

商务英语系列教材

商务 英语

听力

1

(学生用书)

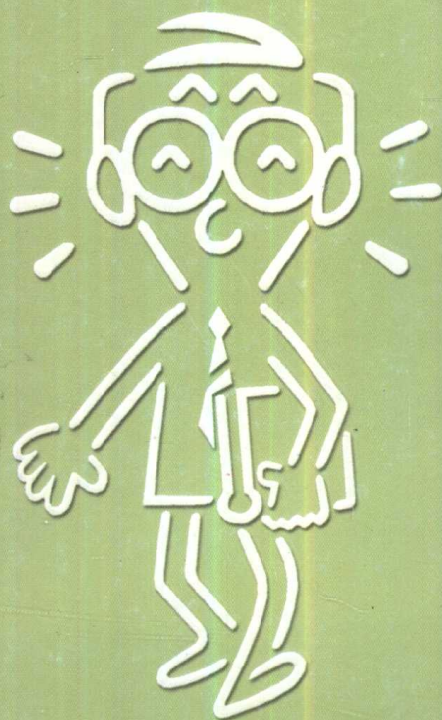
Successful Listening

总主编 虞苏美

主 编 沈爱珍

编 者 胡金媛 奚翠华

汤之梅



高等教育出版社

BUSINESS ENGLISH

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电 话 010-64054588

传 真 010-64014048

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前 言

听力是一种综合语言能力。要提高听力,必须培养准确感知英语语音、语调的能力,熟练掌握系统的英语基础知识,了解和熟悉相关的文化背景知识。提高听力同时又是一种技能训练,绝无捷径可走,最根本的方法是多听多练,只有多听多练才能变“听不懂”为“听得懂”,变“被动”为“主动”。“听”不仅是语言交际的重要方面,而且是获取知识和信息的重要途径。因此,要想掌握英语,特别是在学习英语的初级阶段,多进行听力训练是非常必要的。

《商务英语听力》是“商务英语系列教材”之一,旨在通过由浅入深、由易至难渐进式的听力技能训练,逐步提高学生的“听”的能力。本教材虽然是为学习商务英语的学生而设计和编写的,但也可用作非商务英语专业学生的教材和英语爱好者的自学课本。本书共计4册,总教学课时为240学时,每册60学时。第一、二册以训练学生的基本听力技能为主,为提高其商务英语的听力水平奠定扎实的基础;第三、四册注重提高学生商务英语的实际应用能力。

本书为《商务英语听力》第一册,包括18个单元及期中、期末两篇测试题。每单元有一特定主题,由4个部分组成:第一部分为准备性练习,为基础的听力技巧训练,包括对语音、单词和句子结构等的辨认以及对数字、时间等的熟悉训练,以帮助学生奠定听力的基础;第二部分为短小对话,围绕单元主题展开,使学生掌握各种基本的听力技能;第三部分为较长篇幅的理解性材料,旨在帮助学生进一步熟悉围绕单元主题展开的各种情景,有助于扩大知识面,提高“听”的理解能力;第四部分为补充材料,为适应不同层次学生的学习要求,教师和学生可根据教学实际,有选择地使用。本书配有磁带及教师用书。

编 者
于华东师范大学

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Unit One

Greetings and Introductions



Warming-up Exercises

Phonetics

Objective: *Distinguishing words with similar sounds*



You will hear one word read from each group. Circle the letter beside the word you hear on the tape. The word will be read to you only once.

- | | | | |
|---------------|-----------|-----------|-----------|
| 1. A. carry | B. Harry | C. marry | D. dairy |
| 2. A. books | B. box | C. bucks | D. barks |
| 3. A. tan | B. ten | C. tin | D. teen |
| 4. A. carp | B. cup | C. cop | D. coup |
| 5. A. wheel | B. heal | C. veal | D. feel |
| 6. A. group | B. droop | C. troop | D. fruit |
| 7. A. play | B. pray | C. grey | D. clay |
| 8. A. bun | B. gun | C. ton | D. done |
| 9. A. spare | B. stare | C. scare | D. snare |
| 10. A. sag | B. sat | C. sad | D. sack |
| 11. A. drew | B. true | C. threw | D. brew |
| 12. A. thesis | B. seizes | C. she is | D. teases |
| 13. A. bet | B. debt | C. pet | D. let |
| 14. A. pine | B. dine | C. shine | D. fine |
| 15. A. mush | B. mash | C. mesh | D. much |
| 16. A. eight | B. hate | C. late | D. bate |
| 17. A. paid | B. laid | C. made | D. wade |



- | | | | |
|---------------|-----------|-----------|-----------|
| 18. A. drain | B. train | C. crane | D. plain |
| 19. A. plays | B. praise | C. phrase | D. grapes |
| 20. A. stored | B. spot | C. slot | D. smog |



You will hear one word read from each group. Circle the letter beside the word you hear on the tape. The word will be read to you only once.

- | | | | |
|--------------|----------|----------|-----------|
| 1. A. good | B. would | C. could | D. should |
| 2. A. touch | B. Dutch | C. much | D. such |
| 3. A. seem | B. team | C. theme | D. beam |
| 4. A. clue | B. blue | C. flu | D. glue |
| 5. A. cream | B. dream | C. gleam | D. frame |
| 6. A. scream | B. steam | C. skim | D. slim |
| 7. A. rod | B. road | C. rude | D. raid |
| 8. A. pit | B. pet | C. pat | D. put |
| 9. A. firm | B. farm | C. form | D. fume |
| 10. A. sport | B. spout | C. spot | D. sprout |
| 11. A. hair | B. here | C. hay | D. high |
| 12. A. test | B. best | C. nest | D. lest |
| 13. A. file | B. vile | C. while | D. pile |
| 14. A. wage | B. wait | C. wake | D. wade |
| 15. A. hut | B. hurt | C. hot | D. heart |
| 16. A. seeks | B. six | C. sex | D. sacks |
| 17. A. miss | B. mess | C. mass | D. moss |
| 18. A. hut | B. hit | C. hot | D. hat |
| 19. A. walk | B. work | C. woke | D. wake |
| 20. A. fare | B. fear | C. fail | D. file |

Part II

Conversations

New words and expressions

- | | |
|-----------------------|--------------------|
| 1. <i>bookkeeper</i> | 会计 |
| 2. <i>firm</i> | 商行 |
| 3. <i>Boston</i> | 波士顿[美国马萨诸塞州首府] |
| 4. <i>software</i> | 软件 |
| 5. <i>section</i> | 处, 科 |
| 6. <i>in common</i> | 共同 |
| 7. <i>Zip Code</i> | 邮编 |
| 8. <i>sign</i> | 签名 |
| 9. <i>Los Angeles</i> | 洛杉矶[美国加利福尼亚州西南部港市] |
| 10. <i>Texas</i> | 得克萨斯州[美国州名] |

A Listen to the following short conversations twice and fill in the blanks with the missing words.

- Receptionist : Excuse me, Sir. Will you _____ your name please?
Customer : Yes, Pratt. P _____ in Paul, R-A, double T.
- Woman : _____ me to introduce myself. I'm Susan Saris, your _____ from Shanghai Travel Service.
Man : How do you do, Miss Saris. _____ to meet you.
- Man : Who is that man _____ there?
Woman : He is the _____ manager of our company. Let me introduce you _____ each other.
- Man : I'm Mr. Carter, your new _____.
Woman : Welcome to the _____.



5. Man : Good afternoon. My name's John Hanson, _____ of Boston Foreign Trade Company.

Woman : _____ to meet you, sir. My name is Zhang Ling. I'm the _____ here. What can I do for you?



Listen to the following short conversations twice and choose the right answer to each question you hear on the tape.

1. A. Wodbury. B. Woodbury. C. Wordbury. D. Woody.
2. A. Marge has gone home. B. Marge feels at home there.
C. He's known Marge for a long time. D. He just met Marge.
3. A. They work in the same section. B. They are distantly related.
C. They are both engineers. D. They work in the same company.
4. A. Miss Pond. B. Mrs. Pond. C. Miss Bond. D. Mrs. Bond.
5. A. Unpleasant. B. Pleasant.
C. Nice. D. Easy to be with.



Listen to the following longer conversation twice and complete the form with the information you hear on the tape.

(Marie has moved to a new apartment near her office. She is at the post office now. A clerk is helping her fill out a change-of-address form.)

Print or Type	First Name, Middle Initial, Last Name	Zip Code
Old Address	No. St. City Los Angeles	
New Address	No. St. City Los Angeles	
Effective Date		
Sign Here		



Listen to the following longer conversation three times and answer the questions.

1. What are the names of the three students?

2. Is one of the students from Texas?

3. Can the three students have lunch together?

4. Do all three students live on the same floor?

5. What do two of the students want to do?

6. Why can't Tom go with the others?



Listen to the following longer conversation three times and write down the questions. Then answer the questions.

(David is visiting his home town in Texas. He meets two old friends Sally and Jane on the street.)

1. _____ ?

2. _____ ?

3. _____ ?



III

Part

Passages

New words and expressions

1. <i>manager</i>	经理
2. <i>secretary</i>	秘书
3. <i>accountant</i>	会计
4. <i>part-time</i>	业余的
5. <i>expected</i>	预期的
6. <i>detailed</i>	详细的
7. <i>in the case of</i>	在……情况下
8. <i>awful</i>	糟糕的
9. <i>be attached to</i>	附加
10. <i>customary</i>	习惯的



Listen to the following passages twice and fill in the blanks with the words you hear on the tape.

Hello! My name is John Harvey. I'm a _____. This is my _____. And this is Jane. She's a _____. She's typing a _____ letter. See that man near the _____? He's our _____. His name is Jack Smith. Well, it's time for a business _____. Good-bye.

Gretel comes from Austria. She's _____ years old. She's going to _____ with the Clark _____ for a year. Gretel has come to England _____ she wants to improve her English. She works as a part-time _____. She helps Mrs. Clark in the _____ and attends English _____ regularly in her spare time.



Listen to the passage twice and choose the correct answer to each question you hear on the tape.

1. A. Hi, how are you? B. What's your name? C. How old are you?
2. A. Not bad. B. How do you do? C. Pretty good.
3. A. A long, detailed answer. B. A short answer.
C. A negative answer.
4. A. Fine. B. How do you do? C. How are you?



Listen to the passage twice and decide whether the following statements are true or false. Write "T" for true or "F" for false.

- () 1. The naming systems of English and Chinese are quite the same.
- () 2. In English the given name comes first while in Chinese the surname comes first.
- () 3. That Bill Gates is called Mr. Bill is correct.
- () 4. Similar titles are used both in English and Chinese.
- () 5. It is important to understand the differences in the naming system of English and Chinese.



Listen to the passage twice and answer the following questions according to the information on the tape.

1. What is the easiest way to introduce people?

2. Is it a custom for men to shake hands when meeting?

3. When should a man bow slightly instead of shaking hands?

4. What should a woman do when being introduced to a person much older than she?



5. Why is it necessary to give some background information when introducing people?
- _____

IV Part

Supplementary Exercises

New words and expressions

1. colleague	同事
2. lump	块
3. improve	改进
4. suburb	郊区
5. accounting	会计学

A

Listen to the conversation twice and fill in the blanks with the words you hear on the tape.

(It's Sunday afternoon. There is a knock at the door. Mrs. Horgan's colleagues, Mr. and Mrs. Smith have arrived. Mrs. Horgan lets them in and they greet with each other and shake hands.)

Mrs. Horgan : _____, Mrs. Smith. _____?

Mrs. Smith : _____, thank you, and how are you?

Mrs. Horgan : _____, thank you. How's your mother, Mrs. Smith? I hear she's not been very well.

Mrs. Smith : _____, but she's much better now.

Mrs. Horgan : _____.



(A few minutes later, there's a ring at the door. It's Virginia Coleman, Mrs. Horgan's niece.)

Mrs. Horgan : _____, please. I think that's my niece at the door. ...
Hello, Virginia, my dear!

Miss Coleman : I'm glad to see you. _____.

Mrs. Horgan: I don't think _____. Let me _____
_____. This is my niece, Miss Coleman, Mr. Smith and Mrs. Smith.

Mrs. Smith : How do you do?

Miss Coleman : How do you do?

Mrs. Horgan : And now let's have some coffee. _____ your coffee, Mrs. Smith?

Mrs. Smith : One lump of sugar and some milk, please. I like _____, but my husband _____ coffee.

Mr. Horgan : Well, how's business, Mr. Smith?

Mr. Smith : Pretty good, thank you. And _____?

Mr. Horgan : Not too good, _____.

Mr. Smith : I'm sorry to hear that. I hope things will improve soon.

Mr. Horgan : Let's _____.



Listen to the passage twice and answer the questions.

1. What is the man's name?

2. Where does he live?

3. What does he study?

4. What do his parents do?
