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YINGYU TINGSHUO XUNLIAN

# 英语听说训练

主编◎郅英华 赵 凇



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# 英语听说训练

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听说能力培养是高职英语教学的重要目标和学习目标。听说对于中国学生特别是英语基础薄弱的高职学生来说是一大难题,突破这个难关不仅有助于其他语言能力的培养和提高,同时也为培养学生的英语交际能力奠定一个良好的基础。国家教育部颁布的《高等职业教育英语教学大纲》中,对高职学生在听力和口语方面的应该达到的标准都作出了详细的规定,本教材就是按照这个大纲的要求,根据高职人才培养方案和高职英语教学的特点而编写的听说教程。

本教材的编写以职业岗位要求为依据,将职业知识、职业能力、职业素质作为核心内容。

### 一、充分体现了高职高专的教学特点

#### 1. “实用为主,以学生为中心”的教学理念。

重点突出案例式教学法、情境性教学法的应用。与以往听力教材重视语言学习相比,本教材更加重视语言应用性和职场情景的创设,每个单元都巧妙地将职场和工作内容融入其中,比如在 Unit 4 Signs and Directions (路标和方向) 中,加入了机场中各种标示的英语,让学生能够直接在机场的环境下,真实地操练英文指路的这个技能。

#### 2. 符合高职高专英语教学模式

“做中学,做中教,变被动学习为主动学习”的模式。将听力练习方式由被动接收变为主动接收,在训练听力的同时,兼顾现实交际过程所需的听力技能,例如:将“听——朗读”、“听——问答”、“听——记录”、“听——归纳”、“听——理解”有机结合,听说相长,“听 listening”为“说 speaking”提供储备,即为后续的职场场景技能训练提供知识储备和依据,为主动创造性情景设计环节提供大量的参考。在 Unit 6 中,主题为就餐,设计的就是商务用餐的环节,不仅通过听力环节,让学生主动吸收了就餐时的常用英语,还在口语部分安排了商务就餐中座位安排的技能培养。

#### 3. 符合职业技能培养的规律

教材的整体构思:由浅入深、由易到难,层层递进。每个单元的内容包括职业导入 Lead in、基础知识了解 Listen and Read、技能训练 Listen and Respond、职业文化渗透 Culture Tips 和业务能力提升 More to Learn,这样的设计符合职业技能培养的规律。

### 二、设计理念更显创新

#### 1. “语言+技能培训”

将语言学习与职业技能培养有机结合。每个单元的设计体现了“边学、边讲、边练”原则。语言学习过程中及时加入训练项目,比如:Listen and Respond, Listen and Fill, Listen and Understand 部分设计。

## 2. “语言+职场环境”

每单元围绕一个典型工作环境展开,实现“教、学、做”一体化。比如,unit 14 Job Interview(求职面试)单元中,设计了诸多面试场景和面试问题,让学生感受不到在学习语言,而是在解决职场工作中遇到的问题。真实场景,身临其境,学习者以职场的面试求职者和学生的身份,而我们教师自然就成为了他们的就业指导师。

## 3. “语言+文化导入”

每个单元中都设计了 Culture tips 文化点滴部分,介绍关于主题背景的内容,让学生加深对主题的理解和学习。在 Unit 12 Office Work(办公业务),在文化点滴中介绍了公司的组织结构,让学生能够全面地了解公司的结构。

## 4. “语言+业务提升”

在 More to Learn 部分增添职业道德的内容介绍,让学生在业务能力上得到发展和提升。在 Unit 8 Travelling(旅行)这一单元的 More to Learn 部分,为学生加入了“商务旅行行李清单”的内容,一份旅行行李清单会让学生在生活和工作中都受益匪浅,同时更提升了业务能力。

## 5. “语言+教案+测试”

本教材在重职场能力培养和语言学习的同时,也人性化地设计了单元教案和测试题,为授课教师教学环节的把握和学生听说水平的测试提供了参考资料。

本教材主要是由教学一线经验丰富的优秀教师参与编写,其中辽宁经济职业技术学院酆英华和赵凇为主编,编者为辽宁经济职业技术学院于丽,张萌,辽宁金融职业技术学院酆昕昕与孟凡娟。

本教材在编写过程中,得到了辽宁经济职业技术学院各级领导的大力支持以及相关专家的关心和指导,在此表示衷心的感谢!另外,在本书的编写过程中借鉴和参考了众多业内学者和同行的大量研究成果和文献资料,也表示由衷的谢意!

本书的编写及光盘的制作从内容到形式都是全新的尝试,由于编者水平有限,无论是教材还是光盘都有可能有不当之处,衷心希望各位使用者不吝赐教,批评指正,以便再版时更正和改进。

编者

2014年1月

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## Unit 1 Meetings and Greetings

### Unit 1

## Meetings and Greetings

### Objectives

*Have some idea about the culture and tips about greetings.*

*Know how to open and close a conversation in workplace.*

*Be able to introduce people to each other, including exchanging personal information: name/address/telephone number/job/study.*

### Lead-in

In our daily life, we greet others almost every day, especially in the workplace. This polite behavior gives others a good impression naturally if you are a new colleague. However, meetings and greetings have many important details and notices. In different occasions, we should learn to use suitable ways to greet people. Hope you acquire some knowledge about meetings and greeting in this unit.

### Warming-up

Questions for discussion

You are going to talk about meetings and greetings. Read the following questions and discuss them with your partner.

1. What will you say when you meet someone for the first time?
2. What do you like to say when you meet your old friends?
3. Do you know some important tips for greeting someone?
4. How do you greet and introduce yourself to a guest at the airport?
5. How do you choose suitable words to greet someone in different occasions?

## Part A Listening



### Listen and Choose

**Directions:** Listen to the following sentences and choose the correct words to fill in the blanks in each sentence.

introduce	pleasure	hope	call me	Excuse me
spell	How	trip	meet	name

1. Nice to \_\_\_\_\_ you!
2. It's a \_\_\_\_\_ to meet you!
3. May I have your \_\_\_\_\_ please?



4. \_\_\_\_\_ are you doing?
5. \_\_\_\_\_ Are you Mr. Smith from New York?
6. May I \_\_\_\_\_ our Sales Manager, Mr. Allen to you?
7. You can \_\_\_\_\_ Dick.
8. But how do you \_\_\_\_\_ it?
9. How is your \_\_\_\_\_?
10. I \_\_\_\_\_ you can have a nice stay here.



### Listen and Respond

**Directions:** Listen to 10 dialogues for workplace communication and choose their right responses.

- |                                  |                           |
|----------------------------------|---------------------------|
| 1. A. How do you do?             | B. Good Morning.          |
| C. I'm fine.                     | D. It's very nice.        |
| 2. A. Great. Thank you. And you? | B. Yes, I am.             |
| C. How are you?                  | D. How do you do?         |
| 3. A. Yes, I'd like to.          | B. Never mind.            |
| C. I'm from Beijing.             | D. Nice to meet you.      |
| 4. A. You're welcome.            | B. Certainly.             |
| C. I'm Helen. Nice to meet you.  | D. Go ahead.              |
| 5. A. Pleased to meet you.       | B. I'd love to.           |
| C. It doesn't matter.            | D. Not at all.            |
| 6. A. Thank you.                 | B. Good Luck.             |
| C. Yes, fine.                    | D. I don't think so.      |
| 7. A. OK. A-l-e-x, Alex.         | B. Thank you very much.   |
| C. My name is Alex.              | D. It is a good name.     |
| 8. A. It's welcome.              | B. It doesn't matter.     |
| C. See you!                      | D. Thank you first.       |
| 9. A. Nice to meet you!          | B. Sure. My name is Andy. |
| C. I'm fine. And you?            | D. OK. Thank you.         |
| 10. A. No. Thank you.            | B. Yes, I am.             |
| C. I have no idea.               | D. It's nice.             |



### Listen and Fill

#### SECTION A

**Directions:** Listen to the following three dialogues and filling in the blanks with the correct words or phrases you have heard.

#### Dialogue 1

JAKE: Hi! My name is Jake. We have not \_\_\_\_\_ before, have we?

DEBBIE: No, we have not! My \_\_\_\_\_ is Debbie.



JAKE: \_\_\_\_\_ to meet you, Debbie!

DEBBIE: Nice to meet you, too, Jake.

JAKE: Are you a new student?

DEBBIE: Yes, I am. What about you?

JAKE: Yeah, me too!

JAKE: What are you \_\_\_\_\_ here?

DEBBIE: \_\_\_\_\_. I want to be an accountant. What about you?

JAKE: I am doing \_\_\_\_\_. But I am thinking of doing business studies \_\_\_\_\_.

DEBBIE: Do they \_\_\_\_\_ you to \_\_\_\_\_?

### Dialogue 2

Alice: Hi. My name is Alice.

Steven: Hi. I'm Steven. It's so nice \_\_\_\_\_ you here.

Alice: Me too. So what do you do?

Steven: I'm a \_\_\_\_\_.

Alice: Oh, really. That's nice.

Steven: What do you do?

Alice: I'm a \_\_\_\_\_.

Steven: So what do you like to do in your \_\_\_\_\_?

Alice: I like \_\_\_\_\_ music. How about you?

Steven: I like \_\_\_\_\_.

### Dialogue 3

Gerald: Hello! Good Morning, Professor Black.

Professor Black: Hi! \_\_\_\_\_

Gerald: My name is Gerald. I like your lecture very much.

Professor Black: Oh, Thank you. \_\_\_\_\_

Gerald: Gerald. \_\_\_\_\_.

Professor Black: I \_\_\_\_\_ this time. Gerald, it's a good name.

Gerald: Thank you. It's a \_\_\_\_\_ to meet you here.

Professor Black: So nice to meet you here.

Gerald: I am really interested in the topic you discussed in the last lecture. I \_\_\_\_\_ we can have time to discuss about it next time.

Professor Black: OK. No problem.

Gerald: Thank you for \_\_\_\_\_. See you!

Professor Black: See you!

### SECTION B

**Directions:** Listen to the following two dialogues and filling in the blanks with the correct sentences you have heard.

#### Dialogue 4

Mr. Wu: Excuse me. \_\_\_\_\_

Mr. Smith: Oh. Yes, I am.

Mr. Wu: \_\_\_\_\_ Mr. Smith. I'm Wu Dong from DJ Company. And \_\_\_\_\_

Mr. Smith: Nice to meet you too. Mr. Wu. \_\_\_\_\_

Mr. Wu: You are welcome. How is your trip?

Mr. Smith: Oh, \_\_\_\_\_, so we really have a good time.

Mr. Wu: I'll be your guide during your stay in China

Mr. Smith: Wonderful!

Mr. Wu: \_\_\_\_\_ The taxi's waiting outside.

Mr. Smith: Fine, let's go.

### Dialogue 5

Brian: Mr. Sun, I'd like you to meet Mr. Johnathan Mitchell, sales manager of the Fahion Company of Canada. Mr. Mitchell, Mr. Steven Sun, general manager of Sunshine Trading Company.

Mr. Sun: \_\_\_\_\_. After so many phone calls and faxes. \_\_\_\_\_

Johnathan: Thanks very much, Mr. Sun. Please accept mine. \_\_\_\_\_

Brian: If you don't mind, Johnathan, You and Mr. Sun can have a talk here. I'd like to check the arrangements for the meeting. \_\_\_\_\_

Johnatha: I would like some tea, please. Thank you.



### Listen and Understand

**Directions:** Now you are going to hear a passage of greeting. Listen carefully and try to answer the following questions. The Words and Expressions provided below will be of some help to you.

#### Words and Expressions

bow <i>v.</i>	鞠躬	shake hands	握手
traditional <i>a.</i>	传统的	firm <i>a.</i>	强有力的
asian <i>a.</i>	亚洲的	Mexico <i>n.</i>	墨西哥
Korea <i>n.</i>	朝鲜	Egypt <i>n.</i>	埃及
Russia <i>n.</i>	俄罗斯	last <i>v.</i>	持续
hug <i>v.</i>	拥抱	soft <i>a.</i>	柔软的, 轻微的

#### A. Directions: Listen to the letter TWICE and complete the following sentences.

- Bowing is the traditional \_\_\_\_\_ in some Asian countries like Korea and Japan.
- When \_\_\_\_\_ friends meet in Russia, both men and women hug each other.
- Shaking hands is common in many countries. But it isn't \_\_\_\_\_ done the same way.
- In many \_\_\_\_\_, people also shake hands. But they do it differently from the way they do in the U. S. and Canada.
- Many people in Mexico and in Egypt \_\_\_\_\_. And their handshakes usually \_\_\_\_\_ a little longer but are softer.

**B. Directions:** Listen to the letter for **THIRD TIME** and Decide whether you think each statement is right or wrong.

- 1) Bowing is the traditional way of greeting people in some Asian countries like Korea and China. ( )
- 2) When good friends meet in Russia, they often hug each other. ( )
- 3) Shaking hands is common in many countries. ( )
- 4) In the United State and Canada, people seldom give a strong, short handshake. ( )
- 5) In Mexico, men-shake hands usually last a little longer and are softer-not so strong. ( )

**C. Directions:** Give brief answers to the questions below while listening to the passage for the **LAST TIME**.

- 1) How many ways are there to greet people around the world?
- 2) What is the traditional way to greet people in some Asian countries?
- 3) Where do people hug each other?
- 4) What kind of handshake do people live in the U. S. and China?
- 5) In which two countries do people give a longer, softer handshake?

## Part B Speaking

### ↓ Warming-up

#### Questions for discussion

You are going to talk about meetings and greetings. Read the following questions and discuss them with your partner.

1. Could you say something about your impressive experience of greeting people?
2. Why do you use different words to greet people in different occasions?
3. Do you think that greeting is very useful in daily life? Why?

#### Sample Dialogues

Listen to the following sample dialogues and practice them with your partner.

#### Dialogue 1

##### *Meeting People for the First Time*

Smith: Hello, glad to meet you. My name is Adam Smith.

Michael: How do you do, Mr. Smith? I'm Michael White. You can call me Mike.

Smith: Welcome to visit our company, Mike.

Michael: Thank you. Here's my card.

Smith: Thanks. So you are here for the business contract?

Michael: Yes, I am.

***On the way to the meeting room, they met Dr. Li.***

Smith: Excuse me, are you Dr. Li?

Dr. Li: Yes, I am.

Smith: How do you do, Dr. Li? I'm Adam Smith.

Dr. Li: Nice to meet you, Mr. Smith.

Smith: Thank you. Here is my business card.

Dr. Li: Thanks. This is mine.

Mr. Smith introduces Michael Dr. Li.

Smith: This is Michael White. And this is Dr. Li.

Michael and Dr. Li: Nice to meet you here.

**Dialogue 2*****Meeting People Again***

Mike: Hi. Haven't seen you for ages, Peter?

Peter: Oh, it's you, Mike. How nice to see you again. How are you doing?

Mike: Very well, thank you. How is your work?

Peter: It's going well. I am here to attend the training program.

Mike: Good. I'm also here for the training program, too.

Peter: Really? It's a small world.

***In the training class, they met their old classmate, Jack Creen.***

Mike: Hello, Jack. Long time no see. How are you going?

Jack: Hi, Mike and Peter. What a big surprise for me! I'm very fine. How about you two?

Mike: Very well, thank you. Why do you come here?

Jack: We are here for the train program. How are things going in your company?

Peter: Not bad. How about you?

Jack: I am quite well. Would you like to have a drink?

Mike and Peter: That's good idea. Let's go.

**Dialogue 3*****Meeting for the First in the Office***

Susan: Good morning, Ma'am.

Barbara: Good morning.

Susan: Are you Ms. Read, the officer manager?

Barbara: Yes, I am. Who are you?

Susan: I'm the new secretary.

Barbara: Oh, yes. I was out when you came last week. What's your name?

Susan: My name is Susan Lee. Everyone call me Sue.

Barbara: OK, Sue. It's glad to have you with us. We have a lot of work to do here. You'll be busy. That's your desk over there.

Susan: Thank you Ms. Read.

Barbara: And please call me Barbara.

Susan: Thank you, Barbara. Nice meeting you.

#### **Dialogue 4**

##### ***Meeting in the Party***

Jessica: Nice party, isn't it?

Bill: Yes, it is.

Jessica: My name is Jessica Evans, by the way.

Bill: Sorry, what's your first name again?

Jessica: Jessica.

Bill: Oh, how do you spell that?

Jessica: J-e-s -s-i-c-a, Jessica.

Bill: Very nice, That's a good name.

Jessica: Thank you.

Bill: It's a pleasure to meet you. I'm Bill.

Jessica: Nice to meet you, too. What do you do, Bill?

Bill: Well, I'm a businessman.

Jessica: Oh, are you? Where are you from?

Bill: I'm from London, England.

Jessica: London is a nice place, but traffic here is also very heavy, isn't it?

Bill: Yes, it is.

#### **Role-Play Dialogues**

**Make up your own dialogues according to the following situations and role-play them.**

**Situation 1:** You are a new-comer in the Sun Fashion Company. It is your first time to meet Mr. Smith in the Sales Department. Say hello to him and exchange business cards with him.

**Situation 2:** You are having lunch in the Dining Hall. And you meet a new friend named Sergey. It is so difficult to catch his name. Ask him to repeat his name and spell it.

**Situation 3:** You are the new-comer of the Sales Department in Lucky Fashion Company. Now you are in the party for the Mr. Nelson, the manager of the Production Department. He is going to retire after a week. Introduce yourself to Mr. Nelson. And say hello to your department manager, Mr. Smith.

**Situation 4:** You the manager of the Human Resources Department. Introduce a new-comer to the Marketing Department. Say something about the new-comer in order to make him or her be familiar with the colleagues soon.

**Situation 5:** You are the secretary of the General Manager, Mr. Truman in the Space Trading Company. You are asked to meet Mr. Black, the sales representative in Stanley Exporting Company from Canada. Meet Mr. Black at the airport. And take him to the office and introduce him to Mr. Truman.

## Part C Culture Notes

**Directions:** Listen to the passage and fill in the blanks with the words you have heard.

### The Differences between Chinese and Western Politeness

A firm 1 contributes greatly to the first impression for both parties. Then how to do a best handshake?

1 Establish 2 as the handshake is initiated. Offer a 3 greeting or parting words during the handshake.

2 Extend the right hand 4 willingness to greet and welcome the other person.

3 Slide the hand into the hand of the other person so that the area between the thumb and forefinger are in contact. Press the hands together so that there is no gap.

4 Apply slight pressure to the hand of the other individual. Match the pressure the other person exerts in the handshake. Allow the pressure to 5 enthusiasm rather than competition.

5 Bring a second hand to the handshake to show much enthusiasm or sincerity. Place the 6 palm down over top of the two 7. Add words to further the message.

## Part D More to Learn

Please read the following useful tips for greeting and discuss them with your partner. Try to collect more useful tips or advice through many ways and write them down in the *My Notebook* provided below.

### Common Greeting Phrases

There are several common phrases to use when greeting someone and all of them vary depending on both the time of day and the situation in which someone is being greeted. The variety in common greeting phrases stems from the use of both proper English language and slang words and phrases.

### Common All Day Greetings

“Hello, how are you?” is a common greeting phrase.

Commonly used greeting phrases are “Hello, how are you?” and “Hi, how are you?” A simple “Hello” or “Hi” are also used frequently instead of the entire phrase. If you are just meeting someone for the first time, it is common to say, “Hello, it is nice to meet you.” If you haven’t seen someone for a long time and are greeting him, it is common to say, “Hello, how have you been?”

### Common Slang Greetings

“Hey” and “What’s Up?” are common slang greetings.

Over the years, many slang words and phrases have been used in place of proper English language greetings. Some commonly used slang greeting phrases are “Hey, there,” “What’s up?” and “How’s it goin’?” Words and phrases are also shortened by simply losing some of the words in the proper phrase. For example, “Night” by itself is sometimes used in place of “Good night.” In the same sense, “Morning” is also sometimes used in place of “Good morning.”

## My Notebook

[illegible]



## Unit 2 Thanks and Apologies

### Unit 2

## Thanks and Apologies

### Objectives

*Have some idea about the background of thanks and apologies.*

*Succeed in learning several ways of expressing thanks and apologies.*

*Be able to expressing thanks and sorrows in workplace.*

### Lead-in

In workplace, not only leaders, but also colleagues give us a lot of help. With an appreciative heart, we should know how to express our gratitude to them. During the work, inevitably we will make some mistakes. Then we should apologize to them. These two aspects will help us to build a harmonious relationship with others in workplace.

### Warming-up

Questions for discussion

You are going to talk about thanks and apologies. Read the following questions and discuss them with your partner.

1. Do you think it's necessary to thank or apologize to somebody in your work? Why?
2. What will you say when you make an apology?
3. Do you know some useful tips for thanking or apologizing?
4. How do you express gratitude to your boss or colleagues?
5. How do you choose suitable words to thank or apologize in different occasions?

### Part

### A

### Listening



### Listen and Choose

**Directions:** Listen to the following sentences and choose the correct words to fill in the blanks in each sentence.

early reply	apologize	further	owe	terribly	promotion
grateful	seeing you off	sincere appreciation	Congratulations		

1. Please accept my \_\_\_\_\_ for your valuable help.
2. I deeply appreciate your \_\_\_\_\_.
3. I am truly \_\_\_\_\_ to you for coming here so soon.
4. \_\_\_\_\_! All of us feel proud of your remarkable achievements!
5. I'm so \_\_\_\_\_ sorry about that.
6. I \_\_\_\_\_.

7. It seems I \_\_\_\_\_ you an apology.
8. You cannot believe how sorry I am when I miss the chance of \_\_\_\_\_.
9. I am so happy to hear that you have got a new \_\_\_\_\_!
10. I wish you still \_\_\_\_\_ success!

### Listen and Respond

**Directions:** Listen to 10 dialogues for workplace communication and choose their right responses.

1. A. Because Karen breaks the coffee up.  
B. Because Karen spills coffee on the carpet.  
C. Because Karen forgets to buy a cup of coffee.  
D. Because Karen spills coffee on the tablecloth.
2. A. His bike is stolen.  
B. He walks to work.  
C. Something is wrong with his bike's tire.  
D. He misses the bus.
3. A. She is late for work.  
B. Her son is sick.  
C. She has to leave work early today.  
D. She left work early yesterday.
4. A. She will get married.  
B. Her friend will get married.  
C. Her friend will get married the day after tomorrow.  
D. Not mentioned.
5. A. Finding a new job  
B. Seeking development  
C. Not satisfying with his job now  
D. None is right
6. A. Manager and Staff  
B. Boss and worker  
C. Interviewer and Interviewee  
D. Director and office worker
7. A. The man made a mistake in his work.  
B. The man is not friendly with other staff.  
C. man didn't finish his work on time.  
D. man was fired.
8. A. Jane is always late for work.  
B. It's not the first time that Jane was late this week.  
C. That's the second time that Jane was late during her work.  
D. None is right.
9. A. Talking to the customers  
B. Making a telephone call  
C. Having a meeting  
D. Not mentioned
10. A. Friday  
B. Last Thursday  
C. Last Friday  
D. Next Friday