

© 大连理工大学出版社 2005

图书在版编目(CIP)数据

世纪商务英语——综合教程Ⅲ/黄雪英主编. —大连:大连理工大学出版社, 2005.8
高等职业教育商务英语类课程规划教材
ISBN 7-5611-2951-3

I. 世… II. 黄… III. 商务—英语 IV. H31

中国版本图书馆 CIP 数据核字(2004)第 065203 号

大连理工大学出版社出版

地址:大连市凌水河 邮政编码:116024

电话:0411-84708842 传真:0411-84701466 邮购:0411-84707961

E-mail:dutp@dutp.cn URL:http://www.dutp.cn

大连理工印刷有限公司印刷 大连理工大学出版社发行

幅面尺寸:185mm×260mm 印张:34.25 字数:770 千字

印数:1~10 000

2005 年 8 月第 1 版

2005 年 8 月第 1 次印刷

责任编辑:梁艾琳 欧阳碧蕾

责任校对:卢 瑜

封面设计:波 朗

定价:60.00 元(共三册)

新世纪高等职业教育教材编委会

教材建设指导委员会

- 主任委员：
- 曹勇安 黑龙江东亚学团董事长 齐齐哈尔职业学院院长 教授
- 副主任委员(按姓氏笔画为序)：
- | | | | |
|-----|-----------------|------|----|
| 马必学 | 武汉职业技术学院院长 | 教授 | |
| 王大任 | 辽阳职业技术学院院长 | 教授 | |
| 冯伟国 | 上海商业职业技术学院副院长 | 教授 | 博士 |
| 刘兰明 | 邯郸职业技术学院副院长 | 教授 | 博士 |
| 刘长声 | 天津对外经济贸易职业学院副院长 | 副教授 | |
| 李竹林 | 河北建材职业技术学院院长 | 教授 | |
| 李长禄 | 黑龙江工商职业技术学院副院长 | 副研究员 | |
| 陈 礼 | 广东顺德职业技术学院副院长 | 教授 | |
| 金长义 | 广西工业职业技术学院院长 | 副教授 | |
| 赵居礼 | 陕西工业职业技术学院副院长 | 副教授 | |
| 徐晓平 | 盘锦职业技术学院院长 | 教授 | |
| 高树德 | 吉林交通职业技术学院副院长 | 教授 | |
| 戴裕巍 | 天津轻工业职业技术学院副院长 | 副研究员 | 博士 |

- 秘书长：
- 杨建才 沈阳师范大学职业技术学院院长
- 副秘书长(按姓氏笔画为序)：
- 张和平 江汉大学高等职业技术学院院长
- 张化疆 黑龙江生态工程职业学院副院长
- 周 强 齐齐哈尔大学应用技术学院院长

- 秘书组成员(按姓氏笔画为序)：
- 卜 军 上海商业职业技术学院
- 王澄宇 大庆职业学院
- 栗景妆 广西国际商务职业技术学院
- 鲁 捷 沈阳师范大学职业技术学院
- 谢振江 黑龙江省司法警官职业学院

会员单位:(略)

总序

《世纪商务英语》是新世纪高职教材编委会富有积极的进取精神的一次大胆尝试。

由大连理工大学出版社组织推动的新世纪高职教材编委会,是一个由全国 100 余所志同道合的优秀高职院校组成的高职教材建设者联盟。编委会走过的历程,见证了我们的与众不同:编委会是迄今为止第一个完全按照市场原则来长期进行高职教材建设运作的大型组织。从编委会诞生的第一天起,我们就选择了以高职教材的特色建设为己任。这不仅是由于我们拥有对高职教育未来发展的更为贴近实际的认识,也由于我们拥有一整套完全属于自己的切实可行的关于教材建设的创新理念、创新组织形式与创新运作方式,更由于我们一直以来对高职教材品牌、特色与创新的始终如一的执著追求和坚忍不拔的长期努力。

在编委会的所有经历中,关于教材建设理念的独到解释非常值得一提。这一理念可简述如下:所谓教材建设,就是建立在教学实践基础上的教材的不断深化、不断完善的过程。在编委会的整个教材建设过程中,这一理念不仅已成为我们的核心指导原则,而且它的深受高职教学单位欢迎的结果,也鼓舞了我们实现任何高职教材特色建设的勇气。

然而,高职英语教材特色建设的情形则有所不同。就其实用性而言,高职与非高职的英语教育并无本质区别,加之我国高职教育发展的历史尚短,高职英语优秀人才的累积也略显不足,因而,许多早期高职英语教材的编写,宁可倚重非高职院校的英语教师参与,有其积极的意义。但是,按照我们教材建设的上述理念,如果不能以高职一线教师为主体来实施高职英语教材建设的具体运作,就根本无法实现完全适合高职教学需要的英语教材建设预期。

这的确是一个两难选择。事实上,编委会要建设自己品牌的高职英语教材的想法由来已久。但我们也深知完全依靠一直很少涉足英语教材建设的高职一线教师来完成这一重任的艰难程度。因此,我们并没有从一开始就贸然地启动这个项目,而是选择在较好地实现了足够数量的非英语类高职教材特色建设的经验累积,若干专业英语类相关教材建设的成功尝试,以及对公共英语相关项目的具有积极意义的探索和准备之后,才开始尝试涉足这个领域的。

尽管我们在推进高职英语教材建设的过程中遇到了诸多困难,但终能如愿以偿,在很大程度上也有赖于我们的一些具有重要指导意义的体悟。编委会有一句名言:我们相信用心与努力胜过相信经验与资历。编委会有一个信条:在目标一致基础上达成的共识优于任何情况下的一己之见。这些在非英语类高职教材建设中屡试不爽的成功做法,在高职英语教材建设的过程中也得到了同样的印证。

我们欣喜地看到:由于我们付出的辛勤努力,我们的关于教材建设的上述理念,也

正在英语教材建设中显现其非凡魅力。在我们高职一线教师所立足的英语教学实践这个基础之上,由我们自己培育出来的一株幼苗正在茁壮成长。我们现在或许还不能做到足够完美,但是,我们始终坚信:我们会比任何人都更加清楚地知道自己需要什么,只要我们坚定不移地朝着既定目标不懈努力,就一定会越做越好。

我们已经跨越了起跑线。我们绝不会放松前进的脚步。我们正在推出的包括《综合教程》、《听说教程》、《口语教程》、《阅读教程》、《函电与单证》、《写作训练》、《翻译教程》及《语音教程》等在内的高职商务英语系列教材——《世纪商务英语》必将伴随着赞誉的鼓励与批评的鞭策,日臻完善,走向成熟。

耕耘过后,我们期待着在一个有足够创新精神的编委会的土壤里成长出更多更优秀的高职商务英语教育人才,期待着收获一个更好更切合高职商务英语教学实际的教材品牌。

新世纪高职教材编委会

2004年6月

前言

《世纪商务英语——综合教程(I~V)》是新世纪高职教材编委会组织编写的商务英语类课程规划教材之一。

这是一套完全由高职英语教学一线教师编写的高职商务英语教材。在编写本系列教程的过程中,我们充分考虑了高职学生的英语基础和程度,最大限度地使教材与学生的基础相适应,与实际需要相吻合,缩小了高职英语教材与高职英语教学实际的差距。

作为高职英语教学的一线教师,我们深知教材体系、难度对教学效果的影响,也体会到“满堂灌”所带来的不良效果,更耳闻目睹许多人苦学多年却说不出地道的英语,写不出完整标准的句子,译不出简单的对话、文章的现实。因此,本系列教程在编写过程中,始终把这样的编写理念,即以“实用为主,够用为度”,融知识性、科学性、趣味性、可读性、实用性为一体,让学生“学一点,会一点,用一点”,“学用结合,为用而学”,努力构建更为实用合理的英语教学模式,使学生学习时有兴趣,学习后有成就感,循序渐进地提高听、说、读、写、译各项能力。

《世纪商务英语——综合教程(I~V)》突出了以下特点:

1. 基础与专业兼顾 本系列教材共分五册,第一、二册侧重基础英语,第三、四、五册侧重专业英语。基础部分侧重语法、词汇的学习,选材范围偏重文化、娱乐、休闲话题;而专业部分则偏重商务知识的学习,选材范围涉及经济活动的各个方面。

2. 实用与考试兼顾 本系列教材从选材内容到训练内容都从实用角度出发,选材内容与学生生活及社会生活息息相关;训练过程侧重学生听、说、读、写、译实用技能的培养。其语法、词汇、写作训练紧贴现行全国大学英语等级考试的要求,有助于学生在提高英语实际交际能力的基础上,顺利地通过相关等级考试。

3. 拿来与创新兼顾 本系列教材从版式设计到训练类型均在博取众长基础上有所创新。如:在训练内容的名称上,以往教材有“exercises”,而本系列教材则把它改为“I Can Do It.”这样做不仅有助于增强学生自信心,而且具体训练形式与内容也有很多独具匠心之处。

4. 知识性与趣味性兼顾 本系列教材从选材内容到训练内容都力求从知识的角度出发,突出选材的真实性、科学性、时代性、趣味性和多样性。通过生动有趣的故事、报道、介绍、文章、材料等各种体裁题材,体现知识、理论、原理和道理,使学生既感到轻松愉快,又能有效获取知识。

5. 科学性与可读性兼顾 在选材时,我们特别注重科学性与可读性的关系,既不失其科学的严谨性,又要考虑到学生学习心理方面的要求,力求将科学原理用浅显易懂的方式表现出来,使教材的内容具有可读性,教师愿意教,学生愿意学。

6. 文化教育与语言教学兼顾 我们在选材时,非常注重培养学生的“跨文化意识”,注意语言材料和文化内容的融合,注意中西文化的对比,使学生在在学习语言的同时,了解文化差异,多角度、多纬度地获取西方文化的精髓。

《世纪商务英语——综合教程》每册由12单元、4大模块组成。各单元包括:

1. 开篇图片 每单元开篇有一幅描绘此单元主要内容场景或语言材料的图片。学生可通过图片的浏览预测该单元的内容,以此调动学生的主观能动性。

2. 听力理解 用听写填空的方式对主课文的内容和核心知识点进行导入,使学生对该单元将要学习的内容有一个概括性的了解。

3.课堂阅读 本系列教材打破先教课文后进行语言训练的传统模式,把语言能力的提高作为英语教学训练的归结。通过限时阅读理解的方式,在每单元进行精读学习之前,进行泛读学习和训练,阅读文章并完成阅读理解选择题。短文内容与课文相关,以此扩展学生的相关知识,训练学生的阅读理解能力,为课文的学习做好相关铺垫,同时也为提高阅读理解能力,进行技能、技巧、经验的学习和积累。

4.课文学习 该模块是各单元的主课文,在选材方面,我们更多地强调语言与知识信息的融合,打破传统的为学习语言而人造材料的教材编写模式,以最能激发学生学习兴趣的题材将文化、科学、信息体现出来。

5.我能做到 该模块主要对课文的重难点进行反复多次的操练,增加重现率,巩固所学知识,包括 Read and Think,Read and Develop,Read and Translate,Read and Speak, Read and Write 等部分,以此训练提高学生的听、说、读、写、译能力。

《世纪商务英语——综合教程(I~V)》由辽阳职业技术学院陈威、广西国际商务职业技术学院粟景妆负责统筹,任总主编。

《世纪商务英语——综合教程 III》由温州职业技术学院黄雪英任主编,温州职业技术学院武俊梅、上海科技职业技术学院顾颖任副主编。温州职业技术学院郑绍燕,广西国际商务职业技术学院粟景妆、陆海曼、商珍,温州大学李宋昊,上海科技职业技术学院顾静参与了编写。具体分工如下:武俊梅(Unit 1, Unit 3),顾颖、顾静(Unit 2, Unit 12),郑绍燕(Unit 4, Unit 10),黄雪英(Unit 5, Unit 7),李宋昊(Unit 6),陆海曼(Unit8),商珍(Unit 9),粟景妆(Unit11)。

本系列教材在编写过程中参考了大量的国内外有关资料,得到了许多学界前辈、同行及外籍教师的热心帮助和指导,尤其是得到了新西兰籍专家 Rob Harris 的全程参与,在此一并致谢。

由于我们对高职商务英语教材建设的尝试刚刚开始,还需要有一个不断提高的过程,加之编写时间仓促以及编者水平有限,难免存在错误和不当之处,恳请各相关高职院校在使用本教材的过程中给予关注,并将改进意见及时反馈给我们,以便在下次修订时完善。

所有意见、建议请寄往:gzjckfb@163.com gzjy@dutp.cn
联系电话:0411-84707604 13352244668

编 者
2005 年 8 月

Contents

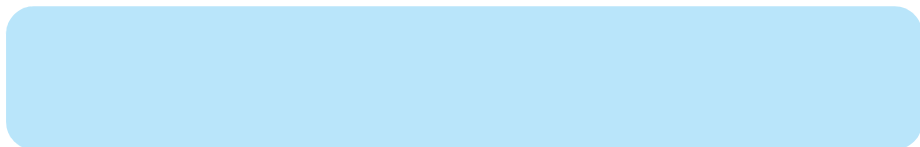
Unit	Topic	Listening and Reading
Unit 1 Page1 Page14	Human resource	Listening: An Example of a McDonald's Human Resources Management In-class Reading: Seven Skills for Qualified Employees in 21st Century Text: Human Resources in Foreign Companies
Unit 2 Page15 Page28	Recruitment	Listening: Self-introduction In-class Reading: Research, Rehearse and Relax Text: Modern Interview Techniques
Unit 3 Page29 Page42	Communication	Listening: Body Language In-class Reading: Do American and British Speak the Same Language Text: Getting the Message
Unit 4 Page43 Page55	Office Work	Listening: How to Make a Great Impression In-class Reading: How to Make Your Current Job Your Dream Job Text: How to Be an Office Star
Unit 5 Page56 Page71	Relationships	Listening: Individual Behavior in Group Situations In-class Reading: How to Tell Your Boss He Is Wrong Text: Are You the Manager People Hate
Unit 6 Page72 Page87	Cooperation	Listening: Building Cooperative Ventures In-class Reading: Strange Bedfellows:The Art of Partnering Text: Collaborate with Your Competitors-and Win
Unit 7 Page88 Page102	Corporate Culture	Listening: What is Corporate Culture In-class Reading: Uncovering a Company's Corporate Culture Is a Critical Task for Job Seekers Text: Corporate Culture
Unit 8 Page103 Page116	Managerial Skills	Listening: Managerial Skills In-class Reading: How to Be a Good Manager Text: Improving Managerial Skills

Unit	Topic	Listening and Reading
Unit 9 Page117 Page132	Management System	Listening: Strategic Management In-class Reading: Executive Directors Text: The Board of Directors
Unit 10 Page133 Page147	Executives	Listening: General Responsibilities of a Chief Executive In-class Reading: CEO Health :Don't Ask , Do Tell Text: Why Women Must Be Overachievers
Unit 11 Page148 Page165	Business Organization	Listening: Forms of Business Organization In-class Reading: P&G and Its Evolution Text: What Type of Business Organization Is Best for You
Unit 12 Page166 Page181	Success	Listening: Bic's Success in a Throwaway World In-class Reading: At 83, He Finished His Harvard Degree Text: Never Say Never
Glossary Page182 Page196		



Unit 1

Human Resources



Listening



Listen to the following passage twice and fill in the blanks with what you hear on the tape. Then score yourself.

New Words: commitment potential progression

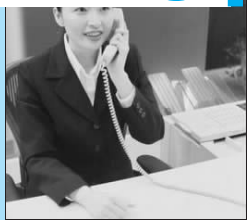
An Example of a McDonald's Human Resources Management

McDonald's places emphasis on the (1)_____ and development of its employees. It aims to (2)_____ career opportunities for people to (3)_____ their potential. The firm offers both full-time and part-time (4)_____ opportunities, which helps staff to combine work with family or (5)_____ commitments.

Job progression is used to (6)_____ employees who got their first job in the company to (7)_____ to management positions. These (8)_____ are based on the performance of the staff members. Over (9)_____ percent of McDonald's managers started as hourly-paid staff members in the restaurants. Over half of the company's middle and (10)_____ managers have moved up from restaurant-based positions.

(102 words) Score: _____

In-class Reading



Read the passage below and choose the best answer to each of the questions within 15 minutes. Then score yourself.

Seven Skills for Qualified Employees in 21st Century

1 There are seven skills for qualified employees in the 21st

century: technical and technological skills, visionary skills, numbers and measurement skills, organization skills, persuasive skills, communication skills and learning skills.

2 Technical and technological skills will take on greater importance. There will be a growing need for people who can understand and fix systems—from computer systems to product *distribution* systems to *plumbing* systems.

3 *Visionary* skills will be in demand. The ability to gather and absorb a wide range of input, then use that knowledge, understanding, and *perspective* to guide an organization into the future, will be *vital*.

4 Numbers and measurement skills will be important, of course, but smoothing the flow from month to month, from quarter to quarter will be essential for highly *profitable* long-term performance. Practically every company will have to move away from today's *obsession* with looking ahead only as far as the next *financial reporting* period.

5 Ability to organize will definitely be important in the corporation of the future. Everywhere there will be a need to organize something: resources, workflow, *marketing mix*, financial opportunities, and much more, all will demand high levels of organization and reorganization.

6 *Persuasive* skills will be used in many ways by the corporation of the future. The most effective individuals will be those who know how to present information and ideas so that others can understand and support a particular position. Good *salesmanship* will be more essential in many more *interactions* than we consider today, especially inside the organization.

7 Communication skills including careful listening, clear writing, close reading, plain speaking, and *accurate* description will be invaluable. In tomorrow's fast-paced business environment there will be very little time to correct any misunderstandings. Communication *breakdown* may well become a fatal corporate disease.

8 Ability to learn will be above everything else in importance. It *empowers* people to grow in effectiveness and helps their companies achieve desired objectives. Some of this skill is *innate*, but many people *enhance* their ability to learn and to relate different aspects of learning through college and university courses. We believe the liberal arts education experience will prove to be

n. 分发, 分配 / *n.*

铅锤测定 / *adj.*

有洞察力的

n. 看法, 观点

adj. 至关重要的

adj. 有利可图的

n. 迷住, 困扰 /

财务报告

销售组合

adj. 善说服的

n. 推销术 / *n.* 互动

adj. 精确的

n. 崩溃

v. 使能够

vt. 提高, 增强

the most valuable type of education for tomorrow’s leaders.

9 The top employees in the 21st century will be flexible, creative and *motivated* toward making a positive difference in the world. They will seek balance, growth and fulfillment in both their work and home environments. The corporation of the future must respond to these needs and desires. Otherwise, they will find themselves *hampered* by a lack of qualified people to accomplish the organization’s work.

adj. 有动机的

v. 妨碍, 牵制

(415 words)

Score: _____

Comprehension Check

1. What kind of people with technical and technological skills will be increasingly needed?
A. Those who can understand and fix computer systems and product distribution systems.
B. Those who can understand and fix product distribution systems and plumbing systems.
C. Those who can understand and fix plumbing systems and computer systems.
D. Those who can understand and fix computer systems, product distribution systems and plumbing systems.
2. The word “innate” (Para. 8) means “_____”.
A. inside B. natural C. private D. inward
3. Which of the following is the most important skill for qualified employees in the 21st century?
A. Ability to organize. B. Technical skills.
C. Ability to learn. D. Communication skills.
4. Which of the following is NOT true according to the text?
A. Lack of technical and technological skills may be a fatal corporate disease.
B. The most effective employees know how to express their ideas so that they can be understood and supported.
C. Ability to organize will be demanded in resources, workflow, marketing mix, financial opportunities.
D. The top employees will be flexible, creative and motivated in 21st century.
5. The tone of the writer in this passage is _____.
A. pessimistic B. subjective C. satirical D. objective

Text



As we know, human resource management is very important in a company. We've learned a lot about it in Chinese companies. The passage will show us something different in foreign companies in China.

Human Resources in Foreign Companies

1 Since the Chinese standard of education and local human resources began to match international norms, an increasing number of foreign enterprises have raised their localization levels. Rich managerial experience does not equip foreign staff with the capacity to understand the Chinese market, policies and laws within a short period of time. Cultural and language barriers, differing mentality and behavioral patterns hinder effective communication, and can lead to wrong decisions. Another reason to look to local human resources is the huge saving to be made on salaries. According to inside sources, Chinese employees earn one tenth to one fifth the salary of their foreign counterparts in the same company. Locals are not, however, without their shortcomings. Disparity between Chinese and Western education still exists. Locals have less competitive acumen than, for example, foreign senior executives whose accumulated experience overseas give them a better understanding of the company's operations.

2 Many foreign companies realize that their success in China depends on a style of management and operation that suits the characteristic Chinese corporate culture. They have consequently worked out appropriate policies and rules for their local operations. Take Mr. Wang for example, Mr. Wang recently graduated from a master's program at a distinguished Chinese university and took up a post at a foreign company. On his first day at the office, he was ushered to his desk by a friendly receptionist, and everyone he saw on his way greeted him warmly. On his desk, next to a cup of tea, he found his schedule and a vase filled with flowers. At the end of the day there was a dinner party to welcome him. All in all, Mr. Wang was made to feel completely at home. He later found out that this first day treatment was standard practice at the Chinese branch of this company.

3 Remuneration plays a huge role within human resource management. Certain foreign companies found that simply transposing their head office remuneration

policies to China did not work. A system that complies with the Chinese situation and provides incentive is vital for maintaining a competent work team. Remuneration policies based on China's scale of salaries, employees' performance and efficiency have been instrumental in bringing foreign companies success in China.

4 Many have also instituted insurance and pension system reforms in accordance with the Chinese situation. The IBM China job package includes medical care, insurance, paid holidays, and housing subsidy. Another transnational company stipulates that each employee pays 5 percent of their monthly salary into a pension scheme that the company further subsidizes to the tune of 7.5 percent of the salary in question. On retirement, or on having worked at the company for more than five years, employees get back the total amount they have paid in as well as the company subsidy. Those who serve less than five years get back the amount they have deposited. Such policies fit the situation in China and are welcomed by Chinese employees. Kentucky Fried Chicken has hit on the highly efficient human resources localization plan of outsourcing recruitment, training and remuneration of its non-managerial positions to a human resources company in Shenzhen. This reduces its operating costs and avoids labor disputes.

5 Successful human resource management in foreign companies is based on creating an organic link between Chinese employees and foreign employers, which lays the foundations for long-term development in China.

(556 words)

Words and Expressions

accordance /E&C dEns/..... n.	一致, 和谐
accumulate /E&ju:mjuleit/..... v.	make or become greater in number or quantity 积聚, 堆积
acumen /E&ju:mEn/..... n.	ability to understand and judge things quickly and clearly 敏锐, 聪明
capacity /kE&Asiti/..... n.	能力, 接受力
comply /kEm&plai/..... vi.	obey and act in accordance 顺从, 答应, 遵守
consequently /&RnsikwEntII/..... adv.	从而, 因此
disparity /dis&Ariti/..... n.	difference or inequality 不一致, 不同
distinguished /dis&IN^wiFt/..... adj.	famous, remarkable 卓越的, 著名的, 高贵的
enterprise /&ntEpraiz/..... n.	企业, 事业
hinder /&indE/..... v.	prevent the progress of sb./sth. 阻碍, 打扰
incentive /in&sentiv/..... n.	动机

institute /ɪnˈstɪtju:t/.....	vt.	establish 创立, 制定
localization /ˈlɒkəlaɪzəʃən/.....	n.	地方化, 局限, 定位
managerial /ˈmænədʒiəl/.....	adj.	管理的
organic /ˈɔːɡənɪk/.....	adj.	器官的, 有机的, 组织的, 建制的
outsourcing /ˈaʊtsɔːsɪŋ/.....	n.	外部采办, 外购
pension /ˈpenʃən/.....	n.	养老金, 退休金
recruitment /rɪˈkrʊtmənt/.....	n.	补充, 征募, 吸收新成员
remuneration /rɪˈmju:nəˈeɪʃən/.....	n.	报酬
stipulate /ˈstɪpjuleɪt/.....	v.	state, put forward, as a necessary condition 规定, 保证
subsidize /ˈsʌsdaɪz/.....	v.	资助, 津贴
subsidy /ˈsʌsɪdi/.....	n.	补助金, 津贴
transpose /trənsˈpəʊz/.....	vt.	cause to change places 调换, 颠倒顺序, 移项
usher /ˈʊʃə/.....	vt.	lead, conduct 引导, 展示
all in all		considering everything 一般来说
be instrumental in		有助于
comply with		obey 照做
hit on		无意中遇到, 偶然发现, 忽然想起 (= hit upon)
in accordance with sth		in agreement or conformity with 依照, 根据
in question		being talked about 在考虑中的, 在议论中的
to the tune of		总数高达

I Can Do It



Read and Think

I. Answer the questions with no more than 10 words.

- Why do foreign enterprises look to local human resources?

 _____.

2. What are locals' shortcomings?

_____.

3. What were remuneration policies in foreign companies based on?

_____.

4. What does the IBM China job package include?

_____.

5. According to the passage, what is the successful human resource management in foreign companies based on?

_____.

Read and Develop

II. Complete the following sentences with the phrases given below. Change the form if necessary.

make up for be made up of make out make for be made from

1. Hard work can often _____ a lack of intelligence.
2. The outline of the house could just _____.
3. It's late, we'd better turn and _____ home.
4. _____ all animal bodies _____ cells?
5. Wine _____ grapes.

look over look down upon look forward to look into look up

1. We must _____ the house before we decide to rent it.
2. Please _____ a fast train to Beijing.
3. His disappearance _____ by the police.
4. When she married the boss, she _____ the office girls she had worked with.
5. We _____ so much _____ seeing you again.

get across get on with get together get through get over

1. As soon as I _____ my work, I'll join you.
2. I spoke slowly, but my meaning didn't _____.
3. The new manager is easy to _____.
4. She can't _____ her shyness.
5. The management and the union should _____ to discuss their differences.

- work on work out work into work away work up**
- I _____ your share of the expenses at \$5.
 - He _____ at this job since breakfast.
 - Will the high figure for unemployment _____ the conscience of the Government?
 - The audience _____ really _____ by this time.
 - Can't you _____ a few jokes _____ your story?
- bring on bring forward bring in bring out bring up**
- Can you _____ any proof of what you say?
 - If children _____ badly _____, they behave badly.
 - When _____ the publishers _____ his new book?
 - Working out in the rain for a long time may _____ a fever.
 - We _____ a good grain harvest for three years on end.

III. Complete the following sentences with the proper forms of the given words or phrases.

be instrumental in	play...role	comply with	base on	accumulate
in accordance with	in question	distinguished	hit on	incentive

- The job _____ is available for three months only.
- I have much business that _____ my answering your letter.
- Every day you'd better _____ some knowledge and make full use of it.
- You cannot extend a standard that you don't _____.
- Our artistic director _____ persuading the orchestra to come and play for us.
- He has had a _____ career in the diplomatic service.
- Securities shall be issued _____ laws and administrative regulations.
- Robert _____ an idea that will get us out of our difficulty.
- Direct taxation _____ usually _____ income.
- Since creating the category of public service advertisements (PSAs) in 1942, the Ad. Council _____ an increasingly critical _____ in our changing society.

IV. Recall the words learned before. Then choose one answer that best completes the sentence.

- Without proper lessons, you could _____ a lot of bad habits when playing the piano.
A. keep up B. pick up C. draw up D. catch up
- All the key words in the article are printed in _____ type so as to attract readers' attention.
A. dark B. dense C. black D. bold