

社交 英语

手册



Social Contacts

社交活动

Communication Techniques

交际技巧

Practical Writing

实用写作

An

English Handbook

for

Social Contacts

田华峰 李干斌 编著

东方出版中心

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An
English Handbook
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Part One. Social Contacts

社交活动

Unit 1. Finding the Way

问 路

I. Background Information:

在英美等国,去一个陌生的地方,如果不知道路如何走,最好问问当地的人。人们对于别人的问路通常会热心作答。一般在听明问题后,只要知道,他们总会给问路者一个满意的答复。

向人问路时,首先别忘了说“Excuse me”,这样既可以引起对方的注意,又显得比较有礼貌。问话时,话要说得慢一些,清楚一些,语气要尽量客气文雅,所打听的地址要尽可能准确,越具体越好。除此以外,还要注意以下几点:

(1) 走向对方时,表情不要太紧张,走路速度不要太快,免得对方产生误会,以为你有什么不良企图。

(2) 在同对方交谈时要耐心,要让对方有思考的时间。

(3) 说话时要与对方保持一定距离,因为西方人的空间距离意识较强,当陌生人离得太近时,他们会感到很不自在。

(4) 尽量不使用手势,如果要用,不要动作太大。

为人指路时,要尽量说得具体而清楚,语速也要慢一些。要正确地指出所问地点的位置,可以告诉问路人所找地方前后左右较为显著的标志,以帮助辨认;还可以告诉对方距离的远近,乘车或步行所需的时间等。如果确实不知道,应如实地告诉对方,不要胡乱指点,以免给问路人造成不必要的麻烦。

问路人在对方为你指明道路后,应该向对方表示感谢并道别,即使对方无法帮助你时,也要如此。如果行人无法帮助你,则可以去问附近的警察,因为一般说来,警察对周围的道路情况比较熟悉。

II . Useful Sentences:

1. Could you tell me where the railway station is?

你能告诉我火车站在哪里吗?

2. Excuse me. Could you tell me where the nearest men's room is?

对不起。请问附近的男厕所在哪里?

3. Excuse me, but could you tell me the way to the Central Hotel?

对不起,请问去中央旅馆怎么走?

4. Excuse me, is this the right way to the City Hall?

对不起,去市政厅是不是走这条路?

5. It's only a five - minute walk from here.

走五分钟就到。

6. Go that way about a hundred yards. When you come to a lane, turn right.

沿着那条路走大约一百码。当你走到一条小巷时，向右转弯。

7. No, it's no distance at all. In fact I'm going the same direction. Come and I'll show you the way when we get to the crossroads.

不，一点也不远。正巧我也往那边走。跟我来，到十字路口我指给你看。

8. Keep going until you see a white building on your left. The place you're looking for is right next to it.

一直往前走，直到看见左边有一幢白色的大楼，你要找的地方就在它旁边。

9. Take bus No.45, and get off at the Peace Hotel stop.

乘45路公共汽车，到和平饭店下车。

10. Well, I'm new here myself. You'd better ask the policeman over there. He'll be able to help you.

对不起，我也是初到此地。你最好去问那边的警察，他会帮助你。

III. Situational Dialogues:

1. A: Excuse me, but could you tell me the way to the Central Hotel?

B: Sure. Walk two blocks^① from here, and turn right. The hotel is on your left. You can't miss it.

A: How long will it take me to get there.

B: It's only a five-minute walk.

A: I see. Thank you so much.

B: You are welcome.

2. A: Pardon me, could you please tell me how to get to Pine Road?

B: I'm sorry. I'm a stranger around here. That policeman will be able to help you.

A: Excuse me, how can I get to Pine Road, please?

C: You'd better take the bus. Get on bus No. 16 at that bus stop over there.

A: How long will it take?

C: I guess it will take about 20 minutes. You get off at Pine Road.

A: Thanks a lot.

C: Not at all.

3. A: Excuse me, Sir. Could you tell me how to get to the Empire State Building^②?

B: Yes. You must be a stranger^③. Where are you from? I don't recognize^④ your accent^⑤.

A: I'm from Sydney^⑥, Australia. This is my first visit to the States^⑦ and I want to see as many sights as I can.

B: Well, turn to the left at the traffic lights^⑧.

A: Will it take me long to get there?

B: No, it's no distance at all. In fact I'm going in the same direction. Come and I'll show you the way when we get to the crossroads^⑨.

A: That's very kind of you.

4. A: Sorry to trouble you, but can you direct me to the Manager's Office?

B: All right. It's on the 8th floor. You go up by the lift^⑩ at the end of this corridor^⑪. When you come out of the lift, turn right. It's the last room on the left hand.

A: Which lift should I take, please?

B: Any lift will do.

A: Thank you very much. You've been a great help.

B: You're welcome.

Notes:

- ① blocks *n.* 街区;街段(两条平行街道之间的距离)
- ② the Empire State Building 帝国大厦(美国纽约著名的高层建筑)
- ③ stranger *n.* 陌生人;外地人
- ④ recognize *v.* 辨认书
- ⑤ accent *n.* 口音
- ⑥ Sydney 悉尼(澳大利亚著名的港口城市)
- ⑦ the States 美国(美国的简称,一般为美国以外的人使用)
- ⑧ traffic lights 红绿灯
- ⑨ crossroads *n.* 十字路口
- ⑩ lift *n.* 电梯
- ⑪ corridor *n.* 走廊

IV. More Useful Sentences:

1. Excuse me, is there a bus to the downtown area?

打扰了,请问这儿有去市中心的公交车吗?

2. Excuse me, how can I get to Times Square, please?

对不起,请问去时代广场怎么走?

3. Sorry to trouble you, but can you direct me out of this building?

对不起,打扰您了,您能告诉我如何走出这座大楼吗?

4. Can you tell me where the Fifth Avenue is?

请问第五大街在哪儿?

5. Tell me, please, where is No. 176 on this street?

请问这条街的 176 号在哪儿?

6. Which direction is it to the Queen Theatre?

去皇后剧院是哪个方向?

7. Would it take long to walk there?

步行去那儿远吗?

8. Is there a shortcut I can take to the National Art Gallery?

请问去国家美术馆有近路吗?

9. Excuse me. I wonder if you could help me. I'm looking for the Mayflower Hotel.

对不起,不知您是否能帮助我。我在找五月花旅馆。

10. Could you tell me where I can find a restaurant?

请问我可以在哪儿找到一家饭店?

11. I'm sorry I don't know about the community here myself. Perhaps my friend can help you out.

很抱歉,这一带我也不熟悉,也许我的朋友能帮忙。

12. Take the No. 9 bus to the Prince Cinema. After you get

off, walk back about a hundred yards or so.

乘9路公交车到王子电影院下车。下车后, 往回走一百码左右。

13. Just cross the street and go around the corner on the right.

只要过街, 在右边的拐角处转弯即是。

14. Walk three blocks down the street and go past the City Hall.

顺这条街走三个街区, 过市政厅。

15. You can walk it within ten minutes.

十分钟内你就可以走到。

16. You can go ahead for four blocks and ask again.

往前走四个街区, 然后你再问一下。

17. You're going in the opposite direction.

你方向走反了。

18. That's still 30 miles down the highway, so you'd better call a taxi.

沿高速公路还得走30英里, 你最好叫辆出租车。

19. Well, turn to the left at the second corner after the crossroads. It's there near the corner. You can't go wrong.

过十字路口在第二个拐角处向左拐。大厦离拐角不远, 你一定能找到。

20. Let me see ... Follow this street until you get to the traffic lights. Take a left turn there, and go up about three blocks, until you get to the Tenth Street. Then turn

right. The library is on your left about two blocks down.
让我想想看……沿着这条街走到红绿灯处向左拐，
然后继续向前走大约三个街区，你就到了第十大
街，再向右拐走大约两个街区，图书馆就在你的
左边。

V. Useful Words and Expressions:

a short drive 车程不远

address *n.* 地址

ad post 广告牌

around (round) the corner 在拐角处

avenue *n.* 大街

beside *prep.* 在……旁边

boulevard *n.* 大街；林荫大道

bus stop 公共汽车站

cab/taxi *n.* 出租汽车

community *n.* 附近；社区

cross *v.* 穿越

crossing *n.* 十字路口

direct *v.* 指引

direction *n.* 方向

distance *n.* 距离

elevator *n.* 电梯

escalator *n.* 自动楼梯

get lost 迷路

give somebody a ride 让某人搭便车

go out of the way 绕远路
go straight ahead 一直往前走
ground floor 底楼
head *v.* 在前面走
highway *n.* 高速公路
landmarks *n.* 路标
lane *n.* 小巷; 小道
lose one's way 迷路
miss *v.* 错过; 未赶上
month ticket 月票
on foot 步行
on the right/on the right hand side 在右边
opposite *adj.* 对面; 相反的
over there 在那边
passer-by *n.* 行人; 过路者
public transportation 公共交通
skyscraper *n.* 摩天大楼
sorry to trouble you 对不起, 打扰您了
stoplight *n.* 红绿灯
storey *n.* 楼层
streetcar *n.* 电车
the way to ... 去……的路上
terminal *n.* 终点站
traffic signal 交通信号; 指挥灯
trolley bus 无轨电车
turning *n.* 拐弯处; 岔路

turn left 向左拐

within walking distance 可以走着去

Unit 2. Making a Phone Call

打 电 话

I . Background Information:

电话作为一种现代通讯工具,在人们的生活中显得日益重要。在西方,电话普及率很高,一个家庭大都拥有一部甚至多部电话,公用电话也随处可见。电话在帮助人们合理安排和充分利用宝贵的时间、提高工作效率以及沟通信息和感情等方面都起着十分重要的作用。

打电话与日常谈话类似,但也有一些不同的方式和习惯用语。在打电话之前,最好先想好要谈的内容,打好腹稿,做到心中有数,以避免通话时既浪费时间又浪费金钱。拿起话筒用英语打电话时,应先说“Hello”,然后报出自己的姓名,并告知对方你想与谁通话。如果没有特殊的情况,一般不要在晚上十点钟以后或中午午休时给人打电话,而一大清早就给人打电话也不受欢迎。如果拨错了电话号码,知道后应该先道歉,然后再挂断电话。

接电话时应该等电话铃响两次以后再接。拿起话筒应该说“Hello”或“Good Morning”之类的问候语,然后向对方报出自己的单位或自己的姓名。如果对方需要你叫别人接电话时,你可以说“Just a moment, Please”或“Hold the line, Please(请稍

候)”，然后找来对方所要与之谈话的人。如果电话要找的人碰巧不在，你应该问对方是否要留言，留言时务必问清对方的姓名、电话号码等。

无论是打电话还是接电话都要注意语言应清楚、得体、大方，语气、语调、音量要适中，以听清为标准。在讲述时间、地点时更要仔细。

要想很好地使用电话还应该学会查电话号码簿。在西方，电话号码簿有两种：“白页”(White Pages)和“黄页”(Yellow Pages)。“白页”是用白色纸印刷的，所有安装电话的人的名字都按字母顺序印在上面；“黄页”是用黄色纸印刷的，它是按行业分类编排的，列出各行各业如酒店、餐馆、商店、戏院和服务公司等等的电话号码。

在西方，如果有事要与他人见面，一般都应事先打个电话约定好时间、地点，去他人家里拜访也是如此，否则的话，你可能见不到你想要见的人，而贸然拜访也会被他人视为无教养的表现。

II . Useful Sentences:

1. Hello, this is George Smith speaking. May I speak to Mrs. Robinson?

喂，我是乔治·史密斯。我能和罗宾逊夫人通话吗？

2. I'd like to speak to Linda Evans. This is Henry Williams.

我想和琳达·埃文斯通话。我是亨利·威廉斯。

3. I'm sorry. She's just stepped out for dinner.

对不起，她刚刚出去吃饭了。

4. May I take a message?

您需要留言吗？

5. Can I have your name and telephone number?

请问您的姓名和电话号码？

6. How do you spell that (your name or address)?

(您的名字或地址)怎么拼写？

7. Will you hold the line? Miss Stewart is on another line, she should be finished in a moment.

您能稍等会儿吗？史都华小姐正在打电话，她马上就

就好。

8. Who's calling, please?

请问您是谁？

9. This is International Operator. What can I do for you?

这是国际台。你要哪里？

10. I'm sorry, but I think you must have the wrong number.

There's no one here by that name.

对不起，我想你一定是打错了。这儿没这个人。

III. Situational Dialogues:

1. A: Hello, this is George Smith speaking. May I speak to Mrs. Robinson?

B: I'm sorry, she's just stepped out for dinner.

A: Will she come back soon?

B: I expect her back in 30 minutes. May I take a message?

A: Well, would you ask her to call me back?

B: Sure. Can I have your name and telephone number?

A: My name is George Smith.

B: How do you spell that?

A: G - E - O - R - G - E S - M - I - T - H. My number is 327 - 61025.

B: Mr. George Smith at 327 - 61025. Thank you for calling. I'll give Mrs. Robinson your message as soon as she comes back from dinner.

2. A: Hello. May I speak to Mary Stewart, please?

B: Will you hold the line^①? Miss Stewart is on another line. She should be finished in a moment.

A: Yes, I'll hold on^②.

C: This is Mary speaking. Who's calling, please?

A: Hi, Mary. This is Tom.

C: Oh, hi, Tom. How've you been?

A: Just fine. I say, aren't you busy tomorrow evening?

C: Let me see. Uh-huh... no, I guess I'll be free.

A: Well, why not dine out^③ together and then go to the movies^④?

C: Sounds a good idea.

A: Okay. I'll pick you up^⑤ at 6:00.

C: Thank you for inviting me. See you then. Bye, Tom.

A: Bye now.

3. A: This is International Operator^⑥. What can I do for you?

B: I want to call Los Angeles^⑦.

A: Person-to-person^⑧ or station-to-station^⑨, sir?

B: Person -- to -- person, make it collect^⑩, please.

A: The name and number you want to call, sir?

B: I want to speak to Mathew Dodgson at 446 - 732674.

A: Your name, please.

B: My name is Steven Dodgson. I'm his brother.

A: Please hold while I connect^⑪ you.

4. A: I'd like to speak to Linda Evans, please. This is Henry Williams.

B: I'm sorry, but I think you must have the wrong number. There's no one here by that name.

A: Is this number 555 - 7856?

B: NO. This is 555 - 7858.

A: Sorry to bother you.

B: That's all right.

...

C: Hello, this is the Mayfair and Co.

A: This is Henry Williams speaking. May I speak to Mrs. Evans?

C: Hold a minute and I'll put you through^⑫.

...

D: Hello, Mr. Williams.

A: Hello, Mrs. Evans. I learned that you'd called when I got home last night. I'm sorry I wasn't at home.

With regard to^⑬ the message you left, I quite agree with you. I'll be waiting for you at my home at the appointed^⑭ time. I presume^⑮ Mr. Baker will be coming with you.

D: Yes, Mr. Baker says he'll come. We'll see you at two o'clock.

A: I'll see you then. Good-bye.

Notes:

- ① hold the line 稍候,等一下
- ② hold on = hold the line 稍候,等一下
- ③ dine out 出去吃饭
- ④ go to the movies 去看电影
- ⑤ pick up somebody 开车接某人
- ⑥ operator *n.* 接线员,话务员
- ⑦ Los Angeles 洛杉矶(美国西部加利福尼亚州的城市,以电影业著名的好莱坞的所在地)
- ⑧ person-to-person 指定对方姓名的国际电话,被指定的通话人不在时,则不计费
- ⑨ station-to-station 指定对方电话号码的国际电话,只要有人接电话,便开始计费
- ⑩ make it collect 由对方付费
- ⑪ connect *v.* 与……接通;联系
- ⑫ put somebody through 帮某人接通电话
- ⑬ with regard to 关于……,就……来说,介词短语
- ⑭ appointed *adj.* 约定好的;指定的
- ⑮ presume *v.* 相信;推断;假设