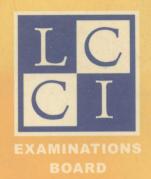
Mow to Pass
如何通过
Spoken English for
Industry and Commerce
(SEFIC)
工商英语口语





FIRST LEVEL 一级

How to Pass Spoken English for Industry and Commerce (SEFIC)



FIRST LEVEL

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How To Pass Spoken English for Industry and Commerce(SEFIC) 如何通过工商英语口语

Range of Support Material

指定教材系列

Level 等级	Student's Book 学生用书	Teacher's Book 教师用书	Picture Book 图画用 I3	Cassette 磁 带
Preliminary 初级	✓	✓	✓	✓
First 一级	✓	✓		√
Second(Threshold)	✓	✓		✓
Third(Intermediate) :级	✓	✓		✓
Forth(Advanced) 四级	✓	✓		

(✓):range of stock available. 己出版刊物

About the author

Lisa Colclough is a freelance teacher, teacher trainer and author. She has over 14 years' experience in teaching English in Britain and Italy, and has worked in London as a teacher and teacher trainer since 1988. Ms Colclough has extensive experience of teaching English for business, and has been involved in materials writing in this area for the last 8 years.

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I would like to thank all the teachers of English throughout the world from whom I have borrowed and adapted ideas; they are too many to name individually, but they are the real inspiration behind this book.

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Introduction

The First Level Teacher's Guide, Candidate's Book and accompanying cassettes are the second set of materials in a series designed to prepare candidates for the 5 levels of the Spoken English for Industry and Commerce (SEFIC) examinations.

Organisation of the course

This book is divided into 60 units, each of which provides approximately 2 hours of classroom teaching. Every fifth unit is a revision unit, which consolidates the vocabulary, structures and functions of the previous 4, and which also provides practice in some or all of the various sections of the examination. In addition, the last 5 units of the book are entirely devoted to revision and examination practice to ensure that you are familiar with the structure of the examination and the types of task you will be asked to perform.

The activities are realistic, with great emphasis being placed on students acquiring listening and speaking skills through working in pairs and groups, and taking part in role play. Vocabulary and new language items are reinforced regularly both through speaking activities and tasks involving reading and writing skills. In addition, a short summary of each major verb form is given at the end of the unit in which it is introduced together with other useful language and vocabulary.

This book is accompanied by a Teacher's Guide, which contains teaching notes and the answers to many of the exercises, and 2 cassettes containing all the listening material from the units.



Unit 1

At the end of this unit, you should be able to:

- 1 introduce yourself;
- 2 greet other people formally and informally in a business context;
- 3 find out where other people are from and say where you are from.

Extended Syllabus references

Candidates must be able to:

- 1.1 Exchange greetings, goodbyes and simple, predictable, social information
- 1.2 Elicit and provide simple personal information
- 6.3 Recognise and use the following types of adjectives:
 - 6.3.1 the possessive adjectives (eg For my job..., In our company)
- 8.1 Recognise and use the following biographical details:
 - 8.1.1 first name, surname and title plus the spelling of names etc
 - 8.1.3 place/date of birth (eg I was born in (place, country) on (date)) plus origin and nationality (eg I am from Denmark)
- 8.2 Recognise and use simple terms of socialising:
 - 8.2.1 greetings (eg Hello, good morning/afternoon/evening; How are you?)
 - 8.2.2 addressing using an appropriate form of address (eg Doctor/Mr/Mrs/Miss + name/first name)
 - 8.2.4 taking leave (eg Goodbye/goodnight/I'll see you tomorrow/next week)
- 10.5 Social conventions
 - 10.5.1 greetings (informal) (eg Hello), (formal) (eg Good morning/afternoon/evening)
 - 10.5.2 a response to a greeting (eg *I'm very well, thank you; I'm fine, thank you (and) how are you?*)

Exercise 1.1

Write the names of the other students in your class in the table below.

	First name			Last na	ame			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
	xercise 1.2		om the box	at the e	end of the e	xercise to f	ill the gaps.	
1	Hello,	name's	Henrik.	2	What's		name?	
	Hello Henrik,	pleased to _	you	u.		Stefanie.	How do you do?	?
3	What are	na	mes?	4		do you d	o, Sally? I'm Dr i	Miller.
	Paul and Sall	y.			Pleased to	meet	, Dr Miller.	
5	What	her n	ame?	6	ls	name	Steve?	
	Janice Burto	n.			Yes, it is.			
7	What are the	ir	?	8	Hello Mr Se	egal, how do	you do?	
	Mr and Mrs [Duncan.			I'm not Mr Mr Opitz.	Segal!	′s Mr Sega	al, I'm
					I'm sorry!			
	how his I'm 's	my their	he names	me yol	•			

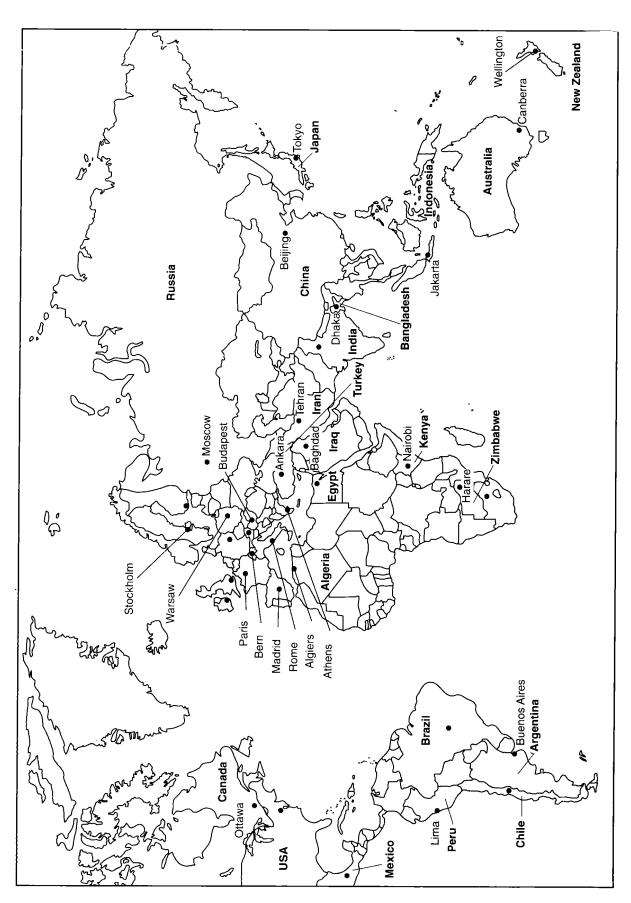


Figure 1.1

© Exercise 1.3: Listening activity 1.1

Listen to the cassette and mark the strong (stressed) part of each word. You will hear each word twice.

- 1 Britain 2 London 3 America 4 Washington 5 Japan
- 6 Tokyo 7 Germany 8 Berlin 9 Argentina 10 Australia

© Exercise 1.4: Listening activity 1.2

Listen to the conversations to find out which countries the people are from. Fill in the spaces.

Dialogue 1	Dialogue 2
Paul Michaels	Hiromi Asako
Mr Owens	Dr Müller
Dialogue 3 Mrs Carman	Dialogue 4 Lucy Umbeke
Miss Dupont	Lucas Opitz

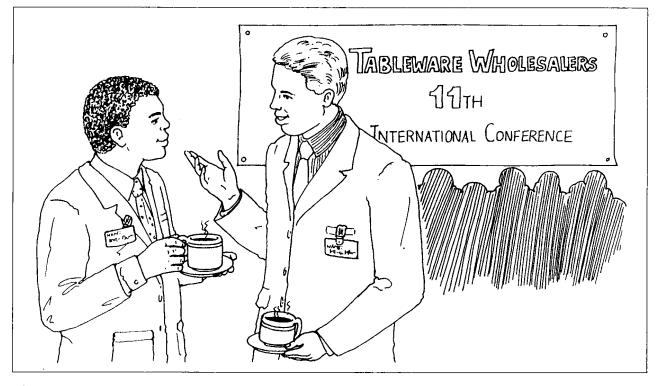


Figure 1.2