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美语会话脱口秀系列



英语口语经典 文秘会话 英语口语大全

PRACTICAL SPOKEN ENGLISH TALK SHOW

[美]Michael Anderson 审订

李雪 李铁红 范宏博 主编

最纯正的英语口语



机械工业出版社
CHINA MACHINE PRESS



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本书以“源自文秘生活”为基本原则来选取素材,充分考虑了语言学习的自然过程,强调纯正的文秘工作和生活用语,重在对话和交流,易于学习和掌握。本书内容包含了文秘工作和生活的各个方面,从工作中的使用办公设备、接听电话、人际交往到生活中的休闲健身等,全方位地展现了文秘在工作、生活中使用英语的场景,力求使读者灵活、有效地掌握文秘英语口语,读者可根据需要随时查看,即学即用。

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前言

随着社会发展和国际交往的日益频繁，英语已经进入我们生活的各个方面，对英语口语水平的要求也越来越高。为了满足社会不同层次、从事不同工作的初级和中级英语学习者对日常英语的不同需要，我们精心编写了“美语会话脱口秀系列”丛书。本丛书包括《外企白领英语口语大全》、《文秘会话英语口语大全》、《社交英语口语大全》、《商务英语口语大全》、《情景英语口语大全》、《酒店职员英语口语大全》、《餐饮业职员英语口语大全》、《金融业职员英语口语大全》、《售货员英语口语大全》、《旅游英语口语大全》、《外贸英语口语大全》、《娱乐休闲英语口语大全》和《面试英语口语大全》，共13本。

本丛书几乎涵盖了所有日常生活和工作场所所需要的基本英语用语，可供广大读者和英语爱好者灵活选用。丛书以场景对话为主要内容，使读者在阅读中有身临其境的感觉。丛书内容还包括“关键句型”和“词语加油站”。“关键句型”列举出各场景中出现频率最高的语句，供读者学习、模仿、熟记和运用。“词语加油站”精选出常用的重点词汇，为读者扫除词汇障碍。


《文秘会话英语口语大全》一书以“源自文秘生活”为基本原则来选取素材，充分考虑了语言学习的自然过程，强调纯正的旅游生活用语，重在对话和交流，易于学习和掌握。本书根据读者的需要，分为办公室工作、秘书电话、人事管理、社会交往、娱乐消遣、运动健身各个方面，读者可根据需要随时查看，即学即用。

事实证明，英语学习最好的方法就是听与说的有机结合。而听、说也要尽可能地与日常生活相结合，从日常对话入手，逐步培养英语交际能力。英语学习者应该积极与他人进行互动交流，逐渐建立自信。只要有信心，有决心，从点滴做起，就一定能成为英语高手。

我们相信，读者通过对本套丛书的学习，英语口语一定会有很大的进步，能够在短时间内达到脱口而出、流利表达的效果。

由于编者水平有限，书中难免有不足之处，恳请广大读者给予批评指正。

编者



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Chapter 1

Office Work 办公室工作





Typing and Photocopying

打字复印

Key Sentence Patterns

关键句型

- 1 I think I've got the copier running. But it doesn't work.
我觉得我已经启动了复印机，可它并没有工作。
- 2 Copy this report for me.
帮我把这份报告复印了。
- 3 Would you like to give me a hand, please?
帮我个忙好吗？
- 4 I want to have these documents copied.
我想复印这些文件。
- 5 Would you mind re-typing this document for me?
你能为我重新打这份文件吗？
- 6 Will it be printed in a formal style?
要用正式的格式打吗？
- 7 She has to spend more than half an hour to type up one piece of report.
她打一页报告要用上半个多小时。
- 8 How can you get the copy machine to work?
你怎么让这个复印机运转起来？
- 9 I thought all I had to do was to push the Start button here to get it started.
我以为只需要按下这个开始按钮就可以启动机器。

Pop Conversations

热门话题

► Conversation 1

- A: Susan, please come in.
B: What can I do for you, sir?
A: Copy this report for me.
B: OK. But which size should I use?
A: The A4 paper is all right.

B: I see. Should I have it stapled?

A: It's unnecessary.

B: All right.

A: 苏珊, 请进来一下。

B: 我能为你做点儿什么, 先生?

A: 帮我把这份报告复印了。

B: 好的, 我应该用哪种尺寸的纸?

A: 用 A4 的就可以了。

B: 明白了。我需要把它装订好吗?

A: 没必要。

B: 那好吧。

► Conversation 2

A: Hello, Jane. Would you like to give me a hand, please?

B: Of course. What's the matter?

A: I want to have these documents copied.

B: OK. Just a piece of cake.

A: And I think it is a little small. Can you make it any bigger?

B: Yes. What about the rest?

A: They are just right. Please give me five copies.

B: No problem. They are finished. Here you are.

A: Thanks for your patience.

A: 你好, 简, 帮我个忙好吗?

B: 当然可以。怎么了?

A: 我想复印这些文件。

B: 好的, 小菜一碟!

A: 还有, 我觉得这个有点儿小, 你能把它复印大点儿吗?

B: 好的。那剩下的这些怎么复印呢?

A: 那些大小正合适, 请帮我复印五份。

B: 没问题。复印完了, 给你。

A: 给你添麻烦了。

► Conversation 3

A: You buzzed, sir?

B: Yes. Would you mind re-typing this document for me?

A: I don't mind, as long as you think it necessary.

B: Can you finish that before 12 o'clock? It's urgent.

A: No problem. I'll do it right now.

B: And after you finish the typing, please print it out.

A: Will it be printed in a formal style?

B: Formal style is good.

- A: Is there anything else, sir?
B: No, thank you very much.
A: 您叫我吗, 先生?
B: 是的。你能为我重新打这份文件吗?
A: 好的, 只要您认为有必要就行。
B: 12 点之前你能做完吗? 这个很着急。
A: 没问题。我现在就去做。
B: 还有, 打完了请再把它打印出来。
A: 要用正式的格式打吗?
B: 好的。
A: 还有别的事吗, 先生?
B: 没有了, 非常感谢。

► Conversation 4

- A: Have you met the newcomer?
B: You mean Lily?
A: Yes, that doltish girl.
B: Why do you say so?
A: She has to spend more than half an hour to type up one piece of report.
B: Oh, that's terrible. Doesn't she know how to type?
A: Well, she can type, but that she has to look at those keys slows her down.
B: Did our boss know that?
A: I don't think so. Our boss hates low efficiency.
B: You're right. That poor little girl really needs practice.
A: 你见过新来的那个职员了吗?
B: 你是说莉莉?
A: 是的, 就是那个呆笨的姑娘。
B: 你为什么这么说呢?
A: 她打一页报告要用上半个多小时。
B: 啊! 那太糟糕了。难道她不会打字吗?
A: 不, 她会打, 但她要盯着键盘打字, 这样她的速度就慢了。
B: 老板知道这事儿吗?
A: 我觉得老板不知道。我们老板讨厌低效率。
B: 你说得对, 那个可怜的小姑娘真的需要练习了。

► Conversation 5

- A: Do you need me, sir?
B: Yes, John. I know I'm supposed to be the boss here, but I am at a complete loss now.
A: What can I do for you?
B: How can you get the copy machine to work?

- A: Let me have a look at it. You want the documents printed, don't you?
- B: Yes, I thought all I had to do was to push the Start button here to get it started.
- A: Well, that's right. But we have two printers here. You must tell the computer which one you want to use first.
- B: So complicated.
- A: 先生, 需要我帮忙吗?
- B: 是的, 约翰。我知道在这儿我是头, 但我这会儿确实是晕头转向了。
- A: 要我为您做什么吗?
- B: 你怎么让这个复印机运转起来?
- A: 我看看。您想打印这些文件是吗?
- B: 是啊, 我原以为只需要按下这个开始按钮就可以启动机器。
- A: 哦, 没错, 但我们这儿有两台可以打印的机器, 您得先告诉电脑您想用哪台才行。
- B: 太复杂了。

Word Service Station

词语加油站

press 压, 按, 挤

staple 用钉书钉钉住

document 公文, 文件, 文献

urgency 紧迫, 急迫, 紧要

formal 礼仪上的, 形式上的

practice 练习, 实习

complicated 结构复杂的

button 按钮

unnecessary 不必要的, 多余的

patience 耐性, 忍耐力, 耐心

necessary 必要的, 必需的

efficiency 效率, 效能

completely 完整地, 完全地

E-mail Sending

邮件发送

Key Sentence Patterns

关键句型

- 1 Does your office have e-mail boxes?
你们办公室有电子邮箱吗?
- 2 Most of them are safe and the safety depends on sites.
大多数都很安全。安全性取决于网站。
- 3 A virus has got into my computer and corrupted all my files.
有病毒闯入我的电脑，把我的文件全破坏了!
- 4 Did you get an e-mail with an attachment and did you open the attachment?
你是不是收到含有附件的邮件，并且开启了附件?
- 5 How do you plan to distribute the information about last week's meeting?
你准备怎么传达上周的会议信息?
- 6 It shouldn't be too complicated, I'm sure.
我相信不会太复杂的。
- 7 Do you think you call e-mail the details to me?
你能把详细情况发邮件给我吗?
- 8 Does your computer have the software to unzip files?
你的电脑有解压缩的软件吧?

Pop Conversations

热门话题

► Conversation 1

- A: I have a question about e-business. I wonder if they have a special stamp for business.
B: Are you referring to an electronic signature?
A: It might be. And what is that?
B: An electronic signature is based on public-key encryption, and it is not based on common paper stamp.
A: I see, it must be safe.
B: Most of them are safe and the safety depends on sites. You know there are many

hackers on the Net.

A: I see, thank you.

A: 我有个关于电子商务的问题。我想知道他们是否有用于商务的特殊印章。

B: 你是指电子签名吗?

A: 可能是。电子签名是怎么回事?

B: 它是依据公共加密包构建的, 不是普通的纸图章。

A: 我知道了, 那一定很安全。

B: 大多数都很安全。安全性取决于网站。你知道有许多网络黑客。

A: 我知道了, 谢谢你。

► Conversation 2

A: Disaster!

B: What's up?

A: A virus has got into my computer and corrupted all my files.

B: Did you get an e-mail with an attachment and did you open the attachment?

A: How did you guess?

B: Well, that's the main way viruses get in. You should be very careful about opening e-mail attachments, unless they're from someone you know.

A: I know. But what can I do now?

A: 大灾难!

B: 发生了什么事?

A: 有病毒闯入我的电脑, 把我的文件全破坏了!

B: 你是不是收到含有附件的邮件, 并且开启了附件?

A: 你怎么知道的?

B: 嗯, 大多病毒入侵都用这种方式。开启电邮附件必须十分小心, 除非邮件是来自你认识的人。

A: 我知道了。但是我现在能做什么呢?

► Conversation 3

A: Annie, I have to write another English e-mail. Do you have any pointers?

B: Just the same as faxes. KISS — Keep It Simple Stupid.

A: I know nothing flowery or unimportant.

B: Right, get to the point, make your point, and then politely close.

A: Will you proofread it when I finish writing this e-mail?

B: Sure, but think about what you want to write. After it's written, read it over and remove the parts that aren't relevant.

A: Here is a hard copy of the e-mail I want to send. What do you think about it?

B: That isn't bad! You go directly to the problem and then offer a solution. This closing is a bit much, though.

A: I am just trying to be friendly.

B: Keep it simple. It's a business e-mail. Save flowery stuff for your friends.

A: 安妮,我想再写一封英文电子邮件。你能指点一下吗?

B: 和传真一样。KISS——保持简单拙朴。

A: 我知道,不要用华丽的辞藻,也不要写无关紧要的东西。

B: 对,说重点,把事情讲清楚,然后礼貌地结尾。

A: 我写完后,你能帮我校对吗?

B: 可以。但是,想想你要写些什么,写好以后,从头到尾读一遍,删除不相关的部分。

A: 这是我要发送的电子邮件的初稿。你觉得如何?

B: 还不错!你直接切中问题,然后提供解决之道,不过结尾有点儿太啰唆了。

A: 我只是想表示友好。

B: 保持简洁。这是商业电子邮件。把华丽的辞藻留给你的朋友吧!

► Conversation 4

A: How do you plan to distribute the information about last week's meeting?

B: I was planning on sending a bulk e-mail to all users on our company's server.

A: That's a time-saving way to get the word out, but I don't think it will be that effective.

Most of us just delete the bulk e-mails without even reading them. Even if you put a really catchy subject line in there, I don't think anyone will get the information.

B: Well, it would be way too time-consuming to send the e-mails one by one to our entire staff... What do you suggest?

A: You could send the meeting brief to the managers by e-mail, and ask them to forward it to the people underneath them. Most people will read an e-mail if it is sent by their supervisor.

B: That's a good idea. I can just put the meeting minutes on the e-mail as an attachment, then forward it along to the managers. Can you show me how to make an attachment with our e-mail program?

A: I'm sorry, I know next to nothing about the new e-mail program. It's supposed to be more user-friendly than our last program, but I still haven't figured it out.

B: I'll ask our tech support for some help. It shouldn't be too complicated, I'm sure.

A: 你准备怎么传达上周的会议信息?

B: 我准备在公司的服务器上给所有的用户群发电子邮件。

A: 这样发布信息确实能节省时间,但我认为效果不见得会好。大多数人会连看也不看就删掉这种群发邮件。哪怕你的主题词再吸引人,我认为没有人能看到这条信息。

B: 那一个一个地给大家发电子邮件又太浪费时间了……你有什么建议?

A: 你可以通过电子邮件把会议简讯发给各位主管人员,然后再让他们传达给手下人。如果是主管发邮件,大多数人会看的。

B: 好主意。我只要把会议记录放在附件里, 然后直接发给经理们就行。你能教教我怎样在我们邮件程序中粘贴附件吗?

A: 抱歉, 我对新的电子邮件程序几乎一无所知。使用起来应该比我们以前的程序更方便, 可我还是搞不明白。

B: 我去找技术人员帮忙。我相信不会太复杂的。

► Conversation 5

A: Let's correspond by e-mail. I think we should definitely keep in touch. There are a lot of future opportunities to work together.

B: I agree. I am especially interested in the aluminum project you mentioned. Do you think you can e-mail the details to me?

A: Sure! I'll send it along to you as soon as I get back to the office. I did get your card, didn't I?

B: Oh, I almost forgot! Here it is.

A: Thank you. Is all the information on here current?

B: Let's see... Yes, but this only has my work e-mail address. I'll give you my personal address too. Sometimes if the attachment is too large, my work e-mail will reject it. If your attachment is more than 100K, go ahead and send it to my personal e-mail address instead.

A: It'll be all right. I can send a compressed file. Does your computer have the software to unzip files?

B: Yes, but unzipping files doesn't work out so well. Last time I tried to decompress a file, my whole system crashed. If it is a large file, it would probably work better to send it to my personal e-mail — it's better to be safe than sorry.

A: No problem. I will be sure to e-mail the information to your personal e-mail address first thing tomorrow.

A: 我们用电子邮件通信吧。我想我们一定要保持联系, 将来会有很多合作机会的。

B: 我也这么想。我对你提到的铝计划非常感兴趣。你能把详细情况发邮件给我吗?

A: 没问题! 我一回到办公室就给你发过去。我有你的名片吧?

B: 哦! 我差点儿忘了, 给你。

A: 谢谢。上面的联系方式都是经常用的吗?

B: 我看一下。是常用的, 但这儿只有我单位的邮件地址。我把私人邮件地址也给你。有时如果附件太大, 我单位的邮箱会拒收。如果附件超过 100K, 就直接发到我的私人邮箱。

A: 那好吧。我可以发压缩文件。你的电脑有解压缩的软件吧?

B: 有, 可是解压缩文件不是那么好用。上次我试着解压缩一个文件, 结果整个系统瘫痪了。如果文件太大, 发到我的私人邮箱会更好些——宁愿稳妥, 免致后悔。

A: 没问题, 我明天一早就把信息发到你的私人邮箱里。

Word Service Station

词语加油站

signature 签名, 签字

common 普遍的, 常见的

attachment 附着, 附属, 附件

remove 移走; 排除

solution 解决, 解答

mention 提到, 说起

software 软件

electronic 电子的; 电子器件的

special 特殊的, 特别的

politely 有礼貌地, 客气地

relevant 有关的, 切题的

supervisor 监督者, 管理者

compressed 被压缩的, 扁平的