



Business

出差、请假、加班……的日常用语

小组会议、客户会议、业务伙伴会议、工作报告会……的会议用语

产品开发、市场开发、产品包装……的业务用语

合同、发明与专利、谈判、保险……

口语 宝典

商务英语



Spoken



English

赵丹 编著



大连理工大学出版社

商务 英语口语 宝典

赵 丹 编著

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前言

承蒙大连理工大学出版社老师们的厚爱,这已经是我出版的第三本英语口语学习书籍了。步入英语口语这个教学领域,还是三年前的事,那时我想让中国的英语学习者学习地道、实用、流行、清新的美国英语,写了一本小册子,不从千篇一律的“How do you do?”开始,而从流行的“How are you doing?”说起。三年过去了,目前第一本书《美国口语速成》已经再次印刷,并且在中国多数城市又已经脱销,第二本书《与美国人交往的地道口语》也已经再次印刷。前两本书的畅销说明中国的英语学习者欣赏这种流行的英语。

Thanks to the staff of Dalian University of Technology Press. This is my third book of spoken English. It was three years ago that I started writing books for English education. At that time, I wanted to teach Chinese students English that is real, practical, popular and fresh. So I started a booklet that began with the popular greeting “How are you doing?” instead of “How do you do?”, which had been around for decades. After three years, my first book “American Spoken English” was reprinted, and sold out again. My second book “American Interpersonal English” was also reprinted. It proved that the Chinese learners like the style of the popular English.

随着中国的改革开放,外资和合资企业如雨后春笋,遍及中国大地,商务英语的需要更是日益增长。这些商务词汇贯穿了公司业务的各个方面,很多这方面的词汇直译后会发生许多笑话。比如“名片”应译成“Business Card”而不是“Name Card”,“Director”是“总监”而不是“指导者”,“Balance Sheet”是“损益表”而不是“平衡纸”。目前这本书是应越来越多的商务英语需求,基于我自己二十年的美国经历,编写的一本商务口语书,内容涵

盖了日常工作、公司运作、外部交流、开会、法律事务、庆典、公关和公司标志。每一条目都有相应的例句,它会以袖珍版的形式出版,便于携带,供大家在工作中随时查用。

With China's Opening Reform, foreign company branch offices and joint ventures are popping up everywhere in China. The needs for business English are greater than ever. There are special words and expressions in every aspect of the corporate business. If you directly translate some of the words, you can easily be embarrassed. For example, “名片” should be translated as “Business Card”, not “Name Card”; “Director” is “总监”, not “指导者”; and “Balance Sheet” is “损益表”, not “平衡纸”. This book meets the growing needs of business English. It was compiled based on my twenty years' experience in the USA. It covers the daily office activities, corporate operations, external communications, meetings, legal activities, celebrations, public relationship, and company signs. For every word or expression, there are dialog examples. It is a pocket size book, easy to carry, and easy to look up at work.

不久前,我曾经做了一个梦,也许是希望同事们学好英语心切,我竟然梦到了在公司给大家讲学习英语的体会,梦醒后赶紧写下来,在这里我想把这些体会讲出来和大家分享。

Not too long ago, I had a dream. It could be that I was eager to have my Chinese colleague to learn English well; the dream was about telling them tricks to learn English. When I woke up, I wrote down what I dreamed. I would like to share it here with you.

学英语对我们中国人来说有三个难点:词汇、发音、组句。

There are three barriers for a Chinese to learn English: vocabulary, pronunciation, and sentence patterns.

词汇要靠积累,背单词是个苦差事,可是不能因为苦就不背,那就一辈子也学不好英语。初学英语时一定要背,等到能看懂简单的原版英文书的程度就好办一些了,这时你可以多看原版书,每一本原版书的作者都有自己



用词组句的习惯和特点,他会重复用一些词和句型,你就不用总背单词和翻字典了,看过一本书后,重复出现的词和句型就自动记住了。如果你看完二十本英文原版小说,还没有进展的话,你尽可以拿我是问。

Vocabulary relies on accumulation. It is hard work to memorize new words. If you are afraid of the hardship, you can forget about learning English. You have to work hard to memorize words mechanically at the beginning. When you accumulate certain words, and can read simple original English books, it becomes much easier. You can read as many original English books as you can. Every author has his own habit to choose words. Some of the words and patterns will repeat time and again in a book. You can memorize them automatically after reading the book. If you have no progress in vocabulary after reading twenty English books, I will be 100% responsible.

由于中国人说中文的特殊需要和习惯,我们的口腔发音有自己固定的动作习惯,年龄越大这种习惯越根深蒂固。我看见过十几岁的孩子到美国后能学说没有口音的纯正英语,但二十岁以后到美国的人说英语就基本不可能没有口音了,就像年龄大的南方人后学的普通话,怎么也是有口音。怎样来矫正我们的发音呢?要注意听原声,无论是磁带、CD、电影、英语节目,还是真人的发音。我们前一段时间中午放美国的笑话剧“朋友(Friends)”,那就是很好的练习。光听不行,还要用心学。比如前几天有个在美国出生的小孩打电话给我,她说:“I'm Lori.”我以前一直以为Lori的发音像是:劳蕊,但她的发音像是:娄蕊。从那儿以后我就注意了,再叫Lori的时候发音就改进了。

Because of the habit of speaking Chinese, our mouths have some special repetitive actions. The older a man is the more solid of the actions. I have seen Chinese kids who went to USA as a teenager, and spoke perfect English. But Chinese, who went to the USA after 20 years old, always have accent when speaking English. It's just like the older Southerners who speak Mandarin. They always have accent. But how can we improve? We

need to listen to native speakers. It can be tapes, CDs, movies, English programs, or talk to a real person. We not only need to listen, but also need to correct ourselves. A few days earlier, an ABC called me and said: "I'm Lori." I had always thought "Lori" should sound like "劳蕊", but it actually sounded like "娄蕊". I learnt something from that conversation.

发音不准会引起很多误会,要引起高度的重视,发音不准也是造成不敢张嘴说英语的原因之一。我见过一位到美国进修的中国访问学者,他的办公室还有一位中国女研究生,经常有人打电话找那位女生。她不在时,他接电话时就回答 "She is not here." 回答是对的, Perfect English, no problem. 问题出在他的发音不准,把 "here" 说成 "her"。这就成了 "She is not her." 这让美国人困惑不已,也让国人忍俊不禁。

Inaccurate pronunciation can cause misunderstanding. It is also one of the reasons for lack of confidence when opening your mouth. A Chinese visiting scholar in the U. S. had another female student in the same office. When there were phone calls for that student, and she was not present, he would answer: "She is not here." The answer was intended as perfect English. But his pronunciation was not right, and "here" was pronounced as "her". So it became "She is not her." This confused many Americans, and made the fellow Chinese laugh.

对于组句,英语有些和汉语不同的造句结构,比如过去分词和介词短语的在后修饰等,使我们学习英语时感到困难。最有效的学习组句的方法就是积累句型,比如 "It's time to ...", "I was told ...", "Why don't we ...", 等等,学到了一个句型就可以会说好多句话。在我的第二本书《与美国人交往的地道口语》里,我在每节对话后都列了几个常用句型,就是考虑到句型的重要性。

For English patterns, they are different from Chinese. Like the modifications following a noun make us feel difficult. The most efficient way to learn is to accumulate patterns. For example, "It's time to", "I was told", "Why don't we", etc. can be used to form many sentences. In my second book "American Inter-

personal English", I listed several patterns after each section for practice.

最后一点就是要大胆说,不要害羞,不要怕被笑话。在美国,有些中国留学生也是不敢说英语,怕人笑话。有的美国同学对我说,他们对此感到不可理解,他们美国人的汉语比我们的英语差多了,但是他们也敢说,学到一句汉语就到处炫耀。所以我们理所当然应该鼓起勇气,大声说英语!

Finally, I want to encourage you to speak English. Don't be afraid of being laughed at. In the USA, some Chinese students were also shy of speaking English. The American students could not understand this. Their Chinese are much worse than our English, but they brag about any Chinese word they learn. We should be confident, and speak English like no one is listening. Speak English loud!

赵 丹
二零零五年
中国 长春

目 录

第一章 日常办公室用语

| | |
|---|----|
| ☞ Greetings 见面问候语 | 2 |
| ☞ Transportation to Work 上班交通用语 | 4 |
| ☞ Welcome New Employees 欢迎新员工 | 6 |
| ☞ Inquiries 询问 | 10 |
| ☞ Take Off from Work 请假 | 14 |
| ☞ Overtime 加班 | 17 |
| ☞ Travel 出差 | 20 |
| ☞ Office Supplies 办公用品 | 26 |
| ☞ Telephone 电话用语 | 30 |
| ☞ Copy and Print 复印和打印 | 33 |
| ☞ Fax 传真 | 37 |
| ☞ Computer 电脑 | 40 |
| ☞ Messages 口信 | 46 |
| ☞ Appreciation and Apologies 致谢、道歉 | 49 |
| ☞ Lunch 午餐 | 52 |
| ☞ Taking a Walk 散步 | 55 |
| ☞ Getting Help 寻求帮助 | 57 |
| ☞ Office Common Expressions 办公室常用语句 | 61 |

第二章 会议用语

| | |
|--|----|
| ☞ Group Meeting 小组会议 | 68 |
| ☞ Conduct a Meeting 主持会议 | 71 |
| ☞ Meeting with Customers 客户会议 | 76 |
| ☞ Meeting with Business Partners 业务伙伴会议 | 81 |
| ☞ Presentations 展示会 | 85 |
| ☞ Operating Projector and Computer (展示会上) 使用投影仪及计算机 | 89 |

| | |
|-----------------------------------|-----|
| Work Planning Meeting 工作计划会 | 92 |
| Report Meeting 工作报告会 | 96 |
| Review Meeting 工作总结会 | 99 |
| Job Interview 招聘会 | 101 |
| Plant Tour 工厂参观会 | 108 |

第三章 业务职能

| | |
|---------------------------------------|-----|
| General Manager's Office 总经理办公室 | 114 |
| Human Resources 人力资源 | 120 |
| Product Engineering 产品开发 | 127 |
| Manufacturing 制造工程 | 138 |
| Commercial 商务 | 144 |
| Sales 销售 | 154 |
| Marketing 市场开发 | 159 |
| Operations 运营 | 163 |
| Strategic Planning 战略规划 | 167 |
| Maintenance 维修维护 | 170 |
| Safety 安全 | 172 |
| Quality 质量 | 175 |
| Purchasing 采购 | 185 |
| IT 信息部 | 189 |
| Program Management 项目管理 | 196 |
| Finance and Accounting 财务会计 | 200 |
| Product Packaging 产品包装 | 207 |
| Logistics 储运 | 210 |

第四章 法律事务

| | |
|--|-----|
| Contract 合同 | 214 |
| Confidentiality Agreement 保密协议 | 221 |
| Invention and Patent 发明与专利 | 224 |
| Business Negotiation 商务谈判 | 228 |
| Forming a Joint Venture 建立一个合资公司 | 232 |
| Business Law 商法 | 236 |
| Insurance 保险 | 241 |
| Complaints 投诉 | 246 |
| Legal Actions 法律行为 | 249 |

第五章 庆祝

| | |
|-----------------------------------|-----|
| Baby Shower 迎婴聚会 | 256 |
| Company Annual Party 公司年终宴会 | 260 |

| | |
|--------------------------------------|-----|
| Picnic 野餐 | 263 |
| Award Celebration 获奖庆功会 | 266 |
| Promotions 升职 | 269 |
| Salary Raise and Bonuses 加薪和红利 | 271 |
| Program Completion 项目完成 | 274 |
| Annual Employee's Day 年度员工日 | 276 |

第六章 办公室行为及情感表达

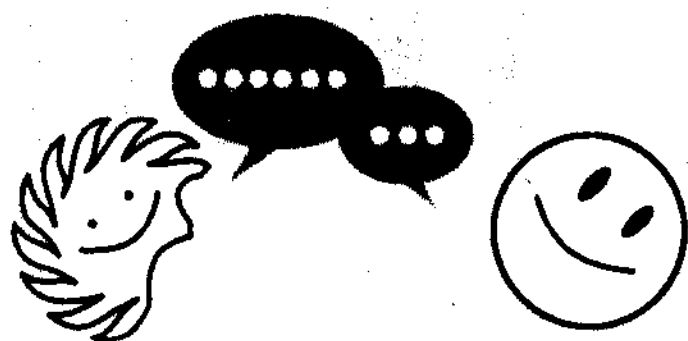
| | |
|----------------------------|-----|
| Reminder 提醒 | 280 |
| Suggestion 建议 | 282 |
| Memorandum 备忘录 | 284 |
| Meeting Minutes 会议纪要 | 287 |
| Agreement 协议 | 290 |
| Objection 反对 | 292 |
| Complaints 抱怨 | 295 |
| Chat 聊天 | 298 |

第七章 公共关系

| | |
|--|-----|
| Go Golfing with Customers 和客户打高尔夫球 | 302 |
| Playing Tennis with Customer 和客户打网球 | 304 |
| New Car Model Public Announcement 新车型发布会 | 307 |
| Statement on Warranty Issues 保修问题解释 | 309 |
| Industrial Trade Show 工业展览 | 312 |
| Publish / Presenting Research Paper 发表 / 宣讲科研论文 | 315 |

第八章 办公室标志

| | |
|--|-----|
| Company Name 公司名称 | 320 |
| Restroom 洗手间 | 320 |
| Lobby 大厅 | 320 |
| Hallway, Department Names 走廊、各部门名称 | 321 |
| Safety Signs 安全标志 | 322 |
| Office Signs 办公室标识 | 323 |



第一章

日常办公室用语

见面问候语

复印和打印

上班交通用语

传真

欢迎新员工

电脑

询问

口讯

请假

致谢、道歉

加班

午餐

出差

散步

办公用品

寻求帮助

电话用语

办公室常用语句



Greetings

见面问候语

☺ Hello! 您好!

④ Hello!

⑤ Hello!

A: 您好!

B: 您好!

☺ Hi! 您好!

④ Hi!

⑤ Hi!

A: 您好!

B: 您好!

☺ How are you? 您好吗? / 身体好吗?

④ How are you?

⑤ Fine. How are you doing?

④ Great!

A: 您好吗?

B: 很好, 您怎么样?

A: 很好, 很好!

☺ Hello! 您好!

④ Hello!

⑤ Hello!

A: 您好!

B: 您好!

☺ How are you doing?

您怎么样? / 各方面怎么样? / 境况怎么样?

④ How are you doing?

⑤ Couldn't be better.

A: 您怎么样?

B: 太好了。

④ How is John doing?

⑤ He bought a big house. He is doing fine.

A: 约翰怎么样?

B: 他买了一个大别墅, 他境况很不错

2 How is it going? (事情) 怎么样?/ 工作怎么样?

④ How is it going?

⑤ Everything is under control.

A: (事情) 怎么样?

B: 都搞定了。

④ How is it going?

⑤ It's going fine.

A: (事情) 怎么样?

B: 情况很好。

2 Is everything okay? 一切都好吗?/ 没什么不正常吗?/ 有什么问题吗?

④ Is everything okay?

⑤ No problem.

A: 一切都好吗?

B: 没问题。

2 Long time no see! 好久没见了!

④ Long time no see!

⑤ Right. I went to Australia.

A: 好久没见了!

B: 是啊, 我去澳大利亚了。

2 What are you up to? 你想干啥?/ 你在考虑什么?

④ What are you up to?

⑤ Top secret, can't tell you.

A: 你想干啥?

B: 绝密, 不能告诉你。

2 What's up? 干啥呢?/ 有啥消息?

④ What's up?

⑤ Nothing much.

A: 干啥呢?

B: 没啥大事儿。



Transportation to Work

上班交通用语

② Car pool 合开车(上班)

④ I hear a lot of about "car pool". What do you mean by "car pool"?

⑤ It means that people go to work together in the same car, not each person driving one car.

A: 我总听大家说“car pool”, “car pool”到底是什么意思?

B: 那是指大家合开一辆车去上班, 而不是每人开一辆车。

② Bus stop 车站

④ Where is the bus stop for where I live?

⑤ There is one in front of Wal-Mart.

A: 我住的地方的公车站点在哪儿?

B: 在沃尔玛前面有一站。

④ Any bus stop for my sub-division?

⑤ The one close to your sub-division is on Changchun Street.

A: 在我住的小区有车站吗?

B: 离你们小区最近的一站在长春大街上。

② Commute 通勤

④ Do you commute everyday?

⑤ Yes.

④ How long does it take?

⑤ One and a half hours.

④ That's a long drive!

⑤ Not too bad.

A: 你每天都通勤吗?

B: 是啊。

A: 得多长时间啊?

B: 一个半小时。

A: 要开那么长时间啊!

B: 还好。

② Commuter flight 通勤班机

④ Do we have commuter flights?

③ Yes, the company jet goes around the three cities twice a day.

A: 我们有通勤班机吗?

B: 有, 公司的飞机每天在三个城市之间往返两次。

🚗 Drive to work 开车上班

④ How do you get to work?

⑤ I drive to work.

A: 你怎么上班啊?

B: 我开车上班。

🚗 Give a ride 搭车

④ Could you give me a ride to work?

⑤ Sure. What time do you want to leave?

④ Seven thirty in the morning.

⑤ Deal!

A: 我能搭你车去上班吗?

B: 当然可以, 你要什么时候出发?

A: 早上七点半。

B: 没问题!

🚗 How many more stops before we get to ... ? 我们到……之前还要停几站?

④ How many more stops before we get to Wall Street?

⑤ Let me see. Five more stops. I'm going that way as well. I'll let you know when it gets there.

④ Thanks a lot.

A: 我们到华尔街还要停几站?

B: 我想想, 再走五站。我也去那边, 到的时候我告诉你。

A: 谢谢啦。

🚲 Ride a bike 骑自行车

④ Tom told me that he rode a bike to work. Is that true?

⑤ Yes, it is. He wants to exercise.

A: 汤姆说他骑自行车上班, 是真的吗?

B: 是真的, 他想锻炼锻炼。

🚌 Take a bus 坐公车

④ How do you get to work, Brian?

② I take a bus.

A: 布莱恩, 你怎么去上班啊?

B: 坐公车。

② Take a subway 坐地铁

④ How do you get to work, Amy?

② I take a subway.

A: 艾米, 你每天怎么去上班啊?

B: 我坐地铁。

② Take a Taxi/Cab 搭出租车

④ How do you get to work, Betty?

② I take a Taxi.

A: 贝蒂, 你每天怎么上班啊?

B: 我打车去上班。

Note: In the U. S., Cab is slang for Taxi.

注: 在美语中, Cab 是出租车的俚语。

② Walk to work 走路上班

④ You live so close to the company. You can walk to work.

② You bet. It's only a five-minute walk.

A: 你住得离公司这么近, 走路上班都行。

B: 你说对了, 走路只需要5分钟。

② Walking distance 步行可达路程

④ How far is your apartment from work?

② It's within walking distance.

A: 你住的公寓离公司有多远?

B: 走路就能到。



Welcome New Employees

欢迎新员工

② Come with me please. 请跟我来。

④ Hi, Jennifer.

② Hi, Lily, welcome to join us! I will show you around. Come with me please.

A: 你好, 珍妮佛。

B: 你好, 莉莉, 欢迎你加入我们! 我带你四处看看,