

# Week Plan:

## Master Oral English—English for the White-collar Workers

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# 周计划:

## 拿下英语口语——白领英语

深入到语言文化的细微之处

*Deeply going into the subtlety of language and culture*

搭建起流利口语所必需的知识框架

*Building the knowledge frame essential for fluent oral English*

有效应对不同场合的口语交流

*Answering different occasions with effective oral communication*

为你打开一扇了解英语世界的智慧之窗

*Opening a wisdom window for you to know about the English world*

为你铺就一条口语学习之旅的高速公路

*Paving an expressway for you to study oral English*

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## 前 言

随着我国经济的持续高速发展,对外贸易、科技、文化等方面的交流日益频繁。如何用英语简明、快捷、准确地进行交流与沟通,困扰着那些长期没有机会开口或怯于开口,而一时又不可能马上花大量时间去学习英语口语的人们。身边的例子时常提醒我们,能说英语对交流、找工作、升职和加薪有多重要。如何才能有效地利用不多的时间和精力尽快掌握英语口语呢?我们向大家推出了“周计划:拿下英语口语”丛书。

“周计划:拿下英语口语”是一套实用的英语口语书。本丛书的编写旨在帮助读者在日常生活的各种场合进行英语会话实践,从而提高读者的英语表达能力。在编写过程中,我们力求用语生动、准确规范并浅显易懂。本丛书包括:

- 《周计划:拿下英语口语——商务英语》
- 《周计划:拿下英语口语——外贸英语》
- 《周计划:拿下英语口语——旅游英语》
- 《周计划:拿下英语口语——社交英语》
- 《周计划:拿下英语口语——文秘英语》
- 《周计划:拿下英语口语——销售英语》
- 《周计划:拿下英语口语——休闲英语》
- 《周计划:拿下英语口语——白领英语》
- 《周计划:拿下英语口语——情景英语》
- 《周计划:拿下英语口语——酒店与餐饮业英语》
- 《周计划:拿下英语口语——应急英语会话宝典》

语言是交流的工具,语言学习的最好方法是“以练为本”。大家都知道“说”很重要,用跟自己生活没有关系的材料练习口语,根本不算“使用语言”。要使用语言,说话的人必须有沟通和表达的欲望,所说的内容也必须是“不吐不快”。本丛书对话取材于日常生活,以使大家的学习达到事半功倍的效果,这也是本书创作的初衷。

“周计划:拿下英语口语”是市面上第一套以周为时间单位帮助广大口语学习者练习口语的辅导丛书。“凡事预则立,不预则废”,没有一个完整的学习计划,没有时间上的限制,没有一个能有效执行的学习进度控制,许多口语学习者的学习最后都会因为各种理由而搁浅。本套丛书从时间上、学习周期上为学习者制订了一个完整的计划,可以让广大读者循序渐进,强化训练,逐步提高。

本册《白领英语》共分为七个部分。第一周 Foreign Enterprise Career 外企职场篇。第二周 Contacting Clients 客户联系篇。第三周 Daily Business in Foreign Enterprises 外企日常事务篇。第四周 Investment, Import & Export 投资与进出口工作篇。第五周 Foreign Enterprise Negotiation 外企谈判篇。第六周 Business Travel 公务旅行篇。第七周 Chat & Relax 闲聊休息篇。书中语言秉承生动、简洁、有效的原则,生词、难词很少见,尽量采用英美人士间耳熟能详的固定表达法,便于读者模仿记忆,以及在实际工作和交流中的运用。



## 周计划: 拿下英语口语

本书的主要目的是为了帮助读者提高英语能力,尤其是英语口语的使用和理解能力。书中所涉及的每个对话,都力求做到信息丰富、原汁原味,本丛书所有的配套录音文件可在浙江大学出版社网站上免费下载(网址: [www.zjupress.com](http://www.zjupress.com)),从而能够更好地激发读者的兴趣。

编者真诚地希望这套“周计划:拿下英语口语”丛书能够辅佐广大读者说一口流利、地道的英语。由于编者的水平有限,书中错误缺点在所难免,敬请广大学者与读者批评指正。

编者

2012年初夏



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*Week One*

第一周

Foreign Enterprise Career

外企职场篇





星期一  
Monday

## Interviews 面试



### 核心词汇记一记

### Key Words & Phrases

business administration

工商管理

chief

主要的,首要的

distributor

发行人

intend

打算,意欲

investigate

调查,审查

permanently

永存地,不变地

qualification

合格证书,资格

thoroughly

十分地,彻底地



### 经典句型背一背

### Useful Sentences

- ☆ I'll have to put you on six months' probation first. 你首先得有六个月的试用期。
- ☆ I hope you can carry on the daily routine even if the office director is on leave or absent .  
我希望你在办公室主任休假或不在的时候也能处理日常工作。
- ☆ Mr. Lu, can you tell me why you want to work as a sales manager with us ?  
陆先生,你能告诉我你为什么想在我们这里为销售经理?
- ☆ The starting salary for our departmental managers depends on their age , experience ,  
qualifications and so on. 我们的部门经理的起薪取决于年龄、经验、资格等。
- ☆ Since our production has been expanded , we plan to increase our advertising .  
由于我们的生产扩大了,我们打算增加我们的广告。
- ☆ We don't think it's a suitable medium for us. 我们认为这种媒介不适合我们。
- ☆ I plan the advertising campaign and co-ordinate the work of artists and typographers .  
我筹划广告推销计划。
- ☆ You seem to have the right kind of experience . Our company needs experienced people like



you. 你的经验似乎很适合这个工作。我们公司就需要像你这样有经验的人。

- ☆ I'll ask Mary to inform you in three days. 三天之内我会让玛丽通知你。
- ☆ What makes you decide to get into computers? 是什么使你决定搞计算机这一行的?
- ☆ I hope to know more about the position. 我希望多了解这个职位的情况。
- ☆ Could you mail these materials to us by the end of this week?  
你能在本周末以前把这些材料寄过来吗?



### 模仿对话练一练

### Situational Dialogues



A: Tina, what was your first job?

B: When I left school I spent two years training as a clerk in a pharmaceutical company. After that, my first job was as a secretary to one of the doctors.

A: And what were your duties?

B: I wrote reports. Or rather my boss dictated them to me and I typed them.

A: Did you enjoy it?

B: Well, I liked the people I worked with very much. I didn't like the job itself because it was boring. All I did was typing! But the good thing was that I learnt a lot of English. All the reports were written in English.

A: And how long did you work as a secretary?

B: Only about six months. Then I saw a notice for a vacancy in the Personnel Department and I applied for a job there. That's where I work now.

A: And do you prefer that?

B: Oh, yes. I really like it because it's much more interesting. But I don't have so much opportunities to use English now.

A: 蒂娜,你的第一份工作是什么?

B: 毕业后,我在一家医药公司作了两年实习人员。后来,我开始了第一份工作,给一位医生做秘书。

A: 你主要负责什么工作?

B: 书写报告。或者由我的老板口授,我把它打出来。

A: 你喜欢你的工作吗?

B: 嗯,我非常喜欢我的同事,但我不太喜欢工作本身,它很枯燥。我的工作就是打字。但我从中学会了很多英语知识,这对于我来说是一大收获。所有的报告都是用英语写的。

A: 那么你做秘书做了多久?



### Dialogue One 对话一



## 周计划: 拿下英语口语

**B:** 只有半年。后来我看到人事部的招聘启事,我就提出申请,也就是我现在的工作。

**A:** 你喜欢这项工作吗?

**B:** 哦,是的。我非常喜欢这项工作,它有趣多了。但只是没有机会运用英语知识。



**A:** Good morning, Mr. Parson.

**B:** Good morning, Miss Lu. Please take a seat.

**A:** Thank you.

**B:** Now, let me look at your application form. Well, first of all, Miss Lu, can you tell me why you want to work as a sales manager with us?

**A:** It's a job I'm interested in, and your company is one of the best known. Although I don't have much experience as a manager, the job description you sent me was very interesting. It's a job I intended to take when I was at university.

**B:** Oh, is it? What subjects do you like most at university?

**A:** Sales strategies. I liked that the most, really.

**B:** Can you explain why?

**A:** I think it's because I like dealing with people and it's very challenging. It involves the use of mind.

**B:** Fine. And what about your hobbies?

**A:** I like sports. I play volleyball and table tennis.

**B:** Well, I think that's all that I want to ask you now. Certainly your references are very good. Is there anything you want to ask me?

**A:** Um... yes, can you tell me something about holidays and things like that?

**B:** There are four weeks of holidays a year, excluding the public holidays. And the starting salary for our departmental managers depends on their age, experience, qualifications and so on. It's about 5,700 yuan a month.

**A:** I see.

**B:** Good. Have you got anything else to ask me?

**A:** No, I don't think so.

**B:** That's fine, then. Thank you very much for coming here. I hope to be able to let you know the result within a week.

**A:** 早上好,帕森先生。

**B:** 早上好,陆小姐。请坐。

**A:** 谢谢。

**B:** 让我看一下你的申请表。嗯,首先,陆小姐,你能告诉我你为什么想在我们这里当销售经理?

**A:** 我喜欢这份工作,而且你们公司是最好的公司之一。虽然我没有太多当经理的经验,但你们寄给我的职位说明很有意思。这是一个我在大学时就想从事的工作。

**B:** 噢,是吗?你在大学时最喜欢什么课程?

### Dialogue Two 对话二





- A: 销售策略。我确实最喜欢那门课。
- B: 你能说明一下为什么吗?
- A: 我想这是因为我喜欢与人打交道,这很有挑战性,需要用头脑。
- B: 好。你的业余爱好怎么样?
- A: 我喜欢运动。我会打排球和乒乓球。
- B: 好吧,我现在要问你的就是这些。你的推荐信确实很好。你有什么事想问我吗?
- A: 嗯,对了,你能告诉我一点有关假期以及诸如此类的事吗?
- B: 一年有四周的假期,不包括公共假日。我们的部门经理的起薪取决于年龄、经验、资格等。大约每月 5700 元。
- A: 我明白了。
- B: 好,你还有其他要问我的吗?
- A: 没有,我想没有了。
- B: 那好。谢谢你能来这里。我想在本周内就可以答复你。



- A: Take a seat, please, Ms. Du Ping. We have received your letter and resume in answer to our ad in the paper. What qualifications do you have for department store administrative work?
- B: I've worked in a big department store during the Christmas shopping season, and I majored in business administration at college.
- A: Do you know anything about secretarial work?
- B: Well, I have a degree in literature and took a course to become a secretary. If that's any qualification, I wouldn't mind working as a secretary.
- A: We would like our people to be interested in their job as well as acquainted with it. But before we employ him or her, we'd like to investigate the person's character quite thoroughly. Secretarial work seems to be the only thing available for you at present.
- B: I think so, too.
- A: How soon would you be able to start working?
- B: I can start working right away.
- A: Then please fill in this application form. You'll start at 200 dollars a week and report here at eight-thirty. Now Miss Chen will take care of you. I hope you'll enjoy working with us.



- A: 请坐,杜平小姐。你应聘我们报上广告的来函及简历已收到了。对于百货公司的管理工作你有什么资历吗?
- B: 在圣诞节购物季节中我曾在一家大的百货公司工作过,而且在大学里我读的就是商务管理。
- A: 你了解秘书工作吗?
- B: 嗯。我有文学学位,学过秘书学。如果那也算资历的话,我不在乎去做秘书上作。
- A: 我们要求从业人员对他们的工作既要熟悉,又要有兴趣。在录用之前,我们对他们的性格要作全面的了解。目前对你合适的就是秘书工作了。



## 周计划: 拿下英语口语

**B:** 我也这样想。

**A:** 最快你能从什么时候开始工作?

**B:** 我可以马上开始工作。

**A:** 请你填一下表格。你每周的报酬是 200 美元, 每天早上 8 点 30 分上班, 陈小姐会关照你的。祝你在这里工作愉快。



**A:** Good morning. What can I do for you?

**B:** Are you the manager, sir? It's in regard to the Wanted Ad in this morning's paper. I've come to apply as an assistant sales manager.

**A:** I see. Won't you sit down and tell me your name, please?

**B:** Zhang Hong. I'm badly in need of employment. Is it possible for me to get the post of sales manager you advertised in this morning's paper?

**A:** Have you worked anywhere before? You look a little young for the position. What experience have you had?

**B:** I'm now specializing in economics in the university, and I thought I might get a job that would tie in with my studies.

**A:** We're considering the appointment of a new manager. You think a sales manager's job appeals to you, but you wouldn't plan to stay here permanently.

**B:** I worked in a department store in Florida last Christmas vacation. I think my training and experience should give me a chance. I hope to work here until the first of September.

**A:** I'm afraid that wouldn't qualify you. I'm looking for a person, who is quite fit for the job, familiar with sales methods, capable of handling personnel and will work with us for a long time.

**B:** Good day, and thank you anyhow, sir.

**A:** 早上好, 有事吗?

**B:** 您是经理吗, 先生? 我是来应聘今天早晨报纸广告上登的助理销售经理的。

**A:** 明白了。请坐, 请问姓名?

**B:** 张红。我很想就业。有没有可能担任你们今天报上广告登的那个销售经理?

**A:** 你以前在什么地方工作过吗? 对这个职务你显得年轻了点。

**B:** 我正在大学经济系就读, 我想我可以找一个与我专业相关的假期工作。

**B:** 我们正在考虑任命一个新的经理。你认为一个销售经理的工作对你很有吸引力, 但你不打算长干。

**B:** 去年圣诞节我在佛罗里达的一家百货公司工作过。我认为我的训练和经验赋予我一个机会, 我打算在这儿一直工作到 9 月 1 日。

**A:** 恐怕对你不合适。我正在找的是一个年纪稍大的人, 他要十分适合这工作, 熟悉销售方法, 善于处理人际关系, 也愿意长期在这里工作。

**B:** 幸会, 多谢了, 先生。



### Dialogue Four 对话四



A: What kind of a job are you interested in?

B: I want a job in which I can use English. I would also like to have some responsibility in my work.

A: I can appreciate that. I would expect my secretary to be able to work independently and take over some of my ordinary responsibilities such as answering routine correspondence, taking phone calls for me, and sometimes assisting me with personal business affairs.

B: Yes, I see. In my previous job, I did typing and filing every day.

A: Have you had any experience as a guide?

B: Well, not exactly. But I have shown some of my foreign friends around Beijing.

A: Once in a while we have visitors from abroad and I would like to ask my secretary to take them shopping and sightseeing.

B: I think I would like to do that.

A: I see. We work a five-day week and there is rarely any overtime. The salary would be \$1,600 to start with and a raise would be given according to your ability. Well, how do you feel about the job, Miss Wang?

B: I think it sounds like what I am looking for.

A: Thank you. You should be hearing from us within a few days.

B: Thank you, Mr. Davis.



A: 你对哪种工作感兴趣?

B: 我想要一个能使用英文的工作,也希望我的工作负有一些责任。

A: 我能理解。我希望我的秘书能够独立工作,并接办我一些平常的事务,例如回日常书信、替我接电话、有时帮我处理私人业务等。

B: 是的,我知道。我以前做的工作是每天打字、存档。

A: 你有任何当导游的经验吗?

B: 嗯,不算真的有,但是我曾经带一些外国朋友浏览过北京。

A: 偶尔我们会有从国外来的客人,我希望能让我的秘书带他们去逛街和观光。

B: 我想我会喜欢做那些事情。

A: 我明白了。我们每周工作 5 天,很少加班,起薪 1600 美元,会根据你的能力来加薪。好,王小姐,你觉得这个工作怎样?

B: 我想这似乎正是我要找的工作。

A: 谢谢,几天之内你就会收到我们的消息。

B: 谢谢,戴维斯先生。



星期二  
Tuesday

## Reporting for Work 新人上班



### 核心词汇记一记

### Key Words & Phrases

contract

合同, 契约

muff

套筒

paperwork

文书工作

rivalry

竞争, 对抗

state-owned enterprise

国有企业



### 经典句型背一背

### Useful Sentences

- ☆ Now let me tell you the office rules first. 让我先给你讲一下办公制度。
- ☆ Be sure not to be late or absent. 务必不要迟到或旷工。
- ☆ We usually take a one-hour lunch break. 我们有1小时的午休时间。
- ☆ How many hours shall I have to work? 我得工作多长时间?
- ☆ I hope you enjoy the work here. 我希望你喜欢这儿的工作。
- ☆ This is our manager, Mr. Deng. 这是我们的经理邓先生。
- ☆ I'm glad to meet you. I'm Wang Jie. 很高兴认识你, 我是王洁。
- ☆ I'd like you to meet a new colleague. 我给你介绍一位新同事。
- ☆ I'm really happy that I could meet you. 能认识您我觉得非常高兴。
- ☆ It's an honor for me to meet you. 能认识您是我的荣幸。



## 模仿对话练一练

## Situational Dialogues



A: Welcome to join us. I'm Alice.

B: Glad to meet you.

A: Glad to meet you, too. Do you have any questions as you are new here?

B: I know our company is a state-owned enterprise. Does that mean we can enjoy some preferential policies?

A: You get the point. Is there anything else you want to know?

B: How many secretaries are working here?

A: Well, there are three secretaries here. One is a receptionist, one is a junior secretary, and the other is a senior secretary.

B: I see. Thank you.



A: 欢迎加入我们,我是爱丽丝。

B: 认识你很高兴。

A: 认识你我也很高兴。你刚来到这里有什么问题要问我的吗?

B: 我知道我们是国有企业,那是否就意味着我们可以享受一些优惠政策?

A: 你说对了,还有你想知道的吗?

B: 有几个秘书在这儿工作?

A: 这么说吧,这里的秘书分为三种,一种是接待秘书,一种是初级秘书,还有一种是高级秘书。

B: 我知道了,谢谢你。



A: Good morning, Li Qing. I'd like you to meet Ann. She's our new colleague. Ann, Li Qing is our Personnel Officer.

B: Hello, it's a pleasure to meet you, Ann. Welcome here.

C: Thank you. I'm glad to meet you, too.

A: And this is Peter. He's part of your team.

C: Hi, Peter, I'm very happy to meet you.

D: Hello, Ann, I'm glad to meet you.

A: Oh, and here comes Susan, the department manager.

E: Hello, you must be Ann. Pleased to meet you.

C: It's an honor to meet you, Susan. I'm looking forward to working for you.





## 周计划: 拿下英语口语

- A: 早上好,李清。我想让你见一见安。她是我们新到的同事。安,李清是人事部的主管。
- B: 你好,很荣幸见到你。欢迎到这儿来。
- C: 谢谢,很高兴见到你。
- A: 这是彼得,他是你们组的一员。
- C: 你好,彼得。见到你很高兴。
- D: 你好,安,很高兴见到你。
- A: 噢,还有,这位是苏珊,部门经理。
- E: 你好,你一定就是安了。很高兴见到你。
- C: 认识您是我的荣幸。我一直期望能为您工作。



A: I'm new here. Can you tell me something about our company?

B: Yes, our company was set up in 2003. Now we have offices in every major city. We deal in a wide range of related products.

A: How many employees do we have?

B: About 400 in the factory and 100 in the office.

A: What is our market share?

B: We now have 30% of the market. We will get more next year as our new production line is put into operation.

A: Do you mean we are expanding our plant?

B: Yes, you are right.

A: 我是新来的,你能告诉我有关公司的情况吗?

B: 好的。我们公司成立于2003年。现在在每一座大城市都设有办事处。相关产品的经营范围相当广泛。

A: 我们有多少员工?

B: 工厂大约有400人,办公室100人。

A: 市场占有率是多少?

B: 我们现在的市场占有率是30%。随着新生产线的投产,明年市场占有率将会更大。

A: 你是说我们正在扩厂?

B: 是的,你说对了。



### Dialogue Three 对话三



A: What's our working day like?

B: We have a typical nine to five job. Actually, we work a little longer than nine to five sometimes.

A: Do you get paid overtime?

B: No, we get a bonus each month, depending on the value of the contracts we sign with clients.

A: Do you have any breaks?

B: We have an hour-long lunch break from twelve to one. We can take coffee breaks during the day. Our boss wouldn't mind, as long as we get our work done on time.

A: I suppose our job involves a lot of paperwork, doesn't it?

B: There's some paperwork, but most of the time we put the information into our computers. Then we can send information to each other by email or through the network.



A: 我们一天的工作是什么样的?

B: 通常我上午9点上班,下午5点下班。有时候我的工作时间会超过这个时间。

A: 加班给加班费吗?

B: 不,每月我们可以根据与客户签订的合同的价值拿到奖金。

A: 中间有休息时间吗?

B: 从12点到1点我们有一小时午间休息时间。我们白天有茶歇时间。只要我们能按时完成工作,老板不会介意。

A: 我想我们的工作包括许多文书工作吧?

B: 有一些文书工作。但多数时候我们将信息输入计算机里。这样我们就可以通过电子邮件或网络传送信息。



A: Morning.

B: Morning. You're new here, I reckon?

A: Yes. I just start working today. My name's Jiang Yan.

B: Glad to meet you. I'm Carter, your foreman.

A: Nice to meet you.

B: Any question about using the electric saw?

A: No, thanks. I think I can handle it.

B: OK, good. But have you got your ear muffs?

A: No, I haven't. Is it necessary to wear them?

B: Yes. You could lose your hearing if you don't.

A: I'll go and get a pair then.

