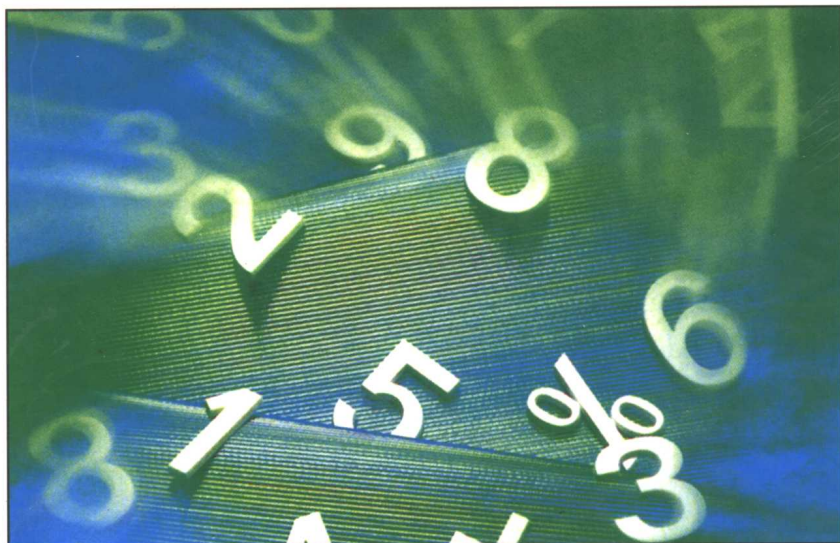




Test Your Business English  
General Usage

# 企鹅商务英语 通用



原著 J.S.McKELLEN  
丛书编辑 NICK BRIEGER  
湖南人民出版社

Test Your... series developed by Peter Watcyn-Jones

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## 出版说明

当今，全球经济一体化进程在加快，英语学习，尤其是商务英语的学习就显得更为重要。为了满足广大读者学习商务英语的需要，我们推出了这套“企鹅商务英语系列”。

这是一套非常优秀且在欧美很受欢迎的商务英语教材，整个系列共分8本，除了3本通用性的商务英语教材以外，还有针对营销、金融、酒店餐饮、会计核算及文秘等专业的5本商务英语教材。它以商务英语中心词汇和基本概念为核心，通过各种不同的自测来帮助读者迅速而熟练地掌握商务英语知识，从而使读者的商务英语水平得以迅速提高。

这套教材还有如下特色：

1. 语言十分地道。本书的作者均为英语国家具有相当丰富的专业知识和从业经验的人员。书中语言十分地道，知识十分系统，这是国内的出版物所无法比拟的。

2. 练习形式生动多样。各种精心设计的练习，大量生动传神的优美插图，可以使读者轻松而真切地掌握相应的英语技能。

3. 本系列实现了系统性和独立性的有机统一。各分册均针对某一具体领域，而整个系列又是一套完整的商务英语教材。读者既可根据需要选择某一册来进行专业领域的训练，也可通读全套以获得更加系统的商务英语知识。

4. 本系列所有内容均经过精心编排和挑选，每分册都附有练习答案和词汇表以供读者参考，非常适合读者自学。

为了更适合我国读者使用，我们特将各分册中的目录、词汇表和习题形式都加上了注释和译文，以便读者更好地使用和理解教材。

我们衷心希望这套书能成为广大英语爱好者的良师益友，同时

欢迎广大读者多提宝贵意见，以期本套教材能更好地服务于读者和社会。

湖南人民出版社译文室  
2000年3月

# 导 言

由于英语是商务领域的国际通用语言，因此，掌握商务英语的相关术语对于成功的商务人士来说是必须的，即使它们的功能并不主要在国际贸易领域。本书作为《商务英语》中的一本，就是为了帮助读者掌握这方面的语言知识而编写的。

书中词汇的选取主要基于实践中该词汇使用的频率及重要性，本书采用特定语境测试的方式，选取的词汇包括了一些非正式的用语或口语，有些词汇在书中反复出现。商务英语涵盖了基本的商务办公用语，诸如进出口、保险等专业用语。

书中采用了多种类型的习题，如填空、单项选择、完成对话、纵横填字和变形词（组）等，以帮助读者掌握这些词汇。

## 给学生的几点建议

也许你并不想也不必完成本书所选的涵盖各商务领域的所有习题，但是，为了能够记住这些新单词，你必须反复练习。我们在此提供下列建议：

1. 仔细阅读试题说明，然后做题（用铅笔做并核对答案）。
2. 更正错误，特别要注意那些难字或易出错的地方。
3. 5 ~ 10 分钟后，再重复一遍（盖住答案或让你的朋友为你读题）。
4. 反复练习，直至弄懂为止。
5. 用橡皮擦掉你做的答案，第二天再重做，要特别注意做错的地方。
6. 一个月之内至少再重复做两次以上的练习，这样做有利于永久性地记住这些单词。

## 致 谢

我要感谢 Peter Watcyn-Jones, 是他写了《词汇习题集》一书, 本书引用了其书中的“给学生的几点建议”。他还阅读了本书的最后手稿并提出了许多中肯的建议。我还要感谢 Jake Allsop, 她详细评析了每道试题, 并为本书增色不少。(本书中的任何错误均由我本人负责。)

## 丛书其他品种

企鹅商务英语 (初级)

企鹅商务英语 (中级)

企鹅商务英语 · 营销

企鹅商务英语 · 会计核算

企鹅商务英语 · 酒店餐饮

企鹅商务英语 · 金融

企鹅商务英语 · 文秘

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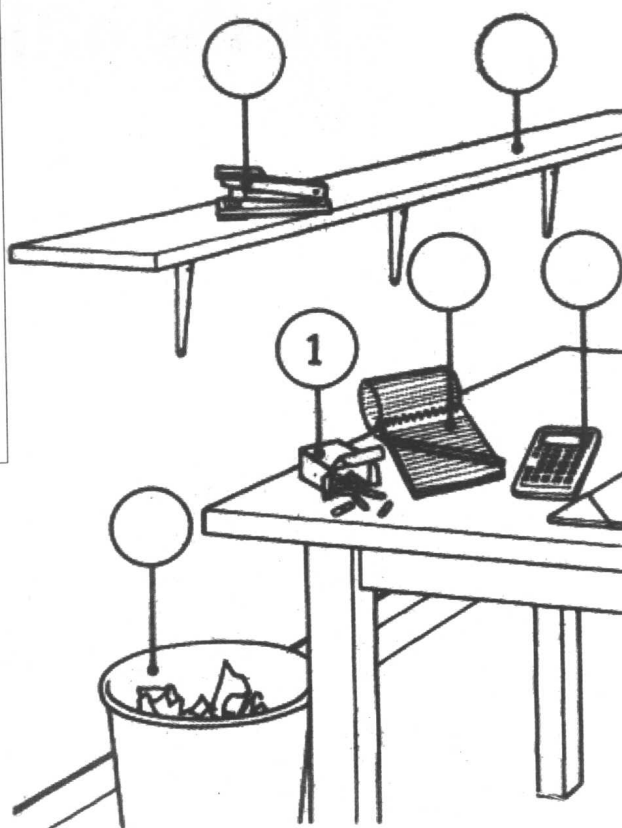
**In the office**

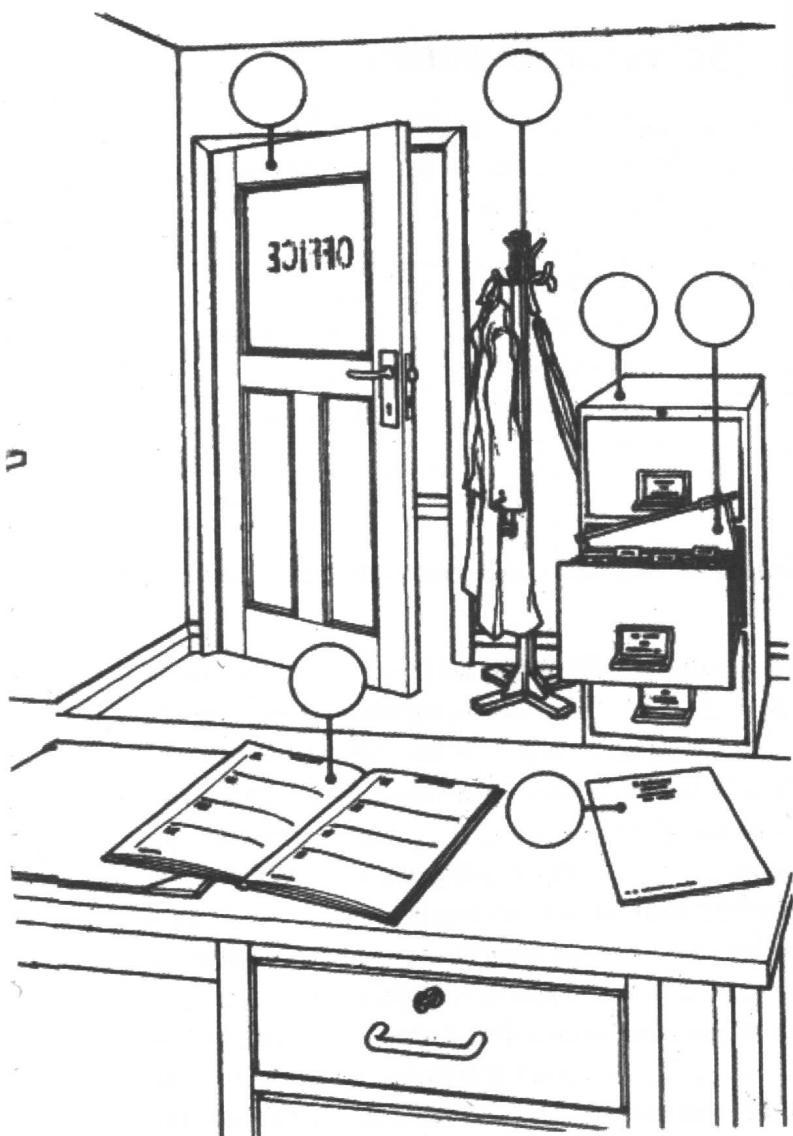
# 1

## In the office

请将方框内各单词的代码填写到相应物品上的圆圈内。

- 1 paper-clips
- 2 calculator
- 3 file
- 4 stapler
- 5 waste-paper basket
- 6 filing cabinet
- 7 headed paper
- 8 notebook
- 9 door
- 10 desk diary
- 11 coat stand
- 12 shelf





## 2

## Secretarial duties 1

Jane 是一位秘书，她刚刚走上工作岗位。以下是她写给朋友 Susan 的一封信。请从方框内选择适当的词填写在下面的横线上。

|            |               |                |
|------------|---------------|----------------|
| shorthand  | notebook      | screen         |
| minutes    | post book     | word processor |
| memos      | proof reading | letters        |
| petty cash | audio typing  | typewriter     |
| diary      | typing        |                |

Dear Susan,

Well, I've got the job! and I seem to need most of the things I learned in College.

They wanted to know my (1) **shorthand** and (2) .....speeds, and what kind of a (3) ..... I was used to, and whether I could use a (4) ..... as well. Because my boss, Mr Sutherland, is away from the office a lot he often dictates on to a cassette tape, so they wanted to know if I could manage (5) ..... But they also gave me a shorthand (6) ..... They explained that I will often be making appointments for Mr Sutherland, so I must keep his (7) ..... I'll also be typing his correspondence and when he is away I may have to sign some of his (8) ..... I'll also be responsible for circulating (9) ..... to other members of the staff, and when I go to meetings I'll be taking the (10) ..... Because I'll be buying the stamps and coffee and so on, I'll deal with the (11) ..... and keep the (12)

..... . They also want we to (13) ..... callers to the office, so that Mr Sutherland doesn't get disturbed when he's busy. And I'll have to do some (14) .....(of catalogues, press releases, and things like that). So I think I'll keep busy!

It all sounds fascinating, and I'm terribly excited!

Love,

Jane

# 3

## Secretarial duties 2

Jane 在工作第一周后给 Susan 写了一封信。请从方框内选择适当的词填写在下文的横线上以补全这封信。

|                         |                                  |
|-------------------------|----------------------------------|
| travel agents           | directory enquiries              |
| previous correspondence | circulation                      |
| system                  | index                            |
| responsibility          | reference                        |
| personal assistant      | job                              |
| travel arrangements     | international telephone operator |

Dear Susan,

Well, I've been working for a week, and I must say I'm still bewildered. I hope it all sorts itself out.

Mr Sutherland is going away on a business trip – isn't it exciting? He's going to Spain, Portugal and Italy.

The first thing I had to do was to make his (1)..... **travel** ..... **arrangements** ..... so I had to talk to the (2) ..... the Company uses and get them to book all the trains, planes and hotels, and I also had to organise his car hire, make the appointments and fix up his meetings. I've used the telephone a lot. The (3) ..... has got quite used to my voice, and the lady who deals with (4) ..... must be quite tired of me! I also had to look up the (5) ..... he's had with the people he'll be seeing, and sort out the letters he'll need to take with him.



We organised the (6) .....list for memos. (He'll be sending tapes back to me.)While he's away. I've promised to reorganise his filing (7) ..... and make up an (8) ..... to the files , so that he can find things quickly. I've also got to learn which (9) .....books to use when I need to find something!

By the time I've done all this, I'll be really pleased with my (10) .....! I'm really going to be a real secretary, not just a shorthand typist; in fact I'm nearly a (11) ..... – P.A. for short – as I do take complete (12) ..... for some areas of the work.

See you soon!

Jane