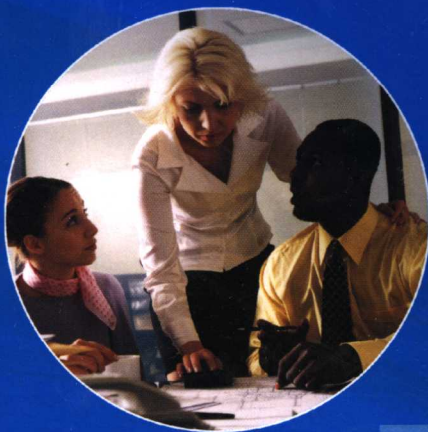


新思维 高职高专系列规划教材

# 英语口语实训教程

主 编 王志娟 朱东华  
副主编 刘桂芳 谭 静 梁燕媚

下



中国商务出版社  
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(北京市东城区安定门外大街东后巷 28 号)

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# Unit 1

## Job Application and Interviews



## Useful Sentence Patterns

### Part I

#### Job Description

- ◆ I was wondering if you are hiring at this time?  
我想知道你们现在是不是在招人?
- ◆ I was referred to your company by Tom.  
是汤姆介绍我到你们公司来的。
- ◆ According to Tom, you have a position for an Account Representative open.  
据汤姆说,你们这里有一个会计代表的职位空缺。
- ◆ Could you tell me a little more about the position?  
你可以告诉我关于这个职位的一点细节吗?
- ◆ I'm calling about the job you advertised in this morning's paper.  
我想应征你们刊登在今早报纸上的工作。
- ◆ I'd like to make an interview time with you as soon as possible.  
我希望能尽快跟你们约个时间面谈。
- ◆ I'm really interested in catering trade. Would you please give me a chance for interview?  
我对餐饮业真的很有兴趣,是不是可以给我一个面试的机会?
- ◆ Could you tell me if you have an opening for a secretary?  
你能否告诉我你们这还有秘书职位的空缺吗?
- ◆ Did you find us OK? Not really, you give very good direction.  
我们公司好找吗?不算太难,你给了我很好的指引。
- ◆ I have come for an interview as requested.  
我是来参加面试的。



## Self-introduction

- ◆ **Nice to meet you. I'm Li Ming.**  
很高兴认识你，我是李明。
- ◆ **I'm Li Ming and I live in Guangzhou. I just graduated from Sun Yat-Sen University located in Guangzhou this year. My major is English and I can speak French, Spanish and a little German as well.**  
我是李明，家住广州。今年刚刚毕业于广州的中山大学。主修英文，而且我会说法文、西班牙文和一些德文。
- ◆ **I'm Andy Wang and I come from Shanghai. I was born on Oct. 3<sup>rd</sup>, 1980. Two years ago, I graduated from Tsinghua University. I majored in International Trade. I am very interested in travel and reading.**  
我叫王安迪，来自上海，出生于 1980 年 10 月 3 日。两年前我毕业于清华大学，主修国际贸易。我十分喜欢旅游和阅读。
- ◆ **As for my personality, I think I'm very honest and I had a strong sense of responsibility. In general, I'm very easygoing, but I get very serious and cautious when I work.**  
性格方面，我觉得自己是一个坦诚和富有责任感的人。总体来说，我很随和，但在工作的时候我很认真，也很小心谨慎。
- ◆ **I'm a curious person, and I like to learn new things.**  
我是一个充满好奇心的人，喜欢学习新鲜事物。
- ◆ **I think I'm reasonably optimistic by nature.**  
我想我天性是相当乐观的。
- ◆ **I'm quite hard-working, responsible, capable and outgoing.**  
我觉得自己是个工作勤奋、负责、能干，而且外向的人。
- ◆ **I am self-confident and optimistic. When it comes to work, I always get the job done. Because I'd like to be thought of as someone who can be trusted.**  
我是个自信又乐观的人。在工作方面，我一向能贯彻使命。因为我喜欢被当作是可以信赖的人。

## Campus life

- ◆ I graduated from Tsinghua University.  
我毕业于清华大学。
- ◆ I got my MS in biology at the University of New York in the United States. 我在美国纽约大学取得了生物学硕士学位。
- ◆ I took computer science as my major.  
我主修计算机科学。
- ◆ I like English most, because I'm fascinated with the pleasures of learning language.  
我最爱英语了, 那是因为我迷上了学习语言的快乐。
- ◆ Most of my grades at school were above average.  
我的大部分成绩都是中上水平。
- ◆ I was a member of school's basketball team.  
我曾是学校篮球队的一员。
- ◆ I joined a social club. I think that, although my most important job is to study, social life is also very important for character development and gaining administrative experience. I gained these skills by participating in the club, which made me more confident about dealing with people.  
我参加了社交俱乐部。我认为学习虽然是首要任务, 但社交生活对于个人发展和获得行政经验却是非常重要的。我通过参加这个俱乐部获得了一些技能, 使我在处理人际方面更有信心。
- ◆ I have received a computer operator's qualification certification.  
我获得了电脑操作证书。
- ◆ I got the university scholarship in 1996-1997 academic year.  
我曾获得 1996-1997 学年的奖学金。
- ◆ I won the first place in the English Song Contest in 2002.  
我在 2002 年获得了英语歌曲大赛的冠军。

## Work Experience

- ◆ I was a librarian in the library of my university.  
我以前担任过我们大学图书馆的管理员。
- ◆ I was hired by a cyber café to look after a counter.  
我曾受雇于一家网络咖啡厅，负责柜台的工作。
- ◆ I decided to be a tutor as my part-time job when I was a college student. 念大学的时候，我选择家庭教师作为我的兼职工作。
- ◆ At present, I am employed by a food processing factory on a temporary basis. 目前，我在一间食品加工厂当临时工。
- ◆ I've worked at a publishing house for more than five years.  
我已经在出版社工作超过五年了。

## Interview

- ◆ Thank you very much for your time. It's nice meeting you.  
非常感谢您抽空为我面试。很高兴认识您。
- ◆ Excuse me, when should I contact you regarding your decision?  
请问，根据您的决定，我什么时候可以和你联络？
- ◆ Thank you, sir. I hope to hear from you as soon as possible.  
谢谢您，先生。我希望尽快收到您的回复。
- ◆ Thank you for the opportunity to interview for the position.  
感谢您给我提供这次面试的机会。
- ◆ Thank you for taking time out of your busy schedule to interview me.  
谢谢您在百忙之中抽空与我面谈。
- ◆ Thank you for your interview with me, madam.  
非常感谢您对我的面试，女士。
- ◆ Do I need to take a second interview?  
我还需要进行第二次面试吗？
- ◆ I just wanted to call and thank you for the interview for secretary

position the other day.

我打电话来谢谢您几天前让我面试秘书这个职位。

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### Word Bank

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vacancy / opening	空缺职位
bachelor's degree	学士学位
master's degree	硕士学位
doctor's degree	博士学位
major	专业, 主修科目
certification	证书
scholarship	奖学金
tutor	家庭教师
strength	长处, 优点
weakness	弱点, 缺点
extrovert	个性外向的人
introvert	个性内向的人

## *Situational Dialogues*

---

### Conversation 1

- Lee: Good morning!
- Interviewer: Good morning. Have a seat, please.
- Lee: Thank you.
- Interviewer: Was it difficult getting here?
- Lee: Not really, you gave very good directions
- Interviewer: Could you tell me your name and interview number?

Lee: My name is Lee, number twenty.

Interviewer: Please tell me something about yourself.

Lee: I'm Lee and I come from Guangzhou. I was born on October 3<sup>rd</sup>, 1980. I will graduate from Zhongshan University this July. I majored in business English. I am very interested in travel and reading.

## Conversation 2

Interviewer: What was your favorite subject?

Lee: I like English most, because I'm fascinated with the pleasure of learning languages.

Interviewer: How did you spend your time outside classes?

Lee: I spent a lot of time reading and listening to music, especially pop music. Sometimes, I went to parties to make some new friends.

Interviewer: Were you very active in college?

Lee: Yes, I joined a social club. I think that although my most important job is to study, social life is also very important for character development and gaining administrative experience. I gained these skills by participating in the club, which made me more confident about dealing with people.

Interviewer: Do you plan to go on to further education?

Lee: Yes, I plan to get my MBA, but before that, I prefer to get some practical work experience.

### Conversation 3

- Lee: Thank you for the opportunity to interview for the position of secretary.
- Interviewer: You are welcome.
- Lee: Do I need to have the second interview?
- Interviewer: I will call you next week.
- Lee: Thanks a lot. I look forward to hearing from you. Good-bye.
- Interviewer: Good-bye.

### Act Out

#### Sample Dialogue 1

- Office clerk: ABC Trade Company. May I help you?
- Applicant: Yes, I'm interested in the job you advertised in yesterday's newspaper. Is it still vacant?
- Office clerk: I'm sorry, the job is taken.
- Applicant: Oh, so quick?
- Office clerk: Yes, you should have tried earlier.
- Applicant: I see. Thank you.
- Office clerk: Better luck next time.

**Task:** *Suppose you are an applicant, and you want to get a job. Make a dialogue after the sample dialogue.*

**Sample Dialogue 2**

Interviewer: Do you have any questions you want to ask?

Applicant: Yes, I'd like to know if there would be any future opportunities for specific training.

Interviewer: If necessary there will be. Any other questions?

Applicant: When will I know your decision?

Interviewer: We would give you our decision in a few days. How can we get in touch with you?

Applicant: I can be reached at my office during work hours and at home in the evening. My office phone number and home phone number are in my resume.

Interviewer: Thank you for your interest in our company.

Applicant: Thank you, sir. I expect to hear from you as soon as possible.

Interviewer: Would you please let the next applicant come in on your way out?

Applicant: All right. Goodbye.

**Task:** *Suppose you are an applicant, and you want to get a job in a big company. Make a dialogue after the sample dialogue.*

**Sample Dialogue 3**

Robert Jones: Come in, Miss Chen. I'm Robert Jones. Please sit down.

Mary Chen: Thank you.

Robert Jones: I've looked over your application. I see you've got some experience in secretarial work. Can you tell me something more about your experience?

Mary Chen: Sure. I have been working for Outstanding Corporation as

an English secretary for the past two years, and I'm quite familiar with office work. Besides, I have a good command of English, Japanese and a little Spanish.

Robert Jones: So what kind of work were you doing at your previous employer's company?

Mary Chen: I was in charge of the office in a general way. I supervised two other girls and also took care of the company's correspondence.

Robert Jones: I see. Now I'd like to try you out. Here's a computer. If you don't mind, please listen and type out what I've read on it. And then print it out.

Mary Chen: No problem, sir.

*(Proceed to trying...)*

Mary Chen: Here you are, sir.

Robert Jones: Thanks. Let me see. Well, well-done. No mistakes and very fast, too. I think you are the one we want. So when can you start to work?

Mary Chen: How about next Monday?

Robert Jones: Great. I hope you'll enjoy working here. See you next week.

Mary Chen: Thank you, Mr. Jones. Goodbye.

**Task:** *Suppose you are an applicant, and you want to get a job as a secretary. Make a dialogue after the sample dialogue.*



## Exercises

### Part IV

#### I. Translate the following dialogue into English.

安德森先生：请进。我是该旅行社的英文顾问安德森。小姐，有什么地方我可以为您效劳吗？

凯莉·李：久仰，安德森先生。我是来面试的。我叫凯莉·李。

安德森先生：哦，我明白了。请坐。

凯莉·李：谢谢。

安德森先生：现在，你大概知道这个面试主要测验你的英语熟练程度的理解能力，因此，尽量放松些。我们聊一下好吗？

凯莉·李：好的。

安德森先生：可否请你简短地做一个自我介绍？

凯莉·李：当然可以。我是凯莉·李，家住广州市。今年刚刚毕业于广州的中山大学。主修英文，而且我会说法文、西班牙文和一些德文。

安德森先生：很好。是什么使你对旅行社工作感兴趣呢？

凯莉·李：老实说，我暑假曾经在旅行社打工。当时我就开始对欧洲国家感兴趣，特别是他们的语言和文化。所以，当我开始考虑找工作时，旅行社似乎就是一个合理的选择。而实际上我想当一位海外导游。

安德森先生：如果你为我们公司工作，就有不错的机会。当然，不是立刻就行，但是过几年，当你学到一些营业情况以后，你将有机会和旅行团到外国去，或者时先订旅馆等等。

凯莉·李：那一定非常有意思。我想成为一位好导游，帮助人们真正享受旅游。

安德森先生：很好。我想你是可以做到的。我决定雇用你并给你三个月的