

□ 全国高等院校商务英语精品教材
□ 全国商务英语研究会推荐教材

新编商务英语 (第二版)

听力教程 2

Business English
Successful Listening
(Second Edition)

总主编 虞苏美 张春柏
主 编 沈爱珍

Student's Book



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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。提高听力绝无捷径可走,最根本的方法就是多听多练,只有多听多练才能变“听不懂”为“听得懂”,变“被动”为“主动”。但如何提高听力训练的效率,较快地提高听力水平,则是有科学需讲究,有规律可遵循的。

《新编商务英语(第二版)听力教程》旨在通过由浅入深、由易至难渐进式的、科学的听力技能训练,逐步提高学生的“听”的能力。

《新编商务英语听力》在多年的实际教学使用中受到了广泛好评。借这次改版的机会,《新编商务英语(第二版)听力教程》在充分总结多年教学实践经验的基础上对原教材作了进一步完善,使之编排更科学,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。

本教材虽然是为商务英语专业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《新编商务英语(第二版)听力教程》第2册,共15个单元及期中、期末两套测试题。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,这是基础的听力技巧训练,包括对语音、词汇等的辨认以及对数字、时间、距离、方位、计算等的熟悉训练,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。最后的幽默故事,用以活跃教学气氛,加强趣味性的同时,帮助学生增强语感,提高听力。

本书另配有教学参考书及磁带和MP3光盘。

编者

2011年11月

于华东师范大学

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1

Interview

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.

New Words and Expressions

ignite
major

点燃, 点火
主修, 专攻

associate

合伙人, 同事



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 headword used in the sentence.

- | | | | | |
|-----------|------------------------|---------------------|--------------------|------------|
| 1 pass | A. passage | B. go away | C. hand to another | D. permit |
| 2 fire | A. shoot | B. discharge | C. excitement | D. ignite |
| 3 take | A. steal | B. regard | C. record | D. require |
| 4 picture | A. photograph | B. movie | C. model | D. imagine |
| 5 jam | A. difficult situation | B. become immovable | | |

- | | | | |
|----|--------------------------------|------------------|--------------------|
| | C. interfere with | | D. preserved fruit |
| 6 | associate | | |
| | A. colleague | B. assistant | C. hang out with |
| | | | D. relate |
| 7 | deal with | | |
| | A. perform | B. solve | C. cause |
| | | | D. exert |
| 8 | exercise | | |
| | A. physical, muscular activity | B. school work | |
| | C. form of training | D. make use of | |
| 9 | under | | |
| | A. covered by | B. in process of | C. lower than |
| | | | D. less than |
| 10 | light | | |
| | A. not heavy | B. illuminate | C. not dark |
| | | | D. lamp |



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

- 1 A. He heard someone calling for help.
B. Will you please call back in ten minutes?
C. The professor never calls the roll.
- 2 A. It is a real hard blow to Edward.
B. The wind is almost strong enough to blow you over.
C. We heard the bugles blowing.
- 3 A. It's very cold, so wear a heavy coat.
B. This is the second coat she's bought this month.
C. The desk is covered with a thick coat of dust.
- 4 A. I passed him in the park, while jogging.
B. Two weeks had passed since Martin had seen her.
C. I hope you'll pass your driving test.
- 5 A. May I come round in the morning?
B. May you enjoy many years of health.
C. She's graduating next May.
- 6 A. His hot temper is a major problem.
B. He is an English major.
C. He's been promoted to major.
- 7 A. Several places have not been filled.

- B. Can you come to my place at three o'clock?
 C. Charles won first place in the contest.
- 8 A. She made the evening dress herself.
 B. What time do you make it?
 C. The train was making 70 miles an hour.
- 9 A. Will you change seats with me?
 B. I've changed my address.
 C. I've got lots of change in my pocket.
- 10 A. She drew up a chair close beside the bed.
 B. Her singing drew long applause.
 C. Don't you think it's very well drawn?

Part II



Conversations

New Words and Expressions

pertinent

有关的

credential

证书



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

- 1 **Man:** Where are your _____ places of employment?
Woman: I have _____ had other jobs. This is my _____ time to look for a job.
- 2 **Man:** What is your _____ for leaving?
Woman: Although my _____ job is good for me, the salary is too low to _____ my family.

- 3 **Man:** Betty, the IBM Company just called and asked me to go for an _____ tomorrow, but I'm afraid to go. I don't have much work _____. I only have a diploma.
- Woman:** Don't worry. You'll _____ it, I think.
- 4 **Woman:** What kind of job do you want to get?
- Man:** I don't really _____. I've done lots of different things. I've been a _____, a _____, a house painter. And I've even worked in a _____ factory!
- 5 **Woman:** We've been hearing some very fine things about you, Mr. Johnson. You've been doing _____ in Wisconsin. I've read _____, and you certainly have had _____. If you don't mind, I'd like to know a little more about why you want to _____.
- Man:** Well, there are several reasons.



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

- 1 A. The woman shouldn't be so anxious.
B. He's already an hour late.
C. The woman shouldn't wait to be interviewed.
D. He's too nervous to calm down.
- 2 A. He is sick. B. He is worried.
C. He is confident. D. He is angry.
- 3 A. She is filling an application form.
B. She is being interviewed.
C. She is interviewing an applicant.
D. She is phoning a salesman.
- 4 A. She finds it no fun under any circumstances.
B. She finds it better than her previous job.
C. She finds it exciting and rewarding.
D. She finds it perfect.
- 5 A. Now. B. Next day. C. She should wait. D. Next Monday.



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 _____, what they like, what they

don't like — that sort of thing.

Mary: Oh, all right.

Interviewer: First of all, _____?

Mary: Yes, it's Mary Tomson.

Interviewer: And _____, Miss Tomson?

Mary: I'm a waitress at a restaurant.

Interviewer: I see. And how many years _____?

Mary: Um ... let me think now. I _____ a year ago, yes, this time last year.

Interviewer: And do you think you are _____ for your job?

Mary: Oh, the money's terrible, when you think _____ the work is. It's only with tips and free meals that I _____.

Interviewer: _____ do you work a week?

Mary: Well, _____, I'd say I worked about 50 hours a week.

Interviewer: Do you do _____?

Mary: Sometimes.

Interviewer: Do you enjoy your work _____?

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



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

- 1 A. A student and a teacher.
B. An interviewer and a clerk.
C. A student and a president.
D. An employer and an employee.
- 2 A. In May. B. In June. C. In July. D. In 2007.
- 3 A. In the school workshop.
C. In a company. B. In a small firm.
D. In a factory.
- 4 A. For three months.
C. For a week. B. For four years.
D. For three years.
- 5 A. In two weeks.
C. In several days. B. In a month.
D. In a week.



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

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____



Part III



Passages

New Words and Expressions

opening	空缺的职位	résumé	个人简历
applicant	申请人, 求职者	candidate	候选人
HR(Human Resources)	人力资源	employment agency	职业介绍所
counselor	顾问	psychological test	心理测试
read up	广泛阅读	strengths and weaknesses	优点和缺点
objective	目标		



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

The interviewer asks a rather simple question: "Why do you want to work for this company?" The obvious answer that _____ to mind is, "Because you have an _____, and I need a job." While this may be true, it won't get you points in a job interview.

The _____ is looking for an answer that indicates you've _____ about where you

want to work — that you're not just sending your résumé to any _____ with a job opening. Research the company before your interview, and it will make you _____ out as a more informed and able applicant.

For _____, Annette is the first candidate interviewed for an HR _____ position. When she is asked why she wants to work there, she _____, "I have always wanted to work for this company. I love your _____, and I have used it for many years. This job would be _____ for me, a real opportunity for me to grow and _____."

Annette's answer begins well, but then shifts to what she can get out of the _____ instead of what she has to offer. Her answer would be _____ if she proved she had researched the company, and therefore could _____ more than her own experience with the product.

There are no right or _____ answers to this question. Your answer should _____ that you have thought about what you want and have _____ the company. Let the interviewer know you are being _____ about where you want to work and you're not just going to take _____ job offered to you. Demonstrate that this is the company you want to work for.



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

- () 1 People going to employment agencies usually do not know what kind of job they are looking for and go there for advice.
- () 2 The purpose of an employment agency is to find the right job for the right person.
- () 3 A person who is not satisfied with his salary will go to an employment counselor.
- () 4 An employment counselor tries to find out what you are interested in and what you can do well and suggests the field you may succeed in.
- () 5 A counselor usually refers you to people in the new field and it will often lead to a job offer.
- () 6 Employment agencies do the same job as employment counselors.



Listen to the passage twice and answer the following questions according to the information you get.

- 1 What does it mean that the company you want to work for wants to interview you?

- 2 How can you reach the goal when you have the chance to be interviewed?

- 3 What is the first step on your way to your goal?

- 4 How can you learn about the company?

- 5 Why do you need to plan answers to common questions before being interviewed?

- 6 Whom should you practise your interview with?



Listen to the passage twice and choose the right answer to each question you hear.

- 1 A. Clothes.
B. Appearance.
C. Language.
D. The way you walk.
- 2 A. To wear a nice short skirt.
B. To look neat.
C. To look the interviewer in the eye.
D. To give the interviewer a firm handshake.
- 3 A. Clearly.
B. Loudly.
C. Softly.
D. Quietly.
- 4 A. To show irritation.
B. To leave at once.
C. To pick up a magazine and read quietly.
D. To read a novel or a short story.
- 5 A. On Friday afternoon.
B. A day or two after the interview.
C. On Monday morning.
D. About a week later.
- 6 A. More than ten minutes.
B. Less than five minutes.
C. As long as you like.
D. As long as the interviewer likes.



Part IV



Supplementary Exercises

New Words and Expressions

alleviate

减轻

portfolio

(皮制)公文包、文件夹

attire

服装

sole proprietor

独资老板



Listen to the following longer conversation twice and answer the questions.

1 What are the reasons given by the woman to work in the company?

1) _____.

2) _____.

3) _____.

4) _____.

2 What is the woman's previous working experience?

_____.

3 What did the woman do when a customer complained that his cup was dirty?

_____.

4 What kind of service did the woman provide to the customers?

_____.

5 How did the people who worked with the woman describe her?

_____.



Listen to the following passage twice and fill in the blanks with the information you get.

Interview tips:

1 Get Ready

Make sure your interview attire is _____ for the type of firm you are interviewing with. Bring a nice portfolio with copies of _____.

2 Be on Time

Be on time for the interview. On time means _____.

3 Stay Calm

During the job interview try to _____. Take a moment to regroup. Maintain _____ with the interviewer. Listen to the _____ before you answer.

4 Be Positive

If you are asked about a low grade, _____ or a weakness in your background, _____. Focus instead on the facts (briefly) and what you learned from the experience. In particular, avoid _____ about past employers.

5 Show What You Know

Before the interview, _____ about the company. Some important information to look for includes _____ by the employer, _____ the employer is, and what types of jobs exist with the employer. Know _____ and prepare questions to ask the interviewer about the company. Show what you know.

6 Know Your Value

Make a list of _____ that would make you a valued employee and try to _____ to the employer's requirement.



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

- () 1 Mr. Smith is applying for the position of an assistant accountant.
- () 2 Mr. Smith has had fifteen years' experience in office work.
- () 3 Mr. Smith is out of work because his former boss went back to Sweden and his firm was closed down.
- () 4 The new company can give him two thousand dollars a month as a start.
- () 5 Mr. Smith can have a two-week leave after the first year.



Listen to the dialogue twice and answer the questions you hear.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____



Part V



The World of Humor

Answer the question according to what you hear.

What mistake has the owner of the house made?

