

HỌC ANH NGỮ TRÊN ĐÀI VOA

Đi nghe bài học, xin [BỘ M VÀO ĐÁY](#)

Đây là chương trình Anh Ngữ Sinh Động New Dynamic English **bài 70**. Phạm Văn xin kính chào quý vị thính giả. Trong bài học này quý vị sẽ học về những cách thức truyền đạt tin tức trong các công ty Hoa Kỳ. In this lesson, we will study how information is communicated in American companies.

Xin nghe một ý chính khó:

aspect=khía cạnh.

information communication=truyền đạt tin tức.

Corporate communication=cách thức truyền đạt tin tức trong một công ty. Corporate (adj.) thuộc về công ty.

Corporation=công ty.

meetings=họp.

memo=thông báo, tờ chấp memorandum, số nhiều memoranda hay memorandums.

e-mail is really popular now=bây giờ điện thoại rất phổ thông.

personal communication=cách truyền đạt có tính cách cá nhân [nhỏ gọn thông].

formal=nghiêm trang, trịnh trọng, có vẻ lễ nghi;

trái nghĩa=informal, friendly=thân mật.

Fact=số kiện.

Policy=điều lệ, chính sách, quy luật chung.

Meetings take up a lot of time=những buổi họp tốn (chiếm) nhiều thì giờ.

Efficient=hữu hiệu.

E-mail is fast and you can do it from your desk=điện thoại thì nhanh và có thể viết, gửi hay nhận tại bàn giấy của mình.

Call a meeting=trị buổi họp một buổi họp.

Method=phương pháp.

CUT 1

Culture Tips: Corporate Communication

Larry: Culture Tips

This Culture Tip discusses communication in American business.

Eliz: Welcome once again to “Culture Tips” with Gary Engleton.

Gary: Welcome everybody!

Eliz: Well, Gary, today we have an e-mail question about another important aspect of American business culture.

Gary: Great! What’s the question?

Eliz: The question is: “How is information communicated in an American business?”

Gary: Well, let’s start with meetings.

If there is information that really needs to be discussed, Americans usually call a meeting.

Eliz: Uh-huh.

Gary: But in many American companies, people don’t like meetings.

Eliz: Why is that?

Gary: Well, they take up a lot of time. Everyone has to stop working and sit together.

Eliz: I understand. What else can you do?

Gary: Well, you can write a memo and give everyone a copy.

Eliz: That’s convenient.

Gary: Yes, it’s a good method when you want to give simple information to many people. But if you want to communicate with only one or two people, it is easier just to walk over and talk to them.

Eliz: Personal communication can be very nice.

Gary: Yes, it’s not as formal. It’s friendly. Many Americans prefer that method. But e-mail is really popular now.

Eliz: Why?

Gary: Well, it’s fast and you can do it from your desk.

Eliz: That is convenient, but not as personal. (pause) Well, thanks again, Gary.

Gary: I’m glad that I could help.

MUSIC

Vietnamese Explanation

Xin nghe một câu rồi đoán xem câu đó đúng hay sai (true or false) căn cứ vào bài và a h c khi nghe tiếng chuông. Sau đó nghe câu trả lời đúng và rồi ghi thích.

Personal contact=gặp gỡ.

CUT 2

Language Focus: True/False

Larry: True or False.

Larry: Listen. Is this statement true or false? Eliz: Everyone in American companies likes meetings. (ding) (pause for answer)

Eliz: False. Many people think that meetings take up too much time.

Eliz: Memos are good for communicating facts. (ding) (pause for answer)

Eliz: True. They are very good for communicating simple facts and policies.

Eliz: E-mail is good for personal contact. (ding) (pause for answer)

Eliz: False. E-mail is efficient, but there is no personal contact.

MUSIC

Vietnamese Explanation

Trong phần thi. quý vị nghe nhäng cách trì hoãn quyết định, STALL/DELAY A DECISION. Phần đàm thoại thi cho thấy một người xin hẹn gặp. This dialog shows a person making an appointment.

To make an appointment.=xin hẹn gặp.

A team=näm. Board of Directors=Häi Đäng Giám Đäc công ty.

Word=läi [cän cä nghĩa là chä, tä].

May I have a word with you? May I speak to you? Cho phép tôi thäa chuyện väi ông/bà.

Way behind=bä bä läi rät xa, rät trä. Way là täng adverb, träng-tä, nghĩa nhä far, hay very, nhä trong câu, He's way behind on the project=anh ta trä läm trong dä án.

I can't wait=täi không chä đäc.

Let's sleep on it=đä täi vä suy nghĩ mai sä tính.

Problem=vän đä khó khăn.

A problem employee=mät nhân viên cä vän đä, gäy khó khăn cho công viäc.

Sigh=täng thä dài; big sigh=täng thä dài mänh.

CUT 3

Business Dialog: Stalling

Larry: Business Dialog: Stalling

This dialog shows a person making an appointment Phä n đàm thoại này cho thầy mät ngäi xin hän gäp.

Summary. Tóm tắt.

a team =nhóm.

a Board of Directors=Häi Đäng Giám đäc cäa mät công ty:

word =läi, chä, tä.

He's way behind on the project.=Anh ta trä nhiäu trong dä án.

It can't wait. =tôi không thä chä đä cä.

Let's sleep on it. =đä täi vä suy nghĩ, mai hãy tính.

Eliz: Let's listen to today's Business Dialog.

Frank and Joan are discussing a problem employee.

Joan: Frank, can I talk to you?

Frank: Is it about Joe again?

Joan: Yes, it is. He's way behind on the project.

Frank: Joan, I'm really busy right now. Let's discuss it tomorrow.

Joan: Frank, it can't wait. He's hurting the whole team!

Frank: Joan, I don't think that this is the best time to talk about it.

I have to speak to the Board of Directors in 30 minutes.

Joan: But it has been going on for weeks!

Frank: Look. Let's sleep on it. We'll talk again tomorrow afternoon.

Joan: (Big Sigh) All right.

MUSIC

Vietnamese Explanation

Trong ph n t i, ta nghe m y câu dùng đ trì hoãn quy t đ nh-useful expressions for stalling.
To stall=to put off a discussion, to delay a decision= Trì hoãn bàn v m t v n đ hay trì hoãn quy t đ nh.

Thí d : Let's discuss it tomorrow=Mai chúng ta s bàn chuy n này.

I don't think this is the best time to talk about it=tôi không cho r ng bây gi là lúc t t nh t đ bàn v chuy n đó.

I'm really busy right now=bây gi tôi r t b n.

Let's sleep on it=t i v suy nghĩ, mai hãy tính=let's give it more time to think about it.

CUT 4

Language Focus: Focus on Functions: Stalling

Larry: Focus on Functions: Stalling.

Eliz: Now let's focus on Stalling.

Here are some useful expressions for stalling:

Larry: Listen and repeat.

Eliz: I'm really busy right now. (pause for repeat)

Eliz: Let's discuss it tomorrow. (pause for repeat)

Eliz: I don't think that this is the best time to talk about it. (pause for repeat)

Eliz: Let's sleep on it. (pause for repeat)

Eliz: We'll talk again tomorrow afternoon. (pause for repeat)

MUSIC

Vietnamese Explanation

Trong phần tiếp theo, ta tiếp tục nghe về cách hoãn quyết định, hay hoãn bàn về một vấn đề.

Đã học to stall, to delay a decision=trì hoãn quyết định.

Bây giờ quý-và học thêm, to put off a discussion, nghĩa là hoãn một cuộc thảo luận, hay bàn cãi.

Thí dụ như câu: Can we talk about this tomorrow?=mai chúng ta bàn về chuyện này được không?

Hay là, I don't think it is the best time to talk about it=tôi không nghĩ bây giờ là lúc tốt nhất để bàn về chuyện này.

Hay là dùng thành ngữ: Let's sleep on it.

To hurt=làm tổn thương, làm hại.

He's hurting the whole team=anh ta làm tổn thương cho cả nhóm.

But it's going on for weeks=những chuyện này kéo dài mấy tuần rồi.

CUT 5

Gary's Tips: Stalling: Let's discuss it further tomorrow. Let's sleep on it.

UPBEAT MUSIC

Larry: Gary's Tips

Eliz: Now it's time for Gary's Tips with Gary Engleton!

Gary: Hello, Elizabeth. Today I'll be talking about the Language Function: Stalling.

Eliz: What do you mean by stalling?

Gary: Well, sometimes you want to delay a discussion or a decision. Maybe you want more time to think or to get more information. Or you may just be too busy to talk.

Today's Business Dialog introduces a number of useful expressions for stalling. In the dialog, Joan wants to talk with Frank, but Frank is too busy.

Joan: Frank, can I talk to you?

Frank: Is it about Joe again?

Joan: Yes, it is. He's way behind on the project.

Frank: Joan, I'm really busy right now. Let's discuss it tomorrow.

Gary: Frank explains why he can't talk now, and he suggests a time when they can talk. Joan feels the discussion is too important to delay. She uses the expression "It can't wait" to say that something must be done now.

Joan: Frank, it can't wait. He's hurting the whole team!

Frank: Joan, I don't think that this is the best time to talk about it. I have to speak to the Board of Directors in 30 minutes.

Gary: Again, Frank stalls, and he gives his reason for the delay. Joan tries one more time, and again, Frank puts off the discussion.

Joan: But it has been going on for weeks!

Frank: Look. Let's sleep on it. We'll talk again tomorrow afternoon.

Joan: (Big Sigh) All right.

Gary: Frank makes it clear that he does not want to talk about the situation until tomorrow.(short pause)

Gary: In her conversation with Mr. Epstein, Ms. Graham uses a similar expression to put off discussion.

Epstein: I think we really have to go ahead with this.

Graham: Yes. All right. Well, let's discuss it further tomorrow. All right?

Gary: Thanks for joining us today for Gary's Tips. We'll see you again next time.

Eliz: Thanks, Gary.

MUSIC

Eliz: Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Vietnamese Explanation

Quý vị vừa học xong bài 70 trong chương trình Anh Ngữ Sinh Động New Dynamic English. Phạm Văn xin kính chào quý vị thính giả và xin hẹn gặp lại trong một bài học khác.