

高级经贸英语系列教材

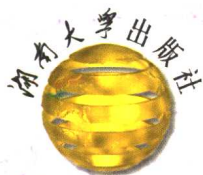
Advanced Business English Listening & Speaking

(Student's Book)

高级 经贸英语 听说

学生用书

肖云南 主编



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Advanced Business English Listening and Speaking

(Student's Book)

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PREFACE

前 言

为了培养我国涉外经济部门所需要的既能熟练掌握英语又能从事对外经贸工作的高级复合型人才,我们根据各高校相关经贸专业英语的课程设置而编写了高级经贸英语系列教材。此系列教材可供国际贸易、经济管理、经贸英语等专业的高年级本科生或相关专业方向的一年级研究生作为专业英语教材使用,亦可供具有一定英语基础的经贸工作者学习参考。

全套教材注重英语语言能力的培养和经贸专业知识的传授,共分三册:《高级经贸英语听说》《高级经贸英语阅读》和《高级经贸英语写作》。各册内容完整,自成体系,均配有使用说明、分类练习、部分参考答案和译文。听说教材配有录音磁带和教师参考书,便于读者自修。

《高级经贸英语听说》是高级经贸英语系列教材之一,全书分业务联系、日程安排、询价、价格争议、付款与装运条件、还盘、装运、成交、暂停发盘、分期付款、包装、保险、索赔、代理、合资企业共 15 单元。每单元分四部分:第一部分为听力重点训练,第二部分为对话,第三部分为短

文,第四部分为口语重点训练。第一至第三部分各设计两道训练题,第四部分设计三道训练题。

课文及练习的作者分别为:湖南大学肖云南教授(第一至第十五单元的课文,第一、第三单元全部练习,第十四、第十五单元练习A,修改第一至第九单元练习),湘潭师范学院陈明芳副教授(第二、四、十一、十二、十四单元练习),湘潭机电高等专科学校王家勇副教授(第五至第七单元练习),湖南商学院胡艳芬副教授(第八至第十单元练习),湖南大学胡珍英副教授(第十三、十五单元练习),广东省机械设备进出口集团公司孙圣勇先生(修改第十至第十五单元练习,编写第八、十、十一、十二、十三单元练习A,第十一至第十五单元练习D₁)。肖云南负责拟定编写大纲,统稿和审稿,胡艳芬协助统稿。加拿大卡尔加里大学的David Watt博士、Peggy Sue Ewanyshyn女士、美籍教师John Evans先生和Cristy Borthick女士分别对本书提出不少宝贵的修改意见。湘潭师范大学的何高大教授曾对本书的编写给予了许多支持。Unjna Jeerh女士、Andrew David Finlay和王胜利先生录音。本书的成功出版是我们共同劳动的结晶。

但由于编著者水平与经验均有限,书中不妥之处在所难免,敬请广大读者批评指正。

编 者

2000年5月

DIRECTIONS

使用说明

《高级经贸英语听说》可供国际贸易、经济管理、经贸英语等专业的高年级本科生或相关专业方向的一年级研究生作为专业英语教材使用,亦可供具有一定英语基础的经贸工作者学习参考。

《高级经贸英语听说》分学生用书和教师用书两册。配有录音磁带。全书共 15 单元,每单元有 A、B、C、D 四个部分。教师用书中,每个部分均配有:Ⅰ 注释与教学建议(Notes and Suggestions);Ⅱ 练习与参考答案(Exercises with Key);Ⅲ 录音内容(Tape Script)。

第一部分听力重点训练(Part A Focus Listening) 针对在国际经贸工作中可能经常遇到的听力语言点问题进行重点分类训练。这部分共设计两道练习 A₁ 和 A₂。

听力重点包括了十个主要内容:

1. 数字与字母(Numbers and Letters)
2. 价格与量词(Price and Unit Words)
3. 币制与兑换率(Monetary System and Exchange Rates)

4. 度量衡与计算(Measurement and Computation)
5. 相关数(Relative Numbers)
6. 数词(Numerals)
7. 百分比(Percentage)
8. 图表(Graphs)
9. 分数与小数(Fractions and Decimals)
10. 节奏与重音(Rhythm and Stresses)

第二部分对话(Part B Dialogue) 根据国际贸易实务的各个环节设计了 15 种情景对话。这部分共设计两道练习 B₁ 和 B₂, 以训练和检查学习者理解对话的能力。会话主要围绕业务联系、安排日程、询价、价格争议、付款及装运条件、还盘、装运、成交、暂停发盘、分期付款、包装、保险、索赔、代理、合资企业等内容进行。

第三部分短文(Part C Passage) 根据 15 个国际贸易业务环节编写了 15 篇短文, 主要介绍各个环节的基本业务知识。这个部分共设计两道练习 C₁ 和 C₂, 以训练和检查学习者理解短文的能力。

第四部分口语重点训练(Part D Oral Practice) 这个部分共设计三道练习 D₁、D₂ 和 D₃。D₁ 归纳了在实际工作中使用频率极高的套语约 20~30 句, 学习者最好能反复模仿录音磁带, 熟记牢背。D₂ 是根据业务套语中的典型句型设计 3~4 个替换练习, 使学习者可以将套语变成若干个举一反三的句子。D₃ 根据各单元业务内容设计两个情景对话。题目以介绍情景条件或提供关键词等形式作提示, 要求学习者就各单元所学内容进行消化, 自编对话。教师用书中对 D₃ 提供了其中一个情景的模拟对话, 供学习者参考。

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Unit 1 Business Contact

业务联系

Part A Focus Listening

Training Focus:

1. Phone, Fax and Telex Numbers
2. E-mail Addresses

A₁ Directions: Listen to the tape. As you do so, fill in the missing information on the form below.

Time	With Whom	From Where	Phone and Telex
Tuesday 8 a. m.	Joan White		
Wednesday 3 p. m.	John Wright		
Monday 2:30 p. m.	Peter Podifer		
Before May 15th	Zhou Yi		
	The managing director.		

A₂ Directions: You will hear some E-mail addresses from the tape. Please write them down.

1. _____.

2. _____.

3. _____.

4. _____.

Part B The Dialogue

Making Contact

Vocabulary:

- | | |
|--|-----------|
| 1. receptionist [ri'sepʃənɪst]n. | 接待员 |
| 2. Los Angeles [ləs'ændʒələs]n. | (美国城市)洛杉矶 |
| 3. inquiry [in'kwaiəri]n. | 询价 |
| 4. machine tool | 机床, 工具机 |
| 5. China Machinery Equipment Corporation | 中国机械设备公司 |
| 6. lathe model | 车床模型 |
| 7. head out | 出发 |

B₁ Directions: Listen to the telephone call and choose the right answer for each of the questions you hear.

- | | |
|--|-----------------------|
| 1. a. Tom Wang | b. Charles' secretary |
| c. Charles Wright | d. A receptionist |
| 2. a. An operator | b. A receptionist |
| c. Charles' secretary | d. A servant |
| 3. a. To return his coat. | |
| b. To rotate his job at Holiday Hotel. | |
| c. To return his call. | |
| d. To write a message to him. | |

4. a. To ask Mr. Wright to return his coat
b. To make an inquiry on machine tools
c. To take a message to Mr. Wright
d. To get a job from Charles Wright
5. a. 2010 b. 7346 c. 222-2010 d. 222-7346
6. a. Quality Machine Tools
b. China Machinery & Equipment Corporation
c. Most likely from the USA
d. The call did not mention that
7. a. At Holiday Hotel room 2010
b. In the office of Quality Machine Tools
c. In the office of China Equipment Corporation
d. On the phone
8. a. Quality Machine Tools' machine tools
b. Quality Machine Tools' catalogs
c. Quality Machine Tools' Lathe models
d. Quality Machine Tools' coffee
9. a. Some coffee b. Some facilities
c. The order d. Lather models
10. a. Seeing Mr. Wright tomorrow
b. Drinking coffee
c. Seeing the production line
d. Discussing facilities

B₂ Directions: How many people are there in dialogue C *FACE TO FACE*? Listen to the dialogue again. Who makes each of the following remarks? Please complete the following:

There are _____ people at the meeting. They are;
_____, _____, and _____.

SPEAKER		REMARKS
1	T. Wang	I'm here to _____
2	T. Wang	I have an appointment _____
3	Rec.	Your name please? _____
4	Rec.	I'll tell Mr. Wright that _____
5	Rec.	Mr. Wright will be out to meet you _____
6	C. Wright	You must be _____
7	C. Wright	You can call me _____
8	Tom Wang	Please call me _____
9	Wright	Let's have _____
10	Wang	That sounds fine.

Part C The Passage

Business Communication

Vocabulary

- | | |
|--------------------------------------|-----------|
| 1. conduct[kən'dʌkt]vt. | 经营, 进行 |
| 2. sales contract | 销售合同 |
| 3. verbally ['və:bəli]ad. | 口头地 |
| 4. on one's own account | 为了自己的利益 |
| 5. International Fair | 国际博览会 |
| 6. transactions [træn'zækʃən]n. | 交易 |
| 7. the China Export Commodities Fair | 中国出口商品交易会 |
| 8. correspondence [ˌkɒrɪs'pɒndəns]n. | 通信, 联系 |
| 9. inspection [in'spekʃən]n. | 检验 |
| 10. dispute [dis'pu:t]n. | (贸易)争端 |
| 11. arbitration [ˌɑ:bi'treɪʃən]n. | 仲裁, 公断 |

C₁ Directions: Listen to the passage, and decide whether the following statements are true or false, Put "T" for "true" and "F" for "false" in the brackets.

1. Business communication is an important part in conducting a trade ()
2. Business communications are carried out by money. ()
3. Business communications occur either in writing or verbally. ()
4. When it is done verbally the usual means are by letters, cables and telexes. ()
5. Through verbal communications, trading transactions are concluded in large number at Fairs in Guangzhou. ()

C₂ Directions: Listen to the passage again. Complete the following sentences.

- It is the dealing between the seller and the buyer in order to reach an agreement on the _____₁, _____₂, _____₃, _____₄ and other terms or conditions of a sale.
- Business talks are also held at _____₅ where businessmen from all over the world can _____₆ one another over _____₇ and _____₈ trading.
- In order to come to an agreement during a business communication, the following terms are talked over, such as the description of the goods, their quality, quantity, _____₉, _____₁₀, _____₁₁,