



揭阳职业技术学院

电子商务创业学院

《商务英语听力二》教案

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授课班级：2025 级 205（2）、  
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# 课程整体教学设计

## 一、课程的性质和任务

本课程是高职商务英语专业核心能力模块的重要组成部分，聚焦“职场场景驱动、语言技能融合、跨文化素养并重”的教学理念，以培养学生在国际商务环境中的听力理解能力为核心，兼顾信息处理能力、跨文化沟通能力及职业适应力的综合提升。课程内容紧密对接外贸、涉外服务、跨境商务等岗位需求，通过模拟真实商务场景与生活情境，引导学生从“听懂”到“应用”，逐步构建适应全球化职场的英语听力技能体系。课程衔接《商务英语听力1》的基础技能训练，并为后续《商务英语口译》《国际贸易实务》等专业课程奠定语言应用基础。

## 二、教学目标与要求

### 1. 教学目标

能听懂商务英语对话或独白（如电话会议、客户咨询、商务谈判），准确率不低于85%，并能提取关键信息（如时间、金额、条款变更）。在复杂场景（如多口音、背景音干扰）中，能通过上下文推断模糊信息，完成信息补全、表格填写、流程排序等任务。能根据听力内容撰写简明会议纪要、回复商务邮件或完成单据填写（如海关申报表、酒店预订确认函）。在模拟场景中（如银行开户咨询、差旅投诉处理），能快速反应并运用听力信息解决实际问题，体现职业规范性。

培养严谨细致的职业态度，如对数字、日期、合同条款的高度敏感，避免因信息误听导致的商务失误。树立服务意识与客户导向思维，能够在听力训练中模拟真实岗位角色（如客服专员、外贸跟单员），展现职业责任感。通过数字化资源（如商务听力软件、VR仿真场景）自主学习，提升信息检索与终身学习能力。

### 2. 课程思政育人目标

通过银行业务单元强化诚信意识与法律底线思维，树立“金融为民”的职业价值观。培育文化自信，解析中国优秀文化在国际商务中的实践价值，鼓励学生用英语传播中国商业智慧。强化职业精神与工匠素，细节铸就品质，诠释平凡岗位中的精益求精精神和团队协作意识等。

## 三、教学方法与手段

本课程将主要采用任务型教学法与策略导向教学法相结合的方式开展听力教学。任务型教学法强调在“做中学”，通过设计“听前—听中—听后”三段式任务链，将听力活动置于真实的交际场景之中。任务驱动的方式使听力活动更具目的性，帮助学生在完成具体任务的过程中自然而然地提升听力理解能力和语言交际能力。同时，教学中注重输入与输出的结合，听后通过复述、讨论、角色扮演等方式，将听力输入转化为口语输出，实现语言能力的综合发展。策略导向教学法则将听力策略作为明确的教学内容，每单元聚焦1-2项具体策略，通过“讲解—示范—练习—反思”的流程，帮助学生掌握并内化各类听力策略。中聚焦预测策略，引导学生根据题目预测可能听到的词汇和场景；聚焦关键词抓取策略，训练学生捕捉时间、地点、人物等关键信息；聚焦推断策略，培养学生根据上下文推测说话人态度和隐含意义。教学中还充分利用多媒体技术和网络资源，通过音频、视频、动画等多种形式呈现听力材料。

四、理论与实践课程内容与学时分配

课程内容和学时分配表

篇章	内容	理论课时	实践课时	小计	
Unit 6 Post Office	Part A	words or phrases learn and practice.	1	1	6
	Part B	Listen to sentences and fill in the blanks with the above words or phrases.	1	1	
	Part C	Listen to long conversation	1	1	
Unit 7 Banking	Part A	words or phrases learn and practice.	1	1	6
	Part B	Listen to sentences and fill in the blanks with the above words or phrases.	1	1	
	Part C	Listen to long conversation	1	1	
Unit 8 Money	Part A	words or phrases learn and practice.	1	1	6
	Part B	Listen to sentences and fill in the blanks with the above words or phrases.	1	1	
	Part C	Listen to long conversation	1	1	
Unit 9 Appointment	Part A	words or phrases learn and practice.	1	1	6
	Part B	Listen to sentences and fill in the blanks with the above words or phrases.	1	1	
	Part C	Listen to long conversation	1	1	
Unit 10 Invitation	Part A	words or phrases learn and practice.	1	1	6
	Part B	Listen to sentences and fill in the blanks with the above words or phrases.	1	1	
	Part C	Listen to long conversation	1	1	
Unit11 Holidays	Part A	words or phrases learn and practice.	1	1	6
	Part B	Listen to sentences and fill in the blanks with the above words or phrases.	1	1	
	Part C	Listen to long conversation	1	1	
合计		18	18	1	

Chapter	Unit 6 Post Office
<b>Teaching Objective</b>	Learn about Post Office 's basic information. Know the meaning and usage of the words and phrases.about direction or position. Get familiar with sentence structure related to post office. <b>Curriculum-based Ideological and Political Education :</b> Learn Professional Dedication
<b>Teaching Focus</b>	Increase students' understanding of post office's function and direction words and phrases.
<b>Teaching Difficulty</b>	Listen and understand the passage.
<b>Teaching Duration</b>	6
<b>Teaching Method</b>	Demonstration, explanation, discussion
<b>Assignment</b>	1. review the words and vocabulary in this unit. 2.listen to News.

### Leading-in

**Objective:** getting familiar with words and phrases for positions following directions and describing relationships

### Part 1

**Read the following words and phrases.**

Read the text and try to understand the passage fully. When encounter unknown words, try to guess the meaning from context without looking them up in the dictionary.

in front of (before)

under (below, underneath, beneath)

at the back of (behind)

beside (next to, by)

over (above)

far away from (far from)

close to (near)

on the top of (at the highest point of)

between

### Part 2

**Language points**

**A:Look at the picture. Listen to the following sentences twice and fill in the blanks with the above words or phrases.**

1 Look at the pretty house in the picture.

An old woman is seated in an armchair in front of the house.

2 A cat is sleeping under the chair.

3 There's a big apple tree at the back of the house.

- 4 A bird is flying over the big tree and another bird is on the top of the house.  
5 A woman is watering flowers in the garden close to the house, and a little girl is beside her, picking roses.  
6 Far away from the house, a young man is reading a sports magazine. A car is parked between

**B: Look at the following map. Each numbered arrow in the map shows a certain direction. Under the map you'll find some phrases of directions. Listen carefully and write the correct number on the line beside each phrase**

- Around the corner (right or left). (number 3)  
At the intersection of First Avenue and Main Street. (number 9)  
Back down the street. (number 13)  
Beside the bank. (number 7)  
In the middle of the block. (number 14)  
In the middle of the street. (number 8)  
Into the street. (number 10)  
Next door to the theater. (number 11)  
On both sides of First Avenue. (number 4)  
On the corner. (number 6)  
Turn to the right. (number 2)  
Turn to the left. (number 1)  
Up the street. (number 12)

### Part 3

#### Conversations

##### A

Listen to the following short conversations twice and fill in the blanks with the missing words.

1 Man: I need to buy some stamps for these letters.

Woman: Let me just weigh them first, 2 dollars, please.

2 Woman: I sent a package to my friend in Paris over ten days ago and it still hasn't arrived.

Man: Maybe you should send the next one by air.

3 Man: What's the airmail postage on postcards to Tokyo?

Woman: It's 95 cents each.

4 Woman: How long will it take to get to New York by registered express airmail?

Man: It will take about one week.

5 Woman: Can I get the parcel here?

Man: Yes. We need your signature on this note.

##### B

Listen to the following short conversations twice and choose the right answer to each question you hear.

1 Man: These air mail envelopes cost 50 cents a dozen.

Woman: A couple of dozen should certainly do.

Question: How many envelopes will the man and woman buy?

2 Woman: This package is going to Paris. I want to insure it for \$50.

Man: That' ll be 3.50 postage and another \$2.00 for the insurance, ma' am.

Question: Where is this conversation taking place?

3 Woman: Are you going to the post office for stamps or to pick up a package?

Man: Neither, I left a letter for the postman to take yesterday, but he left it clipped to the mailbox. And this check has got to be in the mail today. I' d better hurry.

Question: Why is the man going to the post office?

4 Woman: How often do you receive mail?

Man: The postal service delivers twice daily.

Question: How often is the mail delivered to the man?

5 Man: I' m going now. Woman:

Please get me some airmail stamps.

Question: Where does the woman expect the man to go?

**Listen to the following longer conversation twice and fill in the blanks with the missing words.**

Man: I want to mail this box to New York.

Clerk: What are the contents?

Man: It' s a sample of no commercial value.

Clerk: Is it printed matter?

Man: No. It' s a cut sample of leather and sample fabrics.

Clerk: Well, there' s a ten pound weight limit, and that box looks pretty big.

Man: Oh, it weighs less than ten pounds.

Clerk: Okay. You want it to go surface? Let' s see ... yup, ten pounds even. Wait a minute! You forgot your zip code and where is the return address?

Man: On the other side.

Clerk: The sender' s return address has to go here in the upper left-hand corner.

Man: OK. How long will it take to reach New York?

Clerk: About a month or so. Anything else?

Man: Yes. 10 sixty cent stamps, please.

Clerk: That makes a total of 45 dol

**Part 4**

**Passages**

Li' s company had a commercial representative' s office in America and he was visiting the States as an inspector. One day Li wanted to mail a package and he asked his friend Jane to help him. Jane described in detail the way to the post office. And she also told him that there was a USA flag in front of the building and a sign on the door which said "Post Office" . Following her directions, Li found the post office without much difficulty. At the post office, the clerk looked up the regulations about mail when she knew that Li wanted to mail a package to China. The clerk told him that how much it cost depended on whether he decided to send it by surface mail or by airmail. Airmail cost more but it was faster. In order to save money, Li decided to send the package by surface mail. It cost him twelve dollars.

There are two ways of sending things safely through the post office: registered and certified mail. You can get a return receipt requested. Certified mail is less expensive than registered mail. You can get more information at the post office. For ordinary mail within the United States, you should have a supply of the required stamps plus a supply of air letter forms for overseas. If you have such supplies for your normal daily needs, you can drop your letter into the nearest red or blue mailbox on main street corners. If you must go to the post office, try to avoid the lunch hour or late in the afternoon when people are leaving work. Post offices remain open during lunch, but most are closed on Sunday and Saturday afternoon. You can have mail sent to your General Delivery in any town. It will be held ten days, or up to a month if the sender writes "Please hold 30 days" on the envelope. Using the zip code will speed up delivery. Delays and mistakes in delivery are mainly caused by incorrect or incomplete address. You should make sure the address is clear and exact, including:

Name of addressee

House, apartment number

Name of street or post office box number

Name of city, province or state, and zip code Country of destination in capital letters

Remember: The sender's name and address, including zip code, should always be shown in the upper left-hand corner of the address side.

Practice 1: CET listening practice 1 2024、06 CET4 The first set of exam papers

### Comprehensive exercise

Finish the task C P66 and check the answers.

Listening News

Chapter	Unit 7 Banking
<b>Teaching Objective</b>	Learn about the idea of Banking. Know the meaning and usage of the words and phrases about Banking. Get familiar with sentence structure related to Banking. <b>Curriculum-based Ideological and Political Education :</b> Professional Integrity and Rational Financial Behavior
<b>Teaching Focus</b>	Increase students' understanding of Banking's function and related words and phrases.
<b>Teaching Difficulty</b>	Listen and understand the passage.
<b>Teaching Duration</b>	6

<b>Teaching Method</b>	Demonstration, explanation, discussion
<b>Assignment</b>	1. review the words and vocabulary in this unit. 2. listen to News. 3. CET listening practice 1

### Leading-in

#### Objective: Numbers

**Objective:** writing down numbers of three to nine digits

#### Part 1

Listen carefully and write down the numbers of digits.

##### A

1	<u>565</u>	2	<u>427</u>	3	<u>736</u>
5	<u>664</u>	6	<u>724</u>	7	<u>156</u>
9	<u>493</u>	10	<u>829</u>	11	<u>480</u>
13	<u>330</u>	14	<u>570</u>	15	<u>999</u>

##### B

1	<u>5,968</u>	2	<u>6,907</u>	3	<u>4,594</u>
5	<u>3,036</u>	6	<u>4,305</u>	7	<u>6,897</u>
9	<u>8,257</u>	10	<u>6,828</u>	11	<u>3,699</u>

##### C

1	<u>61,719</u>	2	<u>89,488</u>	3	<u>53,419</u>
5	<u>42,763</u>	6	<u>79,066</u>	7	<u>33,002</u>
9	<u>73,322</u>	10	<u>24,146</u>	11	<u>86,583</u>

##### D

1	136,888	2	310,259	3	
	508,001				

#### Part 2

##### Conversations A

- A: Excuse me. Have you got a pound note? B: I'm afraid not. Will two fives do?
- A: How much do you have to keep in the account? B: There's no minimum.

3 A: I'd like to change some US dollars for RMB. What's the rate today? B: 669 yuan (RMB) for US \$100.

4 A: Could you change some money?

B: Certainly. What kind of currency have you got?

5 A: I want to check my balance. I want to know if my money has arrived from Japan. B: Your balance is 200 dollars. Your account doesn't show any deposits.

## B

1 Woman: I can't cash your traveller's check without some identification like a driver's license.

Man: Since I have just arrived in the United States, I have only my passport. Will that do?

Question: Why does the man offer the woman his passport?

2 Man: All you need to open a savings account is \$20. But in order to earn reasonable interest, you should maintain a balance of at least \$2,000.

## C

Good morning. Good morning.

I would ... I would want to know how to make out this check. Right, Erm ... do you want to draw out some money?

Yes, \$20.

\$20. OK. (Yes) Well, the first thing you need to do, is to write today's date, in the top right-hand corner where you see the line (Yes) at the top. You write just today's date (Yes) and the year.

You must put the year in. And if you want to draw out money

after it says pay ... can you see over on the left-hand side? The first ... er ... line?

That's it. On the first line it says PAY and you write "CASH" afterwards. In letters.

Yes. CASH (Yes) you write cash. OK. Then underneath that, right underneath, you have to write the amount of money you want.

So just twenty dollars and then you write ONLY at the end in words. Then at the end of that line where you can see the box, see over on the right-hand side, you have to write the amount you want in numbers.

CITIBANK		
40-18-40		
11 May 2011		
143 Radford Road		
Radford Count NJ21003		
PAY <u>CASH</u>	or ORDER	
<u>Twenty dollars only</u>	<table border="1"><tr><td>\$20</td></tr></table>	\$20
\$20		

**Woman:** I want to deposit some money but I want to be able to take my money out at any time.

**Man:** In that case, you probably want a current account, but there's no interest on a current account.

**Woman:** Oh.

**Man:** But it's very useful for ordinary day-to-day shopping. It saves you carrying cash around all the time.

**Woman:** Well, that's what I'll have then. I'll open a current account.

**Man:** How much do you want to deposit with us in your new account?

**Woman:** Well, around five thousand dollars.

**Man:** Will you give me your full name and address?

**Woman:** Mary Parkinson, 132 Jackson Road.

**Man:** Would you please spell that?

**Woman:** P-A-R-K-I-N-S-O-N.

**Man:** And the address?

**Woman:** 132 Jackson Road. That's J-A-C-K-S-O-N.

**Woman:** Good morning! May I help you?

**Man:** Yes. I have some foreign currency that I'd like to change into Renminbi.

**Woman:** What kind of currency do you have?

**Man:** American dollars.

**Woman:** How much do you want to change?

**Man:** Two thousand dollars.

**Woman:** Will you please fill out this form?

**Man:** What's the exchange rate for American currency today?

**Woman:** Wait a minute. I'll find out the rate of exchange between US dollar and RMB. The exchange rate today is US \$100 to 667 *yuan*.

**Man:** Here are two thousand dollars and the form.

**Woman:** Here is your money. Anything else could I do for you?

**Man:** Well, I'd like to know how to open a bank account here.

**Woman:** There are a fixed deposit and a current deposit. Which one would you like to have?

**Man:** A current deposit.

**Woman:** You'll need to fill in a form and show your identity. I mean identification.  
**Man:** You mean a passport?  
**Woman:** A passport would be fine. And you have to deposit 10 *yuan* at least when you open current account.  
**Man:** Thank you very much.  
**Woman:** You're welcome.

### Part 3 passage

#### A

Li went to America to be a commercial representative of his company. One day, his company sent him a check but he didn't know how to get the money from it. His friend Janet promised to help him. She asked Li to go to the bank with her and tell the bank that she would be responsible if there was a problem. At the bank, Li told the bank teller the check was for \$500. Instead of giving him the money the teller asked him to endorse it first to have it cashed. Li didn't know what the teller meant. So the teller explained to him that to endorse it meant to write his name on the back of the check. Li should write clearly so that the teller could read it. When Li was writing his name, the teller talked to Janet about Li's check. If Janet guaranteed Li's check, she would have to pay the bank if there were insufficient funds to cover Li's check.

#### B

Layaway is a service offered by many stores selling items that cost up to \$300. The customer pays 10%–50% of the price and agrees to pay the rest by a certain date, usually not more than thirty days later. The store keeps the item until the customer pays the whole price. Customers who don't return to pay for the item before that date will lose their money, but otherwise there is no charge

Many stores that sell expensive items — home appliances like washing machines and refrigerators, for example — allow their customers to pay for them on the installment plan. Customers make a down payment of 10% or more on the purchase price and pay the rest in monthly installments. They also have to pay interest.

### Comprehensive exercise

Finish the task C P77 and check the answers.

Listening News

Chapter	Unit 8 Money
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<b>Teaching Objective</b>	Learn about the basic information of money . Know the meaning and usage of the words and phrases about money . Get familiar with passages related to money. <b>Curriculum-based Ideological and Political Education :</b> Shape Positive Perspectives on Wealth and Life
<b>Teaching Focus</b>	Increase students' understanding of money
<b>Teaching Difficulty</b>	Listen and understand the passage.
<b>Teaching Duration</b>	6
<b>Teaching Method</b>	Demonstration, explanation, discussion
<b>Assignment</b>	1. review the words and vocabulary in this unit. 2. listen to News.

## Warming-up Exercises

### Arithmetics

**Objective:** doing rapid aural arithmetic

#### Part1

Follow these examples:

Addition problem	102 plus 248 is 350.
Subtraction problem	230 minus 18 is 212.
Multiplication problem	23 times 2 is 46.
Division problem	Divide 2 into 24 and you get 12.

- 1 89 plus 11 is 100.
- 2 306 plus 541 is 847.
- 3 Add 427 and 816 is 1,243.
- 4 Add 1,765 and 9,403 is 11, 168.

Subtraction Problems:

- 1 78 minus 56 is 22. 2 89 minus 41 is 48. 3 97 minus 35 is 62. 4 68 minus 32 is 36.

Multiplication Problems:

- 1 41 times 2 is 82.
- 2 191 times 3 is 573. 3 64 times 5 is 320
- 4 35 times 11 is 385.

Division Problems:

- 1 Divide 3 into 69 and you get 23.
- 2 Divide 10 into 600 and you get 60.

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- 3 Divide 6,925 by 5 and you get 1,385.
- 4 Divide 5,280 by 3 and you get 1,760.

## Part2

### Conversations

#### A

- 1 A: I' ve got to pay my rent today.  
B: Money goes very fast these days, doesn' tit?
- 2 A: Are there any discounts?  
B: Yes, there is a special on today.
- 3 A: Did you put the money in the bank?  
B: I deposited part of it and spent the rest.
- 4 A: This is a change machine. Just put a fifty-cent piece in that slot. B: It works! I' ve got a quarter, two dimes, and a nickel.
- 5 A: I think the pay and conditions are very good.  
B: And you also get free lunches and a loan towards the monthly train tickets.

#### B

- 1 Man: If you're promoted to chief editor, will you give us a raise?  
Woman: But, of course! What else would I do with all the money that will come pouring in?  
Question: What does the woman offer to do?
- 2 Man: I'm sorry. We don't accept credit cards.  
Woman: Oh, I see. Well, I'll just have to pay cash, I guess. That's ten, eleven, twelve, thirteen ... Oh, no. I don't have enough cash. I'll have to give you a check.  
Question: How will the woman pay?
- 3 Woman: Wasn't James lucky winning all that money? Man:  
Yes, I wish I could help him spend it.  
Question: What would the man like to do?
- 4 Woman: I feel very uneasy about trusting David with our money. How about you?  
Man: Some people say he's not reliable, but others have a lot of confidence in him. I'm willing to give him the benefit of the doubt.  
Question: What did the man mean?
- 5 Woman: Do you have a savings account at the bank?  
Man: I used to, but recently, I withdrew all the money. Question:

#### C

- George: Let's see here. Check number 200, October 25th, \$30.21. Did you write this check?  
Martha: \$30.21... I can't remember. Oh yeah, that was last Thursday. ABC Market.  
George: Okay, so that leaves a balance of \$490.31. Next: number 201. Electricity bill ... \$57.82.  
So now we have \$432.49. Next: October 27th, Time Magazine. You forgot to enter the amount again.  
Martha: I remember that. It was \$35.  
George: Okay, that leaves \$397.49. Now what's this \$70 ?  
Martha: That's Rose's Salon.

George: Do you have to spend \$70 on your hair? Didn't you try to find a cheaper hairdresser?  
 Martha: But couldn't you find a cheaper hobby? Look at this! \$125 for computer games!  
 George: Okay, okay. I'm sorry. Let's go on. There's a check here to the dentist, \$86. When did you pay him?  
 Martha: November 1st.  
 George: Look at this! Another traffic ticket! What did you do this time?  
 Martha: An illegal left turn.  
 George: How much was it?  
 Martha: \$68.  
 George: You know, Martha. I think you should go to traffic school.  
 Martha: You know I can't do that. I have to work, just like you do. What's the balance now?

### Part3

#### Passages A

All values in the economic system are measured in terms of money. Our goods and services

Date	Money spent (\$)	Balance (\$)
Oct. 25th	<u>30.21</u>	490.31
	Electricity bill: <u>57.82</u>	<u>432.49</u>
Oct. 27th	<u>Time Magazine</u> : 35	397.49
	<u>Hairdresser</u> : 70	
	<u>Computer games</u> : <u>125</u>	
Nov. 1st	<u>Dentist</u> : <u>86</u>	
	Traffic ticket: 68	<u>48.49</u>

are sold for money, and that money is in turn exchanged for other goods and services. Coins are adequate for small transactions, while paper notes are used for general business. There is additionally a wider sense of the word "money", covering anything which is used as a means of exchange, whatever form it may take. Originally, a valuable metal served as a constant store of value, and even today the American dollar is technically "backed" by the store of gold which the government maintains. Because gold has been universally regarded as a very valuable metal, national currencies were for many years judged in terms of the so-called "gold standard". Nowadays however national currencies are considered to be as strong as the national economies which support them.

#### B

Money is used for buying or selling goods, for measuring value and for storing wealth. Almost every society now has a money economy based on coins and paper notes of one kind or another. However, this has not always been true. In primitive societies a system of barter was used. Barter was a system of direct exchange of goods. Somebody could exchange a sheep, for example, for anything in the marketplace that they considered to be of equal value. Barter, however, was a very unsatisfactory system of exchange because people's precise needs seldom coincided. People needed a more practical system of exchange, and various money systems developed based on

goods which the members of a society recognized as having value. Cattle, grain, teeth, shells, feathers, skulls, salt, elephant tusks, and tobacco were all used. Precious metals gradually took over because, when made into coins, they were portable, durable, recognizable and divisible into larger and smaller units of value.

Practice 2: CET listening practice 2 2024、06 CET4 The second set of exam papers

### Comprehensive exercise

Finish the task C P87 and check the answers.

Listening News

Chapter	Unit 9 Appointment
Teaching Objective	Learn about the basic information of appointment. Know the meaning and usage of the words and phrases about appointment. Understanding the passages about appointment. <b>Curriculum-based Ideological and Political Education :</b> Cultivate a Strong Sense of Punctuality and Reliability
Teaching Focus	Increase students' understanding of appointment
Teaching Difficulty	Listen and understand the passage.
Teaching Duration	6
Teaching Method	Demonstration, explanation, discussion
Assignment	1. review the words and vocabulary in this unit. 2. listen to News.

## Warming-up Exercises

### Distance and Time

**Objective:** writing down distances and times

#### Part1 A

Listen carefully and write down the miles, hours and minutes.

Maria left Mexico City on August 15. She flew first, from Mexico City to Rio de Janeiro. This trip was 4,769 miles. It took 5 hours and 10 minutes.

Next, after visiting a few days in Rio, she flew to Sydney Australia, a distance of 8,414 miles. It took 10 hours and 30 minutes.

Then she flew from Sydney to Shanghai, 4,879 miles, 6 hours and 5 minutes in flight.

From Shanghai she flew to Bombay, 3,140 miles. The flight took 8 hours and 15 minutes. From Bombay she went to Baghdad, 2,015 miles. This flight took 4 hours and 40 minutes.

Then, she flew from Baghdad to Istanbul, a distance of 1,006 miles. The flight took 3 hours and 20 minutes.

From Istanbul she flew to Berlin, Germany, 1,075 miles. This flight took 3 hours and 35 minutes.

Then, she flew from Berlin to New York City, 3,980 miles. This trip took 7 hours and 20 minutes.

She stayed in New York City for 8 weeks.

Then she returned to her home city of Mexico City, 2,086 miles. This flight took 4 hours and 10 minutes.

B

The Venezuelan student found that he could leave San Francisco at 7:30 am and arrive in Los Angeles at 8:45 am. Then, he would leave Los Angeles at 9:55 am and get to Guatemala City at 4:25 pm. Next, he would leave Guatemala City at 5:30 pm and arrive in Panama City at 8:25 pm. Then, he would leave Panama City at 9:25 pm and arrive in Caracas at 1:05 am.

He also found that because of four hours time difference between San Francisco and Caracas, he would lose four hours.

## Part 2 Conversations

A

1 Woman: Will Mr. Black be able to see me at about 9 tomorrow? Man:  
I'm afraid he won't be free until 3 in the afternoon.

2 Man: I'd like to fix an appointment with the Sales Director. Would nine tomorrow be all right?  
Woman: Do you think you could make it 10:30?

3 Man: Do you think the manager could see me tomorrow before 10? Woman:  
He won't be in till 10:30.

4 Woman: Here's this week's schedule. On Monday, there's the board meeting. Your speech at the Lion's Club is on Tuesday. Then, on Wednesday, you're supposed to see the dentist.

Man: I'm glad I don't have to travel to the business conference until next week.

5 Man: Good morning. I have an appointment with Dr. Smith.  
Woman: Please have a seat. He will be with you in a few minutes.

B

1 Woman: Mr. Carson, Dr. Brown will have to change your appointment to tomorrow at the same time. He's still waiting for a flight out of New York.

Man: Oh, well, thank you for calling. I'll see you in his office then.

Question: Where is Dr. Brown now?

2 Man: Hello. This is Tom Davis. I have an appointment with Mrs. Jones for nine o'clock this morning, but I'm afraid I maybe fifteen minutes late.

Woman: That's alright, Mr. Davis. She doesn't have another appointment scheduled until ten o'clock.

Question: What can we learn from the conversation?

3 Man: Let's see. Today is Tuesday. Am I supposed to meet Dave tomorrow?

Woman: No, the day after tomorrow.

Question: What day is the man supposed to meet Dave?

4 Woman: Should I make an appointment to see you again, Mr. James?

Man: I'm not sure that will be necessary, you might call me Thursday morning. I will be out of town Tuesday and Wednesday.

Question: What did Mr. James tell the woman to do?

5 Man: Can you tell me when I can get an appointment for my son's dental check-up?

Woman: Let's see, the dentist is fully booked for Monday and Tuesday, and for Wednesday morning. He's taking Friday off. Can you fit into his free time this week or would you rather have an appointment for next week?

Question: What choices does the man have?

C

Listen to the following longer conversation twice and fill in the times and the missing words of the appointments.

Well, Linda, I'd like you to help me make some appointments. I've got one or two fixed up already. Tomorrow morning I'm going to the airport to meet Mr. Taylor of the Southwest Trade Company. The plane arrives at 8:45. And at 11 you'll have lunch with Mr. Bill Carter at the Time Square. Yes. I'll need at least one and a half hours with Mr. Carter to talk about the possibility of our cooperation. Well, when shall we have the board meeting?

At 4 tomorrow afternoon.

Well, the day after tomorrow—Wednesday, I'll be going down to Bristol and visiting a chain-store down there. When will the plane leave for Bristol?

A fairly early flight. The departure time is 6:30 in the morning.

And I shall visit Mr. Wales Friday morning at 9:45 to talk about a few local problems with him. And in the afternoon I want to have a chat with Mr. Right. He's sent me some designs, erm, but in any case, I'll be going to the Lake District on Saturday evening visiting my friends.

Tomorrow	
<u>8:45 am</u>	<u>meet Mr. Taylor of the Southwest Trade Company at the airport</u>
<u>11:00 am</u>	<u>lunch with Mr. Carter to talk about the possibility of their cooperation</u>
<u>4:00 pm</u>	<u>board meeting</u>
Wednesday	
<u>6:30 am</u>	<u>fly to Bristol visiting a chain-store there</u>
Friday	
<u>9:45</u>	<u>visit Mr. Wales to talk about a few local problems</u>
<u>in the afternoon</u>	<u>chat with Mr. Right about the designs</u>
<u>Saturday</u>	<u>visit his friends in the Lake District</u>

**Part 3 Passages**

### A

In social life, time plays an important role. In the US, guests are inclined to feel that they are not highly regarded if the invitation to a dinner party is extended only two or three days before the party date. But it is not the case in all countries. In some other areas of the world, it may be regarded as foolish to make an appointment too far in advance because plans made for a date more than a week away tend to be forgotten. The meaning of time differs in different parts of the world. Promptness is valued highly in American life. If you make an appointment with a business associate, you should arrive on time. Otherwise, you may be considered impolite or not fully responsible. A person who is five minutes late is expected to make a short apology. If he is less than five minutes late, he will say a few words of explanation.

### B

It's Monday. Four days ago, Tony made an appointment with Dr. Johnson. He would see Dr. Johnson on Wednesday. But now he has a severe toothache and has to forward their appointment. Tony telephones Dr. Johnson's office. He tells the receptionist that he wants to see the dentist early this afternoon. He is sorry that he won't be able to make his appointment on Wednesday because he has to fly to Chicago this afternoon on urgent business. But the receptionist tells him that the dentist won't have any opening until half past three in the afternoon. But Tony needs an earlier appointment. He would like to see Dr. Johnson as soon as possible since he has a bad toothache. The receptionist checks the schedule and suggests 9:00 this morning. But Tony is not free from 8:00 to 10:30 this morning. So he asks if 11:00 am will be all right. The receptionist agrees to it and thinks it would be more convenient.

### C

Daniel and Harry were good friends. They often went to the cinema, went camping, etc. together. They had made an appointment to play tennis on Friday afternoon. But on Friday morning, Daniel got words that Mr. Weave, the general manager of the hotel, wished to see him in the afternoon. So he had to telephone Harry to change the time of their appointment to Saturday morning. But Harry couldn't make it because he had to go to the airport to meet Mr. Reeds. So they would not be able to play tennis on Saturday morning. Then Harry suggested making it the following Monday and asked Daniel if he would be free. It happened that it was quite convenient for Daniel. So that was settled and they would meet on the following Monday.

### Comprehensive exercise

Finish the task C P105 and check the answers.

Listening News

Chapter	Unit 10 Invitation
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<b>Teaching Objective</b>	Learn about the basic information of invitation. Know the meaning and usage of the words and phrases about invitation. Get familiar with words related to invitation. <b>Curriculum-based Ideological and Political Education :</b> Inherit the Traditional Virtue of Warm Hospitality and Genuine Kindness.
<b>Teaching Focus</b>	Increase students' understanding of invitation
<b>Teaching Difficulty</b>	Listen and understand the passage.
<b>Teaching Duration</b>	6
<b>Teaching Method</b>	Demonstration, explanation, discussion
<b>Assignment</b>	1. review the words and vocabulary in this unit. 2. listen to News. 3. CET listening practice 2

### Leading-in

### Warming-up Exercises

### Phonetics

**Objective:** identifying liaison

In connected speech, words in a sense group are often not separated from one another. The end of one word flows straight on to the beginning of the next. This phonetic phenomenon is called "liaison" or "sound linking". Liaison takes place when:

1 a consonant+a vowel

Example: put j t) on, look at it, come in

2 r+a vowel

Example: for ages, her own, far away , ,

### Part 1 A

Listen carefully and mark every case of liaison you hear according to the example. Then read aloud.

Example: Look at it.

- |                            |                                    |                            |
|----------------------------|------------------------------------|----------------------------|
| 1 a bottle <u>of</u> ink   | 2 an <u>hour</u> and <u>a</u> half | 3 all <u>of</u> us         |
| 4 all <u>at</u> once       | 5 eat <u>a</u> n) egg              | 6 put <u>a</u> n) end      |
| 7 with <u>all</u> his ears | 8 not <u>at</u> all                | 9 put <u>it</u> aside      |
| 10 let him <u>in</u>       | 11 get <u>out</u> of it            | 12 get away with <u>it</u> |
| 13 take <u>it</u> away     | 14 big and dark <u>eyes</u>        | 15 in <u>and</u> out       |
| 16 all <u>of</u> them      | 17 leave <u>in</u> April           | 18 best <u>of</u> all      |
| 19 such <u>a</u> n) ass    | 20 pick <u>it</u> up               |                            |

**B**

You will hear one phrase or sentence from each group. Circle the letter beside the words you hear.

- 1 of an hour
- 2 on our tour
- 3 an old issue
- 4 He isn't as idle as I.
- 5 He went there to look for a cook.
- 6 Where can I find a bus stop?
- 7 We'll return later on.
- 8 It's a notice of a game.
- 9 We composed an essay every week.
- 10 Don't accept his offer because of his laughter.

**Part 2 Conservation****A**

Listen to the following short conversations twice and fill in the blanks with the missing words.

- 1 **Woman:** Would you like to stay for dinner?  
**Man:** really can't.
- 2 **Man:** Would you like to go ice skating with me?  
**Woman:** What a good idea!
- 3 **Woman:** Joe, do you want to go swimming at the pool with me today?  
**Man:** Sure, But I can't leave yet. I've lost my room key and I have to wait for the security guard to let me get back into my room first.
- 4 **Woman:** I'm going to invite a few of my colleagues to a party.  
**Man:** You can't invite just a few. The others will be angry.
- 5 **Man:** How about phoning Liz and asking her to join us for dinner?  
**Woman:** I think you should phone her, she hardly knows who I am.

**B**

- 1 **Woman:** I want to ask the Smiths to the party. Do you know their address?  
**Man:** No. But I'd like them to come. I think their friend Al can give you their address.  
**Question:** What is the woman going to do?
- 2 **Man:** Let's have dinner together sometime this week — say, tomorrow night?  
**Woman:** I'm busy then. How about Thursday?  
**Question:** What does the woman mean?
- 3 **Man:** How would you like going to the movies with me?  
**Woman:** I'd like to. But I have to go to the bank first and then my friends and I are going to a concert.  
**Question:** Where will the woman go first?
- 4 **Woman:** Do you think we should invite Peter over for dinner?

**Man:**

His mother's here for a visit.

**Question:** What does the man mean?

5 **Man:** Helen isn't there yet. Did you forget to invite her?

**Woman:** She was going to come, but then she changed her mind.

**Question:** Why isn't Helen present?

C

Hello?

Hello, Jean? This

is Mary. Oh, hi!

I got your invitation and it says R.S.V.P., so that's what

I'm doing. Oh, good. Can you come?

Yes, I think so, but Tom can't. He's got to go to his parents' and help them work on their house this weekend.

Oh, that's too bad. It'd be fun to see you both.

Yeah, well, some other time I guess ... Uh, Jean, I won't have any transportation that night. Do you think somebody could give me a ride?

Oh, sure! There's a bunch of people coming who live near you. I'm sure one of them would be glad to. If that doesn't work out, I'll drive you. Great! Thanks, Jean. Uh, what will people be wearing?

Oh, most anything. It's a fairly casual party. We'll be in the yard, you know. Good! I can wear my new pants and sweater. What can I bring?

Well, a side dish would be good and a bottle of wine, maybe, but that's not really necessary because there'll be plenty to drink.

Okay, see

you then!

Bye!

### Part 3 passage

A

Much of our social life involves invitations — sending them and responding to them. Every day we send invitations of this kind or that. We may invite a friend to dinner, a colleague to a coffee shop, an old college roommate to an evening party, etc. At the same time, we also receive invitations. Sometimes we want to accept them while sometimes we are inclined to refuse them. Remember, that you are invited shows that you are respected. So be sure to give a polite response. If you accept the invitation, you should express your gratitude and your eagerness for

the party, the dinner, etc. When you refuse, you should also thank the person who has invited you and apologize for not being able to accept.

## **B**

There are different forms for us to use when we talk to our friends in extending invitations. The difference between the formal and informal invitations lies in the use of an introductory phrase before the invitation. For instance, in informal invitations, we just say, "Would you like to go to the concert with me tomorrow evening, Jane?" While in formal invitations, we should use an introductory phrase to let the person you are inviting feel that he or she can refuse if necessary without causing embarrassment. For example, "We are having some very special friends here for dinner on Sunday and I am wondering if you would like to join us. We would be delighted if you could come." If you want to refuse, you would say, "I'd love to come, but I'm afraid I can't because I have an appointment with Professor Reeds on that day." You may not have an appointment, so we say you are telling a white lie, that is, an untrue statement that is not intended to deceive but rather to keep from hurting one's feelings. Telling a white lie sometimes is necessary in refusing someone's invitations since it is a polite way of refusal.

## **C**

Dear Mr. Joseph,

I'm writing this letter on behalf of the students and management of Eastwood School. We would like to invite you as keynote speaker for the Annual Function of our school. It would be a pleasure to have you in our school. The children will learn a lot from you.

The students will learn new and interesting facts about the stars, planets and other celestial bodies. I had attended a presentation that you had conducted for a children's club in Texas a few years back. It is common knowledge that you enjoy the company of students and always make a point in attending such events.

The students will be presenting cultural programs, a skit and then there will be prize distribution for deserving students. The function will be held in the school auditorium at 6:30 pm on April 20, 2012. The parents will be part of the function. This will be followed by dinner.

We look forward to your positive reply. Once you accept this invitation, I will personally come with the invitation card of the event to your office.

Yours truly, Susan Harrison

## **Questions**

- 1 Who is the inviter?
- 2 What will the students learn from Mr. Joseph?
- 3 For whom did Mr. Joseph give a presentation in Texas?
- 4 When and where will the function be held?
- 5 What will Susan Harrison do if Mr. Joseph accept the invitation?

## **D**

In social correspondence, letters of invitation and acknowledgement are most widely used. Such letters include dinner invitations, cocktail party invitations, dance invitations, etc. They should be

written completely and exactly. In other words, you should tell the exact place, month, week, date

and time, so as not to make the person who is invited feel puzzled. Usually husband and wife are both invited and the letter is often addressed to the wife. For example, “We are planning a dinner party to celebrate Dr. Lear’s thirtieth anniversary of his teaching and of course we want you and Tom to come. It’s next Wednesday, July fifth, at seven o’clock. I hope you can make it, as we are looking forward with great pleasure to seeing you both.” If you receive such an invitation, you should give a timely and polite response within twenty-four hours if necessary, telling definitely whether you accept or refuse. Words like “I’ll try my best to come” should be avoided. You should express your gratitude and longing for the party in your response when you accept. For instance, “Tom and I will be delighted to dine with you on Wednesday, the fifth of July, at seven o’clock. How nice of you to ask us! We are looking forward with great pleasure to seeing you.” When you refuse, you should express your regret and state the reason why you can’t accept. For example, you should say “I just can’t tell you how sorry we are that we can’t come to your dinner party next Wednesday, the fifth of July. Unfortunately that day is my daughter’s birthday. Thank you for asking us.” instead of “I’m sorry I can’t come to your dinner party.”

Practice 3: CET listening practice 3 2024、06 CET4 The third set of exam papers

**Comprehensive exercise**

Finish the task P114-115 and check the answers.

Listening News

Chapter	Unit 11 Holidays
<b>Teaching Objective</b>	Learn about holidays’ basic information. Know the meaning and usage of the words and phrases about holidays. Get familiar with words related to holidays. <b>Curriculum-based Ideological and Political Education :</b> Deepen Cultural Confidence and Reinforce National Identity
<b>Teaching Focus</b>	Increase students’ understanding of holiday plans
<b>Teaching Difficulty</b>	Listen and understand the passage.
<b>Teaching Duration</b>	6
<b>Teaching Method</b>	Demonstration, explanation, discussion
<b>Assignment</b>	1. review the words and vocabulary in this unit. 2. listen to News. 3. CET listening practice 1

**Leading-in**  
**Phonetics**

**Objective:** identifying incomplete plosion

Incomplete plosion takes place when two or more plosives follow one another, or when a plosive precedes a fricative, an affricate or a nasal.

1 / p, b, t, d, k, g /+ / p, b, t, d, k, g /

Examples: big girl, sit down, what time, bookkeeper, a black boy, keep quiet, take part, next door

2 / p, b, t, d, k, g /+ / f, v, s, z, θ, ð, ʃ, ʒ /

Examples: white flowers, her first visit, short stories, a big zoo, a thousand thanks, just then, big shop

3 / p, b, t, d, k, g /+ / tʃ, dʒ /

Examples: big chairs, hot July

4 / p, b, t, d, k, g /+ / m, n, ŋ / Examples: topmost, witness

### Part 1 A

Listen carefully and fill in the blanks with what you hear. Pay attention to incomplete plosion.

- 1 The job means a lot to him.
- 2 I've found a short cut.
- 3 He didn't eat dinner in the kitchen.
- 4 He might catch the blind man.
- 5 She tried to hide the hands behind her back.
- 6 She read the letter to the black boy.
- 7 That's his first visit to China.
- 8 She was one of the five eye witnesses of the accident.
- 9 Many tourists visit the place where the great writer was born.
- 10 It was this kind man who helped her lift the heavy box.

### B

You will hear ten short dialogues between two speakers. At the end of each dialogue, a question is asked about what is said. Choose the best answer from the four choices given.

1 **Woman:** Is there any bus from here to Bell Street, officer?

**Man:** Yes, any bus will take you. There is a bus stop over there.

**Woman:** Thank you very much.

**Question:** What do you think the man is?

2 **Woman:** Would you like to read another story?

**Man:** If I read another one tonight, I'd have a bad dream.

**Question:** When does he want to read another story?

3 **Woman:** I say, Tom, this is Alice at school. Is Jack at home?

**Man:** No, Alice. He is at the office. He will be home for lunch though.

**Question:** Where is Jack now?

4 **Man:** Can you stay for supper?

**Woman:** I'd like to. But I have to go and buy some meat and prepare it for a picnic tomorrow.

**Question:** Where is the woman going now?

5 **Man:** A telegram has just come from Tom. He will arrive at 4 o'clock.

**Woman:** Oh, that's early enough. He can rest for a few hours before the lecture.

**Question:** What can Tom do before the lecture?

6 **Man:** I hear you are moving to a new apartment soon.

**Woman:** Yes, but it'll be more expensive. My present roommate plays the radio all night long and I can't sleep.

**Question:** Why is the woman moving?

7 **Woman:** Open wide. Now show me where it hurts.

**Man:** Here on the bottom, especially when I bite into something hot or cold.

**Question:** Who is the man?

8 **Woman:** Have you finished the first assignment yet?

**Man:** Not yet. I just bought the book today.

**Question:** What does the man mean?

9 **Woman:** I'm afraid Susan's question made you angry.

**Man:** Don't worry. If I had been angry, I would have refused to answer.

**Question:** How does the man feel?

10 **Woman:** Could I borrow a pen from you? Mine has just run out of ink. **Man:** I am afraid I don't have an extra one. Would a pencil do?

**Question:** How did the man respond to the woman's request?

## Part 2 convection A

1 **Man:** What are you going to do for your summer vacation?

**Woman:** I'll travel with my friends in Asia, from Singapore to Japan. We plan to leave in mid-July and return at the end of August.

2 **Man:** I wish you had told me your vacation plans sooner.

**Woman:** I'm sorry. I thought you knew I go to my parents' beach house each August.

3 **Man:** What have you been doing during your vacation?

**Woman:** I haven't rested a bit. I've been jogging, weight-lifting, and trying to get back into shape.

4 **Man:** Where are you going next?

**Woman:** I'm going to New York for two weeks and then I'll also visit Washington. Then I'll go to Hong Kong.

5 **Man:** Do you have any plans to go anywhere this coming weekend?

**Woman:** No, I don't like to travel on holidays. It's crowded everywhere.

## B

What part of the country are you going to?

I'm going to the Mid-West. I'm going to school in Kansas.

Why did the woman want to go to Kansas?

Jack, what are you going to do during the summer vacation?

I'll probably go home for most of the summer, but I know I'll come back a few weeks before school

begins.

How would Jack spend his summer vacation?

I guess I'll send Mary a postcard from Hawaii when I go there on my vacation.

I'm sure that she'd be glad to get one. She has a collection of cards from all over the world.

What do we learn about Mary?

What about going to our hometown to have a good winter holiday? The weather is pleasant there all the year round.

Oh, wonderful, and I'll see my old friends again, and I miss them very much.

Why does the woman want to spend her holiday in their hometown?

Do you like to go to the park on Sunday?

Yes, I'd like to, but not on Sunday because it's always so crowded. How about going on Monday afternoon?

Does the woman like to go to the park on Sunday?

### Passage A

Listen to the passage twice and fill in the blanks with the words you hear.

There are a lot of traditions connected with Christmas, but perhaps the most important one is the giving of presents. Family members wrap up their gifts and leave them at the bottom of the Christmas tree to be found on Christmas morning. Children leave a long sock or stocking at the end of their bed on Christmas Eve, 24th December, hoping that Father Christmas will come down the chimney during the night and bring them small presents, fruit and nuts. They are usually not disappointed! At some time on Christmas day the family will sit down to a big turkey dinner followed by Christmas pudding. They will probably pull a cracker with another member of the family. It will make a loud crack and a colored hat, small toy and joke will fall out.

### B

At midnight on New Year's Eve, people in Rome, Italy, throw out all the things they no longer want. The streets are filled with old chairs, beds, clothes, and dishes. In Madrid, Spain, the New Year comes in more quietly. People flock to the main square. Each holds a bag of grapes. As the clock strikes twelve, the people eat the grapes — one for each stroke.

In Tokyo people eat noodles on New Year's Eve. This food is said to bring long life. Early the next morning, some Japanese families climb Mount Fuji. There they watch the first sunrise of the new year.

### C

In England less emphasis is placed on Christmas Eve than in other countries, much more is made of Christmas Day and Boxing Day. Carol singing, midnight church services and going out to the pub are some of the activities that many families enjoy.

In England Boxing Day celebrated on December 26th, is traditionally a time to give gifts to tradesmen, servants, and friends.

It originated in medieval times, when every priest was supposed to empty the alms box of his

church and distribute gifts to the poor. Wealthy people indulged in huge Christmas feasts, and when they were finished, packed up the remains of feasts in boxes and gave them out to their servants. It didn't become widely celebrated though until Victorian England.

In the UK Boxing Day is still a public holiday, some shops and supermarkets open nowadays, but banks and most offices remain closed.

### **Comprehensive exercise**

Finish the tasks P 125 and check the answers.

Listening News