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英汉对照

王延雪 编  
王宏俐

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# 外企 实用口语

Oral English in Foreign Enterprises



西安交通大学出版社

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*Oral English in Foreign Enterprises*

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## 内 容 提 要

本书面向拟在外企谋求工作或已进入外企工作的人员而编写。全书共分十一章,包括外企职员在社交及商务活动中可能遇到的各种场景中的口语实例,如会面、约会、打电话、娱乐、商务旅行、工作职责、产品介绍、售后服务、公司组织结构、参观汇报、会议谈判等。此外,各章后还附有注释及常用语,目的是为了使读者在理解的基础上充满自信且灵活有效地运用英语。本书选材新颖广泛,实用性强,内容覆盖面广,不但可供从事外企工作的人员使用,也可供从事国际商务、外贸业务以及具有一定英语基础的自学者使用。

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王廷雷 王宏俐 编

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## 前 言

在世纪之交来临之际,我国经济正逐步面向世界。全方位对外开放的政策以及中国市场的巨大潜能为我国吸引了大量的外资。尤其是近几年来,涉外企业的不断涌现,不但给中国经济注入了新的活力,而且为许多专业人才提供了实现自我价值、一显身手的大好机会。

然而,由于外企工作环境独特,职员素质标准较高,特别是对英语交际能力的高水平要求,使许多人进入外企工作的愿望难以实现。《外企实用口语》一书正是面向拟在外企谋求工作或已进入外企工作的人员而编写的。全书共分十一章,分别围绕外企职员在社交及商务活动中可能遇到的各种场景,如会面、约会、打电话、娱乐、商务、旅行、工作职责、产品介绍、售后服务、公司组织结构、参观汇报、会议谈判等,通过大量的口语实例,细致地介绍了在外企工作中可能涉及到的一些基本语言及术语。此外,各章后还附有详细的注释和常用语,目的是为了使读者在理解的基础上充满自信且灵活有效地运用英语。

在整个编写过程中,我们参考了国内外大量最新有关材料,并兼顾外企工作的特点,力求做到内容新颖广泛,又有较强的实用性和针对性,使读者能够迅速掌握并运用一些在外企活

动中通用的英语语言能力。

本书的编写得到了不少人员的支持,其中 Hansen Jia 和 Lefty Zuo 帮助收集资料并做了部分文字的处理和校对工作,在此特别致谢。同时,全书的编写还得到了亢疆文编辑的大力支持和帮助,在此谨致谢意。限于我们经验不足,水平有限,错误及不妥之处在所难免,请各位前辈和同行批评、指正。

编者

一九九六年十二月

## **Contents**

## **目 录**

### **Part One Meeting People**

1. 会面 ..... (1)

### **Part Two Jobs & Responsibilities**

2. 工作与职责 ..... (15)

### **Part Three Telephoning**

3. 打电话 ..... (33)

### **Part Four Making Arrangements**

4. 安排 ..... (50)

### **Part Five Business Travel**

5. 商务旅行 ..... (68)

### **Part Six The Company**

6. 公司 ..... (85)

### **Part Seven Products & Services**

7. 产品与服务 ..... (107)

### **Part Eight Socializing & Entertaining**

8. 社交与娱乐 ..... (127)

### **Part Nine Visiting & Reporting**

9. 参观与汇报 ..... (144)

### **Part Ten Meetings & Negotiations**

10. 会议与谈判 ..... (158)

### **Part Eleven Company Results & Trends**

11. 公司成果与趋势 ..... (175)

# Part One Meeting People

## 1. 会面

外企公司中常有一些外籍工作人员或短期技术服务人员,因此,中方职员不免需要通过英语媒介进行自我介绍、相互介绍或打招呼、寒暄等。怎样才能得体地运用英语达到上述交流目的呢?本章将通过对外企职员可能会遇到的场景介绍,逐一细致地举例说明,并归纳出一些常见表达法,以供参考。

需要注意的是,在介绍自己或他人时,一般应当说出全名,而且介绍他人时还有必要简要说明被介绍人的某些背景材料,如职位、所从事工作及所在公司等。

### 1.1 Practice 实践

#### A. Introducing oneself 自我介绍

1. Henry Wang meets Mr. Johnson for the first time.

亨利·王第一次与约翰逊先生会面。

Henry Wang—A      Mr. Johnson—B

A: Excuse me,<sup>1)</sup> but aren't you Mr. Johnson?

B: Yes, I am.

A: My name is Henry Wang. Here's my card.<sup>2)</sup> I'm a friend of Michael.

B: Oh, Mr. Wang, Mr. Anderson has mentioned your name before.<sup>3)</sup> How do you do?<sup>4)</sup>

A: How do you do? Glad to meet you.

B: The pleasure is all mine.

2. At the cocktail party, Kate Finch introduces herself to Henry Wang.

在鸡尾酒会上,凯蒂·芬奇向亨利·王作自我介绍。

Kate Finch—A      Henry Wang—B

A: Your glass is empty. Can I get you a drink?<sup>5)</sup>

B: No, it's OK, thanks.

A: By the way.<sup>6)</sup> I'm Kate Finch. I'm in the Personnel Department<sup>7)</sup> here. I don't think we've met.

A: No, I'm a visitor. My name is Henry Wang. I'm here on a training course.<sup>8)</sup>

A: Well, nice to meet you, Henry. Are you enjoying your stay here?

B: Very much, thank you.

3. Mr. Rodgers calls on David Smith for the first time.

罗杰斯先生第一次拜访大卫·史密斯。

David Smith—A      Mr. Rodgers—B

A: Good afternoon.<sup>9)</sup> You must be Mr. Rodgers.<sup>10)</sup>

B: Yes, that's right.

A: Good. How do you do? I'm David Smith. Welcome to Xi'an.

B: I have been looking forward to meeting you, Mr Smith.

A: When did you arrive?

B: Three days ago. I'm visiting some other companies in this area.

A: Oh, really? Then you've already seen something of our beautiful city. Well, let's have a coffee together before we get down to business.

B: That's a good idea.



4. John Shen comes to Mr. Mabel's company for an appointment.

约翰·沈应邀来到梅布尔先生的公司。

John Shen—A      Receptionist—B

A: Good afternoon. Is this the Accounting Department?

B: Yes, that's right. Can I help you?

A: Yeah. I'm John Shen of Shell Oil Corporation.<sup>(11)</sup> I have an appointment with<sup>(12)</sup> Antonio Mabel.

B: Sorry, could you give me your name again, please?<sup>(13)</sup>

A: John Shen. And the company's name is Shell. Here's my card.

B: Ah yes, Mr. Shen. Your appointment is at three o'clock.

A: Yes, I'm a little earlier.

B: That's OK, Mr. Shen. Please take a seat and Mr. Mabel will be with you soon.<sup>(14)</sup>

## B. Introducing others 介绍他人

1. (Monologue) Richard Hamilton is introduced by the chairman of the conference.

(独白)大会主席介绍理查德·哈密尔顿。

Ladies and Gentlemen, for those of you who don't know Richard Hamilton, I'd like to introduce him to you. Richard Hamilton is the financial manager of Sandvik China Division.<sup>(15)</sup> He's here today to<sup>(16)</sup> report his findings and to present an investment plan for next year.

2. Tony Wang is introduced to Mr. White.

托尼·王被介绍给怀特先生认识。

Presenter—A      Henry White—B      Tony Wang—C

A: Mr White, this is my colleague, Tony Wang.

B: I'm very glad to meet you, Mr Wang.

C: It's a pleasure to meet you too. By the way, please call me Tony.<sup>17)</sup>

B: And you must call me Henry. How do you like Xi'an so far?

C: It's really different from what I expected.

B: Don't worry. You'll get used to it in no time.<sup>18)</sup>

3. The Sales Manager introduces his colleague, Steven Long to David Lee.

销售部经理介绍其同事史蒂文·朗和大卫·李认识。

Sales Manager—A     David Lee—B     Steven Long—C

A: Mr Lee, I'd like you to meet someone. This is Steven Long of our Sales Department. He's in charge of Customer Services.<sup>19)</sup> Steven, may I introduce David Lee of Fuji Ltd, who is here to meet suppliers in Xi'an?

B: How do you do, Mr Long?

C: How do you do? Are you going to spend a long time in Xi'an?

B: Just two weeks. I'm visiting all our Xi'an suppliers.

4. The host arranges two strangers to sit together.

宴会主人安排两位陌生人坐在一起,并介绍两人相识。

The host—A     Douglas Stone—B     Miss Zhou—C

A: Mr. Stone, let me introduce you to Miss Zhou, who is going to sit next to you tonight.<sup>20)</sup> She just came back from Paris.

B: Very good.

A: Miss Zhou, this is Douglas Stone of Ford Motor Company.<sup>21)</sup>

C: How do you do, Mr Stone? I'm very happy to meet you.

B: The pleasure is all mine. I feel really very fortunate to be able to sit next to such a pretty lady.

C: Thank you for your gracious compliment.<sup>22)</sup>

### C. Meeting acquaintances 会见熟人

1. A and B have known each other, but not very well. They meet in the lift.

A、B 两人彼此认识,但并不很熟悉。他们在电梯中碰面后相互问候。

A: Good afternoon.

B: Good afternoon. Quite a nice day!

A: It certainly is. It's good to have some sunshine.

B: Let's hope it continues.

A: Let's hope so. Is this your floor?

B: No, I go up to the seventh floor.

2. Two friends haven't seen each other for a long time. One day, they meet at a conference.

两位朋友很久没有见面了。一天,他们在某个会议上相见。

A: I haven't seen you for ages.<sup>23)</sup> Where were you?

B: I went to Changchun on business.

A: How nice! Did you enjoy your visit?

B: Yes, very much. But the weather there was rather bad.

A: Yes, indeed. I was there last November on holiday and it was always below minus 20 degrees centigrade.<sup>24)</sup>

3. Maria comes to her company's head office, where she meets a colleague.

玛丽亚来到公司总部。在那里她碰见了一位同事。

Colleague—A      Maria—B

A: Maria, it's nice to see you again.

B: It's nice to be here. How are you?

A: Fine, thanks. And you?

B: Very well. John sends his regards.<sup>25)</sup> He's sorry he

couldn't come on this visit, but things are very busy back in Xi'an at the moment. How's business with you?<sup>26)</sup>

A: It's going well,<sup>27)</sup> thank you. We signed a new contract in Shanghai last week.

B: Well done!

A: Let's have a coffee, then we'll drive to the factory. It's about twenty minutes by car from here. Is that OK?

B: Yes, that's fine.

4. Mr. Jia sees Mr. Gilbert again for their postponed meeting.  
由于前日会面延期,贾先生次日来到吉尔伯特先生办公室。  
两人寒暄起来。

Mr. Gilbert—A      Mr. Jia—B

A: Good morning, Mr. Jia. Glad to see you again!

B: The pleasure is mine.

A: I'm very sorry about having to postpone our meeting yesterday.

B: That's quite all right, Mr. Gilbert, I understand. I took the opportunity to do some sightseeing.<sup>28)</sup>

A: So, is this your first visit to Hong Kong?<sup>29)</sup>

B: Yes, it seems a very lovely city, but it's rather noisy.

A: That's true. I used to<sup>30)</sup> live here on Hong Kong Island, but I moved to Lantau Island. It's much quieter there. How long will you be in Hong Kong?

B: Three more days. Then I'm going to Jakarta.

A: Really? I used to work there before I came to Hong Kong. Do you know the city?

B: Yes, quite well. I've been there on business three times. It's not very beautiful, but there are some wonderful places to visit near there.

A: Yes, indeed. When I lived there, I spent most weekends out of the city.

#### D. Saying goodbye 告别

1. A comes to B's office to say goodbye.

A 来到 B 的办公室告别。

A: I just dropped in to say goodbye.<sup>31)</sup>

B: What time are you leaving?

A: My flight leaves at 5:30 p.m. tomorrow.

B: Take care<sup>32)</sup> and give my best regards to your family.

A: Thanks. Goodbye. Hope to see you soon.

2. Speaker A makes a phone call to Speaker B to say goodbye.

A 打电话向 B 告别。

A: I'm calling to say goodbye.

B: When are you off?<sup>33)</sup>

A: I'm catching the 11:00 train.

B: Well, goodbye and have a good trip.

A: Thanks. Remember to look me up<sup>34)</sup> if you're ever in Beijing.

3. Mr. Chiu says goodbye to Mr. Liu before leaving for America.

邱先生在动身前往美国之前向刘先生告别。

Mr. Chiu—A      Mr. Liu—B

A: Mr Liu, I've come to say goodbye, as I'm leaving for<sup>35)</sup> America tomorrow morning.

B: Why are you going there, Mr. Chiu?

A: Our company opened a branch office in Los Angeles. Appointed as its Regional Marketing Manager, I'll report for<sup>36)</sup> work next week.

B: How nice! But you'll be away for a long time.

A: Yes. Maybe I can't meet you in a year.

B: Oh, how I shall miss you! Anyway, take care of yourself and don't forget to keep in touch.<sup>37)</sup>

A: Goodbye, thanks again for everything.

A: It was a pleasure. Hope to see you again next year.

4. Mr. Chang sees Mr. Jones off at the Xi'an Airport.

常先生在西安机场为琼斯先生送别。

Mr. Jones—A      Mr. Chang—B

A: It really very kind of you to come to see me off,<sup>38)</sup> Mr. Chang.

B: Not at all, Mr. Jones. I'm sorry you're unable to stay in Xi'an a little longer.

A: I'm sorry, too. I'm very grateful to you for your warm hospitality.<sup>39)</sup>

B: It was nothing at all. What's your flight number?

A: It's flight No. 104, Northwest Orient Airline. Oh I think they're announcing my flight now. I'd better be going.

B: Goodbye. Have a safe landing back in Sweden.

A: Goodbye, Mr. Chang. I'll contact you again.

## 1.2 Notes 注释

- 1) Excuse me. 此短语可以很客气地引起他人的注意,类似的表达方式还包括:

Pardon me..., Hello..., Hey... 或 Uh... (唔)

- 2) Here is my card. 这是我的名片。在商业交往中,互换名片是很常见的。应注意在交换名片时,需用双手递接以表示尊敬。名片全称在美式英语中为 name card, 在英式英语为中 business card.

- 3) Mr. Anderson has mentioned your name before. 安德森先生以前曾提及您的大名。  
这种说法常用于互相介绍之后并能使对方感到更加愉快。毕竟多数人都都不希望自己是默默无闻的小人物。

4) How do you do? 您好!

此短语常用于彼此初次会面时的相互问候。

它的标准回答方式应为 How do you do?

比较:How are you? 常用于彼此相识的人之间的问候,  
其回答为 Fine, thanks. (And you?)

5) drink: 饮料, 酒等。此处用作名词, 例如:

What about a drink? 来杯酒如何?

6) by the way. 顺便说一句。此处用来巧妙地介绍自己。

7) Personnel Department: 人事部。有时也用 Human Resources Department 来表达。

8) I'm here on a training course. 我来此接受培训。

介词 on 后接名词表示活动、情况等。如: on business, 因事, 因公; on holiday (Br. E)/on vacation (Am. E) 度假。

9) Good afternoon. 用于中午 12 点至晚 6 点前

Good morning. 用于中午 12 点前; Good evening.

用于晚 6 点后; Good night. 用于晚上与别人道别时。

10) You must be Mr. Rodgers. 您一定是罗杰斯先生吧。

前文中“Aren't you...?”意思与此类似。

11) I'm John Shen of Shell Oil Co. 我是壳牌石油公司的约翰·沈。表示某人来自于某公司, 应用介词 of 或 from, 例如: I'm David of/from Sandvik Ltd.

12) have an appointment with sb. 同某人有预约

13) 在社交场合中当询问他人姓名时, 很少使用 What's your name? 等过于直率的说法, 而常使用下列礼貌、委婉的说法:

Could/Can/May I have your name?

Will/Could you give me your name?

14) Mr. Mabel will be with you soon. 梅布尔先生一会儿就来。

此处 with 表示伴随关系, 例如: I shall be with you in a few minutes.

- 15) financial manager: 财务部经理  
Sandvik China Division: 山特维克中国分部
- 16) He's here to do sth. 此句型常用来介绍某人来此处的目的及原因。
- 17) Please call me Tony. 请叫我托尼。  
请他人只称呼自己的名字,而不用 Mr, Mrs, Miss 等尊称,可拉近彼此的关系。这种说法在美国较常见。
- 18) get used to: be accustomed to 习惯于  
in no time: soon 很快,不久
- 19) He's in charge of Customer Services. 他负责客户服务。
- 20) Mr A, let me introduce you to Mr B, who is going to sit next to you tonight.  
在宴会上,当主人安排两个陌生人坐在一起时,常用此句型介绍两人认识。
- 21) Ford Motor Company: 福特汽车公司
- 22) Thank you for your gracious compliment. 谢谢您的赞美。  
在西方国家,当别人称赞自己时,不必过于谦虚,只需表示感谢即可。如:  
—You look very nice in the blue dress.  
—Thank you very much.
- 23) I haven't seen you for ages. 久违了。  
for ages: for a long time
- 24) below minus 20 degrees centigrade: 零下 20 度以下  
minus: 负,零下;centigrade: 摄氏温度  
在西方国家较常使用 Fahrenheit(华氏温度)。
- 25) send one's regards: 谨致问候
- 26) How's business with you? 生意怎样?  
类似说法还有:  
How's everything going? How's everything with you?  
How's your family? How are things with you?



How's life? How are you getting along these days?

How are you doing? What's the latest?

27) It's going well. = It's pretty good. 不错,很好。

28) sightseeing: 观光

29) Is this your first visit to Hong Kong?

这是您第一次到香港吗?

30) used to do sth: 过去常做某事

31) I just dropped in to say goodbye. = I've just dropped in to say goodbye. 我是来道别的。

32) take care: 多多保重

give my best regards to sb: 代我向某人问好,类似说法还有: remember me to sb; say hello to sb for me 等等。

33) When are you off? = When do you leave?

您何时动身?

34) look sb up: pay a call on, visit 拜访,探访

35) leave for(somewhere): 动身去某地

36) report(oneself) to sb/for sth: (到某处,向某人)报到,如: report for duty at the office 到办公室报到

report to the Manager 向经理复命/报告

37) keep in touch: 保持联系

38) see sb off: 为某人送行

39) warm hospitality: 热情款待

### 1.3 Useful Expressions 常用套语

#### A. Introductions 介绍

(1) Introducing oneself 自我介绍

- Excuse me, I don't believe we've met. I'm John Lee.
- Hello, my name's John Lee. I'm here to attend a training course.
- How do you do? I'm John Lee.