

THE VERSATILE COLLECTIONS OF  
PRACTICAL ENGLISH DIALOGUE

# 实用英语会话大全

刘圣然 梁冰 俞明秋 编



上海财经大学出版社

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## 前 言

《实用英语会话大全》汇集了一般通常事物中最切实际的题材，内容流畅，简洁实用，适合商务口译人员、出国留学学生、涉外人员、导游、英语教师和学生，以及英语自学者的需要。若能熟习该书的内容并加以灵活掌握，则无论在社交或日常会话中，都足以致用。

该书由会话、常用语和附录组成，全书共分 17 大类 130 项，情景对话简明、风趣、生动、活泼；常用语共有 2800 余条，辅以会话内容；附录部分有外贸书信实例及交际常识，使读者对异国国情、礼仪有所了解，避免在交际场合出现尴尬局面。

为了便于读者自学，该书常用语部分另配有磁带出版。

在编写过程中，编者参考了国内外大量的同类书籍，从中汲取一些材料，书中不再一一注明来源，特此说明并致谢忱。上海大学商学院陆人骊教授对全书进行了审校，在此表示感谢。

由于编者水平有限，错误之处在所难免，敬请专家、读者批评指正。

编 者

1996 年 4 月

# CONTENTS 目 录

I . Travel Abroad 出国旅行 .....	(1)
1. Studying Overseas 出国留学 .....	(1)
(1) Apply for a Visa 申请护照签证	
(2) Nonimmigrant Inspection 非移民调查	
(3) Phone Call at the Airport 机场电话	
(4) Placement Test 分班考试	
(5) Renting an Apartment 租公寓	
(6) At the Dorm Cafeteria 宿舍的自助餐厅	
(7) Health Insurance 健康保险	
2. Property - Inheritance Abroad 出国继承财产 .....	(18)
3. Visiting Relatives and Friends Abroad 出国探望亲友 ...	(19)
4. Going through Immigration and Customs 办理移民和海关手续 .....	(21)
5. Get Things Ready 做好准备 .....	(23)
(1) Booking Airline Tickets 订购机票	
(2) Checking Luggage 托运行李	
6. On the Way 在途中 .....	(25)
(1) Travel by Air 乘飞机旅行	
(2) Travel by Train 乘火车旅行	
(3) Travel by Steamer 乘船旅行	
7. Useful Expressions 常用语 .....	(30)
II . Town - Transport 城市交通 .....	(36)
1. Hailing a Taxi 叫出租车 .....	(36)
2. Travelling by Bus 乘公共汽车 .....	(37)

3. In a Tram 在电车里 .....	(38)
4. By Subway (Underground) 乘地铁 .....	(38)
5. Useful Expressions 常用语 .....	(39)
III. Asking the Way 问路 .....	(46)
1. Showing the Way 指引道路 .....	(47)
2. No Jaywalking 不要乱穿马路 .....	(49)
3. Beware of Pickpockets 提防扒手 .....	(50)
4. Useful Expressions 常用语 .....	(51)
IV. Hotel Service 旅馆服务 .....	(54)
1. Reception Desk 服务台 .....	(54)
2. Bell-boy Service 服务员服务 .....	(55)
3. Chamber Service 房间服务 .....	(57)
4. Elevator Service 电梯服务 .....	(59)
5. Asking for the Mail 询问邮件 .....	(60)
6. Foreign Exchange 兑换外币 .....	(61)
7. Porter's Service 搬运服务 .....	(63)
8. Front Cashier 收银台 .....	(65)
9. Useful Expressions 常用语 .....	(66)
V. At the Shop 在商店 .....	(70)
1. At the Clothing Counter 服装柜台 .....	(70)
2. At the Shoe Counter 鞋帽柜台 .....	(73)
3. At the Toy Counter 玩具柜台 .....	(74)
4. At the Present Counter 礼品柜台 .....	(76)
5. At the Jewellery Counter 饰品柜台 .....	(78)
6. At the Grocery Counter 食品柜台 .....	(80)
7. At the Stationery Counter 文具柜台 .....	(81)
8. At the Optician Counter 眼镜柜台 .....	(82)
9. Useful Expressions 常用语 .....	(83)

VI. Postal Service 邮电业务	(87)
1. Posting a Letter 寄信	(87)
2. Buying Stamps 买邮票	(88)
3. Making Inquiries 查询	(90)
4. Sending Parcels 寄包裹	(91)
5. Claiming a Parcel 领取包裹	(92)
6. Sending Money 寄钱	(93)
7. Telephone and Telegram 电话和电报	(95)
(1) Telephone 电话	
(2) Telegram 电报	
8. Useful Expressions 常用语	(107)
VII. Everyday Services 生活服务	(113)
1. At the Barber's 理发	(113)
2. At the Hairdresser's 做头发	(115)
3. Getting Clothes Laundered 洗烫衣服	(116)
4. At the Photographer's 照相馆	(118)
VIII. Etiquette 礼节	(120)
1. Calling before Visiting 拜访前的电话	(120)
2. Some Do's and Don'ts at Table 餐桌上的礼仪	(121)
3. Accepting or Refusing an Invitation 接受或拒绝邀请	(123)
4. Greeting the Host 问候主人	(124)
5. Making Yourself at Home 宾至如归	(125)
6. Smoking 吸烟	(126)
7. Leaving at the Proper Time 择时告辞	(127)
8. Topics to be Avoided in Conversation 要避免的话题	(128)
9. Asking for a Favor 求助	(129)
10. Useful Expressions 常用语	(131)

IX . Dinner	宴会	.....	(141)
1. Dinner Invitation	邀请赴宴	.....	(141)
2. Apparel	服饰	.....	(142)
3. Before Dinner Starts	宴席前	.....	(143)
4. At the Dinner Table	宴席间	.....	(144)
5. After Dinner Tea	席后小憩	.....	(146)
6. Useful Expressions	常用语	.....	(147)
X . Food and Drink	饮食	.....	(156)
1. Dining Room	餐厅	.....	(156)
2. Conversation at the Table	席间交谈	.....	(157)
3. Breakfast	早餐	.....	(158)
4. Lunch	午餐	.....	(159)
5. Supper	晚餐	.....	(161)
6. Afternoon Tea	午茶	.....	(162)
7. At the Café	咖啡馆	.....	(163)
8. At the Bar Counter	酒吧	.....	(164)
9. Paying the Bill	付帐	.....	(165)
10. Useful Expressions	常用语	.....	(166)
XI . Holidays and the Birthday Party	节日和生日酒会	.....	(174)
1. The New Year	新年	.....	(174)
2. Christmas	圣诞节	.....	(175)
3. The Lantern Festival	元宵节	.....	(176)
4. Chung Yeung Festival	重阳节	.....	(177)
5. Mid-Autumn Festival	中秋节	.....	(178)
6. Dragon Boat Festival	端午节	.....	(179)
7. The Birthday Party	生日酒会	.....	(181)
8. Useful Expressions	常用语	.....	(183)
XII . Amusement	娱乐	.....	(197)



1. Cinema 电影 .....	(197)
2. Theatre 剧场 .....	(199)
3. Concert 音乐会 .....	(200)
4. Watching TV 看电视 .....	(202)
5. Dancing Party 舞会 .....	(204)
6. Hobbies 嗜好 .....	(206)
7. Photography 摄影 .....	(207)
8. Picnic 郊游 .....	(208)
9. Picnic Supper 野餐 .....	(209)
10. Fishing 钓鱼 .....	(211)
11. Raising fish 养鱼 .....	(213)
12. Horse Race 赛马 .....	(214)
13. About the Flower 赏花 .....	(216)
14. Playing Bridge 打桥牌 .....	(217)
15. Swimming 游泳 .....	(219)
16. Useful Expressions 常用语 .....	(220)
<b>XIII. Sports 体育 .....</b>	<b>(230)</b>
1. During the Show 观看体育表演 .....	(230)
2. Gymnastics 体操 .....	(231)
3. Badminton 羽毛球 .....	(231)
4. Football 足球 .....	(232)
5. Basketball 篮球 .....	(234)
6. Boxing 拳击 .....	(235)
7. Bowling 保龄球 .....	(236)
8. Useful Expressions 常用语 .....	(237)
<b>XIV. Health and Sickness 健康与疾病 .....</b>	<b>(242)</b>
1. Seeing a Doctor 看病 .....	(242)
2. Sending a Patient to Hospital 送病人进医院 .....	(245)

3. Visiting a Patient 探视病人 .....	(246)
4. Dentist 牙医 .....	(248)
5. Acupuncture 针灸 .....	(249)
6. At the Dispensary 在药房 .....	(251)
7. Useful Expressions 常用语 .....	(252)
<b>XV. Weather and Seasons 天气和季节 .....</b>	<b>(268)</b>
1. About the Weather 关于天气 .....	(268)
2. Spring 春天 .....	(269)
3. Summer 夏天 .....	(270)
4. Autumn 秋天 .....	(271)
5. Winter 冬天 .....	(272)
6. Useful Expressions 常用语 .....	(273)
<b>XVI. Attending a Conference 参加会议 .....</b>	<b>(280)</b>
Useful Expressions 常用语 .....	(281)
<b>XVII. Foreign Trade 外贸 .....</b>	<b>(290)</b>
1. Inquiries 询价 .....	(290)
2. Striking a Deal 成交 .....	(292)
3. Dropping a Deal 不成交 .....	(294)
4. Payment 支付 .....	(295)
5. Shipment 装运 .....	(297)
6. Contract 合同 .....	(300)
7. Claim 索赔 .....	(302)
8. Useful Expressions 常用语 .....	(306)
<b>附录 I. 外贸书信实例 .....</b>	<b>(333)</b>
一、书信常用语 .....	(333)
二、书信实例 .....	(339)
<b>附录 II. 交际常识 .....</b>	<b>(367)</b>

## I . Travel Abroad 出国旅行

### 1. Studying Overseas 出国留学

#### (1) Apply for a Visa 申请护照签证

- A: Are you a visa officer?                      A: 您是管签证的官员吗?
- B: Yes, I am. Please sit down.                B: 是的,我是。请坐。
- A: I want to go to the US for                    A: 我想去美国学习,是否可以?  
the purpose of studying. Is  
that possible?
- B: What's your name?                          B: 你叫什么名字?
- A: My name is Wang Daming.                A: 我叫王大明。
- B: Do you have a valid Chinese                B: 你有有效的中国护照及出  
passport and an exit-entry  
visa?
- A: Yes, here you are.                          A: 有,这就是。
- B: What institution did you at-                B: 你读过哪个大学? 你的专  
tend and what was your ma-  
jor?
- A: I graduated from Beijing U-                A: 我毕业于北京大学,学的是  
niversity, majoring in  
Chemical Engineering.
- B: What did you do after you                B: 你大学毕业后做了些什么?
- graduated from university?
- A: Since I am planning to do                A: 由于我准备留学,所以我一

further study abroad, I have not been looking for a job. I did, however, attend some English training institutes to prepare for TOEFL and GRE tests and to improve my language ability.

B: Why do you want to go to the US for further study?

A: There are several reasons why I want to do my graduate study in the US. First, I am going to pursue an MBA <sup>①</sup> degree, and the US is the leading center for management studies and research. Second, the US is the largest trading nation in the world and its experience in trade is valuable to all students of business. Third, English is an international language, especially in trade. I feel that I will be able to improve my English proficiency through graduate study in the US ...

直未找工作。但是,我参加了一些语言学校学习英语以便准备 TOEFL 和 GRE 的考试,从而来提高我的语言能力。

B: 你为什么要到美国去留学?

A: 我到美国攻读研究生有几个原因,第一,我要攻读工商管理硕士学位,而美国是管理研究的主要中心。第二,美国是世界上最大的贸易国,它在贸易方面的经验对商业学生来说是非常有价值的。第三,英语是国际语言,特别在贸易方面,我感到我在美国的研究生学习期间能最好地提高我的英语能力.....

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<sup>①</sup> MBA 是 Master of Business Administration (工商管理学硕士) 一词的缩写。

B: Why do you think it is time for you to pursue graduate studies now?

A: I feel it is essential for me to do further concentrated study before going into factory or institute.

B: Why did you choose Business Administration as your study major?

A: Comparatively speaking, technology is easier to improve than management. Most business failures are due to poor management. Unfortunately, management is a weakness in most of the business firms in China. I want to learn new theories, techniques, and methods of business administration so that I can contribute to the improvement of management after I return from abroad.

B: Your undergraduate major was not Computer Science, and you have no background knowledge in Computer Sci-

B: 你为什么认为现在是你攻读研究生的时机?

A: 我认为在进工厂或研究所之前,进一步地集中学习是必须的。

B: 你为什么选择商业管理作为你的研究专业?

A: 相对来说,改进技术比改进管理容易。大多数商业的失败是由于管理无能。不幸的是,中国大部分商业的弱点就在于管理。我要学习新的理论、技术和商业管理方法,以便回国后能对改进管理做出贡献。

B: 你本科专业不是计算机科学,你没有一点计算机科学方面的背景知识。你肯定能完成攻读计算机科学的

ence at all. Are you sure you can complete a Master's degree program in Computer Science?

A: I am greatly interested in Computer Science. In university, I took an introductory course in Computer Science. I think I am capable of completing a Master of Science degree program in Computer Science. Before my graduate work begins, I will take more prerequisite courses to make up for any remaining deficiencies.

B: Many universities in China offer first-rate graduate programs in Computer Science. Why do you want to go to the US for graduate study?

A: It is true that some graduate programs in Computer Science in China are not bad, but they are not as good as those in American universities. Computer was first invented in the US, and the

硕士学位的吗?

A: 我对计算机科学有极大的兴趣。在大学里我曾修过计算机科学入门的课程。我认为我能完成计算机的硕士学位的课程。在我开始研究工作前,我将多学习几门必修课程,以便弥补我其他方面的一些不足。

B: 中国许多大学在计算机科学上都能提供一流的研究生课程。为什么你要去美国攻读研究生?

A: 确实,中国的许多计算机科学的研究课程并不差,但并不象美国的那样好。计算机是美国发明的,美国能生产最复杂的计算机,而且在计算机硬件和软件研究方面处于领先地位。所以,为

US produces the most sophisticated computers and leads in computer hardware and software research. Thus, to achieve the greatest benefit from my graduate education, I think it would be best for me to study in the US.

B: What is your ultimate academic goal?

A: My ultimate academic goal is a Doctor degree in Management. As the first step, I will pursue a Master's degree. I think it is advisable to complete a Master's program first in order to lay a broad foundation before undertaking more specialized study.

B: There are many good universities and colleges in China. Why do you want to complete your BA<sup>①</sup> study in the US?

A: I realize that study in the US will cost more than in

使我在研究生教育中得到最大的收益,我认为美国是我学习最好的地方。

B: 你学业的最终目标是什么?

A: 我学业的最终目标是管理学的博士学位。作为第一步,我要取得硕士学位。我认为,在进行更专业化的学习之前,为打下一个广泛的基础而完成硕士学位的学习是比较合适的。

B: 中国有很多好的大学和学院。你为什么要到美国进行学士学位的学习?

A: 我知道在美国学习比在中国学习花费要多。但是,我

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① BA 是 Bachelor of Arts (文学士)一词的缩写。

China. However, the quality of education in American and Chinese institutions is, in my opinion, quite different. Generally speaking, American universities have better educational facilities, better library resources, and more qualified faculty.

B: To how many institutions have you applied? What are they?

A: I have applied to six institutions, they are University of California, Davis; Stanford University; California State University, Los Angeles; University of Southern California; . . .

B: Why did you choose University of Southern California? How much do you know about this university?

A: From the USC's catalog and from my former teachers, I know that USC is strong in liberal arts, science and engineering. It is very popular in

认为,美国教育质量和中国相比有很大的不同。总的来说,美国大学有较好的设备,更多的图书资料和更高质量的教学人员。

B: 你申请了多少所学校? 它们是哪些学校?

A: 我申请了六所学校,它们是加州大学戴维斯分校;斯坦福大学;加利福尼亚州立大学洛杉矶分校;南加州大学;……

B: 你为什么选择南加州大学? 你对这所大学了解得怎样?

A: 从南加州大学编目和我以前的老师处,我知道南加州大学在文学、科学和工程方面很强。这所学校在本国和其它国家都是相当受欢迎。



this country and other places. It is located in Los Angeles, which is one of the largest cities in the US.

B: Your TOEFL score is only 550. Are you sure you have sufficient language proficiency to studying in the US?

A: Yes, I am sure I have sufficient language ability to undertake the Study I am planning. Intensive study is the key to success in studying any language. In America I will be in an environment where such language study is an essential part of daily life.

B: Do you have any relatives in the United States?

A: My uncle lives in the US. He works at the University of California. (I don't have any relative who is a US Permanent Resident or a US citizen.)

B: What do your parents do?

A: My father is a engineer at

迎的。它位于洛杉矶,洛杉矶是美国最大的城市之一。

B: 你的 TOEFL 考试只有 550 分。你肯定有足够的语言能力在美国学习吗?

A: 是的,我认为我有足够的语言能力去承担我计划中的学习。强化学习是取得语言成功的钥匙。在美国我将处在这样一个环境之中——语言学习是日常生活的主要部分。

B: 你在美国有亲戚吗?

A: 我的伯父住在美国。他在加利福尼亚大学工作。(或:我没有亲戚是美国的永久居民或美国公民。)

B: 你父母是干什么的?

A: 我父亲是一个工厂的工程