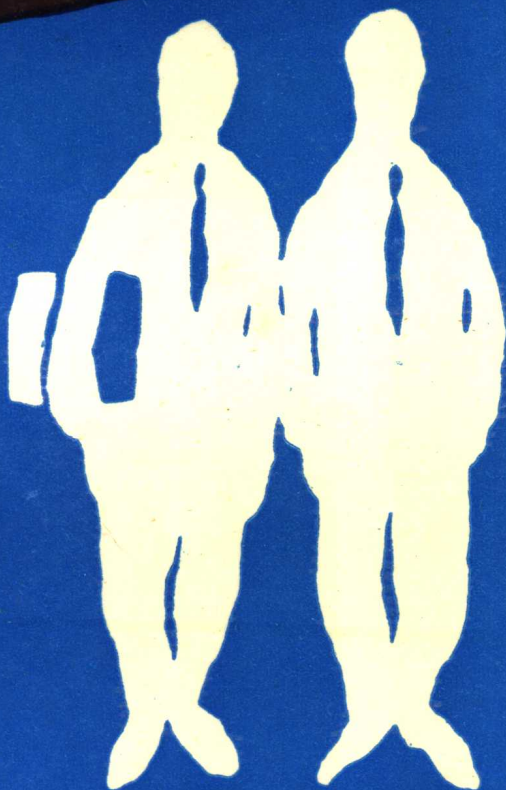


林文平 徐德任 编著

实用三资企业英语

PRACTICAL ENGLISH
for EMPLOYEES

in Sino-foreign joint ventures, cooperative businesses and
wholly foreign-owned enterprises



北京语言学院出版社

实用三资企业英语

林文平 徐德任 编著

北京语言学院出版社

(京)新登字 157 号

图书在版编目(CIP)数据

实用三资企业英语=PRACTICAL ENGLISH FOR EMPLOY-
EES/林文平,徐德任编著. —北京:北京语言学院出版社,1995
ISBN 7—5619—0506—8

I. 实…

I. ①林… ②徐…

Ⅱ. 中外合资经营—合资企业—英语

IV. H319.4

出版发行:北京语言学院出版社

(北京海淀区学院路 15 号 邮政编码 100083)

印 刷:北京语言学院出版社印刷厂

经 销:全国新华书店

版 次:1995 年 5 月第 1 版 1995 年 5 月第 1 次印刷

开 本:850×1168 毫米 1/32 印张:8.5

字 数:213 千字 印数:1—6000 册

定 价:11.60 元

前 言

近年来,随着我国对外开放政策的深入和发展,外商投资企业在中国不仅投资数目与日俱增,对于既精通业务知识又能熟练使用外语的人才,尤其是英语人才的需求也越来越大。为了帮助广大三资企业工作人员,以及准备去三资企业环境中工作的人员提高英语以及专业知识水平,我们编写了这本《实用三资企业英语》。

在编写此书过程中,我们分别走访过部分在外商投资的饭店、宾馆、公司和外国机构驻我国办事处里就职的工作人员,广泛地征求和总结了他们学习和使用英语过程中的经验和教训,使本书的内容具有很强的实用价值。同时,我们特别注意到了语言同专业知识在实际运用过程中的有机结合,使本书不仅能帮助广大读者提高英语水平,还能帮助读者了解外商投资环境下的饭店、宾馆、文秘、商务联络、国际贸易、金融财会等方面的专业知识,因此,可以说本书又是一本专业书籍。此外,本书在语言上力求准确、生动、简明、实用,并强调词汇在运用形式上的多样性;同时,每一篇章讲述一位主要人物在三资企业中的工作经历,不仅具有很高的实用和指导意义,而且可读性十分强。

本书在编写过程中参考了部分国内外最新出版的有关书籍和资料,亦得到了北京电视台英国专家 ROWEN SIMONS 先生的亲切指导,在此一并致谢。

由于编者水平的限制,书中难免有错误和疏漏之处,敬请批评指正。

编 者

1994. 4. 21

CONTENTS

目 录

PART ONE ENGLISH FOR FOREIGN- INVESTED HOTELS

第一篇 外资饭店英语		(1)
Chapter One	Room Reservations	(2)
第一章	客房预订	
Chapter Two	Checking-in	(10)
第二章	住宿登记	
Chapter Three	Room Services	(19)
第三章	客房服务	
Chapter Four	Checking-out	(39)
第四章	离店	
Chapter Five	Other Services	(48)
第五章	其它服务	

PART TWO SECRETARIAL ENGLISH

第二篇 文秘英语

Chapter One	Job-seeking Skills	(62)
第一章	求职技巧	
Chapter Two	Business Contact Skills	(88)
第二章	商务联络技巧	

Chapter Three	Self-training Skills	(120)
第三章	自我培训技巧	

PART THREE ENGLISH FOR INTERNATIONAL FINANCE & ACCOUNTING (135)

第三篇 国际金融财会英语

Chapter One	Opening Bank Accounts	(136)
第一章	开立银行帐户	
Chapter Two	International Banking	(153)
第二章	国际银行业	
Chapter Three	Finance & Accounting in International Trade	(172)
第三章	国际贸易金融财会	

PART FOUR ENGLISH FOR DAILY LIFE (193)

第四篇 日常生活英语

Chapter One	Clothing	(194)
第一章	衣	
Chapter Two	Eating and Drinking	(206)
第二章	饮食	
Chapter Three	Housing	(219)
第三章	住	
Chapter Four	Transportation	(231)
第四章	行	
Chapter Five	Social Intercourse	(251)
第五章	社交	

PART ONE

ENGLISH FOR FOREIGN-INVESTED HOTELS (外资饭店英语)

Mary Lee is now the Chinese general manager of the Queen Hotel. It is the second biggest foreign-invested hotel in China. Before that, She had been working in the Royal Hotel for almost 10 years. She had been a reservationist, a receptionist, a cashier, and the manager of the Room Service Department. She had also been a bar waitress and a salesgirl for some time. Her stories will not only show us her rich experiences in hotel work but also tell us how to acquire proficiency in Hotel English.

(李玛丽现为“皇后大酒店”的中方总经理。该酒店现为中国第二大外商投资饭店。在此之前，她曾在“皇家大酒店”里工作了差不多10年的时间。她曾做过预订员、接待员、收银员，以及客房服务部的经理。她还做过一段时间的酒吧女侍和导购小姐。她的故事将不仅向我们展示她在饭店工作方面的丰富经验，还会告诉我们如何掌握饭店英语。)

Chapter One

Room Reservations

(客房预订)

The Royal Hotel was a big state-owned hotel 10 years ago. Mary Lee worked there as a reservationist. She made reservations for both domestic and foreign clients. Mr. Jeff Davis was the first foreigner she had served.

(十年以前,“皇家大酒店”是一家国营饭店。李玛丽在该饭店担任预订员。她既为国内的客户也为国外的客户预订客房。杰夫·戴维斯先生是她接待的第一位外国顾客。)

Conversation I:

A Call Reservation

(电话预订)

Mary: Reservations. Can I help you?

(预订处。要预订房间吗?)

Jeff: Yes. My name's Jeff Davis. I'm calling from Hous-

ton. I'd like to book a room in your hotel.

(是的。我叫杰夫·戴维斯。我正在休斯敦打电话。
我想在贵饭店预订一间客房。)

Mary: What kind of room would you Like, sir?

(您要订什么样的房间,先生?)

Jeff: Single with bath, please.

(请订一间带浴室的单人房。)

Mary: When for, sir?

(什么时候的,先生?)

Jeff: May 20th.

(5月20号的。)

Mary: How Long do you plan to stay?

(您打算住多久?)

Jeff: Four days.

(住4天。)

Mary: Would you like breakfast?

(要供应早餐吗?)

Jeff: Yes, please.

(对,请供应早餐。)

Mary: May I have your name, please?

(请问您的姓名?)

Jeff: Jeff Davis.

(杰夫·戴维斯。)

Mary: Could you spell it?

(请问如何拼写?)

Jeff: J-E-F-F, D-A-V-I-S.

(杰一夫·戴一维一斯。)

Mary: Mr. Jeff Davis. Single with bath. May 20th to 23rd. Breakfast.

(杰夫·戴维斯先生。5月20号到23号。带浴室的单人房一间。供应早餐。)

Jeff: That's right. Thank you. Goodbye!

(很正确。谢谢你。再见!)

The second time, Mary Lee received a group reservation. It was from Mr. Harry Cornnors. He was the leader of a tour group from New York.

(第二次,李玛丽接待了一个团体预订业务。房间是由哈利·科纳斯先生预订的。他是一个来自纽约的旅游团的团长。)

Conversation II:

A Group Reservation

(团体订房)

Mary: Reservations. May I help you?

(预订处。要订房间吗?)

Harry: Yes. This is Harry Cornnors. I'm the tour leader of a 15-people group from New York. We're going to visit Beijing at the end of this month. May I book some rooms in your hotel?

(是的。我叫哈利·科纳斯。我是一个纽约 15 人旅游团的团长。我们将在本月底到北京旅游。请问可以在贵店预订一些房间吗?)

Mary: How many rooms do you want, Mr. Cornnors?
(您要多少房间,科纳斯先生?)

Harry: Five double rooms with double beds. Five single rooms with bath.

(5 间双人套房。5 间带浴室的单人房。)

Mary: For which dates, please?
(请问订什么时间的?)

Harry: July 25th, 26th, and 27th.
(7 月 25 号,26 号和 27 号。)

Mary: Please hold the line for a moment. Let me check the room availability for those days.
(请稍等。我来查一下那几天的客房预订情况。)

Harry: All right.
(好的。)

Mary: Thank you for waiting, sir. We can confirm you the rooms you need.
(谢谢您等候,先生。您要的房间可以预订。)

Harry: Thank you. What about the room rates?
(谢谢。房价是多少?)

Mary: A double room is US \$ 100 per night. A single room with bath is US \$ 55 per night.
(双人房每天 100 美元。带浴室的单人房每天 55

美元。)

Harry: Is there a special rate for a group reservation?

(团体预订有优惠吗?)

Mary: Yes. There's a 10 per cent discount for a group reservation.

(有。团体预订可享受10%的优惠。)

Harry: Good. That's all settled, then?

(好的。那么就这么定了?)

Mary: Yes, sir.

(是的,先生。)

Harry: Thank you very much. Goodbye!

(非常感谢。再见!)

Once Mary Lee received a long-distance call from Louis Charles. He was a French man. He wanted to book a room in the Royal Hotel. But the hotel was fully booked.

(有一次李玛丽接到了路易·查理长途电话。他是一位法国男士。他想在“皇家大酒店”里订一间客房。但酒店的房间均已订满。)

Conversation III :

Fully Booked

(客房已订满)

Mary: Good morning. Room Reservations.

(上午好。客房预订处。)

Louis: Is this the Royal Hotel in Beijing?

(请问是北京的“皇家大酒店”吗?)

Mary: Yes, sir. What can I do for you?

(是的,先生。能为您效劳吗?)

Louis: I'd like to make a room reservation.

(我想预订一间客房。)

Mary: What kind of room do you want, sir?

(您要订什么样的房间,先生?)

Louis: A single room with bath.

(带浴室的单人房。)

Mary: What date would that be?

(什么时候的?)

Louis: August 15th.

(8月15号的。)

Mary: How long will you stay in our hotel?

(要在我们饭店住多久?)

Louis: Just for one night.

(只呆一个晚上。)

Mary: One moment, please. I have to check the room availability for that day.

(请稍候。我得查一下当天的客房预订情况。)

Louis: OK.

(好的。)

Mary: Thank you for waiting, sir. I'm afraid our hotel is fully booked for that day. Is it possible for you to

change your reservation date?

(谢谢您等候,先生。对不起,我们饭店 8 月 15 号的房间均已订满。您可以改一下订房日期吗?)

Louis: No. That's not possible.

(不。日期不能更改。)

Mary: We might have cancellations. Could you call us again closer to that time?

(也许我们会有退房。过一段时间您再给我们打电话,行吗?)

Louis: Sure. But suppose you do have cancellations, could you let me know immediately?

(当然可以。但假如你们一旦有退房,能否马上通知我?)

Mary: I'm sorry, sir. we're unable to do that. We'd prefer you to call us again.

(对不起,先生。我们不能那样做。最好还是您给我们打电话。)

Louis: If that's the case, I think I'll try another hotel.

(如果情况是这样的话,我想我还是试试别的饭店。)

Mary: We're very sorry, sir.

(实在抱歉,先生。)

Louis: That's all right. Goodbye!

(没关系。再见)

Words & Expressions

reserve (v.)	预订	cancellation (n.)	取消
reservation (n.)	预订	prefer (v.)	喜欢, 偏爱
book (n.)	书籍	preference (n.)	偏爱, 优先
book (v.)	预订, 订购	understand (v.)	理解
available (adj.)	有价值的	understandable (adj.)	可以理解的
availability (n.)	价值	understanding (n.)	理解
room availability	客房预订情况	hold the line	别挂电话
confirm (v.)	确认	make a reservation	预订, 订购
confirmation (n.)	确认	book a room	预订一间客房
room rate	房租	not only... but also...	不仅……而且……
a special rate	优惠价	both... and...	……以及……
discount	折扣	if that's the case	如果情况是这样的话
fully booked	客满		
cancel (v.)	取消		

Chapter Two

Checking-in

(住宿登记)

Some time later, Mary Lee changed to work in the front hall as a receptionist. She had been working there for 3 years.

(不久以后,李玛丽改在前厅做接待员。她在那里工作了3年的时间。)

Conversation 1:

Registration

(住宿登记)

Mary: Good afternoon. What can I do for you, sir?

(下午好。能为您效劳吗? 先生?)

Jeff: My name's Jeff Davis. I booked a room 3 weeks ago

(我叫杰夫·戴维斯。3个星期以前我预订过一间客房。)

Mary: Could you repeat your name, sir?

(请重复一遍您的姓名,先生。)

Jeff: Jeff Davis.

(杰夫·戴维斯。)

Mary: Thank you, Mr. Davis. Please wait a moment. I'll have to check the arrival list.

(谢谢,戴维斯先生。请稍候片刻。我得查一查签到表。)

Jeff: Yes, please.

(请吧。)

Mary: Yes, Mr. Davis. You've reserved a single room with bath from today to the 23rd.

(对,戴维斯先生。您订了一间从今天到23号的带浴室的客房。)

Jeff: Yes, exactly.

(对,非常正确。)

Mary: May I see your passport, please?

(我可以查看一下您的护照吗?)

Jeff: Certainly. Here it is.

(当然可以。给你。)

Mary: Thank you, Mr. Davis. Please fill out the registration form.

(谢谢,戴维斯先生。请填好住宿登记表。)

Jeff: Sure. By the way, what's your room rate?

(好的。顺便问一下,房价是多少?)

Mary: A single room with bath is US\$ 55 per night, plus