

商务通 英语

Functioning in Business

Book Six

第六册

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北京语言文化大学出版社
中央广播电视大学出版社

(京)新登字 157 号

图书在版编目(CIP)数据

商务通英语 第6册/(美)奥尔森(Olsen, R.)编著;王素云译

—北京:北京语言文化大学出版社;中央广播电视大学出版社,2000.2

ISBN 7-5619-0803-2

I. 商…

II. ①奥…②王…

III. 商务—英语—听说教学—教材

IV. H319.9

中国版本图书馆 CIP 数据核字(2000)第 01071 号

《商务通英语》著作权合同登记号:第六册图字:01-1999-1165

本书由美国达英教育有限公司(DynEd International, Inc.)授权在中国境内出版发行。

责任印制:汪学发

出版发行:北京语言文化大学出版社 (北京海淀区学院路 15 号 邮政编码 100083)

中央广播电视大学出版社 (北京西城区复兴门内大街 160 号 邮政编码 100031)

印 刷:北京北商印刷厂

经 销:全国新华书店

版 次:2000 年 1 月第 1 版 2000 年 1 月第 1 次印刷

开 本:787 毫米×1092 毫米 1/16

字 数:254 千字 印数:00001—25 000

书 号:ISBN 7-5619-0308-2/H·9108

定 价:39.80 元(含磁带)

前 言

祝贺你选择《商务通英语》作为英语课程的中级教材。这是一套令人兴奋、让人耳目一新的听说广播教材。通过收听广播和听录音学习本教材,你可以获得最大收益。

《商务通英语》是一套中级商务英语教程,教程题材以美国商务实践和文化为主,重点讲授语言的表达功能,教我们在各种场合怎样使用恰当的语言进行商务和社交活动。

在这套教材中,我们将随访一次重要的商务行程,听听几家国际公司间所举行的会议与谈判,并采访几位与会人士。我们还要仔细听听这些人士在洽谈业务时使用的英语内容和形式。

《商务通英语》帮助你学习英语。你会学到重要的词汇、语法和语言功能,并用于实际交际:交换信息,做出决定,进行社交。你还会学到美国语音、语调、节奏和重音模式,这些对于理解口语英语和让美国人理解你说的是什么,都十分重要。《商务通英语》学习用书还会让你了解美国文化、历史以及当代美国生活。

《商务通英语》学习用书设计了许多不同类型的练习,注重以下几种重要语言技能:听后能理解大意或要点,能听辨出词语分界、语调、节奏和重音,能听辨出语法结构和语言功能,并逐渐熟悉美国人处事和使用语言的方式。

《商务通英语》的基本语言学习原则是:只有真正理解了,才能真正学会。你也许能背记很多单词,但是如果你没有透彻地理解词语如何搭配使用以及它们所传递的不同的信息,那么你就不是在真正学习语言。《商务通英语》在设计时注重理解能力,特别是听力理解能力和熟练的听辨能力。《商务通英语》不是读写教材,它是为帮助你学到听、说方面的实用交际技能而设计的。

教材每课都以广播或录音中的会话或**访谈**开始。在看课文以前,要先听,注意听本课谈的是什么话题、谈话者是谁以及会话的内容是什么。然后再看课文,检查自己的理解程度。当你觉得可以向朋友总结会话内容时,你大概已经听懂了大意,那么你就可以做下面的练习了。

接下来的练习都是强调听力理解类的练习。**听要点、电话访谈、电子邮件等一**

般着重于广播中的关键内容。在有些课里,这些练习是以词汇练习的形式出现的,而在另一些课里,则强调语法或功能词。这些练习的目的在于听懂谈话的意思以及思想的交流。**他们是怎么说的**显示了同一意思的不同表达方法,帮助你听清所说的每一个词,复习重要的语言功能。

各类语言练习帮助你了解美国英语的构成。这些练习有时以语言功能为中心,如提问;有时以具体语法为中心,如介词、副词和形容词;有时则重点练习诸如紧缩式或简略式等美国人常用的口语形式。

读音相似吗、是谁说的和判断正误帮助你提高听辨能力;**拼写和组句**帮助你扩大词汇;**语音**练习帮助你辨别特别的读音、重音和音节,特别是帮助你分清口语中模糊的词语界限;**仔细听**引导你注意每一个词;**选择**练习有些帮助你分辨读音相似而意思不同的词(如 he's/his 和 were/we're),还有一些检查你对广播会话中使用的关键词语掌握的情况;**补充练习**为你运用本课的概念、内容和词汇提供了更多的练习。

每课都有一条**文化注释**——有关美国文化、城市或历史的知识。许多课都有**话语表达**或当**美国人**... .时这部分,告诉你美国人是如何谈话和做事的。比如,你知道许多(不是所有)美国人每天早上开两三个小时的车去上班而晚上再开回家吗?

许多课都有**自我评估/自学提示(On Your Own)**,其目的是帮助你在课外不使用本教材时计划或检查自己使用或练习英语的情况,或者帮助你掌握一定的学习方法,独立进行练习。

全书共分六册 12 个单元,每册两个单元,每个单元六课。每学完六个单元有一次阶段复习,分别放在第三册和第六册后面,这样,你可以对自己的学习成果进行检验,了解自己对《商务通英语》真正理解了多少,会用多少。有的复习内容重点放在练习听关键的概念和语言功能上,有的练习(如**词语练习**)强调的是语法和语言功能,还有一些练习重点则在词汇和语音上。

如果说理解是《商务通英语》的首要原则的话,那么练习就是它的第二原则。倘若你听说过“熟能生巧”这句成语,你就会把下面的话作为学习的座右铭:

练习,练习,再练习,才能更上一层楼。

祝你英语学习成功!

Roger Olsen
1999 年 10 月

SCOPE AND SEQUENCE 教学内容与安排

UNIT TITLE 单元标题	PRIMARY FOCUS 主要语言点	STORY OUTLINE 情节概要
1 Introductions 介绍	Simple job descriptions and responsibilities 简单说明工作职务和职责 Work and educational background 工作经历和学历	Introduction of Charles Blake, Mike Epstein and Shirley Graham 介绍查尔斯·布莱克、迈克·爱泼斯坦和雪莉·格雷厄姆
2 Checking In 住店登记	Vocabulary of travel, transportation and lodging 旅行、交通、住宿词汇 Making and confirming reservations 预订与确认	Mr. Blake of International Robotics checks into his hotel 国际机器人公司的布莱克先生办理旅馆入住登记手续
3 Making an Appointment 约会	Making and confirming an appointment 会面的约定与确认 Making suggestions 提出建议	Mr. Blake makes an appointment over the telephone with Mr. Epstein of Advanced Technologies 布莱克先生与先锋技术公司的爱泼斯坦先生打电话约定会面
4 Confirming Plans 确认计划	Offering an opinion 提出看法 Disagreeing 表示不同意	Mr. Epstein checks with Ms. Graham about the schedule and details of a meeting 爱泼斯坦先生和格雷厄姆女士核对会面时间及有关细节
5 An Important Introduction 重要的介绍 At the Restaurant 在餐馆	Business introductions 商务活动中的介绍 Making and accepting an offer 提议与接受提议	Mr. Epstein introduces Mr. Blake to Ms. Graham 爱泼斯坦先生向格雷厄姆女士介绍布莱克先生
6 A Business Lunch 工作午餐	Making proposals and promises 提出建议与做出承诺	Mr. Blake and Ms. Graham discuss several problems 布莱克先生同格雷厄姆女士讨论几个问题
Review of Units 1-6 1~6 单元复习		
7 The Disagreement 意见分歧	Presenting a point of view 陈述观点 Responding to arguments 对对方提出的理由做出回应	Mr. Epstein and Ms. Graham discuss a difficult decision 爱泼斯坦先生同格雷厄姆女士讨论一项艰难的决定
8 The Final Proposal 最后提案 Keeping in Touch 保持联系	Language of decision-making 决断用语	Mr. Blake meets with Ms. Graham and Mr. Epstein 布莱克先生会晤格雷厄姆女士和爱泼斯坦先生
9 A New Customer 新客户	Planning for the future 规划未来	Mr. Blake has an appointment with a representative of a different company 布莱克先生约定会晤另一公司的代表
10 Negotiations 谈判	Language of business negotiation 商务谈判用语	Mr. Blake negotiates several points with Mr. Gomez of Federal Motors 布莱克先生同联邦汽车公司的戈梅兹先生就几个问题进行谈判
11 Coming to Agreement 达成协议	Meeting and discussion skills 会谈与讨论技巧 Describing future possibilities 描述未来的可能性	Mr. Blake meets with Mr. Chapman of Federal Motors 布莱克先生会晤联邦汽车公司的查普曼先生
12 A New Beginning 新开端	Discussing changes 讨论变更	Mr. Blake speaks with Mr. Epstein 布莱克先生同爱泼斯坦先生进行交谈
Review of Units 7-12 7~12 单元复习		

SCOPE AND SEQUENCE: UNITS 11 AND 12

第十一、十二单元教学内容与安排

LESSON 课次		FOCUS ON LANGUAGE FUNCTIONS 重点语言功能	AMERICAN BUSINESS ENGLISH 美国商务英语
第 十 一 单 元	11A 第一课	Accepting an Apology 接受道歉 <i>Don't worry.</i>	Getting down to business 转入正题
	11B 第二课	Clarifying 澄清问题 <i>I mean dolls and toy cars.</i>	The importance of English 英语的重要性
	11C 第三课	Correcting 纠正 <i>Actually, it's Mary Thomas.</i>	Improving communication in English 提高英语交际能力
	11D 第四课	Asking for confirmation 征求确认 <i>They'll cost more, won't they?</i>	Quality in the U.S. 质量在美国
	11E 第五课	Expressing uncertainty 表示不能肯定 <i>I'm not sure.</i>	Fast delivery 快递
	11F 第六课	Discussing future plans 讨论将来的计划 <i>I fly to London on the 23rd.</i>	Airline tickets 机票
第 十 二 单 元	12A 第一课	Proposing a toast 祝酒 <i>Here's to all of you.</i>	Toasts 祝酒
	12B 第二课	Changing the subject 改变话题 <i>You know, I heard that Mary is leaving.</i>	Personal issues 私人问题
	12C 第三课	Expressing regret 表示遗憾 <i>I wish I had spent more time with my kids.</i>	Work and family 工作与家庭
	12D 第四课	Leading questions 诱导性提问 <i>It looks like you've changed jobs three times.</i>	Attracting new employees 吸引新雇员
	12E 第五课	Asking a favor 请人帮忙 (requests and promises) <i>I have a favor to ask of you.</i>	Intellectual property 知识财产
	12F 第六课	Ending a conversation (pre-closing) 结束谈话(结束预示语) <i>It's been nice talking to you.</i>	Ending a conversation 结束谈话

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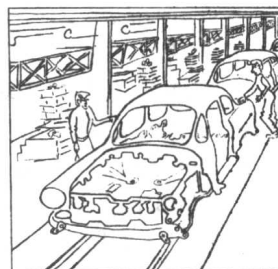
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Lesson 11A 第一课

Coming to Agreement (1) 达成协议 (1)



Vocabulary 词汇

Listen for these words in today's broadcast.

注意听下面这些今天广播中的词。

extremely

completely

knowledgeable

proceed

finalize

influence

power

confident

Before Listening 听前

Mr. Charles Blake has been in New York City, meeting with David Gomez of Federal Motor. Charles wants Federal Motors to buy his robots. Now Elizabeth is going to interview Charles and they will talk about a conversation he had with David's boss, Mr. Stewart Chapman. Read these sentences to get a general idea about what you will hear in today's broadcast, and predict which are the words or phrases they use in **Interview (1)**. Then listen and see if you are correct.

查尔斯·布莱克先生在纽约市与联邦汽车公司的大卫·戈梅兹进行会谈。查尔斯想让联邦汽车公司购买他的机器人。现在伊丽莎白将采访查尔斯。他们要说说查尔斯同大卫的上司斯图尔特·查普曼先生的谈话。读下面的句子,以了解你今天要听的广播内容大意。猜猜哪些是他们在访谈(1)中用到的词语。然后再听,看看你答得是否正确。

1. I met with Mr. Chapman A. as soon as
B. when he came back to town.

2. Dave Gomez had been A. extremely
B. very helpful.

3. But I A. wanted to
B. was anxious to talk to Mr. Chapman

4. so that we A. could finalize
B. could finish the agreement.

Cultural Note 文化注释

The U.S.P.S. The United States Postal Service (U.S.P.S.) delivers mail to every U.S. business and home six days a week. It only costs 33¢ to mail a letter anywhere in the country.

美国邮政服务 美国邮政服务每周六天为美国的每家公司和每个家庭投递邮件。仅花 33 美分便可将一封信寄往美国国内任何地方。

What Did They Say? 他们是怎么说的?

Here are some multiple-choice questions about Charles and Stewart's meeting. But only one of the choices was used in their **Dialog**. Which answer is exactly what Charles or Stewart said?

下面是有关查尔斯同斯图尔特的会谈的一些多项选择题。但只有一个选择是他们在对话中用到的。哪个答案是查尔斯或斯图尔特的原话?

1. The first thing they did was to meet each other for the first time. What did Mr. Chapman say?
A. I'm glad to finally meet you.
B. I'm happy to have the chance to meet you.
C. So we're finally meeting.
2. How did Charles respond to that? What did he say?
A. And I'm very happy to meet you, Stewart.
B. I'm glad to finally meet you, too.
C. I'm pleased to meet you, too.
3. Then Stewart apologized for being out of town. What did he say?
A. I apologize for not meeting you earlier.
B. I'm very sorry for not meeting you earlier.
C. I'm sorry we didn't meet before.
4. What did Charles say then? What did he say?
A. I do understand. It wasn't a problem.
B. I understand completely. It wasn't a problem.
B. I understand completely. Don't worry about it.

Word Practice 词语练习

Fill in the blanks with the words or phrases from the box on the right. If you need help, listen to the **Dialog** between Charles and Stewart again.

用右边方框里的词语填空。如果你需要帮助,请再听一遍查尔斯和斯图尔特的对话。

1. Well, I'm glad to finally _____, Charles.
2. I'm very sorry for _____ you earlier, but with my father in the hospital
3. I understand completely. It wasn't _____.
4. Dave is so knowledgeable that we've _____.
5. He's been _____.
6. Well, I know that you're _____ to return to Beijing,
7. so we should get _____ to business.
8. Good. I'd like to _____ before I leave.

a problem
finalize things
getting ready
meet you
not meeting
proceeded quickly
right down
very helpful

Spelling 拼写

Rearrange these letters to make words used in the broadcast.

将下面各组字母排列成广播中使用的词。

1. AINOSUX a _____
2. CEELMOPTY c _____
3. EEELMRTXY e _____
4. AEFIILNZ f _____

5. AFILLNY f _____
6. EFHLLPU h _____
7. AHILOPST h _____
8. CDDEEEOPR p _____

Listen for Information 听要点

Listen to **Interview (2)** and complete these sentences with the words Charles and Elizabeth use.
请听访谈(2)录音并用查尔斯和伊丽莎白使用的词完成下列句子。

1. I had _____ out many of the _____ of the agreement with Dave Gomez.
2. But I _____ that Chapman would make the _____ decision.
3. After my _____ with Advanced Technologies, I was a bit _____.
4. _____ Advanced Technologies _____ not to buy your robots?
5. Yes, Mike Epstein loved our robots, but his _____, Shirley Graham, made the final _____.
6. Still, I was _____ confident.

Careful Listening 仔细听

Here are several sentences from **Interview (2)**, but one word in each of the sentences is missing. First, try to see which word is left out of each sentence, then put the missing word back. The missing words are in this box.

下面是访谈(2)中的几个句子。每个句子中缺了一个词。先找出每个句子中缺了什么词,然后把所缺的词补上。所缺的词在下面的方框里。

a	fairly	not	our	out	that
---	--------	-----	-----	-----	------

1. I had worked many of the details of the agreement with Dave Gomez.
2. But I knew Mr. Chapman would make the final decision.
3. After my experience with Advanced Technologies, I was bit worried.
4. Because Advanced Technologies decided to buy your robots?
5. Yes, Mike Epstein loved robots, but his boss, Shirley Graham, made the final decision.
6. Still, I was confident.

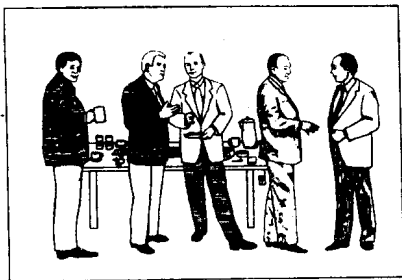
Pronunciation: Sound Similar? 语音:读音相似吗?

These word pairs sometimes sound alike in speech, but they are actually pronounced differently. Practice saying these words by themselves, then read the sentences out loud.

下面每对词的读音在语流中有时听起来很相似,但实际上它们的发音是不同的。练习读这些词,然后朗读下列句子。

at / back	Charles has to go <i>back</i> to China. He's talking with Stewart <i>at</i> Stewart's office.
boss / got	Stewart is David's <i>boss</i> . They finally <i>got</i> to meet each other.
down / town	They wanted to get <i>down</i> to business. Charles had to leave <i>town</i> very soon.
real / we'll	Mike Epstein is a <i>real</i> friend. <i>We'll</i> talk with him again in another show.
sorry / worry	Stewart was <i>sorry</i> they didn't meet earlier. Charles didn't <i>worry</i> because Dave is so knowledgeable.

Focus on Ending Small Talk 重点练习:结束闲谈



Phrases for Ending Small Talk 结束闲谈的短语

I'm ready. Are you? Let's get started. Okay, folks. It's time to start.

Match 匹配

Complete the statements in Column A by matching them with the sentence endings in Column B. If you need help, listen to today's **Culture Tips**.

将 A、B 两栏中的句段搭配组成完整的句子。如果你需要帮助,请听今天的《文化点滴》。

COLUMN A

1. Another sign to look for is a pause in
2. But how do you know exactly
3. If people start looking at their watches,
4. Or you can say, "Why
5. You can say, "Well, perhaps we
6. Small talk should
7. Small talk should only
8. Sometimes you can see signs
9. When people have been introduced and are comfortable,
10. You should look at the other

COLUMN B

- A. don't we get started?"
- B. it's a sign to stop the small talk.
- C. last for a few minutes.
- D. not take too long.
- E. people in the room very carefully.
- F. should begin our meeting."
- G. that it's time to end the small talk.
- H. the conversation or an awkward silence.
- I. when to begin talking about business?
- J. you can start the serious conversation.

Pronunciation: Sound Similar? 语音:读音相似吗?

The endings of these word pairs sometimes sound alike in speech, but they are actually different sounds. Practice saying these words, then read the sentences out loud.

下面每对词尾的读音在语流中有时听起来很相似,但它们的实际读音不同。练习读这些词,然后朗读下列句子。

- | | |
|----------------|---|
| left / let | Sarah should have <i>left</i> her office earlier.
<i>Let</i> us take a short break now. |
| last / late | The <i>last</i> person at a meeting might be <i>late</i> . |
| at / back | If people start looking <i>at</i> their watches, it might be time to start.
Charles met Stewart as soon as he got <i>back</i> to town. |
| some / soon | Let's get a table and order <i>some</i> food.
I'd like to eat <i>soon</i> because I'm hungry. |
| catch / chance | When you get back from vacation, you have to <i>catch</i> up.
I'm happy to have the <i>chance</i> to meet you. |

When Americans Say “so” 当美国人说“so”时

When Americans say “so,” they can be changing the subject, making a final point, telling you what happened next, or just filling a gap in the conversation. The word “so” can have several different meanings. Here are examples of different meanings the word “so” can have:

当美国人说“so”时,他们可能是在换话题、谈最后一点、告诉你接着发生的事情,或者只是填补谈话中的冷场。“so”一词有几种不同的意思。下面即是该词所表达的不同意思的一些例子。

meaning	example
very	He was <i>so</i> hungry that he almost fainted.
therefore	<i>So</i> , that's why he left.
then, next	<i>So</i> , then he went to the movies.
as a space holder	<i>So</i> , well, er, um ... I'm not sure.
to change the subject	<i>So</i> , let's stop the talk and start the party!

Choose 选择

Read these sentences and guess which are the words or phrases Sarah and Mark use in today's **Business Dialog**. Then listen to the tape and see if you're right.

读下列句子,猜猜哪些是萨拉和马克在今天的商务对话里使用的词语。然后听录音,看看你答得是否正确。

- Oh, Mark.

A. I'm so sorry
B. I'm very sorry

 I'm late.
- Don't worry.

A. It's no problem.
B. No problem.
- Thank you, but

A. I really have to
B. I really must

 apologize.
- I couldn't

A. find
B. get

 a taxi.
- A. Oh, I understand.
B. I understand completely.

 So, how have you been?
- I just

A. got back
B. got home

 from vacation,
- so I'm

A. running
B. trying

 to catch up.
- Why don't we

A. find
B. get

 a table and

A. get some food?
B. order some food?

Vocabulary Practice 词汇练习

Complete these sentences with the words in the box on the left.

用左边方框里的词完成下列句子。

extremely
finalize
finally
knowledgeable
power
proceeded

1. Dave is very _____.
2. The meetings _____ quickly.
3. Dave had been _____ helpful.
4. Charles wanted to _____ the agreement.
5. Stewart _____ had a chance to meet Charles.
6. Mr. Chapman had the _____ to make the final decision.

Just for Practice 补充练习

Fill in the blanks with the words in the boxes on the right.

用右边方框里的词填空。

1. Charles wants to _____ down to business.
2. He wants to finalize _____ soon.
3. He wants to finalize _____ agreement.
4. Mr. Chapman just _____ back from a trip.
5. He has not just _____ relaxing.
6. Does Dave have _____ influence on the decision?
7. Mr. Chapman said he _____ apologize for being away.
8. He just got back _____ New York.
9. He got back _____ a trip.
10. Now he's ready to begin _____ with Charles.
11. He sat down to begin _____ meeting.
12. Did the meeting begin _____ small talk?
13. They started with some small talk, but _____ some point,
14. Mr. Chapman wants to get down _____ business.
15. Charles wants _____ do the same thing.
16. They want to finalize things _____ Charles leaves town.
17. _____ general, things are going well.
18. Charles wants to get _____.
19. Mr. Chapman said they should get _____ to business.
20. They'll get _____ down to the details.

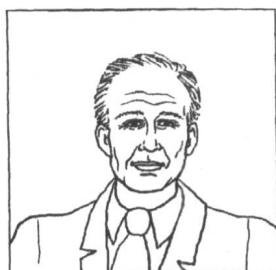
the
get
been
things
got

to
from
much
must

with
their
talking

at
to
in
before

right
down
started



Lesson 11B 第二课

Coming to Agreement (2) 达成协议 (2)



Vocabulary 词汇

Listen for these words in today's broadcast.
注意听下面这些今天广播中的词。

arrange	associate	authority	dependent	dominant
marvelous	necessary	practical	standard	wonderful

Before Listening 听前

Mr. Charles Blake has been in New York City, meeting with David Gomez of Federal Motor. Charles wants Federal Motors to buy his robots. Now Elizabeth is going to interview Stewart and they will talk about the conversation he had with Mr. Blake. Answer these questions, then listen to the broadcast to check your answers. There may be more than one correct answer to each question.

查尔斯·布莱克先生在纽约市与联邦汽车公司的大卫·戈梅兹会谈。查尔斯想让联邦汽车公司购买他的机器人。现在伊丽莎白要采访斯图尔特。他们要说说斯图尔特同查尔斯先生的谈话。回答下面的问题,然后听广播检查你的答案。每个题的正确答案可能不止一个。

- Who is Mr. Stewart Chapman?
A. Charles' boss B. David's boss C. David's friend
- Who makes the final decision about buying robots from China?
A. Charles B. David C. Stewart
- Who had done an excellent job in his meetings about the robots?
A. Charles B. David C. Stewart
- Who is getting ready to go to China?
A. Charles B. David C. Stewart

Now guess which are the exact words or phrases used by Elizabeth and Stewart, then listen **Interview (1)** to check your answers.

现在猜猜哪些是伊丽莎白和斯图尔特使用的词语,然后听访谈(1)检查你的答案。

- I was glad A. to finally meet him.
B. to meet him finally.
- David Gomez had done A. an excellent job
B. a good job in his meetings with Mr. Blake.
- But it was my A. job
B. power to make the final decision.

Cultural Note 文化注释

American Workers Most American workers drive about 25 minutes to get to work (and then another 25 minutes to get home at night). The average commute is 22.4 minutes. 94.7% of American workers drive: 80% drive by themselves and 14.7% car pool. 5.3% use public transportation.

美国工人 大多数美国工人要驱车 25 分钟左右去上班(晚上再驱车 25 分钟回家)。平均乘车时间为 22.4 分钟。94.7% 的美国工人开车:80% 自己开车,14.7% 搭伴开车。5.3% 乘坐公共交通工具。

What Did They Say? 他们是怎么说的?

Here are some questions about **Dialog**. Which answer is exactly what Charles or Stewart said?
下面是关于对话的几个问题。哪个答案是查尔斯或斯图尔特的原话?

1. Stewart knows that Charles is leaving town soon. What did he say?
 - A. I know that you're anxious to return to Beijing.
 - B. I know you're getting ready to return to Beijing.
 - C. I know you want to return to Beijing soon.
2. He said that he's ready to start their meeting. What did he say?
 - A. So we should get going with our business.
 - B. So we should get right down to business.
 - C. So we should get started with business.
3. Charles told him that he's ready to start the meeting. What did he say?
 - A. Good. I'd like to finalize things before I go.
 - B. Good. I'd like to finalize things before I leave.
 - C. Good. I'm ready to get started, too.
4. Charles told Stewart when the new manual will be ready. What did Charles say?
 - A. Actually, we'll have them for you in two.
 - B. Actually, they'll be ready in two weeks.
 - C. Well, they should be finished in two weeks.

Word Practice 词语练习

Choose the expressions in the box on the right to paraphrase the statements below.

用右边方框里的短语改写下面的句子。

1. Correct. We'll send several engineers.
2. I know you're anxious to get back home.
3. I'd like to finish the agreement before I go.
4. Let's get started with our business.
5. The manuals will be finished in two weeks.

- | |
|---|
| <p>A. be ready</p> <p>B. finalize things</p> <p>C. get down to</p> <p>D. get ready</p> <p>E. that's right</p> |
|---|

Pronunciation: Word Boundaries 语音: 词语分界

Mark the word boundaries with a slash(/). If there is a distinct pause, mark that boundary with an "X".

用斜线(/)标出词的分界。如果词之间有明显的停顿,用X标明。

Example: Yes × I / had / an / excellent / meeting / with / him.

1. Uh yes I was glad to finally meet him.
2. But he didn't have the authority to make the final decision.
3. I'd like to finalize things before I leave.
4. The English service manuals will be ready in three weeks.
5. Actually we'll have them for you in two.

Pronunciation: Syllables 语音: 音节

How many syllables do you hear in these words?

下面的词你听到是几个音节?

1. _____ arrange
2. _____ associate
3. _____ authority
4. _____ power

Careful Listening 仔细听

Now listen to **Interview(2)**. Some words are missing from the sentences. Put the missing words in the right places. The missing words are in the box on the right.

现在请听访谈(2)。下面的句子中缺了一些词。将所缺的词放在正确的位置上。所缺的词在右边的方框里。

1. Mr. Chapman, what was your impression of Mr. Blake?
2. I was impressed.
3. I felt we could do business together.
4. Well, I'm a direct person.
5. I like to get to business.
6. You felt that Mr. Blake was similar?
7. Yes. He knew his products very well, even details.
8. And he understood concerns.

and
down
first
our
that
the
very

Match 匹配

Match the words and expressions in Column A with those that have the closest meaning in Column B. 找出 A、B 两栏中意思最接近的词语。

COLUMN A

1. right to make the final decision
2. finalize things
3. get down
4. good chance
5. make a deal

COLUMN B

- A. agree
- B. authority
- C. confirm details
- D. optimistic
- E. start

Pronunciation: Sound Similar? 语音: 读音相似吗?

These word pairs sometimes sound similar in speech, but they are actually pronounced differently. Practice saying these words and then read the sentences out loud.

下面每对词的读音在语流中有时听起来很相似,但它们的实际读音不同。练习读这些词,然后朗读下面的句子。

read / week

Do you *read* the tapescript of these broadcasts?

Do you listen to the program every *week*?

ready / welcome

Charles is *ready* to get down to business.

Elizabeth *welcomed* Stewart to the show today.

reasons / written

There are many *reasons* to learn English.

Product descriptions are often *written* in English.

than / thank

Stewart has more power *than* David.

Elizabeth said "*Thank* you" to Mr. Chapman.

dependent / dominant

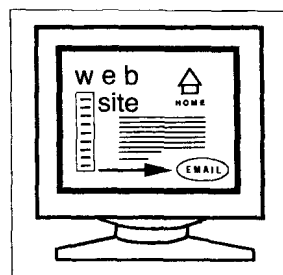
Business are becoming *dependent* on e-mail and the Internet.

The *dominant* language of the Internet is English.



Focus on English as an International Language

重点练习： 英语作为国际语言



Match the beginnings of these statements in Column A with the endings in Column B. If you need help, or after you have matched all the sentence parts, listen to Gary's **Culture Tips** to hear the complete sentences.

将A栏中的前半句话与B栏中的后半句话搭配组成完整的句子。如果你需要帮助,或在搭配完毕之后,请听加里的《文化点滴》中的完整句子。

COLUMN A

1. And it's not practical to translate
2. And the dominant language of the Internet
3. Businesses have become increasingly
4. But for business writing, English
5. Even if you can't speak English well,
6. Finally, most of the important scientific
7. If you want to keep up in business,
8. In face-to-face business meetings,
9. One reason is
10. So English has
11. Today, most large corporations export
12. You have to include

COLUMN B

- A. and business journals are in English.
- B. become standard.
- C. dependent on e-mail and the Internet.
- D. documentation with your products.
- E. an increase in exports.
- F. is the most popular language.
- G. many different languages are used.
- H. is English.
- I. their products all over the world.
- J. this information into every language.
- K. you need to be able to read it.
- L. you need to read English.

Pronunciation: Sound Similar? 语音:读音相似吗?

The endings of these word pairs sometimes sound similar in speech, but they are actually different sounds. Practice saying these words and then read the sentences out loud.

下面每对词词尾的读音在语流中有时听起来很相似,但它们的实际读音不同。练习读这些词,然后朗读下面的句子。

discussed / discuss

I hope the expressions we *discussed* today will help you.

Do you want to *discuss* them another time, too?

go / good

Why did Mr. Chapman have to *go* out of town?

Mr. Chapman thought there was a *good* chance.

The middle parts of these words sound different. Do you hear and say these words differently? or is it hard to tell? Practice saying these words and then read the sentences out loud.

下面这些词的元音不同。你听出并且读出这些词的区别了吗?是不是很难区分?练习读这些词,然后朗读下面的句子。

face / false

In *face-to-face* meetings, many languages are used.

Is that statement true or is it *false*?

thank / think

Did Elizabeth *thank* Stewart for being on the show?

Do you *think* Charles will make a deal with Federal Motors?