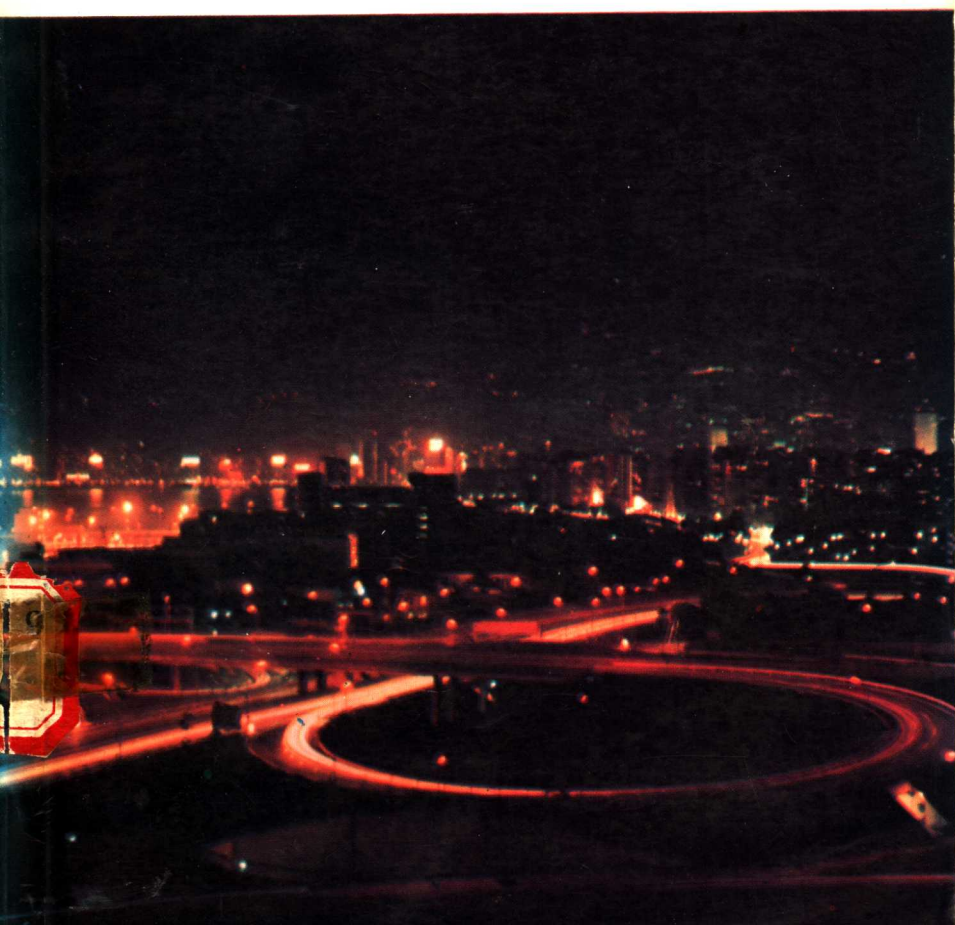


A CONCISE HANDBOOK OF EVERYDAY ENGLISH CONVERSATION

簡明社交英語會話 曉林編著



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曉林編著

中流出版社有限公司出版

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CONTENTS

目 錄

Page

Most Common Expression Used in Everyday Conversation	2
基本用語	
Date	10
日期	
Time	18
時間	
Age	24
年齡	
Household	30
家庭	
Rising And Going To Bed	34
起床和就寢	
Salutation	40
問好	
Weather	46
天氣	
Holiday	52
假日	

Transportation	58
交通	
On The Street	68
在大街上	
Asking One's Way	76
問路	
Paying A Call	82
訪友	
Sight-Seeing	88
觀光	
Ball Games	96
打球	
At The Library	104
在圖書館裏	
Sending A Letter	112
寄信	
Going To The Cinema	120
看電影	
Telephone	128
電話	
Visiting A Sick Friend	136
探病	
Renting A Room	144
租房	
At The Railway Station	150
在火車站	

這是一本交際英語會話參考書。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。“補充語句”主要是列出一些有關的常用句，它同每一單元之後所附的“常用詞彙”一樣，供讀者參考使用。由於這是一本會話書，不是真實的旅遊手冊之類的書籍，書中所提到的公司名、地名都是虛構的。

Most Common Expression Used in Everyday Conversation

基本用語

向人家問好時的用語

- | | |
|--|------------|
| 1. Hello! | 您好！（或喂！） |
| 2. How do you do? | 您好！ |
| 3. How are you? | 您好嗎？ |
| 4. How are you getting on?
(How are you getting along?) | } 您近來過得好嗎？ |
| 5. How are things with you? | |
| 6. Glad to see you again. | 很高興又看見您了。 |
| 7. Glad you're back. | 你回來了，我很高興。 |
| 8. Welcome home! | 歡迎您回來！ |
| 9. Good morning! | 早安！（或早上好！） |
| 10. Good afternoon! | 午安！ |
| 11. Good evening! | 晚上好！ |

一般可以這樣回答：

- | | |
|----------------------|-----------------|
| Hello! | 您好！（或喂！）（回答第一句） |
| How do you do? | 您好！（回答第二句） |
| I'm fine, thank you. | 我很好，謝謝您！（回答第三句） |

I'm getting on fine. 我過得不錯。(回答第四句)
 Fine, thank you. 很好, 謝謝您。(回答第五句)
 Glad to see you again, too. 我也很高興看見您。(回答第
 六句)

Thank you. 謝謝!(回答第七、八句)
 Good morning! 早上好!
 Good afternoon! 午安!
 Good evening! 晚上好! } (回答第九、十、十一句)

向人家告別時的用語

1. Good-bye! 再見!
2. Good-bye for the present! 再見!
3. Bye-bye! 再見!
4. See you again! 再見!
5. See you later! 回頭見!
6. Cheerio! 再見!
7. So long! 再見!
8. See you to-morrow! 明天見!
9. I'll be seeing you! 再見!
10. I hope you'll have a good holiday! 祝你假期愉快!
11. Happy journey! 旅途愉快!
12. I hope you'll have a pleasant trip. 祝你旅途愉快!
13. Wish you success. 祝你成功!
14. Please remember me to 請代向……問好。
15. Please give my best regards to 請代向……致意。

可以用這些句子回答

Good-bye!	再見！
See you later!	回頭見！（注：從第一句到第九句， 回答者一般只是重複告別者的話）
Thank you!	謝謝！
Thank you very much!	多謝！ (以上回答第十、第十三句)
Certainly, I will.	我一定會照您的囑託去做。
Thanks, I will.	謝謝，我會轉達的。
I will by all means.	我一定給您辦到。 (以上回答第十四、十五句)

介紹時的用語

May I introduce Mr. A?	我來介紹A先生，好嗎？
Allow me to introduce Mr. B to you.	讓我介紹B先生給你（認識）。
Allow me to introduce you to my teacher, Mr. Law.	允許我介紹您同我的老師劉先生認識。
Mr. Law, let me introduce my friend Mr. Fong.	劉先生，讓我給您介紹我的朋友方先生。
Let me introduce you to Mr. Lam, my associate.	讓我介紹您認識我的同事林先生。
Please introduce me to your friend.	請介紹我同你的朋友認識。
Mr. Lam, this is Mr. Fong.	林先生，這是方先生。

Allow me to introduce myself, I am Chan Kin-fung.

讓我作自我介紹，我是陳建鋒。

經人介紹後，被介紹者雙方一般可以從下列句子中選用適當答語

How do you do?

您好！

Please to meet you. }

Glad to meet you. }

很高興會見您。

I'm very glad to make your acquaintance.

我很愉快同您認識。

I'm so glad to have the opportunity of meeting you.

我很高興有機會會見您。

I've often wanted to meet you. 我常常想同您會晤。

I shall be very glad to meet him. 我將很高興會見他。

All right, I'll do that.

好的，我來介紹。

O.K. Come on!

好的，來吧！

向人家表示謝意時的用語

Thank you.

謝謝你。

Thanks.

謝謝。

Many thanks.

多謝。

Oh, thank you.

啊，謝謝你。

Thank you so much.

太謝謝您了。

Thank you very much.

多謝你。

Thank you very much, indeed.

真是多謝你。

I'm really very grateful to you.

我真感激你。

It's very kind of you. 您太好了。

It's really awfully kind of you. 您真是太好了。

It is kind of you. 您真好。

It's good of you. 您很好。

It's most thoughtful of you. 您真想得周到。

I don't know how I can thank you enough.

我不知道要如何感謝你才好。

You are very kind. 您很和藹。

I'm really very much obliged to you. 我真的非常感謝你。

I don't know what I should have done without your help.

要不是你的幫助，我真不知道該怎麼辦。

You've done me a great favour. 你幫了我很大的忙。

I can never thank you enough. 我謝也謝不完。

可以從下列句子中選用適當的答語

That's all right! 沒什麼！

Don't mention it! 別謝啦！

Not at all! 一點也不！

It is no trouble whatever! 沒有什麼麻煩！

That's really nothing! 真的沒有什麼！

It was a real pleasure for me to do it. 我很樂意這樣做。

You are welcome. 別客氣（不用謝）。

請人家幫忙做某種事情時的用語

Will you do me a favour? 請你幫個忙，好嗎？

May I ask you to do something for me? 替我做點事行嗎？

Would you mind just coming here? 到這兒來可以嗎？

Would you be kind enough to come here?

請到這兒來好嗎？

Would you mind my asking you to ... ?

請你……，你不介意嗎？

I should like you to do something for me.

我很想請你給我做點事。

There is something I should very much like you to do for me.

有一些事，我很想請你幫忙。

可以在下列句子中選用適當的答語

I'll be delighted to do it. 我將樂意幫忙。

I'll be very glad to do it. 我會很高興去做。

I'll try my best. 我將盡力去做。

I'm afraid I can't do it. 我恐怕做不來。

I'm very sorry. I think I can't manage it.

很抱歉，我辦不了吧。

向人家表示歉意時的用語

Sorry! 對不起！

I'm sorry! 對不起！

I'm very sorry! 很對不起！

I'm really awfully sorry! 真是對不起得很！

Pardon me. 請原諒！

Excuse me, it's all my fault. 請原諒，這是我的錯。

I must apologize. 我應向你道歉。

I hope you will excuse me.	希望你會原諒我。
It was thoughtless of me.	我真是粗心。
I really did not mean that at all.	其實我全沒有那種用意。
It was really quite unintentional.	實在不是故意的。
Sorry to trouble you.	麻煩您，真對不起。
Excuse me for troubling you.	麻煩您，請原諒。
I must apologize for troubling you.	麻煩您，應向您道歉。
I hope I'm not disturbing you.	
我希望，我現在不是在打擾你。	

可以從以下句子中選用適當的答語

It's quite all right.	沒什麼。
Oh, that's all right.	啊，沒什麼。
Not all all.	} 一點也不。
Not in the least.	
No harm done.	不要緊（原意為於事無傷）
Never mind.	不要緊。
It's no trouble.	不麻煩。
No trouble at all.	一點也不麻煩。
Oh, certainly not.	啊，當然不是。

祝賀人家的用語

Congratulations!	祝賀您！（或恭喜！）
Congratulations to you!	祝賀您！
My hearty congratulations to you on your graduation.	
我衷心地祝賀你畢了業。	

My best congratulations on the occasion of

值……之際，我祝賀您。

My best wishes to you! 這是我對您最好的祝願。

I wish you all the happiness in the world. 祝您快樂無疆。

Best wishes for great success in your studies.

希望你在學習中取得成就。

Happy New Year!

新年快樂！

A Happy New Year to you!

祝您新年快樂！

Happy birthday!

祝您生日快樂！

Many happy returns of the day.

祝您壽比南山。

Happy journey!

旅途愉快！

A very enjoyable holiday to you!

祝您假期愉快！

當你聽不清人家所說的話時

I'm sorry, I don't quite follow you.

對不起，我不大懂你說什麼？

I didn't catch the last two words, would you mind repeating them?

我聽不清最後兩個字是什麼，請您重復一遍行嗎？

I didn't quite catch you. Will you please say it again?

我聽不清楚，請再說一遍好嗎？

I don't get you. 我不懂您說什麼。

I beg your pardon? 您說什麼？

What did you say? 你說什麼？

Date

How many days are there in a week?

There are seven days in a week.

They are: Sunday, Monday, Tuesday, Wednesday,
Thursday, Friday and Saturday.

How many months are there in a year?

There are twelve months in a year.

They are: January, February, March, April, May, June,
July, August, September, October, November
and December.

How many days are there in January?

There are thirty-one days in January.

And how many (days) in February?

Twenty-eight days in an ordinary year, and twenty-nine
days in leap-year.

How many days are there in April?

There are thirty days in April.

What is the date to-day? }
(What is today's date?) }

To-day is the 10th (of) March. }
(Thursday, the tenth of March.) }

What day is it?

(What day of the week is it?) }
It is Thursday. }

日期

一個星期有幾天？

一個星期有七天。

這七天是：星期日、星期一、星期二、星期三、星期四、星期五和星期六。

一年有幾個月？

一年有十二個月。

這十二個月是：一月、二月、三月、四月、五月、六月、七月、八月、九月、十月、十一月和十二月。

一月份有多少天？

一月份有三十一天。

二月份（有幾天）呢？

平年二月份有二十八天。

閏年二月份有二十九天。

四月份有多少天呢？

四月份有三十天。

今天幾號？

今天是三月十日

（三月十日星期四）

今天是星期幾？

（今天是）星期四

When is your birthday?

25th, May.

When will you be back?

I shall be back on the 1st. (of) July.

USEFUL SENTENCES

(1)

Today is Friday.

Yesterday was Thursday.

The day before yesterday was Wednesday.

To-morrow is Saturday
(To-morrow will be Saturday.) }

The day after tomorrow will be Sunday.

Don't put off till tomorrow what should be done today.

(2)

The Monday of this week was very hot.

Today is the date of his son's birth.

I had received your letter dated 10th March 1977.

The postmark was dated March 10th 1977, Thursday morning.

He will start this week.