

商务英语系列教材

# 商务英语

# 口语 4

*Interactive Speaking*

总主编 虞苏美

主 编 杨乾龙



高等教育出版社

# 口语



商务

英语

Business English

口语

口语



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# 前言

近年来,越来越多的外语教育专家和教师意识到外语学习的目标应该有两个:即把某一种外语作为“知识”来学习或把这一种外语作为“交际工具”来学习。前者主要以“语法”为重点研究对象并以“精确”为评估标准,引导学生将绝大部分精力和时间用于对句子结构的分析和比较。因此,以“知识”为学习外语目标的学生能把目标语的各种句子结构和语言特色评析得头头是道,但不一定能将他的评析用目标语完整清晰地表达出来。社会上流传的所谓“哑巴英语”的说法也是这种学习目标的定位结果。对我国绝大部分学外语的学生来说,其学习的目标无疑应是掌握“交际工具”。对于这部分学生,教师只有把外语学习的重点放在提高学生的目标语运用能力上,才有可能将学生真正置于一种“自然语言学习环境”中,通过学会表达——正确表达——清晰正确表达——完整清晰正确表达这样一种循序渐进的自然过程,达到全面提高学生交际能力的教学目标。

《商务英语口语》以心理学、教育学和外语学习理论为编写的指导思想,在语言材料选用和课文结构设计上贯穿了“学用结合,重在运用”的原则。课文内容着重反映当代日常生活和现实商务活动的真实情景,练习活动丰富,实用性强。本教材虽然是专门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。

本教材全部课文内容都是围绕美国商人 Henry White 一家在中国和英美等国的日常生活和商务活动而展开,涉及经济、贸易、工农业、教育、旅游、投资、金融、劳务、地产等领域中的考察、谈判、签约、网上交易、电子商务等等。

每个单元都有一个中心话题和与话题相关的课堂练习活动,旨在促使学生将口语学习不仅仅停留在传统的机械背诵和模仿上,而是通过大量的课堂练习活动来强化英语语言的运用能力,使英语真正成为表达学生个人情感和思想的“交际工具”。

为了更好地与高中英语教学大纲衔接,本教材第一册主要为各种日常会话,对话的地点在国内,背景则是中国学生所熟悉的各种口语交际活动的场所。内容主要涉及介绍相识、打电话、谈论天气、邀请聚会、用餐、购物、看病、吉庆假日、娱乐、邮寄包裹和体育运动等日常生活领域中的用语。从第二册起,部分对话的地点和背景将移向国外。结构上的这种安排,为学生的英语学习提供了一个对背景知识



从“熟悉”到“不熟悉”的渐进过渡,从而使英语学习得以循序渐进。

《商务英语口语》共分4册,总教学课时为240学时,每册为60学时。第一、二册各为18个单元,第三、四册各为15单元。每单元分为四大部分:课前练习(Warm-up)、样板对话(Dialogues)、交际功能范句(Functional Expressions)和交际活动(Communicative Activities);每册的样板对话和交际功能范句均配有录音磁带。

第一部分为课前练习,其中的绕口令旨在帮助学生练好一些中国人感到困难的英语字母组合的发音和整句的语音语调。清晰的发音和正确的语音语调是口语交际的基本功,是口头表达中让别人听懂的首要条件。学生必须认真模仿,大声快速朗读,使发音器官的动作能得以根据英语发音的要求重新加以协调,并使之由开始时的刻意动作逐渐过渡为潜意识的习惯动作。因此,第一册18个单元中所提供的这部分内容可供学生在整个英语学习期间使用。从第二册起,这部分内容将由电影对白、戏剧对白和著名演说等替代,目的仍是继续强化和巩固发音器官的协调功能。文化指南(Culture Tip),主要为学生提供一些在与英美等国人士的交往中须特别注意的文化、习俗和语言应用等方面的知识。

第二部分为样板对话,供教师和学生课堂上使用。对话语言生动活泼,口语特点鲜明,人物活动的情节引人入胜。对话示范性地展示了各种日常和商务活动场合中的英语口语表达的结构和方式,使学生能在较短的时间内掌握准确而得体的日常和商务口语。

第三部分为交际功能范句,这部分旨在向学生提供在某一语言交际功能中可以使用的各种表达方式。需要指出的是:虽然在某一功能下,有各种各样的句子可供选用,但是,这并不等于说,说话者为了完成某一功能而可以随意“挑”一个句子说说就行。在很多情况下,会话的场合、会话双方的社会地位和身份以及讲话的目的决定了只有某一个句子才是这种特定会话环境中最恰当的表达式;而在某些情况下,用不同的语气和语调说出同一个句子,却能表达说话者完全不同的意思。这种功能与语言运用及句意与语气语调之间的微妙关系,需要在教师的指导下,经过较长时间的学习才能掌握。

第四部分为交际活动,这些活动均与对话主题或交际功能相关。这是本教材区别于许多其他英语口语教材的重要特点之一。这种交际活动为学生提供了一个检验自己学习成果和在现实生活中实践英语语言运用能力的机会。在进行交际活动时,教师应特别注意学生中可能出现的重语言形式、轻语言意义和在课堂上机械地模仿样板对话和交际功能范句的“伪交际”现象。为了减少和避免这种现象,教师应尽量为课堂交际活动提供真实的实践背景和必要的语言词汇,使学生逐步学

会和掌握表达自己想要表达的真实思想和观点。必要时,教师可以因地制宜地对本部分交际活动内容作适当的修正。

总之,我们希望学生通过对本教材的学习,不仅能听懂日常和商务英语会话,能以准确的语调进行英语会话,自由地表达自己的思想和观点,而且能逐步养成用符合特定场合的得体语言回答或者提出各种问题的习惯,为今后工作做好充分准备。

在编写这套教材的过程中,我们得到了国内外同行的启示和高等教育出版社编辑的帮助。英籍专家 **Frank Tonge** 协助审阅了本教材的全部语言文字并参与了部分“文化指南”的编写工作。在此,对所有关心、支持和帮助本书编写和出版的人员,表示衷心的感谢。同时,由于编者水平和经验有限,本书可能有疏漏和不当之处,我们诚恳希望外语教育专家和使用本书的广大师生不吝指教,以帮助我们提高英语口语教材的编写水平。

编者  
于华东师范大学

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# Unit One New Millennium

## WARM-UP

### Speech-imitating in Your Group

#### President Jiang Zemin's Speech at the UN Millennium Summit

September 7, 2000

Mr. President,

At the turn of the century and the millenium, leaders of all countries are meeting here at the Headquarters of the United Nations to discuss major issues that bear on the future development of mankind so as to advance the lofty cause of world peace and development. At this moment, all people who love peace and long for happiness are watching us with great interest.

In the outgoing millenium and the 20th century, mankind has undergone calamities and holocausts and carried out great struggles and creative undertakings, thus scoring splendid material and spiritual accomplishments.

In the 21st century and the coming millenium, mankind will inevitably come across unexpected tests and challenges and will surely realize new and earthshaking historical changes and a great leap forward. Bright will be the prospects for a lasting peace and common prosperity that the people of all countries look forward to.

The nearly 50-year old Cold War is over. The international situation is on the whole moving towards relaxation. There are rapidly growing trends towards world multi-polarization and economic globalization. The modern science and technology driven by IT and life science are advancing by leaps and bounds. All this offers mankind a rare opportunity for development. The pursuit of peace



and development represents both the common aspirations of the people throughout the world and the theme of our times. But the unfair and irrational old international political and economic order has yet to be replaced. There is still a long way to go before the two strategic issues of peace and development are solved and a fair and equitable new international political and economic order is established.

At present, the people in many countries are still suffering from the scourge of wars and turmoil. Hegemonism and power politics still exist. Local conflicts caused by ethnic, religious, territorial or resources factors keep cropping up. Separatist, terrorist and extremist forces of various kinds are causing incessant damages to the international community. Environment, drugs, refugees and other global issues are more acutely felt. Our planet is still far from stable and tranquil.

Both history and the realities tell us:

— Respect for each other's independence and sovereignty is vital to the maintenance of world peace. Countries would not be able to live in amity unless they follow the five principles of mutual respect for sovereignty and territorial integrity, mutual non-aggression, non-interference in each other's internal affairs, equality and mutual benefit, and peaceful coexistence and strictly comply with the purposes and principles of the UN Charter.

— To build common security is the prerequisite to the prevention of conflicts and wars. The Cold War mentality must be abandoned once and for all, and a new security concept based on mutual trust, mutual benefit, equality and cooperation should be established. All international disputes and regional conflicts should be resolved through peaceful means. Effective disarmament and arms control should be realized according to the principle of fair, reasonable, comprehensive and balanced reduction. All countries should take part in the discussion and settlement of the question of disarmament as it bears on the international security.

— To promote a multi-polar international configuration is required by the progress of our times, conforms to the interests of the people of all countries and also contributes to world peace and security. Such a multi-polar configuration differs from the old one in which big powers contended for hegemony and

carved up spheres of influence as seen in history. All countries should be independent. Mutual cooperation and partnership of various forms between countries should not be targeted at any third party. The big countries have an important responsibility for the maintenance of world and regional peace. The big countries should respect the small ones, the strong should support the weak, and the rich help the poor.

The maintenance of world peace is the necessary precondition for the promotion of common development, which in turn serves as an important guarantee for the maintenance of world peace. It has become a pressing global issue to support and promote the development of the developing countries and to reduce and eradicate poverty.

Many developing countries are still confronted with great difficulties in their economic development and that the gap between the North and the South and the gulf between the rich and the poor are widening. On the one hand, it is the continued accumulation of wealth by developed countries in the North, and on the other, the aggravating poverty of developing countries in the South. The rich are getting richer, and the poor poorer. Not all countries have become beneficiaries of the development of modern science and technology and economic globalization. Imbalance in world development is becoming more acute. Over 1.3 billion people in the world live under the absolute poverty line, with less than one U. S. dollar of living expenses per capita per day. The developed countries possess 86 per cent of the world's GDP and occupy 82 per cent of the world's export markets, while the developing countries which account for the overwhelming majority of the world population possess only 14 and 18 per cent respectively.

If there is no fundamental change in such a situation, it would be difficult to avoid turbulence in the international community, promote common development for all countries and achieve worldwide prosperity.

The right of the people of all countries to choose their social system and development path independently must be fully respected. North-South dialogue should be enhanced on the basis of equality and South-South cooperation conducted extensively. Only by increasing South-South Cooperation can the third world countries reduce risks that economic globalization might bring and attain



their own prosperity and progress.

The developing countries must enhance their capacity to develop their economy, science and technology. After all, their development will depend on continuously strengthening their capacity of self-development. The international community should attach great importance to the effort of the developing countries to foster and strengthen their capacity of self-development and help them in this regard. One should not just try to get resources, access to market and profits from developing countries. The rapidly advancing science and technology have become an important new driving force for the creation of wealth. The widening "digital divide" indicates that there exists a huge gap between the developed and the developing countries in terms of the level of science and technology. This will inevitably further widen the gap in wealth between the North and the South. Advanced science and technology which embody man's wisdom and creative spirit should be used and applied globally to promote peace and development in the interests of all peoples.

A good external environment must be created for the development of the vast number of developing countries. All countries should remove trade protectionism of all forms, and mutually open market. Effective measures should be taken to reduce or exempt the debts of developing countries and to increase official aid to them without any conditions attached. All international political, economic and trade organizations should earnestly pay heed to the calls of the developing countries, and defend their rights and interests. All countries should conduct mutual exchanges and cooperation in the economic, trade and technological fields in compliance with the principle of equality and mutual benefit so as to share the fruits of economic globalization and scientific and technological progress.

The principle of democracy must be advocated and implemented in handling world affairs, whether in maintaining world peace or promoting common development.

All countries, big or small, rich or poor, strong or weak, are equal members of the international community and have the right to take part in and handle world affairs. Matters that fall within the scope of sovereignty of a country should be managed only by the government and people of that country, and the

world affairs should be handled by the governments and people of all countries through consultation. This is the principle of democracy in handling world affairs. Today, the world's destiny should be in the hands of the people of all countries.

The world is diverse and colorful. Just as there should not be only one color in the universe, so there should not be only one civilization, one social system, one development model or one set of values in the world. Each and every country and nation has made its own contribution to the development of human civilization. It is essential to fully respect the diversity of different nations, religions and civilizations, whose coexistence is the very source of vigorous development in the world. We should promote the exchanges between different civilizations in a spirit of equality and democracy and encourage them to learn from one another in order to attain common progress.

Dialogue and cooperation in the field of human rights must be conducted on the basis of respect for state sovereignty. This is the fundamental and most effective way to protect and promote human rights. So long as there are boundaries between states, and people live in their respective countries, to maintain national independence and safeguard sovereignty will be the supreme interests of each government and people. Without sovereignty, there will be no human rights to speak of.

Fifty-five years ago, the United Nations came into being at the historic moment of the great victory in the world's anti-fascist war. Over half a century and more, with the support of its member states, the UN has done much useful work to ease regional conflicts, eliminated old colonialism and promote world peace, cooperation and development. As the most authoritative international organization of sovereign states with the broadest representation in the world, the UN plays an irreplaceable role in the maintenance of world peace, promotion of common development, and establishment of a fair and reasonable new international political and economic order. In the new century, the UN should even heavier tasks. Its positive role must be strengthened and not weakened and its authority defended and not jeopardized.

We must firmly defend the purposes and principles of the UN Charter, continue to give play to the positive role of the UN and its Security Council in



handling international affairs and safeguarding world peace, and ensure all the member states their right to participate in world affairs on an equal footing. In handling international affairs, no country or group of countries should take an attitude of “using the United Nations when it is needed and abandon it when it is not”.

The UN should be a place where all its member states discuss and address international affairs through democratic means. The UN and its Security Council should go along with the trend of history and carry out reforms as necessary and appropriate under the principle of equitable geographical distribution, so as to give expression to the will of all the member states, developing countries in particular.

Chinese civilization is one of the most ancient civilizations in the world. It has added to the splendor of human civilization. The founding of the People's Republic of China and the great achievements it has scored in the course of nation building constitute an enormous contribution to world peace and development. The Chinese people will unswervingly march along the road of building socialism with Chinese characteristics and accomplish the grand cause of national reunification in accordance with the principles of “peaceful reunification” and “one country, two systems”. A modern socialist China will stand in the East of the world. China's development is a contribution to world peace and development. The Chinese people love peace and stand firm in maintaining world peace and stability. China will never seek hegemony. This is a solemn commitment undertaken by the Chinese people to the world.

China has consistently pursued an independent foreign policy of peace and persisted in establishing and developing friendly relations and cooperation with all countries on the basis of Five Principles of Peaceful Coexistence. As a permanent member of the UN Security Council, China has always complied with the purposes and principles of the UN Charter and supported the United Nations in playing its important and irreplaceable role in safeguarding world peace and international security and tackling global issues of all kinds. China will, as always, fulfill its duties and obligations.

All the UN member states and their statesmen invariably shoulder an important historic mission entrusted by our times, that is to achieve a lasting



world peace and promote the common development and prosperity of all countries.

People of all countries are full of wisdom. Today, in macrocosm of science, mankind has reached somewhere in the universe which is 18 billion light-years away from the earth, and in microcosm, mankind has initially disclosed the secret of genes. Although the world is still far from perfect, people of different countries will surely be able to go on acquiring all kinds of knowledge and summing up their experience, and become even wiser and more rational in handling the relations between man and nature, man and society and those between ethnic groups and between countries. With this understanding, I am fully optimistic about the prospect of the world development in the new century and new millenium. I am convinced that in spite of difficulties and twists and turns that might occur in the course of evolution of the world situation and the development of the human society, the world of ours will eventually attain a civilization of a higher level and make progress in all areas.

To conclude I would like to make an appeal to all countries and people who love peace and aspire for progress: Let us work hand in hand and move the wheel of history toward a bright future.

Thank you.

## Notes

- |   |                                    |
|---|------------------------------------|
| 1. <i>UN Millennium Summit</i>          | 联合国千年高峰会                           |
| 2. <i>with great interest</i>           | 带着关切的目光                            |
| 3. <i>in the outgoing millenium</i>     | 在以往的千年                             |
| 4. <i>power politics</i>                | 强权政治                               |
| 5. <i>live in amity</i>                 | 和睦相处                               |
| 6. <i>a multi-polar configuration</i>   | 多极化格局                              |
| 7. <i>GDP</i>                           | = Gross Domestic Product<br>国内生产总值 |
| 8. <i>the widening "digital divide"</i> | 日益拉大的“数字鸿沟”                        |