

邮电技工学校教材

邮政业务英语

邮电部教育司 主编
人民邮电出版社

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前 言

邮电技工教育是邮电教育体系中的一个重要组成部分。

随着通信业务技术的发展,培养大批有适当基础理论知识和熟练操作技能的通信技术工人和业务人员是邮电技工教育的重要任务。目前所使用的教材已不适应通信发展和邮电技工培养目标的要求,尤其是教材内容陈旧,理论课偏多、偏深,不符合本层次需要,使教育效益下降;而且也不能适应邮电企业的需要。为此,我司根据劳动部深化技工学校改革的决定精神,修订了部分课程的教学大纲。并组织重新编写统编教材,主要是删除了陈旧的教学内容,增加了新的内容,把超高的理论部分降下来,加强了实验和实习课的内容,进一步强化实践教学,使技工教材更有明显的适应性。

这套统编教材,密切联系生产实际,力求体现“基础理论教育适当,操作技能训练从严”的方针。但是,由于许多作者是初次参加编写教材,难免有缺点或不足之处,希望各邮电技工学校在使用过程中,把发现的问题和意见及时告诉我们,以便在修订时改进。

邮电部教育司

1994 年 1 月

编者的话

本书是根据邮电部教育司颁发的邮电技工学校《邮政业务英语》教学大纲编写的。全书共七个单元,围绕购买邮票和集邮品,收寄各类函件、包裹、特快专递邮件,处理汇兑业务,收订和零售报刊,回答和解决用户提出的各项申请事项等内容,编写了四十八段情况会话,基本体现了国际邮政营业窗口常用的专业词汇、短语和句型。课文全部为对话体,旨在培养和提高学生的听说能力。阅读材料是介绍与本课业务相关的短文以及邮政验单、公函等,以训练学生的阅读能力。国家及其首都名称每课收进五个,是学生必须掌握的,其它国家可参考附录,作为学生了解的内容。此外,句型替换和课后练习均以听说训练为主。我们的目的是使学生通过本课程的学习,切实具有一定的会话能力,从而为今后能向各类用户提供优质服务打下英语基础。

本教材第一、三、七单元由河北省邮电技工学校陈友群老师编写,第二单元由天津市邮政技工学校姚志敏老师编写,第四、五、六单元由上海市邮政技工学校夏颐老师编写。由陈友群老师统编。

在编写过程中,我们得到领导和老师们热情支持和帮助,并特请美籍英语教师 David Cheeney 和 Virginia Cheeney 对全书进行了校阅,在此表示衷心的感谢。

由于水平有限、经验不足,不当之处,恳请读者批评指正,以便修订。

编者

1995年5月

内 容 提 要

本书是根据邮电部教育司制定的邮电技工学校《邮政业务英语》教学大纲编写的。

全书共分七个单元,内容包括集邮、函件、包裹、汇兑、特快专递、收订(零售)报刊以及业务查询等国际邮政业务的营业窗口会话,每课后附有生词和短语、句型替换、练习、阅读材料、国家及其首都名称。课文全部为对话体,旨在培养和提高学生的听说能力。阅读材料是介绍与本课业务相关的短文以及邮政验单、公函等,以训练学生的阅读能力。

本书为邮电技工学校教材,亦可作为邮政营业员的培训和自学教材。

CONTENTS

Unit One

- Lesson One
- Lesson Two
- Lesson Three

Stamps and Philately

- Buying Stamps 1
- Buying Commemorative and
Special Stamps 8
- Buying Philatelic Items and
Accessories 16

Unit Two

- Lesson Four
- Lesson Five
- Lesson Six
- Lesson Seven
- Lesson Eight

Correspondence

- ~~Sending~~ Letters 25
- ~~Sending~~ Registered Letters ... 31
- ~~Sending~~ Insured Letters 37
- ~~Sending~~ Postcards 44
- ~~Sending~~ Printed Matter(I)
..... 50

Lesson Nine

- Sending Printed Matter(II)
..... 56

Lesson Ten

- Sending Small Packets 62

Lesson Eleven

- Sending Aerograms 68

Unit Three

- Lesson Twelve
- Lesson Thirteen
- Lesson Fourteen

Parcels

- Mailing an Ordinary Parcel ... 75
- Mailing a Fragile Parcel 83
- Mailing Parcels Containing Liquid
Substances and Prohibited

	Articles	90
Lesson Fifteen	Calling for a Parcel	97
Unit Four	Money Remittance	
Lesson Sixteen	Remitting Money	105
Lesson Seventeen	Withdrawing Money	112
Unit Five	Express Mail Service	
Lesson Eighteen	Express Mail Service(I) ...	119
Lesson Nineteen	Express Mail Service(II) ...	126
Lesson Twenty	Express Mail Service(III) ...	133
Unit Six	Newspapers and Periodicals	
Lesson Twenty-one	Retailing of and Subscription to Newspapers and Periodicals	141
Unit Seven	Special Service	
Lesson Twenty-two	Making Enquires	149
Lesson Twenty-three	Asking for Redirection of Mails	157
Lesson Twenty-four	Withdrawing Letters and Request- ing Alteration of Names and Ad- dresses	164
APPENDIXES		
I . Vocabulary		173
II . Phrases and Expressions		186
III . Names of Countries and Capitals		197

Unit One Stamps and Philately

Lesson One Buying Stamps

Dialog (1)

A——a Customer B——a Clerk

A: Good morning.

B: Good morning. What may I do for you?

A: I want to buy some postage stamps.

B: What face value, please?

A: Please give me two one-yuan stamps, four ten-fen stamps, four twenty-fen stamps and six fifty-fen stamps.

B: Excuse me, I beg your pardon, sir. My English is limited.

A: Well, two one-yuan stamps, four ten-fen stamps, four twenty-fen stamps and six fifty-fen stamps.

B: Oh, I see. Wait a minute, please. ... Here you are. Anything else?

A: No, thank you.

B: Altogether six yuan and twenty fen.

A: Here's a ten-yuan note.

B: Excuse me, have you got the twenty fen change?

A: No, I have no change at all. Can you change it for me?

B: Wait a little while, please. I'll try to give you the change.

... Here you are, three yuan and eighty fen.

A: Thank you. Good-bye.

B: You are welcome. Good-bye.

Dialog (2)

A: Please, do you speak English?

B: Yes, I do, but only a little. Anything I can do for you?

A: Can you tell me where I can get stamps?

B: You can get stamps at Counter No. 3..

A: Thank you. ...

B: May I help you, sir?

A: Yes, I'd like to get some stamps.

B: What denominations?

A: Please give me five one-yuan stamps and ten twenty-fen stamps. I'd like some beautiful ones.

B: OK, wait a moment, please. ... Here you are.

A: Oh, fine! By the way, do you have airmail stamps for sale?

B: No, they are not available.

A: What about the stamp rolls?

B: Do you mean the stamp booklet?

A: Yes, I do.

B: Not either.

A: That's all right. How much shall I pay?

B: Let's see, altogether seven yuan.

A: Here's the money, two dollars.

B: I'm sorry, we don't accept foreign currency. Please exchange it for Renminbi.

A: But where can I change it?

B: You can change it at the bank.

A: Is it far from here?

B: No, it's just opposite this post office.

A: Thank you. See you later. ... Here you are, exactly seven yuan.

B: Here are your stamps. Do you want anything else?

A: No, thanks a lot.

B: Don't mention it. Thank you.

Words and Expressions

postage ['pəʊstɪdʒ] *n.* 邮资

postage stamp 邮票

value ['vælju:] *n.* 价值

face value 面值

yuan 元(人民币单位)

fen 分(人民币单位)

note [nəʊt] *n.* 钞票

change [tʃeɪndʒ] *n.* 找回的钱, 零钱 *v.* 交换, 兑换

counter ['kauntə] n. 柜台

Counter No. 3 第三窗口

denomination [di,nəmi'neiʃən] n. (度量衡、货币等的)单位

what denomination 什么面值的(邮票,钞票)

the stamp roll 邮票簿

booklet ['buklit] n. 小册子

the stamp booklet 小本邮票

dollar ['dɒlə] n. 元(美国、加拿大、澳大利亚、埃塞俄比亚等国的货币单位,符号为\$)

currency ['kʌrənsi] n. 货币

foreign currency 外汇

Renminbi 人民币(缩写 RMB)

exchange [iks'tʃeɪndʒ] v. 兑换

exchange...for... 把……兑换成……

Substitutions

1. What may (can) I do for you?

May (Can) I help you?

Anything I can do for you?

2. Anything else?

Do you want anything else?

3. I want to buy some postage stamps.

I'd like to get some envelopes.

Please give me some postcards.

4. Here you are.

Here it is.

Here they are.

Here's the money.

Here are your stamps.

Exercises

1. 根据对话回答下列问题:

A. Dialog (1)

- 1) What does the customer want to do?
- 2) How many stamps does he buy?
- 3) How much is the total charge?

B. Dialog (2)

- 1) What counter is the customer looking for?
- 2) At what counter can he buy stamps?
- 3) Does the post office provide airmail stamps and stamp booklets?
- 4) Does the post office accept any foreign currency?
- 5) Is the bank far from the post office?

2. 口头完成下面的对话:

A: Please, do you speak English?

B:

A: I'd like to buy some postage stamps.

B:

A: Please give me ten twenty-fen stamps, four fifty-fen stamps and two one-yuan stamps.

B:

A: How much?

B:

A: By the way, have you got airmail stamps for sale?

B:

A: How about the stamp booklet?

B:

A: That's all right. Here are two dollars.

B:

A: Where can I change it?

B:

A: Is it near?

B:

A: Thank you. See you later.

B:

A: Excuse me, this is exactly six yuan.

B:

A: No, thanks a lot.

B:

3. 背诵对话。

Reading Material

The Post Office

When you talk about the post office, do you know the origin of the name? In early times letters were taken throughout the whole of their journey by messengers. Along the main roads there were many different places for the messengers to

stop and change fresh horses. Such a stopping-place was called "post" and up to now we still keep the name "post office".

Today there are thousands and thousands of post offices, branch offices and postal business stations all over our country. You can find them in every town and nearly every village in China. Postal services are playing an important part in the life of all of us. In pace with China's reformation and opening to the outside world, more and more foreign travellers, businessmen, scholars, students and others come to China. So international postal services are now much more important than ever before. And many clerks are studying English hard so that they can do their work better. Nowadays hundreds and thousands of postal workers, clerks and cadres are working heart and soul at their posts to keep the large postal network open.

branch office 支局

postal business station 邮务所

in pace with 随着……

Names of Countries and Capitals

CHINA [tʃaɪnə]

BEIJING [ˈbeɪjɪŋ]

KOREA DPR [kəˈriə]

PYONGYANG [ˈpjɒŋˈjæŋ]

KOREA R [kəˈriə]

SEOUL [səʊl]

MONGOLIA [mɒŋˈɡəʊljə]

ULAN BATOR [ˈuːlɑːnˈbɑːtɔː]

JAPAN [dʒəˈpæn]

TOKYO [ˈtəʊkjəʊ]

Lesson Two

Buying Commemorative and Special Stamps

Dialog (1)

B: Hello, ma'am, can I help you?

A: Yes, I'm here to buy some stamps for collection. Do you have any commemorative and special stamps for sale?

B: Yes, quite a lot. Look, these are new stamps lately issued.

A: Please give me two pieces of this design.

B: I'm sorry, these stamps are to be sold in sets.

A: Give me two sets then. By the way, do you have stamp specimens?

B: Yes, here's the catalogue. Please have a look and make your choice.

A: Oh, marvellous! These stamps are really wonderful.

B: What sort do you want?

A: I'd like two sets each of 1992-3T, 1993-2J, and the souvenir sheet of 1993-7T.

B: OK, here you are. Altogether eleven yuan.

A: Well, here's the money, fifteen yuan. Please give me some regular stamps instead of the change.

B: All right. Here you are.

Dialog (2)

A: Hello, sir, will you please spare me a few minutes?

B: Yes, I'll be glad to.

A: I'd like to buy some Chinese stamps. Do you have China's special and commemorative stamp albums for sale?

B: Do you mean the albums mounted with the whole year's stamps?

A: Yes, that's it.

B: I'm sorry, they have been sold out now.

A: What a pity!

B: Are you a stamp collector?

A: Yes, I am. I like Chinese stamps very much.

B: You can buy some singles and complete sets, and then put them in the albums. We have this kind of albums for sale.

A: That's a good idea!

B: We sell various kinds of stamps. Here are the specimens for your choice.

A: Oh, great! These stamps are of the first class in design and in printing.

B: Thank you for your appreciation. What stamps would you like?

A: Look, I need these stamps:

1. 100th Anniversary of the Birth of Comrade Mao Zedong, and its souvenir sheet.