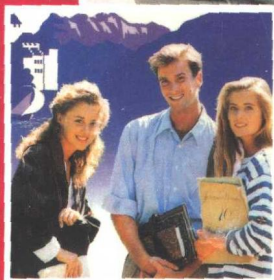
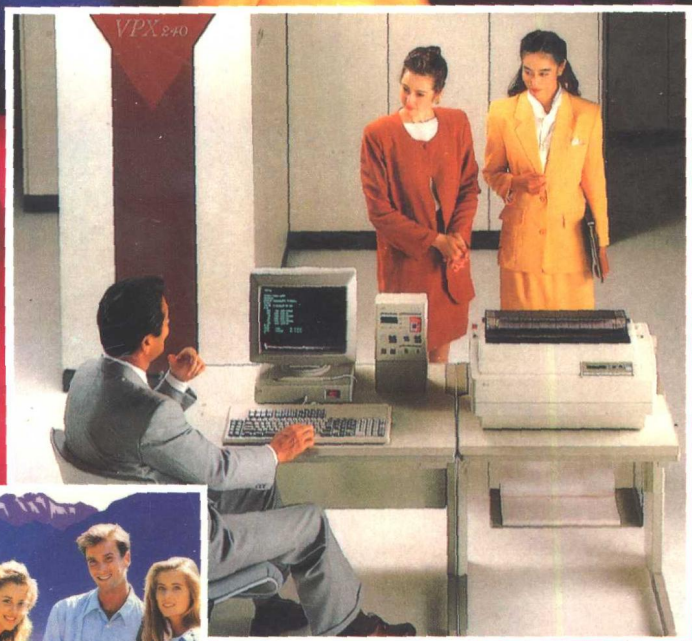


编著：齐伟钧



三资企业 实用英语

上海交通大学出版社

三 资 企 业 实 用 英 语

**PRACTICAL ENGLISH
FOR JOINT VENTURES**

上 海 交 通 大 学 出 版 社

内 容 提 要

随着改革开放的进一步深入,国内三资企业日益增多。本书系针对这类企业的经营和管理特点,围绕企业决策、生产和销售等环节的各种有关情景编写而成,旨在为三资企业人员,特别是中上层经营管理人员,提供一套较为完整的综合性英语会话参考和学习用书。

本书分三大部分共计 56 个单元,每单元包括作为正文的对话(其中基本句型用底线标出)和适用于该单元情景或交际功能的常用句型及其汉译。全书均按英汉对照编排,以方便读者学习或参考。

本书特点是实用性强,内容新颖,涉及对外开放和经济发展的热门话题,能充分满足国内三资企业的外向需要。本书题材丰富,情景多样,编排合理,重点突出,又有汉译作为辅助,便于学习和掌握。

三资企业实用英语

出版:上海交通大学出版社

(上海市番禺路 875 号 邮政编码:200030)

发行:新华书店上海发行所

印刷:上海交通大学印刷厂

开本:787×960(毫米) 1/32

印张:11 字数:226000

版次:1995 年 10 月 第 1 版

印次:1996 年 11 月 第 2 次

印数:3001~4000

ISBN7-313-01495-3/II·162

定价:12.70 元

前 言

《三资企业实用英语》(Practical English for Joint Ventures)是一本为国内合资企业或项目的中高级管理和专业技术人员编写的英语学习和参考用书。本书针对国内三资企业的特点以及企业人员相应的英语水平而编写,并着重于对英语会话的理解和口语表达能力。全书分三大部分:商业交际,日常社交,语意与功能,共计56个单元。每个单元的内容除了围绕主题的会话之外,还有其他常用句型,汉译等。会话及常用句型中的基本句型均以底线标出,以便读者重点学习和领会,举一反三。通过学习和参考此书,沟通企业中外人士之间的交流,从而进一步提高三资企业的整体管理水平和效益。

由于编者水平有限,本书不足之处敬请读者批评指教。

编者

1995. 3. 18

于上海外国语大学

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PART ONE

BUSINESS COMMUNICATION

(商业交际)

UNIT 1

LOOKING FOR A JOB

(找工作)

I. Do you have actual experience

A: Do you have any actual experience?

B: Well, no, but I've always been interested in this type of work.

I. 你有实际上的经验吗

A: 你有实际上的经验吗?

B: 嗯, 没有, 但我一直对这一类的工作很感兴趣。

I. Pay, hours and overtime

A: Can you tell me about the conditions?

B: Well, the pay is 2,000 yuan a month, including tax.

A: And the hours?

B: The hours are 8 : 00 a. m. to 5 : 00 p. m. Five days a week, and an hour's lunch break for each working day, from midday to 1. 00 p. m. and of course, as every one else in the company, you'll have 1-day and 2-day weekends alternately.

A: What about overtime?

B: About an hour a day, but you'll get extra pay for working overtime.

I. 薪酬, 工时及加班

A: 你能不能告诉我一些有关的情况?

B: 好吧, 薪酬是每月 2000 元, 含税。

A: 工时呢?

B: 工时是上午 8 时至下午 5 时, 每周 5 天半, 每天有 1 小时午餐休息时间, 从中午 12 时至下午 1 时。当然, 和公司其他人一样, 你每星期轮换有一天或两天的周末。

A: 加班时间呢?

B: 平均每天大约 1 小时, 但你会得到额外的加班费。

II. Can you come for an interview (on telephone)

A: Hello?

B: Is that Alan Lee?

A: Yes.

B: Oh, good morning. It's Barbara Elkins of ABC Company here. I'm ringing about your application for a job with us.

A: Oh Yes.

B: Can you come for an interview?

A: When?

B: How about today?

A: Today? That's a bit hard ... I'm at work.

B: Oh well ... if you can't come ...

A: No, hang on. How about 5 o'clock?

B: I'm leaving for Hong Kong at 5 : 30. Can you be

here at 4 : 00?

A: Well, I need to get time off, but I think I can manage. Where should I meet you?

B: ABC Company Building. On the eighth floor. Personnel Manager's Office.

A: Ok. I'll be there by 4 o'clock.

B: See you then. Goodbye.

A: Thanks for ringing. Goodbye.

■. 你能来面试吗(电话交谈)

A: 喂?

B: 是艾伦·李吗?

A: 是啊。

B: 哦,上午好。我是ABC公司的芭芭拉·艾尔金。我打电话谈谈你向我们应聘的事。

A: 哦,怎么样?

B: 你能来面试吗?

A: 什么时候?

B: 今天怎么样?

A: 今天? 有点困难……我在上班。

B: 哦,好吧……假如你不能来……

A: 不,等一下。5点钟怎么样?

B: 我5点半起程前往香港。你能不能在4点钟到这儿?

A: 嗯,我需要抽出时间,但我想我会安排的。在什么地方你会面?

B: ABC公司大楼。8楼。人事经理办公室。

A: 好。我4点钟到。

B: 到时候见。再见。

A: 谢谢来电。再见。

IV. A job interview (面试)

A: Good morning, sir.

B: Good morning. And you are...

A: Alan Lee, sir.

B: Would you like to sit down over here, Mr Lee?

A: Thank you.

B: Well now, Let's see. You seem to have done very well in your accounting course. You're very good at languages, too.

A: I can read, write and speak English and Mandarin. I can also speak Cantonese and the Shanghai dialect.

B: Wonderful. Do you have any working experience?

A: A little, sir. For the last nine months, since I left college, I've been working in ABC Company as a clerk. I also handle customers' calls over the phone. It's an import-export firm.

B: I see. Now, why do you want to join us?

A: I'm very interested in the tourist business and I'm very keen to meet people from different countries and different walks of life. I think it would be exciting and challenging to work for your company. I know your firm has a very good reputation in the travel line.

B: Well, in this line, one would have to travel now and then.

A: Yes, I like travelling, sir.

B: Well, thank you very much for coming to see us,
Mr Lee. You'll be hearing from us within the next
few days.

A: Thank you. Goodbye, sir.

IV. 面试

A: 先生, 上午好。

B: 上午好。你是……

A: 艾伦·李, 先生。

B: 请在这儿坐下, 好吗, 李先生?

A: 谢谢。

B: 好吧, 咱们谈谈。你的会计课程看来学得不错。而且你
颇具语言才能。

A: 我能读、写和说英语和官话汉语。我也会说广东话和
上海方言。

B: 太好了。你有工作经验吗?

A: 有一点, 先生。过去 9 个月里, 我大学毕业后一直在
ABC 公司里做职员工作。我还处理客户的电话。那是
家进出口公司。

B: 噢。那么, 你为什么要到我们这里来?

A: 我对旅游行业很感兴趣, 我渴望同来自各个国家, 各
行各业的人相遇。我认为为你的公司工作不但令人
振奋而且能鞭策自己。我知道你的公司在旅游这一
行业里享有盛誉。

B: 嗯, 在我们这一行里的人不得不常常出门旅行。

A: 是的, 我喜欢旅行, 先生。

B: 好, 非常感谢你来同我们见面, 李先生。几天之内我们
会通知你的。

A: 谢谢。再见, 先生。

V. Qualities of a sales manager

A: Please sit down, Miss Brown. Smoke?

B: No, thank you, not just now.

A: Well, I think you probably have a fair idea what sort of job you've applied for.

B: Yes, it was clearly explained in the advertisement.

A: I see from your application you've quite a lot of experience as a sales manager.

B: Yes, I've been a sales manager for more than five years. I'm applying for this post because I wanted to get more interesting and more challenging work.

A: Good. Now, perhaps you would tell me what sort of qualities you'd look for in a sales manager if you were in my shoes.

B: Well, to start with, I'd say he needs to be pretty hard-working.

A: Anything else?

B: A sales manager has to be able to do a lot of things on his own initiative.

A: Quite right. By the way, d'you like travelling?

B: Oh yes. I often went on business trips in the past five years. And I speak English and Japanese quite fluently.

A: Excellent. Well, thank you very much, Miss Brown, and you'll be hearing from us in the next few days, either way.

B: Thank you, and I certainly hope the answer will be

favourable.

V. 关于销售经理的要求

A: 请坐, 布朗小姐。抽烟吗?

B: 不, 谢谢, 现在不要。

A: 嗯, 我想你大概很清楚你应聘的是什么样的工作。

B: 是的, 这在广告里写得很清楚。

A: 我从你的申请表上得知你作为销售经理很有经验。

B: 是的, 我干销售经理已有 5 年多时间了。我现在申请这份职业是因为我想得到更令人感兴趣和更具挑战性的工作。

A: 很好。那么, 也许你可以告诉我假如你在我的位子上会对销售经理提出什么样的要求。

B: 嗯, 首先, 我得说他必需十分勤快。

A: 还有呢?

B: 一个销售经理必须能积极主动地做大量事情。

A: 对极了。顺便问一下, 你喜欢旅行吗?

B: 哦, 是的。过去 5 年里我常常出差旅行。我的英语和日语也讲得相当流利。

A: 好极了。嗯, 非常感谢, 布朗小姐, 过几天我们会通知你的, 不管聘任与否。

B: 谢谢, 我当然希望答复是肯定的。

VI. Your previous working experience would be very useful

A: This job for which we're interviewing applicants is very similar — except that you would be selling computers rather than stationery supplies. We pay twelve hundred yuan a month plus a ten-percent commission on all sales. Your previous working ex-

perience would be very useful. You would probably visit your old customers, demonstrate new machines, and talk with them in an effort to interest them in buying our computers.

The job sometimes involves traveling out of town.

B: I'm prepared to travel if necessary.

A: That's important. Of course all traveling expenses will be reimbursed by the firm.

VI. 你以往的工作经验会是很有用的

A: 我们面试招聘的这份工作十分相似——除了你会是在出售电脑,而不是文具用品这一点以外。我们一个月付薪金 1200 元外加百分之十的佣金。你以往的工作经验会是很有用的。你可能会上门会见你那些老客户,向他们展示新机器,同他们会谈,竭力吸引他们购买我们的电脑。这份工作有时候需要到外地出差。

B: 我乐意必要时出差。

A: 那很重要。当然所有差旅费都可向公司报销。

VI. Other useful expressions (其他常用句型)

1. How much is the pay?

酬金多少?

2. What are the hours?

工作时间呢?

3. If I get the job, when can I start?

如果我被聘用,什么时候开始工作?

4. I'm ringing about the accountant's job in today's newspaper.

我打电话询问今天报上刊登的那份会计工作。

5. I've rung to ask about the job you advertised. Could you give me any more details?

我打电话询问你们登报招聘的那份工作。你能告诉我点详情吗？

6. What would I have to do then?

我要做些什么呢？

7. Oh, just one thing; could you give me some idea of the pay?

还有一件事：你能不能给我谈一谈薪金？

8. I was a secretary from 1988 till 1991.

And after that I was a sales representative until last year. Then I became the sales manager.

从1988年到1991年我做過秘書。以後又做推銷員，直至去年。後來就成為銷售經理。

9. I was a sales representative for three years for ABC Company. The company sells all kinds of stationery supplies; typing paper, staplers, pencil sharpeners, desksets, file folders and so on.

我為ABC公司做了三年的推銷員。公司经营各种各样的文具用品：打字机，订书机，削笔器，办公桌椅，文件夹等等。

10. The company supplied me with leads which were generally the names of prospective buyers. And I will visit these buyers with samples, talk with them, and so forth.

公司提供的通常是有关买主的姓名指引。然后我就带着样品拜访他们，同他们洽谈等等。

11. I'm sure I could do the work. I feel that I have the necessary qualifications.

我确信自己能干好这份工作。我觉得自己有相当的资历。

12. I could start almost immediately.

I would like to give my present employer two weeks' notice, but otherwise I would be free to begin any time.

我几乎立即就能上班。

我当然希望能提前两星期通知我现在的雇主,但除此之外,我可以随意在任何时候开始。

13. I'm fairly mechanically-minded. If something at home goes wrong, I can usually mend it.

我对机械很在行。家里有什么东西坏了,我通常自己修理。

14. I'm sorry I didn't hear that clearly.

Could you repeat it please?

对不起,我没有听清楚。

请你重复一下,好吗?

15. I'm sorry, I don't quite understand.

Could you explain, please?

对不起,我不怎么理解。请你解释一下,好吗?

16. Yes, I realise that. I think I'd quite enjoy it.

是的,我认识到那一点。我认为自己相当喜欢那份工作。

17. I did a lot of work on bills in Maths.

I haven't done invoices at work but I'm sure I could learn easily.