

商务通 英语

Functioning in Business

Book Two

第二册

Roger Olsen 编著
梁晓 翻译

北京语言文化大学出版社
中央广播电视大学出版社



FUNCTIONING IN BUSINESS

商务通英语

Book Two

第二册

Roger Olsen 编著

梁 骁 翻译

北京语言文化大学出版社
中央广播电视大学出版社

(京)新登字 157 号

图书在版编目(CIP)数据

商务通英语 第2册/(美)奥尔森(Olsen, R.)编著;梁晓译

—北京:北京语言文化大学出版社;中央广播电视大学出版社,1999.9

ISBN 7-5619-0771-0

I. 商…

II. ①奥…②梁…

III. 商务—英语—教材

IV. H31

中国版本图书馆 CIP 数据核字(1999)第 33564 号

《商务通英语》著作权合同登记号:第二册图字:01-1999-1161

本书由美国达英教育有限公司(DynEd International, Inc.)授权在中国境内出版发行。

责任印制:汪学发

出版发行:北京语言文化大学出版社 (北京海淀区学院路 15 号 邮政编码 100083)

中央广播电视大学出版社 (北京西城区复兴门内大街 160 号 邮政编码 100031)

印刷:北京北商印刷厂

经销:全国新华书店

版次:1999 年 9 月第 1 版 1999 年 9 月第 1 次印刷

开本:787 毫米×1092 毫米 1/16 印张:9

字数:232 千字 印数:00001—25 000

书号:ISBN 7-5619-0771-0/H·9975

定价:39.80 元(含磁带)

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**帮助你扩大词汇;**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《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

Mark Foley

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、交通和住宿词汇 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 会面的约定与确认 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 提出建议与做出承诺	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
Review of Units 1-6 1~6 单元复习		
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
Review of Units 7-12 7~12 单元复习		

SCOPE AND SEQUENCE: UNITS 3 and 4

第三、四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
第三单元	3A 第一课	Making an appointment 约会 <i>What time would be convenient?</i>	Talking to a telephone receptionist 与电话接待员通话
	3B 第二课	Suggesting 提出建议 <i>How about three o'clock?</i>	Small talk on the telephone 电话中的闲谈
	3C 第三课	Accepting a suggestion 接受建议 <i>That sounds good.</i>	Suggesting a meeting time 建议会面时间
	3D 第四课	Negotiating a meeting time 商量会面时间 <i>Could we make it earlier in the day?</i>	Rejecting a suggestion and suggesting an alternative 拒绝一项建议和提出另外的建议
	3E 第五课	Ending a conversation 结束谈话 <i>I'm looking forward to seeing you.</i>	Confirming the time and place of a meeting 确认会面时间和地点
	3F 第六课	Leaving a message 留言 <i>Could you please ask him to call me back?</i>	Confirming a message 确认留言
第四单元	4A 第一课	Making a restaurant reservation 预定餐馆 <i>I'd like to reserve a table.</i>	Making and changing a restaurant reservation 预定餐馆和更改预定
	4B 第二课	Confirming 确认 <i>Are you still free at 11:00?</i>	Status in American business 美国商界中的身份
	4C 第三课	Refusing 拒绝 <i>I'm sorry but Mr. Malone is busy.</i>	Offices and status 办公室与身份
	4D 第四课	Offering an opinion 提出看法 <i>I think that's a wonderful idea.</i>	Corporate structure 公司结构
	4E 第五课	Disagreeing politely 礼貌地表达不同看法 <i>I understand your reservations, but ...</i>	Disagreeing with the boss 与上司看法不同
	4F 第六课	Stalling 拖延 <i>Let's discuss it tomorrow.</i>	Corporate communication 公司的沟通

CONTENTS 目 录

前言	1
Scope and Sequence 教学内容与安排	3
Scope and Sequence: Units 3 and 4 第三、四单元教学内容与安排	4

Unit Three 第三单元

Lesson 3A 第一课	Making an Appointment (1) 约会 (1)	1
Lesson 3B 第二课	Making an Appointment (2) 约会 (2)	7
Lesson 3C 第三课	Making an Appointment (3) 约会 (3)	13
Lesson 3D 第四课	Making an Appointment (4) 约会 (4)	19
Lesson 3E 第五课	Making an Appointment (5) 约会 (5)	25
Lesson 3F 第六课	Making an Appointment (6) 约会 (6)	31

Unit Four 第四单元

Lesson 4A 第一课	Confirming Plans (1) 确认计划 (1)	37
Lesson 4B 第二课	Confirming Plans (2) 确认计划 (2)	43
Lesson 4C 第三课	Confirming Plans (3) 确认计划 (3)	49
Lesson 4D 第四课	Confirming Plans (4) 确认计划 (4)	55
Lesson 4E 第五课	Confirming Plans (5) 确认计划 (5)	61
Lesson 4F 第六课	Confirming Plans (6) 确认计划 (6)	67

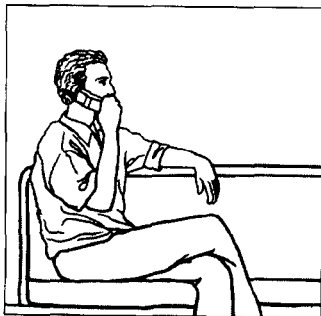
Tapescript 录音课文	73
-----------------------	----

Answer Key 答案	124
---------------------	-----

Glossary 词汇表	132
--------------------	-----

Lesson 3A 第一课

Making an Appointment (1) 约会(1)



Dialog 对话

Receptionist : Advanced Technologies. May I help you?

Blake : Yes, this is Charles Blake from International Robotics. I'd like to speak with Mike Epstein, please.

Receptionist : Just a minute and I'll put you through. . .

Epstein : Epstein. . .

Receptionist : Mr. Epstein, I have a Mr. Blake from International Robotics on the line.

Epstein : Okay, thanks. . . Mr. Blake!

Blake : Hello Mr. Epstein. How are you?

Epstein : I'm fine, thanks. How are you?

Blake : Great.

Epstein : How was your trip?

Blake : I had a nice flight, and it was on time.

Epstein : When did you get in to San Francisco?

Blake : I just arrived a few moments ago.

Epstein : Say, when shall we get together?

Blake : Well, I was hoping that we could perhaps arrange a meeting for tomorrow sometime.

Epstein : Ah, I'll tell you what. I'm free after eleven o'clock. How's that sound?

Blake : That sounds fine with me.

Cultural Note 文化注释

The first Europeans in San Francisco were from Spain. Gaspar de Portola came by horseback and de Ayala sailed into the bay in 1775 - the year before the 13 colonies on the Atlantic seaboard declared independence from England.

旧金山的第一批欧洲人来自西班牙。1775年,加斯帕尔·德·波尔塔拉骑着马来到这里,而德·阿雅拉乘船驶进海湾,第二年大西洋沿海13个殖民地宣布从英格兰独立。

Listen for Information 听要点

Listen to **Dialog** and fill in the blanks.

请听对话并填空。

1. Yes, this is Charles Blake from International Robotics.
2. I'd like to _____ with Mike Epstein, please.
3. Just a _____ and I'll put you _____.
4. Mr. Epstein, I _____ a Mr. Blake from International Robotics _____ the line.
5. How _____ your trip?
6. I had a nice _____, and it was _____ time.

Bonus 附加题

7. Blake arrived in San Francisco just a few _____ ago.
8. Blake would like to _____ a meeting for tomorrow.
9. They agree to meet after _____ o'clock tomorrow.

Preposition Practice 介词练习

Listen to **Dialog** for prepositions. Then choose the correct word for each sentence and underline it.

请听对话中使用的介词。然后为每句选择一个正确的词,并在这个词下划线。

1. I'd like to speak (at / with) Mike Epstein.
2. I have a Mr. Blake (in / on) the line.
3. This is Charles Blake (for / from) International Robotics.
4. I had a nice flight and it was (at / on) time.
5. When did you get (in / from) to San Francisco?
6. We could perhaps arrange a meeting (of / for) tomorrow.
7. I'm free (through / after) eleven o'clock.
8. That sounds fine (of / with) me.

Unscramble 组句

Put these words into the correct order to make sentences or questions.

把下面的词排成正确的顺序,组成句子或问句。

1. help I ? you may May I help you ?
2. through I'll you put _____
3. your how trip ? was _____
4. nice had flight I a _____
5. get when together we ? shall _____
6. me fine that with sounds _____
7. Mike Epstein like please with speak I'd to _____

Listen for Information 听要点

Choose the three correct answers to this question: *Why did Mr. Blake phone Mr. Epstein?*
“为什么布莱克先生给爱泼斯坦先生打电话?”选出这句问话的三个正确回答。

1. To arrange a meeting for Tuesday.
2. To talk about his journey.
3. To talk to Mike in a relaxed way before their formal meeting.
4. To organize a tour of San Francisco.
5. To check the things they would discuss at their meeting.
6. To arrange a meeting for Wednesday.

Business Dialog 商务对话

Listen to **Business Dialog** and fill in the blanks.

请听商务对话并填空。

1. Webber Industries, may I help you?
2. This is Sam Bliss _____.
3. How are you _____ Milton?
4. I'm _____ to see if we can arrange a meeting.
5. There are several matters I'd like to _____ with you..
6. Okay, when _____ be convenient?
7. Could we _____ tomorrow?

Bonus 附加题

8. Ms. Milton would like to meet at _____.
9. Bliss is looking _____ to meeting her.
10. They agree to meet at his _____ tomorrow.

Vocabulary Practice 词汇练习

Match the words and phrases (1-10) with the meanings (A-J).

把词语(1-10)与它们的含义(A-J)匹配。

- | | |
|----------------------|---------------------------------|
| 1. trip | A. check |
| 2. put you through | B. meet each other |
| 3. please hold | C. that's okay |
| 4. get together | D. journey |
| 5. that sounds fine | E. put down the phone |
| 6. set up | F. take you on a tour |
| 7. confirm | G. connect you on the telephone |
| 8. show you around | H. please wait |
| 9. issues to discuss | I. things to talk about |
| 10. hang up | J. arrange |

Focus on Phone Calls 重点练习：打电话

Fill In 填空

Fill in the blanks with the words from the box.

用方框中的词填空。

wants	things	music	company	hold
information	telephone	returning	hang	
identify	person	purpose	receptionist	

When you make a 1. telephone call to a big company there are three 2. _____ you should do.

First, you should 3. _____ yourself and the name of your 4. _____. Then you should tell the 5. _____ the name of the 6. _____ you want to speak to. You can also give some 7. _____ about the 8. _____ of your call.

If the person has called you first you should say you are 9. _____ the call, then the receptionist knows the person 10. _____ to speak with you. After you give the information the receptionist will put you on 11. _____. You may hear some 12. _____ or just silence, but don't 13. _____ up!

Phone Calls Practice 打电话练习

Look at this example:

请看例子：

YOUR NAME: Bob Brown

YOUR COMPANY: ABC Electronics

PERSON YOU ARE CALLING: Sally Gunberg

REASON FOR YOUR CALL: returning her call

"Hello, this is Bob Brown from ABC Electronics. I'd like to speak to Sally Gunberg. I'm returning her call."

Now use this information to complete the sentences.

现在根据下面的信息完成句子。

1. YOUR NAME: Jane Wang

YOUR COMPANY: International Pharmacy Products

PERSON YOU ARE CALLING: Mr. Otakawa

REASON FOR YOUR CALL: he asked you to phone today

Hello, this is Jane Wang from International Pharmacy Products.

2. YOUR NAME: Robert Haslett

YOUR COMPANY: Haslett Engineering Corporation

PERSON YOU ARE CALLING: David Grigson

REASON FOR YOUR CALL: replying to his advertisement

Hello,

3. This time, use your own name and company!

这次,用你自己的姓名和公司。

YOUR NAME:

YOUR COMPANY:

PERSON YOU ARE CALLING: Steven Goldstein

REASON FOR YOUR CALL: returning his call

Hello, _____

Unscramble 组句

Unscramble these words and make suggestions.

排列下面的词语,组成提出建议的句子。

1. that at six let's does ? sound . how meet

Let's meet at six. How does that sound?

2. meeting could a arrange ? we

3. about tomorrow ? how dinner

4. Friday that . sound ? let's on how's meet

5. discuss we issues ? some could

6. about on ? Saturday seven-thirty how

Choose 选择

Read these sentences and decide which are the words or phrases used in today's **Dialog**. Then listen to the tape and see if you are correct.

读下面的句子,并判断哪些是今天对话中使用的词语。然后听录音,看看你选的是否正确。

1.

A. I'd like to
B. I want to

 speak with Mike Epstein.

2.

A. Just a minute
B. One moment, please

 and I'll put you through.

3. This is Charles Blake

A. of
B. from

 International Robotics.

4. I had a

A. great trip
B. nice flight

 and it was on time.

5. That sounds

A. fine with
B. great to

 me.

Pronunciation 语音

Mark the *accepted* syllables, the syllables that have the most stress.

标出公认的音节——重读音节。

1. suggest suggested suggesting suggestion
2. explain explained explaining explanation
3. inform informed informing information
4. interest interested interesting
5. complete completion completely

Bonus 附加题

Do you think “interestion” is a word in American English? “Completed”?

Just for Practice 补充练习

Choose the words that best fit these sentences.

选择最适合的词。

At an

1. informal
information

 meeting like a lunch meeting, you can

2. interest
interesting

3. person
people

 in your

4. busy.
business.

 You can

5. say
tell

6. information
interesting

7. information
interesting

8. informally.
internationally.

At a

9. formal
forward

 meeting like

10. an interview
a conversation

 you should give

11. complete
completion

12. information.
international.

13. Ask
Answer

 questions and offer other

14. informal.
information.

15. Ask
Answer

 all the

16. discuss
difficult

 questions, too. They are also

17. important.
interesting.

 At the

end of the meeting,

18. suggest
suggestions

19. other
another

 time to

20. meet.
meeting.

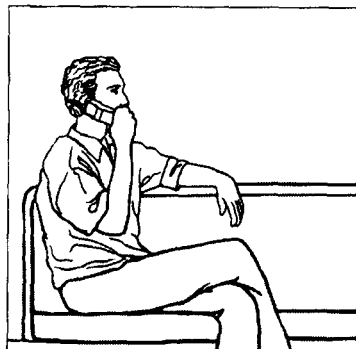
On Your Own 自我评估

How is your English? Rate yourself in each of these skill areas.

Listening	Excellent	Good	Fair	Needs Improvement
Speaking	Excellent	Good	Fair	Needs Improvement
Reading	Excellent	Good	Fair	Needs Improvement
Writing	Excellent	Good	Fair	Needs Improvement
Vocabulary	Excellent	Good	Fair	Needs Improvement
Grammar	Excellent	Good	Fair	Needs Improvement

Lesson 3B 第二课

Making an Appointment (2) 约会(2)



Dialog 对话

Receptionist : Advanced Technologies. May I help you?

Blake : Yes, this is Charles Blake from International Robotics. I'd like to speak with Mike Epstein, please.

Receptionist : Just a minute and I'll put you through...

Epstein : Epstein...

Receptionist : Mr. Epstein, I have a Mr. Blake from International Robotics on the line.

Epstein : Okay, thanks... Mr. Blake!

Blake : Hello, Mr. Epstein. How are you?

Epstein : I'm fine, thanks. How are you?

Blake : Great.

Epstein : How was your trip?

Blake : I had a nice flight, and it was on time.

Epstein : When did you get in to San Francisco?

Blake : I just arrived a few moments ago.

Epstein : Say, when shall we get together?

Blake : Well, I was hoping that we could perhaps arrange a meeting for tomorrow sometime.

Epstein : Ah, I'll tell you what. I'm free after eleven o'clock. How's that sound?

Blake : That sounds fine with me.

Epstein : Okay, uh, where are you staying?

Blake : I'm staying at the Embassy Suites. It's about twenty minutes south of the airport.

Epstein : Ah, that's real close to my office here. I'll tell you what, I'll meet you tomorrow around 11:15. Then we can go to lunch, and then I'll show you around San Francisco.

Blake : That sounds very nice.

Cultural Note 文化注释

California became part of the United States in 1846 after a war with Mexico. Gold was discovered in 1848, and San Francisco grew from a village of 500 to a city of 20 or 30 thousand by 1850, the year California became a state.

1846年,与墨西哥的战争后,加利福尼亚成为美国的一部分。1848年发现了黄金,到了1850年旧金山已从五百人的村子发展成为二三万人的城市,这一年加利福尼亚成为美国的一个州。

Listen for Information 听要点

Listen to **Dialog** and fill in the blanks.

请听对话并填空。

1. I'd like to speak with Mike Epstein, please.
2. Just a and I'll put you ...
3. Mr. Epstein, I a Mr. Blake from International Robotics on the .
4. When did you in to San Francisco?
5. Say, when we get together?
6. Well, I was hoping that we perhaps arrange a for tomorrow sometime.
7. I'm after eleven o'clock. How's that ?

Bonus 附加题

8. Mr. Blake is at the Embassy .
9. They are going to tomorrow at around .
10. After their meeting they will have and Mr. Epstein will show Mr. Blake San Francisco.

Preposition Practice 介词填空

Listen to the prepositions in **Dialog** and fill in the blanks with a word from the box.

注意听对话中用到的介词并用方框中的词填空。

1. I'd like to speak with Mike Epstein.
2. I have a Mr. Blake International Robotics on the line.
3. I had a nice flight and it was time.
4. When did you get to San Francisco.
5. We could arrange a meeting tomorrow sometime.
6. I'm free eleven o'clock.
7. That's real close my office.
8. Then I'll show you San Francisco.

after
around
for
from
in
on
to
with

Listen for Information 听要点

Listen to Interview (2), and fill in the blanks.

请听访谈(2)录音并填空。

- 1. Mr. Epstein, let's talk about your conversation with Mr. Blake.
- 2. You suggested that the two of you for lunch.
- 3. I thought it would be a idea for us to get in an informal setting.
- 4. I wanted to fill him in on some of the of our project.
- 5. I didn't want to schedule a meeting until he had a to rest.
- 6. Did you go the agenda?
- 7. I confirmed with him the he wanted to discuss the meeting.
- 8. Then we for a nice around San Francisco.
- 9. I dropped him at his hotel, and then to my office.
- 10. Thank you for me on your show.

Listen for Sequence 听后排序

These are the events that Epstein described in Interviews. Put them into the correct order.

下面是爱泼斯坦在访谈中所说的事情。把它们按正确的顺序排列。

- A. Epstein drove Blake around San Francisco. []
- B. Epstein left his office around 11 o'clock. [1]
- C. They had lunch together. []
- D. Epstein arrived at the hotel at 11:15. []
- E. Epstein dropped Blake off at his hotel. []
- F. Epstein returned to his office. []
- G. They talked about the agenda for their meeting. []

Word Practice 词语练习

Fill in the blanks with the words in the box.

用方框中的词填空。

PHRASE	MEANING
1. talk something	discuss something together
2. go something	explain the details of something
3. drop someone	take somebody to a place by car or taxi
4. fill somebody on something	tell somebody everything about something
5. get	meet somebody

together
off
in
over
about