

公务员英语

English for Civil Servant

邱立志 张继清 编著

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NLIC2970874844



中国科学技术出版社
CHINA SCIENCE AND TECHNOLOGY PRESS

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·北京·

图书在版编目(CIP)数据

公务员英语 1/邱立志,张继清编著. —北京:中国科学技术出版社,2012.9

ISBN 978-7-5046-6183-8

I. ①公… II. ①邱… ②张… III. ①公务员—英语—教材 IV. ①H31

中国版本图书馆 CIP 数据核字(2012)第 187904 号

本社图书贴有防伪标志,未贴为盗版

出版人 苏 青
策划编辑 肖 叶
责任编辑 张 莉
封面设计 阳 光
责任校对 王勤杰
责任印制 马宇晨

中国科学技术出版社出版
北京市海淀区中关村南大街 16 号 邮政编码:100081
电话:010-62173865 传真:010-62179148
<http://www.cspbooks.com.cn>
科学普及出版社发行部发行
北京国防印刷厂印刷

*

开本:700 毫米×1000 毫米 1/16 印张:8.75 字数:200 千字
2012 年 9 月第 1 版 2012 年 9 月第 1 次印刷
印数:1—2000 册 定价:29.80 元
ISBN 978-7-5046-6183-8/H·76

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UNIT 1

New Faces

UNIT 1

❖❖❖ Brief Description

Understand the following items and give a brief description to each of them, trying to express yourself clearly.

Standing Committee

Deputy Director

Mayor / Mayoress

Public Security Department

Social Security

Branch Office

❖❖❖ Workplace Dialogue

Listen to the dialogue which takes place in working surroundings and finish the exercises followed.

1. Match the persons (Column A) with their positions (Column B).

Column A

Column B

Mr. Cai

manager of the International Market Department

Mr. Bradbury

assistant to the manager

Jianmin

manager of the Computer Department

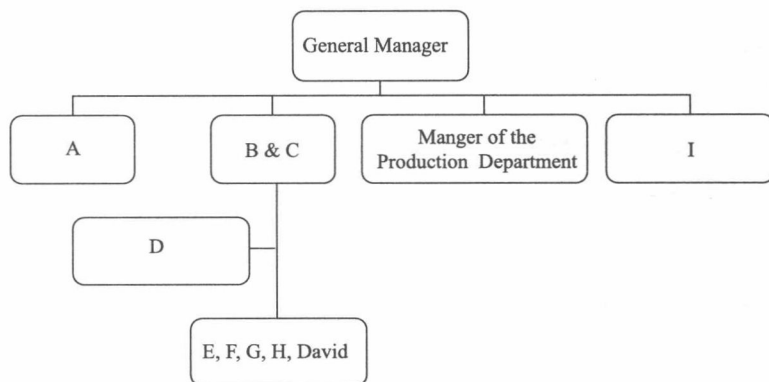
Miss Zhou

vice manager

David

colleague

2. According to the relationship of administrative subordination, fill in the following organization chart by writing letters A, B, C, D, E, F, G, H or I in the left side of the table below.



Mr. Bradbury, manager of the International Market Department

Miss Zhou, assistant to the manager

Mr. Cai, manager of the Computer Department

Jianmin, vice manager

John

Natalie

HR Manager

Larry

Lucy

3. Decide whether the following statements are true or false according to what you have obtained from the dialogue and write down what you hear to support your choice.

(1) Including the new assistant there are twelve people now.

_____ True _____ False _____

(2) The department that Lili will work with is the Computer Department.

_____ True _____ False _____

(3) Lili will work as the assistant to Mr. Bradbury, manager of the International Market Department.

_____ True _____ False _____

(4) Jianmin, the vice manager, used to study in the same class at college.

_____ True _____ False _____

(5) Miss Zhou felt very upset when she met Jianmin unexpectedly.

_____ True _____ False _____

❖❖❖ Reading

Read the following passage and finish the exercises followed.

Do's and Don'ts in Greetings and Addressing People

When visiting England for the first time, it is necessary to know most of the “do's and don'ts”. Here we are going to discuss the forms of greetings.

The very formal “How do you do?” is not a question. That is why it doesn't require any other answer except “How do you do?” This form of greeting is used when you are introduced to someone or you meet someone for the first time.

If you often meet someone you usually say, “How are you?” The answer to such a greeting must be short, for example, “Very well, thank you. (And how are you?)”

But this is not all. You can, of course, say “Good morning” when you see somebody in the morning. You can say it till noon. Till about 6 o'clock in the evening you say “Good afternoon” and from that time on “Good evening”. But all these are rather formal greetings.

If you meet a friend of yours you may just say “Hello, John” or “Hello, Mary”.

The manner of addressing people in Britain is quite different from ours.

First of all, never use the words “sir” or “madam” while speaking with equals. A usual form of addressing people is “Mr. Smith”, “Mrs. Smith”. But you must remember that “Mrs.” is the form of addressing a married woman, while “Miss” is used for a young girl or an unmarried woman.

The next rule to be remembered is about shaking hands. British people avoid shaking hands as much as possible. They shake hands with you when they meet you for the first time or when they leave you for long. And remember that it is always the visitor who offers his hand first, even if the person visited is a woman.

❖❖❖ New Words and Expressions

greeting ['gri:tɪŋ] *n.* 问候;致意

address [ə'dres] *vt.* (用头衔)称呼

discuss [dɪs'kʌs] *vt.* 谈论;讨论;商讨

formal ['fɔ:m(ə)l] *adj.* 礼节上的;正式的

require [rɪ'kwaɪə(r)] *vt.* 需要

except [ɪk'sept] *prep.* 除……之外



rather ['rɑ:ðə] *adv.* 颇;相当
equal ['i:kw(ə)l] *n.* 平等的人
usual ['ju:ʒuəl] *adj.* 平常的;通常的
married ['mærid] *adj.* 已婚的
unmarried [ʌn'mærid] *adj.* 未婚的;单身的
offer ['ɔ:fə] *vt. & vi.* 提供;提出
for the first time 第一次
for example 例如
from that time on 从那时起
be different from 与……不同
first of all 首先;最重要的
be used for 被用于
shake hands with someone 与……握手
for long 很久;长时间的

UNIT 1

❖❖❖ Comprehension of the Reading Passage

1. *There are several questions or incomplete statements in the following sentences. Answer the questions or complete the statements by choosing one from A, B, C and D according to the text.*

- (1) When you are introduced to someone or meet someone for the first time, you should say "_____".
A. How are you? B. What are you?
C. How do you do? D. What's your name?
- (2) The reply to "How are you?" is "_____".
A. Very well, thank you. B. How do you do?
C. I am a college student. D. You're welcome.
- (3) Which one of the following greetings is used between noon and six o'clock in the evening? _____
A. Good morning. B. Good afternoon.
C. Good evening. D. Good night.
- (4) "Hello" is used for _____.
A. family members only B. friends
C. relatives D. teachers and students
- (5) When people shake hands, who offers the hand first? _____

A. The man does.

B. The woman does.

C. The visitor does.

D. The person visited does.

2. *There are two issues discussed in the text as greetings and addressing. Make a list of expressions mentioned in both issues.*

(1) Greetings: _____

(2) Addressing: _____

❖❖❖ Discussing Topics

Discuss the following questions in class, using as many of the given words and expressions as possible.

1. How do you greet people when you meet them of different relationship with you, such as your teachers, your classmates, your fellow townsmen?

Words and Expressions: How do you do? How are you? Good morning! Good afternoon! Good evening! Hello! Where are you going? Have you eaten your dinner? . . .

2. How do you address people when you meet them of different relationship with you, such as your teachers, your classmates, your fellow townsmen?

Words and Expressions: Sir, Madam, Mr, Mrs, Miss, Teacher, Professor. . .

❖❖❖ Imitative Writing

Study the following sample name card and learn how to use people's first names and family names in their culture. Is it different from yours? Make your own name card in English.

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References

❖❖❖ Workplace Dialogue

UNIT 1 *Transcript*

HR Manager: Miss Zhou, do you have an English name?

Lili: Yes, I do. My English name is Lily, and you may call me like that.

HR Manager: All right, Lili, let me introduce you to your department. There're twelve persons there. This way please.

Lili: I'm eager to know them very much.

HR Manager: Lili, these three offices are for your department. This is the manager's, and yours is Room 508. You'll work with five people.

Lili: All right.

HR Manager: Hello, Mr. Bradbury. Lili, I mean Miss Zhou is coming to report to you today. You've known each other, right?

Mr. Bradbury: Yes, we met at the interview. OK, Let's meet someone else.

Lili: All right, sir.

HR Manager: Hello, everyone. Let me introduce you the new assistant to the manager, Lili, or Miss Zhou. She will work in your office.

Lili: Hello, I'm Lili. I'm happy to stay with you. I believe we'll cooperate well in the work.

HR Manager: Lili, this is John, Larry, Natalie, Lucy, and David has gone to Beijing on business.

...

HR Manager: OK, let's go to Room 509. The vice manager is there with other five people. We are thirteen altogether now.

Lili: Is the vice manager a Chinese?

HR Manager: Let's go and see. Hi, Jianmin, this is Lili, the new assistant.

Lili: It's you, Jianmin? It's simply unexpected, unthinkable and beyond my imagination!

Jianmin: It's really you, Lili? I hadn't thought I would have met you on such an occasion!

HR Manager: You knew Jianmin, didn't you, Lili?

Lili: Yes, he used to be my classmate when we were at college. It's such a coincidence!

HR Manager: A small world, isn't it? All right, let's meet other people in other departments.

Lili: OK. It's not imaginable. I hadn't thought he could have come here and worked here!

HR Manager: Strange indeed! Oh, this is the Computer Department. Mr. Cai, this is Lili, the new assistant to the manager of the International Market Department.

Mr. Cai: Very nice to have you with us, Lili.

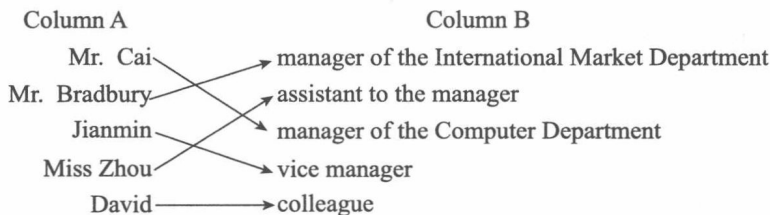
HR Manager: And, this is Mr. Cai, the manager of the Computer Department.

Lili: I'm happy to know you, Mr. Cai. I'm willing to cooperate with you.

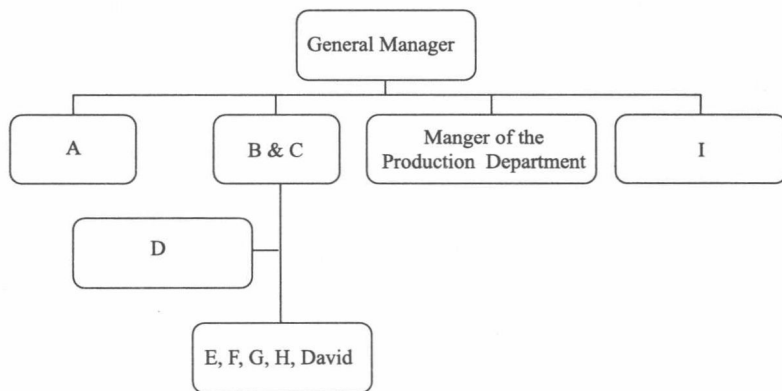
Answers

Listen to the dialogue which takes place in working surroundings and finish the exercises followed.

1. Match the persons (Column A) with their positions (Column B).



2. According to the relationship of administrative subordination, fill in the following organization chart by writing letters A, B, C, D, E, F, G, H or I in the left side of the table below.





B/C	Mr. Bradbury, manager of the International Market Department
D	Miss Zhou, assistant to the manager
A/I	Mr. Cai, manager of the Computer Department
C/B	Jianmin, vice manager
E/F/G/H	John
F/E/G/H	Natalie
I/A	HR Manager
G/E//F/H	Larry
H/E/F/G	Lucy

Remark: / represents "or".

3. Decide whether the following statements are true or false according to what you have obtained from the dialogue and write down what you hear to support your choice.
- (1) Including the new assistant there are twelve people now.
False. We are thirteen altogether now.
- (2) The department that Lili will work with is the Computer Department.
False. This is Lili, the new assistant to the manager of the International Market Department.
- (3) Lili will work as the assistant to Mr. Bradbury, manager of the International Market Department.
True. This is Lili, the new assistant to the manager of the International Market Department.
- (4) Jianmin, the vice manager, used to study in the same class at college.
True. He used to be my classmate when we were at college.
- (5) Miss Zhou felt very upset when she met Jianmin unexpectedly.
False. It's simply unexpected, unthinkable and beyond my imagination!

◆◆◆ Reading

Answers

1. (1) C (2) A (3) B (4) B (5) C
2. (1) How do you do? / How are you? / Good morning! / Good afternoon! / Good evening! / Hello!
- (2) Sir / Madam / Mr. / Mrs. / Miss

Detailed Study of the Reading Passage

- (1) When visiting England for the first time, it is necessary to know most of the “do’s and don’ts”. Here we are going to discuss the forms of greetings.

第一次去英国,有必要知道很多注意事项。下面我们讨论问候的形式。

◆ 现在分词短语表示的动作与主句的动作若同时发生,有时候 when, while 表示强调。

例如:

Don’t be careless when/while having an exam.

= Don’t be careless in having an exam.

= Don’t be careless when/while you are having an exam. 考试时不要粗心。

When leaving the airport, they waved again and again to us.

离开机场时他们向我们频频招手。

◆ for the first time: 第一次。

例如:

On her boyfriend’s birthday, she cooked for him for the first time.

她男朋友生日那天,她第一次为他做饭。

Although I met him for the first time, I was immediately attracted by him.

虽然我是第一次见他,但立刻就被他吸引住了。

- (2) The very formal “How do you do?” is not a question. That is why it doesn’t require any other answer except “How do you do?” 非常正式的 “How do you do?” 并不是一个提问,所以除了 “How do you do?” 外,不需要别的回答。

◆ except 是“除……之外”的意思,后面的内容不包括在内。

例如:

We go there every day except Sunday. 除了星期天,我们每天都去那儿。

They all went to sleep except the young Frenchman.

除了那位年轻的法国人以外,他们全都去睡觉了。

- (3) This form of greeting is used when you are introduced to someone or you meet someone for the first time.

这种问候形式用于你被介绍给别人或你第一次见到某个人的时候。

◆ introduce someone/something to someone:

介绍某人给某人;向某人提交某物。

例如:

Allow me to introduce my friend Miss Wood to you.

请允许我向你介绍我的朋友伍德小姐。



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She introduced me to her friend. 她把我介绍给她的朋友。

He introduced a motion to the Congress. 他向国会提交了一份议案。

- (4) If you often meet someone you usually say, “How are you?” The answer to such a greeting must be short, for example, “Very well, thank you. (And how are you?)” 如果你经常见到某人,你通常说“How are you?”,这样问候的回应一定很简短,例如“Very well, thank you. (And how are you?)”

◆ the answer to ... :……的答案,……的回应。

例如:

Your answer to the question is correct. 你对这个问题的回答是正确的。

Don't equivocate with me I want a straight answer to a straight question!

别跟我绕弯子,我问的问题直截了当,回答也需要直截了当!

- (5) But this is not all. You can, of course, say “Good morning” when you see somebody in the morning. You can say it till noon. 但这不是全部,你上午见到某人的时候,当然可以说“Good morning”,一直到中午你都可以这样说。
- (6) Till about 6 o'clock in the evening you say “Good afternoon” and from that time on “Good evening”. But all these are rather formal greetings. 到晚上六点之前,你都可以说“Good afternoon”,但从那个时间起,就要说“Good evening”了。然而,这些都是相当正式的问候。

◆ from ... on 是“从……(时候)起”的意思,有 from now on, from then on, from today on, from the moment on 等说法。

例如:

From now on you can work on your own. 从现在起,你就可以独立工作了。

From then on she knew she would win. 她从那时起就知道自己会得胜。

- (7) If you meet a friend of yours you may just say “Hello, John” or “Hello, Mary”. 如果你见到了你的朋友,只要说“Hello, John”或“Hello, Mary”就可以了。

◆ a friend of yours 是“你的一个朋友”,还有 a friend of mine, a friend of his father's, a friend of my teacher's。

- (8) The manner of addressing people in Britain is quite different from ours. 英国称呼人的礼节也与我们有很大的不同。

◆ be different from: 与……不同。

例如:

It was quite different from what I expected. 它和我原来想的很不一样。

Our sons are very different from each other. 我们的儿子各不相同。

- (9) First of all, never use the words “sir” or “madam” while speaking with equals. 首先,与同等地位的人说话时不要用“sir”或“madam”这样的词语。

◆ first of all: 首先, 最重要的。

例如:

First of all, reading is very important. 首先, 阅读是非常重要的。

First of all, we should remember to finish the assignment in class.

最重要的, 我们要记得完成课堂作业。

- (10) A usual form of addressing people is “Mr. Smith”, “Mrs. Smith”.

称呼人的通常形式是“Mr. Smith”和“Mrs. Smith”。

- (11) But you must remember that “Mrs.” is the form of addressing a married woman, while “Miss” is used for a young girl or an unmarried woman. 但是你要记住, “Mrs.”是称呼已婚妇女的, 而“Miss”是称呼年轻女孩或未婚妇女的。

◆ 前缀 un-加在形容词等词前面构成一个反义词。

例如:

unfinished(未完成的) undoubted(无疑的) unemployment(失业)

- (12) The next rule to be remembered is about shaking hands.

下一个要记住的是关于握手的礼节。

◆ shake hands: 握手。

例如:

They'll shake hands only in some formal situations.

他们只在一些正式场合才握手。

When it is the case of two gentlemen, they tend to shake hands.

两个男士的时候, 他们会握手。

- (13) British people avoid shaking hands as much as possible. 英国人尽量避免握手。

◆ avoid 后面要接名词或动名词, 类似的还有 suggest, admit, finish, avoid, mind, enjoy, delay, practice, etc.。

例如:

My mother give me five yuan for my breakfast to avoid making me hungry.

妈妈给我五块钱买早餐, 避免我挨饿。

I suggest climbing the mountain this coming Saturday. 我建议本周六去爬山。

◆ as... as possible: 尽可能……

例如:

We tried to solve the problems in as many different ways as possible.

我们用尽量多的方法来解决这些问题。

其他表达法如 as soon as possible, as quickly as possible, as promptly as possible。

- (14) They shake hands with you when they meet you for the first time or when they



leave you for long. 第一次见到你或要分别很久时,他们才会和你握手。

◆ for long: 很久(= for a long time)。

例如:

I am not going away for long. 我不会离开太久。

- (15) And remember that it is always the visitor who offers his hand first, even if the person visited is a woman.

还要记住,总是拜访者先伸出手,即使被拜访的人是位女性,也是如此。

◆ offer 是“(主动)提供、给予”的意思。

例如:

The young man offered the old man his own seat on the bus.

那个年轻人在公共汽车上将自己的座位让给了那位老人。

The boss in the company came personally to offer us apologies.

那个公司的老板亲自来向我们道歉。

◆ visited 修饰 the person, the person visited 被拜访的人。

Translation of the Reading Passage

问候和称呼别人时应注意什么

第一次去英国,有必要知道很多注意事项。下面我们讨论问候的形式。

非常正式的“*How do you do?*”并不是一个提问,所以除了“*How do you do?*”外,不需要别的回答。这种问候形式用于你被介绍给别人或你第一次见到某人的时候。

如果你经常见到某人,你通常说“*How are you?*”,这样问候的回应一定很简短,例如“*Very well, thank you. (And how are you?)*”

但这不是全部,你上午见到某人的时候,当然可以说“*Good morning*”,一直到中午你都可以这样说。到晚上六点之前,你都可以说“*Good afternoon.*”,但从那个时间起,就要说“*Good evening*”了。然而,这些都是相当正式的问候。

如果你见到了你的朋友,只要说“*Hello, John*”或“*Hello, Mary*”就可以了。

英国称呼人的礼节也与我们有很大的不同。

首先,与同等地位的人说话时不要用“*sir*”或“*madam*”这样的词语。称呼人的通常形式是“*Mr. Smith*”,“*Mrs. Smith*”。但是你要记住,“*Mrs.*”是称呼已婚妇女的,而“*Miss*”是称呼年轻女孩或未婚妇女的。

下一个要记住的是关于握手的礼节。英国人尽量避免握手。第一次见到你或要分别很久时,他们才会和你握手。还要记住,总是拜访者先伸出手,即使被拜访的人是位女性,也是如此。

UNIT 2

Around the Office

❖❖❖ Brief Description

Understand the following items and give a brief description to each of them, trying to express yourself clearly.

laptop computer

hi-lite pen

whiteout

calculator

rubber eraser

notepad

❖❖❖ Workplace Dialogue

Listen to the dialogue which takes place in working surroundings and finish the exercises followed.

1. Get familiar with the following expressions or phrases in order to understand the dialogue better.
 - (1) know a little about the company
 - (2) It's known to me. . .
 - (3) the real man at the wheel
 - (4) slack off
 - (5) attach much importance to efficiency
 - (6) as a matter of fact
 - (7) the minor part of the company
 - (8) import raw materials and export products
2. According to the dialogue, the following people and something related to the company have been mentioned here, fill in the following information chart to complete each of them.