

ESP 实用英语丛书 主编 戚云方

ESP

English for Foreign Affairs
Personnel



外事接待实用英语

潘章仙 俞 晓

浙江科学技术出版社

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《ESP 实用英语丛书》序

1960年12月在英国伦敦召开的英语教学国际学术研讨会上,专家、学者对发展中国家的英语教学促进国家经济和科技发展的重要性作了如下精辟的分析:“The language problem in development stems from at least three communication needs which are increasingly being recognised both in the developing countries themselves and in other countries aiding in their development: internal communication, transmission of science and technology, and international communication.”英语作为交流的工具,日益被重视。在国际交流和科技传播过程中,它发挥着巨大的作用。因此,在英语教学中应该强调:交流是学习语言的目的。

在英语教学的课程设计和选材上,专家、学者提出如下建议:“English teaching could be bound up with the teaching of other subjects in school or post-school curriculum offered the possibility not only of a particular role for English as a vehicle for transmitting knowledge, as a means rather than an end in itself, but also an attractive source of language data for course planners, and potentially an injection of novel methodologies for teachers.”这就是说,英语教学应与其他学科的学习结合起来。语音学、语法学、词汇学固然重要,但是,如果不结合某种专业,不结合某个领域,仅仅为了学习英语而学习,那么,这样的学习就难以取得良好的效果。学习英语是一种手段,其目的是为了交流。

所以,众多学者一直在探索和研究 ESP (English for Special Purposes)。那么,什么是 ESP 呢? ESP 的学习者如何看待英语呢?

有学者认为:“The ESP learner sees English as a means to the pursuit of academic or vocational goals, and not as an end in itself, analysis of the specific communicative implications of these goals is a necessary point of de-

parture.”美国密西根大学的学者 John Swales 在 *Episodes in ESP* 一书中这样写道：“ESP is a relatively recent development in the major worldwide industry of Teaching English as a Second or Foreign Language.”学者 David Wilkins 则把 ESP 描绘成一个奇妙的世界 (the sometimes bewildering world of ESP)。

很难给 ESP 下一个确切的定义。我们不妨将 ESP 与 EST 作一对照。EST (English for Science and Technology) 由来已久, 涉及自然科学和工程技术的各个学科, EST 的出版物也十分丰富。但是 EST 是 ESP 的一个分支, 可以说, “EST is a senior branch of ESP.”而且 ESP 还可分为:

- (1) EAP (English for Academic Purposes)
- (2) EOP or EVP (English for Occupational or Vocational Purposes)
- (3) EPP (English for Professional Purposes)

今后, ESP 可能会派生出:

EEP (English for Economic Purposes)

ELP (English for Legal Purposes)

ESP 真是一个奇妙的世界, 就像一个万花筒。它真正体现了: 语言是交流的工具; 学习语言时要重视其实用性。

当今世界各国的学者们非常重视对 ESP 的研究, 出版了许多专著, 其中较著名的可列举如下:

- * *English for Special Purposes*, edited by Mackay & Mountfort (Longman, 1978)
- * *English for Special Purposes*, by Pauline Robinson (Pergamon, 1980)
- * *ESP for the University*, edited by David Harper, British Council (Pergamon, 1984)
- * *English for Academic and Technical Purposes*, edited by Selinker, Tarone and Hameli (Newbury House, 1981)

近来, 发展中国家的学者与教师们对传统的英语教学进行挑战, 开始重视对 ESP 的研究和实践。80 年代后期, 随着我国经济的飞速发展以及

与世界各国文化、科技交流的日益频繁,英语教学界的有识之士也开始“营造一个多姿多彩的英语天地”。这是一个新天地。要闯入这个新天地,是要有勇气的。只有敢于突破传统英语语法教学法和翻译教学法的教师,只有敢于摒弃靠考试这条鞭子来督促教与学的人,只有敢于实践、勇于实践的人,才能看到 ESP 这个万花筒中耀目的光彩。

对 ESP 的探索和实践是我国英语教学发展的一个趋势。我们受浙江科技出版社的约请,编写一套《ESP 实用英语丛书》,旨在帮助广大英语爱好者,结合自己的特殊需要、职业特点研修英语,并熟练地运用于日常的生活和工作中。贯穿丛书的是这样一个观点:英语是用于交流的实用工具。

丛书的出版是我们攀登 ESP 的一个台阶。我们要向读者和同行们坦率地承认:虽然在英语教学上我们都具有多年甚至几十年的经验,但是在 ESP 领域中却还是新手。在这个意义上,这套丛书的出版也是抛砖引玉。我们期望《ESP 实用英语丛书》能得到读者的喜爱,并竭诚盼望各界人士惠赐高见,以期不断改进。

戚云方

1996年6月

于美国新泽西州

前言

随着我国对外交往的日益发展和扩大,越来越多的机关、团体和企业事业单位按要求配备有专职或兼职的外事接待工作人员。为了切实帮助这部分人员提高英语会话能力和接待水平,顺利完成各项外事接待任务,我们编写了这本《外事接待实用英语》,以供有一定英语基础且涉足外事接待工作不久的人员学习参考,并可供有关单位干部和职工及有志于提高英语会话能力的青年学生自学参考。

本书根据我国外事接待实际工作规程,包括从联系邀请、接待安置、参观访问直至送别等内容,共分10个单元。每个单元围绕几个涉外活动专题编写情景会话。所有会话文字浅显,符合口语特点,并适当介绍有关的专业词语,具有很强的针对性和实用性。结合每个专题的情景会话,我们编写了生词表、注释和常用接待用语。常用接待用语均附有汉语译文,以便选择使用。每个单元后还列了附加词语表,以备查用。

在本书编写过程中,我们参考了国内外出版的大量书籍和资料。完稿后,承蒙在浙江师范大学外语系执教的美国专家 Vickie Smith 女士仔细审阅了全部英语会话和常用接待用语部分,在此深表谢意!

由于编写水平有限,书中难免有疏漏、不妥之处,敬请广大读者和专家不吝赐教。

编者
1996年6月

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Unit 1 Invitation and Reply

(邀请与答复)

Part 1 Oral Invitation and Reply for Social Occasions

(社交场合的口头邀请与答复)

在外事活动中,作为主人,我们经常要邀请外国客人参加一些娱乐活动,比如晚会、宴会,听音乐会、看戏、看电影,旅游、参观等。随着生活节奏的加快,社交礼仪也随之变得越来越简洁。因此,大量的社交场合的邀请都是以口头或电话的形式进行的¹。

Dialogue 1 Phoning to Invite to Dinner

(电话邀请吃饭)

A, Mr. Xu, director of foreign affairs office is inviting B, Mr. Draper, the visiting scholar, to dinner. The phone rings. Mr. Draper gets up to answer it.

A: Hello, Mr. Draper. It's Xu here.

B: Ah, Xu, I thought I recognized your voice.

A: Mr. Draper, would you like to come around to dinner on

Monday? We're having some faculty members from FLD over² and we'd be very pleased if you could join us.

B: Well, that sounds³ great. Yes, it's very nice of you to invite me. What time and where?

A: Oh, five thirty p. m. at Xin Hua Restaurant if that's OK?

B: That's fine. I'll be there. And thanks.

A: Good-bye!

Dialogue 2 Inviting to a Christmas Party

(邀请参加圣诞晚会)

A, interpreter of China National Technical Imp. & Exp. Corp.
met B, an engineer from Canada in the office.

A: Hello, Mr. Smith. How are things getting along with you?

B: Fine, thank you.

A: Christmas is just around the corner⁴. The Trade Union is planning to have a party on Christmas Eve. I'd like to invite you to the party.

B: Oh, it sounds nice. It's very kind of you to invite me. What time and where?

A: Seven p. m. at our Entertainment Centre, the 3rd floor of building 20.

B: Thank you very much. I'd love to come. By the way, what should I bring?

A: Oh, yes. We are planning to exchange gifts at the party. Ev-

ery participant is required to bring a small gift.

B: Well, that's great. I'll surely bring one. Good-bye. And thanks a lot.

A: Bye. I'm looking forward to⁵ seeing you at the party.

New Words and Expressions

director 主任

foreign affairs office 外事办公室

scholar 学者

recognize 认识, 识别

restaurant 饭店, 餐馆

interpreter 翻译

Imp. & Exp. Corp. 进出口公司

Entertainment Centre 活动中心

exchange 交换

participant 参加者

faculty (从事某一专门职业的)全体
人员; [美](任何学校的)全体教
师

Notes

1. 当你发出邀请时,最重要的是说明时间、地点及其他有用的情况。

2. *have (ask) sb. over*: 请某人来做客

We're having some faculty members from FLD over. 我们将邀请外语系的一些老师参加。

3. That sounds great. It sounds nice. 听起来很不错。

例如: How does this proposal sound to you? 你觉得这个建议怎么样?

4. *be just around the corner*: 即将来临。类似的表达方式还有: *be coming*, *be approaching*. 例如:

New Year is approaching. 新年就要到了。

The date of graduation is around the corner. 毕业的日子不远了。

5. *look forward to*: 盼望。注意: *look forward to* 中 *to* 是介词, 要求后面跟名词或动名词。例如:

I'm looking forward to hearing from you. 我盼望收到你的来信。

I'm looking forward to seeing you again. 我期待着再次见到你。

Useful Sentences

正式邀请:

1. I was wondering if you'd like to go to the concert with me.
我想知道你是否愿意和我一起去听音乐会。
2. Would you like to come to dinner on Sunday?
星期天来吃饭好吗?
3. I'd like to invite you to go away for the weekend with me.
我想邀请你和我一起出去度周末。

不太正式的邀请:

1. Do you want to go to a football game this Saturday?
这个星期六你想去看足球赛吗?
2. How would you like to go shopping tomorrow?
明天你想去买东西吗?
3. Do you have time to come to my birthday party tomorrow?
明天你有空来参加我的生日聚会吗?
4. How about going swimming this afternoon?
今天下午去游泳怎么样?

正式接受邀请:

1. Thank you very much. Yes, I would.
非常感谢, 我会来的。

2. Yes. I'd like to very much.
好的,我很乐意。
3. It's very kind of you to invite me.
谢谢你邀请我。
4. Thank you, that would be lovely.
谢谢,太好了。

不太正式的接受邀请:

1. Thanks. I'd like to.
谢谢,行。
2. Thank you. I'd love to.
谢谢,我愿意。

当然,作为中方接待人员,有时还会受到外宾的邀请。如某一外国代表团结束了对中国的访问后,为了感谢中国的接待人员,邀请他们吃饭。邀请是以口头或电话的形式进行的。中方人员在接受邀请时可参照以上所列句型。如不得不婉言谢绝邀请,不能直截了当地说“No, I won't.”应当先致谢,表示愿意去,但因故不能赴约,然后表示歉意。常用表示谢绝的句型有:

I'd love/like to,	}	
I'm sorry,		
It's nice of you to invite me,		
but	}	Thanks anyway.
I'm busy then.		
I'm afraid I can't.		
I don't think I can.		

Part 2 Written Invitation and Reply for Social Occasions (社交场合的书面邀请与答复)

以口头或电话的形式表达社交场合的邀请显得比较随便、亲切,但不够正式。因此,在一些较正式的社交场合,人们还须发出请帖或邀请信。

正式请帖的格式通常有以下两种:

Sample 1¹

Mr. Zhang Weiming
requests the pleasure of your company
Mr. William Smith
at a cocktail party
7 : 00 p. m. , Thursday, April 8
at 180 Zhongshan Road

R. S. V. P. ²

Tel. 0571-7806543³

Sample 2⁴

The National Council for U. S. -China Trade
cordially invite the pleasure of your

company to a dinner reception at
Beijing Hotel on Monday, August 21st,
at 7 o'clock p. m.

邀请信的格式如下：

Sample 3

Dear Mr. Draper,

My wife and I would be so pleased if you and your good lady would have dinner with us at our flat 3, Block 3, Zhongguan-cun, next Saturday evening, 10th July, at 7 p. m. so as to have an informal chat.

If the date and time suggested above is not convenient to you, please suggest an alternative.

Yours sincerely,
Zhang Guohua

Sample 4

Dear Mr. & Mrs. Smith,

Prof. Zhang, dean of the Chemistry Department will leave