

财经

英语 听力 学生用书

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上海外语教育出版社



财经英语听力

(财经专业用)

Business English Listening

第三册

(学生用书)

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前 言

《财经英语听力》(Business English Listening) (第三册)旨在提高学生在国际经济、贸易、金融、管理等领域的实际情景中的英语听力水平。这套听力教程可作为财经和外贸院校,以及综合性大学外语和经济类专业的学生使用,也可供从事国际商务、金融、企业管理等业务的实际工作者提高英语听力时使用。

英语听力是人们英语交际能力的重要方面,是英语教学中五项基本技能之一,一直是中国学生学习英语的一个难点。提高英语听力水平能促进其它基本技能的发展,从而为培养学生综合的英语交际能力打下坚实的基础。

本教程编写过程中,在注意语言材料的真实度以及题材和体裁广泛多样性的基础上,尽量选用较新的资料。编者曾大量参阅比较了国外最新出版的各种原文资料和教材,从中筛选出适合中国学生使用的材料。

《财经英语听力》(第三册)由上海财经大学外语系教授周国强和上海交通大学外语学院副教授俞理明博士主编,上海对外贸易学院国际商务外语系朱务诚,上海财经大学外语系蒋永萍、张亚东和黄瑞红,以及复旦大学外语系陶友兰参加了编写工作。本书的编写得到了上海外语教育出版社社长庄智象教授和总编辑王彤福教授的支持和关心,并承英国文化协会英语资料中心的协助,在此一并致谢。

本教程是编者在学校教学工作之余编就,虽经努力,但因编者学力及资料所限,谬误失当之处难免。亟望使用本教程的教师

学生以及专家学者不吝指正，以便日后修订。

上海财经大学 周国强

上海交通大学 俞理明

1999年1月

使用 说 明

《财经英语听力》(第三册)供第二学年第一学期使用。本册共设 20 课,以每周(2 课时)使用一课时,可使用 20 周。具体使用应根据各校课时安排以及学生程度灵活掌握。

为有利于课堂教学,本册教程分“学生用书”和“教师用书”。

“学生用书”中每课围绕一个题材(如 company organization, weekly business report 等),分 Part A, Part B 和 Part C 三个部分,每部分分别由词汇(Vocabulary)(包括单词,短语和专有名词),基本结构(Basic Structures)和练习(Exercises)组成。每部分列出的词汇可由学生在课前预习或由教师上课时略作讲解。列出的基本结构是为了让学生更好地理解录音材料,也为了向学生提供与课文题材相关的常见句型,以便学生掌握,在日常口语和写作中使用。练习部分根据提供的录音资料设计了多项选择、听写、是非题和填空等各种练习题。课文中出现的所有词汇的英语和汉语释义作为附录放在全书最后,供学生课前预习和课后复习时参阅。

“教师用书”依“学生用书”体例,也分 Part A, Part B 和 Part C 三部分。每部分由词汇注释(Vocabulary Notes),基本结构(Basic Structures),录音书面资料(Tapescript)和练习答案(Answer Key)组成。其中的词汇注释和基本结构均加了汉语译文,以方便教师备课和课堂教学时使用。

本册教程所附的录音磁带按课文顺序录制,其中练习所需的间隙可由教师在课堂教学时根据具体需要灵活掌握。

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Unit One

Company Organization

PART A

I . *Vocabulary*

exit

to make one's way

Renault

to see round

Vancouver

II . *Basic Structures*

Have you been waiting long?

How was the flight?

May I help with your baggage?

No, I can manage, thanks.

Is the hotel far from here?

What a shame!

If you had more time, I'd take you sightseeing.

III . *Exercises*

1. Listen to Dialogue One, and then tell whether the following statements are true (T) or false (F) according to the dialogue:

(1) The two speakers are at an airport. ()

(2) It isn't the first time they have met. ()

- (3) The woman has been waiting for more than twenty- ()
five minutes.
- (4) The flight had been delayed for one hour. ()
- (5) The meeting is scheduled to be at 3:30. ()
- (6) They are going to take a taxi instead of the compa- ()
ny car.
- (7) The hotel is not very far from where they are now. ()
- (8) They will go to the hotel before the meeting. ()
- (9) The meeting is due to start at 3:30. ()

2. Listen to Dialogue Two, and then complete the dialogue:

F1: Hello Claud.

M: Sylvia Layton! _____ (1). Do you know Ms Heller?

F1: Yes. We met at _____ (2) in Vancouver.

F2: Yes, and this time we're in your home town, aren't we?

F1: _____ (3). I live here in Alicante. What a good memory you've got.

M: It's a beautiful city. We're just sorry we have _____ (4).

F1: That's a pity. When are you flying back?

M: _____ (5).

F1: And you, Ms Heller?

F2: I'm leaving _____ (6).

F1: What a shame! If you had more time, I'd _____ (7).

M: I hope to come back soon, actually.

F1: Really? _____ (8)?

M: We haven't fixed the date yet but ...

PART B

I . Vocabulary

accountable	corporate	executive
geographically	matrix	namely
organizational	overview	rationalization
to split	subsidiary	territory
human resources	in turn	
managing director	parent company	
to report to		

II . Basic Structures

The Managing Director is responsible for running the company and is accountable to the Board.

He is assisted by four executive departments.

The subsidiaries report to the Export Sales Department, which in turn is accountable to the Board.

III . Exercises

Listen to the presentation about the organizational structure of a company, and then answer the following questions:

(1) Who is responsible for running the company?

_____.

(2) How many executive departments are there in the company?

_____.

(3) What are these departments?

Human Resources Department, _____
_____ (a), Management Services Department, and
_____ (b).

(4) What is the Human Resources Department responsible for?

It is responsible for _____ (a), _____ (b)
and _____ (c).

(5) How many regional managers are there in the company?

_____.

(6) How many subsidiaries does the company have?

_____.

(7) Where are these subsidiaries?

In _____ (a), _____ (b), and _____ (c).

Listen again and check your answers.

PART C

I . Vocabulary

advantage

coordination

expertise

motivating

pharmaceutical

strategic

domestic sales

to draw on

foreign sales

in more detail

profit centre

II . Basic Structures

At the top here we have the General Manager and he has six people
who report to him.

Each group is a separate profit centre.

They are totally in control of their budgets so they have a lot of re-

sponsibility.

III . Exercises

1. A man is describing the organization of a company. Now listen to Part One of his description and then choose the best answer to each question you hear:

- | | |
|-----------------------------|-------------------------------|
| (1) a. Health consultancy. | b. Medicine. |
| c. Sports facilities. | d. Hospital equipment. |
| (2) a. Four. | b. Five. |
| c. Six. | d. Seven. |
| (3) a. Finance. | b. Production. |
| c. Strategic co-ordination. | d. Development and marketing. |
| (4) a. Three. | b. Four. |
| c. Five. | d. Six. |
| (5) a. One. | b. Two. |
| c. Three. | d. Four. |

2. Here is Part Two of his description. Now listen carefully and supply the missing words or phrases in the following blanks:

You may wonder what's the point of having these groups? They have a lot of _____ (1). Firstly, each one works in a different medical field so they can develop the necessary _____ (2). Secondly, it's very _____ (3) for the staff. Each group is a separate _____ (4). They are totally in control of _____ (5) so they have a lot of responsibility.

You want to know how big these groups are? There are _____ (6) in each one. There's someone from marketing

and someone from _____ (7). Then there are two doctors, one responsible for _____ (8) and the other working on research and development. There's someone from _____ (9) and someone from the Pharmaceutical Department. So each person represents _____ (10) of our organization. And that's another big advantage. There's a wide range of _____ (11) to draw on when they're _____ (12).

Unit Two

Making Arrangements

PART A

I . *Vocabulary*

demonstration

to hear from

to put through

rolling mill

II . *Basic Structures*

I'm phoning about my visit on the 22nd.

Thank you for letting us know.

Would you mind if I brought a colleague with me?

Would you like me to arrange a demonstration?

Let me know if there's anything else we can do.

III . *Exercises*

1. You are going to hear a telephone dialogue about a scheduled visit. Listen carefully, and then choose the best answer to each question you hear:

- (1) a. Fixing an appointment.
b. Making changes to a schedule.
c. Having a flight changed.

- d. Cancelling an appointment.
- (2) a. On Tuesday.
- b. On Wednesday.
- c. On Thursday.
- d. On Friday.
- (3) a. He is going to stay one day longer than scheduled.
- b. He wants to have a look at the rolling mill.
- c. He plans to meet the chairman of the board.
- d. He is bringing a colleague with him.
- (4) a. To watch a presentation.
- b. To attend the conference.
- c. To see a machine.
- d. To sign a sales contract.
- (5) a. At around eleven.
- b. In the afternoon.
- c. Towards evening.
- d. Late at night.

2. Here are two extracts from the dialogue. Listen again, and supply the missing words or phrases:

F1: International Shipping.

M: I'd like to speak to Dorothy Bellow, please.

F1: _____ (1), please?

M: Thomas Wood.

F1: One moment. I'll _____ (2).

... ..

F2: Would you like me to _____ (3)?

M: That would be very kind.

F2: _____ (4). Was there anything else?
 M: No, _____ (5), I think.
 F2: _____ (6) if there's anything else we can do.
 M: Thank you.
 F2: _____ (7) at around eleven, then.
 M: Yes, I'm looking forward to _____ (8).
 F2: Thank you _____ (9). Goodbye.

PART B

I . *Vocabulary*

to suit workshop

in operation to put off

II . *Basic Structures*

I'm afraid I can't make lunch on Thursday.

Could we meet on Friday instead?

When would suit you best?

Would you prefer the morning or the afternoon?

III . *Exercises*

1. Listen to Telephone Dialogue One and then supply the information as required:

(1) The man is telephoning about _____ by Thomas Wood.

(2) The man says he can't _____ (a) on Thursday, but he is _____ (b) to seeing Thomas Wood.

(3) They will meet on _____ (a) at _____ (b)

for breakfast at the Dorchester.

- (4) Thomas Wood is going to the Peterborough _____
(a) on _____ (b).

2. Listen to Telephone Dialogue Two, and fill up the following blanks with the words and phrases you hear:

M: Michael Black.

F: Hello Michael. Dorothy here.

M: Hello Dorothy. I _____ (1).

F: Good. The reason I'm calling is there have been _____ (2).

M: Oh yes?

F: Mr Wood is bringing a colleague — a Mrs Croft.
_____ (3) showing her the
rolling mill in operation?

M: No, _____ (4).

F: That's very good of you.

M: When would _____ (5)?

F: Some time on Thursday, if possible. _____
_____ (6) the morning or the afternoon?

M: The afternoon, I think. _____
_____ (7)?

F: That should be fine. We were going on a workshop tour at
2:30 but I can _____ (8) till three.

M: Right then.

F: So that's _____ (9), then. Thanks a lot,
Michael.

M: _____ (10). Take care.