

# 商务通 英语

## Functioning in Business

Book One

第一册

Roger Olsen 编著

王素云 翻译

北京语言文化大学出版社  
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# 前 言

祝贺你选择《商务通英语》作为英语课程的学习教材。这是一套令人兴奋、让人耳目一新的广播听说教材。通过收听广播和听录音学习本教材,你可以获得最大的收益。

《商务通英语》是一套中级商务英语教程,教程题材以美国商务实践和文化为主,讲授语言的表达功能,教我们在各种场合怎样使用恰当的语言进行商务和社交活动。

在这套教材中,我们将随访一次重要的商务行程,听听几家国际公司间所举行的会议与谈判,并采访几位与会人士。我们还要仔细听听这些人士在洽谈业务时使用的英语内容和形式。

《商务通英语》帮助你学习英语。你会学到重要的词汇、语法和语言功能,并用于实际交际:交换信息,做出决定,进行社交。你还会学到美国语音、语调、节奏和重音模式,这些对于理解口语英语和让美国人理解你说的是什么,都十分重要。《商务通英语》学习用书还会让你了解美国文化、历史以及当代美国生活。

《商务通英语》学习用书设计了许多不同类型的练习,注重以下几种重要的语言技能:听后能理解大意或要点,能听辨出词语分界、语调、节奏和重音,能听辨出语法结构和语言功能,并逐渐熟悉美国人处事和使用语言的方式。

《商务通英语》的基本语言学习原则是:只有真正理解了,才能真正学会。你也许能背记很多单词,但是如果你没有透彻地理解词语如何搭配使用以及它们所传递的不同的信息,那么你就不是在真正学习语言。《商务通英语》在设计时注重理解能力——特别是听力理解能力和熟练的听辨能力。《商务通英语》不是读写教材,它是为帮助你学到听、说方面的实用交际技能而设计的。

教材每课都以广播或录音中的会话或**访谈**开始。在看课文以前,要先听,注意听本课谈的是什么话题、谈话者是谁以及会话的内容是什么。然后再看课文,检查自己的理解程度。当你觉得可以向朋友总结会话内容时,你大概已经听懂了大意,那么你就可以做下面的练习了。

接下来的练习都是强调听力理解类的练习。**听要点、电话访谈、电子邮件**等一般着重于广播中的关键内容。在有些课里,这些练习是以词汇练习的形式出现的,

而在另一些课里,则强调语法或功能词。这些练习的目的在于听懂谈话的意思以及思想的交流。

各类**语言练习**帮助你了解美国英语的构成。这些练习有时以语言功能为中心,如提问;有时以具体语法为中心,如介词、副词和形容词;有时则重点练习诸如紧缩式或简略式等美国人常用的口语形式。

**读音相似吗、是谁说的和判断正误**帮助你提高听辨能力;**拼写和组句**帮你扩大词汇;**语音练习**帮助你辨别特别的读音、重音和音节,特别是帮助你分清口语中模糊的词语界限;**选择练习**有些帮助你分辨读音相似而意思不同的词(如 *he's/his* 和 *were/we're*),还有一些检查你对广播会话中使用的关键词语掌握的情况;**补充练习**为你运用本课的概念、内容和词汇提供了更多的练习。

每课都有一条**文化注释**——有关美国文化、城市或历史的知识。许多课都有**话语表达或当美国人……时**这部分,告诉你美国人是如何谈话和做事的。比如,你知道许多(不是所有)美国人每天早上开两三个小时的车上班而晚上再开回家吗?

许多课都有**自我评估/自学提示(On Your Own)**,其目的是帮助你在课外不使用本教材时计划或检查自己使用或练习英语的情况,或者帮助你掌握一定的学习方法,独立进行练习。

全书共分六册 12 个单元,每册两个单元,每个单元六课。每学完六个单元有一次阶段复习,分别放在第三册和第六册后面,这样,你可以对自己的学习成果进行检验,了解自己对于《商务通英语》真正理解了多少,会用多少。有的复习内容帮助你做听前准备,然后重点练习听关键的概念和语言功能,有的练习(如**词语练习**)强调的是语法和语言功能,还有一些练习重点则在词汇和语音上。

如果说理解是《商务通英语》的首要原则的话,那么练习就是它的第二原则。倘若你听说过“熟能生巧”这句成语,你就会把下面的话作为学习的座右铭:

**练习,练习,再练习,才能更上一层楼。**

祝你英语学习成功!

Roger Olsen  
1999 年 4 月

## SCOPE AND SEQUENCE 教学内容与安排

UNIT TITLE 单元标题	PRIMARY FOCUS 主要语言点	STORY OUTLINE 情节概要
1 Introductions 介绍	Simple job descriptions and responsibilities 简单说明工作职务和职责 Work and educational background 工作经历和学历	Introduction of Charles Blake, Mike Epstein and Shirley Graham 介绍查尔斯·布莱克、迈克·爱泼斯坦和雪莉·格雷厄姆
2 Checking In 住店登记	Vocabulary of travel, transportation and lodging 旅行、交通、住宿词汇 Making and confirming reservations 预订与确认	Mr. Blake of International Robotics checks into his hotel 国际机器人公司的布莱克先生办理旅馆入住登记手续
3 Making an Appointment 约会	Making and confirming an appointment 约会的约定与确认 Making suggestions 提出建议	Mr. Blake makes an appointment over the telephone with Mr. Epstein of Advanced Technologies 布莱克先生与先锋技术公司的爱泼斯坦先生打电话约定会面
4 Confirming Plans 确认计划	Offering an opinion 提出看法 Disagreeing 表示不同意	Mr. Epstein checks with Ms. Graham about the schedule and details of a meeting 爱泼斯坦先生和格雷厄姆女士检查会面时间及有关细节
5 An Important Introduction 重要的介绍 At the Restaurant 在餐馆	Business introductions 商务活动中的介绍 Making and accepting an offer 提议与接受提议	Mr. Epstein introduces Mr. Blake to Ms. Graham 爱泼斯坦先生向格雷厄姆女士介绍布莱克先生
6 A Business Lunch 工作午餐	Making proposals and promises 提出建议与作出承诺	Mr. Blake and Ms. Graham discuss several problems 布莱克先生同格雷厄姆女士讨论几个问题
<b>Review of Units 1-6 1~6 单元复习</b>		
7 The Disagreement 意见分歧	Presenting a point of view 陈述观点 Responding to arguments 对对方提出的理由做出回应	Mr. Epstein and Ms. Graham discuss a difficult decision 爱泼斯坦先生同格雷厄姆女士讨论一项艰难的决定
8 The Final Proposal 最后的提议 Keeping in Touch 保持联系	Language of decision-making 决断用语	Mr. Blake meets with Ms. Graham and Mr. Epstein 布莱克先生会晤格雷厄姆女士和爱泼斯坦先生
9 New Customer 新客户	Planning for the future 规划未来	Mr. Blake has an appointment with a representative of a different company 布莱克先生约定会晤另一公司的代表
10 Negotiations 谈判	Language of business negotiation 商务谈判用语	Mr. Blake negotiates several points with Mr. Gomez of Federal Motors 布莱克先生同联邦汽车公司的戈梅兹先生就几个问题进行谈判
11 Coming to Agreement 达成协议	Meeting and discussion skills 会晤与讨论技巧 Describing future possibilities 描述未来的可能性	Mr. Blake meets with Mr. Chapman of Federal Motors 布莱克先生会晤联邦汽车公司的查普曼先生
12 New Beginning 新开端	Discussing changes 讨论变更	Mr. Blake speaks with Mr. Epstein 布莱克先生同爱泼斯坦先生进行交谈
<b>Review of Units 7-12 7~12 单元复习</b>		



## SCOPE AND SEQUENCE: UNITS 1 and 2

### 第一、二单元教学内容与安排

LESSON 课次		FOCUS ON LANGUAGE FUNCTIONS 重点语言功能	AMERICAN BUSINESS ENGLISH 美国商务英语
第一单元	1A 第一课	What is a language function? 什么是语言功能? <i>I'd like a glass of water, please.</i> (request 请求)	First and last names in business 商务活动中名与姓的使用
	1B 第二课	Business introductions 商务活动中的介绍 <i>My name is Dennis Zhang.</i>	Introducing yourself in business 商务活动中的自我介绍
	1C 第三课	Talking about education 谈学历 <i>I studied at Columbia University.</i>	Describing your educational background 介绍学历
	1D 第四课	Finding a job in the U.S. 在美国找工作 Talking about job responsibilities 谈工作职责 <i>My main job is to reduce production costs.</i>	Talking about job descriptions and duties 谈工作与职责
	1E 第五课	Changing jobs in the U.S. 在美国换工作 <i>I was an assistant manager at a food processing plant.</i>	Talking about job history 谈工作经历
	1F 第六课	Work and leisure in the U.S. 美国人的工作与休闲 Asking personal questions 询问私人问题 <i>How do you like living in Philadelphia?</i>	Polite and impolite personal topics 礼貌与不礼貌的私人话题 Women in the workforce in the U.S. 美国的职业妇女
第二单元	2A 第一课	Making a hotel reservation 预订旅馆 <i>I'd like to make a reservation, please.</i>	Hotel check-in and check-out 办理旅馆入住与退房手续
	2B 第二课	Confirming information 确认信息 <i>What was the price of that room?</i>	Complaining about a problem in a hotel 就旅馆的问题提意见
	2C 第三课	Confirming a reservation 确认预订 <i>I'd like to confirm my reservation on Flight 23 from Atlanta.</i>	Avoiding problems with hotel reservations 避免旅馆预订中出差错
	2D 第四课	Clarifying 澄清问题 <i>I see that you have a room reserved through the fourth.</i>	Extra charges in hotels 旅馆里的额外收费项目
	2E 第五课	Requesting politely 客气地提出请求 <i>I wonder if you could help me with my bags.</i>	Tipping in hotels 旅馆里需付的小费
	2F 第六课	Refusing 表示拒绝 <i>I'm afraid that isn't possible.</i>	Credit cards and checks 信用卡与支票

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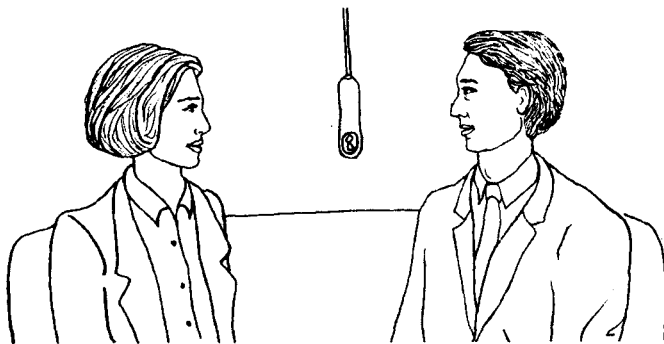
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## Lesson 1A 第一课

### Introductions (1) 介绍 (1)



### Interview 访谈

Eliz : Hello, Gary! Welcome to our show!

Gary: Hello, Elizabeth! It's great to be here.

Eliz : On each *Functioning in Business* program, you'll talk about how to use English in business situations.

Gary: That's right. I'll give tips about American culture and about using the English language in business. I'm glad we're able to do this radio show together.

Eliz : I am, too. I'm excited about doing a radio documentary on using English for business.

Gary: Me too. I think it will be interesting and useful for our listeners.

Eliz : Gary, let's tell our listeners a little about your background.

Gary: Sure. What do you want to know?

Eliz : How did you get into the language consulting business?

Gary: Well, my training is in linguistics.

Eliz : Oh? Where did you study linguistics?

Gary: I studied at UCLA.

Eliz : That's the University of California at Los Angeles, right?

Gary: Right. I got my BA there in 1979. Then I went to Harvard Business School to do an MBA. While I was doing my MBA, I taught business English to foreign students.

Eliz : That's interesting.

Gary: After I got my MBA, I started my own business. I began helping foreign companies do business in the United States. Now I also work with international business people who need help with their English.

Eliz : We're so happy to have you on our show.

Gary: I'm happy to be here!

Eliz : Great! Let's take a break.

## Cultural Note 文化注释

**College and University** Over 50% of US high school graduates go to college, either a 2-year “community college” or a 4-year college.

The University of California is one of the biggest universities in the U.S. UCLA is one of several campuses. Three others are UCB — the University of California at Berkeley, UCD — the University of California at Davis, and UCI — the University of California at Irvine. What initials do you suppose are used for the campus in Riverside or the campus in San Diego?

Other well-known universities include Harvard University and the Massachusetts Institute of Technology in Boston, the American University and Georgetown University in Washington, DC, and the University of Michigan.

**学院与大学** 美国的中学毕业生 50% 以上上大学, 或者上两年制的“社区学院”, 或者上四年制的大学。加利福尼亚大学是美国最大的大学之一。加州大学洛杉矶分校是她的几个分校之一。另外三个分校是 UCB——加州大学伯克利分校、UCD——加州大学戴维斯分校和 UCI——加州大学欧文分校。你知道里弗赛德分校和圣迭戈分校的字母缩写是什么吗?

其他著名的美国大学包括哈佛大学、波士顿的麻省理工学院、华盛顿特区的美国大学和乔治敦大学, 以及密歇根大学。

## Listen for Information 听要点

Listen to the interview with Gary and fill in the blanks.

请听与加里的谈话录音并填空。

1. How did you get into the \_\_\_\_\_ consulting \_\_\_\_\_?
2. Well, my \_\_\_\_\_ is in linguistics.
3. I \_\_\_\_\_ at UCLA.
4. Then I \_\_\_\_\_ Harvard Business School to do an MBA.
5. While I was doing my \_\_\_\_\_, I taught \_\_\_\_\_ English to foreign \_\_\_\_\_.
6. I began helping foreign \_\_\_\_\_ do \_\_\_\_\_ in the United States.

## Word Practice 词语练习

Listen for words that tell what event happened after, before or during another event. These are words of time. Fill in the blanks with these words.

注意听表示事情发生的时间的词语, 并用所给的时间词填空。

*after      now      then      while*

1. \_\_\_\_\_ I went to Harvard Business School to do an MBA.
2. \_\_\_\_\_ I was doing my MBA, I taught business English to foreign students.
3. \_\_\_\_\_ I got my MBA, I started my own business.
4. \_\_\_\_\_ I also work with international business people who need help with their English.

## Who Says? 是谁说的?

Write **E** if Elizabeth or **G** if Gary says it.

伊丽莎白说的话标 E, 加里说的标 G。

1.   E   Welcome to our show.
2.        It's great to be here.
3.        Where did you study linguistics?
4.        I studied at UCLA.
5.        I'm happy to be here.

## Spelling 拼写

Rearrange these letters to make words.

将下列各组字母排列成词。

- |                                |                    |
|--------------------------------|--------------------|
| 1. C E L R T U U               | <u>  culture  </u> |
| 2. B E I N S S S U             | <u>  b      </u>   |
| 3. A A D H R R V               | <u>  H      </u>   |
| 4. E F G I N O R               | <u>  f      </u>   |
| 5. A A E I I L N N N O R T T I | <u>          </u>  |

## Listen for Information 听要点

Listen to **Interview(2)** and find:

请听访谈(2)录音并找出下列内容。

1. The names of four countries:                     ,  
                    ,                     , and
2. The names of two university subjects:  
                     and
3. The name of a city:
4. The name of a language:



## Decide 判断

Decide if the statement refers to Elizabeth or Gary. Write **Gary** or **Elizabeth** in each blank.

判断下列事情讲的是谁。如讲的是伊丽莎白,就填 Elizabeth;如讲的是加里,就填 Gary。

- |   |   |
|---|---|
| 1. <u>      </u> lived in Germany as a child. | 6. <u>      </u> 's father was in the army.               |
| 2. <u>      </u> can speak Korean.            | 7. <u>      </u> worked at a radio station in Georgetown. |
| 3. <u>      </u> has lived in China.          | 8. <u>      </u> 's mother is Korean.                     |
| 4. <u>      </u> has lived in Thailand.       | 9. <u>      </u> grew up in an international family.      |
| 5. <u>      </u> studied Political Science.   | 10. <u>      </u> did a Master's in Public Policy.        |

## Vocabulary Practice 词汇练习

What do these initials stand for?

下面的字母缩写代表什么?

- |         |   |
|---------|---|
| 1. USA  | <u>  United States of America  </u>     |
| 2. BA   | <u>                                </u> |
| 3. MBA  | <u>                                </u> |
| 4. UCLA | <u>                                </u> |

## True/False 判断正误

Mark **T** for true and **F** for false.

下列句子内容正确的标 T, 错误的标 F。

1.   T   Gary does language consulting.
2.        He studied linguistics at Harvard.
3.        He taught business English at UCLA.
4.        He has a BA and an MBA.
5.        Gary works with people who need help with English and business.

## Sequence 排列顺序

Put these events into the correct order.

将下列句子按事情发生的顺序排列。

- A.        Gary started his own business.
- B.        He got his BA in 1979.
- C.        He works with foreign business people.
- D.        Gary studied at UCLA.
- E.        He did an MBA at Harvard and taught business English.

## More Vocabulary 补充词汇练习

Do you know what these initials stand for?

你知道下面的字母缩写代表什么吗?

- |        |   |
|--------|---|
| 5. CNN | <u>                                </u> |
| 6. NYC | <u>                                </u> |
| 7. IBM | <u>                                </u> |
| 8. ATM | <u>                                </u> |

Culture Tips 文化点滴

Listen to **Culture Tips** and decide which of the statements is true (T) and which is false (F).  
请听《文化点滴》并判断下列句子内容的正误,正确的填 T,错误的填 F。

1. \_\_\_\_ People have different feelings about using first and last names.

2. \_\_\_\_ Gary always uses his first name.

3. \_\_\_\_ Most Americans prefer to use their last names.

4. \_\_\_\_ Ms. is for married women.

5. \_\_\_\_ Miss is for single women.
6. \_\_\_\_ It is best to use the name the other person gives you.

7. \_\_\_\_ Ms. usually doesn't offend people.

8. \_\_\_\_ Most American women prefer Ms.

9. \_\_\_\_ Mr. means that the man is married.

10. \_\_\_\_ Mr. does not mean that the man is married.

Gary's Tips 加里提示

Listen to **Gary's Tips** and match the sentence halves in Column A with those in Column B.  
请听《加里提示》并将下列 A 栏与 B 栏中的句段相配组句。

- COLUMN A

1. A language function is

2. A request is

3. If you ask where Gate 21 is,

4. If you say "I'd like a glass of water",

5. When you say "Would you like another cup of coffee?",

6. Offering, refusing, confirming and agreeing
- COLUMN B

A. you are requesting directions.

B. are examples of different language functions.

C. when you ask someone to tell you something or do something for you.

D. you are making an offer.

E. something you do with language.

F. you are requesting a drink.

Focus on Educational Backgrounds 重点练习:学历

Vocabulary Practice 词汇练习

These words were used during the conversation between Elizabeth and Gary. Did you notice that they have different numbers of syllables? They do not all have the same number of sounds. Say and listen to each word, then decide how many syllables it has. Put each word into the correct column. There is one example for each column.

伊丽莎白与加里在谈话中用到下列单词。你注意到这些单词音节数不等了吗?不是所有的词音节数都相等。听读下列各词,判断它的音节数,并将其写在相应的栏下。每栏已给出一个例子。

<i>business</i>	<i>language</i>	<i>listener</i>	<i>background</i>	<i>program</i>
<i>important</i>	<i>conducting</i>	<i>linguistics</i>	<i>interesting</i>	<i>Germany</i>
<i>Los Angeles</i>	<i>situation</i>	<i>graduated</i>	<i>political</i>	<i>information</i>
2 SYLLABLES 双音节	3 SYLLABLES 三音节	4 SYLLABLES 四音节		
<i>success</i>	<i>interview</i>	<i>participants</i>		

## Word Practice 词语练习

Rewrite each sentence, adding one of these words. You can use a word more than once.

改写下列句子,每句要用一个下面所给的词。一词可多次使用。

when            then            after            while            now            in

1. Elizabeth studied at Berkeley the seventies.

Elizabeth studied at Berkeley in the seventies.

2. She went to Georgetown she left China.

3. Gary used to live in Thailand but he lives in San Francisco.

4. Elizabeth studied Political Science she got a scholarship to study in China.

5. Gary taught business English he was studying at Harvard.

6. He started his own business he got his MBA.

7. He studied at UCLA he went to Harvard Business School.

8. Gary visited his grandparents he was in Korea.

## Just Talking about Titles 话语表达:称谓

In written English, when you want to use a person's academic degrees after their name, you write Mr. (or Ms. or Mrs.) before their first and last names. For example, these are all correct:

在书写时,如果你想将学位名称放在名字后面来称呼对方,就在名字前写 Mr. (或 Ms., Mrs.). 例如,下面的写法都是正确的。

Mr. David Smith, MD

Dr. David Smith

Mr. Richard Seymour, BA, MA

Mr. Richard Seymour

Here are four kinds of university degrees that are called doctor (Dr.):

下面是大学学位中的四种博士学位:

PhD    Doctor of Philosophy 哲学博士    MD    Medical Doctor 医学博士

EdD    Doctor of Education 教育学博士    DDS    Doctor of Dental Science 口腔医学博士

And two kinds of Bachelor's Degrees and three kinds of Master's Degrees:

以及两种学士学位和三种硕士学位:

BA    Bachelor of Arts 文科学士    MA    Master of Arts 文科硕士

BS    Bachelor of Science 理科学士    MS    Master of Science 理科硕士

MBA    Master of Business Administration 工商管理硕士

When writing to a company president, you could address the letter to "President Johnson," but you would probably call him "Mr. Johnson" when you are first introduced. "President Johnson" would be okay, but it's a little too formal for most occasions.

如果你给一个公司的总裁写信,你可以在信里称他 "President Johnson" (约翰逊总裁);而当你第一次被引见给他时,则可能称他 "Mr. Johnson" (约翰逊先生)。称 "President Johnson" 也可以,但在大多数场合,这样称呼有些过于正式。

## Choose 选择

Choose the word that best fits each sentence.

从右边的方框中选择最适合下列各句意思的词填空。

1. Is there \_\_\_\_\_ hotel in Silicon Valley?
2. One \_\_\_\_\_ hotel is the Hilton.
3. But there are \_\_\_\_\_ , too.
4. The Embassy has a room for meeting \_\_\_\_\_ ,
5. and a bar where lots of \_\_\_\_\_ can meet and talk.
6. You can meet your \_\_\_\_\_ in the bar and then go to the meeting room.
7. Other \_\_\_\_\_ might be talking or watching television.
8. So if you and your \_\_\_\_\_ want privacy or quiet,
9. go to the \_\_\_\_\_ meeting room.
10. And have a \_\_\_\_\_ meeting!

**another**

**other**

**others**

**client**

**clients**

**people**

**great**

**guest**

**guests**

## Just for Practice 补充练习

Complete these sentences with the words in the boxes on the right.

用右边方框里的词完成下列句子。

1. After teaching English to \_\_\_\_\_ students,
2. Gary \_\_\_\_\_ his own business.
3. He helps \_\_\_\_\_ companies do business in America.
4. Gary gives \_\_\_\_\_ on American culture.
5. He advises \_\_\_\_\_ clients.
6. Sometimes, he arranges an \_\_\_\_\_ to American executives, too.
7. He enjoys \_\_\_\_\_ foreign companies.
8. And he still has time to \_\_\_\_\_ people with their English.
9. Gary is \_\_\_\_\_ in language and business,
10. especially \_\_\_\_\_ business.
11. Gary thinks \_\_\_\_\_ business is especially \_\_\_\_\_.

**foreign**

**formed**

**information**

**international**

**introduction**

**help**

**helping**

**interested**

**interesting**

**international**

## Lesson 1B 第二课

### Introductions (2) 介绍 (2)

#### Interview 访谈

Eliz : Our first guest will be Charles Blake. Mr. Blake lives in Beijing, China. He works for International Robotics, a Chinese company.

Gary : What kind of company is it?

Eliz : International Robotics manufactures industrial robots.

Gary : Robots. So it's a high-tech company.

Eliz : Yes, it is. Then in another program, we'll interview Mike Epstein. Mr. Epstein lives in Sunnyvale, California, in Silicon Valley. He works for Advanced Technologies, an American company.

Gary : That sounds like a high-tech company too.

Eliz : Yes. Advanced Technologies makes computer components. The third person we'll interview is Shirley Graham. Ms. Graham is Mr. Epstein's boss. She's a Vice President at Advanced Technologies. As you'll see, she and Mr. Epstein don't always agree.

Gary : It sounds interesting. When do we start?

Eliz : In just a moment. Charles Blake will be our first guest. But first, let's take a short break.



Eliz : Good morning, Mr. Blake. Thank you for coming to our program.

Blake : Good morning. It's a pleasure to be here.

Eliz : Please tell our listeners a little about yourself and your company.

Blake : Well, I work for a Chinese company, International Robotics. Our head office is in Beijing, China.

Eliz : What does your company manufacture?

Blake : We manufacture industrial equipment and robots.

Eliz : What are the industrial robots used for?

Blake : They're used in the manufacturing process, for example in car manufacturing and in production of computer parts. They make the manufacturing process safer and more efficient. That's because robots don't get tired, sleepy, or hungry.

Eliz : What are your responsibilities at International Robotics?

Blake : My main responsibility is to export the company's industrial robots to North America.

Eliz : I see. Do you spend most of your time in North America?

Blake : Not really. I work at the company's head office in Beijing, but I do spend a lot of time traveling. I usually travel for six to eight weeks a year.

Eliz : So you live in Beijing?

Blake : That's right. My wife is Chinese and I have one child, a son.

Eliz : What do you do in your free time?

Blake : My free time? Well, I enjoy playing golf and tennis, but unfortunately I don't have as much free time as I would like.



## Cultural Note 文化注释

**Silicon Valley** Silicon Valley is the birthplace of the integrated circuit and high-tech companies like Apple Computer Company and DynEd International. Silicon Valley is also home to Stanford University and San Jose State University.

**硅谷** 硅谷是集成电路以及其他高科技公司(如苹果电脑公司、达英教育有限公司等)的发源地,也是斯坦福大学和圣何塞州立大学的所在地。

## Listen for Information 听要点

Fill in the blanks with words used in the interview with Gary.

用与加里的谈话中所用的词填空。

1. Our first guest will be Charles Blake.
2. Mr. \_\_\_\_\_ lives in \_\_\_\_\_, China.
3. \_\_\_\_\_ in another \_\_\_\_\_, we'll interview Mike \_\_\_\_\_.
4. \_\_\_\_\_ lives in \_\_\_\_\_, California, in \_\_\_\_\_ Valley.
5. The third \_\_\_\_\_ we'll interview is \_\_\_\_\_ Graham.
6. She's a \_\_\_\_\_ at Advanced \_\_\_\_\_.

## Modifier Practice 修饰语练习

Listen to the first part of the interview for words that clarify or make the rest of the sentence more specific. Then fill in the blanks with modifier words in the box on the right.

请听访谈的第一部分,注意听那些使句子中其他部分意思更加确切的词,并用右边方框中的修饰语填空。

1. Our \_\_\_\_\_ guest will be Charles Blake.
2. He works for International Robotics, a \_\_\_\_\_ company.
3. \_\_\_\_\_ in \_\_\_\_\_ program, we'll interview Mike Epstein.
4. He works for Advanced Technologies, an \_\_\_\_\_ company.
5. That sounds like a \_\_\_\_\_ company, too.
6. The \_\_\_\_\_ person we'll interview is Shirley Graham.

American  
another  
Chinese  
First  
high-tech  
then  
third

## Who Says? 是谁说的?

Write **E** if Elizabeth or **G** if Gary says it.

伊丽莎白说的话标 E, 加里说的标 G。

1. E We will be interviewing three business people.
2. \_\_\_\_\_ Mr. Blake lives in Beijing, China.
3. \_\_\_\_\_ So, it's a high-tech company.
4. \_\_\_\_\_ It sounds interesting. When do we start?
5. \_\_\_\_\_ In just a moment.

## True/False 判断正误

Write **T** for true and **F** for false.

下列句子内容正确的标 T, 错误的标 F。

1. T Charles Blake is the first guest.
2. \_\_\_\_\_ Gary's job is to interview people.
3. \_\_\_\_\_ The third person we'll interview is Mike Epstein.
4. \_\_\_\_\_ Mr. Epstein lives in Silicon Valley.
5. \_\_\_\_\_ Mike works for a low-tech company.

## Spelling 拼写

Rearrange the letters to make words.

将下列各组字母排列成词。

1. E E I I N R T V W interview
2. E G T S U g
3. E E L O P P p
4. E E G I M N T m
5. B O S T R O r
6. F I E E C T N I F e

## Unscramble 组句

Unscramble the words to make sentences.

将下列各组单词排列成句。

1. don't okay start why you  
Okay, why don't you start?
2. company kind of it is what
3. company high-tech it's so a
4. be Blake Charles guest first our will

## Listen for Information 听要点

Listen again to the interview with Gary, then fill in the following table.

再听一遍与加里的谈话录音并填下表。

NAME	1. <i>Charles</i>	4. <i>Epstein</i>	7. <i>Shirley</i>
COMPANY	2.	<i>Advanced Technologies</i>	8.
PRODUCTS	3.	5.	9.
LOCATION	<i>Beijing, China</i>	6.	10.

## Answer 回答问题

Listen to the interview with Charles Blake and answer these questions.

请听与查尔斯·布莱克的谈话录音并回答下列问题。

1. Does Charles Blake work for an American company or a Chinese company?
2. What is the name of the company? And where is it located?
3. What are industrial robots used for?
4. What does Mr. Blake do for his company?
5. Does he travel a lot or a little?

## Re-write 改写

There is one mistake in each sentence. Find the mistake and rewrite each sentence correctly by using the information in the interview with Charles Blake.

下面每句中有一个错误。根据与查尔斯·布莱克的谈话录音找出错误并写出正确的句子。

1. Charles works for an American company.  
Charles works for a Chinese company.
2. The company's head office is in Hong Kong.
3. Robots make the manufacturing process safer and less efficient.
4. Mr. Blake's main responsibility is to import the robots to North America.
5. Mr. Blake works in the company's head office in America.
6. He usually travels for six to eight months a year.
7. Mr. Blake's wife is Chinese and he has one daughter.