

丛书主编 吴耀武



FLUENCY IN SPOKEN ENGLISH

*Civil Servant English*

英语口语大全——公务员英语

主 编：武保良

西北工业大学出版社

# 英语口语大全——公务员英语

主 编 武保良

西北工业大学出版社

**【内容简介】** 本书为英语口语大全系列丛书的公务员英语分册,全书分为 23 个会话场景,每个场景列为 1 个单元,共 23 个单元。每一个单元都有典型日常情景会话范例、注释、文化背景知识及典型句型和核心词汇,以供读者快速练习掌握。本书注释详尽,不仅解释语言上的难点,还有中西文化对比,使读者进一步了解西方文化背景,拓宽视野。训练难度由浅入深,学习状态由被动变主动,以期达到事半功倍的效果。

## 图书在版编目(CIP)数据

英语口语大全——公务员英语/武保良主编. —西安:西北工业大学出版社,2011.9

ISBN 978-7-5612-3187-6

I. ①英… II. ①武… III. ①英语—口语 IV. ①H319.9

中国版本图书馆 CIP 数据核字(2011)第 187100 号

出版发行:西北工业大学出版社

通信地址:西安市友谊西路 127 号 邮编:710072

电话:(029) 88493844 88491757

网址:<http://www.nwpu.com>

编辑信箱:[lidonghong@nwpu.edu.cn](mailto:lidonghong@nwpu.edu.cn)

印刷者:陕西天元印务有限公司

开本:850 mm×1 168 mm 1/32

印张:5.75

字数:145 千字

版次:2011 年 9 月第 1 版 2011 年 9 月第 1 次印刷

定价:19.00 元(含 MP3 听力光盘 1 张)

## 前言

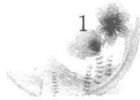


## Foreword

随着各国政府之间的交流与合作,英语这一国际通用语言在社会生活、经济活动和日常生活中起着越来越重要的作用。各级政府都有可能参与到国际交流活动中去,接待外宾、经济商贸洽谈及科技文化交流等各个领域的交往已经成为国家机关日常工作的组成部分,参与国际经济、文化交流合作的公务员们亟需练就流利的英语口语,提升自己的工作能力,拓宽发展空间,要牢固地掌握社交英语表达的关键句型和常用词汇,从而获得更多信息,增强应用能力。这本《英语口语大全——公务员英语》适应了广大公务员学习提高英语口语能力的需要,本着简明扼要的原则,使广大公务员们能够在短期内迅速掌握在国际交流合作中起着关键作用的英语口语内容,适应时代最新发展需要,精选英语口语素材,力求学以致用。本书内容丰富、新颖,编排由浅入深、易于记忆。

本书适用性强,并具有鲜明的时代特色和全球化视野,丰富有趣。鲜活的实用性体现在:

(1) 关键句型、常用短语规范、准确,贴近实际场景。本书运用英语的惯用语句,结合工作、生活中经常遇到的情景,安排短小精悍的英语对话,英语句子地道、通顺,便于公务员提高语言应用能力。





(2)情景贴切、角色扮演到位,在身临其境的场景中将读者引入趣味性英语口语学习活动当中,体验到轻松、愉快的口语学习氛围,将自己融入到交际活动之中,从而提高交际能力。

(3)内容连贯、语言地道。着力培养英文思维习惯和语感。相信本书能帮助你轻松闯过英语关,做一名充满希望的、自信的、前程似锦的、实力派的公务员,编者希望本书能助你一臂之力。

编 者

2011年8月于西安





# 目 录



Unit 1	Human Relations .....	1
	人际关系	
Unit 2	Invitation .....	8
	邀请	
Unit 3	Office Work .....	14
	工作安排	
Unit 4	Working Conferences .....	23
	工作会议	
Unit 5	Working Conditions .....	32
	工作环境	
Unit 6	Working Instructions .....	40
	工作指示	
Unit 7	Working Telephones .....	47
	办公电话	
Unit 8	Making Appointments .....	54
	工作约会	
Unit 9	Occupational Dress .....	61
	职业着装	
Unit 10	Talking About Jobs .....	70
	谈论工作	





Unit 11	Sightseeing .....	77
	观光旅游	
Unit 12	Going for a Holiday .....	85
	度假	
Unit 13	Talking About Houses .....	93
	谈论房子	
Unit 14	Work Training .....	102
	工作培训	
Unit 15	At the Airport .....	110
	在机场	
Unit 16	At the Restaurant .....	118
	在饭店	
Unit 17	Sports .....	124
	运动	
Unit 18	Introduction .....	132
	介绍	
Unit 19	Stocks .....	140
	股票	
Unit 20	Investment and Money Management .....	147
	投资与理财	
Unit 21	Unit 21 Interview .....	154
	会见	
Unit 22	Visiting the Businesses .....	162
	参观企业	
Unit 23	Overseas Travel .....	170
	海外出差	





## Unit 1 Human Relations



### 人 际 关 系

#### Model Dialogue 1

Mary: Whatever you're doing, you'd better postpone it. It looks like we're going to do Tom's job, too. You won't believe what's happening.

Jack: So, tell me.

Mary: Tom is in with the boss getting reprimanded for not coming to work again because of sickness. I'm telling you, the guy gets totally drunk almost every night and he won't come to work the next day. If he does, he keeps making mistakes.

Jack: He's inefficient even when he's completely sober.

Mary: Well, if he doesn't improve his behavior soon, he's going to get himself fired.

Jack: I agree. The thing that annoys me is that when Tom drinks, he suddenly gets angry and starts speaking rudely to everyone, and he doesn't have the slightest idea why people are mad at him the next day.







玛丽:不管你手头上正忙着什么,最好先搁一搁。看来我们也要插手去做汤姆的工作了。你可能不会相信发生了什么事。

杰克:那你就跟我说说吧。

玛丽:汤姆因为又打电话请病假,被老板叫进去了,正在遭训斥呢。我跟你讲,那家伙差不多天天晚上喝得烂醉,到了第二天又不能来上班,就是来了也总是出差错。

杰克:他就是不喝醉,清醒的时候也做不好。

玛丽:是啊,他要是还不收敛,肯定会被炒掉的。

杰克:我看也是。我最恼火的是汤姆一喝酒就发脾气,见了谁都乱骂。到了第二天,别人朝他发火,他还完全不明白是为了什么。

### Model Dialogue 2

Mr. Wang: Miss Zhang, the meeting is scheduled to begin at 3:00 this afternoon. Have you made the necessary arrangements?

Miss Zhang: Yes, Mr. Wang. We'll use the conference room for the meeting.

Mr. Wang: That's fine. The meeting is very important. Where shall the guests be received before the meeting begins?

Miss Zhang: In the dining room, it's spacious there.

Mr. Wang: We'll have several foreign guests attending the meeting.





Miss Zhang: I've arranged for an interpreter to be present. But it is said that the foreign visitors can speak Chinese.

Mr. Wang: Yes, I'll try to speak slowly. How will you seat our guests?

Miss Zhang: We've prepared name cards to put on the conference table for guests to sit by. What time would you like refreshments served, Mr. Wang?

Mr. Wang: Well, after my report there'll be an interval for rest and refreshments.

Miss Zhang: All right. I see.



### Chinese Version

王先生: 张女士, 会议计划今天下午三点开始, 你做好安排了吗?

张女士: 安排好了, 王先生。我们使用会议室开会。

王先生: 那就好。这个会议很重要。开会前在哪里接待来宾?

张女士: 在餐厅, 那里比较宽敞。

王先生: 我们还有几位外宾来参加会议。

张女士: 我已经安排了一位翻译人员。不过据说这些外宾会讲中文。

王先生: 是的, 我会说慢一点。你怎么安排来宾就座呢, 张女士?

张女士: 我们已经准备了姓名卡片放在会议桌上, 让来宾按此就座。你希望什么时候供应点心?

王先生: 哦, 在报告后休息时间供应点心。

张女士: 好的。我明白了。

### Model Dialogue 3

Manager: David, could you come into my office? I need to talk





to you.

David: Sure, I'll be there as soon as I finish this job.

Manager: I don't mean in ten minutes or a half hour. I mean right now!

David: OK, what's the problem?

Manager: I'm afraid you're the problem, David.

David: What do you mean?

Manager: We're going to let you go, David.

David: Why? I'm the most hard-working person here.

Manager: Well, you do seem to keep busy, but your work does not meet the quality that we require from our employees. Also, you don't work well with the other employees.

David: Well, some people are not the kind of people I'd choose for my friends, but if it's that important to you, I'll make a point of getting along with them.

Manager: I'm afraid it's too late for that. We are downsizing our workforce and you will be the first to leave.



### Chinese Version

经理: 大卫, 你能到我办公室来一下吗? 我需要和你谈谈。

大卫: 好的, 一办好这件事我就来。

经理: 我不是说 10 分钟或者半小时以后, 我是说立刻就来。

大卫: 好吧, 出什么问题了吗?

经理: 大卫, 恐怕问题就出在你身上。

大卫: 你指的是什么?

经理: 我们得让你走了, 大卫。





大卫:为什么?我是这里工作最努力的人。

经理:这个嘛,你似乎是很忙,但你的工作达不到我们对雇员工作质量的要求。另外,你和其他雇员的配合也不太好。

大卫:有一些人不是我想交朋友的那种人,不过如果这件事对你那么重要的话,我会注意与他们合作的。

经理:恐怕太迟了。我们正在精简人员,你是第一个要走的人。



### Notes

1. postpone 推迟,延期
2. get reprimanded 遭受斥责
3. get totally drunk 喝得烂醉
4. keep making mistakes 总是犯错
5. inefficient 效益低
6. sober 头脑清醒的
7. get himself fired 被解雇
8. refreshment 点心
9. get along with sb. 与某人相处
10. downsize our workforce 精简人员



### Cultural Square

在西方,与别人会面办事往往需要事先 make an appointment。否则很可能见不到要找的人,因为每个人都有自己的 schedule。约定时间时,可询问对方什么时间方便,也可以建议一个时间征询对方的意见。不速之客往往不受欢迎,因为这会使别人不得不改变原有的计划。在约好时间地点后如 fail to make it,则应及早通知对方,另行安排时间。在通知对方时,首先应向对方





道歉 make an apology,接着说明取消约会的原因,然后请对方另行约定一个时间。

在英语国家,无论是访友还是与教授、经理、上司谈话,均要事先预约,征得对方同意约定见面的时间表示对对方尊重。英国的许多服务都需要提前预约,如看医生、理发、美容、配眼镜等。若需要取消预约,必须提前 24 小时通知对方。

### *Useful Sentences*



1. Do you have an appointment?

你预约了吗?

2. He doesn't have any appointment, but he'd like to see Mr. Li.

他没有预约,但他想见李先生。

3. I have an appointment with Mr. Li, the accountmanager, at 10:30.

我与财务主管李先生约好十点半见面。

4. Can you tell me something about the committee's meeting?  
能告诉我关于那次委员会的会议情况吗?

5. Here is my card.

这是我的名片。

6. I think the sales manager has a full programme today.

我想销售部经理今天的日程已经排满了。

7. Perhaps he can arrange an appointment a few days later.

也许过几天他可以安排和你见面。

8. I've been looking forward to it.

这是我已盼望很久的了。

9. I won't be able to fulfill my appointment with you tomorrow.





明天我不能赴约与你会面。

10. Would you mind changing it to next Tuesday afternoon?

你介意把约会改到周二下午吗?

11. I'm afraid I have to cancel my appointment with him tomorrow.

恐怕我要取消明天同他的约会了。

12. Any time would be fine with me.

对我来说任何时候都行。

13. Is the room ready for the meeting?

会场布置好了吗?

14. What's the topic of the meeting?

会议的主题是什么?

15. Can you give me the information about the meeting?

你能告诉我关于会议情况吗?

### *Supplementary Vocabulary*



relationships 人际关系

relative 亲戚; 相对的

relative error 相对误差

relative balance 相对平衡

relatively 相关地, 相对地

relate to/with 有关系

relation 亲戚; 关系





## Unit 2 Invitation



### 邀 请

#### Model Dialogue 1

Mr. Wu: Thank you for inviting us to lunch. I have heard this is one of the best restaurants in the city. I appreciate this very much.

Ms. Li: You're very welcome. Please be seated. Well, how is your visit so far?

Mr. Wu: So far so good. Your staff is taking good care of us. I feel very much at home.

Ms. Li: I am glad that we have made much progress this time.

Mr. Wu: Sure, and I'm looking forward to our next round of talks.

Ms. Li: Now, let me propose a toast to the success of your visit, and our cooperation. Cheers!

Mr. Wu: Cheers! Thank you very much. I feel very pleased to join you on this occasion.



#### Chinese Version

吴先生:谢谢你邀请我们共进午餐。我听说这里是这个城市最好





的饭店。我对此表示由衷的感谢。

李女士:你太客气了,请坐。那么,你的参观访问进展如何?

吴先生:目前为止一切都好。你的工作人员很关照我们。我感觉就像在家里一样。

李女士:我很高兴此次会谈我们取得了很大的进展。

吴先生:是的,并且我们期待着下一轮会谈。

李女士:现在,请允许我再次举杯祝你访问成功和我们双方合作成功。干杯!

吴先生:干杯! 非常感谢,很高兴能与你共进午餐。

### Model Dialogue 2

Secretary: Good morning, Mr. Smith. Did you have a good rest?

Mr. Smith: Yes, thank you.

Secretary: Do you have anything particular tonight?

Mr. Smith: No. Why?

Secretary: Our Manager Mr. Sun would like to have the pleasure of inviting you to dinner at 6:30.

Mr. Smith: That's very kind of him. I'd be delighted to go.

Secretary: We'll be expecting you at Sunny Hotel this evening.

 Chinese Version

秘书:早上好! 史密斯先生,昨晚休息得好吗?

史密斯先生:很好,谢谢!

秘书:今晚你有什么特别安排吗?

史密斯先生:没有,为什么问这个?







秘书:我们孙经理请你六点半共进晚餐。

史密斯先生:他太客气了。我很乐意去。

秘书:那就说定了,我们今晚在阳光饭店恭候你。

### Model Dialogue 3

Mr. Brian: We're leaving tomorrow.

Miss Li: Really? What a pity! Could you stay longer?

Mr. Brian: We'd love to, but we can't manage. Thank you for everything you've done for us.

Miss Li: Mr. Brian, on behalf of our Board Chairman, I'd like to present you with some of our product. We hope you like it.

Mr. Brian: Yes, I do like it. How nice!

Miss Li: We hope it can remind you of the time we've had together.

Mr. Brian: Certainly. Thank you.

Miss Li: I'm glad you like it. Have a good trip.



### Chinese Version

布莱恩先生:我们明天要走了。

李小姐:真的吗?真遗憾,不能再待一段时间吗?

布莱恩先生:我们想再待一段时间,可是我们有紧急事情要办,谢谢你们招待。

李小姐:布莱恩先生,我谨代表我们董事长送你一件土特产,希望你能喜欢。

布莱恩先生:我很喜欢,非常漂亮!

