

 白领英语万全通

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白领 日常交际英语 80 Daily English Scenes For Office Staff 情景主题

王月 [美]Rebecca McAndrew 等◎编著



中国水利水电出版社
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内 容 提 要

本书共 80 个话题情景, 内容涵盖了白领日常交际活动的方方面面, 能够帮助白领解决日常交际活动中沟通的障碍, 提高口语表达能力。

本书适合于希望提高英语水平的白领英语爱好者。

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白领日常交际英语 80 情景主题

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1. Borrowing Books from a Library

从图书馆借书

Introduction

Libraries are important sources in universities. There are periodicals, dictionaries and different kinds of books in the library. Students can read them inside the library or borrow some books out of the library. Going to the library is one part of many university students' life. Some university libraries are open to the public while others are not.

图书馆是大学里的重要资源。图书馆收藏期刊、字典及各种各样的书目。学生既可以在馆内阅读又可以外借一部分书。去图书馆是很多大学生生活的一部分。一些大学的图书馆对公众开放，另外一些则不对外开放。

Dialogue A N = Nancy B = Bill

- N: Excuse me. Can you tell me the way to the library?
- B: I'm going to the library. You can go with me if you like.
- N: I'd like to. Thank you. I'm new in this university, so could you tell me something about the library?
- B: Of course. It opens from 8:00 a. m. to 9:00 p. m. , Monday to Friday.
- N: How about the weekends?
- B: It's closed on Saturday and Sunday.
- N: I see. How many books can I borrow at a time?
- B: Undergraduate students can check out up to five books. Graduate students can check out fifteen books.
- N: How long can I keep them?
- B: You have to return them within one month. Books can be renewed up to two times.
- N: What if I forget to return the books on time?
- B: There's a 50-cents-a-day late fee for overdue books up to a maximum of \$ 15.
- N: Can I borrow periodicals and reference books?
- B: No, I'm afraid they are not allowed to be taken out of the library. But you can make copies of them if necessary.
- N: Thank you so much. You are really kind.
- B: You are welcome.

南希：打扰一下，请问去图书馆怎么走？

比尔：我正要去图书馆，如果你愿意的话可以和我一起。

南希：我愿意，谢谢。我是这所大学的新生，请问你能不能给我讲讲图书馆的情况？

比尔：当然可以。图书馆从早晨8点开放到晚上9点，周一至周五。

南希：周末呢？

比尔：周末不开。

南希：我知道了。我一次可以借几本书？

比尔：本科生一次可以借5本，研究生可以借15本。

南希：书可以借多长时间？

比尔：你需要在一个月内归还。书可以续借两次。

南希：如果我忘记按时还书了怎么办？

比尔：超期的话，每本书每天要收50美分，累计不超过15美元。

南希：我可以借期刊和参考书吗？

比尔：不行，恐怕它们不能被带出图书馆。但是需要的话你可以复印。

南希：非常感谢，你真是太好了。

比尔：不客气。



Dialogue B A = Assistant C = Cindy

A: Excuse me. Bags aren't permitted inside the reading room.

C: Oh, I'm sorry.

A: Don't worry. Just check your bag in before entering.

C: Thanks. Where's the bag check, anyway?

A: It's to your right.

C: (20 minutes later) Excuse me. I'd like to borrow these three books.

A: OK. Show me your student card, please.

C: Here it is.

A: OK. The books should be returned within two months. If you cannot finish reading, you can renew them for another one month.

C: How can I know when the books are due?

A: You can check them on web site of the library. You can find specific information on it, including the books you have borrowed, the date you borrow them and the date they are due.

C: Thank you. By the way, I want to make a copy of this periodical. Can you tell me where the duplication room is?

A: It's on the first floor, next to the computer room.



图书馆员：抱歉，您不能把书包带进阅览室。

辛迪：哦，不好意思。

图书馆员：没关系，进去之前存一下包就可以了。

辛迪：谢谢，存包处在哪儿？

图书馆员：就在您右边。

辛迪：(20 分钟后) 打扰一下，我想借这三本书。

图书馆员：好的，请出示您的学生证。

辛迪：给您。

图书馆员：好的。这些书需要在两个月内归还。如果看不完，您可以续借一个月。

辛迪：我怎样知道书哪天到期呢？

图书馆员：你可以在图书馆的网站上查询，上面有详细的信息，包括你借的书目、借出的日期和应还的日期。

辛迪：谢谢。顺便问一下，我想复印这本期刊，您能告诉我复印室在哪儿吗？

图书馆员：在一楼，计算机房旁边。

Words

library	图书馆
university	大学
return	归还
renew	更新，续借
periodical	期刊
reference	参考
overdue	超期
permit	允许
card	卡
copy	复印

轻松一刻钟 Easy Time

The Trouble

问题

Doctor: Do you defecate regularly?

医生：请问您大便规律吗？

Old man: Quite regularly. 8 o'clock every morning.

老头：很规律，每天早晨八点钟准时大便。

Doctor: Then, what's the trouble?

医生：那还有什么问题吗？

Old man: The trouble is I won't get up till 9 o'clock every morning.

老头：问题是我每天早晨九点钟起床。

2. Asking for Directions

问 路

Introduction

People often need to ask for directions when they are in unfamiliar places, for example, when losing their way or when traveling in other cities. The people you ask may help you. But sometimes they may not be able to help you since they are new to the place themselves. In such cases, you may turn to the policemen for help.

当人们身处不熟悉的地方时常常需要问路，例如迷路的时候或者在外地旅行的时候。你所问的人也许能够帮助你，但是有些时候他们没法帮助你，因为他们自己也对所在的城市不熟悉。在这种情况下，你可以向警察寻求帮助。

Dialogue A L = Lucy T = Tom

- L: Excuse me. Do you know this city well?
T: What's the problem?
L: Could you tell me where the American Embassy is, please?
T: It's on the other side of town.
L: That's no good. Maybe you can help?
T: I will help you out if I can.
L: I got separated from my tour group. What am I going to do?
T: It's not going to be easy to find them.
L: I know! Who knows where they are?
T: Do you remember what place you were visiting?
L: We were going to the zoo and the National Museum.
T: Where was the tour group going?
L: I'm not sure where they were heading.
T: Do you have the tour guide's phone number?
L: No, I left it in my room.
T: Where is your hotel?
L: I'm staying at Friendship Hotel.

露西：打扰一下，请问您对这个城市熟悉吗？

汤姆：怎么了？

露西：您能告诉我美国大使馆在哪吗？

汤姆：在城市的另一侧。

露西：糟糕。您能帮助我吗？

汤姆：如果我能做到，当然可以帮助你。

露西：我和我的旅游团走散了。我该怎么办？

汤姆：要找到他们可不容易。

露西：是啊，谁知道他们在哪。

汤姆：你还记得你们参观了什么地方吗？

露西：我们去了动物园和国家博物馆。

汤姆：之后旅游团去哪了？

露西：我不知道他们要去哪。

汤姆：你有导游的电话吗？

露西：我落在房间里了。

汤姆：你住在哪个宾馆？

露西：友谊宾馆。

Dialogue B M = May W = Wendy

M: Oh, my god, Wendy, is that you?

W: Oh, hi, May. Long time no see.

M: Yes, we haven't seen each other since elementary school. I miss you so much.

W: Yeah. So what's new?

M: Nothing much except I've got in a very exciting school.

W: Really? What school is that?

M: Joy Chain High School. How about you?

W: Oh, me? I am at the Affiliated High School of Peking University.

M: Wow, you are always so great!

W: Say, what time is it?

M: 4:00 p. m. . Why?

W: Shoot! I've got to run. I've got an appointment with my foreign teacher at 4:30. She helps me with my oral English.

M: That's great. So where are you going?

W: The Olympic park. You can go with me if you like. Where is the nearest stop for Bus No. 713?

M: Hear honey. Turn left at the first intersection and go straight to the end of the road.

阿美：哦，天哪，温迪，是你吗？

温迪：哦，嗨，阿美。好久不见。

阿美：是啊，小学毕业后我们就一直没有再见面。我很想念你。

温迪：我也是。你最近怎样？

阿美：也没什么，不过我进了所不错的学校。

温迪：真的吗？是什么学校？

阿美：卓成高中。你呢？

温迪：哦，我吗？我现在在北大附中读书。

阿美：哇，你总是这么棒！

温迪：对了，现在几点了？

阿美：四点了。怎么了？

温迪：糟糕！我得走了。我约了外教四点半见面。她帮我练英语口语。

阿美：太好了。那么你要去哪里？

温迪：奥林匹克公园。如果你愿意，可以和我一起去。最近的 713 路公交车的车站在哪？

阿美：听着。在第一个路口往左拐，一直走到路的尽头就是了。

Words

embassy	大使馆
side	一边
separate	分开，分散
visit	参观，拜访
museum	博物馆
head	朝向，前进
elementary	初步的，基本的
except	除了
appointment	约定
straight	一直

轻松一刻钟 Easy Time

See the Doctor

看医生

Doctor: Have you asked somebody about your illness?

医生：关于你的病情，来这里之前请教过别人吗？

Patient: I just asked the owner of the drug store.

病人：我问过药房的老板了。

Doctor: What damn idea that fool gave to you?

医生：那傻瓜给你出什么馊主意了？

Patient: He asked me to come to you.

病人：他让我来找你。

3. Ordering

点餐

Introduction

In the restaurants, guests have the rights to decide what to eat. Then, they need to take the order. After coming into a restaurant, the first thing many people would do, is probably looking at the menu. There are usually the names of the dishes, the ingredients, and sometimes, the pictures of the dishes on the menu. The menu provides people a reference to take the order.

在餐厅里，客人有权决定吃什么。那么，他们就需要点菜。进入餐厅之后，很多人做的第一件事大概就是看菜单。菜单上通常有菜名、菜的原料，有时候还有图片。菜单为人们点菜提供了参考。

Dialogue A H = Helen W1 = Will W2 = Waitress

H: Well, I'm going to have a hamburger, I think, with lots of chips. And a glass of cola. And some apple pie. Delicious!

W1: I'm going to have some melon and then vegetable pie.

W2: What would you like?

H: Can I have hamburger and chips, please?

W2: I'm sorry. There're not any hamburgers.

H: Oh, no! OK, vegetable pie, please.

W1: I'd like melon and vegetable pie, please.

W2: Sorry. The pie is finished. She had the last piece.

W1: Oh, no. What can I have?

W2: Spaghetti.

W1: Oh, dear. Melon and spaghetti, please.

W2: Would you like a dessert or a drink?

H: Cola and apple pie, please.

W1: Water, please.

W2: Here you are.

H: That's a healthy meal, Will!

海伦：我打算吃一个汉堡，还有很多薯条，一杯可乐，还有一些苹果派。美味啊！

威尔：我打算吃瓜和蔬菜派。

女服务生：你们吃点什么？

海伦：能给我汉堡和薯条吗？

女服务生：对不起，汉堡没有了。

海伦：不是吧！那要蔬菜派吧。

威尔：我要瓜和蔬菜派。

女服务生：对不起，派卖完了，她刚才点了最后一个。

威尔：不是吧！那我还能点什么？

女服务生：意大利面。

威尔：天啊。瓜和意大利面。

女服务生：你们需要甜点或饮料吗？

海伦：可乐和苹果派。

威尔：我要一杯水。

女服务生：给你们。

海伦：威尔，这顿饭可真健康啊！

Dialogue B W1 = Waiter W2 = Woman

W1: Hi. Welcome to Heavenly Pies. May I take your order?

W2: Uh... yes. I'd like the chicken fried steak.

W1: Okay. Would you like fries, bread, or rice with your meal?

W2: Umm. I'll take the rice.

W1: Would you care for anything to drink?

W2: Yeah. I'll take a medium Sprite.

W1: I'm sorry. We only have large or small.

W2: Well, in that case, uh, I'll have a small Sprite.

W1: Okay. A small Sprite. Would you like anything else?

W2: I would like to see your pie menu. That's the main reason why I like to dine here.

W1: Oh, I'm so sorry, but we aren't serving pies today.

W2: Huh?

W1: Well, you see, Dave, our baker, slipped on a banana peel back in our kitchen two days ago, and injured his back. He'll be out for at least two weeks. In the meantime, we're serving ice cream sundaes instead. Sorry.

W2: Wow. I'm sorry to hear that. I hope he gets better soon.

服务生：您好，欢迎光临天堂派。请问可以点菜了吗？

女士：哦，是的。我要一份炸鸡排。

服务生：好的。请问您需要炸薯条、面包还是米饭？

女士：嗯，米饭。

服务生：您需要来点饮料吗？

女士：是的。给我一杯中杯的雪碧。

服务生：对不起。我们只有大杯和小杯。

女士：那样的话，给我一杯小的吧。

服务生：好的，一小杯雪碧。您还需要别的什么吗？

女士：我想看看派的菜单。我来这里主要就是想来吃派的。

服务生：哦，对不起，我们今天不供应派。

女士：啊？

服务生：我们的面包师大卫两天前在厨房被香蕉皮滑倒了，背部受了伤，至少要休息两个星期。在这期间，我们供应圣代冰激凌代替派。很抱歉。

女士：哦。听到这个消息我很难过。希望他早点好起来。

Words

hamburger	汉堡
delicious	美味的
melon	瓜
chip	薯条
juice	果汁
pie	派
steak	肉排，牛排
dine	吃饭，用餐
serve	供应
instead	代替

轻松一刻钟 Easy Time

Husband and Wife

丈夫和妻子

A husband hands over his salary to his wife every month, and only keeps enough change to buy the cigarettes.

丈夫每月把薪水都交给妻子，只有刚够买烟的零钱。

One day he told his wife happily: "Darling, I won a 50,000-yuan prize in a

lottery.”

一天丈夫高兴地对妻子说：“亲爱的，我买彩票中了5万元。”

Wife asked surprised: “How did you get the money to buy the lotteries?”

妻子吃惊地问道：“你哪里来的钱买彩票？”

4. Room Reservation

订 房

Introduction

Many people choose to stay in a hotel when they are out overnight, for example, when traveling in other cities. It is a good choice to book a room in advance. Thus, you wouldn't need to worry about having nowhere to live. It is very easy to make reservations. Usually, you can do this by making phone calls or through the internet.

外出过夜时，例如，去别的城市旅游，很多人选择住宾馆。提前预订房间是一个很好的做法。这样，你就不用担心没有地方住。预订房间很容易。通常，打电话或者上网预订都可以。

Dialogue A R = Receptionist G = Green

R: Room Reservations. Good afternoon.

G: I'd like to book a double room for Tuesday next week.

R: That's fine, sir. A double room for Tuesday, September 12th, with a front view or rear view?

G: What's the price difference?

R: A double room with a front view is 140 dollars per night, and one with a rear view is 115 dollars per night.

G: I think I'll take the one with a front view then.

R: How long will you be staying?

G: We'll be leaving Sunday morning.

R: That will be five nights, sir. May I have your name and telephone number, please?

G: Green White. (020) 238-8851.

R: Thank you very much, and we look forward to seeing you next Tuesday.