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前言

在全球经济一体化的今天,能否掌握地道的英语不仅成为评判文秘水平高低的标准之一,能流利使用英文的双语秘书更成为职业女性梦寐以求的职业。《实用秘书英语》正是针对这种发展趋势,应广大读者的需求而推出的。

《实用秘书英语》由十二章组成,每章又分成若干部分。前十章“秘书工作”、“秘书求职与面试英语”、“秘书日常接待英语”、“秘书接打电话英语”、“秘书与邮电通讯英语”、“秘书办公事务英语”、“秘书档案管理英语”、“秘书会议英语”、“秘书公关英语”与“秘书安排差旅英语”为口语部分。编者结合实际,选编了秘书行业最常用、最典型的情景对话,视角广泛、例证丰富、信息量大、可读性强,既为读者提供了有关知识,又有助于从中学学习语言。第十一章为书面英语,简要介绍了各种应用文体的格式、语言特色和一般写作知识,有帮助读者迅速捕捉行业文体的特征,并通过范例恰当运用有关文体,从而提高英语应用能力。第十二章自测部分,加深印象,巩固所学知识。

本书采用“必备词库”、“精华语句”、“实况对话”、“小结”的体例,形成本文独有的特色。“必备词库”精选了秘书行业最常用的词汇,突出了本行业的特色;“精华语句”凝结达练、字字珠

玑;“实况对话”短小精悍,结合实际;“小结”部分举一反三,灵活应用。

本书采用中英文对照形式,实用性、针对性强,选材新颖,语言通俗、内容充实,对我国目前文秘及涉外人员来说,是一本颇为实用的学习资料和工作指南,也是广大英语爱好者提高英语实际应用能力的辅助性工具。

你想熟练地掌握英语吗?你想在秘书行业脱颖而出吗?《实用秘书英语》愿助你一臂之力。书中若有不尽人意的地方,请读者多提宝贵意见。

Suo Lun
June 2001

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Chapter One

第一章

The Secretary's Job

秘书工作

Vocabulary (必备词库)

personal 个人的

conscience 道德心, 责任心

involve 涉及

initiative 主动性

absence 不在, 缺席

permit 允许

capable 有能力的

routine 日常的

avoid 避免

tact 机智

temper 脾气

attractive 吸引人的

loyalty 忠诚

relationship 关系

properly 恰当地

quality 品质, 素质

obvious 明显的

consult 请教, 咨询

handle 处理

correspondence 信件

summary 总结

charm 魅力

fray 变得紧张, 急躁

provoke 招惹

psychological 心理的	insight 洞察力
prediction 预测	circumstance 场合
mood 情绪	
soothe 安慰,减轻(痛苦,烦恼)	ability 能力
mistake 错误	basic 基本的
essential 必须的	secretary 秘书
executive 经理	requirement 需要
trust 信任	between 在……之间
degree 程度	insure 确信
overworked 工作过量	non-objective 不客观
major 重大的	harmonize 协调
department 部门	business 商业,商务
be able to 能够	in one's absence 缺席
on the other hand 另一方面	at least 至少
be capable of 有能力	take minutes 作记录
not only... but also... 不但……而且……	
talk about 谈到	in advance 提前
run errands 出差	arrange... for 为……作安排

B Typical Sentences(精华短句)

1. What's the next, then?
那其次是什么呢?
2. Next is conscience.
其次是责任心(道德心)。

3. No loose ends are left untied.
各种工作不留尾巴。
4. Things are done properly.
恰当地处理事情。
5. When to act on your own and when to consult.
什么时候该独自行动而什么时候该请示。
6. I agree with you.
我同意你的说法。
7. What about dress sense and presentation?
对着装和仪表有何要求?
8. This involves looking and sounding attractive.
这包括看上去和听起来富有吸引力。
9. Never provoking unnecessary attention.
不要引起不必要的注意。
10. A secretary is often thought of as the company's appearance symbol.
秘书经常被认为是公司形象的象征。
11. Any more?
还有吗?
12. Psychological insight is another requirement.
还有一个要求就是心理上的洞察力。
13. It sounds so difficult.
听起来太难了。

C Practical Dialogue (实况对话)

1. Personal Qualities

个人素质

Mr. Smith invites Rose, his friend to have a cup of coffee with him at a cafe nearby. Now they are talking over coffee about the ideal secretary.

史密斯先生邀请他的朋友罗丝到附近一家咖啡馆喝咖啡。现在他们边喝咖啡边谈论理想秘书问题。

Rose: What people would like to find in his secretary?

人们想在他的秘书身上找到哪些品质呢?

Smith: Well, loyalty, I think, is the first requirement. If a man can't trust his secretary, whom he can trust?

这个,我想,首先需要的是忠诚。如果一个人连自己的秘书都不能信任,那他还能信任谁呢?

Rose: Understandable. No relationship in business involves a higher degree of trust and responsibility between two persons than the secretary-boss-team. What is the next, then?

这可以理解。工作中,上级与秘书之间的关系较之任何其他人际关系,更需要彼此之间的高度信任和高度负责。那其次是什么呢?

Smith: Um... Next is conscience. Secretary should insure that things are done properly, and no loose ends are left untied.

唔……其次是责任心,秘书应该能够确信事情处理得比较恰当,各项工作不留尾巴。

Rose: Right, but initiative is also one of the basic qualities essential to a good secretary, I think.

您说得对,但我想主动性也是一个好秘书所必须具备的基本素质之一。

Smith: Of course it is. A secretary should be able to act for her boss in his absence again, most executives sometimes become overworked or non-objective and may miss obvious courses of action. So ...

那还用说。一个秘书能在上司不在时代他处理事情。再则,大多数经理总是会有工作过于劳累或办事不客观之时,因而可能会对一些明显的行动步骤熟视无睹。因此……

Rose: So a secretary should not permit her boss to make obvious mistakes, am I right?

因此作为秘书,不应该听任其上司明显出错,我说得对吗?

Smith: You are quite right. On the other hand, however, he should be consulted before a major action is taken. In fact, true initiative is the ability to know when to act on your own and when to consult.

你说得对极了。然而另一方面,在采取重大行动之前也应向他请示。实际上,真正的主动性是能够知道什么时候该独自行动而什么时候该请示。

Rose: The next thing, I think is the ability to write. Every secretary should at least be capable of handling routine correspondence for her boss and avoiding mistakes in English and in spelling. It is preferable, of course, if she has a real ability to write—to do reports and summaries and take good minutes of involved meetings.

下面一个,我想,该是写作能力了。每个秘书至少应该有能帮她的上司处理日常的来往信件,并避免在英语和拼写上出错。当然,如果她真有能力写东西——写报告和总结,给涉及多项内容的会议作记录等等——那就再好不过了。

Smith: I agree with you.

我赞成你的说法。

Rose: Well, what other qualities do you think an ideal secretary should have?

那您认为一个理想秘书还应具有什么别的素质呢?

Smith: Tact and charm. Business can be tense, and tempers often get frayed. A woman who can not only avoid friction but also actually reduce it is of great value.

机智和魅力。工作会很紧张,发脾气是常有的事。一个女孩子不但能避免顶撞,而且能化解摩擦,那就难能可贵了。

Rose: What about dress sense and presentation?

对着装和仪表有何要求?

Smith: Well, a good secretary should have good dress sense and presentation. This involves looking and sounding attractive, yet never provoking unnecessary attention. A secretary is often thought of as the company's appearance symbol.

这个么,一个好的秘书应该有良好的衣着常识和仪表。这包括看上去和听起来富有吸引力,但不要引起人们不必要的注意。秘书经常被认为是公司形象的象征。

Rose: Any more?

还有吗?

Smith: Psychological insight is another requirement. It involves understanding what makes people tick, being able to make predictions about their behavior in given sets of circumstance, understanding the boss's moods—and, within limits, helping to soothe him out of them.

还有一个要求就是心理上的洞察力。这包括了解人们的行为机制,能够预料他们在某些特定场合会有什么样的举动,理解上司的情绪,并适度地给他以安慰,使他摆脱烦躁的情绪。

Rose: It sounds reasonable.

听起来很有道理。

2. Secretarial Duties

文秘职责

Now, Mr. Smith and Rose have changed their topic to the secretarial duties.

现在史密斯先生和罗丝把话题转到秘书职责上。

Rose: You have just talked about the personal qualities in the secretaries. But what's her responsibilities?

你刚刚谈到了秘书应具备的个人素质,但她的职责是什么?

Smith: As a secretary, receiving guests and dealing with phone calls are the basic duties.

作为一个秘书,接待客人、处理电话事务是最基本的职责。

Rose: And then?

然后呢?

Smith: Read, sort and organize the incoming mails.

阅读、分类并编列所有收到的信件。

Rose: Does she need do some paper work?

她需要做一些文书工作吗?

Smith: Yes, compose letters, write notes and assist in preparing reports, memos, etc.

是的,要拟写信件、通知,并协助准备各种报告、记录等工作。

Rose: The secretary should has the ability in using modern office warefares. Am I right?

秘书应会使用现代办公软件,我说得对吗?

Smith: Your are quite right. If she couldn't use them, how can she type the letters, send the e-mails and duplicate materials?

对极了! 如果她不会使用办公软件,那她怎么打印信件,发电子邮件,复印材料呢?

Rose: Oh, I see. What's the next?

噢,我明白了,其次呢?

Smith: Arrange travels and errands: Out of the need of business, the manager needs run errands sometimes, so the secretary should arrange those for them in advance.

作差旅安排。由于商务需要,经理有时要出差,因此,秘书应提前为他们安排好。

Rose: Any more?

还有吗?

Smith: Harmonize the relationship between the members or departments in the company.

协调公司员工及各部门之间的关系。

Rose: It sounds so difficult.

听起来太难了。

Smith: Not easy. Only those who can deal with those quite well are good secretaries.

不容易,只有那些能够妥善处理这些事务的人才能成为

好秘书。

D Conclusion (小结)

1. You are quite right. 在口语中表示说得正确,也可用 Right you are.
2. 想进一步了解情况时,可用 What is the next? Then? And then? Any more? Is that all? 来发问。
3. 逐一说明事物或事情时,可以用 firstly, secondly, thirdly... finally 或 first, then and then, next... any more 或两者交插使用。
4. be able to 指“能够……可以……”。
be capable of 表示“有能力,可胜任……”。
5. what about, how about 用以征求对方意见。
例如:
What about dress sense and presentation?
对着装和仪表有何要求?
How about having a cup of tea?
喝杯茶怎么样?
6. I think 作为插入语,置于句尾或句中,并用逗号隔开,例如:
Well, loyalty, I think, is the first requirement.
7. Permit sb to do sth. 和 allow sb to do sth. 都可以用来表示
“同意,允许某人做某事。”