



同一个世界

英语多媒体系列教材

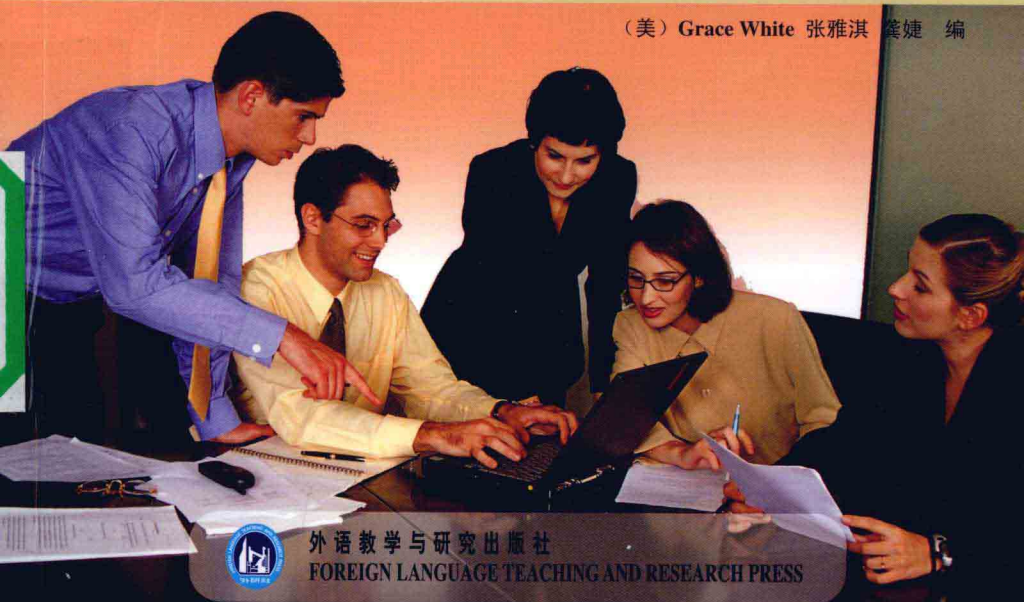
突破英语 成就精英

办公英语

Professional *English* for

Office

(美) Grace White 张雅淇 龚婕 编



外语教学与研究出版社

FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS



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前 言

随着中国不断融入国际社会,各服务型行业的涉外事务日渐增加。学好英语,掌握基本的英语听说技能已成为对各服务型行业从业人士的基本要求。《行业英语多媒体系列》应运而生,旨在提高各行业从业者的英语水平,着重提高日常工作中的英语听说技能。

全套系列共8本书,分别涉及警察、银行、宾馆、出租车、医护、餐厅、办公、售货员共8个行业,具有很强的操作性和实用性。本套书所设计的学习内容贴近日常工作实际要求,体例编排别具匠心,在编写上力求“口语地道,情景细化,便于模仿,即学即用”。

教材编排根据不同的工作场景或交际功能分为若干章节,讲解各行业的工作人员在与外宾交流时常用的英语口语。在每一小节都针对基本关键句设计了一问一答式的对话,供学习者掌握实际应用场合,并配有知识拓展,对语言交际中的重点或难点进行注解或点拨。多数句子还在知识拓展中给出可表达相同意思的更多句子,通过系统地归纳、整理,使学习者能够举一反三,口语表达更加丰富。

如果你需要在短期内迅速提高自己的英语口语水平,可以预先为自己制订一个学习计划。编者根据内容设计,为学习者提出以下学习建议:每天背诵10个句子及对话,每天在背诵句子前先复习前3天背过的句子,达到熟记、牢记的目的。注意:背诵完以后在工作中要尽量多运用,千万不要因怕出错而羞于开口。这样在一个月內您就可以轻松掌握本行业日常工作中的英语口语句子了。当然,学习方法因人而异,你可以根据自己的实际水平调整学习速度。天道酬勤,只要你肯于坚持,你的英语水平必将得到切实的提高!

教材附有双语 MP3,特聘请美国专家朗读,发音纯正,分为标准语速和慢速两遍朗读,另配有中文朗读,让你只听 MP3 也可以学好英语! MP3 中的录音顺序为:

标准语速英文(练习听力理解)—中文翻译(检验理解正确与否)—慢速英文(理解句意并跟读)—标准语速英文(掌握句意并模仿)。

本教材另配有多媒体互动学习软件,种种人性化的交互设计极大地提高了学习者的学习效率,对于学习者听说能力的提高更是效果卓著!

除此之外,本书还赠送一副扑克牌,边娱乐边学习,让你玩转英语!

编 者

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核心句速查

1. How do you do? I'm glad to meet you.
你好,很高兴认识你。..... 1
2. I've heard a lot about you.
久闻大名。..... 2
3. I've been looking forward to meeting you.
我一直期盼能认识您。..... 2
4. It's nice to see you again.
很高兴又和你见面了。..... 3
5. Long time no see!
好久不见! 4
6. How is everything going?
一切都顺利吗? 4
7. What keeps you so busy lately?
你最近怎么这么忙? 5
8. I didn't expect to see you here.
我没想到会在这里看见你。..... 6
9. What's new?
有什么新鲜事吗? 6
10. Please allow me to introduce myself. I'm Susan Green from SIMENS.
请允许我自我介绍一下,我是西门子公司的苏珊·格林。..... 8
11. It's nice to meet you. My name is Susan Green.
很高兴认识你。我叫苏珊·格林。..... 9
12. I'd like to introduce a friend of mine, Peter Edward.
我要介绍我的一位朋友,皮特·爱德华。..... 9
13. Excuse me, my name is Susan Green. I work for SIMENS.
打扰一下,我是苏珊·格林,我在西门子工作。..... 10

14. Please allow me to introduce Mr. Green to you.
请允许我向你介绍一下格林先生。..... 11
15. Mr. Brown, I don't think you've met Mr. Wang, our new manager.
布朗先生,我想你一定还没见过我们新来的经理王先生吧。... 11
16. This is Mr. Brown. He is the manager assistant of IBM.
And this is Mr. Wang, the sales manager of SIMENS.
这是布朗先生,他是IBM公司的经理助理。这位是王先生,西门
子公司的销售经理。..... 12
17. I'm so sorry.
很抱歉。..... 14
18. I apologize.
我道歉。..... 15
19. Please forgive me.
请原谅我。..... 15
20. I'm terribly sorry I'm late, but I just couldn't help it.
真是对不起,我迟到了,不过我实在没办法。..... 16
21. Look, just give me a chance to explain, please!
You'll see it wasn't my fault.
你别急,听我解释一下嘛!你会知道这并不是我的错的。..... 17
22. I can't tell you how sorry I am.
我真的非常抱歉。..... 17
23. I really feel bad about it.
我真的感到内疚。..... 18
24. Sorry to be a bother.
不好意思打扰你。..... 19
25. I'm sorry to have caused you so much inconvenience.
给你造成诸多不便,我很抱歉。..... 19
26. I honestly didn't mean it.
我的确不是故意的。..... 20

27. It's all my fault. I'll try to make it up to you.
这事全怪我。我会尽力补救。..... 21
28. Hello, Mr. Wang. I'm sorry to keep you waiting.
你好,王先生。很抱歉让你久等了。..... 21
29. Thank you so much.
非常感谢! 23
30. I can hardly thank you enough for your kindness.
真不知如何感谢你的关心。..... 24
31. I appreciate your kindness.
非常感谢你的关怀。..... 24
32. Thank you anyway.
不管怎样都要谢谢您。..... 25
33. It's most thoughtful of you.
你想得真是太周到了。..... 26
34. You are so generous.
你太乐于助人了。..... 26
35. It's very considerate of you to do so.
你这样做真是太体贴了。..... 27
36. It's so sweet of you to help us.
你真是太好了,这么帮我们。..... 28
37. Congratulations on your promotion.
恭喜你高升。..... 29
38. Allow me to offer my warmest congratulations.
请允许我向你表示最热烈的祝贺。..... 30
39. You deserve this success.
你的成功乃是理所当然。..... 30
40. I congratulate that you've made more progress.
祝贺你取得了更大进步。..... 31

41. Well, I wish you good luck and a flourishing business.
祝你好运、事业发达。..... 32
42. The best of luck in your new position.
祝您在新的职位上万事如意。..... 32
43. I am calling to congratulate you on the opening of your company.
我打电话来是想祝贺贵公司开业。..... 33
44. Many happy returns of the day.
祝您长寿。..... 34
45. I heard that you're getting married. Congratulations!
听说你要结婚了。恭喜! 34
46. I wish you a pleasant journey home.
祝你归途愉快。..... 36
47. I have to say good-bye to you.
我不得不和您道别了。..... 37
48. See you!
再见! 37
49. Send my best regards to your family.
代我向您家人问好。..... 38
50. I really appreciate all of your hospitality.
我真的很感激你的盛情款待。..... 39
51. Well, if you ever pass by my home, do drop in.
如果你哪天路过我家时,请一定进来坐坐。..... 39
52. It's very nice of you to see me off.
你来为我送行真是太好了。..... 40
53. What a pity you're leaving so soon! I wish you could stay a few more days.
多么希望您能多呆几天呀! 41
54. I'll be looking forward to seeing you again.
盼望下次再见到您。..... 42

55. Please keep in touch with me.
请和我保持联系。..... 42
56. Help yourself to some Chinese food.
请吃些中国菜吧。..... 44
57. We're glad you joined us. It was a very productive lunch.
非常高兴您能赏光,真的是一顿丰盛的午餐。..... 45
58. Would you like some more?
要不要再来点? 46
59. Let's drink to our friendship!
让我们为我们的友谊干杯! 46
60. It's roast duck, the specialty of this region.
这是烤鸭,是本地的特色。..... 47
61. We usually start off with soup.
我们一顿饭通常从喝汤开始。..... 47
62. Well, what would you like to drink?
那么,您想喝点什么? 48
63. Now we'll finish with some fruit. Please help yourself.
现在我们最后吃一点水果。请随意吃。..... 49
64. Dinner is ready, please go to the table.
饭菜已经准备好了,请入席吧。..... 49
65. Would you like to use chopsticks or a fork and knife?
您喜欢用筷子还是刀叉? 50
66. How about Moutai, the best liquor in China?
茅台酒怎么样? 它是中国最好的白酒。..... 51
67. Mr. Yu would like to arrange an appointment with you.
于先生想和你约个时间见面。..... 52
68. He will be free all morning tomorrow.
他明天整个上午都有空。..... 53

69. I'll call you again tomorrow to confirm it.
我明天会再打电话确定。..... 53
70. Will you be available tomorrow?
明天你有空吗? 54
71. He would like to change it to next Monday at ten in the morning.
他想将约会改在下星期一早上 10 点钟。..... 54
72. Could you make an appointment for Wednesday afternoon, please?
您能约在星期三下午吗? 55
73. Can we make it a little earlier?
能早一点吗? 56
74. Mr. Zhang would like to invite you to a dinner party at the
restaurant of Qianmen Hotel.
张先生想邀请你来参加一个宴会,在前门饭店。..... 57
75. Could you make it some other time?
可以约别的时间吗? 58
76. Could we have the honor of your presence at the meeting?
可否请您出席本次会议? 58
77. Mr. Dickens would like to invite you to the opening ceremony
of our new branch.
迪肯斯先生想请您参加我们一家新的分公司的开张典礼。..... 59
78. Would you honor us with a visit?
如蒙光临,将不胜荣幸。..... 60
79. We'd be delighted to see you at the banquet.
我们将很高兴在宴会上见到您。..... 60
80. If you could be ready by 6:30, I'll be at the hotel to pick you up.
如果您能在 6 点 30 分准备好,到时我将来接您。..... 61
81. It's my pleasure. Well, then, I'll say good-bye.
乐意效劳,那么就再见啦。..... 62

82. Please bring your wife to the party.
请携夫人莅临。..... 62
83. Please confirm your participation at your earliest convenience.
能否参加,请早日告知。..... 63
84. Do you have an appointment?
请问您预约了吗? 64
85. I'm afraid Mr. Liu is engaged at the moment.
恐怕刘先生现在很忙。..... 65
86. Would you please take a seat, Mr. Black?
布莱克先生,请坐一会儿好吗? 65
87. I'll tell Mr. Brown you are here.
我会通知布朗先生您来了。..... 66
88. Mr. Brown will come down to see you in a minute, Mr. Black.
布莱克先生,布朗先生马上就下来见您。..... 67
89. Mr. Smith is expecting you.
史密斯先生正在等您。..... 67
90. What brings you here?
是什么风把你吹来了? 68
91. Would you please give me your business card?
请给我您的名片好吗? 68
92. He may want to get in touch with you in the future. Would you leave your card?
他想以后和你联系。请留下你的名片好吗? 69
93. Could I ask what you wish to see him about?
我能问你找他有什么事吗? 70
94. Mr. Chen is occupied at the moment and wants to know if your business is urgent.
陈先生正忙着,请问您的事情很紧急吗? 70

95. Perhaps you would like to make an appointment for some other time?
你想与他另约个时间吗? 71
96. Excuse me, but are you Mr. Black from the International Trading Corporation?
不好意思,请问您是国际贸易公司的布莱克先生吗? 72
97. Mr. Liu asked me to come here in his place to pick you up.
刘先生让我替他来接您。 73
98. By the way, did you have a pleasant flight?
顺便问一下,您的旅途愉快吗? 73
99. Allow me to introduce myself.
请允许我自我介绍一下。 74
100. You must be tired after your long flight.
经过长途飞行,您一定很累了。 75
101. Our manager Mr. Wang asked me to say "hello" to you.
我们经理王先生让我转达他对您的问候。 75
102. I hope you'll have a pleasant stay here.
希望你能在这儿过得愉快。 76
103. Is this your first visit to China?
这是你第一次来中国吧? 77
104. I'd like to reserve a flight to Los Angeles.
我想订张飞往洛杉矶的机票。 78
105. Do you have a flight to New York departing at about 10 a.m. next Monday?
你们有下周一大约上午10点起飞到纽约的班机吗? 79
106. Could I get my seat assignment?
我可以指定座位吗? 79
107. I'd like a window seat.
我要一个靠窗的位子。 80

108. What's the fare to New York, economy class?
去纽约的经济舱机票多少钱? 81
109. What's the check-in time?
何时开始办理登机手续? 81
110. I'd like to reserve a table for two tonight, please.
我想在今晚预订一张两人桌。 83
111. Please book it under the name of Mr. Wilson.
请以威尔逊先生的名义预订。 84
112. Is there any chance of a table by the window?
能否订一张靠窗户的桌子呢? 84
113. I appreciate it if it could be arranged.
如果你们能安排,我将不胜感激。 85
114. At 7:30 on Friday evening.
周五晚上 7:30。 85
115. Can I change my reservation from 6:00 p.m. to 7:00 p.m.?
我能把预订从晚上 6 点改到 7 点吗? 86
116. I'll change the time to 8:00.
那就把时间改在 8 点吧。 87
117. I'll change another one.
那我就换一张吧。 87
118. Do you have a single room available tomorrow night?
明晚还有单人间吗? 89
119. I'd like to book a single room with bath from the afternoon of
October 5 to the morning of October 10.
我想订一个带洗澡间的单人房间,10 月 5 日下午到 10 月 10 日
上午用。 90
120. We are leaving on Sunday morning.
我们将在星期天上午离开。 91

121. A double room with bath. Overlooking the park, if possible.
带洗澡间的双人间,如果可能的话,面朝花园。..... 91
122. What is the rate, please?
请问房费是多少? 92
123. Does that include service charge and tax?
包含服务费和税吗? 93
124. That's a little high. I'm told your hotel is offering a discount now.
价格有点高。我听说你们酒店正在打折。..... 93
125. We'll send a check to you right away.
我们会马上给你们寄支票的。..... 94
126. We've booked a western-style room for you.
我们为您订了一个西式风格的房间。..... 95
127. You'll be staying at the Shangri La Hotel.
您将下榻香格里拉酒店。..... 95
128. How do you like this suite?
你觉得这间套间怎么样? 96
129. If you should encounter any inconveniences, please do not
hesitate to let me know.
你若有不便之处,请告诉我,不要犹豫。..... 97
130. You'll certainly need a good rest after such a long flight.
Perhaps I should let you rest now.
飞了这么久之后,您一定需要好好休息一下。或许我应该让
您休息了。..... 97
131. Tomorrow, I'll take you to our head office.
明天我将来接您去我们总公司。..... 98
132. We'll do everything we can to accommodate you and make you
feel at home.
我们将尽力为您服务,让您有一种宾至如归的感觉。..... 99