

初级商务英语（20）PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/151/2021_2022__E5_88_9D_E7_BA_A7_E5_95_86_E5_c85_151515.htm Unit 20 The budget meeting Modals 1. Listening Listen to the extract from a budget meeting. Peter, John and Susan are discussing next year's departmental budgets. As you listen, indicate their opinions on the table below. Use these symbols: = more money should be spent - = less money should be spent OK = the proposed figure should remain the same Budget proposals 请见附图20-1 Listening Task P: Right, let's get started. Now, you've all seen the budget proposals for next year. Have you got anything to say? J: I think the research figure is too low. We should increase it by at least 5%. P: Well, we could do that, but it means less money for the other departments. I think it should stay the same. S: I agree with John. We could reduce the figure for marketing-that would allow us to increase the budget for research. P: I felt marketing needed a good figure this year. They've got a big launch mid-year. I think they couldn't manage with less. J: I'm sure they could and... P: Just a moment. Let's look at the other two department budgets. That's production and sales. J: Well, we can't cut the production budget, that's for sure. I don't know about sales. S: Why do you say we can't cut production's budget? They had a big investment last year. Well, surely they could manage on less this year? P: Yes, I think I agree. Production ought to manage with less this year, having spent so much last year. S: A small cut in the production budget might mean we could increase

the research figure. P: Right, I ' ll put that to the Production Manager. Finally, what about sales? S: I think it ' s a bit high. They might save a bit by spending less on the after-sales side. P: John, any views? J: Well, I think we should spend more on sales. P: That ' s out of the question. The figure shouldn ' t be changed.

2. Presentation

Modal verbs (such as should, ought, can, could, might) can be used to indicate speakers ' attitudes or opinions. These can be categorized as follows: # strong recommendation # possibility # slight possibility # impossibility

Now look at the modals used to express opinions in the meeting and notice how the strength of the opinion can be varied by using these modal verbs.

2.1 Strong recommendation

We should increase the research budget. The figure shouldn ' t be changed. Production [colour=blue]ought[/color] to manage with less.

2.2 Possibility

We could reduce the figure for marketing.

2.3 Slight possibility

We might save a bit on after-sales.

2.4 Impossibility

We can ' t cut the production budget.

3. Controlled practice

Use the language in the Presentation section to transform the sentences. The first one has been done for you.

1. I strongly recommend we reduce the sales budget. We should/ought to reduce the sales budget.
2. There ' s a small chance that marketing would accept a cut in their budget.

Marketing

3. A cut in the production budget is out of the question. We

_____ 4. It ' s possible to spend more on direct sales activities.

We _____

_____ 5. It is advisable to reduce the total budget. We

_____ 6. It ' s impossible for research to continue on this budget.

Research

_____ 7. There is a possibility that more money will be made available.

More money

_____ 8. I strongly recommend we do not cut the marketing budget. We

_____ 9. There ' s a small chance sales will not reach their target.

Sales

_____ 10. Production will possibly need more money later in the

year. Production

_____ 课文注释及词汇讲解： * budget 预算 e.g. cut down the budget
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