

Unit 3

Business Meals

I. Words & Expressions

1. entertain	[entə'tein]	v.	招待
2. imply	[im'plai]	v.	意味着
3. company	[kʌmpəni]	v.	交往
4. conduct	['kɒndʌkt]	v.	实施
5. concentrate	['kɒnsentret]	v.	全神贯注
6. reserve	[ri'zə:v]	v.	保存
7. pay	[peɪ]	v.	值得
8. nightmare	['naitmeə(r)]	n.	噩梦
9. confidence	['kɒnfɪdəns]	n.	信心
10. mastery	['mɑ:stəri]	n.	熟知; 精通
11. style	[stail]	n.	风格
12. grace	[greɪs]	n.	优雅
13. representative	[.reprɪ'zentətɪv]	n.	代表
14. appetizer	['æpɪtaɪzə]	n.	开胃菜
15. assistant	[ə'sɪstənt]	n.	助理
16. hospitality	[.hɒspi'tælɪtɪ]	n.	好客
17. requirement	[ri'kwaiəmənt]	n.	要求
18. silverware	['sɪlvəweə]	n.	银餐具
19. arrangement	[ə'reɪndʒmənt]	n.	安排
20. urgency	['ʊ:dʒənsɪ]	n.	紧迫
21. sought-after	[sɔ:t.ɑ:ftə]	a.	受欢迎的
22. various	['vɛəriəs]	a.	不同的

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23. multi-tasking	['mʌlti,tɑ:skɪŋ]	a.	多项任务的
24. intelligent	[in'telɪdʒənt]	a.	有智慧的
25. overtime	['əʊvətaɪm]	a.	超时的
26. extraordinary	[ɪks'trɔ:dɪnəri]	a.	非凡的
27. delighted	[di'laitɪd]	a.	快乐的
28. build up			增强
29. turn out			证明是
30. be on one's best behavior			举止有礼
31. see someone through something			帮某人度过困难
32. come in handy			派得上用场
33. conduct oneself			表现
34. do the best			全力以赴
35. be proud of			以……为豪
36. on many occasions			在很多情况下
37. make a response			回复
38. take orders			点菜
39. as far as I am concerned			据我所知
40. table manners			就餐礼仪

II. Sentences

1. We should learn what to **order** during the business meal.
我们应该学习在商务就餐中如何点菜。
2. The catering firm may **offer** drinks and sandwiches on a trolley both in the morning and afternoon.
这家餐饮公司每天早上和中午都用手推车给我们提供饮料和三明治。
3. Westerners do an extraordinary **amount of** business over meals.

西方人大量的商务活动都是在饭桌上进行的。

4. Business meals are multi-tasking jobs which can often **turn out to be nightmares**.

商务聚餐背负着种种任务，常有可能演变为噩梦连连。

5. You need to be knowledgeable in your field, but you also need the style and grace to **see you through** these events.

你得熟知所从事的领域，还得举止优雅，才能顺利应付这些场合。

6. Your **mastery of** good table manners comes in handy.

掌握良好的就餐礼仪非常管用。

7. Polite dining at the table is one of the **codes of behavior** that people in the West consider important.

礼貌进餐是西方人认为重要的行为准则之一。

8. We usually **serve the food** first and then the soup.

我们通常是先上食物后上汤。

9. Chinese are very proud of their food culture, and will **do their best** to show their hospitality.

中国人对于自己的饮食文化很引以为豪，并且会尽全力表示他们的热情好客。

10. This is **a sign of** friendship and politeness.

这是一个友好和礼貌的信号。

III. Conversations

Conversation 1

A: Clerk

B: Customer

W: Waiter

W: Here's the menu.

A: I'd like to have noodles and a cup of coffee. How about you, Janet?

B: I'd like to have fish, salad and a cup of tea.

A: The fish looks wonderful. I hear it's amazing here.

B: Wow, it's so nice.

Waiting for the dishes and have a small talk

A: What do you think of this restaurant?

B: The **atmosphere** is quiet. I like it.

A: And it's the closest one to our office.

B: It's so convenient.

A: Well, What do you think of the contract between our two companies?

B: As far as I am concerned, it still needs to be improved.

A: I agree. I think there are several disadvantages...

Notes

atmosphere ['ætməsfiə] n. 气氛

Conversation 2

A: Chen Hao, you've been attending a lot of business dinners lately. Didn't your team go out again last night with the clients?

B: Exactly, my boss — Mr. Brown decided to have a business meal with our clients in the French restaurant nearby.

- A:** How did it go?
- B:** There was a client whose behavior was really very bad.
- A:** What do you mean?
- B:** He ordered everything, from the soup to the dessert, including an **appetizer**, a salad, a main course and dessert. Besides that, all the things he ordered were very expensive.
- A:** My colleagues told me when someone orders appetizers or other dishes in addition to the entrée, it is polite for others to order the same courses.
- B:** Exactly, so my boss had to order the same food as the client. It made him feel uncomfortable.
- A:** That client really needs a lesson about business dinner etiquette.

Notes

appetizer [ˈæpɪtaɪzə(r)] n. 开胃菜

IV. Reading Aloud and Memorizing

Passage 1

Catch the Star That Holds Your Destiny

Catch the star that holds your destiny, the one that forever twinkles within your heart. Take advantage of precious opportunities while they still **sparkle** before you. Always believe that your **ultimate** goal is **attainable** as long as you commit yourself to it.

Though barriers may sometimes stand in the way of your dreams, remember that your **destiny** is hiding behind them. Accept the fact that not everyone is going to approve of the choices you've made, have faith in your judgment, catch the star that **twinkles** in your heart, and it will lead you to your destiny's path. Follow that pathway and uncover the sweet surprises that await you.

Take pride in your accomplishments, as they are stepping stones to your dreams. Understand that you may make mistakes, but don't let them discourage you. Value your capabilities and talents for they are what make you truly unique. The greatest gifts in life are not purchased, but acquired through hard work and determination.

Notes

ultimate	[ʌl'tɪmɪt]	a.	极限的
destiny	['destɪni]	n.	命运
twinkle	['twɪŋkl]	v.	使……发亮
sparkle	['spɑ:kəl]	v.	闪耀
attainable	[ə'teɪnəbl]	a.	可得到的……

【参考译文】

抓住你生命中的那颗星！

抓住你生命中的那颗星，那颗永远在你心中闪烁的明星。当它在你面前闪耀时，抓住这宝贵的机会。要相信，只要你坚持不懈，最终的目标总能实现。

尽管实现梦想的途中有时会遇到障碍，要知道这是命运对你的挑战。不是每个人都会赞成你的选择，要接受这个现实，要相信自己的判断，追随那颗在你心中闪烁的明星，它会引领你踏上命运的征途。坚持不懈，你就能享受那些幸福时刻。

每前进一步，你都应引以为豪，因为它们是你实现梦想的阶梯。要知道在这个过程中你也许会犯错误，但不要气馁。珍视自我的潜能，因为它们使你独一无二。生命中最珍贵的礼物不是花钱买来的，而是通过努力和决心获取的。

Passage 2

We Should Be Concerned About the Future

We are all in the position of the farmer. If we plant a good seed, we **reap** a good harvest. If our seed is poor and full of weeds, we reap a useless crop. If we plant nothing at all, we harvest nothing at all. I want the future to be better than the past. I don't want it **contaminated** by the mistakes and errors with which history is filled. We should all be concerned about the future because that is where we will spend the remainder of our lives. The past is gone and **static**. Nothing we can do will change it. The future is before us and dynamic. Everything we do will affect it. Each day will bring new **frontiers**, in our homes and in our businesses, if we will only recognize them. We are just at the beginning of the progress in every field of human **endeavor**.

Notes

reap	[ri:p]	v.	获得
contaminate	[kən'tæmineit]	v.	损害
static	['stætik]	a.	静止的
frontier	['frʌntjə]	n.	边界
endeavor	[in'devə]	n.	努力

【参考译文】**我们应关心未来**

我们每个人都是农夫。我们若种下好种子，就会有丰收。倘若种子不好且长满杂草，我们就会徒劳无获。如果我们什么也不种，就根本不会有任何收获。我希望未来会比过去更好。我不希望未来会被那些充斥在历史中的错误所污染。我们都应该关心未来，因为往后的余生都要在那里度过。往昔已一去不复返而且是静止的，任凭我们怎么努力都不能改变。未来就在我们眼前而且是动态的。我们的所作所为都会影响未来。只要我们体会得到，每天都可以发现新的知识领域，或许是在家里，也可能是在我们的事业中。我们正处在人类努力钻研的各个领域进步的起点上。

V. Activities

Can you sing this song?

Casablanca

I fell in love with you
Watching Casablanca

Back row of the drive-in show
In the flickering light
Pop-corn and cokes
Beneath the stars
Became champagne and caviar
Making love
On the long hot summer's night
I thought you fell in love with me
Watching Casablanca
Holding hands beneath the paddle fan
In Rick's candle-lit cafe
Hiding in the shadows from the spots
Moroccan moonlight in your eyes
Making magic in the movie
In my old Chevrolet
Oh a kiss is still a kiss
In Casablanca
A kiss is not a kiss without your sigh
Please come back to me
In Casablanca
I love you more and more each day
As time goes by

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Unit 4

Product

I. Words & Expressions

1. snooze	[snu:z]	v.	小睡
2. doodle	['du:dɪ]	v.	闲荡
3. flatten	['flætən]	v.	使平
4. carve	[kɑ:v]	v.	雕刻
5. mass	[mæs]	v.	集中
6. launch	[lɔ:ntʃ]	v.	发动
7. shorten	['ʃɔ:tn]	v.	缩短
8. crush	[krʌʃ]	v.	压碎
9. target	['tɑ:ɡɪt]	n.	目标
10. clay	[kleɪ]	n.	粘土; 泥土
11. manual	['mænjuəl]	n.	手册
12. property	['prɒpəti]	n.	所有物
13. sketch	[sketʃ]	n.	草图
14. vision	['viʒən]	n.	幻想
15. modeling	['mɒdliŋ]	n.	建模
16. component	[kəm'pəunənt]	n.	成分
17. ease	[i:z]	n.	安逸
18. position	[pə'ziʃən]	n.	位置
19. function	['fʌŋkʃən]	n.	功能
20. warranty	['wɒrənti]	n.	保证
21. catalog	['kætəlɒɡ]	n.	目录
22. foam	[fəʊm]	n.	泡沫