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**PRACTICAL  
COMMERCIAL  
CONVERSATION**

中英對照

**實用商業交際會話**

劉仕杰編著

香港宏業書局出版

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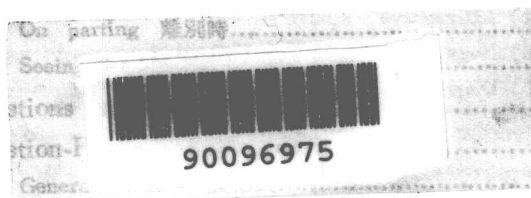
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港台書室

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# DAILY EXPRESSIONS

## 1. Salutations and Greetings

### (1) On Meeting

Good morning! ①

Good morning, Mr. [Mrs., Miss]...!

Good morning, ② gentlemen [ladies]!

Good morning, ③ ladies and gentlemen!

Hello, Chang [Mr. Smith]!

Oh, hello, Wang!

How do you do? ④

How do you do? I'm pleased to meet you.

How are you? ⑤

I'm quite well, thank you, and you?

Thank you, I'm very well, and you?

Thank you, I'm pretty well, and you? ⑥

I'm as usual, thank you and you? ⑦

---

① 上午說: "Good morning"; 下午說: "Good afternoon"; 晚上說: "Good evening".

② 寒暄語 "How do you do?" 不要求認真的答覆, 對方可以重複說 "How do you do?" 作為回答。"How are you?" 意與 "How do you do?" 相同, 但要求具體答覆, 應按情況作答。

③ 經常有病的人可以這樣回答。

## 日常用語

寒暄，致意

### (一) 見面時

早！ (( 早安！ 你好！ )) ① [再會] ●

早，……先生[夫人，女士]！

你們好，先生們[女士們]！

你們好，女士們，先生們！

喂，老張[史密斯先生]！

啊，喂，老王！

你好？

你好？ 見到你真高興。

你好嗎？

我很好，謝謝你，你呢？

謝謝你，我很好，你呢？

謝謝你，我還好，你呢？

我和平常一樣，謝謝你，你呢？

● (( )) 表示相等的用語。下同。

② [ ] 表示在另一場合的用語。下同。



How are you getting on?

How are things?

Very well, thank you.

I am glad to see you.

It is a long time since we met.

Allow me to greet you on behalf of our corporation.

## (2) Good Wishes, Congratulations

I wish you good luck.

Wish you good luck.

Good luck to you.

I wish you good health.

I wish you the best of health.

I wish you every success.

I wish you success in your work.

Let me wish you every success [happiness].

Let me offer my hearty good wishes for your success.

I hope all is going well with you and your family.

Merry Christmas!

Happy New Year!

I wish you a very happy New Year.

Thanks, the same to you. ❶

I wish you the same. ❶

---

❶ 回答人家的祝賀，只有情況相同時，才能用“the same to you”或“I wish you the same”。

你過得怎樣？

一切都好嗎？

很好，謝謝你。

我看見你真高興。

我們好久沒見面啦。

讓我代表我們公司向你致意。

## (二) 祝 賀

祝你好運。

祝你好運。

祝你好運。

祝你健康。

祝你健康。

祝你成功。

祝你工作成功。

祝你成功[幸福]。

讓我衷心祝你成功。

祝你和你全家都好。

聖誕快樂！

新年快樂！

祝你新年快樂！

謝謝你，向你致同樣的賀意。

向你致同樣的賀意。

Thank you for your kind wishes.

Happy birthday!

Many happy returns (of the day)!●

I wish you many happy returns of the day.

Congratulations!

I congratulate you.

Please accept my (hearty) congratulations.

I congratulate you on...

Let me congratulate you on...

May I offer you my (hearty) congratulations?

May I extend to you my (hearty) congratulations?

I congratulate you on your recent success in...

I must congratulate you (heartily) on your brilliant success.

Congratulations, on this memorable day of your life!

To-day is indeed a great day for you.

I'm very glad to hear the happy news.

I'm delighted ((very glad) to hear that you have...

### (3) Excusing Oneself at End of an Interview ●

I'm afraid I must be going now.

Well, it's getting rather late. I must be leaving now.

Well, I'm afraid I must say ((be saying)) good-bye now.

---

● ( ) 表示可以插入的詞或解釋。下同。

● 西俗，一般的訪問，時間不宜過長；故在會談終了後，就應告辭。

謝謝你的好意。

祝你生日快樂！

祝你長壽！

祝你長壽！

祝賀你！

我祝賀你！

請接受我的（衷心）祝賀。

我祝賀你……

讓我祝賀你……

我（衷心）向你道賀。

我向你（致以衷心的）祝賀。

我祝賀你最近在……方面的成功。

我（衷心地）祝賀你卓越的成就。

在你一生中這個可紀念的一天，我恭喜你！

今天對於你的確是個可紀念的日子。

我聽到這個喜訊，非常快樂。

我聽到你已……很高興。

### （三） 晤談終了時告辭

我想我要走了。

好，不早了，我該走了。

嗯，我想我現在必須告辭了。

I'm afraid I must be running along now. ❶  
I'm sorry, I must be off now. ❶  
I think I must go now, I've enjoyed myself immensely  
this evening.  
I'm afraid I must be going now. I've had a grand time  
(this evening). ❶  
Don't you think we ought to be thinking about going  
now?  
I'm afraid I shall have to hurry away.  
I didn't realize how late it was.  
Can't you stay another minute?  
No, I must catch the last bus.  
Must you really be going?  
Yes, or I'll miss my last train.  
I have an appointment at five.  
Well, I won't keep you then.  
Drop in again when you come this way.  
Thank you, I'll be glad to (look in).  
Shall I call a taxi?  
No, please don't bother ((trouble)), I'll walk home.

#### (4) Sending Personal Regards

Please remember me to...

Kindly remember me to...

---

❶ 在熟人中比較隨便的用語。

我想我現在該走了。

對不起，我現在必須走了。

我想現在我該走了。（今天晚上）過得（玩得）真不錯。

我要告辭了，今晚高興極了，謝謝。

我們現在該走了，是不是？

我想我現在必須趕緊走了。

我沒想到已經這樣晚了。

你不能再待一會兒嗎？

不行了，我必須趕最後一趟的公共汽車。

你一定非走不可嗎？

是呀，否則我就要誤了最後一趟車了。

我五點鐘有一個約會。

好吧，那麼我不留你了。

什麼時候順便再請過來吧。

謝謝你，我很願意來看你。

要我去叫一輛出租汽車嗎？

不，不用費心了，我走回去。

#### （四）致 意

請代我向……致意。

請代我向……致意。

Please give ((convey)) my best regards ((wishes)) to...  
Please remember me to... when you see him [her].  
Kind regards to...  
Kindly present ((give)) my compliments to...  
I should like you to give... my compliments.

### (5) On parting

Good-bye.  
Good-bye, Mr. [Mrs., Miss].  
Good nigh! ①  
Good night, everybody.  
Good night, gentlemen [ladies and gentlemen].  
Good-bye, to you all.  
Good-bye, see you tomorrow.  
Good-bye till to-morrow [till we meet again].  
See you later (on).  
See you again.  
See you tomorrow.  
So long!  
Bye-bye!  
Cheerio!  
Au revoir. ②

---

① “Good night” 只限於晚上告別時用；在晚上見面時應說 “Good evening”，不應說 “Good night”。

② “Au revoir” 是法語，“再見”的意思，英美人常常說這一短語以代替 Good-bye.

請代我向……致意。

你看見他[她]……時，請代我致意。

請向……致意。

請代我向……致意。

請代我向……致意。

### (五) 離別時

再會。

再會……先生[夫人，女士]。

再見！

諸位，再見！

先生們[女士們，先生們]再見。

諸位再見。

再會，明天見！

明天[下次]再見吧！

再會！

再見。

明天見。

再會！

再會！

再會！

再會！



## (6) Seeing Somebody Off

Good-bye and good luck!

Wish you a pleasant journey [voyage]!

Bon voyage!①

Have a good journey.

I hope you'll have a pleasant journey (a splendid voyage).

I hope you'll enjoy your trip!

Good-bye! Happy landing!

Well, good-bye, everybody, and thank you for coming to see me off.

It's very good of you to come so far to see me off!

## 2. Questions and Responses

### Question-Forms

#### (1) General Forms

Shall I go?

May I go?

Am I to go?

Shall we go?

Will you go?

Won't you go?

---

① “Bon voyage” 是法語，英美人於送行時常常說這一短語。