

初级商务英语（10）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_151533.htm Unit 10 Current project Present continuous 1. Listening The Managing Director is getting up-to-date on the current projects of various departments. In some cases, they have no current projects, but have fixed plans for the future. As you listen, match the projects/plans with the departments. The first one has been done for you. 请见附图一

Listening Task MD : OK, let ' s have a look very briefly at the current departmental projects. Why don ' t we start with EDP? EDP : We ' re doing a user study for the installation of the new micros. So we ' re talking to all the new users at the moment. MD : Right, what about Finance? I believe you are thinking of changing our accounting system. FM : Yes, that ' s right. We ' re having problems with the old system so we ' re looking into a new accounting system. MD : Fine, let ' s move on to Marketing. Are you working on any special projects? MM : Not really. but we are planning an advertising campaign for our new product. MD : Interesting. I look forward to seeing it. What about Production? PM : Well, as you know, we are currently installing the new automated assembly line. MD : Of course. You must be pretty busy. Personnel, what are you doing? PeM : We ' re trying to recruit new young graduates at the moment. MD : How ' s that going? PeM : Fine. MD : Well, the Administration Department are not represented here today. They are moving to new offices next week,

so they 've got their hands full. Research and Development are also very busy-they 're testing the new prototype. That just leaves Transport and Management Services. John? TM : The Transport Department is rationalizing the distribution network-so we 're hoping for some big cost cuts in the near future. MD : Good. And Management Services? MSM : Well, we haven 't got anything we 're working on just at the moment but we are running a series of quality training seminars next month. MD : Right, that just about covers it.

2. Presentation In this extract, you heard the present continuous tense used in two ways: to indicate the present (and temporary) nature of the activity to indicate that a future plan is fixed (cannot be changed)

2.1 To indicate the present (and temporary) nature of the activity We are doing a user study at the moment. We are currently installing the new assembly line. Note: Time markers like: at the moment, currently, now are often used.

2.2 To indicate that a future plan is fixed (cannot be changed) We are moving to new offices next week. We are running a series of quality training seminars next month. Note: We use the present continuous to mean a present fixed plan to do something in the future.

3. Controlled practice A. Complete the tapescript of a meeting by inserting the right form. Use each of the following verbs once: work on, find, run at, come, do, happen, plan, approach, teach, think, expand, manage

MD : At the moment, the market _____. So this is an opportunity we must take. Our advertising agency _____ a new campaign for next month. Now, what about Production? PM : Currently we _____ 75% capacity-so, that gives us some

spare capacity. MD : Good, how _____ we _____ on staffing levels in the factory? PM : We _____ it difficult to recruit technicians. There seems to be a shortage on the job market. MD : What _____ you _____ to do about it? PM : Well, we _____ of using a recruitment agency. A chap from a local agency _____ in to see me on Monday to talk about it. MD : Fine, what about cash flow? The upturn in the market is going to be a drain on cash. FM : That ' s right. At the moment, we _____ on an overdraft of about ₤.85000. I can go and talk to the Bank Manager about it. We ' ve always been a good customer. MD : Yes, do that as soon as possible. Finally, training. We ' re going to need some more sales reps and technicians in production. What _____ at the moment in training? TM : We _____ a refresher sales course but we ' ve got spare capacity... B. Sylvia Drake and Michael Moore are arranging a meeting to discuss next year ' s sales budget. Look at their diaries for Monday to Wednesday and complete the conversation. 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