



赠送外教纯正
发音示范光盘

沈 婵 方志仁◎主编
[美] Alva Bridget◎审定

每天**10**分钟
两周速成
商务英语口语

10 MINUTES PER DAY, LEARNING
BUSINESS ORAL ENGLISH IN 2 WEEKS

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三大模块

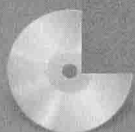
每篇对话设置**词汇宝典**、**妙言锦句**、**应用实例**三大模块，循序渐进，实用性强

两周速成

编排体例科学独到，内容新颖翔实，**每天只需10分钟**，**两周速成**商务英语

中国石化出版社

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前 言

商务英语是以适应职场生活的语言要求为目的的英语。商务英语的特点主要在于口语化和较强的针对性。在中国的市场更加深入地融入到国际经济社会之中的今天，国内人才市场由于大批外资公司的登陆，对商务英语的人才的需求也愈来愈大。大致有两类人需要学习商务英语：一是身处商务工作环境的人，二是希望将来在商务环境中工作的人。

在实际的工作中，许多人遇到这样的问题，由于商务英语能力的匮乏，内部会议、项目谈判开不了口，邮件往来、商务文书写不出来。如何才能摆脱这种尴尬的局面，提升职场的含金量呢？对于很多人来说，在生活和工作的压力之下，学好商务英语更不容易。多少人为提升自己的商务英语能力心急如焚？为了您能轻松快速地掌握商务英语，我们编写团队经过潜心的研究，精心的设计，倾力推出了这本《每天 10 分钟两周速成商务英语口语》来解决您的燃眉之急。

《每天 10 分钟两周速成商务英语口语》模拟各种高频情景，精选了七大专栏。在内容结构编写中特别设计了以下三大部分：

词汇宝典：必备商务英语关键词，掌握核心词汇，为读者扫除词汇障碍，夯实脱口而出的英语基础，不仅对提高商务英语口语大有裨益，而且在应对商务英语考试和外企笔试时也非常有帮助。

妙言锦句：地道商务情景高频句，一句万能，供读者学习、模仿、熟记和运用。最常用的关键句型，最典型的句式套用，丰富您的句库，达到举一反三，融会贯通的学习效果，是为您打造一口地道流利的商务英语的关键一环。

应用实例：真实商务情景对话。本书收录了 175 篇最贴近上班族工作和

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商务英语口语

Tools of Business English

1

【日常办公】

Office Work



日常办公 上篇

I 办公用品的使用 Use of Office Utilities



词汇宝典

Vocabulary Book

make out 理解, 辨认出

toner (打印机)墨粉

unreadable 难念的, (字迹等)难以认
清的

complicated 复杂的

direction 指导, 说明书

bulk 大批的, 大量的

projector 投影仪

paper towel 纸巾

supply room 物品供应室

corridor 走廊

employee number 工号



妙言锦句

This Is What You Say

- Can you go and tell John we need some more ink?
你能去告诉约翰我们还需要一些墨水吗?
- We don't have the goods in supply at the moment.
目前我们没有现存的货物。
- Don't forget to fill out this supply form.
不要忘了填这份供应品提单。
- You can set up the fax machine to print a completion receipt.
你可以设定传真机打印一张完成回执。
- It will also print an error page if the fax does not go through.
如果传真发送失败的话, 传真机也会打出一页发送失败回执。



- Please acknowledge receipt of the fax.
收到传真请通知。
- Our printer isn't functioning well.
我们的打印机不好用了。
- Did you press the print button?
你按打印键了吗?
- Is it connected to the computer?
与计算机连接好了没有?



应用实例

Using Stage

Conversation 1

A: Could you do me a favor? I was told that I got a fax, but I see no fax here.

B: It might be in the memory of the fax machine. Let me check if there is any paper. En...there is no paper to print.

A: I see.

B: Just wait a moment and here it is. Take a look at them.

A: These are too light that I can't make out any of the words. How can that be?

B: Don't worry. I think the fax machine is out of toner. I can change the toner cartridge. That should solve the problem.

A: Yes, but it will have to be re-faxed as well. Look, there are about three pages missing! It looks like the fax machine ate half my important documents, and the ones that

A: 能帮个忙吗?有人给我发了传真,但怎么没有啊?

B: 可能在传真机的存储器里,我检查一下有没有纸。嗯……没有打印纸了。

A: 我明白了。

B: 等一小会儿就可以了。给您看一下。

A: 颜色太浅了,我根本都看不清,怎么会这样呢?

B: 别着急,我想可能是传真机没有墨了,让我更换一下墨盒吧,这样就应该没问题了。

A: 好,不过还得需要重新发一遍,看,遗漏了三页。看起来传真机吞掉了我差不多一半的重要文件啊,而那些侥幸通过的颜色又太浅,没法看。



made it through are too light. They are unreadable.

B: I'll have someone look at the machine as soon as possible, and in the meantime, I'll call them to refax your documents to our other fax machine.

A: You are a nice secretary.

B: 我会尽快找人来检查一下传真机, 同时, 我给他们打电话让他们把您要的文件重新发到我们别的传真机上。

A: 你是一个非常棒的秘书。

Conversation 2

A: Let me show you how to operate some of the office equipment, Terry. This is the copy machine.

B: It looks complicated.

A: It's easy to use. These directions show you how to make a bulk of copies, how to make two-sided copies.

B: How convenient!

A: Yes, and there's a water cooler. We can stand around and talk while we make copies.

B: Really? Do you make a lot of copies?

A: You bet. It beats working. Now, this is the fax machine.

B: These are the directions here on the wall?

A: Yes. And we can also borrow equipment for presentations here—the slide projector, the overhead projector, portable computers, and of course the small TV.

B: Do you use that a lot?

A: Yeah. I say it's for presentations, but actually, I just watch soap

A: 特里, 我来告诉你怎么操作一些办公设备。这台是复印机。

B: 看起来很复杂。

A: 用起来很简单, 这些说明书会教你如何大批打印, 如何双面打印。

B: 很方便嘛!

A: 是啊, 这里有一台饮水机, 我们打印的时候可以站在这里说话聊天。

B: 真的吗? 你们要打印很多东西吗?

A: 那当然。打印总比工作轻松些, 嗯, 这是传真机。

B: 墙上是说明吗?

A: 没错。我们还可以在这里借到做演讲时需要的设备——幻灯机, 投影仪, 笔记本电脑, 当然还有小型电视。

B: 你们经常使用那台小型电视吗?

A: 是啊, 我刚才说它是用来做演讲的, 但实际上, 我只是用它在办

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operas in my office.

B: You know, Tracy, I am really learning a lot today.

A: Stick with me and you'll be just fine!

公室看连续剧。

B: 特雷西, 你知道吗, 我今天真是获益良多。

A: 跟着我, 你会一切都好!

Conversation 3

A: How does this fax work?

B: It's easy. I'll show you. First, put the letter here. Like this, OK?

A: OK.

B: Next, press this button, the button with "TEL".

A: For telephone.

B: Then type in the fax number. What is it?

A: 0235-45679.

B: Then, wait for the message "on line" here. And that's it. Got it?

A: Yes. I think so. Can I try it now?

B: Of course. Well, this is your last day of training, Miss Wang. How do you feel about using this new system?

A: I feel pretty comfortable with it. I just need to clarify a few things.

B: Sure. What do you need to know?

A: Well, I'm not very sure how to input a document or how to overlay a picture onto a text.

B: Never mind. I'll show you.

A: 这传真机怎么操作啊?

B: 很容易, 我给你演示一下吧。首先把信放在这里, 像这样, 清楚了吗?

A: 知道了。

B: 然后按这个“TEL”键。

A: 是电话的意思。

B: 然后拨打传真号码, 号码是多少?

A: 0235-45679。

B: 等发出接通信号, 就行了。懂了吗?

A: 是, 我想是的。我现在可以试试看吗?

B: 当然可以。好了, 王小姐, 今天是你培训的最后一天了, 对这个新系统感觉怎么样?

A: 我觉得用得很顺手, 就是还想请教几个问题。

B: 好啊。想问什么?

A: 我不是很清楚怎么输入一个文件, 怎么将图片插入文本。

B: 没关系。我来教你。

Conversation 4

A: Hey, Frank.

A: 嗨, 弗兰克。



- B: Yes? What's up? B: 哦? 什么事?
- A: We're almost out of paper towels. A: 我们的纸巾快用完了。
- B: Can you go and pick some up from the supply room? B: 你去供应室领些来好吗?
- A: OK. But where's the supply room? A: 好的, 供应室在哪儿?
- B: It's downstairs, at the other end of the corridor on the left. B: 在楼下, 走廊另一头靠左。
- A: Thanks, Frank. A: 谢谢, 弗兰克。
- B: Oh. Wait. Don't forget to fill out this supply form. B: 哦, 等一下, 别忘了填这份供应品提单。
- A: Oh yeah? But I'm not sure how to do it. A: 是吗? 可是我不太清楚怎么填?
- B: No worry, let me tell you. First you write your employee number here. B: 别担心, 我来告诉你。你先在这儿写上你的雇员号码。
- A: OK, and what does Q-N-T-Y mean? A: 好的, 那么 Q-N-T-Y 是什么意思?
- B: That stands for quantity, and you put how many you need. B: 这是指数量, 你就写上你需要的数量。
- A: I see. A: 我明白了。
- B: Then you put the name of the thing you need under "item". And the same goes with "size" and "color". B: 接下来你在“物品”栏下填上你所需物品的名称。“尺寸”及“颜色”栏下也照这方式填写。
- A: Should I sign here? A: 我要在这儿签名吗?
- B: Yes, and the date here. B: 是的。还有这儿要填日期。
- A: Great, I get it now. Thanks, Frank. A: 好极了, 我现在知道怎么填了。谢谢, 弗兰克。

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Conversation 5

- A: Do you need me, sir? A: 先生, 需要我帮忙吗?
- B: Yes, John, I know I'm supposed to be the boss here, but I am at a completely loss now. B: 是的, 约翰, 我知道在这儿我是头, 但我这会儿确实是晕头转向了。
- A: What can I do for you? A: 要我为您做什么吗?
- B: How can you get the copy machine to work? B: 怎么让这个复印机运转起来?



A: Let me have a look at it. You want the documents printed, don't you?

B: Yes, I thought all I had to do was push the start button here to get it started.

A: Well, that's right. But we have two printers here. You must tell the computer which one you want to use first.

B: So complicated.

A: 让我看看, 您想打印这些文件是吗?

B: 是啊, 我原以为只需要按下这个开始按钮就可以启动机器。

A: 哦, 那样做是对的, 但我们这儿有两台打印机, 您得先告诉电脑您想用哪台才行。

B: 太复杂了。

II 工作安排

Working Arrangement

词汇宝典

Vocabulary Book

quota 限额, 配额
stationery 文具, 信纸

priority 优先权, 重点

妙言锦句

This Is What You Say

- Sorry, I'm tied up at the moment. I've got so much to do.
很抱歉, 现在我有很多事情要做。
- May I know by what time you need it to be done?
我想知道你什么时候需要?
- You are supposed to finish it by the end of next week.
要求你下周末得把这完成了。
- It's urgent, and try to finish it as soon as possible.
非常紧急, 尽可能早地把它完成了。
- Next Monday is the deadline. You have to finish it by then.
下周一是最後期限, 那时候必须完成。



- Would you mind taking charge of checking the quality of our new product?
让你负责检查我们新产品的质量，你愿意吗？
- I don't mind, as long as you think it necessary.
我不介意，只要你认为必要。
- I'm quite willing, on condition that there's no objection.
只要没人反对，我非常愿意。
- I am at your disposal, manager.
经理，我听候你的吩咐。
- I'm afraid I am not competent to do that.
恐怕我没有能力做好那个工作。
- I have no special training in that field.
我没有接受过那方面的专业培训。
- The process should be carried out according to the following procedure.
整个过程应按下述步骤进行。
- This is done as follows.
这件事按下述步骤进行。



应用实例

Using Stage

Conversation 1

- | | |
|--|---|
| <p>A: Please pass out these handouts at the gate of the company.</p> <p>B: Do I need to do all of this?</p> <p>A: Yes, it's your job.</p> <p>B: Then what's my job range?</p> <p>A: As a clerk in the general affairs office, you have to do what you're asked. Understand?</p> <p>B: What a troublesome post!</p> <p>A: Yes, isn't it? But you have no choice so long as you stay at the post.</p> <p>B: All right. I'll try my best.</p> | <p>A: 请你到公司大门口把这些资料发一下。</p> <p>B: 我必须做这种事情吗？</p> <p>A: 是的，这是你的工作。</p> <p>B: 那么我的工作范围是什么呢？</p> <p>A: 作为行政办公室职员，你必须做给你安排的任何事情。明白吗？</p> <p>B: 这个岗位的事可真多呀！</p> <p>A: 可不是吗！可是你只要在这岗位上就只能这样。</p> <p>B: 那好吧，我会尽力而为的。</p> |
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