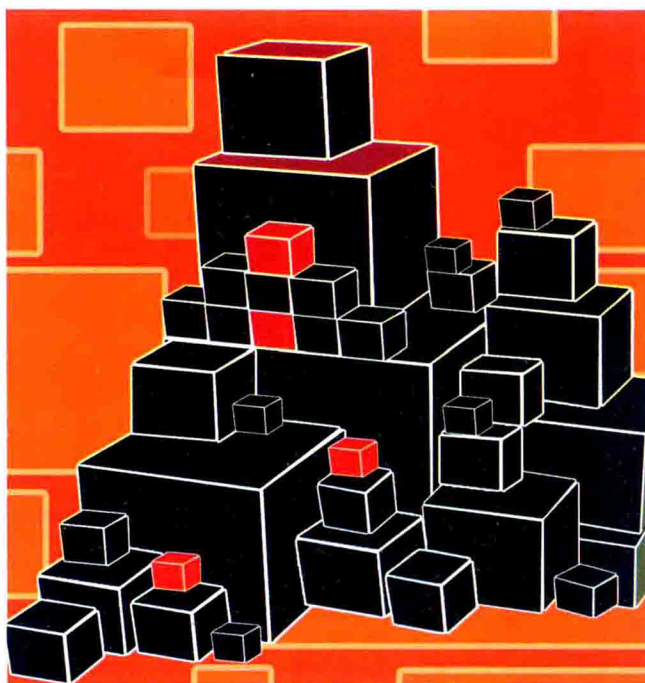




全国高等院校基于工作过程的校企合作系列教材



Applied Business English
Reading (I) Reference Book

致用商务英语 阅读 (上) 辅导用书

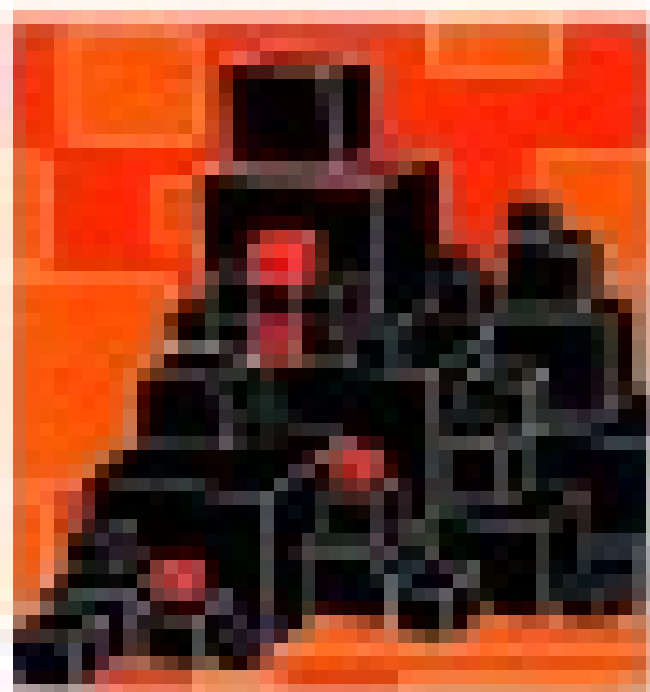
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教育部规划教材



Applied Business English
Reading (1) (第二版)

致用商务英语 阅读 (1) (第二版)

吕 芳 等 编



上海外语教育出版社



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Reference Book

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教育部[2006]16号文中提出：“要积极推行与生产劳动和社会实践相结合的学习模式，把工学结合作为高等职业教育人才培养模式改革的重要切入点，带动专业调整与建设，引导课程设置、教学内容和教学方法改革。”与之相对应的课程开发方式和课程内容的改革模式是“与行业企业共同开发紧密结合生产实际的实训教材，并确保优质教材进课堂”。“全国高等院校基于工作过程的校企合作系列教材”正是对外经济贸易大学出版社在高等职业教育课程建设领域的最新研究成果。

本系列教材适用于全国高职高专院校英语专业的商务/应用/外贸/旅游等英语方向以及国际贸易、国际商务或财经类专业的学生；同时适用于全国各高等院校应用型本科英语专业的商务英语方向和国际贸易、国际经济、国际商务及国际工商管理等商科专业的学生。

本系列教材主要呈现以下特点：

1. 体现“基于工作过程”

在我国高等职业教育新一轮课程改革中，我们学习、引进并发展了德国职业教育的一种新的课程模式——基于工作过程的课程模式，指“为完成一件工作任务并获得工作成果而进行的一个完整的工作程序”建立起来的课程体系。

2. 突出“校企合作”

课程体系的“校企合作”以教师和企业人员参与为主体，是“校企合作，工学结合”的人才培养模式发展的必然产物，旨在提高学生的综合能力，尤其是实践能力和就业能力，实现学校教学与工作实践的零距离。

“全国高等院校基于工作过程的校企合作系列教材”的课程方案与传统的课程方案相比，它打破了高等职业教育学科系统化的课程体系，在分析典型职业活动工作过程的前提下，按照工作过程中的需要来设计课程，以突出工作过程在课程框架中的主线地位，整合优化了理论知识与实践活动。教材编写过程中，教师结合自身的教学实践、调研论证和外贸专家对工作岗位的实际要求来安排课程结构和内容，形成了具有特色的基于工作过程的校企合作系列教材体系。

本套教材涵盖三大模块：语言技能类、专业英语类、专业知识类。作者都是本专业的“双师型”教师，不仅具有丰富的语言教学经验，而且具备企业第一线的工作经历，主持或参与过多项国家或省市级相关科研项目，这为本套教材的编写质量提供了有力的保证。

语言技能类

商务英语听说

实用商务英语口语教程

国际商务英语口语实训

致用商务英语阅读（上册）

致用商务英语阅读（下册）

外贸函电与单证实训教程

商务英语函电

旅游英语写作实训教程

商务翻译实务

商务英语口语译

英语语法实训教程

专业英语类

外贸交际英语

会展实务英语

酒店实务英语

商务礼仪实务英语

外事接待实务英语

中英文酒店服务实训教程

旅游英语口语

旅游实务英语

中英文导游实训教程

专业知识类

外贸跟单实务

进出口报关实务

报检实务

国际市场营销实务

涉外企业管理实务

生产物流运作实务

集装箱运输实务

国际贸易实务（双语版）

国际货运代理实务

国际商务单证实务

跨文化交际技巧——如何与西方人交往

商务谈判实务（英文版）

值得注意的是，本系列教材不是封闭的，它随着教学模式和课程设置的变化，将不断推出新的内容，以丰富整个体系。

同时，本套教材均配有辅导用书（练习册）或 PPT 课件等立体化教学资源，供教师教学参考（下载网址：<http://www.uibep.com>）。

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前 言

《致用商务英语阅读辅导用书》是全国高等院校基于工作过程的校企合作系列教材之一，是为适应新时代培养复合型商务人才而编写的商务英语阅读方面的辅导用书。

本书体例新颖，内容翔实，选材典型，讲评精辟。从商务工作的实际要求出发，融课堂商务英语教学和商务实际业务为一体，融语言文化知识与实际商务项目为一体，构建了基于工作过程的行动导向内容体系，实现了教、学、做一体化。

全书以实际的商务项目为主线，以学生为教学中心，依据商务项目实际需求开发学习情境，以典型工作环节或场景设计教学内容，本套书分为上、下册，每册 10 个教学项目 (programme)。每个教学项目的最前面提供了对应阅读书中的第一篇阅读文章的参考译文，方便学习者学习和借鉴。接着每个项目均精选了两篇与项目主题密切相关的商务文章 (Passage 1 和 Passage 2)，内容新颖，表达地道，主题突出，适合研读，后面就文章中的重点单词和表达法进行了标注 (Words & Expressions) 和解释 (Notes)，便于学生理解和应用。实训练习部分 (Selected Exercises) 分为内容提问、判断正误、选词填空、翻译短语、翻译句子、匹配题等形式，题型多样，内容丰富，具有很强的针对性和趣味性。然后，又提供了两篇商务文章 (More Readings) 和美文欣赏 (A Good Essay to Read)，以此来扩大学生的专业视野和眼界，了解更多的商务文化，有助于提高学生的商务阅读能力。最后，提供了实训部分的答案和相应阅读教材的答案。这种安排能够使学生置身于商务语境中，带着任务去学习与项目相关的常用表达法，不断提高他们的分析理解、判断推理能力，掌握商务英语的基本表达技巧，从而提高商务交际能力。本教材层次分明，逻辑清晰，体例新颖，突出实用性。

本书的编者都是从事高等院校英语教学工作的优秀教师，有着较为丰富的商务知识和商务实践，主编是赵秀丽和张丹，副主编是陈芳和董晓慧。全书共分为 10 个教学项目 (programme)：Programme 2, Programme 3 和 Programme 9 由辽宁商贸职业学院的赵秀丽老师撰写；Programme 1, Programme 4 和 Programme 5 由沈阳药科大学的张丹老师撰写；Programme 6 和 Programme 10 由沈阳药科大学的陈芳老师撰写；Programme 7 和 Programme 8 由沈阳药科大学的董晓慧老师撰写，沈阳大学的李政杰老师、辽宁商贸职业学院的史赫老师和沈阳药科大学的姚建华老师负责资料收集和整理，于欣担任企业顾问，沈阳大学的赵康英老师负责主审工作。感谢所有编者的辛勤劳动，同时，在编撰本书过程中还得到了对外经济贸易大学出版社的编辑和国际友人的大力支持和帮助，我们在此表示衷心的感谢。最后，编者还对所参考的书籍、期刊和网络相关内容的作者表示真诚的谢意。

本书的使用对象是高等院校商务英语专业、国际商务专业、报关专业的学生以及相

关专业的学生，本书还适合应用英语从事涉外商务活动的商务工作者、相关专业的从业人员以及广大英语爱好者的培训教材、阅读参考书或者自学教材。由于时间仓促和水平有限，书中错误和疏漏之处在所难免，恳请广大专家和读者批评指正。

编者

2014 年 1 月

Contents

| | | |
|--------------------------------------|--|-----|
| Programme 1 | Business Reception | 1 |
| Passage 1 | Business Reception Etiquette | 2 |
| Passage 2 | Chen Chaoren's Brief on the 107th Session of China Import and Export Fair (excerpts) | 5 |
| Programme 2 | Business Travel | 15 |
| Passage 1 | Why Frequent Business Travelers Are Fatter and Less Healthy | 16 |
| Passage 2 | APEC Business Travel Card..... | 18 |
| Programme 3 | Visiting Trade Fair | 29 |
| Passage 1 | Message from Secretary General of China Import and Export Fair | 30 |
| Passage 2 | China World Fruit & Vegetable Trade Fair 2012 | 33 |
| Programme 4 | Company Profile | 43 |
| Passage 1 | The Philips Story..... | 44 |
| Passage 2 | The Shell Company..... | 46 |
| Programme 5 | Products Description | 57 |
| Passage 1 | Barbie Doll..... | 58 |
| Passage 2 | Hot Market for iPads, and Not Just Apple's New iPad 3 | 61 |
| Programme 6 | Business Meeting | 71 |
| Passage 1 | PBC's Monetary Policy Committee Held its First Quarterly Meeting in 2013 | 72 |
| Passage 2 | Party Secretary Luo Zhijun Chairs 2013 Economic Work Conference..... | 75 |
| Programme 7 | Enquiry | 85 |
| Passage 1 | OALA Delayed by LegCo Foot Dragging again..... | 86 |
| Passage 2 | Customs International Cooperation Protects IPR Holders' Rights | 89 |
| Programme 8 | Offer | 101 |
| Passage 1 | China Eastern Snubs Offer | 102 |
| Passage 2 | Dish Raises Bid for Clearwire, Threatening Sprint deal Dish | 105 |
| Programme 9 | Counter-offer | 117 |
| Passage 1 | China Eastern Rebuffs Bid | 117 |
| Passage 2 | GM Makes Last-ditch Effort to Avoid Bankruptcy as Deadline Looms.... | 121 |
| Programme 10 | Terms of Payment | 131 |
| Passage 1 | Digital Currency Gains Virtual Interest (excerpts)..... | 132 |
| Passage 2 | China's UnionPay Begins Australian Expansion (excerpts)..... | 136 |
| Key to the Work Book | | 147 |
| Key to the Reading Book | | 159 |
| References | | 179 |

Programme 1

Business Reception

商务接待

译文

接待员的良好素质

接待员是客户在访问公司或者给公司打电话时第一个见到或者听到的人，他们能够给客户留下良好的第一印象，这将能够给公司带来业务并且维持着这种业务。接待员一定要能够机智地谈及公司及其所代理的业务，他们必须表现出对公司的忠诚，能够同时处理多项任务，掌握多种电脑技术。接待员还要是出色的交流者，因为公司的健康发展有赖于他们。

交流技能

接待员必须是优秀的交流者，因为他们要在电话里讲话，并且整天无数次地与人见面，所以他们必须能够理解其谈话的内容并使人明白他们的要点，他们还必须高效地把信息传达给公司的其他人。开朗的性格能够给接待员加分，对人脸和人名的良好记忆也是必需的。接待员应该能够培养与客户的融洽关系，并且记住客户告诉他们的任何个人信息。

多任务处理

接待处可能会相当繁忙，好的接待员必须能够一次来处理多项事情。电话响起的同时客户可能就在接待台等候，邮递员可能同时带包裹进来，高效的接待员能够应对这一切事情而不使任何人感到被怠慢。他们即使在有压力的情况下也必须彬彬有礼，能够应对各种性格类型的人。他们的接待台应该井井有条，以使办公前台高效地运转。

成熟老练

接待员会听到同事和公司客户的个人和私密信息，他们必须尊重接到的所有信息，无论是一份邮件，一位来访者，还是一个电话，他们必须谨慎而机智。面对私密或令人震惊的消息时，他们要做到不露声色。在接待员身上，忠诚是最重要的品质，接待员无论如何都不应将其私下知情的个人信息告诉给其他任何人。

电脑和办公设备方面知识

掌握电脑技术是接待员工作的一个重要方面，因为他们要负责处理信件、备忘录，还可

能记账，所以精通文字处理软件和电子表格程序是必要的。接待员还会忙于收发邮件，在互联网上搜索信息。他们也必须会用传真机或电脑传真文件，会用邮递机和复印机。因为电话系统可能包括几条不同的电话线，所以接待员需要对接听和转接电话充满自信。

做所有需要做的工作

接待员不能对偶尔做些不在他们具体工作范围内的工作提出反对，他们不应感到这些任务比他们的职位低级，或者如果被要求完成这些任务而感到降低身份。这些工作可能包括为开会的客户接咖啡或订午餐，甚至可能是取回老板干洗的衣服，或者带人去机场。这类工作有时对于办公室工作的顺利进行来说是必不可少的。



Study Readings

Passage 1: Business Reception Etiquette 商务接待礼仪

Business receptions are often less structured than more formal business events such as banquets or presentations. It's expected that you'll circulate around the room, introducing yourself to people you don't know and making small talk. Even if you don't know the other guests, you can make a good impression by following basic etiquette and keeping in mind that while you can be more relaxed than you would be at the office, you still need to project a professional image.

Mingling

At a business reception, it's common practice to "work the room," networking with as many people as you can by striking up conversations, chatting briefly and then moving on. No one will think you're rude if you make small talk with several people rather than taking the time for a lengthy conversation with one or two. When you mingle, be respectful of the other person's time and space. If you see two people engaged in an intense conversation, move on to someone standing alone or to a group of people who seem open to newcomers. Or, search for groups where you know at least one person.

Conversation

When you're talking to people you don't know well, which is often the case at a business reception, avoid sensitive or controversial topics like religion or politics. Save shop talk or confidential work-related information for the office, but feel free to discuss trends or current events in your industry if the other person is in the same profession as you. Also avoid any subject you're especially passionate about, because if the other person vehemently disagrees with you, you may be setting yourself up for a heated debate instead of a lively conversation. The purpose of small talk, especially with someone you've just met, is to keep it simple until you find common ground. In the *Entrepreneur* article "A Small Talk Survival Guide for the



Schmooze-Averse,” Daniel Menaker, author of the book *A Good Talk*, says the goal of small talk is to “make yourself conversationally available” to the other person. Even a simple “Hi, my name is...” can be a welcome way to start a conversation.

Food and Beverage

Unlike a formal sit-down dinner, business receptions usually have some combination of appetizers, buffet tables and passed trays. Handling hors d'oeuvres and beverages while also trying to move through the room and make conversation can be a complicated juggling act, so the website Etiquette Scholar recommends standing next to a table while you snack so you'll have a place to put your plate if you want to shake hands. You can also eat before the event and skip the appetizers, and if all else fails, the Etiquette Scholar adds, you may have to substitute a nod and a smile for a handshake.

Special Considerations for Alcoholic Beverages

Many business receptions offer light alcoholic beverages, and if you decide to drink, consider ahead of time how much you can consume without it affecting your behavior and then stick to a one-drink rule, for example. If the drinks are circulated through the room by waiters, wait for one to pass by instead of seeking one out. If there's a bar or drinks table, make sure it's your turn to order by asking others if they were already waiting. Don't tip the bartender unless it's a cash bar, which Etiquette Scholar says is rare at business receptions.

I. Words & Expressions

1. etiquette *n.* 礼仪, 礼节 social etiquette 社交礼节
2. structured *adj.* 高度组织化的 a structured environment 井井有条的环境
3. banquet *n.* 宴会, 款待 a wedding banquet 婚宴
a state banquet in honour of the visiting President 为来访总统举办的国宴
4. circulate *n.* 循环, 流通; 传递, 传阅 circulation *n.* 循环, 流通; 传递, 传阅
the circulation of air 空气流动 the principle of free circulation of goods 商品自由流通的原则
5. make a good impression 留下好印象 leave a deep impression on /upon 给……留下印象
be impressed by /with 对……留下深刻印象 impress on 给……以深刻印象
6. keep in mind 牢记, 铭记于心 make up one's mind 下定决心, 拿定主意
7. project *v.* 投射, 表达 project a professional image 表现出职业形象
8. mingle *v.* 交往, 往来 mingle with sb. 与某人交往或联系
9. network *v.* 沟通, 互助 *n.* 网; 网络; 网状物 network with 与……沟通
10. strike up 发动或开始 strike up a conversation 开始谈话
11. small talk 闲谈 make small talk with 与……闲谈
12. lengthy *adj.* 冗长乏味的, 持续很久的 a lengthy explanation 冗长乏味的讲解
13. intense *adj.* 激烈的, 热烈的 an intense conversation 热切的交谈
14. shop talk 行话

15. vehemently *adv.* 激烈地, 强烈地 vehement *adj.* 感情强烈的, 热烈的; 激烈的
a vehement desire 强烈的愿望
16. entrepreneur *n.* 企业家 enterprise *n.* 企业; 事业
17. buffet *n.* 自助餐 a buffet lunch 自助午餐
18. hors d'oeuvre *n.* 开胃小菜
19. juggle *v.* 玩杂耍, 变戏法 a juggling act 变戏法似的把戏, 同时做几件事又难以做好的局面
20. snack *v.* 吃快餐, 吃零食 snack *n.* 快餐, 点心 a mobile snack bar 流动小吃店
snack-bar 小吃部, 小吃店
21. appetizer *n.* 开胃食品, 开胃菜 appetite *n.* 胃口, 食欲; 欲望 lose one's appetite
食欲不振
22. alcoholic beverage 酒精饮料
23. stick to 坚持
24. tip *v.* 给小费 *n.* 小费; 顶端; 小建议 tip a waiter 给服务生小费
25. bartender *n.* 酒保
26. cash bar 现卖饮料柜

II. Notes

1. When you mingle, be respectful of the other person's time and space.
当你试图和别人搭话时, 一定要尊重他的时间和空间。
其中, be respectful of 的意思是“尊重, 尊重”, 例如, 短语 be respectful of others 的意思是“尊重他人”。
2. Also avoid any subject you're especially passionate about, because if the other person vehemently disagrees with you, you may be setting yourself up for a heated debate instead of a lively conversation.
同样还要避免谈及你特别热衷的话题, 因为一旦有人与你的观点截然相反, 你很可能使自己陷入与别人激烈争论的境地, 而无法进行生动有趣的谈话。
其中, 短语 set sb. up 的意思是“使某人陷入某种境地”, 短语 instead of 的意思是“代替, 而不是”。
3. In the *Entrepreneur* article “A Small Talk Survival Guide for the Schmooze-Averse,” Daniel Menaker, author of the book *A Good Talk*, says the goal of small talk is to “make yourself conversationally available” to the other person.
在《企业家》杂志中, 《相谈甚欢》一书的作者 Daniel Menaker 在一篇名为《厌恶闲聊者闲谈生存指南》的文章中指出, 闲聊的目的是表明自己能够与对方交谈。
其中, “Entrepreneur”是一个名为《企业家》的杂志, 主要报道关于企业主义、小型企业管理和商业机遇新闻; 由美国企业家传媒公司发行和出版, 总部位于美国加利福尼亚州尔湾市。短语 the Schmooze-Averse 的意思是“厌恶闲聊的人”。
4. You can also eat before the event and skip the appetizers, and if all else fails, the



Etiquette Scholar adds, you may have to substitute a nod and a smile for a handshake.

你可以在招待会之前先吃些东西，或干脆不吃这些开胃菜，Etiquette Scholar 网站补充说，如果这些都行不通，你可能就需要用点头和微笑来代替握手了。

其中，skip 的意思是“跳过，省略”，例如，短语 skip breakfast 的意思是“不吃早餐”，Etiquette Scholar 是一家著名的社交礼仪网站，短语 substitute for 的意思是“用……代替”。

Passage 2: Chen Chaoren's Brief on the 107th Session of China Import and Export Fair (excerpts) 陈朝仁在第 107 届广交会新闻发布上的讲话（节选）

Friends from the Press, ladies and gentlemen,

Good morning! Welcome to the Press Conference for the Opening of the 107th session of China Import and Export Fair.

After almost half a year of intense preparation, all preparatory work has been completed. The Fair will curtain up tomorrow. On March 19th and 25th, we held networking events with the Press in Beijing and Guangzhou respectively, informing the main state and local media of the progress of the Canton Fair preparations. Now there have been clear signs of world economic recovery, increasing confidence of exhibitors and active participation of buyers. These affirm our optimistic perspective of this session of the Canton Fair. In accordance with the principle of “Consolidating, Perfecting and Enhancing the Canton Fair”, we will live up to expectations of all parties, carry forward the Fair's fine tradition of “benefiting friends from all over the world” and make contributions to keeping the momentum of the steady recovery of the Chinese economy and achieving the goal of “expanding the market, adjusting the structure and promoting the balance” of this year's foreign trade.

Now, please allow me to introduce the main preparation for the 107th session of the China Import and Export Fair.

Firstly, while the overall pattern of the exhibition keeps stable, the scale hits a historical high.

The 107th session of the Canton Fair will be held in 3 phase as usual. There will be 56,915 stands, nearly 1,000 more than last session. The total exhibition area will reach 1.13 million square meters. Compared to the last session, the number of exhibitors from home and abroad totals 23,359, increasing by 1,039. Both of the exhibition scale and the number of exhibitors hit a historical high.

Exhibits of the National Pavilion will be classified into 15 categories and shown into 50 specialized exhibition sections. There are 56,302 stands with a total exhibition area of 1.115 million square meters. 22,960 Chinese exhibitors will participate in the Fair, increased by 1,026 than the last session. Among them, 8,241 exhibitors will engage in Phase 1, 6,884 in Phase 2, 7,835 in Phase 3.

The exhibitors will be classified by their business type. There are 11,936 manufacturers, 8,578 foreign trade enterprises, 2,238 industry and trade companies and 195 other companies, accounting for 52%, 37%, 10% and 1% respectively. There are also 13 research institutes.

By the nature of business, there are 14,150 private companies, 4,415 foreign-funded enterprises, 2,208 state-owned enterprises, 351 collective enterprises and 1,836 other enterprises, accounting for 62%, 19%, 10%, 2%, and 8% respectively.

Brand Gallery of the Canton Fair serves as an important platform to encourage and lead the enterprises to change the mode of foreign trade development. To further optimize the structure of export products and promote the transformation of foreign trade enterprises, we will re-launch the assessment of exhibitors and the arrangement of the Brand Gallery at this session. We make moderate expansion of the Brand Gallery. It accommodates 10,447 stands totally, taking up 18.6% of the total stands. There are 1,442 enterprises in the Gallery, 77 more than that of the last session.

In this session, the Canton Fair will continue to hold a series of Symposiums on “Canton Fair-A Way to Chinese and Overseas Markets”. “Trade and Investment in Singapore” and “Quality Products + Intellectual Property = Success in Australia” will be held respectively on April 17th.

Having been nurtured for two sessions, the Enterprise and Brand Show has initially gained favorable results. The Canton Fair will continue to hold the Enterprise and Brand Show at this session, which will be located in the central platform of the complex.

Welcome to cover the Canton fair.

Thank you!

I. Words & Expressions

1. Press Conference 记者招待会；新闻发布会
2. session *n.* 开会，会议；开庭；一段时间
3. intense *adj.* 热情的，强烈的，紧张的；热烈的
4. preparation *n.* 准备，预备；准备工作
preparatory *adj.* 预备的，准备的，筹备的；初步的 *adv.* 在先前，作为准备
n. (美) 大学预科；(英) 私立预科学校
5. curtain up 启幕
6. networking *n.* 网络化；网络系统；人际网 network *n.* 网；网络；网状物
v. 将……连接成网络；建立工作关系；使联播
7. inform *v.* 通知；告发；使活跃，使充满
8. recovery *n.* 恢复，复原；重获；痊愈
recover *v.* 恢复；重新获得；找回；恢复健康 *n.* 恢复开始时姿势
9. participation *n.* 参加，参与；分享
participate *v.* 参加某事；分享某事
10. affirm *v.* 断言，肯定；证实，确实



11. optimistic *adj.* 乐观的, 乐观主义的
optimize *v.* 使最优化, 使尽可能有效
12. perspective *n.* 透镜, 望远镜; 观点, 看法; 远景, 景色; 洞察力 *adj.* 透视画法的; 透视的
13. in accordance with 与……一致, 依照; 秉承; 因
14. live up to 达到; 不辜负; 实行; 履行
15. carry forward 发扬; 发扬光大; 恢宏; 继承
16. make contributions to 捐赠给……; 贡献给……; 对……作出贡献
17. momentum *n.* 动量; 势头; 动力; 要素
18. be classified into 分类为……; 归类
classify *v.* 分类, 归类; 把……列为密件
19. account for 说明; 导致, 引起; 占
20. Brand Gallery 品牌回廊; 品牌历史; 品牌宣言
21. serve as 充当, 担任; 为
22. transformation *n.* 变化; 转换; 转换; 变换
transform *v.* 改变; 改观; 变换 *n.* 变换式
23. re-launch *v.* 重新发动, 重新发射; 重新开办; 重新推出; 重新实施 *n.* 再下水, 再发射; 重整旗鼓, 重新开业; 重新投放市场
24. assessment *n.* 评估; 评价; 估定; 估价
assess *v.* 评定; 估价; 对……进行估价
25. moderate *adj.* 有节制的; 稳健的, 温和的; 适度的, 中等的 *v.* 使缓和; 节制; 主持; 作主持人
26. expansion *n.* 扩大; 扩张; 扩张物; 膨胀物
expand *v.* 使……变大; 扩展; 扩张; 详述
27. accommodate *v.* 容纳; 使适应; 向……提供住处; 调解, 调停
accommodation *n.* 住处; 适应; 便利; 和解
28. symposium *n.* 专题讨论会, 座谈会, 学术报告会; 专题论文集
29. nurture *v.* 养育; 培育; 滋养; 培植 *n.* 教养, 培育; 营养物, 食物
nurturing *n.* 养育; 培育; 滋长; 培植
30. platform *n.* 台; 站台; 平台

II. Notes

1. Chen Chaoren 陈朝仁, 广交会新闻发言人、外贸中心副主任。
2. China Import and Export Fair 中国进出口商品交易会, 即广交会
3. In accordance with principle of “Consolidating, Perfecting and Enhancing the Canton Fair”, we will live up to expectations of all parties, carry forward the Fair’s fine tradition of “benefiting friends from all over the world” and make contributions to keeping the momentum of the steady recovery of the Chinese economy and achieving the goal of

“expanding the market, adjusting the structure and promoting the balance” of this year’s foreign trade.

我们将按照“巩固、完善、提高”的工作思路，不负各方重望，积极发挥广交会“广交互利通天下”的优良传统，为巩固中国经济企稳回升势头，完成今年外贸“拓市场，调结构、促平衡”的目标做出应有的贡献。

4. Firstly, while the overall pattern of the exhibition keeps stable, the scale hits a historical high. 一、总体展览格局保持稳定，展览规模创历史新高。

其中，单词 overall 的意思是“全部的，全体的；综合的”，例如，短语 the person with overall responsibility for the project 的意思是“全面负责本项目的人”，再如，The overall mood of the meeting was downbeat.（整个会场的气氛是沉闷的。）

5. By the nature of business, there are 14,150 private companies, 4,415 foreign-funded enterprises, 2,208 state-owned enterprises, 351 collective enterprises and 1,836 other enterprises, accounting for 62%, 19%, 10%, 2%, and 8% respectively.

按企业属性分类，私营企业 14 150 家，占 62%；三资企业 4 415 家，占 19%；国有企业 2 208 家，占 10%；集体企业 351 家，占 2%；其他企业 1 836 家，占 8%。

6. Brand Gallery of the Canton Fair serves as an important platform to encourage and lead the enterprises to change the mode of foreign trade development.

广交会品牌展区是鼓励和引导企业转变外贸发展方式的重要示范平台。

其中，短语 serves as 的意思是“充当，担任；为”，例如，Such stories serve as a spur to children’s imagination.（这类故事能激发儿童的想像力。）再如，He volunteered to serve as the manager of our department store.（他自荐当我们商场的经理。）单词 platform 的意思是“台；站台；平台；把……放在台上；为……设平台”，例如，What platform does it go from?（火车从哪个站台发车？）再如，I must put my thoughts together before I go on the platform.

（在走上讲台讲演之前，我要把我的思绪整理一下。）



Selected Exercises

Task 1: After reading the passage 1, you will find 5 questions. For each question there are 4 choices marked A, B, C and D. You should make the correct choice.

- At business receptions, you can be _____.
A. totally relaxed
B. without any restraint
C. not relaxed at all
D. more relaxed than at office, but can still pay attention to leave a professional image
- Which behavior is NOT acceptable in business receptions?
A. Networking with many people, chatting briefly and then moving on