

商务英语系列教材

# 商务 英语

# 听力

1

(教师用书)

## Successful Listening

总主编 虞苏美

主 编 沈爱珍

编 者 胡金媛 奚翠华

汤之梅



高等教育出版社

（教师用书）

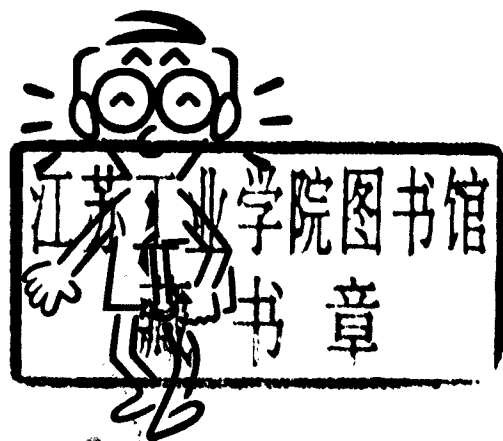
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# 前 言

听力是一种综合语言能力。要提高听力,必须培养准确感知英语语音、语调的能力,熟练掌握系统的英语基础知识,了解和熟悉相关的文化背景知识。提高听力同时又是一种技能训练,绝无捷径可走,最根本的方法是多听多练,只有多听多练才能变“听不懂”为“听得懂”,变“被动”为“主动”。“听”不仅是语言交际的重要方面,而且是获取知识和信息的重要途径。因此,要想掌握英语,特别是在学习英语的初级阶段,多进行听力训练是非常必要的。

《商务英语听力》是“商务英语系列教材”之一,旨在通过由浅入深、由易至难渐进式的听力技能训练,逐步提高学生的“听”的能力。本教材虽然是为学习商务英语的学生而设计和编写的,但也可用作非商务英语专业学生的教材和英语爱好者的自学课本。本书共计4册,总教学课时为240学时,每册60学时。第一、二册以训练学生的基本听力技能为主,为提高其商务英语的听力水平奠定扎实的基础;第三、四册注重提高学生商务英语的实际应用能力。

本书为《商务英语听力》第一册,包括18个单元及期中、期末两篇测试题。每单元有一特定主题,由4个部分组成:第一部分为准备性练习,为基础的听力技巧训练,包括对语音、单词和句子结构等的辨认以及对数字、时间等的熟悉训练,以帮助学生奠定听力的基础;第二部分为短小对话,围绕单元主题展开,使学生掌握各种基本的听力技能;第三部分为较长篇幅的理解性材料,旨在帮助学生进一步熟悉围绕单元主题展开的各种情景,有助于扩大知识面,提高“听”的理解能力;第四部分为补充材料,为适应不同层次学生的学习要求,教师和学生可根据教学实际,有选择地使用。本书配有磁带及教师用书。

编 者  
于华东师范大学

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# Unit One

## Greetings and Introductions



### Warming-up Exercises

#### Phonetics

**Objective:** *Distinguishing words with similar sounds*



You will hear one word read from each group. Circle the letter beside the word you hear on the tape. The word will be read to you only once.

- |              |               |                |                |
|--------------|---------------|----------------|----------------|
| 1. carry (A) | 2. box (B)    | 3. tin (C)     | 4. cup (B)     |
| 5. veal (C)  | 6. group (A)  | 7. clay (D)    | 8. done (D)    |
| 9. scare (C) | 10. sag (A)   | 11. true (B)   | 12. teases (D) |
| 13. debt (B) | 14. pine (A)  | 15. mesh (C)   | 16. hate (B)   |
| 17. paid (A) | 18. crane (C) | 19. phrase (C) | 20. spot (B)   |



You will hear one word read from each group. Circle the letter beside the word you hear on the tape. The word will be read to you only once.

- |               |               |               |               |
|---------------|---------------|---------------|---------------|
| 1. could (C)  | 2. Dutch (B)  | 3. theme (C)  | 4. glue (D)   |
| 5. cream (A)  | 6. skim (C)   | 7. raid (D)   | 8. pit (A)    |
| 9. form (C)   | 10. spout (B) | 11. here (B)  | 12. lest (D)  |
| 13. while (C) | 14. wage (A)  | 15. heart (D) | 16. seeks (A) |



17. moss (D)    18. hat (D)    19. wake (D)    20. fare (A)



## Conversations



Listen to the following short conversations twice and fill in the blanks with the missing words.

1. Receptionist : Excuse me, Sir. Will you spell your name please?  
Customer : Yes, Pratt. P as in Paul, R-A, double T.
2. Woman : Allow me to introduce myself. I'm Susan Saris, your guide from Shanghai Travel Service.  
Man : How do you do, Miss Saris. Glad to meet you.
3. Man : Who is that man over there?  
Woman : He is the general manager of our company. Let me introduce you to each other.
4. Man : I'm Mr. Carter, your new bookkeeper.  
Woman : Welcome to the firm.
5. Man : Good afternoon. My name's John Hanson, president of Boston Foreign Trade Company.  
Woman : Pleased to meet you, sir. My name is Zhang Ling. I'm the manager here. What can I do for you?



Listen to the following short conversations twice and choose the right answer to each question you hear on the tape.

1. Woman : Thank you for introducing your manager to me. Would you please spell his name for me?  
Man : Sure. W, double O, D-B-U-R-Y.  
Question : What is the manager's name? (B)

2. Woman : Have you met Marge yet?  
Man : We're from the same town.  
Question : What does the man mean? (C)
3. Woman : Tom, I'd like you to meet my sister, Sarah Johnson. Sarah is also in computers — software development.  
Man : Nice to meet you, Sarah. I believe we actually work for the same company although in different sections.  
Question : What do Tom and Sarah have in common? (D)
4. Man : Is your secretary's name Miss Pond or Mrs. Pond?  
Woman : Miss. She isn't married. And by the way it's Bond. B as in boy, O-N-D.  
Question : What is the secretary's name? (C)
5. Man : Do you know Kathy's sister?  
Woman : Of course I do. She's the most talkative person in our office.  
Question : What can we learn about Kathy's sister? (A)



Listen to the following longer conversation twice and complete the form with the information you hear on the tape.

(Marie has moved to a new apartment near her office. She is at the post office now. A clerk is helping her fill out a change-of-address form. )

- Clerk : What's your name, Miss?  
Marie: Smith.  
Clerk : Smith?  
Marie: Yeah. That's my last name.  
Clerk : Oh. First name and middle initial?  
Marie: Marie T. Smith.  
Clerk : How to spell it?  
Marie: M-A-R-I-E.  
Clerk : What's your address?  
Marie: The old one or the new one?  
Clerk : Give me the new one first.



Marie: 8324 Powell P-O-W-E-L-L Street.

Clerk: And where's that?

Marie: That's Los Angeles, 90069.

Clerk: And what was your old address?

Marie: 802 University Avenue, Los Angeles, 90308.

Clerk: When do you want your mail at your new address?

Marie: Can you start tomorrow?

Clerk: Okay, that's April 1. Sign here, please.

Print or Type	First Name, Middle Initial, Last Name <u>Marie</u> <u>T</u> <u>Smith</u>	Zip Code
Old Address	No.      St.      City <u>802</u> <u>University Avenue</u> <u>Los Angeles</u>	<u>90308</u>
New Address	No.      St.      City <u>8324</u> <u>Powell Street</u> <u>Los Angeles</u>	<u>90069</u>
Effective Date	<u>April 1st</u>	
Sign Here	<u>Marie T. Smith</u>	



Listen to the following longer conversation three times and answer the questions.

(Jack, Tom, and Bob are new students at Georgia College. They meet in the student lounge of their rooming house. )

Jack: Hi! How are you doing?

Tom: Oh, hi ... you're Jack, right?

Jack: That's right. What's your name again?

Tom: Tom. Tom Taylor.

Jack: Tom, this is my roommate Bob.

Tom : Hi, Bob.

Bob : Nice to meet you.

Tom : Where are you from?

Bob : New York.

Jack : Listen, Tom. We're really hungry. Do you want to get something to eat with us?

Tom : I can't. I have to meet my new roommate, Yoki. I think he's Japanese.

Bob : Okay. See you later, then. We're in 211. Stop by anytime.

Tom : Hey ,we're on the same floor. Mine is 215.

**Answers:**

1. They're Jack, Tom and Bob.
2. No, he is from New York.
3. No, they can't.
4. Yes, they do.
5. They want to get something to eat.
6. He has to meet his new roommate.



Listen to the following longer conversation three times and write down the questions that follow. Then answer the questions.

*(David is visiting his home town in Texas. He meets two old friends Sally and Jane on the street. )*

Sally : Jane, I can't believe it! It's David Brown! How are you?

David: Sally? Jane? Wow! I haven't seen you two for over a year!

Jane : I know. You look great!

David: Thanks.

Jane : What have you been up to?

David: I've been doing a lot of things. I'm at Georgia College.

Sally : Really? That's great!

David: Yeah. I've been studying pretty hard so far.

Jane : (*giggling*) Sure you have. . . .



Sally : (also laughing) What's your major — tennis?

David: Come on! So, what have you been up to all year?

Jane : Well, I've gotten married and I have a baby boy now.

David: That's terrific. Say, you haven't seen John Nelson around, have you?

What's he been doing this past year?

Jane : (laughing) Well, actually, I saw him this morning. He's my husband.

Questions:

1. When was the last time that David saw Sally and Jane?
2. David says he's been studying hard. What do the girls think about that?
3. David was surprised at the end of the conversation. Do you know why?

Answers:

1. It was more than one year ago.
2. They don't believe that he would study hard.
3. He didn't know that Jane and John Nelson had been married.



## Passages



Listen to the following passages twice and fill in the blanks with the words you hear on the tape.

Hello! My name is John Harvey. I'm a manager. This is my office. And this is Jane. She's a secretary. She's typing a business letter. See that man near the window? He's our accountant. His name is Jack Smith. Well, it's time for a business meeting. Good-bye.

Gretel comes from Austria. She's eighteen years old. She's going to stay with the Clark family for a year. Gretel has come to England because she wants to improve her English. She works as a part-time typist. She helps Mrs. Clark

in the house and attends English classes regularly in her spare time.



Listen to the passage twice and choose the correct answer to each question you hear on the tape.

In North America, when people greet each other, they generally say, “Hi, how are you?” This is NOT a question but rather a greeting. The expected answer is usually short; for example, “Fine”, “OK”, “Pretty good”, “Not bad”. A long, detailed answer or a negative answer would be strange unless you knew the person very well and could tell that the person expected more extensive information. People learning English may think that native speakers are impolite because they do not stop to have a conversation. But “How are you” should be considered in the same way as “Hello”. It’s simply a greeting.

1. What do people say when they greet each other? (A)
2. What is not the expected answer to “How are you”? (B)
3. What kind of answer is usually preferred in greeting? (B)
4. What can be used in the same way as “Hello” in greeting? (C)



Listen to the passage twice and decide whether the following statements are true or false. Write “T” for true or “F” for false.

Names are used very differently in English and Chinese. In Chinese the family name or surname comes first, followed by the given names, but in English the given names come first followed by the surname. For example, “Liu” in Liu Xin is the surname, but in the case of Bill Gates, Bill is the given name or first name and Gates is the surname. It would be terrible if a foreign visitor was introduced to Chinese Liu Xin and said, “How do you do, Mr. Xin?” On the other hand, if a Chinese who was introduced to Bill Gates called him Mr. Bill, that would be awful too! Titles are attached to surnames in both Chinese and English. Of course, there are different kinds of titles. In Chinese we use “Lao” and “Xiao” but you can’t translate those into English. You can’t call your for-



eign teacher Young Smith or Old Jones or even Teacher Russell. You have to use Mr. , Mrs. , or Miss if you use the surname. But often you can simply use the given name without any title; for example, John or Mary or Richard or Susan. It is important to understand that foreign visitors often know little about the Chinese naming system. You need to understand the differences in order to be able to explain it to them.

1. F    2. T    3. F    4. F    5. T



Listen to the passage twice and answer the following questions according to the information on the tape.

The easiest way to introduce people is simply to mention their names. For example, "Mr. Jones, Mr. Smith." Introduce the younger person to the older and men to women. Try to pronounce the names slowly and clearly. In the United States it's customary for the men to shake hands when meeting. If a woman extends her hand, a man should shake it. If not, he should simply bow slightly. Men always stand up when being introduced. Women remain seated. However, a young woman should stand when being introduced to a person much older than she or in a higher social position. When you introduce people, try to give a little information about their backgrounds. For example, "This is Mr. Rogers. He's a reporter on the Times." This will make it easier for them to begin a conversation.

Answers:

1. The easiest way to introduce people is simply to mention their names.
2. Yes, it is.
3. When a woman doesn't extend her hand, he should bow slightly.
4. A young woman should stand when being introduced to a person much older than she.
5. Because this will make it easier for them to begin a conversation.



IV  
PartSupplementary  
Exercises

A

Listen to the conversation twice and fill in the blanks with the words you hear on the tape.

*(It's Sunday afternoon. There is a knock at the door. Mrs. Horgan's colleague, Mr. and Mrs. Smith have arrived. Mrs. Horgan lets them in and they greet with each other and shake hands.)*

Mrs. Horgan : Good afternoon, Mrs. Smith. How are you?

Mrs. Smith : Very well indeed, thank you, and how are you ?

Mrs. Horgan : Quite well, thank you. How's your mother, Mrs. Smith? I hear she's not been very well.

Mrs. Smith : No, she hasn't, but she's much better now.

Mrs. Horgan : I'm glad to hear she's getting better.

*(A few minutes later, there's a ring at the door. It's Virginia Coleman, Mrs. Horgan's niece.)*

Mrs. Horgan : Excuse me, please. I think that's my niece at the door. ... Hello, Virginia, my dear!

Miss Coleman : I'm glad to see you. You do look well.

Mrs. Horgan : I don't think you've met each other before. Let me introduce you. This is my niece, Miss Coleman, Mr. Smith and Mrs. Smith.

Mrs. Smith : How do you do?

Miss Coleman : How do you do?

Mrs. Horgan : And now let's have some coffee. How do you like your coffee, Mrs. Smith?

Mrs. Smith : One lump of sugar and some milk, please. I like white coffee, but my husband prefers black coffee.