

Student's Book & workbook

Enterprise Two

Tiếng Anh Trong Thương Mại
English for the commercial world

Giới thiệu và chú giải : MINH THU



HIỂN MẠI



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Enterprise Two

English for the Commercial World

TIẾNG ANH TRONG THƯƠNG MẠI

C. J. Moore & Judy West

Giới thiệu và chú giải

MINH THU

Giáo trình nâng cao kỹ năng giao tiếp tiếng Anh và kiến thức thương mại dành cho sinh viên học sinh các trường kinh tế, ngoại thương và thương mại

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UNIT ONE: Section 1

A Listen

At Central College



B Ask and answer

- 1 Is Alison a student? *Yes, she is.*
- 2 Is Bill a teacher? *No, he isn't. He's a student.*
- 3 Are Alison and Bill students? *Yes, they are.*
- 4 Are Mrs Parker and Miss Long students? *No, they aren't. They're teachers.*
- 5 Is Mrs Hutton the Principal? *Yes, ...*
- 6 Is Mr Dent the Principal? *No, ...*
- 7 Is Miss Long the Course Director? *No, ...*
- 8 Are Mrs Parker and Miss Long teachers? *Yes, ...*

Remember!

There is one Principal.
Mrs Hutton is the Principal.
There are many students.
Alison is a student.
There are many teachers.
Miss Long is a teacher.
Mrs Parker and Miss Long are teachers.
There is one Course Director.
Mr Dent is the Course Director.

C Ask each other

Identifying yourself/other people (1)



Who's this?

It's Mr Dent. He's the Course Director.

Who's this?

It's Alison. She's a student.

D Ask each other

Identifying yourself/other people (2)

Are you
a new student?
a teacher?
the Principal?

Yes, I am.
No, I'm not. ...

I'm ...

Central College (n)	[ˈsentrəl ˈkɒlɪdʒ]	Trường Đại học Trung ương	course director (n)	[kɔːs diˈrektə]	chủ nhiệm khoá học
principal (n)	[ˈprɪnsəpl]	giám đốc, hiệu trưởng	To identify (v)	[tuː aɪˈdentɪfaɪ]	nhận dạng, nhận diện
			To remember (v)	[riˈmembə]	nhớ, nhớ lại

E Study

1.1

Alison has got a timetable. This is her timetable.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9.00			Business Correspondence		Accounting		
11.00			Tourism		French		
1.00			Company Organisation		Computer Practice		
3.00			Statistics		Office Management		

Look at the timetable. Read the letter.

Has Alison got lessons on Tuesday?

Yes, she has.

Has she got lessons on Friday?

No, she hasn't.

When has she got French?

She's got French at eleven o'clock on Thursday.

Alison's letter

Dear Sue,

How are you? I'm fine. Everything is fine at work, too. There's a new receptionist, and I'm a secretary now.

I'm a student too! I've got lessons on Tuesday and Thursday at Central College. I've got statistics on Tuesday - Very difficult!

When are you.

F Listen and answer

DRILL ONE

- Has Alison got lessons on Tuesday?
Yes, she has.
- Has she got lessons on Monday?
No, she hasn't.
- Has she got lessons on Wednesday?
- Has she got lessons on Thursday?
- Has she got lessons on Friday?

DRILL TWO

- When has she got Statistics?
At three o'clock on Tuesday.
- When has she got Computer Practice?
At one o'clock on Thursday.
- When has she got Tourism?
- When has she got French?
- When has she got Accounting?

DRILL THREE

- Has Alison got a lesson at 3.00 on Tuesday?
Yes, she has.
- Has she got a lesson at 11.00 on Monday?
No, she hasn't.
- Has she got...?

Remember!

Numbers

1 one	7 seven
2 two	8 eight
3 three	9 nine
4 four	10 ten
5 five	11 eleven
6 six	12 twelve

Remember!

Days of the week

Sunday	Thursday
Monday	Friday
Tuesday	Saturday
Wednesday	

G Write

Write about your timetable OR write about Alison's timetable.

To be fine at work	[tu: bi: fain æt wə:k]	mọi việc tốt đẹp	company organization (n)	['kʌmpni, ɔ:ɡənai'zeiʃn]	tổ chức công ty
secretary (n)	['sekrtəri]	thư ký	statistics (n)	[stə'tistiks]	thống kê
business	['biznis]	thư từ giao dịch	accounting (n)	[ə'kauntɪŋ]	kế toán
correspondence (n)	'kɔris'pɒndəns]	buôn bán	office	['ɔfis]	quản lý
			management (n)	'mænidʒmənt]	văn phòng

UNIT ONE: Section 2

A Read

Read these rules.



CENTRAL COLLEGE

Rules for Students

PLEASE Come to lessons on time.
 Don't eat in the classrooms.
 Don't smoke in the classrooms.
 Use the stairs. Don't use the lift.
 Don't make a noise in the corridors.

What does it mean? Use a dictionary.

eat lift on time
 smoke noise
 stairs corridor

Complete these rules.

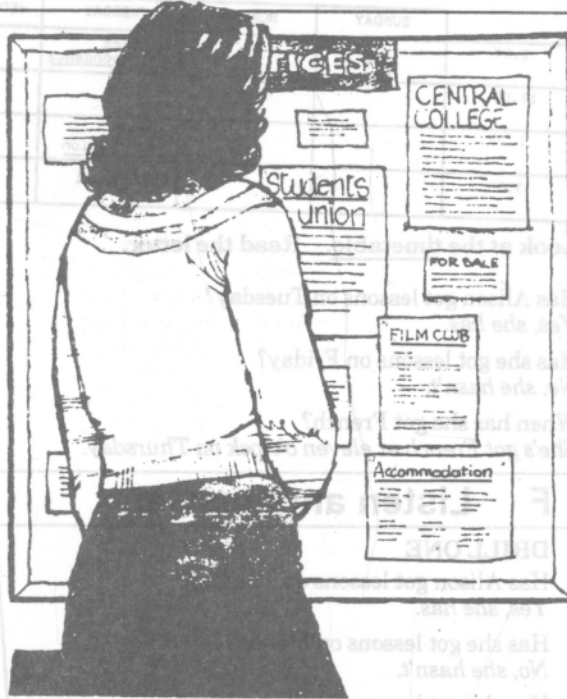
Use these words: bring talk arrive
 write listen



CENTRAL COLLEGE

Rules for Examinations

- 1 on time.
- 2 a pen.
- 3 your name on the paper.
- 4 Don't to the other students.
- 5 to the teacher.



B Discuss

Giving instructions

Remember!

this classroom that lesson
 these classrooms those lessons

Look at these notices and instructions.
 Give more examples.

THIS LIFT IS FOR STAFF ONLY

**FIRE EXIT
 DON'T LOCK THIS DOOR**

Please type these letters today. Type those letters tomorrow.

Are you a new student?
 Please wait in that queue.

- | | | | |
|---------------------------------------------------|--------------------|----------------------------------------|---------------|
| rule for examination (n) [ru:l fɔ:ɪg, zɛmi'nei/n] | nội quy kỳ thi | corridor (n) ['kɔ:ɪdɔ:] | hành lang |
| rule for student (n) [ru:l fɔ:'stju:dnt] | nội quy sinh viên | student union (n) ['stju:dnt 'ju:nɪən] | hội sinh viên |
| giving instructon (n) ['gɪvɪŋ ɪn'strʌkʃn] | chỉ dẫn, hướng dẫn | accommodation (n) [ə,kɒmə'deiʃn] | chỗ trọ |

Grammar summary

1	I	am	(I'm)	I	am not	(I'm not)	3 Plurals of nouns one student two students one day two days one address two addresses one course two courses Irregular plurals man woman person men women people
	He	}	(He's)	He	}	is not	
	She		(She's)	She		(isn't)	
	It		(It's)	It			
	We	}	(We're)	We	}	are not	
	You		(You're)	You		(aren't)	
	They		(They're)	They			
2	I	have	(I've)	I	have not	(haven't)	
	He	}	(He's)	He	}	has not	
	She		(She's)	She		(hasn't) got	
	It		(It's)	It			
	We	}	(We've)	We	}	have not	
	You		(You've)	You		(haven't)	
	They		(They've)	They			

C Write

1 Make sentences with is/are.

- a Alison/a student. *Alison is a student.*
 b Bill and Alison/students.
 c There/two teachers.
 d Mr Dent/not the Principal.
 e Mrs Parker and Miss Long/my teachers.
 f This/your timetable.
 g Those stairs/for staff only.
 h Your Course Director/Mr Dent.
 i You/not a new student.
 j It/not Wednesday today.

2 Make questions and Yes or No answers from Exercise 1.

- a *Is Alison a student? Yes, she is.*

3 Make sentences with has/have got.

- a you/a timetable? *Have you got a timetable?*
 b I/your pen.
 c he/lessons today.
 d she/not/lessons on Monday.
 e we/three teachers?
 f they/an address in London?
 g the corridors/fire exits.
 h I/Computer Practice at 3.00.
 i Alison/a friend called Sue?
 j when/we/the examination?

4 Complete these statements/questions with There is/There are; Is there?/Are there?

- a *There is one Course Director.*
 b *Are there seven days in a week?*
 c ... many students?
 d ... a lesson on Tourism today.
 e ... a lift for students?
 f ... an examination now.
 g ... many rules in this college.
 h ... lessons on Saturday?
 i ... a French lesson on Monday?
 j ... three teachers on the course..

5 Answer the questions from Exercise 4. Give Yes or No answers.

- b *Are there seven days in a week? Yes, there are.*

6 Complete with in/on/to/at.

- a *Come ... lessons on time. Come to lessons on time.*
 b Wait ... that queue.
 c Write ... the paper.
 d Don't smoke ... the classroom.
 e Don't talk ... the other students.
 f Accounting is ... that classroom.
 g Statistics is ... Tuesday.
 h There are seven days ... a week.
 i Alison is now a student ... this college.
 j Come ... 11.00, please.

D Listen and repeat

Unstressed short vowel

teacher principal student director timetable seven computer eleven

unstressed (adj)	[,An'strest]	không nhấn mạnh
irregular plurals (n)	[i'regjulə 'pluərəlz]	danh từ số nhiều bất quy tắc
fire exit (n)	['faɪə 'eksɪt]	cửa thoát hiểm
for staff only (n)	[fɔ:stɑ:f'əʊnli]	không phận sự miễn vào

UNIT ONE: Section 3

A. Study

This is a registration form.

STUDENT REGISTRATION FORM

Surname Wells First Name ALISON ~~Mr/Mrs~~ Miss/Ms
 Address 12 Layton St Age 19
London WC1D 4BB Nationality British

What is Alison's surname?
 Her surname is Wells.

What is her first name?
 Her first name is Alison.

How old is she?
 She is nineteen.

What is her nationality?
 She is British.

Remember!

Numbers	
13 thirteen	17 seventeen
14 fourteen	18 eighteen
15 fifteen	19 nineteen
16 sixteen	20 twenty

B. Ask each other

This is Bill's form.

STUDENT REGISTRATION FORM

Surname Aston First Name Bill Mr/Mrs/Miss/Ms
 Address 14 Harrow Road Age 20
London W4E 3BB Nationality British

1 What is Bill's surname?
 His surname is Aston.

2 What is his first name?
 3 How old is he?

4 What is his nationality?
 5 What is his address?

Ask each other questions about these two students.

STUDENT REGISTRATION FORM

Surname Anzio First Name Pietro
 Address 15 Viale Rosso Age 18
Trastevere Nationality
Rome, Italy Italian

What is their surname?
 What is their address? What is their...?

STUDENT REGISTRATION FORM

Surname Anzio First Name Clara
 Address 15 Viale Rosso Age 18
Trastevere Nationality
Rome, Italy Italian

student [stju:dnt, mầu đăng ký
 registration form (n) redʒi'strei/n fɔ:m] cho sinh viên
 surname (n) [so:neim] tên họ

first name (n) [fə:st'neim] tên gọi
 age (n) [eidʒ] tuổi
 nationality (n) [næfə'næliiti] quốc tịch

C Copy and complete

PERSONAL INFORMATION

Surname First Name Mr/Mrs/Miss/Ms
 Address Age
 Nationality



Copy this form into your book.

Ask each other these questions. Write the information on the form.

- 1 What is your surname?
(Please spell that.)
- 2 What is your first name?
- 3 How old are you?
- 4 What is your nationality? French? Italian? Japanese? Greek? Spanish? Egyptian?

D Read and do

Follow these instructions.

- 1 Copy this form.

Surname First Name
 Nationality Age
Employer's name and address (for the name and address of your school)

- 2 Ask your partner the correct questions about another student.

What is his/her...?

What is the name of his/her...?

- 3 Write the information on the form.

personal information (n)	[pə:sonl ,info'mei/n]	thông tin cá nhân
To spell (v)	[tu: spel]	đánh vần
employer (n)	[im'plɔ:ə]	người chủ
greek (n)	[gri:k]	người Hy-lạp