《商务英语听力1》

教 案

**课程名称： 商务英语听力1**

**所属系部： 商学院**

**制定人： 杜丽丽**

**合作人：**

**制定时间：**

**日照职业技术学院**

**Unit 1 Greetings and Introductions**

Aims: 1. The students can comprehend the conversations they hear, filling the missing words or choosing the right answer.

1. The students can comprehend the passages they hear, filling the missing words or choosing the right answer.
2. The students can distinguish words with similar sounds.

Main points: to understand the meaning and write down the words or expressions

Difficult points: to understand the passages

Methods: communicative approach and audio-lingual method

**Period I Parts 1-2**

Aims: 1. The students can distinguish the similar-sounding words.

2. The students can comprehend the conversations they hear, filling the missing words or choosing the right answer.

Main points: to understand the meaning and write down the words or expressions

Difficult points: to understand the conversations

Methods: communicative approach and audio-lingual method

Teaching Course:

Step 1 Get the students to make a short speech about current affairs.

Step 2 Listen to the Warming-up exercises.

1. Distinguish the four words (Ex. A on page 2)which have similar pronunciation, by listening to their pronunciation.
2. Distinguish the two words (Ex. B on page 3) which have similar vowels, by listening to a sentence.
3. Distinguish the words (Ex. C on page 3) which have similar consonants, by listening to a sentence.

Step 3 Listen to the Conversations.

New words and expressions:

bookkeeper, personnel, software, advertising, journalism

1. Fill in the blanks with the missing words by hearing the short conversations (Ex. A on page 4).

1) Woman: Allow me to introduce myself. I’m Susan Saris, your guide from Shanghai Travel Service.

Man: How do you do, Miss Saris? Glad to meet you.

1. Man: Who is that man over there?

Woman: He is the general manager of our company. Let me introduce you to each other.

1. Man: I’m Mr. Carter, your new bookkeeper.

Woman: Welcome to the firm.

1. Woman: Oh, Mr. Smith. Would you like me to introduce you to Mr. Li? Mr. Li is in charge of the foreign department at the Bank of China’s head office in Beijing.

Man: I’d be very pleased if you would. In fact, I've got a message for him from Mr. Brown who came here with a delegation from our Bank last year.

1. Man: Good morning. May I introduce myself? My name’s James Taylor and I’m new here.

Woman: Pleased to meet you. I’m Annie White, the assistant to the Personnel Manager.

1. Answer the questions (Ex. B on page 5) by choosing the right answer after hearing a conversation.
2. Woman: Thank you for introducing your manager to me. Would you please spell his name for me?

Man: Sure. W, double O, D-U-R-Y.

Question: What is the manager’s name?

1. Woman: Tom, I’d like you to meet my sister, Sarah Johnson. Sarah is also in computers---software development.

Man: Nice to meet you, Sarah. I believe we actually work for the same company although in different sections.

Question:What do Tom and Sarah have in common?

1. Man: Is your secretary’s name Miss Pond or Mrs. Pond?

Woman: Miss. She isn’t married. And by the way it’s Bond. B as in boy, O-N-D.

Question: What is the secretary’s name?

1. Woman:Welcome to Shanghai, president Taylor. I’m Wang Ling, the secretary of the foreign affairs office from The East Advertising Company.

Man: Oh, nice to meet you, Miss Wang.

Question: What is the man?

1. Man: Could you introduce me to the manager?

Woman: Of course. Mr. King..Mr. White, let me introduce you to Mr. Peter King, the new clerk in your department.

Question: What is Mr. White?

1. Answer the questions (Ex. C on page 5) by completing the sentences.

(Miss Wang meets Mr. Morrison at the airport. She introduces herself and a leading cadre, Mr. Li.)

Miss Wang: Excuse me, but aren’t you Mr. Morrison?

Mr. Morrison: Yes, I’m Tom Morrison.

Miss Wang: My name is Wang, Wang Ying. I’m an interpreter from the Special Economic Zone.

Mr. Morrison: How do you do, Miss Wang?

Miss Wang: How do you do, Mr. Morrison? Mr. Li, deputy of our Special Economic Zone has come to meet you.

(to Li.) This is Mr. Morrison.

(to Marrison.) Mr. Li.

Mr. Li: (shaking hands) How do you do?

Mr. Li: On behalf of the Special Economic Zone, I welcome you to this city. We’ve been looking forward to your visit.

1. Decide whether the statements are true or false after hearing the longer conversation (Ex. D on page 5).

Mr. Smith: Good morning, Mr. Wright. How are you?

Mr. Wright: Very well, thank you. How are you?

Mr. Smith: Fine, thanks. I don’t think you’ve met my secretary. This is Mr. Wright, who’s come to check our accounts. This is Miss Brown.

Miss Brown:How do you do?

Mr. Wright: You have a very nice office here.

Miss Brown: Yes, it is nice, isn’t it? I like working here very much.

Mr. Wright: Good afternoon, Miss Brown.

Miss Brown: Good afternoon. How are you today, Mr. Wright?

Mr. Wright: Not too well, I’m afraid. Must have caught a bit of cold, I think.

Miss Brown:Oh, I’m sorry to hear that. They say there’s a lot of flu about just now, so I expect that’s what it is.

1. Complete the form (Ex. E on page 6) with information which has been heard.

Jack: Hi. How are you doing?

Tom: Oh, hi... you are Jack, right?

Jack:That’s right. What’s your name again?

Tom: Tom. Tom White.

Jack:Tom, this is my roommate Bill.

Tom: Hi, Bill.

Bill: Nice to meet you.

Tom: Where are you from?

Bill: Australia.

Tom: What are you studying now?

Bill: Law. I want to be a layer. What about you, Tom?

Tom: I’m doing journalism. But I’m thinking of doing business studying instead.

Jack:Listen, Tom. We’re really hungry. Do you want to eat something with us?

Tom: I can’t. I have to meet my new roommate Li Ming. He is from China.

Bill:Okay. See you later then. We’re up in 302. Stop by anytime.

Tom: Hey, we’re on the same floor. Room 312.

Step 4 Assignments:

1. Listen to VOA or BBC, taking down at least just one piece of news and presenting it to the class next time.
2. Listen to the following four passages and find out the answers.

**Period II Parts 3-5**

Aims: 1. The students can understand the passages.

2. The students memorize the new words and expressions.

Main points: to understand the passages and write down the answers

Difficult points: to understand the passages

Methods: communicative approach and audio-lingual method

Teaching Course:

Step 1 Get the students to make a short speech about current affairs.

Step 2 Listen to the passages.

1. Learn the new words and expressions in the box on page 6.

expected, detailed, contact, subsequent, acceptable, part, essential, overemphasize, associate, sincere

1. Answer the questions (Ex. A on page 6)by choosing the right answer after hearing a passage.

In North America, when people greet each other, they generally say, “Hi, how are you?” This is NOT a question but rather a greeting. The expected answer is usually short, for example, “Fine”, “OK”, “Pretty good”, “Not bad”. A long, detailed answer or a negative answer would be strange unless you knew the person very well and could tell that the person expected more extensive information. People learning English may think that native speakers are impolite because they do not stop to have a conversation. But “How are you?” should be considered in the same way as “Hello”. It’s simply a greeting.

1. Decide whether the statements are true of false after hearing the passage. (Ex. B on page 7)

There are two types of greetings: formal greetings and informal greetings.

If you want to introduce someone else to others, first you have to let others know whom you are. If you want to show your friendliness and politeness to someone who you meet at the first time, you’d better use some formal greetings.

In English-speaking cultures, people who greet one another the first time always shake hands. There is usually a difference between “meet” for a first meeting and “see” for a second and subsequent meeting. “Nice to meet you” is to be used for the first time, while “Glad to see you again” for the subsequent time.

The British do shake hands when first introduced to new people, but they rarely shake hands when parting. In an informal situation you may see social kissing, this is acceptable between men and women and also between women who know each other very well. But it is rare that you will see two British men kissing, even if it is only on the cheek.

1. Answer the questions according the information on the tape, by writing down the answers. (Ex. C on page 7)

Greetings and introductions are an essential aspect of US culture. We can never overemphasize its importance.

In social situations, a man is traditionally introduced to a woman. However, in the business world introductions are based on a person’s rank or position in an organization. The highest-ranking person is introduced to everyone else in order of their position. If you introduce two people of equal rank to each other, introduce the one you know less well to the one you know better. In other situations you may find that a younger person would be introduced to an older person and a man introduced to a woman.

There might be occasions where you will have to introduce yourself. For example, if you are meeting a new colleague or an associate, you might start off by extending your hand and saying “Hello, I am …”. If you have been introduced earlier to someone, do not assume that the person would remember you and be prepared to reintroduce yourself if it should be necessary.

1. Fill in the blanks with the words to be heard on the tape. (Ex. D on page 9)

Step 3 Listen and talk. (the world of humor)

Listen to the tape and answer the question:Would David catch any fish in the stream? Why or why not?

David was a young man who worked in an office in a big city. His hobby was fishing, but he did not often get a chance to practice it.

Then one summer he decided to have a holiday in a beautiful place in the mountains where there were a lot of streams. “ I ought to be able to have some good fishing there,” he said to himself.

The first morning after he arrived, he walked to the nearest stream with his fishing-rod. He saw an old man standing beside the water, so he asked him whether it was a private stream. The old man answered that it was not, so David then said to him, “ Well, then it won’t be a crime if I catch some fish here, will it?”

“Oh, no,” answered the old man, “ it won’t be a crime, but will be certainly be a miracle.”

Step 4 Assignments:

1. Listen to VOA or BBC, taking down at least just one piece of news and presenting it to the class next time.
2. Write down the script of Passage B.

**Unit 2 Asking the Way**

Aims: 1. The students can comprehend the conversations they hear, filling the missing words or choosing the right answer.

2. The students can comprehend the passages they hear, filling the missing words or choosing the right answer.

Main points: to understand the meaning and write down the words or expressions

Difficult points: to understand the passages

Methods: communicative approach and audio-lingual method

**Period I Parts 1-2**

**Aims:** 1. The students can distinguish homonyms.

2. The students can comprehend the conversations they hear, filling the missing words or choosing the right answer.

**Main points:** to understand the meaning and write down the words or expressions

**Difficult points:** to understand the conversations

**Methods:** communicative approach and audio-lingual method

**Teaching Course:**

**Step 1 Get the students to make a short speech about current affairs.**

**Step 2 Listen to the Warming-up exercises.**

A homonym is a word with the same pronunciation as another word, but with a different meaning and spelling.

1. **Decide which word of the homonyms is used in the sentence. (Ex. A on page 14).**

1. She dropped the letter into the mail box.

2. There is no other way to get out.

3. The hunters searched the woods, but they found only one hare.

4. East China Fair, the largest regional trade fair in China, is held from March 5th to 11th each year in Shanghai.

5. Which team won the football match?

6. The airport was in the center of a great plain.

7. The opening ceremony of the Grand Hotel will be held here tomorrow.

8. Excuse me for my hoarse voice.

9. The wind blew off his hat while he was walking in the rain.

10. It’s your right to vote.

11. The boy has completely lost his sight.

12. Please don’t pour water on the floor.

13. She had her farewell party last night.

14. The factory is a long way off.

15. This coat is too dear. Have you anything cheaper?

16. This house is for sale.

17. The house has a good view of the blue sea.

18. The child believed that he would grow a long nose if he told a lie.

19. Do you believe that they sew all their clothing by hand?

20. A dark lane was the scene of the murder.

1. **Decide which word of the homonyms is used in the sentence. (Ex. B on page 15).**

1. He was in great pain.

2. He’s due to arrive tomorrow.

3. The spoon was made of steel.

4. The dog has a short tail.

5. Give me a piece of paper, please.

6. Let’s have a short break.

7. I’ll wait for you after class.

8. We ate breakfast very late today.

9. The old man was too weak to move.

10. It’s a waste of time.

11. Did you meet the new teacher last week?

12. At what hour do you usually go to school?

13. They flew to Beijing for holidays.

14. There’s a hole in the wall.

15. There’s a letter for you on the table.

16. Alice knows Tom better than I do.

17. The sea is far away from our home.

18. She has a maid to help her with the housework.

19. Can you tell me the nearest way to the cinema?

20. I’d like two of those oil paintings.

Step 3 **Listen to the Conversations.**

1. **Learn the new words and expressions on page 15.**

block, entrance, traffic lights

1. **Fill in the blanks with the missing words by hearing the short conversations (Ex. A on page 16).**
2. **Answer the questions (Ex. B on page 16) by choosing the right answer after hearing a conversation.**

1). Man: Could you tell me the best way to get to the No. 1 Department Store?

Woman: That’s easy. Just walk down Route Eighteen and you’d be there in no time.

Question: What is the best way to get to the No.1 Department Store?

2). Woman: How can I get to the Shopping Center from here?

Man: You can take a bus or a taxi, but it isn’t too far. Maybe you’d like to walk.

Question: Is the shopping center far away?

3). Woman: Excuse me. Could you please tell me how to get to the park?

Man: There is a park around here?

Question: What does the man mean?

4). Man: Excuse me. Could you please tell me how to get to CitiBank?

Woman: Sure. Go straight for two blocks, then turn left and go on for one block. It’s just at the corner.

Question: How far must the man walk to get to CitiBank?

5). Man: Excuse me. I’m looking for the schoolmaster’s office. I thought it was on the first floor.

Woman: It is. This is the basement. Take the elevator on flight up and turn left.

Question: Where did this conversation most probably take place?

1. **Mark out on the map the places given and draw the route to Hilton Hotel from where the two speakers meet. (Ex. C on page 16)**

A: Excuse me. I’m a stranger here. Can you tell me how to get to The West Lake Street?

B: Of course. Are you going to the Hilton Hotel?

A: Yes, I am.

B: Well, go up this street and take the first turning on your left at the traffic lights.

A: Is that The West Lake Street?

B: No, that’s The Third Street. Go along The Third Street and take the first turning on your right.

A: First turning on the right. Will that be The West Lake Street?

B: Yes. You’ll pass a Chinese restaurant on the corner. And Hilton Hotel is on your left. You can’t miss it.

A: Thanks for your help.

B: You are welcome.

1. **Answer the questions (Ex. D on page 17) by choosing the right answer after hearing a conversation.**

Pete: Hello, Laura, this is Pete.

Laura : Hi, Pete. What can I do for you?

Pete: I need directions on how to get to the football stadium.

Laura : Oh, it’s very simple. First, go south on Highway 25 for 5miles until you come to a large restaurant and continue for a few miles more and you will come right to the stadium. There are plenty of signs once you pass the restaurant and they will take you right to the stadium.

Pete: Do you think the stadium will be very crowded?

Laura : Well, the radio announced that all tickets for this game have been sold. That means you should leave about an hour before the game starts.

Pete: Thank you very much for your help, Laura. I’ll take your advice.

1. **Write down the name of each place where Mike goes in the correct place and mark out locations A, B, C, D and E on the map. (Ex. E on page 17)**

**Step 4** **Assignments:**

Watch CCTV-9 or listen to VOA or BBC, taking down at least just one piece of news and presenting it to the class next time.

**Period II Parts 3-5**

**Aims:** 1. The students can understand the passages.

2. The students memorize the new words and expressions.

**Main points:** to understand the passages and write down the answers

**Difficult points:** to understand the passages

**Methods:** communicative approach and audio-lingual method

**Teaching Course:**

**Step 1 Get the students to make a short speech about current affairs.**

**Step 2 Listen to the passages.**

1. **Learn the new words and expressions in the box on page 18.**

opposite, go on an excursion, a one-way street, electronic

1. **Write in the blanks the words that match the numbers in the map. (Ex. A on page 18) while hearing a passage.**

It is easy to find your way from the station to our company. When you come out of the station, turn left and walk until you reach the traffic lights. Then turn right and you will be on Jefferson Street. Keep walking until you come to the theater. Just after the theater there is a sign on the right. This is St. John’s Street. Our company is about two hundred yards up this street on the left. There is a business center opposite.

1. **Answer the questions by choosing the right answer. (Ex.B on page 19)**

Yesterday the Clarks went on an excursion. Mother was driving so that she could get some practice and Father was sitting beside her. He wasn’t always very helpful “ We must get on to the A3,” he said. “That’s the road which will take us to the south coast.” Neither Mother nor Father knew the way to the A3 so they had to stop to ask a policeman.

“Excuse me,” Mother said. “could you tell me the way to the A3?”

“Yes, Madam,” the officer said. “Take the first turning on your right and continue along the road till you come to a cinema. Turn left at the cinema and go straight on. This will bring you to the A3.”

“Thank you , officer” Mother said.

Mother drove on, but she didn’t turn right. “We are going in the wrong direction,” Father cried. “Why didn’t you turn right? If you had turned right back there, we would have come to the A3.”

“Oh, be quiet, Jim,” Mother said. “That policeman made a mistake. If I had turned right back there, I would have been in serious trouble. It was a one-way street. ”

1. **Decide whether the statements are true or false after hearing the passage (Ex. C on page19).**

One day, when I was walking down the street, a woman came up to me and asked me where she could find a shopping center. I told her there wasn’t really a shopping center there. She said that she just wanted to buy a couple of small presents for her children. I thought she might be looking for a toy shop. So I told her that there was one in Brighton Street. But she was a stranger there and didn’t know where the street was. So I gave her detailed directions. “walk down this street. Take the third turning on the left. Then the first right. On the corner there is an electronic goods shop. Turn right at this place and walk down till you get to a clothes shop. And just after that there is your toy shop. There is a school opposite. You can’t miss it if you see clothes shop and the school”. The woman repeated my directions to see whether she remembered or not. Then she thanked me and started off in the right direction.

1. **Answer the questions according the information on the tape, by writing down the answers. (Ex. D on page 19)**

Margaret went to London to study in a commercial college. She wanted to rent a flat. One day she saw an advertisement in the newspaper which said there was a flat to be rented in Castle Street. So she telephoned the owner to see whether she could go and see it that evening. The line was bad so Margaret couldn’t hear clearly. She was told there was a tube station nearby. And after she came out, she had to turn right. The flat was in the second street on the left. It might take her five minutes on foot. There was a bank opposite. Margaret told him that she would arrive there at 7:00p.m.

**Step 3 Listen and talk. (the world of humor)**

Listen to the tape and answer the question: Did the old lady get off at Springfield? Why?

“Is this stop Springfield?” an old lady asked the bus driver.

“No, madam”, the driver replied.

“Well, please tell me when we get there”, she requested.

“I’ll do that”, promised the driver.

Later, the driver got careless and passed through Springfield before he realized it.

He apologized to the other passengers, turned around, and drove back. Then he said to the old lady: “This is the town where you wanted to get out.”

“Who wanted to get out?” She asked.

The driver said, “You did.”

“No,” she said, “my daughter told me that when I pass through this town, I should take my pills.”

**Step 4 Assignments:**

Watch CCTV-9 or listen to VOA or BBC, taking down at least just one piece of news and presenting it to the class next time.

**Unit 3 Eating**

**Aims: 1. The students can comprehend the conversations they hear, filling the missing words or choosing the right answer.**

**2. The students can comprehend the passages they hear, filling the missing words or choosing the right answer.**

**Main points: to understand the meaning and write down the words or expressions**

**Difficult points: to understand the passages**

**Methods: communicative approach and audio-lingual method**

**Period I Parts 1-2**

**Aims: 1. The students can distinguish the rhyming words.**

**2. The students can comprehend the conversations they hear, filling the missing words or choosing the right answer.**

**Main points: to understand the meaning and write down the words or expressions**

**Difficult points: to understand the conversations**

**Methods: communicative approach and audio-lingual method**

**Teaching Course:**

Step 1 Get the students to make a short speech about current affairs.

Step 2 Listen to the Warming-up exercises.

1. Decide which of the three words rhymes with the word to be heard. (Ex. A on page 24).
2. Write down the two words that rhyme with each other and then supply two more words that also rhyme with them. (Ex. B on page 25).

Step 3 Listen to the Conversations.

1. Learn the new words and expressions on page 30.
2. Fill in the blanks with the missing words by hearing the short conversations (Ex. A on page 30).
3. Answer the questions (Ex. B on page 31) by choosing the right answer after hearing a conversation.

1.)Woman: Are you ready to order now?

Man: No, I’ve just finished. I’m waiting for my change.

Question: What does the man want?

2.) Man: What a beautiful cake! Did you bake it?

Woman: No, I had the bakery do it.

Question: What does the woman mean?

3.)Man: What happened to my food? I’ve been sitting here for almost an hour.

Woman: I’m sorry, sir. It must be ready by now.

Question: Where does this conversation take place?

4.)Woman: You want another sandwich?

Man: Yeah, I usually eat a lot when I’m nervous.

Question: What does the man mean?

5.)Woman: Would you like some hot coffee or tea?

Man: I do like them both, but I’d rather have something cold.

Question: What does the man want to drink?

1. Write down the answers after the questions are heard briefly. (Ex. C on page 31)

1. )Man: Waitress! I ordered half an hour ago, but I haven’t got my food yet.

Woman: I’ll see what happened for you.

Man: Please hurry. We’ve got a train to catch.

Question: Why did the man complain？

2. )Woman: Would you like some wine with your dinner?

Man: May I have the wine list?

Woman: Here you are, sir.

Man: OK, a bottle of beer for me and a glass of red wine for the lady.

Question: What will the man drink?

3.) Man: Waitress, could you please come over here?

Woman: Yes, what can I do for you?

Man: This is not the soup I ordered. I wanted tomato soup.

Woman: I’m terribly sorry, sir. I’ll change it for you right away.

Question: What kind of soup did the man order?

4.) Man: I’d like a hamburger, French fries and coffee.

Woman: Here or to go?

Man: I’ll have it here.

Question: Where would the man have his meal?

5. )Man: Can you bring me the check, please?

Woman: Certainly, sir.

Man: I think there has been a mistake.

Woman: I’m sorry, sir. What seems to be the trouble?

Man: I think you have overcharged me.

Woman: I’m sorry, sir. I’ll check it for you.

Question: Why did the man complain?

1. Answer the questions (Ex. D on page 32) by choosing the right answer after hearing a conversation.

Man: Would you like a cup of coffee?

Woman: Yes. That would be good.

Man: Cream and sugar?

Woman: Yes, please.

Man: Oh, no.

Woman: What’s the matter?

Man: This machine is out of order.

Woman: Did you lose your money?

Man: I sure did.

Woman: You ought to complain. These machines are always out of order.

Man: Well, I still want a cup of coffee, don’t you?

Woman: Let’s go to the restaurant at the Student Center.

Man: I don’t know. The last time I was there, it was so crowded that I had to wait in line for almost an hour.

Woman: Really? Let’s go somewhere else then. I can’t wait too long because I have a test at three o’clock.

Man: Okay. Let’s go to the library. There’s another machine downstairs by the telephones.

1. Fill in the blanks while listening to the conversations. (Ex. E on page 33)

Step 4 Assignments:

Watch CCTV-9 or listen to VOA or BBC, taking down at least just one piece of news and presenting it to the class next time.

**Period II Parts 3-5**

**Aims: 1. The students can understand the passages.**

**2. The students memorize the new words and expressions.**

**Main points: to understand the passages and write down the answers**

**Difficult points: to understand the passages**

**Methods: communicative approach and audio-lingual method**

**Teaching Course:**

Step 1 Get the students to make a short speech about current affairs.

Step 2 Listen to the passages.

1. Learn the new words and expressions in the box on page30.

tray, queue, rack, available, sell out, commercial representative, sign a contract, client, prawn, prawn cocktail, trout

1. Re-arrange the sentences according to the information on the tape after hearing the passage. (Ex. A on page 34)

If you are in a hurry and you want to have a quick meal, there is no better place than a self-service restaurant. You go into the restaurant, pick up a tray, knife, fork, and spoon and queue at a counter where the food is on display. You pick out what you want and put it on your tray, which you have to push along a special rack till you reach the cashier. The cashier will give you your bill. After paying, you take your tray to any table you like. You can sit alone or with another customer. You can have a good meal in ten minutes. And --- as there is no waiter---you don’t have to give a tip.

1. Fill in the blanks with the words to be heard. (Ex. B on page 30)
2. Fill in the form with the information on the tape (Ex. C on page 31)

Peter and Maria were commercial representatives of a company. One day after they had signed a contract with a client, they went out for dinner together to celebrate at a restaurant. A waiter came up to them and asked if they were ready to order. Maria wanted to have prawn cocktail and Peter wanted the trout. For the main course, Maria wanted a salad while Peter ordered chicken. As for wine, Maria liked white wine and the waiter suggested a nice Greek wine named Santa Helena. So Peter ordered a glass of Santa Helena for Maria and beer for himself. Neither Peter nor Maria liked desserts, but they ordered two coffees.

1. Answer the questions according the information on the tape, by writing down the answers. (Ex. D on page 35)

Why are fast food restaurant so popular? In my own opinion, there are two reasons. One is the speed, the other is the price. In our modern society, people’s time is valuable. We usually have only thirty minutes for lunch. So we don’t want to waste a lot of time eating or preparing food. In a fast-food restaurant, the service is fast. We can order what we want, take it to whichever table we like, eat it and be finished in no more than twenty minutes. The second thing that attracts us is the price. They are relatively inexpensive. As there are so many meals sold every day, costs are kept low. It is said that there are over 3.5 billion hamburgers sold every year in the U.S. alone.

Step 3 Listen and talk. (the world of humor)

Listen to the tape and answer the question:Why did Mr. Perry hurt his feet?

One morning, Mrs. Perry said to her husband, “Jack, there’s a meeting of our ladies’ club at Mrs. Young’s house at lunch time today, and I want to go to it. I’ll leave you some food for your lunch. Is that all right?”

“oh, yes,” her husband answered, “that’s quite all right. What are you going to leave for my lunch?”

“This tin of fish,” Mrs. Perry said. “And there are some cold, boiled potatoes and some beans here, too.”

“Good,” Mr. Perry answered. “I’ll have a good lunch.”

So Mrs. Perry went to her meeting. All the ladies had lunch at Mrs. Young’s house, and at three o’clock Mrs. Perry came home.

“Was your fish nice, Jack?” she asked.

“Yes, but my feet are hurting,” he answered.

“Why are they hurting?” Mrs. Perry asked.

“Well, the words on the tin were, “open tin and stand in hot water for five minutes””.

Step 4 Assignments:

Watch CCTV-9 or listen to VOA or BBC, taking down at least just one piece of news and presenting it to the class next time.

**Unit 4 Telephone**

**Aims: 1. The students can comprehend the conversations they hear, filling the missing words or choosing the right answer.**

**2. The students can comprehend the passages they hear, filling the missing words or choosing the right answer.**

**Main points: to understand the meaning and write down the words or expressions**

**Difficult points: to understand the passages**

**Methods: communicative approach and audio-lingual method**

**Period I Parts 1-2**

**Aims: 1. The students can identify the letters with similar sound.**

**2. The students can comprehend the conversations they hear, filling the missing words or choosing the right answer.**

**Main points: to understand the meaning and write down the words or expressions**

**Difficult points: to understand the conversations**

**Methods: communicative approach and audio-lingual method**

**Teaching Course:**

Step 1 Get the students to make a short speech about current affairs.

Step 2 Listen to the Warming-up exercises.

1. Identify the English letter and the word containing it (Ex. A on page 46).
2. Identify the letters according to the tape, by choosing the right ones. (Ex. B on page 47)
3. Write down the names of persons to be heard (Ex. C on page 47).

Step 3 Listen to the Conversations.

1. Learn the new words and expressions on page 48.

busy signal, area code, private residence, twist, ankle, disturb

1. Fill in the blanks with the missing words by hearing the short conversations (Ex. A on page 48).
2. Answer the questions (Ex. B on page 49) by choosing the right answer after hearing a conversation.
3. Operator, we’ve been cut off. Would you please help me get my party again?

I’ll try to connect you again with that area code.

Q: What is the man’s problem?

1. Operator, I’d like the number of a Mr. Jordon.

There’s a George Jordan on Smith Road, and a Henry Jordon on Green Road.

I know he lives on Green Road.

That number is 9744276.

Q: What’s the name of the man the speaker wishes to call?

3.) Hello. Mr. Jones. This is Betty Smith. May I speak to my husband?

John is in the lab now, Betty. And then he’s going to eat lunch. I’ll tell him to call you at home.

Q: Where is the woman’s husband?

4.) Is this 6825661? I’m trying to reach the guest house.

I’m sorry. You must have the wrong number. This is a private residence.

Q: What are the two speakers doing?

5. )May I speak to Jason Daniels, please?

Nobody by that name works here.

Q: What do we learn from this conversation?

1. Answer the questions (Ex. C on page 49) by choosing the right answer.

Nurse: Can I speak to Mrs. Smith, please?

Girl: I’m afraid she’s out.

Nurse: Well, it’s rather urgent. Could you ask her to ring me the moment she comes in?

Girl: Well, I’m not sure if I’ll be in when she comes back. Can you leave a message?

Nurse: Yes, all right. Would you tell Mrs. Smith to contact Concord Hospital immediately when she comes back? There’s been an accident on the underground and her daughter’s been slightly hurt. It’s nothing serious, only a twisted ankle. I expect she’ll see it reported in the evening paper, but in any case, would you please tell her not to worry, her daughter’s quite all right.

Girl: Yes, of course. I’ll tell her as soon as she gets home, and if I have to go out before that, I’ll leave an urgent message by the telephone. Concord Hospital, you said? What’s the number, please?

Nurse: 6234-6521

Girl: 6234-6521. Thank you very much. I’ll make sure she gets the message.

Nurse: Thank you. Goodbye.

Girl: Goodbye.

1. Write down the answers to the questions after hearing the longer conversation (Ex. D on page 49).
2. Write true or false (Ex. D on page 50).

Hello.

Hello. May I speak to Mr. Foster, please?

Who shall I say is calling?

Li Ping of the East Electric Company.

Just hold the line a minute, Mr. Li. (to Foster) Mr. Li of the East Electric Company wants to speak to you.

Hello, Mr. Li. This is Foster speaking.

Good morning, Mr. Foster. I have a few questions to ask you about the papers you sent us yesterday.

Of course, go ahead.

First I want to make sure whether the items we ordered could be delivered by the end of September?

Yes, certainly. They will be sent to your company before September 25.

You will pay the cost, such as the insurance and packing charges?

Yes, that’s right.

At Citibank of New York at 45th Street?

Yes, that’s right.

OK. No more questions. Thank you.

You’re welcome.

Bye.

Bye.

Step 4 Assignments:

Watch CCTV-9 or listen to VOA or BBC, taking down at least just one piece of news and presenting it to the class next time.

**Period II Parts 3-5**

**Aims: 1. The students can understand the passages.**

**2. The students memorize the new words and expressions.**

**Main points: to understand the passages and write down the answers**

**Difficult points: to understand the passages**

**Methods: communicative approach and audio-lingual method**

**Teaching Course:**

Step 1 Get the students to make a short speech about current affairs.

Step 2 Listen to the passages.

1. Learn the new words and expressions in the box on page 51.
2. Fill in the blanks with the words you hear (Ex. A on page 51) .
3. Write down true or false to the statements. (Ex. B on page 52)

Mrs. Smith dialed her daughter’s number and sang out, “Hello, darling. How are you?”

“Terrible, Mom. My back is killing me, the children are acting up, the house is a mess… and I’m expecting eight colleagues for dinner.”

“Don’t worry, darling. I’m coming right over. I’ll feed the kids, clean up your house, and cook a dinner your friends will never forget.”

“You are an angel! How’s Dad?”

“Dad? Sweetheart, you know Dad died eight years ago.”

(pause) “What number are you calling?”

“Alton 8-6691”

“This is Alton 9-6696”

“Oh, no. I dialed the wrong number.”

“Hold on! Please!” the voice wailed. “Does this mean you’re not coming over?”

1. Answer questions according to the information you get. (Ex. C on page 52)

Mrs. Jones’s telephone number was 69875464, and the number of the cinema in her town was 69875463, so people often made a mistake and telephoned her when they wanted the cinema.

One evening the telephone bell rang and Mrs. Jones answered it. A tired man said, “At what time does your last film begin?”

“I’m sorry,” said Mrs. Jones, “but you have the wrong number. This is not the cinema.”

“Oh, it began twenty minutes ago?” said the man. “I’m sorry about that. Good-bye.”

Mrs. Jones was very surprised. So she told her husband. He laughed and said, “The man’s wife wanted to go to the cinema, but he was feeling tired, so he telephoned the cinema. His wife heard him, but she didn’t hear you. Now they will stay at home this evening, and the husband will be happy.”

1. Complete the statements with the information from the tape. (Ex. D on page 52)

In China, as well as any other part of the world, it is not customary to telephone someone very early in the morning. If you telephone him early in the day, while he is shaving or having breakfast, the time of the call shows that the matter is very important and requires immediate attention. The same meaning is attached to telephone calls made after 11:00 p.m. If someone receives a call during sleeping hours, he assumes it is a matter of life and death. The time chosen for the call communicates its importance.

Step 3 Listen and talk. (the world of humor)

Listen to the tape and answer the question: Does Mary’s mother have to bed to make the tea?

Mary’s mother was nearly seventy, and Mary and her husband wanted to give the old lady a nice birthday present. She liked drinking tea, so Mary ordered an electric machine which made the tea and then woke you up in the morning. She wrapped it up in pretty paper and brought it to her mother on her birthday. Then her mother opened the package. Mary showed her how to use it.

“before you go to bed, put the tea in the pot and the water in the kettle,” she explained to the old lady, “ and don’t forget to switch the electricity on. Then, when you wake up in the morning, your tea will be ready.”

After a few days, Mary’s mother rang up and said, “Perhaps I’m rather silly, but there’s one thing I’m confused about: why do I have to go to bed and make the tea!”

Step 4 Assignments:

Watch CCTV-9 or listen to VOA or BBC, taking down at least just one piece of news and presenting it to the class next time.

**Unit 5 Hotel**

**Aims: 1. The students can comprehend the conversations they hear, filling the missing words or choosing the right answer.**

**2. The students can comprehend the passages they hear, filling the missing words or choosing the right answer.**

**Main points: to understand the meaning and write down the words or expressions**

**Difficult points: to understand the passages**

**Methods: communicative approach and audio-lingual method**

**Period I Parts 1-2**

**Aims: 1. The students can identify the letters with similar sound.**

**2. The students can comprehend the conversations they hear, filling the missing words or choosing the right answer.**

**Main points: to understand the meaning and write down the words or expressions**

**Difficult points: to understand the conversations**

**Methods: communicative approach and audio-lingual method**

**Teaching Course:**

Step 1 Get the students to make a short speech about current affairs.

Step 2 Listen to the Warming-up exercises.

Identify abbreviations and acronyms.

1. Match the phrases with their abbreviations. (Ex. B on page 128)
2. Match the phrases with their acronyms (Ex. C on page 129).

Step 3 Listen to the Conversations.

1. Learn the new words and expressions on page 130.

reserve, check out, air-conditioner, slip

1. Fill in the blanks with the missing words by hearing the short conversations (Ex. A on page 130).
2. Choose the right answer to each question you hear. (Ex. B on page 131)
3. Woman: I want a single room with a bath. What’s the rate?

Man: It’s 80 dollars a night.

Question: How much does she have to pay if she stays for 3 days?

1. Woman: This is Garden Hotel. Can I help you?

Man: yes, I’d like to have a room for two of us for just one night.

Question: what kind of room does the man want?

1. Woman: how long are you going to be with us?

Man: four nights. I’m going to leave on Friday.

Question: what day is it today?

1. Man: When do you intend to leave this hotel, madam?

Woman: I will stay until Sunday.

Question: who is the man?

1. Woman: here’s your room, sir. I’ll turn on the air-conditioner if you like.

Man: no, please leave it off.

Question: what does the man mean?

1. Fill in the table and fill in the table you hear. (Ex. C on page 131)

Woman: Park Hotel. Can I help you?

Man: Good morning. My name’s Frank Stone. I’d like to book a single room with bath for three nights.

Woman: When will you be arriving, sir?

Man: On Tuesday, October 27th.

Woman: At about what time?

Man: Oh, I should be there about six in the morning, if that’s all right.

Woman: Quite all right, sir. Mr. Frank Stone, single room, three nights, from Tuesday, October27th to October 29th. Okay. Do you have any special request for your room?

Man: Well, if possible, i’d like a room with a good view.

Woman: We’ll see to that.

Man: How much do you charge, please?

Woman: It’s 60 a night, service included.

Man: That’s reasonable. Thank you very much, goodbye.

Woman: Goodbye and thank you.

1. Fill in the blanks with the missing words by hearing the short conversations (Ex. D on page 131).
2. Answer the questions you hear. (Ex. D on page 132).

Cashier: Good morning! Can I help you?

Man: I’m checking out this afternoon. Could I have my bill?

Cashier: Sure, may I have your name and room number, please?

Man: Frank Stone in Room 403.

Cashier: One moment, please. Here it is.

Man: Good. Thank you. Now, can you take my credit card?

Cashier: I’m afraid we don’t accept credit cards.

Man: Oh dear. What about a check with a banker’s card?

Cashier: Yes, sir. That will be all right.

Man: Here you are.

Cashier: Thank you. And here is your receipt.

Man: Thank you very much.

Cashier: Mr. Stone, is your luggage packed in your room and ready?

Man: Yes. My suitcase is all ready.

Cashier: I’ll call the porter to send it down for you.

Man: Thank you very much.

Cashier: (on the phone) Bill, will you please send Mr. Stone’s luggage from Room403 to the lobby right now?

Step 4 Assignments:

Watch CCTV-9 or listen to VOA or BBC, taking down at least just one piece of news and presenting it to the class next time.

**Period II Parts 3-5**

**Aims: 1. The students can understand the passages.**

**2. The students memorize the new words and expressions.**

**Main points: to understand the passages and write down the answers**

**Difficult points: to understand the passages**

**Methods: communicative approach and audio-lingual method**

**Teaching Course:**

Step 1 Get the students to make a short speech about current affairs.

Step 2 Listen to the passages.

1. Learn the new words and expressions in the box on page 133.

glamorous, cater to, moderately, decent, budget motel, market research, tip, bellman, maid, facility, convention, banquet, switchboard, rate, vary, negotiate price, locale

1. Fill in the blanks with the words you hear (Ex. A on page 133) .
2. Write down true or false to the statements. (Ex. B on page 52)

Four businessmen came to America for market research. After they finished their work, they went to San Francisco for a holiday. They went to a very large hotel and took a room there. Their room was on the thirty-seventh floor. In the afternoon the four men went window shopping and in the evening they went to the cinema. So they came back to the hotel very late.

“i’m very sorry” said the clerk of the hotel, “but our lifts do not work tonight. If you don’t want to walk up to your own room, we shall make beds for you in the hall.”

“no, thank you.” said one of the four men. “we don’t want to sleep in the hall. We shall manage to walk up to our room.” then they decided to walk up. The man said to his friends. “ it seems a little bit difficult to go to the thirty-seventh floor on foot, but i think i know how to make it easier. On our way to the room, i shall tell you some jokes, then you, Teddy, will sing us songs, then you, Bill, will give us some puzzles and Peter, you will tell us some interesting stories.”

So they began to walk up to their room. Tom told jokes, Teddy sang songs and Bill gave puzzles. At last they came to the thirty-fist floor. They were so tired that they decided to have a rest.

It was Peter’s turn to tell a long and interesting story with a sad ending.

“I shall tell you a sad story you ask me for.” said Peter. “It is not long, but it is sad enough. We left the key to our room in the hall.”

1. Answer questions according to the information you get. (Ex. C on page 133)

Who should you tip at a hotel? The bellmen get 1 to 2 per bag for taking you luggage to your room. Maids usually don’t expect a tip, but if you stay more than a few days or if your maid does something special for you, a 2 tip is a good idea. Room service waiters should get15% of a bill.

Lots of hotels have special facilities for conventions --- large and small meeting rooms, banquet rooms, and so on.

When telephoning from you hotel room, you will have to go through the hotel switchboard, especially for long distance calls. These calls can be very expensive, since the hotel usually adds a high service charge to the calls you make. On the other hand, you can dial direct to make local calls. You can also ask the hotel receptionist to give you a wake-up call in the morning.

You will always find soaps, towels and linens in hotels in the US.

1. Complete the statements with the information from the tape. (Ex. D on page 134)

If you’re about to make hotel reservations for the first time, there are a few things you ought to know before you book a room. The hotel can be one of the most expensive parts of your trip, so make sure you don’t spend more than you need to on reservations.

Hotel room rates vary. To get the best one you will need to spend some time researching. Then you may be able to negotiate price when making reservations. Decide what kind of hotel you want, where and what type of location before making reservations.

Once you have an idea of the hotel you want to stay in, begin researching online travel agent sites to find prices for reservations. After you have a general idea of the hotel you want to stay in, visit a few other sits before booking reservations.

After you’ve noted all the different prices for a room at the same hotel, pick up the phone and call the hotel directly. The reservations manager at the locale will have a far better idea than the hotel’s website, and may be able to offer a discount if you can visit during a less-busy time.

Step 3 Listen and talk. (the world of humor)

What trouble was the man talking about?

A man went into a bar, sat down, called the barman and said to him, “Give me a drink before the trouble starts.”

The barman was busy with other people, so he did not say anything, but he gave the man the drink, and the man drank it quickly. Then he put his glass down, called the barman again and said to him, “Give me another drink before the trouble starts.”

Again the barman was too busy to say anything, so he gave the man his drink and went away. The man drank that too, and then again he called the barman and said to him, “One more drink before the trouble starts, please.”

This time the barman was not very busy, so when he brought the man his third drink, he said to him, “What trouble are you talking about?”

The man answered, “I haven’t got any money.”

Step 4 Assignments:

Watch CCTV-9 or listen to VOA or BBC, taking down at least just one piece of news and presenting it to the class next time.