

■ 英语畅销书系

第3印



礼仪 英语900句

苗新萍 孙 伟 编著

English
Social Etiquette 900

中国书籍出版社



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Part I
Public Relations Etiquette

公共礼仪

Lesson 1 Meeting

会面

Key Sentences (重点句子)

1. Good morning, Mr. ...
……先生，您好。
2. Good afternoon, Miss. ...
……小姐，你好。
3. How are you today?
你今天好吗？
4. Just fine, thanks. How are you?
很好，谢谢。你呢？
5. How do you do?
你好！
6. Hello! What's news with you?
嗨！有什么新鲜事吗？
7. How are you getting along?
你近来怎么样？
8. What have you been up to these days?
你最近在做什么？

9. Nice to have met you.

很高兴见到你。

10. Welcome you and your family to my house.

欢迎你和你们全家到我家里来做客。

11. It's been a long time, hasn't it?

好久不见了，不是吗？

12. How've you been doing?

你好吗？

13. How's business?

生意如何？

14. It's good to see you again.

真高兴再见到你。

15. It's good to see you again, too.

我也很高兴再见到你。

16. It's nice to see you again.

再见到你真好。

17. You look great.

你看起来气色很好。

18. Couldn't be better.

不能再好了。(棒极了。)

19. Things could be a lot better.

应该可以更好。

20. How about things at your end?

你那边的情况如何？

21. Things are really moving.
忙得很。
22. Everybody's fine.
大家都很好。
23. Same as usual.
老样子。
24. They're really something.
他们麻烦得很!
25. Long time no see.
好久不见了。

■ Dialogue A

(A: Mary; B: Jones)

A: Hi! Haven't we met before?

B: No, I don't think so. I'm the new owner. I'm Daniel Jones. How are you doing this morning?

A: Pretty good, thanks. I'm Mary King. How nice to have you as my new neighbor! Where did you live before you moved here?

B: In Harrisburg, Pennsylvania where it's called Mid-Atlantic area.

A: Pennsylvania is a nice place. I used to live there. Why did you make the movement?

B: I got business transfer. My boss had me open a local store here in San Francisco. And California is a nice and sunny state, which has nice beaches.

A: You happen to get this house which is close to the beach.

B: Besides, this house is located in a good transportation, and good things going on for my kids.

A: You think of everything. Well, I have to go. I live over there. I welcome you and your family to my house. Please call me before you go. Catch you later.

B: Bye! Have a nice day!

■ Dialogue B

(Zhu meets White on the street.)

(A: Zhu; B: White)

A: Good morning, Mr. White.

B: Good morning, Mr. Zhu.

A: Hi, how are you?

B: Just fine, thank you. How are you?

A: I'm very fine, thanks. Where are you going?

B: I'm going shopping. And you?

A: I'm going home. Oh, you must come over and see us when you're free. I'd like you to meet my son.

B: That's very nice of you. I'd be delighted to come.

A: Good. Nice to have met you, Mr. White. Good-bye.

B: Good-bye.

■ Dialogue C

(A: Daniel; B: Sir; C: Robert)

A: Hello! I'm a new student here. My name is Daniel Baker, sir.

B: Welcome to our school. You are gonna live in the room over there. I'll direct you.

A: I appreciate your offer very much. (knocks on the door)
Hello! Anybody there?

C: I'm here. (opens the door) You must be my new roommate. My first name is Robert, just call me Bob.

A: Pleased to meet you. I'm Daniel Baker, but I go by my nickname, Dan.

C: Well, welcome you! Come in and make yourself at home.

A: Is this our room, Bob?

C: Sure is.

A: It's kind of small and old, isn't it?

C: Better get used to it. Get unpacked. Put everything where is supposed to be.

A: Is this a co-school?

C: Sure. We have girls, too. And the reason why I go to this school is that I can see some pretty girls. And I like the way they dress.

A: I can't imagine how I can go through dull and long school years without girls by my side.

B: Tomorrow I'll find you a hot date, playboy.

■ Dialogue D

(A: Bill; B: Mr. Emerson)

A: Hi, aren't you Mr. Emerson? It's so nice to see you here again in Shanghai!

B: Ah, Bill, how could it be? It seems ages since we last met. How are you doing?

A: Quite well, thank you. And what are you doing these days?

B: I came to Shanghai last Wednesday and I shall be staying here for some time to sign some business contracts. Oh, I'm sorry I have a meeting to attend now. I think we shall meet later. I locate in Room 417 in Ying He Hotel.

A: Ok, see you then.

B: See you.

Notes 注释

1. Good morning/afternoon/evening, ladies and gentlemen. 通常用在正式会议和演讲时的开场白。
Good morning 也可用于不熟悉的人早上见面问候时使用。
2. 不管是傍晚或夜晚打招呼, 都可用 “Good evening”, “Good night” 虽然也是 “晚安” 的意思, 但是适用在道别的时候, 请注意两者的区别。
3. 回答时, 要和对方所表现的互相配合。比如, 人家说 “Hello”, 你就不能用 “Good morning” 来回答。

4. I'm Daniel Jones, but I go by my nickname, Dan.

我叫丹尼·琼斯。不过我用昵称：丹。

5. Put everything where is supposed to be.

把这些东西放在该放的地方。

supposed 有“想象上的”之意，在这里可理解为“该放的地方”。

6. Is this a co-school?

这是一所男女同校的学校吗？

Words and Expressions

beach /bi:tʃ/

n. 海滩

gonna

(俚语) = going to

nickname /'nikneim/

n. 昵称

suppose /sə'pəuz/

vt. 想象；假定，假设

unpack /'ʌn'pæk/

vt. 放下（行李等）

transfer /træns'fɜ:/

vt. 调动

transportation /'træns'pɔ:'teɪʃən/

n. 运输