

初级商务英语（3）PDF转换可能丢失图片或格式，建议阅读原文

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Unit 3 First Contact
Social English 1 1. Listening When you meet someone for the first time and start up a conversation, it is important to find points of common interest so that the conversation can run smoothly. Listen to the five dialogues on the tape. Decide if you think they are successful (Y) or not (N) in making initial contact. Dialogue 1 () Dialogue 2 () Dialogue 3 () Dialogue 4 () Dialogue 5 () Now listen again and note down the answers to these questions. Dialogue 1: Has the visitor been to Japan before? Dialogue 2: Which hotel is the visitor staying in? Dialogue 3: What topic of common interest do they find? Dialogue 4: What topic of common interest do they find? Dialogue 5: What topic of common interest do they find? Listening task Dialogue 1 A: Is this your first trip to Japan? B: Yes, it is. A: Do you like it here? B: yes, it seems interesting. A: Would you like another drink? B: Thank you. Dialogue 2 A: How was your trip? B: Fine, thanks. A: How do you find Tokyo? B: Very interesting. A: Which hotel are you staying in? B: The Sheraton. Dialogue 3 A: Is this your first trip to Japan? B: Yes, but hopefully not my last. A: Im pleased to hear that. Have you found time to see much? B: Well, I visited the gardens. A: Oh, are you interested in gardens? B: Actually, yes, its my hobby. A: Mine too... Dialogue 4 A: Are you staying long? B: No, unfortunately only a couple of weeks. A: Business or pleasure? B: Business, Im afraid. My company is setting up an office

here in Tokyo. A: Really? Where is your company based? B: In Detroit, sort of north mid-west of the States. A: Yes, I know it. I visited it two years ago. B: Ah, really?... Dialogue 5 A: I believe you're in fashion. B: Yes that's right- on the design side. A: That's a coincidence. My wife's a fashion designer. B: Oh, I'd like to meet her. A: You must come round to dinner one evening. B: That would be nice. A: Good, I'll fix it up later this week.

2. Presentation Successful conversation depends on finding a topic both people can easily talk about. One-way of reaching this point is to follow a number of steps until a topic of common interest is found. A typical sequence might be: 1 . opening question 2 . immediate answer 3 . follow-up question 4 . immediate answer additional comment 5 . next question or comment on topic of common interest 6 . Answer or further comment on topic of common interest

Now look more closely at the typical sequence of conversation.

2.1 Opening question Is this your first trip to _____? How was your trip?

2.2 Immediate answer Yes, it is. Fine, thanks.

2.3 Follow-up question Are you staying long? Business or pleasure?

2.4 Immediate answer No. Business. Note: These answers are not helpful in finding a common interest. You need to make an additional comment.

2.5 Additional comment But hopefully not my last. Unfortunately only a couple of weeks. Business, I'm afraid. My company is setting up an office here in Tokyo.

2.6 Next question Have you found time to see much? Really? Where is your company based?

2.7 Establishing topic of common interest Are you interested in gardens? Oh, I visited Detroit a couple of years ago. That's a coincidence. My wife is in

fashion, too. 3. Controlled practice The following four dialogues are in the wrong order. Rearrange them to make a natural flow of conversation. Dialogue 1 () Really? What did you expect? () No, Ive been to the States before, but this is the first time in Atlanta. () So, what do you think of Atlanta? () Fine, Ill see what I can arrange. () Well, its not what I expected. () There is a part like that. You must let me show you around. () Well, I suppose I thought it would be more traditional. () That would be interesting. () Is this your first trip over here? Dialogue 2 () Im sure. I hope to get back here again () Thats a pity. Theres a lot to see. () Good. Are you here on business then? () Are you staying long? () Really? Thats interesting. What line are you in? () No, just a couple of days. 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