

国际商务英语听力

FOCUS LISTENING FOR
INTERNATIONAL BUSINESS ENGLISH



(教师用书)

TEACHER'S BOOK

主编 郅 军



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国际商务英语听力

(教师用书)

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出版说明

随着我国商务教育事业的发展,教育改革日益深化,全国外经贸院校专业外语教学方面的改革正在全面展开。新专业不断拓展,课程设置不断更新,对专业英语教材建设与改革提出了相应的要求。

为了适应这种新变化、新要求,在全国外经贸教育教学指导委员会的组织下,黑龙江省对外贸易学校、辽宁外经贸学院、天津对外经济贸易职业学院、海南经贸职业学院、广西国际商务职业技术学院、烟台职业学院、广东对外贸易学校、河南外贸学校、武汉外贸学校和山东外贸职业学院等10个院校的教师召开了外语学科工作委员会会议,中国商务出版社的代表列席了会议。在这次会议上,专家们对教材改革进行了热烈的讨论,一致认为,在当前专业英语教学模式、教学内容不断更新改革的情况下,亟需一套符合这种变化要求的新教材。会议决定,由与会学校的专家共同策划,精心编撰,推出一套适合外经贸职业院校使用的专业英语系列教材。根据对各院校专业外语教学情况的调查,并在广泛交流的基础上,本着充分发挥各校优势的原则,最终拟定了10本教材,同时确定了编委会。

经过近一年的努力及各位主编老师的辛勤工作,我们欣喜地看到这套教材终于陆续和大家见面了。这套教材,与以往的英语教材有很大的不同,它更有针对性,是完全根据国际商务职业院校的教学要求编写的,编写这些教材的老师多年从事外经贸职业教育英语教学工作,具有丰富的教学经验,所编写的这套教材充分考虑到所学专业的培养目标及教学模式,基本适应当前国际商务职业院校英语教学需要,是一套好教材,相信一定会受到广大师生的欢迎。

全国外经贸教育教学指导委员会

2006年7月

前 言

随着经济全球化和区域经济一体化时代的来临以及我国改革开放步伐的进一步加快,我国与世界各国及各地区间的贸易往来也日益频繁,国际间的商务沟通在对外贸易中占有越来越重要的地位,因此,越来越多的企业迫切需要能用英语进行商务洽谈的专业商务英语人才。

由于学习环境和条件的限制,很多人的英语听力理解能力欠缺,真正和外商洽谈起来,不能充分理解对方的意图和要求,甚至还有不少听不明白的地方,加之业务知识的不足,影响了贸易的正常进行。

本书针对以上情况和对外商务的需要,以简明的英语和贸易程序的实际内容为主线,从电话预约到机场迎接外宾,从日常接待和各环节的业务谈判到交易会结束,经过一系列的听力练习,帮助读者提高商务英语听力的理解能力。

本书共分 23 个单元,按预约、接待、参观工厂、产品介绍、订货、议价、装运、支付签约等过程依次排列。外商投资、委托代理,以及打电话、参观游览、宴请和商务洽谈前后的应酬等皆有讲述。本书每单元分为两课,第一课分为实例会话和段落两个部分,第二课分为实例会话、段落和听写三个部分。

本书由郅军同志担任主编,王平、孙金鹏、陈桃秀、张晓玲、邓华等同志担任副主编,刘虹、王海燕、侯涛、李晓恩等同志也同时参加了编写。

在本书的编写过程中,烟台职业学院、安徽国际商务职业学院、辽宁外贸学院、山东外贸职业学院、山东商务科技学院等院校给予

了大力支持，在此表示衷心的感谢。

由于编写时间仓促，编者水平有限，错误或不当之处在所难免，敬请广大专家、读者批评指正。

编 者
2006 年 5 月

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Unit 1 Making Telephone Calls

Lesson 1 Information

Part A Dialogue

Directions: *Listen to the dialogue and choose the right answer to the following questions. It will be read twice to you.*

(Miss Rosie is making a telephone call to get some information about toys.)

A: Hello. May I speak to Mr. Hunt?

B: Yes, speaking.

A: This is Miss Rosie from "Le Le" Toys Company.

B: What can I do for you?

A: We are interested in your toys. What types do you have?

B: We have many varieties, such as plastic toddle toys, building blocks and plush toys. They are widely sold in big store in China and chain stores in other countries.

A: Any electric toys of new designs?

B: Yes, electric ice cream cars are popular items this year.

A: Sounds attractive. Would you send me more information concerning your latest products?

B: Yes. I'll get you some tomorrow.

A: Thank you.

Questions

1. What kinds of toys does Miss Rosie like?
 - A. Plastic toddle toys.
 - B. Plastic toddle toys and building blocks.
 - C. Plastic toddle toys and plush toys.
 - D. Electric toys.

2. "We have many varieties." means:
 - A. We have many items.
 - B. We have all toys.
 - C. We have a big variety of toys.
 - D. We have many products.
3. Why did Miss Rosie call Mr. Hunt?
 - A. To get some information.
 - B. To see if Mr. Hunt is in.
 - C. To have a chat with Mr Hunt.
 - D. To invite Mr. Hunt to dinner.
4. What are the popular items of this year?
 - A. Plush toys.
 - B. Cars.
 - C. Electric ice cream cars.
 - D. Plastic toddle toys.
5. Which sentence doesn't have the same meaning with "What can I do for you"?
 - A. Is there anything I can do for you?
 - B. May I help you?
 - C. Can I help you?
 - D. What do you want?

Key

1. D 2. C 3. A 4. C 5. D

Part B Passage

Directions: *You will hear a short passage. Listen carefully and supply the missing words according to what you hear on the tape. The passage will be read twice to you.*

As the world becomes more connected, the mobile phone will play a crucial role in enterprise communications. Business professionals need to respond quickly to change even while out of the office. Market dynamics dictate a "real time" business model, where data and business transactions have to be captured immediately. For a company to maintain its competitiveness, it needs to be able to adapt rapidly to changing business

conditions by managing multiple functions and relationships at once. To meet these increasing efficiency requirements, business professionals who are always on the move will need to have remote access to up-to-the-minute information.

Lesson 2 Making Appointments

Part A Dialogue

Directions: *Listen to the dialogue and decide whether the following statements are true (T) or false (F). It will be read twice to you.*

(Bruce Hanover would like to speak to the manager from IBB Corporation.)

A: IBB Corporation. Is there anything I can help you?

B: I'd like to speak to your manager.

A: Have you an appointment?

B: No. But I need to have a talk with him.

A: Well, I'll see if he is free now. Would you please wait a moment?

B: OK.

A: Sorry, our manager went out just now. Do you want to leave a message?

B: Yes. I'm Bruce Hanover from Yanyang Import and Export Corporation.

My mobile phone is 13783678905.

A: 1-3-7-8-3-6-7-8-9-0-5.

B: Yes. By the way, I'll not be in on Tuesday afternoon.

A: I'll tell him when he comes back.

B: Thank you. Goodbye.

Statements

1. () Mr. Bruce worked in Yanyang Import and Export Corporation.
2. () Mr. Bruce had an appointment with the manager.
3. () The manager wasn't in.
4. () The manager can talk with Mr. Bruce on Tuesday afternoon.
5. () Mr. Bruce's telephone number is 13783678905.

Key

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

Part B Passage

Directions: *Listen to the passage and answer the following questions briefly.*

It will be read three times to you.

Today, more and more people are buying telephone answering machines to answer their telephone for them when they are not at home. First you can connect these machines to your telephone. Then when someone calls you, the machine will answer automatically. It will give a message which you program into it and then it will record any message which the caller wishes to leave. It goes something like this, "Hello. This is John Brown. I'm sorry I'm not at home right now. At the sound of the beep, please leave your message. Thank you." When you get home, you can listen to your message and then call back.

Questions

1. Why do people buy telephone answering machines?
2. Can an answering machine answer phone calls without needing human operation?
3. What does telephone answering machine ask the callers to do?
4. What's the first step to use telephone answering machines?
5. How does the machine work?

Key

1. To answer telephone calls when they are not at home.
2. Yes, it can.
3. To leave a message.
4. Connect these machines to telephone.
5. It answers automatically.

Part C Dictation

Directions:

I. You will hear five sentences. Listen carefully and write them down. Each sentence will be read three times to you.

1. Can you put me through to the manager's office?
2. Mr. Black, there is a call for you.
3. Business professionals need to respond quickly to change even while out of the office.
4. You can connect these machines to your telephone.

5. After the sound of the beep, please leave your message.

II. Listen to the following related expressions and then write them down.

Each will be read twice to you.

- | | |
|------------------------|--------------------|
| 1. plush toys | 2. mobile phone |
| 3. business model | 4. market dynamics |
| 5. hold the line | 6. call back |
| 7. make an appointment | 8. leave a message |

Notes:

1. building blocks 积木

2. mobile adj. 移动式的、可移动的

e. g. You've broken your ankle, but you'll be fully mobile within a few weeks.
你脚脖子受伤了，但几周之内你完全可以自由活动。

3. market dynamics 市场效率

e. g. Market dynamics dictate a "real time" business model, where data
and business transactions have to be captured immediately.

市场效率需要一种“实时”业务模式，这种模式要求必须及时迅速获得各种数据及交易信息。

4. telephone answering machine 电话留言机

Unit 2 Meeting Foreign Guests

Lesson 1 At the Airport

Part A Dialogue

Directions: *Listen to the dialogue and choose the right answer to the following questions. It will be read twice to you.*

(Miss Chen is meeting Mr. Brown at the airport.)

A: If I'm not mistaken, you must be Mr. Brown from America. I'm from Shanghai Textile Import and Export Corporation. My name is Chen Li.

B: How do you do, Miss Chen. Glad to meet you.

A: How do you do, Mr. Brown. Let me help you with your luggage.

B: There is only one suitcase. I can take it.

A: How was your flight?

B: On the whole, it was not bad.

A: Mr. Brown, would you like to go to the hotel now? I think you must be very tired.

B: Yes, I'd like to.

A: This way, please. Our car is waiting over there.

Questions:

1. What nationality is Mr. Brown ?
 - A. Chinese.
 - B. French.
 - C. American.
 - D. Spanish.
2. How many pieces of luggage did Mr. Brown have?
 - A. One.
 - B. Two.

- C. Three.
D. Four.
3. Did Mr. Brown have a pleasant journey?
A. No, he didn't.
B. Yes, he did.
C. It doesn't say.
D. We can't know.
4. How did they go to the hotel?
A. By car.
B. By bus.
C. On foot.
D. By taxi.
5. Who will go to the hotel?
A. Mr Brown.
B. Chen Li.
C. Both.
D. Neither.

Key

1. C 2. A 3. B 4. A 5. C

Part B Passage

Directions: *You will hear a short passage. Listen carefully and supply the missing words according to what you hear on the tape. The passage will be read twice to you.*

Ladies and gentlemen: The plane is about to depart Beijing Airport en route to Paris, France, with a stop in Karachi, Pakistan. If you look at the card in your seat pocket, you will see where the emergency exits are. In case of an emergency, an oxygen mask will come down from overhead. For over-water emergencies, your life vest is under your seat. For take-off, please put the seat back to the upright position, extinguish all smoking materials and fasten your safety belt. Thank you.