

新编商务英语系列丛书

# 新编 商务 英语

全国商务英语研究会推荐教材

# 听力

(教师用书)

Successful Listening

2

总主编 虞苏美  
主 编 沈爱珍



高等教育出版社  
HIGHER EDUCATION PRESS

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## 内容提要

《新编商务英语听力(1~4)(教师用书)》为“新编商务英语系列丛书”之一,是《新编商务英语听力(1~4)(学生用书)》的教学辅导用书。全书共分15个单元以及期中、期末两套测试题,每个单元由5个部分组成,内容涉及日常生活及各种商务活动,本书对每个部分都给出了相关的教学指导以及详细的练习答案。本书既适用于教师教学,也可供学生课外自学。本书另配有录音磁带。

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# 前言

要提高听力,必须培养准确感知英语语音、语调的能力,熟练掌握系统的英语基础知识,了解和熟悉相关的文化背景知识。提高听力最根本的方法是多听多练,只有多听多练才能变“听不懂”为“听得懂”,变“被动”为“主动”。“听”不仅是语言交际的重要方面,而且是获取知识和信息的重要途径。因此,在学习英语的初级阶段,多进行听力训练是非常必要的。

《新编商务英语听力》是新编商务英语系列教材之一,旨在通过由浅入深、由易至难渐进式的听力技能训练,逐步提高学生的“听”的能力。原教材《商务英语听力》在实际使用中受到了广泛好评,《新编商务英语听力》在总结往年教学实践的基础上,对原教材作了进一步完善,使之特点更鲜明,内容更精炼,梯度更合理,形式更生动活泼,以期达到更好的教学效果。本教材虽然是为学习商务英语的学生而设计和编写的,但也可用作非商务英语专业学生的教材和英语爱好者的自学课本。本书共计4册,总教学课时为240学时,每册60学时。第一、二册以训练学生的基本听力技能为主,为提高其商务英语的听力水平奠定扎实的基础;第三、四册注重提高学生商务英语的实际应用能力。

本书为《商务英语听力》第2册,共15个单元并含期中、期末两篇测试题。每单元有一个特定的主题,由5个部分组成:第一部分为准备性练习,为基础的听力技巧训练,包括对语音、单词和句子结构等的辨认以及对数字、时间等的熟悉训练,以帮助学生奠定听力的基础;第二部分为短小对话,围绕单元主题展开,使学生掌握各种基本的听力技能;第三部分为较长篇幅的理解性材料,旨在帮助学生进一步熟悉围绕单元主题展开的各种情景,有助于学生扩大知识面,提高“听”的理解能力;第四部分为补充材料,为适应不同层次学生的学习要求,教师和学生可根据教学实际,有选择地使用。最后新增了幽默故事,旨在活跃教学气氛、增强趣味性的同时,帮助学生增强语感,提高听力。

本书另有学生用书及磁带。

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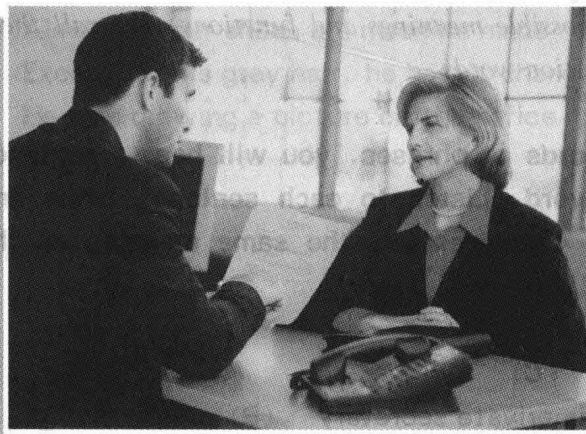
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# Interview

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# 1

# UNIT

## Part I



### Warming-up Exercises

#### Meanings of Words

**Objective:** *Interpreting the meanings of multiple-definition words*

*Some words always have the same meaning and function, while others have several possible meanings and functions. We call these words multiple-definition words.*



For each group of words or phrases, you will hear a sentence containing the headword. Listen to each sentence twice and decide which of the 4 choices has the same meaning as the headword used in the sentence.

- 1 They pass notes in class. (C)
- 2 The boss will never fire his private secretary. (B)
- 3 It would take more than one day to finish the work. (D)
- 4 When I last saw him, he was the picture of health. (C)
- 5 It would not be easy for Peter to get out of the jam. (A)
- 6 It soon became clear that he was more than just a business associate.  
(A)
- 7 James taught her how to do these difficult problems. (B)
- 8 Though president in name, he's unable to exercise any real power.  
(D)
- 9 The case was under investigation. (B)
- 10 The bedside light is not bright enough. (D)

**B** For each group of the 3 sentences with an italicized word, you will hear a sentence. Listen to each sentence twice and decide which is the sentence with the italicized word used in the same sense as in the sentence you hear from the tape.

- 1 Who's calling please? (B)
- 2 The whistle blows at midnight. (C)
- 3 The furniture needs a second coat. (C)
- 4 She never passes without stopping to say hello. (A)
- 5 Dogs may not be taken into public buses. (A)
- 6 He plans to major in business management. (B)
- 7 He was given an important place in the government. (A)
- 8 Almost all our shoes are machine made now. (A)
- 9 Except for his grey hair, he hasn't changed much. (B)
- 10 He was drawing a picture on the office note-paper. (C)

## Part II



### Conversations



Listen to the following short conversations twice and fill in the blanks with the missing words.

- 1 Woman : I see from your application form you have worked as a salesman for two years. Why do you wish to change your job now?  
Man : I found the job too dull.
- 2 Man : How much salary do you expect?  
Woman : I'll leave that to you, sir.

- 3 **Man** : Where are your previous places of employment?  
**Woman** : I have never had other jobs. This is my first time to look for a job.
- 4 **Man** : What is your reason for leaving?  
**Woman** : Although my present job is good for me, the salary is too low to support my family.
- 5 **Man** : Betty, the IBM Company just called and asked me to go for an interview tomorrow, but I'm afraid to go. I don't have much work experience. I only have a diploma.  
**Woman** : Don't worry. You'll make it, I think.

## B

**Listen to the following short conversations once and choose the right answer to each question you hear on the tape.**

- 1 **Woman** : You still have an hour to wait, so relax.  
**Man** : Relax? How can I when I'm so anxious about the interview?  
**Question** : What does the man mean?
- 2 **Woman** : How did your interview go?  
**Man** : I couldn't feel better about it! The questions were very fair, and I seemed to find an answer for all of them.  
**Question** : How did the man feel about the interview?
- 3 **Woman** : Did you see Susan in the business office?  
**Man** : Yes, she was applying for a student loan.  
**Question** : What was Susan doing?
- 4 **Man** : Did you get the job you interviewed for?  
**Woman** : Yes, and I'm very excited about it. It pays much better than my old job, and I think I'll like the people better, too.  
**Question** : How does she feel about the new job?
- 5 **Man** : I'm here to see Mr. Brown. Here's my card.  
**Woman** : Mr. Chen? Uh, he is expecting you in Room 401. It's the first office on the left.  
**Question** : Where is Mr. Brown?



1 D 2 C 3 B 4 B 5 D

# C

Listen to the following longer conversations twice and fill in the blanks with the missing words.

**Interviewer** : Excuse me, I wonder if you'd mind me asking you a few questions. I'm carrying out a survey about how people feel about their jobs, what they like, what they don't like — that sort of thing.

**Mary** : Oh, all right.

**Interviewer** : First of all, can I have your name?

**Mary** : Yes, it's Mary Tomson.

**Interviewer** : And what is your job, Miss Tomson?

**Mary** : I'm a waitress at a restaurant.

**Interviewer** : I see. And how many years have you been in it?

**Mary** : Um — let me think now. I started about a year ago, yes, this time last year.

**Interviewer** : And do you think you are well paid or badly paid for your job?

**Mary** : Oh, the money's terrible, when you think how tiring the work is. It's only with tips and free meals that I manage to get by.

**Interviewer** : How many hours do you work a week?

**Mary** : Well, on average, I'd say I worked about 50 hours a week.

**Interviewer** : Do you do overtime?

**Mary** : Sometimes.

**Interviewer** : Do you enjoy your work most of the time?

**Mary** : I did at first. But after a few weeks I soon got bored and now I hardly ever enjoy myself at work. By the time I get home after work, I'm usually too tired to do anything except sleep.

# D

Listen to the following longer conversation twice and choose the right answer to each question you hear.

**A** : Good afternoon. I'm Mr. Jones, the President of Special Electronics.

**B** : Pleased to meet you, sir. My name is Charles Goodman.

**A :** Have a seat. Why don't you begin by telling me a little about yourself? And please don't be nervous.

**B :** What do you want to know?

**A :** The usual things, such as something about your background and experience and anything else you feel is pertinent.

**B :** Well, I was born and raised in New York. I graduated from Bronx Science High School in 1995. This coming May, I will be getting my Bachelor of Science degree in mechanical engineering from Columbia University.

**A :** Do you have any working experience?

**B :** Yes, I worked for three years at a small firm.

**A :** I see. Why don't you have your credentials sent to me as soon as you can? You'll probably hear from us in about a week.



- 1 Who are the speakers? (C)
- 2 When will the student graduate from the university? (A)
- 3 Where did the student have his working experience? (B)
- 4 How long did he work there? (D)
- 5 When will the student know whether he gets the job or not? (D)



**Listen to the following longer conversation twice and answer the questions you hear on the tape.**

**A :** Please sit down. You're Mr. Brown, is that right?

**B :** Right.

**A :** You're looking for a job?

**B :** Yes, I am. I'll graduate from college next June. I'm majoring in accounting.

**A :** Have you ever done any work in this field?

**B :** No. I did some practice work in class though.

**A :** Do you have copies of your letters of recommendation with you?

**B :** Yes. One is from Dr. Smith and one from Mr. Taylor.

**A :** What kind of salary are you hoping to get? Here you would start at \$10,000 for the first year — a kind of training period. After that your raises would

depend on how well you worked.

**B :** That sounds fair enough. What about other benefits, things like vacation?

**A :** Those are all explained in this pamphlet.

**B :** What do you think the chances are that I'll get a job?

**A :** We'll be hiring two people. After Mr. Williams looks over the application he'll make the final decision.

**B :** I sure hope that I can work here.

**A :** You'll hear from us sometime next month. Good luck and thanks for coming in today.



- 1 What does Mr. Brown do? (He is a student.)
- 2 When will he graduate? (Next June.)
- 3 What is his major? (Accounting.)
- 4 What is the starting salary for the job? (\$10,000.)
- 5 How many people does the company want? (Two.)
- 6 When will Mr. Brown know whether he gets the job or not? (Next month.)

## Part III



### Passages



**Listen to the passage twice and fill in the blanks with the words you hear on the tape.**

There are one or two reasons why you will be interviewed: first, because the person you are going to talk to has to see you (out of friendship or duty); or second, because your preliminary contact has given the employer the idea that



you have some of the qualifications he is seeking or is interested in. In either case, however, many of the same characteristics will be observed or looked for. Appearance is the first impression, but whether you know it or not, you will be rated on such other points as personality, mental ability, vocabulary, sense of humor, good judgment, imagination, technical ability, leadership, flexibility, and honesty. Remember when you enter the door and before you say a word, you start creating an impression. The receptionist may pass on the information that "he's nice-looking," or "he's chewing gum," or some other comment that can help or hinder. In many cases she plays a definite part in the executive recruiting of the firm. If she is pleasant to you, it is usually because part of her job is to be that way to all visitors, not because of any outstanding impression you have made on her. Also, do not overlook the fact that other employees or executives will be walking through the reception room. Avoid expressing irritation at delays or taking up the receptionist's time with a little story you heard last night. Some receptionists have other duties besides receiving visitors.

## B

**Listen to the passage twice and decide whether the statements are true or false. Write "T" for true or "F" for false.**

When people go to employment agencies, they will tell the interviewer what skills they have, what kind of job they are looking for, what kind of salary they would like, and, frequently, what kind of company or institute they want to work for. The purpose of the agency is to find the right job for the right person.

Employment counselors are different from employment agencies. A person who goes to a job counselor is usually unhappy with what he is doing, but does not really know what else to do. A counselor tries to find out what he would like and what his talents are, and then tries to find a field he would be successful in. To do this, some counselors give a number of psychological tests to find out what he can do well and what he likes to do. After this, the counselor may refer him to people in the new field. He will have appointments with those people who can talk to him about their jobs. Then he can decide if he wants to try to find