

Unit 1

Giving Travel Information

旅游咨询



Unit Objectives

After learning this unit, you should

- understand how to give travel information;
- master the basic words and expressions about travel information;
- get some cultural knowledge about travel information;
- find ways to improve your writing skills about Letters on Travel Reservations;
- be familiar with some domestic typical travelling routes.



Background Knowledge

When travelling, we may choose to travel by ourselves or attend package tours organized by the travel agencies that attend to the details of transportation, itinerary, and accommodations for travellers. We can also book train tickets, air tickets or passages there.

Types of Tours

1. inclusive tour (包价旅游): A tour including transportation, hotels, transfers, sightseeing, and meals.
2. ecotourism (生态旅游): The tour of organizing holidays to natural areas, especially areas that are far away such as the rain forest, where people can visit and learn about the area in a way that will not hurt the environment.
3. fly-drive package tour (自驾游): An inclusive tour in which the traveller can have a self-drive rental car.

4. conducted tour(有导游陪同的旅游): A prearranged travel program for a group escorted by a guide.

5. foreign individual/independent tour(散客旅游): A prepaid tour including air, hotels, ground transfers, and prearranged sightseeing and guide service for individuals.

6. culture-oriented travel(文化旅游): A tour in which travellers can enjoy folkways and folk-custom.

7. escorted tour(全程陪同旅游): A prepaid travel program of sightseeing, meals and accommodations for a group accompanied by an escort from the beginning to the end of the trip.

8. cruise(豪华游艇旅游): A tour on a large ship or a boat for pleasure.

9. leisure travel(休闲旅游): A tour in which travellers can relax and do things they enjoy.

10. special interest tour(专门兴趣旅游): A tour designed for clients sharing curiosity or concern about a common subject.

11. agricultural tourism(农业观光旅游): A tour in which travellers can appreciate agricultural life, such as going to the orchard, etc.

12. sports tourism(体育旅游): A tour including exploring, climbing, car rally, etc.



Practice Materials

Listening

Dialogue 1

a. Listen to Dialogue One and decide whether each of the following sentences is true (T) or false (F).

1. _____ The man wants to make a reservation to New York next week.
2. _____ There are still tickets available for Flight 802.
3. _____ The next flight leaves at 9:30 Tuesday morning September 13.
4. _____ The fare for one-way ticket is \$196.
5. _____ The man reserves the Flight 807 finally.

b. Listen to the dialogue and answer these questions.

1. What's the name of the airline company?
-

2. When does the man want to fly?

3. Is Flight 807 a direct flight?

4. What's the man's name?

5. What's the man's telephone number?

c. Listen to the dialogue again and supply the missing words.

1. I'm sorry we are all _____ for Flight 802 on that day.

2. Shall I book you _____?

3. You want to go _____?

4. Can you also put me on _____ for the 12th?

5. I will notify you if _____.

Notes

- | | |
|-------------------------|--------------------------------------------------------------------------------------------|
| 1. the United Airlines | 联合航空公司 |
| 2. reservation | (旅馆房间、饭店、飞机座位的) 预订 |
| 3. available | 可获得的, 可用的, 可看到的 |
| 4. book up | 把……预订一空; 已订满 |
| 5. alternative | 选择余地; 可供选择的事物 (方式等) |
| 6. direct flight | 直航 |
| 7. first class or coach | 头等舱票或经济舱票。普通机票包括头等舱票 (First Class)、商务舱票 (Business Class) 及经济舱票 (Economy Class or Coach) 三种 |
| 8. fare | 车费, 票价 |
| 9. waiting list | 等候批准的申请人名单 |
| 10. cancellation | 取消 |

Dialogue 2

a. Listen to Dialogue Two and decide whether each of the following sentences is true (T) or false (F).

1. The S.S. Newcastle is sailing for Hamburg from Northampton next Wednesday.

2. The man wants a ticket with a cabin for two.
3. The ticket will be 15 pounds.
4. The man wants 300 pounds of traveller's cheques.
5. If people want to cash the cheque, they need to sign their names at the top.

b. Listen to the dialogue and answer these questions.

1. When do the passengers board?

2. Is there a boat train?

3. When and where does the boat train leave from?

4. Where do passengers show their boat tickets?

5. Where can the man get traveller's cheques?

c. Listen to the dialogue again and supply the missing words.

1. Yes, that one will be all right. I'll _____.
2. Will you please _____ this card?
3. Will you sit down for a moment while I _____ the tickets?
4. If there should be any _____ in the sailing time, we'll contact you by telephone.
5. Will you please sign there, on _____?

Notes

- | | |
|------------------------------|-----------------|
| 1. book a passage | 预订乘船旅行 |
| 2. sail for Hamburg | 驶往汉堡 |
| 3. S.S. Newcastle | S.S. 纽卡斯尔号 (船名) |
| 4. from Southampton | 从南安普顿出发 |
| 5. board | 上船, 登车 |
| 6. boat train | 配合船期的列车 |
| 7. Where does it leave from? | 它从哪里出发呢? |
| 8. Victoria Station | 维多利亚车站 |

- | | |
|-----------------------------------------------------------------------------|---------|
| 9. pass | 走过，经过 |
| 10. last-minute change | 最后关头的变动 |
| 11. contact you by telephone | 用电话与您联系 |
| 12. traveller's cheques | 旅行支票 |
| 13. right over there | 就在那边 |
| 14. sign | 签字 |
| 15. two hundred in ten-pound cheques and one hundred in five-pound cheques. | |
| … 10 英镑一张的换 200 英镑，5 英镑一张的换 100 英镑。 | |



Background Information

Book a Passage

Travelling by sea is a very convenient and economical way of travelling. It is more relaxing, comfortable and cheaper than travelling by airplane or by train. On some luxurious ships, there are various living and entertaining facilities, like restaurants, bars, theaters and even swimming pools, etc. The disadvantage of travelling by sea is that the speed is comparatively slow and some passengers are likely to be seasick with high wind. Booking a passage is just like booking an airplane ticket. The travellers can go to the agencies or just telephone them to book a passage. As travelling by sea is greatly influenced by the weather situations, there may be some changes of the sailing time. The agency clerks are responsible to inform the passengers of such changes. For the convenient contact with passengers, the clerks will ask passengers to write down the detailed personal information like name, address and telephone number, etc. Also, they will show the passengers a printed plan of all the cabins with different classes, direction, etc., so that passengers can choose the cabins they like. The boat trains can take the passengers to the port in time. Passengers only need to go to the appointed station on time and get on the train with the ship tickets.



Speaking

Dialogue 1

A Fit Holiday Booking

Staff: Welcome Ma'am! What can I do for you?

Linda: Yes. I wanna go to Xinjiang to spend my holiday.

Staff: No problem. We can offer a tour along the Silk Road.

Linda: Very good. Is there a tour group that I can go with?

Staff: Yes, there is one this month.

Linda: Oh, great! So how long does it last?

Staff: Eleven days.

Linda: Fine. I have a 20-day holiday. So exciting! How many places will we visit?

Staff: We'll visit over 15 different places. Most of them are along the Silk Road.

Linda: Where will we stay for the night? Will we stay with the locals?

Staff: I'm afraid not. We can arrange hotels for you.

Linda: What's the price for this travel package?

Staff: Well, right now, it's RMB 2,200 yuan, including everything such as airline tickets, tour guides, hotels and food.

Linda: Can I get a discount?

Staff: This is a special price. We cannot further lower the price.

Linda: I'd like a reservation for this tour. What do I do?

Staff: Please sign up here and pay a deposit.

Linda: Well. Okay. Thanks for your help.

Staff: I'm glad to be a help.

Notes

1. silk	丝绸
2. local	当地人
3. discount	折扣
4. lower	降低
5. sign	签字, 签名
6. deposit	抵押金
7. FIT(= foreign individual/independent traveller)	(入境) 散客
8. the Silk Road	丝绸之路
9. sign up	报名 (或签约) 参加

Dialogue 2

A Group Travel Reservation

(A client telephones the Summer Travel Service, wishing to book a tour for his group.)

Julia explains the details and reserves such a tour for the client on the phone.)

Staff: Good morning, Summer Travel Service. Can I help you?

Brown: Yes, please. I'm with an office supplies company in Beijing. We'd like to book a group tour.

Staff: We'd be glad to help you. May I have the name of the group, sir?

Brown: Johnson Office Supplies Co., Ltd.

Staff: For how many people?

Brown: About 30.

Staff: What kind of tour do you have in your mind?

Brown: I think it should be something of incentive travel. In fact, we are planning a tour for our most hardworking staff.

Staff: Very good. Sir, have you read the proposal letter we sent to you?

Brown: Yes, I did. But we couldn't decide which place to go.

Staff: What about Yangzhou?

Brown: A good place. I've heard a lot about it.

Staff: It is a beautiful place, especially in April, the time of the year when you can see flowers everywhere.

Brown: That will be fine. Please reserve this trip to Yangzhou for us.

Staff: Okay, my pleasure. A flight to Yangzhou will depart from Beijing at 7:30 a.m., arriving at Shanghai Hongqiao Airport at 9:15 a.m., then a limousine will pick you up there and take you to Yangzhou directly. It is only two hours' ride.

Brown: Sounds good. Well, does the flight fare include breakfast?

Staff: Yes, you may have complimentary breakfast since it is an early departure.

Brown: Wonderful. Can you also reserve hotel rooms for the nights during our stay in Yangzhou?

Staff: Sure. For how many nights?

Brown: Arriving Friday April 18 and leaving Monday April 21.

Staff: That was three nights. Do you need a tour guide?

Brown: That would be better. But the guide must be able to speak English.

Staff: No problem, Sir. May I have your name and phone number?

Brown: I'm John Brown. Please call me at 010-2020-3548.

Staff: Yes, Mr. Brown, you have booked a 4-day-3-night group tour for 30 people to Yangzhou in the name of John Brown, arriving on Friday April 18 and leaving on Monday April 21. Will the company pay all the charges?

Brown: Yes, we'll send you a confirmation in writing. Thank you for your help.

Goodbye!

Staff: We're always at your service. Goodbye, Mr. Brown.

Notes

1. incentive	奖励的
2. proposal	建议
3. reserve	预订
4. depart	出发
5. limousine	接送旅客的旅游车，豪华轿车
6. complimentary	(免费)赠送的
7. confirm	确认
8. incentive travel	奖励旅游
9. proposal letter	推荐信
10. pick sb. up	接人
11. flight fare	机票费用
12. in the name of	以……的名义

Dialogue 3

Make Sure an Itinerary

*(Tang Lin, a tour guide, comes to see Mr. Wilson, tour leader of an American tour group
Tang knocks at the door and Mr. Wilson answers it.)*

T: Tang Lin

W: Mr. Wilson

T: Good evening, Mr. Wilson.

W: Good evening, Mr. Tang. Come in, please.

T: Thank you. Well, I've come to talk about the itinerary for your trip. Can you spare me some time?

W: Sure. We received a copy of the itinerary from your Travel Service before we came. I hope there haven't been any changes.

T: No. Hardly any change at all. Since this is a big VIP group, everything must be well planned and everything must be made right.

W: That's right. Let's go over it again.

T: OK. First you will sightsee in Shanghai for 3 days. Then you will leave Shanghai for Wuhan by air. From Wuhan you will go to Chongqing by river-boat.

W: How long will the cruise trip take us?

T: Three days. I'm sure you will enjoy the beautiful scenery along both banks of the Yangtze River.

W: You know what, my heart itches for the visit already.

T: And there are more. After spending two days in Chongqing, you will go to visit Beijing where a lot more excitements await you.

W: We'll stay in Beijing for 4 days, right?

T: Yes. And then you leave Beijing for home by air. The whole trip will last half a month. I hope everybody in your group will be physically fit for this long trip.

W: No problem. Every body is as strong as a horse.

T: Good. If there should be any changes, please let me know in advance.

W: OK. Thank you very much for everything you've done for us.

T: My pleasure.

Notes

1. spare	抽出, 腾出 (时间、金钱或人手)
2. go over	查看, 仔细审查
3. sightsee	观光, 游览
4. river-boat	内河船
5. cruise	乘船游览
6. scenery	风景, 景色
7. bank	河岸, 堤岸
8. Yangtze River	长江
9. itch for	渴望
10. in advance	提前, 预先



Reading

Domestic Typical Travelling Routes

Beijing

Since AD 1000, Beijing, the city has served as a main or subsidiary residence for a series of dynasties. In Beijing see the Great Wall of China, the longest man-made object in the world. Tour the Forbidden City where emperors have lived for more than 500 years. Walk through Tian'anmen Square, and then see the Ming Tomb burial grounds for the 13 emperors of the Ming Dynasty...

Xi'an

In the provinces of Shaanxi and Henan is the cradle of Chinese civilization. Here, in the fertile valleys of the loess-covered landscape, the ancestors of the Chinese settled in the 3rd century BC. The fertile loess soil attracted the first human settlements, while irrigation difficulties forced people to work in close cooperation. As a result, the first and strongest states developed in this region. In Xi'an (pronounced She-ann) see the more than 6,000 life-size terra-cotta warriors and horses recently excavated from the tomb of the first emperor of the Qin Dynasty. First discovered in 1974, each terra-cotta soldier and horse has its own unique body and facial features, and more are being uncovered every year.

Guilin

Guilin, by the banks of the Li River in southern China, is justifiably considered to be one of the most beautiful places in China. Guilin literally means “Cassia Tree Forest”. The landscape is characterized by terraced rice paddies, water buffalos, and bamboo groves, and peasants with turned up trousers and cone-shaped straw hats. Take a Li River day cruise to experience the magical beauty of the limestone rock formations and farmland commonly seen in Chinese landscape paintings. The Li River, limestone caves, Elephant Hill, and the pure beauty of this area are all attraction of Guilin.

Shanghai

Shanghai, the metropolis lies by the river Huangpu, the 80km long artery of Shanghai of which 30km of its upriver flows into the Yangtze and thus guarantees access to the sea. The name Shanghai means “upriver to the sea”. Shanghai harbor is the third largest in the world. This beautiful city offers lots of sightseeing. For example, you may view the harbor from Huangpu Park and then visit the Jade Buddha Temple featuring two huge Buddha statues carved out of a single piece of white jade.

Yangtze River

Yangtze River is the largest river in China, the lifeline of China, which flows through nine provinces, with its 700 tributaries, covering an area of 1.8 million sq. km, which is 19 percent of the total area of China. Dynasty after dynasty people have marvelled at the majesty of China's Three Gorges. There are many wonderful cruises available on the Yangtze River with its majestic cliffs and soaring peaks. These cruises not only take you to the wonderful cities along the greatest and most historic river of Asia, but are commonly combined with excursions to many of the classic Golden Cities of China discussed above. Visiting the “Golden Cities” of China and possibly combining with a Yangtze River

Cruise is highly recommended for those visiting China for their first time.

Extraordinary Tibetan Adventures

Tibet, used to be the mysterious, legendary and unknown Roof of the World, hidden and almost unreachable behind the highest mountains in the world, can be easily reached today from Chengdu, the capital of Sichuan province to Lhasa. This is the safest way for visitors to travel to Tibet. The Himalayas are the youngest folded mountains in the world. Before the south Indian land mass began to shift northwards about 40 million years ago, the Tethys Ocean, one of the largest oceans in the history of the earth, occupied the area. Today, the Tibet-Qinghai Plateau is at an average altitude of 4,000 meters, the most elevated plateau on earth, covering 25 percent of the entire Chinese territory. The Tibetans have been nomads for centuries, crossing the highland pastures in the south with their herds of sheep, goats and yak. In contrast, the north is an uninhabited desert. Today, 2.2 million people live in the autonomous region of Tibet, of whom about 1.7 millions are Tibetans. Tibetans also live in Qinghai, Sichuan and Yunnan provinces. Tibet Adventures allow you to experience the way of life, culture, history, and spectacular scenery unique to this part of China. It is said that visiting Tibet, the “Roof of the World” , is as much a state of mind as a destination. Tours include visiting cities such as Lhasa known as “the City of the Sun” and Xigaze (Shigatse) where you will see beautiful palaces and cliff top monasteries, and attending colorful bazaars and relaxing in the beautiful Himalayan Mountains. Tibet tours can be combined with other China travel or booked as an excursion out of Hong Kong or other cities of the Orient to add a little pleasure with your business travel.

Travel Along the Ancient Silk Road of China

This ancient trade route starts in the old capitals of Luoyang and Xi'an, and reaches the Yellow River at Lanzhou, follows along the “Gansu Corridor” and stretches along the edge of deserts and mountains. Before the discovery of the sea route to India, the Silk Road was the most important connection between the Orient and the West. The Silk Road experienced its last great era during the time of Mongols, when the entire route from China to the Mediterranean was part of one empire. At that time, Nicolo and Marco Polo travelled from Kashgar to the Far East along the southern route. The overland link quickly lost its importance as trade across the seas developed. Today it has been replaced in China with the railway line Lanzhou-Hami-Urumqi. The trade route was never known as the Silk Road historically. It was given the name by a German geographer Ferdinand Freiherr von Richthofen. Silk Road tours allow you to step back into the 13th century as you visit the cities of the legendary silk traders and monks. Travel through deserts where silk traders have

travelled for thousands of years. You can discover the ancient mysteries of the Silk Road including bazaars where merchants haggle over camels and carpets, where you can meet the nomadic minorities of China, and attend music, dance and artistic performances. These tours are often combined with stops to Beijing, Xi'an, and Dunhuang to make your China travel adventure vacation complete.

a. Answer the following questions according to the passage.

1. Exemplify some famous scenic spots in Beijing.

2. What are the characteristics of the landscape in Guilin?

3. Give a brief introduction to the Yangtze River.

4. Which city is known as “the City of the Sun” ?

5. What are the ancient mysteries of the Silk Road people can discover?

b. Translate the expressions into Chinese or English.

1. ancient Rome and Greece _____

a course in ancient history _____

旧风俗

ancient ruins _____

2. a two-year guarantee _____

在保用期内

give my guarantee to sb. _____

be guaranteed to last for years _____

3. stretch out one's arm _____

stretch my patience to the limit _____

绵延数英里

stretch away into the distance _____

4. turn the radio up _____

turn up late for everything _____

turn up a lot of new information _____

卷起衣袖

c. Choose an appropriate word or phrase to fill in each blank to make each sentence meaningful, and change its form where necessary.

cooperation	era	excursion	fold	literally
majestic	marvel	spectacular	territory	unique

- Children are so excited about the _____ firework display on New Year's Eve.
- Each person's fingerprints are _____.
- I took what he said _____, but afterwards it became clear that he really meant something else.
- Most of Britain's former _____ are now independent.
- She _____ the handkerchief and put it in her pocket.
- This cartoon was produced in _____ with the Walt Disney.
- The Christian _____ is counted from the birth of Christ.
- The great ship sailed slowly and _____ into.
- The onlookers _____ that he was unharmed after a long fall.
- The travel agency arranges _____ round the island.

d. Translate the following sentences into English with words or phrases given in the brackets.

- 京都 (Kyoto) 是日本文化的发源地。(cradle)

- 旅游公司安排环岛旅行。(excursion)

- 这艘巨大的船缓慢而庄严地驶进了港口。(majestic)

- 我们在穿越英国湖泊区 (the Lake District) 的旅途中看到了不少美丽的景色。(scenery)

- 探险家们声称这块土地是英国领土。(territory)

Vocabulary List

access	[ˈækses] n./v.	进入; 入口
adventure	[əd'ventʃə] n./v.	冒险

ancestor	['ænsesə] n.	祖先, 祖宗
ancient	['eɪnfənt] adj.	古代的; 古老的, 旧的
artery	['ɑ:təri] n.	动脉(道路的)干道, 干线; (河流的)干流
autonomous	[ɔ:'tɒnəməs] adj.	自治的
bazaar	[bə'zɑ:] n.	集市, 市场, 杂货店, 百货店
burial	[ə'beriəl] n.	埋葬
cassia	['kæsiə] n.	[植] 桂皮, 肉桂
cone	[kəʊn] n.	锥形物, 圆锥体
cone-shaped	adj.	锥形的
cooperation	[kəʊ.pə'reɪʃən] n.	合作, 协作
corridor	['kɒrɪdɔ:] n.	走廊
cradle	['kreɪdl] n.	摇篮, 发源地
cruise	[kru:z] n./vi.	巡游, 巡航
destination	[.desti'neɪʃən] n.	目的地
dynasty	['dɪnəsti] n.	朝代, 王朝
era	['iərə] n.	时代, 纪元, 时期
excavate	['ekskeɪveɪt] v.	挖掘, 开凿, 挖出, 挖空
excursion	[ɪks'kɜ:ʃən] n.	远足, 游览, 短程旅行
extraordinary	[ɪks'trɔ:dənəri] adj.	不平常的, 特别的, 非凡的
fertile	['fɜ:taɪl] adj.	肥沃的, 富饶的, 能繁殖的
fold	[fəʊld] n./v.	折叠
gorge	[gɔ:dʒ] n.	山峡, 峡谷
grove	[grəʊv] n.	小树林
guarantee	[.gærən'ti:] n./vt.	保证, 担保
haggle	['hægl] n./v.	讨价还价
herd	[hɜ:d] n.	兽群(尤指牛、羊群)
highland	['haɪlənd] n.	高地, 丘陵地带
irrigation	[.ɪrɪ'geɪʃən] n.	灌溉, 冲洗
jade	[dʒeɪd] n.	碧玉, 翡翠
justifiably	[ˈdʒʌstɪfaɪəbli] adv.	可证明为正当的, 有理由地
landscape	[ˈlændskeɪp] n.	(田野)风景, (陆上)景色
life-size	['laɪf'saɪz] adj.	与实物大小一样的
limestone	['laɪmstəʊn] n.	石灰石
literally	['lɪtərəli] adv.	照字面意义, 逐字地
loess	['ləʊɪs] n.	黄土

majestic	[mə'dʒestɪk] adj.	宏伟的, 庄严的
majesty	['mædʒɪsti] n.	最高权威, 王权, 雄伟
marvel	['mɑ:vəl] v.	大为惊异, 觉得惊奇
metropolis	[mə'trɒpəlɪs] n.	(一个国家的) 大都会, 主要都市, 大城市
minority	[maɪ'nɒrɪti] n.	少数, 少数民族
monastery	['mɒnəstri] n.	修道院, 僧侣
nomad	['nəʊmæd] n.	游牧民中的一员
nomadic	[nəʊ'mædɪk] adj.	游牧的
orient	['ɔ:riənt] n./adj.	东方(的)
overland	['əʊvəlænd] adj.	陆路的, 经过陆地的, 陆上的
paddy	['pædi] n.	稻, 谷
pasture	['pɑ:stʃə] n.	牧地, 草原, 牧场
plateau	['plætəʊ] n.	高地, 高原
scenery	ə'si:nəri] n.	风景, 景色
spectacular	[spek'tækjʊlə] adj.	引人入胜的, 壮观的
statue	['stætju:] n.	雕像
stretch	[stretʃ] v.	伸展, 伸长
subsidiary	[səb'sɪdjəri] adj.	辅助的, 补充的
terraced	['terəst] adj.	成梯田(状)的
terra-cotta	['terə'kɒtə] n.	陶瓦, 赤陶; 棕橙色
territory	['terɪtəri] n.	领土, 版图, 地域
tributary	['trɪbjʊtəri] n.	支流
unique	[ju:'ni:k] adj.	唯一的, 独特的
upriver	['ʌp'rɪvə] n.	上游
warrior	['wɒrɪə] n.	战士, 勇士, 武士
yak	[jæk] n.	牦牛

Phrases

burial ground	坟场, 公墓
limestone cave	石洞
rice paddy	稻田, 水田
state of mind	心境, 心情; 思想(精神)状态
combine with	与……结合, 联合
flow into	流入
marvel at	对……惊奇

turn up	调大, 开大; 到达, 出现; 发现; 卷起, 折起 (衣服的下部)
in contrast	相反, 大不相同

Terms

Buddha	['budə] n.	佛
Himalayas	['himə] n.	喜马拉雅山脉
Kashgar	['lɑ:s] n.	喀什 (中国新疆西部城市)
Lhasa	['lɑ:s] n.	拉萨 (中国西藏西藏自治区首府)
Mediterranean	[,meditə'reinjən] n./adj.	地中海 (的)
Mongol	['mɒŋg] n./adj.	蒙古人 (语) (的)
Tethys	['ti:θ] n.	古地中海, 特提斯海
Tibet	['ti:be] n.	西藏
Tibetan	['ti:be] adj. n.	西藏的, 藏族的, 藏族人的 藏语, 西藏人, 藏族人
Xigaze		日喀则
Roof of the World		世界屋脊

Notes

- | | |
|----------------------------------------|------------------------------------|
| 1. the Great Wall 长城 | 2. the Forbidden City 故宫 |
| 3. Tian'anmen Square 天安门广场 | 4. the Ming Tombs 明十三陵 |
| 5. terra-cotta warriors and horses 兵马俑 | 6. the Li River 漓江 |
| 7. Elephant Hill 象山 | 8. the Jade Buddha Temple 玉佛寺 |
| 9. Yangtze River 长江 | 10. Three Gorges 长江三峡 |
| 11. the Tethys Ocean 古地中海 | 12. the Tibet-Qinghai Plateau 青藏高原 |
| 13. City of the Sun 太阳城 | 14. the Silk Road 丝绸之路 |



Writing

A Letter on a Travel Reservation

Task 1 Writing Skills

旅游服务机构可以为客户提供出展服务, 海外订房、订票是其所提供的服务之一。就海外订房、订票而言, 除了电话直接预订外, 个人和团体还可以通过书信、电子邮件、网络及传真等手段完成。运用现代通信手段进行预订既方便又快捷, 现已成为常用的预订方式。

如果预订交通票据 (如飞机票、车船票等), 预订信应包括准确的人数, 具体的日期、

地点, 航班号或车次等。如果预订客房, 则应告知对方住宿的确切日期、住宿起止时间、对客房的要求等。此外, 预订信的内容还可包括费用或抵押金的支付方式以及其他有关信息。

英文书信通常由下列五个部分组成。

1) 信头 (Heading)

信头包括写信人地址和写信日期, 通常写在信笺的右上角。比较熟识的朋友之间的通信, 写信人的地址常可略去。

地址的写法通常是由小到大, 如门牌号、街道名、市(县)名、省名、国名(邮政编码通常写在城市名之后)。这同中文书信的地址写法完全相反。

地址可以写 1 ~ 3 行, 日期写在地址的下方(参见后文的信笺格式)。

日期通常有下列两种写法:

(1) 月、日、年: 如 August 15, 2017

(2) 日、月、年: 如 15th August 2017

2) 称呼 (Salutation)

称呼指写信人对收信人的称呼, 如“Dear Xiaojun”, 写在信头的下方和信笺的左边。

称呼一般以“Dear…”或“My dear…”开头, 称呼后一般用逗号。

3) 正文 (Body)

这是书信的主体部分, 即写信人要表达的内容。正文要求文字通顺, 层次分明, 表意清楚。可以手写, 也可以打字。

4) 结束语 (Complimentary Close)

它是书信结尾的恭维话, 相当于文中书信最后的“祝好”“致礼”之类的话语。

最为常见的是以“Best wishes”(致以最好的祝愿)作为结束语。

5) 签名 (Signature)

签名通常签在结束语下方的中间偏右的位置。签名应是亲笔书写, 即使是打印出来的信件, 最后仍需亲笔签名。在签名的上方可根据写信人和收信人的关系写上 Sincerely yours/Yours sincerely(用于长辈或朋友之间), 或 Respectfully yours/Yours respectfully(用于对长辈或上级)。

Task 2 Sample Writing

1) Reservation of Tickets for Plane

Mr. Joe Johnson
Hubei Polytechnic Institute
No.17 Yuquan Road
Xiaogan, Hubei, 432000

寄信人
地址

July 15, 2017

日期

收信人
地址

The Reservations Manager,
China Eastern
258 Weihai Road, Jing' an District
Shanghai, 200034

称 呼

→ Dear Sir/Madam,

正 文

I wish to visit London on a business tour. Please kindly reserve for me a first-class seat on Flight MU551, departing from Pudong Airport, Shanghai, at 13:20 on 28th July and arriving at London Heathrow Airport at 18:05 local time. Please confirm the booking as soon as payment is made by cheque. If it has already been booked up please let me know what is the next flight on which you can book for me and the departure time.

Yours faithfully
(Signature)

← 结束语

← 签 名

【译文】

主题：预订机票

乔·约翰逊先生
湖北职业技术学院
玉泉路17号
湖北，孝感，432000

2017年7月15日

预订部经理
中国东方航空公司
静安区威海路 258 号
上海, 200034

亲爱的先生 / 女士:

我因公赴伦敦出差。请您为我预订 MU551 航班头等舱机票一张, 时间为 7 月 28 日 13:20 从上海浦东机场起飞, 在当地时间 7 月 30 日 18:05 到达伦敦希思罗机场。收到支票付款后请确定预订的座位。如果票已订完, 请告知您能为我订的下一趟航班以及出发时间。

您忠实的
(签名)

2) Confirmation of Reservation

Dear Sir,

We have acknowledged your letter dated July 15 requesting us to book one first-class seat for you on a flight from Shanghai to London.

One seat has been reserved on Flight MU551 departing from Pudong airport, Shanghai at 13:20 p.m. on 28th July and arriving London at 18:05 p.m. local time on July 30.

The account will be sent to Bank of China, as requested.

Yours faithfully
(Signature)

【译文】

主题: 预订确认

亲爱的先生:

我们已收到您 7 月 15 日的预订函, 要求我们为您预订从上海到伦敦的头等舱座位。

已预订东方航空公司 MU551 次班机的一个座位, 该班机于 7 月 28 日下午 13:20 从上海浦东机场起飞, 于当地时间 30 日下午 18:05 抵达伦敦希思罗机场。

如您所要求的, 账单将送到中国银行。

您忠实的
(签名)

预订常用句型

(1) I would like to reserve a twin room at your hotel for four nights from June 8, 2017.

我想向你们旅馆预订一间双人房，2017 年 6 月 8 日入住，总共四天。

(2) Please reserve a single room under the name of Mr. Lin.

请以林先生的名义订一间单人房。

(3) If there is no room available for the above period, please inform me ASAP as I must look for another hotel.

如果在上述期间没有空房，请尽快告知以便另寻旅馆。

(4) I would like to book a flight to Paris on January 8 on Air France, First Class and round trip.

我要订一张去巴黎的往返票，1 月 8 日，法航，头等舱。

Task 3 Writing Practice

a. Filling the following reservation letter by translating the Chinese in the brackets.

Dear Sir/Madam,

Mr. Zhang Changjiang, our Sales Manager, _____.
(希望搭乘尽可能早点的从北京飞往纽约的班机。)

We would be obliged if you could book one economy class seat for him on a flight leaving Guangzhou on or about May 17.

_____, (我们已委托中国
银行支付机票费和预约费) and we would ask you to submit your account directly to them.

We appreciate your early confirmation.

Sincerely yours,

Li Jing

Secretary to Mr. Zhang

b. Mr. Li Ming will fly to Wuhan on July 23 to attend a conference there. Please write to May Flower Hotel to reserve a single room for him for two nights from 23rd to 24th in July.



Vocabulary Development

package tour

由旅行社全部代办的旅游

a long journey

长途旅行

air travel

航空旅行

conducted/guided tour

有导游的旅游

group inclusive tour	包价旅游
independent/do-it-yourself travel	自助游
international tourism	国际旅游业
normal/luxury tour(travel)	标准 / 豪华游
outbound/inbound tourism	出境游 / 国内游
travel abroad	出国旅游
honeymoon trip/wedding vacation/wedding travel	蜜月旅行 / 婚假 / 旅行结婚
hot travel route/spot	黄金线路 / 景点
classic travel route	经典线路
domestic tourism	国内旅游业
excursion	游览
golden week for tourism	旅游黄金周
guide book	旅行指南
manuscript	手稿
on business	因公
sightseeing	观光
star grade hotel	星级宾馆
standard room	标准间
tourist guide	导游
business center	商业中心
castle	城堡
cultural heritage	文化遗产
hot spring	温泉
landscape	风景
monument	纪念碑
natural scenery	自然风光
pagoda	古塔
place of interest	名胜
places of historical interest	古迹
scenery	风景
summer resort	避暑胜地
tourist attraction	景点
view	景色

China Travel Service

The main travel agencies in China include the following:

China Travel Service Head Office Co. Ltd.	中国旅行社总社
China Travel Service	中国旅行社
China International Travel Service	中国国际旅行社
China Youth Travel Service	中国青年旅行社
China Comfort Travel	中国康辉旅行社
Shanghai Spring International Travel Service	上海春秋国际旅行社
GZL	广州广之旅国际旅行社
Shanghai jinjiang International Travel Service	上海锦江国际旅游股份有限公司
CITIC International Travel Service	中信国际旅行社
UTS International Travel Service	众信国际旅行社
Hong Thai Travel Services Ltd.	康泰旅行社有限公司
China Women's Travel Service	中国妇女旅行社
China Workers Travel Service	中国职工旅行社
China Civil International Tourist Corporation	中国民间国际旅游公司
China International Sports Travel Co.	中国国际体育旅游公司
China Everbright Travel Inc.	中国光大旅游公司
China Golden Bridge Travel Service Corp.	中国金桥旅游公司
China Nation Travel Service	中国民族旅行社
China M&R Special Tours	中国山水旅行社
China Rail Express Travel Service	中国华运旅行社
China Goodwill Travel Service	中国友好旅行社
China Cultural Tours Inc.	中国文化旅游社
China Rainbow Travel Service	中国虹桥旅行社
China Swan International Tours Inc.	中国天鹅国际旅游公司
China Merchants International Tours Corp.	中国招商国际公司

(注: 以上为 2015 年中国主要旅行社的排名顺序)