

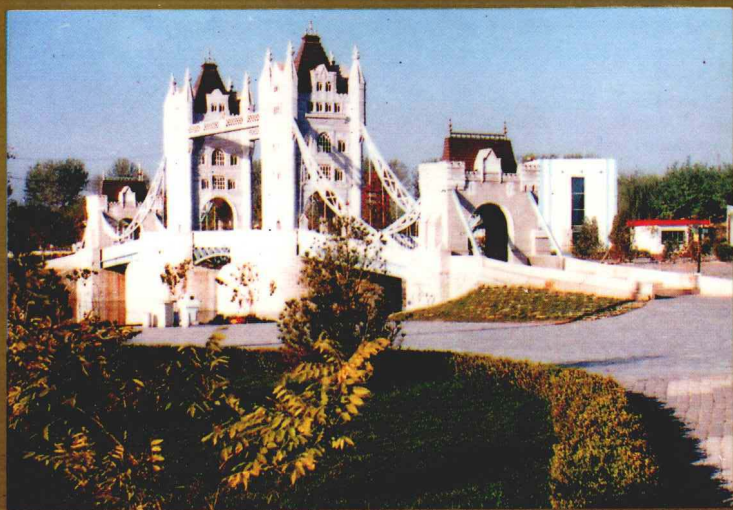
中英对照

实用礼仪会话手册

A Practical Handbook of Etiquette Dialogues

孙全仁

吴立志



天津科技翻译出版公司

A PRACTICAL HANDBOOK OF
ETIQUETTE DIALOGUES

实用礼仪会话手册

中文—英文对照

孙金磊 奚瑞基

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前 言

我国是礼仪之邦,历来有文明礼貌、热情好客的传统美德。文明礼貌不仅反映了一个人的素质修养,也代表了一个国家的形象。随着我国对外开放,与国外的往来交流日益广泛,学习世界各国的语言,了解世界各国的礼仪风俗是十分必要的。为了提高我国涉外人员的素质,向世人展示我国人民的精神风范,特编写这套丛书以供各类涉外人员学习使用。

第 43 届世界乒乓球锦标赛将于 1995 年 5 月在天津举行,此套丛书的出版发行为各级接待人员提供了一套很好的学习参考书,可以说这是我们献给第 43 届世界乒乓球锦标赛的一份礼物。

本丛书由天津外国语学院与天津科技翻译出版公司合作编写。全书采用中、外文对照形式,系统介绍了涉外礼仪、接待工作中常用的会话、文体、句式、常用词汇。同时,对于礼仪接待基本知识、常识、各国礼仪概况及乒乓运动情况也作了简要介绍,首次推出的七种语种的中外文对照本是目前语种最全的系列外语丛书之一。因而,本书是广大外语学习者,外事、外贸、旅游工作者的较为理想的教材和手册;对于已具备初、中级外语程度的外语工作者也是一本不可多得的参考书。

中英文对照本由孙全仁、吴立志,中日文对照本由高仁生、刘凤嵩,中俄文对照本由李维颐,中法文对照本由裘荣庆、闫沐新,中德文对照本由董文博、孙爱玲,中西班牙文对照本由马云桢,中阿拉伯文对照本由王松园、李长海、马丽同志负

责编写;国际礼仪、乒乓球运动简史等中文说明部分由马翠媛、宋国英同志编写。最后由主编统稿、审定。

由于时间仓促,书中难免有不尽人意之处,请广大读者和同行不吝指教。

我们衷心希望《实用礼仪会话手册》成为广大外语学习者、外语工作者的良师益友。

编委会

1994年8月

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第一篇 实用礼仪会话指南

Part One Practical Etiquette Illustrated:

Some Informative Dialogues

I . Receiving

1. Customs Inspection

Mr. White: We have to declare and go through the Customs.

Mrs. White: Here is the Customs office. We shall line up for the inspection.

Officer: Please show us your luggage declaration form and passports.

Mr. White: All right. Here is the form.

Officer: Let me see it. Have you got any dutiable articles?

Mr. White: I don't think we have. We have only these personal belongings.

Officer: These don't require duty. May I look into the suitcase?

Mr. White: Yes, you can. Besides two bottles of whiskey and a carton of cigarettes, there is nothing else. Oh,... there are some books. Are they dutiable?

Officer: No. Customs regulations allow one to bring in two bottles of wine and two cartons of cigarettes. Please fill in this form to write down how much foreign currency you are

bringing with you.

r. White: Ok. The form is finished and here it is. Excuse me, but are the customs formalities over?

Officer: Yes, the Customs inspection is over. I hope you'll have a good time in China.

Mr. White: Thank you very much. You speak excellent English.

Officer: Thank you, Good-bye.

2. At the Airport

Int: Excuse me, are you Mr. White from London?

White: Yes, I'm Peter White. This is my wife, Catharine.

Int: How do you do? I'm Zhang Jin from Tianjin People's Association for Friendship with Foreign Countries.

White: How do you do, Miss Zhang? Thank you for meeting us.

Int.: Please let me introduce you to my colleague. This is Mr. Wang, office deputy of Tianjin People's Association for Friendship with Foreign Countries. Mr. Wang, this is Mr. and Mrs. White.

Wang: How do you do?
Mr. White: How do you do?
Wang: Welcome to china.
White: Thank you for your invitation.
Wang: Did you have a good trip?
Mr. White: Everything was fine.
Wang: That's wonderful. We're very pleased to have you come to Tianjin for a visit. Let's go to the Reception Room to have a rest. Here it is.

3. In the Reception Room at the Airport

Wang: Please sit down. We'll go to the hotel after having a rest for a while.
Mr. White: Thanks. This room is so beautiful and the people are so warm. Just now a young man offered to help me with my luggage. Such helpfulness is seldom seen in London.
Wang: Chinese people, especially the young, are delighted to help others. Was everything fine on the trip?
Mr. White: Generally speaking, it was fine. We were delayed for an hour when waiting to change planes in Hong Kong. It was said that something was wrong with the engine. Af-

ter that everything was fine, but it's a very long journey from London to China. We have flown for about 23 hours.

Wang: So you must be feeling very exhausted.

Mr. White: A little bit. We'll feel better tomorrow after resting for a while. We are ready to have a good look at beautiful Tianjin City.

Wang: All right. Hope you'll have a good time here.

Mr. White: Thanks. I'm sure we will.

Wang: O.K. We can go now.

4. On the Way to the Hotel

Int. : Now we're going to the hotel. You'll stay at Tianjin Friendship Hotel. After you.

Mr. White: Thank you.

Int. : I think it's much colder here than in London.

Mr. White: Yes, but it's warmer than I expected. I expected it would be covered with snow everywhere here.

Int. : Really? It hasn't snowed much in winter in recent years. In fact, it hasn't snowed this year at all until now.

Mr. White: What's the temperature here?

Int. : I think it' s around zero, but the Meteorological Observatory has forecast that there will be a frost in several days.

Mr. White: It might be that we brought the cold weather with us (Ha, ha.) Oh, what' s that beautiful building over there?

Int. : That' s the Tianjin Hyatt. Did you see the river over there? It' s the Haihe River running through Tianjin City.

Mr. White: How beautiful it is!

Int. : We' ll arrive at the Friendship Hotel in a few minutes. It' s now 11 : 30, so we can have lunch when we get there.

Mr. White: That' s great! I' m feeling a little bit hungry.

Int. : You' re going to have a rest and do your unpacking in the afternoon. In the evening the president will entertain you with a fete to welcome your arrival.

Mr. White: You are very kind. We' ll be very delighted to attend the evening fete.

Int. : Great. The president asked me to pass on his regards and express his regret that he couldn' t meet you at the airport.

Mr. White: That doesn' t matter. We' ll see each other this evening.

Int. : Hope you'll have a pleasant stay here.

Mr. White; We will.

Int. : Oh, here we are. This is the Friendship
Hotel.

Mr. White; Wonderful.

一、迎 接

1. 海关检查

- 怀： 我们要到海关申报检查。
- 怀夫： 海关到了，咱们排队等候检查吧。
- 官员： 请把你的行李申报单和护照给我们看一下好吗？
- 怀： 好的，单子在这里。
- 官员： 让我看一看，有没有需要上税的物品？
- 怀： 我想没有需要报关的，我只有这些私人物品。
- 官员： 这些物品不需缴税。能让我看看手提箱里的东西吗？
- 怀： 可以，除了两瓶威士忌和一条香烟外，没有别的东西。哦，还有一些书，这些要不要缴税？
- 官员： 不要。海关规定可以免税携带两瓶酒和两条香烟。请您填写这张表格，登记一下您所带的外币。
- 怀： 好……表格填好了，给您。请问海关的手续办完了吗？
- 官员： 是的，验关手续完毕，祝您在中国过得愉快。
- 怀： 非常感谢。你的英语说得好极了！
- 官员： 谢谢，再见！