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	主题 Topic	本课重点 Focus of the lesson
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第 2 课	yǐn shí qǐ jū 饮食起居 DINING AND LODGING	<ul style="list-style-type: none"> <li>● 入住酒店 Hotel check-in</li> <li>● 中国菜 Chinese dishes</li> <li>● 祝酒 Toasting</li> </ul>
第 3 课	liǎo jiě huò bì 了解货币 MONEY MATTERS	<ul style="list-style-type: none"> <li>● 现金 Cash</li> <li>● 银行 Bank</li> <li>● 意愿 Intention</li> </ul>
第 4 课	wèn lù chū xíng 问路出行 ASKING THE WAY	<ul style="list-style-type: none"> <li>● 求助 Asking for help</li> <li>● 出行 Transportation</li> <li>● 问路 Asking the way</li> </ul>
第 5 课	yuē jiàn bài fǎng 约见拜访 MAKING AN APPOINTMENT AND VISITING	<ul style="list-style-type: none"> <li>● 约见 Making an appointment</li> <li>● 拜访 Paying a visit</li> <li>● 征求意见、请求许可 Asking for advice or permission</li> </ul>
第 6 课	gōng sī jiè shào 公司介绍 INTRODUCING THE COMPANY	<ul style="list-style-type: none"> <li>● 公司简介 Brief introduction of a company</li> <li>● 公司结构 Company structure</li> <li>● 希望, 祝愿 Good wishes</li> </ul>
第 7 课	shì chǎng yíng xiāo 市场营销 MARKETING	<ul style="list-style-type: none"> <li>● 市场定位 Market positioning</li> <li>● 营销策略 Marketing strategies</li> <li>● 意思转折 Transition in meaning</li> </ul>
第 8 课	shāng wù zī xún 商务咨询 BUSINESS CONSULTATION	<ul style="list-style-type: none"> <li>● 商务咨询 Business consultation</li> <li>● 市场分析 Market analysis</li> <li>● 礼貌请求 Polite request</li> </ul>
第 9 课	cān guān kǎo chá 参观考察 VISITING A COMPANY	<ul style="list-style-type: none"> <li>● 公司部门 Company departments</li> <li>● 产品演示 Product presentation</li> <li>● 介绍地点 Introducing places</li> </ul>
第 10 课	shāng wù tán pàn 商务谈判 BUSINESS NEGOTIATION	<ul style="list-style-type: none"> <li>● 产品订购 Ordering products</li> <li>● 价格谈判 Negotiating prices</li> <li>● 建议或征求意见 Making suggestions or asking for advice</li> </ul>
第 11 课	qiān dìng hé tóng 签订合同 SIGNING A CONTRACT	<ul style="list-style-type: none"> <li>● 合同 Contract</li> <li>● 订立合同 Signing a contract</li> <li>● 引出话题 Starting a conversation</li> </ul>
第 12 课	gào bié lí kāi 告别离开 SAYING GOODBYE	<ul style="list-style-type: none"> <li>● 告别 Saying goodbye</li> <li>● 登机 Boarding a plane</li> <li>● 假设 Making an assumption</li> </ul>

常用对话 Dialogue	重点句型 Key sentence patterns	页码 Page
<ul style="list-style-type: none"> <li>● 对话1: 打招呼 and 介绍 Greeting and introduction</li> <li>● 对话2: 日程安排 Schedule</li> </ul>	我是/这位是…… I am/This is...	<b>1</b>
<ul style="list-style-type: none"> <li>● 对话1: 入住 Check-in</li> <li>● 对话2: 去餐厅吃饭 Going to a restaurant for dinner</li> </ul>	请问…… Could you please tell me...	<b>10</b>
<ul style="list-style-type: none"> <li>● 对话1: 兑换货币 Exchanging money</li> <li>● 对话2: 申请开户 Opening an account</li> </ul>	我想…… I'd like to .../I want to ...	<b>22</b>
<ul style="list-style-type: none"> <li>● 对话1: 求助问路 Asking the way</li> <li>● 对话2: 出行 Transportation</li> </ul>	……怎么走/……在哪儿? How can I get to.../Where is...?	<b>32</b>
<ul style="list-style-type: none"> <li>● 对话1: 电话约见 Calling for an appointment</li> <li>● 对话2: 拜访会面 Visiting and meeting</li> </ul>	……可以吗? Can/May/Could I...?; Can/Could you...?; Is...OK?; How about...?	<b>41</b>
<ul style="list-style-type: none"> <li>● 对话1: 公司介绍 Introducing the company</li> <li>● 对话2: 互相了解 Mutual understanding</li> </ul>	希望……/祝愿…… (I) wish/hope...	<b>50</b>
<ul style="list-style-type: none"> <li>● 对话1: 市场定位 Market positioning</li> <li>● 对话2: 营销策略 Marketing strategies</li> </ul>	尽管, 但是, 却 although	<b>59</b>
<ul style="list-style-type: none"> <li>● 对话1: 公司运营 Company operation</li> <li>● 对话2: 客户需求 Consumers' needs</li> </ul>	你介意……? Would you mind...?	<b>68</b>
<ul style="list-style-type: none"> <li>● 对话1: 参观公司各部门 Visiting different departments of a company</li> <li>● 对话2: 产品介绍 Products presentation</li> </ul>	这里是…… This is...	<b>77</b>
<ul style="list-style-type: none"> <li>● 对话1: 产品订购 Ordering products</li> <li>● 对话2: 价格谈判 Negotiating prices</li> </ul>	是不是/是否……? Shall (we, I...) do...?	<b>86</b>
<ul style="list-style-type: none"> <li>● 对话1: 起草合同前 Before drafting the contract</li> <li>● 对话2: 签订合同 Signing the contract</li> </ul>	关于…… As to...; in regards to ...	<b>95</b>
<ul style="list-style-type: none"> <li>● 对话1: 告别 Saying goodbye</li> <li>● 对话2: 办理登机手续 Checking in</li> </ul>	使…… enable ... to do .../make...	<b>105</b>