

兰颖 编著

世界500强企业员工常用 英语单词大全



◆5大章节 ◆80个话题
囊括商务场景的方方面面

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人们常常认为走出校园是导致英语退步的主要因素。其实不然，职场才是提高英语能力的最佳场所。

《世界500强企业员工常用英语单词大全》专为初入职场和已在外企打拼的读者设计，本书在外企日常工作场景和交际场景中，筛选出各种场合下地道的口语表达，分门别类，一应俱全，涉及生活、交际、工作、学习、交通、态度、情感等美国人从早到晚都在说的话题，每个部分又细分为若干情景，每个情景由高频主题单词、最高频主题会话、知识小百科组成。

本书摒弃了那些晦涩难懂的英语表达方式，根据世界500强工作的常用规范编写语句，力求简洁、明快、准确、地道、通俗、常用。此外，鉴于英语每时每刻都在变化，每天都会产生许多新的词语和表达方式，本书同当代外企工作中使用的口语变化、发展的实际情况紧密结合，所筛选出的句子都是现在世界500强企业员工经常使用的日常口语，地道、实用。

英语口语不是背出来的，而是在实实在在的交流中说出来的，让我们一起玩转英语口语吧，你将也能说一口流利的英语！我们衷心地希望，无论你在工作中交流业务还是工作之余闲话交际，本书都能助你一臂之力，在你出入各种商务场合时潇洒自如，没有后顾之忧。

编者

2018年1月

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PART 1

世界500强企业员工常用英语单词大全

自我介绍篇

Unit 01

Personality 个性

» 高频主题单词



01.mp3

- ★ **curiosity** [kjuri'ɒsiti] n.好奇, 好奇心
- ★ **conceit** [kən'si:t] n.自负; 狂妄
- ★ **character** ['kærɪktə] n.性格
- ★ **aggressiveness** [ə'gresɪvnɪs] n.攻击性; 进取精神
- ★ **ambition** [æm'biʃən] n.野心; 雄心; 抱负; 志向
- ★ **coyness** ['kɔɪnɪs] n.羞怯, 怕羞
- ★ **caution** ['kɔ:ʃən] n.小心, 谨慎
- ★ **enthusiasm** [in'θju:ziæzəm] n.热情, 热忱
- ★ **kindness** ['kaɪndnɪs] n.仁慈; 好意
- ★ **loyalty** ['lɔɪəlti] n.忠诚; 衷心; 忠实
- ★ **humor** ['hju:mə] n.幽默; 诙谐
- ★ **joy** [dʒɔɪ] n.欢欣, 喜悦; 乐事, 乐趣
- ★ **impulse** ['ɪmpʌls] n.冲动, 一时的念头; 脉冲 v.推动, 驱使
- ★ **TV / radio / sports personality** 电视/广播电台/运动明星
- ★ **personality chips** 个性芯片; 性格芯片
- ★ **capable** ['keɪpəbl] a.有能力的, 有才能的
- ★ **caring** ['keərɪŋ] a.有同情心的
- ★ **charitable** ['tʃærɪtəbl] a.宽厚的
- ★ **cheerful** ['tʃiəfʊl] a.开朗的
- ★ **comical** ['kɒmɪk(ə)l] a.滑稽的
- ★ **conceited** [kən'si:tɪd] a.自以为是的
- ★ **conscientious** [kənʃi'entəs] a.认真的; 凭良心的
- ★ **constructive** [kən'strʌktɪv] a.建设性的
- ★ **cooperative** [kəu'ɒpəreɪtɪv] a.有合作精神的
- ★ **creative** [kri:'eɪtɪv] a.富于创造力的

- ★ **dashing** ['dæʃɪŋ] a. 有一股子冲劲的, 有拼搏精神的
- ★ **dedicated** ['dedikeɪtɪd] a. 有奉献精神的
- ★ **determined** [di'tə:mɪnd] a. 坚决的
- ★ **dependable** [di'pendəbl] a. 可靠的
- ★ **depressing** [di'presɪŋ] a. 沉闷的
- ★ **discreet** [dis'kri:t] a. (在行动, 说话等方面) 谨慎
- ★ **disorganized** [dis'ɔ:gənaɪzd] a. 无组织的
- ★ **dynamic** [dai'næmɪk] a. 精悍的
- ★ **earnest** ['ɜ:nɪst] a. 认真的
- ★ **easy-going** [i:zi: 'gəʊɪŋ] a. 随和的
- ★ **efficient** [i'fɪjənt] a. 有效率的
- ★ **enthusiastic** [in.θju:zi'æstɪk] a. 充满热情的
- ★ **faithful** ['feiθfʊl] a. 守信的, 忠诚的
- ★ **forceful** ['fɔ:sfʊl] a. (性格) 坚强的
- ★ **diligent** [dɪlɪdʒənt] a. 勤勉的; 用功的
- ★ **industrious** [ɪn'dʌstriəs] a. 勤勉的

» 最高频主题会话



01.mp3



扫一扫 看译文

A: What kind of personality do you have?

B: Well, I am always energetic and enthusiastic. That's my strongest personality.

A: What makes you so energetic?

B: I like all kinds of sports, baseball, swimming, and so on. Maybe it is just the reason why I am so energetic and vigorous.

A: What are your strengths and weaknesses?

B: Hum, as I have said, I'm diligent and industrious. On the other hand, sometimes I'm too hard-working and I put myself under too much pressure to make things perfect.

A: What qualities would you expect of persons working as a team?

B: To work in a team, in my opinion, two characteristics are necessary for a person. That is, the person must be cooperative and aggressive.



A: What makes you angry?

B: Dishonesty. It's unacceptable.

A: What are your personal weaknesses?

B: I'm afraid I'm a poor talker. I'm not comfortable talking with the people whom I have just met for the first time. That is not very good for business, so I have been studying public speaking.

» 知识小百科

rats desert a sinking ship	船沉鼠先逃（这一谚语意指那些一看见困难便躲得老远的人。）
paper tiger	纸老虎（比喻貌似强大而实质虚弱的敌人）
You start a hare ever time at the meeting.	每次讨论你都提出与题无关的问题。
First catch your hare.	勿谋之过早（意指不要过于乐观）。
You cannot run with the hare and hunt with hounde.	不能两面讨好。
John's behavior show him to be a snake.	约翰的行为表明他是个冷酷阴险的人。
She's a natural crier.	她是个天生爱哭的人。
Remember that these weaknesses are natural.	记住这些弱点是天生的。
He's really a law-down dirty shame.	他真是个不知羞耻的家伙。
He's good-time charlie, feeling no worries and anxieties.	他是个乐天派，整天无忧无虑。
She's said to be a jinx.	有人说她是扫把星。
Li Ming has a lot on the ball.	李明很能干。

Unit 02

Appearance 外表

» 高频主题单词



02.mp3

- ★ **innocence** ['inənsns] n. 天真
- ★ **thinness** ['θɪnɪs] n. 瘦
- ★ **sorrow** ['sɔ:rəu] n. 悲伤; 懊悔
- ★ **slimness** ['slɪmnɪs] n. 苗条; 修长
- ★ **plump** [plʌmp] n. 丰满的; 胖的
- ★ **handsomeness** ['hænsəmɪnɪs] n. 英俊; 漂亮
- ★ **elegance** ['elɪgəns,-gənsɪ] n. 典雅; 高雅
- ★ **gentlemanliness** ['dʒentlmənʃɪp] n. 绅士的品格; 绅士的身份
- ★ **ferociousness** [fə'reɪʃəsɪnɪs] n. 凶恶; 厉害; 残忍
- ★ **confidence** ['kɒnfɪdəns] n. 自信
- ★ **weirdness** ['wiədɪnɪs] n. 古怪
- ★ **reticence** ['retɪsəns] n. 沉默寡言
- ★ **lightheartedness** n. 快乐; 无忧无虑
- ★ **nerve** [nɜ:v] n. 神经; 勇气, 胆量
- ★ **urbanity** [ə:'bænitɪ] n. 有礼貌; 雅致
- ★ **nerd** [nɜ:d] n. 书呆子

» 最高频主题会话



02.mp3



扫一扫 看译文

A: Hey, man, what's up? You look sorrowful.

B: I'm fine. I was just thinking about Kikita, she is leaving for America.

A: You mean the girl who always appears cocky. I heard about her leaving.



世界
500强

- B: Well, she really is a smart and intelligent student here.
- A: So she will become an international student soon? Good for her!
- B: Alright. And what do the American students look like in your imagination? Beautiful?
- A: Most of them are plump, not your taste?
- B: That's right. I like slim girls just as most guys do.
- A: But they are white-skinned, with blond hair. Don't you think they are good-looking in this sense?
- B: Exactly, you have a point there. But they are just for appreciating from a distance.
- A: And you won't have a relationship with an American girl even you have a chance, right?
- B: Yes. See? You know me better than anyone else.

» 知识小百科

The tailor makes the man.	人靠衣装。
Clothes make a man just as a saddle makes a horse.	人靠衣装马靠鞍。
Fine feathers make fine birds.	人靠衣装鸟靠羽毛。
I usually leave a bad impression on others at the first sight.	和别人第一次接触,我总是很难给别人留下一个很好的印象。
They always have a good word of me.	他们经常说我的好话。
I haven't got dashing good looks.	我本人不是特别帅。
Beauty is only skin deep.	美只是一张皮。
The bottom line is that you have the inner beauty.	一个人最重要的还是要有内涵。

Unit 03

Emotion 情绪

» 高频主题单词



03.mp3

- ★ *joy* [dʒɔɪ] n. 欢乐, 快乐; 乐趣; 高兴
- ★ *anger* [ˈæŋɡə] n. 怒, 愤怒
- ★ *outrageousness* [aʊt'reɪdʒəsniːs] n. 狂怒
- ★ *madness* [ˈmædnɪs] n. 疯狂
- ★ *obsession* [əb'seʃən, ɒb-] n. 痴迷
- ★ *gloom* [ɡlu:m] n. 忧郁; 阴暗
- ★ *merriness* [ˈmerɪnɪs] n. 快活; 愉快
- ★ *anxiety* [æŋɡ'zaiəti] n. 焦虑; 渴望; 挂念; 令人焦虑的事
- ★ *worry* [ˈwʌri, 'wɜ:ri] n. 担心; 烦恼; 撕咬
- ★ *displeasure* [dɪs'pleʒə] n. 不愉快; 不满意; 悲伤
- ★ *optimism* [ˈɒptɪmɪzəm] n. 乐观; 乐观主义
- ★ *disappointment* [ˌdɪsə'pɔɪntmənt] n. 失望; 沮丧
- ★ *despair* [dɪs'peə] n. 绝望; 令人绝望的人或事
- ★ *ecstasy* [ˈekstəsi] n. 狂喜; 入迷; 忘形
- ★ *melancholy* [ˈmelənkəli] n. 忧郁; 悲哀; 愁思
- ★ *teary-eyed* [ˈtiəri,aɪd] a. 眼泪汪汪的, 含泪的
- ★ *mood* [mu:d] n. 情绪
- ★ *optimistic* [ˌɒptɪ'mɪstɪk] a. 乐观的; 乐观主义的
- ★ *woes and joys* 喜怒哀乐
- ★ *chin up* 精神振奋
- ★ *flush with anger* 气红了脸



世界
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企业员工常用英语单词大全

» 最高频主题会话



03.mp3



扫一扫 看译文

- A: How are you feeling? Why are you all teary-eyed?
 B: Just relax! Nothing happened. I was watching a TV series and was touched by its characters.
 A: Alright. What lively acting!
 B: Yes, they are all excellent actors who are good at showing different moods.
 A: Well, what's the theme?
 B: The joys and sorrows of the common people.
 A: Who is your favorite character?
 B: Elena. I like her when I was frightened by the mean look in her eyes, so professional.
 A: Alright. And you laugh and cry with her ?
 B: Yes. She is brave and I have an optimistic heart in her love. Love is truly beautiful, one will spend his whole life to seek true love persistently.
 A: I understand. We always get moved by human woes and joys.
 B: But sometimes she had her chin up and nose high up in the air, like she's the queen of the world.
 A: And will it upset you?
 B: Definitely not. I just smirked and I could tell how happy she was.

» 知识小百科

blow one's top	怒发冲冠
feel one's oats	兴高采烈
jump out of one's skin	欣喜若狂, 大吃一惊
in low spirits	闷闷不乐
tails up	兴致勃勃

extreme joy begets sorrow	乐极生悲
on top of the world	心满意足
go on the rampage	暴跳如雷
hit the ceiling	勃然大怒
feel blue	郁郁寡欢



Memo 好词好句随手抄



Unit 04

Body 身体

» 高频主题单词



04.mp3

- ★ **eyebrow** ['aibraʊ] n. 眉毛
- ★ **cheek** [tʃi:k] n. 脸颊
- ★ **forefinger/index finger/first finger** 食指
- ★ **middle finger** 中指
- ★ **ring finger/third finger** 无名指
- ★ **little finger** 小指
- ★ **palm** [pɑ:m] n. 手掌
- ★ **wrist** [rist] n. 手腕
- ★ **elbow** ['elbəʊ] n. 肘
- ★ **stomach** ['stʌmək] n. 胃
- ★ **lung** [lʌŋ] n. 肺
- ★ **liver** ['livə] n. 肝
- ★ **kidney** ['kidni] n. 肾脏
- ★ **chin** [tʃin] n. 下巴
- ★ **eyelash** ['ai,læʃ] n. 睫毛
- ★ **beauty parlor** ['bju:ti'pɑ:lə] n. 美容院
- ★ **cupping** ['kʌpiŋ] n. 拔火罐
- ★ **foot massage** n. 足部按摩; 脚底按摩
- ★ **mudpack** ['mʌdpæk] n. (为面部美容的) 泥敷膏
- ★ **complexion** [kəm'plekʃən] n. 肤色; 面色
- ★ **pedicure** ['pedikjuə] n. 修趾甲术; 足部治疗; 足部治疗医师
- ★ **manicure** ['mænikjuə] n. 修指甲



扫一扫 看译文

最高频主题会话



04.mp3

- A: Hey, you look great these days!
- B: I'm going to the beauty parlor. Do you want to come with me too?
- A: What are you going to have done?
- B: I want to have my eyebrow shaped and have a haircut.
- A: How about a foot massage? It is very relaxing.
- B: Sounds great!
- A: I'd also like to have a mudpack on my face which is supposed to help with your complexion.
- B: Good idea. We should also have pedicures and manicures.
- A: This could cost us a lot of money!
- B: Don't you think we should learn to be nice to ourselves?
- A: Oh, I agree. We both work hard and we need to relieve stress.
- B: Let's go!

知识小百科

hard-headed	顽固不化
bury your head in the sand	逃避现实
laugh one's head off	笑得前仰后合
two heads are better than one	三个臭皮匠顶过诸葛亮
evil eye	狠狠地瞪一眼
to give someone/something a black eye	把某人打得鼻青眼肿
see eye to eye with someone	意见一致
to keep an eye on someone	照料
big mouth	多嘴