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苗新萍 孙伟 / 编著

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Social Etiquette *English* 900

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## 目 录

## Part I Public Relations Etiquette

## 第一部分 公共礼仪

Lesson 1	Meeting 会面 .....	(3)
Lesson 2	At the Airport 在机场 .....	(10)
Lesson 3	Introducing 介绍 .....	(17)
Lesson 4	Letters of Invitation 邀请函 .....	(22)
Lesson 5	Booking Rooms in a Hotel 订房间 .....	(37)
Lesson 6	Finding the Way 问路 .....	(43)
Lesson 7	Travelling by Air 乘飞机旅行 .....	(49)
Lesson 8	Travelling by Railway 铁路出行 .....	(55)
Lesson 9	Taking a Bus 公路出行 .....	(62)
Lesson 10	Hiring a Taxi 打车出行 .....	(67)
Lesson 11	The Etiquette in Calling 打电话礼仪 .....	(72)
Lesson 12	Polite Way of Talking 交谈礼仪 .....	(78)
Lesson 13	Apologies and Excuses 道歉 .....	(85)
Lesson 14	Congratulations and Compliments 祝贺 .....	(94)
Lesson 15	Making Thanks 致谢 .....	(103)
Lesson 16	Letters of Thanks 感谢信 .....	(109)
Lesson 17	Theatre-going 看演出 .....	(116)
Lesson 18	Etiquette of Hunting for a Job 求职礼仪 .....	(123)
Lesson 19	Etiquette of Interviewing for a job 面试礼仪 .....	(130)
Lesson 20	After the Interview 结束面试 .....	(135)
Lesson 21	Recreational Activities 娱乐场所礼仪 .....	(141)

Lesson 22	Shopping 购物 .....	(150)
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## Part II Social Contacts Etiquette

### 第二部分 社交礼仪

Lesson 23	Reception of Foreign Guest 接待来宾 .....	(159)
Lesson 24	The Welcoming Dinner 欢迎晚宴 .....	(165)
Lesson 25	Invitation and Reply 邀请与答复 .....	(172)
Lesson 26	At a Drink Party 酒会礼仪 .....	(177)
Lesson 27	The Etiquette in Visiting 拜访礼仪 .....	(183)
Lesson 28	Asking about Health 问候健康 .....	(191)
Lesson 29	Making an Appointment 约会 .....	(197)
Lesson 30	Canceling or Changing Appointments 取消和改变约会 .....	(202)
Lesson 31	Birthday Party 生日晚会 .....	(208)
Lesson 32	Sympathy and Consolation 同情和安慰 .....	(213)
Lesson 33	Wedding 参加婚礼 .....	(221)
Lesson 34	Present-giving 赠送礼物 .....	(226)
Lesson 35	Etiquette of New Year 新年礼仪 .....	(231)
Lesson 36	Funeral 葬礼 .....	(235)
Lesson 37	Letters of Condolence 吊唁信 .....	(240)
Lesson 38	Seeking Opinions (1) 征求意见(一) .....	(246)
Lesson 39	Seeking Opinions (2) 征求意见(二) .....	(252)
Lesson 40	Making Suggestions and Advice 建议与忠告 .....	(258)
Lesson 41	Persuasion 劝告 .....	(266)
Lesson 42	Sending Off 送行 .....	(274)
Lesson 43	Speeches 致辞 .....	(282)
Lesson 44	Complimenting 称赞 .....	(289)

Lesson 45	Request 请求 .....	(294)
Lesson 46	Visiting a Patient 探访病人 .....	(299)
Lesson 47	Etiquette of Weddings 婚嫁礼仪 .....	(303)

## Part III Business Etiquette

### 第三部分 商务礼仪

Lesson 48	Etiquette of Business 商务洽谈礼仪 .....	(311)
Lesson 49	Sign Contracts 签订合同 .....	(319)
Lesson 50	Etiquette of Visiting 参观礼仪 .....	(325)

## Appendix

### 附录

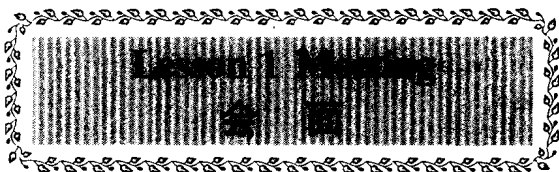
一、	A Note of Polite Expressions 礼貌语漫谈 .....	(334)
二、	How to Speak Appropriately 怎样说得体的语言 .....	(353)
三、	How to Address Englishmen and Americans 如何称呼英美人 .....	(363)

**Part I**  
**Public Relations Etiquette**

**第一部分**  
**公共礼仪**



原书空白



### Key sentences (重点句子)

1. Good morning, Mr. . . .  
……先生,您好。
2. Good afternoon, Miss . . .  
……小姐,你好。
3. How are you today?  
你今天好吗?
4. Just fine, thanks. How are you?  
很好,谢谢。你呢?
5. How do you do?  
你好!
6. Hello! What's news with you?  
嗨!有什么新鲜事吗?
7. How are you getting along?  
你近来怎么样?
8. What have you been up to these days?  
你最近在做些什么?
9. Nice to have met you.  
很高兴见到你。
10. Welcome you and your family to my house.

欢迎你和你们全家到我家里来做客。

11. It's been a long time, hasn't it?

好久不见了,不是吗?

12. How've you been doing?

你好吗?

13. How's business?

生意如何?

14. It's good to see you again.

真高兴再见到你。

15. It's good to see you again, too.

我也很高兴再见到你。

16. It's nice to see you again.

再见到你真好。

17. You look great.

你看起来气色很好。

18. Couldn't be better.

不能再好了。(棒极了。)

19. Things could be a lot better.

应该可以更好。

20. How about things at your end?

你那边的情况如何?

21. Things are really moving.

忙得很。

22. Everybody's fine.

大家都很好。

23. Same as usual.

老样子。

24. They're really something.

他们麻烦得很!

25. Long time no see.

好久不见了。

### Dialogue A

(A: Mary; B: Jones)

A: Hi! Haven't we met before?

B: No, I don't think so. I'm the new owner. I'm Daniel Jones. How are you doing this morning?

A: Pretty good, thanks. I'm Mary King. How nice to have you as my new neighbor! Where did you live before you moved here?

B: In Harrisburg, Pennsylvania where it's called Mid-Atlantic area.

A: Pennsylvania is a nice place. I used to live there. Why did you make the movement?

B: I got business transfer. My boss had me open a local store here in San Francisco. And California is a nice and sunny state, which has nice beaches.

A: You happen to get this house which is close to the beach.

B: Besides, this house is located in a good transportation, and good things going on for my kids.

A: You think of everything. Well, I have to go. I live over there. I welcome you and your family to my house. Please call me before you go. Catch you later.

B: Bye! Have a nice day!

### Dialogue B

(Zhu meets White on the street.)

(A: Zhu; B: White)

A: Good morning, Mr. White.

B: Good morning, Mr. Zhu.

A: Hi, how are you?

B: Just fine, thank you. How are you?

A: I'm very fine, thanks. Where are you going?

B: I'm going shopping. And you?

A: I'm going home. Oh, you must come over and see us when you're free. I'd like you to meet my son.

B: That's very nice of you. I'd be delighted to come.

A: Good. Nice to have met you, Mr. White. Good-bye.

B: Good-bye.

## Dialogue C

(A: Daniel; B: Sir; C: Robert)

A: Hello! I'm a new student here. My name is Daniel Baker, sir.

B: Welcome to our school. You are gonna live in the room over there. I'll direct you.

A: I appreciate your offer very much. (knocks on the door)  
Hello! Anybody there?

C: I'm here. (opens the door) You must be my new roommate. My first name is Robert, just call me Bob.

A: Please to meet you. I'm Daniel Baker, but I go by my nickname, Dan.

C: Well, welcome you! Come in and make yourself at home.

A: Is this our room, Bob?

C: Sure is.

A: It's kind of small and old, isn't it?

C: Better get used to it. Get unpacked. Put everything where is supposed to be.

A: Is this a co-school?

C: Sure. We have girls, too. And the reason why I go to this school is

that I can see some pretty girls. And I like the way they dress.

A: I can't imagine how I can go through dull and long school years without girls by my side.

B: Tomorrow I'll find you a hot date, playboy.

## Dialogue D

(A: Bill; B: Mr. Emerson)

A: Hi, aren't you Mr. Emerson? It's so nice to see you here again in Shanghai!

B: Ah, Bill, how could it be? It seems ages since we last met. How are you doing?

A: Quite well, thank you. And what are you doing these days?

B: I came to Shanghai last Wednesday and I shall be staying here for some time to sign some business contracts. Oh, I'm sorry I have a meeting to attend now. I think we shall meet later. I locate in Room 417 in Ying He Hotel.

A: Ok, see you then.

B: See you.

## Notes 注释

1. Good morning/afternoon/evening, ladies and gentlemen. 通常用在正式会议和演讲时的开场白。

Good morning 也可用于不熟悉的人早上见面问候时使用。

2. 不管是傍晚或夜晚打招呼, 都可用 "Good evening", "Good night" 虽然也是 "晚安" 的意思, 但是适用在道别的时候, 请注意两者的区别。

3. 回答时, 要和对方所表现的互相配合。比如, 人家说 "Hello", 你就不能用 "Good morning" 来回答。

4. I'm Daniel Jones, but I go by my nickname, Dan.

我叫丹尼·琼斯。不过我用教名的略称:丹。

5. Put everything where is supposed to be.

把这些东西放在该放的地方。

supposed 有“想象上的”之意,在这里可理解为“该放的地方”。

6. Is this a co-school?

这是一所男女同校的学校吗?

### Words and Expressions

beach /bi:tʃ/

*n.* 海滩

gonna

(俚语) = going to

nickname /'nikneim/

*n.* 教名的略称

suppose /sə'pəuz/

*vt.* 想象;假定,假设

unpack /'ʌn'pæk/

*vt.* 放下(行李等)

transfer /træns'fɜ:/

*vt.* 调动

transportation /'træns'pɔ:'teɪʃən/

*n.* 运输



## 会见礼仪(一)

在讲英语的国家里,见面多以“Hi! Hello!”或“How are you!”等寒暄语开始。但根据一天内不同的时间,还可用 Good morning, Good afternoon或 Good evening 等。因为 Hi, Hello 或 How are you 只是打招呼、寒暄用语,所以人们通常用“Fine, thank you.”或“I’m doing fine.”等回答。至于是否如实回答,则取决于两个人之间的关系,以及问话的人是否真的关心对方。

除了以上的用语外,以谈论天气为打招呼的一种方式也很常见。

一般来说,打招呼用语或告别用语常常不能从字面上理解。若逐字逐句地翻译,很多用语都会变得毫无意义。还有,在讲英语的国家中,寒暄语在使用的同时常伴随手势语。

另外,在交谈时如果对方为异性,通常是女子先开口。这样,如果她愿意交谈,她就可以采取主动。当然,随着社会的发展变化,这种习惯正逐渐消失。





### Key sentences (重点句子)

26. Excuse me, but are you Mr. Black from the International Textile Trading Corporation?  
请问,您是国际纺织品贸易公司的布莱克先生吗?
27. Allow me to introduce myself.  
请允许我自我介绍一下。
28. I'm here to meet you.  
我是来这儿接您的。
29. I have the feeling that we have known each other for a long time.  
我觉得好像我们已经认识很久了。
30. We have talked to each other for several times over telephone.  
我们在电话里已经交谈过好多次了。
31. Did you have a nice flight?  
旅途愉快吗?
32. Yes, the flight was smooth.  
是的,旅途很愉快。
33. Do you have all your luggage here?  
你的行李都在这儿吗?
34. We have a car over there to take you to your hotel.  
我们的车停在那边送你们去宾馆。