

实用商业英语口语

庄虎臣 周慧菁 王亚卫 编著



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实用商业英语口语

Practical Commercial Spoken English

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前 言

随着我国改革开放、内外贸和各种商品经营活动的迅速发展,国外游客购物日益增多。为此,我们编写了这本教材,供中等职业技术学校学生及其相应程度的商业工作人员学习和使用。

本教材分三部分,第一部分为日常英语;第二部分为商业英语;第三部分为分类商品的名称。

本教材由庄虎臣任主编,周慧菁、王亚卫任副主编。参加编写的还有何晓群、庄昕。

在本教材编写的过程中,得到乔刚老师的帮助和支持。

由于编者水平有限,难免存在不足之处,欢迎读者和同行批评指正。

编 者

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Contents

Part One

Unit 1

Greetings	1
-----------------	---

Unit 2

Talking about Weather	10
-----------------------------	----

Unit 3

Asking the Way	20
----------------------	----

Unit 4

Hobbies	31
---------------	----

Unit 5

Holidays and Festivals	41
------------------------------	----

Unit 6

Having an Interview	53
---------------------------	----

Unit 7

Having an Appointment	58
-----------------------------	----

Unit 8

Making Reservations	63
---------------------------	----

Unit 9

An Invitation	68
---------------------	----

Unit 10

At a Bank	73
-----------------	----

Unit 11

At a Post Office	78
------------------------	----

Unit 12

Making a Telephone Call	84
-------------------------------	----

Unit 13

In the Restaurant	91
-------------------------	----

Unit 14

Seeing the Doctor	98
-------------------------	----

Part Two**Unit 15**

At the Cigarette and Wines Department	104
---	-----

Unit 16

At the Garment Department	111
---------------------------------	-----

Unit 17

At the Shoes Department	119
-------------------------------	-----

Unit 18

At the Knitting-wool Department	125
---------------------------------------	-----

Unit 19

At the Leather Goods Department	130
---------------------------------------	-----

Unit 20

At the Arts and Crafts Department	136
---	-----

Unit 21

At the Chinese Painting and Calligraphy	142
---	-----

Unit 22	
At the Photographic Appliances Department	150
Unit 23	
At the Household Electric Appliances Department	156
Unit 24	
At the Jewellery Department	163
Unit 25	
At the Clock and Watch Department	170
Unit 26	
At the Toy Department	177
Unit 27	
At the Sporting Apparatus Department	184
Unit 28	
At the Money Exchange Counter	190

Part Three

Names of Commercial Departments	196
Assorted Names of Commodities	201

Part one

Unit 1

Greetings

Patterns

1. How about...?
2. What surprised me most...?
3. It's been a long time...
4. What's the matter...?
5. How is everything (with)...?

Dialogues

(1)

(John Smith and Zhang Ping meet at a reception.)

Smith: Hello, I'm John Smith.

Zhang: I'm Zhang Ping from China.

Smith: Nice to meet you.

Zhang: Nice to meet you, too.

Smith: How long have you been in Britain?

Zhang: For two weeks. I'm studying at Cambridge Univer-

sity as a visiting scholar.

Smith: Oh, there must be many things here different from your country.

Zhang: Yes. What surprised me most is the changeable weather.

Smith: I'm not surprised to hear that. But you'll soon get used to it.

(2)

A: Well, hello, John. This is a pleasant surprise.

B: Hi, Tom. Fancy meeting you here. It's been a long time.

A: It certainly has. How's life?

B: Marvellous! I feel on the top of the world. How about you?

A: I'm not feeling too well these days.

B: That's too bad. What's the matter?

A: I failed English in my final examination.

B: Don't let it get you down! The world won't end if you don't pass a test.

A: I know. But just think, I've spent so much time on English, and now all that work's gone for nothing.

B: Oh, cheer up, old boy! No pains, no gains. Work harder and you're sure to do better next time.

A: Thanks a lot. You really think so. Well, it's been good talking to you.

B: All right. I'd better go now too. Good-bye.

A: Good-bye.

Words and Expressions

reception [ri'sepʃən] <i>n.</i>	接待, 招待
scholar ['skɒlə] <i>n.</i>	学者
changeable ['tʃeɪndʒəbəl] <i>a.</i>	易变的, 变化无常的
pleasant ['plezənt] <i>a.</i>	令人愉快的, 舒适的
fancy ['fænsi] <i>vt.</i>	想象, 设想
marvellous ['mɑ:vɪləs] <i>a.</i>	奇迹般的, 不可思议的
different from	与……不同
get used to	习惯于……的
No pains, no gains	(谚) 不劳则无获

Useful Expressions

1. How's everything?
近来怎么样?
2. Nice to meet you.
很高兴见到你。
3. How are things with you?
你最近怎么样?
4. Not too bad.
不错。
5. How nice to see you.
见到你真高兴。
6. How's life?
你好吗?
7. Just so-so.

一般。

8. Really fine.

很好。

9. What's happening?

近来好吗?

10. Same as usual.

和往常一样。

11. How's life (treating) you?

你还好吗?

12. Pretty fair.

不错。

13. Can't complain.

没话说(很好)。

14. I've been looking forward to meeting you.

我一直盼望见到你。

15. I hope we'll meet again some time.

但愿我们再相见。

Text

Do You Know How to Greet

When we meet someone we know for the first time during a day, we usually greet him or her. A greeting is a way of being friendly to someone.¹ It is a way of being polite. It is also a way of starting a conversation. In English we often say "How are you?" to each other as a greeting. This

sounds like a question about a person's health,² but we do not expect the person to tell us about their health when they reply. We do not expect them to talk about their health when they reply. We do not expect them to talk about their headache or their backache, if they have one. When someone says "How are you?", we usually respond by saying "I'm fine, thanks" or "I'm very well, thanks." If you are not feeling very well, you can just say "Not very well, I'm afraid." A simple reply like this is enough. It is not necessary to describe how you really are, even though such a reply may not be true.³ Whether a true answer is needed depends on the relationship between the people concerned,⁴ and whether the person asking is really interested.

In English a greeting is usually followed by small talk. Small talk means the little things we talk about at the start of a conversation. In English-speaking countries, people often make small talk about the weather. "Beautiful day, isn't it?" "Terrible weather, isn't it?" But there is something special about small talk. It must be about something which both people have the same opinion about. People usually agree about the weather, so it is a safe topic for small talk. The topics for small talk also depend on where the conversation is taking place. At bus-stops people may talk about the bus service: "The buses are very slow these days, aren't they?"

Another point about greetings is that we should use the right degree of formality that the situation calls for.⁵ For example, if you are talking to someone much older than you or someone with a high rank or position, you need to be more formal than if you are talking to your best friend or your brother.

Words and Expressions

greeting ['grɪtɪŋ] <i>n.</i>	问候
polite [pə'laɪt] <i>a.</i>	有礼貌的, 有教养的
conversation [kɒnvə'seɪʃən] <i>n.</i>	会话, 谈话
expect [ɪks'pekt] <i>vt.</i>	期待, 期望
reply [rɪ'plai] <i>vi.</i>	回答, 答复
respond [rɪs'pɒnd] <i>vi.</i>	应答, 作答
describe [dɪs'kraɪb] <i>vt.</i>	描写, 描绘
depend on	依靠, 依赖
relationship [rɪ'leɪʃənʃɪp] <i>n.</i>	关系, 联系
special ['speʃəl] <i>a.</i>	特殊的, 特别的
opinion [ə'pɪnɪən] <i>n.</i>	意见, 看法
topic ['tɒpɪk] <i>n.</i>	话题, 论题
point [pɔɪnt] <i>n.</i>	点, 要点
degree [dɪ'ɡri:] <i>n.</i>	程度, 度数
formality [fɔ:'mælɪti] <i>n.</i>	礼节, 拘泥形式
rank [ræŋk] <i>n.</i>	地位, 身份

position [pə'ziʃən] *n.*

地位, 职务

formal ['fɔ:məl] *a.*

正规的, 正式的

Notes

1. A greeting is a way of being friendly to someone.

一个问候是待人礼貌的一种方式。

“a way of”作“一种方式, 一个方法”解。

2. This sounds like a question about a person's health, ...

听上去像在问别人的健康……。

“sounds like”解释为“听上去像……”。

3. It is not necessary to describe how you really are, even though such a reply may not be true.

无需向人描述你究竟如何, 即使这一回答不一定真实。

- (1) 主句中“*It*”是形式主语, 动词不定式“to describe how you really are”为真正主语。

- (2) “even though”“即使”引出一个让步状语从句。

4. Whether a true answer is needed depends on the relationship between the people concerned, ...

是否需要如实回答, 取决于两人的关系(如何)。

此处“whether a true answer is needed”是主语从句。

5. Another point about greeting is that we should use the right degree of formality that the situation calls for.

关于问候另一点是我们应该按场合的要求使用恰当的礼节。

“that the situation calls for”是定语从句。“call for”意为“要求”。

Exercises

1. Role play:

- (1) Mr. Zhang, a visiting scholar, meets Mr. White at a party. They greet each other and talk about the weather and their work.
- (2) Mary introduces her friend, Wang Ping, to her classmate, Robert. They greet each other and talk about the courses.
- (3) You meet a friend of yours unexpectedly in the street.

2. Complete the following dialogues:

- (1) A: _____, Bob.

B: Oh, _____ Andy. Fancy meeting you here.

A: Yes, _____!

B: How are things going with you?

A: _____. And you?

B: _____.

- (2) A: Hi, Jane. How _____ you?

B: Oh, Mary, fine. How _____ you?

A: _____ well. Jane. Well, it's _____ since I saw you _____. Nice to meet you here. But I've got to _____ now. I'm going to the _____. The film _____ at 10.

B: Bye then. Come and have tea _____.

A: OK. Bye.

3. Translate the following into English:

(1) 在这里见到你真高兴!

(2) 我好久没有见到你了,你到哪儿去了?

我去旧金山看望一个亲戚。

(3) 汤姆在哪儿?

我实在不知道,我从 11 点半起就没见过他。

(4) 苏珊,你近来在大学里工作怎样?你看上去比以前瘦了。

(5) 李先生已经有近半年左右没去看望他的父亲了,他非常想念他的父亲。

(6) 早晨,我在上学的路上碰见了我以前的一個同学,我们互相打了招呼。

Unit 2

Talking about Weather

Patterns

1. It looks like it's going to...
2. I'm afraid it's...
3. It seems...
4. It's hotter (colder) than...
5. I hope it will turn...

Dialogues

(1)

A: It's a lovely day, isn't it?

B: Yes, it's terrific.

A: I hope it stays like this.

B: I hope so, too.

A: I hate the summers here. There's too much rain and it's usually very hot.

B: Yes. But today is marvellous. The weather forecast says the highest temperature will be 27 degrees Celsius.

A: Great.

(2)

A: The weather has changed. It's likely to rain.