

外 英 语 手 册

宾馆



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涉外英语手册

宾馆

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前 言

让世界了解中国，让中国走向世界。

中国正处于前所未有的改革开放时代。中国的改革开放不仅需要“走出去”，让中国人到国外学习先进技术和管理经验，也需要“请进来”，让外国人对中国多一些了解，多一些支持。

随着改革开放的不断深入，我国的国际交往也日益增多。中国普通老百姓跨出国门，已不再是什么新鲜事；面对“高鼻子、蓝眼睛”的外国人，中国人再也不会以“看待外星人的目光”谨慎地、小心翼翼地打量他们，接近他们。可以说，外国人已成为我们生活和工作中的成员。

国际交往免不了要用外语进行交际。大到国际交流、外贸洽谈、教育合作，小到出国旅游、吃饭购物，都离不开外语这个工具，尤其是英语。英语已成为国际交往的重要语言之一。

为了适应改革开放的形势，满足中国人学习英语的需要，为他们出国旅游、购物、餐饮等创造更为便利的条件和环境，我们编写了这套涉外英语手册。

这套丛书共有《旅游》、《购物》、《餐饮》、《宾馆》、《外贸》、《商务函电》等数种，每种书一般均由两部分组成：第一部分分话题介绍有关语句，第二部分则列出有关常用词汇和短语。在《餐饮》和《旅游》中，我们还比较详细地分别列出了中西菜名和中国名胜旅游景点。

这套丛书既可作为有关专业英语的参考书,也可作为具有一定英语基础的出国人员或具有一定汉语基础的外国朋友学习参考。这套丛书能够帮助他们在较短时间内掌握有关方面的常用英语语句和词汇,以减少和避免在国外学习、生活、工作和旅游时可能出现的麻烦和不便;对于在国内各行业工作的、常与外国朋友在这方面或那方面打交道的人士来说,这套书具有更大的现实意义。

本套丛书在编写过程中参考了不少国内外出版的有关方面的教材或著述,从中汲取了营养和精华,在此仅向有关作者和出版社的同志致以诚挚的谢意。

编 者

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Part 1

Hotel English——Useful Expressions 旅馆英语常用语

(Advance Reservations 预订)

Unit 1 Booking 预订

1. Reservations. May I help you?

这里是客房预订处,可以为您服务吗?

2. Advance Reservations, can I help you?

这是预订处,需要帮忙吗?

3. Good morning, Maria Hotel. Can I help you?

早晨好。玛丽亚大酒店,能为您服务吗?

4. Have you got any accomodation?

你们有住的地方吗?

5. Is there a room available in your hotel?

你们酒店有房间吗?

6. Are there any beds vacant?

有空床位吗?

7. I'd like to reserve a single, please.

我想预订一个单人房间。

8. I'd like to make a reservation for two nights for my family and myself.

我想给我自己和我的家人预订房间住两夜。

9. Can I reserve a suite of two rooms from July 6th till 12th?

我能不能从七月六日到十二日预订一套两室房间?

10. Can I book a single room with a private bath for this weekend?

我能不能订一间带私人浴室的单人房间这个周末住?

11. Can I have a double room for tonight, please?

今晚我可以租一间双人房吗?

12. Have you a double room for tonight?

你们今晚有一间双人房吗?

13. Could you reserve a single room for me?

你能不能给我预订一间单人房?

14. Can I have a single [double] room for October 4?

能租给我一个单人[双人]房间 10月4日用吗?

15. Can you let me have a room for a week?

可以给我一间房住一个星期吗?

16. I'd like to book a room for two for October.

我想 10月1日订一间两个人住的房间。

17. I want to have a single with bath for September 8.

我想订一个带洗澡间的单人房间, 9月8日用。

18. I'd like to book a single room with bath from the afternoon of October 4 to the morning of October 10.

我想订一个带洗澡间的单人房间,10月4日下午到10月10日上午用。

19. I'm calling from London. I'd like to book a single room with shower for Mr George Harmon for the 8th and 9th of September.

我是在伦敦打电话。我想在9月8日和9日给乔治·哈蒙先生订一间有淋浴的单人房。

20. Have you got a letter or telex confirming your booking?
您是否收到过信件或者传真证明您预订了房间?

21. Could you find out for me whether it has any vacant rooms for tomorrow?

请你帮我查一查明天是否有空房间。

22. I'll check if there is a room available.

我去查一下是否有空房。

23. I'll look into our booking situation.

我来看一下我们店订房的情况。

24. I'll check our booking situation.

我来看一下我们店房间预订的情况。

25. I'll take a look at our reservation chart.

我来看看我们的房间预订表。

26. We are glad we'll be able to accept your booking.

我们很高兴能接受您的预订。

27. We have a double room available on May 2.

5月2日我们有一间双人房空出来。

28. We have a single [double] unlet.

我们有个单人间〔双人间〕还没租出去。

29. We do have a vacancy for those dates.
你说的那几天里我们有一个空房间。
30. Yes. We do have a single room available for those dates.
行,这段时间我们有一间单人房间可以租出。
31. I can book you a room with a bath for August 22.
我可以给您在8月22日订一间带浴室的房间。
32. We can confirm a room for next Saturday.
我们可以确定下星期六有一个房间。
33. We have single rooms, double rooms, suites and deluxe suites.
我们有单人间,双人间,套间和豪华套间。
34. We only have executive suites available.
我们只剩下总统套房了。
35. How many people are there in your party?
请问你们一共几位?
36. When would you like your room, please?
请问您什么时候需要客房?
37. When for, sir?
什么时候住,先生?
38. How long will you be staying?
您打算住多久?
39. How long do you intend to stay?
你打算住多久?
40. How many nights?
请问住几晚?
41. Can you let me have a room for a week?

可以给我一间房间住一星期吗？

42. We'll be staying overnight only.

我们只是住一晚。

43. I'll be staying for about three days.

我准备住 3 天左右。

44. I'll be here for two or three days at least.

我至少要在这儿呆两三天。

45. I'd like to keep a room for three weeks.

我想住 3 个星期。

46. What kind of rooms would you like, madam?

您要预订什么样的客房,小姐？

47. What kind of room do you want?

您要什么样的房间？

48. Which would you like, the large one or the small one?

您要大的还是小的？

49. Would you like twin beds or a double?

您想要两张单人床还是一张双人床？

50. Would you like a room with bath or shower?

您想要一间带浴室的还是带淋浴的房间？

51. With bath or without?

带浴室的还是不带？

52. A single room with a bath, if possible.

如果可能的话,要一个带浴室的单人房间。

53. I want a double room with a good view over the lake.

我要一间可以眺望湖景的双人房。

54. If you have two single rooms, so much the better.

如果你们有两个单人房,那就更好了。

55. A single room without a bath will also do.

没有浴室的单人房也可以。

56. I'd like a twin-bedded room facing the garden.

我想要一间朝花园的备有两张单人床的房向。

57. I'd like a room on the sunny side, please.

我想要一间向阳的房间。

58. By the way, I want to have a corner room with windows facing south.

顺便说一下,我想要一间窗子朝南的拐角房。

59. Can you let me have a room with two single beds?

可以给我一间有两张单人床的房间吗?

60. Have you a larger room?

你们有大一点的房间吗?

61. Is there air conditioning in the room?

房间里有空气调节设备吗?

62. Have you anything better [smaller]?

你们有好一点[小一点]的房间吗?

63. Have you a room with a better view?

你们有室外风景好一点的房间吗?

64. Have you got a room overlooking the sea?

你们有一间临海的房间吗?

65. We don't have any single room available. Would you mind a double room instead?

我们没有单人房间了。如果是双人房间您介意吗?

66. From which country?

是从哪个国家(打电话预订的)?

67. Who made the booking?

是谁订的房间?

68. In whose name was the reservation made?

房间预订在谁的名下?

69. Who's making the reservation, please?

请问哪一位要预订客房?(电话用语)

70. I'm sorry. We have no record of a reservation in your name.

对不起,我们没有以您的名义预订房间的记录。

71. I'm afraid our hotel is fully booked on that night [day].

恐怕那晚[那天]我们酒店客满了。

72. I'm awfully sorry but it's peak season.

真的很抱歉,现在是酒店旺季。

73. All the rooms are occupied.

所有房间都已客满。

74. I'm sorry, miss, we are full up for those dates.

对不起,小姐,您说的那段时间我们饭店客满了。

75. We are very full at the moment.

现在客满了。

76. Well, the hotel's full for May 1, but I can book you one for the 3rd.

噢,5月1日旅客客满,不过我可以在3日给你订一间。

77. Sorry, we're overbooked.

对不起,我们已经超额了。

78. I'm sorry, miss, we are booked solid on that date.