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# Secretary English 900





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### 丛书编委会

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# Part ] Business Reception 业务接待



# Lesson 1 Introducing Each Other 互相介绍

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### Key Sentences (重点句子)

- 1. I think we haven't met each other before, have we? 我想我们以前没有见过面,对吗?
- 2. Aren't you Miss Huang? 你不是黄小姐吗?
- 3. We met the other night at a dinner. 我们在那天的宴会上见过面的。
- 4. I'm very glad to see you again. 很高兴再一次见到你。
- 5. Have you met Mr. Chen, our manager? 你见过我们的经理陈先生吗?
- 6. No. I haven't had the pleasure. 我还没有荣幸见到他。
- 7. Let me introduce Mr. Chen to you. 我来把陈先生介绍给你们认识一下。
- 8. Delighted to meet you, Miss Smith. 很高兴认识你, 史密斯小姐。
- 9. Welcome to our company. 欢迎光临我们公司。
- 10. This is Michael Jones, Mr. Brown.

### 布朗先生,这是迈克尔·琼斯。

- 11. How long have you been working here? 你在这儿工作了多长时间啦?
- 12. Nearly two years, sir. 将近两年了,先生。
- 13. Do you like it here? 你喜欢这儿的工作吗?
- 14. Yes, very much. 是的,很喜欢。
- 15. I'm glad to have met you. 我很高兴认识你。

### Dialogue A

(A: Miss Huang; B: Mr. West; C: Mr. Chen; D:Mr. David)

A: I think we haven't met each other before, have we?

B:Oh yes. Aren't you Miss Huang? We met the other night at a dinner.

A: I'm very glad to see you again. Have you met Mr. Chen, our manager?

B: No. I haven't had the pleasure.

A: Let me introduce Mr. Chen to you. This is Mr. Chen, our manager.

B: How do you do, Mr. Chen? Glad to know you.

C: How do you do, Mr. West? Glad to know you, too.

B:I don't think you have met David, a friend of mine. This is David.

A&C: How do you do, David. Glad to see you.

D: How do you do. Glad to see you, too.

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### Dialogue B

(A: Miss Smith, the secretary of Mr. Nelson's office; B: Mr. Simpson, a visiting businessman)

A: I don't think we've met before. I'm Mr. Nelson's secretary. My name's Mary Smith.

B:Hello, I'm Bill Simpson. Delighted to meet you, Miss Smith.

A: Pleased to meet you, too. Well, where are you from?

B: Canada.

A: Welcome to our company, Bill. Please take a seat.

B: Thank you.

A: Would you have a cup of tea or coffee?

B: Tea, please.

### Dialogue C

(A: Miss Mary; B: Mr. Jones; C: Mr. Brown)

A: Good morning, Michael. How are you this morning?

B: I'm very well, thanks, Miss Mary.

A: Good, good. This is Michael Jones, Mr. Brown.

B: How do you do, sir?

C: Hello.

A: Mr. Brown is our new Managing Director, Michael.

C: How long have you been working here, Mr. Jones?

B: Nearly two years, sir, but not all the time working here. I was in the record department for ten months.

C: Do you like it here?

B: Yes, very much.

C: Good. Well, I'm glad to have met you, Mr. Jones.

B: Thank you, sir.

### Notes 注释

- 1. a friend of mine 我的一个朋友
- 2. introduce sb. to sb. 把某人介绍给某人
- 3. I don't think that ... 我认为 ······不
- 4. How are you this morning? 今天上午感觉怎么样?
- 5. all the time 一直
- 6. record department 复印部门

### Words and Expressions

pleasure /ˈpleʒə/ n. 愉快
introduce /intrəˈdjuːs / v. 介绍
delighted /diˈlaitid / a. 高兴的

# Lesson 2 Meeting at the Airport 在机场

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### Key Sentences (重点句子)

16. Excuse me, but are you Mr. Black from the International Trading Corporation?

请问,你是国际贸易公司的布莱克先生吗?

17. Allow me to introduce myself. 请允许我自我介绍一下。

18. I'm here to meet you. 我是来这儿接你的。

19. 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。

20. We have talked to each other for so many times over telephone.

我们在电话里已经交谈过好多次了。

21. Did you have a nice flight? 旅途愉快吗?

22. Yes, the flight was smooth. 是的,旅途很愉快。

23. Do you have all your luggage here? 你的行李都在这儿吗?

- 24. 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。
- 25. Let me help you with that suitcase. 让我来帮你提那只箱子。
- 26. No trouble at all.
  - 一点也不费事。
- 27. How nice to see you again. 很高兴再一次见到你。
- 28. How have you been? 你一向可好?
- 29. How are things with you? 你近来怎么样?
- 30. Our manager Mr. Wang asked me to say 'hello' to you. 我们经理王先生让我转达他对你的问候。
- 31. He meant to come here to meet you in person. 他本来打算亲自来接你。
- 32. But some other business held him back, so he asked me to come in his place.

他因公务缠身,才由我替代。

- 33. That's exactly the same. 都一样。
- 34. I don't think you know Mr. Parker, my associate. 我想你还不认识我的助手,帕克先生。
- 35. Is this your first visit to China? 这是你第一次来中国吧?
- 36. I've been looking forward to visiting your beautiful country. 我一直期待着访问你们美丽的国家。
- 37. I hope you'll have a pleasant stay here. 希望你能在这儿过得愉快。

38. You must be tired after your long flight.

经过长途飞行,你一定很累了。

39. Our car is out in the parking lot.

我们的车就在外边停车场。

### Dialogue A

(A: Lin Fang, a secretary of the United Textile Corporation; B: Mr. Black, a manager of a foreign company.)

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

B: Yes, I'm John Black.

A:Allow me to introduce myself. My name is Lin Fang. I'm from the United Textile Corporation. I'm here to meet you.

B:Glad to meet you. I have the feeling that we have known each other for a long time.

A: Of course. We have talked to each other for so many times over telephone. Did you have a nice flight, Mr. Black?

B: Yes, the flight was smooth. The service was good, too.

A: I'm glad to hear that! Do you have all your luggage here?

B: Yes, it's all here.

A: We have a car over there to take you to your hotel.

B: That's fine.

A: Let me help you with that suitcase.

B: Thanks a lot.

A: Shall we go, then?

B: Yes, thank you for all your trouble.

A: No trouble at all. This way, please.