

英 语 速 成

EASY-TO-LEARN ENGLISH

3

第三册 商业英语
俚、俗语

* 1989 *

略 語 表

adj.....adjective	形 容 詞
adv.....adverb	副 詞
cf.....compare	比 較
Colloq.....colloquial	口 語 的
conj.....conjunction	連 接 詞
interj.....interjection	感 歎 詞
n.....noun	名 詞
pl.....plural	複 數
pp.....past participle	過 去 分 詞
prep.....preposition	介 系 詞
pron.....pronoun	代 名 詞
prp.....present participle	現 在 分 詞
pt.....past tense	過 去 式
sl.....slang	俚 語
usu.....usually	通 常
v.....verb	動 詞
v. aux.....auxiliary verb	助 動 詞
vi.....intransitive verb	不 及 物 動 詞
vt.....transitive verb	及 物 動 詞
&and	和

双向式英語特色

- 一、正確性：您不妨將這套書拿到教堂，請一位美籍牧師看看，問他書中的英文是否都是實用而正確的美語，如果他說是，那麼這套書中、英文部份完全由一位中國籍作者執筆，中文註解當然也極為正確。
- 二、內容實用而豐富：書的最後部份是全書主要內容的中文翻譯，您不妨翻翻看，再和其它書籍比較，就會知道您真正要講的話幾乎都在這套教材裏。
- 三、革新文法：文法的主要功能本是幫助人們學習語言，但根據調查的結果，一百個熟悉一般文法書的大專學生，至少有九十八人會將 I like it here. (我喜歡這裏。) 講成 I like here. 這是因為一般文法書常常只是一味地分析文法，而忽略了“一般讀者學文法的目標是想更輕鬆地學好英文，而不是想成為文法學家。”的事實。所以本書特別將一般文法的內容革新，稱為最新文法，專列舉要學好英文所必須知道的規則，使讀者確實能從文法上獲益。
- 四、增創特別語法：有許多語法習慣，對想學好英文的學生是必備的，但一般文法書中却沒有。例如：“你多久沒寫信給他了？”一定要用 “How long has it been since you wrote him last time?” 的型式，但“我很久沒寫信給他了。”却可用 “I haven't written him for a long time.” 的型式，這在文法上是無法解釋的。
- 五、完整的用字指南：列出所有字彙及相關字的音標、解釋和用法等，免去您查字典的麻煩。如果您知道國中課本總共只有一千個單字，高中英文課本總共也只有六千個單字，您不妨數數這套書註釋裏的單字，看看是否會少於國、高中單字的總數。然後再比較其它教材，看是否能找到第二套附有這麼完整用字指南的英語會話書。

六、增創實況練習：這種練習的回答「DRILL RESPONSES」自成一段完整的對話，讓您覺得隨時在和教師單獨交談，而無仿讀的呆板枯燥。畢竟，沒有環境的學生，最缺乏的就是練習。

七、由淺入深、生動活潑：記得多年前，位於大直的國防部外語學校以短期英文班出名，正科班的學生剛進學校，都已經有國中英文老師的程度，但教授却要求他們從國中英文課本第一冊唸起，只因在國內實在難以找到第二套真正由淺入深、能奠定良好基礎的英文書籍。您隨便到街上買本會話書，可能第一句就是How do you do? 這句話雖然不難，但試問，be 動詞還沒學好，就學到do 這個既可當助動詞，又可當動詞的字，沒有英文基礎的學生如何能吸收呢？當然更不會知道一般美國人根本不用這句話。但國中英文課本為何又不受一般學生歡迎呢？因為他們認為那套書的內容太乏味。本書的編輯，完全按照文法的順序，由淺入深，內容却又極為生動、活潑（讀者自可從譯文中輕易看出），例如：第一課雖是一段生動的對話，却絕對沒有用到任何助動詞或普通動詞。

八、聽、講、讀、寫合而為一，各式英語皆有：一般人都認為講和寫是兩回事，但事實上，我現在如果要對一群人談到這套書，我所要講的話，和我現在寫出來的字，根本沒有甚麼差別；英文也一樣，即使有差別，事實是：口語絕對是由正確的英文演變而來，不能學好正確的英文，就絕對學不好口語。本書由普通英文、口語，到常用俚語，循序漸進，並包括商用英語（文），它循序漸進的完備性就是要幫助習者輕易地分辨口語和普通英文的不同，使您的學習真正做到聽、講、讀、寫合而為一。

在此要順便一提的是，本書第三冊最後並附有常用的髒話，作者並非有意要帶壞學生的心思，實因：(1)電影、戲劇等中都可能有些話，中國學生常常一句話聽不懂，其它的話也跟著不懂，因而對自己的英語常感到沮喪。(2)許多外籍人士滿口髒話，根本沒有受過什麼教育，中國學生因為聽不懂英文髒話，還把他們當成大學者，實在是可悲。關於這

點，希望專家學者能因為筆者對於國人英語教育的熱心，給予包涵和指正。

總之，大家爲了出國、就業、陞遷、考試……等目標，雖然都想學好英文，但却不可能把所有的時間投入英文，就拿一位銘傳學生的詒爲例：我一個星期有四十堂課，老師每教一個小時，我單是查字典就得花兩個小時，查到的意思還常常是錯誤的，這樣，我每天就算不吃飯、不睡覺，花將近二十個小時的時間唸書，也不見得能學好英文。但繁忙的生意人和急需學好英語的社會大眾若有了這套書，就等於請一個優秀的英文教師親自教您，並替您查字典，做正確的筆記，將多年的經驗和心血送給您，不過，是否能抓住這個機會，還得看您自己。特別是國、高中和大專學生的父母更應了解，逼子女去唸他們認為乏味的教科書是不明智的，倒不如讓他們在寒暑假用這本書自修，這樣，不但可以應付好學校的考試，更可以奠定真正的英文基礎。果真如此，國人必能以較少的時間學好外國語文，而花更多的時間來發揚自己的民族文化，發展國家的科技，使明日的中國進步更進步。

C.C.Parkhurst所著之 BUSINESS FOR ENGLISH中，提到一群受諮詢的美國人事人員和經理一致認為畢業生在工作上的最大缺點是：無法用英文表達自己。

Recently a group of personnel men and office managers was asked to name the principal deficiency among high school graduates the first year on the job. These men replied unanimously, "The inability to speak and write well."

在知識爆發與資訊導向的未來社會中，語言能力將等於謀生能力，十年之內，我們衡量一個人能否成功，專業知識，經歷、學歷等固然重要，但他的語言能力將決定一切。

雙向式英語使用方法

一、本教材共分三冊，第一冊以實用的英文為主，並將所有最常用的文法和句型包含於課文中；第二冊著重於較深入的會話；第三冊的前兩課探討學英文和寫商用書信的方法，第三課到第十四課都是口語對話（包括許多商用場合的對話），這些對話越到後面越口語化，第十五課是最常用的俗語和俚語，第十六課是常用的英文諺語。

二、第一冊有十課，分實用英文（即英文本）和語法註解（即中文本）。英文本每一課除課文外，都附有 DRILL（即實況練習），課本最後面並附有每課課文的音標。中文本的第一部份是課文語意（語意在此是指按照英文次序排列的中文字），然後是課文字彙，接著就是課文的最新文法和特別語法（若課文中剛好沒有最新文法或特別語法，那一部份就省略）；再來就是實況練習的字彙、最新文法和特別語法；最後部份（即 137 ~ 182 頁）是課文和實況練習解答（即 DRILL RESPONSES）的中文翻譯。

三、如果您對自己的英文實在沒有信心，只要您

- (1)「聽」錄音帶→看語意「明白」意思→學聲音「說」英語（同時，腦中想英文，可重複兩三次，聽不懂可以查英文腦本）。
- (2)「參照」最新文法和特別語法→全盤了解句子的結構（這樣才能舉一反三）。
- (3)「聽」聲音→「想」意思（不再看書）。
- (4)「看」語意→直接「說出」出英語。
- (5)「回味」學過的內容→隨心所欲地說出英語。

經以上五個步驟之訓練，開口說英語已近乎「直覺反應」。

※錄音帶第一遍是中等速度，讓您先有個概念，或測測自己的程度；第二

遍是男女合聲慢速，讓您徹底聽懂，並有時間思考和唸這些句子；第三遍是快速，讓您習慣於外國人講話的速度。

四、學會課文之後，請直接聽實況練習部份，並講出答案（可同時錄下自己的聲音），例如：

聽到：Ask me where I come from.（問我我來自那裏。）

就答：Where do you come from?（你來自那裏？）

聽到：Tell me you're from America.（告訴我你來自美國。）

就答：I'm from America.（我來自美國。）

聽到：Ask me if America is a large country.（問我美國是否是個很大的國家。）

就答：Is America a large country?（美國是否是個很大的國家？）

如果聽不懂，可查英文本，若有不懂的字或文法，可查中文本中實況練習的字彙、最新文法和特別語法。如果答不出來，可參考英文本後面的實況練習解答（85～121頁）。做完實況練習後，並可對照解答，聽聽自己的回答是否完全正確。

五、如果您對自己有信心，或有相當的英文程度，不妨先光聽錄音帶中的課文，不懂時，可以查英文本和中文本中的課文字彙、最新文法和特別語法，最後再按照前述方法做實況練習。

六、第二冊的使用方法和第一冊一樣，只是英文本最後部份不再附課文音標，並將字彙、最新文法和特別語法放在一起，稱為註解。

七、第三冊的使用法和第二冊一樣，只是沒有實況練習，且將中、英文合為一本。

八、若還有任何句子無法完全會意，可參考第一、二冊中文本和第三冊最後的中文翻譯。

九、錄音帶的速度由1～3冊逐漸加快。

十、每一冊結束後，錄音帶上都會有一段外國人最自然的對話或介紹，他們

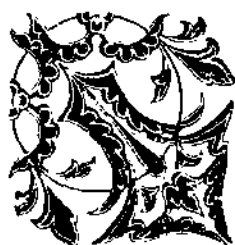
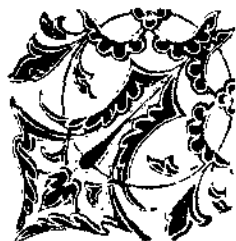
也會犯一些文法錯誤。第一冊讀完後，您若能聽懂對話的百分之四十，表示您已徹底吸收書中的內容，應該可以和外國人自在地交談。第二冊讀完，您應該可以聽懂對話的百分之六十，這時，您的英文程度已相當於大專高材生。第三冊讀完，您必能聽懂最後一段自我介紹的百分之八十，這時，請您再回頭聽第一、二冊後面的兩段對話，並用字典查出對話和自我介紹中的生字，這樣，您等於完全吸收了這套教材，在口語和實用英文方面，您的程度已不亞於英文系畢業的高材生，只要您再多和英、美人士接觸，您的英語必可和他們一樣的流利。

※您若擔心沒有時間複習而忘掉，可經常聽每冊錄音帶後面實況練習解答的快速部份，這是全冊的精華。



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1 A NATIVE SPEAKER'S HINTS ON LEARNING ENGLISH

1. Look for clues when you don't know a word. Do you recognize a prefix or suffix? Perhaps you know the meaning of another word with the same prefix or suffix.
2. Practice tenses as much as possible. When you learn a new verb, learn its various forms.
3. Use a dictionary and grammar guide constantly. Keep a small English dictionary with you at all time. When you see a new word, look it up. Think about the word—use it, in your mind, in a sentence.
4. Try to think in English whenever possible. When you see something, think of the English word for it; then think about the word in a sentence.
5. Relax! Be patient and enjoy yourself! Learning a language should be fun. Don't become easily discouraged—learning takes time. With discipline, patience, a desire to learn and a little time, anybody can learn to speak and understand English.

Follow these helpful hints and you, too, will soon be on the path toward successful two-way communication.

2 BUSINESS CORRESPONDENCE

Before endeavoring to learn what is commonly known as "business English", it is necessary to understand basic English. Many Chinese people come to me and tell me they "just" want to learn business English. They tell me they don't want to waste their time learning "common English". I always ask such people if they really know what business English entails.

Business English is simply a set of English vocabulary words; it is not, as some seem to think, a language unto itself. Neither is it something used exclusively by business-people.

The only way to learn good business English is to first learn good English. With a good command of English and an ability to think creatively in English, learning the specific set of vocabulary words that pertain to one's business becomes a simple task. Without such proficiency in basic and intermediate English, it is impossible to function effectively in an English business environment.

I believe that developing one's comprehension of human nature simultaneously develops one's faculty for using English in order to gain whatever ends one desires. If one can think clearly, creatively and rationally, one can express oneself in like manner. Thus, the single most crucial aspect of using words effectively is the development of a greater capacity to understand the world in which we live and the people with whom we must communicate.

What follows is an application letter I wrote six months before I was to leave the army. I sent it to six language centers and received six replies.

Dear Sir,

If you earnestly want your language school to prosper and develop, it would be to your advantage to spend just five minutes reading what I have to say.

I am different from most people. I will not support my request for employment with promises of what I can do for you in the future, but will do so by citing just a few of my past achievements and describing just some of my present capabilities.

Your recent advertisement in the "China Times" caught my attention. I am a seasoned and honorable English teacher with a unique way to train both fellow teachers and office personnel.

The following is a brief history of my work experience:

- 1) In 1974, I started my own language center in Shihlin. Despite lack of capital, my students were so impressed with my teaching that they paid early, thus enabling me to buy desks and chairs for a proper classroom. While only a sophomore in college, I established the first successful language center in Shihlin.
- 2) In 1978, with two thousand five hundred N.T., I opened a language center in Taipei, I did this by renting a telephone and some space in the corner of a small office. Within two months, I had enough teachers and students to expand into five classrooms. In less than three months, with a twenty-five hundred N.T. investment, I had made two hundred thousand N.T.

You may ask yourself how I started two language centers with so little capital? I know the business of language centers. I also have a special talent for drafting successful advertisements.

Once, I saw a newspaper ad: "Teach English—I am patient and experienced." This is cliché—everyone claims the same thing. I created this ad: "Famous radio announcer from I.C.R.T. will personally teach English—\$500 N.T. per month. Pure service."

Why did people answer this ad? Firstly, because I.C.R.T. has a good reputation for standard English. Secondly, because I am telling people someone will personally teach them—someone who is well respected. Thirdly, because "pure service" sounds very good—five hundred N.T. is quite reasonable.

There are many ways to develop the potential of a language center. Since you are also someone with a great deal of experience in these matters, you will know if what I have stated appears to be sincere. When we personally talk, I can give you more details regarding my experience, my goals and my highly unique teaching method. I look forward to hearing from you soon.

Sincerely yours,

Raymond Fu

A short analysis of my letter provides support for my belief that an understanding of people is necessary before one can truly communicate well.

1. I caught the employer's attention and aroused his curiosity. I also informed him that it would only take a short time to read my letter.
2. I stated that I am different—I proceeded to give reasons why and offered to tell what I could contribute to the language center rather than what the language center could do for me.
3. I told the potential employer that my capabilities met his needs.
4. I supported my original claim with evidence: a brief but pertinent history of my work experience.
5. I showed my potential employer that I succeeded because I do know my line of business. I offered my advertisement as evidence.
6. I concluded by appealing to the employer as "a man of experience" and simultaneously peaking his curiosity in me.

With a letter of this sort, getting one's desired response is virtually inevitable.

It is impossible to stress how valuable a basic understanding of human nature can be. With such understanding, and with the desire to strive toward improving your capacity to think creatively, you will surely go far. Before you set out to master business English, master basic English. Then try to develop a better understanding of human psychology. Remember, you can't cross the river until you can first swim the tide.