

Unit 1

Communication



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I *Unit Overview*

In this unit, the students will learn the manners and background knowledge, words and expressions related to “communication”; learn how to start and manage conversations in different situations of “communication”; how to understand and identify detailed information about “communication” from the listening materials and how to write a “Letter of Request” in the correct form.

II *Key Points and Difficult Points*

Key Points:

1. Remember the words and expressions related to “communication”;
2. Remember how to start and manage conversations related to “communication” in different situations;
3. Understand the conversations and passages related to “communication”;
4. Understand the cross-cultural differences of communication between China and Western countries;
5. Remember words and expressions in Passage One;
6. Remember and apply the basic forms and sentence patterns of a “Letter of Request”.

Difficult Points:

1. Understand and identify detailed information in different situations related to “communication”;
2. Apply the proper expressions and structure of English in a “Letter of Request”.

Suggestions:

1. For listening: The students should listen to the conversations and passages related to “communication” and try to understand and identify detailed information;

2. For speaking: The students should simulate the situational conversations and talk about ways of communication in English;
3. For reading: The students should learn how to use their body language to help communicate and learn the new vocabularies by heart;
4. For writing: The students should try to write a “Letter of Request” in English.

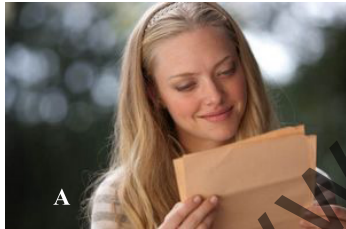
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Pre-class Tasks

Task 1: Vocabulary Link

A. Read the following sentences. Pay attention to the words in bold and then match them with the pictures below.

1. Tom is **talking on the phone** to his girlfriend, explaining why he is going to be late for the date. _____
2. Jessie received a **letter** from her parents who live in London. _____
3. Aunt Sally enjoys **talking** with her neighbor **face to face**. _____
4. Robert is **sending a text message** to his wife on lunch break. _____
5. Kate has become acquainted with a new net friend through **online chatting**. _____
6. Sam is **writing an e-mail** to his client to make an appointment. _____
7. Mary is trying to **communicate** with David **in sign language**. _____



A



B



C



D



E



F



G

B. Talk about your favorite means of communication.

Task 2: Listening



A. Listen to Dialogue 1 and then answer the following question.

What is Mr. Brown calling for?

A. Making an appointment.

B. Canceling an appointment.



B. Listen to Dialogue 1 again and then complete the following sentences.

1. Why can't Mr. Turner answer the phone?

He is _____ right now.

2. What's the number of Mr. Brown?



C. Listen to Dialogue 2 and then answer the following questions.

1. Why does the man call the company?

2. When will the goods be delivered to the man?

Task 3: Useful Expressions

Collect the expressions used in the following four situations as many as possible.

Asking to Speak with Someone	Answering the Phone
— _____	— _____
— _____	— _____
— _____	— _____
— _____	— _____
— _____	— _____
— _____	— _____
— _____	— _____
— _____	— _____
— _____	— _____
— _____	— _____

Leaving a Message with Someone	Postponing a Call
— _____	— _____
— _____	— _____
— _____	— _____
— _____	— _____
— _____	— _____
— _____	— _____
— _____	— _____
— _____	— _____
— _____	— _____

Task 4: Speaking

Make up a dialogue with your partner in which you talk to your classmates, friends, teachers or relatives on the phone, using the useful expressions given in Task 3.



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In-class & After-class Tasks

Part A: Listening and Speaking

Task 1: Situational Conversations

Read aloud the following dialogues with your partner by putting in the missing sentences according to the Chinese version. Then listen to the dialogues and spot the differences between what you hear and what you fill.

A. Talking on the Phone

David is calling Berry, but she is busy, so he leaves a message.

Jessie: Hello?

David: Hello! May I speak to Berry?

Jessie: I'm sorry. _____

(这里没有那个人). I'm afraid you have the wrong number.

David: Is this 44465898?

Jessie: Yeah. But there's no Terry here. _____

_____ (你确信是这个名字吗)?

David: I'd like to speak to Berry, B-e-r-r-y.

Jessie: Oh, sorry. I made a mistake. I thought you said Terry.

_____ (请等一会儿). I will go get her... I'm sorry, but she's on another line now. Would you like to hold?

David: Well, I need to leave in a minute. _____

_____ (您能帮我留个口信吗)?

Jessie: Yes, certainly.

David: I have news for her. Could you please ask her to call me back?

Jessie: Of course. _____

_____ (请告诉我您的名字和电话号码好吗)?

David: This is David Smith and my telephone number is 44768768.

Jessie: OK! I'll give her the message. Anything else?

David: That's all. Thank you.

Jessie: You are welcome.



B. Talking about Means of Communication

Tracy and Ethan are talking about different ways of communication.

Ethan: Hi, Tracy. What are you doing?

Tracy: I'm writing a letter to my best friend.

Ethan: Writing a letter? Oh, it will take you a lot of time. _____

_____ (你为什么不给她打电话呢)?

It's faster.

Tracy: I do call her. But sometimes I still prefer to write to her. I like the feeling of writing and _____

_____ (写信比打电话更容易表达自己).

Ethan: Then why don't you e-mail her? Isn't it much faster and cheaper? And you don't need to go to the post office.

Tracy: Yeah, you are right. But she doesn't have a computer and it is not convenient for her to get online. _____

_____ (我只是通过邮件给她发送照片及贺卡). By the way, how do you keep in touch with your friends?

Ethan: Well, in most cases, I send them **instant**¹ messages through WeChat or QQ. You know conversations online are as good as conversations in person.

Tracy: Yeah, that's really a good way.

Ethan: And if I have something important, _____ (我会打电话或者是发短信).

Tracy: Nowadays, we have more ways to communicate with each other faster and more conveniently.

Ethan: Yeah, it's really wonderful.

1. 立即的

Task 2: Listening and Understanding



A. Listen to the dialogue and then choose the answer to each question.

1. What is the probable relationship between the two speakers?
A. Would-be cooperators. B. Colleagues.
C. Old friends. D. Net friends.
2. What kind of e-mail address can the woman find on the card?
A. A work e-mail address. B. A personal e-mail address.
C. A temporary e-mail address. D. A public e-mail address.
3. Why will the man offer his personal e-mail address too?
A. In order to back up some important files.
B. In case the woman loses his name card.
C. In order to communicate with the woman more conveniently.
D. In case the file is too large.
4. Why does the man think sending a compressed file won't work well?
A. Because he doesn't have the software to unzip files.
B. Because he doesn't know how to decompress a file.
C. Because he thinks unzipping files is not very reliable.
D. Because he doesn't want his system to crash again.



B. Listen to the passage and then choose the answer to each question.

1. In which of the following countries do men not kiss each other when they meet?
A. In Arab countries. B. In Russia.
C. In France. D. In English-speaking countries.
2. In Britain, who usually shakes hands when meeting someone for the first time?
A. Female. B. Older people.
C. Male. D. Young people.
3. According to the research, how many times do French people touch each other within an hour?
A. 2. B. 10. C. 0. D. 180.
4. What can we learn from the passage?
A. In Arab countries, people don't use left hand when they are eating.

- B. In China, men kiss each other when they meet.
- C. British people kiss each other hello and goodbye more often than French people.
- D. People from English-speaking countries often touch each other.



C. Listen to the passage and fill in the blanks with the missing words.

People can communicate not only with words, but also, without them. A smile on your face shows you are happy or ①_____. When you raise your hand in class, the teacher knows you want to say something or ask ②_____. You shake or nod your head and people know you are ③_____ “no” or “yes”.

All of these things are examples of non-verbal language. It's so ④_____ that the messages sent can sometimes outweigh verbal language, similar to the Chinese saying “silence is louder than words”. On one hand, non-verbal language can help smooth out and ⑤_____ the communication; on the other hand, it can be more of a hindrance than a help, due to different cultures' details in intercultural communication. Therefore, it's important to be aware of these details and cultural ⑥_____ of non-verbal language to help our interpretation of a message, and also to modify our ⑦_____ to fit the cultural situation we're in.

Vocabulary Bank

- | | | | |
|-------------------|----------------------|------|--------------|
| 1. outweigh | [aʊt'wei] | v. | 在重量(或价值等)上超过 |
| 2. verbal | ['vɜ:bəl] | adj. | 口头的; 用言辞的 |
| 3. hindrance | ['hɪndrəns] | n. | 妨碍, 障碍 |
| 4. intercultural | [,ɪntə(:)'kʌltʃərəl] | adj. | 不同文化间的 |
| 5. aware | [ə'weɪ] | adj. | 知道的, 意识到的 |
| 6. interpretation | [ɪn,tə:'pri:teɪʃən] | n. | 解释, 阐明 |
| 7. modify | ['mɒdɪfaɪ] | v. | 更改, 修改 |

Part B: Reading

Passage One

A. Thinking and Speaking

Four students should work as a group, making a conversation on *Body Language and Gestures*. The following are for your reference.

1. The importance of body language
2. Some examples of the body language
3. Some gestures and their meanings
4. Same gesture but different meanings in different cultures

B. Understanding the Text

1. Read the passage and complete the outline below.

Body Talk	
I.	_____ have meanings which words do not carry.
II.	As the most powerful way of communication, eye contact has _____ in meaning.
III.	A smile conveys more meanings than just _____.
IV.	Body language is _____ than the actual conversation going on around you.

2. Talk about various meanings that an eye contact or a smile may convey.

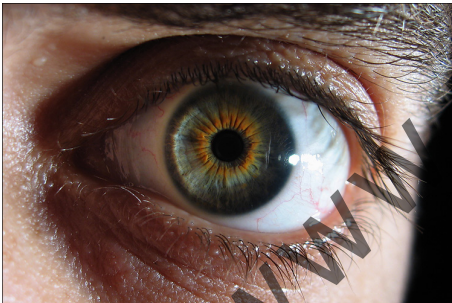
Body Talk

1 Have you ever wondered why you sometimes take an almost immediate liking to a person you have just met? Or worried about why someone you were talking to suddenly became cool and **distant**?

The chances are that it wasn't anything that was said but something that happened: a gesture, a movement, or a smile. Social scientists think that gestures and movements have meanings which words do not carry.



2 For example, if a public speaker is all the time playing with a pencil or with his glasses during his speech, it's quite clear that he is nervous. A person who holds a hand over his mouth when he is talking is signaling that he is **lacking** confidence. And if you start **wriggling** in your chair, looking secretly at your watch or **yawning** behind your hand, it shows you are bored with what you are listening to.



3 Of all the ways we communicate with people, eye contact is the most powerful, although there are cultural **variations** in the meaning of eye contact. In some cultures, for example, looking people in the eye is assumed to **indicate** honesty, but in the Middle East, it is considered extremely **provocative** for a woman to let a man catch her eye, let alone to return his **gaze**. Research has shown women **tend to engage** in more eye contact than men, especially when talking to other women.

4 But eye contact for a **prolonged** period of time can make one feel uneasy at times. Most people become uncomfortable under the **intense** gaze of a stare. According to a study, humans become **tense** under the gaze of a stare, which is from their **ancestors**: in **apes**, a stare means **aggressiveness** and **hostility**. The person who fixes his eyes on our face for a long period of time is often more successful in **arousing** our dislike than **impressing** us with his directness and **sincerity**. But things are different when it comes to staring at the opposite sex. If a man stares at a woman for more than 10 seconds and refuses to move his gaze, his **intentions** are obvious, that is, he wishes to attract her attention, to make her understand that

he is **admiring** her. So unless you are **confessing** intense love, you rarely look into someone else's eyes for very long. If you try it, you'll find they will soon look away, probably in embarrassment.

5 Similarly, a smile cannot always be regarded as a sign of friendliness. The person who smiles almost all the time and with little **apparent** reason makes us uneasy. Even though he may believe that he is expressing friendliness, he may really seem nervous and tense. And if a Chinese person is smiling at you, it may indicate that he is embarrassed.



6 So the next time you are at a party, take note of some of the silent messages around you. Notice those who seem to draw naturally together to speak, and others who try to stay further apart or even avoid meeting each other's eyes. You may find that this silent language is much more **fascinating** than the actual conversation going on around you.

Vocabulary

1.	distant	['distənt]	adj.	疏远的, 冷漠的, 远的
2.	lack	[læk]	v.	缺乏, 没有
			n.	缺乏, 短缺的东西
3.	wriggle	['rɪɡl]	v.	扭动, 摆动
4.	yawn	['ɔ:n]	v.	打呵欠, 张开, 裂开
			n.	呵欠
5.	variation	[vəəri'eɪʃən]	n.	变更, 变化, 变异
6.	indicate	['ɪndikeɪt]	v.	指示, 指出, 标示
7.	provocative	[prə'vɒkətɪv]	adj.	煽动性的; 刺激性的
8.	gaze	[geɪz]	n.	凝视
			v.	凝视, 注视
9.	tend	[tend]	v.	倾向, 趋于
10.	engage	[ɪn'geɪdʒ]	v.	使忙碌, 从事; 预订
11.	prolonged	[prə'lɒŋd]	adj.	持续很久的, 长期的
12.	intense	[ɪn'tens]	adj.	强烈的, 剧烈的, 激烈的
13.	tense	[tens]	adj.	神经紧张的, 肌肉绷紧的

14. ancestor	['ænsɛstə]	n.	祖先, 祖宗
15. ape	[eɪp]	n.	猿
16. aggressive	[ə'grɛsɪv]	adj.	好斗的, 敢作敢为的
17. hostility	[hɒs'tɪlɪtɪ]	n.	敌意, 恶意, 不友善
18. arouse	[ə'raʊz]	v.	唤醒, 唤起, 引起; 鼓励
19. impress	[ɪm'pres]	v.	留下印象, 印入脑海, 盖印
20. sincerity	[sɪn'sɛrɪtɪ]	n.	诚挚, 真挚
21. intention	[ɪn'tenʃən]	n.	意图, 目的
22. admire	[əd'maɪə]	v.	钦佩; 羡慕; 赞赏
23. confess	[kən'fes]	v.	承认, 坦白, 忏悔
24. apparent	[ə'pærənt]	adj.	显然的, 外观上的
25. fascinating	['fæsɪneɪtɪŋ]	adj.	迷人的, 醉人的

Phrases and Expressions

let alone	更不用提; 更别说
fix one's eyes on	盯着
stare at	凝视, 注视
regard as	把……看作
take note of	注意到

C. Fill in the blanks with the bracketed words in their correct forms.

- Not Anne's parents, but Anne herself _____ (stay) at home every Sunday.
- He expressed his _____ (admire) for the original design of the building.
- People tend _____ (need) less sleep as they get older.
- I would like to say a _____ (sincerity) thank-you to everyone who has helped and supported me.
- She stood by the window, _____ (watch) people passing by.
- In some parts of London, _____ (miss) a bus means waiting for another hour.

D. Translate the following sentences into English or Chinese.

1. 我没时间参加讨论。 (engage in)

_____.

2. 每天早晨我们都会被外面的噪声吵醒。 (arouse from)

_____.

3. 我还没有决定要去哪里，更不用说什么时候离开了。 (let alone)

_____.

4. 她给他母亲留下了很好的印象。 (make a/an... impression on/upon...)

_____.

5. 他的失败不是因为他不聪明而是因为他没努力。 (not... but...)

_____.

6. A person lacking politeness will not gain the others' respect. In social society, people like to leave a good impression on the others, so they tend to agree with what the others say during the talking. In most cases, people don't pay attention to your words but your attitude.

Passage Two

How Instant Messaging Works

1 The Internet has **revolutionized**¹ the way we communicate. E-mail has been the most rapidly **adopted**² form of communication ever known. But sometimes even e-mail isn't fast enough. You might not know if a person you want to e-mail is online at that moment. Also, if you're e-mailing back and forth with someone, you usually have to click through a few steps. This is why instant messaging (IM) has become so popular.

2 Instant messaging is a type of communication service. With it, you can keep a list of people you communicate with. You can create a kind of private chat room with anyone on your buddy list or contact list and have a **text-based**³, not voice-based communication with them. Typically, the instant messaging system **alerts**⁴ you whenever somebody on your private list is online. You can then start a chat with that particular individual in a small window that shows up on both of your screens.

3 Most IM programs provide these **features**⁵:

- ✧ **Instant messages:** Send notes back and forth with a friend who is online.
- ✧ **Chat:** Create a chat room with friends or co-workers.
- ✧ **Web links:** Share links to your favorite Web sites.
- ✧ **Videos:** Send and view videos, and chat face to face with friends.
- ✧ **Images:** Look at images stored on your friend's computer.
- ✧ **Sounds:** Play sounds for your friends.
- ✧ **Files:** Share files by sending them directly to your friends.
- ✧ **Talk:** Use the Internet instead of a phone to actually talk with friends.
- ✧ **Mobile capabilities**⁶: Send instant messages from your cell phone.

1. 使彻底变革

2. 被采用的

3. 文本的

4. 使意识到

5. 特征, 特色

6. 能力, 素质

4 Before the Internet became popular, the major online services, such as America Online (AOL), Prodigy and CompuServe, were the main way that ordinary people could connect and communicate with each other online. Instant messaging really **exploded**⁷ on the Internet scene in Nov. 1996 when Mirabilis introduced ICQ, a free instant-messaging **utility**⁸ that anyone could use.

5 In 1997, AOL, considered the pioneer of the online community, gave its users the ability to talk in real time with each other through chat rooms and instant messages. In June 1998, AOL acquired Mirabilis and ICQ. Not long after that, AOL Instant Messenger (AIM) became the IM leader. But in the past few years, a number of services have cut into AIM's **audience**⁹. Windows Live Messenger (formerly MSN Messenger) and Yahoo! Messenger, in particular, have become widely used around the globe. Google recently introduced its IM system, Google Talk.

6 Because of its unique setup, instant messaging allows users to control how and when they communicate with the others. The technology gives people the ability to flag their **availability**¹⁰ or **postpone**¹¹ **responses**¹² to a more convenient time, and because it is socially acceptable to **ignore**¹³ or **dismiss**¹⁴ a message, many use the technology to put off more **disruptive**¹⁵ conversations.

7 The future of instant messaging is very bright. All of the utilities continue to be updated by their owners, and IM providers continue to **collaborate**¹⁶ on allowing more **interface**¹⁷ between users of their services. Business users can now have **virtual**¹⁸ conferences and collaborate on projects very easily. If you have not tried IM, you're missing out on a whole new world of communication.

7. 激增，迅速
扩大

8. 功用，效用

9. 观众

10. 可用性，
有效性

11. 延期，推迟

12. 回答，答复

13. 不顾，忽视

14. 拒绝考虑

15. 破坏性的

16. 合作

17. 界面，分界面

18. 虚拟的

Exercises

A. Read the passage and then try to find whether the following sentences are True or False.

1. E-mail has been the most rapidly adopted form of communication ever known. ()
2. You can look at an image stored on your friend's computer by instant messaging. ()
3. America Online (AOL) used to be one of the main ways that ordinary people could connect and communicate with each other online. ()
4. Instant messaging really exploded on the Internet scene in 1997. ()
5. After AOL got Mirabilis and ICQ, AOL Instant Messenger (AIM) became the IM leader. ()
6. Google Talk is an instant messaging system introduced by Google. ()
7. Many people use the technology to put off more disruptive conversations because they are too busy to discuss them with each other. ()
8. IM providers cannot provide more interface between users of their services. ()

B. Match the following English terms in Column A with their Chinese equivalents in Column B.

Column A

1. speaker phone _____
2. automatic redial _____
3. hang up _____
4. land line _____
5. extension _____
6. long distance call _____
7. phone booth _____
8. area code _____
9. public phone _____
10. take a message _____

Column B

- A. 区号
- B. 长途电话
- C. 电话亭
- D. 座机电话
- E. 免提电话
- F. 自动重拨
- G. 留言
- H. 公用电话
- I. 分机
- J. 挂断

Part C: Applied Writing

请求信（Letter of Request）是对收信人提出请求，并希望对方满足该要求。写请求信的重点是要写清楚为什么要请求他人做某事，请求他人做某事的原因。

请求信注意事项：

在许多情况下，请求信是写给不认识的人或者机构，所以在信的开头可以做一下简单的自我介绍。同时，由于提出的请求往往都是需要麻烦别人的事情，所以要注意语气的礼貌程度，不要吝啬你的感谢。

Sample

September 10, 2019

Dear Sir or Madam,

I am writing to formally request to withdraw from two courses: introduction to Elementary Education (EDU 601) and Teaching Methods (EDU 609).

The main reason for reducing my course load is that I am finding it extremely difficult to manage six courses. Because I also have to work part time, I have no other choice but to decrease my course load.

I would also like to request a tuition refund. I am sorry for any inconvenience I have caused by this change in plans. This decision was not taken lightly, and I do appreciate the kind consideration you have shown to me. Thank you for your attention to these requests. If you have any questions, please feel free to contact me at 82036600. I look forward to hearing from you soon.

Yours,
Karen Wang

从以上样例中，我们可以看出请求信正文包括以下基本内容：

1. _____
2. _____
3. _____

A. Basic Patterns

开头语

- 1) I am writing to formally request to...
- 2) Would you be kind enough to...
- 3) I am writing to seek for your assistance in...
- 4) I would very much like to ask for your permission with this letter so as to allow me...

结束语

- 1) I look forward to hearing from you soon.
- 2) I shall remain grateful to you for the great help.
- 3) I do appreciate the favorable consideration you have shown to me.
- 4) I would like to thank you for your generous help in this matter.

B. Practice: Complete the following letter based on the Chinese given below.

Dear Sir,

_____ (我写信的目的是确认我丢失的一张信用卡)。I called your office earlier today.

The details of my card are as follows. It is a Master-card in the name of Kenny Gao. The credit card number is 3241 3578 6688. I have had it since 2016. _____ (卡的有效期是 2016 — 2026).

I lost the card yesterday (September 8, 2019) at about 10:30 in the morning. The only time I used the card that day was to buy a pair of sports shoes at Carrifour on Jinqiao Road. By accident, _____ (我将卡落在付款台上了), but the shop assistants there could not find the card.

_____ (您能否马上将该卡取消掉) and make the necessary arrangements to issue me with a replacement card? I can be contacted at the following address: Room 201, No. 32, 555 Lane, Huashan Road. Should you ever wish to call me, here is my number: 15274517896.

Thank you for your assistance. _____ (盼回复).

Yours faithfully,
Kenny Gao

Part D: Culture Tips

Differences in Hand Gestures throughout the World

Hand gestures mean different things to different people. Unawareness of the difference may cause the innocent abroad to make cross-cultural gaffes.

The Thumbs-up Sign

In the United States and most of Europe, the gesture means that something is good, or that you approve. But in Bangladesh it's a taunt, and in some Asian and Islamic countries, it is considered rude and is the equivalent of an upraised middle finger.

The A-Okay Sign

Joining the thumb and index finger in a circle is a popular way of saying Okay, but it is an insult in many Latin-American countries. When Richard Nixon was U. S. Vice President, he was reported to have greeted a crowd south of the border with a double “A-Okay”. Imagine the reaction.

Once the concierge in a French hotel asked me, “Is your room satisfactory?” I gave the okay sign. With an irritated shrug he said, “If you don't like it, we'll find you another room.” A Frenchman reads the gesture as meaning “zero” or “worthless”.



“V” for Victory

In the United States it means “victory” or “peace”. But in England if the palm faces inward, it's a taunt, especially if executed with an up-ward jerk of the fingers.

As the story goes, many years ago, the French disabled the English archers they captured in battle by cutting off their middle and forefingers. After the battles of Agincourt and Crecy, where the French were heavily defeated, the triumphant English gloated over their prisoners by holding up their hands, first two fingers upright, palm inward, to show both fingers fully intact.

Finger Beckoning

Americans sometimes hail a waiter with index finger slightly raised and thumb

loosely extended. In Japan it's rude to beckon a waiter if you motion with the index finger. In Germany the waiter might well respond by bringing you two more drinks.

Tapping Forehead with Forefinger

It means "smart" in the United States. While in Holland, tapping the center of the forehead means "he's crazy." But in Argentina, the American sign for "he's crazy" (circling a fore-finger next to the ear) could be confused with their signal for "you have a telephone call."

Stop Sign

Extending one hand, palm forward, means "stop" in the United States, while in Greece, it's a common sign of confrontation. And in West Africa, the gesture is even more insulting than the upraised middle finger.

Hands on Hips

Putting your hands on your hips conveys an open and confident posture in America and England.

In some eastern Asian countries this is considered as a sign of arrogance.

If the same gesture is done with your hands in your pockets, it is considered to be extremely rude in Indonesia, France and Japan.



Appendix

Reading		Vocabulary Study
lack	a lack of	缺乏或没有
	for lack of	因缺乏……
	He dare not speak in public for lack of confidence. We must note that we still lack some experts in this field.	
tend	tend to	倾向, 趋于
	We tend to wake up early in the morning. Men tend to be romantic, often falling in love more quickly than women.	
engage	engaged	<i>adj.</i> 忙碌的, 已订婚的
	engagement	<i>n.</i> 订婚, 约会
	engage in	(使) 从事于, 参加
	Only 10% of American adults engage in regular exercise. John and Jill are engaged .	
arouse	arouse sb. from ...	将某人从……唤醒
	The odd sight aroused our curiosity. Anne had to be aroused from a deep sleep.	
impress	impression	<i>n.</i> 印象, 盖印, 压痕
	impressive	<i>adj.</i> 给人深刻印象的, 感人的
	leave an impression on/upon sb.	给某人留下印象
	I was much impressed by what he said. I have the impression that we have met once before.	
admire	admiring	<i>adj.</i> 赞赏的, 钦佩的
	admiration	<i>n.</i> 钦佩, 赞美, 羡慕
	admire sb. for sth.	因某事而称赞某人
	We admire his working so hard. They all admired him for his communication skills.	

Reading	Sentence Structure
<p>1. The chances are that it wasn't anything that was said but something that happened: a gesture, a movement, or a smile. (Para. 1)</p> <p>这很可能并不是因为你说错了什么话，而是因为你做的事——你的一个手势、一个动作或者是一个微笑——所引起的。</p> <p>文中“not...but...”意为“不是……而是……”，连接两个并列成分，后面可跟名词、形容词、副词、短语、从句等。“not...but...”引导并列的主语时，谓语动词在“人称、数”上采取就近原则。</p> <p>文中“it wasn't anything that was said but something that happened”是“that”引导的定语从句。在定语从句中，如果先行词是不定代词或者先行词被不定代词所修饰时，关系代词通常只用“that”。</p>	
<p>2. But in the Middle East, it is considered extremely provocative for a woman to let a man catch her eye, let alone to return his gaze. (Para. 3)</p> <p>但是在中东，一位女子如果与一位男子有眼神的接触，就会被认为是非常有挑逗性的，更不用说对他的眼神有所回应了。</p> <p>“let alone”是固定词组，意为“更不用提，更别说”，表示一种递进关系。后面如果接动词时，其后的动词形式与前面的保持一致。</p>	
<p>3. According to a study, that humans become tense under the force of a stare is in their ancestors... (Para. 4)</p> <p>有研究表明：人类受到盯视时会感到紧张，其根源在于人类的始祖身上……</p> <p>“that humans become tense under the force of a stare”是“that”引导的主语从句，“that”只起连接的作用，不充当从句的任何成分，但不能省略。</p>	
<p>4. His intentions are obvious, that is, he wishes to attract her attention, to make her understand that he is admiring her. (Para. 4)</p> <p>他的用意很明显：那就是他希望吸引她的注意力，让她明白自己爱慕她。</p> <p>“that is”意为“即，也就是”，是插入语，对前一句话进行解释、说明。</p>	

Word Building

- -ly 为常见副词词尾，大多接于形容词之后。

例如：kindly, luckily, happily, usually, actually, generally, completely, extremely

而 -ly 接于某些名词后，可以使其变成形容词。

例如：friendly, bodily, monthly (*adj./adv.*)

练习：写出下列单词的词性及汉语意思。

definitely	_____	_____	costly	_____	_____
annually	_____	_____	steadily	_____	_____
fortunately	_____	_____	mentally	_____	_____
weekly	_____	_____	increasingly	_____	_____
naturally	_____	_____	timely	_____	_____
immediately	_____	_____	efficiently	_____	_____
worldly	_____	_____	directly	_____	_____

- 前缀 un- 意为“no”，加在名词、形容词、副词前表“否定”之意。

例如：unable, unhappy, unlucky, unfair, unimportant, unusual, unaware

练习：根据所给词性及汉语意思写出英文单词。

不舒服的	<i>adj.</i>	_____	令人难忘的	<i>adj.</i>	_____
不可避免的	<i>adj.</i>	_____	出人意料的	<i>adj.</i>	_____
不幸地	<i>adv.</i>	_____	不健康的	<i>adj.</i>	_____
未婚的	<i>adj.</i>	_____	不必要的	<i>adj.</i>	_____
不合理的	<i>adj.</i>	_____	不相关的	<i>adj.</i>	_____
不确定	<i>n.</i>	_____	毫无疑问地	<i>adv.</i>	_____

Self-assessment

1. Fill in the following blanks with the words you've learnt in this unit.

Chinese	English	English	Chinese
疏远的, 冷漠的	<i>adj.</i> _____	verbal	_____
更改, 修改	<i>v.</i> _____	intercultural	_____
立即的	<i>adj.</i> _____	intense	_____
缺乏, 缺少	<i>v.</i> _____	tense	_____
变化, 变异	<i>n.</i> _____	ancestor	_____
指出, 指示	<i>v.</i> _____	aggressiveness	_____
凝视	<i>v.</i> _____	hostility	_____
倾向, 倾向于	<i>v.</i> _____	sincerity	_____
从事, 使忙碌	<i>v.</i> _____	apparent	_____
唤醒, 唤起	<i>v.</i> _____	fascinating	_____
留下印象	<i>v.</i> _____	adopt	_____
意图, 目的	<i>n.</i> _____	alert	_____
钦佩, 赞赏	<i>v.</i> _____	feature	_____
意识到的, 明白的	<i>adj.</i> _____	modify	_____
观众	<i>n.</i> _____	capability	_____
回答, 答复	<i>n.</i> _____	virtual	_____
		interface	_____
		postpone	_____

2. Tick the scores of the following items according to your own learning results. The full scores are 5.

No.	Items	Scores				
		1	2	3	4	5
1	I can remember and apply the expressions related to “Communication” in conversations;					
2	I have understood and can identify the detailed information in different situations related to “Communication”;					
3	I can understand the conversations and passages related to “Communication”;					
4	I can understand the cross-cultural differences of “Communication” between China and Western countries;					
5	I have remembered and can apply the basic form and sentence patterns of a “Letter of Request”.					

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