

涉外

# 文秘英语

主编 葛维德

PRACTICAL  
ENGLISH  
FOR SECRETARIES

中国对外经济贸易出版社

全国外经贸成人教育系列教材

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## 前 言

随着我国对外开放的不断发展和深化,对外经济、商务和文化交往的日趋增进,外商及各类外国企业公司来华投资与兴办经济实体的潮流方兴未艾,所有这一切使得社会对于涉外文秘人员的需求激增。与此同时,新形势对在涉外机构中的文秘、公关及其他从事各种涉外工作的人员提出了更高、更新、更严的要求——各类公关文秘人员必须是既熟谙日常文秘业务,又精通英语的全面人才。

为提高广大涉外文秘人员的业务和英语素质,本书以涉外文秘人员为对象,采用对话形式,较为全面、系统,形象地说明了涉外文秘人员的职责、义务及有关注意事项,尤其注重使读者能提高在日常文秘工作中运用英语处理各种事务和解决有关问题的能力 and 技巧。编写过程中,我们注意参考国外最新文秘英语的专著及各种有关教材,从中汲取了不少有益的经验,特别是打破了不少已出版的文秘英语教材将涉外秘书的工作仅局限于日常接待,打电话,发通知,处理往来信函,做好会议记录和安排旅行及工作日程等传统的业务框框。本书从现代涉外文秘工作者的工作特点出发,特意增补了文秘人员参加社交聚会,办公室管理,档案管理,安全保卫以及财务方面的工作特点,可能面临的问题,切实可行的对策以及使用英语来应付不同业务场合的具体做法,这些内容的增补和充实既能满足广大涉外文秘工作者处理常规性工作的需要,更能恰到好处地处置某些涉外特殊业务,因此,注重观念的时代性

和文秘专业英语的实用性是本书的两大鲜明特征。

全书共包括 15 个单元,每一单元均附有相关的、综合性的练习,从课文理解、词汇、句型、语法及阅读能力的训练诸方面来巩固每一单元的教学效果,因而成为本书有别于其他同类书籍的又一鲜明特征。

本书适合于高等院校文秘及公关专业二、三年级学生作为专业基础教材,也可供从事涉外经济、商务等工作的人员及社会一般文秘人员或英语自修者使用。

本书由葛维德任主编(南京理工大学国际商学院英语系主任),罗志强(南京师范大学外语系副教授)、马玲(南京理工大学国际商学院英语系副主任)任副主编。具体分工如下:

葛维德:第 7,9,10,11,12,15 章节;

罗志强:第 3,6,8,13,14 章节;

马 玲:第 1,2,4,5 章节。

周英女士参与编写了第 3、6、8、13、14 等章节中部分练习,并校对了部分样稿。

对外经济贸易大学国际交流学院院长王学文教授担任本书的主审。在编写过程中,陆墨珠教授与卢世光先生对本书提出了不少宝贵的意见和建议,特在此表示感谢。

由于水平有限,各种疏漏及不妥之处在所难免,敬请批评指正。

编 者

1995 年 6 月

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## Unit 1

### Interview 面试

#### A

(Ms Karen, who has just been promoted Personal Secretary to her manager Mr. David, was asked to appoint a new junior secretary. Now she is having a talk with her manager about qualities necessary in the secretary they are going to hire.)

David: Ms Karen, first of all you can start by preparing an advertisement.

Karen: I have already had, Mr. David. Here it is. Would you please read it to see if it's all right?

David: (Reads the advertisement) Yes, that's fine. Let's see what response it will bring. I expect we'll have a number of applicants with the required speeds. You'll be interviewing them, and you must look out for the qualities necessary in a secretary. What would you say these are?

Karen: Hmm. I should say that initiative is important, a sense of responsibility and a methodical approach to work. It's amazing how often the unexpected happens, even in the best planned offices. A secretary



wouldn't be of much use if she is always needing instructions.

David: I must say I also appreciate a girl who looks presentable which doesn't mean that I want a beauty queen! But she should take care over her appearance and her office and her work should be as neat as she is. Do you agree?

Karen: Yes, I do.

David: You could also mention to the girl you hire that she doesn't lose status if she helps out with any odd job that needs doing when we're busy. On the contrary, she gains respect by showing that she's willing.

Karen: Yes, I'll remember that. Another thing that's not rated highly enough is a good telephone manner.

David: You're right. Anyway, by that time you've established a good image for the firm.

Karen: And build up a lot of good will.

David: Well, I should say you know what we're looking for.

Karen: I suppose it can be summed up as someone with initiative and responsibility who will anticipate our needs and take some of the pressure off us.

David: Now, Karen, all you have to do is to find this paragon of virtue.

## B

(A few days later, Ms Karen received dozens of letters applying

for the position. She chose some better ones and asked the applicants to come to have an interview. Now she is interviewing one of them in her office. )

Karen: Good Morning, Miss Tang. Please take a seat.

Tang: Thank you.

Karen: Well, Miss Tang. We have received your letter and resume in answer to our advertisement, I would like to talk with you regarding your qualifications for this position.

Tang: It's a great pleasure for me to have this opportunity.

Karen: Now please let me know your experience as a secretary?

Tang: Just a little. As a matter of fact I've just finished my university. But I'm willing to learn and I'm confident I can make up for any lack of experience soon.

Karen: What do you mean by just a little?

Tang: Well, I worked as a secretary in a local company last summer vacation.

Karen: How do you feel?

Tang: I find it's interesting and challenging work. I like it and am qualified for it, I think. That's why I applied for this position.

Karen: Fine. Miss Tang, I saw from your letter you're still attending night school. That's a good sign. We like young employees to continue with their studies, and, of course if you learn typing, your chances of promo-

tion are improved considerably.

Tang: I'm doing auto - typing once a week and shorthand twice a week at night school.

Karen: Very well, but remember the old saying, " All work and no play ... " Now then, let ' s talk about the salary. What ' s your expected salary?

Tang: Since this will be my first job and I lack experience, I hesitate to suggest a salary. But I believe you must have a standard starting salary which should be satisfactory.

Karen: Here is a handbook with our salary scales in it. You can keep this copy. It also gives you the rules of the house. I suggest you study them. You ' ll see that the salary for a junior secretary is reviewed every six months. What do you say about it?

Tang: I think it ' s good.

Karen: Alright, thank you for coming, and you ' ll be hearing from us in the next few days.

Tang: Thank you and I certainly hope the answer will be favourable.

## New Words

interview [ 'intəvju: ] *vt. n.* 面谈, 面试, 口试, 接见, 采访

promote [ prəməut ] *vt.* 提升, 增进, 促进

appoint [ əpɔɪnt ] *vt.* 安排, 约定, 任命, 委派

quality [ 'kwɒliti ] *n.* 品质, 才能, 性质

advertisement[əd'və:tismənt] *n.* 广告  
response[rɪ'spɒns] *n.* 反应, 回答, 回应  
applicant['æplɪkənt] *n.* 申请人, 请求者  
initiative['ɪnɪʃiətɪv] *n.* 主动性  
methodical[mɪθədɪkəl] *a.* 有条不紊的  
approach[ə'prəʊtʃ] *n.* 步骤, 方法  
instruction[ɪn'strʌkʃən] *n.* 命令, 通知, 指示  
presentable[prɪ'zentəbl] *a.* 象样的, 拿得出去的  
hire['haɪə] *vt. n.* 雇佣, 租用, 租金  
status['steɪtəs] *n.* 地位, 身份  
odd [ɒd] *a.* 临时的, 不固定的  
contrary['kɒntrəri] *n. a. ad.* 反面, 相反的  
rate[reɪt] *v.* 认为; 评估  
establish[ɪ'stæblɪʃ] *v.* 确立, 建立  
image['ɪmɪdʒ] *n.* 形象  
sum[sʌm] *v. n.* 总计, 概括, 金额  
responsibility[rɪ'spɒnsəbɪlɪtɪ] *n.* 责任, 义务  
anticipate[æn'tɪsɪpeɪt] *vt.* 预料, 预期  
pressure['preʃə] *n.* 压力, 压, 强制, 紧迫  
paragon['pærəɡən] *n.* 完人, 典型, 模范  
virtue['vɜ:tju:] *n.* 美德, 长处, 优点  
resume[rezju(:)'meɪ; rezju(:)meɪ] *n.* 简历  
regarding[ri'gɑ:dɪŋ] *prep.* 关于  
qualification[kwɒlɪfɪ'keɪʃən] *n.* 资格, 条件  
confident['kɒnfɪdənt] *a.* 有自信的, 确信的  
compensate['kɒmpenseɪt] *v.* 补偿, 赔偿  
challenging['tʃælɪndʒɪŋ] *a.* 挑战性的, 刺激的

employee[ˌemplɔɪː] *n.* 雇工, 被雇者, 职员  
considerably[kən'sɪdərəbli] *ad.* 相当  
shorthand['ʃɔːthænd] *n.* 速记(法)  
hesitate['hezɪteɪt] *v.* 犹豫, 迟疑  
satisfactory[sætɪs'fæktəri] *a.* 令人满意的  
scale[skeɪl] *n.* 等级, 规模

## Phrases & Expressions

look out for 注意寻找; 留心  
sense of responsibility 责任感  
build up 逐渐造成; 建立  
odd job 临时工作  
on the contrary 相反地  
sum up 概括; 归纳  
take off 去掉  
dozens of 几十  
apply for 申请  
in answer to 回答, 响应  
as a matter of fact 事实上  
be qualified for 有……资格; 能担任……  
salary scale 工资等级

## Notes

1. personal secretary (or private secretary) 私人秘书  
junior secretary 小秘书或年轻秘书

Administrative Assistant 行政助理

Administrative Secretary 行政秘书

Executive Secretary 执行秘书

Secretary - receptionist 秘书兼接待员

2. ... you must look out for the qualities necessary in a secretary. look out for... 意为“注意寻找”;这句话的意思是:你要留心观察,这些应聘的秘书是否具备必需的素质。
3. a methodical approach to work. 这里, approach 是名词,作“方法”讲,即有条有理的工作方法。
4. ... which doesn't mean I want a beauty queen. a beauty queen 意为“大美人”,整句意为,这并非是说我想找个大美女。mean 意味……。
5. ... she doesn't lose status if she helps out with any odd job. help out 是指在需要的时候帮忙。如: My father helped me out when I lost my job. 当我失业时,父亲帮了我一把。这句话可译为:如果她能帮忙做些其他事并不会有失身份。status 地位,身份。
6. Another thing that's not rated highly enough is a good telephone manner.  
rate 估价,评估,例如: My house is rated at \$ 5,000. 我的房子被估价为 5,000 美元。rate highly enough 充分估计;充分重视。整句译为:还有一件没有引起足够重视的事就是电话礼仪。
7. paragon of virtue——perfect model 尽善尽美的人
8. And build up a lot of good will. 逐步建立相当良好的声誉。
9. ... your chances of promotion are improved considerably. 你获得提升的机会将更多。

10. "All work and no play ..." 即 "All work and no play makes Jack a dull boy." 在对话里, 这句话没有说完, 但意思很明显, 这是一句谚语: 只工作不娱乐, 聪明孩子也变傻。
11. standard starting salary 标准起始工资

## Exercises

### I .Answer the following questions on the dialogues.

1. Why was Ms Karen asked to appoint a new junior secretary?
2. What are the qualities necessary to a secretary?
3. Is it necessary that a secretary should take care over her appearance and her office?
4. What should a secretary do if she is asked to do some odd jobs?
5. Why is a good telephone manner important?
6. From where did Miss Tang get to know the open position of secretary in the company?
7. Why did Miss Tang apply for the position?

### II .Structural practice.

Answer the questions, using the words and phrases given after the model.

model: What shall I do first?—prepare an advertisement

You can start by preparing an advertisement.

1. What shall I do now?—send a copy to the personnel manager
2. How shall I deal with the applicant?—interview them

3. How can I be methodical in my work?—organize your daily schedule
4. Where should I look for the file? — look in that drawer
5. What shall I do this morning?—help the filing clerk
6. What should I say in the letter?—thank them for the order
7. How shall I find their address?—consult the telephone directory
8. How shall I get the information?—make some telephone calls

**III . Fill in the blanks with the words given.**

opportunity, salary, review, promote, compensate, applicant, approach, appoint, rule, initiative

1. Our office staff are paid monthly; they get their \_\_\_\_\_ on the 10th of each month.
2. If you hesitate, you will miss the \_\_\_\_\_.
3. He was \_\_\_\_\_ from a clerk to a manager.
4. After six months her salary was \_\_\_\_\_, and she was given a rise.
5. She is a hopeful \_\_\_\_\_ for the position.
6. The company \_\_\_\_\_ her for extra work.
7. He has been \_\_\_\_\_ as ambassador to the United States.
8. She is not easily \_\_\_\_\_ by man.
9. Personal \_\_\_\_\_ has been stressed in the firm.
10. Our most important \_\_\_\_\_ is that employees should arrive on time.



**IV . Fill in each blank in the following conversation with ONE word only.**

Mr Chang: Please have a \_\_\_\_\_, Miss Mao.

Miss Mao: Thank you.

Mr Chang: Well, Miss Mao, how did you find \_\_\_\_\_ about our company?

Miss Mao: I \_\_\_\_\_ your job advertisement in the newspaper. It seemed very interesting, so I decided to \_\_\_\_\_.

Mr Chang: Now, where \_\_\_\_\_ you study shorthand?

Miss Mao: I \_\_\_\_\_ up a course at Secretary College.

Mr Chang: I see, but how \_\_\_\_\_ was the course?

Miss Mao: It's a two \_\_\_\_\_ diploma course.

Mr Chang: What did you do \_\_\_\_\_ that?

Miss Mao: I got a \_\_\_\_\_ at Hi - Tech Far East Ltd.

Mr Chang: And what did you do there?

Miss Mao: I \_\_\_\_\_ a receptionist there. I \_\_\_\_\_ phone calls, \_\_\_\_\_ messages, \_\_\_\_\_ visitors and \_\_\_\_\_ some typing.

**V . Translation.**

1. 该公司正在电视上推销他们的新产品。(promote)
2. 我们准备在报纸上登广告, 招聘一名秘书。(advertise)
3. 约有 50 人申请这一职务。(apply for)
4. 医生接到我的电话立即赶来了。(in answer to)
5. 他已在商业界牢固地确立了自己的地位。(establish)
6. 我们期待尽早收到你的来函。(anticipate)
7. 她所接受的训练使她有资格当英语老师。(qualify)
8. 勤勉和忠诚有时可以弥补能力的不足。(compensate)