



实用交际英语



中国致公出版社

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吴骅 张复满 编著

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图书在版编目(CIP)数据

实用交际英语/吴骅等编著. —北京:中国致公出版社,
1996. 8

ISBN 7—80096—240—7

I. 实… II. 吴… III. 英语-口语 N. H319. 9

中国版本图书馆 CIP 数据核字(96)第 13529 号

01167/33 28

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中国致公出版社出版

北京市太平桥大街 4 号(邮编:100034)

新华书店经销

中国人民大学出版社印刷厂印刷

开本:787×1092 1/32 印张:11.5 字数:276 千字

1997 年 3 月第 1 版 1997 年 3 月第 1 次印刷

印数:1—10 010 册

ISBN 7—80096—240—7/G · 106

定价:12.00 元

前 言

语言是人们交流思想的工具。人们在交际过程中运用语言表达思想都带有一定的目的。由于场合和对象不同,所使用的措词也不尽相同。以表示感谢为例,在任何情况、任何场合下都可用 Thank you (very much) (for + n. /pron. / v-ing.) 这一句式;但在较严肃的场合还可以用 I'm very grateful (to you) (for + n. /pron. /v-ing.) 或 I'm (very much/extremely) obliged (to you) (for + n. /pron. /v-ing.) 等句式;而在较轻松场合则可不拘礼节用 A thousand thanks. 或 Cheers! 等。如果不考虑场合和对象而使用同样的措词就可能造成误会,影响人们的相互交际。

“实用交际英语”一书正是基于这一目的而编写的。它以人们在交际过程中经常需要表达的意念如问候、告别、介绍、感谢、请求、致歉等为题,分别按一般场合、正式场合和非正式场合列出多种不同的会话句式,每种句式以典型例句开头,进行简要的解释,紧接着提供大量的、内容丰富(往往含有会话场景)的例句,每个例句都附汉语参考译文。全书按功能意念分成 40 项,典型例句 700 余条,全部例句合计近 5000 条。本书根据中学和大学英语教学的实际情况和使用英语的实际需要而编著,是大、中学生学习交际英语的入门手册,为他们与英美人士进行日常会话、沟通思想提供借鉴。本书揽括了中学英语教学大纲和大学英语教学大纲“功能意念表”中的主要项目,从而为英语中考、高考和大学英语四级英语考试的命题提供依据,因此又是大、中学生学习英语结构和常用词语的必不可少的参考书。

本书在编写过程中曾参阅大量英语原版书,并选用其中例句,限于篇幅,这里不一一列举。在此对这些原版书的作者表示谢意。

参加本书编写的还有石良贵、陈祖钟、庄震、叶开潮等同志。

由于编者水平所限,加之出书时间仓促,书中错误和疏漏之外在所难免,欢迎广大读者批评指正。

本书使用的缩略语

adj.	adjective	形容词
adv.	adverb	副词
cl.	clause	从句
n.	noun	名词
prep.	preposition	介词
prep. phr.	prepositional phrase	介词短语
p. p.	past participle	过去分词
pron.	pronoun	代词
v.	verb	动词原形
v-ing.	present participle	现在分词
	gerund	动名词
to-v.	infinitive	动词不定式
S.	Subject	主语
O.	Object	宾语
sb.	somebody	某人
sth.	something	某物, 某事
that-cl.	that-clause	由 that 引导的从句
wh-cl.	wh-clause	由 who, when, where, why, whether 引导的从句
if-cl.	if-clause	由 if 引导的从句
etc.	et cetera	等等

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1

Greetings 问候

Hello!

(1)表示问候或打招呼引起注意,最常用的招呼用语。译为“嗨”“你好”。

回答也常用 hello. 意外遇见某熟人表示惊奇常用 Why, hello! 如:

Hello! What's your name? 嗨,你叫什么名字?

Hello, John! How are you? 嗨,约翰! 您好!

Hello, it's nice to meet you. 您好! 很高兴遇见你。

—Hello, Jim! 您好,吉姆!

—Why, hello, Jack! I haven't seen you for a long time. How is everything with you? 哦,您好,杰克! 很久没有见面了。您一切好吧?

Hello there, Bill! 嗨,比尔! (老朋友间很随便的问候) Long time no see! 久未见面。(非正式场合,用于熟人间)

Ah, Bill, just the person I wanted to see. 哦,比尔,我正想找你。(熟人
间用于恰好遇见正想见的人。类似表达法还有: Just the person I was
looking for. 或 The very person I was after.)

(2)打电话时用作招呼语,译为“喂”“您好”。如:

Hello, is that 28697? 喂,您的号码是 28697 吗?

Hello, is Mr. Smith there? 喂,您是史密斯先生吗?

Hello, is Mrs. Brown in? 喂,布朗太太在家吗?

Hello, who is this speaking, please? (= Hello, who's speaking,
please?) 喂,请问你是哪一位?

Hello, this is Bob speaking. 喂,我是鲍勃。

—Hello! 698724. 喂,我的电话号码是 698724。

—Hello. Bill? 喂,你是比尔?

—No, this is Sam. 不,我是萨姆。

(3)用作名词,意为“招呼”。如:

She gave me a warm hello. 她热情地向我打招呼。

They wanted me to say hello to you and thank you for your kindness.

他们要我向你致意并感谢你的好意。

Hi!

表示问候或唤起注意,见面时招呼语,相互间往往是熟识的老朋友。译为“嗨”或“喂”,非正式用法,用来代替 hey 或 hello,回答时也用 hi。如:

Hi! Everybody! 嗨,大家好!

Hi there, Jack! 嗨,杰克!

Hi, Ann! What class are you in? 嗨,安! 你在哪班?

Hi, what are you doing here? 嗨,你在这儿干什么?

—Hi, Sam. This is Mike. How are you? 嗨,萨姆! 我是迈克,你好吗?

—Fine, thanks, Mike. 很好,谢谢你,迈克。

How do you do?

一般是被介绍时双方交换的寒暄套语,正式用法,只用在第一次见面时。回答也用 How do you do? 如:

—I'm Li Fen. 我是李风。

—How do you do? 您好!

—How do you do? 您好!

—Mum, this is my teacher, Miss Gao. 妈妈,这是我的老师高小姐。

—How do you do? 您好!

—How do you do? 您好!

—Mary, I want you to meet my friend Fred. Fred, this is my wife, Mary. 玛丽,我来给你介绍一下我的朋友弗雷德。弗雷德,这是我妻子玛丽。

—How do you do, Mary? 您好,玛丽!

—How do you do, Fred? 您好,弗雷德!

How are you?

熟人间打招呼或问候时用。如:

Hi! How are you, Peter? 嗨,你好,彼得!(相互间是老朋友)

Ah, Mr. Li. Are you well? 啊,李先生,您身体好吗?(对方是久未见面不太熟的事)

Are you better, Mr. Li? 您身体好些了吗,李先生?(知道对方最近身体不好时的问候语)

How are you today? 你今天好吗?

注意:对上述问候回答不用 How are you?,而要根据具体情况。如表示自己身体健康应说 (I'm) Fine, thank you. And you? (= And how are you?) 或 What about you? 或者 (I'm) Very well/All right, thank you. And you? 如感觉不是极佳可用 Quite well, thank you. And you? 如果自己身体不好,可说 OK, thanks. 或 Not bad, thank you. 或 Not too well. 或 Surviving./Still alive. (仍然活着)等。但对不太熟悉的人的问候还是以 (I'm) Fine/Very well. 回答为妥。如:

—How are you? 您身体好吗?

—Fine, thank you. How are you? 很好,谢谢您。您身体也还好吗?

—I'm fine, too, thanks. 我也很好。谢谢。

—How are you this morning? 你今天上午身体好吗?

—Not too well, I'm afraid. I've got a slight cold. 恐怕身体不太好。我有点感冒。

How is he/she/your family, etc.?

由于询问、问候不在场的第三者健康状况等。如:

—How is Bill these days? 比尔近日好吗?

—He's fine. He's in California. He has a good job there. 他很好。他在加利福尼亚,有一个好工作。

—How is your wife? 您夫人身体好吗?

—Oh, she is fine, thank you. 啊,她身体很好,谢谢您。

—How is your family? 您全家都好吗?

—My family is very well, thank you. 我全家都很好,谢谢您了。

How are things with you?

与朋友、熟人分别一段时间再见面问候语。也可用 *How's life?* 或 *How goes it (with you)?* 或 *How are you getting on/along with sth. /sb. in (at) some place?* 或 *Hello stranger!* 问老朋友近况可用 *What's new/the latest?* 或 *What are you up these days?* 等。回答语视具体情况,如表示一切如意用 *Oh, (I'm) on top of the world, thanks.* 或 *I'm full of joys of spring!* 如表示一般还过得去用 *Just so-so, thanks.* 或 *Can't complain.* 或 *Not so/too bad, thanks.* 如不愉快,身体不好可用 *Still alive* 等。如:

Hello, stranger! Where have you been these past few weeks? 喂,你好! 近几周你上哪儿去了?

—*How's everything with you?* 你一切都好吗?

—*Fine, thank you. And how are things with you?* 很好,谢谢你。你一切也都好吗?

—*How's life?* 近来一切都好吗?

—*Oh, on top of the world, thanks.* 啊,好极了。谢谢。

—*How are you getting on/along?* 你近来好吗?

—*Pretty well, thank you.* 很好,谢谢你。

How are you getting on/along with your study at the institute? 你在校学习好吗?

—*How's life treating you?* 你过得好吗?

—*Can't complain.* 还好。(或 *Just so-so.* 马马虎虎。或 *About the same as usual.* 和以往一样。)

Good morning! /Good afternoon! / Good evening!

分别是早晨(上午)、下午和晚上见面时的问候语,正式用法。回答时一般也用 *Good morning!* /*Good afternoon!* /*Good evening!* 口语中可简化成 *Morning!* /*Afternoon!* /*Evening!* 晚上见面即使夜深也要用 *Good evening!* 晚上分别用 *Good night!* 如:

—*Good morning, class.* 早上好,同学们。

—Good morning, sir. 早上好,老师。

—Morning, Jim. 你早,吉姆。

—Hi, Li Lei! Am I late? 嗨,李雷!我迟到了吗?

—Good afternoon, Mr. Zhang. 下午好,张先生。

—Good afternoon, Mr. Smith. 下午好,史密斯先生。

—Hi, Han Meimei! 嗨,韩梅梅!

—Oh, good evening, Lucy. Come in. 啊,晚上好,露西。请进。

Morning/Evening all! (=Good morning/evening, everyone!) 大家早上(晚上)好!(现多用于午台上及幽默场合)

The top of the morning (to you)! 早上好!(源自于爱尔兰人用语)

Good day!

白天见面或分别时间候语。正规用法。现不大常用。

One moment—let me show you out, sir. Good day, sir, good day. 等一会。让我送您出去,先生。再见,先生,再见。

(It's) Nice to see/meet you.

与某人见面时表示乐于见面的客套语,相互之间并不很熟。与某人待一段时间分别时客套语应说 It was nice meeting/seeing you. 或者 Nice to have met/seen you. 两者不可混淆。如:

(It's) Good to see you (again). (再次)见到你太高兴了。

—It's nice to meet you. 看见您真高兴。

—Nice to meet you, too. 我遇见您也很高兴。

How nice (it is) to meet you again! 再次见到您真令人愉快!

(I'm) Glad/Pleased/Happy, etc. to see/meet you.

与某人见面时表示乐于见面的客套语。分别时客套语应说 (I'm) Glad to have seen/met you. 如:

—Pleased to meet you, Mr. Jones. 很高兴遇见你,乔恩先生。

—Pleased to meet you, too. 遇见你我也很高兴。

—How do you do, John? 您好, 约翰!

—Glad to meet you, Colin! 很高兴遇见您, 科林!

I'm happy to see you, Mr. Johnson. 很高兴看见你, 约翰逊先生。

I'm only too glad to see you. 我看见你真是太高兴了。

I'm glad to have seen/met you. 能看见您并在一起度过一段时间令人高兴。

He greeted me with a smile.

greet sb. with+n. /by+v-ing. 用某种方式向某人问好, 致意。如:

We greeted him with enthusiasm. 我们向他热情问好。

He greeted us by shouting a friendly "Hello!" 他高声友好地喊叫“嗨”向我们问好。

Greetings! How's everything with you?

greeting 意为招呼, 问好。复数形式 greetings 意为问候、祝贺等。可单独使用, 也可构成词组。如:

"Hello!" and "Good morning!" are greetings. “你好!”和“早安!”是问候语。

He didn't return the greeting. 他对问候未作回应。

She gave me a nod of greeting. 她向我点头问好。

They sent me a letter with the greeting "Dear Sir". 他们寄信给我, 信首称呼我“亲爱的先生”。

Give our greetings to your mother. 代我们向您母亲问候。

Fine /Wonderful/ Awful weather, isn't it?

与他人特别是不太熟悉的人交谈时往往从询问健康状况或谈论天气情况开始。上句即是以谈论天气为话题开始交谈。如:

—It's a nice day, isn't it? 天气真好, 是吗?

—Yes, it's really lovely. 是的, 天气真好。

—(It's a) Lovely day, isn't it? 天气很好, 是吧?

—Yes, isn't it? 是呀,可不是吗?

—Awful/Wonderful weather, isn't it! 天气糟透(好极)了,是吧?

—Yes, isn't it! 可不是吗!

Excuse me, but have we met before? 请问,我们见过面吗?(或 Excuse my asking, but haven't we met somewhere before?)(与似曾相识的人开始交谈可用此语)

They all asked after you.

ask after/for sb. / sb. 's health. 向某人、某人的健康问候。如:

We asked after his health. 我们问候他的健康。

I met Tom at the party. He asked for you. 我在聚会上见到汤姆。他向你问候。

2

Farewells 告别

Good-by(e).

(1) 用于相互分别时, 比较正式场合。口语中可省略成 **By(e)** 或 **By(e)-by(e)**。如:

Well, good-bye. See you tomorrow. 好, 再见。明天见。

—Good-bye. 再见。

—OK. Thank you. Good-bye! 好, 谢谢您。再见!

—Bye! 再见!

(2) 作名词用, say good-bye to sb. 意为向某人告别, 如:

I'd like to say good-bye to you all. 我想向你们大家告别。

I've come to say good-bye. 我来告辞。

They left the room without saying good-bye. 他们未作告辞离开房间。

So long.

一般用于非正式场合。如:

—I have a few things to do before supper. So long! 晚饭前我有好几件事要做。再见。

—So long! 再见!

I'm going now, but I'll be back again tomorrow. So long! 我得走了, 但明天回来。再见!

Excuse me a moment/minute.

此句用于失陪片刻的场合, 也可说 Excuse me, I'll be back in a moment/minute. 或 Excuse me, I shan't be a moment/minute. 如:

(Scuse me.) I'll be right back. 对不起, 我离开一小会。(用于非正式场合, 如与老朋友谈话中要去接电话、开门、上洗手间等。)

I'm afraid I must/have to leave you for a moment/a minute or two/a

short while. 我恐怕得离开你们一小会。(多用于正式场合,如在主持会议、讲课、演讲过程中需暂时出外片刻。也可说 I wonder if you'd excuse me for a moment/minute. 或 Would you excuse me for a moment, please?)

See you (later/tomorrow, etc.)

单独使用有“一定见,不见不散”之意。带时间状语或地点状语往往表示约见的具体时间地点。如:

--See you later, Peter! 回头见,彼得!

--Yes, good-bye! 好,再见。

--See you around 5:30 then. 那么五点三十分左右见。

--So long. 再见。

--Well, so long! See you Sunday. 好,再见! 星期日见。

--Yes. Good-bye. 好。再见。

--Right. See you. 行,再见。

--See you. Bye. 一定见。再会。

--Well, good-bye. See you tomorrow. 好,再会。明天见。

--Good-bye. 再见。

Good night.

晚上分别时客套语。Good night. 和 See you tomorrow. 常连在一起用。就寝前往往相互道 Good night. 如:

--It's late. I must go. Good night. 不早了。我得走了。晚安!

--Good night. See you tomorrow. 晚安。明天见。

Good night, Lucy. Have a good rest. 晚安,露西。好好休息。

Good night, Ann. Have a fond dream/sound sleep. 晚安,安。做个好梦(睡个好觉)。

I must be off.

告别时常用语,尤用于非正式场合。如:

(Sorry,) I must be off now. (对不起,)我现在得走了。

(Sorry,) I must/have got to go/dash/rush now. Bye. (对不起,)我现在得走了。再见。(以上两例表示自己很匆忙,需立即告辞)

(Sorry,) I must/had better be moving/ getting on my way. (对不起,)我得上路了。(此例表示自己不匆忙,并不急于离开)

I really have to go/must be going now. 我现在的确得(应该)走了。

(It's been nice talking to you, but) I'm afraid I can't/oughtn't to stay any longer. (和你谈话真好,但)我恐怕不能再继续待下去了(得告辞了)。

—I'm afraid I must be going now. I've got to get to the bank before it closes. It's been very nice seeing you. 我恐怕得走了。我得在银行下班前去一趟。看见您真令人愉快。

—Nice to have seen you, too. 与您相见我也很高兴。(以上对话尤用于意外撞见的老朋友之间)

I'm afraid I'll have to be going. 我想我得走了。

I'm afraid I really must be off/go. I have a few things to do before supper. 我恐怕真该走了。晚饭前我还有几件事要做。

I hope you don't mind, but I really have to go/must be going now. 希望你不要介意,我确实得走了。

It was nice seeing you.

用于与人分别时客套语,即对在一起已度过的时光感到高兴愉快。与某人刚见面时表示很高兴很愉快应说(It's) Nice to see/meet you. 类似的表达法还有:It was nice talking to you. It was nice to have met/seen you. (I'm) Glad to have met/seen you. 等。如:

(I'm) Glad to have met you. I hope we'll meet again some time. 遇见您很高兴。我希望将来某个时间能再见。

I'm glad to have seen you. I hope we'll see each other again some time. 见到您令人高兴。我希望我们以后能再次相会。

—Nice to have seen you. 很高兴见到你。