

英文

听打实训教程

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前 言

在信息化迅猛发展的电子商务时代，无纸办公（Paperless Office）是理想的办公环境，它不仅能大大地提高工作效率，还能节约能源，这将是社会发展的必然趋势。结合这一趋势以及我国高职英语专业学生就业岗位群的岗位能力需求，还有我国企事业涉外部门工作人员对英文文书处理能力的要求，我们编写了本教材。

本教材以“提高学生实践能力，培养学生的职业技能”为宗旨，从企业对职业院校商务英语专业学生的实际能力需求出发，确定教材特点：任务导向，突出实训操练，强调针对性训练，体现教学改革。

教材内容分四个模块，共八个单元。

模块一（Module 1）基础训练（Basic Practice）共四个单元，具体包括：键盘技巧及盲打（Keyboard Skills and Blind Typing），词、句听打（Words and Sentences Audio Typing），段落听打（Passage Audio Typing），信息摘录（Information Taking），对话听打（Conversation Audio Typing）。

键盘技巧及盲打（Keyboard Skills and Blind Typing）单元介绍了正确打字姿势，标准键盘指法及盲打技巧，同时设计了一系列的英文打字训练项目，例如：字母抄打，短、长句子抄打，段落抄打，还专门设计了潦草手写体文本的辨认及抄打练习。词、句听打（Words and Sentences Audio Typing）、段落听打（Passage Audio Typing）、对话听打（Conversation Audio Typing）三个单元在文稿内容设计难度和打字速度要求及习题安排上既体现从易到难，词、句、段阶梯式训练效果，又注重循环训练，目的在于提高学习者的听打熟练程度及准确率。

模块二（Module 2）高级进阶训练（Advanced Practice）共三个单元，具体内容包括：备忘录和通知，商务信函，会议纪要。此模块主要介绍常见文函格式、排版要求，根据口述要点撰写成文，根据具体语境设计的对话（两人对话、多人对话）和情景介绍来整理并打出以上备忘录、通知、信函及会议纪要等文本。其中在备忘录和通知单元设计了 Word 文档编排技巧。

模块三（Module 3）项目训练（The Project），以 Judy 女士一天工作为线索，根据工作过程和情境设计了一个贯穿项目，把手写文稿抄打、备忘录、通知、商务信函、会议纪要等听打技能全部设计到 Judy 的一天工作过程中。本模块是对全书内容的综合性训练。

模块四（Module 4）英文听打练习（English Audio Typing Practice）适用于学生自学，题型设计以中等难度的信息摘录（Information Taking）为主。

本教材适用：

* 中职学校英语专业学生听打实训课程教材；



- * 高职院校英语专业学生“同声打字”或“英文听打”课程教材；
- * 涉外企事业外事部门员工岗前培训教材；

推荐中、高职院校英语专业学生第三或第四学期开设此课程。

选学内容及推荐学时：

1. 中职学校学生课堂学习：

(1) 推荐学时：30 学时

(2) 选学内容：

Module 1	Basic Practice
Unit 1	Keyboard Skills and Blind Typing
Unit 2	Words and Sentences Audio Typing
Unit 3	Passage Audio Typing
Unit 4	Information Taking
Unit 5	Conversation Audio Typing

2. 高职院校学生课堂学习：

(1) 推荐学时：36 学时

(2) 选学内容：

Module 1	Basic Practice
Unit 1	Keyboard Skills and Blind Typing
Unit 2	Words and Sentences Audio Typing
Unit 3	Passage Audio Typing
Unit 4	Information Taking
Unit 5	Conversation Audio Typing
Module 2	Advanced Practice
Unit 6	Memos and Notices
Unit 7	Business Letters
Unit 8	Meeting Minutes
Module 3	The Project

3. 自学：

(1) 推荐学时：10 学时

(2) 选学内容：

Module 4	English Audio Typing Practice
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4. 外事部门员工岗前培训

(1) 推荐学时：20 学时

(2) 选学内容：

Module 2	Advanced Practice
Unit 6	Memos and Notices
Unit 7	Business Letters



Unit 8 Meeting Minutes

本教材注重学生个性差异, 设计了比较宽泛的教学内容。建议使用者或授课教师根据实际需要选择性地删减部分内容, 以达到最佳使用效果。另外, 本教材配有标准美式发音多媒体教学光盘, 以便使用者做听打练习或自学时使用。

本教材由江门职业技术学院郭士香副教授编写第一、第四模块, 冯焕红编写第二、三模块, 王媛媛、罗光文、冯晓菲、张时平、李祎、黄玲玲、梁颖琦、谢碧玲等为本教材提供了编写材料, 辽宁科技学院外语系的李淑艳老师负责本教材的版面、图片设计等。本教材全部录音由来自美国的 Marian Blair 女士及 Howard 先生完成。此外, 一些来自广东省本科、高职、中职院校的教学名师, 学科带头人, 骨干教师等也为本教材的编写提出了建设性意见。

本书的设计、编写、制作过程是一个探索的过程, 加之编者水平有限, 疏漏和不妥之处恳请专家和读者不吝指正。

编者

2011年3月1日

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Module 1 Basic Practice

Unit 1 Keyboard Skills and Blind Typing

Aims and Expectations 能力目标

通过本单元的教学和训练，学生应具备以下能力：

1. 能用正确的指法打字。
2. 能以一定速度盲打。
3. 能在一定准确率要求下盲打。

Part I

Keyboard and Typing Skills 键盘与打字技巧

1. 正确的打字姿势

正确的打字姿势对于打字的速度和准确率都是非常重要的。如果坐姿不正确，不但会影响打字速度的提高，而且还很容易疲劳、出错。

正确的坐姿应该是：两脚平放，腰部挺直，两臂自然下垂，两肘贴于腋边。手指轻轻接触键盘，手掌离开键盘，不能靠在键盘上。身体可略倾斜，离键盘的距离约为 20 ~ 30 厘米。所打字的文稿放在键盘左边，或用专用夹，夹在显示器旁边。打字时眼观文稿，身体不要随文稿倾斜。

2. 标准键盘指法

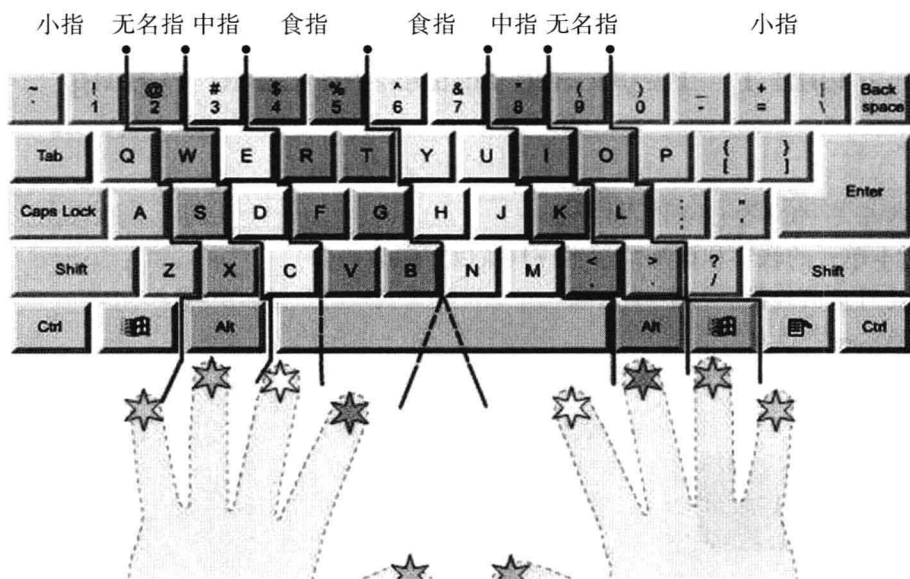
在键盘的中央有八个手指定位的基本键，分别是“A、S、D、F、J、K、L、;”键，其中“F”和“J”键上都有一个突出的小棱杠，以便于盲打时手指能通过触觉定位。

(1) 双手在基本键上的正确位置应该是：左手小指、无名指、中指和食指应依次虚放在“A、S、D、F”键上，右手的食指、中指、无名指和小指应依次虚放在“J、K、L、;”键上，两个大拇指则虚放在空格键上。在打字时，双手应放在基本键上，当要击打其他键时，手指应从基本键出发，完成击打后，手指必须马上回到基本键来。

(2) 其他键的手指分工：掌握了基本键及其指法，就可以进一步掌握打字键区的其他键位了，左手食指负责的键位有“4、5、R、T、F、G、V、B”共八个键，中指负责“3、E、D、C”共四个键，无名指负责“2、W、S、X”键，小指负责“1、Q、A、Z”及其



左边的所有键位。右手食指负责“6、7、Y、U、H、J、N、M”八个键，中指负责“8、I、K、,”四个键，无名指负责“9、O、L、。”四个键，小指负责“0、P、;、/”及其右边的所有键位。这么一划分，整个键盘的手指分工就一清二楚了，击打任何键，只需把手指从基本键位移到相应的键上，正确按键后，再返回基本键位即可。



3. 盲打技巧

(1) 盲打的含义

所谓盲打就是在打字时既不看键盘也不看屏幕，只看录入文件的一种打字方式。

在盲打过程中，按照手指分工和标准指法打字，眼和手互不干扰，各负其责，所以打字速度快。熟练掌握盲打的技巧，能大大地提高工作效率。

(2) 盲打的技巧

首先，必须要用正确的指法来打字。由于在打字过程中不允许看键盘，要通过触摸来击打正确的键，因此，指法必须正确，否则准确率就无法保证。各个手指分工明确，各司其职，不要越权代劳，一旦敲错了键，或是用错了手指，可用右手小指击打退格键，重新输入正确的字符。

其次，要真正做到盲打，必须不看键盘，也不看电脑屏幕，只看录入文件。在打字过程中，如果不能专注地看着录入文件，而是看一下键盘，看一下屏幕，再看一下文件，会很容易造成文字的丢失，要重新定位正在输入的文字的位置，不但花了时间，还很容易发生错误。初学者因记不住键位，往往忍不住要看着键盘打字，一定要避免这种情况，实在记不起，可先看一下，然后移开视线，再按指法要求键入。只有这样，才能逐渐做到凭手感而不是凭记忆去体会每一个键的准确位置。

最后，任何技巧都是通过多次反复训练而获得的，因此，初学者只要多记、多练，一



定能达到盲打要求的速度和准确率。

Part II

Practice Exercise 实训练习

说明：以下练习题每题有 100 ~ 120 个单词，要求在 6 分钟内录入完毕（即 20wpm，每分钟 20 个单词），准确率要求达到 90% 以上（即允许出现的错误不能超过 12 个）。

Task

1. Practice typing letters A S D F J K L and measure the time yourself.（练习打字母 A S D F J K L 并计时）

asdfjkl; asdfjkl; asdfjkl; asdfjkl; asdfjkl;
 asdf asdf asdf asdf jkl; jkl; jkl; jkl;
 kk jj ss dd ff ll aa ;; jj kk ll ss ff dd aa ;;
 ak aj ad ls lf ld kd kl k; ds sd a; sj
 ljk lf jkdf fdk fl; askfd fds sdf kl; lkj
 ; a ; s ; f ; d ; l ; j fj fk fa fs fl f; jf jd js jl ja j;
 dj dl dk ds df da d; sj sl sk s; lf ld lj lk l;
 ask a dad; as a a sad lad; lad; all fall;
 fad ad all lad lass all fall ask dad ads asks ad
 sad dad lad fad lad sad dad fall all dads fads

2. Practice typing letters G H V B and measure the time yourself.（练习打字母 G H V B 并计时）

ghvb g h v b g h v b g h v b g h v b g h v b g h v b
 hbv hgv vgh ggg hhh vvv bbb gvg hbg
 go get lag jag hag gas leg glad sag leg keg egg
 she dash had has he lash heed heel hall shell
 five cave ever van vac give gave value gave hive
 book rob bib bit bob bid rib bad sob bow
 fang gang sang hang gang hang fang sang
 they are very happy after they heard the good news
 it was a very difficult quiz so he failed
 beat bowl bad brim better beam bell ball
 have above heave brave cab bet crab hell high
 ghost good sag lag boy brother baby very good
 she left she needing at the sale the things



3. Practice typing letters M N and measure the time yourself. (练习打字母 M N 并计时)

mm nn mn nm mom none more no nothing met
mother month mat jam time mud mam mow mad
same mail most comb meet team man con brim
fan land nat den fan hand sand tan hen than
shine kind gain king hint link sing then then
thin think than keen night knife need fine fang
clam much mince crime cram can munch now
time finish men hamburgers many monkey mice
north northeast noon afternoon kneeling sang
won want sun fun Westminster went Nancy nana
Mary did not bring his material to the meeting.
He is a fine dad; she says he needs his kind

4. Practice typing letters O R and measure the time yourself. (练习打字母 O R 并计时)

fro fro or ro oor roo or ro dor dro mor
rag her rat ran far free jar dart tar the dirt fir
lol lot log hold done too to go do soon old
tooth good song jolts fool sold told gold fold
aLa aJa aKa aHa aHa aOa aOa aNa aNa
done fore note nose none sore soar dare tore lone fir
for this; for her; for their; for those; for him; tar for the jar
we asked Jane to send the pizza to Mary;
there are the letter that she sent to Nancy;
is to to the go for decker or and she that this these

5. Practice typing letters E T and measure the time yourself. (练习打字母 E T 并计时)

he see tee fee kee led feed sea fed dead seas
steel lead task these dash teeth eat feet
she dash had has he lash heed heel hall
jet fat tea set let sat tall talk tell eat
he has a deal; dad had the jet; ; the meal;
deal the deal; at least love a mom; a fast cat;
shell sheds hash heal ashes ash
fat east sat eat jets feat teak least let
Let's go to the cinema to see a film together.
Cathy prefers coffee to tea, while Kate prefers tea to coffee.
He has to take bags when he goes out for camping.
They were very happy after they heard the good news.



6. Practice typing letters X Y Z and measure the time yourself. (练习打字母 X Y Z 并计时)

hex fax fix six box flex next fox ox
 wex box hex axe six jinx fox tax wax
 your yes joy jay yoyo you yet year yum
 year you yard yes jay ray yam say yawn
 zip zone zoom zest zap zany lazy zero
 zig dozen zag zip zinc zone graze faze
 azav azav azav azav azav azav azav azav
 sly why day fly try stay bay way pay may
 doze frizz leave quiz froze freeze gaze size zoo maze gaze
 She bought six boxes in the yard.
 They were not sure whether they have time to go to the zoo.
 You should finish your assignment by the end of this week.

7. Practice typing letters U W and measure the time yourself. (练习打字母 U W 并计时)

sws sws sws sws sws sws sws sws sws
 juj juj juj juj juj juj juj juj juj juj
 jug run jut just dug hug rug our use sun fun
 wet were sew saw sow wig was won win we
 few were we sat was wag drag dare wade date
 junk fuss our use us four work down town two
 week won while with will want wall would well
 wig were few sat was wag wade wet rude waste
 Let's go. Ned wants to buy a white cup.
 I was drunk last night.
 I saw a wire in the street.
 I came. I saw. I conquered.
 Nancy went to Westminster.
 Kathy went to the store.

8. Practice typing letters I C and measure the time yourself. (练习打字母 I C 并计时)

fist kid kit hid hill sit fit it fill sill little
 shine kind gain king hint link sing interest
 cup cut cow cod can tack call cot cat cell ceiling
 clam cost cab cob crib cast computer con car
 if in it a it is in is it knife big needing something
 time is important think this thin hail tail fail laid nail
 camera catch cough caught cut country come came
 crime cram crab mince nice advice practice like Cindy



single sister nothing hit in face his kind instead
height night fight light frighten sign sigh night light
century cent currency current caught cunning case
Can you catch the candy I throw to you?
He is a fine dad and she says she needs his kindness.

9. Practice typing letters P Q and the left and right SHIFT key, and measure the time yourself. (练习打字母 P Q 及左右 SHIFT 键, 并计时)

up op ap qp wp ps pp pup quq pup pop qoq oq op
?p? ?p? ?p? ?p? ?p? ?p? ?p? ;p; ;p; ;p; ;p; ;p; ;p;
aQa aQa aQa aQa aQa aQa aQa aQa aQa aQa aQa
pep pet pen pin part pug pan pup pop pat pot lap pal
past pest president spare hip ship part-time please
question quit quiet queen quite quip quirt equip
quote quits quilt squall quench squid quick quip queen
To Paul, Ed, Sal, Fred, Don, Dan, Sal, Dean, Gorge
When Where Who Whom What Want Waste
Opportunity Opinion Onion Oh Only Oxygen Ox
She is sending the gift to Peter.

I was not quick enough to quote all this.

10. Practice typing numbers and measure the time yourself. (练习打数字并计时)

1 2 3 4 5 6 7 8 9 0 9 8 4 2 6 7 5 0
23 45 66 81 49 26 52 90 75 63 69 18 97
189 264 321 840 439 744 539 105 372 844
3,429 4,874 5,309 4,666 9,065 7,583 8,210 2,351
44,890 32,819 51,800 43,631 52,504 79,310 94,524
321,095 540,000 670,333 742,500 961,728 253,749
8,655,712 9,499,356 8,254,719 4,573,800 7,436,255
57,345,820 61,822,543 20,540,000 79,734,462 85,641,300
320,563,891 904,583,472 441,309,582 288,357,911
1,540,916,758 5,622,504,302 7,280,122,524 1,010,051,117

11. Type the following sentences and measure the time yourself. (抄打下列句子并计时)

1. Practice makes perfect and constant practice is the only way to achieve becoming a good typist.
2. The way to greet a British person is to shake hands with him or her.
3. Kissing is not common except in the case of elderly ladies.
4. I enjoy playing computer games a lot.
5. I think American football is very exciting, but I don't like playing basketball.
6. Many of my classmates are working as volunteers.
7. The Department of Labor did a study on how Americans use their free time.



8. The advantage of green food in the market is that this kind of food can bring no harm to people's health.

12. Type the following sentences and measure the time yourself. (抄打下列句子并计时)

1. Now, the green food in China is graded into two levels, that is, A level and AA level.
2. In 1950, Diners Club and American Express launched their charge cards in the USA, the first "plastic money".
3. Did you know that taking your medications properly is one of the best ways to avoid future health care costs?
4. The transportation in Beijing has changed a lot and there are more subways and light rails.
5. I have published two short stories in national magazines, and I have also finished my novel.
6. Most people hate the terrible morning sound of an alarm clock when a loud noise wakes you up from your sweetest dreams.

13. Type the following sentences and measure the time yourself. (抄打下列句子并计时)

1. When I first came to New York and studied in a university in 1997, everything seemed new and strange.
2. Bus is one of the most convenient means of transportation and some of them have comfortable seats and toilets.
3. The main obvious purpose of advertising is to inform people of the available products or services.
4. A successful business trip highly depends on a detailed and thoughtful schedule.
5. As a general rule, the businessperson should keep the schedule flexible enough to allow for both unexpected problems and opportunities.
6. From the beginning of time, people have wanted to get from one place to another.

14. Type the following sentences and measure the time yourself. (抄打下列句子并计时)

1. You can do a lot during a working holiday—picking apples on a farm or teaching English in Thailand.
2. William has asked me for a loan of five pounds and I don't know whether I did right by lending him the money.
3. The whole class is divided into three big groups: the Land Transportation Group, the Water Transportation Group and the Air Transportation Group.
4. These books cover every area of life, from love to work and back again.
5. These "feminine" books ask you to search deep inside you for the answers to life's problems.
6. They offer rules you can use to change the state of your heart and everything else follows.

15. Type the following sentences and measure the time yourself. (抄打下列句子并计时)

1. Piggy Wiggy was the first self-service store which was opened in 1916. Prior to 1916, when Clarence Saunders invented the self-service food store and named it Piggy Wiggy, shopping for food was an entirely different experience from what it is today.



2. In the past, department stores were the only modern trade that was known among Chinese shoppers, but ever since China's open door policy and China's rapid transformation from a planned economy to a market economy, great changes have taken place in the retail market.
3. Wal-Mart, the world's largest retailer, was founded in America forty years ago. The company is a giant in every respect, ranking first on the Fortune 500 list.

16. Type the following sentences and measure the time yourself. (抄打下列句子并计时)

1. The weekend was over, and Begbie had returned to town, restless, and strangely unhappy. There was within him a curious sense of something lost. He packed his suitcase silently but could find nothing missing.
2. Upon my return from the never-to-forgotten series of golden hours at Sea Cliff, after the habit of the departing guest, I have at least left one of my possessions behind me.
3. If by some good chance you have found it, and it's useless to you, will you be good enough to return it to me? Or, if by some good fortune you find it worth retaining, will you please tell me it is in your custody and is not lying somewhere neglected? It is the only one I have, and it has never passed out of my keeping before.

17. Type the following paragraphs and measure the time yourself. (抄打下列段落并计时)

1. This is the story of how my husband got mugged at the chemist's. It wasn't his fault. On certain matters, he is as innocent as a newborn baby and should not be allowed to roam around unsupervised at cosmetics counters. In other words, he is a genuine guy. Genuine guys are sometimes known as retro-sexual; to distinguish them from metro-sexual, who are men with the good taste of a woman.
2. Secretly, I've always thought my husband could stand to be just a little bit more metro. Sometimes I buy him fancy shaving cream and leave it suggestively on his side of sink. He never gets the hint. He prefers a ten-second dry shave with a plastic disposable razor and toilet paper to stanch the wounds.

18. Type the following paragraphs and measure the time yourself. (抄打下列段落并计时)

1. ISO is a worldwide federation of national standards bodies from more than 140 countries, one from each country. ISO is a non-governmental organization established in 1947. The mission of ISO is to promote the development of standardization. ISO's work results in international agreements which are published as International Standard.
2. The art of bargaining is a very specialized art. It is the art of getting the most and paying the least. Shop around a little first to develop a sense of what things should cost. Let the seller make the first offer, then counter with a reasonable offer somewhat less than you expect to pay. Once you've decided on an object, let your attention wander so that the seller doesn't know you're hooked.

19. Type the following passages and measure the time yourself. (抄打下列短文并计时)

1. Couples usually ask for advice when they are just about ready to throw in the towel. Their Love Banks have been losing Love Units so long that they are now deeply in the red. And



their negative Love Bank accounts make them feel very uncomfortable just being in the same room with each other. To be in love again means they must re-deposit all the Love Units that were withdrawn. In order to deposit enough Love Units to all in love, they must follow rules that they don't feel, like the rule of care, the rule of protection, the rule of honesty, and the rule of time.

2. We live in a global village, but how well do we know and understand the cross-cultural influence on business? Maybe we assume that the widespread understanding of the English language means a corresponding understanding of English customs. However, it might not be necessarily the case. If we want to have good business, we must understand different cultures in doing business. Before you go to a country on business, you should have to learn something about her culture. When in Rome, do as the Romans do.

20. Type the following dialogue and measure the time yourself. (抄打下列对话并计时)

Waiter: Good evening, sir. Here is the menu for you.

Johnson: Thank you.

Waiter: May I take your order, sir?

Johnson: Sure. I'd like to try some Sichuan food today. Would you recommend some?

Waiter: May I suggest Kung-pao chicken? It's typical Sichuan dish, spicy and hot.

Johnson: OK, I'll take it.

Waiter: I would also suggest Bean-curd with pepper and chili sauce. Many customers like it.

Johnson: It sounds interesting. I'll have a try.

Waiter: What kind of drink do you prefer, beer, wine or tea?

Johnson: I'd like to try some Chinese tea. What kind of tea would you suggest?

Waiter: Chinese green tea is always a favourite with our customers.

Johnson: OK, I'll have some Chinese green tea, then.

Waiter: Thank you. Your ordered food will be ready in a few minutes.

21. Type the following dialogue and measure the time yourself. (抄打下列对话并计时)

Manager: Hello, I'm the service manager. Is there anything I can do for you?

Johnson: I want to complain about the clerk. It's unfair.

Manager: Can you tell me what happened?

Johnson: Of course. I've been waiting in a queue for a long time. But, unexpectedly, he first served that man over there. How can things be like this?

Manager: If that's so, it's certainly his fault. We apologize to you in advance, and we hope you'll forgive us. Now I'll ask him to apologize to you. Is that OK?

Clerk: I'm sorry to have kept you waiting so long. That customer arrived here earlier and then he went away for an emergency. He came here again to continue the service. It's my fault not to have explained it to you.

Johnson: Oh, it doesn't matter. I don't care now that you have given me a clear explanation.

Manager: From now on, we must improve our service to satisfy our customers.

Johnson: That sounds better.



Manager: We sincerely accept your suggestions.

22. Type the following hand-written material according to the requirement and time yourself. (抄打下列手写材料并计时)

Cathy, please type this letter for me and send it to the following address.

Thank you!
Cecilia

January 24, 2010
Pacific Co. Ltd.
Room 303, Golden Commercial Building
711-715 Container Port Road
Kwai Chung

Dear Sirs,

Subject: ORDER NO. 45E

We thank you for
referring to your letter dated January 20, in which you placed
a ~~big~~ order for 8 dozen shirts ladies

We have been forced to ~~raise~~ ^{increase} the price ^{of most of our goods} by 570, effective immediately,
and our customers were informed by circular letter. ^{However,} we have discovered
that your company was not included in this notification through an
oversight for which we take full responsibility! ~~To thank you for~~

To show our appreciation of you as a valued ^{customer} client, over many
years, we will complete this order at the original price agreed on
before for these garments.

Yours sincerely,
Cecilia Man (Mrs)
Sales Manager

Please find enclosed a copy of our
catalog with the revised prices.