

簡明英語會話

對外貿易部人事局教育處編

商 務 印 書 館

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ELEMENTARY ENGLISH CONVERSATION

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商 務 印 書 館

1960年·北京

內 容 提 要

本書是對外貿易部人事局教育處主持編寫的，以提供生活中英語常用詞彙及會話為主要目的。內容共分四部分。第一部分是日常用語，包括寒暄致意、問答、澄清問題等九類；第二部分是會話，包括問路、進餐、旅行、海關、貨幣等十四類，每類各附習用語若干句；第三部分是生活單詞，包括飲食、服裝、房屋、旅行、娛樂、電影、藝術、科學、工業、農業等三十類，每類詞彙，搜羅相當全面；第四部分是附錄，包括政治機構和職位、國際團體、新聞社報章雜誌等三大類。

本書和“對外貿易簡明英語會話”（內部發行）具有互相補充作用，除主要供對外貿易工作人員閱讀參考外，對大專學校學習英語的學生和一般英語自學者也是一本有實用價值的書。

簡 明 英 語 會 話

對外貿易部人事局教育處編

商 務 印 書 館 出 版

北京東總布胡同 10 號

（北京市書刊出版業營業許可證出字第 107 號）

新華書店北京發行所發行 各地新華書店經售

京 華 印 書 局 印 裝

統一書號：9017·35

1959 年 1 月初版

開本 850×1168¹/₃₂

1960 年 1 月北京第 1 次印刷

字數 126 千字

印張 4—1⁴/₁₆

印數 33,001—14,000 冊

定價 (10) 0.75 元

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PART I 第一部分

DAILY EXPRESSIONS 日常用語

1. Salutations and Greetings 寒暄, 致意

(1) On Meeting 見面時

Good morning! ①	早! ((早安! 你好!)) ② [再會] ③
Good morning, Mr. [Mrs., Miss] ...!	早, ...先生 [夫人, 女士]!
Good morning, Comrade ...!	早, ...同志!
Good morning, comrades!	早, 同志們!
Good afternoon! ④	你好! [再會]
Good afternoon, Mr. [Mrs., Miss] ...!	你好, ...先生 [夫人, 女士]!
Good afternoon, Comrade ...!	你好, ...同志!
Good afternoon, comrades!	你們好, 同志們!
Good evening! ⑤	你好! [再會]
Good evening, Mr. [Mrs., Miss] ...!	你好...先生 [夫人, 女士]!
Good evening, Comrade ...!	你好, ...同志!
Good evening, gentlemen [ladies]!	你們好, 先生們 [女士們]!
Good evening, ladies and gentlemen!	你們好, 女士們, 先生們!
Good evening, comrades!	你們好, 同志們!
Hello, Chang [Mr. Smith]!	喂, 老張 [史密斯先生]!
Oh, hello, Wang!	啊, 喂, 老王!
How do you do? ⑥	你好?
How do you do? I'm pleased to meet you.	你好? 見到你真高興。
How are you? ⑦	你好嗎?
I'm quite well, thank you, and you?	我很好, 謝謝你, 你呢?
Thank you, I'm very well, and you?	謝謝你, 我很好, 你呢?

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

② (()) 表示相等的用語, 下同。

③ [] 表示在另一場合的用語, 下同。

④ 寒暄語 "How do you do?" 不要求認真的答復, 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, 但要求具體答復, 應按情況作答。

Thank you, I am pretty well, and you? ①
I'm as usual, thank you and you? ①

謝謝你，我還好，你呢？
我和平常一樣，謝謝你，
你呢？

How are you getting on?

你過得怎樣？

How are things?

一切都好嗎？

Very well, thank you.

很好，謝謝你。

I am glad to see you.

我看見你真高興。

It is a long time since we met.

我們好久沒見面啦。

Allow me to greet you on behalf of our
delegation [corporation].

讓我代表我們代表團 [公司]
向你致意。

(2) Good Wishes, Congratulations 祝賀

I wish you good luck.

祝你好運。

Wish you good luck.

祝你好運。

Good luck to you.

祝你好運。

I wish you good health.

祝你健康。

I wish you the best of health.

祝你健康。

I wish you every success.

祝你成功。

I wish you success in your work.

祝你工作成功。

Let me wish you every success [happiness].

祝你成功 [幸福]。

Let me offer my hearty good wishes for
your success.

讓我衷心祝你成功。

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

祝你和你全家都好。

Merry Christmas!

聖誕快樂!

Happy New Year!

新年快樂!

I wish you a very happy New Year.

祝你新年快樂!

Thanks, the same to you. ②

謝謝你，向你致同樣的賀意。

I wish you the same. ②

向你致同樣的賀意。

Thank you for your kind wishes.

謝謝你的好意。

Happy birthday!

祝你生日快樂!

Many happy returns (of the day)! ③

祝你長壽!

I wish you many happy returns of the day.

祝你長壽!

Congratulations!

祝賀你!

I congratulate you.

我祝賀你!

① 經常有病的人可以這樣回答。

② 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”。

③ () 表示可以插入的詞或解釋，下同。

Please accept my (hearty) congratulations.	請接受我的(衷心)祝賀。
I congratulate you on...	我祝賀你...
Let me congratulate you on...	讓我祝賀你...
May I offer you my (hearty) congratulations?	我(衷心)向你道賀。
May I extend to you my (hearty) congratulations?	我向你(致以衷心的)祝賀。
I congratulate you on your recent success in...	我祝賀你最近在...方面的成功。
I must congratulate you (heartily) on your brilliant success.	我(衷心地)祝賀你卓越的成就。
Congratulations, on this memorable day of your life!	在你一生中這個可紀念的一天，我恭喜你！
To-day is indeed a great day for you.	今天對於你的確是個可紀念的日子。
I'm very glad to hear the happy news.	我聽到這個喜訊，非常快樂。
I'm delighted ((very glad)) to hear that you have...	我聽到你已...很高興。

(3) Excusing Oneself at End of an Interview ① 晤談終了時告辭

I'm afraid I must be going now.	我想我要走了。
Well, it's getting rather late. I must be leaving now.	好，不早了，我該走了。
Well, I'm afraid I must say ((be saying)) good-bye now.	噫，我想我現在必須告辭了。
I'm afraid I must be running along now. ②	我想我現在該走了。
I'm sorry, I must be off now. ②	对不起，我現在必須走了。
I'm afraid I must be going now. I've had a grand time (this evening). ②	我想現在我該走了。(今天晚上) 玩得((玩得)) 真不錯。
Don't you think we ought to be thinking about going now?	我們現在該走了，是不是？
I'm afraid I shall have to hurry away.	我想我現在必須趕緊走了。
I didn't realize how late it was.	我沒想到已經這樣晚了。
Can't you stay another minute?	你不能再待一會兒嗎？
No, I must catch the last bus.	不行了，我必須趕最后一趟的公共汽車。

① 西俗，一般的訪問，時間不宜過長，故在會談終了後，就應告辭。

② 在熟人中比較隨便的用語。

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.

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。

(4) Sending Personal Regards 致意

Please remember me to...

請代我向...致意。

Kindly remember me to...

請代我向...致意。

Please give ((convey)) my best regards ((wishes)) to... 請代我向...致意。

Please remember me to... when you see him [her]. 你看見他[她]...時, 請代我致意。

Kind regards to... 請向...致意。

Kindly present ((give)) my compliments to... 請代我向...致意。

I should like you to give... my compliments. 請代我向...致意。

(5) On Parting 离别時

Good-bye.

再會。

Good-bye, Mr. [Mrs., Miss, Comrade] ... 再會, ... 先生 [夫人, 女士, 同志]。

Good night!

再見!

Good night, everybody.

諸位, 再見。

Good night, gentlemen [ladies and gentlemen; comrades]. 先生們 [女士們, 先生們, 同志們] 再見。

Good-bye to you all.

諸位再見。

Good-bye, see you tomorrow.

再會, 明天見!

Good-bye till to-morrow [till we meet again]. 明天 [下次] 再見吧!

See you later (on).

再會。

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

See you again.

See you tomorrow.

So long!

Bye-bye!

Cheerio!

Au revoir. ①

再見。

明天見。

再會!

再會!

再會!

再會!

(6) Seeing Somebody Off 送行

Good-bye and good luck!

Wish you a pleasant journey [voyage]!

Bon voyage! ②

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!

再見, 祝你順利 (好运气, 幸
運)!

祝你旅途愉快!

一路平安!

一路平安!

祝你旅途愉快。

祝你一路愉快。

再見, 祝你平安到達!

好, 再會, 各位同志, 謝謝
各位給我送行。

果你們遠道來送行, 真太
客氣了。

2. Questions and Responses 問答

Question-Forms 提問的形式

(1) General Forms 一般形式

Shall I go?

May I go?

Am I to go?

Shall we go?

Will you go?

Won't you go?

Do you like it?

Don't you like it?

要我去嗎? (征求對方意見.)

我可以去嗎? (征求對方同
意.)

我要去嗎? (問明按規定計
划是否要我.)

我們去嗎?

你願意去嗎?

你不願去嗎?

你喜欢它嗎?

你不喜欢它嗎?

① "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.

② "Bon voyage" 是法語, 英美人于送行時常常說這一短語。

Does it sound reasonable?

Do you know whether [how, why, where, who, when, what, which]...?

Do you think we shall succeed?

Don't you think we shall succeed?

Did he mention that?

Didn't he mention this?

Did it turn out a fraud?

Didn't it turn out a fraud?

Is it true?

Isn't it true?

Was it true?

Wasn't it true?

Are you sure (about it)?

May I help you?

Can you help me?

Can't you help me?

Could you help me?

Couldn't you help me?

Can you tell me whether he will come?

Have you any idea whether he will come?

Why did he go there?

Why don't they like it?

Why did he say that?

Why didn't he come yesterday?

Why aren't you prepared to accept this?

Why haven't they made the necessary preparations?

How can I get in touch with Mr. B?

How can they demand such terms?

How is it that you've changed your mind?

听起来合理嗎?

你知道是不是。[如何, 为什么, 哪里, 誰, 什么时候, 什么, 哪个] ...?

你想我們會成功嗎?

你不認為我們會成功嗎?

他說過這話嗎?

他沒說過這話嗎?

結果那是一個騙局嗎?

難道結果那不是一個騙局嗎?

是真的嗎?

難道不是真的嗎?

真的嗎?

難道不是真的嗎?

你(對那事)有把握嗎?

我來幫你, 好嗎?

你能幫助我嗎?

你不能幫助我嗎?

你能不能幫幫我呢?

你難道不能幫幫我嗎?

你能不能告訴我他是否要來呢?

你知道他是不是要來?

他為什麼去那里?

他們為什麼不喜歡它?

他為什麼說這話呢?

他為什麼昨天沒有來呢?

你為什麼不願意接受這個呢?

他們為什麼還沒有做好必要的準備呢?

我怎樣和 B 先生取得聯繫呢?

他們怎麼竟能要求這樣的條件呢?

你怎麼又變了主意呢?

What do you mean by this?	你这是什么意思?
What do you call this?	你管这个叫什么?
What is meant by this?	这是什么意思?
What is it?	那是什么啊?
What building is this?	这是什么大楼?
What is your telegraphic ((cable)) address?	你的电报挂号是什么?
What is your telephone number?	你的电话号码是多少?
Who will look after this?	誰来管这事啊?
Who told you so?	誰跟你这样說的?
Whom did you speak to?	你对誰講过啦?
Whose camera is this?	这是誰的照像机?
Where can I find the...Department?	...部門在哪里?
Where can I find the Manager?	經理在哪里?
Where have you been these last few days?	你这几天哪兒去了?
When did you see him?	你什么时候見過他?
When will he be back?	他什么时候回来?
Which do you prefer?	你(比較起来)喜欢要哪一个?
Which do you like best?	你最喜欢哪一个?
Which arrangement would suit you better?	怎样安排对你更合适?

(2) More Polite Forms 更有礼貌一些的形式

Excuse me, but can you tell me the time, please?	对不起, 你能告訴我現在是几点鐘么?
Excuse me, but can you tell me where the director's room is?	对不起, 你能告訴我經理室在哪兒么?
Excuse me, but could you tell me when your director is leaving?	对不起, 你能告訴我你的經理要在什么时候动身嗎?
Excuse me, but where can I find the conference room?	对不起, 會議室在哪里?
Pardon me, but aren't you Mr. Wilson?	对不起, 你(不)是威尔逊先生嗎?
What office is this, please?	这是什么办公室?
Could you tell me where I can find the conference room?	你能告訴我會議室在哪兒嗎?

Would you kindly tell me where Mr. Wilson lives?

Would you kindly tell me the name of a supplier of this line of goods?

Would you mind telling me when your director is leaving?①

He is leaving on Thursday.

Would you like to see it?

Would you care to drop in?②

Would you care for a lemonade?③

Wouldn't it be better if you go to see him first?

Wouldn't it be better for you to call on him immediately?

請告訴我威爾遜先生住在
哪里，好嗎？

請你告訴我一家這類貨物供
應商的商號，好嗎？

請你告訴我你的經理要在什
么時候動身，好嗎？

他在星期四動身。

請看一看，好嗎？

你肯進來一下嗎？

你要一杯檸檬水嗎？

如果你先去找他不更好
些么？

你立刻就去訪問他是不是更
好些呢？

(3) Elliptical Questions 省略式問句

How about going now?

What if we should fail?

What about it?

What about a cup of coffee?

What for?

Where from?

Where to?

When to begin ((start))?

When to close?

Where to find it ((look it up))?

Why not sign this (document, letter, etc.)
right away?

What of it ((what does it matter))?(collo-
quial)

現在去好嗎？

如果失敗了怎麼辦呢？

這個怎麼樣？

來一杯咖啡怎樣？

為了什麼？

什麼地方來的？

到什麼地方去？

幾時開始？

什麼時候結束？

什麼地方可以找到它？

為什麼不馬上簽署(這文件，
信件等)呢？

那有什麼關係呢？(俗語)

(4) Parenthetic Questions 插入問句

The 3rd or 4th — which was it —
sounded best?

第三個或第四個——哪一個
一聽起來最好？

① 回答 would you mind... 這一類問題時不能用 yes, 應當針對實際情況進行回答。

② 在 care to 後面要求一個動詞的無定式，在 care for 後面要求一個名詞。意義上的不同見譯文。

In which respect — style or quality — do the goods fall short of your requirements? 方面——样式或品質 這些貨物达不到你們的要求?

(5) Making Questions Less Direct 較為委婉的問句

I am sorry I don't quite understand whether...? 很抱歉我不十分明白是否...?
I wonder how that is to be done. 我不知道那件事應該怎麼辦。

(6) Questions in the Form of a Supposition 假設問句

You have finished their production, of course? 你們一定已經完成了生產了吧?
Then - you must have already finished their production? 那么你們一定已經完成了生產了吧?
Everything is ready, I suppose? 我想一切都已准备好了吧?
This is all, I suppose. 我想没有什么別的事了。
You are the secretary, I suppose. 我想你就是秘書吧?
The goods will be shipped in July, I suppose? 我想貨物將在七月份裝出吧?
The goods will be on the way in August, I believe? 我相信貨物在八月份已經運出了吧?
I hope the delivery will be completed in 3 months. 我預計三個月可以完成交貨吧?
I take it that you will have no difficulty in fulfilling the contract. 我認為你履行合同(將)沒有什麼困難。
I take it for granted that the goods will be on their way by the end of August. 我估計貨物一定可以在八月底(已經)運出了。

(7) Tag Questions 附加問句

You are a merchant house, aren't you? 你們是一家商號吧，不是么?
You have finished the job, haven't you? 你已經完成了这件工作，不是么?
You agree to these terms, don't you? 你同意这些条款，不是么?
The goods have been shipped out, haven't they? 貨物已經運出了吧，不是么?
The goods have not been shipped out yet, have they? 貨物還沒有運出，是么?

It is true, isn't it?
It sounds unbelievable, doesn't it?

We informed him of the delay beforehand, didn't we?

We did advise them of it, didn't we?

Come this way, will you?

Read through the passage carefully, will you?

那是真的，不是吗？

那件事听起来难以令人相信，不是吗？

我們事前已經通知過他延期了，不是吗？

我們已經通知過他們那件事，不是吗？

这边来，好不好？

把这一段仔细地讀一遍，好不好？

(8) Tonal Interrogation 音調問句

Yes? ((Please go ahead and tell me what you are going to say.))

Well? ((ditto))

Eh?

Really?

Indeed?

Pardon?

是吗？[[[請你說下去吧。]]]

那么？[[[請你說下去吧。]]]

啊？

真的嗎？

真的嗎？

什么？我沒听清楚。（意思是：請再說一次。）

(9) Indirect Questions 間接問句

He asked me why we didn't make him an offer.

He asked whether ((if)) the quotation should be changed to F. O. B.

He asked where the goods were to be stored.

他問我为什么沒有向他报价。

他問这报价是否应改为离岸价格。

他問貨物应当存放在哪里。

Responses 应对

(1) Affirmative 肯定的

Yes.

Of course.

Exactly.

Undoubtedly.

Quite so.

Just so.

是的。

当然。

正是如此。

无疑地。

的确是这样。

正是这样。