

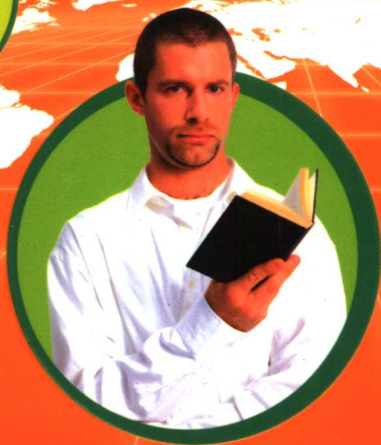
SHIYONG SHEJIAO YINGYU
DUANPINKUAI

实用社交英语

短平快

提高篇

◎ 主编 丁爱云




安徽
科学技术
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实用社交英语短平快

Practical Spoken English

(提高篇)

for Advanced Learners

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前 言

随着中国加入 WTO,我们的国际交流日益频繁,英语口头表达和交际能力也愈显重要。英语已不再是白领们的商务口诀,而是一种在开放的中国必备的生存技能。作者从事高校英语教学工作多年,深知口语水平的提高不仅在于多说多练,还在于对口语表达方式的掌握。因此,为满足广大英语爱好者学习英语口语的需要,我们特别编写了这套《实用社交英语短平快》,分上、下两册:入门篇与提高篇。

这两本书的共同点是将语言基础融入到各种交际活动之中,使读者熟悉易于上口的英语口语表达方式,尽快掌握相当的实用语言技能,达到事半功倍的效果。两本书亦各有侧重:入门篇强调的是常用的功能意念表达方法的学习,把会话的整个过程一步一步地分解并教给初学者,达到易记易学的目的;提高篇则注重于特定场合的情景会话技能,让具有入门篇基础知识的读者有一种身临其境之感,了解在特定情景下的整个会话过程,经过多说多练,达到流利表达自己、与对方成功交流的目的。

本书介绍了国内场景下与外国人在日常生活中的会话交际活动。如:到外企求职面试;外出度假;体育活动;公共交通;电脑与互联网等。同时还介绍了在西方国家特定场合的会话交际活动。如:怎样到银行办理存款,兑现支票;到邮局邮寄信件包裹;到医院看病;预定旅馆房间;租用房子;商场购物;饭店就餐以及如何在大学选课等,具有较高的实用价值。全书共 20 个单元,每个单元包括:Introduction(介绍);Model Dialogues 1-6(会话范例 6 个左右);Notes to the Dialogues(会话注释及文化背景注释);Useful

Expressions and Words(常用句型与词汇);Exercises (练习);Keys (答案)。

本书内容覆盖面广,语言环境真实,语言范例标准,情景生动有趣,注意到不同场合的语言交际过程。作者真诚地希望,学完本书之日,便是读者掌握流利得体的英语口语之时。

参加本书编写工作的有:殷恒光(Unit 1、Unit 2、Unit 3、Unit 4、Unit 5、Unit 12、Unit 13)、王爱国(Unit 14、Unit 15、Unit 16、Unit 17、Unit 18、Unit 19、Unit 20)、丁爱云(Unit 6、Unit 7、Unit 8、Unit 9、Unit 10、Unit 11)。本书的编写工作周详,对所选的语言范例力求做到准确,但疏漏之处难免,请广大读者批评指正。

作 者

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Unit 1 Job Interview

求职面试

Introduction

There are many ways of job hunting. It can be either through the advertisements in the media, or with the help of a job center or a job advisor in universities... Whichever way it is, interview is the most important factors in job hunting. Since interviewing is in itself a social interaction, competent language ability is indispensable in presenting the applicant to employers. Only when one's ability is appreciated, can he have the hope of employment.

In different interviews, such items as work experience, education and specialized ability are a must in interviews.

Model Dialogue 1

(Li Hua is in interview with a manager for a secretary position.)

(李华为了一个秘书职位正在接受经理面试。)

Cooper: Good morning. I am Cooper.

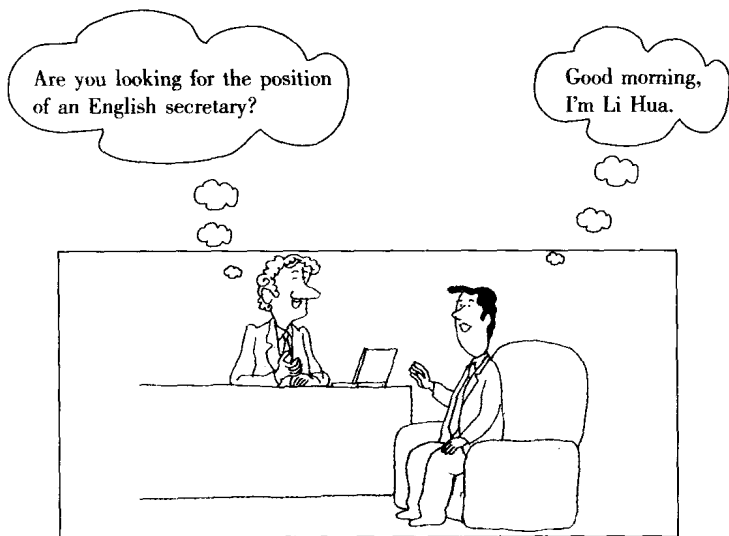
早上好。我是库珀。

Li: Good morning, Mr. Cooper. I am Li Hua.

早上好,库珀先生。我是李华。

Cooper: Are you looking for the position of an English secretary?

你要申请英语秘书的职位吗?



Li: Yes, I am.
是的。

Cooper: Well, tell us your qualifications.
你条件怎么样?

Li: I think my English is quite good. I scored high in CET Band 4 and 6. As you can see from my resume, I studied English as my second major.
我的英语很好。四级和六级分都高。从简历中你可以看出,我第二专业学的是英语。

Cooper: How are your typing and shorthand skills?
你的打字和速记速度怎么样?

Li: I can type 60 words a minute, and can take dictation in English at 90 words a minute.
我打字每分钟 60 字,英语速记每分钟 90 字。

Cooper: It's been nice talking with you. You'll be hearing from us within a few days. Thank you for coming.

很高兴和你交谈。几天后你就能听到我们的回信。谢谢你的来访。

Li: Thank you, Mr. Cooper. Goodbye.

谢谢,库珀先生。再见。

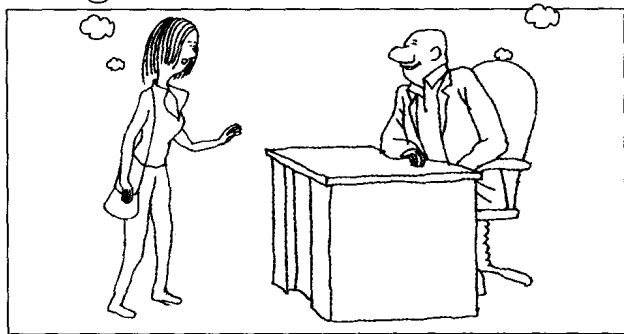
Model Dialogue 2

(*Li Mei is having an interview with a department manager Lewis.*)

(李梅正在部门经理刘易斯先生那里面试。)

I'd like to work until school starts again in September.

This is a department store.
Do you have any experience?



Lewis: Good afternoon. I suppose you are looking for employment.
下午好。我想你是在求职吧。

Li: Yes, I'd like to work until school starts again in September.

我想工作,一直做到九月份开学之前。

Lewis: This is a department store. Do you have any experience?
这里是百货店,你有过这样的工作经历吗?

Li: I've once worked part-time in a store during the Spring Festival, and I'm studying business administration¹ at college.
春节期间,我曾经兼职在一家商店工作过,大学里我学的是商务管理。

Lewis: It just happens that we need a few saleswomen to replace those who are on holiday. Which department are you interested in?
正好我们需要一些女售货员顶替休假的人。你对哪个部门感兴趣?

Li: Sportswear.
运动服装。

Lewis: Do you know anything about sports goods?
你熟悉运动服装吗?

Li: Well, I'm quite a sports fan, if that's any qualification².
我非常爱好运动。这也算作一个特长吧。

Lewis: Good. We like our sales people to be interested in the merchandise³ they are selling. How soon would you be able to start work?
好。我们希望销售人员对所售商品感兴趣才好。你什么时候可以工作?

Li: As soon as possible.
尽快。

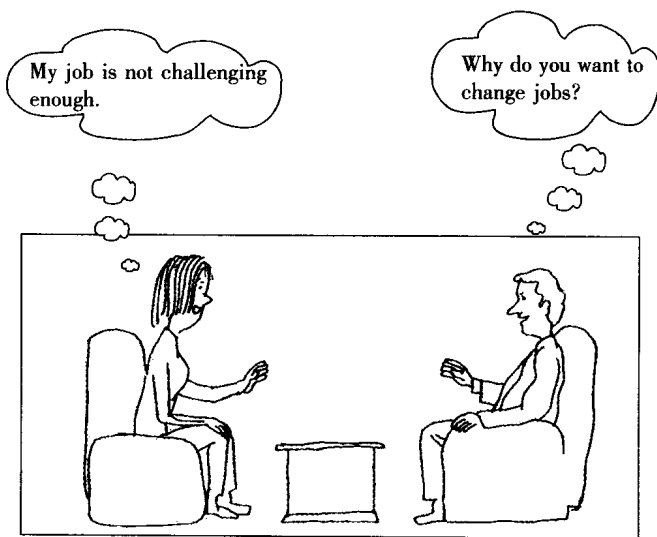
Lewis: Report here at nine-thirty next Monday morning. I hope you'll enjoy working with us.
下星期一早上9:30报到。希望你工作愉快。

Li: I'm sure I will. Thank you very much.
会的。谢谢。

Model Dialogue 3

(In an interview with the manager of a company Lewis, Li Ying tells of her reason for applying.)

(在与公司经理刘易斯面试时,李英说明自己求职的原因。)



Lewis: Are you Li Ying? I'm Jack Lewis.
你是李英吗? 我是杰克·刘易斯。

Li: Yes, nice to meet you, Mr. Lewis.
很高兴见到你,刘易斯先生。

Lewis: Tell me about your education, please.
说说你的教育情况吧。

Li: I graduated from university two years ago, and I studied

commerce, with an emphasis on foreign trade.

我是两年前从大学毕业的,我学的是商务,方向是外贸。

Lewis: I see from your C. V.⁴ that you are working for a trading company. May I ask why you want to change jobs?

从简历中看,你正在一个贸易公司工作,你为什么要换工作呢?

Li: Because my job is not challenging enough, and the salary is too low.

因为工作没有挑战性,而且工资也低了一点。

Lewis: What made you choose this company?

那你为什么选择我们公司呢?

Li: I saw your ad. in the newspaper and became interested. I think this company would provide me with more opportunities.

我看到你们报纸上的广告,就感兴趣了。我认为你们公司会提供更好的机会。

Lewis: I see. It's been pleasant talking with you. We'll notify you of our decision⁵ by next Monday.

知道了。很高兴跟你谈了这么多。下星期一我们会把决定通知你。

Li: Thank you. Mr. Lewis.

李: 谢谢,路易先生。

Model Dialogue 4

(Li Li needs a teaching job to support her study, but she fails to get one at a job center.)

(李丽需要教书来维持学业,但在求职中心她没得到这份工作。)



Receptionist: Good morning! What can I do for you?

早上好! 您要找什么工作?

Li: I notice there are some job vacancies this week. Are there any still available now?

我注意到你们这儿这一周有工作可以提供。现在还有吗?

Receptionist: Oh yes. What kind of job are you looking for?

有。您要找什么工作?

Li: I'm looking for a teaching job. I'd like a part-time job to work as a tutor.

教书。我想找一份兼职家教。

Receptionist: What do you teach?

您教什么呀?

Li: English. I can teach children English.

英语。我可以教孩子们英语。

Receptionist: But we don't have such vacancies at present.

但目前这个工作没有。

Li: What a pity! Well, thank you just the same! Bye!

真可惜。不过还是要谢谢你。再见。

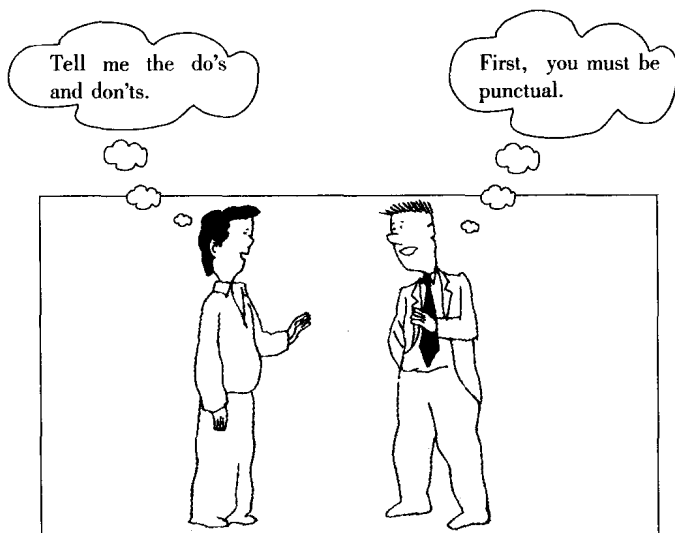
Receptionist: Bye.

再见。

Model Dialogue 5

(At the job center Li asks about the good qualities of an employee.)

(在职介中心李询问好的职员应具备哪些素质。)



Li: Excuse me, sir.

打扰了,先生。

Clerk: Why, You look worried.

哎呀,你看上去很忧愁。

Li: I need your advice. Could you tell me something that I should care about? I mean those do's and don'ts⁶. I'm a green hand⁷, you know.

需要你给个建议。能不能告诉我工作中的一些注意事项?哪些该做,那些不该做?你知道,我没经验。

Clerk: Sure. First of all, you must be punctual⁸. You should be there a little earlier so that you can make some preparations.

可以。首先,一定要准时。上班早一点,这样你可以提前做些准备。

Li: If I should find a part-time job in a restaurant, what is important?

要是我找餐馆的兼职工作,什么事项重要呢?

Clerk: You should smile. Smile to your guests all the time.

应该微笑。一直对你的顾客微笑。

Li: You mean I have to keep a smile on my face even to those unreasonable customers?

甚至对不讲理的顾客我也微笑?

Clerk: Absolutely. Customers are always on the right track. Never pull a long face⁹ even if you're in no mood¹⁰.

当然了。顾客永远是对的。即使情绪不好也不要使脸色。

Li: Anything else?

还有别的吗?

Clerk: Oh, yes. Never argue with your boss. Never ask for a raise. You'll surely get it if you do well.

哦,还有,不要跟老板吵架。不要叫老板给你加薪。该你

得时你会有的。

Li: You mean I'll be a yes-man.

你要我做一个唯唯诺诺的人吗?

Clerk: You may put it that way if you like.

你愿意这么说也可以。

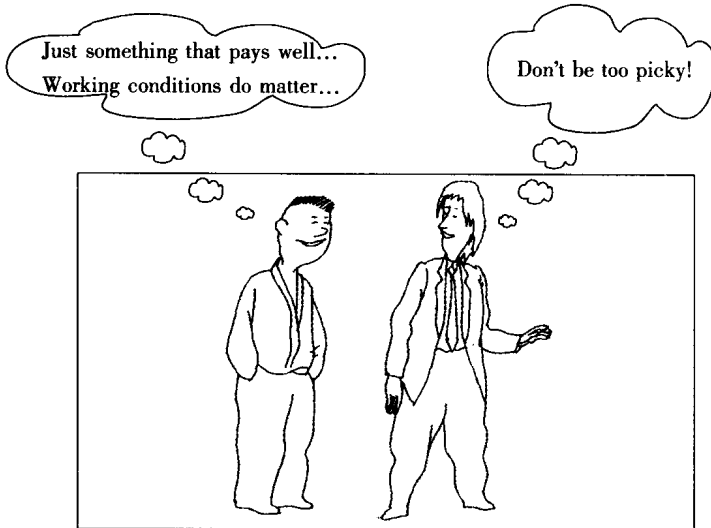
Li: I'll try my best for the sake of¹¹ money.

李: 为了钱,我还是努力试试吧。

Model Dialogue 6

(The clerk tells Li not to be too picky at jobs.)

(工作人员叫李找工作不要太挑剔。)



Clerk: Hi, Li. How is your job?

嗨,李,你的工作怎么样?

Li: It's terrible. The manager is always making a fuss over trifles¹². Yesterday I was only a little late and he became so an-