

初级商务英语（2）PDF转换可能丢失图片或格式，建议阅读原文

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Presenting yourself 1. Listening Manders Plc are having their annual party. Listen to the dialogues overheard at the party. Match up the people's names with their type of work. The first one has been done for you.

Name Type of work 1. Peter a. Production 2. John b.

Personal Assistant 3. Susan c. Software development 4. Mike d.

Market research 5. Sarah e. Fashion design 6. Mr. Fields f. Personnel

7. Martin g. Accounts 8. Jean h. Sales 9. Jeans husband i. Finance

Dialogue 1 A: Nice to meet you, Peter. What do you do for a living?

B: I'm in computers-software development. What about you, John?

A: Oh, I work for Manders- in the Personnel Department. Not a bad job. B: Is that one of your colleagues over there? A: Yes, that's Susan.

She works in the Accounts Department. Let me introduce you.

Dialogue 2 A: Hello. I'm Mike. B: Nice to meet you, I'm Sarah. I

haven't seen you around before. A: No, I've just started work for

Manders. I'm in the Sales Department. B: What do you do there? A:

Oh, I'm on the market research side. And you? B: Well, I've been with

Manders for years. I'm Mr. Fields' Personal Assistant. He's the Sales

Director. A: Ah, I haven't met him. Is he here? B: Yes, that's him. Let

me introduce you. Dialogue 3 A: That's interesting. Do you work

here, Martin? B: Yes, I'm in Finance. What about you, Jean? A: Well,

my husband works at Manders. He's in the Production Department.

B: Oh yes, I think I've met him. What about you? Do you work? A:

Yes, I'm a fashion designer. I work from home. B: That's interesting. 2 . Presentation It is very common to present yourself in terms of your job. The job identifies the person. The dialogues that you heard follow a certain pattern: (1) A: What do you do (for a living)? B: Well, I'm in computers. Not a bad job. (2) A: Do you work? B: Yes, I'm a fashion designer. A: That's interesting. (3) A: What do you do (in the ----Department)? B: Oh, I'm on the market research side. What about you? / And you? (4) A: I haven't seen you around before. B: No, I've just started with Manders. I'm in the Sales Department. A: What do you do there? Notes: 1. We often use the simple present when talking about jobs. e.g. A: What do you do? B: I work for Manders. 2. We use a variety of prepositions to indicate work relationships. e.g. I work for Manders (they are my employers) I work at Manders (the place) I work with Manders (a sense of collaboration) I'm in computers (general type of work) I'm on the market research side (general type of work) I'm in the Sales Department (specific place of work) 3. Controlled practice Choose the most appropriate response. 1. I'm in computers. What about you? a. Oh, I live in London. b. Well, I work in Sales. c. Oh, I've been here for years. 2. I'm Mr. Janes secretary. He's the Production Manager. a. Ah, that's interesting. b. Is that one of your colleagues over there? c. Oh, I haven't met him. 3. I live in Paris. What about you? a. I'm a fashion designer. b. I live right here. c. Well, I work from home. 4. My husband's in the Production Department. a. I'm in the Sales Department. b. Not a bad job. c. Oh yes, I think I've met him. 5. Hello. I'm Sarah. I haven't seen you around before. a. What do you

do for a living? b. Is that one of your colleagues? c. No, Im new here.

课文讲解 * What do you do for a living? 你做什么工作（谋生）

? living 生活，生计，生存 e.g. earn ones living 谋生 make a

good living 过安乐的生活 *Not a bad job. 工作不错。 * I havent

seen you around before. 我以前在这儿没见过你。 around 在附

近，周围 e.g. look around 向四周看 travel around the world 周游

世界 * Personal Assistant 私人助理[可缩写为PA] e.g. Im Personal

Assistant to the Sales Director. / Im the Sales Directors Personal

Assistant. 我是销售经理的私人助理。 * I work from home. = I

work at home. 我在家上班。 100Test 下载频道开通，各类考试

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