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Invitation

Etiquette

Unit

One

Unit Goals:

What You Should Learn to Do

1. Make an oral invitation to:
 - invite people to join daily activities
 - invite people to formal occasions
2. Make a written invitation (write an invitation card or a letter) for:
 - personal invitation
 - official occasions
3. Give a reply to:
 - an oral invitation
 - a written invitation

What You Should Know About

1. Invitation culture: Western and Chinese
2. Word order in a subordinate clause

Section I Talking Face to Face

Imitating Mini-Talks

1 Work in pairs. Look at the picture and recite the following mini-talks for making invitations and giving responses.

1) Inviting friends to a party

Sally: Hello, William. What're you going to do tomorrow evening?

William: Tomorrow evening? Nothing special.

Sally: I'm inviting a few friends to my daughter's birthday party. Would you like to join us?

William: Great. That would be **super**. **Congratulations**!

好极了; 祝贺

Window on Key Words

2) Inviting friends to a dinner

Mary: We'd love to have you over for dinner Saturday.

Robert: Oh, thank you. What time should I come?

Mary: How about eight o'clock?

Robert: OK. Thank you for inviting me.



3) Inviting friends to a movie

Paul: What're you doing on Saturday night?

Molly: I'm not sure. Why?

Paul: Well, I was thinking of asking you to go to a movie with me this weekend.

Molly: Oh, why not?

4) Declining an invitation to go roller-skating

Mike: Would you like to go **roller-skating** with me this Saturday afternoon?

Sarah: Saturday afternoon? I'm afraid I won't be able to.

Mike: What about Sunday afternoon?

Sarah: That would be nice.

滑旱冰

5) Declining an invitation to go out for dinner

Steve: Well, thank goodness it's Friday, Jean.

Cindy: Yes, it was a long week, Ken.

Steve: Would you like to go out to dinner tonight? I'd like to take you somewhere really special.

Cindy: Oh, thanks, but ... maybe some other time. I'm very busy tonight.

Acting out the Tasks

2 Work in pairs and perform the tasks by following the above mini-talks. Refer to the Data Bank in the *Workbook* for relevant expressions.

1 Task:

Suggest going skiing with your friend.



2 Task:

Invite your friend to go to a concert on Friday evening.

3 Task:

Invite your friend to go to the early show of the movie "My Fair Lady".

4 Task:

Decline your friend's invitation to go dancing next Friday afternoon.

5 Task:

Decline your friend's invitation to go out to dinner.

Studying Invitation Cards and Letters

3 Invitation cards are often used for inviting people. Read the following invitation cards and letters and try to use the information in them in your face-to-face talks.

Sample 1

Mr. and Mrs. Wang
request the pleasure of your company
at a dinner party in celebration of
their daughter's eighteenth birthday
Saturday, the sixth of March
at 8:00 P.M.
74 Salisbury Street, Beeston, Nottingham

Dear Mr. Smith,

You are invited to attend a hike to the Great Wall on Friday, November 17th. The coach will leave at 7 o'clock. Your family and friends are welcome, too.

We would feel honored if you can join us for the wonderful trip.

Peter Chang

Following Sample Dialogues

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

Accepting an Invitation

Wang: Hello, William. What are you doing tomorrow evening?

William: Tomorrow evening? Nothing special, I was thinking of watching TV.

Wang: Drag yourself away from television for a change. I'm having a few friends to have a dinner party tomorrow to celebrate my daughter's birthday. Would you like to join us?

William: Great. That would be super. Congratulations!

Wang: Thank you. How about eight o'clock? Is that OK?

William: Oh yes, fine. Would it be alright if I brought somebody with me?

Wang: Yes, of course.

William: Thank you. Do you want me to bring something to drink? Red wine or white?

Wang: Um, white wine, if you feel you must bring something. But it's not necessary.

William: OK. White wine. Well, indeed, thank you very much for inviting me.

Wang: My pleasure.

William: I'll be along at eight. Looking forward to it.

Wang: Yeah, see you then.

Declining an Invitation

Chang: Are you doing anything special on Friday, Mr. Smith?

Smith: Yes, Mr. Johnson and I have promised to call on some friends at the embassy.

Chang: Oh, what a pity!

Smith: What did you have in mind?

Chang: We were thinking of asking you and Mr. Johnson to go to the Great Wall.

Smith: I'd love to and I'm sure Mr. Johnson would, too. I wonder if we could make it some other time if it is convenient.

Chang: What about Saturday? But I need to alert you that the coach will leave quite early at 7 o'clock.

Smith: I'll ask Mr. Johnson if he has any plans, but I think it'll be all right. Suppose I give you a ring this afternoon and let you know.

Chang: That would be good.

Putting Language to Use

5 Imagine you are a friend of Jennifer. Tomorrow is your birthday. You are inviting her to come to your birthday party. Fill in the blanks according to the Chinese provided.

You: Jennifer, **1** _____? (你明天晚上有什么特别的事吗?)

Jennifer: No, nothing special.

You: **2** _____? (我想请你参加我的生日聚会。你愿意来吗?)

Jennifer: Yes, I'd love to.

You: **3** _____? (好的, 你在七点钟来好吗?)

Jennifer: Oh, yes, fine. Do you want me to bring something to drink? Orange juice or lemonade?

You: **4** _____。(如果你一定要带什么的话, 就带柠檬汁吧。)

Jennifer: I'll do that. Thank you very much for inviting me.

6 Imagine you are a friend of Mary's. You are asking her to go to a movie. Play your role according to the clues given in brackets.

You: **1** (问对方这个周末打算做什么), Mary? Got any plans?

Mary: Nothing special. Why?

You: Want to see a movie? **2** (告诉对方友谊电影院正在放映《雷雨》。)

Mary: Yeah, why not? **3** (询问看早场还是晚场。)

You: Let's go to the early show, and we could do something afterward. **4** (建议去肯德基或咖啡馆。)

Mary: **5** (表示要去肯德基。)



You: 6 (询问在什么时间和地点见面。)

Mary: I'll come to your house to pick you up at six o'clock.

You: 7 (表示同意与感谢。) See you then.

◀ Section II *Being All Ears* ▶

Learning Sentences for Workplace Communication

1 Listen to ten topic-related sentences for workplace communication and try to remember them.

- 1) Are you doing anything special tonight?
- 2) I was wondering if you might like to come over for dinner on Friday.
- 3) Listen. I've got some tickets for a rock'n'roll concert Sunday night. Would you like to go?
- 4) Have you tried the Pizza Hut yet on Main Street? Why don't we go there tonight?
- 5) Please come whenever it is convenient for you.
- 6) Could you make it any other time?
- 7) I wish I could, but I have an appointment with my doctor.
- 8) I don't know what time would be convenient for you.
- 9) I'm afraid it won't be possible, but thank you very much anyway.
- 10) I'm terribly sorry, but I've made other plans. Thanks anyway.

Window on Key Words

rock'n'roll concert 摇滚音乐会
be convenient for you 对你方便

Pizza Hut 必胜客比萨饼店

2 Listen again to the above sentences rearranged in sequence, and then match them with their Chinese translation.

- | | |
|------------------------------|------------------------------------|
| 1) <input type="checkbox"/> | a. 我希望能去, 可是我已约好去看医生了。 |
| 2) <input type="checkbox"/> | b. 听我说, 我有几张星期日晚上摇滚音乐会的票, 你想不想去? |
| 3) <input type="checkbox"/> | c. 我恐怕去不了, 但还是要谢谢你。 |
| 4) <input type="checkbox"/> | d. 你什么时候方便就什么时候来吧。 |
| 5) <input type="checkbox"/> | e. 非常抱歉, 但是我已经有了别的安排了。不过还是要谢谢你。 |
| 6) <input type="checkbox"/> | f. 你可以定个别的时间吗? |
| 7) <input type="checkbox"/> | g. 你能否在星期五过来和我们一起吃晚饭? |
| 8) <input type="checkbox"/> | h. 不知道你什么时候方便。 |
| 9) <input type="checkbox"/> | i. 你去过大街上新开的必胜客比萨饼店吗? 今天晚上我们一起去好吗? |
| 10) <input type="checkbox"/> | j. 今天晚上有什么特别的事情吗? |

3 Listen to ten topic-related sentences for workplace communication and translate them into Chinese orally.

Handling a Dialogue

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

Mike and Claire are discussing their plans for 1 **today, tomorrow, the day after tomorrow**. Mike suggests going to the 2 **ball room, ball game, ball match**, but Claire doesn't want to. Then Mike invites Claire to go 3 **skating, skiing, skidding**. Claire loves this idea as she hasn't done it 4 **for a short time, for a few years, for a long time**. But Claire seems to remember that it's supposed to be 5 **very wet, quite cold, very warm** tomorrow. In that case, it won't be a good idea to go skiing. So, they 6 **agree, argue, arrange** to wait and see what the weather will be like tomorrow.

5 Listen to the dialogue again and then answer the following questions orally.

- 1) Does Claire have any plans for tomorrow?
- 2) What suggestions does Mike make?
- 3) How does Claire know it's supposed to be warm tomorrow?
- 4) Does Mike also know about the weather condition of tomorrow?
- 5) What will Claire do tomorrow morning?

6 Listen to the dialogue for the last time and fill in the blanks according to what you have heard.

Mike: What are you going to do tomorrow? 1 _____?

Claire: Not at all. Do you have any suggestions?

Mike: 2 _____?

Claire: Hmm. I don't really feel like going to watch the ball game. Any other ideas?

Mike: 3 _____?

Claire: That sounds great. I haven't gone skiing for a long time. But wait a minute! Isn't it supposed to be very warm tomorrow?

Mike: Gee, 4 _____.

Claire: I'm pretty sure it's supposed to be very warm. I heard it on the radio.

Mike: 5 _____. Let's wait and see what the weather will be like tomorrow.

Claire: OK. I'll call you in the morning.

Understanding a Short Speech / Talk

7 Listen to a short speech twice and during the second listening, put back the missing words in the blanks.

Good morning everybody. Welcome to the 7th International 1 _____ Conference. It's great for me, the sales Director, to see so many of you — old 2 _____ and new ones! Now we're going to have two very busy days, but I am sure you'll 3 _____ them. As soon as I finish, which won't be very long, I promise you, we'll begin with the first 4 _____, that is, our Sales Managers will be giving sales 5 _____ for their own countries. We'll stay together for that part as I feel it's 6 _____ for everybody to see the overall picture. Then, after we've had lunch, we're going to 7 _____ groups to discuss our targets for next year and how to 8 _____ them.

Dinner this evening is at eight o'clock. We'd like everyone to meet in the bar for drinks from about seven o'clock. 9 _____ we can enjoy a drink together until the coach leaves for the 10 _____ at 7:45.

8 Listen to the short speech again and match the information in Column A with the choices in Column B.

Column A	Column B
The opening speech is made by ____ 1	<ul style="list-style-type: none"> a. the chairman of the conference. b. the guest speaker. c. the Sales Director. d. the General Manager.
This conference will last for ____ 2	<ul style="list-style-type: none"> a. one day. b. two days. c. three days. d. four days.
The first part of the meeting is mainly devoted to ____ 3	<ul style="list-style-type: none"> a. the sales director giving a welcome speech. b. the sales director giving an annual report. c. the sales managers giving sales reports. d. the sales managers exchanging their sales experience.
Everyone is asked to stay for the first part of the meeting because ____ 4	<ul style="list-style-type: none"> a. it won't last too long. b. everybody is to give a report. c. the guest speaker's topic is interesting. d. it is good for them to see an overall picture.
The major topic of this sales conference is ____ 5	<ul style="list-style-type: none"> a. the sales targets for next year. b. the marketing plan for next year. c. the employment of new sales managers. d. the division of the market share.



9 Write out the general idea of the short speech in one paragraph by answering the following questions.

- 1) What is the name of the conference?
- 2) Who makes the opening speech?
- 3) How long will the conference last?
- 4) What will the Sales Managers do after the opening speech?
- 5) What is to be done after lunchtime?
- 6) What is arranged for the evening?

Section III *Trying Your Hand*

Practicing Applied Writing

1 Read the following samples of invitation cards and learn to write your own.

You are invited to the
class **reunion**
to **benefit** the Streetlight Project
Saturday, the fifth of May
at 10 P.M.
The Fairmont Copley **Plaza**
Boston
\$10 per person
Silent **Auction** ends at 12
Attire is 1950's style

团聚
资助

广场

拍卖
服装

Sample 1

NYU Medical Center Career Forum
cordially invites you to the
recruitment meeting

纽约大学
衷心地
招聘

Sample 2

18th April
at 2 P.M.
Faculty Dining Room
NYU School of Medicine
R.S.V.P. by 10th April
Mary Roberts at +49
(0)331 977-4166

The **Board of Directors** of the
Back Bay Historic Preservation **Guild**
requests the pleasure of your company
for dining and dancing
Saturday, the seventh of August
from eight o'clock till 11 o'clock in the evening
123 South Ridge Road
Percyville, Virginia
R.S.V.P. 555-555-5555

同业公会

Sample 3

Join us for an
Old-fashioned **Barbecue**
to celebrate Northwest General Hospital's 50th **Anniversary**
Monday, 8th February
at four o'clock in the afternoon
6 000 North New Braunfels
San Antonio

烧烤野餐
周年纪念(日)

Sample 4

2 Translate the following invitation letter into Chinese, using the Data Bank in the Workbook for reference when necessary.

24 June, 2014

Dear Mr. Bool,

We have pleasure in inviting you to our annual conference. This year it will be taking place at the University of Nottingham, from 20 to 24 August.

We enclose details of the conference, accommodation arrangements and a business activity program.

Last year you gave a very interesting talk on the subject of "Academic Standards and Expectations". We would be very grateful if you would consider giving us an update on this.

We would appreciate it if you could confirm your participation at your earliest convenience.

Yours sincerely,
Philip Luford
Conference Organizer

3 Write a reply to the above letter. Your reply should include the following.

- thanks for the above letter
- confirmation of your participation
- request for more information about the program
- apology for not being able to give another talk (pressure of work — no time for preparation)
- a complimentary close to end the letter

Some parts of the letter have already been done for you.

Dear Mr. Luford,

Thank you for your letter of 24 June and I am pleased to _____

_____.

I would be grateful if _____.

Unfortunately, _____.

I am afraid that _____.

However, _____.

Yours sincerely,
H. Bool

- 4 Translate the following message into English, using the Data Bank in the Workbook for reference when necessary.

我很希望能参加你的毕业聚会，我知道这一定会很有意思。遗憾的是，我父母已经邀请了几位亲属来我家里团聚。我想知道你是否可以在星期六晚上来我家，告诉我有关聚会的情况。

Writing Sentences and Reviewing Grammar

Word Order in a Subordinate Clause

Window on Grammar

用疑问词 (wh-words) 引导的从句不用疑问句语序，要用陈述句语序。试比较：

疑问句

What is he doing?

When will they go?

从句

宾语从句 I don't know what he is doing.

主语从句 When they will go hasn't yet been decided.

- 5 Find the correct choices in brackets to complete the sentences.

- 1) — “Who is he?”
— “I don't know. You may ask Mary _____ (who he is, who is he).”
- 2) — “We're late. The play has started.”
— “I wonder how long ago _____ (did it begin, it began).”
- 3) He asked me if _____ (I had enjoyed, had I enjoyed) the film.
- 4) Helen asked Roger, “Can you tell me when _____ (you will have time, will you

- have time) to see me?”
- 5) The teacher asked me _____ (how old was I, how old I was).
 - 6) She asked him if _____ (he would marry her, would he marry her).
 - 7) Do you think _____ (should we, we should) invite the Browns?
 - 8) I'd like to know how _____ (could I, I could) improve the design.

6 Correct the errors in the following sentences, paying attention to word order in subordinate clauses.

- 1) Jane told her not to worry about where might be her son.
- 2) She said I am going to the cinema.
- 3) She wanted to know what was his job.
- 4) I wondered did he really mean it.
- 5) He asked which chair should he take.
- 6) He asked why hadn't I stopped the car.
- 7) He remarked what it was a lovely house.
- 8) He said how the garden was beautiful.
- 9) He asks when will they leave.
- 10) I don't know where is he.

7 Translate the following sentences into English.

- 1) 你能告诉我在哪儿可以买到口香糖吗?

- 2) 警察想知道她长什么样儿。

- 3) 你知道她穿的是什么衣服吗?

- 4) 在报告中他们问到银行里有几个监控摄像头。

- 5) 面试官问他已经工作几年了。

- 6) 你想知道他什么时候去上海吗?

- 7) 我只是想知道你喜欢什么颜色, 红色还是黄色。

- 8 Write a short passage of about 100 words to describe the picture below. Some useful expressions are provided to help you. Start the passage with "Sandra was writing a letter to decline Mary's invitation to her birthday party."

*She would love to come;
but not able to come;
Peter, Sandra's husband, and Sandra going
to Italy on July 9th on holiday;
stay in Rome for ten days;

go on to travel to England on July 20th;
have a whole month there;
before closing the letter;
give best wishes*



Section IV Maintaining a Sharp Eye

PASSAGE I

Business Invitation

A case of **mistaken identity!**



认错人(此处指新人聚会会认错人)

Don't worry. We've been assured that this **mystery** will be solved in time for our

Holiday Office Party

We're leaving the **investigation** to those who do it best. Let's get away from all those computers, papers and mess and come to our office party in your best suit or dress.

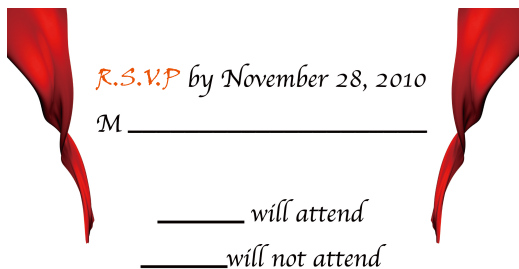
Come'n' join us and toast the season

Thursday, December 9th 2014 5:00 P.M.
The Columbia House – Penthouse Floor 485 Jefferson Plaza

Leonard, Barley, Travis, Bailey and Smith

Regrets only to Dianne 248-8522

It would be a **crime** to miss our party or not be on time
485 Jefferson Plaza



Business invitations can be informal or formal. Although formal invitations are usually sent through the mail, informal invitations via email and phone are becoming more **acceptable**.

Invitation Timing

For most formal **occasions**, it's best to invite guests three or four weeks in advance. If you choose to invite your guests by phone, **remind** them again in writing two weeks before the gathering. Here are a few **guidelines** for your information:

- Six to eight months before an important **seminar** to which out-of-town **executives** are invited.
- Four weeks before an evening **reception**.

谜

调查

不能出席请回复

大错

请回复

可接受的

时间选择

场合

提醒

指导原则

研讨会

主管

招待会

- Two to four weeks before a **cocktail** party.

Invitation Format

Formal business invitations are most **commonly** printed on white or **off-white** high-quality paper. A company can use any color of paper it **desires**, as long as it **upholds** and promotes the company's **image**.

With **preprinted** invitations, you simply fill in the blanks to tell what, where, and when the party will be and who is giving it. It's also acceptable to include an RSVP **notation** and your phone number or address on the invitation for more accurate planning.

Responding to an Invitation

Either use the address or phone number printed in the lower left corner of the invitation or return the RSVP card sent with the invitation. If a "Please reply by (a **given** date) is included in the invitation, be polite enough to reply by that date. If the words "Regrets only" are printed in the lower left corner of the invitation, you need only to inform the host if you will not be able to attend. If your host does not hear from you, you are expected to attend.

Never ask to bring a guest unless the invitation states, for example, "Mr. Louis Winthrop and Guest." Most **likely**, the host will have only enough food and drinks for the number of people he invites. **Showing up** with an uninvited friend could turn out to be an **embarrassing** situation for everyone.

鸡尾酒

格式

通常

非纯白色

希望; 支撑; 形

象; 预先印好的

标记

给定的

可能地

露面

令人尴尬的

Window on Useful Expressions

become acceptable

变得可接受

in advance

提前

remind sb. in writing

书面提醒

high-quality paper

质量好的纸张

promote the company's image

提升公司的形象

in the lower left corner of

在...的左下角

RSVP notation

请回复的字样

a given date

某一个给定日期

regrets only

不能出席请回复(请柬用语)

most likely

最可能

show up

出现, 露面

1 Answer the following questions according to the passage.

- 1) What is the best timing for sending out an invitation to an evening reception?

- 2) What is the primary consideration for a company to choose the color of the paper for its invitations?

- 3) How do you handle the preprinted invitations?

- 4) What do you need to do if “Regrets only” is printed in the lower left corner of the invitation?

- 5) In what situation can you bring a guest?

2 Fill in the blanks without referring to the passage.

Formal business invitations are most commonly printed on white or off-white **1** _____ paper. A company can use any **2** _____ of paper it desires, as long as it upholds and promotes the company’s **3** _____. With preprinted invitations, you simply fill the blanks to tell **4** _____ the party will be and who is giving it. It’s also acceptable to include an **5** _____ and your phone number or **6** _____ on the invitation for more accurate planning.

3 Complete each of the following statements according to the passage.

- 1) If you choose to invite your guests _____, remind them again in writing _____ before the gathering.
- 2) Six to eight months before an _____ to which out-of-town _____ are invited.
- 3) If a “Please reply by (a _____ date)” is included in the invitation, be polite enough to reply by _____.
- 4) If your host does not hear from you, you are expected to _____.
- 5) Showing up with an _____ could turn out to be an _____ situation for everyone.

4 Fill in the blanks with the proper words given below, changing the form if necessary.

timing	guideline	notation	uphold
executive	seminar	likely	reception

- 1) What's your _____ in choosing songs for your audience?
- 2) The _____ starts on Friday and the experts will be discussing the impact of technology on the climate in the future.
- 3) Barclays appointed Bob Diamond, the head of its investment-banking business, as its new chief _____ from March 2011.
- 4) Frankly speaking, I cannot _____ such conduct. You see, it is aimed only at the personal interest.
- 5) However, just because you can write statements in purely mathematical _____, this doesn't mean that you necessarily should.
- 6) That was good _____ because his work was influential in shaping the project plan.
- 7) Those studying abroad will most _____ return home for better employment because of the tight job market abroad.
- 8) It gives me great pleasure to express once again my deep appreciation for the grand _____ and generous hospitality we enjoy here.

5 Translate the following sentences into English, using the word or phrase after each sentence.

- 1) 美国人一般早早就安排好他们的退休生活。 **in advance**

- 2) 他们通常被看做最有希望的歌手。 **commonly**

- 3) 我从你的推荐人那里听说雇主曾给他们打过电话。 **hear from**

- 4) 请告诉我们具体时间，以便我们做好适当的准备。 **inform**

- 5) 我们对出席派对的人数估计与实际来的人数相差了一大截。 **show up**

- 6) 只要不成为阅读负担，你的报告可以包括足够多的细节。 **include**

6 Pay attention to the italicized parts in the English sentences and translate the Chinese sentences by simulating the structure of the English sentences.

Although formal invitations are usually sent through the mail, informal invitations via email and phone are becoming more acceptable.

Although he has only studied English for two years, he can speak it quite well now.

虽然生态环境有所改善，但生态安全状况仍然令人堪忧。

尽管天色已晚，我还是有点想出去。

1

For most formal occasions, *it's best to* invite guests three or four weeks in advance.

It's best to slice into a rich cake from the middle.

在中午太阳光线很强的时候，你最好避免外出。

如果你应邀去参加正式的聚会，你最好穿上西装，打上领带。

2

A company can use any color of paper it desires, *as long as* it upholds and promotes the company's image.

Your college or university will provide a report about your education *as long as* you continue to study there.

只要我还有钱维持，我就在墨西哥待下去。

只要我还活着，我就不会忘记那件事。

3

Either use the address or phone number printed in the lower left corner of the invitation *or* return the RSVP card sent with the invitation.

The interviewers will *either* ask you some basic questions about yourself *or* ask you to give a brief self-introduction.

她不是今天来，就是明天来。

你会说英语或者法语吗？

4

Never ask to bring a guest *unless* the invitation states for example "Mr. Louis Winthorp and Guest".

People will *never* improve themselves *unless* they look to some higher standards.

你如果不努力，决不会成功。

我有一个朋友从来不锻炼，除非她去进行马拉松训练。

5

Showing up with an uninvited friend could *turn out to be* an embarrassing situation for everyone.

Whatever the facts *turn out to be*, we make them public regardless of the consequences.

如果你说有空，而结果是邀请你参加你不喜欢的活动，那么你就会处于一种反悔的境地。

那些看起来很现代的建筑实际是由木头、稻草和泥土建造的。

6

PASSAGE II

An Invitation Letter

10 November 2014

My dear Michael,

It seems ages since we heard from you — and even longer since you went to work in China. But recently we happened to **bump into** Charlie Wright at a party, and from him we learnt that you and Lucia will be coming to England over the Christmas holidays. So I am writing **straightaway** — to make sure this reaches you well before you leave Shanghai — in the hope that it will be possible for you both to spend a few days with us during your stay in England.

I am still teaching English Literature in a university and I am getting well along with my colleagues. I also have some Chinese students here, who are very friendly and intelligent.

I imagine you will be spending Christmas with your parents, but **surely** you will have some time after that before your Christmas holidays end. We shall be having two other friends of ours staying with us over the New Year weekend, and it would be nice if you could come then, too. Mike and Rosa Griffiths are old friends and a very nice couple; I'm sure you will like them. They used to live in China, too, so we shall have something in common. And if we get some **decent** weather, we might all go off one day and visit the Carters — I'm sure we can get Uncle Arthur to lend us his **minibus**.

There's not a great deal to report from our end. Mary is well and still enjoying her school teaching (at least, I think so); the children are growing up at a **terrifying** rate; I am still working for Sanderson's in my spare time and like it well enough — though occasionally **pinning for** the **footloose** days of long ago. But let's hope you will soon be here to see for yourselves — and help us see the New Year in!

I'd better stop here now; I'm supposed to be spending this evening writing Christmas cards.

Write or phone as soon as you can — and come!

Love from us all!

Yours ever,
Richard

偶然碰到

立刻

肯定

好的

小型公共汽车

惊人的

渴望

自由的

Window on Useful Expressions

hear from	收到来信
bump into	碰到
get well along with	和...相处很好
spend Christmas with	和...一起过圣诞节
stay with	和...待在一起
used to live in	以前在...住过
have something in common	有共同之处
go off	离开
enjoy one's school teaching	喜欢上学
at a terrifying rate	以惊人的速度
the footloose days of long ago	很早以前自由自在的日子

7 Are the following statements true (T) or false (F) according to the passage? Write T / F accordingly.

- 1) Michael heard from Richard a long time ago.
- 2) Recently Richard met Charlie at a party.
- 3) Michael and Lucia will come back to England over the Christmas holidays.
- 4) Michael and Lucia will probably leave Shanghai when they get the invitation letter.
- 5) Mary is teaching at Sanderson's.
- 6) Richard will be busy writing Christmas cards.

8 Translate the following sentences into Chinese.

- 1) It seems ages since we heard from you — and even longer since you went to work in China.

- 2) So I am writing straightaway — to make sure this reaches you well before you leave Shanghai — in the hope that it will be possible for you both to spend a few days with us during your stay in England.

- 3) We shall be having two other friends of ours staying with us over the New Year weekend, and it would be nice if you could come then, too.

- 4) And if we get some decent weather, we might all go off one day and visit the Carters — I'm sure we can get Uncle Arthur to lend us his minibus.
-
- 5) Mary is well and still enjoying her school teaching (at least, I think so); the children are growing up at a terrifying rate; I am still working for Sanderson's in my spare time and like it well enough — though occasionally pining for the footloose days of long ago.
-

9 Rewrite the invitation letter according to your personal background.

Section V Appreciating Culture Tips

Discuss, Appreciate and Comment

Appreciate the following culture tips chosen around life philosophy and business ethics, and then search online for more famous sayings to introduce to the class.

Logos, Business Mottoes and Famous Sayings



Others may live to eat, while I eat to live.
别人为食而生存，我为生存而食

Your findings:



The man who has made up his mind to win will never say "impossible".
凡是决心取得胜利的人是从来不说“不可能”的。

Your findings:



Art is a lie that tells the truth.
美术是揭示真理的谎言。

Your findings:



If you want to understand today, you have to search yesterday.

想要懂得今天，就必须研究昨天。

Your findings:



The great use of life is to spend it for something that overlasts it.

生命的最大用处是将它用于比生命更长久的事物上。

Your findings: