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，建议阅读原文

https://www.100test.com/kao_ti2020/150/2021_2022__E7_BB_8F_E7_A7_91_E7_89_88B_c85_150564.htm 学习重点1 .

Speaking---forms of communication2 . Reading --- Is your English too English3 . Leaving voice mails and Taking messages4 .

Vocabulary consolidation 5 . Self-study exercises6 . Memo writing7 . Oral Practice 8 . HomeworkI. Speaking. Keeping in

touch1. frequency n.频率 2. formality n.正式程度Discussion.I

Which methods of communication do you like best? Letters, phone calls or e-mails?I like sending e-mails. They are quick, inexpensive, easy and efficient. Also, when I write my thoughts on the computer, I can edit and organize them to ensure that I am communicating clearly. However, sometimes it takes a long time to receive the reply, so I have to make a phone call.Points under consideration for their

advantages and disadvantagesI priceI speed of communicationI user-friendlinessI Time-consumingII. Reading. Is Your English Too English?Para.1executive n.执行者, 经理主管人员corporate adj. 公司的

dominance noun [uncountable]the fact of being more powerful, more important, or more noticeable than other people or things优势, 统治动词 dominatepolitical/economic/cultural etc dominance 政治/经济/文化统治the economic and political dominance of Western countries 西方国家在经济和政治上的绝对优势television's dominance over other media 电视在媒体中的统治地位

exceed verb [transitive] formal 1 to be more than a particular number or amount超越, 胜过Working hours must not exceed 42

hours a week. 工作小时数不能超过42小时。 His performance exceeded our expectations. 他的表现超过了我们对他的期待。 2 to go beyond what rules or laws say you are allowed to do 超过 He was fined for exceeding the speed limit. 由于超速，他被罚款。 Explanation: communicating internationally Para. 2 bilingual adj. 能说两种语言的 consistent adjective #65498. consistently adverb consistently high performance overestimate verb [transitive] 1 to think something is better, more important etc than it really is 过高评价 #65498. 反义词 underestimate He tends to overestimate his own abilities. 他总是想过高地评价自己的能力。 2 to guess an amount or value that is too high 过高地估算 Most patients overestimated how long they had had to wait to see a doctor. 许多病人都过高地估计了需要等待看医生看病的时间。 estimate noun [countable] 1 a calculation of the value, size, amount etc of something 计算 a rough estimate (=not an exact calculation) of how much time we'll need 粗略的估算 我们需要的时间 The figure will only be about two million, less than half the original estimate. 这个数值只有2百万左右，比原先的计算少一半还要多。 2 a statement of how much it will probably cost to build or repair something 修理、建设估价表 The garage said they'd send me an estimate for the work. 汽车修理行说他们会给我寄来一份修车估价表。 assume verb [transitive] 1 to think that something is true, although you do not have definite proof 估计 I didn't see your car, so I assumed you'd gone out. 我没有看见你的车，所以我估计你已经走了。 it is/seems reasonable to assume (that) I think we can safely assume (=it is almost certain) that interest rates will go up again

soon. 我认为我们可以非常放心地预计利率会很快上调。 2
assume control/responsibility etc 实施控制/承担责任 formal to
start to have control, responsibility etc or to start in a particular
position or job 100Test 下载频道开通，各类考试题目直接下载
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