



COMMERCIAL  
ENGLISH  
PRACTICE

# 实用商务英语

杨信彰 黄惠晖 郭永穗 编著



应试必备  
就业指南

科学普及出版社

COMMERCIAL ENGLISH PRACTICE

# 实 用 商 务 英 语

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## · 内 容 提 要 ·

随着改革开放的不断深入,国内的涉外企业也日益增多,而作为国际商务交往的主要语言—商务英语日显其重要性。

国家教委考试中心与英国剑桥大学考试委员会于1993年7月5日在北京签定协议,我国将首次于1993年11月21日在北京、上海、天津、福州、广州、海口、南京等城市举行商务英语证书考试,即BEC考试。

本书从实用出发,结合考试内容,根据经济部门特别是涉外经济部门职员经常遇到的使用英语的场合编写而成,内容新颖、实用。

本书旨在为中国的改革开放服务,着眼于英语的实际操作运用能力,为BEC考生提供详尽的复习资料,为经济部门特别是涉外经济部门的职员以及求职者提供切实的帮助。

读者对象:BEC考生、经济部门特别是涉外经济部门的职员及求职者、大专院校学生、英语爱好者。

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# 前 言

随着改革开放的不断深入,国内的涉外企业日益增多,与国际间的商务往来愈加频繁。我们根据经济部门特别是涉外经济部门经常碰到的与英语有关的问题,编写了这本《实用商务英语》,旨在帮助具有不同英语程度的涉外企业人员能以英语为工具,发挥自己的最大才能。

本书分为两个部分。第一部分为口语篇,内分十个单元(unit),每个单元有三至五段对话,并附有注释(notes)及参考译文。每段对话提供一个真实的情景,使读者能从情景中领会一些常用词语的意思和用法,提高口头表达能力。有的单元还附有一些常用词语,以起到举一反三的作用。每个单元所涉及的话题均是商务工作中经常碰到的问题。

第二部分为书面语篇,内有九章,体裁多样,题材广泛,涉及商务书信,便笺、备忘录、电报电传、请柬与邀请信、产品说明书、广告、合同、单据表格等。每一章均详细介绍了各类文书的语言特征、体裁和格式,并附有实例。

由于作者水平有限,加上编写时间仓促,本书缺点错误在所难免,恳望读者在使用中提出宝贵意见。

**编著者**

1993年5月于厦门

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## 第一部分 口 语 篇

### Unit 1 Greeting and Introduction (问候与介绍)

#### (1) In the Office

(A is a secretary; B is a manager)

A: Good morning, Mr. Smith.

B: Morning, Mary. How are you today?

A: Fine, just fine, thank you. And you?

B: I'm fine, too<sup>1</sup>. Have you typed all the memos<sup>2</sup> I gave you yesterday?

A: Not yet, I'm sorry. There are still two or three untyped, but it won't take much time to finish them, I'm sure.

B: Good. But you know, these memos must be distributed<sup>3</sup> by tomorrow. If we don't do that in time, everything will be held up.<sup>4</sup>

A: I see, Mr. Smith. I'll start straight away.

#### Notes

1. How are you today?

Fine, just fine, thank you, And you?

I'm fine, too.



这是一组人们见面时互相问候的寒暄语。日常问候句中还有其它例句。例如：

**A:** Hi, Mary! You look pretty!

**B:** Hello, Shirley, thank you.

**A:** How are you, Mary?

**B:** Hello, Shirley, I'm very well, thank you. And how about you?

**A:** Not too bad.

周末刚过，见面时可以这样问候：

Oh, hi, Mary. How was the weekend? (或 What sort of weekend have you had?)

回答时可用：Good. (好) 或 Pretty good. (很好) 或 Quite good. (顶好)，也可用 Excellent (好极了) 或 Not bad (不错)。

2. memo ['meməu] (常用于口语) 备忘录；便函

3. distribute [dis'tribju:t] *vt.* 分发

4. hold up 耽误；使停顿

如：The production of all new cars has been held up by the steel strike. (所有新汽车的生产都因钢铁工人罢工而被耽误)

## (2) Inquiring about Health

(A and B are friends; Lisa is B's daughter and Larry is B's husband)

**A:** Hello, Mary, you're looking terrible. What's wrong<sup>1</sup>?

**B:** Oh, Janet, Lisa's got bronchitis<sup>2</sup>. The doctor says she needs taking special care of.

**A:** I'm sorry to hear that. When did it begin?

**B:** Two days ago just after Larry went on business<sup>3</sup> in another city. I'm feeling exhausted<sup>4</sup>.

- A:** Is Larry back?
- B:** No, he won't be back until next week.
- A:** That's really too bad. How do you manage the whole thing?
- B:** I've had to ask for a week's leave<sup>5</sup> though the company is terribly busy recently. Work is certain to pile up<sup>6</sup> when I go back to the office. I really don't know if I can deal with it.
- A:** Oh, Mary, you really shouldn't keep thinking of your work. If I were you, I'd take it easy<sup>7</sup> for a while.
- B:** Yeah, I guess you're right.
- A:** How's Lisa now? Any better?
- B:** Luckily she seems to be improving. The doctor says if she is well attended to for a couple of days, she should be able to avoid complications<sup>8</sup>.
- A:** Gee,<sup>9</sup> I hope so.

### Notes

1. You're looking terrible. What's wrong? 人们见面时的一般问候语可用 "How are you?" 但如果发现对方脸色不对, 可能是由于身体欠佳, 或为某事焦虑不安, 情绪不好等, 熟人之间就可以这样直接了当地发问, 但仍必须慎重。这种场合中常用的其它问候语, 例如:

• You look rather worried, what's the matter? (你看上去很着急。有什么事吗?)

• You're looking a bit under the weather. What's the problem? (你看上去有点不舒服。哪儿不舒服?)

• You're looking incredibly tired. Are you O. K.?

(你看上去很累。你行吗?)

对于上面的询问，可以这么回答：

• I'm feeling pretty awful actually. I'm afraid I've got a cold. (今天我真的非常不舒服，恐怕是感冒了。)

• I'm feeling tired actually. I didn't go to bed at all last night. (我觉得很累，昨晚我一点都没睡。)

• I'm not feeling very well. (我觉得不舒服。)

• Oh, lousy! I've just had a row with my boss. (咳，真讨厌，我和上司吵了架。) Lousy ['ləuzi] a. “讨厌的，” row [rau] n. “口角”

• Well no, actually, I'm not getting on very well with the boss. (咳，实际上，我和上司的关系不太好。)

如果对方确实有什么困难，得知后可能提出建议或做出表示遗憾的反应。例如：

#### 提出建议

• Maybe you shouldn't work so hard. (也许你不应该这么卖命干。)

• Maybe you should go to see a doctor. (也许你得去看医生。)

• Why don't you see a doctor? (你为什么不去看医生?)

• Why don't you take some medicine? (为什么不吃点药?)

• You'd really better get some rest. (你最好休息一下。)

• If I were you, I'd lie down for a rest. (我如果是你的话，就躺下来休息。)

#### 表示遗憾

Oh, that's too bad. (哦，太糟糕了。) 或：Oh, that's a shame. (哦，太遗憾了。) 以及：I'm sorry to hear that. (真糟糕。)

2. bronchitis [brɒ'kaitis] n 支气管炎

3. on business 出差

4. be exhausted 疲惫不堪；筋疲力尽

5. ask for leave 请假

6. pile up 堆积

7. take it easy 不工作；慢一点；不紧张

8. complication 并发症

9. gee [dʒi:] 哎呀 (表示惊奇, 兴奋等)

### (3) An Unexpected Meeting

(A and B were schoolmates; Paul is B's brother)

A: Why<sup>1</sup>, hello, Shirley. Fancy<sup>2</sup> seeing you here.

B: Hi, Rex, this is really a pleasant surprise. You work here?

A: Yes, I've been working here for four years.

B: Really? Paul told me you worked as a manager, but I didn't know you work here.

A: How's Paul doing<sup>3</sup>?

B: Pretty good, thank you.

A: Say hello to Paul for me, O. K. <sup>4</sup>

B: I will.

A: It seems ages since I last saw you. You haven't changed a bit, still the best looking girl I know.

B: I'm afraid I'm putting on more and more weight<sup>5</sup> these days.

A: No, you're just in good shape.

B: Thank you. How've you been?

A: Oh, I can't complain<sup>6</sup>. I'm in the Sales Department now.

I hear you work as an interpreter. How are things going with you at work?

B: I've quit the job.

A: No kidding<sup>7</sup>? Don't you like the job?

**B:** I do like that job, but I can't help. My family has just moved to the city. I'm looking for a new job now.

**A:** Do you mean you're looking for a job in our company?

**B:** Right. Last week I saw an ad your company put in the newspaper wanting an interpreter. I immediately applied for the post and I'm coming for an interview at 4 o'clock this afternoon.

**A:** That's great<sup>8</sup>. I do hope we can work in the same company.

**B:** Well, I'm afraid I've got to run. I'll contact you later.

**A:** All right. Bye-bye and good luck.

**B:** Thank you. Bye-bye.

### Notes

1. why 表示惊异的感叹词。例如: Why, I thought you were on the plane. (唷, 我想你在飞机上呢。)

2. Fancy ['fænsi] v. 用于惊叹语, 意思是“没想到”。如: Fancy taking the test with you. (没想到竟和你一起来考试。)

3. “How's Paul doing?” “Pretty good, thank you.”

这是见面时向对方打听别人情况时的问候语。其它例句, 如问“保罗情况怎么样?” 可以这么说: How are things with Paul? 或: How's everything with Paul? 或: How's Paul? 回答可以是: Oh, he is fine, thanks.

4. Say hello to Paul for me. 这是请对方转达你对别人的问候语。其它例句, 如要表达“代我向保罗问好”还可以这么说: “Oh, and give my love to Paul.” 或 “Give my best regards to Paul”.

5. put on weight 发胖; 体重增加

6. Oh, I can't complain. =Pretty good. 用来回答如 “How've you

been?” 这样的问候语。

7. no kidding? = Really? 对突如其来的消息（好的，或不好的）感到惊讶而做出的反应。

8. That's great. 这是对好消息做出的积极反应。其它例句，如表示“好极了”，可用：Splendid! ['splendid]; Jolly ['dʒɒli] good!; Excellent!; Just great!; That's marvellous! 等。

#### (4) At a Christmas Party

(A and B are both invited to a Christmas party. they didn't meet before.)

A: Hi, nice party, isn't it<sup>1</sup>?

B: Yeah, really. The performances are wonderful and the food's terrific<sup>2</sup>.

A: I've never seen such a big party. Is this kind of party held every year here?

B: Right. The hotel usually invites lots of people from other companies on this occasion.

A: I see. By the way, my name's Rex Smith.

B: Nice to meet you. I'm Bob Wilson.

A: I'm glad to meet you, too. Do you work for the hotel?

B: No, I work for the BA Company.

A: Oh, do you? Do you happen<sup>3</sup> to know Mr. Jim Harris?

He's my friend. He's in the Personnel Department in your company.

B: Oh, sure. Jim's my friend, too.

A: Is that right? Well, what a coincidence<sup>4</sup>!

B: Yes, isn't it? And what do you do, Mr. Smith?

A: I'm in CC Company.

### Notes

1. Hi, nice party, isn't it? 这也是见面时的问候语，可以用在相识或不相识的人之间作为开始交谈的话题，有时可以谈话天气开始。例如：

A: Lovely day, isn't it?

B: Yes, isn't it.

(“天气不错，是吗？”“对”。)

A: Haven't we met before?

B: I'm not sure. Have we?

(“我们以前见过面吧？”“是吗？我记不清了。”)

A: Don't I know you from somewhere?

B: Oh, yes. I saw you at Tom's party. It's a small world.

(“我在什么地方见过你吧？”“哦，对，我在汤姆举行的晚会上见过你。咱们又见面了。”)

2. terrific [tə'rifik] 极妙的；了不起的

3. happen 碰巧(后按不定式)。如：I happened to be out when you called on me yesterday. (昨日你来访时，我正好不在家。)

4. coincidence [kəu'insidəns] 巧合

### (5) Introduction

(A is the boss of B who is a secretary; C is a new secretary who comes to help B)

A: Hello, Mary, I'd like you to meet the new secretary, Miss Anderson, Have you two met before?

B: No, I don't think we have. How do you do, Miss Anderson?

C: How do you do? By the way, what's your first name, please?

B: Baldwin, but please call me Mary.

C: Hmm. And call me Shirley.

A: Mary, Shirley and you'll obviously be working in close contact together.

B: Welcome to our department, Shirley. I hope you'll like the work here.

C: Oh, I've been looking forward to working here. I'll surely like it and need your help.

### Note

1. "I'd like you to meet ... Have you two met before?"

"No, ... I don't think we have. How do you do?"

"How do you do?"

这是两个不相识的人经过第三者引见时的问候语。其它的例句，如：

A: Let me introduce you, Mary, this is Shirley Anderson.

B: How do you do?

也可以用 It is nice to meet you. 或 I'm pleased to meet you.

被介绍的一方也可以用 B 一样的词语回答。

## 参 考 译 文

### (1) 在 办 公 室 里

(A 是秘书; B 是经理。)

A: 早上好, 史密斯先生。



**B:** 早上好，玛丽。今天好吗？

**A:** 好，很好，谢谢，你呢？

**B:** 我也很好。我昨天给你的备忘录全打完了吗？

**A:** 还没呢，对不起。还有两三份没打完。不过，我相信不会花太多时间的。

**B:** 那好。不过，你知道，这些备忘录必须赶在明天之前就发出去。如果我们不能及时分发的话，就会耽误事的。

**A:** 我明白，史密斯先生。我现在就开始干。

## (2) 询问身体状况

(A 和 B 是朋友；莉莎是 B 的女儿；拉里是 B 的丈夫)

**A:** 你好，玛丽，你看来很不对劲，出了什么事？

**B:** 咳，珍妮，莉莎得了支气管炎。医生说她需要特别照顾。

**A:** 真糟糕。什么时候开始的？

**B:** 两天前，当时拉里刚去另一个城市出差。我觉得好累。

**A:** 拉里回来了吗？

**B:** 还没呢。他要到下个星期回来。

**A:** 这太糟糕了。你怎么应付这一切的？

**B:** 我只好请了一个星期的假，尽管公司最近忙得很。等我回去上班时，工作肯定要积一大堆了。我真不知道能不能应付。

**A:** 哎呀，玛丽，你真不应该老惦记着你的工作。我要是你呀，就暂时不去想它。

**B:** 是呀，我想你说得对。

**A:** 莉莎怎么样了？好些了吗？

**B:** 幸运的是，她似乎有好转。医生说，如果精心照顾两三天，