

# 公共关系英语

广播函授教程

重庆大学外语系 合编  
重庆人民广播电台社教部

中册



中国广播电视出版社

**BBC**

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编

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## **Unit Twenty-one**

### **Daily Office Routine (1)**

#### **Dialogue**

*(Melita Fagurian telephoned Opal about the job of junior secretary after she saw the advertisement in the "Dongali Times". Now Opal is telling Mr. Ballito about the phone call from Melita.)*

I

**Opal:** Mr. Ballito.

**Mdr Ballito:** Yes, Opal.

**Opal:** A Miss Melita Fagurian telephoned this morning in answer to our advertisement for a junior secretary.

**Mdr Ballito:** What did she sound like?<sup>1</sup>

**Opal:** She sounded very nice on the telephone. She spoke very clearly. She has been working as a shorthand-typist at the National Bank for the last two years.

**Mr. Ballito:** Did you ask her to come for an interview?

**Opal:** Yes, she's coming next Thursday at four o'clock.

**Mr. Ballito:** Good, Have you sent her a copy of our Conditions of Service?

**Opal:** Yes, she asked about salary and hours of work, so I said I would send her a copy.

**Mr. Ballito:** Fine. And have you sent her an application form?

**Opal:** Yes, I have, and she's going to bring it with her when she comes for an interview next Thursday.

**Mr. Ballito:** Good. When she arrives, give her a short dictation and typing test. Let me know how she gets on with it<sup>2</sup>. If you think she's satisfactory, I'll interview her myself.

**Opal:** Very well, Mr. Ballito: If all goes well, I'll bring her to meet you at half past four. (FADES)

## II

**Opal:** Come in. (DOOR OPENING)  
(DOOR CLOSES)

**Melita:** Good afternoon. I have an appointment with Miss Kerli at 4 o'clock.

**Opal:** That's right. I'm Miss Kerli. You must be

Melita Fagurian. Do come in and sit down.

**Melita:** Thank you very much.

**Opal:** I sent you an application form. Did you receive it?

**Melita:** Yes, I did. I've completed it and brought it with me. Here it is.

**Opal:** Oh, thank you very much. I also sent you a copy of our Conditions of Service.

**Melita:** Yes, I've read it through.

**Opal:** Did you understand it?

**Melita:** Yes, thank you.

**Opal:** So now you know all about our working hours, holiday arrangements and salary scales? Are there any questions you want to ask?

**Melita:** No, thank you, everything was explained very clearly.

**Opal:** Good. Now let me tell you something about the job and the Company. Mr. Ballito is the Managing Director of the Company and I'm his secretary. I have a great deal of work to do, so Mr. Ballito has decided to employ a junior secretary to help me.

**Melita:** Oh I see<sup>3</sup>. So my work would be to help



you.

**Opal:** Yes, you would answer the telephone, do the filing and some shorthand-typing. Can you use a duplicator?

**Melita:** Yes, I've learnt how to type stencils and run off copies on a duplicator at the Bank<sup>4</sup>.

**Opal:** Oh, good. Now I'm going to give you a short dictation and typing test. and then Mr. Ballito wants to see you.

**Melita:** Thank you.

### Text

Opal told Mr. Ballito about a phone call from a Miss Melita Fagurian who saw the advertisement for a junior secretary in the "Dongali Times". Mr. Ballito asked Opal some questions about Melita. Opal said Melita sounded very nice on the telephone and spoke very clearly. She had been working as a shorthand-typist at the National Bank for the last two years. Opal also told Mr. Ballito she had asked Melita to come for an interview. Melita wanted to know the Conditions of Service of the Company. Opal said she had sent her a copy of it. Mr. Ballito said Melita must have a test when she arrived. He told Opal if all went well he would interview Melita himself.

The next Thursday at four o'clock, Melita came to

Modern Office Limited for interview. First Opal asked her whether she had received the application form and the copy of the Conditions of Service. Melita answered yes. So she knew all about the working hours, holiday arrangements and salary scales. Then Opal told Melita that her job would be to answer the telephone, do the filing and shorthand – typing. Melita said that she had learnt the shorthand – typing and could use a duplicator. She was competent in doing this kind of job.

Opal at once gave her a short dictation and typing test.

### New Words

1. time [taim] n. 时代, 时势, 情况
2. condition [kən'diʃən] n. 条件, 环境
3. salary ['sæləri] n. 薪水
4. dictation [dik'teiʃən] n. 口述, 听写
5. holiday ['hələdi] n. 假日, 假期
6. scale [skeil] n. 大小, 规模
7. employ [im'plɔɪ] vt. 雇用
8. filing [faiɪŋ] n. 归档
9. stencil ['stensil] n. 蜡纸
10. explain [iks'plein] v. 解释
11. article ['ɑ:tɪkl] n. 文章
12. carbon ['kɑ:bən] n. 碳
13. electrician [ilek'triʃən] n. 电工, 电学家
14. recommend [rəkə'mend] v. 推荐, 介绍

15. quarantee [ˌɡerən'ti] n. 保证, 保证人

16. clerk [kla:k] n. 办事员

17. duplicator ['dju:plikeitə] n. 复印机

## Notes

1. What did she sound like

她听起来怎么样?

本句中, like 是介词, 其宾语是句首的 what。由于本句是疑问句, 疑问词放到了句首。

2. Let me know how she gets on with it.

告诉我她完成得怎样。

3. Oh, I see

意为“哦, 我明白了。”

4. I've learnt how to type stencil.

我已学会打蜡纸。不定式, 这一结构常用在 what, when, where, how + to learn, know, ask, discuss, tell, show, teach 等动词后。

作宾语, 有时也作主语或表语。如:

I learnt how to read and write.

我学会了读书和写字。

## Word Study

1. dictate vt. & vi. 说话让人记下来。

say or read aloud

1). He can't write but he can dictate.

他不能写, 但能口授。

2). The teacher dictated a passage to the class.

教师给全班念了一篇文章让人记下来。

3). I am working at my novel – dictating to a typewriter.

我正在写小说——口授给打字员

dictation n. (1).念出让人写 (不可数)

dictating

1). She took dictation swiftly, her typing was perfect.

她记录口授快, 打字也极好。

2). We listened carefully to the teacher's dictation.

我们仔细听教师念出的话。

passage that is dictated (2)d.默写、听写、听写出来的东西 (可数)

1). Would there be very hard words in the dictation?

听写中有很难的单词吗?

2). Part of the French exam was a dictation.

法语考试中有一部分是听写。

2. employ vt. (1).雇用, 聘请

give work to

1). She employs a cook.

她聘请一位炊事员。

2). Well, if you don't trust him, why do you employ him?

嗯, 假如你不信任他, 为什么要雇用他?

make use of (2).利用, 用掉

3). How do you employ your spare time?

你怎样利用你的业余时间?

4). His hobby employs much of his time.

他的爱好用掉了他大量时间。

be engaged in, be employed in 忙于 (某事), 从事 (某活动)

5). She was employed in watering the garden.

她忙于给花园灌水。

3. explain vt. & vi. 解释

make clear

1). Please explain the rule to me.

请给我解释一下这个规则。

2). The enclosed letter will explain what has happened.

信中会解释发生了什么事。

3). He explained how to use the duplicator.

他解释怎样使用复印机。

4. recommend vt. 推荐

speak favourably of

1). Perhaps you can recommend me another hotel.

也许你可以给我推荐另一家旅店。

2). They recommend him for the job.

他们给他推荐这份工作。

suggest 建议

3). He recommended a long holiday.

他提议有一次长的假期。

4). She recommended me to come here.

她建议我来这儿。

5). He recommended that I (should) buy this dictionary.

他建议我买这本字典。

\* recommend 引导从句时，该从句的谓语动词为 should+原形动词，或原形动词。如例 5)。

## 译 文

### 办公室日常工作 (1)

#### 对 话

(米莉塔·法古里安在《多加利时报》上看到广告后，给欧帕打电话询问关于助理秘书的工作。欧帕此刻正告诉巴利托先生关于米莉塔来电话询问的情况)

#### I

- 欧帕: 巴利托先生。
- 巴利托先生: 嗯，欧帕。
- 欧帕: 一个叫米莉塔·法古里安的小姐上午打来电话，询问有关我们招聘助理秘书的情况。
- 巴利托先生: 她怎么样？
- 欧帕: 电话上听起来还不错。她说话口齿清楚。最近两年一直在国家银行当速记打字员。
- 巴利托先生: 你请她来面试没有？
- 欧帕: 说过了，她下星期四下午四点钟来。
- 巴利托先生: 好的。你给她寄了我们公司的情况介

绍吗？

欧帕：寄了。她想了解有关工资和工作时间的情况，所以我给她寄了一份。

巴利托先生：很好。你也给她寄了一份申请表是吧？

欧帕：是的，我寄了。下星期四她来面试时把申请表一并交来。

巴利托先生：行。她来时给她一小段口授打字考试，并告诉我她完成的情况。如果你认为满意，我就亲自见她。

欧帕：很好，巴利托先生。如果一切顺利，四点半我带她来见你。

## II

欧帕：请进。

米莉塔：下午好。卡利小姐和我四点钟有个约会。

欧帕：对，我就是卡利。你一定是米莉塔·法古里安小姐。请进。请坐。

米莉塔：非常感谢。

欧帕：我寄了一份申请表给你，收到了吗？

米莉塔：是的，收到了。我已经填好带来了，给你吧。

欧帕：哦，很感谢，我还寄了一本我们公司的情况介绍书。

米莉塔：我已看过了。

欧帕：一切都清楚了吗？

米莉塔：是的，谢谢。

欧帕：看来你已了解我们的工作情况，假期安排和工资等级。还有没有其它问题？

米莉塔：没有，谢谢。一切都很清楚。

欧帕：好。那么我给你谈谈有关这项工作和本公司的一些情况。巴利托先生是公司的总经理，我是他的秘书。我的工作太多。因此，他决定雇一个助理秘书协助我。

米莉塔：哦，我明白了，就是说我的工作是协助你。

欧帕：是的。你的工作是接电话，整理文件和速记打字。你会用复印机吗？

米莉塔：我会。在银行我曾学过打印蜡纸和复印。

欧帕：唉，太好了。现在我要考考你的口授打字。然后，巴利托先生要见你。

米莉塔：谢谢。

## 课 文

欧帕向巴利托先生报告一位名叫米莉塔·法古里安的小姐来的电话，这位小姐在“多加利时报”上看到招聘助理秘书的广告，巴利托问了欧帕有关米莉塔的一些情况。欧帕说从电话上听起来米莉塔还不错，说话清晰。她最近两年一直在



国家银行当速记打字员。欧帕还告诉巴利托先生她已要求米莉塔来面谈。米莉塔希望知道公司的工作条件。欧帕说她已寄给了她一本情况介绍书。巴利托先生说等米莉塔来面谈时还得接受一次考试。他说如果一切满意，他要亲自接见她。

下一周的星期四下午四点，米莉塔来到现代办公设备有限公司面试。首先，欧帕问她是否收到寄给她的申请表和情况介绍书。米莉塔作了肯定回答。她已经了解该公司的工作时间，假期安排和工资级别。接着，欧帕告诉米莉塔，她将要从事的主要工作是接电话，整理档案和速记打字。米莉塔回答说，她在银行工作时就学过速记打字并能使用复印机。她完全可以胜任这些工作。

欧帕当即对米莉塔进行了口述打字考试。

### Exercises

1. Answer the following questions:

- 1). Why did Miss Melita Fagurian telephone Opal?
- 2). What did Melita bring with her to the interview?
- 3). Why did Opal send Melita a copy of the Conditions of Service?
- 4). Why did Mr. Ballito decide to employ a junior secretary?
- 5). What should Melita do if she got the job?
- 6). Has Melita learnt how to type stencils and run off copies?
- 7). What kind of test did Melita have?
- 8). Do you think Melita'll get the job?