

源教程(原中央电视台及全国各大电视台热播节目)

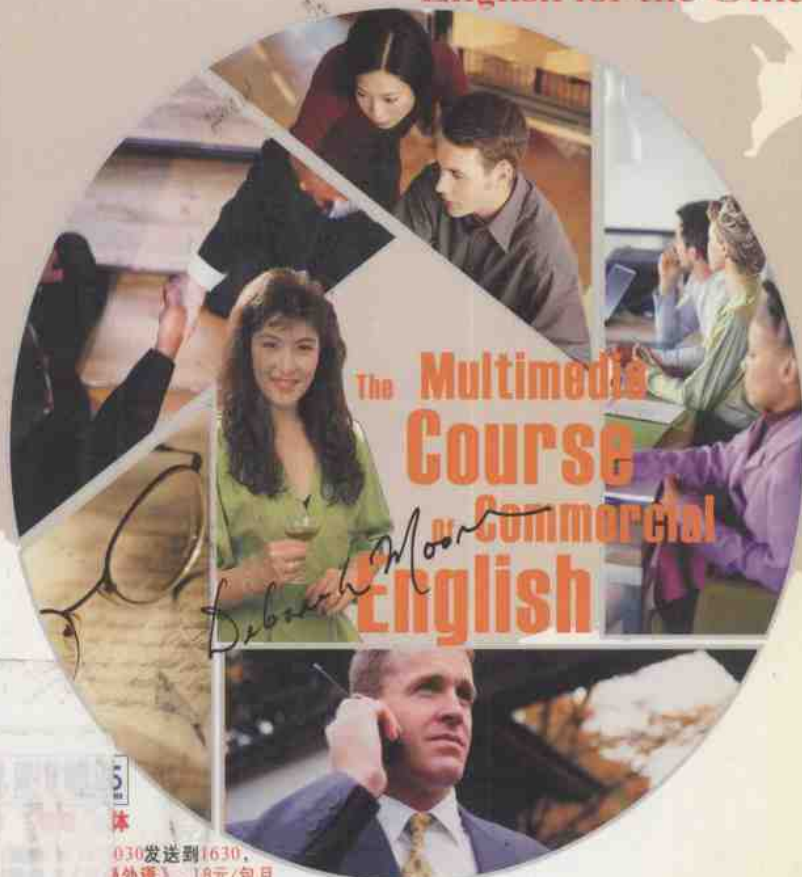
MagWorld 英语大世界

全新互动智能化国际商务英语教程

国际商务英语 互动教程

— 办公室英语

English for the Office



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国际商务英语 互动教程

The Multimedia Course of Commercial English

· 办公室英语

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前言

如今，经济全球化席卷了世界的各个角落。英语作为国际通用语言之一，在经济全球化过程中发挥着不可估量的重要作用。适者生存，能者为主。为适应现代生活的需要，在本编辑部的精心策划下，我们编撰了《国际商务英语互动教程》系列丛书，相信本套书会成为你人生路上的不可多得垫脚石！

《国际商务英语互动教程》是一套集秘书、公关、管理、社交、商业函电往来等工作需要而编撰的中级口语教程，全套共四本书：《办公室英语》、《商业行政英语》、《商务交际英语》和《商务信函英语》。它通过生动的情境来展现和使用英语，而不拘泥于语法分析。本套书编排合理，表演生动，语言地道。另外，为了适应读者的不同需求，帮助大家更好地理解和掌握课程内容，穿插了中文讲解、双语教学、图文并茂和音像教学等特点，符合认知规律，有效地提高了学习效率。

本书是这套书的第一本，即《办公室英语》(ENGLISH FOR THE OFFICE)。它精选了在办公室这一特定场合工作所遇到的情景，来组织编排，非常实用。而且它还有循序渐进的特点，使读者能够很好地学到英语会话的技巧。课程安排：

一、会话 (CONVERSATION)

二、主要语法结构 (KEY GRAMMATICAL POINTS)

三、常用词和短语 (USEFUL PHRASES AND WORDS)

四、练习 (EXERCISES)

此外，本书附录部分还附加了每一课书课后练习的答案。

想说一口漂亮的英语，把真正的本领学到手，还需要勤学苦练，不断探索符合自己的学习方法和技巧。希望本套丛书能使广大读者终生受益！

编者

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Lesson

1

At the Reception Desk

在接待处



Watch the video. Then practise the conversation in Section 1.
观看录像，练习第一节中的会话。

Section 1 Conversation

会话



Part 1



☉ 【DEBORAH AT RECEPTION DESK AS RECEPTIONIST. A VISITOR APPROACHING】

Deborah: Good morning. Can I help you?

Visitor: Yes, is there a toilet near here?

Deborah: Yes, just go along the corridor. You can't miss it.

Visitor: Thank you.



——【VISITOR WALKS AWAY】

➡【Deborah 在接待处当接待员，一位客人走了过来】

Deborah: 早上好，我能帮你做些什么吗？

Visitor: 好的，这附近有洗手间吗？

Deborah: 有的，顺着走廊走过去，你就会看到了。

Visitor: 谢谢你。

⊙ — — — — — 【客人走开了】

Part 2



➡【DEBORAH STILL AT RECEPTION DESK. ANOTHER VISITOR APPROACHING】

Deborah: Good morning, sir. Can I help you?

Visitor: Good morning. Could you tell me where Mr. Baker's office is, please?

Deborah: It's on the third floor.

Visitor: First or third?

Deborah: The third floor. Just take the lift to the third floor, and then turn right. It's the second door on the right.

Visitor: OK, thank you!

⊙ — — — — — 【VISITOR WALKS AWAY】

➡ 【Deborah 仍在接待处，另一位客人走了过来】

Deborah: 早上好，先生。我能帮你做些什么吗？

Visitor: 早上好。请问，你能告诉我 **BAKER** 先生的办公室在哪里吗？

Deborah: 在二楼。

Visitor: 一楼还是三楼？

Deborah: 三楼，乘电梯到二楼，然后向右拐，在右边的第二间。

Visitor: 好的，谢谢你！

—— ———— ———— ———— 【客人走开了】

Read carefully Sections 2 and 3.

仔细阅读第二节和第三节。

Then replay the video and learn with Deborah.

然后重播录像和 Deborah 一起学。

Play the video 放录像

Section 2 Key Grammatical Points 主要语法结构

Pay attention to these patterns while replaying.

重播时，请注意以下句型。

Giving directions inside a building

在建筑物内部指示方向

Mr. Baker's office is	on	the	first	
It's (It is)			second	floor.
			third	
			(etc.)	

It's	the	first	door	on	the	right.
		second				
		third				left.

It's	on	the	right.
			left.

Note that

注意

- ☛ 'the' is always used before 'first', 'second', 'third', etc.
eg. It's on the third floor.
- ☛ 'the' is also used before 'right' and 'left' when saying where something is.
eg. It's the second door on the right.
- ☛ But 'the' is not needed when using 'right' and 'left' to give directions.
eg. Take the lift to the third floor, and then turn right.

在“FIRST”(第一)、“SECOND”(第二)、“THIRD”(第三)等词的前面要用“THE”，例如：It's on the third floor.(在三楼。)

在指示事物所在地时，“RIGHT”(右边)、“LEFT”(左边)前面要加上“THE”。例如：It's the second door on the right.(在右边的第二间。)

在指示方向时，“RIGHT”、“LEFT”的前面不需要加上“THE”。例如：Take the lift to the third floor, and then turn right.(坐电梯上三楼然后向右拐。)

Section 3 Useful Phrases and Words 常用词和短语



Learn the use of these phrases and words while replaying.
 重播时，注意学习下列词及短语的用法。

- **Greeting 问候**
 Good morning.
 Good afternoon.
 Good evening.

● **Offering help to visitors** 向来访者提供帮助

Can I help you, sir?

Can I help you, madam?

● **Asking for directions/locations** 问路

Is there a ... near here?

Can you tell me where ... is?

● **Giving directions** 指示

Take the lift to ...

Go along ...

Turn right/left.

Then (go) ...

You can't miss it!

● **Thanking a stranger** 向陌生人致谢

Thank you.

Thanks very much.

Thanks a lot.

● **Other words you should know** 其他重要词语

The **receptionist** is talking to a **visitor** at the **reception desk**.

The lady is pushing the **door** of the **toilet**.

The woman is walking along the **corridor**.

The gentleman is waiting for the **lift**.

Section 4 Exercises

练习

Exercise 1 Fill in the blanks • 填空



Fill in the missing words in the following conversation. The first one has been done for you.

把以下对话中所缺的词填上：第一句为例句。

Receptionist: Good morning, (1) sir. Can I (2) _____ you?

Man: Oh, yes, good morning. Er, can you (3) _____ me where Mr. Baker's office is?

Receptionist: It's on (4) _____ third floor.

Man: Er, sorry, (5) _____ or third?

Receptionist: The (6) _____ floor. (7) _____ the lift to the third floor, and then (8) _____ right. It's the second (9) _____ on the right.

Man: Thanks very (10) _____.

Exercise 2 Multiple choice questions • 选择题



Look at the building directory given below. Then circle the correct words in the dialogues. The first one has been done for you.

参看所列出的建筑物内部指示牌，然后在对话中圈出正确的词：第一句为例句。

BUILDING DIRECTORY	
210 _____	310 Lucy's Studio
211 Far East Co. Ltd.	311 Dr Brown
212 Smith Solicitor	312 Galaxy Publishing
213 Brown's Shoes	313 House

Dialogue 1

1. Jean: Good morning. Can I ... you?

A. see C. help

B. serve

2. Jack: Yes, can you ... me where Mr. Smith's office is?

A. help C. take

B. tell

3. Jean: Yes, certainly. It's on the ... floor.

A. first C. third

B. second

Dialogue 2

4. Amy : ... a doctor's office here?

A. Is there C. Where is

B. Have

5. Robert : Yes, there's one ... the third floor. Room...

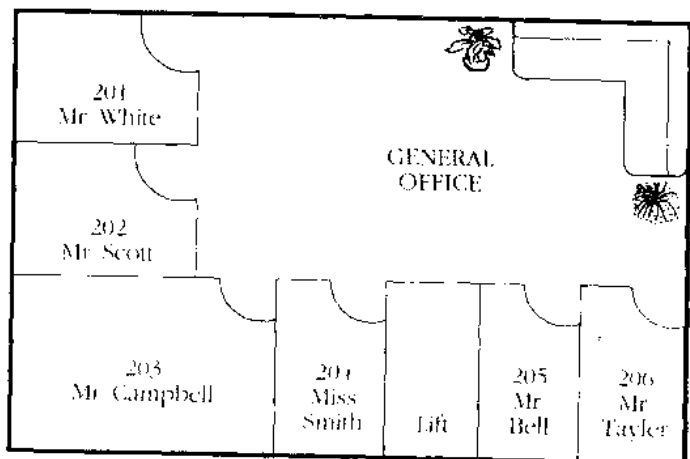
A. at / 213 C. on / 311

B. near / 310

Exercise 2 Sentence completion • 完成句子

Look at the floor plan given below. Then complete the sentences.

参看以下的楼层平面图，然后写出完整的句子。



1. I'm at the reception desk on the ground floor. I want to go to Mr. Taylor's office. Can you tell me where to go?

It's on (1) the second floor. Take the lift (2)

_____ and then (3) _____. It's the second (4) _____.

2. I'm walking out of the lift on the second floor, tell me how to go to Mr. White's office.

Turn (1) _____ and then turn (2) _____.

It's the (3) _____.

Lesson

2

Know Your Office

在办公室



Watch the video. Then practise the conversation in Section 1
观看录像，练习第一节中的会话。

Section 1 Conversation

会话



Part 1



➡ 【DEBORAH AT FILING CABINETS. MR. YOUNG AND SUSAN
COME UP TO HER】

Mr. Young: Oh, Deborah.

Deborah: Yes, Mr. Young?

Mr. Young: I'd like you to meet Miss Susan Taylor. Susan,
this is Deborah, my secretary.

Deborah: How do you do, Miss Taylor?

- Susan: How do you do? And, call me Susan.
Mr.Young: Susan is our new Marketing Manager.
Deborah: Nice to meet you! Welcome to The Research People!
Susan: Thank you.
Mr.Young: Deborah's responsible for all of the work involving ...

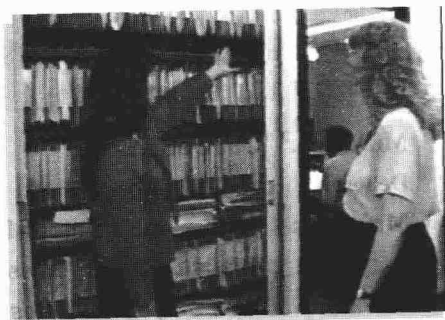
☉ ————— 【CONVERSATION CONTINUES】

☉ 【Deborah 在文件柜前，Young 先生和 Susan 向她走去】

- Mr.Young: 喂，Deborah。
Deborah: 什么事，Young 先生？
Mr.Young: 你来认识一下 Susan Taylor 小姐。Susan，这是 Deborah，我的秘书。
Deborah: 你好，Taylor 小姐。
Susan: 你好，叫我 Susan 吧。
Mr.Young: Susan 是新来的市场部经理。
Deborah: 很高兴见到你！欢迎你加入 Research People 公司。
Susan: 谢谢你。
Mr.Young: Deborah 负责这里所有的工作……

☉ ————— 【谈话在继续】

Part 2



Mr. Young: I've got to make a phone call, Deborah. So why don't you show Susan around the office.

Deborah: OK, Mr. Young.

☞ ————— 【MR. YOUNG GOES OFF】

Deborah: Well, these are the marketing department's filing cabinets. The files for this year are in the top rack, and the files for last year are in the middle racks and the bottom racks.

Susan: I see And the in-tray?

Deborah: Come on, I'll show you.

☞ ————— 【DEBORAH AND SUSAN WALK AWAY】

Mr. Young: 我要去打个电话。Deborah, 你先带 Susan 在办公室到处看看吧。

Deborah: 好, Young 先生。

☞ ————— 【Young 先生走开了】

Deborah: 这是市场部的文件柜。今年的文件都放在最高的一层, 去年的文件放在中层和底层。

Susan: 我明白了……那么收文盒呢?

Deborah: 过来, 我带你去看。

☞ ————— 【Deborah 和 Susan 走开了】

☞ 【DEBORAH AND SUSAN AT SHELF WITH IN-TRAY AND OUT-TRAY AND OFFICE SUPPLIES】

Deborah: The in-trays and the out-trays are on the top shelf.

Susan: And where are the office supplies?

Deborah: They're here on the bottom shelf.

Susan: Oh, right.

➡【MR YOUNG POPS HIS HEAD OUT OF OFFICE】

Mr.Young: Deborah, where's the Gibson file?

Deborah: It's on your desk. I put it down near the phone.

➡【MR YOUNG GOES BACK IN, THEN POPS HEAD OUT AGAIN】

Mr.Young: You're right! Sorry! It was under my coffee cup.

Ⓒ ———【DEBORAH AND SUSAN EXCHANGE
A GLANCE AND SMILE】

➡【Deborah 和 Susan 在放置收文盘和信盘以及其他办公用品的架子旁】

Deborah: 收文盘和信盘在上格。

Susan: 那办公用品呢?

Deborah: 在这儿, 放在下格。

Susan: 好的。

➡【Young 先生从办公室伸出头来】

Mr.Young: Deborah, Gibson 的文件在哪里?

Deborah: 在你的桌子上。我把它放在电话机旁边了。

➡【Young 先生把头缩了回去, 然后又伸了出来】

Mr.Young: 你说对了, 对不起! 它在我的咖啡杯下面。

Ⓒ ———【Deborah 和 Susan 交换了一下眼色, 然后笑了】



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