

A CONCISE HANDBOOK OF COMMERCIAL ENGLISH CONVERSATION

簡明商業英語會話

曉林編著



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這是一本商業英語會話參考書。編寫的目的，是希望藉此向學過基礎英語的讀者提供一些基本的會話知識。選材方面，着重於一般化；凡在各有關場合中最常用到的語句，基本上都予以列出。有的單元，還將同一句子的幾種不同表達法列出來，目的是讓讀者在運用過程中能夠把它加以比較，從而提高語言的表達能力。每一單元後附有關的常用詞彙，可供讀者參考使用。

On the Tram

Is this the right tram for North Point?

Yes, come up, please.

One (ticket), please.

How much is it?

(What is the fare?)

Thirty cents.

Is it necessary to buy ticket for my child?

Children under three is free.

Give me a ticket for him, please.

Here it is, sir.

(Here you are, sir.)

Please move further into the car.

A seat in front, please move in.

I am going to "A" Department Store, where shall I get off?

(I am going to "A" Department Store, where shall I get down/alight?)

How many more stops to "A" Department Store?

Still three stops.

Will you please remind me?

Certainly, sir.

I'll let you know when to get off.

Thank you.

在電車上

這輛是到北角去的電車嗎？

是的，請上車。

（請給我）一張票。

多少錢？

（車費多少？）

三角。

我的小孩要買票嗎？

三歲以下小童免費。

請給我一張他的票。

這就是，先生。

（同上）

請往裏邊走進一些。

前面有位，請往裏邊移。

到A百貨公司，我要在哪裏下車呢？

（同上）

到A百貨公司還有幾個站？

還有三個站。

請你提醒我好嗎？

可以的，先生。

我會告訴您什麼時候下車。

謝謝您。

You had better get down at the next stop.

Right here, at this stop, sir.

I'm sorry, sir, this tram does not go to "A" Department Store.

You had better get off at the next stop and take the tram for North Point.

(You had best get off at the next stop and change cars for North Point.)

How long shall I wait for the tram?

(Will it be here soon?)

Yes, in about three minutes, sir.

Thank you.

USEFUL SENTENCES

Trams operate only on the Hong Kong side.

Tram fares are thirty cents for any distance.

Peak-tram fare is two dollars, departures are every 10-15 minutes

USEFUL WORDS 常用詞彙

tram	(英)	} 有軌電車
street car	(美)	
go by tram	乘電車去	
tram line	有軌電車路線	
free (of charge)	免費	
get down	} 下車	
get off		
alight		

您最好下一站下車。

就在這一站，先生。

對不起，這輛電車不到A百貨公司。

您最好下一站下車，乘搭往北角去的電車。

(您最好在下一站下車，改乘到北角去的電車。)

搭該輛車要等多久呢？

(車很快就來嗎？)

是的，三分鐘內(就到)，先生。

謝謝你。

補充語句

電車只在港島區行駛。

車費不論遠近一律三角。

山頂纜車車費二元，每10—15分鐘一班。

get on	上車
stop	停車站
terminus	終點站
depot	停車場
fee	車費
exact fee	恕不找贖
grasp the handrail when descending	} 下車時抓好扶手

On the Bus

(1)

What bus is this? Does this bus go to the Station?

Yes, sir. But wait for the next one, please.

Why?

This bus is over crowded.

(This bus is full up.)

But I have already waited for about half an hour.

Sorry, but it can't be help.

Look, here comes the bus!

God be praised!

(Thank goodness!)

What's the fare?

(The fare is) thirty cents for any distance.

Here's the fare.

Put in the coin-box, please.

Can I get off in front of the "ABC" Department Store?

No, we don't stop there. You'll have to ride as far as the second stop.

You may alight now. The Department Store is just two blocks away.

Please don't get off until the bus has stopped.

(Don't alight while the bus is moving)

在公共汽車上

(1)

這是到哪兒去的公共汽車啊？這輛是到火車站去的嗎？
是的先生。但請等候下一輛的。

爲什麼呢？

這輛公共汽車太擁擠了。

(這輛公共汽車滿了。)

可是我已經等了大約半個鐘頭呢。

很抱歉，但那是沒有辦法的。

瞧，車子來了！

謝天謝地！

(同上)

車費多少？

無論遠近一律三角。

這是車費。

請投進錢箱裏。

我可以在“ABC”百貨公司前面下車嗎？

不行，我們不在那裏停車。您要一直乘到第二站。

現在您可以下車。過兩條橫馬路就是百貨公司了。

停車前請不要下車。

(車子開動時勿下車。)

(2)

Does this bus go to the Station?

Which is the right bus for the Station?

Which bus must I take for the Station?

Can you tell me please, if this is the right bus for the Station?

No, sir. This bus does not go to the Station.

What's the number of the bus to the Station, then?

You had better take Bus No. 5B.

Will it be here soon?

In about five minutes.

Thank you!

(3)

I'll go to North Point by light-bus.

(I take a light-bus to North Point.)

Stop here, please.

Please stop in front of the "ABC" Theatre.

Put me down at the corner of the street.

Drop me at Yeewo Street.

USEFUL SENTENCES

Taxis are the easiest way to get about the city. They charge two dollars for the first mile, and twenty cents each succeeding fifth of a mile.

(2)

這輛巴士到火車站去嗎？

哪輛巴士是到火車站去的？

到火車站，我必須乘哪輛公共汽車呢？

請問這是到火車站去的公共汽車嗎？

不是的，先生。這輛公共汽車不到火車站去。

那麼，到火車站去的公共汽車是幾號的呢？

您最好搭 5 B 公共汽車。

該輛車快來嗎？

大約五分鐘內就到。

謝謝你！

(3)

我要乘小巴到北角去。

(同上)

請在這兒停車。

請在“ABC”戲院前面停車。

我在街道拐角處下車。

我在怡和街下車。

補充語句

的士是遊覽這個城市最方便的交通工具。最初一哩車費二元，以後每 $\frac{1}{2}$ 哩五角。

*Buses are also convenient due to frequent schedules.
Thirty cents for most rides to maximum two dollars.
Double deckers are all the same class.*

*Mini buses/light buses run on irregular schedules with
charge being fifty cents to two dollars, boarding/
alighting anywhere except regular bus stops.*

*Star ferry operates between the Central district and
Tsimtsatsui.*

First class is....cents and Second class is....cents.

USEFUL WORDS 常用詞彙

bus	公共汽車
bus station	公共汽車站
crowded	擠滿（人羣）的
crowd into a bus	擠進公共汽車
Please don't crowd so. Stand back!	請不要擠上來。 往後退！
queue up	排隊等候
queue up for a bus	排隊等候公共汽車
stand in a queue	排隊等候
jump the queue	不按次序排隊；插隊
a queue of cars held up by the traffic lights.	被交通指揮燈 攔住的一長 列汽車
form a queue	排隊

由於班車多，搭公共汽車也是方便的。大部份車費是三角，最多二元，雙層巴士上下同價。

小巴不按一定的時間表行駛，車費由五角到二元；除了不得在固定的巴士站下車外，乘客可以在任何地方下車。

天星碼頭渡輪來往於中區到尖沙咀之間。

一等票 角，二等票 角。

Please queue up here	請你在此排隊
waiting for your	等候
turn.	
get about	旅遊
travel	旅行
on hire	} 出租
for hire	
hire out cars by the	按日計算地出租
day	汽車
taxi	出租汽車
go by taxi	坐出租汽車去
take a taxi to the	乘出租汽車到機場
airport	

Railroad Journey

Luggage

Porter, can you come and fetch my luggage to the luggage-office? I want to have my luggage registered.

Have you got your ticket, sir?

Yes, I have. Here's it.

Where to, sir?

9:30 train to "B" town.

Wait here, please.

.....

Sorry for having kept you waiting.

What does my luggage weigh? Is it overweight?

Your luggage weighs ... kilograms in excess of the allowance.

How much do I have to pay for the excess luggage?

You have to pay dollars for the excess luggage.

Here's for the excess luggage, and here's the fee.

Thanks. Here are your ticket and baggage-check.

Ticket office

One second class ticket to, 9:30, please.

Here you are.

How long is the ticket good for?