Michael Anderson 著 林静慧 译

# 突城美语会话

## 流利英语顺口溜

一天一句・英语会话抢先赢

多种场景会话·句型重复练习 填空·互动问答·手到口到加深记忆 融合实用·考试复习作用·是您的英语进步关键!

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Michael Anderson 著 林静慧 译

# 突破美语会话

流利美语顺口溜

Conversations

# English

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#### 流利美语轻松说・会话能力三级跳

日常生活中,无论是求学、求职、谈生意、旅游、交朋友或传播媒体、广告等等,无一不见到英语的存在。而这个现象,正说明了英语对于现代人,就像空气和水一样,极具重要性。

对于英语专业人士而言,听、说、读、写四种能力,样样不可或缺。而一般学习者,多是为了能畅游世界、广结各国朋友,或工作上的需要,才借着学习英语来丰富自己的人生,并为个人的能力加值。无论是何种学习动机,相信最让中国学习者头痛的,莫过于沟通方面的问题了。听、读、写的训练偏向为静态学习,学习者既能独立训练,也不必担心出错造成的窘境。而说的方面,学习者即使本身英语底子很好,但却因担心发音不标准或怕说错,不敢开口,视说英语为畏途。只能自己闭门造车,读万卷书,临场却一句话也说不出来,如此反复下去,造成恶性循环。

其实说英语并不难,但是随着情境的不同,却仍想自在地说出流利英语,可就没那么容易啰!本书针对两大目标对症下药:让不敢开口者,自信说出英语,面对各类情境,流利应对没问题,轻轻松松展示英语会话实力,享受驾驭语言的成就感!

特聘专业美籍老师编撰,用词精确实用,主题涵盖生活、职场、校园、面试、询问等各类常碰到的情境,除了一般会话内容之外,更针对各课课文内容,每句衍生出多句用法不同但表达类似意义的句子,让读者不必受限于一般语言书的内容,不必拘泥于一种用法。本书提供读者更多遗词用句上的选择,说起英语更为活泼。



每单元还设计会话填空、回答问题等练习单元,掌握句型使用时间、场合、将会话技巧彻底印刻在脑海里,让您想说什么就说什么。另有专业录制的学习CD,搭配课本使用,创造英语学习环境,随时听,随时念,美式英语发音标准又自然,腔调道地又自信。

#### 《突破美语会话》精彩内容

正式会话:正式场合中适当的应对进退。

典型办公室情境会话:办公室内各类状况应变谈话。

平常谈话: 朋友间平常对日常话题的闲聊。

一般对话: 职场生活上较为轻松的对谈。

行销/面试对话:推销、面试时的回答技巧。

日常随意谈话: 各类生活情境的谈话。

询问对话:正式、非正式的询问情境。

其他讨论对话:模拟各类可能情境的对话。

所有情境一网打尽,英语实力百分百。

在非英语的环境下,练习的机会本来就少之又少,但是《突破美语会话》以丰富的内容,及系统的学习方式,提供您与外国人同等学习英语的机会。跟着本书的学习脚步,相信不久的将来,您将可以标准流利的美语,与外国人畅谈无阻,世界任您自由行。

编者 谨识

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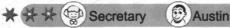
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#### **Discussion between Secretary and Guest**

秘书与客人的对话





Disk 1-2

Good morning, how can I help you? 早安, 要我帮忙吗?

Ah, hi. Can you connect me to Mr. Anderson, please? 啊, 嗨。能请你帮我接安德森先生吗?

Please hold on sir, I will check if he is in. 先生, 请稍等一会, 我看他在不在。

Ok. 好。

I am afraid he's out to lunch. May I take a message? 恐怕他出去吃午饭了。需要留言吗?

Can you please inform Mr. Anderson that Mr. Austin called? 你能告诉安德森先生,奥斯汀先生打过电话来吗?

Will do sir, have a nice day. 没问题, 先生, 祝你愉快。

You too. 你也是。

# \*

# Fill in the blanks based on the above conversation. 根据上文填空

W S	Good morning. How ① you?			
	Ah, hi. Can you ② me to Mr. Anderson, please?			
	Please ③ sir, I will check if he is in.			
	Ok.			
	I am $\oplus$ he's out to lunch I take a ?			
	Can you ③ Mr. Anderson that Mr. Austin called?			
	Will do sir, have a nice day.			
	You too.			



Answers

① can, I, help ② connect ③ hold, on

④ afraid, May, message ⑤ please, inform

#### Extra dialogues for further practice 互动练习

#### The secretary says 秘书可以这样说

- ◎ Good morning, may I help you? 早安, 我能帮忙吗?
- ◎ Hello, may I help you? 哈啰, 我能帮忙吗?

#### The guest says 客人可以这样说

- ◎ Is Mr. Anderson available? 安德森先生有空吗?
- ◎ Is Mr. Anderson in? 安德森先生在吗?
- ◎ This is Austin. Can I speak to Mr. Anderson, please? 我是奥斯汀,麻烦帮我接安德森先生。
- Austin here. I would like to speak to Mr. Anderson, please.
   我是奥斯汀,我想找安德森先生。
- ◎ Mr. Anderson? 安德森先生吗?

#### The secretary says 秘书可以这样说

- Please hold on. I will connect you through.请稍候、我帮你转接过去。
- ◎ He is currently away. 他现在不在。
- ◎ May I know who is calling, please? 请问你哪位?
- ◎ He is out to lunch. He will be back in an hour's time.
  他出去吃午餐,一小时内会回来。
- ◎ I am sorry, but he is not in his seat. May I know your name, please? 很抱歉,但是他现在不在座位上。请问你哪位?

#### The guest says 客人可以这样说

- O Can you inform Mr. Anderson that Mr. Austin called and requested to call me back?
  - 麻烦告诉安德森先生, 奥斯汀先生打过电话, 请他回电。
- ◎ Can you **pass on the message** that Mr. Austin called? 麻烦你转告他,奥斯汀先生打电话找他。
- ◎ Thanks, I will call him back again. 谢谢,我会再打来。

#### Questions and Answers 回答问题

- Q1 Who called and asked for whom? 谁打电话来? 要找谁?
- Q2 Who spoke to Mr. Austin? 谁找奥斯汀先生?
- Q3 Why was Mr. Anderson not available? 为什么安德森先生不在?
- Q4 What did Mr. Austin want to convey to Mr. Anderson? 奥斯汀先生想要告诉安德森先生什么事?
- Q5 What is the meaning of the word "connect" in the above paragraph?
  在上述文章中, "connect" 这个词是什么意思?

Q6 What is meant by "Pass on the message"? "pass on the message" 的意思是什么?

#### Answers

- ① Mr. Austin called and asked for Mr. Anderson. 奥斯汀先生打电话来,要找安德森先生。
- ② The secretary. 秘书。
- ③ Mr. Anderson was away for lunch. 安德森先生出去吃午餐。
- ④ Mr. Austin wanted to convey that he had called Mr. Anderson. 奥斯汀先生想要转达,他曾打电话给安德森先生。
- ⑤ It means the call will get passed on to Mr. Anderson's phone. 这个字的意思是,这个电话会被转接给安德森先生。
- It means that Mr. Austin wants Mr. Anderson to be informed that he has called.

它的意思是,奥斯汀先生要安德森先生知道,他打过电话来。





## **Enquiry through Phone on** Availability of a Person

打电话找某人

\* # # @ receptionist ® Roger



Disk 1-3

Hello. Can I speak to Ms. Lily? 哈啰, 请找莉莉小姐听电话。

Hold on, please. 请稍候。

Ok. 好。

Sorry, but there seems to be more than one Lily. By any chance do you know her department? 抱歉,但是这里不止一位莉莉小姐。不晓得你知不知道她 的部门?

She's in Finance, I guess. 应该是财务部。

Oh, I got it, kindly hold on please. 喔,我知道了,请稍候。

Ok. 好。

She is off for the day. Can I take a message? 她今天已经下班了, 你要留言吗?

Thanks. I will call back later. 谢谢。我之后会再打来。

Good day! 祝你今天过得愉快。

You too. 你也是。



# Fill in the blanks based on the above conversation. 根据上文填空

SimU

	Hello. Can ① to Ms. Lily?	
0	Hold on, please.	
	Ok.	
63	Sorry, but there ②	than one Lily.
	By 3 do you know her depar	tment?
	She' in Finance, I guess.	
0	Oh, I got it, kindly hold on please.	
	Ok.	
	She is ④ day. Can I take	e a message?
	Thanks. I will call back later.	
<b>®</b>	Good day!	
	You too.	

Answers

① I, speak ② seems, to, be, more ③ any, chance ④ off, for, the

#### Extra dialogues for further practice 互动练习

#### The guest says 客人可以这样说

- ◎ Hi, may I speak to Ms. Lily? 嗨,我想找莉莉小姐。
- ◎ Hello, Ms. Lily, please? 哈啰,麻烦请找莉莉小姐。
- ◎ Hi, can you connect me to Ms. Lily's extension, please?
  嗨,麻烦帮我转接给莉莉小姐。

#### The receptionist says 总机可以这样说

- ◎ Ms. Lily of Finance or...? 财务部的莉莉小姐,还是……?
- Ms. Lily of which department, sir?哪个部门的莉莉小姐呢,先生?
- ◎ Can I know her last name, please? 请问她姓什么?
- ◎ Extension number, please? 请问分机号码是?
- She has left for the day. Can I take a message?她今天已经下班了,你要留言吗?
- ◎ I am afraid she has left. Shall I pass on your message? 恐怕她已经离开了,你要我帮你转达留言吗?
- Sorry, but she has left. You can leave a message in her voice mail after the beep. Thank you.
   抱歉,但是她已经下班了。请在"哔"声之后,在她的语音信箱里留言。谢谢。