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Greetings and Introductions



Part I



Warming-up Exercises

Phonetics

Objective: distinguishing words with similar sounds

New Words and Expressions

phonetics	语音学	vowel	元音
consonant	辅音	thumb	拇指
flea	跳蚤		
flea market	(欧洲街道上的)廉价品和旧货市场		

A

You will hear one word read from each group. Circle the letter beside the word you hear. The word will be read to you only once.

- | | | | |
|--------------|-----------|-----------|-----------|
| 1 A. wheel | B. seal | C. veal | D. feel |
| 2 A. group | B. droop | C. troop | D. fruit |
| 3 A. play | B. pray | C. grey | D. clay |
| 4 A. bun | B. gun | C. ton | D. done |
| 5 A. spare | B. stare | C. scare | D. snare |
| 6 A. sag | B. sat | C. sad | D. sack |
| 7 A. drew | B. true | C. threw | D. brew |
| 8 A. thesis | B. seizes | C. she is | D. teases |
| 9 A. bet | B. debt | C. pet | D. let |
| 10 A. pine | B. dine | C. shine | D. fine |
| 11 A. scream | B. steam | C. skim | D. slim |

- | | | | |
|-------------|----------|---------|-----------|
| 12 A. rod | B. road | C. rude | D. raid |
| 13 A. pit | B. pet | C. pat | D. put |
| 14 A. firm | B. farm | C. form | D. fume |
| 15 A. sport | B. spout | C. spot | D. sprout |
| 16 A. hair | B. here | C. hay | D. high |
| 17 A. test | B. best | C. nest | D. lest |
| 18 A. hut | B. hurt | C. hot | D. heart |
| 19 A. seeks | B. six | C. sex | D. sacks |
| 20 A. miss | B. mess | C. mass | D. moss |



The two words in each group with similar vowels are difficult to distinguish. Listen to a sentence carefully and circle the letter beside the word you hear. The sentence will be read to you twice.

- | | | | |
|-------------|-----------|---------------|------------|
| 1 A. apple | B. maple | 2 A. sheep | B. ship |
| 3 A. bit | B. beat | 4 A. letter | B. litter |
| 5 A. cup | B. cap | 6 A. luck | B. lock |
| 7 A. bill | B. bell | 8 A. man | B. men |
| 9 A. said | B. sad | 10 A. sanding | B. sending |
| 11 A. burnt | B. bought | 12 A. box | B. bucks |
| 13 A. heels | B. hills | 14 A. hut | B. hat |
| 15 A. lamp | B. lump | 16 A. lost | B. last |
| 17 A. boss | B. bus | 18 A. caps | B. cops |
| 19 A. bag | B. bug | 20 A. tongue | B. turn |



The two words in each group with similar consonants are difficult to distinguish. Listen to a sentence carefully and circle the letter beside the word you hear. The sentence will be read to you twice.

- | | | | |
|-------------|----------|-------------|------------|
| 1 A. map | B. nap | 2 A. shops | B. chops |
| 3 A. watch | B. wash | 4 A. cash | B. catch |
| 5 A. jeep | B. cheap | 6 A. joking | B. choking |
| 7 A. few | B. view | 8 A. leaf | B. leave |
| 9 A. fan | B. van | 10 A. van | B. ban |
| 11 A. boats | B. votes | 12 A. sums | B. thumbs |
| 13 A. thick | B. sick | 14 A. sink | B. think |

- 15 A. wrist B. list
17 A. fright B. flight
19 A. code B. coat

- 16 A. collect B. correct
18 A. flea B. free
20 A. bag B. back



Part II



Conversations

New Words and Expressions

bookkeeper 记帐人
software 软件
journalism 新闻业

personnel 人事(部门)
advertising 广告

A

Listen to the following short conversations twice and fill in the blanks with the missing words.

- 1 **Woman:** _____ me to introduce myself. I'm Susan Saris, your _____ from Shanghai Travel Service.
Man: How do you do, Miss Saris? _____ to meet you.
- 2 **Man:** Who is that man _____ there?
Woman: He is the _____ manager of our company. Let me introduce you to _____ other.
- 3 **Man:** I'm Mr. Carter, your new _____.
Woman: Welcome to the _____.
- 4 **Woman:** Oh, Mr. Smith. Would you like me to _____ you to Mr. Li? Mr. Li is in _____ of the foreign department at the Bank of China's _____ office in Beijing.
Man: I'd be very pleased if you _____. In fact, I've got a _____ for him from

Mr. Brown who came here with a _____ from our bank last year.

- 5 **Man:** Good morning. May I introduce myself? My name's James Taylor and I'm _____ here.

Woman: Pleased to meet you. I'm Annie White, the assistant to the _____.
Welcome to our company.

B

Listen to the following short conversation twice and choose the right answer to each question you hear.

- 1 A. Wodbury. B. Woodbury. C. Wordbury. D. Woody.
- 2 A. They work in the same section. B. They are distantly related.
C. They are both engineers. D. They work in the same company.
- 3 A. Miss Pond. B. Mrs. Pond. C. Miss Bond. D. Mrs. Bond.
- 4 A. The secretary. B. The president. C. An officer. D. An advertiser.
- 5 A. The new clerk. B. The manager. C. The secretary. D. The new manager.

C

Listen to the following longer conversation twice and answer the questions.

- 1 What are they?

Wang Ying: _____

Mr. Li: _____

Mr. Morrison: _____

- 2 What are they doing?

Wang Ying and Mr. Li: _____

Mr. Morrison: _____

D

Listen to the following longer conversation twice and decide whether the following statements are true or false. Write "T" for true or "F" for false.

- () 1 Miss Brown is Mr. Wright's secretary.
- () 2 Mr. Smith and Mr. Wright are working in the same office.
- () 3 Mr. Wright is probably an accountant.
- () 4 Miss Brown likes to work in this office.
- () 5 Mr. Smith has caught a cold.

E

Listen to the following longer conversation twice and choose the right answer to the question you hear.

- | | | | |
|--------------------|----------------|-------------------|-----------------------|
| 1 A. A journalist. | B. A lawyer. | C. A businessman. | D. A teacher. |
| 2 A. Law. | B. Journalism. | C. Business. | D. The other studies. |
| 3 A. A journalist. | B. A lawyer. | C. A businessman. | D. He doesn't know. |
| 4 A. Room 312. | B. Room 320. | C. Room 302. | D. Room 321. |



Part III



Passages

New Words and Expressions

expected	应该得到的	detailed	详细的
contact	关系	subsequent	随后的
acceptable	可接受的	part	分别
essential	非常重要的	overemphasize	过分强调
associate	同事	sincere	真诚的

A

Listen to the passage twice and choose the correct answer to each question.

- What do people say when they greet each other?
A. Hi, how are you?
B. What's your name?
C. How old are you?
- What is NOT the expected answer to "How are you?"
A. Not bad.

- B. How do you do?
C. Pretty good.
- 3 What kind of answer is usually preferred in greeting?
A. A long, detailed answer.
B. A short answer.
C. A negative answer.
- 4 What can be used in the same way as “Hello” in greeting?
A. Fine.
B. Are you feeling well?
C. How are you?

B

Listen to the passage twice and decide whether the following statements are true or false. Write “T” for true or “F” for false.

- () 1 Introductions and greetings in different cultures have different purposes.
() 2 If you want to show friendliness to someone you meet for the first time, you should greet him or her in an informal way.
() 3 People usually shake hands when they greet each other for the first time.
() 4 “Nice to see you” is often used for the first meeting.
() 5 In an informal situation men and women often kiss on the cheek when parting.

C

Listen to the passage twice and choose the correct answer to each question you hear.

- 1 A. Greetings and introductions are of great importance in US culture.
B. People needn't pay too much attention to greetings and introductions.
C. Introducing oneself is more commonly used than being introduced to others.
- 2 A. Introducing a woman to a man.
B. Introducing a man to a woman.
C. Introducing the old to the young.
- 3 A. Age.
B. Sex.
C. Rank.
- 4 A. Give a sweet smile.
B. Extend your hand and say hello.
C. Ask someone else to introduce you.



Listen to the passage twice and fill in the blanks with the words you hear.

Saying goodbye at the end of your studies in the US is _____ to your professors, your advisors, your friends and you. If your name _____ were made at the _____ of your stay and you gave it to your friends _____ you meet them, saying goodbye becomes much _____.

Americans usually _____ a thank-you at the end of your stay. So when you _____, it is important to thank those who have been _____ to you. This doesn't require a gift, but a _____ thank-you. You can express your thankfulness in _____ or by telephone before leaving or with a note _____ after you return to your motherland.



Part IV



Supplementary Exercises

New Words and Expressions

colleague	同事	lump	块
improve	改进	suburb	郊区
commandment	戒律	eliminate	排除
embarrassment	为难	physically	身体上



Listen to the conversation twice and fill in the blanks with the words you hear.

(It's Sunday afternoon. There is a knock at the door. Mrs. Horgan's colleagues, Mr. and Mrs. Smith have arrived. Mrs. Horgan lets them in and they greet each other and shake hands.)

Mrs. Horgan: _____, Mrs. Smith. _____?

Mrs. Smith: _____, thank you, and how are you?

Mrs. Horgan: _____, thank you. How's your mother, Mrs. Smith? I hear she's not been very well.

Mrs. Smith: _____, but she's much better now.

Mrs. Horgan: _____.

(A few minutes later, there's a ring at the door. It's Virginia Coleman, Mrs. Horgan's niece.)

Mrs. Horgan: _____, please. I think that's my niece at the door. ... Hello, Virginia, my dear!

Miss Coleman: I'm glad to see you. _____.

Mrs. Horgan: I don't think _____. Let me _____. This is my niece, Miss Coleman, Mr. Smith and Mrs. Smith.

Mrs. Smith: How do you do?

Miss Coleman: How do you do?

Mrs. Horgan: And now let's have some coffee. _____ your coffee, Mrs. Smith?

Mrs. Smith: One lump of sugar and some milk, please. I like _____, but my husband _____ coffee.

Mr. Horgan: Well, how's business, Mr. Smith?

Mr. Smith: Pretty good, thank you. And _____?

Mr. Horgan: Not too good, _____.

Mr. Smith: I'm sorry to hear that. I hope things will improve soon.

Mr. Horgan: Let's _____.

B

Listen to the passage twice and answer the questions.

1 What is the man's name?

2 Where does he live?

3 What does he study?

4 What do his parents do?

5 Who is his friend?

6 Does she live with her family?

7 What are her parents' jobs?

8 Where do her parents live?

9 What does she study?

10 How does she spend her holidays?

C

Listen to the following passage twice and fill in the blanks with the information you hear.

5 Commandments

- 1 Stand up — to give the impression that you are giving the person _____.
- 2 _____ — to make them perceive you _____.
- 3 _____ — to send others a message of _____ and to show others that you have _____.
- 4 _____ — to introduce yourself to others by saying your _____ name to let other person _____.
- 5 Shake hands — to display your sense of _____.



Part V



The World of Humor

New Words and Expressions

hobby
miracle

业余爱好
奇迹

fishing-rod 钓鱼竿

Answer the question according
to what you hear.

Would David catch any fish in the stream?
Why or why not?

