



职来职往

我的职场英语宝典

杨钰 编著



文化礼仪

日常办公

会议谈判

商务旅行

职场达人

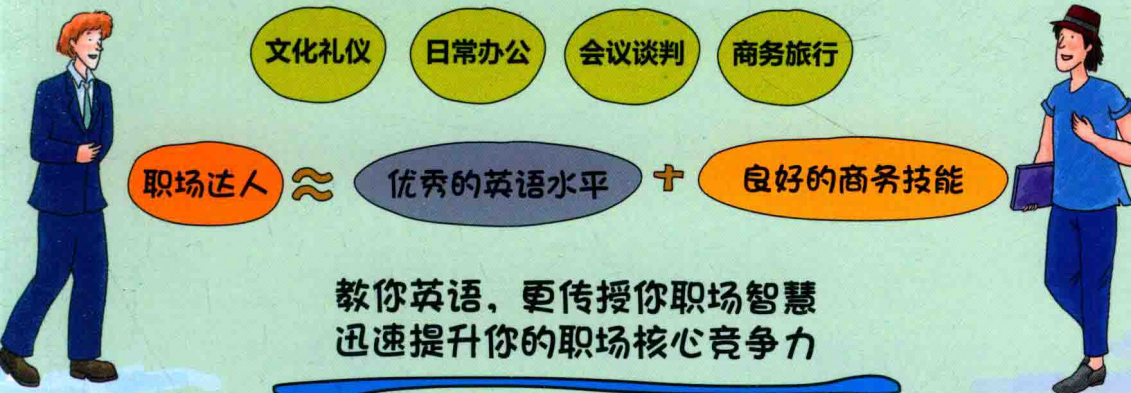


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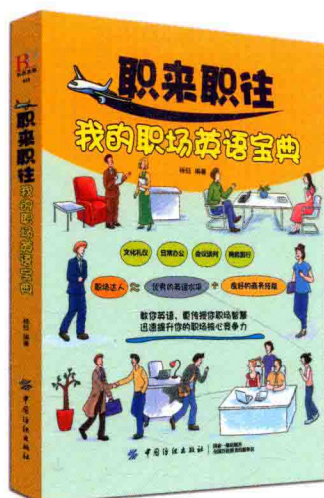
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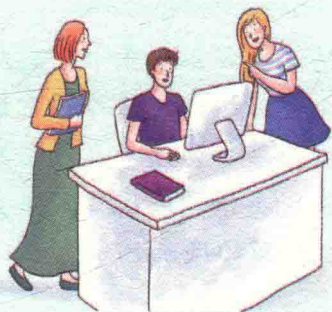


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前言



随着经济的迅猛发展和对外交流的日益频繁，中国已成为外商投资的热点地区。与此同时，在华外资企业对人才的需求也在不断增加。如何让自己在严酷的竞争中脱颖而出是摆在每位求职者面前的首要问题。除了丰富的专业知识，流利的英语口语也是外企入职的必备条件。

本书即为那些刚入职外企的新人或有意入职外企的应聘者而编写，书中内容结合外企的实际工作特点，涵盖文化礼仪、日常办公、会议谈判和商务旅行等场景。丰富实用的背景介绍、全真模拟的工作场景、灵活百变的词汇例句、托业考试的实用知识——无论你是想踏入外企大门，还是想成为外企职场达人，本书都可以帮助你快速掌握职场英语，全面提升职业素养，更快地跨越外企工作中的语言及文化障碍。

职场是块试金石，无论你曾背诵过多少单词，掌握了多少语法，拿到了多少证书，考过了多少等级，若不能将英语应用于实际的工作生活，那你就不是成功的语言学习者。本书在选材上以“源自实际生活”为准则，从初入职场的琐碎工作，到自信满满的商务会谈和公务出差，内容安排无不体现着真实感和实用性，力求全方位地为读者展现外企白领的工作和生活。

本书共分为三章，分别是“初入职场”“在商务会谈中自信满满”和“梦寐以求的出差机会”。每章都涵盖若干工作场景的英语对话，旨在以实际工作为背景，为读者提供最为详尽和真实的英语语境；每个场景中摘出了经典实用的单词和句型，并还原其结构，以求寓句于章、寓词于句，力争使读者纲举目张、事半功倍、善学善用、活学活用。

本书将英语学习和商务技能完美结合，由点到面、层层深入，使读者在提高语用技能的同时，掌握商务工作技巧，从而轻松地提高外企英语的应用能力，在激烈的职场竞争中脱颖而出，赢得更多机遇。

本书可快速提高工作竞争力，对想进入外企的应聘者、想提高英语技能的外企员工，以及工作中常用英语的商务人士来说，是一本必备图书。相信本书会为读者在外企职业规划和发展中提供有益帮助，使其行话连篇说英语，展现日常事务游刃有余、会议谈判尽在掌握、商务之旅一帆风顺的风采。

编者

2018年5月



《职来职往我的职场英语宝典》全书分为 Chapter 1 初入职场、Chapter 2 在商务会谈中自信满满、Chapter 3 梦寐以求的出差机会，共 30 个会话场景。从日常办公到商务谈判再到公务出差，各类话题一并收录，帮助学习者从容应对各种会话场合！

最有力的职场谋略

授人与鱼，更授人以渔，本书不仅教授学习者英语知识，而且还传授职场智慧。这部分内容主要是为求职者 and 初涉职场者出谋划策，助其在激烈的职场竞争中脱颖而出！

最时尚的必备表达

这部分精选两句外企达人必备的时尚口语表达，请反复操练，直至脱口而出！

不可不知的必备单词

这部分对会话中出现的重要单词进行了归纳。学习会话前，先学习会话的基本元素：单词，能有助于理解会话的内容。这些精选的单词是外企职场中出现的高频词汇，请务必牢记！

学习会话之前，请先通过中文了解一下相关背景吧。

一定用得到的情境对话

这部分是外企的模拟会话。本书收录的会话内容完全符合外企中的实际情境，使学习者掌握实用的应答方式，达到“学以致用，即学即用”。此外，全书的英文对话皆配有外国老师亲自录制的 MP3，以便学习者跟读和练习，学习最自然、最地道的发音。



Hi, Please Allow Me to Introduce Myself

请先允许我介绍一下自己

经过几轮紧张的面试，你和新人同事对彼此都有了深入的了解。无论是再次被派往某处还是走上工作岗位，上班第一天都是一个全新的开始。新开始，新气象，如何写好这入门第一笔，给领导和同事留下好印象，对新入职人来说，那是一个不小的考验。

PLIST Introduction

Please allow me to introduce myself.

If you have any questions here, please don't hesitate to ask us.



PLIST Meeting

Welcome aboard! 欢迎加入!
welcome 招呼
higher up 上司
appropriate 合适的

newcomer 新来者
hesitate 迟疑
not really 不太是

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亚历克斯·沃森是应届毕业生，最近被北京某外企行政部录用，担任办公室秘书。接到第一天，他学会了如何向公司的方式向大家打招呼，已先行修改如下：

Duck: Welcome aboard!
Alex: Thank you, I'm delighted to be working here, Mr. Buchwald. It's pleasure to meet you again.
Duck: You can call me Buck, will you? My name is Reginald Buchwald but everybody calls me Buck. It's easier.
Alex: But I don't think it's polite for me to call you Buck.
Duck: Never mind. Everybody in this company all the way up and down the line is called by his or her first name.
Alex: Sounds interesting.
Duck: It's been our tradition ever since the company was small. And don't worry about that. OK?
Alex: I'll try.
Duck: Good. But one thing I want to mention is that in front of our guests, it might be good to address your higher-ups as Mr., Ms., Miss or whatever is appropriate.
Alex: Yes, Duck.
Duck: Now I'll show you around. Our office is on the third floor.
Alex: Thank you.
Duck: May I have your attention, everyone? I would like you to meet our newcomer, Alex, it's your turn.
Alex: Hi, please allow me to introduce myself. I'm Alex Watson, and I have just graduated from Tsinghua University. From today on, I will work here together with all of you. I can't wait to be one of you.

5

自言自语练英语

这部分列举了会话中的重要句子，学习者可以大声朗读英文句子，也可以对照中文进行英汉互译训练！



逐句攻克，步步为营

这部分对会话中出现的知识点进行剖析，并列举相关的实用例句，帮助学习者学习更多类似的表达方式。

课外拓展

这部分选取了与本课话题相关的英语知识内容，以帮助学习者增加知识储备，拓展视野，提升职场即战力！

Sentence by Sentence

◆ Nice to meet you, Alex. I'm glad you'll be working for us. We're like a big family here.
很高兴遇见你，亚历克斯，我很高兴你会加入我们公司，我们彼此就像一个大家庭。
will be doing sth. 将某事进行，表示肯定某人将要做某事。

◆ That's great! I'm eager to start.
太好了！我很迫不及待想工作了。
be eager to do = can't wait to do 迫不及待做某事

◆ Well, it's good for you to know all of the rules and regulations beforehand.
好，你事先了解了一下所有的规章制度。
be good for sb. to do sth. 某人做某事好

◆ All right. That'll be a big help. I'm fresh out of college.
好的，那会对我帮助很大，我还是刚从大学毕业。
help 在此处为名词，这句话也可以说 "that'll be of great help",
be fresh out of college 刚出校门
e.g. Freshmen fresh from Paris 直接来自巴黎的列强

◆ All of our employees are required to arrive at work on time and we insist that they keep their lunch hours to a reasonable length.
我们要求员工准时上班，并且午餐时间不要太长。
be required to do sth. 被要求做某事/发出指令时，可使用被动语态
on time 准时，按时
in time 及时
insist that sb. (should) do 坚持认为某人应该……
e.g. We insist that you accept these gifts.
我们坚持要求你收下这些礼物。
insist on (doing) sth. 坚持做某事，坚持某事
e.g. We insist on / upon self-reliance.
我们坚持自力更生。

◆ I got it. That seems easy to follow.
我明白了，看起来很容易。
I got it. 我明白了。遇到你不理解的问题时千万不要不懂装懂，"I know" 可能是被

Spotlight

The Secret of the Tea Room 茶水间的秘密
茶水间——外企办公楼里独特的一道风景线，精致的玻璃茶几，三两把椅子能容得下，窗明几净，视野开阔。茶水、咖啡、饮料，员工自冲自饮，自得其乐。这个简单的场所是员工暂时躲避繁杂事务的小天地。然而简单的外表背后却并不简单。

Three Advantages of the Tea Room 茶水间的三大妙用

1. **precipitation of communication** 人际交流的桥梁
2. **path of information delivery** 传递信息的渠道
3. **way of self-promotion** 自我提升的法宝

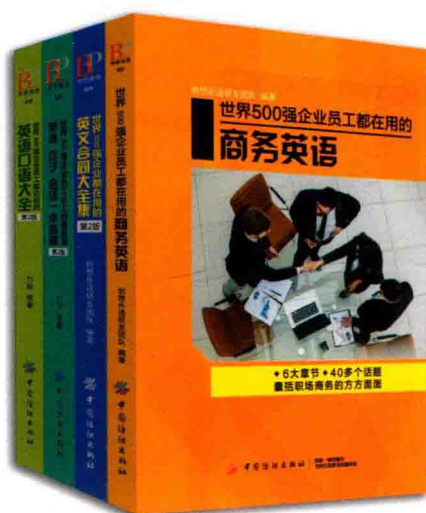
Three Disadvantages of the Tea Room 茶水间的三大尴尬

1. **hear what should not be heard** 听到不该听的
必恭必敬：要么故意没听见，左耳进右耳出。
2. **see what should not be seen** 看到不该看的
必恭必敬：一定要保密，无论这个秘密是不是符合道德。
3. **expose what should not be exposed** 曝光不该曝光的
必恭必敬：管不了别人的嘴，我们只能管住自己的嘴。





好书推荐



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职来职往 我的职场英语宝典

Chapter 1 Tips for Newcomers

初入职场

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Chapter 3 Yearned for Business Travel

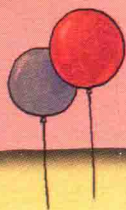
梦寐以求的出差机会





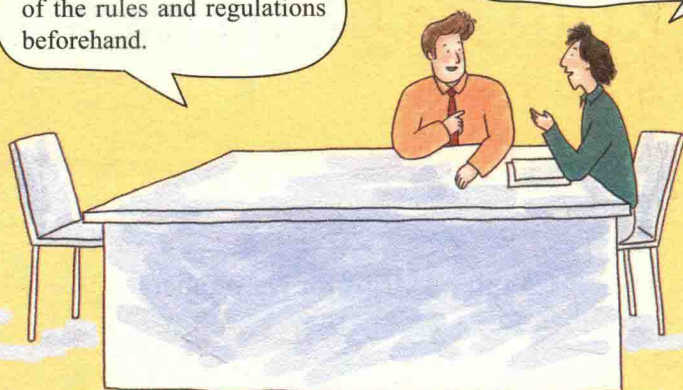
Tips for Newcomers

初入职场



It's good for you to know all of the rules and regulations beforehand.

All right. That'll be a big help. I'm fresh out of college.



And how's your schedule today?

Well, I will be pretty busy this morning, but I'll have some time between two and four.



Sure, what's the matter?

Hi, Wendy, can you help me now?



Yes. I always wanted to come but I never had the chance.

Is this your first visit to Beijing?



Yes, can I speak to your manager, Buck?

Can I help you, Ms. Romanda?



Alex, I know that office hours are up now, but could you work this evening and finish the translation?

I'm sorry but I'm afraid it will not be finished on time.





Hi, Please Allow Me to Introduce Myself

请允许我介绍一下自己

经过几轮紧张的面试，公司和新入职者对彼此都有了深入的了解，无论是再次就业还是刚刚走上工作岗位，上班第一天都是一个全新的开始。新开始，新气象，如何写好这入门第一笔，给领导和同事留下好印象，对职场新人来说，都是一个不小的考验。

MUST Expressions

★ Please allow me to introduce myself.

★ If you have any questions here, please don't hesitate to ask us.



MUST Words

◆ Welcome aboard! 欢迎加入!

◆ address 称呼

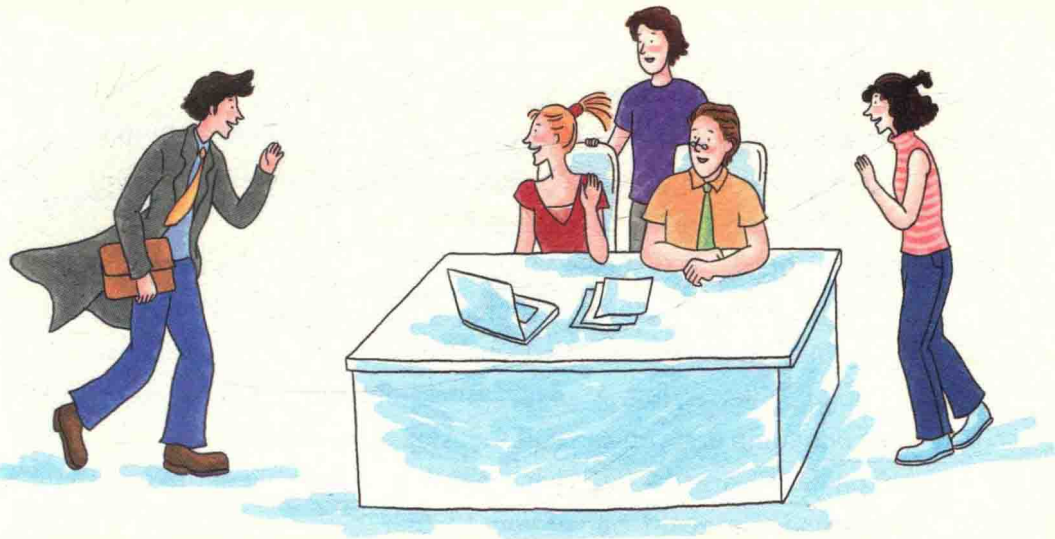
◆ higher-up 上司

◆ appropriate 合适的

◆ newcomer 新来者

◆ hesitate 迟疑

◆ tea room 茶水间



亚历克斯·沃森是应届毕业生，近日被北京某外企行政部录用，做办公室秘书。报到第一天，他学会了如何用公司的方式跟大家打招呼。巴克是行政部经理。

Buck: Welcome aboard!

Alex: Thank you. I'm delighted to be working here, Mr. Buchwald. It's pleasure to meet you again.

Buck: You can call me Buck, will you? My name is Reginald Buchwald but everybody calls me Buck. It's easier.

Alex: But I don't think it's polite for me to call you Buck.

Buck: Never mind. Everybody in this company all the way up and down the line is called by his or her first name.

Alex: Sounds interesting.

Buck: It's been our tradition ever since the company was small. And don't worry about that. OK?

Alex: I'll try.

Buck: Good. But one thing I want to mention is that in front of our guests, it might be good to address your higher-ups as Mr., Ms., Miss or whatever is appropriate.

Alex: Yes, Buck.

Buck: Now I'll show you around. Our office is on the third floor.

Alex: Thank you.

Buck: May I have your attention, everyone? I would like you to meet our newcomer. Alex, it's your time.

Alex: Hi, please allow me to introduce myself. I'm Alex Weston, and I have just graduated from Tsinghua University. From today on, I will work here together with all of you. I can't wait to be one of you.