

<<商务英语听说（下册）>>

图书基本信息

书名：<<商务英语听说（下册）>>

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### 前言

《商务英语听说》教程以全国英语教学指导委员会制定的《专业英语基础阶段教学大纲》为基础，旨在进一步提高学生的语言应用能力，特别是用于国际商务的专门用途英语。全书贯穿各项语言技能，模拟各种真实的商务情景，帮助学生全面提高口头表达能力和实际运用能力。

本教材的特点主要体现在：1.符合学习规律。  
针对语言学习的特点，每章都配有与主题相关的听力训练，先输入后输出，将听和说相结合，让学生“有的放矢”、“言之有物”。

2.场景真实有趣。  
本教程选取的商务活动场景真实，选材新颖生动，并结合了大量与信息化、跨文化交际相联系的主题，把商务交际放到日常生活中，让学生有一个直观的感受。

3.口语活动活泼多样。  
口语练习分为课内和课外两部分。  
课内活动形式多样，如两人对话、角色扮演、小组讨论等，帮助学生掌握所学内容并提供自由发挥的空间。

另外还编设了一些场景供课外练习，以进一步巩固所学内容。

4.课外阅读拓展视野。  
本教程每章后都附有一篇阅读短文，学生不仅学习语言，还学习大量的商务背景知识，同时也引发学生更深层次的思考，学会新的思维方法和沟通模式。

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### 内容概要

《商务英语听说》教程以全国英语教学指导委员会制定的《专业英语基础阶段教学大纲》为基础，旨在进一步提高学生的语言应用能力，特别是用于国际商务的专门用途英语。全书贯穿各项语言技能，模拟各种真实的商务情景，帮助学生全面提高口头表达能力和实际运用能力。

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4. 1 Work in groups and have a series of short meetings. Take turns to be chairperson. The chairperson should choose the subject of the meeting and decide on things like a time limit , agenda , minutes , etc. At the beginning of each meeting he/she should do the following :

1. Signal the start. 2. Introduce the objective. 3. Mention issues such as agenda , time limit as appropriate. 4. Ask for questions. Others in the group should interrupt , ask for clarification , repetition , etc. , as appropriate.

4. 2 Work in groups of around 3-4 persons and have meetings to discuss solutions to these two business problems. Groups should take a few minutes to read the problems under discussion. Then , somebody should act as chairperson and begin the meeting in the way described in 4.1.

1 ) Break time for smoking The anti-smoking lobby continues. In the early 1980s less than 5% of UK companies had a policy towards smoking. Today , according to ASH ( Action on Smoking and Health ) 9 out of 10 major companies have some code of practice on smoking in the workplace. But more than 25% of Britains adults continue to smoke , so what attitude should the other employers take ?

Should they try to accommodate the needs of smokers as well as non-smokers ?

Or should they ban smoking completely ?

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