

Unit 1

Part 1 Practical Reading



Preface to Air Pollution Control Equipment

1 This book has arisen directly from a course on Air and Water Pollution Control delivered by the first named author at the Technical University of Berlin. Extractions of this course have been presented in Brazil, Turkey and India. It was at the Indian Institute of Technology of Madras where the first named author got in contact with Professor Varma, who turned out to be a suggestive, cooperative coauthor.

2 This book is addressed primarily to chemical, environmental and mechanical engineers, engaged in the design and operation of equipment of air pollution control. But it will certainly be helpful to chemists and physicists confronted with the solution of environmental problems. Furthermore, it is intended as a textbook for engineering courses on environmental protection.

3 The goal of this book is the presentation of knowledge on design and operation of equipment applicable to the abatement of harmful emissions into air. The technology of air pollution control is of relatively young age, but it has already achieved a high degree of performance, due to the research and development work invested in the last decades in this field.

4 The first two chapters deal with environmental protection engineering. A short review of the development of environmental consciousness and of legal actions taken in the last two centuries in Germany is presented. A preliminary last step was made in 1974. Environmental technology has been developed particularly in the last fifty years. The appropriate technology was therefore largely available, when legislation imposed severe restrictions on harmful emissions.

5 Chapter 3 gives a short survey of air pollution techniques. In Chapters 4 to 7 design and operation of the most important types of dust removal equipment are discussed, namely cyclones, wet dust scrubbers, fibrous filters, and electrical precipitators. A special chapter is then devoted to mist separation, which is not only related to wet dust scrubbing but also to absorption of gaseous pollutants when the liquid absorbent is dispersed in the gas mixture. In the following Chapters 9 to 12 physical, biological, and chemical processes and the related equipment for the removal of gaseous pollutants are discussed. *The technical equipment includes absorbers and adsorbers as well as biological and chemical reactors.*

6 I should like to thank many people, especially my coauthor for his engagement in this work. I am also most grateful to all of my coworkers, the scientific, technical, and administrative personnel of the Institute of Chemical

Engineering of the Technical University of Berlin. Special mention deserves Dr. Ing. R. Spilger, who relieved me of much of the daily routine work. Mrs. Strauss, who typed and retyped the manuscript with never relaxing carefulness, and Mrs. Westphal, who accepted the responsibility for the preparation of a few hundred figures.

7 Finally, I should like to thank my wife for her never ending patience and love. It is to her that this book is devoted.

Berlin. December 1980

Heinz Brauer

New Words

extraction /iks'trækʃn/ <i>n.</i>	摘录, 精选, 摘要
engage /in'geɪdʒ/ <i>v.</i>	(常用被动语态)从事
confront /kən'frʌnt/ <i>v.</i>	使面对, 使面临
applicable /'æplɪkəbl/ <i>a.</i>	(to)能应用的, 可适用的
preliminary /pri'liminəri/ <i>a.</i>	预备的, 初步的
severe /si'viə/ <i>a.</i>	严厉的, 苛刻的
cyclone /'saɪkləʊn/ <i>n.</i>	旋流除尘器
scrubber /'skrʌbə/ <i>n.</i>	刷子, 洗涤器
fibrous /'faɪbrəs/ <i>a.</i>	纤维状的
filter /'fɪltə/ <i>n.</i>	过滤器
precipitator /pri'sɪpɪteɪtə/ <i>n.</i>	沉淀器, 除尘器
mist /mɪst/ <i>n.</i>	薄雾, 霭
absorption /əb'sɔ:pʃn/ <i>n.</i>	吸收, 吸收作用
gaseous /'ɡæsiəs/ <i>a.</i>	气体的, 气态的
absorbent /əb'sɔ:bənt/ <i>n.</i>	吸收剂
disperse /dɪ'spɜ:s/ <i>v.</i>	(使)分散, (使)消散
absorber /əb'sɔ:bə/ <i>n.</i>	吸收器
adsorber /əd'sɔ:bə/ <i>n.</i>	吸附器
deserve /dɪ'zə:v/ <i>v.</i>	应受, 值得
relieve /rɪ'li:v/ <i>v.</i>	(of) 解除 (负担、痛苦等)
manuscript /'mænʃuskript/ <i>n.</i>	手稿, 底稿

Phrases and Expressions

in (out of) contact with	和…有(没有、脱离)接触, 有(没有、失去)联系
turn out (to be)	结果(是), 原来(是)
be engaged in	从事…, 忙于…
be confronted with	面临, 面对, 碰上
due to	由于, 应属于…, 归因于

Proper Names

Technical University of Berlin /bə:'lɪn/

柏林工业大学

Brazil /brə'zil/

巴西

Turkey /'tə:ki/

土耳其

Indian Institute of Technology of Madras /mə'drɑ:s/

印度马德拉斯工学院

Institute of Chemical Engineering

化工学院

Comprehension

EXERCISE 1

Complete the following table with paragraph numbers or main ideas of the paragraphs.

Paragraphs	Main Ideas
Paragraph 1	Background of the book
Paragraph 2	
Paragraph 3	
Paragraph(s)	Introduction of chapter content
Paragraph	Acknowledgement (words of thanks)

EXERCISE 2

Choose the best answer according to the passage.

- Which of the following statements is NOT true according to the first paragraph? _____.
 - The book is developed from a set of lectures on Air and Water Pollution Control
 - The contents of the book were selected by the first named author
 - The first named author of the book is Professor Varma
 - The book was written by two authors from two different universities
- The book introduced by the preface is mainly written for _____.
 - students who are to attend engineering courses on environmental protection
 - engineers who make and use air pollution control equipment
 - chemists, physicists and technicians
 - chemical, environmental and mechanical engineers
- Which of the following statements is NOT given in the third paragraph? _____.
 - The book aims to tell readers how to design and operate air pollution control equipment
 - Air pollution control technology is a highly developed technology
 - Air pollution control is a new but fast-developing technology
 - Fast development of air pollution control techniques is the result of intense research work
- The book is composed of _____.
 - three chapters
 - seven chapters
 - nine chapters
 - twelve chapters
- What is mainly discussed in Chapter 8? _____.

- | | |
|-------------------------------------|---------------------------------|
| A. Mist separation | B. Wet dust scrubbing |
| C. Absorption of gaseous pollutants | D. Not mentioned in the preface |

Usage

EXERCISE 3

Fill in the blanks with the expressions given below. Change the form where necessary.

relieve ... of	impose ... on	confront with	be engaged in
in contact with	turn out	due to	applicable to

1. As soon as he _____ the evidence, he admitted his guilt.
2. You have no right to _____ your will _____ others.
3. The adoption (采纳) of the new policy will _____ the company _____ much burden.
4. The bankruptcy (破产) of the company was in part _____ financial difficulties.
5. Though it looked like rain this morning, it has _____ to be a fine day.
6. Have you been _____ your branch office recently?
7. Tom and his partner _____ a new project for controlling this city's air pollution.
8. The new policy issued by the government is also _____ foreigners.

EXERCISE 4

Replace the underlined parts in the following sentences with words from the text.

1. At a later stage, there appeared new problems which seemed insolvable (无法解决的).
2. Then she went back to give a series of lectures which she had prepared earlier.
3. The foreman was especially strict with the newcomers.
4. These means of production, that is to say, water resources, mines and land should be owned by the state.
5. Not all information of this aircraft's performance is able to be obtained.
6. A forced kindness is worthy of no thanks.
7. Groups of police were placed at different points all along the streets where the Queen was to pass.

EXERCISE 5

Fill in the blanks after the model.

- | | | | | |
|--------|--------------|---------|----|----------|
| Model: | extraction | extract | v. | (摘出, 提取) |
| 1. | presentation | _____ | v. | (呈现, 描述) |
| 2. | applicable | _____ | v. | (应用, 适用) |
| 3. | emission | _____ | v. | () |
| 4. | restriction | _____ | v. | () |
| 5. | removal | _____ | v. | () |
| 6. | scrubber | _____ | v. | (摩擦, 擦净) |

7. separation	_____	v. (	)
8. absorbent	_____	v. (	吸收)
9. mixture	_____	v. (	)
10. reactor	_____	v. (	)

EXERCISE 6

Remember the following words and expressions related to the writing of a preface.

foreword / preface	前言
(The book) is the result of ...	(本书) 是...的成果
in the preparation of (this book)	(本书) 在准备期间
revision	修订
edition	版本
manuscript	书稿, 稿子
be treated in separate chapters	在不同的章节中论述
discuss ... in detail	详细地讨论了
editor	编者
co-editor	合编者
editor in chief	主编
compilers	编写人
publishers	出版者
for his/her contribution	对他/她的贡献
contribute to	为...作出了贡献, 提供了
advice/suggestions	建议
criticism	批评指正

EXERCISE 7

Rewrite the following sentences after the models .

Model A: The goal of the book is to present knowledge of the design and operation of air pollution control equipment.

The goal of the book is the presentation of knowledge of the design and operation of air pollution control equipment.

1. To substitute the new equipment for the old would result in a considerable increase in production.
2. To expose the eyes to light of great intensity would cause loss of sight.
3. The basic method for the improvement of soil is to apply organic fertilizer.

Model B: The technology of air pollution control _____ (age) (是相对年轻的).

The technology of air pollution control is of relatively young age.

4. The glasses _____ (size) (是同样大小的).
5. The products from the plant _____ (quality) (是高质量的).
6. The two ladders _____ (height) (是不一样高的).

Function

In the preface, various set patterns are employed to express different functions for introducing the book. The following two exercises will help you to learn the major ones.

EXERCISE 8

Translate the following sentences into English, paying attention to the English equivalents of the underlined parts.

Model: 此书的主要对象是从事空气污染控制设备的设计和操作的化学、环境和机械领域的工程师们。

This book is addressed primarily to chemical, environmental and mechanical engineers, engaged in the design and operation of air pollution control equipment.

1. 该书的目的是介绍可用于减少有害排泄物进入大气的设备的设计及使用知识。

2. 第八章专门介绍了湿气分离技术。

3. 谨此我要向许多人表示感谢。

EXERCISE 9

Translate the following expressions into Chinese and try to remember them.

1. 本书读者对象

The book

is addressed primarily to ... is written for... has been produced for those who ... will be of invaluable assistance to ... is intended for ...

2. 本书的宗旨

The goal of the book is ...

The purpose of the book is ...

The objective of the book is ...

This book aims to ...

3. 各章节内容

The chapter

deals with ... gives a survey of ... is devoted to ... describes ... covers ... concludes ... gives a review of ...

4. 致谢

Particular thanks are due to/go to ...

I wish to thank ... for ...

I am indebted to ... for ...

I should like to thank ... for ...

I am most grateful to ... for ...

I wish to acknowledge the assistance of ... for ...

I wish to express thanks to ...

Communication

EXERCISE 10

Compose a preface by using the information given below.

1. name of the book: Applying Mathematics
2. readership: applied mathematicians, teachers and students of mathematics who are interested in modelling techniques
3. goal of the book: (1) to provide better understanding of the construction of mathematical models; (2) to teach how to take a real life problem and convert it into a mathematical one
4. component parts: three
5. content of each part:
 - Part 1. four true accounts of how mechanical analysis has helped provide solutions
 - Part 2. a series of real problems, together with solutions and related problems
 - Part 3. some general concepts of mathematical modelling and advice as to how to approach real problem solving
6. acknowledgement: all the colleagues who give help in the course of writing the book



Preface to *The Singapore Worker —A Profile*

1 Economic competition among nations is expected to increase, especially now that the countries like Russia and China have moved towards a market economy. The rule of economic competition has not changed: countries which can produce goods most cheaply will win the economic race.

2 It is generally accepted that success in economic competition among nations depends on superiority in process technology rather than product technology. Superior product technology requires heavy investment in product development in the laboratory, while superior process technology is determined by the quality of the workforce at the plant level.

3 Singapore, being a small country, is not expected to excel in the area of product technology. Besides, as pointed out by Professor Lester Thurow at the MIT seminar in July 1991, the economic advantages of having superiority in product technology are short-lived because no country can have a monopoly over inventions for long.

Thus, in order to obtain the sustained economic advantages which process technology offers, it is necessary for Singapore to nurture a well-trained workforce, especially since people are her only resource.

4 This book represents a systematic attempt to examine Singapore's workforce in the context of an increasingly competitive environment. It has three objectives. First, it sets out to present a theoretical framework for assessing the employment status of labour market participants based on the profit-maximizing behaviour of the employer (or government) and the earning-maximizing behaviour of the worker (or citizen).

5 Secondly, it aims to provide a profile of the labour force of Singapore and of Singaporean emigrants to the U.S. In relation to this, the book examines in particular the mobility of the employed, the frequency of unemployment of the unemployed, the earnings of the part-time workforce, the re-employment possibilities of the retirees, and the occupations of the emigrants. This empirical analysis relies largely on data derived from the National University of Singapore Census Survey. Although the greater part of the Survey sample is found to be adequate for our analysis, the sample on retirees is rather thin. Nevertheless, the analysis of the behaviour of retirees has been retained for interest.

6 Finally, the book puts forward the case that labour market imbalances both at the global and the structural levels are bound to exist and that these imbalances can be effectively reduced by enhancing built-in labour market adjustment mechanisms such as the public sector, foreign labour, social security, training, incomes policy, and employment service.

7 In July 1991, Mr. Goh Chok Tong, Singapore's Prime Minister, disclosed that his Administration plans to expand tertiary student enrolment by having more universities in the country. This is consistent with our perception that a well-trained workforce is crucial to the survival of Singapore's economy.

8 We would like to thank the Centre for Advanced Studies at the National University of Singapore for providing the NUS Census Survey data, the *Lianhe Zaobao* for providing the photographs for the book's cover, and Goh Mou Lih for his excellent research assistance.

New Words

profile /'prəʊfaɪl/ <i>n.</i>	轮廓, 外观
superiority /sju(:)piəri'ɔriti/ <i>n.</i>	优势, 优越 (性)
excel /ik'sel/ <i>v.</i>	胜过, 优于, 超过
seminar /'seminɑ:/ <i>n.</i>	研讨会
monopoly /mə'nɒpəli/ <i>n.</i>	垄断(权)
context /'kɒntekst/ <i>n.</i>	(事件等发生的)环境, 条件; 上下文
competitive /kəm'petitiv/ <i>a.</i>	竞争(性)的, 有竞争力的
theoretical /θiə'retikl/ <i>a.</i>	理论的, 理论上的
status /'steitəs/ <i>n.</i>	身份, 地位
maximize /'mæksimaɪz/ <i>v.</i>	增加至最大
emigrant /'emigrənt/ <i>n.</i>	(移居外国之)移民
mobility /məu'biliti/ <i>n.</i>	移动, 易变, 流动性, 易变性
occupation /ɒkju'peɪʃn/ <i>n.</i>	职业, 工作
empirical /em'pirikl/ <i>a.</i>	经验主义的, 以经验为根据的
derive /di'reɪv/ <i>v.</i>	获得, 推导 (自)

enhance /in'hɑ:ns/ v.	加强, 提高
built-in /bɪlt 'ɪn/ a.	固有的, 内在的
disclose /dis'kləʊz/ v.	揭示
tertiary /tə:'fəri/ a.	第三级的; 高等教育的, 大学教育的
enrol(l)ment /in'rəʊlmənt/ n.	登记, 注册, 入伍, 入学(会)
perception /pə'sepʃn/ n.	洞察力, 理解力, 了解, 领悟
crucial /'kru:ʃl / a.	关键的, 紧要的, 决定性的

Phrases and Expressions

now that	既然, 由于
set out	开始, 着手
in relation to	与...有关联
in particular	特别是, 特别地
be consistent with	和...一致
public sector	政府资助(或控制)的企业(或社会慈善事业等)

Proper Names

Singapore /sɪŋə'pɔ:/	新加坡
MIT = Massachusetts Institute of Technology	麻省理工学院
NUS= National University of Singapore	新加坡国立大学
the National University of Singapore Census Survey	新加坡国立大学人口调查
Goh Chok Tong	吴作栋
<i>Lianhe Zaobao</i>	《联合早报》

Comprehension

EXERCISE 11

Choose the best answer according to the passage.

- What is the main idea of the first paragraph? _____.
 - Economic competition among nations is expected to be fiercer than before
 - Countries like China and Russia have moved towards a market economy
 - Market economy makes economic competition fiercer than ever
 - Though the world's economic competition is becoming fiercer, its rule has not changed
- Which of the following statements is NOT true according to the second paragraph? _____.
 - Superiority in process technology and in product technology are equally important in the world's economic competition
 - Superiority in process technology is considered to be more decisive than that in product technology
 - Superior product technology costs a lot of money in the development of new products

- D. Superior process technology is determined by the good quality of the workforce
3. In order to maintain its economic advantage, it is necessary for Singapore to try to _____.
 A. develop new resources B. train first-rate workforce
 C. make more inventions D. improve product technology
4. Which of the following content can NOT be found in the book according to the preface? _____.
 A. The employment status of the labour market participants
 B. The labour force of Singapore emigrants in the U.S.
 C. The behaviour of retirees in Singapore
 D. The social status of women in Singapore
5. How many paragraphs in the preface are related to the three objectives of the book ? _____.
 A. One B. Two C. Three D. Four

EXERCISE 12

Complete the following note-taking exercise.

From the preface we know that the book has three objectives, namely,

1. presenting a _____ for assessing _____ of labour market participants,
2. providing a profile of _____ and of _____,
3. assuming that _____ will exist but can be _____.

Usage

EXERCISE 13

Fill in the blanks with the expressions given below. Change the form where necessary.

set out	now that	in particular
derive... from	retain	in relation to
be consistent with	sustain	assess

1. The speaker talked about world economy in general and about Asian economy _____.
2. You must remember that she has a very heavy responsibility _____ her boss is on sick leave.
3. The local farmers _____ a great deal of benefit _____ the irrigation project.
4. Choose furniture that _____ the modern style of the house.
5. Your remarks seemed strange _____ what I heard you say previously.
6. He _____ to impress the company with his cleverness.
7. The runner was able to _____ the same speed for hours.
8. The value of the property _____ at \$20 000.
9. The manager struggled hard to _____ control over the difficult situation.

EXERCISE 14

Complete the following sentences by choosing the most suitable words given in the brackets. Change the form where necessary.

1. They said that they _____ the committee, so they were its _____. (represent, representative, representation)
2. Portugal _____ in the war by sending an army to France. (participant, participate, participation)
3. The _____ speed on this highway is 100 miles per hour. (maximum, maximize)
4. Many workmen are not _____; if they move to new jobs they have difficulty in moving their families. (mobility, mobile)
5. _____ colds lower one's resistance to infections. (Frequently, Frequency, Frequent)
6. Having retired from business, he now _____ himself with gardening. (occupation, occupy).
7. The school will _____ new students the first week in September. (enrolment, enrol)

Part 2 Applied Writing

Application Letter

申请信是一种重要的社交信函，一般必须包括信头 (Heading or letterhead—the sender's address and date of the letter)、信内地址 Inside address—receiver's address)、称呼、正文、结束套语和签名。若有附件 (Enclosure, 略作: Encl.), 齐头写在签名后的左下方。正文要写明:

1. 申请的职务或工作;
2. 何时、何处看到的招聘广告;
3. 本人的最高学历和特殊技能;
4. 重要的工作经历或阅历;
5. 申请到该单位工作的原因。

Russell R. Buchanan
1416 Saybrook Road
Wellesley Hills, Massachusetts
(617) 944-8778
June 16, 2000

Mr. Hewlett
Kauffman Institutional Equipment Inc.
521 Milwaukee Ave.
Oxford, Ohio 45056

Dear Mr. Hewlett:

At the present convention in Detroit, I learned that Kauffman Institutional Equipment Inc. has an opening for a regional sales manager. Please consider me a candidate for the job.

I am sending you a summary of my qualifications. You will see that I have had several years' experience in education (teaching and administration) and in sales and sales administration, so I feel that I know the educational community from both the inside and outside.

Ever since I first purchased Kauffman classroom equipment and later became acquainted with a number of your representatives, I have considered the Kauffman name synonymous with quality and style. It is with such an organization that I am eager to associate myself. Although I'm not an expert on your entire line, I'm quite familiar with much of it and, frankly, I think so highly of your products that I would consider it an honor to represent your company.

A.J. Sholes, the Director of Marketing at Horton-Miller Book Company, is aware that I am making application (you will see his name on my list of references) and has said that he would welcome a call from you if you wish to know more about me.

In the meantime, I would be glad to come to Milwaukee to see you whenever it is convenient. You may write to me either at my home or at Horton-Miller. If you wish to telephone me, you may call (312) 255-6000, which is the home office in Northbrook. The people there always know where to reach me.

Cordially yours,

Russell Buchanan

Encl.: Resume

New Words

convention /kən'venʃən/ <i>n.</i>	集会, 会议
institutional /ˌɪnstɪ'tju:ʃənəl/ <i>a.</i>	公共机构的
qualification /ˌkwɒlɪfɪ'keɪʃən/ <i>n.</i>	资格; 条件
synonymous /sɪ'nɒnɪməs/ <i>a.</i>	同义的

Phrases and Expressions

be acquainted with	了解, 熟知
synonymous with	与...同义的
think highly of	评价极高

Proper Names

Detroit 底特律 (美国城市)

Comprehension

EXERCISE 15

Answer the following questions according to the application letter you've just read.

1. Who is the applicant?
2. What's his address?
3. What position does he apply for?
4. Where did he get the information about the position ?
5. What qualifications has he got for the position?
6. Why does he apply for the position?
7. Who would like to act as his reference?
8. What's the telephone number of the applicant's home office in Northbrook?

Usage

EXERCISE 16

Translate the following expressions into Chinese or English.

- | | |
|--|----------|
| 1. an opening for a regional sales manager | _____ |
| _____ | 电器工程师的空缺 |
| an opening for an accountant general | _____ |
| _____ | 技术员的空缺 |
| 2. a candidate for the job | _____ |
| _____ | 下届总统候选人 |
| a candidate for the membership | _____ |
| _____ | 获奖候选人 |
| 3. a teacher's qualifications | _____ |
| _____ | 医生资格 |
| qualifications for the task | _____ |
| _____ | 当飞行员的条件 |
| medical qualifications | _____ |
| _____ | 就业资格 |
| 4. a buying representative | _____ |
| _____ | 销售代理 |
| a commercial representative | _____ |
| _____ | 外交代表 |
| a legal representative | _____ |
| _____ | 私人代表 |
| 5. make an application | _____ |
| _____ | 拒绝申请 |
| grant an application | _____ |

file a formal application

批准申请

填写申请表格

Junction

EXERCISE 17

Study the following sentences often used to begin an application letter.

1. At the recent convention in (Detroit), I learned that (Kauffman Institutional equipment Inc.)has an opening for a (regional sales manager).Please consider me a candidate for the job.
2. I am seeking a responsible position as a (financial research assistant) in which I may use my training to solve (financial) problems. I would be interested in exploring the possibility of obtaining such a position within your firm.
3. Please consider my application for the position of (Computer Programmer), as advertised in (The *China Daily*) of (March 14, 2000).
4. I saw your advertisement for a (clerk) in (the *United Daily News* yesterday) and I beg to tender my application for the post.
5. The sales job which you described in your advertisement in (*Mirror*) of April 19 is one for which I think I can show you some excellent qualifications.

EXERCISE 18

Study the following sentences often used to end an application letter.

1. In the meantime, I would be glad to come to (Milwaukee) to see you whenever it is convenient. You may write to me either at my home or at (Horton-Miller).If you wish to telephone me, you may call (312-255-6000), which is the home office in (Northbrook). The people there always know where to reach me.
2. I look forward to meeting you soon in an interview. I can be contacted at my office (812-866-7000, ext. 312). My fax number is (812-493-1918) and my e-mail address is (caw@aol.com).
3. I will be very happy to meet you at your convenience and provide any additional information you may need. You can reach me either at my home address or at (913- 233-1552) (telephone) or (913-233-7643) (fax).
4. I would like to discuss my qualifications in an interview at your convenience. Please write to me or telephone me at (703-449-6743) any weekday.
5. If you wish to see me, I will be very pleased to come in for an interview. I can be reached after (3:00 p.m.) at (764-8693).

Communication

EXERCISE 19

Read the following ad and then complete the application letter modeling it on the application letter you've just learnt.

TECHNOMIC

ASIA

Marketing & Management Consulting Firm

Seeks Experienced Consultant for China Operations

Technomic Asia assists clients with external market assessment and strategy development. Our firm has been in China since 1985.

POSITION AVAILABLE

We are seeking an experienced China consultant with established skills and track record in assisting MNCs with their China strategy and operations. This assignment is for a senior position in our Shanghai office.

REQUIREMENTS

An MBA degree or equivalent

3-5 years of consulting experience in China

Corporate experience preferred

Fluency in Chinese (putonghua) and English

We offer an excellent career path, a rewarding personal challenge and an opportunity to be an important part of the firm's long-term development in Asia.

Please forward your CV including career details and personal background to:

Greg Thomas

Technomic Asia

19th Floor, 80 Gloucester Road

Wanchai, Hong Kong

Reference: Shanghai Position

or e-mail a cover letter and copy of your CV to: greg@rens-china.com

Application Letter

Dear Mr. Thomas:

From your advertisement in yesterday's *China Daily*, I learned that _____ has an opening for _____. Please consider me a _____.

I am sending you my _____ including career details _____ and _____. You will see that I grew up in China and I got an _____ degree from Purdue University in 1991, and therefore I have a good knowledge both in _____ and English. I have had several years' _____ in China, so I feel I am qualified for the _____.

Mrs. E.B. Walsh , the Director of Marketing & Management Consulting Firm of United Technologies, is aware that I _____ and has said that she would _____ from you if you wish to Know more about me.

_____, I would be _____ to come to Gloucester to see you whenever it is _____.
If you wish to telephone me, you may _____ 0431 5976554.

_____,
Li Chenhua

Your Email

From: guxiaotong<guxiaotong@purdue.edu>
Date: Tue. Feb. 16, 1999 12:17
To: ancan<ancan@public.cc.jl.cn>
Subject: Happy New Year

Dear An,

It's the New Year's Eve here in West Lafayette now, but I guess it's almost the New Year's Day in China. Happy New Year to you!

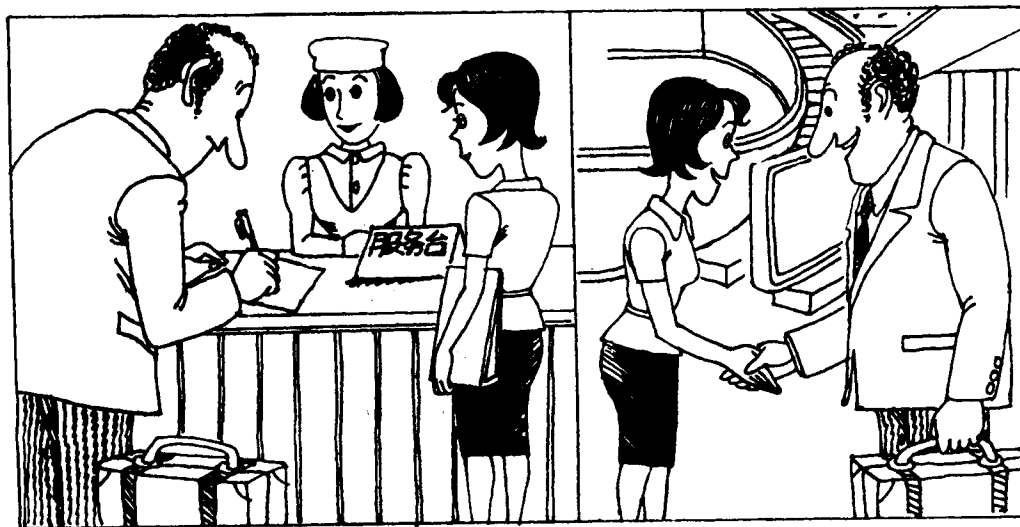
Yours,
Xiaotong

EXERCISE 20

Email Gu Xiaotong, expressing your greetings.

Part 3 Communicative Speaking

Reception and Farewell



Listening In

EXERCISE 21

Section A: In this section, there are five conversations. Choose the best answer according to what you hear in each conversation.

1. A. Mr. Jackson. B. Mr. Johnson. C. Mr. Stone. D. Mr. Jones.
2. A. It's almost the same as what he saw last time.
 B. It's one of the most developed cities in the world.
 C. It takes on rather a different look now.
 D. It needs speeding up its development.
3. A. It was exciting. B. It was dangerous. C. It was terrible. D. It was tiring.
4. A. She is here to say goodbye to the man. B. She is going to board a plane.
 C. She is leaving for San Francisco. D. She is meeting the man at the airport.
5. A. Go to the reception party. B. Go to the company.
 C. Go to the hotel. D. Collect the luggage.

Section B: In this section, you'll hear a dialogue. Answer the following questions according to what you hear in the dialogue.

1. _____.
2. _____.
3. Because there is going to be _____.
4. It's equipped with _____.
5. _____ in all.

Section C: In this section you'll hear a short passage. Fill in the blanks while you're listening to the passage.

If you are going to (1) _____ a visiting businessman from (2) _____, the first thing you need to do is to (3) _____ a room and a return ticket as soon as you know the (4) _____ date of his arrival and his departure. Then on the date of his arrival, you're (5) _____ to meet him at the airport, help him fill in the (6) _____ forms, go through all the (7) _____, and accompany him to the hotel. At the hotel, you also need to help him go through the hotel (8) _____ procedure, and after that you may need to discuss with him the (9) _____. Usually, on that night, a welcome dinner party will be held in honor of him.

During his stay here, when business talks are over, you may (10) _____ a suitable time to accompany him to go sightseeing or go shopping. Finally, on the date of his departure, you are expected to see him off at the airport.

Speaking Out

Sample dialogue 1: Meeting Mr. Green at the Airport

A: Excuse me, are you Mr. William Green from New York?

B: Yes, I am.

A: I'm Wang Feng from the Shanghai Silk Import and Export Company. My manager sent me to meet you here.

 This is my name card.