

公共管理应用英语教材


MPA

英语

听说教程

(教师用书)

任林静 编著 张勇先 主审

 中国人民大学出版社

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前 言

《MPA 英语听说教程》是根据中国人民大学公共管理学院应用英语教学大纲所编写的听说教科书，适用于 MPA 及其他各学科的非英语专业的硕士研究生英语听说课的课堂教学。本教材的目的在于培养学生在对外交往中用英语进行会话、发言、讨论问题的能力和技巧，同时提高学生的英语听力水平。

《MPA 英语听说教程》（教师用书）专门为配合学生用书而编写。该册收编了学生用书中所有的听力材料的原文及听力练习的答案，以方便教师备课和学生自学。

由于时间仓促，难免有不足之处，恳请使用本教材的老师和同学们批评指正。

编者

2002 年 8 月

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Unit 1

Introductions & Greetings

介绍和问候

Warming-up Exercise

What Is the Right Action?	In North America	In Your Country
1. Who makes the introduction?	Either the person who wishes to meet another or a friend who knows the other person makes the introduction.	The same.
2. Who should be introduced to whom?	A younger person should be introduced to an older person; a subordinate to a superior; a man to a woman.	Just the opposite.
3. What should you say?	Hello, my name is . . . Mary Smith, I'd like you to meet my friend, John Smith.	The same.
4. May a man introduce himself to a woman? May a woman introduce herself to a man?	Yes; yes.	The same.
5. What body language (facial expressions, gestures) should a person use?	Smile, face the person and look attentively at the person's eyes.	The same.
6. What tone of voice should you use?	Use a quiet but friendly tone.	The same.
7. How far apart do you stand?	Conversation distance with superiors or those you don't know very well is about 3 to 4 feet. Intimate conversations may be held as close as one-and-a-half feet apart.	The same.
8. Does a person shake hands when meeting someone? How should you shake hands?	Men and women usually shake hands firmly but gently.	The same.
9. Do people embrace or kiss people of the same sex upon meeting? Do you kiss or hug children when they are introduced?	No, unless the people are very close friends. Men kiss each other if they are relatives or very close friends. Not usually.	They embrace if they are close friends or relatives. Yes.

Listening A

Kenji: This is my friend Susan.

Sam: Hi, Susan. I'm Sam.

Susan: Hi, Sam.

Young: I'd like you to meet my teacher, Mr. Page.

Adele: It's nice to meet you.

Mr. Page: It's nice to meet you, too.

John Walker: Hello, I'm John Walker.

Anuschka Neuwald: It's good to meet you, Mr. Walker. I'm Anuschka Neuwald.

Guy: Hi, I'm Guy. Are you a new student too?

Paula: Yeah, I'm Paula.

Jorge: I don't think we've met. I'm Jorge Silva.

Mr. McCabe: I'll be your counselor.

Answers to Listening A

1. Informal 2. Formal 3. Formal 4. Informal 5. Formal

Listening B

1. AT A PARTY

Mark: Hey, George! This is Sal, my brother.

George: It is certainly a pleasure to meet you, Sal.

Sal: Nice to meet you.

2. IN THE CLASSROOM

Mr. Macy: I'm Mr. John Macy, your grammar teacher.

Mike: Yo, what's up, Teach?

3. IN THE CAFETERIA

Stephanie: Hello, Victor. I'd like you to meet a new classmate. This is Karen.

Victor: Hey, Karen. Nice to meet you.

Karen: Nice to meet you.

4. AT HOME

Paul: Patrick, this is my mother, Mrs. Doris Bluefield.

Patrick: Hey, Doris. How's it goin'?

Mrs. Bluefield: Welcome to our home, Patrick.

Answers to Listening B

1. George is too formal.
2. Mike is too informal.
3. Stephanie is too formal.
4. Patrick is too informal.

Listening C

A: Hi!

B: Hello.

A: It's a nice day, isn't it?

B: Yes, and the weather is going to be warm all week...

A: Did you see the paper this morning?

B: No, why?

A: There was a terrible accident on the road into town!

B: Really? What happened?

A: Did you see the football game on TV last night?

B: No, who was playing?

A: The Green Bay Packers and the Detroit Lions.

B: What was the score?

A: When is it going to stop snowing?

B: On TV they predicted snow until evening.

A: Oh no, really?

B: Yes, and another storm is moving in!

Robert: Mr. Caldwell, I'd like you to meet my mother.

Mr. Caldwell: Mrs. Rienzo, I'm pleased to meet you.

Mrs. Rienzo: Robert enjoys your class very much.

Mr. Caldwell: Thank you. I enjoy having him in class.

Mrs. Rienzo: It was very nice meeting you.

Mr. Caldwell: Same here. Good-bye.

Answers to Listening C

1. weather 2. local event 3. sports 4. weather 5. class

Answers to Controlled Practice A

1. Peter King introduces himself to Jack Simpson.

Peter King: Hello, let me introduce myself. My name's Peter King.

Jack Simpson: Nice/Pleased to meet you, I'm Jack Simpson.

2. Philip introduces Sarah to James.

Sarah: Philip, I don't know anyone here. You'll have to introduce me.

Philip: Of course, I'll introduce you to James. He's an old friend of mine. James, this is Sarah, she's just joined the company.

James: Nice to meet you, Sarah. Where do you come from?

3. Rod Chen introduces Bob Taylor to an important customer.

Bob: Rod, I haven't met Mr. Li, the Purchasing Manager from Haier.

Rod: I'm sorry. Come and meet him. Mr. Li, let me introduce you to Bob Taylor, our Export Sales Manager.

Mr. Li: Nice to meet you. What countries do you cover?

4. Klaus Fischer introduces himself to an American visitor.

Klaus Fischer: How do you do? My name's Klaus Fischer.

American: Pleased/Nice to meet you. Mine's George Cole.

Answers to Controlled Practice B

1. a 2. c 3. b/c 4. b 5. a/c 6. a 7. a/c 8. b/c

Unit 2

Body Language 身体语言

Answers to Warming-up Exercise

Situation	Distance People Sit or Stand from Each Other	Type of Body Language People Use
1. Riding on a bus with people you don't know	People try to sit at least one seat from another person and avoid touching. They stand as far apart as possible.	Looking away or out of the window, reading, crossing arms, clutching packages
2. Waiting in a doctor's office	At least one seat apart if possible.	People read and ignore each other.
3. Waiting in line	At least 2 feet apart or more if possible.	People do not touch or shove. May look bored or even angry.
4. Eating lunch in a restaurant or café	At least one seat apart if possible.	People generally do not speak to other people in a restaurant unless they know them. Hands in lap except when eating.
5. Talking to your boss or teacher	3 to 4 feet.	Erect posture.
6. Talking to friends in a group	2 to 3 feet.	Relaxed posture.
7. Talking to a stranger	3 to 4 feet.	Gestures with hands, often using a high-pitched voice, smile, and exaggerated facial gestures.
8. Talking to a child	3 to 4 feet unless you know the child well.	People do not touch or kiss unless they are members of the family.

Listening

Listen to a talk on body language and take notes.

Suppose you couldn't use any words to communicate. How would you express your feelings or needs to others? Well, you can use your body language. General body movements, including posture, gestures, expressions of the face, movements of the eyes, and the distance and spacing between people, are all forms of nonverbal communication called

“body language.”

Your body language can tell a great deal about your attitudes. A wave of the hand reinforces your polite “Go ahead” or “After you.” Sometimes when you say something you don’t really mean, your actions may give you away. When a counselor says, “Take your time — tell me everything,” and then glances at her watch, her actions tell you that she is really saying, “Hurry up! I don’t have all day.”

People also use nonverbal behaviors to convey a message that is hard to put into words. At a funeral, for example, a loving hug may say it all. Sometimes a forceful gesture underscores what is said. When a company vice-president shakes his fist while saying, “This situation is intolerable!” his staff knows that things had better change quickly.

Gestures may have more than one meaning. In fact, some gestures that are common and acceptable in one culture have a different or negative meaning in another culture. For example, in the United States and Canada the gesture for OK is by putting the thumb and forefinger together to form a ring. But in Korea and Japan that gesture means “money.” In Brazil and some other South American countries, that same gesture has a very offensive meaning. That is why it is important to understand the meaning of gestures in different cultures.

Answers to Listening

1. Body language refers to posture, gestures, expressions of face, movements of the eyes and the distance and spacing between people.
2. People use body language to express their attitudes.
Example (1): a wave of the hand shows politeness
Example (2): a glance at your watch shows your impatience
People use body language to convey messages.
Example (3): a loving hug shows your sympathy
Example (4): shaking fist shows anger and urgency
3. Putting the thumb and forefinger together to form a ring means
OK in the United States;
money in Korea and Japan;
something offensive in Brazil.

Answers to Presentation A

1. In North America this gesture means approval.
2. In North America this gesture means good, acceptable, or okay.
3. In North America this gesture means to stop.
4. In North America this gesture means good luck.
5. In North America this gesture means victory.

6. In North America this gesture means "Come here."
7. In North America this gesture means success.
8. In North America this gesture means good-bye.
9. In North America this gesture means "It's no good," or failure.
10. In North America this gesture means "give it to me."
11. In North America this gesture means "I don't know."
12. In North America this gesture means you want someone to give you a ride.
13. In North America this gesture shows anger and a desire to hit someone.
14. In North America this gesture means you want to interrupt to say something.

Answers to Presentation B

1. In North America this gesture means to greet and say good-bye to relatives and good friends.
2. In North America this gesture means to show shared victory.
3. In North America this gesture means to congratulate someone.
4. In North America this gesture means to get closer to someone; to try to comfort someone to show friendship.
5. In North America this gesture means to meet and say good-bye to someone in a formal way.
6. In North America this gesture means to show that you have made a terrible mistake and that someone is going to be so angry they'd like to kill you.
7. In North America this gesture means to show warm affection between relatives and friends.

Answers to Presentation C

1. In North America this gesture shows dislike or contempt (mainly used by children).
2. In North America this gesture means surprise and can show some snobbishness.
3. In North America this gesture means dismay or some mild disagreement.
4. In North America this gesture shows unhappiness.
5. In North America this gesture shows displeasure.
6. In North America this gesture shows anger.
7. In North America this gesture shows disbelief.
8. In North America this gesture shows that you won a game or competition, or that you want to stand up to or challenge someone.
9. In North America this gesture shows insincerity.
10. In North America this gesture shows boredom.
11. In North America this gesture means "No."

12. In North America this gesture means "Yes."

Answers to Controlled Practice A

1. The two people had different needs for the distance and spacing.
2. Because she found a good excuse to leave the man.
3. No, he didn't.
4. Because she felt uncomfortable talking to the man in near distance.
5. Because in his culture people tend to stand closer when they talk to show friendliness.

Answers to Controlled Practice B

1. Because his hands were full and at that time it was convenient for him to use his left hand.
2. Because in Arab culture, left hand is dirty, and it is regarded as an insult if someone uses it for a handshake.
3. Open.

Unit 3

Stressed Words & Intonation

重音和语调

Answers to Listening A

1. It was a TERRIBLE day.
2. WE'll take those.
3. I was SUPPOSED to catch shoplifters.
4. They're going to TAKE something.
5. I couldn't SEE anything.

Answers to Listening B

1. That was my boss.
2. That was my boss.
3. I don't remember.
4. I don't remember.
5. George used to work there.
6. George used to work there.
7. What do you do?
8. What do you do?
9. She said she didn't take it.
10. She said she didn't take it.
11. She said she didn't take it.

Answers to Presentation A (Expressing Emotion with Intonation)

1. not very enthusiastic or friendly
2. enthusiastic or friendly
3. enthusiastic or friendly
4. not very enthusiastic or friendly
5. not very enthusiastic or friendly
6. enthusiastic or friendly

7. not very enthusiastic or friendly
8. enthusiastic or friendly
9. enthusiastic or friendly
10. enthusiastic or friendly

Answers to Presentation B (Understanding Intonation in Tag Questions)

1. This is a wonderful party, isn't it? (sure of the answer)
2. You haven't seen my dictionary, have you? (unsure of the answer)
3. This bus is always late, isn't it? (sure of the answer)
4. This line doesn't seem to be moving, does it? (sure of the answer)
5. The oranges are on sale this week, aren't they? (unsure of the answer)
6. It's going to be a hard class, isn't it? (sure of the answer)
7. You don't know where I can find a mailbox, do you? (unsure of the answer)
8. The test was pretty easy, wasn't it? (sure of the answer)

Answers to Presentation C (Understanding Intonation in Questions with Or)

1. Is he in Level 1 or Level 2? (Level 2/Level 1)
2. Do you like French food or Chinese food? (yes)
3. Do you read novels or poetry? (yes)
4. Does she live alone or with her family? (alone/with family)
5. Would you like cake or ice cream? (ice-cream/cake)
6. Do you want to go hiking or swimming? (yes)
7. Did they stay at home or go away on vacation? (stayed at home/went away on vacation)
8. Is he from Thailand or Indonesia? (Thailand/Indonesia)
9. Does she study business or art? (art/business)
10. Do you want to rent a video or go to a movie? (yes)

Answers to Controlled Practice A

1. Question: What's your favorite SPORT?
Answer: I really like skiing.
2. Question: What's HER favorite sport?
Answer: I think she likes skiing, too.
3. Question: Where do they COME from?
Answer: They come from Brazil.
4. Question: Where does HE come from?
Answer: He comes from Hong Kong.
5. Question: What are you going to TAKE?

Answer: I'm going to take economics.

6. Question: What are THEY going to take?

Answer: They have no idea.

Answers to Controlled Practice B

1. either/or
2. either/or
3. yes/no
4. yes/no
5. either/or

Answers to Controlled Practice C

1. not sincere
2. sincere
3. not sincere
4. sincere
5. sincere
6. not sincere
7. not sincere
8. sincere

Answers to Controlled Practice D

1. A woman, her lover and her husband.
2. The woman and her lover are passionate about each other but afraid of her husband.
The husband is furious at the woman and her lover.
3. The husband appears and finds the woman with her lover; he shoots the lover, and the woman cries.

(This radio drama is an advertisement for Ronzoni pasta. It is entirely in Italian — more specifically, in Italian words for different kinds of pasta, spoken with feeling! The point of this exercise, of course, is not for students to try to understand these words. Instead, they should be using the intonation and sound effects to figure out — in English — what the characters are saying.)

Unit 4

Effective Listening 有效倾听

Answers to Warming-up Exercise

1. It is not wholly true because Liu Peng was the only one who understood immediately the very significance of Timeshare for the hotel management, and that is why he invited the speaker to his hotel for a visit — in fact, for further talks on Timeshare.
2. Liu Peng is a conscious listener, he had always reminded himself of his obligation, i.e. to run the hotel in an effective way. The gist for the case is: a businessperson should always be information-driven; and business opportunities are often at half of our arm's length.

Listening

Listen to a talk on the importance of listening and fill in the blanks with the information you hear on the tape.

How important is the role of listening? To answer this question, let's first take a look at some figures: about 55% of the on-the-job communication time is spent on listening, 23% on speaking, 13.3% on reading and about 8.4% on writing. You can easily see that listening and speaking take about 80% of the total time people spend on their job communication.

Listening well is not easy, and many people are not very good at it. Businesses spend thousands of dollars every year to send employees to seminars and workshops on listening skills. One leading management consultant estimated that each listening mistake made by an employee costs a company an average of \$ 15 in lost time, materials, and other costs.

How much do you think it costs a company, for example, when a delivery person who is told to check the oil in the company van before setting out on a round of errands neglects to do this and the motor burns out? Suppose an office worker in a large retail store is told to post a sales ad and distribute a copy of it to each cashier. If she fails to hear the second part of the instructions and cashiers continue to charge regular prices, how much would the