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新编商务英语(第二版)

听力数量 2 数学参考书

Business English (Second Edition)
Successful Listening



总主编 虞苏美 张春柏主 编 沈爱珍

Teacher's Book



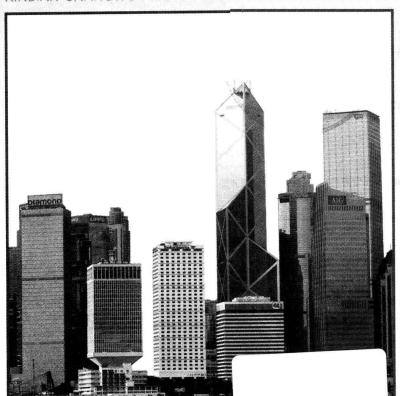
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前青

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"。但如何提高听力训练的效率,较快地提高听力水平,则是有科学需讲究,有规律可遵循的。

《新编商务英语(第二版)听力教程》旨在通过由浅入深、由易至难渐进式的、科学的听力技能训练,逐步提高学生的"听"的能力。

《新编商务英语听力》在多年的实际教学使用中受到了广泛好评。借这次改版的机会,《新编商务英语(第二版)听力教程》在充分总结多年教学实践经验的基础上对原教材作了进一步完善,使之编排更科学,特点更鲜明,内容更精练,梯度更合理,形式更生动活泼,以期达到更好的教学效果。

本教材虽然是为商务英语专业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础听力技能为主,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《新编商务英语(第二版)听力教程》第二册的教学参考书,与学生用书配套使用,内容为各课的录音全文及练习答案。

编 者 2011年11月 于华东师范大学

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Part I



Warming-up Exercises

Meanings of Words

Objective: interpreting the meanings of multiple-definition words

Some words always have the same meaning and function, while others have several possible meanings and functions. We call these words multiple-definition words.



For each group of words or phrases, you will hear a sentence containing the headword. Listen to each sentence twice and decide which of the 4 choices has the same meaning as the headword used in the sentence.

- 1 They pass notes in class. (C)
- 2 The boss will never fire his private secretary. (B)
- 3 It would take more than one day to finish the work. (D)
- 4 When I last saw him, he was the picture of health. (C)
- 5 It would not be easy for Peter to get out of the jam. (A)
- 6 It soon became clear that he was more than just a business associate. (A)
- 7 James taught her how to deal with these difficult problems. (B)
- 8 Though president in name, he's unable to exercise any real power. (D)
- 9 The case was under investigation. (B)
- 10 The bedside light is not bright enough. (D)



For each group of the 3 sentences with an underlined word, you will hear a sentence. Listen to each sentence twice and decide which is the sentence with the underlined word used in the same sense as in the sentence you hear.

- 1 Who's calling please? (B)
- 2 The whistle blows at midnight. (C)

- 3 The furniture needs a second coat. (C)
- 4 She never passes without stopping to say hello. (A)
- 5 Dogs may not be taken into public buses. (A)
- 6 He plans to major in business management. (B)
- 7 He was given an important place in the government. (A)
- 8 Almost all our shoes are machine made now. (A)
- 9 Except for his grey hair, he hasn't changed much. (B)
- 10 He was drawing a picture on the office note-paper. (C)



Part II



Conversations



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

1 Man: Where are your previous places of employment?

Woman: I have <u>never</u> had other jobs. This is my <u>first</u> time to look for a job.

2 Man: What is your <u>reason</u> for leaving?

Woman: Although my present job is good for me, the salary is too low to support my family.

3 Man: Betty, the IBM Company just called and asked me to go for an <u>interview</u> tomorrow,

but I'm afraid to go. I don't have much work experience. I only have a diploma.

Woman: Don't worry. You'll make it, I think.

4 Woman: What kind of job do you want to get?

Man: I don't really <u>care</u>. I've done lots of different things. I've been a <u>waiter</u>, a <u>taxi</u>

driver, a house painter. And I've even worked in a potato chip factory!

5 Woman: We've been hearing some very fine things about you, Mr. Johnson. You've been

doing some fine work in Wisconsin. I've read your records, and you certainly have had excellent experience. If you don't mind, I'd like to know a little more about

why you want to change your position.

Man: Well, there are several reasons.



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

1 Woman: You still have an hour to wait, so relax.

Man: Relax? How can I when I'm so anxious about the interview?

Question: What does the man mean? An away observated some are severe true les parent?

2 Woman: How did your interview go? James to springly of maked and analyses and sort agreed B

Man: I couldn't feel better about it! The questions were very fair, and I seemed to find

an answer for all of them.

Question: How did the man feel about the interview?

3 Woman: I see from your application form you have worked as a salesman for two years.

Why do you wish to change your job now?

Man: I found the job too dull.

Question: What is the woman doing now?

4 Man: Did you get the job you interviewed for?

Woman: Yes, and I'm very excited about it. It pays much better than my old job, and I

think I'll like the people better, too.

Question: How does she feel about the new job?

5 Woman: When will you be able to tell me if I have got the job?

Man: I can tell you now. If you want the job, you can start next Monday.

Question: When will the woman start her work?

Keys

1 D 2 C 3 C sampled to 4 B root at an W 5 D D D



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

Interviewer: Excuse me, I wonder if you'd mind me asking you a few questions. I'm carrying

out a survey about how people feel about their jobs, what they like, what they

don't like — that sort of thing.

Mary: Oh, all right.

Interviewer: First of all, can I have your name?

Mary: Yes, it's Mary Tomson.

Interviewer: And what is your job, Miss Tomson?

Mary: I'm a waitress at a restaurant.

Interviewer: I see. And how many years have you been in it?

Mary: Um ... let me think now. I started about a year ago, yes, this time last year.

Interviewer: And do you think you are well paid or badly paid for your job?

Mary: Oh, the money's terrible, when you think how tiring the work is. It's only with

tips and free meals that I manage to get by.

Interviewer: How many hours do you work a week?

Mary: Well, on average, I'd say I worked about 50 hours a week.

Interviewer: Do you do <u>overtime</u>?

Mary: Sometimes.

Interviewer: Do you enjoy your work most of the time?

Mary: I did at first. But after a few weeks I soon got bored and now I hardly ever enjoy

myself at work. By the time I get home after work, I'm usually too tired to do

anything except sleep.



Listen to the following longer conversation twice and choose the right answer to each question you hear.

- A: Good afternoon. I'm Mr. Jones, the President of Special Electronics.
- B: Pleased to meet you, sir. My name is Charles Goodman.
- A: Have a seat. Why don't you begin by telling me a little about yourself? And please don't be nervous.
- B: What do you want to know?
- **A:** The usual things, such as something about your background and experience and anything else you feel is pertinent.
- **B:** Well, I was born and raised in New York. I graduated from Bronx Science High School in 2007. This coming May, I will be getting my Bachelor of Science degree in mechanical engineering from Columbia University.
- A: Do you have any working experience?
- **B:** Yes, I worked for three years at a small firm.
- A: I see. Why don't you have your credentials sent to me as soon as you can? You'll probably hear from us in about a week.

Questions

- 1 Who are the speakers?
- 2 When will the student graduate from the university?
- 3 Where did the student have his working experience?

- 4 How long did he work there?
- 5 When will the student know whether he gets the job or not?

Keys

1 (

2 A

3 B

4 D

5 D



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

- A: Please sit down. You're Mr. Brown, is that right?
- B: Right.
- A: You're looking for a job?
- B: Yes, I am. I'll graduate from college next June. I'm majoring in accounting.
- A: Have you ever done any work in this field?
- **B:** No. I did some practice work in class though.
- **A:** Do you have copies of your letters of recommendation with you?
- **B:** Yes. One is from Dr. Smith and one from Mr. Taylor.
- A: What kind of salary are you hoping to get? Here you would start at \$10,000 for the first year a kind of training period. After that your raises would depend on how well you worked.
- B: That sounds fair enough. What about other benefits, things like vacation?
- A: Those are all explained in this pamphlet.
- **B:** What do you think the chances are that I'll get a job?
- **A:** We'll be hiring two people. After Mr. Williams looks over the application he'll make the final decision.
- **B:** I sure hope that I can work here.
- A: You'll hear from us sometime next month. Good luck and thanks for coming in today.

Questions

- 1 What does Mr. Brown do?
- 2 When will he graduate?
- 3 What is his major?
- 4 What is the starting salary for the job?
- 5 How many people does the company want?
- 6 When will Mr. Brown know whether he gets the job or not?

Keys

1 He is a student.

- 2 Next June.
- 3 Accounting.
- 4 \$10,000.
- 5 Two.
- 6 Next month.



Part III



Passages



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

The interviewer asks a rather simple question: "Why do you want to work for this company?" The obvious answer that <u>comes</u> to mind is, "Because you have an <u>opening</u>, and I need a job." While this may be true, it won't get you points in a job interview.

The <u>interviewer</u> is looking for an answer that indicates you've <u>thought</u> about where you want to work — that you're not just sending your résumé to any <u>company</u> with a job opening. Research the company before your interview, and it will make you <u>stand</u> out as a more informed and able applicant.

For <u>instance</u>, Annette is the first candidate interviewed for an HR <u>manager</u> position. When she is asked why she wants to work there, she <u>replies</u>, "I have always wanted to work for this company. I love your <u>product</u>, and I have used it for many years. This job would be <u>perfect</u> for me, a real opportunity for me to grow and <u>develop</u>."

Annette's answer begins well, but then shifts to what she can get out of the <u>experience</u> instead of what she has to offer. Her answer would be <u>stronger</u> if she proved she had researched the company, and therefore could <u>discuss</u> more than her own experience with the product.

There are no right or <u>wrong</u> answers to this question. Your answer should <u>indicate</u> that you have thought about what you want and have <u>researched</u> the company. Let the interviewer know you are being <u>selective</u> about where you want to work and you're not just going to take <u>any</u> job offered to you. Demonstrate that this is the company you want to work for.



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

When people go to employment agencies, they will tell the interviewer what skills they have, what kind of job they are looking for, what kind of salary they would like, and, frequently, what kind of company or institute they want to work for. The purpose of the agency is to find the right job for the right person.

Employment counselors are different from employment agencies. A person who goes to a job counselor is usually unhappy with what he is doing, but does not really know what else to do. A counselor tries to find out what he would like and what his talents are, and then tries to find a field he would be successful in. To do this, some counselors give a number of psychological tests to find out what he can do well and what he likes to do. After this, the counselor may refer him to people in the new field. He will have appointments with those people who can talk to him about their jobs. Then he can decide if he wants to try to find employment in this new field. Very often the contacts he has made with the people he meets in the appointment will lead to a job offer.



F

3 F

4 T

5 7

6 F



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

Congratulations! The company you want to work for wants to interview you. That means they are interested in hiring you! But the job isn't yours, yet. The company will be interviewing several people. You'll need to convince them that you are the right person for the job. And the first step toward convincing them is being prepared. Getting ready for the interview starts before you walk in the door. Don't get nervous. Get busy! Here's how to prepare:

To learn as much as you can about the company. Go online and read up on the company. When you answer questions, try to work in some of the information you've learned. Then the interviewer will notice that you are well prepared.

To plan answers to common questions. Prepare answers for questions like "What can you offer our company?" or "What are your strengths and weaknesses?" Then you can answer your interviewer's questions with more confidence.

To practise. Sit down and practise with a friend who has interview experience. Act as if you're in a real interview. Dress up. Take notes. Try videotaping yourself. Remember, experience is the best teacher.

Keys

- 1 It means that they are interested in hiring you.
- 2 You'll need to convince them that you are the right person for the job.
- 3 Getting prepared.
- 4 Go online and read up on the company.
- 5 The reason is that you can answer your interviewer's questions with more confidence.
- 6 A friend who has interview experience.



Listen to the passage twice and choose the right answer to each question you hear.

With your objective clearly in mind and the proper written record of your background, you are now ready for the interview.

Appearance gives the first impression, so be on time and look clean and neat and wear business-like clothes. Men should wear suits and women should wear a nice skirt or dress — one that's not too short. Remember that the minute you walk in the door and before you say a word, you start creating an impression. Smile at your interviewer to show you are glad to be talking with him or her. When you first meet, look your interviewer in the eye. Give him or her a firm handshake. And speak clearly so your interviewer can hear you.

If your interview is delayed, don't show your irritation. It is best to pick up a magazine — or still better, some literature that will add to your knowledge of the company — and read quietly until your interviewer can see you. Be gracious when he apologizes for the time you waited.

Don't take more of the interviewer's time than he is apparently willing to give. Close the interview, or rather allow him to do it, while he is still interested in you and your problems. Don't bore or annoy him by keeping him from his other work.

Many job seekers are polite enough to drop their interviewer a note a day or two after they have been seen. I would suggest going one step further, where possible, and making a second call on the interviewer about a week later. This procedure ties your name and face together in the interviewer's mind. Limit the call to five minutes, and don't make the call on Monday morning, Friday afternoon, or late in the day. Think of the other fellow.

Questions a beneather a readmission of the sounded appear a subsequent with bone I great

- 1 What gives the first impression in interviewing?
- 2 What should be avoided when you go for an interview?
- 3 In what way should you speak to your interviewer?
- 4 What should you do if your interview is delayed?
- 5 When is it better for the job seeker to make a second call on the interviewer?

6 How long does the second call usually take?

Keys

B 2 A

A 3 /

4 C

5 D

6 F

Part IV



Supplementary Exercises



Listen to the following longer conversation twice and answer the questions.

Man: Why do you want to work for this company?

Woman: Well, I think the shops sell good products and that the atmosphere is good. I sometimes come to them myself as a customer, and I have always received a good service. Also, my school classmate worked in one of your branches and recommended the company to me.

Man: Have you had any previous experience of working in a coffee shop?

Woman: Yes, I worked part-time in a coffee shop while I was a university student. I was at

Costa Coffee for about 9 months.

Man: Really? What sort of work were you doing there?

Woman: My main job was to serve the customers, but I also helped to wash up, to clean the shop.

Man: Did you ever have to deal with customer problems?

Woman: I'm sorry, would you mind explaining exactly what you mean by "customer problems?"

Man: Of course. Sometimes a customer is unhappy because something is wrong. Can you give me an example of how you managed a difficult situation?

Woman: Yes, sometimes there were small problems. For example, one day a customer

complained that his cup was dirty. He sounded upset. I apologized to him and offered to get him a replacement. The cup did look dirty, so later I had a quiet word with the

person who had cleaned it.

Man: Do you think you provide a good service to customers?

Woman: Yes — I always try to provide a friendly and efficient service to customers. For

example, when customers wanted a product that was not available, I recommended

another product instead. They usually accepted my suggestion and were glad that I helped them to choose something else.

Man: Do you think you are good at working as a member of a team?

Woman: Yes — I like to work with other people. When I was at Costa Coffee we used to share the tasks — we would always help each other, and show new members of staff how to do things.

Man: How do you think the people that you worked with in the past would describe you?

Woman: I think they would say that I worked hard, I was well-organized and that I was friendly to customers.

Keys

- 1 1) The shop sells good products.
 - 2) The atmosphere is good.
 - 3) Customers always receive a good service. Took form solve suggestible of the restall
 - 4) Her classmate recommended it to her. Salet 103 "F" To state of "T" stiff. Salet 103 "F" at 103 "F" stiff.
- 2 She worked part-time in a coffee shop for about 9 months.
- 3 She apologized to him and offered to get him a replacement.
- 4 She always tried to provide a friendly and efficient service. A Morth work on all the response Morting and the service of th
- 5 They said she worked hard. She was well-organized and was friendly to customers.



Listen to the following passage twice and fill in the blanks with the information you get.

The job interview is the most important part of getting a job. It's your chance to show your future bosses your skills, your abilities and your value. Job interviews are always stressful. The best way to reduce the stress is to be prepared.

Here are some job interview tips to help alleviate some of the stress involved in your job interviews.

- 1 Get Ready
 - Make sure your interview attire is <u>neat</u>, <u>tidy and appropriate</u> for the type of firm you are interviewing with. Bring a nice portfolio with copies of <u>your résumé</u>, include a pen and paper for notetaking.
- 2 Be on Time

 Be on time for the interview. On time means five to ten minutes early.
- 3 Stay Calm

 During the job interview try to relax and stay as calm as possible. Take a moment to regroup.

 Maintain eye contact with the interviewer. Listen to the entire question before you answer.
- 4 Be Positive