

浩瀚英语

Interactive Wonderful Words and Sentences—
Business Management

互动商务英语



妙词佳句

浩瀚 等 编著

- 
- 一网打尽实用好句
最精彩展示常用的商务句型，让您的口语迅速出类拔萃。
 - 一网打尽场景会话
最有效展示高频的商务会话，伴您的白领生涯风生水起。
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最出色打造多变的自我检测，助您的词汇学习得心应手。



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内 容 提 要

本书素材取自生活、源自生活,为商务人士量身定做,其视角新颖、时代感强、信息量大。每单元内容分为两大部分:实用的情景句子并附有单词表,生动的对话并附有问答等互动练习,是商务人士最好的助手。

本书适用于希望提高英语水平的广大英语爱好者。

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PREFACE

前

言

■ 你厌烦枯燥乏味的英文读本吗？你抵制用单一式的学习方法学习英语吗？

很多人学习英语只是和数之不尽的单词打交道；全英文的读本让大多数的读者感到枯燥乏味，知识难以吸收；单一式的学习方法也无法满足读者对知识的记忆要求。针对英语学习过程中的难题，本书从四个方面给出了自己的解决方案。

01 群组式学习简化知识记忆

1. 将意思相近、或有内在关联的单词分门别类地进行归纳，使读者能较清晰地完成对知识的梳理和归类。
2. 一次性将同类的知识进行学习，能避免重复学习带来的麻烦，并能培养读者的发散思维，使读者主动产生对相关知识的联想。

02 真实语境培养语言的活用能力

1. 将单词带入具体的语言环境中，加深读者对单词的理解，让读者不但学会记忆单词，同时也能够灵活运用词汇。
2. 通过句子、对话等情境的展示，可以使读者在增加很多生活

元素的阅读过程中,将学习与生活相连接,使知识更为牢固,语言更流畅。

03 互动式的学习方式提高学习效率

1. 生动的对话不但可以满足读者多方位学习知识的要求,还能让读者分角色地练习,在实践演练中增加记忆,锻炼口语。
2. 问答等互动式的练习能从根本上巩固读者对知识的学习、记忆,彻底杜绝边学边忘情况的发生。

《互动商务英语妙词佳句》以主题的方式分门别类地对知识进行梳理,最大程度地使读者的学习变得高效快捷。

我们诚心希望本书能为增进读者英语知识、提高读者口语水平贡献一份力量。



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Telephone Calls

接打电话

01

Read the sentences below and remember related words.

阅读下列句子,并记住相关单词。

1. There are three churches in this town. 这座城里有 3 个教堂。
2. I'm sorry Madam, he is not in the office. 对不起女士,他不在办公室。
3. We have made reservations for three rooms at the hotel. 我们已经在这个旅馆预订了 3 个房间。
4. They hope to win mass support among the middle class. 他们希望能赢得大多数中产阶级的支持。
5. He made a pause and then went on talking. 他停顿了一下,然后又接着说下去。
6. Do not telephone during office space or office hour. 不要在办公室或工作时间打电话。
7. We can leave it open for the moment. 这事我们可暂时不作结论。
8. Bad news has wings. 好事不出门,坏事传千里。
9. May I leave a message? 我能留个口信吗?
10. The accounts have to be audited by a firm of external auditors. 这些账目必须由一家外聘审计员的公司稽查。
11. The plane's departure was on schedule. 飞机准时起飞了。
12. It took me a year to get the necessary materials together. 我花了一年的时间才把所有需要的资料搜集好。
13. They are collecting this material at the points of origin. 他们正在产地收集这

种材料。



Words.

单词表。

- | | |
|-----------------------------|-------------------------------|
| 1. church <i>n.</i> 教堂 | 8. wing <i>n.</i> 翅膀, 翼 |
| 2. Madam <i>n.</i> 女士 | 9. leave a message 留口信 |
| 3. reservation <i>n.</i> 预订 | 10. audit <i>v.</i> 审订, 查账 |
| 4. class <i>n.</i> 等级, 阶级 | 11. external <i>adj.</i> 外部的 |
| 5. pause <i>v.</i> 停止, 暂停 | 12. departure <i>n.</i> 离开 |
| 6. office hour 工作时间 | 13. necessary <i>adj.</i> 必要的 |
| 7. moment <i>n.</i> 时刻 | 14. collect <i>v.</i> 收集 |

02

Read the conversation and remember related words.

阅读对话, 并记住相关的单词。

A: Hello. May I speak to Mr. Wang, please?

B: Who is that speaking, please?

A: Li Dong of ABC Industries.

B: I'll find out if he's in the office.

(pause) I'm sorry. I'm afraid he is out at the moment.

A: Oh! That's too bad. Is there a number to call?

B: I'm sorry, Mr. Li. He didn't leave any word with us on how to contact him.

A: In that case, may I leave a message?

B: Certainly.

A: Please ask him to call Li Dong at 5 o'clock. Tell him it's urgent that I speak with him. I won't be in my office at that time, ask him to call 88465127.

B: Call Mr. Li Dong at 88465127, at 5 o'clock.

A: That's right. Thank you.

B: You are welcome.

UNIT 1

Telephone Calls 接打电话

A: 喂,我可以和王先生讲话吗?

B: 请问您是哪位?

A: 我是 ABC 工业公司的李冬。

B: 我去看看他在不在办公室。

(稍后)抱歉。恐怕他现在不在。

A: 哎呀! 这可麻烦了。有没有留电话号码?

B: 对不起,李先生。他没有给我们留下任何联系方式。

A: 这样的话,我能留个口信吗?

B: 当然可以。

A: 请让他 5 点钟给李冬打电话。告诉他我有急事要和他说话。我那时不在办公室,让他打 88465127。

B: 在 5 点钟打电话 88465127, 找李冬先生。

A: 对。谢谢您。

B: 不客气。



Read the conversation and answer the following questions.

阅读对话,然后回答下列问题。

1. Who does Li Dong want to speak?
2. Where does Li Dong work?
3. Is Mr. Wang in the office at the moment?
4. Is there a number to call to Mr. Wang?
5. Did Mr. Wang leave any word with them?
6. Can Li Dong leave a message?
7. When does Li Dong let Mr. Wang call him?
8. Will Li Dong be in his office at 5 o'clock?
9. Is it urgent that Li Dong wants to speak with Mr. Wang?
10. What's Li Dong's number?

► **Keys**

1. He wants to speak with Mr. Wang.
2. ABC Industries.
3. No, he isn't in the office.
4. No, there isn't.
5. No, he didn't.
6. Yes, he can.
7. 5 o'clock.
8. No.
9. Yes, it is.
10. The number is 88465127.



Read the conversation and fill in T for "True", F for "False".

阅读对话,然后在正确的句子前面填 T,错误的句子前面填 F。

1. _____ Li Dong wants to speak with Mr. Lin.
2. _____ Li Dong works in ABC Industries.
3. _____ There is a number to call to Mr. Wang.
4. _____ Li Dong can leave a message.
5. _____ Li Dong will be in his office at 5 o'clock.
6. _____ It is urgent that Li Dong wants to speak with Mr. Wang.
7. _____ Mr. Wang is in the office when Li Dong call him.
8. _____ Li Dong's number is 88465127.

► **Keys**

1. F 2. T 3. F 4. T 5. F 6. T 7. F 8. T

Business Schedules

商务日程安排

01 Read the sentences below and remember related words.

阅读下列句子,并记住相关单词。

1. I come from Shanghai. 我来自上海。
2. Don't leave anything behind! 别留下任何东西!
3. We leave for Madrid by the next plane. 我们乘下班飞机离开马德里。
4. Don't drive so quickly! 不要开得这样快!
5. I will finish it in the morning. 我将在早晨完成它。
6. I want to convey my feeling next. 我想下一个表达我的感觉。
7. I will have an interview tomorrow morning. 明天早晨我有一个面试。
8. Our manager is very nice. 我们的经理很好。
9. He gave in a full account of the conference. 他提交了一份会议情况的详细记录。
10. Charles inclined his head. 查尔斯低下了他的头。
11. A man's actions show his character. 行为可显出一个人的品性。
12. He gave away most of his money to charity. 他把大部分钱都捐赠给慈善事业了。
13. All the guys were knocked out by her charm. 所有人都被她的魅力击败了。



Words.

单词表。

- | | |
|-------------------------|---------------------------------|
| 1. come from... 来自…… | 8. interview <i>n.</i> 会面, 面试 |
| 2. leave... behind 遗忘…… | 9. manager <i>n.</i> 经理 |
| 3. Madrid <i>n.</i> 马德里 | 10. conference <i>n.</i> 会议 |
| 4. plane <i>n.</i> 飞机 | 11. incline <i>v.</i> 弯腰; 点头 |
| 5. drive <i>v.</i> 开往 | 12. character <i>n.</i> 性格, 品质 |
| 6. finish <i>v.</i> 完成 | 13. charity <i>n.</i> 慈善事业 |
| 7. convey <i>v.</i> 表达 | 14. charm <i>adj.</i> 吸引人的, 迷人的 |

02

Read the conversation and remember related words.

阅读对话, 并记住相关的单词。

A: Can you tell me the **arrangement** for my business trip to Shanghai, Miss Li?

B: Of course. Next Wednesday, you'll leave for Shanghai by plane at 3:15 in the afternoon. Mr. Tian will meet you at the **airport** and drive you to Shanghai Royal hotel.

A: What's the arrangement for Thursday?

B: On Thursday morning, you'll have an interview with Mr. Zhang, who is the **general** manager of Shanghai Electronics Company at the hotel. And in the afternoon, you will take part in a **sales conference** at the Head Office of our Company.

A: I shall go to **visit** Shanghai Electronics Company on Friday, shall I?

B: Yes, you are right.

A: 您能告诉我去上海出差的日程安排吗, 李小姐?

B: 当然。下星期三, 您将乘下午 3 点 15 分的飞机去上海, 田先生会去机场接您并开车送您到上海皇家旅馆。

A: 那星期四的安排呢?

UNIT 2

Business Schedules 商务日程安排

B: 星期四上午,您和上海电子公司的总经理张先生在旅馆里有个会晤。下午,您将去我们公司总部参加一个销售会议。

A: 星期五我去参观上海电子公司,对吗?

B: 是的,您说得对。



Read the conversation and answer the following questions.

阅读对话,然后回答下列问题。

1. Where will the manager visit next Wednesday?
2. Will he go to shanghai by plane?
3. When is the plane take off?
4. Do they have a conference on the Thursday?
5. Is the conference in the Company?
6. Will he meet Mr. Zhang?
7. Could he have a rest in the afternoon?
8. Is there a sales conference at the Head Office of their Company?
9. Will he come back on Friday?
10. Shall he go to visit Shanghai Electronics Company on Friday?

► Keys

- | | | |
|---------------------|-------------------|---------------------|
| 1. Shanghai. | 2. Yes, he will. | 3. At 3:15. |
| 4. Yes, they have. | 5. No, it isn't. | 6. Yes, he will. |
| 7. No, he couldn't. | 8. Yes, there is. | 9. No, he will not. |
| 10. Yes. | | |



Read the conversation and fill in T for "True", F for "False".

阅读对话,然后在正确的句子前面填 T,错误的句子前面填 F。

1. _____ A will have a business trip to Shanghai.
2. _____ A will go to Shanghai on Friday.
3. _____ A will leave for Shanghai by train.
4. _____ Mr. Tian will meet A at the airport and drive him to Shanghai Royal hotel.

5. _____ A will have an interview with Mr. Tang.
6. _____ Mr. Zhang is the general manager of Shanghai Electronics Company at the hotel.
7. _____ In the evening A will take part in a sales conference at the Head Office of our Company.
8. _____ A shall go to visit Shanghai Electronics Company on Friday.

► **Keys**

1. T 2. F 3. F 4. T 5. F 6. T 7. F 8. T