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美 语 会 话 脱 口 秀 系 列

全新升级版

文秘会话英语 口语大全

李 雷 李铁红 范宏博 主编 [美]Michael Anderson 审订



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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、接打电话、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

Preface

随着社会的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，社会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》、《财会英语口语大全》、《公务员英语口语大全》和《面试英语口语大全》，共 15 本。

本丛书几乎涵盖了所有日常生活和工作场景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。

限于编者水平，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



Unit 1 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。 | 你能为我重新打这份文件吗？ |
| ② Copy this report for me.
帮我把这份报告复印了。 | ⑥ Will it be printed in a formal style?
要用正式的格式打吗？ |
| ③ Would you like to give me a hand, please?
帮我个忙好吗？ | 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。 |
| ④ I want to have these documents copied.
我想复印这些文件。 | ⑧ How can you get the copy machine to work?
你怎么让这个复印机运转起来？ |
| ⑤ Would you mind re-typing this document for me? | 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

..... I Size of Paper 复印纸的尺寸

Conversation 01

- | | |
|-------------------------------------|-------------------|
| A: Susan, please come in. | A: 苏珊，请进来一下。 |
| B: What can I do for you, sir? | B: 我能为你做点儿什么，先生？ |
| A: Copy this report for me. | A: 帮我把这份报告复印了。 |
| B: OK. But which size should I use? | B: 好的，我应该用哪种尺寸的纸？ |
| A: The A4 paper is all right. | A: 用 A4 的就可以了。 |
| B: I see. Should I have it stapled? | B: 明白了。我需要把它装订好吗？ |
| A: It's unnecessary. | A: 没必要。 |
| B: All right. | B: 那好吧。 |

II Size of Photo 复印图像大小

Conversation Q2

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 Q3

A: Lucy, please come in.

B: What can I do for you, Mr. Black?

A: Would you please copy this contract for me?

B: Of course. How many copies do you want?

A: Six copies, please. By the way, could you reduce it by one-third?

B: Mr. Jack, the original document is not very clear. I can't guarantee that the copy will be very good.

A: Let me have a look. This didn't come out very well.

B: Would you like me to try it a little darker?

A: OK, that is all right.

B: What about this one?

A: Yes, that's a little better. Do remember to use the A4 paper.

B: I see. Would you like to staple these for you?

A: Yes, it is very necessary. Thank you very much.

A: 露西，请进。

B: 我能为您做些什么，布莱克先生？

A: 你能帮我把这份合同复印一下吗？

B: 当然可以。您需要复印多少份？

A: 请复印六份。另外，能不能把字体缩小三分之一。

B: 这份文件原稿不是很清楚。我不能保证印得很好。

A: 我看一下。这张印的效果不太好。

B: 用不用我把它再调黑一点儿？

A: 好吧，调一下吧。

B: 这张怎么样？

A: 这样好一点儿了。记得用 A4 纸来复印。

B: 我明白。需要我帮你装订吗？

A: 是的，装订是必需的。谢谢你。

III Typing 打字录入

Conversation 04

- 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: 要用正式的格式打印吗?
 B: 好的。
 A: 还有别的事吗, 先生?
 B: 没有了, 非常感谢。

Conversation 05

- 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 06

- A: Lucy, would you please type this report for me?
 A: 露西, 请帮我打这份报告好吗?

B: Certainly. When do you need it finished?

A: Could you finish it by 10:30 this morning? I need to read it at the meeting this afternoon.

B: No problem, I will do it right now. Would you like this report done in a formal or informal style?

A: Please type it in a formal style. Do remember to double space it and print it out on the laser printer so I can read it easily.

B: I see. Anything else I can do for you?

A: Don't forget to print the report on the letterhead and use a larger font size.

B: 当然可以。您什么时候用这份报告?

A: 能在 10:30 前打出来吗? 我下午开会要用这份报告。

B: 没问题, 我现在就去做。您要的这份报告应该用正式格式还是非正式格式打出来?

A: 请用正式格式打出来。记住要隔行打并且用激光打印机打出来, 这样我比较容易看。

B: 知道了。还有其他事情吗?

A: 别忘了将报告打印在公司信纸上。采用较大的字体。

• • • • • IV Operating Copy Machine • • • • • 复印机操作

Conversation 07

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, 您得先告诉您想用哪台电脑才行。

B: 太复杂了。

• • • • • V Asking for Help 寻求帮助 • • • • •

Conversation 08

A: Would you lend me your typewriter?

B: I'm sorry, it's not working. It can't be used right now.

A: 你能把你的打字机借给我用下吗?

B: 不好意思, 打字机坏了。现在不能用。

Chapter 1

Office Work

A: It doesn't matter. I'll ask John if he has one.

B: I'm sure he has now: it might even be new.

A: That's good. (He goes to John.) May I use your typewriter, John?

C: Of course. Here you are.

A: Thank you. I just want to type something.

C: There's no hurry. Take your time. I'm not using it now anyway.

A: (After using it) I've just finished typing. Thank you.

C: You are welcome.

A: 没关系。我问一下约翰有没有。

B: 我肯定他现在有, 可能还是新的。

A: 好。(他去找约翰。) 我能用一下你的打字机吗, 约翰?

C: 当然, 给你!

A: 谢谢! 我想打印点东西。

C: 不忙, 反正我现在不用。

A: (用完后) 我打印完了, 谢谢!

C: 不客气。

Word Service Station 词语加油站

press

压, 按, 挤

button

按钮

staple

用钉书钉钉住

unnecessary

不必要的, 多余的

document

公文, 文件, 文献

patience

耐性, 忍耐力, 耐心

urgency

紧迫, 急迫, 紧要

necessary

必要的, 必需的

formal

礼仪上的, 形式上的

efficiency

效率, 效能

practice

练习, 实习

completely

完整地, 完全地

complicated

结构复杂的



Unit 2 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

I Electronic Signature 电子签名

Conversation 01

- A: I have a question about e-business. I wonder if they have a special stamp for business.
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: Are you referring to an electronic signature?
B: 你是指电子签名吗?
- A: It might be. And what is that?
A: 可能是。电子签名是怎么回事?
- B: An electronic signature is based on public-key encryption, and it is not based on common paper stamp.
B: 它是依据公共加密包构建的，不是普通的纸图章。
- A: I see, it must be safe.
A: 我知道了，那一定很安全。
- B: Most of them are safe and the safety depends on sites. You know there are many hackers on
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。

the Net.

A: I see, thank you.

A: 我知道了, 谢谢你。

II Virus and Attachment 附件与病毒

Conversation 02

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?

III Writing a Letter 写邮件

Conversation 03

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

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

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.

之道, 不过结尾有点儿太啰嗦了。

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!

• • • • • IV Sending E-mail 发邮件 • • • • •

Conversation Q4

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。

Chapter 1

Office Work

Conversation Q5

A: I took your advice and set up my Internet account with China Telecom's ISP department.

B: Good. Now, you can say that you're on line. Did you get a free e-mail account at sohu.com?

A: Yes, yes. My e-mail address is lisa@sohu.com. Now, I can also talk to my friend Angelo in Milan.

B: He's not your boyfriend, is he?

A: No, how can he be my boyfriend so far away?

B: I don't know...I should send you an e-mail with my picture as an attachment. That way, you can put my picture on your screen.

A: Sure. Are you jealous? —Anyway, I was surfing cyberspace last night and I found this MP3 sound file. Listen (She plays the file and they both hear a short tune.).

B: Sounds very clear. Technology is quickly evolving. They're already making plans to install an e-mail system in your car.

A: That would mean I could e-mail you while I drive or take a taxi.

B: Yeah, you could also communicate to your boyfriend in Milan using the information highway. The car may become the essential communications vehicle that will enable us to travel and talk great distances.

A: You must use the Internet too much.

B: Why do you say that?

A: Because I think your head is still in cyberspace.

A: 我听了你的意见, 在因特网服务商中国电信申请了一个账户。

B: 好, 现在你可以说是上网了。你在搜狐网站上有了免费电子邮件账户了吗?

A: 是的, 我的电子邮件地址是 lisa@sohu.com。现在我可以和我在米兰的朋友安吉罗通信了。

B: 他不是你的男朋友吧, 是吗?

A: 不是, 我怎么会有相隔这么远的男朋友?

B: 我不知道……我要给你发一个电子邮件附上我的照片。那样你就可以把我的照片放在你的屏幕上了。

A: 当然可以, 你嫉妒了吗? ……昨天晚上我上了网络空间, 找到了这个 MP3 声音文件。听 (她打开文件, 他们两人都听到一个短的曲调。)

B: 声音很清楚。技术在迅速进步, 他们已经计划在轿车上安装电子邮件系统。

A: 这就是说, 在开车或乘出租车时我可以发电子邮件了。

B: 是的, 你可以和你米兰的朋友在信息公路上通信。车可能成为重要的通信工具, 既能载我们到遥远的地方旅游, 又能让我们隔着很远的距离通话。

A: 你因特网一定用得太多了。

B: 你为什么这么说?

A: 因为你的脑子还留在网络空间。

Conversation Q6

A: Where are you going now?

A: 你现在要去哪儿啊?

B: I want to send e-mails at the computer center.

A: I don't know what the e-mails is. Can you tell me?

B: E-mail, like postal mail, can be used to send all types of letters and documents.

A: DO you think e-mail is better than written letter?

B: Absolutely! E-mail is so fast and also the easiest to use.

A: Can I read and send it at workplace, home or anywhere?

B: Sure, but only when a computer hooked up to a phone line, you can do that.

A: I see, thank you. Anything else?

B: You can send single or multiple messages, or text files to individuals.

A: So convenient.

B: So it is.

B: 我想去计算机中心发电子邮件。

A: 我不知道什么是电子邮件。你能告诉我吗?

B: 电子邮件与邮局邮件一样, 用来传送各式各样的信件及文件。

A: 你认为使用电子邮件比写信好吗?

B: 那当然! 电子邮件传送速度快, 使用起来也最方便。

A: 我能在家里、工作场合或其他地方读取和发送电子邮件吗?

B: 当然! 但你必须将计算机与一条电话线连接起来, 你才能那样做。

A: 我明白了, 谢谢! 还有其他的吗?

B: 你可以给个人发送信息和文本文件, 也可以群发。

A: 太方便了。

B: 确实是。

• • • • • V Attachment Size 附件大小 • • • • •

Conversation 07

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

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。我对你提到的铝项目非常感兴趣。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