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美语

会话一点灵

Raymond Klein 苏雅敏

合著

上海远东出版社

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卷首语

我们幸运地遇上了改革开放的年代。随着国际交往的日渐频繁,外语的使用率越来越高,对于广大读者来说,学习外语不仅是个人的兴趣爱好,还与人们的事业发展紧密相关。面向 21 世纪,如何才能更有效地学习外语呢?

我社独家引进的"21世纪实用美语系列",由美国商界人士和语言专家根据临场实用的原则,结合中国读者的学习特点,分主题、列句型、释难点,注重实用性和典型性,所有编排均切合业务需要,为读者有系统地掌握实用美语铺平了道路。熟练掌握这些内容,读者既可以充满自信地应酬于公关、社交、谈判等各种场合,又可以举一反三、自行造句,从而在重大交际场合中游刃有余。

本系列美语和汉语对照,版式新颖,并配有生动的插图,是一套新型的实用美语读物。需要说明的是,就美语的表达、翻译和注音法而言,地区与地区之间有时难免存在一些差异。为了尊重原出版者的权利,我们尽量采用原著的文字内容和注音法,只是就个别不够规范的用语作了必要的节略和更动。

愿"21世纪实用美语系列"能帮助读者走向成功。

"21世纪实用美语系列"简介

最新社交美语("21世纪实用美语系列"之一)

在经过基本的语法训练后,美语学习者碰到的最棘手的问题便是说什么和怎么说了。本书在这方面做了一次尝试。它由美国语言专家精心收集当前各种社交场合都会用到的美语,分单词、句型、会话和背景知识等内容层层展开。阅读本书,读者既可以了解社交场合常会涉及到的主题和具体会话,又可以通

过这些典型例句的学习,举一反三,直至自己熟练造句,从而在

各种社交场合中游刃有余,真正做到活学活用美语。

超级行销美语("21世纪实用美语系列"之二)

Peter Hoppe / 施孝昌 合著 14.00 元

Doris Shetley / 苏雅敏 合著 11.50 元

美语学习者既要学习语言,又要懂业务,这已经是时代发展的必然趋势。行销美语不同于日常会话,它一字一句都要符合专业要求。本书内容由浅入深,从拜访客户、推销自我、解说产品,到议价谈判、签定合约、接单收款,甚至连售后服务和出国参展、商务出差等都包含其中。通过学习本书,读者非但可以懂得如何运用语言技巧,更能轻松掌握业务用语。书中没有枯燥语法,也没有生涩字句,句句切合业务需要,有助于开拓业绩。

魅力公关美语("21世纪实用美语系列"之三)

Jane White / 苏雅敏 合著 12.50 元

美语学习者在已经掌握基础美语以后,将面临如何在各专业领域中实际运用的问题。本书重点介绍公关交际方面的美语会话技巧,从首次见面的寒暄到如何安排议事日程、接待外宾、举办活动、联络交际,所有内容皆符合专业要求。通过学习本书,读者既可以熟悉不同公关交际场合的适宜话题,又可以掌握精要的例句和用法,从而丰富实际运用美语的能力和技巧。

美语会话一点灵("21世纪实用美语系列"之四)

Raymond Klein / 苏雅敏 合著 14.00 元

美语学习者最大的愿望就是能在各种场合用美语贴切而流利地表达自己的想法,轻松愉快地开口畅谈。本书就是为了满足读者这一心愿而设计的。它从日常生活的18个专题入手,精选了以78句有代表性的句子为中心的模拟对话单元,附以灵活运用语法的句型练习、必用词汇和必用短语等内容,轻松实用。熟读本书,读者可用地道的美语表达所思所想。

轻松学会美国口语("21世纪实用美语系列"之五)

Calvin Roberts / 施孝昌 合著 14.00 元

我们知道,语言的学习是一个自然的过程,但如何才能自然流利地说美语呢?本书要教给读者的正是这方面的秘诀。本书精心收集了天天必用的美国口语 100 句,按导语、对话、每日一句、词汇等部分编写。学会本书的内容,读者既可以掌握日常交际中必备的语言知识,又能轻松自然地表达自己的思想,从而顺利地与人沟通。



Chapter 1 美语晴雨谈

| | Unit I | It sure is not and muggy today. (今天真的又热又闷。) | 3 |
|---------|--------|--|----|
| | Unit 2 | We had golf-ball-size hail. (我们这里下了像高尔夫球大小的冰雹。) | 6 |
| | Unit 3 | It might snow tonight. (今晚可能会下雪。) | 10 |
| | Unit 4 | The wind is really frightening. (风势真的很可怕。) | 13 |
| | Unit 5 | This is great kite flying weather. (这种天放风筝最好。) | 17 |
| Chapter | 2 值 | 建身美语 | |
| | Unit 6 | I've got to start working out. (我必须开始做健身运动。) | 23 |
| | Unit 7 | Biking is a good way to get some exercises. (骑自行车是运动的好方法。) | 26 |

| Unit 9 got an exercise machine. (我买了一个运动器材。) Unit 10 A little exercise would do you good. 35 (做点运动对你有好处。) Chapter 3 运动美语 Unit 11 We're going to the baseball game. 41 (我们要去看棒球赛。) Unit 12 Mary joined the swim team. (玛丽参加游泳队。) Unit 13 He is in the football team. (他在橄榄球队。) Unit 14 Congratulations on making the termis team. (恭喜你被选入网球队。) Chapter 4 个人嗜好 Unit 15 I'm doing some needlework. (我在做针线活。) Unit 16 She plays the plano very well. (她钢琴弹得很好。) Unit 17 I like to play the guitar. 60 | | Unit 8 | don't like sit-ups. (我不喜欢做仰卧起坐。) | 28 |
|---|---------|------------|-------------------------------------|----|
| (做点运动对你有好处。) Chapter 3 运动美语 Unit 11 We're going to the baseball game. (我们要去看棒球赛。) Unit 12 Mary joined the swim team. (玛丽参加游泳队。) Unit 13 He is in the football team. (他在橄榄球队。) Unit 14 Congratulations on making the ternis team. (恭喜你被选入网球队。) Chapter 4 个人嗜好 Unit 15 I'm doing some needlework. (我在做针线活。) Unit 16 She plays the piano very well. (她钢琴弹得很好。) | | Unit 9 | • | 32 |
| Unit 11 We're going to the baseball game. (我们要去看棒球赛。) Unit 12 Mary joined the swim team. (玛丽参加游泳队。) Unit 13 He is in the football team. (他在橄榄球队。) Unit 14 Congratulations on making the tennis team. (恭喜你被选入网球队。) Chapter 4 个人嗜好 Unit 15 I'm doing some needlework. (我在做针线活。) Unit 16 She plays the piano very well. (她钢琴弹得很好。) | | Unit 10 | | 35 |
| (我们要去看棒球赛。) Unit 12 Mary joined the swim team. (玛丽参加游泳队。) Unit 13 He is in the football team. (他在橄榄球队。) Unit 14 Congratulations on making the tennis team. (恭喜你被选入网球队。) Chapter 4 个人嗜好 Unit 15 I'm doing some needlework. (我在做针线活。) Unit 16 She plays the piano very well. (她钢琴弹得很好。) | Chapter | 3 运 | 运动美语 | |
| (玛丽参加游泳队。) Unit 13 He is in the football team. (他在橄榄球队。) Unit 14 Congratulations on making the tennis team. (恭喜你被选入网球队。) Chapter 4 个人嗜好 Unit 15 I'm doing some needlework. (我在做针线活。) Unit 16 She plays the piano very well. (她钢琴弹得很好。) | | Unit 11 | | 41 |
| (他在橄榄球队。) Unit 14 Congratulations on making the tennis team. (恭喜你被选入网球队。) Chapter 4 个人嗜好 Unit 15 I'm doing some needlework. (我在做针线活。) Unit 16 She plays the piano very well. (她钢琴弹得很好。) | | Unit 12 | | 44 |
| tennis team. (恭喜你被选入网球队。) Chapter 4 个人嗜好 Unit 15 I'm doing some needlework. (我在做针线活。) Unit 16 She plays the piano very well. (她钢琴弹得很好。) | | Unit 13 | | 47 |
| Unit 15 I'm doing some needlework. 55 (我在做针线活。) Unit 16 She plays the piano very well. 57 (她钢琴弹得很好。) | | Unit 14 | tennis team. | 50 |
| (我在做针线活。) Unit 16 She plays the piano very well. 57 (她钢琴弹得很好。) | Chapter | 4 1 | · 人嗜好 | |
| (她钢琴弹得很好。) | | Unit 15 | | 55 |
| Unit 17 I like to play the guitar. 60 | | Unit 16 | | 57 |
| | | Unit 17 | I like to play the guitar. | 60 |

| (| # | 重 | w | 弹 | 士 | 他 | .) |
|---|-----|---|----|---|---|-----|-----|
| ١ | 174 | - | ^∧ | 7 | | 100 | o I |

| Un | | Do you do pottery? 你平时做陶器吗?) | 64 |
|-----------|--------|--|----|
| Un | | 've taken up photography. (我在学摄影。) | 66 |
| Chapter 5 | 喜原 | 夫社交 | |
| Ur | | Vary's baby shower is this week. (这个星期玛丽要做婴儿祝福礼。) | 71 |
| Ur | , | They are having a band at their wedding reception. (他们的婚宴上将请一个乐队。) | 75 |
| Uı | | We're planning a birthday party for John. (我们正为约翰计划生日聚会。) | 78 |
| Uı | | They are moving next week. (他们下星期要搬家。) | 81 |
| Chapter 6 | 生产 | 舌计划 | |
| U: | nit 24 | We're going to the beach. (我们要去海边。) | 87 |
| ប | nit 25 | Do you want to go see the new movie? (你要不要去看那部新电影?) | 90 |

| 1 | Unit 26 | I'm busy all next week. (我下个星期都会很忙。) | 93 |
|-----------|-------------|---|-----|
| ١ | Unit 27 | I'm going to New York tomorrow. (我明天要去纽约。) | 96 |
| ١ | Unit 28 | Where are you going to college? (你要到哪里去上大学?) | 98 |
| | | • | |
| Chapter [| 7 娱 | 乐活动 | |
| Ţ | | Did you go to watch the fireworks? (你去看焰火了吗?) | 103 |
| Ţ | | What did you think about the Christmas parade? (你认为圣诞节的游行如何?) | 106 |
| J | | They are having a huge sale. (他们有个大拍卖。) | 109 |
| Į | | l went to the ground breaking for the new building. (我参加了新大楼的破土典礼。) | 112 |
| Chapter [| 8 评论 | 企朋友 | |
| Ţ | | They are very strict. (他们很严厉。) | 117 |
| Ţ | Jnit 34 | He's got a great sense of humor. | 120 |

(他很有幽默感。)

| Unit 35 | I think John is mean. (我认为约翰很差劲。) | 123 |
|---------|--------------------------------------|-----|
| Unit 36 | She is so down to earth. (她很平易近人。) | 126 |

Chapter 9 发表意见

| Unit 37 | What did you think about that book? (你认为那本书怎么样?) | 131 |
|---------|---|-----|
| Unit 38 | What is your favorite place? (你最喜欢的地方是哪里?) | 134 |
| Unit 39 | Opera isn't real appealing to me. (歌剧并不是真的很吸引我。) | 136 |
| Unit 40 | I'm crazy about jazz. (我对爵士乐很着迷。) | 139 |
| Unit 41 | Their pastries are to die for! (他们的糕饼好吃得不得了!) | 142 |

Chapter 10 遇到麻烦

| Unit 42 | You look really stressed out. (你看起来压力太大。) | 147 |
|---------|--|-----|
| Unit 43 | don't have the foggiest idea. (我一点都不知道。) | 150 |

*自*景 5

| Unit 44 | What happened? (发生了什么事?) | 153 |
|---------------------|---|-----|
| Unit 45 | What's up? (有什么 事 ?) | 155 |
| Unit 46 | What did you do? (你做了什么事?) | 158 |
| Chapter II 谈 | 心闲聊 | |
| Unit 47 | Do you play the lottery? (你玩彩票吗?) | 163 |
| Unit 48 | Have you seen the new play? (你看过那部新的话剧吗?) | 166 |
| Unit 49 | What did you think? (你认为怎么样?) | 168 |
| Unit 50 | Boy, are the lines long today! (哇,今天的队伍好长啊!) | 170 |
| Chapter 😥 上 | 班族交谈 | |
| Unit 51 | I'm going to apply for that position. (我要去应征那个职位。) | 175 |
| Unit 52 | They fired John. (他们把约翰辞掉了。) | 178 |
| Unit 53 | Have you heard the latest news | |

Chapter 13 度假旅游

| Unit 54 | Where do you want to go on vacation this year? (你今年要去哪里度假?) | 187 |
|---------|---|-----|
| Unit 55 | How was your vacation? (你的假期如何?) | 190 |
| Unit 56 | I hear you are driving to Florida for your vacation. (我听说你打算开车去佛罗里达度假。) | 192 |
| Unit 57 | We just got back from Italy. (我们刚从意大利回来。) | 194 |

Chapter 14 交易买卖

| Unit 61 | really need to think about it | |
|---------|---|-----|
| Unit 60 | I'm looking for a new computer. (我在找一台新的电脑。) | 204 |
| Unit 59 | I'm looking for a new living room set. (我在找一套新的客厅家具。) | 201 |
| Unit 58 | Looking around some. (随便看看。) | 199 |

| | (我真的需要考虑几天。) | |
|--------------|--|-----|
| Chapter 15 协 | 议谈判 | |
| Unit 62 | ! think the price is too high. (我认为价钱太高了。) | 213 |
| Unit 63 | We can beat that price. (我们可以卖得更便宜。) | 216 |
| Unit 64 | We can reach some sort of agreement. (我们可以达成一项协议。) | 219 |
| Chapter 16 发 | 牢骚 | |
| Unit 65 | I'm tired of it. (我很厌烦了。) | 225 |
| Unit 66 | This traffic is awful. (交通很乱。) | 228 |
| Unit 67 | This isn't what I ordered. (这不是我点的。) | 230 |
| Unit 68 | The picture is real fuzzy. (画面真的很模糊。) | 233 |
| Unit 69 | The expressway is a mess. (高速公路真是一团糟。) | 235 |
| | | |

for a few days.

207

Chapter 17 向讯

| Unit 70 | Do you have any apartment available? (你有空的公寓吗?) | 239 |
|---------|---|-----|
| Unit 71 | What positions are you hiring for? (你们要请什么职位的人?) | 242 |
| Unit 72 | Could you tell me where the courthouse is? (你可否告诉我法院在哪里?) | 245 |
| Unit 73 | May I help you? (有什么事吗?) | 247 |

1

Chapter

