



普通高等教育“十一五”国家级规划教材

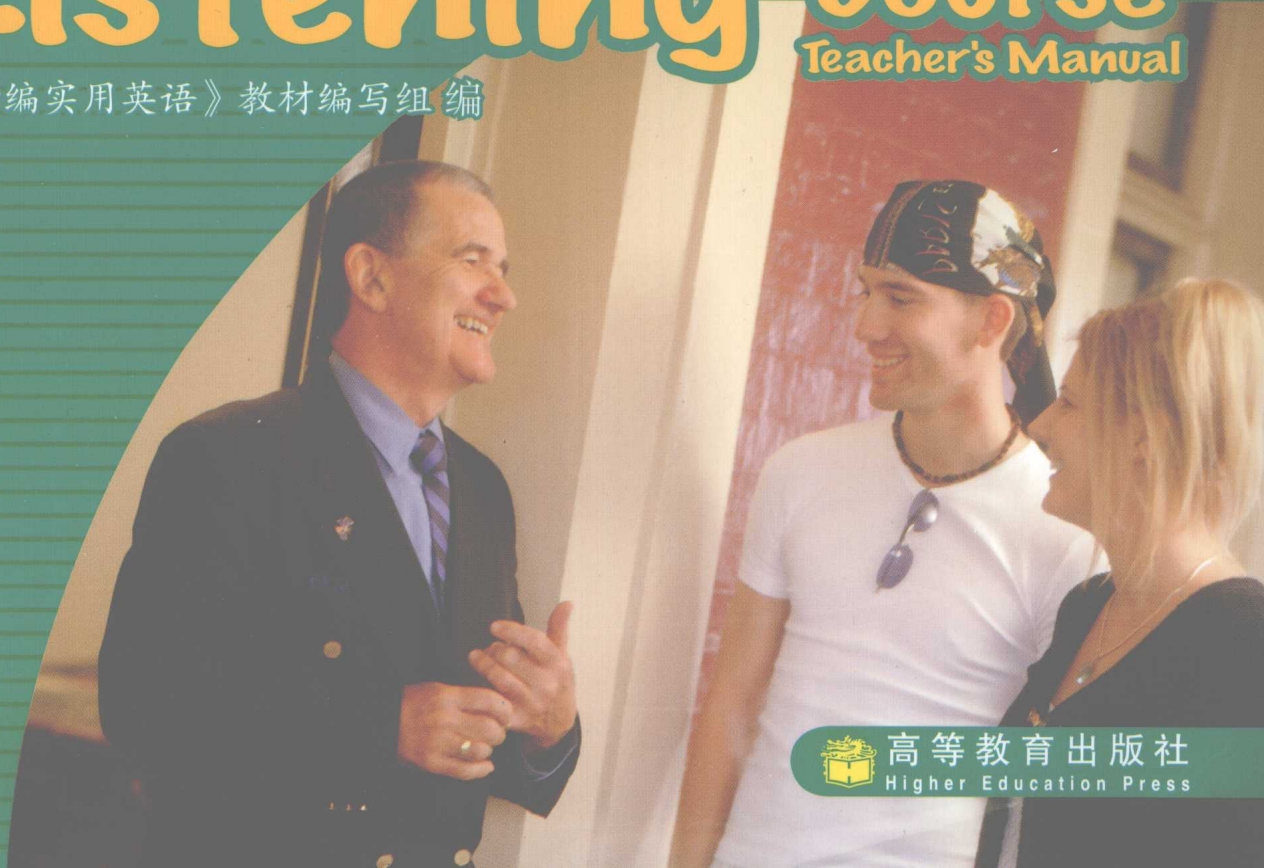
New Practical 新编实用英语 English

(第二版)

听力教程 教师参考书 4

Listening Course Teacher's Manual

《新编实用英语》教材编写组 编



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》是普通高等教育“十一五”国家级规划教材——《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》教材广大师生的要求增编的,旨在加强学生听说技能的培养。

本套教材分为2个层次,每个层次各有2册,共计4册;学完第2册可以参加高等学校英语应用能力考试的B级考试,学完第4册可以参加A级考试。

本书为《新编实用英语听力教程教师参考书4》,共12个单元,每个单元对应《新编实用英语听力教程4》的6个部分分别给出了录音原文和参考答案。

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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《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、二册相对应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。

为了方便广大教师掌握本书各个环节的编写意图,更好地使用本套教材,我们为《新编实用英语听力教程》编写了教师参考书,本书是第四册。下面就《新编实用英语听力教程教师参考书4》的单元编排和教法建议做具体说明。

Section One: Let's Get Ready

Task 1:

编排:中英对照给出与单元话题相关的约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。

教法建议:在引导学生听读这些常用交际语句之前或之中,应简要介绍本单元业务交际话题的涉外交际语境和核心语句,而后引领学生听读常用语句录音,并要求学生在跟读过程中背诵记

忆这些语句。教师可作抽查。也就是说，本环节训练的重点是朗读和背诵，作为后面各项训练活动的基础。

Section Two: Find out the English

Task 2:

编排：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。

教法建议：此项训练是为了培养学生听懂实用业务交际对话的能力，为实际应对交际对话做好准备。训练重点转向训练学生对所听到的英语小篇幅对话内容的理解，用书中所列汉语内容作为理解检查的依据，而不拘泥于对个别词语的理解。

Task 3:

编排：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的中文译文，以建立所听英语内容与中文译文之间的快速联系。

教法建议：与 Task 2 的区别在于对所听到的英语小对话的内容做出“快速”理解反应。

Section Three: Listen and Respond

Task 4:

编排：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。

教法建议：这一多项选择练习的训练目的是在前面训练的基础上培养学生做出有针对性的交际反应的能力，亦即开始实际交际中的“问答”反应训练。

以上 Tasks 1—4 侧重听力理解。

Task 5:

编排：此项练习是听与说两项技能的结合，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。

教法建议：与 Task 4 的区别在于，这里的重点已不是重复给出的回答，而是在前一训练的基础上训练学生自己做出“快速回应”的能力。

Section Four: Listen and Report

Task 6:

编排：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。

教法建议：此练习的目的是培养学生对所听信息进行归纳总结及口头表述的能力，也是听与写两项技能的结合，也就是局部听写（Spot Dictation）训练。听录音填空练习的另一重要目的是减轻学生听完整对话的难度。因此在进行本项练习训练时，重点不只是听出填空部分的内容，更要引导学生边听边记所听的内容和相关语言，为接下来的内容转述作好准备，然后鼓励学生用自己的语言来讲述所听到的内容。也就是说，训练重点由“听”转向“听后说”。这一转向还可以活跃课堂教学气氛，提高学生参与听力训练的积极性。

Section Five: Listen and Translate

Task 7:

编排：播放约 20 个常用汉语语句，由学生听后立即逐句译成英语。

教法建议：此项练习的目的是培养学生的翻译能力，最终达到对本单元话题的常用语句“听懂—记住—掌握—使用”的目的。进行快速翻译训练不仅能提高学生的听说技能，还能增强学生学习的信心。

Task 8:

编排：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。

教法建议：此项练习是为了让学生对本单元话题的相关文化背景知识有所了解，同时训练学生的听力理解和表述能力。这一任务实际是对本单元训练内容进行概括归纳。让学生做听后口头归纳性表述能显示学生对所学内容的掌控能力，提高他们的学习信心和积极性。

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:

编排：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。

教法建议：此项练习是以切合实际的内容来训练学生的听力理解和表述能力。

Task 10:

编排：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。

教法建议：以对话形式编排在相同情况下或不同情况下的各种应答方式和表达方式，扩大使用时的可选择性。对话内容包括本单元主题下的常用句型，练习的目的是为了让学生通过对话扩展会话内容，使学生能更灵活地运用相关句型。

* 视各校具体情况，每个单元的训练课时可以是 1 或 2 学时。不需要再加课外准备和复习课时。

《新编实用英语听力教程教师参考书 4》提供了全部听力材料的文字稿和参考练习答案，并制作了多媒体教学课件，以减轻教师的备课难度。为了方便师生在不同教学环境中使用，本书的录音材料有磁带和 MP3 两种载体形式供使用者选择。

《新编实用英语听力教程教师参考书》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，并聘请澳大利亚 Wailan Ng 教授协助审阅。

《新编实用英语听力教程教师参考书 4》由浙江水利水电专科学校段红鹰担任主编，浙江水利水电专科学校徐亚萍和安庆职业技术学院王诚担任副主编，编者有浙江水利水电专科学校潘宏伟，浙江财经学院黄远梅、海南大学三亚学院张宇红和上海大学冯玉鑫等。

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 12 月

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Unit 1

Meetings

Section One

Let's Get Ready

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. In the first listening, try to understand these sentences by referring to the Chinese versions given. In the second listening, you are required to repeat them during the pauses allowed and learn to say them. The key sentences are highlighted below.



1. You are welcome to come from all parts of the world to attend this symposium.
2. **It's our great honor to be able to convene this conference which is internationally recognized by many authorities.**
3. On behalf of the Organizational Committee, I wish to extend our heartiest welcome to the president, delegates, observers, secretarial staff and others who have come to Hangzhou to attend this General Conference.
4. Many thanks to the Organizational Committee for inviting me to participate in this conference.
5. **We are highly honored that Beijing has been chosen as the location for the conference.**
6. Those of us on the Program Planning Committee are greatly honored to welcome you and we hope that you may feel at home.
7. **The third meeting of the International Economic Forecasters is called to begin.**
8. **Since the majority of the required number is present, the meeting is formally declared to be convened.**
9. Ladies and gentlemen, please allow me to give a word of welcome to our guests.
10. Thank you very much for your kind attention, and I hope my words have not tired you out.
11. I should like to end these words of welcome with an earnest prayer for the great success of this convention.

12. As we convene this meeting, I appeal to everyone present for your heartfelt cooperation and support.
13. Since I am appointed to be Chairman of this meeting, I would like to ask for your kind cooperation.
14. According to the agenda of our program, I will be responsible for this session.
15. **Attention please. We shall now turn to the main topic of the meeting.**
16. Ladies and gentlemen, please be seated. We would like to begin the present session immediately.
17. Good morning. It looks like everyone's here, so let's get started.
18. **The present convention is our fourth convention.**
19. If you don't mind, I'd like to call this meeting to begin.
20. **At the outset, may I suggest that we follow the same procedure as last year?**

Section Two

Find out the English

Task 2: You will hear 10 short dialogues twice with their Chinese meanings given in your book. Try to link the English sentences with those given in Chinese.



- | | |
|---|--|
| 1. A: Good morning. I think everyone is here, and we should start now.
B: Okay. | 2. A: First, I'd like to welcome you all on behalf of the Organizational Committee of the conference.
B: Thanks a lot. |
| 3. A: Ladies and gentlemen, please allow me to give a word of welcome to our guests.
B: (Applause.) | 4. A: Honorable delegates, and members of the Association, thanks for your attendance.
B: (Applause.) |
| 5. A: Good evening. I am David Marlowe. I will serve as the moderator for today's program.
B: Good evening. | 6. A: I wish to extend a warm welcome to you who are invited from all parts of the world to attend this symposium.
B: (Applause.) |
| 7. A: We are honored to be the host of this important meeting and welcome you all to be here.
B: (Applause.) | 8. A: Ladies and gentlemen, shall we turn to today's agenda?
B: On which page, please? |

9. A: As the chairman of the meeting, I would like to ask for your kind cooperation as I review today's agenda.

B: No problem.

10. A: This is our fourth convention. I suggest we follow the same procedure as for the previous convention.

B: OK. May I begin first?

Task 3: Now listen to the same 10 dialogues rearranged in sequence and find out the equivalent Chinese versions by giving the serial number of the English dialogues you've heard in the small boxes at the end of each Chinese dialogue.



1. A: Good evening. I am David Marlowe. I will serve as the moderator for today's program.

B: Good evening.

2. A: Ladies and gentlemen, shall we turn to today's agenda?

B: On which page, please?

3. A: Ladies and gentlemen, please allow me to give a word of welcome to our guests.

B: (Applause.)

4. A: Good morning. I think everyone is here, and we should start now.

B: Okay.

5. A: I wish to extend a warm welcome to you who are invited from all parts of the world to attend this symposium.

B: (Applause.)

6. A: This is our fourth convention. I suggest we follow the same procedure as for the previous convention.

B: OK. May I begin first?

7. A: As the chairman of the meeting, I would like to ask for your kind cooperation as I review today's agenda.

B: No problem.

8. A: Honorable delegates, and members of the Association, thanks for your attendance.

B: (Applause.)

9. A: First, I'd like to welcome you all on behalf of the Organizational Committee of the conference.

B: Thanks a lot.

10. A: We are honored to be the host of this important meeting and welcome you all to be here.

B: (Applause.)

Key 1-5, 2-8, 3-3, 4-1, 5-6, 6-10, 7-9, 8-4, 9-2, 10-7

Section Three

Listen and Respond

Task 4: You will hear 10 incomplete short dialogues. While listening, you are required to complete the dialogues by ticking the appropriate responses out of the four choices provided.



1. It's nine o'clock now. How about beginning the meeting right away?
2. Attention, please. May I call this meeting to begin?
3. As the chairman for the conference, I sincerely ask for your cooperation and support.
4. Ladies and gentlemen, we are honored to have our speaker President Mark Jason today from the ABC Corporation.
5. Be quiet please, we shall now turn to the main topic of the meeting.
6. Good morning. I'd like to get things under way. Is everybody here?
7. From the start, may I suggest that we follow the same procedure as last year?
8. On behalf of the Committee, I have to apologize for not being able to accommodate all the participants in this hotel.
9. It's a great joy for us to welcome guests from home and abroad.
10. Those of us on the Program Planning Committee will ensure a pleasant visit for all participants of the conference.

Key 1. C 2. D 3. A 4. B 5. B 6. C 7. A 8. D 9. D 10. C

Task 5: You will hear the same 10 incomplete short dialogues again but in a rearranged order, and you are required to give an oral response to each dialogue in the pauses allowed.



1. As the chairman for the conference, I sincerely ask for your cooperation and support.
2. Ladies and gentlemen, we are honored to have our speaker President Mark Jason today from the ABC Corporation.
3. Good morning. I'd like to get things under way. Is everybody here?
4. It's nine o'clock now. How about beginning the meeting right away?
5. From the start, may I suggest that we follow the same procedure as last year?

6. Be quiet please, we shall now turn to the main topic of the meeting.
7. Those of us on the Program Planning Committee will ensure a pleasant visit for all participants of the conference.
8. Attention, please. May I call this meeting to begin?
9. It's a great joy for us to welcome guests from home and abroad.
10. On behalf of the Committee, I have to apologize for not being able to accommodate all the participants in this hotel.

Key

- | | |
|-----------------------------------|------------------------|
| 1. No problem. | 2. Welcome. |
| 3. Except Mr. Jake. | 4. That's all right. |
| 5. Yes, we agree. | 6. No problem. |
| 7. Thanks a lot for your efforts. | 8. Yes, please. |
| 9. We are honored. | 10. It doesn't matter. |

Section Four

Listen and Report

Task 6: Listen to the Chairman's opening remarks twice and fill in the blanks with the missing words or phrases. Then you will hear a summary of the remarks. Listen to it twice and try to tell what the remarks are about.

Conversation Script

Chairman: Ladies and gentlemen, you are warmly welcome to attend the third meeting of the International Agricultural Economy Conference. The meeting is called to begin.

(Applause.)

Chairman: On behalf of the Program Planning Committee, I am greatly honored to welcome the delegates from the various countries and I hope you may feel at home. I wish to thank you for accepting our invitation to share this week with us and for honoring us with your presence. Since the majority of the required number is present, the meeting is formally declared to be convened.

(Applause.)

Chairman: First of all, I'd like to introduce the distinguished guests present today. Professor Roland Winter from the U.K., (applause), Professor Adam Densmore from the U.S.A. (applause) Now we are honored that Professor Roland Winter will deliver his opening address. Now, Professor Roland Winter, please. (applause)

Roland: Dear friends, it's an honor to have this opportunity to be with you and a pleasure to renew the old friendship with some of you whom I have not met for so many years since our last conference in New York. We, British delegates, are pleased that London has been chosen this time as the location for the conference. Also, it is truly our great honor to be able to convene this conference which is internationally recognized by many authorities. We sincerely hope that those participating in this conference will have something to offer regarding the study of possible methods for economic stabilization and will contribute to the future development of agriculture. I should like to end these words with earnest prayer for the great success of this conference throughout this coming week and wish you all a happy and meaningful stay in this country. Thank you.

Chairman: Let's express our thanks to Professor Roland Winter with another round of warm applause.
(Applause.)

Chairman: We shall turn to the main topic of the meeting after 15 minutes' coffee break, and according to the agenda we will have group discussions after the plenary session.

Summary

The third meeting of the International Agricultural Economy Conference was held in London. Many professors from all over the world in this field were invited to be present. Firstly, on behalf of the Program Planning Committee, the Chairman declared the conference open and warmly welcomed all the delegates. Then after introducing the distinguished guests, the chairman invited Professor Roland Winter to give his opening address. Professor Roland Winter expressed his pleasure to meet old friends and gave his warm welcome to the delegates. In conclusion, Professor Roland Winter wished a successful meeting and happy stay for all participants.

Next, people applauded for Professor Roland Winter's address. Then, the chairman declared a 15 minutes' coffee break and the meeting would be continued afterwards according to the agenda.

Section Five

Listen and Translate

Task 7: You will hear a set of topic-related Chinese sentences. While listening, you are required to translate them into English during the pauses allowed.



1. 很荣幸我们这个城市被选中主办这一重要会议。

2. 晚上好。我是理查德·布鲁克，欢迎大家参加本次会议。
3. 女士们、先生们，首先我要感谢所有成员国的代表来参加本次会议。
4. 能有机会出席本次会议并向各位表示热烈的欢迎，我感到十分荣幸。
5. 2008 中国杭州世界休闲博览会现在开始。
6. 请允许我向各位来宾致欢迎辞。
7. 大会组委会将不遗余力地为大家服务，使大家有宾至如归的感觉。
8. 我被指派为今天会议的主席，请各位多加配合。
9. 我很荣幸地向大家介绍史密斯先生，他将为我们致开幕辞。
10. 谢谢您的介绍，虽然我没有您说的那么好。
11. 感谢罗伯特·威廉姆斯总裁以及董事会邀请我来参加此次会议。
12. 请各位就座，我们马上开始开会。
13. 我们现在进入会议主题。
14. 非常荣幸能主办此次聚集了国际权威人士的会议。
15. 能有机会向各位说几句话表示欢迎我深感荣幸。
16. 最后，我衷心预祝大会圆满成功。
17. 衷心祝愿此次会议能为农业的未来发展做出贡献。
18. 根据会议议程，我们将分组讨论会议的主题。

Key

1. It's an honor that our city has been chosen to be the location for holding this important meeting.
2. Good evening. I am Richard Brook. Welcome to the meeting.
3. Ladies and gentlemen, first I would like to express my gratitude to the delegates of all member countries for attending the meeting.
4. It's my great pleasure to attend this congress and to extend a hearty welcome to all our guests.
5. The World Leisure Expo 2008 Hangzhou China is called to begin.
6. Please allow me to give a word of welcome to our guests.
7. The Program Planning Committee shall spare no efforts to make you feel at home.
8. As I am appointed to be the Chairman of this meeting, I would like to ask for your kind cooperation.
9. I am highly honored to introduce Mr. Smith to you, who will deliver the opening address.
10. I am flattered by your kind introduction though I do not deserve your nice compliments.
11. I would like to thank President Robert Williams and the Board of Directors for inviting me to participate in this conference.
12. Please be seated. We would like to begin the present session immediately.
13. We shall now turn to the main topics of the meeting.
14. It's a great honor to convene this conference which is internationally recognized by many authorities.
15. It's my great pleasure to have this opportunity to offer you a few words of greetings.
16. In conclusion, I offer to this conference my best wishes for success.
17. We sincerely hope that this conference will make its contributions to the future development of agriculture.
18. We shall have group discussions of the main topics according to the agenda.

Task 8: You will hear a short narration about the unit topic twice and then you are required to give its main idea in English or in Chinese.



A meeting is held to discuss important matters for the purpose of problem-solving and decision-making. The chairman of a meeting should have a clear idea of what is to be achieved at the meeting and how to keep a meeting running on time and to the point. Generally speaking, at the opening ceremony, the chairman should preside over the meeting according to the agenda prepared and distributed, declare the meeting commencement, extend warm welcome to participants, introduce keynote speakers, invite distinguished guests to deliver the opening address, etc. The delegates should attend the meeting as scheduled and cooperate with the Program Planning Committee to ensure that the meeting proceeds successfully. All the participants should be well-prepared the meeting, especially those who are invited to make speeches or give lectures in the meeting.

Section Six

Real-World Communicative Event

Task 9: You will hear a description of a real-world or simulated communicative event and after the first listening 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.



Meetings dominate the way in which we do business today. In fact, approximately 11 million meetings occur in the U.S. each and every day. Although many of us complain about meetings, we may expect to spend our careers deeply immersed in them. Most professionals attend a total of 61.8 meetings per month and research indicates that over 50 percent of the meeting time is wasted. Assuming each of these meetings is one hour long, professionals will lose 31 hours per month in unproductive meetings, or approximately four working days. Considering these statistics, it's no surprise that meetings have such a bad reputation.

Meeting frequency is actually increasing and today's professionals are attending more and more meetings. Forty-six percent of respondents to a recent social survey reported they attended more meetings today than they did one year ago. With business moving faster than ever, meetings are how we stay

informed. Considering the amount of time we are spending, and will continue to spend in meetings, it's evident we need to take control of our meetings now.

Key 1. T 2. F 3. F 4. F 5. T

Task 10: You will be required to hold a conference, in which you will act as the chairman. Listen to the conversation first and fill in the blanks then rehearse it by playing your role. Then try to change the role with your partner.

Conversation Script

Chairman: Attention, please. Thank you for attending today. I know it's a busy day for you all. We have a lot of things to cover today. Did everyone get the agenda?

Margaret: I need a copy of the agenda. Also, may I suggest something? I know we have many points to go through today, but would it be possible to finish our meeting before 4 o'clock? Many of us still have a mountain of work to do before the day's end.

Chairman: We should be able to finish everything before then. Let's run through the major points first, and see where we're at. The first matter is to approve the minutes of our last meeting.

Margaret: I propose we accept the minutes.

Chairman: Good. Now, next item on our agenda is the budget review. Margaret, could you please fill us in on where the budget review stands?

Margaret: I gave everyone a copy of the draft budget last week. We've had the review board going over it in detail, and we have come up with a final draft. Here's a copy for everyone, and if you have any questions, please talk to me after the meeting. Basically, the draft has been completed, with only a few details left.

Chairman: What kind of action is required?

Margaret: If there are any objections or corrections, please let me know. Next week we will cast the final approval.

Unit 2

Job Interview

Section One

Let's Get Ready

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. In the first listening, try to understand these sentences by referring to the Chinese versions given. In the second listening, you are required to repeat them during the pauses allowed and learn to say them. The key sentences are highlighted below.



1. An interview has two purposes: to sell yourself and to evaluate the position you apply for.
2. **During the interview, the interviewer will ask you various questions to know about you, involving your educational background, work experience, technical qualifications and career goals, etc.**
3. **I'm very delighted to know that you have an opening for a salesman in your company.**
4. **I'm very glad that you are recruiting a cashier. I hope to offer my service.**
5. I'm experienced in operating modern office equipment.
6. **I'm proficient in shorthand and typewriting.**
7. **Though I enjoy my present job, I would like to broaden my horizons.**
8. **My reason for leaving my present job is to seek a more challenging opportunity.**
9. The company provides benefits to its employee such as free lunch, free GYM, free beauty salon, etc.
10. **We'll have to take you on one month's probation first.**
11. **I am enclosing my resume together with a copy of my academic degree certificate.**
12. I admire honesty, modesty and sincerity.
13. **I feel that I'm extroverted, easy to approach and friendly to everyone.**
14. **I think having the sense of responsibility is very important in one's life.**
15. What starting salary would you expect here?
16. **We would like to start you off at 1500 yuan a month, not including bonus and overtime pay.**
17. I used to have a part-time job in a hotel.