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https://www.100test.com/kao_ti2020/496/2021_2022_2008_E5_95_86_E5_8A_A1_c85_496901.htm 学习重点1 . Speaking---forms of communication2 . Reading --- Is your English too English3 . Leaving voice mails and Taking messages4 . Vocabulary consolidation 5 . Self-study exercises6 . Memo writing7 . Oral Practice 8 . Homework I. Speaking. Keeping in touch1. frequency n.频率 2. formality n.正式程度 Discussion.I Which methods of communication do you like best? Letters, phone calls or e-mails?I like sending e-mails. They are quick, inexpensive, easy and efficient. Also, when I write my thoughts on the computer, I can edit and organize them to ensure that I am communicating clearly. However, sometimes it takes a long time to receive the reply, so I have to make a phone call. Points under consideration for their advantages and disadvantagesI priceI speed of communicationI user-friendlinessI Time-consuming II. Reading. Is Your English Too English?Para.1executive n.执行者, 经理主管人员corporate adj. 公司的 dominance noun [uncountable]the fact of being more powerful, more important, or more noticeable than other people or things优势, 统治动词 dominatepolitical/economic/cultural etc dominance 政治/经济/文化统治the economic and political dominance of Western countries 西方国家在经济和政治上的绝对优势television's dominance over other media 电视在媒体中的统治地位 exceed verb [transitive] formal 1 to be more than a particular number or amount超越, 胜过Working hours must not exceed 42

hours a week. 工作小时数不能超过42小时。 His performance exceeded our expectations. 他的表现超过了我们对他的期待。 2 to go beyond what rules or laws say you are allowed to do 超过 He was fined for exceeding the speed limit. 由于超速，他被罚款。

Explanation: communicating internationally Para. 2 bilingual adj. 能说两种语言的 consistent adjective ￚ. 反义词 inconsistent 1 always behaving in the same way or having the same attitudes, standards etc - usually used to show approval 连续的，持续的 consistent in We need to be consistent in our approach. 我们必须方法上保持连贯。 a consistent improvement in the countrys economy 该国经济持续改善 consistently adverb consistently high performance overestimate verb [transitive] 1 to think something is better, more important etc than it really is 过高评价 反义词 underestimate He tends to overestimate his own abilities. 他总是想过高地评价自己的能力。 2 to guess an amount or value that is too high 过高地估算 Most patients overestimated how long they had had to wait to see a doctor. 许多病人都过高地估计了需要等待看医生看病的时间。 estimate noun [countable] 1 a calculation of the value, size, amount etc of something 计算 a rough estimate (=not an exact calculation) of how much time well need 粗略的估算 我们需要的时间 The figure will only be about two million, less than half the original estimate. 这个数值只有2百万左右，比原先的计算少一半还要多。 2 a statement of how much it will probably cost to build or repair something 修理、建设估价表 The garage said theyd send me an estimate for the work. 汽车修理行说他们会给我寄来一份修车估价表。 assume verb [transitive] 1 to think that something is

true, although you do not have definite proof 估计 I didnt see your car, so I assumed youd gone out. 我没有看见你的车，所以我估计你已经走了。 it is/seems reasonable to assume (that) I think we can safely assume (=it is almost certain) that interest rates will go up again soon. 我认为我们可以非常放心地预计利率会很快上调。

2 assume control/responsibility etc 实施控制/承担责任 formal to start to have control, responsibility etc or to start in a particular position or job Whoever they appoint will assume responsibility for all financial matters. 不管他们谁被任命，他们都会继续承担所有财政上的责任。 Jim Paton will assume the role of managing director. ...将会担任总经理一职。

3 to be based on the idea that something else is correct 假设 The theory assumes that both labour and capital are mobile. 这个理论假设劳动力和资金可以移动。

Explanation : Assuming too much 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