

教育部规划教材

中等职业学校财经类专业

商务英语(下)

全国中等职业学校财经类专业教材编写组

韩洪文 主编

Business English

高等教育出版社

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内容提要

《商务英语》是编者在长期从事英语教学和涉外业务实践的基础上,总结语言教学的经验和教训,研究 21 世纪对高质量人才的需求,紧密联系市场经济发展的客观实践编写而成的专业用书。

本书内容包括上下两册,每册分为 25 个单元。每单元包括四个部分:第一部分日常用语,第二部分商务交际英语,第三部分语法及练习,第四部分阅读训练。本书力图通过情景对话,结合综合教学法,将听、说、读、写融为一体,特别突出了听说能力的培养,对学生进行综合训练。本书注重实用,题材广泛,内容新颖,语言生动,图文并茂。

本书可作为职业高中、职业中专、普通中专商贸类专业的专业英语教材,也可作为在职人员的岗位培训教材和自学用书。

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前 言

《商务英语》是编者在长期从事英语教学和涉外业务实践的基础上，总结语言教学的经验和教训，研究 21 世纪对高质量人才的需求，紧密联系市场经济发展的客观实践编写而成的专业用书。通过学习使用本书，读者可达到以下目标：1.掌握一定的英语基础知识和技能；2.训练日常和涉外会话的能力；3.具有阅读和翻译相关商务英语资料的能力；4.培养初步撰写商务写作等涉外业务应用文的能力。通过学习，毕业时掌握的词汇量可达到 3000。

本书是商贸类专业学生在完成基础英语学习之后的专业英语教材。本书分上下两册，每册分二十五单元。每一单元分为四个部分，第一部分通过精选日常生活中最典型的场景帮助学生训练日常会话的能力；第二部分通过营造贴近实际的商务环境训练学生涉外交际的能力；第三部分通过复习巩固中学已经学过的语法，并在适当提高的前提下，为进一步学习打基础；第四部分从国内外有关读物中选取具有趣味性的片断供学生阅读，使学生扩大词汇量，巩固所学语法知识，丰富表达手段。

本书的编写坚持面向实际、面向改革、面向新世纪的指导思想，试图用一种生动活泼、图文并茂的形式，使读者从机械的语言学习之中解脱出来而进行的一种全新的尝试。建议每单元用 8 课时讲授，上下两册学习用两年时间完成。本书配有录音带。

本书由首都经贸大学教师韩洪文提出整体设计并担任主编，首都经贸大学杨庆英副教授审阅了书中涉及相关专业的内容，参加本书编写的还有北京商贸外语学校教师杨歆颖、司徒欣，北京农业学校教师张凯，北京十四中英语教师彭纯。全书插图由于红等绘制。英籍专家 Croxford Will 审读了全稿。

虽然编者力求达到所设定的目标，但由于编写时间紧迫，经验不足，水平有限，不足与疏漏之处在所难免，恳请读者批评指正。

编 者

1999 年 12 月

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Unit Twenty Six

Part
A

A Basketball Match on TV

1.  Listen to the dialogue and repeat.

Simon is watching a NBA match on TV.

Liyang comes in.



Liyang: Hi, Simon. What's on?

Simon: A NBA match.

Liyang: Is it live?

Simon: No, it's a record. Chicago Bulls vs Indiana Walkers.

Liyang: Terrific. I love this game.

Simon: So do I. I'm the fun of Bulls.

Liyang: Are you? I like it very much too. I think Michael Jordan is a genius.


Simon: Of course. He is a real flying man. The Bulls can't win without him.

Liyang: That's it. Look, this is Dennis Rodman, he is barging around the court.

Simon: He always does like this. But he makes a lot of fun for the NBA

game.

Liyang: I don't think so. Anyway, he is one of the greatest players in Chicago Bulls. He helps Jordan a lot.

2.  Listen to and read the following dialogues, then answer the questions.

Dialogue 1

Susan: What's on, Peter?

Peter: It's a NBA game.

Susan: Is it live?

Peter: Yes, Rockets vs Sonic.

Susan: Oh, I like Rockets.

Peter: So do I.

Questions:

- Is Peter watching a live game or a record on TV?
- Which are the two teams?
- Which team does Susan like?
- Does Peter like the same team?

Dialogue 2

Mary: Richard, you have been watching TV for a long time.

Richard: 10 minutes more. The match is coming to the end.

Unit 26

Mary: You always watch football match
for a long time on Sunday afternoon.
Richard: Please, this is my favourite thing.

Questions:

- What is Richard doing?
- Will Richard go on watching TV for a long time?
- Is Mary happy with it?
- What's Richard's favourite thing?

3. Listen to the tape and match the following people's names to their favourite sports.

Susan	NBA
Judy	Table Tennis
Liyang	Bowling
Mary	Volleyball
John	Football
Peter	Jogging

4. Group work.

Work with 4—6 students as a group, and tell your group members what your favourite sport is and explain the reasons.

Notes

- 1) Is it live?
- 2) No, it's a record.
- 3) It's Chicago Bulls vs Indiana Walkers.
- 4) Michael Jordan is a great player.
- 5) He is a **genius**.
- 6) O'Neil is the leader of Los Angeles Lakers.
- 7) I love this game.
- 8) I have no sense of football.

Words to learn

live	/laiv/ <i>adj.</i>	现场直播
record	/'rekɔ:d/ <i>n.</i>	录像
genius	/'dʒi:njəs/ <i>n.</i>	天才
barge	/bɑ:dʒ/ <i>v.</i>	横冲直撞
court	/kɔ:t/ <i>n.</i>	球场
Chicago Bulls		芝加哥公牛队
Indiana Walkers		印地安人步行者队
Michael Jordan		迈克尔·乔丹
Dennis Rodman		丹尼斯·罗德曼
O'Neil		奥尼尔
Los Angeles Lakers		洛杉矶湖人队
Rockets		火箭队
Sonic		超音波队
vs	/'vɜ:səs/ <i>prep.</i>	对抗, versus的缩略语



Introduction

INTRODUCING YOURSELF

Greeting → **Introduction** → **Response**

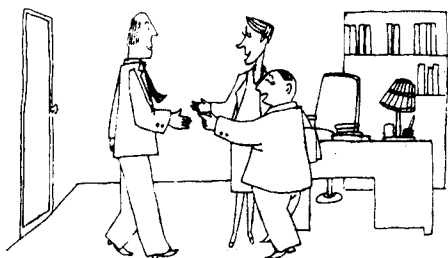
1. Listen to the following introductions and fill in the table.

Greeting	Introduction	Response
Hi,		
		How do you do? Mine's Paul Banks.
	I'm Thomas.	

INTRODUCING OTHER PEOPLE



2. Look at the people in the pictures, then answer the questions.



In a pub, a man is introducing another man to a lady. (first time, informal)

In the office, a lady introduces two men to know each other. (first

time, formal)
In a party, a lady wants to introduce two men to know each other, but they are

- 1) Is it a formal or informal situation?
- 2) What are they saying?

3. Listen to the following conversations and match each one to the relevant pictures of Exercise 2.

Notice:

Shaking hands usually happens when meeting someone for the first time in UK, but in Germany you have to shake hands when you're coming or going.

4. Listen to Conversation One again and fill in the missing words.

A: Hello, Fred.

B: Hello, Mary. Could you _____?

A: Of course, Fred... Mr. Wells, _____ you to my _____ Fred Rice? Fred, _____ Mr. John Wells of _____.

B: _____?


C: _____?


A: Fred works in _____. He's _____ International Accounts.

5. Listen to Conversation Two again. Put a ☒ or ☐ to show if the sentences are true or false, then correct the mistakes.


Unit 26


Example:

 Robert, Nancy and Michael are in a restaurant. *a pub*

 The conversation happens in the morning.

 Nancy and Robert are colleagues.

 Nancy is in the computer business.

 Michael is an engineer.

Notice:

When you introduce two people to know each other, the general rule is: you should introduce one person to the other who you wish to honor. The old are respected in the West as in China. For example, introduce the young to the old; introduce the subordinate to the superior.

6. Match the scenes with the relevant dialogue box.

- 1) Two people meeting in an informal situation.
- 2) You introduce yourself to a new colleague.
- 3) Two people meeting in a formal situation.

A: I don't think we've met. I'm

B: Hello. Let me introduce myself. My name's

C: Do you know A? A, this is B.

A: Hello. / Hi.

B: Nice to meet you.

C: May I introduce you to A? A, this is B.

A: How do you do?

B: How do you do?

7. Group work.

Work in groups of three. Act out the three situations in Exercise 6.

Notes

“How do you do?” is a formal greeting used only when meeting someone for the first time. The standard reply is “How do you do?”, not “Fine, thanks”.

“How are you?” is used to greet people you have already known. “Fine, thanks” and “Very well, thank you” are correct replies.

First names are used in informal situations.

Words and expressions

response /ri'spɒns/ *n* 回答, 答复

relevant /'relɪvənt/ *adj.* 相关的, 相应的

colleague /'kɒli:g/ *n.* 同事

subordinate /sə'bɔ:dɪnɪt/ *adj.* 下级的, 下属的

superior /sju:'piəriə/ *adj.* 上级的, 高级的



Grammar

一般现在时的构成及用法

一般现在时主要由动词原形表示,但第三人称单数后加词尾-s,此外 **be** 和 **have** 的特殊人称形式需要与主语一致。

一般现在时的构成

一般动词	动词 to be	动词 to have
I know it. You know it. He (She) knows it. We (You,They) know it.	I am a student. You are a student. He (She) is a student. We (You,They) are students.	I have a book. You have a book. He (She) has a book. We(You,They) have a book.

一般现在时态的用法

用 法	例 句
表示习惯性的或反复发生的动作	I go to school every day. 我天天去上学。 He speaks English. 他讲英语。
表达现在特征或状态(包括谚语)	The Pacific Ocean is the biggest sea in the world. 太平洋是世界上最大的海洋。 Where there is a will, there is a way. 有志者,事竟成。
普遍真理	The earth moves round the sun. 地球绕着太阳转。 When spring comes, it becomes warmer and warmer. 春天到来的时候,天气变得越来越暖和。
在时间或条件从句中表示将来的动作	If you meet Jack tomorrow, please ask him to ring me up. 如果明天你看到杰克,请让他给我打电话。 Don't write until I tell you. 等我叫你们写的时候再写。

Unit 26

Practice your grammar

Fill in the blanks with appropriate forms of the verbs in brackets.

1. I ____ (be) a second-year student.
2. They ____ (be) angry about what you have done.
3. You ____ (look) happy, because you smile all the day.
4. He has just returned from France after three years of study there and certainly ____ (know) a lot of French.
5. I ____ (not understand) what you are talking about.
6. I ____ (get up) at five every morning to study English.
7. The train ____ (leave) at 5:30a.m.
8. He ____ (be) here all day long.
9. I will tell you as soon as I ____ (hear) from him.
10. We will visit the Summer Palace if it ____ (be) fine tomorrow.
11. I can not understand what they are talking about because they ____ (Be) all from Shanghai.
12. One and three ____ (make) four.
13. The sun ____ (set) in the west every day.
14. He always ____ (walk) to his office and ____ (think) that it is a good exercise.
15. I shall be here when he ____ (arrive).



Reading Passage

Who Should Be Ashamed

An old man called his doctor, lawyer and minister to his deathbed. "They say you can't take it with you," the dying man said. "but I'm going to try. I've got three envelopes with \$30 000 cash in each one. I want each of you to take an envelope, and just when they lower my casket, you throw in the envelopes."

At the funeral each man tossed in his envelope. On the way home, the minister confessed, "I needed money for the church,

so I took out \$10 000 and threw only \$20 000 into the grave."

The doctor said, "I, too, must confess. I'm building a clinic. I took \$20 000 and threw in only \$10 000."

The lawyer said, "Gentleman, I'm ashamed of you. I threw in a check for the full amount."

Words to learn

minister /'ministə/n. 部长, 大臣, 牧师
deathbed /deθbed/n. 临死所卧之床, 临

envelope	/ˈenvɪləʊp/ n.	终之时 信封
casket	/ˈkɑːskɪt/ n.	棺材, 柩
funeral	/ˈfjuːnərəl/ n.	葬礼, 丧礼
confess	/kənˈfes/ v.	招认, 坦白

Check your understanding

Choose the best answer to each question according to the text.

1. The dying man was _____.

- A. a millionaire
- B. a capitalist
- C. an undertaker
- D. a miser

2. How much money was thrown into the grave altogether?

- A. \$30 000

B. \$40 000

C. \$50 000

D. \$60 000

3. Which of the following is not stated in the passage?

- A. The three men didn't do what they had been told to.
- B. The lawyer did not need any money.
- C. The doctor and the minister threw less money into the grave than they should.
- D. The old man was eventually buried.

4. The story is written in a _____


- A. grave manner
- B. matter-of-fact way
- C. satirical tone
- D. grand style

Unit Twenty Seven

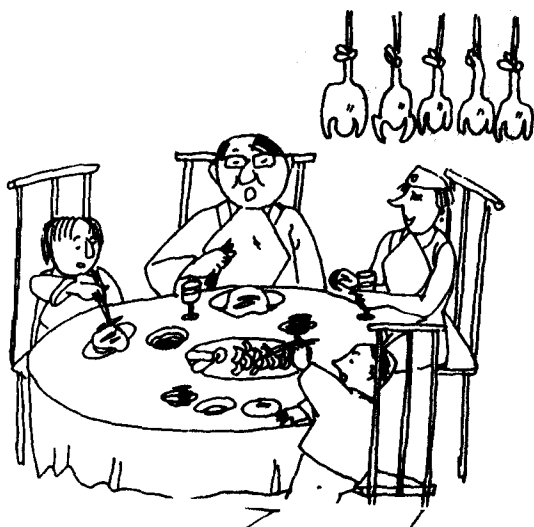
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Part
A

Having Dinner in Quan Jude

1.  Listen to the dialogue and repeat.

This evening, the Smith family has a wonderful dinner in the famous Chinese restaurant—Quan Jude.



Waiter: Good evening, sir. Welcome to our restaurant.

Michael: Good evening. We have a reservation of 4. The name is Smith.

Waiter: Mr. Smith, 4 in your party, 7 p.m. That's right. This way, please.

(The family members sit down at their table.)

Waiter: Are you ready to order, sir?

Michael: We would like to have one roast duck.


Waiter: That's the special of our restaurant.

Cynthia: I think every one can order one dish. Typical Chinese dish.

John: I do agree. But we don't know much about Chinese food.

Rose: Perhaps you can recommend some dishes for us, young man.

Waiter: Certainly, madam. We have...

2.  Listen to the dialogues, then answer the following questions.

Dialogue 1

Michael and Cynthia are having dinner in a restaurant.

Questions:

- 1) What would Cynthia have?
- 2) What does Michael like?

Dialogue 2

Tom and Susan are having lunch in a fast food restaurant.

Questions:

- 1) What does Susan want for lunch?

2) What kind of drink does she like?

3. Pair work

Suppose you are the guest in a western

food restaurant, and your partner works as the waiter or the waitress. Look at the menu and order your dishes for the dinner.

MENU			
Salad		Sandwich	
Pineapple boat	\$7.50	Grilled Steak Sandwich	\$9.75
Taco Salad	\$6.95	MaHi Fish Sandwich	\$5.75
Green Salad	\$2.95	Beef Sandwich	\$7.95
Drink &	Beverage	Dessert	
Coffee	\$1.50	Chocolate Ice-cream	\$3.00
Seven up	\$1.50		
Tea	\$1.50		

Notes:

- 1) We have a reservation at 6:30 p.m.
- 2) How many people are there in your party?
- 3) There are 4 in our party.
- 4) This way, please.
- 5) Is this table all right?

- 6) We'd like some Chinese food.
- 7) Which one do you recommend?
- 8) Are you ready to order, sir?

Words to learn

- reservation /,rezə'veiʃən/n. 预订
 special /'speʃəl/n. 特色菜
 recommend /,rekə'mend/v. 推荐, 介绍