

新编商务英语系列丛书

新编 商务 英语

全国商务英语研究会推荐教材

听力

(学生用书)

Successful Listening

2

总主编 虞苏美
主 编 沈爱珍



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内容提要

《新编商务英语听力(1~4)(学生用书)》为“新编商务英语系列丛书”之一。旨在通过由浅入深、由易至难渐进式的听力技能训练,逐步提高学生的听力水平。全书共分15个单元以及期中、期末两套测试题,每个单元由5个部分组成,内容涉及日常生活及各种商务活动。本丛书适用于商务英语专业的学生。本书另配有教师用书及录音磁带。

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前言

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,在学习英语的初级阶段,多进行听力训练是非常必要的。

《新编商务英语听力》是新编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。原教材《商务英语听力》在实际使用中受到了广泛好评,《新编商务英语听力》在总结往年教学实践的基础上,对原教材作了进一步完善,使之特点更鲜明,内容更精炼,梯度更合理,形式更生动活泼,以期达到更好的教学效果。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2册,共15个单元并含期中、期末两篇测试题。每单元有一个特定的主题,由5个部分组成:第一部分为准确性练习,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,有助于学生扩大知识面,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。最后新增了幽默故事,旨在活跃教学气氛、增强趣味性的同时,帮助学生增强语感,提高听力。

本书另配有教师用书及磁带。

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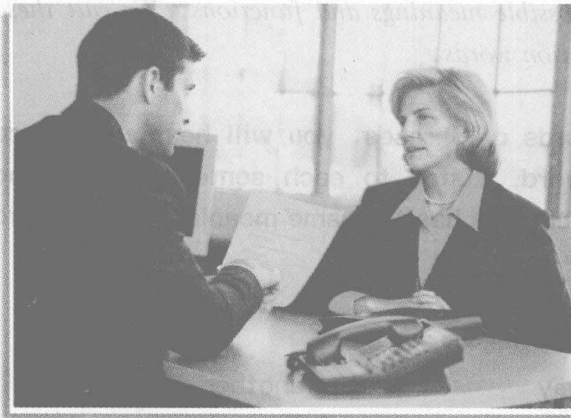
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○ Part IV
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Exercises

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1

Interview

UNIT

Part I



Warming-up Exercises

Meanings of Words

Objective: *Interpreting the meanings of multiple-definition words*

Some words always have the same meaning and function, while others have several possible meanings and functions. We call these words multiple-definition words.



For each group of words or phrases, you will hear a sentence containing the headword. Listen to each sentence twice and decide which of the 4 choices has the same meaning as headword used in the sentence.

1 pass

A. passage

B. go away

C. hand to another

D. permit

2 fire

A. shoot

B. discharge

C. excitement

D. ignite

3 take

A. steal

B. regard

C. record

D. require

4 picture

A. photograph

B. movie

C. model

D. imagine

5 jam

A. difficult situation

B. become immovable

C. interfere with

D. preserved fruit

6 associate

- 7 A. colleague B. assistant C. hang out with D. relate
do
- 8 A. perform B. solve C. cause D. exert
exercise
- 9 A. physical, muscular activity B. school work
C. form of training D. make use of
under
- 10 A. covered by B. in process of C. lower than D. less than
light
- A. not heavy B. illuminate C. not dark D. lamp

B

For each group of the 3 sentences with an italicized word, you will hear a sentence. Listen to each sentence twice and decide which is the sentence with the italicized word used in the same sense as in the sentence you hear from the tape.

- A. He heard someone *calling* for help.

B. Will you please *call* back in ten minutes?

C. The professor never *calls* the roll.
- A. It is a real hard *blow* to Edward.

B. The wind is almost strong enough to *blow* you over.

C. We heard the bugles *blowing*.
- A. It's very cold, so wear a heavy *coat*.

B. This is the second *coat* she's bought this month.

C. The desk is covered with a thick *coat* of dust.
- A. I *passed* him in the park, while jogging.

B. Two weeks had *passed* since Martin had seen her.

C. I hope you'll *pass* your driving test.
- A. "*May* I come round in the morning?"

B. *May* you enjoy many years of health.

C. She's graduating next *May*.
- A. His hot temper is a *major* problem.

B. He is an English *major*.

- C. He's been promoted to *major*.
- 7 A. Several *places* have not been filled.
B. Can you come to my *place* at three o'clock?
C. Charles won first *place* in the contest.
- 8 A. She *made* the evening dress herself.
B. What time do you *make* it?
C. The train was *making* 70 miles an hour.
- 9 A. Will you *change* seats with me?
B. I've *changed* my address.
C. I've got lots of *change* in my pocket.
- 10 A. She *drew* up a chair close beside the bed.
B. Her singing *drew* long applause.
C. Don't you think it's very well *drawn*?

Part II



Conversations

New Words and Expressions

pertinent

有关的

credential

证书



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

- 1 Woman : I see from your _____ form you have worked as a salesman for

two years. Why do you wish to _____ your job now?

Man : I found the job too _____.

2 **Man** : How much salary do you _____?

Woman : I'll _____ that to you, sir.

3 **Man** : Where are your _____ places of employment?

Woman : I have _____ had other jobs. This is my _____ time to look for a job.

4 **Man** : What is your _____ for leaving?

Woman : Although my _____ job is good for me, the salary is too low to _____ my family.

5 **Man** : Betty, the IBM Company just called and asked me to go for an _____ tomorrow, but I'm afraid to go. I don't have much work _____. I only have a diploma.

Woman : Don't worry. You'll _____ it, I think.

B

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

- 1 A. The woman shouldn't be so anxious.
B. He's already an hour late.
C. The woman shouldn't wait to be interviewed.
D. He's too nervous to calm down.
- 2 A. He is sick. B. He is worried.
C. He is confident. D. He is angry.
- 3 A. Lending something to a student.
B. Asking for some financial aid.
C. Reading a student's application.
D. Borrowing money for a business.
- 4 A. She finds it no fun under any circumstances.
B. She finds it better than her previous job.
C. She finds it exciting and rewarding.
D. She finds it perfect.
- 5 A. He's in Room 404, the first office on the right.

B. He's in Room 401, the first room on the right.

C. He's in Room 404, the first room on the left.

D. He's in Room 401, the first room on the left.

C

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

Interviewer : Excuse me, I wonder if you'd mind me asking you a few questions. I'm carrying out a survey about _____, what they like, what they don't like — that sort of thing.

Mary : Oh, all right.

Interviewer : First of all, _____?

Mary : Yes, it's Mary Tomson.

Interviewer : And _____, Miss Tomson?

Mary : I'm a waitress at a restaurant.

Interviewer : I see. And how many years _____?

Mary : Um — let me think now. I _____ a year ago, yes, this time last year.

Interviewer : And do you think you are _____ for your job?

Mary : Oh, the money's terrible, when you think _____ the work is. It's only with tips and free meals that I _____.

Interviewer : _____ do you work a week?

Mary : Well, _____, I'd say I worked about 50 hours a week.

Interviewer : Do you do _____?

Mary : Sometimes.

Interviewer : Do you enjoy your work _____?

Mary : I did at first. But after a few weeks I soon _____ and now I hardly ever enjoy myself _____. By the time I get home after work, I'm usually too tired to do anything _____.

D

Listen to the following longer conversation twice and choose the right answer to each question you hear.

1 A. A student and a teacher. B. An interviewer and a clerk.

- C. A student and a president.
2 A. In May. B. In June.
3 A. In the school workshop.
C. In a company.
4 A. For three months.
C. For a week.
5 A. In two weeks.
C. In several days.
D. An employer and an employee.
C. In July. D. In 1995.
B. In a small firm.
D. In a factory.
B. For four years.
D. For three years.
B. In a month.
D. In a week.

E

Listen to the following longer conversation twice and answer the questions you hear on the tape.

- 1 _____
2 _____
3 _____
4 _____
5 _____
6 _____

Part III



Passages

New Words and Expressions

1. preliminary

初步的

- | | |
|------------------------------|------------|
| 2. qualification | 资格, 条件 |
| 3. rate | 对……进行评价 |
| 4. pass on | 传递(信息) |
| 5. hinder | 起阻碍作用 |
| 6. recruit | 招聘 |
| 7. overlook | 忽视 |
| 8. irritation | 激怒, 恼怒, 生气 |
| 9. employment agency | 职业介绍所 |
| 10. counselor | 顾问 |
| 11. psychological test | 心理测试 |
| 12. read up | 广泛阅读 |
| 13. strengths and weaknesses | 优点和缺点 |
| 14. objective | 目标 |



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

There are one or two reasons why you will be _____; first, because the person you are going to talk to _____ to see you (out of friendship or duty); or _____, because your preliminary contact has given the _____ the idea that you have some of the _____ he is seeking or is interested in. In either _____, however, many of the same characteristics will be _____ or looked for. Appearance is the first _____, but whether you know it or not, you will be rated on _____ other points as personality, mental ability, _____, sense of humor, good judgment, imagination, technical ability, _____, flexibility, and honesty. Remember when you _____ the door and before you say a word, you start _____ an impression. The receptionist may pass on the _____ that "he's nice-looking," or "he's chewing gum," or some other _____ that can help or hinder. In many cases she _____ a definite part in the executive recruiting of the firm. _____ she is pleasant to you, it is usually _____ part of her job is to be that way to all _____, not because of any outstanding

impression you have _____ on her. Also, do not overlook the fact that other _____ or executives will be walking through the reception room. _____ expressing irritation at delays or _____ up the receptionist's _____ with a little story you heard last night. Some receptionists have other _____ besides receiving visitors.

B

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

- () 1 People going to employment agencies usually do not know what kind of job they are looking for and go there for advice.
- () 2 The purpose of an employment agency is to find the right job for the right person.
- () 3 A person who is not satisfied with his salary will go to an employment counselor.
- () 4 An employment counselor tries to find out what you are interested in and what you can do well and suggests the field you may succeed in.
- () 5 A counselor usually refers you to people in the new field and it will often lead to a job offer.
- () 6 Employment agencies do the same job as employment counselors.

C

Listen to the passage twice and answer the following questions according to the information you get from the tape.

- 1 What does it mean that the company you want to work for wants to interview you?

- 2 How can you reach the goal when you have the chance to be interviewed?

- 3 What is the first step on your way to your goal?

- 4 How can you learn about the company?
