

CIVIL ENGLISH FOR
COMMUNICATION

市民交际英语

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施晓伟 著

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●浙江省社会科学界联合会社科普及课题成果

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前 言

改革开放已走过了 30 年的辉煌历程。全方位、宽领域、多层次的对外开放格局展现出中国的进步、发展和面向世界的自信、从容。现在对外交往已不仅仅与少数人相关,而且与广大市民越来越息息相关。中国欢迎国外的先进文化,更要走向世界、让世界了解中国,共享人类文明。通过学习而具备一定的日常英语对外交际能力已顺理成章地成为许多市民的迫切要求和现实需要。

目前,外语图书中的口语类图书虽不少,但多数较适合各类学校作为专业教材使用,或为了出国留学、参加考试等专门用途以及某些专业人士的专业需要而编写,不少教材偏难偏繁,容易使普通市民望而生畏。有的口语书又过于单一而缺乏实用性(如某些“××市民英语一百句”),因为真实的交际必须有双向的交流。总之,尚感缺乏针对普通中国市民与外籍人士日常交际所急需的实用通俗的学习用书。

因此,本书撰写时,作者努力以市民对外交际的实际日常需求为切入点,以现代英语教学法和交际的先进理论为依据,兼顾不同职业、年龄和文化背景(如社区居民、窗口单位工作人员等)的交际需求,以口语交流、实用书信为重点,在内容编排上深入浅出,通俗易懂,方便自学,并辅之一定的对外语言交际及文化背景知识,同时适当融入中国的人文风情等内容,使本书在普及基本英语交际知识的同时,更贴近群众、服务经济、推动开放、推动文化建设和共建“生活品质之城”。

本书的特点是首创性、知识性、时代性、可读性、实用性,力求使基本英语交际能力逐渐平民化、生活化。第一篇是按交际功能

编写的英语单句 150 句,简洁好学,辅之微型交际实例和一定的文化背景知识,方便低起点读者和其他有兴趣读者学习;第二篇是情景交际会话,重点是提供各种实际生活情景中英语交际的实例,供各类职业的市民学习应用,满足市民各种场景的口头交际需要,每个情景对话后附一谚语名句以丰富交际内容、提高英语语感;第三篇是市民英语日常交际话题问答实例,包括外籍人士感兴趣、经常问到的话题的回答范文,满足市民的较深层交际需要;第四篇是书面交际篇,包括各种市民日常交际应用型文体范例和句型,满足市民的日常一般书面交际的需要;第五篇附录有部分景点、名菜、中外节日、传统节气、流行语的英汉对照,以方便交际。

本书是浙江省社会科学界联合会社科普及(重点)课题成果,课题前后历时一年余,辛苦自知。本书出版之际,作者感谢浙江省社会科学界联合会领导和专家给予的支持,特别感谢原浙江大学资深外籍教师、英国语言教育专家 Hilary Wilson 博士,她热情细致地审阅了本书稿的主要章节并作了必要修改,使本书增色不少。此外,浙江大学外国语学院的李俊敏、张昀两位老师也参加了本书的部分资料收集和编撰工作,浙江大学外国语学院庞继贤教授也曾给予帮助,在此一并致谢!

本书适合不同年龄和职业的广大市民学习使用,也可供其他学习研究者使用。鉴于作者经验水平所限,书中难免有疏漏不足之处,敬请读者不吝指正。

作者

2009 年 3 月于浙江大学

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第一篇 常用交际口语 150 句

1. 问候 Greetings

- (1) 早上/下午/晚上好! Good morning/afternoon/evening!

上述问候语可用于正式、非正式场合中,它们有时也可简略为 Morning(早上好), Afternoon(下午好)和 Evening(晚上好); Good morning 一般在正午前使用,正午和下午5点之间用 Good afternoon,下午5点以后用 Good evening。

- (2) 你好! How do you do?

- (3) (熟人之间)你好吗? How are you?

- (4) 你好! Hello! /Hi!

- (5) 欢迎来杭州! Welcome to Hangzhou!

Hi 也可表示“你好”,是 Hello 的非正式用法。晚上告别时可说 Good night(晚安)。

交际实例:

A. Hello! How are you this morning? 你好! 你今天上午过得怎么样?

B. Fine, thanks. How about you? 很好,谢谢。你呢?

A. I'm OK. Thank you. 我也不错。谢谢。

2. 介绍 Introduction

- (6) 这位是史密斯先生。This is Mr. Smith.

- (7) 我想把您介绍给我的朋友杰克。I'd like to introduce you to Jack, a friend of mine.

- (8) 请问您叫什么名字? May I have your name?

(9) 我来自澳大利亚。I'm from Australia.

(10) 很高兴认识您。Pleased to meet you.

“很高兴认识您”也可表达为: Glad to meet you 或 Happy to meet you 或 Nice to meet you.

交际实例:

A. I'd like to introduce you to Mr. Li, the general manager of our company. 我想把您介绍给我公司总经理李先生。

B. Nice to meet you. 很高兴认识您。

A. Nice to meet you, too. 我也很高兴认识您。

3. 问路 Asking the Way

(11) 请问到灵隐寺怎么走? Excuse me, can you tell me how to get to Lingyin Temple?

(12) 公交站离这儿有多远? How far is the bus stop from here?

(13) 我该坐哪路公交车? Which bus should I take?

(14) 请问到香格里拉饭店怎么走? Excuse me, Do you know where Shangri-La Hotel is?

(15) 请问7路公交车站在哪儿? Could you tell me where the Bus No. 7 stop is?

交际实例:

A. 对不起,打扰一下。请问到黄龙饭店怎么走? Sorry to trouble you, but could you tell me how to get to Dragon Hotel?

B. 在曙光路上,沿着这条路走一直到红绿灯,饭店就在你的左侧。It's on Shuguang Road. Go along this road as far as the traffic lights. The hotel is just on your left.

A. 多谢。Thank you very much.

问路时常常用 Excuse me, Pardon me 或 Sorry to trouble you 开头。Please ask 或 I want to ask 均不适合作为问路开头语。指路时的常见表达:

①一直往前走。Go straight on.

- ②你最好乘出租车去。You'd better take a taxi.
- ③走路 20 分钟。It's twenty minutes' walk.
- ④向右(左)拐。Turn right(left).
- ⑤到第二个路口时向左拐。Take the second turning on the left.
- ⑥你可以坐 21 路公共汽车。You can take Bus No. 21.

4. 指路 Showing the Way

- (16) 你得在武林广场下车,转 28 路车,你就可到百合花饭店。
You have to get off at Wulin Square and transfer to Bus No. 28,
then it'll take you right to the Lily Hotel.
- (17) 饭店在北山街上。The hotel is on Beishan Street.
- (18) 走路 10 分钟。It's ten minutes' walk.
- (19) 步行去太远,你最好乘公共汽车去。It's too far to walk.
You'd better take a bus.
- (20) 向前走,在红绿灯处左拐。Go straight ahead and turn left at
the traffic lights.

交际实例:

- A. Excuse me, please. Could you tell me the way to Wulin Square? 劳驾,请问到武林广场怎么走?
- B. Turn round and turn right at the traffic lights. 回头走,到红绿灯右转弯。
- A. Will it take me long to get there? 到那里远吗?
- B. No, it's no distance at all. 一点也不远。
- A. Thank you. 谢谢。
- B. That's OK. 没关系。

5. 天气 Weather

- (21) 悉尼的天气怎样? What's the weather like in Sydney?
- (22) 冬天最低温度零下 3 摄氏度。The minimum temperature is -3°C

in winter.

(23) 明天有雨。We are in for rain tomorrow.

(24) 杭州的夏天通常很热。Hangzhou is usually very hot in summer.

(25) 天气多云转阴。It's cloudy to overcast.

“雨下得很大”除了 It's raining hard, 也可用 It's raining cats and dogs 来表示“倾盆大雨”。

6. 打电话 Calling

(26) 请找史密斯先生接电话。Hello! May I speak to Mr. Smith, please?

(27) 你有英文的电话号码簿吗? Do you have a telephone directory in English?

(28) 我能给史密斯先生留个口信吗? Can I leave a message for Mr. Smith?

(29) 你是哪位? Who's calling, please?

(30) 打外线需要拨什么? What do I dial for an outside line?

交际实例:

A. Hello! This is John speaking. May I speak with Miss Grace?
喂,我是约翰。格雷丝小姐在吗?

B. I'm sorry, but I'm afraid she's gone today. 很抱歉,恐怕她今天不来办公室了。

A. I see. Then can I have her home telephone number? 噢,那么能不能给我她家里的电话号码?

B. I'm sorry. We can't give out home numbers. 抱歉,我们不能把私人电话号码给人。

A. Can you phone her and give her my number? It's 88776666. My name is Li Gang. 那你能打电话给她,告诉她我的号码吗? 88776666, 我是李刚。

B. Certainly, Mr. Li. 当然可以,李先生。

A. Thank you for your help. 麻烦您了。

打电话时询问对方谁在说话时,不能用 Are you...? 而应该说 Is that...speaking? 接电话方可以说 This is...speaking 而不宜说 I am... 告诉对方电话不要挂断时可以说 Hold on, please.

7. 在邮局 At the Post Office

- (31) 请给我两张五元邮票。Two five-yuan stamps, please.
- (32) 寄往英国的航空信要多少钱? How much does it cost to send an airmail letter to Britain?
- (33) 您的信超重 10 克。Your letter is 10 grams overweight.
- (34) 这信我要寄航空。I'd like to send this letter by air.
- (35) 杭州市的邮政编码是多少? What's the postal code for Hangzhou?

交际实例:

A. What's the postage for this letter by airmail? 这封航空信邮资要多少?

B. I'll have to check. Do you need anything else? 我查一下。你还需要什么?

A. Yes. Two envelopes and a parcel form. 有。我想要两个信封和一张包裹单。

B. Ten yuan, please. 一共 10 元钱。

几种邮政业务表达方式:平信,by ordinary/by regular/by surface; 海邮,by seamail; 快递,by express/by special delivery; 挂号,by registered mail; 邮票,stamp; 超重,overweight; 汇票/汇款单,money order; 印刷品,printed matter; 邮政编码,postal code(美国人用 zip code); 电汇,by wire.

8. 在银行 At the Bank

- (36) 我想在贵银行开立账户。I'd like to open an account with your bank.
- (37) 我们这里办理活期储蓄存款、定期存款和大额存款。We have current savings account, time savings account and large deposits.

- (38) 开个支票账户最低存款要求是多少? What's the minimum deposit for a checking account?
- (39) 我想从我的户头支取 1000 美元。I'd like to withdraw \$ 1000 from my account.
- (40) 1 美元今天可兑换 6.8 元人民币。It's the 6.8 RMB to a dollar today.

9. 在机场 At the Airport

- (41) 我想预订一张 16 日到纽约的单程机票。I'd like to book a one-way ticket to New York for the 16th.
- (42) 你行李里有违禁品吗? Is there any contraband in your luggage?
- (43) 请出示一下机票和护照。May I see your ticket and passport, please?
- (44) 行李没超过免费重量限额吧? Is the baggage within the free allowance?
- (45) 请问 12 号登机门在哪儿? Excuse me, where's Boarding Gate No. 12?

10. 在客运中心 At the Passenger Transport Center

- (46) 买两张到宁波的高速班车票。Two speedway bus tickets to Ningbo, please.
- (47) 这是华东地区最先进的客运中心。This is the most advanced passenger transport center in East China.
- (48) 候车室提供免费茶水。Tea is served free in the waiting room.
- (49) 到绍兴的旅客请到 2 号门检票上车。Passengers to Shaoxing please go and have your tickets checked at Gate No. 2.
- (50) 车上请对号入座。On the bus please take your seat according to the number on the ticket.

11. 在火车站 At the Railway Station

- (51) 到北京的火车几点开? What time does the train for Beijing leave?
- (52) 到宁波的火车在几号站台上车? Which platform does the train for Ningbo leave from?
- (53) 你想买单程票还是往返票? Do you want to buy a single fare or a round trip fare?
- (54) 你知道餐车在哪儿吗? Do you know where the dining car is?
- (55) 这趟从杭州到上海的火车是动车组列车。The train from Hangzhou to Shanghai is a high-speed one.

12. 旅游 Sightseeing

- (56) 我想参加杭州一日游。I'd like to take a one-day sightseeing tour around Hangzhou.
- (57) 你对杭州的印象怎么样? What's your impression of Hangzhou?
- (58) 大禹是中国传说的古代治水英雄。Da Yu is a hero of regulating rivers and watercourses in ancient Chinese legends.
- (59) 天一阁是世界上现存的最早的三个私家藏书楼之一。Tian-yi Pavilion Library is one of the three earliest private libraries in existence in the world.
- (60) 三潭印月的特点是“湖中有岛,岛中有湖”。One characteristic of Three Pools Mirroring the Moon is “an island in a lake and a lake on an island”.

游客常问问题:

- ① 给我一张城市交通(导游)图好吗? Could I have a city map please?
- ② 我可以参加杭州一日游吗? Can I take a one-day sightseeing tour around Hangzhou?
- ③ 旅游费用是多少? 门票价格是多少? What's the cost of the tour?

How much is the admission?

- ④ 你可以给我们推荐一些景点吗? Could you recommend some scenic spots to us?
- ⑤ 先生,可以帮我们照张相吗? Excuse me, sir. Could you take a picture for us?

13. 购物 Shopping

- (61) 有人在招呼你吗? Are you being served?
- (62) 我要一件 40 号灰色 V 领套衫。I'm trying to find a size 40 V-neck pullover in grey.
- (63) 抱歉, 刚刚卖完。Sorry, but we are sold right out.
- (64) 我可以用信用卡付款吗? Can I pay with credit cards?
- (65) 这家超市正在进行节日促销活动。The supermarket is having festival sales promotion.

售货员招呼外国顾客时, 一般说 Can I help you? 或 May I help you? 或 What can I do for you? 一般不说 Welcome to our shop.

14. 饮食 Food and Drink

- (66) 你要喝杯茶吗? Would you care for a cup of tea?
- (67) 你要喝点什么吗? What would you like to drink?
- (68) 先生,菜点好了吗? Can I take your order, sir?
- (69) 我要龙井虾仁。I want "Shelled Shrimps with Dragon Well Green Tea".
- (70) 给我来点淡啤酒好了。Just a light ale for me, please.

饮食店、饭店服务员常用表达:

- ① 在这儿吃还是外带? For here or to go?
- ② 您要点什么? What would you like?
- ③ 你们预订了吗? 一共几位? Have you got a reservation? How many in your party?
- ④ 这边请。This way, please.

⑤ 对不起,今晚的位子订满了。Sorry, we are booked up tonight.

15. 看病 Seeing a Doctor

(71) 我喉咙痛,胸口不舒服。I've got a sore throat and my chest hurts.

(72) 我正在发烧,还觉得要呕吐。I'm running a temperature, and I feel sick.

(73) 你这样有多久了? How long have you had it?

(74) 看样子是流感。It looks as if it's a flu.

(75) 没有多大关系,但你最好卧床休息一两天。It's nothing serious, but you'd better stay in bed for a day or two.

交际实例:

A. I've got a bad cough and my chest hurts. 我咳得厉害,胸口不舒服。

B. How long have you been like this? 这样有多久了?

A. Two or three days now. 有两三天了。

B. I should think you've got a cold, there's lot of it about. 我想你是患感冒了,最近有很多这样的病例。

A. What do you advise? 你说怎么办呢?

B. Stay away from work till Monday and don't overdo things. 休息到星期一,不要过于劳累。

看病时常用语:

我生病了 I am ill (sick 是美式英语) 患感冒: have a cold (flu 是流感)

发烧 have (run) a fever

头晕 feel dizzy

发冷 have a chill

流鼻涕 have a runny nose

鼻塞 have a stuffy nose

喉咙痛 have a sore throat

打喷嚏 sneeze

腹泻 have loose bowels

我耳鸣 my ear is ringing

口服 oral administration

外用 external administration

中药 traditional Chinese medicine

药方 prescription

脉搏 pulse

血压 blood pressure

副作用 side effect