

商务英语系列教材

商务  
英语

听力

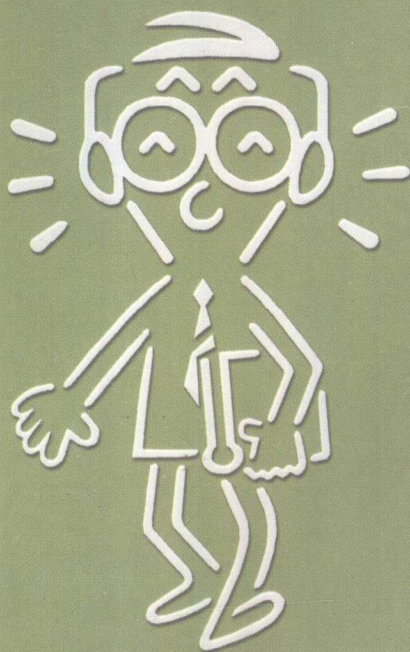
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(教师用书)

*Successful Listening*

总主编 虞苏美

主 编 沈爱珍



高等教育出版社

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# 前 言

听力是一种综合语言能力。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。提高听力同时又是一种技能训练,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。

《商务英语听力》是“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。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18个单元及期中、期末两篇测试题。每单元有一特定主题,由4个部分组成:第一部分为准备性练习,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。本书配有磁带及教师用书。

编 者  
于华东师范大学

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## Unit One

## Work

## Part

## Warming-up Exercises

**Direction****Objective:** *Following directions and describing relationships*

Look at the following map. Each numbered arrow in the map shows a certain direction. Under the map you'll find some phrases of directions. Listen carefully and write the correct number on the line beside each phrase.

For example:

*Across the street.* Look at the map. Can you guess which number shows across the street? Number 5 shows across the street. Write 5 on the correct line at the bottom of the page. Follow the same procedure for the remainder of the exercise.

*Around the corner (right or left).*

(number 3)

*At the intersection of 1st and Main.*

(number 9)

*Back down the street.*

(number 13)

*Beside the bank.*

(number 7)

*In the middle of the block.*

(number 14)

*In the middle of the street.*

(number 8)



*Into the street.* (number 10)  
*Next door to the theatre.* (number 11)  
*On both sides of the street.* (number 4)

*On the corner.* (number 6)  
*Turn to the right.* (number 2)  
*Turn to the left.* (number 1)  
*Up the street.* (number 12)



## Conversations



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

1. Woman : How did you find your new job?  
Man : I went to an employment agency.
2. Woman : I read your ad in the paper about the job opening. I'm very much interested in that position, and would like to know if it's still available.  
Man : I'm sorry but the position has just been filled. But we'll keep your résumé in our active file and get in touch with you if another opening is available.
3. Man : Are you going to tell Ms. Martin that you're looking for another job?  
Woman : No, not yet. Besides, if I don't find one, I'll probably stay here a while longer.
4. Woman : Will you need an experienced desk clerk for your hotel next summer?  
Man : Do you have experience in secretarial work?

5. Man : Do you think your English is good enough to do desk work?  
 Woman : I have just left school, but have a good knowledge of English.



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

1. Man : Good morning. I'm Jack, Jack Brown. My father asked me to come over and see you about a vacation job.  
 Woman : Oh, come in, Jack. I haven't seen you for ages.  
 Question : What does the man want? (A)
2. Woman : Wasn't Ben hired for the job he wanted?  
 Man : No. And he just can't seem to get over the disappointment.  
 Question : What is the man saying about Ben? (B)
3. Man : Have you any vacancies for full-time waiters?  
 Woman : No, but we need a weekend barman.  
 Question : What job can the man have? (B)
4. Woman : Have you found a summer job yet?  
 Man : No. I'm going to have to step up my efforts.  
 Question : What is the man planning to do? (A)
5. Man : Laura's getting a part-time job this week.  
 Woman : Shouldn't she concentrate on doing her schoolwork instead?  
 Question : What does the woman suggest? (C)



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

- Woman : I was wondering whether you needed any part-timers.  
 Man : What were you thinking of?  
 Woman : A hotel job of some sort.  
 Man : Have you ever done anything similar?  
 Woman : Not so far, no.  
 Man : There's nothing at present, but look back in a week.



Questions:

1. What does the woman want?
2. Can she get a job of this kind? Why or why not?

Answers:

1. A part time job at a hotel.
2. No. Because there are no openings now.



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

- A : What kind of work have you done in the past?
- B : I used to be a door-to-door salesman.
- A : What made you quit that job?
- B : I recently moved to this area.
- A : You seem well qualified. Can you start work tomorrow?
- B : Yes, I can, sir. By the way, do you pay commissions on sales?
- A : Sure. You'll receive a small salary plus sales commissions as well as other fringe benefits.



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

- Woman : Could I talk to the manager, please?
- Man : Yes, I am the manager here.
- Woman : I understand you have an opening for a secretarial position.
- Man : Yes. Who referred you to this company?
- Woman : I saw your newspaper ad in the L. A. Times.
- Man : Have you worked anywhere else?
- Woman : Yes, I worked for two years at an engineering consulting firm. I can operate a personal computer, too.
- Man : Can you furnish a letter of recommendation from them?
- Woman : Sure, I can.

Man : Do you have a résumé with you?

Woman : Yes, here it is.

**Questions:**

1. Who is the man speaker?
2. What kind of job is available in this company?
3. How did the woman know about it?
4. Do you think the woman has any working experience? How do you know?

**Answers:**

1. He is the manager.
2. A secretarial position.
3. She read the company's ad on a newspaper.
4. Yes. She said she worked for two years at an engineering consulting firm.



## Passages



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

Today, growing numbers of people are changing careers or getting second starts in careers that have greater appeal to them. Society no longer attaches the stigma of "instability" to the idea of career hopping, as it once did. Motives or reasons for changing careers vary widely, but many people move because they feel stale or fed up with a grinding or dull routine. For some, a second start grows out of the realization that what they want out of life is not what they are doing, and they decide to do those things they enjoy and believe to be important. Certainly, time spent in one occupation is likely to narrow the range of later occupational choices, very few people have the motivation and financial



resources to start a completely new career in mid-life. Most people move to a related field that involves a minimum of new training.

Career planning does not guarantee that all the problems, difficulties, or decision-making situations that face you in the future will be solved or made any easier. Nor can any formula be given to do that. But career planning should help you to approach and cope better with new problems, such as deciding whether or not to enter educational or training programs, deciding whether or not to change jobs, and analyzing the difficulties you are having with a situation or a person.



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

Working in a pleasant atmosphere, occupying the right post — in short, finding the right job — is an important part, perhaps the most important, of every man's life. Job hunting is the hardest of all types of work, and it can be the most interesting. An orderly, planned approach is essential.

The first thing to do in seeking a position is to determine exactly what you want to do — not in terms of some vague objective, such as "I want to become a member of the management group," but with a definite and immediate goal. Though you have done quite a few jobs, there must be one that you have enjoyed and have done well. So you should be able to pick out the type of work you can do best. Then take out a piece of paper and list your strengths and weaknesses while evaluating past performance honestly. A judgement of this sort might profitably be discussed with a friend to obtain a fresh, objective viewpoint on what you should try to do.

The second is to find the target. Draw a circle around the locality desired, or pick all the companies in the type of industry you wish to join — in fact, use every means at your disposal to find the target at which you are going to shoot. Once those companies are selected, let them know of your availability. This should be done, where possible, through a personal contact or by letter to the head of the firm or department where you think you are most likely to fit. You can enclose a résumé, but at this stage of the game a provocative letter alone

may be better, since résumés can be tailored for the particular opening.

1. T    2. F    3. F    4. T    5. T    6. F



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

The résumé is extremely important for a job seeker. It is nearly always an essential in securing a position. Interviews, however long, are necessarily limited by the interviewer's time. Management likes to have the facts on paper to read at leisure. Résumés are generally either functional or chronological. Functional résumés, after giving personal data (age, education, marital status), relate what duties have been performed in what fields and do not usually dwell on employers' names and dates. Such résumés can be helpful in adding to a chronological résumé. The chronological résumé is more common. It should be concise, again giving personal data, and should list in reverse chronological order the names of past employers and dates of employment, together with a short summary of the responsibilities involved. It is often worthwhile to prepare several different résumés stressing different aspects of your background or aptitudes. Be honest. Confine your résumé to two typewritten pages or less. Be assured. Don't dress up your résumé to look as if it belonged in a rare-book collection, nor make it so "different" that it automatically labels you an odd person. List references, but ask that they not be contacted without your permission.

Answers:

1. It is nearly always an essential in securing a position.
2. Résumés are generally either functional or chronological.
3. The chronological résumé is more common.
4. It should give personal data and list in reverse chronological order the names of past employers and dates of employment, together with a short summary of the responsibilities involved.
5. Two typewritten pages or less.



Listen to the passage twice and choose A, B, C or D to complete the following statements.

In a modern society work is very important. It is regarded as the primary human activity. For most of us work is the most important means of survival. As the Chinese saying goes, he who does not work, neither shall he eat. A person's standard of living and his or her place in society mainly depends on what kind of job he or she does. However, that does not mean we should do any job that is given to us so long as we are paid for what we do. The ideal situation is that we do the kind of job that we know is worth doing and that also gives us lots of satisfaction.

We used to do the job we were assigned. We were asked to put the needs of society first and individual needs second. Now we are trying to combine both so that most people will get the job they want. Nowadays if you are not happy in your work, you are allowed to change jobs. There are regular job fairs or labor markets where people usually go to look for jobs.

It used to be quite an embarrassing thing in China for a person to be dismissed by his or her employer. But things are different now. Many people leave their work place by resigning or having their employers dismiss them.

Enterprise leaders hold that many things account for the changing of jobs. Some people are not satisfied with the situation in their work units; some are attracted by the higher income of self-employed workers and those who work for foreign interest-involved businesses.

The frequent change of jobs among employees represents a challenge to the years-old job allocation system in China, revealing the fact that people have begun to pay attention to their personal values and have a sense of competition. The flow of personnel in the form of quitting old jobs to find new ones cannot be stopped by mere administrative means. Such a flow is inevitable in the development of a commodity economy.

1. B    2. A    3. B    4. C    5. D



IV  
PartSupplementary  
Exercises

**A** Listen to the following telephone conversations twice and fill the table below with the information you hear on the tape.

1. A : Power Record Store. Can I help you?  
B : Yes, are you still looking for salespeople?  
A : Yes, we are. It's a weekend job. Eight hours a day, Saturday and Sunday. Do you want to leave your name? The store manager will call you back later.  
B : Sure. My name's Kevin Washington, that's K-E-V-I-N W-A-S-H-I-N-G-T-O-N. My telephone number's 642-5623.
2. A : Ross Hotel.  
B : Oh, I'm calling about the ad for a bartender. Is that still available?  
A : Yes, it is. What kind of experience do you have?  
B : Well, I've worked in a number of hotels and bars around town.  
A : Fine. OK, well, you'd be working nights, starting on Thursday, five or six days a week. Why don't you come in for an interview?  
B : OK. My name's Philip Peterson, that's P-H-I-L-I-P P-E-T-E-R-S-O-N. My number is 625-4335.
3. A : Queen's Hotel.  
B : Hello. I'm calling about the receptionist's job.  
A : OK.  
B : Is that a full-time job?  
A : No, it's just a weekend job, three evenings a week. I think the hours are five to midnight. Why don't you leave your name, and I'll ask the manager to call you back?  
B : All right. My name's Dee Hilton, that's D-E-E H-I-L-T-O-N, and my number's 879-0257.
4. A : White Swan Restaurant. Can I help you?