

中等职业教育国家规划教材

商务英语听说

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中等职业教育国家规划教材出版说明

为了贯彻《中共中央国务院关于深化教育改革全面推进素质教育的决定》精神,落实《面向 21 世纪教育振兴行动计划》中提出的职业教育课程改革和教材建设规划,根据教育部关于《中等职业教育国家规划教材申报、立项及管理意见》(教职成[2001]1 号)的精神,我们组织力量对实现中等职业教育培养目标和保证基本教学规格起保障作用的德育课程、文化基础课程、专业技术基础课程和 80 个重点建设专业主干课程的教材进行了规划和编写,从 2001 年秋季开学起,国家规划教材将陆续提供给各类中等职业学校选用。

国家规划教材是根据教育部最新颁布的德育课程、文化基础课程、专业技术基础课程和 80 个重点建设专业主干课程的教学大纲(课程教学基本要求)编写,并经全国中等职业教育教材审定委员会审定。新教材全面贯彻素质教育思想,从社会发展对高素质劳动者和中初级专门人才需要的实际出发,注重对学生的创新精神和实践能力的培养。新教材在理论体系、组织结构和阐述方法等方面均作了一些新的尝试。新教材实行一纲多本,努力为教材选用提供比较和选择,满足不同学制、不同专业和不同办学条件的教学需要。

希望各地、各部门积极推广和选用国家规划教材,并在使用过程中,注意总结经验,及时提出修改意见和建议,使之不断完善和提高。

教育部职业教育与成人教育司

二〇〇一年十月

编者的话

商务英语听说是一门新课程,旨在培养学生在国际商务活动中的听、说能力,使学生掌握外事接待、商务谈判中的常用英语,培养交际能力。根据这一目标编写的本教材有以下特点:

1. 内容新:围绕一笔外贸交易,以外事接待和商务谈判的各个环节为素材和线索,对学生进行听、说同步训练。内容紧跟世界经济及国际商务发展的新动向,新形势。另外还有六课新闻报道。

2. 形式新:将商务英语的听力和口语有机地融为一体,突破过去听力和口语单独成课的老套路。每课由以下几部分组成:示范对话、词语表、注解、实用句子和练习。练习又有听、说、笔记及口译三大部分,其中听的部分包括填空、单句跟读、单句听写、听对话(或短文)选择和回答问题几种形式;说的部分主要有句型盘练、模拟对话两种形式,笔记及口译部分有简单笔记、单句口译、听故事复述或口译等形式。新闻部分取材于最新的国际国内新闻,有示范新闻阅读、词语表和练习三部分,其中练习部分有听力、笔记和复述几种形式。

3. 实用性强:切合生活实际,语言口语化,简单化,有代表性。

本教材在使用过程中,建议新闻部分每课3课时,其它课文每课5课时。练习部分的笔记、故事复述和故事口译可作为选用材料。

本教材由刘洪、陈祥国主编,王淙、慕希琳副主编,参加编写的同志及负责的章节如下:刘洪 第6课,陈祥国 第22课,王淙 第7、8课,慕希琳 第2、5课,姚元 第1、10、11、27课,李笑盈 第17、18、23课,荆小卫 第9、12、15、20课,廖建璋 第13、14、25、29课,黄芳 第3、4课,新闻部分由陈素萍负责,包括第16、19、21、24、26、28课;全书由王乃彦教授审定。

由于编者水平有限,时间紧迫,疏漏之处在所难免,敬请读者批评指正。

编者

2002年1月

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Lesson 1

TRAVELING BY AIR

PART A MODEL CONVERSATIONS

Conversation One

A: Good morning, the United Airlines . What can I do for you ?

B: Yes . I 'd like to make a reservation to Boston next week .

A: When do you want to fly ?

B: Monday, September 12 .

A: We have Flight 802 on Monday . Just a moment, please . Let me check whether there 're seats available . I 'm sorry we 're all booked up for Flight 802 on that day .

B: Then, any alternatives ?

A: The next available flight leaves at 9:30 Tuesday morning, September 13 . Shall I book you a seat ?

B: Er ... It is a direct flight, isn 't it ?

A: Yes, it is . You want to go first class or coach ?

B: I prefer first class . What 's the fare ?

A: One way is \$ 176 .

B: OK . I 'll take the 9:30 flight on Tuesday .

A: A seat on Flight 807 to Boston, 9:30 Tuesday morning . Is it all right, sir ?

B: Right . Can you also put me on the waiting list for the 12th ?

A: Certainly . May I have your name and telephone number ?

B: My name is Lorus Anderson . You can reach me at 52836012 .

A: I 'll notify you if there 's a cancellation .

B: Thank you very much .

A: My pleasure .

Conversation Two

(At the airport check-in counter)

A: Good afternoon . May I have your ticket and passport, please ?

B: Here you are .

A: You are going to Beijing on Flight SCI 159, right ? Would you please put all your luggage on the scale ? I 'm sorry, sir . They 're five kilos overweight .

B: May I carry this handbag myself ? I just want to check these two pieces .

A: Sure . Now it 's just below the limit .

Please write down your name on these luggage tags and fasten them on your luggage . Here is your ticket and the boarding card . Your seat is 3D in first-class compartment .

B: Thank you . Shall I go to the Customs for clearance ?

A: Yes . It 's over there .

(At the Customs Inspection Hall)

Customs Official: Have you filled out the Luggage Declaration Form ?

B: Yes . I only have some personal effects in my carry-on suitcase . And here I also have my Health Declaration Form .

C: Fine . Have a nice trip .

(At the security check)

Security Officer: Please go through the metal-detecting gate . All right . Cleared . Collect your belongings and your flight is boarding at Gate 6 .

B: Thank you .

Words and Expressions

Boston 波士顿

reservation *n* . 预定

fare *n* . 机票费, 车票费, 旅费

notify *v* . 通知

cancellation *n* . 取消

check-in 登机手续

counter *n* . 柜台

passport *n* . 护照

luggage *n* .行李

scale *n* .秤

overweight *adj* . *n* .超重

check *v* .托运

luggage tag *n* .行李标签

fasten *v* .系,拴

compartment *n* .机舱,车厢

clearance *n* .清关,结关

belongings *n* .个人物品

board *v* .登机

United Airlines 美国联合航空公司

be booked up 已预定完

direct flight 直达航班

first class 一等舱

economy class/ coach 经济舱

one way 单程

waiting list 等候名单

boarding card 登机牌

the Customs 海关

Customs Inspection Hall 海关检验大厅

Luggage Declaration Form 行李申报表

carry-on suitcase 随身手提箱

Health Declaration Form 健康申报表

personal effects 私人财物

metal-detecting gate 金属探测门

Notes

1 . make a reservation 预定

reserve *vt* .预定,相当于 book

It is necessary to **make a reservation** in advance at hotel in traveling season .
旅游季节提前在宾馆预定房间是十分必要的。

You may **reserve/ book** flight tickets in the air agency .
你可以在航空售票处预定机票。

I 'd like to **book** three first class **tickets to** Beijing **for** June 4 .
我想订六月四日去北京的三张头等舱机票。

2 . fly *v* .飞行

What **airline are** you **flying** ?

您坐哪家航空公司的飞机 ?

I 'd like to **fly to** California .

我想飞往加州。

3 . flight 飞行;航班;班机

direct flight/ non-stop flight 直达航班

regular flight 定期班机

domestic flight 国内航班

international flight 国际航班

charter flight 包机

long flight 长途飞行

night flight 夜航

red eye flight 红眼航班(夜航)

connecting flight 联运班机

flight number 班次

flight schedule 航空时刻表

Our manager will **take** the afternoon **flight** .

经理乘下午班机离开。

Are the **flights to** Chicago non-stop ?

飞往芝加哥的航班是直达的吗？

4 . One way is \$ 176 . 单程 176 美元。

one-way ticket 单程票

round-trip/ return ticket 双程票,来回票

open return 不定期回程票

5 . put me on the waiting list/ on stand-by 把我列在候补名单上

If you like, I can **put** you **on the waiting list/ stand-by** .

如果您愿意,我可以将您列为候补。

6 . check v .

1) 托运

We checked two trunks to Chicago .

我把两个大衣箱托运到了芝加哥。

2) check in (在车站)办理检票手续;(机场)办理登机手续;(在旅馆)办理登记入住手续

You must **check in** at the airport an hour before your plane leaves .

在飞机起飞前一小时你必须办理登机手续。

check-in n . 检票;检票处;签到

check-in counter (机场内)办理登记手续的柜台

check-in time 检票时间

The **check-in** is on the first floor .

检票处在一楼。

7 . They 're 5 kilos overweight . 您的行李超重 5 公斤。

It 's just below the limit . 恰好低于我们的限量。

机场一般允许旅客携带 20 - 25 公斤的行李,并免费托运,超重部分要收取额外的托运费用,如:

We should charge you for the extra weight .

对超重的部分我们要向您收费。

The weight of my bags is within the free allowance .

我的包的重量在免费的范围之内。

Hand-carried luggage is not weighed .

手提行李不用过磅。

8 . board *n . v .* 上(船, 火车, 飞机)

Customs officials **boarded** the ship in the harbor .

海关官员在港口上了船。

on **board** 在船(车, 飞机)上

9 . go to the Customs for clearance . 前往海关办理结关手续

Customs clearance 海关清算, 结关

Useful Sentences

1 . What 's the price for the flight to Chicago ?

到芝加哥的机票多少钱 ?

2 . How much is the fare ?

票价是多少 ?

3 . What 's the fare to ... ?

票价是多少 ?

4 . How long does the flight take ? Will it arrive on schedule ?

要飞行多久 ? 能准时到达吗 ?

5 . Would the stopover at Tokyo be long enough for us to do some shopping ?

飞机中途在东京停留时, 我们有足够的时间购物吗 ?

6 . I 'd like to make sure my plane reservation is in order .

我想确认一下我预定的机票是否已办妥。

7 . Please cancel my reservation on Flight 147 to New Delhi .

请取消我预订的 147 次航班飞往新德里的机票。

8 . Can I break my journey at Hawaii ?

我可以在夏威夷中途停留吗 ?

9 . I think I 'll fly economy on the 4:20 pm flight .

我想我要下午 4 点 20 分班机的经济舱机票。

10 . I can 't go by the morning flight .

我不能坐上午的班机走。

11 . Please bring your baggage here for inspection . The Customs Official will examine your suitcase .

请将您的行李拿到这里检查。海关官员要检查您的手提箱。

- 12 . You 're through with the Customs formalities .
您已办完海关手续。
- 13 . Have you attached/ fixed the tags on the baggage ?
您在行李上系上标签了吗 ?
- 14 . How much should I pay for the overweight ?
超重的行李我要付多少钱 ?
- 15 . You 've got four seats in the non-smoking section .
您在无烟区有四个座位。
- 16 . Each passenger is allowed 25 kilos free of charge .
每个旅客可免费携带 25 公斤。

PART B LISTENING

I . Listen and complete each of the following sentences .

- 1 . Hello, _____
- 2 . I 'll take the _____ . What can I do for you ?
- 3 . It 's _____ flight on _____ .
- 4 . I have a briefcase and a _____ for _____ to Karachi .
- 5 . May I see your _____ with me .
_____ please ?

II . Repeat the sentences you hear on the tape .

conveyer belt 传送带 metal detector 金属探测器

III . Write down the sentences you hear on the tape in full . Each will be read three times .

Boeing 747 波音 747 飞机

- 1 .
- 2 .
- 3 .
- 4 .
- 5 .

IV . Listen to the short conversations and choose the best answer to each of the following questions .

- 1 . What 's the charge for excess luggage per kilogram ?
a . \$ 4 . b . \$ 5 . c . \$ 14 . d . \$ 15 .
- 2 . How would the passenger like to fly ?

- a . One way economy .
 - b . One way first class .
 - c . Return economy .
 - d . Return first class .
- 3 . How long does the flight take ?
- a . two hours .
 - b . two hours and a half .
 - c . three hours .
 - d . three hours and a half .
- 4 . Which one of the following statements is true ?
- a . The passenger took arms in his bags .
 - b . One should pay duties for arms(武器)and living plants .
 - c . Arms, living plants and animals are not allowed .
 - d . The official found arms in the bags .
- 5 . What has happened ?
- a . The flight is cancelled .
 - b . The flight is put off a quarter of an hour for the rain .
 - c . The flight is put off a quarter of an hour for the thick ground fog .
 - d . The flight is put off an hour for the snow .

V . Listen to the dialogue and answer the questions you hear on the tape orally .

PART C SPEAKING

I . Make sentences with the following expressions .

- 1 . Here is ... (给你……)
- 2 . I prefer ...
- 3 . May I have ...
 - a . 我可以看一下你的护照吗 ?
 - b . 我可以看一下你的身份证吗 ?
 - c . 可以看一下你的机票吗 ?
 - d . 可以看一下你的行李票 (baggage check) 吗 ?
- 4 . I 'd like to ...
 - a . 我想订一张 5 月 3 日飞北京的经济舱机票。
 - b . 我想订两张星期五去巴黎的头等舱机票。
 - c . 我想订三张下周六去洛杉矶的头等舱机票。
 - d . 我想订两张 9 月 10 日去莫斯科的经济舱机票。

II . Compose a conversation for the following situation . Then practice it with your partners .

You 're booking a flight ticket for your manager to Beijing for his business trip . You call the air agency to make a reservation . Make clear the time to fly; class of ticket; return or not; etc .

III . Role play .

A is an English businessperson who is now on a business trip . B is an airport clerk at the check-in counter . C is a Customs official . D is a security officer .

A is now checking in at the airport .

PART D NOTE-TAKING AND INTERPRETATION

I . Listen to the passage and note down its main idea .

stewardess 空中小姐 to take off 起飞 seat belt 安全带
the International Date Line 国际日期变更线
head-set plug 耳机插口 armrest 扶手

- 1 . Who are attending the passengers ? _____
- 2 . If passengers need anything, they can push the _____ button .
- 3 . How long does the flight take to Tokyo ? _____
- 4 . When the plane is taking off, what should passengers do ? _____
- 5 . What 's the flying height of the plane ? _____ .
- 6 . What entertainments are available on the plane ? _____
- 7 . Passengers can use _____
- 8 . When are drinks served ? _____ to enjoy music or movie .
- 9 . The toilets are at the _____ of each section of the plane .

II . Listen to the following sentences and translate them into Chinese orally .

visa 签证 vaccination 接种疫苗 traveler 's check 旅行支票

III . Translate the following sentences into English orally .

中国国际航空公司 Air China 西北航空公司 North Western Airlines
全天候 all-weather

- 1 . 请买两张明天的中国国际航空公司 244 班机经济座机票。
- 2 . 这是西北航空公司的登机手续办理处吗？
- 3 . 您现在已经办完海关的全套手续了。请你在 5 号门登机。
- 4 . 飞机因天气不好而误点了。
- 5 . 这架飞机的装备可做全天候飞行。

IV . Listen to the following story and retell it .

depression 萧条 notation 批语

Lesson 2

MEETING FOREIGN GUESTS AT THE AIRPORT

PART A MODEL CONVERSATIONS

Conversation One

A: Good morning, Mr . Murphy . Welcome back to Dalian . (Handshake)

B: How nice to see you again, Ms . Li . Thank you for meeting me here .

A: My pleasure . How are you doing ?

B: Very well, thank you . And you ?

A: Can 't be better .

B: I 'm glad to hear that .

A: How was your flight ?

B: Very nice . The service of CAAC is superb .

A: Thank you for saying so . Oh, let me help you with your baggage .

B: Thank you . I can manage all right .

(They are heading for the parking lot .)

A: Watch out .

(On the car)

B: It 's been a long time since last time we met, er ... more than two years . Time flies, you know !

A: Yes, and Dalian has changed a lot ever since . In fact, Dalian is changing every day . I hope we 'll be able to show you around . I 'm sure you 'll be impressed .

B: Thank you, I 'm sure I will .

Conversation Two

Mr . Sun Kai and Miss Li Lan are waiting at the“ International Arrival ” area, with a sign

that reads “ Welcome Mr . Robinson ” .

A: Excuse me, are you Mr . Robinson from London ? I am the PR manager of Tianshan Trading Company . My name is Sun Kai .

B: How do you do, Mr . Sun ? It 's nice to meet you .

A: How do you do ? Welcome to Dalian .

B: Thank you . It 's very nice of you to meet me at the airport .

A: You are welcome . May I introduce my colleague Miss Li Lan ? Miss Li is our sales manager .

B: Glad to meet you, Miss Li .

C: Glad to meet you too . I 've heard a lot about you .

B: You are so kind .

(They walk toward the car in the parking lot .)

A: Did you have a good flight ?

B: Not bad . There was a dense fog in London so the flight was delayed several hours .

A: I 'm sorry to hear that .

C: How long did the flight take ?

B: 16 hours non-stop .

C: It must be a very tiring trip .

B: It is .

(At the hotel)

A: So you need a good rest after such a long flight . We won 't stand in your way .

B: Thank you very much .

Words and Expressions

superb *adj* . 棒的

baggage/ luggage *n* . 行李

dense *adj* . 浓厚的

delay *n . v* . 延迟, 耽搁, 推迟

non-stop *adj . adv* . 不停的(地)

CAAC (General Administration of Civil Aviation of China) 中国民航

parking lot 停车场

to watch out 小心

International Arrival 国际航班到达

PR (Public Relations) manager 公关部经理

sales manager 销售部经理

to stand in sb 's way 妨碍某人

Notes

1 . How are you doing ?

你好吗？

回答时要根据实际情况,如:

Can 't complain . (No complaints .) 还过得去。

Not bad .还不错。

Just fine .很好。

I 'm just great 好极了。

Pretty fair, thanks 还不错,谢谢。

Same as ever .老样子。

So-so, thanks .马马虎虎。谢谢。

Surviving, thanks .凑合着,谢谢。

Too bad . I 'm having a bad cough 糟透了。咳嗽得很厉害。

2 . I can manage all right .

我自己能行。

3 . read (布告、牌子、黑板、文章等)写着……,读做……

The sign reads“ Keep off the grass”

牌子上写着“ 勿踏草坪”。

Please amend your shipment clause to read“ partial shipment allowed”.

请将你的装运条款改为“ 允许分批”。

4 . It 's very nice of you to meet me at the airport .

谢谢你到机场来接我。

It 's very nice of you 用来表示谢意。

5 . Don 't mention it .

不客气。

当别人道谢时,常用的回答有:

Don 't mention it .

You 're welcome .

Not at all .

My pleasure .

Useful Sentences

1 . I hope you 've had an enjoyable trip .

希望你度过了一个愉快的旅途。

- 2 . Is this your first trip to China ?
这是你第一次到中国来吗 ?
- 3 . I hope you will enjoy your stay here .
希望你在这儿过得愉快。
- 4 . I 'm very glad/ pleased/ delighted to meet you .
见到你很高兴。
- 5 . How was your flight/ trip/ journey ?
旅途怎样 ?
- 6 . We were stuck at Tokyo airport for three hours .
我们在东京机场滞留了三个小时。
- 7 . The flight was delayed/ cancelled .
航班推迟/ 取消了。
- 8 . How are you ?/ How are you doing ?/ How have you been ?/ How are things (going) with you ?
你好 !
- 9 . How is business ?
生意如何 ?
- 10 . Do you know each other ? John Brown, Susan Smith .
你们认识吗 ? 这位是约翰·布朗, 这位是苏珊·史密斯。
- 11 . Have you met Nathan Malcolm ?
你见过内森·马尔科姆吗 ?
- 12 . Mr . Lynd, I want you to meet Mr . Naomi Service, the Managing Director of Cambex Trading Group .
林德先生, 我希望你见见 Cambex 贸易集团的总经理内奥米·塞维斯先生。
- 13 . Allow me to introduce Mrs . Jenny Sampson, chairman of Melbourne Chemicals .
允许我介绍墨尔本化工公司的董事长詹妮·桑普森太太。(正式)
- 14 . I 'd like to introduce our CEO Mr . Sidney Carson .
我想向各位介绍我们的首席执行官西德尼·卡森先生。(正式)
- 15 . It is with great pleasure that I introduce to you Mr . Stanley Young, Assistant Manager of General Motors .
我非常荣幸向诸位介绍通用汽车公司的副总经理, 斯坦利·杨先生。(正式)
- 16 . May I introduce Miss Catherine Thompson, finance manager of Motorola Inc . China ?
请允许我介绍摩托罗拉中国公司的财务部经理凯瑟琳·汤普森小姐。(正式)
- 17 . May I present Mr . Harris Miller, R&D Manager of General Electric ?
请允许我介绍通用电器的研发部经理哈里斯·米勒先生。(正式)
- 18 . Excuse me . I don 't think we 've met . I 'm Edgar Green .
对不起, 我想我们没见过。我是埃德加·格林。
- 19 . Allow me to introduce myself: Jenny Cheng, personnel manager of Sinochem .
请允许我自我介绍: 我是中国化工进出口总公司的人事部经理詹妮·杨。(正式)
- 20 . I 've often wanted to meet you .