

英汉秘书口语表达词典

AN ENGLISH-CHINESE DICTIONARY OF
ORAL EXPRESSIONS FOR SECRETARIES

新世纪词典系列

● 主编 蒋范琛

世界图书出版公司

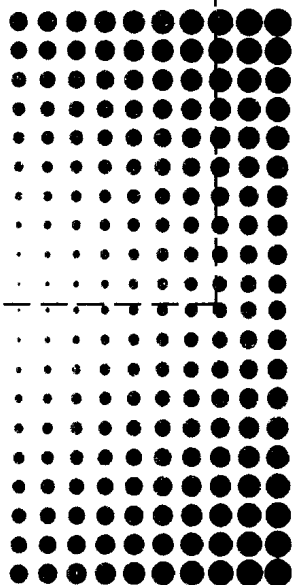


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前 言

随着我国改革开放的深入和发展,与外商、外宾的接触日趋频繁,对文秘工作的要求也越来越高。文秘工作人员不但要具备一定的素质和能力,还要有相当的外语水平,尤其是外语的会话能力。为此,我们编写了这本《英汉秘书口语表达词典》(An English-Chinese Dictionary of Oral Expressions for Secretaries),供英语秘书工作人员使用。

本书根据英语的语言功能和英语秘书工作的实际需要,汇编了 36 条条目。每一条目由 General Expressions(一般表达语)和 Sample Dialogues(示范对话)两部分组成。General Expressions 中的例句按字母顺序排列,为了便于查阅,某些条目下的 General Expressions 按内容又分为若干小条目。每个条目的 Sample Dialogues 都有 3 篇对话,供读者参考。本书共收实例近 3000 句。

本书编写过程中曾参考国内外出版的英语口语书籍和有关英语秘书工作的书刊多种,从中汲取了一些有用的材料,在此谨向这些书的作者表示衷心的感谢。

本书由蒋范琛副教授主编,参加编写的有王珏、孙虹、余静娴、张纯、何晓嘉、邹瑶美、顾朋兰等同志。

由于编者的水平有限,加之时间仓促,本书难免有不少错误和缺点,敬请广大读者和专家批评指正。

编 者

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APOLOGIZING

致歉

General Expressions

making apologies

表示歉意

Apologies!

道歉!

Beg your pardon.

对不起,请原谅。

Excuse me.

请原谅。

Excuse me for a little while.

对不起,请稍候。

Excuse me for rushing into your
room forgetting to knock at
the door, please.请原谅,我忘了敲门就闯到您的房里
来。

Excuse my interrupting you.

请原谅我打扰您一下。

Forgive me for being late.

请原谅我迟到了。

Hope you don't mind.

请勿介意。

How careless of me!

我多粗心呀!

How forgetful of me!

我太健忘了!

I'm very sorry.

实在对不起。

I apologize for being late, but the
traffic was jammed.很抱歉,我迟到了,不过交通实在是大
拥挤了。

-
- | | |
|---|----------------------|
| I beg you pardon for having dialed a wrong number. | 请原谅我拨错了电话号码。 |
| I can't tell you how sorry I am. | 您不知道我有多抱歉。 |
| I certainly didn't mean to cause you so much inconvenience. | 我实在没想到会给您添这么多麻烦。 |
| I didn't intend to offend you. | 我不是故意要惹您生气的。 |
| I do apologize for my mistake. | 对我的过失,本人表示歉意。 |
| I hope I haven't kept you waiting too long. | 我希望没有让您等得太久。 |
| I hope you will forgive me. | 希望您会原谅我。 |
| I must apologize for my carelessness. | 我得向您道歉,请原谅我的粗心。 |
| I must apologize for not notifying you beforehand. | 没有事先通知您,真对不起。 |
| I really ought to have thought of that. | 我确实应该事先想到的。 |
| If you'll kindly excuse me. I'll interrupt you for a moment. | 如果您能原谅的话,我要打扰您一会儿。 |
| I'm afraid I can't possibly do it. | 恐怕我不能这样做。 |
| I'm afraid I've given you a lot of trouble. | 恐怕给您添了许多麻烦。 |
| I'm ever so sorry. I hope my carelessness hasn't caused much delay. | 非常抱歉。希望我的粗心没造成多大的延误。 |

I'm so sorry. I didn't realize it.	实在抱歉,我没有意识到这个。
I'm sorry, but I didn't mean it.	对不起,我不是故意的。
I'm sorry, I'm not ready yet. Would you mind waiting a little while?	对不起,我还没有准备好。您等一会好吗?
I'm sorry to have kept you waiting.	对不起,让您久等了。
I'm sorry to have taken so much of your time.	很抱歉占用您这么多时间。
I'm terribly sorry for what I've said to you.	对你说了这些话,非常抱歉。
I'm terribly sorry, I must have caused you a lot of inconvenience.	非常抱歉,我一定给您添了不少麻烦吧。
I'm terribly sorry not to have done it in time.	我没能及时办好,实在抱歉。
It was most thoughtless of me.	我太鲁莽了。
It was really quite unintentional.	真的,那完全是无意的。
Just a few minutes, please.	请稍等一下。
May I be excused?	我可以离开一会儿吗?
Oh, how clumsy of me!	哦,我多笨手笨脚呀!
Oh, pardon me.	哦,原谅我。
Pardon me for interrupting.	对不起,打扰了。