

在听课过程中发现要反反复复翻教材才知道阅读和听力的文本在教材第几页？

为了让同学们能更加**高效率的学习**，老师为大家整理出了**每节课内容的教材出处**，

以后在上课之前来这里看看，就能准确找到教材内容了！

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**Part1**

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| **课程名称** | **阅读文本及出处** | **听力文本及出处** |
| Landing a job (A) | A job advertisement  (教材P120) | （教材P120) |
| Landing a job (B) |  | A job interview  (教材P122) |
| Company  biography(A) | The man behind  McDonald's (教材P26) |  |
| Company  biography(B) | （额外补充内容） | What does your job involve (教材P7) |
| Training  (A) | J&C training  (教材P6) | Employee of the year award (教材P13) |
| Training (B) | 360 degree feedback  (额外补充内容） | （额外补充内容） |
| The working day (A) | （额外补充内容） | （额外补充内容） |
| The working day (B) | （额外补充内容） |  |

**Part2**

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| **课程名称** | **阅读文本及出处** | **听力文本及出处** |
| International business | Fashion industry crisis after EU import ban (教材P36) | Views on import controls (教材P37) |
| Problems and solutions (A) | Just-in-Time  (教材P79) |  |
| Problems and solutions (B) | Solving problems (教材P80) | Use a Smart Lid (教材P81) |
| Products and services (A) | Smart homes:  the future is here (教材P66) |  |
| Products and services (B) |  | Japanese toys:  playtime |
| Orders and contracts |  | Japanese toys:  playtime |

**Part 3**

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| **课程名称** | **阅读文本及出处** | **听力文本及出处** |
| Business  travel (A) | No card, no ticket.   (教材P58） | Air traveling  experience   (老师补充） |
| Business  travel (B) | Hotel amenities  (教材P60) | At the hotel  (教材P61） |
| Organizing a  conference (A) |  | What's still to do? (教材P100) |
| Organizing a  conference (B) |  | The conference budget  (P101) |
| Out of office  (A) |  | Arranging a  meeting  (教材P20） |
| Out of office  (B) |  | Welcoming  speech  (老师补充） |
| Meetings (A) |  | Crisis meeting  (教材P90） |
| Meetings (B) | Offsite meetings   (老师补充） |  |

**Part  4**

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| **课程名称** | **阅读文本及出处** | **听力文本及出处** |
| Company performance (A) | Charts and graphs  (老师补充） |  |
| Company performance (B) | Halma (老师补充） | Financial  performance  presentation  (老师补充） |
| Trends (A) | The Phone of the  future (老师补充） |  |
| Trends (B) | Strategy briefing  document (教材P88） |  |
| Career break  (A) | In your break  (Googleplex) (教材P109） | A factory tour  (教材P106） |
| Career break  (B) | Change your life  (教材P46） |  |
| Career development  (A) | Training (老师补充） |  |
| Career  development  (B) | Migrant workers  (教材P118） | Job satisfaction  (教材P116） |
| Starting up  (A) | Kalido (老师补充） | Interview  (老师补充） |
| Starting up  (B) | P J Smoothies （老师补充） |  |