**Unit 3 Business Meals**

 **Learning objectives**

1.In warming-up: Students can apply the principles of table seating arrangement to different situations.

2. In Reading A : grasp the main idea of the text and know about the characteristics of business meals mentioned in the passage.; learn the useful words and phrases;

3. In Reading B: practical reading about menu

4.

**Warming-up**

***Principles of Seating Arrangement***

*1.*Seat people who have common interests together.

*2.*Pair male and female guests.

*3.*Seat guests of honor in order. The most important person should be seated at the right hand of the host.

***Complete the following table seating arrangement.***

Henry is retiring on Monday. Mr. Nelson, Chairman of your company, asks you to arrange the table seats for Henry’s farewell dinner. Here are some principles for arranging seats at a dinner table and the information about the guests.

A-Henry B-Susan C-Mary D-David E-George

***Supplementary Materials***

1.西餐的菜序

正餐的菜序：开胃菜—面包—汤—主菜—点心—甜品—果品—热饮

便餐的菜序：开胃菜—汤—主菜—甜品—咖啡

2.刀叉是从外侧向里侧按顺序使用（也就是说事先按使用顺序由外向里依次摆放）。进餐时，一般都是左右手互相配合，即一刀一叉成双成对使用的。有些例外，喝汤时，则只是把勺子放在右边——用右手持勺。食用生牡蛎一般也是用右手拿牡蛎叉食用。

3.餐具的摆放



**Reading A**

**Step 1** Words study

1. Lead the students to read the new words after the tape twice and

correct their pronunciations while reading.

2. Ask some students to read the new words to check whether they

have mastered the pronunciations of the words.

3. Explanation for some important and useful words

*1）entertain*  **verb**

to invite people to eat or drink with you as your guests, especially in your home （尤指在自己家中）招待，款待

The job involves a lot of entertaining. 这项工作需要经常设宴招待客人。

to interest and amuse somebody in order to please them 使有兴趣；使快乐 ~ (sb ) (with sth)

He entertained us for hours with his stories and jokes. 他既讲故事又说笑话，把我们逗得乐了好几个小时。

to consider or allow yourself to think about an idea, a hope, a feeling, etc. 心存，怀有（想法、希望、感觉等）

*2）imply*  **verb**

Irregular: **implies**;   **implying**;   **implied**;   **implied**

to suggest that something is true or that you feel or thinksomething,without saying so directly 含有…的意思；暗示；暗指

Are you implying (that) I am wrong? 你的意思是不是说我错了？

to make it seem likely that something is true or exists 说明；表明

The survey implies (that) more people are moving house than was thought. 调查显示，准备搬家的人口比想像的要多。

of an idea, action, etc. 思想、行为等 to make something necessary in order to be successful 必然包含；使有必要

The project implies an enormous investment in training. 这个项目需要在培训方面做巨大的投资。

See also:[implication](http://www.google.com.hk/dictionary?hl=zh-CN&q=implication&sl=en&tl=zh-CN&oi=dict_lk)

3）*urgency*  **noun**

Variant: **urgencies**

 Adj. urgent

4) *intelligent*  **adjective**

good at learning, understanding and thinking in a logical way about things; showing this ability 有才智的；悟性强的；聪明的

a highly intelligent child 非常聪明的孩子

See also:[unintelligent](http://www.google.com.hk/dictionary?hl=zh-CN&q=unintelligent&sl=en&tl=zh-CN&oi=dict_lk)Antonym

of an animal, a being, etc. 动物、生物等 able to understand and learn things 有智力的；有理解和学习能力的

a search for intelligent life on other planets 在其他行星上探索有智力的生命

of a computer, program, etc. 计算机、程序等 able to store information and use it in new situations 智能的 computing

intelligent software/systems 智能软件╱系统

Derivative: **intelligently** adverb

5) *conduct* **verb**

to organize and/or do a particular activity 组织；安排；实施；执行

to conduct an experiment/an inquiry/a survey 进行实验╱询问╱调查

to direct a group of people who are singing or playing music 指挥（歌唱或音乐演奏）

to lead or guide somebody through or around a place 带领；引导；为（某人）导游 VN VN + adv./prep.

a conducted tour of Athens(= one with a guide, giving information about it) 有导游陪同的雅典之行

to behave in a particular way 举止；表现

He conducted himself far better than expected.

of a substance 物质 to allow heat or electricity to pass along or through it 传导（热或电等能量） VN physics

Copper conducts electricity better than other materials do.

**noun**

a person's behaviour in a particular place or in a particular situation （人在某地或某种情况下的）行为，举止 uncountable formal

The sport has a strict code of conduct. 体育运动有严格的行为规范。

the way in which a business or an activity is organized and managed 经营方式；管理方法；实施办法 ~ of sth uncountable formal

There was growing criticism of the government's conduct of the war. 政府对战争的指挥方式受到越来越多的指责。

* **[safe conduct](http://www.google.com.hk/%20%20/dictionary?q=safe+conduct&hl=zh-CN&sl=en&tl=zh-CN&oi=dict_re)** 安全通行权；安全通行证；通行许可证
* **[code of conduct](http://www.google.com.hk/%20%20/dictionary?q=code+of+conduct&hl=zh-CN&sl=en&tl=zh-CN&oi=dict_re)** 行为准则;规范
* **[conduct money](http://www.google.com.hk/%20%20/dictionary?q=conduct+money&hl=zh-CN&sl=en&tl=zh-CN&oi=dict_re)** 证人补助费
* **[safe-conduct](http://www.google.com.hk/%20%20/dictionary?q=safe-conduct&hl=zh-CN&sl=en&tl=zh-CN&oi=dict_re)** 安全通行

6) *build-up* 增强，发展起来

***e.g.***1.They have built up a good reputation.

 2. The noise built up until she couldn’t stand it any longer.

7）*turn out* 证明是

***e.g.***1. That man we met turned out to be Maria’s second cousin.

 2. Don’t worry. I’m sure it will all turn out fine.

8) be one’s best behavior 举止有礼；行为检点

***e.g.***I want you to be on your best behavior at Granddad’s.

9) see someone through (something) 帮助某人渡过（困难等）

***e.g.***1. This overcoat has seen me through many severe winters.

 2. He saw me through all the hard times.

10）come in handy 派得上用场

***e.g.***I’ll put these bottles in the cupboard—they might come in handy someday

11）concentrating on 集中于

***e.g.***She was concentrating on her book and didn’t know what had happened.

**Step 2 Extensive Reading**

*Pre-reading*

1. Ask the students to discuss in pairs something about west meals manners

2. Read the passage. Then match the business meals with their characteristics.

3. Lead the students to read the text together part by part and ask them to answer some simple questions to check whether they have understood the passage or not.

Para1

Westerners do an extraordinary amount of business over meals, from a quick breakfast to “working lunches” to cocktail receptions and formal dinners.

amount of不可以修饰可数名词。例子：a fair amount of 大量 a great amount of 大量 a incalculable amount of 不计其数的 a large amount of 大量 a limited amount of 极少数; 极少量 a moderate amount of 适量 a small amount of 少量 a substantial amount of 大量 a suitable amount of 适量 a vast amount of 大量

an amount of一般是指某个物体的的多少，一般用an large amount of等。

the amount of一般是某个物体的具体的数量，后面一般加名词

a number of与可数、有生命或无生命的名词连用。如：

The president has made a large number of mistakes. 总统已犯了许多错误。

a number of与an amount of的意思差不多，但一般后面加群体性的名词，如:people. the number of也和the amount of差不多，也是后面一般加群体性名词

Para2

1. Breakfast meetings rarely last more than an hour.

More than

A. “More than＋名词”表示“多于……”、“非但……尤其是”如：

1) Modern science is more than a large amount of information.

2) Jason is more than a lecturer; he is a writer, too.

● B. “More than＋数词”含“以上”或“不止”之意，如：

3) I have known David for more than 20 years.

4) Let's carry out the test with more than the sample copy.

● C. “More than＋形容词”等于“很”或“非常”的意思，如：

5) In doing scientific experiments, one must be more than careful with the instruments.

6) I assure you I am more than glad to help you.

● D. 在“More...than...”中，肯定“more”后面的而否定“than”后面的，约等于“是……而不是……”如：

7) The difference between pure linguistics and applied linguistics is more apparent than real.

8) This book seems to be more a manual than a text.

9) Catherine is more diligent than intelli-gent.

10) Hearing the loud noise, the boy was more surprised than frightened.

● F. “No more...than...”表示“不……；不如……”，如：

14) I can no more do that than anyone else.

15) A learner can no more obtain knowledge without reading than a farmer can get good harvest without ploughing.”

“No more…...than...”的语义，也可用“not any more than...”来取代，因此 15 可以变成 16。

 16) A learner cannot... any more than ...”同样的， 17可以变成 18：

17) Dr Hu is no more a poet than Dr Wu is a philosopher.

18) Dr Hu is not a poet any more than Dr Wu is a philosopher.

此外，“more than”也在一些惯用语中出现，如：

19) More offen than not （经常），people tend to pay attention to what they can take rather than what they can give.

20) All of us are more than a little concerned about（非常关心）the current economic problems

2. Lunch is usually best for getting to know a guest a bit better.

a bit与a little这两个词组意思相同，有时可以互换，但却又有各自独特的用法.

I.相同之处

1).a bit与a little都可作程度副词，表示"稍微、一点儿"的意思，修饰动词、形容词、比较级等，二者可以互换。例如：

Will you please turn down the radio a bit/a little?(动词)请你把收音机声音关小一点好吗？

She's a bit/a little afraid of the teacher.(形容词)她有点怕老师。

Her mother feels a bit/a little better today.(比较级)她母亲今天感觉好一些。

2).for a bit和for a little意思相同，相当于for a while或for a short time，可互换。例如：

Let's rest for a bit/a little.让我们休息一下。

II.不同之处

1).a little可以直接修饰不可数名词，而a bit修饰不可数名词时，只能用a bit of。例如：

Tom has a little money./Tom has a bit of money.汤姆有一点钱。

但是，当a little修饰的名词前有this,that,所有格等限定词时，也要用a little of结构。例如：

I want to drink a little of that drink.我想喝点那种饮料。

2).a bit和a little与not连用时，意思大相径庭。not a bit＝not at all，意为"一点也不"；not a little＝very much，意为"十分"、"相当"、"极其"。例如：

He is not a bit tired.他一点不累。

He is not a little tired.他很累。

3. Generally, this is not a time to talk about business, but rather a time to get to know the other person and enjoy each other’s company.

Not….bur rather……不是…….而是

Para 3

1. Business meals are multi-tasking jobs which can often turn out to be nightmares.

Which引导的定语从句，which在从句中作主语。

2. it pays to be on your best behavior at any such meal.

pay：有利,划算

It will pay to be kind to others.

好心会有好报。

It pays to learn a foreign language.

学外语是值得的。

Para 4

After all, you are trying to have a conversation with your guest, not concentrating on which fork to use.

可以改写为not concentrating on which fork we should use.

Para 5

at the table基本翻译：在谈判中

网络释义

At the table:在桌子旁|在桌旁|吃饭时

sit at the table:坐在桌边|坐在桌子旁

Meal at the Table:餐桌上用餐

at table基本翻译

a. 在进餐

网络释义

at table:在餐桌边，在进餐时|在用餐|在餐桌边

sit at table:吃饭

wait at table:伺候进餐

**Step 3. Exercise**

Lead the students to discuss Task 2 and fill in the form without rereading the passage. Then check the answers together.

**Step 4. Assignments**

1.Task 3 of language lab

2.Exercises. on the workbook

**Practical Writing （Invitation）**

邀请信是邀请亲朋好友或知名人士、专家等参加某项活动时所发出的请约性书信。在国际交往以及日常的各种社交活动中，这类书信使用广泛。

英文邀请信可分为两种。一种为正规的格式 (formal correspondence)，亦称请柬(invitation card)，这是一种正规的邀请信，格式严谨而固定，一般适用于较庄重严肃的场合。另一种是非正式格式 (informal correspondence), 即一般的邀请信，适用于一些平常的事情的邀请，通常邀请人同被邀请人之间比较熟悉，这种邀请信具有简短、热情的特点。

（一）邀请信的写法

1）活动名称及目的

写明邀请对方参加什么活动，以及邀请的原因和目的等。

2）活动细节及注意事项

写明活动安排的细节及需要告诉对方的注意事项。诸如时间、地点、参加人员、人数，需要做些什么样的准备以及需要穿着什么的服饰。要求穿礼服时，须在请柬的右下角注明dress：formal；较随意时可用：dress：informal。

3）回函要求

希望被邀请人收到请柬后对是否接受邀请给予答复的，请柬下方要用R.S.V.P.或rsvp.（原为法语，意味：请赐复）字样。右下方是主人的电话号码。请柬全文用第三人称。如果主人和客人的姓名都写在请柬的正文里，称呼和结束语可省去。否则，需在结尾加上结束语。

4）请柬通常有一定的格式：

首先是主人的姓名（要用全称）或头衔；

第二部分是request（s）the pleasure／honor of，相当于汉语中的“恭请”；

第三部分客人的姓名（要用全称）（加’s）或用Your（泛指）；

第四部分是company／presence at...,相当于汉语中的“光临…”；

第五部分是日期；

第六部分是钟点；

第七部分是地点。

例如：

|  |
| --- |
| The Chairman ofFar East Shipping Group requeststhe honor of your presenceat the opening ceremonyon Monday morning, the fifth of March from nine to eleven o'clock 2851 Pudong Avenue Shanghai |

Reading B

西餐主食Western Food bread
面包 toast 烤面包/土司 rye bread 黑麦面包 bun 小圆面包 hamburger 汉堡包 bacon cheeseburger 腊肉奶酪汉堡包 sandwich 三明治 tuna sandwich 金枪鱼三明治 hotdog 热狗 biscuits/crackers/cookies 饼干 pancake 烤饼/薄饼 pizza 比萨饼 meat-pie 肉馅饼
barley gruel 大麦粥 oatmeal 燕麦粥 French fries 炸薯条 pudding 布丁 macaroni 通心面 spaghetti 意大利面条

主菜 Entrees 西餐主菜Western Entrees beef steak
牛排 (rare) 半熟的（牛排） roast beef 烤牛排 (medium-rare) 适中偏生的（牛排） curry beef 咖哩牛排 (medium) 适中的（牛排） real cutlet/veal chop 小牛排 (medium-well done) 适中偏熟的（牛排） roast veal 烤小牛排 (well done) 熟透的（牛排） spiced beef 五香牛排 braised beef 焖牛排 roast mutton 烤羊肉 lamb chop 羊排 porp chop 猪排 sliced ham 火腿片 roast turkey 烤火鸡 roast chicken 烤油鸡 curried chicken 咖哩鸡 roast duck 烤鸭 smoked carp 熏鲤鱼 sardine 沙丁鱼 fried fish 炸鱼 fried eggs 煎鸡蛋 boiled eggs 煮鸡蛋 poached eggs 荷包蛋 omelet/omelette 摊鸡蛋/蛋卷 pickled cucumber 酸黄瓜 salad 色拉 salad dressing 色拉酱 chicken salad 鸡色拉 French

法式（色拉酱） vegebable salad 素菜色拉 Italian 意大利式（色拉酱） ham salad 火腿色拉 Blue cheese 蓝乳酪式（色拉酱） Russian 俄式（色拉酱） backed potato 烤土豆 mashed potato 土豆泥

清汤 pottage/thick soup 浓汤 broth 肉汤 beef soup 牛肉汤 tomato soup 西红柿汤 cabbage soup 洋白菜汤 vegetable soup 菜汤 chicken soup 鸡汤 creamed chicken soup 奶油鸡汤 fish and tomato soup 红鱼汤 creamed ham soup 奶油火腿汤 beef balls soup 牛肉丸子汤 creamed prawn soup 奶油虾汤 beef and vegetable soup 牛肉蔬菜汤 creamed spinach soup 奶油菠菜汤 hot and sour soup 酸辣汤 minced chicken and corn pottage 鸡茸粟米汤 curry chicken soup 咖哩鸡汤
**Grammar (passive Voice)**

被动语态的用法：

1、不知道或没有必要指出谁是动作的执行者时。

The bridge was built last year.这座桥是去年建造的。

He was elected chairman.他被选为主席。

2、 当更加强调动作的承受者时。此时动作的执行者由by引导置于谓语动词之后，不需要时可以省略。

The room hasn't been cleaned yet.房间还没有打扫。

The tiger was killed by him.老虎被他杀死了。

3、当动作的执行者不是人时，多用被动语态。如：

The window was blown by wind.窗户被风吹开了。

The whole village has been washed away by the flood.整个村庄都被洪水冲走了。

4、表示客观的说明常用"It is + 过去分词."句型。

It is said that Lucy has gone abroad.据说露茜已经出国了。

It is believed that he is a spy. (=He is believed to be a spy.)大家相信他是个间谍。

其它常见的"It is + 过去分词+ that"句型还有

It is reported that…据报道

It is said that…据说

It is believed that…大家相信

It is suggested that…有人建议

**Listening & Speaking**

Task 1 Peter is meeting a guest at the airport. Listen to the conversation and choose the best answer to each question you hear.

Task 2Listen to the conversation and fill in the blanks with what you hear.

Task 3 John works in Season Hotel. He is receiving a phone call. Listen to the conversation and fill in the hotel reservation form

Task 4 Listen to the conversation and decide whether the following statements are true or false. Then write key words to support your answers.

Task 5 Listen to the passage twice and fill in the blanks with what you hear.