

广东省自学考试商务英语（基础科段）“经贸英语听说”课程指定教材

新编商务交际 英语

听说教程

唐桂民 何勇斌 编著

Ken Foster (博士) 审校



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广东 高等 教育 出版 社

New Communicative English Listening & Speaking Skills For International Business

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English Listening & Speaking Skills
For International Business

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听说教程

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审校： Ken Foster (美籍) 博士

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内容简介

本书是按照英语专业及非英语专业学生的学习要求和特点编写的口语教材。全书共分 17 个单元,内容以商务为主。每单元包括 9 个部分:预备练习、词汇表、听力练习、示范会话、语言要点、巩固练习、角色扮演、补充词汇和补充阅读。在编排上以具体的商务场景为线索,突出语言结构和功能,把听与说的训练有机地结合起来。本书编排新颖,结构清晰,内容丰富,语言真实自然,形式活泼多样,结合交际场景,便于学习者学以致用。

本书可作为英语专业低年级学生及非英语专业学生的口语教材,同时也适合于具备一定英语基础的广大英语爱好者。

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序

我们进行英语教学，就是要帮助学生掌握听、说、读、写这四种英语语言技能，也就是通常说的“四会”。不过，从日常言语交际的实际情况来看，在这“四会”中，“听”和“说”是用得比较多的。学习英语，最好从“听”和“说”入手。从教学与学习的角度来考虑，最好把“听、说、读、写”这四种语言技能分为两组：“听”与“说”结合，通常是先听后说；“读”与“写”结合，通常是先读后写。教学实践证明，这样的安排，有利于这两组语言技能互相促进，因为“听”和“读”是 input，是吸收语言材料的过程；而“说”和“写”是 output，是对所学语言材料进行具体运用的过程。对低年级学生或初学者来说，在打基础阶段，采用“听什么就说什么”、“读什么就写什么”这样的方法，可以收到良好的学习效果。

要提高“听”和“说”的能力，必须选好教材并讲究科学的方法，才能收到事半功倍的效果。现在我们向教师、学生和英语学习者介绍《新编商务交际英语听说教程》(以下简称《教程》)。我们认为这部《教程》编得很好，独具特色。它有如下优点：

第一，先听后说，听说结合。这部《教程》的一个突出优点是，与一般的口语教材不同，它采用“听说结合”的编写方式：每教一个单元，先进行有针对性的“听的活动”(Listening Activities)，通过“听”向学生介绍与每一个单元的主题有关的句型和表达方式，帮助学生接触这个单元的内容并打下初步的语言基础；接着才进行“说”的教学(“对话”教学与操练)。显而易见，这种编写与教学组织方式，有利于任课教师有预见地、灵活地组织听说教学，帮助学生同时提高“听”和“说”的能力。

第二，练习内容丰富，形式活泼多样。一部实用的听说教材，必须提供丰富的练习，特别是要设计一些练习来调动学生的学习积极性与创造性，让他们在课堂上或课外进行操练，巩固所学的内容，提高听说能力。本《教程》的练习栏目达到上述的要求；它所提供的练习形式多样，目的明确，很有针对性，可以达到融会贯通、举一反三、巩固所学内容的目的。

第三，本《教程》全书包括 17 个单元，语言地道，取材实用，教学内容以商务为主，对话结合交际情景，有利于学生模仿活用。另外，本《教程》每一个单元都选编大量对话，都附有 Language Focus 这个栏目，为教师提供了丰富实用的教学讲解材料，同时也为学生提供了丰富的语言活用材料。这些实用的语言材料不仅可以帮助学生提高“听”与“说”的能力，而且也可以帮助学生提高“读”与“写”的水平。

《教程》是一部颇具特色的、实用的英语听说教材，建议在英语教学与学习中采用。

伍谦光

广东外语外贸大学
英语语言学教授

2002 年 8 月

前 言

外语教学注重听、说、读、写技能的训练和培养。其基本原则是听说领先，读写跟上。纵观当代中国的外语教学，其发展趋势与这一外语教学原则是基本一致的，具体表现在听力与口语日趋得到重视，绝大多数院校都开设英语口语和听力课，并把这两门课程作为低年级的英语核心课程。毋庸置疑，这对加强和提高学生英语听说能力是很有帮助的。然而，在具体的教学过程中，我们往往把听力与口语作为两门相对独立的课程进行操作，即把听与说分割开，在某种程度上忽略了听与说是密不可分的一个整体，在一定程度上影响了学生听说能力的整体训练和培养。与此同时，大多数的口语教材在编排上形式较为单一，每个单元一般由对话、相关词汇和少量的练习组成，教师在使用这样的教材时，不是感觉到内容太少，就是练习的量不够，同时形式也较单一，很少能把听与说在具体的情景中融会在一起。因此，教师在具体操作中往往有一定的难度。为了使教学更生动有效，教师在教学时经常需要补充材料和练习，这无疑增加了教师的工作量。基于以上的原则和针对目前口语教材中存在的这些不足，我们结合多年教授口语课的经验，参考了国内外的多种口语教材，编写了《新编交际英语听说教程》、《新编商务交际英语听说教程》和《新编高级英语听说教程》。

本书（《新编商务交际英语听说教程》）共分为 17 个单元，内容以商务为主。每个单元包括 9 个部分：（1）预备练习（Warm-up Practice）。这一部分目的是检测学生对每一个单元的内容和语言重点的掌握程度，有助于教师在讲授本单元前“摸清”学生的情况，教学时做到心中有数，有的放矢；（2）词汇表（Word List）。这一部分把每一单元中出现的生词和短语列出来，便于学生的学习；（3）预听练习（Listening Activities）。这一部分旨在让学生泛听本单元所学的主要内容和语言要点，一是检测他们的听力水平，二是让他们对即将学的内容有一个感性认识。这部分的听力练习以泛听为主，内容围绕本单元的主题和语言要点，重点突出，情景逼真；（4）示范对话（Model Dialogues）。这一部分把本单元的语言结构和功能贯穿于具体的对话中，让学生了解这些语言结构和功能的用法，同时也供学生模仿训练；（5）语言要点（Language Focus）。这一部分是每单元的核心，它全面详细地解释每一单元的语言要点的同时，配以多种听说练习，让学生通过这些形式多样的练习，迅速地了解和掌握某一语言要点；（6）巩固练习（Practice for Consolidation）。这一部分练习分为听力和口语两部分，让学生把所学的语言结构和功能融会贯通于听说练习中，从而达到巩固和应用的目的；（7）角色扮演（Role Play）。这一部分着重让学生学以致用，旨在提高他们具体应用所学知识的能力和技巧；（8）补充词汇（Supplementary Vocabulary）。这一部分可让学生掌握更多有关某一主题的术语，从而提高他们的会话能力；（9）补充阅读（Supplementary Reading）。这一部分精选一篇

与单元内容密切相关的文章或短文，文章或短文不是对单元的主题进行知识性的介绍，就是对单元主题进行评述与说明。通过阅读这些文章或短文，学生可以加深对所学单元内容的理解。每一单元这样编排，把认知、练习、掌握、巩固、应用几个环节有机地结合起来，使学生的学习得以快速有效地提高。教师在操作时也会觉得有东西讲，学生也有东西练。

本书的各个单元均提供较丰富的内容和多种形式的听说练习，内容和练习的难易程度也各有不同。在使用本书时，教师可根据学生的具体情况和实际水平，对一些单元的部分内容和练习有所取舍。

本书由唐桂民和何勇斌两位老师编写。唐桂民老师负责一、二、三、四、五、八、九、十、十五、十六、十七单元的编写；何勇斌老师负责六、七、十一、十二、十三、十四单元的编写。

本书稿承美籍教师 Ken Foster 博士在百忙中审阅和订正，并提出宝贵的修改意见和建议。在此特向他表示衷心的感谢。

本书另配有由外籍专家灌录的磁带，内容包括听力练习和示范对话，使用方便，可作为英语专业低年级学生及非英语专业学生的口语教材，同时也适合于具备一定英语基础的广大英语爱好者。本书还配有一本《学习指导》，里面附有本书录音文本、练习答案以及 Model Dialogues 和 Language Focus 两部分的译文，可帮助学生自学时使用。

在编写过程中，编者参考了国内外出版的一些教材，获益良多，在此向这些书的作者表示感谢。

由于时间仓促，编者水平有限，书中难免有错漏之处，敬请广大读者及专家批评指正。

编者
2002 年 7 月

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Unit 1

Seeking Employment

Learning Objectives

- * to talk about personal details
- * to talk about educational background
- * to talk about work experience
- * to talk about qualifications and special skills
- * to ask about remuneration and fringe benefits

Warm-up Practice

1 When hunting for a job, what factors do you consider important? Complete the chart below in order of importance, and compare it with your deskmate's, then discuss in pairs or groups, trying to state your reasons for doing so.

Factor	Order of Importance
working environment	
salary & fringe benefits	
opportunity of working abroad	
job security	
opportunities of promotion	
nature of company	
labour intensity	
work in line with the major field	
.....	

2 Do you know the English equivalents of the following?

- | | |
|---------------|------------------|
| 1) 三资企业 _____ | 2) 国有企业 _____ |
| 3) 独资企业 _____ | 4) 台资企业 _____ |
| 5) 外资企业 _____ | 6) 民营企业 _____ |
| 7) 乡镇企业 _____ | 8) 股份公司 _____ |
| 9) 跨国公司 _____ | 10) 中美合资企业 _____ |
| 11) 总公司 _____ | 12) 子公司 _____ |

3 Discuss in pairs or small groups what kind of company you would like to work in and state your reasons.

4 Do you think it's a good idea for young people to hop from job to job? Why?

5 Do you know what a résumé or CV is? Have you ever written a résumé? What information do you think a résumé should contain?

6 When you go for an interview, what do you think you should do to make a good impression on the interviewer(s)? Tick the following you think you should do.

- () 1) dress properly
- () 2) make up a little bit
- () 3) prepare a résumé beforehand
- () 4) be well prepared for the questions to be asked
- () 5) not enter until being asked
- () 6) sit cross-legged while sitting for the interview
- () 7) answer questions modestly
- () 8) brag about your abilities or facts
- () 9) lower your head while answering questions
- () 10) give false information

Word List

classified [ˈklæsifaɪd]	section [ˈsekʃən]	分类广告
job advertisement [ədˈvɜːtismənt]		招聘广告
recruit [rɪˈkruːt] <i>vt.</i>		招聘, 雇用
appearance [əˈpiəriəns] <i>n.</i>		外表
competent [ˈkɒmpitənt] <i>adj.</i>		有能力的
brag [bræg] <i>vi.</i>		吹嘘
exaggerate [ɪɡˈzædʒəreɪt] <i>vt.</i>		夸张
résumé [ˈrezjuːmeɪ] <i>n.</i>		简历, 履历
CV = curriculum [kəˈrɪkjʊləm] & vitae [ˈvaɪtiː] (BrE)		简历, 履历
interview [ˈɪntəvjʊː] <i>n. vt.</i>		面试
interviewer [ˈɪntəvjʊə] <i>n.</i>		面试者
interviewee [ˌɪntəvjʊːiː] <i>n.</i>		受面试者
applicant [ˈæplɪkənt] <i>n.</i>		申请人, 求职者
candidate [ˈkændɪdɪt] <i>n.</i>		候选人, 求职者
personal data [deɪtə] = personal information		个人情况
date of birth		出生日期
place of birth		出生地
gender [ˈdʒendə] = sex		性别
nationality [næʃəˈnæləti] <i>n.</i>		国籍, 民族
marital [ˈmærɪtl] status [ˈsteɪtəs]		婚姻状况
single [ˈsɪŋɡl] = unmarried		未婚
married [ˈmærɪd] <i>adj.</i>		已婚
divorced [dɪˈvɔːst] <i>adj.</i>		离异
separated [ˈsepəreɪtɪd] <i>adj.</i>		分居
hobby [ˈhɒbi] <i>n.</i>		嗜好, 爱好
health [helθ] condition [kənˈdɪʃən]		健康状况
near-sighted		近视的
contact lenses		隐形眼镜
height [haɪt] <i>n.</i>		身高
weight [weɪt] <i>n.</i>		体重
personality [ˌpɜːsəˈnæləti] <i>n.</i>		个性
character [ˈkærɪktə] <i>n.</i>		性格, 特点

outgoing [ˈaʊtɡəʊɪŋ] <i>adj.</i>	外向
reserved [rɪˈzəvd] <i>adj.</i>	内向, 沉默寡言
adaptable [əˈdæptəbl] <i>adj.</i>	应变能力强的
sociable [ˈsəʊjəbl] <i>adj.</i>	社交
family [ˈfæmili] <i>n.</i>	家庭
harmonious [hɑːˈmʌnjəs] <i>adj.</i>	和睦的
educational [edjuːˈkeɪʃənəl] background [ˈbækgraʊnd]	教育背景, 学历
faculty [ˈfækəlti] <i>n.</i>	学院, 系
department [dɪˈpɑːtmənt] <i>n.</i>	系
major [ˈmeɪdʒə] <i>n. & vi.</i>	专业
to major in	专攻
specialize [ˈspeʃəlaɪz] in	
minor [ˈmaɪnə] <i>n., vi. & adj.</i>	副修
to minor in	
speciality [speʃiˈælɪti] <i>n.</i>	专业
course [kɔːs] <i>n.</i>	课程
graduate [ˈɡrædʒueɪt] <i>vi.</i>	毕业
graduation [ˌɡrædʒuˈeɪʃən] <i>n.</i>	毕业
graduate [ˈɡrædʒuət] <i>n.</i>	毕业生
graduating student	应届毕业生
diploma [dɪˈpləʊmə] <i>n.</i>	文凭
certificate [səˈtɪfɪkət] <i>n.</i>	证书
degree [dɪˈɡriː] <i>n.</i>	学位
Bachelor [ˈbætʃələ] of Arts [ɑːts] = BA	文学学士学位
Bachelor of Science [ˈsaɪəns] = BS	理科学士学位
Bachelor of Laws = LLB	法学学士
Master [ˈmɑːstə] of Arts = MA	文学硕士学位
Master of Science = MS	理科硕士学位
Master of Laws = LLM	法学硕士
Doctor [ˈdɒktə] (Ph.D) <i>n.</i>	博士
proficiency [prəˈfɪʃənsi] test	水平测试
TEM 4 = Test for English Majors Grade 4	英语专业四级考试
TEM 8 = Test for English Majors Grade 8	英语专业八级考试
College English Test Band 4/6	大学英语四级/六级考试
work experience [ɪksˈpiəriəns]	工作经验
position [pəˈzɪʃən] <i>n.</i>	职位

job title [ˈtʌɪtl] <i>n.</i>	职务名称
QC inspector [ˈɪnspektə] <i>n.</i>	质检员
specification [ˌspesɪfɪˈkeɪʃən] <i>n.</i>	规格
performance [pəˈfɔ:məns] <i>n.</i>	工作表现
promote [prəˈməʊt] <i>vt.</i>	提升
promotion [prəˈməʊʃən] <i>n.</i>	升职
decent [ˈdi:snt] <i>adj.</i>	像样的, 好的
qualification [ˌkwɒlɪfɪˈkeɪʃən] <i>n.</i>	资历
special [ˈspeʃəl] abilities [əˈbɪlɪtɪs]	专长
special skills	专长
responsibility [rɪsˌpɒnsəˈbɪlɪtɪ] <i>n.</i>	责任, 职责
contribution [ˌkɒntrɪˈbjʊ:ʃən] <i>n.</i>	贡献
public [ˈpʌblɪk] servant [ˈsɜ:vənt] = civil servant	公务员
career [kəˈrɪə] <i>n.</i>	事业
contract [ˈkɒntrækt] <i>n.</i>	合同
probation [prəˈbeɪʃən] <i>n.</i> = trial period	试用期
put ... on the permanent [ˈpɜ:mənənt] payroll [ˈpeɪrəʊl]	转为正式工
eligible [ˈelɪdʒəbl] <i>adj.</i>	符合条件的, 有资格的
pay rise = pay raise	提薪
expire [ɪksˈpaɪə] <i>vi.</i>	到期
reference [ˈrefərəns] <i>n.</i>	证明人
fringe [frɪndʒ] benefits [ˈbenɪfɪts]	福利
remuneration [rɪˌmju:nəˈreɪʃən] <i>n.</i>	报酬, 待遇
health insurance [ɪnˈʃʊərəns] <i>n.</i>	健康保险
life insurance	人寿保险
unemployment [ˌʌnɪmˈplɔɪmənt] insurance	失业保险
year-end bonus [ˈbəʊnəs] <i>n.</i>	年终奖
management [ˈmænɪdʒmənt] mechanism [ˈmekənɪzəm]	管理机制
accommodation [əˌkɒməˈdeɪʃən] <i>n.</i>	膳宿
transportation [ˌtrænsˈpɔ:teɪʃən] <i>n.</i>	交通
eat out of the same big pot	吃大锅饭
promote sb. by favoritism [ˈfeɪvərɪtɪzəm] }	任人唯亲
appoint sb. by favoritism	
promote sb. based on merit [ˈmerɪt] }	任人唯贤
appoint sb. by merit	

Listening Activities

1 Mary would like to hunt for a job. She asks Jack to give her some advice on how to get a job. Listen to their conversation and answer the questions.

- 1) What's Jack's position?
- 2) What kind of company is he with?
- 3) What's his advice on looking for a job?
 - a. _____
 - b. _____
- 4) What does he advise Mary to do or not to do in an interview?
 - a. _____
 - b. _____
 - c. _____

2 Listen to the first part of a job interview and complete the following table.

Name	
Age	
Place of birth	
Marital status	
Present address	
Nationality	
Health	
Personality	
Hobbies	
Family	

3 Listen to the second part and complete the following table.

School Attended	Duration of Schooling	Major	Minor	Average Score	Degree or Diploma Obtained
1)					
2)					

4 Listen to the third part and complete the following table.

Work Unit	Length of Service	Position	Responsibilities	Reasons for Quitting

5 Listen to the fourth part and complete the following table.

Reasons for joining the company	1) 2)
Qualifications & Special Skills	1) 2) 3)
Starting Salary Expected	
Working Days & Hours	
Fringe Benefits	
Trial Period	
Contact Phone Number	
E-mail Address	

Model Dialogues

Dialogue 1

(A = the receptionist, B = job applicant.)

A: Good morning, Miss. Is there anything I can do for you?

B: Hi. Good morning. I've come at your invitation for an interview.

A: The interview takes place in the office of the Personnel Department. I think the Personnel Manager is expecting you.

B: Could you please tell me where the office of the Personnel Department is?

A: It's on the sixth floor. Take the lift over there, and it's the second door on your right when you get out of the lift.

B: I see. Thank you.

A: You're welcome.

Dialogue 2

(The interviewee knocks at the door. A = interviewer, B = interviewee.)

A: Come on in, please.

B: Thank you.

A: Take a seat, please.

B: Thanks.

A: I'm Larry Brown, Personnel Manager of the company.

B: How do you do, Mr. Brown?

A: Now let's get down to the interview. First of all, may I know your name, please?

B: My name is Chen Hongli. Chen is my family name, Hongli my given name.

A: What's your present address?

B: I live at 103 Huangshi Road, Guangzhou.

A: Are you a resident of Guangzhou?

B: No, I'm not. I'm from Shanghai.

A: May I ask you some personal questions?

B: Sure.

A: When and where were you born?

B: I was born in Hangzhou in 1975 and was brought up in Shanghai.

A: Are you single or married?

B: I'm single. Just like many young people, I'm not in a hurry to get married. I think it's more important to develop my career first.

A: I appreciate your attitude. Can you say something about your family?

B: Yes. I have a happy and harmonious family. There are four people in my family: my father, my mother, my younger brother and myself. My parents are in their fifties. They are both public servants. My younger brother is at college.

A: What kind of hobbies do you have?

B: I'm fond of reading, sports, and traveling.

A: What's your favourite book?

B: *How the Steel was Tempered* (《钢铁是怎样炼成的》).

A: What kind of personality do you think you have?

B: I think I am quite outgoing, sociable, adaptable and hard-working.

A: How about your health?

B: My health is good except that I'm a little near-sighted.

A: Why don't you wear glasses?

B: Actually, I wear contact lenses.

A: What's the strength of the lenses?

B: 250.

Dialogue 3

A: Miss Chen, you've given me some personal information. I'd also like to know something about your educational background.

B: OK. Let me start with my middle school education. From 1988 to 1994, I studied at Shanghai No. 1 Middle School. When I finished middle school, I went to college.

A: What university did you attend?

B: Fudan University.

A: When did you graduate from that university?

B: I graduated in 1998.

A: What faculty did you study in?

B: The Faculty of Business and Management.

A: What was your major?

B: I majored in International Business.

A: Did you get a BA degree?

B: Yes, I did.

A: Did you take any English courses during your study at Fudan University?

B: Well, English was my minor. Actually, we were required to pass the TEM 4 and TEM 8 tests. I passed those two tests with honours.

A: What do you mean by the TEM 4 and TEM 8 tests?

B: Those are national English proficiency tests designed for English majors.

A: Great. Miss Chen, what did you do after you graduated from the university?

B: I joined Guangzhou Import and Export Corporation, a state-owned enterprise. I worked in the Export Department.

A: How long did you work there?

B: 2 years.

A: May I ask why you left that company?

B: Well, there were two reasons. First, I didn't like the management mechanism there. It seemed that everyone ate out of the same big pot. Second, I didn't see any prospects of promotion. People weren't promoted according to their ability and contributions, but due to their relationship with leaders, that is, *Guanxi*. What's more, my specialization at the university is not in line with my work there.

A: What's your present job?

B: I'm now working in a Hong Kong funded company, Guanglong Trading Company. Though I have a decent salary, I don't like my work so much, for the simple reason that the work is very easy, not challenging and creative at all. So I decided to change my job.

A: Why did you choose our company?

B: Two weeks ago, I read your advertisement in *Guangzhou Daily*. I know yours is a famous multi-national corporation. I'm sure I would be able to better develop my abilities if I had a chance to work for it.

A: Do you think your present employer will let you leave your present job?

B: I don't think that's a problem. My labour contract expires next month.

Dialogue 4

A: By the way, do you have any special skills or other qualifications?

B: I am quite proficient in English and can speak fluent Mandarin, Cantonese, and a little French.

A: Can you use a computer?

B: Yes, I'm quite familiar with such software as Windows XP, Microsoft Word, Excel, and PowerPoint.

A: When do you think you are available for this job?

B: I think I can start in a month.

A: What starting salary would you expect?

B: I would expect the appropriate rate of pay for a person with my experience and educational background.

A: Is there anything else you would like to ask me before we wind up our interview?

B: I'd like to know something about the working hours and fringe benefits, if you don't mind.

A: We work a five-day week with occasional overtime. We'll offer a starting salary of RMB ¥4,000 a month and you would be eligible for a pay rise after your six-month probation. As for the fringe benefits, you'll enjoy unemployment insurance and health insurance, as well as a ten-day paid vacation a year. In addition, you'll receive a year-end bonus, which is based on your work performance and contributions to the company. Any more questions?

B: No. I think I've got all I want to know.

A: Oh, right. How can we get in touch with you on our decision?

B: You can contact me by phone. My telephone number is in my résumé. Thank you for giving me this opportunity. I look forward to hearing from you soon. Goodbye.

A: Good luck to you. Bye.