

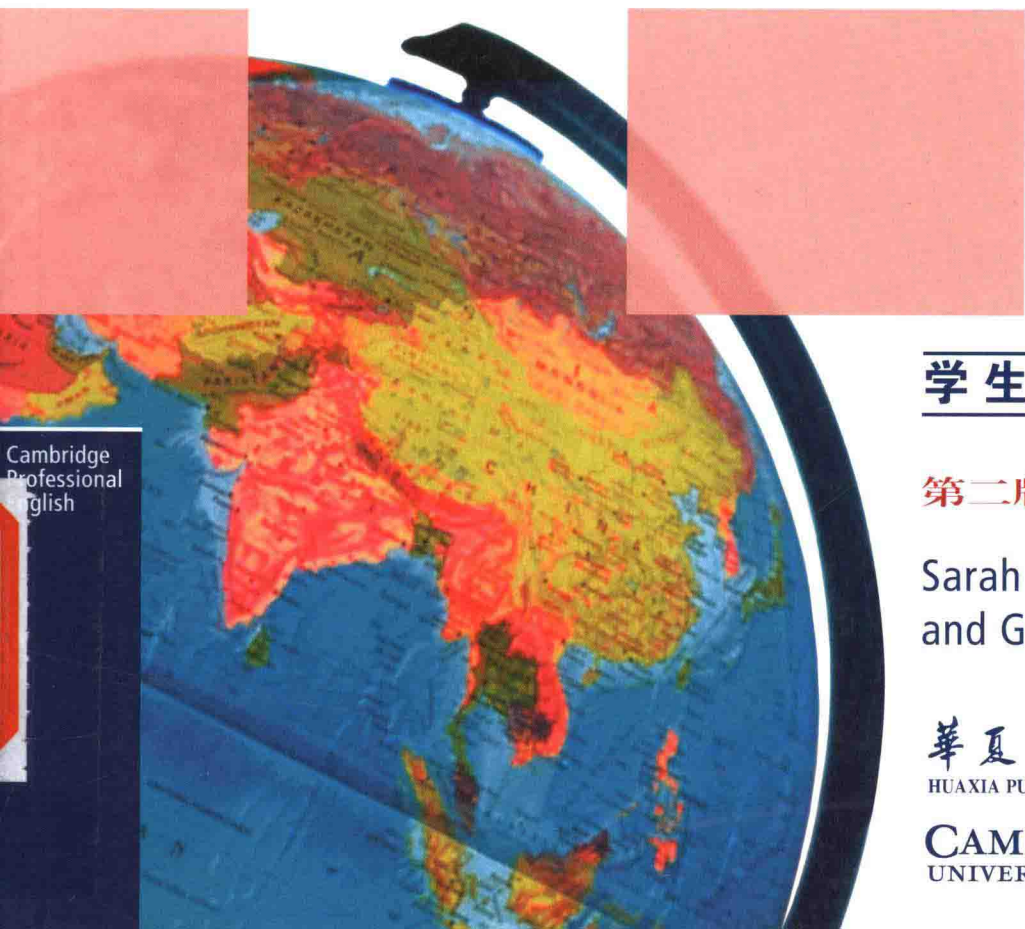
新版

剑桥大学考试委员会推荐BEC1考试用书

剑桥商务英语教程

Getting Ahead

A communication skill course for Business English



Cambridge
Professional
English

学生用书 Learner's Book

第二版

Sarah Jones-Macziola
and Greg White

华夏出版社
HUAXIA PUBLISHING HOUSE

CAMBRIDGE
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[英]麦克齐奥拉、怀特 著

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AIMS

Introduce yourself and others
Identify yourself and others
Ask and say where people are from

Verb to be

1 Introductions and greetings

1.1 Introducing yourself

A What do you do when you meet someone for the first time?





What do people do in different countries?

B   Listen to these introductions. Match the conversations to the pictures.



Now introduce yourself to someone else.

C   Mr Robinson comes to your company. You don't know him. Listen to these conversations. Then practise them.

1



2



D Study these examples.

Finding out someone's name

Excuse me,	are you is your name	Mr Robinson?
------------	-------------------------	--------------

Introducing yourself



Hello,	I'm my name's	Tessa Saunders.
--------	------------------	-----------------

A: How do you do?
Pleased to meet you.

B: How do you do?
Pleased to meet you, too.

Complete these conversations. Then practise them.

- A: Excuse me, is(1) name Marriot?
- B: No, it(2) name's Crossman.
- A: Oh, I'm sorry, Ms Crossman.
- C: Excuse me,(3) Mike Watson?
- D: Yes,(4).
- C: Roger Miller. Pleased to meet you.
- E:(5), are you Mr Nawab?
- F: No,(6). I'm Mohammed Farique.
- E: Oh,(7), Mr Farique.

  Now listen to the recording and check your answers.

1.2 Saying where you're from

A Read this advertisement. What business is Fujitsu in?





Fujitsu Limited is a world leader in information technology and electronic devices.

The world-wide company has offices in New York, Washington, Hawaii, Bogotá, Harare, Amman, Abu Dhabi, Tehran, Brussels, Munich and Moscow together with many offices in Asia including Beijing, Shanghai, Kuala Lumpur and our head office in Tokyo. In addition to these offices, Fujitsu owns nearly 500 computing and electronics companies and has operations in more than 100 countries.

Fujitsu has an office in these countries. Is this true (T) or false (F)?

- | | | | | | |
|---------------------|-------------------------------------|------------|--------------------------|----------|--------------------------|
| 1 The United States | <input checked="" type="checkbox"/> | 4 Malaysia | <input type="checkbox"/> | 7 Iran | <input type="checkbox"/> |
| 2 Russia | <input type="checkbox"/> | 5 Spain | <input type="checkbox"/> | 8 Chile | <input type="checkbox"/> |
| 3 Mexico | <input type="checkbox"/> | 6 Germany | <input type="checkbox"/> | 9 Jordan | <input type="checkbox"/> |

B   Fujitsu has a conference each year. Listen to these guests registering for the conference. Match the guest's name to the office.



- | NAME | OFFICE |
|-------------|--|
| 1 Anopow | <input type="checkbox"/> Brussels |
| 2 Brown | <input type="checkbox"/> Beijing |
| 3 Hernández | <input type="checkbox"/> New Delhi |
| 4 Singh | <input type="checkbox"/> Colombia |
| 5 Narayan | <input checked="" type="checkbox"/> Moscow |
| 6 Yin | <input type="checkbox"/> New Delhi |
| 7 Pousset | <input type="checkbox"/> New York |

Listen again. What do the people say?

GREETING

- 1 How are you?
- 2
- 3 How do you do?
- 4 It's nice to see you again.
- 5


RESPONSE

-
Pleased to meet you, too.
.....
.....
Hi.

C Study these examples.

Greeting
How are you?
Nice to see you.

Responding to greetings
Fine thanks.
Not too bad, thank you.
Nice to see you, too.

 **Listen and mark the stress.**

- 1 How do you do?
- 2 Nice to see you again.
- 3 Pleased to meet you.
- 4 Hello, how are you?

Now greet some other learners.

D Work with a partner. Introduce yourselves to each other and say where you are from. Learner A looks at File 1 on page 116 and Learner B looks at File 2 on page 118.

A

1.3 Introducing other people

Complete this conversation with the phrases in the box.

Cream and sugar, please. He works in Milan. How are things?
Pleased to meet you, Mr Toncini. Have a seat, Giovanni.
do you know Brian Turner

- ALICE: Hello, Giovanni. Good to see you again.(1)
- GIOVANNI: Just fine, fine. And you?
- ALICE: Oh, not too bad. Giovanni,(2), our new Personnel manager? Brian, this is Giovanni Toncini. He's from Italy.
.....(3)
- BRIAN:(4)
- GIOVANNI: Please, call me Giovanni.
- BRIAN: And I'm Brian.
- ALICE:(5)
- GIOVANNI: Thank you.
- ALICE: How about some coffee? Giovanni?
- GIOVANNI: Yes, please.(6)



🔊🎧 Now listen and check your answers.

B

Study these examples.

Introducing other people

This is		Mr Kwon.
I'd like to introduce		
Do you know		Ms Marcharski?
Have you met		



Giving information about other people

She's from Germany.
He works in Singapore.

Work in groups of three. Learner A looks at File 5 on page 116, Learner B looks at File 6 on page 121, and Learner C looks at File 7 on page 122.

C Match the phrases 1–4 to a suitable response.

- | | |
|---|------------------------------------|
| 1 Bye. | a That's all right. Goodbye. |
| 2 Have a nice weekend. | b Thank you. You too. |
| 3 Nice to talk to you. | c See you on Friday. |
| 4 Goodbye, and thank you for your help. | d It was nice talking to you, too. |

  Now listen and check your answers. Then use the expressions above in similar conversations with a partner.

D Look at these two situations. What do you think the people are saying?

1



Jill Knight

Bill Robertson

JILL KNIGHT:

BILL ROBERTSON:

2



Mr Choudhry

Mrs Gupta, Madras. Head of Personnel

MR CHOUDHRY:

AIMS

Ask for and give personal and job-related information

Answer/get through on the phone

Say letters and spell



Say telephone numbers

Wh- questions



2 Occupations

2.1 Saying what you do

- A   Listen to this conversation. Does the caller want to speak to Robert Brown or George Braun?

ABC Software
Robert Brown
Sales Manager
155 Sansome Street
San Francisco
CA 94101, USA
Tel: (415) 433 1743
Fax: (415) 433 0432
e-mail: rbrown@abcsoft.com

ABC Software
George Braun
Software Engineer
155 Sansome Street
San Francisco
CA 94101, USA
Tel: (415) 433 1743
Fax: (415) 433 0432
e-mail: gbraun@abcsoft.com

- B How many jobs in this picture can you name?



Look at the jobs in the box and put them under the correct headings.

accountant secretary lawyer typist engineer
sales manager receptionist executive supervisor

Professional and technical	Administrative	Clerical and office
lawyer		

Can you add one more job under each heading?

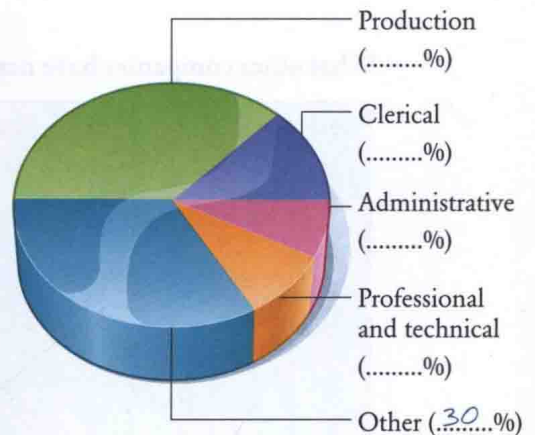
C Listen and mark the stress.

- 1 accountant
- 2 export
- 3 secretary
- 4 engineer
- 5 marketing

Is your profession or job in the list in B? If not, what is your profession or job in English? Find out about some other learners like this:



What do you do?
I'm a(n) ...
I work in ...

D You will hear someone talking about the workforce in Singapore.
Can you guess the percentages from the chart?



Now listen and fill in the correct percentages on the chart.

2.2 Telephoning

- A   Listen to Stephanie Ferguson calling ABC Software. How many people does she talk to? Who does she want to talk to?



- B Say the names of these companies.

JVC

IBM



BASF



AEG

What other companies have names like this?

/eɪ/	/iː/	/e/	/aɪ/	/əʊ/	/ɑː/	/juː/
a	b	f	i	o	r	q
h	c	l	y			u
j	d	m				w
k	e	n				
	g	s				
	p	x				
	t	z(BE)				
	v					
	z(AE)					



C Study these examples.

Asking someone to spell a word

Can you spell that, please?

How do you spell that?

Asking someone to repeat a word

Can you repeat that, please?

Can you say that again, please?

Practise spelling people's names. Learner A looks at File 14 on page 122 and Learner B looks at File 15 on page 118.

D Practise this conversation with a partner.

