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即 学 即 用

公关英语

Public relations
English



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中国纺织出版社

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前言

前言

在当今社会,“公关”已成为各种交往中重要的、必不可少的环节。无论是商务活动、人际交往,全面的现代公关意识和公关技巧常常成为致胜的一大法宝。随着中国加入 WTO 及各行各业国际化进程的加快,“公关”已全面渗透、延伸到了国际舞台上。在这个大舞台上,熟练掌握和运用公关英语成为广大商务及公关人员的一大“必杀技”。

公关英语内容庞杂、涉及面极广,小到迎来送往、会面约见、便条信函、嘘寒问暖,大到商务谈判、危机处理、专题策划、巨额合同的签订,事无巨细,概莫能外。在上述种种交往的活动和场合,一般性、常规性的英语能力显然不够,还需掌握在特殊情况及规定情景中“公关英语”所特有的方法和技巧,并且深刻理解和全面了解欧美人士在不同文化背景下的习俗、礼仪、思维方式、行为特征,唯有如此,方能变机械性的照搬为游刃有余、化“生吞活剥”为“生动活泼”,成为商务活动及社交中的公关高手。

有鉴于此,我们编译了这本《即学即用公关英语》,书中全面列举了各类公关活动中所必需的英语听、说、写范例及必备的相

关常识和技巧,并以具体的商务活动为主线贯穿始终,同时,辅以大量生动、实用而精准的情景对话和范文,分门别类、条分缕析,旨在全面提高涉外商务人员、公关人员的英语能力和公关技巧,既是一个全面而又实用的工具书,又具有一定的鉴赏价值。如果阅读本书能对读者朋友的公关活动有所裨益,我们将不胜欣悦。

编 者

2002年5月

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第一部分 公关英语口语

Chapter One

第一章

Making Business Appointments

商业约会

A Words and Phrases (必备单词和短语)

- appointment 约会
arrange 安排
change 改变
confirm 证实
convenient 方便的
fix 准备, 安排
free 有空的
postpone 推迟
punctual 守时的, 按时的
unexpected 意外的, 想不到的
urgent 紧急的

call on 拜访

fully booked up 日程排满的

in advance 提前,预先

break an appointment 违约

by appointment 按照约定的时间、地点

keep an appointment 践约

make an appointment 预约

move up to 提前到

put off 延迟,推迟

tied up 抽不出时间

B Typical Sentences (精华短句)

Making an Appointment 约 会

1. If you are free, I'd like to invite you to Chinese Restaurant in Garden Hotel for business lunch at 6 this evening.
如果你有空的话,我想请你今晚6点到花园酒店中餐厅共进晚餐。
2. Are you free this afternoon? I'd drop by when I'm passing.
今天下午有空吗?我想路过时顺便拜访。
3. Shall we go to appreciate the nightview of Pearl River by boat

tomorrow evening?

明晚我们去乘坐游艇看看珠江夜景,好吗?

4. Do you think Mr. Yang could see me next Monday?

你认为杨先生下星期一能见我吗?

5. May I call at your office sometime this week?

本周我能去办公室拜访你吗?

6. Will you be available this afternoon?

你今天下午有空吗?

7. Will your general manager be able to see me tomorrow before 9:30?

你们的总经理明天 9:30 以前能会见我吗?

8. I hope it will be convenient for you if I call at eight o'clock tomorrow evening.

我明晚八点钟给你打电话,方便吗?

9. I hope I can see you in my office next Tuesday.

我希望下星期二在我的办公室里见你。

10. If it is convenient for you, I want to call you by then.

如果你方便的话,到时我给你打电话。

11. I'd like to make an appointment for tomorrow.

我想预约明天会面的时间。

12. I'd like to fix an appointment with you. Could you manage Friday in Blue Ghost Coffee House?

我想约见你。星期五在蓝精灵咖啡厅见面,行吗?

13. I'd like to see you sometime this week. What time would be convenient for you?

这个星期我想拜访你。什么时间对你方便?

14. I'd like to have an hour appointment with you next week.
Could you spare the time?

下周我想同你谈一个小时左右。你能抽出时间吗?

15. I'd like to have a talk with him about something urgent.
我有点急事要跟他谈。

16. I'm sorry for the sudden notice, but I'd like to meet with you
this afternoon.

恕我冒昧,今天下午我想跟你会面。

17. I should like to have the opportunity of a personal contract
with you.

我想找个机会跟你单独谈谈。

18. I wonder whether you could spare me ten minutes during
your lunch break tomorrow.

明天午餐休息的时候,你可否抽出十分钟时间跟我谈谈?

19. I wonder whether we could make an appointment to meet
some time next week.

我们下周约个时间见见面,好吗?

20. Are you quite sure you can come?

你确信你能来吗?

21. Could we make it on June 7 at 9 a.m.?

6月7日上午9点行吗?

22. Could you manage Friday?

你能安排星期五见面吗?

23. May I expect you at four?

我在四点钟等你好吗？

24. Shall we say 6 o'clock sharp?

我们约定六点整，好吗？

25. Shall we appointment a place to meet this evening?

我们今晚约一个地方见面好吗？

26. Shall I call for you or will you come for me?

我来找你，还是你来找我？

27. Usual place?

老地方？

28. Would 8 a. m. on Friday be convenient?

星期五上午 8:00 方便吗？

29. Would Wednesday morning be all right for you?

星期三上午对你合适吗？

30. Wouldn't three o'clock be just as good?

三点钟不也是一样吗？

31. What about Friday afternoon?

星期五下午怎么样？

32. When for?

什么时候？

33. You're always welcome. When would you like to come?

随时欢迎你来。你想什么时候来？

34. How is three o'clock?

三点钟怎么样？

35. Anytime except Monday would be all right for me.

除星期一之外，任何时候对我都合适。

36. Any afternoon except Saturday.
除了星期六,哪天下午都行。
37. Any day next week will do.
下星期哪一天都行。
38. Come by anytime.
随时来走走。
39. I don't have anything particular on Friday.
星期五我没有什么特别的事要做。
40. I'll be free all Monday afternoon.
整个星期一下午我都有空。
41. I'll be very pleased to see you this Friday afternoon.
我很高兴于本周星期五下午见你。
42. I'll pick up you about 7:00.
我大约 7 点钟来接你。
43. I shall be waiting for you by then at my office.
到时我在办公室等你。
44. I'll look out for you at 2:00 tomorrow afternoon.
明天下午二点我会等你的。
45. Please come whenever it is to your convenience.
只要你觉得方便随时请过来。
46. Let it be 3:00 tomorrow afternoon.
就定在明天下午三点吧。
47. Let's make it ten o'clock at my office.
我们就定在十点钟在我的办公室见。
48. That'll be too early.

那太早了。

49. Thursday morning suits me fine.
星期四上午对我很合适。

50. Tuesday would be better for me.
星期二对我更好些。

51. It's a date.
那就说定了。

52. It's a set appointment.
那就说定了。

53. Let's fix it.
那就说定了。

54. Good, that's settled then.
好的,就这么定了。

55. I'll be filled up this week.
这星期我没空。

56. I'm afraid I can't meet you there.
恐怕我不能在那里跟你见面。

57. I'm sorry, I'm expecting some visitors this evening.
对不起,今晚我有客人来。

58. I won't be able to keep my appointment with you on
Thursday.
星期四我不能跟你约会。

59. If you're busy, we can meet sometime next week.
如果你忙的话,我们就下周见吧。

60. If by chance I can't make it, I'll see you sometime next

week.

万一无法前来的话,我下周找个时间来见你。

61. Not today, I'm afraid. How about Saturday at the usual place?

今天恐怕不行。星期六老地方见,怎么样?

62. Sorry, I've got a previous engagement at that time.

对不起,那个时间我已有约在先了。

63. Tomorrow won't do, I'm afraid.

明天恐怕不行。

64. Could you arrange it for me?

你能帮我安排一下吗?

65. Have you got an appointment?

你预约过吗?

66. All the appointments are filled.

所有的预约时间都排满了。

67. He is usually busy in the morning. So you might come over sometime in the afternoon, if that suits you.

一般来讲他上午很忙。如果方便的话,你可以下午来。

68. I think I can fit you at 3:00 p.m.

我看我能给你安排在下午3点。

69. Perhaps I could fit you at 4.

或许我能给你安排在4点。

70. There's nothing scheduled before supper.

晚餐前没有什么安排。

71. I'm sorry tomorrow is all booked up. What about the day