

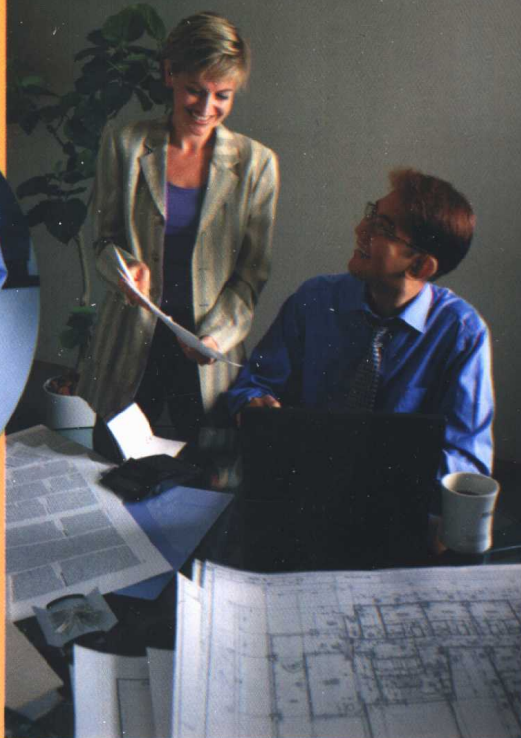
新世纪

公务员

实用英语

The Practical English
Course for Civil Servants

王慧莉 高桂珍◎主编



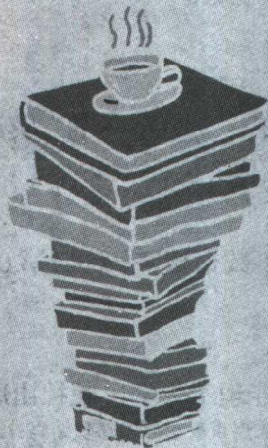
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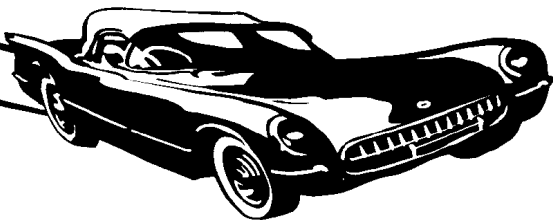
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前言

随着我国加入WTO后与国际交往的与日俱增，对于公务员来说，具备一定的英语听说能力显得越来越重要。作为一名公务员，读、写能力高于他们的听、说能力，而应试的写作能力高于他们的应用写作能力。所以，本书针对公务员的实际情况，在对他们做了大量调查的基础上，精选了一些公务员在与国际交往过程中所经常遇到的场景，并挑选了实用、上口、地道的对话与独白，使读者在学习过程中能有的放矢，每天都有一种成就感。

《新世纪公务员实用英语》具有以下特色：

1. 语言地道。所有的材料均选自原汁原味的英语对话、独白及演讲。口语特色鲜明，应用写作部分实用、标准。
2. 话题实用。本书的每一个单元都是经过作者与有关公务员进行商榷而定的。甚至有些材料就直接采用了他们实际工作中的发言稿，非常实用、真实。
3. 适合自学与培训用。读者可以根据自己的情况，模仿磁带，反复练习，达到熟能生巧的程度。为了携带方便，本书还有和磁带配套的小册子，方便读者利用零碎的时间练习。另外，本书还适于培训用，在每课课文之后，都设计了一些与本课内容联系非常紧密的练习，目的是进一步巩固本课的内容。
4. 形式多样。在课文之后，穿插了一些“礼仪常识”，介绍一些英语国家的礼仪文化。在每课结束之后，还穿插了“中国人容易发错的音”或“小笑话”，供读者练习发音或调整心境，使读者在轻松、愉快的心情下学好英语，进入英语学习的最佳境界。



5. 内容多样。本书除了编入一些听说内容以外，还适当地加入了一些实用文体的写作样例，目的是给读者提供现成的写作参考，以便套用。

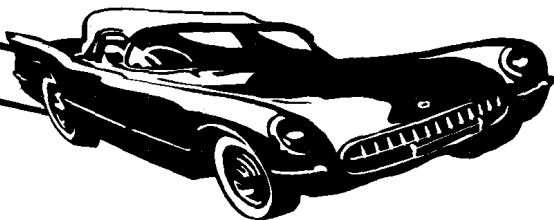
《新世纪公务员实用英语》共有三十个单元，分为基础篇和公务篇。基础篇主要是针对一些日常生活和工作，公务篇针对的是工作中更为具体的内容。每一单元包括关键词、身临其境、活学活用、礼仪常识、中国人容易发错的音、小笑话等项目。读者可以利用零碎的时间通读本书，做到读一页就记住一页，每天都有一点惊喜和收获。

衷心希望本书能满足广大公务员提高英语的愿望，使您早日成为适应新世纪的合格的国际化的公务员。祝各位读者英语学习取得更大进步。

本书难免存在不足之处，衷心希望读者批评指正。

编 者

2002年7月



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Business A B C

基 础 篇



Meeting Foreign Guests at the Airport

关 键 词

你能正确读出下面的单词吗?(请跟磁带朗读下面的单词)

affair *n.* [ə'feə(r)] 事务

general *a.* ['dʒenərə(ə)l] 总的

manager *n.* ['mænidʒə(r)] 经理

automobile *n.* [ˌɔ:təməbil] 汽车

company *n.* ['kʌmpəni] 公司

journey *n.* ['dʒəni] 旅途

flight *n.* [flaɪt] 航班

pleasure *n.* ['pleʒə(r)] 令人高兴的事

suppose *v.* [sə'pəuz] 猜想, 认为

colleague *n.* ['kɒli:g] 同事

invite *v.* [in'vaɪt] 邀请

view *n.* [vju:] 景色

scenery *n.* ['si:ni] 景色

hospitable *a.* ['hɒspɪtəb(ə)l] 好客的

compliment *n.* ['kɒmplɪmənt] 褒奖



身临其境

你知道在接客人前如何用电话确认吗？

◆ 样例一：

Miss Chen: 88881234, Foreign Affairs Office.

陈小姐: 88881234, 外事办。

Mr. Smith: I'd like to speak to Mr. Gao, the director of the department.

史密斯先生: 我想同你们部门主任高先生讲话。

Miss Chen: Wait a moment, please. Mr. Gao, you're wanted on the phone.

陈小姐: 请等一会。高先生，您的电话。

Mr. Gao: Hello, may I ask who's calling?

高先生: 您好，请问您贵姓？

Mr. Smith: I'm the General Manager of Goldlion Automobile Company,
Thomas Smith.

史密斯先生: 我是金狮汽车公司的总经理，托马斯·史密斯。

Mr. Gao: I'm glad to hear your voice again. When will you start your
journey to China?

高先生: 很高兴又听到您的声音。您什么时候启程到中国来？

Mr. Smith: I'm calling just to tell you I'll set off tomorrow morning, that
is 8:00 a.m. on the ninth of October.

史密斯先生: 我现在打电话就是要告诉您，我明天早上动身，也就是十月九日早八点。

Mr. Gao: That's great. I've been looking forward to your coming. What's
your flight number? I'll meet you at the airport.

高先生: 好极了。我一直盼望着您的到来。您的航班号是多少？我到机场去
接您。

Mr. Smith: My flight number is AA866. Besides, my wife will be with
me. So, will you please book a double room for us?

史密斯先生: 我的航班号是AA886。此外，我妻子也一同前往。所以，请您为我们
预订一个双人房间，好吗？

Mr. Gao: No problem. How many days will you stay in the hotel?

高先生: 没问题。你们要住几天？



Mr. Smith: For 5 days. Thank you in advance.

史密斯先生：五天。先谢谢您。

Mr. Gao: See you in Beijing then!

高先生：那么，北京见！

Mr. Smith: See you!

史密斯先生：再见！

你知道在机场接客人时如何表示欢迎吗？

◆ 样例二：

Mr. Gao: How nice to see you again, Mr. Smith!

高先生：史密斯先生，再次见到您真好！

Mr. Smith: It's a real pleasure to see you here. I suppose, you haven't met my wife Mary. This is Mr. Gao.

史密斯先生：在这见到您真是件愉快的事。我想，您还没有见过我的妻子玛丽吧。这位是高先生。

Mrs. Smith: How do you do, Mr. Gao?

史密斯夫人：您好！高先生。

Mr. Gao: How do you do? Welcome to Beijing.

高先生：您好！欢迎您到北京来！

Mr. Smith: Do you still remember Mr. Black, my colleague?

史密斯先生：您还记得我的同事布莱克先生吗？

Mr. Gao: Of course, I do. I've heard so much about you, and I've been looking forward to meeting you.

高先生：当然记得。久仰大名。我一直盼望着见到您。

Mr. Black: Thank you.

布莱克先生：谢谢。

Mr. Gao: Let me introduce my secretary, Miss Chen. She's a good help.

高先生：让我介绍一下我的秘书陈小姐。她是个好帮手。

All: I'm pleased to meet you, Miss Chen.

众人：很高兴见到您，陈小姐。

Miss Chen: Me, too. Have you had a pleasant flight?

陈小姐：我也同样。你们旅行愉快吗？



Mr. Smith: Yes, thank you.

史密斯先生：是的，谢谢。

Miss Chen: Well, you must be very tired after your flight. Our car is waiting at the parking lot.

陈小姐：你们在飞行过后一定很累了。我们的车正在停车场等候。

Mr. Smith: Fine.

史密斯先生：好的。

你知道怎样做关于旅途的交谈吗？

◆ 样例三：

Mr. Gao: Welcome to China, Mr. Smith!

高先生：史密斯先生，欢迎您到中国来！

Mr. Smith: Thank you, Mr. Gao. I've been looking forward to this trip. It's very kind of you to invite me.

史密斯先生：谢谢您，高先生。我一直盼望着这次旅行。谢谢您邀请我来。

Mr. Gao: It's my pleasure. How about your trip? Did you have a good trip?

高先生：不客气。旅途怎么样？旅途还好么？

Mr. Smith: Not bad. The sky is clear and I can have a bird's view of the scenery.

史密斯先生：不错。天空晴朗，我可以俯瞰景色。

Mr. Gao: It's a long trip. You must be very tired.

高先生：旅途漫长，您一定累了。

Mr. Smith: Yes, rather. I've been in the air for eight hours. But I think I'll be all right by tomorrow, ready for business.

史密斯先生：是的，挺累。我飞行了八小时。但是我想明天就好了，就可以做事了。

Mr. Gao: Good, and I hope you'll enjoy yourself here.

高先生：好，我希望您此行愉快。

Mr. Smith: Thanks, I will. It's such a beautiful country, with such hospitable people.

史密斯先生：谢谢，我会的。这个国家如此美丽，这里的人们如此好客。



Mr. Gao: Thank you for your compliment. I'll take you to your hotel now. We'll begin our talks tomorrow morning.

高先生：谢谢您的夸奖。我现在就送您去宾馆。明天早上我们开始会谈。

活学活用

- I. 假设你是一位秘书，你和你的上司要去国外，需要事先确认飞机到达的时间，请外方派人接机。将下列句子里的汉语翻译成英语，完成下列对话。

Clerk: 88888888, Microhard Company.

You: 1. _____ 我想同艾米讲话。

Clerk: Speaking. Is that Yang Ling from China?

You: 2. _____ 是的，很高兴又听到您的声音。我现在打电话就是要告诉你，我和老板明天早上动身，也就是十月九日早八点。

Clerk: That's great. I've been looking forward to your coming. What's your flight number? I'll meet you at the airport.

You: 3. _____ 我们的航班号是AA886。此外，还有两个同事前往，所以，请您为我们预订四个单人房间，好吗？

Clerk: No problem. How long are you going to stay in the hotel?

You: 4. _____ 五天。先谢谢您。

Clerk: Don't mention it.

You: 5. _____ 那么，机场见！

Clerk: Good-bye!



答案

1. I'd like to speak to Amy.
2. Yes. Glad to hear your voice again. I'm calling just to tell you my boss and I will set off tomorrow morning, that is 8:00 a.m. on the ninth of October.
3. Our flight number is AA866. Besides, two other colleagues will be with us. So, will you please book four single rooms for us?
4. For five days. Thank you in advance.
5. Then, see you at the airport!



II. 你将在机场接客人, 并表示对外宾的欢迎。

You: 1. _____ 格林先生, 再次见到您真好!

Mr. Green: It's a real pleasure to see you here. I suppose, you haven't met my wife Mary. This is Mr. Gao.

Mrs. Smith: How do you do, Mr. Gao?

You: 2. _____ 您好! 欢迎您到北京来!

Mr. Green: Do you still remember Mr. Black, my colleague?

You: 3. _____ 当然记得。久仰大名。我一直盼望着见到您。

Mr. Black: Thank you.

You: 4. _____ 你们旅行愉快吗?

Mr. Smith: Yes, thank you.

You: 5. _____ 你们刚下飞机一定很累了。我们的车正在停车场等候。

Mr. Smith: Fine.



1. How nice to see you again, Mr. Green!
2. How do you do? Welcome to Beijing.
3. Of course, I do. I've heard so much about you, and I've been looking forward to meeting you.
4. Have you had a pleasant flight?
5. Well, you must be very tired after your flight. Our car is waiting at the parking lot.

III. 你将去机场接人, 并做关于旅途的谈话。

You: 1. _____ 史密斯先生, 欢迎您到中国来!

Mr. Smith: Thank you, Mr. Gao. I've been looking forward to this trip. It's very kind of you to invite me.

You: 2. _____ 我乐意这样做。旅途还好么?

Mr. Smith: Not bad. The sky is clear and I can look out of the window and listen to my walkman.

You: 3. _____ 旅途漫长, 您一定累了。



Mr. Smith: Yes, rather. I've been in the air for eight hours. But I think I'll be all right by tomorrow, ready for business.

You: 4. _____ 好, 我希望您此行愉快。

Mr. Smith: Thanks, I will. It's such a beautiful country, with such friendly people.

You: 5. _____ 谢谢您的夸奖。我现在就送您去宾馆。明天早上我们开始会谈。



答案

1. Welcome to China, Mr. Smith!
2. It's my pleasure. How about your trip?
3. It's a long trip. You must be very tired.
4. Good, and I hope you'll enjoy yourself here.
5. Thank you for your compliment. I'll take you to your hotel now. We'll begin our talks tomorrow morning.

礼仪常识

1. 到机场接人之前的准备工作很重要。事前应该搞清以下情况: 确切的航班班次、起飞和着陆的时间、到访的人数等。接人时, 要估算好见面时间, 问候一下旅途的情况, 但如果是头一次见面, 就不便问过于私人的问题。确保提前到达机场。

2. 态度要热情, 有礼貌, 不要旁若无人, 滔滔不绝, 也不要闭口不言, 一脸肃穆。



中国人易发错的音 (一)

The /p/ Sound

I. 单词练习 (常见元音):

pack
pet
pill

happen
weapon
sipping

nap
step
sip



pole

hoping

hope

pull

upon

up

II. 其他单词:

paste

apple

ape

pelt

suppose

mop

pick

ripen

ripe

pool

III. 最小对立体(常见元音):

paid-bade

maple-Mabel

ape-Abe

pin-bin

ripping-ribbing

rip-rib

pot-bought

sopping-sobbing

cop-cob

pun-bun

cup-cub

IV. 其他最小对立体(常见元音):

post-boast

mopping-mobbing

rope-robe

pail-bail

ample-amble

lap-lab

pest-best

gapping-gabbing

swap-swab

puff-buff

dappled-dabbled

slop-slob

pete-beef

rapid-rabid

slap-slab

pea-bee

simple-symbol

V. 句子:

1. Patty's program will be in Pittsburgh.
2. Peter's new job is mopping floors in apartments.
3. The police found the missing person's cap in the alley.
4. Peach pies are probably better than sweet potato pies.
5. The pig is supposed to be a pretty shade of pink.
6. Please put the pin on the pocket of your lab coat.
7. Maple syrup on pancakes is pretty tasty.
8. There is a gaping hole in Dirk's purple pants.
9. The rip got bigger as the curtain flapped in the breeze.
10. The little boy punched his Uncle Paul in the patella.

VI. 绕口令:

1. Peter Piper picked a peck of pickled peppers. If Peter Piper picked a peck of pickled peppers, how many pickled peppers did Peter Piper pick?
2. Polly Porter packed her ape in a purple package and then shipped it to Peru by parcel post.