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Unit 1

Greetings

Greetings are indispensable in our lives. We use them many times every day to make contact with other people, recognize their presence, and show friendliness.

It is important to remember that the expressions used for greeting people usually do not carry any literal meanings. For example, “What’s up?” does not really mean “What is up?” It is only an expression of greeting. Also, remember that a positive response to greeting is usually expected, even if it is not totally true. For instance, if someone greets you by saying, “How are you?” “Fine.” is the most appropriate response — even if you are feeling bad.

Greetings vary in their level of formality. Using a greeting that is too formal or too casual for a particular situation is a social error which may be offensive or embarrassing.

There are at least five different styles in English: frozen, formal, consultative, casual, and intimate.¹ The style which is appropriate for a situation depends on the age and the relationship of the people speaking as well as where they are and what they are talking about.

Frozen style is seldom used in normal speaking situations. It is a classic, literary, almost ceremonial style reserved for the most formal occasions, such as declamatory speeches to large audiences. Language in this style is carefully edited and rehearsed. It is used for one-way communication, and the listeners remain social strangers to the speaker.

Formal style is sometimes used in speaking (such as in university lectures and formal introductions), but it is most commonly used in written form in text and reference books, reports, and business letters. Formal utterances are usually either formulaic (established words and structures are used repeatedly with little variation) or prepared in advance (carefully composed and edited). Although it is used for communicating information, formal style typically does not allow immediate feedback from listeners. It is a socially detached style for addressing strangers or large groups.

Consultative style, the first of two colloquial styles in English, is used for two-way communication between people who do not belong to the same social group. It is typical of interactions between a dominant person (such as a professor or a supervisor) and his/her social subordinate (such as a student or a worker). Consultative style allows cooperation and communication without social integration. Conversations in this style are usually not prepared in advance but are composed as they develop.

Casual style is used among members of the same social group (for example, students in the same grade, co-workers in an office, or two teachers who are friends) or for integrating strangers into a social group. Casual conversations are usually not planned, composed, or edited in advance. Rather, they develop through interaction. Their content and direction depend on continuous and

immediate feedback from other members of the conversation group.

Intimate style is reserved for members of a small closely related group (such as a family or club) or pair (such as husband and wife, mother and child, or boyfriend and girlfriend). It joins personalities and reflects a cozy relationship. Intimate utterances are abbreviated and minimal, with many of the messages left unsaid but understood since the conversational partners are so close. “Insider words”, whose special meanings only the partners understand, are common in intimate style, as are titles which show affection, such as *dear*, *sweetheart*, *darling*, or *honey*.

Formal style is typically used when people first meet. With the passage of time, as a friendly relationship develops, the style used will become casual. Be careful, however, not to shift styles too quickly. Becoming friendly or casual too soon can be offensive. In the course of a conversation, it is possible to switch or alternate styles, but usually from one style to its neighbor.

Greetings can consist of a statement and/or a question. Used alone, the question (such as “How are you?”) seems rather abrupt. Generally, the question comes only after a greeting statement (such as “Hello.”).

Hugging and shaking hands are part of greetings. In the United States, people shake hands when they meet their friends. If a boy meets a girl or a woman whom he knows well, he usually gives her a hug. He just holds her in his arms and gives her a gentle pat on her back or touches her head gently. If a girl or a woman meets her female friend, she might give her a big hug.

In different regions of the United States and among different ethnic groups, non-standard greetings are common. For example, in the West, “Howdy?” is a common greeting. In the South, people say, “Hi, y’all².” and in Hawaii you may be greeted with the question, “Howzit?”³ Some ethnic groups add special titles also, resulting in greetings such as “Hey, bro⁴.” While it is useful to be able to recognize these greetings, you should use them cautiously. They often imply a casual or intimate relationship and may be offensive if used by an outsider.

1-1 Mini-conversation

Situation: Two strangers meet at night.⁵ (formal → consultative)

Mr. A: Hello.

Ms.⁶ B: Good evening.⁷

1-2 Mini-conversation

Situation: Two acquaintances meet. (formal → casual)

Katherine: Hello⁸, Robert.

Robert: Hello, Katherine.

1-3 Mini-conversation

Situation: Two acquaintances or friends meet. (casual → intimate)

Katherine: Hi, Bob.

Robert: Hi, Kathy.^{9, 10}

1-4 Mini-conversation

Situation: Two people who are familiar with each other's faces but do not know each other's names meet. (casual)

Person A: Hi, there.

Person B: Hi.

1-5 Mini-conversation

Situation: Two acquaintances or friends greet each other. (formal → casual)

Katherine: Hello, how are you?

Robert: Fine, thanks, and you?

Katherine: Fine.

1-6 Mini-conversation

Situation: Two acquaintances or friends meet. (consultative → casual)

Mary: Hi. How are you?

John: Fine. How are you?

Mary: Good.¹¹

1-7 Mini-conversation

Situation: Two friends meet again after being apart for a few days or weeks. (consultative → casual)

Louie: Hi, Garmen. How have you been?

Garmen: Pretty good, and you?

Louie: Just fine.

1-8 Mini-conversation

Situation: Two well acquainted young people meet. (casual)

Grace: Hey¹², Ted. What's happening?

Edward: Not much.

1-9 Mini-conversation

Situation: Two well acquainted young people meet. (casual)

Bruce: Hey, what's new (with you) ?

Caroline: Nothing.

1-10 Mini-conversation

Situation: Two friends or acquaintances meet. (casual)

Bruce: What's up? [Hey, dude¹³! What's up?/ What's up, man?]

James: Not too much.

1-11 Mini-conversation

Situation: Two acquaintances or friends who have not seen each other for a while (at least one day, and probably several days or weeks) meet each other again. (casual)

Jackson: Hi. How are you doing?

Cheryl: OK. [Fine!/Great!/Okay, I guess. Are you doing all right?]

1-12 Mini-conversation

Situation: Two close friends who know about each other's work meet. (casual → intimate)

Jean: Hey, how's everything going? [how's your work?]

James: Fine, thanks.

1-13 Mini-conversation

Situation: Two close friends meet and discuss their work. (casual → intimate)

Robert: How's everything coming (along)?¹⁴

Richard: So far, so good.¹⁵

1-14 Mini-conversation

Situation: Two quite well acquainted people meet. (casual)

Neal: Hi. How's it going?¹⁶

Wally: OK. [Just fine.]

1-15 Mini-conversation

Situation: Two quite well acquainted people meet. (casual)

Neal: Hi. How are things?¹⁷ [How is life treating you, buddy¹⁸?]

Wally: Great! [Not bad./Couldn't be better! Yourself?]

1-16 Mini-conversation

Situation: Two students¹⁹ meet. (casual)

Charles: Hi. What are you up to?

Cattell: Nothing. [Not much.] Just going to class.²⁰

1-17 Mini-conversation

Situation: Two acquaintances or friends meet in the afternoon or evening, after work or after school. (consultative → intimate)

Joseph: How was your day?

Jennifer: Fine. [Rough.²¹]

1-18 Mini-conversation

Situation: Two well acquainted people or close friends meet. (casual → intimate)

Laura: How ya doin'?²²

William: Not (too) bad. [Can't complain. How about you?]

1-19 Mini-conversation

Situation: Two well acquainted people or close friends who have not seen each other for an extended period of time meet once again. (casual → intimate)

Margaret: Long time no see.²³ Where have you been hiding?

Charles: Around.²⁴ Where have you been?²⁵

Notes on Culture and Language

1. A good book on the subject of styles in English is *The Five Clocks* by Martin Joos (New York: Harcourt, Brace & World, 1961).
2. *Y'all* or *You all* is a plural form of *you* used in the southern United States or by people from that region.
3. *Howzit?* or *How is it?* is a regional variant of *How is everything?* or *How is it going?*
4. *Bro* (/brəʊ/) is a short form of *brother* but it is used not just with family members but with any male friend. It is used mostly by Blacks (Afro-Americans). In Hawaii, a similar title, *brah* is common.
5. At other times of the day, the second line would change to either *Good morning*, or *Good afternoon*.
6. *Ms.* (/mɪz/) is a title used for women which, unlike *Mrs.* and *Miss*, does not indicate whether they are married or single.
7. *Good evening* is a somewhat formal expression of greeting used during the night. It should not be confused with *Good night* which is used for saying good-bye during the evening hours.
8. *Hello* is an all-purpose greeting which covers a broad range of styles. It is the single most useful greeting.
9. *Hi* is more casual than *Hello*. It is probably the most common greeting used in the United States.
10. Notice the use of short nicknames, *Bob* and *Kathy* instead of *Robert* and *Katherine*. They also indicate casual style.
11. Seldom, if ever, would it be appropriate to say, "Bad." in this situation even if it is true.
12. *Hey* is an informal expression used for getting someone's attention while greeting him/her, and it can also substitute *Hello* or *Hi* sometimes.
13. *Dude* is another expression of *man*, *fellow* or *guy*.

14. The word *everything* in this expression, which uses the verb *coming*, refers to a particular project or job which both speakers know about.
15. This expression means "Fine. No problems yet."
16. In this expression, *it* refers to life in general—anything and everything.
17. In this expression *things* refers to everything in general.
18. *Buddy* here means *friend* or *brother*.
19. Making appropriate changes in the second line (e.g., *Just going to work.* or *Just going shopping.*) will make this conversation suitable for non-students.
20. Grammatically incomplete sentences like this one are typical in casual and intimate style.
21. In intimate style, negative responses such as this one, are possible.
22. To change this expression to consultative style, expand it to its full form, "How are you doing?"
23. *Long time no see* is a casual greeting which means "I haven't seen you for a long time."
24. *Around* is a somewhat evasive response which means "I have not gone anywhere in particular."
25. Note the contrastive stress in these two lines. The first speaker emphasizes the word *hiding*, while the second speaker (in contrast) stresses the word *you*.

Exercises

1. Complete the following conversations.

Part A Complete the conversations by translating the sentences.

1. Mini-conversation

Situation: Two strangers meet.

Tom: How do you do?

Steven: _____? (你好。)

2. Extended Conversation

Situation: Two friends meet on the street.

Jane: Hello, Mary!

Mary: Hello, Jane!

Jane: _____? (你好吗?)

Mary: _____. (我很好, 谢谢!) What about you?

Jane: I'm just a little tired.

Mary: _____? (最近忙什么呢?)

Jane: _____. (我有很多事情要处理啊。)

Mary: Take care of yourself.

Jane: Thank you, I will.

Part B Complete the conversations by filling in the blanks.

3. Mini-conversation

Situation: Two strangers meet at night.

Person A: _____.

Person B: Good evening.

4. Extended Conversation

Situation: Two friends meet.

John: Haven't seen you for a long time. _____?

Mary: Not too bad, thanks.

John: What have you been up to?

Mary: _____.

John: How is your family?

Mary: _____.

John: Where are you going now?

Mary: _____.

John: OK, see you next time.

Mary: See you.

Part C Complete the conversations according to the clues given in Chinese.

5. Mini-conversation

Situation: Two acquaintances greet each other.

Anna: How's the world treating you?

Lily: _____. (告诉对方还过得去。)

6. Extended Conversation

Situation: Two strangers meet at their new house.

Lucy: Hi, I'm Lucy. _____. (表示自己刚刚搬来。)

Mark: _____. (表示自己很高兴认识新邻居。) Come on in. I'm Mark.

Lucy: _____. (表示自己也很高兴认识对方。)

Mark: Would you like something to drink?

Lucy: Thanks. _____. (表示茶就行，中国茶很好喝。)

11. Make dialogues with the sentence patterns suggested according to the given situations.

Part A

7. Two roommates meet in the new semester. They greet each other. **The sentence pattern suggested:**

How have you been?

8. It is the first time for Peter to meet his pen pal Smith at the airport. They greet each other. **The sentence patterns suggested:**

Nice to meet you.

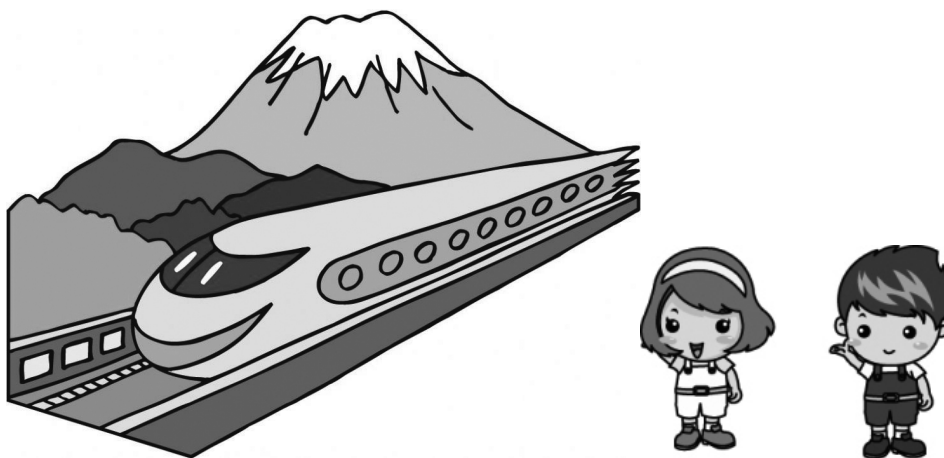
How's your...?

Part B

9. Two friends, Donna and Betty, meet at the railway station and discuss their arrangements. Work in pairs to make a mini-conversation. **The sentence patterns suggested:**

Hi, ...

What are you up to?



10. Kitty mistook the person who was wandering around the supermarket for her former colleague, Susan. They exchange greetings. **The sentence patterns suggested:**

How is your day?

Sorry. I made a mistake.



III. Multiple choices.

11. At the end of the dialogue, there are two questions, and you are required to read the four choices marked A, B, C and D after each question and decide which one best explains the sentence with the corresponding number.

Situation: Two close friends who haven't seen each other for a long time meet.

Mary: Hi, Jack! Long time no see. How is life treating you?

(1)

Jack: Not a whole lot. What about you?

(2)

Mary: Just fine. And what's troubling you?

Jack: I am worried about the coming exams.

(1) A. How are you? B. How do you do?

C. Is your life different? D. Hi.

(2) A. Pretty good. B. Very bad.

C. Just so-so. D. Fine.

IV. Have fun.

A: How do snowmen greet each other?

B: Ice to meet you.

Unit 2

Closings

People do not usually just quit talking suddenly, say good-bye, and abruptly leave each other. Instead they use a conversational formula to signal the end of conversation or to end it. The phrases that signal the end of a conversation are called pre-closings, and the phrases that actually end it are called closings. Closings, like greetings, are rituals with meanings that are quite different from the literal meanings of the words. For example, "It's getting late." is not merely a comment about the hour of the day. Rather, it is a signal that the conversation should end soon.

Acquaintances or friends who meet casually and then leave each other typically say, "Good-bye", "Bye", or "Bye-bye"¹ and wish each other a nice day. If they are leaving each other permanently or for a long time, they shake hands. Close friends (especially women) may even embrace each other when they say good-bye.

I Pre-closings

If we're engaged in a conversation and need the conversation to end, and we also want the other person to think the conversation was enjoyable, we need a proper pre-closing. Improper pre-closings can be perceived as rude or hurtful. Or the other person might think that he/she is boring or an undesirable conversation partner.

Proper pre-closings include a few exchanges. They can go on for a few minutes and usually include a few different strategies. There are many polite approaches that help us to positively end a conversation. Here are three of the most common approaches: the positive comment, the summary/plan, and the excuse.

The positive comment is the most frequently used conversation ending strategy. It's almost a direct negation that your conversation partner is boring or annoying. Here are some examples:

It's been nice talking to you.

It's been great talking with you.

I really enjoyed meeting you.

It was nice meeting you, Mr. Brown.

I'm glad we talked.

Mentioning the name of the person in your pre-closing could make it just a little more personal. For example, "Hey John, I'm glad we talked. You gave me some interesting ideas to

think about.”

The summary is to review the main ideas you just discussed. That way you’re indicating the conversation was successful and complete. Sometimes people combine the summary with the plan. It goes something like this... “So thanks for your suggestion. I’ll consider it again, and let you know my decision.” When you move the conversation to summary, or to summary and plan, people perceive that to be a signal that the conversation has come to a close.

The excuse approach is that you give an excuse and a reason to indicate that you need to end the conversation. It also implies that this is not because your conversation partner is boring or annoying, but because other things or people are demanding your attention. For example, you could say, “George, thanks for sharing some great ideas with me. I need to run, because I am late for my next appointment.”

2-1 Mini-conversation

Situation: Leaving a party. (formal → consultative)
 Guest: I’ve really enjoyed the party, but I must go now.
 Host (or Hostess): Thank you so much for coming. It was a pleasure to have you here.
 Guest: The pleasure was mine.

2-2 Mini-conversation

Situation: Leaving an evening party. (consultative → casual)
 Guest: Wow! Look at the time. Sorry, I have to leave. I’ve got to get up early tomorrow morning.
 Host (or Hostess): That’s fine. Thanks for coming.

2-3 Mini-conversation

Situation: Ending a conversation with a teacher or a friend after receiving some help or advice. (consultative → casual)
 Student: Thank you for your time.
 Teacher: No problem.² That’s what I’m here for.³

2-4 Mini-conversation

Situation: Ending a conversation. (consultative → casual)
 George: It’s been nice to see you.
 Jennifer: It was nice seeing you, too.⁴

2-5 Mini-conversation

Situation: Ending a conversation in the evening. (consultative → casual)
 Harry: Well, it’s getting late.
 Alfred: Maybe we can talk again later (some other time).

2-6 Mini-conversation

Situation: Ending a conversation. (consultative → casual)

Terry: Nice to see you again.⁵

Scott: Good to see you.^{6,7}

2-7 Mini-conversation

Situation: Leaving a party. (consultative → casual)

Host (or Hostess): Thanks for coming.

Guest: It was fun (It was very nice). Thanks for inviting me.⁸

2-8 Mini-conversation

Situation: Guests leaving a party. (consultative → casual)

James: Maybe we could get together again sometime.

Jerry: Sounds good.

2-9 Mini-conversation

Situation: Guests leaving a party or ending a conversation. (casual)

Alan: Great seeing you.

Bob: Same here.

2-10 Mini-conversation

Situation: Leaving a party or ending a conversation. (casual)

Alice: I've really got to go.

Susan: OK. See you.

2-11 Mini-conversation

Situation: Leaving a party or ending a conversation. (casual)

Heather: Got to go now.⁹

Julie: See you later.

II Closings

2-12 Mini-conversation

Situation: Two acquaintances, associates, or friends, who expect to see each other again soon, parting at the end of the day. (formal → intimate)

Jean: Good night, Bill.

Bill: Good night, Jean.

2-13 Mini-conversation

Situation: Parting for a time. (formal → intimate)

Elizabeth: Good-bye, Henry.

Henry: Good-bye, Elizabeth.

2-14 Mini-conversation

Situation: Parting at the beginning of the day. (consultative → intimate)

Bruce: Have a nice /good day.

Doug: (Thanks.) You, too.

2-15 Mini-conversation

Situation: Parting at the end of the week. (consultative → intimate)

Ann: Have a nice weekend.

Brian: (Thanks.) You, too.

2-16 Mini-conversation

Situation: Ending a conversation. (casual)

Lester: Talk to you later.

Mark: Take it easy.¹⁰

Lester: (Thanks.) You, too.

2-17 Mini-conversation

Situation: Parting temporarily. (casual → intimate)

Harold: See you later. (See you around.)

Roy: Take care.¹¹

Harold: You, too.

2-18 Mini-conversation

Situation: Two or more teenagers or adults leaving each other temporarily on the way to a common destination (a movie, a party, a store, etc.) . (casual → intimate)

Marilyn: Go ahead. Catch you later.¹²

Andrew: See you then.

2-19 Mini-conversation

Situation: Two friends ending a conversation. (casual → intimate)

Richard: Bye-bye.¹³

Bruce: Bye.

2-20 Mini-conversation

Situation: Ending a conversation after arranging to meet again.
Host (or Hostess): I'll see you then.
Guest: OK. See you later.
Host (or Hostess): So long.

Notes on Culture and Language

1. Not many years ago, *Bye-bye* was used only by small children. Now, however, this expression is commonly used by adults. It is important, however, to reduce the first syllable (using a schwa sound for the vowel and pronouncing it quickly) and stress and lengthen the second one: /bə'baɪ/. If you stress the first or both syllables, it will sound like "baby talk".
2. Notice that the teacher uses casual style (characterized by a grammatically incomplete sentence) in talking "down" to the students. This shows friendliness on the teacher's part. If the students were to use casual style with the teacher, however, it might be offensive.
3. "It's my job to help you."
4. Notice the use of contrastive stress. In George's line, the primary stress is on the words *nice* and *see*. In Jennifer's line, however, the words *you* and *too* receive the strongest stress.
5. To make this exchange more formal, use grammatically complete sentences (e. g. *It was nice to see you again.*)
6. Notice the use of contrastive stress (as noted in number 4 above).
7. An alternate response, especially for women, would be "*It's been so nice to see you.*" with the word *so* lengthened and stressed, and *you* also stressed.
8. Notice the stress on the second syllable of *inviting*.
9. *Got to* is normally contracted (and the second syllable reduced to a schwa) so it sounds like /gʌt/ (sometimes written as *gotta* /'gɒtə/).
10. "Don't work too hard."
11. "Take good care of yourself." "Don't do anything foolish."
12. "We will catch up with you later." "We will find you later."
13. Remember to reduce the first syllable and stress the second one. See Note 1 above.

Exercises

I. Complete the following conversations.

Part A Complete the conversations by translating the sentences.

1. Mini-conversation

Situation: Ending a conversation.

Steven: It is getting dark. _____. (我得走了。)

Tom: _____. (回头见。)

2. Extended Conversation

Situation: Henry is leaving for Canada tomorrow, so he comes to say good-bye to Jerry.

Henry: Hello, Jerry. I come to say goodbye to you.

Jerry: _____? (为什么啊?)

Henry: _____. (因为我明天要回加拿大了。)

Jerry: _____. (我会想念你的。)

Henry: _____. (我也会的。你真的是我的好朋友。)

Jerry: _____. (再见。祝你一路顺风。)

Henry: Thank you. Good-bye.

Part B Complete the conversations by filling in the blanks.

3. Mini-conversation

Situation: Two friends leave for home at the end of the day.

Julie: Good night, Alice.

Alice: _____.

4. Extended Conversation

Situation: Bill sees his friend Jean off at the airport.

Jean: Well, it is time to go aboard! _____.

Bill: _____.

Jean: I will miss you.

Bill: _____.

Jean: It's very nice of you to see me off.

Bill: _____.

Part C Complete the conversations according to the clues given in Chinese.

5. Mini-conversation

Situation: Two friends are leaving a party.

Peter: It's been a pleasure to be with you. _____. (表示想要赶快回家。)

Henry: See you tomorrow.

6. Extended Conversation

Situation: Two friends are leaving the hotel.

Jerry: I didn't realize time passed so quickly. _____. (表明自己要离开了。)

Tom: No, not so soon.

Jerry: You see, _____. (说明现在得离开旅馆了。) The train will set

- off at 8:00. I'm afraid I have to hurry up.
- Tom: It's been a pleasure to be with you. _____. (但是自己不能去火车站送行, 表示特别遗憾。)
- Jerry: It doesn't matter.
- Tom: Have a good journey.
- Jerry: _____. (跟对方说再见。)

II. Make dialogues with the sentence patterns suggested according to the given situations.

Part A

7. You invited your friends to a dinner in a restaurant and now you are saying goodbye to each other. **The sentence pattern suggested:**

Thank you for inviting us.

8. Having got some help from a policeman, you express your thanks to him. **The sentence pattern suggested:**

Thanks for...

Part B

9. Your business partner has to leave after the negotiation. You see him off at the airport. **The sentence patterns suggested:**

See you next time.

Take care.

Have a nice flight.



10. You and your colleagues are departing at the end of the day. **The sentence pattern suggested:**

See you tomorrow.



III. Multiple choices.

11. At the end of the dialogue, there are two questions, and you are required to read the four choices marked A, B, C and D after each question and decide which one best explains the sentence with the corresponding number.

Situation: Leaving a party.

Tal: It's a pity. I must leave earlier.

(1)

John: Where are you off to, Tal?

Tal: I have an appointment with my dentist. My teeth ache these days.

John: I'm sorry to hear that. I hope you'll get better soon.

Tal: Thanks. I'll see you later, then.

John: See you later.

(2)

(1) A. It's a pity that I'm leaving.

B. Excuse me, I must go now.

C. I hope you don't mind my leaving now.

D. Sorry, I go first.

(2) A. See you after.

B. See you late.

C. See you.

D. See you before.

IV. Have fun.

On a trip to Disney World in Florida, my husband and I and our two children devoted ourselves wholeheartedly to the wonders of this attraction. After three exhausting days, we headed for home. As we drove away, our son waved and said, "Good-bye, Mickey." Our daughter waved and said, "Good-bye, Minnie." My husband waved, rather weakly, and said, "Good-bye, Money."