

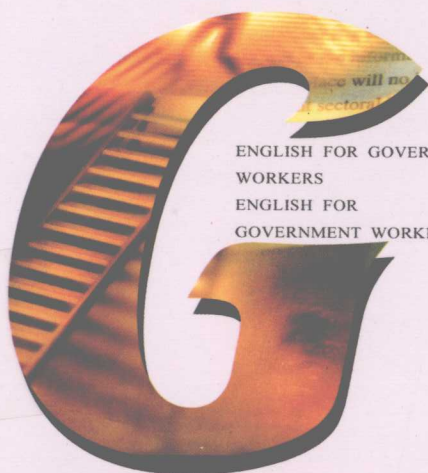
# English

## 公务员

# 实用英语教程

*English for Government Workers*

主编 涂开益



ENGLISH FOR GOVERNMENT  
WORKERS  
ENGLISH FOR  
GOVERNMENT WORKERS



西南财经大学出版社

Southwestern University of Finance & Economics Press

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编 者 张敬惠 刘 绮 栾红琼

谢 瑾 涂开益



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## 公务员实用英语教程

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## 前 言

为适应中国加入 **WTO** 和实施西部大开发的新形势需要,同时也为了推进四川省“跨越型、追赶型”发展,有必要对党政机关工作人员进行全员外语技能培训,从而增强干部队伍的整体对外交往能力,提升干部队伍的整体综合素质。

本书的编写,既着眼于党政机关工作人员知识与技能结构的现状,又关注未来社会经济发展对他们的前瞻性要求。

编撰伊始,考虑到公务员队伍的整体生理与心理特点,我们以应用语言学及第二语言习得理论为指导,以培养与提高我国公务员队伍的英语实践交际技能为出发点,以典型情景下的英语交际功能为编排核心,强调语言材料的原汁原味与体裁样式的丰富多样,强调课文内容具有实用性、练习编排具有针对性,并刻意整合全书在课文与练习之间的协调及互动。

历经一年有余的紧张劳作,本书终于完稿。作为编者,我们期盼本书的一些特点会得到使用本书的教师与学员的首肯,也希望书中的不足得到指正。

### 基本框架:

全书分为 15 个教学单元,每单元又分为如下 4 部分:

1. **Listening & Speaking**
2. **Text A (for comprehensive reading)**
3. **Text B (for extensive reading)**
4. **Writing**

同时,各部分配以专门设计的练习,其中的 **Text A** 为英、汉对

照,以方便自学。

**主要特点:**

1. 题材以北美国家为主,同时兼顾英国、澳大利亚和新西兰等其他英语国家——内容多元,形式多样;
2. 所有单元(Text A)的词汇表按字母顺序编排,用国际英标注音,释义以本文优先为原则——容易检索,便于自学;
3. 课文注释包含语言和文化两个方面,并且特别关注功能阐释——突出重点,解疑难点;
4. 紧随各部分课文后的“相关词组及表达方式”,围绕单元主题给出更多材料供学员操练——延伸视野,拓展技能;
5. 各部分练习设计以提高复用能力为重点,有限制地使用多项选择模式题型,更多地采用互动与开放的综合练习模式——注重交际,着眼实用。

全书的编写大纲及编写体例由涂开益统筹并执笔。各单元的具体分工情况为:张敬惠执笔撰写第1~3单元,刘绮执笔撰写第4~6单元,栾红琼执笔撰写第7~9单元,谢理执笔撰写第10~11单元,涂开益执笔撰写第12~15单元。初稿完成后,全书由涂开益统稿。

西南财经大学法学院院长高晋康教授为本书的编写提出了许多宝贵的建议,并给予了大力的支持;西南财经大学出版社社长程民选先生自始至终对本书的编写及出版做了热情和具体的指导;在有关技术环节上,我们还得到了西南财经大学出版社总编室的曾召友先生及编辑李才先生的大力支持。在此,我谨代表各位编者向他们表示衷心的感谢。

涂开益

2003年11月5日于光华村

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## UNIT 1 RECEPTION

### 1.1 *Listening & Speaking* (听与说)

#### 1.1.1 *Dialogues* (对话)

Listen to a dialogue about receiving a foreign friend. As you listen, repeat after the tape playing: first with your books open, and then closed.

这是一段有关接待外国友人的对话,边听录音边复读:第一遍可看书,第二遍不能看书。

#### At the Airport

Mrs. Gill is coming to Chengdu, China, to lecture in a university on the prospect of global environment. Upon her arrival at Shuangliu International Airport, she is met by Miss Wang, director of the Foreign Affair Section of the university.

Miss Wang: Excuse me, madam. Are you from England?

Mrs. Gill: Yes. I am Mrs. Gill from the University of Plymouth.

Miss Wang: How do you do, Mrs. Gill? I am Wang Xia from Tianfu University. I am here specially to meet you.

Mrs. Gill: How do you do? That's very kind of you to come all

the way to meet me.

Miss Wang: My pleasure. Did you have a good journey?

Mrs. Gill: Pretty good, except for a little jet lag.

Miss Wang: Take a good rest and you will get over it.

Mrs. Gill: Thank you. I will. I hope my visit will not give you too much trouble.

Miss Wang: No trouble at all. Just the other way around. I believe your visit will benefit our students a lot.

Mrs. Gill: That's very nice of you to say so. I'm already looking forward to meeting your students.

Miss Wang: Good! Well, do you need to wait for your luggage?

Mrs. Gill: No. I have got all my luggage on this trolley. Are we ready to leave here?

Miss Wang: Yes. Our taxi is waiting for us outside. Please allow me to help you with your suitcase.

Mrs. Gill: Please don't. I think I can manage all right. But that's a kind offer. I appreciate it, anyway.

Miss Wang: Well, then, please follow me. I thought you must be exhausted after such a long flight. And it is such a hot day.

Mrs. Gill: Oh, no. It was a very pleasant and smooth journey, so I am not tired at all. I should say that Southwest Airlines provides very good services. By the way, may I ask where I'm going to stay?

Miss Wang: I have made a reservation for you at the Holiday Inn. It is a joint venture hotel.

Mrs. Gill: Excuse me? I am not quite with you. What do you



mean by 'joint venture'?

Miss Wang: It means joint investment.

Mrs. Gill: Oh, I see. You mean that the hotel is a joint-investment project.

Miss Wang: You are perfectly right.

Mrs. Gill: Miss Wang, may I ask in which part of the city the hotel is?

Miss Wang: It is located in downtown, with convenient means of public transport.

Mrs. Gill: Chengdu is such a large city.

Miss Wang: That's true. Here is our car. After you, please.

Mrs. Gill: Thank you.

### **On the Way to the Hotel**

Miss Wang: Is this your first trip to China?

Mrs. Gill: Yes. I have been wanting to visit your country for quite some time. I have long heard of the Great Wall, the Qin Pottery Figures, and the Dufu Thatched Cottage. China is a very attractive country to most of us Westerners.

Miss Wang: We are going to arrange a trip to the Dufu Thatched Cottage, and we'll try to make your stay in Chengdu pleasant and interesting. By the way, what other countries have you visited, Mrs. Gill?

Mrs. Gill: Well, I have been to France, Italy, Spain a couple of times, and only once to Moscow.

Miss Wang: How did you find Moscow?

Mrs. Gill: Well, I found it quite an interesting city. But it is different from Paris, Rome, Madrid, and London. I was impressed by Moscow's fantastic monasteries and those tall flat buildings. Oh, are we in the urban districts now? Those two-storied houses are pretty.

Miss Wang: Are they? They are all farmers' houses. We are on the outskirts of the city. But we are approaching the urban districts.

Mrs. Gill: Incredible. It seems that you are beginning to enjoy the fruit of reform.

Miss Wang: You bet. Since 1979, great changes have taken place in every corner of China.

Mrs. Gill: No wonder it is said that this century will be the century of China.

Miss Wang: I think it is more true to say the century of village; the internet has reduced the world to a village. Well, here we are. We are going to check in at Holiday Inn.

Mrs. Gill: Great.

### 1.1.2 *New Words & Expressions* (词及词组)

appreciate [ə'pri:ʃieit] vt. 赏识, 鉴赏, 感激 vi. 增值, 涨价

approach [ə'prəʊtʃ] n. 接近, 方法, 步骤, 途径

attractive [ə'træktiv] adj. 吸引人的, 有魅力的

benefit ['benifit] n. 利益, 好处 vt. 有益于 vi. 受益

century ['sentʃəri] n. 世纪, 百年, 板球中的一百分

convenient [kən'vi:niənt] adj. 便利的, 方便的

- district ['distrikt] n. 区域, 行政区
- downtown ['dauntaun] adv. 在市区, 往市区 adj. 市区的
- exhausted [ig'zɔ:stid] adj. 耗尽的, 疲惫的
- fantastic [fæn'tæstik] adj. 幻想的, 奇异的, 稀奇古怪的
- follow ['fɒləu] vt. 跟随, 追随, 沿... 而行, 理解, 遵循
- get over 爬过, 克服, 熬过, 恢复, 原谅
- impress ['impres] vt. 印, 盖印, 留下印象
- incredible [in'kredəbl] adj. (口) 难以置信的
- Internet ['intənet] 因特网, 国际互联网络, 网际网
- investment [in'vestmənt] n. 投资, 可获利的东西
- jet lag 飞行时差反应, 时差感
- journey ['dʒə:ni] n. 旅行, 旅程 v. 旅行
- locate [ləu'keɪt; (US) 'ləukeɪt] vt. 查找... 的地点
- madam ['mædəm] n. 女士, 夫人
- manage ['mænidʒ] vi. 处理, 应付过去 vt. 管理, 控制
- mean [mi:n] adj. 低劣的, 卑鄙的, 普通的, 吝啬的, 简陋的
- monastery ['mɒnəstəri; (US) -teri] n. 修道院, 僧侣
- offer ['ɒfə(r); (US) ɔ:fər] n. 出价, 提议, 意图 vt. 提供
- provide [prə'vaɪd] v. 供应, 供给, 准备, 预防, 规定
- reduce [ri'dju:s; (US) -'du:s] vt. 减少, 缩小, 简化, 还原
- reform [ri'fɔ:m] n. 改革, 改善, 改良运动, 感化 vt. 改革
- reservation [rezə'veɪʃ(ə)n] n. 保留, (旅馆房间等) 预定
- service ['sə:vɪs] n. 服务, 服务性工作, 服役, 仪式
- storied ['stɔ:rid] adj. 以历史画装饰的, 历史上有名的
- suitcase [sju:tkeɪs] n. 手提箱, 衣箱
- transport [træns'pɔ:t, trɔ:-] n. 传送器, 运输 vt. 传送
- trolley ['trɒli] n. 电车, (电车) 滚轮, 手推车, 手摇车, 台车

urban ['ɜ:bən] adj. 城市的,市内的

### 1.1.3 *Proper Names* (专有名词)

Dufu Thatched Cottage 杜甫草堂

Great Wall 长城

Qin Pottery Figures 秦始皇兵马俑

Rome 罗马(意大利首都)

### 1.1.4 *Notes* (注释)

1. just the other way around. “恰恰相反”。该短语常见于口语体中,类似的说法还有:just the opposite, on the contrary 等。
2. I think I can manage all right. “我想我拿得了。”此处 manage 的基本意思是“应付、处理”,具体译法较为灵活。
3. I'm not quite with you. “我不大明白你的话”。该句型常见于口语中,类似的说法还有:I didn't catch what you said 等。
4. After you please. “您先请”。这是一个固定的习惯说法,不能说“You go first”。
5. You bet. “您说得一点不错”。注意区分与 I bet 的不同:后者的意思是“我认为、我打赌”。

### 1.1.5 *Related Expressions & Patterns*

(相关词组及表达方式)

#### **Expressions**

Air Canada (AC) 加拿大航空公司

Air China 中国国际航空公司

- Air France (AF) 法国国家航空公司  
air route, air line 航线  
airport service 机场服务处  
airsick 晕机  
arrival time 到港时间  
boarding check 登机牌  
boarding pass / card 登机卡 / 登机牌  
booking office 售票处  
British Airways (BA) 英国航空公司  
bumpy flight 不平稳的飞行  
carry-on luggage 随身携带行李  
check-in time 检票时间  
China International Travel Service (CITS) 中国国际旅行社  
Chinese Airlines (CA) 中国民航  
Customs baggage / luggage declaration form 海关行李申报单  
departure time 离港时间  
dutable goods 应税物品  
duty-free goods 免税物品  
economy class, tourist class 经济座  
entry formalities 入境手续  
entry visa 入境签证  
excess luggage 超重行李  
exit visa 出境签证  
first class 头等  
foreign currency declaration form 外币申报单  
form for registration of foreigner 外国人登记表  
frontier defense inspection station 边防检查站

- hand luggage 轻便行李 / 手提行李  
health certificate, quarantine certificate 健康证书  
heavy luggage 重件行李  
inquiry office / information room 问讯处  
Japan Airlines (JAL) 日本航空公司  
landing 着陆  
left-luggage office checkroom 行李寄存处  
luggage check 行李牌  
luggage check-in counter 行李过磅处  
night service 夜航  
non-stop flight 连续飞行  
Pan American World Airways (PAA) 泛美世界航空公司  
passport 护照  
personal effects 本人物品  
plane ticket 飞机票  
ramp 扶梯  
re-entry visa 再次入境签证  
return ticket, round-way ticket 往返票  
single ticket, one-way ticket 单程票  
smooth flight 平稳的飞行  
The Customs, customhouse 海关  
Trans World Airlines (TWA) 环球航空公司  
transit visa 过境签证  
unaccompanied luggage 托运行李  
waiting hall 候机厅

### Patterns

Could you show me your passport and quarantine certificate?

我看一下你的护照和健康证明好吗?

Do you have anything to declare? 你有没有申报物品?

Have you gone through the Customs formalities? 你办完海关手续了吗?

I'm holding a tourist visa. 我所持签证是旅游签证。

I've filled in the forms. 我已经填完了表格。

Our plane is a direct/straight flight to Tokyo. 我们的飞机是直飞东京的。

Please follow the green line. 请走绿线。

to board a plane, get into a plane 上飞机

to book / reserve a ticket 订机票

to get off a plane, alight from a plane 下飞机

to go through the Customs formalities 办理海关手续

to reserve a seat 预订机座

to rock, to toss, to bump 颠簸

to take off, take-off 起飞

We'll fly home via Hong Kong. 我们打算取道香港回国。

You are here on business, right? 你是来出差的, 对吧?

You have been granted a single-entry visa. 你签的是一次入境签证。

### 1.1.6 Oral Work (听说练习)

#### I. Pair Work

1. Supposing you were on the plane bound to Chengdu from America, and sitting beside you was an American who went to Chengdu on business, work with your partner, who was supposedly the American, and try to come up with an appropriate topic to start

off the conversation.

2. Look at the questions listed below. First, one of you asks all the questions and then answers them. When this has been done, change roles. Finally, decide whose answer to each question is more appropriate and accurate.

- 1) What do you think of Chengdu?
- 2) Why are there so many tea houses here in Chengdu?
- 3) What's the weather like in Chengdu?
- 4) Which attracts more visitors averagely, Dufu Thatched Cottage or McDonald's in downtown?
- 5) Besides Du Fu Thatched Cottage, are there other places of interests in Chengdu?

## II. Role Play

Imagine yourself to be an American businessman hoping to invest in Chengdu. Work with your partner who is supposedly a local governmental official in charge of attracting foreign capital, and try to come up with questions that a businessman would be most interested in when he plans to invest in Chengdu.

## III. Group Work

When people travel between cities, they usually take a form of public transport, plane, train, coach, or ship. Now brainstorm about the advantages and disadvantages that these transportation means may have. Record your answers in the table below.



Forms of Transport	Advantages	Disadvantages
by plane		
by train		
by coach		
by ship		

## 1.2 *Reading* (阅读)

### 1.2.1 *Text A* (课文 A)

#### How to Address Appropriately

Here comes John Smith walking toward me. Even though he is but a passing acquaintance, the American greeting ritual demands that I utter a few words (such as “nice day” or “good morning”) to reassure him of my goodwill. But what form of address should I use? John? Smith? Dr. Smith? A decision such as this is usually made unconsciously.

As native speakers in the American speech community, we have grown up learning the rules of address at the same time that we were acquiring the grammatical rules of American-English. At first thought, it might seem a trivial pursuit to examine the ways in which we address one another. But forms of address reveal many assumptions we make about members of our speech community.

Our initial decision about the appropriate address form is based on relative ages. If the person being addressed is a child, then almost