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Part Three 同事交往 · Getting Along With Colleagues

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- 15. *It was nice meeting you.*
与你相见是件乐事。
- 16. *Hope to see you again.*
希望能再见到你。
- 17. *Wish us a good cooperation.*
希望我们合作愉快。
- 18. *See you later.*
一会儿见。
- 19. *See you next time.*
再见。

注 这些句子是交谈结束的客套语。表达方式比较多样，回答通常表达相同的意思，如：

A: It's nice talking to you.

和你交谈很愉快。

B: Me too. See you later.

我也是。再见。

A: See you.

再见。

重要词组

1) look forward to

期待，期盼……

注 对新环境不熟悉时，可以请同事当向导熟悉一下公司，或者向同事询问地点。如：

1) A: The atmosphere in our company is excellent.

公司的气氛很好。

B: Are you the new one?

你是那个新来的吧？

A: Yes.

嗯。

B: Let me show you around.

我带你转转。

A: Thanks. That's very kind of you.

多谢。你真热心。

2) A: Where is your office?

你的办公室在哪？

B: Next to yours.

在你隔壁。



● **8. I have very good working conditions.**

我的工作条件相当好。

● **9. I have to work overtime every week.**

我必须每星期加班。

● **10. We are given one and a half hour off for lunch.**

我们午饭休息时间是一个半小时。

● **11. My working hours are fixed.**



Intelligent public official pushes the productivity *go forward*!

有才干官员**推动**生产力的进步。

Will we *go forward* together, or will we stall and slip backward?

我们是共同努力**向前**，还是裹足不前甚至倒退？

3) go on

继续；过去；继续下去；发生

例句：The list can *go on* and on.

这样的数据还可以**列举**很多。

As you get stronger, you can *go on* overnight hikes.

当你身体更强壮时，你就能够**选择**通宵旅行。

必知句型

{ Would you mind + v-ing + sb. + 其他 }
{ Would you mind telling me what progress for this project? }

此句型主要是考察 mind 的用法。mind 用作动词时，习惯后接动名词（短语）作宾语，而不接动词不定式，常用于 Would you mind doing...? 具体用法是：表示请求，意思是“请你做……你是否介意？/ 请你做……好吗？”，是

- **18. Let's go and see a movie.**
我们去看场电影吧。
- **19. Would you like another cup of tea?**
再来一杯茶吗?
- **20. Why don't you come to my office?**
你为什么不到我的办公室来?
- **21. Why don't you find someone to help you?**
你为什么不找个人帮你的忙?
- **22. Would you like to go out this weekend?**
这周末出去怎么样?
- **23. Would you like to have dinner with me tonight?**
今天晚上和我共进晚餐如何?
- **24. Let's go out for a breath of fresh air.**
我们出去吸口新鲜空气吧。

注 对别人提出建议的回答:

1) A: Shall we go out for a walk?

我们去散散步如何?

B: Yes, let's go.

好, 走吧。

2) A: Why don't you take a seat over there for a moment.

您在那边坐下休息一会怎么样?

B: I would like to, thanks.

好的, 谢谢。

3) A: Please keep your cash safe.

请保管好您的现金。

B: I would do that. Thank you very much.

我会的, 非常感谢。



8. 解释失误

Explaining Missteps

外企高频句

- *1. Let me explain my actions.*
请听我解释。
- *2. I don't have a chance to explain that.*
我没有机会解释那些。
- *3. Please give me a chance to explain my mistake.*
请给我个机会解释我的失误。
- *4. There has been a great mistake in my work.*
我的工作中发生重大错误了。
- *5. Allow me to clear up this confusion.*
请容许我澄清这种混淆。
- *6. Please try to elucidate the facts.*
请清楚地说明事实真相。
- *7. Sorry, I haven't saved the file.*
抱歉，我没存档。
- *8. We shouldn't attribute to the computer for that.*
我们不应该把问题都归结到电脑。

9. 请求晋升

Asking for Promotion

外企高频句

- 1. *I feel quite embarrassed for suddenly having to make this kind of request.*

突然提出这样的请求，实在不好意思。

- 2. *May I ask for promotion?*

我可以要求升职吗？

- 3. *I've noticed there is a position available as a senior administrative assistant.*

我注意到高级行政助理职位空缺。

- 4. *I'd like to talk to you about my future at this company.*

我想跟你谈谈我在公司的发展前途。

- 5. *I've worked here as a sales representative for about two years.*

我当销售代表已经两年了。

- 6. *There are good opportunities for advancement if you have the right skills.*

如果有合适的技能，就有很好的晋升机会。



必知句型



{ 主语 + 谓语 + a sense of + 抽象名词 }
You have a good sense of humor.

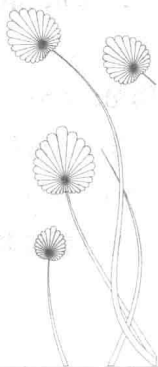
此句型主要用来形容某人具有什么感觉，例如：

My father has a sense of responsibility.

我父亲责任感很强。

Facing current financial crisis, we all have a sense of urgency.

面对当前的金融危机，我们都应该有一种压迫感。



必知句型

{ 主语 + can't/couldn't help + doing sth. }

I can't help admiring you.

该句是说明 can't help doing 的用法，表示不得不，禁不住做某事。它可以用 can't help but do sth. 代替，意思不变。但是不要和 can't help to do sth. 混淆，to do sth. 表示“不能帮助做某事”，请见例句：

We couldn't help laughing when we heard the joke.

听到那个笑话，我们不禁大笑起来。（此句可以替换为 We couldn't help but laugh when we heard the joke.）

I can't help (to) wash the dishes because I am busy preparing for the entrance exams.

因为我忙于准备考试，所以我不会帮忙洗碗。

14. 提出抱怨

Making a Complaint

外企高频句

- **1. I'm afraid I have a complaint to make.**
恐怕我要提点意见。
- **2. I'm sorry to say this, but there seems to be a mistake.**
对不起。这儿好像有个错。
- **3. Do you have to act like that?**
你非得那么做吗?
- **4. Would you mind not doing it?**
你能不能别那么做?
- **5. I do wish you wouldn't do that.**
我希望你别那么做。
- **6. Please don't do it without asking.**
未经允许请不要那么做。
- **7. Can't you do something about it?**
你就不能想点办法吗?
- **8. I'm sorry to bring this up, but this is a nonsmoking zone.**
对不起提醒一下, 这儿是禁烟区。

- **9. Would you mind try to keep quiet at this hour?**

你介意保持安静吗，都这个时候了。

- **10. Today is a pretty day. But I have to stay in the office and deal with all the paper work.**

今天天气很好。但是我必须呆在办公室里处理这些文件。

- **11. How could I know what I supposed to do if there is no consecution here?**

假如这里没有一点条理，我怎么知道我应该怎么做呢？

- **12. I was given a big project that had to be completed this morning. How difficult it was!**

今天早上就要完成给我的这个大项目，这太难了！

- **13. We have a stingy boss so that we have to use the pencils until they are down to these little stubs.**

我们的老板很吝啬，以至于我们的铅笔必须用到这么小。

- **14. I don't understand why he had to give me such a rush job now when it's nearly my lunch time!**

我不明白为什么在我将要吃午饭的时候，他给我一个这么紧急的任务！

- **15. I know I am wrong. But I do hope he can hammer away at it for a short time.**

我知道我错了，但是我只希望他教训我的时间短一些。

- **16. It nearly drives me crazy by doing this mindless work all day!**

整天做这种不动脑筋的工作，快把我逼疯了。

- **17. Why should I have to do such additional needless little jobs anyhow?**



- 19. *It's time for me to apply for some leave.*

现在是我申请休假的时候了。

- 20. *We can apply together.*

我们可以一起请假。

- 21. *We can go to the beach on holiday.*

我们可以去海边度假。

- 22. *Would the company say no to both of us if we both apply for leave on the same day?*

如果我们同一天请假，公司会不批准吗？

- 23. *How long did you have a rest in mind?*

你想休息多长时间？

- 24. *I would like to take my one week vacation time.*

我想休假一周。

- 25. *Next month is our slow season, so that should not be a problem.*

下个月是淡季，（休假）应该没问题。

- 26. *I will make my reservations for the holiday.*

我要为放假做准备了。

注 跟同事聊到休假时会用到的对话：

A: Do you feel tired these days, Black?

这些天你觉得累吗，布莱克？

B: Certainly I do. Is this because of insomnia?

的确累，是不是因为我失眠啊？

A: No. That's because we work so hard every day. We are burnt-out! I think I should apply for some leave.



overtime this week.

为了表示我的诚意，这周我要加班。

- ***7. How do you feel about working overtime?***

你感觉加班怎么样？

- ***8. It doesn't bother me. I'm always doing overtime.***

无所谓，我以前也经常加班。

- ***9. Are you going to refuse if you are ordered to work overtime?***

如果被强迫加班，你会拒绝吗？

- ***10. If emergency, I don't hesitate to work all night.***

在紧急的情况下，即使熬夜我也在所不辞。

- ***12. I need to work overtime today, so I can't come over.***

我今天要加班，所以我不能过去拜访。

- ***13. I'll have to do some extra work.***

我不得不加班。

- ***14. We often have to work overtime.***

我们经常加班。

- ***15. We have to overtime this Monday.***

这个星期一我们还得加班。

- ***16. This afternoon. No overtime!***

今天下午，不用加班！

- ***17. Would I have to overtime very often?***

我要经常加班吗？

- ***18. Do you have to overtime in the hospital?***

你在医院要不要加班？



- 19. *Tom never complained about working overtime.*
汤姆从不为加班发牢骚。
- 20. *You can get a doubled wage for working overtime.*
你加班可得到双倍的工资。
- 21. *How do you feel about overtime work?*
你对加班有何看法?

注 关于加班的情景对话:

1) A: You worked overtime last night?

昨晚加班了吧?

B: Yes, I need go home and have a good sleep.

是的, 我得回家好好睡一觉。

2) A: Did you work overtime last night?

昨天晚上加班了?

B: Yeah, I got home at about 3.

是啊, 我昨晚3点才到家。

3) A: How are you doing this morning?

今天早晨感觉怎样?

B: I'm all right, thanks. Just a little tired.

还好, 谢谢。只是有点累。

12) You've got something there.

有道理。

13) Deal.

就这么办

注 在会议中表示反对的说法:

1) I don't think so.

我不这么认为。

2) I don't agree with you.

我不同意你的观点。

3) Don't be too sure.

别那么肯定。

4) Don't speak too soon.

别言之过早。

5) I wouldn't say that.

我不那么想。

6) I'm afraid I have a different opinion.

恐怕我持有不同的观点。

7) That was not the case.

事实并非如此。

8) Those against it, please raise your hands.

反对的请举手。

9) Not really.

不是吧。

10) Of course not.

当然不是。

11) No way.

不可能。



我现在的的项目就要结束了，我想寻找新的挑战。

● **20. The company had a re-organization, and my department was eliminated.**

公司进行了重组，我的部门被砍掉了。

● **21. I found myself bored with the work and looking for more challenges.**

我厌倦了现在的这份工作，想要更多的挑战。

注 申请调职的实用会话：

A: I want to transfer my post of receptionist into a personnel officer.

我想从现在的前台调到人事部门工作。

B: Why do you want to change jobs?

你为什么想换工作呢？

A: I've worked here for about two years, I'd like to have a chance for advancement.

我在这个岗位上两年多了，我想获得一个升迁的机会。

B: I see. I'll give you an opportunity in another department. You will get a pay raise then.

了解了。我会在另一个部门给你安排个职位。届时你的薪水也会高一些。

A: That is great. Thanks very much, sir.

太好了，非常感谢。先生。

B: I hope you can keep working hard no matter where you work.

我希望你不管在什么岗位上都能努力工作。

A: I'll try my best.

我将全力以赴。





24. 加薪与减薪

Raise and Reduction in Pay



外企高频句



- **1. Could you talk about my current salary?**
我们能谈谈我的待遇问题吗?
- **2. I would like to ask for a raise.**
我想向您请求加薪.
- **3. I'm going to ask my boss for a pay rise.**
我要向老板要求加薪.
- **4. If possible I would like a 10% raise.**
可能的话我想加薪10%.
- **5. I got pay rises of 8% respectively.**
我获得加薪8%.
- **6. The owners gave way to workers' demands for a pay increase.**
老板们同意了工人们加薪的要求.
- **7. Do you think it would be possible to give me a pay raise?**
您认为可以给我加薪吗?

