

初级商务英语（17）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_151520.htm Unit 17 Project timing
Prepositions of time 1. Listening Listen to the telephone conversation about the timing of a construction project. As you listen, complete the key for the project planner below. 请见附图17-1 Listening task
A: I ' m phoning about the timing for the Vienna project. B: Right, we ' ve got a starting date for that haven ' t we? A: Yes, we begin a pilot study on 5 November. B: Right, how long is that expected to last? A: We should finish the study in three weeks. B: Good, then what ' s the next stage? A: Well, we ' ve got a meeting with the contractor scheduled for 1 December. If everything goes according to plan, we ' ll sign the contract then. And work can commence at the beginning of January. B: So what ' s the first stage? A: Well, excavation will begin in January and is due to finish by the middle of February. Now, after that we could have a problem. B: What ' s that? A: You remember we ' ve sub-contracted the German firm to do the foundations. They promised to start in the middle of February. They are now saying they can ' t. B: Right, I ' ll get on to them. When are they due to finish the foundations? A: In the contract, it says by 28 February. B: I see, and then? A: Construction work should begin on 5 March. We ' re on a pretty tight schedule. All the work has to be done in March and April. B: OK. I see the problem. I ' ll phone you back in the afternoon at about three. Bye. A: Goodbye. 2.

Presentation Notice how the following prepositions are used to refer

to time: 请见附图17-2 Notice also these expressions which are used when talking about timing: is due to The project is expected to start on... is scheduled to 3. Controlled practice Complete these sentences with an appropriate preposition of time. 1. The work is due to begin _____ the end of April. 2. We are hoping to meet the engineer _____ the weekend. 3. We expect to sign the contract sometime _____ June. 4. We arrived _____ time to see them leave. 5. They are scheduled to finish _____ the middle of July. 6. I arranged to meet him _____ 15.30 _____ Tuesday. 7. The plane took off precisely _____ time. 8. We are busiest _____ spring. 9. The contract must be finalised _____ the end of the month, at the latest. 10. He phoned me _____ one o'clock _____ night.

课文注释及讲解： * time 安排时间 e.g. I ' m phoning about the timing for the Vienna project. 我打电话号码是为维也纳项目的时间安排问题。 The promotion campaign is not well timed, for the product is already off season. 促销活动开展得不是时候，因为产品已经过季了。 * schedule 安排时间 e.g. We ' ve got a meeting with the contractor scheduled for 1st December. 我们与承包商定于12月1日会面[注意：schedule后面接表示时间的词时要用介词for] We are scheduled to meet our MD on Wednesday. 我们安排在星期三见总裁。 schedule 日程安排，时间表 e.g. on a tight schedule 日程紧 have a full schedule 日程排得很满 lay out/plan/make a schedule 排出日程 * according to 按照 e.g. If everything goes according to plan, we ' ll sign the contract then. 如果一切按计划进行，那么届时我们将签合同。 Buyers and

sellers have to act according to the terms and conditions in their contract. 买方和卖方必须按合同条款履约。 * commence 开始, 着手 commence 比begin更正式 e.g. He commenced his business yesterday. 昨天, 他开张营业了。 Work can commence at the beginning of January. 可以在1月初开始工作。 * excavation 挖土, 挖掘 * do the foundations 打地基 也可以说 lay the foundations * finalise 完成 e.g. The contract must be finalised by the end of the month, at the latest. 这个合同最迟必须在本月末完成。 * 一个项目计划[Project plan]大致包括以下内容： 初期调研, 预先调研[Preliminary study] 协商合同[Contract negotiation] 可行性研究[Feasibility study] 培训[Training] 100Test 下载频道开通, 各类考试题目直接下载。 详细请访问 www.100test.com