

Idiomatic English

地道英语一百句丛书

地道英语 | 文秘

100句

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本书导读

本书为涉外文秘人员而编写，旨在帮助读者在文秘的日常工作中用英语进行基本表达。课文内容与实际相结合，通俗易懂，便于口头表达。

本书编者精心挑选了三十三個与文秘人员密切相关的场景，分为三十三個单元，每个单元有若干对话，以供参考。

本书视角广泛、例证丰富、信息量大、可读性强，既为读者提供了相关知识，又有助于从中学习地道口语，希望本书能为您的学习、工作助一臂之力。

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UNIT 1 Meeting at the Airport

登机

□ Required Patterns 必通句型

1. Excuse me, but I think you are Mr. Brown.
2. I am here to meet you.
3. Our manager Mr. Li asked me to say hello to you.
4. Our car is out in the parking lot.
5. Did you have a nice flight?
6. Nice to meet you.
7. How are things with you?
8. Is this your first visit to China?
9. I've been looking forward to visiting your beautiful country.
10. I hope you'll have a pleasant stay here.

1. 对不起,我想您是布朗先生吧。
2. 我是来这儿接您的。
3. 我们经理李先生让我转达他对您的问候。
4. 我们的车就在外面停车场。

5. 旅途愉快吗?
6. 很高兴见到您。
7. 你近来怎样。
8. 这是您第一次来中国吧?
9. 我一直期待着访问你们美丽的国家。
10. 希望您能在这儿过得愉快。

● Substitution Drills 举一反三

1.

If I am not mistaken, I think I believe

 you are Mr. Black.

2. Did you

have a pleasant have a nice have a happy enjoy your
--

 flight?

3.

Nice Glad Pleased

 to meet you.

① Gab Conversations 能说会道

Dialogue 1:

- A: Excuse me, but I think you are Mr. Brown.
 B: Yes. Are you Mr. Li's secretary?
 A: Yes, sir. Nice to meet you. Mr. Li asked me to

come here in his place to pick you up. My name is Anne.

B: Thank you very much.

A: Do you need to get back your luggage?

B: No, I don't. I've only brought a briefcase here.

A: Mr. Brown. Our car is out in the parking lot.

B: Oh. I see. Thank you.

A: My pleasure. By the way, did you have a pleasant flight?

B: Yes, I did.

Dialogue 2:

A: I think you are Mr. Taylor.

B: Yes.

A: Welcome to New York. I am here to meet you. Our manager Mr. Li asked me to say hello to you.

B: Thank you.

A: Did you have a nice trip?

B: Yes, I did.

Dialogue 3:

A: Excuse me, but are you Mr. Chen from the International Trading Corp?

B: Yes I am David Chen.

A: Allow me to introduce myself. My name is Lin Fang. I am the secretary of Mr. Smith. I am here to meet you.

B: Glad to meet you.

A: Me too. Did you have a nice flight?

B: Yes, the service was very good.

A: I am glad to hear that! Our car is out in the parking lot. Shall we go, then?

B: Yes, thank you very much.

A: You are welcome. This way, please.

● Comprehended Notes 触类旁通

1. Nice to meet you. (见到你真高兴。)

类似的说法还有:

- ① How do you do?
- ② Glad to meet you.
- ③ Nice to see you.
- ④ Pleased to meet you.

2. say hello/hi to sb. 向某人问好

例: My mother asked me to say hello to you.

我母亲让我转达她对您的问候。

Please say hello to your parents.

请代我向你父母问好。

3. Did you have a nice flight? 旅途愉快吗?

类似的说法还有:

Did you enjoy your trip?

4. This way, please. 请走这边。

5. By the way. 顺便说一下。/ 顺便问一下。

例: By the way, what time is it?

顺便问一下, 现在几点了?

By the way, who is your daughter?

顺便问一下, 哪个是您的女儿?

★ Key Words 关键词语

allow[ə'laʊ] *v.* 允许

believe[bi'li:v] *v.* 相信, 认为

briefcase['brɪfkeɪs] *n.* 公事包

by the way 顺便说一下, 顺便问一下

enjoy[in'dʒɔɪ] *v.* 享受, 喜欢

flight[flaɪt] *n.* 航班, 飞行

get back 取回

glad[glæd] *a.* 高兴的

in one's place 代替

international[ɪntə'næʃənəl] *a.* 国际的

luggage['lʌɡɪdʒ] *n.* 行李

manager['mænidʒə] *n.* 经理

park[pɑ:k] *v.* 停车

parking lot 停车场

pick sb up 接人, 搭载

pleasant['pleznt] *a.* 愉快的

pleasure['pleʒə] *n.* 愉快, 享乐

secretary['sekɹətəri] *n.* 秘书

service['sɜ:vɪs] *n.* 服务

this way 请走这边

trade[treɪd] *n.* 贸易, 商业

visitor['vɪzɪtə] *n.* 旅游者, 参观者

→ Actual Exercises 实战演练

1. Choose the right words or phrases to complete the following sentences. (选择正确的词或短语完成下列各句。)

meet are you nice out here

by enjoy hello

a. _____ the way, is it your first time to China?

b. Nice to _____ you.

c. Excuse me, _____ Mr. Baker?

d. Did you have a _____ trip?

e. I _____ my flight very much.

f. I am _____ to meet you.

g. Our manager Mr. Wang asked me to say _____
to you.

h. Our car is _____ in the parking lot.

2. Complete the following dialogues. (完成下列对话。)

A: (1) _____ you are Mr. Smith?

B: Yes.

A: (2) _____ to Beijing. I am Wang

Min. Mr. Liu's secretary. He has asked me to come here in his place to (3) _____ you.

B: Thank you.

A: (4) _____ the way. Did you (5) _____ your trip?

B: Yes I did.

A: Our car is (6) _____ in the parking lot. (7) _____ way, please.

※ **Diagnosis Results** 对症下药

1. a. By b. meet c. are you d. nice
 e. enjoy f. here g. hello h. out
2. (1) I think (2) Welcome
 (3) meet (4) By
 (5) enjoy (6) out
 (7) This

UNIT 2 Booking a Room

预订房间

□ Required Patterns 必通句型

1. I'd like to book a room for Mr. Brown from International Trading corp.
2. How long will he be staying?
3. A double room with bath.
4. Do all your rooms have telephone extensions?
5. How much is it?
6. \$ 60 per night including air conditioning and color TV.
7. We'll send a check to you right away.
8. Let me see what we have available.
9. Over looking the park, if possible.
10. Can you make calls on outside lines?
11. Would you like us to write a letter confirming the booking?
12. And who's making the reservation, please?

1. 我想为国际贸易公司的布朗先生预订 1 个

房间。

2. 他要住多久?
3. 一个带浴室的双人房间。
4. 房间里有电话吗?
5. 多少钱 1 天?
6. 60 美元, 有空调和彩电。
7. 我们会马上给你们寄支票的。
8. 让我看看是否有空房。
9. 如果可能的话要朝花园的房间。
10. 可以打外线吗?
11. 您希望我们写封信确认预定吗?
12. 请问您是哪位?

● Substitution Drills 举一反三

1. Please reserve a

double room
single room
suite

 with bath.

2. He will be

arriving
checking in

 on August 21st.

3. I'd like to

book a room
reserve a room
make a room reservation

 from August 21st to 25th.