職家叛天

觀光養旅

最新 108 課綱適用

國家教育研究院審定 技審字第 109013 號









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觀光餐旅英語會話

Tourism and Hospitality English Conversation

本書係依照教育部公布之 108 新課綱,由專業外籍作者編寫而成。共分 4 冊,每冊 18 個單元。本書對話貼近生活情境、活動設計靈活、補充資訊多元實用、練習題有效檢視學習成效,並輔以精美的插圖,是餐旅行業相關科系學生最佳學習教材!



108 課綱與本書內容對照

課綱主題	課綱訂定之學習內容	本書單元
問候用語	見面問候語 寒暄與道別 自我介紹	Unit 1 Greeting a Guest Unit 2 Introducing Yourself to a Coworker Unit 3 Introducing Others
方向與位置	設施位置及地點 地區方向及地點	Unit 4 Giving Directions to Locations Inside the HotelUnit 5 Giving Directions to Places in a CityUnit 6 Giving Directions for Transportation
訂房服務	旅館客房設施説明 訂房作業用語	Unit 7 Taking a Reservation Unit 8 Introducing Room Facilities
櫃檯服務	遷入及遷出手續 代寄郵件 寄放與保管物品	Unit 9 Checking In Unit 10 Checking Out Unit 11 Handling Mail Unit 12 Leaving Your Valuables at the Hotel
服務中心	行李服務 停車與叫車服務 票務及旅遊服務 商務中心	 Unit 13 Luggage Storage Service, Parking, and Arranging for a Car Unit 14 Ticketing, Travel Service, and Taxi Service Unit 15 Business Center Services
房務服務	客房清潔與整理 補充客房備品 失物招領 洗衣服務	Unit 16 Housekeeping and Room Amenities Requests Unit 17 Lost and Found Services Unit 18 Laundry Service

單元架構 Conversation







CONVERSATION



Receptionist



Guest



A guest at a hotel wants to know where the bathroom is. The receptionist tells her how to find it.



Good evening, ma'am. How may I help you?



Can you tell me where the ladies' room is?



Certainly, ma'am. It's on the second floor. Turn right when you get off the elevator, 1 and the ladies' room is next to the stairs.2



And where is the elevator?



Just at the end of this hallway,3 on the right.



Thank you. And where is the hotel restaurant?



The restaurant? Walk across⁴ the lobby,⁵ go through those big doors, turn left down the hallway, and the restaurant will be in front of you.

▼ ladies' room



Thank you for your help.



My pleasure, ma'am.

Word Bank

- elevator ['ɛlə,vetə'] (n.) 電梯
- 2. **stair** [stɛr] (n.) 〔複〕樓梯
- 3. hallway ['hol,we] (n.) 玄關;門廳;走廊
- 4. across [a`kros] (prep.) 横越;穿過
- 5. lobby [`labr] (n.) 大廳

提供1到2組模擬 餐飲實境之對話, 幫助學生掌握在不 同情境下須熟知的 會話語句。



▼ men's room

Sentence **Patterns**

從 Conversation 中精選實用句型,並 針對句型中的核心資訊提供數種不同 表達詞組,達到活用句型之功效。



提供1到2組**團體對話活動**, 讓學生與同學實際練習對 話,增添課堂趣味性,並提升 會話運用能力。



ROLE PLAY



Practice the following conversation with a partner. Replace the phrases in colored font with ones from the conversation bank.





Receptionist

- G Good afternoon. I'd like to check in, please.
- R Of course. The name is . . . ?
- **G** Morris. James Morris.
- R Ah, yes. We have you booked for two nights in a standard suite.
- G That's right.
- Recellent. Here's your key. You're in Room 215. And the porter will help you with your bags.
- G Wonderful. Thank you.
- R Oh, and just to remind you—checkout on Friday is before midday.
- **G** OK. No problem.
- R Enjoy your stay!

Conversation Bank

- Charles Jones
- Mary Zhou
- Martin Price
- Trina Long
- three nights
- four nights
- one night
- double room
- triple room
- single room
- royal suite
- Room 322
- the King Louis Suite
- Room 45
- Room 134
- checkout is before 10 a.m. on Thursday
- you have to be out of the room by 11 o'clock on the day of your departure
- checkout is no later than ten thirty on Monday morning

More Expressions & Intonation



隨堂小補充



根據主題適時補充 ·相關單字與資訊, 增強學習力。

Exercise

每章節結束後皆有一回 **綜合練習**,涵蓋聽力題、 是非題、填空題等題型, 幫助檢視學習成效。



True (T) or False (F).				
1. 1 You fill out a registration card with your personal details.				
2. 1 an itemized bill shows the cost of each individual purchase.				
3. 1 A four-digit passcode is a word with four letters.				
4. 1 If you send a letter by domestic mail, you send it out of the country.				
5. 1 If you deduct a charge from a bill, you remove the charge completely.				
Fill in the blanks using the words provided.				
Fill in the blanks using the words provided.				
Fill in the blanks using the words provided. on for sign receipt send				
on for sign receipt send				
on for sign receipt send 1. We have you booked two nights in a single room.				
on for sign receipt send 1. We have you booked two nights in a single room. 2. Please read the waiver and then your name at the bottom.				
on for sign recaipt send 1. We have you booked two nights in a single room. 2. Please read the waiver and then your name at the bottom. 3. Put the charge my company card.				

課本配套

教師手冊

備有全書習題解答,各單元含**教學建議、內文翻譯、補充資訊**,以及 針對會話、用語與語調的**豐富解析**,提高教師備課效率。

朗讀音檔

由專業外籍錄音員錄製,提供學生正確發音與語調,並刺激聽力吸收。

測驗卷

每課一回,分為**聽力**和閱讀兩部分,針對當課**重點單字、片語、文法**、 用語等進行測驗,藉此檢視學生的學習成效。

PPT

全書製作內含**音檔**的書籍內容 PPT,點擊後還可秀出**習題答案**,讓課 堂投影教學更加便利。

教師手冊 單元架構

針對不同大題,設計不同的架構內容。內頁排版 皆採**左右對照**,方便查找閱讀。若課本內容在左 頁,教師手冊的補充內容便會出現於右頁,省去 前後翻找的時間,同時以**色底**清楚呈現與課本的 區隔,讓教學更加清楚方便。

教學目標/教學建議

單元開始前,以列點方式 簡述教學重點, 並有**暖身運** 動、師生互動問答等引導活 動。不時補充學生常忽略的 相關細節,讓教師在教學時 能指點迷津。

















A guest arrives at a hotel reception. He has booked a room and wans to check in. The receptionist greets him politely and takes his name

有名客人抵達飯店櫃檯。他預訂了一間房間,想要辦理住宿登記。櫃檯人員有禮地招呼他並詢問他的大名。







歡迎光臨本飯店。今天有什麽需要我服務的地方? I'd like to check in,3 please. 我要辦理住宿登記,麻煩你。

OK. Could I have your name, please? 好的,請問大名?

Yes. It's Peter Jones.

好的,是彼得·瓊斯。 [The receptionist finds the booking on the computer.] Thank you, Mr. Jones. Please fill out4 this form

〔櫃檯人員在電腦裡查到訂房紀錄。〕謝謝您,瓊斯先生。請填寫這份表格。 OK. [The guest fills out the form.]

好的。〔房客填寫表格。〕 Great! Here's your key

You're in Room 20. Enjoy your stay. 太好了!這是您的鑰匙。您住 20 號房。祝您住宿愉快。

Thank you very much. 非常謝謝你。

You're welcome 不客氣。

警託中護

會話全文附上中文翻譯, 方便教學時參考。

在飯店工作的首要之務就是和客人打招呼,並 迎接客人的到來。本課提供櫃檯人員與飯店客 人初次見面的互動情境,幫助學生掌握合官的

- 動悉迎接客人的招呼用語。
- 2 了解接待客人時的應對方式、有禮貌地詢 問客人資訊以及提供協助。
- 6 根據説話對象的身分,學習使用不同稱呼 以示尊重。

- 臺灣或國外入住飯店的經驗,並與同學分 享白身經驗。
- Q: Have you ever checked into a hotel in Taiwan or abroad? Q: Did you have any trouble when you checked into the hotel? What kind?
- Q: How did you feel when you talked to the hotel staff?
- 2 進行教學活動時,教師應讓學生藉由會話 練習,掌握發音、語調及聽力技巧,並藉 中角色扮演熟悉辦理入住的流程。
- ⑤ 透過本課學習接待相關用語之餘,教師也 應讓學生了解中西方文化的異同,以及英 文中較為禮貌的表達方式,使學生可以正 確日有禮地使用英文與不同文化的人交流。

(A) CONVERSATION

① arrive at/in + place 抵達某處

arrive 為不及物動詞,後面需要接介系詞 使用。當地點為大城市或國家時用 in, 若 為鄉村、飯店等小地方時則用 at,例如:

- Please call me once you arrive in the States.
- We will be arriving at our destination at around six p.m.

2 What can I do for you?

- = How may I help you?
- = Can I help you? = Is there anything I can do for you?
- 以上都是用來招呼客人的用語,詢問對方 是否需要協助。

(could I have your name, please? = What is your name, sir/Ms.?

= Your name, sir/Ms.?

在服務業向客人提出請求時,常用「Could you . . . ?」,此用法比「Can you . . . ?」或 祈使句來得更加禮貌。

= Please fill in this registration card. 片語動詞 fill out 也可以 fill in 代替。美式 英文多使用 fill out, 英式英文則多使用 fill in。此片語動詞可以分開,因此原句也可 作:「Please fill this form out.」

額外補充

层客在入住飯店時, 通常會需要填寫住宿單 (registration form/card), 其包含房客的 個人資訊,例如:姓名、性別、地址、國籍 護照號碼、簽證號碼、入住日期、退房日期 付款方式等相關資料

會話解析 & 補充

針對會話中的特定語句,補充相似用 語,解析句中用詞,並有相關知識額外 補充,增進教學的深度、廣度與趣味。

額外補充

介紹人時有分 higher ranking person(高階 的人)和 lower ranking person(低階的人)。 飯店業**以客為尊**,所以客人 Mrs. Thompson 是比較重要的,飯店經理 Mr. Wang 是比較 低階的。因此,先把 Mr. Wang 介紹給 Mrs. Thompson 認識。

6 How do you do?

由於「How do you do?」過於正式,外 國人一般而言初次見面會使用「Nice to meet you.」或是「It's a pleasure to meet you.」,這兩句話是大方且不失禮節的初 次見面招呼用語。

4 Are you enjoying your stay so far? 本句詢問客人住房的狀況,是與客人拉近 距離的基本用語,另外也可以説「I hope you enjoy your stay with us.

6 If you need anything at all, please don't hesitate to ask.

當客人回應住得還不錯時,櫃檯若要提供 更好的服務,可以用 If 條件句請客人連絡 櫃檯以獲得更多協助,例如:

- If you have any questions, please contact our front desk staff.
- If you need anything, please feel free to dial the front desk.

6 Have a nice day.

結束對話時要記得用有禮貌的用語,並依 説話的時間或狀況而改變用語:

- Have a good/nice day.
- Have a good/nice evening.
- Enjoy your stay.

SENTENCE PATTERNS

這位是王先生/凱 蒂·馬龍/傑克。

他/她是飯店經理/ 老闆/飯店的客人。

- ①介紹他人時,切記要用「This is ...」(這 是某某人)。介紹完姓名後,如果要説明 被介紹者的職業或對方和介紹人之關係, 就可以用「He/She is ...」
- 2 非正式的場合,只介紹 first name(名字)
 - This is Andy. He's my colleague/ coworker.
 - This is Jennifer. She is my best friend.
- ③ 正式場合的介紹,需要使用全名或是稱謂,
 - This is Laura Anderson. She is the regional manager.
 - This is Miss Wu. She is the hotel concierge.

額外補充:禮賓人員的工作內容

Greet hotel guests:

向客人親切打招呼並展現專業,成為飯店 品牌的最佳代言人。

Assist hotel quests with queries:

協助客人處 人對客房服 決問題。

Make rec 需要擁有 客人推薦

Arrange 安排客 排禮車

注意:給小 小費。單一

② 以下補充飯店從業人員的其他常見職稱, 教師可以額外提供給學生進行練習:

- lobby attendant 大廳服務員
- porter 行李員
- room attendant 客房服務員
- valet 泊車人員
- security guard 警衛
- doorman 門房
- reservationist 訂房員

ROLE PLAY

教學建議

- 教師將學生分為兩人一組,請學生進行角 色扮演,輪流練習會話。
- 2 學生進行角色扮演時,教師須提醒學生替 換不同職稱,以熟悉飯店常見職稱的説 法。此外,教師可視學生程度,請學生發 想其他可作替換的英文職稱。
- 3 當學生練習完成後,教師可請幾組同學上 臺演示先前的練習成果,藉此讓學生藉由 同儕的演示、反饋提升學習成效。
- **MORE EXPRESSIONS &** INTONATION

句型中譯 用語&語調解說

你好。 • 你好。 2 . 哈囉,我想我們沒 • 嗨!我的名字是 見.過。 彷得。 • 你怎麼稱呼? • 哈囉!我是彼得。 你是珍,對嗎? • 沒錯,那你

是……?

句型中譯/句型解析

附上B大題各句翻譯與 解析,並補充多種相關、 相似說法,讓學生能觸類 旁通。

> 4 . 很高興認識你。 • 很開心認識你。

• 我也很高興認識 徐。

很荣幸認識你。

我也是。

我亦是。

• 你是哪裡人? • 你是本地人嗎?

• 我是臺灣人。

2 .目前為止,你還喜 歡嗎?

• 一切都很好。 • 是的,大家都很

• 目前為止, 一切都 好嗎?

方基。

- 1. 使用 Wh- 疑問句和直述句時,句尾語
- 2. 與外國人閒聊時,可以詢問對方的國 家,以下是幾個常見國家的英文:



• 不好意思, 我得走

好,晚點見。 保重。

• 祝你有美好的一

T-27

教學建議

針對C大題提供活動進 行方式、教學注意要點, 以及**延伸活動**等,藉由 教師的帶領,學生可從 多變的活動中加深記憶。

句型中譯/用語&語調解說

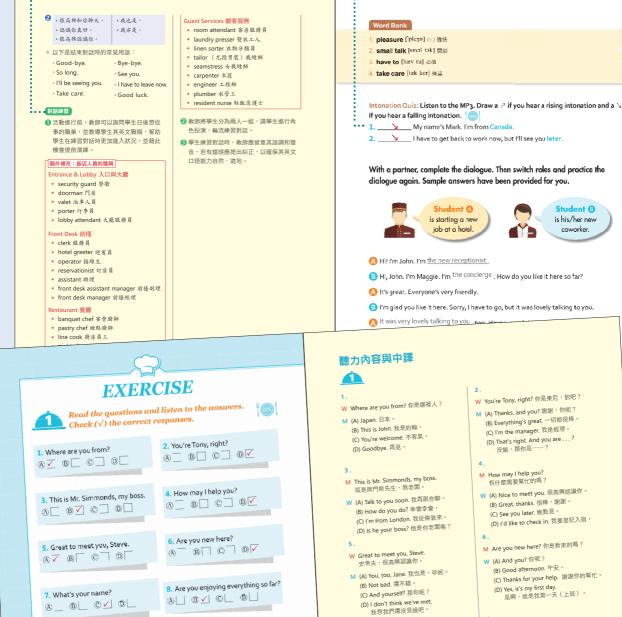
附上 D 大題各句翻譯,補充 類似用語、相關資訊,並解 說課本標示的語調。

對話練習

30

針對部分單元設有的對話練習,提供 教學建議,以及可供對話時替換的 用詞補充,加強學生練習應用,確保 學習成效。

答案直接標示於教師手冊上, 清晰明瞭,方便課堂檢討。



聽力內容與中譯

附上聽力題的**英文講稿與中文翻譯**,以及各題型當中,與答案相關的**段落翻譯**,方便課堂檢討。

W What's your name? 你叫什麼名字? M (A) I have to go. 我得走了。

(B) I'm the new receptionist. 我是新的櫃檯人員。

(C) I'm Jack. 我叫傑克。 (D) You should meet Jeff-你應該認識一下傑夫

T-30

M Are you enjoying everything so far? 目前為止你還喜歡這一切嗎?

> (C) I'm here if you need me. 若你需要幫忙我就在這裡。 (D) Who is she? 她是誰?

W (A) Can I get you anything?

您需要什麼嗎? (B) Yes. Everyone's very nice. 是的,大家都很和善。

測驗卷 單元架構

每課一回,每回包含聽力和閱讀測驗,共18 道題目

題目由專業外師編寫、錄製,情境呼應當課主題, 有助於學生掌握觀光餐旅相關用語。 測驗卷教用本另標示**題目解答**與**聽力腳本**,方便 教師於課堂使用、檢討。

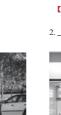
Part I 看圖辨義

提供兩張圖片,選出最 符合圖片敘述的選項。

觀光	餐旅英	語會話(1)	測	驗卷	
第 5	回——	【測驗範圍	1	Unit 5	,

Listening Part I. Pictures (10%)

[MP3] 21



[MP3] 22

座號 _____ 姓名 _____

班級 _____



得分

Part II. Best Response (15%)

- _ 3. (A) Yes, it's the nearest one.
 - (C) Then turn right at the next street.

- _ 4. (A) Yes. It's about a 5-minute walk.
 - (C) Thank you very much.

- _ 5. (A) You'll see the department store.
 - (C) The museum isn't far away.

- (B) No, you should take a left.
- (D) Yes, there's one down the street.
- (B) You will come to a bank.
- (D) Yes, the hotel's restaurant is good.
- (B) There is a bank close by.
- (D) There's a market on Main Street.

Part II 問答

針對問題或敘述,選出 最適當的回應句。

Part II. Best Response (15%)

[MP3] 23

- 3. (A) Yes, it's the nearest one.
 - (C) Then turn right at the next street.

[MP3] 24

- _4. (A) Yes. It's about a 5-minute walk.
 - (C) Thank you very much.

[MP3] 25

- _5. (A) You'll see the department store.
 - (C) The museum isn't far away.

- (B) No, you should take a left.
- (D) Yes, there's one down the street.
- (B) You will come to a bank.
- (D) Yes, the hotel's restaurant is good.
- (B) There is a bank close by.
- (D) There's a market on Main Street.

「閱讀測驗分為「單字片語」、「簡短對話」、「閱讀理解」三大題`

題目由專業外師編寫,情境符合當課主題,加強學生對於當課**重點單字、片語、文法與用語的運用**,並藉由閱讀強化掌握主旨、留意細節、進行推論的能力。

Part I 單字片語

挑選當課重點單字或片語編寫為題,題目貼近當課主題且情境完整,提供充分作答線索。

Reading Part I. Vocabulary/Phrases (30%)						
		avenue	modern	corner	exit	block
6.	6. I'd like to go to the art museum on Maple Street, please.					
7.	7. Guest: I need to find a drugstore. Can you tell me where one is?					
	Receptionist: Yes. Just the hotel and take a right.					
8.	8. If you're hungry, you'll find many places to eat along this					
9.	9. Janet: Hi! Can you tell me how to get to a supermarket?					
	Clerk: Sure. There's one about two from here.					
Janet: Great. I can just walk there.						
10. The newly-opened hair salon is located on the of Pine Street and Oak Street.						

Part II 簡短對話

針對對話情境,選出符合句意的單字、 文法或符合上下文的語句。

Part II. Short Conversation (15%)					
Receptionist:	Receptionist: Good evening, sir. May I help you with anything?				
Guest: Yes. I'd like to find the11 night market, please. I'll be going there on foot.				be going there on foot.	
Receptionist:	Receptionist: OK. That's easy to find12 You'll see the night market on the right side.				
Guest:	Guest: Great. I also want to buy some books. Is there a bookshop anywhere?				
Receptionist: No, there aren't any in the area. The only one I know would take an hour to walk there.					
Guest: That's too far for this evening. Maybe I'll go tomorrow instead.					
Receptionist: OK. Do you want me to give you directions13 the bookshop now?					
Guest: No, I'll just get them from you in the morning. Thank you.					
11. (A) n	nearest	(B) straight	(C) following	(D) opposite	
12. (A) You can get some dinner.		(B) You'll come to a bank.			
(C) Just walk down Elm Street. (D) Are			(D) Are you walki	ing?	
13. (A) t	hrough	(B) to	(C) in	(D) from	

Part III 閱讀理解

文本多元,包含對話、短 文、圖片等形式,提供最 適宜當課主題的題型。

題型一:對話/題型二:短文

針對內容回答主旨以及細節。

Part III. Reading Comprehension (30%)

Receptionist: Good morning, Mr. Clark. Are you enjoying your stay?

Guest: Yes, I am, thanks. I just need a few things from you, though.

Receptionist: Sure! What can I help you with?

Guest: Well, my wife would like a hairdryer sent to our room. The one in there isn't working.

Receptionist: I'll have one sent up right away. What room are you in?

Guest: We're in Room 817. Also, I'd like to get another key card made. I seem to have lost mine, so

borrowed my wife's.

Receptionist: Not a problem. I can take care of that for you right now.

Guest: Thanks.

Receptionist: Is there anything else I can help you with this morning?

No, I think that will be it. Thank you so much for your help. **Guest:**

_ 14. Who is Mr. Clark staying with at the hotel?

(A) No one.

(B) His son.

(C) His wife.

(D) His mother.

_ 15. What has Mr. Clark lost?

(A) A form.

(B) A key card.

(C) A wallet.

(D) A city map.

16. What will be sent to Mr. Clark's room?

(A) A hairdryer.

(B) Some food.

[∠]C) His luggage.

ccording to the conversation?

) Evening.

(D) His drink.

17. What time of

(D) Night.

Part III. Reading Comprehension (30%)

Mr. Harris is staying at the Star Hotel in the suburbs. He wants to go into the city, but he does not know how to get there. He goes to the hotel's front desk and asks the receptionist for directions. She asks him if there are any tourist sites he wants to see, and he tells her that he wants to visit city hall. Later in the day, he wants to go to one of the famous night markets in the city. The receptionist tells him that the best way to get to the city is either by bus or by subway. He can take a taxi, but it would be more expensive. He decides on taking the subway, and the receptionist tells him to take the local train and change to the express train. He will know he is in downtown, because it is called Downtown Station on the express train.

_14. Where is Mr. Harris staying? (B) The Star Hotel.

(A) Downtown.

_ 15. Who is Mr. Harris speaking to?

(A) A taxi driver.

(C) The hotel receptionist.

 $_{\perp}$ 16. Where does Mr. Harris want to visit first?

(B) City hall. (A) The suburbs. __17. How will Mr. Harris get to the city?

(C) The front desk.

(D) City hall.

(B) Another hotel guest.

(D) A tourist.

(C) A night market.

(D) A train station.

(D) By his own car.

(C) By subway.

__18. Which of the following statements is NOT true according to the passage? (A) Mr. Harris will visit a night market. (B) It is more expensive to take a taxi to the city than a bus.

(C) Mr. Harris is at the hotel's front desk.

(D) The local train goes to Downtown Station.

針對圖片提供線索進

Part III. Reading Comprehension (30%)



__ 14. The drugstore is _ from the hotel.

(A) across (B) between

_ 15. If a guest at the hotel is going to the shopping mall, which street will he or she walk on first?

. 16. If a man at the Italian restaurant wants to walk to the convenience store, what streets will he take? (A) He will walk down West Road and take a right on Second Street.

(B) He will walk down First Street and take a left on Main Street.

(C) He will walk down West Road and take a left on Second Street. (D) He will walk down First Street and take a right on Main Street.

_ 17. What business is NOT located on West Road? (A) The bank.

18. Which business is located on a

(B) The shopping mall. (C) The bookshop. (D) The Chinese