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Hello, Hi!

Unit One

Unit Goals

What You Should Learn to Do

1. Greet people and give responses: first meeting and meeting again
2. Exchange personal information: name / address / telephone number / job / study
3. Introduce people to each other
4. Meet people at the airport
5. Say goodbye to others
6. Greet people in different languages
7. Write a business card

What You Should Know About

1. Etiquette of meeting and introducing people
2. Etiquette of exchanging business cards
3. Basic sentence structures

hello

hello

Section I Talking Face to Face

Imitating Mini-Talks

Speak and Recite

1 Work in pairs. Practice the following mini-talks about greeting and introducing people.

1) Meeting People for the First Time

A: Hello, **Mr.** David Green! I'm Lily Zhang.

B: Hi, Miss Zhang! Nice to meet you.

A: Nice to meet you, too. Mr. Green.

B: Oh, please call me David.

先生

2) Exchanging **Business Cards**

A: How do you do, Prof. White? Glad to meet you.

B: How do you do, Prof. Wang? Glad to meet you, too.

A: Here is my business card.

B: Thanks. This is mine.

名片

3) Introducing Friends

A: May I **introduce** my friend Lily? She is from Class One.

B: Oh, hello, Lily. I'm Jack from Class Two.

C: Nice to meet you.

B: Nice to meet you, too.

介绍

4) Meeting People Again

A: Hello, **Professor** Waters. How are you these days?

B: Fine, thanks. And you?

A: I'm fine, too.

教授

5) Saying Goodbye

A: Thank you for the nice party, **Mrs.** Lin. We really had a very good time.

B: I'm glad you enjoyed it.

A: Thanks for inviting me.

B: Thanks for coming.

夫人

Window on Key Words

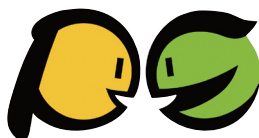
Acting out the Tasks

Speak and Perform

2 Work in pairs and act out the tasks by following the above mini-talks.

1 Task:

Meet Prof. Waters at the airport.



2 Task:

Exchange business cards with Mr. Green.

3 Task:

Introduce an English teacher to your classmate.

4 Task:

Greet your business partner, Mr. Johnson, at a trade fair.

5 Task:

Take leave and say goodbye to your hostess, Mrs. Waters.

Studying Business Cards

Study and Imitate

3 Business cards are very useful for introducing people. Read the following cards carefully and try to use the information to practice short dialogues.

Sample 1

Department of Social Linguistics
Pittsburgh State University

Dr. Michael Breen
(Dean)

Address: 1701 South Broadway, Pittsburgh State University, Pittsburgh, KS 66762

Tel.: 316-231-2750

E-mail: alright@263.net

Fax: 316-231-2756

I'm Michael Breen. Please call me Michael.



My name is Li
Tiegang ...



Sample 2

Binhai Electronics Ltd.

Li Tiegang
Electronic Engineer

Address: No. 50 Changjiang Road, Binhai City

E-mail: ltg6@hotmail.com

Tel.: 0411-4673XXXX

Mobile Phone: 1362512XXXX

Following Sample Dialogues

Imitate and Perform

4 Read the following sample dialogues and try to perform your own tasks.

Meeting People for the First Time

Lu Yang: Hello, nice to meet you. My name is Lu Yang.

Michael: How do you do, Professor Lu? I'm Michael Breen. Please call me Mike.

Lu Yang: Welcome to our department, Mike.

Michael: Thank you. Here's my card.

Lu Yang: Thanks. So you are here for the research project?

Michael: Yes, I am.

~~~~~  
**Jack:** Excuse me, are you Mr. Li Tiegang?

**Li Tiegang:** Yes, I am.

**Jack:** How do you do, Mr. Li? I'm Jack Green from Zhonghua Technical School.

**Li Tiegang:** Nice to meet you, Mr. Green. Welcome to our company.

**Jack:** Thank you. Here is my business card.

**Li Tiegang:** Thanks. This is mine.

## Meeting People Again

**Lu Yang:** Hi, long time no see, Mike. Do you remember me?

**Michael:** Oh, it's you, Professor Lu. How nice to see you again. How are you?

**Lu Yang:** Very well, thank you. How is your project?

**Michael:** It's going fine. I'm here to present the project report.

**Lu Yang:** Good. I'm also here for the conference.

**Michael:** Really? It's a small world.

**Li Tiegang:** Hello, Jack. Haven't seen you for ages. How's everything?

**Jack:** Hi, Mr. Li. What a pleasant surprise! I'm fine. And you?

**Li Tiegang:** Very well, thank you. What brings you here?

**Jack:** I'm here on business. How are things going in your company?

**Li Tiegang:** Not bad. How about you?

**Jack:** Just doing well. Would you care for a drink?

## Putting Language to Use

## Speak and Complete

5 Imagine you are meeting an English teacher from the USA at the airport. Read aloud the following dialogue with your partner by putting in the missing words.

**You:** Hello, are you Prof. Smith from the United States?

**Mr. Smith:** Yes, Robert Smith. Please call me 1\_\_\_\_\_. 2\_\_\_\_\_ for meeting me at the airport.

**You:** My 3\_\_\_\_\_. Welcome to China. My name is Zhang Lin. 4\_\_\_\_\_ my card.

**Mr. Smith:** Thank you. Here is mine. And 5\_\_\_\_\_ my wife.

**You:** 6\_\_\_\_\_, Mrs. Smith?

**Mrs. Smith:** How do you do? It's nice to meet you. Please 7\_\_\_\_\_ Mary.

**You:** How was the 8\_\_\_\_\_, Mary?

**Mrs. Smith:** Well, it was OK, although a little tiring.

**You:** Then let's get your luggage and go to 9\_\_\_\_\_ now.

**Mr. Smith:** Oh, thank you. It's 10\_\_\_\_\_ of you.



## Speak and Communicate

6 Imagine you are a new employee (雇员) at a joint venture (合资企业). Mr. Smith is the general manager there. You meet him for the first time at the company's canteen (餐厅). Fill in the blanks according to the clues (提示) given in the brackets. Then act it out with your partner.



You: 1 (引起对方注意) \_\_\_\_\_. Are you Mr. Smith?

Mr. Smith: Oh, yes. Simon Smith. Are you a newcomer?

You: 2 (表示肯定。问好。说你叫李英。) \_\_\_\_\_. I'm a graduate from Binhai College. My major is marketing.

Mr. Smith: Very good. 3 (表示欢迎) \_\_\_\_\_.

You: I'm happy to work here. I know 4 (表示知道对方的身份) \_\_\_\_\_.

Mr. Smith: And you may also know I'm a lover of Chinese food! 5 (给名片) \_\_\_\_\_.

You: 6 (表示感谢) \_\_\_\_\_. But I don't have a card yet. As I go online, I can give you my e-mail address.

Mr. Smith: That's OK. Let's take a seat at this table. I'll take down your e-mail address.

You: Thank you, Mr. Smith. 7 (口述自己的电邮地址liying@yahoo.com.cn) \_\_\_\_\_.

## SECTION II *Being All Ears*

### Learning Sentences for Workplace Communication

#### Listen and Repeat

1 Listen to 10 sentences for workplace communication cross-referenced with their Chinese translations.

1) Hello, nice to meet you. Mrs. Waters.

1) 您好, 见到您很高兴, 沃特斯夫人。

2) **Excuse** me, are you Mr. Green from England?

2) 对不起, 请问您是从英国来的格林先生吗?

|                                                                |                          |
|----------------------------------------------------------------|--------------------------|
| 3) I'm Jack Green from <b>Canada</b> . Here is my card.        | 3) 我是从加拿大来的杰克·格林。这是我的名片。 |
| 4) Glad to meet you, Paul. Here is my card.                    | 4) 保罗，见到你很高兴。这是我的名片。     |
| 5) How are you, Jack? Nice to see you again.                   | 5) 杰克，你好吗？再次见到你真高兴。      |
| 6) Welcome to our <b>college</b> , Dick.                       | 6) 欢迎来到我们学院，迪克。          |
| 7) Hi, long time no see. Do you remember me?                   | 7) 您好，很长时间没见了。你还记得我吧？    |
| 8) What a <b>surprise</b> to see you here.                     | 8) 在这里见到你真是个惊喜。          |
| 9) Oh, it's you, <b>President</b> Kong. Nice to see you again. | 9) 噢，是您呀，孔校长。很高兴再次见到您。   |
| 10) My name is Richard Washington. Please call me Richard.     | 10) 我叫理查德·华盛顿，就叫我理查德好了。  |

## Window on Key Words

excuse 请原谅，劳驾  
surprise 惊喜

Canada 加拿大  
president 校长

college 学院

## Listen and Match

2 Listen to the following sentences for workplace communication in Column A and match each one with its Chinese version in Column B.

| Column A                                         | Column B           |
|--------------------------------------------------|--------------------|
| 1) How are you? Nice to meet you.                | a. 你好，约翰。很高兴再次见到你。 |
| 2) Hello, this is Professor Kong, our president. | b. 嗨！杰克。你还记得我吗？    |
| 3) Hi! My name is Peter Green. Glad to meet you. | c. 在这里碰到你真是让人惊喜。   |

(续表)

|                                                |                       |
|------------------------------------------------|-----------------------|
| 4) Hello, John. So glad to see you again.      | d. 欢迎来到我们学院。这是我的名片。   |
| 5) Good morning, Mr. Smith. How are you doing? | e. 嗨! 我叫彼得·格林。很高兴认识你。 |
| 6) Hi! Jack. Do you still remember me?         | f. 您是从美国来的布莱克先生吗?     |
| 7) May I introduce my sister to you?           | g. 早上好, 史密斯先生。一切都好吧?  |
| 8) What a surprise to see you here.            | h. 您好吗? 见到您很高兴。       |
| 9) Welcome to our college. This is my card.    | i. 请允许我给你介绍一下我的姐姐。    |
| 10) Are you Mr. Black from America?            | j. 您好, 这位是孔教授, 我们的校长。 |

## Listen and Respond

3 Listen to 6 sentences for workplace communication and choose their right responses.

- |                                                          |                                        |
|----------------------------------------------------------|----------------------------------------|
| 1) A) How do you do?<br>C) I'm fine.                     | B) Good morning.<br>D) It's very nice. |
| 2) A) Great. Thank you. And you?<br>C) How are you?      | B) Yes, I am.<br>D) How do you do?     |
| 3) A) Yes, I'd like to.<br>C) I'm from Beijing.          | B) Never mind.<br>D) Nice to meet you. |
| 4) A) You're welcome.<br>C) I'm Helen. Nice to meet you. | B) Certainly.<br>D) Go ahead.          |
| 5) A) Pleased to meet you.<br>C) It doesn't matter.      | B) I'd love to.<br>D) Not at all.      |
| 6) A) Thank you.<br>C) Yes, fine.                        | B) Good luck.<br>D) I don't think so.  |

## Handling a Dialogue

### Listen and Decode

- 4 Listen to a dialogue and decode the message by finding out the correct choices in the brackets according to what you have heard.

John 1 **(Thomson, Simpson, Timpson)** is an overseas student in China. He is from England. He studies Chinese in the university. And Lin is a 2 **(first-year, third-year, fourth year)** Chinese student at the university. The two young men meet for the first time. They introduce themselves to each other with 3 **(pleasure, pressure, politeness)**. John is doing his Chinese 4 **(project, program, product)** at the university. Lin is going to graduate a year later. He intends to further his study in the UK by working toward a 5 **(bachelor's, master's, doctor's)** degree. Both John and Lin are online. From now on they can also keep in 6 **(reach, speech, touch)** through the Internet and help each other at any time.

## Understanding a Short Speech / Talk

### Listen and Complete

- 5 Now listen to a short speech / talk and fill up the blanks according to what you have heard. The words in brackets will give you some hints.

Good morning, everyone. It's my honor to introduce 1 \_\_\_\_\_ (whom?) to you. Professor Waters is from 2 \_\_\_\_\_ (which country?). She will teach us English 3 \_\_\_\_\_ (when?). Professor Waters is an experienced teacher. She has taught English 4 \_\_\_\_\_ (where?). She is a very good teacher and she is really an expert in 5 \_\_\_\_\_ (what?). She is the author of 6 \_\_\_\_\_ (what?) in this field. So, it is a pleasure for us to have her as 7 \_\_\_\_\_ (who?) here. Now, let's welcome her to say 8 \_\_\_\_\_ (what?) to us!

## Listen and Match

6 Listen to the speech / talk again and complete the information in Column A with the right choices in Column B.

| Column A                                 | Column B                                                                                                                                                                                                                                        |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The purpose of this speech is to<br>1    | <ul style="list-style-type: none"> <li>a. tell the students how to greet people.</li> <li>b. say goodbye to Mrs. Waters.</li> <li>c. introduce a foreign teacher to the class.</li> <li>d. invite an American friend to visit China.</li> </ul> |
| Professor Waters comes from<br>2         | <ul style="list-style-type: none"> <li>a. the United States.</li> <li>b. Canada.</li> <li>c. Australia.</li> <li>d. England.</li> </ul>                                                                                                         |
| Professor Waters has taught English<br>3 | <ul style="list-style-type: none"> <li>a. to students from many fields.</li> <li>b. in many different countries.</li> <li>c. to experienced teachers in China.</li> <li>d. for a number of years in England.</li> </ul>                         |
| Professor Waters<br>4                    | <ul style="list-style-type: none"> <li>a. knows well how to teach English.</li> <li>b. is a new hand in writing books.</li> <li>c. writes books in different fields.</li> <li>d. is very good at speaking English.</li> </ul>                   |
| This speech is<br>5                      | <ul style="list-style-type: none"> <li>a. a thank-you speech.</li> <li>b. an opening speech.</li> <li>c. a welcome speech.</li> <li>d. a closing speech.</li> </ul>                                                                             |



## SECTION III *Trying Your Hand*

### Practicing Applied Writing

#### Write and Simulate

1 Read the following two samples of Business Cards and learn to write your own.

**National Board of Employment, Education and Training**

**Michael Smith**  
**Professor / Chairman**

Address: 12 Farrell Place  
PO Box 9880  
Canberra City, ACT2601  
AUSTRALIA

Tel.: 62-267-7362  
Fax: 62-267-7360  
E-mail: mismi2002@yahoo.com

委员会; 就业



*Sample 1*


**Foreign Affairs Section, Binhai Municipal Government**

**Li Ya'nan PhD**  
**Deputy Chief / English Interpreter**

Address: No.10, Beijing Street, Binhai City, P.C.: 116000  
Fax: 0411-2655XXXX  
Tel.: 0411-2655XXXX  
E-mail: lyn001@163.com

事务; 市政的

博士  
译员



*Sample 2*



Write and Create

- 2 Translate the following business card into Chinese, using the data bank in the Workbook for reference.

**Binhai Electronics Ltd.**

**Li Tiegang**  
**Software Dept. Manager /**  
**Electronic Engineer**

Address: No. 50 Chang Jiang Street, Binhai City  
Post code: 116023  
Tel.: 0411-4673XXXX  
Fax: 0411-4708XXXX  
E-mail: ltg6@263.com

- 3 Write an English business card according to the information given in Chinese.



姓 名：陆 扬  
职 务：英语教授，处长  
单 位：滨海国际商务学院国际交流处  
地 址：滨海市西南路98号  
邮 编：116023  
电 话：0411-4708XXXX  
电 邮：fli603@263.com  
手 机：1361431XXXX

**4 Fill in the passport with your own personal information, using the data bank.**

[illegible]

## Writing Sentences and Reviewing Grammar

## Window on Grammar

### 常用的英语基本句型:

### 1 主语+谓语 (+宾语) (+状语):

Animals can't speak. 动物不会讲话。(主+谓)

Mary runs every morning. 玛丽每天早晨跑步。(主+谓+状)

They speak English. 他们说英语。(主+谓+宾)

I gave him a visiting card. 我给了他一张名片。(主+谓+间宾+直宾)

She loves dogs very much. 她非常喜爱狗。(主+谓+宾+状)

## 2 主语+系动词+表语

Self-introductions are important. 自我介绍很重要。

### 3 There be 句式

There is a map of China on the wall. 墙上有一幅中国地图。

**Write and Apply Rules**

**5 Analyze the following sentences to see which pattern they belong to.**

- 1) Both men speak loudly and clearly.
- 2) An introduction usually includes a greeting and a handshake.
- 3) My e-mail address is *lin@campus.com*.
- 4) They will just wave goodbye to the whole group.
- 5) Our department head will give a dinner to welcome you.
- 6) You could simply call me Wang.
- 7) In her bag there is a passport and a pen.

**Write and Correct Mistakes**

**6 Correct the errors in the following sentences.**

- 1) The manager for them prepares some beautiful gifts.
- 2) Could you tell to me something about their cultural background?
- 3) Mr. Wang has left in their mind a deep impression.
- 4) Do they always wave to you goodbye in an informal way?
- 5) There are always some people talk happily in the park.
- 6) There has some water in the glass.
- 7) On the door has a big red Chinese word "Happiness".
- 8) The girl looked the small animal with pleasure.
- 9) He gave to her some lovely flowers.
- 10) The streets always have many cars run nowadays.

**Write and Translate**

**7 Translate the following sentences into English.**

- 1) 我们经常为我们的外国朋友准备一些中国食品。  
\_\_\_\_\_
- 2) 你能给我帮个忙吗？  
\_\_\_\_\_
- 3) 我们替他在这个旅馆预订一个比较安静的房间吧。  
\_\_\_\_\_

4) 李丽每天早晨教格林先生学习中文。

5) 请叫我大卫好了。

6) 你经常给父母发电子邮件吗？

7) 这篇课文中有不少生词。

### Write and Describe a Picture

- 8 Write a short passage of about 100 words to tell a story or about an event related to the picture given below. Some useful words and phrases have been provided to help you. You may start the passage with the sentence: Chinese New Year is also known as Spring Festival.

*the first day of a new year;*

*according to the Chinese lunar calendar;*

*be regarded as the most important traditional holiday;*

*Chinese people, home or abroad;*

*many special customs;*

*pay a new year call (拜年);*

*greeting with a unique gesture;*

*bow to each other with their hands clasped;*

*offer best wishes;*

*a happy and prosperous new year.*



## SECTION IV *Maintaining a Sharp Eye*

### PASSAGE I

#### The Business Card: a Social Faux Pas

You, like most people, probably have been in such a **situation** where you are being asked for a business card, and while reaching for it ... and ... **oops** ... “I’m sorry, I must be out at the moment” or “they must be in my other bag” or “I left them at the office, I’m sorry,” and the **conversation** continues on with some sort of story about how this “never happens to me” or “I knew I was forgetting something this morning ...”

**Missed connections** are missed **opportunities** for business. Business cards are a useful **marketing** tool, and an easy one to have with you at all times. Not having your cards can be seen as being **unprepared** to market yourself and your business. Don’t start that new contact leaving them thinking “that person is already unprepared”.

“Never leave home without it ...” There are so many things we often have to remember in this **go-go** world we are living in ... but your business cards should ALWAYS be with you.

Here are a few **tips** for you to go **take care of** this right now, so you don’t **get caught in** this situation:

- ✧ If you don’t have a job, get **Networking** Cards.
- ✧ If you are **employed**, and haven’t had new cards in 2 or more years, it could be time for an **update**: **info** update and photo update ...
- ✧ Perhaps set a **goal** of **handing out** 5 cards a day.
- ✧ Practice what you will say when handing them out. On a daily **basis**, there are so many opportunities to do so. **Grocery** store lines, coffee shops, waiting on your car wash, meetings, and even the dog park!
- ✧ Ask your network to network with and for you also by handing out a few!

Work smarter, not **necessarily** harder!

社会的；失礼

情况

哎呀

对话

错失的；联系；  
机会；市场营销  
无准备的

匆忙的，活跃的

提示；关心

陷于

联络关系

雇佣

更新；信息（缩  
略词）；目标；

分发

基础；杂货的

必定

#### Note

go take care of = go and take care of, 相当于汉语中的“去关心”。在美式英语口语中，go与动词连用时，其后常略去and或to。

## Window on Useful Expressions

|                            |              |
|----------------------------|--------------|
| social faux pas            | 社交失礼         |
| business / networking card | (公务 / 联系) 名片 |
| reach for                  | (伸手) 去取      |
| be out (of)                | 没有, 用尽       |
| at the moment              | 在眼下, 此时此刻    |
| continue on                | 持续下去         |
| get caught in              | 陷于           |
| it is time for             | 该是( )的时候了    |
| hand out                   | 散发, 分发       |
| on a daily basis           | 在日常生活中       |
| not necessarily            | 不一定          |

## Read and Think

## 1 Answer the following questions according to the passage.

- 1) Have you got your business cards or networking cards? If not, why not?  
\_\_\_\_\_
- 2) How do you understand the title of the passage *The Business Card: a Social Faux Pas*?  
\_\_\_\_\_
- 3) Why does the author say “missed connections are missed opportunities for business”?  
\_\_\_\_\_
- 4) Can you explain the tips in your own words?  
\_\_\_\_\_
- 5) What does the last sentence mean?  
\_\_\_\_\_

## Read and Complete

## 2 Complete each of the following statements with words or phrases from the passage.

- 1) Have you ever been in a difficult \_\_\_\_\_ where you have to make silly excuses?
- 2) It is not polite to keep silent when others want to have a \_\_\_\_\_ with you.



- 3) I go to the grocery store only once a week. I have some \_\_\_\_\_ to help you keep vegetables fresh.
- 4) American people would use the word “ouch” when British people say \_\_\_\_\_.
- 5) Chances never favor \_\_\_\_\_ minds.
- 6) This \_\_\_\_\_ pop band performs worldwide hundreds of times each year.

## 3 Fill in the blanks with the proper words or expressions given below, changing the form if necessary.

|               |           |                 |               |               |
|---------------|-----------|-----------------|---------------|---------------|
| at the moment | reach for | continue on     | get caught in | out of        |
| time for      | hand out  | not necessarily | take care of  | leave without |

- 1) The 2008 Beijing Olympic Games were such a good \_\_\_\_\_ the world to know more about China.
- 2) The change of a city is \_\_\_\_\_ a change in its becoming more beautiful and fashionable.
- 3) I \_\_\_\_\_ a *faux pas* situation where I was introduced as the General Manager but “Assistant Manager” was printed on my card.
- 4) Of course I will \_\_\_\_\_ what you feel about it, but business is business.
- 5) The professor encourages us to \_\_\_\_\_ opportunities instead of waiting for good luck.
- 6) Do you believe that love could \_\_\_\_\_ even when the beloved is away in the other world?
- 7) Never \_\_\_\_\_ giving thanks to your teachers who have helped you all the years.
- 8) The freshmen could help \_\_\_\_\_ the tickets for the college’s “Do It Yourself Show”.
- 9) Sorry, I can’t give you an answer \_\_\_\_\_. I need to think about it further.
- 10) Another story? Oh, children, my mind is \_\_\_\_\_ any stories at the moment.

## Read and Translate

### 4 Translate the following sentences into English with the words or expressions given.

- 1) 像许多人一样，你大概也在学习如何推销自己。 **market**  
\_\_\_\_\_
- 2) 对一名新雇员来说，最重要的不一定是工作经验，而是怎样不断更新知识。 **employee, not necessarily, update**  
\_\_\_\_\_
- 3) 对不起，我那位闲不住的老板让我即刻就走！ **go-go, right now**  
\_\_\_\_\_

- 4) 那位主妇只是不停地诉说她的家事，我就知道我会被拉进这样的谈话。 **continue on, some sort of story, be caught in**
- 5) 对我来说，失去时间就是失去生命。我不能还没实现自己设定的目标就离开这个世界。 **missed, set the goal, leave without**
- 6) 我的锻炼计划是建立在每天锻炼的基础上的。它不一定会让我长高，但会使我身体健康。 **on a daily basis, not necessarily**

### Read and Simulate

#### 5 Pay attention to the italicized (斜体的) parts in the English sentences and translate the Chinese sentences by simulating the structure of the English sentences.

You, *like* most people, *probably* have been *in such a situation where* you are *being* asked for a business card.

Your company, *like* many others, *probably* has been *in such a situation where* it is *being* blamed for the poor quality of the products.

像你的许多同学一样，你可能也曾有过亲身经历：有人请求你为外国友人帮忙做点事。

像大部分妇女一样，她自己可能也曾遭遇过被人误解的局面。

*I'm sorry*, our manager *must be* out at the moment.

*I'm sorry*, it *must be* out of children's reach.

对不起，这会儿他一定外出在图书馆里。

对不起，你的汽车现在必须得停用一个月。

I *knew* I *was* forgetting something this morning.

She *knew* she *was* speaking too much at the meeting.

我知道我今年错修了一门课程。

一开始他就知道他在错失一个好机遇。

*Not having* your cards *can be* seen *as being* unprepared to market yourself and your business.

*Not showing* a smiling face *can be* seen *as being* unfriendly to others.

不着正装可能会被看成对他人的一种不礼貌。

没有好习惯可能会被看作是没有受过良好的教育。

*Don't* start that new contact *leaving* them *thinking* “that person is already unprepared”.

*Don't* talk back to the new boss *leaving* him *thinking* “that person is too proud”.

别在经理面前说笑话 *tell jokes*，给他留下“此人不严肃”的印象。

别跟那小女孩大声嚷，让她觉得“这人不友善”。

5

Never *leave* home *without* it.

Never *leave* your friends *without* a goodbye.

千万别不带钥匙就离开家。

千万别不给缘由就离开会场。

6

## PASSAGE II

### How to Greet People in Different Languages

Have you ever stopped to think about how many people are saying “Hello” to greet each other today, and in how many different languages? If you want to say “Hello” to everyone on the *planet*, you would have to learn at least 2 796 languages and greet at least 6 500 000 000 people. Here are some of the ways of saying “Hello” around the world. *Hola* in *Spanish*, *Ciao* in *Italian*, *Nihao* in Chinese or *Bonjour* in French, and many more!

Sounds hard to learn to say so many “Hellos”? Don't worry! It seems that nowadays the English word “Hello” is getting *accepted* in more and more cultures. Besides, you can find some other ways to greet people, too. Here is a simple, and *amusing*, way to greet foreigners wherever you might travel around the world.

A friend of mine who travels widely does not say “Hello”, but she tries to learn to say “Beautiful” in the local language. She can use it to “greet” a mother holding a baby, or to “greet” an old lady watering her flowers, or to “greet” a lonely *salesman* showing a photo of his family. The ability has *earned* her friendship all over the world. So why not — when even one word can bring about such pleasure?

Fun, isn't it? And we don't need to *pronounce* those different local greeting words *accurately*. With a *heartly* smile, it can be well

星球

西班牙语；意大利语

接受

有乐趣的

销售员  
赢得

发音  
准确的；真心的

understood and **appreciated**. The “Beautiful” greeting is like sunlight that **melts** the coldness between people. So **instead of complaining** about a foreigner’s **misunderstanding** and unfriendliness, let’s learn to say “Beautiful” in the local language whenever and wherever you travel around the globe!

赞赏  
融化；取代（而  
不是）；抱怨；  
误解

### Window on Useful Expressions

|                                |              |
|--------------------------------|--------------|
| say in (a language)            | 用（某一语言）说     |
| have you ever (done something) | 你是否（干过某事）    |
| get accepted                   | 被接受          |
| stop to think about            | 认真思考/考虑      |
| another way to (do something)  | 另一种（做某事的）方法  |
| don’t need to                  | 不必（做什么）      |
| why not                        | 为什么不呢        |
| complain about                 | 抱怨，投诉        |
| instead of doing something     | 不去（做某事）（而是做） |

### Read and Judge

**6 Are the following statements true or false according to the passage? Write T / F accordingly.**

- 1) According to the passage, saying “Hello” is more and more accepted in the world as the way of greeting.
- 2) In France, people say *Bonjour* to greet each other.
- 3) The author’s friend finds it unpleasant to greet local people with “Hello”.
- 4) A mother will be happy to hear a foreigner praising her baby, even with a strange accent.
- 5) Salesmen often have to leave their families to do business alone.
- 6) Instead of greeting in words, now more people choose to simply give a hearty smile.
- 7) It is a must to pronounce the greeting words accurately to get a friendly reply.
- 8) It is in fact not very difficult to make friends with a foreigner.

## Read and Translate

### 7 Translate the following sentences into Chinese.

- 1) Have you ever stopped to think why many people are complaining about all the pressure in life?  
\_\_\_\_\_
- 2) If we want to make friends in the company, a simple way is by giving them hearty praise.  
\_\_\_\_\_
- 3) A friend of mine learns to say “I love you” in the local language wherever she travels.  
\_\_\_\_\_
- 4) So why not — when even a friendly smile can bring about such a good result?  
\_\_\_\_\_
- 5) The old lady did not speak Chinese well. But she said “*Nibao*” with a hearty smile.  
\_\_\_\_\_
- 6) Smiling is like sunlight that could melt the coldness between people.  
\_\_\_\_\_
- 7) Instead of complaining about all the hardships in life, let’s learn to find and make more fun every day!  
\_\_\_\_\_

Try to find different  
ways people say goodbye  
in different languages.

Search  
Online

## SECTION V *Appreciating Culture Tips*

### Discuss, Appreciate and Comment

#### Advertising Slogans

#### Let's learn to appreciate



Save Money, Live Better.  
**Wal-Mart**  
省钱省心，生活更美！  
沃尔玛

1. 广告语简洁明了，用词精到，鼓动性强。
2. 两个平行结构因果关联，突显沃尔玛的平价惠民形象。



We mine for progress.  
**MMG**  
开采美好未来。  
五矿资源有限公司

1. 广告语重点宣示“为进步而采矿”。
2. 译文将progress（进步）译为“未来”，更加突显采矿业的理念。



Impossible is nothing.  
**Adidas**  
没有什么不可能。  
阿迪达斯

1. 倒装手法使语言更加生动有力。
2. 引用拳王阿里说过的话，更显权威霸气。



Good to the last drop.  
**Maxwell House Coffee**  
滴滴香浓，意犹未尽。  
麦斯威尔咖啡

1. 采用夸张手法突出咖啡的芳香，last drop用得绝妙，引诱购买者一尝为快。
2. 汉语译文美妙绝伦，令人垂涎欲滴。



No business too small, no problem too big.  
**IBM**  
没有不做的小生意，没有解决不了的大问题。  
国际商业机器公司

1. 使用对偶手法：too small衬托“经营一视同仁”；too big烘托“大小问题均不在话下”。
2. no...too语句对仗，醒目有力。