



考试命题组专家、考试指定教材主编
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英语口语基础能力证书考试 **快速通关**

基础口译

Interpretation

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Interpretation

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上海外语口译证书考试(基础口译、中级口译、高级口译)经过十几年的发展,目前已成为在全国影响力最大、考生最多的口译考试。该系列口译证书以其低通过率、高含金量,广受全国中学生、大学生以及职场白领的青睐,同时也为各社会单位培养和遴选了大量高素质的外语口译人才。

基础口译考试全称为英语口译基础能力证书考试,分为笔试和口试两部分。笔试包括听写、听力理解和听译;口试包括口语和口译。基础口译的学习是通向英语中、高级口译考试的必经阶段,考生通过学习,可以全面提升英语综合能力,能从事基础的对外接待和联络工作,并为今后进一步参加英语中、高级口译考试做好语言技能方面的准备。近年来,参加基础口译考试的人数呈逐年上升趋势,除了众多希望提升外语水平的职场人士之外,还吸引了很多中小學生前来挑战。基础口译考试的系列教材受到了考生的普遍欢迎,与此同时,考生们也希望能有更多的辅导资料,帮助他们更充分地考试做准备。为此,我们组织部分长期从事基础口译证书考试命题和教材编撰工作的教师编写了这套《英语口译基础能力证书考试快速通关》,包括《基础口译》、《基础听力》、《基础口语》三本,全面、系统地帮助考生提高听、读、说、译的能力,轻松应对英语基础口译证书考试!

《基础口译》按照考试中常见的口译主题分为 15 个单元,每单元由三部分组成:

1. 三篇英译汉短文和一篇汉译英短文,在进入短文翻译之前有重点词汇的预习和句子翻译的热身练习。

2. 详尽的短文注释,帮助考生仔细研读原文,在充分理解的前提下进行口译的训练。

3. 参考译文,方便考生即时对照原文学习,检测学习效果。

经过这本书的系统训练,考生的综合运用语言的能力、交际能力,特别是口译能力会得到明显的提升,并能大体掌握口译的若干基本技巧。必须指出的是,在学习过程中,考生应做到勤听、勤译、勤练,才能达到预定的目标。

编者

2013 年 5 月

CONTENTS

UNIT 1	RECEIVING VISITORS	1
UNIT 2	AT THE BANK	16
UNIT 3	RECREATION AND SPORTS	29
UNIT 4	ILLNESS AND HEALTH	41
UNIT 5	SCIENCE AND TECHNOLOGY	54
UNIT 6	EDUCATION	66
UNIT 7	BUSINESS MEETING	77
UNIT 8	MASS MEDIA	92
UNIT 9	CULTURE AND CUSTOMS	104
UNIT 10	AT THE AIRPORT	115
UNIT 11	TRAVEL AND TRANSPORTATION	126
UNIT 12	AT THE HOTEL	138
UNIT 13	FAMOUS PEOPLE	148
UNIT 14	FINANCE AND TRADE	159
UNIT 15	JOBS AND EMPLOYMENT	173

UNIT 1

RECEIVING VISITORS

TEXT

I VOCABULARY PREVIEW

etiquette	protocol	charge
administrative	screen	attire
groom	entail	specialize
carriageway	spiral	refreshment
bumper	specialty	

II WARMING-UP PRACTICE

1. 这家店专门卖巧克力, 因为味道好, 价钱公道, 所以买的人很多。
(specialize)
2. 窃贼们逃窜数周后终于落入警方设下的圈套。(trap)
3. 在电梯中被困住时很少有人能够保持冷静。(stick)
4. 买这条裤子花了我很多钱, 结果发现还没有和它搭配的鞋子呢。
(go with)

III PASSAGE INTERPRETATION

PART A ENGLISH-CHINESE INTERPRETATION

Passage 1

Business Reception Etiquette

Receptionists should follow proper etiquette to maintain a positive business

image. In business, the receptionist is the first point of contact, and can make an impression on customers and investors. So receptionists must abide by the protocol that meets the company's standards.¹

Function

Receptionists are charged with a variety of administrative support functions, such as answering the phone, greeting visitors, scheduling appointments and making sure the reception area is tidy and welcoming.² Receptionists are essential, because the work they do may affect the success of the company.

Phone Etiquette

Receptionists should practice excellent telephone etiquette, because a large portion of their job relates to answering, screening or transferring phone calls. Receptionists should speak clearly and slowly, and should not have food, beverages or gum in their mouths while speaking to callers. When they need to place callers on hold, they should ask the callers for permission to do this.³ Also, before transferring a call, the receptionist should inform the caller of what he or she is about to do.

Communication Etiquette

Whether the receptionist is on the phone or greeting visitors in person, he or she should follow standard communication etiquette. For instance, receptionists should be patient with callers and visitors, no matter what the situation. Even if callers or visitors express frustration or anger, the receptionist should remain calm and patient at all times.

Dress Code

According to a June 2005 publication by the Harvard Business School, professionalism is a conscious effort that creates a desired impression⁴. In business, executives want their receptionists to demonstrate professional etiquette and create a positive impression of the company. Since the receptionist is the first person to greet visitors as they come through the door, she should wear standard business attire and be well groomed.

Reception Area

Part of having good etiquette entails maintaining an environment that is welcoming, clean and comfortable for others.⁵ Receptionists must maintain a professional reception area. This means they should keep things neat and clean, provide magazines for visitors to read while they wait,

offer guests coffee or water, and greet people appropriately.

Most large organizations employ a receptionist. The work of a receptionist is interesting and varied. He or she has a lot of different things to do. The work is also important because the receptionist is the first person visitors see when they come to a firm. So the receptionist gives them the first idea of the firm.

Passage 2 / Dialogue 1

Visitors to Vineyard Company (I)

A group of visitors from a lawyers' firm in Somerset, West England, is expected at Vineyard Company in Stuttgart, Germany, a company that specializes in wines and soft drinks. Ms Flores has been given the job of welcoming them and showing them round. It is also her job to help them find their way in Stuttgart. The visitors are expected to arrive at around 10 o'clock.¹ It is now 9.55 and the telephone starts ringing.

Ms Flores: Good morning, Vineyard.

Bentley: Hello, is this Vineyard Company in Stuttgart, please? May I talk to Ms Flores, please. This is Peter Bentley.

Ms Flores: Oh hello, Mr Bentley. This is Luna Flores speaking. Can I help you?

Bentley: Well, I'm sorry but we'll be late. We're lost on the motorway.

Ms Flores: Oh dear. Where are you now exactly?

Bentley: Well, we are at a service station. It's called Denkendorf. Sorry about my German pronunciation. I'm afraid I should spell the name for you: D-e-n-k-e-n-d-o-r-f.

Ms Flores: Well, actually, that's not too bad. You follow the signposting for Stuttgart and you leave the motorway at Stuttgart-Degerloch.² Well, that's difficult. I think I should spell it for you: Stuttgart and then D-e-g-e-r-l-o-c-h. Well, in any case it's the exit after Stuttgart airport.

Bentley: O. K., I've got that. And then?

Ms Flores: Well, you take the expressway to Stuttgart, it's the B27, a dual carriageway. On your way you'll pass the new musical hall. You carry on until you get into Stuttgart and from then

on you keep following the sign with the elephant on it. That's the way to the zoo and it is also the way to us. When you arrive at the zoo you will see our sign, Vineyard Company.

Bentley: That sounds easy enough. How far is it from where we are now?

Ms Flores: Well, I think it's about 20 kilometres. If traffic is not too heavy you should make it in about half an hour. By the way; do keep to the speed limit.³ First because it's quite a dangerous road spiralling into the city centre and, second, there are always radar traps and don't jump the lights.⁴ You can get caught easily and the tickets are quite stiff.

Bentley: Thanks a lot. We're off now. See you in a minute, then. Bye.

Ms Flores: Bye for now and good luck.

Passage 3 / Dialogue II

Visitors to Vineyard Company (II)

Forty minutes later the coach with the English visitors arrives and stops in front of the main entrance. As it is a group of 25 people, Ms Flores thought it best to set up a team of colleagues that will help her with the job. The team has worked out a programme but first it is time to welcome the visitors.

Ms Flores: Hello, everybody. You must be Mr Bentley. We've just talked to each other on the phone. Welcome to Vineyard Company.

Bentley: Hello, Ms Flores. We've made it at last. Sorry for being late. But there was a huge traffic jam on that road downhill into the city centre.¹ It was really bumper to bumper all the way.

Ms Flores: I'm sorry but this happens all the time. It's one of the busiest roads in Stuttgart. Well, may I introduce to you my colleagues: Linda Hyde, Peter Tonic and Rebecca Keith. The four of us will be looking after you.

Bentley: How do you do? Pleased to meet you.

Ms Flores: Let's go inside. We've prepared some refreshments for you. You must be hungry and thirsty. Please, ladies and

gentlemen, do go inside.

Inside there is a buffet with various refreshments: apple juice, orange juice, mineral water, tea and coffee but not, at this hour of the day, alcoholic drinks. There are also snacks like sandwiches, canapés, biscuits, crackers and of course, bretzels.

Visitor: Excuse me, what are these?

Keith: Oh, they are bretzels, a specialty of this area. Have you tried one of them?

Visitor: No, not before I really know what they are.

Keith: It's just like a cracker, only it's soft inside and a little bit salty. It goes best with butter. It's really delicious.

Visitor: Well, then, I'll have one.

After a while everybody is happily eating and chatting away.

Peter: Hello, my name is Peter Tonic. I hope you've had a pleasant journey.

John: Hello, I'm John Pearce. Yes, thank you. It was quite all right, apart from the last bit. You know we were a bit lost and then we got stuck in a huge traffic jam.² Well, anyway, we've made it now.

Peter: I hope you will enjoy your visit at Vineyard Company. And the weather is fine, too.

John: Oh, it is. Just wonderful. I hope it will stay like this.

Peter: Oh, I'm sure it will. The forecast has been very good.

PART 8 CHINESE-ENGLISH INTERPRETATION

接待区是人们与任何组织的办公室首先接触的地方。接待区的工作因所属单位提供的服务类型不同而不同。¹每个单位都应当制定一套可以有效进行接待工作的方法:

- 确保每一位访客在刚进入招待区时有人迎接,并感受到热情的欢迎。
- 弄清访客要见的人或来访目的。
- 弄清访客是否与要见的人有约。你可能会发现访客所为之事并不需要所提之人出面。²你可以就此提供帮助与建议。
- 如果你帮不上忙,那么要弄清访客要见的人当时是否在或有

空。确保要先通知相关的人,不要把访客直接送过去。

- 如果受访的人不在或没空,问一下你是否可以帮上什么忙。
- 如果访客觉得值得等,你可以请访客等待,给他提供饮料或报纸杂志。
- 如果访客不留下等待,那么记录下访客的信息,并向访客保证你会将此信息转给相关的人。
- 如果你提供不了任何帮助,那么要找可以提供帮助的人。千万不要给出错误的信息或建议。要随身放一本单位的宣传册、宣传单以及简单的文件,以帮助自己给出正确的信息。
- 了解所属单位的工作,知晓一般问题的答案。
- 求知若渴,参加员工会议,向他人学习——要了解单位中发生的每一件事情。
- 讲话时永远保持友好、令人愉快的态度,表达要清晰。³
- 时刻让他人感觉受到了特别照顾。
- 要有职业素质,如果访客必须等待,要告诉他们需等多久才会有人与他们见面。
- 有人到来时如果你很忙,不要冷落来人,要面带微笑,向其示意马上会有人接待。⁴
- 绝不可在等待区和人争论或讲其他员工的闲言碎语。
- 衣着要适合接待访客。
- 绝不泄露私人信息或保密信息。
- 绝不可有无礼行为——包括在他人面前吸烟、骂人、打私人电话、大声说话、咀嚼食物等等。
- 永远保持工作场所或办公室的清洁,以保持专业、高效的形象。
- 不要使用办公电话拨打私人电话。

NOTES

PASSAGE INTERPRETATION

PART A

Passage 1

1. So receptionists must abide by the protocol that meets the company's

standards. 所以,接待员必须遵循符合公司标准的礼仪。

1) abide by 意为“遵守”,同义表达还有 obey, comply with 等。如:

In cross-cultural communications, one must abide by / comply with / obey certain rules. 跨文化交际中,必须遵守一定的规则。

2) meet 此处意为“符合,满足”,如:meet one's need / demand 满足某人的需要/要求。此处的 meet 也可以替换为 satisfy,如:

US clothing designers seek to meet / satisfy people's demand for American-made fashions. 美国服装设计师努力满足人们对美国本土生产的时装的需求。

2. Receptionists are charged with a variety of administrative support functions, such as answering the phone, greeting visitors, scheduling appointments and making sure the reception area is tidy and welcoming. 接待员负责发挥多种行政辅助的职能,如接听电话,迎接访客,安排约见,确保接待区整洁、令人愉快等。

1) be charged with 此处意为“承担……任务/责任”;charge 作名词时可以表达“掌管,照管”的含义,如:

Who's in charge of the company in CEO's absence? 首席执行官不在时谁掌管公司呢?

此外,charge 还有“指控,控告”之意,所以 be charged with 还可表示“被指控(……罪行)”,如:

The bank clerk was charged with neglecting his duty when the robbery was committed. 这个银行职员被指控在抢劫案发时玩忽职守。

2) schedule 在本句中作动词,意为“为……安排时间;将……列入进度表”。如:

One of the scheduled events is a talk on flower arranging. 安排的活动当中有一项是插花艺术讲座。

3. When they need to place callers on hold, they should ask the callers for permission to do this. 需要请来电人不挂断电话等候时,应请求来电人的允许。

词组 place callers on hold 意为“让打电话的人别挂机”,其中的 hold 是名词,意为“拿,握”。如:

The baby released its hold on the toy monkey and reached for the candy. 这个婴儿松手放开玩具猴去抓糖。

They got a firm hold on public opinion. 他们牢牢控制着舆论。

4. ... professionalism is a conscious effort that creates a desired impression.
 ……专业水准是指有意识地努力给人留下期望留下的印象。
 professionalism 意为“专业水准,职业精神,专业操守”。如:
 I understand the level of professionalism and communication that is required for long-term success in the field. 在该领域取得长期成功所需要的专业素质与沟通能力我是了解的。
5. Part of having good etiquette entails maintaining an environment that is welcoming, clean and comfortable for others. 好的礼仪一定程度上表现在提供愉快、整洁、舒适的环境上。
 entail 与 necessitate 意思相近,表示“使……必要;牵涉”。如:
 To watch the sunrise will entail an early start tomorrow morning. 要看日出明天就得一大早就出发。
 Your proposal will entail borrowing more money and asking for a tax increase. 依你的建议,就必须增加借款,申请增加税收。

Passage 2 / dialogue I

1. The visitors are expected to arrive at around 10 o'clock. 访客预计10点左右到达。
 be expected to 意为“预计,有望”。如:
 China is expected to become world's largest economy in 2050. 中国有望在2050年成为世界第一大经济体。
 The Congress is expected to give a go-ahead to the proposal. 预计国会将通过此提案。
2. You follow the signposting for Stuttgart and you leave the motorway at Stuttgart-Degerloch. 你跟着斯图加特方向的交通标志开,在Stuttgart-Degerloch 匝道口下。
 此处的 signpost 为动词,意为“标识,路标”;signpost 常作名词,即“路标,指示牌”之意。如:
 They reached a crossroads marked by a signpost. 他们到了一个设有路标的十字路口。
3. By the way: do keep to the speed limit. 多说一句:千万别超速。
 此处的 keep to 意为“遵循,遵守”。如:
 Things will only work out if we all keep to the plan. 只有大家执行计划,事情才能成功。

4. First because it's quite a dangerous road spiralling into the city centre and, second, there are always radar traps and don't jump the lights. 第一,因为这条路是盘绕着到市中心的,很危险;第二,一路上有雷达监测,别闯红灯。

spiral 有名词形式,意为“螺旋状的物体”,如 spiral-staircase (螺旋式楼梯)。此处的 spiral 是动词,意为“螺旋形移动,盘旋移动”。如:

The falling leaf spiraled to the ground. 落叶盘旋着飘到地上。

The smoke spiraled upwards. 那股烟袅袅上升。

Passage 3 / dialogue II

1. But there was a huge traffic jam on that road downhill into the city centre. 不过这条从山上下到市中心的路实在是太堵了。

对于路的走向可以有多种表达。基本形式是 path / road + 趋向类介词,比如 the road up the hill (通到小山上的路); the path through the forest (穿过森林的小路)。此外,lead to 是道路走向的常用表达形式。如:

The road leads to the museum, where you can find the exhibition of the latest inventions. 这条路到博物馆,博物馆里面在展览一些最新的发明。

2. You know we were a bit lost and then we got stuck in a huge traffic jam. 你知道我们有些迷路了,然后就堵在路上动不了。

stuck 是 stick 的过去分词形式。stick 有“卡在某处不能移动”的意思。如:

This drawer sticks badly. I've got to find someone to handle it. 这个抽屉卡得死死的。我得找人帮我把它拉出来。

The key stuck in the lock. 钥匙在锁里卡住了。

PART B

1. 接待区的工作因所属单位提供的服务类型不同而不同。The work of the reception area varies from organization to organization in the type of service that is being offered by the organization.

“……因……(不同)而不同”可以用... vary from ... to ... 或... vary according to ... 或 ... vary with ...。如:

对待家庭的态度是因人而异的。The attitude towards family varies

from person to person.

变色龙的体色因周围环境的不同而不同。A chameleon's color varies according to its surroundings.

松紧带的长度和放置位置是根据衣服的款式而定的。The exact length and location of the elastic straps will vary with the garment design.

2. 你可能会发现访客所为之事并非需要所提之人出面。You may find that the issue the visitor has come for does not need the person they have mentioned to deal with.

“访客所为之事”可以翻译成 the issue the visitor has come for。注意介词 for 表达“为了……(目的)”之意时的用法。如：

What did you come all the way to see her for? 你特地来看她是为了什么？

In final analysis, we work not for money, but for the ultimate attainment of happiness. 归根结底,我们工作不是为了金钱,而是为了最终获得幸福。

What's this button for? I press it for several times but nothing happened. 这个按钮是干什么用的? 我按了好几次却没什么反应。

3. 讲话时永远保持友好、令人愉快的态度,表达要清晰。Always speak to visitors in a friendly, clear and pleasant manner.

原文可理解为“永远按照友好、令人愉快、清晰的方式讲话”,于是译为 Always speak to visitors in a friendly, clear and pleasant manner。本句也可直译为 When you speak, always maintain a friendly, pleasant attitude and express yourself clearly。

4. 有人到来时如果你很忙,不要冷落来人,要面带微笑,向其示意马上会有人接待。If you are busy when someone arrives, do not just ignore them, smile and give them a sign, tell them someone will be with them soon.

“冷落”可以理解为“忽视……的存在”,即 ignore sb 或 ignore sb's presence,或者译为 leave sb in the cold。

“向……示意”可用 give sb a sign 或 signal (to) sb 或 sign / gesture to sb。如：

The gentleman signaled (to) the waiter to bring the menu. 这位先生示意服务员把菜单拿来。

The teacher gestured to the students to keep quiet, for the discussion

was over. 老师示意同学们安静,因为讨论结束了。

It was 2:00 a.m. already. The waiter signed to the half drunk man to leave. 已经凌晨两点钟了,服务员示意喝得半醉的男子该离开了。

REFERENCE VERSION

WARMING-UP PRACTICE

1. This shop specializes in chocolates, which attract a lot of buyers for the good taste and reasonable price.
2. After weeks of escape, the thieves finally fell into the trap set by the police.
3. When stuck in an elevator, few people can stay calm.
4. I spent quite a lot on these trousers, only to find that I haven't got any shoes to go with them.

PASSAGE INTERPRETATION

PART A

Passage 1

商务接待礼仪

接待员应当遵循适当的礼仪,以保持积极的商业形象。商务活动中,接待员是第一个接触点,可以给客户、投资人等留下印象。所以,接待员必须遵循符合公司标准的礼仪。

职能

接待员负责发挥多种行政辅助的职能,如接听电话,迎接访客,安排约见,确保接待区整洁、令人愉快等。接待员的作用很关键,因为他们所做的工作可能影响公司的成败。

电话礼仪

接待员应当表现出完美的电话礼仪,因为他们大部分的工作与电话接听、来电过滤、电话转接有关。接待员应当讲话清晰、语速平缓。与来电人交谈时口中不应有食物、饮料或口香糖。需要请来电人不挂断电话等候时,应请求来电人的允许。而且,接待员转接电话前,应当告知来电