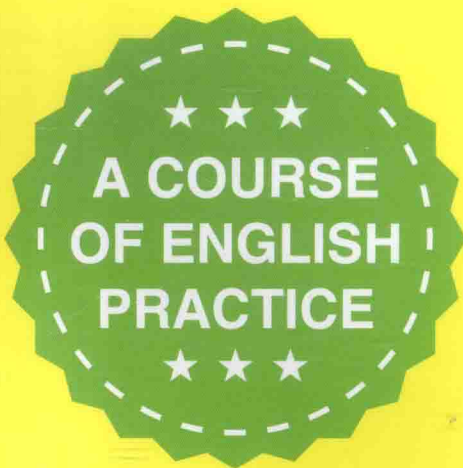




Easy!



英语实训教程

——商务英语听说（上册）

总 主 编◎盛湘君

本 册 主 编◎孔 珊 本册副主编◎张连娇 李 慧

BUSINESS ENGLISH: LISTENING AND SPEAKING



ZHEJIANG UNIVERSITY PRESS

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修订说明

关于“英语实训教程”系列教材中的《商务英语听说》修订，现做如下说明：

1. 将原来的《商务口语》和《商务听力》合成《商务英语听说》，本教程共有十二单元，分上册和下册。

2. 本教材各个单元仍根据常用商务活动场景，以“经典句型与经典对话”为主题，每单元把口语与听力训练相融合，促进语言的输入与输出相结合。我们认为，这便于课堂组织安排，有利于开展丰富多样的训练活动，提高学生学习兴趣。

3. 本教材的部分内容来自原先的《商务口语》和《商务听力》教材，并根据课堂教学反馈做了修改，使练习形式更丰富，任务设置更适合开展听说训练。

4. 修订后各个单元有以下特点。一是每个单元包含三个主要的场景，每个场景的内容相对独立。各个场景由Preparation, Listening和Speaking Out三部分构成，围绕常用句型开展听说训练。二是突出了实用表达方式的训练，增加了关键词汇和句型的练习，降低了听力练习的难度，删去了相当于大学英语四级英语听力难度的题型与练习。三是在口语训练的练习中，设置了明确的场景要求，便于学生开展口语训练活动。

各单元的练习量比较大，教师可以根据学生的具体情况，有选择地使用。

此次修订由本套教材总主编盛湘君教授主持。本书编写尽力遵循高职高专英语教学“实用为主，够用为度”原则，认真听取了使用过原《商务口语》和《商务听力》教材的一线教师的意见，使教学内容适合涉外商务岗位对英语技能的要求。

本册教材的主编为孔珊，副主编为张连娇和李慧，吴静、何兰兰、陈晓霞、旷燕等参加了编写。

浙江大学出版社的张琛、李晨为本书的编写出版提供了各种帮助，在此表示感谢。

本教材的编写人员水平有限，教材中难免还有不足之处，希望广大读者批评指正。

编 者

2015年1月

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Unit 1

Receptions

▶ 客户接待篇



Isn't it a pleasure for one to have like-minded people coming from faraway places?

—— Confucius

有朋自远方来，不亦乐乎？

—— 孔子



Scene 1 Greetings and Introductions



Part One Preparation

- Greeting is something polite or friendly that people say or do to make their presence known to each other when they meet. What do you say to greet someone? List five sentences you can say when greeting friends from other countries.



- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

- The words and expressions are from the dialogues for listening and speaking practice in the scene. Translate them into Chinese and keep them in mind.

Words

nationality *n.* /ˌnæʃə'næləti/ _____

occupation *n.* /ˌɒkjʊ'peɪʃn/ _____

secretary *n.* /'sekrətri/ _____

Canadian *n.* /kə'neɪdiən/ _____

Chilean *n.* /'tʃiliən/ _____

nickname *n.* /'nikneɪm/ _____

perpetual *adj.* /pə'petʃuəl/ _____

customer *n.* /'kʌstəmə(r)/ _____

advertisement *n.* /ˌædvə'taɪzmənt/ _____

Expressions

marketing manager _____

department manager _____

name card _____

identity card _____

3. Here are the useful sentences people would use to greet and introduce others. Translate the sentences into Chinese and keep them in mind.

<p>(1) Hello. My name is Bill.</p> <p>(2) Please allow me to introduce myself.</p> <p>(3) I am Susan. Here is my name card.</p> <p>(4) What's your name please?</p> <p>(5) Let me introduce our marketing manager, Mr. David Hawkins.</p> <p>(6) How's everything going with you?</p> <p>(7) What a terrific idea!</p> <p>(8) It's a pleasure to meet you.</p> <p>(9) How was your flight?</p> <p>(10) You must be very tired after the long trip.</p> <p>(11) Is this your first trip to China?</p> <p>(12) Please give my regards to your parents.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Part Two Listening



Basic Listening

Ben, Judy, Geoff and Maria are talking to each other. Listen to the conversation three times and fill out the name card with the personal information given in the table below.

Identity card



Name Ben Ford

Nationality

Occupation

Identity card



Name Judy Norton

Nationality

Occupation

Identity card

Name

Nationality

Occupation



Identity card

Name

Nationality

Occupation



Canadian

Dancer

Geoff Snowdon

Maria Silva

Engineer

French

Marketing Manager

American

Student

Chilean



Listening In

1. Listen to the conversation between Julia and Peter twice and fill in the form according to what you hear.



Name

City

Weather

Julia

Peter

2. Listen to the conversation again and fill in the blanks according to what you hear.

P: Hi, Julia.

J: Oh! Hi, Peter. How are you?

P: ...

J: ... How about you, Peter? I haven't heard from you (1) _____.

P: I live in Kunming now. Except that I do not like some rainy days, everything is going well.

J: It's reported that the weather in Kunming is quite comfortable. It feels like spring (2) _____ in it, so the city is nicknamed "City of Perpetual Spring".

P: That's right! It is (3) _____ as one of the outstanding tourist cities of China. Every year (4) _____ visitors come to visit it.

J: I have been looking forward to visiting it.

P: How about (5) _____ to Kunming together next year?

J: That sounds nice. I guess it would be an exciting trip for us.

3. Listen to ten short sentences about meeting and introducing friends three times and write down the sentences.

(1)

(2)

(3)

(4)

(5)

(6)

(7)

(8)

(9)

(10)

Part Three Speaking Out

Dialogue

Mr. Wu is the department manager of an advertisement company in Shanghai and Dr. Smith is a customer from the USA. Miss Liu, the secretary, wants to introduce Dr. Smith to Mr. Wu. Read the dialogue and role play it with your partner.

(W = Mr. Wu, S = Dr. Smith, L = Miss Liu)

L: Dr. Smith, let me introduce our department manager, Mr. Wu.

S: How do you do, Mr. Wu? Nice to meet you. Here is my name card.

W: How do you do, Dr. Smith? This is my name card. I'm very glad that you can come to Shanghai.

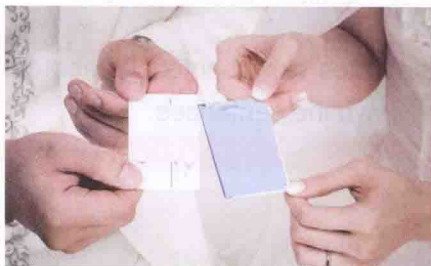
S: Thank you. I'm glad to visit the city, too.

W: I hope you'll enjoy your stay in Shanghai.

S: I'm sure I will. Thank you.



1. Follow the sample of a name card below and make your own name card. Then make a conversation with your partner to introduce yourself with the sentence patterns listed.



Allow me to introduce...

I've heard a lot about you.

Let me introduce...

Here is my name card.

Glad to meet you. / Nice to see you. / It's a pleasure to meet you.

2. Jenny is Zhang Ming's friend. She is from Australia. Lucy is Zhang's wife. Zhang Ming wants to introduce Lucy to Jenny.
(Z = Zhang Ming, J = Jenny, L = Lucy)

Z: Hello! Jenny. This is my wife, Lucy. Lucy, this is my friend, Jenny. She's from Australia.

J: Glad to meet you, Lucy. I've heard a lot about you.

L: Glad to meet you, too, Jenny. Is this your first time to China?

J: Yes, it is.

L: I wish you a good stay in China.

J: Thank you.



Role play the conversation. And make two conversations similar to the model dialogue. Each time, please change only one piece of information.

(1) Change Jenny's birthplace (出生地). Here are some suggestions: America, Canada.

(2) Change the number of times that Jenny comes to China. Here are some suggestions: the second time, the third time.

When you finish this, change roles with your partner.

3. Suppose you are John. You meet your old classmate David in the street. You haven't seen each other for a long time.

(J = John, D = David)

J : Hello, David! Long time no see.

D : Hi, John! How's everything going with you?

J : Not too bad. I've changed my job. I'm in a foreign trade company now. This is my name card.

D : Sales manager? Great! You enjoyed doing business when you were at college.

J : You still remember this? It's been a long time.

D : Of course. We were good friends.

J : How are you getting along?

D : The same as ever. I've been teaching English in the Experimental School (实验学校).

J : Nice! Let's get together for dinner this Saturday.

D : Good idea! See you then.

J : See you.



Role play the conversation between John and David. And make two conversations similar to the model dialogue. Each time, please change only one piece of information.

- (1) Change John's position in the company. Here are some suggestions: marketing manager, financial manager (财务部经理).
- (2) Change the subject that David teaches. Here are some suggestions: math, science.

When you finish this, change roles with your partner.

4. Translate the following dialogue into English.



A: 打扰了, 您是史密斯先生吗?

B: 是的, 我是。

A: 您好, 史密斯先生, 我是迈克尔·李, 凯越公司的销售部经理。

B: 您好, 李先生, 很高兴见到您。

A: 我也是, 我来接您去您的酒店。

B: 谢谢, 您真好。

A: 让我帮您拿行李。

B: 没关系, 谢谢, 我自己拿吧。



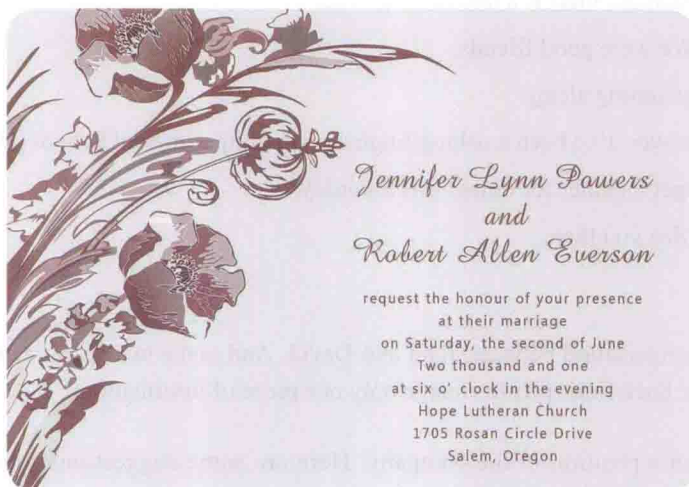


Scene 2 Invitations and Appointments



Part One Preparation

1. Do you know what an invitation card is? Here is an invitation card. Discuss with your partner about this invitation.



- (1) What's the invitation above for?

- (2) Who is the host?

- (3) When will the activity be held? And where?

2. The words and expressions are from the dialogues for listening and speaking practice in the scene. Translate them into Chinese and keep them in mind.

Words

delight *n.* /dɪlaɪt/ _____

delightful *adj.* /dɪ'laɪtfl/ _____

lobby *n.* /'lɒbi/ _____

appreciate *v.* /ə'pri:ʃieɪt/ _____

impolite *adj.* /ɪmpə'lait/ _____

assistant *n.* /ə'sɪstənt/ _____

blog *n.* /blɒg/ _____

consumer *n.* /kən'sju:mə(r)/ _____

Expressions

hear about _____

smart phone _____

3. Here are the useful sentences people would use to invite others or make appointments. Translate the sentences into Chinese and keep them in mind.

- (1) I'd like to invite you to a party next Friday.
- (2) Why don't we go to a baseball game?
- (3) Let's meet at that coffee shop.
- (4) I was wondering if you are free this Tuesday evening.
- (5) Would you mind joining us for dinner at my club?
- (6) He would like to make an appointment with you.
- (7) Will it be convenient for you if I call on you this weekend?
- (8) I hope we can meet in Beijing later this month.
- (9) That would be nice!
- (10) Thanks. With pleasure!
- (11) Thank you for inviting me.
- (12) Sorry, I can't. But thanks anyway.
- (13) I'm terribly sorry, but I have other plans.



Part Two Listening



Basic Listening

Listen to the following five conversations twice and choose the best answer for each of the following questions.



1. A) At ten o'clock tomorrow morning.
B) At ten o'clock tomorrow afternoon.
C) At nine o'clock tomorrow morning.
D) At nine o'clock tomorrow afternoon.

2. A) Wednesday.
B) Thursday afternoon.
C) Tuesday.
D) Friday afternoon.

3. A) Beijing.
B) New York.
C) Paris.
D) Shanghai.

4. A) 9:30 a.m.
B) 9:45 a.m.
C) 10:15 a.m.
D) 10:30 a.m.

5. A) Company.
B) Home.
C) Office.
D) School.



Listening In

1. This is a telephone conversation between Mr. Chen and Mr. Black. Listen to the conversation twice and fill in the information on the invitation card.



※Notes:

The invitation card is a most formal invitation letter, though very short in length, usually less than 14 lines. It places great emphasis on the choice of words and the set-up of letter paper.

Invitation Card

Mr. (1) _____

Request the pleasure of

Mr. (2) _____'s Company

To have dinner

At (3) _____

At (4) _____

At Yindu Hotel

168 Binwang Lu,

Yiwu

2. Listen to the dialogue again and fill in the blanks according to what you hear.
(B = Black, C = Chen)

B: Hello, this is John Black.

C: Hello, Mr. Black, this is Chen Bin. I'd like to know if you will have any (1) _____ for tomorrow evening.

B: Nothing at the moment.

C: Wonderful! We'd like to invite you to be our (2) _____ guest at Yindu Hotel. Is that OK?

B: Yindu Hotel?

C: Yes. Yindu Hotel serves both Chinese and (3) _____ food.

B: Oh, great. I'd like to try the Chinese food.

C: Will six o'clock be (4)_____ for you?

B: Yes, that's great.

C: Let me (5)_____ at your hotel. OK?

B: Thank you, but I can go to Yindu Hotel (6)_____. You know, I'll be at the market all tomorrow afternoon.

C: OK, see you tomorrow evening.

B: See you then.



3. Listen to ten short sentences which are used to invite and make appointment with people three times and write down the sentences.

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____
- (9) _____
- (10) _____



Part Three Speaking Out



Dialogue

Mr. Wu invites Peter to have dinner tonight. Read the dialogue and role play it with your partner.

(W = Mr. Wu, P = Peter)

W: Hi, Peter. Are you leaving for Shanghai tomorrow?

P: Yes.