# BCT标准教程

主编:张 洁/Lead Editor: Zhang Jie



# B C T STANDARD COURSE





商务汉语考试(Business Chinese Test, BCT)是一项国际汉语能力标准化考试,重点考查汉语非第一语言学习者在真实商务或一般工作情景中运用汉语进行交际的能力,并对其能够完成的语言任务进行评价。商务汉语考试由BCT(A)、BCT(B)和BCT口语组成。

Business Chinese Test (BCT) is an international standardized test to measure the ability of non-native Chinese speakers to use the Chinese language in the real business or common working environment, and evaluate the language tasks they are able to complete. BCT consists of BCT (A), BCT (B) and BCT Speaking Test.



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(3)

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人民為 / 1 · 放社

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### 前言

商务汉语考试(BCT)重点考查汉语非第一语言考生在真实商务情境或一般工作情境中运用汉语进行交际的能力,并对其能够完成的语言任务进行评价。考试遵循"以用为本、听说导向、能力为重、定位职场"的原则,自2013年推出后,得到广大商务汉语教学者和学习者的关注与认可。为满足移动互联时代人们在"任何地方"于"任何时间"学习的需求,我们结合商务汉语学习者的学习特点和多年的商务汉语教学经验以及语言测试研究心得,以《商务汉语能力标准》为纲,研发了这套商务汉语系列教材——《BCT标准教程》,希望能在语言教学中真正实现"考教结合""以考促教""以考促学"。

### 一、编写理念

教程主要面向工作生活节奏快、完整时间少、零散时间多、难以进入正式课堂学习但有强烈工作和职业需求的商务汉语学习者,以及所有希望学习汉语、了解中国的国际朋友。

1. 以学习者为中心,强调"听说领先,读写跟进"的理念。

教程的主要目的是提高学习者的商务汉语听说交际能力,并在提高听说交际能力的同时,逐步提高读写能力。

2. 融入交际法、主题式教学法和任务型教学的核心理念。

在编写时,强调语言表达的得体性和语境的作用,强调语言的真实性及在任务完成的过程中学习语言,强调内容的丰富性和多样性,以促使学习者在不同情境下运用语言完成一系列任务,提高汉语交际能力。

3. 贯彻形成性评价与终结性评价相结合的理念。

本系列教程为学习者提供了贯穿始终的形成性评价,并在课程结束时提供了终结性评价, 更好地推动了"考教结合""以考促教""以考促学"。

### 二、教材特色

### 1. 以《商务汉语能力标准》为纲,循序渐进。

在遵循汉语国际教育理念的基础上,教程既考虑了课堂教学的需要,又符合学习者自 学的需求。海内外教学机构、学习者可以根据自身的实际情况以及学时来调整每册书完成的 时间。

《商务汉语能力标准》共分为五个等级。教程在充分解读标准的基础上,以《BCT(A)词汇表》和《BCT(B)词汇表》的词汇要求为前提,系统设计了各等级的范围。

教材分册	教学目标	词汇量(词)
教程 1	商务汉语能力标准一级	200
教程 2	商务汉语能力标准二级	400
教程 3	商务汉语能力标准三级	600
教程 4	商务汉语能力标准四级	1500
教程 5	商务汉语能力标准五级	3000

### 2. 学习形式碎片化、内容系统化。

商务汉语的学习者更多地是在工作、生活的间隙完成学习的。在内容安排上,每一课中的每一模块内容的学习时间不超过5分钟,既保证了学习内容的碎片化,又保证了学习内容的系统化,还充分考虑了循序渐进的难度要求。

### 3. 配有相应的课程测试。

学习者可以参加相应的课程考试。完成课程学习并通过商务汉语课程考试者,可获得由国家汉办颁发的商务汉语课程学习证明。一般来说,按要求学完本教程第一、二、三级,可通过BCT(A)考试,学完本教程第四、五级,可通过BCT(B)考试。

### 4. 同步推出移动终端数字学习版本。

学习者可通过手机等移动终端自行下载, 同步进行学习和评估, 完成对学习的管理与跟踪。目前已实现智能语音打分和游戏化语言闯关等项功能。

最后,编写组特别感谢孔子学院总部/国家汉办、汉考国际(CTI)和人民教育出版社的大力支持与参与,感谢国家汉办考试处、汉考国际全体研发人员和人民教育出版社有关领导与编辑人员所付出的辛劳和智慧。欢迎使用本教程的师生及时反馈意见和建议,以便我们再版时进一步完善。让我们为研发真正有用好用的商务汉语学习资源而共同努力!

编写组 2015年1月

## Preface

Business Chinese Test (BCT) is designed to assess the Chinese communication competence of non-native speakers in business situations and the language tasks they can accomplish doing business. BCT follows user-oriented, listening and speaking oriented, capability-oriented and occupation-oriented principles. Since BCT launched in 2013 it has obtained more and more attention and recognition from teachers and learners of business Chinese. In order to fulfill the learning needs in the mobile internet era when everyone can receive many different kinds of education anytime and anywhere, this series of business Chinese course books BCT standard Course has been developed. Based on Business Chinese Proficiency Standards, with rich teaching experience, full considerations of learners, and testing and teaching research experience, these books are expected to combine teaching and promote learning by different types testing.

### I Concept of the compilation

The target readers of this series are learners who have a busy schedule may find it difficult to receive formal education in the classroom, but who still have strong learning needs for career development, and international friends who hope to learn Chinese and explore China.

 Stressing a student-centered concept, and putting listening and speaking first, with reading and writing to follow.

This series of books are originally designed to improve the learner's business Chinese listening and speaking skills and at the same time gradually improve their reading and writing ability.

Integrating the essential ideas of a communicative approach, theme-based teaching and task-based language teaching.

The compilation stresses appropriateness and authenticity of the language, richness and diversity of the content, and emphasizes the functions of the

### 本册说明

《BCT标准教程》(第3册)适合已达到商务汉语能力标准二级或初级汉语水平的商务人士及汉语学习者学习使用。

本册教程的编写遵循《商务汉语能力标准》及《BCT(A)大纲》,从中选定20个商务交际活动主题及相关词汇作为教学目标。全书共20课。每课围绕一个商务交际活动主题,包括对话、短文、词语和练习四个部分。建议每课2~3个课时。

### 一、对话

每课在一个商务交际活动主题下,展开五个不同情境中的对话,每段对话控制在2~4个话轮。每段对话多设置2~4个生词,对话内容的编写力求贴近真实商务交际语境,反复操练重点句型和生词,且生词在不同情境下进行复现。这样,既能帮助学习者熟悉汉语在真实商务交际中的使用情况,又能引导学习者适应情境转换,培养汉语商务交际能力。

### 二、短文

每课在对话后设置了一篇小短文,短文以商务情景中的讲话为主,对本课重点句型和生词进行复现,有助于学习者把握本课教学目标和重点,进一步强调生词和语言点。

### 三、词语

每课选择了与本课的商务交际活动主题密切相关的重点词汇,紧扣主题创设词汇学习的情景,将词语应用于商务交际活动中的对话,从而把词语运用和商务口语交际结合在一起,以利于读者内化所学词语。同时,每课的词语以英文进行注释,简洁明了。

### 四、练习

教程弱化语法,学习者可以通过练习来加以掌握。练习的内容为本课新学的语言点和重

点词语、句型,目的是对本课所学内容及时强化。练习形式主要是替换练习、完成对话、完成语言交际任务、调查、谈论观点等,以口语练习为主,旨在鼓励学习者多说多练,将本课所学内容真正运用到商务活动交际中。

本册教程后附《BCT标准教程》测试(三级)试卷及相应的听力材料和参考答案。

Passages

III Words and phrases

## General Introduction

BCT Standard Course 3 is a set of teaching materials for business professionals who have attained Business Chinese Proficiencys Standards Level 2 or the Elementary Level of Chinese as a Foreign Language.

Based on *Business Chinese Proficiency Standards* and the BCT (A) Vocabulary Outline, twenty themes of business activities and related words are selected as the teaching goal. This book has twenty lessons and each lesson develops a business theme and includes dialogues (with new words), articles, vocabulary notes and exercises. It is recommended that each lesson be completed in two or three classes.

### I Dialogues

Each lesson has five dialogues which are limited to 2~4 turn-talking with different and authentic business scenarios on a certain communication theme with 2~4 new words in each dialogue. The key sentences and words were repeated and the new words are displayed in different contexts over and over. In this way, not only does it help the learners be familiar with the way to use business Chinese, but also guide the learners to adapt to different situations and to improve the ability of their abilities.

### II Passages

Each lesson has a passage about business speeches following five rounds of dialogues. The passages intensify the key sentence structures and words to help the learners master new words and language points.

### III Words and phrases

Each lesson chooses the key words which are closely related to the

business communication activities themes, concentrating on the theme to create vocabulary learning scenario, applying the words used in dialogue of business communication activities, so that combine word application with business oral communication together, in order to facilitate the reader to internalize what they have learned. Meanwhile, each of the words is noted by English clearly and concisely.

The new words and phrases are annotated with clear and concise English explanations.

### **IV** Exercises

This book elaborates the grammar points and learners can master the grammar through the subsequent exercises. The exercises are placed after the notes of the text to strengthen new knowledge the contents of which are the language points and important words and sentence structures of each lesson. The exercises are placed after the notes in the text to strengthen understanding of language points, important vocabulary, and sentence structures. The exercise forms are primarily substitution drills, language communication tasks, investigation, and discussion. In order to encourage the learners to speak and practice more and apply what they have learned in real business communication, this book gives priority to spoken exercises. Teachers can employ the exercises flexibly and focus on oral communication exercises.

The course test paper is attached to this textbook.

# Content / 目录

A surface of the same of the s	and the second second
幸会 Nice to meet you	002
2 为了健康 For health	011
3 节日聚会 Party	021 est 319KE
他出去了 He went out	030
请把门打开 Please open the door	039
6 简历被谁拿走了 Who took the résumé?	046
大大大大大大大大大大大大大大大大大大大大大大大大大大大大大大大大大大大大大	056
Reserve a conference center	066
9 我们是一家大企业 We are a large business	074
10 欢迎您来我们工厂	<b>夢观</b> 083
11 在市场上销售得很 It is selling well	段好 092
12 我们开始吧 Here we go	101

13 请您再考虑考虑 Please consider it	109
14 为我们合作成功干杯 A toast to successful cooperation	118 sennole/(
15 七天包退 Return within seven days	126
16 希望这样的问题以后不再发生 Hope this problem will no longer occur	135
17 我们要招聘新员工 — Recruiting new employees	144
18 市场调查报告 Market research report	153
19 合同修改好了 Modifying the contract	162
20 祝你一路顺风 Have a pleasant journey	170 aH/H
附录 Appendices	试 (三级) 179
Ⅱ.《BCT标准教程》测	测试(三级)听力材料  194

III.《BCT标准教程》测试(三级)参考答案

IV.词语表Vocabulary

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(3)

# B C I STANDARD COURSE

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# 幸会

[Nice to meet you]

# Dialogues / 对话



- 1
- 最近怎么样? [ How have you been recently? ]

最近有点儿忙, 你怎么样? [I have been a little busy recently, and you?]

我很好。你明天方便吗?我们见个面怎么样?[lam well, Will tomorrow be convenient for us to meet?]

方便 | convenien

明天星期六,方便,我们下午两点在好友餐厅见面,

怎么样?

[ Tomorrow is Saturday, of course, so how about we meet on two o'clock at Haoyou Restaurant? ]

好。你和别的同事有联系吗?

[ OK! Have you been in touch with any other colleagues?]

[M] communicate;

我最近见过方明, 还见过周亮, 我们明天见面聊吧。 [I met Fang Ming and also met Zhou Liang. See you tomorrow.] [adv.] also, too

also, too; as well; in addition

- 高 请问,您是CTI公司的文女士吗?
  - [Excuse me, are you Ms Wen from the CTI Company?]
- 是的, 您是哪位? [Yes, who are you?]

您好,我是公司市场部的经理高明。 [ Hello, I am Gao Ming, manager of the Marketing Department. ]

[n.] 市场 | market; fair

您好,我经常听王经理提起您,幸会! [l've heard a lot about you from Manager Wang. Nice to meet you!] [adv.] 经常 | often

幸会! [Nice to meet you, too.]

你是王晴呀,幸会,经常听你们公司的李明说起你,我是张进。

[ So you are Wang Qing, nice to meet you. I've heard a lot about you from your collegue Li Ming, Lam Zhang Jin. ]

很高兴认识你, 听李明说, 你也是做销售的? [Nice to meet you. I heard from Li Ming that you work in sales, too?] 销售 | sell; market marketing

- 是的。你做销售工作几年了? [Yes. How long have you been working in sales?]
- 我工作七年了, 你呢? [I have been working in sales for seven years, and you?]
- 比你长一点儿,快十年了。这是我的名片。 [Thave been working longer than you, almost ten years, here is my business card.]
- 这是我的名片,有空多联系。 [Here is my business card. Keep in touch.]

早上好,李先生。我是从市场部来的王晴。 [Good morning, Mr Li. I am Wang Qing from the Marketing Department.]

你好, 经常听我们经理提起你。幸会! [Hello, I've heard a lot about you from our manager. Nice to meet you!]

从 | fro

[prep.]

幸会,我想我们要在一起工作了。

[ Nice to meet you too. I think we will be working together. ]

是的, 我还不了解这边的情况, 方便的话, 可以介绍一下吗?

[ I don't know much about the situation here yet. Could you introduce it to me? ]

[adv.]



行, 请坐。

[ Sure, please have a seat. ]

周经理,幸会。我是CTI公司的文惠。

[ Manager Zhou, nice to meet you. I am Wen Hui from the CTI Company. ]

文经理,幸会。我是周小刚,一直在跟您联系。

[ Manager Wen, nice to meet you. I am Zhou Xiaogang. I have been in contact with you. ]

这是我第一次和你见面吧?

[ Is this our first time to meet? ]

对, 我们可以开始了吗?这是新的广告设计。

[ Yes, should we begin? This is a new advertising design.]

行, 请坐, 我们开始吧。

[ Sure, please have a seat, let's get started. ]

[mw.]

### 

# Passage/短文 50%

大家好,幸会!我想简单地介绍一下自己。我在市场部做经理,从2000年开始管理市场部,一直到今年,工作了十五年。从今天开始,将由我来负责人事部,我将和大家一起工作,这对我来说是一个新的开始。我对人事部的工作还不是很了解,也不太懂人事部的管理,希望各位能给我更多的帮助,谢谢大家!

Hi, everybody. Nice to meet you. I just want to make a brief introduction of myself. I worked as the manager of Marketing Department from 2000 until this year. It has been 15 years. I'll be taking over the Human Resources Department from today. It is a new beginning for me. I don't know much about the management of the Human Resources Department. I am not very experienced at management. I hope you will help me. Thank you!



# Words and phrases / 词语 💿



fangbiàn

方便 / [adj.] convenient

[adv.] also, too; as well; in addition [adv.] still; yet

联系 / [v.] communicate; establish

shìchăng 市场 / [n.] market; fair

jīngcháng

经常 / [adv.] often

xìnghuì 幸会 / [v.] nice to meet you

xiāoshòu 销售

/ [n.] sell; market; marketing

从 / [prep.] from; since

liăojiě

know; understand; 了解 / [v.] comprehend

qíngkuàng 情况 / [n.] circumstance; situation; condition

次 / [mw.] number of times

guănggào 广告 / [n.] advertisement

dàjiā

大家 / [pron.] everyone; everybody

iiăndān

简单 / [adj.] easy; simple

地/ [aux.] used with an adverb or adverbial phrase

guănli

管理 / [v.] be in charge of; manage

jiāng

将 / [adv.] will; be going to yóù

由 / [prep.] by; from

fùzé

be in charge of; 负责 / [v.] be responsible for dŏng

懂 / [v.] understand

xīwàng

, hope; wish; want; 希望 / [v.] be desirous of

### 103956089999999999

# Exercises / 练习 (1009)

1/ Substitution drills.

a / 你还 不了解这边的情况吗 ?

b / 我 是做 销售 的。

想去哪儿

知道别的餐厅吗

不清楚公司的情况吗

他

管理

妣

设计

小王

手机

c/ 我见了方明,还见了李亮。

买了茶

要开会

去过北京

买了咖啡

要出差

去过上海

d / 我的工作时间 比 你 长一点儿。

H

哥

喜

这个航班

那个航班

투

这个手机

那个手机

便宜

e/ 我简单 地 介绍了一下。

		CONTRACTOR OF THE PARTY OF
他	满意	走了
小周	高兴	唱歌
小王	抱歉	跟我说了

f / 从 2000年 开始 在市场部工作。

 第一个
 三月六号
 小王

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g / 这个部门 由 李经理 负责。

 这个产品
 王经理
 介绍

 这家餐厅
 李先生
 管理

 高先生的日程
 周秘书
 安排

2/ Complete the following dialogues using the words and sentence patterns you have learned.

幸会

有空多联系

方便

0 3 4 5 6 7 8 9 9 9 9 9 9 9 9 9 9 9 9 9	
but this is the first time they meet.	J,
	0
幸会。	
	0
我也是做管理的,	?
我不是北京人,	0
	0
Mr Zhou is in charge of the Advertising Department. This is the first time he meets Ms Wen, the director of	
the Sales Department.	
您好,	0
	0
	0
好的, 我们可以开始了吗?	
	0
	Both Miss Zhang and Mr Wang are Miss Zhou's friend They have often heard about the other from Miss Zhou but this is the first time they meet 幸会。 我也是做管理的,  Mr Zhou is in charge of the Advertising Department This is the first time he meets Ms Wen, the director of the Sales Department. 您好,

3/ Here is the basic structure of Company A. Introduce the company's managers using the words and patterns you have learned.



- 4/ Talk about what is the basic structure of your company using the words and patterns you have learned.
- 5/ Find out which department your colleagues would prefer to be in charge of. Discuss your preferences using the words and patterns you have learned.
- 6/ Talk about the issue of whether or not it is important to have work experience. Use the words and patterns you have learned.

# 为了健康

[For health]

# Dialogues / 对话



小王,这里禁止吸烟。 [Xiao Wang, smoking is prohibited here.]

不好意思, 我没有看到。 [I'm sorry, I did not notice that.]

这个习惯对身体不好,你还是少吸点儿吧。 [This habit is not good for your health. Smoke less.]

对, 听你的, 为了健康, 我明天就不吸了! [OK, I will listen to you. For my health, I will quit tomorrow.]

王经理,你们公司的产品卖得很好。 请问,你们的销售经验是什么? [ Manager Wang, your company's products are selling very well. Excuse me, what's your experience in sales?]

在我看来,产品的质量一定要好。客户喜欢, 才会选择我们的产品。 [In my opinion, you must have high-quality products. Customers will only choose our products if they like them.]

简单地说,产品的质量是最重要的,对吗? [Simply speaking, the quality of the products is the most important issue, right?]

(v) [v] 禁止 | forbid; prohibit 吸烟 | smoke

> 习惯 | habit; custom [prep.] [adj.] 对 | to; right; towards correct

[n.]

prep.] 为了 | for

[n.] 健康 | health

> [v.] 卖| sell

[n.] 经验 | experience

[adv.] 才 | just; only

choose; 选择|select; pick

- 对, 让客户满意的质量是最重要的。

[ Yes, the most important thing is to make sure our customers are satisfied with the quality of products. ]

好的,我知道了,谢谢您!

[ OK, I got it, thank you!]

- 小文,已经十点了,你怎么还在工作? [ Xiao Wen, it's already ten. Why are you still working? ]

最近公司活动太多了, 在公司做不完。

[ There are too many activities to do at my company these days. ]

- 但是你前两天发烧了, 刚好了一点儿, 医生让你多休息。 I But you had a fever some days ago and are just getting a little better. The doctor told you rest. ]
- 但是这份工作对我来说非常重要。 [ But to me, this job is very important. ]
- 对年轻人来说,身体和工作都很重要。 听医生的话,身体才能好得快。 [ For young people, both health and job are important. Listen to the doctor and you'll get better soon. ]
- 听你的,明天再做。
- [ You're the boss. I will do it tomorrow. ]

王欢, 你的身体很好。你很爱运动吗? [ Wang Huan, you are in good health. Do you like to exercise? ]

是啊, 我经常去锻炼。 [ Yes, I often exercise. ]

[v.]

你每天什么时候去?我也想活动活动。 [When do you usually go? I also want to exercise.] [v] 活动 | take exercise

- 我每天早上七点去。明天早上你跟我一起去吗? [Igo at 7 am every day. Do you want to be with me tomorrow?]
- 七点太早了…… [7 am is too early...]
- 为了健康,七点不早。 [For health 7 is not early.]
- 好, 那我们明天见! [OK, see you tomorrow then!]
- 小张, 最近还在学汉语吗? [Xiao Zhang, are you still learning Chinese?]
- 是啊。但是对我来说,汉语太难了,我有点儿 不想学了。

[adj.] 难 | difficult; hard

[ Yes.But it's so hard for me. I want to give up a little bit. ]

[adj.] 、容易|easy

就我来说,学汉语很容易,最关键的是要选择一个好方法。在我看来,最好的方法是和中国人聊聊天儿。有时候我说得奇怪,他们也不会笑我。[For my part, I think it's easy to learn Chinese.

The key is to choose a good method of learning. In my opinion, the best way is to chat with Chinese people. Sometimes I speak strangely in Chinese, but they don't laugh at me.]

d; way; manner; means [v] 聊天儿, chat

[adj.] 奇怪 | odd; queer; strange unusual; peculiar

笑 | laugh; smile; laugh a

除了和中国人聊天儿,你还有别的好方法吗? [In addition to chatting with Chinese people, do you have any other good ways to suggest?]

[prep.]

[adj.]

in addition to; apart from; besides



我觉得看报纸读新闻也可以。
[I think reading the newspaper is also good for learning Chinese.] 读 read

[M] [m] 读 | read 新闻 | new:



好,为了学好汉语,我也试一下这个方法。 [OK, to learn Chinese well, I will try this.]

# Passage / 短文



我们公司和李经理公司的主要产品都是照相机。今年,他们公司的产品卖得比我们公司好。李经理向我们介绍了一些经验:第一,产品的质量和价格非常重要,产品质量好,价格便宜,客户才会喜欢。第二,一个好的产品介绍是做好销售的关键。第三,客户服务一定要做好。我认为,这些建议对我们的帮助很大。

Both our company and Manager Li's company mainly sell cameras. This year, their company sold more than ours. Manager Li has given us some suggestions. First, the quality and price of the products are very important. Customers prefer good quality and a low price. Second, a good introduction is the key to good sales. Third, customer service must be done well. I think these suggestions will help us a lot.

[n.] 关键 | key; crux [v.] 认为 | think; consider

# 2 3 4 5 6 3 8 9 10 11 12 13 14 13 16 17 18 19 20

# Words and phrases / 词语 💯

iìnzhĭ

禁止 / [v.] forbid; prohibit

xīyān 吸烟 / [v.] smoke

xíguàn

习惯 / [n.] habit; custom

对 / [prep.] to; towards [adj.] right; correct

wèile

为了 / [prep.] for

jiànkāna

健康 / [adj.] healthy

卖 / [v.] sell

jīngyàn

经验 / [n.] experience

オ/ [adv.] just; only

xuănzé

选择 / v choose; select; pick

huódòna 活动

[n.] activity
[v.] take exercise

爱 / [v.] love; like doing sth.

yùndòng

i云动 / [v.] exercise; practice

duànliàn

锻炼 / v. do physical training; take exercise

niángīng

年轻 / [adj.] young

难 / [adj.] difficult; hard

róngyì

容易 / [adj.] easy

guānjiàn

/ [adj.] crucial; very important [n.] key; crux

fangfă

方法 / [n.] method; way; manner; means

liáotiánr

聊天儿 / [v.] chat

qiquai

奇怪 / [adj.] odd; queer; strange; unusual; peculiar

笑 / [v.] laugh; smile; laugh at

chúle 除了/[prep.]

in addition to; apart from; besides 读/ [v.] read

xīnwén

新闻 / [n.] news

rènwéi 认为 / [v.] think; consider

# Exercises / 练习 (100)

1/ Substitution drills.

a / 我每天都要 活动活动 。

锻炼锻炼

学习学习

练习练习

b / 大家一起 聊聊天儿。

跑跑步

唱唱歌

说说话

c / 不好意思, 我没有 看 到。

肵

做

相

d / 为了 健康 , 我 每天早上去锻炼 。

产品的销售

小高

做了很多工作

交到更多朋友

钱先生

经常和中国人聊天儿

学好汉语

文女士

每天都上网看中文新闻

e/ 对 我 来说, 汉语 太难了。

 他
 今天的工作
 太多了

 小文
 这个月
 太忙了

 年轻人
 锻炼身体
 非常重要

f / 就我来说, 学汉语很容易。

我很喜欢运动

身体和工作都很重要

 厂告设计 是一份不错的工作

g/除了 聊天儿,还 可以读新闻。

我有小王上班要锻炼买了饮料买了水果

2/ Complete the following dialogues using the words and sentence patterns you have learned.



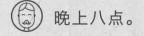
a /	Mr Gao has recently found a new job and is talking wit	h
	Miss Wang about it.	
	小京、好力不可啊!	

_		
100)	好久不见,	T J. 40
((2))	好久个见,	土小姐。
(0)		

1		
(P)	你的新工作怎么样?	吉が四つ
(1-1)	小的别工下心公件!	音从吗!
A .		













- 4/ You are Manager Gao. This year, your company's products sold very well. Another company wants to know about your experience. Please prepare a speech draft.
- 5/ Find out about your colleagues' health and lifestyles. Talk about your results using the words and patterns you have learned.
- Which one is more important for young people: a good job or good health? Why? Talk about the reason using the words and patterns you have learned.

# 节日聚会

[Party]

# Dialogues / 对话



王先生,早上好! [Mr Wang, good morning!]

早上好,小文!工作习惯了吗?

[ Good morning, Xiao Wen! Have you gotten used to your job? ]

挺习惯的,但是还有很多同事不认识。

[ I feel very comfortable here, but I still don't know some of my colleagues. ]

(M) 急|worry

别急,你可以办一个聚会,请大家参加, 这样你就可以认识大家了。

聚会 | party; meeting

[ Don't worry, you can give a party and invite all the people and get to know them. ]

好办法! 那就周六吧, 欢迎您来! [Good idea! We'll make it on Saturday then. You're welcome to come!] [n] | 办法 | way; means; method

我准去! [OK, I will certainly go.] | **adv.]** | 准 | definitely; certainly; | surely

[conj.]

2 你收到小文的电子邮件了吗? [ Have you received Xiao Wen's e-mail? ] v.i [n.] 收 | receive; 电子邮件 | e-mail accept

收到了,邮件说大家可以带吃的或者喝的去,你要带什么?

[ Yes, it said that we could bring something to eat or drink. What are you going to bring? ]

我想带饮料, 你呢?

[ I'll bring some drinks, what about you? ]

饮料太重了, 你没有车, 我带吧。 [ Drinks are too heavy, and you don't have a car. I'll carry them. ]

也行, 那我带点儿吃的吧, 这个轻。 [ Fine, I'll take some food. It is lighter. ]

[adj.]

[adj.]

小文, 今天聚会来了好多人啊!

[ Xiao Wen, so many people came to the party today!]

是啊, 我也没想到, 你吃饱了吗?

[ True, I can't believe so many people came. Are you full? ]

饱了, 今天的菜真好吃。 [ Yes. The food was very delicious. ]

那就好,虽然今天很累,但是我认识了不少同事。 [ Good then. I got to know many of my colleagues today, although I am tired now. ]

这就够了! [That's enough then!]

> 对, 我也挺高兴的。 [ Yes, I am quite happy, too. ]

高经理, 我们公司的活动是下个月30号。 这是我们需要的东西,请您看一下。 [ Manager Gao, the company party will be on the 30th of next month. These are the

things we need. Would you have a look? ]

水果200份, 饮料15箱…… 一共有多少人参加?

[ 200 pieces of fruit, 15 cartons of drink...

How many people are going to this party?]

这我可说不准,大概180人。 [Idon't know exactly. About 180 people.]

[adj.] 准 | accurate; sharp

我觉得饮料可能不够。25 箱比较好, 准够了。 [I don't think this is enough to drink, 25 cartons would be better.] 行, 我们再看看别的吧。 [OK. Let's look at some of the other things.] [adv.] 比较 | fairly; quite

王经理,新年好! [Happy New Year, Manager Wang!]

新年好,李经理!今天的活动真不错! [Happy New Year, Manager Li! What a nice party!]

是啊, 张经理也很满意。 [Yes, Manager Zhang is very satisfied, too.]

张经理说今年做得最好的就是你们销售部。 [Manager Zhang said your sales department did the best work this year.]

哪里哪里,你们广告部做得也很好。 [No, it wasn't that great. Your advertising department did nice work, too.]

对了,高经理今天怎么没来参加今天的活动? [By the way, why did Manager Gao not come today?]

他突然有急事,提前离开了。 [ He had something urgent to do and left early.] [adj.] 突然 | sudden; abrupt; unexpected

急 | urgent; impatient; anxious

图开 | leave; | to be away fro

[v.]

#### Passage / 短文



对中国人来说,春节是最重要的节日。 每年春节前,公司都会办一个很大的聚会,请所有部门的员工参加。下周二就是今年的春节,所以今天CTI公司有一个聚会。除了各部门的经理和员工,一些外国客户也来了。聚会上有很多中国有名的小吃,还有很多种茶和其他好喝的饮料。外国客户都很喜欢,公司的员工也都聊得很高兴。

To Chinese people, Spring Festival is the most important holiday. Before every Spring Festival, companies hold big parties and invite staff from every department. Next Tuesday is Spring Festival, so the CTI Company held a big party today. In addition to the managers and staff of their own company, some foreign clients came too. There were many kinds of famous snacks from all over China, and also many kinds of tea and other delicious drinks which the foreign clients liked a lot. Company employees had a good time chatting, too.





## Words and phrases / 词语 💿



急/ [v.] worry [adj.] urgent; impatient; anxious

聚会/[n.] party; meeting

bànfă 办法 / [n.] way; means; method 准 / [adv.] definitely; certainly; surely [adj.] accurate; sharp

shōu 收 / [v.] receive; accept diànzi yóujiàn 电子 邮件 / [n.] e-mail

huòzhě 或者 / [conj.] or yĭnliào · 饮料 / [n.] drink

zhòng 重 / [adj.] heavy qing 轻 / [adj.] light

băo 饱 / [adj.] not hungry; full gòu 够 / [v.] enough

yígòng yigong 一共 / [adv] altogether; in all; all told

dàgài 大概 / [adv.] almost; probably

bĭiiào 比较 / [adv.] fairly; quite

tūrán 突然 / [adj.] sudden; abrupt; unexpected

líkāi 离开 / [v.] leave; to be away from

节日 / [n.] holiday; festival

suŏvŏu 所有 / [adj.] all

各/[pron.] every

yŏumíng 有名 / [adj.] famous zhŏng 种 / [mw.] kind; sort; type

#### Exercises / 练习 ⑩

1/ Substitution drills.

a/ 我准去。

b/ 他们 一共 有多少人参加 ?

 小王
 知道

 明天
 下雨

 这个聚会
 有意思

 这些东西
 多少钱

 你
 要买多少件

 你们公司
 放多少天的假

c/ 最近 比较 忙。

 昨天
 累

 红色的衣服
 好看

 上个月的销售
 好

d / 他 突然 有急事。

 小王
 生病了

 电视机
 坏了

 今天
 来了很多人

e / 我觉得(15箱饮料)不够,(20箱)比较好。

5 个员工 ————

打印1份文件

10个

4箱

打印3份

#### f / 李经理 说 大家 可以 明天去 或者 后天去。

 邮件
 同事们
 带吃的
 喝的

 公司
 员工
 周六
 周日休息

 会上
 15号去银行

#### g / 下周 大概有 100人 参加聚会 。

	下个月	两位经理	去出差
	明年	10个新员工	来我们公司工作
Ş	9月10号	20人	要参加部门的会议

2/ Complete the following dialogues using the words and sentence patterns you have learned.

突然 够 准 大概 一共 或者

a / Xiao Wen is new to her company. She wants to have a party at her house this Saturday and wants everyone to come. She is inviting Secretary Wang.

	王秘书, 你今天过得怎么样?	
		?
	还可以。	?
	我看看有时间,怎么了?	
		?
		?
	晚上六点, 在我家。	5
		!
b/	At the party, Xiao Li is chatting with Xiao Wen about the why Miss Gao did not come to the party.	е
		!
	谢谢! 1	?
		?
	, 她上午也没去公司	0
		?
		0
(A)		100

using the words and patterns you have learned.



- Your friend is going to have a party at home and invited you to the party, but you can not go. What would you say? Use the words and patterns you have learned.
- 5/ Find out what festivals your colleagues like. Talk about your preferences using the words and patterns you have learned.
- One day, you call to invite your friends to your house for a party, but then your boss gives you overtime work. What would you do? Talk about your decision using the words and patterns you have learned.



# 他出去了

[He went out]

#### Dialogues / 对话



- 1 您好!请问,张经理回来了吗?我们说的 三点开始谈判,现在差五分三点。 [Hello! Excuse me, has Manager Zhang come back? We said were going to negotiate at 3 o'clock. It's five till.]—
  - 张经理日程很满,上一个谈判还没完呢,请您在这儿等一会儿。 [Manager Zhang's schedule is full, and the last negotiation is not finished yet. Please wait for a moment here.]
  - 好的。我看到他了,他过来了。 [OK. I see him, he is coming.]
- 2 E先生,不好意思,我迟到了,让您久等了。 [Mr Wang, I'm sorry I'm late and made you wait so long.]
  - 不好停车吧? [Is parking not convenient here?]
  - 我的车在路上突然出问题了,我坐出租车来的。 [My car broke down on the way. I came by taxi.]
  - 我们进去开会吧。 [Let's go and have the meeting.]
  - **好的。** [Fine.]

例 谈判 | negotiate M 差 | wanting; short of

满| filled; full of

网 完 | finish; complete; end

> [v.] 迟到 | be late

[v] 停|stop; park

[M] 出 | happen; arise 小李, 钱经理说他们什么时候过去? [Xiao Li, when did Manager Qian say they would leave?] 出发|set out; start off; leave

他说我们出发了他们就去,已经出来了。 [He said that they would go when we left, and they've already set out.] [v.] 出 | go out; leave

我们还有多远? [How far away are we?]

还有3公里,我要先去加油。 [About three kilometers. We need to fill up the car first.]

这条街道上有一个加油站。 [Thère is a gas station on this street.]

我看到加油站了,人口在那儿。 [I see the gas station. The entrance is over there.] [mw.]
公里 | kilometer

[w.]
加油 | fuel up

[n.]
街道 | street

[n.]
入口 | entrance

4 E 王经理, 您好! [Hi, Manager Wang.]

高经理回去了吗? [Has Manager Gao been back?]

对,他已经回来了,刚才又出去了。 [Yes, he came back, but then he went out again just now.] [adv.] 又 | again; once more

今天上午他来开会,忘了一个文件夹在我这儿。 文件夹 | folder 如果你有时间,就过来一趟取一下,好吗? [This morning he came to the meeting and left a folder here. If you have time, could you please come to get it?]

好的, 我现在就过去。 [OK, lam coming now.]

- 5 李秘书,请你上来一下。 [Secretary Li, please come up.]
  - 好的, 王经理, 我现在就上去。 [OK, Manager Wang, I'm here.]
  - 李秘书, 我要的传真在哪儿? [Secretary Li, where is the fax that I needed?]
  - 我放到那个红色的文件夹里了,在您的桌子上。
    [I put it inside the red folder on your desk.]
  - 对了,你让小张先进来一下。他有好消息要向我报告。
    [OK, and by the way, have Xiao Zhang come in, please.
    He has good news to report to me.]

    A 我告下去一下,一个儿更上来
  - 好,我先下去一下,一会儿再上来。 [ OK, J am going down first, and I will come up after a while.]
  - 好的, 我一会儿给你电话。 [ OK, I will call you in a bit. ]

# Passage / 短文 500

我是CTI公司的秘书, 我很喜欢这份工作, 但是有时候工作有点儿多。上午九点, 钱经理 让我上去开会。开完会后, 我又出去了一趟, 给车加了油。刚回来不久, 广告部的小王下来 找我, 让我打印几份报告。刚做完, 又有一位

[m] 报告 | report 姓周的先生过来找钱经理。钱经理正在做报告,我就进去告诉了他。过了一会儿,钱经理做完

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

报告出来,和周先生谈了半个小时才谈完。终

(adv.) 终于 | at last, finally

#### 于可以下班了!

I am a secretary in the CTI Company. I like this job a lot, but sometimes there is too much work. This morning at nine, Manager Qian told me to go up for a meeting. After the meeting, I went out for a while to refuel the car. Not long after that, Xiao Wang from the Advertising Department came down and told me to print some reports. When I had finished that, a man whose surname is Zhou came over to see Manager Qian. Manager Qian was having a meeting, so I went in and told him. After a while, Manager Qian finished the meeting and went out. Manager Qian and Mr Zhou talked for half an hour before finishing. That's when finally got off work!

#### Words and phrases / 词语

tánpàn 以火火山

谈判 / [v.] negotiate

măn

满 / [adj.] filled; full of

chídào 迟到 / [v.] be late chà

差 / [v.] wanting; short of

wán

完 / [v.] finish; complete; end

tíng

停 / [v.] stop; park

出 / [v.] happen; arise chūfā 出发 / [v.] set out; start off; leave [v.] leave; go out gōnglĭ jiāyóu 公里 / [mw.] kilometer 加油 / [v.] fuel up iiēdào růkŏu 街首 / [n.] street 入口 / [n.] entrance wénjiànjiā VÒU 文件夹 / [n.] folder 又 / [adv.] again; once more tàna chuánzhēn 趟 / [mw.] time (of work or trip) 传真 / [n.] fax fàng xidoxi 放 / [v.] put; place 消息 / Indinformation; news bàogào zhōngyú 报告 / [v.] report 终于 / [adv.] at last; finally [n.] report

## Exercises / 练习 💿

1/ Substitution drills.

a / 我 看 完了。

谈

写

报告

#### b/ 你 下周 过来 一趟 取一下 文件夹 ,好吗?

 中午
 过去
 加点儿
 油

 下午
 上来
 看一下
 计划

 过一会儿
 下去
 买点儿
 水果

c/ 王秘书,请你 上来 一趟。

 钱小姐
 下来
 一趟

 文秘书
 出来
 一下

 李先生
 过来
 一趟

d / 他刚回来 , 现在 又 出去了。

 这件衣服质量好
 颜色
 漂亮

 他喝了一杯水
 喝了一杯啤酒

 小王买了一条裤子
 我
 买了一条

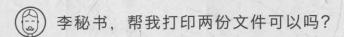
2/ Complete the following dialogues using the words and sentence patterns you have learned.

上来	进来	出去	下来	过来	趟
上去	进去	出来	下去	过去	完

a/	Manager Qian is having a meeting in the of	fice. Someon	е
	comes to see him, and Secretary Wang comes	s in to tell him.	

钱经理,外面有人找您。	1
	?
是一位姓高的先生。他就在楼下。	
	0
	?
不用了,	0

b / Xiao Gao went to print reports, and Secretary Li told him that the printing machine didn't work. Xiao Gao was too busy to go out and print the reports.







- 可以去外面的打印店里打印。
- ,我帮你打印吧。
  - 3/ Describe these pictures using the words and patterns you have learned.



4/ Xiao Wen should have worked in the office today, but she had to run a lot of errands. Describe where she went and what she did according to the following chart.

上午10点	去银行
上午11点	回公司
下午1点	给车加油
下午3点	去楼上找李经理签字
下午5点半	回办公室,下班

5/ Find out where your colleagues might be if they are not at their desk during the workday. Talk about your results using the words and patterns you have learned.

6/ If your manager gave you a lot of extra work, what would you do? Use the words and patterns you have learned.

# 5

# 请把门打开

[Please open the door]

## Dialogues / 对话



- 1 小王, 今天有点儿热吧? [ Xiao Wang, is it a little hot today?]
  - 对,可能快下雨了吧。 [Yes, maybe it's going to rain.]
  - 你把门和窗户打开吧。 [Go to open the door and window.]
  - **好的**, 我这就去。 [0K, I will.]

[prep.] 把 | deal with, used before an object, followed by a transitive verb

| door; exits and entrance

[n.] 窗户 | window

[n.]

- - 对,我去和一个客户谈生意。你要出去吗? [Yes, I went to see a client. Are you going out?]

生意 | business; trade

是的,生产部有些麻烦, 我要去把问题解决一下。 [Yes, the Production Department is having a problem. I'm going to solve it.]

M 解决 | solve or resolve a problem

- 下午可能有雨, 你把伞带着吧。 [It may rain in the afternoon. Take an umbrella with you.]
- 好的, 谢谢你。 [OK, thank you.]

3 高秘书,会议是从两点半开始吗? [ Secretary Gao, is the meeting starting at 2:30? ]

是的, 张经理。各个部门的负责人都已经到了。 [Yes, Manager Zhang. Managers from every department have already arrived.]

好,今天开会一定要把问题的原因讲清楚。 现在是最困难的时候。 [ OK. Today's meeting must clarify the reasons for the problem. It is the most difficult time. ]

您还有别的事吗? [Is there anything else?]

没有了,我现在去开会。请把门关上。 [No. I'm going to the meeting. Please close the door.]

我们得把这份文件写好。 [We have to write this file.]

> 什么时候给客户? [When should we give the file to the client?]

下周一前要把文件发给客户,有困难吗? [We need to send him the file by next Monday. Do you have any difficulty?]

应该没问题,你星期三再提醒我一下。 [That should be no problem. Remind me on Wednesday.]

你清楚客户的要求吗? [Do you understand the client's requirements?]

别担心,客户怎么要求我们怎么做。 [Don't worry, we will meet the client's requirements.] [n.] 原因|reason; cause

讲 | speak; tell

[adj.] 清楚|clear; distinct

困难 | difficul

[M] - | close; turn off

[adj.]

[aux.] 得 | must; have to

发 | send

[n.]

困难 | difficulty

[aux.] 应该 | should; have to; ought to; must

再 | again; more; furth

[adv.]

提醒 I remind; warn; call attention t

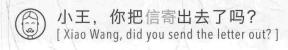
M 清楚 | be clear about;

要求|request; demand; need

M 担心(worry; be anxious; feel concerned

> M 要求 | ask; request; demand







今天下午能把信寄出去吗? [Could you send it out this afternoon?]

可以吧。但是我把李先生的地址忘了,您能给我吗? [ Maybe. But I forgot Mr Li's address. Could you give it to me?] [n.] 地址 | address

可以,但是我没有带笔,我一会儿把地址发到你的电子邮箱吧。 [Sure, but I did not bring my pen. I will send it to you by e-mail later.] [n.] 第 | pen

# Passage / 短文 50°

今天是星期天, 我没有去上班。上午, 我在家先把门修理好了, 然后去了一趟超市, 把明天需要的水果买了。回来后, 我把东西放在桌上, 就去做饭了。吃完饭后, 我把写给小李的信寄了出去。晚饭前, 我把张经理需要的文件发到了他的电子邮箱, 然后把明天开会要的报告读完了。今天虽然不用上班, 但是我还是觉得很累。

It's Sunday today. I did not go to work. In the morning, I repaired the door and then went to the supermarket to buy some fruit I needed for tomorrow. When I came back, I put things on the table and went to cook. After lunch, I sent out the letter to Xiao Li. Before the supper, I sent the documents that Manager Zhang needed to his e-mail, then I finished reading the report needed for tomorrow's meeting. Although I didn't have to work today, I still feel very tired.

# Words and phrases / 词语 🗷



把/[prep.]

deal with, used before an object, followed by a transitive verb

mén

/ [n.] door; exits and entrance

chuānghu

窗户 / [n.] window shēngyi

牛意 / [n.] business; trade

production; manufacture; parturition

jiějué

解决 / [v.] solve or resolve a problem or an issue

yuányīn.

原因 / [n.] reason; cause

jiăng

讲 / [v.] speak; tell

qingchu

[adj.] clear; distinct [v.] be clear about; understand kùnnañ

[adj.] difficult n. difficulty

auan

关 / [v.] close; turn off

得 / [aux.] must; have to

发/[v.] send

yīnggāi

应该 / [aux.] should; have to; ought to; must

zài/

再 / [adv.] again; more; further

tixing

提醒 / [v.] remind; warn; call attention to

danxīn

担心 / [v.] worry; be anxious; feel concerned

vāogiú

[n.] request; demand; need [v.] ask; request; demand

信 / [n.] letter

寄 / [v.] mail

世儿 / [n.] address

笙/ [n.] pen

## Exercises / 练习 💿

- 1/ Substitution drills.
- a / 请你把 用 .

b / 你把 伞 带 着吧

 电脑
 关上

 工作
 做完

 护照
 拿出来

西装 拿 眼镜 戴 复印件 带

c / 请把 今天开会的文件 发 给 大家 。

 小文的信
 带
 小高

 出差的日程
 寄
 李先生

 今年的工作报告
 交
 王经理

d / 我 把 高经理的地址 写错 了。

小王	报告	打印好
小文	客户的要求	讲清楚
小周	公司遇到的问题	解决好

- 2/ Complete the following dialogues using the words you have learned and 把 patterns.
- a / There is half an hour remaining till a meeting. The following is the dialogue between Manager Wang and Secretary Gao about setting up the meeting room.
- 下午是两点开会吗?
- 对, 王经理, 还有半个小时。
- 已经打开了。
- 都放在桌子上了。
- 好的, 你可以出去了, 我马上就去会议室。
- 好的, 王经理, ...
- 好的,帮我关上吧。
- b / Xiao Wen wants to have a party. She is talking with her friend about arranging the furniture in her house.
- 桌子放哪儿呢?





- 对, 打开吧, 今天天气不错。
- , 我写一下要买的东西。
- 好的,给你笔。
- In order to use space most efficiently, how do you usually pack? Talk using the words and patterns you have learned.
- 4/ One of your friends wants to redecorate his room. Please give him some advice using the words and patterns you have learned.
- 5/ Find out what kinds of food your colleagues can make. Choose the easiest one and describe how to do it. Talk using the words and patterns you have learned.
- 6/ When a customer has difficult requirements, do you refuse them directly or try your best to satisfy them? Talk using the words and patterns you have learned.

# 简历被谁拿走了

[Who took the résumé?]

## Dialogues / 对话



- 小高, 你看见我桌子上的简历了吗? [Xiao Gao, did you see the résumé on my table?]
  - 没看见。怎么了? [No. What's wrong?]
  - 我开完会回来就找不到了。 [After the meeting I couldn't find it.]
  - 是不是被您拿到会议室了? [Was it taken to the conference room?]
  - 可能是,你快去找找。 [ Maybe, please find it for me at once.]
  - 好的,您别急。 [OK,don't worry.]
- 2 我是广告部小文,是小高吗?
  [I'm Xiao Wen from the Advertising Department. Is this Xiao Gao speaking?]
  - 小文, 你好。设计出什么问题了吗? [Hello, Xiao Wen. Is there any problem with the design?]
  - 不是。打印机让我们用坏了。能不能借你们的用一下?
    [No. We wore out our printer. Could | borrow yours?]

简历 | résumé

(prep.) 被| be made or forced, indicating passive voice

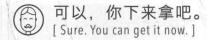
> [M] 拿 | hold; ta

设计 | design [prep.]

[prep.]
- | indicating passive voice

借 | borrow; len





- 好, 那我马上下去。谢谢你! [OK, I will go at once. Thank you!]
- 不客气。 [Not at all.]
- 3 经理, 货物已经被签收了。 [Sir, the goods have been signed for.]

好。你给周经理发个邮件,告诉他一下。 [Well, you need to send an e-mail to Mr Zhou to let him know.]

好的。没别的事情,我就先出去了。 [OK. If there is nothing I can do to help, I will be out.]

帮我关一下窗户吧,不知道被谁打开了,有点儿冷。 [Please close the window for me. I don't know who opened it, but it's a little cold.]

[ Please close the window for me. I don't know who opened it, but it's a little of

可能是被风刮开的。最近天气冷,您小心感冒。 [It might have been blown open by the wind. It's cold recently, so be careful not to catch a cold.] M ガルン | take care; look out

告物 | good

谢谢你的关心。你自己也要小心。 [Thanks for your concern. Take care of yourself too.]

关心 | care for; be concerned with

自己 | oneself; self; one's ow

是我。您有什么事儿? [Yes. May I help you?]

我想订一辆商务车,周五下午用。
[I want to reserve a business car on Friday afternoon.]

不好意思,商务车已经被别人订了。

[pron.]

别人 | other people; another perso

[prep.]

换别的车可以吗?

[ I am sorry. The business car has already been reserved by another person. Will it be OK to use a different car? ]

也行。反正我们就三个人。

那你帮我安排一个四人座的吧。

[ No problem. There will be only three of us.

Then please reserve a car that can hold four people for me. ]

[adv.] 反正 | anyway; anyhow; | all the same; in any case

[n.] |座| seat

好了,星期五下午,四人座的车。

[ OK, on Friday, a four-passenger vehicle. ]

5 🕲

高先生,不好意思,我迟到了。

出发的时候才知道车叫别人开走了。

[ Sorry, Mr Gao, I'm late. I did not realize until I was ready to depart that the car had already been taken by someone else. ]

没关系。我也才到。

[ Never mind. I have just arrived. ]

这是我们新的广告设计, 给您。有黄色

标志的部分是想和您商量的地方。

[This is our new advertisement design. Here you are. The parts marked in yellow are what I want to consult with you about.]



好,有红色标志的部分呢?

[ Well, what about the parts marked red? ]

那些是有变化的,和上周的文件不一样的地方。 [They are the parts that have been changed, which are different

from the document last week. 1

好的,变化挺大的,我得好好看看。 [OK, it has changed a lot. I need to look it over.] [n] 标志 | sign; mark; symbol; flag [n] 部分 | part; section; portion [v] 商量 | consult;

> discuss; talk over [n.] 地方 | place [n.] 变化 | change

> > —样 | sam

# Passage / 短文 500

我今天过得不太好。上午开完会之后帮经理 找简历找了好久,那个简历很重要,但是不小心 被经理拿到会议室去了,差一点儿叫别人拿走。 下午去给高先生送文件,出发的时候才知道车被 别人开走了,就迟到了。不但工作上出问题,而 且身体还非常不舒服。快下班的时候,我觉得自 己有点儿发烧。这件事让经理知道了,他开车带 我到医院看了医生。

I didn't have a good day today. It took me a lot of time to search for a missing résumé after the meeting in the morning. The résumé was very important, but it was mistakenly carried to a conference room by the manager, and nearly taken by another person. In the afternoon, I wanted to take some documents to Mr Gao, only before the departure, I found that the car had already been taken, so I was late. There were a few problems not only in my work, but also in my body. Before I left, I got a fever. My manager found out about it, so he drove me to a hospital to see a doctor.

[adj.] ノハい | careful; caution

[conj.] 不但…… | moreover; 而且…… | not only...

# Words and phrases / 词语 🥑

jiǎnlì 简历 / [n.] résumé

被 / [prep.] b

be made or forced, indicating passive voice

shèiì ná 拿/ [v.] hold; take 设计 / [n.] design ràng 借 / [v.] borrow; lend it / [prep.] indicating passive voice huòwù /」いい / [v.] take care; look out [adj.] careful; caution 货物 / [n.] goods guānxīn 关心 / M care for; be concerned with 自己/ [pron.] oneself; self; one's own biérén fănzhèna 别人 / [pron.] other people; another person 反正 / [adv.] anyway; anyhow; all the same; in any case zuò 14 / [prep.] indicating passive voice 座 / [n.] seat biāozhì bùfen 部分 / [n.] part; section; portion 标志 / [n.] sign; mark; symbol; flag shāngliang 商量 / [v.] consult; discuss; talk over difang 地方 / [n.] place biànhuà yíyàng 变化 / [v.] change 一样 / [adj.] same búdàn... éraiĕ... 不但……而且…… / [conj.] moreover; not only... but also...

#### 

1/ Substitution drills.

a / 简历 被 经理 拿到会议室了 。

文件	文女士	签收了
打印机	小周	修好了
杯子里的水	小高	喝完了

b / 打印机 让 我们 用坏了 。

		Commission of the last of the
眼镜	同事	坐坏了
日程安排	我	写错了
我们的护照	小文	忘在宾馆了

c/ 车 叫 别人 开走了。

裤子	我	穿坏了
会议记录	小钱	拿走了
小文	公司	派到美国出差了

d / (这家公司的产品) 不但 质量好 , 而且 颜色多 。

 超市的水果
 好吃
 便宜

 广告部小高
 喝酒
 吸烟

 跑步
 能锻炼身体
 能交到和你有一样爱好的朋友

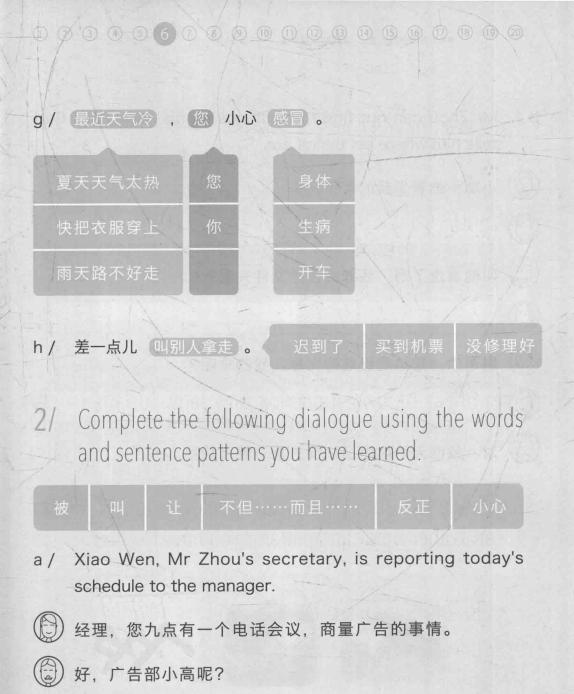
e / 反正 我们就三个人 , 车小一点儿也可以 。

f/ 那些是 跟 上周的那份文件不 一样 的地方。

 年轻
 健康
 重要

 我的车
 他的车
 好

 这件衬衫
 那件衬衫的颜色



他不在公司, ...

别的同事也行。

看看广告部还有谁在, ...

- b / Mr Zhou can not find many things on his desk. Miss Gao tells him where his things are.
- 小高, 你看见我的笔了吗?
- 叫他拿走了呀,我的红色的文件夹呢?
- 谢谢你,是给周经理的文件。我的伞呢?
- 对, 我昨天给你用了, 没关系, 明天给我。
- 3/ Please talk about the pictures below using 被, 叫, 让, and other words and patterns you have learned.



4/ Coming home from work, you find you have been robbed. Some jewelry, your computer, and some money as well as two credit cards were taken. Talk about what you would say to the police using the words and patterns you have learned.

5/ Find out what your colleagues would say to their manager if they are late for work. Discuss using the words and patterns you have learned.

6/ When you and others hold different opinions, will you accept the views of others or stick to your own opinion? Discuss using the words and patterns you have learned.



# 手续很简单

[A simple procedure]

#### Dialogues / 对话



- 一 喂, 您好, 是中国银行吗? [Hello, is this Bank of China?]
  - 是, 请问有什么可以帮您的? [Yes. What can I do for you?]
  - 明天的营业时间是几点到几点? [What are your business hours tomorrow?]

M 营业丨do business

- 明天是周六,上午8点到12点营业,下午休息。 [Tomorrow is Saturday, 8 to 12 are our business hours, and the bank will be closed in the afternoon.]
- 好, 我上午过去。谢谢您。 [Got it. I will go in the morning. Thank you.]
- 不客气。再见! [You are welcome. Goodbye!]
- 2 先生,您的手续已经办理好了。 [Sir, your application has been accepted.]

M 办理 | deal with; attend to; handle; transact

- 什么时候可以收到信用卡呢? [When will I get the bank card?]
- 您可打电话问一下, 电话是 400-66-95566。 您还要办别的吗? [You can call to ask. The number is 400-66-95566. Anything else?]

对,别人要给我打钱,直接告诉他们账号,就可以了吗?

账号 | account number; | bank account numbe

[ Yes, when somebody pays me, I just need to give them my account number, is that right? ]

是的,告诉他们您的账号就可以了。 [Yes, just tell them your account number.]

好,谢谢。 [OK, thank you.]

喂,是小高吗?我是小文。有件事想麻烦你。 [Hello, is that Xiao Gao speaking? This is Xiao Wen. I need your help.]

我是, 你说吧。 [Yes, this is Xiao Gao. Go ahead, please.]

你能不能帮我去给公司交税?我一直没时间去,如果过了15号,就不能交了。 [Could you please help me pay our company's taxes? I have no time to

[ Could you please help me pay our company's taxes? I have no time to pay the taxes. Besides, the taxes cannot be paid if after the 15th.]

我没交过,怎么办? [But I didn't pay taxes before. What should I do?]

没关系,我全部准备好了,放在小钱那儿,什么都不缺。你直接去交就可以。 [No problem. The materials have been prepared well, and there i

[ No problem. The materials have been prepared well, and there is nothing lacked. Xiao Qian is in charge of them. Then you can pay the taxes directly. ]

好的,我去找她。不清楚的再打电话问你。 [Well, I'll contact her. If I have other questions, I will call you.] [n.]

税 | tax

[adj.] 全部 | whole; complete; | total; all

> [M] 缺|short of

4

小文, 我打算放假去旅游, 想自己办签证,

签证

麻烦吗?

[ Xiao Wen, I am going on a trip during my holiday, so I want to apply for the visa by myself. Is the procedure complex? ]

- 不麻烦, 手续很简单, 但是一定要带好需要的东西。 你上网查一下, 每个国家的要求都不太一样。 [No, the procedure is very simple. But you should take all the things you need. Since the demands vary from country to country, you can search forsome information on the Internet.]
- 好, 我知道了。谢谢! [OK, I see. Thank you.]
- 还有,如果是去美国、日本这些国家,要提前预约!
  [Additionally, if you want to go to some countries,

预约 | make an appointment

like America or Japan, don't forget to make a reservation in advance. ]

7 N ( 537 / 53 0

[v] → [w] | get online; surf the Internet

可以上网预约吗? [Can I make a reservation online?]

- 可以。你有不清楚的地方可以再问我。 [Yes. You can ask me again if there is anything confusing.]
- 9 喂, 您好, 是周经理吗? 我是中国银行的员工小张。 [Hello, is that Mr Zhou speaking? I'm Xiao Zhang, an employee of the Bank of China.]
  - 您好,我是。有什么事情吗? [Hello, this is Mr Zhou. What can I do for you?]
  - 不知道贵公司有没有办商务卡的计划? 我可以免费帮您办理。

[ Does your company have a plan to apply for our Corporate Business Card? It is free to apply. ]

[adj.]

商务卡?我不是很了解。 [Corporate Business Card? I know nothing about that.]

one Corporate Business Card is enough. ]

商务卡很方便。员工出差不用带支票和现金, 一张商务卡就够了。 [It's easy to use the Corporate Business Card. If your employees go on a business trip, they do not need to take checks and cash,

支票 | check [n.j 现金 | cash

您能把商务卡的使用方法发邮件给我吗? 我看过再决定要不要办。 [ Could you please send an e-mail that explaining how to use the Coporate Business Card? I will have a look first.]

M decirle: determine

[v.]

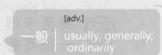
- 好,我一会儿给您,看完想办您就联系我。 [OK,I will send an e-mail to you later. You can contact me if you want to apply after consideration.]
- 好的, 谢谢。 [OK, thanks.]

## Passage / 短文 50%

现在办理签证的手续很简单。可以请旅行社办,也可以自己办,我就喜欢自己办。先上网预约办理时间,再根据要求带着护照、照片什么的过去。办理的时候,先填表,再和签证官面签。如果通过了,再去大使馆办手续就能拿到签证了。不同国家办签

[n] 旅行社 | travel agency; travel bureau [prep.] 根据 | on the basis of; according to 证的时间是不一样的, 有的国家长, 有的国 家短. 一般15个工作日可以办好。不同国 家签证的费用也是不一样的, 有的国家免 费, 有的国家就比较贵。

Now the procedure to apply for a visa is very simple. A travel agency can apply for you, or you can apply by yourself. I like to apply by myself. You can make the reservation online for an interview, then take the things demanded, like your passport, a photo, and so on. Before applying, you should first fill out the form. Then you will be interviewed by visa officers. If you pass the interview, you can go to the embassy for the rest of the procedure, and finally you can get the visa. The time you will take to apply for a visa varies from country to country. Some countries take a long time, while some take a short time. Generally, it takes fifteen working days. The cost of applying for a visa is different from country to country. Some countries are free, while some are expensive.



# Words and phrases / 词语

víngvè 营业 / [v.] do business

bànlĭ deal with; attend to; 办理 / [v.] handle: transact

zhànghào

account number; bank account number shuì 税 / [n.] tax

/ [adj.]

whole; complete; total: all

缺 / [v.] short of

qiānzhèng

签证 / [n.] visa

yùyuē

1 2 3 4 6 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

预约 / [v] make an appointment

shàngwăng

上网 / [v.] get online; surf the Internet miănfèi

免费 / [adj.] free

zhīpiào

支票 / [n.] check

xiànjīn

现金 / [n.] cash

shiyòng

使用 / [v.] use

iuédina

决定 / [v.] decide; determine

lüxingshè

旅行社 / [n.] travel agency; travel bureau

gēnjù

根据 / [prep.] on the basis of; according to

yìbān

一段 / [adv.] usually; generally; ordinarily

#### Exercises / 练习 (1009)



1/ Substitution drills.

a / 签证 的手续 很 简单 。

b / 不同国家办签证的时间 是不一样的, 有的 国家长,

每个人的爱好

我们学汉语的时间

大家的锻炼方法

爱旅游

学了很久

喜欢跑步

有的国家短。

爱唱歌

刚学

喜欢打球

c / 根据 银行的营业时间 , 您可以在两点到四点来办理手续。

天气情况

会议安排

衬衫去年的销售情况

飞机会晚两个小时

您明天上午九点前得到会议中心

公司决定再多生产三万件

d / 我 全部都 准备好了。

办商务卡需要的东西

**汶**家 购 物 中 心 的 饮 料

简历

在桌子上

有优惠

让经理拿走了

e / 你的签证 可以请旅行社办, 也 可以自己办。

我

们旅行社

会修理电视

能帮您办理签证

会修理手机

能帮您预定房间

f/ 我们 一般 15个工作日可以办好签证。

张小姐

王经理

销售部门

早上八点到公司

星期三去银行

15号开会

2/ Complete the following dialogues using the words and sentence patterns you have learned.

a /	Xiao Qian wants to know how to apply for a travel visa, so he calls the travel agency. Miss Wen answers the phone.	ne
	喂, 您好, 是中美旅行社吗?	
	先生您好。我是旅行社小文。	?
		?
		0
	好,	0
	A week later, Xiao Qian calls the travel agency again. Mis Wen answers the phone.	SS
	小文, 你好, 签证办好了吗?	
		0
	怎么这么久?上次去韩国的签证,只用了大概10天时间。	
		0
	好吧。谢谢。	
	自然表 化甲基苯基甲基苯基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲	

3/ Look the pictures below, then talk about the procedures in these situation. Use the words and patterns you have learned.



- Talk about the employee on-board process of your company. Use the words and patterns you have learned.
- 5/ Find out which bank the credit cards your colleagues use belong to. Talk about the different procedures they went through when they applied for their cards. Use the words and patterns you have learned.
- 6/ Nowadays, people can shop online using cash, credit cards, or mobile payment. Think and talk about which method you prefer. Use the words and patterns you have learned.

8

## 预订会议中心

[Reserve a conference center]

#### Dialogues / 对话



小王,公司明天要举办一个国际会议,你去订一下会议室。

[ Xiao Wang, since our company is going to hold an international meeting tomorrow, you should go and book the meeting room now.]

M 举办 | hold (an exhibition, contest, etc. )

> [adj.] 国际 | international

- 明天一天吗? [Will the meeting run the whole day?]
- 对,从明天上午8点到下午6点。 [Yes, from 8:00 am to 6:00 pm.]
- 大概有多少人参加呢? [How many people will probably come?]
- 你先按照50个人来安排。 [Make it about fifty people.]
- 好的, 我一会儿就去。 [OK, I'll be there in a minute.]



- 2 喂, 您好! 北京国际会议中心。请问有什么可以帮您的? [Hello! This is the Beijing International Conference Center. How can I help you?]
  - 您好! 我是CTI公司的王兴。明天我需要订一个会议室,大概50个人,从上午8点到下午6点,你们还有空的会议室吗?
    [Hello! I am Wang Xing from the CTI Company. Tomorrow I need a conference room for about fifty people from 8:00 am to 6:00 pm. Is there any room available?]

[adj.] 空 | empty; vacant

[n.]

- 有, 先生。会议室每小时400元, 您看行吗? [Certainly, sir. Rooms of this kind are 400 RMB per hour. Will that be OK?]
- 贵了一点儿, 能优惠一些吗? [It's a little expensive. Is there any discount price?]
- 对不起, 先生, 这是最低价了。 [Sorry, sir. This is the lowest price.]
- 好, 那就订明天吧。 [Well, that's fine. A room for tomorrow.]
- 行, 从上午8点到下午6点, 帮您订好了。 [OK, from 8:00 am to 6:00 pm. It's done for you.]
- - 这么快就订好了。离公司远吗? [How fast! Is it far from our company?]
  - 不远,开车10分钟就到了,交通很方便。
    [Not far away. It is only a ten-minute drive, the transportation is very convenient.]



[n.] 客人 | guest

中午安排了自助餐,是按照每个人100元的标准准备的。 [A buffet has been set up at 100 yuan per person.]

**[n.]** 标准 | standard; criterion

- 可以。另外,开完会后举办的活动也要提前安排好。 [ Good. In addition, the organized activities after the meeting need to be arranged in advance.]
- 全部都安排好了。 [All have been arranged.]
- 您好!春天酒店,请问有什么可以帮到您? [Hello! The Spring Hotel, what can I do for you?]
  - 您好!昨天我在你们酒店订了一个标准间, 我把日期说错了, 能换吗? [Hello! Yesterday | booked a standard room in your hotel, but | gave you the wrong date. Can | change it?]

[n.] 日期|date

- 能告诉我您的姓名吗?我帮您看一下。 [Can you tell me your name? I will check it for you.]
- 我叫周月, 订的是2月10号的。请帮我换到2月11号。 [This is Zhou Yue, the booking date is February 10th. Please change it to February 11th.]
- 好的, 帮您换好了。 [Yes, I changed it for you.]
- 谢谢您! [Thank you!]



- 您好! 我提前过来看看会议室, 是在1206吧? [Hello! I need to check the reserved meeting room in advance. the meeting room is 1206, right?]
- 是, 需要我带您过去吗? [Yes, would you like me to take you there?]
- 不用,谢谢。对了,你们这儿是用现金结账还是用支票结账呢? [No, thank you. Do you accept cash or check?]

[M] 结账 | check out; square account

[n.]

- 都可以的,您需要发票吗?结账时可以开。 [We take all. Do you need an invoice? We will give you an invoice when you check out.]
- 好,那我再联系你们。 [OK, I will contact you later.]

## Passage / 短文 500

我来和你说说怎么安排会议吧。先要了解会议时间、人数,然后通过电话或者网络的方式预约,和会议中心的工作人员谈好时间、价格后,把要求告诉对方,让他们提前安排。在会议开始前一天,要去检查会议室的安排情况。

Let me tell you how to arrange a conference. Before booking, first, you need to know the meeting time and number of people, and then make an reservation by telephone or online. Talk about the time, price and other details with the conference center staff, and tell them the requirements so that the room can be arranged in advance. You should check the arrangement of the meeting room one day before the meeting.

## Words and phrases / 词语



iŭbàn 举办 / [v.] hold (an exhibition, contest, etc.)

guójì 国际 / [adj.] international

köna

空 / [adj.] empty; vacant

jiāotōng 交通 / [n.] traffic; transportation

kèrén

客人 / [n.] guest

biāozhŭn

标准 / [n.] standard; criterion

rìaī 日期 / [n.] date jiézhàng

结账 / [v.] check out; square account

fāpiào 发票 / [n.] receipt; invoice

#### Exercises / 练习 (1)



1/ Substitution drills.

a / 举办 会议

活动

聚会

运动会

b / 空房间

10 2 3 + 5 6 7 8 9 0 0 0 0 0 0 0 0 0 0 0 0

请按照 50个人 来安排。

普通员工┃经理的要求┃两百元的标准

星期五、我们的营业时间都是早上八点到下午五点。

西安 南京

王经理都要负责

我们的产品都很有市场

Complete the following dialogues using the words and sentence patterns you have learned.

发票

The company is going to hold a business meeting. Xiao Gao is booking a meeting room by calling the Shanghai Conference Center.

您好!

您好!

最近订的人很多, 您要的会议室还有一间。

	一天是2 000元,	0
		?
	对不起, 高先生,	0
		0
b/	Xiao Wang wants to hold a birthday party in a club, so he calls his favorite club to make a reservation. A waitrest answers the phone.	
		?
	是的,	?
0		0
	什么时间?	
	nana and ghilly and mean print agree philosophic ord	0
	大概多少人?	
0		0
	请您留一个电话。	
		0
	好的,给您订好了。	1

3/ Use the pictures below to talk about how to make a reservation in these situations. Use the words and patterns you have learned.

10 2 3 4 5 6 7 8 9 6 10 10 13 14 13 16 17 18 19 20



- Your company is about to hold an annual meeting and needs to book the hotel in advance. Talk about your arrangements using the words and patterns you have learned.
- 5/ Find out how many ways there are to book a restaurant. Talk about your result using the words and patterns you have learned.
- 6/ What is the most important factor you need to consider when you book a hotel? Discuss using the words and patterns you have learned.

## 我们是一家大企业

[We are a large business]

## Dialogues / 对话



- 您还想了解什么情况? [What else would you like to know?]
  - 我想了解一下贵公司现在有多少员工。
    [I would like to know how many employees there are in your company.]
  - 您是说所有员工吗? [Including all the staff?]
  - 对, 所有的。 [Right, all the staff.]
  - 我只知道总公司就有一万多名员工。
    [I only know that there are more than ten thousand employees in the parent company.]

[adj.]
| general; chief; head; prime

- ⑦ 不少呢! [That's a lot!]
- 2 小李, 你的第一份工作怎么样? 还满意吗? [Xiao Li, how's your first job going? Are you satisfied with it?]
  - 挺满意的,我们公司很关心新员工。 [Yes, our company is very concerned about new employees.]
  - 那就好。我也在北京找到了适合自己的工作。 [That's good. I also found a suitable job in Beijing.]



我听说了, 你毕业后去了一家大企业。 [ I heard you went to a large business after graduation. ]

对,是一家国际旅行社,我是个导游。 [ Right, it is an international travel agency. I am a guide. ]

我也是, 没想到我们的工作也一样! [ Me too. I didn't expect us to have the same job! ]

[v.] 毕业 | graduate [n.]

enterprise; company; business

[adv.]

[n.] 导游丨guide

李总, 好久不见, 总听王经理说你们公司 最近发展得很不错。

> [ General Manager Li, I haven't seen you for a long time. I always hear from Manager Wang that you run the company very well.]

[v.]

always; consistently; invariably

没有你们公司好呢!你们公司现在已经是世界 第三大旅行社了。

[ Not as good as your company! Your company has become the thirdlargest travel agency in the world.]

[n.]

[n.]

你们发展得也很快, 今年已经买了第三条船了。 [ Your company has also developed very fast. You've bought the third ship this year. ]

哪里哪里,下次有机会我们一起合作吧! [ Just so so. Let's work together next time if it's suitable.]

没问题, 我们总会有机会合作的。

[v.]

[ No problem, we'll find a chance to cooperate anyway. ]

您好!这边请。我带您去公司参观一下。 [ Hello! This way, please. Let me show you around our company. ]

参观 | visit; look around

这边是办公室吗? [ Is this the office? ]

对,最里边儿的那间是张经理的办公室。 那边是我们工厂。 [ Right! The one inside is Manager Zhang's office. That is our factory. ]

工厂 | plant ; factory

这么大呀! [It's so big!]

- ② 您想参
- 您想参观我们的工厂吗?我可以给您安排一下。 [Would you like to visit our factory? | can arrange it for you.]
- 如果可以的话,我想了解一下贵方的生产水平。 [If it's OK, I want to know your production level.]
- 可以,请等一下,我去安排。 [Yes, please wait for a moment. I will arrange it for you.]

(A) 我很高兴能有这次机会访问贵公司。

CTI公司的谢经理向我们介绍了贵公司。 这次请您来,也是想请您多了解一下。 [ Manager Xie of CTI introduced your company to us. We've invited you here today so you can learn more about us.]

[ I'm glad to have this chance to visit your company. ]

- 我敢说,这是您做出的最正确的决定。 [I'm sure that's the best thing.]
- 我们公司的主要业务是广告,有多年经验,是一家世界知名的企业,这些您可能都已经了解了。

[ Our line is advertising. We have been in this line of business for many years. We are a world-famous enterprise, as you may already know.]

[n.] 水平 | standard; level

(M) 敢 | be certain; be sure [adj.] E确 | right; correct; proper

> [n.] 决定 | decision



我看过贵公司制作的广告。总的来说, 我对你们公司的业务水平很满意。 [I have seen your advertisements. In general, I am quite satisfied with your company's business.]

太好了,希望能与贵公司建立业务关系。 [ Great! We hope to establish a business relationship with your company.]



## Passage / 短文 50%

我是个敢想敢做的人,所以毕业后,我找了一份产品设计的工作。我们公司是一家大企业,总公司在北京,一共有一万多名员工。我们公司发展很快,几年时间,就在世界上多个国家都设立了分公司。公司的工厂很大,生产的产品很受人们欢迎,主要原因是企业的员工对工作很负责,他们关心企业的发展,设计的产品也能满足人们的要求。

I am the kind of person who is willing to dare. After graduation, I got a job of designing products. Our company is a large one. The parent company is in Beijing has more than ten thousand employees. Our company developed quickly. In just a few years, we have opened branches all over the world. Our factory is also very big. Our products are very popular. The main reason for our success is our responsible employees, who care about the development of the enterprise. Our products are also satisfactory for people's needs.

[M] 敢 | dare to do

[n.] 发展 | development; evolution

## Words and phrases / 词语 💿



zŏng

[adj.] general; chief; head; prime [adv.] anyway; anyhow; after all [adv.] always; consistently; invariably [adj.] general; overall; main; total; all; whole

shìhé

适合 / [v.] suit; fit; be appropriate for

bìvè 毕业// [v.] graduate

qĭyè

企业 / [n.] enterprise; company; business

dăovóu

导游 / [n.] guide

fāzhǎn

[v.] develop 发展 / [n.] development; evolution shìiiè

世界 / [n.] world; global; earth

chuán

/ [n.] boat; ship; vessels

机会/ Ind chance; opportunity

hézuò

合作 / [v.] cooperate; collaborate; work together

cānguān

参观 / [v.] visit; look around

göngchăng

/ [n.] plant; factory

shuĭping

zhèngquè

水平 / [n.] standard; level

[v.] be certain; be sure [v.] dare to do

下确 / [adj.] right; correct; proper

juéding.

决定 / [n.] decision

vèwù

业务 / [n.] business

auānxi

关系 / [n.] relation; relationship

## Exercises / 练习 💿

1/ Substitution drills.

a / 李 总

张

 $\pm$ 

b / 这么 厌 呀!

快

漂亮

好吃

c / 公司 一共有 一万多名 员工。

办公室

五台

电服

医院

三千多名

医生

d / 他 敢 说出自己的意见。

没有人

这样说。

你怎么

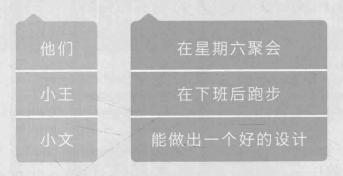
这样和他说话?

e / 总的来说, 我对你们公司很满意 。

这周的天气很好

公司很关心我们员工

f / 你们的员工 总 这么负责。



2/ Complete the following dialogues using the words and sentence patterns you have learned.

您说得对, 这是最关键的。

b / Wang Huan goes to a small company after graduation.
One day he meets his college classmate Wang Yue in the street. They chats about their work.

		A ATTION IN THE STATE
(日) 王月	, 好久不见啊,	你怎么样?

- 我很好, 你呢?
- 我也很好, ... , 公司虽然只有一百多人,
- 那挺好的。
- 是, ...
- 适合自己才是最好的。
- 对。听说你去了CTI公司,怎么样?还满意吗?
- 六个分公司, 比我们公司大多了!
- 是,我们公司在国际上已经是一家大企业了。
- 3/ Here are some products. Please introduce well-known companies who produce thes products, using the words and patterns you have learned.



4/ Please introduce a Fortune Top 500 enterprise using the words and patterns you have learned.

What kind of company do your colleagues prefer: large or small? Discuss your preferences using the words and patterns you have learned.

6/ Talk about what you think makes good advertisement.
Use the words and patterns you have learned.

## 欢迎您来我们工厂参观

[Welcome to our factory]

#### Dialogues / 对话



- 王经理, 您好, 欢迎您来我们工厂! [Hello, Manager Wang. Welcome to our factory.]
- 您好, 很高兴能到贵厂参观。 [I'm glad to visit your factory.]
- 我叫李惠,是厂长的秘书。今天我来带你们参观。 [My name is Li Hui, the factory director's secretary. I'm going to show you around today.]
- 谢谢。工厂是什么时候开始生产的? [Thanks. When was the plant set up?]
- 1990年,有25年了。那时,我们的工厂很小,现在大概八万五千平方米。
  [In 1990, 25 years ago. At that time, our factory was very small, but it's about 85,000 square meters now.]
- 比我想的要大得多。 [It's much larger than I expected.]
- 您这边请。如果您有问题,可以问我。 [OK, this way please. If you have any question, you can ask me.]
- 王经理, 您看, 这是我们工厂的地图。东边是设计部, 西边是生产部。我们先去参观一下设计部。 [You see, Manager Wang, this is the map of our factory. To the east is the Design Department, and the Product Department is in the west. Maybe we could start with the Design Department.]

[n.] 地图 | ma

- 你们生产的产品都是自己设计的? [The products you produce are of your own design, right?]
- 是,我们的设计部有20位员工。这里是设计部。 [Yes. Our Design Department has 20 employees. Here we are.]
- 这个设计花费了不少时间吧? 我很喜欢。 [Thanks, did you spend much time on this design? | like it very much!]
- 是吗?那太好了!这个设计是我们员工干了一个月的时间想出来的。
  [Really? That's great! Our staff spent a month on this design.]
- 贵厂的设计水平很高。 [Your factory has a high standard of design.]

3 最近天气有点儿干。我们先去会议室喝杯茶, 休息一下。

[ It's a bit dry recently. Let's go to the meeting room to have a cup of tea and take a break. ]

- 谢谢。麻烦你们了。 [Thank you. That's very kind of you.]
- 一会儿我们去参观生产部门。 [We'll visit the product department later.]
- 你们只生产自己设计的产品吗? [Do you only produce products of your own design?]
- 我们也和其他公司合作。今年我们和两个美国汽车公司合作,负责生产他们设计的汽车。 [We also cooperate with other companies. We are cooperating with two USA automobile firms this year. We are responsible for producing the cars they designed.]

[x] 花费 | spend; expend; cost

> [v] 干 | do; work; attend to

> > [adj.] 干 | dry

[pron.] 其他 | other; else



- 一会儿你带我去看一下这种产品,可以吗? [Can you take me to see the products later?]
- 没问题。我们的产品在美国市场销售得很好。 [No problem. Our products sell well on the USA market.]
- 4 这里是我们的生产车间。 [Here is our workshop.]
  - 真干净。你们怎么检查产品质量呢?
    [It's so clean. How do you check the quality of your products?]
  - 我们工厂有质检员,他们负责检查质量。 所有的产品都必须经过五次检查。 [ Our factory has quality inspectors responsible for the quality. All products have to go through five checks during the manufacturing process.]

质量是关键。 [The quality of products is very critical.]

您说得对,我们每年在质量管理上的花费是最大的。

[Yes. The cost of quality management is the biggest percentage of our budget every year.]

....

[adv.] ルメ浦 | must have to

[n.]

money spent; expenditure

王经理, 这就是我们的工厂, 您满意吗? [Manager Wang, this is our factory. Are you satisfied with it?]

非常满意。我很相信贵公司的生产水平。 [I feel pretty satisfied. I trust your level of production.]

谢谢,希望贵公司可以和我们合作。 [Thank you so much. We hope you will cooperate with us.] [M] 相信 | believe; be convinced of

- 我希望我们公司自己设计,由贵公司来生产。 [We hope to design products and have them produced by your company.]
- 可以的,我们经常和其他公司这样合作。 [Yes, we usually cooperate with other companies in this way.]
- 如果我现在订货,最早什么时候交货? [If I placed an order now, when would be the earliest delivery date?]
- 那主要由订单的大小和货物决定。我们先回会议室谈谈吧。 [It would largely depend on the number of the order and the items you want. Let's go back to the conference room.]

## Passage / 短文 50%

今天,我去参观了一家工厂。这个工厂挺大的,大概有 八万五千平方米,包括设计部和生产部。他们有20位自己的设 计员。他们不但生产公司自己的设计产品,也和其他公司合作生 产。我看了他们的设计,觉得很好。这家工厂对质量要求高,他 们的工厂很干净,有质检员,所有产品必须经过五次检查。我和 他们谈了一下交货时间的问题,我们订的货物他们可以在2016 年4月前交货。

Today I visited a factory. This factory is quite big: about eighty-five thousand square meters, including the design and production departments. They have 20 of their own designers. They not only produce the company's designs by themselves, but also cooperate with other companies to produce. I had seen their designs and thought they are very good. The factory has serious requirements for quality. Their factory is very clean and has inspectors. All products must be checked five times. We discussed about the time of delivery. The goods we ordered can be delivered before April, 2016.

## Words and phrases / 词语 💿



dìtú 地图 / [n.] map

huāfèi 花费 / [v.] spend; expend; cost

gàn 干 / [v.] do; work; attend to

gan 干 / [adj.] dry

aítā 其他 / [pron.] other; else

gānjìng 干净 / [adj.] clean; neat and tidy

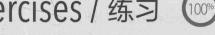
bìxū 必须 / [adv.] must; have to

jīngguè 经过 / [v.] pass; go through; go by

xiāngxìn 相信 / [v.] believe; be convinced of

huāfei 花费 / [n.] money spent; expenditure

#### Exercises / 练习



1/ Substitution drills.

a / 他们公司 比 我们公司 大 得多。

那里

那个问题



 明天
 把文件拿来

 下个月
 完成计划

 生病了
 好好休息

c / 经过 五次检查 , 产品达到质量标准 。

大家的努力 这个问题得到了解决 三天的谈判 我们终于谈好价格 我们多次提醒 他再也没有抽烟

2/ Complete the following dialogues using the words and sentence patterns you have learned.

必须 比……得多 经过

- a / The factory director, Mr Wang, is talking about the delivery date with Ms Zhang.
- 张女士,很高兴您来我们工厂参观!
- 我想和您商量一下交货日期, ...

1/		
		0
	您希望什么时候交货?	
		0
		?
	如果贵厂提前交货有困难, 6月交货也可以。	
		0
	Control of the second of the s	
b/	Ms Zhou is showing Mr Ma around the factory. Ms Zhou wants to cooperate with Mr Ma's company, but Mr Ma is not interested.	
	这就是我们的工厂, 您觉得怎么样?	
		0
	您觉得我们可以合作吗?	
		0
	您对哪方面不满意呢?	
		0
	希望以后有机会还能合作。	
(Fa)		

3/ Here is an e-mail of invitation to visit a factory. Please talk about what must be considered when visiting potential suppliers, according to this e-mail.

000

收件人: wangmn@cti.cn

主 题: 邀请

#### 尊敬的王先生:

我们非常高兴能邀请您于2015年12月访问我们的工厂。通过这次访问,您 将有机会更好地了解我公司的生产水平,并就将来的合作与我们进行交流。

作为许多国际企业在中国的主要生产商,我们公司一直希望贵公司能与我公司合作。

如果您还有问题, 请随时联系我。

祝好!

周京 CTI公司 2015-11-15

发送

存草稿

When visiting a factory, you have found many things you are not satisfied with. You don't want to work with this company. How will you report this to your company?

5/ How could the quality be assured during production? Discuss your thoughts using the words and patterns you have learned.

6/ Talk about what is important when designing a product's brochure. Use the words and patterns you have learned.



## 在市场上销售得很好

[It is selling well]

#### Dialogues / 对话



- 1 你最近怎么样? 工作忙不忙? [How are you recently? Are you busy?]
  - 因为公司的新产品在市场上销售得很好,所以我最近比较忙。
    ['I'm a bit busy recently because our new product is selling well.]
  - 那你一定很累,要多休息。 [You must be tired, take care of yourself.]
  - 谢谢你的关心,我还有事,先走了,有机会再见。 [Thanks for your concern. I have to go now. See you next time.]
  - 再见。 [See you.]
- 2 您好,请问您对什么产品感兴趣?我可以给您介绍一下。 [ Hello, can I help you? What kind of products you are interested in? I can introduce them to you.]
  - 谢谢, 我先看看。 [Thank you, I'll take a look.]
  - 好的, 您现在看到的是我们在市场上销售得最好的产品。 [OK, this one is the best-selling product on the market.]



- 为什么销售得这么好呢? [Why is it selling so well?]
- 因为它质量好,价格便宜。 [Because of its good quality and it's not expensive.]

[pron.]

- ② 您好,请问这是你们销售得最好的手机吗? [Hello, is this the best selling mobile phone you have?]
  - 是的,就是这个。 [Yes, it is.]
  - 您能给我介绍一下吗? [Can you tell me about it?]
  - 好的,没问题。这种手机适合年轻人用,可以照相,可以听歌。您可以试试。
    [ Yes, no problem. This mobile phone is suitable for young people. You can use it to take pictures and listen to music. Give it a try.]
  - 这个手机现在多少钱? [How much is it?]
  - 现在没有货。您可以留下您的电话。一有货我们就打电话通知您。 [It is out of stock right now, but if you leave your number, we will call you as soon as it arrives.]
- 4 周经理,我来向您报告上个月产品的销售情况。 [Manager Zhou, I'm here to report last month's sales to you.]
  - 好的, 你说吧。 [OK, please go ahead.]

由于放假,上个月我们不但完成了销售计划, 而且总销量也增长了不少。其中北京公司就 完成了一百万件衬衣的销售任务。

[ Because of the holiday, we not only completed our sales goals, but sales also increased a lot. Our Beijing company completed our one million shirt sales goal. ]

- 其他城市的销售情况怎么样呢? [What about other cities?]
- 其他城市的销售遇到了困难,包括新产品的销售,都很困难。
  [Sales encountered difficulties in other cities, including the sale

[ Sales encountered difficulties in other cities, including the sale of new products. It's been very difficult. ]

我们必须想个办法来改变这种情况。等一下 开个会,我们好好讨论一下这个问题。 [Something must be done to change this situation. Let's have a meeting later to discuss this problem.] Iprep.]
由于 | due to; because of ln.]
其中 | among; in; inside ln.]
城市 | city

[M]
退 | meet

[M]
改变 | change; vary

[M]
讨论 | discuss; argue; debate

- 请问是小文吗? 我是周冬。 [This is Zhou Dong, may I speak to Xiao Wen, please?]
  - 您好,我是文月。请问你有什么事情吗? [Hello, this is Wen Yue. Can | help you?]
  - 怎么解决新产品在销售中出现的问题, 你方便现在给我介绍吗?

[ How can we solve the problems in the sales of the new product? Is it convenient for you to introduce some ideas now? ]

不好意思,我现在不方便回答你的问题。 我十分钟后有个会。

[ Sorry, it's not very convenient to answer this question now. I have a meeting in ten minutes. ]

出现 | come out; happen; show up; appear

[M] 回答 | answer; reply; respond



- 好的,那等你开完会后给我回个电话。 [ All right, you can call me back after the meeting. ]
- 电话里说不清楚,我们还是见面谈吧。 [Phone conversations are not clear, so let's meet.]
- 周三下午两点怎么样? [What about two o'clock this Wednesday?]
- 可以,那我们周三下午见。 [OK, see you on Wednesday afternoon.]

## Passage / 短文 500)

这个月公司推出了一个新产品。由于我们不了解市场,刚开始新产品的销售遇到了困难。在这关键的时刻,经过努力,我们找到了正确的销售方向。新产品质量好,价格便宜,现在在市场上销售情况有了改变,销售得很好。我时刻提醒自己,公司的发展离不开每一个员工的努力。所以公司决定周末举行一个茶会,希望大家都能参加。



Our company launched a new product this month. Because the market situation was not very clear to us, we had lots of difficulties at the beginning. At the key moment, we found the right sales direction through much effort. Because of the good quality and price of our product, the sales situation changed some, and now it is selling very well. I always remind myself that the development of the company depends on the efforts of every employee, so we have decided to have a tea party this weekend. I hope everyone can attend.

#### Words and phrases / 词语 ②



xìngqù / [n.] interest; taste 它/ [pron.] it

vóuvú 由于 / [prep.] due to; because of

gízhong 其中 / [n.] among; in; inside

chéngshì 城市 / [n.] city

УÙ 遇/ [v.] meet

bāokuò 包括 / [v.] include aăibiàn 改变 / [v.] change; vary

tăolùn 讨论 / [v.] discuss; argue; debate chūxiàn come out; happen; 出现 show up; appear

回答 / [v.] answer; reply; respond

shíkè [n.] time; hour; moment 时刻 [adv.] constantly; always

努力 / [adj.] hard-working; diligent

fängxiàng 方向 / [n.] direction

jŭxing 举行 / [v.] perform; take place

#### 

1/ Substitution drills.

a/ 我 对 新产品 感兴趣。

 他
 李明
 高文

 旅游
 手机
 照相机

b/ 遇到 困难

朋友

麻烦

问题

c/ 由于 放假, 上个月销量不错。

天气原因

航班不能起飞

经常锻炼

小文身体很健康

公司有很多国际业务

我经常去国外出差

d/(我们公司有一万名员工),其中(总公司有三千人)。

这里有很多种茶

我们要去日本玩儿一个星期

这些颜色都很受欢迎

红茶是我最喜欢的

有三天在东京玩儿

红色的是最受欢迎的

e/每个人,包括我,都很满意。

 这个月
 上周
 他都在出差

 这里的交通
 船
 都很方便

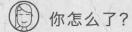
 所有国家
 发展中国家
 我们都有合作

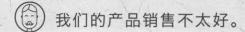
2/ Complete the following dialogues using the words and sentence patterns you have learned.

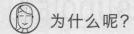
- a / At the meeting, Manager Wang and Miss Zhang are talking about how to resolve problems through their sales plan.
- 我们的销售遇到了困难,你有什么好办法吗?
- 你说得很有道理,但是广告费用很高。
- 嗯,这个主意很不错,那这个任务就交给你了。



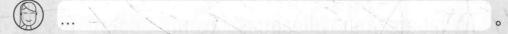
b / Mr Zhang and Miss Zhou meet on the bus station. Mr Zhang is in a bad mood, and Miss Zhou asks him why.

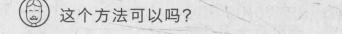








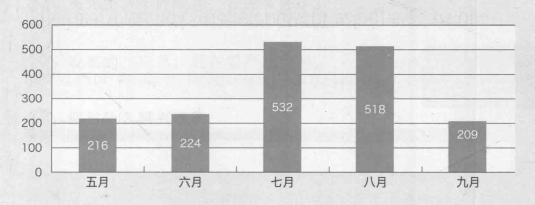






谢谢你,我等一下就和经理说。

3/ Here is the sales performance chart. Please talk about the status of the sales using the words and patterns you have learned.



4/ Your colleagues met some difficulties during work. Please make a speech to encourage them. Use the words and patterns you have learned.

What are your colleagues' favorite quotes? Discuss your result using the words and patterns you have learned.

6/ Talk about what you do when your company sales are down. Use the words and patterns you have learned.

### 我们开始吧

[ Here we go ]

#### Dialogues / 对话



- 早上好, 马先生, 昨天休息得好吗? [ Good morning, Mr Ma, did you have a good rest? ]
  - 是的,谢谢。 [ Yes, thank you. ]
  - 今天天气不错。前几天一直下雨, 你们一来天气就变好了。 [ It's nice weather today. It has been raining for a few days. The weather has been getting better since you came.
  - 真的吗?那太好了。这说明我们这次的谈判会很愉快。 [ Really? That's great. That shows we will have a pleasant negotiation. ]
  - 差不多九点了, 我们开始吧。 [ It's about nine o'clock, here we go. ]

[adj.]

[adv.]

- 王先生,不好意思,让您久等了。 [I'm sorry, Mr Wang, you waited for such a long time.]
  - 没事的, 马总。我在看产品说明。

[ It's OK, Manager Ma. I am reading the product instructions. ]

您对什么感兴趣? [ Which products are you interested in? ]

- 3396号和7784号西装,请给我介绍一下吧。 [ The suits of No. 3396 and No. 7784. Please tell me about them. ]
- 好的, 那我们开始吧? [ Yes, let's get started, shall we? ]
- 请。 [ Please. ]
- 王经理, 休息了差不多十分钟, 我们接着谈吗? [ Manager Wang, we have rested for about ten minutes. Shall we continue? ]
  - 没问题, 马经理, 到下一个部分吧。 [ Yes, Manager Ma, let's go to the next part. ]
  - 好, 最困难的价格已经谈好了。下面我们应该谈 怎么支付了。 [ Great. The most difficult part, price, has been settled. We should talk about how to pay. ]
  - 是的, 价格谈好了, 其他问题就好解决了。 [ Yes, when the question of price has been settled, other problems will be easy to solve. ]
  - 对, 那我们开始吧。 [ Yes. Let's get started.]
- 今天为什么要开会? [ What's the topic of today's meeting? ]
  - 为了讨论我们新产品的价格。 [ Discuss about the price of our new product. ]
  - 计算好了吗? [ Has it been calculated yet? ]
    - 是的,和专家计算的差不多。 [ Yes, and the expert's calculation is almost the same as ours. ]

[v.]

差不多

[adj.]



- 那么一会儿你先来说一说。 [Then please state your ideas then.]
- 没问题。 [No problem.]
- 那我们开始吧。 [Let's get started.]
- 5 只有最后一个问题没解决了,时间过得真快呀! [There's only one problem left. Time flies!]
  - 是的,很高兴能有机会和您合作。 [Yes, it's pleasant to have the opportunity to cooperate with you.]
  - 明天能请您去参观一下我们的工厂吗? [Can I invite you to visit our factory tomorrow?]
  - 可以,我一直想去访问贵公司的生产部门。 [Sure, I always want to visit your company's production department.]
  - 那说定了,我明天带您去参观工厂。
    [That's a deal, I will take you to visit the factory tomorrow.]
  - 好, 我们开始讨论吧。 [OK. Let's get started the discussion.]

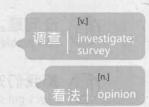
### Passage / 短文 50%

在谈判开始前,我们先欢迎马先生的到来。上周我们进行的第一次谈判是很好的开始,但我们的讨论还没有结束,

(M) 结束 stop; finish; end; terminate

因为大家在价格问题上还有不同的意见. 所以这 次谈判主要就是讨论价格问题。为了这次谈判. 我们做了很多准备,对市场进行了调查。先请马 先生根据调查谈谈他的看法。那么, 我们开始吧。

Before the negotiation, let's welcome Mr Ma. The first negotiation was a good start, but our talk is not over because there are different opinions about the price. This time we will focus on price. We prepared thoroughly and investigated the market, but let's first invite Mr Ma to talk about his opinions according to the investigation. So, here we go.



#### Words and phrases / 词语 ②

shuōmina 说明

[v.] explain; illustrate; show

[n.] illustration; instruction; specification

vúkuài

愉快 / [adj.] happy; pleased; joyful

chàbuduō 差不多

[adv.] about; nearly

[adj.] about the same; similar

支付 / [v.] pay

iìsuàn

计算 / [v.] count; compute; calculate

iiéshù

结束 / [v.] stop; finish; end; terminate

diàochá

调查 / [v.] investigate; survey

kànfă

看法 / [n.] opinion

#### Exercises / 练习 000

- 1/ Substitution drills.
- a / 会议 结束了。

讨论

调查

谈判

b / 我们进行了 讨论 。

调查

说即

计算

c / 休息了 差不多 十分钟 。

花费了

迟到了

跑了

十天

一个小时

一万米

d / 我们计算的 和 专家计算的 差不多。

他的家

我的家

他调查的

我调查的

他买的东西

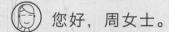
小马买的

2/ Complete the following dialogues using the words and sentence patterns you have learned.

	and sentence patterns you have learned.		
	差不多		
a/	Manager Ma and Manager Wang are good partners, but they have not met for a long time. They are chatting before the meeting.		
	王经理, 你好。		
		0	
	是啊! 上次合作之后, 就很久没见面了。		
	对了,上次的那个项目进行得怎么样啊?		
		0	
	那就好, 很高兴能再和您合作。		
		?	
	好的 我们开始吧。	1	

b / Because of illness, Ms Ma did not attend the last meeting.Ms Ma and Ms Zhou are chatting before the meeting.







- 已经好多了。
- 所以我身体—好就来参加会议了。
- 希望今天我们合作成功。

- 3/ Make a proper opening speech according to these situations. Use the words and patterns you have learned.









4/ What do you think are the most important things you need to do when arranging a conference?

5/ Find out what your friends feel is important for making a good opening speech before a meeting. Discuss using the words and patterns you have learned.

Oo you like meetings? What kind is most efficient, a meeting with lots of people or one with few people? Present your opinion using the words and patterns you have learned.

### 请您再考虑考虑

[ Please consider it ]

#### Dialogues / 对话



王老板,这个方的桌子打折吗? [Mr Wang, can I have discount on buying this square table?]

老板 | boss

您是我们的老顾客,我们可以给您5%的优惠。 [You are an old customer, so we can give you a 5% discount.] [adj.] 方| square

[adj.]

还能再便宜吗? [Can it be cheaper?]

[n.]

如果您真的想买的话,我可以给您一个10%的优惠,不能再便宜了!

[ If you buy it, I can give you a 10% discount. That's my lowest price. ]

谢谢! 我再考虑考虑。 [Thanks, I will think it over.] M 考虑 consider; think over; take into account

顾客丨

希望您认真考虑一下。 [I hope you'll take it under serious consideration.] [adj.] 认真 | conscientious; earnest; serious

- 2 李经理,看完我们公司的产品,您觉得怎么样? [Manager Li, you have seen our products. What do you think of them?]
  - 产品不错,但是有点儿贵。 [The products are nice, but they are a little bit expensive.]
  - 我们公司的产品质量非常好,这个价格也不贵。
    [The quality of our products is very good, and the price is not expensive at all.]



您老这么说, 我先考虑考虑。

[ You always say that. I need to think it over. ]



您可以在市场上调查一下,我们的产品销售得很好。 希望您能认真考虑一下。

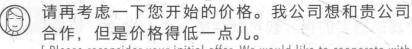
[ You can investigate the market: our products sell well. We hope you will take it under serious consideration. ]

3 高经理,我们想谈个好一点儿的价格。那个价格 比我们想的高。

[ We would like to discuss a better price. That price is higher than we expected. ]

如果贵方同意一项我们的要求,我们就同意一项 贵方的要求。

[ We'll agree to one of your demands if you agree to one of ours. ]



[ Please reconsider your initial offer. We would like to cooperate with you, but the price will have to come down. ]

我知道我们的产品不是市场上最便宜的,但是我们的产品质量是按国际标准来要求的。

[ I know it is not the cheapest on the market, but our product meets the international standard. ]

我们现在不能决定,我们要考虑一下。我建议我们休息一下。 今天下午我会告诉您我们的决定。

[ We can't decide right now. We need to consider it. I suggest to take a break. I will tell you our decision this afternoon. ]

好的,我们休息休息。希望您能认真考虑一下。 [OK, let's take a break. We hope you'll think about it seriously.]



- - 您好, 张经理。 [Hello, Manager Zhang.]
  - 我们制作的广告没有满足贵公司的要求,中间也发生了很多事情,所以贵公司不再和我们合作。但是我们又制作了一个新的广告,还想请您再给我们一个机会。

[ Our advertisement didn't satisfy your requirement, and there was a lot of things during the coopration process, so your company is no longer cooperating with us. But we made a new one for you. Please give us a chance. ]

lv.] 制作 | make; produce [n.] 中间 | center; middle

- 是吗?我要考虑一下。 [Really? | will think it over.]
- 我们是一家新公司,广告制作经验有些不足,但是我们相信这次的新广告一定会让您满意。希望您给我们一个机会,再次合作。
  [Our company is new. We don't have much experience in advertising production, but

we believe that this new advertisement will satisfy you. I hope you'll give us another chance to cooperate. ]

我会认真考虑一下,下周再联系您。
[I will take it under serious consideration.
I will contact you next week.]



- 5 李经理,欢迎您来我们公司。我们开始今天的谈判吧。 [ Manager Li, welcome to our company. Let's begin today's negotiation. ]
  - 我们在做市场调查时,发现贵公司的产品价格比其他公司高。
    [ When we did a market investigation, we found your product price is higher than other companies.]

[v.] 发现丨 find; discover

- 我想贵公司调查时,应该也知道我们的产品是最有名的,质量很好。这个价格一点儿也不贵。
  [I guess in your investigation you also found that our products are most famous for
- 产品的质量当然是最重要的。但是这个价格太高了,能不能便宜一点儿?如果贵公司给我们优惠10%,我们再买1000个。
  [The product's quality is absolutely important, but the price is too high. Can it be cheaper? If you can give us a 10% discount, we will buy another 1,000.]

their good quality. The price is not high at all. ]

[adv.] 当然 | absolutely; certainly; of course

- 我们考虑了一下,如果贵公司再买1000个,价格可以优惠10%。 [We have thought it over. If you buy another 1,000, we can offer a 10% discount.]
- 好! 那我们这次买7000个。 [OK, we will buy 7,000.]
- 谢谢!希望下次贵公司还会再选择我们的产品! [Thanks. We hope you'll choose our products next time.]

### Passage / 短文 509

马总,这个合作计划我们已经讨论了很多次。您最好再考虑一下。如果贵公司不接受这个计划,我们就只能和其他公司合作了。我方想谈个好一点儿的价钱,也想和贵公司合作,但是价格得低一点儿。这个价格比我们想的要高。请再认真考虑一下价格。我下周再联系您。

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

General Manager Ma, we have discussed the possibility of cooperation many times. You'd better think again. If you don't accept, we will have to go with another company. We would like to discuss a better price. We would like to cooperate with you, but the price will have to come down. That price is higher than we expected. Please reconsider the price seriously. I will contact you next week.

#### Words and phrases / 词语



lǎobǎn\_\_\_ 老板 / [n.] boss fāng. 方 / [adj.] square [n.] side; party

lǎo 老 / [adj.] old [adv.] always gùkè 顾客 / [n.] customer

kǎolǜ 考虑 / [v.] consider; think over; take into account rènzhēn 认真 / [adj.] conscientious; earnest; serious

tóngyì 同意 / [v.] agree; approve xiàng **项 /** [mw.] **item**  zhìzuò 制作 / [v.] make; produce zhōngjiān 中间 / [n.] center; middle

fāxiàn 发现 / [v.] find; discover dāngrán 当然 / [adv.] absolutely; certainly; of course

#### 

1/ Substitution drills.

a / 老 张

大

b / 一项 决定

要求

说明

计划

c / 公司 这几年 发展 得 很好 。

产品

卖

挺好的

李先生

发展

很好

公司的产品

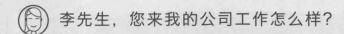
销售

很好

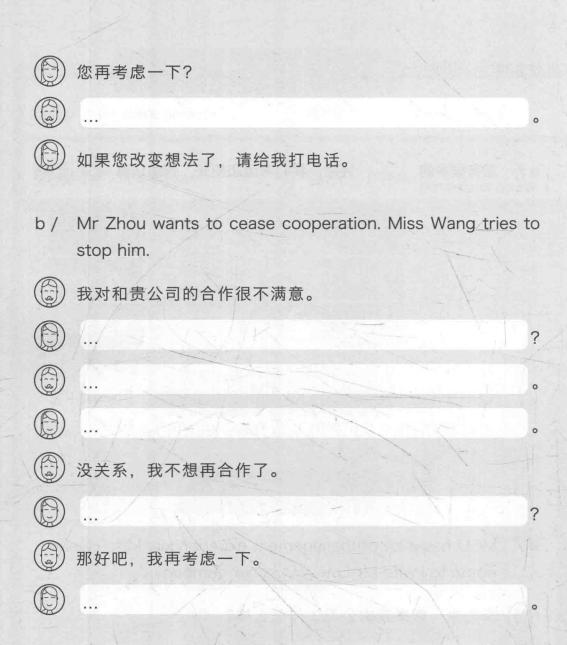
再想想

Complete the following dialogues using the words and sentence patterns you have learned.

a / Mr Li has a lot of management experiences. Miss Huang wants to invite Mr Li to join in her company.



这不是问题, 您有很多工作经验。











- 4/ If your friend wants to quit his job, what would you say to convince your friend not to quit? Use the words and patterns you have learned.
- What needs to be considered before two parties do business with each other? Discuss your thoughts using the words and patterns you have learned.
- 6/ Think and talk about whether it is advisable to make a concession in business negotiations. Use the words and patterns you have learned.

#### 为我们合作成功干杯

[ A toast to successful cooperation ]

#### Dialogues / 对话



T经理,感谢贵公司,今天的谈判非常成功。
[ Manager Wang. Thanks! Today's negotiation has been very successful.]

[adj.] 成功 successful; prosperous

- 都是老朋友了,很高兴和贵公司再次合作! [We are old friends. It's our pleasure to cooperate again.]
- 我们为各位安排了简单的工作餐,请跟我来。 [We have arranged a simple working lunch for you. Please come with me.]

[prep.] 为 | for

- 非常感谢。 [Thank you very much.]
- 车来了, 我们一起去吧! [The car is coming! Let's go.]
- 2 黄先生,晚上好,很高兴您能来。请上坐。 [I'm so happy you could come. Take your seat please.]
  - 谢谢您的邀请。 [Thank you for the invitation.]
  - 马经理马上到,他一直很希望您能参加这次宴会。 您想要喝点儿什么?

    [Manager Ma wished the pleasure of your company at the dinner

[ Manager Ma wished the pleasure of your company at the dinner party. What would you like to drink? ]

谢谢, 来杯茶吧! [A cup of tea would be fine, thank you.] [n.] 宴会 | banquet; dinner party

您来点菜吧?

[ Would you like to order now? ]

- 最好由您来点菜。

[ I'd better leave the ordering to you. ]

我点了一些热菜。这是菜单, 您看您另外

还要来点儿什么?

[ I have already ordered some hot dishes. This is the menu. Please order something else. ]

[n.] 菜单 | menu

[adv.] 另外 | moreover;

- 不用了, 听您的。

[ No, please order as you like.]

我点了红酒和白酒。服务员, 请上菜。

[ I ordered a red wine and a white wine. Waiter, please serve the dishes. ]

4

马总, 因为您, 这次谈判才会成功。

[ General Manager Ma, because of you this negotiation succeed. ]

[v.] 成功 | succeed; win

- 哪里哪里,您太客气了。

[ No, no, you are too kind. ]

- 希望下次还有机会和马总合作。

[ I'm looking forward to our next opportunity to cooperate with you. ]

- 我们先干一杯,希望我们这次合作愉快!

[ Let's have a toast to a good cooperation. ]

抱歉, 我开车, 喝不了酒, 来杯茶吧, 为我们合作成功干杯! [I'm sorry. I have to drive and can't drink. Let's have a cup of tea to toast our

successful partnership!]

T [C

干杯! [Cheers!]

王先生, 您是企业安全管理方面的专家。 这次宴会是为了感谢您和贵公司帮我们解 决了问题。

[ Mr Wang, you are an expert on business safety management. Today's banquet is an expression of our thankfulness to you and your company for solving our recent problem.]



我们公司的安全管理业务一直都很好,很多企业都会和我们合作。

[ The business safety management affair in our company is good. We have lots of cooperative enterprises. ]

上次的合作非常愉快。另外,我们希望由贵公司来负责我们企业的安全管理工作,您觉得怎么样? [We had a pleasant cooperation last time. Your company is responsible for the safety management in our enterprise. What do you think of it?]

[conj.] 另外 | in addition

- 我们也愿意和贵公司合作。 [We are willing to cooperate.]
- 合作条件我们会在另外的时间再和贵公司谈。 今天先为我们上次的合作成功干杯! [We will contact you for cooperation conditions some other time.

Let's have a toast to our successful cooperation last time. ]

[n.] 条件 | condition; term; factor [pron.] 另外 | other another

#### Passage/短文 50つ

大家晚上好! 今天邀请各位参加宴会, 是为了感谢大家多年来和我们公司的合作。各位都是公司多年的老客户。公司现在发

展得很快,产品在市场上销售得非常好,这些年和大家的合作也非常愉快!我们公司的成功离不开各位的帮助,感谢大家!为我们的合作干杯!

Hello, everyone! Today I have invited all of you to attend this banquet in gratitude to all of you for our long-term relationship. All of you are old clients. Now the company is developing quickly and the products are selling well, and our cooperation has been very pleasant! Our company's success is due to everyone's assistance. Thank you! Let's have a toast to our cooperation!

#### Words and phrases / 词语



chénggōng 成功 [adj.] successful; prosperous [v.] succeed; win

wèi 为 / [prep.] for

yànhuì

宴会 / [n.] banquet; dinner party

càidān 菜单 / [n.] menu

lìngwài 另外 [adv.] moreover; besides [conj.] in addition [pron.] other; another

ānguán 安全 / [adj.] safe; secure

zhuānjiā

专家 / [n.] expert; specialist

tiáojiàn

条件 / [n.] condition; term; factor

#### Exercises/练习 (100%)

Substitution drills.

a / 为 我们的合作 干杯!

谈判成功│公司的发展

b / 王先生, 为了(感谢您的帮助), 我们(安排了这次宴会)。

邀请了专家

安排了谈判

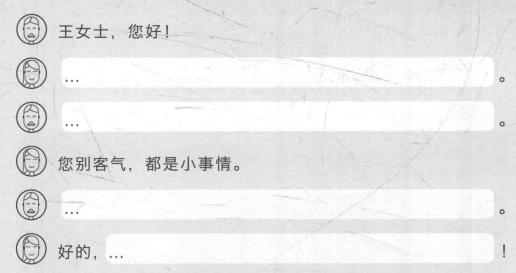
做了一次调查

我(要开车),喝不了酒)。

2/ Complete the dialogues with the following words and sentence patterns you have learned.

为…… 为了……

a / Mr Li's company had a lot of trouble last year. Thanks to the help of his friends, they got through. He is holding a banquet to thank them. At the banquet, he meets Ms Wang, who helped him the most.



b / Mr Zhou made a mistake in a business negotiation, which led to Miss Wang being criticized. He has met Miss Wang at the banquet and wants to apologize to her.

干杯!

黄小姐, 您好!	
	0
上次的事情, 我觉得很抱歉。	
	0
in the free distribution that the second second	0
	0
干杯!	, K.,

3/ Here is a letter of invitation to a banquet. If you couldn't come, how would you explain it to the host?

#### 尊敬的马修远先生: 谨订于2015年12月10日(星期二)晚18时在三友饭店举行酒会。 敬请 光临 CTI 公司

INVITATION

2015年12月5日

5/ What kind of person is easy to cooperate with successfully? Discuss your opinions using the words and patterns you have learned.

6/ Talk about how to succeed at work. Use the words and patterns you have learned.

#### 七天包退

[ Return within seven days ]

#### Dialogues / 对话



- 服务员,我的菜怎么还没上? [Waiter, why have my dishes not come yet?]
  - 抱歉, 先生, 我看一下。 [Sorry, sir, I will check it.]
  - 如果还不上的话,请给我把这个菜退了。 [If you can't serve it immediately, please cancel it.]

[v.] 退 | refund

- 好的,我去看一下,如果五分钟后还没上,我就给您退了。 [OK,I will check. If it is not ready in 5 minutes, I will cancel it.]
- 好, 我最多再等五分钟。 [All right, I will wait for another five minutes at most.]
- 我这就去给您看看。 [I will check it for you now.]
- 小姐, 欢迎光临! 您买点儿什么? [Welcome miss, what can I do for you?]
  - 我想给我男朋友买套西装。他和你一样高,但是更瘦一点儿。
    [I want to buy a suit of clothes for my boyfriend.
    He is as tall as you, but he is thinner.]





- 穿中号就可以了。这套怎么样?很适合年轻人。 [ The medium size would be appropriate. How about this one? It's suitable for young people. ]
- 如果大小不合适,可以换吗? [ If it's too big or small, can I exchange it? ]

我们的衣服七天包退,一个月包换。 [ Our clothes have a guaranteed return within seven days and can be exchanged within one month. ]

请帮我包起来吧,多少钱? [ Please wrap this for me. How much? ]

- 380元, 在那边结账, 请跟我来。 [ It's 380 RMB. You can pay it over there, please follow me. ]
- 老板, 您好! 这双鞋穿着不舒服, 我要退货。 [ Hello, sir. This pair of shoes feels uncomfortable, and I want to return it. ]

您这双是37号的,要换一双吗? [ The size is 37. Do you want to exchange it? ]

不用了, 我想退货。 f No. I want to return it. 1

- 好的, 请给我看一下您的发票。 [ OK, please show me the receipt. ]
- 给您。是七天包退,一个月包换吧? [ Here you are. I believe you have guaranteed return within seven days and exchange within one month.]
- 是的, 请等一下, 我给您办一下退货的手续。 [ Yes, please wait a moment. I will handle the refund procedure. ]

[n.]

[n.]

- 您付款时是刷信用卡的吧? [ Did you pay for it with your credit card? ]
- 是的。 [Yes.]
- 三天后钱会退到您的信用卡里,到时候请您查收一下。 [The money will be credited to your credit card in three days. Please check it then.]
- 4 老板,我上周五在你这里买了一个包, 包 bag, sad 用了两天就坏了,我要退货。
  [ I bought a bag here last Friday, and in two days it was broken. I want to return it. ]
  - 我看看,您带发票了吗? [Let me see, have you brought the receipt?]
  - 我找不到发票了,这个包是上周在你这里买的。 [I can't find the receipt. I did buy it here last week.]
  - 对不起,如果您有发票,我们店是七天包退;但是您现在没有发票,我们不能退钱给你,我们可以给您免费修。
    [I'm sorry. If you have the receipt, our store guarantees return within seven days. But if you don't have the receipt, we can't do a return. We can repair the bag for you free.]
  - 这不行,包的质量有问题!我要退钱! [No! The bag have a quality problem. I want my money back.]
  - 对不起,没有发票,我们不能退钱给您。 [Sorry, if you don't have the receipt, we can't return your money.]
  - 5 你好,客服中心。 [Hello, Customer Service.]

你好,我从你们网站买了一套西装,但是太瘦了。我要退货。 [ Hello. | bought a suit from your website, but it is too tight for me. | want a refund. ]

[adj.] | tight



- 请问您的订单号是多少? [Could you tell me your order number?]
- B-0-4-1-3-9-2-5-7-8-6.
- 您的这套西装是七天包退的,我们会安排工作人员免费上门取货。取货的地址和订单上的一样吗?
  [This suit has a guaranteed return within seven days. We will arrange for our staff to pick it up at your home. Is the address for pick up the same as that in the order?]
- 是的,大概什么时候来取? [Yes, when exactly can I expect your staff to arrive?]
- 因为最近订单很多,可能会需要几天时间。我们的工作人员会提前和您联系的。
  [There have been many orders recently, so it might take a few days. Our staff will contact with you in advance.]
- 好, 多久可以拿到退款? [OK, when can | get the refund?]
- 我们一收到您的退货,马上就会给您办退货手续。办完退货手续后您就可以拿到退款了。
  [Once we get the goods, we will do the refund. When we finish the formalities, you can get the refund.]

#### Passage / 短文 509

马经理, 我公司在2015年5月9号收到了贵公司发来的1000台电视机。根据合同, 如果电视机质量有问题, 我们可以要求退货。



我很抱歉地通知您, 经过检查, 贵公司生产的电视机没有达到合 同中的质量标准, 我公司不得不退货。请您给我回个电话。谢谢。

Manager Ma, we got the 1,000 TVs you sent on May 9th, 2015. According to the contract, if the goods don't meet the quality standard, our company could require a refund. I'm sorry to have to inform you that, after inspection, the TVs produced by your company have not met the quality standard. I'm afraid we shall have to return them. Please call me back. Thank you.

### Words and phrases / 词语 💿

i艮/ [v.] refund

套 / [nm.] a set of; a suit of

gèng / [adv.] more 申

shòu [adj.] thin; emaciated; lean [adj.] tight

衣服 / [n.] clothing; clothes; dress

[v.] guarantee bāo [v.] wrap [n.] bag; sack; parcel

shuāng  $\nabla\nabla$ / [mw.] pair; couple xié 鞋 / [n.] shoes

台/ [mw.] used for computer, TV, etc.

hétong 合同 / [n.] contract

#### 

## Exercises / 练习 ①

1/ Substitution drills.

a / 💭 号

中

小

加大

加加小

b / ② 起来

收

看

笑

说

c / 老板, 我想买一双 鞋。

 个 套 台

 包 衣服 电脑

d / 货物质量有问题 , 我们不得不 退货 。

客户不满意

没有办法

那家餐厅生意太好了

加班

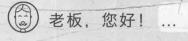
同意他的决定

提前一个月预约

2/ Complete the dialogues using the words and patterns you have learned.

Miss Li bought a printer in a store three months ago. The printer has broken, and she goes back to the store. 老板, 这是我在你这里买的打印机, 这星期坏了三次! 我三个月前买的,这是发票。 下星期一可以来取。

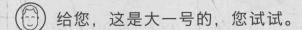
b / Mr Gao's girlfriend bought him a shirt yesterday, but the shirt is too tight. Mr Gao wants a refund.



你要换一套吗?我这里有大一号的。

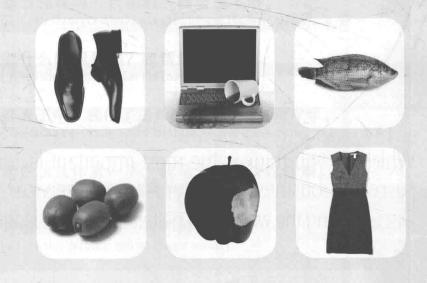








- 可以, 您给我看看发票。
- ... Mouse this problem.
- 3/ Using the information given, explain to your customers what you will do regarding the refunds they want.



4/ According to the passage, if you were Manager Ma and did not accept the refund request, what would you say? Use the words and patterns you have learned.

Mr Wang bought a computer from an online shop last week, but it stopped working yesterday. Please write a letter in Chinese for him to return the computer.

Which do you think is the most important factor for a successful business: Quality? After-sale service? Price? Discuss using the words and patterns you have learned.

# (16)

## 希望这样的问题以后 不再发生

[ Hope this problem will no longer occur ]

#### Dialogues / 对话



欢迎各位顾客光临本店购物!
[We welcome all our customers to our store!]

M 购物丨go shopping

是温经理吗? 我买的东西重量不够。 [ Are you Manager Wen? I bought this, but the weight is wrong. ] [n.] 重量 | weight

您什么时间买的?我帮您查一下。 [When did you buy it? Let me check.]

[mw.] 斤 | jin, a unit of weight (=1/2 kilogram)

- 昨天下午。我付了三斤的钱,但只有两斤半。 [Yesterday afternoon. I paid for three jin, but it is only two jin and a half.]
- 您在这儿休息一下,我马上去解决这件事。 [You wait here, and I'll resolve this matter.]
- 希望这样的问题以后不再发生。 [I hope this problem will no longer occur.]

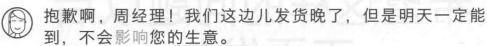
[adv.] 以后 | afterwards; later [M] 发生 | take place;

- 2 。 喂,是小高吗?我是周经理。 [ Hello, is that Xiao Gao speaking? This is Manager Zhou. ]
  - 周经理您好,我是小高。有什么事吗? [Hello, Manager Zhou. This is Xiao Gao. What can I do for you?]



我们还没有收到你们公司的货物。

[ We have not received your goods yet. ]



[ Manager Zhou, I am so sorry. There has been a delay in delivery and the goods will arrive tomorrow. Your business will not be affected. 1

- 你应该提前跟我们说, 我们以为今天肯定能收到。 [ You should have told us in advance. We thought it would arrive today. ]
- 是, 这次是我做得不好,以后我一定提前说。 [ Yes, my fault. I will let you know in advance in the future. ]

- 希望这样的问题以后不再发生。 [I hope this problem will no longer occur.]
- 我的行李箱找不到了。 [ I cannot find my suitcase. ]
  - 先生, 您先别急。能把您的登机牌给我看一下吗? [ Take it easy, sir. Can I see your boarding pass? ]
  - 给! 如果没有发生这种事, 我现在应该在和别人谈判。 [ Here! If this hadn't happened, I would already be in negotiations. ]
  - 先生, 真的非常抱歉。您方便留一下您的电话吗? 我们 一找到行李箱就马上联系您。

[ We are sorry for that, sir, Would you mind leaving your phone number? I will contact you as soon as we find your luggage.]

1352004718。你们知不知道,这对我的生意有多大的影响! [ 1352004718. Do you know how much this will influence my business?]

- 真的非常抱歉。谢谢您的合作。 [I'm awfully sorry. Thank you for your cooperation.]
- 希望这样的问题以后不再发生。 [I hope this problem will no longer occur.]
- 喂,您好,是高先生吗?我是中国国际航空公司的员工。 [Hello, is that Mr Gao? This is Air China.]
  - 你好, 我是。 [Hello, it's me.]
  - 高先生,您好。您的行李箱找到了。您方便给我一个地址吗?我们会给您送过去。 [Hello, Mr Gao. Your luggage has been found. Is it convenient for you to give me an address? We'll send it to you.]
  - 好,北京市国际宾馆 17号楼 304室。 [OK. Room 304, Building 17, International Hotel, Beijing.]
  - 好的,我记下来了。十分感谢您的合作。 [Well, I will write it down. Thank you very much for your cooperation.]
  - 希望这样的问题以后不再发生。 [I hope this problem will no longer occur.]
- 5 各位乘客,由于天气原因,由北京飞往西安的飞机晚点1小时50分钟。
  [Dear passengers, due to the bad weather the flight from Beijing

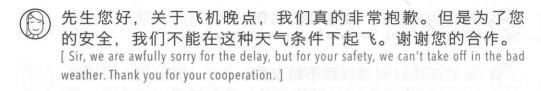
[n.] 乘客 | passenger

to Xi'an will be delayed for 1 hour and 50 minutes.]

又晚点? 上次飞机晚点, 就影响了我一笔大生意! 我要找你们经理!
[ Delayed again? The delayed flight last time influenced my

of mone

[ Delayed again? The delayed flight last time influenced my business! I want to see your manager!]



希望这样的事情以后不再发生。 [I hope this kind of thing will no longer occur.]

## Passage / 短文 500

由于公司的业务需要,我经常出差。今天从西安到南京的飞机又晚点了,我急坏了,因为已经和别人约好了谈判时间。机场的工作人员跟我和其他乘客说抱歉,其实我们也了解这是为了乘客的安全。没办法,为了能安全地到达,我只能选择等。在等的时候安排好自己的事情,希望对工作不会有太大的影响。

Owing to the company's business needs, I travel frequently. Today the flight from Xi'an to Nanjing was delayed again, and I felt very anxious because I had made an appointment for negotiation. The airport staff apologized to me and the other passengers. In fact, we also understood that it was for passenger safety that the aircraft did not take off. In order to arrive safely, I had no choice but to wait. I arranged things while waiting there, and hope it will not have too much impact on my work.

[adv] 其实 | actually; in fact; as a matter of fact



## Words and phrases / 词语



gòuwù

购物 / [v.] go shopping

zhòngliàng 重量 / [n.] weight

jin, a unit of weight (=1/2 kilogram)

yǐhòu 以后 / [adv.] afterwards; later

fāshēng

发生 / [v.] take place; happen

yǐngxiǎng 影响 / [v.] influence; affect [n.] influence; effect

yĭwéi

以为 / [v.] feel; suppose; assume

chéngkè 乘客 / [n.] passenger

笔 / [mw.] a fund; a sum of money

gíshí 其实 / [adv.] actually; in fact; as a matter of fact

#### Exercises / 练习



1/ Substitution drills.

a/ 我 以为 今天是星期三 , 其实 是星期四 。

小王

他去了大公司

他去了小公司

小文

我坐火车来的

我坐船来的

小李

要出差三天

要出差一个星期

b/ 我们 - 找到行李箱 就 跟您联系。

 小文
 感冒
 发烧

 小高
 给经理打电话
 紧张

 王经理
 到公司
 接到了会议电话

c / 如果不是 晚点 , 我 现在应该 在和客户谈生意 。

 生病
 我
 在韩国出差

 工作太忙
 小王
 在聚会

 电脑坏了
 小文
 已经下班回家了

d / 其实 我很不喜欢出差 ,但是没办法, 我负责的项目在国外 。

我不喜欢跑步

妈妈非常担心小文

我收到了小高的邀请

我得锻炼身体

小文什么都不跟她说

我那两天要出差

Complete the following dialogues using the words and sentence patterns you have learned.

	±,	112	
	—就	以为	其实
a /			Wen are going to y are now waiting a
	经理,		,飞机晚点了。
	你跟周经理的秘	书联系一下, 约明天	的时间吧。
	好,		
b/		tting with Mr Wang	g, manager of Liang

希望贵公司这次的产品能让客户满意。

那就好。 大家合作得不是很愉快。

0		
(8-3)		上次的退货对我们也是一个提醒。
((-))	疋,	工人的返贝对我们也走一个旋胜。
W		



3/ What do you think about these ideas about dealing customers complaints? Please talk about the pictures below using the words and patterns you have learned.



A/ Mr Qian subscribes to the *Beijing Morning Post*.

Recently, the newspaper has been coming late. Mr Qian has decided to complain. Please write a letter of complaint in Chinese for him.

3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Discuss using the words and patterns you have learned.

6/ In daily service work, it's inevitable to meet customer complaints. What requires attention when dealing with customer's complaints?



## 我们要招聘新员工

[ Recruiting new employees ]

#### Dialogues / 对话



1 周主任,您看完简历了吗? [Director Zhou, have you seen the résumés?] [n.] 主任 | director; chairman; head

- 看完了,我们要招聘几个新员工?是哪个部门招聘? [Yes. How many new employees do we need to hire? Which department?]
- 这次广告部和市场部各需要招聘一名经理。 招聘 recruit and employ [Both the Advertising Department and Marketing Department need a manager each.]
- 我对这三份简历最满意, 你看一下。
  [I'm quite satisfied with these three résumés, please have a look at them.]
- 李总也对这三份简历最满意。 [General Manager Li is also satisfied with these three résumés.]
- 那你去通知他们三个人来面试吧。 [OK. Inform them to have an interview.]

[m] 面试 | interview

- 2 大卫先生,这边请,李总在303会议室等您。 [Mr David, this way please. General Manager Li is waiting for you in meeting room 303.]
  - 谢谢。今天面试的人很多吗?我紧张极了。 [Thanks. Are there many candidates today? I'm so nervous.]

[adj.] 紧张 | nervous

[adv.]

extremely; exceedingly

- 不用紧张, 李总对你的简历很满意。 [Don't worry. Manager Li said he was very satisfied with your résumé.]
- 谢谢, 我会努力的。 [Thanks. I'll try my best.]
- 加油! 祝你成功! [Come on! Good luck!]
- 谢谢!我进去了。 [Thank you so much! I'm in.]
- 你好,欢迎你来我们公司。请先简单介绍一下自己。 [Hello, welcome to our company. Please introduce yourself first.]
  - 你们好!我叫大卫,美国人,毕业于纽约大学,我学的是新闻。 [Hello everyone! My name is David, and I'm from America. I graduated from New York University. My major was journalism.]
  - 你为什么想来我们公司工作? [Why do you want to join our company?]
  - 我知道贵公司有在中国发展的计划,我对中国文化很有兴趣,一直想去中国工作。这是我选择贵公司的第一个原因。第二,我认为在贵公司工作能给我最好的发展机会。您可以从我的简历中看出,我学的是新闻,我会说汉语,我一直希望能找到一份能使用汉语的工作。这就是我选择贵公司的原因。

[ I know that your company is planning to expand in China, and I am very interested in Chinese culture. This is the first reason I chose your company. In addition, I think working in your company would give me the best chance for development. As you may know from my résumé, I majored in journalism and can speak Chinese. I've cherished a desire to get a job where I can use Chinese. These are the reasons why I have applied your company. ]

- - 我在美国的时候,做过两年的销售经理。 [While I was in America, I has been a sales manager for two years.]
  - 那你为什么选择离开那个公司? [So why did you choose to leave your company?]
  - 由于那份工作没有什么发展的机会,而且收入不高,所以我选择返回中国。
    [Because I saw no chance for further advancement in my job and the income was too low. So I chose to leave and return to China.]
  - 你对工资有什么要求? [What are your income requirements?]
  - 我选择贵公司不是因为工资,而是因为我喜欢这份工作。如果一定要我说的话,我希望我每月的工资不低于一万元。 [I chose your company not because of the salary, but because | like this job. If I have to say something, I would hope for monthly wages no less than 10,000 RMB.]
  - 你有其他问题要问我吗? [Do you have any questions?]
    - 有,请问这份工作需要出差吗? [Excuse me, does this position require a lot of business travel?]
    - 如果需要的话,会的,还有问题吗? [!t is required if it's needed. Any more questions?]
    - 我没有问题了。 [I have no question.]
    - 好, 非常感谢你来面试这份工作。我们会在下周末前联系您的。 [Well, thank you for your interest in this job. We will get in touch with you by the end of next week.]



- 非常感谢您。 [Thank you very much.]
- 你出去的时候能让下一位应聘者进来吗? [Would you please ask the next applicant to come in on your way out?]
- 好的,再见。 [All right. Goodbye.]

## Passage / 短文 50%

张经理您好,我叫王新,来自美国,毕业于纽约大学,我学的是新闻。我在美国的时候,在一家报社工作过两年。因为觉得发展机会不多,收入比较低,今年六月我离开了那家报社,返回中国。我在报纸上看到了贵公司的招聘广告,觉得自己很适合贵公司广告部的这份工作,所以来应聘。我对工资没什么要求,希望您能给我这个机会。谢谢。

Nice to meet you, Manager Zhang. My name is Wang Xin. I'm from America. I graduated from New York University and my major was journalism. When I was in America, I worked in a newspaper office for two years. Because of limited developing opportunities for me, and a low income, I quit and returned to China this June. I saw your company's recruitment ads in the newspaper, and I think I'm qualified for the position in the Advertising Department, so I am applying for it. I have no special demand for the salary. I hope I can get this opportunity. Thanks!

## Words and phrases / 词语



zhŭrèn

主任 / [n.] director; chairman; head

zhāopìn 招聘

/ [v.] recruit and employ

miànshì

面试 / [n.] interview

jĭnzhāng

紧张 / [adj.] nervous

が / [adv.] extremely; exceedingly

zhù

祝 / [v.] wish

shōurù

收入 / [n.] income; revenue

fănhuí

返回 / [v.] return; go /come back

göngzī

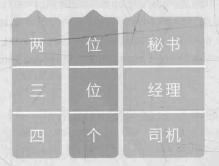
工资 / [n.] wage; pay; salary

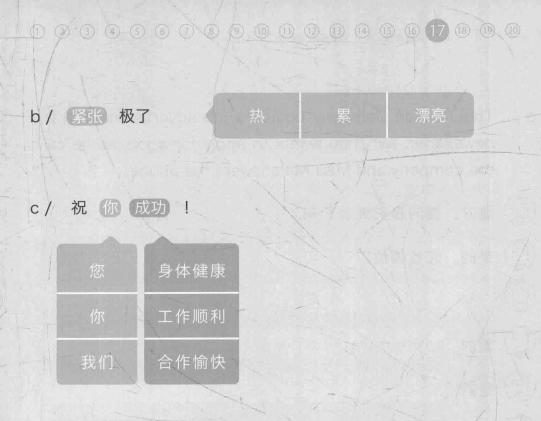
#### Exercises / 练习



1/ Substitution drills.

a / 招聘 🗕 名 🖫





d / 工资 不低 于 一万元。

旅行	不少	三个月
这次的会议	市同	这个标准
今年的产品销售	好	去年

2/ Complete the following dialogues using the words and sentence patterns you have learned.

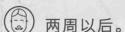
应瞎

a /	The Tiantian Company posted a job advertisement in the newspaper. Mr Zhou wants to apply for a job, so he call the company and Miss Ma answers the phone.	
	您好,请问是天天公司吗?	
	是的, 您找哪位?	
		?
	是的,	?
	是的,	?
0	您可以用电子邮件发给我们。我们的邮箱是hr@tiantian.com。	
		0
b/	Guan Xiaoliang comes back after an interview. Miss Huan asks about his interview.	ig
0	你的面试怎么样?	
		0
	他们问了你什么问题?	
		0
	你觉得你能得到这份工作吗?	



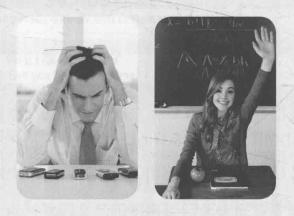








3/ Mr Zhou and Miss Wen are preparing for an interview. According to what you see in the pictures, give advice for how to make the interview successful. Use the words and patterns you have learned.



4/ Make an oral self-introduction for a job interview. Use the words and patterns you have learned.

What are the top ten questions likely to be asked during an interview? Discuss using the words and patterns you have learned.

6/ Talk about which is more important to you: salary or doing the work you enjoy? Use the words and patterns you have learned.

## 市场调查报告

[ Market research report ]

## Dialogues / 对话



- 李经理, 这是今年的市场调查计划。 [ Manager Li, this is the marketing research plan for this year. ]
  - 你们计划调查多少个商场?多少位客户? [How many shopping malls are you planning to do market study? And how many customers?]
  - ② 280 个商场, 39 800 位客户。 [280 shopping malls with 39,800 customers.]
  - 不少啊, 你们能做完吗? [That is a lot. Can you finish it in time?]
  - 虽然有困难,但我们觉得这次调查能帮助我们更好地了解客户的购物习惯。
    [Although it is difficult, we think this study will help us better understand our

[ Although it is difficult, we think this study will help us better understand our customers' shopping habits. ]

- 对,这一点对我们生产和销售部门都是很重要的。 [Yes, that is critical to our production and sales departments.]
- - 请说。 [Go on please.]

我调查了我们公司的100位员工,主要是想了解什么对同事们的日常生活影响最大。
[Linvestigated 100 employees of our company, mainly to find out what affects

[ I investigated 100 employees of our company, mainly to find out what affects their life the most? ]

- 这个调查和我们公司的业务有什么关系? [How is this related to our company's business?]
- 我想告诉您,根据我的调查,我认为我们需要涨工资了。 [I just want to tell you. According to my investigation, I think we need to raise their salary.]
- 涨工资? 你提醒了我,我需要和老板讨论一下。 [Raise their salary? You remind me, I need to talk with the boss.]
- 请您向老板建议一下。 [Please advise the boss.]
- 文经理,我们调查了事情的经过。我们认为是因为你们的原因,这次从贵公司进口的货物才出了问题。
  [Manager Wen, we have investigated the incident. We think it was a fault of yours that led to the problem with the imported products.]
  - 您能给我说明一下吗? [Can you explain?]
  - 可以,这次的货物是水果,您使用的包装有问题。使用这种包装,在现在的天气条件下,水果送到我们国家时就都坏了。

[ Yes. The goods were fruit, and there were problems with the packaging you used. The fruit spoiled when arrived our country because of weather conditions.]

您说的这些我们都考虑过了,我们使用这种包装已经有很多年了,出口了这么多种水果,应该是没问题的。

[ We have considered what you said. We have used this package for many years and exported many kinds of fruit. There-shouldn't have been any problem.]

很抱歉,我们认为这是最主要的原因。根据合同,我们要 退货。

[ I'm sorry, but we think this is the main cause. We want to return the goods in accordance with the contract. ]

- 您看这样行吗?我先回去向公司报告一下,商量好了,给您一个解决的办法。
  [How about I go back to the company and report it, then give you a solution?]
- 下面由市场部的谢经理来介绍今年的客户调查报告。
  [ Right now, Manager Xie from the Marketing Department will talk about our customer research of this year.]
  - 大家请看,这是我们市场部今年的调查报告。调查发现,从性别来看,使用我公司产品的客户中61%是男性。从年龄来看,79%是20岁到35岁的客户。

[ So here is the research report. From our research, we found 61% of our customers are male, and 79% of the customers are between 20 and 35.]

等一下,你看这里,今年我们公司的客户减少了? [Wait! So you mean the number of our customers declined this year?]

[n.] 减少 | reduce; decrease

- 是的,减少了12.3%。 [Yes, about 12.3% compared to last year.]
- 今年减少了12.3%, 这是怎么回事? [A 12.3% decrease this year! What's going on?]
- 我认为这和客户的购物习惯有关系。男性更喜欢我们的产品,可他们不爱购物。

[ I think this is related to customer shopping habits. Men are more likely to like our products, but they don't like shopping. ]

- 5 安经理,这是我们市场部对公司产品销售的调查报告。 [ Manager An, here is the sales research report from our Marketing Department.]
  - 你给我简单介绍一下吧。 [Could you briefly introduce it?]
  - 好,调查发现,从性别来看,使用我公司产品的客户中59%是女性。
    [Sure. In our research, we found 59% of our customers are female.]
  - 这个数字说明女性客户比去年增加了很多啊, 男性客户减少了。

[ So this change shows our percentage of female customers has risen a lot. But our male customer percentage has declined. ]



是的,20到30岁的客户也比去年增加了18.5%,说明我们的客户中年轻人更多了。

[ Yes, and customers between 20 to 30 have increased by 18.5%. This means we have more young customers this year.]

这是一个好消息,我们公司的产品就是为年轻女性设计的。 [This is a good news as our products are designed for young female.]

## Passage / 短文 500

这是我们市场部今年的市场调查报告。今年,我们公司一共生产了13个新产品,产品销量比去年增加了15.2%。调查发现,在使用我公司产品的客户中,从性别上看,58%是男性,女性客户也比去年增加了,涨了7.3个百分点。年轻客户也变多了,61%的客户年龄是20到30岁。年轻客户非常关心我们产品的

#### 价格, 他们希望增加优惠活动, 价格更便宜一些。

This is the marketing research report from our Marketing Department this year. This year, we have 13 new products. Product sales have increased 15.2% compared to last year. The research also found that 58% of our users are male. However, our female customers have increased 7.3% compared to last year. 61% of our customers are aged 20 to 30, which means we have gotten more young customers this year. Young customers care about our products' price very much. They hope we will have more discount activities with a lower price.

#### Words and phrases / 词语

zhăng

涨 / [v.] rise

jìnkŏu

讲口 / [v.] import

xìngbié

性别 / [n.] gender; sex

niánlina

/ [n.] age 年龄

岁 / [n.] year of age

iiănshăo

减少

/ [v.] reduce; decrease

shùzì

数字/[n.] figure

zēngjiā

增加 / [v.] increase

#### Exercises / 练习 (100%)



1/ Substitution drills.

涨了。



c/ 今年的业务 比 去年 减少了 30%。



d / 从调查来看, 我公司的产品销售很成功。

人们的生活水平提高了很多

客户对我们的意见减少了一半

我们公司的年轻客户增加得很快

e/ 这 和 客户的购物习惯 有关系。

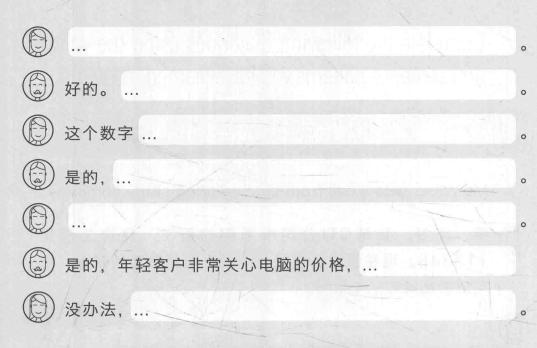
成功 工资 产品销售

努力 生活水平

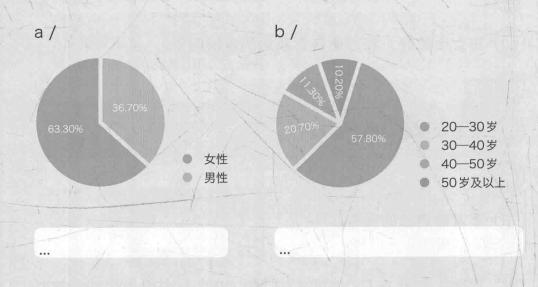
2/ Complete the following dialogues using the words and sentence patterns you have learned.

	从来看  增加  减少  和有关系	
a /	Ms Wang gets a call from an marketing study company	1.
	喂,您好。我是CTI公司市场部的员工,我的工号: 113348。现在我们正在做一个关于电脑销售的调查, 可以参加吗?	
		0
	请问您贵姓?	
		0
	王女士您好, 您方便告诉我您的年龄吗?	
		0
	您喜欢买进口的产品吗?	
		0
	非常感谢您的回答。	

b / Wang Tian is reporting to Manager Li the investigation report on his company's computer sales.

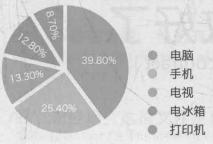


3/ Please talk about the pictures below using the words and patterns you have learned.



d/

c/





- 4/ How would you talk with your supervisor about a raise? Use the words and patterns you have learned.
- 5/ Find out how to make a presentation successfully. Discuss using the words and patterns you have learned.
- 6/ Do you like to work with people older than you or younger than you? Discuss using the words and patterns you have learned.

## 19

## 合同修改好了

[ Modifying the contract ]

## Dialogues / 对话



- 1 合同什么时候到期? [When does the contract expire?]
  - ② 2016年3月。 [March, 2016.]
  - 还有需要修改的地方吗? [Is there anything that needs to be modified?]
  - 没有了,应该有的都有了。 [No. Things that should be there are there.]
  - 再认认真真地检查一遍。 [Check again carefully.]

修改 | revise; amend; modify

[mw.] 遍| time in repetition

- 2 戴经理, 这是给CTI公司的新合同, 已经修改好了。 [Manager Dai, this is the new contract for the CTI Company. It has been modified.]
  - 我看一下。 [Let me see.]
  - 您看还有什么问题吗?如果没问题,下午我就给他们公司送过去。 [ Are there any questions? If there are no questions, I'll send it to their company in the afternoon, ]
  - 可以了,我们已经改了五遍了。 [Great. It has been modified five times.]

- 是啊, 张经理要求太高啊。 [Yes. It's just too demanding.]
- 不要这么说,他们有什么要求,我们都应该努力办好。
  [Don't say that. No matter what requirements they have, we should try our best to meet them.]
- 3 谢经理,这份文件是CTI公司送来的合同。 [Manager Xie, this file is the contract CTI Company sent to us.]
  - 放在桌子上吧,我一会儿看。再复印一份,给周经理送去。 [ Put it on the desk. I'll look at it later. Make a copy and send it to Manager Zhou.]
  - 周经理已经看过了,他有点儿不满意。 [Manager Zhou has seen it already. He looks a little bit dissatisfied.]
  - 有什么问题吗? [Any questions?]
  - 他不满意他们公司设计的包装。
    [He's dissatisfied with the package design of our partner.]
  - 我再看看吧, 你安排一下, 明天让张经理来见我。 [Let me have a look again. I want you to arrange an appointment with Manager Zhang tomorrow.]
- - 您认为合同有什么问题吗? [Do you have any questions regarding the contract?]
  - 我希望贵公司提高产品的质量检查标准。
    [I hope you can improve the inspection standards of products.]
  - 我们工厂的生产部对所有产品要检查三次,最多提高到五次。 [All products shall be inspected three times by the Producing Department, up to five times.]

- 可以,请您在会议结束后把合同修改一下。 [OK. Please modify the contract after the meeting.]
- 没问题, 还有别的问题吗? [No problem. Is there anything else you would like to ask about?]
- 合同什么时候可以准备好? [When will the contract be ready?]
- 后天。 [The day after tomorrow.]
- 5 马先生,这是修改好的合同,您看一下。 [ Mr, Ma, here is the modified contract. Please read it.]
  - 如果我突然有事,可以修改出发日期吗? [If something comes up last minute, could I change the departure date?]
  - 抱歉,根据我们旅行社的合同,是不能改的,您只能选择这四个出发日期。

[ Sorry, according to our contract it can not be changed. You only can choose these four departure dates. ]

- 那如果我没去,会退给我多少钱? [If I do not go, how much you will return to me?]
- 如果您提前七天告诉我们,我们会退给您70%。如果您在出 发日期告诉我们只能退10%。这中间的时间通知我们的话, 只退20%。

[ If you tell us seven days in advance, we will return 70%. If you tell us on the departure date, we will return 10%. Between seven days and the departure date, we will return 20%. ]

- 那没问题了,签好了。 [Then I do not have any questions, and I'll sign.]
- 好的, 这是您的发票和合同, 请您拿好。 [Yes, this is your receipt and contract. Keep them please.]

## Passage/短文 50%

黄经理. 我们为什么不现在去办公室开始谈判呢? 就合同 方面我还有些问题要问。我们总是愿意合作的, 如果需要还可 以做些修改。我们希望贵方再次考虑我们的要求, 重新考虑 修改合同。在付款这一问题上, 我们双方有不同的看法, 不得 不再次讨论。我们希望这次谈判将是签订合同前的最后一次 谈判。

Manager Huang, why don't we go to the office for the negotiation now? I still have some questions concerning our contract. We are always willing to cooperate with you and, if necessary, make some modifications. We'd like you to consider our request once again and to reconsider modifing the contract. On the issue of payment, we have different opinions. We'll have to discuss. We hope that this negotiation will be the last one before signing the contract.

### Words and phrases / 词语 💿



xiūgăi 修改 / [v.] revise; amend; modify

biàn 谝 / [mw.] time in repetition

## Exercises / 练习

100%

1/ Substitution drills.

a/检查 — 遍 看过 修改了 介绍了 四 五 六

b/ 认认真真

高高兴兴

漂漂亮亮

清清楚楚

c / 我们 为什么不 回会议室讨论一下 呢?

你们

你有麻烦

出了问题

去休息

给我打电话

想办法解决

d / 在 付款 这个问题上,我们有不同的看法 。

怎么解决

交货日期

退货

有两种不同的意见

请您再考虑考虑

我们不同意合同上的说明

2/ Complete the following dialogues using the words and sentence patterns you have learned.

#### 为什么不……

#### 在……这个问题上

- a / Ms Gao and Mr Xie are talking about the modification of the contract. Ms Gao insists on the design being produced by her company. If Mr Xie can not agree on this point, she will not cooperate with his company.
- 高女士, 合同已经改好了, 您看还有什么问题吗?
- 但是,高女士,我们上次已经说好了由我们两个公司合作设计。
- 高女士,如果贵公司真的愿意合作,请再次考虑我们的要求。
- b / There is a meeting tomorrow, and Manager Ma has asked Miss Li to check the modification of the contract and send it to the office.
- 马经理,请问您找我有什么事情?





我已经改好了。





**(P)** ...

0

这个主意很不错,那这个任务就交给你了。



好的,我一定努力做好。

3/ Here are some pictures about signing a contract. Using the pictures, imagine what the people involved will say. Use the words and patterns you have learned.



10 2 3 4 3 6 7 3 9 10 10 12 13 14 15 16 17 18 19

What is important when packaging a product? Discuss using the words and patterns you have learned.

6/ Although you have modified the contract many times, the customer is still not satisfied. Will you give up or continue to modify the contract? Give your opinion using the words and patterns you have learned.



# 祝你一路顺风

[Have a pleasant journey]

## Dialogues / 对话 25%



- 我想我们该走了。 [I think it's time for us to leave now.]
  - 好, 我送你们回去。 [ OK, I will send you back. ]
  - 不用了, 请留步。希望很快又能见到你。 [ Don't trouble to come out, please. Hope to see you again soon. ]
  - 行, 我送你到门口。 [ Well, I'll walk you to the door.]
- 对不起, 我得走了。 [ Sorry, I've got to go. ]
  - 路上注意安全, 到家了给我电话。 [ Pay attention to road safety. Call me when you arrive home. ]
  - 多联系,不要忘了给我写信。 [ Keep in touch. Don't forget to drop me a line. ]
  - 好的,我不会忘的。有空再来。 [ OK, I will not forget. Drop in again sometime. ]

- 3
- 呀, 时间不早了, 我真的要走了。 [Well, it is too late, I really have to be going now.]
- 如果你不忙,就留下来吃饭吧。 [Stay for dinner, unless you're busy.]
- 不了, 还得回单位开会。 [Sorry, I have to go back to the company for a meeting.]

单位 | unit (as an organization, department, division, section, etc.)

> [M] 记得 | remember;

- 多联系,记得给我打电话。我不送你到门口了。 [Keep in touch. Don't forget to give me a call. Excuse me for not going to the door with you.]
- 好的,我走了,回头见。 [OK, lam going now, See you around.]
- 关先生,很高兴认识您。 [Mr Guan, glad to meet you.]
- 我也是,希望您在北京过得愉快。 [Me too. I hope enjoy your stay in Beijing.]
- 当然,多联系。 [Of course. Keep in touch.]
- 我会再联系您的。 [I'll contact you again.]
- 和您合作很愉快。希望下次再见。 [It's our pleasure to do business with you. I hope to see you again.]
- 祝您旅途愉快。再见。 [Have a great trip. Goodbye!]

- 5 方小姐,谢谢您的帮助。 [ Miss Fang, thank you for your help. ]
  - 我很愿意当您的导游,希望您在北京过得愉快。 [lenjoyed showing you around. I hope that you had fun in Beijing.]
  - 什么时候来东京,记得给我打电话。 [Whenever you come to Tokyo, remember to call me.]
  - 我下次到东京时一定会去看看您的。
    [I will be sure to look you up during my next trip to Tokyo.]
  - 请收下这份礼物。 [Please take this gift.]
  - 谢谢, 真漂亮。 [Thank you. It's so beautiful!]
  - 真高兴你喜欢这件礼物。我想我该走了。 [ I'm so glad you like it. I guess I should get going.]
  - 祝您一路顺风! [Have a pleasant trip!]

# Passage / 短文 50%

最后,再次感谢各位来宾、经理及员工在百忙中参加我们的聚会。感谢举办这次聚会的CTI公司的员工们一个多月以来的努力和各单位的帮助。同时,我们的发展离不开您的支持,希望不久的将来有机会与您再次见面。在这里祝各位身体健康、生活愉快、事业成功!

Finally, we want to say thanks to all the guests, managers, and employees once again for making time in your busy schedule to attend our party. Thanks to CTI staff and other department's efforts for more than a month. More than that, our development is due to your support. Hopefully we can meet you in the near future. Here I wish all of you good health, a happy life, and a successful career!

# Words and phrases / 词语 🕥

dānwèi unit (as an organization, 单位 / [n.] department, division, section, etc.)

jìde 记得 / [v.] remember; learn by heart

## Exercises / 练习

1/ Substitution drills.

a/①口 进 入 出

b / 我们得 走了。

我真的要

我想我们要

他们马上要

c / 注意

身体

休息

真高兴你(喜欢这个礼物)。

支持我们的决定

决定和我们合作

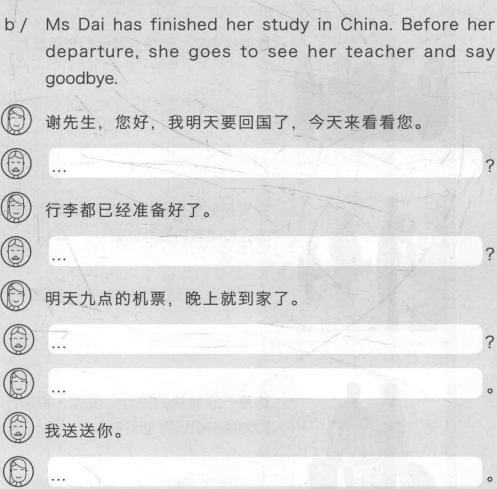
Complete the following dialogues using the words and sentence patterns you have learned.

旅途愉快

- Today Mr Guan was released from the hospital. He went to Doctor Wang's office to say goodbye and express his gratitude.
- 方医生, 我今天出院, 谢谢您。



再见,我送送您吧。



3/ According to the given information, what would they say to these people as they leave? Use the words and patterns you have learned.



你面试完了, 该怎么跟他们说再见?



今天是你最后一天在公司工作了,要怎么和同事们说再见呢?



这是一次愉快的旅行,要怎么和旅行时的朋友们说再见呢?



今天跑完步了,应该怎么和一起跑步的朋友说再见?

4/ Because of work needs, you didn't allow Manager Fang to go home. How should you apologize? Use the words and patterns you have learned.

5/ If a friend traveled to your hometown, what could your friend buy to be the most suitable gift? Discuss using the words and patterns you have learned.

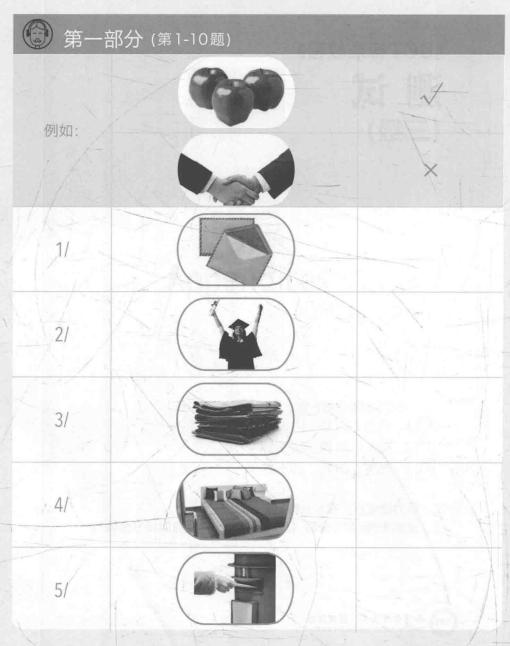
6/ How do you make a good impression on others? Please talk about your opinion using the words and patterns you have learned.

附录 Appendices 《BCT标准教程》 测试 (三级)

### 注意 /

- -/《BCT标准教程》测试(三级)分三部分:
- @1. 听力(30题,约20分钟)
- ② 2. 阅读(30题,30分钟)
- @ 3. 书写(10题,10分钟)
- 二、听力结束后,有5分钟填写答题卡。
- 三、全部考试约70分钟(含考生填写个人信息时间5分钟)。











22/ A 再便宜点儿 B 要进口很多 C 包装很漂亮

23/	A 广告制作	B 公司业务	C 一份工作
24/	A 他们在交税	B 女的想刷卡	C 男的有一张支票
25/	A 运动	B 参加宴会	C 购买衣服
26/	A 医生	B 导游	C 服务员
27/	A 银行	B 商场	C 旅行社
28/	A包	B 船	C鞋
29/	A 货物重量	B 发货时间	C 产品标志
30/	A 质量好不好	B 价格高不高	C 喜欢不喜欢
	1		100



## 阅读

第一部	3分 (第31-35题)		
A / 加油	B / 劳		C / 希望
D / 不客气	E / 考		F / 幸会
例如/ 男:	谢谢您的帮助。女:	D).	
31/ 男:	我们合作愉快	KADINE	
女:	干杯!	ar own resor	STAN
32/ 女:	我现在不能马上决定。		
男:	好的,您再认真 🦳	○ 一下。	
33/ 男:	很高兴认识您,这是我	战的名片。	
女:	!		
34/ 女:	,请让一下。		
男:	抱歉。		
35/ 女:	真不敢相信,项目快做	效完了。	
男:	!		James Comment

(4)	第	36	-40	是
٨	,	п¥	T.	

A / 联系

B / 单位

C / 办理

D / 姓名

E / 地址

F / 电子邮箱

例如 / D : 张晓天

36/ : 中国进出口贸易公司

37/ : 长远商务中心16层

38/ 电话: 13911654474

39/ : zhangxt@ciet.com

40/ 日期: 2015.8.7



#### 第二部分 (第41-60题)

例如 /



这是什么地方?

A休息室 B会议室 C洗手间 🗸

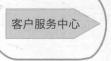
**\*** 41/



根据这个标志,可以知道附近有:

A邮局 B商店 C机场

**\*** 42/



在这里不可以:

A 吸烟 B 退货 C 开发票

43-44/

小谈:

我们先走了,你付完钱,开好发票以后过来找我们。邀请信在我这里,我们在宴会厅入口见。

关天明

★ 43 根据这个留言, 小谈可能正在:

A上网 B结账 C聊天儿

★ 44 他们在哪儿见面?

A 单位楼下 B 酒店门口 C 宴会厅入口

45-46/

	星期五7月3日	星期六7月4日	
预订价格	200元	300元	
房型	标》	<b>進间</b>	
预订间数			
最晚到店时间	18:00		
早餐	双	早	

★ 45 这是马女士预订的房间,她最可能在什么时候办理入住手续?

A 7月2日 B 7月3日 C 7月4日

★ 46 根据上表,可以知道:

A 没有早餐 B 房价最便宜 C 晚上6点前必须到

47-48/

项先生, 您好:

我们已收到您的简历,请您填写附件中的表格,并在7月30日前发送到hr@cti.cn。如果有面试机会,我们会再通知您。

谢谢, 祝好!

CTI公司人力资源部 2015年7月3日

★ 47 关于项先生,可以知道:

A 是个老板 B 在找工作 C 工作很认真

★ 48 这封电子邮件要求项先生:

A 填写表格 B 发送简历 C 参加招聘

49-50/

营业时间	
个人业务	对公业务
周一至周日	周一至周五
夏季(5月1日-9月30日) 9:00-17:00	9 : 00 -12 : 00 14 : 00 -17 : 00
冬季(10月1日-4月30日) 9:00-16:30	9 : 00 -12 : 00 13 : 30 -16 : 30
节假日正常营业	节假日不办理

★ 49 刘先生在春节去银行取钱和办理个人业务,他最好几点去?

A 8:15 B 9:30 C 17:00

★50 根据上表,可以知道银行的:

A 办公时间 B 业务水平 C 交税记录

51-52/

商务餐A	凉菜1份, 热菜1份, 啤酒	1人	35元
商务餐B	凉菜1份, 热菜1份,饮料	1人	40元
商务餐C	热菜2份,啤酒	1人	40元
商务餐D	热菜2份,饮料	1人	45元

- ★ 51 李先生想要饮料,最少需要: A 35元 B 40元 C 45元
- ★ 52 王先生不想要啤酒和凉菜,他应该选:

A 商务餐B B 商务餐C C 商务餐D

53-55/

有停车位,购物停车很方便	70%
停车位不多,有时来购物不能停车	20%
停车位太少了,购物时常常找不到停车位	10%

★53 这是一个:

A 调查 B 计划 C 合同

★54 上表可以用来说明:

A 车多不多 B 顾客多不多 C 停车方便不方便

★55 根据上表,可以知道:

A 开车来的人多 B 这里停车免费 C 大部分人很满意

56-57/

签证	价格	工作日	有效期	停留时间
个人旅游	1300	10日	180天	30天
商务访问	1500	15日	180天	90天

★56 王小姐要办理个人旅游签证,她可能:

A 计划休假一个月 B 三天后就要出发 C 是第一次办签证

★ 57 商务签证比个人旅游签证:

A 费用更便宜 B 停留时间更长 C 办理时间更短

58-60/

近日,我市出现了多次强降雨天气,航班起降 受到较大影响。东航昨日决定,如果航班由于天气 原因晚点,将提前4小时向旅客发送提醒短信。

★ 58 这最可能是:

A 新闻报道 B 会议记录 C 日程安排

★ 59 根据这段话,可以知道最近:

A 常常下雪 B 航班常晚点 C 旅行的人多

★ 60 谁可能会收到短信?

A 乘客 B 专家 C 导游



### 书写

第61-70题
例如 / 我 2008 年大学(毕)业,已经工作三年多了。
61/外面在下雨,记得 ( ) 伞。
62/小周来了, ( ) 他人还没有来。
63/已经计算好了,一( ) 3 000块。
64/今天我( )到了,因为起床晚了。
65/我们公司是世界五百强( )业,欢迎你来我们公司参观。
doluming dingchu ),我们见面谈吧。
xiūgǎi 67/经理,我已经把合同( )好了。
kànfǎ 68/您说得对,我很同意您的( )。
ānquán 69/出去旅游一定要注意( )。
chénggōng 70/公司今天的( )离不开大家的努力,谢谢大家!

## 《BCT标准教程》测 试(三级) 听力材料

(音乐, 30秒, 渐弱)

大家好!欢迎参加《BCT标准教程》测试(三级)。

大家好!欢迎参加《BCT标准教程》测试(三级)。

大家好!欢迎参加《BCT标准教程》测试(三级)。

《BCT 标准教程》测试 (三级) 听力考试分三部分, 共 30 题。

请大家注意, 听力考试现在开始。

#### 第一部分

[一共10个题, 每题听两次。]

例如 / 三: 送礼物

#### 现在开始第1题/

- 1. 信
- 2 毕业
- 3. 文件
- 4 干净
- 5. 旅行社
- 6. 打印合同
- 7. 锻炼身体
- 8. 正在计算
- 9. 谈判成功
- 10. 招聘员工

#### 第二部分

[一共10个题, 每题听两次。]

例如 / 再见, 李先生。

#### 现在开始第11题/

- 11. 天气很热,您来杯饮料吧。
- 12. 电梯坏了, 大家都得走楼梯上去。

- 13. 水果被谁拿走了?
- 14 他把我们的货物送过来了。
- 15. 这里修改过了吗?说明一下。
- 16、这是您的申请表、请您检查一下, 如果没有问题, 请在这里签字。
- 17. 我对你们的设计非常满意,这种衣服我要订一千件!
- 18. 地图上说的邮局,应该是这个方向。
- 19. 我为您准备了一份礼物,谢谢您的帮助。
- 20. 很抱歉,这里不能拍照。

### 第三部分

[一共10个题, 每题听两次。]

例如/

女:明天下午我们一起去工厂,好吗?

男:好的,两点从办公室出发。

问:他们从哪儿出发?

#### 现在开始第21题 /

21. 女: 你怎么才来? 快要迟到了。

男:不好意思,我去了趟单位。

问: 男的为什么迟到了?

22. 男: 您对我们的产品还满意吗?

女: 质量没问题, 要是价格再优惠 占川就更好了。

问: 女的是什么意思?

23. 男: 你看到那家大公司的招聘广

女:看到了,虽然要求很高,但很 运

问:他们在谈什么?

24 女:在这里结账可以刷卡吗?

男:不好意思,我们只收现金。

问:根据对话,下面哪个是正确的?

25. 男:明天我穿这套西装去参加宴会 怎么样?

女:这套呀?去参加宴会不合适吧?

问: 男的明天要去做什么?

26. 男: 今天还有活动吗?

女:没了,现在我们回宾馆休息, 明天早上六点出发。

问: 女的最可能是做什么的?

27. 女: 先生, 您好, 请问您要办什么业务?

男: 我想开一个账户, 这是我的护照。

问:对话最可能发生在哪儿?

28. 男: 您好, 这是昨天在您这儿买的, 回家后发现有点儿小, 能换一 双吗?

女: 当然可以, 请等一下, 我去拿。

问: 男的买了什么?

29. 男: 这些货物的重量够吗?

女: 请把发票给我看一下, 够的,

一共一千公斤。

问: 他们在讨论什么问题?

30. 男:请问,您在购物时会考虑哪些方面?

女: 只要我喜欢,价格和质量都不 是问题。

问:购物时,女的主要会考虑什么 问题?

### 听力考试现在结束。

### 《BCT标准教程》测 试 (三级)

## 参考答案

 1	听力
/	ツノノ

Andre	AR ()
77-	
77	一部分

		×			
	8.	V -	9, ×	10. ×	
第一如八					

#### 第二部分

-	11. A	12. 8	13, C		_ 15. C
		17, C	18. C	/ 19. B	20. B
	第三部分				

21, C	22. A		24. B	
26. B	27. A		29. A	30, C

#### 二/ 阅读

#### 第一部分

31. C	32. E	33, F		35. A
36. B		38. A		40. C
第二部分				
	42. A	43. B	44. C	45 B

			1000

51. B	52, C			55. C
56. A	57. B	58. A	59. B	60. A

### 三 / 书写

	62. 其	63.	共		65. 企
		68.			70. 成功

# 词语表 / Vocabulary

词	拼音	词性	英文	课数
爱			love; like doing sth.	2
安全	ānquán	adj.	safe; secure	14
把	bā	prep.	deal with, used before an object, followsed by a transitive verb	5
办法	bànfà	n.	way; means; method	3
办理	bànlĭ	V.	deal with; attend to; handle; transact	7
		V	guarantee	
包	bāo	V.	wrap	15
			bag; sack; parcel	
包括	báokuò	V.	include	11
饱	bão	adj.	not hungry; full	3
15.44		V.	report	
报告	bàogào	n.	report	
被	bèi		be made or forced, indicating passive voice	6
比较	þíjiào	adv.	fairly; quite	3
笔	bĭ	n.	pen	5
笔	Ĭα		a fund; a sum of money;	16

## Vocabulary

词	拼音	词性	英文	课数
必须	bìxū	adv.		10
毕业	bìyè	V,	graduate	9
变化	biànhuà	n.	change	6
遍	biàn	mw.	time in repetition	19
标志	biāozhì	n.	sign; mark; symbol; flag	6
标准	biāozhǔn	n.	standard, criterion	8
别人	biérén	pron.	other people; another person	6
不但······ 而且······	búdàn… érqiĕ…	conj.	moreover; not only but also	6
部分	bùfen	n.	part; section; portion	6
オ	cái ,	adv.	just, only	2
菜单	càidān	n.	menu	14
参观	cãnguãn	V	visit; look around	9
差	chà	/ v	wanting; short of	4
			about; nearly	
差不多	chàbuduō	adj.	about the same; similar	12
成功	chénggōng	adj.	successful; prosperous	/14

1 /				
词	拼音	词性	英文	课数
			succeed; win	
城市		n,	city	11
乘客	chéngkè	n.	passenger	16
迟到	chídào	٧,	be late	4
			happen; arise	
##	chū	V.	leave; go out	
出发	chūfā	V.	set out; start off; leave	4
出现	chūxiàn		come out; happen; show up; appear	
除了	chúle	prep.	in addition to; apart from; besides	2
传真	chuánzhēn		fax	4
船	chuán	n.	boat; ship; vessels	9
窗户	chuănghu		window	5
次	cì		number of times	
Ж	cóng	prep.	from; since	1
大概	dàgài	adv.	almost; probably	3
大家		pron.	everyone; everybody	1

	词	拼音	词性	英文	课数	
100		dānxīn		worry; be anxious; feel concerned		
	单位	dānwèi	n.	unit (as an organization, department, division, section, etc.)	20	
		dāngrán	adv.	absolutely; certainly; of course	13	
	导游	dăoyóu	n.	guide	9	
	地	de	aux.	used with an adverb or adverbial phrase	1	
	得	dĕi	aux.	must; have to	5	
-	地方	dìfang	n.	place	6	1
	地图	dìtú	n.	map	10	
1000	地址	dìzhĭ	n.	address	5	
	电子邮件	diànzĭ yóujiàn	n.	mail	3	
			V.	investigate; survey		
	调查	diàochá	n.	investigation; inquiry; research		
	懂	dŏng	/ v	understand		
	读	dú		read	2	
	锻炼	duànliàn	v.	do physical training; take exercise	2	
	对	duì	prep.	to; towards	/2	7

		1 4 70		
词	拼音	词性	英文	课数
		adj.	right, correct	
发			send	5
发票	fāpiào	n.	receipt; invoice	
发生	fäshēng	V.	take place; happen	16
发现	fāxiàn	V.	find; discover	
		V.	develop	
发展	fāzhān	n.	development; evolution	9
反正	fănzhèng	adv.	anyway; anyhow; all the same; in any case	6
返回	fănhuí	v.	return; go /come back	17
方	1500	adj.	square	13
	fāng	n.	side; party	
方便	fāngbiàn	adj.	convenient	1
方法	fängfä	n.	method; way; manner; means	2
	fängxiàng		direction	11
放	fàng		put; place	4
负责			be in charge of; be responsible for	

词	拼音	词性	英文	课数	
改变	găibiàn		change; vary		1
干	gān	adj.	dry	10	
	gānjing	adj.	clean; neat and tidy	10	
敢	găn	V.	be certain; be sure:	9	
	gun		dare to do		
7//	gàn	v. h	do; work; attend to	10	\ \ \
各	gè	pron.	every	3	
根据	gēnjù	prep.	on the basis of; according to	7	
更	gèng	adv.	more	15	
I	gōngchἄṇg	n.	plant ; factory	9	
工资	gōngzī	n	wage; pay; salary	17	
公里	göngli	mw.	kilometer	4	
购物	gòuwù	V.	go shopping	13	
够	gòu		enough	3	
顾客	gùkè	n.	customer	13	- X- X
关	guān	v	close; turn off	5	

1		100		
词	拼音	词性	英文	课数
		adj.	crucial; very important	
关键	guānjiàn	n.	key; crux	
关系	guānxi	n.	relation; relationship	
关心	guānxīn	V.	care for; be concerned with	6
管理	guănlĭ	V.	be in charge of; manage	
广告	guănggào	n.	advertisement	1
国际	guóji	adj.	international	8
还	hái _	adv.	also, too; as well; in addition	1
		adv.	still; yet	
合同	hétong	n.	contract	15
合作	hézuò	٧.	cooperate; collaborate; work together	9
17:312	huāfèi		spend; expend; cost	10
花费	huāfei		money spent; expenditure	10
回答	huídá		answer; reply; respond	11
ST = 1		n.	activity	
活动	huódòng		take exercise	

词	拼音	词性	英文	课数
或者	huòzhĕ	conj.	or	3
货物	huòwù	n.	goods	6
机会	jīhuì	n.	chance; opportunity	
极	J.	adv.	extremely; exceedingly	17
		V. 1	worry	
		adj.	urgent; impatient; anxious	
计算	jìsuàn	V.	count; compute; calculate	12
记得	jìde	v.	remember; learn by heart	20
寄	л	+ V.	mail	5
加油	jiāyóu		fuel up	4
减少	jiänshäo	V-	reduce; decrease	18
简单	jiăndān	adj.	easy; simple	Ni j
简历	jiănli	/ n.	résumé	6
健康	jiànkāng		health	2
将	jiāng	adv.	will; be going to	1/1
讲	jiăng	V	speak; tell	5_

		150		
词	拼音	词性	英文	课数
交通	jiāotōng		traffic; transportation	
пЦ	jiào	prep.	indicating passive voice	6
街道	jiēdào	n.	street	4
节日		n.	holiday; festival	3
结束	jiéshù	V.	stop; finish; end; terminate	12
结账	jiézhàng	V.	check out; square account	8
解决	jiĕjué	V	solve or resolve a problem or an issue	5
借	jiè	٧.	borrow; lend	6
斤	jīn	mw.	jin, a unit of weight (=1/2 kilogram)	16
紧张	jīnzhāng	adj.	nervous	17
进口	jìnkŏu	٧.	import	18
禁止	jìnzhĭ	٧.	forbid; prohibit	2
经常	jīngcháng	adv.	often	1
经过	jīngguò	V.	pass; go through; go by	10
经验	jīngyàn		experience	2
举办	jŭbàn	V.	hold (an exhibition, contest, etc. )	8

词	拼音	词性	英文	课数
举行	jŭxíng	V.	perform; take place	-11
聚会	jùhuì		party; meeting	3
决定	juédìng	V.	decide; determine	7
决定	juédìng	n.	decision	9
看法	kànfã	n.	opinion	12
考虑	kãolů	v. +	consider; think over; take into account	13
客人	kèrén	n.	guest	8
空	kōng	adj.	empty, vacant	8
		adj.	difficult	
	困难 kùnnan		difficulty	
y y		adj.	old	
	lão	adv.	always	13
老板	lăobăn	/ n.	boss	13
了解	liăojiĕ		know; understand; comprehend	
离开	líkāi	ν.	leave; to be away from	3
联系	liánxì	ν,	communicate, establish contact	1

词	拼音	词性	英文	课数
聊天儿			chat	2
		adv.	moreover; besides	
另外	lingwài	conj.	in addition	14
		pron.	other; another	
旅行社	lűxíngshè	n.	travel agency; travel bureau	7
卖	mài	V.	sell	2
满	măn	adj.	filled; full of	4
	mén	n.	door; exits and entrance	5
免费	miănfèi	adj.	free	7
面试	miànshì	n.	interview	17
拿	ná	V.	hold; take	6
难	nán	adj.	difficult: hard	2
年龄	niánlíng	n.	age	18
年轻	niánqīng	adj.	young	2
努力	nŭll	adj.	hard-working; diligent	11
其实	qíshí	adv.	actually; in fact; as a matter of fact	16

词	拼音	词性	英文	课数
其他	qítă	pron.	other; else	10
其中	qízhōng	n.	among; in; inside	11
奇怪	qíguài	adj.	odd; queer; strange; unusual; peculiar	2
企业	qïyè	n.	enterprise; company; business	9
签证	qiānzhèng	n.	visa	7
轻	qīng	adj.	light	3
		adj.	clear; distinct	
清楚	qīngchu	V-	be clear about; understand	5
情况	qíngkuàng	n.	circumstance; situation, condition	1
全部	quánbù	adj.	whole; complete; total; all	7
缺	quē	V.	short of	7
iŁ	ràng	prep.	indicating passive voice	6
认为	rènwéi	V	think; consider	2
认真	rènzhēn	adj.	conscientious; earnest; serious:	13
日期	rìqī	n.	date	8
容易	róngyi	adj.	easy	/2

词	拼音	词性	英文	课数
XD	rùkŏu	n.	entrance	4
商量	shāngliang	V	consult; discuss; talk over	6
上网	shàngwăng	- V.	get online; surf the Internet	7
设计	shèjì	n.	design	6
生产	shēngchān		production; manufacture; parturition	5
生意	shēngyi	n.	business; trade	5
		n.	time; hour; moment	
时刻	shíkè	adv.	constantly; always	
使用	shĭyòng	٧.	use	7-
世界	shìjiè		world; global; earth	9
市场	shìchăng		market; fair	1
适合	shìhé		suit; fit; be appropriate for	9
收	shōu		receive; accept	
收入			income; revenue	
			thin; emaciated: lean	
痩	shòu	adj.	tight	

词	拼音	词性	英文	课数
数字	shùzì	n.	figure	18
双	shuāng	mw.	pair; couple	15
水平	shuiping	n.	standard; level	9
税	shuì	n.	tax	7
说明		v.	explain; illustrate; show	10
NU-973	shuōmíng	n, K	illustration; instruction; specification	12
岁	suì	n.	year of age	18
所有	suŏyōu	adj.	all	3
Ė	tā	pron.	it	11
台	tái	mw.	used for computer, TV, etc.	15
谈判	tánpàn	V.	negotiate	4
趟	tàng	mw.	time (of work or trip)	4
讨论	tăolùn	/ v.	discuss; argue; debate	
套	tào	nm.	a set of; a suit of	15
提醒	tíxīng	V.	remind; warn; call attention to	5
条件	tiáojiàn	n. 🐔	condition; term; factor	/14

	V				
	词	拼音	词性	英文	课数
	停	tíng		stop; park	4
	同意	tóngyì		agree; approve	13
	突然	tūrán	acli.	sudden; abrupt; unexpected	3
	退	tuì	V.	refund	15
-		wán	V.	finish; complete; end	4
	为	wèi	prep.	for	14
	为了	wèile	prep.	for	2
	文件夹	wénjiànjiā		folder	4
	吸烟	xīyān	٧.	smoke	2
		xīwàng	V.	hope; wish; want; be desirous of	
	习惯	xíguàn	n.	habit; custom	2
	现金	xiànjīn	n.	cash	7
	相信	xiāngxìn	٧.	believe; be convinced of	10
	项	xiàng	mw.	item	13
	消息	xiāoxi	m.	information; news	4
	销售	xiāoshòu	n.	sell; market; marketing	ī

词	拼音	词性	英文	课数
	xiãoxîn	V.	take care; look out	6
21 ADA	ACCAIT	adj.	careful; caution	
笑	xiào	V.	laugh; smile; laugh at	2
鞋	xié	n.	shoes	15
新闻	xīnwén	n.	news	2
信	xìn	n.	letter	5
兴趣	xìngqù	n.	interest; taste	11
幸会	xìnghuì	-v-	nice to meet you	15
性别	xìngbié	n.	gender; sex	18
修改	xiūgăi	V.	revise; amend; modify	19
选择	xuănzé	V	choose; select; pick	2
宴会	yànhuì	n.	banquet; dinner party	14
		n.	request; demand; need	
要求	yāoqiú	7 V.	ask; request; demand	5
业务	yèwù	n.	business	9
一般	yìbān	adv.	usually; generally; ordinarily	171

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词	拼音	词性	英文	课数
	yígòng	adv.	altogether; in all; all told	3
一样	yíyàng	adj.	same	6
衣服	yīfu	n.	clothing; clothes; dress	
以后	yĭhòu	adv.	afterwards; later	16
以为	yĭwéi	V.	feel; suppose; assume	16
饮料	yīnliào	n.	drink	3
应该	yīnggāi	aux.	should; have to; ought to; must	5
	yíngyè	V.	do business	7 7
	yīngxiāng		influence; affect	16
			influence; effect	
由	yóu	prep.	by; from	
由于	yóuyú	ргер.	due to; because of;	
有名	yŏumíng	adj.	famous	3
又	yòu	adv.	again; once more	
愉快	yúkuài	adj.	happy; pleased; joyful	12
	yùyuē		make an appointment	

	词	拼音	词性	英文	课数	
				meet		
	原因	yuányīn	n.	reason; cause	5	
	运动	yùndòng	V	exercíse; practice	2	
	再	zài	adv.	again; more; further	5	
	增加	zēngjiā	v.	increase	18	
	涨//	zhǎng	v. )	rise	18	×
	账号	zhànghào	n,	account number; bank account number	7	
	招聘	zhāopìn	V. (1)	recruit and employ	17	
1	正确	zhèngquè	adj.	right; correct; proper	9	
	支付	zhīfù.	٧,	pay	12	
	支票	zhīpiào	n.	check	17	
		zhizuò	٧.	make; produce	13	
	中间	zhōngjiān	n.	center; míddle	13	
	终于	zhōngyú		at last; finally	4	
	种	zhŏng	mw.	kind; sort; type	3	
	重	zhòng	adj.r	heavy	3	

William 1				
词	拼音	词性	英文	课数
重量	zhòngliàng		weight	16
主任	zhŭrèn	n.	director; chairman; head	17
祝	zhù	V	wish	17
专家	zhuānjiā	n.	expert; specialist	14
准		adv.	definitely; certainly; surely	3
	zhŭn	adj.	accurate; sharp	
自己	zìjī	pron.	oneself; self; one's own	6
总 zŏng		adj.	general; chief; head; prime	9
		adv.	anyway; anyhow; after all	
	zŏng	adv.	always; consistently; invariably	
		adj.	general; overall; main; total; all; whole	
	zuò		seat	6