

商务英语系列教材

全国商务英语研究会推荐教材

BUSINESS ENGLISH

商务

英语

听力

2

(学生用书)

Successful Listening

总主编 虞苏美

主编 沈爱珍



完整版

附光盘

高等教育出版社

ISBN 958-7-04-00900-2

本书是根据教育部《大学英语课程教学要求》(试行)中关于大学英语教学的要求,结合我国大学英语教学实际,参照国际商务英语教学大纲,由长期从事大学英语教学工作的教师编写而成的。本书可作为高等院校非英语专业二年级、三年级、四年级学生使用,也可供从事英语教学的教师参考。

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ISBN 958-7-04-00900-2
 定价: 20.00元 (含邮费)
 2007年5月第1版
 2007年5月第1次印刷

出版说明

根据教学与师生们的需求,在2001年版的基础上,2005年我们对这套丛书做了适当的调整(完整版)。主要是:泛读与精读系列附赠答案;听力与口语系列附赠配套光盘。光盘仅供学生课后练习使用,课堂教学仍以配套磁带为准,磁带另购。

图书在版编目(CIP)数据

商务英语听力.第2册/沈爱珍主编.—北京:高等教育出版社,2001.1(2007.2重印)

ISBN 978-7-04-008683-6

I.商... II.沈... III.商务-英语-视听教学-高等学校:技术学校-教材 IV.H319.9

中国版本图书馆CIP数据核字(2000)第78807号

责任编辑 周俊华 封面设计 吴昊 责任印制 蔡敏燕

出版发行	高等教育出版社	购书热线	010-58581118
社 址	北京市西城区德外大街4号		021-56964871
邮政编码	100011	免费咨询	800-810-0598
总 机	010-58581000	网 址	http://www.hep.edu.cn
传 真	021-56965341		http://www.hep.com.cn
经 销	蓝色畅想图书发行有限公司	网上订购	http://www.landrace.com
排 版	南京理工排版校对公司		http://www.landrace.com.cn
印 刷	商务印书馆上海印刷股份有限公司	畅想教育	http://www.widedu.com
开 本	787×960 1/16	版 次	2001年3月第1版
印 张	13.25	印 次	2007年2月第16次
字 数	220 000	定 价	20.50元(附光盘)

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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,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2册,共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。

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于华东师范大学

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Unit One

Work

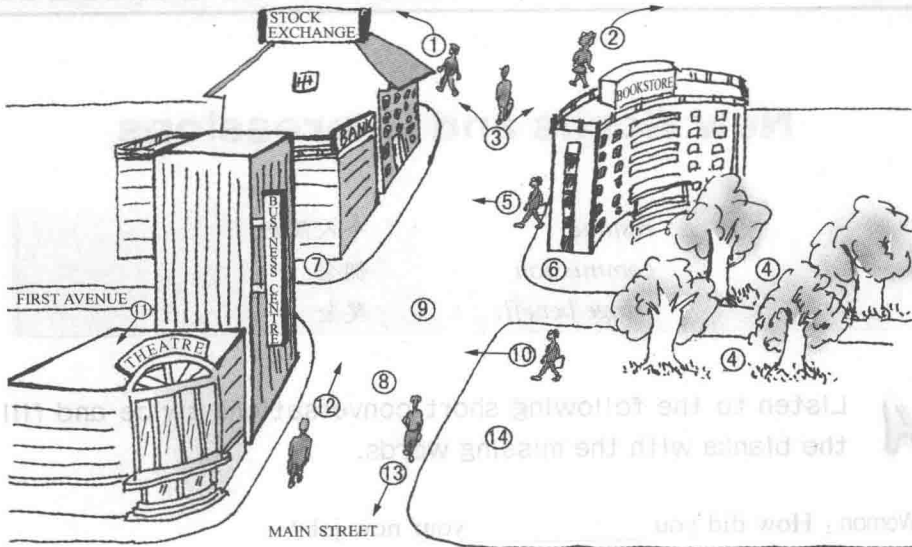
Part

Warming-up Exercises

Direction

Objective: Following directions and describing relationships

Look at the following map. Each numbered arrow in the map shows a certain direction. Under the map you'll find some phrases of directions. Listen carefully and write the correct number on the line beside each phrase.



Across the street. 5

Into the street. _____



Around the corner (right or left). _____

Next door to the theatre. _____

At the intersection of 1st and Main. _____

On both sides of the street. _____

Back down the street. ① _____

On the corner. _____

Beside the bank. _____

Turn to the right. _____

In the middle of the block. _____

Turn to the left. _____

In the middle of the street. _____

Up the street. ② _____

Look at the following map. Each numbered arrow in the map shows a certain direction. Under the map you'll find some phrases of directions. Listen carefully and write the correct number on the line beside each phrase.

II Part

Conversations

New Words and Expressions

résumé

个人简历

commission

佣金

fringe benefit

奖金

A

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

1. Woman : How did you _____ your new job?

① Down the street=street address numbers become smaller

② Up the street=street address numbers become larger

Man : I went to an _____ agency.

2. Woman : I read your ad in the paper about the job _____. I'm very much interested in that position, and would like to know if it's _____ available.

Man : I'm sorry but the position has just been _____. But we'll keep your résumé in our active file and get in _____ with you if another opening is available.

3. Man : Are you going to tell Ms. Martin that you're _____ for another job?

Woman : No, not yet. Besides, if I don't find one, I'll probably _____ here a while longer.

4. Woman : Will you need an experienced _____ clerk for your hotel next summer?

Man : Do you have experience in _____ work?

5. Man : Do you think your English is good _____ to do desk work?

Woman : I have just left school, but have a good _____ of English.

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

- A. A temporary job. B. A permanent job.

C. Some money for the vacation. D. Some money for the university fees.
- A. He found his new job disappointing.

B. He's discouraged because he didn't get the job.

C. He wanted to hire someone else for the job.

D. He hasn't made an appointment for the job interview.
- A. Full-time waiter. B. Weekend barman.

C. Weekend waiter. D. Full-time barman.
- A. Try harder to locate work.

B. Give up looking for a job.

C. Ask his stepfather for a job.

D. Travel instead of working this summer.
- A. Laura really needs a full-time job.



B. Laura already has a job working for the school.

C. Laura needs to spend her time studying.

D. Laura should think about becoming a teacher.

C Listen to the following longer conversation twice and answer the questions you hear on the tape.

1. _____
2. _____

D Listen to the following longer conversation twice and fill in the blanks with the missing words.

- A: What kind of work have you done _____?
- B: I used to be a _____ salesman.
- A: What made you _____ that job?
- B: I recently moved to _____.
- A: You seem _____ Can you start work tomorrow?
- B: Yes, I can, sir. By the way, do you pay commissions _____?
- A: Sure. You'll receive a _____ plus sales commissions as well as other fringe benefits.

E Listen to the following longer conversation twice and answer the questions you hear on the tape.

1. _____
2. _____
3. _____
4. _____



Passages

New Words and Expressions

- | | |
|------------------------------------|--------------|
| 1. <i>appeal</i> | 吸引力 |
| 2. <i>stigma</i> | 耻辱的标记 |
| 3. <i>instability</i> | 不稳定 |
| 4. <i>stale</i> | 没有新意的 |
| 5. <i>fed up with</i> | 厌倦 |
| 6. <i>formula</i> | 方案, 方法 |
| 7. <i>definite</i> | 明确的 |
| 8. <i>strengths and weaknesses</i> | 优点和缺点 |
| 9. <i>locality</i> | 地区 |
| 10. <i>at sb's disposal</i> | 由某人支配 |
| 11. <i>availability</i> | 可得到, 可使用 |
| 12. <i>enclose</i> | 将某物放入信件中 |
| 13. <i>provocative</i> | 引起兴趣的 |
| 14. <i>tailor</i> | 作修改, 使适用 |
| 15. <i>functional résumés</i> | 按经历分类的个人简历 |
| 16. <i>marital status</i> | 婚姻状况 |
| 17. <i>chronological résumé</i> | 按时间顺序来写的个人简历 |
| 18. <i> dwell on</i> | 详述 |
| 19. <i>concise</i> | 简洁的 |
| 20. <i>reverse</i> | 反向的 |
| 21. <i>aptitude</i> | 才能 |
| 22. <i>confine</i> | 控制, 限定 |
| 23. <i>dress up</i> | 修饰 |



24. <i>references</i>	证明人
25. <i>embarrassing</i>	令人尴尬的
26. <i>resign</i>	辞职
27. <i>allocation</i>	分配
28. <i>administrative</i>	行政的
29. <i>inevitable</i>	不可避免的
30. <i>commodity economy</i>	商品经济

A

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

Today, growing numbers of people are _____ careers or getting second starts in careers that have greater _____ to them. Society no longer attaches the stigma of "instability" to the _____ of career hopping, as it once did. Motives or _____ for changing careers vary widely, but many people _____ because they feel stale or fed up with a grinding or dull _____. For some, a second start grows out of the realization _____ what they want out of life is not what they are doing, and they _____ to do those things they enjoy and believe to be _____. Certainly, time spent in one occupation is likely to _____ the range of later occupational choices, very _____ people have the motivation and financial resources to start a _____ new career in mid-life. Most people move to a related field that _____ a minimum of new training.

Career planning does not _____ that all the problems, difficulties, or decision-making _____ that face you in the future will be solved or made any easier. _____ can any formula be given to do that. But career planning should _____ you to approach and cope better with new _____, such as deciding whether or not to enter educational or training _____, deciding whether or not to change jobs, and analyzing the _____ you are having with a situation or a person.

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

- () 1. Job hunting is the hardest and probably the most interesting of all types of work.
- () 2. You should not limit your scope of job hunting by sticking to a definite and immediate goal.
- () 3. As some people have quite a lot of working experiences, it is not easy for them to pick out the job they badly want.
- () 4. In order to get an objective viewpoints on what you should do, it is better to discuss your strengths and weaknesses with a friend of yours.
- () 5. If you have found the target, you should let it know of your availability through a personal contact or by letter.
- () 6. Once you have selected a company, it is the best policy to send a provocative letter as well as a résumé.

C Listen to the passage twice and answer the following questions according to the information you get from the tape.

1. What part does the résumé play in finding a job?

2. What are the two forms of résumés?

3. Which kind of résumé is more common?

4. What should be involved in a chronological résumé?

5. What is the best length for a résumé?

D Listen to the passage twice and choose A, B, C or D to complete the following statements.



- For most of us decide is the most important means of survival.
 - eating
 - work
 - exercise
 - experience
- A person's standard of living and his or her standard mainly depends on what kind of job he or she does.
 - social status
 - image
 - family income
 - sense of duty
- We used to do the job we were assigned since we were asked to put the individual first.
 - individual needs
 - needs of society
 - needs of a family
 - socialist course
- A new thing in China today is that dismissal.
 - workers are often dismissed by their employers
 - workers can often get jobs that pay very well
 - dismissal from jobs is no longer a disgrace
 - not many people have stable jobs
- The frequent change of jobs reveals that people are attracted by the higher income of self-employed workers.
 - people are attracted by the higher income of self-employed workers
 - people are dissented with their working environment
 - people have no sense of competition
 - people want to assert their personal values

IV Part

Supplementary Exercises

A

Listen to the following telephone conversations twice and fill in the table below with the information you hear on the tape.

	Power Record Store	Ross Hotel	Queen's Hotel	White Swan Restaurant
Work Available				
Working Time				
Working Hours				
Salary				
Caller's Name				
Caller's Number				

B Listen to the dialogue twice and answer the questions you hear on the tape.

1. _____
2. _____
3. _____
4. _____

C Listen to the dialogue twice and complete it with the words you hear on the tape.

Dad : What's the matter? Do you have a problem?
 Jane: Yes. _____.
 Dad : If it's a better job than the one you have now, take it. That's my advice.
 Jane: It isn't as easy as that. I like the job I have now very much. The people in my office _____.
 Dad : What about the salary? Would you get more money? That would influence me _____.
 Jane: Yes, the salary is better. If I accept the job, I'll get more money right