

初级商务英语（14）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_151529.htm Unit 14 Company results Present perfect v. past simple 1. Listening listen to a company chairman making an end-of-year presentation. As you listen, complete his presentation notes. 请见附图14-1 Listening task I ' d like to spend a few minutes of your time looking back over the year. I ' m going to divide my review into three areas: firstly, financial, secondly, personnel and finally technology. On the financial front, the results have been very pleasing. Turnover has increased by 14%, costs have 0dropped by 3%and profits are up by 16%. So the company as a whole has performed well. Some business areas have done better than others. Export sales have done very well-especially in America, our largest export market. The domestic consumer market has been very competitive and will continue to be so-our results in this market have been rather disappointing-just 1% up compared with last year. Right, let ' s move on to personnel. Our policy of personnel development through training and promotion opportunities has continued to be a great success. We have actually recruited 72 new staff, while 20 have retired-so there ' s a net balance of 52. The training department has expanded considerably and moved into new areas such as quality assurance and sales training. Finally, technology. I thought you would be interested to have an 0update since this vital for out future growth. Over the last year, our Research Department has thoroughly tested a new prototype engine.

Results so far have looked promising. We have also invested heavily in a European technology programme which links industry with the universities. Right, those are the three main areas- finance, personnel and technology. Are there any questions, personnel and technology. Are there any questions, before I go on?... 2. Presentation In his presentation, the chairman used the present perfect tense(has/have past participle). e.g. The results have been very pleasing. The company has performed well. He uses this tense because: 1. He is probably talking at the end of December-the year is not quite finished. 2. He doesn't specifically refer to time periods. Contrast the present perfect and the past simple in the following sentences: The company has performed well.(present perfect) The company performed well at the beginning of the year.(past simple) 3. Many of the events have a present impact. e.g. We have invested heavily in the European technology programme. So, we can contrast the present perfect with the past simple, as follows: 请见附图14-2 3. Controlled practice A. Put the verbs in brackets into an appropriate tense-present perfect or past simple. 1. Turnover _____ by 14% last year. (increase) 2. The company _____ disappointing results recently. (have) 3. Two years ago we _____ very competitive. (be) 4. Two years ago we _____ an updated product. (launch) 5. We _____ 20 junior managers. (recruit) 6. _____ you ever _____ Australia? (visit) 7. We _____ there last June.

(go) 8. We _____ not _____ the results of the tests yet. (receive) 9. _____ you _____ the report? (see) Yes, it was interesting. 10. There senior managers _____ this year. (retire) B. Complete the chart below

Irregular verbs 请见附图14-3 课文注释及词汇讲解： * an end-of-year presentation 年终讲话 * chairman 董事长，总裁，（会议）主席 * spend 花费（时间，金钱） spend ... in doing sth. spend ... on sth. e.g. I ' d like to spend a few minutes of your time looking back over the year. 我想花大家几分钟时间回顾一下本年度的情况。 A lot of money has been spent on promotion. 在促销方面花了许多财力。 * on ... front 在.....阵线上，在.....方面 e.g. On the financial front, the results have been very pleasing. 在财务方面，成果令人欣慰。 * as a whole 作为一个整体，整体上，总的说来 e.g. The company as a whole has performed well. 公司整体上经营得很好。 Market situation as a whole is favourable to us. 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