

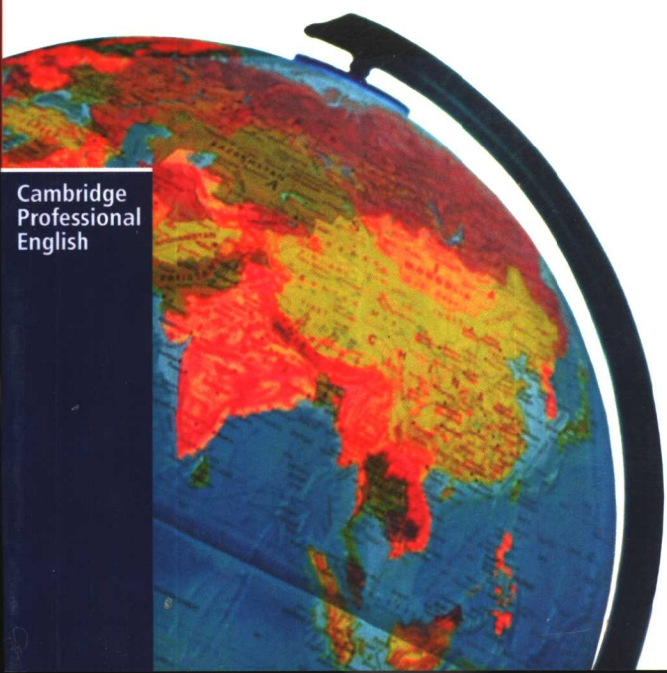
新版

剑桥大学考试委员会推荐BEC1考试用书

剑桥商务英语教程

Getting Ahead

A communication skill course for Business English



Cambridge
Professional
English

自学辅导手册

第二版

对外经济贸易大学

陈苏东 主编

常璐 杨跃进 康晋 编著

华夏出版社
HUXIA PUBLISHING HOUSE

新版剑桥商务英语教程

自学辅导手册

对外经济贸易大学

陈苏东

主编

常璐 杨跃进 康晋 编著

华夏出版社

图书在版编目(CIP)数据

新版剑桥商务英语教程·自学辅导手册/常璐等编著. -北京:华夏出版社,2001.9
(BEC1 考试丛书)

ISBN 7-5080-2544-X

I. 新… II. 常… III. 商务-英语-自学参考资料 IV. H31

中国版本图书馆 CIP 数据核字(2001)第 065645 号

新版剑桥商务英语教程·自学辅导手册

陈苏东 主编

常璐 杨跃进 康晋 编著

出版者: 华夏出版社

北京东直门外香河园北里4号, 邮编:100028, 电话:64663331 转

印刷者: 北京房山先锋印刷厂

经销者: 新华书店

开本: 16开

印张: 15

版次: 2001年9月第1版 2002年4月第2次印刷

定价: 25.00元

前 言

在中国即将加入世界贸易组织之际,华夏出版社推出了新版《剑桥国际商务英语》。《剑桥国际商务英语》自1995年出版以来,受到了广大英语爱好者的欢迎,特别是为希望侧重学习商务英语的同志们提供了一套紧密结合主要商务活动的实用商务英语教材。通过学习,语言知识与应用能力都有所提高,不少同志通过了BEC考试。同时,许多同志根据自己学习中的体会和问题也对教材及自学手册提出了宝贵的建议,为我们改进教材与编写新版自学辅导手册提供了依据。相信在“入世”所带来的机遇与挑战的大背景下,这套新版教材将会作为最佳选择之一受到商务英语学习者的欢迎。

为了配合新版《剑桥国际商务英语》的推出,我们编写了与其配套的《新版剑桥商务英语教程自学辅导手册》。在编写本手册时,为了有利于自学,我们注意突出了以下几个特点:

1. 课文注解详尽,内容丰富。我们尽量对课文中的难点、要点(包括词汇、语法、相关用语、商务及文化背景等)提供相应资料,以便使用者全面与恰当的理解。

2. 练习量大,形式多样。在全面与恰当理解的基础上,为了达到掌握与使用的目的,我们编写了有针对性的练习。通过大量有目的、形式多样的练习,使自学者能逐渐熟练、灵活地掌握所学语言知识,提高语言应用能力。

3. 增加听力练习,全面提高语言技能。外语自学的形式主要局限于读与写,但为了使自学者在学习中有增加听和说的机会,我们在普遍增加练习量的基础上,特别注意增加了听力练习量,希望能帮助大家全面提高语言应用能力。

全体编者对本手册的编写原则、内容、体例等问题进行了认真研究,在编写过程中严谨慎重。但由于编写时间仓促,未有可能实践一轮,必有疏漏与失误之处,望使用者给予批评指正。

对外经济贸易大学

陈苏东

2001年7月8日

目 录 Contents

1	Introductions and greetings 介绍和问候	1
2	Occupations 职业	14
3	Companies 公司.....	28
4	The place of work 工作场所	42
5	Revision and consolidation 复习与巩固	59
6	Day-to-day work 日常工作	63
7	The working environment 工作环境.....	74
8	Plans 计划	86
9	Visits and travel 访问与旅行	99
10	Revision and consolidation 复习与巩固.....	114
11	Work history 工作经历	117
12	Fairs and sales 交易会与销售	131
13	Product description 产品描述.....	147
14	Entertaining 招待客人	160
15	Revision and consolidation 复习与巩固.....	173
16	Firms and factories 公司和工厂	178
17	Problems, problems 问题, 一系列的问题.....	190
18	Future trends 未来趋势	203
19	Enjoying a business trip 出差兼旅行	215
20	Revision and consolidation 复习与巩固.....	229

1

Introductions and greetings 介绍和问候

本单元重点是学习如何介绍自己和他人；相互确认姓名；了解对方是哪里人以及介绍自己来自何方。语法重点是动词 to be 的一般现在时的用法。

词汇和短语 (Words and Expressions)

addition [ə'dɪʃən] n. 加, 加法

in addition to 除了……之外

advertisement [əd've:tɪsmənt] n. 广告

Abu Dhabi [ˌɑːbuː'dɑːbiː] n. 阿布扎比 (阿拉伯联合酋长国首都)

Amman [ə'mɑːn] n. 安曼 (约旦首都)

Bogotá [ˌbɒgəʊ'tɑː] n. 波哥大 (哥伦比亚首都)

Brussels ['brʌslz] n. 布鲁塞尔 (比利时首都)

Chile [ˈtʃɪli] n. 智利

compute [kəm'pjʊt] vi. 使用计算机

conference ['kɒnfərəns] n. (正式)会议, 讨论会

cream [kri:m] n. 奶油, 乳脂

device [di'vaɪs] n. 装置, 设备, 机件

electronic [ɪlek'trɒnɪk] adj. 电子的

electronics [ɪlek'trɒnɪks] n. 电子学

expression [ɪks'preʃən] n. 表达, 词组

Germany ['dʒɜ:məni] n. 德国

greeting [gri:tɪŋ] n. 问候, 招呼

guest [gest] n. 客人, (住旅店的)房客

Harare [hə'rɑ:rei] n. 哈拉雷 (津巴布韦首都)

Hawaii [hɑ:'waɪi:] n. 夏威夷 (美国州名)

head office 总部, 总公司

information [ɪnfə'meɪʃən] n. 信息

Iran [i'rɑ:m] n. 伊朗

Italy ['ɪtəli] n. 意大利

introduction [ˌɪntrə'dʌkʃən] n. 介绍, 引见

Jordan ['dʒɔ:dn] n. 约旦

Kuala Lumpur [kwɑ:lə 'lʌmpuə] n. 吉隆坡 (马来西亚首都)

limited ['lɪmɪtɪd] n. 股份有限公司

Madras [mə'drɑ:s] n. 马德拉斯 (印度港市)

Malaysia [mə'leɪziə] n. 马来西亚

Mexico ['meksikəʊ] n. 墨西哥

Milan [mi'læn] n. 米兰 (意大利城市)

Moscow ['mɒskəʊ] n. 莫斯科 (俄罗斯首都)

Munich ['mju:nɪk] n. 慕尼黑 (德国城市)

nearly ['niəli] adv. 将近, 差不多

New York [ˌnju:'jɔ:k] n. 纽约 (市) (美国港市)

operation [ɒpə'reɪʃən] n. 企业, 业务

own [əʊn] vt. 有, 拥有

personnel [ˌpɜ:sə'nei] n. 人事部门, 人事科 (或处等)

register ['redʒɪstə] vi. 登记姓名, 报到

response [ri'spɒns] n. 回答, 答复

Russia ['rʌʃə] n. 俄罗斯

Singapore [ˌsɪŋgə'pɔ:] n. 新加坡

Spain [speɪn] n. 西班牙

Tehran [tiə'rɑ:n] n. 德黑兰 (伊朗首都)

Tokyo ['təʊkjəʊ] n. 东京 (日本首都)

weekend [ˌwi:k'end; 'wi:kend] n. 周末

world-wide [ˌwɜ:ld,wɑɪd] adj. 世界范围的, 全世界的

1.1 Introducing yourself 自我介绍

A

文化背景

- 英美人在初次商务会面时，双方往往需要相互介绍自己的姓名，彼此寒暄，握手为礼。有时还互递业务名片 (business card)。
- 初次见面时，英美人习惯相互握手。如果其中一方是女性，那么男方应该等女方伸出手来，再和她握手。女性见面彼此是不握手的。握手的同时应该平视对方的脸，这样才礼貌。
- 英语姓名与汉语的正好相反，名字在前，称为 first name，美国人又称之为 given name；姓在后，称为 last name, surname 或 family name。如：

Linda Swift	Adam Bell	Richard Judge
(名) (姓)	(名) (姓)	(名) (姓)

- 1. 自我介绍时应该通报全名。
- 2. 在称呼对方时，可用 Mr, Mrs, Ms 或是 Miss + 姓氏以表示尊敬与礼貌。Mr., Mrs, 和 Ms 不可以单独作呼语。Miss 可以单独使用，作为店员、仆人对年轻女顾客、年轻未婚女主人或是顾客对女店员、女服务员等的呼语。在英国也用作小学生对女教师的称呼。madam 单独使用时作为招呼妇女的尊称，常用作店员等对女顾客的称呼。
- 3. 对有头衔的人，常用头衔 + 姓氏，以示尊敬。如：Dr. Swift (斯威夫特博士)；Prof. Bell (贝尔教授)。
- 4. 在不清楚对方姓名的情况下可用 sir 或 madam 来表示尊敬。

练习 请指出下面的呼语是否正确。正确的打勾 ✓，错误的打叉 ×：

- | | | | |
|-----------------------------------|--------------------------|--------------------------------|--------------------------|
| 1. Good morning, Mr White. | <input type="checkbox"/> | 5. Take a seat, Miss Bell. | <input type="checkbox"/> |
| 2. Hello, Linda. | <input type="checkbox"/> | 6. Good evening, madam. | <input type="checkbox"/> |
| 3. Excuse me, are you Dr. Lucy ? | <input type="checkbox"/> | 7. My name is Mr John Spencer. | <input type="checkbox"/> |
| 4. Ms, can you show me the shirt? | <input type="checkbox"/> | 8. What can I do for you, sir? | <input type="checkbox"/> |

B

文化背景与常用语

- 自我介绍时可以说 I'd like to introduce myself. My name is... ; May I introduce myself? My name is... 。也可以说 Good morning. My name is... 或 Hello, I'm... 。
- 初次见面时双方互致问候，通常说 How do you do? 这是很正式的用语。对方往往也回答 How do you do? 应该注意的是 How do you do? 并非含有询问的意思。其它常用问候语还有 (It's) nice to meet you. ; (I'm) glad /pleased to meet you. 等。可以回答 Nice to meet you, too. ; Pleased to meet you, too. 等。

听力 1

预习

Ms [miz, məz] n. (用在婚姻状况不明或不愿提及婚姻状况的女子的姓或姓名之前) 女士 现在使用越来越普遍。

Pleased [pli:zd] adj. 高兴的, 喜欢的

Pleased to meet you. 省略句。完整句是 I'm pleased to meet you.。

听力 2

预习

Please, call me Paul. 请叫我保罗好了。

英美人在称呼方面不是特别拘于礼节。为了表示亲近、友好, 不管地位高低, 辈分大小, 彼此直呼其名是很普通的。

练习

完成下面的对话:

- 1. WOMAN: How do you do?
MAN:
- 2. WOMAN: Pleased to meet you.
MAN:
- 3. WOMAN: Good morning. My name (1) Tessa Saunders.
MAN: Pleased to meet you, Ms (2).
- 4. MAN: Hello, I'm Paul (1).
WOMAN: How do you do, (2) Timmerman?
MAN: Please, (3) me Paul.

C

文化背景与常用语

- 在确认对方姓名时, 可以说 Are you...? 或 Is your name...? 或者直接说出对方的姓名 Richard Judge?
如果能比较肯定对方的姓名时, 也可以用反意疑问句 Aren't you Richard Judge? 但要注意说话时用降调。
- 回答上述问题, 可以说 Yes, I am. 或 Yes, it is. 否定时说 No, I'm not.; Sorry, I'm not. 或 No, it isn't.

听力 1

预习

Excuse me. 是“请原谅, 劳驾”之意。在与陌生人搭话时要用 Excuse me, 以引起对方注意。这个客套语还用 在打断别人说话、从他人身旁挤过以及表示异议等场合。

听力 2

预习

Nice to meet you. 认识你很高兴。这是个省略句。完整的说法是 It's nice to meet you.。

练习

- 1. WOMAN: (1) me, are you Mr Robinson?
MAN: No, (2) not.
WOMAN: Oh, I'm sorry.
- 2. WOMAN: Excuse me, (1) your name Robinson?
MAN: Yes, it (2).
WOMAN: (3) Sandra Felton. Nice to meet you.
- 3. WOMAN: Excuse me, (1) Mr Robinson?
MAN: Yes, I am.
WOMAN: I'm Sandra Felton. (2).

◎ 语法 Verb to be 动词 to be

动词 to be 的一般现在时根据人称的不同而变化。

肯定句形式	一般疑问句形式	回 答	
I'm...	Am I...?	Yes, I am.	No, I am (I'm) not.
You are...	Are you...?	Yes, you are.	No, you are not (aren't).
He (She, It) is...	Is he (she, it)...?	Yes, he (she, it) is.	No, he (she, it) is not (isn't).
We (You, They) are...	Are we (you, they)...?	Yes, we (you, they) are.	No, we (you, they) are not (aren't).

练习

- 1. name, Tessa Saunders
- 2. you, Lucy Bell?
- 3. his name, not, Bill Robertson
- 4. he, not, our new manager
- 5. they, your colleagues?
- 6. she, from, Germany? no, she, Spain

D

练习一

- 1. Hello. I'm Bill Lonergan.
P
- 2. Good morning. My name is Susan Peaseley.
H

- 3. Excuse me, are you Phil Stevenson?
Y
- 4. How do you do, Ms Stevenson? My name is Peter Miller.
H
- 5. Pleased to meet you, Ms Peaseley. I'm Linda Heath.
P

练习二 填空:

- 1. WOMAN: (1), are you Mr Bell?
MAN: Yes, (2).
WOMAN: (3) Linda Taylor. Nice to meet you.
- 2. MAN: Excuse me, (1) Nancy Wilson?
WOMAN: No, I'm not. My name (2) Lucy Wilson.
MAN: Oh, (3) sorry, Ms Wilson.
- 3. WOMAN: Good morning. (1) Barbara Bell.
MAN: (2), Ms Bell? (3) John Smith.
WOMAN: (4), Mr Smith?
- 4. MAN: Hello, I'm Thomas Bradley.
WOMAN: (1), Mr Bradley. (2) is Margaret Walker.
MAN: (3), Ms. Walker.

1.2 Saying where you're from 你是哪里人

A 富士通是一家大型企业。本文为一则介绍该企业的广告:

❖ 原文



Fujitsu Limited is a world leader in information technology and electronic devices.

The world-wide company has offices in New York, Washington, Hawaii, Bogotá, Harare, Amman, Abu Dhabi, Tehran, Brussels, Munich and Moscow together with many offices in Asia including Beijing, Shanghai, Kuala Lumpur and our head office in Tokyo. In addition to these offices, Fujitsu owns nearly 500 computing and electronics companies and has operations in more than 100 countries.

❖ 译文



富士通株式会社在国际市场上是信息技术与电子产品行业的领先企业

富士通的办事处遍及世界各地, 包括纽约、华盛顿、夏威夷、波哥大、哈拉雷、安曼、阿布扎比、德黑兰、布鲁塞尔、慕尼黑、莫斯科等地。在亚洲它也有许多办事处, 例如北京、上海和吉隆坡。总部设在东京。除此之外, 富士通还拥有近 500 家计算机以及电子业的公司和企业, 遍布 100 多个国家。

注释: information technology 信息技术 常略作 IT
Limited 用在公司名字之后, 或略作 Ltd.
office 在这里是办事处之意。

B

文化背景与常用语

- 询问对方是哪人时, 通常使用疑问句 Where are you from? 回答可以是 I'm from...; 在主动介绍自己来自何方时也说 I'm from...。
- 与熟人见面寒暄时, 常用 How are you? 来问候对方。回答时可以说:
Fine, (Very well, Not bad) thank you.
Just so-so.
Not too well.
其它意思相同的常见的问候语有:
How is everything (with you)?
How are things (with you)?
How are you doing?
How are you getting on?
How are you getting along these days?
回答可以是 Fine, thanks.; Oh, not so bad. 或 Quite well, thank you. 等。
- 与人再次见面时一般不握手。

听录音 富士通每年举行一次大型会议。听一听参加会议的人在向大会报到时说些什么。

听力 1

预习

computing system 计算机, 计算机系统

order ['ɔ:də] n. 订货, 订单

How are things in Moscow? 莫斯科那边的情况怎样?

In fact, we've had a lot of orders for new computing systems. 确切地说, 我们接到了大量购买新型计算机的订单。

in fact 用来表示递进语气。

练习一 请根据录音判定下面句子正确 (T) 还是错误 (F):

- 1. Ms Anopow works in Moscow.
- 2. The receptionist has not met Ms Anopow before.
- 3. There are many orders for the new computing systems.

练习二 请根据录音完成对话:

- RECEPTION: Hello, Ms Anopow. (1)?
- ANOPOW: Not too bad, thank you. (2)?

- RECEPTION: Oh, fine. (3) in Moscow?
- ANOPOW: (4) at the moment. In fact, we've had
..... (5) for new computing systems.

听力 2

预习

听到对方说 Pleased to meet you. 时, 可以回答 Pleased to meet you, too.

练习一 请根据录音判定下面句子正确 (T) 还是错误 (F):

- 1. Mr Brown works in Washington.
- 2. Mr Brown introduces himself.

练习二 请根据录音完成对话:

- BROWN: My name's Brown and I'm from (1).
- RECEPTION: I'm Antonetta Buscotti. (2).

听力 3

预习

Colombia [kə'lɒmbiə] n. 哥伦比亚

help oneself to 自用, 自取 (食物)

go through 通过, 经过

lounge [laundʒ] n. 休息室

Please go through to the lounge and help yourself to coffee.

请到那边休息室休息一下, 喝点咖啡。

练习一 请根据录音判定下面句子正确 (T) 还是错误 (F):

- 1. Mr Hernandez is from Colombia.
- 2. The receptionist asks Mr Hernandez to wait for the Manager in the lounge.

练习二 请根据录音完成对话:

- RECEPTION: I'm Antonetta Buscotti. (1), Mr Hernandez?
- HERNANDEZ: How do you do?
- RECEPTION: Please go through the lounge and (2).

听力 4

预习

as well 也, 同样

New Delhi [nju:'deli] n. 新德里 (印度首都)

It's nice to see you again. 初次见面用 meet, 可以说 It's nice to meet you.; I'm glad to meet you. 而对认识的人用 see, 说 It's nice to see you.; I'm glad to see you.

练习一 请根据录音判定下面句子正确 (T) 还是错误 (F):

- 1. The receptionist has met Ms Singh before.

- 2. Mr Narayan is not with Ms Singh.
- 3. Mr Narayan is in New York.

练习二 请根据录音完成对话:

- RECEPTION: Hello, Ms Singh. (1).
- SINGH: Nice to see you, too.
- RECEPTION: Is Mr Narayan with you as well?
- SINGH: No, he is (2).

听力 5

预习

Belgium [ˈbeɪdʒəm] n. 比利时

Brussels, to be exact. 这是一个省略句。完整的句子是 I'm from Brussels, to be exact. 句中的动词不定式短语 to be exact 是插入语, 意思是“确切地说”。

I don't think we have met. 咱们以前没见过吧。动词 think 接含有否定意思的宾语从句时, 应该把 not 放在主句, 否定 think。 例: 我看这次我们不会达成协议。 I don't think we can reach any agreements this time.

练习一 请根据录音判定下面句子正确 (T) 还是错误 (F):

- 1. Mr Yin is from China.
- 2. Ms Pousset is from Brussels.
- 3. Mr Yin is working in Shanghai.

练习二 请根据录音完成对话:

- Yin: Hello, Ms Singh. (1) we've met. My name's Yin.
- Pousset: Hi. I'm Jacqueline Pousset. (2), Mr Yin?
- Yin: China. I (3) in Beijing. And you?
- Pousset: (4) Belgium. Brussels, to be exact.

⊙ 句子中的重要词通常需要重读。这些关键词可以是名词、动词、形容词、副词、数词、指示代词和疑问代词。其它词, 如助动词、人称代词、连词、冠词以及介词一般不重读。

⊙ 听录音 标出句子的重音。

练习 请利用给出的字母完成下面对话:

- 1. WOMAN: Hello, Mr Swift. H (1)?
MAN: F (2). And you?
WOMAN: N (3).

- 2. MAN: Hi, Linda. N (1).
WOMAN: N (2). Are you still busy at this time of the year?

1.3 Introducing other people 介绍他人

A

文化背景与常用语

- 介绍双方认识时，一般是把年轻的介绍给年老的，把地位低的介绍给地位高的，把男士介绍给女士。经常使用的介绍用语有：

I'd like to introduce my friend ...	Allow me to introduce my friend...
I'd like you to meet ...	Do you know ...?
May I introduce you to our manager...?	Have you met ...?
Let me introduce you to our manager...	This is ...

- 被介绍的双方互致问候，常用问候语可参阅本课 1.1 自我介绍的 B 部分。

听力

预习

Have a seat. 请坐。还可以说 Take a seat.

How about...? (你以为)……如何?……怎么样? 常用于建议、询问意见等。 例如: How about checking the sales figures for this year now? 现在就查看一下今年的销售数额如何?

Cream and sugar, please. 这是指咖啡里要加奶油和糖。完整的句子是 I'd like some coffee with cream and sugar, please.

练习一 请根据录音判定下面句子正确 (T) 还是错误 (F):

- 1. Alice introduces Mr Toncini to Mr. Turner.
- 2. Mr Turner is the new Personnel manager.
- 3. Mr Toncini is from Spain.
- 4. Mr Toncini wants some black coffee.

练习二 从下面各题中选出一个正确答案:

- 1. Alice wants to introduce Giovanni Toncini, so she says:
 - a He is Giovanni Toncini.
 - b His name is Giovanni Toncini.
 - c I'd like you to meet Giovanni Toncini.
- 2. After Alice introduces Giovanni Toncini, Brian Turner says:
 - a I'm from Italy.

- b Pleased to meet you, Mr Toncini.
- c Please, call me Brian.

练习三 判断下面谁应该首先被介绍:

- 1. a Mr Howells colleague 同事
 b Mr Paine client 顾客
- 2. a Mr Judge sales manager 销售经理
 b Ms Brown secretary 秘书
- 3. a Ms Thompson new accountant 新来的会计
 b Ms Parker manager of the purchasing department 采买部经理

B

练习 选择填空:

- | | | | |
|-----------------------|----------------|----------------------|-------------|
| How do you do | How are things | this is | How are you |
| I'd like to introduce | from Germany | Please, call me John | |
| works in Malaysia | Have you met | | |

- 1. A: Hello, Lucy. Nice to see you. (1) in London?
 B: Quite busy. In fact, we have got lots of orders for our new range of furniture (家具系列产品).
 A: Lucy, (2) John Adams. He works in London.
 John, this is my friend, Lucy.
 C: Pleased to meet you, Lucy. (3).
 B: Nice to meet you, John.
- 2. A: Hello, Paul. (1) our new accountant, Linda Jones? Linda, this is my colleague, Paul Taylor.
 B: How do you do, Ms Jones?
 C: (2)? I'm sorry. I didn't catch your name (听清).
 B: It's Paul. Paul Taylor.
 C: Nice to meet you, Paul.
- 3. A: Hello, Ms Saunders. Good to see you again. (1)?
 B: Fine, thank you. And you?
 A: Not too bad. Ms Saunders, (2) Jimmy Kwon.
 He (3). Jimmy, this is Ms Saunders. She is
 (4). Munich, to be exact.
 C: Hello. Pleased to meet you, Ms Saunders.
 B: Pleased to meet you, too. Mr Kwon.

5. Are they your colleagues?

6. Is she from Germany? No, she isn't. She is from Spain.

D P.5

A: (1) your

B: (2) isn't My

C: (3) are you

D: (4) I am

C: I'm

E: (5) Excuse me

F: (6) I'm not

E: (7) I'm sorry

练习一

1. Pleased to meet you, Mr Lonergan.

4. How do you do, Mr Miller?

2. How do you do, Ms Peaseley?

5. Pleased to meet you, too. Ms Heath.

3. Yes, I'm. (No, I'm not.)

练习二

1 (1) Excuse me

(2) I am

(3) I'm

2 (1) are you

(2) is

(3) I'm

3 (1) My name is

(2) How do you do

(3) I'm

(4) How do you do

4 (1) Pleased to meet you

(2) My name

(3) Pleased to meet you, too

1.2

A P.6

1. T

2. T

3. F

4. T

5. F

6. T

7. T

8. F

9. T

B P.6

1 Anopow

[7] Brussels

5 Narayan

[1] Moscow

2 Brown

[6] Beijing

6 Yin

[5] New Delhi

3 Hernandez

[4] New Delhi

7 Pousset

[2] New York

4 Singh

[3] Colombia

P.7

1 Not too bad, thanks.

3 How do you do?

5 Hello.

2 Pleased to meet you.

4 Nice to see you, too.

听力1 练习一

1. T

2. F

3. T

练习二

1. How are you

2. And you

3. How are things

4. Quite busy

5. a lot of orders

听力2 练习一

1. F

2. T

练习二

1. the New York office

2. Pleased to meet you

听力3 练习一

1. T

2. F

练习二

1. How do you do

2. help yourself to coffee

听力4 练习一

1. T

2. T

3. F

练习二

1. It's nice to see you again

2. still in New Delhi