

ENGLISH

外经贸版
英语有声系列
002

ROUNDUP

英语洽谈商务 (下)

Business World (II)

(台湾) 杨铭涂◆编著

填补国内教材

「缺憾」

突破英语学习

「瓶颈」

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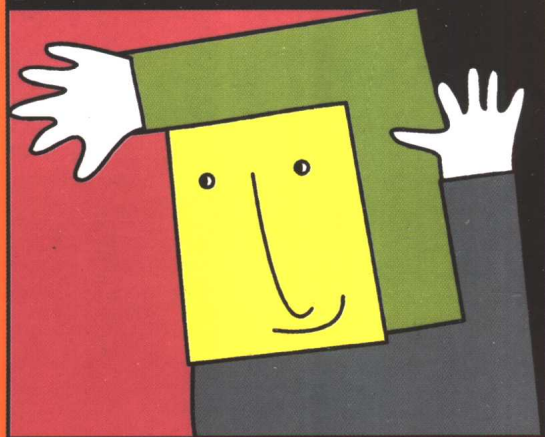
教材无法达到的

程度」

深度」

「广度」

Business World (II)



中国对外经济贸易出版社

外经贸版英语有声系列 001

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Business World (II)

(台湾)杨铭涂 编 著

填补教材缺憾/突破英语学习瓶颈/助您
达到一般教材无法达到的程度、深度与广度

中国对外经济贸易出版社

Dr. Doty's Preface

I have known and worked with Yang Ming-tu for several years in the English Department at Tamkang University. At the time of my first arrival, Mr. Yang was already a veteran teacher of many years and a beneficial advisor to me as I was just "learning the ropes." In the time I have known him he has always been serious and hardworking trying to better his own knowledge base, teaching skill and student accomplishment. One of his lines of pursuit has been persistently to work on a series of publications aimed at assisting learners of English, either by writing something new or by revising some of his earlier work. He has published books on composition, conversation, reading and vocabulary acquisition. I have on occasion worked in different capacities on some of his projects. *English Roundup* is just such one.

In fact one of Mr. Yang's main concerns over the years I have known him is the problem of vocabulary acquisition. He taught a first year vocabulary course quite successfully for a number of semesters. This experience in part acted as impetus to focus on vocabulary. Another experience which acted as further impetus and which I too have encountered lies in the fact that vocabulary acquisition is the single long term problem of language learning. After one gains simple or even advanced mastery of a language, that is even after gaining "fluency" in the four skills of a language, listening, speaking, reading and writing, vocabulary remains as the wall which blocks the way.

The question then is how to overcome this problem. Practical experience backed also by special studies of educationalists and psy-

chologists indicate that human memory works best when prodded from time to time, that vocabulary is easier to learn and retain in contextual blocks, and that vocabulary retention is enhanced when different modes (= language skills) are utilized in the learning process.

Mr Yang follows these basic ideas in the design of his books of the *English Roundup* series. He selects groups of related words that are practically relevant; he picks vocabulary over a wide range of topics essential to a modern educated individual. This group of vocabulary words in turn is built into a conversational situation and augmented by a variety of simple exercises. He also provides an interesting array of related supplemental materials-poems, letters, advertisements, aphorisms-to spice and inspire the learner. Chinese translations are given for all materials eliminating the need of additional dictionary work and also providing ways to check any points difficult to understand in the text; this frees students to concentrate their time and energy upon reinforcing the new vocabulary. Tapes offer the added advantage of reinforcing the visual learning track with an audio one. A student can study by himself or a group can easily learn together. As a student studies and reviews the text in written and taped form, he will enrich his vocabulary in a practical and sensible way.

Dr. Darrel P. Doty
Associate Professor
English Department
Tamkang University

自序

外经贸版英语有声系列,主题纷陈罗列,编写的主要目的在于提供读者辽阔丰富的语汇和多元化的内涵,因闭塞的教材会限制学习者的英语成长,不适于放眼天下、胸怀世界的今日社会。

本书字词兼采英国及美国语文用法;英语穿梭五方、流通四域,考量其世界性,这样的作法希望能见谅于同好。本书商业篇共分两册。全部英文原稿承蒙郭德士教授(Porfessor John Geddes)、杜德伦博士(Dr. Darrel Doty)和李郁芬小姐(Natalie Nordby)润饰,中英文部分文稿也承蒙吴观涛教授、会计师高征荣先生、黄海实业公司华德成先生、淡大财务长黄振丰教授、管研所蔡信夫教授、会计系刘丽云及黄登满教授校正;张文汉、赖淑玫和林秀美帮我义务译校,备极辛苦,仅此一并致谢。同事周新民、吴秀聪、徐秋珍、陈长房、萧集智、温春福平日对我礼待宽容,鼓励有加;生之路上,高天恩、梁修癸、赖金龙各位友好教我以德(得),平我爱恶;研究所时师长殷殷教诲,启迪我的英文理念;淡江董事长张公建邦博士及荣誉董事长添福博士惠我时间,纵我追求个人志趣,淡大英文系同仁对我关怀,没有师友的这些帮助,本书不会出现。这本书如有优点,功归大家;如有缺点,责任在我。

本册电脑单元由电信工程师杨振兴先生编写,我写其他各篇时曾参考 L. Gartside's *Model Business Letters*, Macintosh's *English for Business*, Adam's *Longman Dictionary of Business English*, Lannon's *Technical Writing* 以及在柏克莱大学和伊利诺大学所收集的许多资料。今书中成,疏漏之处在所难免,恳请方家、师友指正,使本书去讹存真而嘉惠英语教学。

杨 铭 涂

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1. Renting a House

New Words and Phrases

1. **house for rent** 招租房子
2. **air conditioning** 冷气
3. **refrigerator** 冰箱
4. **gas** 煤气
5. **telephone** 电话
6. **cooking facilities** 烹饪设备
7. **residential area** 住宅区
8. **case of burglary** 窃盗案

9. **repaint** 重新油漆
10. **damp patches** 湿块
11. **crack** 裂缝
12. **bulge** 凸块
13. **drainage** 排水
14. **natural light** 自然采光
15. **liable to** 易患
16. **flooding** 水灾

Dialogue

A: Arthur, I'm looking for a house to move into. Do you know any **house for rent**¹?

B: I have one, equipped with **air conditioning**², **refrigerator**³, **gas**⁴, **telephone**⁵, and **cooking facilities**⁶.

A: How large is it?

B: It's 24 *p'ings*. It has a hall, 2 bedrooms, a kitchen, and a bathroom. It's in a **residential area**⁷ where there are few **cases of burglary**⁸.

A: Is the house new or old?

B: It's not very old. We have **repainted**⁹ the whole house. There are no **damp patches**¹⁰ on the ceiling, no **cracks**¹¹ or **bulger**¹² on the wall. **Drainage**¹³, **natural light**¹⁴, and transportation are excellent. Besides, it's not **liable to**¹⁵ **flood-ing**¹⁶.

A: How far is it from here?

B: It's a ten minute walk from here.

A: How much is the **monthly rent**¹⁷ and how much is the **deposit**¹⁸?

B: The monthly rent is NT \$ 1,000. The deposit is NT \$ 1,000. You have to pay gas, water and electricity.

A: Could I rent only a bedroom?

B: No. You must take the whole house. You may **sublet**¹⁹ some rooms to others.

租 房 屋

17.monthly rent 月租

18.deposit 押金

19.sublet 分租;转租

20.sign 签

21.contract 合同

22.ventilation 通风

23.sound insulation 隔音

24.redecorate 再装潢

25.redivide 再隔间

26.sublease 分租;转租

27.garage 车库

28.garret 阁楼

29.balcony 阳台

30.verandah 走廊

31.renew contract 再订约

32.rescind 解除

对 话

A: 亚瑟,我正在找房子搬进去。你知不知道有出租的房子?

B: 我有一间。有空调设备、冰箱、煤气用具、电话及厨具。

A: 有多大?

B: 有二十四坪。有座厅、两间卧室、一间厨房、一间浴室。座落在几乎没有窃案的住宅区内。

A: 是新房子还是旧房子?

B: 不很旧。整间屋子我们又重漆一遍。天花板也没有潮湿的斑块,壁上也没有裂缝或凸块。排水、自然采光、交通都很好,而且不患水灾。

A: 离这里有多远?

B: 从这里走十分钟可到。

A: 月租多少,押金多少?

B: 月租 1000 台币,押金一万。煤气、水、电自付。

A: 我能只租一间卧室吗?

B: 不行。一定得租全部,你可以再分租一些房间给他人。

A: Ok. I'll come to inspect the house, and **sign**²⁰ the **contract**²¹ if the house is satisfactory.

Useful Expressions Through Substitution Drill

1. Natural light is excellent.

Ventilation²²

Transportation

Sound insulation²³



2. We have repainted the house.

redecorated²⁴

redivided²⁵

3. You may sublet some rooms to others.

share the hall with others.

sublease²⁶ the **garage**²⁷ to others.

4. It faces south.

north.

east.

west.

6. I will

sign

the contract.

renew³¹

rescind³²

5. It has a hall.

garret (attic)²⁸.

balcony²⁹.

verandah³⁰.

A: 好的,我会来看一下房子,如果满意的话,便签约。

关键句与代换练习

1. 自然采光 不错。

通风

交通

隔音



2. 我们已再 油漆 房子。

装潢

隔间

3. 你可 把一些房间分租他人。

和别人合用厅堂。

把车库转租他人。

4. 它朝 南

北

东

西

6. 我要 订 合同。

再订

解除

5. 它有一个 厅堂。

阁楼。

阳台。

走廊。

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For lease, luxury, furnished, 1 bedroom, 1 living room condominium, best location, available immediately. Tel:5813453.

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Romantic House

Gorgeous living/dining rooms,
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2 baths, one with lovely Italian tile
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宽敞的客厅和餐室。

宽敞的厨房,干净的洗澡间

以及甜蜜的早餐间,

楼上三间卧室,都有大衣柜。

二间洗手间,一间有可爱的意大利磁砖。

绿色的庭院

电 5413141 找张兰丝



From : Anson Ming-lun Yang

To : Kao Cheng-jung, General Manager

Date : May 25, 1989

Subject : Findings on the building which we consider buying

The following report is made in accordance with your instructions given to me on May 20, 1989

1. Locality:

The building is located at 166, Linshen Road. It is in a prosperous shopping area with city buses and banking and hotel services as convenient as our present office.

2. Area and Conditions:

(a)Size: The building has 400 pings and can be divided into six office rooms, a reception hall, and a storeroom.

(b)Conditions: It was built in 1987 with excellent materials by Hung Tai Company. Though the building has an attractive front it needs slight improvement and decoration to suit our purpose.

3. Landlord:

The building is owned by Kuo's Realty Ltd. at 832 Adams Street, Albany, CA 94706, USA. My phone communication shows that they are not considering selling but would rent the building on a long lease for a rent to be negotiated.

I recommend that we rent it, for interviews with salesmen nearby show that trade is excellent in that area. I should be pleased to discuss the building with you in greater detail if you would suggest a time convenient to you.

Anson Yang(signature)

发文者:杨明伦(安生)

收文者:高征荣,总经理

日期:1989年5月25日

主旨:拟购建筑物调查报告

下列报告依阁下1989年5月20日指示而作

1. 地点:该建筑坐落林森路166号,为一繁荣购物区,有公车、银行、旅馆服务业,和我们现在的办公处同样方便。

2. 面积和状况:

(a)面积:该建筑物有400平,可分隔6间办公室,一个接待厅和一间储藏室。

(b)状况:该建筑物是弘泰公司于1987年用好材料盖的。房屋正面气派引人,但该屋还得稍加修整装潢才能为我们所用。

3. 房东:该建筑物为美国加州94706,奥本尼,亚当街832号的郭氏房地产有限公司所有。我电话连络显示,他们不考虑卖但愿长期出租,租金另议。

我建议我们把它租下来,跟附近推销商谈过显示该品生意绝佳。你若时间方便,我愿同你讨论该建筑的更多细节。

杨明伦(签名)



2. Interior Decoration

New Words and Phrases

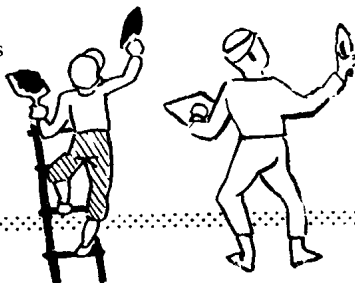
- | | |
|--------------------|-----------------------|
| 1. redecorate 重新装潢 | 8. hardwearing 耐用 |
| 2. showroom 展示间 | 9. glossy 亮丽的 |
| 3. estimate 估价 | 10. tile 磁砖 |
| 4. plan 设计图 | 11. artistic lamp 美术灯 |
| 5. rough sketch 草图 | 12. pedestal 台座 |
| 6. install 安装 | 13. exhibit 展览 |
| 7. repaint 再油漆 | 14. discount 折扣 |

Dialogue

- A: John. We'll **redecorate**¹ this **showroom**². Would you give us an **estimate**³ for the materials and the work needed, please?
- B: I'd be glad to. Do you have any **plan**⁴ or **rough sketch**⁵ to show me how you want to redecorate the room?
- A: No, but I can tell you my idea. Here we want to **install**⁶ an airconditioner. The ceiling must be **repainted**⁷ and a full-length mirror must be put there on that wall; the floor should be paved with **hardwearing**⁸ yet **glossy**⁹ **tiles**¹⁰. Replace these bulbs with **artistic lamps**¹¹. Here we want to put **pedestals**¹² on which we will **exhibit**¹³ our products.
- B: We can supply all materials needed. The decoration will be done with first-class workmanship.
- A: When can you complete all work?
- B: Everything can be done well by the end of this week if we start tomorrow.
- A: How much would the total cost be?
- B: NT \$ 100,000. This price is based on present costs of materials and labor. If these costs rise, we should be forced to add the increased costs to our price. If you pay cash on the day when we complete the work, I can give you a 5% **discount**¹⁴.
- A: OK. I accept your estimate. Start your work tomorrow. I'll give you cash.

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对话

A: 约翰, 我们想重新装潢这展示间。请你估价一下工料好吗?

B: 好。你有没有设计图或草图, 给我看看你想如何重新装潢这间房子。

A: 没有。不过我可告诉你我的看法。我们要装一部冷气机。天花板要重新油漆; 地板要铺耐用又亮丽的磁砖。用美术灯换掉电灯泡。那面墙放一个长镜。这里要放台座展览我们的产品。

B: 我们可以供应所需的全部材料。装修会用第一流的工艺。

A: 何时可全部完工?

B: 如果明天动工, 样样都可在这周末前做好。

A: 总价多少?

B: 台币 10 万元。这价格是按现在的工料成本算的。如果成本涨价, 我们得被迫把涨价部分加算进去。如果完工日你即付款, 我可打 5% 的折扣。

A: 好。我接受你的估价。明天动工吧。我给现金。