

New
Practical
English

新编实用英语

听力教程

Listening Course

《新编实用英语》教材编写组 编

3

第二版



高等教育出版社
HIGHER EDUCATION PRESS

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内容提要

《新编实用英语听力教程》(第二版)是在原普通高等教育“十一五”国家级规划教材——《新编实用英语听力教程》的基础上修订而成,是《新编实用英语》(第三版)系列教材的补充和扩展,旨在加强学生职场交际能力的培养。

本书为《新编实用英语听力教程3》(第二版),共12个单元,每单元由6个部分组成,分别为“Let's Get Ready”、“Find Out the English”、“Listen and Respond”、“Listen and Interpret”、“Listen and Report”和“Real-World Communicative Event”部分。本书双色印刷,版式精美,配有MP3光盘。

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第二版前言

《新编实用英语听力教程》(第二版)是《新编实用英语》(第三版)系列教材的补充和扩展,是根据国家高职高专英语教学改革的需要和使用《新编实用英语》广大师生的要求增编的教材,旨在加强学生的听说技能。遵循《新编实用英语》所坚持的“实用为主”的主旨,《新编实用英语听力教程》以实用交际话题为主线,通过实用交际任务带动听说训练;听说训练模拟实际工作中可能会遇到的涉外交际活动的各种场景——这是本教材最重要、最核心的特点。

《新编实用英语听力教程》根据一般口头交际话题和业务口头交际话题设计了多个主题。考虑到高职高专学生英语水平的实际情况,又将上述话题分为两个层次,每个层次各编写2册,总计4册。学生学完第1、2册能够达到高等学校英语应用能力考试B级要求,学完第3、4册能达到该考试A级要求。

《新编实用英语听力教程》自2007年出版发行以来,得到了广大高职高专院校师生和社会使用者的好评,在近5年的实际使用过程中,我们不断听取来自各方面的改进意见。为了适应高职高专教育新的发展形势,我们对《新编实用英语听力教程3》进行了如下修订:

1. 单列了对理解每单元听力练习有帮助的词汇和短语,学生可提前预习,以免在整个单元的听、说训练过程中由于听不懂单词或短语而影响模仿和理解。
2. 对原Task 1的中文顺序进行了调整,以便学生在查找对应的英文句子时进一步熟悉该单元的20个典型句型。
3. 重新设计了原来的Task 2和Task 3,题型由原来的找中文句子题变成了填空题和多项选择题,旨在使学生进一步掌握句型中的关键词,并加强对所听问题作出恰当回答的能力。
4. Task 4为新编内容,涉及一个与本单元主题相关的长对话,并设计了5个多项选择题。
5. Task 5为根据原文填空题。
6. Task 6为口译题,要求学生口译本单元的重点句型,体现了“先听后说”、“先理解后表达”的原则。
7. Task 7为听录音回答问题的题型。
8. Task 8为改编题型,由原来的听叙述写大意改为听叙述回答问题。
9. 保留原Task 9和Task 10的题型及内容。

修订后的《新编实用英语听力教程3》(第二版)模块清晰、主题鲜明、重点突出、听说结合、学习目标明确。

《新编实用英语听力教程》(第二版)由浙江水利水电专科学校段红鹰教授担任总主编,大连理工大学孔庆炎教授担任总主审,英国Murphy教授协助审阅了全稿。

《新编实用英语听力教程3》（第二版）的主编为浙江水利水电专科学校的段红鹰教授和沧州师范学院的赵林静教授，副主编为华东理工大学的吴碧宇。编者有甘肃广播电视大学的王珂、浙江财经学院的黄远梅、浙江水利水电专科学校的王白山、丁桂红、何三凤、白利、潘宏伟和浙江中医药大学的徐亚萍。

由于编者水平与经验有限，书中难免有不足之处，希望广大读者批评指正。

编 者

2012年11月

第一版前言

《新编实用英语听力教程》是《新编实用英语》（第二版）系列教材的补充和扩展，是根据国家高职高专英语教学改革的需要和使用《新编实用英语》广大师生的要求增编的教材，旨在加强学生的听说技能。遵循《新编实用英语》所坚持的“实用为主”的主旨，《新编实用英语听力教程》以实用交际话题为主线，通过实用交际任务带动听说训练；听说训练内容模仿实际工作中可能遇到的涉外交际活动的各种场景——这是本教材最重要、最核心的特点。

《新编实用英语听力教程》根据《高职高专教育英语课程教学基本要求（试行）》交际范围表列出的一般口头交际话题设计了16个主题、根据业务口头交际话题设计了12个主题，分别编入16个单元和12个单元。考虑到高职高专学生入学水平比较低的实际，将上述话题分为2个层次，每个层次各编写2册，总计4册。第一、二册相对单元的话题保持一致，第三、四册单元话题也基本保持一致，但所涉及的语言技能要求则有区别。学生学完一、二册能够达到高等学校英语应用能力考试B级要求，学完三、四册能达到A级要求。

《新编实用英语听力教程》的特点主要体现在以下几个方面：

1. 教材内容直接反映日常和涉外交际活动，实用性强。全书第一、二册所选定的16个单元和第三、四册的12个单元涵盖了日常和涉外交际活动中的最常用的话题，第一、二册每个话题都列出了15个最典型的基本交际语句，第三、四册每个话题都列出了20个最典型的基本交际语句，并围绕这些交际语句进行真实情景下的涉外交际训练。
2. 把语言听辨技能与实用交际听辨技能结合起来，以实用交际听辨技能训练带动语言听辨技能水平的提高。
3. 每个话题单元都以听辨训练开始，并以听辨训练为主线，但以口头表达结束，也即从听开始，以说收尾，充分体现实用交际的特点。
4. 以单句和小篇幅对话为主，辅以连贯对话和小篇幅短文训练；以听为主，辅以跟读和回应训练。

《新编实用英语听力教程》的第三册包括12个单元，每个单元由6个部分（section）构成，围绕一个主题展开：

Section One: Let's Get Ready

Task 1:

中英对照给出单元话题的20个常用语句，并以颜色突出其中的常用英文语句。先让学生听读句子，以熟悉本单元的基本核心内容和所涉及的英语语句，而后跟读这些语句，为全面进入听说训练作语言准备。

Section Two: Find Out the English

Task 2:

录放10个一问一答的小对话，书中相应地给出这10个小对话的中文译文，由学生听辨英语对话的内容。

Task 3:

将Task 2的英语对话录音打乱顺序重新播放，学生边听边查找相应中文译文，以建立所听英语内容与中文译文之间的快速联系。

Section Three: Listen and Respond

Task 4:

用多项选择练习检验学生理解所听问句的能力，并快速选出回应句。

以上4个Task侧重听力理解。

Task 5:

让学生重听上述对话，但播放顺序重新编排，并让学生做出灵活的口头回应。

Section Four: Listen and Report

Task 6:

听一段篇幅较长的对话，然后再听一段针对该对话内容的叙述，最后由学生自述。

Section Five: Listen and Interpret

Task 7:

播放20个常用汉语语句，由学生听后立即逐句译成英语。

Task 8:

播放一段有关本单元话题的概括叙述，并由学生用英语或汉语先以口述的方式进行小结，然后写下来，作为本单元听力训练的结束。

以上Tasks 5-8侧重听后回应能力训练，体现“先听后说”、“先理解后表达”的原则。

Section Six: Real-World Communicative Event

Task 9:

播放一段有关本单元话题的情景短文，要求学生对所听内容进行正确的判断，并对短文的主要内容进行复述。

Task 10:

围绕本单元话题，先列出一些常用句型，引申出一个相关对话，这样一个对话就能产生多种表达。帮助学生在实际应用中掌握基本核心句型。

《新编实用英语听力教程》由浙江水利水电专科学校段红鹰担任总主编，大连理工大学孔庆炎教授任总主审，负责全书的总体设计和书稿的审订，并聘请美国

Katherine Luce Allen教授协助审阅。

《新编实用英语听力教程》第三册由浙江水利水电专科学校的段红鹰老师担任主编，浙江水利水电专科学校的徐亚萍老师和云南师范大学职业技术教育学院刘燕波老师担任副主编，编者有浙江水利水电专科学校的潘宏伟、浙江财经学院的黄远梅、海南大学三亚学院的张宇红和上海大学的冯玉鑫。

由于编者水平与经验有限，书中难免有不足之处，希望广大读者批评指正。

编 者

2008年4月

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Unit 1

Meetings



Section One

Let's Get Ready

Useful Words and Expressions

agenda /ə'dʒendə/ *n.* (会议) 议程

strategy /'strætɪdʒi/ *n.* 策略

solution /sə'lju:ʃən/ *n.* 解决方案

initiate /ɪ'nɪʃieɪt/ *v.* 开始

motion /'məʊʃən/ *n.* 动议

adjourn /ə'dʒɔ:ɪn/ *v.* (使) 暂停

amplify /'æmplɪfaɪ/ *v.* 详述

merger /'mɜ:ɪdʒə/ *n.* 合并

beside the point 离题的

wrap ... up 结束

project /'prɒdʒekt/ *n.* 项目

minute /'mɪnɪt/ *n.* (复数) 会议记录

research /rɪ'sɜ:tʃ/ *n.* 研究

second /'sekənd/ *v.* 赞成; 附和 (动议)

rostrum /'rɒstrəm/ *n.* 主席台

candidly /'kændɪdli/ *ad.* 坦率地

appease /ə'pi:z/ *v.* 平息

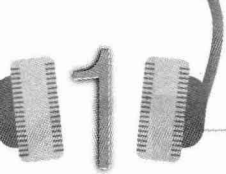
proceed to 继续...

bring ... to a close 使...结束

opt out 决定退出

Task 1 Here is a set of English sentences with their meanings given in Chinese to the right. You will hear them read aloud twice. While listening, try to match the English sentences with their Chinese equivalents.

- | | |
|--|----------------------------|
| 1. Now, let's come to the next item on the agenda . | A. 首先由格林女士陈述她对新的市场营销策略的看法。 |
| 2. I'd like to add one more point. | B. 我想先听听你们的建议。 |
| 3. I'm calling this meeting in order to discuss the new project . | C. 既然没有问题, 我们接着进入议程讨论。 |
| 4. First, Ms. Green will present her view on a new marketing strategy . | D. 请大家就所面对的问题坦率交换意见。 |
| 5. Have you all received a copy of the agenda? | E. 今天安排了8项内容。 |
| 6. I'd like to hear your suggestion first. | F. 我今天召集这个会议是为了讨论新项目。 |
| 7. There are eight items on the list today. | G. 现在我们讨论议程上的下一个议题。 |



8. To begin, let's quickly go over the **minutes** from our last meeting.
 9. Please freely exchange your ideas regarding the problems we now face.
 10. Since there seems to be no questions, let's **proceed to** the discussion of the agenda.
 11. After hearing your first-hand experience, we shall start the discussion to seek a **solution**.
 12. The next question for discussion is about the reorganisation.
 13. We are running a bit late. Please shorten your presentation.
 14. Right, it looks as though we've covered the main items.
 15. Please summarize the findings of your **research** team.
 16. Does anyone have further information on this point?
 17. Somehow it seems that what has just been said is **beside the point**.
 18. Let's **bring** this **to a close** for today.
 19. If there are no other comments, I'd like to **wrap** this meeting **up**.
 20. Can we set the date for the next meeting, please?
- H. 首先, 我们来快速回顾一下上次会议的记录。
- I. 大家都拿到会议议程了吗?
- J. 请总结一下你们科研小组的研究结果。
- K. 我想再补充一点。
- L. 在听过各位的一手经验后, 我们将进行讨论, 以寻求解决方案。
- M. 我们进展有些慢了, 请大家的发言尽量简短。
- N. 就这一点还有人能提供更多的信息吗?
- O. 下一个要讨论的是有关重组的问题。
- P. 好了, 看来我们对主要议题都讨论过了。
- Q. 我们今天就到此为止吧。
- R. 我们把下次开会的时间定下来吧?
- S. 如果没有其他意见, 我想今天的会议就结束了。
- T. 刚刚提到的内容似乎偏离了我们讨论的议题。

◀ Section Two ▶

Find Out the English

Task 2 Listen to the following dialogues twice and fill in the blanks with the words you hear.

1. A: Who will serve as the _____ secretary?
B: Ms. Smith is doing the job.
2. A: Please start the discussion with Mr. Stephen.

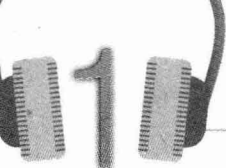
- B: It's my honour to _____ the discussion.
3. A: Does anyone have something to _____ what has just been said?
B: I would like to add something.
4. A: May we hear from some of those who haven't expressed their opinion yet?
B: OK, I would like to make a _____ report on behalf of our research team.
5. A: Could you perhaps explain a bit more in detail?
B: Certainly. Let's _____ Page 9 in the report.
6. A: Does anyone **second** the _____?
B: I second the motion.
7. A: Would you please come up to the _____?
B: Thank you, here I come.
8. A: Hearing no _____, I suggest we continue.
B: Yes, let's move on.
9. A: Which position would you _____, A or B?
B: I think A is my choice.
10. A: Since all proposed _____ have been passed, the meeting will be closed for today.
B: Let's see each other tomorrow.

◀ Section Three ▶

Listen and Respond

Task 3 You will hear 10 questions or statements. While listening, you are required to tick the most appropriate response out of the four choices provided.

- | | |
|--|-------------------------------|
| 1. A) I think so. | B) No conclusion was reached. |
| C) Thank you very much. | D) Let's move on. |
| 2. A) Thank you. | B) I agree. |
| C) No, you can't. | D) Yes, I'll try. |
| 3. A) Well, I'm not sure I have got one. | |
| B) I have no time. | |
| C) I won't complain. | |
| D) I must thank you for that. | |
| 4. A) I'd like to say a few more words about it. | |
| B) I don't think there is a way out. | |
| C) There are many things unknown. | |

- 
- D) We can anticipate the following consequences.
5. A) No, that's different. B) Yes, I think we should.
C) This is our opinion. D) Thanks a lot.
6. A) That's ridiculous. B) It is impossible.
C) No, we all agree on that. D) We got it.
7. A) I could not agree more. B) Time is up.
C) Let's meet next time. D) Take your turn please.
8. A) It's not my fault. B) It's delayed.
C) They are late. D) OK, I will state it as the group leader.
9. A) OK, please continue. B) OK, it's your turn.
C) OK, you are quite right. D) OK, let's **adjourn**.
10. A) Thank all of you again.
B) Good luck.
C) Thank you and see you tomorrow.
D) Hope to see you this afternoon.

Task 4 In this task, you will hear a long conversation. After the conversation, there are some recorded questions. Both the conversation and the questions will be spoken twice. Listen carefully and choose the right answers to the questions you hear.

1. A) Margaret Simmons. B) Jack Peterson.
C) Bob Hamp. D) Tom Robbins.
2. A) National sales director. B) HR manager.
C) General manager. D) Meeting chairman.
3. A) Market sales in the United States. B) Market sales in south China.
C) Market sales in big cities. D) Market sales in rural areas.
4. A) She thinks that rural customers are as important as customers in the West.
B) She thinks that rural customers are as important as customers living in cities.
C) She thinks that rural customers are as important as customers in the North.
D) She thinks that rural customers are as important as customers in the Republic of Korea.
5. A) To fix the next meeting. B) To have a break.
C) To move on to item. D) To have a cup of coffee.

◀ Section Four ▶

Listen and Interpret

Task 5 You will hear a set of topic-related English sentences. While listening, you are required to fill in the blanks with the missing words or phrases.

1. We are going to discuss a new _____.
2. We sincerely hope that everybody _____ here will feel free to speak **candidly**.
3. We're here today to discuss last quarter's sales _____.
4. Can you _____ your point?
5. We shall now _____ the discussion.
6. How do the _____ feel about this?
7. Can you make your point a little more _____, please?
8. Since there are no further _____, we shall continue on.
9. Let's discuss it a bit more in _____.
10. I shall now _____ the first speaker, the representative from the US company.
11. Could someone suggest how Professor Green and Professor Alexander _____ their opinions?
12. We must say that great interest is focused on technology _____.
13. Does anyone who hasn't spoken _____ to comment?
14. There are some _____ leading to these results.
15. This is a contributory cause, not a _____ cause.
16. The first point which should be taken into consideration is the _____ design.
17. The opinions presented so far may be _____ as follows.
18. We shall discuss today's problem once again in our next _____.
19. I _____ the meeting closed.
20. The meeting is _____, and we'll see each other next week.

Task 6 Listen to the above English sentences again and then interpret them into Chinese.

Task 7 You will hear a short narration about the unit topic twice and find out the answers to these questions.

1. What are used to negotiate sales and investment problems, plan events and set up business arrangements?
2. What does a chairperson usually do at a meeting?

3. Who usually takes down the discussion in the minutes?

◀ Section Five ▶

Listen and Report

.....

Task 8 Listen to the following conversation twice and fill in the blanks with the missing words or phrases. Then you will hear a summary of the conversation. Listen to it twice and tell us what the conversation is about.

- Brown: OK, it's nine o'clock, everybody. So let's get started. Now, the first item on the _____ is the discussion of the management's _____ on flextime. Miss Garcia, would you like to start, then?
- Garcia: OK, well, most of my people are _____ happy with the present inflexible systems. They think a change would be dangerous.
- Tina: I'm sorry. I'm not quite with you. Dangerous?
- Garcia: Well, they feel more flexible hours would make it difficult to cover for each other.
- Brown: Ah, Mr. Bergman, what are your views on this?
- Bergman: Well, the thing is that ... er ...
- Rossini: Could I make a _____? Wouldn't it be best to hear what each member has to say about the proposals from the point of view of his or her department?
- Brown: Yes, all right. Go ahead, please?
- Tina: Look, I'm really sorry to _____. I'd just like to say that any department can vote to **opt out**. They can just vote on it and the _____ wins.
- Rossini: I think the flexible idea just wouldn't work. People phoning or visiting the company would get terribly _____.
- Tina: No, no, that's not true. Mr. Rossini. I mean, cover arrangements would be made with flexible days just as when people take _____ or people are sick.
- Bergman: Mr. Brown?
- Brown: Yes, Mr. Bergman?
- Bergman: If I could make a point here in our case, I think we wouldn't be able to _____ with anyone off.
- Brown: Well, any other points?
- All: No.
- Brown: Have you got all this down, Mr. Johnson?

Johnson: Yes.

Brown: Then I think we'll _____ on to the next item on the agenda ...

◀ Section Six ▶

Real-World Communicative Event

Task 9 You will hear a description of a real-world or simulated communicative event and you are asked to check your understanding by deciding whether the following statements are True (T) or False (F). After the third listening, you are required to make your own report about the event.

1. Peter is the chairman for the meeting focusing on how to increase the sales. ()
2. Simon thinks the cause of their poor sales performance is their poor advertising. ()
3. Peter thinks the response to the ad was 25% lower than last year. ()
4. The response to the similar campaigns was 35% lower in Japan than in China. ()
5. They will extend the meeting into lunchtime for Simon will pay the bill. ()

Task 10 Listen to a record of a business meeting first and fill in the blanks with what you have heard, then rehearse it by playing your role as a chairperson. Afterwards you and your partners can role-play the meeting the way you think appropriate.

You: _____

All: Yes.

You: _____

All: Agreed.

You: _____

Peter: Well, on the question of financial control, it seems to us that the Chinese company has lost all its power in financial matters and we now have to get permission from the American company for the smallest expenditure.

Maggie: I can't agree. The position is that we have two different types of financial management systems in the two companies and our objective should be to take the best of both.

John: I agree with Maggie entirely. Could I suggest the formation of a working party



for a closer examination of the two systems?

You: _____

Peter: Mmm. I have to think about it.

Maggie: So do I.

You: _____

Peter: There is no one here from Production.

You: _____

All: Fine.

You: _____

Peter: I'd like to explain the viewpoint of the Chinese company to our meeting's attendees. Our Human Resources Manager is unable to be present today but he asked me to explain how so many Chinese employees are worried and upset about the rapid changes ...