

Office English

上班一族

英语口语

赵丹 编著



大连理工大学出版社

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Preface 前言

As the business world is changing dramatically due to the global financial crisis caused by the secondary mortgage in the U.S.A., office English is more widely needed than ever. China is standing out as the corner stone of the world economy as the largest creditor and hard currency owner. Foreign companies are rushing to do business with China or in China. I anticipate an increasing number of foreigners coming to China. At the same time, our products are going to export to other countries with an expanded trend. For example, Chinese automotive companies are exporting to more and more countries.

在美国次贷危机引发的全球金融危机改变着世界现状的今天,办公室英语的需求到了无以复加的程度。中国,作为最大的债权国和硬通货的拥有者,成为世界经济的中流砥柱。外国公司争先恐后地和中国做生意。我感觉会有更多的外国人来到中国。同时,我国的产品会扩大出口到其他国家。比如,中国的汽车工业正出口到越来越多的国家。

With this in mind, we developed a more systemic version of business English. In this book, we cover a wide range of office English topics, from every day English to each specialty of business functions. For each topic, we list a number of typical sentences first, followed by English cultural explanations of the topic, and actual dialogue examples. Related words, phrases and patterns are listed at the end of each topic. We believe this way; the reader can benefit best from practicing the dialogues and referring to the rich typical sentences.

出于这种考虑,我们编著了一本更全面、更系统的英语书。这本书涵盖了广泛的办公室英语话题,从日常英语到商务英语的每一个功能专业。对于每一个话题,我们列出了大量的典型语句,对每一话题进行了英语文化背景的解释,并列举了典型对话。在每一个话题最后,列举了相关的词语、短语和句型。我们认为,这样的编排可以最大限度地帮助读者练习对话,查找例句,学好英语。

Finally I encourage the readers to work hard on mastering English. Yes, there are some smart ways to improve your English, but hard work is the key to fluent English. No hard work, no glory!

最后,我鼓励读者能下苦功,学好英语。当然,学英语是有一些窍门,但刻苦用功是熟练掌握英语的不二法门。只有用功,才有辉煌!

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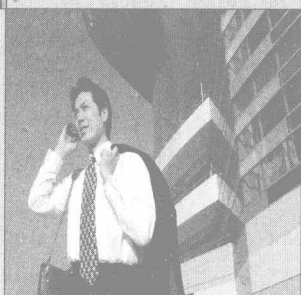
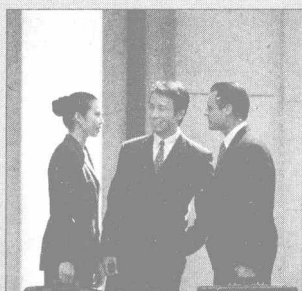
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第一章 问候语

Chapter One Greetings

[1

Meeting for the First Time

初次见面

Typical Sentences 典型句子

- ⑤ Hello! (Generic greeting can be used to greet anybody. The answer can be either "Hello!" or "Hi!")
- ⑤ Hi! (Same as above, but even more casual, and the reply is also "Hi!")
- ⑤ How do you do? (Older style, not popular any more, typical British. The answer is also "How do you do?")
- ⑤ How are you doing? (Not only greeting, but also a little caring)
- ⑤ How is it going? (Casual greeting)
- ⑤ How is it coming along? (Greeting, but also asking progress of work)
- ⑤ Howdy! (Casual greeting, more cowboy style. The answer can also be "Howdy!")
- ⑤ How are you? (Greeting and caring)
- ⑤ Hi there! (Casual, greetings between students)
- ⑤ How is it, Buddy? (Casual, and show close relationship)
- ⑤ How is it, son? (Older people to greet young boys)
- ⑤ Fine, thank you. (Answer to "How are you?")
- ⑤ Good! (Answer to casual greetings like "How are you doing?" and "How is it?")
- ⑤ I'm good. (Not only saying "good", but also indicating nothing is needed.)
- ⑤ I'm okay. (It is okay, but implying not very good. Note: In English "Okay" is not very good. It is "so so". There is a misunderstanding about this, when reporting some foreigners say something is good in
- ⑤ 你好! (可以随时使用的一般性问候。回答可以是"Hello!" 或"Hi!")
- ⑤ 你好! (同上, 但更随意, 回答也是"Hi!")
- ⑤ 你好! (老式用语, 现在不常用, 典型英式用语。回答也是"How do you do?")
- ⑤ 最近怎样? (不仅是单纯的问候, 也有关心的成分)
- ⑤ 你好吗? (随意的问候)
- ⑤ 进展如何? (问候, 有问事情进展情况的成分)
- ⑤ 您好! (随意的问候, 更有牛仔味道, 可以用同一语句回答)
- ⑤ 你好吗? (问候和关心)
- ⑤ 喂! (随意, 学生间的问候语)
- ⑤ 最近怎么样, 伙计? (随意, 表现出两人的关系密切)
- ⑤ 最近怎么样, 孩子? (长辈问候男孩子)
- ⑤ 很好, 谢谢。(对"How are you?"的回答)
- ⑤ 很好! (对一些随意性问候的回答, 比如"How are you doing?" 和"How is it?")
- ⑤ 我很好。(不仅仅是说"好", 还表示不需要什么)
- ⑤ 我很好。(还好, 但是表示不是十分好。注: 在英语里, "Okay"表示不是很好, 和"so so"的意思一样。关于这个词有一些误解, 有时外国人说

China, "OK" is often wrongly quoted.)

“OK”的时候,经常被中国人误解为“很好”。)

⑤ May I have your name? (Usually people will offer their names. But if the other person did not, and you want to know, you can ask.)

⑤ 我可以知道您的名字吗?(一般人们会主动提供自己的名字。但如果对方没有这样做的话,你还想知道,你可以这样问。)

⑥ What's your name? (Casual asking)

⑥ 你叫什么名字?(随意的问法)

⑥ My name is... (Formal reply)

⑥ 我的名字是……(正式回答)

⑥ I'm Brian.

⑥ 我叫布莱恩。

⑥ I'm Jennifer.

⑥ 我叫珍妮佛。

⑥ Nice to meet you! (For the first time to meet somebody)

⑥ 很高兴见到你!(初次见面)

⑥ Nice to see you again! (Met before)

⑥ 很高兴又见面了!(以前见过)

⑥ Me too! (The most useful phrase when used right.)

⑥ 我也是!(如果使用得当的话,这是最有用的短语。)

⑥ You too! (Same as above)

⑥ 你也是!(同上)

Cultural Tips

文化小常识

In U.S.A., greeting for the first time is not very different from everyday greetings. That is one of the characteristics of American: casual and straightforward. Americans can get acquainted with you very quickly. They do not want you to feel as a stranger to them. They may not talk to you on personal stuff when meeting you for the first time, but they are open to discuss anything else. There was a story. A Chinese lady was traveling with her friend on an airplane. She could not sit together with her friend as she needed to take care of her baby. But she did not want her friend to feel lonely for the long flight. She saw some Americans on the plane, Therefore she introduced her friend to the Americans. They soon chatted like old friends. This story shows how Americans are easy to become acquainted.

在美国,初次见面的问候语与日常问候的区别不大。这也正是美国人的性格:随意而直接。美国人自来熟,他们不希望你感觉自己是陌生。第一次见面,他们不会和你谈论过于私人的话题,但除此之外,无所不谈。有这样一个故事:有位中国女士与朋友坐飞机旅行,因为要照顾孩子,她不能和朋友坐在一起。为了让她的朋友不会觉得长途飞行寂寞,她把朋友介绍给机上的一些美国人。他们很快就熟识起来,聊得像老朋友一样。通过这个故事可见美国人是很容易接触的。

Example Dialogue

1

对话例子

A: Hello, I'm Brian.

A: 你好,我是布莱恩。

B: Hi, Brian. I'm Amy.

B: 你好,我是艾米。

A: Nice to meet you. Where are you from?

A: 很高兴认识你。你是哪里人?

B: I'm from U.S.A.

B: 我是美国人。

Example Dialogue

2

对话例子

A: Hi!

B: Hi!

A: May I have your name?

B: Sure. My name is Tom Cruise.

A: 你好!

B: 你好!

A: 我能知道你叫什么名字吗?

B: 当然,我叫汤姆·克鲁斯。

Related Words, Phrases and Patterns

相关词语和句型

1. I'm... 我叫……

2. I'm from... 我来自……

3. Nice to... 很高兴……

4. Sure: 当然。

5. May I... 我可以……吗?

6. My name is... 我的名字叫……

[2

Meeting People from Other Cities

与来自其他城市的人会面

Typical Sentences 典型句子

⑤ Where are you from? (Normal question, not respective, nor impolite)

⑤ Which city are you from?

⑤ Which state are you from?

⑤ Which province are you from?

⑤ You sound like from Michigan. (Not popular to use because you don't know whether the other person likes Michigan or not.)

⑤ You sound a New Yorker. (Same as above. Some people may think "New Yorker" is a compliment, but others may hate being a New Yorker.)

⑤ Did you stay in East coast?

⑤ Have you ever stayed in California?

⑤ Are you from the North?

⑤ Are you from Shanghai?

⑤ Are you from Beijing?

⑤ Are you from Northeast?

⑤ 你从哪儿来?(正常问话,不卑不亢)

⑤ 你来自哪座城市?

⑤ 你来自哪个州?

⑤ 你来自哪个省?

⑤ 听口音,你应该是密西根人。(不很常用,因为不知道对方是不是喜欢密西根。)

⑤ 听口音,你应该是纽约人。(同上,有些人会以为“纽约人”是恭维,而也有人可能讨厌做纽约人。)

⑤ 你在东海岸住过吗?

⑤ 你在加利福尼亚住过吗?

⑤ 你是北方人吗?

⑤ 你是上海人吗?

⑤ 你是北京人吗?

⑤ 你是东北人吗?

- | | |
|--|---------------|
| ⑤ Are you from Tibet? | ⑤ 你是西藏人吗? |
| ⑤ Are you from Paris? | ⑤ 你是巴黎人吗? |
| ⑤ Are you from London? | ⑤ 你是伦敦人吗? |
| ⑤ Are you from Tokyo? | ⑤ 你是东京人吗? |
| ⑤ Are you from Seoul? | ⑤ 你是首尔(汉城)人吗? |
| ⑤ Are you from Berlin? | ⑤ 你是柏林人吗? |
| ⑤ When did you come here? | ⑤ 你是什么时候来这儿的? |
| ⑤ How long have you been here? | ⑤ 你在这待了多久了? |
| ⑤ How long have you been in the school? | ⑤ 你在这个学校多久了? |
| ⑤ How many cities have you lived in? | ⑤ 你在多少个城市住过? |
| ⑤ Have you been to a lot of cities in China? | ⑤ 你到过中国很多地方吗? |

Cultural Tips

文化小常识

In the U.S., when greeting people from other cities, there may be feelings about the North and the South, caused by the American history. In the South, there used to be black slaves, while there were no slaves in the North. To remove the slavery system in the South was the cause of the war between the North and the South. As this has been quite remote now, it is not that sensitive any more.

在美国,当问候其他城市来的人时,由于美国历史的原因,南方人和北方人可能会有不同的感觉。在南方,曾经有黑人奴隶,而在北方没有奴隶。南北方曾为了取消奴隶制而发生过战争。但这已经是很久以前的事了,所以已经不再是非常敏感的话题。

There are nicknames for some of the American cities. For example, New York is called the "Big Apple". New Orleans' nickname is the "Big Easy". Each state also has its characteristics. For example, Wisconsin is the state of milk. Florida is the state of orange. California is the sunny state. There are also featured events for states and cities, like the Rose Ball in California, the Derby in Kentucky, and the Casinos in Las Vegas. I was most impressed by the slogan from Reno: "The Largest Small City in the World!"

一些美国城市有别名。比如,纽约的别名是“大苹果”,新奥尔良的别名是“大安逸”。每个州都有不同的特色。比如,威斯康辛州是牛奶之州,佛罗里达盛产柑橘,加利福尼亚是阳光之都。一些州和城市也有特色活动,像加利福尼亚的玫瑰橄榄球赛、肯塔基州的德比马赛以及拉斯维加斯的赌城。我对雷诺城的标语印象最深刻:“世界上最大的小城市”。

Example Dialogue

1

对话例子

- | | |
|----------------------|------------|
| A: Hello! | A: 你好! |
| B: Hello! | B: 你好! |
| A: What's your name? | A: 你叫什么名字? |
| B: I'm Jeff. | B: 我叫杰夫。 |

A: I'm Tony. Where are you from?

B: I'm from Mississippi. Are you from this area?

A: No. I'm from Chicago. Nice to meet you.

B: You too. Listen, I got to run. Catch you later.

A: 我叫托尼。你是哪里人?

B: 我是密西西比人。你是本地人吗?

A: 不是,我是芝加哥人。很高兴认识你。

B: 也很高兴认识你。嗯,我有点儿急事,再见。

Example Dialogue

2

对话例子

A: Hi!

B: Hi, there!

A: How are you doing?

B: Good, good.

A: I'm Li Ning.

B: I'm Liu Li. Where is your hometown?

A: Harbin. How about you?

B: Changchun. So we are all Northerners.

A: Right, we are all Lei Feng's alive.

B: How did you get to Shanghai?

A: I came to look for jobs.

B: Me too! What a coincidence!

A: 你好!

B: 你好!

A: 怎么样?

B: 很好,很好。

A: 我叫李宁。

B: 我叫刘丽。你家乡是哪里?

A: 哈尔滨,你呢?

B: 长春。那么我们都是东北人了。

A: 对,我们都是“活雷锋”。

B: 你怎么来上海的?

A: 我是来找工作的。

B: 我也是!真是太巧了!

Related Words, Phrases and Patterns

相关词语和句型

1. listen: 那什么;你听我说

2. get to run: 有事马上要走

3. Catch you later: 晚些见!(再见!)

4. What's... 是什么?

5. Where are you... 你从哪儿……

6. hometown: 家乡,老家

7. look for job: 找工作

8. coincidence: 巧合

9. What a... 多么……

10. We are all... 我们都是……

3

Meeting Foreigners

与外国人见面

Typical Sentences 典型句子

⑤ What is your nationality? (Not very polite. It is like a police investigation question.)

⑤ 你的国籍是什么?(不是很礼貌,像是警察在调查问话。)

⑤ Where are you originally from? (Asking for the national origin because if you ask "Where are you from?" The other person may reply "I'm from New York." And it does not answer which country the person is originally from.)

⑤ I'm from America.

⑤ I'm from China.

⑤ I'm from England.

⑤ I'm from Japan.

⑤ I'm from Vietnam.

⑤ I'm from India.

⑤ I'm from Korea.

⑤ I'm from Russia.

⑤ I'm from Germany.

⑤ I'm from France.

⑤ I'm from Italy.

⑤ I'm American.

⑤ I'm Chinese.

⑤ I'm British.

⑤ I'm Japanese.

⑤ I'm Vietnamese.

⑤ I'm Indian.

⑤ I'm Korean.

⑤ I'm Russian.

⑤ I'm German.

⑤ I'm French.

⑤ I'm Italian.

⑤ How long have you been in the U.S.?

⑤ How long have you been in China?

⑤ Have you been to many countries?

⑤ 你最初是从哪来的?(询问国籍,因为如果你问“你从哪来?”别人会回答说“我从纽约来”,而不会知道这个人最初来自哪个国家。)

⑤ 我是美国人。

⑤ 我是中国人。

⑤ 我是英国人。

⑤ 我是日本人。

⑤ 我是越南人。

⑤ 我是印度人。

⑤ 我是韩国人。

⑤ 我是俄罗斯人。

⑤ 我是德国人。

⑤ 我是法国人。

⑤ 我是意大利人。

⑤ 我是美国人。

⑤ 我是中国人。

⑤ 我是英国人。

⑤ 我是日本人。

⑤ 我是越南人。

⑤ 我是印度人。

⑤ 我是韩国人。

⑤ 我是俄罗斯人。

⑤ 我是德国人。

⑤ 我是法国人。

⑤ 我是意大利人。

⑤ 你来美国多长时间了?

⑤ 你来中国多长时间了?

⑤ 你去过许多国家?

Cultural Tips

文化小常识

When people from different countries meet, there is an automatic reflection of national identities. There are people from rich countries, and there are people from poor countries. The U.S. is a superpower in the world. Most of Western countries are developed. People from developing countries can be sensitive if treated not nicely. No matter which country you are from, it is essential to be polite.

当来自不同国家的人第一次见面的时候,自然而然会反映出一些国家的特征。有人来自富有的国家,而有些人来自贫穷的国家。美国是世界上的超级大国,很多西方国家都很发达。而来自发展中国家的人对不礼貌的待遇更为敏感。无论你来自哪个国家,礼貌是最基本的。

Example Dialogue

1

对话例子

- A: Hello, may I have your name?
B: Sure. I'm Linda.
A: My name is John Smith. Where are you from?
B: I'm from Greek.
A: Really? How nice!
B: Yes. Which country are you from?
A: I'm from England.
B: How is the Queen?
A: Oh, I'm not very familiar with the royal family. You'll have to ask my wife.
B: I see. Then tell me something about your homeland...
- A: 你好,我可以知道你的名字吗?
B: 当然,我叫琳达。
A: 我叫约翰·史密斯。你从哪来?
B: 我从希腊来。
A: 真的吗? 太好了!
B: 是的。你从哪个国家来的?
A: 我从英国来。
B: 女王还好吧?
A: 哦,我对王室家族不太熟悉,这你得问我太太。
B: 噢,那给我讲讲你们国家的事吧……

Example Dialogue

2

对话例子

- A: Hi! Are you from Asia?
B: Hello! Yes, I'm from China.
A: Wow! I've been to the Great Wall!
B: Have you? How did you like it?
A: It was great! That was five years ago. China must be much different now.
B: Yes. China changed a lot in the last a few years. Have you been to Shanghai?
A: No. I didn't have time. I wish I can be there next time.
B: If possible, we can go together. I can be your tour guide.
A: That would be great!
B: Let me know when you plan your next trip to China.
A: Sure. I will. Nice of meeting you!
B: Same here. See you around!
- A: 你好! 你从亚洲来吗?
B: 你好! 是的,我来自中国。
A: 哇! 我去过长城!
B: 是吗? 觉得怎么样?
A: 很宏伟! 已经是五年前的事了。中国现在一定有很大不同了吧?
B: 是啊。中国在过去的几年里变化很大。你去过上海吗?
A: 没有,上次没有时间了。真希望下次能去。
B: 可能的话,我们可以一起去。我可以做你的向导。
A: 那太好了!
B: 下次计划去中国的话,一定要告诉我。
A: 当然,我会的。很高兴认识你!
B: 我也是。再见!

Related Words, Phrases and Patterns

相关词语和句型

- country: 国家
- royal family: 皇室家族
- May I have... 我可以……吗?
- I'm not familiar with... 我对……不熟悉。
- You'll have to... 你必须……
- How is... 怎么样?

7. Great Wall: 长城
8. tour guide: 导游
9. trip: 旅程
10. Same here: 一样

11. See you around: 再见。
12. Are you from... 你是来自……?
13. I've been to... 我曾经去过……

[4] Meeting People of the Same Gender

与同性见面

Typical Sentences 典型句子

- | | |
|--|---------------------------------|
| ⑤ How are you? | ⑤ 你好吗? |
| ⑤ How old are you? | ⑤ 你多大了? |
| ⑤ Do you have any hobbies? | ⑤ 你有什么爱好? |
| ⑤ May I know your age? | ⑤ 我能知道你的年龄吗? |
| ⑤ When were you born? | ⑤ 你什么时候出生的? |
| ⑤ Where were you born? | ⑤ 你在哪里出生的? |
| ⑤ How tall are you? | ⑤ 你身高多少? |
| ⑤ How much do you weigh? (If the other person is obviously overweight, don't ask this question.) | ⑤ 你体重多少? (如果对方明显超重的话, 不要问这个问题。) |

Cultural Tips

文化小常识

In western culture, with people of the same gender, you can ask something more personal, like age, weight, height etc. For people of opposite gender, those questions would not be polite if they are not familiar with each other. Sometimes, even with people you know, you may not ask questions on age.

在西方文化里, 同性之间可以谈论较为私人的话题, 例如年龄、体重、身高等等。而如果与不熟悉的异性谈论这些话题, 则是不礼貌的。有时, 甚至熟人之间也要避免谈论年龄问题。

Example Dialogue

1 对话例子

- | | |
|-------------------------|--------------|
| A: Hello! | A: 你好! |
| B: Hi! | B: 你好! |
| A: What's your name? | A: 你叫什么名字? |
| B: Lynn Smith. | B: 雷恩·史密斯。 |
| A: I'm Jennifer Martin. | A: 我叫珍妮佛·马丁。 |