

# 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

下册



中国广播电视出版社

BBC 3

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重庆外国语学院系

编

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# Unit Forty-one

## Receiving Visitors

### Dialogue

*(Opal and Melita have a very old and unreliable duplicator. They have managed to convince Mr Ballito that they really do need a new one. They are especially pleased because Mr Ballito has finally agreed that they can choose the one they want. Now Opal and Melita are discussing this matter.)*

#### I

- Opal:** At last... Mr Ballito says we can have a new duplicator!
- Melita:** Oh, good! This one's driving me crazy.
- Opal:** Yes, it's a dreadful old thing, isn't it.?
- Melita:** Yes, it's funny to have such an old machine in a firm called Modern Office Limited.
- Opal:** Well, I've finally convinced Mr Ballito that we should buy a new one.
- Melita:** What kind are we going to have?
- Opal:** Well, he wants us to find out the various models that are available and recommend the one we

want.

**Melita:** Hm, great! When do we start?

**Opal:** Well, you can start right away by phoning Maria and asking her to send up some brochures and pricelists.

**Melita:** Maria? She's Mr Shelli's secretary, isn't she?

**Opal:** Yes, she is. Tell her that we are going to buy a new duplicator and ask her if she has any brochures.

## II

**Shelli:** (on phone) Shelli.

**Melita:** Oh, Mr. Shelli. Is Maria there?

**Shelli:** No, she isn't. She's away today. Can I help you?

**Melita:** Well, Mr. Shelli, Mr. Ballito says we can have a new duplicator and we can choose the one we want. Have you any brochures we can look at?

**Shelli:** Yes, lots. You want an ink duplicator, of course?

**Melita:** Oh, yes, you can run off more copies on an ink one and stencils are easier to type than those spirit masters.

**Shelli:** Now your old machine's a manual, isn't it?

**Melita:** Yes, it is hand-operated.

**Shelli:** Why don't you have an electric one this time?

They're much quicker.

**Melita:** But are they easier to operate?

**Shelli:** Well, they're not difficult to operate.<sup>2</sup>

**Melita:** Well, could you send us some brochures for both manual and electric machines, I mean.

**Shelli:** Yes, I'll send them up immediately.

**Melita:** Thank you very much Mr Shelli. Goodbye.

**Shelli:** Goodbye.

### III

**Melita:** Opal, do we want an electric duplicator?

**Opal:** No, I don't think so. The electric machines are much more expensive than the manual ones.

**Melita:** And large too.

**Opal:** Yes, it would be nice if we find something smaller... something that takes up less space than that big old thing.

**Melita:** Well, the newer machines look very compact.

**Opal:** Here, what about this?

(Reading Voice). "Manual table model, loading capacity one ream, can be supplied with own twodrawer storage cabinet for supplies, used stencils, or will fit on standard filing cabinet."

**Melita:** Well, that seems just what we want.

**Opal:** Yes, I think I'll recommend that one and as



it's cheaper than the other models, perhaps we can buy the storage cabinet too.

**Melita:** And at last we'll have a proper place for keeping the used stencils.

### Text

Duplicators are very useful to secretaries. But Opal and Melita have a very old and unreliable one. It's really a funny thing to have such an old machine in a firm which sells modern office equipment.

Opal has been trying to convince their employer, Mr. Ballito, to buy them a new one for a long time. At last Mr. Ballito accepts Opal's suggestion. He wants Opal to find out the various models available and recommend the one they want.

Today Opal tells Melita all about this and says they should start with the investigation of different types available. Melita telephones Miss Maria, the secretary of Mr. Shelli, who is the sales manager. Mr. Shelli answers the phone. He says Maria is out but he can help Melita. He tries to persuade her to have an electric duplicator and lists a lot of advantages of this kind of machines. Melita asks for some brochures so that they can discuss the type of machine they want to have.

Having got the brochures and pricelists, Opal and Melita begin to discuss which type of duplicators is the best

to buy. They compare an ink duplicator with a spirit one, and find that thousands of copies can be sum off on ink duplicators but only a few hundred copies on duplicators that use spirit instead of ink. Besides, Opal and Melita must make a choice between manual machines and electric ones. They never doubt of the efficiency of electric machines.<sup>3</sup>But the electric machine is not easy to operate and will cost them much more money. So they finally decide to recommend to Mr. Ballito a manual table model which is cheaper and more compact than the others.

### New Words

1. crazy[ˈkreizi] a. 疯狂的; 古怪的; 蠢的
2. dreadfully[ˈdredfuli] ad. 令人不愉快的
3. dreadful[ˈdredful] a. 令人不愉快的
4. funny[ˈfʌni] a. 奇怪的; 古怪的
5. available[əˈveɪləbl] a. 可用的; 有效的
6. pricelist[ˈpraɪslɪst] n. 定价表; 价目表
7. spirit[ˈspɪrɪt] n. 酒精; 烈酒; 酒精液
8. master[ˈmɑːstə] n. (机) 主导装置; 盘
9. electric[iˈlektrɪk] a. 电动的
10. operate[ˈɒpəreɪt] v. 操作工作
11. expensive[ɪksˈpensɪv] a. 花费的, 花钱多的
12. compact[kəmˈpækt] a. 小巧的; 恰好合适的
13. loading[ˈləʊdɪŋ] n. 载荷; 重量
14. capacity[kəˈpæsɪti] n. 容量

15. ream[ri:m] n. 令(纸张的计量单位, 一般为 500 张)
16. drawer['drɔ:ə] n. 抽屉
17. standard['stændəd] n. 标准
18. proper['prɒpə] a. 适合的, 适当的
19. unreliable[ʌnrɪ'laɪəbl] a. 不可靠的
20. suggestion[sə'dʒestʃən] n. 建议
21. investigation[ɪn.vestɪ'geɪʃən] n. 调查; 调查研究
22. different['dɪfrənt] a. 不同
23. advantage[əd'vɑ:ntɪdʒ] n. 优点; 有利条件
24. compare[kəm'peə] v. 比较; 对照
25. choice[tʃɔɪs] n. 选择
26. doubt[dəʊt] n.v. 怀疑; 不信
27. efficiency[ɪ'fɪʃənsi] n. 效率; 效能
28. cost[kɒst] v. 花费(金钱; 时间; 劳力...)
29. hand-operated['hænd'ɒpəreɪtɪd] adj. 手工操作

### Phrases

- |                 |                   |
|-----------------|-------------------|
| 1. right away   | 立刻; 马上            |
| 2. send up      | 把(报告; 议案等)往上送; 呈递 |
| 3. look at      | 看; 考查; 查看         |
| 4. take up      | 占去(地方; 时间; 注意力等)  |
| 5. supply with  | 供应                |
| 6. at last      | 终于                |
| 7. compare with | 与……比较             |
| 8. instead of   | 代替; 而不            |

## Notes

1. At last... Mr Ballito says we can have a new duplicator.

巴利托先生终于答应我们买部新的复印机。

Well, I've finally convinced Mr. Ballito that we should buy a new one.

嗯，我终于说服了巴利托先生我们应该买部新的复印机。

在以上两句中 finally... at last... 表达同样的意思，只是它们在句中的位置不同而已。

2. Well, they're not difficult to operate.

这个嘛，他们操作起来并不困难。

not difficult to operate 是一种机智的说法。卖主的目的在于劝说买主购买电动复印机。本句可理解为：

they are not easier, they may even be a little more difficult to use than the manual models.

3. Opal and Melita began to decide which is the best to buy.

欧帕和米莉塔开始讨论哪种类型是最佳选择。

which 是疑问代词，在从句中作主语。

which is the best one to buy 作 decide 的宾语。

4. They never doubt of the efficiency of electric machines.

他们绝不怀疑电动机器的效率。

## Word Study

1. operate v. 操作；开动

(cause to) work

1). Do you know how to operate this machine?

你知道这台机器怎样操作吗?

2). The lift was not operating properly.

这个电梯没有正常运行。

3). The machinery operates continuously.

机器在不停地运转。

2. doubt v. 怀疑

hesitate to believe

1). I doubt the truth of this report.

我怀疑这份报告的真实性。

2). I'm sorry that I doubted you before.

我很抱歉以前我曾怀疑你。

3). I don't doubt that you are honest.

我并不怀疑你的诚实。

3. cost v. 花费 (金钱; 时间; 劳力……)

require the payment of

1). That suit costs me over £ 6.

那套衣服用了我 6 个多先令。

2). How much does it cost?

它值多少钱?

3). Repairing this car must cost a lot of time.

修理这部汽车花很多时间。

4. send up 把 (报告、议案) 往上送; 呈递

submit to

1). He sent up the report to his boss.

他向他的老板呈递了这份报告。

2). This report was sent up after we discussed.

那份报告在我们讨论后送上去了。

3). She sent up her application for this job.

她为了这份工作递交了申请。

5. take up 占去 (时间、地方、注意力)

occupy

1). I'm sorry to take up your time.

我很抱歉占用了你的时间。

2). You have to come early to take up a seat.

你得早点来占一个位置。

3). The ocean takes up two-thirds of the earth.

海洋占地球的三分之二。

6. supply with 供应, 提供。

give

1). Who supplies you with meal?

谁为你提供吃的?

2). Cows supply us with milk.

牛为我们提供牛奶。

3). This shop supplies us with all we need.

这个商店为我们提供所有我们所需要的东西。

7. compare with (to) 与...比较

judge to what extent persons or things are similar or not similar

1). He compared London with (to) Paris.

他把巴黎与伦敦相比较。

2). It was a small place then compared to what it is

now.

与现在相比那时这是一个小地方。

3). He began to compare himself with the students.

他开始把他自己与这些学生比较。

## 译 文

### 接待来访者

#### 对 话

(欧帕和米莉塔有一部很旧而又常出毛病的复印机。她们力图使巴利托先生相信她们实在需要一部新的。巴利托先生最后终于同意她们可以选一部她们需要的，因此她们格外高兴。此刻欧帕和米莉塔正讨论这件事。)

#### I

欧 帕: 巴利托先生终于答应我们可以买一部新复印机了。

米莉塔: 啊，太好了！这部旧的简直要我的命。

欧 帕: 是啊，那真是一个讨厌的破旧玩意，不是吗？

米莉塔: 就是嘛，现代办公设备有限公司还有这种旧玩意，真是笑话。

欧 帕: 好啦，我终于说服了巴利托先生该买部新的了。

米莉塔: 我们买那种呢？

欧 帕： 这个嘛，他叫我们查一查可能买到的各种类型，然后推荐我们想要的。

欧 帕： 哈，太棒了。我们什么时候开始？

欧 帕： 你可以马上给玛丽亚打电话，叫她送一些说明书和价格表来。

米莉塔： 玛丽亚？她不是谢利先生的秘书吗？

欧 帕： 是的。告诉她我们打算买部新的复印机。问她是否有这方面的说明书。

## II

谢 利： 我是谢利。

米莉塔： 哦，谢利先生，玛丽亚在吗？

谢 利： 不，她不在，她今天没来。有事吗？

米莉塔： 是的，谢利先生。巴利托先生说我们可以买一部新的复印机，叫选一部我们喜欢的。你们有没有说明书给我们看看？

谢 利： 当然，有许多。你们自然是要油墨复印机，对吗？

米莉塔： 不错，油墨复印机复印的张数要比使用酒精液复印机印的张数多。而且打蜡纸更容易。

谢 利： 你们现在的复印机是手动的，是不是？

米莉塔： 对，是手动的。

谢 利： 这次你们何不买一部电动的呢？电动的要快得多。

米莉塔： 不过电动的容易操作吗？

谢 利： 这个嘛，电动的操作起来并不困难。



米莉塔： 嗯，我说你能否给我们送一些介绍手动和电动复印机的说明书小册子来呢。

谢 利： 没问题。我马上送来。

米莉塔： 非常感谢，谢利先生。再见。

谢 利： 再见。

### III

米莉塔： 欧帕，我们买不买电动复印机？

欧 帕： 不，我看不买。电动复印机比手动的要贵得多。

米莉塔： 而且体积也要大得多。

欧 帕： 完全正确。如果我们能买到一部小点的就好了。比我们原来这部大块头少占点空间。

米莉塔： 是的。这些新机器看起来都很小巧。

欧 帕： 嗯，这种如何？“手动台式型。装纸量一令。该种型号的复印机可配备两个特有的屉式贮藏柜，用于贮藏所需物品和废蜡纸。该机适合于普通文件柜。”

米莉塔： 好。看来这就是我们想要的型号了。

欧 帕： 正是，我想推荐这种。这种规格比其他规格要便宜些。也许我们还可以买贮藏柜。

米莉塔： 我们终有合适的地方装废蜡纸了。

### 课 文

复印机对秘书非常有用。但欧帕和米莉塔的复印机却很破旧，常出毛病。经营出售现代办公设备的公司居然自己却