

前言

《高职英语》(Higher Vocational English)系列教材包括《高职英语听说教程》《高职英语读写教程》和《高职英语拓展教程》，是一套专门针对当前高职高专学生英语学习需求而编写的英语系列教材。根据《高职高专教育英语课程教学基本要求》《全国高职高专英语应用能力考试(A/B级考试)大纲》和教育部颁布的《关于全面提高高等职业教育教学质量的若干意见》，本系列教材的编写在遵循语言教学的科学规律的同时，也充分考虑新形势下高职高专英语教学的实际需求。其特点是突出实用性、职业性，兼顾知识性、趣味性。整套教材的编写理念是以“面向社会，针对岗位，强化能力，促进发展”为宗旨，以工作需求和岗位技能为主线，以职场活动为学习情境，用任务驱动学习，促进听说读写技能的全面训练，最终实现岗位工作能力的培养和提高。

《高职英语听说教程》充分利用现代化教学设备，将听说结合起来，使学生在富有情趣的教学氛围中学会并掌握在不同的语境中正确、恰当、灵活地运用目标语进行交际的能力，开拓学生的思维力和创造力。本教材具有四个突出的特色：

1. 突出学生中心

以教师为引导、以学生为中心是现代教育的全新理念，是培养学生积极地、主动地、独立地完成学习任务的全新教学模式。本教材在内容的选择上，遵循高职学生的认知规律，选材由浅入深，涵盖了现实生活的方方面面，体裁多样，使学习者能够接触到不同风格的规范英语。为了体现以职业能力培养为重点，在课上及课下的语言活动中，所有的练习设计都体现了启发式、讨论式的教学方法和合作学习理念。这些活动大大激发了学生开口说英语的兴趣，也促进了语言的教学模式向以学生为中心转变，让学生成为学习的主体，让教师成为学习的组织者、引导者和协助者。

2. 突出实用性

本着“适度、够用”的原则，教材的主题几乎涵盖了当代大学生在生活、学习及将来工作中所涉及的所有题材。题材包括职场新人、日常业务、商务活动及未来发展四个方向，包括与人相处、了解工作场所、处理日常事务、出差差旅、描述产品、投诉建议、接待访客、求职应聘、培训学习、职业规划等内容，能够增强学习者进行中英文化和思维方式的

对比意识和语言使用的跨文化意识，建立“自我学习、终身学习”的现代学习观。在课程教学中重视知识的传授、积累，以及学生能力的培养、训练，最终全面提高英语语言的综合表达能力。

3. 突出教、学、做一体化

为了培养学生的专业能力、社会能力和综合能力，本教材除在课上实现了融教、学、做于一体，还设计了开放型的教学任务，设计要求体现单元教学模式，学练结合，多重循环，小步快进，及时发现问题，及时引导学生解决问题；教学过程涵盖教师示范、学生练习、考核评价，为学生的可持续发展能力奠定基础。

4. 突出丰富性

每个单元有情景对话，包括正常情景、出错情景及意外情景；同时有文化背景知识介绍和休闲娱乐板块，有利于学生增加英语学习兴趣。

《高职英语听说教程》分为一、二两册，包括学生用书和教师用书，及配套的多媒体学习课件、电子教案、自主学习网站等，其中学生用书附赠录音光盘。整套教材分为职场环境、日常业务、商务活动和未来发展四大板块，共十六个单元。每个单元围绕同一个职业工作技能展开训练，每个教程各有侧重，既相对独立，又相辅相成。

《高职英语听说教程》每单元由六大部分组成：

Section 1 Phonetics Rules (语音知识)：语音知识简介，包括字母组合发音规律、语音知识和绕口令三个部分，旨在听说前让学生熟悉并练习语音规律，目的是让学生了解语音必要知识和发音技巧，为听说环节做好准备。

Section 2 Warming-up Module (热身模块)：包括词语搭配、猜测句意、听写常用句型等五个部分。此部分旨在培养学生的实际阅读能力和通过阅读获取工作岗位知识的能力。

Section 3 Practice Module (练习模块)：包括三个短对话，练习学生对发音相似的单词听音辨别及对话常用句型练习。

Section 4 Profession Module (职业模块)：包括三个长对话和一篇短文。旨在对职场具体情境进行听力训练，熟悉职场常见词汇及句型。

Section 5 Cultural Notes (文化天地)：精选具有文化特色的美文帮助学生开阔眼界，了解异国风情，拓展英语文化知识，增强英语学习兴趣。

Section 6 Fun Time (开心时刻)：通过英文经典诗歌、电影、歌曲丰富课堂内容，增加英语学习的乐趣，提高学生学习的积极性。

《高职英语听说教程》由鄂州职业大学公共外语课部教师编写，是高职高专公共英语教学理念方面的新的探索和创新，缺点和疏漏之处在所难免，欢迎广大使用者批评指正。

编者

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Unit 1

Introductions and Greetings





Phonetics Rules

1. Let's Read

ai /eɪ/ tail rain pain rail nail

ee /i:/ bee jeep feet see teeth

ea /i:/ sea meat peach tea leaf

2. Phonetics Notes

元音：发音时声带振动，呼出的气流通过口腔时不受阻碍，这样形成的语音称作元音。元音发音响亮，口腔中气流不受阻碍，是构成音节的主要音。英语中有 20 个元音。它们是：

长元音：/ɑ:/ /ɔ:/ /ɜ:/ /i:/ /u:/

短元音：/ʌ/ /ɒ/ /ə/ /ɪ/ /ʊ/ /e/ /æ/

双元音：/ɪə/ /eə/ /ʊə/ /əʊ/ /aʊ/ /eɪ/ /aɪ/ /ɔɪ/

3. Practice Your Tongue

- (1) Linda sees a bee on a leaf of a peach tree.
- (2) We can't see this cheap ship on this chilly Christmas Eve.
- (3) Fred baked eight red bread during the break.
- (4) Kate ate eight cakes Fred had baked.

Part 1

Warming-up Module

Situation introduction: *You are a new employee and going to report for your work. How to settle down and express yourself in the new company? The following expressions may help you. Let's practice.*

1. Listen and match. Listen to the following expressions and match them with the possible meanings.

- | | |
|-----------------------------------|--------------------|
| (1) Green hand | () A. 加班 |
| (2) Feeling of freshness | () B. 下班打卡 |
| (3) Rules and regulations | () C. 高层管理人员 |
| (4) Employee's card | () D. 新鲜感 |
| (5) Probation period | () E. 上班打卡 |
| (6) Personal records | () F. 工作证 |
| (7) Life-long learner | () G. 大公司的小人物 |
| (8) Staff in Basic Level | () H. 人事档案 |
| (9) Workplace etiquette | () I. 职场礼仪 |
| (10) A big fish in a small pond | () J. 基层员工 |
| (11) A small fish in a big pond | () K. 终身学习者 |
| (12) Punch-out | () L. 小公司的大人物 |
| (13) Punch-in | () M. 试用期 |
| (14) Work overtime | () N. 新手; 菜鸟 |
| (15) Top manager | () O. 规章制度 |

2. Listen again and try to remember these expressions.

1 _____	2 _____
3 _____	4 _____
5 _____	6 _____
7 _____	8 _____
9 _____	10 _____
11 _____	12 _____
13 _____	14 _____
15 _____	

3. Listen and match. Listen to the following sentences and guess their meanings.

- () (1) I'm reporting for work today.
- () (2) Are you a newcomer?
- () (3) I was told to report here to work as a secretary.
- () (4) Would you like to tell me my work duties?
- () (5) What are our rules about punching?
- () (6) Good morning. I'm new here. Please let me introduce myself.
- () (7) May I ask you a favor?
- () (8) I'm on probation.
- () (9) I'd like you to meet Mr. White, our sales manager.
- () (10) I hope you'll be happy working here, and if you have any problems, just let me know.

- A. 我现在是试用期阶段。
- B. 早上好。我是新来的。我先自我介绍一下。
- C. 公司上下班打卡有什么样的规定？
- D. 我想让你认识一下我们的销售经理，怀特先生。
- E. 有人通知我到这里报到做秘书工作。
- F. 我今天来报到。

G. 希望你在这里过得愉快，如果有问题尽管来找我。

H. 你能告诉我，我的工作职责是什么吗？

I. 你是新来的吗？

J. 我能请你帮个忙吗？

4. Fill in the blanks with the expressions above. Test how much you have got ready as a newcomer.

(1) — _____ ?

—Yes, I am a green hand.

(2) — _____ .

—OK, I have heard a lot about him.

(3) — _____ .

—Good morning. Nice to meet you.

(4) — _____ .

—Thank you. I believe I'll be happy working here.

(5) —How long have you worked in the company?

— _____ .

(6) — _____ .

—Welcome aboard. I am waiting for you now.

(7) — _____ .

—Yeah, you've found the right place. We are in great need of a secretary.

(8) — _____ ?

—Yes. To be a housekeeper, you should know a lot.

(9) — _____ ?

—Of course, what can I do for you?

(10) — _____ ?

—You should punch-in at 9 o'clock from Monday to Friday.

5. Listen and repeat. Listen to these sentences again and think about in what situation you may need to use them. Try to remember these sentences if possible.

Part 2

Practice Module

Situation introduction: *Now you have come to your company. What will happen to you? Let's practice.*

Listen and choose. Listen to the dialogues and choose the missing words.

Dialogue 1

(You are Tom, and are just employed. Now you are reporting for work to your manager.)

You: Good morning, my name is Tom. Nice to meet you.

Manager: Good morning, Tom. I am Kristian. Nice to meet you, too. Welcome aboard, Tom.

You: Yeah, I am very happy to _____ (join/joy) this great team.

Manager: Well, you will meet your new _____ (carriage/challenge) here. I have _____ (face/faith) in you.

You: I _____ (negotiate/appreciate) that. I will do my best.

Manager: Yeah, if you have any questions, do not _____ (hesitate/imitate) to ask me at any time.

You: Thank you so much for your kindness.

Manager: OK, let me introduce some of your colleagues to you.

You: Yes, thank you.

Notes

challenge /'tʃælɪndʒ/ *n.*

[U] [C]something that tests strength, skill, or ability, especially in a way that is interesting 挑战; 艰巨的任务

faith /feɪθ/ *n.*

[U] a strong feeling of trust or confidence in someone or something 信任; 信仰; 信心

hesitate /'hezɪteɪt/ *vi.*

to pause before saying or doing something because you are nervous or not sure 犹豫

Task 1 Suppose you are Tina, a new employee in Sales Department. Now you will report for your work to your manager Susan. What will you say? Please make up a dialogue with your partner and display how you report for your work.

Expressions you may use:

- (1) I'm reporting for work today.
- (2) Good morning. I'm new here. Please let me introduce myself.
- (3) Nice to meet you.
- (4) Welcome aboard.
- (5) I'd like to ...
- (6) Staff in Basic Level
- (7) I was told to report here to work as a...

(8) This is your employee's card.

(9) Would you like to tell me my work duties?

Dialogue 2

(You are Tom and on your first day for work. Your colleague Carl is introducing you to the department manager Jim.)

Carl: Good morning, Jim. I'd like you to meet Tom. He's our new Software Engineer.

Tom, Jim is our _____ (department/apartment) manager.

Jim: Hello, it's a _____ (treasure/pleasure) to meet you, Tom. Welcome _____ (aboard/abroad) .

You: Thank you. I'm glad to meet you, too. And looking forward to working for you.

Jim: From what I've heard, you're going to _____ (fit/feet) in just fine. I'll see you this afternoon to go over things.

You: Fine with me.

Jim: I'll have a meeting and must be off now. Carl can help you to know more about our _____ (cream/team) .

You: OK.

Carl: No problem. Let's go ahead.

Notes

go over 仔细推敲

look forward to 期待

be off 离开

Task 2

You are Ann and on your first day for work, and Bob is introducing you to the department manager Ken. What will you say? Please make up a dialogue with your partner and display how you greet your colleagues.

Expressions you may use:

(1) I'd like you to meet...

(2) This is...

(3) I am glad to meet you.

(4) work for...

(5) work with...

(6) I hope you'll be happy working here, and if you have any problems, just let me know.

(7) Can you introduce...to me?

(8) Welcome to join us.

Dialogue 3

(You are on your first day for work. Ben, one of the colleagues in your department, is telling you some rules about the company.)

Ben: Welcome to NHN Group. First, let me go over what we do in the department during a _____ (typical/capital) workday.

You: OK. I understand that we basically work from 9 to 6, with an hour-long lunch _____ (brake/break) from 12 to 1, right?

Ben: That's right.

You: How often do we have meetings?

Ben: You should attend a department meeting every Friday morning. There are other meetings for people working together on certain _____ (objects/projects) .

You: Fine. Salaries are paid directly into our bank _____ (accounts/announces) , aren't they?

Ben: That's right.

You: Do employees here have to go through a probation period?

Ben: Yes, you would. Our company believes in employee training and self-improvement.

You: Yeah, I see. I've met some colleagues already. I'm sure we'll get along well with each other.

Ben: OK. This is your _____ (cubicle/bicycle) . Get yourself settled and then I'll introduce you to some of the others.

Notes

typical /'tɪpɪk(ə)l/ *adj.*

having the usual features or qualities of a particular group or thing 典型的；有代表性的

project /'prɒdʒekt/ *n.*

[C]a carefully planned piece of work to get information about something, to build something, to improve something, etc. 项目；计划

cubicle /'kjuːbɪkl/ *n.*

[C]a small part of a room that is separated from the rest of the room 办公隔间；小室

probation /prə'beɪʃ(ə)n/ *n.*

a period of time, during which an employer can see if a new worker is suitable 试用期

Task 3

You are Ann and on your first day for work. Dennis is your colleague in your department and he is telling you some rules about the company. What will you say? Please make up a dialogue with your partner and display how you communicate with your colleagues about company rules and regulations.

Expressions you may use:

- (1) go over
- (2) a typical workday
- (3) work from ... to ...
- (4) punch-in/out
- (5) take a leave
- (6) attend a department meeting
- (7) go through a probation period
- (8) training course
- (9) be promoted
- (10) This is your cubicle.
- (11) Your duty is...
- (12) work overtime
- (13) Staff in Basic Level
- (14) Workplace etiquette

Part 3
Profession Module

Situation introduction: *As a newcomer at work, we'll have more conversations with our colleagues and learn more from them. Let's practice.*

I. Conversations
Conversation 1
1. Listen and complete them by putting in the missing sentences.

(George Chen is reporting for his work on the first day to C&C Company, and Mike is greeting him.)

Mike: Hello. Welcome to C&C Company!

George Chen: Hello. And good morning. I'm George Chen.

Mike: Nice to meet you George. _____ (1) _____. We're like a big family here. We all work together as a team.

George Chen: That's great. I'm eager to start.

Mike: Well, _____ (2) _____.

George Chen: All right. That will be a big help. I'm fresh out of college.

Mike: We require all our employees to arrive for work on time and we insist that they keep their lunch hours to a reasonable length.

George Chen: I understand. _____ (3) _____.

Mike: Employee character is very important to us. We expect everyone here at C&C to be hard-working, cooperative, honest and open-minded.

George Chen: I'm very glad to hear that. _____ (4) _____.

Mike: We also try to do the best we can for our employees. We feel obligated to provide a safe working environment, _____ (5) _____.

George Chen: That's very admirable. That's also one of the reasons I wanted to work here.

A. and we make every effort to listen to our employees' concerns

B. let me tell you about some of our policies and practices here

C. I'm glad you'll be working for us

D. That seems easy to follow

E. I think I possess all of those qualities

Notes

fresh /frefʃ/ *adj.*

good or interesting because it has not been done, seen, etc. before 新鲜的; 清新的; 无经验的

require /rɪ'kwaɪə(r)/ *v.*

if you are required to do or have something, a law or rule says you must do it or have it 要求; 需要; 命令; 规定

cooperative /kəʊ'p(ə)rətɪv/ *adj.*

willing to cooperate; helpful 合作的; 协作的

obligated /'ɒblɪgetɪd/ *adj.*

to feel that you must do something because it is right or because someone has done something for you 有义务的; 有责任的

admirable /'ædmərəbl/ *adj.*

having many good qualities that you respect and admire 令人钦佩的; 绝妙的; 极好的

make every effort to do...

努力干……

2. Have you got enough information about their talk? Listen to the conversation again and choose the correct answers to the questions below.

(6) How long does George Chen work in the company?

A. For several years.

B. Only for a short time.

C. He is fresh out of college.

D. Not mentioned.

(7) What kind of working environment does the company want to provide?

- A. Clean. B. Safe.
C. Busy. D. Easy.

3. Listen again. Imagine you are George Chen. How do you get to know your colleagues? Practice this conversation with your partner.

Conversation 2

1. Listen and complete them by putting in the missing sentences.

(Bob is a newcomer and he is asking Jack, his colleague, about the company's rules and regulations.)

Jack: Now, perhaps you have some questions. _____ (1) _____?

Bob: Yes, as a matter of fact, I have a few questions.

Jack: Certainly. Go ahead!

Bob: Will I be required to have a medical examination before I start work?

Jack: Yes, but the company will cover the expense.

Bob: _____ (2) _____?

Jack: Yes, you would. Our company believes in employee training and self-improvement.

Bob: _____ (3) _____?

Jack: No, that wouldn't be necessary.

Bob: And one more question: _____ (4) _____?

Jack: No, they don't. Once you are hired, you have the same rights as other employees.

Bob: I see. That's great.

Jack: Do you have any other questions?

Bob: No, I don't think so. _____ (5) _____.

Jack: All right. I'm glad to hear that.

Bob: Well, I've probably taken up enough of your time.

Jack: We'll talk again soon.

Bob: I've enjoyed talking with you. Thank you very much.

Jack: You're very welcome.

- A. And would it be necessary for me to work on weekends
- B. You've been so helpful
- C. Is there any additional information I can provide
- D. do employees here have to go through a probation period
- E. And would I have to go through special training or preparations for the job

Notes

expense /ɪk'spens/ *n.*

[U][C]the amount of money that you spend on something 费用, 花费; 代价

self-improvement

自我改善; 自我修养

as a matter of fact

事实上

go ahead

继续

take up

占据

2. Have you got enough information about their talk? Listen to the conversation again and choose the correct answers to the questions below.

(6) When do the employees have a medical examination?

- A. Before they start work.
- B. After they start work.
- C. At any time.
- D. Not mentioned.

(7) Do employees here have to go through a probation period?

- A. Yes, they do.
- B. No, they don't.
- C. It is not sure.
- D. Not mentioned.

3. Listen again. Imagine you are Bob. How do you get information about the company's rules and regulations from your colleagues? Practice this conversation with your partner.

Conversation 3

1. Listen and complete them by putting in the missing sentences.

(Jim is a newcomer and has sent an E-mail wrongly to his client. His manager David is talking with him about it.)

David: Jim, _____ (1) _____ ?

Jim: For three months, Sir.

David: It is not a short time, and you should have had some knowledge of your job well.

Jim: Yes, I feel so sorry.

David: As a newcomer, after the feeling of freshness, you should focus yourself on learning more from your colleagues. _____ (2) _____, especially those who are careful, hard-working, and devoted.

Jim: Yes, it is my fault. I feel so sorry, and due to my fault...

David: Don't say sorry again. _____ (3) _____. You are smart, and I have confidence on you.

Jim: _____ (4) _____. I'll do better in the future.

David: OK. _____ (5) _____.

- A. Let's make it
- B. I promise I will not
- C. how long have you been here
- D. I think it is very important to learn from them
- E. I want you not to do it again

Notes

devoted /dɪˈvəʊtɪd/ <i>adj.</i>	giving someone or something a lot of love and attention 投入的；全心全意的
fault /fɒlt/ <i>n.</i>	[C] a bad or weak part of someone's character 过错
have knowledge of	知道；了解
focus on	专注于
have confidence on	对……有信心

- 2. Have you got enough information about their talk? Listen to the conversation again and choose the correct answers to the questions below.**

(6) How long has Jim worked in the company?

- A. For three years. B. For three months.
C. For three weeks. D. Not mentioned.

(7) What kind of colleagues should Jim learn from?

- A. Those who are careful. B. Those who are hard-working.
C. Those who are devoted. D. All of the above.

- 3. Listen again. Imagine you are Jim. How will you do in the future? Practice this conversation with your partner.**

II. Passage

- 1. Listen to the passage and write down the missing words.**

Good morning, everyone. I am Peter, Sales manager of the company. First of all, I would like to take this _____ (1) _____ to welcome you to our company. As you are _____ (2) _____ our company is the one of the _____ (3) _____ in the field and I know you will be proud of being a _____ (4) _____ of our company. It is always my greatest concern to keep the business going. We can never rest on our former success. We need to set new _____ (5) _____ for ourselves all the time. As you are _____ (6) _____ with new knowledge, new thoughts and new _____ (7) _____,

make full use of them while they are still ____ (8) ____ in your minds.

Work hard, not only for the company but also for yourself, that's the only way that you and the company can keep ____ (9) ____ . Again I would like to welcome you and from today on, let's ____ (10) ____ for development.

Notes

rest on

依靠；依赖

be proud of

为……而骄傲

2. Listen to the passage once again and discuss the following questions.

(1) What is the general idea of the Sales manager?

(2) Why does the Sales manager ask the employees to work hard?

III. Task

Role-play task: Make up dialogues with your partners according to the following situation.

Suppose you are Mike and on your first day for work. When you come to the company, your colleague Jack meets you and leads you to the manager's office. He helps you know some rules and regulations and introduces you to the manager. You report for work to your manager.



Cultural Notes

Tips for New Employees

Being the new employee can be difficult. You can go from bored to overwhelmed in minutes, and your new colleagues and manager will quickly form an opinion of you based on the behavior you exhibit during your first couple weeks of work. To be sure you get off on the right foot, make sure you follow these tips below:

1. Master the head nod.

The most important tip for any new employee is to master the head nod. Monotone head nodding suggests you aren't paying attention, and a lack of head nodding suggests you have limited cognitive skills.

2. Get in very early at least one day.

During your first week on the job, it's imperative that you show up very early at least one of the days to determine when your manager gets into the office.

3. Leave late at least one day.

Leave 15 minutes after your manager. In order to do that, you need to track their departure times.

4. Actually pay attention to people's names when introduced as opposed to pretending to care.

During your first week on the job, it might be fairly important to remember their names.

5. Don't talk about your previous job unless asked.

This is a good tip at any point in your career, but especially true during your first few weeks on a job. Quite frankly, nobody gives a damn what you did before. If they do care, they'll ask you.

After-class Activities

Listening exercises from PRETCO-A

Directions: *This section is to test your ability to comprehend short passages. You will hear a recorded passage. After that you will hear five questions. Both the passage and the questions will be read two times. When you hear a question, you should complete the answer to it with a word or a short phrase (in no more than 3 words) . The questions and incomplete answers are printed in your test paper. You should write your answers on the Answer Sheet correspondingly. Now listen to the passage.*

(2011-6 Model Test: Part I: Section C)

1. How many parts does a conversation with a new friend usually consist of?

2. What do you do in the first part of the conversation?
We _____ and tell each other our names or exchange name cards.
3. What is mentioned as an example of important matters?
_____ affairs.
4. What is usually avoided in the conversation?
_____ or unpleasant things.
5. What do you usually say to your new friend at the end of the conversation?
We tell him we are happy to _____ him.



Fun Time

Beautiful in White Shane Filan<Westlife>

Not sure if you know this
 But when we first met
 I got so nervous I couldn't speak
 In that very moment
 I found the one and my life had found this missing piece
 So as long as I live I love you
 Will have and hold you
 You look so beautiful in white
 And from now to my very last breath
 This day I'll cherish
 You look so beautiful in white tonight
 What we have is timeless
 My love is endless
 And with this dream I say to the world
 You're my every reason you're all that I believe in
 With all my heart I mean every word

So as long as I live I love you
Will have and hold you
You look so beautiful in white
And from now to my very last breath
This day I'll cherish
You look so beautiful in white tonight
You look so beautiful in white tonight
You look so beautiful in white tonight
And if our daughter is what our future holds
I hope she has your eyes
Finds love like you and I did
Yeah, if she falls in love and we will let her go
I'll walk her down the aisle
She looks so beautiful in white
You look so beautiful in white
So as long as I live I love you
Will have and hold you
You look so beautiful in white
And from now to my very last breath
This day I'll cherish
You look so beautiful in white tonight
You look so beautiful in white tonight