

国家公务员

公共英语基础知识读本

赵敏 罗丽莉 王玲 马超 编写



中国人事出版社

国家公务员

公共英语基础知识读本

赵 敏 罗丽莉 王 玲 马 超 编写

中国人事出版社

图书在版编目 (CIP) 数据

国家公务员公共英语基础知识读本/赵敏等编著.
北京: 中国人事出版社, 2003.4
ISBN 7-80139-990-0

I. 国… II. 赵… III. 英语-公务员-自学参考-资料
IV. H31

中国版本图书馆 CIP 数据核字 (2003) 第 023359 号

中国人事出版社出版
(100101 北京朝阳区育慧里 5 号)
新华书店经销
北京金华印刷有限公司印刷

2003 年 5 月第 1 版 2003 年 5 月第 1 次印刷
开本: 787×1092 毫米 1/16 印张: 13.65
字数: 200 千字 印数: 5000 册
定价: 25.00 元

CONTENTS 目 录

第一章 公务员英语 99 句 (99 Sentences for Civil Servants)	1
第二章 日常事务部分 (Daily Communication)	8
Lesson One GREETINGS	
第一课 问候语	9
Lesson Two TELEPHONING	
第二课 打电话	12
Lesson Three WORKING ENGLISH	
第三课 工作用语	14
Lesson Four INTERVIEW AND RECRUITMENT	
第四课 招聘与面试	17
第三章 日常工作安排 (Routine Arrangement)	22
Lesson One MEETING ARRANGEMENT	
第一课 会议安排	23
Lesson Two MAKING APPOINTMENT	
第二课 约会用语	28
Lesson Three WELCOMING AND BIDDING FAREWELL	
第三课 接送用语	34
Lesson Four ENGLISH FOR BUSINESS TRIP	
第四课 出差旅途用语	39
Lesson Five PARTY ENGLISH	
第五课 酒会用语	46
第四章 日常公文处理 (Dealing with Daily Documents)	49
Lesson One ENGLISH LETTERS	
第一课 英文信件	50
Lesson Two NOTE AND MEMORANDUM	
第二课 留言条和备忘录	56
Lesson Three AGENDAND MINUTES	
第三课 会议议程与会议记录	59
Lesson Four REPORT AND PROPOSAL	
第四课 报告书和建议书	62
Lesson Five NOTICE AND ANNOUNCEMENT	
第五课 通知与公告	64

Lesson Six ORDER AND INSTRUCTIONS	
第六课 命令与指示	66
第五章 常见办公设备 (Office Supplies)	67
Lesson One COMPUTER TERMS	
第一课 计算机常用语	68
Lesson Two TELEPHONE AND FAX MACHINE	
第二课 电话与传真机	70
Lesson Three TELEGRAM AND TELEX	
第三课 电报和电传	73
Lesson Four WORKING EQUIPMENT AND ENVIRONMENT	
第四课 办公设备及环境	77
第六章 公共基础知识 (Common Knowledge)	80
Lesson One COMMON POLITICAL WORDS	
第一课 政治常识用语	81
Lesson Two COMMON ECONOMIC WORDS	
第二课 经济常识用语	96
Lesson Three COMMON TECHNOLOGICAL ENGLISH	
第三课 科技常识用语	112
Lesson Four COMMON CULTURAL WORDS	
第四课 文化常识用语	125
第七章 机构名录 (Organizations)	143
第八章 中华人民共和国部分法律名称 (Part of the Laws of the People's Republic of China)	166
第九章 奥运英语 (Olympic English)	175

第1章

CHAPTER ONE

99 Sentences for civil servants

公务员英语 99 句

99 sentences for civil servants

公务员英语 99 句

1. Welcome to China!
欢迎到中国来。
2. I wish you a happy stay in China.
希望您在中国能旅行愉快。
3. Long time no see.
好久不见。
4. All the very best to you.
祝你们一切顺利。
5. Did you have a nice trip?
您这一路还顺利吧?
6. It's my pleasure to have talked to you.
能和您谈话是我的荣幸。
7. You are wanted on the phone.
有电话找你。
8. The telephone is engaged.
电话占线。
9. I must have dialed the wrong number.
我一定是拨错了电话号码。
10. Thank you for reminding me.
谢谢你提醒我。
11. Can we set the appointment tomorrow?
明天我们见面怎么样?
12. How soon could I know the result?
我多久才能知道结果?
13. I think I should have to do some follow-ups. I'd like to file these documents according to your demands.
我想我应该做些后续工作了, 我会按照您的要求将这些档案归档。
14. Have you drafted the report?
报告起草完了吗?
15. I have placed those documents on file.
我已把那些文件归档了。
16. You can consult the files according to the alphabetic order.
你可以根据字母顺序查找这些文件。

17. Inside you will find all the documents.
所有的文件都在里面。
18. Will you please take these materials to the Dean's office for me?
你能帮我把这些材料送到主任办公室吗?
19. Will you please send them the fax first?
您能先给他们发一个传真吗?
20. How is everything going on?
情况如何?
21. How are you getting on with your job here?
你这里的工作进展如何?
22. Can I take a message for him?
我能给他带个口信吗?
23. Can I leave a message for him?
我能给他留个信儿吗?
24. Please classify these data carefully.
请把这些资料仔细分类。
25. Please get prepared for the meeting in the afternoon first.
请为下午的会议作一下准备。
26. Make sure you know the time and place for the meeting in the afternoon first.
首先确保你弄清下午开会的时间和地点。
27. I didn't receive the notice until this morning.
直到今天早上我才收到这份通知单。
28. I think to be cooperative plays a very important role in today's society.
我认为当今社会团队精神非常重要。
29. Pay is not the most important. What matters much is the job satisfaction.
工资不是最重要的,重要的是工作成就感。
30. Civil servants must be fair and honest and work selflessly in the public interests.
公务员必须公正廉洁,克己奉公。
31. Civil servants must maintain confidentiality with State and workplace secrets.
公务员必须保守国家和工作秘密。
32. Being civil servants, we ought to act in a public spirit and not to act with personal considerations.
作为公务员,我们应当出以公心,而非出以私心
33. We must build an honest, diligent, pragmatic and efficient government.
我们要建立一个廉政、勤政、务实、高效的政府。
34. That means corruption is still widespread.
那意味着贪污受贿仍很猖狂。
35. It is our principle to carry out our country's general and special policies.
执行我国的方针政策是我们的原则。
36. The conference is scheduled from 9:00 tomorrow morning. Please make full prepara-

tions for it.

会议在明天上午九点。你们已经作了充分准备吗？

37. We will be in this meeting longer than usual.

这个会议比平常的时间要长。

38. Nowadays more and more people can afford mobile phone. It is a sign of the country's prosperity.

现在越来越多的人可以买得起手机。这是国家繁荣的标志。

39. It is quite convenient for us to use telex machines in our work.

我们在工作中使用这种电传机非常便利。

40. There will be great changes made in China after China's participation into the WTO.

中国加入 WTO 以后，会有很大的变化。

41. I take an optimistic view of China's economy.

我对中国的经济持乐观态度。

42. There has been a very much wider acceptance of family planning in China.

中国绝大多数地方已经接受了计划生育政策。

43. Overpopulation causes problems in housing and employment.

人口过多引发了许多住房问题和就业问题。

44. Tourism contributes significantly to many countries' GNP.

旅游业对许多国家 GNP 的增长起到了重要的推动作用。

45. The government has made some tough measures against pollution to reserve environmental damages.

政府采取了一些强硬措施抵制污染，保护环境免受破坏。

46. I think the budget for renewable energy research development should be increased.

我认为政府在可再生能源研发的预算应该增加。

47. Most of our people are much better off than before.

多数人比以前富裕了。

48. It's on this disk under WWI Report.

在这张软盘里，WWI 报告下。

49. You should make a backup copy of it.

你应该作个备份。

50. He is one of our most important clients.

他是我们最重要的客户之一。

51. I don't know how to set about this job.

我不知道如何着手这项工作。

52. All the staffs are supposed to take part in the meeting.

所有的职员应该参加这次会议。

53. It is to be held in the national convention center.

会议将在国际会议中心召开。

54. I have the transcripts of the meeting.

我有会议记录。

55. We really must be going. Thanks so much for such a lovely party.
我们确实得走了。十分感谢您为我们准备了一个愉快的晚会。
56. I think we've had a most successful year, haven't we?
我认为我们完全是卓有成效的一年, 对吧?
57. Let's make it 10 o'clock on Friday morning.
那咱们定好星期五早上 10:00。
58. I won't be able to make it for your appointment.
我不能参加约会了。
59. Thursday will be good for me.
星期四我有空。
60. I am very glad to hear that you have got a promotion!
听说你得以提升, 我很高兴。
61. We have just heard of your success. Sincere congratulations and best wishes for the future.
我们刚得悉您取得的成就, 在此向您致以衷心的祝贺并祝愿您前程远大。
62. Warm regards and best wishes.
谨致以亲切的问候及良好的祝愿。
63. Wish you good health and happiness.
祝你身体健康, 幸福快乐。
64. How are you? Excuse me for my long silence.
你好, 原谅我许久没有写信。
65. If there's anything further that I can do for you, please don't hesitate to ask.
如果还有什么事我可以为您做, 请不要客气的提出来。
66. She is a stranger in the city and any kindness and help you may extend to her I shall greatly appreciate.
她第一次到该市, 您能给予她的任何接待和协助我都将十分感激。
67. How time flies!
时间过得真快!
68. We thank you for your enquiry of 5th April.
谢谢您四月五日的询问函。
69. I want to make a reservation for three people for this evening at 6: 30.
我想订餐, 3 个人, 今晚 6: 30。
70. I should like to see you for your advice.
我想见见你, 听听你的意见。
71. Your advice will be a great help for me.
你的建议对我来说大有裨益。
72. It's so thoughtful of you to give me such valuable advice.
你给我提出了如此宝贵的建议, 考虑的真是太周到了。
73. I am sorry. But his schedule is full.
对不起, 他的时间表都排满了。

74. If there is anything else I can do for you, just ask me.
如果有其他需要我做的, 请告诉我。
75. In recent years, the prosecution of senior officials has often made headlines and become media events.
近些年, 对许多高级官员的起诉常常作为占据头条成为媒体关注的焦点。
76. Most of our people are much better off than before.
大多数的人都比以前富裕。
77. They are playing an increasingly important role in safeguarding peace.
他们在保卫和平中起着日益重要的作用。
78. Beijing is a culturally renowned city with a long history.
北京是一个拥有悠久历史的文化名城。
79. The CPC must always represent the development trend of China's advanced productive forces.
中国共产党必须始终代表先进生产力发展的方向。
80. The CPU must always represent the orientation of china's advanced culture.
中国共产党必须始终代表先进文化的前进方向。
81. The CPU must always represent the fundamental interests of the overwhelming majority of the Chinese people.
中国共产党必须始终代表中国最广大人民的根本利益。
82. Come up with new ideas for development.
发展要有新思路。
83. Make new breakthroughs in reform.
改革要有新突破。
84. Break new ground in opening up.
开放要有新局面。
85. Take new moves in all fields of endeavor.
各项工作要有新举措。
86. Build a well-off society in an all-round way.
全面建设小康社会。
87. Develop socialist democracy and establish a socialist political civilization.
发展社会主义民主政治, 建设社会主义政治文明。
88. Deepen the reform of the cadre and personnel system.
深化干部人事制度改革。
89. Improve the system of public servants.
健全公务员制度。
90. Reform and improve the system of dual control over cadres.
改革和完善干部双层管理体制。
91. Study Deng Xiaoping Theory in depth.
深入学习邓小平理论。
92. Educate cadres and the masses in Deng Xiaoping Theory.

用邓小平理论教育干部和群众。

93. Correctly handle the relationship between primary, secondary and tertiary industries.
正确处理第一、二、三产业的关系。
94. Development is the absolute principle.
发展是硬道理。
95. Innovation sustains the progress of a nation.
创新是一个民族的灵魂。
96. Innovation requires emancipating our minds, seeking truth from facts and keeping pace with the times.
解放思想就要不断解放思想、实事求是、与时俱进。
97. We must carry out the higher authority's notice.
我们必须执行上级的通告。
98. I hope I may be granted an interview, when I can explain my qualifications more fully.
本人谨希望获得面试机会，以便能更充分的说明本人具备的各项资历。
99. Evaluation of public servants shall be objective and fair.
对公务员的考核，应当坚持客观公正的原则。

第2章

CHAPTER TWO

Daily communication

日常事务部分

Lesson One GREETINGS

第一课 问候语

1. Hello!
你好
2. Hi!
你好
3. Morning!
早上好
4. How do you do!
你好
5. Nice to see you!
很高兴见到你（们）
6. Glad to meet you!
很高兴见到你（们）
7. Pleased to meet you!
很高兴见到你（们）
8. Welcome to China!
欢迎到中国来
9. Welcome to Beijing!
欢迎到北京来
10. How are you?
你好吗？
11. Lovely weather, isn't it?
天气不错，是不是？
12. Long time no see.
好久不见。
13. How is everything going on?
情况如何？
14. How about your work now?
最近工作怎么样？
15. How are you doing?
情况如何？
16. How is it going?
情况如何？
17. What's new?

有什么新闻?

18. How is your family?

你家人好吗?

19. Allow me to introduce myself. I'm Liu Yun.

请允许我做个自我介绍。我叫刘云。

20. This is the first time we have met each other, isn't it?

我们是第一次见面, 对吧?

Dialogue:

Greeting an Acquaintance: 和熟人打招呼

Li: Hello, Zhang. How are you doing?

李: 嗨, 张。最近怎么样?

Zhang: Hi, Li. How are you?

张: 嗨, 李! 你好吗?

Li: Not too bad. Why are you in such a hurry?

李: 还可以。你怎么看着急匆匆的?

Zhang: Over to Wang's. And you?

张: 到王那里去一趟。你呢?

Li: I was just back from the work and got very tired.

李: 我刚下班。现在又累又饿。

Zhang: Where are you working now? I heard you changed your job.

张: 你现在在那里高就? 听说你又换工作了。

Li: Well, I changed my job twice this year. It's a pain. But I shouldn't complain. Right? Lot's of guys laid off now.

李: 今年我换了两次工作。辛苦。但又不好抱怨, 下岗的人也不少呢。

Zhang: Yeah. That's the truth. It was great to see you today. Maybe we could get together sometime.

张: 确实是这样。今天见到你真高兴。有时间的话我们聚一下吧。

Li: Good idea. I will call you sometime next week.

李: 不错。下周抽个时间给你打电话

Zhang: OK. Great. I will be seeing you. And have a good rest.

张: 好的, 很好。那么, 再见吧。好好休息。

Li: Thanks. Bye.

李: 谢谢。再见。

Zhang: Bye.

张: 再见。

Language Focus

(语言点):

in a hurry 急匆匆的

lay off 下岗

get together 聚会

have a good rest 好好休息

Greeting a Visitor in an Office:

在办公室招呼来访者

Secretary: Good morning, can I help you?

秘书: 早上好。我能帮您什么忙吗?

Visitor: Yes. I'd like to see Mr. Wang, please.

来访者: 是的。我想见王先生。

Secretary: Can I know your name, please? And have you made an appointment with him?

秘书: 请问您贵姓? 您与王先生有约吗?

Visitor: Sure. This is my name card. We set the time just two days ago. He should remember me.

来访者: 当然可以。这是我的名片。我们两天前约的时间, 他应该记得的

Secretary: Ok, Mr. Zhang. Will you please wait a minute before I inform him? He is now attending a provisional meeting.

秘书: 好的, 张先生。请稍等, 我去通知他一声。他正在参加一个临时会议。

Visitor: Sure. Thank you very much.

来访者: 好的, 非常感谢。

Secretary: You are welcome.

秘书: 不客气。

Language Focus

语言点:

I'd like to... 我想……。

Make an appointment 约会

Attend a meeting 开会

Lesson Two TELEPHONING

第二课 打电话

1. Hello! May I speak to Wang Dong, please?
喂! 我可以和王东通电话吗?
2. Speaking.
我就是。
3. This is Wang Dong speaking.
我是王东。
4. Hold the line, please.
请稍等。
5. A moment, please.
稍等片刻。
6. He/she is not in at the moment.
他/她此刻不在。
7. The telephone is engaged.
电话占线。
8. It's hot line.
热线。
9. Can I take a message for him?
我能给他带个口信吗?
10. Can I leave a message for him?
我能给他留个信儿吗?
11. I called you several times, but there was no answer.
我打了几次电话, 但总没人接。
12. Is it OK if I call you back after a moment? I am on the other line right now.
待会儿我给你打过去好吗? 我现在正在接另一个电话。
13. Sorry to keep you waiting.
抱歉让您久等了。
14. I must have dialed the wrong number.
我一定是拨错了电话号码。
15. You got the wrong number.
你拨错了号码了。
16. Extension 212, please.
请转 212。
17. I'm sorry I wasn't in when you called.