

世界畅销交际英语 美国之音全球热播

*Functioning in Business*



# 商务通英语 | 3

Functioning in Business

Roger Olsen 编著 Sean Liang 翻译

北京语言大学出版社

FUNCTIONING IN BUSINESS

# 商务通英语

Book Three

第三册

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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 5 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
<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 A 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 A 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 5 and 6

### 第五、六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
第五单元	5A 第一课	Introducing Someone Else 介绍他人 <i>This is our Vice President, Shirley Graham.</i>	Business Introductions 商务介绍
	5B 第二课	Introducing Yourself 自我介绍 <i>I'm Sandra Powers.</i>	Silence in Business Conversations 商务谈话中的沉默
	5C 第三课	Interrupting 打断他人的谈话 <i>I'm sorry to interrupt.</i>	Interrupting Politely 礼貌地打断
	5D 第四课	Offering 主动提供某物 <i>Would you like to start with some coffee?</i>	Choice in American Culture 美国文化中的选择
	5E 第五课	Confirming Understanding 确认理解 <i>You mean like a bonus?</i>	Confirming Understanding 确认理解
	5F 第六课	Conceding a Point 承认某一点 <i>You have a good point.</i>	Differences of Opinions in a Negotiation. 谈判中观点的不同
第六单元	6A 第一课	Offering 主动提供某物 <i>Would anyone like dessert?</i>	American Business Lunches 美国的工作午餐
	6B 第二课	Asking Permission 请求允许 <i>Do you mind if I smoke?</i>	Smoking 吸烟
	6C 第三课	Clarifying 澄清 <i>Let me clarify that a little.</i>	Stating Opinions 陈述看法
	6D 第四课	Promising 许诺 <i>I'll have the report ready for you tomorrow.</i>	Keeping Promises 信守许诺
	6E 第五课	Qualifying, Summarizing 进一步说明, 总结 <i>To summarize, there are still problems with the delivery date.</i>	Confirming Understanding 确认理解
	6F 第六课	Showing Appreciation 表示感谢 <i>We really appreciate your business.</i>	Tipping in American Restaurants 在美国餐馆中付小费

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## Lesson 5A 第一课

### *An Important Introduction (1)* 重要的介绍(1)

#### Interview 访谈

Eliz : On today's program, I'll be talking with Michael Epstein. Mr. Epstein is in his office in San Jose, California.

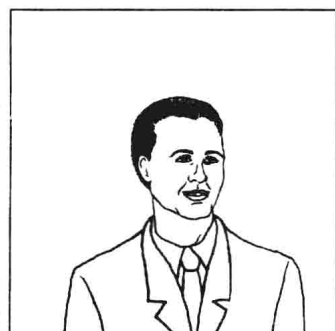
Eliz : Hello, Mr. Epstein.

Epstein : Hello.

Eliz : Today we are going to talk about the first time Ms. Graham met Mr. Blake.

Epstein : On Wednesday, June 12, of last year.

Eliz : That's right. They met in the lobby of Mr. Blake's hotel, and you introduced Mr. Blake to Ms. Graham. Let's listen to the first part of that conversation. You had just arrived at the hotel and you were looking for Mr. Blake. Let's listen.



#### Dialog 对话

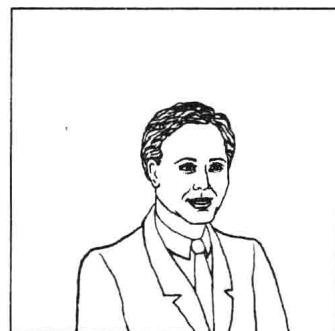
Epstein : Now, let's see. Where is he? Oh, there he is, over there reading the newspaper. Mr. Blake!

Blake : Oh, hi Mike. How are you today?

Epstein : It's good to see you, Charles. This is our Vice President, Shirley Graham. Shirley, this is Charles Blake from International Robotics.

Graham : It's nice to meet you, Mr. Blake.

Blake : Pleased to meet you, Ms. Graham.



#### Cultural Note 文化注释

**Washington, DC** Washington, DC is the capital of the United States. DC stands for "District of Columbia." "The District" is governed directly by the Congress. Washington is where the Congress meets (the Capitol) and where the President works (the White House).

**华盛顿哥伦比亚特区** 华盛顿哥伦比亚特区是美国的首都。DC是"District of Columbia"的缩写。这个特区由国会直接管辖。华盛顿是国会开会的地方(国会大厦)和总统工作的地方(白宫)。

Listen for Information 听要点

Listen to **Interview (1)** and **Dialog**, then fill in the blanks. Be careful. There are two words in each blank!

请听访谈(1)和对话的录音，然后填空。注意，每个空填两个词。

- 1. Today we are going to talk about the first time Ms. Graham met Mr. Blake.
- 2. On Wednesday, June 12, of \_\_\_\_\_.
- 3. They met in \_\_\_\_\_ of Mr. Blake's hotel, and you introduced Mr. Blake to Ms. Graham.
- 4. You had just arrived at the hotel and you \_\_\_\_\_ for Mr. Blake.
- 5. Now, let's see. Where is he? Oh, there \_\_\_\_\_, over there reading the newspaper.
- 6. Oh, hi Mike. How \_\_\_\_\_ today?
- 7. It's good to see you, Charles. This \_\_\_\_\_ Vice President, Shirley Graham.
- 8. Shirley, \_\_\_\_\_ Charles Blake from International Robotics.
- 9. It's nice \_\_\_\_\_ you, Mr. Blake.
- 10. \_\_\_\_\_ meet you, Ms. Graham.

**Bonus** Answer "Yes" or "No."

**附加题** 回答"Yes"或"No"。

- 11. Had Mr. Epstein met Mr. Blake before? \_\_\_\_\_
- 12. Had Shirley Graham met Mr. Blake before? \_\_\_\_\_

Verb Practice 动词练习

Listen to **Interview (1)** and fill in the blanks with the correct forms of the verbs that Elizabeth and Mike use.

请听访谈(1)录音，并用伊丽莎白和迈克使用的动词的正确形式填空。

- 1. On today's program I'll be talking with Michael Epstein.
- 2. Today we are going to \_\_\_\_\_ about the first time Ms. Graham met Mr. Blake.
- 3. They \_\_\_\_\_ in the lobby of Mr. Blake's hotel.
- 4. You \_\_\_\_\_ Mr. Blake to Ms. Graham.
- 5. Let's \_\_\_\_\_ to the first part of the conversation.
- 6. You had just \_\_\_\_\_ at the hotel.
- 7. You were \_\_\_\_\_ for Mr. Blake.

arrive
introduce
listen
look
meet
talk

Unscramble 组句

Unscramble these words to make sentences. Watch out for No. 4.

重新排列下面的词语，组成句子。注意第4题。

- 1. is Charles Shirley, Blake this \_\_\_\_\_
- 2. to see it's you good \_\_\_\_\_
- 3. our Shirley this Vice Graham President is , \_\_\_\_\_
- 4. ouy adeelps eemt ot \_\_\_\_\_

Answer 回答问题

Listen to **Dialog** and answer these questions about Ms. Graham and Mr. Blake.  
请听对话并回答有关格雷厄姆女士和布莱克先生的问题。

- 1. Who is the Vice President, Shirley Graham or Susan Graham? \_\_\_\_\_
- 2. Is Charles reading a newspaper or is he reading a book? \_\_\_\_\_
- 3. Does Charles already know Mike? \_\_\_\_\_
- 4. Does Mike already know Shirley? \_\_\_\_\_
- 5. Is Charles happy to meet Shirley? What does he say? \_\_\_\_\_

Preposition Practice 介词练习

Listen to **Interview (1)** and **Dialog** again. This time, listen for prepositions. Then choose the correct preposition in the box for each blank. You may use some words more than once.  
请再听一遍访谈(1)和对话的录音。这次注意听介词,然后从方框中选择正确的介词填入每个空格。一词可以多次使用。

to    on    for    with    in    from    about    at

- 1. On today's program I'll be talking \_\_\_\_\_ Michael Epstein.
- 2. Mr. Epstein is \_\_\_\_\_ his office in San Jose, California.
- 3. Today we are going to talk \_\_\_\_\_ the first time Ms. Graham met Mr. Blake.
- 4. \_\_\_\_\_ Wednesday, June 12, of last year.
- 5. They met \_\_\_\_\_ the lobby of Mr. Blake's hotel.
- 6. You introduced Mr. Blake \_\_\_\_\_ Ms. Graham.
- 7. You had just arrived \_\_\_\_\_ the hotel.
- 8. Mr. Blake and Ms. Graham are meeting \_\_\_\_\_ the first time.
- 9. Shirley, this is Charles Blake \_\_\_\_\_ International Robotics.

Who Says? 是谁说的?

Listen to **Business Dialog**. Write **P** if the president, **H** if Harry, or **M** if Mary says it.  
请听商务对话。总裁的话用 P 标明,哈里的话用 H 标明,玛丽的话用 M 标明。

- 1. \_\_\_\_\_ I'd like to introduce you to Harry Abrams.
- 2. \_\_\_\_\_ Mary was Office Manager at Global Electronics with your old friend Bob.
- 3. \_\_\_\_\_ He's doing very well. He's a Vice President now.
- 4. \_\_\_\_\_ I'm glad to hear it.
- 5. \_\_\_\_\_ You mentioned that you like to ski. Well, Harry is an excellent skier!
- 6. \_\_\_\_\_ I'd be glad to talk to you later about some good places to ski.
- 7. \_\_\_\_\_ Sounds great!
- 8. \_\_\_\_\_ We have a lot more introductions to make today.
- 9. \_\_\_\_\_ It was nice to meet you.

True/False 判断正误

According to **Business Dialog**, are these statements true [ T ] or false [ F ]?

根据商务对话,下面的内容是正确的[ T ]还是错误的[ F ]?

1. \_\_\_\_\_ Harry is the Vice President of Marketing.

2. \_\_\_\_\_ Mary Jenkins is Vice President of Global Electronics.

3. \_\_\_\_\_ Bob works for Global Electronics.

4. \_\_\_\_\_ Bob is an old friend of Harry's.
5. \_\_\_\_\_ Bob isn't very well.

6. \_\_\_\_\_ Mary likes to ski.

7. \_\_\_\_\_ Harry used to ski with Mary.

8. \_\_\_\_\_ Harry is a good skier.

9. \_\_\_\_\_ The President is going to talk about places to ski later on.

Focus on Introductions 重点练习:介绍

Match 匹配

Listen to **Culture Tips** and match the sentence halves.

请听《文化点滴》并将下面两栏中的句段相配组句。

1. You have to make sure that each person learns

2. Introducing people is easy

3. A standard way to introduce people is to say

4. After you've introduced the two people, you should

5. When two people meet for the first time, they may not

6. You can help people to start talking

7. A good example of adding new information is to say

8. You should help them to make small talk because
- A. "Harry just got back from Singapore."

B. know what to say to each other.

C. "I'd like you to meet..."

D. because you can use standard language.

E. small talk makes everyone comfortable.

F. try to help them continue the conversation.

G. the other person's name and business title.

H. by adding some new information.

Introducing Someone Else 介绍他人

Listen to **Gary's Tips**. Answer the questions with sentences.

请听《加里提示》。用句子回答问题。

1. How did Mr. Epstein introduce Ms. Graham to Mr. Blake?

2. What information did Mr. Epstein give about Ms. Graham?

3. Why does Mr. Epstein call Ms. Graham by her first name?

4. Why do Ms. Graham and Mr. Blake use last names?

5. When do we use the expression "I'd like to introduce you to..."?

6. Which other common expression do we use for introductions?

7. Why does Mary call Harry Abrams "Mr. Abrams"?

8. When do we use "It's nice to meet you"?

9. When do we use "It's nice to see you"?

10. Why do we often give extra information or begin some "small talk"?

Introduction Practice 介绍练习

Here are five introductions. One is correct and four are incorrect. Which one is correct? What is wrong with the other introductions?

下面是 5 个介绍。1 个是对的,4 个是错的。哪个是正确的? 其他的介绍错在哪里?

- 1. John, this is our Vice President, Stephanie Stevens.  
Hi, Stephanie.
- 2. John, I'd like you to meet our Vice President, Stephanie Stevens.  
Nice to see you, Stephanie.
- 3. John, I'd like to introduce you to Stephanie Stevens, our Vice President.  
Pleased to meet you, Stephanie.
- 4. John, this is our Vice President, Stephanie Stevens.  
Nice to meet you, Ms. Stevens.
- 5. John, I'd like you to meet Stephanie Stevens, our Vice President.  
Nice to see you, Ms. Stevens.

Just Talking 话语表达

Language for formal introductions can be different in casual and informal situations.  
在较为随便和非正式的场合所用的语言与正式介绍的语言是不同的。

Formal	less formal	informal / casual
May I present ...	John, this is...	John, Mary ... Mary, John.
I'd like you to meet ...	John, do you know ...	
May I introduce ...	John, have you met ...	
 Hello, Mrs. Jones.	 Hello.	 Hi.
How do you do?	How'd you do?	How dee?
I'm pleased to meet you.	Pleased to meet you.	
It's my pleasure.	My pleasure.	

Choose 选择

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

读下面的句子,并判断哪些是今天广播开始时的会话中使用的词语。然后听录音,看看你选的是否正确。

- 1. That's right. They 

A. met  
B. were introduced

 in the lobby of Mr. Blake's hotel.
- 2. Oh, 

A. hi  
B. hello

 Mike.
- 3. How 

A. was your trip?  
B. are you today?
- 4. It's 

A. good  
B. nice

 to see you.
- 5. This is 

A. our Vice President, Shirley Graham.  
B. Shirley Graham, our Vice President.

Pronunciation: Syllables 语音: 音节

How many syllables are in these words? Put the words in the correct column and underline the syllable that is stressed (which is said louder or longer).

下面这些词各有几个音节? 把词归入正确的栏内,并用下划线标出重读音节(读音较响或较长)。

<i>conversation</i>	<i>global</i>	<i>impression</i>
<i>interrupt</i>	<i>interruption</i>	<i>introduction</i>
<i>mention</i>	<i>newspaper</i>	<i>president</i>
<i>situation</i>	<i>title</i>	
2 SYLLABLES	3 SYLLABLES	4 SYLLABLES

Just for Practice 补充练习

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

用右边方框中的词完成下面的句子。

1. How should I introduce \_\_\_\_\_ people?

2. You can introduce \_\_\_\_\_ when they meet.

3. Say, "I'd like to introduce \_\_\_\_\_ to my colleague."

4. Or say, "I'd like to introduce \_\_\_\_\_ to each other."

5. Or you could say, "I'd like \_\_\_\_\_ to meet each other."

6. Those're three ways to begin \_\_\_\_\_ introduction.

7. Then help them to begin \_\_\_\_\_ make small talk.

8. You can begin \_\_\_\_\_ topic like music or sports.

9. When you meet someone, say "How \_\_\_\_\_ you do?"

10. Or say, "How \_\_\_\_\_ you?"

11. Then say, "It's \_\_\_\_\_ to meet you,"

12. or "I'm \_\_\_\_\_ to meet you."

13. When you \_\_\_\_\_ again, you say "It's nice to \_\_\_\_\_ you."

14. Or, you can say, "It's \_\_\_\_\_ to see you."

15. But you don't say " \_\_\_\_\_ " the first time you \_\_\_\_\_.

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## Lesson 5B 第二课

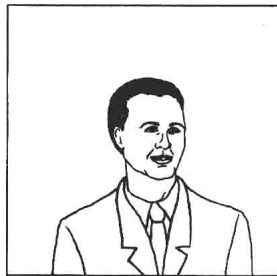
### *An Important Introduction (2)* 重要的介绍(2)

#### Interview 访谈

- Eliz : On our last show, we spoke with Mr. Epstein. We talked about your first meeting with Shirley Graham.
- Blake : Yes. I was a little nervous about meeting her. I knew that Mr. Epstein wanted to do business with me. But I knew that Shirley Graham had some concerns. So it was very important to me to establish a good personal relationship with her.
- Eliz : Well, today we're going to listen to your first conversation with her.
- Blake : In the lobby of my hotel?
- Eliz : That's right.
- Blake : OK.

#### Dialog 对话

- Epstein : Now, let's see. Where is he? Oh, there he is, over there reading the newspaper. Mr. Blake!
- Blake : Oh, hi Mike. How are you today?
- Epstein : It's good to see you, Charles. This is our Vice President, Shirley Graham. Shirley, this is Charles Blake from International Robotics.
- Graham : It's nice to meet you, Mr. Blake.
- Blake : Pleased to meet you, Ms. Graham.
- Graham : How are you today?
- Blake : Fine. And you?
- Graham : Just fine. Mike tells me that he took you around San Francisco yesterday.
- Blake : We had a great time yesterday. We went down to Fisherman's Wharf, and we had lunch, and then we drove around San Francisco and saw a bit of the city.
- Graham : Is this your first trip to the West Coast?
- Blake : Well, not really. I was here about seven years ago, just for a very brief visit. And now I have a little bit more time to see some of the city.



#### Cultural Note 文化注释

**Washington, DC** Well-known landmarks in Washington include the Jefferson Memorial and the Lincoln Memorial. The tallest building is the Washington Monument (555 ft tall).

**华盛顿哥伦比亚特区** 华盛顿著名的建筑包括杰斐逊纪念堂和林肯纪念堂。最高的建筑是华盛顿纪念塔(高 555 英尺)。

Listen for Information 听要点

Listen to **Interview (1)** and **Dialog**, and fill in the blanks.

请听访谈(1)和对话的录音并填空。

- 1. I was a little \_\_\_\_\_ about meeting her.
- 2. I knew that Mr. Epstein wanted to do \_\_\_\_\_ with me.
- 3. It was very \_\_\_\_\_ to me to establish a good personal \_\_\_\_\_ with her.
- 4. Now, let's \_\_\_\_\_. Where is he? Oh, there he is, over there reading the \_\_\_\_\_.
- 5. It's \_\_\_\_\_ to see you, Charles. This is \_\_\_\_\_ Vice President, Shirley Graham.
- 6. Shirley, \_\_\_\_\_ is Charles Blake from International Robotics.
- 7. Pleased to \_\_\_\_\_ you, Ms. Graham.
- 8. Mike tells me that he took you \_\_\_\_\_ San Francisco yesterday.
- 9. We went \_\_\_\_\_ to Fisherman's Wharf, and \_\_\_\_\_ had lunch.
- 10. Then we drove around San Francisco and saw a \_\_\_\_\_ of the city.

**Bonus** Answer these questions with sentences.

**附加题** 用句子回答问题。

- 11. Has Mr. Blake visited the West Coast before? \_\_\_\_\_
- 12. What happened seven years ago? \_\_\_\_\_

Verb Practice 动词练习

There are some past tense verbs in today's **Interview (1)** and **Dialog**. Listen, and then complete this chart with a past tense for each verb and write a sentence containing the past tense verb.

在今天的访谈(1)和对话中有一些动词的过去形式。听后用每个动词的过去式完成下表并写出一个含有过去式动词的句子。

INFINITIVE	PAST TENSE	SENTENCE
1. speak	<u>spoke</u>	<u>On our last show, we spoke with Mr. Epstein.</u>
2. talk	_____	_____
3. be	_____	_____
4. know	_____	_____
5. want	_____	_____
6. have	_____	_____
7. take	_____	_____
8. go	_____	_____
9. drive	_____	_____
10. see	_____	_____



Careful Listening 仔细听

There is one mistake in each sentence. Cross out the mistake and write the correction.  
下面的每个句子中都有一个错误。划去错误并改正过来。

Example: ~~Mr. Epstein~~ was nervous about meeting Ms. Graham. Mr. Blake

1. Mr. Blake knew that Shirley had many concerns.

2. Shirley Graham met Mr. Blake in the lobby of her hotel.

3. Mr. Blake wanted to establish a good relationship with Mr. Epstein.

4. Mike took Shirley around San Francisco yesterday.

5. They drove around San Francisco and saw most of the city.

6. Mr. Blake came to San Francisco seventeen years ago.

Listen for Information 听要点

Listen to **Interview (2)** and answer these questions.  
请听访谈(2)录音，并回答下面的问题。

1. Who did Charles think was friendly?

Ms. Graham.

2. Where did they meet?

3. What did he think he could do with her?

4. How will he convince her to buy his robots?

5. When will we see how the negotiations went?

Match 匹配

Listen to **Interview (2)** and match these sentence halves.  
请听访谈(2)录音并将下面两栏的句段相配组句。

1. Mr. Blake thought Ms. Graham was

A. to buy his industrial robots.

2. He hoped that he could

B. they needed to discuss.

3. Blake knew there were several important issues

C. very friendly.

4. He felt that he could convince her

D. as the show continues.

5. We will see how the negotiations go

E. do business with her.

Choose 选择

Choose the best way to complete each sentence. Then listen to Gary's **Culture Tips** and see if you are correct.

选择最佳方式完成各句。然后听加里主持的《文化点滴》，看看你选的是否正确。

1. Most Americans talk a lot because silence

A. makes a bad impression.

B. is impressive.

2. If you are silent, Americans may think

A. you are boring.

B. you are bored.

3. If you don't keep talking, Americans might think

A. you don't like them.

B. you aren't like them.

4. When listeners use expressions like "Uh-huh" and "Really?" they show

A. they don't understand.

B. they are interested.

5. If you need time to think, you can say

A. "something."

B. "Hmm" or "Let me see."

6. Saying "Hmm" means

A. "I'm not interested."

B. "I will say something soon."