1)

滨海市人民政府国际事务处

张晓琳博士

副处长 / 英文翻译

地址: 滨海市北京街10号 邮编: 116000

传真: 0411-826551XX

电邮: zxl001@pub.bh.inpta.net.cn

2)

National Board of Employment, Education and Training

Jimmy Walter Professor / Chairman

Address: PO Box 9880 12 Farrell Place,

Tel: 62-267-736X

Canberra City, Australia,

Fax: 62-267-736X

ACT 2601

Email: jimmyw@yahoo. com

2 Write an English business card for Mr. Gao Peng according to the information given below.

高彭是一位英语教授。他的工作单位是滨海市滨海外国语学校英语系,他担任该系的副主任。他的家庭住址是:滨海南路59号;邮编为886027。你也可以同他电话联系。他的手机号为136042855XX;电子信箱的地址是gp@mail.dlptt.in.cn。

B. Sentence Writing: Basic Sentence Structures

英语的基本句型有以下8种:

句型	例句	译文
主+谓	Birds fly. Animals can't speak.	乌会飞。 动物不会讲话。
主+谓+状	Mrs. Green smiled kindly. Mary runs every morning.	格林太太和蔼地笑了。 玛丽每天早晨跑步。
主+谓+宾	They speak English. The boy is greeting his teacher.	他们说英语。 这个男孩正在向老师问好。
主+系+表	Self-introductions are important. Americans seem informal.	自我介绍很重要。 美国人看上去很随便。
主+谓+间宾+直宾	He told us a story. I gave him a visiting card.	他给我们讲了一个故事。 我给了他一张名片。
主+谓+直宾+间宾	She bought a birthday card for me. He introduced his wife to us.	她给我买了一张生日贺卡。 他把太太介绍给我们。
主+谓+宾+宾补	The tourist asked the agent to book a ticket. Email keeps them in touch.	这个游客请代理订了一张票。 电子邮件使他们保持联系。
There be 句式	There is a map of China on the wall. Is there anything wrong?	墙上有一幅中国地图。 出什么事了吗?

注:

- 1. "主+谓" 句型较少使用,常限于表示属性的句子,谓语为不及物动词。
- 2. "主+谓+间宾+直宾"和"主+谓+直宾+间宾"实际是一种句型的两种变通形式,后者要在间宾前加介词。
- 3. 各种句型都可能有变通形式,如状语可提到句首等。
- 4. There be后接主语, be要在数量上与其主语一致。

3 Say which patterns the following sentences take.

- 1) They will meet at the guesthouse an hour later.
- 2) He just needs time.
- 3) He becomes a different person at home.
- 4) They may also give these foreign tourists some help.
- 5) The guide has offered a timetable to every tourist.
- 6) My work keeps me busy.
- 7) There is not much hair left on the top of my head.

4 Apply the rules and correct the errors in each of the following sentences.

- 1) The general manager will in English introduce us at the welcoming party.
- 2) The senior Canada engineer is listening Chinese folk music.
- 3) Only a kind person can smiles so sweet.
- 4) Would you please show me to the way to the museum?
- 5) The professor's words make them are very exciting.
- 6) There has not much money in my pocket.
- 7) There is a man want to see you.
- 8) Does your English teacher always speaks English in class?
- 9) My father last year has given to me a expensive present.

5 Translate the following sentences into English.

- 1) 新年那天,系里许多学生给老师们送贺年卡片并致以节日的祝贺。
- 2) 你应当认真填写这张申请表并在这一栏中填上你的国籍。
- 3) 我很荣幸地把格林博士,一位加拿大学者,介绍给你们大家。
- 4) 顺便问一句, 你能否告诉我一些有关这所大学计算机工程系的情况?
- 5) 只有本护照的持有者才能申请签证。
- 6) 新学期的第一天, 留学生们和他们的中国老师相互介绍认识。

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Maintaining a Sharp Eye

Read More by Yourself

Passage 1

A Little About Me

Hello, I'm Mike Adams. I'm an English teacher. Do you want to know something about me?

I was born in England. My family moved to America when I was ten years old. I'm tall, and I have a **gentle** face. My hair is dark brown but there is not too much left on the top of my head. I used to be a **sportsman** with a strong body, but now my



to be a **sportsman** with a strong body, but now my **muscles** have become soft, and my stomach is getting a little bigger each year. I try to be kind to other people, but sometimes I'm very **stubborn** and never change my mind. I want to be an honest person. I'm very **organized** in both work and life. When I go on holiday, I carefully make a list of things to take, and I **pack** my bags two or three days before I leave. I like to have everything under control, and I don't want any last-minute **panic**.

Now I'm teaching in a university in China. I love this country, and I also want my students to love me. So I work hard, and I like to look **neat** and **tidy**. I always wear a jacket and tie. Of course, I become a different person at home. I change into old but comfortable clothes. My work keeps me busy until quite late at night. But I usually find time to sit and talk with my wife and children. Even though I enjoy working very hard each day at the university, I still feel that my family is more important than anything **else**.

和 运肌固有 收包 整净的的 员的租条 拾) 洁的的 (乱;的)的

1 Are the following statements True or False according to Passage 1? Write T / F accordingly.

- 1) We could call the writer Mr. Mike. ()
- 2) The author lived in England before he came to China. ()
- 3) He is a little bald-headed (秃顶的) and a little bit overweight. ()
- 4) He does not like sports any longer. ()
- 5) Sometimes it is difficult to make him change his mind. (
- 6) He has a good habit of planning things well and getting everything ready ahead of time.

)

8)	He likes to dress up formally at university and comfortable at home. (He has a lot of time during the day to talk with his wife and children. ()
	He doesn't like his job very much because it keeps him busy until late at To him, family is of the greatest importance. ()	night. ()
2 Fi	l in the blanks with the right form of the word provided at the end of ea	ch sentence.
1)	In a country, we need to know the of culture s polite way. (differ)	o as to act in a
2)	The Mongolians kept with their sheep and cattle. So their h	omes were also
3)	I do sorry about all this. I didn't mean to hurt her	. (feel)
	My boss is a real He speaks even when we make (gentle)	
5)	I believe is the best policy (对策). So I always speak my m (honest)	ind
6)	Nature is very difficult to is po (organize)	werful enough.
7)	The nature is not All we need to do is to take care of it instead (control)	of it.
8)	That author has us many wise sayings. One of them is "New without saying goodbye". (leave)	ever
3 Pu	t the sentences into English, using the words and expressions learned fr	om Passage 1.
1)	在中国我们说某人像驴 (donkey) 一样倔。但在英语中我们说他"倔得像头驴	漯子 (mule)"。
2)	让我们把能够提供给地震灾民 (earthquake victims) 的最重要的东西列一份	清单吧。
3)	那家公司的新经理现在已经把局面控制住了。	
4)	她母亲总是告诉她,应该避免事到临头才抓瞎 (last minute rush)。	
5)	琳达以前戴眼镜。但现在她好像视力 (eyesight) 很好。	
6)	我的三个宠物狗总是让我很忙。我打算把其中两只送给朋友。	
Passa	ge 2 My Two American Friends	
Whe	en I was studying English at a training center in Washington D.C. in	培训中心
	shared a house with two young Americans, Jim and Steve. Jim was	与…共用

studying French and Steve Chinese, both at the Foreign Service **Institute**. We shared many things in common, but we also thought and acted quite differently. Steve was interested in



speaking Chinese. He always tried every **opportunity** to talk with me with his very English-like pronunciation. I was often **touched** with his **diligence**. However, I wanted to practice English with him, too. So we often spoke at the same time in the other's mother tongue. Jim was fresh from college and the youngest of the three. He was going out all the time. The only time we met was at breakfast. There was a small round table in our **kitchen**, where we sat around to enjoy our food. Steve had Chinese fast food such as **dumplings** or **noodles**, and I ate bread and boiled eggs. But Jim often just drank a cup of tea because he had nothing in his **fridge**. He was too busy dating pretty French girls to do any shopping. I often offered him some of my food. But Steve told me in his poor Chinese that I didn't need to do that. He said that it was Jim's own **fault** and that it **served him right**. Although he was learning Chinese, he still held his American sense of values.

Two years later, I returned to China. The three of us still keep in touch. Jim now works in a travel agency in Paris. He got married to one of the pretty girls. He wrote to tell us that he can now enjoy a delicious breakfast with his beautiful wife every morning in their comfortable living room. Steve wants to work in China. And I'm helping him with this. I have introduced him to the dean of the Overseas Section of our university. He is very interested in Steve. He wants to know if Steve can work here teaching the overseas students Chinese. I have sent the message to Steve. I'm sure he'd be very happy to accept the job. However, I hope he could try harder to improve himself. Otherwise, all the overseas students would speak with his terrible pronunciation!

学院

机会

打动; 勤勉

厨房

饺子

面条

冰箱

错误; 他活该

以后

旅行社

美味的

客厅

系主任

提高

4 Read Passage 2 and check your understanding by doing the multiple choice exercises.

- 1) Which of the following statements is TRUE according to the passage?
 - a. Steve and Jim were more alike in character.
 - b. The author didn't enjoy talking with Steve.
 - c. The three of them were all language majors.
 - d. Their living condition was rather poor.

- 2) Which of the following is TRUE about Jim?
 - a. He had a French way of making friends.
 - b. Going out with girls cost him a lot of time.
 - c. He learned French in order to date Paris girls.
 - d. He liked doing housework.
- 3) What is the author's opinion of Steve?
 - a. Steve was a very hardworking fellow.
 - b. Steve enjoyed cooking Chinese food.
 - c. Steve enjoyed shopping more than Jim.
 - d. Steve's Chinese accent was quite pure.
- 4) What does the last sentence of the first paragraph imply?
 - a. Steve didn't like offering help to others.
 - b. American people only eat their own food.
 - c. Steve wanted Jim to do his own shopping.
 - d. Americans and Chinese differ in their sense of values.
- 5) What can be learned from the last paragraph?
 - a. Jim is a very good husband.
 - b. Steve enjoys teaching Chinese.
 - c. The author works for overseas students.
 - d. The three friends still keep in touch.
- 5 Choose the proper word or phrase in the box to fill in the blank in each of the following sentences, making changes when necessary.

be interested in	be touched with	fresh from	get married to
mother tongue	otherwise	sense of values	share
serve sb. right	such as	think and act	
1) Most of the empl	loyees are	college a	nd what they need is more
experience.			
2) Fast food	french fries	and potato chips is n	ot very good to health.
3) The lazy girl faile	ed two courses this sen	nester. I think it	·
4) Sometimes,	is differen	nt from culture to cult	ture.
5) She doesn't want	her daughter to	that good	-for-nothing fellow.
6) We have to find a	new market for our p	roducts	, our company will no
longer be compet	itive.		
7) When I was in Ja	pan, I	_ an apartment with	two other overseas Chinese
students.			

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8)	Children from different family backgrounds may quite differently.
9)	He cooking Chinese food and always tries his hand on new dishes.
10)	She the kindness of the local people.
11)	He could speak both French and German fluently though neither of them is his

- 6 Put the sentences into English, using the words and expressions learned from Passage 2.
 - 1) 我和我的室友共用一台电脑。(share ... with)
 - 2) 你们应当利用好每一个机会。(make good use of)
 - 3) 他们能会面的时间只有周末。(the only time)
 - 4) 她经常给她的高中老师写信,把自己的情况告诉他。(write, tell about)
 - 5) 他用电子邮件跟外国朋友们保持联系。(keep in touch)

⋖ SECTION V >

Having Some Fun

Read the English joke, trying to appreciate the humor.

Books Are Sure to Make One Sleep

Once a woman was bothered by the endless crying of her baby. Suddenly she got a good idea and said loudly to her husband, "Hand me a book at once!"

Her husband hurriedly brought her a book and then asked, "What's the purpose of this?"

The woman said, "As I've observed (观察), when you are talking and laughing, you are in high spirits. But once you hold a book in your hand, you begin to yawn (打哈欠) and fall asleep".