



国家“十二五”职业规划教材
经全国职业教育教材审定委员会审定

新商务英语教程

**A NEW
ENGLISH COURSE**
For
BUSINESS STUDIES

新商务英语听说教程

Listening and Speaking Skills

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清华大学出版社



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A New English Course for Business Studies

—Listening & Speaking Skills 2

新商务英语听说教程 2

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内 容 简 介

“新商务英语教程”系列教材采用话题、语言技能和任务紧密结合的编写原则，以话题为核心，语言技能为主线，精心设计的任务型活动贯穿每个教学单元。本教材为《新商务英语听说教程2》，分为8个单元，每单元由 Learning Objectives, Lead-in, Listening Focus, Work Step by Step 和 After-class Activities 5个模块构成，组织和安排不同层次和多种形式的听、说活动，对英语的听和说的基本技能进行训练。

本教材可供高职高专院校商务英语专业和应用英语专业的外贸和涉外文秘方向一年级学生使用。

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《新商务英语听说教程》是以《国家中长期教育改革和发展规划纲要(2010—2020年)》及高等职业教育教学标准为依据,以高职院校商务英语专业学生就业需求为导向编写而成的。该教材着眼于高职院校商务英语专业学生的英语基础,致力于英语语言和商务交际双项基本功的培养,同时注重学生的自主学习和合作学习能力的开发,以解决实际问题为纽带,实现理论、实践、知识、技能与情感态度的有机融合。

本教材为《新商务英语听说教程2》,供高职高专商务英语专业和应用英语专业一年级学生使用。该教材具有如下鲜明特色:

1. 本教材与同一级别的《新商务英语综合教程2》、《新商务英语阅读教程2》主题一致,横向贯通,使语言材料在同一层面上以多种形式展开并复现,使学生在不同情况下反复接触同一话题的多种表达形式,有利于他们掌握并牢记所学知识。

2. 针对性强,难度适中。本教材为高职高专商务英语专业一年级学生量身设计,以其认知水平、生活经验和兴趣为出发点,在内容的编排上由浅入深,循序渐进,更有利于学生的语言能力和职业素养的培养。

3. 以任务为导向,突出功能。在本教材中,话题、功能与任务相结合,以任务为导向,功能为主线组织教学单元,安排不同层次和多种形式的听、说活动,体现模块化、系列化的特色。

4. 交互性强,情景丰富。本教材听说并举,两者交替进行,相辅相成。听力部分在各项任务中梯次展开,逐步深入。口语部分交际情景丰富,有分别进行的模拟独白,有两人一组的情景对话,还有多人合作的角色扮演。

5. 形式活泼,寓教于乐。教材内容新颖活泼,图、文、声、像相结合,形象生动,直观鲜明,能够有效激发学生的学习兴趣。

本教材共8个单元,每单元由以下几个部分组成:

Learning Objectives 提出学生通过本单元学习,预期达到的专项听力技能目标、信息摄取能力目标以及语言输出能力目标。

Section A: Lead-in 包括“Icebreaker”和“Reading Aloud”两部分。“Icebreaker”是用于激活学生学习状态的热身活动。通过看图片回答问题,复习上一单元的知识,引入本单元主题,有良好的承上启下作用,使学生能够自然地进入学习状态。“Reading Aloud”是听说训练之前的朗读练习。使学生通过开口朗读与本单元主题相关的文本,一方面锻炼朗读能力,另一方面了解单元主题,为后续听说活动做准备。

Section B: Listening Focus 侧重培养学生的专项听力技能。训练内容为常用的听力微技能,并尽可能结合商务内容。通过专项练习,辅以相关英语听力学习策略指导,帮助学生尽快掌握听力技能。

Section C: Work Step by Step 是每个单元的主体部分,通过各种听说活动来培养学生

的商务交流基本技能。任务分3步进行,每项任务分别有一个听力活动“Sharpen Your Ears”和一个口语活动“Let’s Talk”。其中任务1“Getting Started”旨在让学生掌握本单元主题下的最基本表达法,为下一步听说任务做准备;任务2“Going Further”是展开主题任务、深化主题内容的交际练习,其口语活动是两人一组的对话练习;任务3“Playing Your Role”,侧重本单元所学知识方法的综合运用,口语活动是以小组为单位的角色扮演。

Section D: After-class Activities 分为“Be an Active Listener”,“Presentation”和“Enjoy Your English”3项活动,“Be an Active Listener”补充了内容上贴近国际商务英语考试或剑桥商务英语考试要求的习题,使教材逐渐与商务英语考试相接轨,同时为学生提供了良好的自主学习平台。“Presentation”要求学生以小组为单位,总结并展示与本单元主题相关的主要问题,侧重对学生合作能力、调研能力、总结能力与展示能力的培养。“Enjoy Your English”多为与主题或听力技能相关的绕口令、谜语、笑话或歌曲等材料,劳逸结合,寓教于乐。

本教材在编写过程中参阅了国内外大量英语教材及文献,同时得到了许多专家的宝贵意见和建议。北京联合大学英籍专家 Colin James Osland 对全书进行了文字审定,在此一并表示衷心感谢。编写组也殷切希望专家、学者、广大读者对教材中的不当之处不吝指正。

编 者

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Human Resources

Learning Objectives

In this unit, you will

- learn to identify prices;
- get to know the functions of Human Resources Management (HRM);
- learn how to describe responsibilities and qualities of an HR Manager.

Section A Lead-in

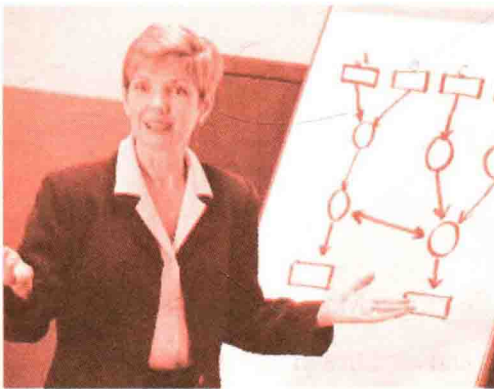


Icebreaker

Look at the pictures and answer the questions.



What things do you need to consider when you prepare for a business trip?



How much do you know about the work of a Human Resources Manager?



Reading Aloud

Any company, large or small, depends upon its people for success. The human resource, also known as human capital, is the organization's most important resource.

The Human Resource Department deals with management of people within the organization and serves as a link between the organization and its employees. There are a number of responsibilities that come with this

title which involve **recruitment**, selection, training, development, **evaluation** and promotion of the people within an organization. The Human Resources Manager **oversees** the function of the HR Department and sometimes **specializes** in an area of human resources management.

A Human Resources Manager must have good communication skills to work with employees and department heads. Besides, he must have leadership skills to direct the activities of workers in the HR Department.

recruitment /rɪ'krʊ:tmənt/ v. 招募, 招聘
 evaluation /ɪ,væljʊ'eɪʃn/ n. 评估, 评价
 oversee /,əʊvə'si:/ v. 监督, 监视
 specialize /'speʃəlaɪz/ v. 专门从事; 专门经营

Answer the following questions based on the above passage.

- ✧ Which department deals with the management of people within the organization?
- ✧ According to the passage, what are the responsibilities of the HR Department?
- ✧ What are the two skills a Human Resources Manager must have?

Section B Listening Focus

Identifying Prices (辨认价格)

A. Read the following expressions about prices after the speaker.

\$3.50	\$20.09	£3.95	€19.99
\$35.00 to \$50.00	\$85.00 and up	¥46 per piece	HK\$25 per pound

B. Listen to the following sentences and fill in the blanks with the missing information.

- Price is hovering between _____.
- The French price of stainless steel plates are about _____ per Metric Ton (MT), while the German price is still lower.

3. Business is possible if you can lower the price to HK\$ _____.
4. Our rock-bottom price is _____, and cannot be further lowered.
5. Your price is quoted C&F Xingang at DM _____ per washer, right?
6. They start at _____ and go up to _____.
7. You're offering us this product at _____ per unit—is that right?
8. We'd appreciate it if you could sell it to us for _____ per unit.

C. Listen to the commercial and write down the prices.

Section C Work Step by Step

Task 1 Getting Started—Key Functions of HRM



A. Sharpen Your Ears

1. Listen to the dialogue and fill in the blanks with the missing words.

Word bank

conduct v. 组织; 安排; 实施 be laid off 被解雇

W: Do you know the _____ of an HR professional?

M: Yes I do.

W: Can you explain some of them?

M: An HR professional may conduct _____, help plan vacations and deal with sick days.

W: Anything else?

M: An HR professional also helps when a person is _____ or laid off.

2. Listen to the dialogue and decide whether the following statements are true (T) or false (F).

Word bank

criterion *n.* 标准; 准则 ([复] criteria) Bachelor's Degree 学士学位

- () 1) The job requires at least ten years of HR related experience.
- () 2) Sara and Jenny are best friends.
- () 3) Jenny encourages Sara to apply for the job.

3. Listen to the dialogue and choose the best answer to each of the following questions.

Word bank

schedule *n.* 时间表, 计划表 Engineering Department 工程部

- 1) Which of the following does the HR Department do?
 - A. Choosing the candidate.
 - B. Interviewing the candidates.
 - C. Hiring, firing, training, etc.
- 2) Who is responsible for explaining the benefits?
 - A. HR manager.
 - B. Engineering Manager.
 - C. The receptionist.
- 3) What is the conversation mainly about?
 - A. Functions of the HR Department.
 - B. Functions of the Engineering Department.
 - C. Functions of the Sales Department.

4. Listen to the passage and answer the questions briefly.

- 1) Who performs the lower-level repetitive HR tasks?
- 2) Who manages the HR Department staff?

- 3) What position is similar to the role of the HR Manager?
- 4) What job titles are on the top of the career ladder?



B. Let's Talk

1. Make a brief introduction to Human Resources Management.

Useful Expressions

When you define the term "Human Resources Management"
<i>Human Resources Management is a term ...</i>
<i>Human Resources Management means ...</i>
When you talk about the function of the HR Department
<i>the HR Department deals with ...</i>
<i>the HR Department is responsible for ...</i>
When you talk about responsibilities of the HR Manager
<i>the HR Manager helps ...</i>
<i>the HR Manager is in charge of ...</i>

2. Suppose you want to recommend your friend to fill the vacancy of the Human Resources Manager in your company and you are introducing his information to the president.

Useful Expressions

When you talk about one's work experience
<i>He worked as a/an... for... years</i>
<i>He left his first job in ... and has been working with ... since then</i>
When you talk about one's education
<i>He graduated from ... university with a ... degree in ...(year)</i>
<i>He got his master's degree in ... from ... university in ...(year)</i>
When you talk about one's personality and competence
<i>He is good at ...</i>
<i>He is very confident in ...</i>

Task 2 Going Further—HRM Practice



A. Sharpen Your Ears

1. Listen to the dialogue and choose the best answer to each of the questions.

Word bank

vacancy *n.* 空缺, 空位 impressive *adj.* 给人深刻印象的

- 1) What is the name of the applicant?
A. Alex. B. Tom. C. Andrew.
- 2) What is the job vacancy?
A. Sales Manager.
B. Human Resources Manager.
C. Finance Manager.
- 3) From which university did the applicant get his master's degree?
A. Harvard. B. Stanford. C. MIT.
- 4) What might be learned about the applicant?
A. He had six years of experience in accounting.
B. He worked in banking management for three years.
C. His education background is outstanding.

2. Listen to the dialogue and match the following information.

Name	Job title
1) Mike Watson	a. Training Manager
2) Tessa Saunders	b. Training Assistant
3) Cindy	c. Human Resources Manager