

EASY

《简单英语一路通》丛书

简单英语当秘书

● 平立 刘军利 编著



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*I am a good
secretary.*



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主 编 李 啸

编 著 平 立 刘军利

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北京朝阳区东土城路乙 9 号 邮编 100013

电话: 64271187 64279032

传真: 84257656

E-mail: icpc@95777.com

内 容 提 要

目 录

本书告诉你如何用最简单的英语做好秘书工作。书中涉及与秘书工作有关的业务如接待、日常事务的处理等内容,并按有关秘书工作的不同层面编成若干篇。每篇以“时尚句”、“学会一招”、“生词与词组”、“仿真对话”顺序编排。这样,既方便读者查阅,又能使读者读后有所启迪。全书所选内容丰富,题材新颖,风格独特。

本书是《简单英语一路通》丛书之一,是从事公关和文秘工作者的必备用书。

丛书编委会

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主编:李 啸

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李 啸 张 斌 苗新萍

马 兰 刘军利

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Part 1

Business Reception

业务接待



原书空白

①

Accompanying Guests for Shopping

陪来宾购物

Popular Sentences (时尚句)

What are you going to buy?

I want to buy some souvenirs for my family and friends.

I'd suggest the New World Department Store.

The environment for shopping is comfortable.

Would you show me that jewelry box over there?

This will surely make a very wonderful present.

Please wrap it up nicely.

That sounds reasonable.

Miss Li, I want to do some shopping. Could you help me?



我国的东⻔廉物美,驰名世界,客人闲瑕之余都喜欢逛街购物,买点纪念品。身为主人,

就该竭尽所能地告知“去什么店可以买到东西”，“该买些什么较划算”，处处显现你的热诚以博得客户的信任，比其他什么方法都来得有效。

Words and Expressions

accompany [ə'kʌmpəni]	<i>v.</i> 陪同; 陪伴
escalator ['eskəleɪtə]	<i>n.</i> 电动扶梯
handicraft articles	手工艺品
exquisite ['ekskwɪzɪt]	<i>a.</i> 优美的; 精致的
jewelry ['dʒu:əlri]	<i>n.</i> 首饰
typical ['tɪpɪkəl]	<i>a.</i> 典型的



仿真对话

Dialogue A

(Mr Baker wants Miss Li to help him to buy something before he leaves Beijing.)

(贝克先生在离开北京之前想让李小姐帮他买些东西。)

(A: Mr Baker B: Miss Li C: Salesman)

(A: 贝克先生 B: 李小姐 C: 售货员)

A: Miss Li, I want to do some shopping. Could you help me?

李小姐,我想去买些东西,你能帮我忙吗?

B: Of course, I'd like to. What are you going to buy?

当然可以。你打算买些什么?

A: I want to buy some souvenirs for my family and friends.

我想给家人和朋友买些纪念品。

B: Well, I'd suggest the New World Department Store. It's not too far.

唔,我建议去新世界百货商场去看看。它离这不太远。

A: OK. Let's go.

好的,我们一起去。

(At the Department Store)

(在百货商场)

B: Here we are.

我们到了。

A: Good, the environment for shopping is comfortable. What do they sell on the first floor?

很好,购物的环境很舒适。一楼卖些什么?

B: They sell cosmetics, shoes and the like on this

floor. Would you like to have a look over these cosmetics?

这一层卖些化妆品、鞋子之类的东西。你想看看这些化妆品吗?

A: Oh, no. They are not the things I want to buy, I'm afraid. On which floor are the handicraft articles sold?

哦,不,恐怕这不是我想要买的东西。工艺品在几楼?

B: They should be on the fourth floor. Let's take the escalator.

它们可能在四楼。我们坐电梯上去。

(On the fourth floor)

(在四楼)

C: Good morning, sir. Can I help you?

早上好,先生,您要些什么?

A: Yes, I'd like to look at some handicraft articles.

哦,我想看看工艺品。

C: These jade carvings with various styles are lovely. Would you like the jade bull? You know, a bull is a symbol of boom in business.

这些带有各种花纹的雕饰品很可爱,您想要玉雕公牛吗? 你知道,公牛是事业旺盛的象征。

A: It's great. How much is it?

太好了,多少钱?

C: 500 yuan RMB.

500 元人民币。

A: I'll take it. And would you show me that jewelry box over there?

我买了。你能给我看看那只首饰盒吗?

C: It looks elegant and attractive, isn't it?

看上去很雅致诱人,不是吗?

A: How exquisite! Is it hand-made?

多么精致啊! 是手工做的吗?

C: Entirely hand-made with fine workmanship. This will surely make a very wonderful present.

完全是手工做的。用它作为礼物再合适不过了。

A: I'm sure my wife will love it. OK, please wrap it up nicely.

我想我的妻子会喜欢的。好,请把它包装得漂亮些。

Dialogue B

(T: Mr Thompson, businessman W: Miss Wang, secretary C: clerk of the store)

(T: 汤普森先生, 商人 W: 王小姐, 秘书 C: 店员)

T: The goods are dazzling.