

● 中等职业学校

秘书英语

(第二版)

ENGLISH
FOR SECRETARY

中等职业学校专业英语编写组



高等教育出版社

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内 容 简 介

本书是教育部中等职业学校文秘(涉外文秘)专业规划教材。全书共16单元。每单元由阅读、听说、写作、泛读等几部分组成。本书选材围绕秘书工作英语用语、专业知识及商务工作知识;练习针对秘书工作对英语知识和运用英语语言能力的基本要求编写。在学生提高听、说、读、写综合能力的同时,能掌握一定数量的专业词汇及用法,为进一步学习或步入工作岗位做好准备。

本书配有《秘书英语练习答案》(包括阅读参考译文、练习参考答案、听力材料、写作范文和泛读参考译文)和录音带。

本书也可供大专文秘专业低年级选用或作为自学用书。

第二版前言

《秘书英语》自1998年6月出版至今已有2年多时间。本书在使用中受到有关教师和学生的普遍好评。然而，随着信息时代的到来，网络经济的逐步发展，特别是因特网近年来在中国的普及，秘书工作的环境条件及内容都发生了一定的变化。为适应这些变化，我们对《秘书英语》进行了修订，更换了阅读和泛读的部分内容，补充了有关因特网、网络经济方面的文章，使教材更具时代特点。在修订过程中我们得到了北京宣武区第一职业学校专业英语组的大力支持，庄严主任和谷晓静老师为本书的修订提出宝贵的意见和建议，谷晓静老师提供了部分材料并承担了新课词汇表的编写工作，对此我们表示衷心的感谢。我们也希望有关教师将来在修订本的使用中不断提出意见和建议。

编 者

2001年2月

第一版前言

中等职业教育是现代化教育的重要组成部分，其目的是培养大批有文化、有道德、有理想、具有一定知识和实际应用技能的劳动者和各种实用型人才。英语作为一门基础性学科，是中等职业学校开设的实用性很强的文化课，对于文秘专业的学生尤为重要。为了满足中等职业学校文秘专业英语教学的需要，高等教育出版社委托外交学院文秘教研室编写了《秘书英语》教材。

中等职业学校英语分“基础英语”课与“专业英语”课，采取分阶段和按实际专业需要的方式进行教学。《秘书英语》供学完“中等职业学校基础英语”的文秘专业学生使用。

根据中等职业学校的性质与任务及学生的实际水平，中等职业学校的专业英语实质上仍属于基础英语的范畴，即英语课主要是学习英语而不是通过英语学习专业知识。本教材突出基础性，强调听、说、读、写语言技能的全面发展，并着重实用性与专业性。通过学习本教材，力求巩固和扩大学生的英语基础知识，发展和提高学生的语言基本技能，侧重培养学生听、说、读、写四项基本技能的同步提高，并在学习中针对文秘专业的专业性，扩大本专业词汇及用语，为其继续学习英语和实际应用该语言打好基础。

《秘书英语》共16单元，全书生词量500左右，每单元含：

阅读(Reading)

听说(Listening & Speaking)

写作(Writing)

泛读(Extensive Reading)

本教材突出语言教学四项基本技能的提高，内容丰富，每单元学习量大，建议涉外文秘专业每单元教学时数为8~16课时；非涉外文秘专业可以对每单元内容进行取舍，建议每单元教学时数为4课时。

由于本教材为中等职业学校文秘专业编写，我们不仅注意对学生基础英语的训练，还着重介绍了西方秘书工作的特点和工作形式，课文可读性强，内容丰富多采，以求在学习中提高学生对本专业的学习兴

趣。

主课文及课后练习突出基础英语学习；听说部分着重基础英语句型训练，专业性强，趣味性强；写作部分结合专业紧，旨在锻炼学生的实际写作能力；泛读重在提高学生的阅读与理解能力，扩大学生对本专业的知识面。

本书主编由外交学院何群担任，副主编由外交学院徐江担任。参加本书编写的除主编、副主编外，外交学院刘雪美也参加了编写并负责资料提供。另外，北京148中学刘俊芳负责本书词汇表的编写。外交学院任小萍担任本书主审。参加本书编写提纲讨论会的有北京文秘档案学校郭山泉、北京148中学庄严、北京实用美术学校贾瑜凯等。本书在编辑过程中得到《英语沙龙》杂志社的大力支持，多数课文及译文摘选自该杂志，在此对《英语沙龙》杂志社表示衷心的感谢。外交学院文秘专业三年级学生金珊、王怡为本书做了大量电脑录入工作。

编写中等职业学校文秘专业英语教材尚属首次，可资借鉴的经验不多，本书不足之处在所难免，恳请本教材的使用者不吝赐教，提出您的宝贵意见和建议，以便使本教材日臻完善，更好地满足中等职业教育英语教学的需要。

编 者

1997年12月

Contents

Unit 1	Reading: Practical tips on being a star at work 1
	Listening & Speaking: Meeting office staff 7
	Writing: Itinerary 10
	Extensive Reading: The secretary's day 13
Unit 2	Reading: Reception work 16
	Listening & Speaking: Receiving visitors 21
	Writing: Callers' register 24
	Extensive Reading: Clean your desk 26
Unit 3	Reading: Showing your values in your job 28
	Listening & Speaking: Who's who in the company 34
	Writing: Curriculum vitae/résumé 38
	Extensive Reading: How to write a data sheet 40
Unit 4	Reading: A good receptionist 43
	Listening & Speaking: Future engagements 48
	Writing: Letter of application 51
	Extensive Reading: Letter of application 54
Unit 5	Reading: Silence is golden 58
	Listening & Speaking: Booking a hotel room 63
	Writing: Leaving a message 66
	Extensive Reading: Open, honest communications 68
Unit 6	Reading: Secretaries' personal qualities 70
	Listening & Speaking: Conference facilities 77
	Writing: Letter of invitation 78
	Extensive Reading: How to interview for a job 81
Unit 7	Reading: Telephone tactics 83

	Listening & Speaking: Requesting and replying ...	88
	Writing: Reply to invitation	91
	Extensive Reading: Americans in the office	94
Unit 8	Reading: The secretary's role	96
	Listening & Speaking: Work routines	102
	Writing: Memorandum	106
	Extensive Reading: The secretary's functions	109
Unit 9	Reading: The Internet	111
	Listening & Speaking: Making suggestions	118
	Writing: Job application form	121
	Extensive Reading: Status titles used in Western countries	124
Unit 10	Reading: Getting on with the chief	126
	Listening & Speaking: Dissatisfied customers	133
	Writing: Notice of meeting	136
	Extensive Reading: Advice on writing a good business letter	138
Unit 11	Reading: Know-how of attending a meeting	140
	Listening & Speaking: Dealing with salesmen and representatives	145
	Writing: Agenda	148
	Extensive Reading: Seating at a dinner	150
Unit 12	Reading: Secretaries' duties at meetings	152
	Listening & Speaking: Getting to know the equipment	158
	Writing: Minutes of a meeting	161
	Extensive Reading: What you owe your employer?	164
Unit 13	Reading: Trademarks	167
	Listening & Speaking: Checking arrangements	173
	Writing: Request	177

1



Reading

Practical tips on being a star at work

Robert E. Kelly, a consultant for major corporations and a professor at Carnegie Mellon University, has written a book entitled *How To Be a Star at Work*. In it he teaches readers how to improve their day-to-day behavior at work by using nine breakthrough strategies: **1. Initiative** It's not about finding little ways to do your job better, or volunteering to do little extras like planning the annual picnic. Star performers know that real initiative means going beyond your regular work to come up with new ideas that really help the company's bottom line. **2. Networking** Average performers think it means socializing with the boss in hopes of getting a promotion. Star performers know it's really about building good relationships with the knowledge gurus who can help you get your work done faster and better. **3. Self-management** Don't get hung up on whether your desk is clean or cluttered—that has nothing to do with success. The key is whether you are sticking to the "critical path" when you organize your time, work space, and goals. **4. Perspective** Average workers see everything from their own point of view, but stars learn to consider the perspectives of their colleagues,

Unit 1

bosses, customers, and competitors. **5. Followership** You don't have to be a spineless yes-person to be a good follower. There are smart ways to influence what happens while still checking your ego at the door. **6. Leadership** Don't get blinded by the cult-hero worship of "Big L" leaders; instead, learn the secrets of influencing people through "Small L" leadership. **7. Teamwork** Everyone talks about teams, but stars know how to avoid the pitfalls that often derail them. **8. Organization Savvy** "Office politics" has got a bad name. Stars know that developing "credibility" with the right people can help them address conflicts and promote co-operation. **9. Show-and-Tell** People judge you by what you say and do during meetings and presentations. Stars always know their audience and shape their message accordingly.

Words & Expressions

consultant /kən'saltənt/ *n.*

entitle /ɪn'taɪtəl/ *vt.*

breakthrough /'breɪkθruː/ *adj. n.*

strategy /'strætɪdʒi/ *n.*

initiative /ɪ'nɪʃ(i)ətɪv/ *n.*

extra /'ekstrə/ *n.*

socialize /'səʊʃəlaɪz/ *vi.*

promotion /prə'məʊʃən/ *n.*

guru /'ɡʊrʊ/ *n.*

self-management /self'mænɪdʒmənt/ *n.*

clutter /'klʌtə/ *vi.*

critical /'krɪtɪkl/ *adj.*

path /pɑːθ/ *n.*

goal /ɡəʊl/ *n.*

perspective /pə'spektɪv/ *n.*

colleague /'kɒliŋ/ *n.*

(商业、法律等方面的)顾问
以...为标题

突破性的; 重大突破

战术

首创精神

过多的; 多余

与...交往

提升

专家; 权威

自我计划; 自我安排

拥乱; 拥挤

重要的

路径

目标

观点; 透视; 前景

同事

competitor /kəm'petitə/ *n.*
 followership /'fɒləʊəʃɪp/ *n.*
 spineless /'spainlɪs/ *adj.*
 influence /'ɪnfluəns/ *n.*
 ego /'egəʊ/ *n.*
 worship /'wɜːʃɪp/ *n.*
 teamwork /'tiːmwɜːk/ *n.*
 pitfall /'pɪtfɔːl/ *n.*
 derail /di'reɪl/ *vt.*
 savvy /'sævi/ *n.*
 credibility /'kredɪ'bɪlɪti/ *n.*
 conflict /'kɒnflɪkt/ *n.*
 presentation /prezən'teɪʃən/ *n.*
 go beyond
 come up with
 in hopes of
 get a promotion
 build relationship with
 from one's point of view
 have a bad name

竞争对手
 服从精神; 追随(意愿)
 软弱的; 没有决断的
 影响
 自我
 崇拜
 有组织的合作
 坑; 陷阱
 使...出轨
 常识
 信用
 矛盾
 提出; 出席; 演出
 超出
 想出; 找到
 希望
 得到提升
 与...建立关系
 在某人看来
 名声狼籍

Notes

1. ... has written a book entitled *How To Be a Star at Work*. ... 撰写了一部书, 名为《如何成为工作明星》。entitled 是过去分词作定语。
2. breakthrough strategies 突破性策略
3. ...to come up with new ideas that really help the company's

bottom line. ...想出新点子, 真正有助于公司的基本方针。

不定式作目的状语, 其中 *that* 引导的定语从句修饰 *ideas*. *come up with...* 想出或提出, 又如: *He has finally come up with a solution to the problem.* 他终于找到了解决问题的方法。 **bottom line** 此处意为“基本方针”。

4. **get your work done** 意为 *get your work finished*, 表示“使自己的工作得以完成”, 即: 完成工作, 又如: *Let's get things done immediately.* 赶快把事情干了。

5. **get hung up on...**

get 此处与注 4 中同义, 表示“使...”。 *get hung up on* 此处意为“使自己只考虑...”。通常也用 *be hung up on* 对...特别感兴趣, 例如: *He was hung up on winning a prize in lottery.* 他一心思想中彩。

6. **You don't have to be a spineless yes-person to be a good follower.** 你不必为了要作一名好下属就事事处处对上级俯首贴耳。 *to be a good follower* 是目的状语。

7. **... while checking your ego at the door...** ... 在自我约束的同时... *check* 阻止, 控制, 又如: *He couldn't check his anger.* 他压不住满腔怒火。

8. **the cult-hero worship of "Big L" leaders; ...** 对“大人物”领导者的崇拜; ... 其中 *cult-hero worship* 意为“把(某人)当作英雄崇拜”。另外, 后面的“Small L” *leadership* 是“小人物”领导艺术的意思。

9. **address conflicts** 同 *deal with conflicts*。

10. **... shape their message accordingly** 根据不同的听众来调整讲话内容。

Exercises

I. Questions for Comprehension.

1. What does "a star at work" mean?

2. How do you know if a person has initiative or not?
3. What is the difference between average performers and star performers in networking?
4. According to the author what is the key to success?
5. Is it right to see everything from one's point of view? Why?
6. What is a yes-person?
7. Can you think of some differences between "Big L" and "Small L" leadership?
8. Why does "office politics" get a bad name?
9. How do people judge a staff member?
10. What are the nine breakthrough strategies suggested by Robert Kelly?

II. Choose the appropriate forms of the expressions given below to complete the following sentences.

go beyond	stick to	in hopes of
build relationship with		come up with
from one's point of view		socialize with

1. One should avoid seeing things _____ only.
2. He chose to work in a jointventure _____ getting better chance to improve himself.
3. If you _____ your goal in spite of difficulties, you are sure to succeed.
4. Going outing together is a good opportunity for the management and staff _____ each other.
5. Those who often _____ suggestions should be encouraged in the company.
6. His visit to our company this time aims at _____ us for the future cooperation.
7. Last time as the requirement of the job _____ her ability, she didn't do it well.

Unit 1

III. Useful Patterns.

1. Pattern 1 *In order to be* a star at work you need to have initiative.

In order to do A, B...

A	B
1) keep fit (健身)	he/do jogging (慢跑)/every morning
2) do well in the exam	the student/stay up late/yesterday
3) find a good job	Mary /take a course in Business English (商务英语)/now
4) encourage the secretaries	the manager/send them flowers every Monday
5) learn English well	(自定)

2. Pattern 2 *The first thing* a new secretary must learn *is* to get her work done fast and well.

The first thing A (do) is/was B (to do)...

A	B
1) I/in 2000	go and visit Aomen(澳门)
2) a secretary/everyday	answer the phone
3) my father/yesterday	listen to the news over the radio
4) the chief/when he returned	be briefed by his secretary
5) you/must/next Monday	(自定)

Listening & Speaking

Meeting office staff

1. Listening

Hilary has just arrived at H & J *Company. As it's her first day, and she hasn't had a chance to meet her colleagues yet, Sheila Polson, the Personnel Manager, introduces her to some of the staff.

As you listen, draw lines to link the name on the left with his/her position on the right. Then listen again and indicate in the left-hand column whether the greeting is formal(F) or informal(I).

F	Alice Everett	Marketing Manager
	Christine Adams	Office Manager
	Helen Wright	Hilary's best friend
	George Brown	Personal Assistant to Alice Everett

2. Presentation

1) Introductions between speakers normally follow a number of steps, as follows:

Student A

Introduction: How do you do?

Identification: My name is _____.

Student B

Reply to introduction: Pleased to meet you.

Identification: I'm _____.

Now here is some of the language you have just heard.

a. Introducing and identifying yourself.

Formal: How do you do?

*H & J Company 是一公司名