

初级商务英语（4）PDF转换可能丢失图片或格式，建议阅读原文

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Social English 2 1. Listening A Responding appropriately in social situations is an important part of communication. Below is an example of an appropriate and an inappropriate response.

Appropriate response : A: Can I come in? B: Yes, of course.

Inappropriate response : A: Can I come in ? B: Really? How

interesting. On the tape you will hear a number of responses. Decide whether the responses you hear are appropriate Y or not N. The first one has been done for you. 1. (Y) 2. () 3. () 4. () 5. () 6. () 7. () 8.

() 9. () 10. () 11. () 12. () 13. () 14. () 15. () B Now listen again.

This time all the responses are appropriate. Listening Task 1 .

Thanks for the lovely evening. Glad you enjoyed it. 2 . How about a

drink? Dont mention it. 3 . Do you mind if I smoke? Yes, I do. 4 .

Could you hand me that pen? Of course. Here you are. 5 . My

father died last night. Oh, I am sorry to hear that. 6 . Have a good

weekend. So do I. 7 . Thanks for your help. Never mind. 8 . Im

sorry, I must have got the wrong number. It doesnt matter. 9 . Best

of luck in your new job. Not at all. 10 . Hes 95, you know! Really?

11 . I think we should leave now. So do I. 12 . Weve had a very

good year. Im glad to hear that. 13 . Can I ask you a question? Dont

mention it. 14 . Would you like to go to a concert this evening? Yes,

Id love to. 15 . I didnt get the job. Thats true. Answers to the

listening task 1. Y 2. N 3. N 4. Y 5. Y 6. N 7. N 8. Y 9. N 10. Y 11. Y

12. Y 13. N 14. Y 15. N

Appropriate responses

1. Thanks for the lovely evening. Glad you enjoyed it.
2. How about a drink? That would be nice.
3. Do you mind if I smoke? No, of course not.
4. Could you hand me that pen? Of course. Here you are.
5. My father died last night. Oh, I am sorry to hear that.
6. Have a good weekend. You too.
7. Thanks for your help. You are welcome.
8. I'm sorry, I must have got the wrong number. It doesn't matter.
9. Best of luck in your new job. Thanks very much.
10. He's 95, you know! Really?
11. I think we should leave now. So do I.
12. We've had a very good year. I'm glad to hear that.
13. Can I ask you a question? Yes, of course.
14. Would you like to go to a concert this evening? Yes, I'd love to.
15. I didn't get the job. Never mind. Better luck next time.

2. Presentation

Polite responses can be grouped into several categories. This section gives examples of different situations and tells you what you can say.

- (1) Situation Thanking
Thanks for your help. Thanks for the lovely meal.
Response Not at all. You're welcome. Glad you liked/enjoyed it.
- (2) Situation Apologizing
Sorry, I must have got the wrong number.
Response It doesn't matter. Don't worry. Never mind.
- (3) Situation Inviting
Would you like to come to dinner? How about a drink?
Response Yes, I'd like/love to. That would be nice. That's a good idea.
- (4) Situation Asking permission
If the answer is yes May I come in? Do you mind if I smoke?
If the answer is no Do you mind if I smoke?
Response Yes, of course. Please do. Certainly. No, of course not. No, not at all. Well. Actually, I'd prefer you didn't /not to. I'd rather you didn't.
- (5) Situation Giving news
Bad news I didn't get that job. My father died last night.
Good news We've had a fantastic

year. Surprising news Shes 99 years old, you know. Response Never mind. Better luck next time. Oh, I am sorry to hear that. Im glad to hear that. Congratulations. Really? (6) Situation Agreeing I think we should leave now. I hope it doesnt rain. Response So do I. I hope so too. Me too. (7) Situation Giving good wishes Have a good weekend. Response You too. Same to you. 3. Controlled practice Write down an appropriate response. The first one has been done for you. 1 . A : We lost the match. B : Never mind. Better luck next time. 2 . A : Do you mind if I open the window? B : 3 . A : Would you like to go to a concert this evening? B : 4 . A : Sorry, I interrupted you. B : 5 . A : Could you pass me the file? B :

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