

# 办公室和学校

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您在办公室上班还是在学校里学习？在本单元中，您将学习如何谈论办公室和学校。

## 单词

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词汇	发音	词性	翻译
close	[us]kloʊz [uk]kləʊz	verb	合上, 收起
earphones	[us]'ɪrfəʊnz [uk]'iəfəʊnz	noun	耳机
fifty	[us]'fɪfti [uk]'fɪfti		数字50
ninety	[us]'naɪnti [uk]'naɪnti		(数字)90
orange	[us]'ɔːrɪndʒ [uk]'ɒrɪndʒ	adj.	橙色的, 橘黄色的
screen	[us]skriːn [uk]skriːn	noun	屏幕
seventy	[us]'sevnti [uk]'sevnti		(数字)70
thirty	[us]'θɜːrti [uk]'θɜːti		(数字)30
button	[us]'bʌtn [uk]'bʌtn	noun	纽扣, 按钮
eighty	[us]'eɪti [uk]'eɪti		数字80
forty	[us]'fɔːrti [uk]'fɔːti		(数字)40
open	[us]'oʊpən [uk]'əʊpən	verb	打开(门, 窗等)
say	[us]seɪ [uk]seɪ	verb	说
sixty	[us]'sɪksti [uk]'sɪksti		(数字)60
telephone	[us]'telɪfoʊn [uk]'telɪfəʊn	noun	电话
write	[us]raɪt [uk]raɪt	verb	写, 写字, 书写
book	[us]bʊk [uk]bʊk	noun	书, 书籍
his	[us]hɪz [uk]hɪz	det.	他的(所有格)
cute	[us]kjʊt [uk]kjʊt	adj.	可爱的, 漂亮的
elevator	[us]'elɪvətər [uk]'elɪvətə(r)	noun	电梯
kitchen	[us]'kɪtʃɪn [uk]'kɪtʃɪn	noun	厨房
office	[us]'ɔːfɪs [uk]'ɒfɪs	noun	办公室
window	[us]'wɪndoʊ [uk]'wɪndəʊ	noun	窗户, 视窗, 窗口, 橱窗
her	[us]hər [uk]hə(r)	det.	她的

## 谈论您的课堂

在本课中，您将学习如何谈论自己参加的课程。

请选择一张卡片并听音频。



class:班级



English:英语



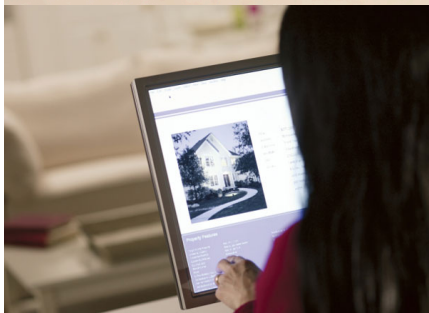
book:书, 书籍



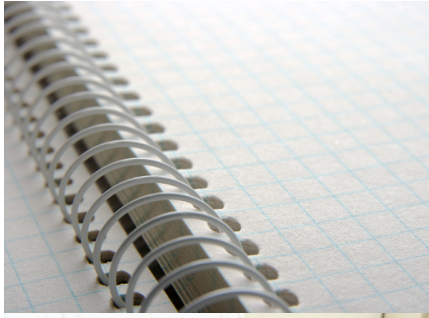
pen:钢笔



pencil:铅笔



online:联机的,在线的



notebook:笔记本



student:学生



teacher:教师, 老师



school:学校

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[CARLOS] Good morning.  
[JOAN] Good morning, Carlos. How are you?  
[CARLOS] I'm good. How are you, Joan?  
[JOAN] Fine, thanks.  
[JOAN] How's your class?  
[CARLOS] Uh, it's good. The teacher's great.  
[JOAN] How many students are in the class?  
[CARLOS] There are eight students.  
[JOAN] Okay.  
[JOAN] Well, good luck.

How's your class? 您的课堂如何?  
It's good. 挺好的。  
The teacher's great. 老师很棒。  
How many students are in the class? 班里有多少学生?  
There are eight students. 有八个学生。  
good luck 祝君好运

### 带'how'的意见型疑问句

请用 **how is** 或 **how are** 征求某人的意见。请用 **how is** 的缩写 **how's**。

How's your class?	您的课怎么样?
How's your teacher?	您的老师怎么样?
How are your classes?	您这些课怎么样?
How are your teachers?	您的这些老师怎么样?

回答可以是肯定，中立或否定。

### Positive

A: How's your teacher?	您的老师怎么样?
B: She's good.	她很好。
A: How are your classes?	您这些课怎么样?
B: They're great!	太棒了!

### Neutral

A: How's your teacher?	您的老师怎么样?
B: He's OK.	他不错。
A: How are your classes?	您这些课怎么样?
B: They're so-so.	它们一般般。

### Negative

A: How's your teacher?	您的老师怎么样?
B: He's bad.	他不好。
A: How are your classes?	您这些课怎么样?
B: They're terrible!	太糟糕了!

## 欢迎新员工

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在本课中，您将学习如何欢迎新员工。

请选择一张卡片并听音频。



monitor:监视器, 监控器, 显示器



keyboard:(打字机, 电脑等的)键盘



headphones:头戴耳机



mouse:老鼠, 鼠标



microphone: 话筒



chair: 椅子



desk: 办公桌, 书桌



computer: 电脑

### 'This' 和 'that'

用 **this** 和 **that** 指示人和物。用 **this** 指代离你近的人或物，用 **that** 指代离你远的人或物。

陈述句	否定句
This is my desk.	This is not your desk.
That is your desk.	That is not my desk.
This is John.	That is not Mary.

用 <b>this</b> 介绍人认识。	
John, this is Pamela. Pamela, this is John.	John, 这位是 Pamela。Pamela, 这位是 John。
缩写: <b>this is</b> 没有缩写形式。请使用 <b>that's</b> 作为 <b>that is</b> 的缩写形式。	
That's not Jim. That's Bill.	那不是 Jim, 那是 Bill。

把 **is** 移到句首, 构成 **this is** 和 **that is** 的疑问句。你可以用简短的回答来回应。

疑问句	简短回答
Is this your computer?	No, it isn't.
Is that your computer?	Yes, it is.
Is that Bill?	Yes, it is.

观看视频, 学习语言用法。 [https://cns2.ef-cdn.com/Juno/11/90/25/v/119025/GE\\_1.2.2.3.1.mp4](https://cns2.ef-cdn.com/Juno/11/90/25/v/119025/GE_1.2.2.3.1.mp4)

[KEN] Hmm?  
 [KEN] Is this your notebook?  
 [MICHELLE] Nope, it isn't.  
 [LAURA] Hey! That's my notebook!  
 [KEN] Oh, it's your notebook?  
 [LAURA] Yes, it's my notebook.  
 [KEN] Here you go.  
 [LAURA] Thanks.

your 您的  
 my 我的

## 所有格形容词

请看表中主格代词以及跟它们搭配的所有格形容词。

用所有格形容词表示一个东西由谁所有。所有格形容词始终后接一个名词。



主语代词		所有格形容词			
I	我	my	我的	My name is Harry.	我的名字叫 Harry。
you	你	your	你的	Is that your phone?	那是您的电话吗?
he	他	his	他的	That's his desk.	那是他的桌子。
she	她	her	她的	It's her chair.	这是她的椅子。

主语代词		所有格形容词			
it	它	its	它的	Oh, a dog! What's its name?	哦，一条狗！它的名字叫什么？
we	我们	our	我们的	This is our microphone.	这是我们的麦克风。
they	他们	their	他们的	It's their computer.	这是他们的电脑。

请选择正确的词。

Is this ( you / your ) book?

( He / His ) isn't busy.

( I / My ) name is Mary.

( Our / We ) are students.

( She / Her ) is new.

This is ( our / we ) office.

**Truth:** your; He; My; We; She; our

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[TODD] Sally? Sally Phillips?
[SALLY] Oh, hi, Todd!
[TODD] Hi! Welcome to the company.
[SALLY] Thanks!
[TODD] Let me show you to your desk.
[SALLY] OK.
[TODD] So, this is your desk.
[SALLY] OK.
[TODD] And that's my desk.
[JOAN] Hi.
[TODD] Hello, Joan. Ah, Sally, this is Joan. Joan, this is Sally.
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[JOAN] Nice to meet you.  
[SALLY] Nice to meet you, too.  
[JOAN] Welcome to the company.  
[SALLY] Thanks!  
[JOAN] OK. See you later.

Welcome to the company. 欢迎来到本公司。  
Thanks! 谢谢!  
Let me show you to your desk. 让我带您看看您的办公桌。  
Sally, this is Joan. Joan, this is Sally. Sally,这是Joan。Joan, 这是Sally。  
OK. See you later. 好的。再见。

# 给出个人信息

在本课中，您将学习如何提供个人信息。

## 数字11-100

请听录音并练习数字11-19。

<b>eleven (11)</b>	<b>sixteen (16)</b>
twelve (12)	seventeen (17)
thirteen (13)	eighteen (18)
fourteen (14)	nineteen (19)
fifteen (15)	

现在请听录音并练习20-100之间这些数字。

注意那些用连字符连接的数字。

<b>twenty (20)</b>	<b>twenty-two (22)</b>	<b>thirty (30)</b>	<b>thirty-five (35)</b>
forty (40)	forty-three (43)	fifty (50)	fifty-four (54)
sixty (60)	sixty-one (61)	seventy (70)	seventy-eight (78)
eighty (80)	eighty-six (86)	ninety (90)	ninety-seven (97)
ninety-nine (99)	one hundred (100)		

观看视频，学习语言用法。 [https://cns2.ef-cdn.com/Juno/11/12/20/v/111220/GE\\_1.2.3\\_v2.mp4](https://cns2.ef-cdn.com/Juno/11/12/20/v/111220/GE_1.2.3_v2.mp4)

[TODD] This is my family.  
[SALLY] They are so cute!  
[TODD] Thanks!  
[SALLY] What are their names?  
[TODD] Silas and Sarah.  
[SALLY] How old are they?  
[TODD] Silas is 11 now, and Sarah's 13.  
[SALLY] They're beautiful.  
[TODD] Thanks.

This is my family. 这是我的家人。  
They are so cute! 他们真可爱!  
How old are they? 他们多大了?  
Silas is 11. Silas 11岁。  
Sarah's 13. Sarah 13岁。

## 询问某人年龄

用疑问短语 **how old** 询问年龄。

有两种方式报年龄。您可以只给出数字。您也可以用短语 **years old**。

How old are you?	您多少岁?
I'm 25.	我二十五岁。
How old is she?	她多少岁?
She's 46.	她四十六岁。

How old are they?	他们多少岁?
They're 51.	他们五十一岁。
How old is it?	它多少岁?
It's 100 years old.	它一百岁。
How old is he?	他多少岁?
He's 18 years old.	他18岁。

# 描述您的办公室

在本模块中，您将学习如何描述自己的办公室。

观看视频，学习语言用法。 [https://cns2.ef-cdn.com/Juno/11/12/21/v/111221/GE\\_1.2.4\\_v2.mp4](https://cns2.ef-cdn.com/Juno/11/12/21/v/111221/GE_1.2.4_v2.mp4)

[TODD] So let me show you around.  
[SALLY] Okay.  
[TODD] That's Joan's office.  
[SALLY] Mm-hmm.  
[TODD] The meeting rooms are over here.  
[SALLY] Mm-hmm.  
[TODD] And the restrooms are over there.  
[SALLY] Okay.  
[TODD] And that's the kitchen.  
[SALLY] Right.  
[SALLY] It's a great office!  
[TODD] Yes. It is.

office 办公室  
meeting rooms 会议室  
restrooms 洗手间  
kitchen 厨房

练习办公室词汇。

请选择一张卡片并听音频。



office:办公室



window:窗户, 视窗, 窗口, 橱窗



meeting room:会议室



kitchen:厨房



coffee machine:咖啡机



restroom:卫生间,盥洗室



elevator:电梯

### 构成复数

大多数名词复数都是在词尾加 **s** 。

desk – desk **s**

office – office **s**

以 **x**, **sh**, **s**, **ss** 以及 **ch** 结尾的单词要在词尾后加**es** 。

class – class **es**

## 复数的发音

有三种方式发以**s** 或 **es** 结尾的复数名词的音。

/s/	/z/	/ɪz/
desks	phones	classes
students	computers	offices

## 基本的量词

请用**there is** 和 **there are**来谈论某物的数量。**there is**的单数形式常常缩写成：

**a lot of**、**some** 和 **a few** 用于表达数量。三到四个用 **a few**，数量超过一个用 **some**，但不用于大的数量。表达大的数量用 **a lot of**。

请注意，这些词是如何置于它们所描述的名词前面的。

<b>There's a book on my desk.</b>	我的桌上有一本书。
There are 12 students in my English class.	我的英语课堂里有 12 名学生。

<b>There are a few chairs in the kitchen.</b>	厨房里有几把椅子。
There are some computers in the office.	办公室里有一些电脑。
There are a lot of people in my company.	我的公司里有很多员工。

请把词条移至正确的间隔处。

(There are) a lot of people in my office. There are (a lot) of desks, computers and chairs. There are (a (few) meeting rooms and some restrooms. (There is) a kitchen, and there is a coffee machine. There are (some) big windows.