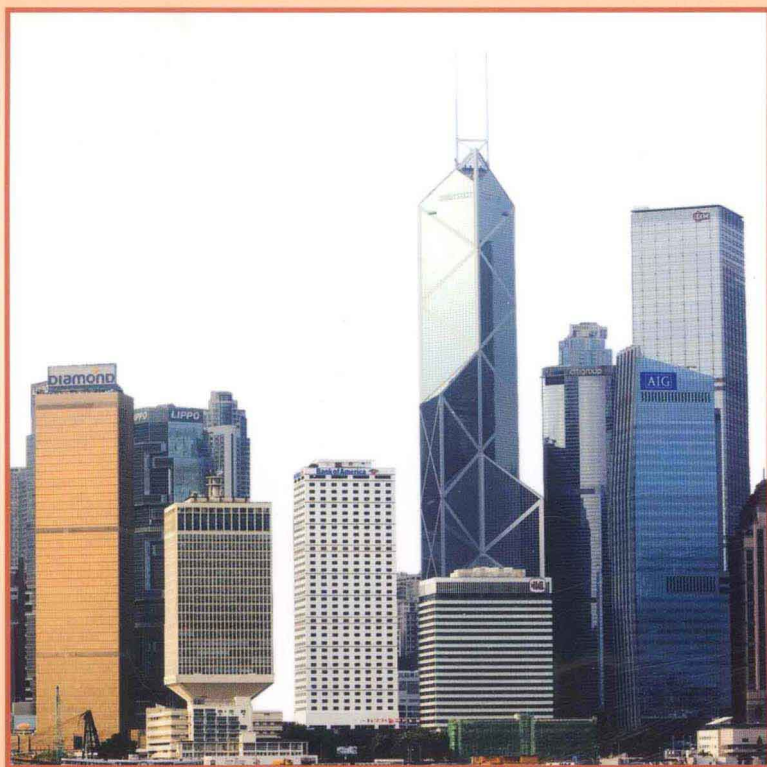


- 全国高等院校商务英语精品教材
- 全国商务英语研究会推荐教材

新编商务英语 (第二版)

听力教程 1 教学参考书

Business English (Second Edition)
Successful Listening



总主编 虞苏美 张春柏
主 编 沈爱珍

Teacher's Book



高等教育出版社
HIGHER EDUCATION PRESS

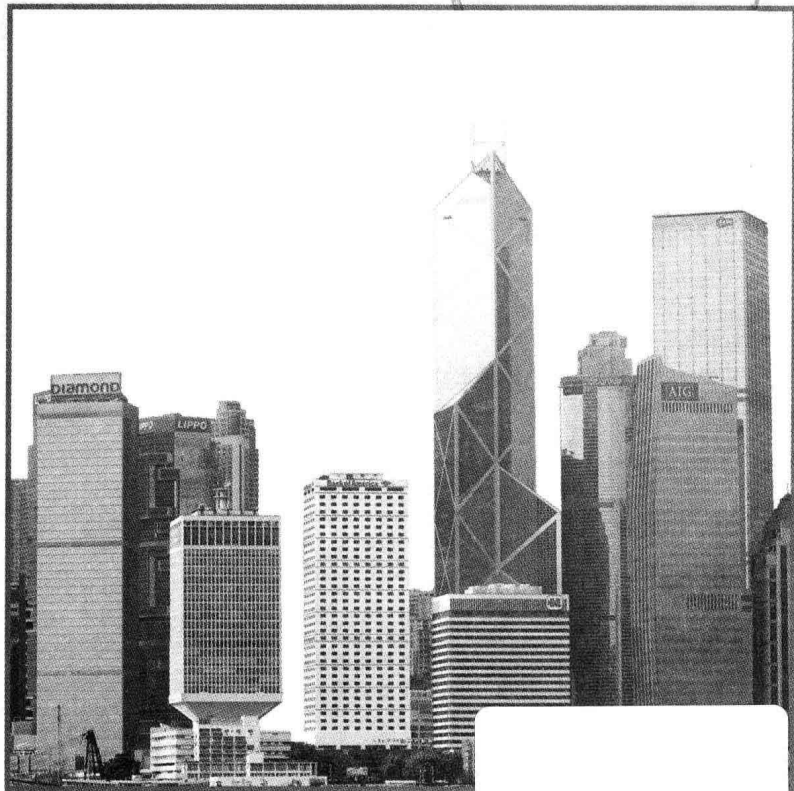
- 全国高等院校
- 全国商务英语研究会推荐教材

新编商务英语 (第二版)

听力教程 1 教学参考书

Business English (Second Edition)
Successful Listening

XINBIAN SHANGWU YINGYU TINGLI TAOGUO JIAOXUE CANKAOSHU



总主编 虞苏美 张春柏
主 编 沈爱珍
副主编 胡金媛 奚翠华

Teacher's Book



高等教育出版社·北京
HIGHER EDUCATION PRESS BEIJING

图书在版编目(CIP)数据

新编商务英语(第二版)听力教程教学参考书. 1/
虞苏美,张春柏主编;沈爱珍分册主编. --2版,--北
京:高等教育出版社,2012. 2

ISBN 978-7-04-034273-4

I. ①新… II. ①虞…②张…③沈… III. ①商务-
英语-听说教学-高等职业教育-教学参考资料 IV.
①H319.9

中国版本图书馆 CIP 数据核字(2012)第 004183 号

策划编辑 陈锡鏢 王雪婷 责任编辑 王雪婷 封面设计 顾凌芝 责任印制 田 甜

出版发行	高等教育出版社	网 址	http://www.hep.edu.cn
社 址	北京市西城区德外大街 4 号		http://www.hep.com.cn
邮政编码	100120	网上订购	http://www.landrac.com
印 刷	北京宏伟双华印刷有限公司		http://www.landrac.com.cn
开 本	850mm×1168mm 1/16	版 次	2004 年 8 月第 1 版
印 张	14		2012 年 2 月第 2 版
字 数	359 千字	印 次	2012 年 2 月第 1 次印刷
购书热线	010-58581118	定 价	35.00 元
咨询电话	400-810-0598		

本书如有缺页、倒页、脱页等质量问题,请到所购图书销售部门联系调换

版权所有 侵权必究

物料号 34273-00

前言

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,最根本的方法就是多听多练,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,内容更精炼,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《新编商务英语(第二版)听力教程》第一册的教学参考书,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

郑重声明

高等教育出版社依法对本书享有专有出版权。任何未经许可的复制、销售行为均违反《中华人民共和国著作权法》，其行为人将承担相应的民事责任和行政责任；构成犯罪的，将被依法追究刑事责任。为了维护市场秩序，保护读者的合法权益，避免读者误用盗版书造成不良后果，我社将配合行政执法部门和司法机关对违法犯罪的单位和个人进行严厉打击。社会各界人士如发现上述侵权行为，希望及时举报，本社将奖励举报有功人员。

反盗版举报电话 (010)58581897 58582371 58581879

反盗版举报传真 (010)82086060

反盗版举报邮箱 dd@hep.com.cn

通信地址 北京市西城区德外大街4号 高等教育出版社法务部

邮政编码 100120

Contents

Unit 1	Greetings and Introductions	1
Unit 2	Asking the Way	15
Unit 3	Eating.....	29
Unit 4	Shopping	41
Unit 5	Telephone.....	55
Unit 6	Post Office.....	69
Unit 7	Banking	81
Unit 8	Money	93
Test One	105
Unit 9	Appointment	113
Unit 10	Invitation.....	125
Unit 11	Holidays.....	137
Unit 12	Hotel.....	151
Unit 13	Transportation	165
Unit 14	Housing	179
Unit 15	Travel	193
Test Two	209

1



Greetings and Introductions



Part I



Warming-up Exercises

Phonetics

Objective: distinguishing words with similar sounds



You will hear one word read from each group. Circle the letter beside the word you hear. The word will be read to you only once.

- | | | | |
|---------|---------|----------|----------|
| 1 wheel | 2 group | 3 clay | 4 done |
| 5 scare | 6 sad | 7 true | 8 thesis |
| 9 debt | 10 pine | 11 skim | 12 raid |
| 13 pit | 14 form | 15 spout | 16 here |
| 17 lest | 18 hot | 19 seeks | 20 moss |

Keys

- | | | | | |
|------|------|------|------|------|
| 1 A | 2 A | 3 D | 4 D | 5 C |
| 6 C | 7 B | 8 A | 9 B | 10 A |
| 11 C | 12 D | 13 A | 14 C | 15 B |
| 16 B | 17 D | 18 C | 19 A | 20 D |



The two words in each group with similar vowels are difficult to distinguish. Listen to a sentence carefully and circle the letter beside the word you hear. The sentence will be read to you twice.

- 1 The apple tastes good.
- 2 That is my father's ship.
- 3 The dog bit the boy on the face.
- 4 Did you see that letter?

- 5 Put your cup over here.
- 6 He has good luck.
- 7 This is a big bill.
- 8 Did you see the man at the door?
- 9 He is said to be leaving.
- 10 He is sending the table to me.
- 11 Someone has bought the old house.
- 12 This box is empty.
- 13 They made the water climb the hills.
- 14 That's a very small hut.
- 15 I like that beautiful lamp.
- 16 His watch was lost yesterday.
- 17 I was unable to catch the bus.
- 18 Where are the caps?
- 19 There is a bag on the floor.
- 20 Now it's your turn.

● Keys

- | | | | | |
|------|------|------|------|------|
| 1 A | 2 B | 3 A | 4 A | 5 A |
| 6 A | 7 A | 8 A | 9 A | 10 B |
| 11 B | 12 A | 13 B | 14 A | 15 A |
| 16 A | 17 B | 18 A | 19 A | 20 B |



The two words in each group with similar consonants are difficult to distinguish. Listen to a sentence carefully and circle the letter beside the word you hear. The sentence will be read to you twice.

- 1 All I need is a map.
- 2 These shops are too expensive.
- 3 Would you please wash them for me?
- 4 Please explain once more about the "catch".
- 5 Did you hear that jeep?
- 6 He must be joking.
- 7 We'd like a room with a view of the sea.
- 8 She took her leave.
- 9 We bought a new fan.

- 10 He insisted on driving the van.
- 11 Have we got enough boats to cross the river?
- 12 Of course, everybody has two thumbs.
- 13 This tree is very thick.
- 14 The boat was about to sink when he saw it.
- 15 Please pass me the list.
- 16 All you have to do is to collect these papers.
- 17 The flight was awful.
- 18 It wasn't a flea market.
- 19 Don't forget to take your new coat.
- 20 What's wrong with your back?

● Keys

- | | | | | |
|------|------|------|------|------|
| 1 A | 2 A | 3 B | 4 B | 5 A |
| 6 A | 7 B | 8 B | 9 A | 10 A |
| 11 A | 12 B | 13 A | 14 A | 15 B |
| 16 A | 17 B | 18 A | 19 B | 20 B |



Part II



Conversations

A

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

- 1 **Woman:** Allow me to introduce myself. I'm Susan Saris, your guide from Shanghai Travel Service.
Man: How do you do, Miss Saris? Glad to meet you.
- 2 **Man:** Who is that man over there?
Woman: He is the General Manager of our company. Let me introduce you to each other.
- 3 **Man:** I'm Mr. Carter, your new bookkeeper.
Woman: Welcome to the firm.
- 4 **Woman:** Oh, Mr. Smith. Would you like me to introduce you to Mr. Li? Mr. Li is in charge of

the foreign department at the Bank of China's head office in Beijing.

Man: I'd be very pleased if you would. In fact, I've got a message for him from Mr. Brown who came here with a delegation from our Bank last year.

5 **Man:** Good morning. May I introduce myself? My name's James Taylor and I'm new here.

Woman: Pleased to meet you. I'm Annie White, the assistant to the Personnel Manager. Welcome to our company.

B

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

1 **Woman:** Thank you for introducing your manager to me. Would you please spell his name for me?

Man: Sure. W, double O, D-B-U-R-Y.

Question: What is the manager's name?

2 **Woman:** Tom, I'd like you to meet my sister, Sarah Johnson. Sarah is also in computers—software development.

Man: Nice to meet you, Sarah. I believe we actually work for the same company although in different sections.

Question: What do Tom and Sarah have in common?

3 **Man:** Is your secretary's name Miss Pond or Mrs. Pond?

Woman: Miss. She isn't married. And by the way it's Bond. B as in boy, O-N-D.

Question: What is the secretary's name?

4 **Woman:** Welcome to Shanghai, president Taylor. I'm Wang Ling, the secretary of the foreign affairs office from The East Advertising Company.

Man: Oh, nice to meet you, Miss Wang.

Question: What is the man?

5 **Man:** Could you introduce me to the manager?

Woman: Of course. Mr. King ... Mr. White, let me introduce you to Mr. Peter King, the new clerk in your department.

Question: What is Mr. White?

Keys

1 B

2 D

3 C

4 B

5 B

C

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

(Miss Wang meets Mr. Morrison at the airport. She introduces herself and a leading cadre, Mr. Li.)

- Miss Wang:** Excuse me, but aren't you Mr. Morrison?
- Mr. Morrison:** Yes, I'm Tom Morrison.
- Miss Wang:** My name is Wang, Wang Ying. I'm an interpreter from the Special Economic Zone.
- Mr. Morrison:** How do you do, Miss Wang?
- Miss Wang:** How do you do, Mr. Morrison? Mr. Li, deputy director of our Special Economic Zone has come to meet you.
(to Li.) This is Mr. Morrison.
(to Morrison.) Mr. Li.
- Mr. Morrison and Mr. Li:** (*shaking hands*) How do you do?
- Mr. Li:** On behalf of the Special Economic Zone, I welcome you to this city. We've been looking forward to your visit.

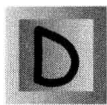
● Keys

1 What are they?

- Wang Ying:** the interpreter
- Mr. Li:** the deputy director of the Special Economic Zone
- Mr. Morrison:** a visitor to the Special Economic Zone

2 What are they doing?

- Wang Ying and Mr. Li:** meet the visitor at the airport
- Mr. Morrison:** has just arrived in the city



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

- Mr. Smith:** Good morning, Mr. Wright. How are you?
- Mr. Wright:** Very well, thank you. How are you?
- Mr. Smith:** Fine, thanks. I don't think you've met my secretary. This is Mr. Wright, who's come to check our accounts. This is Miss Brown.
- Mr. Wright and Miss Brown:** How do you do?
- Mr. Wright:** You have a very nice office here.
- Miss Brown:** Yes, it is nice, isn't it? I like working here very much.
(*The conversation continues, probably about the weather.*)
(two days later)
- Mr. Wright:** Good afternoon, Miss Brown.
- Miss Brown:** Good afternoon. How are you today, Mr. Wright?

Mr. Wright: Not too well, I'm afraid. Must have caught a bit of cold, I think.

Miss Brown: Oh, I'm sorry to hear that. They say there's a lot of flu about just now. so I expect that's what it is.

● Keys

1 F

2 F

3 T

4 T

5 F



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

(Jack, Tom and Bill are new students. They met in the student lounge of their rooming house.)

Jack: Hi. How are you doing?

Tom: Oh, hi...you're Jack, right?

Jack: That's right. What's your name again?

Tom: Tom. Tom White.

Jack: Tom, this is my roommate Bill.

Tom: Hi, Bill.

Bill: Nice to meet you.

Tom: Where are you from?

Bill: Australia.

Tom: What are you studying now?

Bill: Law. I want to be a lawyer. What about you, Tom?

Tom: I'm doing journalism. But I'm thinking of doing business studying instead.

Jack: Listen, Tom. We're really hungry. Do you want to eat something with us?

Tom: I can't. I have to meet my new roommate Li Ming. He is from China.

Bill: Okay. See you later then. We're up in 302. Stop by anytime.

Tom: Hey, we're on the same floor. Room 312.

● Questions

1 What does Bill want to be?

2 What is Tom studying now?

3 What does Tom want to be?

4 Where is Jack living now?

● Keys

1 B

2 B

3 C

4 C



Part III



Passages



Listen to the passage twice and choose the correct answer to each question.

In North America, when people greet each other, they generally say, “Hi, how are you?” This is NOT a question but rather a greeting. The expected answer is usually short, for example, “Fine”, “OK”, “Pretty good”, “Not bad”. A long, detailed answer or a negative answer would be strange unless you knew the person very well and could tell that the person expected more extensive information. People learning English may think that native speakers are impolite because they do not stop to have a conversation. But “How are you?” should be considered in the same way as “Hello”. It’s simply a greeting.

Keys

1 A 2 B 3 B 4 C



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

Introductions and greetings in all languages have the same purpose: to establish contact with another person, to recognize his or her existence, and to show friendliness.

There are two types of introductions: introducing yourself and introducing someone else.

There are two types of greetings: formal greetings and informal greetings.

If you want to introduce someone else to others, first you have to let others know whom you are. If you want to show your friendliness and politeness to someone who you meet at the first time, you’d better use some formal greetings.

In English-speaking cultures, people who greet one another the first time always shake hands. There is usually a difference between “meet” for a first meeting and “see” for a second and subsequent meeting. “Nice to meet you” is to be used for the first time, while “Glad to see you again” for the subsequent time.

The British do shake hands when first introduced to new people, but they rarely shake hands when parting. In an informal situation you may see social kissing, this is acceptable between men and women and also between women who know each other very well, but it is rare that you will see two British men kissing, even if it is only on the cheek.

● Keys

- 1 F 2 F 3 T 4 F 5 T



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

Greetings and introductions are an essential aspect of US culture. We can never overemphasize its importance.

In social situations, a man is traditionally introduced to a woman. However, in the business world introductions are based on a person's rank or position in an organization. The highest-ranking person is introduced to everyone else in order of their position. If you introduce two people of equal rank to each other, introduce the one you know less well to the one you know better. In other situations you may find that a younger person would be introduced to an older person and a man introduced to a woman.

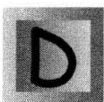
There might be occasions where you will have to introduce yourself. For example, if you are meeting a new colleague or an associate, you might start off by extending your hand and saying "Hello! I am ...". If you have been introduced earlier to someone, do not assume that the person would remember you and be prepared to reintroduce yourself if it should be necessary.

● Questions

- 1 Which of the following statements is true?
- 2 What is the general rule for an introduction in social situations?
- 3 What are introductions based on in the business world?
- 4 What might you do first when you have to introduce yourself to a new colleague?

● Keys

- 1 A 2 B 3 C 4 B



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

Saying goodbye at the end of your studies in the US is important to your professors, your advisors, your friends and you. If your name cards were made at the beginning of your stay and

you gave it to your friends whenever you meet them, saying goodbye becomes much easier.

Americans usually expect a thank-you at the end of your stay. So when you depart, it is important to thank those who have been helpful to you. This doesn't require a gift, but a sincere thank-you. You can express your thankfulness in person or by telephone before leaving or with a note shortly after you return to your motherland.



Part IV



Supplementary Exercises



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

(It's Sunday afternoon. There is a knock at the door. Mrs. Horgan's colleague, Mr. and Mrs. Smith have arrived. Mrs. Horgan lets them in and they greet each other and shake hands.)

Mrs. Horgan: Good afternoon, Mrs. Smith. How are you?

Mrs. Smith: Very well indeed, thank you, and how are you?

Mrs. Horgan: Quite well, thank you. How's your mother, Mrs. Smith? I hear she's not been very well.

Mrs. Smith: No, she hasn't, but she's much better now.

Mrs. Horgan: I'm glad to hear she's getting better.

(A few minutes later, there's a ring at the door. It's Virginia Coleman, Mrs. Horgan's niece.)

Mrs. Horgan: Excuse me, please. I think that's my niece at the door...Hello, Virginia, my dear!

Miss Coleman: I'm glad to see you. You do look well.

Mrs. Horgan: I don't think you've met each other before. Let me introduce you. This is my niece, Miss Coleman, Mr. Smith and Mrs. Smith.

Miss Coleman: How do you do?

Mrs. Smith: How do you do?

Mrs. Horgan: And now let's have some coffee. How do you like your coffee, Mrs. Smith?

Mrs. Smith: One lump of sugar and some milk, please. I like white coffee, but my husband prefers black coffee.

Mrs. Horgan: Well, how's business, Mr. Smith?

Mr. Smith: Pretty good, thank you. And how are things with you?

Mr. Horgan: Not too good, I'm afraid.

Mr. Smith: I'm sorry to hear that. I hope things will improve soon.

Mrs. Horgan: Let's hope for the best.

B

Listen to the passage twice and answer the questions.

My name is Richard Black. I live with my family in New York. We have a big house in the suburbs. I have a sister. She is four years younger than me. My father is an airline pilot. My mother is a nurse. I study business at college.

My friend's name is Maria Hill. She lives alone. She has a small apartment. Her parents live in California. Her father is a lawyer. Her mother is a teacher. She studies accounting at school. She is a good singer and she can play guitar very well. Sometimes she spends her holidays with my family. Sometimes we go to California to visit her parents.

Keys

- 1 Richard Black.
- 2 New York.
- 3 Business.
- 4 His father is an airline pilot, and his mother (is) a nurse.
- 5 Maria Hill.
- 6 No.
- 7 Her father is a lawyer, and her mother (is) a teacher.
- 8 In California.
- 9 Accounting.
- 10 Sometimes with Richard's family, and sometimes she goes to California to visit her parents.

C

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

In social situations, a man is traditionally introduced to a woman. However, in the business world introductions are based on a person's rank or position in a company. Whoever is the highest-ranking person is introduced to everyone else in order of their position. If you introduce two people of equal rank to each other, introduce the one you know less well to the one you know better. At the workplace you should remember the 5 commandments.

- 1 *Stand Up* — When you are greeting someone, it is better to stand up and offer a greeting