

Unit 1

Business

Learning Objectives

In this unit, you shall

- learn how to address others appropriately in English;
- raise awareness of nonverbal communication signals;
- learn how to talk about the company.



Listening Practice



Pre-Listening



Listen to the following sentences and fill in the blanks.

1. Nod your head to show _____.
2. Shake your head to show _____.
3. Smile to show _____.
4. Raise your eyebrows to show _____.
5. Make eye contact to show you _____.
6. Shrug your shoulders to show that you _____.
7. Shake hands when you _____.
8. Wave your hand to _____.

Core Listening



Task 1

Listen to the dialogue and answer the following questions.

1. Where is Andrew Lu from?

2. Where does Lucy Chang work now?

3. How many years did Lucy Chang work in the Sales Department?

**Task 2**

Listen and decide whether the following statements are true or false. Write **T** (true) or **F** (false) in brackets.

- () 1. The boss calls Koji Hirano “Hirano” when he is angry.
 () 2. Everyone at the office calls the first woman Ms. Bryson.
 () 3. Eli is the nickname for Elizabeth.

**Task 3**

Listen to the passage and fill in the blanks.

_____ is quite casual these days, largely because everything about American life is more relaxed. However, there are still a few _____ for making introductions. When introducing _____ to each other, it doesn't matter who is presented first. However, if you are introducing your _____ to a superior, you say the superior's name first.

When you are seated and someone comes up to introduce himself or herself, _____. This way you show the person you are greeting that you are giving him or her _____. It is very important to _____. If you look people in the eye, then people will think you are _____, and people will probably listen to you when you speak. When you smile, it tells others that you accept them. A smile is worth _____, maybe even more. If you have met the person before but think that he or she may not remember your name, introduce yourself again to _____ him or her.

**Task 4**

Listen to the passage and choose the best answer to each question.

1. What is the passage mainly about?
- A. English ways of addressing people.
 B. Chinese ways of addressing people.
 C. Japanese ways of addressing people.

2. What does the word “misleading” mean?
 - A. It means giving indirect information on the title of the addressed person.
 - B. It means making mistakes.
 - C. It means leading to a wrong place.

3. Why do we add a prefix “lao” or “xiao” to the surname of a person?
 - A. Because we want to make friends with him/her.
 - B. Because we want to show our respect.
 - C. Because we want to make him/her happy.

Practical Listening



Listen to the dialogue and complete the chart with the figures you hear.

	excellent	good	fair	poor
Choice of products				
Availability of products				



Fun Listening



Task 1

Listen to the following proverbs and fill in the blanks.

1. There's no business like _____.
2. If we could sell our _____ for what they cost us, we'd all be _____.
3. If you are failing to plan, you are _____.
4. _____ clearly so that others can see them as you do.
5. The measure of success is not whether you have a _____ to deal with, but whether it's the same problem you had last year.



Task 2

Listen to the song and supply the missing words.

Baby One More Time

Britney Spears

Oh baby baby
 How was I _____ to know
 That something wasn't right here
 Oh baby baby
 I shouldn't have let you go
 And now you're _____, yeah
 Show me how you want it to be
 Tell me baby
 'cause I need to know now
 Oh because
 My _____ is killing me
 (And I) I must _____
 I still believe (still believe)
 When I'm not with you I lose my mind
 Give me a _____
 Hit me baby one more time

Oh baby baby
 The reason I _____ is you
 Boy you got me _____
 Oh pretty baby
 There's nothing that I wouldn't do
 It's not the way I _____ it
 (Chorus)
 (Oh baby baby, oh)
 (Oh baby baby yay, ayeah)
 (Chorus)

