

UNIT 1

What can I do for you?



Section A

Imitation and Memory

1. —Jack, do you like sports?
—Yes, very much.
—What's your favorite sport?
—My favorite sport is football.
2. —What do you usually do in the evening?
—I usually watch TV.
—What kind of programs do you like watching?
—Soap opera^① and sitcom^②.
3. —What do you like doing in your spare time?
—I enjoy net chatting with my key-pals^③.
4. —Do you have any hobby?
—I have a particular interest in painting.
—How many years have you been practicing it?
—About eight years.
5. —Are you fond of playing computer games?
—No, I prefer reading to playing computer games^④.
6. —How do you like the film?
—I am crazy about it.
7. —Do you care for fast food?
—That's the last thing I need.
8. —What do you think of the Super Girls^⑤?
—I am mad about watching their singing contests, and sending short messages^⑥ to support them.

Notes

- ① soap opera 肥皂剧
- ② sitcom (situation comedy) 情景喜剧
- ③ enjoy net chatting with my key-pals 喜欢与网友网上聊天
- ④ prefer A to B 比起 B, 更喜欢 A
- ⑤ Super Girls 超级女声
- ⑥ send short messages 发短信

Section B

Listening and Speaking

Dialogue 1

(G=Guest, R=Receptionist)

R: Good morning, sir. Is there anything I can do for you?

G: Oh, yes. I am here to see my friends Alice, Tom and his wife Lily, and their room numbers are 302 and 501 respectively. They just called me and now are expecting me in their rooms.

R: One minute please, sir. Would you please complete this visiting card?

G: Let me see. My name, visiting time, the number of my ID card, my phone number... All right. I'll do it.

R: Thank you for your cooperation.

G: OK, anything else?

R: Yeah, Mr. Smith, your signature here.

G: OK.

R: Please take this card with you, Mr. Smith. Our bellboy will show you the way and please show the card to the floor attendant.



G: Thank you for your help.

R: You are welcome. Have fun with your friends, Mr. Smith.

G: Thank you.

Dialogue 2

(W=Wang Hong, S=Mr. Simon)

W: Welcome to China! Excuse me, but are you Mr. Simon from the United States?

S: Oh, yes.

W: Good morning, Mr. Simon. My name is Wang Hong, a guide from China Youth Travel Service.

S: Glad to meet you. Thank you for coming to meet us at the airport.

W: Glad to meet you, too. Mr. Simon, how was your trip?

S: Fine. We had a very pleasant trip.

W: Is everybody here now? Our bus is outside the airport.

S: Oh, let me see. Yes, everybody is here.

W: Attention, please. Now please follow me to the bus.



New Words

respectively /rɪ'spektɪvli/ *adv.* 分别地; 各自地, 独自地

expect /ɪk'spekt/ *v.* 期望, 指望

complete /kəm'pli:t/ *v.* 完成

cooperation /kəu'pə'reɪʃən/ *n.* 合作, 协作

signature /'sɪɡnətʃə/ *n.* 署名, 签名

bellboy /'belbɔɪ/ *n.* 侍者, 行李员

attendant /ə'tendənt/ *n.* 服务员, 侍者

guide /gaɪd/ *n.* 向导

pleasant /'plezənt/ *adj.* 令人愉快的, 舒适的

attention /ə'tenʃən/ *n.* 注意

Phrases and Expressions

visiting card 参观证

ID card 身份证

take...with 将……带上

floor attendant 客房服务员

have fun 玩得高兴

China Youth Travel Service 中国青年旅行社

Useful Sentences

1. Good morning. May I help you?
早上好，有什么可以帮助您吗？
2. Do you have an appointment?
请问您有预约吗？
3. Would you please complete this registration form?
您能填下这个登记表吗？
4. Could you sign your name here, please?
请您在这里签上名字。
5. I'm sorry. The manager is not in at the moment.
对不起，经理现在不在。
6. Would you please wait here for a little while?
请稍等一会儿好吗？
7. Let me show you to your table.
我带您去您的餐桌。
8. Are you Mr. Green from Singapore?
您是来自新加坡的格林先生吗？
9. How many pieces of luggage do you have altogether?
您总共有多少件行李？
10. Your luggage will be delivered to your rooms in the hotel.
行李会送到您的房间里的。



Work Alone

I. Listen to Dialogue 1 and decide whether the following statements are true (T) or false (F).

- () 1. The guest is here to see his friends and his wife.
- () 2. The visiting card includes the guest's name, phone number and his name card.
- () 3. The bellboy will show the guest way.

II. Listen to Dialogue 2 and fill in the blanks.

- 1. My name is Wang Hong, a _____ from China Youth Travel Service.
- 2. Thank you for _____ us at the airport.
- 3. _____, please. Now please follow me to the bus.

III. Complete the following dialogue using the words or phrases given below.

single room reservation stay ninth of course

A: Good evening, madam.

B: Good evening. I have a _____.

A: And your name, madam?

B: Anna White.

A: Mrs. White, yes, a _____ for three nights.

B: That's right.

A: Could you just stay here, please?

B: Yes, _____.

A: Thank you, madam. Here is your key. It's Room 905 on the _____ floor.

Would you like a porter?

B: Yes, please.

A: I'll just call him. Enjoy your _____.

 Pair Work

I. First listen to the two dialogues and repeat, then role-play them in pairs.

II. Make a new dialogue with your partner according to the following situation.

A visitor wants to see Mr. David Brown from Australia. The clerk checks the guest lists, calls to the room and then asks the visitor to wait in the lobby for Mr. David Brown.

Section C
Reading
Pre-reading

Work in groups to discuss the following questions.

1. What are the basic rules in business introductions?
2. What should you do to respond to the introductions properly?

While-reading
Making an Introduction

The proper introduction can be a good beginning for future communication.

Don't use first names in business introductions, unless it is the office customer, a business client or customer who requests to do so.

In business introductions, there is one basic rule: a less important person is introduced to a more important person, whether male or female. Once you are introduced, you'll attract other's attention. Now, you should respond properly.



1. Stand up. No matter you are a lady or gentleman, you should follow this rule. Approach and look at the other person with a smile to show respect to the party.

2. Shake hands. Shaking hands is to show your trust and respect to the other party.

3. Greet the other party by repeating the other party's name. You can say, "Nice to meet you, Mr. Brown." or "It's a pleasure, Mr. Brown." or

"How do you do, Mr. Brown?"

4. Say goodbye when you finish your conversation. You can say, "Goodbye. I enjoyed meeting you." or "Goodbye. It was nice meeting you and talking to you." Or "Goodbye. I look forward to seeing you again."

New Words

proper /ˈprɒpə/ *adj.* 恰当的

communication /kə'mjuːnɪ'keɪʃən/ *n.* 交流, 交际

unless /ən'les/ *conj.* 除非, 如果不

client /ˈklaɪənt/ *n.* 客户

request /rɪ'kwest/ *v.* 要求, 请求

basic /ˈbeɪsɪk/ *adj.* 基本的

introduce /ˈɪntrə'djuːs/ *v.* 介绍

male /meɪl/ *n.* 男性; 雄性动物

female /ˈfiːmeɪl/ *n.* 女性; 雌性动物

attract /ə'trækt/ *v.* 吸引

respond /rɪ'spɒnd/ *v.* 回答; 回应

approach /ə'prəʊtʃ/ *v.* 走近, 靠近

n. 方法; 步骤

trust /ˈtrʌst/ *n.* 信任, 信赖

v. 相信

respect /rɪ'spekt/ *n.* 尊重

party /'pɑ:tɪ/ *n.* 一方

repeat /rɪ'pi:t/ *v.* 重复

conversation /kɒnvə'seɪʃən/ *n.* 交谈, 会话

Phrases and Expressions

first name 名

stand up 站起来

shake hands 握手

talk to sb. 和某人谈话

look forward to doing sth. 期待做某事

Post-reading

I Read each of the following statements and decide whether it is true (T) or false (F).

- () 1. It's OK to use first name in business introductions.
- () 2. In business introductions, the basic rule is that a less important person is introduced to a more important person.
- () 3. When you finish your conversation, you can say "Nice to meet you."

II Fill in the blank in each sentence according to the first letter given.

1. You must obey the b_____ rules.
2. He shouted to a_____ attention.
3. He a_____ the bird quietly.
4. The message was peace, unity, love and r_____.
5. C_____ is difficult when people don't speak the same language.
6. Could you r_____ what you said, please?

III Fill in each blank with an appropriate phrase given below, changing the form if necessary.

shake hands look forward to stand up first name talk to

1. The man's _____ is Graves.
2. You should _____ with her when you first see her.

3. I _____ paying you a visit next week.
4. _____ so that I can see how tall you are.
5. He turned aside to _____ someone else.

Section D

Grammar

Basic Sentence Conversion (基本句型转换)

Sentence Patterns

I have **not** finished my work.

Did they go swimming yesterday?

What is in the box?

He is your teacher, **isn't** he?

Stop now!

The work has **been finished**.

Exercises

I According to the examples given above, transfer the sentences below into different forms.

1. I have finished the work.

否定句: _____

反义疑问句: _____

被动句: _____

2. She is going to clean the room.

否定句: _____

特殊疑问句: _____

祈使句: _____

II Translate the following sentences.

1. 赶快开始工作吧。

2. 他们会来参加这个晚会，不是吗？

3. 这次会议的报告还没准备呢。

4. 你怎么了？不舒服吗？

Section E

Writing

Advertisement (广告)

一、常用语

1. 常用表达

be in charge of...

主管……

excellent interpersonal skills

出色的人际交往能力

strong negotiation skills

优秀的协商谈判能力

at least 3 years' successful working experience of...

在……领域至少三年的成功工作经验

working experience in the field of...is a benefit

有在……领域的工作经验者优先

A capability of working under high pressure and tight schedules is a must.

必须有能够适应紧急安排及高压工作的能力。

2. 常见缩略语

admin. (administrative)

行政的

F./T. (full-time)	全日制
loc. (location)	位置, 场所
temp. (temporarily)	临时性地
bkgd. (background)	背景
HS. (high school)	高中 (学历)
perm. (permanent)	永久性的
trnee. (trainee)	实习生, 培训生
refs. (references)	推荐信
wpm. (words per minute)	打字 / 每分钟
P./T. (part-time)	兼职 (的)
exp'd. (experienced)	有经验的
fr. ben. (fringe benefits)	额外福利
inexp. (inexperienced)	无经验的

二、范例

Sample I

Brand Manager

Sports Corporate

You are a proven leader with a formal management background in Sports Brand Marketing. You are a strategic thinker, a creative man and a highly motivated team player with a solid understanding of sports brand equipment. Operating from the Sports Corporate head office located in Shanghai, China, your responsibilities will be to prepare, execute, and manage the Sports Brand marketing plan. Along with your experience, you have a university degree in marketing (Sports Mgmt.). We thank you for your interest and ask that you fax your curriculum vitae (cv) to (0086-21) 1234 5678.

体育公司招聘品牌经理

如果你有体育用品品牌市场推广管理经验, 如果你具有领导能力, 如果你拥有战略思想、创造力和团队精神, 加入我们——中国上海体育公司总部, 担负起策划、执行、管理体育品牌市场推广计划的责任。除相关经验外, 还需要有大学体育管理行销学位。感谢你的关注并请将简历传真至 (0086-21) 1234 5678。

Sample II

Accountant

Responsibilities:

- Accountant work for Chongqing Office and Project.
- Perform the finance management locally according to the rules and policy of the company.

Requirements:

- College degree and above in finance.
- Good English and computer skills.
- Good sense of finance management.
- At least two years of experience as an accountant in an international organization is a must.
- Self-managed, hard-working, independent and able to deal with pressure.

You can go to × × × × for the information. Please mail or fax your resume (both in English and Chinese) , diploma, training certificates and expected salary to the following address within two weeks. (Please write “Job Application” on the envelope.) No personal visits or telephone calls.

Add: Room 1607, Plaza Building, Yuzhong District, Chongqing, 400100

Fax No : 023-6372828

E-mail: acercq@cta. cq. cn

招聘会计师

职责:

- 负责重庆公司和工程部的会计工作。
- 根据公司的规章和条例负责本地财务管理。

要求:

- 金融专业大学及以上学历。
- 良好的英语和计算机技能。
- 良好的财政管理能力。
- 必须有至少两年在国际机构组织中做会计师的工作经验。
- 自主管理、勤奋、独当一面，并且能够承受工作压力。

你可以进入 × × × × 查询信息。在两周内邮寄或传真你的简历 (中英文)、毕业证书、培训证件以及所期望的薪水到下列地址。请在信封上注明“应聘”字样,谢绝来电来访!

地址: 重庆渝中区, 广场大楼, 1607 室

邮政编码 400100

传真: 023-6372828

电子邮件: acercq@cta. cq. cn

三、注意事项

广告写作要求:

1. 内容详尽。但这并不意味着要面面俱到。一般招聘广告应包括招聘职位、招聘人数、要求 (对外语、计算机、工作经验等的要求)、工作时间、工作地点、工资待遇及应聘方式等。

2. 措辞得体。广告措辞要得体, 要用书面语。

Exercises

I Complete the advertisement according to the Chinese information given below.

Wanted

Project Management Assistant

Responsibilities:

—Provide services for the project in Chongqing.

—1 _____.

—Responsible for 2 _____ for students and parents.

Requirements:

—3 _____.

—Good English and computer skills.

—4 _____ in international organizations.

—Patient, careful, supportive and 5 _____.

招聘工程管理助理

职责:

- 为重庆的工程项目提供服务。
- 协助工程经理处理日常事务。
- 负责文件管理,为顾客提供服务。

要求:

- 大学及以上学历。
- 英语和计算机技能良好。
- 在国际机构组织中有过相关的工作经验。
- 耐心、细心、善于协作、具有良好的团队精神。

II Read the following famous advertisements and try to translate them into Chinese.

1. The taste is great. (Nestle coffee)

2. Poetry in motion, dancing close to me. (Toyota car)

3. To me, the past is black and white, but the future is always colorful. (Hennessy wine)

4. No business too small, no problem too big. (IBM)

5. Take Toshiba, take the world. (Toshiba)

6. Feel the new space. (Sumsung)

Life and Culture

接待见面时的礼节

介绍 在交际场合结识朋友,可由第三者介绍,也可自我介绍相识。为他人介绍时,要先了解双方是否有结识的愿望,不要贸然行事。无论自我介绍或为他人介绍,做法都要自然。



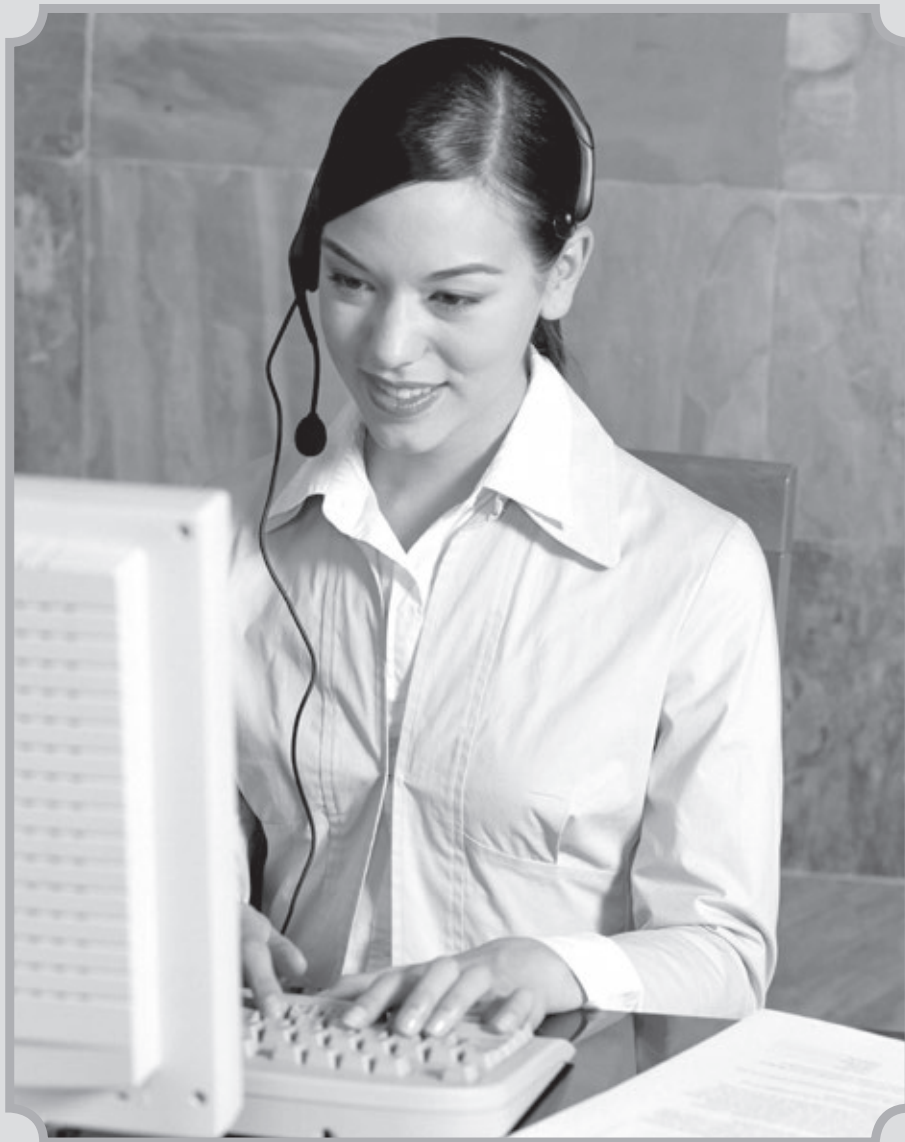
握手 握手是大多数国家相互见面和离别时的礼节。在交际场合中,握手是司空见惯的事情。一般在相互介绍和会面时握手。遇见朋友先打招呼,然后相互握手,寒暄致意。关系亲近的则边握手边问候,甚至两人双手长时间地握在一起。在一般情况下,握一下即可,不必用力。但年轻者对年长者,身份低者对身份高者则应稍稍欠身,双手握住对方的手,以示尊敬。男子与妇女握手时,往往只握一下妇女的手指部分。

致意 公共场合远距离遇到相识的人,一般是举右手打招呼并点头致意。在西方,当男子戴礼帽时,还可施脱帽礼,即两人相遇可摘帽点头致意,离别时再戴上帽子。有时与相遇者侧身而过,从礼节上讲,也应回身说声“你好”,手将帽子掀一下即可。与相识者在同一场合多次见面,只点头致意即可。对一面之交的朋友或不相识者在社交场合均可点头或微笑致意。

此外,有些国家还有一些传统的见面礼节,如东南亚佛教国家是双手合十致意,日本人是行鞠躬礼,我国旧时传统是抱拳。对这些礼节,我们应有所了解,在一定场合也可使用。在西方,亲人、熟人之间见面多是拥抱、亲脸、贴面颊等。

UNIT 2

Do you have an appointment?



Section A

Imitation and Memory

1. —I've come to make sure^① that your stay in Beijing is a pleasant one.
—Thank you very much. You're going out of your way for us, I believe.^②
2. —If it is convenient^③ for you, can we talk about the schedule^④ right now?
—Sure.
3. —Wouldn't you like to spend an extra day or two here?
—I'm afraid that it won't be possible, much as we'd like to^⑤.
4. —Here is a copy of itinerary^⑥ we have worked out^⑦ for you. Would you please have a look at it?
—Thanks a lot.
5. —We've arranged our schedule without any trouble.
—Thank you.
6. —Would you be free to meet me at 9:00 this morning?
—Yes, I'd like to.
7. —We really wish you'll have a pleasant stay here.
—Thanks a lot. But I wonder if it is possible to arrange shopping for us.
8. —We are pleased to announce^⑧ that Mr. Smith is planning to visit your company early next May.
—Well, we'll make arrangements according to this.

Notes

- ① make sure 确保, 保证
- ② You're going out of your way for us, I believe. 我相信这是你对我们的特殊照顾。

- ③ convenient 方便的, 便利的
- ④ schedule 计划表, 日程安排表
- ⑤ much as we'd like to 尽管我们很愿意
- ⑥ itinerary 预定行程, 旅行计划
- ⑦ work out 制订
- ⑧ announce 宣布

Section B

Listening and Speaking

Dialogue 1

(L= Leo, B=Betty)

L: Betty, we have to hold a meeting to discuss the export contract tomorrow afternoon because I am flying to Guangzhou the day after tomorrow.

B: Let me check your schedule. What about two o'clock tomorrow afternoon?

L: OK. Please inform the managers of the meeting.

B: Sure. Is it necessary to ask some engineers to attend the meeting, too?

L: Yes. They should come because there are some items about the after-sale services in the contract. By the way, Mr. Lin, production manager, will give a presentation to us. Please get the computer and the projector ready.

B: OK. I will.



Dialogue 2

(S=Sarah, R=Robert)

S: Good morning, Beijing Trading Company. Can I help you?

R: Please connect me with Mr. David, export manager.

S: May I know who's calling please?

R: This is Robert Battle from ABC Company.

S: I'm sorry. Mr. David is not in right now.

R: Do you know when he'll be back?

S: He has a meeting now and he'll be free after 4:00 o'clock pm.

R: That's all right. Would you ask him to call me back, please?

S: OK. I'll ask him to call you back as soon as he returns. Please tell me how we can reach you.

R: You can reach me at the Holiday Inn. I'm staying in Room 515.

S: What's the best time to call you?

R: Tomorrow morning at 9:00 would be fine, as I'll go out after 9:30.

S: I'll pass your message to Mr. David when he gets back.

R: Thank you for your help.

S: You're welcome.



New Words

hold /həʊld/ v. 召开, 举办

export /'eksɔ:t/ n. 出口; 输出

contract /'kɒntrækt/ n. 合同

fly /flaɪ/ v. 飞行, 航行

schedule /'skedʒu:l/ n. 时间表, 计划表

inform /ɪn'fɔ:m/ v. 通知, 告诉

engineer /'endʒɪ'nɪə/ n. 工程师

attend /ə'tend/ v. 出席

item /'aɪtəm/ n. 商品或物品

presentation /'prezn'teɪʃn/ n. 陈述

projector /prə'dʒektə/ n. 投影仪

connect /kə'nekt/ v. 为(某人)接通电话; (使)连接

inn /ɪn/ *n.* 旅馆, 客栈

as /æz/ *conj.* 因为; 随着……

Phrases and Expressions

hold a meeting 开会

export contract 出口合同

the day after tomorrow 后天

attend the meeting 出席会议

after-sale services 售后服务

give a presentation 作演讲

right now 现在

as soon as 一……就

go out 出去

Useful Sentences

- How about I call you to make an appointment again?
不如我再给你打电话来确定另一个约会吧?
- Anytime this week except Wednesday will be all right for me.
本周除了星期三以外其他时间都行。
- Would 2:00 tomorrow afternoon be convenient for you?
您明天下午两点方便吗?
- That suits me perfectly.
这个时间对我来说十分合适。
- Can you spare me a few minutes this afternoon?
今天下午你能抽出点时间吗?
- Can you make it any other time the day after tomorrow?
你能把它安排在后天的某个时间吗?
- I wonder if I could come to see Dr. Johnson this afternoon.
今天下午我能来找约翰逊大夫看病吗?
- I'm afraid Johnson is occupied this afternoon.
恐怕约翰逊今天下午没有空。
- Will you be free the day after tomorrow at 4:00 pm?
后天下午 4 点你有空吗?



Work Alone

I. Listen to Dialogue 1 and decide whether the following statements are true (T) or false (F).

- () 1. There is going to be held a meeting to discuss the export contract tomorrow afternoon.
- () 2. It is unnecessary to ask some engineers to attend the meeting.
- () 3. Betty will give a presentation.

II. Listen to Dialogue 2 and fill in the blanks.

- 1. He has a meeting now and he'll _____ after 4:00 o'clock pm.
- 2. I'll ask him to call back _____ he returns.
- 3. I'll pass your _____ to Mr. David when he gets back.

III. Complete the following dialogue using the words or phrases given below.

earlier make an appointment afraid a lot shall

A: Good afternoon. ABC Company. What can I do for you?

B: Hi. This is Steve from Chuntian Department Store. I'd like to _____ with Mr. Li.

A: How about next Friday?

B: I'm _____ it will be too late. Could you make the appointment a little _____?

A: What about next Thursday morning?

B: That's fine. Where _____ we meet?

A: Meeting Room 2 in our company.

B: Great. Thanks _____.

 Pair Work

I. First listen to the two dialogues and repeat, then role-play them in pairs.

II. Make a new dialogue with your partner according to the following situation.

Jim Nexon, from Hongde Chemistry Factory wants to meet Mr. Huang. But, Mr. Huang's secretary tells him Mr. Huang is not in now. So, he'd like to make an appointment.

Section C
Reading
Pre-reading

Work in groups to discuss the following questions.

1. Have you ever been invited to a party?
2. Do you know how to make an appointment with others?

While-reading
Making an Appointment

“Drop in anytime” and “come to see me soon” are idioms often used in social settings but seldom meant to be taken literally. It is wise to telephone before visiting someone at home. People may invite others by telephone or an invitation letter. If you receive a written invitation to an event that says “RSVP”, you should respond to let the person who sent the invitation know whether you plan to attend or not. Never accept an invitation unless you really plan to go. You may refuse by



saying, “Thank you for inviting me, but I won’t be able to come.” If, after accepting, you are unable to attend, be sure to tell those who are expecting you in advance that you will not be there. A thank-you note or a telephone call after the visit is also considered polite and is an appropriate means to express your appreciation for the invitation.

New Words

appointment /ə'pɔɪntmənt/ *n.* 预约, 约定

idiom /'ɪdɪəm/ *n.* 成语, 习语

setting /'setɪŋ/ *n.* 环境; 背景

seldom /'seldəm/ *adv.* 很少, 不常

literally /'lɪtərəli/ *adv.* 照字面地; 逐字地

wise /waɪz/ *adj.* 明智的, 聪明的

refuse /rɪ'fju:z/ *v.* 拒绝

unable /ʌn'eɪbl/ *adj.* 不会的, 不能的

advance /əd'vɑ:ns/ *n.* 前进, 行进

consider /kən'sɪdə/ *v.* 考虑

appropriate /ə'prəʊpriət/ *adj.* 适当的

express /ɪk'spres/ *v.* 表达

appreciation /əpri:ʃi'eɪʃən/ *n.* 感谢

Phrases and Expressions

drop in 顺便拜访

RSVP (法语) 盼望回复

invitation letter 邀请信

be unable to 不能

in advance 提前

thank-you note 感谢信

Post-reading**I Answer the following questions according to the text.**

1. How may people invite others?

2. When you refuse an invitation, what may you say?

3. How do you express your appreciation for the invitation?

II Fill in the blank in each sentence according to the first letter given.

1. It is not easy to get the meaning of every i _____ in English.

2. A w _____ man doesn't know everything.

3. I r _____ to deal with that firm any longer.

4. It's the a _____ time for showing you our thanks.

5. We have to c _____ the question of where to sleep.

6. I expressed my a _____ for his help.

III Fill in each blank with an appropriate phrase given below, changing the form if necessary.

drop in	invitation letter	be unable to
in advance	thank-you note	

1. I just _____ on him for a chat.

2. Send your luggage _____ before you go aboard.

3. Jamie _____ go to work today because he was sick.

4. This is a letter, or more correctly, an _____.

5. I wrote her a _____ to show my appreciation of their hospitality.

Section D

Grammar

Subject-Verb Concord (主谓一致)

Sentence Patterns

I **am** a doctor.

There **are** fifty students in our class.

You, he and I **are** all students.

You or I **am** going to sweep the floor.

More than 70 percent of the surface of our planet **is** covered by water.

There **is** a pen and some books in his schoolbag.

Exercises

I Complete the following sentences with the proper forms of the words in the brackets.

1. Both coffee and beer _____ (be) on sale in the shop.
2. The director and actor _____ (be) my brother.
3. Nobody except Miss Li _____ (be) to join us.
4. Who _____ (be) your sisters?
5. There _____ (be) a knife, a fork and three bowls on the table.
6. Where _____ (be) your teacher and your fellow students?
7. Not he himself but all the players _____ (be) fighting.
8. The young _____ (like) the game, which will bring us much profit.
9. Two-thirds of us _____ (be) for the plan.
10. I _____ (have) one brother only.
11. Each of the Knights of the Round Table _____ (be) equal.
12. Every man and every woman _____ (enjoy) the happiness of life.

Section E

Writing

Product Description (产品介绍)

一、常用语

- | | |
|---|------|
| 1. selling well all over the world | 畅销全球 |
| 2. elegant and graceful | 典雅大方 |
| 3. durable modeling | 定型耐久 |
| 4. a wide selection of colors and designs | 花样繁多 |
| 5. packing | 包装 |
| 6. output ports | 输出端口 |
| 7. environmental specifications | 环境要求 |
| 8. working temperature | 工作温度 |
| 9. storage temperature | 储存温度 |
| 10. model | 型号 |
| 11. rated voltage | 额定电压 |
| 12. rated power | 额定功率 |

二、范例

Sample I

Product Description: Mini Washing Machine

Product	Mini Washing Machine
Model	XPB10-01
Certifications	CE&CCC
Rated Voltage	220V-50Hz or 110V-60Hz
Rated Power	135W

(Continued)

Product	Mini Washing Machine
Washing Capacity	1.0KG
G. W.	6.0KG
N. W.	5.0KG
Packing	Carton
Net Dimension	320*355*490 (mm)
Packing Dimension	340*396*515 (mm)
Min Order	1 000pcs OEM
Lead Time	3-10 Days after Confirming the Order
Remark	Offer OEM service

1. Saving water, electricity and time. Light and convenient. Whirl-pool washing machine.

2. The small garment washed easily, ladies' and children's clothes washed separately.

3. There are three kinds of washing procedures of "strong, standard and soft".

4. Super-strong motive force, strong and timing, is available in 1-15 minutes.

5. The volume is small and exquisite, easy to move and store. Practical and beautiful.

6. With CCC, CE certificate, quality is reliable.

7. High impact plastic, difficult to be out of shape, difficult to be corroded, green.

8. Multiple protect, high temperature cut out, sealed circuit, safe and stable.

9. There are relative inlet pipe, all kinds of plugs are available.

10. Blue and transparent, noble fashion, water level marking, scientific washing.

产品介绍：小型洗衣机

产品名称	小型洗衣机
产品型号	XPB10-01
合格证书	CE&CCC
额定电压	220V-50Hz 或 110V-60Hz
额定功率	135W
容量	1.0 千克
毛重	6.0 千克
净重	5.0 千克

(Continued)

产品名称	小型洗衣机
包装	纸箱包装
净尺寸	320*355*490 (毫米)
包装尺寸	340*396*515 (毫米)
最低订货量	1,000 件 贴牌生产
交货时间	订单确认后 3-10 天
备注	提供贴牌服务

1. 省水, 省电, 省时。外形小巧, 使用方便的滚筒式洗衣机。
2. 方便的小件衣物洗涤, 女士、儿童衣物单独洗涤。
3. 三种洗涤方式: 强劲、标准和轻柔。
4. 超强动力, 结实耐用, 时间设定可以选择 1~15 分钟。
5. 噪音小, 便于移动, 美观实用。
6. 经过 CCC 以及 CE 认证, 质量可靠。
7. 全塑外壳, 不易变形, 不易腐蚀, 绿色环保。
8. 多重保护, 高温断电, 封闭电路, 安全稳定。
9. 提供进水管及各种插头。
10. 蓝色透明, 款式时尚, 设有水位标志, 方便科学洗涤。

三、基本格式和注意事项

产品介绍通常应包括以下方面: 产品的名称、型号、性能、质量、原材料以及特性等。介绍产品时不应一味使用“最新”“最好”等没有实际意义的词, 而应重点强调产品的特性。此外产品介绍语言应简洁, 避免结构复杂的句子。

Exercises

I Complete the following product introduction according to the information given in Chinese.

Product Description: Fabric Digital Camera Bag

Name: DC Bag

Model: ZT101-A-I

1. In special design for Sony digital cameras
2. Material: PU fabric / EVA form
3. _____ (防水防震)

4. _____ (为数码相机提供强劲保护)
5. _____ (便于旅途携带) the special metal hook can be attached to backpacks
6. _____ (可调节肩带)
7. Inner small pocket _____ (为放置电池设计)
8. _____ (可选颜色) : blue, silver
9. Outside dimensions: 13*7. 5*4cm
10. _____ (净尺寸) : 11*6. 5*3. 5cm
11. Applicable Sony digital camera models: DSC-P8, DSC-P41, DSC-P43, DSC-P73,
DSC-P92, DSC-P93A, DSC-P100, DSC-P150
12. _____ (包装) : polybag

II Read the following description of a television and try to translate the underlined parts into Chinese.

FEATURES:

17" Flat Screen TFT LCD Panel

Convenient on Screen Displa

Built-i High Sensitivity TV Tuner

High Output Stereo Speaker

Desktop or Wal Mountable Design

SPECIFICATIONS:

Type: 15" TFT LCD

Display Colors : 262144

Resolution: 1024 × 768

Contrast Ratio : 400: 01: 00

Brightness: 350 cd/m²

Horizontal Viewing Angle : +75° ~ -75°

Vertical Viewing Angle : +50° ~ -60°

Horizontal Frequency: 31-60 KHz

Vertical Frequency: 60-75 KHz

Video Input: VGA, RCA Video, S-Video, Component Video

Audio Input: PC Audio, 2-CH RCA Audio (Left, Right)

Speaker Output: 3W × 2

Power Supply : 110-220 Volt AC Adapter

特点:

_____ 薄膜工艺液晶显示屏

_____ 高敏电视调谐器

高输出 _____

_____ 悬挂设计

规格:

_____ 薄膜工艺液晶屏

_____ : 262144

分辨率: 1024 × 768

_____ : 400: 01: 00

水平 _____ : +75° ~ -75°

垂直 _____ : +50° ~ -60°

水平频率: 31~60 兆赫

垂直频率: 60~75 兆赫

视频输出: VGA, RCA Video, S-Video, Component Video

音频输出: PC Audio, 2-CH RCA Audio (Left, Right)

_____ 输出功率: 3 瓦 × 2

_____ : 110~220 伏交流电源适配器

Life and Culture

西方国家拜访礼仪——预约与守时

1. 事先预约。在国外,尤其是西方国家,拜访别人事先预约,是最基本的礼貌准则。外国人通常有计划时间的习惯,如果不事先预约就贸然造访,从而打乱了他人的计划安排,会使对方非常生气,同时也会对不速之客产生缺乏教养的印象。与美国人预约,最好提前一周,美国人性情开朗,个人计划较多,拜访前最好再用电话联系敲定一下;德国人作风严谨,未经邀请的不速之客,有时会被他们拒之门外;日本约会的规矩较多,事先联系、先约优先和严守时间是日本人约会的三条基本原则。

2. 严格守时。如果事先已约好，就必须严格守时，因为对方已对这段时间做出了安排。如确因意外情况而不能赴约或需要改期，也要事先通知对方，并表示歉意，因为失约或迟到均属不礼貌行为。

3. 拜访时间要选择恰当。拜访的时间应以不妨碍对方为原则，一定要注意错过吃饭时间，午饭后或临睡前的时间都是不妥当的。一般说来，下午四五点或晚上七八点是最恰当的拜访时间。

