



商务英语视听说答案

Classic and Good Materials

扩展商务英语视听说 1-8 单元答案

Unit 1

Part I Listening and Speaking

Task 1

Q1.

I am graduating in June from ABC University and my major is hotel management. I am an outgoing; energetic person. I enjoy teamwork very much. As part of my degree program; I needed to finish different projects with my teammates. I possess excellent interpersonal skills and a very positive attitude. My career aspiration is to become a successful hotelier. During my internship at the Grand Hyatt; I worked as a receptionist. My duties included offering friendly and efficient

check-in and check-out service to guests; answering phone calls; taking and passing on messages to guests; I find that if I can make the guests happy; I will be very happy; too.

Q2.

I received honors in several school-wide English and computer contests. I enjoy working with people from different backgrounds. I am good at communicating; organizing and

coordinating. If something blocks my path; I will look for a solution. I never give up easily.

Sometimes I receive comments that I need to improve in the area of filing. I am now trying to improve by learning from others. Q3.

Interest and career development are two of my criteria in choosing a job. Interest is the best motivation. I love the hotel business; so I will definitely devote myself to it. Moreover; high job satisfaction can be attained when the job is what I am interested in.

Career development is very important for me when choosing a job. From what I know; Shangri-La provides equal career advancement for all staff. The job rotation plan and individually tailored training program are really exciting and helpful for young people like me.

Task 2

Is that your wife; Mr. Carter She is so beautiful.

Avoid asking interviewer personal questions or making personal comments. Could you tell me how much the new job pays

The interviewer might infer from these questions that you are only interested in your own needs and not those of their company. Wait until the employer raises these subjects to discuss them.

What about the paid holidays; insurance; and things like that

How much time will it take for me to be promoted here

But in which cities do you have your branches And where is your company based

It is also unwise to ask about things you should have already known. You are only telling the interviewer that you haven't done your homework.

Part II Language Focus

Name: CaiNing

Personality: serious-minded; calm; humorous; easy-going

Strengths: the ability to work with all types of people

Weakness: perfectionist; impatient

Work experience: six years' financial industry experience with several

companies; two years' experience in an investment bank

Qualification: graduated from Peking University in 2001

majoring in

accounting; fluent English; bookkeeping and accounting

proficiency in

English.

Reasons for leaving last job: want to find a job that is

challenging.

Questions about the job: Would I be able to work abroad in

one of your

overseas branches

Part III Viewing and Speaking

Video 1

Reasons for joining the It is one of the leading

international consultant corporations company which came to

China after China entered WTO. Working in this

company would give him the best chance to use what he has

learned at university.

Relevant work experience He was involved in a factory restoration in Nanjing. Questions Are there any opportunities for Chinese employees to be

transferred to the head office in New York or other branch offices around the world

Result of the interview Chen Bo will be notified of the final decision by Friday.

Video 2

1. F T F F T

2. 1 Sales Manager

2 Five

3 Brand Manager

4 biscuits

5 Business Administration

6 oral English

IV Case Analysis

Hint:

She is not likely to get the job because she did poorly in the job interview.

Things went wrong:

1. Use filler words “you know” too many times.
2. Bad-mouth former employer.
3. Inappropriate answers to interviewer’s questions; eg;

“I would rather like to establish my own company”

4. Ask inappropriate questions; eg. “Can I take time off for vacation”

5. Self-conceit — “I have no weakness”.

6. Too much emphasis on travel.

Scripts Unit 2

Part I Listening and Speaking

Task 1

1 I haven’t seen you for years.

2 What do you do now

3 I’m in the Research and Development Department.

4 I knew you’d do something very challenging and creative.

5 I sometimes stay in the office after work to deal with unfinished tasks.

6 I am still the accountant of that cosmetics company.

Task 2

1 personnel management

2 developing markets

3 planning

4 execution

5 sales targets

6 team performance

7 customer base

8 customer satisfaction

9 selecting; developing and managing

10 cost-effective

11 on time

12 of good quality

13 human and material resources

14 training needs

15 continuous improvement

Part II Viewing and Speaking

Video 1

1. Caroline Clinton: financial accounts

Lucy White: data processing

Ada Balck: management accounts

2. Administration; Marketing; Engineering; Project

Preparation; Accounting

Video 2

1. self-employed entrepreneur; buyer; Line Supervisor;

Advertising Executive; Public Relations Manager

2.

Names

Jerome

things Likes Dislikes making a lot more money; having lots

of independence in doing feeling tired sometimes

Robin having been to a lot of places too much traveling;

having very little time to

spend with his family

Colin good salary and benefits noisy work environment;

seldom having the

Frank new challenges; a lot of experience

Janet meeting a lot of new & interesting people often having
dinner parties in the evening; having little time with her
family and baby

Unit 3

Part I Warm-up

1 ensure smooth business communication

2 the purpose of your call

3 all the documents you'll need

4 schedule a specific time

5 all distractions.

6 confirm that you have understood each point.

7 interruptions.

8 strong accent.

9 you sound polite and agreeable.

10 the optional choice method;

11 lengthy calls.

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