

脱口说英语

作者权威◎内容全面◎质量精准
高效实用◎语音纯正◎印刷精美

商务口语大全

SPOKEN

ENGLISH

主审◎北京外国语大学 江 涛

主编◎浩 瀚 杨 爽

审订◎【美】Eve Bower



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【美】David Crocker (男)

【美】Holly Naylor (女)

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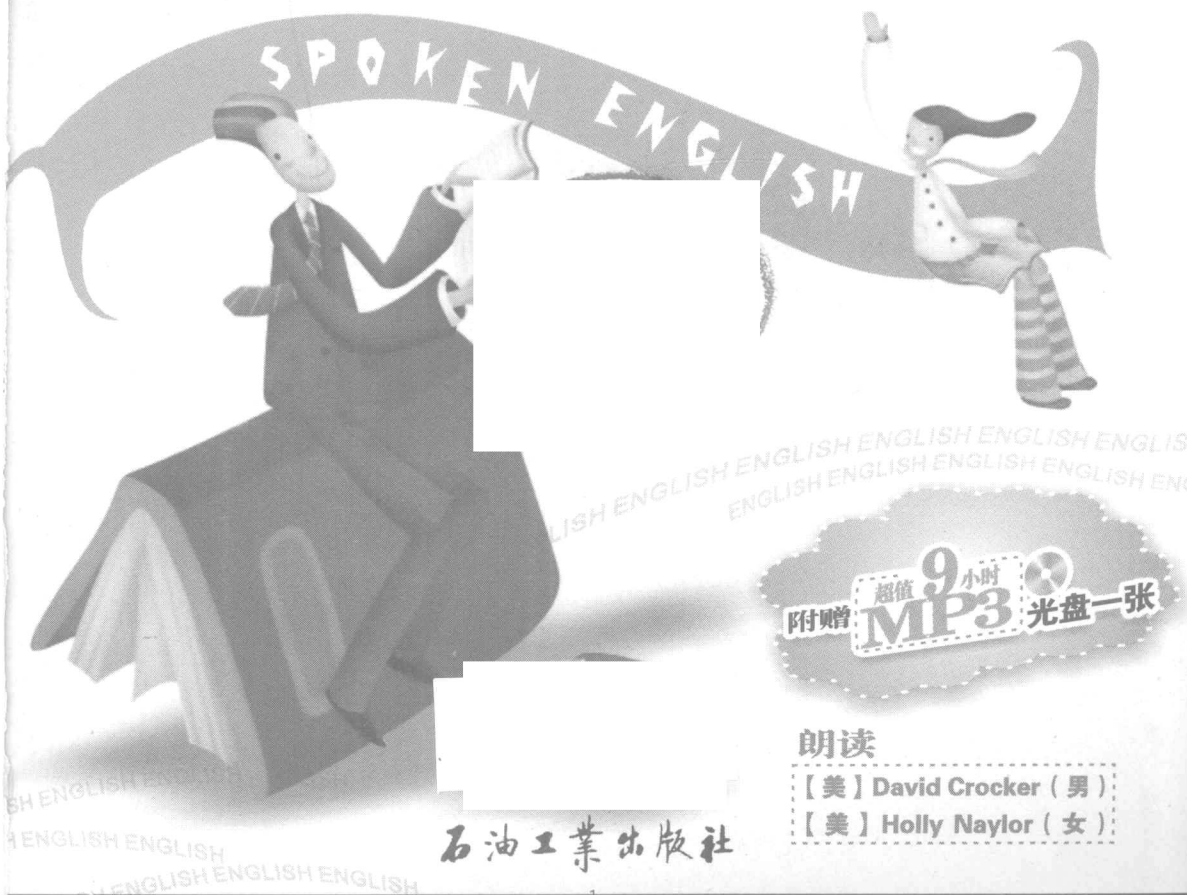
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ENGLISH TALK SHOW IN BUSINESS

脱口说英语——商务口语大全



近年来,我国对外开放的力度日益加大,同时商贸活动也日益全球化。尤其是中国加入 WTO 后,社会对既懂得国际经贸知识,又熟练掌握商务英语的人才需求也越来越大。因此我们组织了一批具有多年商务英语教学及丰富的现场实践经验的编者,编写了《脱口说英语——商务口语大全》一书,真诚地希望能够在商务活动的各个方面成为广大商务从业人员及喜爱或欲投身于此行业的朋友们的好帮手。

本书由 6 个部分组成,共 57 个单元。每单元都包括“闪亮词语”、“七彩精句”、“鲜活会话”和“倒背如流”4 个部分,遵循由词汇到句型再到对话这一循序渐进的过程编排而成。

本书时刻把握从真实的商务情景出发,由浅入深,语言规范、涵盖面及适用面广,实用性强,让读者充分了解各种商务语言、商务知识及商务交流技能,能够在各种商务场合和实践中活学活用,达到自由交流的目的。

ENGLISH TALK
SHOW IN BUSINESS

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Business Life

PART

I

商业生活



★ 打车 ★

1

Taking a Taxi

Words and Phrases

闪亮词语

点滴积累

taxi 出租汽车
driver 司机
hop 单脚跳; 跳跃
heavy traffic 拥挤的交通
fare 车费
distance 距离
according to 依据; 按照

meter 计价器; 表
bill 钞票; 纸币
change 零钱
in a hurry 匆忙地
rush hour 交通高峰期
traffic jam 交通堵塞

Useful Sentences

七彩精句

连点成线

Words for drivers 司机用语

1. *Is it the rush hour now.* 现在是交通繁忙的时段吗?
2. *Where to, madam?* 女士, 去哪里?
3. *The streets are heavy with traffic at this time of day.* 每天这个时候街道上的交通都很拥挤。
4. *We got stuck in a traffic jam.* 我们遇上交通堵

塞了。

5. *The fare varies according to the distance.* 根据距离的远近价格也不一样。
6. *Here we are.* 我们到了。
7. *Here is the change.* 这是找您的零钱。

Words for passengers 乘客用语

1. *Could you tell me where I can take a taxi?* 您能告诉我我在哪儿可以搭出租车吗?
2. *Hop in.* 上车吧!
3. *Could you take me to the World Trade Center?* 您能送我到世界贸易中心吗?
4. *How long does it take me to reach the hotel?* 到宾馆需要多长时间?

5. *Could you please drive faster?* 能再开快点吗?
6. *What is the fare for a kilometer?* 一公里车费是多少?
7. *How much should I pay you?* 我应该付您多少钱?
8. *Oh, that is my destination.* 哦, 我的目的地到了。
9. *Here is the money.* 给您钱。
10. *Keep the change, please.* 不用找钱了。

Fashion Conversation

鲜活会话

由钱到面

Conversation 1

A: Hi, Taxi!

B: Get in please. Where to, madam?

A: The International Airport, please. I have to be

A: 嗨, 出租车!

B: 请上车。女士, 去哪里?

A: 国际机场。我必须在 8 点之前赶到那儿。

there by 8:00.

B: I can't promise anything, but I'll try my best.

A: Oh, that is my stop. How much do I need to pay?

B: That'll be \$ 10, please.

A: Thanks a lot. Here.

Conversation 2

A: Where are you going?

B: Take me to the central station, please.

A: OK. Here we go.

B: Do you think you can get me there before half past seven?

A: We shouldn't have any trouble if we don't get stuck in a traffic jam.

B: Hope we have good luck.

A: Here we are. You've still got plenty of time. That's \$ 8.50, please.

B: Thank you very much. Here's \$ 10. Keep the change, please.

Conversation 3

A: Where is it?

B: I am going to the Golden Hotel.

A: Get in, please.

B: Thank you. I have an appointment with an important client at 10:00. Could you please drive a little faster, or I may be late?

A: Don't worry. You'll be there in plenty of time.

A: That is it. \$ 7.5, please.

B: Thank you. Here's \$ 10. Just give me \$ 1 back, please.

Conversation 4

A: Taxi!

B: Yes, sir. Where to?

A: The City Square, please.

B: Are you in a hurry?

A: Yes, I have to be there to meet a friend at 5:30 pm. So are you sure we can get there on time?

B: 我无法承诺,但是我会尽力。

A: 哦,我到了。我需要付多少车费?

B: 10 美元。

A: 非常感谢。给您。

A: 您去哪儿?

B: 请带我去中央车站。

A: 好的。我们走吧。

B: 您觉得能在 7:30 之前载我到那儿吗?

A: 如果不遇上交通堵塞的话,没有什么问题。

B: 希望我们好运。

A: 到了。您还有很多时间。车费是 8.5 美元。

B: 非常感谢。给您 10 美元。不用找了。

A: 请问去哪里?

B: 我要去黄金酒店。

A: 请上车。

B: 谢谢。我 10 点约了一个很重要的客户。您能再开快点吗? 要不然的话,我可能会迟到。

A: 别担心。您有足够的时间到那儿。

A: 我们到了。车费是 7.5 美元。

B: 谢谢,给您 10 美元,只找给我 1 美元就可以了。

A: 出租车!

B: 好的,先生。去哪儿?

A: 城市广场。

B: 您赶时间吗?

A: 是的,我必须要在下午 5 点半在那儿见一个朋友。所以您确信我们能按时到那儿吗?

B: I am afraid not, sir. Generally we can, but you know how it is the rush hour now.

A: I see. There is extra \$5 for you if you can get me there on time.

B: All right, I'll do my best.

A: Oh, we've made it. Thank you. How much do I owe you?

B: The reading on the meter is \$12.

A: Here is your money. Keep the change, please.

B: Do you need a receipt?

A: No, thank you.

Conversation 5

A: Hey, taxi! Could you take me to the Financial Street, please?

B: Pardon? Where to, sir?

A: I want to go to the Financial Street.

B: All right. Hop in, please.

A: Excuse me, how long does it take us to get there?

B: It usually takes about half an hour.

A: Oh, it is really a long way to go.

B: Yes. Moreover, since the street is heavy with traffic at this time of day, I am not sure we can make it. By the way, are you pressed for time?

A: No, I am not. You can just drive slowly and carefully.

B: OK.

A: You are a very skillful driver.

B: Thank you.

A: By the way, is the fare the same for any distance?

B: No, it varies according to the distance. You can read from the meter.

A: Oh, I see.

Conversation 6

A: Excuse me, can you tell me where I can take a taxi? This is the first time I come to England, so I don't know where I can do it at all.

B: 恐怕不行, 先生。一般来说是可以的, 但是要知道现在正是交通高峰期。

A: 我知道。如果您能载我按时到那儿的话, 我可以多付5美元。

B: 好的, 我尽力吧。

A: 哦, 我们按时到了。谢谢, 我应该付多少车费?

B: 计价器显示是12美元。

A: 给您钱。不用找了。

B: 您需要发票吗?

A: 不需要, 谢谢。

A: 嗨, 出租车! 您能载我到金融街吗?

B: 再说一遍好吗? 先生, 您要去哪儿?

A: 我想去金融街。

B: 好的, 请上车。

A: 需要多久能到那儿?

B: 通常需要半个小时。

A: 真是挺长的一段路啊。

B: 是的, 况且这个时候金融街的交通拥挤, 我不确定能半个小时到。顺便问一下, 您赶时间吗?

A: 不, 我不赶时间。您小心慢慢开就行。

B: 好的。

A: 您的驾驶技术很熟练。

B: 谢谢。

A: 顺便问一下, 路程远近车费都是一样的吗?

B: 不, 那要根据路程来算。计价器会显示车费。

A: 哦, 明白了。

A: 劳驾, 您能告诉我如何搭出租车吗? 这是我第一次来英国, 所以我根本不知道在哪里可以搭出租车。

B: Of course, don't worry. I will call one for you.

A: Thank you very much. By the way, is it quite expensive to take a taxi?

B: Yes, besides, it varies according to the distance.

A: All right. I only hope to get a skillful driver and drive me to my stop safely.

B: No problem!

A: Thanks a lot. Bye-bye.

B: You are welcome. Bye.

Conversation 7

A: Manhattan Square, please.

B: All right, sir. When are you supposed to be there?

A: I'd like to go around the city, if you don't mind.

Conversation 8

A: Drop me at the Manhattan Post Office.

B: Well, that's an hour's ride. Why not just post your mail here.

A: Oh, I'm visiting a friend there.

B: I see.

Conversation 9

A: Drive me to Kennedy Airport, please?

B: I'm sorry. My car's taken.

A: Where is the next taxi stand?

B: Not far away. It's over there.

Conversation 10

A: I've got to be at the headquarters of Citi Bank by 10:30. Can you make it?

B: Sure.

A: Is this the right road?

B: Yes, this is the road without much traffic.

Conversation 11

A: Please take me to London Hotel.

B: OK. When should we be there?

A: As soon as possible, because I've got an impor-

B: 当然,别着急。我来给您叫一辆出租车。

A: 真是太感谢了。顺便问一下,打出租车很贵吗?

B: 是的,而且根据距离的远近价格也不一样。

A: 好吧。我只希望找个技术熟练的司机,安全把我送到目的地。

B: 那没问题!

A: 非常感谢。再见。

B: 不客气。再见。

A: 请到曼哈顿广场。

B: 好的,先生。要求几点到。

A: 如果您不介意,我想看看街景。

A: 我要在曼哈顿邮电局下车。

B: 那要开一小时。干嘛不在这儿邮寄呢?

A: 我要去那儿看一位朋友。

B: 我知道了。

A: 请送我去肯尼迪机场。

B: 抱歉,我的车子有人约了。

A: 下一个的士站在哪儿?

B: 不远,就在那里。

A: 我要在 10:30 之前赶到花旗银行总部,您能赶到吗?

B: 当然。

A: 我们的路线对吗?

B: 对,这条路车少。

A: 请送我去伦敦宾馆。

B: 好吧,什么时候到?

A: 越快越好,因为我要参加一个重要会议。



tant meeting to attend.

B: OK, if there's no hold-ups.

A: How much do I owe you?

B: Four dollars and fifty cents.

A: Here's five dollars, you can keep the change.

B: Thank you.

Conversation 12

A: Please send a cab to the Grand Hotel.

B: Your address, please?

A: 162, Sixth Avenue.

B: When do you want this service?

A: 4:30. Thanks.

B: 好吧, 只要路上不停车就行。

A: 我该付多少钱?

B: 4.5 美元。

A: 给您 5 美元, 零头不用找了。

B: 谢谢。

A: 请派辆出租车到格兰德宾馆。

B: 您的地址是……

A: 第六大街 162 号。

B: 什么时候要车?

A: 4:30。谢谢。



Rattling Off

倒背如流

面面俱到

All the splendor in the world is not worth a good friend.

Voltaire, French thinker

6 人世间所有的荣华富贵不如一个好朋友。

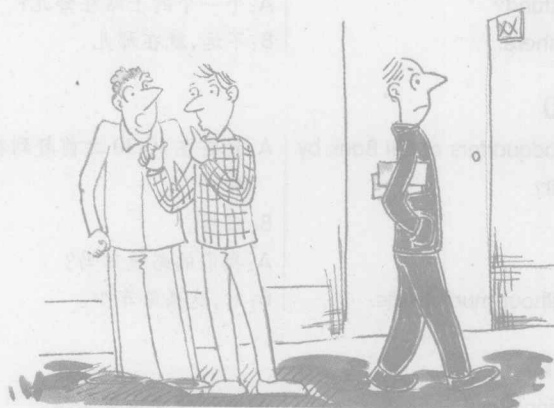
法国思想家 伏尔泰

A man can fail many times, but he isn't a failure until he begins to blame somebody else.

J. Burroughs, American natural historian

一个人可以失败很多次, 但是只要他没有开始责怪旁人, 他还不是一个失败者。

美国博物学家 巴勒斯





面试



2

A Job Interview



Words and Phrases

闪亮词语

点滴积累

Job hunting 找工作

interview 面试

salary 薪水

welfare 福利

major 专业

resume 简历

training 培训

promotion 升职

intern 实习生

experienced 富有经验的

boss 老板

manager 经理

employment 雇用

employer 雇主

employee 雇员

profession 职业

maturity 成熟

potential 潜力

qualification 资格

certificate 证书

part-time 兼职的

full-time 全职的

hard work 辛勤工作

be qualified to do 胜任做……

have difficulty doing sth. 做……有困难

application form 申请表

short of hands 缺人手

shift 轮班

opportunities 就业机会

Personnel Management Department 人事部

Sales Department 业务部

Import Department 进口部

Export Department 出口部

Financial Department 财务部

Purchasing Department 采购部

Research & Development Department 研发部

Accounting Department 会计部

Production Department 生产部

Design Department 设计部

chain store 连锁商店

branch office 分公司

overseas branch office 海外分公司

sister company 子公司

joint venture 合资

chairman 总裁

partner 合伙人

stockholder / shareholder 股东

director 董事

board chairman 董事长

executive director 执行董事

general manager 总经理

vice general manager 副总经理

manager 经理



Useful Sentences

七彩精句

连点成线

● Words for employers 雇主用语

1. Do you know how to fill out the application forms?

您知道如何填写申请表吗?

2. Take all your certificates and other relevant documents with you when you are asked for an inter-

ments with you when you are asked for an inter-

view. 当您被邀请面试时,您应该带上所有的证书和其他相关的文件。

3. *The Human Resources manager interviews each job applicant in person and picks out his prospective employees according to their education, experience and potential.* 人力资源部经理会亲自面试每个求职申请者,根据申请者所受教育的程度、经验和潜力来挑选未来的雇员。
4. *If the employer believes that you have the qualifications for the job, you will get it.* 如果雇主认为您具备这项工作所需的资格,您就会得到这个工作。
5. *Now we are short handed, so I hope you can start working as soon as possible.* 现在我们缺人手,所

以我希望您能尽快开始工作。

6. *We are committed to provide good service and we expect hard work and loyalty from our staff.* 我们致力于提供良好的服务,并且我们期望我们的员工能够忠诚和勤劳。
7. *Maybe the job is not good fit for you.* 也许这份工作不适合您。
8. *What is the reason that you quit your last job?* 上一个工作您为什么辞职?
9. *If you are interested in a job related to finance, you should find a professional and consult him or her.* 如果您对金融方面的工作感兴趣的话,应该找个专业人士咨询一下。

Words for employees 雇员用语

1. *Miss Zhang works as a part-time editor in a publishing house.* 张女士在一家出版社当兼职编辑。
2. *I am a green hand.* 我是个新手。
3. *I will try my best to fulfill my responsibilities.* 我会尽力履行我的职责。
4. *I saw a job advertisement outside the restaurant, so I came in to inquire if it is still available.* 我在

餐馆外面看见了招工广告,所以进来看看我是否可以获得这个工作。

5. *I am experienced in doing this kind of job.* 做这种工作我很有经验。
6. *Is there any opportunity for promotion within one or two years?* 一两年内会有升职的机会吗?
7. *How about the benefits?* 福利待遇怎么样?

Fashion Conversation 鲜活会话

由线到面

Conversation 1

A: May I come in?

B: Yes, please.

A: How are you doing, sir? My name is Wu Dan. I've come to your company for an interview as requested.

B: Fine, thank you for coming. Please take a seat. I am Hans Blake, the general manager.

A: Nice to meet you, Mr. Blake.

B: Nice to meet you, too.

A: 我可以进来吗?

B: 请进。

A: 您好,先生,我叫吴丹,我是应邀来贵公司面试的。

B: 好的,谢谢您过来。请坐,我叫汉斯·布莱克,是公司总经理。

A: 非常高兴见到您,布莱克先生。

B: 我也很高兴见到您。

Conversation 2

A: Excuse me. May I see Mrs. White?

A: 打扰一下,我可以见见怀特女士吗?

B: Yes, I am. What can I do for you?
 A: Nice to meet you, Mrs. White. I'm coming here for an interview by appointment.
 B: Oh, I see, are you Mr. Li?
 A: Yes, I am.
 B: Nice to meet you. On my right, this is my colleague, Annie, and my left, Monica. Please sit down.

Conversation 3

A: Nice meeting you here. How come you dropped into this company today?
 B: My boss sent me here to take some business documents back to his office. I didn't know you were working here. What a surprise. How long have you been doing this?
 A: Two years or so.
 B: That is great. Do you have to work the night shift?
 A: No, in most cases I don't have to unless there is something urgent to deal with. I work five days a week.
 B: Do you enjoy work here?
 A: It is hard to say. But I've to start by working as a trainee before I really become an experienced marketing assistant. Sometimes, I am really under great pressure when it gets busy.
 B: Take it easy. I'm sure you will gain enough experience while working as a marketing assistant. I hope you haven't been given much trouble in the job.
 A: Luckily not. The clients I meet are generally very friendly and I have a good boss.
 B: Glad to hear that.

Conversation 4

A: Excuse me. May I see the manager of your store?
 B: I am the manager. Can I help you?
 A: Oh, great. I saw a job ad outside your store. I am interested in the job advertised. I am coming

B: 好的,我就是,有什么能帮助您的吗?
 A: 很高兴见到您,怀特女士。我是应约来面试的。
 B: 哦,我知道了,您是李先生吧?
 A: 是的,我是。
 B: 我也很高兴见到您。我的右边是我的同事,安妮,我的左边是莫尼卡。请坐吧。

A: 很高兴在这儿见到你。怎么今天来这家公司了?
 B: 我的老板派我来这儿取些商业文件。我并不知道你在这工作。太让人惊讶了。你做这份工作多久了?
 A: 大概两年了。
 B: 很好啊。你用上夜班吗?
 A: 不,大多数时候我不需要,除非有些紧急的事情要处理。我一周工作5天。
 B: 喜欢这儿的工作吗?
 A: 很难说。但是在真正成为是一个经验丰富的市场助理之前我得先开始做培训生。有时,当忙起来的时候,确实压力很大。
 B: 慢慢来。我肯定在做市场助理时你会获得足够的经验。希望你工作上没遇到过太多麻烦。
 A: 幸运的是没有什么麻烦。我接待的客户通常都很友好,而且我的上司很好。
 B: 很高兴能听你这么说。

A: 打扰一下,能见一下你们商店的经理吗?
 B: 我就是经理。有什么事吗?
 A: 哦,太棒了。我在你们商店外看见了一个招聘广告。我对广告上的工作很感兴趣。我来看看

