

中央电视台教育节目教程

ENGLISH

F O R

現代交際英語

The Office

Course One

With

Deborah Moon

第一册《普通文員用語》
COURSE 1. ENGLISH
FOR THE OFFICE

世界圖書出版公司

现代交际英语

第一册

普通文员用语

ENGLISH FOR THE OFFICE

世界图书出版公司

北京, 广州, 上海, 西安

现代交际英语

柏伟恒 庄宝德 狄宝娜摩亚 编著

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序 言

《现代交际英语》教程即将在全国各大中城市电视台播讲,和教程配套的文字教材、录音带、录像带也将同时发行。借此机全,我谨向全国广大英语学习者推荐这套教程。

随着我国改革开放的深入发展,对外的社会、经济、文化交往日益增加,因而对作为交往的重要工具的外语(特别是英语)的需要也不断增长,提高我国民族的外语素质已成为教育界、乃至社会各界密切关注的问题,各地广播电台、电视台的英语教学节目受到群众的欢迎,就是一个明证。最近的迹象还表明,我国的英语学习者已经不满足于学习一般的英语,而希望往高一层次发展,学习专门用途的英语。《现代交际英语》是适应秘书、公关、管理、社交、商业函电来往等需要而编制的一套中级教程,它编排合理,表演生动,语言地道,观看之余还可利用录音带来练习巩固,具有很大的实用价值。

我国英语教学受传统的教学思想影响较深,把语言作为一门知识来学习,每学一句话都要进行语法分析,至于这句话应该怎样使用,却不大讲究,结果是学用脱节。这套教程通过生动的情境来教学员使用语言,而不拘泥于语法分析。为适应国内读者的不同需求,帮助学员更好地理解 and 掌握教学内容,节目中穿插了中国教师的讲解。但要真正学到手,还必须勤学苦练,尽量在实际的交际环境中使用。

本来在广播电视的英语节目里,主要是学习英语口语,但这套教程还通过口语教授英语函电写作,这是一项很有意义的尝试,想必会受到广大读者的欢迎。

桂诗春

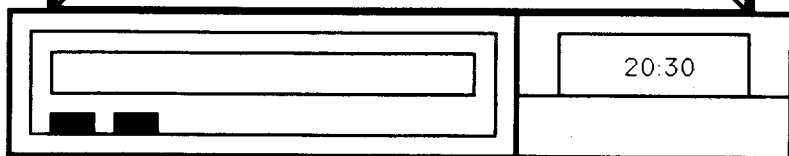
1992年10月

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Lesson 1

At the Reception Desk





Watch the video.

Then practise the conversation in

Section 1.

Section 1 Conversation

Part 1



[DEBORAH AT RECEPTION DESK AS RECEPTIONIST. A VISITOR APPROACHING]

Deborah : Good morning. Can I help you?

Visitor : Yes, is there a toilet near here?

Deborah : Yes, just go along the corridor. You can't miss it.

Visitor : Thank you.

[VISITOR WALKS AWAY]

Part 2



[DEBORAH STILL AT RECEPTION DESK. ANOTHER VISITOR APPROACHING]

Deborah : Good morning, sir. Can I help you?

Visitor : Good morning. Could you tell me where Mr Baker's office is, please?

Deborah : It's on the third floor.

Visitor : First or third?

Deborah : The third floor. Just take the lift to the third floor, and then turn right. It's the second door on the right.

Visitor : OK, thank you!

[VISITOR WALKS AWAY]



Read carefully Sections 2 and 3.
Then replay the video and learn with
Deborah.

Section 2 Key Grammatical Points

Pay attention to these patterns while replaying.

Giving directions inside a building

| | | | | |
|--------------------------------------|----|-----|-----------------------------------|--------|
| Mr Baker's office is It's (It is) | on | the | first second third (etc) | floor. |
|--------------------------------------|----|-----|-----------------------------------|--------|

| | | | | | | |
|------|-----|--------------------------|------|----|-----|-----------------|
| It's | the | first second third | door | on | the | right. left. |
|------|-----|--------------------------|------|----|-----|-----------------|

| | | | |
|------|----|-----|-----------------|
| It's | on | the | right. left. |
|------|----|-----|-----------------|

Note that:

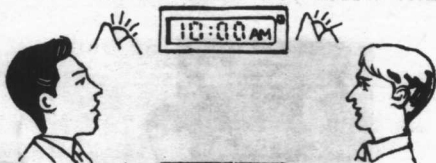
- 'the' is always used before 'first', 'second', 'third', etc.
e.g. It's on **the third** floor.
- 'the' is also used before 'right' and 'left' when saying where something is.
e.g. It's the second door on **the right**.
- But 'the' is not needed when using 'right' and 'left' to give directions.
e.g. Take the lift to the third floor, and then **turn right**.

Section 3 Useful Phrases and Words

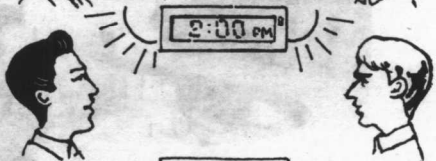
Learn the use of these phrases and words while replaying.

Greeting

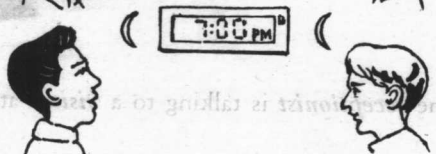
Good morning



Good afternoon



Good evening



Offering help to visitors

Can I help you, sir?

Can I help you, madam?

Asking for directions/locations

Is there a ... near here?

Can you tell me where ... is?

Giving directions

Take the lift to ...

Go along ...

Turn right/left.

Then (go) ...

You can't miss it!

Thanking a stranger.

Thank you.

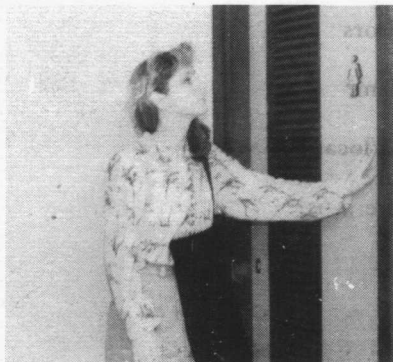
Thanks very much.

Thanks a lot.

Other words you should know



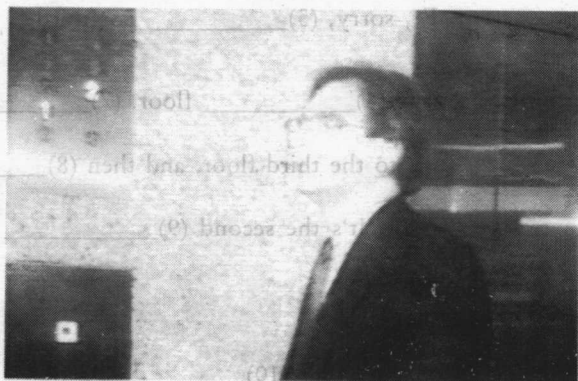
The *receptionist* is talking to a *visitor* at the *reception desk*.



The lady is pushing the *door* of the *toilet*.



The woman is walking along the *corridor*.



The gentleman is waiting for the *lift*.

Section 4 Exercises

Exercise 1 Fill in the blanks

Fill in the missing words in the following conversation. The first one has been done for you.

Receptionist : Good morning, (1) sir . Can I
(2) you?

Man : Oh, yes, good morning. Er, can you
(3) me where Mr Baker's office
is?

Receptionist : It's on (4) third floor.

Man : Er, sorry, (5) or third?

Receptionist : The (6) floor. (7) the
lift to the third floor, and then (8)
right. It's the second (9) on the
right.

Man : Thanks very (10) .

Exercise 2 Multiple choice questions

Look at the building directory given below. Then circle the correct words in the dialogues. The first one has been done for you.

| BUILDING DIRECTORY | |
|-----------------------|-----------------------|
| 210 Far East Co. Ltd. | 310 Lucy's Studio |
| 211 | 311 Dr Brown |
| 212 Smith Solicitor | 312 Galaxy Publishing |
| 213 Brown's Shoes | 313 House |

Dialogue 1

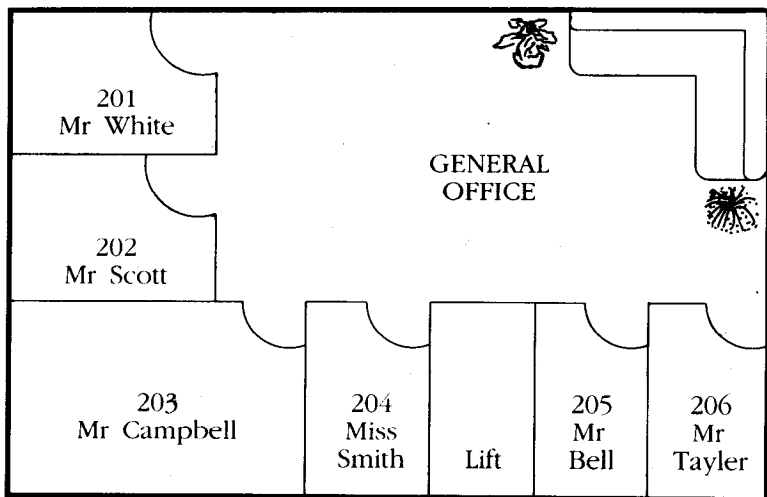
1. Jean : Good morning. Can I ... you?
A. see (C) help
B. serve
2. Jack : Yes, can you ... me where Mr Smith's office is?
A. help C. take
B. tell
3. Jean : Yes, certainly. It's on the ... floor.
A. first C. third
B. second

Dialogue 2

4. Amy : ... a doctor's office here?
A. Is there C. Where is
B. Have
5. Robert : Yes, there's one ... the third floor. Room ...
A. at / 213 C. on / 311
B. near / 310

Exercise 3 Sentence completion

Look at the floor plan given below. Then complete the sentences.



1. I'm at the reception desk on the ground floor. I want to go to Mr Tayler's office. Can you tell me where to go?
It's on (1) the second floor. Take the lift (2) up and then (3) right.
It's the second (4) floor.
2. I'm walking out of the lift on the second floor, tell me how to go to Mr White's office.
Turn (1) left and then turn (2) right.
It's the (3) second floor.

第一课 在接待处

观看录像,练习第一节中的会话。

第一节 会话

第一部分

(Deborah 在接待处当接待员,一位客人走了过来)

Deborah :早上好。我能帮你做些什么吗?

Visitor :好的,这附近有洗手间吗?

Deborah :有的,顺着走廊走过去,你就会看到了。

Visitor :谢谢你。

(客人走开了)

第二部分

(Deborah 仍在接待处,另一位客人走了过来)

Deborah :早上好,先生。我能帮你做些什么吗?

Visitor :早上好。请问,你能告诉我 BAKER先生的办公室在哪里吗?

Deborah :在三楼。

Visitor :一楼还是三楼?

Deborah :三楼,乘电梯到三楼,然后向右拐,在右边的第二间。