

Hello, VTO

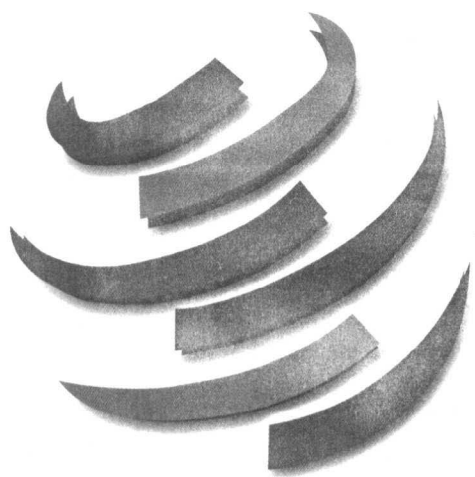
出国人员 英语手册

高硕 王晓晖 编著

ENGLISH TO MASTER AS GOING ABROAD



天津科技翻译出版公司



Hello, **VTO** 

出国人员 英语手册

高硕 王晓晖 编著

ENGLISH TO MASTER AS GOING ABROAD



天津科技翻译出版公司

图书在版编目(CIP)数据

出国人员英语手册/高硕,王晓晖编著. —天津:天津科技翻译出版公司,2002.1
ISBN 7-5433-1426-6

I . 出… II . ①高… ②王… III . 英语-手册 IV . H31 - 62

中国版本图书馆 CIP 数据核字(2001)第 069129 号

出 版: 天津科技翻译出版公司

出 版 人: 邢淑琴

地 址: 天津市南开区白堤路 244 号

邮政编码: 300192

电 话: 022-87893561

传 真: 022-87892476

E - mail: tsttbc@public.tpt.tj.cn

印 刷: 天津市蓟县宏图印务有限公司

发 行: 全国新华书店

版本记录: 787 × 960 1/16 开本 16 印张 320 千字

2002 年 1 月第 1 版 2002 年 1 月第 1 次印刷

印数:1—5000 册

定价:19.00 元

(如发现印装问题,可与出版社调换)

CONTENTS

Part One Living Abroad 出国居住

Unit 1	At a Travel Agency 在旅行社订飞机票	1
Unit 2	Checking in and Boarding a Plane 检票及登机	5
Unit 3	Arrival 抵达	8
Unit 4	At the Hotel 在旅馆	12
Unit 5	Looking for an Apartment 找公寓	16
Unit 6	Renting an Apartment 租公寓	20
Unit 7	At the Restaurant 在饭店	25
Unit 8	At a Dinning Party 在晚宴上	30
Unit 9	At a Coffee Shop 在咖啡厅	35
Unit 10	At a Bank 在银行	38
Unit 11	At a Post Office 在邮局	43
Unit 12	At the Doctor's 在诊所	47
Unit 13	Watching TV 看电视	53
Unit 14	Going to the Theater/Movie 去看戏/看电影	56
Unit 15	Watching a Game 看比赛	60

Part Two Studying Abroad 出国学习

Unit 1	Choosing Your College 选择学校	64
Unit 2	Financial Requirements 经济要求	68
Unit 3	Credit Requirements 学分要求	72

Unit 4	Introducing Yourself 自我介绍	78
Unit 5	Learning to Speak American Idioms and Slang 学说美国成语和俚语	81
Unit 6	Reviewing Lessons 复习功课	86
Unit 7	At the Library 在图书馆	92
Unit 8	At the International Student Center 在国际学生中心	96
Unit 9	At the Playground 在运动场	100
Unit 10	Vacation Plans 假期计划	104
Unit 11	Holiday Plans 节日计划	108
Unit 12	Other Holidays 其它节日	111
Unit 13	Writing a Paper 写论文	115
Unit 14	Examination Grades 考试成绩	118
Unit 15	Farewell 告别	120

Part Three Traveling Abroad 出国旅游

Unit 1	Room Service 客房服务	131
Unit 2	Baggage Carrying and Laundry Service 搬运行李与洗衣服务	134
Unit 3	Asking about Services 询问宾馆的服务事项	137
Unit 4	Asking the Way 问路	141
Unit 5	Taking a Taxi/Bus 乘出租/公共汽车	144
Unit 6	Taking a Train/ Subway 乘火车/地铁	147
Unit 7	Asking about Sights to See 询问有关景点	151
Unit 8	Amusement Park and Sightseeing 游乐园和观光	155
Unit 9	On the Beach 在海滩	159
Unit 10	At a Shop 在商场	163
Unit 11	Bargaining 还价	167
Unit 12	Changing and Returning 退换货品	170

Unit 13	Greetings and Introductions 问候与介绍	173
Unit 14	On the Phone 打电话	177
Unit 15	Visiting Friend's Home 到朋友家做客	181

Part Four Working Abroad 出国工作

Unit 1	Looking for a Job 找工作	186
Unit 2	Recommending a Job 推荐工作	191
Unit 3	Having an Interview 进行面试	195
Unit 4	Making an Appointment 安排预约	200
Unit 5	Changing or Canceling an Appointment 改变或取消预约	204
Unit 6	Receiving Visitors 接待来访者	207
Unit 7	Arranging Meeting 安排会议	211
Unit 8	Negotiating the Price 议价	214
Unit 9	Agency 代理	220
Unit 10	Thanking People and Reply to Thanks 感谢与答谢	225
Unit 11	Apologies and Replies 道歉与回答	228
Unit 12	Giving Compliments and Reply to Compliments 称赞与回答	232
Unit 13	Weather 天气	236
Unit 14	Sports and Hobby 运动和爱好	240
Unit 15	Asking for Permission and Help 请求许可和帮助	244

Part One: Living Abroad

出国居住

Unit 1

At a Travel Agency

在旅行社订机票

Dialogue 1

Mr. Zhang making flight reservations for his and his wife's trip to Honolulu.

(A = Mr. Zhang; B = Agent)

B: May I help you?

A: Yes. I'd like to make reservations on your flight number 220, departing for Honolulu on December 22nd at 7:30 in the evening.

B: Your name, please?

A: Mr. Zhang Qiang and Mrs. Liu Ying

B: Do you want to fly first or economy class?

A: Economy.

B: Yes, we still have room on that flight. Will this be a one-way trip?

对话 1

张先生正在为他和他夫人去檀香山旅行预定飞机票。

(甲 = 张先生; 乙 = 职员)

乙: 我可以为您效劳吗?

甲: 是的, 我想订两张机票, 220 航班, 12 月 22 日下午 7 点半飞往檀香山。

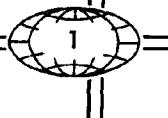
乙: 请问您的姓名?

甲: 张强先生和刘莹女士。

乙: 您要头等舱还是经济舱?

甲: 经济舱。

乙: 好的, 这班次航班还有空位。您要单程票吗?





A: No, round trip back to Chicago on January 3rd. By the way, do you have any direct flights coming back?

B: Yes, we do. Flight number 414, leaving Honolulu at 3:00 in the afternoon, flies nonstop back to Chicago.

A: That'll be perfect. What is the exact air fare?

B: Economy fare round trip from Chicago to Honolulu is \$476.00 during peak season.

A: I see... then our tickets are confirmed?

B: Yes, your seats are confirmed on those two flights. Please be at the airport at least one hour before departure.

Dialogue 2

Ms. Zhao's flight has been delayed so she goes to the airline counter for more information.

(A = Ms. Zhao; B = Official)

A: I just heard an announcement that my flight has been delayed.

B: What's your flight number?

A: Flight 662—bound for Philadelphia.

B: Oh, yes, the delay is due to mechanical

甲: 我要往返票, 1月3日飞回芝加哥。对了, 回程时你们有没有直飞的班机?

乙: 有, 414号班机, 下午3点飞离檀香山, 直飞回芝加哥。

甲: 那好极了。票价是多少?

乙: 由芝加哥到檀香山的往返经济舱票价, 在旺季是467美元。

甲: 知道了。那么我们的两张票就算订妥了?

乙: 是的。您二位往返的机位现在都订妥了。请最迟在起飞前一小时到达机场。

对话 2

赵小姐的班机要延迟出发, 所以她到航空公司柜台询问更多的消息。

(甲 = 赵小姐; 乙 = 职员)

甲: 我刚听到广播说我的班机延迟了。

乙: 您的班机号是多少?

甲: 662号班机, 去费城的。

乙: 啊, 是的, 延迟出发是因为机械故障。

difficulties.

A: Do you know how long it will be?

B: Probably not more than two hours.

A: Oh, dear, I'm afraid I'll miss my connecting flight. I'm supposed to catch an Eastern Airlines flight to Miami at 5:10.

Is there another flight available?

B: Just a minute. Let me check ... yes, there is a flight leaving for Philadelphia in ten minutes, but it's full. I could put you on standby if you wish.

A: Yes, all right. But if I don't get on that flight, would it be possible to change the connecting flight to Miami?

B: Let's see ... there's a United flight leaving Philadelphia at 7:45 this evening.

A: Could you get me on that flight, please?

B: Yes, I'll check to see if there's any space left.

甲: 您知不知道会延迟多久?

乙: 大概不会超过两小时。

甲: 哎呀, 那我会赶不上我下一段的班机了。我预定在 5 点 10 分搭乘东方航空公司的班机去迈阿密。现在有没有别的班机可以坐?

乙: 请等一下。让我看看。有, 有一架班机十分钟内去费城, 可是已经满座。我可以把您列为候补, 如果您愿意的话。

甲: 好吧。可是假如我上不了那架班机, 能不能换一班转飞迈阿密的班机?

乙: 我查一下看。今天晚上七点四十五分联合航空公司有一班机由费城起飞。

甲: 劳驾您能不能设法让我搭上那一班飞机?

乙: 好, 我查查看还有没有空位。

Notes: 注释

1. one-way trip 单程旅行; round trip 往返旅行
2. Direct flight 直飞航班, 直达飞行; 亦可称: nonstop flight



Useful Expressions: 有用的表达用语

1. I'd like to make a reservation to Chicago.
我想预订飞往芝加哥的机票。
2. Which would you prefer, first class or economy?
您要头等舱还是经济舱?
3. Do you have any non-stop flights?
你们有直达的航班吗?
4. Do you want a one-way trip ticket or a round trip ticket?
您是要单程机票还是往返机票?
5. How much is the fare to Canada?
飞往加拿大的机票票价是多少?
6. Your ticket is in order now.
您的机票现在完全办妥了。
7. Can you arrange a connecting flight for me?
你能为我安排转乘航班吗?
8. This is a busy season.
现在是旺季。
9. Please put me on the waiting list.
请把我列为候补。
10. Please notify me if there is any cancellation.
如果取消航班,请通知我。

Unit 2

Checking in and Boarding a Plane

检票及登机

Dialogue 1

A traveler is checking in at the airport.

(A = Traveler; B = Agent)

B: May I see your airplane ticket, passport and health certificate please?

A: Here you are.

B: Will you please put all your luggage on the scale?

A: I want to check these three pieces and I'll carry this overnight bag by myself.

B: Sir, your bags are 30 pounds overweight. You are allowed only 44 pounds of baggage.

A: Well then, how much do I owe you?

B: That comes to H. K. \$ 120.

A: What should I do now?

B: You may proceed to the departure section, and go through the immigration procedures.

对话 1

一位旅客在机场办理登机手续。

(甲 = 旅客; 乙 = 职员)

乙: 请让我看一下您的飞机票、护照和健康证明。

甲: 在这里。

乙: 请把您所有的行李过一下磅。

甲: 我这三件行李托运, 这个手提行李袋随身带。

乙: 先生, 您的行李限额只是 44 磅, 但您已超重 30 磅。

甲: 那我要付多少钱?

乙: 120 元港币。

甲: 我现在该做什么?

乙: 您现在可以到出境处, 办理出境手续。



Dialogue 2

A stewardess is helping various passengers on their first flight.

(A = Passenger 1; B = Stewardess; C, D, E = Passenger 2, 3, 4)

A: Could you help me adjust the air flow? It's blowing right on me.

B: Yes, you just turn the knob here above you in whichever direction you like or you can shut it off. By turning it tightly to the right.

A: What about the reading light?

B: You'll find the switch for that on your arm rest.

E: I can't seem to adjust my seat. I'd like to lie back and take a nap.

B: There's a button here on your arm rest. Just push and lean back at the same time... that's right. Are you comfortable now?

E: Yes, thank you. Wake me up when you serve dinner, please.

C: Do you have any cold drinks?

B: Yes, of course. What would you like? We have soft drinks, juice and cocktails.

C: I guess I'll have a Coke. And could you

对话 2

一位乘务员正在照顾飞机上的乘客，其中有些人是第一次乘飞机。

(甲 = 乘客甲; 乙 = 乘务员; 丙 = 乘客乙; 丁 = 乘客丙; 戊 = 乘客丁)

甲: 您能不能帮我调一下这个气流? 他正吹着我的头。

乙: 好。您上面的这个吹风的球形柄可以向任何方向转动, 您也可以把它关掉, 只要向右边扭紧就可以了。

甲: 阅读的小灯怎么使用?

乙: 它的开关在您的扶手上。

戊: 我好像不能调整我的座位角度。我想躺平点儿睡一小觉。

乙: 您椅子扶手上有一个钮。您按住钮同时用力向后靠……对了。现在您舒服了吧?

戊: 是的, 谢谢您。供应晚餐的时候, 请把我叫醒。

丙: 你们有什么冷饮吗?

乙: 当然有啦。您想要点什么? 我们有汽水、果汁和鸡尾酒。

丙: 我想来一杯可口可乐。还有, 您能不

bring me a copy of the latest Wall Street Journal?

B: Yes. I'll see if we have it.

D: I'm not feeling well ... could I stretch out on those two empty seats?

B: Yes, all right. Would you like a pillow and a blanket?

D: Yes, thank you.

能给我份最新的华尔街日报?

乙: 好, 我看看有没有。

丁: 我不太舒服……我可不可以在那两个空座位上躺一躺?

乙: 好吧, 您要不要枕头和毯子?

丁: 要, 谢谢您。

Notes: 注释

1. check in 检票, 办理登机手续
2. a health certificate 健康证明书
3. an overnight bag 短途旅行包
4. take a nap 睡一小觉
5. stretch out 伸直身子

Useful Expressions: 有用的表达用语

1. What's the weight limit allowed for each passenger?
每位乘客的(行李)限重是多少?
2. A window seat or aisle seat?
您愿意坐在靠窗的位子上还是靠近走道的位子上?
3. A seat in the smoking or non-smoking section?
您愿意坐在吸烟区还是不吸烟区?
4. Is this seat taken?
这个位子有人坐吗?



Unit 3

Arrival

抵 达

Dialogue 1

Mr. Song is going through immigration at the airport.

(A = Mr. Song; B = Official)

B: Welcome to the United States. May I see your passport and disembarkation card, please?

A: Yes, ... here they are.

B: Let's see ... you have a tourist visa ... where will you be staying?

A: Mostly in the San Francisco area.

B: OK, everything seems to be in order. You may go to the baggage-claim area, then proceed through customs.

Dialogue 2

Mr. Song picks up his baggage, then goes to the nearest customs official.

(A = Mr. Song; B = Official)

对话 1

宋先生在机场的移民局办事处办入境手续。

(甲 = 宋先生; 乙 = 官员)

乙: 欢迎到美国来。我可以看一下您的护照和入境申报表吗?

甲: 好的, 都在这儿了。

乙: 让我们看看, 您有一个旅游签证, 您要在哪停留?

甲: 大部分时间在旧金山地区。

乙: 好了。看来都很妥当。您可以到行李提取处去, 然后再进行海关检验。

对话 2

宋先生拿了行李, 走到最近的海关官员那里。

(甲 = 宋先生; 乙 = 官员)

B: May I see your customs form?

A: Yes, I have only a few small gifts — the total value is under \$ 100. 00.

B: Please open the brown bag. What's in this little container?

A: Oh, that's medication for my sinus condition.

B: May I see the gifts you mentioned?

A: Yes, here they are, under here.

B: Do you have a receipt for this pearl necklace?

A: Yes, I do, Wait a minute ... yes, here it is.

B: All right. You may close your bags now.

A: Could you tell me where I can exchange my money?

B: Yes, go right through those doors and you'll see the exchange window straight ahead.

乙: 我可以看看您的海关申报表吗?

甲: 好。我只带有几件小礼物, 总共价值不到 100 美元。

乙: 请打开那个棕色的袋。这个小盒子里面是什么?

甲: 哦, 那是我治鼻子过敏的药品。

乙: 我可以看看您说的礼物吗?

甲: 可以, 在这下面。

乙: 这个珍珠项链您有没有收据?

甲: 有。等一下, 在这里。

乙: 好了。您可以合上手提包了。

甲: 您能告诉我在哪里可以换钱吗?

乙: 好的。您出这边的门, 就可以看见正前方兑换钱币的窗口。

Notes: 注释

1. in order 就绪, 妥当
2. customs form 海关申报表
3. sinus condition 鼻子过敏症状
4. receipt *n.* 收据
5. straight ahead 正前方



Useful Expressions: 有用的表达用语

1. The plane arrived ahead of / behind schedule.
飞机提前/晚点到达。
2. You have to claim them with your luggage claim tag.
你必须凭行李领取标签领行李。
3. Get it out of the conveyor belt.
把行李从传送带上取下来。
4. Follow the crowd and they will lead you to the Immigration.
跟着人群走,他们会带你到移民局。
5. What's your nationality? / Where are you from? / Where do you come from?
你是哪国人?
6. Are you on your business trip?
你是来出差吗?
7. Now you can clear customs.
你现在可以通过海关了。
8. Do you have anything (more) to declare?
你(还)有什么要申报的吗?
9. May I see your customs declaration?
我能看看你的海关申报表吗?
10. They are not allowed to be brought into the country.
他们是不允许被带进本国的。

Background Knowledge: 背景知识

在国外买机票是直接从各个旅行社买,而不是在机场买。订机票的时间可长可短,长的可达一年以上,所以预订的机票一般都是 open-end, 即未经确定的无期机票,也就是说在机票上 Status (订座情况)一栏是空白,在你确定出发日期的前几天,你必

须到旅行社去重新确认(confirm)你的机票。

出境要办理两道手续即登机手续和出境手续。每道手续又包括三个步骤,即:乘客到机场后首先要排队办理登机手续(check in):

1. 将机票和护照给检票处的服务员。

2. 将行李放在指定地点称重,并由航空公司托运到目的地。服务员会给乘客一张取行李证明的牌子(luggage claim ticket 或 luggage claim tag),留做取行李时用。行李的限重(weight limit 或 free luggage allowance)各国航空公司不一样。

3. 服务员验过机票后给乘客一个登机牌(boarding pass 或 boarding card),上面写着所乘飞机的班次(flight No.)、‘登机门(boarding gate)和乘客上飞机后的座位号码(seat No.)。然后再办理出境手续:过海关(Customs),出境管理(Immigration),检疫(Quarantine)。出境手续和入境手续的程序相反。

在机场休息厅内设有餐厅,免税店(Duty Free Shop)和外汇兑换处(Money Exchange 或 Foreign Currency Exchange)等。登机后按照登机牌上的座位号对号入座。随身携带的行李可放在头顶上的柜仓(baggage compartment)里或座位底下。

乘客下飞机后要办理两道手续,即:入境,(其中包括:检疫,入境管理和海关)和取行李。乘客要拿着取行李牌到行李托运处(luggage claim area)取行李。所有的行李都是按次序在传送带(conveyor belt)上传动。最后就可以出关(clear customs)。需要报关的乘客要走红色通道,拿出在飞机上填好的报关单,或口头报关。如果不用报关,乘客可以走绿色通道。可携带的免税物品是每人一条烟,两瓶酒。