



商务管理

Z.Ardó, R.Bardgett,

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陈亚平 改编

听力教程

MANAGEMENT ENGLISH LISTENING

清华大学出版社
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内 容 简 介

《商务管理听力教程》是为了帮助大学生，尤其是商管类的大学生，以及广大从事贸易、商务及管理工作的在职人员而编写的一本英语听力教程。

它全部的课文及录音带均由外国专家编写制作，在此基础上根据中国学生的需要重新组合，加配了练习、注解及答案。全书分 15 章分别讲授了在商管工作中经常遇到的问题及其解决的办法。读者从中不但可以学到地道的商管英语，而且可学到如何用英语思维进行交流从事商管工作。

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前 言

随着我国经济与世界经济日益接轨的顺利进行，特别是我国加入世界贸易组织之后国际商务往来必然更加频繁，英语作为一种世界通用语言的作用也将愈加重要。经济的发展引导着人才的培养走向多元化，既懂英语又谙熟生意经的多面手定炙手可热。这本教材就是面向这种情况而编写的，其目的就是让读者在学英语的同时学习商务，在学商务的同时学英语，学用结合。

本教材共分 15 个单元，深入浅出地讲解了从面试所需的简历及着装要求到录用后的薪水及工作，从如何最大限度地调动员工的积极性到如何利用最新科技手段进行商务管理内容涉及商务的方方面面。本书所配录音带是从国外引进的，语言规范地道，朗读生动，流畅易懂，给人以身临其境的感觉。通过学习本教材，读者不仅能学到地道的商务英语，对西方的商务管理也会有更深的了解。

本书结构合理，设计新颖。读者在学习了从课文中精选的单词后，可以根据指示听录音带并完成练习，再参照课文原文比较，改正后核对答案。这样既充分调动了读者的听力感官也检验了听力水平同时也增强了读者的阅读能力。因此，本书既可作为课堂教材使用，亦可供读者自学之用。

在本书编写过程中，得到了北京外国语大学英语系教授张毓霖的指点。编写完成后，张教授又对本书进行了仔细的审校，在此向他表示感谢。

限于编者水平，本书难免有不当之处，请不吝赐教。

陈亚平

1999 年 8 月于北京外国语大学

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Lesson One Definitions

I. Vocabulary and Exercises

Passage 1

Vocabulary: Try to learn the following words.

management	管理, 经营
energy	精力
talent	聪明才智, 天赋
accomplish	完成
objective	目标, 任务
philosophy	哲学, 人生观
concept	概念, 观念, 思想
distribution	分配
institution	公共机构
make both ends meet	养家糊口
feat	技艺, 技能
identify	使……等同于, 认为……一致

Listen to the following passage.

Task I Decide whether the statements are true or false.

Write T for true and F for false.

1. ___ According to the first speaker, management is

managing other people.

2. ___ The woman thinks that the most difficult part of management is managing oneself.
3. ___ To be a good manager is to have one's own goals and philosophy and concepts clear in one's mind.
4. ___ The third speaker thinks that to manage oneself should come first.
5. ___ To manage one's family, one first of all has to make enough money.
6. ___ It's difficult to manage other people because you have to make them identify with a goal which they have set for themselves.
7. ___ One also has to manage the objects with which the goal may be achieved.

Task II What do all three speakers emphasize as being important in management?

1. managing others to achieve some objective
2. managing an institution which is absolutely a non-profit organization
3. managing oneself to achieve some objective
4. managing the objects with which the goal may be achieved

Passage 2

Vocabulary: Try to learn the following words.

Webster's dictionary

韦氏字典

discreet

互不连接的, 个别的

supervise

监督, 管理

manipulation

操作; 操纵, 控制

preconceived	(看法、想法等) 事先构成的
humanitarian	仁慈的, 慈善的; 人道主义的
harness	利用, 驾御 harness individual talents to a common end 把个人的才能用于一个共同的目标
context	背景, 环境

Listen to the following passage.

Task I Answer the following questions:

1. What is Webster's dictionary definition of management?
2. What is Bill's narrow limited definition of management?
3. What is Bill's broader definition?
4. What are the four preconceived objectives mentioned?

Task II Filling in the blanks with the words you hear on the tape:

What I think management does or (1) _____ to do, or I should say (2) _____ management does, is it (3) _____ a whole lot of (4) _____ things, uh, and it-and it, uh, (5) _____ them to accomplish this preconceived objective. It (6) _____ them in one way or it (7) _____ out the dead wood. (8) _____ the ones which are a value in accomplishing something. Doesn't (9) _____ its time with others which are of no use and it (10) _____ the ones which are of (11) _____ and it directs them in a certain direction and that's (12) _____ the successful manager will do.