

英语口语 **风暴**

涉外公务 英语口语

吴素芳 姜全红 周艳杰 编著

任卫海 主审



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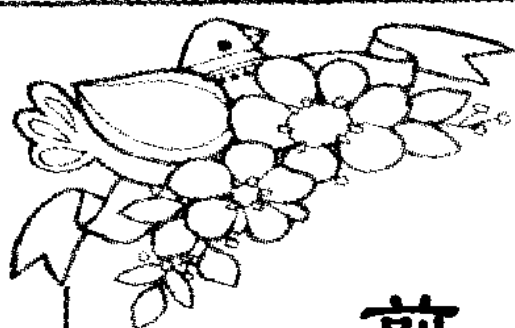
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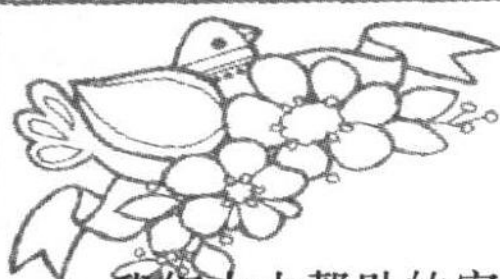


前 言

随着我国改革开放的不断深化,不仅越来越多的中国企业走出国门,还有越来越多的外商来中国开办企业;不仅中外企业间的交往与合作多了起来,政府各个部门与外商的接触也前所未有的多了起来。这就要求有关部门的工作人员适应时代的要求,掌握相关的英语口语,更好的为外资企业服务。

本书对话精炼,指导性强,涉及外事接待、企业交往、对外贸易、金融银行,以及民航、邮政、医疗等各个行业的内容,对这些部门的涉外公务人员掌握同外商沟通的英语口语,搞好服务与管理有很大帮助。

本书采用英汉双语形式编写,可以成为学习英语口语的随身读物。在编写本书过程中,我们力求用语生动、准确、规范并浅显易懂;参考和借鉴了国内外一些同类读物,按照完全自助手册的思路,进行了精心设计,力求本书更新颖、更实用。在此对给予

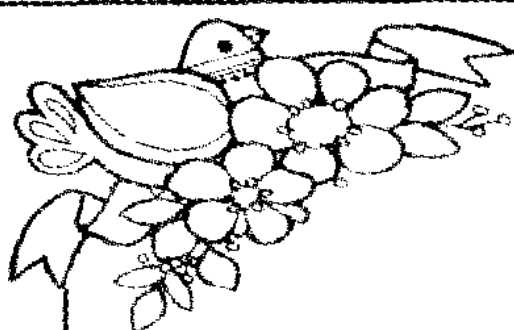


我们大力帮助的宋飞、张浩天、魏金凤、张迎春、秦刚、郭子忠、李晓岚、李志刚、于晓华、刘薇、苗强等同事以及陈颖、王晓磊、刘天成、张晓辉等同学表示由衷的感谢。

本书专业性、普及性强,由于编者水平有限,书中不足之处甚至错误在所难免,恳请广大读者批评指正。

编 者

2003 年 7 月



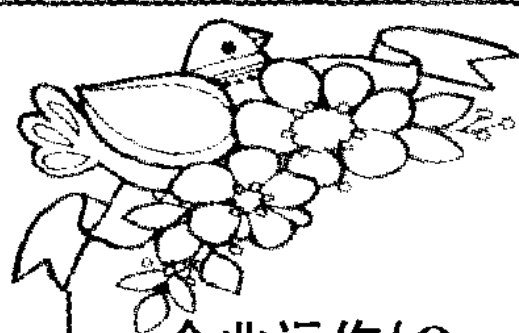
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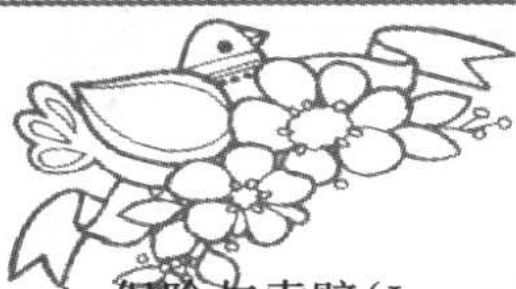


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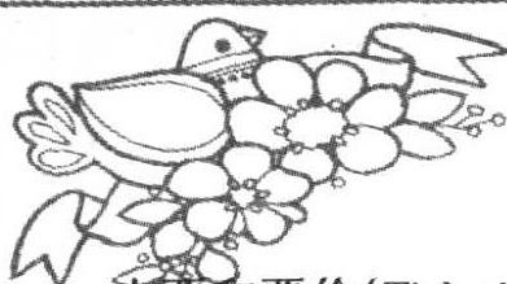
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接待外宾

(Receiving Foreign Guests)

机场接见(Meeting at the Airport)

Dialogue 1

A: Excuse me. Are you Jennifer Davis from South Software
请问,您是来自南方软件公司的詹妮弗·戴卫斯
吗?

B: Yes, I am. And you must be Mr. Chen.
是的,我是,您一定是陈先生吧。

A: Oh no, I'm Wang Fei. I am here to meet you today.
哦,不,我叫王飞。今天由我来接你。

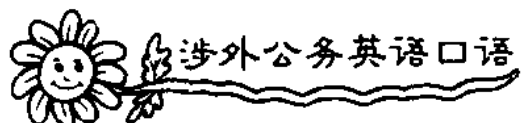
B: Thank you.
谢谢你。

A: You're welcome. How was your flight? Was it
comfortable?
不用客气。您坐的班机怎么样?还舒服吗?

B: It was very good. But it was awfully long.
班机很好,只是时间太长了。

A: You must be tired. I'll show you to your hotel.
您一定累了,我带您去旅馆。

B: OK. Thank you very much.



好的。太感谢了。

Dialogue 2

A: Excuse me. Are you Dennis Hanks from National Electronics?

对不起,请问您是来自国家电子公司的丹尼斯·汉克斯先生吗?

B: Yes, I am.

是的,我是。

A: I'm Edwin. We met when you visited Beijing.

我是爱德温,您来北京时我们见过面。

B: Oh, yes. Thank you for being here.

哦,对。谢谢您到这里来。

A: Not at all. Did you have a good flight?

不用谢。您旅途愉快吗?

B: Not really good. We were delayed taking off, and we encountered bad weather.

不太好,我们起飞延误了,还遭遇了恶劣的气候。

A: So you didn't get any sleep on the plane, did you?

那您在飞机上没睡觉,是吗?

B: No, I didn't.

是的,我没睡。

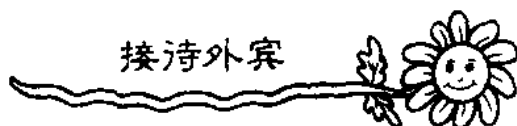
A: I've made a reservation at the hotel you used last time.

我已预订了您上次住过的旅馆。

B: That's good. Thank you.

那太好了,谢谢您。





Dialogue 3

A: Excuse me. Are you Mr. Green from America?

请问,您是从美国来的格林先生吗?

B: Yes, I'm John Green from America.

是的,我叫约翰·格林,来自美国。

A: How do you do, Mr. Green. I am Wang Ping, the secretary and interpreter of the Beijing Foreign Trade Company.

您好,格林先生。我叫王平,北京外贸公司的秘书兼翻译。

B: How do you do, Miss Wang.

您好,王小姐。

A: You are welcome to Beijing, Mr. Green. Our manager has asked me to meet you.

欢迎您来到北京,格林先生。我们的经理要我来接您。

B: Thank you, Miss Wang. I'm very glad to meet you.

谢谢,王小姐。很高兴见到您。

A: Glad to meet you, too.

我也很高兴见到您。

Dialogue 4

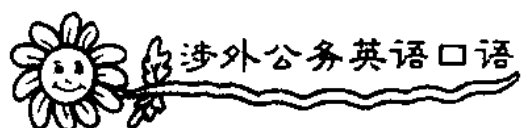
A: May I introduce you to our office director Mrs. Liu?

我可以把您介绍给我们的办公室主任刘女士吗?

B: How do you do, Mrs. Liu?

您好,刘女士。





C: How do you do, Mr. Black. Welcome to Beijing.

您好,布莱克先生。欢迎到北京来。

B: Thank you. I have been looking forward to this trip. It is very good of you to invite me.

谢谢。我一直盼望着这次旅行,真感谢你们的邀请。

C: It's a pleasure for us to meet a friend who has done such good work in promoting our mutual trade.

我们很高兴见到您,您在促进双方贸易方面做了许多有益的工作。

B: It's very nice of you to say so, but nothing can really be done without our close co-operation.

您过奖了,如果没有我们之间的密切合作,那真是什么事情也做不成。

C: Right. I'm sure we'll do better in the future. Hope you had a good trip.

是的,相信我们以后会合作的更好。希望您旅途愉快。

B: I had a very pleasant flight.

我旅途非常愉快。

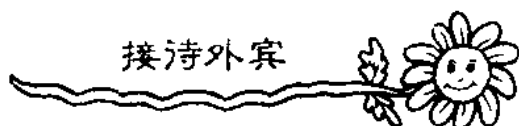
C: I'm very glad to hear that.

听您这么说,我感到很高兴。

A: The waiting room is over there. Let's take a short rest there. Then we are going through formalities.

休息室就在那边,我们去那里休息一下,然后办理手续。





Useful Sentences

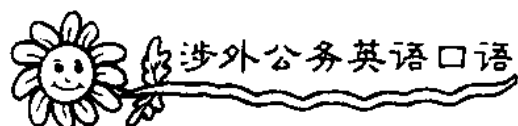
1. I'm sorry. I have just got the wrong person.
对不起,我找错人了。
2. Is this all your luggage? Let me help you with it.
这些都是您的行李吗?我来帮您提吧。
3. Anyhow, it's a long way to China, isn't it? And I think you must be very tired.
不管怎么说,来中国的旅途也很遥远,对吗?我想您一定很疲倦了。

在休息室(In the Waiting Room)

Dialogue 1

- A: You must be tired. Let's have a rest. Would you like a cup of tea or a glass of coffee?
您一定很疲倦吧,我们休息一下。来杯茶还是咖啡?
- B: Tea is good. Sometimes I would rather tea than coffee.
喝茶好。有时我宁愿喝茶也不喝咖啡。
- A: (To the attendant) Two cups of tea, please.
(对服务员)请来两杯茶。
- B: Thanks. It smells good. Chinese tea is famous all over the world.
谢谢,这茶闻起来很香,中国茶闻名全世界。
- A: This is Longjing Tea, one of the most famous Chinese tea.
这是龙井茶,中国名茶的一种。





B: It tastes good.

味道很香。

Dialogue 2

A: Please give me your baggage checks. I'll go and claim the baggage for you.

请把您的行李票给我。我去给您领行李。

B: Here you are. Thanks.

谢谢,给你。

A: That's good. How many articles of baggage do you have?

好的,您有多少件行李?

B: One suitcase and two bags.

一个箱子和两个包。

A: Wait a minute. I'll be back soon.

请等一会儿,我就回来。

Dialogue 3

A: Is this your baggage, Mr. Brown?

这是您的行李吗,布朗先生?

B: Yes, that's right. I'm sorry to bring you so much trouble.

是的,不错。对不起,给您添了许多麻烦。

A: Never mind. I'm glad to help you.

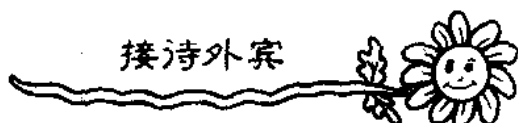
没关系,我很乐意帮忙。

B: What shall we do now?

现在我们做什么?

A: You'll go through customs.





您应去办理海关手续。

B: Where is the custom house?

海关大厅在哪里?

A: Look, that building is. We'll take you there.

看,那座楼房就是,我们带您去吧。

Useful Sentences

1. Would you like a glass of coffee?

喝杯咖啡好吗?

2. Have a rest, please. I'll get something to eat.

您先休息一下,我去要点吃的。

3. Would you mind waiting a minute here?

您能在这里等我一会儿吗?

通过海关 (Going Through Customs)

Dialogue 1

A: Good afternoon. Welcome to Beijing. May I see your passport, customs and health declaration form?

下午好,欢迎您来到北京。我可以看看您的护照、海关申报单和健康申报表吗?

B: Yes, here you are. And here is my vaccination paper.

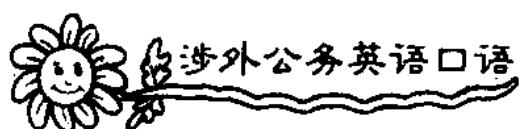
可以,给您,这里还有我的预防接种证。

A: Thank you, Mr. Brown. what's your occupation?

谢谢,布朗先生。您的职业是什么?

B: I'm the general manager of the Far-East Industry Corporation





of America.

我是美国远东工业公司的总经理。

A: You are here on business, aren't you?

您是来北京做生意的,是吗?

C: Mr. Brown is here as a guest of our company, the Beijing Foreign Trade Company. Here is a letter of introduction from our company.

布朗先生是我们北京外贸公司的客人,这里有我们公司的介绍信。

B: Yes. I have been invited by the Beijing Foreign Trade Company for business.

是的,我是受北京外贸公司的邀请来洽谈生意的。

A: Yes. I see.

我明白了。

Dialogue 2

A: Have you found your baggage?

找到您的行李吗?

B: Yes, these are mine.

是的,这些是我的。

A: Do you have anything to declare?

您有什么要申报的吗?

B: Yes, I have some foreign currency to declare.

有,我有些外币要申报。

A: Any other valuables to declare?

还有什么贵重物品要申报吗?