现代美国英语口语辞典

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第一部分

LESSON 1

银行日常会话
Daily Bank Speech

提示：
银行日常业务种类繁多，我们学习时要从最一般的业务术语开始。从银行职员角度来说最大量的就是存款、取款、兑换、记账、转账等等。对这些术语，要做到烂熟于胸，到正式会话时才能脱口而出。此外，还要熟悉一些常见的句型和表达方式，我们编排的每例的问候、陈述、或者发问都是最常用的句式，大部分句式后面还有一些语法说明。本章后面还附有短文《部分准备金》，请仔细阅读。

1.早上好，先生。您想要兑换吗?

Good morning, sir. Would you like to change money?

与顾客打招呼，首先当然要问好，然后转入正题。例如：

Good afternoon, madam. What can I do for you?

（下午好，太太。我能帮你的忙吗？）

Good evening, miss. Would you like to draw [dˈrɔːiŋ] some money? （晚上好，小姐。您想取钱吗？）

2.您想要哪种个人支票账户？普通的还是特别的?

What kind of checking account do you want? A regular one or a special one?

What sort of cheque [tʃek] do you like, the traveller's cheque? （你想要什么样的支票，是旅行支票吗？）

What kind of deposit [diˈpɔsit] account do you like, the fixed or the current? （您想办理哪样存款，定期存款还是活期存款？）

3.我能为您效劳吗?

What can I do for you?

这是一句主动提出给人帮忙的套话，类似的还有：

Can I help you? （我能帮你什么忙吗？）

Would you like me to do you a favor? （您想要我给您帮忙吗？）

4.您打算取多少钱?

How much money do you want to draw?

学银行英语，要记住一些与钱币打交道的习语，例如：

I plan to deposit some money. （我打算存一些钱。）

Would you like to draw money? （您想取钱吗？）

Are you planning to change money? （您打算兑换钞票吗？）

Mr. Smith intends to remit [rəˈmit] money. （史密斯先生想汇款。）

5. 您的存款余额是6000元人民币。

Your balance is RMB 6000.

在金融上，“balance”一词有多种表达意义，分别为“平衡，差额，余额”等等，翻译时尤其要注意。如：

Please record the balance in ledge. （请记下这总账的余额。）

The balance of clearing is U.S.$20,000. （清算余额为2万美金。）

We are producing the balance sheet. （我们正在编制资产负债表。）

This is the balance of a current account. （这是活期账户的余额。）

6.许多人认为银行工作很累人。

Many people think banking is tiresome.

表达“认为”“以为”可以用think...，believe...， hold that...等，如：

Most people believe that the task of accounting is troublesome. （大部分人认为财会工作很麻烦。）

Many young women hold that bank accounting [əˈkauntiŋ] is a good job. （许多年轻女士认为银行会计是一份好工作。）

7.详细信息列在那块牌上。

The detailed information is listed on the board.

被动语态被广泛的使用在专业英语里，如：

A receipt was enclosed in the envelop for you. （给你开了一张收据放在信封里。）

A cheque with some advanced date will also be issued for you. （还要给你开一张远期支票。）

Free personal checks are offered to all our customers. （我们免费给所有顾客提供个人支票。）

8.兑换支票收手续费吗？

Do you charge for cheques?

charge“收费”一词在英语中可分别作为动词和名词使用：

We do not charge anything for drawing. （取款不收任何费用。）

We only charge a very little fee for remittance. （汇款只收一点点小费。）

There is no charge for outgoing remittance.（向外汇款不收费。）

9.我必须存一大笔钱才可以开一个支票/储蓄账户吗？

Do I have to deposit a large sum of money in order to open a checking or savings account?

英语中“in order to，so as to，so that”引出目的状语，口语中常常使用：

Please fill out the signature card in order to leave your script. （请填写这张签名卡，留下你的字迹。）

You need to write down your name, address and occupation so as to let us know your identity. （填上你的姓名、地址与职业，让我们了解你的身份。）

I'll get a receipt and a checkbook for you so that you can complete these forms. （我为您准备收据和支票本，好让您填写这些表格。）

10.因为粗心，李小姐的汇款单出了一些错。

M**iss Li makes mistakes on the remittance sheet due to carelessness.**

表示原因的状语多种多样，最常见的用短语介词“because of”或者“because，for”等关联词。

Miss Liu didn't come because of illness. （因为生病，刘小姐没来。）

Mr. Zhang was late this morning because the rain delayed [dəˈlei] his arrival. （张先生今天上午来晚了，因为下雨耽搁了。）

There must be something wrong with the account for the result [rəsˈʌlt] is incorrect. （账目肯定有问题，因为结果不对。）

11.我应在什么地方签名？

Where am I supposed [sə'pouz] to sign my name?

“be supposed to” 这一短语表示一种客观情况，意思为“估计，认为”常在口语中使用。例如：

I am supposed to draw some money from the bank to meet this month's expenditure. （我大概要从银行取些钱对付本月开支。）

He is supposed to graduate from the college but he knows little about finance. （他今年要大学毕业了，但是金融方面的知识还是知道得不多。）

12.如果你请她帮忙，她肯定会教你怎样做。

If you ask her for help, she will certainly tell you how to do it.

条件句如果用虚拟式表达，则要求如下：

与现在情况相反： If A did (were to do), A (B) would do...

与过去情况相反：If A had done... A (B) would have done...例如：

If he were here now, I would ask him for help. （假如他现在在这里，我就要请她帮忙。）

If I had studied the bank accounting, I would have worked more smoothly [sm'u:θli]. （如果我当初学了银行会计，我的工作就会更加顺利。）

Were you to lay əlei] in new stock of goods now, you would make profit. （假如你们现在进货，你们就可以盈利。）

13.先生，您不介意把护照号码告诉我吧？

Would you mind telling me your passport number, sir?

英语中，某些动词常与动名词搭配。常见的有：avoid，admit，consider，enjoy，finish，miss，mind，risk等：

We don't avoid working overtime for our customers.（我们决不拒绝为客户加班。）

She admitted [əd'mit] making mistakes on the account.（她承认做账有错误。）

Do you consider offering a foreign exchange loan? （您考虑过提供外汇贷款吗？）

We never risk asking for loans over payment. （我们决不冒险申请归还不了的贷款。）

14.请填上这张表，好让我帮您存款。

Would you please fill out the form so that we can deposit your money?

表示结果状语最常用的结构有：“that, so that, so ... that”等等：

She made a lot of mistakes on the exam so she failed. （她考试时做错很多题，因而不及格。）

She made a big error on the statement so that she was blamed by her supervisor ['sju:pəviʒə].（她在报表上出了很大的错，因此受到上级的批评。）

She understands finance so much that every firm will hire [haiə] her. （她非常熟悉财务，因此每家公司都愿意聘用她。）

15.您填好账单没有？账单就在那边。

Have you filled out the account sheet? That's it over there.

现在完成时表达的是过去的动作对现在的影响，它强调的是现在情况。

Have you reported your lost passbook? （您办理了存折挂失没有？）

Have you deposited money on your account? （您在户头上存了钱没有？）

Have you handled your withdrawals? （您办理了取款手续没有？）

16.玛丽，这里是我们的外汇兑换部。

Mary, here is our foreign currency exchange department.

表达“这里是某某部门”时，可以用Here is... 这个结构，或者This is...如：

Here is the management department. （这里是经理部。）

This is our credit inquiry [ɪn'kwaɪərɪ] department.（这是我们的资信调查部。）

17.请让我介绍我们部门的人员。

Let me introduce [ɪntrədjuːs] the people in our department.

介绍人物，以下是最常见的结构：

Mr. Zhang is an certified ['səːtɪfaɪd] accountant.（张先生是注册会计师。）

Miss Li has been an accountant in our department for five years. （李小姐在我们财会部做了5年会计。）

Miss Liu is the cashier ['kæʃɪə] in our savings agency. （刘小姐是我们储蓄所的出纳。）

18.您知道汇款程序吗？

Do you understand the prcedure of outgoing remittance [rə'mɪtəns]?

Will you go in for the examination of Certified Accountants? （你想参加注册会计师的考试吗？）

Do you know Mr. Smith, the bank auditor? （你认识银行审计师史密斯先生吗？）

Have you ever done auditing ['ɔdɪtɪŋ]? （你干过审计吗？）

19.你能解释报表吗？

Can you interpret the balance statement?

一般疑问句当中，以情态动词发问时需要特别注意，有些时候看似用了一个过去式，实际上是为了礼貌（有的语法书认为是虚拟语气）：

Could you tell me how to do it? （你能告诉我怎么做吗？）

May I ask you a financial question? （我能问你一个财会方面的问题吗？）

Must I present the balance sheet at the bank before Friday? （我必须在星期五之前向银行提供报表吗？）

20.玛丽正在清账。

Mary is closing the account.

现在进行时在英语当中，除了表达正在进行的动作之外，还可以表达重复性的动作（相当于一般现在时）或者将来发生的事情（相当于一般将来时或者将来进行时。）

Mr. Smith is always checking the account. （史密斯先生总是在查账。）

Miss Li is arriving at the bank at 9:00 tomorrow morning.（李小姐明天上午9点钟来银行。）

Mr. Bell is transferring accounts tomorrow afternoon. （贝尔先生明天下午办理转账业务。）

21.史密斯公司的还贷情况怎样了？

What about Smith Company's loan payment?

我们时常问某事如何如何了，英语中常用what about ...? How about...表达，如:

What about your lost passbook? （你的那本丢失的存折怎样了？）

What about the automatic teller machine? （那台自动出纳机怎样了？）

What about this week's interest rate? （本周利息率怎样了？）

22.汇入的款项到了没有？

How about the incoming remittance?

与“What about”相比，“How about”更多与动名词搭配。询问对方某事进行得怎样了，常用这一结构:

How about reporting your lost passbook? （你的存折挂失办得怎样了？）

How about reporting your lost checks? （去办支票挂失好吗？）

How about using the credit ['kredit] card to pay? （用信用卡付款怎么样？）

23.您喜欢当银行会计吗？

Do you like to be a bank accountant?

人们总喜欢问人“对某事某物是否感兴趣，是否喜欢”，英语中这种意思的表达方式很多，以下是最常见的几种：

Are you interested in auditing? （你对干审计感兴趣吗？）

Are you fond of finance [f'ainəns]? （你对学金融感兴趣吗？）

Would you like to take the course of finance? （你想选金融课程吗？）

24.您为什么学金融？

Why do you study finance?

问对方何故做何事，最常见到的结构，就是Why ...? 或者What is that ...? For what reason ...? 等：

Why did you come to work in our company? （你为什么来我们公司工作？）

Why do you choose finance as your profession [prəfeʃn]? （你为什么选金融作为职业？）

What is it that you like finance? （你为什么喜欢财会？）

25.你在哪里学的金融？

Where did you learn finance?

此句是问对方地点的惯常句。当然也有用“In what place do you ...?”这种表达方式的，只是它的口语味稍欠一些：

Where do you work, a government bank or a private bank? （你在哪里上班？在政府银行还是在私人银行？）

In what place did you start your job? （你是在哪里开始工作的？）

26.我是一名银行会计，我在上海汇丰银行上班。

I am an accountant. I work for the City Bank of Shanghai.

主体的自我表述，最常见的自然是“I +be”结构：

I was a financial student ten years ago. （10年前我是一名财经系学生。）

I have been a cashier for five years. （我当了五年的出纳员了。）

I will be an auditor next year. （明年我将成为一名审计师。）

27.在我很小时候，张小姐已经是银行出纳了。

When I was small, Mr. Zhang was already a bank teller.

表达“当……时候”这样的时间状语时，最常用的连词有“when，while，as”等，后面章节将分别介绍，例如：

While I was keeping accounts, she was calculating ['kækju:leitiŋ]. （我记账的时候，她在做核算。）

As I produced the financial statement, she wrote a report.（当我出报表的时候，她在写报告。）

28.银行一开门，刘小姐就进来办理她的定期存款了。

As soon as the bank opened, Miss Liu entered and handled her time deposit.

英语中表达“刚……就”，“一……就”有as soon as，hardly had ... when，be about to ... when，the moment之类结构。例：

Hardly had I arrived at the bank when they finished work. （我刚到财务部，他们就下班了。）

I was about to leave [liːv] when the phone rang. （我正要动身，电话铃就响了。）

The moment the door opened, Miss Li came in. （门一开，李小姐就进来了。）

29.我很喜欢在银行工作。客户都很有礼貌。

I am very much fond of working in the bank. The customers are very polite.

英语中说话人常用动词 be+adj（形容词）+prep（介词）来表达一个动宾结构：

She is not interested in keeping accounts. （她对记账工作不大感兴趣。）

Miss Li is absorbed [əbˈsɔːb] in her work. （李小姐对工作很专注。）

Many of us are fond of playing chess [ ]. （我们许多人都喜欢下棋。）

30.我们每天招呼顾客，接待顾客，询问顾客并回答问题。

Every day we greet and receive customers, make inquiries and give answers to them.

与一般现在时搭配的时间副词有：every day，always，usually，often，frequently，occasionally，never 等：

We always say goodbye to the customers when they leave the bank. （当顾客离开银行的时候，我们总是向他们道别。）

They usually make suggestions to customers. （他们常常向客户提建议。）

Very often Miss Douglas makes requests to customers.（道格拉斯小姐常常向客户提请求。）

Reading Material

The Fractional Reserve

部分准备金

Some banks may pay no interest or only a minimal [ ]（a.最小的） rate of interest on deposits. Banks May lend more money than they have on deposit, just as traders [ ] （n.商人）used to do when they issued more receipts for coins than they had in safekeeping. Strictly enforced [ ] （v.实施） government regulations control how many of the deposited dollars must be held in reserve to support loans. Loans made against this fractional [ ]（a.部分的） reserve are a key factor in banking and current fractional reserve deposit money expansion activities.

有的银行也许不支付存款利息或者只付最低的利息。银行借出去的钱可能会超过存款额，就像商人们经常做的那样，他们开出的收据的数额比他们实际保管的钱要多。政府通过严格执行有关美元存款中应保留多少作为准备金的规定来增加贷款。依据部分准备金要求所发放的贷款是银行业务与现行部分准备金存款扩张业务的主要因素。

Let's assume [ ] the fractional reserve ratio [ ] （比率） is 12 percent. Thus, when you deposit U.S. $1,000 in your local band, it may immediately set aside U.S. $120 as a reserve. The band deposits the reserve in the Federal Reserve Bank or branch that services your geographical area of the United States. After setting aside the U.S.$120 reserve, your bank is free to loan on U.S.$880.

假设部分准备金比率是12%。那么当你在本地银行存入1000美元时，银行会立即留出120美元作为准备金。银行把准备金存入你所在地区的美国联邦储备银行或分行。留出120美元做准备金后，你所存款的银行就能自由地贷出880美元。

Another bank customer [　　] （n.顾客、客户）comes to borrow the U.S. $880 and deposits the money with the bank. Note that the money supply has increased by U.S. $880, as your U.S. $1,000 remains on deposit and the bank has lent 880 new dollars to another client. After deducting 12 percent of U.S. $880, U.S.$105.60, as a reserve, the bank loans out the remainder [rE5meidE] （n.余款）or U.S.$774.40 to a third client [5klaiEnt] （n.客户）. Again the money supply rises. If this process continues to its limit, a total of U.S. $8,333.33 circulates in the system. After deducting your original U.S. $1,000 deposit, $7,333.33 of new money is being used in the community [kC5mju:niti] （n.社会、社区）and represents a net increase in the money supply.

假设另一位银行客户前来借贷这笔880美元并将钱存在该银行。注意，货币供应量已经增加了880美元，因为你的1000美元仍然存在银行，而银行新贷出880美元给另一个客户。在扣除880美元的12%（即105.60美元）作为准备金后，银行将余款774.40美元贷给第三个客户。货币供应再次增加。如果这个过程继续下去直到它的极限的话，银行系统流通的总额达将到8333.33美元。扣除你最初的1000美元存款后，有7333.33美元新增的资金被社会所利用，这笔钱代表货币供应量的净增长。

LESSON 2

存款取款
Depositing & Drawing

提示：

本章涉及的话题存款与取款，是银行储蓄所里最常见的业务。话题浅显而广泛，主要术语包括定期存款、汇率、活期存款、贷款、利率、现金、支票账户、储蓄、国库券、转账以及银行规则等等。而句式结构则为日常英语所见所用，掌握这些句子结构，不仅能够很好地表达金融方面的话题，还能帮助你复习和掌握日常英语。

1.您可以跟我说说定期存款事项吗？

Could you tell me something about time deposit?

口语中，尤其是疑问句中，情态动词使用频率非常高。这些词语能使表达变得委婉、客气。

May I know your name? （请把您的名字告诉我。）

Need she come this morning to check the account? （她今早该来查账吗？）

Shall I help Mr. Smith with his business? （我应当帮助史密斯干点什么？）

2.何时何地因何缘故办理存款？

When, where and why did you deposit money?

这是典型的复合问句，正式面试的时候常有这样的发问，答话人必须一一答清楚。这样的发问还有：

When and how did you study accounting? （何时怎样学的财会？）

When and where did you take the course of cost accounting? （何时何地学的成本会计？）

Where and how did you learn the news? （这条消息你是从哪里、是怎样听来的？）

3.你能习惯汇率的变动吗？

Can you get used to the exchange rate going up and down?

英语中表达习惯于何事、何物的时候，常用“be used to，get used to， be accustomed to”等结构，例如：
I've got used to the work here. （我已经习惯了这里的工作。）
I am accustomed to the dull and tedious work. （我已经习惯了乏味的工作。）
Are you used to the climate here? （你习惯这里的气候吗？）

4.你是否想过要将活期存款改为定期存款？
Have you got the idea of changing your current deposit into the time one?
英语中常用动名词作为介宾结构，修饰一个中心名词，这在口语中很常见：
Have you got the idea of going to study finance abroad?（你是否想过出国学金融？）
That is only one way of inspecting the accounts. （这是查账的唯一方法。）
I don't have any good method of teaching finance. （教金融我没有什么好的方法。）

5.我们有三月、六月、或者一年的储期，更不用说还有三年、五年和十年的储期了。
We offer a choice of three, six or twelve month maturities, let alone three, five or ten year plans.
英语中表达递进关系时，最常用的有“let alone”“still less”“much less”等，例如：
I cannot afford to rent [rent] a house, let alone buy it.（我连房租都付不起，更谈不上买房了。）
This firm can hardly pay for the salary [5sAlEri], still less for their development. （这间公司连发工资都成问题，更谈不上发展了。）
This firm has never built a common highway, much less an expressway [iks5preswei]. （这家公司连普通公路都未建造过，就更谈不上建高速公路了。）

6.一半因为存款额，一半因为贷款问题，利率降低了。
What with the deposition [dipC5ziFEn], and what with the loan, the bank interest rate has been decreasing.
表达部分原因，最常用的是“what with ... what with ...”“partly because”“partly with”这类结构：
She dare not tell the truth, partly because of her fear. （她不敢说明真相，部分原因是害怕。）
Partly with the rain and partly with the traffic [t5rAfik], Mr. Zhang didn't come this morning. （一半因为下雨，一半因为交通原因，张先生今早没来上班。）

7.当然，存款期越长，利率就越高。
Naturally, certificates with the longer maturities bear a higher rate of return.
放在句首的插入结构（有的语法书称之为提醒结构），往往是一个“to one's +n.（名词）”结构：
To my sorrow, Miss Li has made another big error again.（使我感到遗憾的是，刘小姐又出了一个大的错误。）
To my astonishment [Es5tCniFmEnt], her English has improved [impr5u:v] very much. （使我惊奇的是，她的英语进步很快。）

8.您可以在存单到期之前提取现金。
You may withdraw your funds by cashing in your certificate before the maturity.
英语中常用介词与动名词搭配，这类结构到处可见，以后各章中均有介绍：
You can open a check account by depositing ￥1000.（你可以存1000元开一个支票账户。）
I have got used to depositing some money in the bank at the beginning of each month. （我已经习惯了每月月初在银行存上一笔钱。）
She is fond of paying by credit card when doing shopping.（她喜欢在购物的时候用信用卡。）

9.我们对你所说的所做的都很在意。

We are careful [k5Eful] as to what you say or you do.

英语句式结构中，出现最为频繁的莫过于介宾结构，其中相当一部分是介词后面带上一个从句：

We are careful about what you are doing. （我们很注意你现在做的事。）

I have got a good idea of what he wants. （我非常理解他想要的东西。）

She shows interest in what you say. （她对你说的感兴趣。）

10.我们比别的银行提供更有吸引力的利率。

We offer more attractive rate than other banks do.

两者相比，在英语中使用最多的结构就是：“A is more ... than B ...”然而，如果比较级使用的形容词是拉丁词汇如superior，inferior 等，则用A is superior to B这样的结构。 例如：

Miss Liu is more familiar [fE5miliE] with accounting than Miss Li. （刘小姐比李小姐更熟悉财务。）

I am inferior [in5fiEriE] to her in writing. （我写作不及她。）

She is superior [sju:5piEriE] to me in cost calculating. （她比我更熟悉成本核算。）

11.现在利率没有去年高。

The current interest rate is not so high as it was last year.

英语中表达“与……一样（好）”这类结构，最常见的是“A is as ... as B”例如:

Miss Li is not as good as Miss Liu at accounting. （李小姐的会计知识不及刘小姐。）

I am not so skilled in writing a speech as in writing a report. （我写发言稿不及写书面报告那么熟练。）

12.您知道，我们一般存款利率是按商业银行所允许的利率定期性地变化。

As you know, our regular savings rate changes periodically in accordance with the interest earnings rate allowed for commercial banks.

英语中表达习惯于做某事的时候，常用“be used to，get used to，be accustomed to”等结构，此处的to是一个介词，后接动名词。例如：

Now I have got used to keeping diary [5daiEri] each day.（现在我习惯每天记日记。）

This firm has got used to complying with the international practice of accounting. （该公司已习惯照国际财会惯例操作。）

This firm is accustomed [Ek5QstEm] to developing some new products each year.（该公司已习惯每年开发一些新产品。）

13.你通晓我们银行的规则吗？

Are you versed in our bank regulations?

在英美，财会人员经常被人这样发问。英语在表达在某方面“熟悉”，“通晓”之类意义时，常用上be versed in/ be skilled at/ be adept at/ be home at/等：

Are you skilled at auditing? （你审计方面熟悉吗？）

She is very adept [E5dept] at statistics.（她通晓统计。）

Miss Li is home at cost accounting. （李小姐非常熟悉成本会计。）

14.您要哪类账户，存款账户还是支票账户？

What kind of account do you want, a saving account or a checking account?

Which department do you want to work for, a business or a government branch? （你想去什么单位上班，私人企业还是政府部门？）

Are you a statistician or an accountant in your bank? （在银行你是统计师还是会计师？）

15.你觉得三年存款期怎样？

What do you think of a three year plan of deposit?

询问对方对某事某人的看法，惯常用的句式就是：What do you think of... / How do you like... 等等：

What do you think of our new cashier? （新来这个出纳怎么样？）

How do you like being an auditor? （你觉得当一名审计怎么样？）

What do you feel like being a statistician? （你觉得做统计员怎么样？）

16.把这些存款单拿到出纳那里，她会很乐意为您办理。

Take these deposit slips over to the teller, and she will take care of you.

此类句子是典型的英语劝说式，前面的祈使句相当于一个If 引导的条件句:

Take the bus to the fifth avenue, and you will find the City Bank.（乘车到第五大街，你就可以找到花旗银行。）

Go and apply for a loan in that bank, and they will help you. （如去那家银行贷款，他们会帮助你的。）

Go and talk with those native speakers, and you'll soon improve your English. （去和那些英语为本族语的人交谈，你的英语水平很快就会提高。）

17.三年利率同五年利率有何不同？

What is the difference in interest rate between three year plans and five year plans?

询问请教对方甲与乙的差别，用的最多的句式之一便是“What is the difference between ...?”或者是“What does A differ from B in ...?”

What is the difference between cost accounting and budgetary accounting? （成本会计同预算会计有什么区别？）

What does international accounting differ from common accounting? （国际财会同普通财会有什么不同？）

18.如果存款未到期我因急用要取款该怎么办？

And what if I need to draw my money before the maturity date for an urgent use?

need 一词在英语中容易混淆，意义为“需要，必须”，在肯定句中多为行为动词，而在疑问句中多作为情态动词出现，否定句中则兼而有之：

Need engineers understand accounting in the United States? （美国的工程师需要懂财会吗？）

Why need officers study management accounting? （为什么官员们要学习管理会计？）

Why need engineers learn cost accounting and business accounting? （为什么工程师要了解成本会计和商业会计？）

19.这些年利率越来越低。

These years the interest rate is becoming lower and lower.

如果比较的主客体，是同一人（或物）的话，则用“more and more”之类的结构：

She grows taller and taller. （她越长越高。）

It was raining harder and harder. （雨越下越大。）

The company's burden [5bE:dEn] becomes heavier and heavier. （公司的负担越来越重。）

20.正如您知道的那样，我们付1.5%的利息。

As you know, we pay one and half percent of deposit interest return.

英语中表达“如……， 正如……。”这类相比结构，通常用“as”作为连接词：

Just as everyone knows, Mr. Smith is quite good at finance. （如诸位所知，史密斯先生通晓财务。）

Just as you like chemistry, I like finance. （正如你喜欢化学，我喜欢金融。）
I am as good as she at doing the calculation [5kAkju:leiFEn]. （我和她一样，在算账方面都很强。）

21.这家储蓄所只办理储蓄业务。

This bank agency can do nothing but offer the service of depositing.

“but”是英语中语用最复杂的连词与介词，它常常与某些代词搭配，它也与全否定（全肯定）的句式结构搭配，形成某些固定结构。

Miss Li is anything but an accountant. （李小姐绝对不是会计。）
I cannot but be surprised by her aptitude [5Aptitju:d]. （我不得不钦佩她的才华。）
I never go there but think of my hometown. （每次去那里我总想起我的家乡。）

22.当支票兑现时，钱就会转到您的账户上去。

The money will be to added to your account when the cheque is cleared.

定语从句在财会英语，尤其是书面语中，大量被使用；被修饰对象是人，从句引导词为who，whom，that；如果被修饰对象是事物，引导词则为which，that：

An accountant is one who inspects and keeps accounts.（会计负责审核与记账。）
A cashier is a person who is in charge of cash in a shop, bank or business. （出纳是商店、银行、公司中的现金保管者。）

23.会计的语言用在银行日常工作中。

The language of accounting is used in the bank’s daily work.

被动语态在金融英语中，尤其是书面语中大量被使用，其结构是动词be+ed（过去分词），例如：

Accounting is concerned with reporting and interpreting financial information. （会计工作包括报告与解释财务信息。）
Accounting is defined as the process of recording, classifying, and summarizing data. （会计工作可定义为对与企业交易有关的数据进行记录、分类与总括的过程。）

24.你越了解金融，就越能理解这些规定。

The more you know the finance, the better you will understand these regulations [regju:leiFn].

英语中表示“越……（就）越……”这样的比较结构，通常在主从句当中各使用一个比较级形容词，采用“the more..., the more ...”之类的结构：

The bigger profit they make, the eagerer they are for money. （利润越高，越想赚钱。）
Please remember to write back, the earlier the better. （请写回信，越早越好。）
The harder it rains, the colder it is in the open.（雨越大，外面越冷。）

25.财会信息是金融分析所需要的。

Accounting information is needed and used by financial analysis.

This information [infC:5meiFn] is required by all persons in a business. （这种信息公司所有人都需要。）
The gathering and presentation [prezEn5teiFEn] of this information is known as financial accounting.（收集出示这种信息就是财会工作。）

26.不仅是本地居民，非本地居民也可以在银行免费开启美元账户。

Not only do the non-residents but also the resident can have free U.S Dollar accounts with banks.

表达“不仅……而且……”这样的递进结构，英语表达式为 “not only ... but also ...”“not only ... but ... (as

well) 等：

An accountant nor only keeps accounts but also interprets them. （会计不仅记账而且解释账目。）

A cashier not only keeps cash but also handles it.（出纳不仅保管现金也经手现金。）

Not only do banks trust our business but appraise the financial soundness of it. （银行不仅信任我们企业，还给我们企业很好的评估。）

27.当您打算买国库券的时候，不妨征求我们银行职员的意见。

You would do well to consult our bank clerks when you plan to buy the state treasury bond.

表达警告提醒或者劝说时，常用would do well to， had better， had best等， 例如:

You would do well to assist Miss Li to inspect the accounts. （你最好帮助李小姐审核这些账目。）

You may do well to take the manager's advice. （你不妨听听经理的意见。）

You had better interpret the financial information more clearly. （你最好将这些财务信息解释得更清楚一点。）

28.除了出纳之外任何人都不得经手现金。

Anyone, except a cashier, cannot deal with the cash.

表达“除……之外”英语常用“All (any, none) ... except ...”“except for ...”“except that ...”。

This report is good except for a few data errors. （这份报告不错，只不过有些小小的数据错误。）

She is a good accountant except that she is occasionally [E5keiVEnEli] careless. （她是一位好会计，只不过有时候不够细心。）

29.银行首先就要为顾客提供方便。

Banks must suit the customer's convenience, convenience above everything else.

表达“优于，高于”这种强调重要性结构时，英语表达式有很多，常用的有“above”，“put (place) ... above ...”等：

A cashier should be careful, careful above everything else. （做出纳的需要小心谨慎。）

The financial persons should never put self-interest above everything else. （财务人员决不可以先考虑自己的利益。）

An auditor should put the public interest above everything.（审计师首先要考虑公众的利益。）

30.银行业务包括存款、贷款、转账等，而储蓄所的业务只处理存款业务。

The bank branch business consists of deposit, loan offering, account transferences and etc. However on the contrary, the bank agency only handles savings.

表达“不是……而是……”这样的对比结构，英语为“on the contrary, unless, instead of”等：

They raise prices and cut production, instead of cutting costs.（他们提高价格削减生产，而不降低成本。）

We ought to trust the accountants unless there is evidence [5evidEns] to the contrary. （我们应当相信这些会计师，除非有相反的证据。）

Reading Material

The Bookkeeping

簿　记

A basic bookkeeping system comprises [5kCmprais] （v.包含）a ledger which contains accounts, and prime entry records which act as "collectors" and "summariser" of financial data. This allows for detail to be outside the ledger so that summarised entry records provided the audible authority [C5WCriti] （n.权力机构） for the summarised ledger entries. The journal proper provides the authority for ledger entries not covered by other prime entries. Unusually, the cash books have developed into both prime entries and ledger records or cash payments and receipts.
基本的簿记制度由账簿构成，账簿含有各种账目和一些主要的账目记录，其作用相当于财务数据的收集机和汇总器。簿记制度允许琐碎细节不记在账簿内，以便汇总账目可以为审计机构提供整理好的分类账账户。基本账目的记账为审计机构提供汇总账账目。日记账给审计机构提供其他基本账目没有涉及的分类账。偶尔，现金日记账可作为基本账目没有涉及的分类账出现。现金日记账非同寻常地发展成为基本账目和现金收支的总账记录。

The prime entry records, other than the journal proper and the cash books, have historically been known as day books, covering sales, purchases, sales returns and purchases returns. More commonly, they are simply called sales journal, purchases journal and so on.
不同于一般日记账和现金日记账，基本账目记录在历史上已经称为“日记账”，包括销售、进货、销售退回、进货退出等。这些往往被简单地称为销售日记、进货日记账等。

When final accounts are prepared, the trading and profit and loss accounts are indeed debit and credit accounts in their own right, conforming to normal double entry principles.
当编制结算账时，按照一般的复式簿记原则，交易账和损益账完全依据原样分别列为借记和贷记账簿。

Basic Accounting Records
基本的财会记账方法

When we do recording, a few terms should be remembered. Journal [dV5E:nEl]（日记账） and ledger [l5edVE]（分类账）are two common terms. Journal is referred to daily records of events and business transaction and accounts. And ledger means an account book recording gains and money spent.
当我们记账的时候,有好几个术语需要记住。日记账和分类账就是两条常见术语。日记账指的是每日记载的各种琐事、商业交往和财务情况。分类账指的是一本专门记录收入和支出的账本。
It is possible to record transactions [trAns5AkFn] （交易） by entering debts and credits directly in the accounts. However, when this is done and an error is made, the error is difficult to locate [lEuk5eit] （定位）, because even with a transaction having only one debt and one credit, the debt is entered on one ledger page or card and the credit on another, and there is nothing to link the two together.

在账目上直接写入借项与贷项，就有可能记下商业交往。然而，这样做的时候，很可能出错，同时很难确定错误出在什么地方，因为即使每笔业务都写明借贷，因为借项入了一本分类账或者记在一张卡上，而贷项则入另一本账，两者之间没什么联系。

Consequently [k5CnsikwEntli] （因此，结果是）, to link together the debts and credits of each transaction and to provide in one place a complete record of each transaction, it is the universal practice to record all transactions in journal. The "journal" or "day book" is the book of original [Er5idVinEl] （原有的） entry for accounting data. Afterward, the data is transferred or posted to the ledger, the book of subsequent or secondary entry. The journal is really a diary[d5aiEri] （日记） of business activities that list events involving transactions as they occur. The transactions are entered in chronological [krCnEn5CdVikEl]（按年月日的） order—in the order that happen day by day.

因此，要将每笔交易的借与贷都联系起来，并且在一处提供详尽的交易记录，惯常做法就是将交易记在日记账上。“流水账”或者“日记账” 是一本登录信息的原始账本。之后， 将这些信息过账到分类账上去，分类账是子账目。日记账的确是一切商务活动的日记本，列出了所发生的所有商务活动。交易按年月日先后 —— 一天天的排列。

A number of different types journals are used in business. The one that will be examined in this chapter [tF5AptE]（章节） is the journal. As we discuss more complex accounting systems, you will become familiar [fE5miliE]（熟悉的）with other kinds of journals.

企业里使用各种各样的日记账。本章供我们检查的是一种日记账。随着我们讨论的财会系统越复杂深入，你会越来越熟悉其他日记账。

第二部分

LESSON 1

财会部人员

Personnel in the Financial Department

提示：

古人说书，从某地某人开始。而这本财会英语，也是先介绍财务部，后介绍财会人员，然后分别阐释会计职业、解释报表和日常工作。话题还包括为何学财会以及参加会计考试等等。因为考虑到初学者的英语基础，我们在本章对话的后面作了一些语法解释，目的是让读者了解财会术语的同时，又能复习过去学过的英语语法。本章最后阅读短文“什么是财会？”介绍了最基本的财务知识。读者可以根据中英对照逐句阅读。

1. 玛丽，这里是我们的财会部。

Mary, here is our financial [faiˈnænʃəl] **department.**

表达“这里是某某部门”时。可以用Here is... 这个结构，或者This is... 如：

Here is the management [ˈmænidʒmənt] department. （这里是经理部。）

This is our resource [rəˈsɔːs] development department. （这是资源开发部。）

2. 请让我介绍财会部人员。

Let me introduce [intrəˈdjuːs] **the people in our department.**

介绍人物，以下是最常见的结构：

Mr. Zhang is a certified [ˈsəːtifaid] accountant. （张先生是注册会计师。）

Miss Li has been an accountant in our department for five years. （李小姐在我们财会做了 5 年会计。）

Miss Liu is the cashier [ˈkæʃiə] in our department.（刘小姐是财会部出纳。）

3. 你懂会计么？

Do you understand accounting?

无论学会计还是学英语，都从问人开始。一般疑问句依然是使用最多最广的疑问句。据国外专家调查，在口语中，占了所有问句的一半以上。这种结构只需在被问的主体前加上一个助动词do (does， did)，will，have 等就行了：

Will you go in for the examination of Certified Accountants? （你想参加注册会计师的考试么？）

Did you know Mr. Smith, the auditor? （你认识审计师史密斯先生么？）

Have you ever done auditing [ˈɔditiŋ]? （你做过审计么？）

4. 你能解释报表么？

Can you interpret the balance statement?

一般疑问句当中，又以情态动词发问的需要特别注意，有些时侯看似用了一个过去式，实际上是出于礼貌：

Could you tell me how to do it? （你能告诉我怎么做么？）

May I ask you a financial question? （我能问你一个财会方面的问题么？）

Must I produce the balance sheet before Friday? （我必须在星期五之前出报表么？）

5. 玛丽正干着会计工作。

Mary is doing accounting.

做“什么事情”，英语中的惯常表达动词有do， conduct，work 等：

Mr. Smith does auditing. （史密斯先生做审计。）

Mr. Douglas ['dʌgləs] conducts calculating ['kækju:leitiŋ] the accounts. （道格拉斯先生核算账目。）

Mr. Hughes has worked out this month 扭 statement.（休斯先生做完了本月份报表。）

6. 你的工作干得怎样？

What about your work?

我们时常问人工作干得怎样，英语中常用What about...？How about... 表达“某人某事怎样？”的意思。如：

How about her ability? （她的能力怎样？）

How are you getting along with your job? （你的工作进展如何？）

7. 你是干什么工作的？

What did you do?

这类以 Wh 开头的问句，称之为特殊疑问句，此句表述是问对方干什么工作，干哪一行的。以下几个 Wh 结构都是最常用的问话结构。

What are you doing? （你现在干什么工作？）

When did you come to our company? （你是什么时候来我们公司的？）

Where did you learn accounting? （你在哪里学的财会？）

Why did you learn statistics [stə'tistiks]? （你为什么学统计？）

8.你喜欢会计专业么？

Do you like accounting?

无论用汉语还是用英语问话，人们总喜欢问人“对某事某物是否感兴趣，是否喜欢”，英语中表达方式很多，以下是最常见的几种：

Are you **interested** in auditing? （你对做审计感兴趣么？）

Are you **fond of** finance [fai'næns]? （你对学财会感兴趣么？）

Do you **enjoy** dancing? （你喜欢跳舞么？）

Would you **like to** take the course of financial accounting?（你想选财会课程么？）

9.你为什么学财会？

Why do you study finance?

问对方何故做何事，最常见到的结构，就是Why...？或者What is it that...？For what reason...？等：

Why did you come to work in our company? （你为什么来我们公司工作？）

Why do you choose finance as your profession [prə'feʃn]?（你为什么选财会作为职业？）

What is it that you like finance? （你为什么喜欢财会？）

10. 你在哪里学的会计？

Where did you learn accounting?

此句是问对方地点的惯常句。当然也有“In what place do you...?”这种表达方式的，只是口语味稍欠一些：

Where do you work, a government branch or a business?（你在哪里上班，政府部门还是私人企业？）

In what place did you start your job? （你是在哪里开始工作的？）

11.我是一名会计，我在史密斯公司上班。

I am an accountant. I work for Smith's Company.

主体的自我表述，最常见的自然是“I +be”结构:

I **was** a financial student ten years ago. （10 年前我是一名财经系学生。）

I **have been** a cashier for five years. （我当了五年的出纳员了。）

12.在我很小时候，张先生已经当会计了。

When I was small, Mr. Zhang was already an accountant.

英语句子结构当中，表达“当……时候”这样的时间状语时，最常用的连词有“when，while，as”等，后面章节分别介绍，例如：

While I was keeping accounts, she was calculating['kækju:leitiŋ]. （我记帐的时候，她在做核算。）

As I produced the financial statement, she wrote a report.（当我出报表的时候，她在写报告。）

13.我一走进来，刘小姐就打开了账本。

As soon as I came in, Miss Liu opened her account book.

英语中表达“刚……就”，“一……就”有 as soon as， hardly had...when，be about to...when，the moment... 之类结构。例如：

Hardly had I arrived at the finance department **when** they finished work. （我刚到财务部，他们就下班了。）

I **was about to** leave [li:v] **when** the phone rang. （我正要动身，电话铃就响了。）

The moment the door opened, Miss Li came in. （门一开，李小姐就进来了。）

14.我很喜欢自己的工作。

I am very fond of my job.

英语中说话人常用动词 be+adj（形容词）+prep（介词）来表达一个动宾结构：

She is not **interested in** keeping accounts. （她对记账工作不大感兴趣。）

Miss Li is **absorbed** [əb'sɔ:b] **in** her work. （李小姐对工作很专注。）

Many of us **are fond of** playing chess [tʃes]. （我们许多人都喜欢下棋。）

15.我总是审计账目。

I am always auditing accounts.

说到进行时，一般情况表达的是某事正在进行。而此句不然，表达的是始终不停的做着某事，以下几句如此：

All day they **are calculating** the cost price of each product ['prɔdʌkt]. （他们整天核算每件产品的成本。）

Miss Li **is writing** a financial report every day. （李小姐每天总在不停地写财经报告。）

It **is raining** all day.（整天都在下雨。）

16.若不是你的帮助，我就失败了。

But for your help, I would have failed [feil].

与过去条件相反的另外一种表达方式，就是使用but for 这样的结构，其汉语意思是“（当初）如果不是……，（情况）就会……”例如：

But for the storm, I should have arrived earlier. （如果不是下雨，我就会早一点到达。）

Without these errors, we would have finished work earlier. （如果不犯这些错误，我们的工作早就结束了。）

Without your company, that firm would have collapsed[kə'læps]. （如果没有你们公司，那家公司早就垮台了。）

17.我想当一名好会计。

I want to be a good accountant.

英语中表达我“想干何事”“希望怎样”常常用“I want (intent，wish，desire...) to do 这样的结构：

I intent to work for Mr. Smith's Company. （我打算在史密斯公司工作。）

I wish to become an economist ['ikɔnəmist]. （我希望成为一名经济师。）

I desire to be a financial teacher. （我希望成为一名财会专业教师。）

18.去年我通过了注册会计师的考试。

Last year I passed the exam of certified accountants.

与过去时搭配的时间状语有yesterday，once， in the past，the other day 等：

In the past, I lived in the countryside. （从前我住在乡下。）

Five years ago I served in the army. （五年前，我还在服兵役。）

The other day I was inspecting [ins'pektiŋ] the account book of his company. （早几天，我正在审核该公司的账本。）

Did you once work at that firm? （你曾经在那家公司上班么？）

19.听到这个消息我很高兴。

I was very happy to hear the news.

动词不定式在句中表达原因的句式，也是所见不鲜，以下几句便如此：

I am sorry to hear that Mr. Douglas is resigning. （很遗憾，听说道格拉斯要退休。）

She is very much unhappy to leave the company.（她很不情愿离开那家公司。）

She was disappointed to find a lot of mistakes in the report. （她很失望，在那份报告中发现有大量的错误。）

20.许多人认为财务工作很累人。

Many people think the work of accounting is very tiresome.

表达“认为”“以为”可以用think...，believe...， hold that... 等，如：

Most people believe that the task of accounting is troublesome. （大部分人认为财会工作很麻烦。）

Many young women hold that accounting [ə'kauntiŋ] is a good job. （许多年轻女士认为会计是一份好工作。）

21.财会部是公司的核心。

The finance department may be the center of a business firm.

例如：

Good financial work can help a company make the biggest profit ['prɔfit]. （良好的财务运作可以帮助公司获取最大利益。）

Bad or poor financial work will hinder ['hində] the progress of a company. （不良财务运作会阻碍公司的发展。）

22.张先生是财务部主管，他毕业于上海财经大学。

Mr. Zhang, the head of our department, graduated from Shanghai Financial University.

无论书面语还是口语，在用英语交流中都广泛运用同位语结构，如:

Miss Li, an **accountant of our department**, comes from Beijing. （李小姐是我部门会计，她是北京人。）

Miss Liu, the **cashier of the department**, was born in Guangzhou.（刘小姐是我部门出纳，她生于广州。）

23.张先生叫我把这笔开支记在他的账上。

Mr. Zhang asks me to charge the expenses[iks'pensiz] **to his account.**

英语中“叫（想要、命令、希望、请）某人干某事”可以用 tell/ want/ order/ ask sb to do sth 这样的结构。例如：

Mr. Zhang **tells** me to make a long distance call. （张先生叫我打个长途电话。）

Mr. Zhang **orders** me to produce the cost price. （张先生叫我算出成本价。）

Mr. Zhang **wants** me to make an invoice. （张先生想要我开发票。）

Mr. Zhang **asks** me to give a receipt. （张先生要我出示收据。）

24. 因为粗心，李小姐的账目出了一些错。

Miss Li makes mistakes on the account due to carelessness.

表示原因状语，多种多样，最常见的用短语介词“be-cause of”或者“because，for”等关联词。

Miss Liu didnn't come **because of** illness. （因为生病，刘小姐没来。）

Mr. Zhang is late this morning **because** the rain delayed[də'lei] his arrival. （张先生今天上午来晚了，因为下雨耽搁了。）

There must be something wrong with the account **for** the result [ri'zʌlt] is incorrect. （账目肯定有问题，因为结果不对。）

25. 虽然年轻，她在财务方面懂得很多东西。

Although she is young, she knows much about finance ['fai'næns].

“虽然……但是”，“尽管……还是”这类句式叫做让步结构，常用的有“although”“though”这样的词汇，或者将 as，though 作为连词，引出一个倒装结构，也可用 despite，in spite of 这样的介词或介词结构。

Old **as** he is, he still works in our company. （虽然老了，他还在我们公司上班。）

In spite of illness, she still came to work this morning.（尽管生病，上午她还是来上班。）

She made a few errors ['erə] **despite** her care. （尽管小心，她还是出了几处错。）

26. 如果你请她帮忙，她肯定会教你怎样做。

If you ask her for help, she will certainly tell you how to do it.

条件句如果用虚拟式表达，则要求如下:

与现在情况相反: If A did(were to do), A (B) would do...

与过去情况相反: If A had done...A (B) would have done...例如：

If he were here now, I **would** ask him for help. （假如他现在在这里，我就要请他帮助。）

If I had studied the cost accounting, **I would have worked** more smoothly ['smu:θli]. （如果我当初学了成本会计，我的工作就会更加顺利。）

Were you to lay [lei] in new stock of goods now, you would make profit. （假如你们现在进货，你们就可以盈利。）

27. 她每天加班，赶制报表。

She overworks each day in order to produce the balance ['bæləns] **statement.**

表达目的状语，最常用的结构有: in order to，in order that，或者直接使用不定式：

Last night Miss Liu overworked **in order that** she might finish her financial report. （昨天晚上刘小姐加了班，以便完成那份财务报告。）

To satisfy ['sætisfai] everyone's need, the company manages to buy more apartments [ə'pa:tmənt] for us. （为了满足大家的需要，公司又设法给我们买了更多的公寓。）

29. 她学英语很刻苦，因而考试及格了。

She worked so hard at English that she passed the examination.

表示结果状语，最常用的结构有："that，so that，so ...that"等等：

She made a lot of mistakes on the exam **so** she failed. （她在考试上做错很多题，因而不及格。）

She made a big error on the statement **so that** she was blamed by her supervisor ['sju:pəvaizə]. （她在报表上出了很大的错，因此受到上级的批评。）

She understands finance **so much** that every firm will hire [haiə] her. （她非常熟悉财务，因此每家公司都愿意聘用她。）

30. 她非常熟悉财务，因此被史密斯公司所聘用。

Knowing a lot about finance she is hired [haiə] **by Smith Company.**

表达原因状语，最常用的结构，除了 (11) 之外，也常使用分词短语作为状语 ：

Being ill, she cannot come to work today. （因为生病，她今天不能来上班。）

Living on the suburb ['sʌbə:b] of the town, she spends much time on the bus every day. （因为住在郊外，她每天在公共汽车上花了很多时间。）

What is Accounting?

什么是财会？

Generally speaking, accounting **refers** [ri'fə:] （指的是）to the system that measures business activities, processes the information into reports, and communicates these findings to decision makers. Financial **documents** ['dɔkjumənt] （文件）are the documents that report on an individual 担 or an organization担 business in monetary amounts.

一般说来，财会指的是一个体系，它衡量企业活动，将信息处理好写入报告，并与决策人沟通。财务文件是报告性的文件，它以货币形式报告个人或集体的商业行为。

The accounting is not the same with bookkeeping. Bookkeeping is the record of business data in a **prescribed** [prəsk'raibd] （按规定的）manner. A bookkeeper may be responsible for keeping all the records of business or of only a small segment. Much of the work of the book keeper is **clerical** ['klerikəl] （行政的）in **nature** ['neitʃə]（本质上）and is increasingly being handled by electronic equipment.

会计不同于簿记。簿记是按规定纪录商业信息。簿记员也许要对所有记录好的商业活动、或者只是某一部分负责。从本质上看，大部分簿记工作都是行政性的，现在越来越多的由电子设备完成。

In today担 society, many persons and agencies outside of management are **involved**[in'vɔlvd] （卷入）in the economic life of an organization. They frequently need financial data. For example, stockholders need financial information to measure management担 performance and to **evaluate** [iv'ælju:eit] （评价） their own holdings. **Potential** [pəu'tenʃəl] （潜在的）investors need financial

data to compare [kəm'pæə] （比较）various investments.

在今天，社会非管理人员和非管理机构都参与某家公司的经济活动。他们经常需要财务数据。例如，股票持有者需要财务信息衡量管理行为以及评估手中股票的价值。潜在的投资商需要财务信息比较各种投资利益。经常需要财务数据。例如，股票持有者需要财务信息衡量管理行为以及评估手中股票的价值。潜在的投资商需要财务信息比较各种投资利益。

Positions in the field may be divided into several areas. Two general classifications are public ['pʌblik] （公共的）accounting and private accounting. Public accounts are those who serve the general public and collect professional fees for their work and much as doctors and lawyers do. Their work includes auditing, income tax [tæks] （税收）planning and preparation and management consulting.

在这一领域，各种会计的位置可以划分为几个主要部分。最一般的两类就是公共会计和私雇会计。公共会计师为公众服务并且按专职人员收费，其做法同医生律师差不多。他们的工作包括审计、税收、制表以及管理咨询。

Private accountants work for a single business, Charitable ['tʃæritəbl] （教会的）organizations, educational institutions, and government agencies also employ [imp'lɔi]（雇佣）private accountants. The private accountants work includes cost accounting, budgeting, information system design, internal auditing, financial accounting, and management accounting.

私雇会计师为单独某家企业、慈善组织、教育机构工作。政府机关也聘请私雇会计师。私雇会计师的工作包括成本会计、预算、信息系统设计，内部审计、一般财会以及管理会计等。

LESSON 2

财会人员日常话题

Accountants' Everyday Talk

本章称之为财会人员日常话题，与上章一样也是问人工作、询问财会学习、议论股票和公司状况等等。简单聊几句会计工作与出纳工作等等。在例句的编排上重点展示一些英语句型结构。本章阅读“基本的会计记账方法”从内容到英语原文都十分简单，稍有英语基础和财会知识的读者一看即懂，在熟悉本章英语句型的同时你不妨将短文背诵下来，对日后会话必然大有裨益。

1.你通晓财会么？

Are you versed in accounting?

在英美财会人员经常被人这样发问。英语在表达在某方面“熟悉”，“通晓”之类意义时，常用上 be versed in/ be skilled at/ be adept at/ be home at 等：

Are you **skilled at** auditing? （你审计方面熟悉么？）

She is very **adept** [ə'dept] **at** statistics. （她通晓统计。）

Miss Li is **home at** cost accounting. （李小姐非常熟悉成本会计。）

2.你想当会计师还是审计师？

Do you want to be an accountant or an auditor?

选择疑问句也是英语中常见现象，问某事某人是甲还是乙：

Which department do you want to work for, a business **or** a government branch? （你想在哪个部门上班，商务部门还是政府部门？）

Are you a statistician **or** an accountant? （你是统计师还是会计师？）

3.你觉得做出纳员怎样？

What do you think of becoming a cashier?

询问对方对某事某人的看法，惯常用的句式就是：What do you think of.../ How do you like... 等等：

What do you **think of** our new cashier? （新来这个出纳怎样？）

How do you **like** being an auditor? （你觉得当一名审计怎样？）

What do you **feel like** being an statistician? （你觉得做统计员怎样？）

4.你现在进修哪一科，预算会计还是税务会计？

Which course are you taking, the budgetary accounting, or the tax accounting?

此类句子是典型的选择疑问句式，也是询问最多的句式之一:

Which course is more difficult, international accounting or social accounting? （哪一门课程更难，是国际财会还是社会财会？）

Which is more complicated, management accounting or cost accounting. （哪一门课程更复杂，管理会计还是成本会计？）

5.在美国，私营会计与公共会计有什么不同？

What is the difference between private accounting and public accounting in the U.S.A?

询问请教对方甲与乙的差别，用得最多的句式之一便是“What is the difference between...?”或者是“What does A differ from B in...?”

What is the **difference between** cost accounting and budgetary accounting? （成本会计同预算会计有什么区别？）

What does international accounting **differ from** com-mon accounting? （国际财会同普通财会有什么不同？）

6.我们做股票交易需要财会信息么？

Do we need accounting information for stock exchange?

need 一词在英语中容易混淆，意为“需要，必须”，在肯定句中多为行为动词，而在疑问句中多作为情态动词出现，否定句中则兼而有之 ：

Need engineers understand accounting in the United States? （美国的工程师需要懂财会么？）

Why **need** officers study management accounting? （为什么官员们要学习管理会计？）

Why **need** engineers learn cost accounting and business accounting? （为什么工程师要了解成本会计和商业会计？）

7.你是否学过成本会计？

Have you ever studied cost accounting?

询问对方过去的事对现在的影响，常用完成时，所强调的是现在情况，这句话的意思是“你现在懂不懂成本会计？”。以下几句都是这类结构 ：

Have you ever **been** to Shanghai? （你去过上海么？）

Has she ever **done** administrative accounting? （她做过行政会计么？）

Has Mr. Douglas **written** any books on banking? （道格拉斯先生写过银行方面的书么？）

8.何时何地因何缘故选修财经？

When, where and why did you take the study of finance?

这是典型的复合问句，正式面试的时候常有这样的发问，答话人必须一一答清楚。这样的发问还有：

When and how did you study accounting? （何时怎样学的财会？）

When and where did you take the course of cost accounting? （何时何地学的成本会计？）

Where and how did you learn the news? （这条消息你是从哪里、是怎样听来的？）

9.你能习惯乏味的工作么？

Can you get used to tedious work?

英语中表达习惯于何事、何物的时候，常用“be used to，get used to be，accustomed to”等结构，例如：

I’ve **got used to** the work here. （我已经习惯了这里的工作。）

I **am accustomed to** the dull and tedious work. （我已经习惯了乏味的工作。）

Are you **used to** the climate here? （你习惯这里的气候么？）

10.你是否想过要改行当一名统计员？

Have you got the idea of changing the job to be a statistician?

英语中常用动名词作为介宾结构，修饰一个中心名词，这在口语中所见不鲜：

Have you got the **idea of going** to study finance abroad?（你是否想过出国学财经？）

That is only one **way of inspecting** the accounts. （这是查账的唯一方法。）

I don’t have any good **method of teaching** English.（教英语我没有什么好的方法。）

11.我不懂基础会计，就更谈不上成本会计了。

I don’t understand the basic accounting, let alone the cost accounting.

英语中表达递进关系时，最常用的有“let alone”“still less”“much less”等，例如：

I cannot afford to rent [rent] a house, **let alone** buy it.（我连房租都付不起，就更谈不上买房。）

This firm can hardly pay for the salary ['sæləri], **still less** for their development. （这间公司连工资都是问题，就更谈不上发展了。）

This firm has never built a common highway, **much less** an expressway [iks'preswei].（这家公司连普通公路都未造过，就更谈不上建高速路了。）

12. 一半因为债务一半因为技术原因公司垮台了。

What with the debt, and what with their technique[tek'ni:k]**, this firm collapsed.**

表达部分原因，最常用的是“what with...what with...”“partly because”“partly with”这类结构：

She dare not tell the truth, **partly because of** her fear.（她不敢说明真相，部分原因是害怕。）

Partly with the rain and **partly with** the traffic ['træfik], Mr. Zhang didnn’t come this morning.（一半因为下雨，一半因为交通，张先生今早没来上班。）

13. 使我惊奇的是，刘小姐通过了注册会计师考试。

To my surprise, Miss Liu passed the exam of certified accountants.

放在句首的插入结构（有的语法书称之为提醒结构），往往是一个“to one 担+n（名词）”结构:

To my sorrow, Miss Li has made another big error again. （使我感到遗憾的是，刘小姐又出了一个大的错误）。

To my astonishment[əs'tɔniʃmənt], her English has improved [im'pru:v] very much. （使我惊奇的是，她的

英语进步很快)。

14. 我们都喜欢学习财会口语。

We all enjoy learning spoken English in finance.

英语中与动名词搭配最多的动词有: admit，avoid confess，enjoy，fancy finish，risk 等等，以后各章中均有介绍:

Miss Li **avoids going** out after dark. （李小姐晚上不出门。）

Mr. Zhang **risks driving** a car. （张先生冒险开车。）

He **admits making** a few mistakes on the balance['bæləns] sheet. （他承认资产负债表上出了好几处错误。）

15. 我们对你的所说所做都很在意。

We are careful ['kɛəful] as to what you say or you do.

英语句式结构中，出现最为频繁的莫过于介宾结构：

We are **careful about** what you are doing. （我们很注意你现在做的事。）

I have got a **good idea of** what he wants. （我非常理解他想要的东西。）

She **shows interest in** what you say. （她对你说的感兴趣。）

16. 我在财务上比刘小姐更熟悉业务。

I am more skilled in finance than Miss Liu.

两者相比，在英语中使用最多的结构就是：A is more...than B...”。然而，如果比较级使用的形容词是拉丁词汇如 superior，inferior 等，则用 A is superior to B 这样的结构。 例如：

Miss Liu is **more** familiar [fə'miliə] **with** accounting than Miss Li. （刘小姐比李小姐更熟悉财务。）

I am **inferior** [in'fiəriə] **to** her in writing. （我写作不及她。）

She is **superior** [sju:'piəriə] **to** me in cost calculating. （她比我更熟悉成本核算。）

17. 我在财务上没有张先生熟练。

I am not so good as Mr. Zhang at finance.

英语中表达“与……一样（好）”这类结构，最常见的是“A is as...as B”例如:

Miss Li is not **as good as** Miss Liu at accounting. （李小姐的会计知识不及刘小姐。）

I am not **so** skilled in writing a speech **as** in writing a report. （我写发言稿不及写书面报告那么熟练。）

18. 现在，我已经习惯了每天工作 5 至 6 个小时。

Now I am used to keeping books five or six hours each day.

英语中表达“习惯于做某事”的时候，常用“be used to，get used to，be accustomed to”等结构，此处，to 是一个介词，后接动名词。例如：

Now I **have got used to** keeping diary ['daiəri] each day. （现在我习惯每天记日记。）

This firm has got used to complying with the international practice of accounting. （该公司已习惯照国际会计惯例办。）

This firm is accustomed ['əkʌstəmd] **to** developing some new products each year. （该公司已习惯每年开发一些新产品。）

19. 这些年来李小姐在财会上越来越熟练。

Miss Li has become more and more skillful in finance.

如果比较的主客体是同一人（或物）的话，则用“more and more”之类的结构:

She grows **taller and taller**. （她越长越高。）

It was raining **harder and harder**. （雨越下越大。）

The company's burden ['bə:dən] becomes **heavier and heavier**. （公司的负担越来越重。）

20. 正如你知道的那样，我是一名会计。

As you know, I am an accountant.

英语中表达“如……，正如……”这类相比结构，通常用“as”作为连接词:

Just as everyone knows, Mr. Smith is quite good at finance. （如诸位所知，史密斯先生通晓财务。）

Just as you like chemistry, I like accounting. （正如你喜欢化学，而我喜欢财会。）

I am **as good as** she at doing the calculation. [ˌkækju:'leiʃən]. （我和她在统计方面都很在行。）

21. 刘小姐只不过是一名会计。

Miss liu is nothing but an accountant.

“but”是英语中最复杂的连词与介词，它常常与某些代词搭配，它也与全否定（全肯定）的句式结构搭配，形成某些固定结构，读者谨记之。

Miss Li is **anything but** an accountant. （李小姐绝对不是会计。）

I **cannot but** be surprised by her aptitude ['æptitju:d].（我不得不钦佩她的才华。）

22. 会计在社会上被称之为商业的语言。

Accounting is often called the “language of business”, which is used in society.

定语从句在财会英语，尤其是书面语中，大量被使用；被修饰对象是人，从句引导词为 who，whom， that；如果被修饰对象是事物，引导词则为 which， that:

An accountant is **one who** inspects and keeps accounts.（会计负责审核与记账。）

A cashier is a **person who** is in charge of cash in a shop, bank or business. （出纳是商店、银行、公司中的现金保管者。）

I **never** go there but think of my hometown. （每次去那里我总想起我的家乡。）

22. 会计的语言用来记录与解释基本经济数据。

The language of accounting is used in recording and interpreting basic economic data.

被动语态在财会英语中，尤其是书面语中，大量被使用，其结构是动词 be+ed（过去分词），例如:

Accounting **is concerned** with reporting and interpreting financial information. （会计工作包括报告与解释财务信息。）

Accounting **is defined** as the process of recording, classifying, and summarizing data. （会计工作可定义为把与企业交易有关的数据进行记录、分类与总括的过程。）

24. 你越了解财务，就越能理解这些规定。

The more you know the finance, the better you will understand these regulations [regju:'leiʃn].

英语中表示“越……（就）越……”这样的比较结构，通常在主从句当中各使用一个比较级形容词，采用“the more..., the more...”之类的结构:

The bigger profit they make, **the eager** they are for money. （利润越高，越想赚钱。）

Please remember to write back, **the earlier the better**.（请回信，越早越好。）

The harder it rains, **the colder** it is in the open. （雨越大，外面越冷。）

25. 财会信息是财务分析所需要的。

Accounting information is needed and used by financial analysis.

This information [ɪnfɔːˈmeɪʃn] **is required** by all persons in a business. （这种信息公司所有人都需要。）

The gathering and presentation [prezənˈteɪʃən] of this information **is known** as financial accounting.（收集和出示这种信息就是财会工作。）

26. 这本会计指南不仅学起来简单，买一本也便宜。

The guide book of accounting is not only easy to learn but also cheap to buy.

表达“不仅……而且……”这样的递进结构，英语表达式为“not only...but also...”“not only...but... (as well)”等：

An accountant **nor** only keeps accounts **but also** interprets them. （会计不仅记账而且解释账目。）

A cashier **not only** keeps cash **but also** handles it. （出纳不仅保管现金也经手现金。）

Not only do banks trust our business **but** appraise the financial soundness of it. （银行不仅信任我们企业，也给我们企业很好的评估。）

27. 会计在做成本核算时不妨征求工程师的意见。

An accountant would do well to consult engineers in calculating the cost price.

表达警告、提醒或者劝说时，英语表达式为 would dowell to，had better，had best 等，例如：

You **would do well** to assist Miss Li to inspect the accounts. （你最好帮助李小姐审核这些账目。）

You **may do well** to take the manager’s advice. （你不妨听听经理的意见。）

You **had better** interpret the financial information more clearly. （你最好将这些财务信息解释得更清楚一点。）

28. 除了出纳之外，任何人都不得经手现金。

Anyone, except a cashier, cannot deal with the cash.

表达“除……之外”这样的结构，英语表达式为“All (any, none)...except...”“except for...”“except that...”。

This report is good **except for** a few data errors. （这份报告不错，只不过有些小小的数据错误。）

She is a good accountant **except that** she is occasionally[əˈkeɪʒənəli] careless. （她是一位好会计，只不过有时候不够细心。）

29. 会计师首先要为人诚实。

An accountant must be honest, honest above everything else.

表达“优于，高于”这样强调重要性结构时，英语表达式有很多，常用的有“above，put (place)...above...”等:

A cashier should be careful, careful above everything else.（做出纳首先需要小心谨慎。）

The financial persons should never put self-interest above everything else. （财务人员决不可以先考虑自己的利益。）

An auditor should put the public interest above everything. （审计师首先要考虑公众的利益。）

30. 公共会计包括审计，而私营会计只处理企业财务账。

Public accounting consists of auditing, on the contrary, private accountants handle the financial records of a business.

表达”不是……而是……”这样的对比结构，英语表达式为“on the contrary，unless，instead of”等:

They raise prices and cut production, instead of cutting costs. （他们提高价格削减生产，而不降低成本。）

We ought to trust the accountants unless there is evidence[ˈevɪdəns] to the contrary. （我们应当相信这些会计师，除非有相反的证据。）

Basic Accounting Records

基本的财会记账方法

When we do recording, a few terms should be remembered. Journal ['dʒə:nəl] （日记账） and ledger ['ledʒə]（分类账）are two common terms. Journal is referred to daily records of events and business transaction and accounts. And ledger means an account book recording gains and money spent.

当我们记账的时候，有好几个术语需要记住。日记账和分类账就是两条常见术语。日记账指的是每日记载的各种琐事、商业交往和财务情况。分类账指的是一本专门记录收入和支出的账本。

It is possible to record transactions [træ'nsækʃn] （交易）by entering debts and credits directly in the accounts. However, when this is done and an error is made, the error is difficult to locate [ləu'keit] （定位）, because even with a transaction having only one debt and one credit, the debt is entered on one ledger page or card and the credit on another, and there is nothing to link the two together.

在账目上直接写入借项与贷项，就有可能记下商业交往。然而，这样做的时候，很可能出错，很难确定错误出在什么地方，因为即使每笔业务都写明借贷，因为借项入了一本分类账或者记在一张卡上，而贷项则入另一本账，两者之间没什么联系。

Consequently ['kɔnsikwəntli] （因此，结果是）, to link together the debts and credits of each transaction and to provide in one place a complete record of each transaction, it is the universal practice to record all transactions in journal. The "journal or "day book", is the book of original ['əridʒinəl] （原有的） entry for accounting data. Afterward, the data is transferred or posted to the ledger, the book of subsequent or secondary entry. The journal is really a diary ['daiəri] （日记） of business activi-ties that list events involving transactions as they occur. The transactions are entered in chronological [krɔnə'nɔdʒikəl] （按年月日的）order—in the order that happen day by day.

因此，要将每笔交易的借与贷都联系起来，并且在一处提供详尽的交易记录，惯常做法就是将交易记在日记账上。"流水账"或者"日记账"是一本登录财会信息的原始账本。之后，将这些信息过账到分类账上去，分类账是子账目。日记账的确是一切商务活动的日记本，列出了所发生的所有商务活动。交易按年月日先后 ——一天天的排列。

A number of different types journals are used in business. The one that will be examined in this chapter ['tʃæptə] （章节）is the journal. As we discuss more complex accounting systems, you will become familiar [fə'miliəl] （熟悉的） with other kinds of journals. The standard ['stændəd] （标准） form of the general journal is shown below.

企业里使用各种各样的日记账。本章供我们检查的是一种日记账。随着我们讨论的财会系统越复杂深入，你会越来越熟悉其他日记账。总（日记）账的形式列在下面：

General Journal Page
总日记账

Date （日期）	Description （说明）	P.R （项目）	Debit （借项）	Credit （贷项）
2001 Feb.1	Cash（现金） Johnson, capital（约翰逊基金） Invested cash in the firm（公司现金投入）	11 31	$10,000	$10,00

会计体系
Accounting System

提示:

本章提问与回答的是有关会计基本架构的问题。 会计的基本结构包括资产、负债、业主权益、收入、费用这五个方面，对话中皆涉及到。此外还谈到复试记账、核算、企业会计和公共会计、预算问题、报表订正问题等。本章阅读内容是“试算平衡”。文中列出了试算平衡表，读者可根据中文对照了解这方面的英语表述。从语法上看，本文的例句依然遵循句为纲的原则，尽量采用口语句型以便使学生上口。

1. 史密斯先生，你能告诉我会计体系的基本价构么？

Mr. Smith, can you tell me what the basic structure['strʌktʃə] **of accounting system means?**

上面是最一般的用情态动词提问的例子。如果要想表达委婉一点，则可以使用情态动词的过去式，一些语法书上将其归为虚拟语气 ：

Can you tell me who the financial manager is? （你能告诉我谁是财务经理么？）

Would you please tell me how I can get there? （请告诉我怎么去那里好么？）

Can you tell me what the figure indicate? （你能告诉我这个数据说明了什么？）

2. 它分为五个方面：资产负债、业主权益、收入和费用。

It is classified into five parts: assets [ə'sets] **liabilities** [laiə'biliti], **owner's equity, revenues** ['revənju:] **and expenses.**

此句是对上句的直接回答。口语回答比较灵活，无须用 “Yes,No”来回答问话人的提问。此外，表达 “分为几部分”这一说法时，可以分别用“be classified into, be divided into, e grouped into...” 等 ：

J The financial department is divided into three sections: the accounting, the salary, and the fund. （财务部分为三个科室：会计科、工资科与基金科。）

All the accounting books are grouped in three types.（所有这些账本分为三类。）

3. 负债是什么意思？

What does liability mean?

请人解释某一术语时，最直接的说法就是“What does...mean?”或者“What is the meaning of...?”

What does asset mean? （资产是什么意思？）

What is the meaning of owner's equity ['ikwiti]? （业主权益是什么意思？）

What is the meaning of revenue mean? （收益是什么意思？）

4. 负债指的是应付款项，也是债权人的要求。

Liability is referred to the payable, also claims by the creditors.

向对方解释某一术语时，我们常说“ X is referred to...”“X represents...” “x refers to....”等：

Asset refers to anything of value ['vælju:] owned by a business or an individual [individju:l]. （资产指的是公司或者个人拥有的任何有价值的东西。）

Owner's equity represents the portion of assets that belongs to the business. （业主权益代表属于企业业主的那一部分资产。）

Revenue represents assets coming into the business from a customer. （收益代表顾客流入企业的资产。）

5. 你知道收益一般的形式么？

What is the general form of revenue, do you know?

Wh（what，which，where...）是最常用的询问式：

Who is the chief inspector, can you tell me? （你能告诉我谁是财务总监么？）

In which account book should I place the expenses, can you tell me? （你能告诉我把这笔费用记在哪本帐上么？）

Where is the chief [tʃi:f] inspector, do you know? （你知道财务总监去哪里了么？）

6. 资产、负债和业主权

What is the relationship [ri' leiʃənʃip] between asset, the accountants? （财务总监与会计员是什么关系？）

7. 它们之间的关系是：资产=负债+业主权益。

Their relationship is expressed as: asset = liability + owner's equity.

The relation between the chief and accountants is like the supervisor and the lower level to the higher level.（财务总监与会计员的关系就像监督人的关系，下级对上级的关系。）

8. 有关复式记账你知道哪些？

What do you know about the double-entry system of recording?

请对方解释某一概念或某一术语，也可用 “What do you know about ...?”

What do you know about accrual[ə'kru;əl] system?（有关应计制度你知道哪些？）

What is the accounting equation?（什么是会计平衡？）

What would you say about the cash system?（有关现金制度你知道哪些？）

9. 你认为现金体系是最简单的记账方式么？

Do you think the cash system is the easiest way of recording?

询问对方“认为……怎么样？” 可用“ Do you think (believe, hold that)...” 等说法，参考第一章(21)，如：

Do you believe the accounting principles are not natural laws in the sense of the laws of physics and chemistry?（你认为现行的会计原则并不像物理化学原理那样是自然法则么？）

Do you argue that accepted accounting principles[5 prinsipl] are changed and refined?（你坚持

认为现行的会计原则是不断变化修订的么？）

10. 我们只得相信核算结果。

We can do nothing but trust the result of calculation.

表达“只好如此，别无选择”之类的句意时，英语表达式为“no alternative (choice) but to do sth, do nothing but”等:

We can do nothing but fire her.（我们只好解雇她。）

There is no alternative[ɔ:l'tənətiv] but to trust the result of auditing.（我们只好相信审计的结果。）

She did nothing but inspect the accounts.（她整天检查这些账目。）

11. 企业会计必须有资格证书，更不用说政府会计了。

A private accountant must be qualified with certificate, not to speak of a government accountant.

表达“更不用说，何况之类”的句意时，英语表达式为“to say nothing of not to speak of”等，参见(18)。

She is familiar with auditing, to say nothing of accounting.（她熟悉审计，不用说也熟悉会计。）

She doesn't understand English, to say nothing of Greek and Latin.（她不懂英语，更谈不上希腊语和拉丁语。）

12. 我们想弄清楚他们是否雇请公共会计师。

We wonder whether they employ[im'plɔi] public accountants or not.

表达“是否”之类的句意时，英语表达式为“whether ... or ...”“if ... (or) ...”。

Whether you like it or not, nonprofit organizations should employ public accountants.（无论是否如你愿，非盈利机构应该请公共会计师。）

I am sure we'll see each other again whether here or in Shanghai.（我可以肯定我们还将见面，无论在这里还是在上海。）

13. 我希望自己做的预算拨款没有算错。

I wish I were not wrong with the budget ['bʌdʒət] allocation[ælou'keiʃən].

表达“但愿，希望”之类的句意时，英语表达式为 wish +（过去时从句，与现在相反）或者（过去完成时从句，与过去相反）

Miss Liu wished she had made a correct calculation.（刘小姐希望自己的核算正确。）

I wish I were a certified public accountant.（我但愿自己现在就是公共注册会计师。）

We wish we could pass the examination of certified public accountants.（我们希望自己可以通过公共注册会计师的考试。）

14. 要是我们拿工资而不是领报酬就好了。

If only we could be salaried rather than paid a fee.

英语中if only结构相当于wish 的搭配结构，汉语意思相当于“要是……就好了”。

If he had only studied auditing.（他要是学过审计就好了。）

If you would only try harder.（你要是再努力些就好了。）

If only I knew the answers to the questions of the examination.（我要知道怎样回答考试题就好了。）

15. 即使不成功也值得一试。

It would be worthwhile trying even though it may not be successful.

英语中表达“尽管”“即使”这类让步结构，从句可用“even though, even if”这类表达式：

He did well in his examination even if he didn't become the certified accountant.（她考得不错，尽管没有成为注册会计师。）

Even though I tried hard, I failed in the examination.（我尽管尽了力，考试还是没有及格。）

16. 我感觉自己是一名公证会计师。

I feel as if I am a chartered['tʃɑ:tə] accountant (CA) .

as if 与as though，两者意义相同，都表达“仿佛”“好像”之意，在这中结构中，动词可用现在式，也可用过去式，可以灵活掌握：

I felt as though nothing had happened.（我感觉什么事也没发生。）

It seems as if there is something wrong with the accounts.（看起来这些账目有问题。）

She opened the account book as if to check it.（她打开账本，似乎要查账。）

17. 你应当接受他的建议，好让董事长批准你的预算。

You should take his advice in case the director general approve your budget.

in case 在英语中可以表达“以防，万一”，这样的意义，同类结构还有 lest, for fear等等：

We audit each branch every year lest we (should) see any fund abuse.（我们每年审计各个部门，看看是否有滥用基金的情况。）

We audited this firm every half year for fear they might abuse[ə'bju:z] the credit['kredit].（我们每半年审计这家公司一次，以防他们滥用贷款。）

Wait outside for fear you are called by the director.（在外边等，主任随时可能找你。）

18. 要是约翰在这里，他就会帮你做核算了。

Were John here now, he would help me calculate the data.

这类倒装结构式省去了if这一连词的表达式，句式结构同if 引导的虚拟式基本相同，例如：

Had you asked me, I would have helped you to prepare the exam.（如果你请我，我就会帮你准备考试。）

Were the calculation to be correct, our budget cost would be correct.（如果计算正确，我们的预算开支就是正确的。）

19. 在美国无论你去哪里都会发现每家公司都有企业会计师。

Wherever you go in the U.S, you would find each firm has a private['praivit] accountant.

这类结构与no matter where (how, when, which, what)相似，譬如:

whatever = no matter what

wherever = no matter where

however =no matter how

whichever = no matter which

No matter where you work, you must be qualified with the certified accountant in Hongkong.（在香港，无论你在哪里上班，都得要有注册会计师资格。）

However you do, you must obey the principle of accounting.（无论怎样做，你总得遵守会计原则。）

However you calculate the cost, the amount would exceed $1,000,000.（无论你怎样计算成本，总额总会超出100万美金。）

20. 无论怎样做，总得把预算拿给我们看。

Whatever you do, you must show us the budget.

英语中表达“无论……什么样（时间、地点、方式）”，分别用“Whateve, whenver, wherever, however...”作为发问词：

No matter what I say, I seem to say the wrong thing（无论我怎样说，似乎都说得不对。）

No matter what we do, the budget allocation should arrive before we can start the production.（无论我们怎样做，预算拨款到位才能开工。）

21. 显然金钱来源于利润。

It is obvious['ɔbviəs] that money comes from profit.

“It is obvious”与“the fact”常常在书面语中出现，引导名词从句，前者做主语用，后者作为同位语使用：

That money doesn't grow on trees should be obvious.（显然钱不会长在树上。）

The fact that money comes either from profit or from the loan is obvious.（显然，钱要么来源于利润，要么来源于贷款。）

It is likely that some large corporations employ hundreds of employees in their accounting offices.（显然有些大公司财会室聘用好几百人。）

22. 他觉得做预算很难。

He finds it difficult to budget the cost.

it在英语中常用作为形式宾语，后面带上一个补足语，且用that引出宾语从句：

I find it strange that she doesn't understand accounting.（我感觉奇怪的是她居然不懂会计。）

We find it dangerous to make an overdraft.（我们认为透支很危险。）

They made it impossible for me to make resignation.[resig'neiʃən]（他们使我无法辞职。）

23. 的确，这些账目需要审计。

It is true these accounts need to be audited soon.

在“It is true that...”这类结构中，用it作为形式主语，不过it is true也常用作插入语出现在句子里面：

True, there are so many options['ɔpʃən] open to me, but I have difficulty determining.（的确，我有多种选择，但我很难确定。）

Cashiers, it is true, must have some knowledge of accounting.（的确，出纳员要有一些财会知识。）

J Great men, it is true, are sometimes very careful about their appearance[ə'piərəns].（的确，大人物有时候要非常注意他们的外表。）

24. 这张报表上很多错误，需要订正。

Filled with errors, this balance statement need to be corrected.

用分词短语作为状语表达原因时间等，屡见不鲜，一般情况用在书面语里面，不过现在口语表达时，也常有人这么用：

Impressed by her achievement, the director would promote her to the head of the financial department.（总经理对她的业绩留下了很深的印象，想提拔她为财务部主任。）

Once audited and inspected, the accounts will be returned to you.（审计之后，这些账本就还给你。）

25. 引入基金之后，财务形势越来越好。

With the introduction of fund, the situation is getting of finance better and better.

With 结构的短语介词，在句中常作为方式、原因状语，介词的宾补十分灵活，可用分词、形容词以及介词短语等：

With your help, I would pass the examination.（有你的帮助，我可以通过这次考试。）

With the accounts recalculated, the budget will be approved.（账户重新核算之后，这份预算可望批准。）

26. 在史密斯先生的帮助下，我通过了注册会计师的考试。

Glad of getting help from Mr. Smith, I passed the examination of certified accountants.

形容词短语作为状语，在英语句中时常出现，绝大多数情况下用作书面英语：

Full of apologies[ə'pɔlədʒi], the manager would buy three new computers for the finance department.（经理说了很多道歉的话，要给财务部添买三台新电脑。）

They finished auditing of that firm, **exhausted** [ig'zɔst] **and uneasy.**（他们审计完那家公司的财务，很疲劳，很不安。）

27. 订购材料的时候需要付些订金。

When ordering material, you have to pay some deposit.

由when, while, if, though 作为连接词引导状语从句的时候，这些连接词后面常用省略结构，即省去主语和谓语动词：

Can you find any errors in these accounts **when auditing**?（审计时，你能在这些账户上发现错误么？）

If exchanged, this Renminbi is worth 2000 dollars.（如果拿去兑换，这些人民币可值两千美金。）

Though destroyed, the two tall buildings will be rebuilt.（尽管这两栋高楼被摧毁了，它们还将得以重建。）

28. 企业和企业所处的环境在不断变化，财会原则也变。

Business and the environments are always changing and so are the accounting principles.

英语进行时态的句子，常常表达一个经常性发生的事情或者产生的动作：

The budget of that company is constantly altering.（该公司的预算总是变来变去。）

The financial condition of our company is constantly['kɔnstəntli] improving.（我们公司的财务状况不断改进。）

28. 我从来没有经历过那种场合。

Never have I experienced such situation.

英语句子中，当否定词no, never ... 或者半否定词 hardly, seldom, little...等置于句首时，整个句子往往用倒装结构：

Seldom did I see him.（我很少见到他。）

Hardly does she work on Friday afternoons.（星期五下午她很少上班。）

Few mistakes did I find in her accounting book.（在她的账户上我很少发现出错。）

The Trial Balance

试算平衡

Since equal['i:kwəl]（相等的）dollar amounts of debts and credits are entered in the accounts for every transaction recorded, the sum of all the debts in the ledger must be equal to the sum[sʌm]（数额） of all the credits. If the computation[kɔmpju:'teiʃən]（计算）of account balances has been accurate['ækju:rət]（精确的）, it follows that the the total of the accounts with debit['debit]（借方的）balance must be equal to the total of the accounts with credit balance.

因为借贷相等的每笔款项在每笔交易后都要列入账目，在分类账中，借方的总额必须与贷方的总额相等。如果会计平衡表准确的话，那么借方的余额必然与贷方的余额相等。

Before using the account balances to prepare a balance sheet, it is desirable[di'zaiərəbl]（理想的）to prove[pru:v]（证明）that the total of accounts with debit balances is in fact equal to the total of accounts with credit balances. This proof of the equality of debit and credit balances is called a trial balance. A trial balance is two-column schedule['skedʒuəl]（细目表）listing the name and balances of all the accounts in the order in which they appear in the ledger. A trial['traiəl]（试算的）balance taken from the ledger of Johnson Owen, Attorney, appears below:

在我们使用财会平衡数据制作资产负债表之前，最好先证明一下借方的总数实际上与贷方是否相等。证明借贷平衡一致在财务上叫做试算平衡。一份试算平衡表有两排数据，列出名称和所有账户的余额，按在分类账上的先后排列顺序展开。

下面便是一份试算表，取材于约翰逊·欧文代理公司：

Johnson Owen, Attorney

Trial Balance Jan 31, 2001

约翰逊·欧文代理公司试算平衡表

Items（项目）	Debit（借）	Credit（贷）
Cash（现金）	$6,000	
Accounts Receivable（应收账款）	3,000	
Office Supplies（办公费用）	300	
Equipment（设备）	3,000	
Accounts Payable（应付账款）		
Johnson, Capital（约翰逊基金）	2,000	$0
Johnson, Drawing（约翰逊，提款）	1,000	10,000
Fees Income（费用收入）	600	7,000
Rent Expense（房租）	400	
Salaries Expense（工资）		
Utilities Expense（设施开支）		
Supplies Expenses（供应开支）		
Totals（总计）		$17,000

When there is a mistake in a trial balance, the first step is to determine the amount by which the total debits and

credits **disagree**[ˌdisə'gri:]（不同意）. Certain characteristics of the amount may provide a clue to **identifying**[ai'dentifai]（查出）the type of error and finding where it was made.
当试算表上有错误时，第一步就是确定总的借贷不一致的数额是多少。这个额度具有某些特征，或许可以提供某些线索，查出错误的类型并且找到错误发生的地方。

LESSON 3

会计工作程序
The Accounting Procedure

提示：
本章讨论的是会计工作程序问题，涉及到会计循环、会计工作底稿、报表制作、总分类账、明细账、实账、虚账以及转回分录等问题。这些问句和陈述句都是日常工作时，常听到会计人员讲到的。本章例句的句型都有一定的代表性，大部分句型对于口语和书面语都通用。在提问的例句后面，往往还有几个句型相同的发问，在随后的回答例句也依次序分别作答。本章短文阅读“净收益”是一篇简短的说明文，学生不妨背诵出来，对练习口语定有帮助。

1. 史密斯先生，你能讲讲会计循环么？
Would you please say something about the accounting cycle Mr. Smith?
请对方解说某方面东西，有多种多样的英语表达式。诚然，“Would you please do ...” 是最为客气的表达式了：
Would you please say something about the cost accounting? （请你说说成本会计好么？）
Would you please help me with my international accounting?（你帮助我学习国际财会好么？）

2. 很简单。就是记录分类财务信息并制作报表的方法。
It's easy. It is the approach[ə'prəutʃ] **of recording and classifying of financial data and preparing the financial statement.**
向对方作解释的时候，总要化难为易才好；即使是复杂的东西，也要说它不难理解：
It's simple. It is the way to provide the data to be reported on the financial statement.（很容易，就是在财务报表上提供信息的方法。）
It's not complicated['kɔmplikeitid]. It is the approach to collect the data and produce the statement.（一点作报表的方法。）

3. 你能一步步地教我么？
Could you teach me the process['prɔses] **step by step?**
Can you show me step by step?（你能一步步做给我看好么？）
Could you divide the process into a few steps?（你能把这一过程分为几步么？）

4. 当然可以，这一过程可以分为两步。
Of course. The process is divided into two classes.
肯定的回答，也是多种多样：
Certainly. The steps are grouped into two.（当然可以，步骤可以分为两步。）
All right. The process can be classified into two. （没问题，这一过程可分为两步。）

5. 你能教我怎样制财务报表么？

Could you teach me how to make the financial statements?

“teach, show ”等动词后面用不定式作宾语补足语时，常带上一个how (when, where ...) 这类wh 结构：

Can you teach me how to make preparation of an accounting worksheet?（你能教我怎样编制会计工作底稿么？）

Could you show me how to record adjusted [ə'dʒʌst] entries in the journal['dʒə:nəl]?（你能告我怎样做结账分录么？）

Could you tell me how to close the revenue and expenses[iks'pens] accounts in the ledge?（你能告诉我怎样在分类帐中结算收入类与费用类帐户么？）

6. 先在日记账上做分录，然后计入分类账。

First record the closing entries in the journal and then post the entries to the ledger.

英语中表达“第一步，第二步…”可用“First ... then ..., First ..., second ...”这样的结构：

First, collect all the data; second, classify it; third, record it.（先收集数据；第二步将数据分类；第三步计入账本。）

First make income statement and statement of owner's equity and then produce the balance sheet.（先做损益表和业主权益表，然后做资产负债表。）

7. 那么怎样制作会计工作底稿呢？

Then how to make preparation of an accounting sheet?

这是一种省略的说法，完整的说法应该是“Then how should we do to ...”。

Then how to prepare an unadjusted trial balance from the ledge?（那么怎样通过分类账试算平衡？）

Then how to collect data for adjusting entries ['entri] and analyze['ænəlaiz] it?（那么怎样收集调整分录的数据并分析这些数据呢？）

Then how to prepare the salary sheet?（那么怎样制作工资表呢？）

8. 经理到来之前你是否已经完成了会计底稿？

Had you finished preparing the worksheet before the manager came?

过去完成时表达的是过去的过去，常常与before 搭配：

Had you reminded[ri'maind]her before she made the mistakes?（她出错之前你是否提醒过她？）

She had made the error before I called attention to her.（我还来不及提醒她就已经出错了。）

9. 你依据什么说她的报表有错？

On what basis did you say she was wrong with the sheet?

这是一种常见表达“依据……，根据……”的句式：

On what basis do you say I am wrong?（凭什么说我错了？）

On what did you think she was right?（凭什么认为她是对的？）

On what data did you produce this sheet?（你依据什么数据出的这份报表？）

10. 从会计角度看最重要的是哪一点？

What is the most important requirement [rə'kwaiəmənt] from the accounting point of view?

英语中表达 “根据某人的看法、观点”可用“in one's view, in one's point of view, from one's point of view ...” 等等。

They all agree to the suggestion from the accounting point of view.（站在会计角度她们都赞成这条建议。）

From another point of view you are right.（从另外一点看你是对的。）

In my view you had better start over the balance sheet.（在我看来，你最好还是将资产负债表重新编一遍。）

11. 我很少出错,刘小姐也一样。

I made few mistakes and so did Miss Liu.

英语中so一词，用法较为复杂，学生尤其应注意:

“Don’t forget the manager is your brother”“so he is.”（“别忘了经理是你的兄长，”“原来如此。”）

“I have taught English for ten years.”“So you are a teacher.”（“我教英语十年了”。“原来你是教师”。）

“Mr. Smith made a few mistakes”“So he did”（“史密斯先生出了好几处错”。“的确如此”。）

12. 审核越仔细越好。

We cannot be too careful about the inspection.

英语中“cannot ... too (over) ..., ”这类句式意思是“再怎样……也不过份”，容易译错，因此要格外注意:

We cannot make distinction[dis'tinkʃən] too carefully between the cash basis accounting and the accrual basis accounting when making entries about revenues and expenses.（编制有关收入与支出的分录时，要十分注意权责发生制与现金收付制的区别。）

Each transaction cannot be provided with too complete and accurate data.（每笔交易都应备有最完整、最准确的资料。）

We cannot overestimate['əuvə'estimeit] the assets of Smith’s Company.（对史密斯公司的资产要有足够的估计。）

13. 我们在日记账上记录交易时，用一种特殊语言编制记录叫做分录。

We recorded transactions on journals with a kind of special language, called entries['entri].

分词短语作为定语，同定语从句一样，一般用于书面语言；不过在专业英语的口语里，也是时有所见:

We made the entry based on the data, known as source[sɔ:s]documents.（我们依据信息做分录，这些信息称之为原始凭证。）

We transfer the information to the ledger, which is called posting['pəustiŋ].（我们把财务信息列入总账，这一过程称作过账。）

14. 总分类账是总控制账户，而详细信息都记录在明细分类账里面。

General ledger is designed as control accounts while the details are maintained in a subsidiary ledger.

“while”在连接从句的时候，除了表示时间之外，也常表达转折的含义:

Mr. Smith is the manager while his sister is an accountant.（史密斯先生是经理，而他的妹妹是会计。）

While the accountant is clever, the cashier is stupid[s'tju:pid].（这位会计很聪敏，这位出纳却很笨。）

The ledger is viewed as the basic accounting record while the journal is detail record of business

transaction.（分类账是会计的基本记账，而日记账则是交易的详细记录。）

15. 史密斯先生是个不错的会计。

Mr. Smith is something of an accountant.

“Something of + 职业”常常表达“某方面干得不错的意思。”

Miss Li is something of a cashier.（李小姐做出纳内行。）

I am much of a business manager.（我算得上是个出色的企业经理。）

My father is much of an author.（父亲是位出色的作家。）

16. 公司的损失无法估算。

There is no accounting for this company's loss.

事情到了无法挽回的时候，或者表达完全不可能的时候，常用“There is no doing something”这样的表达方式：

There is no finishing the inspection in two days.（两天内无法完成审核任务。）

It's no use producing the statement without ledger.（没有分类帐不能出报表。）

It is no use crying over spilt milk.（事已发生无法挽回。）

17. 学会计最好就是多实践。

There is nothing like practice to learn accounting

“表达干某事最好怎样”可用There is nothing like ...”这样的句式结构：

There is nothing like auditing to know that company's finance.（要了解那家公司的财务最好就是审计。）

There is nothing like milk for children.（牛奶最有益于儿童健康。）

There is nothing like good textbooks for those students.（对那些学生而言，最需要的就是好的教科书。）

17. 掌握会计并不难。

There is nothing to mastering accounting.

“There is noting to doing ...”表达的意思是“干某事轻而易举”“毫不费力”。

There is nothing to knowing auditing.（了解审计并不费事。）

There is nothing to understanding the question.（理解这一问题并不难。）

19. 史密斯先生同我一样，不是一位好会计。

Mr. Smith is no more a good accountant than I am.

“no more ... than ...”的汉语意思是“与……一样”。

Miss Liu is no more a good auditor than I am.（我与刘小姐都不是好的审计师。）

He cannot effect the impossible anymore than I can.（他同我一样不能做做不到的事。）

He can no more speak English than I can.（他跟我一样，不会说英语。）

20. 根据复式记账法，借方总额 必须与贷方相等。

Based on double[dʌbl] **entry accounting, total debits must equal to total credits**['kredit].

“base on, according to, because of”译成汉语时，常常译成“依据……，根据……”：

Based on double entry accounting, the recording work is correct if total debits equal total credits.（根据复式记账法，如果借方总额与贷方相等，那么记账就正确。）

Because of accrual basis accounting, numerous['nju:mərəs] adjustment must be made to to the account balance.（根据权责发生制，要做大量的调整使其达到会计平衡。）

According to double entry accounting, total debits should be equal to total credits.（根据复式记账，借方与贷方必须相等。）

21. 当调整分录计入日记账并过账之后，它们可以进入工作底稿的第二栏。

Having been journalized and posted, the adjusting entries could be listed on the second column of working paper.

分词短语作为时间状语，一般用于书面语；不过在专业英语里，这类结构也用于口语：

Having been inspected, these accounts can be filed[fail] up.（审核之后，这些账目可以存档。）

Having been checked, these accounts should be sent to the director.（检查之后，这些账目应送交主任看过。）

22. 会计循环很简单，会计程序有些繁琐。

Accounting cycle is as simple as the accounting procedure[prə'si:dʒə] is as tedious['ti:diəs].

“X is as A as Y is as B” 表达的汉语意思是，“正如A如何如何，B则如何如何，这是比较典型的书面英语句式，口语中少用：

Mrs. Douglas is as correct as Mr. Smith is incorrect in the record.（道格拉斯太太记账完全正确，史密斯先生记账不正确。）

The director is as happy as the accountant is sad.（主任很高兴，这位会计却很伤心。）

My brother is wise as I am stupid['stju:pid].（弟弟很聪明，我却很笨。）

23. 我们需要更新整理一些分类账，为做新帐准备。

We need to rearrange some ledger accounts to make them ready for recording new data.

表达“必须、应该“这类语义时，常用“need to, have to, ought to”这类虚词：

We also have to make some accounts be zero for the reason of more clearly reflecting the business results.（我们也得把一些账目数字定为零，理由是能够更清楚的反映商务结果。）

We ought to classify the accounts into two sorts: real accounts and nominal['nɔminəl] accounts.（我们应将账户分为两类：实账与虚账（名义账）。

24. 你不妨将账户分为两类：实帐与虚账。

You might as well classify the accounts into two: real and nominal.

使用“might as well, might just as well”这类结构，目的是较为委婉的表达“不妨怎样做，或许怎样”的意思：

We may as well take the real accounts as the balance sheet accounts.（我们可以把实账看作是负债表账户。）

We might just as well know that real accounts are permanent.（我们或许也知道实账是永久性的。）

We may also be clear that the accounts whose balance are carried forward from period to period are assets, liabilities and owner's equity accounts.（我们或许清楚余额由上期带入下期的账户是资产、负债和业主权益。）

25.除了资产与负债之外业主权益也是实账户。

As well as assets and liabilities, owner's equity belongs to real accounts.

“as well as”表达的汉语意思是“不仅……而且……”可以分别置于英语句子的前、中、后三个位置：

They are nominal as well permanent ['pə:mənənt].（这些账户是名义的也是永久的。）

They are not only nominal but permanent as well.（这些账户是名义的也是永久的。）

Not only does the company make profit but it has prestige['prestidʒ].（这家公司不仅盈利还有很好的声望。）

26.从另一方面看，损益表账户是业主权益的附属账户。

In other way, the income['inkʌm] statement ac counts are the sub-accounts to owner's equity.

英语中表达“另一方面”的语义时，常用“in other way”“on the other hand”“for one thing ... for the other (anther) ”这样的短语或句式结构：

Revenue increases owner's equity, on the other hand, expenses decreases owner's equity.（收益使业主权益增加，而费用成本使业主权益减少。）

For one thing, closing process is fulfilled [ful'fil] by making closing entries; for another, once entering the entries, the nominal account's balance turn to be zero.（一方面结账程序是通过编制结账分录实现的，另一方面，一旦进入分录，虚账户就转为零。）

27. 转回分录只有一个作用：简化日后的分录。

Reversing entries serve only one purpose, that is to facilitate['fæsiləteit] a subsequent entry.

“that is”在英语句中是典型的强语式，常常作为插入语在句中出现：

A reversing entry is dated the first day of next period, that is, simply reverse or“back out”an adjusting entry.（转回分录是下一个周期第一天做的分录，就是将调整分录转回去的意思。）

An accountant inspects and keeps financial accounts, that is, records financial data.（会计审核账目并记账，即记录财务信息。）

A cashier is in charge of cash, that is, he/ she collects, keeps and delivers[di5livE] cash.（出纳负责现金，就是说，他/ 她收取、保管以及发放现金。）

28.不管你做不做转回分录其结果都一样。

Used or not, the same end results of reversing entries are attained[ə'tein].

英语中将“V+or not”，置于句首，与主句用逗号隔开，是一种提醒对方的表达方式，汉语意思是：“不论……还是……”。

Believe it or not, she was a great help to me in accounting.（不管你信还是不信，财会上她对我有很大的帮助。）

Try or not, the result is the same.（试与不试，结果都一样。）

29.在新的一期信息记录之前，许多公司编制转回分录。

Prior to starting new information many companies make reversing entries.

英语中用拉丁语来表达方位或时间的先后是常见的预言习惯，也是一种强语式，强调时间和位置上的先后：

We rearrange[riə'reindʒ]some ledger accounts posterior["pəustiəriə] to the worksheet.（我们在完成工作表后整理一些分类账户。）

She is superior to me in inspecting accounts.（审核账户方面她比我要强。）

She is inferior to me in business English.（商务英语方面，她不及我。）

30.要紧的是这些账户在会计周期开始时余额为零。

It is essential[i'senʃəl] these accounts have zero balance at the beginning of each new period.

“It is essential (important, vital,) that ...”也是一种强语式，it 为形式主语，主句常用虚拟语气表达:

It was important revenue accounts have zero at the beginning of new period.（重要的是收入账户在新的周期开始时为零。）

It is vital Miss Liu should be retrained[ri'trein].（刘小姐非得去进修不可。）

It is strange that she has passed the examination.（奇怪的是她考试居然及格了。）

Net Income

净收益

Net income is the net increase in owner's equity['ekwiti]（权益）resulting from the operations of the company. Net Income is measured by the difference between revenue['revənju:]（收益）and expenses:

Net Income = Revenues -Expenses

净收益指的是公司业务活动造成的业主权益的净增长。净收益是通过收入与支出之间的差来确定的。

净收益=收入-支出

1. Revenue. Revenue is the price of goods sold and services rendered ['rendə]（提供）to customers. When a business renders services to its customers or delivers merchandise['mə:tʃəndaiz]（商品）to them, it either receives immediate payment in cash or acquires[ə'kwaiə]（获得）an account receivable which will be collected and thereby become cash within a short time. The revenue for a given period is equal to the inflow of cash and receivables[rə'si:vəbl]（应收款项）from sales made in that period.

收益。收益指的是出售给顾客的商品和劳务的价格。当商家将各项服务提供给顾客并且送货上门时，它立即就可以收到现金付款或者收到应收账款，后者将筹备好并在短期内转化为现金。一定时期内的收益等于该段时期内的现金以及销售获得的应收款项的流入。

Revenue causes an increase in owner's equity. The inflow of cash and receivables from customers increase the total assets of the company; on the other side of the accounting equation[i'kweiʃən],（平衡）the liabilities do not change, but the owner's equity is increased to match the increase in total assets. Thus revenue is the gross[grɔs]（总的）increase in owner's equity resulting from business activities.

收益引起业主权益的增长。从顾客一方流入的现金和应收款项增加了公司的总资产。从财会平衡的另一方面看，负债额并没有改变，而业主权益的增加与总资产的增加一致。因此可以说，收益就是企业活动带来的业主权益总的增长。

2. Expenses. Expenses are the cost of the goods and service used in the progress['prəugres]（过程）of obtaining revenue. Example include salaries paid employees, charges for newspaper advertising and for telephone service, and wearing out（depreciation）[di,pri:ʃi'eiʃn]（损耗）of the building. All these items are necessary to attract[ə'trækt]（吸引）and serve customers and thereby to obtain revenue. Expenses are sometimes referred to as the “cost of doing business”, that is, the cost of the various activities necessary to carry on a business. Since expenses are the cost of goods and services used up, they are also called “expired costs”.

费用：费用是商品以及获得收益过程中使用劳务的成本。费用包括付给员工的工资、报刊上登广告、

电话服务以及房屋损耗等。 所有这些项目对于招揽顾客和服务顾客是必不可少的，从而可获得收益。费用有时候指的是“经商成本”，也就是各种必要活动的成本。因为费用是商品及消耗掉的劳务，它们也被称为“已消耗的成本”。

Expenses cause the owner's equity to decrease. Revenue may be regarded[rə'ga:d]（认为）as the positive factor in producing net income, expenses as the negative['negətiv]（消极的）factor. The relationship between expenses and revenue is a significant one; the expenses of a given month or other time period are incurred[in'kə:]（招致，引起）in order to generate revenue in that same period.

费用使得业主权益下降。收益在产生净收入的过程中可以被视为积极因素，而费用则被视为消极因素，弄清费用与收益之间的关系非常重要。在某个月份或者其他时期产生的费用，其目的是为了在那段时期产生收益。

LESSON 4

资产负债表与损益表

Balance Sheet and Income Statement

提示：

本章讨论的资产负债表和损益表是商业会计最常用的两种报表。内容涉及报表格式、现金、有价证券、流动负债、长期负债、存货、留存收益表、损益表这类常见术语。熟悉这类基本术语的英文表达就基本上可以在谈话中讨论财会问题了。此外，我们从本章起不再讨论语法问题，所有例句都是问答式。凡1.3.5……这类单句都是提问句，而2.4. 6……之类的句子则是陈述句，内容是对上面提问的依次回答。本章的阅读部分“资产负债表”是一篇简单上口的短文，学生可以反复朗读背诵。

1.资产负债表展示的是什么？

What does a balance sheet present to us?

What on earth do you think a balance sheet is?（你认为资产负债表究竟是什么？）

Does a balance sheet show the financial resources[ri'sɔ:s] a business owns? （资产负债表展示公司拥有的财务资源么？）

a balance sheet 资产负债表，另一种说法为 a balance statement。

2.资产负债表可以显示某公司在某一时期的财务状况。

A balance sheet presents the financial position[pəuzi'ʃən] of a business at a given data.

I think a balance sheet is a historical report of finance.（我认为资产负债表是历史资料的报告。）

That's true. A balance sheet shows the financial resources[ri'sɔ:s] a business owns.（说得不错。资产负债表展示一家公司拥有的财务资源。）

presents 展示，显示；可替换词有show, display ... 等

3. 你能告诉我传统资产负债表的传统格式么？

Can you tell me what is like the traditional format['fɔmæt]of a balance sheet?

Why the financial sheet is said to “balance”?（为什么报表被称为平衡表？）

How can assets be classified?（资产可以怎样分类？）

What do current assets include?（流动资产包括那些？）

format 格式

current assets 流动资

4.资产负债表的传统格式将资产列在左边，负债及业主权益列在右边。

A traditional balance sheet lists the assets on the left side and liabilities and owner's equity on the right hand.

The statement is said to “balance” because the left column['kɔləm] is equal to the right column.（报表被称为“平衡表”，因为左边一栏与右边一栏相等。）

Generally speaking, assets can be classified into current['kʌrənt] assets and non-current assets.（一般来说，资产可以分为流动资产与非流动资产。）

Generally, current assets include cash or those that can be turned into cash within one year.（流动资产包括现金以及可望在一年内转换成现金的资产。）

5.除现金之外还有哪些流动资产形式？

What other forms of current assets besides cash?

How many sorts of non-current assets do you know?（你知道有多少种非流动资产？）

What are the long-term tangible['tændʒəbl] assets?（什么是长期有形资产？）

Can you tell me what the intangible assets are?（你能告诉我什么是无形资产么？）

tangible assets 有形资产

intangible assets 无形资产

6.除了现金之外，资产包括现金、有价证券、应收账款、应收票据、存货以及预付费用。

Besides cash, current assets include marketable securities, accounts receivable[ri'si:vəbl], notes receivable, inventories, and prepaid expenses, term intangible resources and other non-current assets.

As I know, there are three non-current assets. They are tangible assets, intangible assets and natural resources. （就我所知有三种非流动资产。它们是有形资产、无形资产和自然资源。）

Intangible[in'tændʒəbl] resources include patents, good will, trademarks, copyrights, organization costs and franchises['frentʃaiz].（无形资源包括专利、商誉、商标专用权、版权、开办费以及专卖权等。）

marketable securities 有价证券

accounts receivable 应收账款

notes receivable 应收票据

inventory存货

7.流动负债和长期负债有什么区别？

What is the difference between current liabilities and non current liabilities?

Then what do current liabilities include?（流动负债包括那些？）

What do non-current liabilities consist of?（长期负债包括那些？）

What is the requirement by law of owner’s equity?（法律上对业主权一有何要求？）

owner’s equity 业主权益

8.流动负债是指必须在一年内付清的债务而长期负债则一年内不会到期。

Current liabilities are debts that must be paid off within one year while non current are debts due for at least one year.

Non-current liabilities usually consist of long term notes, mortgages['mɔ:gidʒ] loans and bonds.（长期负债包括长期票据、抵押贷款以及预付收入等。）

The owner's equity is divided into two parts: capital['kæpitəl] stock and retained earnings.（业主权益可分为两个部分：股本和留存收益。）

paid off 偿清、付清

mortgages loan 抵押贷款

retained earnings 留存收益

9.资产负债表在两个时期内最重要的变动是什么？

What is the most important change in balance sheet between two periods of time?

What do you know about marketable securities?（有价证券你知道那些？）

Do you understand accounts receivables?（你理解应收账款么？）

What is capital stock?（股本是什么？）

capital stock 股本

10. 资产负债表在两个期间最重要的变动是业主权益的变动。

The most important change in a balance sheet between two periods of time is the change of owner's equity.

Marketable securities can be easily purchased or sold at market prices on securities exchanges.（有价证券可以在证券市场上很容易购买与销售出去。）

Accounts receivable refer to the assets, usually turning into cash within 30 or 60 days.（应收账款指的是30天或60天内转换成现金的账款。）

Capital stock refers to the money owned by a company, divided by shares.（股本指的是公司拥有的、可拆分为股份的基金。）

turn into 转换

11. 什么是存货？

What is inventory[in'ventri]?

What are the two systems of inventory accounting?（存货有那两种会计制度？）

What do you know about inventory measurement?（存货计量你知道哪些？）

Is there any importance in estimating inventories? （存货计量有什么重要性？）

measurement 计量

12. 存货指的是储存下来的准备销售、生产和消费的各种资产。

Inventory refers to various assets that are stocked for the purpose of sale, production or consumption.

The two systems of inventory accounting refer to perpetual[pə'petjuəl] inventory system and periodic[piəri'ɔdik] inventory system.（存货的两种会计制指的是永续盘存制和定期盘存制。）

In general, inventories are priced at their cost. The definition of inventory is applied to manufacturing enterprises as well as merchandising.（一般情况下存货依成本定价，存货的定义适用于生产性企业也是用于商业性企业。）

perpetual inventory system 永续盘存制

periodic inventory system. 定期盘存制

13. 长期资产包括哪些?

What do long-lived assets consist? [kən'sist] of?

Do you know what plant assets are?（你知道固定资产是怎么回事？）

What is depreciation[di,pri:ʃi'eiʃən]?（什么是折旧？）

Can you give some examples of intangible assets?（你能举几条无形资产的例子么？）

plant assets 长期资产，固定资产

depreciation 折旧

14. 长期资产指的是为企业经营而非销售给客户的存期较长的资产。

Long lived assets are referred to the long term assets, acquired [ə'kwaiə] for use in business operation rather for resale to customers.

Plant assets are similar to long term prepaid expenses. They may be described in more specific terms as equipment, furniture, tools machinery, buildings and land.（长期资产好比长期预付支出，或许更为专门地解释为设备、 办公家具、机床、建筑物和土地等。）

Depreciation is the allocation of the cost of a tangible plant asset to expenses in the periods.（折旧是将有形资产的成本分期作为费用分摊。）

Intangible assets are the assets used in a firm but have no physical substance. Such as patents, copyrights, trademarks, and tradenames.（无形资产是指在公司使用却没有具体形态的资产。例如专利、版权、商标、 商号等等。）

15.流动负债有哪些特点?

What are the features of the current liabilities?

What do accounts payable mean?（应付账款是什么意思？）

When are notes payable issued?（应付票据何时发行？）

How are accrued liabilities paid in most cases? （大部分情况下，应计负债怎样支付？）

feature 特征，特点

accrued liabilities 应计负债

16. 流动负债就是必须在一年内或者一个经营周期内必须偿清的负债。

Current liabilities are obligations [ɔbli'geiʃn] that must be paid within one year or within the operating cycle.

Accounts payable often are sub-divided into the categories of trade accounts payable and other accounts payable['peiəbl].（应付账款通常分为购销应付账款和其他应付账款两类。）

Notes payable are issued whenever bank loans are obtained[ɔb'tein].（应付票据是在获得银行贷款时签发的。）

In most cases, the accrued liabilities are paid at frequent intervals['intəvəl]. Therefore they do not accumulate to large amount.（大多数情况下，应计负债都按很短的间隔支付。因此，它们不会累积成大的金额。）

obligations 责任

accounts payable 应付账款

17. 估计负债指的是什么?

What do estimated liabilities refer to?

What is the uncertainty of estimated liabilities?（估计负债有那些不确定的因素？）

What is the meaning of commitments [kə'mitmənt]? （承付款项是什么？）

Can you give a few examples of commitments?（你能举几条承付款项的例子么？）

estimated liabilities　　估计负债

18. 估计负债这一术语是指在 财务报表中估计金额出现的负债。

The term estimated liabilities refers to liabilities appearing in financial statement at estimated dollar amounts.

Estimated liabilities involve some degree of uncertainty[ʌn'sə:tənti]. However they are (1) known to exist, and (2) not great enough to make the company prevent the company from making a reasonable['ri:znəbl] estimate. （估计负债包括一定程度的不确定性。但是这类负债 (1) 已知存在；(2) 还没有大到阻碍公司对负债做出合理的估计。）

Commitments are contracts for future transactions. They are not liabilities.（承付款项是将来要进行的合同。它们不属于负债。）

commitments　承付款项

19. 为什么很多大公司需要长期负债？

Why do many corporations need long term liabilities?

What are bonds, do you know?（什么是债券，你知道么？）

When bonds are issued, what does a corporation usually do?（发行债券的时候，公司做些什么？）

bond　　债券

20. 因为很多公司需要募集大量的长期资本用于开发大型工程项目。

Because many corporations need to raise large amounts of long term capital to develop a large project['prɔdʒekt]. They need more capital than any single lender can supply.

Bonds usually are very long term notes, maturing in 30 or 40 years.（债券通常是超长期的票据，可能要30—40年才到期。）

When bonds are issued, the corporations usually utilize['ju:tilaiz] the services of an investment banking firm.（发行债券的时候，公司通常利用投资银行提供服务。）

maturing　　到期，成熟

21. 什么是合伙企业？

What is a partnership['pa:tnəʃip]?

How many partnerships are there commonly in business? （商界一般有几种合伙企业？）

Can you explain some accounting practices in partnerships?（你能向我解释几条合伙企业的会计惯例么？）

What are the significant features of a partnership? （合伙企业比较明显的特点是什么？）

partnership　　合伙企业

22. 合伙企业是一个由两人或更多人拥有的无法人的企业。

A partnership is an unincorporated business owned by two or more partners.

There are three types of partnerships: the general, the limited, and the limited Liability.（合伙企业分为三种：普通合伙、有限合伙和有限责任合伙。）

Generally, partnership accounting is similar to that in a sole proprietorship——except there are more

owners.（合伙企业财会同独资企业一样，只不过多几个业主。）

There are some features of a partnership such as ease of formation, limited life mutual [5mju:tuEl] agency and unlimited liability.（合伙企业有一些特点，例如易于组建、有限存续、相互代理、无限责任等等。）

mutual agency　　相互代理

unlimited liability　　无限责任

23. 什么是公司？

What is a common corporation?

What is significant[sig'nifikənt]feature of a corporation, do you know? （公司组织重要特点是什么，你知道么？）

Can you describe[dis'kraib] the formation of a corporation to me?（你能说说公司的创办么？）

What about stockholders' equity?（股东权益是怎回事？）

stockholder　　股东

23. 公司是一个法律实体，与业主分离并独立存在。公司资产属于公司本身，而不属于股东。

A corporation is a legal entity. It has an existence separate and distinct from that of its owners. The assets belong to the corporation itself, not to the stockholders.

They have advantage as well as disadvantage. For advantage it has no personal liability, ease transferability and professional management; for disadvantage, there is greater regulation, cost of formation and separation of ownership and management. （它们有优点也有缺点，优点在个人不对股东负债，容易转让、专业化管理等；其缺点在于监管较严、组建成本高、所有权和管理权相分离。）

The formation of a corporation include organization cost, rights of stockholders meetings and function of the boarder of directors.（创办公司包括有创办费、股东权力、股东大会以及董事会职能。）

transferability　　转让

boarder of directors　　董事会

25. 损益表主要有那些栏目？

What are the major categories of the income statement?

How is the cost of goods sold obtained?（销售成本是怎样获得的？）

What is gross[grɔs] profit on sales?（什么是销售毛利？）

What are commonly two forms of income statements, do you know?（有那两种常见的损益表，你知道么？）

income statement　　损益表

26. 主要的栏目有销售收益、销货成本和营业费用。

The major categories['kætigəri] of the income statement are revenue, cost of goods sold and operating expenses.

The cost of goods sold is obtained by adding the beginning inventory and net purchase, purchase returns and allowance[ə'lauəns] is deducted from delivered cost of purchase.（销售成本是期初存货加上购货净额，然后减去期末存货所得。）

The gross profit is obtained by deducing the cost of goods sold from the net sale.（将销售成本从销售净额中减去就是毛利。）

There are commonly two forms of income statement : the multiple step and the single step.（损益表有两中形式：多步式和单步式。）

gross profit　　毛利

27. 什么是留存收益表？

What is the statement of retained earnings['ə:niŋ]?

What is net income?（什么是净收益？）

What does the statement of retained earnings show?（留存收益表显示什么？）

the statement of retained earnings 留存收益表

28. 留存收益表是公司两种主要的表之一，它与损益表同期出。

The statement of retained earnings is one of the two main forms of income statement in a company which comes from the same period of time as the income statement.

The net income refers to the profit that the operating expenses are deducted[di'dʌktid] from the gross profit on sales.（净收益指的是毛利减去营业费。）

The statement of retained earnings shows the beginning retained earnings, the net income and dividends.（留存收益表列出了期初留存收益、净收益和股利。）

the net income　　净收益

dividends　　股利

29. 损益表表达什么？

What does the income statement show?

What are the basic three statements of a corporation?（公司有那三种常见报表？）

30.损益表列出了公司的收益、开支、盈利、损耗以及净收入。

The income statement shows the corporation's revenues, expenses, gains and loss and net income.

The basic three statements in a corporation are financial statement, income statement and the statement of cash flows.（公司三种基本报表为财务报表、损益表和现金流量表。）

statement of cash flows　　现金流量表

Balance Statement

资产负债表

A balance sheet presents the financial position of a business enterprise [entə'prais]（企业） at a given date. The financial position consists of the assets, liabilities, and owner's equity. A balance sheet shows the finance resources a business owns, the debts the business owns and the residual[ri'zidjuəl]（剩余的） interest of the business, which is the difference between what it owns and what it owes. In its traditional format['fɔmæt]（格式）, i.e. account form, a balance sheet lists assets on the left-hand side and liabilities and owner's equity on the right-hand side. When the liabilities and owner's equity are added together, they will be equal to the assets. Therefore, the statement is said to "balance" because the left-hand column['kɔləm]（栏目）is equal to the right-hand column.

资产负债表展示的是某个日期某家企业的财务状况。这种财务状况包括了资产、负债和业主权益三方面。资产负债表列出了所拥有的财务资源、企业的负债和剩余的权益。剩余的权益指的是企业所拥有的资

产与它的负债之间的差额。在资产负债表（即会计表）的传统格式中，左边列出了资产，右方则列出了负债及业主权益。负债加上业主权益，其和相当于资产。因此，这份报表被称之为“平衡表”，因为左边一栏与右边一栏相等。

The balance sheet is basically a historical report, because it shows the **cumulative**['kju:mju:lətiv]（累积的）effect of past transactions and events. According to the **definition**['definiʃn]（定义）provided by the Financial Accounting Standards Board (FASB): Assets are **probable**['prɔbəbl] future economic benefits obtained or controlled by a particular **entity**['entiti]（实体）as a result of past transactions or events. Generally, assets can be classified into current assets and non-current assets. Current assets are those assets that are in the form of cash or are expected to be turned into cash in the short run, usually within one year. Among them are cash, **marketable**['ma:kitəbl]（市场的）securities, accounts receivable, notes receivable, inventories, and prepaid expenses. Non-current assets include: (1) long-term funds; (2) long-term **tangible**[tændʒibl]（有形的）resources; (3) long term **intangible**[in'tændʒibl]（无形的）resources; (4) other non-current assets.

资产负债表可以说基本上是一份历史报告书，因为它展示了过去交易与各种事项的累积。根据财务会计准则委员会（FASB）提供的定义：在未来资产是可能获得的经济利益，这种利益或者由某一实体因过去的交易或事项所控制。通常情况下，资产可分为流动资产和非流动资产。流动资产一般是现金形式或可望在短期内转为现金的资产，转期通常为一年。这类资产包括现金、有价证券、应收账款、应收票据、存货以及预付费用。 非流动资产则包括(1) 长期基金；(2) 长期有形资源；(3) 长期无形资源；(4) 其他无形资产。

LESSON 5

短期负债与长期负债
Current and Long Liabilities

提示：

负债的概念在财会上指的是资产负债表的一方，阐述的是企业营业性资金的来源，因而是财会上最为重要的概念之一。本章议论的负债话题包括短期负债和长期负债。涉及到的术语有负债分类、债务计量、流动负债与长期负债、债券、记名债务、证券的价格与价值等，末了还谈到一个养老金问题。本章的例句编排同上章一样，也是问与答的形式。阅读文章“什么是负债”浅显易懂，供朗读或背诵。应当指出的是，学说一个句子时候，最好注意那些重点术语，我们给予特别标示，从而使学生尽快熟悉用英语表达这些会计术语。

1.你能告诉我什么是负债么？

Could you tell me what liabilities are?

Would you like to say something about the characteristics[ˌkæriktə'ristik] about liabilities?（你可以说说负债的某些特征么？）

Why are measurement and disclosure ['diskləuʒə] of liabilities in the financial statement very important?（为什么说在财务报表上计量与反映债务非常重要？）

disclosure　　披露，反映

characteristics　特征，特点

2.一般来说，负债是过去交易中产生的、需要在未来用资产或劳务偿还的义务。

Generally, liabilities are obligations that result from past transactions to pay assets or too render service in the future.

Well, I would say there are two characteristics about liabilities: (1) have risen from past transactions, (2) are payable in cash or other assets or services.（好的，我必须说负债有两种特征 (1) 负债来源于以往的交易；(2) 必需由现金或其他资产或劳务来支付。）

The measurement and disclosure of liabilities are very important because future[ˈfjuːtʃə] cash and outlays [5autlei] of services are involved.（在财务报表上计量与反映债务非常重要，这是因为它涉及到未来的现金和劳务的付出。）

transactions 交易

outlays 付出

3.负债是怎样分类的？

How are liabilities classified?

What is the difference between current liabilities and long term liabilities?（流动负债与长期负债有什么不同？）

What problem remains once all liabilities are identified?（一旦债务被确认，所剩下的是什么问题？）

identify 确认，识别

4.一般说来，负债可分为流动负债和长期负债。

Generally speaking, liabilities may be classified as current liabilities and long-term liabilities.

Current liabilities are debts or obligations that will be paid within one year or the operating cycle while long term liabilities are those could be paid in a period longer than one year or operating cycle.（流动负债是一年内或者在一个会计周期内要偿还的债务，而长期负债则是可以在一年以上或者超出一个会计周期要偿还的债务。）

Once all liabilities are identified, there remains an important problem of measurement.（一旦债务被确认，剩下的一个重要问题就是债务的计量问题。）

operating cycle 会计周期，营业周期

5.债务是怎样计量怎样报告的？

How are liabilities measured[ˈmeʒə] and reported?

Why are they measured and reported at the maturity[məˈtjuːriti] amount?（为什么债务要以期值来衡量和报告？）

How is the amount of liability usually determined?（债务的期值是怎样确定的？）

maturity amount 期值

6.大部分负债是以期值来计量来报告的。

Most liabilities are measured and reported at the maturity amount.

Because the difference between maturity amount and the present value of the maturity is not big, and the long term debt have identical maturity and present value amounts.（因为期值与现值之间的差别很小，长期债务与现行期值相差不大。）

The amount of liability usually is in accordance with the “cost principle” determined in an exchange transaction involving the acquisition of goods and services.（负债的期值遵行“历史成本原则”，依照当时交易获得的商品与服务来确定。）

in accordance with 根据，依照

cost principle 历史成本原则

7.流动负债要列在资产负债表上么？

Are current liabilities listed on the balance sheet?

What is the outcome if we fail to record a current liability?（如果我们没有记下流动负债，结果会怎样？）

Why should accountants take care in their recognition[rekə'niʃn]of an entity's short term debt?（为什么会计师在确认企业短期债务时，要十分小心？）

current liability　　流动负债

8.你说得对。正常情况下流动负债要列在资产负债表上。

You are right. Current liabilities are normally listed on the balance sheet.

If we fail to record a current liability, we not only understates['ʌndəsteits] total liabilities but also affect expenses as well.（如果我们没有记下流动负债，那么，我们不仅会少计总的负债，而且还影响到支出项目。）

The accountants should take great care in their recognition[ˌrekəg'niʃən] of an entity's short term debts because management may deliberately [delibərətli]　try to boost[bu:st] net income by hiding unpaid bills.（会计师在确认企业短期债务时，要十分小心，因为管理人员可能会有意夸大净收入而隐瞒未付记账。）

understate　　少估，少计

9.典型的流动负债包括那

What do typical current liabilities include?

What are known liabilities of definite amount?（哪些是已知金额确定的负债？）

What are known liabilities, amount dependent on operation?（那些是已知的、要视经营情况才能确定的负债？）

definite amount　数额确定的

10.　就我所知典型的流动负债包括 (1) 已知金额确定的负债；(2) 金额视经营情况而定的负债；(3) 估计金额负债。

As I know, typical current liabilities include (1) the known liabilities definite amount; (2) amount dependent on operation; (3) an estimate amount.

The known liabilities of definite amount include: accountable payable, short term notes payable, cash dividends payable etc.（已知金额确定的负债包括应付账款、短期应付票据、应付现金股利等等。）

The known liabilities, amount dependent on operation include: taxes, bonus['bounəs] obligations and accrued liabilities for expenses incurred but not yet paid.（金额视经营情况而定的负债包括应付税费、应付利润、应付未付的应计债务等。）

liabilities of definite amount　金额确定的负债

11.　你能举一个流动负债的例子给我看看好么？

Can you give an example of current liabilities?

Certainly. Let me show you an example of current liabilities from recent balance sheet of Smith Company:（当然可以。现在我举史密斯公司最近的资负债表为例：）

Current Liabilities*（流动负债）

Account payable['peiəbl]

（应付记账）　$44,000

Customer deposits

（客户预付款）　48, 100

Accrued and other liabilities

（其他应付款项目）

Salaries['sæləri] and wages

（应付工资） 20,400

Dealer incentive[in'sentiv] funds

（交易激励基金） 16, 000

Product liability insurance[in'ʃuərəns]

（产品责任保险） 14, 80

Total:（总流动负债） 143, 300

12. 有关长期负债你知道哪 些?

What do you know about long-term liabilities?

Could you give some examples of long-term debts?（你能举几个例子说明长期负债么？）

What does a corporation usually do when it needs to raise amounts of long term capital?（需要募集长期的巨额资金时，公司会怎样做？）

raise capital 募集资金

13. 长期负债指的是一年内不要求使用的基金。

Long term liabilities refer to those that do not require the use of funds within one year.

Let me see. The examples of long term debts are bonds, notes, equipment purchase obligations, permanent customer deposits, some obligations under pension etc.（让我想想看。长期债务的实例有债券、票据、设备购买债务、永久性、定金、退休金债务等。）

When a corporation needs to raise large amounts of long term capital, it usually sells additional [ə'diʃənəl] shares of capital stock[stɔk] or issues bonds payable.（需要募集长期的巨额资金时，公司通常会增发股票或者发行长期债券。）

shares of capital stock 股票

14. 你知道什么是债券么？

What are bonds, do you know?

Do you want to tell me bonds are transferable['trænsfərəbl]?（你想告诉我债券是可以转让的么？）

What is the difference between bonds and capital stock?（债券同股本有那些区别？）

capital stock 股本

15. 债券是将长期债务分解成许多小单位的手段，通常每份一千元

Bonds are means of dividing long term debt into a number of small units, usually each bond has $1000.

That's true. Anyone knows that bonds are transferable. So individual bondholder may sell their bonds to other investors at any time.（说得对。任何人都知道债券是可以转让的。债券持有者在任何时候都可以将他们的债券卖给其他投资者。 ）

Bonds and capital stock differ in several ways: First, bonds payable are a liability; bondholders are creditors of the corporation, not owners. Second, dividends do not become legal obligations of the corporation until they have been formally declared by the board of directors.（债券同股本在好几个方面都有区别。首先应付债券是一项负债；债券的持有者是公司的债权人而不是业主。第二，公司的股利只有在正式宣布分红之日起才成为公司的债务。）

legal obligations 法律责任

16. 记名债券的利息怎样支付？

How is interest on registered['registəd] bonds paid?

How is the interest on coupon['kuːpɔn] bonds paid, do you know?（你知道附息票债券的利息应怎样支付么？）

What do you know about bond[bɔnd] issues?（债券的发行你知道那些？）

registered bond 记名债券

issue 发行

17. 记名债务的利息只付给记录在案的债券所有者。

Interest on registered bonds is paid only to the owner of record.

As I know, interest on coupon bonds is paid to persons presenting the periodic interest coupons.（据我所知，附息票的债券付给出示定期息票的任何人。）

In some case, bond issues are convertible guaranteed to common stock of the issuer at the option of the bond holders. Occasionally bonds are guaranteed[ˌgærən'tiː] by a company other than the issuer.（在某种情况下，债券的发行可以根据持有人的意愿将债券转换成普通股；少数情况下，债券也可以由发行公司以外的公司担保。）

issuer 发行者

18. 你能告诉我们有关债券在社会上的转售么？

Could you tell us anything about how bonds are transferred in society?

19. 当然可以。证券可以按私募的方式出售给单一机构或销售给投资经济商，然后再由他们以较小的批量零售给个人。

Certainly. Bonds may be privately placed with a single institution or sold to investment dealers. They in turn retail bonds in smaller lots to individual investors.

Generally, the investors describe their bonds as“fixed income”investments.（一般情况下，债券投资者把手中的债券描述为“固定收入”投资。）

Oh, the underwriter of bonds refer to an investment banking firm that uses financial services when bonds are issued.（哦，证券包销商指的是发行证券的时候，那些利用金融服务的投资银行机构。）

investors of bonds 债券投资者

20. 你知道什么可以决定证券的市场价格？

Do you know what determine the market prices of bonds?

Can you describe how the bonds are sold in market?（你能告诉我债券在市场上是怎样销售的么？）

Do people feel very it easy to sell their bonds?（人们觉得很容易卖掉手中的债券么？）

market price 市场价

21. 说到价格，我认为证券的市场价是由实际利率和名义利率之间的差所决定的。

To speak of the price, I think the market prices of bonds are determined by the difference between the effective interest rate and the nominal or coupon rate.

Usually the bonds will sell at face amount if the effective interest rate is identical to the coupon rate; if the effective[i'fektiv] interest is higher than the nominal rate, the bonds will sell at a discount.（通常情况下，如果实际利率与名义利率一致，债券就按面值出售；如果实际利率高于名义利率，债券就按折价出售。）

Yes. People find it very easy to do bond transaction. By placing a telephone call to a broker, an investor[in'vestə]

may sell bonds within a matter of minutes at the going market price.（的确如此，人们发现很容易从事债券交易。投资者只需打个电话给经纪人几分钟之内就可以将债券按市场价出售。）

nominal rate　　名义利率
coupon rate　　息票利率
at face amount　　面值
at a discount　　折价

22.　你能向我们演示一下债券价格的计算么？

Can you show us the computation of bond price?

What is the meaning of "selling at a premium" and "selling at a discount"？（"溢价出售"和"折价出售"是什么意思？）

at a premium　　溢价

23.　那么，我要告诉你债券的发行价计算如下：

债券发行价= 债券面值的现值+未来现金利息付出的现值。

Well, I want to tell you the computation [kɔmpju'teiʃn] of bond price is as follows:

Bond Price = present value of the bond's face amount +present value of the future cash interest payment.

When a bond sells at a market price greater than its maturity value, it is said to be selling at a premium['premiəm]; a bond selling at a price below its maturity value is　selling at discount.（当债券销售的市场价高于到期价时，我们就说债券按溢价卖；如果销售价低于期价时，我们就说债券按折价卖。）

24.　如果市场利息为11%，债券按溢价出售，期限5年利率为12%，你怎样分析出面值为$100,000的现值？

If the market rate of interest is 11%, the bonds will sell at a premium. The present value of the five year is 12%, how do you analyze $100,000?

And what about present value of 10 semiannual interest payments of $6,000, 11% compounded semiannually?（债券利息为$6000, 按半年利率分为10期，现值为多少？）

semiannual interest　　半年利息

25. 哦，这个不难。我们可以按如下分析：

Oh. That's easy. We can analyze it as follows:

Present value, $100, 000, five years, 11%,（面值10万美金的现值，年利息11%）

Compounded semi-annually is（综合半年为）　　$58, 540

Present value of 10 semiannual interest payments of $6,000

11% compounded semiannually is $45, 226

（债券利息为$6000，分为10期，市场利息为11% ）

Total present value of the bonds is

（总的现值为……）

$103,766

26.　那么按一般形式，你怎样将债券的发行做分录呢？

Then how do you make the entry to record of the issuance of bonds in general form?

entry　　分录

27. 让我想想看。按一般形式，债券发行的分录可照以下进行：

Let me see. The entry to record the issuance of the bonds, in general journal form, is as follows:

Cash（现金） $13, 766

Bonds payable（应付债券） $100, 000

Premium on bonds payable（应付溢价）

$3766

28. 好的。现在说说养老金计划。这方面你知道哪些？

Good. Let's come to the pension plan. What do you know about it?

What is the difference between public pension plan and private pension plan?（公共养老金计划同私立养老金计划有什么不同？）

What is the contributory pension plan and non-contributory pension plan? （养老金的分摊制与非分摊制有什么不同？）

pension 养老金

contributory pension plan 养老金分摊制

29. 让我想想看。养老金计划是政府部门或者私人公司为退休雇员提供福利的一项协议。

Let me see. A pension plan is an agreement under which a governmental unit or a private company provides welfare to retired employees.

Well. I would say under public pension['penʃən] plan the pension coverage is required by law; However, private pension are established by agreements between employers and employees. （那么，我要说的是公共养老金计划的覆盖面是由法律所定的。而私人养老金则是雇主与雇员之间制定的协议。）

A contributory[kən'tribjutəri] plan refers to the policy that both the employer and employees make contributions to retirement benefit fund. A non-contributory plan means that the employees do not contribute to the retirement benefit fund. （养老金的分摊制指的是由雇主和雇员之间共同分摊的退休福利基金。而非分摊制意思是雇员不分摊退休福利基金。）

agreement 协议

retirement benefit fund 退休福利基金

What Are Liabilities

什么是负债

Liabilities are debts or **obligations**[ɔbli'geiʃn]（责任）arising from past transactions or events and requiring payment（or the rendering of services ）at some future date. Liabilities differ from owner's equity in several ways: Liabilities **mature**[mə'tjuə]（到期）, where owner's equity does not; liabilities are **specific**[spe'sifik]（特别的）in amount, rather than being **residual**[ri'zidjuəl]（剩余的）claims; liabilities have priority over owner's equity in the event of **liquidation**[likwi'deiʃn]（流动）; and creditors usually do not have the right to control business operations

负债是过去交易或者事项引起的债务或法定义务，要求在未来某一时间付款（或偿还劳务）。负债在好几方面不同于业主权益：负债有到期日，而业主权益则没有；负债有确定的金额，不同于业主权益只有剩余产权；在清算产权的时候，负债优于业主权益。债权人通常无权控制企业的经营活动。

Current liabilities are those which mature within one year or the company's operating cycle['saikəl]（循环）(which is longer) and which are expected to the paid from current assets. Liabilities classified as long-term include obligations maturing more than one year in the future and also shorter-term obligations that will be refinanced [rifi'nænsd]（重新筹资）; or paid from non-current assets.

流动负债是那些一年到期或者公司一个营业周期的负债（后者时期稍长），并要求用流动资产偿还。长期负债则包括一年后才到期的债务，也包括期限稍短需要重新筹资的债务或者不从流动资产中支付的债务。

Most long-term liabilities, and some short-term ones, require[ri'kwaiə]（要求）the borrower['bɔrəuəç（借款人）to pay interest. Only interest payable as of the balance sheet date appears as liability in the borrower's balance sheet. The borrower's obligation to pay interest in the future periods sometimes is disclosed in the notes to financial statements; but it is not shown as an existing[igzistiŋ]（存在的）liability.

大多数长期负债以及某些短期负债都需要借款人支付一些利息。只是在资产负债日的编表日，应计利息才以负债的形式记录在借款人的负债表上。在未来的几个会计期间，借款人支付利息的负债可以在财务报表上加以注示，但不以现存负债的形式列出。

LESSON 6

固定资产与存货

Plant Assets & Inventory

提示：

本章所讨论的固定资产与存货是会计上的重要概念。存货在会计上同现金以及应收款项一样属于流动资产。因此本章既讨论固定资产也讨论流动资产。涉及到的固定资产内容包括有形资产与无形资产，自然资源；讲到固定资产的购买时，则讨论了资本性支出与收益性支出的问题；在讨论存货这种流动资产时，本章提到两种会计制度：定期盘存制和永续盘存制。学生只要熟悉上述这些术语的英语表达，并能够掌握英语句性的变化的话，就会发现用英语讨论财会方面的内容并不太难。本章的阅读短文“存货的两种会计制度”与对话呼应。

1.史密斯先生，你能告诉我固定资产是什么意思么？

Mr. Smith. Can you tell me the meaning of the term plant assets?

Do plant assets comprise[kəm'praiz] a large category of assets in the balance sheet?（固定资产在资产负债表上占了很大的份额，是么？）

Are plant assets similar to long-term prepaid expenses?（固定资产与长期预付费差不多吧？）

2.哦。固定资产指的是为企业经营而并非为销售给客户的长期资产。

Oh, the term plant assets describes long-lived assets acquired for use in business operations rather than for resale to customers.

Yes. We can say plant assets comprise the largest category in most balance sheets.（是的，我们可以说固定资产在负债表上占了很大的部分。）

Nearly. you may **compare** plant assets to long term prepaid['pri:'peid] expenses. (差不多吧。你可以把固定资产比作预付支出。)

3． 关于有形资产你知道哪些？

And what do you know about tangible plant asets?

In which group do you classify the category of tangible

plant assets?（你把有形资产归为那一类？）

What do plant assets subject to depreciation [di,pri:ʃi'eiʃən] **include**?（需要折旧的固定资产包括那些？）

Why is land not **subject to** depreciation?（为什么土地不需要折旧？）

4.有形资产指的是有实物形态的东西。例如土地、房屋、机器等。

The term tangible assets refer to physical subsance such as land, buildings or machines.

The tangible plant assets can be **classified into** two: (1) plant property and (2) land.（有形资产可以分为两类：(1) 固定资产；(2) 土地。）

The plant assets subject to depreciation **include** the assets with limited useful life such as buildings and office equipment.（需要折旧的固定资产包括使用有限的资产，例如房屋与办公设备等。）

Land is not **subject to** depreciation because it has an unlimited term of existance.（土地不需折旧，因为它的使用寿命是无限的。）

5.无形资产指的是什么？

What are intangible referred to?

Do accounts receivable or prepaid rent belong to intangible[in'tændʒəbl] assets?（应收款项和预付租金属于无形资产么？）

What is a site for extracting oil, minerals or timber classified as?（开采石油、矿产和木材的场地属于那一类？）

6.“无形资产”这条术语被用来解释营业资产。这类资产没有具体形态。

The term “intangible assets” is used to describe assets in business operation . They have no physical substance.

No, accounts receivable and prepaid rent **are not included**, even though they have no physical substance.（应付款项和预付租金不属于无形资产，尽管它们也没有实物形态。）

A site for extracting oil, minerals ['minərəl]or timber **is classified as** natural resource.（开采石油、矿产和木材的场地属于自然资源。）

7. 自然资源从场地上开采后变成了什么？

What does natural resource become when it is extracted from the site?

How many basic “accountable events” **are there** for all categories of plant assets?（固定资产中所有类别中有多少种基本的“核算事项”？）

Can you tell me **what they are**? (你能说说这些核算事项是什么？)

8.自然资源从场地上开采后变成了存货。

Natural resource becomes inventory as it is extracted from the site.

As I know, there are three basic “accountable events” for all categories of plant assets.（就我所知，固定资产中所有类别中有3种基本的 “核算事项 ”。）

They are (1)acquisition (2) allocation [əlou'keiʃn] of the acquisition cost to expense; and (3) sale or disposal.

（这三种事项是(1) 购置；(2) 购置成本摊销；(3) 出售或者清理。）

9.你知道固定资产的成本包括哪些？

What do you know about the cost of a plant asset include?

Are sales taxes on the purchase price included **in the cost**?（购买价格的销售税包括在成本里面么？）

Should the **cost of repairing** the damage while unloaded be recognized as expense of the current period?（修理装卸时损坏的成本应被视作当期成本么？）

10. 固定资产的成本包括一切合理而必要的开支。

The cost of a plant assets include all expenditures that are reasonable and necessary.

Yes. Sales taxes on the purchase price are certainly included **in the cost**.（说得对。购买价格的销售税包括在成本里面。）

No. The **cost of repairing** the damage while unloaded be recognized as expense of the current [5kQrEnt] period?（不对。修理装卸时损坏的成本不应视作当期成本。）

11. 公司是怎样购买固定资产的？分期付款么？

How do companies purchase plant assets? Do they use installment plan?

Do they purchase **plant assets** by issuing a note payable?

（他们用远期票据购买固定资产么？）

How are interest charges[tʃɑ:dʒ] recorded after the asset is ready for use?（资产投入使用后，应当怎样记录利息的支出？）

12. 不错。公司购买固定资产时常用分期付款。

Yes. Companies often purchase plant assets on installment plan.

Certainly. Sometimes companies purchase plant assets **by issuing a note payable**.（当然。有时他们也用远期票据购买固定资产。）

Interest charges after the asset **is ready for use** are recorded as interest expense.（资产投入使用后，利息支出被当作费用记录。）

13. 你能告诉我什么是资本性支出么？

Could you tell me what are capital expenditure?

What do you know **about revenue expenditure**[iks'penditʃə]?（有关收益性支出你知哪些？）

And how are capital expenditure and revenue expenditure recorded?（资本性支出和收益性支出是怎样记录的？）

14. 用于购买固定资产的支出被称之为资本性支出。

Expenditures for the purchase of plant assets are known as capital expenditures.

Expenditure for ordinary repairs and other items **are called** revenue expenditure.（一般性维修和其他杂费被称作收益性支出。）

The capital expenditures **are recorded** in asset accounts while the revenue expenditures are recorded by debiting ['debitiŋ]expense accounts.（资本性支出记录在资产账户上；而收益性支出则记录到费用支出账户。）

15. 资本性支出有什么特点？

What is the character of capital expenditure?

And what is the character of revenue expenditure?（收益性支出有什么特点？）
How do common companies guide toward accounting practice year to year?（普通公司是怎样统一指导年度会计处理的？）

16. 资本性支出是持续好几个会计年度的支出。
A capital expenditure is expenditure that will benefit several accounting periods.

17. 有关存货你知道哪些？
Now what do you know about inventory?
What field is the definition of inventory applied[ə'plai] to?（存货的定义适用于那些部门？）
Are inventories classified as current assets or long term assets?（存货被归为流动资产还是长期资产？）

18. 存货指的是企业为销售和生产而储存起来的各种资产。
Inventory refers to various assets that are stocked for the purpose of sale or production.
The definition of inventory is applied to manufacturing enterprises as well as merchandising ['mə:tʃəndaiziŋ]enterprises.（存货的定义不仅适用于制造业企业，也适用于商业性企业。）
Inventories classified are classified as current assets because they are typically sold within one year.（存货被归为流动资产，因为它们是比较典型的，在一年内销售出去的资产。）

19. 对商业性企业来说存货包括哪些内容？
What does inventory consist of for a merchandising enterprise?
What does inventory consist of for a manufacture enterprise?（对制造性企业而言， 存货包括哪些内容？）
Where is inventory listed in the balance sheet?（在资产负债表上，存货列在什么位置？）

20. 对商业性企业来说，存货包括在经营过程中所持有的全部商品。
Inventory consists of all goods owned and held for sale in the regular course of business for a merchandising enterprise.
Inventory consist of raw materials, goods in process of manufacture and finished goods for a manufacture enterprise.（对制造性企业而言， 存货包括各种原材料、正在加工的产品和产成品。）
In the balance sheet inventory is listed immediately after receivables.（在资产负债表上，存货列在应收款项之后。）

21. 你能告诉我有哪两种会计度可以确定存货价值和销售成本么？
Can you tell me the alternative accounting systems for determining the value of inventory and the cost of goods?
What do you know about the perpetual['pə:pitjuəl]system?（有关永续盘存制你知道哪些？）
What is the periodic system? （什么是定期盘存制?）

22. 基本上可以确定存货价值和销售成本两种会计制度，分别是永续盘存制和定期盘存制。
Basically major alternative systems for inventory accounting are the perpetual system and the periodic system.
In the perpetual system, the business keeps continuous record for each item. The records thusshow

the inventory on hand at all times.（按永续盘存制，企业对存货每一项目都要不停地记录. 这些记录随时可以披露存货情况。）

In the periodic system, the business makes a physical account of the inventory on hand and applies the unit cost to determine the cost of ending inventory.（按定期盘存制，商家随时可对存货进行盘点，然后利用单位成本确定期末存货成本。）

23. 永续盘存制是用于制定月度报表还是年度报表?

Are the perpetual records used in preparing monthly statement or yearly statement?

Do the businesses have to count the merchandise to determine the cost of ending inventory（商家必须盘点才能确定期末存货成本么？）

What should the accountants do at the close of the accounting?（在会计期末结账时，会计员应该怎样做？）

24. 我认为永续盘存制可用于制定月度报表、季度报表和年度报表。

I would say the perpetual records are used in pre paring monthly statement, quarterly or yearly statement.

No. The businesses do not need to count the merchandise to determine the cost of ending innventory and the cost of goods sold.（用不着。商家不必盘点就可以确定期末存货成本。）

At the close of accounting, the accountants should add all the subsidiary [sʌb'sidiəri] records to the balance.（在会计期末结账时，会计员必须将所有的余额都加到账户上去。）

25. 按定期盘存制，存货的数量在出报表时怎样确定?

How is the amount of inventory determined at the balance sheet date in the periodic system?

How is the cost of goods sold computed at the current period?（当期的商品销售成本应该怎样计算？）

Why is the period system sometimes called the physical system?（为什么定期存盘制有时被称作实地盘存制？）

26. 按定期盘存制，存货的数量在出报表时是通过对商品的清点和计价来确定的。

In the periodic inventory system, the amount of inventory at the balance sheet date is determined by counting and pricing the goods on hand.

The cost of goods is computed by substracting the cost of inventory from the cost of goods available[ə'veiləbl] for sale.（当期的商品销售成本是通过可供商品的成本减去存货成本得出的。）

Sometimes the period system is called the physical system because it relies on the actual physical account of inventory.（定期盘存制有时被称作实地盘存制，这是因为它依赖于实物盘点。）

27. 通常情况下，什么时候使用定期盘存制?

When is the period system typically used?

Are low cost items valuable enough to warrant['wɔrənt] the cost of keeping a running record of the inventory?（低成本的存货项目有无价值要充分说明保持其存货的记录？）

What must the managers be able to do in order to use the period inventory effectively?(为了有效地使用定期盘存制，企业经理必须有什么样的能力？）

28. 通常的情况下，定期盘存制主要用在低单位成本存货项目进行清点。

The period inventory system is typically used to account for inventory items that have low unit cost

Oh, no. Low cost items may not be valuable enough to warrant the cost of keeping a running record of the inventory on hand.（哦，并非如此。低成本的存货项目并没有足够的价值要充分说明保持其存货的记录。）

In order to use the period inventory effectively, the managers be able to control inventory by visual inspection.（为了有效地使用定期盘存制，企业经理必须能够通过目测来检控存货。）

29. 商业公司在什么时候进行实地盘存？

When does a merchandising company take a physical inventory?

Could you tell me what should we do to prevent errors when taking a physical inventory?（你能不能告诉我，进行实地盘存时应该怎样做才能避免出错？）

What are the usual errors in taking a physical inventory?（进行实地盘存时一般容易犯什么错误？）

29. 商业公司一般在年底进行实地存盘清点。

In a merchandising business taking a physical inventory is a year end event.

You had better carefully plan and supervise the inventory to avoid the errors.（你最好仔细地规划和监督才能避免出错。）

The common errors in taking a physical inventory are double counting items, ommission of goods from the count and other quantitative errors.（进行实地盘存时， 通常出现的错误是重复清点、漏点和其他数量上的错误。）

What Is Plant Assets ?

什么是固定资产

The term plant assets refer to long-lived assets acquired for use in business operations rather than for resale to customers. Plant assets comprise the largest category of assets in most balance sheets.

固定资产这一术语指的是用于企业营业而不是销售给顾客的长期资产。固定资产在资产负债表上属于最大的资产类别。

Plant assets are similar to long term prepaid expenses. Ownership of a delivery truck, for example, may provide about 100,000 miles of transportation. The cost of the truck is entered in an asset account, which in essence represents the advance purchase of these transportation services. As the years go by, these survices are utilized by the business, and the cost of the plant asset gradually is transferred to depreciation expense.

固定资产类似于长期预付支出。例如，拥有一辆运输卡车就可能提供100,000英里的运输服务。这辆卡车的成本计入了资产账户，本质上看，它代表了提前购买此类运输服务。同样，拥有一栋楼房也代表着提前好些年购买了住房服务。 随着岁月的流逝，这些服务被企业利用，固定资产就逐渐转移为折旧费用。

Plant assets consist of three groups.They are tangible assts, intangible assets and natural resources. Tangible assets denote physical substance, which is not held for sale. This category may be subdevided into two distinct classifications: (1) Plant property subject to depreciation included as building and office equipment. (2) Land. The only plant asset not subject to depreciation is land, which has an unlimited term of existance.

固定资产由三部分组成：分别是有形资产、无形资产和自然资源。有形资产表示有实物形态但不用于

销售的东西。这个范畴还可以细分为两类：(1) 属于要折旧的固定财产，包括有使用期限的资产如：房屋和办公设备等。(2) 土地。唯一不需要折旧的固定资产就是土地，它的使用寿命是无限期的。

Intangible assets are a class of long-lived assets that are not physical in nature. Instead, these assets are special rights to current and expected further benefits from patents, copyrights, trademarks, goodwill, franchises, and leaseholds.

无形资产本质上属于没有形态的长期资产。这类资产拥有当下的和可期望在未来得到的利益，这些利益来自专利、版权、商标权、商誉、专卖权以及租借权等。

An investment in natural resources could be described as an investment in inventories in the ground (such as iron ore), or on top of the ground (such as timber). As plant assets are expensed through depreciation, so natural resources that is used up in a particular period. Depletion expense is computed in the same way as units-of- production depreciation.

投资自然资源可被看成是对地下存货的投资（如铁矿）或者是对地上资源的投资 （如木材）。固定资产通过折旧分摊损耗，而自然资源也有一个特定期限耗尽。它的折耗计算如同单位生产的折旧一样。

Two Inventory Accounting Systems

存货的两种会计制度

There are two principal systems of inventory accounting: periodic and perpetual. When the periodic system is used, only the revenue from sales is recorded each time a sale is made. No entry is made at the time of the sale to record the cost of the merchandise that has been sold. Consequently, a physical inventory must be taken in order to determine the cost of the inventory at the end of an accounting period. Ordinarily, it is possible to take a complete physical inventory only at the end of a fiscal year.

有两种主要的存货会计制度：定期盘存制与永续盘存制。采取定期盘存制时，只记录每次销售的收入，对已售商品的成本不作任何记录。因此，为了确定会计期末的存货成本，必须进行实物盘存。通常，只有在财务年度结束时，才有可能进行全面的实物盘存。

The perpetual inventory system offers a high degree of control because inventory records are always up to date. In the past, business used the perpetual system mainly for high-unit-cost inventories, such systems as gemstones and automobiles. Recently, however, most businesses have switched to use perpetual as accounting soft ware has come down in price.

永续盘存制提供了程度较高的检控手段，因为存货的记录始终是最新的。从前，永续盘存制主要被商家用于高单位成本的存货，例如珠宝、汽车等等。可是近年来大部分商家转向采用永续盘存制是因为财会软件价格下跌的缘故。

Computer systems have revolutionized accounting for inventory. Computerized perpetual systems can provide up-to-the-minute inventory data useful for managing the business. They help cut accounting cost by processing large numbers of transactional error. Computer systems also enhance internal control. They increase efficiency because managers always know the quantity and cost of inventory on hand. Managers can make better decisions about quantities to buy, prices to pay for the inventory, prices to charge customers, and sale terms to offer. Knowing the quantity on hand helps to safeguard the inventory.

计算机系统使清点存货发生了革命性的变化。编好程序的永续盘存系统可以每分钟都提供最新的企业管理要使用的存货资料。通过大量处理交易事项上的错处，这类系统可以帮助企业节省大量开支。计算机系统还可以加强企业内部监控。这套系统还可以提高工作效率，因为管理人员随时都清楚存货的成本。经理人员还可以做出更好的决定，要买多少货，存货应付何种价，向顾客要求什么样的价格，销售期限怎样。随时了解存货情况可以帮助保护企业的存货量。

LESSON 7

现金与现金流量表

Cash and the Statement of Cash

提示：

本章讨论的是会计上时常遇见的两个话题：现金与现金流量表。对现金的讨论很多章节都有出现，毋庸赘述；至于现金流量表，在商业会计上同资产负债表和损益表一样属于最常使用的报表。本章仅涉及到现金的标准、现金控制导论、银行对账、投资活动以及现金表的编制这类话题。例句的编排也是问答式，由前例提出几个问句，后例给予分别作答。在问与答的过程中学生可以逐渐体会到财会英语表达的简洁性与逻辑性。本章的阅读也是有关“现金流量表”这一话题，与全章保持一致。相信学完本章之后，学生在口语中使用会计术语将变得更为流畅。

1.什么是现金，你知道么？

What is cash, can you tell me?

What does cash include?（现金包括哪些内容？）

Do certificates of deposit, bank overdrafts, postdated checks belong to cash?（存款单、银行透资、远期支票属不属于现金？）

2.现金是一种交易兑换的媒介，由银行发行，现金包括硬币和纸币等。

Cash is a medium['midiəm] **of exchange issued by the bank including coin and notes etc.**

Generally, cash includes currency['kʌrənsi] and coins, demand deposits, credit cards, checks and so on.（通常情况下，现金包括纸币与硬币、活期存款、信用卡、支票等等。）

No. Certificates of deposit, bank overdrafts ['əuvə'dræft]and postdated checks do not belong to cash.（不，存款单、银行透资、远期支票不属于现金。）

3. 一般用来定义现金的标准是什么？

What is the criteria[krai'tiəriə] **generally used to define**[di'fain] **cash?**

Where are the non-cash assets reported on the balance sheet?（非现金的资产在负债表上列放什么地方？）

What are the functions['fʌnkʃn] of cash control [kən'trəul] systems?（现金控制系统的职能是什么？）

4.一般用来定义现金的标准是：现金是一种用于交换的媒介，可以立即支付流动债务。

The criteria generally used to define cash are that the item be a medium of exchange, be available[ə'veiləbl] **immediately for the payment of current debts.**

The non-cash assets must be reported elsewhere within the assets on the sheet.（非现金的资产必须列在资产负债

表的资产栏目。）

The functions include (1) control over cash receipts[ri'si:t], (2) control over cash disbursement[dis'bə:smənt].（现金控制系统的职能是 (1) 现金收入控制， (2) 现金支出控制。）

5.健全的现金内部控制系统包括哪些?

What does an adequate['ædəkwit] system of internal[in'tə:nəl] control over cash include?

What does a bank do if a company opens a checking account at a bank?（当企业在银行开设使用支票的活期账户时，银行怎么做？）

What does a bank statement show?（银行对账单上列出什么？）

What is the use of a bank statement to a company?（银行对账单对企业有什么用？）

6.健全的现金内部控制系统包括 (1) 现金的管理应与现金交易纪录分开 (2) 现金管理和纪录工作与责任要分开；(3) 全部现金每天如数存银行。

An adequate system of internal control over cash would include (1) cash is handled separately['sepərətli] from the recording of cash transactions; (2)the work and responsibilities of cash handling and recording are divided; (3) all cash receipts deposited intact[in'tækt] in the bank each day.

If a company opens a checking account at a bank, the bank will submit monthly statements to the company.（如果公司在银行开设带支票的活期存款，银行就每月向公司提供一份对账单。）

The bank statement shows the beginning cash balance, all additions[ə'diʃn] and deductions [di'dʌkʃn] for the month and the ending cash balance.（银行对账单说明期初存款余额、当月增减额以及月末余额。）

The bank statement permits the company to have a double record of cash transactions, one being generated['dʒenə,reit]by the firm's recording procedure, the other being furnished by the bank.（银行对账单使得企业对现金交易持有双重纪录。）

7.银行与企业对账调节有什么作用?

What is the use of reconciling[rekən'sailiŋ] of the bank with the company?

What are the reasons for difference between the bank statement and a balance sheet in the company?（银行对账单同企业报表出现差距的原因是什么？）

Why do most businesses set up a petty cash fund?（为什么大部分企业都建有零用现金基金？）

8.对账的作用在于使企业知道银行对账单与企业报表有何差距。

The use of reconciling is to let the company know if there are differences between the bank statement and the book statement.

Some reasons for the differences are (1) outstanding check; (2) deposits not yet credited by the bank; (3) charges made by the bank but not yet reflected on the depositor's[di'pɔsitə] book and so on.（造成差距的原因有几点：(1) 未兑现支票； (2) 银行尚未贷计存款 ；(3) 银行作了借计，但簿记上还没反映等等。）

Most firms set up a petty['peti]cash fund because they find it inconvenient[,inkən'vi:njənt] and expensive to write checks for small expenditures.（大部分企业建有小额现金基金，是因为他们发现小额开支写支票很麻烦，也很浪费。）

9. 现金在资产负债表上列在哪一栏，你知道么？

Do you know where the cash is listed on a balance sheet?

Why do firms sometimes sell marketable securities?（为什么商家常卖掉有价证券？）

What is the difference between the net proceeds [prə'si:d]for the sale of a security and its cost?（出售证券的净收入与成本之间的差额是什么？）

10. 就我所知现金在资产负债表上列在资产栏的最前面。

As I know, on the balance sheet cash is listed first in the current asset section [sek'ʃən].

Firms sometimes sell marketable securities because they need for cash or they find good investment management indicates a change in the securities held[held].（商家常卖掉有价证券是因为他们缺少现金，或者他们发觉合适的投资管理表明应该变换所持有的证券。）

The difference between the net proceeds for the sale of security and its cost represents the realized[riə'laiz] gain or loss.（出售证券的净收入与成本之间的差额表示已实现的利益与损失。）

11. 现金是什么意思？

What does the term cash mean?

What does the statement of cash flow show?（现金流量表列出些什么？）

What is the cash defined in the statement?（在报表中现金的定义是什么？）

Are the cash and cash equivalents [i'kwivələnt] considered the same?（现金与现金等价物被认为相等的么？）

12. 现金指的是纸币或者硬币，是人们每天使用的。

Cash refers to money in notes or in coin, which are most often used every day by people.

The cash flow statement shows the cash effects on operating, investing and financial activities of a company.（现金流量表列出些什么？）

In the statement cash is defined to include cash treasury['treʒə], cash in bank and cash equivalents.（在现金流量表中，现金被定义为包括现金库存、银行存款和现金等价物。）

Certainly cash equivalents are considered the same as cash.（现金等价物被看作同现金一样。）

13. 现金流量表的目的是什么？

What is the purpose['pə:pəz] of cash flow statement?

What is the secondary purpose of the statement?（现金的次要作用是什么？）

What is the use of cash flow statement to the management?（现金流量表对管理有什么作用？）

14. 现金流量表的目的是向企业提供资金流入、流出以及净流量的信息。

The primary purpose of the statement is to provide information about the company's cash inflow, outflow and net flow.

The secondary purpose of the cash flow statement is to provide[prE5vaid] more information that we cannot see in the balance sheet and the income statement.（现金表的第二个目的是提供更多的、在负债表和损益表上看不到的信息。）

This statement is very useful to management, investors and creditors['kreditə]. Management can use the statement of the cash flow to have better control of fund.（现金流量表对于管理层、投资者以及债权人都很有用。管理者能更好地控制、使用基金。）

15. 现金流量表的格式是什么样？

What is the form of the statement of cash flow?

Which section appear[ə'piə] first?（哪一栏在最前面？）

How are inflows and outflows classified in the statement?（在资金流量表中，资金的流入与流出是怎样分开

的？）

16.普通的资金流量表分为四部分：经营活动、投资活动、筹资活动以及资金净增减活动产生的资流量。

A general[dʒ'enərəl] **form of cash flow statement has four sections in the statement: cash flow from operating activities, from investing activities, from financing activities and net increase or decrease.**

The section of cash flows from operating activities always appears first.（经营活动的现金流量部分总排在最前面。）

In the statement, inflow and outflow are classified into three groups: cash flows from operating activities, from investing activities, from financing activities.（在现金表上资金的流入流出分为三部分：经营活动产生的现金流量、投资活动产生的现金流量以及筹资活动产生的现金流量。）

17. 披露经营活动产生的现金流量直接法与间接法有什么区别？

What is the difference in disclosing[dis'kləusiŋ] **cash flows between direct method and indirect**[indi'rekt] **method** ['meθəd]**?**

How does the statement disclose the cash flows in direct method?（现金表上直接法是怎样披露现金流量的？）

And how does it disclose in indirect method?（现金表上间接法是怎样披露现金流量的？）

18. 直接法与间接法在批露方法上有所区别。

The direct and indirect methods differ in disclosure[dis'kləuʒə]**.**

In direct method, the cash flows from operating activities are disclosed by the original[ə'ridʒinəl] cash receipts or payments.（在直接法下，经营活动产生的现金流量是通过本来的收入与支付披露的。）

In indirect method, the net cash flows from operating activities are disclosed by adjusting and net income.（在间接法下，经营活动产生的现金流量是通过调整净收益来披露的。）

19. 经营活动的现金流量包括哪些？

What do cash flows from operating activities include?

What does this category involve?（这类现金流量包括哪些？）

What method of disclosing cash flows does China use? （在中国采用什么样的披露现金流量的方法？）

20. 经营活动的现金流量包括除投资活动和筹资活动之外的所有交易和其他事项。

Cash flows from operating activities include the cash flows all transactions and other events that are not investing and financing activities.

This category involves all the cash effects of transactions and events that enter into the determination[ditə:mi'neiʃn] of net income.（这类现金流量包括所有计入净收益的交易和事项的效益。）

In China, the accounting standards provide direct method.（中国采用直接披露现金流量的方法。）

21. 你能向我解释投资活动产生的现金流量么？

Can you explain to me the cash flow from investing activities?

What do the main cash inflows include?（现金流入主要是哪些？）

And what about the main cash outflows?（现金流出主要是哪些？）

22. 投资活动产生的现金流量主要包括长期资产和不属于现金等价物的有价证券的购买与处置。

Cash flows from investing activities include the cash flows resulting from acquiring and selling of

long-term assets and marketable securities other than cash equivalents.

What the main cash inflows include are cash receipts from sale of property['prɔpəti], plant, equipment and other long term assets.（现金流入主要包括财产、厂房、设备和其他长期资产销售的现金所得。）

The main cash outflows include are payments ['peimənt] to purchase property, plants, equipment, and other entities['entiti].（现金流出主要包括购买财产、厂房、设备和其他实体的支出。）

23. 编制现金流量表同编制资产负债表一样么？

Is it the same to make a cash flow statement as to make a balance sheet?

What do we need to use if we make preparation of a cash flow statement?（如果我们编制现金流量表需要怎么做？）

Can you tell me the steps of making preparation of a cash flow statement?（你能告诉我编制现金流量表的步骤么？）

24. 编制现金流量表同编制资产负债表不一样。

No, to make the statement of cash flow is different from to make the balance sheet.

If we make preparation of the statement of cash flows, we must use the information from comparative[kəm'pærətiv] balance sheet, current income statement, and some other information.（编制现金流量表我们须在比较资产负债表、当期损益表和其他信息中使用信息。）

To make a cash flow statement, we can work step by step as the following: (1) Collect the basic data; (2) Determine the change in cash; (3) Determine the cash flows of three categories; (4) Complete the statement.（要编制现金流量表，我们可以照下列步骤进行： (1) 收集基本信息 (2) 确定现金的变化情况 (3) 确定三类现金的流量变化；(4) 完成现金流量表。）

25. 你能告诉我怎样收集基本信息来制作现金表么？

Can you tell me how to collect the basic data for making the statement of cash flows?

Could you tell us how to determine the change in cash?（你能告诉我们怎样确定现金的变化么？）

How can we analyze['ænəlaiz] cash inflows, outflows and net flows?（我们怎样分析现金的流入、流出和净流量？）

26. 要制一份现金表，你必须使用比较资产负债表、损益表以及其他有关的财务信息。

To make the cash flows statement, you must use the information from the information from comparative balance sheet, the income statement and some related accounts.

There is difference between the beginning and ending cash balance in the balance sheet. It is easy to compute[kəm'pju:t].（期初余额和期末余额之间有差额，这种差额很容易计算出来。）

To analyze cash flows we also use the information from the three statements.（要分析现金流量，我们必须使用前面说的三表信息。）

27. 损益表披露了什么？

What does the income statement disclose?

What must we do to arrive at cash flows from operations?（要计算出经营活动的现金流量，我们必须怎样做？）

How can we calculate each inflow['infləu] and outflow['autfləu] in direct method?（用直接法我们怎样算出每一笔流入和流出的资金？）

28. 损益表按照应计基础的要求列示出收入、开支和净收益。

The income statement discloses revenues, expenses, and net income on the accrual basis.

To arrive at cash flows from operations we must convert the accrual figures in the income statement to the cash inflows and outflows on the cash basis.（要计算出经营活动的现金流量，我们必须把损益表上的数字转化成以现金为基础的流入和流出。）

In direct method, we can calculate each inflow and outflow item from operating activities by adjusting revenues, expenses, and other items ['aitəm] of the income statement（用直接法我们可通过调整损益表上的收益、费用以及其他项目来算出经营活动的每笔资金的流入和流出。）

29. 筹资活动产生的现金流量包括哪些？

What do the cash flows from financing activities include?

How can we determine directly the amounts of cash flows?（我们怎样直接确定资金流动的总量？）

How does the income statement show a corporation's results of the past period?（损益表是怎样列示上一会计季度公司财务结果的？）

30. 筹资活动产生的现金流量包括与长期负债有关的一切活动、股东的权益以及其他财务项目。

The cash flows from financing activities include all activities related to long term liabilities, the stockholder's equities and other financing items.

We can determine directly in the amounts of cash flows from amounts concerned, and calculate the amounts using the data from the balance sheet and the income statement.（我们可以根据有关账目确定资金流动总量，并可以通过资产负债表和损益表核对资金流动总量。）

The income statement shows the corpora-tion's results of operations for the past period because it discloses the corporation's[kɔpə'reiʃn] revenues, expenses, gains and loses .（损益表可以显示上一会计季度公司财务结果，因为表上列出了公司的收益、开支、利润与损耗。）

What Is the Statement of Cash Flow?

什么是现金流量表

The statement of cash flow is a statement that shows the cash effects on operating, investing and financial activities of company for accounting period. It explains the results and causes of the net cash increase or decrease during the accounting period. In this statement, the cash is defined to include both cash treasury, cash in bank and cash equivalents[i'kwivələnt]（等价物）. The cash equivalents are short term, highly liquid[likwid]（液态）investments, which include money market accounts, commercial[kə'mə:ʃəl]（商业的）paper, and treasury bills, etc.

现金流量表是一种报表，它展示企业在某会计期间，现金对其营业活动、投资以及经营活动的影响。它解释了过去会计期间里净现金的增加或者减少。在这张报表中，现金被解释为包括现金库存、银行存款以及现金等价物等。现金等价物使一些短期流动率很高的投资，包括金融市场项目、商业票据以及国库券等。

Generally, the short term is defined as ninety days or less. Moreover, the cash equivalents must be distinguished[dis'tiŋgwiʃ]（区分的）with other short - term investments such as marketable securities. Since the cash and cash equivalents are considered the same, the transfers between the cash equivalents and cash accounts are not treated as cash flows, but the purchases of marketable securities are treated as cash outflows, and sales of marketable securities are treated as cash inflows.

通常情况下，短期被定义为九十天或者更短，而且，现金等价物必须与诸如有价证券之类的短期投资分开。由于现金和现金等价物被视为同类，因此现金等价物与现金之间的转换不被视为现金的流动。然而，有价证券的购买被视为资金的流出而有价证券的销售则被认为是现金的流入。

The statement of cash flows acts a very important part. The **primary**['praiməri]（主要的）purpose of the statement is to provide more information about a company's cash inflow, outflows and net flow during an accounting period. The **secondary**['sekəndəri]（第二位的）purpose is to **provide**[prə'vaid]（提供）more information that couldn't be provided in the balance sheet and the income statement, and such as some significant investing, financing activities etc.

现金流量表有着十分重要的作用。它的首要作用就是为公司提供了一定会计期间内的资金流入、流出与净流量。该表的第二个作用就是能够提供更多的而在资产负债表和损益表上又无法提供的信息，这类信息诸如某些重要的投资筹资活动等。

The statement of cash flows is very **useful**['ju:sful]（有用的）to management and external users such as investors, creditors and etc. They can use the statement of cash flows to assess the **liquidity**[li'kwiditi]（流动性）of the company, to determine dividend policy, to evaluate the effects of a serious of **major**['meidʒə]（主要的）decisions and to make decisions about future investments and financing.

现金流量表对于管理人员以及投资者和债权人等外来者十分有用。他们可以利用现金来评估公司的流动性，确定股利政策，评价一些重要决策的效果以及为将来的投资融资作决定。

LESSON 8

成本与预算

Cost and Budget

提示：

本章分别阐述成本与预算。这两条概念在商业会计上非常重要。诚然，本章并非讨论成本会计和预算会计，只是浅谈一点这方面的内容。谈到成本方面，所涉及的术语有成本的内涵、成本控制、标准成本以及成本差异等；而说到预算，也仅限于它的定义、预算的激励功能和预算的编制等最一般的概念；至于阅读短文“什么是预算”也与全章衔接。

末了，我们还得指出，从财会内容上看，口语句同书面语句并无明显差别。如果说到两者之间在语体上有所不同的话，也仅限于前者语句较短，而后者语句较长；此外，口语句中较多地使用某些套话的格式，略显灵活；而书面语在句法上比较严谨而已。如果学生能将此书的录音资料反复聆听反复操练的话，就不愁在工作中不会用英语讨论财会问题了，这也是编者的希望所在。

1.你知道什么是成本么？

Do you know what the cost is?

What is the meaning of standard cost?（标准成本是什么意思？）

Why do businesses use standard costs?（为什么商家要使用标准成本？）

2.财务上成本的意思是生产或销售某物的价格。

In accounting cost means the price of making or selling something.

The term standard cost refers to the cost of a single finished unit of output.（标准成本指的是完成一件产品的成本。）

Businesses have many reasons. Standard costs help managers to build budgets, check performance and obtain product costs.（买卖交易有很多理由。标准成本可以帮助管理人员编制预算、检查营业状况和获得产品成本数据。）

3.那么什么是成本控制？

Then what is cost control?

Can a company wait until the end or the accounting period to price[prais] its products?（公司可不可以等到会计季度结束时才定价呢？）

What are the basic goals[gəul] for managers?（管理人员的基本目标是什么？）

4.成本控制指的是收益和相应的成本联系起来，确保付出成本获得收益。

Cost control refers to identifying a cost with related benefits and ensuring that the cost is justified given the benefits.

No. I would say not a company can wait until the end of accounting period to price its products.（不行，没有那家公司可以等到会计季度结束时才定价）

For managers, there are some important goals such as increasing production, improving product quality['kwɔliti] and so on。（对管理人员而言，有些重要的目标要实现，例如提高生产、改进产品质量等等。）

5. 你知道现行的标准成本有多少种类型么？

Do you know how many types of cost standards exist?

What do you know about the ideal standard?（你知道理想标准成本是什么？）

What is the past performance[pə'fɔ:məns] standard?（经验标准成本是什么？）

6.就我所知，有三种类型的标准，即理想型、经验标准型和当 前可实现型。

As I know, there are three types of standards. They are ideal standards, past performance standards and currently attainable[ə'teinəbl] standards.

The ideal standard is an extremely tight standard; it demands perfection and does not tolerate waste or inefficiency in any form.（理想标准是一种极严的标准，它要求有条不紊，容不得任何形式的浪费和无效劳动。）

The past performance standard derives[di'raiv] from costs experienced[iks'piərəns] in prior periods. It is not useful for most businessmen today because some inefficiencies[ˌini'fiʃənsi] are likely to be incorporated into the current standards.（经验标准成本来源于过去的经验成本。今天对大部分商家作用不大，因为某些无效的做法可能会带进现行的标准里面。）

7.你知道标准成本系统有几个组成部分么？

How many basic activities does a standard cost system consist of?

Can you say something about how to set standards?（你能说说怎么定标准么？）

What should the persons in a plant do to help set up standards?（工厂职工应该怎样帮助制定标准？）

8. 通常，标准成本系统有三个组成部分：(1) 建立标准, (2) 计算实际成本，(3) 差异分析。

Generally, a standard cost system consists of three basic activities. They are (1) standards setting, (2) accumulation of actual costs, and (3) variance['veəriəns] analysis.

To set standards is very complex. It not only needs skills but also requires team effort.（制定标准比较复杂，不仅需要技能也需要集体努力。）

In a plant all persons are responsible[ris'pɔnsəbl] for setting up standards by giving suggestions or helping to make rules.（在工厂，所有职工都应负起责任，通过提建议或帮助定规则来帮助制定标准。）

9.草率的标准结果会怎样？

What do poorly conceived[kən'si:v] standards result in?

What do tight[tait] standards result in?（苛刻的标准结果会怎样？）

What do loose[lu:s] standards lead to?（松散的标准会是怎样的结果？）

10. 草率的标准结果会导致运作手段失当。会引发这样的严重问题：员工不对体系。

Poorly conceived standards result in inappropriate[ˌinə'prəupriit] measures of performance. They may cause[kɔ:z] serious problem with employee acceptance of the system.

Very tight standards call for performance levels impossible to reach. They may cause behavioral[bə'heiviərəl] problems.（苛刻的标准要求实现无法达到的标准，会引发员工逆的反心理。）

Very loose standards may lead to a lack of productivity [prɔdʌk'tiviti]. They may also affect the firm's profit and competitive [kəm'petitiv] position.（松散的标准会影响公司的利润和竞争地位。）

11. 直接材料标准是以什么为基础？

What are the direct material standards based on?

What are direct labor standards determined?（直接人工标准怎样确定？）

What do you know about variances of direct material?（你知道有关直接材料的成本差异么？）

12. 直接材料标准是以产品规格为标准，是对材料要求进行严格分析得出的。

Direct material standards are based on product specifications['spesifi'keiʃən]. They are established after an intensive analysis of material requirements has been performed.

Direct labor standards are determined jointly by production, engineering, and personal staffs. It is the product of labor time standard and labor rate standard。（直接人工标准是由生产、工程和人事部门的人共同制定。它是工时标准与生产率标准的产物。）

13. 出现差异的时候分析员应当怎样做？

What should the person in charge do when a cost of variance occurs?

What accountants should do to help managers determine the cause of variance?（财会人员应当怎样帮助经理确定差异？）

What managers are able to do by analyzing individual variances carefully?（管理人员分析具体的差异能够做到哪一步？）

14. 出现差异的时候，分析员应当确定造成差异的种种因素。

When a cost variance occurs, a person in charge should examine the variance to determine the factors that may have caused it.

Accountants should analyze the variance to help managers out of their troubles['trʌbl].（财会人员应当仔细分析差异，帮助管理人员解决问题。）

Managers may be able to improve performance by continuing activities that result in favorable['feivərəbl] variances.（管理人员能够通过不断采取措施改进运作，从而减少超支差异。）

15. 标准成本必须写入账户么？

Must standard costs be taken into accounts?

What is the major limitation of standard costs?（标准成本的主要缺陷是什么？）

What will happen if standards are established too low?（如果标准定得太低会怎样？）

16. 不必。标准成本可以单独用于管理报告，不必记入账户。

No, standard costs can be used solely in the preparation of managing reports and need not be written into the accounts.

Major limitation[limi'teiʃn] of standard costs may come from their origin. They are predetermined costs and their accuracy is bounded from the knowledge and skill of the people who created them.（标准成本的最大局限来源于原始建立。这类成本是预先确立的，准确程度依赖制定人的知识与技能。）

If established too low, standards can bring the level of operating efficiency[i'fiʃənsi] down instead of up and intended by management.（标准如果定得太低，不但起不到提高效率的作用，反而降低管理效率。）

17. 什么是预算？你能说说么？

What is budget? Would you say something about it?

Is there any difference between budget and plan?（预算与计划有什么区别？）

What do you know about comprehensive [ˌkɔmpri'hensiv] budget?（什么是综合预算？）

18. 预算指的是计划在某一项目上怎样花费资金。

A budget means a plan of how to spend money on a project['prɔdʒekt].

Although the terms budget and plan relate very closely, they are not the same. The budget is the conversion, usually by segments and on a short-range basis, of plan into figures while plan is arrangement for carrying out future activity.（尽管预算和计划这两个术语很接近，但不完全一样。预算是将计划转为数据，通常分为好些项目，重在短期；而计划的制定是未来执行行动的安排。）Comprehensive budget is a term covering the whole process of planning and control. It includes both long and short-range plans as well as various budgets。（综合预算是一条包括执行计划和控制的术语。它包括长期和短期计划，也包括各种预算。）

19. 请告诉我预算有哪些作用好么？

Would you please tell us what are the functions of budget?

What do you know about the coordination function of budget?（有关预算的协调作用你知道哪些？）

What is the communication function of budget?（预算的交流作用是什么？）

20. 一般情况下，预算有四种功能，分别是协调、交流、激励和控制。

Generally speaking, budget performs four functions. They are coordination, [kəuˌɔ:di'neiʃən] communication, motivation and control.

The function of coordination refers to that the organization takes some steps to weld actions of different departments into a harmonious [ha:'məunjəs] unit working toward a common goal.（协调功能指的是公司采取一些步骤，使各部门统一行动协调一致，达到同一目标。）

The communication function of budget is one that makes all the employees in the various [5vAriEs] departments can be kept fully informed of the objectives, policies, plans and achievements[E5tFi:vmEnt].（预算的交流功能

在于可以使各部门的工作人员可以充分了解组织目标、政策、计划和所取得的成就。）

21. 你能谈谈激励功能么？

Can you say something about the motivation function of budget?

What about the control function of budget?（预算的控制功能怎么样？）

Would you talk about the three points of the activity control of budget?（你能谈谈预算的行为控制方面的三个要点么？）

22. 我们知道绝大多数人都需要某种形式的刺激。他们喜欢面对挑战。对于高效的经营感到满意。因此就出现了预算的激励功能。

As we know, most people always need some stimulus in certain forms. They like to face up to challenge and get satisfied in operating efficiently. So arises motivation[ˌməuti'veiʃən] function.

As an important part of organizational accounting system, budgeting can serve as a useful instrument for the fulfillment of control function.（预算作为组织的会计系统的一个部分，能作为一种有用的工具，帮助会计体系实现控制功能。）

The three points are: First, justify each of the requests from various departments; Second, limit the requests of budget; Third, evaluate the performance and fix responsibility [risˌpɔnse'biliti] for deviation[diviˈeiʃən].（行为控制方面的三个要点是：(1) 证明各部门预算要求的正确性；(2) 限制预算上的某些要求；(3) 对行为进行评估并确定预算与实际差异的责任。）

23. 编制预算的两个条件是什么？

What are the two conditions for preparing a budget?

Usually who make the budget in a company?（通常在公司里谁做预算？）

Who direct and supervise['sju:pəvaiz] the budget program in making budget.（做预算的时候谁负责指导和监督预算？）

24. 这两个条件是： (1) 组织管理层尤其是高层 必须相信管理带来的好处，(2) 会计系统必须在责任明确的情况下进行修订。

The two conditions are: (1) management in the organization, especially the top management must believe in the advantage of management. (2) the accounting system must be tailored or revised according to the clear lines of authority[ɔ:'θɔriti].

In a company, a budget officer or director and budget committee[kə'miti] usually work together to make the budget.（在公司里，预算主管和预算委员会共同合作编制预算方案。）

The budget directors are responsible for directing and supervising the budget program.（预算主管负责对预算项目进行指导和监督。）

25. 预算委员会是怎样组建的？

How is the budget committee organized?

Who give the budget estimates to the budget committee? （谁向预算委员会提供预算评估？）

Generally speaking, who collects[kə'lekt] the budget estimates?（一般说来，谁收集预算评估？）

26. 一般来说，预算委员会由公司的营运与财政负责人组成。公司的预算一直正在处于准备状态。

Generally the budget committee is made up of operating and financial officers of the company. The budget of the company is being prepared.

Generally speaking, the department heads give the budget estimate to the budget committee.（一般来说，由财务部门负责人向预算委员会提供预算评估。）

I would say, as usual, a budget director collects the budget estimates and transmits['trænz'mit] them to the proper authority for review and revision.（一般说来，由主管预算主任收集预算评估，然后上交有关负责部门检查修改。）

27. 你能说说有关预算期的事项么？

Would you say something about the period of the budget?

Which budget is more reliable[ri'laiəbl], the short term budgeting or the long one?（哪一种预算更加可靠，短期预算还是长期预算？）

How do many companies do to make full use of advantages by budget program?（为了充分利用预算方案，大多数公司怎么做？）

28. 说到编制预算期，我认为期间长短各公司不一，也因性质不同而不同。

To speak of the period of budget making, I think the length[lenθ]of the budget period varies from company to company and also with the nature of the budget.

I would say, due to the accurate prediction [pri'dikʃən]at the nearer future, short-term budgeting are more.（我想说一点，短期预算由于能够对不远的将来进行准确预测，短期预算比较可靠一些。）

Many companies compromise（折衷）by preparing a series of budgets, short or long, in order to make full use of advantage [əd'va:ntidʒ] brought by budget program.（大多数公司为了充分利用预算方案带来的好处，编制系列预算，有的短，有的长。）

29. 最后，你能跟我讲讲编制预算的方法么？

At last, would you tell us something about the budget preparation method?

What is the zero-based budgeting method?（什么是零基础的预算方法？）

What is the major disadvantage[disəd'væntədʒ] of the zero-based budgeting method?（零基础的预算方法主要不足是什么？）

30. 就我所知，编制预算有两种常用方法。两种方法都是从公司预算实践中得来 的。

As I know, there are two commonly used methods for budget preparation. Both of them are developed from the company's budgeting practice['præktis] .

Compared with traditional[trə'diʃənl] budgeting methods, zero-based budgeting method is advanced and preferable['prəferəbl].（与传统方法相比，零基础的预算方法比较先进而且更有优势。）

The major disadvantage associated[ə'səuʃieit] with zero-based budgeting method are that it is more difficult, more consuming[kən'sju:miŋ], and more expensive to operate.（零基础的预算方法主要不足之处在于编制起来比较困难，实施成本也比较高。）

What Is Budget

什么是预算

Now we have learned that accounting is an information system['sistəm]（系统）. As an information system, it has two main functions: the first one is to supply[sə'plai]（提供）useful accounting information to the related information users both inside and outside. The other one is to make use of information to control[kən'trəul]（控制）the economic activities happening in the

organization[ˌɔ:gənai'zeiʃn]（组织）so that they can operate in a preplanned path. Budget['bʌdʒit]（预算）is a very important and effective means for fulfilling the control function.

现在我们已经知道会计是一个信息系统。会计作为一个信息系统具有两种职能：其一就是为公司内外有关的信息使用者提供有用的财会信息。其二就是利用财会信息控制发生在公司内的经济活动，以便让他们按预定计划运作。对实施控制职能而言，预算是非常重要和有效的手段。

The accountant can compare the actual operating result with the planned performance established in the budget, analyze['ænəlaiz]（分析）the deviation[ˌdi:vi'eiʃən]（偏差）between them, and report the deviation and corresponding analytical conclusions to the related management level with the information in such report, the manager take proper measures to amend[ə'mend]（修正）the economic activities so as to ensure the organization objective can be achieved.

会计人员可以将实际上的经营结果同预算中计划经营的业绩相比较，分析两者之间的差异，并将这种差异和有关的分析结论报告给有关的管理层人员。有了报告中的信息，管理人员可以采取适当措施修正某些经济行动以保证机构的目标得以实现。

In the practice, the terms budget and plan are often used interchangeably[ˌintə'tʃeindʒəbli]（相互交换的） and some people take it for granted['græntid]（承认）that they have the same meaning. Actually, although the terms budget and plan relate very closely, they are not the same one absolutely, the budget is the conversion, usually by segments and on a short-range basis, of plans into figures for the future. Plant is formulated mainly to describe the established [is'tæbliʃt]（建立好的）carefully studied actions for the future and provide the measure through which the actual performance can be evaluated. So the plan is more descriptive[dis'kriptiv]（描述的）. Budget is, however, more detailed, quantitative['kwɔntitiv]（数量的）and operative. It can be prepared only after preliminary [pri'liminəri]（初步的）plans have been laid down.

在实际运作中，预算与计划这两条术语常常交替使用，于是有些人想当然地以为这两条术语意义相同。实际上尽管预算与计划非常接近，但并不完全相同。预算是将计划转为未来要实现的一些数字，通常分段考虑且以短期实施为基础；而计划主要是为着将来而描述现已经过仔细研究的种种行为，并提出 在实际操作上可以评估的措施。因此，计划比较着重于描述，而预算则比较详细，更加量化而富有操作性。因此只有在初步的计划制定好之后才可以编写预算方案。

Another important term in this chapter comprehensive['kɔmpri'hensiv]（综合的）budget. It is a term covering the whole process of planning and control. It includes both long-and-short-range plans as well as encompasses[in'kʌmpəs]（包括）the various budgets prepared for a company's various function areas and segments. Comprehensive budget can be regarded as an integrated['intigreitid]（整体的）whole of various budgets existing organization and it is an important part of an organization's accounting system.

本章另外一条重要术语就是综合预算。综合预算包括计划和控制的全过程。它即包括长期和短期计划也包括组织内各种职能分部门的预算。综合预算可以被视为在组织部已经存在的各种预算的整体。它是企业会计系统的一个重要组成部分。

词 汇 表
VOCABULARY

A

abuse[ə'bju:z]	*v.*	滥用，乱用
accountant[ə'kauntənt]	*n.*	会计，会计师
accounting[ə'kauntiŋ]	*n.*	会计，财会
accustomed[ə'kʌstəmd]	*adj.*	习惯的，惯常的
achievement[ə'tʃi:vmənt]	*n.*	成绩，成果，完成
additional[ə'diʃənəl]	*adj.*	追加的，增加的
adept[ə'dept]	*n.*	内行
adequate['ædikwit]	*adj.*	充分的，适当的
adjust[ə'dʒʌst]	*v.*	调整，理算，调节
advantage[əd'va:ntidʒ]	*n.*	优势，利益，好处，长处，有利条件
allowance[ə'lauəns]	*n.*	津贴，折扣，报酬
allocation['æləu'keiʃən]	*n.*	拨款，资金分配，位置
analysis[ə'nælisis]	*n.*	分析，分解，剖析
analyze['ænəlaiz]	*v.*	分析，分解，剖析
apartment[ə'pa:tmənt]	*n.*	公寓住宅
apology[ə'pɔlədʒi]	*n.*	道歉，谢罪
appearance[ə'piərəns]	*n.*	外表
approach[ə'prəutʃ]	*n.*	方式，方法
aptitude['æptitju:d]	*n.*	天资，才能，适合性
astonishment[əs'tɔniʃmənt]	*n.*	惊讶，惊奇
attain[ə'tein]	*v.*	达到，完成，获得，得到
attainable[ə'teinəbl]	*adj.*	达到的，完成的
audit['ɔ:dit]	*v.*	审计，检查
auditing['ɔ:ditiŋ]	*n.*	审计学，审计，检查
authority[ɔ:'θɔriti]	*n.*	权威，职权，管理机构

B

balance['bæləns]	*n.*	平衡，结存，余额
balance sheet		平衡表，资产负债表
balance of account		对账
balance of payment		国际收支
balance of profit		利润节余
behavioral[bi'heivjər(ə)l]	*adj.*	行为的，活动的
bond[bɔnd]	*n.*	债券，公债，证券
bonus['bounəs]	*n.*	奖金，红利，红股
boost[bu:st]	*v.*	推进，提高
budget['bʌdʒit]	*n.*	预算，安排，廉价
burden['bə:dən]	*n.*	负债，费用，负担

C

calculation[ˌkælkju'leiʃən]	*n.*	计算，估计，算定
calculating['kælkjuleitiŋ]	*adj.*	计算的，估计的，算定的
capital['kæpitəl]	*n.*	资本，股本，本钱
cash[kæʃ]	*n.*	现金，通货，现款
cashier["kæʃiə]	*n.*	出纳员，收款人
category['kætigəri]	*n.*	类型，分类
cause[kɔ:z]	*v.*	引起，使发生
	n.	理由，原因
certified['sə:tifaid]	*adj.*	可靠的，有保证的
chapter['tʃæptə]		章节
charitable['tʃærətibl]		教会的
characteristic[ˌkæriktə'ristik]	*n.*	特征，特性，特点
chartered[' tʃa:təd]	*adj.*	特许的，豁免的
chess[tʃes']	*n.*	象棋，国际象棋
chief[tʃi:f]	*n.*	主任，主管
chief accountant		主任会计师，会计主管
chronological[ˌkrɔnə'lɔdʒikəl]	*adj.*	按年月日的
collapse[kə'læps]	*n.*	崩溃，暴跌
collect[kə'lekt]	*v.*	收取，收集
column['kɔləm]	*n.*	栏，分栏
commitment[kə'mitmənt]	*n.*	承诺，保证，承担费用
committee[kə'miti]	*n.*	委员会
comparative[kəm'pærətiv]	*adj.*	比较的，对比的
competitive[kɔm'petitiv]	*adj.*	竞争的，竞争性的
complicated['kɔmplikeitid]	*adj.*	复杂的，错综的
comprehensive [kɔmpri'hensiv]	*adj.*	综合的，全面的
computation[ˌkɔmpju'teiʃn]	*n.*	计算，计算法
compute[kəm'pju:t]	*v.*	计算，推算，预计
consequently['kɔnsikwəntli]	*adv.*	结果，因此
consuming[kən'sju:miŋ]	*adj.*	消费的
a consuming country		消费国
consist[kən'sist]	*v.*	由……构成，组成，
constantly['kɔnstəntli]	*adv.*	不变得，始终如一的
coordination[kəuˌɔ:di'neiʃn]	*n.*	协调，协同的行为
contributory['kən'tribjutri]	*adj.*	分摊的，
contributory plan		分摊制
contributory value		分摊价值
corporation[kɔpə'reiʃn]	*n.*	公司，股份公司
coupon['ku:pɔn]	*n.*	息票，联券，优待券

credit['kredit]	*n.*	信贷，信用，贷项
creditor['kreditə]	*n.*	债权人，贷方
criteria[krai'tiəriə]	*n.*	标准
cumulative['kju:mju:lətiv]	*adj.*	累积的
current['kʌrənt]	*adj.*	流通的，活期的
currency['kʌrənsi]	*n.*	货币，通货，市价

D

deducted[di'dʌktid]	*adj.*	折扣的，相抵的
deduction[di'dʌkʃn]	*n.*	扣除，抵扣
define[di'fain]	*v.*	解释，说明
delay[di'lei]	*v.*	延期，推迟，拖延
deliberately[de'libərətli]	*adv.*	故意地，有意地
deliver[di'livə]	*v.*	交货，送交，投递
depreciation[di,pri:ʃi'eiʃən]	*n.*	损耗
desirable[di'zaiərəbl]	*adj.*	理想的
derive[di'raiv]	*v.*	引出，派生，衍生
describe[dis'kraib]	*v.*	说明，描述，描写
determination[ditə:mi'neiʃn]	*n.*	决策，决定，决心
deviation[divi'eiʃən]	*n.*	偏离，改道，差幅
diary['daiəri]	*n.*	日记，日记本
disadvantage[disəd'væntidʒ]	*n.*	劣势，损失，不利
disagree[ˌdisə'gri:]	*v.*	不同意
distinguished[dis'tiŋgwiʃt]	*adj.*	区分的
disclosure['diskləuʒə]	*n.*	披漏，泄漏（企业财务）
distinction[dis'tinkʃən]	*n.*	区别，差别，对比
document['dɔkjumənt]	*n.*	文件
double[dʌbl]	*adj.*	成倍的，两倍的
double account		复式记账，复式簿记

E

earning['ə:niŋ]	*n.*	收益，收入，赚钱
economist.[i:'kɔnəmist]	*n.*	经济师，经济学家
effective[i'fektiv]	*adj.*	有效的，实际的
efficiency[i'fiʃnsi]	*n.*	有效，效率，实际
entry['entri]	*n.*	入账，登录
equivalent['ikwivələnt]	*n.*	等值，等量，等价物
equity['ekwiti]	*n.*	资本，股本，纯资产
error['erə]	*n.*	错误，误算，误差
essential[i'senʃəl]	*adj.*	重要的，必不可少的
evidence['evidəns]	*n.*	凭证，证据

exhausted[ig'zɔ:stid]	*adj.*	耗尽的，资产枯竭的
existing[igzistiŋ]	*adj.*	存在的
expense[iks'pens]	*n.*	开支，支出，开销
explain[iks'plein]	*v.*	解释，说明
expressway[iks'preswei]	*n.*	高速公路

F

facilitate[fə'siliteit]	*v.*	帮助，协助
fail[feil]	*v.*	失败，破产，失去支付力
familiar[fə'miliə]	*adj.*	熟悉的，熟练的
favorable['feivərəbl]	*adj.*	有利的，顺差的
file[fail]	*v.*	归档，档案
finance[fai'næns]	*n.*	财会，财金
financial[fai'nænʃəl]	*adj.*	财会的，财经的
format['fɔmæt]	*n.*	形式，构成
franchise['fræntʃaiz]	*n.*	专利权，包销权
fulfill[ful'fil]	*v.*	实现（任务目标），履行
future['fju:tʃə]	*n.*	未来，将来

G

generate['dʒenəreitid]	*v.*	产生，再生
goal[gəul]	*n.*	目标，目的，任务
gross[grɔs]	*adj.*	毛利的，总的
guarantee[ˌgærən'ti:]	*n.&vt.*	担保，保证，保证书

H

harmonious[ha:'məunjəs]	*adj.*	和睦的，一致的
hinder['hində]	*v.*	阻碍，阻挡
hire['haiə]	*v.*	雇用，聘用

I

improve[im'pru:v]	*v.*	改进，改善，提高
incentive[in'sentiv]	*n.*	刺激，激励，积极性
income['inˈkʌm]	*n.*	收入，所得
incur['inˈkə:]	*v.*	招致，引起
integrated['intigreitid]	*adj.*	整体的
indirect[ˌindi'rekt]	*adj.*	间接的
individual[ˌindi'vidjuəl]	*n.*	个人的，个人账户的
inefficiency[ˌini'fiʃənsi]	*n.*	无效，无实效
inflow['infləu]	*n.*	流入，进账

information[ˌinfə'meiʃən]	*n.*	信息，消息
insurance[in'ʃuərəns]	*n.*	保险，保险业，保险费
intact[in'tækt]	*adj.*	完整无缺的
intangible[in'tændʒəbl]	*adj.*	无形的
intangible assets		无形资产
intangible capital		无形资本
internal[in'tə:nəl]	*adj.*	内部的，内在的，固有的
interval['intəvəl]	*n.*	间隔，间距，中间距离
introduce[intrədju:s]	*v.*	介绍，引进，引入
inventory[in'ventri]	*n.*	存货，盘存，商品目录
investor[in'vestə]	*n.*	投资者，投资家
item['aitəm]	*n.*	项目，条款，细目

J

journal['dʒə:nl]	*n.*	日记账，流水账，明细表

L

lay[lei]	*v.*	搁置，放置，提交
leave[li:v']	*v.*	离开，离别，
length[lenθ]	*n.*	长度，期间，一段时间
liability[laiə'biliti]	*n.*	负债，责任，义务
limitation[limi'teiʃn]	*n.*	有限，限度
liquidation[ˌlikwi'deiʃən]	*n.*	清算
residual[ri'zidjuəl]	*adj.*	剩余的
loose[lu:s]	*adj.*	宽松的，未动用的

M

maturity[mə'tju:riti]	*n.*	到期，偿还日，到期日
mature[mə'tjuə]	*v.*	到期
measure['meʒə]	*n.*	测量，计量
medium['midiəm]	*n.*	媒介，手段，介质
merchandise['mə:tʃəndais]	*n.*	商品
method['meθəd]	*n.*	方法，措施，手段
motivation[ˌməuti'veiʃən]	*n.*	动机，动力，促进因素
mortgage['mɔ:gidʒ]	*n.*	抵押，抵押权
mutual['mju:tuəl]	*adj.*	相互的，共同的

N.

numerous["nju:mərəs]	*adj.*	许多，大量的

O

obligation[ˌɔbli'geiʃən]	*n.*	债务，义务，责任
obtain[ɔb'tein]	*v.*	获得，得到
obvious['ɔbviəs]	*adj.*	明显的，明白的，显著的
option['ɔpʃən]	*n.*	选择，选择权，购买选择权
original[ə'ridʒinəl]	*n.*	原件，正本，原文
outflow['autfləu]	*v.*	流出，外流
outlay['autlei]	*v.*	支出，支付，经费
overdraft['əuvə'dræft]	*v.*	透支
overestimate['əuvəestimeit]	*v.*	过高估计，过高评价

P

partnership['pa:tnəʃip]	*n.*	合伙关系，合伙企业
payable['peiəbl]	*adj.*	应支付的，到期的
payment['peimənt]	*n.*	支付，付款，付款条件
pension['penʃən]	*n.*	养老金
performance[pə'fɔ:məns]	*n.*	营业，操作，运行
permanent['pə:mənənt]	*adj.*	长期的，永久性的
petty['peti]	*adj.*	小的
petty cash account		零用现金账
position[pəuzi'ʃən]	*n.*	制度，位置，等级
posterior['pəustiəriə]	*adj.*	后面的，其次的
posting['pəustiŋ]	*n.*	转记，过账
practice['præktis]	*n.*	（商业、会计）惯例，营业
prediction[pri'dikʃən]	*n.*	预言，预告
preferable['prefərəbl]	*adj.*	较好的，更可取的
premium['primjəm]	*n.*	溢价，贴水，奖金
presentation[ˌprezen'teiʃən]	*n.*	议付（单据）交兑，
prestige['prestidʒ]	*n.*	威信，声望
price[prais]	*n.*	价格，物价
private['praivit]	*adj.*	私人的，保密的，私下的
procedure[prə'si:dʒə]	*n.*	手续，程序
process[prə'ses]	*v.*	加工，处理，工序
product.['prɔdəkt]	*n.*	产品，成果
productivity[ˌprɔdʌk'tiviti]	*n.*	生产力，生产率
profession[prə'feʃn]	*n.*	职业、专业
profit['prɔfit]		利润，盈利，收利
project['prɔdʒekt]		工程，计划

Q

quality[5kwɔliti]		质量，性质，品质

R

realize['riəlaiz]	*v.*	意识到，认清，实现
rearrange['ri:ə'reindʒ]	*v.*	重新安排
reasonable['ri:znəbl]	*adj.*	合理的
receivable[ri'si:vəbl]	*adj.*	应收款的，应收项目的
reconciling[rekən'sailiŋ]		核对的，对账的
registered['regitəd]	*adj.*	注册好的，登记过的
regulation[regju'leiʃn]	*n.*	规章，条例，管理
relationship[ri' leiʃənʃip]		关系，联系，牵连
reliable[ri'laiəbl]	*adj.*	可靠的，可信的
remind[ri'maind]	*v.*	提醒，提示，使……想起
rent[rent]	*v.*	租用
	n.	租金，租费
requirement[ri'kwaiəmənt]	*n.*	要求，规格，必需品
resignation[ˌrezig'neiʃən']	*n.*	辞职，退职
resource[ri'sɔ:s]	*n.*	资源，财源，物力
responsibility[risˌpɔnsə'biliti]	*n.*	职责，责任，偿付力
retrain[ri'trein]	*v.*	重新训练，重新培训
revenue['revinju:]	*n.*	收入，收益，所得

S

salary['sæləri]	*n.*	工资，薪水
satisfy['sætisfai]	*v.*	使……满足，达到，符合（要求）
section[sek'ʃən]	*n.*	部分，科室
separately['sepərətli]	*adv.*	分离地，分开地
significant[sig'nifikənt]	*adj.*	重要的，重大的
smoothly['smu:ðli]	*adv.*	顺畅地，平滑地
source[sɔ:s]	*n.*	来源，本源，源泉，
statistics[stə'tistiks]	*n.*	统计学，统计
stock[stɔk]	*v.*	存货，股本，股票
structure['strʌktʃə]	*n.*	体制，结构
stupid['stju:pid]	*adj.*	愚蠢的，笨的
suburb['sʌbə:b]	*n.*	郊区
sum[sʌm]	*n.*	数额
supervise['sju:pəvaiz]	*v.*	监督，监察
supervisor['sju:pəvaizə]	*n.*	主管人，管理人员

T

tangible['tændʒəbl]	*adj.*	有形的，真实的
tangible assets		有形资产
tax[tæks]		税收
technique[tek'ni:k]	*n.*	技术，技能
tedious['ti:diəs]	*adj.*	乏味的，令人厌倦的
tight[tait]	*adj.*	紧的，困难的，棘手的
traditional[trə'diʃnl]	*adj.*	传统的，按惯例的
traffic['træfik]	*n.*	交通，运输，港口吞吐量
transferable['trænsfərəbl]	*adj.*	可转让的，可转账的
transmit[trænz'mit]	*v.*	传递，传送，传达
trial['traiəl]	*adj.*	试算的

U

uncertainty[ʌn'sə:tənti]	*n.*	不稳定，不确定
understate['ʌndəsteit]	*v.*	少报，少记
utilize[ju:'tilaiz]	*v.*	利用，使用

V

variance['væriəns]	*n.*	差异，变动
various['væriəs]	*ad*	

第三部分

LESSON 1

前台

Receptionist

可以为您效劳吗？

Can I help you?

Reservations, can I help you?（客房预订部，可以为您效劳吗？）

Can I help you, Sir?（先生，可以为您效劳吗？）

May I have a single room for two nights? （我可以订两晚的单人房吗？）

请问先生贵姓？

Could you tell me your name ,sir, please?

What's your name, please?

Garden Hotel. Can I help you?（花园酒店。我能为您效劳吗？）

I'ld like to book a single room for tomorrow.（我想预订明天的单人房。）

Could you tell me your name, sir, please? （请问先生贵姓？）

您想订什么样的房间？

What kind of room do you want?

What kind of room do you prefer?

Which kind of room would you like to reserve ?

reserve 为 reservation[rezE5veIFn]的动词

What type of room do you want?

What kind of room do you want?（您想要什么样的房间？）

A double room,please.（一间双人房。）

我们有各种各样的房间。

We have various types of rooms.

We have single rooms, double rooms, suite and Deluxe[di'lʌks] suite. （我们有单人房、双人房、套房和豪华套房等。）

在 double rooms 中可设有单人对床(twin beds)或双人床(a double bed)，其他类型的客房还有 family suite（家庭套房）;presidential [ˌprezi'denʃl] suite（总统套房）

我们有间家庭套房还没租出去。

We have a family suite unlet.

我们宾馆的房价从 300 到 2500 元不等。

Price ranges in our hotel from 300 to 2500 yuan.

想订什么时候的？

When do you need the room?

Which date would that be?

如想语气更委婉，可说 Could you tell me which date that would be?

When is it for?

Could you tell me which date that would be?（您能告诉我想订什么时候的吗？）

February['februəri]10.（2 月 10 日。）

请问住几晚？

For how many nights, please?

How many nights do you wish to stay?

How long do you plan to stay?

For how many nights, please?（请问住几晚？）

Two nights, please.（两晚。）

就住今晚吗？

Is it just tonight?

请告诉我您的电话号码好吗？

May I have your phone number, please?

May I have your phone number, please?（请告诉我您的电话号码，好吗？）

Yes, the number is 82036594.（好的，号码是 82036594。）

Is this your home phone number?（这是您府上的电话号码？）

No, it is my office number.（不是，是我办公室的。）

您想要临街还是背街的房间？

Would you like a room with a front view or rear view?

我们所有房间都带浴室。

All of our rooms have baths.

Can I have a single room with bath?（我能要一间带浴室的房间吗？）

All of our rooms have baths.（我们的房间都带浴室。）

您一行共有多少位客人？

How many guests will there be in your party?

How many guests of you will stay here?（您共有多少人？）

Just my friend and myself.（只有我和我朋友。）

我们很高兴接受您的预约。

We are glad to accept your booking.

We are glad we'll be able to accept your booking.

让我确认一下您的预约。

I would like to confirm your reservation.

I would like to confirm your reservation. A single room for Mr. Smith from May 1 to May 3. Two nights in all. Is that right?（让我确认一下您的预约。史密斯先生预订一间单人房。从 5 月 1 号到 3 号，总共两晚，是吗？）

您什么时候到达？

At what time will you arrive?

When will you be here?

What time do you expect to arrive?

When will you be here, sir?（先生，您什么时候到达？）

Around 9 p.m.I think.（我想是晚上 9 点左右吧。）

您什么时候预约的？

When was the reservation made?

When was the reservation made?（您什么时候预约的？）

Last Thursday.（上个星期四。）

双人房每晚 300 元。

A double room is 300 Yuan per night.

How much is a double room per night?（双人房每晚多少钱？）

300 Yuan.（300 元。）

我们宾馆 300 元一晚的双人房相当不错。

The double room at 300 yuan in our hotel is very nice.

单人房每晚 200 元，包早餐。

200 yuan per night for the single room, including breakfast.

How much is it for the single room?（单人房多少钱？）

2oo yuan per night, including breakfast.（200 元一晚，包早餐。）

单人房每晚 150 元，双人房每晚 200，不含税。

150 yuan for a single and 250 yuan for a double, tax extra.

.

本周五我们有空房。

We have a vacancy on this Friday

We have rooms available on this Friday.

We can confirm a room on this Friday.

We have vacant rooms on this Friday.

星期一到星期日的说法分别是：Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday。

I want to book a double room on this Friday.（我想订一间本周五的双人房。）

OK. We have a vacancy that day.（好的，我们那天有空房。）

您能迟点再打电话预订吗？

Could you call us again later for reservation?

We are fully booked on the peak season. Could you call us again later for reservation? We may have a cancellation.（这是旺季， 我们房间都订满了，您能迟点再打电话预订吗？我们可能令有一些取消的预订。）

我们没有空的单人房。

We don't have any single room available [ə'væiləbl].

We don't have any single available. Would you mind a double room instead?（没有单人房了，您介意改订双人房吗？）

请稍侯，让我查一下那时候是否有空房。

Hang on, please. I'll check if there is a room available for those days.

hang on 是短语，别挂电话的意思 ，也可说 hold the line。

恐怕我们不能保证那段时间有空房。

'm afraid we won't be able to guarantee [ˌgærən'tiː] **you a room at that time.**

I'm afraid we won't have any room available for those days.

春节期间的房间订完了。

The rooms are all fully booked/booked up during the Spring Festival['festivl] .

Do you have any vacancie ['vekənsiz]?（有房间吗？）

Sorry , we are fully booked during the Spring Festival.（对不起，所有房间春节期间都满了。）

因为是旅游旺季，所有房间都满了。

Our hotel is fully booked in that period, because it's peak season.

peak season 或 busy season 指旺季；low season 或 off season 是淡季。

我们可在双人房内加一张床供小孩睡。

We can put an extra bed in the double room for The kid.

您能告诉我他们的班机号码和抵达时间吗？

Can you tell me their flight number and arrival time?

arrival 是名词“到达”，动词是 arrive。

非常抱歉，希望您能谅解。

We're awfully sorry. We hope you understand.

我们九折优惠。

There is a 10 percent discount.

We offer10% discount for group reservation,sir.（先生，我们团体预订优惠 10%）

discount 意为折扣，八折说 20% discount，以此类推。

要我替您订房吗？

Shall I make a reservation for you?

您记得受理这项预约的职员姓名吗？

Do you remember the name of the reservation clerk?

Do you remember the name of the clerk who accepted the reservation?

这项预约是用谁的名字订的？

In whose name was the reservation made?

In whose name was the reservation made?（这项预约是用谁的名字订的？）

John Smith.（约翰。）

我们会为您延长/改正/取消/改变预约。

We'll extend the reservation /make the correction/make the cancellation [ˌkænsəˈleiʃn]/make the change for you.

I'd like to extend it for two more nights. （我想再延长两晚上。）

OK.We'll extend it for you.（好的，我们会为您延长预约。）

您能否改变预约日期？

Is it possible[ˈpɔsəbl] for you to change your reservation date?

I'm afraid our hotel is fully booked on those days. Is it possible for you to change your reservation date?（那天晚上我们酒店恐怕已经订满了。您能否改变预约日期？）

OK, it depends.（那要看情况。）

如有人退房我们立即通知您。

We will let you know as soon as we have any cancellation.

We will let you know immediately if having any cancellation.

We will call you in case we have any cancellation.

请付订金 100 元。

Please pay 100 yuan as deposit.

我们是否向贵公司索费？

Will we charge the bill to your company?

房价包括服务费。

The rate includes service.

您想给什么价？

How much do you want to pay for the room?

What sort of price do you want to pay?

How much do you want to pay?（您想给什么价？）

150 yuan per night, is it right?（150 元一晚怎么样？）

我迟点再通知您。

I'll inform you later.

您需要机场接送服务吗？

Do you need limousine['liməzi:n] **service?**

limousine 指大型豪华轿车。

您想用什么方式付帐？

How would you settle your bill/account?

How would you like to make payment?

By the way, how will you be settling the account, please?（顺便问一句，您如何付帐？）

We'll send you a cheque as soon as possible.（我们会尽快将支票寄给您。）

如您想进一步查询，请跟我联络。

You may contact me for further information . [ˌinfəˈmeiʃn]

好的，我会为您安排。

OK. I'll arrange it for you.

我们会尽力安排。

We will do our best.

I'd like a room with a sea view, please.（我要一间海景房。）

I see, sir. We will do our best.（知道了，先生。我们会尽力安排。）

谢谢您的电话。

Thank you for calling us.

我们希望还有机会为您服务。

We hope we'll have another opportunity [ˌɔpəˈtju:nəti] **to serve you.**

opportunity 意为机会，也可用 chance。

期待能为您服务。

We look forward to serving you.

I'm John Smith and we look forward to serving you.（我是约翰，期待能为您服务。）

盼望您的光临.

We look forward to your stay with us.

look forward to 是短语，表示期待，后接动名词。

We look forward to your arrival.

We look forward to your coming.

We look forward to seeing you soon.（盼望不久后能见到您。）

1.2 登记住宿

欢迎光临。

Welcome to the hotel.

Very glad to have you here.

见到您很高兴。

Glad to meet you.

接待处在那边。

The Reception Counter is over there.

Excuse me, where is the reception counter?（请问接待处在哪里？）

It's just over there.（就在那边。）

请稍候。

Could you wait a little longer please?

Just a moment please.

Just a moment please. I'll get your details.（请稍候，让我查一下您的资料。）

让您久等了。

Sorry for keeping you waiting.

您与我们有预约吗？

Do you have a reservation with us?

Have you made a reservation?

Do you have a reservation with us? （您与我们有预约吗？）

Yes, I've made it from this morning.（有的，我预约从今天早上入住。）

我没有您预订的记录。

I haven't got any record of your reservation.

Sorry, sir, but I haven't got any record of your reservation. When was it made?（对不起，先生，我没有您预订的记录，您什么时候预订的？）

您收到过您预订的确认信吗？

Have you got a letter confirming your booking?

Have you got a letter or telex confirming your booking?（您收到过您预订的确认信或电传吗？）

Yes, I have.（收到过。）

接待员负责登记。

The receptionist is responsible for registration.

Please ask the receptionist if you have any questions, he is responsible for registration.（如有疑问，请问接待员，他负责登记。）

请填写这张登记表。

Would you please fill in/fill out the registration form?

fill in/out 是短语“填写”。

Would you mind filling in the registration form?

Please fill in the registration form.

Would you please fill out the registration form?（请填写这张登记表，好吗？）Sure, ...here you are.（好的，……给你。）

我建议你们改住家庭套房。

I suggest you stay in a family suite.

The space in the double room is big enough for playing card?（双人房足够我们打牌吗？）

If you want to play well, I suggest you stay in a family suite. It's bigger than the double.（如想玩得好一些，我建议您们改住家庭套房。它比双人房要大。）

请填写离店日期。

Please fill in the date of your departure.

departure 是名词“离开”，动词为 depart。

请填写护照号码。

Please fill in the number of your passport.

这是您的收据。

Here is your receipt[ri'si:t] .

Here is your receipt, please keep it.（这是您的收据，请拿好。）

这是您的钥匙卡，请拿好。

Here is your room keycard. Please keep it.

记得在退房时归还钥匙卡。

Be sure to return your keycard at the check-out time.

Please remember to return your keycard before you leave the hotel.

Here is your keycard. Be sure to return it before leaving.（这是您的钥匙卡，记得离开时退还。）

OK.I won't forget it.（我不会忘记的。）

这是您的早餐券。

Here is your breakfast vouchers.

voucher 是凭单的意思。

您的房间面向公园，很安静。

Your room faces the park, It's very quiet.

Your room faces the park. It's very quiet. I'm sure you will have a good sleep tonight.（您的房间面向公园，很安静，您今晚可以睡一个好觉。）

That's wonderful!（太好了！）

我可以划印您的信用卡吗？

May I take a print of the credit card, please?

May I print your credit card, please?

我可以看看您的护照吗？

May I have a look at your passport, please?

您有什么证件吗？

Have you got any identification[ai,dentif'keiʃn]**?**

Do you have any documents['dɔkjumənt]?

对不起，房间还没准备好。

Sorry, the room is not yet ready.

Sorry, the room is not yet ready until half an hour later. Would you mind resting in our lobby for a while?（对不起，房间还有半小时才准备好，您介意在大堂休息一会儿吗？）

for a while 是短语“一会儿”

行李员会带你上去的。

The bellman will show/take you up.

请跟行李员走。

Just follow the bellboy, please.

您先请。

After you, sir.

根据我们的记录……

According to our record ...

According to 是短语“按照、根据”

According to our record, your reservation is for a single room for two nights.（根据我们的记录，您预约了两个晚上的单人房。）

请在这签名好吗？

Would you put your signature['signətʃə] **here,please?**

signature 是“签名”的名词形式,动词为 sign。

Would you like to sign here, please?

请您退房时到结帐部签名好吗？

Could you sign at the cashier's counter when you check out, please?

Please sign at the cashier's counter when you check out?

Could you sign at the cashier's counter when you check out, please?（请退房时到结帐部签名好吗？）

I will.（好的。）

check out 指退房，check in 指入住登记。

退房时请记得归还房卡。

Please remember to give back your key card before leaving the hotel.

请不要遗漏任何东西。

Please don't leave anything behind.

leave behind 是短语“忘记携带”。

希望您住得愉快。

I hope you enjoy your stay with the hotel.

Have a good stay.

I hope you'll have a pleasant stay with us.

Have an enjoyable stay.

Wish you a most pleasant stay in our hotel.

1.3 介绍服务

服务指南详细介绍了我们酒店的设施及服务。

The guide book introduces our hotel's facilities and services clearly.

The guide book gives us a detailed introduction of the facilities and services in our hotel.

欢迎到顶楼住，我是本楼服务员。

Welcome to the top floor. I'm the floor attendant.

Welcome to the top floor. I'm the floor attendant. May I show you to your room?（欢迎到顶楼住，我是本楼服务员，我能带您到房间吗？）

OK. Thank you.（好的，谢谢。）

您的房间在那边，请跟我走。

Your room is over there, this way, please.

您的房间朝南，凉爽舒适。

Your room is facing south. It's cool and cosy.

顶楼有室内泳池。

There is an indoor swimming pool on the top floor.

Indoor 是室内，室外是 outdoor。

By the way, do you have an indoor swimming pool here?（顺便问一下，你们这里有没有室内泳池？）

Yes, sir. It's on the top floor. We also have a gym on that floor. （有的先生，在顶楼。健身房也在同一层。）

我们有一间非常好的餐厅。 三楼有西餐厅。

We have a very good restaurant. There is a Western food restaurant on the third floor.

酒吧营业至凌晨一点。

A bar is open until 1 o'clock in the morning.

A café[kæfei] and a bar open until 1 o'clock in the morning.（咖啡厅和酒吧营业至凌晨 1 点。）

cafe 是咖啡厅，在英国也可指小餐馆及茶馆。

餐厅正在举行意大利美食节。

There is an Italian Food Festival in the restaurant['restrɔnt] at present.

There is an Asian Food Festival in the café this week.（咖啡厅这星期正在举行亚洲美食节。）

Fantastic fæn'tæstik]!（好极了！）

我们有相通的双人房。

We have connecting double rooms.

connecting　表示相连接的。

您喜欢这个房间吗？

Do you like your room?

How do you like your room?

how do you like 表示“认为……怎么样”。

How do you like your room?（您认为您的房间怎么样？）

Very fine. I can see the Pearl River on the balcony.（很好，站在阳台上还可以看到珠江。）

从房间看出去是珠江。

The room has a view of the Pearl River.

view 指风景。

The Pearl River is overlooked from the room window.overlook 是动词“俯瞰”。

站在阳台上可以看到白云山。

You can see Mountain Baiyun on the balcony.

这是一间窗户朝北的拐角房。

This is a corner room with window facing north.

face 作名词为“面部”，作动词则为“面对”。东、西、南、北分别是 east,west,south and north。

希望您喜欢您的房。

I hope you like your room.

This is your room 2005 with the sea view. I hope you like it.（这是您的 2005 房，靠海，希望您喜欢。）

房门是自锁的。

The door can be locked by itself.

The door can be locked by itself. Be sure to take your keycard whenver you go out.（房门会自锁，请每次出门都记得带钥匙卡。）

这是为您准备的果盘。

Here is a plate of fruits for you..

Here is a plate of fruits for you.（这是为您准备的果盘。）

Thank you. You are so considerate.（谢谢，你们想得真周到。）

这是今天的广州日报。

Here is Guang Zhou Daily of today.

我们宾馆提供优质的客房服务。

Our hotel offers very nice room service.

我们提供按摩服务。

We have massage['mæsɑ:ʒ] service.

We offer massage service.

We offer the saunas and massage service.（我们有桑那及按摩服务。）

我想向您介绍一下房间的服务项目。

I'd like to introduce the room service to you.

这是开关、保险箱、食品箱，和温度调节器。

Here is the light switch, safety box, mini-bar and temperature['temprətʃə] adjuster.

小冰柜里有饮料。

There are bottled drinks in the mini-bar.

这是我们酒店的闭路电视。

This is a closed circuit[sə:kit] TV in our hotel.

circuit 是线路，closed circuit TV 是“闭路电视”。

This is a closed circuit TV in our hotel. There are eight channels for your selection.（这是本酒店的闭路电视，有八个台可供选择。）

中央台在第二频道，广州台在第五频道。

CCTV is on channel 2 and Guang Dong TV is on Channel 5.

中央台新闻联播在晚上 7 点。

CCTV news is at 7 o'clock in the evening.

By the way, do you know what time the news is on?（顺便问一句，您知道新闻联播是几点吗？）

CCTV news is at 7 o'clock in the evening.（中央台新闻联播在晚上 7 点。）

电视选台板在那里。

The channel selector is over there.

channel 指电视频道或收音机的频道。

这是节目单。

Here is a program['prəugræm] guide.

Here is the list of the programs.

这是我们宾馆的服务指南。

Here is our hotel's Service Information Booklet.

booklet 或 brochure 指手册。

Here is the service guide.

Here is our hotel's Service Information Booklet. It gives you an idea about our services and facilities.（这是我们宾馆的服务指南，它可让你了解我们的服务及设施。）

Thank you.（谢谢。）

电话是程控的。

The telephone is computerized.

The telephone is computerized. You can call any places if you like. （电话是程控的，你可以打往任何地方。）

Thank you very much.（谢谢。）

话费在结帐时支付。

The charges are to be paid when you check out.

charge 是费用的意思，也可作动词收费。

那是供电动剃须刀使用的电源插座。

It is the socket for the electric shaver.

shave 是动词“剃”，shaver 则是剃须刀。

我们宾馆为客人提供免费擦鞋服务。

Our hotel offers free shoes shining service for its guests.

Our hotel offers free shoes shining service for its guests. You can put your shoes outside the room before going to bed.（我们宾馆为客人提供免费擦鞋服务，您在睡前把鞋放在门外就行。）

go to bed 是上床睡觉，注意 bed 前无“the”

I see.（我知道了。）

床头柜里有擦鞋用具。

There is a compact shoe shiner in the drawer of the bed table.

compact 是盒子，shiner 指鞋油，擦皮鞋可说 shine the shoes。

拖鞋在床头柜里。

The slippers are in the bedside table.

床头柜 可说 bedside table 或 bed table。

宾馆为旅客提供的卫生或生活用具：

bathrobe 浴衣

bathing cap浴帽

dress hanger 衣架

laundry ['lɔ:ndri] bag 洗衣袋

slippers 拖鞋

soap 肥皂

shoe shiner鞋油

toilet articles 卫生用品

towel毛巾

洗衣袋在浴室的门后。

There is a laundry bag behind the door of the bathroom.

提供热水的时间是早上 6 点到午夜 12 点。

The hot water supply is from 6a.m.to 12p.m.

如果您不想被打扰，请把“请勿打扰”的牌子挂在门把上。

If you don't want to be disturbed, please hang the sign of “please do not disturb” on the door knob.

自来水只能用来洗涤。

The tap water can only be used for washing.

tap water 是自来水，饮用水说 drinking water。

食品柜在桌下。

There is a mini-bar under the table.

There is a mini-bar under the table. The price list is on the top of it. （食品柜在桌下，价目表就在它上面。）

宾馆为旅客提供的生活设施：

TV set　　电视机

air conditioner　空调

mini-bar　食品柜

thermos ['θəːmɔs]　　热水瓶

telephone　电话

electric drier　　吹风机

socket　　插座

radio 收音机

床头柜上有一个控制台。

There is a switchboard[switʃbɔːd] **on the bedside table.**

switchboard 也可指电话总机。

There is a switchboard on the bed table. It's easy for you to control all the lamps, music, TV and air conditioning when lying on the bed.（床头柜上有一个控制台，您可以躺在床上控制所有的灯、音乐、电视和空调。）

按左上角的按钮，即可打开床头灯。

To turn on the bedside lamp, just press the bottom on the up-left corner.

要把冷/暖气调高/低一点吗？

Shall I turn the cooling/heating up/down?

固定短语 turn up/down 表示调高/低。 关掉用 turn off，打开用 turn on。

我们 24 小时提供客房服务。

Our room service is available 24 hours a day.

如果您需要帮助，请与服务台联系。

If you need any help, just tell the service counter.

服务台是 service counter 或 reception desk。

若需要帮助，请随时叫我们。

There is a switchboard[switʃbɔːd] **on the bedside table.**

1.4 提送行李

让我帮您拿行李。

Let me carry your luggage['lʌgidʒ].

May I help you with your luggage?

Allow me to help you with your luggage.

Shall I carry the suitcase for you?（我可以帮您拿行李吗？）

That's all right. Thank you.（好吧，谢谢。）

请乘行李电梯。

Please take the baggage elevator.

这是您的行李吗？

Is this your baggage['bægidʒ]?

baggage 和 luggage“行李”baggage 是美国用法， luggage 在其他英语国家常用。

我会把行李放到您房间。

I'll put your baggage in your room.

Could you give me a hand?The trunk is too heavy to carry by myself.（您能帮帮我吗？这个行李箱太重了，我提不动。）

Sure, I'll put it in your room.（没问题，我会把它提到您房间的。）

我去拿一辆行李车。

I'll take a cart.

I'll get a trolley[trɔli].

Wait a moment, please. I'll take a cart.（请稍等一下，我去拿一辆行李车。）

让我帮帮你。

Let me give you a hand.

让我替你拿这两个包吧。

Let me carry these two bags for you.

Please leave these two bags to me. I'll take them for you.

Let me carry these two bags for you.（让我替你拿这两个包吧。）

Thank you very much.（多谢。）

我替您把行李拿到房间。

I'll take your baggage to your room.

Shall I take your baggage to your room?

Leave the baggage to me, I'll take it to your room.

我可以把行李靠窗放吗？

May I put your bags by the window?

The Bellman, sir. I've brought your baggage.　May I put your baggage by the window?（先生，我是行李员，帮您把行李送来了，可以靠窗放吗？）
OK, just put it anywhere.（随便放吧。）

我是替您送行李的行李员。
I'm the bellman who brings you the luggage.

先生，这是您的行李。
Here is your luggage, sir.
Here is your luggage, sir. Two suitcases and a handbag. Is that right?（先生这是您的行李，包括两个皮箱和一个手提包，对吗？）

您的行李箱很快会送过来。
Your trunk will be taken to your room shortly.
Your suitcase will be sent up very soon.

我马上叫行李员给您拿行李。
I'll ask the bellman to take the baggage for you immediately.
Please tell me your room number. I'll ask the bellman to take the baggage for you at once.（请告诉我您的房号，我马上叫行李员给您拿行李。）

我来取您的行李。
I came to your room for taking the baggage.
Good morning, madam. I'm the bellman. I came here to take your baggage.（早上好，夫人。我是行李员。我来取您的行李。）

别担心，我会小心的。
Don't worry, I'll take care of it.
take care of 是短语“小心照顾”。
Be careful, There is something breakable in my bag.（小心里面的东西很容易碎的。）
Don't worry, madam. I'll take care of it.（别担心，夫人，我会小心的。）

要多包一层纸作保护吗？
Do you need extra['ekstrə] wrapping?
extra 是“额外的”wrap 可作名词或动词“包装”
I bought a breakable vase just now.（我刚买了一个易碎的花瓶。）
Do you need extra wrapping? （你要多包一层纸作保护吗？）
OK. It's better. （行，这样更好些）

我们提供寄存服务。
We offer a storage service.
storage 是名词“寄存”动词为 store。

您想寄存行李吗？

Would you like to check your baggage here?

check除表示“检查”外，还有“寄存”的意思。

Would you like to check your baggage here?（您想寄存行李吗？）

Yes. I'm leaving for Beijing for 2days. So I want to leave my case here.（是的。我要到北京去两天，想把箱子放这儿。）

先生，你有几件行李？

How many pieces of luggage do you have, sir?

luggage为不可数名词，不能说 How many luggages.

JHow many pieces of luggage do you have, sir? （先生，你有几件行李？）

I've got four pieces all.（总共四件。）

JIs this all your luggage?（这些都是您的吗？）

Yes, it is.（是的。）

您能告诉我包里有些什么东西吗？

Can you tell me what's in the handbag?

Please tell me the articles in your bag.

Can you tell me what's in your handbag, madam?（夫人，您能告诉我包里有什么东西吗？）

My purse and an umbrella.（有钱包和雨伞。）

您包内有易碎/易腐烂/贵重的物品吗？

Is there anything breakable/perishable

['periʃəbl]/ valuable in your bags?

动词break加后缀able变为它的形容词，perishable和valuable也是同类变化。

Is there anything breakable/perishable/valuable in your handbag?（您包内有易碎/易腐烂/贵重的物品吗？）

Yes, there is a porcelain/some food/a watch in this bag.（有，包内有个瓷器/一些食物/一块表。）

I'm sorry ,sir. I'm afraid we can't accept breakable/perishable/valuable goods.（对不起，先生，恐怕我们不能接受易碎/易腐烂/贵重的物品。）

我们对物品的损坏不负责。

We are not responsible[ri'spɔnsibl] for any damage.

be responsible for是固定搭配“对……负责”。此句多用委婉说法，变为 I'm afraid we can't be responsible for any damage.

您什么时候来取行李？

When will you take your luggage?

When will you want your baggage?

When will you take the luggage?（您什么时候来取行李？）

In two days.（两天后。）

您介意我检查您的箱子吗？

Do you mind my examining the contents [kɔn'tents] of your trunk?

content“内容”，指箱里的东西。

According to the hotel rules, the luggage for nights must be checked. Do you mind my examining the contents of your trunk?（按照宾馆规定，行李过夜必须检查，您介意我检查您的箱子吗？）
No, I don't . Please do it.（我不介意，请随便检查吧。）

这瓶酒是易燃物。
This bottle of wine is combustible[kəm'bʌstibl]**.**
I'm afraid you have to take out the bottle of wine. It's combustible.（恐怕您得把这瓶葡萄酒拿出来，它是易燃物。）

我会立即把行李拿到您的房。
'll take the baggage up to your room at once.
Your baggage will be brought up straight away.
at once和 straight away是短语“立即、马上”。

离开时请你确定行李收拾好没有。
Please make sure that your bags are packed before leaving.
make sure是短语“确定、确信”

您介意自己拿这些瓶子吗？
Would you mind taking these bottles with you?
Would you mind taking these bottles with you? I'm afraid they might break.（您介意自己拿这些瓶子吗？我怕它们会破。）
Sure, no problem.（行，没问题。）

您可以到服务台领取行李。
You can pick up your bags from the Bell Captain's Desk.

本寄存处开放到晚上10点。
This cloak room['kləukru:m] **is open to 10 p.m.**
This cloak room is open to 10 p.m. Did you leave Your bags here, sir?（本寄存处开放到晚上九点，您要寄放吗？）

请凭取物牌来领行李。
You may collect your baggage by the claim tag.

您记得您的行李牌号吗？
Do you remember your tag's number?
I'm sorry. I've lost my claim tag. How can I do about it?（对不起，我把行李牌弄丢了。怎么办呢？）
Don't worry. Do you remember your tag's number?（别着急。您记得您的行李牌号吗？）

寄存行李每天10元。
10 yuan a day for checking the baggage.
Excuse me, what's the price of checking the baggage?（请问寄存行李是什么价？）
10 yuan a day.（每天10元。）

请到一楼寄存处领取您的行李箱。

Please collect your trunk from the clock room on the first floor.

请检查东西是否都在？

Please check if everything is in the bag?

前台有存贵重物品的保险柜。

There are safety deposit[di'pɔzit] **boxes at the Front Desk .**

safety deposit box 是保险柜。

请给我房间的钥匙好吗？

May I have your room key, please?

我可以看看您的收据吗？

May I see your receipt?

May I see your receipt, sir?...（先生，我可以看看您的收据吗？……）

Thank you, sir. A bellman will bring your bags at once.（谢谢，先生，行李员马上会将行李拿给您。）

1.5 票务代理

您想订哪天的票？

For which date do you want your tickets?

What time would you like to leave?

For which date do you want your tickets?（您想订哪天的票？）

This Sunday.（这个星期天。）

JI'm afraid all the tickets for that day have been booked up. Would you mind changing the date?（明天的机票已全部订完，您能否改日期？）

Yes. I have an important meeting that day.（不能，我那天有一个重要会议。）

您想什么时候动身？

When will you intend to leave?

intend to是短语，“打算”。

Can I book a ticket to Shanghai?（我能订一张去上海的票吗？）

When will you intend to leave?（您想什么时候动身？）

The day after tomorrow.（后天。）

你想买几张票？

How many tickets do you want to buy?

How many tickets do you need?

How many tickets do you want?（你想买几张票？）

Two.（两张。）

JFirst class or economy [i'kɔnəmi] class?（头等舱还是经济舱？）

First class, please.（头等舱。）

您想怎么走，乘飞机还是火车？

How do you want to travel, by air or by train?

I'm going to Guilin on Sunday.（我星期天要去桂林。）

How do you want to travel, by air or by train?（您想怎么走，乘飞机还是火车？）

By air. It will take less time.（乘飞机，时间短一些。）

我打电话去航空公司问问是否还有机票。

I'll call the airline to see if there are any tickets available.

请稍后，让我查看一下机位。

Wait a moment, I'll check the vacancy['veikənsi].

vacancy 指“空缺”。

Let me see whether there are seats available on that flight.

I'm sorry, sir. There are no economy class tickets. Would you like to take the business one? （对不起先生，经济舱已满了，商务舱可以吗？）

商务舱可说executive[ig5zekjutiv] class或 first class,经济舱也可说coach。

I'm afraid I wouldn't.（恐怕不行。）

早班机可以吗？

Is the morning flight all right?

I wonder if you'd consider taking the morning flight.

I'ld like to book a ticket to Hangzhou.（我想订一张去杭州的机票。）

OK.There are two flights to Hangzhou every day. Is the morning flight all right?（好的，每天有两班机去杭州。早班可以吗？）

请您填写订票单。

Would you please fill in the form for booking ticket?

请提前三天预订。

Please book the tickets three days in advance.

Please book the tickets three days ahead.

拿票时再给钱。

You can pay me when you get the tickets.

请每张票预付100元。

Please pay 100 yuan for each ticket in advance.

in advance是短语“预先、提前”。

取消机票请付100元手续费。

A charge of 100 yuan will be needed for cancellation.

If the ticket has been issued['iʃu:d], then a charge of 100 yuan will be needed for cancellation.（机票发出

后，如要取消便要付100元手续费。）

广州到北京有19个航班。

There are 19 flights from Guangzhou to Beijing.

Could you tell me how many flights are there to Beijing?（你能告诉我到北京有多少航班吗？）

There are 19 flights.（有19班。）

明天到广州的机票已订完了。

All the tickets to Guangzhou for tomorrow have been booked up.

I'ld like to book a ticket to Guangzhou for tomorrow.（我想订一张明天到广州的票。）

I'm sorry, sir. I'm afraid all the tickets to Guangzhou for tomorrow have been booked up.（对不起，先生，明天到广州的票已订完了。

如订不到，改在后一天好吗？

Is it possible for you to change to the day after it if we fail to get that day's ticket?

the day after it表示后一天，如“后天”说the day after tomorrow。 fail to是表示“做某事不成功”的一个短语。

Is it possible for you to change to the day after it if we fail to get tomorrow's tickets?（如订不到，改在后一天好吗？）

I'm afraid it can't be helped.（那也只能这样了。）

您什么时候旅行？

What time would you like to travel?

When are you traveling?

What time would you like to travel? （您什么时候旅行？）

This weekend.（这个周末。）

JHow do you want to go?（您想怎么走？）

By train.（乘火车。）

这是您的行程表。

Here's your itinerary[ai'tinərəri].

我已为您订好了票。

I've book the ticket for you.

请明天下午到这里取机票。

Please get your ticket tomorrow afternoon.

春节期间恐怕没有折价。

I'm afraid there is no discount during the Spring Festival.

这是直达航班。

It's a non-stop flight.

There is a daily flight at 12:10 to New York. It's a non-stop flight.（每天12点10分有一航班飞往纽约，这是

直达航班。）

每天有两班机去海口。

There are two flights to Haikou every day.

There are two flights to Haikou every day. One is at 10

daily表示“每日地”。

每天早上10点有一班机飞往成都。

There is a daily flight at 10 to Chengdu.

起飞时间为早上7点。

The departure[di'pɑːtʃə] **time is 7 o'clock in the morning.**

The departure time is 7 o'clock in the morning. Is that alright, sir?（起飞时间为早上7点，行吗？）

No problem.（没问题。）

到达时间为晚上8点。

The arrival time is 8 p.m.

恐怕没有晚上7点的航班。

I'm afraid there is no flight departing at 7　o'clock in the evening.

flight意为“航班”， depart是departure的动词。

我会尽力为您买到票。

I'm afraid there is no flight departing at 7　o'clock in the evening.

do my best 是短语表示“尽力”。后接不定式。

We'll send it to your room as soon as we get it.（我们一拿到票就送到您房间。）

我们一拿到票就送到您房间。

We'll send the tickets to your room as soon as we get it.

By the way, when can I get my ticket?（顺便问一句，我什么时候能拿到票呢？）

您想坐火车去哪里？

Where are you going by train?

乘坐交通工具用by，交通工具前不加定冠词， 如by bus、by plane。火车中的上铺、下铺、软卧分别是upper bed, lower bed and soft berth.

Where are you going by train?（您想坐火车去哪里？）

I'm going to Beijing.（我要去北京。）

What kind of trains would you like to take, Express[ik'spres] or slow train?（您想坐什么车？快车还是慢车？）

I want to take an express train.（我想坐快车。）

我已为您订好票。

I've booked a ticket for you.

这是找您的零钱。

Here is your change.

别忘了起飞前一小时检票。

Don't forget check-in time is one hour before departure.

check in 可表示“登记住宿”也可表示“登机检票。

1.6 退房结帐

出纳员会准备好您的帐单。

The cashier[kæ'ʃiə] **will have your bill ready.**

have something ready表示“把某事准备好”。

I want to pay my bill.（我要结帐。）

Just a moment, please. The cashier will have your bill ready in a moment.（请稍候，出纳员会准备好您的帐单。）

您现在要结帐吗？

Are you going to check out right now?

Shall I draw up your bill for you?

draw up是短语表示“了结”。

One moment, please. I'll draw up your bill for you. How would you like to pay the bill? （请稍等，我帮您结帐，你准备如何付款？）

In cash.（付现金。）

您的帐目要细分吗？

Would you like a breakdown of the bill?

breakdown表示“分类”。

您今天在餐厅签单了吗？

Have you signed any bills at the restaurant today?

我帮您计算帐单。

I will work out your bill.

work out是短语“计算”。

I will calculate['kælkjuleit] your bill .

I will get the bill for you.

Just a minute, sir. I'll calculate the bill for you. Here's your bill. The total is 525 yuan.（等一会，先生，我帮您计算帐单。这是您的帐单，一共525元。）

各项费用已清楚写在帐单上。

Each item has been listed on the bill clearly.

本店退房时间在中午12点前。

Our check-out time is before 12 o'clock at noon.

Our check-out time is before 12 o'clock at noon. If you leave after 12:00 at noon, you'll have to pay half of the rate. After 6:00 p.m. you'll have to pay the full rate.（本店退房时间在中午12点前，如果您在12点后离开就要付半天房费，下午6点后离开则要付全天房费。）

延迟退房要加收10%的房费。

We charge an extra 10% of the room rate for late check-outs.

You used the room until 5:00 p.m. I'm afraid we will charge an extra 10% of the room rate for late check-outs.（您使用房间到下午5点，恐怕要加收10%的房费。）

您的公司已安排支付您的帐单。

Your company has arranged to pay your bill.

您要用现金支付差额吗？

Would you like to settle the difference['difrəns] **in cash?**

difference指“不同、差数”。

我们接受旅行支票。

We accept traveler's checks.

check是美国说法，英国说法为cheque.

我们不接受私人支票。

We don't accept personal checks.

您想用哪一种信用卡？

What card are you going to use?

Which card would you like to use?

Which card would you like to use? （您想用哪一种信用卡？）

My American Express card.（美国运通卡。）

请告诉我您的名字和房号。

May I have your name and room number, please?

May I have your name and room number, please? （请告诉我您的名字和房号。）

John Smith, room 1818.（约翰 史密斯，1818房。）

我们要等最后一张单据。

We have to wait for the final bill.

让我向有关部门核对。

I'll check with the department[di'pɑ:tmənt] **concerned.**

concerned指“有关的”

让我复查一下您的帐单。

Let me check the bill for you.

Let me go through the bill with you.

go through是短语，在这儿与check同义。

I think there might be something wrong with my bill,sir.（先生，我认为我的帐单可能有问题。）

Really? Let me check it for you.（真的吗？让我复查一下。）

对不起，我们算错了。

I'm sorry, we apologize[ə'pɔlədʒaiz] **for the calculation**[kælkju'leiʃn] **mistake.**

这是更正后的帐单和退款。

Here is the corrected bill and the money you overpaid.

over是前缀表示“过多”。

Here is the corrected bill and the money that we overcharged you.

帐单有问题吗？

Is there any problem['prɔbləm] with the bill?

Is there anything wrong with your bill?

Is there any problem with the bill, sir? If you think there is any, I can check for you.（帐单有问题吗？如有，我可以查证一下。 ）

这是房费。

This is the room charges.

This is the room rate.

您的信用卡已过期。

Your credit card has been overdue.

Your credit limit has been exceeded[ik'si:did].

Your credit limit has been exceeded.Would you mind paying it in cash?（您的信用卡已过期，请付现金好吗？）

今天中午来结帐好吗？

Is it all right for you to pay the bill at noon?

Is it all right for you to pay the bill at noon?（今天中午来结帐好吗？）

OK.Where?（好的，在哪？）

At the cashier's Counter of our hotel. （在宾馆的总台收款处。）

合开一张还是分开两张单呢？

Shall I make out a single bill or two separate['sepəreit] **ones?**

make out是短语“写出、填写”。

Shall I make out a single bill or two separate ones? （合开一张还是分开两张单呢？）

A single bill, please.（合开一张。）

Very good. I'll have the bill ready for this evening.（很好，我一定把帐单准备好，晚上给你。）

您的行李都准备好了吗？

Have you got the baggage ready?

Have you packed everything up?

Have you got the baggage ready?（您的行李都准备好了吗？）

我叫行李员替您把行李拿下楼。

Yes, everything is ready.（是的，都准备好了。）

I'll ask the bellman to help you with the baggage downstairs.

乐意为您效劳。

I'm pleased to put myself at your service.

be pleased to是短语“乐于做某事” 。

请稍候，我会依序办理结帐。

Please wait a moment, I'll handle the bills by turns.

turn在这作名词“顺序”。

早餐费用不打折。

There is no discount for breakfast.

We don't have any discount for breakfast.

JI had breakfast each day in the hotel. Is there any discount for me?（我每天都在酒店用早餐，能有一些折扣吗？）

I'm sorry, sir. We don't have any discount for breakfast.（对不起，先生，我们早餐费用不打折。）

您今天喝过冰箱里的饮料吗？

Have you got any drink from the mini-bar today?

Mr John, I'm drawing up your bill at the moment. I want to know if you've got any drink from the mini-bar today.（约翰先生，我正在计算您的帐单，我想知道您今天喝过冰箱里的饮料吗？）

draw up 和at the moment 都是固定说法“计算”和“现在”。

Let me see... Oh, yes, I took a bottle of distilled water today.（让我想想，……噢，我今天拿过一瓶蒸馏水。）

您刚才用过房间电话吗？

Have you made any calls just now?

这是您的酒水单。

Here is a bill for your drinks.

There is a bill for your drinks including[in'klu:diŋ] the service charge.（这是您的酒水单，还有服务费。）

这个费用是您的电话支出。

This figure is for the calls you made during these days.

This amount accounts for your telephone fee.

account for是短语，“解释，说明”。

By the way, what's this amount for?（顺便问一句，这是什么费用？）

It's for the calls you made during these days.（这是您这几天的电话支出。）

这是您的帐单，请核对。

Here is your bill, please check it.

请到宾馆收款处付钱。

Please pay the bill at the Cashier's Counter of our hotel.

我能为您核对一下帐单明细吗？

May I check the details of your bill, please?

您介意我检查一下您的房间吗？

Would you mind my checking the room?

would you mind是委婉说法，后接ing形式。

Would you mind my checking the room before leaving?（在离开前您介意让我检查一下房间吗？）

Of course not. Please go ahead.（当然不会，请吧。）

你对我们酒店有何意见？

Do you have any comment to make on our hotel?

make comment表示“发表意见、评论”。

By the way, do you have any comment to make on our hotel?（顺便问一下，你对我们酒店有何意见？）

Your service is very fine.（服务非常好。）

JThank you for your kind compliments ['kɔmplimənts].（谢谢您的夸奖。）

您在我们酒店住得满意吗？

Is everything to your satisfaction [ˌsætis'fækʃn] **during your stay here?**

during “在……期间”。

祝您旅途愉快！

Have a nice trip.

We wish you a pleasant['plezənt] journey['dʒəːni].

We hope you have a good flight.

欢迎再次光临！

We hope you will come again.

We look forward to serving you again.

We wish to welcome you here next time.

Welcome to our hotel again.

LESSON 2

客房部

Room Service

我是服务员。

I'm the attendant[ə'tendnt]**.**

I'm the housemaid.

Housekeeping!

Housekeeping! May I come in?（服务员，我可以进来吗？）

Yes, please.（请进。）

您需要清洁服务吗？

Did you call for house keeping service?

Do you need house keeping service?

Do you need house keeping service?（您需要清洁服务吗？）

Yes. My room is dirty. Could you clean it now?（是的，我的房间很脏。你能现在来吗？）

JSure. I'll come at once.（好的。我马上来）

对不起，打扰您了。

I'm sorry to disturb[di'stə:b] **you.**

Sorry to disturb you, sir, but we would like to clean the room. May I do it now? （先生，对不起，打扰您，我们现在清理房间，可以吗？）

Well,how about an hour later?（哦，一小时后如何？）

请问现在要打扫房间吗？

Would you like your room cleaned now?

Shall I clean your room now?

May I do your room now?

May I make up the room now?

make up是短语“整理、收拾”。

Would you like me to clean up/tidy up your room now?

你认为什么时间合适打扫房间？

What time would you like me to make up the room?

What time would be better for you to clean the room?

When will it be convenient[kən'vi:niənt] to clean the room?

What time would be convenient to make up the room?

convenient是“方便”的意思。

What time would be better for you? （你认为什么时间比较合适？）

Let me see, could you come around 12:00?（让我想想，12点左右怎样？）

如想清洁，请挂出“整理房间” 的牌子。

Please put out a “House Keeping” sign on the door knob if you want to have it cleaned.

我等会儿再来清洁好吗？

Can I come back to clean your room later?

Can I come to clean your room at this time?（我现在能来清洁房间吗？）

No, I'm afraid not . I want to have a rest.（恐怕不行。我想休息。）

JI'm sorry. Can I come back later?（对不起，我等会儿来行吗？）

OK.（好吧。）

我马上就去打扫您的房间。

I'll come and clean your room immediately[i'mi:diətli]**.**

I'll be there for cleaning in a few minutes.

in a few minutes是短语，表示“很快、几分钟之内”。

我马上去拿干净的被子。

I'll go and get you a clean quilt[kwilt] **right away.**

right away是短语“立刻、马上”。

我立刻为您换床单。

I'll change the sheet for you immediately.

sheet 还有“薄片”的意思。如一张纸，a sheet of paper.

The sheet is a little dirty. Could you change it for me?（这张床单有点脏，你能为我换一张吗？）

Sure. I'll change it for you immediately.（好的，我马上为您换。）

我们没有擦鞋服务。 我们提供免费擦鞋服务。

I'm afraid we don't have service of shining shoes in our hotel.

I'm afraid we don't shine shoes in housekeeping.

We offer free shoes shining service.

擦鞋可说shine the shoes 或 polish the shoes。

Could you tell me where I can have my shoes shined?（你能告诉我哪里可以擦皮鞋吗？）

We offer free shoes shining service. If you want to clean the shoes, just put them outside the door before you go to bed.（我们提供免费擦鞋服务，您如有需要，请在睡觉前把鞋放在门外。）

擦鞋纸在书桌抽屉里。

The shoe shining paper is in the drawer of the desk.

The shoe shining paper is in the drawer of the desk. You can use it at any time.（擦鞋纸在书桌抽屉里。您可随时使用。）

我可以收拾/整理/移动您桌上的东西吗？

May I straighten up/tidy up/ move these things on your desk?

May I move these things on your dress so I can dust it?（我要擦桌子，能移动梳妆台上的东西吗？）

Sure, go ahead.（可以，擦吧。）

现在能吸尘吗？

May I vacuum ['vækjuəm]the room now?

还有什么别的事要做？

Is there anything else I can do for you?

Anything else, sir?

我要打扫一下卫生间。

I'll clean the bathroom.

我保证在20分钟内清理好房间。

I promise to finish the job in 20 minutes.

Your room will be ready in 20 minutes.

It takes 20 minutes to finish cleaning.

I'm going to the restaurant for lunch. Could you finish cleaning in half an hour?（我要去餐厅用午餐，你能在半小时内做完吗？）

No problem. I promise to finish it in 20 minutes.（没问题。我保证20分钟内做完。）

您希望我什么时候再来清洁？

What time would you like me to come back for cleaning?

When would you like me to do your room?

我会叫服务员来清洁你的房间。

I'll ask a maid to make up your room.

I'll call a maid to make up your room.

我能进您房间检查一下清理情况吗？

May I come in and check the housekeeper's work?

May I come in and check the housekeeper's work? 我能进您房间检查一下清理情况吗？）

Wait a moment,please.（等一会吧。）

中午12点到1点不可以清洁房间。

No cleaning can be done between 12:00 noon and 1:00 p.m.

I'm afraid no cleaning can be done between 12:00 noon and 1:00 p.m.May I come between 1:00 and 2:00 p.m.?（中午12点到1点恐怕不能清洁房间 ，我能在1点到2点之间来吗？）

OK. All right.（好，也行。）

如有任何需要，请叫我。

Please call me whenever['wen'evə] you need anything.

Goodbye. Have a nice day! Please call me whenever you need anything.（再见，祝您愉快！如有任何需要，请叫我。）

当你需要清洁房间时，请致电8108。

You can call 8108 when you want your room cleaned.

夜床服务。

Turn-down service.

现在可以为您铺床吗？

Would you like me to make your bed now?

Would you like me to make your bed now?（您愿意现在为您铺床吗？）

No, not this time.（现在还不用。）

Do I need to come back later?（要我晚一点再来吗？）

Let me see.Around 10 o'clock. OK?（让我想想，10点可以吗？）

我现在可以替您开床吗？

May I turn down your bed for you now?

要我为您把窗帘拉上吗？

Would you like me to draw the curtains ['kə:tn] for you?

It's getting windy. Would you like me to draw the curtains for you, sir?（起风了，先生，要我为您把窗帘拉上吗？）

为您打开电视好吗？

May I turn on the TV for you?

我晚上11点下班。

I go off at 11:00p.m.

go off 是短语，口语中指“下班”。

I go off at 11:00 p.m. Would it be convenient if I come here at 10:30 p.m.?（我晚上11点下班，10点半再来可以吗？）

我随时乐意效劳。

I'm always at your service.

2.2 客房维修

我是维修人员。

Maintenance['meintinəns]!

请问有什么需要？

Have you called for service?

Did you call for service?

Did you call for service,madam?（夫人，请问有什么需要？）

Yes, the toilet doesn't flush.（是的，马桶不抽水了。）

I'm very sorry, madam. A repairman will come and check it immediately.（非常抱歉，夫人。修理工会马

上来检修。）

今晚我值班，有事请叫我。

I'm on duty tonight. You can call me if it's needed.

我马上给您取几个衣架来。

I'll fetch you some more coat hangers right away.

I'll send some more coat hangers to your room immediately.

House keeping. The coat hanger in my room is bad.（客房部。我房间的衣架坏了。）

Sorry, madam. I'll fetch you some more right away.（对不起，夫人，我马上给您取几个来。）

对不起，我忽视了。

I'm sorry, I neglected it.

There is no water in the thermos,sir.（先生，热水瓶里没有水。）

I'm sorry. Ididn't notice that. I'll take you another one immediately.（对不起，我忘了，我马上给您另拿一瓶。）

这是我的过错。

It's my fault.

It's my fault to give you the wrong key card. I'm sorry for my carelessness.（我给错您钥匙牌，这是我的过错。我为我的粗心道歉。）

我是来修空调的。

I'm here to get the air conditioner repaired.

I'm here to repair the air conditioner.

我大概下午两点钟来修水龙头。

I'll fix the tap for you at about 2 o'clock this afternoon.

This is the repair man. I'll fix the tap at about 2 o'clock this afternoon. Is it proper for you?（我是修理工。我大概下午两点钟来修水龙头。好吗？）

Could you come later? I'm having rest at that time.（迟一点行吗？那时我在休息。）

让我看看。

May I have a look at it?

Let me have a look.

Let me see.

Something has gone wrong with my camera [5kAmErE], sir.（先生，我的相机出了问题。）

Let me have a look.（让我看看。）

什么地方出问题了？

What's wrong with it?

What's the trouble?

What seems to be the problem?

What's the matter with it?

Is there anything wrong?

我马上叫值夜班的工作人员来。

I'll ask the overnight staff to your room as soon as possible.

House keeping. The air conditioner in my room can't work.It's very hot.（客房部。我房间的空调坏了，非常热。）

I'm terribly sorry. I'll ask the overnight staff to your room as soon as possible.（非常抱歉，我马上叫值夜班的工作人员来。）

我会尽快把它拿给修理工。

I'll take it to the repairman as soon as possible.

as soon as possible是短语“尽可能快”。

我会通知维修部。

I'll tell the Maintenance Department.

I'll report to the Maintenance.

I'll ask the Maintenance Department to look into it.

look into 是短语“检查”。

One of my light bulbs [bʌlbz] is burnt out.（我房间烧坏了一个灯泡。）

burn out 是短语“烧坏”。

Don't worry, sir. I'll report to the Maintenance Department right away. It'll be changed in a few minutes.（别担心，先生。我会通知维修部，马上给你换一个。）

维修工很快会就此事与您联系。

The maintenance man will contact you about the matter very soon.

我们马上派人去修。

We'll send someone to repair it immediately.

We'll send someone up to your room at once.

There seems to be something wrong with the toilet.（抽水马桶好像出了点问题。）

We'll send someone to repair it immediately. We are sure to have it fixed right away. （我们马上派人去修，保证立刻修好。）

fix 在口语中表示“维修”。

我马上派一个维修工/电工/ 管道工到您房间。

I'll send a maintenance man/electrician [ilek'triʃn]**/plumber to check it right away.**

对不起，我忘了换厕纸。

I'm sorry. I forgot to change the toilet paper for you.

有个零件需要换。

Some part needs replacing.

请不要在房间使用电压量较大的器具。

The appliance with a higher voltage can not be used In the room.

There is no electricity in my room suddenly when I was using the iron.（当我正在使用烫斗时，房间突然没电了。）

Oh, the iron you were using has a higher voltage. It can not be used in the room.（噢，您使用的烫斗电压太高，不能在房间使用。）

您可以使用电吹风，但不能用烫斗。

It's allowed to use hair dryer, but not iron.

我们立刻更换保险丝。

We'll replace the fuse for your room in no time.

in no time 是短语，“很快，立即”。

可能是卫星信号的问题。

It's probably the satellite['sætəlait] signal.

The picture on TV is not clear enough.（电视图像不够清楚。）

It's probably the satellite signal. I'll call the Mainte nance immediately and ask them to adjust the channels for you.（可能是卫星信号的问题。我马上通知维修部让他们给您调一调。）

我会尽量想办法。

I'll see what I can do.

I'll see what can be done.

when will it be fixed?（什么时候能修好？）

I don't know ,but I'll see what I can do.（不好说，我会尽量想办法。）

我一定亲自处理这件事。

I promise to attend to the matter promptly personally.

attend to 是短语“注意，照顾”。

I'll take care of it personally.

take care of 与 attend to 意思相似。

别担心，修理工会为您修好的。

Don't worry, the repair man will do it for you.

Don't worry, the repair man will deal with it.

deal with 是短语“处理、对待”。

Don't worry, the repair man will deal with it. We're sure to have it fixed. （别担心，修理工会来处理，保证能修好。

现在修好了。

It's OK now.

就这些吗？

Anything else?

Is that all?

我们不收小费。

We won't accept tips.

We won't accept tips. But thank you, anyway. （我们不收小费，谢谢。）

很抱歉给您带来不便。

Sorry for the inconvenience.

前缀 in 表示相反、相对的意思。in+convenience 表示“不便”

I do apologize for the inconvenience.

apologize for 是短语“因为某事而道歉”。

I'm awfully sorry, sir. The air conditioner in your room can't work and it'll take several hours to repair. Sorry for the inconvenience caused.（实在非常抱歉，您房间的空调坏了，需要几小时修理。很抱歉给您带来不便。）

很高兴，能帮你的忙。

I'm happy I was able to help.

对不起，耽误您时间了。

Sorry to have taken up your time.

take up “是短语，表示“占据、占用”。

别客气。

You are welcome.

Thank you.（谢谢。）

You are welcome. Anything else?（别客气，还有别的事？）

2.3 洗衣服务

洗衣服务。

aundry service.

书桌抽屉里有专用洗衣袋和洗衣单。

Special laundry bags with lists are placed in the drawer of your writing desk.

The laundry forms and bags are in the drawer of the writing desk.

请您填一下洗衣单。

Would you please fill in the laundry slip?

slip 在这里是名词“纸条”。

Could you fill out the laundry form, please?

Would you please fill in the laundry slip? Indicate ['indikeit]the number of items, your room number, a special care required and your signature?（请您填一下洗衣单。标明衣服的数量、你的房号及是否需要特别处理，还有您的签名。）

Fine. Here you are.（好了，给你。）

Thank you.（谢谢。）

你能改一下洗衣单吗？

Could you please adjust[ə'dʒʌst] your laundryform?

adjust 有“调整、改动”的意思。

我会向洗衣部查询并通知你。

I'll check with the laundry and inform you.

如想了解更多情况，请参看洗衣表。

Please refer to your laundry list for further information.

refer to 是短语“参考、咨询”。

价格表在您梳妆台抽屉的文具夹里。

The rate chart is contained in the stationary['steiʃənəri]folder in your dresser's drawer.

我来取您的洗衣袋。

I come to collect the laundry.

I'm coming here to pick up your laundry bag.

Good evening, sir. I'm coming here to pick up your laundry bag.（晚上好，先生，我来取您的洗衣袋。）

Here it is.（就这些。）

有要洗的衣服吗？

Do you have any laundry?

Any laundry?

Do you want any laundry?

Excuse me, do you have any laundry, sir? （打扰一下，先生，有要洗的衣服吗？）

Yes, I have some. All is in the laundry bag. （是的，都在洗衣袋里。）

There are 3 pieces altogether. Any more?（总共三件，还有吗？）

No, that's all.（没有了，就这些。）

你要快洗还是当日即取？

Would you like to have the express service or the same-day service?

如需洗衣服务，请拨 8223 与客房部联系。

For laundry service, dial 8223 and you will get housekeeping.

如需洗衣服务，请把衣服放入洗衣袋。

If you feel like laundry, just put it in the laundry bag.

如要出门，请把要洗的衣服放在床上。

Please leave the laundry on the bed, if you are going out.

如果有任何破损，我们负不起责任。

We can't take responsibility for any damage.

take responsibility for 是短语“对某事负责”。

我们在去污方面很有经验。

We have wide experience[ik'spiəriəns] **in de-spotting.**

de 前缀表示“去除”。

我们将尽力去掉衬衣上的污点。

We'll do our best to remove the stain on the shirt.

We'll manage to get rid of the stain on your shirt.

manage to do something 是“设法做某事”的意思。

get rid of 表示“去除、摆脱”。

抱歉，我们没有所需的特殊设备。

I'm sorry, we don't have the special equipment necessary['nesəseri].

Can you clean the leather jacket? （你们能清洗皮夹克吗？）

No. We couldn't help you because we don't have the special equipment necessary to clean leather.（我们帮不上忙，我们没有所需的特殊设备。）

洗衣袋里的衣服与洗衣单上登记的不符。

The items in your bag don't match up with the items you checked off on your laundry list.

match up with 是短语“与……相符、一致”。 check off 也是固定搭配“作记号”。

Good evening,sir. There is a small problem with your laundry. The items in your bag don't match up with the items you checked off on your laundry list. （晚上好，先生，您要洗的衣服出了点问题，洗衣袋里的衣服与洗衣单上登记的不符。）

Is it true? I think I didn't put them in. （真的吗？那我可能没放进去。）

Would you fill out a new form, please?（请填一张新表格。）

No problem.（没问题。）

这件要褪色吗？

Is this colorfast?

这件只需熨干吗？

Is this for pressing only?

洗衣的几种形式：

mending	修补
iron(press)	熨烫
drycleaning	干洗
washing by hand	手洗
washing by machine	机洗

这是要清洗的吗？

s this for washing, sir?

这是要干洗的吗？

Is this for dry cleaning?

这件毛衣需要做特别处理吗？

The sweater needs any special care?

Do you wish any special care to the sweater?

如果你急着要，我们有四小时快洗服务。

If it's needed urgently['ə:dʒəntli]**, we'll do it by four hour express service.**

If you are in a hurry, we have four hour quick service.

in a hurry 是短语“匆忙、赶时间”。

快洗服务加收 50%。

It's 50% extra for express service.

express 作动词是“表达”，作形容词则是“高速的”。

We charge 50% more for express.

There is an extra charge of 50% more for quick service.

我们提供补衣服务。

We offer the mending service.

各种衣服的说法如下：

blouse	女上衣
coat	大衣
down	羽绒服
dress	连衣裙
jacket	夹克
leather	皮制品
pajamas [pi'dʒɑ:məz]	睡衣
shirt	衬衣
suit	套装
stockings	长筒袜
socks	短袜
skirt	裙子
scarf	围巾
sweater	毛衣
trousers	长裤
tie	领带
T-shirt	T 恤
underpants	内裤
undershirt	内衣
vest	背心

我们会缝好后再洗。

We'll stitch it before washing.

stitch 名词是“针”，动词意为“缝补”。

We find the lining of your shirt has unstitched.We'll stitch it before washing.（我们发现您的衣服衬里已经脱线，我们会缝好后再洗。）

你的大衣已缝上一颗新纽扣。

The laundry has sewn on a new button for your coat.

A new button has been sewn on to your coat.

sew on 是短语“缝上”。

Here is your laundry, sir. A button came off you coat and the laundry has sewn on a new one for you.（这是您洗的衣服，先生，您衬衣上的纽扣掉了，我替您缝了一颗新的。）

现在恐怕已过了洗衣时间。

I'm afraid it's too late for today's laundry.

您想什么时候取回衣服？

What time do you want to get your clothes back?

What time do you want to get your clothes back?（您想什么时候取回衣服？）

Can you tell me how long it often takes to have my laundry back? （你能告诉我一般多久才行呢？）

If your laundry is received before 9:00 a.m. it will be returned by 6 p.m.the same day; if collected before 3:00 p.m. will be returned by noon the next day.（上午 9 点前交洗，当天下午 6 点送回；如果下午 3 点前交洗，第二天中午送回。）

我们会在明天中午前把衣服送回您的房间。

We'll deliver clothes to your room by tomorrow noon.

We'll returned clothes by tomorrow noon.

You'll have your laundry back by tomorrow noon.

你的衣物已经洗好了。

Your clothes are ready.

Your laundry is back.

Your clothes are ready., madam. We'll have a housemaid send them back.（夫人，您的衣物已经洗好了，洗衣服务员会送来。）

OK. That's all right.（太好了。）

这是在您洗的裤子里发现的手表。

Here is a watch in the trousers you sent to the laundry.

我们 6 点下班，届时所有衣服都能送回。

We close at 6, and all deliveries will be made before that time.

delivery 是 deliver 的名词，这里表示送洗的衣服。

您可以在您的衣柜里发现已洗好并叠好的衣服。

You will find your clothes washed and folded in your wardrobe['wɔ:drəub]**.**

恐怕今晚衣服送不来。

I'm afraid you won't have your clothes this evening.

I'm afraid you won't have your clothes this evening. It often takes about one day to have them done.（恐怕今晚衣服送不来，一般需要一天才能洗完。）

洗衣费会算入您的帐单。

The laundry fee will be added to your bill.

add to 短语“加进、加入”。

You don't have to pay the laundry fee now, sir. It'll be added to your bill .（先生，现在不必付钱，洗衣会算入您的帐单。）

这是我应该做的。

This is my duty.

It's one of our services.

That's what I should do.

We've done what we ought[ɔːt] to

ought to 是短语“应该”。

Here is your laundry, sir.（先生，这是您洗的衣服）。

Thanks a lot.（多谢。）

Don't mention it. We've done what we ought to.（别客气，这是我应该做的。）

我们很乐意为顾客服务。

It's our pleasure[ˈpleʒə] **to serve our guests.**

2.4 投诉处理

我们乐意为您效劳。

We will oblige[əˈblaidʒ]**.**

对不起， 给您带来不便。

Sorry to have caused inconvenience to you.

We are very sorry for the inconvenience.

对此我深表遗憾。

I feel very sorry about that.

I'm sorry to hear that.

Look at this sweater. It has shrunk.（你看这件毛衣，已经缩水了。）

I feel very sorry about that. We'll buy a new one for compensation[ˌkɔmpenˈseiʃn].（对此我很遗憾，我们愿意赔偿一件新的。）

我代表宾馆向您表示歉意。

I apologize on behalf of the hotel.

I'm here to express my apologies to you on behalf of the hotel.

on behalf of 是短语“代表”。

我诚心向您致歉。

I sincerely[sin'siəli] **apologize.**

I do apologize.

I do apologize for all the trouble.

请接受我们的道歉。

Please accept our apology.

I'm sorry about this, madam. I'll attend to it at once. Please accept my apology. （对不起，夫人，我们会调查这件事的，请接受我的道歉。）

我向您保证此类事将不再发生。

I assure you such things won't happen again.

我们经理会马上来。

Our manager will be up in a minute.

我会通知经理就此事与您联系。

I'll report it to our manager to contact you about the Incident at once.

我去叫经理来处理您的投诉。

I'll ask our manager to come and deal with your complaint[kəm'pleint].

我们可以按要求早点整理房间。

We can serve rooms early on request.

Would you make up my room earlier tomorrow?（你明天能否早点来打扫？）

OK. We'll make up room early on request. Please call us if you want earlier.（好的，我们可以按要求早点整理房间。如果您想提早，请打电话给我们。）

我们一般先整理已退的房间。

We always do the check-out rooms first.

It's already 10 o'clock, but my room hasn't been cleaned yet.（已经 10 点了，还没有整理房间。）

Well, we always do the check-out rooms first, unless there is a request.（是这样的，除非有要求，我们一般先整理已退的房间。）

对不起，整理房间时我不小心把您的衣服弄脏了。

I'm awfully sorry to get your coat dirty while cleaning the room.

I got your coat dirty while cleaning the room.　　I'm awfully sorry for my carelessness. （对不起，整理房间时我不小心把您的衣服弄脏了。我对我的粗心大意表示道歉。）

我们承诺以后会优先整理您的房间。

We promise to make up your room first next time.

我马上派服务员把您的房间整理干净。

I'll send a housemaid to your room and clean it up for you at once.

对不起，房间收拾得不干净。

I'm sorry. The room isn't clean.

We are terribly sorry for all this mess.

I'm sorry. The room isn't clean. You know, the hotel has just opened and the service is not good enough.（对不起，房间收拾得不干净。是这样，我们酒店刚开张，服务还不完善。）

我们给您另外安排一个房间。

We will arrange another room for you.

Can I change to another room? The room hasn't been cleaned yet. （我能换一个房间吗？这个房间还没清洁。）

I'm terribly sorry for our mistake.We will arrange another room for you.（对不起，先生。我们搞错了，给您另外安排一个房间。）

我们人手不足。

We are understaffed[ˌʌndəˈstɑːft].

I'm sorry for keeping you waiting a long time, but you see, we are understaffed.（抱歉，久等了，可您知道，我们人手不足。）

我们对损坏表示歉意。

I'm terribly sorry for the damage.

Please look at this dress. There is a hole on it.（你看这连衣裙，上面有一个洞。）

I'm terribly sorry for the damage, madam, we'll pay for it .（非常抱歉，夫人，我们弄坏了，愿意赔偿。）

您误会了，我再解释一下。

I'm afraid you've misunderstood what I said. Perhaps I can explain again.

.

我们将根据洗衣单上的记录予以赔偿。

We'll pay you an indemnity[inˈdemniti] **according to the conditions on the laundry list**

If your dress can't be restored, we'll pay you an indemnity according to the conditions on the laundry list.（如果您的连衣裙不能恢复原样，我们将根据洗衣单上的记录予以赔偿。）

赔偿不超过洗衣费的十倍。

The indemnity shall not exceed 10 times the laundry.

我们马上付您赔偿费。

We'll pay you the indemnity soon.

We'll compensate['kɔmpenseit] for the cost soon.

对不起，（衣服）送迟了。

Sorry for the delay.

Where is my laundry? It was picked up yesterday and I haven't received it yet.（我的衣服在哪里？昨天就送去了，到现在还没收到。）
Here is your laundry, madam. Sorry for the delay. （这是您的衣服，夫人，对不起，送迟了。）

对不起，我们把您的衬衣送错房了。
Sorry we put your shirt in the wrong room.
Sorry we made a mistake delivering your shirt.
make a mistake 是短语“出错”。
House keeping. We are awfully sorry we put your shirt in the wrong room. We will send it up to your place at once.（我是客房部,对不起，我们把您的衬衣送错房了。我们马上把它送过来。）
That's all right.（没关系。）

请把送错的衣服给我。
May I have the misdelivered clothes, please?
mis 是前缀，加在单词前有错误的意思.
May I have the misdelivered clothes please? （请把送错的衣服给我，好吗？）
Sure. I'll send them for you.（好的，我会把它送过来。）

让我查一下衣物送还记录。
Let me check our delivery records.

也许您放在房间某处了，请再查找一遍。
It's probably somewhere in your room. Could you look around again, please?

我们把裙子拿去重洗。
We will take the skirt back and clean it again.
Your laundry service was terrible, my skirt came back and it looks bad.（你们的洗衣服务真糟糕，我的裙子洗完后变得很难看。）
I'm very sorry. We'll take it back and clean it again.（非常抱歉，我们把它拿去重洗。）

谢谢您使我们关注到这件事。
Thank you for bringing this matter to ourattention[əˈtenʃn].

我们可能忽略了一些细节问题。
We might have overlooked some points.

我们会尽快用本票把款项退给您。
We will send you a bankdraft as soon as possible.
I'll buy a new sweater when I go back home and send you the receipt then.（我回去后会买一件新毛衣，然后把收据寄给你。）
All right. We will send you a bankdraft as soon as possible, madam.（好吧，夫人，我们会尽快用本票把款项退给您。）

我们一找到就通知您。

We'll let you know as soon as we find it.

我必须申明，本酒店对您的遗失不负责任。

I must say that the hotel can't be held responsible for your loss.

I must say that the hotel can't be held responsible for your loss. You should not go out with the open door.（我必须申明，本酒店对您的遗失不负责任。你不应没关门就出去。）

这是我们宾馆的规定，希望您能理解。

It's the policy of our hotel. I hope you will understand[ˌʌndəˈstænd]**.**

这违反了我们宾馆的规定。

It's against the regulations[regjuˈleiʃn] **of our hotel.**

I'm afraid I can't do that for you. It's against the regulations of our hotel.（恐怕我做不到，这违反了我们宾馆的规定。）

我们将尽快解决问题。

We'll solve the problem for you as soon as possible.

as soon as possible 是短语“尽可能快”。

We'll manage to solve the problem before long.

I understand how you feel and we'll try our best to help you.（我理解您的心情，我们会尽力帮助您。）

请放心，我们将按您的要求办。

Don't worry. We'll take care of it according to your request.

我向您保证，我们将尽力使您在这里过一个愉快的夜晚。

I assure you we'll try our best to make you have a happy night here.

我们将努力为您把一切安排好。

We'll make our effort['efət] **to get everything ready for you as soon as possible.**

你对我们的服务满意吗？

Are you satisfied with our service?

be satisfied with 是短语“对某事感到满意”。

Are you satisfied with our service?（你对我们的服务满意吗？）

No. I'm unhappy with your laundry service. （我对你们的洗衣服务不满意。）

Sorry, I hope you will have better stay next time.（对不起，希望您下次住得愉快。）

2.5 电话服务

早上好，花园酒店，能为您服务吗？

Good morning, Garden Hotel. May I help you?

Good morning, Garden Hotel. May I help you?（早上好，花园酒店，能为您服务吗？）

I'd like to speak to Miss Zhao, a guest at your hotel.（我想找你们的住客赵小姐。）

Her room number, please, sir?（请问她的房号？）
Room 1008.（1008 房。）

请问您想和谁通话？
Who would you like to speak to, please?

请别放下电话。
Could you hold the line, please?
Hang on, please.

请稍等，我为您接通。
Would you please wait a minute? I'll try to get her on the line.
on the line 是短语表示“接通电话”。
Just a minute. I'll put you through.
put through 也是接通电话的意思。

电话已接通。
The line is free now.
The phone has been put through.
Mr Smith, the line is free now. Please go ahead. （史密斯先生，电话已接通，请讲。）

对不起，我听不清楚。
I'm sorry, I can't hear you clearly.
Could you repeat that, please?
Could you speak a little louder, please?
Could you speak more slowly, please?

线路正忙，您能否稍后再拨？
The line is busy. Would you call again later?
The circuits are busy. Could you call again later?
The line is engaged[in'geidʒd]. Would you call again later, please?

请问他的名字怎么拼？
How do you spell his name, please?
What's the name of the person that you are calling, please?（请问对方叫什么名字？）
How do you spell his name, please? （请问他的名字怎么拼？）
Mercer. M-E-R-C-E-R.（玛瑟，M-E-R-C-E-R。）

恐怕他不住那间房。
I'm afraid he is not occupying['ɔkjupaiŋ] that room.
I'd like to speak to Mr. Wang in 1008.（我想找 1008 房的王先生。）
I'm afraid he is not occupying that room. The guest in 1008 is not Mr. Wang. （恐怕他不住那间房，1008 号房客不是王先生。）

对不起，房内无人接听。

I'm sorry, sir. There's no one in the room.

I'm sorry, sir. There is no answer from the room.

I'm afraid there's no reply from the room.

I'm sorry, sir. There is no answer from the room. Could you try again later?（对不起，房内无人接听，请稍后再拨好吗？）

对不起，我们不能透露客人的房号。

I'm sorry. We're not allowed to disclose our guest's room number.

前缀 dis 加在动词前有展开，揭开的意思 disclose 意为“透露、揭露”。

Could you tell me John Smith's room number?（请您告诉我史密斯先生的房号。）

I'm sorry, sir. We're not allowed to disclose our guest's room number.（对不起，我们不能透露客人的房号。）

让我为您接到问询处。

'll put you through to the Information desk.

I'll connect you with the Information desk.

I'll transfer['trænsfə:] your call to the Information desk.

您打错电话了。

I'm afraid you've got the wrong number.

对不起 ，线路断了。

I'm sorry, the line has cut off.

cut off 是短语“切断”。

I'm sorry, the line has cut off. I'll connect you again.（对不起 ，线路断了。我再给你接。）

国际电话已接通，请讲。

The Overseas Operator is on the line. Go ahead, please.

你要打往哪个城市？

Which city are you calling, please?

Which city, please?

To which city?

Operator. Can I help you?（总机，请讲。）

I want to make a long-distance call to the United States.（我想打一个美国长途。）

Which city, please?（请问哪个城市？）

Washington.（华盛顿。）

你要普通还是加急电话？

Do you prefer an ordinary['ɔ:dinəri] call or an urgent one?

Do you prefer an ordinary call or an urgent one? （你要普通还是加急电话？）

Please book me an urgent call, for I've something urgent.（请给我挂加急，因为我有急事。）

你是要叫人电话还是对号电话？

Is this a person-to-person call or a station to station call?

A person-to-person call or a station call?

Do you wish to make a station to station call or person to person call?

A person to person or a station call, sir? （先生你是要叫人电话还是对号电话？）

Any difference? （有什么不同吗？）

Person to person is more expensive [iks'pensiv].（叫人电话贵一些。）

是自付费用还是对方付费？

A pay call or collect call?

Do you want a pay call or a collect call?

就算是对方付费，酒店仍要收取服务费。

There is still a handling charge for collect call in the hotel.

I must say that there is still a handling charge for collect call in the hotel. It's a policy of all hotels in Guangzhou.（我要讲明，就算是对方付费，酒店仍要收取服务费。所有广州酒店都有这样的规定。）

我现在给您挂国际长途台。

I'll connect you with the International [intə'næʃənl] Call Service Station right now.

我现在给您接伦敦，请放下电话等候。

Now could you hang up and wait while I try to contact London, please?

Please hang up and wait a moment while I try to contact London, please?（我现在给您接伦敦，请放下电话等候。）

Sure.（好的。）

我们已给您接通伦敦，请拿起电话等候。

We've already got in touch with London, will you please stand by?

get in touch with 是短语“与……有联系、接通”。 stand by 表示“准备”。

国际电话不限时，请自己掌握通话时间。

There is no time limit for international calls. Please control[kən'trəl] the time yourself.

我们不办理对方付款的国际电话。

We don't handle international collect calls.

自己付款的电话是 pay call，对方付款是 collect call。

等线路通了，我再给您打过来。

I'll call you back when the line is free.

I'm sorry, sir. Would you please hang up first? I'll call you back when it's free.（对不起，先生，请先放下电话，等线路通了，我再给您打过来。）

OK. I'm waiting in the room.（那好，我在房间等候。）

您刚才打了电话去伦敦吗？

Did you make an international call to London just now?

You made a call to London just now, didn't you?

Did you make an international call to London just now?（您刚才打了电话去伦敦吗？）

Yes, I did.（是的。）

Your conversation[kɔnvə'seiʃn] time is 5 minutes. Would you please come to the service counter to pay the bill right now?（您的通话时间为 5 分钟，请马上到服务台结帐好吗？）

OK. I'll go at once. （好，马上来。）

您可在房间直拨国际长途电话。

You can make an IDD call from your room.

IDD 是 International Direct Dial 的缩写。国内直拨 DDD（Domestic [də'mestik] Direct Dial）。

Mr Smith, you can make an IDD call from your room.（史密斯先生，您可在房间直拨国际长途电话。）

But how can I make it?（我该怎么打呢？）

Please dial 9 first, then the country code, area code and the local number.（请先拨 9，然后是国家、地区号及当地号码。）

在宾馆内打客房电话请直接拨房号。

For room to room call, please dial the room number directly.

打市内电话请先拨 9，再拨电话号码。

For calls inside the city, please dial 9 first, then the number.

打市外电话请先拨 0，再拨区号和电话号码。

For calls outside the city, please dial 0 and then the area code and the number.

直拨电话比通过长话台挂出要便宜。

A direct call is cheaper than booking through the long distance call service counter.

A direct call is more economical[ˌikə'nɔmikl] than connecting through the long distance call service counter.

你可以直接从客房打出去。

You may call direct from your room.

You may call direct from your room. It's economic than booking through the operator.（您可以直接从客房打出去，这比通过总机更便宜。）

Ok, thank you for telling me.（好的，谢谢你告诉我。）

这是公司电话还是住宅电话？

Is this a company number or a private one?

Is this a company number or a home number?

请告诉我成都的区号。

Please tell me the area code in Chengdu.

各城市区号列在房间的服务指南上。

The city codes are listed in the Service Directory in your room.

话费是按您实际通话时间计算的。

The charge is based on the time you actually talked.

base on/upon 是短语“以……为根据”。

如有问题，请给我电话。

Please call me when you have any questions.

请告诉我您的留言好吗？

May I have the message['mesidʒ], please?

Could I take a message for you, please?

让我重复一次您的留言。

May I repeat your message?

I'll repeat your message.

他是酒店客人吗？

Is he a hotel guest?

我们只能为住客和已经预约的客人传话。

We can only take message for staying guests, and those with future reservations.

我们只受理简单留言。

We can only take simple messages.

您不在时王先生留话给您。

Mr. Wang left a message for you while you were out.

他来时我们会转告他。

We'll inform him when he comes.

谢谢您的来电。

Thank you for calling.

我们有自动叫醒服务。

We have a computer wake-up service.

We have a computer wake up service, please dial 3 first and then the time. Our computer will record the time and your room number. （我们有自动叫醒服务，请先拨 3 然后再拨时间，电脑会记录您的时间和房号。）

您床头的控制板有自动叫醒器。

The panel at the head of your bed has an automatic[ɔ:tə'mætik] waking device.

您可以把叫醒时间改过来。

You can correct your wake-up time.

You can correct your wake-up time, you only need to dial your new time. The computer will cancel the old one.（你可以把叫醒时间改过来。只需输入新时间，电脑会自动删除原来的时间。）

什么时间叫醒您？

At what time shall we call you?

At what time would you like to get up?

When would you like me to give you the morning call?

When do you require your morning call?

At what time would you like us to call you tomorrow morning?

This is the wake-up service. At what time would you like us to call you?（这是叫醒服务，什么时间叫醒你？）

At around 6:30 a.m.（六点半左右。）

睡个好觉！

Have a good sleep!

Have a good rest!

Please don't forget to call me at 7:00 o'clock. （请别忘了 7 点钟叫醒我。）

Sure, we'll call you by phone at that time. Have a good sleep!（好的，我们会准时用电话叫醒你，睡个好觉！）

客房部提供方便的托儿服务。

Our housekeeping Department offers a very good babysitting service.

我们有兼职保育员。

We have part-time baby sitters.

Do you have babysitting service? （你们有托儿服务吗？）

Yes. We have part-time babysitters.（有的，我们有一批兼职保育员。）

保育员受过良好训练，非常可靠。

The babysitters are all well-educated and reliable[riˈlaiəbl]**.**

收费每小时 20 元，至少 3 小时。

It's 20 yuan an hour, for a minimum ['miniməm] **of 3 hours.**

It's 20 yuan per hour and the minimum is 3 hours.

It's 20 yuan per hour and the minimum is 3 hours.

Do you know how much it costs?（你知道收费标准吗？）

It's 20 yuan an hour, for a minimum of 3 hours.（收费每小时 20 元，至少 3 小时。）

请你打电话给客房部，他们会告诉您有关资料及给您一份确认单。

If you ask the Housekeeping, they will give you more details and send a confirmation[kɔnfəˈmeiʃn]**form.**

Please call the Housekeeping, they will tell you the terms and send up a confirmation form.

terms 是指（提出的）条件。

你要饮料和水果吗？

Do you need some drinks and fruits?

Do you want some drinks and fruits?

Do you need some drinks and fruits?（你要饮料和水果吗？）

Yes. Some whisky and a hand of bananas. （是的，威士忌和一串香蕉。）

您最好再订几样冷盘。

You'd better order a few kinds of cold dishes.

您要什么花？

What kind of flowers would you like?

What kind of flowers would you like?（您要什么花？）

A bouquet[bu:'kei] of red roses.（一束红玫瑰。）

常见的鲜花有：

rose	玫瑰
tulip	郁金香
carnation	康乃馨
lily	百合

晚会有多少人参加？

How many people will be coming at the party?

How many people will attend the party?

How many people will be coming at the party?（晚会有多少人参加呢？）

No other people but my family.（就我的家人。）

晚会什么时候开始？

What time will the party begin?

您喜欢晚会在什么地方办？

Do you have any favorite place for the party?

favorite 是形容词，表示“喜爱的”。

请代我向您的夫人转达生日祝贺。

Please remember me to your wife on her happy birthday.

remember sb. to sb.是短语，代向某人问候。

我将按您的吩咐办。

I'll do what you told me to.

我们将为您做好一切安排。

We'll make all the arrangements for you.

乘电梯往三楼转左，走廊尽头就是餐厅。

Please take the elevator['eliveitə] **to the third floor and then turn left. The restaurant is at the end of the corridor**['kɔridɔ:]**.**

at the end of 是短语“尽头、末端”。

Excuse me, where is the restaurant?（劳驾，餐厅在哪里？）

It's on the third floor. Please take the elevator and then turn left. It's at the end of the corridor.（在三楼，乘电梯往三楼转左，走廊尽头就是餐厅。）

洗手间在走廊尽头左边。

The washroom is at the end of the hallway to the left.

电梯就在那。

The elevators is over there.

沿着走廊走，百货商店就在咖啡馆旁边。

The department store is along the hall next to the café.

沿着咖啡厅旁的小路走到头，正前方就是花店。

Take the small street beside the coffee shop to the end. The flower shop is straight ahead.

Can you tell me how to get to the nearest flower shop?（你能告诉我最近的花店怎么走吗？）

Take the small street beside the coffee shop to the end. The flower shop is straight ahead.（沿着咖啡厅旁的小路走到头，正前方就是花店。）

在火车站乘 265 路车，到黄石路， 再向前走到路口就见到我们酒店。

Take No.265 bus to Huangshi Road at the railway station, go straight to the road forks, you'll see our hotel.

广州有两个火车站，东站有更多直达深圳的快车。

There are 2 railway stations in Guangzhou, the East Station offers more express train to Shenzhen.

I'm going to Shenzhen for traveling. How can I get there?（我想去深圳旅游，怎么走？）

You'd better go there by train. There are 2 railway stations in Guangzhou, the East station offers more express trains to Shenzhen.（你最好坐火车，广州有两个火车站，东站有更多直达深圳的快车。）

Can I take taxi?（打的可以吗？）

It's convenient to take taxi, but more expensive.（打的很方便，但很贵。）

白云山在白云区，您可乘公交车或的士去。

Mountain Baiyun is at Baiyun area. You can get there by bus or taxi.

我们有广州一日游。

We offer the service of one-day tour to Guangzhou.

We have Guangzhou one-day tour.

我建议您去参观一下中山。

I suggest that you go and visit Zhongshan.

每位 100 元，包午餐。

100 yuan for each person, including lunch.

请 7 点钟到大堂。

Would you please come down to the lobby at 7 o'clock?

Please arrive at the lobby at 7 o'clock in the morning.

集合时间是明早 7 点。

The pick up time is 7 o'clock in the morning.

The pick up time is 7 o'clock in the morning. Be sure to arrive at the lobby on time.（集合时间是明早 7 点，记住准时到大堂。）

We won't forget it.（我们会记住的。）

我们有西安三日团，逢周三、五出发。

We have 3-day tours to Ti'an every Wednesday['wenzdi] and Friday.

We have 3-day tours to Ti'an by air every Wednesday and Friday. （我们有西安双飞三日团，逢周三、五出发。）

How much is it?（多少钱？）

It's 2200 yuan each.（每人 2200 元。）

你需先交 500 元订金。

You may pay 500 yuan for deposit.

请问您拿的是什么护照？

What kind of passport are you holding?

What kind of passport are you holding, sir? （先生，请问您拿的是什么护照？）

Canadian passport.（加拿大护照。）

我们领队会替你们申请团体签证。

Our tour guide will apply a group visa for you.

请告诉我您的护照号码。

Tell me your passport number,Please.

恐怕办签证要一周时间。

I'm afraid it take a week to get a visa.

让我查看一下兑换率。

Let me check the exchange rate for you.

你想把 500 美元换成港币，是吗？

You want to change 500 US dollar into H.K. dollars. Is that right?

汇率写在那边的牌子上。

The rates of exchange are on the board over there.

你要哪种货币？

What kind of currency['kʌrənsi] **do you want?**

What kind of currency do you want to change?

What's it you wish to change?

What kind of foreign currency have you got?

What kind of foreign currency have you got, sir?（先生，您想要哪种外币？）

English pounds.（英镑）

我帮你折算一下。

I'll get the bill for you.

I'll calculate that for you.

您准备兑换多少？

How much do you want to change?

How much would you like to cash?

Can you telll me how much you would like to change?（你能告诉我兑换多少吗？）

I'll need about 1000 R.M.B.（我大约需要人民币 1000 元。）

旅行支票的兑换率是 100 美元兑 850 元人民币。

The rate for traveller's checks is 850 yuan against 100 US dollars.

今天的汇率是 1 美元兑换 8 块 5 人民币。

Today's exchange rate is 8.5 yuan RMB for 1 US dollar.

According to today's exchange rate, US dollar 1 is equivalent [i'kwivələnt] to 8.5 yuan RMB.

be equivalent to 是短语“相当于、相等于”。

Today's rate of exchange for US dollar 1is RMB 8.5 yuan.

您要什么面值的钞票?

What denominations[dinɔmi'neiʃn] **would you like, sir?**

In what denominations?

What denominations would you like, sir?（您要什么面值的钞票？）

I want 20 tens and 8 hundreds. （我要 20 张 10 元和 8 张 100 元的。）

我国政府禁止将人民币带出国。

It's prohibited[prə'hibitid] **by our government to take RMB out of China.**

从晚上 8 点到早上 10 点我们定有 500 美元的汇兑限额。

We have a charge limit of 500 US dollars between 8:00 p.m. and 10:00 a.m.

我们基于安全理由在晚上限定现金寄存额。

We restrict the amount of cash kept at night for security[si'kjuəriti] **reason.**

对不起，我们不受理外币兑换业务。

I'm sorry, we don't offer currency exchange.

我们不收不可兑换货币。

We don't accept non-convertible _[kən'və:tibl] **currency.**

请在兑换单上签名。

Please sign here on the exchange memo.

请填写财物遗失单。

Please fill in the Lost Property['prɔpəti] **form.**

Can you help me? I lost my wallet.（请帮帮我，我丢了钱包。）

Where did you lose it?（你在哪丢失的？）

I found it missing when I paid for the meal in the restaurant.（当我在餐厅结帐时发现它不见了。）

Please fill in the Lost Property form. （请填写财物遗失单。）

你能告诉我包里有什么东西吗？

Can you tell me what's in your handbag?

请去失物招领处领取你的旅行包。

Please take your traveling bag at the Lost and Found Office.

要我替您叫医生吗？

Shall I call a doctor for you?

Shall I send for a doctor?

好点了吗？

Are you all right?

Are you felling better?

I'm sorry to know that you've got a cold. Are you feeling better now?（听说您感冒了，现在好点了吗？）

Yes, a little better, thank you.（好点了，谢谢！）

我们马上给您阿司匹林。

We'll bring some Aspirin['æsprin] **at once.**

I've a fever. Could you bring me some Aspirin?（我发烧了，能给我几片阿司匹林吗？）

Sure. We'll bring it at once.（没问题，马上给你。）

请每天三次，每次一片，饭后服用。

Please take 1 tablet 3 times a day after meals.

LESSON 3

餐饮部

Food & Drink Service

3.1 预订早餐

我们提供良好的早餐服务。

We provide very good breakfast service.

您可打电话 到客房部预订早餐。

You can call Room Service to order your breakfast.

您可在睡觉前把食谱挂在门外。

You can hang the menu on your door knob before going to bed.

How can I have my breakfast in my room tomorrow?（我明天怎么才能在房间用早餐呢？）

You may hang the menu on your door knob before going to bed.（你可以在睡觉前把菜单挂在门外。）

请在菜单上把您要点的食物划上勾。

Please tick the items you would like for breakfast on the menu.

您如想节约时间，可点大陆餐。

If you'ld like to save time, you can have the continental breakfast.

continental breakfast 是指只有面包和咖啡的早餐。

I'll have something urgent to do tomorrow morning. Could you get my breakfast prepared quickly?（我明早有急事，我的早餐能快一点准备好吗？）

Sure. But if you'ld like to save time, you can have the continental breakfast.（当然可以，但是您如想节约时间，可点大陆餐。）

你要订什么餐点？

What was your order?

What would you like to order?

Good evening. Room Service.May I help you?（晚上好，客房部，愿意为您服务。）

I'd like to have breakfast tomorrow in the room.（我明天想在房间吃早餐。）

What would you like to order?（你要订什么餐点？）

I'd like 2 orders of fried egg, toast and a cup of orange ['ɔrindʒ] juice.（我想要两份煎蛋，一份土司和一杯橙汁。）

有热咖啡，牛奶，冻果汁供应。

We serve hot coffee,milk and iced fruit juice.

What drink would you like? We serve hot coffee, milk and iced fruit juice.（您想喝什么？我们有热咖啡，

牛奶，冻果汁。）

您要多少咖啡？

How much coffee would you like?

速溶咖啡说 instant coffee.

I'd like some instant coffee, please.（我想要速溶咖啡。）

How much would you like?（您要多少？）

A large jar, please.（一大杯。）

你想在房间用早餐吗？

Do you want breakfast in your room?

如想在房间用早餐，请打 3601。

If you want to have your breakfast in the room, just dial 3601.

7 点到 10 点可在房内用早餐。

Breakfast is served in your room from 7 o'clock until 10.

Can I have breakfast in my room?（我能在房间用早餐吗？）

Certainly, madam. Breakfast is served in your room from 7 o'clock until 10. Here is the menu.（当然可以夫人。早餐时间是 7 点到 10 点。这是菜单。）

先生，您要的鸡蛋怎么做？

How would you like your eggs, sir?

How would you like your eggs, sir?（先生，您要的鸡蛋怎么做？）

One is over-easy, another is sunny-side up.（一个煎半熟，另一个煎单面。）

鸡蛋的几种做法：

fried egg	煎蛋
scrambled ['skræmbld] egg	炒蛋
boiled egg	水煮蛋
poached egg	去壳水煮蛋

其中煎蛋又分为：

sunny-side up	煎一面
over-easy	煎双面半熟
over-hard	煎双面全熟

我们没有橙汁，苹果汁行吗？

We haven't got any more orange juice. How about apple juice?

你要的鸡蛋加腌肉还是火腿？

Would you like bacon or ham with your egg?

您要牛奶还是咖啡？

Would you like any milk or coffee?

Would you prefer milk or coffee?

您喜欢哪一种果汁？

What kind of fruit juice would you like?

What kind of fruit juice would you like? We have pineapple, orange, gragefurit...（您喜欢哪一种果汁？我们有菠萝，橙，西柚……）

I think I'd like the pineapple please.（我想要菠萝汁。）

我们有鲜榨胡萝卜汁。

We have fresh carrot juice.

还有一种是罐装果汁 canned fruit juice.

除了咖啡外您还想要一点别的什么吗？

Would you like something more besides coffee?

What would you like for breakfast,sir?（您想要什么早餐，先生？）

A cup of coffee.（一杯咖啡。）

Would you like something more besides coffee?（除了咖啡外还要点别的什么吗？）

No, that's enough.（不用，够了。）

您喜欢牛奶咖啡还是斋啡？

Would you prefer white coffee or black ?

white coffees 是只加奶和糖的咖啡，不放糖的咖啡是 black coffee.

就这些吗？

Is that all?

Will there be anything else?

Would you like something more?（你还要点什么？）

Is that all?（就这些吗？）

Yes, that's all.（就这些。）

我重复一遍您的预订。

I'll repeat your order.

我想核实一下您点的早餐。

I'd like to check your breakfast order.

I'd like to check your breakfast order, sir.（我想核实一下您点的早餐。）

OK. What do you want to know?（好的，你想了解什么？）

您要几点用餐？

At what time shall we serve breakfast?

At what time would you like it?

At what time shall we serve breakfast?（您要几点用餐？）

About 8:30.（八点半左右。）

您订的早餐 15 分钟内送到。

Your breakfast will be sent to your room in 15 minutes.

Your order will be ready in 15 minutes.

Your order will be ready in 15 minutes. （您订的早餐 15 分钟内送到。）

No problem. I'll be waiting.（没问题，我可以等。）

您订的早餐会在您要求的时间内送到。

Your breakfast will be delivered at your requested time.

We'll send you order at your requested time.

您点的早餐已经送去了。

Your breakfast is already on the way.

这是您的早餐。

Here is your breakfast.

Here is the breakfast you ordered.

I've brought you the breakfast.

我该把餐盘放哪里？

Where shall I put the tray?

Here is your breakfast, madam. Where shall I put the tray? （这是您的早餐，夫人。我该把餐盘放哪里？）

Just on the table, please.（就放在桌上。）

请用早餐。

Enjoy your breakfast.

我现在能为您倒咖啡吗？

Shall I pour you a cup of coffee straight away?

Shall I pour you a cup fo coffee straight away, madam?（我现在能为您倒咖啡吗？夫人。）

No, thanks. I'll pour it myself in a minute.（不用，谢谢。我一会儿自己倒。）

吃完后请将盘子放桌上。我们半小时后来收。

Please leave the dishes on the table when you finish eating. We will come to collect them in 30 minutes.

请签单。

Would you please sign the bill?

Would you please sign the bill, sir?（先生。请签单。）

OK. Here you are.（好的，给你。）

3.2 餐厅预订

餐厅，能为您效劳吗？

Restaurant. May I help you?

Good afternoon, Restaurant. May I help you?（下午好，餐厅，我能为您效劳吗？）
I'd like a table for three.（我想订一张三人台。）
At what time, sir?（什么时间，先生？）
6 o'clock this afternoon.（今天下午 6 点。）吗？

请问几位？
How many are there in your party, please?
How many, please?

就三位吗？
Is it only three of you?
You are three?
Do you want a table for three?

您想订大厅还是包房？
Would you like to have a table in the main restaurant or a private room?

您想订午餐还是晚餐？
Would you like to order lunch or supper?

您想现在订餐还是明天订？
Would you like to take order now or tomorrow?
Would you like to take order now or tomorrow?（您想现在订餐还是明天订？）
Now. Do you have any recommendation?（现在订，您有什么好推荐吗？）

您想坐哪里？
Where would you prefer to sit?
Where would you like to sit?
Do you have any favorite table?
Can you tell me where you'ld like to sit?（您想坐哪里？）
By the window, please.（靠窗。）

我们餐厅滨临珠江。
Our restaurant is by the Pearl River.

我们餐厅的服务一流。
The service in our restaurant is excellent.

您喜欢清静的地方?
Would you like a quiet place?

您什么时候来？
At what time can we expect you?
For what time, please?

Could you tell me the time you'd like to have for dinner?
At what time can we expect you,sir?（先生，您什么时候来？）
At 7 o'clock this afternoon.（今天下午 7 点。）

我将为您预留一张明天中午 1 点的四人台。
I'll reserve a table for 4 at 12 o'clock tomorrow noon.

对不起，靠窗的桌子订完了。
I am sorry, the window table has been reserved.
Sorry, the table by the window has been booked.
Sorry, the window table has been reserved. Would you mind taking the table in the corner? It's quieter（对不起，靠窗的桌子订完了。你介意要靠墙角的吗？它更安静。）
All right.（也可以。）

我会尽力为您找一个靠窗的位。
I'll manage to find a table by the window for you.
By the way, could you find a table by the window for me?（顺便问一下，您能替我找一张靠窗的台吗？）
OK. I'll manage to find it.（好的，我尽力吧。）

餐厅营业时间是早上 11 点到晚上 9 点。
The restaurant opens at 11 a.m. until 9 p.m.
What are the restaurant's hours?（请问餐厅营业时间？）
The restaurant opens from 11 a.m. to 9 p.m. （餐厅营业时间是早上 11 点到晚上 9 点。）

11 点到 2 点供应午餐。
We serve lunch from 11 o'clock to 2 p.m.
Can I have my lunch at this time?（我现在能吃午餐吗？）
Sure. We serve lunch from 11 o'clock to 2 p.m.（当然可以。我们 11 点到 2 点供应午餐。）

预约是记在您的名下吗？
Is the dinner booked under your name?

下午 5 点以后不再接受预订。
5 p.m. is the time for us to take the last order.
I'm afraid it might be too late for you to reserve a table at this time. 5 p.m. is the time for us to take the last order.（恐怕现在订位太迟了，5 点以后我们不再接受预订。）

现在是就餐高峰时间。
This is the peak time for dinner orders.
I am afraid there is no table free at the moment. Because it's the peak time for dinner orders. （恐怕现在没空位，因为正是就餐高峰时间。）

现在是午餐时间。
It's time for lunch.

房间最低消费为 300 元。

The minimum charge for a private room is 300 yuan.

minimum 是最低值，maximum ['mæksiməm]为最大值。

抱歉，餐厅还没开门。

Sorry, the restaurant is not yet opened.

Sorry, the restaurant is closing now.

套餐从 20 元起。

The set course is from 20 yuan.

set course 是“套餐”。

我们会尽快为你们安排座位。

We will accommodate[əˈkɔmədeit] your party as soon as possible.

accommodate 是“提供帮助”。

一找到座位，我即安排你们就座。

I'll have you seated as soon as we get a free table.

Is there a table for 4?（有 4 人台吗？）

Not this moment. Would you like to wait a little time? I'll have you seated as soon as we get a free table（现在没有，你能等一会儿吗？一找到座位即请你们入座。）

中午 11 点到 1 点餐厅和咖啡厅都有午餐供应。

The restaurant and the coffee shop serve lunch from 11a.m. to 1p.m.

对不起，6 点餐厅没空位。

I'm sorry, the restaurant is full at 6 o'clock.

I'm sorry, we don't have a vacant seat at 6 o'clock.

I'm sorry, there is no table free at 6 o'clock.

I'm sorry, there aren't any tables left for 6 o'clock.

Sorry, sir. We don't have a vacant seat at 6 o'clock this afternoon. Is it alright for you to book one at 7:00（ 对不起，6 点餐厅没空位。7 点行吗？）

No. I've something else to do at that time.（不行，那时我有别的事做。）

如果 6 点有位，我打电话给您。

I'll call you when there is a vacant table at 6:00.

我们会为您安排好的。

We'll arrange it for you.

谢谢您的来电。

Thank you for calling us.

恭候您的到来。

We are looking forward to your visit.

3.3 迎送顾客

您预订了吗？

Do you have a reservation?

Have you got a reservation?

Have you make a reservation with us?

Do you have a reservation?（您预订了吗？）

No, I am afraid I don't.（没有。）

请排队等位好吗？

Could you wait in line until a table is free, please?

所有餐桌都有客人。

All the tables have been taken now.

请多等一会。

Could you wait a little longer, please?

The restaurant is full at this moment, please wait a little longer in the lounge.（现在餐厅满座了，请您在大厅等一会。）

请这边走。

Would you come this way, please?

Would you follow me, please?

This way, please.

您介意坐那边吗？

Would you mind sitting there?

Would you mind sitting there? It's quiet.（您介意坐那边吗？那里清静。）

Yes. I'd rather sitting by the window.（不，我喜欢靠窗位。）

你要那边靠过道的桌子吗？

Would you like the table by aisle[ail] **over there?**

Would you like to take a table by aisle over there?

Would you like a table by aisle over there, sir?（先生，你要那边靠过道的桌子吗？）

No, we don't like eating by aisle. （不要， 我们不喜欢靠过道。）

我可以把两张桌子拼起来吗？

Shall I put two tables together?

put... together 是短语“把两样东西放在一起。”

Do you have a larger table? Three more persons will join us.（你们有大一点的桌吗？还有三个人要来。）

Sorry, this is the largest one. Shall I put two tables together?（对不起， 这是我们餐厅最大的了，可以把

两张桌子拼起来吗？）

那桌恐怕有人订了。

I'm afraid that table is reserved.

这张桌子可以吗？

Is this table fine?

Will this table be all right?

Will this table do?

我们餐厅的氛围会让您有家的感觉。

The atmosphere in our restaurant reminds you of your home.

remind sb. of sth.是短语，表示让某人想起某事。

这是您订的桌子。

Here is the table you reserved.

Here is your table.

我们为您留了一张十人坐的大台。

We have a table for ten reserved for you.

您的桌子准备好了。请入座。

Your table is ready. This way, please.

Would you be seated, please?

Please take a seat.

We can seat you now.

吃得满意吗？

Do you enjoy your food?

Have you found everything satisfactory?

Is everything to your satisfaction?

How is your meal?

Are you enjoying your meal?

你打算如何结帐？

How would you like to pay for your meal?

How would you like to pay for it, sir?（先生，你打算如何结帐？）

By credit card.（用信用卡。）

请问你们是分开还是一起付帐？

Do you want separate bills or all in one bill?

这是您的帐单，一共 138 元。

Here is the bill. It comes to 138 yuan.

Here is the bill, sir. It comes to 138 yuan. Would you like to check it?（这是您的帐单，一共 138 元。要核对一下吗？）

Well, that's right. Will this be enough? （没错，这够了吗？）

That's too much. Here is your change of 2 yuan.（多了，这是找你的 2 元钱。）

Thank you.（谢谢。）

欢迎再次光临。

Welcome back.

We hope to welcome you again.

It's very nice to see you again.

3.4 接待顾客

这是菜单。

Here is the menu.

Here is the menu. Take your time, please. （这是菜单，请慢慢看。）

OK. Thank you.（好的，谢谢。）

请问谁点菜？

Who like to order, please?

Here is the menu. Who like to order, please?（这是菜单，请问谁点菜？）

Let me see. Do you have any recommendations?（给我看看，您有什么好推荐吗？）

请问你要点什么菜？

May I have your order please?

Can I take your order now?

Are you ready to order?

Would you like to order?

What would you like to order?

Good afternoon, sir. May I take your order now?（下午好，先生。请问你要点什么菜？）

I'd like a salad, a steak and some rice.（我要一份色拉、一份牛排和米饭。）

我们餐厅供应麻婆豆腐有很长时间了。

We have a long history to serve mapo beancurd here.

Could you give me some suggestion on your dishes?（你能给我推荐一下餐厅的菜式吗？）

OK. I'd like to suggest you to try mapo beancurd. We have a long history to serve it here.（好的，我向您推荐麻婆豆腐，我们餐厅经应它很长时间了。）

本餐厅专营川菜和粤菜。

Our restaurant serves Sichuan food and Cantonese food.

川菜的口味比粤菜重。

Sichuan food tastes a bit spicy and hotter than Guangdong food.

spice 表示调味品，spicy 是它的形容词，“加调味品的”。

各种调味品有：

酱油 soy

醋　vinegar

盐　salt

味精 gourmet powder

糖　surger

胡椒粉　pepper powder

辣酱 chilli sauce

蚝油 oyster sauce

Can you tell me the difference between Sichuan and Guangdong food?（你能告诉我川菜和粤菜的区别吗？）

Sichuan food tastes a bit spicy and hotter than Guangdong food.（川菜的口味更重。）

您想吃中餐还是西餐？

Do you favour Chinese food or Western food?

Do you prefer Chinese food or Western food?（您喜欢中餐还是西餐？）

Chinese food.（中餐。）

本餐厅有各式川菜可供选择。

There are many kinds of Sichuan food to choose from in our restaurant.

中餐更适合中国人口味。

Chinese food is nicer to Chinese people.

您要喝点什么？

What would you like to drink?

Would you care for a drink?

Would you like something to drink?

Would you like to have a drink?

What drink would you like to go with?

go with 是短语，有附带，伴随的意思。

Would you like to have a drink first?（要先喝点什么？）

Just a cup of water.（就一杯水。）

菜单前几页是各色汤类。

It's the list of various soups on the front pages of the menu.

您想尝一下风味菜式吗？

Do you want to taste something special?

大众化，传统菜式可说 traditional dishes，特别的，有风味的菜 special dishes。

您想点什么主菜？

What would you like for the main course?

What would you like to go with your main course?

您想吃什么鱼？

What kind of fish would you like?

What kind of fish would you like? We serve carp,silver carp, perch, mandarin fish, eel and salmon.（您想吃什么鱼？我们有鲤鱼，鲢鱼，鲈鱼，桂鱼，鳗鱼和三文鱼。）

I'ld like to try steamed perch.（我想试一下清蒸鲈鱼。）

您喜欢牛排怎么做？

How would you like your steak done?

How do you wish your steak served?

How would you like your steak done? （您喜欢牛排怎么做？）

Medium['mi:diəm], please.（半熟。）

well-done 指食物全熟， underdone 是未熟 medium 指半熟，rare 是只有三、四成熟。

我们用多种调料烹制羊肉，非常美味。

We cook the mutton with a few seasonings. They make it more delicious.

羊羔肉可说 lamb。

我们餐厅用特别的方法烹制羊肉，没有膻味。

We cook mutton in a special way in our restaurant,so it hasn't got a strong smell.

I don't like the strong smell of the mutton.（我不喜欢羊肉的膻味。）

Don't worry, we cook it in a special way. It hasn't got the smell.（别担心，我们用特别方法烹制，没有气味。）

茄瓜过季了，恐怕味道不太好。

The eggplant is out of season. I'm afraid it's not so good.

out of season 是短语，指“不合时令”。

I want to try a stewed eggplant.（我想试试烧茄子。）

I'm afraid the eggplant is not so good because it's out of season. How about stewed mushrooms? It's today's special.（茄瓜过季了，恐怕味道不太好。 烧蘑菇怎么样？这是今天的特别推荐。）

OK. I would like to try it.（好的，试试吧。）

我们餐厅的蔬菜都是无公害的。

The vegetables in our restaurant are organic.

organic 是“有机的”。

Are the vegetables in your restaurant fresh?（你们餐厅的蔬菜新鲜吗？）

Don't worry. I can assure you. All the vegetables in our restaurant are organic.（你放心，我保证我们餐厅的蔬菜都是无公害的。）

您要土豆泥还是土豆丝？

Do you prefer mashed patato or shreded one?

mash, shred 和 slice 分别为泥，丝和片，三词也可做动词。

我们只有罐头鲍鱼。

We only have canned abalones.

你要不要再来点鸡肉？

Would you like some more chicken?

Would you like some more chicken? （你要不要再来点鸡肉？）

No, I think that's enough.（不用，够了。）

你喜欢清淡还是味浓的食物?

Would you prefer something light or heavy?

清淡食物是 light food。味重是 heavy，香辣是 spicy and hot。

Would you prefer something light or heavy?（你喜欢清淡还是味浓的食物？）

Something light.（清淡点的。）

I would recommend [rekə'mend] Cantonese food.（我向你推荐广东菜。）

烧鹅是我们餐厅的招牌菜。

Roost Goose is the speciality[ˌspeʃi'ælәti] of our restaurant.

今天的特别推荐菜是油淋鸡。

Today's special is the fried crisp chicken.

菜的几种做法：

蒸　steam

煮　boil

炒　saute

油炸 fry

焖　stew

烤　roast

I would recommend the fried crisp chicken.

The fried crisp chicken is the recommendation for today.

Today's special is the fried crisp chicken, would you

like to have a try?（今天的特别推荐菜是油淋鸡。你想试一下吗？）

I had chicken for lunch, so I'd like something else.（今天中午才吃了鸡，现在想尝点别的。）

许多客人都喜欢点这道菜。

Many guests like to order this dish.

Would you like to try roast duck? It’s the speciality of our restaurant. Many guests like to order this dish.（您想试一下烤鸭吗？这是我们餐厅的招牌菜，许多客人都喜欢点。）

虾已经卖完了。

I'm afraid the shrimp[ʃrimp] has been sold out.

这道菜由蘑菇，豆腐和胡萝卜做成。

It's made out of mushroom, beancurd and carrot.

I'm a vegetarian. Could you give me some advice?（我吃素，你有什么好建议吗？）

Why don't you try saute assorted vegetables? It's made out of mushroom, beancurd and carrot. They are good for our health.（为什么不试一下素炒三鲜呢？它有蘑菇，豆腐和胡萝卜做成，有益健康。）
assorted 表示“各种各样的”，例如说什锦饼干 (assorted biscuits)

你要点青菜吗？
Would you like some vegetables ['vedʒitəblz]**?**

胡萝卜对眼睛有好处。
The carrot is good for the eyes.
Would you like to try some carrot salad? It's good for the eyes.（您想试一下胡萝卜色拉吗？它对眼睛有好处。）

你要汤吗？
Would you like some soup?
Do you want any soup?

汤马上送来。
I'll bring you the soup at once.

现在可以为您装汤吗？
May I serve your soup now?

这是您点的牛排。
This is the steak for you.
Would you like to try some carrot salad? It's good for the eyes.（您想试一下胡萝卜色拉吗？它对眼睛有好处。）

要什么甜品？
Are you ready for the dessert [di'zə:t]**?**
Would you like to have some dessert?
What would you like for dessert?
Would you like some dessert, sir?（先生，要什么甜品？）
I would like to take an apple pie.（我想要苹果馅饼。）

我们餐厅的夹沙香蕉很受欢迎。
Fried stuffed bananas is always a favorite with customers in our restaurant.
Many guests give high comments on fried stuffed bananas in our restaurant.

我们有巧克力和香草雪糕，您喜欢哪种？
We have chocalate ice cream and vanilla [və'nilə] **ice cream. Which would you prefer?**
We have chocalate ice cream and vanilla ice cream. Which would you prefer? （我们有巧克力和香草雪糕，你喜欢哪种？）
I prefer chocalate to vanilla. （巧克力。）

还要点什么？

Anything else?

And to follow?

Could I serve you anything else?

Anything else, sir? （先生，还要点什么？）

No, that's enough. （够了。）

Thank you. Right away, sir.（谢谢，马上送来。）

您点的菜稍候就到。

Your order will be ready in just a few minutes.

你想马上还是过一会上茶？

Do you want your tea now or later?

Do you want your tea now or later?（你想马上还是过一会上茶？）

Now. strong tea, please.（现在上，浓茶。）

你要添茶吗？

Would you like a refill of tea?

Would you like a refill, sir?（你要添茶吗？）

Yes, another cup, please.（好的，请再来一杯。）

请用茶。

Please enjoy your tea.

你喜欢哪种牌子的香烟？

Which brand of cigarette[sigə'ret] would you prefer?

Could you give me some cigarettes?（请给我香烟。）

Which brand of cigeratte would you prefer?（你喜欢哪种牌子的香烟？）

Kent,please.（健牌。）

你要几包烟？

How many packs of cigeratte will you need?

烟钱另计。

We charge you extra for the cigarette.

这是酒牌。

The wine list.

我可以倒酒了吗？

May I serve wine now?

Your Bamboo-leaf Green. May I serve it now?（这是您要的竹叶青，给您倒上好吗？）

Yes, please.（好的。）

How is it, sir?（味道如何？）

It's fine.（好极了。）

3.5 投诉处理

你的菜有问题吗？

Is there anything wrong with your order?

Is there anything wrong with your order, madam?（夫人，你的菜有问题吗？）

Yes, the soup is too salty.（汤太咸了。）

I'm awfully sorry, madam. I'll bring you another one.（很抱歉，我给你换一份。）

很抱歉，我把牛排退回厨房。

I am terribly sorry. I'll return your steak to the chef.

对不起，这是我的疏忽。

I'm sorry. It's my fault.

Waiter, this isn't what I ordered.（服务员，这不是我点的菜。）

I'm sorry. It's my fault. I’ll change it immediately.（对不起，这是我的疏忽，我马上为您换过来。）

我立刻为您换菜。

I'll change the food for you at once.

稍等片刻，你点的菜马上就上。

Just a moment. I'll bring the food you ordered at once.

Wait a moment. I'll get your order immediately.

I ordered potato salad, but you give me fruit salad by mistake.（我点的土豆色拉，上的却是水果色拉。）

I'm sorry for my carelessness, sir. Wait a moment and I'll get your order immediately.（对不起，我们太粗心了，稍等片刻，你点的菜马上就上。）

我马上给您换一份热汤。

I'll change the hot soup for you immediately.

对不起，上错菜了，我们马上换。

I'm terribly sorry. I gave you wrong order. I'll change it for you at once.

Excuse me, waiter. I ordered fried chicken wing,but this is fried chicken leg. It's not what I asked for.（服务员，我点的是炸鸡翅，这是炸鸡腿。这不是我要的。）

I'm terribly sorry, sir. We gave you wrong order. I'll change it for you at once.（对不起，上错菜了，我给您换一下。）

你愿意上别的菜吗？

Do you wish to try something else?

抱歉，菜不合您的胃口。

I'm sorry you didn't like the food.

I'm sorry you didn't enjoy the food.

Waiter, the fish is too sweety.（服务员，这鱼太甜了。）

I'm sorry you didn't like it. I'll take it back to the kitchen at once.（抱歉，菜不合您的胃口。我马上拿回厨房。）

我马上给您拿汤匙。

I'll bring a soup spoon to you right away.

这道菜免费。

This food would be on the house.

on the house 是短语，表示餐馆、酒店等负担费用。

送一份水果给您，这是我们的心意。

Please enjoy some complimentary fruit.

Here are the fruits with our compliment.

compliment 是名词“问候”complimentary 是形容词，表示“免费赠送的”。

我马上去调查一下。

I'll look into the matter at once.

Waiter, the chicken tastes strange.（服务员，这鸡的味道很怪。）

I'm sorry about this. This is quite unusual. I'll look into the matter at once. （对不起，这种事很少发生，我马上去调查一下。）

我向厨师核实一下您点的菜。

I'll check you order with the chef.

chef 指餐厅、酒店的主厨。 cook 指一般做菜的人。

My order hasn't come. I've been waiting for at least half an hour. Why is it taking so long?（我点的菜还没上，我已经等了半个钟了，怎么这么久？）

I'm sorry about this, sir. I'll check your order with the chef. （对不起，我向厨师核实一下您点的菜。）

我保证这种错误不会再发生。

I assure you that such a mistake won't happen again.

我保证您下次光临时一切都会满意。

I assure you that everything will be right the next time you come.

请换下湿衣服让我送去清洗。

Please change your wet clothes and give it to me for cleaning.

Look! You has spilt the soup on my coat.（看，你把汤溅到我的衣服上了。）

Forgive me, sir. Would you like to change it and give it to me for cleaning?（对不起，请换下湿衣服让我送去清洗。）

您一旦把干洗发票给我们，我们即退钱给您。

We'll refund the cost to you as soon as you give us the drycleaning receipt.

您没伤着吧？

Are you not hurt?

I hope you're not hurt.

很抱歉，晚餐让您扫兴。

I'm sorry to have spoilt your supper.

对不起，给您添麻烦了。

We are terribly sorry to have caused you the trouble.

Would you like to send your sweater for dry cleaning, madam? We'll give it back as soon as possible. Sorry to have caused you this trouble.（夫人，您愿意把毛衣送去干洗吗？我们会尽快给您，对不起，给您添麻烦了。）

我可以看看您的帐单吗？

May I see your bill, please?

Excuse me, waiter. I think there are some mistakes on my bill. （服务员，我认为帐单有误。）

Sorry, sir. May I see your bill, please?（对不起，我可以看看您的帐单吗？）

我再把账算一次。

I'll add up the amount of money once more.

once more 是短语，与 again 意思近。

对不起，算错账了。

Sorry, there's a mistake on the bill.

Sorry, there might be some mistakes on the bill.

我给您找错钱了。

I gave you the wrong change.

How much change did I give you, sir?（先生，我找了您多少钱？）

25 yuan.（25 元）

Sorry, I gave you the wrong change. Here is the right one. 35 yuan. （对不起，我给您找错钱了。应该是 35 元。）

3.6 酒吧服务

稍等片刻，我给您安排另一张桌子。

Wait a moment. I'll arrange another table for you.

买一送一。

Buy one gets one free.

Buy one gets one free, sir. Would you like another?（现在是买一送一，你要再来一杯吗？）

Why not? Give me a glass of brandy. （为什么不？给我一杯白兰地。）

和您平时一样，一扎加冰啤酒？

Your usual, a draught[drɑːft] beer with ice?

加冰还是纯饮？

On the rocks or straight?

With or without ice?

马上送来。

Straight away, sir.

Good evening. I want a whisky.（晚上好，来瓶威士忌。）

Straight away, sir.（马上送来。）

您要来一杯吗？

Do you want one cup?

再来一杯？

Another, sir?

The same again, sir?

Stay with the same, sir?

Another, sir?（再来一杯？）

No, I've got to leave.（不了，我得走了。）

加冰伏特加，请慢用。

A Vodka with ice. Enjoy your drink, please.

我们没有白葡萄酒，红葡萄酒行吗？

We don't have white wine any more. How about red wine?

据有关规定，酒吧客人必须年满 18 岁。

According to the policy concerned, everybody in the bar must be over 18.

LESSON 4

购物部

Shopping Department

4.1 商品介绍

我们奉行顾客至上的宗旨。

We keep to the motto['mɔtəu] that a guest is put above everything .

我们商店信誉可靠。

Our store well-reputed and dependable [di'pendəbl]**.**

您要买什么？

Are you being served?

Can I help you?

What can I do for you?

Are you being helped?

Good morning, can I help you?（早上好， 你要买什么？）

I'm just looking around.（只是随便看看。）

旅游纪念品在这个柜台。

The Tourist Souvenirs[su:və'niəz] **are all in this counter.**

我们有许多工艺品可供选择。

We have a wide seletion of crafts.

这种折扇很受旅游者欢迎。

This folding fan is very popular among the tourists['tuərists]**.**

向您推荐这个五羊工艺品，这是广州的标志。

I will recommend this 5-ram handicraft to you. This is the symbol of Guangzhou.

这个玩具猴是地道的中国玩具。您想买套头毛衣还是开衫？

This teddy monkey is a typical['tipikl] **Chinese toy.**

I want to buy something for my 3-year old son. Do you have any recommendation?（我想给我三岁的儿子买点东西，你有什么好推荐呢？）

How about this teddy monkey?It 's a typical Chinesetoy.（ 这个玩具猴怎么样？它是典型的中国玩具。）

您想买套头毛衣还是开衫？

Would you like to buy a pullover or cardigan['kɑ:digən]**?**

您要 V 型领还是高领毛衣？

Would you like to have the V-neck or turtle-neck sweater?

您认为这个款式怎么样？

What do you think of this style?

How do you like this pattern?

How about this design?

How about this style, madam? It's quite popular with young woman.（夫人，这个款式怎么样？它很受年轻女士的欢迎。）

Oh, it looks nice! Can I try it on?（哦，看起来不错，我能试试吗？）

try on 是短语，表示“试衣”。

您喜欢什么颜色？

Which color would you like to have?

What color do you like?

常用颜色如下：

red 红
yellow 黄
blue 蓝
green 绿
purple 紫
white 白
black 黑
rose 玫瑰红
pink 粉
orange 橙
bright red 大红
lilac 浅紫
grey 灰
dark 深色
light 浅色

您喜欢什么牌子？

What brand would you like?

您穿几码的鞋？

What size of shoes do you take?

您穿多大的裤子？

What size of trousers do you wear?

衣服尺码：

大码 large(L)
中码 medium(M）
小码 small(S)
加大 extra large(XL)

这种鞋经济耐穿。

This type of shoes are cheap and wear well.

让我为您量一下尺寸。

Let me take your measurements ['meʒmənts].

What size of trousers do you wear? （你穿多大的裤子？）

I'm not so sure.（我不太确定。）

Let me take your measurements.（让我为您量一下尺寸。）

今年流行这款式。

This style is in fashion this year.

in fashion 表示“流行、时尚”， out of fashion 表示“过时”。

这是最新式样。

This is the latest style.

这件大衣质量很好。

This coat is of good quality['kwɔliti].

be of good quality 表示“质量好”，

be of poor quality 表示质量差。

那件衬衣是丝绸面料。

That shirt is made from silk.

这种丝绸衬衣不褪色。

The color of the silk shirts won't go off.

这条裙子很适合您。

This skirt fits you well.

试衣室在拐角处。

The fitting room is at the corner.

Where is the fitting room?（试衣室在哪里？）

It's at the corner. （在拐角处。）

这条围巾与您的毛衣很相衬。

The scarf matches your sweater well.

The scarf goes beautifully with your sweater.

go with 是短语，表示“适合、配合”。

黄色很衬您的肤色。

The yellow color suits your complexion.

suit 多指款式方面的适合。 fit 是尺寸合适。 match 指色彩方面的相配。

这条裤子您穿起来很好看。

The trousers look good on you.

对不起，我们没有您要的尺寸。

Sorry, we don't have that in your size.

Do you have an extra large one?（你们有加大码吗？）

Sorry, madam. We don't have that in your size. （对不起，夫人，我们没有您要的尺寸。）

对不起，这种大衣没货了。

Sorry, this coat is out of stock.

I'm afraid this coat has been sold out.

out of stock 和 sold out 都指“卖完了。”

I'm afraid we don't have any left.

这个星期五我们要进一批手套。

We are getting more gloves on this Friday .

We are getting more gloves on this Friday. Would you try again on Saturday?（这个星期五我们要进一批手套。你星期六再来看一下好吗？）

这些口红是新货。

These lipsticks are all new arrivals.

常用化妆品

cream 雪花膏

lotion 润肤露

face powder 香粉

rouge 胭脂

perfume 香水

brow pencil 眉笔

这种牌子的面霜非常好卖。

This brand of cream is one of our best-selling items.

This brand of cream has a great sale in our store.

这种牌子的微波炉保修三个月。

This brand of microwave stove has 3-month guarantee[gærən'ti:].

How long is the guarantee period of this microwave stove?（这种微波炉保修期多久？）

It's 3-month guarantee.（三个月。）

我们对所有商品提供质量保证。

We provide a guarantee for all the goods sold in our shop.

产品不合格，保证退换。

Replacement is guaranteed if the products are not up to standard.

We undertake to replace any product not up to specifications.

景泰蓝是中国瓷器中的极品。

Cloisonne[,klɔizə'nei] **is the highest grade of Chinese porcelain**['pɔ:slin].

这些瓷器都是一等品。

These porcelains are all first-class goods.

我们有各种图案式样可供选择。

We have various['v(əriəs] **designs and shapes for you to choose from.**

这套茶具非常漂亮。

This tea set is excellent[ˈeksələnt]**.**

我会替您把瓷器小心包好。

I'll wrap up the chinaware for you carefully.

我们出售各种国画。

Chinese traditional[trəˈdiʃənl] **paintings are available in our store.**

We sell many different[ˈdifrənt]kinds of Chinese traditional paintings.

Do you have any good Chinese painting?（你们有好的国画吗？）

Yes. We sell many different kinds of Chinese traditional paintings. We have Human figures, flowers, landscape[ˈlændzkeip] and so on.（我们出售各种国画，有人物、花卉、山水等等。）

郑板桥是明代著名画家。

Zheng banqiao was a famous painter of the Ming Dynasty[ˈdinəsti]**.**

徐悲鸿擅于画马。

Xu beihong was good at horse.

这是齐白石画的虾的复制品。

This is a reproduction[riːpriˈdʌkʃn] **of "shrimps" by Qi baishi.**

这幅山水画加了卷轴。

This landscape painting is placed on scrolls.

The landscape painting is placed on scrolls. You can roll it up and carry it easily.（这幅山水画加了卷轴，你可以卷起来方便携带。）

4.2 讨价还价

所有商品都明码标价。

All goods are clearly marked and priced.

每一件商品都有价格牌。

We have price tags on each item of goods.

我们不许随便改价格。

We are not allowed to change the price at will.

at will 是短语，"随意"。

All the goods are clearly marked and priced. We are not allowed to change the price at will.（所有商品都明码标价，我们不许随便改价格。）

这套茶具降价出售。

This tea set is sold at a discount.

This tea set is on sale.

on sale 是固定说法。表示减价。

我们可以九折优惠。

We can offer you 10%discount.

We can give you 10%discount.

This painting is wonderful. But the price is a bit high.（这幅画很好，但是价格高了。）

We can give you 10% discount if you really want it.（假如您真的喜欢它，我们可以九折优惠。）

这个价钱您不会吃亏。

You can't be wrong on this price.

You can't get this price elsewhere.

This is our rock bottom price.

厂价 factory price

成本价　　cost price

批发价　　wholesale ['həulseil]　price

低于成本价　　below-cost price

我们正在清仓拍卖，所有商品半价出售。

We are offering a big clearance['kliərəns] sale. All the goods are at half price.

这个花瓶价廉物美。

This vase is really a good buy.

This vase is a real bargain ['bɑ:gin].

This handbag is the latest fashion. It's on sale for only 150 yuan. It's a real bargain. （这个手袋款式新颖，特价只要 150 元，很划算。）

OK. I'll take it. （好的，我买下了。）

您想出价多少？

How much would you like it to be?

Excuse me. How much is the silk dress? （请问这件丝绸连衣裙多少钱）

It's 350yuan.（350 元。）

That's too expensive. Could you come down a bit?（太贵了，少点行吗？）

How much would you like it to be?（您出价多少？）

280 yuan.（280 元。）

成交。

Deal.

That's a deal.

It's a deal.

How about 85 yuan?（85 元怎么样。）

It's a deal.（成交。）

您可用信用卡或现金付款。

You may use the credit card or pay in cash.

LESSON 5

商务中心

Business Center

5.1 冲印胶卷

您想冲彩色还是黑白胶卷？

Would you like to develop[di'veləp] **color films or black-and-white ones?**

每张底片洗几张？

How many prints per negative['negətiv] **do you want?**

negative 是负片，正片为 positive['pɔzitiv]。

How many prints do you want to have?

How many prints per negative do you want? （每张底片洗几张？）

3 of each, please.（3 张。）

我们有每卷 36 张的 135 柯达彩卷。

We have a roll of 36 exposure[ik'spəuʒə] **135mm Kodak color films.**

我可以看一下胶卷吗？

Give the films to me, please.

May I have a look at the films?

May I have a look at the films, sir? （先生，我可以看一下胶卷吗？）

Sure. Here they are.（当然可以，给你。）

这筒胶卷只能晒黑白片。

This roll can only be developed for black-and-white prints.

您冲洗的胶卷要印相片吗？

Would you like to have your prints made?

Would you like to have your prints made? （您冲洗的胶卷要印相片吗？）

Sure. 3 for each.（要的，每款三张。）

您想晒 3R 还是 5R？

Do you want 3R or 5R?

What size do you want, 3R or 5R?

您要加印多少张底片？

How many negatives have you got to print?

How many negatives have you got to print, madam?（您要加印多少张底片？夫人？）

15 in all.（一共 15 张。）

您想放大到 24 还是 36?

Do you want this film enlarged by 24 or by 36?

Which size would you like the Enlargements [in'lɑ:dʒmənts] ?

What size do you want, 3R or 5R?

What size do you want, 3R or 5R?2by 4 or 3 by 6?

我们有三种版面的照片，光面，布纹面和丝光面。

We have 3 types of finish, glossy, mat, and silky.

finish 在这是名词，“版面”。

最迟明天下午可以来取相片。

You may collect the photos tomorrow afternoon at the latest.

at the latest 表示最近，最迟。

You can come and pick up your photos tomorrow afternoon.

我们有两小时可取的特快服务。

We offer 2-hour service.

We have 2-hour service, but it's more expensive.（我们有两小时可取的特快服务，但更贵。）

How much is it? （多少钱？）

2 yuan per print.（每张两元。）

All right. I'll take it.（好吧。）

请预付 50 元。

Please pay 50 yuan in advance.

请取相时再付款。

Please pay the money when you collect the photos.

请取相时补交余额。

Please pay the difference when you take back the photos.

5.2 邮寄汇兑

我们酒店有电报、电传业务。

We have telex and fax service in our hotel.

您想寄航空还是特快专递？

How do you want to send the letter, by air or by express mail?

Do you want to send the letter by air or by express mail?

regular mail　　平信

sea mail　海运

registered mail　挂号信

I'll send a letter to Canada. （我想寄封信去加拿大。）

Do you want to send it by air or by express mail,sir?（您想寄航空还是特快专递？）
By air, please.（航空。）

您要哪种邮票？
What kind of stamps would you like?

您想要最新出的还是整套邮票？
Do you want to have the newest issue or a complete set?
May I have some stamps, please?（请给我一些邮票。）
Do you want to have the newest issue or a complete set? （您想要最新出的还是整套邮票？）
Can I have a look at the newest issue?（我能看看最新出的吗？）

您可以从邮票样票里选择您需要的。
You may pick up any sets you need from the samples['sɑ:mplz]**.**

5 张邮票共 6 元 2 角。
6.2 yuan for these 5 stamps.

我们有集邮册出售。
The stamp album is sold here.

平信邮费 8 角。
It's 8 jiao for ordinary mail.
How much does it cost to send a letter to Guangzhou?（寄信去广州多少钱？）
It's 8 jiao for ordinary mail.（平信 8 角。）
Where would you like to send the letter, madam?（您的信寄往哪里，夫人？）
London, please.（伦敦。）

您的信超重 5 克。
Your letter is 5 grams overweight.

请把邮票贴在信封右上角。
Please stick the stamp on the upper right corner of the envelope.

信封里有什么值钱的东西吗？
Is there anything valuable in the envelope['envələup]**?**
Is there anything valuable in the envelope? If so, you'd better send it by registered ['redʒistəd].（信封里有什么值钱的东西吗？如有，最好寄挂号。）

这里寄平信去悉尼大约 7 天。
It usually takes about 7 days to go by ordinary mail from here to Sydney.

我替您称一下包裹。
I'll weigh the parcel for you.

I'll weigh the parcel for you. Well, it's 525 gram. 13 yuan in total.（我替您称一下包裹。哦，525 克，一共 13 元。）

您的包裹要保险吗？

Do you want the parcel insured?

印刷品比包裹便宜得多。

The printed matter is much cheaper than the parcel.

我想检查一下包裹内容。

May I check the contents of the parcel?

I'm going to send a parcel to London. （我要寄个包裹去伦敦。）

May I check the contents of your parcel, madam?（我能检查一下包裹内容吗，夫人？）

Sure, please.（当然可以，请吧。）

包裹内有值钱的或易碎的东西吗？

Is there anything valuable or breakable in your parcel?

口服液需放白色塑料盒以防压碎。

The oral liquid has to be put in a white plastic case to avoid be broken.

Sorry, madam. The oral liquid can't be mixed with other things in the parcel. It has to be put in a white plastic case to avoid broken.（对不起，夫人。口服液不能和包裹内其它东西混放。需放白色塑料盒以防压碎。）

All right. Can I get the case here?（好吧，这里有盒卖吗？）

请填写电报单/汇款单。

Please fill out the telegram['tligræm] **form/ money order.**

您想寄多少钱？

How much money do you want to mail?

人民币不允许寄往国外。

Its not allowed to send RMB abroad.

我们酒店可发电报电传。

You can send your telex and fax in our hotel.

您想发普通还是加急？

Do you want to send the ordinary telegram or the urgent one?

谢谢您的合作。

Thank you for your cooperation [kəuɔpə'reiʃn] **.**

您要印 A4 还是 B5 的纸？

Would you like to duplicate['dju:plikət] **on A4 or B5?**

I'd like 2 copies of this ducument. （我想复印两份文件。）

Would you like to duplicate on A4 or B5?（您要印 A4 还是 B5 的纸？）
A4, please.（A4 纸。）

复印价钱要看复印纸规格。
The cost depends on the size of the duplicating paper.

请问传真发到哪里？
Where do you want to fax it to?

您想什么时候发？
When do you expect to have them faxed?

传真费每分钟 50 元，另加 10%服务费。
We charge 50 yuan per minute for faxing, plus 10% service charge.

发完后我们会把原件送回您房间。
We'll send the original[əˈridʒinl] copy to your room after having faxed it.

LESSON 6

娱乐中心

Recreation Center

6.1 运动健身

我们有设施完善的健身房。
We have a very well-equipped gymnasium.

我们提供按摩及桑那服务。
We offer massage and sauna service.

我们提供各种户外/户内娱乐设施。
We offer various outdoor/indoor recreation[rekriˈeiʃn] facilities.
户外球类运动大致有：
篮球 basketball
网球 tennis
羽毛球　badminton
高尔夫　golf
足球 soccor
排球 volleyball
室内球类运动有：
保龄球　bowling

台球 billiards ['biljədz]
乒乓球　table tennis

游泳池每天早上 6 点到晚上 10 点开放。
The swimming pool opens from 6 a.m to 10 p.m everyday.
I like swimming. Is the swimming pool open now?（我喜欢游 泳，现在游泳池开了吗？）
Yes. It opens from 6 a.m to 10 p.m.（开了，每天早上 6 点到晚上 10 点开放。）

我们有温水泳池。
We have a heated swimming pool.

我们健身房配有教练。
We privide instructors[in'strʌktə] **in the gym.**
I'm interested in Qi Gong. Can I learn it here?（我对气功感兴趣，这里能学吗？）
No problem. We provide instructors in the gym.（没问题，我们健身房配有教练。）

跑步是保持健康的好方法。
Running is a good way of keeping fit.

举重是健壮肌肉的好方法。
Lifting weights is a good way of building muscles['mʌsl]**.**

您可以试试哑铃。
You'ld try the dumb bell.
My arm strength is weak. How can I improve it?（我的手臂力量弱，怎样改善呢？）
You'ld try the dumb bell first, and then the bar bell if it's possible.（您可以先试试哑铃，如有可能，再练练杠铃。）

气功是保持身心健康的好方法。
Qi Gong is a good way of keeping health physically['fizikli] **and mentally.**

气功是中国文化的瑰宝。
Qi Gong is the gem of Chinese culture.

除了健身房，我们还有舞厅和卡拉 OK 厅。
Besides the gym, we have a dancing hall and a Karaoke lounge[laundʒ]**.**

6.2 理发美容

我给这位男士剪完就给您剪。
I'll serve you as soon as I finish with this gentleman.
Please take a seat and look over these magazine.
I'll serve you as soon as I finish with this gentleman.（请坐下来看看杂志。我给这位男士剪完就给你剪。）
轮到您剪了。

It's your turn to cut.

请坐到这里来。

Will you please sit over here?

I want to have my hair cut.（我想理发。）

OK. Will you please sit over here?（好，请坐到这里来。）

您要洗头吗？

Would you like your hair washed?

Would you like a shampoo[ʃæm'pu:]?

How about a shampoo?

您要洗头发还是做头发？

Would you like your hair washed or dressed?

Would you like your hair washed or dressed?（您要洗头发还是做头发？）

Both, please.（两个都要。）

您要什么洗发水？

What kind of shampoo do you prefer?

这种洗发水可以去头屑。

This brand of shampoo will prevent dandruff['dændrʌf]**.**

您的发质干，用点护发素可以改善。

Your hair looks dry. Some hair tonic can improve that.

您要摩丝吗？

Do you want some mousse[mu:s]**?**

Styling mousse?

常用护发品：

hair tonic　护发素

hair oil　　头油

hair vaseline　　发蜡

您的头发要分开梳理吗？

Do you want your hair parted?

How would you like to wear your parting?

Do you want your hair parted?（您的头发要分开梳理吗？）

Yes. I do.（要。）

Which side?（往哪边？）

On the right.（往右。）

您要剪什么发型？

How would you like your hair done?

What style would you like to cut?

How do you want your hair cut?

How shall I cut it?

How shall I cut your hair?（您要剪什么发型？）

Just the crop.（就小平头。）

您想剪短还是修理头发？

Do you want your hair short or trimmed?

您的发梢要打薄吗？

Would you like me to thin out the end?

这个发型让您看起来更漂亮。

This hair style makes you look much prettier.

这是最新发式。

This hair style is the latest one.

您要剪胡子吗？

Do you want to shave your beard?

Shave your beard?（要剪胡子吗？）

No. Just shorten it.（修短一点就行了。）

要烫发吗？

Shall I give you a wave?

您要冷烫还是电烫？

Do you want a cold wave or a permanent ['pə:mənənt]**wave?**

您要染什么颜色？

What color would you dye it?

What color would you dye it？（您要染什么颜色？）

I want brown.（棕色。）

请照照镜子，是否满意？

Please have a look in the mirror. How does this look?

Please have a look in the mirror. Is it to you satisfaction?

Please have a look to see if this is the style you want.

这是我们宾馆专为女宾设的美容店。

This is the beauty parlor for female guests in our hotel.

您要修指甲吗？

Would you like to have a manicure ['mænikjuə]**?**

Would you like a manicure?

您要什么颜色的指甲油？

What color would you prefer for your nail-polish?

What color would you prefer for your nail-polis?（您要什么颜色的指甲油？）

Purple, please. （紫色。）

您要修脚吗？

Do you need a pedicure['pedikjuə]**?**

Would you like a pedicure?

您要作脸部按摩吗？

Do you want a face massage?

全身按摩 body massage

头部按摩 head massage

您满意吗？

Is that satisfactory?

Is that to your liking now?

Is that all right?

Is that satisfactory?（您满意吗？）

Very good, thank you.（很好，谢谢。）

第四部分

LESSON 1

电话基础用语

1.1 接电话/打电话的开场白

接电话时，一般用 hello 来回应。自报姓名时，一般不用“I am...”，而用“This is ... ”、“John is here. ”或者“John speaking.”

我是某某某。

This is ...

Hello, this is John Smith.[dʒɔn smiθ] （ 您好，我是约翰• 史密斯。）

Good morning, this is John here.（早上好，我是约翰。）

Hello, John speaking.（喂，我是约翰。）

可以说“John speaking.”，也可以说“Speaking.”

这里是某某公司。

This is ... Company['kʌmpəni].

This is China Ocean Shipping Company.（这里是中国远洋运输公司。）

This is Honghe Motors['məutəz] Limited ['limitid].（这里是红河汽车有限公司。）

motor n. 汽车，马达

limited a. 有限的， 有限制的，例：limited company 有限公司

This is After Sales[seilz] Department di'pɑ:tmənt].（这里是售后服务部。）

sale n. 卖， 出售

department n. 部门；部；司；局；处；系

在单位办公室接电话时，接外线电话应先自报单位名称；接内线电话时，只要报出本部门名称即可。

这里是财务科。

Financial[fai'nænʃəl] Department.

financial a. 财政的， 财务的， 金融的，例：

financial affairs 财务

financial crisis 财政危机

financial capital 金融资本

General Manager's Office.（这里是总经理办公室。）

This is Mr. Smith's office.（这里是史密斯先生的办公室。）

这里是 854321。

Hello, 854321.

（您好，这里是 854321。）

Good evening, Mrs. Smith here.（晚上好，我是史密斯太太。）

在家接电话时，有人喜欢自报姓名，有人则自报自己的电话号码。

打电话时一般也先自报姓名或单位名称来表明身份，然后说出自己所要找的人名或部门、单位名称。

早上好，我是王涛。史密斯先生在吗？
Good morning, this is Wang Tao. Is Mr. Smith in?
（早上好，我是王涛。史密斯先生在吗？）
May I speak with Mr. Zhang?（请问张先生在吗？）
Can I speak to Mrs. Simpson.（辛普生太太在吗？）

如果电话是打给你的，回应上述句子通常用：
This is he.（我就是。）
This is she.（我就是。）
You are speaking to him / her.（我就是。）
男的用 he 或 him ，女的用 she 或 her 来回应。
John speaking.（我就是约翰。）
Speaking.（我就是。）
Speaking.?是 This is... speaking.的省略形式。
It's me.（我就是。）
一般用于关系非常密切的人之间。

实 例
Hello. May I speak to Mr. Lee?（喂，请找李先生听电话好吗？）
This is he. Who's calling?（我就是，请问是哪位？）
This is Tom Brown.（我是汤姆·布朗。）
Will you speak a little louder? The noise is disturbing me.（请您说大声一点好吗？噪音大，听不清。）
I'm sorry. This is Tom Brown. I'm calling from a public phone booth.（对不起，我是汤姆·布朗，我打的是公用电话。）
disturb[dis'tə:b] vt. 打扰；扰乱
Please don't disturb him. （请别打扰他。）

1.2 请对方稍候

请稍等。
Just a moment['məumənt], please.
moment n. 瞬间， 片刻， 时刻，just a moment 是一种固定说法，意思是“等一会，过一会”。
注意含有 moment 这个名词的几个表达方式的不同意思：
at the moment 此刻，（正当）那时
for a moment 片刻
on the moment立刻， 马上就
One moment, please.（请稍等一会儿。）
one moment 的意思与 just a minute 相同。
second num. 第二；a. 第二的，次等的；n. 秒， 秒针；片刻。just a second 的意思是“等

一会”；in a second 的意思是“立刻”。
Just a minute, please. I'll connect you.（稍等片刻，我将给你接通电话。）Just a second['sekənd], please.（请稍等一会儿。）
Wait, please. （请等一下。） 这样的句子是不太礼貌的，应避免使用。

请别挂机。
Hold on for a moment, please.
hold on（打电话时用语）请等一下，不要挂上，例：
Could you hold on? I'll just see if the manager's in.（你不要挂断电话好吗？我去看一看经理在不在。）
Hold the line, please.（请稍等。）
hold the line 不挂断电话， 坚持下去， 保持不变。叫对方不要挂断、稍等时可用此说法，意思与“hold on”,“hang on”,“do not hang up”相同。
Don't hang up, please.（请不要挂断。）
hang up 挂断电话；hang on（电话用语）别挂断，例：
Hang on a minute. I'm just coming. （请稍等一下，我马上就来。）

实 例 一
May I speak to Mr. Charles? （请找查尔斯先生听电话好吗？）
Do you mean Mr. Charles of the Personnel Department?①（你是指人事部的查尔斯先生吗？）
Yes.（是的。）
Hold the line, please. I'll dial② it for you.（请不要挂断，我帮你接过去。）
①personnel[ˌpəːsəˈnel] n. 全体人员，职员，人事（部门），例：
engineering and technical personnel 工程技术人员
personnel manager 人事经理
personnel department 人事处[科]
②dial v. 拨打（电话号码），例：
Put in the money before dialing.（先投钱币再拨号。）

实 例 二
Hello. May I speak to Mr. Brown, please? This is Mr. Martin.（喂，请叫布朗先生听电话。我是马丁。）
I'm sorry, Mr. Martin, but Mr. Brown is in a meeting① now.（对不起，马丁先生，布朗先生正在开会。）
When will it be finished?（什么时候结束？）
It will be finished around four o'clock. Would you call him back after four o'clock?（大约四点左右，你在四点以后再打过来好吗？）
Could you leave me a message② for me, please? （请您帮我留个话好吗？）
Sure③.（当然可以。）
Thank you.（谢谢您。）
①be in a meeting“出席会议，正在开会”。
②leave a message“留个话，捎口信，转告”。 message 的意思是“消息， 通讯，音信”，例：
You can leave a message if you like. （如果你愿意，你可以留个口信。）

含有 message 这个词的其它常用表达方式：
get the message　[口] 明白，　领会
send sb. on a message　派……出去报信
③sure['ʃuə] 宾.确信的，肯定的，一定的，例：
Please make sure that the house is locked before you leave. （请你确定是锁上房间后才离开。）
ad. 一定地，必定地，无疑地，例：
It sure was cold. （的确是冷。）
“sure”作副词用是口语体，书面语形式是 surely,美国人在口语里经常用 sure 替代 surely, 意思相当于 “certainly”,“of course”。

1.3 问对方的名字

请问是那位？
Who's calling['kɔ:liŋ], please?
all[kɔ:l] ①***v***， 叫， 号召；打电话给……例：
My brother called me from Shanghai last night. （我的兄弟昨晚从上海打电话给我。）
❷***n.*** 叫声，号召，拜访；打电话，通话例：
There's a call for you, Mr. Kevin.（凯文先生，有你的电话。）
to make a long-distance call （打长途电话）
May I ask who's calling?（请问您哪位？）
Who's speaking, please?（请问您哪位？）
Who is that calling?（请问是谁？）
Who should I say is calling?（请告诉我您是哪位？）

以上这些句子用升调的语气来说，往往会给人比较良好的印象。

请问尊姓大名？
May I have your name, please?
Could I have the name of your company?（能否告诉我贵公司的名称？）
Your name,　please.（请教您的大名？）

询问对方名字不能用 What's your name?（你是谁？/哪个？）这样的句子，汉语打电话时常听到问“你是谁？/ 哪个？”这样的句子，在英语里这也是很不礼貌的，听起来让人觉得有审问的口气。

您的名字怎么拼？
How do you spell your name?
Could you spell[spel] your name, please?（请您拼一下您的名字好吗？）
spell v. 拼写，拼缀成，例：
How do you spell the word?（这个词如何拼写？）
Would you please tell me how your last name is spelled, sir?（先生，请告诉我您的姓怎么拼？）
last name （欧美人放在名字后面的）姓，欧美人的习惯是名在前，姓在后，刚好与中国人相反。“姓”除了 last name 外，还可以用 family name；“名”称为 first name, 或 Christian name

（受洗时所取的名字）。

是 B-R-O-W-N
Yes, it's B-R-O-W-N.
被问到姓名的拼法时，先回答 Yes. 或 Sure. 之后怕对方听错，再用 “B as in Boston, R as in Rome...（Boston 的 B 字母 ，Rome 的 R 字母）”这样的简单易懂的单词拼出来。

实 例
Good morning. Yanshan Hotel. Can I help you?（上午好！这里是燕山饭店。愿意为您效劳。）
Good morning. May I speak to Mr. Philip?（早上好，请找菲力普先生接电话好吗？）
Who's calling, please?（请问是哪一位？）
This is Mrs. Jones.（我是琼斯夫人。）
Could you please spell your surname①?（请拼一下您的姓好吗？）
J-O-N-E-S. Mrs. Jones from Rogers United Co.（J-O-N-E-S,我是罗杰斯联合公司的琼斯夫人。）
One moment please. I'll connect you.（请稍等，我帮您把电话接过去。）
①surname n. 姓氏，例：
He is called Peter Brown. Brown is his surname.（他叫彼得·布朗，布朗是他的姓。）

1.4 受话人不在

对不起，她正在接另一通电话。
I'm sorry, she is on another line at the moment.
at the moment 此刻；（正当）那时，例：
He is writing a letter to his parents.（他此刻正在给他父母写信。）
Would you hold on for a moment?（请您稍等一会儿好吗？）
I'm sorry, she is tied up at the moment.（对不起，她现在没空。）
tie [tai] up 使保持忙碌；从事，例：
She was tied up in a meeting all morning. （她整个上午都在开会。）
The phone was tied up for an hour. （电话忙了一个小时。）
He has a visitor at the moment.（他现在有客人。）
She is with someone right now.（她正在和别人谈话。）
right now ①就在此刻，就是现在，例：
I can't let you out right now. （我此刻不能让你出去。）
②立刻，马上，例：
All right. I'm coming right now. （好，我马上就来。）

对不起，他不在。
I'm sorry he is not in.
be in 在家；在屋里，例：
Is (there) anybody in?（有人在家里吗？）
He is out.（他出去了。）
be out 离家；离开，例：
My father is out this morning, but he will be in this afternoon.（我爸爸今天早上出去了，可是今

天下午在家。）
He is on sick[sik] leave today.（今天他休病假。）
sick a. 生病的；恶心的，例：
When she got up, she felt a little sick and took some medicine. （她起来时感到有点不舒服，于是吃了些药。）
She feels sick in the bus. （在公共汽车上她有点晕车。）
eave 在这里是作名词用，意思是“准 [休] 假，假期”,“请假”英语是 ask for leave. sick leave 的意思是“病假”。
be on sick leave“休病假”，通常说的“请病假”英语说 ask for sick leave.
He is away on a business['biznis] trip[trip].（他出差去了。）
business n. 商业，买卖， 交易，例：
Business has been bad this year. （今年生意很糟糕。）
trip n. 旅行，行程，例：
a trip to town 到城里去旅行
She hasn't come yet.（她还没来。）
She hasn't come to the office['ɔfis] yet.（她还没来上班。）
office n. 办公室
He is out for lunch[lʌntʃ].（他出去吃午饭了。）
lunch n. 午餐，例：
a lunch party 午餐会
I'm hungry - let's have lunch. （我饿了 - 我们吃午饭吧。）
He left this company three months ago.（他离开本公司已三个月了。）
你接听电话时，如果对方要找的人不在，一般要说 I'm sorry, 或 I'm afraid...，再根据不同情况选用上面句子。同时还可问对方：
Shall I have him call you back?（是否要转告他给您回电？）
call back 叫回来， 收回， 回电话
Would you like her to call you back?（要她回电话吗？）
Would you like to leave a message['mesidʒ]?（要不要给他传话？）
message n. 消息；通讯；音信，口信。例：
Will you take this message to your brother? （把这个便条捎给你哥哥好吗？）
Wireless messages tell us that the ship was sinking. （无线电报告我们那艘船正在下沉。）
Would you like...?是一种较为客气的表达方式，用来征求对方的意见。

如果你同意留口信的话可以用如下方式回应：
Yes, would you tell him his car is ready? This is Wells' Garage.（好的，请您告诉他，他的汽车已经修好了，我是韦尔斯汽修厂的。）
ready['redi] a. 准备好的，愿意的，情愿的，例：
The new house is ready for occupation.（新屋可以居住了。）
Yes. This is Tom Backer of T&G Company. Could you tell him to call me back as soon as possible?（那好。我是 T&G 公司的汤姆·贝克，请你告诉他尽快给我回电话。）
as soon as 作连词，连接时间状语从句，意思是“一……就……”，例：
I'll ask him to call you as soon as he comes back. （他一回来，我就叫他给你打电话。）

实 例

Hello. 268-7856. Who's calling?（您好，这里是 268-7856。请问是谁？）
This is Helen Adams. Could I speak to my husband?（我是海伦·亚当斯。请找我丈夫接电话。）
Sorry, Mr. Adams is out. Can I take a message?（对不起，亚当斯先生出去了。要我帮你传话吗？）
Could you tell him that my mother is arriving on Thursday. At about 1 p. m.①（请您转告他我母亲将在星期四到。大约是下午一点。）
Right, Mrs. Adams. I'll do that. Where are you, in case② he wants to ring you?（好的，亚当斯太太。我会转告的。万一他想给您打电话，您在什么地方？）
I'm not at home. The number here is 887-4435.（我现在不在家。我这里的电话号码是 887-4435。）
887-4435. Thank you. Goodbye.（887-4435。谢谢，再见。）①p. m. 下午；午后 (post meridiem): It is 4. 30 p. m. 下午四点半。上午是“a.
m. ”。例：
I got up at 6 a. m. （我早上 6 点起床。）
②in case 作连词，引导状语从句，意思是“以防，可能，倘若”，例：
Take a hat with you in case the sun is very hot. （倘若太阳很厉害，你就把帽子戴上）。
而 in case of 则是介词短语，意思是“如果；万一”，例：
In case of rain they can't go.（万一下雨，他们就不能去了。）

1.5 对方打错电话

对不起，您的号码肯定有误。
I'm sorry, you must have the wrong number.
I'm afraid you've got the wrong number.（您拨的号码可能不对吧。）
No, this isn't the number you want.（这里不是你要的号码。）
I'm sorry you have the wrong extension①[ɪksˈtenʃən]. Hold the line and I'll transfer②[trænsˈfəː] you to the General Manager's Office.（对不起，你的分机号没拨对。请稍候，我把这个电话转到总经理办公室。）
①extension n. 扩大；延长， 延期；（电话的）分机，例：
We built an extension onto the school, so now we have two more classrooms. （我们把学校扩建了一些，因此现在我们又多了两间教室。）
Could I have extension 2856, please? （请给我接 2856 分机。）
② transfer v.（常与 to 连用）迁移；调任；转移，例：
His employer transferred him to another office.（老板把他调到了另一个办公室。）

很遗憾，你要的电话号码改了。
I'm sorry the number's changed[tʃeindʒ].
change
①v. 改变，变化，交换，例：The next morning the water had changed into ice.（第二天早晨水变成了冰。）
Shall we change seats ?（咱们要不要交换座位 ？）
②v. 改革，变化，转变，例：
You should make a change in your plan. （你应该对你的计划做点儿变动。）

No, this is not ABC Trading Company. This is M&M Company.（这里不是 ABC 贸易公司，而是 M&M 公司。）

对不起， 这儿没有这个人。

I'm sorry there's no one of that name here.

Nobody by that name works here.（这里没有叫这个名字的人。）

实 例

Hello, may I speak to Louis Goldman?（您好，请问刘易斯·戈尔曼在吗？）

To whom did you say?（您说找谁呀？）

Louis Goldman.（刘易斯·戈尔曼。 ）

I'm sorry there's no one of that name here. What number are you calling?（对不起，这里没有这个人，您打的是什么电话号码？）

694-8457.（我打的是 694-8457。）

Well, the number is right, but this is Lucy Frank.（电话号码是对的，但这里是露西·费南克家。）

Oh, I must have the wrong number. I'm terribly① sorry.（我一定是把电话号码弄错了。非常抱歉。）

That's all right.（没关系。）

①terribly['teribli] ad. 可怕地，[口] 很， 极，例：

I'm terribly tired.（我累极了。）

It is terribly hot.（天非常热。）

1.6 打错了电话向对方解释

实在对不起，我拨的号码错了。

I'm terribly sorry I've got the wrong number.

I'm sorry I must have dialed['daiəl] the wrong number.（很抱歉，我肯定拨错号了。）

dial ①n. （钟表的） 针盘； （仪表等的） 标度盘；（自动电话的）拨号盘，例：

clock dial钟盘， 时钟字盘

telephone dial 话拨号盘

②v.拨（电话号码），打自动电话（给……），例：

Put in the money before dialing. （先投币再拨号。）

How do I dial London?（怎样拨电话到伦敦？）

Sorry, I must have got the wrong area code.（对不起，我区号拨错了。）

I'm sorry, I've been mis-routed.（对不起，拨错号了。）

I'm sorry, but this is the number I was asked to ring.（对不起，但我被告知的就是这个号码呀。）

实 例

Good morning. Gold Star Trading Company.（早上好，这里是金星贸易公司。）

Hello. Could I speak to Miss Hayes?（您好，请叫海斯小姐接听电话好吗？）

What name did you say?（你找谁？）

Miss Hayes. H-A-Y-E-S.（找海斯小姐。H-A-Y-E-S。）

Hold on please. ... I'm sorry there's no one by that name. Are you sure you have the right number? This is 361-4856.（请稍候……对不起，这儿没有叫那个名字的人。你肯定电话号码没有错吗？

我这里是 361-4856。）
361-4856. Yes, that's the number she gave me. I'll have to check on the number. Sorry to bother you.（361-4856。是啊，她给我的就是这个号码，我得核实一下。对不起，打扰了。）
check on 检查

1.7 转告

有什么需要转告的吗？
May I take a message['mesidʒ]?
message n. 消息；通讯；音信， 口信，例：
Will you take this message to your brother? （把这个便条捎给你哥哥好吗？）
I have sent Mother a message to tell her I shall be home late.（我已经给母亲捎了个信儿，告诉她我晚点儿回家。）

有时受话人不在，接点话的人可问对方是否需要转告，其用说法如下：
Can I take a message?（ 有什么需要转告的吗？）
Shall I take a message?（要我传话吗？）
Can I give him a message?（需要转告他吗？）
Would you like to leave a message?（您有什么需要转告的？）
Is there any message?（要留话吗？）

回答上面的句子时，如果要对方传话，则说 yes,再说自己的留言，也可直接说要对方转告的话。例：
Yes. Could you ask him to call me back? This is Thomas Smith and my number is 324-651-7732.（好的，请您让他给我回电话。我是托马斯·史密斯，我的电话号码是 324-651-7732。）
Would you let her know I called? This is Mary.（请转告她我给她打过电话。我是玛丽。）

如果不需要对方传话，则先说 No, thanks / thank you. （不用，谢谢。） 然后稍作说明即可。
No, thank you. It's not urgent.（不用了，谢谢，没什么急事。）
No, thanks. I'll call her back.（不用了，谢谢。过一会儿我再给她打电话。）

打电话的人也可主动请求接电话的人转告某事。常见的说法有：

我可以留个口信吗？
Can I leave a message?
Can I leave words for her to call me this evening?（请转告她今晚给我打电话好吗？）

请让她给我打电话好吗？
Could you ask her to call me?
Please have him return my call.（请叫他给我打电话。）
return[ri'tə:n] v. 归还，送回，回答，例：
Return the book to the library. （把书归还给图书馆。）
Ask the sales manager to return my call when he comes back, please. （销售部经理回来后，请

叫他给我回个电话。）
Tell him to give me a call as soon as he comes back.（叫他一回来就给我打电话。）
as soon as 连接词，用来连接时间状语从句，意思是“一……就……” ，例：
I'll tell him about it as soon as he comes back. （他一回来，我就把此事告诉他。）

实 例 一
387-7978. Mary Smith.（这里是 387-7978。我是玛丽·史密斯。）
Good evening, Mrs. Smith. This is George Hatton. I'd like to speak to your husband, If I may.（晚上好，史密斯太太。我是乔治·哈顿。请叫您丈夫接听电话。）
I'm sorry he's not in. He's gone to Tokyo on business①. Can I take a message?（很抱歉，他不在。他出差到东京去了。有什么事要转告他吗？）
Well, when we met in Cairo, he asked me to call him when I was in Washington. When will he come back?（我们在开罗见面时，他叫我一到华盛顿就给他打电话。他什么时候回来？）
He'll be back tomorrow afternoon.（他明天下午回来。）
Would you please tell him to call me back at the number 851-8932 when he comes back home?（请您在他回家时告诉他给我打电话好吗？我的电话是851-8932。）
All right. Mr. Hatton. I'll tell him to call you later. Goodbye.（好的，哈顿先生。我叫他给您打电话。再见。）
①on business 因公出差；business ***n.*** 商业，买卖，交易，生意，例：
☺ Business has been bad this year. 今年生意很糟糕。

实 例 二
☺ 789-6443. Who's calling, please?（789-6443．请问是谁？）
Paul Clark here. Can I speak to Mr. Henderson, please?（我是保罗·克拉克。请找亨德森先生听电话。）
☺ Sorry, he's out at the moment. Can I take a message?（对不起，他目前不在。有什么事要转告吗？）
Yes, please. Could you tell him that his car will be ready by 6 p. m. on Thursday?（是的，请你告诉他，他的车子星期四晚上6点前就可以修好，好吗？）
☺ Yes, of course. I'll do that. What's your number, in case he wants to ring you?（当然可以，我会转告的。请告诉我你的电话号码，以便他与你联系。）
2748 double① 5 3. (274-8553.)
☺ 2-7-4-8 double 5, 3. Thank you. Goodbye.（274-8553。谢谢，再见。）
①double['dʌbl] ***n.*** 两倍，***ad.*** 两倍的， 双重的，例：
☺ He took double of what the other children did. （他拿的是其他小孩的两倍。）
☺ Many things now cost double what they did a few years ago. （许多东西比几年前贵了一倍。）

1.8 表示语气的词句

通话过程中，为了使对方确信你在认真地听他（她）说话，同时让其获得你对他（她）所说的话的反应，我们就需要用一些简短的词、语句来表达赞同、不同意、疑问、惊讶、惋惜等语气。一般来说大多数人用单个形容词或副词及短句。

A. 赞同
Yes.（是的。/ 好的。）
Right.（没错。）
Exactly[ig'zæktli].（对极了。）

exactly ad. 确切地， 精确地，正是，正好，例：
The train arrived at exactly 8 o'clock. （火车八点整到达。）
Yes, that's right.（是的，一点也没错。）
You can say that again.（你说得没错。）
OK.（好的。）
B. 不同意
I don't think so.（我不这么看。）
No.（不！）
No way!（绝对不行！）
Oh, come on!（哦，得了吧！）
Not really.（不一定。）
C. 惊呀
Really?（真的吗？）
What?（什么？）
Are you serious['siəriəs]？（当真？）
serious a. 严肃的，认真的，严重的，例：
He is a serious boy. 他是个严肃的孩子。
The mistake is not very serious. 这错误不太严重。
Are you kidding?（你在开玩笑吧？）
kid[kid] n. 欺骗， 愚弄 vt.， vi. 欺骗，哄骗，嘲笑， 戏弄，例：
I'm not kidding you. （我不是欺骗你的。）
Don't kid me. （不要骗我。）
You're kidding! （你在开玩笑！）（我才不信你呢！）
Fancy['fænsi] that!（真没想到！）
fancy ①vt. 想要；想像；猜想；例：
I fancy (that) he won't come. （我想他不会来的。）
Fancy her saying such rude things! 想想看， 她竟然说出这样粗鲁的话！
②n. 爱好；想像力；例：
I've taken a fancy to that silly hat. （我特别喜欢那顶怪帽子。）
Children usually have a lively fancy. （儿童们往往有丰富的想象力[幻想] 。）
③a. 昂贵的；花式的；例：
sell at a fancy price（以昂贵价格出售）
fancy diving（花式跳水）
Dear me!（哎呀！）
Good heaven!（天那！）
It can't be.（这不可能！）
Oh, my?（啊，我的天啊！）
Wow!（哇！）
wow[wau] inter.[表示惊叹、快乐、痛苦、羡慕等] 哎唷！ 哇！
Gosh!（哎呀！）
gosh [gɔʃ] inter. （God 的变体， 表示惊呀或用于发誓）
(by)gosh 天哪， 啊呀！
Oh, that's incredible[in'kredəbl]！（啊，简直令人无法相信。）
incredible a. 难以置信的，[口] 不可思议的，惊人的，例：

The driver gave an incredible explanation of the cause of the accident.（司机对事故发生的原因作了令人难以置信的解释。）
incredible speed　惊人的速度
D. 欣喜
That's great!（妙极了！）
①great　a. 伟大的，巨大的，例：
Beethoven was a great musician. （贝多芬是一位伟大的音乐家。）
在口语里，尤其是美国英语里的意思是“了不起的，绝妙的，非常愉快的”。
Fantastic [fæn'tæstik]!（太好了！）
fantastic　a. 极好的，极妙的；奇异的；古怪的，例：
fantastic dream 怪诞的梦
Terrific [tə'rifik]!（棒极了！）
terrific　a. 可怕的，可怖的；[口] 极大的， 非常的；[美俚] 了不起的， 极好的，例：
a terrific hurricane 可怕的飓风
“How is the film?”　“影片怎样？”
“It's terrific！”　“妙极啦！”
E. 疑问
Are you sure?（你肯定吗？）
Oh?（哦？）
Really?（真的吗？）

1.9 请对方稍后再打过来

有时候有人打电话找你，而你恰好正忙于其他事务，希望对方晚一点再打过来，常用 call back later 来表达。同时最好把原因说出来让对方知道，不要让对方觉得你这个人的架子很大。

请十五分钟后再打过来好吗？
Please call me back fifteen minutes later.
Could you call me back one hour later?（请您一小时后再给我打电话，行吗？）
Would you call again later?（请等一下再打好吗？）
Would you mind calling back later?（过一会儿再打过来，你不介意吧？）
I'll see you again in five days. （五天后我再见你。）
Do you think I could call you back?（我打给你怎么样？）
I'm sorry but I'm in a meeting. Could you call back in about thirty minutes?（对不起，我正在开会，请大约 30 分钟之后再打过来。）

“Would you mind ...?”的含义是“您介意……吗？”，这一句型所表达的语气是最客气的。另外要注意的是 mind 后必须接动词-ing 的形式，例：
Would you mind changing places with me so that I can be nearer to the fire?（你能不能与我换一换位置，这样我可以离炉火近一点。）

我还有一个电话要接，过一会儿我给你回电话行吗？

I have a call on the other line now. Can I call you back?

May I call you back in ten minutes?（我十分钟之后打给你好吗？）

in prep. 表示时间，意为“在……期间， 在……之后”。当表示“在……之后”时，一般指将来的时间概念，通常与将来时连用，例：

in three weeks 三周后

实 例 一

☺Good morning. 782-3651.（早上好，这里是782-3651。）

Hello, is Mr. Anderson there?（您好！请问安得森先生在吗？）

☺This is he. May I ask who is calling, please?（我就是。请问是哪位？）

This is Henry Johnson from Red Star Petroleum① Company. I'd like to talk with you about the details② of the contract.（我是红星石油公司的亨利·约翰逊。我想和您谈一下有关合同的细节问题。）

☺Oh, hello, Mr. Johnson. I'm very glad to discuss the details of the contract with you, but I'm terribly sorry I can't do that now. I'm in the middle of a technical③ meeting at the moment.（哦，约翰逊先生，您好！我很高兴能与您谈谈合同的细节问题，但现在不行，因为我正在参加一个技术会议。）

When will you be free then?（那么您什么时候有空？）

☺Well, I'll call you back in about an hour, Okay?（这样吧，大约一个小时之后我给您打电话，行吗？）

Okay. Goodbye.（好吧，再见。）

①petroleum[pi'trəuliəm] ***n.*** 石油，例：

crude[kru:d] petroleum原油， 重油

②detail['di:teil] ***n.*** 细节，详情，例：

☺Not a single detail is to be omitted. （任何细节不得遗漏。）

注意短语in detail的意思是“详细地”。

③technical['teknikəl] ***a.*** 技术的，工艺的，例：

technical expert	技术专家

实 例 二

☺Good afternoon. Pacific Insurance Co.（下午好！这里是太平洋保险公司。）

Good afternoon. May I speak to Mr. Bailey Wise, please?（下午好！请叫贝利·怀斯先生接电话。）

☺Can you repeat that name, please?（请重复一下是叫谁接电话？）

I'd like to speak to Mr. Bailey Wise, please.（贝利·怀斯先生。）

☺Oh, Mr. Wise. Just a moment, please. I'll see if he's available③ ... Hello, I'm sorry, Mr. Wise's on the line at the moment. Do you want to wait or will you leave a message?（啊，怀斯先生。请稍候，我看看他在不在……喂，太遗憾了，怀斯先生正在打电话呢。您是等一下呢还是让我转告？）

Would you ask him to call me back when he's off the line, please? It's urgent.（他打完电话后，请您叫他给我回电话。我有急事。）

☺Of course. May I have your name and number, please?（好的。请问您的名字和电话号码。）

This is Rena Northcliffe. He has my number.（丽娜·若思克利夫。他有我的电话号码。）

☺Could you spell your name, please?（请问您的名字怎么拼写？）

Northcliffe. N-O-R-T-H-C-L-I-F-F-E.（若思克利夫。N-O-R-T-H-C-L-I-F-F-E. ）

☺Thank you. I'll give him the message as soon as he's off the line.（谢谢。他一打完电话我就转告他。）

①Pacific[pə'sifik] ***n.*** 太平洋；太平洋的， 近太平洋的，例：

☺ Hawaii is in the Pacific ocean. （夏威夷在太平洋中。）

②insurance[in'ʃuərəns] ***n.*** 保险（业），保险单，保险费，例：

☺ His insurance is $ 300 a year. （他的保险费是每年三百美元。）

☺ He claimed to be an insurance salesman but later was found to be a fraud. （他自称是个保险公司的推销员，但后来发现原来是个骗子。）

③available[ə'veiləbl] ***a.*** 可以得到的， 可达到的，可接受探访的，可见客人的，例：

☺ The lawyer is not available now.（律师现在没空。）

☺ Chinese commodities available for export are varied. （中国可供出口的商品种类繁多。）

1.10 接电话时常用的客套语

好久不见了。

It's been a long time.

I'm really happy to hear from you.（真高兴接到你的电话。）

It's good to hear your voice.（听到你的声音太好了。）

I've been expecting your call.（我一直在等你的电话。）

expect[iks'pekt] v. 期待，预期，指望，希望，例：

You can't expect me to approve of it.（你别指望我赞成。）

I expect he'll pass the examination.（我预料他会通过考试。）

I haven't heard from you for ages!（好久没有你的电话了。）

hear from 接到……的信；收到……的电话，例：

I hope to hear from you soon. （希望很快收到你的来信。）

for ages 很长时间，这是一种夸张的说法，例：

JI haven't seen her for ages. (我有很长时间没有看见她了。)

我正想给你打电话。

I was just about to call you.

be about to do sth. “将要， 正打算”，表示计划、打算要做某事，所做的事情或动作马上就会发生。例：

We are (just) about to leave. （我们正准备离开。）

I gave you a call the other day, but nobody answered.（我几天前给你打过电话，可是没有人接。）

实 例

☺ 334-6791.(334-6791.)

Is that you, Sue?（苏，是你吗？）

☺ Who's calling?（请问您是谁？）

This is Clara. Clara Ferguson. Don't you remember① me?（我是克拉拉。克拉拉·佛格森。不记得我了吗？）

☺ Clara! Of course I remember you. How are you? I haven't heard from you for at least② two years. What are you doing?（克拉拉！我当然记得你。你好吗？我至少有两年没有你的音讯了？现在在做什么呀？）

Nothing very exciting. That's one reason I'm ringing. I need some advice...（没什么特别的。这就是我为啥要打电话，我需要一些建议……）

①remember[ri'membə] ***v.*** 记忆，想起，回忆起，例：

☺ I remember seeing her once. （我记得曾见过她一次。）

②at least 至少，最少，例：

☺ It requires at least three days. （这事至少需要三天。）

1.11 电话听不清楚时

不只是国际电话，有时国内的通话都会出现干扰的情形而无法通话，此时可使用以下表达方式告知对方通话不畅，或听不清楚、或要求对方讲大声一些：

电话的效果很差。

This is a really bad line.

I think we've got a bad line.（电话的效果很差。）

I think we've got a poor connection[kən'ekʃ(ə)n].（通话效果好像不太好。）

connection n.连接，连结，联系，这里指“电话的接线情形”。

There's a lot of static['stætik], I can't hear you well.（杂音很大，我听不清楚。）

static a. 静电的 ； n. 静电，静电干扰（指电话里的杂音）

We've got a crossed line.（电话串线。）

cross v. 交叉；相交；错过，例：

The two streets cross in the center of the town.（两条街在市中心相交。）

The line is fuzzy['fʌzi]（电话线路不清楚。）

fuzzy a. 模糊的，失真的，例：

The television picture is fuzzy tonight. （今晚电视图像不清晰。）

请您说大声一点。

Could you speak a little louder?

Could you speak up, please?（请说大声一点好吗？）

Will you speak a little more slowly?（请讲慢一点好吗？）

Would you slow down a little, please?（请讲慢一点好吗？）

slow ①在这个句子里，用作动词，意思是“（使）慢下来， 减速”，例：

The train slowed its speed as it went around the curve. （火车在弯道行驶时放慢了速度。）

作形容词： 慢的；迟缓的，例：

②The bus is very slow. （这辆公共汽车开得非常慢。）

I' sorry, I can't hear you very well.（对不起，我听不清楚你说的话。）

你能重复一遍吗？

Could you repeat that?

repeat[ri'pi:t] v. 重复，重说，重做，例：

History will not repeat itself. （历史不会重演。）

Will you repeat that question, please?（请你重复一下那个问题， 好吗？）

I beg your pardon?（对不起，请再说一遍好吗？）

pardon['pɑ:dn]① n. 原谅， 宽恕， 饶恕，例：

If sb. says sth. that you do not hear, you can say "I beg your pardon?" or " Pardon?" so they will say it again. （如果有人说什么话你没有听见，你可以说“对不起，请原谅。”于是他们会再说一遍的。）

②v. 原谅，饶恕，宽恕，例：
Pardon me for interrupting (you). （对不起打扰（你）了。）
Could you say that again, please?（能请您再说一遍吗？）

你刚才说什么？
What did you say just now?

能听清楚我说的话吗？
Can you hear me well?

实 例 一

☺Hello, Dixon and Son, Ltd.（您好！这里是狄克逊父子股份有限公司。）
Good morning. I'd like to speak to the General Manager, please.（早上好！请找总经理接听电话。）
☺Would you please repeat that, please? I can't hear you very well.（请重复一下好吗？我听不清楚。）
Can I speak to the General Manager, please?（请总经理接电话。）
☺We seem to have a bad line. I can't hear you. Could you call back, please?（线路太糟糕了，我听不清楚你说什么。请您重新拨打过来好吗？）
OK. I'll hang up and call back.（行！我挂了后再拨。）
seem[si:m] ***v.*** 好像， 似乎
☺He seems to be sick, for he appears pale. 看样子他病了， 因为他面色看起来很苍白。

实 例 二

☺Hello. May I speak to Mr. Preston? Ruth speaking.（喂，您好！请找普里斯顿先生接电话。我是露思。）
Who's calling, please?（请问是谁？）
☺This is Miss. Ruth Lee from San Francisco.（我是从旧金山来的露思·李小姐。）
Who? I'm sorry but the line is fuzzy.（谁？对不起，电话线路不清楚。）
☺I can hear you well, but I think we've got a poor connection. May I call you back?（我听你的倒还可以，我想可能是线路连接有问题。我先挂掉，再给你重打，好吗？）
All right.（好的。）
San Francisco[ˌsænfrənˈsiskəu] ***n.*** 旧金山（美国加利福尼亚西部港市），港澳称其为“三藩市”。

1.12 结束通话时

电话交谈是只听其音不见其人，说话人没有别的途径暗示对方自己准备结束谈话。所以，要想结束电话交谈，需要用一些特定的语句来表示，不能突然挂断电话，这是很不礼貌的。同时，说句礼貌的结束语也可增加彼此间的友谊。

我该挂电话了。
I'd better get off the phone.
get off 此处大意思是“挂断电话，挂机”，另外还有“起程动身，下车”的意思。
Is there anything else?（还有别的事吗？）
Is that all?（都讲完了吗？）
I'm sorry, but I'd better get going.（很抱歉，我真的要走了。）

That's all I have to say now.（要说的就这些。）
Thank you for calling.（谢谢你打来电话。）
It was kind of you to call me.（谢谢你给我打电话。）
Nice talking to you.（很高兴和你谈话。）
Call me again anytime.（随时再打电话来。）
anytime　ad. 任何时候，　无论何时，例：
You may come anytime.　（你什么时间来都可以。）
Call again when you've got time.（有空再打电话来。）
have got=have,英国人喜欢 have got 来表达“有，拥有”的意思，例：
Have you got any fruit? No, I haven't got any fruit.（你有水果吗？没有，我没有水果。）

好了，我会再打电话给你的。
Well, I'll call you again .

谢谢，打扰了。
Thanks for your trouble.
trouble['trʌbl]n. 困难，麻烦，烦恼，例：
The boy caused a lot of trouble to his parents.　（这个男孩给他的父母招来很多麻烦。）
v. 麻烦，使烦恼，使忧虑，例：
What is troubling you?　（你为何事烦恼？）

请代问夫人好。
Please give my regards to your wife.
give one's regards to sb. 请代问候（某人），　请代向某人致意，例：
Give my regards to your parents.　（代我向你父母问好。）
Please say hello to everyone for me.（请代我向大家问好。）
say hello to sb. 请代问候（某人），　请代向某人致意，语气没有 give one's regards to sb. 那么正式。

实 例

☺Albert Dane speaking.（我是阿伯特·戴恩。）

Good afternoon, Albert. Thank you so much for the lovely① watch you sent me. Everyone in my office says it's the most splendid② watch they've ever seen. Can you imagine③ how I like it?（下午好，阿伯特。你给我寄来那么好的手表，真是太感谢你了。我办公室的人都说，这是他们见过的最漂亮的表了。你能想象我有多高兴吗？）

☺I'm so glad that you like it.（你喜欢，我很高兴。）

I like it so much that I often raise my hand, not to see what time it is, but to admire④ how smart it is. The watch has given me so great pleasure. I don't know what I can do in return.（我太喜欢了，我经常抬起手，不是要看时间，而是要欣赏其美丽精致。这块手表给了我这么多的乐趣，我真不知道该怎么报答你。）

☺Our friendship⑤ means more, so don't mention⑥ it.（不值一提，我们的友谊要珍贵得多。）

Albert, next you come to San Francisco, be sure to drop in⑦ me.（阿伯特，下次来旧金山的时候，一定要来我这里。）

☺Of course I will.（我一定来。）

Please give my regards to your wife and children. Goodbye.（请代我向你太太和孩子问好。再见。）

☺Bye.（再见。）

①lovely['lʌvli] *a.* 可爱的，动人的，美丽的；迷人的，例：

☺The house has many large rooms and there is a lovely garden.（这幢房子有很多大房间，并有一个惹人喜爱的花园。）

②splendid['splendid] *a.* 灿烂的，漂亮的，美妙的，精彩的，例：

The splendid image of Lei Feng will forever live in the hearts of the people. 雷锋的光辉形象永远留在人民的心里。/ That's a splendid idea. （那是个极好的主意。）

③imagine [i'mædʒin] v. 想象， 设想，以为，例：

You can imagine the situation there. （你可以想象那里的情况。）

Don't imagine yourself to be always correct. （不要以为自己总是对。）

④admire [əd'maiə] v. 称赞， 钦佩， 羡慕

We all admired her for the way she saved the children from the fire. （她把孩子们从大火中救出来，我们都钦佩不已。）

⑤friendship ['frendʃip] n. 友谊。例：

True friendship is worth more than money. （真正的友谊比金钱更有价值。）

⑥mention ['menʃ(ə)n] v. 提及，说起，例：

I hope you didn't mention my name to her.（我希望你没有向她提到我的名字。）

⑦drop in 顺便走访， 不预先通知的拜访，例：

Would you drop in tomorrow evening for a chat? （明晚顺便过来聊聊好吗？）

1.13 替人接通电话

当接听到的电话不是打给自己的，而是打给办公室或本部门的其他人的，有分机的地方就替对方转过去；没有分机的地方，则要替对方去叫人接电话。为了表现出本单位良好的人际关系，替人接通电话时的语气一定要热情，要表现出乐意帮忙的态度。

我帮你去找他。

I'll fetch him up.

fetch[fetʃ] *v.* 取来，拿来，叫来，例：

Will you fetch some water? （你拿点儿水来好吗？）

Fetch the doctor! （快去请医生来！）

I'll get her.（我请她来听。）

我去看看他在不在。

I'll see if he's in.

I'll just find out if he's in his office.（我去看看他在不在办公室。）

find out 发现， 找出; 猜着， 想出，例：

Please find out when the ship sails for New York.（请打听一下那艘船什么时候开往纽约。）

Please find out what time the delegation will come.（请查一查代表团什么时候来。）

我帮你接过去。

I'll connect you.

connect[kə'nekt] *v.* 连接， 把……联系起来，接通（电源， 电话等），例：

Will you connect this wire to the television?（你把这根电线和电视机连上好吗？）
Connect me with Beijing University.（给我接北京大学。）
I'll connect you with David.（我替你把电话转接给大卫。）
I'll transfer your call to Mr. Smith.（我把您的电话转给史密斯先生。）
transfer[trænsˈfəː] ① v 转移，调动，转让，例：
He has been transferred from Beijing to Shanghai.（他已从北京被调到上海。）
②n 迁移，调任，转移，例：
Can I have a transfer to a new office? （我能调换到一个新办公室去吗？）
I'll switch your call to Mary.（我把您的电话转给玛丽。）
switch[switʃ] n. 开关，转换 ，例：
There is a switch on the wall for turning on the lights. （墙上有一开电灯的开关。）
v. ①开，关（与 on, off 连用），例：
to switch the TV on 开电视
②改变，变化，交换，例：
I used to cook on electricity, but I've switched to gas. （我过去用电烧饭，但现已换成用煤气了。）
I'll put you through to Xiao Wang.（我帮你接通小王。）
I'll switch you over.（我帮你转过去。）
I'll get the switchboard for you.（我替您接总机。）

对不起，电话占线。
I'm sorry the number is engaged.
be engaged 忙于，从事于，例：
Please wait a minute; the manager is engaged just now.（请稍等一会儿，经理正有事呢。）
The line is busy, sir.（先生，电话占线。）

实 例 一

☺Hello, Mary Smith speaking.（您好，我是玛丽·史密斯。）
Hello, is Mr. Smith there, please? This is Henry James.（您好，请问史密斯先生在吗？我是亨利·詹姆士。）
☺Just a moment. I'll call him.（请等一下，我去叫他。）

实 例 二

☺Blue Skies Travel Agency①. Can I help you?（您好！这里是蓝天旅行社。我可以帮您什么吗？）
Could you give me some information about holidays in Southeast Asia?（请问能给我提供一些有关到东南亚度假的信息吗？）
☺Hold on. I'll put you through to our Southeast Asia Department.（请稍等。我替你转接到我们的东南亚服务部。）
Southeast Asia Department. Miss Preams speaking. Can I help you?（这里是东南亚服务部。我是朴莉姆斯小姐。乐意为您效劳。）
Yes, please. I'm planning my holiday and I'd like some information about holidays in Djakarta.（好的，我正在计划度假，我想了解有关在雅加达度假方面的信息。）
Certainly. What would you like to know?（行，您想了解什么？）
First, how much is the cheapest return flight② to Djakarta③? And what will the weather be like?（首先，到雅加达最便宜的双程飞机票价是多少？那里的天气情况怎么样？）

I see. When do you want to go?（知道了，您想什么时候去？）

In July... and I'd like to know about the inclusive holidays and good hotels and...（七月份。……我还想了解有关整个假期全包和条件好的酒店方面的情况，以及……）

Certainly. Just tell me your name and address. I'll send you all the information you want.（当然可以。请告诉我您的名字和地址。我将把您所需的所有信息全部寄给您。）

My name is Jane Elliot. And my address is...。（我叫简·爱略特，我的地址是……）

①agency['eidʒənsi] ***n.*** 代理处， 行销处， 代理， 中介， 机构，例：

agency general	总代理

②return flight往返票、双程票 （美国也有人用round-trip ticket）。“单程票”是single ticket。

③Djakarta[dʒə'ka:tə] ***n.*** (=jakarta)雅加达（印度尼西亚首都）。

1.14 查询电话号码

我想知道一个叫约翰·史密斯的人的电话。

I'd like to know a number for a John Smith.

当必要向接线员询问某人的电话号码时可使用此句。本来“John Smith”是专有名词，前面不加“a”。但此处例外，因为有很多人可能都叫“John Smith”，所以才说“一个叫约翰·史密斯的人”。另一个原因是对这个人不熟，才加上一个“a”。因此，“a”有没有加，意思不同。

Do you have a list for a Danny Dickens?（你有一个叫丹尼·狄更斯的电话吗？）

Could you tell me Mary Waley's number?（你能告诉我玛丽·韦利的电话号码吗？）

如果要查找某公司或某单位的电话号码，可以拨打查询台，拨通后往往会听到话务员说：

“Directory Assistance. May I help you?（查询台，能为您服务吗？）

directory[di'rektəri] n. 号码表，目录 ，例：

I hoped to find the address of Tom in the directory. （我希望在姓名录上查找到汤姆的地址。）

assistance[ə'sistəns] n. 帮助，协助，例：

Can I be of any assistance to you?（我能帮你什么忙吗？）

我想知道……的电话号码。

I'd like to know the number of ...

I'd like to know the number of Bank of China, Guangzhou Branch.（请查一下中国银行广州分行的电话。）

I need to see if you have a listing for Air China Booking Office.（我想知道你们是否有中国航空公司售票处的电话号码？）

Can I have the number of the Maintenance Center of Ericsson？（我要爱立信维修中心的电话号码。）

maintenance['meintinəns] n. 维修; 保养，例：

He took a course to learn about car maintenance. （他学习了汽车保养的课程。）

Can I get the number for Canon Company?（我要佳能公司的电话号码。）

Could you find the number for the branch of Sony?（请帮我查找索尼分公司的电话号码。）

实 例

☺Hello.（您好！）

Oh, hello, Mary. How are you?（哦，玛丽。近来好吗？）

☺Oh, I'm fine, thanks. You see, last Saturday you gave my address to a friend of yours. Remember①?（很好，谢谢。上星期六你把我的地址给了你的一个朋友，你还记得吗？）

You mean② the man working in the bank?（你是指在银行工作的那个？）

☺That's right. Henry Jackson is his name, isn't it? I cant't find his phone number. Can you tell me his number?（对呀。他叫亨利·杰克逊，对吧？我找不到他的电话号码了。你能告诉我他的电话号码吗？）

I'll look it up③ for you. Ah, yes. It's 934-6457.（我来帮你找一下，啊，是的，934-6457。）

☺Well, thank you very much. I can call him back now. That's a real help.（太感谢你了，我现在可以给他打电话了。你真是帮了我的大忙了。）

Not at all. We must meet and have a drink sometime.（别客气。咱们找个时间一起喝一杯。）

☺Yes, it would be nice to see you again. Goodbye for now.（好啊，能再见到你真是太好了。再见。）

Goodbye.（再见。）

①Remember?这句是省略句，完整的句子是“Do you still remember?”（你还记得吗？），口语中常用此结构。

②mean *v.* 表示……意思，作……解释，意思是，例：

☺What do you mean by saying that?（你那样说是什么意思？）

☺Health means everything. （健康就是一切。）

☺I mean business. （我是当真的。）

③look up ：查阅（字典， 资料），探访（某人）

☺When you do not understand a word, you can look it up in this dictionary. （当你不懂一个单词时，可以查这本词典。）/ On my way home, I looked up an old friend of mine. （在回家的路上，我去看望了我的一个老朋友。）

1.15 询问打电话的人有何事

对方打电话来时，受话人刚好不在，这时你首先应客气地跟对方说：

“I'm sorry he's just gone out.（对不起，他刚出去。）”或“Sorry, he's not in.（对不起，他不在。）”同时也可问对方是否有什么重要的事情。常用表达方式有：

请问是什么事？

May I know what it's about?

Could you tell me what it's about?（请告诉我，您有什么事？）

What's it about, please?（请问，有什么事？）

May I ask what it's about?（请问，是什么事？）

Is it urgent['ə:dʒənt]?（有什么急事吗？）

urgent a. 紧急的，紧迫的，非常重要的，例：

I must post this letter; it's urgent. （我必须发了这封信，信很紧急。）

be in urgent need of 急需

听到上面的询问，如果你觉得可以告诉对方的话，就将要说的事情简要地告知对方。如：

是关于音乐会的事，不知道他明晚是否有时间。

It's about the concert. I'm not sure if he has time tomorrow evening.

It' about contract No.324.（是关于 324 号合同的事。）

如果对方告知的事比较急、比较重要，而他（她）要找的人又不在，你无法处理，则可问对方是否要其秘书或别的负责人接听。

可否叫他的秘书接电话？

Can his secretary help you?

Oh, I see. In that case, may I put you through to Mr. Green? He is Vice President.（哦，明白了。那样的话，可否接格林先生，他是副总裁。）

如果事情不急，则说：

JIt's nothing urgent.（也没什么急事。）

如果是私事，你觉得不方便告诉对方，则说：

JIt's a personal call.（恕不奉告。）

JIt's confidential[kɔnfi'denʃəl].（这是秘密事。）

confidential　a. 机密的，秘密的；易于信任他人的，例：

a confidential order 密令

confidential files　机要档案

Don't become too confidential with strangers.（不要太信任陌生人。）

实 例 一

☺Hello. Physics Department Office. Rose Mary speaking.（您好！这里是物理系办公室。我是罗斯·玛丽。）

Hello. Can I speak to Professor Brown, please?（您好！请找布朗教授接听电话好吗？）

☺Just a moment, please... Hello, I'm very sorry Mr. Brown is not in at the moment. Can you tell me what's about?（请等一下，……喂，很抱歉，布朗教授现在不在办公室。能告诉我是什么事情吗？）

Yes. It's about the International① Seminar of Fluid② Dynamics③.（是关于“流体力学国际研讨会”的事。）

☺Oh, in that case, I'll ask Professor Brown to talk with you personally④ when he comes back. Could you please tell me your name and phone number?（那样的话，我请布朗教授回来后亲自与您谈。请告诉我您的姓名和电话号码行吗？）

My name is...（我叫……）

① international[ˌintə(:)'næʃənəl] ***a.*** 国际的， 世界的，例：

international trade	国际贸易
International Monetary Fund	国际货币基金组织

②fluid['flu(:)id] ***a.*** 流动的，流体的， 液体的，例：

fluid assets	流动资产
fluid capital	流动资本

③dynamics[dai'næmiks] ***n.*** 力学，动力学

④personally['pə:sənəli] ***adv.*** 亲自地，就自己而论，例：

☺She saw to the comforts of her guests personally. （她亲自照顾客人。）

实 例 二

☺Good afternoon. 498 3366.（你好。这里是498 3366。）

Good afternoon. Can I have Mr. Green, please?（您好。请找格林先生接电话。）

☺I'm sorry he's just gone out.（对不起，他刚出去。）

Do you know what time he'll be back?（你知道他什么时候回来吗？）

☺I don't know exactly. May I ask what it's about?（准确时间不太清楚。请问是什么事？）

Would you let him know I called?（能否告诉他我给他打过电话？）

☺Certainly. I'll give him the message when he comes back.（当然可以。他回来时我会告诉他的。）

Thank you. Goodbye.（谢谢，再见。）

1.16 问受话人何时回来

有时候我们打电话一时找不到要找的人，这时我们很想知道这个人什么时候回来，以便及时再打电话联系。我们可以问接电话的人：

可以告诉我他什么时候回来吗?

Could you tell me when he'll be back?

be back 意思是“回原处，回原状”，例：

I'll be back at six. （我六点回来。）

He is back in power. （他又掌权了。）

Do you know what time he'll be in?（你知道他何时回来吗？）

be in 意思是“在家，在屋里”，例：

Is (there) anybody in? 有人在家里吗？

When is he expected to be back?（他什么时候会回来？）

expect[iks'pekt] v. 预料；预期；期望。例：

I expect he'll pass the examination. （ 我预料他会通过考试。）

I expect David home at 7 o'clock. （我期望大卫七点钟在家。）

Can you give me some idea when she'll be back?（可以告诉我她什么时候回来吗？）

give sb. some idea of sth. 这个短语的意思是“给某人一些关于某事的概念”，在本句中的意思是“告诉某人什么事情”。idea 后可接 of 引起的介词短语，也可接一个同位语，例如：

Can you give me some idea of the accident? （你能给我讲一下这起事故的情况吗？）

Could you tell me where they live? （你能告诉我他们住在什么地方吗？）

Can you tell me what time she'll be there?（你知不知道她什么时候在那儿？）

What a pity! When will he be back?（太遗憾了！他什么时候会回来？）

I see. What time do you expect him back?（明白了。你想他什么时候回来呢？）

Do you know how long she'll be back?（您知道她多久才回来吗？）

实 例

☺Hello, is that 653-4438?（您好，请问这是653-4438吗？）

Yes it is. May I help you?（是的，请问您找谁？）

☺Can I speak to George White?（请找乔治·怀特接听电话。）

I'm afraid he's out of the office at the moment.（恐怕他现在不在办公室。）

☺Well, can you tell me what time he'll be there?（那么你知不知道他什么时候在办公室？）

He said he'd be back at about a quarter to four this afternoon.（他说过大约下午三点四十五分左右回来。）

☺Okay, I'll phone again then. Thanks a lot.（那好吧，到那时我再打过来。多谢了。）

如果你接电话时，对方问你受话人什么时候回来，那么你可按实际情况，选择下列句式来回答：

☺He'll be back this evening.（他今天晚上回来。）

☺She'll probably be back on April 12.（她可能四月十二日回来。）

probably['prɔbəb(ə)li] ***ad.*** 很可能，大 概，或许。例：

☺It will probably rain. （天很可能要下雨了。）

☺He's expected to be back in two and a half hours.（他大约两个半小时后回来。）

☺She should be back before long.（她马上就会回来。）

before long是“很快，不久”的意思， 可以用于各种时态。例如:

☺I'll see the film before long （我不久就要看这部电影。）

注意：不要与“long before”混淆。long before是“很久以前”的意思。单独使用， 一般用在过去完成时的句子里。

☺She said she had seen the film long before. （她说她很久以前就看过这部电影。）

☺I think he'll be back next Wednesday['wenzdei].（我想他下星期三会回来的。）

☺She said he'd be back at five thirty.（她说她五点半回来。）

1.17 录音电话

尽管电话已非常普及，而且使用手机的人也越来越多，但是随着生活节奏的加快，仍然经常会碰到打电话无人接的情况。为了保持联络，人们设置了答录机，电信部门提供了语音信箱服务来记录朋友的来电。语音提示一般只有简短的几句客套话。

Thank you for your call. Please leave your name, phone number and message after the tone.（多谢来电，请在听到提示信号后留下您的姓名、电话号码和留言。）

留言依据各人的喜好有各种形式，但典型的电话留言一般包括三点：打电话人的姓名、打电话的时间和打电话的事由或目的。例：

Hello, Tom. This is Jack. It's three thirty，Tuesday. I'd like to confirm our appointment for tomorrow. Give me a call when you get home. （喂，汤姆，我是杰克，现在是三点半，星期二。我想确认一下我们明天的约会。回家时给我电话。）

下面让我们再举两个例子：

实 例 一

☺Hi, Grey. This is Nancy. It seems to me you've disappeared from the earth. Where are you hiding? I just want to ask if you could take me to Wilson's party this evening. I need only one answer: yes or no. Besides I've got something to talk with you. Why! It's really a pity to have got a machine answer. You know I hate talking into these dammed machines and have to hang up. Call me when you can. Bye-bye.（嗨，格雷。我是南希。我觉得你好像从地球上消失了。躲到那里去了？我只想问你，晚上带我去参加威尔逊的晚会好吗？只需回答一声：行，还是不行？另外，我还有些话要对你讲。怎么啦！真遗憾，竟然会让机器来听我的电话。你知道，我一向不喜欢对着这该死的机器讲些什么。没办法，我挂了。有空给我回电话，再见。）

这种留言方式一般用于相当熟悉的朋友之间，说话比较随便。打给办公室或公司的电话不宜采用这种方式。

实 例 二

☺I'd like to speak to Mr. Thomas Smith. Please ask him call me back at 445-8746 as soon as possible.（我想找托马斯·史密斯先生，请他尽快给我回电话，我的电话号码是445-8746。）

这个留言比例一要正式一些。

1.18 再度接电话用语

电话打到中途，或刚说几句话，由于各种各样的原因，受话人不得不暂停片刻，放下话机去处理别的事务，再度拿起电话时，可先说“hello”，待对方有了回应之后，还要对对方的等待表示感谢或歉意。

喂，你还在吗？
Hello. Are you still there?
Thank you for waiting.（谢谢你的等待。）
Sorry to keep you waiting.（抱歉，让您久等了。）
I'm sorry to have kept you waiting.（很抱歉，让您久等了。）

如果打来的是找人电话，你找到了对方要找的人后，可再度拿起电话，告知对方受话人来了。

他来了。
Here he is now.
She's on the way.（她就要来接了。）
注意区别“on the way, in the way, in a way, by the way”的意思：on the way 在途中，接近，例：
She is on her way out the door. （她正在往外走。）
I met him on the way to town. （我是在进城的路上遇到他的。）
in the way 挡道的，妨碍的，例：
The door was blocked; there was something in the way.（门打不开，有什么东西挡住了。）
If you are not going to help, at least don't get in the way.（如果你不想帮忙，至少别妨碍人家。）
in a way 在某种程度上，在某些方面，例：
In a way, I agree with you. （在一定程度上我同意你的观点。）
by the way 顺便说说，顺便提起，例：
By the way, what happened to the money? （顺便问一句，那笔钱后来怎么样了？）

转接电话接通时，可用下列说法：

电话接通了，先生。
Your call has been through, sir.
You're through now. Go ahead.（电话通了。说吧。）

go ahead 前进，着手；（用于祈使句）进行，开使，往下说，例：
Go ahead, what are you waiting for?（向前走，你还在等什么？）
“Can I borrow your dictionary?”“Yes, go ahead. ”“我可以借用一下你的词典吗？”“可以，拿去吧。”
The line is through now. Please go ahead.（电话通了。说吧。）
He can speak to you now. I'll connect you now.（他可以和你通话了。我现在就替你接通。）
He's finished his call. I can put you through now.（他的电话讲完了。我现在可以帮你接过去了。）

1.19 没空接听电话

有时候接到电话，但因各种原因自己没空或不便接听电话，这时受话人应向对方说明情况或原因。

对不起，我正在接听另一个电话。
I'm sorry, but I'm on another line.
“sorry, but ...”是用于致歉时的客套话。先说表示有困难，显得周到有理，接着再讲出具体的状况。
I'm just about to go out.（我正准备出门。）
I'm afraid I've got some friends at the moment. I can't talk now.（此刻我有几各朋友在这儿，现在不便谈。）
I'm very busy at the moment. Can I get back to you a little later?（我现在很忙，过一会儿我给您打过去，行吗？）
I'm right in the middle of a meeting . Do you mind calling back in about an hour?（我正在开会，大约一小时后再打过来好吗？）
Sorry, I can't talk now. There's an overseas call waiting for me. Could you call me back later?（对不起，我现在不便谈，我正在等一个国际长途，过一会再打过来吧。）
I'm terribly sorry, I'm very busy with the general manager.（很抱歉，我现在正和总经理忙着呢。）

听了你所陈述的原因，对方一般都会予以谅解，多数情况下，也会说下列表示体谅的话：

☺I understand. Give me a call when you're free.（这我可以理解，有空给我打电话。）
understand[ˌʌndəˈstænd] *v.* 理解，领会，懂得，明白，例：
☺I don't understand you.（我不懂你的话。）
☺People who speak the same language can easily understand one another.（说同一语言的人能够很容易彼此了解。）
☺All right. I'll talk to you later.（好吧，我以后再给您打电话。）
☺No problem at all.（没关系。）

实 例

☺Good morning. Hopkins Company.（早上好！霍普金斯公司。）
Good morning. Can I speak to Mr. Rodgers, please?（早上好！请叫罗杰斯先生接听电话。）

☺May I ask who's calling?（请问是哪一位？）

This is Thomas White from Taft Company. I'd like to talk with you about the contract No. 231.（我是塔夫特公司的托马斯·怀特。我想和您谈一下有关第231号合同的事。）

☺I'm terribly sorry, Mr. White, but I'm just in the middle of an important conference. I'll call you back as soon as the meeting is over.（很抱歉，怀特先生，我现在正在参加一个重要会议，会一完我就给你打电话。）

OK. I'll talk to you then. Good bye.（那好吧，到时再跟你谈。再见。）

conference['kɔnfərəns] ***n.*** 会议，协商， 谈判，讨论会，例：

☺Mr. Smith is in conference with his advisers. （史密斯先生和他的顾问们协商。）

a press[pres] conference　记者招待会

转告对方受话人没空时，一般也要尽可能讲清原因，以免让对方觉得受话人摆架子或接电话的人不热情。

他现在有事。

He's tied up right now.

Hello, Mr. Nicolson. I'm sorry, but Mr. Heston is on another line. Could you please hold on a moment? Or will you call us back?（您好，尼科尔森先生。对不起，赫斯顿先生正在和别人打电话。请您暂时别挂，好吗？或者过会儿再打过来？）

She has a visitor at the moment.（她现在有客来访。）

I'm sorry she is with a client right now.（很抱歉，她正陪着客户呢。）

clientt['klaiənt] n. （委托律师诉讼的）当事人，委托人；顾客， 客户

Sorry, but he is in a meeting.（抱歉，他正在开会。）

I'm afraid she is occupied at the moment.（恐怕她现在没空。）

occupy['ɔkjupai] v. 占，占用，占领，占据；使忙碌，使从事，例：

The workers were occupied in building new houses. （工人们正在忙着盖新房子。）

to occupy space　占空间

to occupy time　占时间

What a pity! Mr. White is on another line.（实在遗憾，怀特先生现在正在打电话。）

实 例

☺Good morning. Mr. Brown's office.（上午好！布朗先生办公室。）

Good morning. May I speak to Mr. Brown, please?（上午好！请布朗先生接电话，好吗？）

☺I'm sorry, but he's on the phone. May I ask who's calling?（很遗憾，他正在打电话。请问您是哪位？）

This is Mrs. Smith.（这是史密斯夫人。）

☺Mrs. Smith, may I have① him call you?（史密斯夫人，我让他给你打电话，好吗？）

Yes, thank you. This is Mary Smith from the National Bank. Would you ask him to call me at 891-4171.（好的，谢谢你。我是国家银行的玛丽·史密斯。请让他拨打891-4171。）

☺Okay. That's 891-4171.（好的。拨打891-4171。）

He can reach② me at this number until twelve, or between two and five this afternoon.（他在十二点之前或者今天下午两点到五点之间打这个电话能找到我。）

☺That's fine, Mrs. Smith. I'll tell him.（好的，史密斯夫人。我会把这个消息告诉他的。）

①have sb. do sth. 叫（命令）某人做某事，注意have后的不定式不带to, 例：

☺Last week our teacher had us write three articles on international affairs. （上个星期，我们老师让我们写了

三篇关于国际时事的文章。）

②reach[ri:tʃ] *v.* 到达， 达到， 伸出， 递给， 交给，例：

☺It is very important to reach an agreement with this big company. （和这家大公司达成协议是很重要的。）

☺Please reach her by telephone. （请用电话与她联系。）

1.20 询问话费和通话时间

如过通过总机接线员拨打电话，想知道通话时间和话费，接通前应予以说明。

我想在通话后知道通话的时间和费用。

I'd like to know the time and charges after the call.

charge[tʃɑ:dʒ] ①n. 指控，控告，例：

The charge carries a possible sentence of three years. （这项控告可能要判三年徒刑。）；

②n.费用，价钱，索价，例：

The charge for a front-row seat is $3. （前排座位票价每张三美元。）；

③照料，责任，例：

The chief engineer was in charge of directing the building of the subway. （总工程师负责指挥地铁的建造工程。）

I was in charge of my sister. （我在照看我妹妹。）

（4）v.要价，索价，例：

How much did he charge you for repairing the bicycle? （他修理自行车收了你多少钱？）

（5）（常与 with 连用）公开指责，控诉，例：

He was charged with stealing a car. （他被指控偷了一辆汽车。）

通话完后，请告诉我话费。

After the call is completed, I'd like to know the charges, please.

complete[kəm'pli:t]v. 完成，结束，例：

When will work on the highway be completed? （高速公路什么时候能完工？）

a. 完整的，全部的，例：

This is a complete story. （这是一个完整的故事。）

结束的，完成的，终了的，例：

When will the work be completed?（这项工作何时完成？）

打完电话之后请告诉我通话时间和话费，好吗？

Would you please give me the length and charges after the call, please?

接线员一般会用下面的语句来回应：

Yes, I'll let you know.

好的，我会告诉你的。

I'll provide that information right after the call.（电话一打完我就可给你提供这个信息。）

JI'll give that info to you as soon as the call is finished.（电话一结束我就告知你这些信息。）

info["ɪnfəu] n.[口语]=information,消息，资料

I'll be back on the line after you've finished your call.（你电话打完之后，我会再在电话里告诉你的。）

实 例

☺Operator.（我是接线员。）

I'd like to call London.（我想打一个到伦敦的电话。）

☺What number would you like to call？（请问您要拨打的电话号码?）

London 334 6491.（伦敦334 6491。）

☺All right, sir. Please hold line for a moment.（好的，先生。请稍等片刻。）

Yes. By the way, I'd like to know the time and charges after the call.（好。对了，我想在通话完毕后，知道通话的时间和话费。）

☺Yes, I'll provide that information right after the call.（好的，电话一打完我就可给你提供这个信息。）

provide[prə'vaid] ***v.*** 提供， 供给， 准备， 预防， 规定，例：

☺They provide us with food. （他们供给我们食物。）

☺She provides for her family by working in a hospital.（她靠在医院工作来养家。）

LESSON 2

电话交际用语

Dictions for Communication on telephone

2.1 问候

早上好。

Good morning.

Good afternoon.（下午好。）

Good evening.（晚上好。）

How are you?（你好吗?）

It's been a long time.（已经好久了。）

I was hoping I'd hear from you（很盼望你来电话。）

I'm really happy to hear from you.（真高兴你打电话来。）

太棒了。

That's great.

2.2 祝贺

太棒了，恭贺你！

Congratulations!

congratulation[kən,grætju'leiʃən] ***n.*** 祝贺；[pl.] 祝词，贺辞，例：

He offered his congratulations on her success. （他对她的成功表示祝贺。）

It's your birthday today? Congratulations!（今天是你的生日？恭喜，恭喜！）

恭喜你又升迁了！

Let me congratulate you on your promotion.

congratulate[kən'grætjuleit] ***vt.*** 向……祝贺， 向……道贺(on)，例：

We congratulated him on having passed the examination.（我们祝贺他通过了考核。）

promotion[prə'məuʃən] n. 提升，晋级，例：

Our teacher has got a promotion. （我们的老师被提升了。）

恭喜你又添贵子！

Congratulations on your new son.

I hear you are a father now. Congratulations!（听说你当爸爸了，恭喜你！）

祝贺你们缔结良缘！

Many, many congratulations on your marriage!

marriage['mæridʒ] ***n*** 婚姻，结婚，婚礼，例：

Their marriage was a very happy one. （他们的婚姻非常美满。）

祝你们在一起快乐。

I hope you will be very happy together.

也可以用以下表达方式：

I'm really happy for you.（我真为你感到高兴。）

I wish you a lot of happiness.（谨祝幸福。）

你的成功乃是理所当然。

You deserve this success.

deserve[di'zə:v] ***vt.*** 应得，应受（赏罚等），例：

These people deserve our help. （这些人值得我们帮助。）

If you do wrong, you deserve punishment. （你如做错事， 应当受罚。）

祝你好运。

I wish you good luck.

我想第一个向你道贺。

I'd like to be the firstone to congratulate you.

请允许我向你表示祝贺。

Let me congratulate you.

此句可用于考试前的激励话。

实 例 一

☺Hello. 4351.（你好，这里是4351。）

Hello. Jim. Happy birthday['bə:θdei]!（你好，吉姆，生日快乐！）

☺My birthday? I forgot. Thank you so much for remembering my birthday. It's so nice of you.（生日？我都忘了，你还记得。谢谢。你太好了。）

I wish you many happy returns of this day. I've asked the Fairy Flowers to send you a bunch of flowers. I hope you will like it.（祝你年年有今日，岁岁有今朝。我已经请仙子花店给你送束鲜花来，希望你喜欢。）

☺Thanks a lot.（多谢了。）

Once again, happy birthday. Goodbye.（再次祝你生日快乐！ 再见。）

☺Goodbye.（再见。）

实 例 二

☺Good morning. May I ask who's speaking?（早上好！请问您是那位？）

Mary, this is Connie.（玛莉，我是康妮呀。）

☺Connie, I was just to phone you. I've got a piece of news for you. I've...（康妮，我正想给你打电话呢。我想告诉你一条消息，我已经……）

You've got the first place in the track① meet.你已经在田径运动会上获得第一名。

☺How did you know that?（你怎么知道的？）

Last night I met your father on the way home. He told me the great news. I called you several times, but you hadn't come back yet. And now I'm calling to offer you my heartiest congratulations.（昨晚我在回家的路上碰到你爸爸，是他告诉我这大好消息的。我给你打过几次电话，但你都不在。我打电话是要衷心地祝贺你。）

☺Thank you. I hope to see you this weekend. Is it convenient② for you?（谢谢你。我希望在这个周末见见你，方便吗？）

Any time will do. I'll be expecting you. Bye.

☺Bye.（再见。）

①track[træk] ***n.*** 轨道，跑道，足迹，痕迹 例：

track and field 田径

②convenient[kən'vi:njənt] ***adj.*** 便利的， 方便的；合宜的。例：

☺When would it be convenient for you to go? （你什么时候去方便？）

☺We must arrange a convenient time and place for the meeting.（我们必须安排一个合适的时间和地点开会。）

2.3 感谢

在英美社会里，别人为自己做了事，帮了忙，要说声“Thank you”（谢谢你）。尽管有人认为英美人不如中国人那么谦虚，不太讲究客套，但他们的“Thank you”却常常挂在嘴边。

谢谢你。

Thank you.

☺Thank you very much.

☺Thanks.

☺Thanks a lot.

多谢你费力相助。

Thanks for the trouble you have taken to help me.

take the trouble to do sth. 费神干某事，不辞辛苦干某事，例：

You didn't take the trouble to consult the dictionary. （你没有花工夫去查词典。）

多谢你提的建议。

Many thanks for your suggestion.

非常感谢。

I'm much obliged.

oblige[əˈblaidʒ](1)vt.[用被动语态] 使感激，例：
We are much obliged to you for your help. （非常感激你给我们的帮助。）
(2)迫使，责成，例：
The police obliged him to leave. （警方强迫他离开。）
多谢你送我这么可爱的礼物。
Thanks ever so much for the lovely gift.
我的确很感谢你的及时帮助。
I do appreciate your timely help.
do作为助动词表示强调，加强语气，例：
He did come after all! （他毕竟还是来了！）
appreciate[əˈpriːʃieit] （1）vt. 感谢，感激，例：
We appreciate your efforts for the development of the company.（我们感激你对公司发展所作的努力。）
（2）鉴赏，欣赏，例：
Do you appreciate good wine? （你会鉴赏好酒吗？）

万分感激。
I'm most grateful.
I'm very much indebted to you.（我非常感激你。）
indebted [inˈdetid] adj. 感激的，例：
I'm indebted to all the staff who have been working so hard. （我十分感激一直非常努力工作的所有员工。）
I am greatly indebted to you for your help. （我非常感激你的帮助。）

我真不知道怎样感谢您才好。
I really don't know how I can thank you.

你想得真周到。
It's most thoughtful of you.
thoughtful[ˈθɔːtful] *a.* 沉思的，体贴人的，考虑周到的(of)，例：
thoughtful looks 沉思的表情
It was thoughtful of you to bring flowers. （你带花来真是考虑得周全。）
回答对方的感谢的常见表达方式：
That's all right.
You're welcome.
I'm glad you like it.
It's a pleasure.
My pleasure.
It's the least I could do.
Don't mention it.
I was glad to be of some service.

实 例
☺Hello.（你好。）

Oh, hello Connie. How are you?（哦，你好，康妮，你现在怎么样？）

☺I'm much better, thank you. I was just about to call to tell you how I appreciate the flowers you sent me.（好多了，谢谢你。我正要打电话告诉你，你送的花我真是太喜欢了。）

I'm glad you like them, Connie. Your mother said white roses were your favourite①.（我很高兴你喜欢它们，康妮。你妈妈说你喜欢白玫瑰。）

☺Yes, they are really beautiful②. Thank you so much.（是的，白玫瑰真的很美，太感谢你了。）

That's my pleasure, Connie. Just hope you are feeling better.（不用谢，康妮。我多希望你好起来啊。）

☺I am. The doctor says I can go home the day after tomorrow③.（我好起来了，医生说我后天就能出院了。）

Day after tomorrow — so soon— why, Connie ， that's marvelous④. I'll hang up and we can talk later.（后天——太快了——噢，康妮那真是太棒了。那我挂了，我们以后再谈吧 。）

☺Alice, before you hang up, I want to tell you again how much I love the flowers.（爱丽丝，挂断之前，我还想告诉你，我真的非常喜欢这些花。）

Well, you know it gave us a lot of pleasure to send them to you. I'll be seeing you when you're at home. Bye.（噢，你知道送花给你对于我们来说也是一大乐趣。等你出院回家后，我再来看你。再见。）

☺Bye.（再见。）

①favourite['feivərit] ***a.*** 特别喜爱的， 中意的；***n.*** 特别喜爱的事（或物），例：

☺Oranges are my favorite fruit. （柑橘是我最喜爱的水果。）

☺ These novels are my favourites.（这些是我最喜欢的小说书。）

②beautiful['bju:tiful] ***a.***美丽的，美观的，漂亮的，极好的，例：

☺The West Lake is famous for its beautiful scenery. （西湖以风景优美著称。）

③the day after tomorrow 后天；“前天”英语说“the day before yesterday”。

④marvelous['ma:vələs] ***a.*** 不可思议的，非凡的，奇迹般的，例：

☺What do you think of the idea?（你觉得这个主意怎么样？）

Marvelous.（太妙了。）

2.4 道歉

无意中冒犯了别人，如果处理不当，可能会引起双方的不愉快，严重时可能导致双方产生误会，发生矛盾。因此当我们向别人表达歉意时，语言应该得当。表达歉意：I must apologize for my behaviour yesterday.（我必须对我昨天的行为表示道歉。）阐明理由：It was an accident.（这实在是个意外。）这样一来，我们在表达了良好心愿的同时也就可以获得对方的谅解。

对不起。

Sorry.

我非常抱歉。

I'm awfully sorry.

awfully['ɔ:fuli] ***adv.*** 非常，很，十分，例：

She's awfully clever. （她非常聪明。）

很抱歉，麻烦您。

I'm sorry to trouble you.

希望您谅解。

I hope you will excuse me.

excuse[iksˈkju:z] (1)v. 原谅，宽恕，例：

Please excuse me for being late. （对不起，我迟到了。）

(2) n. 原谅，宽恕，道歉，借口，例：

Too much work is no excuse for not studying. （工作太忙不能成为不学习的理由。）

我迟到了，请原谅。

Excuse me for being late.

对不起，打断您一下。

Excuse me for interrupting you.

interrupt[ˌintəˈrʌpt] ***vt.*** 打断（别人谈话）， 打扰，例：

Don't interrupt me when I am busy. （我正忙的时候请不要来打扰我。）

竟然发生了这件事，真的很对不起。

I'm so awfully sorry this has occurred.

occur[əˈkə:] ***vi.*** 发生， 出现，例：

The accident occurred at five o'clock. （事故发生在五点钟。）

我竟笨到这种程度，真对不起。

I'm sorry to have been so foolish.

foolish[ˈfu:liʃ] ***adj*** 愚蠢的， 傻的，鲁莽的， 可笑的， 荒谬的，例：

It's foolish to idle away one's precious time. （把大好时光浪费掉是愚蠢的。）

未及时通知，深表歉意。

Sorry failed to inform immediately.

fail[feil] ***vi.*** [与不定式连用] 不能， 不（做）， 忘记，疏忽，例：

He failed to come. （他未能来。）

inform[in5fR:m] v. 告诉，通知，报告，例：

He informed me of your decision. （他把你的决定告诉了我。）

immediately [iˈmi:djətli] adv. 立刻，马上，例：

I came immediately as soon as I heard the news. （我一听到这个消息， 马上就来了。）

打扰您了，请原谅。

Forgive my interrupting you, please.

forgive[fəˈgiv] ***vt.*** 原谅，饶恕，宽免（某人）之债务，例：

He is not a man who forgives easily. （他不是一个轻易宽恕人的人。）

Please forgive me -- I didn't mean to be rude. （请原谅我，我不是有意无礼的。）

可以原谅我吗？

Am I forgiven?

我得为此道歉。

I must apologize for it.

apologize[ə'pɔlədʒaiz] ***vi.*** 道歉，谢罪，例：

I must apologize for the untidy state of the room. （屋子这么不整洁， 实在抱歉。）

实在抱歉， 这么晚给您打电话。

I must apologize for calling you so late.

请接受我真诚的道歉。

Please accept my sincere apologies.

sincere[sin'siə] ***adj.***

真挚的，真诚的，例：

He was sincere in his wish to help us. （他真心实意地想帮助我们。）

apology [ə'pɔlədʒi] n. 道歉，认错，例：

I owe him an apology. （我应向他道歉。）

对不起，但我不是有意的。

I'm sorry, but I didn't do it on purpose.

purpose['pə:pəs] ***n.*** 目的，意图，宗旨，例：

What is your purpose on doing that?（你做那件事的意图是什么？）。

on purpose是固定短语，意思是“故意地”。

这不能全怪我。

I'm not entirely to blame.

entirely[in'taiəli] ***adv.*** 完全地， 全然地， 一概地，例：

Nowadays with the help of modern instruments, fishing is no longer entirely dependent on the weather.（如今捕鱼业有了现代仪器的帮助，不再完全靠天了。）

这是个意外。

It was an accident.

accident['æksidənt] ***n.*** 意外事故，横祸，例：

John's had an accident: he's been knocked down by a car. （约翰出事了，他被一辆小汽车撞倒了。）

真的，我并非有意打碎它。

I had no intention of breaking it, really.

intention[in'tenʃən] ***n*** 意图，意向，打算，目的，例：

He has no intention of marrying yet. （他还没有要结婚的打算。）

实 例

☺Good morning, Bob Harvey here. Who's that, please?（早上好，我是鲍勃·哈维，请问您是那位？）

☺This is Paul Bob, I'm just calling to say that I'm really sorry about what happened yesterday.（我是保尔·鲍勃，我打电话来是为昨天的事道歉。）

Don't worry about it, Paul. It could have happened to anyone, so you should not blame yourself.（没关系，保尔。这种情形大家都有可能碰上，所以你也不要太自责了。）

☺I'm glad you feel that way. I've been worried about it.（你这么想，我就放心了。我一直担心得要命。）

Well, let's just forget about it. Tomorrow it will be as if nothing ever happened.（那我们就不要再提了。明天起就当作事情从来没有发生过一样。）

☺ Thanks for being so understanding. I'll try to do it better in the future.（谢谢你这么谅解。以后我会多多改进。）

2.5 安慰

人生在世，并非事事如意，一帆风顺。当别人遇到困难或不愉快的事情时，可以用得体的语言表示同情和安慰。

你今天怎么样？

How are you today?

回答此句可说 “I'm not feeling well today. ”

你今天感觉怎么样？

How are you feeling today?

回答此句可说：I feel faint.（我觉得头晕。）

faint[feint] (1)adj.[只用作表语] 将昏倒似的，例：

She fainted because of the heat.（她热昏过去了。）

(2)暗淡的，微弱的，例：

I haven't the faintest idea of what you mean. （我一点也不懂你的意思。）

I feel feverish.（我觉得发烧了。）

feverish ['fi:vəriʃ] adj. 发烧的，热病的，狂热的，兴奋的，例：

JI felt feverish all night. （我整夜感到有些发烧。）

放心吧。

Take it easy.

不要担心，一切都会好的。

Don't worry. Everything will turn out all right.

turn out 此处意为”结果（是）”如：

The plan turned out (to be) a failure. （这项计划结果归于失败。）

turn out的其它意思还有“关闭（煤气、自来水、电灯等）；生产”，例：

We are to turn out one hundred thousand 586 computers next year to meet the market requirements.（我们计划明年生产十万台586计算机以满足市场需要。）

振作起来。这种事人人都可能碰到。

Cheer up. It could have happened to anybody.

cheer up 使振奋， 感到振奋

真可惜！我知道那种感受。

What a pity! I know how it feels.

希望你早日康复。

I'm hoping for your quick return to health.

我们都盼望你早日出院。

All of us are waiting for your return from the hospital.

我深表同情。

You have my deepest sympathy.

sympathy['simpəθi] ***n.*** 同情，同情心，怜悯，例：

These people need our help and sympathy. （这些人需要我们的帮助和同情。）

听说你病了，我真的很不安。

I'm terribly sorry to hear of your illness.

你父亲去世了，我非常悲痛。

I'm sorry your father has passed away.

I feel very sorry for the loss of your mother.（你母亲的不幸去世，我感到非常悲痛。）

No words can express my grief at the sad news.（听到噩耗，我悲痛得简直无法用语言来描述。）

I was shocked to hear the sad news.（听到这个噩耗，我大为震惊。）

shock ʃɔk] v. 使震惊，冲击，例：

I was very much shocked at the sight. （这情景使我大为震惊。）

I just can't believe the terrible news. I wish I could help or comfort you in some way.（我简直不敢相信这个可怕的消息。希望能为你做些什么，或给你一些安慰。）

comfort ['kʌmfət] (1)此处作动词用，意为“安慰，鼓舞”，例：

She comforted the ill child. （她安慰这个生病的孩子。）

(2) 也用作名词，意为“安慰， 舒适”，例：

She finds comfort in her children. （她从她的儿女身上得到安慰。）

The hotel possesses every modern comforts. （这家旅馆有各种新式的舒适设备。）

实 例

☺Hello. May I speak to Faith, please? This is James.（你好，请弗思接电话，好吗？我是詹姆斯。）

Speaking.（我就是。）

☺Hello, Faith. How is the world treating you?（你好，弗思。最近还好吗？）

Hello, James. I'm afraid I feel rather under the weather this morning. I had a splitting① headache last night.（你好，詹姆斯。很遗憾今早我感到很不舒服。昨晚我头痛得厉害。）

☺Oh, I'm sorry to hear that, Is it any better now?（啊！ 真太遗憾了。你现在好一些吗？）

Yes, thanks. I took a couple of aspirins② last night and sweated it out. But I still feel rather groggy③.（是的，谢谢。昨晚我吃了两片阿司匹林，出了一身汗。不过仍感到头昏眼花。）

☺That's too bad. We'll have to do something about it. Shall I call a doctor?（那太糟了。我们得带你去看看病。我请医生， 好吗？）

Please don't bother. It's nothing serious. I'll be all right soon.（请别麻烦了。我的病不严重，很快就会好的。）

☺It's no bother. Look, what about going to the hospital and have a general check-up?（不麻烦。这样吧，你去医院做一次全面检查，怎么样？）

Well, if you think it's necessary. I'm entirely in your hands.（那好吧。如果你认为有必要的话。我完全听你的。）

☺Good. I'll go and make all the arrangements ④. I'll be there in a few minutes. See you later.（那好。我去安排一下，等会儿到你那里去。待会儿见。）

Bye.（再见。）

①splitting['splitiŋ] *a.* 爆裂似的， 剧烈的（疼痛等）；[口] 令人捧腹的，例：a splitting laugh捧腹大笑

②aspirin['æspərin] *n.* 阿司匹林（退热药）

③groggy['grɔgi] *a.* 脚步不稳的，踉踉跄跄的，头昏眼花的，例：

☺ The last attack of influenza has left me rather groggy. （上次患流行性感冒后使我至今软弱无力。）

☺ ④arrangement[ə'reindʒmənt] *n.* 排列， 安排

☺ 2.6 邀请

我打电话来邀请你。

I'm calling to extend an invitation to you.

extend[iks'tend] *vt*扩充，延伸，此处意思是“给予，提供”，例：

The wet weather extended into September. （潮湿阴雨的天气延续到九月份。）

The bank has promised to extend your company credit. （银行已经答应向你们公司提供信用贷款。）

我想邀你来吃晚饭。

I want to invite you to a dinner party.

若接受对方邀请，可回答说：“Thank you so much. I'll surely come. ”（太谢谢了，我一定来。）

我们邀请你星期六一起来。

You are invited to join us Saturday.

你愿意和我们一起野餐

Would you like to go on a picnic with us?

若接受对方邀请，可回答说：That sounds a good idea. Thank you. （这个主意听起来不错，谢谢。）

愿意去看电影吗？

Do you like going to the cinema?

拒绝别人的邀请时，语言应委婉：That sounds very nice, but I'm not sure if I'm free. （这主意不错，但不知我是否有空。）

何不同我们一起度假呢？

Why don't you come on a holiday with us?

若接受对方邀请，可回答说：Terrific! I'll be there on time. （太棒了！我一定准时来。）

你有空来欣赏星期六的演唱会吗？

Would you be free to come to a concert on Saturday?

务必同我一起喝杯咖啡。

Do join me for a coffee.

能赏光来参加我们的结婚周年庆祝吗？

Would you do me the favor of attending our Wedding Anniversary?

favor n. 好感，关切，好意，善意的行为，例：

Will you do me a favor and phone for me?（你能否帮个忙给我打个电话？）

注意：“in favor of”的意思是“赞成，支持”，例：

I am in favor of stopping work now. （我赞成现在停止工作。）

attend [ə'tend] v. 出席，参加，照顾，例：

attend a meeting 出席会议

Which doctor is attending you?（哪一个医生为你看病？）

wedding ['wediŋ] n. 婚礼， 婚宴， 结婚（纪念）

anniversary [ˌæni'və:səri] n. 周年纪念（日）

对于以上邀请可作如此回复：

我打电话来回复有关宴会的事。

I'm calling for the party.

对不起，我不能来参加。

I'm sorry, but I will not be able to attend.

我只是想让你知道我不能来参加表演。

I just want to let you know that I will not be able to make it to the show.

对不起，但我必须拒绝你的提议。

I'm sorry, but I have to decline your offer.

decline[di'klain] ***vt.*** 谢绝，拒绝，推辞，例：

decline an offer 拒绝请求

decline an invitation 谢绝邀请

注意：decline，refuse，reject 都含“拒绝”的意思，但所表达的含义有所不同，decline 指“较正式地、有礼貌地谢绝”，如：

He declined the nomination.（他谢绝提名。）

refuse 系普通用语，指“坚决、果断或坦率地拒绝”， 如：

He refused to take the money. （他拒绝接受此款。）

reject指“以否定、敌对的态度而当面拒绝”，如：

They rejected damaged goods. （他们拒收损坏的货物。）

我打电话来告诉你，我会参加你的宴会。

I'm calling to say that I'll be there at your party.

实 例

☺Hello. John Smith.（你好！我是约翰·史密斯。）

Hello, this is Peter. Finally I reached you. This is the third time I called you. Do you have a nice trip?（你好！我是彼得呀。终于找到你了，我这是第三次给你打电话了。旅途愉快吗？）

☺So nice to hear your voice, John. Did you know how I missed you during this period? As for the trip, I think, it's fruitful①.（听到你的声音真是太好了，约翰。你知道这段时间我是多么想你吗？至于这次外出可以说是有收获的。）

I'd like to hear something about the trip. Will you come to my house tomorrow evening to have dinner with me? I hope you can drive directly here after work.（我很想听你谈谈。你明天晚上来我家吃饭，好吗？希望你一下班就直接过来。）

☺Fabulous②! I'll certainly come.（太好了！ 我一定来。）

Take a good rest, John. I'll be expecting you.（好好休息一下，约翰。我等你来。）

☺Thank you, Peter. Bye.（谢谢你，彼得。再见。）

Bye.（再见。）

①fruitful['fru:tful] ***a.*** 硕果累累的， 多产大的，有成效的，例：a fruitful meeting 成功的会议

②fabulous['fæbjuləs] ***a.*** 寓言般的， 神话般的，惊人的， 难以置信的，例：

fabulous wealth巨大的财富

2.7 约会

我想和人事部经理约个时间。

I'd like to make an appointment with the Personnel Manager.

appointment[ə'pɔintmənt] ***n.*** 约会， 约定， 预约

make an appointment with sb. （与某人约会）

make an appointment to do sth. （约定好时间去做某事），例：

I made an appointment to see the doctor. （我约定好了时间去看医生。）

我能不能在这个星期与布什先生见个面？

Could I see Mr. Bush some time this week?

让我们约个时间见面。

Let's set up an appointment to meet.

set up 提出（意见、建议、新的学说）

我这个星期没空，下星期好吗？

I can't do it this week. How about next week?

恐怕那个时间不行。

I'm afraid I can't make it then.

对不起，我那时没空。

I'm sorry I'm not free then.

那时到我办公室来，行吗？

What about my office at that time?

噢，我希望是下午两点。

Oh, I'd prefer 2 o'clock in the afternoon.

好的，明天下午三点完全可以。

Yes, 3 o'clock tomorrow is perfect.

实在对不起，我不得不取消明天 与您的约会。

I'm terribly sorry, but I have to break my appointment with you for tomorrow.

很遗憾，我不得不取消约会。

I'm sorry I have to cancel my appointment.

cancel['kænsəl] ***vt.*** 取消，注销，删除，例：

She cancelled her order. （她取消定货。）

I cancelled many unnecessary words in my manuscript. (我把我原稿许多不需要的字删去了。)

恐怕我得取消十一点半与戴维森先生的约会。

I'm afraid I must call off Mr. Davison's appointment at 11:30.

call off 取消，叫走，使转移，例：

Why was the meeting called off? 会议为什么取消了？

实 例

☺Hello.（你好！）

Hello, can you give me Jack Nelson, please?（你好！请找杰克• 纳尔森接电话，好吗？）

☺Hold on please. I'll see if he's in his office.（请稍候，我看看他在办公室没有？）

Nelson here. What can I do for you?（我是纳尔森，有什么事吗？）

Hello, Jack. This is Bob. I'd like to see you one of these days. I'm leaving Hong Kong for Canada on a business trip soon.（你好，杰克。我是鲍勃。我想这两三天见见你。我不久要离开香港到加拿大出差。）

Oh, are you? I didn't know that.（啊，你要去吗？我还不知道呢。）

Well, it's a sort of sudden assignment①。（噢，是个临时差事吧。）

How long will you be gone?（你要去多久？）

About a year.（大约一年。）

That long? Well, I'll be happy to meet you any time after five o'clock.（那么久？噢，五点钟以后我随时都可以见你。）

Good. How about tomorrow?（好的。明天怎么样？）

That will be fine. Where shall we meet?（好的。在什么地方呢？）

How about the Jade② Garden at 5:30?（五点半在翠园酒家怎么样？）

Suits me fine.（行啊。）

All right. See you tomorrow then.（好的。明天见。）

Bye.（再见。）

①assignment[ə'sainmənt] ***n.*** 分配，指定，任务，作业，例：

☺ What is today's assignment? （ 今天的作业是什么？）

☺ He has got a new assignment. （他得到一项新任命。）

②jade[dʒeid] ***n.*** 玉，翡翠，例：

a collection of jades 一批精美的玉石

2.8 预定

如要预定，电话是不可或缺的通讯工具。预定时正确提出日期、姓名、人数、席位等是很重要的。如果在电话中想要用信用卡付款时，必须明确告诉对方你的信用卡编号、姓名、有效期等事项。

今晚的表演还有票吗？

Are there any tickets left for tonight's show?

Who's performing tonight?（今晚是谁表演？）

I need to reserve two seats for tomorrow's show.（我要为明天的表演预订二个座位。）

实 例 一

☺ Hello, Royal① Theater. Box Office②。（您好！这里是皇家戏院售票处。）

Hello, have you got any tickets for Romeo and Juliet this Saturday evening? （请问还有没有本周六晚上上演的《罗密欧与朱利叶》的票？）

☺ Which performance③? 5 p. m. or 8:30 p. m.?（哪一场？是五点钟的还是晚上八点半的？）

8:30 p. m. please.（八点半的那场。）

☺ Sorry, that performance is sold out.（对不起，那场的票已经全部卖完了。）

Well, have you got any tickets for the 5 p. m. performance?（那么下午五点那场还有票吗？）

☺ Yes, we have tickets at 4.50 pounds, 5. 5 pounds and 6 pounds.（有票，票价分别为4. 5英镑、5. 5英镑和6英镑。）

I'd like to reserve two tickets at 4. 5 pounds, please.（我要订两张4. 5英镑的票。）

☺ Right. That's two tickets at 4. 5 pounds. Saturday, 5 p. m. performance. What's the name please?（好的。两张4. 5英镑的票，星期六下午五点。请问您叫什么名字？）

Bishop. Henry Bishop.（毕萧普。亨利·毕萧普。）

☺ Thank you. You'll collect the tickets before 3 p. m. on Saturday, won't you?（谢谢。请您在星期六下午三点之前来取票好吗？）

Yes, of course. Thank you. Goodbye.（好的，谢谢。再见。）

①royal['rɔiəl] ***a.*** 王室的，皇家的，例：

the royal family	王室，皇族
Royal Air Forces	（英）皇家空军

②Box Office ： 售票室，票房， 票房收入

③performance **孝.** 演出， 演奏， 表演，例：

☺ The theater gives two performances a day. （这个剧场一天演出两场。）

嵌男校 实行， 执行，例：

☺ He is faithful in the performance of his duties. （他忠于职守。）

2.9 订机票

你可以帮我预订机位吗？

Can you help me make reservations?

reservation[rezə'veiʃ(ə)n] ***n.*** （旅馆房间、剧院座位等的）预定，例：

If you want to go to the concert, you'll have to make a reservation, or there will be no tickets. （如果你想去听音乐会，你得[事先]预订[票]，否则会没有票的。）

另外，也可用reserve a seat （预约座位）， 如：

I'd like to reserve a seat on the next trip to Chicago. （我想要预订下一班到芝加哥的机位。）

I need to get a round trip to Seattle.（我需要一张到西雅图的来回机票。）

I'd like a one-way ticket from Chicago to New York for the 10th.（我要一张十日从芝加哥到纽约的单程机票。）

我要订张飞往巴黎的机票。

I want to book a seat to Paris.

我来电是想订张机票。

I'm phoning to make a reservation.

我想问一下飞往巴黎的班机情况。

I'm calling about flights to Paris.

你有这些日期的机票吗？

Have you got anything on those dates?

你能告诉我班机的时间吗？

Could you tell me the time of flight, please?

如果可以，我下周来取票。

I'll pop in next week if that's okay.

pop in（口语）突然出现，突然进来，例：

She's always popping in and out. （她总是进进出出。）

今晚还有晚一点儿的班机吗？

Is there a later flight this evening?

您比较喜欢靠窗，靠走道还是中间的座位？

Will you prefer a window, aisle or central seat?

aisle[ail] ***n.*** 过道， 通道.

您付支票还是现金？

Will you pay by check or in cash?

check[tʃek] ***n*** [美] 支票（英国英语用cheque），账单（相当于英国英语的bill）

您希望何时取票？

When would you like to collect your ticket?

是单程票吗？

Will this be one-way trip?

您要头等舱还是经济舱？

Do you want to fly first or economy class?

economy [i(ː)'kɔnəmi] ***n*** 经济，节约，节省，例：

commodity [kə'mɔditi] economy商品经济

His views on knowledge economy have been accepted unanimously.（他关于知识经济的观点得到一致公认。）

economy class 此处的意思是“[客机的] 经济舱位， 二等舱位”。

询 问 所 需 时 间

到纽约需要多少时间？

How long does it take to get to New York?

旅程需要多长时间？

How long does this journey take?

journey['dʒəːni] ***n.*** 长途旅行， 旅程， 路程（常指陆路）

我喜欢早一点的航班。

I prefer the earlier flight.

flight[flait] ***n.*** （飞机的）航程，定期客机，班机， 搭机旅行

The 10:15 flight would be best.（最好是10点15分的班机。）

要联合航空公司的班机。

United, please.

United此处指“United Airlines （美国）联合航空公司”

如果打电话向旅行社购票时，对方会问你喜欢哪一家航空公司，如“Which airline would you prefer?”， 如果想搭乘特定航空公司的班机时，就用以上例句作答。如果任何一家都可以的话，就说 “Any airline is all right. ”。

人票价多少？

How much is an adult ticket?

adult[ə'dʌlt, 'ædʌlt](1)a. 成年人的，已成熟的，例：
He has a very adult manner although he's only 12。（虽然他只有十二岁， 他举止却很象大人。）
(2)n. 成年人，例：
The adults teach them these skills. （大人们教他们这些技术。）

学生有没有打折？
Is there a student discount?
They give 10% discount for cash payment. （现金付款， 他们给以九折优惠。）
discount ['diskaunt] n. 优惠
What's the round-trip fare for children ?（儿童的来回票多少钱？）
fare [fɛə]n. 车费，船费，运费，票价，例：
a bus fare 公共汽车费
a taxi fare 出租汽车费
Do you have any lower fares?（有没有比较便宜的机票？）
Is this ticket refundable?（这张机票可以退吗？）
refundable [ri'fʌndəbl] a. 可偿还的

实 例

☺United Airlines. May I help you?（联合航空公司。能为您效劳吗？）
Yes, please. I'd like to book a return flight from New York to London.（是的，我想订张从纽约到伦敦的往返机票。）
☺Very good, sir. When do you want to travel?（好的，先生，您想什么时候走？）
I want to leave on June 12 and I want an open return ticket.（6月12日，要张回程日期待定的往返机票。）
☺We have a morning flight at 8:30a. m. and an afternoon flight leaving at 13:00。 Which do you prefer?（我们有上午八点半和下午一点的航班。您喜欢哪个航班？）
I prefer the morning flight. What's the price for the return ticket, please?（上午的航班吧。请问往返的票价是多少？）
☺The price is $900 economy class, $1,200 first class.（普通舱900美元，头等舱1200美元。）
I'll travel first class. Can you arrange a window seat in a smoking section①, please?（我坐头等舱。请安排个抽烟区的靠窗位，好吗？）
☺Yes, sir. Can I have your name and number, please?（可以，先生。请问您叫什么名字？电话号码是多少？）
My name is Sam Adams and my number is 525-6589。（我叫萨姆·亚当斯，电话是525-6589。）
☺Thank you, Mr. Adams. Hold on the line please... Hello, Mr. Adams, I've booked② your returned ticket to London leaving at 8:30 a. m. on June 11。 The flight number is 253。（谢谢您，亚当斯先生，请稍等一会儿……您好！亚当斯先生，已经为您订好了6月11日上午八点半飞往伦敦的往返票。航班号是253。）
Oh, good. And what's the hour of arrival, local time?（哦，太好了。到达时，当地时间是多少。）
☺Arrival time in London is 10:30 a. m. of June 11.（6月11日上午十点半到达。）
That's fine. Could you tell me how to get from the airport to the city center, please?（那好，请问该怎样从机场到市中心去呢？）
☺There are taxis available at the airport, and it takes about half an hour.（机场有出租车，大约半小时就可到市中心。）
I'll collect the ticket tomorrow morning. Thank you.（好吧，我明天上午来取票，谢谢您。）
☺You're welcome.（不用谢。）
①section['sekʃən] ***n.*** 部分，节，区，地域，例：

the Negro sections of New York 纽约的黑人区

☺ Chapter II has six sections. （第二章有六节。）

②book ***v.*** 预定，登记，例：

☺ The secretary has booked the manager in at the Hilton Hotel. （秘书已经在希尔顿大酒店为经理预订了房间。）

☺ The latest representatives booked in at 3 o'clock. （最后一批代表已经在三点钟报到了。）

2.10 叫计程车

我要预约一部十二月一日要用的车。

I'd like to reserve a car for December 1st.

I'd like to reserve a compact car for three days starting from this Monday.（从星期一起三天内，我要预约一部小型车。）

派一辆计程车到这儿要多久？

How long will it take for a taxi to get here?

I'll be waiting on the sidewalk for the taxi.（我会在路旁等计程车。）

sidewalk ['saidwɔ:k] n.[美] （=[英] pavement）人行道

Do you know how to get here?（你知道如何到这儿吗？）

实 例

☺ Front desk. May I help you?（前台。需要我为您服务吗？）

Yes. I'm checking out now, and I'd like to get a taxi to the airport. Could you get one for me, please?（我现在要退房，需要一部计程车到机场，麻烦你帮我叫一辆，好吗？）

☺ Certainly, sir. I'll get a taxi for you. Are you going directly to the airport?（当然可以，先生。我会帮您叫部车的，您要直接到机场吗？）

No. I need to stop by my headquarters on the 10th Street first.（不，我要先在第十街的总公司停一下。）

☺ O. K. There will be a taxi waiting outside in fifteen minutes. It will take less than five minutes to check out.（好的，十五分钟后一计程车会在外面等，退房最多只需五分钟。）

Good. I'll be right down.（好的，我马上下来。）

headquarters['hed,kwɔ:təz] ***n.*** 司令部，（企业、机关等的）总部，总局，总办事处，例：

☺ The international corporation's headquarters are in Washington. （这家跨国公司的总部设在华盛顿。）

2.11 订房

外出旅游，学习，工作，事先打电话到旅馆预约房间是很有必要的。在投宿期间充分利用旅馆的电话是客人的特权，例如可以打电话给服务台对房间、表示不满；也可以打电话告知需要客房服务、晨间叫醒等。

我想在你们宾馆订个房间。

I'd like to reserve a room in your hotel.

reserve[riˈzəːv] ***vt.*** 预订，预约，例：

I have reserved a room for you at the hotel. （我已在旅馆为你预订了一个房间。）

I'd like to reserve a single room.（我要预约一间单人房。）

Have you got any vacancies for the night of 21st?（你们有21日晚的空房吗？）

vacancy [ˈveikənsi] n. 空白，空处，空房，空缺，例：

Sorry, no vacancies. （对不起，没空房了[指旅馆客满] 。）

I'd like to make a reservation for three nights.（我要预约住三个晚上。）

我想要可以看到海景的房间。

I'd like a room with an ocean view.

ocean[ˈəuʃən] ***n.***[总称] 海洋，大海，外海

I'd like a room with mountain view.（我想要间可以看到山景的房间。）

I prefer a sunny room.（我喜欢有阳光的房间。）

sunny [ˈsʌni] a. 阳光充足的，晴朗的，向阳的，例：

The day was bright and sunny. （这天阳光灿烂。）

Could I book a double room with bath?（我想订个带浴室的双人间。可以吗？）

我想要个安静点的房间。

I'd prefer a quiet room.

quiet['kwaiət] ***a.*** 安静的，宁静的，平静的，例：a quiet life 平静的生活；这个词易于与quite混淆，quite是副词，读作[kwait],意思是“相当， 完全， 十分”，例：

This is a quite comfortable house. （这是间相当舒适的房子。）

我想要个视野较好的房间。

I'd like a room with a view.

您是要街面的还是要背街的的房间？

Would you prefer a room on the street or at the back ?

那时，我们只有单人房间了。

I'm afraid we only have single rooms available at that time.

很抱歉，我们今晚已经客满了。

I'm sorry we are booked out for tonight.

Sorry, we are full for tomorrow night.（很抱歉我们明晚的已预订满了。）

太遗憾了，那几个晚上我们没有房间。

What a pity. We have no vacancies for these nights.

一晚上要多少钱？

How much will it be for one night?

What's the price of the single room?（单人房多少钱？）

I'd like to know about your rates?（我想要知道你们的房间价格。）

rate [reit] n.比率，率，速度；此处的意思是“价格， 费用（即房价）”。例：
The rate of inflation decreased to 10% last year. （去年通货膨胀率降低为百分之十。）

你们接受VISA信用卡吗？
Do you accept VISA?
vis['vi:zə] *n.* ．信用卡，签证，例：
entry visa 入境签证
exit visa 出境签证
technical visa 技术签证

报信用卡的号码时说The number is...and the expiration date is... （号码是……，还有截止日期是……）。

我想取消预订的双人房。
I want to cancel my booking for a double room.
I'd like to cancel my reservation for Friday.（我要取消星期五的预约。）
I'd like to reserve one more room under my name.（用我的名义，我想再多预约一间房间。）
I'd like to change my reservation from May 1st to the 5th.（我要把5月1日的预约改为5日。）

我想取消预订的单人房间。
I'd like to cancel my reservation for a single room.

我想取消预订的三晚的住宿。我叫鲁特。
I want to cancel my reservation for three nights in the name of Root.
in the name of 以……的名义，例：
He attended the party in the name of his father. （他以他父亲的名义参加此聚会。）

实 例

☺Good morning. Haman Hotel Reservation. May I help you?（早上好！这里是海曼宾馆预订处，能为您效劳吗？）
Hello. I'd like to reserve a room in your hotel.（您好！我想在你们宾馆订个间。）
☺What kind of room would you like?（您想订哪种房间？）
A double room, please.（双人房间。）
☺Do you prefer a room facing the sea or facing the mountains?（您喜欢朝向大海的呢，还是面向群山的？）
A room facing the sea, please.（朝向大海的。）
☺May I have your name, please?（请问您叫什么名字？）
John Green from New Zealand Trading Company Ltd.（新西兰贸易有限公司的约翰·格林。）
☺I see. What's your arrival and departure① dates, please?（明白了。请问您哪天到达？哪天离开？）
May 18th to July 20th。（5月18 日到达，7月20日离开。）
☺Well, a double room from May 18th to July 20th。 Am I correct, sir?（预订一个双人房间，从5月18日到7月20日，对吗，先生？）
Yes, that's right.（是的，对了。）
☺What time will you be arriving?（您什么时间到？）
About 6:00p. m. Do you provide pick-up service?（大概下午六点有人来接吗？）
☺Yes, we have a representative② to meet our guests at the airport.（有的， 我们有位代表在机场迎接客人。）

That's it. Thank you. Good-bye.（是这样的。谢谢，再见。）

☺Good-bye.（再见。）

①departure[di'pɑ:tʃə] ***n.*** 启程， 出发， 离开，例：

☺The departure of the train was delayed. （火车开出的时间推迟了。）

②representative[,repri'zentətiv] ***n.*** 代表，代理人，例：

a representative of a company 公司的代表

2.12 订餐

我想订餐，两个人，今晚七点。

I'd like to reserve a table for two at seven tonight.

We prefer a table by the window.（我们要订一张靠窗的桌子。）

我想订餐，时间是星期五中午。

I want to reserve a table for Friday at noon.

可以订一张露台上的餐桌吗？

Can you give me a table on the terrace?

terrace['terəs] ***n.*** 平台， 阳台

我想订张今晚10:00的席桌，8个人，最好是无烟区的。

I'd like to reserve a table for this evening at ten o'clock. It's for eight. I'd like a non-smoking section.

可以安排安静点的席桌吗？

Could I have a quiet table, please?

我想取消所订的星期五六个人的餐。

I'd like to cancel my reservation for six on Friday.

恐怕我得取消所订的席桌，我叫马维尔太太。

I'm afraid to call off the reservation in the name of Ms. Marvell.

call off 取消，叫走，例：

The meeting has been called off. （会议取消了。）

很抱歉，我们明天的席桌全订完了。

I'm sorry we are booked out for tomorrow.

你要早一点订座。

You'll have to book up early.

很抱歉，我们星期五的席桌全订完了。

Sorry, we are completely booked on Friday.

太遗憾了，今晚的席桌全订完了。

What a pity. We're full for this evening.

实 例

☺International Hotel. Good afternoon.（这里是国际饭店，下午好。）

Hello. I'd like to reserve a table for two for eight o'clock, please.（您好！我想订张八点两个人的席桌。）

☺That will be all right, sir. What's your name, please?（那好，先生，请问叫什么名字？）

In the name of Mr. and Mrs. Wheeler.（就以惠勒夫妇的名义吧。）

☺Mr. and Mrs. Wheeler?（惠勒夫妇？）

That's right. It's their thirtieth wedding anniversary, so please arrange to have some roses on the table.（是的，今天是他们结婚三十周年纪念日，请在桌上放些玫瑰花。）

☺Yes, we'll take care of that, sir.（好，我们会照办的，先生。）

Thank you.Bye.（谢谢，再见。）

☺ Bye.（再见。）

2.13 求医

我今天需要看医生。

I need to see the doctor today.

Will the doctor be able to see me tomorrow?（医生明天能看我吗？）

您怎么了？

What's wrong?

What's the matter?（您哪儿不舒服？）

您有什么不舒服吗？

What's the problem?

How can I help you?（您哪儿不舒服？）

回答可说：

I have a headache ['hedeik].（我头痛。）

I have a pain in the chest.（我胸口痛。）

chest [tʃest] n. 胸腔， 胸膛

My nose is stuffed.（ 我鼻塞。）

stuff [stʌf]v. 填塞，填充，塞入；n. 原料， 材料

I have a running nose and my eyes are watering.（我流鼻涕，流眼泪。）

我感到头晕目眩。

I feel dizzy. My head is swimming.

dizzy ['dizi] *a.* （指人）晕眩的， 昏乱的，例：

The airplane climbed to a dizzy height.（飞机爬到令人头晕目眩的高度。）

swimming ['swimiŋ] n./a. 游泳；眩晕的，例：

go swimming 去游泳

I have a swimming in my head. （我头晕。）

My stomach is upset. I threw up this morning.（我胃不舒服，今早吐了。）

upset [ʌp'set]v. 推翻，颠覆，使烦乱，使（胸口、肚子等）不舒服，例：

James was upset because he had lost his ticket.（詹姆斯很烦躁，因为他把车票丢了。）

我觉得浑身都在痛。

I feel painful all over.

I feel tired all the time and I don't have energy.（我整天都觉得疲乏无力。）

energy ['enədʒi] n. 精力， 活力，能量，例：

Young people usually have more energy than the old. （年轻人通常比老年人有活力。）

他的腿在流血，一只手断了。

His legs are bleeding and he's got a broken arm.

我摔倒了，扭伤了踝关节。

I fell and twisted my ankle.

It's badly swollen and readily becomes sore to the touch.（肿得很厉害，一碰就痛。）

swollen ['swəulən] a. 由swell的过去分词而来的形容词，意思是“肿起的，膨胀的”。

您患了流行性感冒了。

You've caught the flu.

flu[flu:] *n*. [口] 【医】(=influenza)流行性感冒；“伤风感冒”英语是“cold”。

卧床好好休息，您很快就会好的。

Just go to bed and have plenty of rest, and then you'll be OK.

别紧张，没什么严重的。

Take it easy. It's nothing serious.

实 例

☺South Clinic. May I help you?（这里是南方诊所，您有什么需要我帮忙吗？）

Hello. May I speak to Dr. Soff, please?（你好。请接索夫大夫。）

☺Just a moment, please. I'll connect you...Hello. You are through now. Go ahead, please.（请稍候，我来接……喂，接通了。请讲。）

Dr. Soff, this is Mrs. Sullivan. Can you come to my house, please?（索夫大夫，我是苏力文太太，请您到我家来，好吗？）

☺Who is ill?（谁病了？）

Bell, my son.（贝尔，我儿子。）

☺What's the matter with him?（他怎么了？）

I don't know. He has a headache, a bad stomachache and a fever.（我搞不清楚，他头痛，胃痛，发烧。）

☺Keep him in bed. May I confirm where you live?（让他躺着。我可以确认一下您家地址吗？）

We live at 75 Washington Street.（华盛顿大街75号。）

☺All right, Mrs. Sullivan, I'll be there soon.（那好，苏力文太太， 我很快就到。）

Thank you. Goodbye Dr. Soff.（谢谢您。再见，索夫大夫。）

confirm[kən'fə:m] ***v.*** 证实，肯定，例：

The hotel confirmed our reservations by telegram. （旅馆给我们来电确认所订膳宿不作变动。）

2.14 求助

可以帮助我吗？

Will you help me?

Can you do me a favor?（你能帮我个忙吗？）

请帮助我把事情搞好。

Please help me to get things straight.

帮助我克服困难，好吗？

Will you be so kind as to help me out of the difficulty?

I'm counting on you to help me through.（我指望您能帮助我。）

I don't know how to solve this problem. Will you help me out?（我不知道该怎么解决这个问题，您能帮助我解决吗？）

I'm calling for your assistance.（我打电话是要您帮助我。）

assistance [ə'sistəns] n. 援助， 帮助，例：

Can I be of any assistance to you?（我能帮你什么忙吗？）

Will you come over to help me with the tough job?（您能否来帮助我做这艰难的事？）

tough [tʌf] a. 困难的， 费力的（工作等）

这件事您能帮助我吗？

Can you assist me in this matter?

assist[ə'sist] ***vt.*** 帮助， 辅助

我特别需要您的帮助。

I'm in great need of your help?

实 例

☺Barker's Station. May I help you?（这里是巴克尔维修站。有什么事吗？）

I need your help badly. My car can't start. Can you send somebody over?（我急需你们的帮助，我的车起动不了，能派人来修理吗？）

☺We can have somebody come by, but it won't be right away.（可以，但现在不行。）

What time can you send one over?（那你们什么时候能派人来呢？）

☺Oh, let's see. It'll be about half past three before we have anybody free.（哦，让我想想。大概要到三点半我们才有人空出来。）

Can it be earlier than that?（能早点吗？）

☺I doubt it, sir. We'll try, but I can't promise anybody before half past three.（我没把握，先生。我们尽量吧，但我不能许诺三点半以前行。）

If I had it towed① over there, could you work on it right away?（如果把车拖到你们那里去，能马上修吗？）

☺Sure, if you had it towed here to the garage②， we could get right on it.（当然能。您把车拖过来的话，我们马上就修。）

Can you send your toe truck over here?（你们能派辆拖车来吗？）

☺No, I'm sorry, but we can't send out our tow truck to get you.（不能，真对不起，我们不能派拖车来。）

Why not?（为什么？）

☺Our tow truck is being repaired.（我们的拖车正在修理呢。）

That's too bad. Bye.（太糟了。再见。）

☺Bye.（再见。）

①tow[təu] ***n./v.*** 拖 ，拉，牵引，例：

☺We towed the car to the garage. （我们把车子拖到了汽车修理间。）

②garage['gæra:(d)ʒ] ***n.*** 汽车库，修车场

2.15 抱怨

我要跟值班的经理说话。

I'd like to speak to the manager on duty.

on duty 值班，值日，值勤，上班，例：

Only one doctor is on duty today ； the other doctor is off duty. （今天只有一个医生值班，另一位下班了。）

你们经理是谁?

Who is your manager?

谁是负责人，我要跟他讲话。

Let me speak to whoever is in charge.

in charge主管，负责，掌管，例：

I was in charge of my sister.（我在照看我妹妹。）

Who is in charge here?（这里是谁负责的？）

你们对我的态度我很不满意。

I don't appreciate the way I have been treated.

treat[tri:t] ***vt.*** 对待，看待，例：

He treated the animal cruelly.（他残忍地对待这只动物。）

你们很没礼貌。

You have been rude.

rude[ru:d] ***a.*** （人的言行）无礼的，粗鲁的， 例：

He was punished because he was rude to the others.（他因对人粗鲁而受罚。）

我不能忍受被这样对待。

I will not tolerate being treated like this.

tolerate['tɔləreit] ***vt.*** 容忍，忍受，容许，例：

I can't tolerate your bad manners any longer. （我再也不能容忍你无礼的行为。）

我刚才叫的比萨饼还没有送来。

The pizza['pi:tsə] **I ordered earlier hasn't come yet.**

我房间的空调有点问题。

Something is wrong with the air conditioner.

air conditioner[kən'diʃənə]空气调节机， 空调设备，也可说air conditioning [kən'diʃəniŋ]。

Something wrong with...是指“有些东西情况不妙” 时非常管用的说法。还有其他说法：

The refrigerator is not working.（电冰箱发生故障了。）

The TV is out of order.（电视机坏了。）

马桶的水流个不停。

The toilet won't stop flushing.

flush[flʌʃ] ***vi.*** 奔流， 涌入，激流，泛溢

The toilet won't flush.（马桶水出不来。）

The toilet is making an annoying noise.（马桶发出令人讨厌的嘈杂声。）

annoying [ə'nɔiiŋ] a. 恼人的， 讨厌的

能不能送些毛巾来？

Can you send up some extra towels?

extra ['ekstrə] ***a*** 额外的，预备的，备用的，例：

At this hotel a hot bath is an extra. （在这个旅馆里， 洗热水澡要另收费。）

I can't find any towels in my room.（我房间里找不到毛巾。）

我希望你的电视机声音不要开得那么大。

I wish you wouldn't have your TV so loud.

实 例

☺Hello.（你好。）

Hello, this is Harry Anderson, from next door. Can I speak to Mr. or Mrs. James?（你好，我是隔壁邻居哈里·安德森。请找詹姆斯先生或詹姆斯太太。）

☺Oh, hi, Mr. Anderson. My parents aren't home now. I don't think they plan to be back until sometime tomorrow.（哦，你好，安德森先生，我父母现在不在家，我想他们明天才回来。）

Is that you, John?（约翰，是你吗？）

☺No, this is not John. My brother is not home either, Mr. Anderson. This is Charles.（不，我不是约翰，我哥哥也不在家，安德森先生，我是查尔斯。）

Charles—I don't recognize① your voice. When did you get home?（查尔斯——我没听出你的声音。你什么时候回家的？）

☺I've just got in from the university this morning.（我今天上午才从学校回来的。）

It sounds like you're having a party.（听起来你像是在搞什么聚会吧。）

☺That's right. A few old friends stopped by and we decided to have a little party. I hope we're not disturbing you.（是的，几个老朋友来访，我们就决定搞个小小的聚会，希望没有打扰你们吧。）

Well, Charles, I don't like to complain, but it's almost midnight.（哦，查尔斯，我不想抱怨，只是现在差不多午夜了。）

☺Almost midnight! I'm sorry. Mr. Anderson. I didn't realize it was that late. I'll tell everybody to quiet down.（差不多午夜了！对不起，安德森先生，我没注意到这么晚了，我马上叫大家安静下来。）

Well, I don't want to spoil your party, but if you could just turn down the stereo②。 I'd appreciate it.（哦，我并不想搅了你们的聚会，只是希望你们把音响关小些就行了。）

☺Sure, Mr. Anderson. I'll be glad to turn it down.（那当然，安德森先生，我会把音响关小的。）

OK. Goodbye.（好的，再见。）

☺Bye.（再见。）

①recognize['rekəgnaiz] *v.* 认识，认出，辨认，承认，例：

☺I recognized Peter although I hadn't seen him for 10 years.（虽然我有10年没看到彼得了，但我认出了他。）

②stereo['stiəriəu] *n.* 立体声，立体声系统，例：

☺ Television sets and stereo sound sets are now in great demand. （电视机和立体声音响设备现在的需量很大。）

2.16 投诉

在西方国家，大的公司或商店通常设立一个部门，专门处理顾客的投诉。如果顾客对服务与产品不满意，凭发票可进行投诉，要求修理、退换或退款。在生活中，如果有人严重打扰或影响你的生活，你可以用恰当的方式来表示你的不满。

我要投诉。昨天我在你们店里买了一件衬衣，可回到家，我发现上面有污点。我要求退换。

I have a complaint to make. Yesterday I bought a shirt in your shop, I found there is a stain on it. I want to to return it.

stain[stein] *n.* 污点，瑕疵 ，例：

a coffee stain咖啡渍

我对你们待我的态度很不满意。

I do not appreciate the way I have been treated.

I hate to bring this up, but I was forced to.（我不愿提这件事，但又不得已。）

I do wish you wouldn't treat me like that.（我真希望你别那样对待我。）

I will not tolerate being treated like this.（我不能忍受被这样对待。）

我三天前在你那儿买的照相机现在坏了。

I bought this camera['kæmərə] from you three days ago and it is broken now.

I want you to fix this right now.（我要你现在就修好。）

实 例

☺Is that the manager?（你是经理吗？）

Speaking. Can I be of any assistance?（我就是，什么事？）

☺Could you speed up your switchboard a bit, please? I booked a call to Brussels① a good② twenty minutes ago and I haven't had a reply yet.（能否请你们总机快一点。我二十多分钟前要了一个到布鲁塞尔的电话，但到现在还没有回音。）

Well, perhaps they are rather busy at this time of the day. After all, we are an hour ahead of Belgium③。（喔，也许他们现在很忙，毕竟我们这里比比利时要快一个小时。）

☺I know that, but I couldn't have dialed myself direct in no time at all.（这我知道，但我无法立刻直接拨号。）

We do like to route the calls through the operator and then there can be no misunderstanding④ about the charges, I'm sure you understand.（我们希望所有的长途电话都通过接线员来接通，这样话费就不会有差错。我希望您能理解这一点。）

☺No, I suppose it would be difficult to check the cost of directly-dialed calls, but nevertheless I do have to put through an important call to Brussels.（是的，我想查询直拨电话的话费是很费事的，但我确实是有一个紧急电话要打到布鲁塞尔。）

I'll get on to them myself and see what the delay is, then call you back as soon as I know anything.（那我去看看，究竟为什么会耽误，一有消息我就给您回电话。）

①Brussels['brʌslz] ***n.*** 布鲁塞尔（比利时首都）

②good[gud] ***a.*** 好的，优良的；此处good的意思是“至少，不下于”，例：

☺It's a good six kilometres away from our university. （离我们学校足足有六公里远。）

③Belgium['beldʒəm] ***n.*** 比利时

④misunderstanding[misʌndə'stændiŋ] ***n.*** 误会， 误解

听到上述询问，对方会告诉你相关的信息，同时也可能会进一步询问你的工作经历、想法、要求和兴趣等等。

抱歉，这份工作已经有人做了。

I'm sorry, the vacancy's filled already.

What a pity the job is taken.（很遗憾，这份工作已经有人做了。）

有一份售货员工作。

There is an opening for a shop assistant.

这份工作还没人做。

The vacancy is still open.

您有这方面的工作经验吗？

Do you have any experience in this aspect?

您以前做过这项工作吗？

Have you ever done this job before?

Have you ever done anything similar?（你以前做过类似的工作吗？）

你有何打算？

What do you have in mind?

What were you thinking of?（你想做什么样的工作？）

Anything in particular that appeals to you?（有什么特别喜欢的吗？）

particular [pə'tikjulə] a. 特别的；不寻常的，独特的，例：

I have nothing particular to do this evening. （今晚我没有什么特殊的事要做。）

2.17 求职

在竞争激烈的环境里，要想找一份满意的工作，必须用语言征服对方。因此，用电话联系时，得体的语言就显得尤为重要。

我想打听一下今天报纸上刊登的招聘的广告工作。

I'm calling about the job in today's newspaper.

有什么空缺的职位吗？

Are there any vacancies?

vacancy['veikənsi] ***n.*** 空缺，空额，空职

那份空缺的职位还空着吗？

Do you still have that vacancy?

Is this job available now?（这份工作现在还需要人吗？）

Have you any vacancies for full-time staff?（你们有专职的工作吗？）

I was wondering whether you needed any part-timers?（我想知道一下你们是否需要兼职人员？）

part-timer n. 兼职者，从事兼职工作的人

这份工作还没人做吗？

Is this job still vacant?

vacant['veikənt] ***a*** 空的，空缺的，空白的，例：

a vacant position 空职

Are there any rooms vacant in this hotel? （这家旅馆有空房吗？）

这份工作有人做了吗 ？

Is this job occupied?

occupy['ɔkjupai] ***vt.*** 填满，占用，例：

to occupy a position　　占位置
He occupies an important position in a foreign trade company.（他在一家外贸公司担任要职。）
Can you fix me up with a part-time job?（你能给我安排一份临工吗？）

实 例

☺Hello, Personnel Department.喂，你好，这里是人事部。

Hello, this is Zhanghua speaking. I was wondering whether you needed any part-timers.（我叫张华。我想知道一下你们是否需要兼职人员？）

☺What were you thinking of?（你想干什么？）

Something in the hotel line.（旅馆业的工作。）

☺Have you ever done anything like before?（你以前干过那样的工作吗？）

Not so far, no.（没有，从来没干过。）

☺There is nothing at present, but look back in a month.（目前没有这种工作，不过过一个月再来看看。）

☺OK. Thank you very much . Good-bye.（好，谢谢你。再见。）

Good-bye.（再见。）

2.18 电话通知

生活中我们需要用电话不时地发出通知、转告通知。由于地位、角色大不同，人们说话的语气必须与自己的身份相符。

我希望你能参加这个会议。

I would like you to attend the meeting.

说话语气较随和，协商的口气。

The general manager has you attend the meeting.（总经理让你出席这次会议。）

The president wishes to see you at meeting.（总裁让你出席这次会议。）

说话人的语气较坚决，命令语气。

回答时，如果出席，则说：

我想我能出席。

I think I can attend.

OK. I must be present.（好的，我一定出席。）

Well, then I'll be available.（好的，我会出席的。）

如果无法出席，则说：

非常抱歉，我无法参加，因为到时候我得陪一位客户。

I'm terribly sorry, but I can't attend it since I have to be with a client then.

Then, can I let others attend on my behalf?（那么，我让别人代表我出席，行吗？）

on behalf of sb　(on one's behalf)：以某人的名义，为了某人，代表某人，例：

My husband could not be here tonight, but l want to thank you on his behalf.（我丈夫今晚因故不能前来，　我代表他向你们致谢。）

Don't trouble to do it on my behalf. （不要为了我去麻烦了。）

v实 例

☺Hello. This is George Smith from Red Sea Trading Company. Can I speak to Mr. Wang of the Technical Department?（喂，我是红海贸易公司的乔治·史密斯。请找一下技术部的张先生接电话，好吗？）

This is he.（我就是。）

☺Oh, hello, Mr. Wang. We will hold a preparatory meeting this afternoon prior to the final negotiation① with our customer next week. And we would like you to give your comment on our specifications② from a technical viewpoint. Could you attend the meeting?（哦，你好，张先生。在下周与我们的客户最后谈判前，我们将举行一个预备会议，时间是今天下午。我们希望你能从技术的角度来评论一下我们的规格说明书。你能否来开会吗？）

I'm afraid I'm fully booked today. How about tomorrow?（我恐怕今天没时间了。明天如何？）

☺Well, let me see ... OK. Let's make it tomorrow. We will be expecting you at our conference room at three o'clock.（啊，我想想看……好吧！就明天吧。三点在本公司会议室，我们等你。）

OK. Bye.（好的，再见。）

①negotiation[niˌgəuʃi'eiʃən] ***n.*** 谈判，协商，商谈，例：

multilateral trade negotiation	多边贸易谈判
tariff negotiation	关税谈判

②specification[ˌspesifi'keiʃən] ***n.*** 详述，[常 ***pl.***] 规格，说明书，例：

basic specifications　主要技术规范

2.19 问路

你能告诉我到皇家影院的路吗？

Could you tell me the way to the Royal Cinema?

Excuse me. How can I get to the shopping center?（劳驾，请问到购物中心怎么走？）

Excuse me. Where is the nearest post office?（请问最近的邮局在什么地方？）

走过去远吗？

Is it far to walk?

Will it take me long to get there?（到那儿要很长时间吗？）

Would you mind telling me the way to the police station?（请告诉我到警察局的路好吗？）

指路表达方式：

一直往前走。

Go straight ahead.

Go straight along this street to the traffic light.（沿此街一直走到红绿灯处。）

Follow this road until you come to the third block.（沿此街一直往前走到第三个街口。）

Go this way about five minutes, then take the second turning on the left.（这条路往前走大约五分钟，然后在第二个街口往左拐。）

就在那里。

It's over there.

It's just around the corner.（就在拐角处。）

It's next to the department store.（紧靠百货商店。）

It's on the third floor.（在三楼。）

It's ten-minute walk from here.（从这儿步行只要五分钟。）

It's on the right-hand side of the street.（在街道的右手边。）

It's no distance at all.（一点也不远。）

It's within walking distance.（走过来得了！）

Take the No. 15 bus to the zoo. After you get off, walk back about a hundred yards or so.（乘 15 路公共汽车到动物园，下车后往回走大约 100 码。）

实例（询问去体育中心的路怎么走）：

☺Hello, I'd like to speak to Mr. White.（你好，我找怀特先生。）

Speaking. Can I help you?（我就是。什么事？）

☺I want to go to the Sports Center. Can you give me the way? This is the museum.（我想去体育中心，你能给我指一下路吗？我现在在博物馆。）

That's quite a walking distance from here. You'd better take a bus.（那走过去是很远的呢，你最好坐公共汽车去。）

☺ Is there a bus-stop around here?（这里有公共汽车站吗？）

Yes, take the NO. 510 bus on the other side of the street.（有，你到马路对面搭510路公共汽车。）

☺How many bus-stops are there before the Sports Center?（哦，到体育中心有几站路？）

Oh, about five or six. The safest way is to ask the driver to drop you off at the Sports Center.（大概五、六站吧。最好让司机到体育中心站时叫你下车。）

☺ I see. Thank you.（知道了。谢谢你。）

2.20 电话推销

这是我们最好的特价优待。

This is the best offer we have ever made.

offer['ɔfə]n. 出价，提议， 例：

He made an offer of ＄250,000 for the house. （他出价 25 万美元买这所房子。）

(1)Vt. 提供， 出价，例：

He offered me three hundred dollars for that television.(他出 300 美元向我买那部电视机。)

This offer will expire in two days.（这个特价优待两天内就结束了。）

expire[iks'paiə] (2)vi. 满[到] 期，届满，例：

My passport expires in a month. （我的护照再过一个月就到期了。）

No other offer like this will be made in the future.（以后不会再有这样的特价优待了。）

这项提案可以省下很多钱。

This offer will give a huge savings.

You can have savings up to fifty percent.（你最多可以节省百分之五十。）

saving ['seiviŋ]　n. 救助，挽救，（常用复数）存款，储蓄金，例：
He used his savings to buy the bicycle.　（他用存的钱买了这辆自行车。）

试试看我们的样板，免费的。
Try our sample. It's free.
free[fri:] *a*. 免费的，免税的，例：
Anyone who buys this breakfast food gets a free gift of a fine greeting card.（购买这份早餐的人都可得到一张免费的精美贺卡。）
You can have a free trial for two weeks.（你可以免费试用两个星期。）
trial ['traiəl] n. 试验，试用，例：
The trial flight has made the grade.　（试飞成功。）
You may take it just for a few weeks' risk-free trial.（你可以试用几个星期。）
risk-free　没有风险的

不满意包退。
It is satisfaction guaranteed.
satisfaction[sætis'fækʃ(ə)n] *n*. 满意，　满足，　令人满意的事物，例：
He looked at his work with a smile of satisfaction.（他看着他的工作，露出满意的微笑。）
guarantee [ˌgærən'ti:] v. 担保，保证，例：
My watch is guaranteed for one year.（我的表保修一年。）
If you are not satisfied, you may return it.（如果你不满意，你可以退货。）
We want your one hundred percent satisfaction.（我们包你百分之百满意。）

让我来详细说明。
Let me give you more detail.
You might want to know more about it.（你可能想多知道一点。）
Let me describe to you how it works.（让我来向你说明情形。）

我很乐意向你说得更清楚一点。
I would like to tell you more about it.
I am glad to help you with more information you need.（我很乐意帮你取得你所需要的资讯。）

有一个礼物作为赠品。
A gift will be included as bonus.
bonus['bəunəs] *n*. 红利，奖金，[口]意外的礼物，（购货时的）奉送品，例：
The workers got a Christmas bonus.　（工人得到圣诞节奖金。）
Every purchaser of a pound of coffee received a box of cookies as a bonus.　（每买一磅咖啡的人都得到一盒免费奉送的饼干。）
We include a gift free.（还包括一个免费的礼物。）

实 例
☺Hello. Can I speak to the head of the household?（我可以跟户主讲话吗？）
　May I ask who's calling?（请问您是谁？）
☺This is Li Wei with Children's Publishing Company. May I have your name?（我是儿童出版公司的李蔚。能

请教您的名字吗？）

My name is Zhou.（我姓周。）

☺Thank you, Mr. Zhou. Do you have children?（谢谢你，周先生。您有孩子吗？）

Yes.（有的。）

☺Great. I think you must care for children's education.（太好了，我想您很关心孩子的教育吧。）

Certainly.（那当然。）

☺Mr. Zhou, maybe you've heard about it already that Children's Publishing Company has the most successful Children's English Learning Books in the market. These books will help your children a lot.（周先生，可能您已了解到儿童出版公司的少儿英语读物在市场上非常走俏。这些图书对儿童有很大帮助。）

Yes.（是的。）

☺And we are running a special offer on the books now. I would like to tell you more about it.（现在我们正在搞特别优惠活动。我想给您介绍一下。）

Oh, I'm sorry. I'm a kind of busy and my...（啊，很抱歉，我现在有点忙。我的……）

☺Mr. Zhou, you can have savings of up to fifth percent, but this offer will expire in two days.（周先生，您可以节省一半，而且优惠期两天后就结束。）

Oh, sorry, Miss Li. As a matter of fact, my daughter is only ten months old.（哦，抱歉，李小姐，事实上我女儿只有十个月大。）

☺Oh all right. Mr. Zhou, you may find you need it in the future, please don't hesitate to call me. Thank you for your time. Goodbye.（啊，没关系，周先生，如果你以后有需要，请随时打电话给我，谢谢您。再见。）

Goodbye. Have a nice day.（再见。祝你快乐！）

2.21 聊学习

每个人一开始在学习上会遇到各种问题，尤其是处于异国他乡的学子。如：东西方语言、文化及习俗的差异所带来的种种不适等。所以，留学期间应多找机会与外国同学及朋友交流，以便提高自己的英语运用能力。

你们这学期上几门课？

How many courses do you have for this semester?

semester[siˈmestə] *n* 半学年，一学期，等于“term”例：

fall semester [美] 秋季学期

There are two semesters in a year. （一年中有两个学期。）

You can take English Conversation as an optional course.（你可以选修英语口语课。）

ptional [ˈɔpʃənəl] a. 任选的，随意的，非强制的，例：

Is English an optional lesson, or does everyone have to learn it?（英语是选修课还是每个人必修的课程？）

数学上谁也比不过他。

Nobody can get him in maths.

He has no equal in English study.（在英语学习方面他没有对手。）

Your work is too messy.（你的作业太乱了。）

messy [ˈmesi] a. 肮脏的，零乱的，例：

I can't find anything on this messy desk. 在这张堆放得乱七八糟的桌子上我什么也找不到。

这几天我们会有许多小测验。

We're going to have a series of quizes these days.

quiz[kwiz] *n.* 测验， 提问

You'll have to take a make-up exam in physics.（你的物理要补考。）

Study hard, otherwise you'll fail.（努力学习，不然你会不及格的。）

hat's your mark in geography?（你地理考了多少分？）

geography [dʒi'ɔgrəfi] n. 地理学， 地理

She comes first.（她考了第一。）

实 例

☺Hello. May I speak to Jack, please? Li may's speaking.（你好，请杰克接电话，好吗？我是李梅。）

Speaking. Hello. Li may. How are you getting on in your class?（我就是。你好，李梅。你上课情况怎么样？）

☺Not very well. I'm worried, to tell you the truth.（不太好。说真的，我很着急。）

What's your problem?（问题在哪里？）

☺I'm not used to so many seminars①. And there seems to be so much reading.（我不适应这么多课堂讨论，而且还要读这么多东西。）

Maybe your load② is too heavy.（也许你选的课太多了。）

☺But most others are taking the same number of hours.（可大多数同学也选了这么多学时。）

Why don't you have a talk with your adviser?（你为何不跟你导师谈谈呢？）

☺I think I will. Thank you. Goodbye.（我想去谈谈。谢谢你，再见。）

①seminar['semina:] ***n.*** 讲习会，任何讨论会，例：

a seminar course讨论式的课程

②load[ləud] ***n.*** 负荷，重担，工作量，例：

☺ The normal teaching load of a full professor is eight hours a week. （正教授正常的授课为每周 8 小时。）

2.22 紧急电话

出门在外，时常会遇到一些意想不到的紧急情况，我们除了要有充分的思想准备外，恰当、有效地使用电话可以使你及时获得救助。

报警电话号码各个国家不尽相同，如我国用 110，而美国则用 911。在美国拨通报警电话后，值班员一般首先会问报警者：

Do you have a medical problem or a fire problem, or do you need a police car?（听到上述询问后，必须按照实际情况简要讲述 紧急事件的情况，值班员然后根据你的回答，立即联系医院、消防队或警察。）

情况紧急，请派救护车来。

This is an emergency. Please send an ambulance.

ambulance['æmbjuləns] *n.* 救护车

I need an ambulance right away.（我急需一辆救护车。）

Someone's been hurt.（有人受伤了。）

Several people have been injured.（好几个人受伤了。）

Somebody has fainted.（有人晕倒了。）

faint[feint] v. 昏晕，昏厥；这句话也可说：
Someone has passed out。
pass out 在这里的意思是“失去知觉、昏过去”。

我们出车祸了。
We've had a car accident.
I hit somebody.（我撞倒人了。）
I hit the guardrail.（我撞上护拦了。）
guardrail ['gɑ:dreil] n. 护栏，栏杆

我家被盗了。
My house has been burglarized.
burglarize['bə:gləraiz] *v.* 夜间潜入（某处）盗窃，例：
The house was burglarized while its occupants were asleep.（这房子在屋里人睡觉时被盗。）
I just got home and discovered that someone broke in.（我刚回家就发现有人闯入过。）
break in 闯入，破门而入
My car was stolen last night.（我的车昨晚被偷了。）
My pocket was picked.（我遭到扒窃。）
I've been robbed.（我遭到抢劫。）

我家失火了
My house is on fire.
There is a fire in my neighborhood.（我家附近发生了火灾。）

别紧张。
Take it easy.

请站在原地不动并且保护好现场。
Please stay there and do not move anything.

警察很快就到。
The police are on the way.

实 例 （失窃报警）
☺Fourth Street Police Station.（这里是第四街警察局。）
Hello. My car was stolen last night.（你好！我的车昨晚被人偷走了。）
☺Your name and address, please?（请告诉我你的姓名和地址。）
My name is Jane Norton, and my address is 9999-C Fifth Street.（我叫简·诺顿，住在第五街9999-C号。
☺What kind of car is it, ma'am?（太太，您被盗的是哪一种车？）
It's a blue 2000 Ford Escort. The license plate number is ABC123.（是2000年产的蓝色福特车。车牌号是ABC123。）
☺And where was it parked?（车子停在什么地方？）
It was parked in my driveway, in front of my house.（停在我家门前的车道上。）
☺Can you tell me the time period when it was stolen?（你能告诉我车子是什么时间被盗的吗？）

Sorry, I don't know the exact time, but I'm sure it was after midnight.（对不起，我不知道准确的时间，但我肯定车是在午夜后被偷的。）

LESSON 3

电话英语小常识

Common sensee of Telephone English

3.1 Hello 的用法

用英语打电话时，一打招呼就要用 Hello 这个词，意思相当于汉语的“喂”。用汉语打电话时，我们拿起话筒可以连喊几声“喂，喂”，但用英语打电话，“Hello”一般只说一遍就可以了。注意，说“Hello”时，重音必须在第二个音节上，读成[he5lEu], [Eu] 这个音可以拉得长一些

3.2 电话号码的读法

英语电话号码的读法较为简单，只要按电话号码的顺序，用基数词读出即可。这里要注意两点，一是“O”的读法，二是两个数字相同时的读法。电话号码中的“O”可以读作基数词 zero ['ziərəu],也可读字母“O”的音，读[əu] 。两个相同的数字，可以顺读（如 22 可读作 two two）， 也可用 double 加这个数来读（如 22 也可读作 double two）。因此，863-8044 这个电话号码可有四种读法：

a. eight six three-eight zero four four
b. eight six three-eight zero double four
c. eight six three-eight oh four four
d. eight six three-eight oh double four

下面是一组电话号码读法的例子：

119	one one nine
120	one two oh
5337	five double-three seven
97868	nine seven eight six eight
737964	seven three seven nine six four

3.3 千万别说“Who are you?”

我们平时打电话时，经常问对方“喂，你是谁？”，可是用英语打电话时，则千万别说“Who are you?”，因为这样说会显得很没礼貌。要想确认对方的身份，通常用下列方式发问：

Who's calling, please?（请问谁在打电话？）
Who's speaking?（请问谁在说话？）

Whom I'm speaking to?（请问您是谁？）
May I have your name?（请问尊姓大名？）

如果你是秘书，若估计对方是地位较高的人，如别的公司董事长或总经理，你想询问对方的名字，最好以秘书的口吻说：

What name shall I give?（我该如何称呼您呢？）
JWho shall I say is calling, please?（我该如何称呼您呢？）
当然说“Who's calling, please?”或“Who's speaking, please?”也行。

3.4 英语电话常用术语

要掌握英语电话，有必要熟悉一些常用的英语电话术语。
calling number　　打电话人的号码
called number 接电话人的号码
caller (calling party)　　打电话的人

called party　接电话的人
calling office　发话局
called office　收话局
intermediate office (relay office)　中转局

station-to-station call 叫号电话（这是指定对方电话号码的电话。只要有人接到，通话之后便开使计费。）
person-to-person call 叫人电话（这是指定对方姓名的电话，由于须加算叫人费用，所以比叫号电话贵。但是，在被制定的人接听之前并不计费，而且如过如果被指定的人不在时，也不计费。）
collect call （reverse charge call)对方付费电话（这种方式的电话，打电话人不须付费，而由接听方付费，但要由受话方同意。费用与叫人电话相同。）
credit card call 信用卡计账电话（先向电信局申请信用卡，打国际长途时使用，通话费由信用卡契约所指定的公司或个人支付。但有些国家不办理此项业务。）

night call 夜间电话
service call　免费电话
duration of call　　通话时间
area code (toll office number)长途电话区号
switchboard　总机
information board (office)　　问讯台
extention number　分机号
busy忙音，占线
dial 拨号
operator 接线员

international code (international prefix number)国际冠码，也称国际代码（这是某个国家控制

其境内电话进入国际电话交换网的编码，我国使用的编码是 00，英国使用的国际冠码是 010，美国使用的国际冠码是 011。）

3.5 英、美表达差异

国人和美国人所说的英语，除了语音、词汇和语法上的差异外，在电话英语的习惯表达上也存在一些差异。
比如电话找人时：

我（要）找布朗先生。
I'd like to speak to Mr. Brown, please. （英）
Can I speak to Mr. Brown, please?（英）
May I speak to Mr. Brown, please?（美）

询问名字时：
请告诉我您的名字好吗？
Can I have your name, please?（英）
May I have your name, please?（美）

请对方稍等：

请等一下。
Hold the line, please. （英）
Hold on, please. （英）
One moment, please.（美）

帮对方接通电话：

我来帮您接通这个电话。
I'll put you through. （英）
I'll connect you. （美）

对致谢的回应：

别客气。（不用谢。）
That's all right. （英）
You're welcome. （美）

愿为对方效劳：
Can I help you? （英）
May I help you?（美）

3.6 查询电话号码

身处异国，尤其在英语国家，当你不知道某个电话号码时，该如何查找呢？

A. Yellow Pages “分类电话簿”。这种电话簿是依据业务范围分类，记录各公司与政府、学校等的电话号码。内页纸的颜色是黄色的，所以称“Yellow Pages”。

B. White Pages “住宅电话”。是依据 last name（姓氏）的字母顺序排列，记录私宅的电话号码。内页纸的颜色是白色的，所以称“White Pages”。

C. Directory Assistance （查号台）

3.7 怎样请人接电话

电话打来，接电话的人碰巧不是对方要找的人，接电话的人该怎样转告对方要找的人呢？最普通而简单的说法是“It's for you. （你的电话。）如果说：“The telephone call is for you. （这个电话是打给你的。）”，则显得累赘，也不必要。因为电话打来的时候，对方要找的也在场，他当然不会误解 it 的意思。有时候，我们甚至可以说得更简单一些，只说“For you. （你的。）”。

有时候电话打来，对方要找的人也许正在隔壁的房间或其它办公室里办事，接电话的人要过去叫他来接电话，所以请对方等一等，这个时候，你可以说：Hold the line, please. I'll get him to the phone. （请不要把电话挂掉，我去叫他。） 当见到电话要找的人时，你就不能仅说：“It's for you.”或“For you. ”这个时候就必须说“There is a call for you. （有你的电话。）”或者说“You are wanted on the phone （有电话找你。）”

在公共场合，如集会会场、百货商店、车站、码头等，来电话到问询处找某人，问询处工作人员通常以下列方法传呼：

Mr. (Mrs. ， or Miss.)... is wanted on the phone. Please come to the Information Desk.（……先生[夫人或小姐]有电话，请到问询处来。）

或者用：There's a telephone call for Mr. (Mrs. ， or Miss.) ... Please come to the Information Desk immediately. （……先生[夫人或小姐] 有电话，请马上到问询处来。）

被传呼的人走到问询处时，应高声告诉问询处的工作人员：

“I am ... . I'm wanted on the phone. （我就是某某某。是我的电话。）”

说这句话，可以避免让问询处的人久等，误认为没有人要接电话而挂断电话。

3.8 以公用电话打长途

美国的电信公司对于市内电话(local call)的收费，一般按月收取用户基本话费外，不再收取其它费用。所以到其它公司、单位借打市内电话较为容易。

但是打长途电话(long distance call)时，一般应自觉公用电话，而不用办公电话来打私人长途电话。在美国和加拿大，虽然各州各地区都有不同系统的电话公司，但是所有公用电话亭的电话都可以直拨长途电话。

在公用电话亭打长途时，不用先投币，而是直接拿起听筒，然后按数字键拨号，随后会听到投入多少钱的声音，例如：“Two dollars thirty-five cents, please. （请投 2. 35 美元。）”如果少投了五美分，还会听到“Five cents more, please. （请再投五分。）”按指令投入相应的钱币后，就会听到“Thank you. （谢谢你。）”的声音，电话随即便可接通。

讲完话后，有时会听到铃声，这不是说你电话打错，而是通知你投的钱币不够，必须补足。如果你不予理

睬，电话公司会直接向你通话的对方索取这笔所欠的话费。

3.9 国际电话直拨方法

拨打国际长途电话时，请按下列顺序连续拨号：国际冠码＋国码＋长途区号＋用户电话号码，例如：
由纽约直拨中国 011＋886＋长途区号＋???????
由中国直拨纽约 00＋1＋当地区域号码＋???????
同时要注意不同国家和地区间的时差，午夜时分，别人正在睡梦中，此时贸然往别人家里打电话是极不礼貌的。
以下是世界主要国家和地区的国际冠码、国码及国码与中国的时差：

发话地点	国际冠码	国 码	与中国时差
ALGERIA 阿尔及利亚	00	213	-7

拨打国际长途电话时，请按下列顺序连续拨号：国际冠码＋国码＋长途区号＋用户电话号码，例如：
由纽约直拨中国 011＋886＋长途区号＋???????
由中国直拨纽约 00＋1＋当地区域号码＋???????
同时要注意不同国家和地区间的时差，午夜时分，别人正在睡梦中，此时贸然往别人家里打电话是极不礼貌的。
以下是世界主要国家和地区的国际冠码、国码及国码与中国的时差：

发话地点	国际冠码	国 码	与中国时差
ALGERIA 阿尔及利亚	00	213	-7
AGRENTINA 阿根廷	00	54	-11
AUSTRALIA 澳大利亚	0011	61	0～+2
AUSTRIA 奥地利	900 或 00	43	-7
BAHRAIN 巴林 0	973	-5	
BANGLADESH 孟加拉	00	880	-2
BELGIUM 比利时	00	32	-7
BOLIVIA 玻利维亚	00	591	-12
BRAZIL 巴西	00	55	-11
BRUNEI 汶莱	00	673	0
BULGARIA 保加利亚	00	59	-5
CANADA 加拿大	011	1	-13～-16
CHILE 智利	00	56	-12
COLOMBIA 哥伦比亚	90	57	-13
COSTA RICA 哥斯达黎加	00	506	-14
CYPRUS 塞浦路斯	00	357	-6
CZECH REP 捷克共和国	00	42	-6
DENMARK 丹麦	009	45	-7
DOMINICA 多米尼加共和国	011	1	-12
ECUADOR 厄瓜多尔 00	593	-13	
EGYPT 埃及	00	20	-6
FIJI 斐济	05	679	+4

FINLAND 芬兰 990 358 -6
FRANCE 法国 19 33 -7
GERMANY 德国 00 49 -7
GREECE(HELENIC)希腊 00 30 -6
GUAM 关岛 001 671 +2
GUATEMALA 威地马拉 00 502 -14
HONDURAS 洪都拉斯 00 504 -14
HONG KONG 香港 001 852 0
HUNGARY 匈牙利 00 36 -7
ICELAND 冰岛 90 354 -8
INDIA 印度 00 91 -2. 5
INDONESIA 印尼 001 62 -1～+1
IRAN 伊朗 00 98 -4. 5
IRELAND 爱尔兰 00 353 -8
ISRAEL 以色列 00 972 -6
ITALY 意大利 00 39 -7
JAMAICA 牙买加 011 1 -13
JAPAN 日本 00 81 +1
JORDAN 约旦 00 962 -6
KENYA 肯尼亚 000 254 -5
KOREA SOUTH 南韩 001 82 +1
KUWAIT 科威特 00 965 -4. 5～-5
LUXEMBOURG 卢森堡 00 352 -7
MACAO 澳门 00 853 0
MALAYSIA 马来西亚 007 60 0
MAURITIUS 毛里求斯 00 230 -4
MEXICO 墨西哥 98 52 -14～-16
MOROCCO 摩洛哥 00 212 -8
MYANMAR(BURMA)缅甸 0 95 -1. 5
NEPAL 尼泊尔 00 977 -2. 5
NETHERLAND 荷兰 09 31 -7
NEW CALEDONIA 新喀里多尼亚 00 687 +3
NEW ZEALAND 新西兰 00 64 +4
NIGERIA 尼日利亚 009 234 -7
NORWAY 挪威 095 47 -7
OMAN 阿曼 00 968 -4
AKISTAN 巴基斯坦 00 92 -3
PANAMA 巴拿马 00 507 -13
PAPUA NEW GUINEA
巴布亚新几内亚 05 675 +2
PARAGUAY 巴拉圭 002 595 -12
PERU 秘鲁 00 51 -13
PHILIPPINES 菲律宾 00 63 0
PORTUGAL 葡萄牙 00 351 -8

PUERTO RICO 波多黎各 011 1 -12
QATAR 卡塔尔 0 974 -5
SAUDI ARABIA 沙特阿拉伯 00 966 -5
SINGAPORE 新加坡 005 65 0
SOLOMON ISLANDS 索罗门群岛 00 677 +3
SOUTH AFRICA 南非 09 27 -6
SPAIN 西班牙 07 34 -7
SRILANKA 斯里兰卡00 94 -2. 5
SWEDEN 瑞典 009 46 -7
SWITZLAND 瑞士 00 41 -7
SYRIA 叙利亚 00 963 -6
TAIWAN 台湾 002 886 0
TANZANIA 坦桑尼亚 00 255 -5
THAILAND 泰国 001 66 -1
TRINIDAD AND TOBAGO
特立尼达和多巴哥 01 1 -12
TUNISIA 突尼斯 00 216 -7
TURKEY 土耳其 99 90 -5
UNITED ARAB EMIRATES
阿拉伯联合酋长国 00 971 -4
UNITED KINGDOM 英国 010 44 -8
URUGUAY 乌拉圭 00 598 -11
U. S. A. 美国 011 1 -13～-16
VENEZUELA 委内瑞拉 00 58 -1
VIETNAM 越南00 84 -12
YEMEN ARAB REP
阿拉伯也门共和国 00 967 -5
YUGOSLAVIA 南斯拉夫 99 381 -7
ZAMBIA 赞比亚 00 260 -6
MAINLAND CHINA 中国大陆 00 86 0
SOLOMON ISLANDS 索罗门群岛 00 677 +3
SOUTH AFRICA 南非 09 27 -6
SPAIN 西班牙 07 34 -7
SRILANKA 斯里兰卡00 94 -2. 5
SWEDEN 瑞典 009 46 -7
SWITZLAND 瑞士 00 41 -7
SYRIA 叙利亚 00 963 -6
TAIWAN 台湾 002 886 0
TANZANIA 坦桑尼亚 00 255 -5
THAILAND 泰国 001 66 -1
TRINIDAD AND TOBAGO
特立尼达和多巴哥 01 1 -12
TUNISIA 突尼斯 00 216 -7
TURKEY 土耳其 99 90 -5

UNITED ARAB EMIRATES			
阿拉伯联合酋长国	00	971	-4
UNITED KINGDOM 英国	010	44	-8
URUGUAY 乌拉圭	00	598	-11
U. S. A. 美国	011	1	-13～-16
VENEZUELA 委内瑞拉	00	58	-1
VIETNAM 越南	00	84	-12
YEMEN ARAB REP			
阿拉伯也门共和国	00	967	-5
YUGOSLAVIA 南斯拉夫	99	381	-7
ZAMBIA 赞比亚	00	260	-6
MAINLAND CHINA 中国大陆	00	86	0

第五部分

LESSON 1

接待

WELCOME

1.1 见面

请问您是克林顿先生吗？

Excuse me, but are you Mr. Clinton?

问话前加入 Excuse me 以示礼貌。

在 Excuse me 和 I'm sorry 之后加上 but 是很常用的，可将其作用理解为缓冲与衔接。

对，我是杜恩·克林顿，从洛杉矶来。

Yes, I'm Duane Clinton from Los Angeles.

克林顿先生，您好。

How do you do, Mr. Clinton?

How do you do? 你好。

How do you do? 是初次见面时颇为传统与正式的说法，英国人较多使用。

因为 How do you do? 的含义是“幸会，幸会”，所以对方说“How do you do? ” 时，只能以“How do you do? ” 作为回应，不能说“fine, thank you. ”。

随意的场合应避免使用过于客套或正式的说法。 在情形允许的情况下，可选择简洁与轻松的用语，例如：Hi, Ruth. Ruth, 你好。

让我帮你翻译。

Let me do the interpretation for you.

口译用 interpretation; 笔译用 translation。

很荣幸认识你。

It's an honor (for me) to meet you.

An honor for me, indeed. 我才是很荣幸呢。（此处的 me 不妨重读。）

(I'm) pleased to meet you.（很高兴认识你。）

(I'm) delighted to meet you.

(I'm) glad to meet you.

(It's) great to meet you

(It's) nice to meet you

一见面时用不定式，而会面结束时则用现在分词或不定式的完成时：Nice meeting you/ Nice to have met you. 认识了你真好。

Nice to meet you, Glad to meet you 与 Pleased to meet you 广泛适用于各种场合下的初次

见面。

如果对方说 Pleased to meet you.对这句话回应 Me, too. 也可以，但用 Pleased to meet you, too. 是十分 安全和礼貌的。

衷心欢迎您的到来。

我们早已期待与您的会面。

We warmly welcome you here.

Thank you so much. 非常感谢。

此处的 so 不妨重读。

此句中的“到来”不必译为 your coming here 或 your arrival. 意思明确时，简洁为佳。

我们早已期待与您的会面。

We've long looked forward to meeting you.

此处的 “to” 为介词，介词必须带宾语，所以其后为名词，代词或动名词。此例为动名词 meeting。使用名词的例子：

I'm looking forward to the press conference.（我期待着新闻发布会。）

请出示您的护照。

Your passport, please.

Could you please show me your passport?

不要忘了加上 please, 否则就太粗鲁。

能检查一下您提箱里的东西吗？

May I take a look at the content of your suitcase?

content 作名词时的发音是['kɔntent] ，意思是“内容”；作形容词时的发音是[kEn5tent]，意思是“满足的”。例如：

He is content with his present life.（他对自己的生活现状很满意。）

一路上好吗？

How was the journey?

Pretty good, thank you.（不错，谢谢。）

Did you have a nice journey?

pretty 作副词时，意思是“还算”，“可以吧”，与 fairly, moderately ['mɔdəritli] 同义。

journey ['dʒə:ni]较多用于长时间，长距离：the great journey through life 漫漫人生路

trip 较通用

travel 可用作不可数名词；作可数名词时为复数形式，不可以说 a travel。

tour 常指一连串的目的地

flight 飞行旅途

voyage 乘船旅途

excursion 指结伴作短途旅行

很久没见到你了。

Long time no see.

Yeah, we've missed you a lot.（对啊，我们非常想你啊。）
I haven't seen you for quite some time.
It's been a long time since we met last.
Long time no see 这一说法为美国人所惯用，其超乎常规的简洁源自美国人固有的活泼。

又见到你了。
Great to see you again.

别来无恙？
How've you been?
Fine, thanks. And you?（很好，谢谢。你怎么样？）
How've you been doing?
How've you been? 与 How are you? 同义，但前者侧重询问对方自上次见面或联络之后的情况，而后者则泛指一般情况或专指见面当时的情况。例如：
JHow've you been lately?（近来怎样啊？） JHow are you today?（今天怎样啊？）
与 How are you 相同的说法有：How are you doing?
real 在口语中可做副词，相当于 really。

你会说中文吗？
Do you speak Chinese?
这里的 do you 最好不要换成 can you，因为 Do you 并不暗含说话者的要求，也不假设对方是否会或是否愿意。

这用英文怎么讲？
What's it in English?
What's the English for this?
How do you say it in English?
What do you call it in English?

这里天气很暖和。
It's nice and warm here.
Isn't it?（就是。）
说什么东西好时，在直接表达意思的形容词前边加上 nice and，可以增强欣赏与满意的语气，而且琅琅上口。

好像在哪儿见过你。
I seem to have met you somewhere before.
如果是讲述发生在过去的事情，seem 后面的不定式应该用完成形式。
可以用 it 来做形式主语，再把主语从句放到 seem 的后面。这句话可以表达为：It seems that I have met you somewhere before.
seem 后面可以直接带表语，例如：
It seems ok.（看来可以。）

我想介绍你认识她。

I'd like you to meet her.

Let me introduce you to her.

表达“第一次见面认识”，应该用 meet，不能说“nice to know you. ”。如果用 know 来表达，就应该在 know 的前边加上 come to，例如：

I came to know him ten years ago.（我十年前认识了他。）

请允许我介绍一下……

Allow me to introduce ...

I'd like to introduce to you ...

I wish to introduce to you ...

先介绍一下大家吧。

What about introducing everybody first?

What about 之后加动名词或名词是一种方便的用法，表示征询对方的意见：What about a cup of tea? 喝杯茶，如何？同时，它也可以表示该怎么处理：What about the delays in delivery? 交付延迟该怎么办？

How about 的意思和用法与 What about 相同。

介词永远要带宾语，而宾语必须是名词性质的，因此句中的介词 about 的后面带动名词。

这是钱先生，客户服务部主管。

这是钱先生，客户服务部主管。

This is Mr. Qian, supervisor of the Customer Service Department.

句中的 Mr. Qian 和 supervisor of the customer Service department 是同位语。使用同位语可以使说话简洁。如果这句话不用同位语，就可能会说成“This is ... He is ...”，岂不累赘？

supervisor [sju:per'vaizə:]主管，监管人

你认不认识他？

Do you know him?

No, never.（不，我从未见过他。）

Yes, I did.（见过。）

你以前见过他吗？

Did you ever meet him before?

你叫什么名字？

Could I have your name, please?

如果说成“What's your name?”，就太没礼貌了

怎样称呼您？

How shall I address you?

Just call me Adam.（就叫我 Adam 吧。）

What would you like me to call you?

address 为正式用语； call 较为随意。

用 address 时，应以 how 作提问；用 call 时，应以 what 作提问。因为 call 可同时带有直接

宾语与间接宾语，而 address 则不能。How 在疑问句中做状语；what 在疑问句中做间接宾语。参看它们在非疑问句中使用的例子：
I addressed her as Miss Wang.（我称呼她“王小姐”。）
“as Miss Wang” 在句中做状语。
She calls him Tommy.（她叫他“汤米”。）
“Tommy” 在句中做直接宾语。

能否讲慢一点点？我不大听得明白。
Could you speak a bit more slowly? I don't quite catch you.

您是刻意讲这么慢吗？
Are you working to speak slowly?
Are you deliberately speaking slowly?
work to do sth：刻意做某事
deliberately [di'libəritli]刻意地

这是我的名片。
This is my name card.
名片：name/ business card.

我是这里的负责人。
I'm in charge here.

这是您的姓，还是您的名？
Is this your family name or your given name?
姓：family name, surname, last name
名：given name, first name
决不可直呼对方的姓，应在姓之前加上 Mr., Mrs.（已婚女子），Miss.（未婚女子），Ms.（婚否未知的女子，） 或职称，职务，如：Professor Russell 罗素教授
熟悉，亲近或随意的关系中可直呼对方的名，如：
Hi, Tom. （汤姆，你好。）

您的姓名怎样写？
How do you spell your name?
How is your name spelled?
主动式与被动式可表达同样的意思，但被动式由于模糊了执行者而显得更为客观，例如：
How do you cook this dish?（你怎么做这道菜？）
How is this dish cooked?（这道菜应该怎么做？）
How shall I pronounce this?（我怎样读这个呢？）
However you like.（随你便啦。）

抱歉，能重复一下吗？
I beg your pardon? Could you please repeat that?
Would you mind saying that again?

未听清楚对方时，可说"I beg your pardon?", "Pardon?" "Excuse me?", "I'm sorry?" "Sorry?”用升调。

在请对方做事时，可用下列几类说法（按委婉程度由低至高排列）：

A. Can you ...?
Will you ...?
Will you please ...?

B. Could you ...?
Would you ...?

C. Could you please ...?
Would you please ...?

D. I wonder if you could ...
I was wondering if you could ...
I wonder if you would ...
I was wondering if you would ...

此外亦可用 Would you mind ...?（ 后接动名词）。

请这边走。

This way, please.

Which way?（走哪一边？）

请跟我来。

Please follow me.

请进来吧。

Come on in, please.

这里的 on 和 in 都是副词，on 是继续，in 是进入。

请坐。

Please take a seat.

Please be seated.

Please sit down.

seat 可以做名词和及物动词。

要不要喝点什么？

Would you like something to drink?

不定式可以具有名词，形容词或副词性质，因此可以相应地作主语/ 宾语，定语或状语。不定式 to drink 在这句话里是作后置定语，修饰 something

久仰，久仰。

We've heard a lot about you.

We've long cherished a deep respect for you.

我帮你拿行李吧。

May I help you with the luggage?

luggage['lʌgidʒ]

让我来吧。
Allow me.

我只带了一些个人用品。
I have nothing but some personal belongings.
个人用品：personal belongings/ personal effects

我需要您帮一个忙。
I need a favor from you.
What is it?（什么事？）
Yes?

愿为您效劳。
At your service.
That's very kind of you.（你真好。）
You're very kind.
Thank you.（谢谢）
My pleasure.
With pleasure.
I'm more than willing to be of any help to you.

您从哪里来？
Where are you from?
Where do you come from?
如果加上副词 originally [ə'rɪdʒnəli] ，就是指原籍，祖籍。例如：
I'm originally from Guangzhou.（我的故乡是广州。）

能否让我们多了解一下你？
Could you let us know more about you?
Would you tell us more about yourself?

你想了解我什么？
What do you want to know about me?

关于我没有多少可讲的。
There isn't much to say about me.
意思为“关于”的其它词或词组有：concerning, as to, regarding, 和 with regard to 等等，其中 with regard to 应避免用于口语中，否则会因为过于老派和累赘而显得做作。

能问一下您的职务吗？
Might I know about your job title?

job title：职务，职位名称，如：accountant, CEO, teacher, administrative assistant, manager 等。
job function：从事的职业，如：accounting, education, administration, human resources 等。
用虚拟形式的情态助动词比用其原形多一些礼貌

我是 Intertrans 公司的副总经理。
I'm the deputy general manager of the Intertrans Ltd.
eputy ['depjuti] 是指整个机构或企业的“二把手”。若是子部门的副职则用 assistant，如：assistant manager 副经理
董事长 chairman/ chairperson，总裁 president，总经理 general manager/ chief executive officer(CEO)，总监 director，助理 assistant，文员 clerk，技师 technician，销售员 salesman/ salesperson/ sales representative，采购员 purchaser，采购及销售员 merchadiser。

我们很仰慕你的专业水平。
We admire your expertise.
expertise[ˌekspəːˈtiːz]专家的特别知识和技术

这是您第一次来中国吗？
Is this your first visit to China?
Is this the first time you've ever been to China?

入境手续办好了没有？
Are the entry formalities done?
formality[fɔːˈmæliti]手续；客套
We exchanged a few formalities.（我们客套了一番。）

哪里，哪里。
Far from that.
Not quite.
That's a bit of an exaggeration.
当然不要太谦虚，但与事实相符时，说一说这样的话也无妨。

不值一提。
It's not worth mentioning.
值得做”是 be worth doing。注意要用动名词，不能使用不定式。

谢谢你的夸奖。
Thank you for your compliment.
I'm so much flattered.（你太过奖啦。）
加上 so much 自然显得大方真诚又活泼。
compliment ['kɔmplimənt] 赞美

请到前台工作人员那里登记。
Please register with the front-desk clerk.
register['redʒistəː] 登记，注册

我很乐意接待你们的来访。

We are so glad to host your visit.

host['həust] 主持，操办，可作动词，也可作名词，作名词时是指主持人，东家。

我们在花园酒店为您订好了一个单人房间。

We've reserved for you a single room at the Garden Hotel.

reserve[ri'zə:v] 保留，预定，

single ['siŋgl] 单人，唯一，未婚

你想得真周到。

It's been most thoughtful of you.

thoughtful['θɔ:tful] 体贴的，沉思的

麻烦您了。

Thank you for everything you've done for me.

Sorry to have troubled you so much.

我也不知道，不过我会问问别人。

I have no idea either, but I will ask people about it.

先谢谢你了。

Thank you in advance.

in advance 事先

in advance of 在……之前 (ahead of)

还有其它什么事情需要我为你效劳？

What else can I do for you?

如果有什么地方能为您效劳，尽管告诉我。

If there's anything I can do for you, don't hesitate to let me know.

hesitate['heziteit]犹豫

恐怕又得麻烦你。

I'm afraid I have to trouble you again.

在不需要过分表现自己的果断的时候，不妨多使用 I'm afraid ...，这更多的时候表现的是自己的信心和修养。

一点也不麻烦。

No trouble at all.

at all 可以用在否定句，疑问句，和由 if/ whether 引导的从句里，例如：

Do you want it at all?（究竟你想不想要？）

I'm not sure if I understand it at all.（我不知道我到底懂还是不懂。）

不用麻烦啦。

Don't bother to do that.

bother['bɔðə]打扰，费劲。可以作及物和不及物动词：

I've bothered you so much.（我已经麻烦你这么多了。）

谢谢你。

Thank you.

Thank you so much.

Thank you very much.

Many thanks.

Thanks.

That's very kind of you.

I really appreciate it.

Thanks 用在熟人之间的小事情上；相比之下，Thank you 更正式，更礼貌。

如果对方说 Thank you，可以同样用 Thank you. 来回答，并且重读 you，意思就是“应该我谢谢你才对”。

不用谢。

Don't mention it.

You're very welcome.

Not at all.

mention['menʃən]提起

这是我应该做的。

That's what I'm here for.

希望你在这里过得愉快。

Hope you'll have a nice stay here.

1.2 行程安排

我建议一下行程，如何？

May I propose an itinerary?

itinerary[ai'tinərəri] 旅行计划，旅行路线

请于下午 2:30 在前厅集合。

Please gather in the lobby at 2:30 pm.

那就到时见。

So, see you then.

Till then.

星期二的参观活动由于预报的台风而推迟一天。

Due to the forecast typhoon, the scheduled visit on Tuesday is put off for one day.

有关天气的描述：

1. 阴晴——sunny 阳光充足，clear 晴朗，rainy 有雨，overcast 阴，cloudy 多云，misty 有雾

2. 冷暖——hot 炎热，warm 温暖，mild 适中，cool 清凉，cold 冷，chilly 寒冷，freezing 极冷

3. 湿度——wet 湿漉漉，damp 潮湿（物品），humid 潮湿（空气），moist 微湿，dry 干燥，

4. 风力——breeze 微风，light wind, moderate wind, strong wind, storm 暴风雨，typhoon [tai'fu:n] 台风，gale[geil] 超强风，tornado [tɔ:'neidəu] 龙卷风，cyclone ['saikləun] 飓风

5. 下雨——drizzle [drizl] 毛毛雨，light rain, shower 阵雨，heavy rain, downpour 倾盆大雨

put off 等于 postpone [pəus'pəun]

forecast 的原形，过去式，过去分词的形式是相同的，它在本句中是过去分词，作为 typhoon 的定语。及物动词的过去分词作定语时，表示被修饰者是这一动作的接受者，此例中的 forecast typhoon 等于 the typhoon that is forecast.

我们首先参观 ……然后……之后……最后……

First of all, we'll visit ... and then ... after that ... finally ...

我们走高速路。

We'll take the superhighway.

高速公路：美国人用 superhighway；英国人用 expressway。

由她陪同你。

You'll be accompanied by her.

accompany[ə'kʌmpəni]陪伴

他想与您面谈。

He wants to talk to you in person.

in person 面对面地，亲自

他要礼节性地拜访您。

He will be paying a courtesy call on you.

courtesy['kə:təsi]礼节，礼貌

will be doing 是将来进行时，它比一般将来时 will do 更强调的是动作的确定性、必然性。

它的地点在哪里？

Where is it located?

Where is it?

有关地点的描述：

近：near, nearby, adjacent，in the vicinity，close

远：far, distant, remote

near 可以作定语，也可以作状语，可以指时间，也可以指空间，可以作形容词，副词，动词；nearby 只能指空间，不能指时间，而且只能作定语，如果作状语，可用 near by；adjacent 可以指邻近，也可以指相连；vicinity 是名词，是一个很正式的词。
locate [ləu'keit] 位于，定位，找到

你以前到过那里吗？
Have you ever been there before?
have been there 与 have gone there 的区别是：前者已经返回；后者尚未返回。

距离有多远？
How far is it from here?
from 是介词，必须带有宾语，而宾语必须是名词性质的，但 here/ there 是副词，怎么可以作宾语呢？这是特例。in here/ there 也可视为相同的用法。

车程大约一个半小时。
About one and a half hours' drive.
大于“1”小于“2”应该用复数形式。

就在拐角处。
It's just around the corner.
around 与 round 的区别是：round 可以作名词，形容词，动词，而 around 不可以；在作介词，副词时，两者是相同的，但美国人使用 around，英国人使用 round。

我们最好避过交通高峰期。
We'd better avoid the rush hour.
rush[rʌʃ] hour 交通最繁忙的时间
rush season 商品需求的旺季；the Christmas rush 圣诞节前的购物狂潮

回来的途中，我们会在他们的办事处停留一下。
On our way back, we will stop for a while at their office.

到了。
Here we are.

我可以拍几张照片吗？
May I take a few pictures of it?

当然可以。
Yes, of course.
Sure.
Yes, of course 是使用非常多的。Sure 以美国人最常使用。
“当然不行/ 不是”可以用 Of course not.来表达。

这样的日程是否过于紧张了？

Do you think we are too tightly scheduled?

schedule['ʃedju:l] ['skedjul]可作名词和动词使用。

这样不会给您带来不便吧？

Will this inconvenience you?

Will this cause inconveniences to you?

inconvenience[inkən'viniəns]可作名词和动词使用，意为“麻烦，引起不便”。

会议在明天下午 3:00 开始。

The meeting starts tomorrow at 3:00 pm.

已敲定的日程安排，可用一般现在时代替将来时。

有近 100 人要参加会议。

There will be nearly one hundred people attending the meeting.

我们会作相应的准备。

We'll make preparations accordingly.

accordingly[ə'kɔ:diŋli]对相应地

到时我会在这里等你。

We'll be waiting for you here.

We'll be expecting you.

到时再定吧。

Let's not make a decision till then.

Let's wait and see what we can do then.

not ... till then　在……之前不要……

明天的议题是什么？

What's on tomorrow's agenda?

agenda[ə'dʒendə]议事日程

你觉得怎样好？

What do you think?

如果能安排我们与制造商面谈就好了。

We would appreciate it if you could arrange for our meeting　with the manufacturers.

句中的情态动词使用了 would 和 could，带有虚拟的意味表示说话者不愿强加要求给对方，对方并没有义务去照做。

1.3 发言

首先，我要向各位来宾表示热烈的欢迎。

First of all, I wish to express my warmest welcome to our distinguished guests.

distinguished[di'stiŋgwiʃt]杰出的，著名的

我想借此机会向在座各位致以衷心的祝贺。

I wish to take this opportunity to extend my congratulations to everyone here.

extend[ik'stend]致以，给予

我简单地谈几点。

I shall speak briefly on a few points.

briefly['brifli]简要地

首先……其次……最后……

In the first place ... secondly ... finally

First ... second ... last ...

有人在发言中提到最后一点时，往往会说“last but not least ... ”意思是“最后一点，但也是同样重要的一点……”，这虽然有点陈词滥调，但有时也还是有用的。

如果你们要提问的话，我很乐意回答。

I'd be most happy to answer your questions, if any.

if any 在这里等于 if you have any questions。

我想用一句话来结束我的发言。

I'd like to end my talk by saying ...

首先，我简要描述一下它的目前状态。

Before anything else, I'll give you a brief account of its current status.

status['steitəs]['stetəs] 状况，地位

status quo [kwəu] 现状

preserve the status quo 保持现状

status symbol 身份的象征

most favored nation status 最惠国待遇

这问题问得好。

This is a good question.

这说来话长。

That's a long story.

长话短说

To make a long story short .

我讲完了。

That's all.

So much for my speech.

谢谢各位听我讲话。

Thank you for your attention.

1.4 话别

你计划什么时候走？

When is your scheduled departure?

When are you leaving for home?

我们要不要来个告别晚会？

Shall we have a farewell party?

照顾不周，请多包涵。

Please forgive us if there is anything we've failed to do well for you.

下次什么时候能再见到你？

When are we going to see you next time?

这为我们将来的合作铺平了道路。

This has paved the way for our future cooperation.

pave[peiv]铺垫

我们的合作是卓有成效的。

Our cooperation has been fruitful.

fruitful['fru:tful]有成果的

如果没有你们的大力帮助，我们也不会取得这样的成绩。

Our success would have been impossible without your generous help.

本句是虚拟语气的用法。“如果不是”可以用 without 介词词组或 were it not for/ had it not been for 或 if 引导的从句表达，例如：

Were it not for the money he lent me I could've been starved to death./ If he had not lent me the money I could've been starved to death.（如果不是他借钱给我，我可能就饿死了。）

“如果不是”也可以用 were it not for/ if it were not for/ had it not been for/ if it had not been for 来表达，例如本句中的 without your generous help 可以换成 had it not been/ if it had not been for your generous help。

这是送给你的礼物。

This is a gift for you.

gift[gift]礼物，天赋

不成敬意，请笑纳。

Please take it as a small token of my respect to you.

token['təukən]象征，纪念品

你帮了大忙，很感激你。

We're indebted to you for the enormous help you've given us.

indebted[in'detid]感激的

enormous [i'nɔ:məs]　大量的，巨大的

indebted to 后边应接人，而不是物。

期望很快再见到你。

Hope to see you again very soon.

此行收获很大。

This has been a most rewarding trip.

most 不带定冠词 the 的时候就等于 very 或 very much。

rewarding [riwɔ:diŋ]有收获的，有回报的

我的确希望如此。

I do hope so.

在谓语动词前边加上助动词，是强调态度的坚定和真诚。这个助动词要重读。

我们会想念你的。

We'll be missing you.

保持联络。

Keep in touch.

请让我们知道事情的进展。

Please keep us advised of any progress that's been made.

advise 在这里等于 inform.

在答应时，美国人常用 sure，而英国人常用 certainly。

我们来个合影吧。

Why don't we take a picture together?

如果句中不出现主语，就应该用 not 代替 don't：

Why not take a picture together?

请代问家人好。

Please remember me to your family.

please say hello for me to your family.

我一定会的。

I will.

我们会以同样的方式回报你们的热情好客。

We will reciprocate your hospitality.

We shall be glad to be able to return your hospitality someday.
reciprocate[ri'siprəkeit]回报，以相同的方式回应

欢迎你再来。
Hope you'll come again.

随时欢迎你。
You are welcome here any time.

后会有期。
See you again.

旅途愉快。
Have a nice journey.

保重。
Take care.

LESSON 2

谈工作

TALKING ABOUT JOBS

2.1 产品

我们想了解产品的细节。
We'd like to look into your product in great detail.

我们是中国南方主要的瓷器生产商之一。
We're one of the main producers of chinaware in the south of China.

介绍自己的规模或技术领先时，可以说：
We are one of the leading manufacturers/ suppliers ...;
We are a leading manufacturer/ supplier ...;
We are a leader in ...;
We are the leading manufacturer/ supplier ...;
We are the leader in ...
但一定要注意不定冠词 a 和定冠词 the 的区别，用不定冠词表示“领先者之一”；用定冠词表示“唯一的，绝对的领先者”。

我们公司创建于 1990 年。
Our company was established in 1990.
建立 establish[i'stæbliʃ], set up, found[faund]

我们对我们的产品感到自豪。

We take pride in our product.

可以媲美世界一流的产品。

It stands no inferior to the world's first-rate products of it's kind.

inferior [in'fiəriə]　较低劣的，下级的

superior [sju:'piəriə]　优越的，上级的

stand no inferior to 媲美，be on a par with，be as good as

有时可以把否定从谓语转移到宾语，表语或其它成分上。It stands no inferior 等于 it does not stand inferior。例如：

It goes no further than that.（仅此而已。）

It's no good thinking about that all day long.（成天想那个没什么好处。）

It's no surprise that he died of cancer.（他死于癌症一点也不奇怪。）

stands no inferior 也可以说成 does not stand inferior。将否定从谓语的助动词上转移到其它成分上，是很常见的，例如：

I don't have the mood to see a film.

I have no mood to see a film.（我没有心情看电影。）

我们的买家包括 ……

Our buyers include ...

Among our buyers are ...

能否谈一下它的不足之处？

Could you name its possible deficiencies?

name 作动词时，意思是“说出，列举”。

deficiency [di'fiʃənsi]　缺点，不足

它是用来……

It is used to ...

It's used for ...

to 为不定式，后接动词原形；for 为介词，后接动名词或名词。例如：

This is used to wash dishes.

This is used for washing dishes.（这是用来洗碗盘的。）

它使用方便。

It's convenient to use.

convenient[kən'vi:niənt]方便的

我们的产品家喻户晓。

Our product is becoming a household name.

household['haushəud]家庭

a household name　家喻户晓的名字

如果我们对质量满意的话……

If we're happy with the quality ...

happy 在这里等于 satisfied。

产品质量达到了 ……标准。

The quality meets the standard set by the ...

达到标准 be up to the standard, meet the standard

制定标准 set the standard

我们采用的是通用标准。

We've adopted universal standards.

universal[ˌjuːniˈvəːsəl]通用的，一般的，广义的

规格是标准的。

Specifications are standardized.

在名词的结尾加上 ize 就将名词转化为动词，意为“使之…… 化”。例如：

idealize 理想化

westernize 西化

modernize 现代化

它与当前大多数的系统兼容。

It's compatible with most of the current systems.

compatible[kəmˈpætəbl]相容的，兼容的，易于相处的

它可以依照不同的需要做出变化。

It's adaptable to suit individual needs.

individual[individʒul]

形容词 adaptable 是由动词 adapt 转化而来。动词加上后缀“able/ ible”之后就成了“可以……的”。例如：

workable 可行的

eatable 可以吃的

desirable 能引起欲望的

我们的产品比其它同类型的产品具有优势。

Our product has advantages over other similar products.

advantage[ədˈvaːntidʒ]优势

disadvantage [ˌdisədˈvaːntidʒ] 劣势

the disadvantaged 弱势群体

这种型号的特点在于它的液晶显示器。

This model features an LCD monitor.

feature['fiːtʃə]可作名词和动词使用，作及物动词时表示“以……为特征”，“以……为主要部分”。

monitor ['mɔnitə] 电脑显示器，监听，监听者

款式和尺寸都很多。

It comes in various styles and sizes.

come in 在这里等于 be available [ə'veiləbl]

这是我们刚推出的系列。

This is our newly-launched selection.

launch[lɔ:ntʃ]推出，发射，发起

副词和过去分词用分号连接起来可以作定语，可用来替代定语从句—如果这句话用定语从句表达就是 This is a selection that we newly launched.

它具有更多科技含量。

It has incorporated intensified technology.

integrate['intigreit]吸收，融合

它有内置的数码相机。

It has a built-in digital camera.

digital['didʒitl]数字的，数码的

这些附件提供更多的功能和娱乐性。

These accessories provide entertainment as well as functionality.

as well as 意思等于 in addition to，但两者不同的是：as well as 是连接词组，而 in addition to 是介词词组。只有连接词才可以连接同一句子中的并列成分，如并列主语，并列谓语，并列宾语，并列定语，并列状语等。本例中它连接的是并列宾语。

accessory [æk'sesəri] 附属品

这些是业内第三代产品的首批型号。

These are the first of the industry's third-generation models.

first 可以指代单数，也可以指代复数。

generation [dʒenə'reiʃən] 世代，一代人，生产

generation gap 代沟

generation of electricity 发电

这是我们最新的款式。

This is our latest style.

latest 等于 newest

优质的服务一向是我们的宗旨。

Providing quality service is always our top priority.

priority[prai'ɔriti]重点，优先

动名词是动词的非谓语形式，因此它不可以作谓语，但因为它具有了名词的性质，所以可以作主语，宾语，定语等。本例中它是作主语。

动名词和不定式在作主语或宾语时的细微差别是：动名词表示一贯性，恒久性；不定式表示偶然性，临时性。例如：

I like smoking.（我喜欢吸烟。）

I'd like to smoke today.（我今天想吸烟。）

你可以在产品目录的第 6 页找到细节说明。

You'll find full details on page 6 in the catalogue.

catalogue['kætlɔg]

detail 可以作名词，也可以作动词，例如：

Could you detail on that?（能否详细讲讲？）

我们事先会对这些玩具进我们事先会对这些玩具进行安全测试。

We will have them tested for safety beforehand.

beforehand[bi'fɔ:hænd]

have sth done 是让别人来做此事。本例中的 test 这一动作并非由主语 we 来进行。再看一例：

I'm going to have my hair cut.（我要去理发。）

2.2 价格

你们的价格太高了。

Your prices are much too high.

much 不可以替换成 very，因为 very 不能修饰 too。

在 too 的前边可以加上其它副词或词组以作进一步修饰，例如：a little too high, slightly too high 等。

我们的价格与其他供应商相比，是高一些。

Our prices are a little high, compared with those of other suppliers.

在出现 compared with 或 comparatively [kəm'pærətivli] / relatively 的时候，不能使用形容词的比较级形式，因此这里的 high 不能换成 higher。

句中的 those 代替了 the products。

如果你们降一点价的话……

If you will lower the price ...

句中的 will 并非时态助动词，而是情态动词，意为“愿意”。

这个价格包括所有费用吗？

Does this price cover all the charges?

cover 包括，覆盖，掩护

单价是 56 美分。

The unit price is 56 US cents.

The price is 56 US cents per unit.

你们怎样给产品定价？

How do you price the product?

price 可以作动词使用，意思是“制定价格”。

定价是依据……

Pricing is based on ...

be based on　以……为基础/ 根据

在美国的基准零售价约为$30。

The retail price in US is around $30.

这里的 around 是“大概，左右”的意思。

我们的平均利润只有 5%。

Our average profit is no more than 5%.

average['ævəridʒ]平均的，普通的

我们的产品提价只是因为原材料价格猛涨，大大增加了我们的生产成本。

Our prices increase is simply due to the higher costs caused by the soaring prices of raw materials.

soaring['sɔ:riŋ]大幅上涨的，升腾的

raw [rɔ:]　生的，未加工的

使用名词或其它词来替代从句中的谓语动词，以将复合句或是多个简单句转化为一个简单句，可以取得简洁，明确或是正式的语体表达效果。假如这句话用多个简单句来表达的话，可能就变成了 prices of raw materials have been soaring up, and this has caused our costs to become higher. So we have to increase our prices.（相比之下，这样的表达自然是太累赘，太松散了）

我会把价格再好好考虑一下。

I'll go very carefully into the price again.

go into 在这里等于 think over carefully

我尽力给你最优惠条件。

I'll try my best to put you on the best of terms.

I will do the best I can to give you the best of our terms.

“尽力”可以表达为 try one's best, do all that is in one's power, spare no efforts, do the best that one can 等等。

请确认你接受这个比率。

Please confirm that you accept this percentage.

confirm[kən'fə:m]确认，证实，批准

底价是多少？

What's the floor price?

floor price 等于 lowest price

没有额外的收费。

There is no extra charge.

extra['ekstrə]

这是我们的底线。

This is our bottom line.

这样的价格相对于如此质量的产品来说，是很优惠的。

This price is remarkably competitive for a product of this quality.

remarkable[ri'ma:kəbl]非常的，显著的

competitive [ri'ma:kəbl]　有竞争力的，竞争性的

这个报价已经最大限度地压缩了我们的利润空间。

This quote has minimized our room for profits.

profit['prɔfit]利润，利益

profit from　从……中获利

minimize ['minimaiz]　最小化

maximize ['mæksimaiz]　最大化

有时完全按照中文原来结构的各成分逐项对译是很困难甚至是行不通的。但如果将中文的原成分转移到英文里的不对应的成分上，就可以解决这一问题，本句中的“最大限度地”就是转移到了英文的谓语上。

如果报价优惠，我们会长期订购。

If quoted prices are competitive, we will order on a regular basis.

regular['regjulə]定期的，正规的

on a regular basis 等于 regularly。将作状语的副词转变为形容词再加到“on a ... basis”中，然后由这一介词词组作为状语，这样表达出的意思是一样的，区别只在于语体方面，on a ... basis 比直接用副词显得似乎更正式一些。

我想要一份展览摊位最新的价格表。

Could I have a copy of your current price-list for exhibition stands?

current['kʌrənt]现行的，当前的，流动的

用疑问形式表达要求显得礼貌。“I want a copy of this.”，虽然简单，但大多只适用于非常轻松与随意的关系或场景中，否则就显得有命令的语气。

请给一个报价。

Please give me a quote.

Please give me a price tag.

What's the price for this?

How much is this?

quote[kwəut]可以作动词，也可以作名词，作名词时等于 quotation。

离岸价是……

The F. O. B price is ...

Ex-works/ ex-factory

ex-mill/ ex-warehouse　厂边交货价

F. O. R (free on rail)　铁路交货价

F. A. S (free alongside ship)　船边交货价

F. O. B (free on board)　离岸价
C & F (cost and freight)　货物价格加运费
C. I. F (cost, insurance, and freight)　货物价格加保险加运费
C. P (carriage paid)　卖方付运费
C. F (carriage forward)　买方付运费

这个价格可以再谈谈吗？
Is this price negotiable?
Is this price open to negotiation?
May we discuss the price?
negotiable[niˈgəuʃiəbl]可议价的，可谈判的

这是实价。
This is a firm quote.
firm[fəːm]坚实的，坚决的

价格会随情况而变化。
Prices are subject to change.
subject[sʌbˈdʒekt]to 附属于

价格是固定的。
Prices are fixed.

价格在$10 到$12 之间。
Prices range from $10 to $12.
range[reindʒ]可作动词和名词使用。

我们一般以 30%的折扣成交。
Normally, we deal on a 30% trade discount basis.
We usually offer a 30% discount off net list prices.
normally['nɔːməli]一般，通常
abnormal [æbˈnɔːməl]　异常的
abnormality [ˌæbnɔːˈmæliti]　异常行为

折扣是按净价而不是按到岸价减除。
Discount is deducted from net prices, not CIF prices.
句中的 not 应重读。
deduct [didʌkt]　减
add　加
multiply ['mʌltiplai]　乘
divide [diˈvaid]　除
equal ['iːkwəl]　等于
用法举例：
2 multiplied by 3 equals 6（2 乘以 3 等于 6）

请在发票中将运输和保险费用减除。

Please deduct insurance and freight charges from the gross price in the invoice.

invoice['invɔis]发票，发货单

我们需要清楚地知道我们在为什么项目付款。

We need to know exactly what we're paying for.

坚挺的原油价格带动了汽油价格的上涨。

Gasoline prices are being lifted by the firming crude oil prices.

gasoline ['gæsəli:n]汽油

crude[kru:d] oil 原油

2.3 定货

如果……我们就考虑下一个大的订单。

We will consider placing a substantial order provided that ...

substantial[sʌb'stænʃəl] 大量的，充实的，丰富的

provided/ provided that/ providing/ providing that 是“以……为条件”的意思，类似的说法还有 under the condition that, if, when 等等。

可不可以透露一下你们想下的订单量？

Could you shed some light on your intended order size?

Will you let us have some idea about the possible size of your order?

shed[ʃed]放出，流出

shed light on 透露，指教

我们计划采购价值一百万美元的货品。

We plan to make a purchase worth a million US dollars.

worth[wə:θ]可以作形容词和名词，意思是“值多少钱”。在本句中，它是形容词，作后置定语用，a purchase worth a million US dollars 等于 a purchase that is worth a million US dollars。

我们有大量存货。

We have plenty in stock.

stock 可以作动词，也可以作名词，意为存货，库存，现货。

stock up on sth 大量储存

As the war seems imminent, people are stocking up on food supplies.（由于战争似乎迫在眉睫，人们开始大量 储备食品。）

imminent['iminənt] 就要降临的

我们已经没有库存了。

We've run out of stock.

我们不得不取消定单。

We have to cancel the order.

cancel['kænsl]取消

如果这个订单的完成让我们满意，我们会再下订单。

We will place further orders if this one is completed to our satisfaction.

further['fə:ðə]进一步的，更远的

place an order/ orders 定货，下定单

我们会优先处理你们的订单。

We will give preferential treatment to your order.

preferential[ˌprefə'renʃəl]优先的，优惠的

我们期待着你们新的订单。

We look forward to your next orders.

希望这是你们很多订单中的第一个。

We hope this is the first of many orders you will be placing with us.

在 orders 的定语从句省略了 that，因为在定语从句中的关系词如果是从句中的宾语，就可以省略。但切记一点，如果该关系词是除了宾语以外的其它成分时，就不能省略。下列例句中的关系词就属于不能省略的类型：

I love her who loves me（我爱爱我的女人。）

句中的关系代词 who 作从句中的主语

There are times when I feel lonely.（有时我感到孤独。）

句中的关系副词 when 作从句中的状语

我们正在处理你们的订单。

We're dealing with your order.

We're making up your order.

Your order is being well taken care of.

Your order is now being processed.

感谢贵公司让我们获得这笔生意。

We very much appreciate the business your company has given us.

very 不能单独修饰谓语动词，应该加上 much。

2.4 付款

你建议用什么付款方式?

What method of payment would you suggest?

我们不接受汇票。

We don't accept bills of exchange.

bill of exchange/ draft 汇票

collection 托收

letter of credit　信用证
check/ cheque　支票
telegraphic transfer　电汇汇 票
bank transfer　银行转账
value added tax　增殖税
document against payment　付款交单
refund　赔付，报销
margin　保证金
receipt　收据
cash on delivery　一手交钱，一手交货

付款日程表附在这份文件里了。
Payment schedule is attached to this document.
attach[ə'tætʃ]附于其上，加入，连接，相关

客户要以信用证支付。
Customers should pay by letter of credit.
by 可用于指方式，它带的宾语可以是名词或动名词：
I keep up my health by having sports every day.（我通过每天运动的方式保持健康。）

这种付款方式不经济。
This method of payment is not economical.
economical　合算的，经济的
economize [i'kɔnəmaiz]　实行精简节约
As I'm making less money, I have to economize.（因为挣的钱少了，我只好节约一点。）

总数分两期付讫。
The total sum is to be paid up in 2 installments.
installment [in'stɔ:lmənt]　分期付款，按揭
up 在这里是“完全”的意思，作为这一意思的例子有很多，如：
eat up　吃光
dry up　干透
use up　用完

货款的三分之二用现金支付。
Two-thirds of the goods' value is to be paid in cash.
分数的表达：分子用基数词，分母用序数词，如果分子大于 1，则分母的序数词用复数，例如：
1/ 3 one-third　3/ 10 three-tenths
如果分子和分母数目较大，可以按照下面的方法来读：
50/ 73 fifty over seventy three

他们有没有坏帐的记录？

Do they have a history of bad debts?

creditor['kreditə]债权人

debtor['detə]　债务人

他们的信誉如何？

How is their reputation?

reputation[ˌrepju'teiʃən]信誉，声望

我们确实信任你们。

We do trust you.

在肯定句或祈使句里的动词前边加上 do 是表示强调坚定性，要重读。使用在祈使句中的例子：

Do be good.（ 一定要乖呵。）

请确保在四月初把款项结清。

Please make sure that accounts are cleared in early April.

make sure 等于 ensure，意为“保证/ 注意做到”。

clear/ settle/ square an account 结帐，付清款项

2.5 代理

我们正在寻找代理，负责把我们的产品销住美国。

We're looking for an agent to represent us in selling our products to USA.

代表：act on one's behalf, represent[ˌrepri'zent]

英国驻广州领事馆把你们推荐给我们。

You were recommended to us by the British Consulate General in Guangzhou.

consulate['kɔnsjulit]领事馆

consul['kɔnsəl]　领事

embassy['embəsi]　大使馆

ambassador[æm'bæsədə]大使

councillor/ councilor['kaunsələ]　参赞

我们给代理商 12%的提成。

We offer a 12% commission to our agent.

commission[kə'miʃən]佣金，提成

看来很有吸引力。

It appears inviting enough.

inviting[in'vaitiŋ]有吸引力的

我们不提供独家代理权。

We're not offering the agent a sole agency.

agent['eidʒənt]代理商
agency['eidʒənsi]　代理权
sole[səul]　独有的，唯一的
sole agency/ exclusive agency　独家代理权

开始阶段我们给你们在东部地区的非独占代理权。
Initially, we'll give you a non-exclusive agency for the eastern region.
initially[i'niʃəli]等于 at the initial stage, at the beginning
non-exclusive['nɔn iks'klu:siv]非独有的，开放的
前缀 non 加在形容词、副词或名词前边表示否定，可以指一个子集的所有补集，而 un-, in-, dis-, a- 等前缀表示直接对应的反义。

我们有信心为我们所代理的客户打开市场。
We're confident in developing the market for our principal company.
principal['prinsipəl]被代理商

如果销售成功的话，我们会把它扩大到其它区域。
When sales are successful, we'll extend that to other regions.
when 在这里等于 if。

我们会在任何有必要的方面提供协助。
We'll assist wherever necessary.

我们公司提供全面的售后服务。
Our company offers a full after-sales service.

你们的客户不必担心零配件和维修问题。
Your customers need not worry about spare parts or maintenance.
need 在这里是情态助动词。
maintenance[5meintinEns] 保养，保持，维护，维修

我们只和批发商交易。
We deal with wholesalers only.
wholesaler['həul'seilə]批发商
retailer [ri'teilə]　零售商
bulk [bʌlk]　buyer　大宗买家

我们在国内有广泛的业务关系。
We've already established extensive business relationships in this country.
extensive[iks'tensiv]广泛的，延展性的
extensive reading　泛读

我们有信心成为你们在这里的最佳代理。
We are confident that we would be the best company to represent you here.

句中的情态助动词 would 表示假设，用在前提条件由对方掌握或前提条件未确定时。如果将本句中的 would 换成 will，意思就是有关代理的谈判大局已定。

客户直接向我们付款，然后我们再与你们结算。

Customers will pay us directly, and we in turn settle with you.

in turn 依次，按顺序接下去

2.6 运输

货物已经交付空运。

The ordered goods have been consigned to you by air.

consign[kən'sain]本身并未指明运输方式，因此需要注明“by air”。

consigner 发货人

consignee [ˌkənsai'ni:] 收货人

by route[ru:t] 经公路运输

by rail[reil] 经铁路运输

by air 空运

我们保证及时发货。

We guarantee timely delivery.

guarantee[ˌgærən'ti:] 保证

guarantee 与 promise 都可以表示主观意志，但 guarantee 可以表示客观条件的支持，promise 则很少用于这一意义。例如：

His hard work guaranteed his success.（他的努力让他获得了成功。）

除了运输费还有别的收费吗？

What other charges are there besides the freight charges?

汉语的“除了”可以表示排除或并列，因此在不同情况下所对应的英文是不同的：

排除 except, except for, apart from

并列 besides, in addition to, apart from

可以看出，apart from 与中文的“除了”是相同的，可以用于排除或并列，例如：

Apart from this car, I have nothing.（除了这小轿车，我什么也没有。）

Apart from this car, I have a truck.（除了这小轿车，我还有一辆卡车。）

如有必要，我们可以选择集装箱。

We may choose containers if need be.

if need be 等于 if necessary，但前者比后者更有书面特征。

thermal ['θə:məl] container 保温集装箱

refrigerator [ri'fridʒəreitə] container 冷冻集装箱

ventilator ['ventileitə] container 通风集装箱

请注意严格防止这些家具刮伤或撞击。

Please see to it that the furniture be fully protected against scratches and knocks.

see to it that 等于 make sure, ensure
scratch [skrætʃ]　刮，抓
knock [nɔk]　碰撞，击打

您想怎样包装货物？
How do you want the goods packed?
过去分词 packed 是宾语补足语。用过去分词作宾语补足语表示该动作由宾语接受，而现在分词作宾语补足语表示该动作由宾语发出。例如：
I want him promoted.（我想让他被提拔。）
被提拔的是句中的宾语。
She kept me working.（她让我不停地干活。）
干活的是句中的宾语。

货物要妥善包装，以避免磨损。
Goods are to be properly wrapped to avoid wear by friction.
be to do 用于表示转达别人的指令，表达计划或客观要求。
wear [wɛə]磨损，侵蚀

货已备好，可以发出。
The ordered goods are ready for dispatch.
dispatch[dis'pætʃ]可作动词或名词，意为“发送，派遣”。

请妥善保管货物。
Please keep the goods in proper storage.
proper['prɔpə]妥当的，合适的，得体的

我们得检查细节。
We must check up the details.

你们订购的货物已装船。
Your order has been put on board.
order 可以指 ordered goods。

我们能够在接到订单的三个星期内发货。
We're able to deliver in three weeks from receipt of order.
receipt[ri'si:t]of order 代替了 when we have received your order。
be able to 与 can, could 的不同是，前者指确实具备的能力，后两者表示意愿及可能性。因此，could 不能使用在指过去的肯定式，只能用于否定式，例如：

I was able to cook a meal.（我做了一顿饭。）
I couldn't leave him.（我没能离开他。）

我们相信货物能完好地交到你们的手上。
We trust that the shipment will reach you in sound condition.
sound[saund]完好的，健康的

每个包装箱重 40 公斤，容积为 0.6 立方米。
Each box weighs 40 kilos and measures 0. 6 cubic meters.
weigh[wei]重量为……
How much do you weigh?（你体重多少？）

发货前请通知我们。
Please give us notice on goods delivery.
notice['nəutis]事先的通知

货物发出时是完好无损的。
The goods left here in perfect condition.

货物收到时已经损坏。
The goods were received damaged.
状语往往表示主语行动的方式，而这里过去分词 damaged 在句中作状语，表示的是主语本身的状态。这句话的意思等于 The goods were damaged when they were received. 除分词外，形容词，介词词组，名词有时都可以类似地使用。例如：
She arrived home safe.（她平安到达。）
I returned home tired.（我疲惫地回家。）

货物完好发出。
The goods have been shipped clean.
clean 作副词，表示“完好无损地”。

2.7 保险

你们是否有包括火灾、水灾、意外、工伤及失窃在内的综合保险合同？
Do you offer a comprehensive insurance policy covering us us against fire, flood, accident, industrial injury, and theft?
comprehensive[ˌkɔmpri'hensiv]全面的，综合的
policy ['pɔlisi] 保险单，保险合同
industrial [in'dʌstriəl] 工业的，工作的
injury ['indʒəri] 受伤，伤害
theft[[θeft] 盗窃，失窃

各种意外情况都应该考虑。

All contingencies should be taken into consideration.

contingency[kən'tindʒənsi]意外情况，意外事故

这种保险最适合我们。

This type of insurance suits us best.

suit[sju:t]适合于

这样我们的损失就可以得到补偿。

This would ensure compensation for our loss.

compensation[ˌkɔmpen'seiʃən]补偿

这可以让我们免受可能的损失。

This could save us from possible losses.

save from　免于，从……挽救出来

但是保险费太高。

But the premium is too high.

premium['pri:mjəm]保险费

谁承担费用？

Who is to bear the costs?

bear[bɛə]　承担，忍受

我们应采取哪些预防措施？

What precautions shall we take?

precaution[pri'kɔ:ʃən]预防措施，事先警惕

我们应该提防这种可能。

We should guard against this possibility.

guard against　提防

take off guard　使……放松警惕

你们得自己办理保险。

You'll have to arrange your own insurance.

这里的 arrange 等于 handle, deal with 或 take care of。

2.8 投资

我们欢迎你们各种形式的投资。

We welcome investment from you in any form.

form 可作名词，形容词使用，意为“形式，形成，组织”。

我们是国有企业。

We are a state-owned enterprise.

国有企业　state-owned enterprise
集体企业　collectively-owned enterprise
私人企业　privately-owned enterprise
外资企业　foreign-invested enterprise
合资企业　joint venture
中资机构　China-funded enterprise
所 有 权　ownership/ proprietorship/proprietary rights

合资公司的组织形式是责任有限公司。

The organization form of the Joint Venture Company is a limited liability company.

责任有限公司　limited liability company/ company of limited liability
股份有限公司　joint stock company limited
控股公司　holding company
上市公司　listed company/ public company

我们准备实施计划。

We're going to set the plan in motion.

be going to do 与 will do 的区别是：前者强调计划性，必然性；后者侧重主观意愿。
set in motion 开始实施，启动

我们很高兴地看到……

We've noted with great pleasure that ...

这是在比较正式的场合中使用的套话，如果是普通情景中，就可以说 We're happy/ glad to see that ...

总投资额是一亿人民币。

The total amount of investment is RMB 100 million.

million['miljən]　百万
ten million　一千万
a hundred million　亿
billion ['biljən]　十亿（美国）；万亿（英国）

设计生产能力是 ……

The designed production capacity is ...

capacity[kə'pæsiti]能力，容量，职位
In what capacity were you working at that company?（你当时在那家公司是担任什么职位？）

让我们携手共创未来。

Let's join our efforts for a prosperous future.

prosperous['prɔspərəs]繁荣，兴旺发达

我们的互补性很强。

Our respective strengths are mutually complimentary.

mutually['mju:tjuəli]相互地
complimentary　补充的

我们必须占有 51%的股份。
We insist that we own 51% of the shares.

我们缺的是资金。
What we lack is funds.
lack[læk]可作动词或名词，意为“缺少，缺乏”。

我们以实物形式投入。
We will be contributing in kind.
in kind　以实物方式

你们的优势再加上我们的优势，可以让我们具备强大竞争力。
Your strengths, combined with ours, will ensure our superior competitiveness.
combine[kəm'bain]结合，混合
句中的 ours 代替了 our efforts，这样可以避免不必要的重复。

我衷心希望……
It is my sincere hope that ...
sincere[sin'siə]真诚的

我们负责申请审批、注册和营业执照。
We shall be responsible for handling applications for approval, registration and business license.
approval[a'pru:vəl]　批准，同意
registration [ˌregis'treiʃən]　注册，登记
license ['laisəns]　执照，发放执照

利润分成依照我们各自对注册资金的投入比例。
Profits will be shared in proportion to our respective contribution to the registered capital.
respective[ris'pektiv]　各自的
proportion [prə'pɔ:ʃən]　比例
direct proportion　正比
reverse [ri'və:s]　proportion　反比
proportionate [prə'pɔ:ʃənit]　成比例的
commensurate [kə'menʃərit]　相称的

我们将协助招募人员。
We will assist in recruiting personnel.
recruit[ri'kru:t]招募，招聘

有一些手续需要办理。
There are procedures to go through.

procedure[prə'si:dʒə]程序，手续

这是个赚钱的行业。

This is a money-making trade.

trade　　行业，贸易

trade association　行业协会

money-making 等于 profitable

前景是很好的。

The prospect is promising.

prospect['prɔspekt]前景，展望

promising['prɔmisiŋ]　有前途的，有指望的

潜力是很大的。

The potential is great.

potential[pə'tenʃəl]可以作形容词或名词，意为“潜力，有潜力的，潜在的，可能的

potential threat 潜在威胁

我对此很乐观。

I'm optimistic about it.

optimistic[ˌɔpti'mistik]　乐观的

pessimistic [ˌpesi'mistik]　　悲观的

让我们紧密合作。

Let's work in close cooperation.

我们将遵守国际惯例。

We'll adhere to international practices.

adhere[əd'hiə] to 遵守，坚持

万事俱备了。

Everything is ready now.

There is nothing left undone.

我们不想冒这个风险。

We're not going to risk it.

risk 可以作名词和及物动词。

risk management　风险管理

risk assessment [ə'sesmənt]风险评估

risky　危险的，有风险性的

2.9 市场

需求是有的。

The demand is there.

句中的 is 应重读。

现在是供大于求。

Supply has exceeded demand.

供不应求可以说成 demand falls short of supply。

市场风云变幻。

The market is full of uncertainties.

uncertainty[ʌn'sə:tnti]不确定性，不确定因素

我们对打入德国市场很有兴趣。

We're interested in getting into the German market.

German['dʒə:mən]　德国的，德国人，德语

Germany ['dʒə:məni]　　德国

谁来负责营销？

Who will do the marketing?

marketing　销售，营销

我们的生产没能满足需求。

Our production failed to meet the demand.

fail[feil]失败，没能做到

用什么促销手段？

What promotional tactics to adopt?

tactic['tæktik]战术，战术性的

strategy ['strætidʒi]　　战略

strategic [strə'ti:dʒik]　　战略性的

我们的战略主要集中在高端市场。

Our strategy focuses on the upper end of the market.

upper end of the market　高端市场

lower end of the market　低端市场

货物销售得很好。

The goods sell well.

“好卖”不用 sell 的被动式，因为 sell 可以作及物动词，也可以作不及物动词。

一共有九个型号在英国销售。

There're a total of nine models for sale in UK.

total 可以作形容词，名词或动词。例如：

Our guests totaled more than ten.（我们的客人总共有十个以上。）

我们依靠科技创新夺回失去的市场占有率。

We count on technological innovations to reclaim our lost market share.

count on 依靠，信赖

设计这些新的服务种类是为了启动增长。

These new types of service are designed to jump-start growth.

jump-start 费力地推动，恢复

品牌确立之后，它将会引领市场。

Once the brand is established, it will lead the market.

once 在这里是作连词，等于 as soon as, when。

这对我们形成了一定的压力。

This creates certain pressure on us.

pressure['preʃə]压力

我们的产品已经投放市场。

Our product has been put on the market.

我们的销量在短期内超过了竞争对手。

Our sales shortly overtook those of our competitors.

overtake[ˌəuvə'teik]超过，胜出

我们在国际市场中的排名远远高过 X&Y。

We rank far ahead of X&Y on the world market.

rank[ræŋk]可以作动词或名词使用，意为“排名，级别”。

ahead of 在……之前

我们计划在北方增设销售点。

We plan to set up additional sales outlets in the north.

outlet['autlit]分销点，释放渠道

I need an outlet for my excessive energy.（我得找个办法释放我过多的能量。）

additional [ə'diʃənəl]更多的，额外的

如果销售情况允许的话，我们会重新考虑。

We'll reconsider it if sales warrant it.

warrant ['wɔrənt] 可以作动词或名词使用，意为“保障，理由”。

有报道说……

It is reported that ...

据说 it is said that ...

据信 it is believed that ...

据谣传 it is rumored that ...

有数据显示……

Statistics show ...

statistic[stə'tistik]　统计数字

statistical [stə'tistikəl]有关于数据的

statistical analysis ['indikeitə]　数据分析

这表明……

This indicates ...

indicate['indikeit]表明，显示，暗示

indication [ˌindi'keiʃən]　表明，迹象

indicator['indikeitə]　指示人，指示器

短信息服务在短短的几年内发展为日发送量达十亿条的庞大市场。

Short Message Service has grown to a billion-a-day-messages market in just a few years.

message['mesidʒ]消息，口信

massage [mə'sɑ:dʒ]　按摩

把几个词甚至是一个完整句子的所有词用分号连接起来，然后作为一个定语使用，这有时是很方便的办法，可以达到简洁生动的效果。例如：

His is-this-any-of-my-business attitude infuriated her.（他的一副“这关我什么事？”的态度激怒了她。）

So far.

迄今为止。

So far.

Till now.

To this day.

Up to now.

竞争对手纷纷效仿。

Competitors are following suit.

汽车市场需求疲软。

Demand for automobiles is sluggish.

sluggish['slʌgiʃ]无力，迟缓

slump [slʌmp]　疲软，松弛

slack [slæk]　疲软，松懈

stagnant ['stægnənt]　萧条的，停滞的

depressed [di'prest]　萧条的，情绪低落的

automobile ['ɔ:təməbi:l]　汽车，机动车

vehicle [viəkl]　汽车，载体

van [væn]　有盖且两侧封闭的汽车

SUV (sport-utility vehicle)　越野车

pick-up　皮卡车

2.10 时间

时间很紧迫。

Time is pressing.

Little time is left.

we're left with no time.

pressing['presiŋ] 紧迫的，有压力的

时间到了。

Time is up.

这是关键时刻。

This is a crucial moment.

crucial['kru: ʃiəl]事关重大的，生死存亡的

fatal ['feitl] 致命的

critical ['kritikl] 关键的，生死存亡的，持批评态度的

He is critical of this.（他对此持批评态度。）

由于时间关系……

Due to the time limit ...

备货时间太短了。

The lead time is too short.

lead time 制造商的备货时间

时间方面你有顾虑吗？

Do you have any concerns, time wise?

名词加上 wise 可以作状语，意为“在这一方面”。例如：

Career wise he started to be successful.（他在事业上开始取得成功。）

时间安排得好。

The timing was good.

timing 时间的安排，时机的把握

这是困难时期的特殊办法。

This has come out as an exceptional way of doing things in times of difficulties.

exceptional[ik'sepʃənl]例外的，突出的，特殊的

times 时期，年代

期限是下星期二。

It's due next Tuesday.

due[dju:]（按计划）到期的，恰当的

He is due to leave china in June（他将于六月份离开中国。）

已经超期了。

It's overdue.

overdue　超过约定期限的

你完成没有？

Have you finished it yet?

yet 用在将来时或疑问句和否定句的完成式里，作状语，表示“尚未，有待”。

还没有。

Not yet.

这有待改进。

This is yet to be improved.

马上就行了。

It will be done in an instant.

instant['instənt]可以作名词或副词，意为“很短的时间，很快的”。

我们无论怎样努力也来不及了。

We won't be able to make it however hard we may try.

however　在这里等于 no matter how。

我们没有时间做这个。

We don't have the time for that.

到时机成熟时。

When time ripens.

When the right time has come.

ripen['raipən]成熟（动词）

用秒来计算的话是多长？

How long is that in seconds?

不知不觉时间就过去了。

Time flies without our being conscious of it.

without 加上动名词作状语很常用，也很方便，如果用一个句子来替代本句中的 without 介词词组的话，就是：Time flies but/ and we are not conscious of it.

预计一周内完成。

It's expected to be finished within one week.

within[wi'ðin]在……之内

改一下时间吧。

Let's move it to another time.

请提前十天通知我们。

Please give us a ten-day notice.

这是未来几年要面对的问题。

This is a problem we'll face up to in the years to come.

face up to　勇敢面对

这需要一些时间。

It takes some time.

ome time　一些时间

sometime　某个时间

sometimes　有时

两天够不够？

Will two days suffice?

Can you make it in two days?

suffice[sə'fais]　是动词，意为“足够，满足”，等于 be enough, be sufficient, be adequate ['ædikwit].

我正忙着给报告润色。

I'm in the middle of polishing up the report.

in the middle of doing sth　正在忙着做某事

我们会尽自己的最大力量。

We'll surely do the best that we can.

赶快！

Speed up your pace!

Hurry up!

speed up　加快

pace[peis]　步伐，速率

只争朝夕。

Seize the day, seize the hour.

seize[si:z]　捕获，抓牢

就在那一刻。

At that very moment.

very 作定语时，等于 exact，意为“恰恰，正好”，例如：

at the very beginning　　最初

at the very end of it　事情的最后时刻

You are the very person to trust.（你正是值得信赖的人。）

再宽限三天吧。

Please allow us another three days.

allow[ə'lau]　　another 后边可以带复数的名词，该复数可视为一个整体。

我们需要十天，不包括非工作日。

We need ten days, non-working days excluded.

exclude[iks'klu:d]不包括，排除在外

non-working days excluded 是独立主格结构，无谓语，excluded 是过去分词。独立主格可以视为一种状语，对它所修饰的句字做出信息上的补充或是表示原因或方式。如果这句话不用独立主格结构表达，就可以是 we need ten days. And no-working days are excluded.

再过几天就是春节了。

Spring Festival is just a few days away.

festival ['festivəl]　节日

Spring Festival　春节

Mid-Autumn Festival/ Moon Festival　中秋节

Qingming Festival/ Pure Brightness Festival　清明节

Lantern ['læntən]　Festival　元宵节

Dragon Boat Festival　端午节/ 龙舟节

Double Ninth Day　重阳节

最早也得星期一。

It will be this Monday at the earliest.

at the earliest/ at the soonest　最早

at the latest　最迟

一年也不够，何况一个月。

One year is not enough, let alone one month.

let alone/ not to mention 何况，更不用说

最迟不能超过七月中旬。

It must be no later than mid July.

延期不可接受。

Delays are not accepted.

一般现在时 Delays are not accepted 比将来时 Delays will not be accepted 更突出原则性、客观性和一贯性。

这是浪费时间。

It's a waste of time.

请催促他们一下。

Please give them a bit of push.

欲速则不达。

Haste makes waste.

haste[heist]匆忙，过急

越快越好。

The sooner, the better.

我们提前了。

We're ahead of the time.

ahead of the time　提早

behind the time　推迟

在这期间，……

During this periord, ...

during['djuəriŋ]　在……期间

请及时予以处理。

Please handle it in a timely manner.

timely　及时的

in a ... manner　以……方式

你的及时到来让我们松了一口气。

Your timely arrival is such a relief to us.

relief[ri'li:f]松一口气，解脱

在不久的将来会发生变化。

Changes will take place in the near future.

遥远的将来可以说成 in the distant/ remote future。

in future（无定冠词）等于 from now on。

最快什么时候要？

How soon do you want it?

能否快速处理一下？

Could you expedite it?

Will you hurry up on that?

expedite['ekspidait]加快，推进

我还没来得及做。

I couldn't get around to it.

get around to 加上名词，代词或动名词，表示“来得及处理”。

来得及吗？

Can you make it?

make it 可以表示“能行，能做到”，在这里是“来得及”的意思。

我们仍然来得及。
We still can make it.
still 仍然

为时已晚。
It's already too late.

这样做为时过早。
It's still too early to do that.

迟做总比不做好。
Better late than never.

这会给我们省很多时间。
This will save us a lot of time.

这是百年一遇的。
This is once in a century.
century['sentʃuri]世纪
decade ['dekeid]　年代，十年
millennium [mi'leniəm]　千年

请到达后立刻给我电话。
Please give me a ring the first minute you've arrived.

会按期完成。
We're going to accomplish it on time.

我们可以在最后期限以前完成。
We can meet the deadline.

这是最新报道。
This is up-to-the-minute report.

两者同步开始。
The two start simultaneously.
simultaneously[saiməl'teniəsli]同时地，同步地
simultaneous　同时的，同步的
consecutive [kən'sekjutiv]　连续的，相继的
successive [sək'sesiv]连续的，相继的
simultaneous interpretation　同声翻译
consecutive interpretation　连声翻译

他非常迅速地来到了。

In no time he arrived.

in no time　迅速地，马上

我想要这事做得对而且快。

I want this done correct and prompt.

这里的 correct 和 prompt 是形容词，在句中作状语。

形容词有时替代副词作状语可以比使用副词时更简洁，更随便，在发音时也更轻松流畅。请将本句与下例作比较：

I want this done correctly and promptly.

为了节省时间……

In order to save time, ...

to save time, ...

表示目的时，可以直接用不定式替代 in order to。

in order that 后面接从句，与 in order to 的意思相同，例如：

I worked twice as harder in order that I would be able to save enough money for my tuition fee.（为了能攒够学费，我加倍地工作。）

它的速度是过去的三倍。

Its speed is three times faster than before.

三倍　three times more/ three times as/ three fold

否则我们就会错过这一次展览。

Otherwise, we would miss out the coming exhibition.

miss out　错过

交货期不得不延迟三天。

Delivery date has to be put off by three days.

Delivery has to be delayed for three days.

增加、减少、提前或延迟的数量或时间用介词 by 来引导。

需要多久？

How long will it take?

这很紧急。

This is very urgent.

urgent['ə:dʒənt]紧急的

必须赶在圣诞节之前。

It must be before Christmas.

Christmas　圣诞节

Easter　复活节

Valentine's Day　情人节
April Fool's Day　愚人节
Thanksgiving　感恩节，
Halloween　万圣节

间隔多长？
How long is the interval?
interval['ɪntəvəl]两件事或两段时间之间的间隙

我们不能承受延期。
We can't afford delays.
afford[ə'fɔ:d]买得起，有能力承受

我们可以再等一会儿。
We can wait for another while.
while 作名词时意为“一阵，一段时间”。

你能不能抽出一点时间给我？
Do you think you could squeeze a little time for me?
squeeze[skwi:z]挤出，挤压，挤捏

我们早该这样做了。
It's high time that we did this.
It is time 所带的从句要用过去式，意为“早该如此”。

我占用了你太多时间。
I've taken too much of your time.

你有空吗？
Have you got a few seconds?
Are you free?

多久？
For how long?
How long for?

越早越好。
The sooner, the better.

你把我逼到墙角了。
You've driven me to the wall.
drive 驱赶，驱动

不用急。

Take your time.

There is no need to rush.

Do not hurry.

Do not hasten.

到此为止吧。

Let's call it a day.

长远来看。

In the long run.

短期之内。

In short terms.

最后期限快到了。

Drop dead date is nearing.

drop dead date 用于指超过该期限即放弃的情况。

near 可以做动词用，意为“临近，靠近”。

大约会是在这个冬季。

It's going to be sometime this winter.

他们在拖延谈判。

They're dragging their feet on the talks.

drag[dræg]拖，拖住

你也可以把这视为最后通牒。

You may well interpret this as an ultimatum.

interpret[in'tə:prit]解释，诠释，口译

每次几个？

How many at a time?

多久一次？

How often?

frequent['fri:kwənt]

频繁的

occasional [ə'keiʃnl]　偶尔的

rarely ['rɛəli]　很少的

不过别给自己太大压力。

Don't push yourself too hard though.

though[ðəu]可以作连词，也可以作副词，意为“尽管，不过，但是”。

2.11 目标

我们的目标将是一如既往地……

In the future, as in the past, our goal is to constantly ...

目标是……

The target is to ...

目标　goal [gəul]

aim[eim]（可作动词）

target ['tɑ:git]（可作动词）

objective [əb'dʒektiv]

我们的目标已经实现。

Our goals have been achieved.

实现　achieve [ə'tʃi:v]

realize ['riəlaiz]

accomplish [ə'kɔmpliʃ]

我们要提高营业额。

We're targeting at a larger turnover.

turnover　营业额

我们还任重道远。

We still have a long way to go.

任务已经完成。

The task has been accomplished.

task[tɑ:sk] [tæsk]任务

mission ['miʃən]　　使命，重要任务

我们的计划搁浅了。

Our plan has been aborted.

abort[əbɔ:tid]流产

abortion [ə'bɔ:ʃən]　流产（名词）

这近乎完美了。

This is near perfect.

这与我们的目的是相符的。

This agrees with our purpose.

purpose['pə:pəs]意志，意愿，目的

为达到目的，可以不计方式。

End justifies means.

end 目的

means[mi:nz] 手段，方式，方法，行动，金钱，资源

用什么方式？

By what means?

How?

In what way?

为了做到这一点， ……

To achieve this, ...

我们的方向错了。

We're heading in a wrong direction.

head[hed]向前走

需要建立一些机制，以便提高工作效率。

Certain mechanism need to be set up so as to improve work efficiency.

mechanism['mekənizəm]机制

如果我们以完美作为目标的话，差距就太大了。

If we are aiming at perfection, there will be too long a way to go.

aim 可以作动词，也可以作名词。

2.12 意见

我认为这个最重要。

I take this to be of primary importance.

基础的，重要的

be of importance 与 be important 意思相同，前者较正式，在一般会话中使用的没有后者多。primary['praiməri]

我不明白。

I don't get it.

get it 本身的意思有很多，因此，它的具体意思有赖于说话时的语境支持。

情况并非如此。

That's not the case at all.

case[keis]情况，案例

并没那么好。

It is not all that good.

今天讨论的话题是……

The topic for discussion today is ...

topic['tɔpik]

我们来坦诚地讨论一下我们关心的主要问题。

Let's candidly discuss our principal matters of concern.

principal['prinsipl]主要的

fundamental [fʌndə'məntl]　根本的，重要的

concern [kən'sə:n]　关心，担忧

这是既成事实。

This is a fait accompli.

fait accompli[feit] [ə'kɔmpli]　从法语中引进的，等于 established fact。

英语从汉语中引进的词也很多，例如：

typhoon [tai'fu:n]　台风

sampan ['sæmpæn]　舢板船

我对此有信心。

I'm confident about it.

那是空话。

That's lip service.

你说得对。

You are right.

你这样说是对的。

You are right in saying so.

从某个角度讲，是这样。

In a way, yes.

既然如此……

In that case, ...

是关于什么的？

What's it about?

多亏你的帮助，事情办好了。

Thanks to your help, it turned out right.

thanks to/ owing to/ due to　由于

你能否讲述一下？

Could you give an account of it?

give an account of　详细叙述

我建议你慎重考虑。

I suggest that you ponder well on this.

ponder on 或 ponder over 常指在作出重要决定之前的深思熟虑。

话又说回来……

After all ...

However ...

Nevertheless ...

我没想到会这么好。

I never thought it could be so great.

我一点也不知道这是不是真的。

I have no idea whatsoever as to whether this is true or not.

no +名词+ whatsoever 表示“根本没有，一点也不”。

真有那么好吗？

Is it really that good?

在口语中可以用 that 来做副词以代替 so。

怎样都行。

Whatever.

Do as you please.

能不能更详细地解释一下？

Could you explain in greater detail?

我和你的看法相同。

I share your view.

I hold the same view as yours.

我支持你。

I'm with you all the way.

我放弃我的立场。

I give up my stance.

stance[stɑ:ns] [stæns]立场

有例外吗？

Are there exceptions?

exception[ikˈsepʃən]例外，特殊情况

我们试一下别的方法。

Let's try another approach.

approach[ə'prəutʃ]方法，方式

这阻碍进步。

This is hindering progress.

hinder['hində]阻碍（动词）

hindrance ['hindrəns]　阻碍，障碍（名词）

如您所知……

As is known to you, ...

As you know, ...

这无法弥补。

This is irreparable.

部分以字母 r 开头的形容词，加上前缀 ir 就可以构成反义词，例如：

irresponsible　不负责任的

irrevocable[i5revEkEbl]　不可挽回的，不可撤消的

irregular　不规则的

我们所能做的是 ……

What we can do is to ...

唯你是问。

You'll be held accountable for this.

be held accountable 应对之负责

对不起，打断一下……

Sorry to interrupt, ...

在作决定之前，我们想就几个方面得到你们的答复。

There are a few points we would like answered before we make a decision.

在句中的 answered 之前省略了 to be。

你好像对这个有怀疑。

You seem skeptical of this.

skeptical['skeptiCl]持怀疑态度的

正好相反……

t's quite the opposite.

On the contrary, ...

Quite the other way round.

我看不出什么问题。

I see no problem at all.

从一方面讲，这是好的，但从另一方面讲，是不好的。

On one hand, this is good; On the other hand, it's not.

那样的话……

If so ...

That way ...

两者是什么关系？

Its foundations are laid on the sand.

但问题是：怎样做？

But the question is: how?

它的基础是建立在沙堆上的。

What's the relationship between the two?

我们要用分析的眼光看待它。

We need to be analytical about it.

analytical[ˌænəˈlitikl]分析的

比如……这些因素也要考虑。

Such factors as ... need to be taken into consideration.

这倒有几分真实。

There is some truth in it.

我想你不会改变主意吧。

I don't think you will change your mind, will you?

Am I suppose to?（ 我应该改变主意吗？）

加上 will you? 可以增强语气。

你说的“crude”是什么意思？

What do you mean by “crude”?

by that I mean ...（我的意思是……）

为什么要这样？

I see no reason why.

这样做是为什么？

What for?

你指的是什么？

What are you referring to?

他们在胡扯。

They are talking nonsense.

That's sheer nonsense of theirs.

nonsense['nɔnsəns]胡说，无意义的讲话/ 行为

这要视乎……而定。

It's contingent upon ...

contingent[kən'tindʒənt]视条件而发生的，意外的

我已经下定决心了。

I've made up my mind.

我下决心要……

I'm determined to ...

determine[di'tə:min]决心，决定

这样做的目的是什么？

What's the purpose of doing this?

你同意吗？

Would you agree?

你觉不觉得他们在搞什么鬼把戏？

Do you think they are up to something?

我有同感。

I share the same feeling.

我不同意。

I don't agree.

我部分同意。

I partly agree.

我完全同意。

I totally agree.

totally['təutli]完全地

我赞成。

I'm for it.

I'm in favor of it.

句中的 for 要重读。

句中重读的部分是部分词性的，关键是对当时所需要的信息给予直接的传达。例如：

Shall I turn left or right?（我该左转还是右转？）
Please turn left.（请往左转。）
此例中的重读部分应该是 left。
我反对。
I'm against it.

你的意思是……？
Meaning?
Which means?
Meaning? 和 Which mean? 用来紧接着对方说的话进行提

这完全没用。
This is utterly useless.
utterly['ʌtəli]完全地，彻底地

这样做对我们没有什么好处。
t does us no good to do so.

我不太清楚。
I don't know exactly.

我偶然发现了它的一个错误。
I accidentally spotted an error in it.
意外地，偶然地 accidentally/ by chance/ by accident

我反对。
I objetct.
反对object[əb'dʒekt]
oppose[ə'pəuz]

我知道怎样把握尺度。
I know where the line is drawn.
draw the line 界定原则，把握尺度

你自己可以做到。
You yourself can do it.

缺点是什么？
What're the drawbacks, if any?
drawback['drɔ:bæk]缺点，不足

没有缺点。
It's impeccable.
impeccable[im'pekəbl]无瑕疵的，完全正确的

这有什么相关的呢？

How is this relevant?

relevant ['reləvənt]　相关的，联系的

irrelevant [i'reləvənt]　文不对题的，无关的

我们一点机会都没有。

We don't stand a chance.

让我斗胆表达一下我的反对意见。

Let me take the liberty to express my disagreement.

take the liberty to do sth　冒昧地做某事

我十分赞同。

I can't agree more.

I'm all for it.

You have my absolute consent.

遵命。

Just as you say, sir/ madam.

Yes, sir/ madam.

你意下如何？

What do you think?

你在想什么？

What's on your mind?

你有什么要说的？

What do you have to say?

这里出现的 have 和 to 是分开的，并非“不得不”的意思，不定式 to say 是作定语，修饰 what。再看一例：

Enjoy what life has to offer. What I have to add is ...（享受生活里的一切。我得补充的是……）

这样做的目的是什么？

What's the purpose of doing this?

This makes my head ache.

这到底是什么？

What on earth is this?

这让我头痛。

This gives me headaches.

这个问题难倒我了。

This question baffles me.

至少

At least

顶多

At most

你对此持什么态度？

What's your attitude towards this?

attitude['ætitju:d]

你说得很对，但是……

You've certainly made a number of good points there, but ...

能否说具体一点？

Could you be a bit more specific?

specific[spə'sifik]明确的，具体的

我想说明……

I want to make it clear that ...

我们也意识到了可能的后果。

We're well aware of possible consequences.

aware[ə'wɛə]　注意到的，清醒的

结果……

As a result, ...

As a consequence, ...

consequence['kɔnsikwens]　后果，结果

result 可以作动词：

esult from　由于

result in　导致

远远不止。

It's far more than that.

There is a lot more than that.

我只能相信你说的话是有道理的。

I could not but believe that there is truth in what you've said.

这样应该可以解决问题。

This should put the matter right.

What's your opinion on this?

你对此有何看法？

How do you see this?

How do you reckon this?

What's your view of this?

我们这样做是希望……

We're doing this in a hope to ...

我们已经放弃改变局面的希望。

We've given up hopes of changing the situation.

老实说……

To be honest, ...

Frankly speaking, ...

这是必然的。

This is out of necessity.

necessity[nəˈsesiti]　必然性，必须品

out of　出自，由于

It was simply out of curiosity.（这只是出于好奇。）

我们只能面对它。

We could not but face up to it.

形势对我们不利。

Odds are against us.

odds[ɔdz]

这倒是个很好的选择。

This can be a good alternative.

alternative[ɔːlˈtəːnətiv]

在这个问题上似乎存在误解。

There appears to be some misunderstanding regarding this issue.

加上“appear”可缓和语气。

指出对方错误时，不宜直指对方，如果说成“you don't understand ... ”，则有莽撞之嫌。

这是没有根据的。

This is groundless.

There is no evidence supporting this.

这符合逻辑。

This is logical.

这是编造的。

That's nothing but concoction.

That's all made up.

编造，虚构　concoction [kən'kɔkʃən]

fabrication [ˌfæbri'keiʃən]

friction ['frikʃən]

我们该怎么做？

How are we going to do it?

技术上是可行的。

This is technically feasible.

feasible['fi:zəbl]可行的，合理的

feasibility study　可行性研究

这是一个实用的办法。

This is a practical way of doing it.

现实的/ 可行的 practical/ realistic/ pragmatic [præg'mætik]

这对我来说有点抽象。

That sounds a bit too abstract to me.

abstract['æbstrækt]抽象的，空洞的

这太笼统了。

That's too much generalized.

generalized['dʒenərəlaizd]笼统的，一概而论的

比如说？

For instance?

For example?

Like what?

For instance? 与 For example? 大多用升调。Like what? 可不用升调，若用升调则表示没听清楚，请对方再说一遍，或是对所听到的表示惊讶。

你说服了我。

You've talked me into it.

Have I persuaded you?（我说服你了吗？）

Have I convinced you?

一言为定。

That's a deal.

You've got it.

对于我来讲，你想做什么都无所谓。

As far as I'm concerned, you may do whatever you like.

as far as sb/ sth is concerned 对于某人/ 某事来说，至于某人/ 某事

其实……

Actually, ...

最终……

Eventually ...

我对此很担忧。

I'm worried about this.

I'm apprehensive of this.

I have misgivings over this.

我们对此持保留态度。

We have reservations about this.

这超出了我的理解能力。

This is beyond my comprehension.

beyond[biˈjɔnd] 超出，在……之外

beyond compare 无与伦比

comprehension ˌcɔmpriˈhenʃən] 理解，理解能力

incomprehensible [inˌcɔmpriˈhensibl] 无法搞懂的，难以理解的

究竟是什么让你这么认为？

What is it that makes you think so?

你的讲话使我大为受益。

You speech has been most enlightening.

enlightening[inˈlaitəniŋ]令人茅塞顿开的

所有动词的现在分词和过去分词都具有形容词的性质，因此，它们通常是可以作定语或表语的。有的动词的分词形式甚至被固定为形容词，例如 interesting（有趣的），spoiled（宠坏的）等等。要注意现在分词和分词过去作定语或表语时的区别，前者表示主动，后者表示被动；前者表示进行中的，后者表示已完成的，例如：

confusing 让人困惑的

confused 被搞糊涂的

developing 发展中的

developed 发达的

他对工作是认真负责的。

He is conscientious about his work.

conscientious[ˌkɔnʃiˈenʃəs]认真负责的，敬业的

这是一个僵局。

This is a standoff.

standoff/ stalemate['steilmeit]　僵局，对峙局面

我坚信……

I strongly believe ...

我强烈推荐……

I highly recommend ...

recommend[ˌrekə'mend]推荐，介绍

我们先把它搁置一下吧。

Let's put this aside for the time being.

搁置　put aside, shelve [ʃelv]

这是一个实例。

This is an instance of it.

instance['instəns]实例

我讲的清楚吗？

Do I make myself clear?

我想提醒你们注意这一点。

I'd like to draw your attention to this.

I'd like to call it to your attention that ..

听起来很有说服力。

That sounds persuasive.

persuasive[pə'sweisiv]sound, look, taste, feel　等可以像系动词一样直接加上形容词做表语。

不要仅仅从表面看待他说的话。

We'd better not take his words at their face value.

at face/ surface value　表面上

既然你这么说　……

Since you say so ...

那又怎样呢？

So what?

So?

Then?

有鉴于此，……

In view of this,...

据我所知……

As far as I know, ...

To my knowledge, ...

As far as my understanding goes, ...

我们双方都需要让步以取得双赢局面。

We need to make mutual concessions to reach a win-win situation.

concession[kən'seʃən]让步，退让

compromise ['kɔmprəmaiz]　折衷，让步

要不这样吧……

Let's try this way ...

如果这样的话，

If so ...

毫无疑问。

No question.

No doubt about that.

questionable可疑的

可以容忍的。

This is tolerable.

这是本末倒置的。

This is preposterous.

preposterous[pri'pɔstərəs]本末倒置的，前后颠倒的

这是不言自明的。

It's self-evident.

It's crystal clear.

crystal['kristl]水晶，水晶一样的

你想多知道一点吗？

Would you care to know more about it?

Would you care to ...？你愿不愿意……？

这是明智的选择。

This is a wise choice.

一点也不错。

Precisely.

这是错误的。

This is wrong.

错误的　erroneous [i'rəunjəs]

mistaken

incorrect

这是正确的。

This is right.

这很过分。

This has gone too far.

我想强调……

I want to stress ...

问题的焦点是……

The point in question is ...

情况是……

The thing is ...

这个与那个不同。

This is different from that.

有人会把 different from 说成 different than。后者是很不正规的，建议不要模仿。

这是合理的。

This is reasonable.

这样做有什么意义？

What's the point in doing that?

这是可以理解的。

This is understandable.

这会把问题复杂化。

That would complicate the matter.

complicate['kɔmplikeit]使复杂化

complicated　复杂的

完全可以这么说 ……

It can be safely said that ...

况且……

What's more, ...

Besides, ...

In addition, ...

Moreover, ...

Furthermore, ...

因此……

Therefore ...

so ...

consequently ...

我们的处境是一样的。

We're in the same boat.

确实如此。

Yes, indeed.

indeed[in'di:d]确实（副词）

这个结果的产生在一定程度上是由于……

This outcome has been partly due to ...

partly['pa:tli]　部分地

这样做是为什么？

What for?

你的言下之意是什么？

What do you imply?

imply[im'plai]　部分地

据我观察……

From my observation, ...

observation[ˌɔbzə'veiʃən]观察，遵守

我和你的意见不同之处在于……

My view differs from yours in that ...

differ['difə]相异，不同（动词）

I am different from her in that I am terribly stupid.（我和她的不同之处是我笨得要死。）

这让我很困惑。

I'm confused.

困惑　confused[kən'fju:zd]

perplexed[pə'plekst]

confounded[kən'faundid]

下一步怎样做？

What to do next?

What's going to be our next move?

这很难说。

It's hard to say.

It's difficult to say.

我仔细研究过。

I've carefully studied it.

你指哪方面？

In what aspect?

方面　aspect['æspekt]

respect[ris'pekt]

你能否剖析一下？

Could you give a break-down of it?

break-down　解析，拆散，崩溃

你怎样理解？

What do you make of it?

此话怎讲？

Could you elaborate on this?

elaborate[i'læbəreit]

如果我是你的话，我就……

If I were you, I would ...

简单地讲，虚拟语气的形式构成是将时态往过去一级推。例如：

If I were younger, I would make a different choice.（如果我现在年轻一点的话，我就会作出不同的选择。）

If I had been younger, I would have made a different choice.（如果我当时年轻一点的话，我就会作出不同的选择。）

我原来以为他的报告是没错的。

I took it for granted that his report was flawless.

flawless['flɔ:lis]没有错误的

flaw　错误

error ['erə]　错误

fallacy ['fæləsi]　谬误，幻想

这没多大用。

That won't help much.

在否定句中，much 比 a lot/ a great deal 较多使用。

你要否决吗？

Are you going to say no to this?

·否决['vi:təu]

问题不仅出现在措辞本身上。

The problem is not confined to the wording itself.

confine[kən'fain]局限，限制

我们语气要缓和。

We need to soften the tone.

soften['sɔfn] 软化

tone [təun]语气，腔调

你太天真了。

You're being naive.

naive[na:'i:v]be 加上形容词构成的复合谓语如果使用现在进行时，就表示主语当前暂时的表现，而不是对其本身下一般性的定论，例如：

You're stupid.（你是笨蛋。）

You're being stupid.（你聪明一世，糊涂一时。）

岂有此理。

That's absurd.

absurd[əb'sə:d]荒唐的

absurdity [əb'sə:diti]　荒唐，荒唐之事

我无法容忍。

I can't stand it.

容忍，忍受 stand/ bear/ tolerate

别再这样了。

No more of it, please.

请别这样。

Please don't.

让我们直入问题核心吧。

Let's move straight to the core of the matter.

straight[streit]直的，直接的，直接地

core[[kɔ:]　核心，核心的

我们陷入两难境地。

We're stuck in a dilemma.

stuck 为 stick 的过去分词。
dilemma[di'lemə] 两难境地

坦白地讲，这样并不好。
Frankly, this is no good.
no 在口语里经常可替代 not，而且有时比 not 的语气更强烈。

我一直被蒙在鼓里。
I've been kept in the dark about this.
dark 黑暗，黑暗的

这是原则问题。
This is a matter of principle.
principle['prinsipl]原则，原理

这会造成……
This may lead to ...

我接受指正。
I stand corrected.

依照您所说的，我可以推论……
From what you've said, I might gather that ...
gather 等于 infer，意为推论。

否则后果不堪设想。
Otherwise, it could turn out disastrous.
disastrous[di'zɑ:strəs] 灾难性的
turn out/ turn out to be 结果是，最终是
He turned out to be a hypocrite[5hipEkrit] .（结果他暴露出伪君子的面目。）

不要把结果误认为原因。
Don't mistake the effect for the cause.
mistake sth/ sb for 将某事/ 某人误认为是
effect 原因
cause 结果
causal relationship 因果关系

事实证明你的决定是正确的。
Your decision has proved right.
prove 可以作及物动词，也可以作不及物动词；它的过去分词可以是 proved，也可以是 proven。

这的确是事实。
This is hard fact.

hard 坚固的

在从汉语到英语的转换中，有时可以将原文的某个句子成分转换为对象语中的不对应的成分上。本句中的“的确”相当于英语中的状语，但这里转换成了英语中的定语 hard。

不要高估也不要低估目前遇到的困难。

We shall neither overestimate nor underestimate the difficulties we temporarily encounter.

overestimate 高估

underestimate 低估

estimate ['estimeit] 估计

在动词，形容词或名词前加上 over 表示“过于，过多”；加上 under 表示“不够，过少”。

encounter [in'kautə] 遇见，遭遇

这就是问题所在。

That's where the snag is.

snag [snæg] 问题的症结。

确实会有这种情况。

That does happen.

There are such cases.

句中的 does 要重读。

我收回我说过的话。

I take back what I said.

我能办到。

I can make it.

I can handle it.

I can manage it.

我又想了一下，决定改变主意。

On a second thought, I decided to change my mind.

我们可以归纳出 ……

We can induce that ...

induce[in'dju:s]

从这个原则可以演绎出……

We can deduce that ...

deduce[di'dju:s]演绎（从原理中推出结论）

我们可以得出结论……

We can draw a conclusion that ...

依照同样的道理 ……

By the same token ...

similarly ...

这个办法是可取的。

This course of action is advisable.

advisable[əd'vaizəbl]可取的，明智的

值得再试一下。

It's worthwhile trying to do it again.

我还没想好。

I haven't sorted it out.

sort out　整理清楚，想清楚

我们应该利用他们的技术优势。

We ought to take advantage of their technological expertise.

利用　take advantage of

make use of

utilize

这不公平。

This is not fair.

This is unjust.

我的结论是……

My conclusion is ...

这样做值得。

It pays to do so.

It's worthwhile to do so.

我们要怎么做?

How are you going to do this?

What are we going to do?

我一时糊涂。

I wasn't thinking.

我不是这意思。

I didn't mean that.

以这个为例。

Take this as an example.

我明白你的意思。

I know what you mean.

I see your point.

I see.

Understood.

Got it.

你让我们别无选择。

You leave us no alternative.

我应该这样吗？

Am I supposed to?

Should I?

我必须这样吗？

Do I have to?

Must I?

这根本不是好办法。

This is by no means a good way.

by no means 绝不，根本不，一点也不

这很严重。

This is serious.

这会导致严重后果。

This could lead to grave consequences.

grave[greiv]事态严重的，态度严肃的

grave concerns 严重关注

请重视这个问题。

Please take it seriously.

我是认真的。

I'm serious.

我是诚心的。

I'm sincere.

我是说真的。

I mean what I say.

我不是开玩笑。

I'm not joking.

I'm not kidding.

This is no joke.

你想讲的到底是什么？

What are you driving at?

我们取得的结论是……

We've come to the conclusion that ...

你在想什么？

What's on your mind?

What are you thinking?

请务必……

You are requested to ...

要尽可能地避免说“you must ... ”。

别忘了……

Please keep it in mind that ...

请再考虑一下。

Please reconsider this.

这样做完全正确合理。

It's altogether fit and proper to do so.

altogether [ˌɔːltəˈgeðə]完全，彻底

fit 与 proper 是同义词，叠加在一起以加强语气。

说是一回事，做又是另一回事。

To say is one thing and to do is another.

在 another 后面省略了 thing。这种相同字眼在并列或排比的句子里的省略是很常见的。

这太模棱两可。

This is too ambiguous.

暧昧的，模糊的 ambiguous[ˌæmˈbigjuəs]

这是片面的看法。

That's a one-sided view.

这个有误导性。

This is misleading.

是这样的吗？

Is it true?

Is that so?

你说的话模棱两可。

You sound equivocal.

equivocal[i'kwivəkəl]　语气摇摆不定的，语气模棱两可的

我们可以克服困难。

We can overcome the difficulties.

障碍很大。

The obstacle is looming large in front of us.

obstacle['ɔbstəkl]障碍

loom large　像噩梦一样出现在眼前

我需要你的意见。

need your comment on this.

I want your opinion.

如果看到我们有什么缺点，请你指出。

Please point out our shortcomings if you've seen any.

我正好要谈到这一点。

I was just about to come to that.

我记得你多次提到过这个。

I remember you mentioning this on many occasions.

occasion[ə'keiʃən]　场合

你真会敷衍。

You're sidestepping the question.

You're evading the point.

You're being diplomatic.

sidestep　绕开，回避

evade [i'veid]　　回避，躲避，逃避

evade taxes　偷税漏税

diplomatic [diplə'mætik]外交的，圆滑的

代价太大了。

That's too costly.

That's too big a price to pay.

无论代价多大也要完成。

It must be accomplished regardless of any price we may have to pay.

It must be done at all costs.

这不现实。
This is not realistic.

依我看……
As I see it ...

我持保留意见。
I have reservations about it.

这是多余的。
This is redundant.
redundant[riˈdʌndənt]多余的

似乎没有什么好担心的。
There is nothing to worry about, as it were.
as it were 用来缓和语气或表示不十分确定的态度。

至于这个，我没有什么要说的。
As to this, I have nothing to say.

木已成舟。
What is done cannot be undone.

已经有明显变化了。
There have been noticeable changes.
noticeable['nəutisəbl]　明显的，引人注目的

它已初具雏形。
It's beginning to take shape.

这是最后一个需要扫除的障碍。
This is the last hurdle to clear.
hurdle['hə:dl]障碍，跨栏，篱笆

太好了。
Excellent.

这才是重要的。
That's all that matters.

何以见得？
How come?

这是自相矛盾的。

This is self-contradictory.

contradictory['kɔntrə'diktəri]矛盾的，冲突的

取得突破的前提是我们的意见一致。

Our concurrence is the precondition for a breakthrough.

前提　　prerequisite['pri'rekwizit]

precondition

表示“以……为前提”的动词有：

presuppose[ˌpri:sə'pəuz]

presume[pri'zju:m]

entail[in'teil]

necessitate[nə'sesiteit]

require

concurrence[kən'kʌ:rəns]一致意见，同时发生

我猜测……

I presume ...

我们这样做是不明智的。

It would be unwise for us to do so.

反之亦然。

And vice versa.

vice versa['vaisi 'və:sə]反之亦然

这是权宜之计。

This is an expedient measure.

expedient[iks'pi:diənt]　权宜的，权宜之计

我不是有意的。

I didn't mean it.

I wasn't intentional.

I wasn't doing it on purpose.

两者之间有什么区别？

What are the differences between the two?

真正的问题是……

The real problem is ...

I'm certain about it.

我敢肯定。

I'm sure of it.

这样说就是一棍子打死所有人。

It's too sweeping to say so.

sweeping['swi:piŋ]一网打尽的，笼统的，空泛的

你能证明它吗？

Can you prove it?

绝对是。

Absolutely.

我们只能这样接受它。

We have to accept it as it is.

毫无疑问。

No question about it.

No doubt about it.

Definitely.

这是自我欺骗。

This is self-deluding.

delude[di'lu:d]迷惑，欺骗

这有点让人失望。

This is rather disappointing.

我们换个方式吧。

Let's switch to another approach.

一点也不错。

Exactly.

肯定是。

Must be.

That's for sure.

不是才怪。

Can it be otherwise?

这句话的意思是“能是其它情况吗？”。

问题的实质是……

The point of issue is ...

可能我误解了。

Perhaps I misunderstood.

错的是我。

It was me that was wrong.

本句中的 that 也可以换成 who，但在由 it 作形式主语时，从句中的关系代词用 that 最好。

已经改善很多了。

It has improved a lot.

那才是重要的。

That's what really counts.

count 算数，有重要关系的

两者出入很大。

There are huge discrepancies between the two.

These two do not agree with each other.

discrepancy[dis'krepənsi]不符合，差异，出入

两者明显近似。

There is apparent similarity between the two.

你是说你不知道？

You say you don't know?

你刚才说……

You said just now that ...

我在考虑放弃它。

I'm thinking of abandoning it.

这肯定是一个假象。

This is unmistakably a sham.

sham[ʃæm]假象，冒牌货

这是不切实际的幻想。

This is an illusory idea.

illusory[i'lu:səri]虚幻的

我们可以再进一步。

We may go one step further.

未必。

Not necessarily.

It doesn't have to be so.

这不是钱的问题。

This is not a matter of money.

This is not about money.

This has nothing to do with money.

正如先前提到的 ……

As mentioned earlier ...

你可以见机行事。

You may improvise.

You are going to play by ear.

依我之见……

In my opinion, ...

My opinion is, ...

这个比那个重要。

This outweighs that.

outweigh[aut'wei]比……重要，优于……

out 作为前缀的时候，意思是“胜过”，例如：

outwit/ outsmart 比……有计谋

他们的意见有分歧。

Their views are split.

split 撕裂，分开（原形、过去式和过去分词同形）

我个人认为……

Personally, I think ...

可以说这会危及我们的业务关系。

This could jeopardize our business relationship, so to speak.

jeopardize 危及，威胁，置于危险境地

endanger [in'deindʒə]

perilize ['perilaiz]

threaten[5Wretn]

插入语不仅使用方便，而且更为重要的是，它可以体现出说话的微妙态度，例如本句中的 so to speak（似乎可以这么说）。

有可能。

Could be.

It's likely.

即使……

Although, ...

Though ...

Even if ...

这是必须的。

This is a must.

解决办法是……

The way out is ...

The solution is ...

据我的理解……

As far as I can see, ...

从总体上看……

On the whole ...

对，但是……

Right, but ...

你完全正确。

You're absolutely right.

你还有其它什么担心的问题？

What other concerns do you have?

在商言商。

Business is business.

这件事比当初预计的要难处理得多。

The issue is far tougher than expected.

正如您刚才指出的……

As you pointed out just now ...

如果情况允许的话……

If circumstances allow ...

circumstance['sə:kəmstəns]处境，状况

没有退路了。

There is no turning back.

还有活动的余地。

There is still room for maneuver.

情况会好转的。

Things will change for the better.

我们这样做是很重要的。

It's essential that we do this.

essential[i'senʃəl]重要的，本质的

It's essential 后边接的从句谓语用动词原形，也可以在谓语动词前加上 should。

情况在恶化。

Things are getting worse.

It's going from bad to worse.

情况已经十分糟糕。

Things have gone from worse to worst.

似乎你很怀疑。

It seems you doubt it.

You seem doubtful about it.

Looks like you have doubt about it.

情况如何？

How is it going?

糟透了。

Couldn't be worse.

这是可信的。

This is credible.

credible['kredəbl]可信的

incredible　不可信的

我想让你相信……

I want to convince you that ...

这由你作决定。

It's for you to decide.

It's up to you.

这对我们有用。

This serves our purpose.

我们对这事还有没有办法？

Is there something we can do about it?

这样弊大于利。

This would create more problems than it might solve.

Its disadvantages outweigh advantages.

那会是徒劳的。

That's going to be in vain.

vain[vein]徒劳的，无效的

说说你的理由。

Give us your reasons.

Why?

这些消极的方面需要纠正。

These negatives need to be addressed.

negative['negətiv]负面的，负面影响，消极因素

那是为什么？

Why is that?

我不这么认为。

I don't think so.

事实与此正好相反。

The opposite is true.

The truth is the other way round.

这很牵强。

This is far-fetched.

far-fetched[fetʃt]牵强

我想知道为什么。

I wonder why.

我很困惑。

I'm confused.

你怎么知道的？

How do you know?

你想过这个吗？

Have you thought about it?

这听起来还不是一件容易的事。

That sounds like hard work.

我想大概是吧。

I suppose so.

我正是这么想的。

That's exactly what I think.

对于我们该怎样落实它，你有没有什么想法？

Do you have an opinion as to how we should carry it out?

就这么定了。

This is final.

这可是你说的。

You said it.

这会带来后患。

This may backfire.

你的论据是什么？

How do you support your argument?

请三思而后行。

Please think twice before you do it.

Please think long and hard about it.

这引起了混乱。

This has caused confusion.

他们坏了事。

They blew it.

毁坏，葬送 ruin[ruin]

undermine[ˌʌndə'main]

做还是不做？

To do or not to do?

这只是个假设。

This is a hypothesis.

hypothesis[hai'pɔθisis]

假如在两者之间作出选择的话……

If I were to choose between the two ...

hypothesis[hai'pɔθisis]假设

hypothetical[haipəu'θetikəl]假设性的

我宁愿选择前者，而不是后者。

I'd rather choose the former instead of the latter.

I'd rather choose the former instead of the latter.

former['fɔ:mə]前者

latter['lætə]后者

除了这一点小问题外，其它没什么了。

This minor flaw apart, it is ok.

我不同意。

I disagree.

你刚才在说什么？

What were you saying?

真不简单。

That's remarkable.

就这么简单。

It's as simple as that.

我刚才想说的是 ……

I was trying to say ...

差不多是那样。

Something like that.

Close to that.

Almost so.

That's about it.

你为什么态度转变这么大？

Why did you make such a turnabout?

turnabout['tə:nə,baut]大转弯，态度急剧转变

那就更好了。

That'll be even better.

那我们就不勉强了。

Then we'd not press you to ...

press　施压

有可能吗？

Is it possible?

打个比方说……

Let me give you an example.

依据什么理由？

On what grounds?

依照什么标准来衡量？

By what criteria?

criterion[krai'tiəriən]（criteria 为复数）依据，标准，准绳

No surpri

这并不令人感到意外。

No surprise.

好了，别再争论了。

Ok, so much for the argument.

给我的印象是……

My impression is ...

这是保密的。

This is confidential.

confidential[ˌkɔnfi'denʃəl]机密的，保密的

我记得不是很清楚。

My memory on that is not very clear.

我想讲明白的是 ……

I want to make it clear that ...

这让我难以相信。

I find it hard to believe.

我暂时没有更多要问的了。

I have no further questions at this time.

最好的解决办法是我们……

The best way out would be for us to ...

总而言之……

All in all ...

To sum up ...

To summarize ...

In conclusion ...

In summary ...

Anyway ...

这涉及到他们的既得利益。

This involves their vested interests.

vested interests　既得利益/ 既得利益者

这事还真不简单呢。

It is quite something.

换句话说就是……

In other words ...

That is to say ...

Let me put it in another way ...

To put it otherwise ...

Namely ...

以门外汉的眼光来看的话……

From a layman's point of view, ...

layman['leimən]门外汉，非专业人士

这可不能轻视。

This is not to be taken lightly.

对我来说，这个没问题。

To me, it's ok.

仔细比较，你就会发现……

On close comparison, you'll find ...

此言差矣。

I don't think you are right in saying this.

I'm afraid that is not true.

我们需要一个灵活的计划以应付突发的问题。

We need a flexible plan to cope with problems that might pop up from nowhere.

pop up　冒出，突然出现

from nowhere　不知从何处

这是必要的，但不充分。
This is necessary but not sufficient.

这没有先例。
There was no precedence to this.
precedence ['presidəns]　先例

可能性有多大?
How are the chances?
机会，可能性　odds
probability
possibility
likelihood

很有可能。
It's most probable.

也许吧。
Perhaps.

事情还没有结束。
That's not the end of it.

说到点子上了。
That's the point.

这是问题的关键。
That's the crux of the matter.

这是问题的核心。
That's the core of the matter.

这是解决问题的关键。
That's the key to solving the problem.

这行得通吗?
Will it work?
Is that feasible?

请继续讲。
Go on, please.
Please continue.

Please go ahead.

Proceed, please.

如果从另一个角度看这个问题，你会发现……

If we see it from another perspective, you'll find ...

perspective[pəˈspektiv]角度，透视

那有什么不同结果吗？

Will that make a difference?

没有这样的事。

There is no such thing as that.

这不是我的初衷。

This is rather not what I intended.

正是如此。

That's it.

太棒了。

Fantastic.

你的结论是什么？

What's your conclusion?

这可以增加 10%的胜算。

This could offer an additional 10% chance of success.

谢谢你的宝贵建议。

Thank you for your advice, which is of enormous value to us.

enormous[iˈnɔːməs]　巨大的，大量的

gigantic [dʒaiˈgæntik]　巨大的，庞大的

colossal [kəˈlɔsl]　巨大的，庞大的

immense [iˈmens]　广阔的，巨大的

2.13 协议

合同当事人包括 ……

The parties to the contract are ...

当事人　party

既然我们都了解了彼此的意愿，就谈一谈交易细节吧。

Now that we've well understood each other, let's get down to transaction details.

transaction[trænˈzækʃən]交易

上一次会议不是很有成果。

Our last meeting was rather inconclusive.

inconclusive[ˌinkənˈkluːsiv]　　未取得结果的

这个必须严格界定。

This must be strictly defined.

我们希望今天能和你们签约。

We hope to seal the deal with you today.

We wish to enter into an agreement with you today.

wish to do sth 带有较正式的语气。

经过双方的同意，合同可逐年续约。

Subject to our mutual agreement, the contract will be renewed annually.

renew a contract 续签合同

rescind/ nullify a contract　终止/ 废除合同

valid contract　有效合同

void agreement　无效协议

请在这里签名。

Please sign your name here.

你们的责任是……

It is your duty to ...

我们保留……的权利。

We reserve the right to ...

如果双方对条件产生分歧……

In the case of disagreement over specified conditions ...

In the event of ...

在这样的情况下 ……

In cases where ...

In the event that ...

如果出现意外……

When unanticipated issues occur ...

除非另有规定，任何一方都不得免除履行责任。

Either party shall be exempted from fulfilling their obligations unless otherwise stipulated.

履行责任 fulfil/ perform obligations/ duties

我们对此不承担责任。

We shall take no responsibility for this.

这是符合双方利益的。

This is in the interests of both sides.

在协议有效期内首期合同有多长？

During the effective term of the agreement how long will the initial contract run?

合同自 7 月 1 日开始，为期一年。

The contract will be from 1st July for one year.

剩下的期限不到 1 个月。

The remaining term is less than one month.

remaining　剩余的

合同两周内到期。

The contract will expire in a fortnight.

expire[iks'paiə]到期，期满（动词）

expiration/ expiry [iks'paiəri]　到期，期满（名词）

at the expiry of the contract　合同到期时

fortnight ['fɔ:tnait]　　两个星期

如果没有我们的明确同意，这个协议不得做任何更改。

This agreement is not to be altered in any way without our express prior consent.

alter['ɔ:ltə]更改

express　明确表达的

prior ['praiə]　　事前的，居先的

consent [kən'sent]　　同意

这是合同不可分割的一部分。

This is an integral part of the contract.

integral['intigrəl]不可分割的，有机组成的

我们会履行自己的义务。

We'll perform our obligations.

这是一个口头形式的合同。

This is a verbal contract.

verbal['və:bəl]口头的

verbal clashes　口角冲突

必须对此承担一切责任。

Must bear all responsibilities arising therefrom.

therefrom 等于 from it，它大多作为书面用语出现。

这句话在口语中可以换为 Must bear all responsibilities that arise from it.

协议从 1 月 1 日开始生效。

The agreement goes effective as from 1st of January.

We insist that this clause be entered into.

insist 所带的宾语从句中的谓语动词用原形。

我们坚持在合同中加入这一项。

We'll do our part.

我方会尽自己的责任。

This commitment still remains good.

这个承诺仍然有效，我会信守诺言。

I will keep my promise.

I will stick to my promise.

I will remain committed.

双方一致同意……

It is agreed by both parties that ...

这是一式两份。

This is in duplicate.

合同的中英文文本有同等效力。

Both versions of the contract in Chinese and English have equal binding force.

version 版本

binding　有约束力的

以中文文本为准。

The Chinese text shall prevail.

prevail压倒，战胜，流行

关于这个，我们要另立一份单独的合同。

We shall conclude a separate contract regarding this.

我们同意你们的条件。

We agree on your conditions.

我们愿意做出让步。

We are willing to make concessions.

我们的无条件接受并不能解决问题。

Our unconditional acceptance will lead us nowhere.

有什么遗漏了吗？

Is there anything left out?

leave out/ overlook 遗漏

要不要再检查检查？

Shall we check it over again?

这违反了诚实信用的原则。

This violates the principle of good faith.

faith[feiθ]诚信，忠实，信任，信仰

有什么要补充的吗？

What do you have to add?

必须加入有关不可抗力的条款。

We must enter a clause regarding force majeure.

不可抗力 force majeure[fɔːsmæ'zəː]（法语）

irresistible forces

如果没有正当理由……

Without justified reasons ...

合同各方应该遵循公平的原则。

The parties to the contract shall abide by the principle of fairness.

abide by遵守

如果……我们有权终止合同。

We have the right to terminate the contract if ...

除/ 终止（合同/ 契约/ 法律）

terminate['təːmineit]

rescind[ri'sind]

annul[ə'nʌl]

repeal[ri'priːl]

2.14 抱怨

我要投诉。

I have a complaint.

我们不满意。

We're dissatisfied.

这已经发生过多次。

This has taken place quite a number of times.

这种事情总是不断发生。

Such things keep happening.

情况到了几乎不能忍受的地步。

Things have gone to a point where it is hardly bearable.

错误必须纠正。

The mistake must be corrected.

用被动式表达可以避免语气过于激烈。

建议不要说成“you must correct the mistake”。

我们没想到会发生此事。

We never expected that this should happen.

should 在这里的意思是“竟然”。

我们对此感到震惊。

We' were shocked by this.

请对此作出解释。

Please account for this.

这远远没达到我们的期望。

This falls far short of our expectation.

请避免此类事件再次发生。

please prevent such things from happening again.

请确保此事得到处理。

Please make sure this is properly taken care of.

make sure, make certain和ensure等都可以带宾语从句，表示“请做到”“务必”“确保”。

我现在还不清楚是什么原因。

I can't figure out the reason at this moment.

figure out弄明白

想说什么就说什么。

Say whatever you want to say.

我们会调查清楚情况。
We will find out about it.

这不是应该责怪谁的问题。
This is not a question of who is to blame.

对不起，在这件事情上我们确实爱莫能助。
We're very sorry that we can't help in this case.

这是没办法的事情。
It can't be helped.

希望你能理解我们的苦衷。
Hope you can understand our reasons.

我不是有意的。
I wasn't intentional.

我们会弄清楚是什么问题。
We'll find out what has gone wrong.

我真不明白怎么会发生像这样的事情。
I don't really see how such thing as this could have happened.

我们的解释是……
Our explanation is ...

有什么建议？
Any suggestions?

我们会迅速处理。
We'll get to it right away.

问题一定会解决。
The problem will be solved.
句中的 will 要重读。

我们会纠正错误。
We will correct this mistake.

我们会解决问题。
We will put the matter right.

我们为此道歉。

We apologize for this.

我们愿意承担责任。
We accept responsibility for this.

我们承认这是我们的错误。
We admit that this was our fault.

我们将不遗余力地解决此事。
We shall spare no efforts in addressing the matter.

我们会立即解决。
We'll settle it immediately.

正在相应采取措施。
Measures are being taken to this end.

尽管放心吧。
Just rest assured.

我们不会食言。
You can count on our word.

会好的。
It's going to be fine.

这事包在我身上。
You can count on me in this matter.

给您造成了不便，我们深感抱歉。
We are sorry about the inconveniences it has caused you.

我们保证不再发生类似事件。
We assure you that such things won't happen again.

这些货物是退还给你们，还是留待检验？
Would you like us to return these goods or hold them for inspection?

经过详细调查，我们发现……
After carefully looking into the matter, we find ...

有没有弄清楚？
Have you found out yet?

需要更多的信息才能作出决定。

More information is needed before a decision is made.

问题可能出自……

This may have been caused by ...

问题肯定是因为 ……

The error must have happened because ...

这是我们难以控制的。

This is beyond our control.

损失不是我方错误造成的。

This loss has not arisen from mistakes on our side.

因此我们拒绝承担任何责任。

Therefore, we deny responsibility whatsoever.

尽管如此，我们仍然愿意提供协助以解决问题。

Nonetheless, we are willing to assist in resolving the issue.

nonetheless[ˌnʌnðə'les] 尽管如此，虽然……也

我们也感到遗憾。

We regret it as well.

这种情况我们也是第一次遇到。

This is the first time we've ever encountered such cases.

从我们长期的合作中，你可以看出这种问题确实是罕见的。

From our established cooperation you will see that this sort of problem is quite unusual.

established已建立的，巩固的

希望你们能容忍一次。

We hope you can bear with us this time.

很感谢你们的理解。

We're grateful for your kind understanding.

谢谢你们的宽容。

Thank you for your tolerance.

2.15 电话

你好，我找圣约翰先生。

Hello, Could I speak to Mr. Saint John, please?

请问您是哪一位？

Who is calling, please?

我是森姆。

This is Sam.

我打电话是想通知你……

I'm calling to inform you that ...

请转分机 8770。

Extension 8770, please.

Please connect me to extension 8770.

请问您找他什么事？

What would you like to speak to him about?

他不在，其他人行吗？

He is not available at the moment. Will anyone else do?

这件事恐怕必须和库勒先生谈。

I'm afraid I have to speak to Mr. Cooler about this.

请稍等。

Just a second.

我拿纸和笔记一下。

Let me get a pen and a piece of paper to take it down.

您要留话给他吗？

Would you like to leave a message for him?

不用了，谢谢。

No, thank you.

我迟一点再打过来。

I'll call again later.

我会转告他。

I'll pass this message to him.

I'll tell him about it.

I'll convey this to him.

他大概什么时候回来？

When will he be back?

When is he expected back?

When do you think he will be back?

我迟一点再打过来。

I'll call again a little later.

他在开会。

He's at a meeting.

He's in conference.

需要我立刻去叫他来听电话吗？

Shall I fetch him right now?

您能否留下电话号码，让他与您联络？

Could you please leave your telephone number where he may reach you later?

好的，请让他回电 36204121。

Yes, please ask him to call me back at 36204121.

请不要挂机，我帮您转过去他那里。

Please hold on and I'll connect you to him.

谢谢你打电话过来。

Thank you for your call.

2.16 文化交流

这个概念涵盖广阔。

This concept is extensively encompassing.

encompassing[inˈkʌmpəsiŋ]包括，涵盖

每个国家的文化都彼此不同。

Culture varies from nation to nation.

入乡随俗吧。

When in Rome, do as the Romans do.

这正是东方文化的精髓。

That's the essence of oriental culture.

oriental 东方，occidental西方。这两个字主要用于历史文化和地域风情方面，不太有政治意义的划分。另

外，Oriental 常常是指远东的中国和日本。

如何区分它们?

How would you differentiate between them?

differentiate[difə'renʃi,eit]区分，辨别

百闻不如一见。

Seeing is believing.

名副其实。

It's worthy of the name.

它被指责为腐化。

It is rebuked as decadent.

rebuke[ri'bju:k]　指责

decadent['dekədənt]腐化的，颓废的

持久的是形式，而不是内容。

The form, as opposed to the content, is that which lasts.

需要以另一事物作对比或参照时，用 as opposed to，但与 in contrast with 和 in comparison with 不同的是：as opposed to 常用于同一事物的两个对立面，in contrast with 和 in comparison with 则用于两个独立事物的比较。另外，in contrast with 和 in comparison with 的区别是：前者指明两个不同事物的相异性；后者是将两个事物作比较，以显示它们的共性或差异。

that which 等于 what，因为它比较书面化，所以较少用于一般的口语中。

相对而言，……

Relatively speaking, ...

这体现了他的哲学思想。

This embodies his own philosophy.

外延需要缩小一点。

Its extension needs to be narrowed down.

extension　外延

intension　内涵

它的主题有点沉重。

Its subject matter is a bit heavy.

这在一定程度上与……有关。

This, at one level, has to do with ...

这是它的外在表现。

This is an outward manifestation of it.

manifestation[ˌmænifeˈsteiʃən]外在表现
manifest['mænifest]表现出（动词）
outward　外在的，向外的（副词为 outwards）
inward　内在的，向内的（副词为 inwards）
inner　内在的，内心的
innermost　最里边的，最深处的
outer　外在的，遥远的
internal　外在的，外部的
external　内在的，内部的
interior　内部的，室内的
exterior　外部的，室外的

蛮有哲理。
Sounds philosophical.

它是愚蠢的代名词。
It's an equivalent for stupidity.
equivalent[i'kwivələnt]相等的，相同之事

这是委婉的说法。
That's a euphemized version.
euphemize['ju:fəmaiz]委婉化，委婉地表达
euphemism['ju:fəmizəm]　委婉语
euphemistic[ju:fə'mistik]委婉的

根据传说……
As the legend goes ...

它的大意是……
It says to the effect that ...
to the effect that大意是

含义是……
The connotation is ...
connotation[ˌkɔnəu'teiʃən]含义
denotation[ˌdinəu'teiʃən]　词语所指对象

这带有贬义。
This is derogatory.
This has a negative meaning.
derogatory[di'rɔgəˌtəri]贬义的
commendatory [kə'mendətəri]　褒义的

这是难以描述的。

This is indescribable.

难以描述的　　indescribable

ineffable[in'efəbl]

这是语言所无法表达的。

It's beyond language.

这倒是我没听说过的。

That's something I've never heard of before.

这其中有什么深奥的道理？

What's the philosophy behind it?

这个观点很新鲜。

This viewpoint is novel.

novel['nɔvəl]新鲜的，独创的

这给人印象深刻。

This is impressive.

它的文化还很落后。

It's still culturally backward.

这个流派对中国的学术界产生了深远的影响。

This school has had a profound influence among the academic circles in China.

academic[ˌækə'dæmik]

后现代派艺术在这里没有市场。

Postmodernist arts are hardly accepted here.

意义何在？

What's the significance of it?

这是最具摧毁力的一个因素，虽然在这点上可能存在争议。

This is arguably the most devastating factor.

有时灵活地运用副词可以使简洁的形式包含丰富的内容，本句中的 arguably 就是典型的一例。如果不用这个副词，则相同的意思需要较复杂的表达，请将本句与下例作比较：

This is the most devastating factor. But different people may have different opions about it.

区分不是那么明显。

The distinction is not that clear-cut.

在中国，这个叫做……

We in China call it ...

扫除文盲还任重道远。

There is still a long way to go before illiteracy is wiped out.

illiteracy[i'litərəsi]　文盲现象，文盲状态

illiterate　文盲的，文盲者

京剧与西方歌剧有没有共同之处？

Is there something in common between Peking opera and Western operas?

他们有一些相同的特征。

They share certain traits.

trait特征

严格地讲，儒学说并非宗教。

Strictly speaking, Confucianism is not a religion.

Confucius ['sɔkrətis]　孔子

Socrates ['plætəu]　苏格拉底

Plato [æri'stɔtl]柏拉图

Aristotle[Ari5stCtl]　亚里斯多德

Kant [ka:nt]　康德

这些是历史遗留下来的。

These are historical legacies.

legacy['legəsi]　遗留问题

诸如此类，不一而足。

So on and so forth.

这就是发展中国家与发达国家的不同之处。

That's where a developing country differs from a developed one.

中国人的观念或多或少都有一点西化了。

Chinese people's outlooks have been, more or less, westernized.

这个国家既很现代又很古老。

This country is at once very modern and very ancient.

at once既……又

这是一个渐变的过程。

That's a gradual process.

见仁见智吧。

Opinions vary from person to person.

Different people may have different opinions.

That's a matter of opinion.
vary['vɛəri]变化
opinion　意见，主观看法
opinionated [əu'piniəneitid]　　固执己见的，不客观

那是断章取义。
That's a distortion with no regard whatsoever to the context.
with no/ without regard to　不顾，无关

那不过是陈词滥调。
That is mere cliché.
cliché[kli'ʃei]　陈词滥调，老生常谈

抄袭现象很严重。
Plagiarism is rampant.
plagiarism['pleidʒərizəm]　抄袭行为
plagiarize　抄袭
rampant ['ræmpənt]　　猖獗的，蔓延的

只是列举一二。
Just to name a few.
Just to mention a few.

人们滔滔不绝地谈论事情，但他们并不懂他们所谈的是什么。
People keep talking about things without ever understanding them.

我分不清哪个是哪个。
I can't tell which is which.

这是风俗习惯。
This is customary.

就此而言，……
For that matter, ...

这样的现象不多见了。
Such phenomena are becoming rare.
phenomenon[fi'nɔminən]（phenomena 为复数）　现象
少数名词的复数形式是不规则的，例如：
criterion[krai'tiəriən] —criteria[kritiəriə]　准绳
index['indeks] —indices['indaisi:z]　指数
datum['deitəm] —data['deitə] ['dætə]　数据
徒具形式而已。

It goes no beyond a mere show.

mere[miə]纯粹的，仅仅的

sheer [ʃiə]　彻底的，不折不扣的

已经丧失殆尽。

It's on the brink of complete extinction.

brink边缘

extinction[iks'tiŋkʃən]灭绝

这实质上是……

In essence, this is ...

已经消失得无影无踪。

It has disappeared without a trace.

It has vanished altogether.

vanish['væniʃ]　消失

trace[treis]踪迹，痕迹

它已经被商业化了。

It's been commercialized.

commercialized[kə'mə:ʃə,laizd]商业化的

不用说，这是有着古老文明底蕴的。

Needless to say, this is underlined by an ancient culture.

不用说　needless to say/ It goes without saying that

不论这是好事还是坏事，它是社会变化的一种反映。

This, be it good or bad, reflects certain social changes.

be it good or bad　等于 whether it is good or bad。

这很有启发性。

This is inspiring.

2.17 宏观环境

全球化是不可逆转的。

Globalization is irreversible.

全面的经济复苏已经开始。

An overall recovery of the economy is well under way.

经济出现活力。

The economy is gaining momentum.

momentum[məu'mentəm]动力，活力

中国的年经济增长曾高达 12%。
China's annual economic growth reached as high as 12%

有通货膨胀的迹象。
There are signs of inflation.
inflation　通货膨胀
deflation　通货紧缩

经济过热了。
The economy is over-heated.

与去年同期相比，股市开始反弹。
Compared with the same period last year stocks are rallying.
rally　大幅下滑之后回升

经济增长放缓。
Economic growth is slowing down.

这将难免对我们的业务造成影响。
This will inevitably affect our business.
affect 干扰，影响

短期利率与我们的利益息息相关。
Our interests are closely linked to short-term interest rates.

物价在上涨。
Consumer prices are on the rise.

第三产业很兴旺。
The third industry is flourishing.
干扰，影响第一产业 the First Industry
the Primary Industry
第二产业 the Second Industry
the Secondary Industry
第三产业 the Third Industry
the Tertiary Industry
industry 可以用于指最粗略的产业划分，也可以指流业），real estate industry（房地产业），tourist industry（旅游业），等等。

信息产业经受了暂时的倒退。
Information industry suffered temporary setbacks.

setback 倒退，挫折

suffer ['sʌfə] 遭受到，遭受苦难

在本句中，suffer 是及物动词，意思是“遭受到”。下例是作不及物动词时的情况：

The Palestinians are suffering from the Israeli occupation.（ 巴勒斯坦人由于以色列的占领而饱受苦难。）

经济增长高达 10%左右。

Economic growth increased as much as 10% or so.

在数字后边加上 or so 是表示说话者在列举大概的数字。

国民生产总值达到……

The GNP reached ...

GNP(gross national product） 国民生产总值

GDP(gross domestic product） 国内生产总值

光有数字并不能说明问题。

Numbers alone do not tell the tale.

tale故事

这个数字有水分。

This figure has to be taken with a grain of salt.

This is an inflated figure.

This is a puffed-up figure.

这句话的字面意思是“这个数字得加点盐”，为什么要加盐呢？因为水分太多，以至于太淡了。

他们善于夸大数字。

They at good at cooking books.

cook books 夸大数字，做假帐

恒生指数大幅攀升。

Hang seng index soared.

Stock Exchange 证券交易所

NASDAQ (National Association of Securities Dealers Automated Quotations 纳斯达克）

我们对形势抱乐观态度。

We are taking a bearish view.

bearish 衍生自 bear，既股市行情中的“牛市”。

为了复苏经济，利率连续 11 次调低。

To revive the economy, interest rates were slashed 11 times on end.

slash 比 cut 语气强烈。

on end 是接连不断的意思，等于 successively。

revive 与 revitalize 同义，指重振，复兴。

提高：raise, drive up, elevate, lift

中小型企业深受打击。

Small and medium enterprises are hard hit.

那个公司破产了。

That company went bankrupt.

bankrupt['bæŋkrʌpt]破产的

bankruptcy ['bæŋkrʌptsi]　破产（名词）

我们在逆境中生存下来了。

We've survived the adversities.

生意在萎缩。

Business is dwindling.

dwindle['dwindl]减少，减弱

2.18 政策与法律

中国加入世贸以后，外商的利益更有保障。

China's entry into WTO will better secure foreign entrepreneurs' rights.

WTO（World Trade Organization 世界贸易组织）

NAFTA（North American Free Trade Agreement 北美自由贸易协定）

AFTA（Asian Free Trade Area 东盟自由贸易区）

IMF（International Monetary Fund 国际货币基金组织）

ISO（International Standardization Organization 国际标准化组织）

WIPO（World Intellectual Property Organization 世界知识产权组织）

entrepreneur[ˌɔntrɪprə'nə:]　企业家，创业者

取消许可证和配额制以后，我们的机会就更多了。

The elimination of license and quota will open up more opportunities for us.

elimination [iˌlimi'neiʃən]　消除，取消（名词）

eliminate　消除，取消（动词）

quota ['kwəutə]　配额，指标 quota-free products　非配额产品

这句话可以说成复合句，但这里用 the elimination of license and quota 作主语，使句子成为一个简单句。这样可以取得简洁的效果，但有时带有较正式的文体色彩。与此类似的是，如果将副词转化为介词词组，则文体上显得更正式。例如：I waited for this anxiously 与 I awaited it with anxiety. 意思相同，但后者比前者在形式上更正式和更严肃。

不成文规定有时比法律条文更厉害。

Unwritten rules sometimes count more than the written ones.

政府正在制定支持中小型企业发展的政策。

The government is formulating policies supportive of small and medium enterprises.

supportive支持性的

他们能否给我们开绿灯？

Will they give a green light for us?

腐败是难以消除的。

Corruption is here to stay.

bribe[braib]行贿，贿赂

bribery ['braibθri]　行贿或受贿行为

take a bribe　受贿

我们咨询过有关部门。

We've consulted with competent authorities.

competent['kɔmpitənt] authorities[auθɔritiz]有关部门

没有明文规定并不一定等于默许。

Absence of written rules does not necessarily mean acquiescence.

absence　缺失，缺席

默许　acquiescence [ˌækwi'esens]

silent approval

权力被滥用了。

Power is abused.

我们将采取法律行动。

We will be taking legal action.

我们要起诉这个盗版我们软件的公司。

We're going to file a lawsuit against the company that pirates our software.

file a lawsuit　提起诉讼

反诉　counterclaim

我不会因此而起诉你。

I won't sue you for this.

sue[su:]　民事起诉

accuse/ charge　控告

prosecute ['prɔsikju:t]　刑事起诉，公诉

证据表明……

Evidence suggests that ...

他们向中级法院上诉。

They appealed to the Intermediate Court.

appeal　上诉

appellant [ə'pelənt]　上诉人
respondent　被上诉人
intermediate court　中级法院
high court　高级法院
supreme court　最高法院

他们准备撤诉。
They're going to drop the lawsuit.

他们采用了庭外和解。
They took to an out-of-court settlement.

双方正做出努力以消除分歧。
Efforts are being made by the two sides to iron out their differences.
iron out differences消除分歧

他们开始退让。
They are backing down.

我们应该低调处理。
We're supposed to downplay it.

原告聘请了一位资深律师来打这个官司。
The plaintiff hired a senior lawyer to argue the case.
plaintiff['pleintif]民事案件的原告
accuser　刑事案件的原告
defendant　民事案件的被告
the accused　刑事案件的被告
witness ['witnis]　证人
suspect [sʌs'pekt]　嫌疑人
criminal ['kriminəl]　罪犯

任何情况下都不要触犯法律。
In no circumstances should one break the law.
如果对谓语的否定放在句首，则该句子应使用倒装形式，因此，本句使用非倒装形式的时候就是 One should not break the law in any circumstances. 再举一例：
Little do we know about our future.（我们并不知道我们的未来。）
Neither do I.（我也不。）

知识产权纠纷有增无减。
The number of intellectual property disputes has been increasing instead of dwindling.

事以至此，只能由第三方仲裁了。

Situation being such, arbitration by a third party is inevitable.

谓语，它可以作整个句子的状语，表示原因或并列的情况。

仲裁：arbitration [ˌɑ:biˈtreiʃən]（动词形式为 arbitrate）

公证：notarize ['nəutəraiz]

公证人：notary

法院的判决是……

The court ruled that ...

法院判他们赢。

The court ruled in favor of them.

我们输了官司。

We lost the case.

罢工在中国是非法的。

Strikes are illegal in China.

罢工有时称作 industrial actions，是淡化火药味的说法。

illegal 是指“与法律相抵触”； illegitimate 可以是“非法”的意思，此外还有“违反规定的”，“非婚生的”，“不合理的”，“不合逻辑的”等意思，如：an illegitimate son 私生子。

他们扰乱了治安。

They caused a public disturbance.

disturbance 扰乱，骚动

检察院对犯罪嫌疑人提起公诉。

The procuratorate instituted a public prosecution.

procuratorate ['prɔkjuˌreitərit] 检察院

People's Congress 人大

legislative ['ledʒisˌleitiv] 立法的

judicial [dʒu'diʃəl] 司法的

administrative [əd'ministrətiv] 行政的

institute 进行，开始

prosecution 提起公诉

他被宣判有罪。

He was declared guilty as charged.

guilty as charged 指控罪名成立

death penalty['penlti] 死刑

capital punishment 极刑

life imprisonment 无期徒刑，终身监禁

execute 处死

fine 罚款

convict 定罪

sentence　判处
released on probation　缓刑释放

这触犯了刑法。
This violated the Criminal Law.
violate　触犯，违反（法律），侵犯
contravene　违反，违背，抵触
breach　违反（合同 ）
trespass　侵犯（土地或财产）
Constitution　宪法
Criminal Law　刑法
Civil Law　民法，
Procedural Law　诉讼法
Administrative Law　行政法
Corporation Law　公司法
Property Law　财产法
Contract Law　合同法
Environmental Law　环境保护法
Insurance Law　保险法

LESSON 3

餐桌

DINNER TABLE

3.1 邀请

能否赏脸一同吃饭？
Would you do me the honor of dining with me?
dine　用餐

我们想邀请你今晚一起去晚餐。
We'd like to invite you to a dinner tonight.
working breakfast　工作早餐
working luncheon　工作午餐
working dinner　工作晚餐
banquet　宴会

所有人都请。
Every one of you is invited.

既然是你邀请，我怎能拒绝？

Since it's you, how could I possibly decline?

decline['diklain]婉拒

refuse [ri'fju:z]　坚拒

我们可以找一个能够安静地谈话的餐馆。

We may find a restaurant where we can have quiet talks.

这一次让我做东。

Let me play the host this time.

我请客。

My treat.

3.2 祝辞

请允许我代表 ……表达一下美好的祝愿。

Allow me to express, on behalf of ..., our best wishes.

请别客气。

Please do not stand on ceremony.

ceremony['seriməni]礼节，仪式

干杯！

Cheers!

Bottoms up!

bottoms up!是“把杯里的酒喝干”。

敬你一杯。

Here's to you.

为我们的愉快合作干杯。

Let's drink to our happy cooperation.

祝你健康长寿。

Here's to your health and longevity.

longevity[lɔŋ'dʒeviti]长寿

请与我一同举杯。

Please join me in raising your glasses.

我提议为 X 先生干杯。

I propose a toast to Mr. X.

propose　提议

toast [təust]　敬酒

3.3 用餐

您想来点什么？

What would you like?

你要不要看一下菜谱？

Would you like to see the menu?

menu['menju:]菜单，菜谱

你有什么好介绍？

What have you got to recommend?

What would you recommend?

What are your recommendations?

你以前有没有吃过中国菜？

Did you ever eat Chinese food?

你能吃辣的吗？

Can you take food with a very hot taste?

hot 辣，热，性感

你喜欢吃海鲜吗？

Do you like seafood?

如果说 do you like to eat seafood? 就显得累赘。

你们有没有“上火”这个概念？

Do you have the concept of “excessive internal bodily heat”?

这间酒楼拥有一种烹羊制肉的独特秘方。

This restaurant boasts an exclusive recipe for cooking lamb.

recipe['resipi]　秘方，药方

lamb [læm] 小羊肉

mutton　羊肉

exclusive　独有的

这是典型的粤菜。

This is typical of Cantonese cuisine.

cuisine['kwizi:n]烹饪风格

这正是他们的招牌菜。

This is their specialty here.

觉得怎样？

How do you like it?

我不太吃油腻的食物。

I don't quite eat oily food.

油腻　oily/ greasy/ fatty

我比较喜欢清淡一点的。

I'd prefer something lighter.

这个很撑肚子。

This is quite filling.

从名字来看，这菜辣椒很多。

As its name suggests, this dish is heavily peppered.

上的第一道菜是 ……

The first course to serve is ...

请随意。

Help yourself, please.

Please enjoy yourself.

请多吃一点。

Please take some more.

这道菜对男人有好处。

This dish is helpful to males.

强调男女生理性差别时，用 male 和 female。

是什么样的？

What is it like?

何不试一下？

Why don't we try it?

真丰盛！

What a feast!

feast[fi:st]盛宴，大餐

真让人流口水。

It's mouth watering.

我急不可待地想尝尝。

I can't wait to taste it.

这个烤鸭的样子真是让人胃口大开。

This roast duck looks appetizing.

oast 可以作动词，也可以作形容词。作形容词时等于 roasted（烤过的）。

appetizing 开胃的

appetizer 开胃的小吃或饮料

这道菜叫水煮鸡片。

This dish is called sliced chicken boiled with vegetable in chilli sauce.

sauce 佐料汁

切法的表达：

chop/ cut 切块，

mince [mins] 切碎

dice[dais] 切成小方块

shred [ʃred] 切丝

crush 压碎

mash [mæʃ] 捣成茸

表达菜的名称时，先说出主料，再用 with 带上配料，例如：chicken braised with chestnuts 板栗焖鸡

你想怎么做法，煮还是蒸？

How would you like it prepared, boiled or steamed?

烹调方式的表达：

fry 炒

stew stju:] 炖

braise [breiz] 焖

simmer 煨

steam 蒸

roast 烤

smoke 熏

这道菜为了适应本地人的口味而有所变化。

This dish has been adapted in ways that better suit the local palate.

palate['pælət]口味，上腭

你筷子用得很好。

You manage so well with chopsticks.

You're good at using chopsticks.

能不能演示一下？

Could you show me how?

在对话中，由于双方对信息背景彼此了解，所以由疑问代词或疑问副词引导的内容可以省略，例如：
Tell me when

要不要给你拿一付刀和叉？
Shall I get you a knife and fork?
knife　小刀
fork　叉
dagger　匕首
scissors ['siːzə]　剪刀
刀和叉可以视为一套，因此不用在两者前边都加上不定冠词。

用这么多工具来吃饭岂不很累？
Isn't it hard work to eat with such a lot of utensils?

这里面有点闷。
It's quite stuffy in here.
我们可以把这里的 here 认为是一个特例，作为介词 in 的宾语，但我们也可以认为 in 和 here 都是副词，两者并列作为状语。

我把空调开大一点，行吗？
Would you mind if I turn up the air conditioner?
turn up　开大
turn down　关小
turn on　打开
turn off　关闭

我真是笨手笨脚。
How clumsy of me.
clumsy['klʌmzi]　笨拙的，窘迫的

我的舌头发麻了。
My tongue is getting numbed.
numb[nʌm]可以做动词或形容词，意为“麻醉，麻木的”。

它的气味很刺激。
It smells pungent.
pungent['pʌndʒənt]浓重的，刺激的，尖锐的

这个趁热吃味道最好。
This tastes best when taken hot.
It tastes best while it is hot.
when taken hot 等于 when it is taken hot. 在 when 和 while 引导的从句里，被动式的主语和 be 可以省略，但前提是：整个句子的主语与从句中的主语所指为同一对象。例如：
JWhen asked about his opinion, he simply said “no comment”.（当被问及他的意见时，他只是说“无可

奉告”。）

要不要一些凉菜？
What about some cold dishes?

我来给你倒酒。
Let me fill your cup.

你还能多喝一点吗？
Can you hold a bit more of it?

能把盐递给我一下吗？
Could you please pass me the salt?

这参汤怎么样？
How's this ginseng soup?

呃……还凑合吧。
Well ... it's ok.
ok 并不是积极的赞扬。

对于吃，你有没有什么喜好和禁忌？
Have you got dos and don'ts concerning food?
dos and don'ts 做与不做的事
haves and have-nots 有钱与没钱的人
pros and cons 支持与反对的意见

我在节食。
I'm on a diet.

这种酒用来下油腻的食物就很好。
This wine goes well with oily dishes.
go well with 与……搭配得好，适合

味道真鲜美。
It tastes delicious.

很脆嫩。
It's crisp and tender.

这道菜很精致。
This is a delicate dish.
delicate['delikit]精致的，柔弱的

再点几道菜好不好？

Shall we order a few more dishes?

我失陪一下。

Excuse me for a minute.

ok.

As you please.

这已经够多的了。

This has been more than enough.

这酒是用米酿造的。

This wine is made from rice.

made from 与 made of 的不同在于：前者多用于化学类的变化；后者多用于物理类的变化。其实从“from”与 “of” 这两个介词里也可以看出差别所在——“from”已暗示一个较复杂的转变过程。例：

My finger ring is made of silver.

这酒口味特别醇和。

This wine is extra mellow.

mellow['meləu]醇和，圆润

这酒不上头。

This wine doesn't go to the head.

来点不带酒精的饮料吧？

Would you like some non-alcoholic drinks?

我喝酒之后就会头痛。

I always have a hangover if I drink.

hangover['hæŋ,əuvə]酒后的持续头痛

你是不是喝醉了？

Are you drunk?

drunk 与 drunken 意思相同，但前者多作表语，后者多做作定语。

sober ['səubə] 清醒

alcoholic 酒徒

drunkard 醉汉

alcoholism/ excessive drinking 酗酒

吃狗肉在一些国家被看成是不光彩的。

Eating dog meat is deemed unsightly in some countries.

deem[di:m] 认为，看作

unsightly [ʌn'saitli] 不光彩的，难看的

狗肉不能说成 dog's meat。因为狗也会吃肉，dog's meat 是“狗吃的肉”。

这个含有很多蛋白质。

This contains a lot of proteins.

protein ['prəuti:n]　蛋白质

vitamin ['vaitəmin]　维生素

mineral ['minərəl]　矿物质

营养还是味道重要？

Which comes first, nutrition or taste?

nutrition　营养

nutritious　营养丰富的

她差不多是一个素食者。

She is close to being a vegetarian.

to 是介词，必须带宾语，宾语必须具有名词性质，因此它后面是动名词 being。

难道你对食物不挑剔吗？

Aren't you particular about the foods you eat?

否定形式的疑问句通常暗含提问者的肯定态度。这句话可能暗示提问者认为对方对食物挑剔。

西方人给我的印象是非常注重餐桌礼仪的。

Westerners impress me as particularly observant about table etiquettes.

etiquette['etiket]礼节，礼仪

我可以抽支烟吗？

Would you mind if I smoke?

No, please go ahead.　（不介意，请吧。）

Well ... better not　（这……最好别抽烟。）

你要抽支烟吗？

Would you like a cigarette?

反烟运动势头很猛。

The anti-smoking campaign is gathering rapid momentum.

campaign[kæm'pein]有组织的政治性或社会性活动

这个我没有试过。

I've never tried it before.

谢谢你光临。

Thank you for coming.

今晚你们来赴宴使我们很荣幸。

We're greatly honored to have you with us at this dinner this evening.

这里不收小费。

Tipping is not accepted here.

tip　小费，给小费

要给 10%的服务费。

There is a 10% service charge.

我来埋单。

Let me pay the bill.

LESSON 4

感情交流

EXHANGE EMOTION

4.1 约会

今晚有空吗？

Will you be free this evening?

我想和你约个时间。

I'd like to make an appointment with you.

我今天想去购物。

I feel like doing some shopping today.

我还有很多工作要做。

I still have a lot of work to do.

在完成这些事情之前是不行的。

Not before these things are done.

我很想，但是……

I'd love to, but ...

一起去吗？

Will you come along?

什么时间对你合适？

What time may suit you best?

What time is ok with you?

七点左右怎么样？

What about sevenish?

That suits me.（那正合适。）

That'll be all right.（好吧。）

能不能换个时间？

Could we make it another time?

Could we change it to another time?

Could we move it to another time?

我们定在明天下午 5:00，好吗？

Shall we make it 5:00 pm tomorrow?

你不觉得那样稍晚了一点吗？

Don't you think that's a bit too late?

Wouldn't that be a bit too late?

对不起，让你久等了。

Sorry to have kept you waiting for so long.

太抱歉了，我迟到了将近半小时。

I'm terribly sorry. I am almost a half hour late.

terribly/ awfully sorry　非常抱歉

没关系

That's ok.

That's all right.

It doesn't matter at all.

That's no problem.

他们什么时候关门？

When is their closing time?

你总是很准时。

You're always punctual.

punctual['pʌŋktuəl]准时的，守时的

准时是一种美德，对不对？

Punctuality is a virtue, isn't it?

一言为定？

Deal?

Deal!　（一言为定）

4.2 购物

那是广州最繁华的商业街。

That's the busiest shopping street in Guangzhou.

那里周末总是很拥挤。

It's always crowded there on weekends.

在周末时 on weekends/ on the weekend

去步行街逛逛倒不错。

It's not a bad idea to shop along the pedestrian mall.

pedestrian[pe'destriən] 行人，步行的

mall[mɔ:l]商场，商业街

能不能帮我把美元换成人民币？

Could you help me exchange some US dollars for RMB?

你期望什么兑换比例？

What exchange rate do you expect?

我想买一些纪念品。

I'm thinking of buying some souvenirs.

souvenir['su:vəniə] 纪念品

这个是买给谁的？

For whom are you buying this?

如果他们多收了你的钱怎么办？

What if they've over-charged you?

what if如果……怎样？

你可以和他们讲价。

You may bargain with them.

bargain['ba:gin]讲价

这个贵得离谱。

This is unreasonably expensive.

This is exorbitant.

exorbitant[ig'zɔ:bitənt] 过分昂贵的

我的购买力不能与你相比。

My buying power is not to be compared with yours.

我买不起。

I can't afford it.

我不得不量入为出。

I have to make ends meet.

I have to spend within my budget.

你给你太太买什么作礼物啊？

What gift are you buying for your wife?

对地方特产有没有兴趣？

Are you interested in local specialties?

手工艺品可以在那里买到。

Handicrafts are available there.

那是冒牌货。

That's a fake.

到十字路口往右拐，再直走大约 100 米就到了。

Turn right at the crossroads and walk straight ahead for 100 meters and we will get there.

我们可以步行到那里。

We can walk there.

4.3 运动

你一般做什么运动？

What sports do you usually play?

足球　soccer（美）/ football（英）

保龄球　bowling/ bowls

跳水　diving

跳板跳水　springboard diving

跳台跳水　platform diving

台球　billiards

拔河　tug-of-war

田径　track and field sports

体操　gymnastics

花样滑冰　figure skating

冰上舞蹈　ice dancing

滚轴溜冰　rollerskating

滑雪　skiing

棒球　baseball

垒球　soft ball

运动对生理和心理健康都有益。

Sports contribute to both physical and mental health.

contribute[kən'tribju:t]贡献，捐赠，有益于

这里的 and 应重读，以强调“两者都是如此”。

友谊第一，比赛第二。

Friendship first, competition second.

高尔夫与做生意相辅相成。

Golf and business make a good couple.

make 是，成为，堪称

You make a great teacher.（你是一个很棒的老师。）

跳舞休闲多于运动。

Dancing is more of leisure than of a sport.

leisure['leʃə]休闲

tango['tæŋgəu]　探戈

cha-cha恰恰

waltz[wɔ:lts]　华尔兹

samba['sæmbə]桑巴舞

foxtrot['fɔkstrɔt]　狐步舞

quick step快步舞

rumba['ru:mbə]　伦巴舞

jive[dʒaiv]　牛仔舞

ballet['bælei]　芭蕾舞

太极拳有没有对抗性？

Is Taijiquan combative?

拳击发源于什么地方？

Where did boxing originate from?

散打　Chinese style free boxing

自由搏击　kick boxing

泰拳　Thai Boxing

跆拳道　Taikuando

柔道　judo

沙袋　punch sack

梨球　pear bag

刺拳　jab

上勾拳　uppercut

左勾拳　left hook

右直拳　straight right

摆拳　swing
击倒　knock out
回合　round
最轻量级　fly weight
轻量级　light weight
中量级　middle weight
超重量级　super heavy weight

下象棋是我最喜欢的消磨时间的方式。
Chinese chess is my favorite pastime.
象棋　　Chinese chess
国际象棋　chess
围棋　weiqi/ go

我喜欢集体运动项目。
I fancy team sports.
team sports　集体运动
individual sports　个人运动
spectator sports　观赏性运动
competitive sports　竞技性运动
non-competitive sports　非竞技性运动

在一个放松的环境里静坐冥想有益于消除身心紧张。
Meditation in a relaxed setting helps to ease mental and physical stress.
ease[iːz]放松，缓解
mental　脑力的，心理的
physical　生理的，物理的

那岂不是很闷？
Isn't that boring?

我有时慢跑一下。
I do a little jogging sometimes.

我的身体条件不适合这个。
My physical conditions are not suited to this.

有时我也确实想这么做。
There are times when I feel like doing that.

我每天做俯卧撑和引体向上。
I do push-ups and pull-ups every day.
push-ups　仰卧起坐
pull-ups　引体向上

weight lifting　举重

伸伸手弯弯腰是很好的休息方式。

Stretching the body is a good way to get rest.

她每天走一公里的路，这自然让她保持了苗条的身材。

She walks for one kilometer every day, which naturally keeps herself slender.

英国足球流氓似乎是臭名

English football hooligans are infamous trouble

昭著的麻烦制造者。

makers, as it were.

比赛结果是平局。

The match came to a draw.

他第一局就被淘汰。

He was ousted in the first round.

中国运动员获得金牌。

The Chinese athlete won the gold medal.

gold medal　金牌

silver medal　银牌

bronze medal　铜牌

gold medalist　金牌得主

4.4 娱乐

有没有看过成龙主演的电影？

Have you seen any movie starring Jacky Chan?

star 作动词时，意思是“由……主演”

最佳男主角　best actor

最佳女主角　best actress

最佳男配角　best supporting actor

最佳女配角　best supporting actress

Oscar ['ɔskə]　奥斯卡

他是一位动作片明星，是吧？

He's an action movie star, isn't he?

action movie　　动作片

romance movie/ love film　爱情片

看过一部，名字我一时想不起来。

I saw one, whose name I can't recall at the moment.

蛮有悬念。

It has a touch of suspense.

suspense[səs'pens]悬念，悬而未决

摇滚乐一定要表现叛逆吗？

Does rock and roll have to represent rebelliousness?

rebellious[re'beliəs]叛逆的，造反的

rebellion 造反

rebelliousness 叛逆性

（“-ness” 为名词性后缀 ）

那首歌很糟糕。

That song is lousy.

差劲 lousy['lauzi]

一般 fair/ average/ ordinary

好 good

很好 very good/ excellent

极好 superb/ fantastic/ fabulous ['f æbjuləs]

这很好玩。

It's a lot of fun.

真搞笑。

It's funny.

funny滑稽

humorous 幽默

真古怪。

It's weird.

东方女性常常被描绘成软弱而宽容的。

Oriental women, more often than not, are stereotyped as meek and tolerant.

stereotype 程式化，俗套（动词或名词）

meek 温顺的，谦恭的

4.5 时尚

这得到了年轻人的喜爱。

This meets with young people's favor.

在以前这叫做小资产阶级趣味。

This used to be dubbed as a petty bourgeois taste.

dub[dʌb] 称之为

petty 小，小气

bourgeois[bə'dʒɔis] 资产阶级的，中产阶级的

taste 品位，情趣，口味

潮流总有点强加于人的味道。

Fashion is sort of arbitrary.

arbitrary['a:bitrəri]武断的

fashion ['f æʃən] 时尚，方式

old-fashioned 老派的，旧式的

fashionable 时尚的，时髦的

vogue [vəug] 流行，时髦（动词或形容词）

hip 时髦的（俚语）

trendy 时髦的，流行的

out-dated 过时的

你的减肥秘方是什么？

What's your secret recipe for losing weight?

obese[əu'bi:s] 超肥的

fat 肥胖

thin 瘦

plump 丰满

slim 苗条

slender 修长

skinny 很瘦

bony 瘦得筋骨毕现

那些巴黎或伦敦的少数所谓“顶级设计师”每一年都为时尚制订规则。

Each year a few so-called “top designers” in Paris or London lay down the law for fashion.

lay down the law 制订法律

时尚是很吸引人，但时尚不是必需的。

Fashion is appealing but is not necessary.

这是虚荣心在作怪。

This may have originated from false self-pride.

时尚与传统是脱离不开的。

Fashion and tradition are inseparable.

你今天漂亮极了。

You are extremely beautiful today.

Aren't I always?（我不总是这样漂亮吗？）

说到香水，我倒有一个笑话。

Speaking of perfume, I have a funny story to tell.

Somehow, women nowadays are extremely size-conscious.

我讨厌随波逐流。

I loathe mindless conformity.

按摩可以叫做治疗吗？

Can massage be termed as a medication?

现在又流行尖头高跟鞋了。

Shoes with high heels and pointed toes are now in vogue again.

女人每天醒来左右为难的事情是：该穿什么？

Women tend to wake up with a daily dilemma: what to wear?

不知道现在的女人为什么对“尺寸”这么敏感。

How do you like tattoos?

How do you like it? 与 What do you think of it? 的意思相同，提问者并未假设对方喜欢与否。

你喜欢纹身吗？

真诱人！

This is alluring.

那样的话，我会看起来颇有点造作。

That way, I would appear somewhat affected.

她喜欢穿紧身短裤。

She likes wearing skin-tight shorts.

他的设计比较突出性感。

Sexiness is accentuated in his designs.

accentuate[æk'sentjueit]突出，强调

穿这条超短裙会暴露我的身材缺点。

This mini skirt would betray my body shape.

我甚至不会结领带。

I don't even know how to tie a tie.

简单就是美。

Simplicity is beauty.

过分鲜艳的颜色大大地损害了它的美感。

The loud color drastically reduces its esthetic value.

关于时尚，品位是关键。

Taste is the key word when it comes to fashion.

性感是时尚一个至关重要的元素。

Sex is a vital element for fashion.

上班穿的衣服是有一定规则的。

Office wear follows a certain rule.

这个很适合你。

This fits you well.

你穿白色很好看。

You look great in white.

lavender['lævəndə]淡紫色
crimson [krimzən]　深红
magenta [mə'dʒentə]　品红色
scarlet　猩红色
fuchsia ['fju: ʃə]　紫红色
aquamarine [ˌækwəmə'ri:n]　海蓝色
beige ['beidʒ]　米色
tan　棕褐色
rose　淡红色
violet　紫罗兰色
saffron ['sæfrən]　橘黄
bronze　古铜色
burgundy ['bə:gəndi]　暗红色
camel　浅黄褐色
indigo ['indigəu]　靛蓝色
cinnamon ['sinəmən]　肉桂色/ 浅黄的棕色

这套晚装有些古典的优雅。

This evening gown has a touch of classical elegance.

我很怀念六十年代的朴素风格。

I'm reminiscent of the plain styles in the 60's.

男人越来越注重自己的外形。

Men are paying more attention to their own physical looks.

男人不应该太在意自己的样子。

A man should not be too fussy about how he looks.

你是我见过的最酷的男人。
You're the coolest man I've ever known.

女人的情况就不是这样的了。
The same can not be said for women.

这是世俗偏见。
This is a public prejudice.

认为外表不重要是幼稚的想法。
It's naive to think that looks don't matter.

这纯粹是个人喜好的问题。
This is just a matter of personal preferences.

4.6 其它

喂，你知道吗？
You know something?

有什么事？
What's up?
What's happening?
What is it?

给我们讲来听听嘛。
Come on and tell us about it.

我刚听说……
I just got word that ...

你怎么回事？
What's with you?

真可惜。
What a shame.
What a pity.

很凑巧。
It so happens.
It's such a coincidence.

如果要说明是什么事情很凑巧，可以用 it 作形式主语，把由 that 引导的主语从句放到谓语后边。例如：
It so happened that she saw me while I was doing that.（真是太凑巧了，我在做那件事的时候竟然被她看到了。）

真的吗？
Really?
可以读升调，也可以读降调。不同之处在于：升调可以表示疑问，而降调大多只表示惊奇，并非向对方的话表示置疑。

他恬不知耻。
He is dead to all sense of shame.

顺其自然吧。
Let nature takes its course.
Let things run their own course.

我不会亏待你的。
I won't pay you just peanuts.

活着就是为了工作。
We live to work.
To live is to work.

我觉得这个不怎么样。
I don't think much of it.

如果我是你的话，我就……
If I were you, I would ...
If I was you, I would ...

我真是爱莫能助。
I wish I could help.

我根本不在乎这个。
I don't care a bit about it.

可能有戏。
There's probably something to it.

真狗屎。
That's sucks.

我一口回绝了他。
I flatly rejected him.

他的行为真是太夸张了。

His behavior is overdramatic.

dramatic[drə'mætic]戏剧性的，夸张的

他为人很低调。

He is a low-key person.

He always keeps a low profile.

他爱讲话。

He is chatty.

He is talkative.

她总是唠叨着让我干这干那。

She is always nagging me to do this and that.

我看你是童心未泯。

I see the kid in you.

LESSON 5

敏感话题

SENSITIVE TOPICS

5.1 隐私

我能问你一个个人问题吗？

Might I ask you a personal question?

你是单身还是已婚？

Are you single or married?

如果我的问题冒犯了你，请你原谅我。

Please forgive me if my question should offend you.

offend/ annoy/ anger/ irritate/ infuriate冒犯，激怒

我估计我们年龄相差不多。

I guess we are of about the same age.

人们是否认为婚姻状况属于隐私？

Is one's marital status generally considered privacy?

你的健康状况如何？

How is your physical health?

我心脏不太好。

I have a heart disease.

你始终随身带有药吗？

Do you have medicine with you all the time?

他的婚姻陷入危机。

His marriage is under strain.

问题是你对他了解得太多了。

The problem is that you've known him all too well.

他涉入了丑闻。

He was implicated in a scandal.

对一些人来说，公开示爱是最亲密的举动。

For some, a public display of affection is the ultimate intimate gesture.

我比任何人都爱她。

I love her more than anyone does.

这里的 does 不能省略，否则这句话会产生很大歧异，因为有两种可能意思：

I love her more than anyone loves her.（我比别人爱她。）

I love her more than I love anyone.（我也爱别人，但最爱她。）

打探别人的收入常被认为是冒失。

Poking into others' income is usually deemed rude.

想做就做嘛。

When you itch, scratch.

金钱不是万能的。

Money is not everything.

这个话题有点敏感。

That's a touchy subject.

他对浪漫乐之不疲地追求。

He is in ceaseless quest for romance.

东西方的性观念差异逐渐模糊了。

The distinction between the East and the West in terms of sexual attitudes has been gradually

blurred.

大多数人还是贞操至上。

Most people still value virginity above all things.

虽然刨根问底是可笑的，但是对什么事都守口如瓶同样是很滑稽的。

While to be nosy is ridiculous, it's no less funny to be tight-lipped about everything.

while 作为连接词使用时，除了表示“在……的同时”，还可以引导让步状语从句，相当于 though 或者 although。例如：

JWhile we can not give you an explanation at present, we can promise you we are looking into the matter and will give you an answer very soon.（虽然我们目前不能给你们一个解释，但我们可以保证对此事进行调查，然后很快给出答复。）

你喜不喜欢讲闲话？

Do you gossip?

别这么无聊。

Ok, enough of this.

Stop fooling around.

No more of such nonsense.

男人和女人可以成为心灵之交。

A man and a woman could be soul mates.

不要太投入。

Don't get so invested in it.

这是不道德的。

This is immoral.

我不习惯和陌生人的身体接触。

I'm not accustomed to physical contact with a stranger.

偷拍别人的私生活无论怎样讲都是一种龌龊的行为。

On any account, probing into others' private life by means of a hidden camera is a nasty act.

nasty['nɑːsti] ['næsti]卑鄙，肮脏，下流

eavesdrop ['iːvzdrɔp]　窃听

这让人恶心。

This makes me sick.

真是不堪入目。

What obscenity this is.

真是难以置信。

I can't believe my fucking ears.

我对这些东西毫不在意。

I don't care a bit about all that stuff.

ED 这个缩写代表什么意思？

What does the abbreviation of ED stand for?

在公共场合谈论性是不可以的。

It's a taboo to talk about sex in public places.

人们有理由反对性交易。

People are justified in opposing prostitution.

如果你发生了婚外情，你应该找一个比这更好的理由。

If you have a love affair, you need to come up with a better excuse than that.

come up with 意为“拥有”，“产生”，例如：

He suddenly came up with a strange idea.（他忽然有了一个奇怪的念头。）。

人非圣贤，孰能无过？

To err is human.

检点一些好。

Better behave yourself.

轻佻的女人从来就不吸引我。

I'm never, ever attracted to flirtatious women.

加上“ever”一字是为了加强语气，表达绝对的态度。

人应该控制欲望。

Humans should curb their desires.

同性恋是先天的吗？

Were homosexuals born to be homosexuals?

我很传统，当然我是指中国的传统。

I'm a person of tradition, Chinese tradition, of course.

我们能不能不谈这个话题？

Shall we drop this topic?

Could we change to another subject

5.2 时事

这一事件确实骇人听闻。

That was a shocking event.

有没有人声称对袭击事件负责？

Has anyone claimed responsibility for it?

听说这事我很难过。

I was sorry to hear that.

这太不人道了。

This is inhumane.

inhumane[inhju:'mein]不人道的，野蛮的

human rights　人权

humanitarian[hju:ˌmæni'teəriən] aid 人道主义援助

他们的政治动机是什么？

What was their political motivation?

你们的政府又实行禁运了。

Your government is imposing an embargo again.

embargo[im'ba:gəu]禁运

sanction　制裁

战争爆发了。

War has broken out.

war　战争

battle/ combat　战斗

attack/ assault [ə'sɔ:lt]　攻击

clash　冲突

skirmish ['skə:miʃ]　小规模战斗

blitz[blits]　闪电战

massacre ['mæsəkə]　大屠杀

双方达成了停火协议。

The two sides reached a ceasefire agreement.

ceasefire['si:sfaiə]停火

那个国家进行了核试验。

That country conducted nuclear tests.

nuclear weapons　核武器

weapons of massive destruction　大规模杀伤武器

chemical weapons　化学武器

总统遇刺身亡。

The president was assassinated.

assassinate[ə'sæsineit]刺杀，暗杀

assassin[[ə'sæsin]　刺客

gunman　枪手

争端应该以和平方式解决。

Disputes ought to be settled through peaceful means.

未遂政变很快被镇压。

The attempted coup was immediately cracked down.

attempted/ aborted/ abortive未遂

coup[ku:]　政变

crack down镇压

战争的受害者往往是老百姓。

Victims of war are mostly civilians.

美国政府把一些国家称作“流氓国家”。

The US Government labels some countries as “rogue nations”.

“邪恶轴心”的提法很有争议性。

“Axis of evil” is a controversial statement.

axis['æksis]　轴心，轴线

controversial[ˌkɔntrə'və:ʃəl]　有争议性的

这个国家在缩减军队的规模。

This country is scaling back its military forces.

他是持不同政见者。

He is a political dissident.

dissident['disidənt]持不同意见者

这是干涉别国内政。

This is interference in other countries' internal affairs.

interference[ˌintə'fiərəns]干涉，介入（名词）

interfere [ˌintə'fiə]　干涉，介入（动词）

5.3 意识形态

意识形态上的分歧是不能避免的。

Ideological differences are unavoidable.

ideological[ˌaidiə'lɔdʒikəl] 意识形态的

ideology [ˌaid'ɔlədʒi] 意识形态

文明的发展是螺旋前进的。

The development of civilization is a spiraling ascent.

spiral['spairəl]螺旋，盘旋

ascent [ə'sent] 提高，上升（名词）

ascend 提高，上升（动词）

descend 下降

在某种意义上，这是真的。

In a sense, this is true.

没办法，这已经在人们的头脑里打下了很深的烙印。

Unfortunately, this has been deeply impressed on people's mind.

impress打下烙印

我不懂政治。

I'm an illiterate for politics.

I don't know much about politics.

我们对新闻自由有独特的理解。

We have a unique understanding about press freedom.

unique[ju:'ni:k] 独特的，与众不同的

press freedom新闻自由

freedom of speech 言论自由

这世界太多主义，我弄不明白。

This world is full of isms that always confound me.

理想主义 idealism, materialism

唯物主义，实用主义 pragmaticism

个人主义 egoism

集体主义 collectivism

悲观主义 pessimism

乐观主义 optimism

拜金主义 money worshiping

以-ism 作后缀表示主义本身；用-ist 作后缀可以作名词，表示主义者，或作形容词，表示与该主义有关的；-istic 作后缀是形容词，与 -ist 作后缀的形容词相同，但有时表示带有些许该主义的色彩，有时带有贬义。例如：egoist（个人主义的 ） egoistic（赤裸裸的自私）

无论怎样，你总得有个立场。

Nonetheless, you may have to take some stance.

幸好我不是政府发言人

Fortunately, I'm not the spokesman for our government.

我不合适对这个问题做出判断。

I'm not positioned to make a judgment on this.

我恐怕不能对此发表评论。

I'm afraid I can't commit myself on this.

人们不能因为所属的种族而受到歧视。

People should not be discriminated against on account of their racial identity.

这是带有偏见的。

This is biased.

排外情绪在其它一些地方确实存在。

Xenophobia does exist elsewhere.

xenophobia[ˌzenə'fəubiə]仇视或恐惧外族。

hostility[hɔs'tiliti]　敌意

形形色色的主义大多就是一些惹眼的口号。

Isms are mostly about catchy slogans.

catchy　惹眼的，诱人的

conspicuous [kən'spikjuəs]　引人注目的

slogan ['sləugən]　口号

propaganda [ˌprɔpə'gændə]　宣传

你相信上帝吗？

Do you believe in God?

atheist ['eiθiist]　无神论者

Buddhism ['budizəm]　佛教

Christianity [ˌkristʃi'ænəti]　基督教

Muslim ['mɔzlim]/ Moslem ['mu:zlim]　伊斯兰教

Taoism [tauizəm]　道教

monk　和尚

nun　尼姑

priest　牧师

bishop　主教

archbishop [ˌa:tʃ''biʃəp]　大主教

Pope　教皇

temple　寺庙

church　教堂

mosque　清真寺

Mohammad [məu'hæmed]　默罕默德

Jesus 耶稣
Sakyamuni ['sa:kjə:mu:ni] 释迦牟尼
Protestant 新教徒
Catholic ['kæθlik] 天主教徒

第六部分

LESSON 1

招聘理想的秘书

Looking for an Ideal Secretary

面试要诀：

当你寻找英语秘书职位时，一般可通过某人或单位的介绍，或直接从招聘广告中获得信息。你必须写信，并寄上你自己的简历表，然后等待面试通知，接到通知后亲自前往应征。

面试时应注意以下几点：

衣着干净整洁，大方得体；

仪态自然，表情和蔼；

谈话时尽量看着对方，仔细倾听对方的问话并做出合宜的回答；

举止大方，注重礼貌，正确使用Please、Thank you 等词语。

尽可能地让对方了解你的个性和才能，使对方知道你能胜任工作。

理想的秘书应具备以下条件：

秘书是领导最忠诚 (loyal)的助手；

熟悉业务，工作积极，办事认真负责；

有进取精神 (initiative)；

能控制自己的情绪，处世泰然，随机应变；

有较强的记忆力；

洞察别人的心理 (psychological insight)；

不断学习新的知识和技能；

不断学习新的知识和技能；

保持良好的体质。

有位好秘书对生意人来说是十分重要的。

A good secretary is essential to a business -man.

他需要一名能干的秘书。

He needs a capable secretary.

capable['keipəbl]adj. 有能力的，能干的

a capable administrator[əd'ministreitə]（一位精干的行政主管）

the most capable student（最聪明的学生）

反义词: incapable adj. 无能的，

an capable administrator.（一个不胜任的行政长官）

capable workers（没有能力的工人）

他让我寄去学历证书、身份证和履历表的复印件。

He asked me to post/ mail the copies of my diploma , ID card and resume.

copy n.副本，拷贝，

a copy of this letter （信的副本）

diploma[di'pləumə] n.文凭，毕业证书

The secretary had diplomas in both education and linguistics[liN5gwIstiks].（秘书取得了教育学和语言学的两种毕业文凭。）

a college diploma= university diploma（大学文凭）

diploma of graduating（毕业证书）

ID 是 identity/ identification（身份）card 的缩写。

他看过我的简历。

He has read my résumé.

esume['rizju:'me] ***n.***=curriculum vitae['vi:tai] ***n.*** <美> 履历，简历，此词来源于法语，请注意其拼写及发音。

He has read my application [æpli'keiʃən] form.（他看了我的申请表了。）

application blank/ form（空白申请书）

He has read the letter of recommendation.（他看了推荐信。）

他认为我的申请信写得言简意赅。

He thinks my letter of application is simple and straight to the point.

application n. 正式申请；书面申请

an application for a job（求职书）

an application for admission (to school)（入学申请）

fill in an application（填写申请书）

straight to the point 直截了当，开门见山

开门见山，简捷明了是申请信的基本要求。

他让我去面试。

He asked me to come for an interview.

interview 即 inter-（互相）+view（见） n.面试（面对面的正式会见，尤指为评价申请人资格而安排的会面）

to go for an interview（进行面试）

have an interview with sb.（会见某人）

interviewee（被接见[被会见，被采访] 者）

interviewer（接见[会见，采访] 者）

interviewing n.（面试）

我来应聘秘书一职。

I've come to apply for the position of secretary.

apply for 请求，申请

position =place/ post/ job 职业；职务

He's got a good position.（他谋得一份好工作。）

他正在办公室对一名年轻的女士进行面试。请稍候。

He is interviewing a young lady in his office. Please wait a moment.

请坐。

Please take a seat.

他用英语问我几个问题。

He asked me a few questions in English.

“用某种语言讲”要用 in，而不是 with。

to speak in English（用英语讲话）

a few 少数，几个

我可以问你几个问题吗？

May I ask you several questions?

several adj. 几个，

several miles away（几里以外）

several hours（几个小时）

several times（好几次）

请你用英语作简短的自我介绍。

Please introduce yourself in English briefly.

briefly ['bri:fli] adv. 简要地

introduce v. （与 to 连用）介绍

He introduced his friend to me.（他把朋友介绍给我。）

Let me introduce myself; my name is Simpson.（让我作自我介绍吧，我名叫辛普森。）

Please make a brief self-introduction in English.

你能不能谈谈有关你的情况？

Could you tell me a little about yourself?

我叫刘华。姓刘名华。

My full name is Liu Hua. Liu is my family name and Hua is my given name.

full name 全名

family name =surname =second name（姓）

given name =first name（名）

given name（教名）

我是看了昨天《广州日报》上的求职广告来应聘的。

I'm here for the position advertised in yesterday's Guangzhou Daily.

advertise['ædvətaiz] *v.*

我 30 多岁。

I'm in my thirties.
thirties 30 多
They settled down in their thirties.（他们三十多岁时安顿下来。）
I'm a little over thirties.

我生于 1980 年。
I was born in 1980.

你是哪里人？
Where are you from?

我原籍北京。现在住在广州。
I was native to Beijing. I am living in Guangzhou.
native n.本地人，adj. 本地的
a native Scot（土生的苏格兰人）
his native language（他的母语）

几个月前我刚从夜大毕业。
I graduated form an evening college just a couple of months ago.
graduated['grædjueit]form/ at v. （大学）毕业；获得学位
a couple of 两三个，（少数）几个
I graduated from Guangdong University of Foreign Studies last year.（去年我毕业于广东外语外贸大学。）
He graduated in history.（他毕业于历史专业。）

我主修秘书英语。
My major was English for Secretaries.
major ['meidʒə]?n. <美>主修课
He is a history major.（他是主修历史的学生。）
college major（大学主修课；专业；专业学生）
departmental major（系主修课）
double major（[美] （在大学）同时主修两个专业的学生）
辜.（与 in 连用）（在大学里）主修
He majors in physics.（他主修物理。）
adj 主修的
major subjects（主修（专业）课程）

我还修过电脑课。
I took a computer course in college too.
take ***v.*** 努力取得成功地为……而学习，
took a degree in law（拿到了法律学位）攻读，修（课）
Did you take history at school?（你在学校上过历史课吗？）

我熟悉办公室软件。

I'm familiar with office software.

be familiar [fə'miːliə]　with 熟悉……的；通晓……的

Are you familiar with this type of car?（你熟悉这种型号的汽车吗？）

Are you familiar with the rules of baseball?（你熟悉棒球规则吗？）

He is familiar with that book.（他熟悉该书。）

你的英语成绩怎么样？

What were your grades of English?

grade n. 成绩；分数

He always got high grades in school.（他在学校里总是得高分。）

unsatisfactory grade 不及格（分数）

我通过了大学英语四级考试。

I passed Band Four in College English Test.

我在广东外语外贸大学进修了两年英语。

I have studied English in Guangdong University of Foreign Studies for two years.

我有英语学习证书。

I have got a study certificate for English.

certificate[sə'tifikeit] ***n.*** .结业证书，发给完成课程学习但不能拿毕业证的人的一种证

a leaving certificate（毕业[肄业，离职] 证书）

academic certificate（学历证书）

graduate certificate（毕业证书）

pass certificate （及格证书）

professional certificate （职业证书）

school certificate（学校证书）

senior certificate（高级证书）

vocational certificate（职业证书）

certificate of advanced studies（高级课程证书）

我能讲流利的普通话、粤语和英语。

I can speak Mandarin, Cantonese and English fluently.

Mandarin ['mændərin]　n. 普通话

Cantonese [kæntə'niːz]　n.广东人，广东话

fluently adv.流利地，通畅地

我能用电脑。

I can use a computer.

She can handle/ operate/ manipulate a computer.（她能操作电脑。）

你打字行吗？

Are you good at typing?

打字我很在行。
I'm pretty good at typing.

你懂速记吗？
Do you know anything about shorthand?

我有过速记的经验。
I have some experience of shorthand.

我的记忆力比一般人强。
I seem to have a better memory than average.
average ['ævəridʒ]n. 平均，平均标准，一般水平
above the average（在一般水平以上，中上）
be well[quite] up to the average（完全达到一般水平）
be about up to the average（刚达到一般水平）
below the average（在一般水平以下，中下；）

你有工作经验吗？
Have you any work experience[iks'piəriəns] **?**

说不上什么经验。
Not much.

没有，但我愿意学。
Not really, but I'm willing to learn.
willing adj. 愿意帮助的；乐于……的
Are you willing to help?（你愿意帮忙吗？）
I am willing to overlook your mistakes.（我愿意忽略你的错误。）

你有过做办公室文员的经验吗？
Do you have any experience[iks'piəriəns] **as an office clerk?**
clerk[klə:k; klɑ:k]（注意：英语和美语发音的差异）n.职员，店员，秘书；文书
a bank clerk（银行办事员）
a correspondence[kCri5spondns] clerk （文书）

除了打字外，你还有其他办公室工作经历吗？
What experience do you have with office machinery apart form typing?
apart from 除……之外
Apart from a few words, I do not know any French at all.（除了很少的几句外，我对法语一无所知。）
machinery[mə'ʃi:nəri] n.（总称）机器或机器零件的总称
The machinery in the factory consists of several different kinds of machines.（工厂里的机械设备包括许多种不同的机器。）
machine 与 machinery 两个词有区别；单独一台机器

叫 machine，机器的集合称呼或机器内部构造叫 machinery，如: equip a factory with new machinery 用新机器装备工厂

恐怕本公司要找个有三年经验的人来补这个空缺。

I'm afraid the company requires three years of experience for this position.

I've been a secretary for one year.

I've been a secretary for five years, in three different firms.（我已在三家不同的公司当了五年秘书。）

firm n.公司，（合伙）商号，商店[行]；公司

“公司”的几种表达法：

company, co

我做过一年的秘书。

I've had quite a lot of experience as a secretary already.

experience [ikˈspiəriəns] 这个词作为可数名词用时，解释为“经历”，作为不可数名词用时，解释为“经验”。

Yesterday afternoon Frank Hawkins was telling me about his experiences as a young man.（昨天下午弗兰克·霍金斯给我讲述他年轻时的经历。）

I had an unusual experience yesterday.（昨天我经历了一次不寻常的事情。）

He has not enough experience for the position.（对于这种职位，他没有足够的经验。）

A man of your experience ought to do well.（一个有你这样的阅历的人是应当发迹的。）

我有多年秘书经验。

在推荐信中我的经理对我的评价很高。

My manager has highly recommended me in his letter of recommendation.

recommend [rekəˈmend] vt. 推荐，介绍

recommend to try a new medicine（建议试服一种新药）

recommendation. n. 推荐，推荐信

I went to the new hotel on your recommendation.（经你的介绍我去了这家新旅馆。）

speak in recommendation of sb.[sth.] （口头推荐某人或某物）

follow sb.'s recommendations（听从某人的劝告）

为什么申请来我们公司工作？

Why are you applying to work for our company?

apply v. 请求；申请

I want to apply for the job.（我想申请这项工作。）

apply to the consul for a visa（向领事申请签证）

apply for（申请；请求）

为什么对我们的公司感兴趣？

Why are you interested in our company?

be interested in ... 感兴趣的；关切的

have an interest in（对……有兴趣[关心] ）

Why do you want to work in this company? （为什么你想在这间公司工作？）

你为什么要换工作？
Why do you decide to change a job?

我想找份更有趣的工作。
I want to get more interesting work.

我想在大公司里工作。
I'd like to work in a large company.

我喜欢这里的工作环境。
I like the working environment[in'vaiərənment] **here.**
environment socio-economic environment（社会经济环境）
home environment（家庭环境）

你认为秘书应具备那些素质？
What sort of qualities do you look for in a secretary?
quality 特质；特性；才能
qualities of leadership（领导才能）
give a taste of one's quality（显显自己的本领）
personal quality（个人品质）
physical quality（身体素质）
quality of oral speech（谈话能力）
look for v. 寻找，期待

首先需要的是忠诚。
Loyalty is the first requirement.
loyalty['lɔ:jəlti] n.忠诚，忠心
be loyal to a cause（忠于事业）
requirement[ri5kwaiEmEnt] n.要求，必要条件
If you have any requirements，ask me.（如果你有什么要求，请向我提出来。）
academic[ækə'demik] requirement（学术上的要求）
various requirement（不同要求，各种要求）

她应该相当勤快。
She needs to be pretty hard working.
pretty adv. 相当；颇
pretty good（相当好）
pretty certain（有把握）
pretty soon（立刻）
pretty well（几乎，差不多，相当的）
She needs to understand the boss's moods.（她应该理解上司的心情。）

出口部经理的秘书必须能主动地做许多事。

The secretary of an export manager has to be able to do a lot of things on her own initiative.

initiative [iˈniːʃiətiv] n. 首创（精神）；主动；积极性

on her own initiative（主动地）

individual initiative（个人的积极性）

subjective initiative（主观能动性）

take the initiative in making acquaintances（主动交朋友）

秘书应该在老板不在时处理各项事务。

A secretary should be able to act for her boss in his absence in many of the fields in which he operates.

秘书应该能为老板处理日常通信。

A secretary should be capable of handling routine correspondence for her boss.

我想你会写报告，写摘要，作会议记录吧？

I suppose you'd be able to handle report writing, summaries, keeping minutes at meetings and so on?

这种用陈述句的形式表示问句，一般只用在口语中。

handle　vt. 处理，操作

Ms Hawkins handles the company's accounts.（霍金斯女士管理公司的账目。）

summary['sʌməri] n.摘要，概要

annual summary（年度总结）

minute（复数形式）会议纪录

the minutes of a meeting（会议记录）

minute book（会议）记录簿

take the minutes（作会议记录）

minutes of talks（谈话记录）

经理每天的工作安排呢？

What about planning the manager's day?

what about　怎样

我做过相当多类似的工作。

I've had to do quite a lot of that kind of work.

I'm used to doing that, and to seeing that my boss doesn't forget his appointments.（我惯于做这类工作，保证让老板不忘记各种约见。）

see v. 务必；当心

See that it gets done right away.（确定可以立刻完成。）

be used to doing ... 惯于做……（to 后接动名词）

你能加班吗？

Can you work overtime?

overtime adv.加班地

对这个公司你还有什么问题要问？

Do you have any questions to ask me about this company?

你希望起薪多少？

What starting salary do you expect?

我希望月薪 1500 元。

I'd like to start at/ begin with 1500 Yuan a month.

我将试用你六个月，能接受吗？

I'll put you on trial for six months. Is that acceptable?

trial['traiəl] ***n.*** 试验

give a trial（试用，试一试）

acceptable[ək'septəbl] adj. 可接受的，合意的　　an acceptable gift（受欢迎的礼物）

His proposal is quite acceptable.（他的提议是可以接受的。）

你每月可拿到 1500 元薪水。

You can expect to get 1500 yuan per month for you salary.

per　prep.每

per day [month, year] （每天[月，年]）

one apple per child（每个孩子一个苹果）

40 words per minute（每分钟 40 个单词）

How much do you earn per week?（你每周挣多少钱？）

三个月试用期后，再调薪，而且根据工作情况有适当的奖金。

After a three month probation tryout, you may have a rise and some bonus according to your work performance.

probation [prə'beiʃn] n.试用，见习

tryout n.试用

performance n.　成绩

daily performance（每天工作成绩）

language performance（语言表达）

rise　加薪

have a rise in wages（提高工资）

bonus ['bəunəs]　n.奖金，红利

attendance bonus（加班奖金）

December bonus =year-end bonus（年终奖金）

long-service bonus（长期服务奖金）

production bonus（超定额生产奖金）

quality bonus（质量奖）

share bonus（股票红利）

你认为你能胜任这一工作吗？

Do you think you are qualified for this work?

qualified['kwɔ:lifaid] ***adj.*** 有资格的

Are you qualified to be a doctor?（你有资格当医生吗？）

be qualified for（有……的资格；适于担任……）

过几天你会听到我们的回音。
You'll be hearing from us in the next few days.
hear from v. 接到……的信

一两天内，我们会和你联系。
We'll get in touch with you in one or two days.
touch n.联系
in touch (with ...) 有联系；对某事熟悉
lose touch (with ...) 失去联系；停止联系
out of touch (with ...)无联系；生疏

下个星期我们会告诉你这次面试的结果。谢谢你参加面试。
We'll be letting you know the result of the interview sometime next week. Thank you very much for coming.

假如我们决定雇佣你，我们会用电话通知你。
If we decide to hire you, we will inform you by telephone.

如果你能把简历给我们，并告诉我们如何跟你联系，下次我们会充分考虑你的。
If you could give us your resume and let us know where we could contact you, we'll give you full consideration next time.
contact vt. 接触，联系
She contacted me as soon as she arrived.（她一到就和我联系了。）
contact one's solicitor（和律师联系）
contact sb. by telephone（打电话与某人联系）
consideration[kənsidə'reiʃn] n.考虑
a serious consideration（认真思考）
have consideration for others（为别人着想）

先生，感谢你为我花了时间。
Thank you very much for giving me your time, sir.

我非常高兴你给我面试的机会。
It gives me great pleasure that you've given me the chance of an interview.

希望得到满意的答复。
I certainly hope the answer will be favorable.
favorable= favourable['feivərəbl] ***adj.*** 赞成的，有利的，赞许的，良好的
a favorable report（赞同的报告）
a favorable impression（好印象）

LESSON 2

接待

Reception

接待因工作关系来访的客人时必须注意：

(1) 态度真诚礼貌，亲切和蔼；

(2) 对已经预约的来访，应立即通报有关人员；

(3) 对未预约的访客，首先仔细了解其来意，再回答他能否会见有关人员；

(4) 若在约定的时间，有关人员暂时无法同来访者会见，应表示歉意，并立即做出适当的安排，千万不能让来访者长时间的空等，浪费时间。

(5) 每天上班时查看当天约见的访客名单，事先把约见时需要的有关资料准备好。每次接待后做好访客记录，以备查考。

Register（记录）

Date（日期）
Name of Visitor（来访者姓名）
Title（头衔）
Firm（公司）
Time of Arrival（到访时间）

Action（事拟）

2.1

接待相熟而有预约的客人

Receiving a Regular Visitor with an Appointment

张先生，你好吗？

Mr. Zhang. How are you?

这是相熟的人之间最常用的问候方式。

How are you today?（今天身体好吗？）

How's your business doing?/ How's business?（你的事业如何?）

好久不见。

It's been a while since we last saw you.

用 since 引导的从句，表示“自……以来”，主句用完成式。

你看来很好。

You're looking good/ great!

很好，谢谢你。我和黄先生有约。

Fine, thank you. I've an appointment with Mr. Huang.

meet sb. by appointment [əˈpɔintmənt] （经事先约定时间、地点会见某人）

break an [one's] appointment（违约，失约）
have an appointment with sb. at（在某时间和某人有约会）
keep one's[an] appointment（守约）
make[fix] an appointment with sb.（与某人约会）
I've scheduled a meeting with Mr. Huang at three.（我和黄先生约好三点见面。）
schedule vt. （时间的）预定，安排
The meeting is scheduled on Friday.（会议安排在星期五。）
The plane is scheduled to take off at four.（飞机定于四时起飞。）

我想与黄先生会面一会儿。
I'd like to see Mr. Huang for a short moment.
'd like to=would like to 愿意，意欲
see 会晤
Can I see you on business?（我可以和你洽谈公务吗？）

黄先生正恭候大驾。
Mr. Huang is expecting you.
expect [iks'pekt] vt. 期待，预期，盼望，指望
He is waiting for you in his office.（他正在办公室里等您。）
wait for v. 等待

我会转告他你来了。
I'll inform him that you're here.
inform v. (~of/ about)告诉，告知
The sales manager asked his men to inform him of everything concerning the sales in time.（销售部经理让他手下的人把关于销售量的情况及时报告他。）
be informed of（听说；接到……的通知）
be rightly[wrongly] informed（得到正确的[错误的] 知识[情报] ）
keep ... informed（随时向……报告情况）
I'll tell Mr. Jackson that you're here.（我会告诉杰克逊先生你来了。）
If you'd like to take a seat, I'll let him know you're here.（你请坐，我这就告诉他。）

让我用电话通知他。
Let me just get Mr. Huang on the line.

请告诉他我把协议带来了。
Please tell him I have brought the agreement this time.
agreement n.协定，协议

黄先生，张先生来了。请他上楼吗？
Mr. Huang, Mr. Zhang is here. Shall I send him up?
Mr. Zhang of ABC Company is here for his ten o'clock appointment.（ABC 公司的张先生已来此赴十点钟的约会 。）

请他进来。

Please send him in.

Ask him to come in, please.

请往这儿走。

Would you come this way, please?

Please follow me./ Please come with me.（请跟我来。）

Please go right in.（请进。）

Mr. Zhang can see you now, Mr. Huang, would you please follow me?（黄先生，张先生现在可见你了，请跟我来。）

2.2

接待相熟而没有预约的客人

Receiving a Regular Visitor without an Appointment

米高，你在这里做什么？

Hello, Michael! What are you doing here?

相熟者之间的问候语。

How come you are here?（你怎会在这里？）

Why are you here?（你怎会在这里？）

你和黄先生有预约吗？

Do you have an appointment with Mr. Huang?

Are you scheduled to meet him today?（你约了他今天吗？）

scheduled ['skedʒu:ld] ***adj.*** adj. 预定的

The President is scheduled to make a speech tomorrow.（总统定于明天发表讲话。）

恐怕没有。虽然临时才通知，可不可能请他挪出时间见我？

I'm afraid not. Is there any way I could get in his schedule at such short notice?

get in v. 进入，插入

schedule ['skedʒu:l]　n.时间表，进度表

notice n.通知

Can you be ready at short notice?（你能接到通知马上就准备好吗？）

at[on] short notice（在短时间内，接到命令后立即）

at a moment's notice（一经通知，就立即）

I'm afraid I haven't. But I'll take just a few minutes of his time.（恐怕没有。可是我只要占用他几分钟的时间。）

No, I don't, but I'd like to see him just for a second.（没有。可是我只要和他会面一会儿。）

请问你有什么事要见经理？

Can I ask what you wish to see the manager about?

我来和他谈谈我们最新的款式。

I've come to discuss sales of our new model.

I'm wondering if he is interested in placing advertisements on our daily newspaper.（我想知道他有没有兴趣在我们日报刊登广告。）

wonder v. （对）……感到奇怪；想要知道

Could your boss spare me a few minutes for an interview?（我能否与你上司作一个很简短的访问？）

spare 提供，付出

Can you spare ten minutes?（你能抽出 10 分钟吗？）

spare no efforts（不遗余力）

Can you spare me this book for a while?（这本书能让我看一会儿吗？）

我看看他是否方便。

Let me see if he is available.

available [ə'veiləbl] adj. 有空的，可接受探访的；可见客人的

I'll see if my boss can see you.（我看看老板能不能见你。）

I'll see if my boss is free.（我看看老板有没有空。）

Would you wait just a moment, please? By the way, is it urgent?（请稍候。顺便问问，很紧急吗？）

urgent ['ə:dʒənt] adj. 紧急的

I must post this letter. It's urgent.（我必须发了这封信。信很紧急。）

我必须先查查我的记录簿。

I have to refer to my appointment book.

refer to v. 查阅注意：to 是介词，后跟名词或动名词。

I have to ask by boss.（我必须问上司。）

我的上司想知道你的事是否紧急。

My boss wants to know if your business is urgent.

他坚持要见你。

He insists in seeing you.

insist vt. 坚决要求；定要

I insist that you (should) be present.（请您务必到场。）

They insisted that she (should) be invited.（他们坚持要邀请她。）

insist on+n./insist in+doing ... v. 坚持

insist on being present（坚持要求出席）

I insisted on his coming with us.（我坚持要求他和我们一起来。）

Mr. Fit Herbert of Johnson Motorcycles is here and would like to see you for a few moments.（约翰逊摩托车公司的菲特荷伯特先生来了，他想求见几分钟。）

I have a Mr. Fit Herbert of Johnson Motors who wants to see you.（约翰逊摩托车公司的菲特荷伯特先生求见。）

2.3

接待有预约而初次见面的客人

Receiving a Stranger with an Appointment

我能为你做些什么？

How can I help you?

对初次到访的客人，秘书应先打招呼。

Can I help you?

What can I do for you?

杰克逊先生在吗？

Is Mr. Jackson in now?

My name is Fit Herbert, and I represent Johnson's Pharmaceuticals. I have an appointment to see Mr. Dantini.（我是强生医药品公司的代表－荷伯特。我约好来见丹提利先生。）

represent [ˌri:priˈzent] v.代表

We chose a committee to represent us.（我们选出一个委员会来代表我们。）

How many countries are represented at the meeting?（有多少国家的代表出席了那次会议？）

pharmaceutical [ˌfɑ:məˈsju:tikəl] n. 药物

贵姓？

Could I have your name, please?

Can/ May I have your name, first?

May I know your name?

Would you give me your name?

经理刚才来电话说他要晚到几分钟。

My manager just phoned and said he would be a few minutes late.

请坐一会儿，老板很快就能见你。

Would you mind taking a seat here? My boss should be about to see you shortly.

be about to do sth. 准备，将要，正打算

The manager was about to leave when his secretary called him back.（经理快要离开时，他的秘书叫住了他。）

shortly adv.立刻，不久

My boss should be with you in a minute/ very soon.（老板很快就能见你。）

Would/ Could you please have a seat and wait for a moment/ a while?（请你坐着等一会好吗？）

他现在正忙着呢。你能等一会吗？

I'm sorry he is engaged at the moment. Would you mind waiting?

engaged[inˈgeidʒd] ***adj.*** 忙碌的，忙着的

The headmaster is engaged — can you come back later?（校长正有事呢，你能过一会儿来吗？）

Can you come on Wednesday（“星期三你能来吗?”“不行，我没空。”）

Mr. Huang is occupied in an urgent meeting. Would you mind waiting for ten minutes?（黄先生正在开一个紧急会议，你介意等 10 分钟吗？）

occupy[5Ckju:pai] vt. 占，占用，占领

He is engaged. =He is occupied. =He is not free.（他没空。）

mind v.　反对，介，后面跟动名词。

他正在开会吗？

Is he in a meeting?

insist vt.　坚决要求；定要

I insist that you (should) be present.（请您务必到场。）

They insisted that she (should) be invited.（他们坚持要邀请她。）

insist on+n./insist in+doing ... v.　坚持

insist on being present（坚持要求出席）

I insisted on his coming with us.（我坚持要求他和我们一起来。）

Mr. Fit Herbert of Johnson Motorcycles is here and would like to see you for a few moments.（约翰逊摩托车公司的菲特荷伯特先生来了，他想求见几分钟。）

I have a Mr. Fit Herbert of Johnson Motors who wants to see you.（约翰逊摩托车公司的菲特荷伯特先生求见。）

黄先生可以见你了。

Mr. Huang can see you now.

Mr. Dantini will come down and see you right away.（丹提利先生立刻就来见你。）

Mr. Dantini will come down to see you in about five minutes.（丹提利先生过五分钟就来见你。）

这里“过五分钟”应理解为“五分钟内”，用 in，而不用 after。

他很乐意见你。

He would like to meet you.

接待没有预约而初次见面的客人

Receiving a Stranger without an Appointment

请让我看看你的名片？

Could I have your calling card/ business card/ visiting card, please?

名片不是 name card.

Please leave me your business card.（请给我你的公司名片。）

请告诉我你的姓名、公司名称和工作性质。

Please give your name, company and the nature of your business.

nature 性质

private ['praivit]　nature（私营性质）

planning nature（计划职能）

public nature（公营性质）

nature of business（商业性质）

你能告诉我你是哪个公司的吗？

Could you tell me what company you are representing?

你事先有过安排吗？

Have you made any prior arrangement?

prior['praiə] ***adj.*** （常与 to 连用）预先的；在前的

I have a prior engagement and so can't go with you.（我预先有约会，所以不能跟你去。）

The contract will be signed prior to the ceremony.（合同将在仪式举行之前签字。）

先生，恐怕现在不行。

I'm afraid that's not possible at the moment, sir.

I don't think my boss can allow you much time.（我想我的上司可能没空见你。）

I don't think ... 我想某某不……

英文否定的位置与中文不同，英文否定 think 而不是否定从句中的 can。

恐怕张先生今天不能见你。他现在不在办公室。

I'm afraid Mr. Zhang can't see you today. He's away from his office at the moment.

I'm afraid （反驳对方的一种委婉的说法，表示抱歉）恐怕；我想……；很抱歉不得不说

I am afraid you are wrong about that.（这事儿我想恐怕是你错了。）

I am afraid you don't see my point.（很抱歉我想你没有明白我的意思。）

My boss is going out for a meeting now and cannot talk to you.（我老板正要出去开会，不能见你。）

他正与一位部门主管商讨急事。

He is discussing things with a department head over an urgent matter.

head n.首脑，领导，负责人

the head of the corporation（公司负责人）

the head of the government（政府首脑）

the head of a delegation[deli5geiFn]（代表团团长）

I'm sorry, but my boss is not available now.（很抱歉，我上司现在很忙。）

我可以问你找他有何贵干？

Can I ask what you wish to see him about?

我想直接向他谈。

I'd prefer to explain that to him directly.

prefer vt.（常与 to 连用）更喜欢，宁愿

I'd rather explain that to him directly.（我想直接向他说明。）

would rather 宁愿，宁可……也不

Which would you rather do, go to cinema or stay at home?（你是去看电影还是待在家里？）

对不起，上面吩咐我要知道每个来访者的情况。/ 抱歉，我奉命询问每位访客的来意。

I'm sorry, but I'm told to get/ ask this information from every caller.

caller n.客人，来访者

经理助理可以处理这事吗？

Can the Assistant Manager deal with the matter?

deal with v. 安排，处理

assistant [ə`sistənt] adj. 副的
assistant manager 副经理，副主任
assistant general ['dʒenərəl] manager 副总经理

你能预约一下吗？
Could you make an appointment for tomorrow?
Could you make an appointment for another day/ on some other day?（你预约另一天好吗？）
Perhaps you would like to make an appointment for some other time?（或者你另外约个时间好吗？）

明晨 9 点 30 分怎么样？请告诉我你的姓名、公司名称和工作性质。
Why not make an appointment at 9:30 a.m. tomorrow?

拒绝访客
Refusing a Visitor

我能否与你上司约个时间见面?
Can I make an appointment with your boss?
Can I just arrange a time to meet?（我能不能约个时间见面？）

我上司明天的时间已挤满了。
My boss has a full day tomorrow.
Our manger has a full schedule this week.（我们经理这个星期的时间都安排满了。）

我想电话恐怕跟他联系不上。
I'm afraid he can't be reached by telephone.
reach v.联系
Please reach her by telephone.（请用电话与她联系。）

恐怕张先生今天不会回来了。
I'm afraid Mr. Zhang won't be back today.

恐怕他明天不能前去赴约。
I'm afraid he won't be able to keep his appointment with you tomorrow.
keep one's[an] appointment 守约

恐怕那个时间他已经有个预约。改在星期五上午 10 点，行吗？
I'm afraid he's had an appointment at that time. How about Friday morning at 10:00? Is that all right?
How about ... ?（你以为）……怎么样？口语中用来征求对方的意见。

今天浪费你的时间，真对不起。但是我们会在星期五见你。
Sorry to waste your time today, but we'll see you on Friday.
Sorry to have kept you waiting so long.（抱歉让你久等。）

I'm sorry about the confusion but we'll see you on Friday.（今天让你白跑一趟，我很抱歉。我们会在星期五见你。）
confusion n.混乱，混淆，此处指“你来了，而老板却有事不能见你”这件不凑巧的事。

你能不能把你要与他谈的事写个便条给他？
Could you write a note to him on the matter you wish to see him about?
on= about 关于，涉及
note 短笺；便条
Mary sent her mother a note.（玛丽给她妈妈送了一个条子。）
leave a note for sb.（给某人留个条子）

我记一下，并且请杰克逊先生确认时间。
I'll make a note of that and ask Mr. Jackson to confirm the time.
make a note of 记下
confirm [kən'fə:m] v. 确认，进一步证实
Please confirm your telephone message by writing to me.（请给我来封信，进一步证实你在电话中传达的消息。）
The hotel confirmed our reservations by telegram.（旅馆给我们来电确认所订膳宿不作变动。）
He may want to get in touch with you in the afternoon. I'll give him your calling card.（他想下午跟你联系。我会把你的名片给他。）
get in touch with ... = contact 联系
Please leave your calling card and I will confirm the meeting with you this afternoon.（请留下名片，我会在今天下午与你确定。）

他知道你的电话号码吗？
Does he have your telephone number?

我很乐意代你转达留言给我上司。
I will be happy to pass along your message to my boss.

我再留一张名片给他，以防万一他把我给他的那张丢了。
I'll leave my card again, just in case he has lost the one I gave him.
in case = if 万一，假使
Take a hat with you in case the sun is very hot.（倘若太阳很厉害，你就把帽子戴上。）
Please remind me of the appointment with Mr. Jackson again tomorrow in case I forget.（万一我忘了，请你再提醒我一下明天与杰克逊先生的会晤。）
remind v.使想起；提醒（常与 of，to + inf，that 连用）
Remind me to write to Mother.（提醒我给妈妈写信。）
Please remind me again nearer to the time of the interview.（到快面试时请再提醒我一下。）
reach 到达
The two sides were unable to reach agreement.（双方未能取得一致意见。）
No conclusion has been reached yet.（还没有得出任何结论。）
In case the agreement is reached, let me know.（要是达成了协议就告诉我一声。）

接待求职者/政府工作人员/维修员/新职员
Hosting a Job-Seeker/Hosting a Job-seeker/Officer/
Serviceman/New Employee

你是来应聘的吗？
Are you here for the interview?

我们已受到了应聘信。
We've received your letter in answer to our advertisement.
in answer to　adv.回答，响应（后跟名词或动名词）

我们现在的确有一个职位空缺。
We do have the vacancy now.
vacancy ['veikənsi]n.空缺，
Sorry, the vacancy in the office has been filled.（对不起，职员的空缺已有人补上。）
We have vacancy for a typist.（我们有一个打字员的空缺。）
do 强调用法，强调动词
He did come after all! （他毕竟还是来了！）

这个职位没有空缺了。两天前有人补了这个空缺。
The position is no longer open. It was filled two days ago.
open　adj. 空缺的
The job is still open.（这工作仍无人做。）
The job is still open.（这个职位还空着。）

你能告诉我怎么求得这个职位吗？
Could you tell me how to apply for the position?

首先你必须向我们提供你的简历、一分复印的毕业证书和三张近照。
First you have to supply to us your resume, a duplicated copy of your diploma and three recent
supply [sə'plai] vt.　提供
supply the market with new commodities（向市场供应新商品）
duplicated ['dju:plikeit] adj. 复制出的，复写书的
recent ['ri:snt] adj. 新近的，近来的
a recent visit to the city（对这个城市最近的访问）
recent news（最近的消息）

我们已经收到你的应聘函。
We have received your application letter.

我们已经看过你的应聘资料。
We've read your personal data.
这里的“看”即是英文中的“读”。
personal adj. 个人的，私人的

a personal letter（私人信件）
personal call（亲自拜访）

我想跟你谈谈获得这一职位的资格。
I'd like to talk with you concerning your qualifications for the position.
concerning [kən'sə:niŋ] prep. 关于
I spoke to him concerning his behavior.（我和他谈了他的行为。）

我们想跟你谈谈你的申请。
We'd like to talk to you about your application.

我们对你的资历深感满意。
We are satisfied with your qualifications.
qualification [kwɔ:lifi'keiʃn] n. 资格，条件
a doctor's qualification（当医生的资格）
professional qualification（业务能力[条件] ）
physical qualifications（身体条件）
without qualification（无条件地）
be satisfied with 感到满意的

请填好这分申请表格，于 22 日前连同所需的证书一起交来。
Please fill this application form and return it to us with the necessary certificates by the 22nd.
necessary adj. 必要的，必需的
It's necessary for us to study hard .（我们必须努力学习。）

我想你后天就可以开始工作。
I believe you'll be starting the day after tomorrow.

请让我带你去经理的办公室。
Please let me take you to the Manager's office.

欢迎你来我们公司进行年度审计。
You're welcome to our company for the yearly audit.
audit ['ɔ:dit] n. 审计，查帐
annual （年度查帐[审计]）
book audit（账面审计）
business audit（业务审计）
daily audit（日常审计）
income audit（收益审计，收入查核）
tax audit（税务监查）
year-end audit（年终审计）
yearly adj. 每年一次的；每年的
a yearly income（年收入）

我是来协助你的，或许你有什么需要。

I'm here to assist you with anything you might need.

assist[əˈsist] *v* 援助，帮助，这里的“协助”是当助手的意思，用 assist 比 help 更恰当。

assist sb. with a task（帮助某人做某事）

你能把你们的商务文件拿来给我看看吗？

Could you show me your business documents?

show v. 出示给……看

Can you show me any evidence for your statement?（你能向我拿出什么证据来证明你的陈述吗？）

这些是我们的商务文件。他们对你的审计很有帮助。

Here are all our business documents. They are helpful for your audit.

“拿给他人某物地到的英语是”Here is/ are ...，而不是 This is/ are ...，This is/ are ... 是告诉他人“这（些）东西是什么。” Here you are.（这就是你所要的东西。）

document n.文件

bid documents（投标文件）

secret document（机密文件）

top secret document（绝密文件）

government documents＝ official document（公文）

请问你是来修理空调的吗？

Are you here to repair the air-conditioner?

传真电话 (fax phone)

传真机 (electrograph)

复印机 (duplicating machine)

扫描仪 (scanner[5skAnE])

打印机 (printer)

电话交换台(switchboard)

内线电话交换台(internal telephone exchange)

内部通话设备，对讲机 intercom (office intercom)

办公室用计算器 (office calculator)

扩音器 (loudspeaker/ microphone)

音响 (stereo[5stiEriEu] sound sets)

电扇 (electric fan)

文件（档案）柜 (filing cabinet [ˈkæbinit])

保险箱 (safe)

订书机 (stapler [ˈsteiplə])

打孔器 (punch [pʌntʃ])

我们想看看在哪里？

We'd like to see where it is?

你能告诉我总开关在哪儿吗？

Would you show me where the fuse box is?

fuse n.保险丝

总开关在门后的墙上。

The fuse box is on the wall behind the door.

我来告诉你们发电机在哪儿，毛病出在什么地方。

Let me show you where the generator is and tell you the trouble we have with it.

generator['dʒenəreitə] ***n.*** 发电机

这部电话需要修理，声音太小。

The telephone needs adjusting. Its voices sound very faint.

djust vt. 调整，调节，校准

adjust the watch（把表拨准）

faint adj. 微弱的，模糊的

a faint sound（微弱的声音）

你们能告诉我需要多久能修好吗？

Could you tell me how long it will take you to make the repairs?

Repairs done while you wait.（修理东西，立等可取。）

The shop will be closed during repairs.（整修期间该店将暂停营业。）

in bad repair（维修不善）

in good repair（维修良好）

beyond repair（无法修理；无法补救）

out of repair（长年缺乏维修，失修）

under repairs（在修理中，在修缮中）

It takes sb. sometime to do sth. 此结构是“花某人多长时间做某事。”

How long does the flight take?（这个航班要飞多久？）

Just a minute, it won't take me long to finish checking.（等一下，我很快就可以检查完。）

我们会尽力尽快地修好它。

We'll try our best to fix it as quickly as we can.

fix vt. 修理

I asked the boy to fix the bicycle.（我请这个小伙子修自行车。）

人事部派我到这来当文员。

I'm assigned to work here as an office clerk by the Personnel[pə:sə'nel] Section.

assign[ə'sain] ***vt.*** 分配，指派 be assigned to a new post（被派到新的工作岗位）

你能填一下这张表格吗？

Would you please fill in the form?

fill in 填写

to fill in one's income tax form（填写所得税申报表）

Please fill in/ out/ up this form, giving your name, age, and address.（请在这份表格上填上你的

姓名、年龄和地址。）

经理已告诉我有关你的情况。
The manager has told me about you.

我会告诉经理你已经到了。他会通知你在哪工作。
I'll tell the manager that you've arrived and he'll inform you where you'll be assigned to work.

我们希望所有的雇员上班准时。
We expect all the employees to be punctual.
punctual['pʌŋktjuəl] ***adj*** on time, on schedule 遵守规定的时刻；按时，准时到达
If you are punctual you are not late.（如果你严守时间，你就不会迟到。）

这是你的办公桌，那是办公室主任的办公桌。
This is you desk. And that is the office administrator's.
administrator[əd'ministreitə] ***n.*** 行政人员，行政官

你的办公室在张先生的隔壁。他是这个部门的主管。
Your desk will be next to Mr. Zhang's. He is the Section Chief.
next to 毗连的，紧邻的
the car next to hers.（挨着她的车）
fire chief（消防队长）
section chief（工长）
chief of delegation（代表团团长）
chief of judges（裁判长）
chief of office（办公室主任）
chief of party（工作队长）

请问这里的正常上班时间是几小时？
What is the normal working time here, please?
normal ***adj.*** 正常的；常态的；一般的

正常上班时间每天 8 小时，也就是说你得早上 8:00 点前进办公室，下午 6:00 点后才能离开。中午有两小时休息时间。
The normal working time is eight hours each day, that is to say, you'll have to come to the office at 8:00 a.m. and leave at 6:00 p.m. And we have two hours' break at noon.
a.m.=in the morning, p.m.=in the afternoon
that is to say 也就是说
break 暂停；休息
a coffee break（饮咖啡的小憩）

我们是五天工作制。
We work a five-day week.

我会经常工作到很晚吗？

Shall I often work late?

不会，但月底有时要加班。

Not very often, but we have to work overtime sometimes at the end of the month.

overtime over 超出+time 时间 adv.加班地

加班时，你会得到每小时 20 元的报酬。

You'll be paid 20 yuan per hour for the overtime work.

overtime　***adj.*** 超时的，加班的

如果你有什么问题，不用犹豫，请来问我。

If you have any questions, please don't hesitate to ask.

hesitate['heziteit]迟疑，犹豫

hesitate at nothing（毫不犹豫地做某事）

He who hesitates is lost.（[谚] 当断不断，必受其患。）

我很乐意提供更多的情况。

I'll be happy to supply further information.

further adj.. 更远的，更多的，深一层的

I have nothing further to say.（我没有别的话要说了。）

further investigation（进一步的调查）

2.7

接机/送机

Meeting Clients /Seeing Clients at the Airport

你是从香港来的张先生吗？

Are you Mr. Zhang from Hong Kong?

我想你是 ABC 公司的陈大卫先生吧。

I believe you are Mr. David Chen from ABC Company

You must be Mr. David Chen from ABC Company.（你一定是 ABC 公司的陈大卫先生吧。）

你好。

How do you do.

初次见面互致问候，一方说：How do you do. 另一方也说：How do you do. 若一方说：Glad to meet you. 另一方回答：Glad to meet you, too.

欢迎来广州。

Welcome to Guangzhou.

We're glad to have you here in Guangzhou.（我们很高兴你到广州来。）

我们一直在等你。

We've been expecting you.

We've been anticipating [æn'tisipeit] your arrival./ We've been looking forward to your visit.（我们一直期待你的到来。）

looking forward to 的 to 是介词，后接名词或动名词。

anticipate vt. 预期，期望

We anticipate great pleasure from our visit to London.（我们期待伦敦之行过得非常愉快。）

We anticipate hearing from you again.（我们期待再接到你们的来信。）

黄先生要我代替他来接你。

Mr. Huang asked me to come here in his place to pick you up.

in one's place 代替某人

pick sb. up=meet 迎接

我代表经理来接你。

On behalf of our manager I come to meet you.

on behalf of adv.代表……

黄先生在开会，一会儿他会来宾馆见你。所以他让我来接你。

Mr. Huang is having a meeting. He'll come to meet you later at the hotel. So he asked me to come to meet you.

你要去领行李吗？

Do you need to/ have to get back your luggage?

请把你的行李票给我，我去把它取来。

Please give me your luggage check, I'll get them for you.

luggage['lʌgidʒ] *n.* （=[美] baggage） 行李

excess luggage（超重行李）

hand luggage（手提行李）

left luggage（寄存行李）

personal luggage（随身小件行李）

registered luggage（托运行李）

check n.凭据；对号（牌）

I've lost the check for my overcoat.（我把寄存大衣的牌子弄丢了。）

luggage check（行李票，行李上的牌子）

pass check（通知证，门票）

让我来帮你提行李。

Let me help you with your luggage.

你带了几件行李？

How many articles of luggage do you have?

article 一件，一种

articles of daily use（日用品）

我们公司的车就在那边。

Our company car is just over there.

我的车就停在外面的停车场。

My car is just in the parking lot outside .

我们可以在去宾馆的路上继续谈。

We can resume our talk on the way to the hotel.

旅途愉快吗？

Did you enjoy your trip?

Do you have a pleasant trip?（你的旅途愉快吗？）

一路上可好？

How was your air trip?

还不错。一路上平安无事。

Not too bad. It was uneventful.

这是你第一次来广州吗？

Is this your first time to visit Guangzhou?

长途旅行后，你一定累了。

You must be tired after the long trip.

must [表示推断或指具有较大的可能性] 很可能；谅必[否定用 cannot be, could not have +动词过去分词]

He must have earned a large sum of money.（他一定是挣了一笔巨款。）

我想是乘飞机后的疲劳。

I think it's jet lag.

jet lag n. 飞行时差反应，时差感，时差症，由于在喷气飞机上快速跨越几个时区而造成的短暂的身体节律的紊乱。

你一定想梳洗一番。

You would probably like to freshen up.

freshen up *v.* 使精神饱满，梳洗一番

你明天就要离开我们这了。

You are leaving us tomorrow.

用进行式表示最近、将来

很遗憾你这么快就要回去。

It's a pity you are leaving so soon.

pity n.憾事，可惜的事
It's a pity that you have to go so soon.（真遗憾你这么快就得走了。）
It is a thousand pities that ... （非常可惜……）

一切都准备妥了吗？
Have you got everything ready for the trip?
get ready for 准备好

你来为我送行真是太好了。
It's nice of you to see me off.
see off 送行
saw the guests off at the door（把客人送到门口）
went to the airport to see us off（去机场为我们送行）

你起程前还有什么事要我做吗？
Is there anything I can do for you before your departure?
departure[di'pɑ:tʃə] ***n*** 启程，出发，离开
The departure of the train was delayed.（火车开出的时间推迟了。）
departure and arrival（开出和到达）
departure hall（飞机场的候机室）
departure platform（发车月台）
depart vi. 离开

谢谢，给你添麻烦了。
Thank you for all the trouble you have taken.
I'm sorry to have caused so much trouble to you during my stay here.（在此逗留期间给你添麻烦了。）
I'm sorry to give you a lot of trouble.（很抱歉给你添麻烦了。）

你办事周到，给我帮了很多忙。
You've been very considerate and helpful.
considerate[kən'sidərət] ***adj.*** 体贴的；体谅他人的；考虑周到的

我很乐意帮助你。
It's my pleasure.
It's been a pleasure to help you.（能帮助你，我感到很高兴。）

这次访问，我真的很愉快。
I've truly enjoyed my visit.

很高兴能认识你们各位。
I'm glad I could meet all of you.
so [代替表语或谓语，使用倒装语序] 也……
You are an engineer, so is she.（你是工程师，她也是工程师。）

Mary can speak Chinese, so can her brother.（玛丽会讲汉语，她的兄弟也会讲汉语。）

我们也一样。
So are we.

我们希望你能在广州多呆些时候。
We wish you can stay in Guangzhou longer.

希望你能再来广州。
We hope some day you will visit Guangzhou again.

这是你的机票。
Here is your plane ticket.

飞机 9:30 起飞，8:00 点钟我们从宾馆出发。明天早上我会开车来接你。
The plane will take off at 9:30. We'll set off from the hotel at 8:00. I'll drive a car to pick you up tomorrow morning.
take off　起飞
The plane took off on time.（飞机准时起飞。）
set off　出发，启程（= set out；set forth）
The children set off for school.（孩子们上学去了。）
set off for Europe（开始欧洲之旅）

祝你旅途愉快。
Have a good trip.

我去告诉经理你准备离开。
I'll tell the manager you are ready to leave.

也许张先生不能按照原来的约定送我们去机场了。
Mr. Zhang may not be able to bring us to the airport as planned.
as ***adv.*** [表示方式] 像，按照，如同

2.8 提供帮助
Giving Help
指方向　Giving Directions

你能告诉我去会议室怎么走吗?
Can you tell me the way to the conference room?

让我告诉你洗手间在哪里。
Let me show you where the washroom is.

在走廊的拐角处。

The washroom is around the corner in the hallway.

hallway n.走廊，门厅，过道

washroom=bathroom 盥洗室，洗手间，尤指在公共场所的

dressing room　更衣室

在这条街的左角上，你会看到那家宾馆。

You'll find that hotel on the left-hand corner of this street.

left hand n.左手

从左边乘电梯到八楼，会议室在走廊的右端。

Take the elevator on your left to the eight floor and you'll find the conference room at the right end of the hallway.

elevator['eliveitə](Am. E.) 电梯=lift n.电梯，升降机

luggage elevator（行李升降机）

package elevator（包装商品升运器）

passenger elevator（旅客升降梯）

end n. 终点，末端，尽头

Room 121 is at the end of the corridor ['kɔridɔ:]（121 室在走廊的尽头。）

经理办公室在 505 室。

The manager's office is Room505.

沿着这条街道走下去，走到交叉路就往右拐，再往前走大约 50 米，公司就在街道的右边，门口有块牌子，你不会找不着的。

Go along this street until you come to a place where the street forks. Take the street to your right. The company is about 50 meters down the street on the right side. There is a signboard at the gate. You can't miss it.

fork v. 分岔；使成叉形

The road forks soon after the bridge.（过了桥不远，道路就分岔了。）n. 分岔；岔路

When you get to the fork in the road, go left.（当你到了道路的岔口时，向左拐。）

Take the left fork at the crossroads.（到十字路口取左边的岔道。）

signboard n.招牌，布告板

沿着这条街走下去，你就能找到它。

Go straight along this street and you will come to it.

straight adv.直线地

The car went straight down the road.（小汽车一直开过这条路。）

go straight（笔直走；直接去）

come to　达到，停止

The car came to a dead stop.（汽车蓦地刹住。）

去公司要多长时间？

How long will it take me to get to the company?

get to=arrive at =reach= come to 到达

走路去大概要 30 分钟。
It's about a 30-minute walk.
30-minute 做 walk 的定语，修饰“路程有多远”，minute 一定要用单数。

我能乘公共汽车去吗？
Is there a bus I can take?
take v.乘，坐，搭（车、船）
Shall we go by bus or take a cab?（我们是乘公共汽车去还是乘出租汽车去？）
to take a bus to work（乘公共汽车上班）
to take a train（乘火车）

8 路车直达那里。
Bus No. 8 will take you there directly.
take 带走；送
The next car the boy stopped did not take him into the center of Paris as he hoped it would.（这个孩子拦住的下一辆车没有像他所希望的那样把他带到巴黎市中心。）

5 路车经过那里。上车后在第 6 站下车，再往前走一点路就到了。
Bus No. 5 goes past there. Get off at the sixth stop, walk on a short distance and there you are.
get off 下车

你最好坐出租车或公共汽车去。
You'd better take a taxi or a bus.
'd better=had better 最好；应该
You had better set off at once.（你还是马上动身的好。）

谢谢你的指点。
Thank you for your direction.

如果你不介意的话，我亲自带你去。
If you don't mind, I'll take you there myself.

请这边走，到了。
This way, please. Here we are.

我带你去出口。
I'll guide you to the exit.
guide v. 领路，为别人带路
They guided us to the office.（他们带领我们到了办公室。）

提供饮料　Offering Beverage

你在这等还是去客厅呢？
Would you prefer to wait here or in the sitting-room?
sitting room 起居室；客厅
drawing room　会客室

你不介意的话，我想在这儿抽支烟。
If you don't mind, I want to smoke a cigarette here.
cigarette n.香烟，纸烟
smoke v.吸烟
Do you smoke?（你抽烟吗？）
They do not smoke while driving.（他们在驾驶时不抽烟。）
He smokes cigars.（他抽雪茄。）

不介意，请随便。
Never mind. Please make yourself comfortable.

你等候时，我给你弄点喝的。
While you are waiting, I'll get you something to drink.

你喜欢喝什么？
What would you like to drink?

要喝杯茶吗？
Would you like a cup of tea?
饮料 (drink)
一杯橘子水 (a glass of orange juice)
可乐 (coke)
矿泉水 (mineral water)
柠檬茶 (lemon tea)
红茶 (black tea)
绿茶 (green tea)
花茶 (jasmine ['dʒæsmin] tea)

你要不要喝点什么，茶还是咖啡？
Would you like something to drink, tea or coffee?
Let's sit down and have a drink first.（让我们先坐下喝些饮品好吗？）

你要什么样的咖啡？
How do you like your coffee?

要加牛奶和糖吗？
Cream and sugar?

我不喜欢喝咖啡。

I don't like drinking coffee.

龙井茶怎么样？它是中国的名茶。

How about a cup of Longjing tea? It's a famous Chinese tea.

这茶闻起来很香。

It smells fragrant.

fragrant['freigrənt] ***adj.*** 芬芳的，香的

你真好。

It's very kind of you.

别客气。

Don't mention it.

Giving a Company Tour

你能来我公司，我们感到很荣幸。

We're all honored that you could come to our company.

honor vt. 敬重；尊敬；使荣耀

Will you honor me with a visit? （如蒙光临，十分荣幸。/ 可否请您光临？）

欢迎参观敝公司。

Glad to have you visit our company.

Welcome to our company.（欢迎莅临本公司。）

很高兴有机会来参观你们公司。

I'm glad to have this opportunity to visit your company.

opportunity[ɔpətju:niti] ***n.*** 机会，时机

I'll have another opportunity to visit the exhibition next year.（明年我们还有一次机会参观这个展览会。）

I take this opportunity of thanking you.（我趁此机会感谢你们。）

让我们先到会客室休息一会儿，然后再去参观。

Let's take a short rest in the waiting room, then we are going to have a visit.

waiting room 等候室，如在火车站或在医生办公室的一个房间，用来让人们在此等候

参观前，我简单介绍一下我公司的情况。

I'll say a few words about our company before I take you around.

我们有大约 110 位员工。

We've about a hundred and ten employees.

employee (ˌemploy[im'plɔi]雇用 + -ee 被……者）n.雇员，雇工

There are thirty employees in his firm.（他的公司有 30 名雇员。）

employer 雇主

我公司专门生产 ……

We specialize in ... in our company.

specialize['speʃəlaiz]（亦作：specialise） v.专门从事

This travel firm specializes in charter flights.（这家旅游公司专营包机业务。）

大多数产品都是用于出口的。

Most of the products we made here are for export.

export n. (1)输出；出口

The export/ exportation of gold is forbidden [fE5bidn]. （黄金出口是禁止的。）

They are engaged in import and export.（他们做进出口贸易。）

(2) 出口商品；输出品 the chief exports of China（中国的主要出口商品）

Wool is one of the chief exports of Australia.（羊毛是澳大利亚的主要出口物资之一。）

我们生产高质量的产品已有十多年的历史了。

We have kept on making high quality products for more than ten years.

keep on 继续；保持

He just kept on writing.（他正在继续写。）

我对你们公司表示钦佩。

I really must express my admiration for your company.

admiration for 对……赞赏

express v. 表达；表示

She expressed her thanks.（她表示感谢。）

express one's gratitude['grætitju:d] （表达感激之情）

这是我们的设计部。我们用这里的电脑制造设计图。

This is our design division. We use computers here to produce the designs.

lounge area（工休息室）

workshop（车间）

building room（装配间）

computer room（计算机机房）

counting room（会计室，账房）

cutting room（剪辑室，编辑室）

dark room（暗室）

decision room（决策室）

drug room（药房）

duty room（值班室）

equipment room（机房）

finished room（成品仓库）

machinery room（机房；车间）
packing room（包装间）
sales room（门市部，零售处）
shipping room （发货室，发送间）
show room（陈列室，展览厅）
supply room（库房；材料库）
wrapping room（包装室）

销售和市场部在另一层。
The sales and marketing departments are on the other floor.

accountant's[ə'kauntnt]department（会计科）
advertising department（广告部）
business department（营业部）
cash department（出纳处，收款处）
claims department（索赔处，理赔部）
credit department（信贷部）
employment department（劳动部门，人事部门）
financial [fai'nænʃl] department（财务处）
general department（总务处）
in-patient department（住院部）
lost and found department（拾物招领处）
personnel department（人事处，人事部门）
press department（新闻处）

让我向你介绍我们的生产线。
Let me show you our production line.
production line 生产线，流水线，装配线
Let's have a brief tour.（让我们大略地参观。）
I'm here to give you a quick tour of our operations.
（今天我将带你参观本公司。）
tour n./v.参观；游览
inspection tour（巡回检查）
package tour（由旅行社代办全部事宜的观光旅游）

车间里的工人都是技术工人吗？
Are the workers in this workshop all skilled workers?
skilled adj. (=skillful)熟练的；有技能的 需要技能的
skilled hands/ workers（熟练工人）
skilled in business（做生意有经验）

车间很明亮。
The workshop is well lighted.

工人们都穿了工作服。

All workers are dressed for their work.

我们经理一贯重视工作条件。

Our manager always pays much attention to the working condition.

pay attention to 注意，重视

environmental[in'vaiərənmentl] condition（环境状况）

running conditions（工作条件，运行情况）

safety condition（安全条件）

shop condition（车间生产条件）

working condition（工作条件）

他对工人要求很严。

He is very strict with the workers.

be strict with 严格的，严厉的，严谨的

LESSON 3

有效地利用电话

Using the Telephone Effectively

秘书的必修课——接听电话：

由于发话人多种多样，经常会听到各种不同的口音和声调，因此秘书必须加强听力练习。

接听电话时要注意：

(1) 通话前拟好通话要点，把经常查阅的资料放在附近以便随手查找。

(2) 拨号 (dialing)前查核正确的国家代码 (country code)和城市区号 (area number)。如有疑问，查阅电话号码簿 (telephone directory)，并把它记下。

(3) 如果搞不到所需号码，拨 (dial) 114 找查询台帮忙。

(4) 如果你拨了一个错号，记住要向对方表示歉意 (offer an apology)。

(5) 当对方问你找谁时，你就得报出自己的名字。如果你知道的话，还得把接电话人的分机号码 (extension number)报出来。

(6) 接听时集中思想，倾听对方的讲话；答话时，有礼貌，语调自然，不说废话。

(7) 如果是对方来电，需等对方挂断电话后，才能挂断电话。

(8) 外线电话一来，立即去接，先报自己单位的名称。如果对方要联系的人不在或暂时无法接听；应主动向对方提出：

a) ＜ 找其他有关人员接听；

b) ＜ 让当事人以后回电；

c) ＜ 请对方过一会儿再来电；

d) ＜ 让对方留下口信。

(9) 长途电话接通后应尽量使对方顺利通话，千万不要拖延或耽误时间。

(10)如果对方错打到你的办公室，及时给他转出。

对方要求留言时，把来电内容作好摘录，填写电话记录单，并立即送到受话人的桌上，以便及时处理。

3.1 上司有空接听电话
The Boss is In and Free to Talk

代接私人电话　Handling Personal Calls for the Boss

张先生办公室。
Mr. Zhang's office.
拿起电话首先报上自己的单位名称。
Yuexiu Enterprises Limited.（越秀企业有限公司。）

我能为你效劳吗？
May I help you?
What can I do for you?（你有什么事？）

你要找谁？
Whom are you calling?
Whom would you like to talk/ speak to?（你要找谁？）
talk 或 speak 是不及物动词，后面要接介词 to. whom 是介词 to 的宾语。
What section are you calling?（你找哪个部门？）

请问哪位？
Who's calling, please?
Who's that speaking, please?
To whom am I speaking, please?
May I ask who's calling?
Could you repeat your name?（请再说一遍你的姓名。）

我是香港来的黄先生。
This is Mr. Huang from Hong Kong.
Who's that speaking, please?
To whom am I speaking, please?
May I ask who's calling?
Could you repeat your name?（请再说一遍你的姓名。）挂电话时，“我是某某”在英语中的表达不是“I'm ... ”，而是“This is ... ”.
This is Mr. Huang of XYA Company.（我是 XYA 公司姓黄的。）
This is Susan Li.（这是李苏珊。）
This is Susan Li speaking.（这是李苏珊。）
这是接电话人的常用语。也可说 Susan Li speaking/ here.（这是李苏珊。）或对方已提到过接电话人的名字时，则说 speaking.（正是。）例如: Is XiaoWang in?（小王在家吗？）Yes, speaking.

（是的，我是。）

我想与张先生通电话。

Can I speak to Mr. Zhang?

I'd like/ want to talk to Mr. Zhang.（我想与张先生通电话。）

一般来说，一看到中文单词“我想”就联想到英语单词“I want”。而实际生活中，“I'd like to ... ”更常用。

May I speak to Mr. Zhang, please?（请叫张先生听电话。）

Is Mr. Zhang there?（请问张先生在吗？）

Let me speak to Mr. Zhang, please. This is his wife speaking.（请叫张先生听电话，我是他太太。）

你要不要跟他通话？

Would you like to speak to him?

请接进来。

Please put him through.

put through v. 接通

Can you put me through to Mr. Zhang?（你能帮我接通张先生吗？）

张先生现在很忙，他想知道你希望跟他谈什么，他好回电话。

Mr. Zhang is rather busy now and would like to know what you wish to speak to him about, so he can call back to you.

请说。

Go ahead, please.

go ahead v. 前进

请稍等一会。

Please hold for a moment.

One moment, please./ Just a minute, please./ Just a second./ Please hold./ Hold on, please./ Don't hang up./ Hang on./ Don't drop the line.（请稍等/请不要挂线。）

Please hold while I transfer your call.（我替你接电话时，请不要挂线。）

Hold on and I'll put you through.（我替你接电话时，请不要挂线。）

Transferring Calls

你打哪个电话号码？

Can I ask what number you are calling?

What number are you calling?（你打哪个电话号码？）

What number have you dialed?（你打哪个电话号码？）

请问，你能告诉我你要找的黄先生在哪个部门吗？

Excuse me, could you tell me which section Mr. Huang works in?

我找市场部。

I'm calling the marketing department.

帮我接通经理的电话。

Please put me through to the manager.

请给我接分机 2233。

May I have extension 2233, please?

这条线路很糟糕，很抱歉我听不清你说什么。你听得见吗？

This line is very bad. I'm afraid I can't hear you. The connection is not good. Can you hear me?

我听不清你说的话，你能再说一遍吗？

I can't hear you very well. Would you please repeat what you said?

你能不能大点声？

Could you speak a little louder?

把她转到张先生的办公室。

Switch her to Mr. Zhang's office.

switch to v. 切换到，转到

Switch you over to Mr. Zhang.（把你和张先生接通。）

Could you please transfer this call to Mr. Zhang's office?（请你把这个电话转到张先生办公室好吗？）

对方正在接电话。

Your party is on the line.

party n.打电话者，人

He is on the phone.（他在打电话。）

He is talking on another line.（他在打另一线的电话。）

王先生，黄先生在三线，你要跟他说话吗？

Mr. Wang, Mr. Huang is on line three. Do you want to speak with him?

张先生在销售部任职。我把你转过去。

Mr. Zhang works in the Sales Department. I'll put you through.

sales department n.贩卖部，营业部，销售部，

这里要用 sale 的复数形式。

sales manager 营业主任

有人想跟张先生通话。

A caller on the line for Mr. Zhang.

请转过来。

I'll get him.

get v. 取来；处理

Don't answer the telephone. I'll get it.（别接电话，我来听。）

（对来电人说）请讲。

(To the caller) Through now.

这是电话挂通后，秘书对来电者说的，意思是:电话挂通了，可以通话了。

一切顺利。

Everything is on schedule.

on schedule adv. 按时

对不起让你久候了。

Thank you for waiting.

“感谢某人某事”的表达法: thank sb. for sth./ doing sth.

I'm sorry to keep you waiting.（对不起，让你久候了。）

不要紧。

It's nothing at all.

It is no trouble.（不要紧。）

Not at all.（不用客气。）

感谢你这么有耐心。

Thank you for your patience.

我刚才打电话给你，可是你的线路被占用了。

I phoned you a moment ago, but your line was engaged.

engaged[in'geidʒd]占线的（电话），正在使用中

The telephone number you want is engaged；try again in a few minutes.（你要的电话占线，请几分钟后再打。）

Sorry! The line is engaged.（对不起！电话线占线。）

国际电话　International Calls

挂到纽约的电话怎么？

Could you tell me how to call New York, please?

区域号码是 201。

The area code is 201.

rea code 电话分区的三位数区域电话或区域号码，如美国及加拿大，通常有三个阿拉伯数字的数码，分配给一个电话区，当向该区打电话时使用。

国家代码和城市区号 country code and area number
country code n. 国家代码
在世界编号方案中，用来标识每个国家的一种一位、二位或三位的数字。开始的那位总是世界地区号，随后的数位用来确定指定的地区（通常是标识一个具体国家）。在国际上我国的电话代码是 86，在国内广州市的电话代码是 020。

我能从办公室直拨香港电话吗？
Can I make a direct call to Hong Kong from the office?

我想给纽约打个长途电话。
I'd like to place a long-distace call to New York.
to make a long-distance call（打长途电话）
station to station call n.叫号电话

我想打一个对方付费的电话到香港。
I would like to make a collect call to Hong Kong.
We have a collect call for Mr. Zhang from Mr. Huang. May I speak to him?（黄先生打对方付款电话给张先生。请他听电话好吗？）
I'm calling Hong Kong.（我打到香港。）

能把你的号码给我吗？
Could you give me your phone number, please?

你愿意付款吗？
Will you accept the charges?
charge n. 费用；价钱；索价
a charge for the use of the telephone（使用电话的费用）
Will you pay for the call?（你愿意付款吗？）
pay for 为 ……付钱

请由对方付费。
Charge it to this number.
Do they charge for the use of the telephone?（打电话收不收费？）

挂完电话后，请你告诉我通话的时间和费用。
Could you let me know the time and charges after the call?
let me know 告诉我

接线员，我的电话又断了，而且没声音。
Operator, I've just been disconnected for the second time and there is no answer.

3.2
上司不在办公室
The Boss in not in the Office

留言　Taking a Message

我看他在不在。
I'll see if he's in.
此处的“in” 是副词，表示“在内”，“在家”。

很抱歉，王先生出去了。
I'm sorry; Mr. Wang is out of the office/ not in right now.
He is out now./ He just went out./ He has just gone out.（他刚出去了。）
He has just stepped out this minute.（他刚出去了。）

他外出公干去了。
He is out of town.
He is currently on a business trip to Japan.（他现在去日本出差了。）
business trip 商务旅行
on business adv.因公出差
He's out in a meeting now.（他外出开会去了。）
out adv. 离家，离开

他在开会。
He is in a meeting.

他现在正忙。
He's not available[ə'veiləbl]/ **unavailable right now.**

很抱歉，张先生现在有客人。
I'm sorry. Mr. Zhang has some visitors at the moment.

他还没回来。
He hasn't returned yet.
He hasn't come back to the office yet.（他还没回办公室。）

他休病假。
He is on sick leave.
sick leave n. 病假，病假工资
on 在……情况下；处于……状态
These officers are on leave.（这些军官在休假。）
He went to Hong Kong on business.（他到香港出差去了。）
The chief physician[fi5ziFEn] of the hospital is on circuit[5s\kit] for most of the year.（这个医院的主任医师一年中大部分时间都在作巡回医疗。）

他休假去了。
He is on vacation.

on vacation[vəˈkeiʃn]在度假

他今天不上班。

He is off today.

off ***adv***.不工作，休息

With only one day off in a week working people had barely enough time to arrange the household.（一周休息一天时，上班族没有足够的时间安排家务。）

have Sunday off（星期日休息）

你要和别人说话吗？

Do you want to speak to anyone else?

anyone pron. (=anybody)任何人

Would you like to speak to someone else in the office?（你想找办公室的其他人讲吗？）

someone else n. 其他人

else adv. 别的，其他，此外

What else do you want?（你还要什么？）

When else can we come again?（我们什么时候还能来呢？）

Little else remains to be done today.（今天没有什么事要做的了。）

We went to the museum and nowhere else.（我们到博物馆去了，其他什么地方也没去。）

我一定要和他本人讨论这件事。这是急事。

I must discuss the matter with Mr. Zhang himself. It's urgent[ˈəːdʒənt] .

matter n.事情；问题

This is a matter of no account.（这是一件无关紧要的事。）

I can't see the visitors right now. I have an urgent matter to attend to.（现在我不能接见客人，因为我有一件急事要办。）

I have an important matter to talk to you about.（我有件重要的事要和你谈谈。）

你知道他何时回来吗？

Do you know when he'll be back?

When will he be back?（他何时回来？）

May I know when he will be back?（请问他何时回来？）

Will he be back soon?（他很快就会回来吗？）

他大约在五时回来。

He'll be back at around five in the afternoon.

He won't be back until six.（他今天要到六时才回来。）

He will back in two hours' time.（他将在两小时内回来。）

He should be back this afternoon.（他下午应该回来。）

My boss should be returning in a couple of minutes.（我上司几分钟后应该回来。）

你知道会议什么时候结束吗？

Do you know when it will be finished?

When will it be over?（会议什么时候结束？）

先生，我说不上。
I couldn't say, sir.

他可能随时回来。
He should be here at any minute.

他一小时后回来。
He'll be here in one hour.

他要出门几天。
He's away for a few days.

会议 11 点左右结束。
The meeting will be finished around eleven.

你能把北京的地址和电话号码告诉我吗？
Could you give me your address and telephone number in Beijing, please?
Would you like to leave your company's name?（你需留下公司名称吗？）
Would you like to leave your number?（你需留下电话号码吗？）
leave v. 剩下；留下

北京 3341521，1108 分机。
It's Beijing 3341521 extension[ik'stenʃn] **1108.**

请你下午再来电话，不介意吧？
Would you mind calling back this afternoon?

你是要我告诉他你给他打电话，还是要他打电话给你？
Should I tell him you'll call back, or do you want him to call you?
Can I have him return you call?/ Can I have him call you back?/ Do you want him to ring you back?（要请他回电给你吗？）
Shall I have him call you back later?（要我让他等会儿给你挂电话吗？）

你留话吗？
May/ Can I take a message (for him)?
Would you like to leave a message?
Do you want to leave a message?
Do you want to leave words for him to call you?（要不要留下话，让他给你回电话？）

有什么事要我转告吗？
Can I give him a message?

我会在下午再打电话给他。

I'll call him this afternoon.

I'll call you around five your time.（我会在贵地时间五点左右再打来。）

请转告他我打电话来，并请他尽快回复我，是有关合约的事。

Please tell him I called and ask him to return my call as soon as possible. It's about the PPT contract['kɔntrækt] .

Will you tell him to call me back as soon as he gets in?（请你转告他回来立刻回我电话好吗？）

Could you please tell Mr. Zhang that his wife called?（请告诉张先生他太太找他好吗？）

Could you tell your boss that Mr. Li called?（请告诉你老板李先生找他好吗？）

Please ask him to call Gary Smith as soon as he gets/ comes in.（他一来就请他给加里·史密斯打个电话。）

Please make sure he receives the message.（请确定他会接到留言。）

他很快会回电给你。

He'll call you back soon.

He can call back to you.（他会回电给你。）

我定会转告他。

I'll be sure he gets your message.

I will give him your message.（我会告诉他。）

I'll tell him about it and he will call you later.（我会把这事告诉他，他过后会打电话给你。）

I'll let him know as soon as he has finished his meeting.（会议一结束，我会告诉他。）

我将发传真告知他这事。

I will send a fax message about this matter.

我会通知张先生一切顺利。

I can inform Mr. Zhang that everything is okay.

I'll tell Mr. Zhang what happened.（我会告知张先生这事。）

I'll let Mr. Zhang know about the new arrangement.（我会告知张先生这个新的安排。）

MESSAGE FORM（留言）

TO（受话人）： Mr. Zhang（张先生）

FROM（发话人）: Mr. Gary Smith（加里·史密斯先生）

OF（单位）:Oriental Electrics Ltd.（东方电子有限公司）

Tel. NO.（电话号码）: 10-3341521 ext.1108（10-3341521, 1108分机）

came to see you（探访）（ ）

will come again（以后再来）（ ）

will phone later（以后打来）（ ）

call back（回电）（√）

appointment to see you（约见）（ ）

urgent（急事）（√）

MESSAGE（留言）:Please call back as soon as possible.（请速回电）

TIME（时间）:10:20am（上午10:20）

DATE（日期）:Jan. 8, 2001（2002年1月8号）

RECEIVED BY（接话人）:Jenny Fang（方珍妮）

3.3 代上司致电

Calling for the Boss

预 约 Making an Appointment

张先生要我打电话给你，想确定我们明天是否可收到十箱货物。

Mr. Zhang asked me to call you confirming whether we will receive ten cartons of merchandise['mə:tʃəndaiz] tomorrow.

carton n.硬纸盒，纸板箱

merchandise n.商品，货物

best possible merchandise（优良的商品）

general merchandise（杂货，日用商品）

quality merchandise（高级商品）

confirm v. 进一步证实；确定

Mr. Zhang has asked me to give you a call about whether the delivery schedule has been revised.（张先生要我打电话给你，想知道送货期是否改了。）

revise vt. 修订，修改

delivery n.交货，

My boss asked me to call you.（我的上司要我打电话给你。）

张先生想和你的老板约个时间见面。

Mr. Zhang would like to fix an appointment with your boss.

Mr. Zhang would like to arrange/ make an appointment with you.（张先生想和你约个时间见面。）

He would like to change it to next Monday at ten in the morning.（他想将约会改在下星期一早上十点。）

张先生可以在哪里跟你联系上？

Where can Mr. Zhang reach you?

reach v. 联系，取得联系，沟通；成功地与…… 建立联系或与……交流

I've been trying all day to reach him on the telephone, but he's very elusive.（我整天都在打电话找他，但是找不着。）

They reached us by telephone. Our newsletter reaches a very specialized readership.（他们通过电话找到了我们。我们的新闻来函专栏拥有一群特殊的读者。）

我来电想问问你明天能否见见张先生。

I'm calling to see if it's possible for you to see Mr. Zhang sometime tomorrow.

see v. 访问；参观；会晤

Can I see you on business.（我可以和你洽谈公务吗？）

我们明天上午来见你行吗？
Could we come and meet you tomorrow morning?
Could you come here in the morning?（你们上午能来这儿吗？）

我想再落实一下与你的约会。
I'd like to confirm an appointment with you.

明天你有空吗？
Will tomorrow be all right?
all right adj.可以的；可接受的；令人满意的
Is it all right with you?（这对你方便吗？）
Can we set the appointment tomorrow?（明天可见面吗？）

他什么时候有空？
What time will he be free?
When will he be available then?（他什么时候有空？）

下午四点钟可以吗？
What about four in the afternoon?
How about nine o'clock in the morning?（上午 9 点如何？）

他在这个星期五早上 10 点有空吗？
Will he be available the coming Friday at ten in the morning?
coming adj. 即将到来的
the coming year（来年）
the coming season（下一季）

今天上午 10 点你方不方便过来？
Would it be convenient for you to come in at ten o'clock this morning?
convenient for 便于……
come in v. 进来，到达终点

我会把他的名字记在四点的位置。
I'll put his name in the four o'clock slot.
slot n.（表格、系统、组织中的）位置，空位

我查看一下张先生的日记后再给你预约。
I'll check Mr. Zhang's diary and see if I can arrange an appointment for you.
diary['daiəri] *n.* 日记，日志；日记簿

他下午 2 点将在他的办公室等你。
He's expecting you at two o'clock in the afternoon in his office.

我恐怕他明天没空见面。

I'm afraid he can't meet you tomorrow.

我想没问题。

I think that will be fine.

That'll be fine with me.（没问题。）

我想他那时有空。

I think he will be available then.

He will be free the whole day on Thursday.（他星期四整天都有空。）

Tomorrow morning will be fine.（明天早上可以。）

那时间适合他。

The time suits him fine.

请你下午与我确定这个约会好吗？

Would you please confirm the appointment in the afternoon?

Would you like me to confirm the appointment?（要我确定这次约见吗？）

我今天下午再打电话与你确定。

I'll call you again this afternoon to confirm.

I'll confirm with you again tomorrow.（我明天会再打电话与你确定。）

I'll confirm/ verify the schedule with Mr. Zhang and give you a call.（我会与张先生先确定时间，然后给你电话。）

我明天把电话挂到旅馆去行吗？

May I call you up at your hotel tomorrow?

call up v. 打电话给

May I speak to Mr. Zhang, the manager of your company?（请找你们公司的经理张先生听电话好吗？）

你可以在任何时间打电话到纽约跟我联系。电话号码是 (718) 271 2848，185 分机。

You can contact me any time at New York718-271 2848 extension 185.

contact v. 联络；联系（某人）

She contacted me as soon as she arrived.（她一到就和我联系了。）

Changing an Appointment

星期五不能与你见面。

Mr. Zhang told me to inform you that he won't be able to meet you on Friday.

Mr. Zhang asked/ instructed me to tell you that he will not be able to make it tomorrow afternoon.（张先生要我告诉你，他明天下午不能赴约。）

I'm afraid Mr. Zhang won't be able to keep his appointment with you this afternoon. Because his child is suffering from pneumonia, he'll have to go to the hospital.（我恐怕张先生今天下午不能赴约，他的孩子患了肺炎，他得去医院。）

感冒 (catch a cold)
发烧 (have a fever)
呕吐 (vomit['ɔmit])
拉肚子 (have loose bowels ['bauəl])
咳嗽 (cough)
打针 (take an injection)
打疫苗 (have vaccination [væksi'neiʃn])
吊针 (have transfusion [træns'fju:zn])
体检 (have body check)
皮肤过敏 (have an allergy ['ælədʒi])
牙痛 (have a toothache)

我想改变一下张先生与你的约会，如果可能，想改在今天下午。
I'd like to change Mr. Zhang's appointment with you and make it this afternoon, if that is possible, please.
Please tell Mr. Zhang I'll ring him on Monday to make another appointment with him.（ 请转告张先生，星期一我再打电话和他另约时间。）

谢谢你打来电话。
Thanks for calling.

3.4 打错电话
Wrong Numbers

是 2355 5555 吗？
Is this 2355 5555?

你知道分机号码吗？
Do you know the extension number?
extension（电话）分机
Could I have extension 2856, please? （请给我接 2856 分机。）

我查下电话号码。
I'll check the number.

张先生处的号码是 248。
The correct number for Mr. Zhang is 248.

你接错了分机。
You've got the wrong extension[ik'stenʃn]**.**

No, I'm sorry. You have the wrong number.（很抱歉，不是，你打错了。）
You have reached a wrong number.（你打错了。）

接线生接错了分机。
The operator put you through the wrong extension.

号码改了。
The number has been changed.

那是我们的号码，但是这里是 XYZ 有限公司。或许你可以查看电话簿。
That's our number but this is XYZ Company Limited. Perhaps you should check the telephone directory.
telephone directory[di'rektəri] n. 电话号码簿
directory n. 姓名录，手册，指南；号码表；目录；登记薄

3.4 旅行安排
Travel Arrangements

订机票 Ordering an Air Ticket

我想问问北京和广州之间的航班情况。
I'm enquiring about the flight services between Beijing and Guangzhou.
flight n.(1) 航空旅行
Did you have a good flight?（乘机旅行愉快吗？）
The (airplane) flight took three hours.（飞行持续了三个小时。）
(2) 班机
flight Number CA933 to Paris（去巴黎的 CA933 班机）
enquire [in'kwaiə] v. 询问

后天我要飞往香港。我想了解一下下午 3 点钟左右有没有航班。
I want to fly to Hong Kong the day after tomorrow and I want to know if there is a flight sometime around 3.

下午 3:20 有个航班。
There is one flight at 3:20 p.m.

每天有两班从广州到北京的固定航班。
There are two regular flights leaving Guangzhou for Beijing every day.
regular['regjulə]平常的，惯例的习惯性的、通常的或正常的
the train's regular schedule ['skedʒul].（火车正常的时间表）

333 号班机上午 9 点从广州起飞。
Flight 333 leaves Guangzhou at 9:00 in the morning.

有没有直航回程班机？

Do you have any direct flight coming back?

direct adj. 直达的；直接到的

We flew direct from London to New York.（我们直接从伦敦飞到纽约。）

333 班机下午 4 点从北京起飞，直航返回广州。

Flight 333, leaving Beijing at 4:00 in the afternoon, flies nonstop back to Guangzhou.

nonstop (1) adj. 不停的，不停止地制或做的

a nonstop flight.（直达飞行）

(2)adv. 直达地；不停地；不断地

a nonstop flight from Hong Kong to Beijing（香港至北京的直达飞行）

music playing nonstop all night（整夜不停地放音乐）

我的上司参加你们美国的包办旅行团，你们还有名额吗？

My boss would like to book a place on your package tour of U.S.A. Are there any seats left?

package['pækidʒ]tour= package holiday（包办旅行）

还有一些票吗？

Are there any tickets left?

我们还有一些名额，你想现在作预定吗？

We still have a few seats left. Do you want to make a reservation now?

先到先得，请及早预定。

Please make a reservation[rezə'veiʃn]as soon as possible as booking is on a first-come-first-served basis.

on the basis. 以……为基础

你想订位吗？

Would you like to make a reservation[rezə'veiʃn]**?**

我须问我的上司，然后作预定。

I'd like to check with my boss before I make any reservations.

I have to ask my boss./ I have to confirm it with my boss.（我须问我的上司。）

他预定 3 月 10 日启程。

He'll be leaving on March 10th.

我想订一张往美国的来回票，3 月 10 日，中国航空，商务舱。

I would like to book a round trip flight to the USA for March 10th on CAAC, business class.

round trip n. 往返票，

来回票=round-trip ticket

CAAC 中国民航 =General Administration of Civil Aviation[eivi5eiFn] of China（或 Civil

Aviation Administration [eivi'eiʃn] of China）中国民用航空总局
administration n. 管理；行政管理机构
I want to make a reservation on Flight 707 departing for Beijing on June 6th.（我想订一张 6 月 6 日飞往北京的 707 航班的机票。）
depart vi.（常与 from 连用）离去，离开；出发
When does the next train depart?（下一次列车什么时候开？）
I'd like to go to Hong Kong on May 1st. Do you have any flights leaving around 8 o'clock in the morning?（我想 5 月 1 日去香港，你们有早上 8 点左右的航班吗?）

我想替琼斯夫妇订两张票。
I'd like to book two tickets for Mr. And Mrs. Jones, please.

单程票还是往返票？
Single or return?

单程票。
Single.
single adj.单程票的；单程票价的
a single ticket（单程票）往返票
I would like a return ticket.（我想要张往返票。）

头等舱还是经济舱。
First class or economy?
first class 头等舱（注：头等舱是火车、客轮、飞机或其它运载工具中最豪华、最昂贵的住宿等级）
economy [i'kɔnəmi] = economy class.（经济舱）
An economy class air ticket is fit for ordinary workers, because it costs much less.（经济舱机票对一般工作人员比较合适，因为它的价格要便宜得多。）

你要头等舱还是经济舱？
Do you want first class or economy class?

经济舱。
Economy class.

有二等舱的座位吗？
Do you have a seat available in tourist class?
tourist class 二等舱，经济座，经济舱位（注：在某些客船和飞机上最低等级的舱室）

你要上午的航班还是下午的航班？
Do you want a morning or an afternoon flight?

有趟下午 4 点从广州起飞的航班。这最方便了。
There is a flight leaving Guangzhou at 4:00. That would be the most convenient[kən'vi:niənt].

恐怕这个航班已订满了。

I'm afraid that flight is fully booked.

fully adv. 充分地，完全地；全部，彻底

我来查看一下有没有退订的。

I'll check to see if there have been any cancellations.

cancellation[kænsə'leiʃn] ***n.*** 取消 ，这里指乘客把预定的机票取消。

到目前为止已订满了。

It's fully booked at the moment.

book vt.事先安排（如票或住宿等）；预订

You'll have to book up early.（你要早一点订座。）

The secretary has booked the manager in at the Hilton Hotel.（秘书已经在希尔顿大酒店为经理预订了房间。）

The hotel is fully booked up.（旅馆房间已经全部给人预订了。）

请查一下 4 日下午晚些时候从广州到香港的其他航班有没有订满。

Could you check other flights leaving Guangzhou to Hong Kong are full or not in the late afternoon of the 4th, please?

late ***adj.*** 晚期的，末期的

He began the work in late May.（他在五月底开始这项工作。）

the late 19th century（19 世纪晚期）

a later symptom of the disease（这种疾病的晚期症状）

今晚有晚一点的航班吗？

Is there a later flight this evening?

later ***adj.*** [late 的比较级] 更[较] 迟的；更后的

later edition（较近的版本）

下午 4:00 的航班有座位。

The seats available are on a flight departing at 4:00.

下午 3:00 的航班更合适。

The afternoon 3:00 service is more suitable.

service= flight

suitable suit + -able adj. 适合的；恰当的，适当的（暗含符合某要求、完成某需要或实现某意图的能力）

This toy is not suitable for young children.（这个玩具不适合小小孩玩。）

an overcoat suitable for everyday wear（适合平时穿的外套）

a book not suitable for children （不适合孩子们看的书）

有趟航班起飞时间为 2:00，到达时间为当地时间 3:55。

There is a flight leaving at 2:00 and arriving at 3:55 local time.

arrive v. 到达；抵达
to arrive home（到家）
to arrive at a port（抵达港口）
At what time did you arrive at the station?（你是几点钟到火车站的？）
local time　adv.当地时间由于两地相距甚远，所以两地之间有一个时差。

到香港要多长时间？
How long does it take to get to Hong Kong?
get to =arrive at; reach　到达，抵达
When did you get home?（你什么时候到家的？）

能否请你改一下预定的航班？
Can you change the reservation of the flight then, please?

你是说在 11 日星期一那天吧？
Do you mean on Monday, the 11th?

你看我们是否应该改订回去的班机？
Don't you think we'd better change our booking for the return flight?
return = a roundtrip ticket　往返票
I would like a return ticket.（我想要张往返票。）
'd better=had better　had better =ought to; must,　最好；应该；必须
We had better go before the storm becomes worse.（在暴风雨更大之前我们最好走。）
You'd better stay at hospital for another few days.（你最好在医院再住几天。）
You had better set off at once.（你还是马上动身的好。）
booking n. 预订（票），登记，预约
All bookings must be made by post.（所有预约都必须用信函形式。）

机票上写哪一位的名字？
May I ask under whose name to address the ticket?
address[əˈdres] *vt*　写姓名地址
address the letter（在信上写地址）
The envelope is addressed to Jack Johnson.（信封上写着杰克·约翰逊先生收。）
Addressing envelopes all day long is dreary work.（整天给信封写地址是一种沉闷单调的工作。）
Under whose name shall I book the ticket?（机票上写哪一位的名字？）

请报订户的姓名。
Could I have your name, please?

剪票时间为下午 2:30。
The checking-in time is 2:30 p.m.
check-in n.报到处，（旅馆、机场等）登记处，签到
checking-in time 这里指办理登机手续和托运随身行李的时间。

我什么时候可以来拿票？

When can I come to buy the tickets?

When shall I come to pick up the ticket?（我什么时候来取票？）

pick up =buy（口语）购买

picked up some beverages[5bevEridV] on the way home（在回家的路上买些饮料）

最迟在出发前 4 天。

Four days before you leave at the latest.

at the latest adv.=no later than　最迟

Have it done by Tuesday at the latest.（最迟得在星期二完成。）

October at the latest（最迟到 10 月）

起飞前两天来付款取票。

Come to pay the fare and fetch your ticket two days before departure, please.

a transportation[trAnspC:5teiFn] charge as for a bus（车费交通费用，如乘公共汽车）

a bus fare（公共汽车费）

a taxi fare（出租汽车费）

a single[return] fare（单程[往返] 票价）

fetch v. 取来，拿来；叫来

Fetch the doctor! （快去请医生来！）

Will you fetch some water?（你给拿点儿水来好吗？）

departure n.离去；离开

The departure of the train was delayed.（火车开出的时间推迟了。）

任何时候都可以。

Any time before the departure as you like.

我们计划下周飞往香港。现在一张机票多少钱?

We're planning to fly to Hong Kong next week. What's the price of a flight at the moment?

at the moment　此刻；（正当）那时

请告诉我广州到香港的经济舱是多少？

Could you tell me the price of the economical flight between Guangzhou and Hong Kong?

economical[ˌi:kə'nɔmikəl] ***adj.*** 节约的，经济的

请问票价多少？

What is the fare, please?

从广州到北京的单程机票，头等舱是 1200 元。

First class fare of a one-way ticket from Guangzhou to Beijing is 1200 yuan.

你计划何时走？

What time are you planning to leave?

飞往香港的最后一班飞机什么时候起飞？

What time is the last flight to Hong Kong?

last adj. 最后的，最末的

the last day in the year（一年中最末一天）

She was the last to arrive.（她是最后到的。）

He was the very last to leave the office.（他是最后一个离开办公室的。）

the last game of the season（本赛季的最后一场比赛）

请你告诉我 333 航班是否按时到达？

Could you tell me if Flight 333 has arrived on schedule?

on schedule adv. 按时，按时间表，准时

请问 2 点飞往北京的班机取消了吗？

Has the two o'clock flight for Beijing been cancelled?

cancel['kænsl] *vt.* 取消，删去

She cancelled her order.（她取消订货。）

我们直接从伦敦飞到纽约。

We flew direct from London to New York.

direct adj.直达的；直接到的

fly (flew, flown) v. 飞，飞行，乘飞机旅行

We flew to Dallas.（我们乘飞机去达拉斯。）

The plane flew from Paris to Rome.（这架飞机从巴黎飞往罗马。）

我再与民航公司核对一下。大约十分钟后我再给你挂电话。

I'll check with the airline. You'll hear from me in about ten minutes' time.

airline n.定期航线

airline n. 航空公司

United Airlines（美国）联合航空公司

cargo airline（货运航线；货运航空公司）

domestic [dəˈmestik] airline（国内航线）

internal airline（国内航线）

feeder airline（地方航线，航空支线）

local-service airline（地方航空公司[航线] ）

helicopter ['helikɔptə] airline（直升机航空公司[航线]）

international airline（国际航线；国际航空公司）

long-stage airline（长途直飞航线）

private ['praivit] airline（私营航空公司；私人航线）

scheduled airline（定期航线）

short-stage airline（短途直飞航线）

state[state-owned] airline（[美] 州营[国营] 航空公司）

trunk airline（航空干线）

airlines of communication [kəmju:niˈkeiʃn]（空中交通线）

订火车票 Booking a Train Ticket

要我去买票吗？
Shall I get the tickets?
get =to purchase buy　买；购买，
get groceries（买杂货）
I must get some fruit in the market.（我得在市场上买点水果。）

告诉我是否有星期一上午十点左右开往北京的火车？
Could you tell me if there is a train leaving for Beijing at around ten o'clock on Monday?
eave for　到……去，出发前往，动身去（某处）

开往北京的火车有多少班？
How often does the train run to Beijing?
how often 多次，经常，再三
How often do you go there?（你多久去那里一次？）
How often have you been abroad?
Not often, only twice.（你出国几次了?不多，只出去过两次。）
How often does the train run?（这火车多久一班？）

我订一张 6 月 4 日开往北京的 333 次特快列车的软卧票。
I'd like to book a cushioned berth on Express 333 for Beijing departing on June 4th.
berth（船、车、飞机等的）座 [铺] 位，卧铺
book[reserve] n. a berth（订购卧铺票）
cushioned berth（软席卧铺）
sleeping berth（卧铺）
cushion ['kuʃn]　n.垫子，软垫
express = express train n.快车，快递，专列
the No. 12 special express to Beijing（开往北京的 12 次特快）
I'd like to make a reservation on the express for Guangzhou, leaving Beijing at 3:30 on May 2nd.（我想订一张 5 月 2 日 3 点半由北京开往广州的特快列车票。）
two second-class singles to Beijing（两张到北京的二等单程票）

你想订一张硬卧车票还是软卧车票？
Do you want a semi-cushioned berth ticket or a cushioned berth ticket?
a semi-cushioned berth ticket 一张硬卧票

你要哪一个铺位，上铺中铺还是下铺？
Which berth do you want, the upper berth, the middle berth or the lower berth?
upper berth（上铺）
lower berth（下铺）

我想中铺最好。
I think the middle berth is the best.

买一张往返票是否比两张单程票便宜一些？

Is it cheaper to buy a return ticket than two singles?

火车上有餐车吗？

Is there a restaurant car on the train?

car n.（铁路）车厢

今天 4 点开往北京的火车准点吗？

Is today's four o'clock train for Beijing running on time?

on time adv.准时

The train arrived on time.（火车准时到达。）

开往北京的火车在哪个站台发车？

Which platform does the train to Beijing leave from?

platform['plætfɔ:m] ***n***.（火车站的）月台，站台

The train at Platform 2 goes to the city.（第二站台的火车去这座城市。）

platform bridge（铁路）天桥

platform ticket（站台票）

discharging platform（卸货站台）

foot path platform（天桥，行人桥）

goods platform（货物站台）

in-track platform（列车）到达站台

loading platform（装车站台）

military platform（军用站台）

out-track platform（列车出发站台）

station platform（站台）

transfer platform（中转站台）

uncovered platform（无棚站台）

unloading platform（卸车站台）

请今天下午两点来付款取票。

Please come over to pay the fare and pick up your ticket at two o'clock this afternoon.

我们拿回火车票后可到旅行社更改。

We can change the booking at the travel agency when we get the train tickets.

travel agency n.= travel bureau = tourist agency（旅行社）

transnational [træns'næʃənl] tourist agency（跨国旅游机构）

订房间　Reserving a Room

我需要订酒店。

I need to book a hotel.

我要选一间四星级酒店。

I need to choose a four-star hotel.

我想订 5 月 2 日的房间。

I'd like to book a room for the 2nd of May, please.

I'd like to reserve a single room from tomorrow for six days, please.（我想订一个单人房，明天开始，共 6 天。）

Please reserve a single/ double room.（请预留一间单人房/ 双人房。）

I'd like to reserve a function room for a party of eight.（我想预定一间容纳八人的房间。）

party n.同伙，参加某项活动的一伙人，随行人员

A party of school children is going to France.（一群学生将去法国。）

我想为一位张先生订房间，从 3 月 10 日到 15 日。

I'd like to reserve/ book a room from March 10th to 15th for a Mr. Zhang.

reserve v.预订；预约

I have reserved a room for you at the hotel.（我已在旅馆为你预订了一个房间。）

打算住几天？

How long will you be staying?

4 个晚上。从 2 日到 6 日。

Four nights. The 2nd to the 6th.

从 5 月 26 日起到 5 月 31 日止，包括 31 日这一天。

From the 26th of May to the 31st inclusive.

inclusive[in'klu:siv] ***adj.*** 包含的，包括的（注意: 包括界限的端点，也包括某区间内的两个端点。）

the numbers one to ten, inclusive.（从 1 到 10，“1”和“10”也包括在内）

Wednesday to Friday inclusive（包括星期三和星期五在内）

他将于 5 月 26 日下午抵达。

He will arrive on the afternoon of the 26th of May.

在某日的上午，下午或晚上，用介词 on。例如：on Friday morning

请比较：

on Friday in the morning（在星期五上午。）

on Sunday afternoon（在星期日下午）

你喜欢住哪种房间？单人房还是双人房？

What kind of room would you like? A single or a double?

完整的句子应该是 Do you want to book a single room or a double room?

single 单人房间

double = a double room（双人房间）

请订单人房。

Single, please.

我从香港打来电话，想订一个带浴室的单人房，从明天开始，订六天。

I'm calling from Hong Kong. I'd like to book a single room with bath for tomorrow for six days, please.

bath =a bathroom n. 浴室

bathtub ['bɑːθtʌb] n.澡盆

Turkish ['tɜːkiʃ] bath（土耳其浴，热水浴，蒸气浴）

steam bath（蒸汽浴）

vapor bath（蒸汽浴）

sunbath（日光浴）

swimming bath（通常指室内）游泳池

我想订一个明晚的双人房，你们有空房吗？

I'd like to reserve a double room for tomorrow. Do you have one available?

如果可能，请你们提供一间可以看到大海的房间。

We would like you to provide a room overlooking the sea, if possible.

overlook vt. 俯瞰，远眺，

The tower overlooks the sea.（这座塔楼俯瞰大海。）

The house on the hill overlooks the village.（从小山上的房子可以俯视村庄。）

overlooking a valley from a hill（从山上俯视山谷）

a tower overlooking the city（俯瞰全市的塔楼）

请问贵姓？

Could you give me your name, please.

房间是程大卫先生来住的。

It's for David Cheng.

他想在住房期间请你们保留一间会议室，他要召开许多次会议。

As he will have many business meetings, he would like you to reserve a conference room for the period of his stay.

annual['ænjuəl]meeting（年会）

board meeting（董事会议）

business meeting（业务会议）

operation meeting（业务会议）

door meeting（秘密会议）

private meeting（秘密会议）

closing meeting（闭幕会议）

full meeting（全体会议）

joint meeting（联席会议）

ministerial [minis'tiəriəl] level meeting（部长级会议）

official meeting（正式会议）

on-the-spot meeting（现场会）

regular meeting（例会）
summit ['sʌmit] meeting（首脑[最高级] 会议）
conference ['kɔnfərəns] n.会议，讨论会，协商会
a doctor's conference（医生的会议）
a press[news] conference（记者招待会）
be in conference（正在开会讨论）
call [convene, convoke] a conference（召集会议）
business conference（业务会议）
on-the-spot conference（现场会议）
planning conference（计划会议）
round table conference（圆桌会议）
telephone conference（电话会议）
stay n. 居住期间，居住或访问的短暂期间，
period n. 一段时间
the happies

如果你能告诉我们目前的价格，包括服务费，我们不胜感激。
We should be greatly obliged if you would let us have your current prices including service charges.
current adj.当前的，现时的；当今的；时下的
current English（当代英语）
current events（时事）
current leaders（现任领导人）
service charges 服务费
We should be greatly obliged if ...（如果……我们将不胜感激）
We are much obliged to you for your help.（非常感激你给我们的帮助。）
be obliged [ə'blaidʒ] to sb. 感谢（某人）
I am obliged to you for your gracious hospitality.（我很感谢你的热情好客。）

我们期待他的到来。
We look forward to seeing him.
ook forward to 盼望；期待
We are all looking forward to our holiday.（我们都盼望着假期。）
I'm looking forward to seeing you this summer vacation.（我盼望今年暑假见到你。）

我们会派车在机场接他。
We'll send a car to pick him up at the airport.
pick up sb. （车、船）在途中搭人、带货
The bus picks up commuters at three stops.（公共汽车在三个站载送通勤者。）

我打电话是想告诉你，我原先为我的朋友订了一间房，现在他来不了了，所以我恐怕要取消预订。
I'm phoning up because I booked a room for my friend who won't be able to come now and so I'll have to cancel it, I'm afraid.
phone v. 给……打电话

I phoned my parents.（我给父母打了电话。）
phone up　打电话叫人

我从广州打电话来，我预订了 24 日的房间，现在我恐怕得取消它。
I'm ringing/ calling from Guangzhou. I made a reservation for the 24th, and now I'm afraid I have to cancel it.
Ring （1）（ v.　常与 up 连用）给……打电话
I rang (up) Peter to see if he could come to dinner.（我给彼得打电话，问他是否能来吃饭。）
She rang me at noon.（中午她打电话给我了。）
(2) =a telephone call 电话
Give me a ring when you have time.（你有时间时给我打个电话。）
call v. 呼叫，打电话
called me at nine（九点钟打电话给我）
I called twice, but no one answered.（我打了两次电话，但无人应答。）
I called her back at noon.（中午我回她电话。）
Has the boss called in today?（老板今天打电话来了吗？）
Call me (up) this evening, if it's convenient to you.（如果方便的话，今天晚上打个电话给我。）
The office called to find out where you were this afternoon.（办公室的人下午打电话来找过你。）

我曾为张先生订了一个从 1 号开始 6 天的双人房。张先生明天得去香港开会。这是我取消预订的原因，我感到很抱歉。
I booked a double room for Mr. Zhang from the 1st for six days. Mr. Zhang will have to go to Hong Kong to attend a meeting tomorrow, so that's the reason why I have to cancel the booking. I'm sorry.
attend v.出席；到场
attend a meeting[l ecture]（出席会议[听演讲，听课] ）
attend school[church] （上学[教堂] ）

欢迎你们下次再来。
You're welcome next time.

房租费总共港币八千元。
That will cost eight thousand Hong Kong dollars.

请将费用记入 ABC 公司的帐中。
Please debit the account to ABC Company.
Charge it to the account of ABC Company.（请将费用记入 ABC 公司的帐中。）

订 座　Reserving a Seat

请预留一张四人的座位。
Please reserve a table for four.

是午餐还是晚餐？

Will that be lunch or dinner?

请以张先生的名义订座。我们在 12 点半左右到达。

Please reserve it under the name of Mr. Zhang and for around half past twelve.

请以张先生的名义留位。

Please make the bill out to Mr. Zhang.

多谢你的预订。

Thank you for your reservation.

这是以张先生的名字订的座。

It was a seat booked in the name of Mr. Zhang.

让我来查一查安排表。

Let me check my schedule.

schedule　n.时间表；进度表；程序表

The next thing on our schedule is to telephone our friends.（我们的日程安排中要做的下一件事是给我们的朋友打电话。）

What's your schedule for tomorrow?（你明天的日程安排如何？）

He always has a full schedule.（他的时间表一向排得很紧。）

The train was in an hour behind schedule.（火车误点一小时到达。）

a sailing schedule（航运时刻表）

a train schedule（火车行车时刻表）

a production schedule（生产进度[计划] 表）

让我再落实一下，你说今晚 6 点吗？

Let me confirm that. You said this evening six o'clock, right?

租 车　Hiring a Taxi

你要出租车吗？

Do you want a taxi?

send vt.　派遣

请派一辆出租车来。

Could you send a taxi, please?

我想租一部小车，租两天。

We'd like to hire a car for two days.

你要租哪一类的车？

What sort of car would you like to hire?

sort n.种类，类别

A hammer ['hæmə] is a sort of tool.（锤子是一种工具。）

我们要租一辆小面包车。

We need a minibus.

minibus n.中客车，小型公共汽车（我国俗称面包车，乘员 10 人左右），小型公共汽车（只坐四人），微型公共汽车，小巴

你能派部车来白天鹅宾馆吗？

Could you please send a car to White Swan Hotel?

当然可以。

Sure.

sure adv. Surely; certainly 无疑；确实

你们要去哪里？

Where are you going?

我们要去友谊宾馆。

We are going to the Friendship Hotel.

将出租车开到东风路 1 号。

I'd like a taxi for 1st Dong Feng Road, please.

出租车大概 5 分钟后就到，请在宾馆门口等候。

The taxi will be here in about five minutes. Please wait at the hotel gate.

gate n.大门

租价是每小时 80 元，你可以用支票付款，也可以用现金付款。

The price is 80 yuan per hour. You can pay in check or in cash.

I'd like to pay by cheque, please.（我想用支票支付。）

pay in advance（预付）

cheque n.[英] （=[美] check）支票

banker's cheque = cashier's ['kæʃiə] cheque（银行支票）

international cheque = traveler's cheque（旅行支票）

cash 现金；零钱

pay (in) cash（现金支付）

“支票”一词的拼写，以支票或现金支付时所使用的介词而定。

我们用支票付款，明天开始租车。

We'll pay by check and hire the car from tomorrow.

LESSON 4

日常工作

Daily Work

4.1

日程报告

Daily Schedule Report

要我对你今天的安排作个简短的报告吗？

Would you like me to brief you on your schedule for today?

brief　v.　给以必要的资料

Let me brief you before the meeting.（开会前让我简单地提示你。）

brief sb. on sth.　向某人简要地介绍某事

今早 11 点你要与 ABC 公司的黄先生会面。然后，午餐时间与李先生有约。下午 4 点还要出席一个新闻发布会。

You are scheduled to meet Mr. Huang of ABC Company at eleven this morning. Then, you have a lunch appointment with Mr. Li. And this afternoon at four you are supposed to attend a press conference.

luncheon['lʌntʃn]meeting（午餐例会）

dinner meeting（晚餐会议）

seminar ['seminɑ:] n.（研讨会）

You are scheduled/ supposed to meet Mr. Li.（你需要去见李先生。）

我是来提醒你，今天上午有个会议。

I come to remind you that a meeting is scheduled this morning.

remind v. 使想起，提醒

remind Please remind me to leave her this note.（请提醒我留给她这张纸条）

Please remind me that I must call her up before nine.（请提醒我九点前给她打个电话。）

经理先生将于上午 9:00 到 11:00 会客。

Mr. Manager meets visitors between 9:00 a.m. and 11:00 a.m.

经理先生将在 10:00 和助手讨论问题。

Mr. Manager will discuss problems with the assistant at ten o'clock.

经理先生将批阅所有的报告。

Mr. Manager will go over all the reports.

顺便说一声，会议将在你的办公室开，而不是在会议室。

By the way , the meeting will be held in your office, not in the conference room.

by the way adv.顺便说说；顺便提起

By the way, what happened to the money?（顺便问一句，那笔钱后来怎么样了？）

hold v.举行；召开

to hold a debate（举行辩论会）

总经理要你在会上对公司去年的销售情况作个报告。

The general manager asked you to report on the company's sales for last year at the meeting.

on prep. 关于

a book on grammar（语法书）

daily sales （日营业额）

domestic[dəˈmestik] sale（内销）

export sales（外销）

free sale（自由买卖）

monopoly sales（专卖）

opening sales（大减价）

ready sale（畅销）

retail['ri:teil] sale（零售）

winter sales（冬季大减价）

我恐怕不能出席新闻发布会，因为 4 点半我要与董事局开个紧急会议。

I'm afraid I can't attend the press conference due to an urgent meeting with the Board of Directors at half past four.

press conference['kɔnfərəns]= news conference 记者招待会

due to = because of 因为（to 是介词，后接名词或动名词）

accidents due to driving at high speed（由于高速开车而引起的交通事故）

Her illness was due to bad food.（她的病是由于吃了坏了的食物而造成的。）

board of directors 董事会

我是否需要替你取消订位？

Do you want me to cancel the reservation for you?

cancel vt. 取消，删去

那份市场建议书准备好了吗？

Do you have the marketing proposal ready?

marketing n. 买卖；交易；销售学

proposal n. 提议，建议

那份建议书正在修改，我预算明早便可准备好。

The proposal is being edited right now and I think it will be ready by tomorrow morning.

edit v. 编辑，校订，剪辑

by 不迟于；到……时（为止）

He had finished the work by ten o'clock this morning.（到今天上午 10 点钟，他已完成了这项工作。）

你有没有其他指示？

Do you have any other instructions?

4.2 文字处理

Word Processing

我有一封重要的信要你替我准备。

I have an important letter. I would like you to prepare it for me.

今天上午我想让你做的第一件事情就是帮我把这份报告打出来。

The first thing I want you to do this morning is to type this report for me.

如果你没有其它的事需要我的话，我现在就打印这份文件。

If you don't need me for anything else, I will type this document now.

我检查完这些数字后，立刻替你打印这份报告。

I'll type the report for you after finish checking the figures.

你是要打字呢还是要手写？

Would you like it typed or handwritten?

这封信是打在公司信笺上还是个人信纸上？

Would you like this letter typed on company or personal stationery?

这是商业书信，因此将它打在公司的信笺上。

It is a business letter, so please type it on the com pany stationery.

stationery['steiʃnəri] n.文具；信笺

stationery and envelopes（信纸和信封）

区别: stationary ['steiʃnəri]　　adj.固定的；不动的

Wait until the bus is stationary before you get off.（你要等公共汽车停稳了再下车。）

stationery 与 stationary 读音相同，拼写相似

你要用正式格式还是非正式格式打出来？

Would you like this report done in a formal or informal style?

style n. 作风；格调；式样

a hair style（发式）

a building in European style（欧洲式的建筑）

请把这封信按商业信函的常用格式打印出来。

Please type the letter in the usual business letter format.

请替我打印这份讲稿。

Could you please type this speech for me?

这是初稿吗？

Is this a rough draft?

rough [rʌf] draft =the first draft（初稿）

final draft（完稿）

original [ə'ridʒinl]（原稿）

a draft for[of] a speech（讲话底稿）

你能不能隔行打，这样我容易看。

Could you please double space it so I can read it easily?

single space 单倍行距，单行打

double space 两倍行距，隔行打

triple['tripl] space 隔两行打

打字格式和上次一样吗？

Is the typing format the same as last time?

format['fɔ:mæt] 格式，开本，版式

记得把讲稿打印在公司信纸上并采用较大的字体。

Please remember to print the speech on the letterhead and use a larger font size.

etterhead 信笺上方的印刷文字，印有抬头的信笺

print it on the letterhead 印在有信头的信纸

font [fɔnt] 字体，字形

font size 字体大小

你想我何时完成？

When do you need it finished?

你要我马上打好吗？

Do you need it typed right away?

right away adv. 立刻

你可以在今天下午 5 点前完成吗？

Can you finish it by five this afternoon?

明天完成就行了。

Sometime tomorrow will be fine.

没问题。

No problem.

你写完那份报告了吗？

Have you finished writing the report?

finish后用动名词

写完了，正在修改。

I have finish writing it and now I'm amending it.

amend[ə'mend] *v.* 改正；修改

to amend a document（修改一个文件）

你能在 11 点钟前将它印出来吗？

Can you print it out before eleven clock?

print out（打）印出

我是不是该用激光打印机把它打印出来？

Should I print it out on the laser printer?

laser['leizə]printer　激光打印机

keyboard printer　（键盘打印机）

rapid printer（快速打印机）

我打了 10 张蜡纸，你能帮我油印一下吗？

I've cut ten stencils for the ink duplicator. Could you print them out for me?

stencil ['stensl] 模版，蜡纸

cut stencils（刻蜡板）

stencil paper（钢板蜡纸）

stencil pen（刻蜡纸的铁笔）

duplicator[5du:plEkeitEr]　复印机　复制机

tape duplicator　（磁带复制机）

用哪种纸印呢？

What kind of duplicating paper should I use?

用 A3 型复印纸。

Please use size A3 duplicating paper.

你要多少份？

How many copies do you need?

每张蜡纸印 50 份。

I need fifty for each.

G-8 型的复印纸恐怕用完了，要我再订一些吗？

I'm afraid we are out of G-8 size copy paper. Shall I order some?

4.3 处理信函

Handling Correspondence

correspondence[kɔri'spɔndns] ***n.*** ***通信，信件***

business/ commercial[kə'mɜ:ʃl]（correspondence商业通信，业务书信）

official correspondence（业务函件）

public correspondence（公用通信）

unpaid correspondence（未付资费函件）

今天的邮件我该怎样处理呢？

What would you like me to do with today's mail?

请将这些信件整理后邮寄好吗？

Would you please prepare all these letters for posting?

这是一封急信，需要用航空挂号快信寄出。

This is an urgent letter which should be sent by registered express airmail.

registered['redʒistəd] ***adj.*** 已登记的；已注册的；挂号的

a registered letter（挂号信）

registered luggage ['lʌgidʒ] （托运的行李）

a registered nurse（领有执照的护士）

express [ik'spres] adj. 快速的；快递的

an express train（快车）

express man（运送员，递送员）

air express（特快空运；空运邮件）

airmail 航空邮件，航空信

这封信是寄航空呢，还是特快专递？

Would you like this letter sent by air or express mail?

其它的都是普通信件，用平信寄出就行了。

The others are ordinary letters. You may sent them by surface mail.

surface mail（平（邮）信，普通邮件）

direct mail（直接邮送）

electronic mail（电子邮件）

international mail（国际邮件）

ordinary mail（平邮，平信）

outgoing mail（外发函件）

postal mail（邮件）

unsettled mail（尚未了结的邮件）

registered mail（挂号信/ 邮件）

这封急信上要写谁的地址？

Who would you like me to address this urgent letter to?

address v. 写姓名地址

address the letter（在信上写地址）

The envelope is addressed to Jack Johnson.（信封上写着杰克·约翰逊先生收。）

The letter was addressed to the wrong house.（这封信写错了地址。）

这封急信是寄给张先生的，我相信他在广州。

It's sent to Mr. Zhang. I believe he's in Guangzhou now.

该写张先生家的地址，还是他办公室的地址？

Should I write Mr. Zhang's home or office address?

address n. 地址

call address（呼叫地址）

file address（文件地址）

fail address（失效地址）

valid ['vælid] address（有效地址）

jump address（转移地址）

legal address（合法地址）

permanent ['pɜːmənənt] address（永久住址，原籍）

inadequate [in' ædikwət] address（地址不全无法投寄）

inside address（信纸左上角的收信人姓名与地址）

mailing address（通信处，寄件地址）

recipient's [ri'sipiənt] address（收件人[收货] 地址）

写他办公室的地址。信件到时，他可能在上班。

Please write his office address. He might be at work when it arrives.

at work 忙于劳动；在工作

I'm at work on a new project now.（我现在正忙于一个新工程。）

对这些信件，要不要寄送复函呢？

Would you like me to send replies to all these letters?

要不要随信附寄这份商业票据？

Should I enclose this commercial paper with this letter?

enclose v.附上；封入

I enclose a check for $400.（我附上一张 400 美元的支票。）

I enclose the letter with a check for 20 pounds.（随信附上 20 镑支票一张。）

commercial [kə'mɜːʃl] adj. 商业的，贸易的

commercial depression [di'preʃn] （商业萧条）

commercial school（商业校）

commercial company（贸易公司）

commercial paper 商业本票，商业票据

要不要我随函附寄其它的文件？

Should I enclose any other documents with this letter?

我应该是随函附寄钱款呢，还是要求货到付款呢？

Should I enclose payment or request that item be sent cash on delivery?

我会准备一份形式发票，并附上折扣，运费和保险费的全部细节。

I will prepare a Pro-Forma Invoice['ɪnvɔɪs] and attach full details of discounts, freight and insurance.

你要我在寄出这份文件前，复印一份存档吗？

Would you like to file a copy of this document before sending it?

我希望附上的资料对他们有些用处。

I hope the enclosed data will be of some use to them.

有一封广州来的信刚到，要我拿给你吗？

A letter from Guangzhou has just arrived. Shall I get it for you?

我一直在等这封信。

I've been waiting for it.

今天还有其它的邮件吗？

Weren't there any other mail today?

经理回来时，我会提醒他注意这封信。

I will bring the letter to the manager's attention when he returns.

因为我们董事长外出要两周后才回来，所以我把这封信转交给王先生处理。

Since our president will not be back for two weeks, I'm passing this correspondence along to Mr. Wang.

我们经理因外出要到下周回来，因此，我把你所要的资料寄给你。

Since our manger is away from the office until next week, I'm sending you the data you requested.

4.4 代拟书信

Drafting Letters

draft v.起草，草拟

请写一封信给李先生，通知他我下星期会到北京公干，并欲于各分销商开会。

Please send a letter to Mr. Li informing him about my business trip to Beijing next week and my desire to also have a meeting with the retailers.

retailer 零售商人

independent retailer（独立经营的零售商）

one-shop retailer（拥有一家商店的商人）

你替我复信要求留位好吗？

Would you please send a reply letter to reserve a seat for me?

reply答复

请寄一封催款信给 ABC 公司的李先生，询问他有关过期款项未缴的原因，并催促他在一星期内付款。

Please send a demand letter to Mr. Li at ABC asking him to explain the delay in the payments and urge him to settle it within a week.

delay n.延迟，耽误，耽搁

payment n.付款，支付，报酬

delayed [di'leid] payment（延迟付款）

cash payment（现金支付）

late/ overdue [əuvə'dju:] payment（逾期付款）

easy/ installment [in'stɔ:lmənt] payment（分期付款）

immediate payment（立即支付）

initial [i'niʃl] payment（首期付款）

interest payment（支付利息）

periodic [piəri'ɔdik] payment（定期付款）

separation [sepə'reiʃn] payment（离职费）

tax payment（完税，纳税）

yearly payment（年费）

settle v. 偿清，付还

Please settle your account immediately.（请立刻结清你的欠账。）

settle a bill（付帐）

Will you settle for all of us?（你会为我们大家付帐吗？）

请寄一份 A 计划的契约书给 ABC 公司，并要求他们尽快签回接纳书。

Please send a contract to ABC Company about project A and request them to countersign the offer as soon as possible.

contract['kəntrækt] ***n.*** 合同；契约

sign a contract（签订合同）

The contract still holds.（契约仍然有效。）

project n. 项目，计划，设计

an impossible project（不可能实施的计划）

a project to build a new road（建一条新路的规划）

action projects（行动计划）

agricultural [ægri' kʌltʃərl] projects（农业规划）

pilot project（试验项目）

planned project（规划项目）

going/ on-going project（进行中的项目）

investment/ capital project（投资方案）

development project（开发计划，发展项目）

joint project（联合规划，合作计划）

long-term project（长期计划）

countersign ['kauntəsain] v. 连署；会签

offer n.出价，提议

请他提醒各分销商在开会时带我们产品的销量报告。

Please remind him to tell the resellers to bring along their performance reports on our products.

performance[pə'fɔ:məns] ***n*** 成绩，工作成果

business performance（经营成绩）

daily performance（每天工作成绩）

请寄复函通知他我将会出席开幕典礼。

Please send him a reply letter informing him I will attend the opening ceremony.

ceremony['seriməni] ***n.*** 典礼，仪式

graduation ceremony（毕业典礼）

marriage ceremony（婚礼）

prize-awarding/ victory ceremony（授奖仪式）

perform the opening/ closing ceremony（举行开幕[闭幕] 式）

请记得附寄他的发票的复印件。

Please do remember to enclose copies of his invoices.

invoice n. 发票

duplicate ['du:pləkət] invoice（发票副本）

sales invoice（销售发票）

factory/ manufacturers [mænju'fæktʃərə] invoice（厂商发票）

firm/ official invoice 正式发票

supplier's [sə'plaiə] invoice（供货人发票）

inland invoice（国内发票）

foreign invoice（国外发单）

Please also enclose their proposal.（同时请附寄他们的建议书。）

我需要附上你的日程表吗？

Do I need to enclose your itinerary?

itinerary[i'tinərəri] ***n.*** 旅行指南；旅行日记；旅行日程；路线

你有详细资料在哪里？

Do you have the details?

details n. 详细资料

我看今天下午就将信发出，然后请查看留位是否已被确定。

I think you'd better send it out this afternoon. Afterwards, please check whether the reservation is confirmed.

afterwards adv. 然后，后来地

我应该将这契约书寄给谁呢？

To whom shall I address this letter?

我在今天内会寄出复函。

I will send it to him today.

4.5 签审文件

Approval of Documents

approval [əˈpruːvl] 承认，正式批准

我已将今天的报告整理好了，请你过目。

I've arranged today's reports for you to examine.

你要的文件已经整理好并送到你的办公室去了。

The documents you requested have already been collocated and sent to your office.

请签阅这些文件。

Please sign these documents.

头两份是急件，我可以在午饭前取回吗？

The first two ones are urgent. Can I have them back before lunch.

请把ABC公司的档案给我，有些数字我得查对一下。

Please bring me the ABC's files. There are some figures I have to check.

figure['figə] ***n*** 数字

two/ double figures（两位数）

three figures（三位数）

round figure（整数）

last significant [sigˈnifəkənt] figure（末位有效数字）

rough figure（粗略数值）

你还需要别的什么吗？

Do you need anything else?

我还要其它所有有关ABC公司的资料。

I also need all the other data on ABC Company.

data（datum的复数） n. 资料，数据

把我们收到的所有他们的信件拿来给我。

Please bring me all the letters we received from them.

这些是从2000年到现在为止我们寄给张先生的全部邮件。

Here are all the letters we sent to Mr. Zhang from 2000 to present.

这是你要的文件和资料。

Here are all the documents and information you requested.

request ***v.*** 请求，要求

这些是有关这一项目的文件。

Here are the documents related to the project.

related (to, with) ***adj.*** 相关的；有关系的

They are related to each other.（他们彼此之间有亲戚关系。）

我会问问经理是否还能提供更多的信息。

I will ask our manager if there is any more information we could provide.

4.6 文件归档

Filing

及时细心的归档对办公室的效率起着很大的作用。

Prompt and careful filing contributes greatly to the efficiency of our office.

prompt [prɔmpt] adj. 迅速的；即时的

Prompt payment of bills greatly helps our company.（迅速付款给了我们公司很大的帮助。）

a repair shop known for its prompt service（一家以服务迅速出名的修理店）

contribute greatly to ... 对……起着重大的作用

contribute to ... 对…… 作贡献，to 后接名词或动名词

Exercise will contribute greatly to improving out health.（锻炼对促进我们的健康起着重大的作用。）

efficiency [i'fiʃənsi] n. 效率，功效

你知道本公司的归档系统吗？

Do you know the filing system in our company?

我们的归档系统是怎样运作的？

How does our filing system work?

filing system 归档系统

我来办公室开始工作前参加了一个训练班。

I attended a training class before I started work in this Office.

attend vt. 出席，参加

attend a meeting/ lecture（出席会议[听演讲，听课] ）

attend a wedding/ a funeral（参加婚礼[葬礼]）

感谢你帮我复习我在训练班里学到的课程。我会尽力把办公室的档案工作做好。

Thank you for your help in reviewing the lessons I learned in the training class. I'll do my best with the filing work in our office.

training class 训练班

你要我现在把这些信件及报告归档吗？

Should I file all these letters and reports now?

file vt.把……归档；按次序订存；汇存

请你替我将此旧档整理好。

Would you please organize all the documents in this old file?

file n. 档案；卷宗

Here's our file on the results of the business in the past five years.（这是我们过去五年来经营成绩的案卷。）

请你替我把这些信件及报告分别按日期和公司名称归档。

Please file them (these letters) according to their dates and company names respectively.

respectively[ris'pektiv] *adv.*分别地，各个地

你负责将这些档案按顺序保留。

You should be responsible for keeping the files in order.

我要的那些档案查过了吗？

Did you look up those files I requested?

look up 查阅（字典，资料）

我查了全部的对照表，但没找到有关那个贸易公司的资料。我想它不在那儿了。

I could not find any information on that trade company, even though I checked all the cross-references. I don't think it's there.

even though adv. 即使

cross-references 相互参照条目；对照，参照

我几乎可以肯定，那份资料已存档。

I'm almost certain that information was filed.

让我在别的标 题下再查一查。

Let me check again under a different heading.

heading n. 标题

What heading does the subject on the common share of information resources come under?（关于信息资源共享的内容要放在哪个标题下？）

chapter heading（章节标题）

class heading（分类标题）

form heading（说明书籍类型的书型标题—）

report heading（报表提要）

我相信我已请你把它归入张先生档案中。

I believe I asked you to put it in Mr. Zhang's file.

恐怕李大海先生的档案不见了。

I am afraid the file on Mr. Li Dahai is missing.

或许在人事部。你要我挂电话查一下吗？

It might be over in the Personnel Section. Shall I call and check?

personnel　人员，人事部，人事处

engineering [endʒi'niəriŋ] and technical ['teknikl] personnel（工程技术人员）

personnel agency（职业介绍所）

personnel department（人事处/ 科）

personnel director/ manager（人事主任/ 经理）

所有的档案按字母顺序排列。

All files are arranged alphabetically.

alphabetically[ælfə'betikl] ***adv.***　按字母顺序地

alphabetical adj.（依字母顺序的，字母的）

File the reports in alphabetical order.（将报告按字母顺序归档。）

in alphabetical order（按字母顺序）

是依字母由小到大归档吗？

Should I file them in ascending alphabetical order?

ascending[ə'sendiŋ] ***adj.*** 上升的，向上的

descending [di'sendiŋ] adj. 降序的，下降的；递降的

我将按字母的顺序将这些文件重新归档。

I will refile all these documents alphabetically.

我已将去年的收据作了分类。

I've just finished sorting last year's receipts [ri'si:t] **.**

请将档内文件影印好，然后两种方式各归档一份。

Will you make copies and file them using both methods?

a duplicate copy（副本）

a clean/ fair copy（清样）

a rough copy（草稿，草图）

keep a copy of ...（留……的副本）

file copy（存档原件）

free copy（赠阅本）

office copy（公文正本）

original [ə'ridʒinl] copy（正本）

duplicate　复印

photocopy　影印

发出和收到的信件存在那个档案里，报告和商务文件在这里。客户的资料在这个档案里。

Outgoing and incoming correspondence is kept in that file, reports and business documents in this one, and customers' information in this one.

outgoing and incoming correspondence（往来函件）

the outgoing correspondence（外发信件）
incomings and outgoings（收入与支出）

复印件在这个文件夹中，原件在那个文件夹中。
Photocopies are in this folder, and the originals are in that one.

所有的发票和收据都存在这个档案里。
All the invoices and receipts are kept in this file.
invoice['ɪnvɔɪs] ***n*** 发票，发货单
invoice-book（进货簿；发票存根）
receipt　n.收条，收据，
official receipts（实收；正式收据）

这是你的档案柜。
This is your filing cabinet.

我将在明天把所有旧的档案都清理掉.我扔掉前，你要彻底检查一下吗？
I'm going to clean out all the old files by tomorrow. Would you like to look through any of them before I throw them away?
clean out　清除，清理
look through　审核，查看
throw away　扔掉，丢弃

我打算六点钟前将去年的文件作个分类。
I'm planning to sort last year's documents before six o'clock.

我们最好在午饭前将这些发票归档。
We'd better file these invoices before lunch.

你可将这些旧档内的所有文件编目吗？
Can you please list all the documents in those old files?
list vt.　列出，列于表上

你知道归档的要素吗？
What is the essence of filing, do you know?
essence['esns] ***n*** 精髓；要素

归档的要素是把档案存入档案夹内或把所有的文件归入一个特定的编目。也就是说“一户一档”。
The essence of filing is to bring together in a single folder or file all papers relating to a particular subject. That means　‘One customer——one file'.
folder n.　档案夹
relate to v.　涉及
subject n.　主题，题目
a subject of conversation（谈话的主题）

a serious subject（重大问题）

这句话的顺序是这样的：

The essence of filing is to bring all papers relating to a particular subject together in a single folder or file. relating to a particular subject　是现在分词做定语修饰 papers。

one customer—one file　一户一档，即每个客户专门设立一个宗卷。

每个档案名称清晰，或者用印刷体大写字母或者用黑体字大写字母。

Each file should be named clearly, either in block capitals or in jet-black typed capitals.

block capitals　印刷体大写字母

jet-black typed capitals　黑体字大写字母

要入档的材料必须依次分类。

The filing materials should be sorted into order.

be sorted into order　分类按顺序排列

sort v. 整理；分类

I sorted the books into big ones and small ones.（我把这些书整理成大的和小的两类。）

Sort out these papers and fasten them together with a clip, please.（请把这些文件整理一下，用夹子夹在一起。）

归档材料分类有四种基本方法:按字母，按数字和字母与数字，按地理区域和按专题。

There are four basic methods of classifying materials for filing: alphabetical, numerical and alpha-numerical, geographical, and by the subject.

classify v. 分类

classify books by subjects（按学科将图书分类）

numerical [nju:'merikl] adj. 数字的，用数字表示的

a numerical order（号数）

a numerical statement（统计）

numerical and alpha-numerical ['ælfə] 数字和字母排列加数字

在档案中要抽出个别的文件，要在抽出的地方作个标志，这样就知道文件的去向。

If individual papers must be removed form the files, markers should be used for all absent files so that one can know where the papers are.

individual[indi'vidjuəl] ***adj.*** 个别的，单独的，个人的

marker n. 标记；标志

absent adj. 不在的，缺席的，缺少的

索引卡片对归档是非常有用的。它是秘书的良友，要保持方便和时新。

A card index is very useful in the filing system. It is a most valuable friend to a secretary, so it must be kept handy and up to date.

a card index n. 卡片索引

valuable adj. 有价值的，颇有价值的

handy adj. 手边的；在附近

This house is handy for the market.（这房子离市场很近。）

Have you got your identity card handy?（你是不是已把身份证取出放在手边了？）

up to date adj. 最新的，包括最新资料的

It was a modern factory - everything was really up to date.（这是一个现代化的工厂一切都是最新式的。）

I keep up to date with the news by listening to radio.（我通过听收音机了解最新消息。）

你知道如何按照“归档须知”进行归档吗？

Do you know how to file things according to the “Filing Instructions”?

instruction[in'strʌkʃn] ***n*** 指示，用法说明（常用复数）

an instruction book（说明书）

driving instructions（驾驶细则）

operation instruction（使用说明书）

written instruction（书面说明）

在将文件、资料或其它东西归档时，要记住 4 点。

There are four points you should keep in mind when you file documents, information and other things.

keep in mind 紧记

point n. 要点，含义，

I don't see your point.（我不懂你的意思。）

I don't see the point of waiting for her.（我不知道等她有什么意义。）

这 4 点是：按年月日顺序将文件排列归档；去掉所有的回形针和大头针；将文件对平打孔并把文件平整地放入文件夹；最重要的一点是“一户一卷”是归档的规则。

The four points are: keep the documents in each file in chronological order; remove all the pins; punch the documents evenly and place them squarely in the folder; “One customer, one file”, the most important rule.

chronological[krɔnə'lɔdʒikl] ***adj.*** 按年代顺序排列的

the chronological table 年表

pin n. 大头针，别针，回形针

evenly adj. 均匀地，平坦地

这些文件夹是什么？

What are these folders['fəuldə]?

是所有用户的来信。

The letters from all the customers.

你是将同一用户的来信归为同一档吗？

Do you file letters from the same customer in the same file?

所有王大海先生的来信都归在“W”字母中。

All the letters from Mr. Wang Dahai are filed under the letter “W”.

去年的销售报告“SIS:RPTS.2001” 为档案名存在电脑资料库中。

Sales reports for last year are stored in the computer database under the file name: “ SIS:RPTS. 2001”.

4.7 口述记录

Dictation

我想口述一封信。

I'd like to dictate a letter.

dictate['dikteit] *v.* 口授，口述

我有一封重要的信要口述，请你现在做笔录。

I have an important letter to dictate. Please take a dictation now.

dictation n.听写，口述

经理先生将口述上午函件的回复。

Mr. Manager will dictate answers to the morning mail.

请作好准备记录口述。

Please make preparations for taking dictations.

现在可以开始了。

I'm ready now.

现在我已准备好做笔录了。

I'm ready to take a dictation now.

你看是用速记的方式记录，还是用录音带记录呢？

Would you like me to take them in shorthand or record them on a cassette tape?

shorthand n.速记

cassette tape n.盒式录音带

你要我用速记的方式记录下来吗？

Would you like me to take this in shorthand?

用速记吧。

Take them in shorthand.

仔细听好，尽快将我说的话写下来。

Now listen to me carefully and write down as quickly as you can.

请讲慢一点，我的速记有点生疏。

Please speak slowly as my shorthand is a bit rusty.

a bit 有点；稍微

I'm a bit tired tonight.（今晚我有点疲倦。）

rusty ['rʌsti] adj. 荒废的；生疏的
a bit rusty on history（对历史有点生疏）

对不起，先生，你讲得太快了。
Excuse me, sir ... you're speaking too fast.

让我重复一遍。
Let me repeat once again.
once again ***adv.*** 再一次

请拼出他的名字好吗？
Would you spell his name, please?

那个字怎么拼？
How do you spell that word?

如果我错了，请纠正我。
Please correct me if I am wrong.

就这样了吗？
Is that all, sir?

是的，全部内容清楚吗？
Yes, have you got all the points?

当然，我会将它马上打好。
Yes, I'll have it typed up now.

4.8 备忘录
Memoranda

你能告诉我信和备忘录的区别吗？
Can you tell me the differences between a letter and a memorandum?
memo['meməu]备忘录（是 memorandum 的简写词，简写词跟缩写词不同。缩写词后面必须要有缩写符号（.）。简写词后面不必加点号，但可加 s 成为复数形式，如 memos.

缩写词	简写词	
Sept.	September	九月
lab	laboratory	实验室
Prof.	Professor	教授
dorm	dormitory	宿舍
p.1	page 1	第一页
gym[dʒim]	gymnasium	体育

信必须发往公司以外并邮寄出去。备忘录是一个单位内部的通讯。
A letter must be sent out of the company and must be mailed or posted. A memorandum is a

communication within an organization.

备忘录通常用印好的固定格式。只要填入印好的表格，然后把他送往公司内有关人员或部门。

Usually memorandum has a set form which is printed. We just fill in the printed forms and send it to the person or the offices concerned in the company.

set form　固定格式

fill in =fill out v.　填充，填写

to fill in one's income tax form（填写所得税申报表）

Please fill in/ out/ up this form，giving your name, age, and address.（请在这份表格上填上你的姓名、年龄和地址。）

concerned [kən'sɜːnd] adj. 关心的，有关的

给我看一份样本好吗？

Could you show me a sample copy?

a sample copy　一份样本

让我找一个给你看看。

Let me find one for you.

备忘录 (MEMORANDUM)

备忘录 (MEMORANDUM)

发方 (From): A.怀特 (A. White)　　编号 (Ref.): AW/ DES

收方 (To): 储运部经理 (Manager, Dispatch Dept.)

日期 (Date):2001年5月7日 (May 7, 2001)

哈里森公司——定单号码112.(HARRISON CO.——THEIR ORDER NO.112.)

请检查这些大桶。对方退回的。他们诉说由于外包装撕裂，桶边玷污了。盼告处理意见。 (Please examine these barrels, which have been returned to us with a complaint that they are soiled at the edges because of torn outer wrappings. I await your comments.)

A. White中的A是名字的首字母，通常在A后面要有一点，如A. 但是在备忘录中不见点也可以。因为备忘录用在单位内部，A. White很多人都知道是谁，所以不必把名字全部拼出来。

AW/ DES是备忘录的编号。AW是发方，DES是收方。这种编号也可用数字，由各部门自定。

Manager, Dispatch Dept. 储运部经理。备忘录中，因为是单位内部使用，所以有时不写姓名，只写部门与职务。注意：书写时应先写职务，再写部门。

开会期间有什么留言吗？

Were there any messages while I was in the meeting?

你太太想你给她回电，她在 11 点半曾打来电话。

Your wife wants you to call her back. She called at half past eleven.

黄先生来电，希望将明天的午餐例会改在下星期一。

Mr. Huang called and wanted to change tomorrow's luncheon meeting to next Monday.

luncheon n. 午宴，正式的午餐

你有没有替我查看时间表？

Have you checked my schedule yet?

你当天没有约会。

You've no appointment on that day.

我会排入时间表。

I'll put them in my schedule.

我已替你记入日记簿内。

I've marked your diary accordingly.

mark v. 记下，记录

Mark the place on the map.（在地图上标出那个地方。）

还有其他留言吗？

Any other messages?

没有其他留言了。

That's all for the messages.

4.9 收发传真

Sending and Receiving Fax

请你将此传真连同合约条款一起发给张先生好吗？

Would you please send this fax together with the contract terms to Mr. Zhang?

term（多用复数） (pl.)合同或协议书的条件、条款、细则。

If you agree to my terms -- free meals and good wages — I will work for you.（如果你同意我的条件，免费用餐并给高薪，我就为你工作。）

你发传真给王先生了吗？

Have you sent the fax to Mr. Wang?

我试过五次了，但传真线路都占用了。

I have tried five times already, sir, but the fax line has been engaged/ busy/ tied up.

他们的传真机有问题吗？

Is there something wrong with their fax machine?

可能是的，让我电到王先生办公室看看可否取另外一个传真号码。

Maybe. Let me give them a call to see whether there is another fax number.

先生，很抱歉告诉你，他们的传真机坏了，预计下午才能恢复正常。

Sir, I'm sorry to tell you that their fax machine is out of order and they expect it will resume normal service in the afternoon.

out of order adv. 状态不好

resume ri'zju:m] v. 重新开始

We resumed our work after a rest.（休息之后我们重新开始工作。）

resume traffic（恢复交通）

resume one's spirit（重新振作起来）

resume reading（重新读下去）

normal adj. 正常的，正规的

你怎么知道的？

How do you know about it?

15 分钟前，李秘书也要发传真给张先生，是她告诉我的。

Miss Li, another secretary, had to send a fax to Mr. Zhang fifteen minutes ago and she told me about it.

我真的急于发那份传真。

I really need to send that fax as soon as possible.

那真糟糕，那份传真是很重要的。

That's too bad. The fax is very important indeed.

我会在下午再试。

I'll try again in the afternoon.

十分钟后我会再传真一次。

I will fax/ try again in ten minutes.

请不用担心，他们的传真机正在修理中。

Don't worry. Their fax machine is under repair now.

你今早有没有收到 ABC 公司的的传真？

Have you received any faxes from ABC Company this morning?

传真几分钟前刚到。

The fax just arrived a few minutes ago.

我去查看一下 ……哦，就是这份，先生。

Let me check ... oh, here it is, sir.

发传真给他，告知他传真已收到。

Send him a return fax.

return adj. 回报的，回复的

这份传真的字迹模糊不清。

The fax has been all muddled/ garbled up.

muddle v. 混合，

garble ['gɑ:bl] v. 混淆

他遗漏了第三页。

He has missed out the third page.

miss out 遗漏

You may miss out the second section of the article while reading it.（你读这篇文章时可略去第二节。）

请你通知他们再传真一次好吗？

Would you please ask them to send this fax again?

我会请他们立即再传一次。

I'll ask them to send it immediately.

4.10安排速递
Arranging Speed Delivery

请替我将此文件用快速专递寄往美国好吗？

Can you please send this document to the USA by speed delivery for me?

可否替我将此包裹寄到澳洲的ABC 公司？

Can you please send this parcel to ABC Company in Australia for me?

parcel['pɑ:sl] ***n.*** 小包，包裹

我觉得这包裹太大了，过重了，需要分成两个小包。

I suggest breaking this parcel into two pieces as it's too big and heavy.

原来如此，请替我处理吧。

Oh, I see. Please help me to do so.

我会立刻处理。

I'll take care of it right away.

你希望收件人在何时何地收件？

When and where do you want it to reach the recipient?

recipient[ri'sipiənt] ***n.*** 接受者

The recipients of prizes had their names printed in the paper.（获奖者名单登在报上。）

reach v. 达到

The old man's reached the crisis in his illness.（老人的病情已到了关键阶段。）

我想最好在星期五之前。

I know they'll need it by this Friday.

请确定这些包裹能在 6 月底前到达澳洲。

Please make sure that the packages can reach Australia before the end of June.

package n.包裹，包

如果是这样，我将经 ABC 速递公司寄出。

In that case, I'll send it through ABC Express.

case n.情形，场合，状况

Well, in that case, I would prefer to stay on the bus.（唉，那样的话，我宁愿留在车上啦。）

express n. 快递，快件服务

express man（递送员）

air express（特快空运）

邮费是多少？

How much is it going to cost?

cost n. 估价；要价；需

How much did that bag cost?（那个书包要多少钱？）

The job was cost by builder at about $1500.（这件活儿施工人员估计要 1500 美元。）

我现在就挂电话问。

I'll call the company now and find it out.

我了解到只有 ABC 速递公司才能在两个工作日内将急件送到美国。

I understand that only ABC Express can send this urgent document through within two working days.

working adj. 工作的

a working breakfast（工作早餐）

final working（最后加工，精加工）

另外，要寄挂号吗？

By the way, do you want it registered?

registered['redʒistəd] ***adj.*** 已注册的，已登记的

有这需要吗？

Is it necessary to do so?

只是为了安全起见吧。

Just to be on the safe side.

on the safe side adv. 安全可靠

4.11 报告会议过程

Report the Meeting

请你进来，同时，带上昨天的高层会议记录。

Would you please come in and bring along the minutes of yesterday's management meeting?

minute n. 备忘录，底稿，笔记，（复数）会议记录

the minutes of a meeting（会议记录）

minute book（会议记录簿）

take the minutes（作会议记录）

minutes of contest（竞赛的记录资料）

minutes of talks（谈话记录）

这是会议记录。

Here're the minutes of the meeting.

会议进行了多久？

How long did the meeting last?

会议迟了 30 分钟才开始。进行了两个半小时。

The meeting was delayed by thirty minutes and it lasted for two and a half hours.

delayed adj. 延时的

会议的出席情况良好。

The meeting was well-attended.

well-attended adj. 有很多人参加的（会议等）

主席问起我吗？

Did the chairman ask for me?

我向他说明你病重，所以无法出席。

I explained to him that you were very ill and couldn't attend.

你有没有提交我的报告给他呢？

Have you handed in/ submitted my report to him?

hand in v. 交上

submit [səb'mit] v. 提交

submit a plan（提出一项计划）

submit a case to the court（向法院提出诉讼）

此外，这是会议中发的报告和资料，你也许须作些回答。

Besides, here are all the reports and materials handed out in the meeting. I think you'll have to submit some replies.

besides adv. 此外 而且

I don't want to come out now, and besides, I must work.（我现在不想出去，而且我还得工作。）

hand out v. 分发

reply n.回答，答复

他们有没有提及下次会议的日期？

Did they mention the date for the next meeting?

mention ***v.*** 提及，说起

没有。主席说将在这星期内发一份备忘给各个经理，告知下次会议日期。

No, they didn't. The chairman said he would send a memo to all managers by the end of this week informing them the date of the next meeting.

4.12 代拟会议议程

Drafting Agenda

draft v. 起草，设计

draft a bill（起草法案）

请发备忘给各部门主管，通知每月会议将在 7 月 10 日于会议 A 室进行。

Would you please send a memorandum to all department managers informing them the monthly meeting will be held on July 10th in Conference Room A?

monthly adj. 每月的

a monthly season ticket（月票）

a monthly rose（月季花）

要我附上议程吗？

Do I need to enclose the agenda?

agenda[əˈdʒendə] ***n.*** （单数形式是 agendum）议程，议程表议程上的项目包括：主席汇报，

议程必须包括主席的报告、通过上次会议纪录、部门报告、新讨论事项及散会。

The items in the agenda should include the chairman's, report, approval of last meeting's minutes, department reports, new business and adjournment.

item 项目

approval [əˈpruːvəl] n. 承认，正式批准

adjournment [əˈdʒɜːnmənt] n. 休会，延期

要不要加一项“下次会议”？

Is it necessary to put the item “next meeting” also?

你能不能在中午前完成？

Please have it ready before lunch, is that all right?

4.13 安排席位

Seating the Guests at a Meeting/ Banquet

seat v. 使就座，帮助……找到座位

banquet [ˈbæŋkwit] n. 宴会

give/ hold a banquet（举行宴会）
a state banquet（国宴）

你是在这里举行会议，还是在会议室?
Would you like to hold the meeting here or in the conference room?

我们就用公司会议室好了。
Let's use the company conference room.

会场布置好了吗？
Is the room ready for the meeting?

一切都布置好了。
Everything is ready.

麦克风和喇叭准备得怎么样了？
Will you need a microphone and speakers?

已经准备好了。
I have got them ready for the meeting.

你需要麦克风和扩音喇叭吗？
How about the microphone and speakers?
microphone n. 扩音器，麦克风
speaker n. 扬声器，喇叭

会场上要备视听设备吗？
Would you like any audio-visual equipment present?

我正在准备开会要用的笔记本。
I'm just getting my notebook ready for the meeting.

你为与会者准备了纸和铅笔了吗？
Have you prepared some paper and pencils for the attendant?
attendant[ə'tendnt] ***n.*** 出席者

供与会者们用的纸和铅笔都按他们的名片放在会议桌上了。
Paper and pencils have been laid by their business cards on the conference table for each attendant.
laid（lay 的过去式和过去分词）放，置
Lay it on the table. （把它放在桌上。）
lay the table（摆好餐桌准备吃饭）

我会安排一位口译在场。

I will arrange for an interpreter to be present.

4.14 作记录
Taking Minutes

在会议中秘书必须做些什么吗？

Could you tell me what a secretary should do for a meeting or a conference?

秘书的重要职责之一是做好会议的准备工作。

An important part of the duties of a secretary is to do well the preparation work for the meeting.

preparation[prepə'reiʃn] ***n.*** 预备，准备

mental ['mentl] preparation（思想准备）

He has never done enough preparations for his examinations.（他考试从来不作好充分准备。）

秘书应做什么样的准备工作呢？

What should a secretary do to prepare for a meeting?

prepare[pri'peə]for v. 准备，使有准备

你能讲得详细些吗？

Can you tell me a bit more about it?

a bit=a little 一点，一些

I'm a bit tired tonight.（今晚我有点疲倦。）

开会前要准备好议程。

The agenda should be prepared before the meeting.

然后保证应该出席会议的人都通知到。

Then you should ensure that those entitled to be present are properly informed.

ensure v. 保证；担保

We can ensure that the work shall be done in the right way.（我们可以保证把工作做好。）

entitle [in'taitl] v. 给……权利（或资格）

Officers are entitled to travel first class.（官员有权坐头等舱。）

present adj. 出席的；到场的

How many people were present at the meeting?（会议有多少人出席？）

Everybody was present.（大家都来了。）

properly adv. 适当地；正确地

文件和资料怎么办？

How about the documents or the information?

所有有关会议的文件和资料都得准备妥当，最好在会议前印好并分发出去。

All the necessary documents and the information relevant to the meeting should be available, preferably printed and distributed before the meeting.

relevant['reiivənt]to　与……有关的
available adj. 可以得到的，可用的
This book is not available here.（这里没有这本书。）
preferably ['prefərəbli]adv. 更适宜，最好，更可取地
You may come, preferably, in the morning.（你还是早晨来更好。）
distribute [di'stribju:t] v. 分，分发
to distribute books to students （给学生发书）

会议期间秘书要做什么呢？
What should a secretary do during the meeting?

作记录。
She should take minutes.
minutes（复数）会议纪录
take minutes　记会议记录

今天上午我得为张先生作会议记录。
I have to take some minutes for Mr. Zhang this morning.

写会议记录这工作需要在书写英语的能力方面达到优美，清晰和简明。
Writing minutes is a task that calls for considerable ability in writing good, clear and concise English.
task n.任务
fulfill a task（完成一项任务）
call for　需要
The occasion calls for a cool head.（这种场合需要冷静的头脑。）
considerable [kən'sidərəbl] adj. 相当大（或多）的，相当可观的
a considerable distance（一段颇远的距离）
concise [kən'sais] adj. 简明的，简练的
a concise dictionary（简明词典）

会议记录首先要写明会议的名称、举行会议的时间和地点。
The minutes begin with a heading that states clearly the name of the body and when and where the meeting was held.
state v. 陈述，叙述
Please state your name, age and occupation on the form.（请在表上填写你的姓名、年龄和职业。）
the name of the body 机构名称，这里指会议的名称。

接着写参加会议人员的姓名和他们的职务。
This is followed by a list of those who attended the meeting and what offices they hold.
office　职务；职责
the office of a chairman（主席的职责）
hold public office（担任公职）

应邀出席而未能出席的人要分别列出。

Those entitled to attend but who were unable to do so should also be listed separately.

entitled adj.有资格的

separately adv. 个别地

整个会议记录本身要标出有关数字。

The overall record of the meeting in question should be allocated a reference number.

in question 正被谈论的

a reference number 参见号。如果会议记录较长，一般在每一小段前放上一个数字，从 1 开始顺序而下，便于以后查看和修改是寻找。

allocate ['æləkeit]v. 分派，分配

会议记录要记载会议进行的情况。

The minutes record what took place at the meeting.

take place 发生，举行

正式的会议记录要对每个议程所讨论的结果作出记录。

A formal record is kept of all the decision reached on each item listed in the agenda.

reach decisions 作出决定

会议结束是秘书要把结束会议的时间记录下来。

At the end of the meeting the secretary should record the time at which it closed.

会后呢？

And after the meeting?

会后她要把讨论的问题和通过的决议作出记录，把它打字，并把会上做出的决定进行贯彻。

After the meeting she should type the minutes up, and keep proper records of the business transacted and the resolutions passed and also implement many of the decisions reached at the meeting.

transact[træn'zækt] ***v*** 谈判，处理

resolution[rezə'lu:ʃn] ***n.*** 决定，决议

adopt/ carry/ pass a resolution（通过决议，作出决议）

今天下午的会议，你得作会议记录。

You'll have to take the minutes this afternoon.

我得去参加会议，作好笔记，并写出个会议情况记录。

I'll have to go to the meeting, make notes and write a record of what has happened.

我还要根据笔记将会议记录打印出来。

I should type out the minutes from the notes.

怎样作会议记录？

How do you take minutes?

过来看看我的记录本。

Come to have a look of my notebook.

这是公司的名称，然后是董事会记录、时间、地点，出席人……

This is the heading, underneath that is minutes of corporation, time, place, and those present ...

underneath[ʌndə'ni:θ]prep.在……的下面

put/ write the date underneath the address（把日期署在地址下面）

这空处是用来填写与会者的名字的吗？

Does the space leave for filling in the names of the attendant?

leave v. 留下，剩下

leave a deep impression（留下深刻印象）

Leave that work for another day.（把那件事留到改天再做吧。）

attendant n. 出席者

我在下面空一段，用来填写所有到会者的名字。

I've left a space underneath to fill in the names of all the participants.

participant[pa:'tisipənt] ***n*** 参与者，共享者

an active participant in social work（积极参加社会活动的人）

会议记录被确认后，要交给主席签名。

After the minutes have been confirmed, give the chairman to sign them.

会议记录一念完，我就可写上“会议记录已宣读确认并签署”。

As soon as the minutes of the meeting have been read I can write “The minutes of the meeting were read, confirmed and signed.”

如果赞成，我就写下“会议同意……”或者“会议决定……”

If they do agree, I write down “It was agreed that ...” or “It was resolved that ...”

resolve[ri'zɔlv] ***v.*** 决定

He resolved on going out.（他决定出去。）

The assemble resolved to ... （大会决定……）

4.15 安排行程

Preparing the Itinerary

itinerary n. 旅行指南；旅行日记；旅行日程；路线；旅程

你好，我想打个电话到白云旅行社，请你告诉我白云旅行社的号码。

Hello, I'd like to make a call to Baiyun Agency. Could you please tell me the telephone number?

这是广州气象服务站，请问有什么事？

Guangzhou Weather Service here. What can I do for you?

你能告诉我最近两天的气象预报吗？

Could you tell me the weather forecast for the following two days?

forecast['fɔːkaːst] *v.* 预测；预报

business forecast（企业预测）

fire weather forecast（火险天气预报）

river forecast（河流水情预报）

wave forecast（海浪预报）

weather forecast（天气预报）

明天天气晴朗，最高温度 23 度。后天，天气仍然晴朗，最高温度 24 度。明后两天几乎没有降雨。

Sunny and pleasant tomorrow, with a high of 23¡æ. The day after tomorrow, clear and continued sunny,

Did you not tell me yesterday that you would book the White Swan Hotel for me?

那太好了！

with a high of about 24¡æ. Chance of rain tomorrow and the day after tomorrow near zero.

请问还有什么事吗？

That is excellent!

没有了，谢谢。

Anything else, please?

你想不想我现在向你约略报告一下你的行程？

No, thanks.

7 月 10 日你会飞抵白云机场，我已为你订了市中心的东方酒店。

Would you like me to give you the run-down of your Itinerary now?

run-down n.详细报告；概要，扼要

昨天你不是说为我订白天鹅宾馆吗？

You will arrive at Baiyun Airport on July 10th and I've booked you into the Dongfang Hotel in the downtown area.

downtown n.adj. （市中）商业区（的），闹区（的）

live in downtown New York（住在纽约闹市区）

很抱歉，房间订满了。所以我为你选了一间同级酒店，这样安排可以吗？

I'm sorry to say that it's fully booked, so I chose one in the same class for you. Will it be okay?

好的，请继续。

Fine, go on please.

行政部经理王先生将到机场接你，并送你到总公司。
Mr. Wang, manager of administration, will meet you at the Airport and take you to the Head Office.

王先生将到车站接你，并送你到宾馆。
Mr. Wang will pick you up at the station and take you to the hotel.

往后两天，你将到会议中心参观展览。7 月 14 日，早上同王先生见面，下午同李先生见面。这是他们的联络地址和电话号码。第二天你便乘机回来。
During the next two days, you will go to the Convention Hall to visit the fair. On July 14th, you'll have a meeting with Mr. Wang in the morning and Mr. Li in the afternoon. Here're their address and telephone numbers. The next day You'll fly back home.
fair n. 商品展览会；商品交易会
a book fair（书展，图书博览会）
science fair（科学展览）
trade fair（商品交易会）
China's Export Commodities Fair（中国出口商品交易会）
a world's fair（世界博览会）
international fair（国际博览会）
fancy fair（杂货市场）
village fair, agriculture fairs（农村集市）

你为我申请旅程中需要的零用钱了吧？
You've applied the petty cash for my trip, haven't you?
petty cash n. 零用现金

还有，请发一份传真给美国办事处的黄先生，将我的行程通知他，以便有需要时与我联络。
In addition, please send a fax to our US office informing Mr. Huang about my schedule, so that he may contact me during my stay in Guangzhou.

我马上去发。
I'll send it right away.

你替我在下星期北京旅程安排好约会了吗？
Have you helped me to make appointments for my trip to Beijing next week?

噢，我记起来了，我原本和黄先生约好下星期一在北京见面，但我的行程已改，请替我致电给他，将约会改在星期二早上。
Ah, I remember. I've scheduled a meeting with Mr. Huang on next Monday in Beijing. As my schedule has been changed, please give him a call to change the appointment to Tuesday morning.

这是你在广州的第一天安排。
Here is the schedule for your first day in Guangzhou.

告诉我去北京出差的日程安排。

Tell me the arrangement for my business trip to Beijing.

我给你在北京逗留的两天作了安排。 如果你觉得不合适的话可以做些变动。

I've made the arrangement for your two days' stay in Beijing. You can make some changes if it does not suit you.

我给你在北京的三天活动拟了一个日程安排表。

I've drawn up a schedule for your three days in Beijing.

请念给我听听。

Please read it to me.

我听从你的安排。

I'm at your disposal.

disposal[di'spəu zl] ***n***安排，处理

短语at one's disposal表示“任意支配”，即想怎么处置就怎么处置，特别强调两点：①任意使用；②任凭某人的指挥。

He had at his disposition large sums of money.（他可以支配大量的金钱。）

put[leave, place] sth. at sb.'s disposal（把某物交某人自由处理）

明天你得参加总公司举行的年终销售会。

Tomorrow you will have to take part in the year-end sales meeting at the Head Office.

我会在9:00前准备好。

I'll be ready before nine o'clock.

公司聚餐将于11:30 在假日酒店举行。

Company dinner will be arranged at Holiday Inn at 11:30.

这个安排十分可取。

This arrangement is quite acceptable.

acceptable[ək'septəbl] ***adj.*** 可接受的；受欢迎的

an acceptable gift（受欢迎的礼物）

His proposal is quite acceptable.（他的提议是可以接受的。）

明天我该做些什么？

What am I doing tomorrow?

星期二的安排呢？

What's the arrangement for Tuesday?

上午8点和牙医有个约会。

Tomorrow morning at eight you'll have an appointment with your dentist.

dentist n. 牙科医生

下午2点在公司会议室跟全体行政人员开会。

At 2 p.m. you'll have a conference with the executive staff in the conference room of the company.

executive adj. 执行的，行政的n.执行者，经理主管人员

晚上你替我去机场接张先生。

Could you go to the airport to meet Mr. Zhang for me in the evening?

4.16 处理投诉/ 索赔

Dealing with a Complaint/ Making claims

你有事吗？

What can I do for you?

我想对我办公室的电话进行投诉。

I want to complain about the telephone in my office

complain about v. 抱怨

昨天我给儿子买了这件短袖男衫作为他的生日礼物。我回家的时候发现领子背后有污点。

I bought this T-shirt yesterday as a birthday present for my son. When I got home I found that the back of the collar was stained.

stain[stein] *v* 污染；沾污

The coffee stained his shirt brown.（咖啡把他的衬衫染上了棕色。）

stain n. 污点，污处

a coffee stain（咖啡渍）

两位顾客报告设备严重损坏。有一位来自广州的主要电力供应单位，所以非常紧急。

Two of our customers have reported serious equipment breakdowns. One of the customers is a major electricity supplier in Guangzhou, so it's rather urgent.

breakdown n.故障；损坏

station breakdown（电（视）台播出中断，停播）

supplier n.供应者，厂商

a supplier to the auto industry（汽车工业的材料供应者）

overseas supplier（海外供货人）

这架录音机坏了。

This recorder doesn't work.

It doesn't work. 不工作了，坏了。

My typewriter suddenly stopped working today.（我的打字机今天突然坏了。）

我们已订货两个月了（订单 4788），至今仍未收到货物，我们怀疑订单被搁置了。

It has been two months since we have placed the order (No.4788), but we have not yet

received the goods. We are wondering if the order has been overlooked.

overlook v. 忽略；没注意；漏看

You have overlooked several of the mistakes in this work.（你忽略了这个工作中的几个错误。）

The secretary is very careful and never overlooks any little points.（秘书是个很细心的人，她从不忽视细节。）

wonder v.（对）……感到奇怪；想要知道

I wonder at your patience.（你的耐心使我惊异。）

I wonder who he is, where he came from and why he came.（我很想知道他是谁，从哪里来，来干什么。）

延期交货令我们深感不便。

The delay is causing us inconvenience.

inconvenience n. 麻烦，不方便之处

非常抱歉听到这种情况。

I'm so sorry to hear that.

你能告诉我是什么品牌吗？

Could you tell me what's the brand?

是长虹牌 120 型电暖器。

It's Changhong-120 electric Heaters.

你在这里买的吗？

Did you buy it here?

什么毛病？

What's the problem?

你打开开关，什么也不动。

You switch it on and nothing happens.

switch on v. 接通

switch off v. 切断

The problem is that it doesn't heat after we turn on electricity.（毛病出在我们通电后，电暖器热不起来。）

离开本店前你检查过吗？

Did you check the recorder before you left the shop?

你看见后边的开关吗？

Did you see this little switch on the back?

这开关在“直流电”上。如果你不用干电池，就得拨在“交流电”上。

It's on 'DC', and it should be on 'AC', if you don't use batteries.

DC: Direct Current　直流电

AC: Alternating Current　交流电

我们已没有象这样颜色的男衫了。

We haven't got any more T-shirts in this color.

我换一件另一种的男衫吧。

I'll exchange it for another type of T-shirt.

exchange v. （常与 for，with 连用）交换，互换

You may exchange the shoes but not return them for a refund.（你可调换这双鞋，但不能退货。）

我能看看你的发票吗？

Could I see your invoice, please?

请你把发票和保修卡拿来。

Please show me the invoice and the warranty card.

当然，设备还在保修期内。

The equipment is, of course, still under guarantee.

guarantee [gærənˈtiː] n. 保证书

The new television had a guarantee with it.（这台新电视机有保修单。）

我们很乐意为你修理或更换。

We'll be delighted to repair or replace them.

replace n. 代替，替换

replace coal with gas（用煤气代替煤作燃料）

原因是电脑出错，将你的定单安排在 10 月出货。我们已即时改正，并把货空邮寄出。

The explanation is that our computer miscalculated and scheduled your order for October. We have made the necessary correction and have sent the goods by air.

miscalculate v. 误算，算错

我立刻派人去你那里。

We'll send someone to your office right away.

对不起，公司没有这样的规定。

I'm sorry, but that's against company policy.

我认为我有权这样做。

I think I have the right to do so.

我期待着对这个问题有个完满的解决。

I look forward to a satisfactory conclusion to this problem.

conclusion[kənˈkluːʒn]

我对投诉已做了调查。

I have investigated this complaint.

希望这个安排能减轻你的损失。

I hope this arrangement will go some way to alleviating your lost.

alleviate[ə'li:vieit] *v* 减轻（痛苦等），缓和（情绪）

Heat often alleviates pain.（热常常能减缓疼痛。）

谢谢你为我们及时排忧解难。

Thank you for your prompt attention.

prompt adj. 敏捷的，迅速的

a prompt reply（迅速答复）

a repair shop known for its prompt service（一家以服务迅速出名的修理店）

4.17 通知

Notices

你能告诉我备忘录和告示的区别吗？

Could you tell me the difference between a memo and a notice?

当我们要向各部门许多人联系时，最好用告示这一形式并张贴在适当的地方。

It sometimes happens that there are a lot of people from different departments who we wish to communicate with. Then a notice posted on a board in an appropriate place is the best way.

a lot of = lots of 大量，许多

你能告诉我怎样写告示吗？

Can you tell me how to write a notice?

告示的文字要写得浅近。因为它要让广大人员看懂。

The notice should be written in simple language, because it Is to be widely read and understood.

告示应该尽量写得简要。

The notice you write should be kept as brief as possible.

告示要引起人们的注意。

The notice should attract the people's attention.

如果是一份重要告示那怎么办呢？

What if it is a notice of special importance?

What if ... 万一……那将怎样呢？

如果这是重要的告示，应该有醒目的标志，鲜明的色彩，和有颜色的粘贴纸或用一只手，或一个箭头指出，以示突出。

If it is an important notice it should be highlighted with bold type, bright colors, colored tape, or a pointed hand or an arrow pointing at it.

highlighted['hailait] ***adj.*** 突出的
a pointed hand有一个手指指着的手

我深信用这样的办法可大大地引起人们的注意力。
I believe this kind of device will draw greater attention to the notice.

还得把过时的告示去掉。
You should take the notice down when it is out of date.

要是我试试写一份告示，写好后你能提些意见吗？
Can you give your comments on the finished product if I try to write a notice?
comment n. 批评，评论，意见
ask for comment（征求意见）
make comments on[upon] sth.（评论某事）
offer comments（提意见）
No comment.（无可奉告。）

请通知李先生，他的建议书已被接纳，我想与他谈谈这事，我想知道他什么时候可以过来。
Please inform Mr. Li that his proposal has been approved and I'd like to discuss it with him. I'd like to know when he can come over.
approve vt. 批准，通过表示“官方或正式批准”，用于上级对下级，长辈对晚辈，如：
My father approved my going to the border regions.（我父亲同意我去边区。）
Congress approved the budget.（国会批准了国家预算。）
come over v. 过来

我们很高兴宣布ABC公司为广州独家代理。
We are pleased to announce that we have appointed ABC Company as our sole agent in Guangzhou.
sole adj. 单独的，唯一的
the sole heir [eə] （唯一的继承人）
sole rights to a patent[5peitnt]（专利独享的权力）

市场部将于2002年1月1日迁往花园酒店1120室，特此通知。
Please be informed that from 1st January, 2002, our Marketing Department will move to Room 1120 Garden Hotel.

这是正式通知你将于6月1日被停止雇佣。你会受到领取一个月补薪的通知。
This is notification of your termination from the Company, effective 1st June. You will receive notice to collect one month's severance pay in due course.
notification[nəutifi'keiʃn] ***n.*** 通知，布告，告示
notification of receipt（收款通知书）

我们很高兴聘任你为本公司的人事部主任，上任日期是6月1日。
I am pleased to be able to offer you the post of Personnel Officer in this company,

commencing from 1st June.

post 工作；职位

She has a post as a cook.（她当厨师。）

I am hoping to get a better post next year.（我希望明年能得到一个更好的工作。）

personnel n. 人员，职员

commence v. 开始

We commence building on March 18th.（我们于三月十八日开工。）

The second term commences in March.（第二学期自三月开始。）

很高兴通知你，你将于 5月2日被提升为高级经理。

I am happy to inform you that you will be pro-moted to Senior Manager, effective 2nd May.

promote（常与to连用） v. 提升，晋升为

Our teacher has been promoted to headmaster.（我们的老师已被提升为校长了。）

senior['si:niə] adj.高级的

a senior class（高年级班）

senior staff（高级职员）

a senior officer（高级军官）

a senior high school（高中）

senior student（高年级学生）

effective[i5fektiv] adj. 有效的，生效的

become effective（法律 、决议、协定等）生效

有个重要的会议预定在公司会议室召开。生产部经理以及全体成员将参加。

An important conference is scheduled at the conference room of the company. Production manager and all the staff will attend.

4.18邀请
Invitations

请你拟一份正式的请柬并且在开幕式前将它印出来。

Can you draft a formal invitation and have it printed before the opening ceremony?

draft vt. 起草，草拟

formal adj. 正式的

a formal receipt（正式收据）

a formal manner（郑重其事的态度）

请告诉我地点、日期和时间。

Please tell me the time, the date and the place.

邀请人写谁的名字？

Who shall I say the invitation is from?

请柬需要印制多少份？

How many invitation cards do we need?

200份请柬足够了。

Two hundred invitation cards will be enough.

等我把请柬拟好后请你检查一下。

I hope you'll check the invitation cards over after I've finished.

check over　检查过

The teacher checked the students' papers over.（老师仔细查看了学生们的试卷。）

这是李先生寄给你有关展览会的开幕请柬。他的秘书想尽快获得你的答复。

There's an invitation card sent by Mr. Li inviting you to attend the opening ceremony of Exhibition and his secretary wants to have your early reply.

reply　n.答复

开幕典礼何时举行？

When is the opening ceremony?

张先生，我想顺便问一下，你今晚有什么事吗？

By the way, Mr. Zhang, I wonder if you're occupied tonight.

我现在还不清楚，不过让我查一下工作日历。

I'm not sure, but let me check my calendar.

今晚我没有任何安排。

I have nothing on tonight.

王先生要我来此请你参加今晚6点在花园酒店为你举行的宴会。

Mr. Wang had asked me to come over to invite you to the banquet held in your honor at the Garden Hotel at 6:00 this evening.

banquet n.宴会

honor n. 尊敬；敬重

I have cooked a special meal in honor of our visitors.（我做了一道特殊的菜，向我们的来客表示敬意。）

do the honors（尽地主之谊，作东）

太客气了。 我很高兴参加。

How nice. I'll be delighted to go.

请即订阅，你会受惠更多。你可享有优惠价格以及免费赠阅一期。

Please subscribe now, and you will save more. You can enjoy a considerable price reduction and a free bonus issue.

subscribe [səb'skraib] v. 订阅，订购（报纸、杂志等）

considerable adj. 相当大（或多）的，相当可观的
a considerable distance（一段颇远的距离）
a considerable man in local affairs（地方事务上相当重要的人物）
reduction n.减少
a 10%reduction（九折）
bonus n.附带的优点[好处]
Every purchaser of a pound of coffee received a box of cookies as a bonus.（每买一磅咖啡的人都得到一盒免费赠送的饼干。）
issue ['isju:] 定期出版物的一期
the May issue（五月号）
the latest issue（最近一期）
back issue（过期刊物）
current issue（现期刊物）
missing issue（期刊缺期）
over issues（过量发行的印刷品）
quarterly issue（季刊）
anniversary[æni'vɜ:səri] issue（周年纪念特刊，纪念专号）

请加入健康俱乐部。若对我们有任何意见、提议，或需要我们的帮助，请随时联络我们。
Please join The Healthy Club. Please don't hesitate to contact us if you have any suggestions or if we can be of any assistance.
assistance n.协助，援助
come to sb.'s assistance（援助某人）
give assistance (to)（给以援助）
Can I be of any assistance to you?（我能帮你什么忙吗？）

4.19致谢/贺喜/道歉/慰问/拜访
Thanks/Congratulations/Apologies/Sympathy/Visit

衷心感谢你的帮助。
I would like to express my sincere thanks for your help.

感谢你的演讲，充满启迪性，令会员们获益良多。
Thank you for your speech. Your presentation was so insightful. I'm sure the members have benefited greatly form it.
insightful['insaitful] ***adj.*** 富有洞察力的，有深刻见解的
benefit v. 有益于，有助于

请再次接受我的致谢，你杰出的表现令会议十分成功。
Once again, thank you for participating in the conference and for playing a key role in making it a successful event.
key adj. 主要的，关键的

key man（要人）
key point（要点）
key position（机要职位）

多谢你在我们访加时的热诚款待。
Please accept our thanks for the kind reception you gave us during our stay in Canada.

很高兴知道你晋升行政总裁。可喜可贺！祝你大展宏图。
I was delighted to hear of your promotion to Managing Director. Congratulations and best wishes for your future success.

请你们及你们的女儿接受我衷心的祝贺，并祝贺有幸娶得如此能干和品格高尚的贤妻的男士。
Please accept our warmest congratulations to you and your daughter, as well as the lucky young man. You have won the heart of such an able and virtuous life partner.
virtuous['vɜːtjuəs] ***adj.*** 善良的，有道德的

罗伯特夫妇因将于7月2日到加拿大度假，不能应邀参加你的晚宴，十分遗憾。
Mr. and Mrs. Robert sincerely regret that they are unable to go to your dinner party for their planned vocation in Canada on July 2nd.

你看上去病了，张先生。
You look ill, Mr. Zhang.

听声音你好像感冒了。
It sounds like you have a cold.

你感觉还好吗？
Aren't you feeling well?

我感觉不太舒服。
I don't feel very well.

要不要找医生看看？
Would you like to see a doctor?

我能请病假吗？
Could I ask for sick leave?

我想要的。会给你添许多麻烦吧？
I think I'd better. But won't it put you to a lot of trouble?
I'm sorry to give you a lot of trouble.（很抱歉给你添了这么多麻烦。）
I'm sorry to have taken up so much of your time.（很抱歉，我占用了你这么多时间。）

不用担心。

Don't worry about that.

让我给你拿点药来。

Let me get you some medicine.

让我替你找个医生来。

Let me send for a doctor for you.

Let me call a doctor for you.

好的，真是太谢谢你了。

All right. A thousand thanks indeed.

不用谢。能给你帮忙，我很高兴。

Don't mention it. It's been a pleasure to help you.

你看上去精神很好。我想你一定是睡了一个解乏的好觉。

How fresh you look! I think you have had a refreshing sleep.

refreshing[ri'freʃiŋ] ***adj.*** 提神的，凉爽的

你觉得这家宾馆的客房服务和饭菜怎样？

How do you find the room service and the food here?

客房服务非常令人满意，饭菜也很可口。

The room service is quite satisfactory and the food very delicious.

毕竟这是你第一次来北京，我们想使你感到象在家一样。

After all, it's your first trip in Beijing and we'd like you to feel at home.

你考虑得真周到。

It is very considerate of you.

considerate[kən'sidərət] ***adj***

能有机会访问贵公司，我很高兴。 承蒙邀请，不胜感激。

I'm very happy to have this chance to visit your company. It was very kind of you to invite me.

请你访问我公司，我也感到很高兴。

It is my pleasure to invite you to visit our company.

我首先要听听是怎样安排的。

I'd like to know the arrangement first.

我已经把安排写好了，请你过目。

I have written down the arrangements. Please take a look at them.

如果你不介意的话，我想听听你对我们为你此次中国之行所作的安排的看法。

If you don't mind, I'd like to have your comments on the initial arrangements we've made for your stay in China.

comment n. 评论，意见

initial adj. 开始的；最初的

The initial talks were the base of the later agreement.（最初的会谈是后来达成协议的基础。）

请问谁敲门？

Who is at the door, please?

张先生和我来看你了。

Mr. Zhang and I are coming to see you.

请进。

Do come in, please.

do用以强调：

I do want to be sure. （我确实想弄清楚。）

Do be still! （安静！）

我们又见面了。

How nice to see you again.

有机会在北京见到你们，我很高兴。

I'm very pleased to have this opportunity of meeting you in Beijing.

这是我的荣幸。我们一直期待你来访作客。

It is a pleasure. We've been looking forward to your visit and having you as our guest.

我认为当面交谈总是要方便些。

I suppose it is always more convenient to discuss face to face.

face to face adv. 面对面地

我们一直站在这儿谈。我忘了请你们坐。

We have been talking standing. I've forgotten to ask you sit down.

我想在谈判之前，你可能想看看广州的风光。

I thought you might like to see the sights of Guangzhou before our discussion.

我们最好先做正事，再观光。这样工作和娱乐两不误。

We'd better get business over first and then have a sightseeing trip, so that business can be combined with pleasure.

sightseeing ***n.*** 观光

combine[kəm'bain] ***v.*** 使结合

combine theory with practice（使理论与实践相结合）

星期六晚上我们想请你去中国大酒店跳舞，你有空吗？

We'd like to invite you to a dance at the China Hotel on Saturday night. Are you free then?

我会在大厅等。

I will be ready in the lobby.

lobby['lɔbi] ***n.*** 门廊，门厅

the lobby of a hotel/ theater（旅馆/ 戏院的大厅/ 休息室）

可惜你们要走。

It's too bad that you have to go.

谢谢你们过来看我。

Thank you for coming over.

第七部分

LESSON 1

面试之前

Before An Interview

1.1 电话咨询招聘

1.2 说明：当你通过广告或其他方式发现一个你愿意为之工作的公司时， 你便可以试探着与之联系。联系方式可以是信函，也可以是电话。不过，电话应是首选。一是因为电话快捷，二是因为电话里能表现出你的激情与信心，并能在与顾主接触的初期把自己的有利情况讲述出来。下面向读者朋友们介绍的是如何打电话咨询招聘事宜，申请应聘。

例 一

	SMITH:	Hello, Blank Store.（你好。布兰克商店。）
	JANE:	Hello, may I speak to Mr. Smith?（你好。我可以请史密斯先生听电话吗？）
	SMITH:	This is Brian Smith. Can I help you?（我就是布莱恩·史密斯。有事儿吗？）
	JANE:	Good morning, Mr. Smith. My name is Jane. I am calling because I've read from Monday's *Changjiang Daily* your advertisement for a Junior Administrator['dʒu:njə əd 'ministreitə] and I wish to apply[ə'plai].（早上好，史密斯先生。我叫简。我打电话来是因为拜读了贵店刊登在礼拜一的《长江日报》上的招聘初级管理人员的广告。我想应聘。）
	SMITH:	Well, Jane, thank you for your interest in this position. Can you say something about your qualification [ˌkwɔlifi'keiʃən]?（很好，简。谢谢你对这一职位感兴趣。能介绍一下你的情况吗？）
		Sure. I graduated and received a bachelor['bætʃələ] of administration[ədˌminis'treiʃən] from Wuhan University this June. I've taken several courses in English, computer and psychology[sai'kɔlədʒi] in the university. So I believe that I have what it takes to match your requirements [ri'kwaiəmənts].（当然可以。今年六月我从 武汉大学毕业并取得了工商管理学士学位。大学期间我学习了英语，计算机和心理学。 因此我认为我具备该项职位所需要的一切条件。）
	SMITH:	Good. Would you please send us your letter of application together with your resume['rezju:mei]?（好的。请将你的申请信和履历表寄给我们。）
	JANE:	All right. I hope that you will consider me a good candidate ['kændideit] for the job. Thank you.（行。我希望您会认为我是该空缺职位的合适人选。谢谢您。）

例二

BROWN:	Hello, Leybold Company.（你好。莱宝公司。）
DAVID:	Hello, this is David. I was referred[riˈfəːd] to your company by Professor Wang, principal of the City Commercial [kəˈməːʃəl] College.（你好。我叫大卫。是城市商学院院长王教授介绍来的。）
BROWN:	Really? Professor Wang.（是吗？王教授。）
DAVID:	Yeah. May I please speak to Mr. Brown?（是的。我可以请布朗先生接电话吗？）
BROWN:	This is Brown speaking. Can I help you?（我就是布朗。我有什可以帮忙吗？）
DAVID:	Professor Wang said Leybold is a great company and you just need a sales representative[ˌrepriˈzentətiv].（王教授说莱宝是一家很好的公司，正需要一位销售代表。）
BROWN:	Yes, we do.（的确如此。）
	On my graduation from the City Commercial College this fall, I am very desirous getting a position whichwill offer me an opportunity[ˌɔpəˈtjuːniti] in the field of trading. I should like very much to work for you and I sincerely believe that I can serve you well.今年秋天我将从城市商学院毕业，希望能够得到一个在商业领域施展才华的机会。我相信自己的能力并诚心愿意为贵公司服务。）
	Well, would you like coming here to fill in an application form tomorrow morning and we may also have a talk then?（很好。明天上午你能来填一份申请表，我们也好谈谈，好吗？）
	Of course. I would like to. Thank you very much.（当然愿意。非常感谢。）

例三

WHITE:	Hello, *Life* magazine.（你好。《生活》杂志社。）
JACK:	Hello, this is Jack calling from the University of Missouri[miˈzuəri]. May I speak to Mr. White, please?（你好。我是密苏里大学的杰克。能请怀特先生听电话吗？）
WHITE:	This is he. Can I help you?（我就是。什么事儿？）
JACK:	Good morning, Mr. White.（早上好，怀特先生。）
WHITE:	Good morning.（早上好。）
JACK:	Mr. Freeman has mentioned to me your regular practice of employing two student reporters every summer. Since I am now majoring in journalism[ˈdʒəːnəlizm] at the University of Missouri, I would like to apply for one of those positions for this coming summer.（弗里门先生向我提到你们每年夏天雇用两名学生记者的事。我现在在密苏里大学攻读新闻学，因此很想申请此一暑假的工作。）
WHITE:	Thank you for your interest in this position. What makes you believe you are qualified for this job?（谢谢你对这一职位感兴趣。你有何条件使你认为自己胜任这份工作？）
	By the end of this school year I shall have completedthree fourths of the university

	program in journalism. I've taken two courses in reporting and one in copyreading. Before I began my college work, I had served four years as sports editor['editə] of my high school newspaper, where I learned some of the fundamentals[ˌfʌndə'mentəl] of page make-up. Last year I was rewarded the Missouri Press Association [əˌsəuʃi'eiʃən] Scholarship for Journalism. 到本学年末，我就修完大学新闻课程的四分之三。我修过两门新闻采访课程和一门校稿课程。在我上大学之前，我曾担任中学的新闻体育记者长达四年，我由此学会报刊排版的基础。去年，我曾获得密苏里报业协会奖学金新闻奖。）
WHITE:	**WHITE:** Very good. Would you like coming here to have an interview['intəvju:]（很好。明天下午你能来参加一个面试吗？）
JACK:	Certainly, I would like to. Thank you ever so much! （当然愿意。非常感谢！）

实用句型

我可以请怀特先生听电话吗？

May I speak to Mr.White, please?

Can I speak to Mr.White, please?

May I have a word with Mr.White?

怀特先生在吗？

Is Mr. White in?

我就是（怀特）。

This is White.

This is White speaking.

This is he.

This is he speaking.

什么事儿？/有什么事儿吗？

Can I help you?

我能帮你什么忙？

How can I help you?

What can I do for you?

我想申请……的职位。

I wish to apply for the position of ...

I wish to apply for the position of a secretary. （我想申请秘书的职位。）

I would like to apply for the position of a personnel [pə:sə'nel]manager.（我想应聘人事经理的职位。）

I am keen to apply for the position of a junior administrator.（我想应聘初级管理员的职位。）

I want to apply for the position of a computer programmer ['prəugræmə]..（我想申请电脑程序员的职位。）

我想请问你们是否在招聘。

I am calling to see if you are hiring at this time.

I am wondering if you are hiring now.

I am calling to see if you are hiring at this time.(我想请问你们是否在招聘？）

I'm sorry. We haven't any openings at this time. （抱歉，我们现在没有空缺。）

Lucky dog! We happen to need a sales representative. （真巧，我们正需要一名销售代表。）

我相信我正是你们需要的人。

I believe I am the one you want.

I believe I am the very person you need.

我相信我能很好地为你们服务。

I am confident['kɔnfidənt] that I can serve you well.

I believe I can serve you well.

我认为我具备你们所需的一切条件。

I believe that I have what it takes to match your requirements.

I reckon that I can well match all of your requirements.

I believe that I can well satisfy all of your requirements.

你为何相信你能胜任这一职位？

Why do you believe you are qualified for this position?

Why do you consider yourself qualified for this position?

What makes you believe you are qualified for this job?

能说说你的情况吗？

Can you say something about your qualification?

☺ Would you please say something about your qualification? （请谈谈你的情况，好吗？）

☺ All right. （好的。）

我希望您会认为我是该空缺职位的合适人选。

I hope that you will consider[kən'sidə] me a good candidate for the job.

I hope that you will consider me a good candidate for the position. （我希望您会认为我是该空缺职位的合适人选。）

I hope so, too. （我也希望如此。）

你能否考虑给我一次面试机会。

Would you like to give me an interview time?

Would you please give a chance of interview?

Can you please offer me a chance of interview?

Would you like to consider offering me a chance of an interview?

明天下午你能来参加一个面试吗？

Would you like coming here to have an interview tomorrow afternoon?

Can you come here to have an interview tomorrow afternoon?

Could you come here for an interview tomorrow afternoon?

Could you please come here to have an interview tomorrow afternoon? （明天下午你能来参加一个面试吗？

Of course. I should like to. Thank you very much! （当然愿意。非常感谢！）

明天上午你能来填一份申请表吗？

Would you like coming here to fill in an application form tomorrow morning?

Could you please come here to fill in an application formtomorrow morning?

1.2 招聘会上试探性谈话

说明：每到年末年初，全国许多城市都会召开人才招聘会，方便各类学校的毕业生求职。本章节为读者朋友们介绍如何在招聘会上与招聘单位进行试探性谈话。

例 一

MA LIN:	How do you do, sir?（先生，您好。）
WHITE:	How do you do?（你好。）
MA LIN:	I've come to see what you need.（我来看看你们需要么专业的人才。）
WHITE:	Thank you for your interest in ABC Company. We are here for a legal['li:gəl] advisor and some sales representatives.（谢谢你对ABC公司感兴趣。我们来这里是想招聘一位法律顾问和几名销售代表。）
MA LIN:	Great. My name is Ma Lin, a graduate from the Law School of Zhongnan University of Economics and Law. I'm keen to apply for the position of legal advisor.（太好了。我叫马林，毕业于中南财经政法大学法学院。我很想申请法律顾问这一职位。）
WHITE:	Good. Can you say something about your qualification? （好极了。能说说你的情况吗？）
MA LIN:	Well, I worked in a law office ever since I graduated from the law school last year,mainly to obtain some experience. While studying in the university, I took the courses of computer and English in addition to courses concerning law. I am interested in English and passed the English test of CET-6. （好。我去年从法学院毕业之后在一个律师事务所工作，主要是获取经验。在大学学习期间，除了法律课程，我还修了计算机和英语。我对英语很感兴趣并通过了大学英语六级考试。）
WHITE:	Yes, you seem to speak very good English. （是啊，你的英语似乎说得不错。）
MA LIN:	Thank you. Here is my resume and I sincerely[sin'siəli] hope that you could give me a chance of an interview. （谢谢。这是我的简历。我真心希望你们给我一次面试机会。）
WHITE:	Ok, we'll let you know about our decision in two days. Would you please fill in this form with your personal information and leave your telephone number with us in case we contact [kən'tækt] you . （好的。我们两天之后会将我们的决定通知你。请将你的个人情况填入此表并把你的电话号码留给我们，以便我们跟你联系。）
MA LIN:	All right. （好的。）

例二

BROWN: Hello, welcome to ABC Company.（你好。ABC公司欢迎你。）

SUSAN: Good morning, sir. I'd like to know what you are hiring ['haiəriŋ].（先生，早上好。我想了解你们在招聘什么。）

BROWN: I understand you are a college graduate. Why do you want to work for an American company? （我想你是大学毕业生吧。为何想到一家美国公司工作呢？）

SUSAN: For two reasons: one is the opportunity to acquaint [ə'kweint] myself with American thought and culture, the other is your better working conditions. （有两个原因：一是能使自己熟悉美国的思想和文化，二是你们较好的工作条件。）

BROWN: I see. What was your major at college? （明白了。你在学校学的是什么专业？）

SUSAN: I majored in economics[ˌikə'nɔmiks].（我的专业是经济学。）

BROWN: Well, we need a marketing['mɑ:kitiŋ] manager, and a company secretary. （好的。我们需要一名市场部经理和一位公司秘书。）

SUSAN: Then I wish to apply for the position of marketing manager. （那么我申请市场部经理的职位。）

BROWN: What makes you believe you are qualified for that position?（是什么让你自信你能胜任市场部经理的工作？）

SUSAN: My performance[pə'fɔ:məns] at school gives me the confidence that I am qualified.Give me a chance of interview, and you'll agree that I am the very person you are looking for. （我的在校成绩给我信心。若是给我面试机会，你们就会同意我就是你们要找的人。）

BROWN: I hope so. May I know your name, please? （希望如此。请问小姐芳名？）

SUSAN: My name is Susan. （我叫苏珊。）

BROWN: Susan, would you please fill in this form with your personal information and leave your resume and your telephone number with us? We'll inform you of our decision Monday.（苏珊，请将你的个人信息填入此表并把你的简历和电话号码留给我们，好吗？我们会把我们的决定于周一通知你。）

SUSAN: OK. （好的。）

实用句型

我来看看你们需要什么专业的人才。

I've come to see what you need.

我想了解你们在招聘什么人才。

I'd like to know what you're hiring.

谢谢你对本公司感兴趣。

Thank you for your interest in our company.

We appreciate your interest in our company.

你好。ABC 公司欢迎你。

Hello, welcome to ABC Company.

我想你是大学毕业生吧。

I understand you are a college graduate.

.为何想到一家美国公司工作呢？

Why do you want to work for an American company?

Why do you want to work for an American company? （为何想到一家美国公司工作呢？）

For two reasons: one is the opportunity to acquaint myself with American thought and culture, the other is your better working conditions.（有两个原因：一是能使自己熟悉美国的思想和文化，二是你们较好的工作条件。）

你在学校学的是什么专业？

What was your major at college?

What was your major at college? （你在学校学的是什么专业？）

I majored in economics. .（我的专业是经学。）

大学期间我主修法律专业。

I majored in law while studying at university.

我是一名法学院的毕业生。

I am a graduate from a law school.

I graduated from a law school.

我还修了经济学、计算机和英语。

I also took courses in economics, computer and English.

我对英语很感兴趣并通过了大学英语六级考试。

I am interested in English and passed the English test of CET-6.

I am very keen on English and have passed the English test of CET-6.

I have a great interest in English and have passed the English test of CET-6.

你的英语似乎说得不错。

You seem to speak very good English.

我们需要一名市场部经理。

We need a marketing manager.

我的在校成绩给我信心。

My performance at school gives me the confidence.

给我面试机会，你们就会同意我就是你们要找的人。

Give me a chance of interview, and you'll agree that I am the person you are looking for.

You'll agree that I am the person you are looking for if you give me a chance of interview.

请将你的个人信息填入此表

Please fill in this form　with your personal information.

请把你的电话号码留给我们，以便我们跟你联系。

Please leave your telephone number with us in case we contact you.

Please leave your telephone number with us so that we could contact you.

两天之后我们会将公司的决定通知你。。

We'll let you know about the decision of the firm in two days.

We'll inform you of the decision of the company in two days.

1.3电话预约面试

说明：当你收到公司的面试通知之后，有必要立即与该公司取得联系，确定面试的时间和地点。当然，最直接的联系方式是电话。若是公司电话通知你参加面试，你也一定要问清楚面试的具体时间和地点。

例一

MOLLY:	Hello, ABC Company.（你好。ABC公司。）
SUSAN:	Hello, may I speak to Mr. White, Director of Personnel?（你好。我可以和人事部主任怀特先生通话吗？）
MOLLY:	Hold the line, please. I'll just see if he's in.（请稍等，我去看他在不在。）
SUSAN:	Thank you.（谢谢你。）(A moment later.)
WHITE:	Hello, White speaking. Who is calling, please?(我就是怀特。请问你是哪一位？)
SUSAN:	I am Susan from Wuhan University. I'm calling for the interview you informed me of. (我是武汉大学的苏珊，来电话询问你们通知的面试事宜。)
WHITE:	Oh, it's Susan. I'm glad you called me.（啊，是苏珊。我很高兴你打电话给我。）
SUSAN:	I'd like to know when and where is the interview.(我想知道面试的时间和地点。)
WHITE:	It's decided on nine o'clock, Monday morning, in my office.（决定于周一上午九点在我办公室举行面试。）
SUSAN:	OK. Nine o'clock Monday morning. But where is your office?（好的，周一上午九点。可您的办公室在哪儿呢？）
WHITE:	It's on the 3rd floor of our administration building.（在我们行政楼三楼。）
SUSAN:	I see. Thank you. Goodbye.（明白了。谢谢您。再见。）
WHITE:	Goodbye.（再见。）

。

例二

SUSAN:	Hello, who is calling?（喂，哪位？）
WHITE:	Hello, White here from ABC Company. May I have a word with Miss Susan?（你好。我是ABC公司的怀特。可以和苏珊小姐说句话吗？）
SUSAN:	It is Susan speaking. I'm glad that you called me, Mr. White. You have good news for me?（我就是苏珊。怀特先生，很高兴你打电话来。你有我的好消息，是吗？）
WHITE:	Right you are. We've been looking over your application and we believe it is necessary to have an interview with you so that we get to know each other better.（你说对了。我们查看过你的申请资料，认为有必要和你面谈一次来增进彼此间的了解。）
SUSAN:	Great. Thank you for offering me this chance of an interview.（太好了。谢谢你们给我这次面试的机会。）
WHITE:	Could you please come to our company at 10 o'clock Monday morning?（你能否于周一上午十点到公司来参加面试？）
SUSAN:	I'm terribly sorry, but I'm tied up Monday morning.（真是太对不起了，我周一上午抽不开身。）
WHITE:	What about the afternoon?（下午如何？）
SUSAN:	Monday afternoon will be OK. What time suits you then? （周一下午行。你看几点钟合适？）
WHITE:	Shall we say two o'clock Monday afternoon? （周一下午两点怎么样？）
SUSAN:	Fine. I'll be on time. Shall we meet in your office? （好的。我会准时到。我们是在你的办公室见面吗？）
WHITE:	Yes. It's Room 315 in the administration[ədˌminisˈtreiʃən] building. （对。我的办公室是行政楼315号房间。）
SUSAN:	I see. It's Room 315 in the administration building. Thanks for calling. See you then. （明白了。行政楼315号房间。谢谢你打电话给我。礼拜一下午见。）
WHITE:	See you. （再见。）

实用句型

我可以和人事部主任怀特先生通话吗？

May I speak to Mr. White, Director of Personnel?

请稍等。

Hold the line, please.

Just a moment, please.

我去看他在不在。

I'll just see if he's in.

请问你是哪一位？

Who is calling, please?

我打电话来是询问面试事宜。

I'm calling for the interview.

我想知道面试的时间和地点。

I'd like to know when and where is the interview.

I want to find out the time and place for the interview.

I'd like to know when and where is the interview? （我想知道面试的时间和地点。）

It's decided on nine o'clock, Monday morning, in my office. （决定于周一上午九点在我办公室举行面试。）

您的办公室在哪儿?

Where is your office?

Where is your office? （您的办公室在哪儿？）

It's on the 3rd floor of our administration building. （在我们行政楼三楼。）

..你有我的好消息，是吗？

You have good news for me?

You have good news for me? （你有我的好消息，是吗？）

Right you are. （你说对了。）

我们查看过你的申请资料。

We've been looking over your application.

认为有必要和你面谈一次来增进彼此间的了解。

We believe it necessary to have an interview with you so that we get to know each other better.

谢谢你们给我这次面试的机会。

Thank you for offering me this chance of an interview.

我会准时到。

I'll be on time.

真是太对不起了，我周一上午抽不开身。

I'm terribly sorry. but I'm tied[taid] **up Monday morning.**

I'm awfully['ɔ:fuli] sorry, but I won't be free Monday morning.

你看几点钟合适？

What time suits[sju:ts] **you?**

What time suits you?(你看几点钟合适？)

Shall we say two o'clock Monday afternoon? （周一下午两点好吗？）

1.4 问题提示

整个求职过程中最重要的两个关键是：1) 赢得面试机会，2) 在面试中取胜。下面提供一些建议，帮助你去把握机会。

(1) 充分了解拟去单位的情况。可充分利用图书馆或因特网查询，或向熟人、朋友打听你所感兴趣的

单位概况。这样，在你与这家单位直接接触中能够提及你所了解的关于该公司的一些情况，会让招聘方对你有好感。

(2) 要以面试心情通电话。以电话方式与用人单位联络，应准备一些应聘理由和自我推荐的说词。因为用人单位在电话中可能会询问例如应聘的动机、工作经验等相关问题以决定是否进一步面谈。

(3) 不要急于推销自己。在与公司电话联系或在人才招聘会上与公司接触时，应不失时机地提及你的优势以及你过去取得的成绩。但要注意不自吹自擂、急于推销自己。相反，要让公司觉得他们需要你，公司招聘的任务是物色人才。

(4) 注意自己的仪表。参加人才招聘会或去面试，你要衣着大方，穿戴整齐，要有外交官的风度和礼仪。同时还要显得雄心勃勃，很具自信。

LESSON 2

面试套话

Common Expressions in An Interview

2.1 开始面试

说明： 面试的第一阶段多从寒暄开始，问题通常会比较轻松、简单，为的是使主试人及应试人双方都放松下来，并拉近彼此间的距离。

例 如

WANG:	May I come in?（我可以进来吗？）
WHITE:	Please come in. （请进。）
WANG:	My name is Wang Li. I'm coming for an interview as requested[rik'westid].（我叫王丽，是按要求来面试的。）
WHITE:	Hello, Miss Wang. I'm Mr. White, Director of Personnel. I've been expecting you.（你好，王小姐。我是人事部主任怀特先生。我正在等你。）
WANG:	How do you do, Mr. White? Am I late?（您好，怀特先生。我没有迟到吧？）
WHITE:	Oh, no. You are actually quite punctual['pʌnktjuəl]. Take a seat, please.（啊，没有。事实上你很守时。请坐。）
WANG:	Thank you. Nice to meet you, Mr. White.（谢谢。很高兴见到您，怀特先生。）
WHITE:	Nice to meet you, too. Have you ever been to America?（我也是。你曾去过美国吗？）
WANG:	No, I haven't.（没有。）
WHITE:	Really? You speak very good English.（是吗？你英语说得很好。）
WANG:	Thank you for your encouragement[in'kʌridʒmənt].（谢谢您的鼓励。）

实用句型

我可以进来吗?

May I come in?

May I come in? （我可以进来吗？）

Come in, please. （请进。）

请坐下。

Take a seat, please.

Please be seated.

Sit down, please.

我是人事部主任……

I am ..., Director of Personnel .

I am ..., Director of the Personnel Section.

您好。

How do you do?

How do you do, Mr. Wang? （王先生，您好。）

How do you do, Susan? （你好，苏珊。）

很高兴见到你。

Nice to meet you.

Glad to meet you.

Very pleased to meet you.

Nice to meet you, Mr. White. （很高兴见到你，怀特先生。）

Nice to meet you, too. （我也是。）

我是按要求来面试的。

I'm coming for an interview as requested.

我正在等你。

I've been expecting you.

我没有迟到吧？

Am I late?

I am not late, am I?

Am I late, Mr. White? （我没有迟到吧， 怀特先生。）

Oh, no. You are actually quite punctual. （啊，没有。事实上你很守时。）

你曾在美国呆过吗？

Have you ever been to America?

Have you ever been to America? （你曾在美国呆过吗？）

No, I haven't. （没有。）

你英语说得很好。

You speak very good English.

Your English sounds perfect.

Your English is very good.

You speak perfect English.

You speak very good English. （你英语说得很好。）

Thank you for your encouragement. （谢谢您的鼓励。）

2.2 面试主题

主试人及应试人见面几句寒暄之后，便会进入面试主题。面试主题通常包括个人情况、学校生活、工作经验、语言能力、技术资格、出版物、离职原因、应聘原因、应聘职位、工作目标以及薪金待遇等问题。

2.2.1 个人情况

说明： 应该说这还处于面试的第一阶段。问题仍然比较轻松、简单。但是，应试人的态度不能太过于随便， 而应该保持一定的礼貌，因为面试毕竟是一个较为正式的场合。个人情况这一主题通常包括姓名、年龄、籍贯与住址、婚姻状况、嗜好及性格特点等。主试人在一次面试中可能问及其中几项内容。

例一

WHITE:	Please come in and take a seat.（请进。请坐。）
WANG:	Thank you, Mr. White.（谢谢您，怀特先生。）
WHITE:	May I know your name, please?（请问你叫什么名字？）
WANG:	My name is Wang Hui. I'm coming for an interview as requested.（我叫王辉。是按要求来面试的。）
WHITE:	Yes, you're right. Where is your hometown?（说得对。你的籍贯在哪里？）
WANG:	My hometown is in Hubei. （我的家乡是湖北。）
WHITE:	Are you a resident['rezidənt] of Beijing?（你是北京市居民吗？）
WANG:	Yes, I am.（是的。）
WHITE:	How many people are there in your family?（你家有几口人？）
WANG:	There are four of us including my Grandma, my parents and me. （有四口人，奶奶、父母亲和我。）
WHITE:	Do you live with your family?（你和父母住在一起吗？）
WANG:	Yes, we live in Beijing University of Foreign Studies.（对。我们住在北外。）
WHITE:	Is that the reason why you speak very good English?（这就是为什么你的英语说得很棒吗？）

例二

WANG:	It's very nice to see you, Mr. White.（见到你真高兴，怀特先生。）
WHITE:	Nice to see you, too. You are Miss Wang Li, eh?（我也是。你叫王丽，对吗？）
WANG:	Yes, I'm Wang Li.（对，我是叫王丽。）
WHITE:	I've been looking over your application. I understand you left school five years ago.（我查看过你的申请资料，了解到你5年前从学校毕业。）
WANG:	Yes, I graduated from Wuhan University in 1997.（是的，我于1997年毕业于武汉大学。）
WHITE:	I suppose you are married?（我猜你已经结婚了吧？）
WANG:	You are right. My husband['hʌsbənd] is an engineer [ˌendʒi'niə].（对。我丈夫是一名工程师。）
WHITE:	Are you residents of this city?（你们是本市市民吗？）
WANG:	Yes, we are. We live near the East Lake.（是的。我们住在东湖附近。）
WHITE:	What do you usually['ju:ʒuəli] do after work?（工作之余常做些什么？）
	I like taking pictures and I favor['feivə] swimming in summer.（我喜欢摄影，夏天喜欢游泳。）
WHITE:	Are you a member of any club?（参加什么俱乐部吗？）
	Yes, I'm a member of this city's Photograph['fəutəugra:f] Association.（我是本市摄影协会会员。）
WHITE:	What can you say about your personality[ˌpə:sə'næliti]?（你对自己的性格特点作何评价？）
WANG:	Generally speaking, I've an outgoing personality and I get along well with my colleagues['kɔli:gz].（总的说来，我性格外向，与同事们相处很好。）

A. 姓名

请问你叫什么名字？

May I know your name, please?

May I have your name, please?

What's your name, please?

Your name, please?

May I know your name, please? （请问你叫什么名字？）

My name's Wang Li.（我叫王丽。）

I'm Wang Li.

你叫……， 对吗？

You are ..., aren't you?

You are ..., eh?

You are ...?

You are Wang Li, aren't you?

Yes, I am.

你姓什么？

What's your family name?

What's your surname?

你的全名叫什么？

What's your full name?

Your full name, please?

你有没有英文名字呢？

Do you have an English name?

Do you have an English name? （你有没有英文名字呢？）

Yes, Ma'am. It's Brown. It was given by my English professor when I was at the university.

你有没有小名或别号？

Do you have a nickname['nikneim] **or an alias**['eiliæs]**?**

Do you have a nickname or an alias? （你有没有小名或别号？）

No, I have no other name. （我没有别的名字。）

你是……吗？

Are you...?

Are you Wang Li? （你是王丽吗？）

Yes, I am. （是的，我叫王丽。）

B. 年龄

你看来很年轻。

You look very young.

You look rather young.

You look young.

You look very young. How old are you? （你看来很年轻。今年多大了？）

I've actually reached the age of 35. （事实上，我已到三十五岁了。）

你看起来大约三十岁。

You look about 30.

我快要四十岁了。

I'm approaching[ə'prəutʃiŋ] forty.

今年多大了？

What's your age?

May I know your age?

How old are you? （今年多大了？）

I'm 25 years old. （二十五岁。）

下个礼拜天我就满 26 岁了。

I'm going to be 26 next Sunday.

你今年 22 岁吗？

Are you 22 years of age?

Are you 22 years old?

你在你们班年龄最小吗？

Are you the youngest student in your class?

Are you the youngest student in your class? (你在你们班年龄最小吗？）

No, I am second to the youngest.¨（不是的，我是第二小的。）

你比他小还是比他大？

Are you younger or older than he is?

Are you younger or older than he is? （你比他小还是比他大？）

I'm afraid I am older than he is. （我恐怕比他大。）

C. 籍贯与住址

你的家乡在哪里？

Where is your hometown?

你的祖籍在哪儿？

Where is your family from?

Where is your native place?

Where is your family from? （你的祖籍在哪儿？）

We are from Hubei. （湖北。）

我是本市居民。

I am a resident of this city.

你家有几口人？

How many people are there in your family?

How big is your family?

How many are there in your family?

How many people are there in your family? （你家有几口人？）

We are four in all. （我们家共有四口人。）

我来自湖北武汉。

I come from Wuhan, Hubei.

我是北京人。

I'm from Beijing.

I come from Beijing.

你住在哪儿？

Where do you live?

Where do you live? （你住在哪儿？）

I live on Jianghan Road, Wuhan. （我住在武汉市江汉路。）

你一直都住这儿吗？

Have you been living here all the time?

Have you been living here all the time? （你一直都住在这儿吗？）

Not exactly. I was born in Beijing, but I grew up in Wuhan. My parents came to this city for work only the year before. （也不尽然。我生于北京，但在武汉长大。）

你是在哪儿出生的？

Where were you born?

Where is your birthplace?

你是在本市出生的吗？

Were you born in this city?

你的户籍在哪儿？

Where is your domicile['dɔmisail]?

D. 婚姻状况

你结婚了吗？

Are you married?

Have you got married?

Are you married? （你结婚了吗？）

We're going to marry next year. （我们打算明年结婚。）

我未婚，仍是单身。

I'm not married. I'm still single.

我们刚结婚不久。

We've just got married.

We haven't been married for long.

你结婚多久了？

How long have you been married?

How long have you been in marriage['mæridʒ]?

How long have you been married? （你结婚多久了？）

I got married six years ago. （我于六年前结婚。）

你妻子从事什么职业？

What does your wife do?

What does your wife do by trade?

What is your wife's profession[prə'feʃən]?

What's your wife's occupation[ˌɔkju'peiʃən]?

What does your wife do? （你妻子从事什么职业？）
She is a teacher of English. （她是名英语教师。）

你们有孩子吗？
Do you have any children?

我们有一个儿子，今年五岁。
We have a son. He is five years old.

请说说你的家庭情况。
Please say something about your family

请把你的家庭情况告诉我，好吗？
Would you please tell me something about your family?
Tell me something about your family, will you?

E. 嗜好

你有没有什么嗜好？
Do you have any hobby['hɔbi]?
Do you have any hobby? （你有没有什么嗜好？）
Yes, stamp-collecting is my hobby. （有，集邮就是我的嗜好。）
I don't have a regular hobby. （我没有固定的嗜好。）

你的嗜好是什么？
What are your hobbies?
What's your hobby?
What's your hobby? （你的嗜好是什么？）
I'm interested in photo-taking. （我对摄影感兴趣。）

工作之余你做什么？
What do you do after work?
What do you do when you are off work?
What do you do in your spare time?

我喜欢下棋，周末喜欢去游泳。
I like to play chess**[tʃes]**, and on weekends, I like to go swimming.
I'm keen on chess and I like to go swimming on weekends.

你以什么消遣娱乐？
What do you do for recreation **[ˌrekri'eiʃən]**?
What do you do for recreation? （你以什么消遣娱乐？）
I love listening to music and dancing. (我爱听音乐和跳舞。）

我特别喜爱收集钱币和集邮。

Collecting coins and stamps are my favorites['feivərits].

我对收集钱币和集邮有特别的兴趣。

Collecting coins and stamps are my special interests.

I have a special interest in collecting coins and stamps.

你抽烟吗？

Do you smoke?

Are you a smoker?

Do you smoke? （你抽烟吗？）

Yes, but just during social occasions [əu'keiʃənz].（是的。但只是为了应酬才会抽烟。）

No, I don't. （我不抽烟。）

你参加什么社团吗？

Are you a member of any social club?

Are you a member of any association?

Are you a member of any social club? （你参加什么社团吗？）

Yes, I'm a member of this city's Photograph Association. （参加了。我是本市摄影协会会员。）

F. 性格特点

你对自己的性格特点作何评价？

What can you say about your personality?

What can you say about your personality? （你对自己的性格点作何评价？）

Generally speaking, I've an outgoing personality and I get along well with my colleagues. （总的说来，我性格外向，与同事们相处好。）

你的同事是如何评价你的？

What would your colleagues say about you?

What comments would your colleagues make on you?

What would your colleagues say about you? （你的同事是如何评价你的？）

They would say that I'm a reliable friend and a competent['kɔmpitənt] colleague.

人们说我性格开朗。

People say I've got a pleasant personality.

我为人正派，容易相处。

I am upright and easy to get along with.

你认为你具有哪种性格？

I fly right and I'm easy to get along with.

What kind of personality do you think you have?

What kind of personality do you think you have?（你认为你具有哪种性格？）

I'm quite active and energetic[ˌenə'dʒetik]. I approach things enthusiastically ['nˌθju:zi'æstikəli] and I don't like leaving things half done. （我积极而充满活力。我热诚对待每件事，不喜欢半途而废。）

你认为自己性格内向还是外向？

Do you think you are introverted [ˌintrəu'vətid] **or extroverted** [ˌekstrəu'vətid]**?**

Would you describe yourself as outgoing or more reserved. [ri'zə:vd]?

Do you think you are introverted or extroverted? （你认为自己性格内向还是外向？）

I think I'm rather outgoing and I enjoy working with others. But sometimes I want to be alone. （我想我较外向，喜欢和别人合作。不过有时我也想一个人独处。）

你是内向型还是外向型的人？

Are you an introvert**['intrəuvə:t]** or an extrovert**['ekstrəuvə:t]**?

我是个有责任心的人。

I am a responsible**[ris'pɔnsəbl]** man.

I have a strong sense of duty.

I have a strong sense of responsibility.

同事们说我做事细心周到且办事效率高。

My colleagues say that I'm rather thoughtful and efficient**[i'fiʃənt]**.

我不会让你失望的。

I'll never let you down.

I'll never disappoint[ˌdisə'pɔint] you.

你的长处是什么？

What are your strengths?

What are your strong points?

What are your strengths? （你的长处是什么？）

I'm energetic and enterprising['entəpraiziŋ].（我精力充沛，很有事业心。）

你有什么缺点？

What are your weak points?

What are your weaknesses?

What are your weak points? （你有什么缺点？）

I'm afraid I'm a poor talker, and always work more but speak a little. So I've been learning to speak in public. （恐怕我是个不善言谈的人，经常干得多说得少。因此一直在学习在公共场合讲话。）

你喜欢同哪一类的人合作？

What type of people do you like to work with?

What kind of people do you like working with?

我喜欢同任何诚实、努力的人合作。

I like working with anyone as long as he/she is honest and hard-working.

什么样的人是你不喜欢合作的？

What type of people do you hate to work with?

What type of people do you hate to work with? （什么样的人是你不喜欢合作的？）

I hate to work with those who are very fond of gossip['gɔsip].（我不喜欢与那些特爱讲闲话的人共事。）

2.2.2 学校生活

说明：　对于应届毕业生，用人单位无法通过以往的工作业绩，而只能通过对你学校生活情况的提问来了解你是否具有某些能力和素质。招聘方的提问多半会涉及你的毕业学校、所学专业、喜欢的课程、学习成绩、课外活动以及你在校学习期间获得的荣誉和奖励。

例一

WHITE:	I understand you are from Wuhan University.（据我了解，你来自武汉大学。）
WANG:	Yes, that's right.（是的，你说得对。）
WHITE:	When are you graduating?（什么时候毕业？）
WANG:	This coming July.（今年七月。）
WHITE:	Can you tell me why you chose Wuhan University?（能跟我说说为什么选择武大吗？）
WANG:	Well, that is because Wuhan University is one of the best universities in Hubei and it has a very good law school.（呃，这是因为武大是湖北最好的大学之一，它还有一个非常好的法学院。）
WHITE:	Where did you attend middle-school?（你在哪儿上的中学？）
WANG:	In Jingzhou, the famous ancient['einʃənt] town.（在著名古城荆州。）
WHITE:	Which school did you attend?（你上的是哪所中学？）
WANG:	Jingzhou Middle-school.（荆州中学。）
WHITE:	I see. You came to Wuhan University to study law in 1998?（明白了。你是1998年来到武大学习法律的吗？）
WANG:	Yes, I major in law and my minor['mainə] subject is economics.（是的。我主修法学，辅修经济学。）
WHITE:	What made you decide to study law and economics?(是什么原因决定你学习这两门学科的？）
WANG:	I have a special interest in these two subjects because I believe they are very important to the development of China's economy, especially when China has become a member of WTO. On the other hand, it is much easier for a law major with adequate['edikweit] knowledge of economics to get employed by some very good companies like yours. I am sure that, if I'm taken on I can definitely offer my dedicated ['dedikeitid] service and contribute[kən'tribju:t] to the development of your company.（我对这两门学科有着特别的兴趣。这是因为它们对于中国经济的发展非常重要，特别在中国加入WTO之后。另一方面，具备一定经济学知识的法律专业毕业生比较容易进入象你们这样很好的公司工作。我相信，一旦我被贵公司录用，我一定会竭诚为贵公司服务，为公司的发展作出贡献。）
WHITE:	I hope so.（希望如此。）

例二

WHITE:	I see from your resume that you have received a bachelor degree from Zhongnan University of Economics and Law. What did you specialize['spɛʃəlaiz] in?（从你的简历中我得知你在中南财经政法大学获得了学士学位。你学的是什么专业？）
WANG:	My specialty['spɛʃəlti] was law.（我的专业是法学。）
WHITE:	Did you take a minor subject?（你有没有辅修专业？）
WANG:	Yes, my minor subject was business administration.（有。我的辅修专业是工商管理。）
WHITE:	Can you tell me about the courses of your major at university?（能否告诉我你在学校主修专业上所修的课程？）
WANG:	Sure. I took about forty courses at university. Among them are courses of Jurisprudence[ˌdʒuːrisˈpruːdəns], Economic Law, Constitutional[ˌkɔnstiˈtjuʊʃənl] Law,Civil Law, Company Law, Contract['kɔntrækt] Law, Marriage Law, Criminal['kriminəl]Law, Legal English, etc.（当然可以。大学期间我修了大约四十门课程，其中有法理学、经济法、宪法学、民法、公司法、合同法、婚姻法、刑法、法律英语等课程。）
WHITE:	Of these courses, which was your favorite and why?（这些课程当中，你最喜欢哪一门？为什么？）
WANG:	English. Because English is an important international language and it is a very useful tool in my future career, without which I would be very much limited.（我最喜欢英语。因为英语是非常重要的国际语言，是我未来事业中非常有用的工具。没有英语这个工具的话，我会很受局限的。）
WHITE:	Right you are. Then, why did you take business administration as your minor?（说得对。那么为什么把工商管理作为你的辅修专业？）
WANG:	Well, you see, administration is the important aspect ['æspekt] in any field. I believe it will further my career [kəˈriə] in any profession.（你瞧，管理在任何领域都是一个很重要的方面。我相信，无论我从事哪项职业，它都可以帮我拓展我的事业。）
WHITE:	True. Now please tell me if you made fine records at university.（是啊。现在请你告诉我你在校学习成绩好不好。）
WANG:	I got excellent records in all my subjects and my English scores were always on the top three of our grade.（我各科成绩均为优秀，我的英语成绩总处在年级前三名。）
WHITE:	That's very remarkable[riˈmaːkəbl].（这成绩确实很出色。）
WANG:	Thank you.（谢谢。）
WHITE:	Did you usually take part in extracurricular [ˌekstrəkəˈrikjulə] activities?（你是否常参加课外活动？）
WANG:	Yes, I was actively involved[inˈvɔlvd] in the activities organized by the English association and got several prizes for the English Role Play Competition[ˌkɔmpiˈtiʃən] on campus each year and the English Debating Contest

	last year.（是。我常积极参加英语协会组织的活动并每年都在学校的英语小品大赛上获奖。去年还在英语辩论赛上获奖。）
WHITE:	Really? Do you enjoy outdoor sports?（真的？你喜爱户外运动吗？）
WANG:	Yes, I've persisted[pə'sistid] in jogging['dʒɔgiŋ] every morning and I enjoy playing basketball and volleyball['vɔlibɔ:l] so that I could keep fit.（喜欢。我坚持每天早上慢跑并喜欢打篮球和排球来保持健康的体魄。）
WHITE:	You seem to have had a rich and meaningful college life.（看来你的大学生活丰富而有意义。）
WANG:	Yes, it left me a rich and beautiful memory.（是啊，它给我留下了很多美好的回忆。）

实用句型

A. 毕业学校

从你的简历中我得知于前年你毕业于武汉大学。

From your resume I see you graduated from Wuhan University the year before.

你可以告诉我你是哪所学校毕业的吗？

Can you tell me which university you graduated from?

Can you tell me which school you graduated from?

你在哪所大学上学？

Which university are you studying at?

Which university are you studying at? （你在哪所大学上学？）

Zhongnan University of Economics and Law. （中南财经政法大学。）

你什么时候毕业？

When will you graduate ?

When are you leaving school?

今年七月我将从清华大学获得学士学位。

I will get my bachelor's degree from Qinghua University this coming July.

你为什么选择这所大学？

Why did you choose this university?

Why did you choose this university? （你为什么选择这所大学？）

Because it has a very good law school. （因为它的法学院很好。）

武汉大学是湖北最好的大学之一。

Wuhan University is one of the best universities in Hubei.

Where did you attend middle school?

Where did you attend middle school? （你在哪儿上的中学？）

In Jingzhou, the famous ancient town

你在哪儿上的中学？（在著名古城荆州。）

你是哪所中学毕业的？

Which middle school did you graduate from?

Which middle school did you graduate from? （你是哪所中学毕的？）

Wuhan Foreign Language School. （武汉外国语学校。）

B. 所学专业

大学期间你的主修专业是什么？

What did you specialize in at university?

What did you take up as your major subject at university?

What did you major in at university?

What was your major subject at university?

What was your specialty at university?

What did you specialize in at university? （大学期间你的主修业是什么？）

My specialty was economics. （我学的是经济学专业。）

我的辅修专业是工商管理。

My minor subject was business administration.

为什么把工商管理作为你的辅修专业？

Why did you take business administration as your minor?

Why did you take business administration as your major? （为什么把工商管理作为你的主修专业？）

Well, you see, administration is the important aspect in any field. I believe it will further my career in any profession（你瞧，管理在任何领域都是一个很重要的方面。我相信，无论我从事哪项职业，它都可以帮我拓展我的事业。）

我学的是化学。

I majored in chemistry['kemistri].

I specialized in chemistry.

My specialty was chemistry.

I was a chemistry major.

C. 喜欢的课程

请谈谈你在大学期间主修专业上所修的课程。

Please say something about the courses of your major subject at university.

我学的是法学专业，修了包括民法、合同法、经济法、国际法以及法律英语等在内的约四十门课程。

My major was law and I took about 40 courses including civil law, contract law, economic law, international law, legal English, etc.

我辅修了经济学专业的十多门课程，包括宏观经济学、微观经济学、市场原理、销售管理、统计学等。

I minored in economics and took over ten courses for it, including macroeconomics['mækrəu,ikə'nɔmiks], **microeconomics**['maikrəu,ikə'nɔmiks], **marketing**

principles, sales management, statistics[stə'tistiks] **and so on.**

Of the courses you took, which was your favorite?

Of the courses you took, which did you like best?

在你所修的这些课程当中，你最喜欢哪门课程？

What was your favorite subject at university?

What subject did you like best at university?

大学期间你最喜欢的课程是什么？

What was your favorite subject at university? （大学期间你最喜欢的课程是什么？）

My favorite subject was English, （英语。）

我最喜欢的课程是计算机。

Computer is my favorite subject.

I like the subject of computer the best.

I like computer better than any other subjects.

你对哪个 科目最有兴趣？

Which subject were you best interested in?

In what subject did you have the greatest interest?

你有没有不太喜欢的课程？

Do you hate any subject?

Do you dislike any subject?

Do you hate any subject? （你有没有不太喜欢的课程？）

No, I enjoy everything I learn. （没有。我喜欢所学的任何东西。）

D. 学习成绩

你在校学习期间成绩好吗？

Did you make fine records while studying at university?

我各科成绩均为优秀。

I got excellent records in all my subjects.

I got an A for all my subjects.

我的英语成绩总处在年级前列。

My English scores were always on the top of our grade.

My English scores were always the best in our grade.

据说你的毕业总平均成绩为 4.5，是吗？

I hear that you graduated with a 4.5 G.P.A. Is that right?

这么说，你的英语成绩令人惊叹。

Well, in this case, your English scores must be very impressive[im'presiv].

我学习成绩优异。

I did exceedingly[ik'si:diŋli] **well in my studies.**

How were your scores in university? （你大学时的成绩如何？）

I did exceedingly well in my studies. My scores were above average 85.（我学习成绩优异,平均成绩在 85 分以上。）

大学时你哪门功课最好？

What was your best subject in college?

What was your best subject in college? （大学时你哪门功课最好？）

English.I got the highest marks in it. （英语。这门课程我得分最高。）

你功课情况如何？

How are you getting on with your studies?

你哪门功课得分最高？

In what subject did you get the highest scores?

在校期间我经常参加各种课外活动。

I usually took part in all kinds of extracurricular activities at my college.

Very often I would take part in all kinds of extracurricular activities at our university.

我积极参与学生会的工作。

I was active in our college students' union.

I was actively involved in the work of the college students' union.

我主要负责英语协会的工作。

I was mainly in charge of the English association.

I was mainly responsible for the work of the English association.

我负责公共关系事务。

I was in charge of public relations.

我是学校篮球队队员。

I was a member of the school's basketball team.

I was on the basketball team of the university.

你在学校经常参加哪些课外活动？

What extracurricular activities did you usually take part in at your university?

What extracurricular activities did you usually take part in at your university? （你在学校经常参加哪些课外活动？）

I persisted in playing basketball every afternoon, and I would go swimming very often in summer time. Besides, I enjoyed painting and once won the second place in the university painting contest（我坚持每天下午打篮球，夏天常去游泳。此外，我喜欢画画，并曾在学校举行的绘画比赛中得了第二名。）

我很喜欢户外运动。

I love outdoor sports.

I enjoy outdoor sports very much.

你参加了什么社团活动？

What club activities were you involved in?

What club activities did you take part in?

What club activities did you get involved in?

What club activities did you participate [pɑːˈtisipeit] in?

What club activities were you involved in? （你参加了什么社团活动？）

I was a member of the painting club on campus（我是学校绘画协会会员。）

我的大学生活丰富多采。

I have a rich and colorful college life.

My college life was rich and colorful.

F．荣誉奖励

大学期间你获得过何奖励吗？

Did you get any honors or rewards [riˈwɔːdz] **at university?**

Did you get any honors or rewards at university? （大学期间你得过何奖励吗？）

Yes, I was the winner of the first class scholarship every year. （得过，我每年都得一等奖学金。）

我数次被评为三好学生。

I was chosen as a "Three Virtues"**[ˈvəːtjuːz]** student several times.

我在去年举行的全国大学生英语竞赛中荣获一等奖。

I got the first prize in the National University Students' English Contest[ˈkɔntest] **last year.**

I was the first prize winner in the National University Students' English Contest last year.

我喜欢绘画，并在 1999 年学校的美术大赛中得了第一名。

I like painting and I won the first place in the college painting contest in 1999.

我一年级获二等奖学金，此后连续两年获一等奖学金。

I got the second class scholarship the first year in university and then I was the winner of the first class scholarship for the next two years.

2.2.3 工作经验-

说明： 面试中会谈及求职者过去的工作经验是因为招聘方想从中了解该求职者的工作性质是否与招聘职位有关，并了解求职者从以往的工作中取得的经验。这些经验可以是实在的，比如说打字或操作机器等，也可以是抽象的，例如提高了某种能力或培养了良好的工

作态度等。即将毕业的大学生虽无全职工作的经历，但你一定有参加社会实践活动以及在校担任社会工作的经验可谈。

例一

WHITE:	Have you ever held a secretarial[ˌsekrə'tɛəriəl] work?（你曾当过秘书吗？）
JANET:	I'm afraid not. But I've been engaged in the work of news report for the radio station on campus. So I've had lots of practice in writing and I can type properly on a computer. （恐怕没有。但我一直在为学校广播电台做新闻报道工作。因此，我有许多写作的练习，并且能在电脑上熟练打字。）
WHITE:	What was your biggest accomplishment[ə'kɔmpliʃmənt] on the job?（你在工作上最大的成就是什么？）
JANET:	I believe it would be building team spirit among my colleagues.（我认为是在同事之间建立了团队精神。）
WHITE:	How did you do that?（你是怎么做到的呢？）
JANET:	I suppose it was a gradual['grædʒuəl] process, involving many factors['fæktəz].（这是一个渐进的过程，涉及到方方面面。）

例二

WHITE:	Have you any experience in computer business?（你有电脑生意方面的经验吗？）
JAMES:	Yes, I've been working in a computer company in the last three years.（有。在过去的三年里我一直在一家电脑公司工作。）
WHITE:	What is your responsibility there?（你在那家公司负责什么？）
JAMES:	Marketing promotion[prə'məuʃən].（市场推广。）
WHITE:	How many employers have you worked for?（你已为几个雇主工作过？）
JAMES:	Frankly speaking, three. I've gained enough experience by changing work units and I'm now anxious['æŋkʃəs] to settle down.（坦白地说，三个。通过变换工作我获得了丰富的工作经验，而我现在非常想固定下来。）
WHITE:	Would you like to talk about your merits['merits]?（谈谈你的工作业绩好吗？）
JAMES:	Sure, sir. As the marketing manager, I have promoted our sales by fifteen percent in one year.（当然可以，先生。作为市场部经理，我使我们的销售额一年内提高了15%.
WHITE:	Great. You've really made lots of contribution[ˌkɔntri'bju:ʃən] to your company.（太好了。你的确为你们公司作出了很大贡献。）

实用句型

你有处理文书的经验吗？

Have you ever done any correspondence [ˌkɔris'pɔndəns] work?

Do you have any experience in correspondence work?

我学会使用电脑并熟悉所有文员的工作。

I've learned to use computer and have become familiar with all clerical['klerikəl] work.

你曾当过秘书吗？

Have you ever held a secretarial position?

Have you ever been a secretary['sekritri/'sekrətəri]?

Did you have the experience of working as a secretary?

我有一些做秘书的经验。

I have some experience in secretary.

你是否担任过管理工作？

Have you ever done supervisory [ˌsju:pə'vaizəri /'sju:pəvaizəri] work?

Have you ever done supervisory work? （你是否担任过管理工作？）

Yes, I've been working as a supervisor ['sju:pəvaizə] in an advertisement [əd'və:tismənt] company in the last two years. （是的，在过去的两年中，我一直在一家广告公司担任主管。）

你现在在哪个单位工作？

Where are you working now?

What unit are you working at now?

你现在的工作是什么？

What kind of work are you doing now?

What is your job now?

What kind of work are you doing now? （你现在的工作是什么？）

I'm working as a part-time sales girl in a bookshop. （我现在一家书店任兼职营业员。）

你在那儿负责什么？

What is your responsibility there?

What are you responsible for there?

你做这项工作多长时间了？

How long have you been engaged in this work?

How long have you been doing the job?

你在大学期间打过工吗？

Did you do any part-time jobs while studying at college?

Did you have the experience of doing part-time jobs when you studied in your university?

Did you do any part-time jobs while studying at college? （你在大学期间打过工吗？）

No. I believe that as time at school is limited I ought to devote[di'vəut] myself to learning more.

（没有打工。我认为在校时间有限，我应该把精力用在学习更多的东西上。）

据说你在硕士学习期间有过工作经验。

It is said that you had professional experience while you were studying for your master's degree.

你在工作期间是否有第二职业？

Do you do a second job in addition to your full-timework?

Do you do a second job in addition to your full-time work? （你在工作期间是否有第二职业？）

Yes, I do. In my spare time, I translate some technical materials for some companies. （是。我在业余时间为一些公司翻译技术资料。）

你为什么做兼职呢？

Why are you engaged[in'geidʒid] in a part-time job?

Why should you have a part-time job?

Why are you engaged in a part-time job? （你为什么做兼职呢？）

To tell the truth, it's for money. Although I enjoy my present job, the salary is too low to support my family.（说实话， 那是为了钱。尽管我很喜欢我现在的工作，可薪水太低，不足以养活我的家人。）

你为几个雇主工作过？

How many employers have you worked for?

How many employers have you worked for? （你为几个雇主工作过？）

Frankly speaking, three. I've gained enough experience by changing work units and I'm now anxious to settle down. （坦白地说，三个。通过变换工作我获得了丰富的工作经验，而我现在非常想固定下来。）

谈谈你的工作业绩好吗？

Would you like to talk about your merits?

Would you like to talk about your merits? （谈谈你的工作业绩好吗？）

Sure, sir. As the marketing manager, I have promoted our sales by 15% in one year. （当然可以，先生。作为市场部经理，我使我们的销售额一年内提高了 15%。）

你的确为你们公司作出了很大贡献。

You've really made lots of contribution to your company.

2.2.4 语言能力

说明： 英语面试时应试者一开口说话，其应用英语的能力，特别是口头交际能力马上就会显露出来。因此，招聘方这里所要了解的语言能力不仅指外语，还可能包括汉语方言。做生意要跟各个地方的人打交道，会几种典型的方言如同会几种常用的外语一样重要。

例一

	GREEN:	You speak very good English.（你英语说得很好。）
	SUSAN:	Thank you.（谢谢。）
	GREEN:	How many foreign languages can you speak?（你会讲几种外语？）
	SUSAN:	Two, English and Japanese.（两种，英语和日语。）
	GREEN:	Are you equally proficient [prə'fiʃənt] in English and Japanese?（你的英语和日语同样熟练吗？）
	SUSAN:	No, I'm proficient in both written and spoken English, but I can only carry on a simple conversation in Japanese.（不，我可以熟练地说写英语，但日语只能进行一些简单的会话。）
	GREEN:	Would you please tell me something about your English education?（请说说你的

	英语受教育情况好吗？）
SUSAN:	OK. My mother is a teacher of English and so I started learning to speak the English language when I was young. As I was very interested in English, I took it as my minor subject.（好的。我妈妈是一位英语教师，因此我很小的时候就开始学说英语了。因为我对英语很感兴趣，大学期间我的辅修专业是英语。）
GREEN:	Which band of College English Test have you passed?（你的大学英语通过了几级？）
SUSAN:	Grade eight for English majors.（英语专业八级。）

例二

GREEN:	How is your language ability?（你的语言能力如何？）
SUSAN:	I believe I'm quite proficient in both written and spoken English.（我认为我可以相当熟练地说写英语。）
GREEN:	You mean you can communicate[kə'mju:nikeit] easily with foreigners?（你是说你能轻松地和外国人交流吗？）
SUSAN:	Yes, I believe I can in ordinary conversation.（是的，一般情况下，我没有问题。）
GREEN:	How many languages can you speak?（你会讲几种语言？）
SUSAN:	Three. Besides my mother tongue[tʌŋ] Chinese, I can also speak English and Japanese.（三种。除了我的母语中文之外，我还可以讲英语和日语。）
GREEN:	Good. You see, employees in this company must have a good command of English. Please tell me about your ability in speaking and understanding English.（不错。你瞧，本公司的雇员必须具备很好的英语素质。请谈谈你的英语会话和理解能力。）
SUSAN:	All right. As you can see here, my oral English is fairly good and I can well express myself clearly and fluently['fluəntli]. Besides, I'm in the habit of listening to the radio and reading newspapers and magazines in English, which helps a lot in promoting my ability to understand English.（好的。正如你这里所见，我的口语是相当好的，可以清楚流畅地表达自己的想法。另外，我习惯于听英语广播和阅读英文报刊杂志，这非常有助于提高我理解英语的能力。）
GREEN:	I see from your resume that you are from Hubei. Can you speak the Mandarin['mændərin], the Chinese putonghua?（我从你的简历中得知你是湖北人。你会说官话，即汉语普通话吗？）
SUSAN:	Yes, sure. I once worked as an announcer[ə'naunsə]for the radio station on campus.当然会说普通话。我曾经是学校广播电台的播音员。）
	But can you understand Shanghai and Guangdong dialects ['daiəlekts]?（可你能听懂上海和广东方言吗？）
	I really have some difficulty in this aspect, but I'm good at language learning and I will have a good command of them when necessary.（在这方面我确实有些困难。但我擅长语言学习，因此，在需要的时候我会很快熟悉上海和广东方言的。）

实用句型

你英语说得很好。

You speak very good English.

你会讲几种外语？

How many foreign languages can you speak?

How many foreign languages can you speak? （你会讲几种外语？）

Two, English and Japanese, （两种，英语和日语。）

你的语言能力如何？

How is your language ability?

我可以相当熟练地说写英语。

I'm quite proficient in both written and spoken English.

你的语言能力如何？

How is your language ability?

你会讲几种语言？

How many languages can you speak?

How many languages can you speak? （你会讲几种语言？）

Three. Besides my mother tongue Chinese, I can also speak English and Japanese. （三种。除了我的母语中文之外，我还可以讲英语和日语。）

你的英语和日语同样熟练吗？

Are you equally proficient in English and Japanese?

我可以熟练地说写英语

I'm proficient in both written and spoken English.

我的日语只能进行一些简单的会话。

I can only carry on a simple conversation in Japanese.

你还懂哪种方言？

What other dialect do you understand?

就外语而言，我会说英语。

I can speak English as far as foreign languages are concerned.

请谈谈你的英语会话和理解能力。

Please tell me something about your ability in speaking and understanding English.

我的口语是相当好的，可以清楚流畅地表达自己的想法。

My oral English is fairly good and I can well express myself clearly and fluently.

你的大学英语通过了几级？

Which band of College English Test have you passed?

Which band of College English Test have you passed? (你的大学英语通过了几级？）

Grade eight for English majors. （英语专业八级。）

2.2.5 技术资格

说明：技术资格证明一个人掌握某项技能的程度和水平。求职时除了在简历上一一列出之外，更要在面试中清楚说明，尤其是要着重强调与应聘职位直接相关的技术资格证。

例一

WHITE:	Do you have any special technical['teknikəl] qualifications?（你有什么特别技术资格吗？）
JAMES:	Yes, I have a driver 担 license['laisəns] and the Engineer's Qualification Certificate[sə'tifikit].（有。我有汽车驾驶执照和工程师资格证书。）
WHITE:	How is your English?（你的英语如何？）
JAMES:	I believe I'm quite proficient in both spoken and written English. I am now bearing a certificate of the national Band-6 College English Test.（我认为我可以相当熟练地说写英语。我有国家大学英语六级考试通过的证书。）

例二

WHITE:	Could you please tell me something about your special skills?（请你谈谈你的特殊技能，好吗？）
JANET:	I graduated from a secretarial school and I've learned both English and Chinese typing. So I can type and take shorthand quite well.（我毕业于秘书培训学校，学过中英文打字。因此，我擅长打字和速记。）
WHITE:	What are your qualifications as a typist['taipist] and for being a stenographer[ste'nɔgrəfə]?（你打字和速记的速度怎样？）
JANET:	I can type more than 70 words per minute and take shorthand at about 100 words per minute.（我可以每分钟打70多个字，速记约100字。）
WHITE:	Are you familiar with all clerical work?（你是否熟悉所有文员的工作？）
JANET:	Yes, I'm familiar with all clerical duties and I'm good at operating office machines like computer, fax machine, and photostat['fəutəustæt].（是。我熟悉所有文员的工作并能熟练地使用诸如电脑、传真机、复印机等办公室的常用设备。）
WHITE:	Have you received any certificates of qualifications?（你有什么技术资格证书吗？）
JANET:	Yes, I have received a Computer Operator's Qualification Certificate and a certificate of the national Band-4 College English Test.（有。我有计算机操作员证书和国家大学英语四级考试通过的证书。）

实用句型

你一分钟能打多少个字？

How many words can you type per minute?

How many words can you type per minute? （你一分钟能打多少个字？）

About 80 words. （大约 80 个字。）

你有什么特别技术资格吗？

Do you have any special technical qualifications?

我有汽车驾驶执照和工程师资格证书。

I have a driver's license and the Engineer's Qualification Certificate.

我有会计资格证书。

I have the Accountant's Qualification Certificate.

你有什么技术资格证书吗？

Have you got any certificates of technical qualifications?

Do you have any certificates of technical qualifications?

Have you got any certificates of technical qualifications? （你有什么技术资格证书吗？）

Yes, I have got a Computer Operator's Qualification Certificate and a certificate of the national Band-6 College English Test. （有。我有计算机操作员证书和国家大学英语六级考试通过的证书。）

请谈谈你的特殊技能。

Please tell me something about your special skills.

我学过中英文打字。

I've learned both English and Chinese typing.

我毕业于秘书培训学校，因此擅长打字和速记。

I graduated from a secretarial school. So I can type and take shorthand quite well.

你打字和速记的速度怎样？

What are your qualifications as a typist and for being a stenographer?

What are your qualifications as a typist and for being a stenographer? （你打字和速记的速度怎样？）

I can type more than 70 words per minute and take shorthand at about 130 words per minute. （我可以每分钟打 70 多个字，速记约 130 字。）

我熟悉所有文员的工作。

I'm familiar with all clerical duties.

我能熟练地使用诸如电脑、传真机、复印机等办公室的常用设备。

I'm good at operating office machines like computer, fax machine, and photostat.

你熟悉何种计算机？

What kind of computers are you experienced in?

我可以熟练地操作各种 PC 机。

I can skillfully operate any type of PC.

I'm proficient in operating all kinds of PC.

从你的简历中我得知你于 2000 年取得了统计师资格证书。

I see from your resume that you have received a Statistician's Qualification Certificate.

你是否受过法律事务专业培训？

Have you got any special training in legal affairs?

我具备为某些特殊问题设计计算机程序的能力。

I have the ability to design a computer program for some specific issues.

2.2.6 出版物

说明： 出版物包括已经发表的论文和翻译作品以及已经出版的著作。它是一个人专业能力与学术水平的重要体现。因此，到高校或研究院所面试时应特别注意寻找机会将你的作品呈给招聘方过目。当然，若还没有发表什么作品，也没有关系。实事求是，今后努力。

例一

WHITE: Have you any publications[ˌpʌbliˈkeiʃənz]?（你发表过什么作品吗？）

ZHANG: Yes, I wrote an article "On China's Judicial[dʒuˈdiʃəl] System" which was carried in *Studies in Law and Business* in the No.6 of 2001 and my book entitled *China's Administration Law* was published by the Commercial Publishing House in 2000.（是的。我写过一篇题为“论中国的司法制度”的文章，发表在《法商研究》2001年第六期上。另有一本书名为《中国行政法》的著作由商务出版社于2000年出版。）

WHITE: Great. Can you please show them to me?（太好了。能拿给我看看吗？）

ZHANG: Sure. Here you are. And I've brought with me some of my translations of English essays on international law which appeared in *The World of Legal English*.（当然可以。给你。我还带来了一些我翻译的英文文章，它们刊登在《法律英语世界》上。）

例二

WHITE: Have you got any monographs['mɔnəgrɑ:f] published?（你发表过什么专著吗？）

ZHANG: No, not yet, though I've read a lot. Since I left school only two years ago,I thought I ought to concentrate more on my pra-ctical work.（没有，尽管我读过很多书。我两年前才从学校毕业，因此认为应该更专注于自己的实际工作。）

WHITE: That's understandable. But do you have any plan in this respect?（可以理解。但这方面你有什么计划吗？）

ZHANG: Yes. I'm interested in the study of marketing principles and plan to do some research here.（有。我对市场原理研究很感兴趣，计划在这方面做些研究。）

实用句型

你发表过什么专著吗？

Have you got any monographs published?

Have you published any monographs?

我发表过好几篇文章，还出版了两本书。

I've published quite a few articles and two books.

你发表过什么作品吗？

Have you any publications?

Have you any publications? （你发表过什么作品吗？）

Yes, I wrote an article “On China's Judicial System” which was carried in Studies in Law and Business in the No.6 of 2001. （是的，我写过一篇题为“论中国的司法制度” 的文章，发表在《法商研究》2001年第六期上。）

我的《中国行政法》这本书即将由商务出版社于2002年出版。

My book *China's Administration Law* is about to be published by the Commercial Publishing House in 2002.

我去年刚大学毕业，还没有发表任何作品。

As I graduated from college only last year, I don't have any publications yet.

这儿有几篇我翻译的英文文章，它们刊登在《英语沙龙》上。

Here are some of my translations of English essays, which were published in *English Salon*.

2.2.7 离职原因

说明： 面试中问起你离职原因，你的回答最好能真挚感人又能让人容易接受。最好不要批评指责原单位，而是说明你之所以离职是由于原单位无法满足而应聘方恰又可以满足你某些合理的要求。常见的离职原因有：专业不对口，无升职机会，薪水过低，工作缺乏挑战性等等。

例一

SMITH:	You have been working in your present company for three years. May I ask why you want to leave?（你已在目前这家公司干了三年。我可以问问你为何想离职吗？）
WANG:	Frankly speaking, I like the work, but the salary is too small. As a responsible man, I do wish my family to live a better life.（坦白地说，我很喜欢目前的工作，可薪水太低了。作为有责任心的男人，我真的希望我的家人生活得更好。）
SMITH:	So you扼e decided to quit[kwit] your present job?（所以你决定离职？）
WANG:	Yes. I'm sure I can offer my service to your company because my experience is closely related to the job I apply for.（是的。因为我的经验与我申请的工作密切相关，我相信我能为贵公司提供很好的服务。）
SMITH:	I hope so.（希望如此。）

例二

SMITH:	Why do you want to leave your present job?（你为什么要辞去现在的工作？）
WANG:	To be frank with you, I desire to improve[im'pru:v] my position and have more responsibilities. Yet there is no chance of advancement[əd'va:nsmənt] in mypresent company.（坦率地说，我希望承担更多的责任并提高我的地位。然而在目前这家公司却没有升职的机会。）
SMITH:	Are you sure your dream will come true here?（你保证在我们这儿就能梦想成真吗？）
WANG:	Yes, I hear that your company is known for promoting an employee according to his ability.（是的。因为我听说贵公司以根据员工的能力来提升其职位著称。）
SMITH:	That|'s right.（这话不假。）

实用句型

你为什么要辞去现在的工作？

Why do you want to leave your present job?

Why do you want to leave your current employment?

Why do you want to leave your present job? (你为什么要辞去现在的工作？)

I plan to leave the present job in order to be able to get into the advertisement business. （我想辞去目前的工作是为了进入广告业以寻求发展。）

你离开原来雇主的原因是什么？

What's the reason why you left your previous['pri:viəs] employer?

你为何想辞去秘书的职务？

Why do you want to resign[ri'zain] your position as secretary?

坦率地说，那儿没有升职的机会。

Frankly speaking, there is no chance of advancement.

To be frank with you, there is no chance of promotion.

因为那份工作挑战性不够。

That is because the job was not challenging ['tʃæləndʒiŋ] enough.

那个公司太小了，不利于我个人的发展。

The firm is too small for me to widen my experience.

The company is too small for me to gain more experience.

The firm is too small to be good for my development.

你为什么想变换工作？

Why do you want to change your job?

那个公司快倒闭了。

The company is going bankrupt ['bæŋkrupt].

那项工作与我的专业不对口。

The work is out of my field.

那儿的薪水太低。

The salary is too small.

不能很好地发挥我所掌握的专业经验。

It cannot make good use of the professional experience I have gained.

我希望能和我的妻子住在一起照顾好女儿。

I hope to live with my wife and care for my daughter.

2.2.8 应聘原因

说明：应聘原因通常也是面试当中必问的问题.回答这类问题要结合你对应聘单位的了解和你谈到的离职原因。常见的应聘原因有：专业对口，升职机会，为了高薪，好的工作环境等等。

例一

ALLEN:	Why are you interested in working for this company?（你为什么对在本公司工作感兴趣呢？）
ZHENG:	I know that yours is an excellent company in international business and I believe it would be a very good place for me to make use of what I learned at college and the professional experience I gained abroad.（我知道贵公司是国际贸易方面很优秀的一家公司。因此我认为这里会是运用我在校所学以及我在国外获得的专业经验的好地方。）
ALLEN:	But, as far as I know, your present company is also doing international business. Why are you leaving?（但据我所知，你目前供职的公司也是经营国际贸易的。你为何离职呢？）
ZHENG:	Because your company has a good reputation [ˌrepju'teiʃən] in this region and the working conditions and surroundings[sə'raundiŋz] are excellent here.（因为贵公司在这一地区声誉很好，并且这里的工作环境和条件都非常好。）
	Right you are. But the work here is also very demanding [di'mɑ:ndiŋ].（说得对。可同时这里的工作要求也很高。）
	I will work hard, sir.（我会努力工作的，先生。）

例二

ALLEN:	Why do you choose to come here for a job?（你为什么决定来这儿找工作？）
ZHENG:	Because my major is legal English, I really hope to work for a firm that is conducive[kən'dju:siv] to the further development of my abilities.（因为我的专

业是法律英语，我非常希望在一家有助于我能力进一步发展的公司工作。）

ALLEN: Do you mind going on business trip frequently?（你是否介意经常出差？）

ZHENG: No, I enjoying travelling.（不介意，我喜欢出差。）

实用句型

我想承担更多的责任并提高我的地位。

I wish to improve my position and have more responsibilities.

我希望找一个更具挑战性的机会。

I want to find a more challenging opportunity.

我想获得一份更加专业化的工作。

I'd like to get a more specialized job.

我想有一份具有升职机会的工作。

I 'd like to have a job which offers me opportunities of advancement.

I want to have a job which gives me a chance to get promoted.

贵公司在这一地区声誉很好。

Your company has a good reputation in this region.

在贵公司工作非常有助于我能力的进一步发展。

Working in this company is very conducive to the further development of my abilities.

你为什么对在本公司工作感兴趣呢？

Why are you interested in working for this company?

为什么愿意为本公司工作？

Why do you want to work for this company?

Why do you want to work for this company? （为什么愿意为本公司工作？）

Because of your good reputation and the nice working conditions you offer for your employees. （因为贵公司的良好声誉和为员工提供的非常好的工作条件。）

因为贵公司是国际贸易方面很优秀的一家公司。

Because yours is an excellent company in international business.

我认为这里会是运用我在校所学以及我在国外获得的专业经验的好地方。

I believe it would be a very good place for me to make use of what I learned at college and the professional experience I gained abroad.

你为什么决定到这儿来找工作？

Why do you choose to come here for a job?

Why do you choose to come here for a job? （你为什么决定来这儿找工作？）

For high pay. Besides, I can also learn some advanced methods of management from foreign staff members. （为了高薪。此外，我还可以从外国雇员那儿学习先进的管理方法。）

因为贵公司的工作环境和条件都非常好。

Because the working conditions and surroundings in your company are excellent.

为了好的工作环境。

For an excellent working environment [in'vaiərənmənt].

你认为本公司为什么要聘用你?

Why do you think we should hire[haiə] **you?**

What do you think is the reason why we should employ you?

Why do you think we should hire you? （你认为本公司为什么要聘用你？）

As you need to promote your sales in this region, you'll need my knowledge and experience to help further your development. And I'm happy to offer my dedicated service. （由于贵公司需要在这一地区扩大销量，你们会需要我的知识和经验来帮助贵公司进一步发展，而我也很乐意为此贡献自己的力量。）

对你来说，工作中最重要的是什么？

What is the most important thing in work as far as you are concerned?

What is the most important thing in work as far as you are concerned? 对你来说，工作中最重要的是什么？）

As far as I'm concerned, the most important thing in work is sense of duty and the feeling that you've accomplished[ə'kɔmpliʃt] something. （对我来说，工作中最重要的是责任心以及你的成就感。）

2.2.9 应聘职位

说明：面试中谈到应聘职位时，应试者要清楚说明所申请的职位以及自己为何能够胜任该职位。常见的职位名称有：

chief engineer	总工程师
technician	技术员
skilled technician	技工
assistant accountant	助理会计师
computer programmer	电脑编程员
economist	经济师
senior economic manager	高级经济师
chief reporter	主任记者
editor in chief	总编辑
head nurse	护士长
office assistant	办公室助理
package designer	包装设计师
fund manager	财务经理
financial controller	财务主任
production engineer	产品工程师
typist	打字员
ourist guide	导游

electrical engineer	电气工程师
sales clerk	店员
legal adviser	法律顾问
interpreter	译员
service manager	服务部经理
senior secretary	高级秘书
manager of public relation	公关部经理
accounting manager	会计部经理
trainee manager	培训部经理
personnel manager	人事部经理
hardware engineer	硬件工程师
computer engineer	计算机工程师
marketing research manager	市场调研部经理
market development manager	市场开发部经理
promotional manager	推销部经理
export sales manager	外销部经理
sales representative	销售代表
business manager	业务经理
administration manager	行政经理
quality control engineer	质量管理工程师
general manager assistant	总经理助理
security custody clerk	保安人员
clerk typist & secretary	文书打字兼秘书

例一

SMITH: What's the position you are applying for?（你申请的是什么职位？）

WANG: Sales representative.（销售代表这一职位。）

SMITH: Why do you consider yourself qualified for this job?（你为何相信你能胜任这一职位？）

WANG: I have both the knowledge and the experience needed for the job. I majored in international business at college and I had the experience of working in a company in international trade. In addition, I should like verymuch to work for you and I sincerely believe that I can serve you well. （我具备这份工作所需的知识和经验。我在大学主修国际贸易，又有在国际贸易公司工作的经历。此外，我相信自己的能力并诚心愿意为贵公司服务。）

例二

WANG: I wish to apply for the position of a computer programmer.（我想申请电脑程序员的职位。）

SMITH: Yes, but why should I hire you?（好的。可我为什么要录用你呢？）

WANG: I majored in computer science when I studied in Wuhan University and won the second place in computer programming contest held in Hubei Province in 1999. So my educational background and professional experience make me qualified for the

job.（我在武汉大学学习时主修计算机科学。1999年在湖北省举行的计算机编程大赛上荣获第二。因此，我的教育背景和经验使我能够胜任这项工作。）

SMITH: Good. How can you prove[pru:v] yourself?（好。如何来证明你自己呢？）

WANG: Oh, here are my certificates of merit.（噢，这是我的获奖证书。）

SMITH: What do you consider important when looking for a job?（你选择工作时主要的考虑是什么？）

WANG: Good working environment which helps promote my abilities.（有助于提升我能力的良好工作环境。）

实用句型

你申请的是什么职位？

What's the position you are applying for?

What's the position you are applying for? （你申请的是什么职位？）

I wish to apply for the position of a computer programmer. （我想申请电脑程序员的职位。）

我想申请市场部经理的职位。

I'd like to apply for the position of marketing manager.

如果你加入本公司，你想在哪一部门工作？

If you enter this company, what section would you like to work in?

If you enter this company, what section would you like to work in? （如果你加入本公司，你想在一部门工作？）

If possible, I'd like to work in the international section. （可能的话，我想在国际部工作。）

the general affairs section 在事务组工作
in the accounting[ə'kauntiŋ] section 在会计组工作
in the business section 在业务部工作
in the planning department 在计划部工作
in the publicity[pʌb'lisiti]department 在公共宣传部工作
in the promotion department 在促销部工作

为什么我要聘用你？

Why should I hire you?

你有什么与这份工作相关的经验吗？

What kind of experience do you have for the job?

Do you have any experience relevant to the job?

你选择工作时主要的考虑是什么？

What do you consider important when looking for a job?

What do you consider important when looking for a job? （你选择工作时主要的考虑是什么？）

Good working environment which helps promote my abilities. （有助于提升我能力的良好工作环境。）

你为何对这份工作感兴趣？

Why are you interested in the job?

Why do you have interest in the job?

你认为你能承担这项工作吗？

Do you think you can do the job?

你认为你在哪些方面适合这项工作？

In what ways do you think you are suitable for the job?

你对这一职位有怎样的了解？

What do you know about the position?

How much do you know about the position?

我真正希望的是要从外国职员那里学到一些先进的管理方法。

What I really want is the chance to learn some advanced methods['meθədz] of management from foreign staff members.

你为何相信你能胜任这一职位？

Why do you consider yourself qualified for this job?

Why do you consider yourself qualified for this job? （你为何相信你能胜任这一职位？）

I've spent the last five years working specifically in this field. （过去五年我专门在这个领域里工作。）

你认为你能为这份工作带来什么？

What do you think you would bring to the job?

2.2.10 工作目标

说明： 对于一些较高级的职位，雇主通常都希望知道员工的事业目标，了解他们是否有上进心和抱负。应聘人不一定要给一个非常具体的目标，但却不能过于笼统，要让招聘方觉得你是有一定的努力方向的。

例如

BROWN:	What ideas do you have if we employ you?（如果我们录用你，你有什么想法？）
ZHANG:	First of all, I am to work hard so as to prove that I am worthy of your trust. Then I might wish to be promoted and shoulder more responsibilities.（首先，我打算努力工作来证明我值得你们信赖。然后，我也许希望获得提升并担负更多的责任。）
BROWN:	What is your career objective?（你的事业目标是什么？）
ZHANG:	A successful man like Bill Gates.（是成为比尔·盖茨那样成功的人。）
BROWN:	You are surely ambitious[æm'biʃəs].（你的确有抱负。）
ZHANG:	Thank you.（谢谢。）
BROWN:	What would you like to be doing two years from now?（两年后你希望自己在做什么？）
ZHANG:	I hope to be still working here in your company with higher pay and more responsibilities.（我希望自己依然在为贵公司服务，但已获加薪提职。）

实用句型

如果我们录用你，你有什么想法？

What ideas do you have if we employ you?

我打算努力工作来证明我值得你们信赖。

I am going to work hard so as to prove that I am worthy of your trust.

我希望一年后有机会获得提升并担负更多责任。

I hope to get the opportunity of promotion in a year and thus shoulder more responsibilities.

我想要这一职位，因为我知道我能做得很好。

I want this position because I know I can do a good job.

你希望在下一份工作内得什么？

What are you looking for in your next job?

What do you expect from your next job?

What is it that you hope to get from your next job?

你的事业目标是什么？

What is your career objective? （你的事业目标是什么？）

To work as a market researcher engaged in market and economic research, marketing management consultation[ˌkɔnsəl'teiʃən].（当市场研究员，从事市场与经济研究和营销管理咨询。

两年后你希望自己在做什么？

What would you like to be doing two years from now?

What would you like to be doing two years from now? （两年后你希望自己在做什么？）

I'd like to start as an office clerk and hope to become a secretary in two years. （我想从办公室文员做起，并希望两年后成为秘书。）

五年后你希望担任什么职务？

What position would you expect to hold five years from now?

我的事业目标是做外贸部门推销经理。

My career objective is to be a sales promotion manager in a foreign trade department.

你打算在这里待多久？

How long are you going to stay here?

Do you have any idea how long you plan to stay here?

How long do you plan to stay here?

How long are you going to stay here? （你打算在这里待多久？）

I don't like to change jobs frequently and I'd prefer to stay here so long as you need my service. （我不喜欢经常换工作。因此，只要你们需要我的服务，我就在这里工作。）

Hopefully two years till I get married. （很可能两年，直到我结婚。）

坦白地说，只要我有施展才华的机会又能和上级、同事相处得很好，我真的渴望拥有一份固定的工作。

Frankly speaking, I really want to obtain a permanent['pəːmənənt]job as long as I have the opportunity to apply my knowledge and get well along with my superiors [sjuː'piəriəz] and colleagues.

2.2.11 薪金待遇

说明： 虽然待遇问题是应聘者最为关心的问题之一，但如果不是对方主动提及你最好不要首先打听，特别是首次面谈。若是招聘方要求你谈谈薪金待遇方面的意见，而你自己心里又有一个底线，你不妨说出一个大概让雇主考虑。但若应聘人对那份工作极感兴趣，即使薪水不高也不在意，或是刚走出校门的应聘人对应得待遇心中没底，便可以巧妙回避，留作以后再进一步谈。

例一

STOUT:	OK, Brian, you are the very person we want.（好吧，布莱恩，你就是我们要的人选。）
BRIAN:	Thank you, sir.（谢谢您，先生。）
STOUT:	What salary would you expect to get?（你希望拿多少薪水？）
BRIAN:	Based on my skills and experience, I'm looking for five thousand yuan a month.（根据我的能力和经验，我希望月薪是5000元。）
STOUT:	That'll be a little more than we had planned.（这比我们计划的多了些。）
BRIAN:	I believe you will find that I'm worth it.（我想你会发现我值得拿那些钱。）

例二

STOUT:	How much money a month do you hope to get here?(在这里你希望一个月拿多少钱？）
BRIAN:	As for salary, I leave it to you to decide after experience of my capacity[kə'pæsiti].（至于薪水，还是等检验了我的能力之后由你们再作决定吧。）
STOUT:	What kind of salary did you get at the previous job?（你以前的薪水是多少？）
BRIAN:	I got two thousand and five hundred per month.（每月2500元。）
STOUT:	Well, I believe we can offer you three thousand yuan a month at the start. Would that be satisfactory [ˌsætis'fæktəri]?（唔，我想我们可以给你3000元的起薪。你觉得满意吗？）
BRIAN:	Yes, I'm quite satisfied['sætisfaid], for that's not the problem I care about. What I care more is the experience I gain by working in such a company.（我很满意，因为这个我不太在乎。我更在意的是通过在这样的公司工作所取得的经验。）

实用句型

你希望拿多少薪水？

What salary would you expect to get?

How much are you looking for in this job?

What salary would you expect to get? （你希望拿多少薪水？）

I'd like 5000 yuan a month. （我想要月薪5000元。）

根据我的能力和经验，我希望月薪是8000元。

Based on my skills and experience, I'm looking for 8000 yuan a month.

至于薪水，还是等检验了我的能力之后由你们再作决定吧。

As for salary, I leave it to you to decide after experience of my capacity.

至于薪水，你可以根据我的能力和经验来确定。

As for salary, you can decide on my capacity and experience.

我想我们可以给你3000元的起薪。

I believe we can offer you 3000 yuan a month at the start.

你目前的薪水是多少？

How much do you make at your current job?

How much money are you presently earning?

What is your present salary?

What's your monthly salary now?

How about your present pay?

How much money do you get now?

我目前的月薪是6000元。

I'm presently making 6000 yuan a month.

My monthly pay at present is 6000 yuan.

At present I'm earning 6000 yuan per month.

你要求的薪水是多少？

What is your asking price?

What is your asking price? （你要求的薪水是多少？）

I suppose it won't be less than 5000 yuan a month. （我想不低于每月5000元。）

2.2.12 其 他

说明： 一般说来，应试人作完自我介绍后，主试人会相应地提些问题，然后转向谈工作，再谈待遇。这些都是高潮话题。高潮过后，主考官若对你印象不错，他还可能问你几个比如“你何时能来报到上班”“你是否愿意加班”“你将乘坐什么车来公司上班”“你是否另谋他职”之类的问题。

例一

SMITH:	If we decide to employ you, when can you come to work, Miss Wang?（王小姐，如果我们决定雇用你，你什么时候可以来上班？）
WANG:	How about early next month? I need to give my present boss a couple of days to get someone to replace me.（下个月初如何？因为我需要给我现在的老板几天时间去找人来代替我。）
SMITH:	That's understandable. How long do you intend to stay here?（可以理解。你打算在这里工作多久？）
WANG:	I'm afraid it doesn't depend on me.（这恐怕不取决于我。）
SMITH:	Why?（为什么？）

WANG: What I really want is a permanent job. So I won't leave if I could apply my knowledge and I could well get along my superiors and my colleagues.（我真正想要的是一份固定的工作。因此，如果我能学以致用，又能和上级、同事处得很好，我就不会离开。）

SMITH: You mean you will work here even after you get married and have a child?（你是说即使在你结婚生子之后也会继续在此工作吗？）

WANG: That's something a long time in the future. But I believe few women will change jobs they enjoy only because of having a child.（那是很久以后的事情。但是我想没有几个女人会仅仅因为有了孩子就放弃自己喜欢的工作而改做其他的。）

SMITH: Good. We prefer our girls to stay for several years at least. Do you have any questions?（好。我们比较喜欢雇用至少可以工作多年的女孩。你有没有问题要问？）

WANG: Are there any social activities for the staff members?（公司职员有没有什么社交活动呢？）

SMITH: No, I'm afraid not. Working here is strictly a business proposition[ˌprɔpəˈziʃən]. We expect our employees to work hard and they are well paid for it. We give generous bonuses['bəunəsiz], too.（我想，没有。在此工作完全是公务性质。我们期望员工努力工作，所付的报酬很好。我们也支付优厚的奖金。）

例二

SMITH: You seem to be the right person we are looking for, Miss Wang.（王小姐，看来你就是我们要找的人了。）

WANG: Thank you.（谢谢。）

SMITH: If we decided to employ you, how soon can you start to work?（如果我们决定录用你的话，你最快什么时候能来上班？）

WANG: I can start anytime you like.（你想让我什么时候来我就能什么时候来。）

SMITH: Good. What would you say to this coming Monday?（好的。你看这个礼拜一怎么样？）

WANG: Monday is fine.（礼拜一可以。）

SMITH: You know we expect our employees to work hard and they are paid well for it. Would you mind working overtime sometimes in the evening?（你知道我们期望员工努力工作，所付的报酬很好。你是否介意有时晚上加班呢？）

WANG: No, I don't think I would if it isn't too far into the night.（如果不是太晚的话，我想我是不会介意的。）

SMITH: How do you plan to travel to work? By bus or by tube?（你打算怎样上班？是乘公共汽车还是地铁？）

WANG: By bus. No. 58 Bus offers very good service and it's very convenient[kənˈviːniənt].（坐公汽。58路车服务不错，很方便的。）

SMITH: How much time do you spend on your way here by bus?（坐公汽来上班得花多长时间？）

WANG: About half an hour if everything goes smooth.（如果一切顺利，需要半小时左右。）

SMITH: You mean if there is no traffic jam?（你是说如果没有交通堵塞的话，对吗？）

WANG: Yes, that's right.（对，是这个意思。）

例 三

SMITH:	Well, Miss Wang, you seem to be a very competent candidate for the job.（好吧，王小姐，看来你是这份工作的得力候选人了。）
WANG:	Thank you for your believing so.（谢谢您这么认为。）
SMITH:	Have you applied for a position in any other companies?（你是否去过其他公司求职？）
WANG:	Yes, I've also applied to two other companies.（去过。我还申请过其他两家公司。）
SMITH:	Which two companies, may I ask?（我可以问问是哪两家公司吗？）
WANG:	They are PICC and Bank of China.（中国人民保险公司和中国银行。）
SMITH:	What are the results?（结果如何？）
WANG:	PICC has offered me a position, but Bank of China has said no to my application.（中国人民保险公司给我提供一个职位，但中国银行拒绝了我的申请。）
SMITH:	Why were you turned down?（他们为何拒绝你？）
WANG:	I was too nervous['nəːvəs] to express myself well enough at my first interview.（我第一次面试太紧张，因此没能很好地表达自己。）
SMITH:	Do you plan to say no to PICC's offer?（你是否打算拒绝中国人民保险公司的提名呢？）
WANG:	Yes, on condition that I'm engaged by you here.（如果你们这儿能录用我的话，我会拒绝他们的。）

实用句型

你什么时候可以上班？

When can you come to work?

When will you be able to start to work?

How soon can you start to work?

When can you come to work? （你什么时候可以上班？）

I can come anytime you like. （你想让我什么时候来我就能什么时候来。）

我想我下星期能来上班。

I think I can come to work next week.

我需要给我现在的老板几天时间去找人代替我。

I need to give my present boss a couple of days to get someone to replace[ri'pleis] me.

我们比较喜欢雇用至少可以工作多年的女孩。

We prefer our girls to stay for several years at least.

如果不是太晚的话，我想我是不会介意晚上加班的。

I don't think I would mind working overtime in the evening if it isn't too far into the night.

你将乘公汽还是坐地铁来上班？

Will you come to work by bus or by tube?

我会骑自行车上班。

I will go to work by bike.

I will ride to work on my bicycle.

你有没有问题要问？

Do you have any questions?

你是否去过其他公司求职？

Have you applied for a position in any other companies?

我还申请过其他两家公司。

I've also applied to two other companies.

一家公司录取了我，另一家公司拒绝了我。

I've been offered a position by one company but turned down by another.

我第一次面试太紧张，因此没能很好地表达自己。

I was too nervous to express myself well enough at my first interview.

如果你今天被我们录取，你会选择哪家公司？

If we engage you today, whose offer would you choose to accept?

If we engage you today, whose offer would you choose to accept? （如果你今天被我们录取，你会选择哪家公司？）

Yours, of course. Otherwise, I won't come here today. （当然是选择贵公司。否则我今天也不会来这里了。）

2.3 面试结尾

说明： 面试接近尾声时，你需要做的是：1）衷心感谢对方为自己安排面试；2）再次表达对求职成功的渴望和等待结果的决心；3）如果结果还没确定下来，你可以问一些诸如“你们还有其他要求吗？”“下一步我可以为你们做些什么？”之类的问题。这些问题一是表达了你对公司的兴趣，二来也会增加对方对你的兴趣，从而增加你中选的可能性。此外，你还要善于觉察暗示面试结束的迹象。如果他/她开始整理纸张，或不再提问，这就意味着你该退场了。面带微笑的握手告别并礼貌地说声再见，然后自信地走出面试室，也会增加主试人对你的好感。

例一

BRIAN:	Thank you, Mr. Stout, for your taking up time out of your busy schedule['skedʒuəl] to interview me.（司道特先生，谢谢您在百忙之中抽出时间来给我面试。）
STOUT:	My pleasure.（不用谢。）
BRIAN:	What do you think I can do for you next?（您认为我下一步还能为您做点什么呢？）
STOUT:	Nothing for the moment.（眼下没有事可做。）

BRIAN:	When should I contact you regarding your decision?（我什么时候再与您联系、了解您的决定呢？）
STOUT:	I will call you next week.（我下个星期打电话通知你。）
BRIAN:	Thanks a lot. I'll be expecting encouraging news from you then. Good bye.（非常感谢。那么，我将期待你鼓舞人心的好消息。再见。）
STOUT:	Bye bye.（再见。）

例二

STOUT:	OK, thank you for your coming to the interview.（好吧，谢谢你来参加我们公司的面试。）
JANET:	You are welcome. Honestly speaking, I'm really interested in your company and do hope to work here.（不用谢。说实话，我确实对贵公司很感兴趣，并衷心希望能来这里工作。）
STOUT:	We hopefully will make a decision by the end of this week.（我们将在这个周末前作出决定。）
JANET:	I look forward to hearing from you. Do I need to have a second interview?（我期待着您的消息。我是否需要第二次面试？）
STOUT:	We'll let you know if necessary.（如果需要，我们会通知你。）
JANET:	Thank you very much indeed. Good-bye.（真是非常感谢您。再见。）
STOUT:	Good-bye.（再见。）

实用句型

非常感谢您在百忙之中抽出时间来给我面试。

Thank you very much for taking up time from your busy schedule to interview me.

谢谢你来参加我们公司的面试。

Thank you for your coming to the interview.

您认为我下一步还能为您做点什么呢？

What do you think I can do for you next?

我什么时候再与您联系、了解您的决定呢？

When should I contact you regarding your decision?

When shall I get in touch with you for your decision?

我们将在这个周末前作出决定。

We hopefully will make a decision by the end of this week.

我下个星期打电话通知你。

I will call you next week.

我是否需要第二次面试？

Do I need to have a second interview?

Do I need to have a second interview? （我是否需要第二次面试？）

We'll inform you when necessary. （需要时我们会通知你。）

如果需要，我们会通知你。

We'll let you know if necessary.

我等着您的消息。

I look forward to hearing from you.

2.4 问题提示

对于求职者而言，面试在求职过程中，可说是压力最大的一个阶段，因为能否成功，全靠这临门一脚。因此，想要在面试中成为胜利者的话，要注意以下的外企面试要点：

1） 注意塑造你的专业形象。

一是衣着要得体。男性领带不宜太花哨，女性以柔性套装为宜。尽量不穿牛仔裤、高跟鞋，以免给考官留下太随便的印象。同样,你的头发和化妆也会影响你的形象。化妆越淡雅自然越好。求职时成熟、典雅的装扮透露出你的内在气质。

二是肢体语言要恰到好处。与你的主考官握手时，态度要坚定，双眼要直视对方，非常自信地介绍自己。很多人的经验表明，自卑是面试成功的大敌。因为在激烈的市场竞争中，任何一家企业都不会欢迎自信心差的人。

三是流利的表达。语言能力是主考官评估你的一个重要指标。因此，说话应尽可能连贯和流畅，尽量少用使用er, well等令你表现得犹豫不决、过分紧张，甚至有些迟钝的词。

2）回答问题忌“口直心快”。如果每次考官刚说完问题，你就迫不及待地去回答，会显得不够稳重。但也不能每个问题都想了又想才回答，那又会显得过分谨慎。

3）工作经历介绍从最近一份工作谈起，主要内容最好和应征工作有关，提出最有利于新工作的职务经历。最好也能说明曾担任何种职务、实际成绩、业绩等，以及自己的工作对原单位的影响，凡和此次应征不相关的内容，则务必避免提及。

4) 提供与专业能力相关的资格考试资料或专业证书，最好和应聘职务有直接关联，不但可证明自己在这一方面的努力，也表示具有这个潜能。描述可针对过去的工作表现以展现个人专业能力。

5）反映自身良好的综合素质，给人一种“用着放心”的感觉。多数单位招聘看重的是专业技能，但也不会轻视职业道德等方面的综合素质。求职者在面试过程中应明确表达应聘动机，实际而具体地提出公司发展潜力与个人欣赏公司风格的地方。要让招聘方觉得你应聘动机纯正，有大局观念，且沟通表达能力强。因为这些方面同样关系着一个公司的生存和发展。没有哪一个公司愿意用一个干不了几天就跳槽或爱摆弄是非的人。

6）不要说“我什么都会”。用人单位问你会做什么，目的是想了解应聘者的专业特长和业务技能，考察其能否适应和胜任所应聘的工作，或可否安排到本单位其他职位上。此时你若回答说“我什么都会”，会令用人单位不满意，因为他们无法判断你是否适合和胜任所应聘的职位，还给人留下说大话和不诚实的印象。此外，虽然面试是求职者展示自我、推销自己的机会，你也得掌握自我推销的火候和技巧，做到含而“暗”露。比如你可以把需要反映的强项和辉煌放在简历中充分反映，这比当面讲出来更能让人接受，也更具说服力。

7）面试结束离开面试室时应与进来时一样，既要利落大方，又要自信，把带来的东西都拿走。在走廊里不要走错方向。若是没记住方向，可直接问“How do I find my way to Reception?（去接待台怎么走？）”，这比自己迷路而乱闯的好。另外，一旦你离开了面试室，就不要再返回去。如果突然想起

有什么东西忘了带出来，则要请秘书或接待员帮你取出。对送你出去的秘书或接待员要说声“Thank you. Good bye.”。

LESSON 3

面试之后

After An Interview

3.1 电话致谢

说明：面试之后一两天内，你需要给面试的具体负责人写信或打电话，感谢用人单位给你这样一个表现自身才华的机会。电话致谢时要言辞谨慎，避免让人感觉你在迫使对方尽快作出决定。致谢电话不要追问何时能知道结果，甚至不要再强调自己的特长以及对这份工作的渴望，而只是表达衷心感谢，并表示自己将期待对方的通知。

例如

ZHANG:	Hello, is it ABC Company?（你好，ABC公司吗？）
ALLEN:	Right you are.（对。）
ZHANG:	May I speak to Mr. Allen, please?（可以跟艾伦先生讲话吗？）
ALLEN:	Speaking.（我就是艾伦。）
ZHANG:	Oh, how are you, Mr. Allen?（噢，艾伦先生，您好吗？）
ALLEN:	Fine，thanks. Who is calling, please?（我很好，谢谢。请问你是哪位？）
ZHANG:	This is Zhang Hua speaking. I came to your interview last Friday for the position of an assistant financial[faiˈnænʃəl] manager.（我是张华，上周五来参加过你们为招聘财务经理助理而举行的面试。）
ALLEN:	Oh I see. You left me a very deep impression. Can I help you?（哦，我想起来了。你给我留下了很深的印象。有什么事儿吗？）
ZHANG:	I'm calling just to thank you for giving me the opportunity.（我只是打电话来感谢您给我这次面试机会。）
ALLEN:	You are welcome. We'll inform you of our decision very soon. 不用谢。我们很快就会将我们的决定通知你的。）
ZHANG:	That'll be very kind of you, Mr. Allen. I'll be expecting your good news for me then.Good-bye.（那就太谢谢您了，艾伦先生。我会期待着您给我带来好消息。再见。）
ALLEN:	Good-bye.（再见。）

实用句型

我叫王芳，昨天参加了贵公司的导游面试。

My name is Wang Fang and yesterday I was interviewed in your company for the position of a tourist['tuərist] guide.

I'm Wang Fang and I participated in your interview yesterday for the position of a tourist guide.

上周我参加了你们为招聘财务经理助理而举行的面试。

I came to your interview last week for the position of an assistant financial manager.

我只是打电话来感谢您给我这次面试机会。

I'm calling just to thank you for giving me the opportunity.

非常感谢您给我这次面试机会。

Thank you very much for the opportunity you offered me of this interview.

Thanks a lot for your offering me this opportunity of interview.

I really appreciate your giving me the chance to be interviewed.

Thank you very much for the opportunity you offered me of this interview.（非常感谢您给我这次面试机会。）

You are welcome.（不用谢。）

3.2 询问结果

说明：面试之后一星期过去了，你还没有得到面试结果的通知。这时你就有必要去公司或打电话给公司询问结果。当然，你也可以写信或发电子邮件与公司取得联系。但这里主要向读者朋友们介绍如何以口头方式询问结果。

例一

BRIAN:	Hello, Avon Company.（你好。这里是雅芳公司。）
WANG:	Hello, my name is Wang Fang. May I have a word with Mr. Brian, please?（你好。我叫王芳。请问我可以和布莱恩先生说句话吗？）
BRIAN:	This is Brian speaking. Can I help you?（我就是布莱恩。有事儿吗？）
WANG:	I'm calling to ask for information concerning the interview last Tuesday for the position of a marketing manager.（我打电话来是想询问贵公司上周二招聘市场部经理一职的面试结果。）
BRIAN:	The impression you left me is quite good and we have narrowed['nærəud] it down to you and two other candidates.（你给我留下的印象很好，我们已经初步选定了你和其他两位候选人。）
WANG:	Really? That's great! Shall we have another interview?（真的？太好了！我们要参加第二轮面试吗？）
BRIAN:	I think so.（我想是的。）
WANG:	May I ask when?（我可以问问是什么时间吗？）
BRIAN:	The date is not fixed yet. I guess it might be this coming Friday. Anyway, we'll let you know as soon as possible.（具体日期未定。我想也许是这个礼拜五。无论定在哪一天，我们都会尽早通知你的。）
WANG:	Thank you very much for favoring me so. See you, Mr. Brian.（谢谢您这么偏爱我。布莱恩先生，再见。）
BRIAN:	See you.（再见。）

例二

ZHAO:	May I come in?（我可以进来吗？）
BRIAN:	Come in, please.（请进。）
ZHAO:	Good morning, Mr. Brian. My name is Zhao Lili. I took part in your interview last week for the position of a marketing manager.（早上好，布莱恩先生。我叫赵丽丽，上星期参加了贵公司为招聘市场部经理一职而举行的面试。）
BRIAN:	Yes, I know you. Nice to see you, Miss Zhao.（是啊，我认识你。很高兴见到你，赵小姐。）
ZHAO:	Nice to see you too, Mr. Brian. I am anxious to know whether you've made your decision concerning that position.（我也很高兴见到您，布莱恩先生。我急于想了解你们就这一职位的人选所作出的决定。）
BRIAN:	I thank you very much for your interest in this company and you are no doubt an excellent candidate for the job. But we need someone who is more experienced. I am sorry, Miss Zhao. Better luck next time.（我非常感谢你对本公司的兴趣，也认为你无疑是一位非常优秀的候选人。但我们需要的是一位更有经验的人选。对不起，赵小姐。祝你下次好运。）
ZHAO:	I see.（明白了。）

实用句型

我参加了上周法律顾问招聘的面试，我打电话来只是想问一下结果。

I was interviewed last week for the position of a legal adviser and I'm just calling to follow up the status of that position.

I took part in your interview last week for the position of a legal adviser and I'm calling just to ask about the result.

我打电话来是想询问贵公司上周二招聘市场部经理一职的面试结果。

I'm calling to ask for information concerning the interview last Tuesday for the position of a marketing manager.

你给我留下的印象很好。

The impression you left me is quite good.

你给我们留下了很深的印象。

You've left us a very deep impression.

我们已经决定录用你。

We've decided to employ you.

We've decided to hire you.

我来的目的只是想知道你们是否已经就秘书职位的招聘作出了决定。

I'm just coming to see if you have made your decision concerning the secretary position.

我急于想了解你们就这一职位的人选所作出的决定。

I am anxious to know whether you've made your decision concerning that position.

由于你面试时表现不俗，我们选择了你。

We've decided on you because of your excellent performance at the interview.

我们决定让你和另外一名候选人再参加一次面试。

We've decided to let you and another candidate participate in another interview.

We've decided to ask you and another candidate to take part in another interview.

我们已经初步选定了你和其他两位候选人。

We have narrowed it down to you and two other candidates.

对不起，我们已经把职位给了其他人。

I'm sorry, but we've given the position to someone else.

I'm sorry to say we've given the position to another candidate.

你的确是一位非常优秀的候选人，但我们需要的是一位更有经验的人选。

You are indeed an excellent candidate for the job. But we need someone who is more experienced.

坦白地说，我们已经把外销部经理的职位给了一位更有经验的人。

Frankly speaking, we've given the position of promotional manager to someone who is more experienced.

经验固然重要，但能力也许更重要。

Experience is important, but capacity may be more important.

对不起，我们不能雇佣你。

I'm sorry we cannot hire you.

I'm sorry we can't employ you.

祝你下次好运。

I wish you better luck next time.

Better luck next time.

3.3 进一步联系

说明： 得到面试的结果之后，如果你需要参加第二次面试，或者你被公司录用，你都有必要与公司就一些具体问题进一步取得联系；如果公司通知你落选，而你又很在意那份工作的话，你也不妨鼓足勇气作些补救，为自己争取第二次面试机会，同时也给公司一次机会更好地了解你。 此外，你还有可能求职多家单位而择其一。这时你应该通知你的落选单位你已经有了其他打算而谢绝提名，以便他们重新选择。

例一

WANG:	Hello, may I speak to Mr. Peter, please?（你好。请问皮特先生在吗？）
PETER:	This is he speaking. Who is calling?（我就是皮特。你是哪位？）
WANG:	My name is Wang Fang. How are you, Mr. Peter?（我是王芳。皮特先生，您好吗？）
PETER:	Fine, thanks. And you?（我很好，谢谢。你也好吗？）
WANG:	I'm OK. Mr. Peter, I've received your note and I was overjoyed to learn that you have decided to offer me the position of legal adviser. So I'm calling to thank you for offering me the job.（我还行。皮特先生，我收到了您寄来的通知，得知您已决定录用我为贵公司的法律顾问，我非常高兴，特打电话来向您表示感谢。）
PETER:	Congratulations[kən,grætju'leiʃənz], Miss Wang! We're expecting your joining us soon.（恭喜你，王小姐！我们期待着你的早日加入。）
WANG:	Thank you. I will. But, Mr. Peter, before I start working, I'd like to make clear a few things. I wonder if you could arrange an appointment[ə'pɔintmənt] with me so that we could discuss them.（谢谢您，我会的。但在我上班之前还有一些问题需要弄清楚。不知您能否跟我约个时间谈谈。）
PETER:	Sure. What about this afternoon?（当然可以。今天下午如何？）
WANG:	This afternoon is fine. Shall I go to your office at two o'clock?（今天下午行。我是否两点钟去您办公室？）
PETER:	Yes, I'll be expecting you at two then.（好的，我会等着你两点钟来。）
WANG:	Thank you very much, Mr. Peter. See you.（非常感谢您，皮特先生。回头见。）
PETER:	See you.（再见。）

例二

WANG:	Hello, is this Avon Company?（你好。是雅芳公司吗？）
SANDY:	Yes, Personnel Department of Avon.（是的。这里是雅芳公司人事部。）
WANG:	May I speak to Mr. Peter?（可以和皮特先生讲话吗？）
SANDY:	Yes, hold the line, please.（行，请稍等。）
WANG:	Thank you.（谢谢。）

(A moment later. 一会之后。)

PETER:	This is Peter speaking. Who is calling, please?（我是皮特。请问你是哪位？）
WANG:	Good morning, Mr. Peter. This is Wang Fang. I've just received your note

	informing me that I was selected to fulfill[ful'fil] the position of your legal adviser. I thank you very much for your confidence in my ability, but I'm sorry to say that I'll have to deny[di'nai] your offer. I've accepted another position which suits me better.（早上好，皮特先生。我是王芳。我刚收到您的通知说我被选中担任贵公司的法律顾问一职。非常感谢您对我能力的信任，但我遗憾地告诉您我将不得不拒绝您的提名。因为我接受了另外一个更适合我的职位。）
PETER:	Could you please tell me why?（能跟我说说这是为什么吗？）
WANG:	It seems to me that the position in another company suits my educational background and interests better. What's more important to me is an apartment[ə'pɑ:tmənt] that company will offer me.（在我看来，那个公司提供给我的职位更适合我的兴趣和我所受的教育。更为重要的是那家公司愿意给我提供一套住房。）
PETER:	I see. Good luck.（我明白了。祝你好运。）
WANG:	Thank you.（谢谢您。）

例三

WANG:	Hello, My name is Wang Li. May I speak to Mr. Peter, please?（你好。我叫王丽。请问能和皮特先生通话吗？）
PETER:	Speaking.（我就是皮特。）
WANG:	Good afternoon, Mr. Peter.（下午好，皮特先生。）
PETER:	Good afternoon. What can I do for you?（下午好。我能帮你什么忙吗？）
WANG:	I've just got the news that you have offered the position of computer system manager to someone else. May I ask why I was defeated?（我刚得到消息说您已把计算机系统部经理的职位给了别人。我能问问我为什么落选吗？）
PETER:	Well, as a graduate from Beijing University, you were expected to be an excellent candidate. Yet unfortunately [ʌn'fɔ:tʃənitli], you didn't seem to convince[kən'vins] us successfully that you are more competent than others.（哦，作为一名北京大学的毕业生，我们期待你是个非常优秀的候选人。但不幸的是你似乎没能成功地让我们确信你比其他候选人强。）
WANG:	I see. I certainly agree that your decision is reasonable. However, I still believe that I am a better candidate than anyone else for this position. It's a pity that I didn't express myself well last time. I failed to properly demonstrate ['demənstreit] my abilities mainly for two reasons. For one thing, as it was my first time to participate in a job-hunting interview, I got a bit too nervous. For another, I really cared the position so much so that I lost my normal self. Therefore, I beg from you the opportunity of a second interview and I do hope you could reconsider your decision. Give me a chance, and I won't let you down.（我明白了。我肯定同意贵公司的决定有道理。但我依然认为我比任何别的候选人都更适合这个职位。很遗憾，上次面试我没能很好地表达自己的意思。主要有两个方面的原因使我没能恰当地展示自己的能力。一个原因是我第一次参加求职面试,有点过于紧张；另一个原因是我的确太在意这个职位了，以致于我没能发挥正常水平。因此，我请求您再次给我一个面试机会。我确实希望您能重新考虑您的决定。只要您给我机会，我一定不辜负您的希望。）
PETER:	But we want our employees to stay with us for a few years at least. Can you

	promise that?（但我们要求员工在本公司至少要服务几年。你能保证在此服务几年吗？）
WANG:	No problem. I prefer a permanent job as long as I can apply my knowledge and I get well along with my superiors and my colleagues. From what I learn about your company, I am confident that these needs of mine can be satisfied here. So if I promise to stay here for some years at least, could you possibly give me another chance to be interviewed for this position?（没问题。只要我能运用自己的所学并能和我的上司、同事很好相处，我更希望拥有一份长久的工作。从我对贵公司的了解来看，我相信我的这些要求能在这里得到满足。因此，如果我答应在此至少服务几年的话，您能给我第二次面试机会应聘这一职位吗？）
PETER:	Well, I'd like to, but.... （喔，我也希望，但……）
WANG:	Please, I really wish to be a member of your company and I believe that I'm perfectly suited to this position.（求您了，我真的希望成为贵公司一员，我也认为我非常适合这个职位。）
PETER:	OK, come to my office ten o'clock tomorrow morning.（那好吧，明天上午十点到我办公室来面试。）
WANG:	Great! Thank you, Mr. Peter.（太棒了！谢谢您，皮特先生。）
PETER:	My pleasure. See you tomorrow.（不用谢。明天见。）
WANG:	See you tomorrow.（明天见。）

实用句型

得知您已决定录用我为贵公司的法律顾问我非常高兴。

I was overjoyed to learn that you have decided to offer me the position of legal adviser.

虽然我同意贵公司的决定有道理，但我依然认为我是最能胜任这个职位的人选。

Though I agree that your decision is reasonable, still I believe that I am the most competent one for the position among the candidates.

我相信我是最有能力的人选。

I'm confident that I am the most capable candidate.

也许你的话不无道理。

Maybe there is something in what you say.

你如何向我们证明你更有能力呢？

How can you prove to us that you are more capable?

How can you prove to us that you are more capable?（你如何向我们证明你更有能力呢？）

Why not hire me on trial? You can sack me if you find me not qualified.（你们为什么不对我试用呢？你若发现我不合格，可以解雇我。）

试用也许是个好主意。
A trial might be a good idea.

我真诚希望您能再给我一次面试的机会。
I sincerely hope that you could give me the opportunity of another interview.

我的确希望贵公司能重新考虑你们的决定。
I do hope you could reconsider your decision.

求您了，我真的希望成为贵公司一员，
Please, I really wish to be a member of your company.

我认为我非常适合这个职位。
I believe that I'm perfectly suited to this position.

如果我答应在此至少服务几年的话，您能给我第二次面试机会吗？
If I promise to stay here for some years at least, could you possibly give me another chance to be interviewed?

你明天上午十点到我办公室第二次面试。
Come to my office ten o'clock tomorrow morning for another interview.

非常感谢您给我第二次机会。
Thank you very much for offering me a second chance.
I really appreciate your granting me a second chance.
I'm very grateful to you for giving me a second chance.

恭喜你，王小姐!
Congratulations, Miss Wang!

我们期待着你的早日加盟。
We're expecting your joining us soon.

在我上班之前还有一些问题需要弄清楚。
Before I start working, I'd like to make a few things clear.

不知您能否跟我约个时间谈谈。
I wonder if you could arrange an appointment with me so that we could discuss them.

我刚收到您的通知说是我被选中担任贵公司的法律顾问一职。
I've just received your note informing me that I was selected to fulfill the position of your legal adviser.

非常感谢您对我能力的信任。

Thank you very much for your confidence in my ability.

我不得不遗憾地告诉您我将拒绝您的提名。

I'm sorry to say that I'll have to deny your offer.

我接受了另外一个更适合我的职位。

I've accepted another position which suits me better.

我刚得到消息说您已把那个职位给了别人。

I've just got the news that you have offered the position to someone else.

我能问问我为什么落选吗？

May I ask why I was defeated?

May I ask why I was defeated?（能问问我为什么落选吗？）

Well, at the interview, you didn't prove to us that you are better qualified, while the other candidate seemed to be more suitable for the position with his experience.（哦，面试时你没能向我们证明你更能胜任工作，而那一位候选人有经验，看来更适合这一职位。）

面试时你似乎没能成功地让我们确信你比其他候选人强。

You didn't seem to convince us successfully that you are more competent than others at the interview.

很遗憾，上次我没能很好地表达自己的意思。

It's a pity that I didn't express myself well last time.

主要有两个原因使我没能恰当地展示自己的能力。

I failed to properly demonstrate my abilities mainly for two reasons.

原因之一是我第一次参加求职面试有点过于紧张。

For one thing, as it was my first time to participate in a job- hunting interview, I got a bit too nervous.

One reason is that I got a bit too nervous because it was my first time to participate in a job- hunting interview.

另一个原因是我太在意这个职位了，以致于我发挥失常。

Another reason is that I really cared about the position so much so that I lost my normal self.

因此，我请求您再次给我一个面试机会。

Therefore, I beg from you the opportunity of a second interview.

只要您给我机会，我一定不辜负您的希望。

Give me a chance, and I won't let you down.

3.4 问题提示

(1) 面试结束，你回家后最好就跟具体负责面试的主试人打一个电话，或者写封短信，感谢他给你面试机会，也感谢他为你所花费的精力和时间。礼多人不怪。在雇主难以取舍之际这个电话或这封信也许会产生决定性的作用。

(2) 面试之后一星期左右，你通常能够收到用人单位的通知，告诉你面试的结果。如在两星期之内没有接到任何肯定的回音，你可以跟主试人打个电话问他是否已经作出了决定。这个电话可以表示你的兴趣和热情，你同时也可以从他的口气中听出你是否有希望得到那份工作。如果你在电话里觉察出自己有希望中选，但最后决定尚未作出，你可以等几天后再打电话去打听一下。

(3) 有时面试看起来很成功，结果你还是落选了。对此，你不要大惊小怪。面试时，不少主试人都尽量隐藏其真正的意图，不会轻易让你看出来的。万一他们通知你落选了，你也应该虚心向他们请教你有哪些欠缺使你落选，以便今后改进。

(4) 接到落选通知，也不要气馁。如果你的确很在意那份工作，同时，你又确实认为自己有实力，落选只是因为面试临场发挥得不好，你可以主动和用人单位进一步取得联系，为自己争取第二次面试机会。重新强调一下自己的优点，也有必要让他们知道你一些新的理由、成绩或经验，争取反败为胜。记住，每一次面试都可以增加你的经验，使你处于更有利的位置。

(5) 面试成功后，你上班之前，要谈判。与用人单位专门约个时间就工资、奖金、津贴等待遇问题进行谈判。当然，求职谈判从一开始就已经拉开了序幕。比如说，如果你在求职信里冒冒失失提出你的工资要求，或者面试时傻乎乎地承认自己失业，那么雇主马上就掌握了你的弱点，你就可能失去了工资及福利待遇等问题上讨价还价的余地，这就意味着以后在工资问题上你会吃亏的。正确的做法是，在时机尚未成熟时不要急于谈钱的问题。只有当聘方主动提及工资待遇时，你才开始就报酬问题进行谈判。

(6) 注意谈判技巧。所有的问题都是可以通过谈判达成协议的，这意味着谈判双方总是要作出一些妥协和让步。由于这个妥协是在双方自愿的基础上达成的，它一定是公平并令人愉快的。

LESSON 4

面试示例

Examples

在前面三章里，朋友们大致了解了求职面试的不同阶段如何用英语与雇主接触和交流。本章节主要为读者朋友们提供分专业类型的求职面试示例，方便您有针对性地现学现用。

为了让读者朋友有一个整体感，也为了避免重复面试程序中相同部分以节约篇幅，在分专业示例之前，我们先为您介绍一个较为完整的面试全过程。您将身临其境感受面试气氛，进一步熟悉面试程序，了解面试内容。

4.1 求职面试全过程示例

说明： 莱宝公司正在招聘销售业务员，王丽决定应聘。这时她先打个电话给该公司，表明

自己的想法。

SMITH:	Hello, Leybold Company.（你好。莱宝公司。）
WANG:	Hello, this is Wang Li. I was referred to your company by Professor Liu, principal of the City Commercial College.（你好。我叫王丽，是城市商学院院长刘教授介绍来的。）
SMITH:	Really? Professor Liu.（是吗？刘教授。）
WANG:	Yeah. May I please speak to Mr. Smith, Director of Personnel Department?（是的。我可以请人事部主任史密斯先生接电话吗？）
SMITH:	This is Smith speaking. Can I help you?（我就是史密斯。我有什么可以帮忙吗？）
WANG:	Professor Liu said Leybold is a great company and you just need a sales representative.（刘教授说莱宝是一家很好的公司，正需要一位销售代表。）
SMITH:	Yes, we do.（的确如此。）
WANG:	On my graduation from the City Commercial College this fall, I am very desirous[di'zaiərəs] getting a position which will offer me an opportunity in the field of trading. I should like very much to work for you and I sincerely believe that I can serve you well.（今年秋天我将从城市商学院毕业，希望能够得到一个在商业领域施展才华的机会。我相信自己的能力并诚心愿意为贵公司服务。）
SMITH:	If so, please send us your resume and a letter of application.（如果是这样，请将你的简历和求职信寄给我们。）
WANG:	All right, I will.（好的，我会寄去的。）
SMITH:	I suggest that you fax your materials at 67854321, which is much faster.（我建议你用67854321这个号码将你的资料传真过来，这样快得多。）
WANG:	Right. Thank you for your suggestion.（对。谢谢您的建议。）

（莱宝公司收到王丽的资料之后第二天，通过电话与王丽取得了联系，约定面试时间。）

SMITH:	Hello, may I speak to Miss Wang Li, please?（你好，我可以跟王丽小姐讲话吗？）
WANG:	This is Wang Li.（我就是王丽。）
SMITH:	This is Jack Smith ringing from Leybold Company. We got your job application and I'm ringing to ask a few questions if you don't mind.（我是杰克·史密斯，从莱宝公司打电话来。我们已经收到了你的求职申请书。如果你不介意的话，我想问你几个问题。）
WANG:	Of course not. Please do.（当然不会介意。请问吧。）
SMITH:	What job do you enjoy most?（你最喜欢什么样的工作？）
WANG:	I enjoy the kind of jobs which have more challenging opportunities. That's why I'm interested in your company.（我喜欢富有挑战性一类的工作，这也是我为什么对贵公司感兴趣的原因。）
SMITH:	Good. Why do you think you are qualified for the position of sales representative?（好的。你为什么认为自己有资格胜任销售代表这个职位呢？）
WANG:	My major is international trade. During my vacations [və'keiʃənz] I've

	done some part-time job in this field and thus gained some experiences. My confidence also comes from the fact that I am a diligent['dilidʒənt] student at college and I am often praised by my superiors in the company I work for. So I'm sure I can well satisfy the needs of your company.（我的专业是国际贸易，且在假期一直在这个领域打工，获得了一些经验。我的自信来自于这样一个事实：我在校学习勤奋，在我工作的公司经常受到上司表扬。因此，我相信我能满足贵公司的需求。）
SMITH:	Very good.（很好。）
WANG:	Mr. Smith, can you please offer me a chance of interview?（史密斯先生，请您给我一个面试的机会，好吗？）
SMITH:	Uh..., how about Monday morning at, er, half past ten? Would that be all right?（啊，星期一上午十点半怎么样？那个时间行吗？）
WANG:	Thank you, Mr. Smith. Monday morning suits me fine.（谢谢您，史密斯先生。星期一上午没问题。）
SMITH:	That's Monday morning of the 10th of April.（那就定在四月十日那个星期一上午。）
WANG:	Yeah, I look forward to seeing you then. By the way, shall I come to your office for the interview?（是。我盼望着与您会面。顺便问一句，我是否去您的办公室参加面试？）
SMITH:	Yes, the interview is to be held in my office on the second floor. Good-bye.（是的。面试在我位于二楼的办公室进行。再见。）
WANG:	Good-bye.（再见。）

（星期一上午，王丽如约来到史密斯办公室参加面试。）

WANG:	May I come in?（我可以进来吗？）
SMITH:	Yes, please.（请进。）（进门之后轻轻把门关上，缓步走到主试人面前，非常自信地伸出右手与对方握手。）
WANG:	Nice to meet you, Mr. Smith. My name is Wang Li and I'm coming in for an interview as requested.（史密斯先生，很高兴见到您。我叫王丽，是按要求来面试的。）
SMITH:	Nice to meet you, Miss Wang. Please take a seat.（很高兴见到你，王小姐。请坐。）
WANG:	Now let担 get down to talking, shall we? Where is your hometown?（现在我们开始好吗？你的籍贯在哪里？）
WANG:	My hometown is in Hubei.（我的家乡是湖北。）
SMITH:	Are you a resident of Beijing?（你是北京市居民吗？）
WANG:	Yes, I am.（是的。）
SMITH:	How many people are there in your family?（你家有几口人？）
WANG:	There are four of us including my grandma, my parents and me.（有四口人，奶奶、父母亲和我。）
SMITH:	Do you live with your family?（你和父母住在一起吗？）
WANG:	Yes, now that I'm graduating, I stay at home most of the time. We live in Beijing University of Foreign Studies, where my mother is a teacher of English.（对。因为即将大学毕业，我多数时间都呆在家里。我们住在北

外，母亲是北外的英语教师。）

SMITH:	Is that the reason why you speak very good English?（这就是你英语说得很棒的原因吗？）
WANG:	Yes, thank you.（谢谢您。）
SMITH:	I've been looking over your application. I understand you are to graduate from college this June.（我查看过你的申请资料，了解到你将于今年六月从学校毕业。）
WANG:	Yes, that's right.（是的。）
SMITH:	What do you usually do after class? Do you have any hobby?（上课之余常做些什么？有没有什么嗜好？）
WANG:	I like taking pictures and I favor swimming in summer. As for my hobby, I'm interested in collecting stamps.（我喜欢摄影，夏天喜欢游泳。至于嗜好嘛，我对集邮很有兴趣。）
SMITH:	Are you a member of any club?（参加什么俱乐部吗？）
WANG:	Yes, I'm a member of this city's Photograph Association.（我是本市摄影协会会员。）
SMITH:	What can you say about your personality?(你对自己的性格特点作何评价？）
WANG:	Generally speaking, I've an outgoing personality and I get along well with my classmates and colleagues.（总的说来，我性格外向，与同学同事们相处很好。）
SMITH:	Do you like working with other people or working alone?（你喜欢团队合作还是个人单干？）
WANG:	As a member of a team I know the importance of cooperation[kəu,ɔpə'reiʃən], so I like working together with the other members.（作为集体的一员，我知道合作的重要性，所以我喜欢和其他成员一起工作。）
SMITH:	Very good.（很好。）
WANG:	Thanks. On the other hand, I could complete my own mission['miʃən] successfully by myself as well.（谢谢。另一方面，我也能够独立地顺利完成我自己的任务。）
SMITH:	What kind of people would like to work with?（你喜欢和什么样的人一道工作？）
WANG:	I enjoy working with anyone as long as he or she is honest and hard-working.（我喜欢和任何诚实、勤奋的人合作。）
SMITH:	What type of people do you hate to work with?（什么样的人是你不喜欢合作的？）
WANG:	I hate to work with those who are very fond of gossip.（我不喜欢与那些特爱讲闲话的人共事。）
SMITH:	Can you work under pressure['preʃə]?（你能在压力之下工作吗？）
WANG:	I can work better under reasonable pressure.（在有一定压力的情况下，我会干得更出色。）
SMITH:	What is the most important thing in work as far as you are concerned?（对你来说，工作中最重要的是什么？）

WANG:	As far as I am concerned, the most important thing in work is the sense of duty and the feeling that you've accomplished something.（对我来说，工作中最重要的是责任心以及你的成就感。）
SMITH:	Very good. Now please tell me something about your education.（很好。现在请你谈谈你的受教育情况。）
WANG:	OK. I graduated from No.4 Middle School in 1998 and then I came to study international trade in the City Commercial College.（好的。我 1998 年毕业于第四中学之后就来到了城市商学院学习国际贸易。）
SMITH:	Why did you choose this college?（你为何选择城市商学院？）
WANG:	Well, I favor the specialty of international trade in this college.（啊，我特喜欢城市商学院的国际贸易这个专业。）
SMITH:	Have you taken a minor subject?（你有没有辅修呢？）
WANG:	Yes, my minor subject is business administration.（有。我的辅修专业是工商管理。）
SMITH:	Why did you take business administration as your minor?（为什么把工商管理作为你的辅修专业？）
WANG:	Well, you see, administration is the important aspect in any field. I believe it will further my career in any profession.（你瞧，管理在任何领域都是一个很重要的方面。我相信，无论我从事哪项职业，它都可以帮我拓展我的事业。）
SMITH:	What was your favorite subject at university?（大学期间你最喜欢的课程是什么？）
WANG:	My favorite subject at university is computer science.（大学期间我最喜欢的课程是计算机科学。）
SMITH:	So you must be good at using a computer, I suppose?（这么说我猜你一定很擅长使用计算机了？）
WANG:	Yes, you are right.（是的，您说得没错。）
SMITH:	What examination, concerning English, have you passed in university?（关于英语，你通过了什么考试？）
WANG:	The national English test grade eight for English majors.（英语专业的全国英语八级考试。）
SMITH:	Did you make fine records while studying at university?（你在校学习期间成绩好吗？）
WANG:	Yes, I got excellent records in all my subjects.（好，我各科成绩均为优秀。）
SMITH:	I understand you've had some experience of working during your vacations for a company engaged in international trade. What was your chief responsibility there?（我了解你有假期里在一家外贸公司打工的经历。你在那里主要负责什么工作？）
WANG:	I was mainly responsible for collecting information about garments['gɑ:mənts] and textiles['tekstaiɭ] on the global ['gləubəɭ] markets.（我主要负责搜集国际服装和纺织业的全球市场信息。）
SMITH:	Are you familiar with the procedures[prə'si:dʒəz] of both import['impɔ:t]

	trading and export['ekspɔ:t] trading?（你是否熟悉进出口贸易的程序？）
WANG:	Yes, I know a little bit about these procedures because I took a course in this field and it so happens that I have an uncle who works as a middleman between the foreign sellers and domestic[dəu'mestik] buyers in a foreign trade company. So I have got a chance to learn about both the theory and the practice.（知道一点儿。我修了这方面的一门课程，而且我碰巧有个叔叔在一家外贸公司做国外卖家和国内买家之间的中间人。因此，我有机会学习、了解这方面的理论与实践。）
SMITH:	Very good.（很好。）
WANG:	Thank you.（谢谢。）
SMITH:	Well, Miss Wang, you seem to be a very good candidate for the job.（好吧，王小姐，看来你似乎是个不错的人选。）
WANG:	I'm glad you should think so.（您能这么认为，我很高兴。）
SMITH:	Have you applied for a position in any other companies?（你是否去过其他公司求职？）
WANG:	Frankly speaking, yes. I've also applied to two other companies.（坦白地说，去过。我还申请过其他两家公司。）
SMITH:	Which companies, may I ask?（我可以问问是哪两家公司吗？）
WANG:	They are ABC Company and Bank of China.（ABC公司和中国银行。）
SMITH:	What are the results?（结果如何？）
WANG:	ABC has offered me a position, but Bank of China has said no to my application.（ABC公司给我提供了一个职位，但中国银行拒绝了我的申请。）
SMITH:	Why were you turned down?（他们为何拒绝你？）
WANG:	I was too nervous to express myself well enough at my first interview.（我第一次面试太紧张，因此没能很好地表达自己。）
SMITH:	Do you plan to say no to ABC's offer?（你是否打算拒绝ABC公司的提名呢？）
WANG:	Yes, on condition that I'm engaged by you here. I hope to work for you because I believe your company has a great future and offers lots of opportunities to every competent employee as Professor Liu told me.（ 如果你们这儿能录用我的话，我会拒绝他们的。我之所以希望来贵公司工作是因为我认为贵公司有远大的发展前景，并且正如刘教授告诉我的，贵公司能为每一位有能力的员工提供很多机会。）
SMITH:	Well, Miss Wang, please excuse me for asking you some personal questions that might sound a bit impolite [ˌimpə'lait]. Eh, do you have a boyfriend?（啊，王小姐，请原谅我要问你几个也许听起来有点不大礼貌的问题。唔，你是否有男朋友？）
WANG:	To be honest, yes. He works in a government office in Beijing.（说实话，我有男朋友。他在北京某政府部门工作。）
SMITH:	How soon do you plan to get married then?（你们打算什么时候结婚呢？）
WANG:	I do not have any plan for marriage yet as I'm still young. I am not in a hurry to get married.（我还年轻，因此我还没有结婚的计划。我不急于成家。）
SMITH:	I wonder if you would mind going on business trips frequently?（不知你是否介意经常因公出差？）

WANG:	No, not at all. I enjoy travelling and seeing much of the world.（一点儿都不介意。因为我喜欢出差,见更多的世面。）
SMITH:	Good. Suppose we decided to employ you, how much money a month do you hope to get here?（好。假如我们决定雇用你，你希望一个月拿多少钱？）
WANG:	As for salary, I leave it to you to decide after experience of my capacity.（至于薪水，还是等检验了我的能力之后由你们再作决定吧。）
SMITH:	Well, I believe we can offer you 4000 yuan a month at the start. Would that be satisfactory to you?（啊，我想我们可以给你四千元的起薪。你觉得满意吗？）
WANG:	Yes, I'm quite satisfied, for that担 not the problem I care about. What I care more is the experience I gain by working in such a company.（我很满意。因为钱这个问题我不太在意，我更在乎的是通过在这样的公司工作所取得的经验。）
SMITH:	Do you have any questions to ask?（你有什么问题要问吗？）
WANG:	Are there any social activities for the staff members?（公司职员有没有什么社交活动？）
SMITH:	No, I'm afraid not. Working here is strictly a business proposition. We expect our employees to work hard and they are well paid for it. We give generous bonuses, too.我想，没有。在此工作完全是公务性质。我们期望员工努力工作，所付的报酬很好。我们也支付优厚的奖金。）
WANG:	I see. One more question.（我明白了。再问一个问题。）
SMITH:	Yes?（什么问题？）
WANG:	How can I contact you for your decision?（我如何与您联系以了解结果呢？）
SMITH:	You don't need to contact us, for we will give you a phone call and inform you of our decision by the end of this week. Nevertheless, here is my card with my numbers on it in case you need to call me.（你不必跟我们联系。这个周末之前我们会打电话通知你结果的。尽管如此，还是给你一张名片，上面有我的电话号码，以便你需要打电话找我时用。）
WANG:	Thank you. I'll be looking forward to your decision.（谢谢您。我将期待着贵公司的决定。）
SMITH:	All right. I really appreciate[ə'priʃieit] your coming to the interview.（好吧，谢谢你来参加我们公司的面试。）
WANG:	It's my pleasure. Honestly speaking, I'm really interested in your company and do hope to work here. Thank you, Mr. Smith, for your giving me this interview. Good-bye.（我也很高兴。说实话，我确实对贵公司很感兴趣，并衷心希望能来这里工作。史密斯先生，谢谢您给我这次面试。再见。）
SMITH:	Good-bye.（再见。）

（王丽微笑着与主试人握手道别后离开面试房间，轻轻关上房门。）

（当天下午王丽在给史密斯先生寄出一封感谢信之后又打来电话表示谢意。）

WANG:	Hello, is it Leybold Company?（你好。莱宝公司吗？）
SMITH:	Right you are.（对。）
WANG:	May I speak to Mr. Smith, please?（可以跟史密斯先生讲话吗？）
SMITH:	Speaking.（我就是史密斯。）

WANG:	Oh, how are you, Mr. Smith?（噢，史密斯先生，您好吗？）
SMITH:	Fine, thanks. Who is calling, please?（我很好，谢谢。请问你是哪位？）
WANG:	This is Wang Li speaking. I came to your interview this morning for the position of a sales representative.（我是王丽，今天上午来参加过您为招聘销售代表而举行的面试。）
SMITH:	Oh I see. You left me a very deep impression. Can I help you?（哦，知道了。你给我留下了很深的印象。有什么事儿吗？）
WANG:	I'm calling just to thank you for giving me the opportunity.（我只是打电话来感谢您给我这次面试机会。）
SMITH:	You are welcome. We'll inform you of our decision very soon.（不用谢。我们很快就会将我们的决定通知你的。）
WANG:	That'll be very kind of you, Mr. Smith. I'll be expecting your good news for me then. Good-bye.（那就太谢谢您了，史密斯先生。我会期待着您给我带来好消息。再见。）
SMITH:	Good-bye.（再见。）

（星期五上午，王丽接到史密斯先生从莱宝公司打来的电话，通知她已被录用。）

SMITH:	Hello, may I speak to Miss Wang Li, please?（你好。请问王丽小姐在吗？）
WANG:	Speaking. Who is calling?（我就是。你是哪位？）
SMITH:	This is Smith ringing from Leybold Company.（我是史密斯，从莱宝公司打电话来。
WANG:	Oh, Mr. Smith. How are you?（噢，史密斯先生。您好吗？）
SMITH:	Fine, thanks. I'm calling to inform you that we have decided to offer you the position of sales representative.（我很好，谢谢。我打电话来是通知你我们已经决定聘用你担任销售代表。）
WANG:	Really? Great! Thank you very much for offering me the job.（真的？太好了！非常感谢您把这份工作给我。）
SMITH:	Congratulations, Miss Wang! We're expecting your joining us soon.（恭喜你，王小姐！我们期待着你的早日加盟。）
WANG:	Thank you. I will. But, Mr. Smith, before I start working, I'd like to make clear a few things. I wonder if you could arrange an appointment with me so that we could discuss them.（谢谢您，我会的。史密斯先生，在我上班之前还有一些问题需要弄清楚。不知您能否跟我约个时间谈谈。）
SMITH:	Sure. What about this afternoon? I'd like to have a talk with you, too.（当然可以。今天下午如何？我也正想跟你谈谈。）
WANG:	This afternoon is fine. Shall I come to your office at two o'clock?（今天下午行。我是否两点钟去您办公室？）
SMITH:	Yes, I'll be expecting you at two then.（好的，我会等着你两点钟来。）
WANG:	Thank you very much, Mr. Smith. See you.（非常感谢您，史密斯先生。回头见。）
SMITH:	See you.（再见。）

（下午两点，王丽如约来到史密斯先生的办公室。）

WANG:	May I come in?（我可以进来吗？）
WANG:	Come in, please.（请进。）

SMITH:	You surely look good today, Miss Wang.（王小姐，你今天气色真好。）
WANG:	Thank you, Mr. Smith. Glad to meet you.（谢谢您，史密斯先生。见到您真高兴。）
SMITH:	Me too. Did you come here directly from home?（我也很高兴见到你。你是从家里直接来的吗？）
WANG:	Yes. It took me about half an hour by bus. But it'll take me much longer a period of time if I come here at the rush hour when people are travelling to work or back home from work.（对。坐公共汽车来大约花了我半个小时。但是，我若在上下班的高峰期来这里的话，路上花的时间可就长多了。）
SMITH:	There is often a traffic jam at the rush hour.（高峰期常有交通堵塞的情况。）
WANG:	So may I ask for an apartment from the company?（因此我可以向公司要套房子吗？）
SMITH:	We might be able to offer you a shared apartment with two other girls. Will that be satisfactory to you?（也许我们能向你提供一套你和另外两个女孩子合住的套房。你满意吗？）
WANG:	Yes, I'm quite satisfied. I can go home on weekend anyway.（我很满意。反正周末我可以回家。）
SMITH:	Miss Wang, I appreciate knowing when you'll be available[E5veilEbl] to start working.王小姐，我很想知道你何时能开始上班。）
WANG:	I am to leave school on the last day of June. Thus I can come to work beginning from the very first day of July. Is that OK with you?（我将于六月三十日毕业离校。所以，我可以从七月一日开始工作。您看这样行吗？）
SMITH:	That's fine. Please come in on July 1st. Working hours are from nine to five-thirty. Lunch is 45 minutes.（行。请你七月一日来上班。上班时间从上午九点到下午五点半，午餐休息四十五分钟。）
WANG:	Does the company offer its employees a free lunch?（公司是否为员工提供免费午餐？）
SMITH:	Yes.（是的。）
WANG:	Another question. I suppose the company buys for its employees health insurance[inˈʃuərəns], too?（还有一个问题。我想公司也会为员工们买医疗保险吧？）
SMITH:	Sure. Any more questions?（当然。还有问题吗？）
WANG:	No more for the moment. Thank you for giving me so much information. Good-bye, Mr. Smith.（暂时没有了。谢谢您为我提供这么多信息，史密斯先生。再见。）
SMITH:	Good-bye.（再见。）

4.2 不同职位面试示例

以上介绍的是一个求职面试以及面试前后与用人单位联系的全过程。下面重点介绍面试中不

同职位或工种的面试提问，所有职业在面试中都会涉及到的问题不再一一重复。

4.2.1.

说明： 王小姐去一家贸易公司应征秘书职位。人事部主任正在给她面试。
（为方便起见，我们把王小姐简称为 W，而把人事部主任简称为 D。以下各面试片段也照此处理。）

D:	I believe you probably['prɔbəbli] have a fair idea of what sort of job you are applying for.（我想你可能已经非常了解你所申请的工作。）
W:	Yes, It was clearly explained in the advertisement on April 10th *Changjiang Daily*. （是的，这在四月十日的《长江日报》上登载的贵公司广告中已经解释得很清楚了。）
D:	We've been looking over your application. I see you have several years experience in secretarial work. What kind of work were you doing in your previous company?（我们查看过你的申请资料，了解到你有多年的秘书工作经验。你在以前的公司做哪方面的工作？）
W:	Yes, I've been a secretary for five years. I was in charge of the office in a general way. I supervised['sju:pəvaizd] three other girls and also took care of the company's correspondence[ˌkɔris'pɔndəns]. I typed all the letters that went out of the office. I was the only one there who could take shorthand. The other girls typed routine memos[ru'ti:n 'meməuz], invoices['invɔisiz], and shipping documents.（是的，我曾经做过五年的秘书。我负责一般行政工作。我督导其他三位女职员，并处理公司的函件。公司寄发的信函全由我打字。公司里只有我一人会速记。平常的备忘录、发票和船运文件由别的女孩子打字。）
D:	It seems to me that you've changed your job quite often.（你似乎常常变换工作。）
W:	Yes, I wanted to work in a more challenging environment. That is why I'm applying for this position at your company. Your company promises to expand into a large-sized multinational[ˌmʌlti'næʃənəl]one around the world.（是的，我喜欢更具挑战性的工作环境。这就是我申请你们公司这个职位的原因。贵公司准备扩建成一个大型的环球公司。）
D:	Good. Now, perhaps you would tell me about the essential [i'senʃəl] qualities a secretary should maintain [mein'tein].（好。现在，也许你能告诉我，作为一个秘书，需要具备什么样的重要品质。）
W:	WeIl, to begin with, I'd say she needs to be diligent.（好的。首先，我认为她必须勤奋。）
D:	Ok. Go on.（好，继续说。）
W:	The second point is that the secretary of an export manager has to do a lot of things on her own initiative[i'niʃieitiv].（第二点，作为一名出口销售部经理的秘书，她必须主动地做许多事情。）
D:	Quite right. By the way, do you like travelling?（相当好。顺便提一下，你喜欢旅行吗？）
W:	Oh, yes, especially around the globe. And I can speak fluently both

English and French.（是的，特别是环球旋行。我能够说流利的英语和法语。）

D: Excellent. If you are hired, you'd probably have to come along with the export manager to conferences ['kɔnfərənsiz] and things around the world from time to time.（好极了，如果你被录用，你可能要经常和出口部经理一起到世界各地去开会和处理其它的业务。）

W: I'd like that very much.（我非常愿意。）

D: Good. Can you tell me why you believe you are qualified for this position?（好。你是否能告诉我，你为什么相信自己能胜任这个职位？）

W: Well, five years experience as a secretary has already proved that point. In addition, I have obtained a certificate of shorthand and typing skills. My college education at Wuhan University has already equipped me with the skills in report writing, summary writing, keeping minutes at meetings, and so on. Most important of all is that I seem to have a better memory than average['ævəridʒ].（可以。五年秘书工作的经历已经证明了这一点。另外，我还取得了速记和打字技能的合格证书。我在武汉大学所受的教育使我具备了书写报告、摘要、控制和掌握会议时间等能力。其中，最重要的是比常人有更强的记忆力。）

D: That sounds fine. Well, how is your shorthand?（好极了。你的速记速度怎么样？）

W: I can take dictation at ordinary speed.（我能以平常的速度听写口授书信。）

D: I扏 like to try you out. Here's a pencil and a pad. Please take this letter: Kings Tyre Trading Inc., Twelve Oxford Street... Now if you don 抉 mind, would you type up your dictation on that typewriter?（我想考你一下。这里有一支铅笔、一张纸，请你听我念这封信：金氏轮船贸易公司，12号，牛津街……现在，你若不介意，可否请你把你听写下来的信用打字机打出来？）

W: Not at all, sir. (proceed to typing)（先生，没问题。）（打字）Here you are, sir.（好了，先生。）

D: Thanks. Hmm, pretty good. No mistakes and very fast, too. Well, you seem to be the person we want.（谢谢。哦…… 很好，没有错误，速度也很快。好，你似乎就是我们需要的人选。）

W: I'm glad you think so.（您这么想，我很高兴。）

D: What kind of salary did you get at your previous job?（你以前的薪水多少？）

W: Well, I got two thousand and five hundred per month.（啊，月薪二千五百元。）

D: I see. I believe we can offer you three thousand yuan at the start. Would that be satisfactory?（明白了。我们可以给你起薪三千元。你觉得满意吗？）

W: Yes. I think so. That'd be more than I have expected.（是的，我想是的。这已经超出我的预料了。）

D: Fine. We have all the fringe[frindʒ] benefits, too, like health insurance, bonus and paid vacation. Suppose we decided to employ you, what date can you start to work?（好的。我们还有一些福利，例如医疗保

	险、奖金以及带薪休假等。如果我们决定聘用你的话，你哪一天可以开始上班？）
W:	How about early next month?（下个月初如何？）
D:	Good. Thank you very much for coming in, Miss Wang. You'll be hearing from us in a few days.（好的。王小姐，非常感谢你来公司参加面试。过几天，我们会给你消息。）
W:	Thank you for your interview. I'll enjoy working here. Bye-bye.（谢谢您的面试。我将很乐意在此工作。再见。）
D:	Bye-bye. And good luck.（再见。 祝你好运。）

4.2.2. 机械工程师

说明： 张强应聘某公司的机械工程师职位，该公司人事部主管正在与其面谈。

D:	Why do you think you are qualified for this position?（你为何认为你适合做这份工作？）
Z:	My four years' studying in the department of Mechanical [mi'kænikəl] Engineering has equipped me with a solid ['sɔlid] theory foundation and the three years employment by ABC Company has given me the necessary practical experience.（在机械工程系四年的学习给了我扎实的理论基础，而在ABC公司三年的工作又使我获得了必要的实践经验。）
D:	Good. What is your technical title['taitl] now?（好的。你现在的技术职称是什么？）
Z:	I'm now an assistant mechanical design engineer.（我现在是一名助理机械设计工程师。）
D:	Would you like to talk about your merits?（谈谈你的工作业绩好吗？）
Z:	Sure. While working in ABC Company, I designed a more powerful gasoline['gæsəli:n] engine which could greatly increase the speed of a car.（当然可以。在ABC公司工作时，我曾设计过一种更有效的汽油发电机，它可以显著地提高小汽车的速度。）
D:	Great. What do you think is the most important thing in work?（太棒了。你认为工作中最重要的是什么？）
Z:	I believe the sense of achievement is perhaps more important than others. Working environment and conditions are also important, though.（我认为成就感也许要比其他东西更为重要，虽然工作环境和工作条件也重要。）
D:	Why should you decide to leave ABC?（你为什么决定离开ABC？）
Z:	Frankly speaking, I enjoyed working there. I decided to leave only because I've got a baby last month. So I wish to live with my wife and take care of my little daughter.（坦白地说，我很喜欢在ABC的工作。我决定离职只是因为我的孩子于上月出生了。因此我希望能跟妻子住在一起好照顾女儿。）
D:	I see. Why do you think we should hire you?（知道了。你为什么认为我们应该用你呢？）
Z:	I have the knowledge and experience you need for this position. As my

present boss often says, I am a hard worker with sufficient[səˈfiʃənt] education and consciousness [ˈkɔnʃəsnis] of responsibility.（因为我具有你们这个职位所需要的知识和经验。而且，正如我现在的老板所说，我是一个努力工作、受过良好教育又富有责任心的人。）

D:	All right. Have you brought your certificates with you?（好吧，你把你的证书都带来了吗？）
Z:	Yes, here you are.（是的， 给您。）
D:	Suppose we decided to employ you, what idea do you have for your salary?（假如我们决定雇用你的话，你对工资问题有何想法？）
Z:	I扷 like to leave the problem to you and you can pay me according to my work.（我想把这个问题留给贵公司，你们可以根据我的工作表现给我付酬。）
D:	What is your salary now with ABC?（你现在ABC的月薪多少？）
Z:	I get a salary of four thousand each month and my boss has promised to raise my salary if I stay there.（我现在的月薪是4000元。但老板已经许诺我若不走他会给我加薪的。）
D:	If we offer you four thouand five hundred a month at the start, would you be satisfied?（如果我们给你起薪4500元，你满意吗？）
Z:	Yes, I am. Thank you.（满意。谢谢您。）
D:	When can you start working?（你什么时候可以来上班？）
Z:	How about early next month? I need to give my present boss a few days to find someone to replace me.下月初如何？我需要给我现在的老板几天时间寻找替代我的人。）
D:	Ok. We expect you to join us on June 1st then.（好的。我们期待你六月一号来与我们一道工作。）
Z:	Thank you for your trust and I will prove that I am worthy of it.（谢谢您对我的信任。我会证明我值得您信任的。）
D:	I hope so. Thanks for coming in. Good-bye.（希望如此。感谢你来参加面试。再见。）
Z:	Thank you for interviewing me. Bye-bye.（感谢您给我面试。再见。）

4.2.3. 公关部经理

说明： 李敏应征公关部经理一职。人事部经理正在给她面试。

D:	What makes you believe that you are qualified for the position of Manager of Public Relations?(是什么让你相信自己能胜任公关部经理这个职位的？）
L:	My education has equipped me with adequate[ˈædikwit] knowledge about public relations. As a student, I was actively involved in the work of college Students' Union and I was in charge of public relations. Ever since I left school in 1998, I've been working in a company as an assistant to the Manager of Public Relations. I am responsible for contacting different departments of government offices.（上大学时，我积极参与院学生会的工作，负责公共关系事务。自从1998年大学毕业以来，

	我一直在一个公司做公关部经理助理，负责与政府各个部门的联系。）
D:	So you are quite familiar with the responsibilities of this position?（如此说来，你对这个职位的职责相当熟悉了？）
L:	I believe so. And I have excellent communication abilities and I could communicate[kəˈmju:nikeit] easily with people in the English language as you can see here.（我想是的。我具有很好的交际能力，并且正如您在这里看到的，我可以轻松地用英语与人交流。）
D:	Yes, your English sounds perfect.（不错，你的英语说得很棒。）
L:	Thank you.（谢谢。）
D:	How many foreign languages can you speak?（你能说几国外语呢？）
L:	Two. English and French.（两国外语，即英语和法语。）
D:	You mean you can read and write in both of them?（你是说这两种语言你都可以读和写吗？）
L:	No, I'm proficient in both written and spoken English, but I can only carry on a simple conversation in French.（不，我可以熟练地说写英语，但法语只能进行一些简单的会话。）
D:	Do you drink?（你喝酒吗？）
L:	Yes, but just in social occasions.（喝。但只是为了应酬才会饮酒。）
D:	What can you say about your personality?（你认为自己的个性如何？）
L:	My colleagues often say that I have a pleasant personality. I believe I am outgoing and can get well along with different kinds of people.（我的同事们说我个性很好。我认为自己比较外向，能与不同类型的人很好相处。）
D:	Very good. You seem to be the person suitable for this position.（很好。看来你比较适合这一职位。）
L:	I'm happy that you think so.（您这么认为，我很高兴。）
D:	By the way, what is the reason for your leaving your present company?（顺便问一句，你离开现在这家公司的原因是什么？）
L:	I desire to have a more challenging job and shoulder more responsibilities.（我想有一份更富有挑战性的工作，也担负更多的责任。）
D:	Good. If we decided to offer this position to you, how soon will you be available to start working?（好的。如果我们决定把这个职位给你，你最早什么时候能来上班？）
L:	What about early next month?（下月初如何？）
D:	I'll see you on July 1st then. Thank you very much for coming today. It'll be a pleasure to have you here.（那么七月一日再见。感谢你今天来面试。能雇用你是本公司的荣幸。）
L:	I really appreciate your interviewing me and offering the position. I'm sure I'll enjoy working here, too. Bye-bye.（我真是非常感谢您给我面试并给我这个职位。我相信我也会喜欢在这里工作的。再见。）

4.2.4. 销售经理

说明： 曹力刚去一家贸易公司应聘销售经理一职。该公司人事部经理正在给他面试。

D:	Why are you interested in working for this company?（你为什么对在本公司工作感兴趣呢？）
C:	I know that yours is an excellent company in international business and I believe it would be a very good place for me to make use of what I learned at college and the professional experience I gained abroad.（我知道贵公司是国际贸易方面很优秀的一家公司。因此，我认为这里会是运用我在校所学以及我在国外获得的专业经验的好地方。）
D:	But, as far as I know, your present company is also doing international business. What are you responsible for there?（但据我所知，你目前供职的公司也是经营国际贸易的。你在那里负责什么工作？）
C:	I was mainly responsible for being the middleman between the foreign sellers and domestic buyers and collecting information about garments and textiles on the global markets.（我主要负责做国外卖家和国内买家之间的中间人，还负责搜集国际服装和纺织业的市场信息。）
D:	So you are familiar with the procedures of both import trading and export trading?（这么说，你对进口和出口贸易的程序很熟悉了。）
C:	Very much so.（非常熟悉。）
D:	Why are you leaving?（你为何离职呢？）
C:	Frankly speaking, I like the work, but the salary is too small. As a responsible man, I do hope that my family could live a better life.（坦白地说，我很喜欢目前的工作，可薪水太低了。作为有责任心的男人，我真的希望我的家人生活得更好。）
D:	Are you paid on a commission[kəˈmiʃən] or salary basis now?（你现在拿的是佣金还是薪水？）
C:	I拇 paid on a salary basis.（我拿薪水。）
D:	May I ask how much you get a month?（我可以问问你月薪多少吗？）
C:	Six thousand yuan.(六千元。）
D:	I see. Why do you think we should employ you?（明白了。你为何认为我们应该雇用你？）
C:	I have both the knowledge and the experience you need for the job. I majored in international business at college and I had the experience of working in a company in international trade. In addition, I'm sure I can offer my service to your company because my experience is closely related to the job I apply for.（我具备这份工作所需的知识和经验。我在大学主修国际贸易，又有在国际贸易公司工作的经历。此外，因为我的经验与我申请的工作密切相关，我相信我能为贵公司提供很好的服务。）
D:	I hope so. Have you obtained any certificate of technical qualifications?（希望如此。你持有什么技术资格证书吗？）
C:	Yes, I've obtained an Import & Export Sales Staff's Qualification Certificate and a Computer Operator's Qualification Certificate.（我

已获得进出口营销员资格证书和电脑操作员资格证书。）

D:	Would you like to talk about your merits?（谈谈你的工作业绩好吗？）
C:	Sure, sir. As the marketing manager, I have promoted our sales by 15% in one year.（当然可以，先生。作为市场部经理，我使我们的销售额一年内提高了15%。）
D:	Suppose we decided to give you the position, how much do you hope to get?（假设我们决定把这个职位给你的话，你希望月薪多少？）
C:	Based on my abilities and experience, I'm looking for eight thousand yuan a month.（根据我的能力和经验，我希望月薪是八千元。）
D:	That拘l be a little more than we had planned.（这比我们计划的多了些。）
C:	I believe you will find that I'm worth it after I work here for some time.（我想我在贵公司工作一段时间之后您会发现我值得拿那些钱。）
D:	But still, I don't think we can offer you that much as the starting salary, for there are many fringe benefits here.（但我还是认为我们无法给你这么高的起薪。我们这里还有很多额外的福利。）
C:	What are they?（什么福利？）
D:	We offer a rent-free house and the use of a car in addition to medical benefits.（除了医疗津贴我们还提供免租费的住房和可使用的汽车。）
C:	But I have my own house and my own car.（可我有自己的住房和汽车。）
D:	Or you may choose a monthly salary of four thouand yuan to begin with and 1% commission on all your sales in addition to the fringe benefits offered.（另外你还可以选择每月四千元作为底薪和你销售额的1%作为佣金，外加公司提供的额外福利。）
C:	All right, I would accept this.（好的，这个我接受。）
D:	Thank you for accepting the position.（感谢你接受销售经理这个职位。）
C:	My pleasure.（这是我的荣幸。）

4.2.5. 导 游

说明： 王芳来到一家旅行社应征导游职位。旅行社经理正在给她面试。

M:	I understand that you are an English major from Huazhong Normal University.（我了解到你是华中师范大学的英语专业学生。）
W:	Yes, I study English there.（是的，我在华师学习英语。）
M:	Do you usually take part in extracurricular activities?（你是否常参加课外活动？）
W:	Yes, I'm actively involved in the activities organized by the English association and got several prizes for the English Role Play Competition on campus each year and the English Debating[di'beitiŋ] Contest last year.（是的，我常积极参加英语协会组织的活动并每年都在学校的英语小品大赛上获奖。去年还在英语辩论赛上获奖。）
M:	Really? Do you enjoy outdoor sports?（真的？你喜爱户外运动吗？）
W:	Yes, I've persisted[pə'sistid] in jogging every morning and I enjoy

	playing basketball and volleyball so that I could keep fit.（喜欢。我坚持每天早上慢跑并喜欢打篮球和排球来保持健康的体魄。）
M:	How many languages can you speak?（你会讲几种语言？）
W:	Three. Besides my mother tongue Chinese, I can also speak English and Japanese.（三种。除了我的母语中文之外，我还可以讲英语和日语。）
M:	Good. You see, employees in this company must have a good command of English. Please tell me about your ability in speaking and understanding English.（不错。你瞧，本公司的雇员必须具备很好的英语素质。请谈谈你的英语会话和理解能力。）
W:	All right. As you can see here, my oral English is fairly good and I can well express myself clearly and fluently. Besides, I'm in the habit of listening to the radio and reading newspapers and magazines in English, which helps a lot in promoting my ability to understand English.(好的。正如你这里所见，我的口语是相当好的，可以清楚流畅地表达自己的想法。另外，我习惯于听英语广播和阅读英文报刊杂志，这非常有助于提高我理解英语的能力。）
M:	Why do you want to be a tourist guide?（你为何想当导游？）
W:	I like travelling and meeting various kinds of people.（我喜欢旅行，喜欢和各种各样的人打交道。）
M:	Do you know something about the responsibilities of a tourist guide?（你了解导游的职责吗？）
W:	Yes. A tourist guide is responsible for offering his guests service of transportation and accommodations [əˌkɔməˈdeiʃən] in addition to arranging trip activities like sightseeing, shopping and entertainment[ˌentəˈteimənt].（了解。作为导游，他除了负责为游客安排诸如观光、购物和娱乐等旅行活动之外，还应提供交通和食宿方面的服务。）
M:	Do you have any experience of working as a tourist guide?（你是否有做导游的工作经历？）
W:	Yes, I once worked in Xudong International Travel Agency ['eidʒənsi] for my social practice and I got on very well with the tourists from abroad. I was praised highly for my ability to help them understand and appreciate what they saw in Wuhan.（作为社会实践我曾去徐东国际旅行社工作过，与外国游客相处得很好。他们高度赞扬我有能力帮助他们理解并欣赏在武汉之所见。）
M:	Very good. You seem to be an excellent candidate for the position. But according to the rule here, you will have three months' probation[prəˈbeiʃən] at our company if you decided to accept our offer. For your starting salary, you'll have one thousand yuan a month. Will that be OK?（太好了。看来你是这个导游职位的优秀候选人。但是，如果你决定接受这个职位，按照惯例，你还要有三个月的试用期。你的起薪将为每月一千元。可以吗？）
W:	Fine, thank you. When am I supposed to start working?（好。谢谢您。我该什么时候开始上班？）
M:	Tomorrow, if you will.（如果你愿意，明天。）

W:	Great! See you tomorrow then.（太好了！那么明天见。）
M:	See you tomorrow.（明天见。）

4.2.6. 电脑程序员

说明： 张华应征电脑程序员的面试正在进行当中……

Z:	I wish to apply for the position of a computer programmer.（我想申请电脑程序员的职位。）
D:	Yes, but why do you think you are qualified for this position?（好的。可你为什么认为自己能胜任这个工作岗位呢？）
Z:	I majored in computer science when I studied in Wuhan University and won the second place in the Computer Programming Contest held in Hubei Province in 1999. So my educational background and professional experience make me qualified for the job.（我在武汉大学学习时主修计算机科学。1999年在湖北省举行的计算机编程大赛上荣获第二。因此，我的教育背景和经验使我能够胜任这项工作。）
D:	Have you received any certificates of qualifications?（你有什么技术资格证书吗？）
Z:	Yes, I have received a Computer Programmer's Qualification Certificate and a certificate of the national College English Test Band-6.（有。我有计算机编程员证书和国家大学英语六级的证书。）
D:	How is your ability to use the English language?（你的英语应用能力如何？）
Z:	I believe I'm quite proficient in both spoken and written English.（我认为我可以相当熟练地说写英语。）
D:	Good. What do you consider important when looking for a job?（你选择工作时主要的考虑是什么？）
Z:	Good working environment which helps promote my abilities.（有助于提升我能力的良好的工作环境。）
D:	I wonder if you would mind working overtime frequently.（不知道你是否介意经常加班?）
Z:	Do I get extra pay for the extra hours?（公司会付给我额外工作时间的加班费吗？）
D:	Of course. We offer bonus for excellent work as well.（那是当然。工作优秀的我们还给奖金。）
Z:	Great. I won't mind working overtime.（太好了。我不介意加班。）
D:	If we decided to hire you, how much do you hope to get a month?（如果我们决定用你，你希望每月拿多少工资？）
Z:	Based on my skills and my experience, I'm looking for a starting salary of four thousand .（根据我的技术和经验，我的起薪要求4000元。）
D:	I surely appreciate your frankness. Do you have any more questions?

（我确实欣赏你的坦率。你还有什么问题吗？）

Z:	Yes, shall I enjoy life insurance or health insurance offered by the company?（有，我是否享受公司提供的人寿保险或者健康保险？）
D:	Yes, you enjoy both of them.（这两种保险你都享受。）
Z:	Wonderful. What about housing?（太好了。住房呢？）
D:	I拇 afraid you have to rent your house. We do not offer accommodations except a free lunch. （住房恐怕得你自己去租了。除了一顿免费午餐之外，我们不提供膳宿。）
Z:	And I'm to be responsible for my own transportation to work, too?（我是否也要自己负责上下班的交通费？）
D:	I think so.（我想是这样。）
Z:	I see. If I am to be employed, when can I start working?（我明白了。如果你们雇用我，我什么时候开始上班呢？）
D:	This coming Monday. And we'll be expecting you then.（下周一。届时我们会期待着你的到来。）
Z:	OK. See you Monday then. Thank you very much for offering me this position.（好的，那么下周一见。非常感谢您把这个职位给我。）
D:	It's our pleasure.（我们很荣幸。）

4.2.7. 法律顾问

说明： 艾华去一家公司应征法律顾问一职位，正在接受人事部主任的面试。

D:	I see from your resume that you have received a bachelor degree from Zhongnan University of Economics and Law. What did you specialize in?（从你的简历中我得知你在中南财经政法大学获得了学士学位。你学的是什么专业？）
A:	My specialty was law.（我的专业是法学。）
D:	Did you take a minor subject?（你有没有辅修专业？）
A:	Yes, my minor subject was business administration.（有。我的辅修专业是工商管理。）
D:	Why did you take business administration as your minor?（为什么把工商管理作为你的辅修专业？）
A:	Well, I believe administration is an important aspect in any field. It will further my career in any profession.（我认为管理在任何领域都是一个很重要的方面。无论我从事哪项职业，它都可以帮我拓展我的事业。）
D:	Can you tell me about the courses of your major at university?（能否告诉我你在学校主修专业上所修的课程？）
A:	Sure. I took about forty courses at university. Among them are courses of Jurisprudence, Economic Law, Constitutional Law, Civil Law, Company Law, Contract Law, Marriage Law, Criminal Law, Legal English, etc.（当然可以。大学期间我修了大约四十门课程，其中有法理学、经济法、宪法学、民法、公司法、合同法、婚姻法、刑法、法律英语等课程。）
D:	How is your English?（你的英语怎么样？）

A:	I'm confident that my English is quite good. I can adequately communicate with foreign friends face to face or by correspondence. Actually, English used to be my favorite subject in school.（我可以说我的英语相当好。我能与外国朋友自如地面对面交流或者书信往来。实际上，英语曾是我在校学习时最喜欢的科目。）
D:	Have you got your Lawyer's Qualification Certificate?（你拿了律师资格证了吗？）
A:	Sure. I got it last year.（那是当然。我去年拿的。）
D:	Have you had any experience of working as a lawyer['lɔ:jə]?（你是否有律师工作经验？）
A:	In a sense, yes, I was involved in the work of the law school's Legal Clinic, offering people advice and helping them in their action at law.（在一定意义上说，有的。我参加了法学院法律诊所的工作，为人们提供法律咨询并帮助他们打官司。）
D:	You just left school this July?（你今年七月才毕业吗？）
A:	Yes. Then I went to study English in Beijing so as to be better prepared for working in a foreign company like yours.（对。然后我去北京学英语了，为在像贵公司这样的外企里工作而作好更充分的准备。）
D:	Why do you decide to work in a foreign company instead of a court of law?（你为何决定在外企工作而不去法院呢？）
A:	I prefer to work in a foreign company for better working environment. Besides, I'm more interested in legal practice in the field of business.（我喜欢在外企工作是因为外企的工作环境更好。此外，我对商贸领域的法律实务更感兴趣。）
D:	I see. Why should we employ you then?（知道了。那么我们为何要用你呢？）
A:	Well, I think a young company like yours needs young employees who are ambitious[æm'biʃəs], energetic [ˌenə'dʒetik]and enthusiastic[inˌθju:zi'æstik] just like me. With my willingness and my knowledge of Chinese laws and regulations[ˌregju'leiʃənz], I am confident that I will offer you the kind of service you need, which will certainly contribute to the further development of your company here in China.（我想贵公司这样年轻的企业很需要像我这样有抱负、精力充沛而又富有热情的青年人来工作。我很乐意为贵公司服务，也具备中国法律法规方面的知识。因此，我相信我能够提供贵公司所需要的服务，帮助贵公司在中国的进一步发展。）
D:	Very good. You seem to be well qualified.（很好。看来你很符合我们的条件。）
A:	Thank you.（谢谢。）
D:	We'll be interviewing another candidate this afternoon. And we'll be back in touch with you. （今天下午我们将面试另外一名求职者。我们再与你联系。）
A:	Thank you for interviewing me. I'll be expecting your decision then.（谢谢您给我面试。那么我会期待贵公司的决定。）

4.2.8. 编 辑

说明： 王兰正在一家报社接受面试，她欲应聘英文编辑一职。

D:	You speak very good English. How is your proficiency [prə'fiʃənsi] in reading and writing?（你的英语说得很好，读写程度如何？）
W:	I am confident of my proficiency in reading and writing. For I'm interested in reading and have read quite a few books in English. Besides, I'm in the habit of reading some newspapers and magazines in English, too.（我对自己的读写能力很有信心，因为我对阅读很感兴趣，读过不少英文书籍。此外，我还有个阅读英文版报刊杂志的习惯。）
D:	Can you name a few of the books you read?（能说出几本你读过的书吗？）
W:	OK. I've read books like *The Scarlet Letter* by Hawthorne, *The Great Gatsby* by Fitzergerald, *The Call of the Wild* by Jack London, *Of Mice and Men* and *The Grapes of Wrath* by Steinbeck, *Moby Dick* by Melville, just to name a few.（好的。我读过的书有很多， 这里仅举几例：霍桑的《红字》，菲次杰拉德的《了不起的盖次比》，杰克伦敦的《野性的呼唤》以及斯坦贝克的《人鼠之间》和《愤怒的葡萄》。）
D:	Do you like Mark Twain? Have you read any of his works?（你喜欢读马克·吐温吗？读过他的什么作品吗？）
W:	Sure. Mark Twain is one of my favorite writers in American literature. I enjoy reading his humorous['hju:mərəs] stories like *The Prince and the Pauper* and the *Adventures* [əd'ventʃəz] *of Tom Sawyer and Huckleberry Finn*. Mark Twain is a great humorist['hju:mərist] writer. Well, I also enjoy reading another American writer named Hemingway. His writing style and his theme of courage left me a very deep impression. In addition to American literature, I'm also interested in British literature and I have read quite a few British writers.（当然读过。马克土温是美国文学中我最喜欢的作家之一。我很喜欢读他写的幽默故事，比如说《王子与贫儿》以及汤姆索亚、哈克贝利芬历险记等。我还喜欢另外一位美国作家海明威，其写作风格和关于勇气的主题给我留下深刻印象。除了美国文学，我也对英国文学感兴趣，读过一些作家的作品。）
D:	Good. What English newspapers and magazines do you read?（好的。你读哪些英文版报刊杂志？）
W:	*China Daily* and *The 21st Century* for papers, *Readers Digest*, *English Learning* and *The English World* for magazines.（英文报纸有《中国日报》和《二十一世纪报》，杂志有《读者文摘》、《英语学习》以及《英语世界》。）
D:	Have you published anything?（你发表过什么作品吗？）
W:	Yes, I enjoy writing and I've published a number of essays ['eseiz] in newspapers like *The 21st Century* and *English Learning*. Here are the papers with my essays.（是的。我喜欢写作，并在《二十一世纪报》和《英语学习》上发表过几篇文章。这是几张登载着我的文章的报纸。）
D:	Very good. Do you have any experience as an editor['editə]?（很好。

你是否做过编辑工作？）

W:	Yes, ever since last year, I've been working as an assistant editor in *English for Middle-School Students*, where I was responsible for proof-reading, rewriting and composing short articles.（做过。自去年以来，我一直在《中学生英语》编辑部担任助理编辑，负责校对、改写和撰写短篇文章。）
D:	Why do you decide to leave your present job?（你为何决定辞去现在的工作呢？）
W:	I wish to be an editor with more responsibilities. I've learned English editing at school, and I believe I can do the job of typesetting and composing articles. But I'm quite limited there and the prospect['prɔspekt] of advancement looks bleak[bli:k].（我希望做一个担负更多职责的编辑。在学校我学过英文编辑，相信自己能做好排版和撰写各类文章的工作。可是在原单位我很受局限，提职希望渺茫。）
D:	Why should we hire you then?（那么我们为何要用你呢？）
W:	Your advertisement has made it clear that you need an English editor and I'm confident I will satisfy all your requirements for this position. With my knowledge and experience, I can well offer the service you need.（贵报社的广告清楚地说明你们需要一名英文编辑，我有信心满足你们这一职位的要求。我的知识和经验使我能为贵报提供所需要的服务。）
D:	Well, suppose we decided to employ you, when can you come to work?（好吧，假如我们决定用你，你什么时候能来上班？）
W:	Will this coming Monday be OK?（下星期一可以吗？）
D:	OK. Do you have any questions to ask?（可以。你有什么问题吗？）
W:	I want to make one thing clear: Do I have to come to the office everyday? Or can I do some of my work as editor at home?（ 我只想明确一个问题，即我必须每天来办公室上班吗？也就是说我是不是可以在家里做一部分编辑的工作？）
D:	I believe that your working hour might be flexible ['fleksəbl] in this sense, for your work is valued according to the quality and quantity['kwɔntiti] of what you actually do as editor.（我认为在这方面你的工作时间可以是弹性的，因为你的工作价值体现在作为编辑你所做工作的质量和数量。）
W:	I see.（明白了。）

4.2.9. 出纳员

说明： 李丽去一家外资银行应聘出纳员一职，下面是该银行一经理在给她面试的片段。

M:	Well, Miss Li, I understand you are to graduate from Wuhan Finance[fai'næns] and Trade College next month.（李小姐，我知道你下个月将毕业于武汉财贸学院。）
L:	Yes, that's right.（是的。）
M:	Are you confident that you can be a very successful cashier [kə'ʃiə]?（你有信心成为一名出色的出纳员吗？）

L:	Yes. My education at school gives me the confidence that I can satisfy all the requirements for a successful cashier. I major in accounting[ə'kauntiŋ] and take statistics [stə'tistiks] as my minor subject. Honestly speaking, I get excellent records in all of the courses I've taken. Besides, because my parents run a company I have the opportunity to work in the financial department in my spare time and vacations.（有。我在学校所受的教育让我充满自信，我相信自己完全符合一名成功出纳的要求。我主修会计学专业，辅修统计学。说老实话，我在所有的课程里都取得了非常好的成绩。此外，因为我的父母经营一家公司，我有机会在业余时间以及假期里到他们公司的财务处帮忙工作。）
M:	So you mean you're equipped with both theoretical [θiə'retikəl] knowledge and practical experience in this field?（因此你是说在这一领域你既具备理论知识又具有实践经验了？）
L:	Yes, I believe so.（我想是这样。）
M:	As a cashier, you must be both fast with figures and accurate['ækjurit].（作为一名出纳员，处理帐目你一定得既快又准确。）
L:	Being fast with figures and accurate is my working style. So that won't be a problem.（处理帐目既快又准是我做事的风格。所以这不成问题。）
M:	Good.（好。）

4.2.10. 酒店服务员

说明： 马华现在英国学习酒店管理。为熟悉业务，她到一家酒店应聘服务员。以下是酒店经理 Johnson 正在给她面试的一部分。

J:	I understand you left China last year. What are you now doing in England?（我知道你于去年离开中国。现在英格兰做什么呢？）
M:	I'm spending a few months brushing up my English and getting to know the country better.（我花几个月的时间温习英语，更好地了解这个国家。）
J:	And you want to work in England too. Why?（也想在英格兰工作。为什么？）
M:	I'm keen on getting some experience of working in a restaurant['restərɔnt] abroad, and I like England and English people.（我很想取得在国外的酒店工作的经验，我也很喜欢英国这个国家和她的人民。）
J:	Good. Now I see from the information you sent me that you've worked in your last employment for nearly four years. Was that a large restaurant?（很好。从你给我的材料当中我看出你在以前的职位上干了差不多四年的时间。那是个很大的酒店吗？）
M:	Medium-size['mi:diəmsaiz] for China, about forty tables.（对中国来说是家中等规模的酒店，大约有四十张餐桌。）
J:	I see. Well, you'd find it rather different here. Ours is much smaller, we have only ten tables.（明白了。那么你会发现这里的情况很不相同。我们的酒店要小得多，只有十张餐桌。）
M:	That must be very cozy['kəuzi].（那一定很舒适。）
J:	We try to create a warm, intimate atmosphere['intimit'ætməsfiə]. Now, as to the job, you would be expected to look after five tables normally,

	though we get in extra['ekstrə] staff for peak periods.（我们努力创造一种热情、亲密的气氛。下面，说到工作，虽然我们在顾客用餐高峰期会另外雇用员工， 但在一般情况下，你负责照料五张餐桌的顾客。）
M:	I see.（知道了。）
J:	I'm the Restaurant Manager and Head Waiter, so you'd be working directly under me. You'd be responsible for bringing in the dishes from the kitchen['kitʃin], serving the drinks, and if necessary looking after the bills. So you'd be kept pretty busy.（我是这家酒店的经理兼领班，因此你就在我的直接领导下工作。你负责从厨房把饭菜端给顾客，为他们斟酒，并在必要的时候为他们结帐。所以，你的工作会相当忙。）
M:	I'm used to that. In my last position we were busy most of the time, especially in summer.（我已经习惯了。在我以前的工作中，我们多数时间都很忙，特别是在夏天。）
J:	Good. Now, is there anything you'd like to ask about the job?（好。那么工作方面你有没有要问的？）
M:	Well, the usual question—what sort of salary were you thinking of paying me?（噢，大家常问的问题，即您打算给我怎样的报酬？）
J:	We pay our waiters forty pounds a week, and you would get your evening meal free.（我们付给服务员的报酬是每周四十英镑，外加免费晚餐。）
M:	I see.（知道了。）
J:	Now, you may have wondered why I asked you here so late in the day. The fact is, I would like to see you in action, so to speak. Would you be willing to act as a waitress here this evening for half an hour or so? Our first customer['kʌstəmə] will be coming in, let me see, in about ten minutes time.（噢，你也许心想我为什么今天这么晚请你来。实际上，也就是说我想看看你工作的情况。你是否愿意今晚在这儿干上半个小时左右的服务员工作？让我看看时间，我们的顾客大约十分钟之后就要来进餐了。）
M:	Well, I'm free this evening otherwise.（好吧，我今晚也没别的事儿。）
J:	Good. And in return perhaps you will have dinner with us? Now, let me show you the kitchen first. This way, please ...（很好。也许是作为回报，你跟我们一道用餐好吗？现在，先让我带你到厨房看看。这边请……。）

4.2.11. 司 机

说明： 万强来到一家公司应聘司机一职。一部门经理正在给他面试。下面是其中一个片段。

D:	When did you get your driving license, Mr. Wan?（万先生， 你是什么时候拿到驾驶执照的？）
W:	About five years ago.（大约五年前。）
D:	Have you ever got involved in any accidents['æksidənts]?（你是否出过事故？）
W:	No, never. I am a very careful driver.（没有，我从没出过事故。我是个非常小心谨慎的司机。）

D:	Very good. May I have a look at your driving license?（很好。我可以看看你的驾驶执照吗？）
W:	Sure, here you are.（当然可以。给您。）
D:	Do you ever drink?（你是否饮酒？）
W:	No, as a driver I know it's a very bad habit to drink. So I never drink, not even beer.（我不喝酒。作为一名司机，我知道喝酒是个很坏的习惯，所以我从不喝酒，即使啤酒我也不喝。）
D:	Good. It's for your own safety as well as for the safety of other people.（好。那是为自己也为他人的安全。）
W:	You are right.（您说的对。）
D:	Where are you working at present?（你目前在哪儿工作？）
W:	I'm working as the private driver for the CEO in ABC Company.（我现在是ABC公司首席执行官的私人司机。）
D:	Why do you decide to leave your present job?（你为何决定离职呢？）
W:	Because my boss, the CEO of ABC, is leaving for Shanghai and I don 抉 want to leave Wuhan.因为我的老板，也就是ABC公司的首席执行官要离开武汉去上海，而我不想离开武汉。）
D:	I see. Do you get angry easily?（我明白了。你容易发脾气吗？）
W:	No, I know how to control my temper['tempə].（不，我知道怎样控制我的脾气。）
D:	Do you smoke?（你抽烟吗？）
W:	I am not a smoker. Cigarettes[ˌsigə'rets] are bad for one's health.（我不是个烟民。香烟对健康不利。）
D:	People say that one smokes to stay awake when sleepy. So what do you do when you've a bit sleepy?（人们说发困时吸烟能提神。那么当你有些困乏时你怎么办呢？）
W:	Habitually, I would drink some coffee which may serve the same purpose without affecting other people.（我习惯上会喝咖啡。咖啡具有相同的功效，却不影响他人。）
D:	You are really a considerate[kən'sidərit] driver.（你的确是位考虑周到的司机。）
W:	Thank you.（谢谢您。）
D:	Suppose we employ you, can you come to work soon?（假如我们雇用你的话，你能很快来上班吗？）
W:	Yes, I can come next week if it's all right with you. Today is Tuesday and I need to give my present boss a couple of days to rearrange things.（能。如果你们觉得可以的话，我下周就能来上班。今天是星期二，我需要给我现在的老板几天时间重新安排。）
D:	Come to work this coming Monday then.（那么下周一来上班吧。）

4.2.12. 家政服务员

说明： 刘英来到一美国家庭应聘家政服务员。这家主人 Peter 太太正在给她面试。

P:	Welcome, Ms. Liu, Thank you for your interest in our family. Now would you make a general introduction of yourself?（欢迎你，刘女士。谢谢你对我们家感兴趣。现在请你简单地介绍一下自己，好吗？）
L:	All right, Mrs. Peter. I was born in Wuhan and grew up here, too. When I graduated from high school I became a factory worker and I used to work in a factory that went bankrupt five years ago. I did some odd jobs after that. Then about four years ago, I went to a school where I received the training of household service. I've successively [sək'sesivli] worked for several families ever since. As I know it's not easy to get employed nowadays, I value each working opportunity and my bosses all praise me for my service. Actually I was referred to you by one of my previous bosses, Ms. Wang Ping.（好的，皮特夫人。我生于武汉，并在武汉长大。高中毕业时我成了一名工厂的工人，在那家工厂干到五年前它倒闭为止。在那之后我打过一些零工。然后于四年前去了一所学校接受家政服务的培训。培训之后，我先后为几家用户提供过家政服务。我知道现在就业不容易，因此珍惜每个工作机会。所以我的所有老板都赞赏我的服务。实际上，把我介绍给您的正是我从前的一个雇主王萍女士。）
P:	Yes, Ms. Wang spoke very highly of you. She told me that she appreciates your honesty and easy-going personality.（是的，王女士高度赞扬过你。她对我说她很欣赏你的诚实和随和的个性。）
L:	Thank you. I stayed in her home doing housework for half a year before she left Wuhan for Shenzhen.（谢谢。在王女士离开武汉去深圳之前我曾在她家做了半年的家务。）
P:	May I know your age, Ms. Liu?（刘女士，能问你今年多大了吗？）
L:	I'm forty-five years old.（我今年四十五岁。）
P:	How is your health?（你的身体健康如何？）
L:	I am healthy. Here is the certificate of my medical situation.（我很健康。这是我的健康状况证明书。）
P:	Where does your husband work?（你丈夫在哪里工作？）
L:	He teaches English in a middle school.（他在一所中学教英语。）
P:	Do you live in Hankou or Wuhang?（你们住在汉口还是武昌？）
L:	We live in Wuchang. It takes me only about ten minutes to ride a bicycle here.（我们住在武昌。骑自行车来这里只要十分钟。）
P:	What about your children?（你们的孩子们呢？）
L:	We have only one child. He is a student in Wuhan University.（我们只有一个孩子，他在武汉大学念书。）
P:	How come you speak very good English?（你怎么说这么好的英语呢？）
L:	That's because of my husband. He would try to speak English in our family so as to create a favorable['feivərəbl] environment for our son to learn English at home. Of course I have a great interest in English, too. That's the very reason why Ms. Wang should recommend[ˌrekə'mend] me to you.（这都是因为我丈夫的原因。为了给儿子创造一个在家学英语的有利环境，他总是在家里说英语。当然，我对英语也非常感兴趣。这正是为什么王

女士把我介绍给您的原因。）

P:	Very good. We will stay in Wuhan for a year or so and we expect you to clean the house, cook the dinner, send our children to school and get them back home. So you will need to come to us at half past seven in the morning and you can't go home till six o'clock in the afternoon. For your service, we would pay you five hundred dollars per month. Will that be Ok?（很好。我们将在武汉呆上一年左右，我们指望你为我们打扫屋子，做顿晚餐， 并接送孩子们上学。因此，你得早上七点半钟来我们家， 晚上六点才下班回去。作为报酬，我们每月付给你五百美金，可以吗？）
L:	It's Ok with me.（我觉得可以。）
P:	Thank you. Do you have any questions?（谢谢。你有什么问题吗？）
L:	Yes, I have only one question to ask. How many days do I work each week?（我只有一个问题要问。我每周工作几天？）
P:	Five. That's to say, you have Saturday and Sunday off. But we might need your help at weekend occasionally [əˈkeiʒənəli] and we will give you extra pay for that.（五天。这就是说你周六、周日不上班。但也许我们偶尔需要你在周末帮帮忙，我们会为此付给你额外的加班费。）
L:	When shall I start working?（我什么时候开始上班呢？）
P:	Tomorrow, if you don't mind.（如果你不介意的话，明天开始。）
L:	Of course not. I'll come to you at half past seven tomorrow morning then.（当然不会介意。那么我明天早上七点半钟来上班。）
P:	All right. We'll be expecting you then.（好的，我们会期待着你的到来。）

第八部分

LESSON 1

出国

GOING ABROAD

1.1 申请签证

签证相当于通行证，是一个主权国家对本国公民或外国人出入国境或经过国境的一种许可证。准备出国的人员在取得中国政府发给的护照之后，还必须取得目的地国家发给的签证。

申请签证应到目的地国的驻华使、领馆办理。申请签证的一般程序是：

1) 提供有效的中国护照；
2) 提供必要的证件和与护照上相同的照片；
3) 填写外文签证申请表；
4) 驻华使、领馆经本国政府审核同意后签发入境签证，或拒绝签发入境签证，并将结果告知申请人；
5) 获准入境的申请人向目的地国的驻华使、领馆交纳有关签证的费用。

我来申请入境签证。

I've come to apply for an entrance visa ['viːzə].

I've come to apply for an entrance visa.（我来申请入境签证。）

Welcome.（欢迎你。）

这是我申请签证的信。

This is my visa-application letter.

This is my letter of visa-application.

Here is my letter of visa-application.

这是我的证件和护照。

These are my papers and my passport ['pɑːspɔːt].

Here are my papers and my passport.

Here are my papers and here is my passport.

你想去美国干什么？

What do you want to go to America for?

For what are you going to America?

Why do you want to go to America?

What do you want to go to America for? （你想去美国干什么？）
I want to visit my parents.（我想去探望父母。）

我准备去斯坦福大学学习电子计算机课程。
I'm going to Stanford['stænfəd] University to study computer science.
Why do you want to go to America? （你为何想去英国？）
I'm going to Stanford University to study computer science.（我准备去斯坦福大学学习电子计算机课程。）
I'm going to Stanford University to take some courses in computer science.
I'm going to Stanford University to take a course in electronic [ilek'trɔnik] computers.
I'm going to take a course in electronic computers at Stanford University.

这是斯坦福大学的录取通知书。
Here is a letter of acceptance from Stanford University.
This is a letter of acceptance from Stanford University.

我是访问学者。
I'm a visiting scholar['skɔlə].

这是斯坦福大学的邀请信。
Here is a letter of invitation from Stanford University.

我得填什么表吗？
Do I have to fill out any forms?
Do I need to fill out any forms?

多久能拿到签证？
How long do I have to wait for the visa?
How long is it before I could get the visa?

我还要办理其他手续吗？
Shall I pay for the visa-application?
Shall I pay for the visa-application? （我需要交纳签证申请费用吗？）
Yes, 80 dollars.（是的，80美元。）
Do I have to go through any other formalities?
formality[fɔ:'mæliti]是“正式手续”的意思。
Do I have to go through any other formalities? （我还要办理其他手续吗？）
No, you needn't.（不必了。）

1.2 进出海关
全世界的国家和地区一般都设有海关。海关对进出的旅客都要进行海关检查，主要是为了验证一下旅客所带物品是否系本人所有，旅客所带物品是否符合海关规定，对应上税物品实行纳税，对国家法律所不允许出境或入境的物品禁止出境或入境。

旅客赴美时，自用品、家庭用具、礼物、酒、香烟等可免税带入境（有的有数量规定）。而药品和植物（如鲜果、蔬菜、草木等）未经特许，不得带入美国。
公民从外国返回携带的行李物品，如超出海关规定的免税限量标准，经海关核准后，可以纳税带进来。

办理海关手续

我该在哪里办理海关手续？
Where should I go through the customs['kʌstəmz]?
Where should I go through the customs? （我该在哪里办理海关手续？）
Over there, the last counter. （这要上交50%的税。）

请填一下海关申报表。
Would you please fill in this Customs Declaration [ˌdeklə'reiʃən] Form?
Please fill out this Customs Declaration Form.

个人用品需要交税吗？
Do I have to pay duty on things for my own use?
duty是“关税”的意思。
☺ Do I have to pay duty on things for my own use? （个人用品需要交税吗？）
No, you needn't. （不需要。）
☺ Do I have to pay duty on the necklace? （项链要交税吗？）

这些表要付海关税吗？
☺ **Are these watches liable['laiəbl] to customs duties?**
Liable.是“应受的”意思。

我要付多少税金？
How much is the duty I have to pay?
How much should I pay for the duty?
How much is the duty I have to pay? （我要付多少税金？）
There will be 50% duty on it.（这要上交 50%的税。）

我不知道什么东西要纳税。
I don't know what's dutiable.
Can you tell me what's taxable?

哪些物品允许免税进口？
What items are allowed to be imported[im'pɔ:t] free of charge?
free of charge是指“免税、“免费”。
What items are allowed to be imported duty-free?

我什么时候能取护照？
When can I collect my passport?

请你把所带的外币登记一下好吗？

Would you please make a record of all your foreign currencies['kʌrənsi]?

☺ Would you please make a record of all your foreign currencies? 请你把所带的外币登记一下好吗？

Well, I have $1000 in traveler's checks and $300 in cash. 我带有1000美元旅行支票和300美元现金。

接受海关检查

有东西要报关吗？

Anything to declare[di'kɛəl]?

Anything to declare? （有东西要报关吗？）

No, nothing. (没有。)

Do you have anything to declare?

行李里有违禁物品吗？

Have you any contraband ['kɔntrə,bænd] in you luggage?

contraband是“违禁品”的意思。

你有应纳税的东西吗？

Have you anything dutiable?

Have you anything dutiable? （你有应纳税的东西吗？）

I don’t know whether this tape recorder is dutiable. （我不知道这台录音机是否要纳税。）

你带了多少外币？

How much foreign currency are you carrying?

☺ How much foreign currency are you carrying? （你带了多少外币？）

I’ve brought 5000 dollars in cash[kæʃ].（我带了5000美元的现金。）

移民局在哪儿？

Where is immigration[,imi'greiʃən]?

我该到哪个柜台呢？

Which counter should I go to?

请把入境卡给我看好吗？

May I see your disembarkation[,disembɑ:'keiʃən] card?

disembarkation card是“入境登记表”的意思。“出境登记表”是embarkation card。

请出示护照和入境纸。

Your passport and landing proof, please.

May I see your passport and landing proof, please?

Your passport and landing proof, please.（请出示护照和入境证.）

Here you are, sir. (这就是，先生。)

你要在美国停留多久？

How long are you going to stay in the United States?

你的来访目的是什么？

What's the purpose['pə:pəs] **of the visit?**

What's the purpose of the visit? （你来访的目的是什么？）

I'm here on holiday.（我来这儿是度假的.）

我是因公而来的。

I've come here on business.

我是从事进出口贸易的。

I'm in the import-export business.

import是“进口”；export是“出口”。

你到美国旅行的目的是什么？

What's the purpose of your trip to the United States?

What's the purpose of your trip to the United States?

（你到美国旅行的目的是什么？）

Sightseeing['saitsi:iŋ].（观光。）

你在美国住哪里呢？

Where are you going to stay in the United States?

☺ Where are you going to stay in the United States? （你在美国住哪里呢？）

At the Hilton Hotel in New York. （住在纽约希尔顿饭店。）

什么叫“货币的东西”？

What are monetary['mʌnitəri] **instruments'?**

☺ Do you have more than $5000 in monetary instruments?

（你有超过5000元货币的东西吗？）

What are ‘monetary instruments’?（什么叫做货币的东西？）

☺ Any type of currency: U.S. or foreign, traveler's checks, bank drafts.

（任何形式的货币：美金或外汇、旅行支票、银行汇票。）

如果你不申报，政府可能会没收。

If you don't declare, the government can confiscate['kɔnfiskeit] **it.**

confiscate是“没收”的意思。

你可以免税二百美元。

You are allowed 200 dollars duty-free.

通　关

海关在哪里？

Where is customs?

请给我海关申报表。

Your customs declaration form, please.

Your customs declaration form, please.（请给我海关申报表。）

Here you are.（在这里。）

Please give me your customs declaration form.

请把你的袋子打开。

Open your bag, please.

Shall I open it?（要把它打开吗？）

这个袋子不是我的。

This bag isn't mine.

Are these all your bags?（这些都是你的袋子吗？）

No, this bag isn't mine.（不，这个袋子不是我的。）

It's not my bag.

你有什么东西要申报吗？

Do you have anything to declare?

Do you have anything to declare?（你有什么东西要申报吗？）

No, I have nothing to declare.（不，我没有东西要申报的。）

我有东西要申报。

I have something to declare.

这是送给朋友的两瓶酒。

I have these two bottles ['bɔtl] of wine. They are gifts for my friends.

这部相机是送给朋友的。

I have this camera ['kæmərə] I bought for my friend.

I have this camera I bought for my friend.（这部照相机是送给朋友的。）

How much did you pay for it?（这个付了多少钱？）

它的大概价值是多少呢？

What is their approximate [ə'prɔksimeit] value?

approximate是“大约”的意思。

我在免税商店付了$460。

I paid 460 dollars at the duty-free shop.

duty-free shop是指“（机场里的）免税店”。

I paid $460 at the duty-free shop.（我在免税商店付了460美元。）

I have to charge you $23 duty for that. Please pay it at the cashier[kæ'ʃiə], and show the receipt [ri'si:t] when you go out.（你应该交23美元的税，请到柜台付税，出门时请出示收据。）

你带有什么香烟产品吗？

Do you have any tobacco [tə'bækəu] products?

Do you have any tobacco products?（你带有什么香烟产品吗？）

Just one carton of cigarettes [sigə'ret] for my personal use.（只有一条香烟，那是我自己用的。）

很抱歉，我要没收它。

I'm sorry. I'll have to confiscate that.

I have this box of fruit [fru:t]. It's a gift.（我带有一盒水果，这是礼物。）

I'm sorry. I'll have to confiscate that. You're not allowed to bring fruits.（很抱歉，我要没收它。你是不允许带水果的。）

官员先生，办好了吗？

Is that all, officer?

☺Is that all, officer?（官员先生，办好了吗？）

Yes. You are through with the customs formalities. Here's your receipt.（是的，您已办完海关手续了。这是您的收据。）

1.3 乘坐飞机

在国外乘飞机，大多数情况下要预订机票。预订机票可以通过电话向预订处预订，也可以直接去预订处预订。预订一般是免费的，预订机票时也不一定要付钱。

安全检查在机场是司空见惯的，通常包括走过金属探测器和检查随身携带的行李。你必须出示机票和登机牌，而且为方便检查，你需要取出口袋中的金属物。

上飞机时，只要随身带一些日常用品和贵重物品，其它的东西可以托运。如果行李在托运过程中有损坏丢失，你可以要求民航机构给予赔偿。

接受安全检查

下一位。

Next one, please.

请把机票和护照给我。

Will you please give me your ticket and passport?

Will you please give me your ticket and passport?（请把机票和护照给我，好吗？）

Here you are.（给你。）

May I have your ticket and passport?

行李里有什么违禁品吗？

Is there any contraband in your luggage?

contraband是“违禁物品”的意思。

Is there any contraband in your luggage?（你行李里有什么违禁品吗？）

No, there isn't.（没有。）

I don't have anything that is prohibited[prə'hibit]. （我没带任何违禁品。）

我的摄像机需要申报吗？

Does my video['vidiəu] camera need to be declared?

Should I declare my video camera?

贵重物品都必须申报。

You'll have to declare your valuables.

valuable的意思是“贵重物品”。

对不起，这是件要纳关税的物品。

Sorry, this is a dutiable article['ɑ:tikl].

dutiable article是“纳税物品”的意思。

Sorry, you have to pay taxes for this article.

托运行李

我想把这些行李直接托运到洛杉矶。

I want to have the luggage['lʌgidʒ] checked through to L.A.

check是“托运”的意思。

I'd like you to check the luggage through to L.A.

Could you check this luggage through to L.A. for me?

您想让我把您的行李直接托运到目的地吗，夫人？

Would you like me to check your baggage through to your destination [ˌdesti'neiʃən], ma'am?

destination是“目的地”的意思。

请把您的箱子放在这儿。

Please put your suitcase['sju:tkeis] here.

您准备在洛杉矶呆多久？

How long will you be staying in L.A?

How long will you be staying in L.A?（您准备在洛杉矶呆多久？）

Just a couple of days.（就几天。）

J Sorry, We can't check your luggage through to Tokyo if you have more than 24 hours between connecting flights.（对不起，如果您转机停留时间超过24小时，我们便不能将您的行李直接托运到东京。）

你想托运几件行李？

How many pieces of luggage would you like to check?

How many pieces of luggage would you like to check?（你要托运几件行李？）

Three.（三件。）

请把行李放在磅秤上。

Please put them on the scale.

scale是指“天平”。

我要付多少超重费？

How much should I pay for the overweight ['əuvəweit]**?**

☺I'm afraid your luggage is overweight. （恐怕你的行李超重了。）

How much should I pay for the overweight? （我要付多少超重费？）

这个袋子可以用手提吗？

Can I hand-carry this bag?

Can I carry this bag with hand?

你有什么要申报吗？

Have you got anything to declare?

Have you got anything to declare?（你有什么要申报吗？）

I don't think so.（我想没有。）

登　机

这个班机准时到吗？

Is the flight[flait] **on time?**

Is the flight on time?（这个班机准时到吗？）

Yes, sir.（是的，先生。）

飞机什么时候起飞？

When does the plane take off?

When does the plane take off?（飞机什么时候起飞？）

I'm afraid there has been a thirty-minute delay in your flight's departure[di5pB:tFE].（恐怕你的班机将延迟30分钟起飞。）

When is the departure time?

飞机准时起飞吗？

Is the flight on schedule['ʃedju:l]**?**

飞机什么时候到达？

When is the plane due[dju:]**?**

due是“（车、船）应到的”的意思。

我想办理登机手续。

I'd like to check in, please.

I'd like to check in, please.（我想办理登机手续。）

May I see your ticket and passport, please?（我可以看一下您的机票和护照吗？）

I want to check in for your flight to New York.（我想办理飞往纽约的航班的登机手续。）

班机什么时候开始登机？

When will the flight begin boarding[bɔːd]**?**

board是“登机”的意思。

When will the flight begin boarding?（班机什么时候开始登机？）

Ten minutes later. Please get ready.（十分钟后，请做好准备。）

登机时间快到了。

The flight will be boarding soon.

刚刚播过我们的航班，是在23号门登机。

They have just announced[əˈnauns] **our flight. It's boarding at gate 23.**

我要去哪一个登机门？

Which gate do I need to go to?

Which gate do I need to go to?（我要去哪个登机门？）

Gate F4, sir.（先生，在F4号登机门登机。）

这是第36班机的机门吗？

Is this the gate for flight 36?

Is this the gate for flight 36?（这是第36班机的机门吗？）

Yes, Madame.（是的，夫人。）

早上好，欢迎乘坐本次航班。

Good morning. Welcome aboard.

请往这边来。

This way, please.

你知道座位在哪里吗？

Do you know your seat assignment[əˈsainmənt]**?**

assignment是“分配”的意思。

Do you know your seat assignment?（你知道座位在哪里吗？）

My seat is 12A.（我的座位是12A号。）

登机牌在吗？

Have you got the boarding passes?

May I see your boarding pass, please?（我可以看看您的登机牌吗？）

乘务员，你能把我的座位指给我吗？

Stewardess['stjuːədis]**, can you direct me to my seat?**

stewardess是“空中小姐”的意思。

Stewardess, can you show me my seat?

51-F号在哪儿？

Where is 51-F?

Where is 51-F?（51-F号在哪儿？）

Right there, the window seat, sir.（就在那儿。是靠窗的座位，先生。）

请一直走到后面，先生。

Go straight to the back, sir.

我和妻子的座位分开了，有在一起的空座吗？

My wife and I were assigned separate['sepəreit] seats. Do you have any empty seats together somewhere?

assign是“分配”的意思。

机舱的后面有些座位。

We have some seats available[ə'veiləbl] in the back of the cabin['kæbin].

cabin是指“机舱”。

我可以帮您找座位吗？

May I help you find your seat?

我把我的包放在哪儿？

Where can I put my bag?

Could I put my bag somewhere?

您可以把衣服及小件物品挂在头顶钉子上。

You can put your coat and small articles on the tack[tæk] over your head.

tack是“大头钉”的意思。

可以把包放在旁边这张空座上吗？

May I put my bag in this empty seat beside me?

May I put my bag in this empty seat beside me? （可以把包放在旁边这张空座上吗？）

I'm sorry, all carry-on luggage must be placed underneath the seat in front of you or in the overhead compartment[kəm'pɑ:tmənt].（很抱歉。所有随身携带的行李，必须放在座位底下或头顶上方的分隔间里。）

麻烦你帮我放行李好吗？

Would you please help me with my baggage?

接受机上服务

请你再说慢一点好吗？

Could you speak more slowly, please?

Please speak a little more slowly.

Please speak a little louder. （请说大声一点。）

这次飞行要多久？

How long does the flight take?

打扰了，从这儿到纽约的实际飞行时间是多少？

Excuse me, what's the actual['æktjuəl] **flying time from here to New York?**

能告诉我到达的时间吗？

Can you tell me what time we'll arrive?

Can you tell me what time we'll arrive?（能告诉我到达的时间吗？）

Sure. Seven o'clock in the morning. I mean local ['ləukəl]time.（当然。是早晨七点钟，我是指当地时间。）

那是纽约时间吗？

Is that New York time?

我们飞行多久了？

How long have we been in the air?

你知道费城现在几点了？

Do you know what time it is in Philadelphia now?

Do you know what time it is in Philadelphia now? （你知道费城现在几点了？）

I have no idea.（我不知道。）

我总是有时差综合症。

I always have trouble with jet[dʒet] **lag.**

jet lag是“时差”的意思。

I always have trouble with jet lag.（我总是有时差综合症。）

Most people do when they travel long distances. （大部分人在长途旅行时都有。）

请问上海和华盛顿的时差是多少？

Can you tell me what's the time difference between Shanghai and Washington?

你介意换一下座位吗？

Would you mind trading[treid] **seats with me?**

trade with是指“与……做交易”。

Would you mind trading seats with me?（你介意换一下座位吗？）

Not at all.（不介意。）

Do you mind if I change seat with you?

我比较喜欢靠窗的座位。

I prefer[pri'fə:] **a window seat.**

I prefer an aisle[ail]seat.（我要坐靠过道的位置。）

我可以换到吸烟区去吗？

May I move to the smoking area?

我感觉特别恶心。可否把我的座位换到前面？

I feel terrible['terəbl] **sick. I wonder if I could change my seat to the front part?**

I feel terrible sick. I wonder if I could change my seat to the front part?（我感觉特别恶心。可否把我的座位换到前面？）

I'll check for you.（我去查看一下。）

我有点晕机。

I'm feeling a bit airsick['ɛəsik]**.**

airsick指“晕机”。

给我一些晕机药好吗？

Can I have some airsick pill[pil]**, please?**

Can I have some airsick pill, please?（给我一些晕机药好吗？）

Sure, just a minute.（可以，请稍等。）

Can you give me some airsick pill?

请给我一个晕机袋好吗？

Will you bring me an airsickness bag?

拿好袋子以免你呕吐。

Hold the bag in case you vomit['vɔmit]**.**

请问有什么可以治头痛？

I wonder if you have anything for headaches.

Do you have anything for headaches?

我的椅子调不好。

I'm having trouble with my chair.

控制椅子的按钮在哪里？

Where's the button['bʌtn] **that controls my chair?**

Where's the button that controls my chair?（控制椅子的按钮在哪里？）

Right here on the armrest.（就在扶手上。）

这个安全带怎样系紧呢？

How do I fasten['fɑːsn] **this belt?**

fasten是“系”的意思。

Will you explain how to fasten the seat belt?

我可以解开安全带了吗？

May I unfasten my seat belt now?

May I unfasten my seat belt now?（我可以解开安全带了吗？）

No. The seat belt should be unfastened after the complete landing of the plane.

这个标示说什么？

What does the sign[sain] say?

我想我的耳机坏了。

I don't think my earphones['iəfəun] are working.

I don't think my earphones are working.（我想我的耳机坏了。）

Let me check them, ma'am. Can you hear anything now? （让我检查一下，太太。现在能听到什么了吗？）

I'm afraid my earphones are out of work.

厕所在哪里？

Where are the restrooms?

Where are the restrooms?（厕所在哪里？）

At the rear of the plane.（在机舱的后部。）

Where is the toilet['tɔilit]?

我现在可以用洗手间吗？

May I use the lavatory['lævə,təri] now?

lavatory指“厕所”。

May I go to the toilet now?

May I use the lavatory now?（现在可以用洗手间吗？）

You'd better use it after the plane takes off.（你最好在飞机起飞后再去。）

我想买些香烟。

I'd like to buy some cigarettes.

含税金多少钱？

How much is the price with tax?

我可以用美元付款吗？

Can I pay in U.S. dollars?

您要喝点什么？

What would you like to drink?

What would you like to drink?（您要喝点什么？）

Coke, please.（请给我可乐。）

请问有什么饮料？

What drink do you have, please?

What drink do you have, please?（请问有什么饮料？）

We have coke, sprite[sprait] and orange juice.（我们有可乐、雪碧和橙汁。）

给我点水好吗？

Can I have some water, please?

Could you get me some water, please?

I want mineral ['mɪnərəl] water.（我想要矿泉水。）

你晚餐想吃点什么？

What would you like to have for dinner?

What would you like to have for dinner?（你晚餐想吃点什么？）

Chicken, please.（我要鸡肉。）

麻烦你给我张毛毯。

Could I have a blanket['blæŋkit]**, please?**

Could you get me a blanket, please?

请给我一个枕头好吗？

May I have a pillow['pɪləu]**?**

Would it be possible to get a pillow?

给我份报纸看好吗？

Could I have a newspaper or something, please?

Do you have any magazines to read? （有什么杂志看吗？）

你想得真周到。

It's very considerate[kən'sɪdərɪt] **of you.**

considerate是“考虑周到”的意思。

领取行李

我们去拿行李。

Let's get my bags.

请问在哪里取行李？

Where is the luggage area?

Where can I get my luggage?

请你把我的行李取出来好吗？

Could you take out my baggage?

我要取行李。

I'd like to claim[kleɪm] **my luggage.**

claim是“认领”的意思。

I'd like to claim my luggage.（我要取行李。）

Yes, sir. May I have your receipt?（好的，先生。请把收据给我。）
I'm coming to claim my baggage.

这是我的收据。
Here's my receipt.
行李会从哪里出来呢？
Where will the baggage come out?
Does the luggage come out here?（行李从这里出来吗？）

这是你的。
This is for you.

让我帮你提行李。
Let me take care of your luggage.
Let me take care of your luggage.（让我帮你提行李。）
Thank you, but I'd rather keep this case with me. （谢谢你，但我宁愿自己保管。）
Can I help you with your luggage?（需要帮你提行李吗？）

可以用这辆行李推车吗？
May I have this baggage cart[kɑːt]?

离开机场

我们走吧。
Let's get out of here.

需要我帮忙拿什么吗？
Can I help you carry anything?
Can I help you carry anything?（需要我帮忙拿什么？）
If you could hold this bag, it would really help.（你如果可以拿这袋子的话，那就很好了。）

请你帮我提行李好吗？
Will you carry my baggage?
Will you carry my baggage?（帮我提行李好吗？）
With pleasure ['pleʒə].（很荣幸。）

还有行李吗？
Do you have any other bags?
Do you have any other bags?（还有行李吗？）
Just this. I pack light.（就只有这个，我带很少的行李。）

请把行李拿到巴士站。

Please take the luggage to the taxi stop.

请到巴士终点站。

Bus terminal['tə:minl]**, please.**

terminal是“终点站”的意思。

请小心提这个，里面是一些易碎物。

Please handle this with great care. There are fragile['frædʒail] **things inside.**

fragile是指“易碎的”。

谢谢你，那要多少钱呢？

Thank you. How much will that be?

搭小巴士的票在哪儿买？

Where is the ticket for limo['limәu]**?**

limo是limousine的缩写，“机场小巴士”的意思。

巴士要隔多久发一班？

At what intervals['intәvәl] **does the bus start?**

interval是“间隔”的意思。

哪路巴士到希尔顿饭店？

Which bus is going to the Hilton Hotel?

Which bus is going to the Hilton Hotel?（哪路巴士到希尔顿饭店？）

You can take No.3.（你可以搭三路车。）

能提供有关旅馆的资料吗？

May I have some information about hotels?

Can you offer['ɔfə] some information about hotels?

预祝您在这儿过得愉快。

Hope you will enjoy[in'dʒɔi] **your stay here.**

Hope you will have a good stay.

必备单词与短语

visa ['vi:zə]	*n.*	签证
passport ['pɑ:spɔ:t]	*n.*	护照
formality [fɔ:'mæliti]	*n.*	正式程序
customs ['kstəmz]	*n.*	海关
declare [di'klɛə]	*v.*	申报
dutiable ['dju:tjəbl]	*adj.*	应纳税的
check [tʃek]	*v.*	托运
transit lounge		候机室
board [bɔ:d]	*v.*	登机

safety belt 安全带

LESSON 2

国外日常生活

DAILY LIFE IN FOREIGN COUNTRIES

2.1 用餐

在餐厅

去餐厅吃饭，最好是先预订，以免到了餐厅而没有座位，造成不必要的等待。

在国外，餐馆可以分为美食酒家、普通餐馆、风味餐馆和快餐店等。美食酒家是饮食行业中最豪华、最昂贵的；普通餐馆菜品简单，价格适中，适合普通家庭用餐；风味餐馆专营若干种享有盛名的特色饭菜，如某种少数民族食品，价格介于前两种之间；快餐店则由于服务快、价格低，又讲究卫生而广受欢迎。

在西方国家进餐时，一定要注意就餐礼仪，要尽量做到入境随俗。如果该国家有给小费的习惯，结帐时千万不要忘记给小费。小费的数额一般为帐单金额的15%左右，如果服务特别周到，也可以酌情增加。

我想预订今晚六点三个人的餐桌。

I'd like to book a table for three at six this evening.

Please reserve[ri'zə:v]a table for three.（请预订一张三人桌位）

reserve是“预订”的意思。

请尽量让我们的座位靠近窗子。

Put us as close as possible to the window, please.

Table for two, please.

Table for two, please.（要一张两个人的桌位。）

Smoking or non-smoking?（吸烟区还是无烟区？）

Non-smoking, please.（非吸烟区。）

要一张两个人的桌位。

Would you mind waiting at the bar?

Would you mind waiting at the bar?（你们可以在酒吧间等一下吗？）

Not at all.（可以。）

你们可以在酒吧间等一下吗？

Would you mind waiting at the bar?

Would you mind waiting at the bar?（你们可以在酒吧间等一下吗？）

Not at all.（可以。）

这边请。

This way, please.

Follow me, please.

这桌子太靠门了。

The table is too close to the doorway.

我们可以换桌吗？

Can we change tables?

我想看一下菜单。

I want to check the menu['menju:].

menu是“菜单”的意思。

Please show me the menu.

I'd like to see the menu, please.

我们要点什么菜？

What shall we order?

询问同伴或客人时使用。

你有什么不吃的吗？

Is there anything you don't eat?

Is there anything you don't eat?（你有什么不吃的吗？）

I eat anything.（我什么都吃。）

你可以点菜了吗？

Are you ready to order?

May I take your order?

Would you like to order now?

Are you ready to order?（你可以点菜了吗?）

Yes, I'd like fried chicken.（可以。我要炸鸡。）

你可以推荐一下吗？

What would you recommend[rekə'mend]**?**

recommend是“推荐”的意思。

Can you give me some suggestions?

今天的特色菜是什么？

What's today's special['speʃəl]**?**

What's today's special?（今天的特色菜是什么？）

We are featuring ['fi:tʃə] a steak with baked potatoes.（今天的特色菜是牛排配烤马铃薯。）

有什么地方特色菜？

What are your local specialties?

specialty是“特色菜”的意思。

拼盘里是什么菜？

What's in the combination platter['plætə]**?**

我们想先来……，然后是……。

We'd like to start with..., and then....

What can I get for you?（你们今晚要点什么？）

We'd like to start with the French onion[5QnjEn] soup, and then a steak with baked potato.（我想先来法国洋葱汤，再要牛排和烤马铃薯。）

我点的菜可以更改吗？

May I change my order?

味道不要太辣好吗？

Can you make it mild?

mild是“温和”的意思。

Can you make it a little hot?（味道要辣一点好吗？）

甜点我要冰激凌。

I'll have ice cream for dessert[di'zə:t].

dessert: 餐后甜点，比如：水果(fruit)、布丁(pudding)、拔丝香蕉(toffee banana)等等。冰激凌(ice cream)等。

你要哪一道主菜？

What would you like for your main dish?

你的牛排要几分熟？

How would you like your steaks[steik]**?**

How would you like your steaks cooked?

How would you like your steaks?（你的牛排要几分熟？）

Well done, please.（熟透的。）

吃牛排，有人喜欢吃三分熟的，英语叫做rare；煮大约七八分熟的，英语叫做medium；煮得熟透的，英语就叫做well done；在rare和medium之间，你也可以要个煮medium rare的，那差不多就是四五分熟了。

你的沙拉要用什么酱？

What kind of dressing would you like for your salad['sæləd]**?**

dressing是“调味品”的意思。

你的威士忌要怎样喝？

How do you like your whisky?

How do you like your whisky?（你的威士忌要怎样喝？）

With water and ice.（加水和冰块。）

牛排配有那些蔬菜？

What vegetables['vedʒitəbl] **come with the steak?**

可否留下菜单以便我们再要点别的菜？

Can we keep the menu in case we want something else?

请随便吃。

Please help yourself.

Please help yourself to whatever you like.

我不经常使用刀叉，瞧我笨手笨脚的。

I don't use knives and forks very often. Look, how clumsy['klʌmzi] **I am.**

clumsy是指“笨手笨脚的”。

真香！

It smells good.

味道真好！

It tastes delicious[di'liʃəs].

How is the taste?（味道怎样？）

It tastes delicious.（味道真好！）

好吃吗？

Is it delicious?

Is it tasty?

我在减肥。

I'm on a diet['daiət].

be on a diet指“节食”。

为我们的友好合作干杯！

Here's to our friendly cooperation[kəu,ɔpə'reiʃən]**!**

Let's drink to our friendly cooperation.

我提议为……干杯！

I'd like to propose a toast[təust] **for ...**

用在正式场合。

干杯！

Cheers!

比较随便的说法。

Bottoms up!

请再拿一套餐具给我。

Could I have another table setting?

May I have another napkin[5nApkin]?（可以再给我拿条餐巾吗？）

把盐递给我好吗？

Could you pass the salt for me?

这不是我要的。

I don't think this is what I ordered.

This is not what I asked for.

I don't think this is what I ordered.（这不是我要的。）

I'm sorry, sir. What did you order?（对不起，你点的是什么呢？）

恐怕你弄错了。

I'm afraid you came to the wrong table.

服务员，我点的菜还没来。

Waitress, my order hasn't come yet.

Waitress, my grape[greip] wine hasn't come yet.（服务员，我点的葡萄酒还没来。）

我吃饱了。

I'm full.

I'm stuffed[stʌf].

I've had enough.

我要结账了。

May I have the bill?

May I have the check?

May I have the bill, please?（请结帐。）

Together or split?（一起结帐还是分开结帐呢？）

我们各付各的吧。

Let's go Dutch.

go Dutch是习惯用语，指“各自付钱”。

我们要各自付帐。

Separate checks, please.

我那一份多少钱？

How much is my share?

今晚我请客。

It's my treat[tri:t] tonight.

It's on me.

You're my guest.

今晚可以替我付帐吗？我忘了带钱包。

Is it possible that you'll take care of the bill for me? I forgot my wallet.

我认为这个加错了。

I think this is added up wrong.

I'm afraid you made a mistake here. （恐怕这弄错了。）

帐单含服务费吗？

Does this amount include the service charge [tʃɑːdʒ]?

Is service included?

不用找钱了。

Keep the change, please.

change是指“零钱”。

☺Your total comes to $34. .（你的账单共计34美元。）

☺ Here is $40. Keep the change, please. （给你40美元。不用找钱了。）

☺ Thank you very much. （非常感谢。）

在快餐店

由于时间紧迫，英美国家大多数人的早饭和午饭都吃得十分匆忙。在美国，最受欢迎的快餐是汉堡包——只要等几分钟就可以拿到食物进餐。你既可以在快餐店里吃，也可以带回家吃，还可以在工作时吃。而在英国，最受青睐的快餐食品除汉堡包之外，还有炸薯条。

在英美国家，最有名的快餐店莫过于麦当劳和肯德鸡连锁店了。此外，还有许多卖汉堡或炸鸡等的快餐店，街角也常有卖薄煎饼或热狗的摊子。在汽车可驶入的餐馆里，顾客可以驾车到窗口前点食物，里面工作人员会通过窗口把饭菜递给他们。这样，顾客可以在车里进餐。

汉堡包并非快餐店唯一的食品，还有鱼、鸡、各种三明治以及印度和墨西哥食品。此外还有炸薯条、奶昔、软饮料和咖啡等。

我要一个汉堡包和薯条。

I'd like a hamburger['hæmbəːgə] and French fries.

French fries是“薯条”的意思，美式英语；英式英语为chips。在英国，薯条有时和鸡肉、鱼肉一起卖，被称为鸡条(chicken and chips)或鱼条(fish and chips)。

A hamburger and French fries, please.

I'd like a hamburger and French fries.（我要一个汉堡包和薯条。）

Do you want cheese[tFiːz]?（汉堡包里要乳酪吗？）

No, thanks.（不用，谢谢。）

请给我两袋鱼条。

Two bags of fish and chips, please.

I want to have two bags of fish and chips, please. （请给我两袋鱼条。）

All right.（好的。）

Could you give me some salt and vinegar?（你能给我点盐和醋吗？）

Yes, please.（当然可以。）

我要一份外带食品。

I'd like to order a takeout.

takeout是美式英语，“外带食品”的意思；英式英语为takeaway.

Can I order a takeout here?（可以点外带食品吗？）

你要点什么？

May I take your order?

What would you like?

What do you want?

May I take your order?（你要点什么？）

I'll have a number 5.（我要5号套餐。）

要加点什么吗？

Would you like anything on it?

What do you want on it?

I'd like one hot dog, please.（我想要一个热狗。）

Would you like anything on it?（要加点什么吗？）

Ketchup ['ketʃəp] and mustard ['mʌstəd], please. 请加点番茄酱和芥末。

我要2号套餐，套餐饮料要纯咖啡。

I want a number 2 with black coffee.

你要喝什么？

What would you like to drink?

What do you want to drink?

Anything to drink?

我要可乐。

I'll have a coke.

I'll have a coke.（我要可乐。）

Large, medium['mi:djəm] or small?（大号，中号还是小号？）

I want an orange juice.（我要橙汁。）

I'll have a milk shake.（我要奶昔。）

就这些吗？

Will that be it?

Is that all?

你要装好带走吗？

Will you make it for takeout?

Will you make it for takeout?（你要装好带走吗？）

No, for here.（不，在这儿吃。）

我可以在店内吃吗？

Can I eat in the shop?

我可以坐这里吗？

May I take this seat?

在这里吃还是带走？

For here or to go?

For here or to go?（在这里吃还是带走。）

To go, please.（带走。）

总共4.3美元。

Your total is $4.3.

我要续杯。

Could I get a refill, please?

refill指“续杯”。

I want a refill['riː'fil].

I'd like a refill, please.

续杯多少钱？

How much are refills?

How much are refills?（续杯多少钱？）

A quarter.（25美分。）

吸管在哪儿？

Where is the straw [strɔː]?

straw指“吸管”。

在小酒馆

街头的小酒馆花不了你多少钱，还可以品尝一下特色小吃。相对于餐厅来说，在小酒馆里吃饭更自由、更自在。

下班后去喝一杯怎么样？

Would you like to have a drink after work?

☺Would you like to have a drink after work?（下班后去喝一杯怎么样？）

I'm afraid I can't make it.（恐怕不行。）

我不喝酒。

I don't drink.

I stay away from drinking.

我不胜酒量。

I get drunk easily.

我滴酒不沾。

I'm a teetotaler[tiːˈtəʊtələ].

teetotaler是“禁酒主义者”的意思。

他是个酒鬼。

He's a drunkard['drʌŋkəd].

drunkard含有贬义。

He's an alcoholic[ˌælkəˈhɔlik].

这儿有些什么小菜？

What light meals do you have?

我要威士忌加苏打。

I want whisky and soda['səudə].

I'd like to have a cup of whisky and soda.

你们有本地产的啤酒吗？

Do you have a local beer?

来点什么小吃？

What kind of snacks should we have?

snack是“小吃”的意思。

What kind of snacks should we have?（来点什么小吃？）

Whatever.（随便。）

有什么马上能吃的菜吗？

May I have something I can eat right away?

请把菜做辣一点。

Would you make the dish hot, please?

干杯！

Cheers!

Bottoms up!

再来一杯怎样？

Would you like a refill?

Would you like a refill?（再来一杯怎样？）

Why not?（为什么不呢？）

这是最后一杯了。

Nothing beats this.

他喝得太多了，吐得到处都是。

He drank too much and vomited about.

他喝醉了。

He's drunk.

He's loaded.

随便的说法。

He's intoxicated [in'tɔksikeit].

较正式的说法。

在咖啡厅

你最喜欢哪种咖啡？

What kind of coffee do you like the best?

Blue mountain. 蓝山咖啡

Mandheling 蔓特宁咖啡

Caf Au Lait 牛奶咖啡

Moka 摩卡咖啡

Latte 拿铁咖啡

Cappuccino 卡布其诺咖啡

本店意大利咖啡最有特色。

This café['kæfei] features Italian coffee.

feature是“以……为特色”的意思。

我比较喜欢调味咖啡。

I prefer flavored coffee.

I like flavored['fleivə] coffee more.

能给我一杯浓缩咖啡吗？

Could you give me a cup of Espresso?

Espresso是一种用蒸汽加压煮出来的浓咖啡。

Could you give me a cup of Espresso?（能给我一杯浓缩咖啡吗？）

Single or double?（单份还是双倍分量的浓缩咖啡？）

我要一杯清咖啡。

I'd like to have a cup of black coffee.

black coffee是“清咖啡”，即“不加奶的咖啡”；“加牛奶的咖啡”是white coffee。

我可以再要点奶酪吗？

May I have more cream?

你要加糖和牛奶吗？

Would you like sugar and milk?

Would you like sugar and milk?（你要加糖和牛奶吗？）

Milk only, please.（只加牛奶。）

要外带吗？

Do you want to take out?

Do you want to take out?（要外带吗？）

No. For here.（不，在这儿吃。）

给我一杯拿铁咖啡。

I want a cup of Latte.

I want a cup of Latte.（给我一杯拿铁咖啡。）

Iced or hot?（冰的还是热的？）

Hot, please.（热的。）

你们有哪些甜点？

What kinds of dessert do you have?

Do you want any dessert?（需要甜点吗？）

What kinds of dessert do you have?（有哪些甜点？）

Cake, biscuits[5biskit] and ice cream.（有蛋糕、饼干和冰激凌。）

必备单词与短语

reserve [riˈzəːv]	*v.*	预定（房间、座位）
menu [ˈmenjuː]	*n.*	菜单
order [ˈɔːdə]	*v.*	点菜
appetite [ˈæpitait]	*n.*	胃口
special [ˈspeʃəl]	*adj.*	特价的
sandwich [ˈsænwidʒ]	*n.*	三明治
steak [steik]	*n.*	牛排
beer [biə]	*n.*	啤酒
dessert [diˈzəːt]	*n.*	甜点

2.2住宿

在国外，旅馆的等级很多，价格相差很大。比如在美国，有大到上百间客房的高级旅馆，也有小到只能容纳二、三十人的非正式旅馆，有汽车旅馆、寄宿旅社、青年招待所，还有州立公园和国家公园的宿营地。而在英国，有高级旅馆，非正式旅馆，青年招待所和提供早餐及睡眠而价格又比较便宜的旅馆(B&B: Bed and Breakfast)。

在国外的大城市或旅客较多的地方（如旅游胜地）住宿时，最好预定房间。如无法在预定的时间内赶到，还可以打电话要求保留房间。

国外较正式的旅馆，一般都有以下服务项目和服务处：接待处、大厅服务台、收款处、客房服务、物品保管、洗衣服务等。

预订房间

我要预订房间。

I need to make a reservation[ˌrezəˈveiʃən]**.**

reservation是“预订”的意思。

I'd like to make a reservation.

喂，我要预订7月18日的房间。用莎莉的名字。

Hello, I'd like to make a reservation for July 18th under the name of Sally.

你要什么样的房间？

What kind of room would you like to have?

What type of room?（什么样的房间？）

What kind of room would you like to have?（你要什么样的房间？）

A double room, please.（双人房。）

a double room 是一间给两个人睡的双人房，一个人睡的单人房是a single room。

你要什么价格的房间？

What sort of price would you like to pay?

小孩住店要付全价吗？

Do I pay the full price for children?

No. Children under 10 are half price.（不用，10岁以下的孩子半价。）

Is there a reduction for children?（小孩有减价吗？）

Do I pay the full price for children?（小孩住店要付全价吗？）

我想为我的同事订间房。

I'd like to reserve one room for my colleague.

colleague ['kɔli:g] 是“同事”的意思。

I'd like to reserve one room for my colleague.（我想为我的同事订一间房。）

For how many nights?（住几个晚上？）

Three. From June 6th to 9th.（三个晚上。从6月6日到9日。）

今晚有空房吗？

Is there a room available[əˈveiləbl] **tonight?**

available本意是“可获得的”，口语中常用来说明或问“有没有某样东西啊？”，或“有没有空啊？”这类的问题。

Do you have any vacancies?

vacancy指“空缺”。

Have you any rooms vacant ['veikənt]?

团体订房有优惠吗？

Is there any discount['diskaunt] **for groups?**

discount是“折扣的意思。

Do you have any discount for company booking?

对不起，所有的客房都住满了。

Sorry, we are booked up.

Sorry, we are fully booked.

Sorry, all our rooms are fully occupied ['ɔkjupaid].

I'd like a single room, please.（我想要一间单人房。）

Sorry, I'm afraid we are fully booked.（对不起，所有的客房都住满了。）

Thank you anyway.（不管怎么说，谢谢你。）

你们可以提供什么服务和设施？

What services and facilities can you offer?

facility是“设施”的意思。

套房一间多少钱？

How much is a suite?

suite是“套房”的意思。

What's the rate for a suite?

How much do you charge a suite?

我要改变我5月8号的预订。

I'd like to change my reservation for May 8th.

I'd like to change my reservation for May 8th. （我要改变我5月8号的预订。）

What seems to be the problem? 有什么问题？

I want to change the date from May 8th to May 11th.（我想把预订日期由5月8日改为5月11日。）

对不起，我想取消预订。

Sorry, I'd like to cancel['kænsəl] **my reservation.**

Sorry, I'd like to call off my reservation.

我想再延期三天可以吗？

I want to extend[iks'tend] **my reservation for three more nights. Is that all right?**

住宿登记

我想办理住宿登记手续。

I'd like to check in, please.

I'd like to check into my room.

短语check in后不可再接宾语，如果要接宾语，必须check into。

I need to check in.

你有预订吗？

Have you got a reservation?

Do you have a reservation?

你以什么名字订的房？

Under what name is the room reserved?

What name is the booking for?

你有确认号码吗？

Do you have a confirmation[ˌkɔnfəˈmeiʃən] **number?**

confirmation是“确认”的意思。

我已经预订了一间房。

I should have a room reserved.

There should be a room for me.

对不起，我们没有你的预订。

Sorry, we don't have your reservation.

Sorry, we don't have your reservation.（对不起，我们没有你的预订。）

I made a reservation last week. This is the confirmation.（我是上个星期预订的，这是确认书。）

请再找一次。

Please try once more.

Will you please try to find my name again?

Please try under 撾?（请找找以J开头的名字。）

对不起，没有你的名字。

Sorry, I can't find your name.

Sorry, I can't find your name.（对不起，没有你的名字。）

Something must be wrong. Could you call the manager, please?（一定弄错了，请打电话给你们经理好吗？）

能看看你的护照吗？

May I have your passport, please?

May I see your passport?

请出示你的证件。

Will you show me your identification?

identification[aiˌdentifiˈkeiʃən]是“证件”的意思。

Will you show me your identification?（请出示你的证件。）

Yes. Here's my passport.（好的，这是我的护照。）

这是你的登记卡。

Here's your registration[ˌredʒisˈtreiʃən] **card.**

Here's your registration card.（这是你的登记卡。）

Can you tell me how to fill out this form? （请告诉我怎样填写这张表好吗？）

要预先付款吗？

Shall I pay in advance?

in advance指“提前”。

请填一下登记表。

Please fill in the hotel registration form.

我在这里签名吗？

Do I sign here?

房间号是多少？

What is the room number?

你的房间是308号。这是钥匙。

We have you in room 308. Here is your key.

Your room is 308. This is the key.

顺便问一下，什么时候结帐离店？

By the way, what's the checkout time here?

By the way, what's the checkout time here?（顺便问一下，什么时候结帐离店？）

Before 12 a.m., or you'll be charged for an extra day.（中午12点以前，否则要多收一天的费用。）

服务员，可以帮我把这些拿到308号房吗？

Porter['pɔːtə], would you carry this to room 308?

Porter, would you carry this to room 308? （服务员，可以帮我把这些拿到308号房吗？）

No problem.（没问题。）

我可以把贵重物品存放在此吗？

Can I deposit[di'pɔzit] valuables here?

valuables是“贵重物品”的意思。

Can you look after my valuables here?

接受客房服务

这是客房服务，有什么需要帮忙吗？

Room service. May I help you?

Room service. May I help you?（这是客房服务，有什么需要帮忙吗？）

Will you bring the breakfast to my room?（请把早餐送到我房间，好吗？）

我要订东西。

I'd like to place an order.

我希望8点送来。

I'd like it at eight.

这是418房，请给我送些开水好吗？

This is room 418. Would you send me some hot water?

This is room 418. Would you send me some hot water?（这是418房，请给我送些开水好吗？）

All right. I'll be with you soon.（好的，我一会儿就送来。）

餐厅几时开放？

When does the dining room open?

明天早上9点能派人上来帮我拿行李吗？

Could you send someone to pick up my luggage at 9:00 tomorrow morning?

你的房间号码是几号？

What is your room number?

What is your room number?（你住几号房？）

452.（452号房。）

请帮我接洗衣服务部。

Laundry['lɔ:ndri] **service, please.**

我有些东西要洗。

I have some laundry to do.

I'd like to have my suit dry-cleaned.（我想干洗西服。）

我的衣服什么时候可以取回来？

How soon can I have my clothes back?

How long will it take to get my clothes back?

请你明天早上6点叫我起床好吗？

Can you give me a wake-up call at six tomorrow morning?

Would you please wake me up at 6:00 tomorrow morning?

马桶不停地流水。

The toilet won't stop running.

Room service.（客房服务。）

The toilet won't stop running. Could you send someone up to repair it?（马桶不停地流水。请你派人上来修理好吗？）

茶几上的灯坏了。

Lamp of side table is broken.

隔壁的房间太吵。

Next door is too noisy.

Can you change a room for me? Next door is too noisy.（给我换一间房好吗？隔壁的房间太吵。）

We'll manage ['mænɪdʒ] it.（我们将尽力帮您解决。）

浴室热水出不来。

Hot water doesn't come at bath.

空调有毛病。

Something's wrong with the air conditioner.

空调怎么用？

How do I use the air conditioner?

我被锁在外面了。

I locked myself out.

办理退房

我要提前一个晚上离开。

I'm going to leave one night earlier.

我能延后住两天吗？

Can I extend my stay two more days?

Could I stay two more nights?

我要结账退房。

I'm ready to check out.

I'll check out of the hotel.

I need to check out.

我想结账。

I'd like to settle['setl] my bill.

这是你的账单，一共750美元。

Here's your bill. The total comes to $750.

这是收费明细表。

Here's an itemized list of the charges.

Here's an itemized list of the charges. Please check it. （这是收费明细表。请检查一下。）

That's right. （没错。）

这是什么费用？

What's this amount for?

What's this amount for? （这是什么费用？）

It's for long-distance calls.

这包括客房服务费吗？

Does it include room service?

Does it include room service?（这包括客房服务费吗？）

Yes, the total includes your three-day stay, room service and other incidentals.（是的，包括你在这里住三天的旅馆费、客房服务费和其他杂费。）

incidental是“杂费”的意思。

请记在我的账上。

Add it to my account[əˈkaunt], please.

How about the charge for the days you shared the room with your friend?（您朋友与您共住房间的费用该如何结算呢？）

Add it to my account, please.（请记在我的账上。）

您怎么结帐？

How would you like to pay your bill?

How would you like to pay your bill?（您怎么结帐？）

Could I pay with traveler's check?（可以用旅行支票支付吗？）

钥匙要拿到前台去还吗？

Do I need to return the key to the front desk?

请在账单和信用卡收据上签个字好吗？

Would you please sign the bill and the credit ['kredit] card receipt?

请在这儿签名。

Please sign you name here.

May I have your signature here?

住得还好吗？

How was your stay?

How was your stay?（住得还好吗？）

Everything was great.（一切都非常好。）

请你把我的行李拿到外面的黑色车子上。

Please take my bags out to the black car.

替我叫辆计程车好吗？

Would you call a cab for me?

cab是美式英语，意为“计程车”；英式英语是taxi。

计程车在等我吗？

Is my cab waiting?

租　房

在国外找出租的房屋，一般是先查阅当地报纸上的房屋出租广告，也可以直接到街上去看哪栋房子前面贴有“vacancy”（空房）或“apartment for rent”（房屋待租）等字样。

在签订租约以前，一定要先了解有关租金、租约、租期、电费、电话租线费、停车场、退住条件及其他的规定，以免受骗上当，或以后造成麻烦。

我正在找房子。

I'm looking for an apartment[ə'pɑ:tmənt]**.**

apartment是美式英语，意为“公寓”；英式英语是flat。

我打电话来查询一下你刊登的出租房屋广告。

I'm calling about the apartment you advertised['ædvətaiz] **in the paper.**

advertise是“登广告”的意思。

我看到了你张贴的广告。

I've seen the sign you've put up.

我想租一套带家具的公寓。

I want to rent a furnished['fə:niʃ] **apartment.**

want a room with cooking facilities.（我要一间有厨房设备的房间。）

请问这里有公寓出租吗？

Are there any apartments to let?

let是指“出租”。

有家具吗？

Is it furnished?

我想住在学校附近。

I want to live near the campus['kæmpəs]**.**

我今天来看看公寓好吗？

Can I come and take a look at the apartment today?

可否把你的地址给我？

Can you give me your address[ə'dres]**?**

你是房东吗？

Are you the landlord?

landlord是“房东”的意思。

租金多少钱？

How much is the rent?

How much is the rent?（租金多少钱？）

Five hundred dollars per month, including utilities.（每月五百元，包括杂费。）

租金包括煤气费和电费吗？

Are gas and electricity included in the rent?

电话租线费也算在内了吗？

Is the rental line for the telephone included, too?

有没有管理费和停车费？

What about management fee or parking fee?

Is there anything like management fee or parking fee?（有没有管理费和停车费？）

The management is included in the rent, but there is a parking fee of $15 per month.（管理费已经包括在租金里了，但停车费是每月15美金。）

押金要多少钱？

How much is the security[si'kjuəriti] **deposit?**

security deposit是“押金”的意思。

什么时候可以搬进来？

When can I move in here?

When can I move in here?（什么时候可以搬进来？）

As you like.（随时都可以。）

你得签一个租期一年的契约。

You have to sign a one-year lease[li:s]**.**

lease是“租约”的意思。

我必须按月付租金吗？

Should I pay my rent on a month-to-month basis?

Should I pay my rent on a month-to-month basis? （我必须按月付租金吗？）

Yes, the rent is due on the first week of the month. （是的，每月第一个星期交房租。）

我们什么时候签合约？

When do we sign the contract['kɔntrækt]**?**

必备单词与短语

available [ə'veiləbl]	*adj.*	可获得的
register ['redʒistə]	*v.*	登记

identification card		身份证
luggage ['lʌgidʒ]	*n.*	行李
check in		登记住宿
check out		结帐退房
reception [ri'sepʃən]	*n.*	接待
room service		客房服务
laundry ['lɔ:ndri]	*n.*	洗衣部
rent [rent]	*v.*	租房
facility [fə'siliti]	*n.*	设施
apartment [ə'pɑ:tmənt]	*n.*	公寓

2.3 购物

西方国家的商品价格相差很大，同一商品在不同的商店，不同的时间，价格有明显差别。如果你想买便宜的东西，就应该多跑几个商店。此外，除了某些大百货公司或超级市场外，一般商店都是可以讲价的。

购买廉价商品的最好时机是“大减价”时期，通常圣诞节过后和八月份众多商家打折期间价格最低。对甩卖的商品仔细看一下是明智之举，因为许多商店都不允许退换甩卖商品。

在西方国家买东西时，你还经常会遇到附加税的问题。也就是说，标签上的价格并不是你所需付的价格，你还得交税。

如果商品有损坏，可以要求退换（记得带收据）。倘若你所要换的商品缺货，售货员会让你看一些类似的商品。但如果你不喜欢其他样式，你也可以得到退款。

在超市

小姐，有人招呼您吗？

Are you being served[sə:v], miss?

当售货员看见顾客准备购物或左顾右盼以寻求帮助或服务时使用。

Are you being served, miss?（小姐，有人招呼您吗？）

No, I'm looking for the cosmetics counter.（没有，我在找化妆品柜台。）

cosmetics是“化妆品”的意思。

Are you being attended to?

Is anyone looking after you?

玉米放在哪儿？我想买。

I'm looking for corn.

I'm looking for some cereals['siəriəl].

cereal是“谷类食品”的意思。

对不起，在哪可以找到儿童玩具？

Pardon me. Where can I find toys?

面包放在第几货架？

What aisle[ail] is bread on?

aisle是“走道”的意思，在这里指“走道边的货架”。

What aisle is bread on?（面包放在第几货架？）

It's on aisle 2, next to the deli.（在第二排，就在熟on special是指“卖特价”。）

Excuse me. Is this on special?（请问这个有没有特价？）

Yes, it is. All the items on this rack have a twenty percent discount this week.（有，这架子上的所有货品都打八折。）

“熟食部”今天有什么特价销售吗？

Does the deli have any specials today?

deli是delicatessen的缩写，是超级市场里卖“煮熟的火腿、鸡胸肉、烤牛肉等各式肉类，以及各种沙拉”的部门。

我需要一磅火鸡肉和半磅乳酪。

I need a pound of turkey and half a pound of cheese.

我可以结帐了。

I'm ready to check out, please.

Could you ring my purchases up please?（你可以帮我结帐吗？）

还有没有什么其它的？

Would that be all?

Would that be all?（还有没有什么其它的？）

Yes, that's all.（就这些了。）

是用现金还是刷卡？

Will that be cash or charge?

Cash or credit?

Will that be cash or charge?（是用现金还是刷卡？）

Cash, please.（现金。）

这是找你的钱。

Here's your change.

不用找了。

Keep the change.

你用纸袋装还是塑料袋？

Paper or plastic['plæstik]**?**

Would you like paper or plastic bags?

我可否用车来取货？

Can I pick them up in my car?

Can I pick them up in my car?（我可否用车来取货？）

Yes, keep the receipt and show it to the men at the drive-through. They'll pack your stuff in your trunk.（可以，拿

着收据给车子通道的职员看，他们便会把你的东西放进行李箱。）

我需要有人帮我把这些袋子拿到车上。

I could use some help carrying these bags to the car.

I could use some help carrying these bags to the car.（我需要有人帮我把这些袋子拿到车上。）

No problem. I'll call someone for you. （没问题，我会叫人来替你拿。）

在街头杂货店

您要买点什么？

Can I help you?

Good morning. Can I help you? （早上好。您要买点什么？）

Oh, thanks. I'm just looking around. （哦，谢谢。我只是随便看看。）

Can I be of any help?

What can I do for you?

Is there anything I can do for you?

你们有麦片吗？

Do you have oatmeal?

oatmeal是“麦片”的意思。

你们有没有大包装的洋葱味薯片？

Do you have any large-size onion-flavored potato chips?

potato chip是“薯片”的意思。

可以看看那个红色的皮包吗？

Can you show me that red leather['leðə] handbag?

leather是“皮革的”的意思。

Can you show me the red leather handbag?（可以看看那个红色的皮包吗？）

Sure. Here you are.（好的，给你。）

我要买一件36码的毛衣。

I'm looking for a size 36 sweater['swetə].

我要买双皮鞋。

I'd like to buy a pair of leather shoes.

I'd like to shop for a pair of leather shoes.

I want a pair of leather shoes.

你要多少码？

What size, please?

What size, please?（你要多少码？）

Size 8.（八码。）

What size shoes do you take?

我不太了解你们的尺码。

I'm not familiar[fəˈmiljə] with your sizes.

be familiar with 是“熟悉”的意思。

I'm not familiar with your sizes.（我不太了解你们的尺码。）

Don’t worry. Let me take your measurements. （别担心，我给你量一量。）

take one’s measurements 给某人量尺寸

我想要颜色浅一点的。

I want something in a light color.

dark 暗的、深的

loud 花哨的

bright 鲜艳的

showy 艳丽的

恐怕有点紧了。

I’m afraid it’s a bit tight.

I’m afraid it’s a bit loose. （恐怕有点松了。）

有没有更便宜一点的？

Have you got cheaper ones?

Do you have anything cheaper?

Have you got anything cheaper than this?

你喜欢什么样式？

What style do you prefer?

What style do you prefer?（你喜欢什么样式？）

The style in fashion ['fæʃən] this year. 今年流行的样式。

in fashion指的是“时髦”、“流行”。其反义词是out of fashion（过时）。

你不认为这件有点过时了吗？

Don’t you think it’s a bit out of fashion?

这是最新款式。

This is the latest style.

latest是“最新”的意思。

This is the latest fashion.

这些都是新到的货。

These are all new arrivals.

这牌子在美国很有名吗？

Is this brand big in America?

这质量不好。

It's of poor quality ['kwɔliti].

这是用什么料子做的？

What's it made of?

What's it made of? （这是用什么料子做的？）

It's made of pure wool. （是用纯羊毛做的。）

cotton	棉
pure silk	真丝
synthetic fiber	合成纤维
nylon	尼龙

洗了会不会褪色？

Will the color fade after I wash it?

会缩水吗？

Will it shrink [ʃriŋk]**?**

shrink是“缩水”的意思。

Will it shrink?（会缩水吗？）

No, it won't.（不，不会。）

这衣服有没有我穿的？

I'd like to see this dress in my size.

I'd like to see this dress in my size.（这衣服有没有我穿的？）

I'm afraid we only have large size.（恐怕我们只有大号了。）

我可以试穿吗？

Can I try it on?

Can I try it on?（我可以试穿吗？）

Sure. The fitting room is over there. 可以。试衣间在那儿。

fitting room是“试衣间”的意思。

更衣室在哪儿？

Where is the fitting room?

Where is the fitting room?（更衣室在哪儿？）

To your left, ma'am.（在你的左边，夫人。）

这颜色适合你的肤色。

The color suits your complexion[kəm'plekʃən] **well.**

complexion是“肤色”的意思。

这领带和西服配得很好。

The tie matches the suit[sju:t] well.

The tie goes beautifully with the suit.

go with是“搭配”的意思。

我就买这件。

I'll take this one.

I'll go for it.

对不起，已经没货了。

Sorry, they're out of stock[stɔk].

Sorry, they're all sold out. （对不起，全都卖光了。）

保修期多久？

How long is the guarantee[ˌgærən'ti:] period?

How long is the guarantee period? （保修期多久？）

There's a one-year guarantee. （保修期是一年。）

这些是不是次货？

Are they damaged or something?

我们对出售的商品提供质量保证。

We provide a guarantee for the goods sold in our shop.

这个多少钱？

How much is it?

How much do you charge for it?

How much does it cost?

如果我买一打，可否便宜一点？

Can I have it cheaper if I buy a dozen of them?

这些衣服减价出售吗？

Are these clothes on sale?

on sale是“减价出售”的意思。

我们正在举行清仓大拍卖，商品一律5折销售。

We’re offering a big clearance sale. All the goods are 50% off.

部分商品减价出售。

Part of the goods are sold at a discount.

discount是“折扣的意思。”

好吧，我再转转。

That’s all right. I’ll look around.

I’m sure you can cut down another 20 dollars. （我想你还能降下20美元。）
Touch it and you will know. It’s pure wool. （摸一下你就知道了，这是纯羊毛的。）
That’s all right. I'll look around. （好吧，我再转转。）
Ok. You got it! （行了，你拿着吧。）

我的预算额是30美元。
The limit of my budget['bʌdʒit] is 30 dollars.
budget是“预算”的意思。
What price range do you have in mind? （你心中的价格范围是多少？）
The limit of my budget is 30 dollars. （我的预算额是30美元。）

价格要控制在50美元以下。
I want to stay under 50 dollars.

今天你们有打折吗？
Do you have any sales today?
Do you have any sales today? （今天你们有打折吗？）
Sorry, this is a one-price shop. （我们这里不打折。）
a one-price shop是“不打折的商店”的意思。

能否便宜点？
Can you come down a bit?
☺Can you come up a bit? （能否给高点？）

我想你能够再打点折。
I think you can offer a bigger discount.

你想出多少钱？
How much would you like it to be?
How much would you like it to be? （你想出多少钱？）
Eighty bucks. 80美元。
buck是俚语，指“美元”。
What’s the price you’re offering?

那是最低价了。
That’s the rock-bottom price.
That’s a sale price.

你再打点折我就买。
I’ll buy it if you discount a bit more.

我再考虑一下。
I’ll think about it.

我现在不能决定。

I can't decide now.

成交。

It's a deal.

Deal.

That's a deal.

How about 60 bucks? （60美元怎么样？）

It's a deal. .（成交。）

替我包起来好吗。

Will you wrap[ræp] it up for me?

I'd like to get this package gift-wrapped.（我这个包裹要用包装纸包成礼物。）

Will you gift-wrap this, please?

一共多少钱？

How much does it come to?

How much does it amount to?

How much do I owe you?

你们有代客运送吗？

Does your department store deliver items?

你们可以把这张书桌运送到我的办公室吗？

Can you deliver[di'livə] this desk to my office?

Can you deliver this desk to my office?（你们可以把这张书桌运送到我的办公室吗？）

Just leave the address with the delivery department.（把地址留给我们的运送部门就行了。）

我想我得退货。

I guess I have to return them.

I guess I have to return them.（我想我得退货。）

No problem. Please give me the receipt.（没问题。请把收据给我。）

我可以要求退款吗？

Could I ask for a refund[ri:'fʌnd]?

refund是“退款的意思。

Could I have a refund on this?（我能退这件东西吗？）

Could I ask for a refund?（我可以要求退款吗？）

Yes, I can give your money back if you have the receipt.（如果你有收据的话，我可以把钱退还给你。）

必备单词与短语

pound [paund]	*n.*	（一）磅
cashier [kə'ʃiə]	*n.*	出纳员
size [saiz]	*n.*	尺寸

brand [brænd]	*n.*	牌子
in fashion		流行
quality ['kwɔliti]	*n.*	质量
discount ['diskaunt]	*n.*	折扣
on sale		降价甩卖
change [tʃeindʒ]	*n.*	找回的零钱
deal [di:l]	*n.*	成交

2.4 看病

国外的医疗费用往往很高，尤其在美国。因此，对留学生或访问学者来说，一旦生病，最好先到学校的医务室去诊治，因为大学的健康计划预算中可能会考虑提供一些免费服务。也正由于医疗费昂贵，因而值得考虑是否参加医疗保险，虽然医疗保险也比较贵。

学校、大医院和大城市都有一些门诊，你可以直接去看病而无须预约。但大多数医院、牙医及对外的诊所都必须预约，否则医生就不会给你看病。

医生开了药方以后，病人有时可以在医院或诊所的药房里取药，有时得到外面的药店去买。

就诊

我想和史密斯医生预约就诊。

I'd like to make an appointment[ə'pɔintmənt] **with Doctor Smith.**

appointment是“约定”的意思。

我可以把你安排在3点。

I can fit you in at 3 o'clock.

fit sb. in是“把某人排进行程表里”的意思。

我跟李医生约好两点。

I have a 2:00 appointment with Dr. Lee.

My name is Jones. I have a 2:00 appointment with Dr. Lee.（我名叫琼斯，我跟李医生约好两点。）

Yes Mr. Jones. The doctor will be out shortly.（是的，琼斯先生。医生马上出来。）

我没有预先约定，但事情紧急。

I don't have an appointment, but it's really urgent['ə:dʒənt]**.**

请你先给我急救好吗？

Could you give me first aid[eid]**?**

first aid是“急救”的意思。

你怎么了？

What's worry with you?

What's worry with you?（你怎么了？）

I fell sick and always want to vomit.（我觉得恶心，老想呕吐。）

vomit是“呕吐”的意思。

What’s the trouble with you?

What seems to be the problem?

你觉得怎样？

How are you feeling?

How are you feeling?（你觉得怎样?）

Not too good.（不太好。）

你有什么症状？

What symptoms['simptəm] **do you have?**

symptom是“症状”的意思。

我有点咳嗽。

I have a cough.

你咳嗽有痰吗？

Are you coughing up phlegm[flem]**?**

phlegm是“痰”的意思。

Are you coughing up phlegm?（你咳嗽有痰吗？）

No, I only have a dry cough.（没有，我只是干咳。）

让我听听你的肺音。

Let me sound your lungs.

请作深呼吸。

Inhale[in'heil] **deeply, please.**

inhale指“吸气”。

这样多久了？

How long has it been this way?

How long has it been this way?（这样多久了？）

It all began last night.（从昨晚开始的。）

你胃口怎样？

How’s your appetite['æpitait]**?**

Do you have any appetite?

我给你量量体温。

Let me take your temperature.

我经常患这种头痛。

I always suffer['sʌfə] **from this headache.**

I feel chilly and have a splitting headache.（我觉得很冷，头剧烈地疼痛。）

我感觉非常糟。

I feel awful[ˈɔːful]**.**

我感到有点头晕。

I feel dizzy.

我耳鸣。

I have a ringing in my ear.

我常常打喷嚏。

I'm always sneezing.

我的扁桃腺肿了。

I have swollen tonsils[ˈtɔnsil]**.**

tonsil是“扁桃腺”的意思。

我的胸部有闷的感觉。

I have a heavy feeling in my chest.

我的胃有点痛。

I have a stomachache.

I have a dull/sharp pain in the stomach.（我的腹部有点隐/刺痛。）

我有点反胃。

I have an upset stomach.

我泻肚子。

I have diarrhea[ˌdaiəˈriə]**.**

I have a loose stomach.（我拉肚子。）

我一直在呕吐。

I've been vomiting.

我全身都觉得痒。

I feel itchy[ˈitʃi] **all over (my body).**

你吃药了吗？

Have you taken any medicine?

Have you taken any medicine?（你吃药了吗？）

Yes, I've tried pain relievers.（我试过止痛药。）

医生，我最近睡眠不好。

Doctor, I've been having trouble sleeping lately.

You have a gum[gʌm] **infection.**

我喉咙痛。

I have a sore throat.

你牙龈发炎了。

You have a gum[gʌm] **infection.**

infection是“感染”的意思。

我对青霉素过敏。

I’m allergic[ə'lə:dʒik] **to penicillin.**

Do you have any drug allergies?（你有什么药物过敏吗？）

I’m allergic to penicillin.（我对青霉素过敏。）

我流鼻涕。

I have a runny nose.

我踢球时扭伤了脚。

I sprained[sprein] **my ankle**['æŋkl] **when I was playing football.**

你需要全身检查。

You need a general check-up.

我给你开个药方。

I’ll give you a prescription[pri'skripʃən].

prescription是“药方”的意思。

我给你打一针。

I’ll give you a shot.

I’ll give you an injection.

injection是指“注射”。

我要住院吗？

Should I be hospitalized?

Do I have to stay in a hospital?

恐怕你需要动手术。

I’m afraid you need an operation.

I’m afraid you'll have to be operated on.

你所需要的是充分的睡眠和不偏食。

All you need is enough sleep and a balanced diet.

我什么东西不能吃呢？

What foods should I avoid?

你最好吃易消化的食物。

You'd better eat digestible[di'dʒestəbl] **foods.**

digestible是“可以消化的”的意思。

喝酒有没有问题？

Is it all right to drink?

购　药

我要取药。

I'd like to have this prescription filled.

May I have this prescription filled?

拿着医生开的药方到药房拿药时使用。

Excuse me; I'd like to have this prescription filled. （对不起，我要取药。）

Just a moment, please.（请稍等。）

这药有效吗？

Is this medicine effective[i'fektiv]**?**

Does this medicine work?

这是口服药吗？

Is this for oral administration[əd,minis'treiʃən]**?**

oral administration是指“口服”。

这药只可外用。

This medicine is for external use only.

external是“外部的”的意思。

How should I take it?

我要点消化不良的药。

I'd like some medicine for indigestion.

你们有治头痛的药吗？

What do you have for a headache?

你能推荐治牙痛的药吗？

Could you recommend some medicine for toothache?

我要镇静剂。

I want a tranquilizer['træŋkwilaizə]**.**

tranquilizer是“镇静剂”的意思。

请给我一些没有阿司匹林的药。

Please give me something aspirin free.

Please give me something that does not contain aspirin.

这药怎么服用？

How should I take it?

How should I take it?（这药怎么服用？）

One tablet ['tæblit]each time, three times a day after meals.（每日三次，每次一片，饭后服。）

每两日服一剂。

Take a dose[dəus] **every two days.**

饭后吃两颗药片。

Take two pills after every meal.

pill是“药片”的意思。

药性很强吗？

Are they strong?

Are they strong?（药性很强吗？）

Yes, this is the strongest stuff we have here.（是的，这是我们这里药性最强的药片了。）

有副作用吗？

Will there be any side effects?

side effect是“副作用”的意思。

如果未见好转，你就应该看医生。

If you don't get any better, you should see a doctor.

必备单词与短语

appointment [ə'pɔintmənt]	*n.*	预约
urgent ['ə:dʒənt]	*adj.*	紧急的
suffer from		受……之苦
to see a doctor		看病
fever ['fi:və]	*n.*	发烧
sore [sɔ:]	*adj.*	疼痛的
allergic [ə'lə:dʒik]	*adj.*	过敏的
prescription [pri'skripʃən]	*n.*	药方
operate ['ɔpəreit]	*v.*	动手术
injection [in'dʒekʃən]	*n.*	注射
dose [dəus]	*n.*	剂量，（一）针

2.5 在邮局

在英国，大街上的邮筒漆成红色。邮政服务可分为两个等级：一等和二等。前一种可以享受很多优待，邮

递速度快，但邮资较高。

在美国，邮件分四类：First-class（一类邮件）是普通信件，有封口；Second-class（二类邮件）多半是商人的广告，不封口；Third-class（三类邮件）为印刷品；Forth-class（四类邮件）为包裹。在美国寄信，必须使用印有邮政编码空格的信封。

美国寄邮件有三种形式：保险、挂号和保证递送。保险邮件如有遗失或损坏，邮局将负责赔偿；挂号邮件会收到邮件到达地的回执，此类邮件如有遗失或损坏，邮局也将负责赔偿；而对保证递送的邮件，邮局不负责赔偿。

邮寄信件

我想买5张8美分的邮票。

I'd like to have five eight-cent stamps[stæmp].

Five eight-cent stamps, please.

请给我两张寄到香港去航空卡的邮票好吗？

May I have postage['pəustidʒ] **stamps for two airmail cards to Hong Kong?**

这封信寄航空。

I want to send this letter by airmail.

美国英语用mail表示“寄”，英国英语则用post; send两者都用。

我想这封信寄挂号。

I want to have the letter registered ['redʒistə].

by ordinary mail　平信

by regular mail　平信

by sea mail　海运

by express mail　快递

by special delivery　快递

by registered mail　挂号

我要用挂号寄这封信，还要回条。

I need this letter certified with a return receipt.

I need this letter certified with a return receipt.（我要用挂号寄这封信，还要回条。）

Have you filled out the proper paperwork?（需要填写的文件你都填了吗？）

这封信寄航空到中国要多少时间？

How long does it take to send this letter to China by airmail?

How long will it take to reach China by airmail?

如果我要邮件一天就送到该怎么寄？

What if I want to get it there in one day?

What if...？表示“如果……该怎么办呢？”

What if I want to get it there in one day?（如果我要邮件一天就送到该怎么寄？）

The only way to guarantee it in one day would be to send it next day air.（能够保证一天内就送到的只有用航空

快递寄。）

不知道这封信是否超重？

I wonder if this letter is overweight['əuvəweit]**.**

overweight是“超重”的意思。

I wonder if this letter is overweight.（不知道这封信是否超重？）

Let me weigh it. Yes, it's three grams overweight. （让我称一下。是的，这信超重3克。）

这封快信的邮资是多少？

What's the postage for this express[iks'pres] **letter?**

postage是“邮资”的意思。

How much postage is that?

How much does this letter cost?

What's the postage for this express letter?（这封快信的邮资是多少？）

Where would you like to send it?（你要寄往哪里？）

我要寄这个到华盛顿。

I need to send this to Washington.

I need to send this to Washington.（我要寄这个到华盛顿。）

First class or third class?（一类邮件还是三类邮件？）

这里可以寄快递吗？

Can I post special delivery here?

请把邮票贴在右上角。

Stick the stamps on the upper right corner of the letter, please.

我应把信放在这里还是放进邮箱里？

Do I just leave the letter here or do I put it in the mailbox?

最后一次开箱取信是什么时候？

What time is the last pick-up?

I'd like to mail this parcel abroad.（我要寄这包裹到国外。）

How do you like to send it?（你想用什么方式寄？）

请填写这张申报表。

Please fill out this declaration form.

declaration form是“申报表”的意思。

给我张包裹单好吗？

May I have a parcel form, please?

Please give me a note for the parcel.

有哪些不同的方式寄这个包裹？

What are different ways I can send this package?

我想给这包裹保险。

I'd like to have this parcel insured[in'ʃuə].

insure是“保险”的意思。

I'd like to register this parcel.

I'd like to insure this parcel for $100. （我想给这个包裹保险100美元。）

怎样给包裹保险？

How do I insure a package?

How do I insure a package?（怎样给包裹保险？）

Just fill out this form, and pay the fee.（把这张表填了，然后付款。）

这些书可以作为印刷品邮寄吗？

Can these books go as printed matter?

printed matter是“印刷品”的意思。

Can I send these books as printed matter?

我可以用特快专递寄吗？

Can I send it by EMS?

EMS是Express Mail Service（特快专递）的缩写。

这样包可以吗？

Is the packing all right?

请告诉我把这个包裹寄到中国多少钱？

Could you please tell me how much this parcel is to China?

这东西很容易碎，你们会小心处理吗？

It's fragile. Will it be handled carefully?

fragile是“易碎的”的意思。

需要写上“易碎品”吗？

Must I write 'Fragile'?

Must I write 'fragile'?（需要写上“易碎品”吗？）

That would be better.（写上会更好。）

能给我称一下这个包裹吗？

Can you weigh this package for me?

Can you weigh this package for me?（能给我称一下这个包裹吗？）

With pleasure.（非常乐意。）

必备单词与短语

stamp [stæmp] *n.* 邮票

mail [meil]	*v.*	寄送
postage ['pəustidʒ]	*n.*	邮资
parcel ['pɑ:sl]	*n.*	包裹
insure [in'ʃuə]	*v.*	给……保险
weigh [wei]	*v.*	给……称重量
envelope ['enviləup]	*n.*	信封
address [ə'dres]	*n.*	地址
postcard	*n.*	明信片
overseas mail		海外邮件

2.6 在银行

由于随身携带大量现金既不安全又不方便，所以西方人一般很少随身携带大量现金。在西方，人们常使用支票和信用卡。支票常用来支付房租、电话费和其它一些公共设备的费用，而信用卡则主要用来购物。
在美国办理与银行有关的事务时要注意：1. 在一些城市，银行可能下午两点半或三点就关门了；2. 办理复杂的账务时，最好去银行主要的办事处，而不是去地方分行。
为了方便海外游客，除了在每个国家的城市银行有货币兑换处外，一些大的商店也设有兑换处。海外游客在兑换货币时需领取兑换单；按要求，游客还应在出境前在兑换处、机场或火车站把剩余的外币兑换回去。

存取款

我想在我的账户上存入 100美元。
I want to deposit[di'pɔzit] **$100 in my account.**

这个存款什么时候会进我的账号？
When will this deposit go through?
When will this deposit go through?（这个存款什么时候会进我的账号？）
After 3:00 p.m. today.（今天下午三点以后。）

你们的“免下车服务窗口”星期六开吗？
Are your drive-through windows open on Saturdays?
drive-through window是设在银行外面，服务顾客的窗口。顾客可以把车直接开到window前，不用下车就可以办存款或取款。

我想把我的钱从中国的户头上转出来。
I'd like to have money transferred from my account[ə'kaunt] **in China**

我要从我的账户上取500美元。
I'd like to withdraw[wið'drɔ:] **$500 from my account.**
I'd like to draw $500 from my account.
I'd like to take $500 out of my account.

你的240美元要什么样的面额？

How would you like your $240?

How would you like your $240?（你的240美元要什么样的面额？）

Two twenties, two fifties and one hundred.（两张20元，两张50元和一张100元。）

How do you want it?

What note do you want?

note在这里指“面额”。

十元的请给我一百元，其他的都要百元的。

Give me a hundred dollar in tens, all the others in hundreds.

能否给我一些面值较小的纸币？

Can you give it to me in small notes?

请你告诉我还有多少钱？

Could you tell me my balance?

balance在这里是银行术语，指“存款余额”。

Could you tell me my balance?（请告诉我还有多少钱？）

Your balance at the bank is $1800.（你还有1800美元的结余。）

请你填张取款单好吗？

Will you please complete[kəm'pli:t] **a withdrawal slip?**

withdrawal slip 是“取款单”的意思。

对不起，你不能透支。

I'm sorry. You can't make an overdraft ['əʊvədrɑ:ft].

overdraft 指“透支”，银行术语。

我要结清我在这个银行的账户。

I'd like to close my account with the bank.

I'd like to settle my account with you.

请输入密码。

Please insert[in'sə:t] **your code number.**

Please key in your code number.

我能在这儿兑支票吗？

Can I cash a check here?

办　卡

我要开一个账号。

I'd like to open an account.

I'd like to open an account. .（我要开一个账号。）

What type of account, sir? （你要开什么账户。）
A savings account. 储蓄账户
a checking account 支票账户
a savings account 储蓄账户
a current savings account 活期储蓄账户
a time savings account 定期储蓄账户

开一个储蓄账户要办什么手续？
What's the procedure for opening a savings account?
How do I open a savings account?

五十美元够开一个支票账户吗？
Is $50 deposit enough for opening a checking account?

你们要求最低存款额吗？
Do you have a minimum['miniməm] **balance?**

储蓄存款的年息多少？
What's the annual interest rate for savings account?
How is the interest paid annually['ænjuəli]?

你们提供什么样的服务？
What kind of service do you offer?

我想开一个2000美元的三年定期存款账户。
I'd like to have a three-year time deposit in the amount of $2000.

你带身份证了吗？
Have you got your ID card with you?
ID card 是identity[ai'dentiti] card（身份证）的缩写。
Have you got your passport with you?（你带护照了吗？）
Have you got any identification?（你带证件了吗？）

要收手续费吗？
Is there any service charge?
Is there any service charge?（要收手续费吗？）
There is a service charge for a checking account, but no charge for a savings account.（支票账户要收手续费，储蓄存款不用。）

你要存多少钱？
How much money do you want to deposit?
How much money do you want to deposit?（你要存多少钱？）
$3000.（3000美元。）

请你填份存款单好吗？

Will you please fill out a deposit slip?

deposit slip 是“存款单”的意思。

你要设置密码吗？

Do you want to have a code?

Would you like to have a Royal Card?（你想申请王室卡吗？）

What does that do?（那有什么用？）

那有什么用？

What does that do?

办好了。这是你的存折。

Everything is in order. Here’s your bankbook.

Here’s your passbook.

Here’s your automatic[ˌɔːtəˈmætik] teller machine card（这是你的自动取款卡。）

如果我在到期之前提款会怎么样？

What if I need to draw some money before the maturity date?

maturity date是指“（定期存款的）到期日”。

What if I need to draw some money before the maturity date?（如果我在到期之前提款会怎么样？）

You’ll lose your interest.（你会失去所有利息。）

我可以通过自动柜员机存钱吗？

Can I deposit my money through the ATM?

ATM是automatic teller machine的缩写。

Can I change my PIN through the ATM?（我可以通过自动柜员机更改密码吗？）

PIN是personal identification number的缩写。

Can I check the balance through the ATM?（我可以通过自动柜员机查询存款余额吗？）

兑换货币

这里可以兑换钱吗？

Could I exchange[iksˈtʃeindʒ] some money here?

I’d like to exchange this money. （我要兑换这些钱。）

我要一些外汇券。

I need some Foreign Exchange Certificates. What’s the exchange rate for U.S. dollar, please?

人民币对美元的汇兑牌价是多少？

the exchange rate for U.S. dollar, please?

What's the exchange rate for Chinese Yuan to dollar?（人民币对美元的汇兑牌价是多少？）
Today's rate is 8 Yuan to 1 dollar. （今天的汇率是一美元兑换8元人民币。）

美元汇率是多少？
What's the exchange rate for Chinese Yuan to dollar?

请给我兑换一些美元好吗？
Could you exchange some foreign money for me?
Could you please exchange some foreign money for me?（请你为我兑换一些外币好吗?）
What kind of currency do you have? （你有什么币种？）
Chinese Yuan. （人民币。）

请为我兑换一些外币好吗？
Could you change some U.S. dollars for me?

我想你是不是把钱算少了。
I think you did not give me enough exchange.

能再核对一遍吗？
Would you check it again?

还有其它地方换币吗？
Where else can I exchange foreign currency?

我要兑现这张旅行支票。
I want to cash this traveler's check.
traveler担 check是旅行支票的意思。

兑换货币要收手续费吗？
Do you charge a fee for exchanging money?

请保留兑换单，以后会有用的。
Please keep the exchange memo['meməu]**. It may come in handy later on.**
exchange memo是“兑换单”的意思。

必备单词与短语

open ['əupn]	*v.*	开（帐户）
account [ə'kaunt]	*n.*	帐户
deposit [di'pɔzit]	*v.*	存款
withdraw [wið'drɔ:]	*v.*	取款
overdraft ['əuvədrɑ:ft]	*v.*	透支
check [tʃek]	*n.*	支票
note [nəut]	*n.*	纸币
code number		密码

balance ['bæləns]	*n.*	结余
interest rate		利率
exchange [iks'tʃeindʒ]	*v.*	兑换
currency ['kʌrənsi]	*n.*	货币

LESSON 3

求学
PURSUING STUDIES

去国外留学，最大的问题就是学费。一般情况下，申请奖学金是最有效的解决方法。如果是首次申请，最好在入学前8个月左右就开始申请，以免错过申请时间，同时应尽可能地提供必要的成绩和相关文件。
各国奖学金的提供方式都不尽相同。美国高校奖学金分为非服务性奖学金(non-service scholarship)、服务性奖学金(service assistantship)和学校贷款三种：非服务性奖学金比率最大，金额也最多，包括助学金、奖学金、免学杂费等；服务性奖学金一般发给研究生，包括助教金和助研金；贷款则主要提供给本国学生，外国学生获得的可能性不大。

3.1 注册

我想办理注册。
I'd like to register['redʒistə] **for classes.**
I want to enroll[in'rəʊl] in my class.

请问要去哪里注册？
Can you tell me where to register for class?
Can you tell me where to register for class?（请问要去哪里注册？）
Just come with me.（跟我来吧。）

我的申请表都在这里。
Here are all my application[ˌæpli'keiʃən] **forms.**

还要别的证件吗？
Do I have to offer any other identification?
Is there any other identification needed?

有人可以帮我解说吗？
Is there anyone who could explain it to me?

什么时候可以领学生证？
When can I get my student identity[ai'dentiti] **card?**
student identity card是指“学生证”。

我的专业是外贸。

My major['meidʒə] **is foreign trade.**

I major in foreign trade.

I specialize in foreign trade.

我们班有多少人登记注册？

How many people enrolled in our class?

How many people enrolled in our class? （我们班有多少人登记注册？）

The class has an enrollment of 30 students.（班上的注册人数是30人。）

我们同班吗？

Are we in the same class?

Are we in the same class?（我们同班吗？）

Yes, I'm Don. Glad to meet you.（是的，我叫堂。很高兴认识你。）

注册后该做什么呢？

What to do next?

What should I do after the enrollment?

我们要先选课再缴费，对吧？

We choose courses and then pay the tuition [tju:'iʃən]**, right?**

We choose courses and then pay the tuition, right? （我们要先选课再缴费，对吧？）

That's right.（是这样的。）

3.2 选课

可否告诉我一些关于课程的资料？

Can you tell me something about the program?

Can you tell me something about the program? 可否告诉我一些关于课程的资料？

Here is the school calendar['kælində].这是学校的选课表。

school calendar还可以指“校历”。

我需要多少学分才可毕业？

How many credits do I need to graduate?

How many credits are required before I graduate?

这是两学分的科目。

It's a two-credit course.

这学期你想修几门课？

How many courses do you want to take this semester[si'mestə]**?**

semester 是美式英语，“学期”的意思，英式英语用term。

How many courses do you want to take this semester?（这学期你想修几门课？）

Five courses.（5门课。）

我计划修一门必修课，两门选修课。

I plan to take one required course and two electives.

What courses are you going to take?（你打算修什么课程？）

I plan to take one required course and two electives.（我计划修一门必修课，两门选修课。）

那需要15学时。

That's fifteen credit hours.

哪个教授教这门课？

Which professor will teach this class?

请问你们有没有一些成人的英语课程？

I wonder if you have any English programs for adults[ə'dʌlt]**?**

I wonder if you have any English programs for adults?（请问你们有没有一些成人的英语课程？）

There are quite a number of ESL programs for adults.（有许多适合成人的英语辅助课程。）ESL即“English as a Second Language”。

Are there any English programs for adults?

法语是必修课还是选修课？

Is French compulsory[kəm'pʌlsəri] **or optional** ['ɔpʃənəl]**?**

有没有兼读课程？

Is there a part-time program?

Is there a part-time program?（有没有兼读课程？）

Yes, we have. What subject do you want to take? （我们有。你想读哪一科呢？）

我最好退掉这门课。

I'd better drop this course.

I have to withdraw from this course

3.3 缴费

财会室在哪里？

Where is the bursar's['bə:sə] **office?**

bursar是“会计”的意思。

How can I get to the bursar's office?

我一定要在今天缴清吗？

Do I need to pay the whole bill today?

Do I need to pay the whole bill today?（我一定要在今天缴清费用吗？）

Yes, you do.（是的。）

住宿费与注册费一定要同时交吗？

Do I have to pay the tuition and room at the same time?

用支票或信用卡可以吗？

Are checks or credit cards accepted?

Are checks or credit cards accepted?（用支票或信用卡可以吗？）

We accept credit card.（我们接受信用卡。）

我现在只能交500美元。

I can only pay $500 now.

我要在几天内缴清费用？

How long do I have before I have to pay the balance?

How many days are there before I pay the balance?

How long do I have before I have to pay the balance?（我要在几天内缴清费用？）

The balance should be paid within a week.（余额必须在一个星期内缴清。）

如果退选的话有退费吗？

Can I get my money back if I withdraw from some courses?

可以给我收据吗？

May I have a receipt?

May I have a receipt?（可以给我收据吗？）

Certainly, here it is.（当然可以，这就是。）

每个学分多少钱？

How much is it per credit hour?

How much is a credit hour?

How much should I pay for each credit hour?

How much is it per credit hour?（每个学分多少钱？）

It’s one hundred and twenty dollars.（120美元。）

我总共要付多少钱？

How much do I need to pay in total?

How much do I need to pay in total?（我总共要付多少钱？）

Your tuition for this semester comes to $1800.（你这学期的学费是1800美元。）

How much is the tuition?（学费是多少？）

3.4 申请奖学金

我想申请奖学金。

I want to apply for a scholarship['skɔləʃip].

apply for是“申请”的意思。

何时可以申请奖学金？

When can I apply for a scholarship?

When to apply for a scholarship?

我有资格申请奖学金吗？

Am I qualified['kwɔlifai] to apply for a scholarship?

qualify是“使……有资格”的意思。

Am I qualified to apply for a scholarship?（我有资格申请奖学金吗？）

You are able to apply.（你有资格申请。）

我到哪里可以拿到申请表？

Where can I get application forms?

我要填几张表格？

How many forms should I fill out?

How many forms should I fill in?

我该准备哪些文件？

What papers do I need to prepare?

有很多人拿到奖学金吗？

Do many people get scholarships?

学期成绩要多少分以上才能申请？

What GPA level is required?

GPA是“grade point average”的缩写，就是“平均成绩”的意思。美国、加拿大等地的大学很注重这个分数。若想获得奖学金，GPA成绩至少应达到3分。

你的平均成绩如何？

How about your GPA ?

How about your GPA?（你的平均成绩如何？）

It's 3.2.（3.2分。）

学费补助的种类有哪些？

How many types of financial[fai'nænʃəl] **aid?**

奖学金有多少钱？

How much is the scholarship worth?

How much is the scholarship worth?（奖学金有多少钱？）

Usually 400 dollars.（通常400美元。）

什么时候才知道我有没有拿到奖学金？
When can I know if I am awarded a scholarship?

3.5 熟悉校园

你可以带我参观校园吗？
Can you show me around the campus['kæmpəs]**?**
show sb. around 是“带某人四处看看”的意思。
Can you show me around the campus?（你可以带我参观校园吗？）
Certainly. When do you want to go?（当然可以。你想什么时候走呢？）

我迫不及待地想看一下我们的校园。
I can't wait to see the campus.
I'm eager to see the campus.
I can't wait to see the campus.（我迫不及待地想看一下我们的校园。）
Let's go, then.（那我们走吧。）

我们大学世界闻名。
Our university is well known in the world.

先看一下学生手册。
Browse[brauz] **the student handbook first.**
browse是“浏览”的意思。
Better look through the student handbook first.

我们校园有多大？
How big is the campus?

这是男女混住的宿舍吗？
Is this a co-ed dorm?
dorm是dormitory的缩写，“宿舍”的意思。

宿舍有会客室吗？
Is there a reception[ri'sepʃən] **room in this dorm?**
Is there a reception room in this dorm?（宿舍有会客室吗？）
Yes, there is.（有的。）

语言中心怎么走？
How do I get to the language center?
Can you show me the way to the language center?
How do I get to the language center?（语言中心怎么走？）

Go straight along the road　and turn right.（沿着这条路往下走，然后向右拐。）

我们可以使用计算机中心的设备吗？

Can we use the computers in the computer center?

Is the computer center available to us?

Can we use the computers in the computer center? （我们可以使用计算机中心的计算机吗？）

Yes, but you have to fill in a form first in the computer center before you use them.（可以，但是你必须在使用它们之前填一张表格。）

Thanks a lot.（多谢。）

我们的大学图书馆有五百万册藏书。

Our university library has five million books.

有许多活动在学生中心举行。

A lot of activities are held in the student center.

A lot of activities are held in the student center.（有许多活动在学生中心举行。）

Such as?（比方说？）

如果你遇到任何问题，可以告诉学生顾问。

If you encounter[in'kauntə] **any problems, you can tell the student advisors.**

你可以向心理咨询中心寻求帮助。

You could ask for help at the consultant [kən'sʌltənt] **center.**

consultant是“咨询”的意思。

不舒服的话就去医务室。

Go to the medical center if you feel sick.

这所大学有很多外国学生。

There are many foreign students at this university.

There are many foreign students at this university.（这所大学有很多外国学生。）

Oh, really? Are there many students from China? （哦，真的吗？来自中国的学生多不多？）

你可以在体育馆里做很多种运动。

You can do a lot of sports in the gym[dʒim].

gym是gymnasium的缩写，“体育馆”的意思。

操场就在体育馆后面。

The playground is just behind the gym.

自助餐厅什么时候关门？

When will the cafeteria['kæfi'tiəriə] **close?**

cafeteria是“自助餐厅”的意思。

这么多的设备和服务。

There are so many facilities and services.

3.6 拜望导师

今晚您有什么打算吗？

Do you have any plans for this evening?

您今天晚上有空吗？

Are you free this evening?

Will you be occupied this evening?

I wonder if you're free this evening.

Are you free this evening?（您今天晚上有空吗？）

Yes. Why?（有空。有事吗？）

我想这星期什么时候见见您。

I'd like to call on you sometime this week.

call on是“拜望”的意思。

I'd like to see you sometime this week.

I'd like to call on you sometime this week.（我想这星期什么时候见见您。）

Certainly. Would Thursday morning suit you?（当然可以。星期四上午行吗？）

什么时间适合你？

What time would be convenient [kən'vi:njənt] **for you?**

convenient是“方便”的意思。

What time would be convenient for you?（什么时间适合你？）

You may come home with me any time.（你随时可以来我家。）

本周我抽不出时间。

I couldn't make it this week.

星期三见您方便吗？

Would it be convenient to see you on Wednesday?

Would it be convenient to see you on Wednesday? （星期三见您方便吗？）

Well, I'm engaged at that time.（哦，我那时有约。）

对不起，今晚我另有约会。星期二恐怕不行。

I'm sorry, I have another appointment this evening.

Not on Tuesday, I'm afraid.

Tuesday won't do, I'm afraid.

Is it convenient if I visit you on Tuesday?（星期二去拜访您方便吗？）

Not on Tuesday, I'm afraid.（星期二恐怕不行。）

我今晚6点左右到你家行吗？

Suppose I come to your home at about six this evening?

May I come to your home at about six this evening?

可以进来吗？

May I come in?

很高兴在这么好的天气里见到您。

I'm glad to meet you on such a beautiful day.

今天天气不错。

Nice day, isn't it?

Not a bad day, is it?

你最近过得好吗？

How are you recently?

How are you recently?（你最近过得好吗？）

Very well, thank you.（很好。谢谢。）

时间不早了，我该走了。

It's too late. I think I should go now.

It's getting dark. I must go now.

我该走了。非常感谢。

I must go now. Thank you very much.

I must go now. Thank you very much.（我该走了。非常感谢。）

Thank you for your coming. Good-bye.（谢谢你的光临。再见。）

感谢你给我一段美好时光。

Thank you for a wonderful['wʌndəful] **time.**

必备单词与短语

register ['redʒistə]	*v.*	登记
student identity card		学生证
required course		必修课
elective course		选修课
major ['meidʒə]	*n.*	主修
credit point		学分
semester[si'mestə]	*n.*	学期
tuition [tju:'iʃən]	*n.*	学费
room [ru:m]	*n.*	住宿费
scholarship ['skɔləʃip]	*n.*	奖学金
financial aid		助学金

campus ['kæmpəs] *n.* 校园

LESSON 4

勤工俭学

WORK-STUDY PROGRAMMES

美国移民法规定，非移民学生未经允许不得在校外受雇就业。如果非法接受雇佣，会受到中断学业，限令出境的处罚。

如果在进入美国后，因为意料不到的情况，而使经济发生严重困难，必须依靠谋职求得缓解时，可以向移民局申请在校外担任兼职工作的许可。但持有学生签证的配偶，无论发生什么情况，都不允许寻找工作。

在美国的大部分中国留学生都靠在校外打工，维持半工半读生活。半工半读的方式很多，一般可利用假期、课余时间充当家庭佣人，做旅馆招待或在餐馆端盘子，送外卖等。

找工作时，要善于巧妙地袒露自己的能力，用不着谦虚。美国人宁可欣赏吹嘘的人，过分谦虚反而会被当作你没有信心，没有信心的人，人家自然不会感兴趣。

4.1 寻找招聘信息

我来看看有没有适合我的工作。

I've come to see if there are any jobs for me.

I've come to see if I can find a job here.

I've come to see if there are any jobs for me.（我来看看有没有适合我的工作。）

Please sit down. Would you tell me something about your education background?（请坐，可否将你的学历告诉我？）文字

我想问问关于昨天报纸上的招聘广告。

I'm calling about the job advertisement in the paper yesterday.

你们有任何空缺吗？

Do you have any positions[pə'ziʃən] **open?**

我想找一份可供我发挥所长的工作。

I'm looking for a job that gives me an opportunity[ɔpə'tju:niti] **to do what I'm good at.**

What kind of job do you want to take?（你想要什么样的工作？）

I'm looking for a job that gives me an opportunity to do what I拇 good at.（我想找一份可供我发挥所长的工作。）

我从报上得知你们正在聘请会计。

I read in the newspaper that you're looking for an accountant.

accountant是“会计师”的意思。

我不介意做任何工作。

I don't mind doing anything.

I can do anything.（我可以做任何工作。）

我知道贵公司秘书职位空缺。

I understood you have an opening for a secretarial[ˌsekrəˈtɛəriəl] position.

我已经准备重新开始。

I'm ready to start out fresh.

Are you willing to do such things as junior clerk, messenger or office assistant?（你愿意做诸如初级文员、信差或公司助理之类的工作吗？）

Well, to be frank with you, I'm ready to start out fresh. （不妨对你说，我已经准备重新开始。）

如果有什么消息，我会通知你。

If anything turns up, I'll contact['kɔntækt] you.

If there is anything, I'll inform you.

If anything turns up, I'll contact you.（如果有什么消息，我会通知你。）

I'm looking forward to your reply.（我会等待你的回复。）

你下星期可否来面试？

Can you come for an interview next week?

Can you come and take an interview tomorrow?

interview是“面试”的意思。

Can you come for an interview next week?（你下星期可否来面试？）

Yes, I'd be delighted.（可以，我感到很高兴。）

4.2 面试

我是应邀来面试的。

I've come at your invitation for an interview.

Good morning. I'd like to see the Personnel Manager, Mr. Black.（早上好。我想见人事部经理布莱克先生。）

Have you got an appointment?（你有预约吗？）

I've come at your invitation for an interview.（我是应邀来面试的。）

I've come to apply for the position of Sales Manager.（我是来应聘销售部经理一职的。）

谁介绍你来这儿？

Who referred you to the company?

Who referred you to the company?（谁介绍你来这儿？）

I saw your newspaper ads in New York Times.（我在《纽约时报》上看到了贵公司的广告。）

ad是advertisement的缩写。

我可以问你几个个人问题吗？

May I ask you some personal questions?

May I ask you some personal questions?（我可以问你几个个人问题吗？）

Go ahead.（可以。）

你在别处工作过吗？

Have you worked anywhere else?

你带履历表了吗？

Do you have a résumé[ˌrezjuːˈmei] **with you?**

Do you have a resume with you?（你带履历表了吗？）

Yes, here it is.（带了，这就是。）

请你谈一下你的爱好。

Please say something about your hobbies.

Please say something about your hobbies.（请你谈一下你的爱好。）

I have a wide range of hobbies and interests. I like sports, especially basketball. I enjoy reading books and listening to classical music. And I'm fond of traveling as well.（我的爱好和兴趣广泛。我喜欢运动，特别是篮球。我爱读书和听古典音乐，我还喜欢旅游。）

你的个性怎样？

What kind of personality do you think you have?

What kind of personality do you think you have? （你的个性怎样？）

I think I’m optimistic, honest and cooperative. （我认为我乐观、诚实、有合作精神。）

你有什么文凭？

What’s your educational background?

What’s your educational background?（你有什么文凭？）

I graduated from Qinghua University and obtained a B.S. degree.（我毕业于清华大学，并获得学士学位。）

我主修会计。

My major was accounting.

I majored in accounting.

你获得何等学位？

What degree[diˈgriː] **have you got?**

What degree have you got?（你获得何等学位？）

I’ve got a MBA of Wuhan University.（我获得了武汉大学颁发的工商管理硕士学位。）

你有什么资格证书吗？

What qualifications[ˌkwɔlifiˈkeiʃən] **have you got?**

What qualifications have you got?（你有什么资格证书吗？）

I’ve got a B.A. in business studies.（我获得了工商学士学位。）

B.A.是bachelar of art（文学学士）的缩写；理学学士是bachelar of science(B.S.)。

你有工作经验吗？

Have you any work experience?

Have you any work experience?（你有工作经验吗？）

Yes. I used to be a teacher in China.（有，我在中国曾经当过老师。）

Do you have any experience in management?（你有管理方面的经验吗？）

我有三年管理工作的经验。

I have three year's experience of management work.

我没有这方面的经验，但我愿意学。

Though I have no experience in this field, I'm willing to learn.

你能轮班吗？

Would you be able to do shift[ʃift] **work?**

Would you be able to do shift work?（你能轮班吗？）

No problem.（没问题。）

the　morning shift　　早班

the afternoon shift　　中班

the night shift　　夜班

你目前做什么？

What's your present job?

What kind of work are you doing now?

请把你目前的工作叙述一下好吗？

Would you give a general description [dis'kripʃən] **of your present job?**

你担任什么职务？

What was your position?

What position did you hold?

或许你能谈谈你现在工作的情况。

Perhaps you could tell us something about your present job.

Perhaps you could tell us something about your present job.（或许你能谈谈你现在工作的情况。）

Well, I've been working in sales there. But I've also been helping the personnel office for the last three months. We 扼e been training new staff. I've enjoyed that very much.（我在那儿一直从事销售工作，但最近三个月我也帮人事负责人培训新学员，我很喜欢干这项工作。）

为何想到我们公司工作？

How come you want to work in our company?

Why do you want to work in our company?

What made you choose our company?

how come 是“为什么”的意思，相当于why，常用于口语中。

How come you want to work in our company?（为何想到我们公司工作？）

I think it担 a sound company with a lot of opportunities.（我觉得这是一家充满机会的健全公司。）

sound在这里指“健全的”。

为什么申请这个职位呢？

Why do you want to apply for this job?

Why do you want to apply for this job?（为什么申请这个职位呢？）

I find it challenging ['tʃælindʒiŋ]and creative.（我觉得它富有挑战性和创造性。）

challenging的意思是“具有挑战性的”。

What interests you most about this job?（你对这份工作最感兴趣的是什么？）

我相信贵公司有大好前景。

I think this company has a great future.

I believe this company will have a wonderful prospect ['prɔspekt].

prospect是“前途”、“前景”的意思。

我们为什么要用你而不用其他求职者呢？

Why should we choose you instead of other applicants['æplikənt]?

applicant是“求职者”的意思。

Why should we choose you instead of other applicants?（为什么要用你而不用其他求职者呢？）

My training and experience in the field should give me a chance（我在这方面素有训练和经验，相信定能胜任。）

我有相关学历以及工作经验。

I have relevant['relivənt] educational background and experience required by the job.

relevant是“相关的”意思。

我觉得我适合做推销员的工作。

I think I'm quite fit for a salesman's job.

我烟酒不沾。

I stay away from smoking and drinking.

能问您几个问题吗？

May I ask you several questions?

面试结束前，被面试者有权就公司情况、工资待遇等问题提问。

我可以问有关报酬和福利的情况吗？

May I ask about pay and fringe benefits?

fringe benefits 是“附加福利”的意思。

我希望月薪为800美元。

I'd expect a monthly salary['sæləri] of $800.

I'd like to start at $800 a month.

有试用期吗？

Is there a trial['traiəl] period?

trial period指的是“工作试用期”。

Is there a trial period?（有试用期吗？）

It’s our practice to hire on a trial basis. You均l be put on the permanent payroll in three months if our performance is satisfactory.（我们的做法是先试用。试用三个月后，假如你的表现令人满意，就转为正式工。）

permanent payroll是“永久的在职人员名单”，即“转为正式工”。

我什么时候听您答复？

When will I hear from you?

When will I hear from you?

I’ll be writing to you in a few days.（过几天我就给你写信。）

我期待着你的答复。

I’m looking forward to your reply.

I’m looking forward to hearing from you.

4.3 辞职

我想辞职。

I want to quit[kwit]**.**

quit是“辞职”的意思。

I want to leave this job.

我已辞去了公司的工作。

I’ve quit working in the company.

I’ve quitted working in the company.（我已辞去了公司的工作。）

Are you serious?（别开玩笑。）

我的上司太过专横。

My superior[sju:'piəriə] **is too bossy.**

superior是“上级”的意思。

我想学以致用。

I want to make practical use of my knowledge.

What made you to decide to change the job?（是什么使你要换工作的？）

I want to make practical use of my knowledge.（我想学以致用。）

我想有机会进一步发挥我的能力。

I’d like to have a chance to fully exert [ig'zə:t] **my abilities.**

exert是“发挥”的意思。

I want a chance to further develop my abilities.

我的专业不对口。

My specialization was not in accordance [ə'kɔ:dəns] **with my work.**

be in accordance with是“与……一致” 的意思。

My major was not in line with my work.

我不喜欢那工作。

I didn't like the job.

那儿工作条件很差。

The working conditions there are very poor.

I don't like the working environment [in'vaiərənmənt] there.（我不喜欢那儿的工作环境。）

那儿没什么提升机会。

There was no opportunities for promotion.

There wasn't any opportunities for advancement. [prə'məuʃən].

promotion是“升迁”的意思。

Why did you quit the job?（你为什么辞职？）

There was no opportunities for promotion.（那儿没什么提升机会。）

我想获得更高的薪水。

I hope to get a higher salary.

我想找一份薪水优厚的工作。

I want to have a well-paid job.

我想找一份更具挑战性的工作。

I wish to seek a more challenging job.

I want to find a more challenging job.

Why do you want to quit this job?（你为什么要辞职呢？）

I wish to seek a more challenging job.（我想找一份更具挑战性的工作。）

必备单词与短语

interview ['intəvju:]	*n.*	面试
apply for		申请
résumé [ˌrezju:'mei]	*n.*	履历表
personality [ˌpə:sə'næliti]	*n.*	个性
qualification [ˌkwɔlifi'keiʃən]	*n.*	资格
shift work	*n.*	轮班
challenging ['tʃælindʒiŋ]	adj.	有挑战性的
salary ['sæləri]	*n.*	工资
quit [kwit]	*v.*	辞职
specialization [ˌspeʃəlai'zeiʃən]	*n.*	专业
promotion [prə'məuʃən]	*n.*	晋升，提升

LESSON 5

观光旅游
SIGHT-SEEING AND TOURISM

在西方旅游有几种方式：
第一种是参加旅游团。这种方式的特点是省事，因为一切事项都由旅行社为你安排好了。但这种旅行费用一般比较贵。
第二种是自己去旅游。自己去旅游的最大问题是交通工具问题。为了省钱，很多旅客常乘坐公共汽车从事长途旅行。另一个方法就是搭便车。搭便车不管在美国还是在欧洲，都非常盛行。你站在路边做个手势，大多数司机都会乐意让你免费搭乘。
第三种是与外国人一起坐小汽车旅游。需要注意的是，作较长路程的旅游时，费用一般是分摊的，上路之前就该把汽油费、路费和食品费等费用说清楚。
另外，如果你在美国旅行，最好买几张旅行支票，这样可以避免随身携带大量现金，以防失落或防盗。

5.1 参加旅游团体

我准备到加州旅游。

I plan to go on a tour[tuə] to California.

I plan to take a tour to California.

How do you plan your vacation?（你假期有什么安排？）

I plan to go on a tour to California. （我准备到加州旅游。）

出门旅游，我比较喜欢参加旅行团。

When traveling, I prefer a package tour.

package tour是指整个旅游都由旅行社安排的“包价旅游”。

请问哪里有旅行社？

Excuse me, where can I find a travel agency?

agency ['eidʒənsi]是“代理处”的意思。

Excuse me, is there a travel agency around here?（对不起，请问这儿附近有旅行社吗？）

Excuse me, where's the tourist information center? （请问旅游咨询服务中心在哪？）

有去那里的旅游团吗？

Do you have any tour that goes there?

Is there a tour?

Do you want to check out the ruins[5ru:in]?（你们要不要看看历史遗迹？）

Maybe. Do you have any tour that goes there?（也许可以，有去那里的旅游团吗？）

有什么样的旅游团？

What kind of tours do you have?

我想要有关大峡谷的小册子。

I'd like to get a brochure[brəu'ʃjuə] **about Grand Canyon, please.**

brochure指“（宣传）小册子”。

Could I have a brochure about Grand Canyon?

有到巴西的旅行团吗？

Does your agency have any packages to Brazil?

Does your agency have any packages to Brazil? （有到巴西的旅行团吗？）

No, ma'am, we arrange plans to Europe only.（没有，我们只有欧洲团。）

你们打算去哪里？

Where are you going?

Where do you plan to go?

Where are you going?（你们打算去哪里？）

We want to go to some place tropical[5trCpikl].（我们想到一些热带的地方。）

可以告诉我洛杉矶的气候怎样吗？

Would you mind telling me what the climate is like in Los Angeles?

Would you mind telling me what the climate is like in Los Angeles?（可以告诉我洛杉矶的气候怎样吗？）

There is pleasant sunshine and agreeable breeze. It担 lovely.（阳光明媚，微风宜人。非常美。）

旅行期间我们住哪儿呢？

Where will we stay during the tour?

我想参加一日游。

I'd like to take a one-day sightseeing tour.

到夏威夷你们有什么特别的整套行程吗？

Do you have special packages for Hawaii trips?

Do you have special packages for Hawaii trips? （到夏威夷你们有什么特别的整套行程吗？）

Yes, we are offering a discounted trip there.（有，我们正在打折。）

你们有没有打折优惠的旅游团？

Is your agency offering any discounted trips?

全程旅游要多少时间？

How long does the tour take?

How long does the tour take?（全程旅游要多少时间？）

About two weeks.（大约两个星期。）

我要全部资料。

I'd like all the information about it.

能否给我们介绍一下旅游线路？

Could you show us the journey itineraries?

itinerary[ai'tinərəri]是“路线”的意思。

Would you tell me the route of the tour?

我们要旅行十天。

We would like to take a 10-day trip.

旅游费用是多少？

What's the cost of the tour?

How much is the tour?

How much will you charge?

2500元这个价包括一切吗？

Is the $2500 price all-inclusive?

Is the $2500 price all-inclusive?（2500元这个价包括一切吗？）

Yes, the price covers your airfare, hotel, and meals for the entire trip.（是的，那个价钱包括你的机票、旅馆和整个旅程的餐饮费。）

这个价包含伙食费吗？

Does the price include meals?

我们怎么去呢？

What kind of transportation will we use?

What kind of transportation will we use?（我们怎么去呢？）

By air.（乘飞机去。）

去洛杉矶的票价是多少？

What's the fare[fɛə] to Los Angeles?

What's the fare to Los Angeles?（去洛杉矶的票价是多少？）

It is $500 one-way and $800 round trip.（单程票价是500美元，来回票价是800美元。）

我就参加这个旅游团。

I'll go for it.

一会儿我们就会看到金门大桥了。

We're approaching[ə'prəutʃ] the Golden Gate Bridge in a short while.

We're approaching the Golden Gate Bridge in a short while.（一会儿我们就会看到金门大桥了。）

Wonderful. We've been waiting for a long time.（太好了。我们盼望已久了。）

我们是不是到了仙境？

Are we in a wonderland or something?

旅行怎么样？

How was your journey['dʒə:ni]?

How was your journey?（旅行怎么样？）

Terrific!（棒极了。）

你要乘哪家航空公司的飞机？

What airline are you going to fly with?

What airline are you going to fly with?（你要乘哪家航空公司的飞机？）

Whichever is the most inexpensive.（看哪一家最便宜。）

5.2 自主旅行

我打算本周末去海滨。

I plan to go to the beach on the coming weekend.

How will you spend the coming weekend?（这个周末打算怎么过？）

I plan to go to the beach.（我打算去海滨。）

你预订饭店了吗？

Have you reserved the hotel room yet?

Have you reserved the hotel room yet?（你预订饭店了吗？）

Not yet.（还没有。）

我们应该在旅游之前先买本旅游书。

We need to buy a guidebook before the trip.

有中文的观光指南吗？

Do you have any sightseeing guidebook in Chinese?

Do you have any sightseeing guidebook in Chinese?（有中文的观光指南吗？）

Sorry, we don't have.（对不起，我们没有。）

给我一张导游图好吗？

Could I have a city map, please?

Could I have a tour guide, please?

你要开车还是搭火车？

Do you want to drive or take a train?

Do you want to drive or take a train?（你要开车还是搭火车？）

I heard that the best way to tour America was by driving.（我听说游美国最好的办法就是开车。）

我要去犹他州自助旅行。

I am traveling independently to Utah.

I'm going to travel independently to Utah.

背个大背包在城市里逛可不是个好主意。

Carrying a big backpack around the city is not a good idea.

你怎么陪你父母玩呢？

How will you take your parents sightseeing?

How will you take your parents sightseeing?（你怎么陪你父母玩呢？）

I will bring a map with me and show them some places of interest.（我就带张地图,然后带他们逛些地方。）

有观光巴士吗？

Are there any sightseeing buses?

这儿有什么名胜古迹？

Are there any places of historic interest?

places of historic interest是“名胜古迹”的意思。

可以给我们推荐一些景点吗？

Could you recommend some scenic['si:nik] spots to us?

Could you recommend some tourist attractions to us?

这地方有什么可看的？

What's there to see in this place?

Is there any place to see in here?

恐怕我们没有足够的时间游览所有的名胜古迹。

I'm afraid we don't have enough time to see all the historic places of interest.

我要雇一位导游。

I want a guide.

导游费一天多少钱？

How much is guide fee a day?

请问您这是到哪里去？

Where are you going, please?

请求搭便车之前常问的一句话。

Where to go, sir?（您到哪儿去，先生？）

我想搭个便车，你介意吗？

Would you mind if I ask for a pick-up?

我可以搭个便车回家吗？

Could you give me a lift home?

我可以搭个便车吗？

Could I make a pick-up?

Could you please give me a pick-up?

Can I ask a pick-up from you?

Could I make a pick-up?（我可以搭个便车吗？）

Come on.（上车吧。）

太巧了！我也是同路。

What a coincidence[kəu'insidəns]**! I'm on the same way.**

coincidence是“巧合”的意思。

我想咨询一下有关租车的事宜。

I have an enquiry[in'kwaiəri] **about car rentals.**

enquiry是“询问”的意思。

I have an enquiry about car rentals.（我想咨询一下有关租车的事宜。）

Do you have an international driving license ['laisəns]?（你有国际驾驶执照吗？）

我想租辆车。

I'd like to rent a car.

你要租什么样的车？

What type of car would you like to rent?

What type of car would you like to rent?（你要租什么样的车？）

I'd like to rent a compact.（我要租一辆小型车。）

你们这儿有德国车吗？

Do you have German cars?

Do you have German cars?（你们这儿有德国车吗？）

Yes. We have all marks of cars here.（有。我们这儿有各种品牌的小车。）

租车费是多少？

What's the rental fee?

How much is it if I rent a car?

How much do you charge for the car?

How much do I have to pay for a ten-day camper?（租十天的露营车多少钱？）

租一部旅行车，一个星期要多少钱？

What's the weekly rate for a van?

What's the weekly rate for a van?（租一部旅行车，一个星期要多少钱？）

It's $250 a week.（一星期是两百五十元。）

你要保险吗？

Do you want insurance[in'ʃuərəns]**?**

Do you want insurance?（你要保险吗？）

Yes. I'd like to have full insurance. How much is it per day?（要。我要全保。每天收费多少？）

我可以看一下你的护照和驾驶执照吗？

Can you show me your passport and driving license?

请加满油。

Fill her up, please.

我可以在伦敦还车吗？

Can I drop off the car in London?

drop off是“还车”的意思。

Can I drop the car off at any of your branches?（把车还到你们任何一个分支机构都行吗？）

Of course you can.（当然可以。）

你现在的速度是多少？

At what speed are you driving?

How about your present speed?

At what speed are you driving?（你现在速度是多少？）

I’m driving 120 kilometers an hour.（我现在时速是每小时120公里。）

抓好，我要拐弯了。

Hold on, I’m making a turn now.

parking lot是“停车场”的意思。

我能在这儿停车吗？

Can I park the car here?

Can I park the car here?（我能在这儿停车吗？）

No, this is not a parking area.（这不是停车场 。）

附近有停车场吗？

Is there a parking lot around here?

5.3 乘车

我想买一张公共汽车路线图。

May I have a bus route map, please?

May I have a bus route map, please?（我想买一张公共汽车路线图。）

You’d better try one of the newspaper stands.（你最好去报摊看看。）

请问这车去动物园吗？

Excuse me, does this bus go to the zoo?

Excuse me, does this bus go to the zoo?（请问这车去动物园吗？）

Yes. Get on, please.（是的，请上车。）

Am I right for the zoo?

Is this the right bus for the zoo?

Can I get to the zoo on this bus?

上车请买票。

Fares, please.

到剑桥大学多少钱？

What's the fare to Cambridge University?

How much is the fare to Cambridge University?

买两张去伦敦的票。

Two tickets for London, please.

Two tickets for London, please.（买两张去伦敦的票。）

Single or return?（单程票还是来回票？）

Single, please.（单程票。）

Five pounds fifty.（5.5英镑。）

Here you are.（给你钱。）

对不起，我没有零钱。

Sorry, I don't have any small change.

到野生动物园有多少站？

How many stops are there to the Safari Park?

下一站是哪儿？

Where's the next stop?

对不起，请让一下好吗？

Excuse me, could you make way for me?

Excuse me, can I get by?

请往前走。后面很空的。

Please step along. There is plenty of room in the rear.

Please step to the middle.（请往中间走。）

Please move to the rear.（请往后面走。）

您到站了。

It's your stop.

请问到火车站搭哪趟车？

Which bus should I take to get to the railway station?

Which bus should I take to get to the railway station?（请问到火车站该搭哪趟车？）

You can take the No.2 bus.（你可以搭2路车。）

我需要转车吗？

Do I need to change?

Do I need to change?（我需要转车吗？）

No, no need to change. It will take you right there.（不用转车。你可以直接到那里。）

这辆车只开到伦敦塔。

The bus only goes to the Tower of London.

This bus only goes as far as the Tower of London.

伦敦有很多景点值得一游。如：塔梭滋夫人名人蜡像陈列馆Madame Tassaud担；白金汉宫Buckingham Palace；伦敦大桥London Bridge；威斯敏斯特寺Westminster Abbey；议会大厦Houses of Parliament；圣保罗教堂St. Paul担 Cathedral等等。

你得在伦敦塔转乘6路车。

You have to change to the No.6 bus at the Tower of London.

You have to transfer to the No.6 bus at the Tower of London.

我在哪里转车？

Where do I change buses?

Where should I change buses?

请问6路车站在哪？

Excuse me, where's the No.6 bus stop?

Excuse me, where's the No.6 bus stop?（请问6路车站在哪？）

It's just around the corner.（就在拐弯处。）

9路车多久开一班？

How often does the No.9 bus run?

How often does the No.9 bus run?（9路车多久开一班？）

Every ten minutes（每10分钟开一班。）

恐怕你上错车了。

I'm afraid you've got on the wrong bus.

到站时请告诉我一声。

Please let me know when it's my stop.

Can you tell me when to get off?

Will you remind me when it担 my stop?

Please tell me when I get there.

能告诉我在什么地方下车吗？

Can you tell me where to get off?

I'm going to the museum. Can you tell me where to get off?（我要去博物馆，能告诉我在什么）地方下车吗？

Don't worry. I'll remind you when it担 your stop. （别担心，到站了我会提醒你的。）

别担心，我会报站的。

Don't worry. I'll call out stops.

我要怎样让司机知道我要下车？

How do I let the driver know I want to get off?

我要下车。

Let me off here.

请从后门下车。

Please get off at the back door.

Please step down at the back door.

堵车了。

There is a traffic['træfik] **jam.**

上下班高峰时期，公共汽车很拥挤。

Buses are always crowded during rush hour.

rush hour 是“上下班高峰时间”。

嗨，出租车。

Hey, taxi!

Hi, taxi.（嗨，出租车。）

It’s taken.（有人了。）

你要去哪，先生？

Where are you going, sir?

Where are you going, sir?（先生，你要去哪？）

To the airport.（去机场。）

去飞机场。

Take me to the airport, please.

To the airport.

请上车吧。

Get in, please.

Step in, please.

要不要给你叫辆出租车？

Would you like me to call you a taxi?

请送我到这个地址，好吗？

Can you take me to this address?

Could you drive me to this address?

请让我在酒店前面下车。

Please drop me off in front of the hotel.

drop sb. off 是“让某人下车”的意思。

这辆出租车有人了吗？

Is this taxi taken?

我七点前得赶到机场。你能按时赶到吗？

I have to be at the airport at seven. Can you make it?

I have to be at the airport at seven. Can you make it?（我七点前得赶到机场。你能按时赶到吗？）

I'm not sure, but I'll try my best.（我没有把握，但我会尽全力。）

每天这个时候交通很拥挤。

The traffic is very heavy at this time of the day.

你能不能走捷径？

Can you take a short cut?

你不能开快点吗？

Can't you drive faster?

能再转回去吗？

Would you mind turning around?

turn around是“往回开”的意思。

请问要多少钱？

What's the rate, please?

你打表吗？

Do you use the meter?

这是30元，不用找了。

Here's 30 Yuan. Keep the change.

这是找你的钱。

Here's your change.

到郊区的车费是多少？

How much is the fare to the suburbs ['sʌbə:b]**?**

这是到火车站的地铁吗？

Is this the right subway to go to the railroad station?

Is this the train to New York?（这是到纽约的火车吗？）

我要一个火车时刻表。

I would like a train schedule.

能告诉我在哪儿买去亚特兰大的火车票吗？

Can you tell me where I can get a ticket for a train to Atlanta?

Can you tell me where I can get a ticket for a train to Atlanta?（能告诉我在哪买去亚特兰大的火车票吗？）

Go to Gate 5 right over there.（到那边的5号门。）

请问票务处在哪儿？

Excuse me. Can you tell me where the ticket office is?

来回票可有效多久？

How long is a return ticket good for?

How long is a return ticket good for?（来回票可有效多久？）

Three months.（三个月。）

For how long is a return ticket valid?

餐车在哪儿？

Which way is the dining car?

Where is the dining car?

Which way is the dining car?（餐车在哪儿？）

Two cars forward.（往前走两个车厢。）

5.4 游览景点

博物馆什么时候开门？

When does the museum open?

When does the museum close?（博物馆什么时候关门？）

门票要多少钱？

How much is the admission[ədˈmiʃən]?

admission是指“入场费”。

How much is the ticket?

How much is the entrance fee?

买四张票。

Four tickets, please.

咱们进去吧。

Let’s go in.

Let’s get in.

这是什么建筑？

What’s this building?

它的由来是什么？

What does it come from?

What does it come from?（它的由来是什么？）

It’s in memory of the Civil War.（这是为了纪念美国内战而建的。）

in memory of是“纪念”的意思。

多美的景色！

How beautiful the sight is!

What a wonderful view!

我们几点钟在哪里集合？

When and where should we meet?

想不到这地方这么美。

I didn’t expect it was so beautiful.

景色美得难以形容。

The wonderful scenery is beyond[biˈjɔnd] **description.**

beyond description是“无法形容”的意思。

The scenery is too wonderful to describe.

从未见过这样的瀑布！

I’ve never seen a waterfall like this before.

这真是值得一看。

It’s very well worth seeing.

这里以什么而闻名？

What is this place famous for?

For what is this place well known?

这儿太棒了。

This is a wonderful place.

我感觉到了另一个世界。

I feel as if I was in a different world.

到了山顶可以自由活动吗？

Can we have free time on the top of the mountain?

从山上往下看，整座城市尽收眼底。

From the top of the mountain, we can have a bird's eye view of the city.

a bird’s eye view是“鸟瞰”的意思。

景色美得让人流连忘返。

The scenery is so fantastic[fæn'tæstik] **that you can not tear yourself away from it.**

fantastic的意思是“奇异的”。

我想休息一会儿。

I want to rest for a while.

I need a rest.

感觉怎么样？

What's your impression[im'preʃən] **on the scenery?**

How do you think of the scenery?

What's your impression on the scenery?（感觉怎么样？）

It's so beautiful that it seems as if you were in a fairyland.（这景色美得仿佛置身于仙境。）

不想买一些纪念品吗？

Don't you want to buy some souvenirs['su:vəniə]**?**

souvenir是“纪念品”的意思。

5.5 照相

我们在这里照张相留个念吧。

Let's take a picture here as a souvenir.

我可以在这儿照张相吗？

May I take a picture here?

Am I allowed to take a picture here?

Is photographing[5fEutEgrB:f] all right here?

May I take a picture here?（我可以在这儿照张相吗？）

No, it's prohibited.（不行，这儿禁止照相。）

可以和我照张相吗？

Would you mind posing with me?

pose是“摆姿势照相”的意思。

Do you want to take a picture with me?

先生，可以帮我们照张相吗？

Excuse me, sir. Could you take a picture for us?

Excuse me, sir. I wonder if you could help us with a picture.

I'm wondering if you could take a photo of us here.

Excuse me, sir. I wonder if you could help us with a picture.（先生，可以帮我们照张相吗？）

My pleasure. 很荣幸。

你介意替我按快门吗？

Would you mind pressing this shutter ['ʃʌtə] for me?

shutter指的是“（照相机）快门”。

这是全自动相机，按这个按钮就可以了。

This is an automatic camera. Just press this button.

I'm afraid I don’t know how to use this camera.（恐怕我不知道怎么用这照相机。）

This is an automatic camera. Just press this button. （这是全自动相机，按这个按钮就可以了。）

这相机极易操作。

The camera is very easy to handle.

照全身还是半身？

Full length or half length?

Full length or half length?（照全身还是半身？）

Full length, please.（照全身。）

拍摄时请以塔为背景。

Take it with tower behind.

请笑一笑。

Say cheese.

这句话相当于汉语中的“说茄子”。

好了，别动。

Hold yourself.

叫别人摆好姿势。

Hold still.

谢谢。

Thank you.

Thank you.（谢谢。）

You are welcome.（不用谢。）

必备单词与短语

tour [tuə]	*n.*	旅游
package ['pækidʒ]	*n.*	旅行团
guidebook ['gaidbuk]	*n.*	导游书
sightseeing ['saitsi:iŋ]	*n.*	观光
take a picture		照相
guide [gaid]	*n.*	导游
pick-up	*n.*	搭便车
fare [fɛə]	*n.*	车费

place of interest		名胜古迹
scenery ['si:nəri]	*n.*	景色

LESSON 6

社交娱乐
ENTERTAINMENT AND SOCIAL LIFE

6.1 寒暄道别

寒暄在人们日常生活及社交活动中起着重要作用。由于地域文化的差异，各个国家和地区的寒暄与告别语也不一样，因此，我们不能把适用于中国的寒暄道别用语生搬硬套到西方国家去。

寒暄还是人际关系的一个测温计，它极大地影响着人们之间的关系亲疏：跟朋友互致问候的用语应有别于跟一般熟人互致问候的用语。所以我们应熟悉各种寒暄语，并能做到随机应变，提高交际效果。

早上好！

Good morning!

Good afternoon! （下午好！）

Good evening! （晚上好！）

嗨！汤姆。

Hi! Tom.

哈罗！

Hello!

你好吗？

How are you?

Good afternoon!（下午好！）

Good evening!How are you doing?

How are you?（你好吗？）

Not too bad, thanks.（还不错。谢谢。）

你好。我是约翰·李。

How do you do? I'm John Lee.

How do you do? I'm John Lee.（你好。我是约翰·李。）

How do you do?（你好。）

近来怎样？

How have you been recently?

How are you getting on?

What's new?（近况如何？）

一切都好吗？

How is everything?

How are things going?

How are things with you?

马马虎虎。

Just so-so.

How is everything?（一切都好吗？）

Just so-so.（马马虎虎。）

Better than I thought.

很高兴见到你。

Nice to meet you.

Glad to see you again.（很高兴再次见到你。）

It’s a pleasure to meet you.

好久不见！

Long time no see.

I haven’t seen you for a long time!

Haven’t seen you for ages!

It’s been a long time since I last saw you.

最近在忙什么？

What are you busy with these days?

What are you busy with these days?（最近在忙什么？）

I’m taking courses on computer.（我在上计算机课。）

你看起来气色不错。

You look great today.

You do look well.

很遗憾听到这个消息。

I’m sorry to hear that.

How is your husband?（你丈夫可好？）

Well, he’s been sick. He’s been lying in bed for three days.（他病了，已经卧床三天。）

Oh, I’m sorry to hear that.（很遗憾听到这个消息。）

请代我问候他。

Would you send him my regards[ri'gɑːd]**?**

Would you send him my regards?（请代我问候他。）

Sure I would. Thanks.（我会的，谢谢。）

真没想到在这儿碰到你。

Fancy['fænsi] **meeting you here.**

I didn't expect to meet you here.

他常向我讲起你。

He has often told me about you.

今天天气很好，不是吗？

A wonderful day, isn't it?

Nice day, isn't it?

周末过得怎么样？

How was your weekend?

How was your weekend?（周末过得怎么样？）

Great. We went picnicking on Saturday.（非常好。星期六我们去野餐了。）

很高兴听到这个消息。

Glad to hear that.

I've made a great progress in my career.（我在事业上取得了很大的进展。）

Really? Glad to hear that.（是吗？很高兴听到这个消息。）

此事实在出乎意料，真叫人吃惊。

The thing fairly knocked me back.

knock back是“使震惊”的意思。

不好意思，我得走了。

I'm afraid that I've got to go.

我还有急事。先走了。

I've something urgent['əːdʒənt] **to do; I think I must go now.**

urgent是“紧急的”的意思。

再见。

Good-bye.

So long.

Bye, and all the very best.（再见。希望你一切都好。）

待会见。

See you later.

下次再会。

Be seeing you.

保持联系。

Keep in touch.

我明天就要走了。

I'll be leaving tomorrow.

我想在回国之前向你告别。

I want to say goodbye to you before leaving.

感谢你为我所做的一切。

Thank you for all you have done for me.

Thank you for all you have done for me.（感谢你为我所做的一切。）

It's very kind of you to say that.（你这样说太客气了。）

分手之前，我想送你点小东西作为纪念。

Before parting, I'd like you to have this.

希望你能收下我这点小礼物。

I hope you'll accept this little present from me.

Here's something I thought you might like（这点小礼物希望你能喜欢。）

希望我们后会有期。

I hope we can get together someday.

多保重。

Take care.

6.2 访亲问友

Here's something I thought you might like.由于人们生活和工作的节奏较快，计划性强，因此，在拜访朋友之前一定要事先预约，征得对方的同意。以免突然造访，打乱对方的计划，造成不便。刚见面时，要有几句寒暄语，然后可以说明来意，直入主题。如果拜访的目的纯粹是为了看望或叙旧，则主客双方少不了谈一谈目前各自的状况，如工作、生活、家庭之类；另外还可以谈一谈爱好、旅游、音乐等共同感兴趣的话题。拜访的时间不宜过长，大约在半个小时左右。一般在主要目的说明后，就起身告辞。告别时应表示对此次拜访感到满意、高兴，这样能让对方高兴些。

什么时候能去看望您呀？

I was wondering whether I could come round to visit you sometime.

I'd like to come and see you sometime.

下周的哪天下午有空呀？

Would you be free one afternoon next week?

请进。

Do come in.

Mr. Smith, glad to see you.（史密斯先生，很高兴见到你。）

Hello, glad to see you. Do come in.（你好，很高兴见到你。请进。）

要我把你的外衣收起来吗？

Shall I take your coat?

Let me take your coat.（让我把你的外衣收起来吧。）

Shall I take your coat?（要我把你的外衣收起来吗？）

Thanks.（谢谢。）

请坐。

Take a seat, please.

Do sit down.

Make yourself comfortable.（请随便坐。）

你想喝点什么吗？

Would you like something to drink?

Would you like something to drink?（你想喝点什么吗？）

Not for me, thanks.（我不要了。谢谢。）

喝杯茶怎么样？

How about a cup of tea?

How about a cup of tea?（喝杯茶怎么样？）

Oh, thank you. That would be lovely.（哦，谢谢。那太好了。）

喝茶还是喝咖啡？

Tea or coffee?

来点冷饮吗？

Something cold?

Something cold?（来点冷饮吗？）

Yes, please, if it is not too much bother.（好吧，假如不太麻烦的话。）

我可以抽烟吗？

Do you mind if I smoke?

客人想要吸烟时一定要先征得主人的同意。

Can I smoke here?

天够冷的！

Rather cold, isn't it?

我想我得告辞了。

I think I'd better be going now.

I ought to be going now.

我不能再耽误你的时间了。

I must not hold you any longer.

谢谢你，我度过了一个愉快的下午。

Thank you for a lovely afternoon.

Thank you. I've enjoyed this afternoon.

有空再来玩。

Come again when you are free.

Come again when you are free.（有空再来玩。）

I will. Goodbye!（我会的，再见！）

6.3 道歉致谢

在西方，“excuse me”一词的使用频率相当高：不小心碰了别人、踩了别人的脚、碰到别人的东西，要说“excuse me”；问个路，先说“excuse me”；请别人让道，也说“excuse me”；没听清楚请别人再说一遍，还是“excuse me”；甚至打个喷嚏，赶紧说声“excuse me”……。

同样，英语国家的致谢行为也非常普遍、频繁。不论是对别人大的帮助，还是对别人的举手之劳，你都要表示感谢；不仅对上司、同事和陌生人的帮助要表示感谢，而且对朋友、父母、子女等的帮助也要表示感谢。致谢行为在西方国家主要体现的是礼貌和教养，感谢的本意越来越少了。

对不起。

Sorry.

Excuse me.

哦！真抱歉。

Oh! I'm so sorry.

I'm terribly sorry, sir.（实在对不起，先生。）

I'm very sorry, madam.（非常抱歉，女士。）

请原谅。

I beg your pardon['pɑːdn].

必须清晰地读降调，若读升调，则是“请再说一遍”的意思。

I must beg your pardon.（请你千万原谅我。）

我不是有意这么做的。

I didn't mean to do it.

您能原谅我吗？

Would you please forgive[fə'giv] **me?**

Won't you please forgive me?

谨向您表示最深切的歉意。

May I offer you my profoundest apologies [ə'pɔlədʒi]**?**

比较正式的说法。profound是指“深的”。

对不起我迟到了。

Sorry I’m late.

抱歉我不能出席。

I must apologize for my absence.

那是我的错。

That’s my fault.

That’s my fault.（那是我的错。）

Oh, don’t blame yourself.（哦，别自责了。）

我很抱歉事情变成这样。

I’m sorry it worked out this way.

我该做些什么来补救呢？

What can I do to make it up to you?

make up是“弥补”的意思。

What can I do to make it up to you?（我可以做些什么来补救吗？）

Well, how about going for a drink with me?（陪我喝杯东西就是了。）

我怎么道歉都不够。

I can’t apologize to you enough.

I can’t tell you how sorry I am.（我实在难以表达我的歉意。）

很抱歉给你带来这么多麻烦。

I’m sorry I caused you so much trouble.

抱歉让你等了这么久。

I’m sorry to have kept you waiting so long.

对不起，我要离开一会儿。

Will you excuse me for a few minutes?

对不起打扰一下，你能帮我个忙吗？

Sorry to interrupt[ˌɪntəˈrʌpt] you, but would you do me a favor?

Sorry to interrupt you, but would you do me a favor?（对不起打扰一下，你能帮我个忙吗？）

With pleasure.（我很乐意。）

对不起打扰了，我真的认不出这些字母。

Sorry to bother you, but I really can’t make out these letters.

对不起，先生。这是去时代广场的路吗？

Excuse me, sir. Is this the way to Times Square?

Excuse me, sir. Is this the way to Times Square? （对不起，先生。这是去时代广场的路吗？）

I’m afraid you are on the wrong way.（恐怕你走错了。）

请让一下。

Excuse me, please.

用于请别人让路。

没关系。

That’s quite all right.

没什么大不了。

It doesn’t matter.

I’m sorry I caused you so much trouble.（很抱歉给你带来这么多麻烦。）

It doesn’t matter.（没什么大不了。）

No harm done.

It’s nothing.

我很理解。

I quite understand.

忘记这事吧。

Please forget about it.

请不要放在心上。

Please don’t worry about it.

Never mind （别介意。）

这不是你的错。

It’s not your fault.

非常感谢。

Thank you very much.

Thanks a lot.

Thank you anyway.（不管怎么说，谢谢你。）

谢谢你的好意。

Many thanks for your kindness.

☺It’s so kind of you.（你真是太客气了。）

你对我总那么好。

You are always so nice to me.

我非常感激你。

I'm very grateful to you.

I'm very thankful to you.

非常感谢你的帮助。

I really appreciate[əˈpriːʃieit] **your help.**

appreciate是“感谢”的意思。

真不知道该怎样感谢你。

I don't know how to thank you.

你真的帮了我一个大忙。

You're really a big help.

别客气。

You're welcome.

没什么。

It's nothing.

不用谢。

Not at all.

这是我的荣幸。

It's my pleasure.

I really appreciate your help.（我真的非常感谢你的帮助。）

It's my pleasure.（这是我的荣幸。）

My pleasure.

6.4 参加宴会

出席宴会前，最好稍作梳洗打扮，至少穿上一套适合时令的干净衣服。赴宴时，要按照请柬上注明的时间准时赴宴，既不要迟到，也不要提前十五分钟以上。进餐前应自由地与其他客人交谈，勿静坐不语。要多交新朋友，不要只找“老相识”。

如果有事要早退，应事先向主人说明，到时候再告别悄悄离去，不必惊动太多客人。最后离开时，应向主人致谢，称赞宴会组织得好，菜肴丰盛精美，以使主人高兴。

星期六你做什么？

What are you doing this Saturday?

打算邀请别人参加宴会时的问话。

Are you busy this Saturday?（星期六忙不忙？）What are you doing this Saturday?（星期六做什么？）

I think I'm free.（我想我没什么事要做。）

我们要替凯瑟琳开个生日宴会,你能来吗?

We are having a birthday party for Catherine. Would you like to come?

你想你能来吗?

Do you think you could come?

好的，我会来。

Sure. I'll be there.

没问题。

You bet.

要我带点什么去吗?

Shall I bring something along?

Shall I bring something along?（要带点什么吗？）

Just yourself.（你自己来就行了。）

我很高兴你们俩能来。

I'm glad you two have come.

祝你生日快乐!

Happy birthday.

这是给你的礼物。

Here's your present.

It's for you.

我可以现在打开吗?

Can I open it now?

Can I open it now?（我可以现在打开吗？）

Go ahead.（打开吧。）

你可以吹蜡烛了吗?

Are you ready to blow out the candles ['kændl]?

Are you ready to blow out the candles?（你可以吹蜡烛了吗？）

Yes, I'm ready.（我准备好了。）

Ok. Make a wish.（好，许个愿吧。）

恭喜!

Congratulations!

参加婚宴时，这句话可以用来恭贺新郎；对新娘则应该祝福道："I hope you will have a happy life for ever."

Congratulations!（恭喜！）

Thank you.（谢谢你。）

祝福你。

Best wishes.

见到你真好。

Good to see you.

Nice to meet you.

你好吗？

How are you doing?

How are you doing?（你好吗？）

Fine, thanks. And you?（很好，谢谢。你呢？）

这是我妹妹海伦。

This is my sister Helen.

Helen, meet my friend Tom. Tom, this is my sister Helen.（海伦，这是我朋友汤姆。汤姆，这是我妹妹海伦。）

可以做一下自我介绍吗？

May I introduce myself?

比较正式的口吻。

Allow me to introduce myself.

Excuse me, I don抉 think we've seen each other before.（对不起，我想以前我们没有见过面。）

嗨，我是吉姆。

Hello, I'm Jim.

比较随便的口吻，一般用于结识年龄和自己相仿的或是同辈的人。

Hello, I'm Jim.（嗨，我是吉姆。）

Oh, glad to meet you. I'm Steven.（哦，认识你很高兴。我是史蒂文。）

嗨，你肯定是彼得。我叫林丰。

Hello, you must be Peter. My name is Lin Feng.

久仰你的大名了。

I've heard so much about you.

I've heard so much about you.（久仰你的大名了。）

The same with me.（彼此，彼此。）

你来多久了？

How long have you been here?

来，喝杯饮料。

Have a drink.

Have a drink.（来，喝杯饮料。）

Thanks.（谢谢。）

要吃点什么吗?

What do you want to get?

What do you want to get?（要吃点什么吗？）

I'd like some ice cream.（我想来点冰激凌。）

What do you want to have?

你准备了如此丰盛的宴会。

You've prepared so many kinds of feast [fiːst].

You've prepared so many kinds of feast.（你准备了如此丰盛的宴会。）

Thank you. Just sit where you like and make yourself at home.（谢谢。随便坐，别拘束。）

我已经撑得够呛了。

I've made a pig of myself.

That's enough.（已经足够了。）

这宴会真不错。

Nice party, huh?

Nice party, huh?（这宴会真不错。）

Yah, it's OK.（是的，还好。）

他们举行宴会很有一手。

They sure know how to throw a party.

throw a party是“举行宴会”的意思。

It's a great party, isn't it?（这是个很了不起的宴会，是吗？）

Oh yeah. They sure know how to throw a party. （是的，他们举行宴会很有一手。）

我们玩得很高兴。

We really had a good time.

谢谢你使我度过了愉快的夜晚。

Thank you for a very pleasant evening.

饭菜做得真好。

The food is delicious.

我们得走了。

We have to leave.

Are you going to stay for a while?（你们要多留一会儿吗？）

No, we have to leave.（不，我们得走了。）

谢谢你来。

Thanks for coming.

Thanks for coming.（谢谢你来。）

You bet.（没什么，应该来的。）

真高兴你们能来。

I'm glad you came.

6.5 看电影

周末一起去看电影吧！

Let's go to a movie this weekend!

Let's go to the cinema this weekend.

Let's go to see a film this weekend.

我们今晚去看场电影吧。

Let's catch a flick tonight.

catch a flick是口语表达，“看电影”的意思。

最近有什么好片上演吗？

Are there any good movies playing?

Are there any good movies playing? （最近有什么好片上演吗？）

A new 007 movie just came out（有部新的007电影刚上映。）

你想看哪部电影？

Which movie do you want to go to see?

现在放什么电影？

What's on?

What's showing?

电影的名字是什么？

What is the film called?

这部电影是什么内容？

What is the movie about?

影片是由谁主演的？

Who starred in the film?

Who starred in the film?（影片是由谁主演的？）

It starred Tom Hanks.（由汤姆·汉克斯主演。）

Who did the movie star?

我很欣赏他的演技。

I really appreciate his acting.

acting是指“演技”。

His acting is perfect.（他的演技非常精湛。）

主要演员是那些人？

Who's in the cast[kɑːst] **of this movie?**

cast是“演员表”的意思。

是谁导演这部电影的？

Who directed this movie?

Who is the director?（谁是导演？）

你喜欢看哪种片子？

What kind of film do you like?

What kind of film do you like?（你喜欢看哪类片子？）

I like cartoons.（我喜欢看卡通片。）

你喜欢看恐怖片吗？

Do you like horror movies?

Do you like horror movies?（你喜欢看恐怖片吗？）

No. They give me bad dreams.（不，我会做噩梦。）

swordsmen film	武侠片
detective film	侦探片
affection film	爱情片
ethical film	伦理片
western film	西部片
violent film	暴力片
feature film	故事片
adventure film	冒险片

我喜欢看电影，它给生活带来了欢乐和热忱。

I prefer a film for it brings enjoyment and enthusiasm[inˈθjuːziæzəm] **to my life.**

enthusiasm是“热情”的意思。

电影票多少钱？

What's the price of a movie ticket?

How much are tickets for the movie?

我买两张票。

I want two tickets.

I'd like to buy two tickets.

Two tickets, please.

I want two tickets. （我买两张票。）

Sorry, they are sold out. （对不起，票卖光了。）

满座。

Full house.

我的座位是14排5号。

My seat is Row 14, Number 5.

请带我到我的位置上去。

Please take me to my seat.

I want two tickets.（我买两张票。）

Sorry, they are sold out.　　Please take me to my seat.（请带我到我的位置上去。）

This way, please.（请这边走。）

你们有衣帽间吗？

Do you have a cloakroom['kləʊkru:m]**?**

cloakroom指的是电影院、剧院里寄存衣物的地方。

Do you have a cloakroom?（你们有衣帽间吗？）

It's upstairs.（在楼上。）

这部电影放映多长时间？

How long does the movie last?

这是两部片子联映。

This is a double feature.

double feature是“两片联映”的意思。

休息时间有多久？

How long is the interval['intəvəl]**?**

interval是“间隔”的意思。

How long is the interval?（休息时间有多久？）

Ten minutes.（十分钟。）

有免费的电影招待券吗？

Do you have any complimentary[ˌkɔmpli'mentəri] **tickets?**

complimentary指“免费赠送的”。

电影院内请勿吸烟。

Please don't smoke in the theater.

No smoking, please.

电影放映时请保持安静。

Please keep quiet when the movie is playing.

Keep quiet when the movie is on.

租部电影来看怎么样？

How about renting a movie?

How about renting a movie?（租部电影来看怎么样？）

Yah, that would be fun.（好啊，那可有意思了。）

这部片子很卖座。

It's a box-office hit.

box-office hit是指“票房卖座片”。

你觉得这电影怎么样？

What do you think of the film?

What do you think of the film?（你觉得这电影怎么样？）

Great. It sounds like a true story.（太棒了。就像个真实的故事。）

What's your impression of the film?

How do you like the film?

你觉得那主人公怎么样？

What do you think of the hero?

What do you think of the hero?（你觉得那主人公怎么样？）

I appreciate his spirit, a spirit that makes him not to surrender [səˈrendə] to fate.（我欣赏他的精神，一种绝不向生活和命运屈服的精神。）

I quite agree.（我同意你的说法。）

我感觉男主人公就像生活在现实中似的。

I feel that the hero lives around us and is true to our daily life.

也许我们可以从这电影中得到启发。

Maybe we could benefit from the movie.

6.6 去野餐

近年来，西方国家盛行在周末或闲暇时候在自己的庭院或野外烧烤：人们带着买好的肉类食品（如牛羊猪肉、鸡腿、香肠等）、烧烤作料、面包以及食油、碎木头或煤球等，先去游玩，然后生火烧烤。

这种活动一般是家庭、亲朋好友、同学同事共同参加，参加者人人都要分担购买某种食品或饮料，人人都要分担某一项烧烤或其他的任务，大家一起把这项活动搞好。

我们打算周末去野餐。

We plan to go for a picnic['piknik] this weekend.

picnic是“野餐”的意思；“烧烤野餐”是barbeque。

We'd like to go for a barbeque ['bɑ:bəkju:] this weekend.（我们打算周末去烧烤。）

愿意和我们一起去吗？

Would you like to join us?

Would you like to join us?（愿意和我们一起去吗？）
That's great.（好极了。）

我们该带点什么？
What should we take?
What should we take?（我们该带点什么？）
Pork, beef, flavoring, beverage ['bevəridʒ] and the like.（猪肉、牛肉、调味品、饮料等。）

要准备蔬菜吗？
Shall I prepare some vegetables?

在哪儿可以租到炉子呢？
Can we rent camp stoves somewhere?
Do you know where we can rent camp stoves?

想去打会儿排球吗？
Shall we play volleyball for a while?
Shall we play volleyball for a while?（想去打会儿排球吗？）
Good idea.（好主意。）
Let's go to play volleyball for a while.

谁来生火？
Who would like to make a fire?

贝蒂的厨艺真不错。
Betty's really good at cooking.

拿点水来，好吗？
Can you get me some water?
Would you give me some water?

闻起来真香呀！
It smells delicious.

请把醋递给我。
Please pass me the vinegar['vinigə].
Pass me the salt, please. （请把盐递给我。）

我玩得真高兴。
I really had a very good time.
I really had a very good time.（我玩得真高兴。）
So did I.（我也是。）

谢谢你们邀请我去野餐。

Thank you for inviting me to the picnic.

6.7 听音乐会

听音乐会时着装要整齐，在乐队演奏时不能大声喧哗，更不能边听边吃东西，这些都是极其不礼貌的行为。

有今晚音乐会的票吗？

Is there a ticket for the concert performance tonight?

你今晚何不跟我们去听音乐会？

Won't you go to the concert with us this evening?

对不起，这儿有人吗？

Excuse me, is this seat taken?

对不起，可以坐这儿吗？

Excuse me, can I take this seat?

Excuse me, may I sit here?

Excuse me, can I take this seat?（对不起，可以坐这儿吗？）

Sure, have a seat, please.（当然，请坐。）

移一下行吗？那样我和我朋友可以坐在一起。

Would you mind moving over one, so my friend and I can sit together?

看看节目单吧。

Let's look at the program.

Here's the program.

这可是纽约最有名的交响乐团了。

This is the most famous symphony['simfəni] **orchestra**['ɔ:kistrə]**in New York.**

symphony orchestra是“交响乐团”的意思。

第一位独唱者就要开始演唱了。

The first solo['səuləu] **singer will make performance.**

solo　独唱

duet　二重唱

trio　三重唱

quartet　　四重唱

你喜欢小提琴协奏曲吗？

Do you like violin concerto[kən'tʃə:təu]**?**

Do you like violin concerto?（喜欢小提琴协奏曲吗？）

No, I prefer violin sonata [sə'nɑ:tə].（不，我喜欢小提琴奏鸣曲。）

symphony	交响乐
fantasia [fæn'teizjə]	幻想曲
prelude ['prelju:d]	前奏曲
rhapsody['ræpsədi]	狂想曲
caprice [kə'pri:s]	随想曲
serenade [ˌseri'neid]	小夜曲
march [mɑ:tʃ]	进行曲

指挥是谁？

Who is the conductor?

Who will conduct?

这是贝多芬的C小调第五交响曲《命运》。

This is Beethoven's symphony No.5 in C-Minor 'Fate'.

minor是“小调”的意思；“大调”是major。

你喜欢什么音乐？

What kind of music do you like?

What kind of music do you like?（你喜欢什么音乐？）

I prefer classical music.（我喜欢古典音乐。）

pop music	流行音乐
light music	轻音乐
jazz	爵士乐
folk music	民族音乐
country music	乡村音乐
rock and roll	摇滚乐

这首歌是谁作的曲？

Who composed the music?

compose是“作曲”的意思。

Who wrote the music?

Who is the composer?

Who composed the music?（这首歌是谁作的曲？）

Mozart.（莫扎特。）

演出精彩极了。

The performance is extremely wonderful.

他的演唱会赢得满堂彩。

His concert brought down the house.

bring down the house是习语，直译为“掌声把房子都掀翻”，在这里借指“非常成功”。

6.8 跳舞

在西方，参加比较正式的舞会服装要整齐。在正式场合，如主人未表示请宽衣，即使天气炎热，男宾也不能随意脱下外衣。跳舞时纽扣要扣好。

请别人跳舞时应立正，向对方点头邀请，待对方同意后陪伴进入舞池。一曲完毕，男方应向女方致谢，并陪送回原来坐处。如女方不同意共舞，不能勉强。女方不应无故拒绝男方的邀请，否则会被认为是不礼貌；实在不愿意同某人共舞，可婉言谢绝。

我们去跳舞好吗？

Shall we go dancing?

Shall we go dancing? （我们去跳舞好吗？）

That would be great. （好啊。）

我们来跳舞吧。

Shall we dance?

Let's go dancing.

这是我的舞伴。

This is my partner['pɑːtnə].

您跳舞吗？

Can you dance?

我可以和你跳舞吗？

May I have this dance?

Shall we go dancing?（我们去跳舞好吗？）

That would be great. May I ask you for a dance?

May I ask you for a dance?（可以请您跳个舞吗？）

Willingly.（很愿意。）

当然可以。

Sure.

Certainly.

能赏脸和我跳下一曲吗？

May I have the pleasure of the next dance?

较为正式的说法。

May I have the pleasure of the next dance?（能赏脸和我跳下一曲吗？）

I'd love to.（我很乐意啊。）

May I have the honor of the next dance?

愿意同我跳舞吗？

Will you accept my arm?

这句话直译为“你可以接受我的手臂吗？”，意思就是“能请你跳个舞吗？”。

你愿意当我的舞伴吗？

Do you want to dance with me?

这个拍子叫什么？

What is that tempo['tempəu] **called?**

tempo是“拍子”的意思。

他们正在奏伦巴和桑巴舞曲。

They are playing the rumba and samba rhythms ['riðəm]**.**

rhythm是“节奏”的意思。

group dance	集体舞
social dance	交谊舞
quick-step	快步舞
foxtrot	狐步舞
rock and roll	摇摆舞
disco	迪士高
break dance	霹雳舞
chacha	恰恰舞
waltz	华尔兹
tango	探戈
jitterbug	吉特巴舞

我不会跳吉特巴舞。

I don’t know how to dance jitterbug['dʒitəbʌg]**.**

这种舞叫什么？

What do you call that dance?

你爱跳探戈还是狐步舞？

Which do you prefer, tango['tæŋgəu] **or foxtrot?**

我不想跳华尔兹。

I don’t care for waltz[wɔ:lts]**.**

care for是“喜欢”、“想”的意思。

I don’t want to dance waltz.

对不起，已经有人约我跳这个伦巴了。

I’m sorry I’m engaged[in'geidʒ] **for this rumba.**

我们来跳迪士高吧。

Let’s do disco.

Let's do disco.（我们来跳迪士高吧。）

Yah, let's.（好啊，来吧。）

乐队棒极了。

The orchestra is wonderful.

The band is great.

这音乐很适合跳慢舞。

It's a good melody['melədi] **for a slow dance.**

melody是“旋律”的意思。

跟着旋律摇摆就行了。

Just swing with the music.

I'm sorry I can't dance.（对不起，我不会跳舞。）

Just swing with the music.（跟着旋律摇摆就行了。）

再来一个舞如何？

How about another dance?

How about another dance?（再来一个舞如何？）

Sorry, I'm a little tired.（抱歉，我有点累。）

对不起，我想休息一会。

I'm sorry I want to have a rest.

如果你不介意，我不想跳这个舞。

I'd like to sit out this dance if you don't mind.

sit out是“坐到……结束”的意思。

要不要休息一下？

Do you want to take a break?

你跳得真好。

You danced so well.

You danced so well.（你跳得真好。）

Thank you for your compliment.（多谢你的赞赏。）

You danced so graceful.（你跳得真是优雅。）

我的舞跳得不好。

I'm a poor dancer.

对不起，踩你的脚了。

Sorry for stepping on your toe.

Sorry for stepping on your toe.（对不起，踩你的脚了。）

That's OK.（没关系。）

6.9 泡吧

去酒吧并不一定是去喝酒，朋友相聚、聊天、谈事情等都可以在酒吧里进行。喝着自己喜欢的饮料，听着悠扬的音乐，无拘无束地和朋友聊天，紧张的学习生活之余，这也是一种不错的放松自我的方式了。

今晚有什么活动吗？

What's on tonight?

What's on tonight?（今晚有什么活动吗？）

There's nothing on.（没什么活动。）

Is there anything on tonight?

我们去酒吧喝酒吧。

Let's go to the pub[pʌb].

Let's go to the pub.（我们去酒吧喝酒吧。）

That's great.（好啊。）

Let's go drinking.（我们去喝酒。）

Let's go out for a drink.（我们出去喝一杯。）

他们周末喜欢从一家酒吧喝到另一家。

They like barhopping['bɑ:hɔp] at weekend.

They like pub-crawling at weekend.

他酒量很好。

He's a heavy drinker.

He drinks a lot.

我喜欢软饮料。

I like soft drinks.

soft drink是指“不含酒精”的饮料，如果汁。

你们有XO吗？

Do you have XO?

给我一杯白兰地。

Give me a brandy, please.

你要喝什么啤酒？

What kind of beer would you like to drink?

What kind of beer would you like to drink? （你要喝什么啤酒？）

Lager, please. 淡啤酒。

常见的啤酒有三种：lager（淡啤酒）、bitter（苦啤酒）和guiness（黑啤酒）。

我比较喜欢生啤。

I prefer draught beer.

来杯威士忌怎么样？

How about a whisky?

How about a whisky?（来杯威士忌怎么样？）

No, thanks.（不用了，谢谢。）

请给我马丁尼并给她杜松子酒。

Martini for me and give her gin[dʒin], please.

马丁尼是一种鸡尾酒，由苦艾酒和杜松子酒配成。

他整晚都在喝酒。

He drank the whole night away.

他经常借酒消愁。

He often drinks down sorrow.

能请你喝杯饮料吗？

Can I get you a drink?

Can I get you a drink?（能请你喝杯饮料吗？）

It’s very nice of you.（谢谢你。）

让我们为你的成功干杯。

Let’s drink to your success.

你觉得伏特加怎样？

How do you like vodka?

How do you like vodka?（你觉得伏特加怎样？）

It’s too strong.（太烈了。）

他没醉。

He’s sober['səubə].

sober是“头脑清醒”的意思。

他有点醉。

He’s a bit tipsy['tipsi].

tipsy是“微醉”的意思。

喝酒要适可而止。

Drink moderately.

moderately是“适度的”的意思。

喝酒过量对身体有害。

Drinking too much is harmful to health.

Excessive drinking is harmful to health.

6.10 运动

现代都市节奏日益加快，每天工作使人疲劳，所以必须锻炼身体。运动不仅可以有利与健康，还有利于我们的脑力劳动，不断提高我们的学习和工作效率。
在美国，最受欢迎的体育运动当属棒球，几乎每个学校都有自己的棒球队。美式足球是仅次于棒球的运动，篮球则居于第三位。此外，还有许多体育运动如体操、游泳、网球、冰球等都受到人们的喜爱。报纸、杂志和电视台经常以大量篇幅报道体育消息。因此，欣赏和谈论体育比赛也是我们经常遇到的话题。

你做些什么运动？
What kind of sport do you do?

你定期做运动吗？
Do you play sports regularly?
Do you play sports regularly?（你定期做运动吗？）
Yes, I go jogging [dʒɔg] every morning.（是的，我每天早上都慢跑。）
Do you go in for sports regularly?
go in for是“参加”的意思。

咱们出去锻炼一会儿吧。
Let’s go out for some exercise.

我们比赛前做个练习吧。
Let’s practice before the match is held.

你最喜欢什么运动？
What’s your favorite['feivərit] **sport?**
What’s your favorite sport?（你最喜欢什么运动？）
Baseball.（棒球。）

你认为谁是有史以来最好的投手？
Who do you think is the best pitcher of all time?
Who do you think is the best pitcher of all time? （你认为谁是有史以来最好的投手？）
Nolan Ryan has more no-hitters than anyone else. 诺蓝·莱恩投出的无安打比赛比谁都多。
no-hitter指“（棒球）无安打比赛”。

哪一队现在领先？
Who’s leading the game?
lead是“领先”的意思。
Who’s leading the game?（哪一队现在领先？）
The Yankees are up 7-4 in the bottom of the 9th. （现在是第9局后半局，洋基队七比四领先。）

他们两人出局，一人在垒。

They've got one man on and two out.

他打了一支全垒打和一支二垒安打。

He hit a home run and a double.

home run是“（棒球）全垒打”的意思。

他三振10名击球手。

He struck ten batters out.

现在打击的是他们最好的击球手。

Their best hitter is on-deck.

on-deck在棒球里是“正在打击（球）”的意思。

他出局了。

He was out.

下一个击球是谁？

Who's up next?

这场篮球赛的裁判是谁？

Who is the umpire['ʌmpaiə] in this basketball game?

umpire是“裁判”的意思。

裁判不公平。

The referee[ˌrefə'ri:] is unfair.

referee指“裁判”。

The umpire is unfair.

裁判偏袒主队。

The referee is partial['pɑ:ʃəl] to the host team.

be partial to是“偏袒”的意思。

host team　　主队

guest/visiting team　　客队

你曾经在球队打过吗？

Have you ever played on a team?

Have you ever played on a team?（你曾经在球队打过吗？）

Yah, I used to play guard when I was in high school.（打过。我从前在高中时打的是后卫。）

guard是“后卫”的意思。

我助攻很多。

I had a lot of assists.

assist在篮球中指“助攻”。

Did you score a lot?（你得分很多吗？）

No, but I had a lot of assists.（没有，不过我助攻很多。）

你觉得哪队会赢？

Which team do you think will win?

现在的比分状况如何？

What's the score now?

What's the score now?（现在的比分状况如何？）

The Chicago Bull leads 86 to 78. （芝加哥公牛队86比78领先。）

真是一场激动人心的比赛！

This is really a very exciting game!

把球传给我。

Pass the ball to me.

他们状态很好。

They're in good form.

be in good form是指“竞技状态好”。

They're in good shape.

他不在状态。

He's out of form.

He's in bad form.

He's off form.

他犯规了。

He fouled[faul].

This is the fifth time he's fouled.（他第5次犯规了。）

他们可能连季后赛都没办法进。

They probably won't even make the playoffs.

playoff是“淘汰赛”的意思。

他们今年已走下坡路。

They've gone downhill this year.

拉拉队正在为我们打气。

The cheer squad is boosting our morale. [mə'rɑ:l].

morale是“士气”的意思。

星期天去打网球吗？

Would you like to play tennis on Sunday?

Would you like to...是客气邀请某人做某事的结构。

Would you like to play tennis on Sunday?（星期天去打网球吗？）

我就喜欢看球。

I'm strictly a spectator[spek'teitə].

spectator是“观众”的意思。

我的肌肉因打网球而酸痛。

My muscles are sore from playing tennis.

我相信你的实力一定不弱。

I believe you are not a weak player.

你的反手打得怎样？

How is your backhand?

How is your backhand?（你的反手打得怎样？）

It's OK. But I don't have much force with it.（还好。不过我打不出很强的劲道来。）

该你发球了。

It's your turn to serve.

发得好。

Nice serve.

他在这场比赛中发了18个ace球。

He served 18 aces altogether in this match.

你会游泳吗？

Can you swim?

你可以游多远？

How far can you swim?

你最喜欢哪种泳姿？

What kind of swimming do you like the best?

What kind of swimming do you like the best?（你最喜欢哪种泳姿？）

I am only good at breaststroke.（我只对蛙泳在行。）

backstroke 仰泳

butterfly 蝶泳

freestyle 自由泳

dog paddle 狗爬式

我抽筋了！

I have a cramp[kræmp]**!**

救生员在哪里？

Where is the lifeguard?

你可以教我怎样换气吗？

Can you teach me how to breathe when swimming?

我忘了带泳衣。

I forget to bring my swimsuit.

请给我个救生圈。

Give me a life buoy[bɔi]**, please.**

漂亮的传球！

A good pass!

A good center!	漂亮的传中！
A good heading!	漂亮的头球！
A good shot!	漂亮的射门！
A good kick!	踢得好！

他个人技术很好。

He has good individual[ˌindi'vidjuəl] **skill.**

individual是“个人”的意思。

他们配合默契。

They have good teamwork.

客队先拔头筹。

The visiting team scored a goal first.

The visiting team opened the scoring first.

前锋越位了。

The forward is offside.

offside是“（足球）越位”的意思。

咱们再滑一趟雪。

Let’s ski another run.

你们班拿了几面金牌？

How many gold medals has your class won?

我不服气。

I will not surrender.

surrender是“投降”的意思。

多运动些。

Get more exercise.

Take more exercise.

你要多多练习。

You need to practice more.

必备单词与短语

party ['pɑ:ti]	*n.*	宴会
delicious [di'liʃəs]	*adj.*	（味道）鲜美的
movie ['mu:vi]	*n.*	电影
hero ['hiərəu]	*n.*	男主人公
concert ['kɔnsət]	*n.*	音乐会
orchestra ['ɔ:kistrə]	*n.*	乐队
pub [pʌb]	*n.*	酒吧
visit ['vizit]	*v.*	拜访
sport [spɔ:t]	*n.*	运动

LESSON 7

突发情况与应急措施

MEETING AN EMERGENCY

出门在外，难免会遇上这样或者那样的意外。如果在治安条件不好的国家旅行更要注意，一定要保持警惕，小心看护自己的财物。如若遭遇事故或犯罪，应及时向警察求救。

其实许多罪犯只不过是利用有利的形势，伺机作案。欲有效地预防犯罪就必须消除日常行为中的可乘之机，比方说，走路时远离那些黑暗的楼道入口、胡同、及高密的灌木丛。另外，还要做好心理准备，遇到罪犯或面对犯罪的时候要反应冷静。

7.1 失窃

警官，我想要报告偷窃。

Officer, I'd like to report a theft[θeft].

theft是“偷窃行为”的意思。

Officer, I'd like to report a theft.（警官，我想要报告偷窃。）

Yes, what was stolen?（被偷了什么？）

My car.（我的车被偷了。）

When did it happen?（什么时候发生的？）

Last night. I parked in front of my friend担 house and when I came out to go home, it was gone.（昨夜里。我把车停在我朋友房前，但是当我准备回家时，发现车不见了。）

我的包被偷了。

I had my bag stolen.

My bag was stolen.

I had my credit card stolen.（我的信用卡被偷了。）

我的口袋被掏了，我的钱包不见了。

My pocket must have been picked. My wallet is gone.

你报案了吗？

Have you reported it to the police?

Have you reported it to the police?（你报案了吗？）

Not yet.（还没有。）

我该怎么办呢？

What shall I do?

What's to be done?

What shall I do?（我该怎么办呢？）

You'd better come down to the station and report it.（你最好去派出所备案。）

我回来发现房间被盗了。

I just came back to find my room burgled ['bə:gl]**.**

你的钱包里有什么？

What was in your wallet?

Could you tell me the contents of your wallet?（能告诉我钱包里有什么吗？）

What was in your wallet?（你的钱包里有什么？）

There was some money, and my passport.（里面有些钱，还有我的护照。）

有可能找回护照吗？

Is there any possibility of getting my passport back?

Is there any possibility of getting my passport back?（有可能找回护照吗？）

I wouldn't count on it. 我没有把握。

count on是“指望”、“依赖”的意思。

请叫警察。

Please call the police.

抓小偷啊！

Stop thief!

扒手长什么样？

What does the pickpocket['pik,pɔkit] **look like?**

pickpocket是“扒手”的意思。

What does the pickpocket look like?（扒手长什么样？）

He's tall, wearing a brown jacket and black trousers.（高个子，穿着褐色夹克、黑色裤子。）

7.2 遗失物品

失物招领处在哪里？

Where's the Lost and Found Office?

Where's the Lost and Found Office?（失物招领处在哪里？）

What's the matter, ma扯m?（什么事，夫人？）

I lost my passport.（我的护照丢了。）

听说我的钱包找到了，并且被送到了这里。

I was told that my purse had been found and handed in here.

I was told that my purse had been found and handed in here.（听说我的钱包找到了，并且被送到了这里。）

Can you describe it?（你能描述一下钱包吗？）

I was told that someone had found my wallet and handed it in here.

我的手提包丢了，我可以作一下登记吗？

My handbag was lost. Could I have it registered?

My handbag was lost. Could I have it registered? （我的手提包丢了，我可以作一下登记吗？）

Yes. Would you please fill out the lost property [5prCpEti] form?（可以，请您填一下失物单好吗？）

property是“财产”的意思。

我的护照丢了。

I lost my passport.

I lost my passport.（我的护照丢了。）

When did you notice it?（你什么时候发现的？）

I lost my credit card.（我的信用卡丢了。）

I lost my wallet.（我的钱包丢了。）

你检查过你的钱包或别的地方吗？

Have you checked your wallet or anywhere else?

我可以重新申请护照吗？

Can I have my passport re-issued[ri:'isju:]**?**

你的护照什么时候丢的？

When did you lose your passport?

When did you lose your passport?（你的护照什么时候丢的？）

I don't know. In fact, I'm not quite sure whether I had it pickpocketed or it simply dropped out of my pocket.（不知道。事实上，我不确定它是被窃还是在口袋里弄丢了。）

你记得护照号码吗？

Do you remember the number of your passport?

Do you remember the number of your passport? （你记得护照号码吗？）

I cannot remember.（我不记得了。）

我要通知中国大使馆吗？

Should I notify the Chinese Embassy ['embəsi]**?**

遗失护照时用。

Please call the Chinese Embassy.（请打电话给中国大使馆。）

一个小时前我把钱包丢在你们这儿了。

I left my wallet here about an hour ago.

是褐色皮制钱包。

It's a brown leather wallet.

What kind of wallet was it?（钱包是什么类型的呢？）

It's a brown leather wallet.（是褐色皮制钱包。）

我想我是把它丢在收款台附近。

I think I left it near the cashier[kæ'ʃiə]**.**

打扰一下，我的钱包丢了。你能告诉我该怎么做吗？

Excuse me. I have lost my purse. Can you tell me what I should do?

Excuse me. I have lost my purse. Can you tell me what I should do?（打扰一下，我的钱包丢了。你能告诉我该怎么做吗？）

I suggest you go to the nearest police station to report the loss.（我建议你到最近的警察局去报案。）

我不记得丢在哪里了。

I don't remember where I left it.

I don't remember where I left it.（我不记得丢在哪里了。）

Take it easy. Try to remember.（不要慌，好好回想一下。）

请你现在找一下好吗？

Could you please look for it now?

Would you mind looking for it now?

我的旅行支票遗失了。

I lost my traveler's check.

我到哪里申请补发呢？

Where should I apply for reissue?

我打电话报失我的信用卡号码。

I'm calling to report the loss of my credit card.

我想取消我的信用卡号码。

I'd like to cancel my card number.

这是支票号码。

This is the check number.

你知道是在哪儿丢的？

Have you any idea where you lost it?

Have you any idea where you lost it?（你知道是在哪儿丢的？）

Probably on a taxi whose number is J 21-4208.（可能丢在出租车上了，车牌号是J 21-4208。）

7.3 遭遇抢劫

不许动！

Don't move!

Keep still!

Freeze or I'll shoot! （不许动，不然我就开枪了！）

举起手来！

Hands up!

怎么了？

What's up?

What do you want? （你想要什么？）

我所有的全在这儿了。

That's all I have.

饶命！

Please don't kill me.

请不要伤害我。

Please don't hurt me.

救命啊！有人抢劫啊！

Help! Help! Someone is robbing me!

我刚才被打劫了。

I was robbed just now.

I was held up just now.

有个人不知从哪儿向我袭来，抢了我的包逃走了。

Someone came at me from nowhere, snatched [snætʃ] the bag off my hands and ran away.

我在饭店前钱包被抢了。

I was robbed of my wallet in front of the hotel.

assailant是“攻击者”的意思。

你能描述一下袭击者吗？

Can you give me a description of the assailant [ə'seilənt]**?**

我相信罪犯就在附近。

I'm sure the criminal['kriminl] **is near.**

7.4 事故

我们遇到意外，请你们立即派人来好吗？

We have an emergency[i'mə:dʒnsi] **here. Can you send someone right away?**

我该怎么办？

What should I do now?

停电了。

The lights went out.

There is a power failure.

There is a power failure.

We've just had a power failure. What should I do now?（我们这里刚停了电，我现在该怎么办？）

Go to the basement and find the circuit box. Open it and check if there are any fuses blown out.（到地下室找到电箱，看看有没有保险丝烧断了。）

你闻到一些异味吗？

Do you smell something funny?

Do you smell something funny?（你闻到一些异味吗？）

It smells like gas. I'll go and check the kitchen.（像煤气味，我到厨房去检查一下。）

厨房的煤气炉好像漏煤气。

The gas stove in the kitchen seems to be leaking.

快打电话给消防局！

Quick! Call the Fire Department!

着火了！

There's a fire!

It's burning.

快打119火警电话。

Hurry! Call the fire emergency number, 119.

失火了！快报警！

Fire! Call the firemen, quick!

尽快离开现场。

Leave the scene as quick as possible.

Yes, emergency? There's a fire at Montreal Road. （喂，紧急服务吗？蒙特利尔道发生火灾。）

Leave the scene as quick as possible. Our men will be over in five minutes.（尽快离开现场。我们会在五分钟内到达。）

地震了！

Earthquake!

发生交通事故了。

There's a traffic accident here!

这里有一位受伤者！

There's an injured person here!

出租车和救护车哪种较快？

Which one would be faster, a taxi or an ambulance ['æmbjuləns]**?**

ambulance是“救护车”的意思。

你需要保持冷静。

You need to stay calm.

My friend was in a traffic accident. He担 seriously injured.（我的朋友发生车祸，他受伤严重。）

You need to stay calm.（你需要保持冷静。）

道路太滑了。

The road is too slippery.

slippery指“滑的”。

It's too slippery on the road.

It's your fault because you were following me too close.（这是你的错，因为你跟得太紧了。）

It's just too slippery on the road.（道路太滑了。）

电池没电了。

My battery is dead.

我撞车了。

I had a collision[kə'liʒən]**.**

让保险公司处理吧。

Let the insurance take care of it.

Better leave it to the insurance.

7.5 违章

我的车是在限速范围内。

I was within the speed limit.

他的车是超速行驶。

His car was running at full speed.

His car exceeded[ikˈsiːd] the speed limit.

她违反交通灯横穿马路。

She crossed the street against the traffic signal.

交通信号是绿灯。

The traffic light was green.

traffic light是“红绿灯”的意思。

别超车，这很危险。

Don’t overtake. It's dangerous.

这不是我的错。

It wasn’t my fault.

刹车失灵了。

The brakes[breik] **don't work.**

我的轮胎爆了。

I have a flat tire.

tire是“轮胎”的意思。

我的车抛锚了。

My car broke down.

My car was out of order.

be responsible for是“对……负责”的意思。

我不应该对此负责。

I’m not responsible for it.

be responsible for是“对……负责”的意思。

这是我的驾照。

Here’s my driving license.

这辆车是租来的。

This is a rental car.

从现在起我会特别小心的。

I shall take good care from now on.

不要酒后驾车。

Don’t drink and drive.

Don’t drive under the influence of alcohol.

这是单行线。

This is one-way traffic.

你不能在这儿停车。

You can’t park the car here.

You can’t park the car here. （你不能在这儿停车。）

Sorry, but my car was out of order. （对不起，我的车抛锚了。）

You aren’t allowed to park your car here.

请遵守交通规则。

Please observe the traffic regulations.

我下星期一就回香港了。

I will be returning to Hong Kong next Monday.

7.6 迷路

对不起，请问这是哪里？

Excuse me, where am I?

这里在地图上的哪个位置？

Where’s this place on the map?

Where am I on the map?

我找不到回学校的路。

I can’t find the road to get back to school.

我迷路了！

I got lost!

I lost my way.

I can’t find my way.

第五大道怎么走？

How do I get to Fifth Avenue['ævinju:]?

这条路去哥伦比亚大学吗？

Is this the road to Columbia University?

Sorry to bother you, but is this the right way to Columbia University?

请问去购物中心怎么走？

Can you tell me how to get the Shopping Mall?

shopping mall是“购物中心”的意思。

Can you tell me how to get the Shopping Mall? （请问去购物中心怎么走？）

Go straight along this street, and then turn right at the second corner.（沿着这条路直走，然后在第二个转角处右转。）

Can you tell me the way to the Shopping Mall?

您能带我去吗？

Could you show me the way?

Excuse me. I want to go to the railway station. Could you show me the way?（对不起，我想去火车站，您能带我去吗？）

Sure. Follow me, please.

去邮局我走的方向不对，是吗？

I’m not going in the right direction, am I?

I'm not going in the right direction, am I?（去邮局我走的方向不对，是吗？）

I’m afraid you are in the wrong direction.（恐怕你是走错了方向。）

哪边是南方？

Which direction is south?

Where is south?

每一条路都看起来很像。

All roads look so similar.

similar是“相似”的意思。

我该走哪条路？

Which way should I go?

What is the best way to get there? （去那里的最佳方法是什么？）

离这儿有多少个街口？

How many blocks[blɔk] **is it away from here?**

block是“街区”的意思。

有人可以带我回学校吗？

Is there anyone who can take me back to school?

将某些建筑当成地标是很有用的。

It’s very useful to note some buildings as landmarks.

landmark是“地标”的意思。

旁边是否有麦当劳？

Is there a McDonald’s next to it?

那地区高楼大厦很多吗？

Are there many high buildings in the area?

附近有巴士站吗？

Is there a bus station around here?

You’d better take a bus.（你最好搭巴士去。）

Is there a bus station around here?（附近有巴士站吗？）

Where is the nearest bus stop?（最近的巴士站在哪？）

可以帮我画个简单的地图吗？

Can you draw a simple map for me?

请问你知道餐厅在哪里？

Do you know where the cafeteria is?

Do you know where the cafeteria is?（请问你知道餐厅在哪里？）

It’s next to the student center.（在学生中心旁边。）

Excuse me, I can’t find the cafeteria.

谢谢你的帮忙。

Thanks for your help.

Thanks for your help.（谢谢你的帮忙。）

Not at all.（别客气。）

7.7 急救

救命啊/来人啊！

Help!

Help me!

救命啊！有人落水了。

Help! Someone is in the water.

有人吗？有人落水了！

Is there anybody? Someone is in the water!

快，快叫救护车！

Someone, quick! Call for the ambulance!

There’s an ambulance.（救护车来了！）

他已失去知觉了。

He has lost consciousness['kɔnʃəsnis]**.**

我要陪他留在医院吗？

Should I stay with him at the hospital?

卷起袖子让伤口露出来。

Roll up the sleeves and expose the wound.

伤口必须得包扎起来。

The wound should be bound up.

We should tie up the wound.

有没有绷带？

Have you got bandages['bændidʒ]**?**

Do you have bandages?

赶紧做人工呼吸。

Do artificial[ˌɑːtiˈfiʃəl] **respiration immediately.**

artificial respiration[ˌrespəˈreiʃən]是“人工呼吸”的意思。

把他的头抬起来。

Hold up his head.

7.8 报警

警察局在哪儿？

Where’s police station?

Where is police office?

请马上报警好吗？

Could you please call the police right now?

请你带我去附近的派出所好吗？

Could you take me to the nearest police station?

我在这里怎样打电话给警察呢？

How can I call the police from here?

我们必须报警。

We have to call the police.

Call the police right away.（要立即报警。）

我是一位中国游客，我想报一起入室行窃案。

I’m a Chinese tourist and I want to report a burglary!

I'm a Chinese tourist and I want to report a burglary!（我是中国游客，我想报一起入室行窃案。）

Your name and passport number, please.（请问你的姓名和护照号码。）

警官，我想报告一个案件。

I want to report a case, officer.

那人长什么样？

What did the man look like?

Can you give me a description of the man?

description是“描述”的意思。

案件发生在哪儿？

Where did the crime occur[əˈkəː]**?**

Where did the crime occur?（案件发生在哪儿？）

In front of the Hilton Hotel.（希尔顿旅店前面。）

7.9 向他人求助

可以借我几张碟片吗？

Could you please lend me some of your disks?

我可以借你的车子吗？

Would you mind if I borrowed your car?

I was wondering if I could borrow your car.

May I use your car?

请帮我一把好吗？

Would you give me a hand with my car?

Would you give me a hand with my car?（请帮我一把好吗？）

Sure, I'll help you.（当然，我会帮你的。）

Could you do me a favor?

如果方便的话，请帮我做这个好吗？

If it’s convenient[kənˈviːnjənt] **for you, could you help me with this?**

你能帮我拿这个吗？

Can you carry this for me?

Can you carry this for me?（你能帮我拿这个吗？）

OK.（没问题。）

耽搁点时间可以吗？我想让你帮我。

Could you please spare me some time? I need your help.

Could you please spare me some time? I need your help.（耽搁点时间可以吗？我想让你帮我。）

Yes, I'll give you a hand.（好，我来帮你一个忙。）

天哪，我的钱包忘在家里了！

Oh, my God. I left my wallet at home!

这句话用于间接求助。类似的句子还有：

I missed the last bus.（我错过了最后一班车。）

My bike has flat tyre.（我的自行车没气了。）

It's so heavy!（真重呀！）

必备单词与短语

Call the police.		报警
report [riˈpɔːt]	*v.*	报告
Help!		救命
thief [θiːf]	*n.*	小偷
rob [ˈrɔb]	*v.*	抢劫
lose [luːz]	*v.*	丢失
lost [lɔst]	*adj.*	迷路的
wound [wuːnd]	*n.*	伤口
traffic [ˈtræfik]	*n.*	交通
responsible [risˈpɔnsəbl]	*adj.*	应负责任的