

21世纪全国外经贸院校商务英语听力统编教材

商务英语 听力

第三册

Foundations of Business English
(Listening Comprehension)

主编 狄文霞

(学生用书)

English



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前 言

随着中国改革开放的不断深入,英语已成为人们对外交流的重要工具。“听、说、读、写、译”是学习英语的几个基本功,而“听”被排为第一,由此可见其在语言学习中的重要地位。不少学生反映,学了好几年英语,可仍然无法与外国人交流。因此,如何使学生在较短的时间内,较快地提高听力水平是我们编写本教材的初衷。

这套教材,可供中专学校、职业技术学院的在校生及成人非英语专业的专科生及英语爱好者使用。

这套教材含学生用书、教师用书及录音磁带。

学生用书共分三册,前两册以日常生活为题材,从学生熟悉的身边事开始,循序渐进,以培养学生的综合听力水平。第三册中的商贸英语,重点对学生进行岗位训练;求职应试英语,旨在帮助学生顺利求职,轻松通过面试。

教师用书包括:听力材料的全文及练习、参考答案,必要的注解以及某些专业知识介绍,这主要是为那些非贸易专业学生进行讲解时用的,教师可根据情况进行取舍。

录音磁带共十盒,包括全部课文和练习要求的录音,由外籍教师按顺序录制。

教材中的口语练习部分是为了给学生提供一个与课文所学内容相关的训练素材,教师可根据学生掌握的情况来安排教学时间。

这套教材由河南省外贸学校、山东外贸职业学院、烟台市职业技术学院、广东省外贸学校合作编写。在编写过程中,郑州大学教授黄威威对内容提出了许多宝贵的意见,河南省几家外贸公司对该教材中的外

贸专业术语及其在日常工作中的用法提出了许多建议。在此,我们对所有支持和帮助本书编写的人员表示衷心的感谢,并请使用者提出宝贵意见和建议,以期进一步完善。

编 者

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Book III (A)

Unit 1 Meeting a Business Partner

New Words and Expressions

grocery *n.* 食品杂货(店) resemble *v.* 相似, 类似
uniform *a. n.* 全部相同的, 清一色的; 制服
startled *a.* 使大吃一惊的 drive along... 开车沿着……行走
show sb. the way 给某人指(引)路

Lesson 1

Part A Drills and Functional Expressions

Directions: You will hear some useful expressions. Listen to the tape carefully and fill in the blanks with the missing words you hear on the tape, then listen again and check your answers.

1. W: How do you do, Mr. Zhou?

M: How do you do, Mrs. Anderson. _____.

W: It's very kind of you.

2. W: _____.

M: Not very. I have traveled a lot. In fact, I'm quite used to business trips like this.

3. W: _____.

M: Yes, it is. I am at a conference. Unfortunately, I don't have time to look around the city. Next time, perhaps.

4. W: Hello, Mr. Hogan. Please sit down.

M: Thank you.

W: How was your trip?

- Where did Pat want to stay that night?
 - In the Sun Hotel.
 - In his own house.
 - In his partner's house.
- Why did Pat stop his car on the road?
 - He saw a hotel.
 - He wanted to ask the way.
 - He saw an old man and wanted to give him a lift.
- Why didn't the old man stop Pat when they passed the hotel?
 - He didn't see the hotel.
 - He forgot to stop Pat.
 - He wanted to get home.
- How far is the old man's house from the hotel?
 - Nine miles.
 - Twelve miles.
 - Twenty-one miles.

Part C Dictation

Directions : You will hear five sentences . Listen carefully , repeat the sentences , listen again and write down the sentences . Then listen for the third time and check your answers .

1. I've heard _____ your company. This time I'd _____ it with my own eyes.
2. The purpose of my present _____ here is to _____ the possibility of doing business _____ you.
3. It is _____ for us to familiarize _____ with the _____ business terms.
4. I would like to buy _____ of your goods if your price is _____.
5. It is certain that _____ trade relations will be _____ through talks.

Unit 2 Welcome Party

New Words and Expressions

mention *n. v.* 提及, 提到 be delighted to... 很高兴地做……
attendant *n.* 侍从, 服务员 look forward to (doing) sth. 盼望(做)某事
cuisine *n.* 厨房, 烹饪(法) marvelous *a.* 奇迹般的, 惊奇的
farewell party 告别宴会 cocktail *n.* 鸡尾酒 cooperation *n.* 合作
servant *n.* 侍者, 仆人 decidedly *ad.* 明显地, 明确地, 坚决地
tray *n.* 茶盘, 托盘点 picnicker *n.* 野餐者 pickle *n.* 腌菜, 咸菜
potato chip 土豆片 desert *n.* 甜点心, 甜食 weary *a.* 疲倦的

Lesson 1

Part A Drills and Functional Expressions

Directions: Listen to the dialogue and fill in the blanks with the words you hear on the tape.

Mrs. Rogers: Good morning, Mr. Baker?

Mr. Baker: Oh, good morning, Mrs. Rogers?

Mrs. Rogers: Is your room _____ and _____ enough?

Mr. Baker: Yes, very good. I like it very much. One thing I would like to _____ is that some of the _____ here can speak English and they are very _____ and offer _____ service.

Mrs. Rogers: I'm glad you find the service _____. I'm here to extend an _____. Our manager has sent me here to _____ a pleasure of your _____ at a dinner party

this evening.

Mr. Baker: How nice of him to _____ me! I shall be _____ to come.

Mrs. Rogers: There will be a few other _____ at the party. I'm sure you will _____ meeting them.

Mr. Baker: It's always a _____ for me to meet new friends.

Mrs. Rogers: It's going to be a Chinese dinner. You will try some real Chinese _____ this time.

Mr. Baker: I'll look _____ to it. What time will the dinner _____ be?

Mrs. Rogers: I'll call for you at seven _____.

Mr. Baker: I'll be _____ you at 7.

Mrs. Rogers: See you this evening.

Mr. Baker: Goodbye till then.

Part B Dictation

Directions: Listen to the tape and fill in the blanks with the words you hear on the tape, and then check your answers.

1. M: Well, that was a marvelous meal. Thank you very much.

W: I'm glad you liked it. Will you have some tea?

M: _____.

2. M: Thank you for a lovely day. I really enjoyed it. It was very kind of you to invite us.

W: _____.

3. M: I can't believe the time has come to say goodbye. I am not really sure I have to leave.

W: _____. We'll miss you.

4. M: Thank you for coming along tonight.

W: Don't mention it. _____.

M: It was the least that we could do.

W: I'll always remember you for it.

5. Good evening, my friends. Welcome to the cocktail. We'd like to make you feel at home and enjoy our food. Now let me propose a toast. _____
_____. Cheers!

Lesson 2

Part A Dialogue

Directions: Listen to the dialogue and decide whether the following statements are true (T) or false (F).

1. Ms. Lee invited Mr. Easter to have a business dinner. ()
2. They were going to talk about productions. ()
3. Mr. Easter is attending a meeting next week. ()
4. Firstly, Ms. Lee suggested the time on Monday. ()
5. At last, they had fixed the date for lunch on Thursday. ()

Part B Passage (Enjoying Dinner with Friends)

Directions: Listen to the passage and choose the best answer to each of the following questions.

1. What do Americans like to do?
 - A. To invite friends to dinner at hotels.
 - B. To invite friends to some homes.
 - C. To spend an evening with friends in the countryside.
 - D. To entertain friends at home with food and drinks.
2. Why do most Americans prefer informal parties?
 - A. Because they cannot afford formal ones.
 - B. Because they have no servants to help them.
 - C. Because their houses are too small to hold formal dinner parties.
 - D. Because it takes them too much time to prepare formal parties.
3. Where do guests sit and eat at informal dinners?
 - A. At a table in the dining room.

- B. In the living room.
 - C. Wherever they like.
 - D. Both A and B.
4. According to the passage, what do people SELDOM have for a picnic?
- A. Cooked food.
 - B. Cold food.
 - C. Hot food.
 - D. Fruit.
5. Why is a picnic said to be a more enjoyable form of entertainment?
- A. Because the whole family can have it together.
 - B. Because a dessert is served.
 - C. Because people can be closer to nature.
 - D. Because a baseball game is arranged after it.

Part C Dictation

Directions : You will hear five sentences . Listen carefully and fill in the missing words you hear on the tape .

1. We rarely _____ guests to _____. We usually give _____ dinner in a _____.
2. You shouldn't be _____ if you invite a _____ and his _____ to dinner and only the man shows up.
3. It's _____ for businesswomen to _____ and to entertain on their own.
4. In my country it is _____ to discuss _____ unless _____ introduces the topics.
5. In the Middle East, you have to _____ to business _____ in public to _____ it is not a bribe.

Unit 3 Visiting a Factory/a Showroom

New Words and Expressions

textile *n.* 纺织品 article *n.* 商品 glance *v.* 匆匆一看
competition *n.* 竞争 catalogue *n.* 目录 advertising *n.* 广告
means *n.* 手段 source *n.* 源, 出处 available *a.* 可得到的, 可用的
manufacturer *n.* 制造商 fair *a.* 相当的, 公平的
essential *a.* 必要的 respect *n.* 方面

Basic Structures

1. Would you like to have a look at our showroom?
2. You may be interested in only some of the items.
3. I'll get you some catalogues tomorrow.

Lesson 1

Part A Functional Expressions

Directions: The following are some useful expressions for visiting a factory or a showroom. Listen carefully and write down the missing words.

1. M: Would you please tell us something about your factory?
W: Yes. _____.
2. M: How many washing machines can this factory turn out per month?
W: _____.
3. M: May I know its production capacity?
W: _____.