

最新高级会话英语

LATEST ADVANCED CONVERSATIONAL ENGLISH

刘友法 博士 / 著



- 高级外交官著书立说传授纯正口语
- 教你如何用地道语言打动西方听众
- 教你如何进入西方主流社会社交圈
- 教你如何突破中西方语言思维障碍



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FORWARD

Twenty years ago, published my first oral English reference book *A Practical Handbook on Conversational English* in World Affairs Press, which has been hitherto reprinted several times. Since then, there have been more and more international exchanges in the areas of science, technology, culture, education, trade and investment. More and more people have been actively participating in various international functions where English is the dominant working language. More and more people are planning to live, study and work overseas where English will put them on the spot. It is against the above background that I have long decided to write an advanced oral English reference book.

LATEST ADVANCED CONVERSATIONAL ENGLISH is designed for those who are intending to embrace the art of oral communication. The book targets the soft spots of non-English speakers at cross-cultural functions. It intends to bolster their confidence at social conversations and public gatherings so that they will be able to conduct functions with confidence, handle Q&A with certainty, deliver speeches with eloquence, address issues in a learned way, and formulate their own conversational topics in style.

For that matter, I have taken pains to derive contemporary oral English components from hundreds of live conversations, interviews, movies, lectures, speeches, sermons and official remarks by the native speakers. Meanwhile, I have contributed many practical language components based on my own experience as a student abroad, teacher of English, diplomat, international conference participant and guest speaker over the past two decades.

LATEST ADVANCED CONVERSATIONAL ENGLISH is divided into twenty-six chapters. Chapter I through Chapter VIII intend to give you some technical training in routine situational conversations, in order to pave the way for you to

talk about issues in the future. Chapter I introduces situational expressions and language blocks, which you will find handy for various cross-culture functions. Chapter II concentrates on advice and counseling, which provides you with ingredients to express your feelings appropriately in live situations, and give the right counsel to the right person at the right time. Chapter III touches upon the most outstanding soft spot of the non-native speakers: Q&A. You will be able to take stock from those sample patterns and logic of reasoning there. Chapter IV is to help you overcome speech fright and prop up your skills on how to preside over functions, meetings, seminars or conferences.

Chapter V deals with telephone communications, which has become more and more technical nowadays. Chapter VI dwells on some popular phrases regarding negotiations and consultations. You' ll find those reference materials very handy. Chapter VII elaborates on food matters. Food not only offers material things to satisfy your gourmet need, but also many things for you to talk about. Chapter VIII depicts scenarios regarding sightseeing and tours, and the situational language blocks will help you get started before, during and after those trips.

Chapter IX through to Chapter XXVI cover situational topics that you will likely come across at cross-cultural functions. They include history, culture, mortgage matters, physical health, shopping, sports, holidays, science and technology, college education, job search, personal finance, legal matters, family life, funerals, domestic politics, international politics, domestic economics and international economics, etc. At the end of the book, there is an index to show you the "road map" to the relevant issues or terminologies used in the book.

You wouldn' t believe it, but your English capability not only depends on how much you can read, understand or translate, but also on how much you can speak out, how active you can contribute in live situations, and how confident you are to stay in charge on the ground. Nothing less will do. And, it is an established practice that you are not supposed to elaborate on any subject in great length during the social conversations. Therefore, you need to know how to launch your conversational topics, and how to get your messages across as eloquently as possible. You need to know how to join live conversations, and how to contribute what you know about a given subject. You need to know how to pick up things where you left off, and

FORWARD

how to wind up your remarks. You need to know how to address difficult issues in a comprehensive way, and how to make long stories short and to the point. All these qualifications will put you at par with native speakers. For that matter, you will have to dig deep into the book, grab the logic of reasoning, theoretical hints and the ready-to-use situational language blocks. Then, you will have to speak out, speak up and practice hard until you are good at it. As one old saying goes, practice makes perfect!

Finally, I would like to take this opportunity to express my appreciation to my wife Ellen for her understanding and unconditional assistance in the above regard. I would like to thank Miss Caitlin Kelly from George Town University in the United States for her painstaking editing and constructive advice. I also wish to welcome any constructive comments and suggestions in this regard. Any relevant communications could be addressed to: lyf-998@tom.com.

Dr. Larry Liu
August 16, 2007
In Washington, D. C., USA

前 言

20年前，我在世界知识出版社出版了处女作《出国人员英语会话手册》，该书曾多次再版。20年来，随着经济和社会建设不断拓展、对外开放不断深入，我国在科学、技术、经济、贸易、文化、教育等诸多领域与国际社会的交往愈发频繁，社会各界民众参与以英语为主要工作语言的涉外活动的现象日益普遍，赴国外定居、学习、工作和经商的机会愈发增多。这些活动对每个当事人的英语口语表述能力的要求均越来越高。

有鉴于此，我多年来利用驻外工作机会，坚持跟踪当代英语口语发展趋势，从英语国家主流社会人士的大量情景会话、媒体采访、电影、讲座、报告、布道、演讲中寻觅经典英语口语素材。与此同时，我整理并收录了在留学、外交、英语教学和国际会议等国际交往中使用过的诸多情景会话专题和精华语言元素。在此基础上，我依据当代口语英语特点，精心编写情景英语口语板块，悉心设计会话专题，最终撰写成《最新高级会话英语》。

《最新高级会话英语》适合欲全面提高英语口语交际水平的各类读者。本书务求适应跨文化交流的需求，贴近国外居住、谋生、求学和工作实际，旨在协助读者解决在涉外社交和公共活动中存在的软肋问题，增强其跨文化英语口语交际的信心，提高专业会话水平，提高公开演讲效率，拓宽问题表述及回答技能，掌握主持或参与涉外活动口头交际主动权，体现主题演讲特色。

《最新高级会话英语》总共分为二十六章。第一至第八章旨在帮助读者强化社交活动英语口语基本技能，增强跨语言表达思想感情的能力，解决表达专题思想词不达意等问题，并为其进行专题会话及演讲作技术铺垫。第一章重点介绍涉外社交场合常用交际英语语言板块。第二章主要介绍关于情感表达和心理咨询的技巧与惯用法。第三章集中论述问题提出与回答应注意事项。第四章概要介绍参与或主持会议或演讲所需技巧和相关词汇，以期协助读者有效克服怯场心态，展现当代国人的英语口语修养。

第五章讨论现代电话用语。电话已成为人们生活、学习与工作不可或缺的交际工具，但相关语言愈益专业化。本章所列语言板块有助于读者摆脱电话交际困境。第六章探讨国际谈判专业用语。商业谈判愈益成为国际交往的

重要组成内容，本章相关语言板块旨在方便读者参考应用。第七章涵盖饮食文化。民以食为天。餐饮不仅是跨文化交际的重要手段，而且是跨文化交谈的重要话题。第八章论述观光游览常用语言板块，以期协助读者增强进行情景会话的底气。

第九章至第二十六章分别介绍常见的热门话题：历史、文化、房产租购、健康事宜、采购、节日假期、科学技术、高等教育、求职、银行业务、法律事务、家庭生活、丧葬礼仪、国内政治、国际政治、国内经济、国外经济，等等。书后设有索引，以便读者查找书中各章节之中的相关理论、会话专题、概念及专业词汇等。

在当代国际英语交往中，一个合格的参与者既需要掌握足够的单词量、相应的阅读能力和流畅的笔头翻译能力，也需要拥有高超的现场演讲能力、参与情景会话的能力和主导专题会话的能力。两者缺一不可。经验表明，进行跨文化英语情景会话、学术研讨或演讲忌讳长篇大论，当事者须把握开启谈话专题的时机，流利地表达特定专题思想，灵活地加入他人正在进行的交谈，自然地发表个人看法，巧妙地导入被他人打断的话题，得体地结束专题论述，深入浅出地描述复杂的专业话题，等等。有鉴于此，谨请读者通览本书，吃透本书所涵盖的相关理论，借鉴相关专题思维逻辑，灵活运用相关语言板块，熟记相关习惯表达法并创造条件反复实践，以求融会贯通。古训说得对，熟能生巧。

最后，我谨借此机会感谢夫人洪雪的理解与支持，感谢美国乔治敦大学凯瑟林·凯丽女士等对本书所作编辑和所提修改意见，感谢其他诸多朋友的建议与合作。同时，真诚欢迎任何建设性评论、建议和批评，相关信息请发至 lyf-998@tom.com。

刘友法 博士
2007年8月16日
于美国华盛顿

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CHAPTER I

AT FUNCTIONS

We all travel, live, study or work overseas at some point in our life. We all have chances to receive foreign visitors sometimes. And, we all have opportunities to host or participate in cross-cultural functions some other times. On all those occasions, we'll meet and speak with English speakers, and therefore, we've got to be good in these regards. For that matter, this chapter shows you how to welcome and farewell friends, how to talk about itineraries, how to show your appreciation to your hosts, and how to compliment your guests on various social occasions.

我们一生中大都还有机会到海外旅行、生活或工作。我们时常有机会接待外国友人。我们也时常有机会主持或参加跨文化活动。在上述诸多场合,我们都有可能同讲英语的人交谈。因此,我们必须做好相关语言准备。基于上述考虑,本章所列相关用语和常用表达法旨在帮助读者更好地迎客、送客、谈日程安排,更好地向主人表达谢意以及在公共场合恭维客人,等等。

A. WELCOME & FAREWELL REMARKS

It's an art to associate with English-speaking people at cross-cultural functions. As hosts, we should show our hospitality wherever possible. As guests, we should show our courtesy

whenever appropriate.

在跨文化场合同讲英语的人交往讲究艺术。作为主人,我们应尽可能显示热情友好;作为客人,我们应做到时时处处礼貌有加。

孔子说:“有朋自远方来,不亦乐乎。”

Welcome to our city, my dear friends! As your Confucius said, it's always a delight to welcome friends who have come from afar. In fact, you've not only brought along your friendship, but also the rain we've been expecting. We haven't had much rain lately, you know. And, we should thank you for that.

Now, please check in your things at the coatroom down in the lobby, but don't forget to ask for your card. You'll need it to claim your belongings later. By the way, you could give a dollar or two to the attendant to show your appreciation. But, if you don't have any dollar bills with you, please don't worry about it.

Tonight, we've organized a cocktail party in your honor so that you can get acquainted with your future colleagues. And, we're lucky to have the full moon tonight so that we can admire the view of the beautiful valley from the balcony here.

Well, it's just a party in your honor, and we thought it'd help you to know more people before you kick-start your tour. The guests here tonight are all your future associates, and so, please pass around your business cards and present yourself.

It's always good to see you, Mr. Wang Ping. Since you said you'd bring two colleagues along, we've reserved the seats accordingly. By the way, we've managed to put you and your hosts at Table No. 4 so that you could get better acquainted.

It's so good to have you here, my dear friend. Since this is an informal dinner, please make yourself comfortable and forget about protocol. We decided to throw this party for

you, in order to reciprocate the hospitality you showed us when we toured your country last year. And, we only invited the delegation members and our immediate family members so that we can renew our friendship.

报答谢意

You and your colleagues are most welcome to the reception. Since you folks are frequent international travelers, you should have no problem with the jet lag. And, I hope the reception this evening will help you somehow in this regard.

既然你们经常在国外旅行,适应时间差应当没有问题。

I'm sure you know that old saying: Do as the Romans do. Since you're here in my country for the first time, please try to do as we do. That's probably the best way to overcome your cultural shock. And, I'm sure you'll get used to your life here soon. For your reference, you should take things easy, and try not to let anxiety overwhelm you. In case you're not sure about something, please feel free to ask me. That's what a friend is here for.

入乡随俗

文化冲突

Well, since this is your first time to come to this part of the world, you may take a while to manage the cultural shock. But, the most effective way is to follow what we do here. And, please feel free to ask when you're not sure about something. Remember, we did exactly the same when we were in your country last year.

With your permission, we've placed a notice on our website about your speech. That's why we're expecting a large turn out tonight. And, some members will drive all the way across the country just to hear your speech. So, you're going to be very popular tonight.

今晚您能应邀前来作报告,我们很感激。

We're very much obliged for your kindness to speak to us tonight. You know what, many guests have prepared questions regarding the Westward Development Strategy of your government. Here is the questionnaire, but I want to warn you they may ask some impromptu questions on the spot, so you've got to prepare accordingly.

西部开发战略

这是问题清单,不过,我提醒您注意,听众现场还可能临时提出问题,请您有所准备。

Well, it's not a free lunch for you. The Faculty

和谐社会

Committee has kindly requested you to make a thirty-minute speech on China's National Strategy to Build the Harmonious Society. And, the attendees are very much interested in your professional analysis on the difficulties or challenges your country is faced with, and your personal policy proposals in this regard. Please don't be surprised if they'll ask you lots of questions. They're just eager to know about your country.

问题清单

By the way, Channel Eight of the City TV Station would like to interview you, and you may like to use this opportunity to promote your trip. Here's the questionnaire and they promised not to raise any impromptu questions on the spot.

Well, you've come at a very good time, but as some other VIP guests are still on their way yet, please join the crowd and rub shoulders with your old friends. And, I'll let you know when the Health Minister arrives.

I know you diplomats are always punctual for functions. But, we're still waiting for the Honorable Chief Justice to come before we get the dinner started. He warned us he'd preside over a late afternoon hearing. I hope you wouldn't mind waiting for a few more minutes.

My dear friends, since all the honored guests are here, we'll get the dinner started. So, please proceed to your tables, and you'll find your seating arrangement at the entrance. According to the protocol, the Finance Minister and Governor of the Central Bank will be both seated at the head table. I know you'll have a lot to talk about over the dinner.

不能前来(往)出席活动

I'm afraid Professor Wayne has to take a rain check this time. One of his kids is sick, and he has to rush him to the doctor. But, he's asked me to relay his best regards to you and your wife.

Now, shall we move to the dining room? Otherwise, we'll just snack the dinner off... Ladies and gentlemen,

may I have your attention please? Since most VIP guests are here, we're going to start the dinner now. Please find your seats according to the table numbers on your nametags and your seats have been designated at your table.

Since we're all here, we'd better get the dinner started. Please lead the way to the buffet stand so that I can introduce you. And, we'd better appreciate the delicious dishes before they get cold. As you can see, it's a mixture of Chinese and Western foods. I'm sure you'll find something you like.

To tell you the truth, we had to burn the late night candle, in order to prepare this dinner. It's going to be a four-course dinner. And, we've also prepared some recreational activities. We know you're good at karaoke, and so, please prepare to show your talent a bit.

You know what, you've got to enjoy our seafood while you're here. Then, you can compare it with yours back home. They say the chefs at this restaurant are among the best in the country, and they even had the privilege to cook for your Prime Minister when he was visiting here last year. And, I'm sure they'll put some smile on your face.

您知道吗,既然来了,请好好品尝我们这儿的海鲜。

Tonight, we'd like you to try out our national food. This is supposed to be the best restaurant in the city, and our national leaders often host banquets here. Now, please have a quick look at the menu and choose your favorite courses. But, let me walk you through some items on the menu, as those fancy names may look a bit scary to you first timers.

我相信他们一定会让你们满意的。

Sorry to have kept you waiting, but we were held up by the traffic, as one VIP convoy was passing through Willington roundabout. And, the police closed all the other traffic lanes for twenty-some minutes. It was just one of our bad days, I guess.

贵宾车队

It's so good to be back again. We decided to catch the red-eye flight, in order to show our appreciation for all the trouble you've gone through to organize this grand reception

for us. As you can see, the jet lag is getting at us, but we'll try to be as alert as possible.

Thank you very much for your expert advice, and I'll forget about my doctor's advice today. Hum, these dishes look tempting and smell wonderful. And, I'm sure they'll taste delicious, too. Let me tell you this: I could never resist any good dishes when I sit down for the Chinese food.

通常指大型活动

Well, Mr. Cantwell, I'll have to leave for my next function. I've got to attend the annual dinner on behalf of my boss. In fact, I'm running a bit late already. Many thanks again for your invitation, and bye!

Mr. Barton, it's time for me to go. Let me thank you again for inviting me to this grand occasion, and I've enjoyed every minute of it. But, I've got a paper to finish before the night is over, so I hope you understand.

悄悄离开

Madam Johnson, I'm afraid I'll have to skip the coffee and movie. As I told you, I've got one more function to attend on behalf of Dean Richardson. That's a must for me, but I'll sneak out, in order not to draw too much attention. Thanks for everything, and please relay my best regards to all our colleagues.

事实上,活动刚刚
进入高潮。

Well, it's a pity you've got to go now. In fact, we're just getting into the heat of our program. As one song verse says, the night is still young, and so are you. You know we only organize cultural shows once a year, and you really shouldn't miss the best part.

我确实有事要与
您商量

Well, since you've got to go, we won't keep you any longer. Please allow me to usher you to the gate, and I do have something to discuss with you on our way out. By the way, please make sure you've got everything with you.

Mr. Wu Ming, on behalf of Chairman Dickson, I'd like to present you with a watercolor painting depicting one of our valley views here. We're sure this will mark your stay with us and further cement our friendship.

My dear friend, before you go, we'd like you to keep

this. It's a piece of fine art handcrafted by one of the famous craftsmen in our city. And, we hope this will remind you of your stay with us.

B. ABOUT THE ITINERARY

谈日程

Functions or visits will not proceed well without good itineraries. As hosts, we should make some careful planning. Meanwhile, as guests, we should show our gratitude to the hosts for their efforts, and be frank as to what we want to add or drop.

没有好的日程安排,任何活动都不可能顺利进行。作为主人,我们应周到地安排相关活动;作为客人,我们应对主人的良苦用心表示感谢,并酌情要求主办方或接待单位增加或减少活动项目。

My dear friends, shall I brief you of the function tonight? First, we'll have a cocktail party from 18:00 to 19:00. The dinner is to start at 19:00. By that time, Minister Ruth should be able to join us. When they start serving coffee, you and the Minister are kindly requested to make some remarks for about five minutes each. After that, you two will exchange gifts. Then, we'll conclude the function so that you and your colleagues could retire early. The gifts for other members of the delegation will be swapped through our protocol officials after the function. That's all I've got to say about the function. Have you got any questions?

Tonight, we'll kick off the dinner with some brief remarks. I know that's not a big deal for you. As we discussed last time, Mr. Larson, Chairman of the Board of Directors, will open the floor. Then, you'll speak for about ten minutes, and I'll wrap up the courtesy part. After that, we'll get the dinner started. We've planned to conclude the function at 21:30 so that you and your colleagues can retire

我最后讲一讲礼
宾事宜

early.

学院乐队将演奏
专门为此排练的
音乐。

Let me brief you of the inauguration schedule. The whole ceremony will start at 10 o'clock tomorrow morning. The academy band will play some music ear-marked for this occasion. The organizing committee has also invited two national famous singers to sing for us.

宣布仪式开始

主持宣誓就职仪
式

Mr. Thompson, Chairman of the Inauguration Committee, will call the ceremony to order at 11 o'clock sharp, and then, the outgoing President will deliver his farewell address. At 11:30, we'll begin the invocation ceremony, and Professor McLean, the most senior faculty member of the university, will administer the Oath of Office to the President-elect Professor Leeway. After that, President Leeway will deliver the inaugural speech. When that part is done, there'll be a cocktail reception and cultural show to mark the occasion. The official ceremony will probably last for one hour, but the fun activities will last until three o'clock in the afternoon.

新年聚会

中国传统的除夕
守岁

After the dinner, you guys can relax and have some fun activities. This time, we're going to have one table for bridge in the library. Others can fix some poker games in the other room. We're also going to show a DVD movie in the sitting room. By the way, drinks are in the dining room, and please feel free to go and help yourselves.

Well, since this is the New Year's party, we'll change the routine a bit. Once we've satisfied our gourmet needs, we'll skip the usual forum. Some can enjoy karaoke. Others can watch DVD movies. Still others can play various games in the basement. As always, these functions will last well into the small hours of the New Year's Day. That's in line with your tradition to welcome the New Year, you know.

Now, shall I show you around the hotel a bit? There're some places you've got to know during your stay here. By the way, all your rooms are facing the valley, and you'll enjoy the nice views. And, you're not going to hear much