

UNIT ONE

Greetings and Introductions

I. Background Information

1. Greetings

1) Greetings

The simplest thing to say is “Good morning”, “Good afternoon” or “Good evening”. This greeting is given to one whom you know only slightly, or to any one you are passing quickly. “How are you?” is usually used when you are not in such a hurry. No answer is expected other than “Fine, thank you”. “Hello” is the commonest form of greeting between good friends.

2) When a Man Raises His Hat

If you are wearing a hat which can be taken hold of easily, it is customary to raise it slightly off your head when you greet a girl or a woman.

3) When to Shake Hands

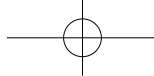
Friends shake hands when they meet after not having seen each other for some time. However it is not necessary to shake hands.

4) Use the Person's Name

It is always good form to use the name of the person you are greeting. You might say, “Good Morning, Mr Moncrieff” or “Hello, Franklin”. A person's surname should be used unless he is your good friend or schoolmate.

2. Culture Shock

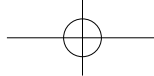
It is inappropriate in English to greet people by asking whether they have



eaten or not. Such a question in English functions as a genuine request for information rather than as a greeting. That is to say, if someone asks their colleague or friend whether they have had lunch or not, the person wants to know “yes” or “no”. If the reply is negative the person will probably go on to suggest that they go and have lunch together. In other words, this kind of question is often a lead-in to a suggestion or invitation. Between unmarried young people it can also indicate the young man’s interest in dating the girl. It cannot be used simply to greet a person, as is normal in Chinese.

Another common way of greeting in Chinese is to ask “Where are you going?” This question does not really ask for information, but merely acts as a greeting. However, in English such a question is normally a request for information. Such details are regarded as a personal matter, so this question can typically only be used by someone in authority or between very close friends. If it is used in other contexts, it may cause embarrassment. If they do not reply, it’s rude; and if they give a vague answer, they seem to be avoiding the question. Yet they might not wish to reply honestly. For these reasons, Westerners may easily be offended at such a Chinese form of greeting and feel that it is an invasion of their privacy.

Another common way of greeting in Chinese is to state what somebody is doing. If you meet someone who is obviously going to the dining hall you may make a comment like “going to dinner” or if you see someone cleaning their bike, you say “cleaning your bike”. Often in English this sounds a little strange because the comment seems to state the obvious. In such a situation, it is possible to simply greet the 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 an evaluative comment on what they are doing. So in the two situations described above, a person could say, “Hello, have a nice dinner!” for the first example and “Hello, you are doing a good job!” for



the second. This is much more usual than simply describing what the person is doing.

Fortunately, not all greetings sound strange or arouse displeasure. Many are similar, some are merely different. While greetings in many languages often indicate the time of day, there may be inconsistencies within a language. English has “Good morning”, “Good afternoon” and “Good evening”, but not “Good noon”. And “Good night” is not a greeting at all, but an expression of farewell.

II. Language Points

introduction *n.*

(often plural) the act of formally telling two people each other's names when they first meet

e.g. Introductions are unnecessary since you all know each other.

Can you do the introductions?

introduce *v.*

to make (a person) known by name to another

e.g. I would like to introduce you to my father.

I introduced John to Mary last week.

introduce oneself

formally tell someone who you are

e.g. Let me introduce myself. My name is Steve Orlando.

each other, one another

*You use **each other** or **one another** when you are talking about actions or feelings*

that involve two or more people together in an identical way. **One another** is fairly formal, and many people do not use it at all. Some people prefer to use **each other** when they are talking about two people or things, and **one another** when they are talking about more than two. However, it is not usual to make this distinction.

e.g. If Simon likes Louise and Louise likes Simon, you say that Simon and Louise like each other or like one another.

We help each other a lot.

They sent each other gifts from time to time.

The three girls sat for an hour without talking to one another.

The boy and girl didn't dare to look at each other.

There is very little difference in meaning between each other and one another.

meet with sb.

to meet or find, esp. by chance; to have a meeting with someone

e.g. In the woods, he met with two strangers.

I met with my fellow students in the street yesterday.

They are meeting with their advisers to work out a new plan.

meet with sth.

to experience something which is usually unpleasant

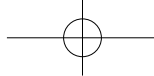
e.g. I heard she'd met with an accident.

They'd never met with such poor service before.

polite adj.

behaving in a way that is socially correct and shows awareness of caring for other people's feelings

e.g. He's a very kind and polite man.



句型: **It is polite to do sth.**

e.g. We left as soon as it was polite to do so.

It's not polite to talk with your mouth full.

politely *adv.*

in a polite manner; with politeness

e.g. He told them politely to leave him in peace.

politeness *n.*

[U] *a courteous manner that respects accepted social usage*

e.g. It was more than an act of politeness—it was genuine friendship.

common *adj.*

happening often and in many places; usual, ordinary

e.g. The surname “Smith” is very common in Britain.

Heart disease is one of the commonest causes of death.

Bad dreams are fairly common among children.

句型: **It is common (for sb.) to do sth.**

e.g. It is very common to see daughters who dress just like their mothers.

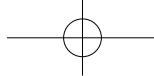
It is very common for a guest to be offered tea or coffee.

It's common for new fathers to feel jealous of the baby.

position *n.*

1) *someone's or something's level or rank in a society or organization*

e.g. Whether or not you're given a car depends on your position in the company.



She devoted her life to improving the position of women in the society.

2) *a job*

e.g. She applied for a position in the firm that I worked for.

She held the position of sales manager.

3) *the place where something or someone is, often in relation to other things*

e.g. You are in a good position over there near the window!

Plant the flowers in a sunny position.

form *n.*

1) *a type of something*

e.g. Trains are a very cost-effective form of transport.

She dislikes any form of exercises.

2) *the way in which something exists*

e.g. The training took the form of seminars and lectures.

The assignment can take any form you like—a written essay, a piece of recorded speech, or whatever.

3) *an official document with spaces where you have to answer questions and provide information*

e.g. I was interested in the job and sent off for an application form.

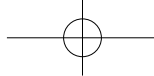
Fill in the form with all your personal details.

in the form of

1) *existing in a particular form*

e.g. The novel is written in the form of a series of letters.

People are bombarded with information in the form of magazines and TV advertising.



2) *having the shape of*

e.g. The lawn was laid out in the form of the figure eight.

The main staircase was in the form of a big “S”.

3) *bad/good form: incorrect/correct social behaviour according to accepted standards*

e.g. It is sometimes considered bad form to smoke in public.

enquiry (BrE)/inquiry (AmE) *n.*

a question you ask in order to get information

e.g. We're getting a lot of inquiries from travel companies about our new London-Beijing service.

I don't know who sent the gift, but I'll make enquiries.

enquire (BrE) /inquire (AmE) *v.*

to ask someone for information

e.g. “Where are we going?” he enquired politely.

The waiter inquired whether we would like to sit near the window.

customary *adj.*

commonly practised, used, or encountered

e.g. He arrived with his customary promptness.

句型: **It is customary for sb. to do sth.**

e.g. It is customary for the chairman to make the opening speech.

They say it is customary for a girl to take her mother's name.

mention *v.*

briefly speak or write about something or someone

e.g. As I mentioned earlier, this has been a very successful year for our company.

Did she mention me in her letter?

don't mention it

used to say politely that there is no need for someone to thank you for helping them

e.g. You say "Don't mention it" to someone after they have thanked you.

"Thank you for your help". "Not at all, don't mention it."

not to mention

used to introduce an additional thing that makes a situation even more difficult, surprising, interesting etc.

e.g. He is one of the most intelligent, not to mention handsome, people I know.

He has a big house and an expensive car, not to mention a villa in France.

rise v.

(rose, risen)

1) *to get up from a lying, sitting, or kneeling position*

e.g. He rose to his feet (= stood up) to deliver his speech.

My grandfather rises (gets out of bed) at five every morning to do his exercise.

2) *to increase*

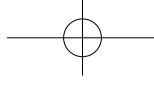
e.g. House prices have risen rapidly.

Her voice rose in anger.

raise v.

to lift something to a higher position or to increase an amount or level

e.g. The government has raised the price of petrol.

**rise, shine**

to get out of bed

e.g. Rise and shine, we're leaving in ten minutes.

remain v.

to continue to be in the same state or condition

e.g. Please remain for a minute at the end of the meeting; I want a word with you in private.

She remained at home to look after the children.

remain seated

to stay in one's seat

e.g. Would the audience please remain seated?

Remain seated until the aircraft has come to a complete stop.

remain, stay v.

1) **Remain** and **stay** are often used with the same meaning. **Remain** is more formal than **stay**.

To remain or stay in a particular state means to continue to be in that state.

e.g. Oliver remained silence.

The weather stays fine.

2) *If you remain or stay in a place, you do not leave it.*

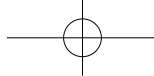
e.g. I was allowed to remain at school.

Fewer women these days stay at home to look after their children.

3) *If something still exists, you can say that it remains. Don't say that it stays.*

e.g. Even today remnants of this practice remain.

He was cut off from what remained of his family.



4) *If you stay in a town, hotel, or house, you live there for a short time. Don't use remain with this meaning.*

e.g. How long can you stay in Shanghai?

She was staying in the same hotel as I was.

come from

1) *(not used in the continuous tenses) to tell people about one's hometown, country*

e.g. She comes from London.

Where do you come from? I'm from China.

2) *to be a product of a place or a thing*

e.g. Some of the best wines come from France.

Milk comes from cows.

3) *to have a particular family background*

e.g. She comes from a very good family.

What sort of background does he come from?

necessary *adj.*

requiring to be done; essential

e.g. Food is necessary for life.

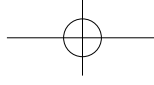
句型: **It is necessary (for sb.) to do sth.**

e.g. It is not necessary to wear a tie.

It is necessary to act fast.

It was necessary for me to keep active and not think about Sally.

It was necessary for her to make several calls.



III. Structure and Grammar

句型: **It is + adj. + to do sth.**

When the subject of a sentence is an infinitive, it is not usually put at the beginning. More often, we begin the sentence with it and put the real subject later.

e.g. It's always polite to introduce them to one another.

It's difficult to understand what he's talking about.

句型: **It is + adj. + for + object + to do sth.**

e.g. It's essential for the classrooms to have plenty of light.

It's difficult for him to change his mind.

It's unusual for it to snow here in June.

It's unnecessary for three of us to go: one will be enough.

IV. Tapescripts

A. You will hear one word read from each group. Which is the word you hear? Circle the letter before the word you hear.

- | | | | | |
|---------|---------|-----------|---------|----------|
| 1. base | 2. fire | 3. clerk | 4. luck | 5. funny |
| 6. old | 7. loud | 8. wander | 9. help | 10. rank |

B. You will hear a dialogue. It will be read twice. Listen carefully and choose the right answer to each question.

Mrs. Fenton: Hello! I'm so happy to see you. Come in!

Mrs. Hunt: Carol, you look wonderful.

Mrs. Fenton: Thank you, Sarah—you look wonderful, too. And the children—they're both so tall!

Mrs. Hunt: Well—you haven't seen them for five years.

Mr. Hunt: Sarah, you've forgotten to introduce Sheila.

Mrs. Hunt: I'm sorry. Carol, we've brought a friend with us. She is Sheila Morgan. She hasn't visited London before.

Mrs. Fenton: Hello, Sheila. Very pleased to meet you.

Sheila: Pleased to meet you, too, Mrs Fenton.

Mrs. Fenton: Please call me Carol. Now sit down everyone. I'll make some tea.

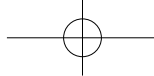
C. You will hear five sentences. They will be read three times. Listen, repeat and write down what you hear.

1. Hello, let me introduce myself.
2. My name is Peter King, from America.
3. Peter, could you introduce me to your class?
4. Mr Smith, I'd like you to meet my friend Li Ling.
5. Nice to meet you. I'm John Smith. Please call me John.

D. Listen to the passage twice and supply the missing words.

Common formal greetings are "Good morning", "Good afternoon" and "Good evening". These expressions can also be used when leaving people. Note that "Good night" is only used when leaving people, never when meeting them. The most usual answer to "Good morning", is to use the same expression. This is also the case with "Good afternoon", "Good evening" and "Good night". Less formal greetings are "Hello" or "Hi". "Goodbye", "Bye", "Bye-bye" and "See you" are used when leaving people.

"How are you" is the commonest way to ask about someone's health. An informal enquiry is "How are things". Informal answers to it are "Not too bad",



“So-so”, “Can’t complain”, “OK” and “All right”.

Note that “How do you do” does not mean the same as “How are you”. It is used when one is introduced to a stranger. The normal answer is the same expression.

V. Key to Listening

A. 1. B 2. C 3. A 4. A 5. B

6. B 7. C 8. A 9. B 10. B

B. 1. A 2. A 3. B 4. B 5. C

C. 1. Hello, let me introduce myself.

2. My name is Peter King, from America.

3. Peter, could you introduce me to your class?

4. Mr Smith, I’d like you to meet my friend Li Ling.

5. Nice to meet you. I’m John Smith. Please call me John.

D. 1. Good afternoon 2. leaving 3. never 4. expression

5. Bye-bye 6. health 7. How are things 8. So-so

9. How do you do 10. stranger

VI. Key to Reading

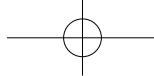
I. 1. A 2. B 3. C 4. B 5. A

II. 1. E. 2. G 3. F 4. H 5. A

III. 1. c 2. e 3. i 4. a 5. b

6. j 7. g 8. h 9. f 10. d

IV. 1. customary 2. politely 3. common 4. mentioning



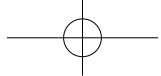
5. rose 6. remain 7. necessary 8. forms
9. enquiries 10. introductions

- V. 1. 有时做自我介绍是有必要的。
2. 按惯例最重要的人物在首席落座。
3. 当一个人来到一群人中时，习惯上是先向大家介绍他的姓名然后再把他介绍给大家。
4. 假如你戴着帽子，通常在和女孩或女士打招呼时要脱帽。
5. 问候时用对方的名字总是合乎礼节的。除了好朋友或校友，称呼其他人都应该用姓。

- VI. 1. B 2. C 3. A 4. B 5. C
6. B 7. B 8. A 9. C 10. A
VII. 1. F 2. T 3. F 4. F 5. F 6. T

VII. Key to Writing

- I. 1. We keep our classroom clean and tidy.
2. She shows her fellow students all her pictures.
Or: She shows all her fellow students her pictures.
3. The mother wanted to buy her daughter a new dress.
Or: The daughter wanted to buy her mother a new dress.
4. I listen to the news carefully.
5. This morning he borrowed a book from the library.
6. The soldier must be sent to hospital at once.
- II. 1. If you meet with any difficulties, just let me know.
2. The politest form of introduction is in the form of an enquiry.
3. It is customary to shake hands when you first meet someone.
4. She remained listening to the music.
5. I would like you all to meet Mr George Brown, who comes from America.



课文参考译文

介 绍

当你想让两个人相识时，应当给他们相互介绍。假如你和你的朋友在一起时遇到你认识的一位熟人，给他们互相介绍是一种有礼貌的行为。

在西方，介绍时通常是先介绍女士后介绍男士；先介绍长辈后介绍晚辈；先介绍职位高的人后介绍职位低的人。你应该把男士介绍给女士；把同性别的年轻人介绍给年长的人；把未婚女士介绍给已婚女士；把孩子介绍给成年人。

最有礼貌的介绍方式是以询问的方式介绍。如，“布朗夫人，我可以向您介绍一下李小姐吗？”这是向老年人介绍自己朋友的一种普通方式。当一个人来到一群人当中时，习惯上先向群体介绍个人，然后再向个人介绍群体的每个人。介绍人可以说“我想让你们大家认识一下史密斯先生，他刚从纽约来。”在介绍时被介绍的人应当站起来。但是，如果向长辈介绍晚辈时，长辈仍在原地就座。女主人在被介绍时总是站着的。

当两个人被介绍时，通常互相握手，或者微笑着说一声“您好”，或者再加上对方的姓，如“史密斯先生，您好！”

有时很有必要作自我介绍。例如，在会议或聚会上向同学，向性别和职位相同的人作自我介绍。这时对方应回答说“我是约翰·史密斯。您好！”或者说“请原谅，我好像还不认识您，我自我介绍一下可以吗？我叫杰克·希尔。请叫我杰克。”