

初级商务英语（1）PDF转换可能丢失图片或格式，建议阅读原文

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introductions and greetings 1. Listening You are going to hear a number of people introducing themselves. Some of the introductions involve two people, some involve three. First look at the conversations in the pictures below. Then, as you listen, number these conversations in the order you hear them. The first one has been done for you. a.( ) A: Hello, Im... B: Nice to meet you. My names... b.( ) A: Hello, let me introduce myself. My names... B: Pleased to meet you. Im... c.( ) A: I dont know anyone here. Youll have to introduce me B: Of course, Roger ,this is... C: Nice to meet you. d.( ) A: How do you do? My names... B: Nice to meet you. Mines... e.( ) A: I havent met your Managing Director yet. B: Oh, Im sorry. Dr. Mannheim, this is . C: Very nice to meet you. f.( ) A: Let me introduce you two. Maxine, this is Francis. B: Nice to meet you. g.( ) A Could you introduce me to the Marketing Manager? B: Of course, John...Philip, let me introduce you to ... C: Nice to meet you.

Listening task (1) A: Hello, let me introduce myself. My names Klein, Gunther Klein. B: Pleased to meet you. Im Geoff Snowdon. (2) A: How do you do? My names Paul Matthews. B: Nice to meet you. Mines Akira Mishima. (3) A: Hello, Im Tom. B: Nice to meet you. My names Francine. (4) A: Peter, could you introduce me to the Marketing Manager? B: Of course, John...Philip, let me introduce you to john, our new Computer Manager. C: Nice to meet you,

John, were going to be working together. (5) A: Herr Tubingen, I havent met your Managing Director yet. B: Oh, Im sorry. Come and meet him. Dr Mannheim, this is Mr. Roberts. Hes over from the States on a visit. C: Very nice to meet you, Mr. Roberts. How long are you here for? (6) A: Jane, I dont know anyone here. Youll have to introduce me. B: Of course, Ill introduce you to Roger first. Hes the host...Roger, this is Susan. Shes just moved to the area. C: Nice to meet you, Susan. Do you come from these parts? (7) A: Let me introduce you two. Maxine, this is Francis. B: Nice to meet you, Maxine. Are you an old friend of Tonys? C: Oh yes, Tony and I have known each other for years, havent we? A: Yes, thats right.

2. Presentation Introductions often include these steps: You heard two types of introduction: Greeting Or } introduction response request for introduction You heard two types of introduction: introducing yourself introducing someone else Notes: 1. Some introductions are more formal than others. The use of first names indicates informality. 2. In English-speaking cultures, people usually shake hands on first meeting. Now listen again and indicate whether the introduction is formal(F) or informal(I). The first one has been done for you.

Introduction 1 ( F ) Introduction 2 ( ) Introduction 3 ( )  
Introduction 4 ( ) Introduction 5 ( ) Introduction 6 ( ) Introduction 7 ( )

3. Controlled practice Complete the introductions. (1). Peter King introduces himself to Jack Simpson: Peter King: Hello, My names Peter King Jack Simpson: Im Jack Simpson. (2). Philip introduces Sarah to James: Sarah: Philip, I Here. Youll have to . Philip: Of , Ill to James. Hes an old friend of mine. 100Test 下载频

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