



实用英语口语速听速学丛书

英语场景168

——商务·生活英语口语强化训练

English Conversation 168 Business
and Everyday Life Oral English

葛亚军 李国慧 刘彦清 袁晖 编著



天津科技翻译出版公司 天津外语音像出版社



H319.9/622D

:5

2008

英语口语速听速学丛书

英语场景168

——商务·生活英语
口语强化训练

English Conversation 168 Business
and Everyday Life Oral English

葛亚军 李国慧 刘彦清 袁晖 编著



天津科技翻译出版公司 天津外语音像出版社



图书在版编目(CIP)数据

英语场景168——商务·生活英语口语强化训练/葛亚军等编著. —4版. —天津:
天津科技翻译出版公司, 2002.5(2008. 4重印)

(实用英语口语速听速学丛书)

ISBN 978-7-5433-1459-7

I. 英… II. 葛… III. 商务-口语 IV. H319.9

中国版本图书馆 CIP 数据核字 (2001) 第012991号

出 版: 天津科技翻译出版公司

地 址: 天津市南开区白堤路244号

出 版 人: 蔡 颢

邮政编码: 300192

电 话: 022-87894896

传 真: 022-87895650

网 址: www.tsttpc.com

印 刷: 天津泰宇印务有限公司

发 行: 全国新华书店

版本记录: 880×1230 32开本 8印张 230千字

2008年4月第4版 2008年4月第4次印刷

定价: 19.80元

(如发现印装问题, 可与出版社调换)

CONTENTS

目 录

UNIT 1 Social Courtesy 社交礼仪	1
Scene 1 Greetings	场景 1 见面寒暄 2
Scene 2 Introducing Friends	场景 2 介绍友人 2
Scene 3 Phone Call	场景 3 电话用语 4
Scene 4 Birthday Party	场景 4 生日聚会 4
Scene 5 Wedding Feast	场景 5 婚宴 6
Scene 6 Thanks	场景 6 道谢 6
Scene 7 Apology	场景 7 道歉 8
Scene 8 Paying Bills	场景 8 付账 8
Scene 9 Saying Goodbye	场景 9 告辞 10
Scene 10 Gratitude(for Help)	场景 10 感谢(帮忙) 10
Scene 11 Gratitude(for Gift)	场景 11 感谢(送礼) 12
Scene 12 Congratulations(for Promotion)	场景 12 恭贺(升迁) 12
Scene 13 Congratulations(for Prize)	场景 13 恭贺(得奖) 14
Scene 14 Gratitude(for Care)	场景 14 感谢(关心) 14
Scene 15 Sympathy(for Illness)	场景 15 慰问(生病) 16
Scene 16 Congratulations(for Wedding)	场景 16 恭贺(结婚) 16
Scene 17 Sympathy(for Parting)	场景 17 慰问(失恋) 18
Scene 18 Sympathy(for	场景 18 慰问(工作不顺) 20

Difficulty of One's Job)

Scene 19 Sympathy(for Passing Away)	场景 19 慰问(亲人去世)	20
Scene 20 Interview	场景 20 面试	22
Scene 21 First Time Meeting	场景 21 初次见面	22
Scene 22 Self Introduction	场景 22 自我介绍	24
Scene 23 Starting a New Job	场景 23 刚到新单位	26
Scene 24 Finding Topics	场景 24 找话题	28
Scene 25 Assigning Job	场景 25 指派工作	28
Scene 26 Asking for Help from Colleagues	场景 26 请同事帮忙	30
Scene 27 Meeting Notification	场景 27 通知开会	30
Scene 28 Asking about Schedule	场景 28 询问工作进度	32
Scene 29 Asking a Day off by Phone	场景 29 打电话请假	32
Scene 30 Pointing out Mistake	场景 30 指出错误	34
Scene 31 Instructing New Colleagues	场景 31 指导新来的同事	34
Scene 32 Making Proposals to Supervisor	场景 32 向上司提出建议	36
Scene 33 Asking for a Raise	场景 33 要求加薪	36
Scene 34 Encouraging Subordinates	场景 34 激励下属	38
Scene 35 Resignation	场景 35 提出辞呈	38

UNIT 2 Daily Life 日常生活 41

Scene 36 Internet	场景 36 上网	42
Scene 37 At Laundry	场景 37 在洗衣店	42
Scene 38 At the Library	场景 38 在图书馆	44

Scene 39	At the Barber Shop	场景 39	在理发店	44
Scene 40	At the Clinic	场景 40	在诊所	46
Scene 41	At the Dental Clinic	场景 41	在牙科诊所	46
Scene 42	At the Photo Shop	场景 42	在照相馆	48
Scene 43	No Smoking	场景 43	请勿吸烟	48
Scene 44	At the Supermarket	场景 44	在超市	50
Scene 45	Asking Directions	场景 45	问路	50
Scene 46	Apology	场景 46	道歉	54
Scene 47	Visiting Friends	场景 47	拜访朋友	56
Scene 48	Borrowing	场景 48	借东西	58
Scene 49	Hitchhiking	场景 49	搭便车	60
Scene 50	Asking Favors	场景 50	请求帮忙	62
Scene 51	Complaining	场景 51	抱怨	64
Scene 52	At the Post Office	场景 52	在邮局	66
Scene 53	At the Bank	场景 53	在银行	68
Scene 54	The Rapid Transit Systems	场景 54	快运路线	70
Scene 55	Seeing the Doctor	场景 55	看医生	72
Scene 56	Family and Work	场景 56	家庭及工作	74
Scene 57	Exercise	场景 57	运动	76
Scene 58	Leisure	场景 58	休闲	78
Scene 59	Going to a Movie	场景 59	看电影	80
Scene 60	At the Opera	场景 60	在歌剧院	80
Scene 61	KTV	场景 61	KTV	82
Scene 62	At a Dance Party	场景 62	舞会中	82
Scene 63	Ordering	场景 63	点餐	84
Scene 64	Fast Food	场景 64	快餐	84
Scene 65	At the Department Store	场景 65	在百货公司	86
Scene 66	The Concert	场景 66	音乐会	86

Scene 67 Picnics	场景 67 野餐	90
Scene 68 At the Restaurant	场景 68 在餐厅	92
Scene 69 At the Gym	场景 69 在健身房	92
Scene 70 In the Bookstore	场景 70 在书店	96
Scene 71 At the Drugstore	场景 71 在药房	98
Scene 72 At the Check in Counter	场景 72 机场柜台	100
Scene 73 Going to the Movies	场景 73 去看电影	102
Scene 74 The Beauty Salon	场景 74 美容院	104

UNIT 3 Various Topics 各种话题 107

Scene 75 Taking Courses	场景 75 选课程	108
Scene 76 Turning in the Report	场景 76 提交报告	110
Scene 77 At the Library	场景 77 图书馆借书	110
Scene 78 Work-Study Program	场景 78 半工半读	114
Scene 79 The Exam	场景 79 考试	116
Scene 80 Weather	场景 80 天气	118
Scene 81 TV Programs	场景 81 电视节目	118
Scene 82 Hobbies	场景 82 爱好	120
Scene 83 Sports	场景 83 运动	120
Scene 84 Male Vs Female	场景 84 男人与女人	122
Scene 85 Booking Flight Tickets	场景 85 订购机票	122
Scene 86 Check in & Boarding	场景 86 机场报到, 登机	124
Scene 87 Passport Control & Customs Clearance	场景 87 通关审查	124
Scene 88 Having Lunch on the Airplane	场景 88 机上用餐	126
Scene 89 Exchange	场景 89 兑换	128
Scene 90 Renting a Car	场景 90 租车	128

Scene 91 At the Hotel	场景 91 在旅馆	130
Scene 92 Chinese Cuisine	场景 92 中国菜	130
Scene 93 Food Stalls in the Night Market	场景 93 夜市小吃摊	132
Scene 94 The Tea Ceremony	场景 94 茶艺	132
Scene 95 Festivals	场景 95 节日	134
Scene 96 At the Imperial Palace	场景 96 在故宫	134

UNIT 4 Business Contacts 商务往来 137

Scene 97 Receiving Customers	场景 97 接待来访客户	138
Scene 98 The Person Be Contacted Being Away	场景 98 受访者不在时	138
Scene 99 Guiding the Visitors to See the Person	场景 99 带来访者去见受访者	140
Scene 100 Asking the Visitor to Wait for a While	场景 100 请来访者稍候	140
Scene 101 First Time Meeting	场景 101 初次相识	142
Scene 102 Product Introduction	场景 102 介绍公司产品	142
Scene 103 Introducing Colleagues	场景 103 介绍同事	144
Scene 104 Introducing Supervisors	场景 104 介绍上司	144
Scene 105 See Customers off	场景 105 送客	146
Scene 106 Set an Appointment Time	场景 106 约定拜访时间	146
Scene 107 Request a Visit	场景 107 请求拜访	148
Scene 108 Changing Appointment Time	场景 108 变更约会时间	148
Scene 109 Informing Other Party that You'll Be Late	场景 109 告知约会迟到	150

Scene 110	Visit without Making an Appointment	场景 110	未事先约定的 来访	150
Scene 111	Introducing Company	场景 111	介绍公司	152
Scene 112	Visiting Factory	场景 112	参观工厂	152
Scene 113	Inviting Customer for Dinner	场景 113	招待用餐	154
Scene 114	Treating Customer with Tour	场景 114	招待旅游	154
Scene 115	Treating Customer with Snack	场景 115	茶点招待	156
Scene 116	Receiving Phone Call	场景 116	接电话	156
Scene 117	Transferring Phone Call	场景 117	转接电话	158
Scene 118	International Call	场景 118	国际电话	158
Scene 119	Leave Message on Recording Machine	场景 119	在录音电话上 留言	160
Scene 120	Take and Forward Message	场景 120	记下和传达留言	162
Scene 121	Foreword	场景 121	开场白	162
Scene 122	Goal Explanation	场景 122	目标说明	164
Scene 123	Summarizing Conclusion	场景 123	会议总结	164
Scene 124	Proposal Explanation	场景 124	提案说明	166
Scene 125	Proposal Discussion	场景 125	议案讨论	168
Scene 126	Inquiries	场景 126	询问	170
Scene 127	Promotion	场景 127	推销	172
Scene 128	Talking about a Product's Benefits	场景 128	强调商品竞争力	172
Scene 129	Quotation & Negotiation	场景 129	报价及议价	174

Scene 130 Persuasion & Reminders	场景 130 说服对方下决心	174
Scene 131 Small Talk during Negotiation	场景 131 商谈期间的闲聊	176
Scene 132 Greetings and Speeches	场景 132 致辞	178
Scene 133 Make a Report	场景 133 报告工作	180
Scene 134 Sales Review	场景 134 业务审查	182
Scene 135 Extraordinary Motion	场景 135 临时动议	184
Scene 136 Conclusion	场景 136 结论	186
Scene 137 Delayed Product Delivery	场景 137 交货延迟	188
Scene 138 Product Defects	场景 138 产品瑕疵	190
Scene 139 Requesting Compensation	场景 139 要求赔偿	190
Scene 140 Customer Service Complaint	场景 140 客户服务抱怨	192
Scene 141 Flight Reservation	场景 141 预订机位	194
Scene 142 Meeting at Airport	场景 142 机场接人	194
Scene 143 Booking a Hotel	场景 143 预订饭店	196
Scene 144 Making an appointment	场景 144 约定拜访时间	198
Scene 145 Visiting	场景 145 拜访	198
Scene 146 Talking about Sales & Marketing Information	场景 146 交换市场信息	200
Scene 147 Calling Back the Office	场景 147 给公司回电话	202
UNIT 5 Trade & Negotiation	贸易与谈判	205
Scene 148 Counter Offer	场景 148 提出条件	206
Scene 149 Bottom Line Inquiry	场景 149 探询对方底线	208

Scene 150 Contract Signing	场景 150 签订合同	208
Scene 151 Restablishing Conditions	场景 151 重定条件	210
Scene 152 Payment Terms	场景 152 付款条件	212
Scene 153 Price Handling	场景 153 应对杀价	214
Scene 154 Final Bidding	场景 154 最后的出价	216
Scene 155 Asking for Customer's Agreement	场景 155 让客户认同	218
Scene 156 Receiving an Order	场景 156 接受订单	220
Scene 157 Shortage Notice	场景 157 通知缺货	220
Scene 158 Product Damage	场景 158 货物损坏	222
Scene 159 Receivable Bills	场景 159 账款催收	224
Scene 160 Requesting Samples	场景 160 索取样品	226
Scene 161 Product Packaging	场景 161 产品包装	228
Scene 162 Placing Orders	场景 162 下订单	230
Scene 163 Orders Push	场景 163 催货	232
Scene 164 Drawing Customers	场景 164 招呼客户	234
Scene 165 Introducing Products	场景 165 介绍商品	236
Scene 166 Asking for a Trial Order	场景 166 请客户下试用 订单	238
Scene 167 Inviting Customers to Visit the Booth	场景 167 联络客户亲临 摊位	240
Scene 168 Approaching Buyers	场景 168 拜访买家	242

UNIT 1

Social

社交礼仪

Scene **1**

Greetings

A: How are you?

B: Not bad. How about you?

A: I am very well. Thank you!

A: Nice to meet you!

B: Nice to meet you, too!

A: It has been a long time that we haven't seen each other!

B: It really has been a long time!

Scene **2**

Introducing Friends

A: Shu Yi, this is my friend Wang Shan from China. Wang Shan, this is my sister, Shu Yi.

B: Oh! I am so glad to meet you!

C: Me too, Wang Shan.

A: Excuse me. This lady is...

B: I'm really sorry. I should have introduced you to each other.

B: Mr. Zhang Qiang, this is my colleague Ms. Chen Li.

A: I'm very pleased to meet you.

C: I've heard your name for a long time.

场景 1

见面寒暄

A: 你好吗?

B: 还可以,你呢?

A: 很好,谢谢。

A: 很高兴见到你!

B: 见到你我也很高兴。

A: 久违了,我们好久好久没见面了。

B: 真是久违了。

场景 2

介绍友人

A: 淑宜,这是我的中国朋友王珊。王珊,这是我妹妹淑宜。

B: 哦! 真高兴见到你!

C: 我也是,王珊。

A: 请问这位女士是……

B: 真抱歉,我应该早些帮您介绍才是。

B: 张强先生,这位是我的同事陈莉女士。

A: 很高兴见到你。

C: 久仰您的大名。





Scene 3

Phone Call

A: Hello. Is Wang Lili in now?

B: I'm sorry, you have the wrong number.

A: Oh, I'm really sorry!

A: Hello! Is this the Zhang Qiang residence?

B: Yes, this is Zhang Qiang speaking.

A: Hello, this is Li Hong, I would like to speak to Wang Shan.

B: Sorry, Li Hong. She is not here. Do you have any message for her?

A: I'll call again in 20 minutes.

Scene 4

Birthday Party

A: Oh! It has been a long time! Welcome!

B: Happy birthday! This gift is for you.

A: It's very kind of you. May I open it now?

A: Oh, It's so beautiful. Just what I wanted.

A: Please feel free to help yourself.

A: Please relax and enjoy yourself!

A: Please come again!



场景 3

电话用语

A: 你好,请问王俐俐在吗?

B: 对不起,你打错电话了。

A: 哦! 真对不起。

A: 你好,这是张强家吗?

B: 是的,我是张强。

A: 你好,我是李红,我找王珊听电话。

B: 很抱歉,李红,她现在不在,你有什么话需要转告吗?

A: 20 分钟后我再打吧。

场景 4

生日聚会

A: 哎呀! 好久不见,欢迎你们来。

B: 生日快乐! 这是给你的礼物。

A: 太谢谢了。我现在可以打开吗?

A: 哦,太漂亮了,这正是我一直想要的东西。

A: 随便点儿,别客气。

A: 别拘束,随便些。

A: 请再来玩!





Scene 5

Wedding Feast

A: Congratulations, I am the bride's colleague. My name is Li Hong. Nice to meet you!

B: Thank you very much! Please bring the red envelope over here.

A: It must be tough for you today!

B: Please sign your name.

A: You are the most beautiful bride!

C: Thanks for your compliments!

A: May lots of blessings be with you both!

C: Thanks for attending our wedding feast!

Scene 6

Thanks

A: Thank you very much for your help.

B: It's my pleasure to do something for you.

A: Thank you for helping me out.

B: It's nothing. Don't mention it.

A: Thank you very much indeed.

B: Not at all.

A: It's very kind of you!

B: You are welcome.

