




RealTeachers-class 2 notebooks
请在课前准备好两个笔记本

➤ **练习本:**

- 作用一: 用于课堂内的练习。比如老师要求发言之前, 大家可以快速在练习本上写下个人的纲要——类似手卡的作用;
- 作用二: 该本子还可以在课后做作业之用。

➤ **笔记本:**

- 作用是: 记录课堂上的重点单词、商务情商对话知识点、重要语法及其他相关知识等。这个有利于同学们今后的长期参考之用。




RealTeachers-class Re-occurring Words
外教课堂高频重复词语及句子

以下是RealTeachers外教课堂中经常重复出现的日常用语, 灵活掌握这些句子, 可以缩短学员对纯外教课堂的适应周期, 大大提高学员在外教课堂上的学习效率。

1、关于确认是否明白 (About confirming whether you understand) :

- Do you understand / Does that make sense? / Do I make sense? 你明白吗。
- Excuse me, I'm not sure what that means. / I don't understand. 对不起, 我不确定这是什么意思 / 我不明白。
- What is the definition of that word? / Can you explain that word? 这个词的解释是什么/你能解释这个词吗。
- Can you say that again, please? 你能再说一遍吗。
- How do I say that word? 我该怎么说。



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2、关于引导学习及跟读 (About guided learning and follow-up) :

- Can you read out that sentence? / Please read the sentence out. 你能读出那句话吗 / 请把句子读出来。
- Repeat after me / Please repeat that. 请跟我读/在我后面重复/请重复一遍。
- Please read out this sentence/ Can you read out that sentence? 请读出这句话/ 你能读出那句话吗。
- Could you please say that again/ Could you please repeat yourself. 你能再说一遍吗? / 请重复你自己。



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3、关于夸奖与鼓励 (About praise and encouragement) :

- That is correct. 那是正确的。
- This is a great improvement! 这是一个很大的进步。
- Your English is very good. 你的英语很好。
- Good job / Great work/ Very nice work! / Excellent/ Fantastic/ Well done 做得好/非常棒!



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4、关于课堂指令 (About classroom instruction) :

- Write it in your notebook. 写在你的笔记本上。
- Use the word in a sentence. 请用这个词造一个句子。
- Please pay attention / Listen carefully. 请注意听讲。
- Let's Recap. 让我们回顾一下刚才讲的内容。
- Can you circle that for me? / Please make a circle of that. 请把那个 (答案) 圈起来。



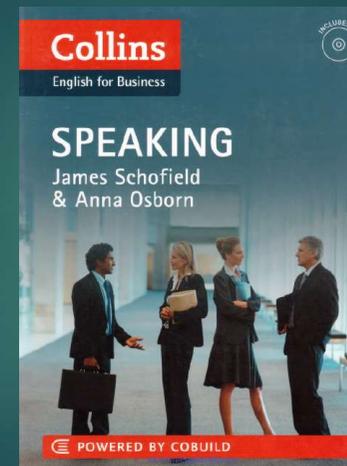
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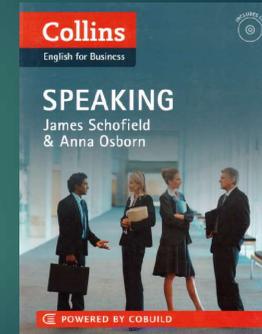
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Help you develop your speaking skills

in five main areas:

- Face-to-face meetings
- Telephoning
- Formal meetings and negotiations
- Presenting
- Interviews



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- Face-to-face meetings

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- Formal meetings and negotiations

Help you develop your speaking skills

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- Presenting

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in five main areas:



- Interviews

Unit Structure

Each of the 20 units of Speaking follows the same format:

Useful tips - gives you helpful advice about the communication focus of the unit

Conversation - you listen to and read a conversation or conversations. Key words and phrases are presented in bold.

Understanding - you check your understanding of the conversation.

Say it accurately - you focus on using the right words and phrases.

Say it clearly - here the focus is on pronouncing the words, phrases and sentences well.

Say it appropriately - here the focus is on tone, for example making sure you sound polite or interested.

Get speaking - these exercises give you the opportunity to practice your speaking. Often this involves interacting with a speaker on the CD in a role-play.

1

Starting a conversation

Where do you come from then?

USEFUL TIPS

- Successful small talk is not about saying brilliant things. It's about commenting on and asking about ordinary things with conviction, interest, and enthusiasm.
- Match the mood of your conversation partner. If they are smiling and cheerful, be ready to laugh. If they seem serious, be serious too.
- Ask where your partner comes from and, when somebody asks you the same thing, be ready to add something interesting about the place.
- Ask what your partner does and, when you're asked the same question, don't only give a title. Add a small piece of interesting or amusing information about the job or responsibility.

Vocabulary

▶ brilliant



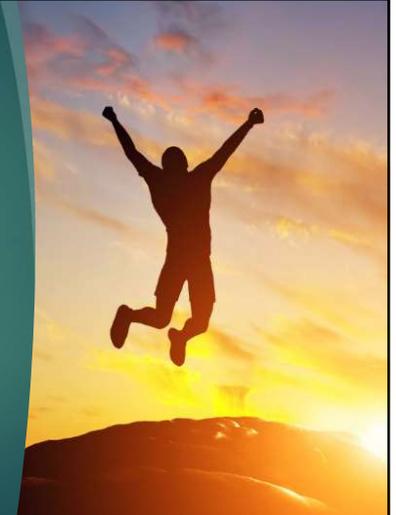
Vocabulary

▶ conviction



Vocabulary

▶ enthusiasm



Vocabulary

▶ amusing



Conversations

Listen to extracts from four conversations heard at a conference in Marseilles.



1

- A: That was really interesting what the last speaker said about opening bank accounts in the Cayman Islands.
- B: Yes, it was. So, what do you do exactly?
- A: I'm an auditor, a forensic auditor.
- B: Ah, um, you're a forensic, um, auditor?
- A: Yes, that's right.
- B: Right, oh. I see. Look at the time! I must get to the next presentation...

Vocabulary of Conversation - 1

▶ Cayman Islands



Vocabulary of Conversation - 1

▶ Exactly



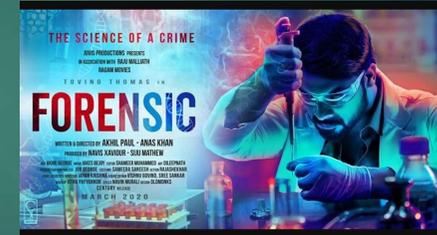
Vocabulary of Conversation -1

► Auditor



Vocabulary of Conversation -1

► Forensic



Conversations

Listen to extracts from four conversations heard at a conference in Marseille.



2

- C: Mmm, lovely coffee! I needed that. I just flew in from London very early this morning. **How did you get here?**
- D: I came on the **TGV train** from Paris.
- C: Really? I've never been on the TGV. **How long did that take?**
- D: Oh, about four hours. But I was able to have breakfast and do some reading.
- C: That sounds nice. I must try it sometime. **Marseilles's really beautiful, isn't it?**
- D: Yes, it is. **Have you been here before?** If you haven't, you must...

Vocabulary of Conversation -2

TGV train: is France's
intercity **high-speed**
rail service
French: Train à Grande
Vitesse,



Vocabulary of Conversation -2

► Marseilles



Conversations

Listen to extracts from four conversations heard at a conference in Marseilles.



3

E: ...I'm certainly looking forward to the dinner this evening.

F: I am too. Especially the fish. We don't have much fish where I live.

E: Really? **Where do you come from then?**

F: Garmisch-Partenkirchen. It's in the mountains just near Munich. What about you?

E: I'm from Cork in Ireland. The high street is supposed to have more pubs than any other town in Ireland.

F: Really? I'm going there on a business trip soon to visit the Apple factory. I must see if I can find time to visit some...

Vocabulary of Conversation -3

► Especially

especially vs **especially**

Be especially careful on the icy roads tonight.

These herbs are specially grown to be used in the restaurant.

YOUR DICTIONARY

Vocabulary of Conversation -3

► Garmisch-Partenkirchen



Conversations

Listen to extracts from four conversations heard at a conference in Marseilles.



4

- G: ...and then I went jogging early this morning along by the sea. Fantastic sunrise coming up over the sea.
 H: Really? Sunrise, you say?
 G: Yes, amazing! Do you like jogging? You should try it, you know. It makes you feel really great all day long. Just set the alarm for 5.30, jump out of bed and after you've been running for about an hour or so, go back, have a shower and —
 H: **Sorry, but do you know where I can smoke?** I think I want a cigarette before the next presentation. Ah, that way? Thanks.

Vocabulary of Conversation -4

▶ Jog



Vocabulary of Conversation -4

▶ Fantastic



Vocabulary of Conversation -4

▶ shower



Understanding

Look again at the conversation strategies outlined in Useful tips.

Match the conversations to the strategies they illustrate successfully or unsuccessfully.

- | | |
|--------------------------|---|
| Conversation 1:
..... | A Talk about ordinary things with conviction and enthusiasm. |
| Conversation 2:
..... | B Match your mood to that of the speaker. |
| Conversation 3:
..... | C When saying where you come from, add something interesting about the place. |
| Conversation 4:
..... | D When saying what your job is, add a small piece of information about it as well. |

Saying it accurately

① Complete the sentences with words from the box.

looking from long been do means get lovely come isn't

- 1 Have you here before?
- 2 Mmm, coffee! I needed that.
- 3 How did you here?
- 4 How did that take?
- 5 I'm a forensic auditor, which that I help banks make sure none of their staff are doing anything illegal.
- 6 I'm certainly forward to dinner.
- 7 I'm Athens. It's a great place to live.
- 8 Marseilles's *really* beautiful, it?
- 9 So, what do you exactly?
- 10 Where do you from then?

Saying it accurately

② Alex and Sophia are attending a presentation in New York. While waiting for the speaker, they start up a conversation. Reorder their dialogue so that it makes sense.

- [] Alex: No, it's my first trip.
- [] Sophia: I'm a forensic auditor, which means that I help hedge funds and banks make sure none of their staff are doing anything illegal.
- [1] Alex: It's a beautiful day today, isn't it?
- [] Alex: Really? And do you often find any illegal activities?
- [] Sophia: Absolutely, I love New York in the spring. Have you been here before?
- [] Sophia: More than you might expect! Anyway, we'd better get back to the presentation.
- [] Alex: I'm from Athens. It's a great place to live. What do you do?
- [] Sophia: Oh, you must visit the Guggenheim Museum and the Empire State Building. Where do you come from?

Saying it accurately

③ Listen to the audio CD to check your answers.



Saying it accurately

④ Complete the conversation with an appropriate question or phrase from Saying it accurately 1.

Jon: This hotel is wonderfully designed, (1).....?
 Marco: Yes, I love modern architecture. (2).....?
 J: I'm from Dubai, home of the world's tallest building, the Burj Khalifa. And you?
 M: I live in Como on the Italian lakes.
 J: I've been there on holiday. It's beautiful. (3).....?
 M: I took the train from Milan.
 J: (4).....?
 M: About four hours. It gave me a chance to catch up on some sleep!
 J: (5).....?
 M: I run a small restaurant. You'll have to stop by if you come to Como again! What about you?
 J: I'm an interior designer. I mainly design the insides of shops and hotels.
 M: Well, you can definitely stop by then and give me your opinion on my restaurant!

Saying it clearly



1 Listen to these two questions.
 Note how the words in **bold** are connected to create new sounds.

- 1 So, what **do you** do exactly?
- 2 How **did you** get here?

2 Listen again to the two sentences and repeat them.

Saying it appropriately



1 When starting a conversation, it is important to sound **friendly and enthusiastic**. Listen to the speakers and decide whether they sound **friendly or unfriendly**.

- | | | |
|------------------------------|----------|------------|
| 1 What do you do? | friendly | unfriendly |
| 2 Where are you from? | friendly | unfriendly |
| 3 How did you get here? | friendly | unfriendly |
| 4 Have you been here before? | friendly | unfriendly |
| 5 Paris is great, isn't it? | friendly | unfriendly |

Saying it appropriately



2 Listen again to the sentences, now said in a friendly tone, and repeat them.

Get speaking



- 1** You are attending the conference in Marseilles with the speakers from the dialogues at the beginning of this unit. Play the audio CD to listen to questions that your fellow delegates ask. When you hear the beep, respond with a suitable answer. Remember to follow the strategies in *Useful tips*.

Cue *So, what do you do exactly?*

Example *I'm a journalist. I specialize in writing stories about economics and finance.*

Get speaking



- 2** Imagine you are attending a training course at a beautiful chateau in France and you meet another attendee over lunch. Write a dialogue similar to those in *Saying it accurately 3* and *4*, showing how you might start up a conversation. Follow the example of the first question, already done for you.

You: *This chateau is beautiful, isn't it?*

Attendee:

Read the dialogue aloud. If possible, record it for review.

APPENDIX

Key Vocabulary- Extended information on meaning, usage and collocations.

exactly

- When I left school, I wasn't sure exactly what I wanted to do.
- It is difficult to explain exactly what it is.
- I do exactly what stockbrokers do.

COLLOCATIONS: **do/know/understand/define/explain** something exactly
 exactly **right/sure/correct**
 exactly **match/mirror/replicate** something

SYNONYM: precisely

Homework

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- For Teachers to assign their homework

Four suggested assignments for teachers:

1. Vocabulary:
2. Reciting:
3. Recording your Voice:
4. Writing: