

REGISTERED

Mr. Baker: Sandra, can you send this package by speed delivery for me?

Sandra: OK. Do you want it registered?

Mr. Baker: Should it be registered?

Sandra: Well, just to be on the safe side, I don't think it's a bad idea.

Mr. Baker: How much is it going to cost?

Sandra: I'll call the post office now and find out.

A Mini-Handbook for Secretaries
秘书英语自学手册

陈琉璃 编著
Edward C. Yulo 校阅

Itinerary

June 1

arrive at Heathrow Airport

check in at the

ambassador Hotel

June 2-3

at convention

June 4

shopping & sightseeing

June 5

back home



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秘书英语自学手册 192

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西安交通大学出版社

图书在版编目(CIP)数据

秘书英语自学手册 / 陈琉璃编著. —西安: 西安交通大学出版社, 2005. 1

(轻松学英语系列)

ISBN 7 - 5605 - 1914 - 8

I. 秘… II. 陈… III. 秘书-英语 IV. H31

中国版本图书馆 CIP 数据核字(2004)第 111369 号

陕版出图字: 25 - 2003 - 134 号

台湾学习出版有限公司授权西安交通大学出版社在中国大陆地区
独家出版发行英文及中文简体字版

- 书 名 秘书英语自学手册
编 著 陈琉璃
出版发行 西安交通大学出版社
地 址 西安市兴庆南路 25 号(邮编: 710049)
电 话 (029)82668357 82667874(发行部)
(029)82668315 82669096(总编办)
印 刷 陕西宝石兰印务有限责任公司
字 数 188 千字
开 本 850 mm × 1168 mm 1/32
印 张 7.5
版 次 2005 年 1 月第 1 版 2005 年 4 月第 2 次印刷
书 号 ISBN 7 - 5605 - 1914 - 8/H · 453
定 价 9.00 元(本书另配磁带 3 盒)

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编者的话

在今天这个国际化的社会,不只是外资企业,就连本土企业也多与外国公司有业务往来,必须经常接待外国访客。身为上司左右手的秘书,一口流利的英语就成为必备的条件。《秘书英语自学手册》(*A Mini-Handbook for Secretaries*)就是要提供专业秘书们一个轻松自学英语会话的方法。本书根据秘书工作所需,模拟实况场景,设计自学内容,即使是新人,亦能在短期内入行。

全书采用一单元一场景的编排方式,涵括秘书与上司、公司同事和外国客户间的各式接触。每个单元包括实况对话(*sample dialogue*)与代换语句(*substitution drills*),使您经由反复练习,熟悉各种句型,灵活运用。单元后有基本对话测验,可加深印象,让您在不同场合中,养成英语脱口而出的习惯。

除了流利的英语外,优秀秘书还必须精通实务技巧。“秘书小点子”(a tip for you)告诉您接打电话、招待访客、安排业务旅行、处理档案等必备小常识,并介绍一些常用设备,如 *fax*, *word processor* 等,面面俱到,帮助您掌握时代信息,提高工作效率。

审慎的编校过程,是我们坚持的原则,若仍有疏漏之处,还望各界先进不吝指出。



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与上司沟通

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UNIT
A Morning Report
工作報告

CHAPTER

Dialogues
with
the
Boss

与上司沟通



UNIT

1

A Morning Report

工作报告



SAMPLE DIALOGUE / 实况对话

Mr. Baker: What's my schedule for today, Sandra?
桑德拉,告诉我今天的日程表。

Sandra: Yes, you are supposed to meet the president at ten fifteen this morning. Then, you have a lunch appointment with Mr. Clark. And this afternoon at three you are scheduled to speak before a group of seminar participants.
好的,你今天早上10点15分要见总经理。然后,午餐时和克拉克先生有约。下午3点钟要在讨论会上演讲。

Mr. Baker: Do you have the Financial Report ready?
那份财务报告你准备好了吗?

Sandra: Certainly. 当然。

* * schedule [ˈskedʒju:l] *n.* 时间表 *v.* 排定
seminar participant 参与讨论会者

SUBSTITUTION DRILLS / 代换语句

1.

You	are supposed are scheduled are	to meet the president at ten.
-----	--------------------------------------	----------------------------------

➔ 10点钟你必须去见总经理。

2.

You have a	lunch appointment working lunch dinner meeting	with Mr. Li.
------------	--	--------------

➔ 午餐/晚餐时你要会见李先生。

3.

Would you like me to brief you on	your schedule for today? what's scheduled for today?
--------------------------------------	---


➔ 你要不要我对你今天的时间安排,做个简短的报告?

4.

The Financial Report	is ready. won't be ready till next week. is being edited right now.
----------------------	---

➔ 那份财务报告准备好了/下礼拜才能准备好/现在正在修改。

* * brief [bri:f] v. 对...做简短说明 edit [edit] v. 修改

4 秘书英语自学手册 

5.

Do you have any	special particular specific	instruction for this?
-----------------	-----------------------------------	-----------------------

➔ 对于这个,你有没有任何特别的指示?

* * specific [spi'sifik] a. 特别的

EXERCISE / 练习 


❑ 模仿前面范例,完成下列对话。

Boss: What's _____ for today, _____?

Secretary: Yes, you _____ to meet Mr. Blake at ten fifteen this morning. Then, you have a _____ with Ms. Crane. At one o'clock, you are scheduled to speak before _____.

Boss: Is the Financial Report ready?

Secretary: _____.

KEY TO EXERCISE / 解答 

1. my schedule, Jill, are scheduled, lunch appointment, the board, Certainly
2. on the appointment book, Rachel, are, meeting, a convention, Yes

UNIT**2****Typing / Word Processing****打字/文字处理****SAMPLE DIALOGUE / 实况对话**

Mr. Baker: Sandra, could you please type this report for me? 桑德拉,请替我打这份报告,好吗?

Sandra: Certainly, Mr. Baker. Is this a rough draft? 当然,贝克先生。这是初稿吗?

Mr. Baker: Yes it is. Could you please double space it so I can make corrections? 是的。你能不能隔行打? 这样我好删改。

Sandra: Yes, I will. Do you need it finished right away? 好的。你现在就要吗?

Mr. Baker: No. Sometime this afternoon will be fine. 不,今天下午完成就可以了。

* * rough [rʌf] *a.* 未修饰的 draft [dra:ft] *n.* 草稿

SUBSTITUTION DRILLS / 代换语句

1.

Certainly, Of course, Right away,	Mr. Baker. Is this a	rough final	draft?
---	----------------------	----------------	--------

➔ 当然/马上好, 贝克先生。这是初/终稿吗?

2.

Do you need it	finished completed typed	right away?
----------------	--------------------------------	-------------

➔ 你要我马上完成/打好吗?

3.

Which mailing list should I	key type put	this in?
-----------------------------	--------------------	----------

➔ 我应该把这份存入哪一个邮件档案中?

4.

Should I	double space? single space? triple space?
----------	---

➔ 我应该隔行打/不隔行打/打一行空两行吗?

* * triple [ˈtripɪl] v. 使成三倍

5.

Which	font letter type letterhead	should I use?
-------	-----------------------------------	---------------

➔ 我应该用什么字体/信纸呢?

* * font [font] *n.* 字体

letterhead [ˈletəhed] *n.* 印有信头文字的信纸

EXERCISE / 练习

▣ 模仿前面范例,完成下列对话。

Boss: _____, could you please type this _____ for me?

Secretary: _____, Mr. Thompson. Is it a rough draft?

Boss: _____. Could you please double space it so I can make _____?

Secretary: Yes, I will. Do you _____ it finished right away?

Boss: No. _____ will be fine.

KEY TO EXERCISE / 解答

1. Miss Lee, report, Certainly, Yes it is, corrections, need, Sometime this afternoon
2. Stella, letter, Immediately, No it isn't, some changes, have to have, Anytime today

A TIP FOR YOU / 秘书小点子

随着文字处理机 (*word processor*) 的广泛应用,打字不再是件苦差事。只要按几个键,就可以任意修改、增减、更改顺序、组合文件,而不必整篇重打;而且利用打印机 (*printer*),可以复制无数份原稿 (*original*),这对于制作信件内容相同而收信人不同的格式信函 (*form letter*) 尤其方便。此外,使用文字处理机来储存档案,不论归档、调档都十分容易。文字处理机可提高秘书的工作效率,从而改善工作质量,是现代秘书的好帮手。

UNIT

3

Filing

归档



SAMPLE DIALOGUE / 实况对话

Mr. Baker: Please file all these reports for me.

请替我把这些报告归档。

Sandra: Do you want me to file them in alphabetical order? 你要我依字母顺序归档吗?

Mr. Baker: No, please file them according to dates.

不,请依照日期顺序。

Sandra: I'll make copies and file them both ways.

我会复印一份,然后两种方式各归档一份。

Mr. Baker: Great idea! You are an excellent secretary.

好主意!你真是个好秘书。

Sandra: Of course I am, sir. 当然哟,先生。

* * file [faɪl] v. 归档 alphabetical [ˌælfəˈbetɪkəl] a. 按字母顺序的