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英语国际人 知性英语·自信表达

嘻哈口语

办公室的故事

Everyday Dialogues at Work

[英] Nick Stirk 著
李杨 赵娇 译

八人行，

演绎职场情景剧。

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Introduction

序 言

These business dialogues are different from any other business dialogues on the market because they feature eight characters who are daily involved in the business world. These dialogues tell their story. It is not a collection of boring dialogues arranged topically. It is a story of eight people who interact with each other as well as their superiors at work. This makes these dialogues more interesting than others in the bookshops. These dialogues are also special in three ways. First, they have been written by a native speaker who has had several years experience in China teaching at



top universities. They are full of up-to-date natural expressions used by native speakers which means that you will be using the same language that they speak. Second, there is an emphasis on collocations, phrases and expressions. This is because two, three, four and even five-word collocations, phrases and expressions make up a huge percentage of all naturally-occurring text, spoken or written. Estimates vary, but it is possible that up to 70% of everything we say, hear, read or write is to be found in some form of fixed expression. Therefore, it is vital to realise that this is the way we store vocabulary in our lexical minds. We are more likely to memorise and use phrases rather than single words. So get rid of word lists and replace them with lists of phrases. Third, and most important of all, these dialogues are close to people's business and private lives and represent common experiences that they would encounter daily.

I wish to acknowledge the encouragement and assistance provided by my publisher Cai Qing. I would like to thank Tori Waters-Wang for contributing some of the dialogues. Lastly, I would like to thank Li Yang and Zhao Jiao for painstakingly translating my English into Chinese.

How to Get the Most out of These Dialogues 使用指南

Role play dialogues are excellent opportunities for learners of English to practice English because they give students the chance to assume a role that is not their own. They can be anyone they want. It does not matter if you make a mistake because it is not you who makes it. It is your character who does! You can totally assume the character and personality of your part and play it to the hilt and beyond! Your voice and actions can be completely over the top and yet it does not matter because it is only acting. Role playing is a safe and enjoyable way to learn English. It is a good idea to find a partner to practice the following dialogues with.



Tips on role plays

1. Don't be afraid to act the part
2. Try to get into the character
3. Explore different voices
4. Use appropriate movements and gestures
5. Change parts so that you can play a different character
6. Don't be afraid to play a character of the opposite sex

Studying spoken English really can be easy, even in a fast-paced and demanding world. Take this book with you on the go. As each dialogue is independent of the others, you can study them piece by piece. Take the 15 minutes you're stuck in traffic to read a topic. Carry it with you on the subway. Squeeze in a few minutes here and there. If you practice one dialogue a day then at the end of 50 days you'll be amazed at how your English has grown. Your confidence in speaking will be sky high and when a foreigner appears you will have plenty to talk about!

本书与市面上其他写商务对话的书不同，书中有八个固定的角色，这八个人每天都穿梭于商业职场，对话讲述的就是他们的故事。同时，与按照特定话题来设计安排的枯燥的对话不同，这本书是关于这八个人之间以及和他们的上司之间发生的故事，趣味横生。这一点书店里的其他书是不具备的。

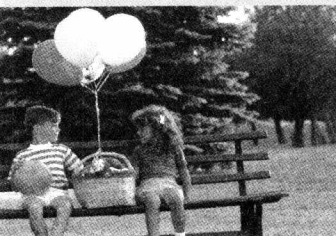
特别之处有三：

第一，本书的作者来自英国，并且拥有多年在中国一流大学的教学经验。对话中充满了最时尚的表达方式，也就是说，你将会学到现在英国人最流行的口语。

第二，对话中突出强调了词组、短语和表达法。因为在任何课文中，无论是口语还是书面语，由二、三、四，甚至是五个单词所组成的词组、短语和表达法都占据了主要部分。在我们日常的听说读写中，固定表达法的比例可能会高达 70%，这就是我们的大脑储存词汇的方式。意识到这点很重要，与单个的单词相比，我们更倾向于记忆和使用词组。所以，在学习英语时，不要只记单个单词，而应该记忆词组和短语。

第三，也是最重要的。这些对话紧扣人们的商业和日常生活，取材来自生活，原汁原味，是日常英语会话中所必须。

非常感谢我的出版人蔡箐小姐给予我的鼓励和帮助。感谢 Tori Waters-Wang 为本书贡献了许多精彩的对话。最后，我还要感谢李杨和赵娇为本书所作的翻译以及她们孜孜不倦、精益求精的态度。



对于英语学习者来说，在英语会话中进行角色扮演是锻炼英语水平的一个绝好的机会。这让学生们有机会去担任一个完全不同于自己本人的任何角色。即使犯了错误也无所谓，因为并不是你的错，而是你扮演的角色犯下的错！你完全可以设想自己所扮演角色的性格特征并将其发挥到极致。你的声音、动作都可以很夸张，这并没有什么，不过是在演戏罢了。角色扮演是一个安全而且令人愉快的英语学习方式。找个搭档与你一起练习书中的对话，是个不错的主意。

角色扮演小贴士

1. 表演时不必有任何顾虑
2. 努力融入角色
3. 语言表达要抑扬顿挫
4. 使用恰当的肢体动作和手势
5. 进行角色互换、以便尝试不同角色
6. 不要羞于扮演异性角色

学习口语其实很简单，即使在这个快节奏、竞争激烈的社会里。随身带着这本书，书中每段对话都是相互独立的，你可以逐一学习。路上堵车 15 分钟，你不妨就来读一个话题。坐地铁时也带着它，四处挤点儿时间就够了。要是你每天练习一篇对话，50 天后你就会惊讶于自己英语的进步。你在讲英语时会非常自信，再遇到老外的時候，你就不会无话可说了。



Characters

角色介绍

There are eight main characters in these dialogues; four are boys and four are girls. The boys share an apartment as do the girls. Both apartments are in the same building.

The Boys:

Li Zhi Yong—Staunch Chinese. A Party member and a serious supporter of Mao. Thinks we don't need English names, so everyone just calls him "Li". Works in a joint venture telecommunications company. His colleagues

are:

Mr Zou, Mr Ouljaarvi, Fang Qing, Tiina, Nancy, Erika, Tim

Hans Shi—Totally Westernised, but his overall grip of English isn't the best. Wants to be a black American. Any chance he has, he wears a baseball cap (on sideways) basketball shirts and huge baggy trousers. Works in a Chinese company that owns some department stores, which is trying to break into the foreign market. His colleagues are:

Ding, Steve, Mr Jing

Gao Shan—Proud of being Chinese, but enjoys Western culture, especially British. Works very hard because he believes the best way to get and keep a girl is to have your own apartment. Works in a Chinese newspaper office. His colleagues are:

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Miki Zhou—Thinks that being Japanese is cool. Would love to find a foreign girlfriend, but hasn't had the opportunity yet. Totally obsessed with gadgets and spends the majority of his salary on them. Works in a Japanese bank with branches throughout China and overseas. His colleagues are:

Ms Oishi, Mr Cui, Tanaka, Suki, Tracey



1 见面与问候

Meeting and Greeting

Background Information

Greetings are the first words that you say when you meet someone. So it is important to use the right ones and in the right way. If you start right then you are likely to continue right and end right. In addition, there may be handshakes, hugs, kisses or a polite bow. In English, the most common greeting is “hello” or “hi” but there are many alternate ways of saying hello. As someone once said, every time you say hello to someone you are saying:

H = How are you?

E = Everything all right?

L = Like to hear from you.

L = Love to see you soon.

O = Obviously, I miss you.

问候语是人们见面时首先要说的话，因此正确地选择和运用问候语是非常重要的。有了恰当的开场白才能使谈话顺利地进行和结束。除了问候语，人们见面时还会握手、拥抱、亲吻或礼貌地鞠躬。英语里，最常见的问候语是“hello”或者“hi”，但也有很多其他的问候语表达着相同的意思。“hello”包含的意思有：

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背景信息

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The Girls:

Maggie Liu—Tries to be traditional, but sometimes Westernised urges overtake her. Studied in UK for 2 years and enjoys English culture and design. Works for a Japan & UK joint venture company as a project assistant. Her colleagues are:

Mr Samamoto, Ms Peng, Jacqui

Spring Feng—Typical Southern girl. Likes everything, if it's cool and in fashion. Loves Korean TV shows and Japanese cartoons. The handbag she uses for work is "Hello Kitty", she collects this brand. Works for an American company as a translator of documents. Her colleagues are:

Mr Wilson, Richard, Danny, Monique

Lulu Zhang—A Beijing girl, tall, beautiful with a very strong personality. Many guys, both Eastern and Western find her irresistible. Enjoys both the traditional and the modern and feels at home in both Westernised coffee bars and Beijing tea houses. Currently working as a secretary in a Chinese company, but dreams of opening her own Latino Dance School. Her colleagues are:

Mr Wu, Anita, Ms Jiang, Precious, Kiki

Sylvia Yang—A girl from a small town in Hebei, who moved to Beijing for further study. Very traditional and has only had one boyfriend during university, but they are now separated. Works as a senior salesperson and also handles some accounting in a Chinese company. Her colleagues are:

Annabel, Mr Sui, Mr Sun, Clarice



1 见面与问候

Meeting and Greeting

Background Information

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背景信息

Dialogue 1

(Gao Shan meets a new colleague on his first day at a new company.)

Alice: Hi. I don't think I've seen you before, are you new here?

Gao Shan: Yes, today's my first day. I was transferred from the Shanghai office.

A: Welcome to our Beijing office! I'm Alice Feng, head of accounts.

G: Nice to meet you Alice, I'm Gao Shan. I'm in advertising.

A: Ah, that explains why I hadn't heard we were getting a new colleague, we are in different departments.

G: So, how's this office doing?

A: Well, we are in **top-notch condition**^① at the moment. I like to think that's partly my influence!

G: Good, good. Unfortunately, the Shanghai office isn't doing too well. I was lucky to be sent here.

A: Yes, I did hear there had been some lay-offs. Your job is safe here, as I said we are doing really well.

G: It's good to know. How long have you been working here?

A: Actually, I started off in the Shenzhen office about 6 years ago, but I've been here for 2. How about you?

G: I've been with them for about 2 years. I feel it's a good company to work for, and the money's not bad.

习惯用语 1

① top-notch condition: 非常好的形势/状况

(Gao Shan 到新公司上班的第一天与一位新同事相遇)

A: 你好! 好像以前没见过你啊, 你是新来的吗?

- G: 对啊, 我第一天来这儿上班。我是从上海分部调过来的。
- A: 欢迎来到我们北京分部! 我叫 Alice Feng, 是财务主管。
- G: 很高兴认识你, Alice! 我叫 Gao Shan, 是负责广告宣传的。
- A: 哦, 难怪我没听说要来一个新同事呢, 原来我们是不同部门的。
- G: 你感觉在这边工作怎么样?
- A: 目前这里的发展形势特别好。我想这里也有我的功劳啊!
- G: 那太好了。不过很遗憾啊, 上海那边现在发展得不是很好。能被调到这边来工作, 我觉得很幸运。
- A: 是啊, 我确实也听说上海那边有一些员工已经下岗了。你在这里工作就没问题了。就像我说的, 我们现在的发展非常好。
- G: 太好了! 你在这个公司工作多久了?
- A: 其实我 6 年前就在我们公司的深圳分部工作了。调到这里来也有两年了, 你呢?
- G: 我进公司差不多两年了。我感觉这个公司很好, 而且薪水也不错。

Questions 1

1. When you meet new colleagues who makes the first move? You or them?
2. What do you talk about after saying "Hi"?



Dialogue 2

Chatting about Meeting New People (At home in the boys' apartment.)

Hans: So, Gao. How was your first day?

Gao Shan: Pretty good. I met a really nice lady called Alice.

H: Ooh! Nice how? Is she Chinese?

G: Yes, she's Chinese. She's just really friendly and **down to earth**^①.

H: How friendly? You know, some of the girls in my office are really friendly! You know what I mean?



G: Yes, I always know what you mean. I don't mean in that way, besides, she's older than me.

H: Age is good, it means experience.

G: Get your mind **out of the gutter**^②! She's a nice lady and was very helpful today, plus she's my superior. We chatted about **loads of stuff**^③.

H: Yeah, yeah. Boring stuff I bet! Seriously, do you think you will be happier here than in Shanghai?

G: To be honest it's a little too early to say. I mean, today was just my first day.

H: I think you're gonna love it! Beijing is a cool place, better than Shanghai if you ask me.

G: From a socialising point of view I agree. There's always something going on in Beijing, **24/7**^④.

习惯用语 2

① down to earth: 容易相处的

③ loads of stuff: 很多事情

② out of the gutter: 不要想歪了

④ 24/7: 一天有 24 小时, 一周有 7 天

谈论与新同事见面 (在男子公寓的家中)

H: Gao Shan, 第一天上班感觉怎样?

G: 很不错! 我碰到一位很好的女士, 她叫 Alice。

H: 哦, 怎么个好法呢? 她是中国人吗?

G: 是啊, 她是中国人。她非常友善, 很容易相处。

H: 怎样友善啊? 你知道我办公室里就有些女孩, 那叫一个“友善”啊! 你明白我的意思吗?

G: 当然, 你说的我都明白。不过, 我不是指那个意思。而且她比我年长。

H: 年长很好啊, 说明她比你更有经验嘛!

G: 不要想歪了! 她确实很友好而且她今天还帮了我。她是主管, 我们谈了很多关于公司的事情。