Unit 2 Schedules and Appointments

各 **Section** 单词与句型总结

Section A Schedule Introduction — 日程介绍 (2.2)

词汇 **Vocabulary**

assembly /əˈsembli/	n. 装配 e.g. assembly line 生产流水线
session /ˈseʃn/	n.（一组人从事某项活动的）一段时间；会期 e.g. a question and answer session 提问答疑时段
schedule /ˈʃedjuːl/	n. 日程安排 e.g. Here is today's schedule. 这是今天的日程安排。
Product Development Department	产品开发部
testing area	（产品）试验区

句型 **Sentence Patterns**

Please sit down. Here is today's schedule.	请坐。这是今天的日程安排。
From 9:00 to 9:30 there will be a presentation on our main products.	9:00 到 9:30 是我们主要产品的介绍。
Then from 9:30 to 10:30 I'll show you our offices.	然后 9:30 到 10:30 我带你参观我们的办公室。
After that, from 10:30 to 12:00, we'll look at the assembly line.	之后 10:30 到 12:00，我们去看生产流水线。
From 12:00 to 1:00 we'll have lunch.	12:00 到 1:00 我们吃午饭。
Does that sound OK so far?	到目前为止听起来还可以吗？
Finally, at 3:00, we'll take a coffee break and have a question and answer session.	最后 3:00，我们喝杯咖啡，进行问答环节。
Do you have any questions on the schedule?	你对日程有什么问题吗？
It sounds fine to me.	我觉得没问题。
Let's get started with the company products then.	那我们就从公司产品开始吧。

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1	抓时间词预判流程 日程介绍按时间顺序排列，听到 from...to...预判下一个时间段。
2	听开头句预判场景 "Here is today's schedule" → 日程介绍场景，注意抓时间段+活动。
3	听活动词预判考点 presentation/show offices/assembly line/lunch/Product Development/testing area/coffee break/Q&A session
4	听结尾句预判态度 "Does that sound OK?" "It sounds fine" → 确认态度，预判后续。

Section B Making Appointments — 预约 (2.5)

词汇 **Vocabulary**

catalog /ˈkætəlɒg/	n. 商品目录 e.g. I'd like to show you our latest catalog. 我想给你看我们最新的商品目录。
copier /ˈkɒpiə(r)/	n. 复印机 e.g. Please add paper to the copier. 请给复印机加些纸。

句型 **Sentence Patterns**

Good to hear from you! How are things?	收到你的消息真好！最近怎么样？
I'd like to come and talk to you about them, if I could.	如果可以的话，我想来和你谈谈。
What time do you have in mind?	你想约什么时间？
How about tomorrow?	明天怎么样？
That's the 15th, right? I'm busy in the morning, but the afternoon is OK.	那是 15 号对吧？我上午忙，但下午可以。
The afternoon would be fine. What about 2:30?	下午可以。2:30 怎么样？
Fine. 2:30 it is. See you then.	好的，就 2:30。到时候见。
I'm sorry. Tomorrow is difficult. How about the day after tomorrow?	抱歉，明天不方便。后天怎么样？
I have an appointment from two to three. Could we say four o'clock?	我 2 点到 3 点有预约。4 点可以吗？
Four o'clock would be fine.	4 点可以。

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1	抓日期词预判时间 "tomorrow" "the 15th" "the day after tomorrow" "the 16th" → 注意日期+时间段（上午/下午）。
2	听 How about...?预判回答 "How about tomorrow?" → 回答可能是 OK/fine 或 busy/difficult。
3	听确认句预判考点 "2:30 it is." "See you then." → 确认时间，预判考点在确认句。
4	听改约表达预判考点 "Could we say four o'clock?" "I'm afraid I may be half an hour late." → 改约/迟到表达。

Section C Rescheduling — 改约 (2.8)

词汇 **Vocabulary**

urgent /ˈɜːdʒənt/	adj. 紧急的；急迫的 e.g. Something urgent has just come up. 刚出了点紧急的事。
reschedule /riːˈʃedjuːl/	v. 重新安排 e.g. I need to reschedule an appointment. 我需要重新安排预约。

句型 **Sentence Patterns**

Excuse me. Do you have a minute?	打扰一下。你有空吗？
I made an appointment for us to see Mr. Blair. Are you still free at 11:00 on Wednesday?	我约了我们去见 Blair 先生。周三 11:00 你还有空吗？
Oh, my, I forgot it. I'm busy all Wednesday morning. Could we change to another time?	天哪，我忘了。我整个周三上午都很忙。能改到其他时间吗？
How about 1:00 on Friday?	周五 1:00 怎么样？
That's fine with me.	我可以。
I'm sorry but I'm busy on Tuesday. If it's convenient for you, could we change our appointment to 12:00 on Thursday?	抱歉，我周二很忙。如果方便的话，我们能把预约改到周四 12:00 吗？
I understand that you're very busy, but Thursday is too late.	我知道你很忙，但周四太晚了。
I think we should meet as soon as possible.	我觉得我们应该尽快见面。
Could I call you back later today? I want to check my schedule	我今天晚点给你回电话好吗？我想查一下周二的日程。

for Tuesday.	
About our appointment for next Tuesday, I wonder whether we could change it.	关于我们下周二的预约，我想能不能改一下。
Something urgent has just come up. I wonder whether we could change our appointment.	刚出了点紧急的事。我想能不能改一下我们的预约。

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1	听改约信号词预判考点 "reschedule" "change" "I forgot" "Something urgent" → 改约原因+新时间。
2	抓时间词预判答案 "Wednesday" "Friday" "Thursday" "12:00" "1:00" → 注意新旧时间对比。
3	听态度词预判考点 "That's fine with me" "Thursday is too late" "as soon as possible" → 态度决定结果。
4	听请求句预判回答 "Could we change...?" "Could I call you back...?" → 回答可能是同意/拒绝/待定。

Section D Language Study — 变音练习 (2.10)

词汇 **Vocabulary**

conifer /ˈkɒnɪfə(r)/	n. 针叶树 （变音练习原文词汇）
prudently /ˈpruːdəntli/	adv. 谨慎地 （变音练习原文词汇）
ventilation /ˌventɪˈleɪʃn/	n. 通风 ventilation system 通风系统

重点句型（语法示范）

Some small children were sitting on the beach, playing with sand.	一些小孩坐在沙滩上玩沙子。（过去进行时）
When that woman came into his life his bad dream started.	当那个女人进入他的生活时，他的噩梦开始了。（when 引导时间状语从句）
But what is the cost of high quality?	但高质量的代价是什么？（what 引导疑问句）
She was lucky to have met all these helpful people along the way.	她很幸运一路上遇到了所有这些乐于助人的人。（be lucky to have done）
They walked past a church and then turned north.	他们走过一座教堂然后向北转。（过去时+方向词）

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1	变音现象识别 注意连读（辅音+元音）、弱读（虚词弱化）、失去爆破（相邻辅音前一个不爆破）。
2	抓实词预判句意 变音练习中实词（名词、动词、形容词）是关键，虚词可能弱读。
3	听句首词预判句型 句首词决定句子类型：When（时间状语）、But（转折）、What（疑问）等。
4	注意方向词和地点词 "north" "church" "beach" "shadow" → 方向和地点是考点。

Section　Part Four Quiz — 答案速查　(Transcript 2.13-2.16)

Quiz A（短对话选择题）

1. B (A design.)	女士问男士什么时候能准备好设计。
2. C (The next morning.)	男士说"明天早上可以吗"，讨论时间。
3. C (To make an appointment.)	男士打电话想预约。
4. D (Mrs. Green.)	男士受 Mrs. Green 委托安排会议。
5. A (Tuesday morning.)	女士说"How about Tuesday at 9 a.m."。

Quiz B（长对话选择题）

1. A (The design of the new catalog.)	男士需要见女士讨论新商品目录的设计。
2. D (4:00.)	11:00 不行（有 presentation），午餐不行（有 client），4:00 可以。
3. C (To reschedule an appointment.)	男士打电话需要重新安排预约。
4. C (Mr. Smith.)	男士原定见 Mr. Smith。
5. B (Thursday afternoon.)	Mr. Green 周五没空，周四下午 1:00 可以。

Quiz C（短文填空）

1. forget tasks	less likely to forget tasks 不太可能忘记任务
2. overwhelmed	find yourself overwhelmed 感到不知所措
3. decrease	decrease your stress 减少压力
4. in control of	feel more in control of your life 感觉更能掌控生活
5. keeping records of	keeping records of what you need to do 记录你需要做的事

Quiz D（短文问答）

1. day planner	Try a day planner or digital calendar. 试试日程本或电子日历。
2. you make them	Enter appointments into your calendar as you make them. 约定时就记入日历。
3. first thing	plan your days the night before or first thing in the morning 头天晚上或早上第一件事
4. to the hour	plan your day down to the hour 精确到小时地安排
5. daily plan	refer to your daily plan throughout the day 全天参考你的日计划

— Unit 2 总结完 —