

伴你度过职场人生,为你铺就成功之路。

青岛出版社 Qingdao Publishing House

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编者序

格言是智慧的结晶、岁月的珍藏,其深邃的思想、精辟凝练的文句历来为广大读者所喜爱。读格言让你觉得自己在与智者交谈,和挚友沟通,心中迷雾豁然消散,使你对社会、人生有更深刻的理解和认识。

本书精选了大量的与人生和职场有 关的格言警句,涉及职场生涯的方方面 面,融入了人生、处世、处事、谋生、发展等 方面的思考,将当今许多令人困惑的成 败、智愚、贫富等问题以优美精炼的文字、 精辟的总结展现在读者眼前。

我们将这些名言警句分为人脉与商务、追求与幸福、能力与求职、习惯与命运、教育与事业、时间与成功、财富与健康。这些名言富有哲理,耐人寻味,发从深省,给人以启迪,令人振奋,激励职场人员以及即将步入职场的人们奋勇迈向

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成功美好的人生。汲取书中金玉良言,铭记于心,必将多方得益,终生受用。另外,本书采用英汉对照形式,读者还可以学到优美精炼的英语,或在翻译方面有所收获。

衷心希望此书能为投入职场的你提供一条捷径,伴你度过职场人生,为你铺就成功之路。

徐莉娜

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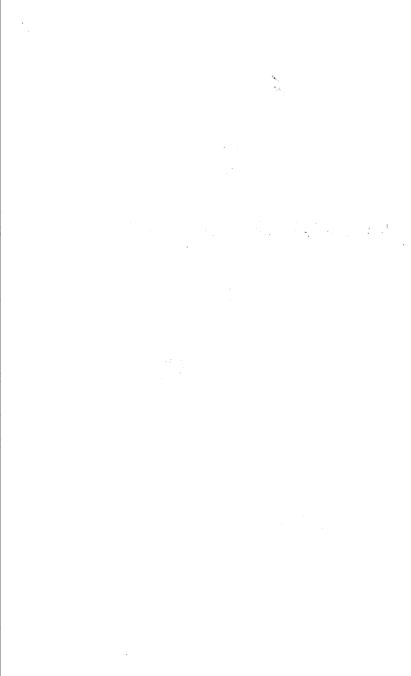


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* Manners maketh man.

礼节造就人。

----William Wykeham 威廉·维克汉姆

* Politeness and consideration for others is like investing pennies and getting dollars back.

以礼待人、体贴周到好比投资便士,收获美元。

---Thomas Sowell 托马斯·索维尔

* I don't like that man. I must get to know him better.

我不喜欢那个人。我必须更好地去了解他。

---Abraham Lincoln 亚伯拉罕・林肯

* Those who sit together for a whole day without speaking of righteousness, but show off their cleverness, will have difficulty achieving anything indeed!

群居终日, 言不及义, 好行小慧, 难矣哉!

----Confucius 孔子

* Wherever you go, no matter what the

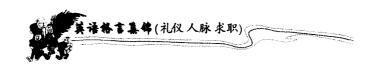












weather, always bring your own sunshine.

无论你走到哪里,无论什么天气,永远带上你的阳光。

Anthony J. D'Angelo 安瑟尼・J・徳安格罗

You shouldn't say it is not good. You should say you do not like it; and then, you know, you're perfectly safe.

你不应该说那不好,而应该说你不喜欢那样。你知道这样你就绝对安全了。

- ---James Whistler 詹姆斯·威斯特勒
- ★ Handle them carefully, for words have more power than atom bombs. 说话要慎重,因为言辞的威力胜过原子弹。
 - ---Pearl S. Hurd 波尔・S・胡徳
- * When you blame others, you give up your power to change.

你抱怨他人时,就放弃了改变现状的权利。

——Douglas N. Adams 道格拉斯·N·亚当斯











- By treating another person with appropriately high levels of politeness, you interact with the other person more as a role than as a human being. 如果你接人待物彬彬有礼,得体妥帖,那么与其说你是作为人跟别人交往不如说你是在扮演某种角色。
- * The best thing to give to your enemy is forgiveness; to an opponent, tolerance; to a friend, your heart; to your child, a good example; to a father, deference; to your mother, conduct that will make her proud of you; to yourself, respect; to all men, charity.

以宽容待敌人;以容忍待对手;以热情待朋友;为孩子树立榜样;待父亲以敬重;让母亲为你自豪;对自己保持尊严;对所有人宽厚仁爱。这就是你最好的处世之道。

* Networking in professional, social, and other settings has become an in-









creasingly important aspect of a job search as people now tend to move from one company to another more frequently.

由于现在人们更加频繁地从一个公司转到 另一个公司,所以无论在职场上、社会上还 是在其他场合,人际网络已经成为求职的一 部分,其重要性与日俱增。

---Leslie Tebbe 莱斯利·特彼

* Networking—making potentially useful contacts and building relationships with individuals, groups, and organizations—has been, and remains, an integral factor in business.

人际网络——可以为将来建立有用的人际关系,与个人、群体和组织建立起联系——曾经是而且依然是职场生涯的组成部分。

——Jeff Davidson 杰弗·戴维森

★ You can buy a person's hands but you can't buy his heart. His heart is where his enthusiasm, his loyalty is.
你可以买到一个人的双手但却买不到他的









心。他的心就是他的热情和忠诚。

---Stephen Covey 史蒂芬·柯维

★ Be nice to people on your way up because you may meet them on your way down.

你在上坡的时候要待人和蔼可亲,因为你也许会在下坡的时候与他们再次相遇。

---Jimmy Durante 杰米·达朗迪

Holiday gift giving has become a tradition in the business world. More and more businesses are realizing the importance of such a gesture. A seasonal "thank you" gift can convey goodwill as well as acknowledge and express your appreciation to clients, customers and associates. Handled appropriately, the impact on your business can be very beneficial.











事传达了美好的祝愿,而且还传达了你的谢 意和感激之情。适当地送礼对公司业务大 有裨益。

——Adams Michael 亚当斯·迈克尔

* Greeting cards are an effective tool for establishing new business relationships. Cards can pave the way for a smooth first meeting by making a favorable impression and relieving the awkwardness of initial contacts.

贺卡是建立新业务伙伴关系的有效工具。 贺卡能给对方留下良好的印象,能让初次相见的双方摆脱尴尬,为初次见面的顺利进行铺垫了道路。

* To have respect for ourselves guides our morals; and to have a deference for others governs our manners.

尊重自己让我们品行高尚;尊重他人让我们举止得体。

---Lawrence Sterne 劳伦斯・斯特恩

Admonish your friends in private,



100









praise them in public.

私下里要忠告你的朋友,在公开场合表扬 朋友。

- ★ A faithful friend is hard to find. 益友难得。
- ※ A good friend is my nearest relation. 良友如近亲。
- * A man has two ears and one mouth that he may hear much and speak little.

人有两只耳朵一张嘴,就是为了多听少说。

- ※ Answer a fool according to his folly.
 以其人之道,还治其人之身。
- ★ A silent tongue and true heart are the most admirable things on earth.
 世上最令人羡慕的是一张缄默的嘴和一颗真诚的心。
- ★ A word spoken is an arrow let fly. 一言既出,驷马难追。
- * Pardon all but thyself.













宽恕所有人,只是别宽恕自己。

A friend to everybody is a friend to nobody.

广交友,无深交。

* A good fame is better than a good face.

好的名声胜于好的相貌。

- ★ A good name is sooner lost than won. 美營难得而易失。
- ★ A great talker is a great liar. 最会饶舌的人也是最会说谎的人。
- ★ All are not merry that dance lightly. 轻盈起舞者,未必都快乐。
- ★ All are not saints that go to church. 去做礼拜者,未必皆圣人。
- A man is not good or bad for one action.

不能凭一次行为判断人的好坏。

* A middle course is the safest.



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中庸之道最保险。

★ A true friend is one soul in two bodies.
真正的朋友肝胆相照。

★ Better an open enemy than a false friend.
明枪易躲,暗箭难防。

★ Better the foot slip than the tongue trip.宁可摔跤,不可失言。

Detter to do wall than to

- ★ Better to do well than to say well. 说得好不如做得好。
- * Do not all you can, spend not all you have, believe not all you hear, and tell not all you know.

不要为所能为,不要花尽所有,不要全信所闻,不要言尽所知。

* Do not cut down the tree that gives you shade.

不要砍倒为你遮阴的大树。









الحجة ا

