

- 全国高等院校商务英语精品教材
- 全国商务英语研究会推荐教材

新编商务英语

听力教程

1

Business English
Successful Listening
(Second Edition)

(第二版)

总主编 虞苏美 张春柏
主 编 沈爱珍

Student's Book



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HIGHER EDUCATION PRESS

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- 全国商务英语

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前言

要想提高听力,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。提高听力绝无捷径可走,最根本的方法就是多听多练,只有多听多练才能变“听不懂”为“听得懂”,变“被动”为“主动”。但如何提高听力训练的效率,较快地提高听力水平,则是有科学需讲究,有规律可遵循的。

《新编商务英语(第二版)听力教程》旨在通过由易至难渐进式的、科学的听力技能训练,逐步提高学生的“听”的能力。

《新编商务英语听力》在多年的实际教学使用中受到了广泛好评。借这次改版的机会,《新编商务英语(第二版)听力教程》在充分总结多年教学实践经验的基础上对原教材作了进一步完善,使之编排更科学,特点更鲜明,内容更精炼,梯度更合理,形式更生动活泼,以期达到更好的教学效果。

本教材虽然是为商务英语专业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《新编商务英语(第二版)听力教程》第1册,共15个单元及期中、期末两套测试题。每单元有一个特定的主题,由5个部分组成:第一部分为准备性练习,这是基础的听力技巧训练,包括对语音、词汇等的辨认以及对数字、时间、距离、方位、计算等的熟悉训练,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,有助于学生扩大知识面,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。最后的幽默故事,用以活跃教学气氛,加强趣味性的同时,帮助学生增强语感,提高听力。

本书另配有教学参考书及磁带和MP3光盘。

编者

2011年6月

于华东师范大学

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Greetings and Introductions

C. sad
C. threw
C. shine
C. skin

B. sat
B. tire
B. dine
B. stream

A. sat
A. drew
A. pine
A. stream



Part I



Warming-up Exercises

Phonetics

Objective: distinguishing words with similar sounds

New Words and Expressions

phonetics

语音学

vowel

元音

consonant

辅音

thumb

拇指

flea

跳蚤

flea market

(欧洲街道上的)廉价品和旧货市场



You will hear one word read from each group. Circle the letter beside the word you hear. The word will be read to you only once.

- | | | | |
|--------------|-----------|-----------|-----------|
| 1 A. wheel | B. seal | C. veal | D. feel |
| 2 A. group | B. droop | C. troop | D. fruit |
| 3 A. play | B. pray | C. grey | D. clay |
| 4 A. bun | B. gun | C. ton | D. done |
| 5 A. spare | B. stare | C. scare | D. snare |
| 6 A. sag | B. sat | C. sad | D. sack |
| 7 A. drew | B. true | C. threw | D. brew |
| 8 A. thesis | B. seizes | C. she is | D. teases |
| 9 A. bet | B. debt | C. pet | D. let |
| 10 A. pine | B. dine | C. shine | D. fine |
| 11 A. scream | B. steam | C. skim | D. slim |

- | | | | | |
|----|----------|----------|---------|-----------|
| 12 | A. rod | B. road | C. rude | D. raid |
| 13 | A. pit | B. pet | C. pat | D. put |
| 14 | A. firm | B. farm | C. form | D. fume |
| 15 | A. sport | B. spout | C. spot | D. sprout |
| 16 | A. hair | B. here | C. hay | D. high |
| 17 | A. test | B. best | C. nest | D. lest |
| 18 | A. hut | B. hurt | C. hot | D. heart |
| 19 | A. seeks | B. six | C. sex | D. sacks |
| 20 | A. miss | B. mess | C. mass | D. moss |



The two words in each group with similar vowels are difficult to distinguish. Listen to a sentence carefully and circle the letter beside the word you hear. The sentence will be read to you twice.

- | | | | | | |
|----|----------|-----------|----|------------|------------|
| 1 | A. apple | B. maple | 2 | A. sheep | B. ship |
| 3 | A. bit | B. beat | 4 | A. letter | B. litter |
| 5 | A. cup | B. cap | 6 | A. luck | B. lock |
| 7 | A. bill | B. bell | 8 | A. man | B. men |
| 9 | A. said | B. sad | 10 | A. sanding | B. sending |
| 11 | A. burnt | B. bought | 12 | A. box | B. bucks |
| 13 | A. heels | B. hills | 14 | A. hut | B. hat |
| 15 | A. lamp | B. lump | 16 | A. lost | B. last |
| 17 | A. boss | B. bus | 18 | A. caps | B. cops |
| 19 | A. bag | B. bug | 20 | A. tongue | B. turn |



The two words in each group with similar consonants are difficult to distinguish. Listen to a sentence carefully and circle the letter beside the word you hear. The sentence will be read to you twice.

- | | | | | | |
|----|----------|----------|----|-----------|------------|
| 1 | A. map | B. nap | 2 | A. shops | B. chops |
| 3 | A. watch | B. wash | 4 | A. cash | B. catch |
| 5 | A. jeep | B. cheap | 6 | A. joking | B. choking |
| 7 | A. few | B. view | 8 | A. leaf | B. leave |
| 9 | A. fan | B. van | 10 | A. van | B. ban |
| 11 | A. boats | B. votes | 12 | A. sums | B. thumbs |
| 13 | A. thick | B. sick | 14 | A. sink | B. think |

- | | | | |
|--------------|-----------|---------------|------------|
| 15 A. wrist | B. list | 16 A. collect | B. correct |
| 17 A. fright | B. flight | 18 A. flea | B. free |
| 19 A. code | B. coat | 20 A. bag | B. back |

Part II



Conversations

New Words and Expressions

bookkeeper

记帐人

software

软件

journalism

新闻业

personnel

人事(部门)

advertising

广告

A

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

- Woman:** _____ me to introduce myself. I'm Susan Saris, your _____ from Shanghai Travel Service.

Man: How do you do, Miss Saris? _____ to meet you.
- Man:** Who is that man _____ there?

Woman: He is the _____ manager of our company. Let me introduce you to _____ other.
- Man:** I'm Mr. Carter, your new _____.

Woman: Welcome to the _____.
- Woman:** Oh, Mr. Smith. Would you like me to _____ you to Mr. Li? Mr. Li is in _____ of the foreign department at the Bank of China's _____ office in Beijing.

Man: I'd be very pleased if you _____. In fact, I've got a _____ for him from

- Mr. Brown who came here with a _____ from our bank last year.
- 5 **Man:** Good morning. May I introduce myself? My name's James Taylor and I'm _____ here.
- Woman:** Pleased to meet you. I'm Annie White, the assistant to the _____.
- Welcome to our company.

B Listen to the following short conversation twice and choose the right answer to each question you hear.

- | | | | | |
|---|-----------------------------------|--------------------------------|-----------------------------|-----------------------------------|
| 1 | A. Wodbury. | B. Woodbury. | C. Wordbury. | D. Woody. |
| 2 | A. They work in the same section. | B. They are distantly related. | C. They are both engineers. | D. They work in the same company. |
| 3 | A. Miss Pond. | B. Mrs. Pond. | C. Miss Bond. | D. Mrs. Bond. |
| 4 | A. The secretary. | B. The president. | C. An officer. | D. An advertiser. |
| 5 | A. The new clerk. | B. The manager. | C. The secretary. | D. The new manager. |

C Listen to the following longer conversation twice and answer the questions.

- 1 **What are they?**

Wang Ying: _____

Mr. Li: _____

Mr. Morrison: _____

- 2 **What are they doing?**

Wang Ying and Mr. Li: _____

Mr. Morrison: _____

D Listen to the following longer conversation twice and decide whether the following statements are true or false. Write "T" for true or "F" for false.

- () 1 Miss Brown is Mr. Wright's secretary.
- () 2 Mr. Smith and Mr. Wright are working in the same office.
- () 3 Mr. Wright is probably an accountant.
- () 4 Miss Brown likes to work in this office.
- () 5 Mr. Smith has caught a cold.



Listen to the following longer conversation twice and choose the right answer to the question you hear.

- | | | | | |
|---|------------------|----------------|-------------------|-----------------------|
| 1 | A. A journalist. | B. A lawyer. | C. A businessman. | D. A teacher. |
| 2 | A. Law. | B. Journalism. | C. Business. | D. The other studies. |
| 3 | A. A journalist. | B. A lawyer. | C. A businessman. | D. He doesn't know. |
| 4 | A. Room 312. | B. Room 320. | C. Room 302. | D. Room 321. |

Part III



Passages

New Words and Expressions

expected	应该得到的	detailed	详细的
contact	关系	subsequent	随后的
acceptable	可接受的	part	分别
essential	非常重要的	overemphasize	过分强调
associate	同事	sincere	真诚的



Listen to the passage twice and choose the correct answer to each question.

- What do people say when they greet each other?
 - Hi, how are you?
 - What's your name?
 - How old are you?
- What is NOT the expected answer to "How are you?"
 - Not bad.

- B. How do you do?
C. Pretty good.
- 3 What kind of answer is usually preferred in greeting?
A. A long, detailed answer.
B. A short answer.
C. A negative answer.
- 4 What can be used in the same way as "Hello" in greeting?
A. Fine.
B. Are you feeling well?
C. How are you?

B

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

- () 1 Introductions and greetings in different cultures have different purposes.
() 2 If you want to show friendliness to someone you meet for the first time, you should greet him or her in an informal way.
() 3 People usually shake hands when they greet each other for the first time.
() 4 "Nice to see you" is often used for the first meeting.
() 5 In an informal situation men and women often kiss on the cheek when parting.

C

Listen to the passage twice and choose the correct answer to each question you hear.

- 1 A. Greetings and introductions are of great importance in US culture.
B. People needn't pay too much attention to greetings and introductions.
C. Introducing oneself is more commonly used than being introduced to others.
- 2 A. Introducing a woman to a man.
B. Introducing a man to a woman.
C. Introducing the old to the young.
- 3 A. Age.
B. Sex.
C. Rank.
- 4 A. Give a sweet smile.
B. Extend your hand and say hello.
C. Ask someone else to introduce you.



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

Saying goodbye at the end of your studies in the US is _____ to your professors, your advisors, your friends and you. If your name _____ were made at the _____ of your stay and you gave it to your friends _____ you meet them, saying goodbye becomes much _____.

Americans usually _____ a thank-you at the end of your stay. So when you _____, it is important to thank those who have been _____ to you. This doesn't require a gift, but a _____ thank-you. You can express your thankfulness in _____ or by telephone before leaving or with a note _____ after you return to your motherland.



Part IV



Supplementary Exercises

New Words and Expressions

colleague

同事

improve

改进

commandment

戒律

embarrassment

为难

lump

块

suburb

郊区

eliminate

排除

physically

身体上



Listen to the conversation twice and fill in the blanks with the words you hear.

(It's Sunday afternoon. There is a knock at the door. Mrs. Horgan's colleagues, Mr. and Mrs. Smith have arrived. Mrs. Horgan lets them in and they greet each other and shake hands.)

Mrs. Horgan: _____, Mrs. Smith. _____?

Mrs. Smith: _____, thank you, and how are you?

Mrs. Horgan: _____, thank you. How's your mother, Mrs. Smith? I hear she's not been very well.

Mrs. Smith: _____, but she's much better now.

Mrs. Horgan: _____.

(A few minutes later, there's a ring at the door. It's Virginia Coleman, Mrs. Horgan's niece.)

Mrs. Horgan: _____, please. I think that's my niece at the door. ... Hello, Virginia, my dear!

Miss Coleman: I'm glad to see you. _____.

Mrs. Horgan: I don't think _____. Let me _____. This is my niece, Miss Coleman, Mr. Smith and Mrs. Smith.

Mrs. Smith: How do you do?

Miss Coleman: How do you do?

Mrs. Horgan: And now let's have some coffee. _____ your coffee, Mrs. Smith?

Mrs. Smith: One lump of sugar and some milk, please. I like _____, but my husband _____ coffee.

Mr. Horgan: Well, how's business, Mr. Smith?

Mr. Smith: Pretty good, thank you. And _____?

Mr. Horgan: Not too good, _____.

Mr. Smith: I'm sorry to hear that. I hope things will improve soon.

Mr. Horgan: Let's _____.



Listen to the passage twice and answer the questions.

1 What is the man's name?

2 Where does he live?

3 What does he study?

4 What do his parents do?

5 Who is his friend?

6 Does she live with her family?

- 7 What are her parents' jobs?

- 8 Where do her parents live?

- 9 What does she study?

- 10 How does she spend her holidays?



Listen to the following passage twice and fill in the blanks with the information you hear.

5 Commandments

- Stand up — to give the impression that you are giving the person _____.
- _____ — to make them perceive you _____.
- _____ — to send others a message of _____ and to show others that you have _____.
- _____ — to introduce yourself to others by saying your _____ name to let other person _____.
- Shake hands — to display your sense of _____.

Part V



The World of Humor

New Words and Expressions

hobby
miracle

业余爱好
奇迹

fishing-rod

钓鱼竿

Answer the question according
to what you hear.

Would David catch any fish in the stream?
Why or why not?



