

English for Secretaries

涉外

秘书英语

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FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS

ENGLISH FOR SECRETARIES

涉外秘书英语

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前 言

中国加入 WTO 之后，中外交流、合作和贸易的机会日益增多，涉外工作人员对英语语言知识的需求也更加迫切。引进版《涉外秘书英语》即是专为非英语国家英语学习者设计、编写的英语读本，它实用性强，内容有针对性。本书的读者对象是具有初级水平的英语学习者和文秘工作者。

在编译过程中，为了体现原书的编写风格，基本保留了原书的总体内容和编写体例，只是根据国内读者的阅读习惯和学习特点，对书中部分不符合中国国情的内容作了适当的增删和修改，对课文中的重点内容、文中标题和练习的标题进行了翻译，并增加生词注释。

全书共分 10 个单元，每一个单元包括重点提示、对话、生词表和练习，其中真实情境的对话和针对对话内容设置的丰富多样的练习构成单元的主体。各单元内容既自成一体，又互相联系。

书后的附录部分有两项内容：第一项是与最后一个单元内容结合十分紧密的信函实例，第二项是缩略语。

本书有两大特色——

特色之一：语言知识和职业内容紧密结合。全书围绕秘书工作本身进行设计，通过详细、具体的内容介绍、真实情景下的对话设计和形式多样的练习，一方面使读者对秘书的基本素质、秘书工作等方方面面的要求有切实的了解，另一方面也学到得体的英语知识。

特色之二：课文中每一个单元都配有丰富多样的练习，能帮助读者进一步掌握和巩固前面学到的知识，并激发学生与他人共

同分享各自的看法和观点。因此，本书既适用于老师组织课堂教学，也适于自学者使用。

编译者

2002 年 7 月

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UNIT 1

GREETINGS, LEAVE-TAKING, APOLOGIES,...

问候、话别、致歉、……

Greetings 问候

Formal: How do you do?
Good morning.
Good afternoon.
Good evening.
Informal: Hello!
Hi!

Responses 应答

How do you do?
Good morning.
Good afternoon.
Good evening.
Hello!
Hi!

! NB: If we use *hello* only, the stress is on the second syllable and the tone is falling. But if we also use the person's name the stress falls on the first syllable and the rising tone is used on the name:

Hal'lo!

'Hallo, Bob!

Leave-taking 话别

Formal: Goodbye.
Informal: Bye-bye.
Bye!
So long!

Responses 应答

Goodbye.
Bye-bye.
Bye!
Cheerio! See you tomorrow
/next week/on Tuesday.

! NB: You may use *Good evening* on parting as well.

Additional Phrases for Meeting and Leaving

见面和分手时的其他表达方式

Greetings 问候

How are you?

Responses 应答

Formal:

Very well, thank you.

And how are you?

Informal:

Fine, thanks.

Well, thank you.

Not bad, thanks.

How are you getting on?

So-so, thank you. And you?

Can't complain, thanks.

Much better, thank you.

How about yourself?

Not too well, I'm afraid,
but it could be worse.

Leave-taking 话别

I have to be going.

It was nice meeting you.

Responses 应答

Oh, stay a little longer.

Are you sure you have to go?

I'm glad you could come.

It was a pleasure to meet you.

It was a wonderful party.

The dinner was delicious.

Thank you (for coming).

I'm glad you enjoyed it.

I'm glad you liked it.

Getting Acquainted

相识

Introducing people 介绍

Formal:

May I introduce Mr Jim Bank?

Allow me to introduce Mr

Dave Wright.

Responses 应答

How do you do?

Glad to meet you.

You haven't met Ms Jane Smith, have you?
I'd like to introduce you to Mrs Kathy Cook.
May I introduce myself? My name is ...

Informal:

Judy, meet Ben.

Have you two met before?

Judy, I'd like you to meet Ben.

Hello!

Very nice to meet you.

No, hello!

Dialogues 对话

Greetings

问候

Formal:

A: Good morning, Mr Bank.

B: Good morning, Mr White.

A: How are you this morning?

B: Very well, thank you.

A: Did you have a nice weekend?

B: Yes, thank you.

A: Good morning, Mr White.

B: Good morning.

A: How are you today?

B: Fine, thank you. And how
are you?

A: Very well, thank you.

Informal:

A: Oh, hi Terry.

B: Hello, Ann. How's life?

A: Fine, thanks.

B: How was your weekend, Ann?

A: It was super, thanks.

I went to the country.

B: Lucky you.

A: Hi, Tom.

B: Hi!

A: How's life?

B: So-so, thanks.

What about you?

A: Not bad, thanks.

Leave-taking

话别

- Formal:* A: Excuse me, Mr Bank, but I'm afraid I must be going.
It's getting rather late.
B: It was very nice to see you. Please give my best wishes/
remember me to your wife, Joan.
A: Thank you. Goodbye.
B: Goodbye.
- Informal:* A: I really have to be going.
B: Oh! Stay a little longer.
A: I'm afraid I can't.
B: Are you really sure you've got to go?
A: Yes. It's getting late.

Getting Acquainted

相识

- Formal:* A.: Mr White, may I introduce you to Mr Bank?
Mr Bank, this is Mr White, my colleague.
Mr W.: How do you do?
Mr B.: How do you do? Nice to meet you.
- A.: Excuse me, I don't think we've met. My name is
Frank White.
B.: How do you do? I'm Paul Bank.
A.: It's nice to meet you.
- A.: Mr White, I'd like you to meet Mr Paul Bank.
Mr W.: How do you do, Mr Bank?
Mr B.: How do you do?
A.: Mr Bank is a timber specialist; he's just returned from
an international conference on timber processing.
Mr W.: Oh! How interesting—I'm in timber myself.
- Informal:* A.: Hi, Ben.
B.: Oh hi! How's everything?

A. : Fine, thanks. Meet my friend Kathy.

B. : Hello. Glad to meet you.

K. : Hello. Same here.

A. : Hello, Bob.

B. : Hello! How're things?

A. : Thanks, not bad at all.

B. : I don't think you've met my brother, have you?

A. : No, I'm afraid not.

C. : It's nice to meet you.

Ted: Hi, Ben. My friend Ann.

B. : Oh, hi, Ann.

A. : Hi, nice to meet you.

Ted: Who's that person next to Ann?

Ben: That's Mary. Didn't you meet her at Frank's party?

T. : No, I wasn't at his party.

B. : Oh, then let me introduce you to her now.

Mary, this is my friend Ted.

M. : Hi, Ted, I'm glad to meet you.

T. : I'm glad, too. Can we sit somewhere and have a chat?

M. : Sure. Let's sit down over there.

Apologies 致歉

I'm sorry to have kept you waiting.

Excuse me, please. May I talk
to you just for a moment?

I beg your pardon, but I couldn't
catch what you said.

I'm sorry to trouble you, could you
help me with this suitcase?

I must apologize for being late.

Responses 应答

That's all right.

No need to apologize.

Certainly, what is it?

Sure, go ahead. (*Informal*)

I said ...

Sure. (*Informal*)

Certainly.

It's quite all right.

We've only just begun.

I'm sorry to interrupt but ...	That's all right, there's no need to apologize.
Excuse me, I think you have dropped something.	Oh yes, thank you.
I'm sorry to bother you ...	Yes?
I'm very sorry but ...	Oh!

Requests 请求**Responses 应答**

Could you help me with ... ?	Sure. (<i>Informal</i>)
Would you mind ... ?	Certainly.
Can you just ...	I'm sorry, but ...
What I'd like you to do now is ...	I'm so sorry, but ...
Do you think you could ... ?	

Dialogue 对话

- A: Do you think you could help me with a couple of things?
 B: Sure.
 A: Could you send this copy to our Guangzhou branch?
 B: Yes, do you want me to fax it?
 A: Please do it. Then would you mind arranging accommodation for our visiting lecturer?
 B: Sure.
 A: Could you get in touch with Mr White from Beijing?
 B: I'm sorry, there's something wrong with the line. I'll try when the line is clear again.
 A: Oh, I see. What I'd like you to do next is to help me translate that letter into French.
 B: I'm very sorry but I'm afraid I can't. I don't know French.
 A: Too bad. Can you find somebody who does?
 B: Yes, certainly.

Offering to Help 表示愿意帮助

Would you like a hand with ... ?

Would you like me to ... ?

Shall I call ... ?

If you need any help, just let me know.

Responses 应答

That would be great.

Yes, please.

No, thank you.

Thank you very much.

That's very kind of you.

Dialogue 对话

A: Would you like a hand with those letters?

B: Oh, that would be great, if you're sure it's no trouble.

A: No trouble at all. And would you like me to sort out these newspapers?

B: Oh yes, that's very kind of you.

A: Can I do anything about those files?

B: Oh yes, please. Meanwhile I'll deal with that report.

A: Would you like me to clean up the stockroom?

B: No, thanks. I think I'll do that myself when I come back.

A: Oh, you'll be late. Shall I call you a taxi?

B: Yes, please.

A: If you need any more help in the future, just let me know.

B: Oh, thank you very much.

Asking Permission 请求允许

Do you mind if I ... ?

Is it all right if I ... ?

Do you think I could ... ?

Can I ... ?

Responses 应答

Yes, sure. (*Informal*)

I'm afraid not.

Of course, yes.

I'm sorry, but ...

Dialogue 对话

A: Do you mind if I open the window?

B: I'm afraid we can't do that. There's a small child in the room.

A: Oh, do you mind if I smoke?

B: I'm sorry, but this is a non-smoking area.

A: I must call my office. May I use the telephone?

B: Yes, sure.

A: Is it all right if I use the telephone once more? I'd like to call my boss.

B: Of course. Go ahead.

A: Do you think I could get a newspaper somewhere around here?

B: Of course. Just downstairs.

A: Can I send a fax?

B: I'm sorry but the fax isn't working. Something has gone wrong with it.

Vocabulary 词汇

leave-taking	告辞, 话别
get acquainted	结识, 相识
response	回应, 反应, 回答
cheerio	再见
additional phrases	另外的表达方式
complain	抱怨
stress	重音
syllable	音节
falling tone	降调
on parting	分手时
delicious	美味的
colleague	同事
timber	木材
have a chat	聊天
apology	致歉(名词)
apologize	致歉(动词)
go ahead	请(做/说)吧
I beg your pardon	请包涵
trouble	麻烦

inter'rupt	打断某人说话
request	请求
a couple of	几个, 少数
copy	份(报纸、文件等)
branch	分支机构
arrange	安排
accommodation	住宿
get in touch with	跟……联系
sort out	分类
file	文件夹, 卷宗
clean up	收拾干净
stockroom	储藏室
do you mind ...	您介意……吗?
non-smoking area	无烟区

Exercises 练习

Exercise 1 *Read with the right tone.*

用正确的语调朗读。

Good morning. Good afternoon. Good evening. How do you do?
Hello! Hello, Jim. Hello, Jane. Hi! Hi, boys!

Goodbye. Bye! Bye-bye! So long. Cheerio!
Good morning. Good afternoon. Good evening.

Exercise 2 *Use the rising tone saying the following yes-no questions.*

用升调说下列这些一般疑问句。

May I leave?	Can I send a fax?
May I talk to Mr Trent?	Could you help me, please?
May I introduce myself?	Shall I phone him?
May I introduce Mr Brown?	Did you have a nice weekend?
Have you met before?	Would you like a hand with this letter?

Add your own 5 questions.

自己再说出 5 个(一般)疑问句。

Exercise 3 *Use the falling tone saying the following questions.*

用降调说下列这些疑问句。

How are you?

How was your weekend?

How's life?

What about you?

How's everything?

How about yourself?

How are you getting on?

Who is that young lady?

Add your own 5 questions.

自己再说出 5 个(特殊)疑问句。

Exercise 4 *Work in pairs and make up short dialogues, using the statements from Exercises 1, 2 and 3.*

用练习 1、2、3 中的句子组织简短对话, 两人一起进行练习。

Exercise 5 *Complete the dialogues. Practise them in pairs.*

完成下面的对话, 两人一起进行练习。

1. A: Good morning, Mr Green

(Mrs King, Miss Tailor).

B: _____.

A: How are you today (this morning)?

B: _____.

2. A: Oh, hi, Tom!

B: _____.

A: How's life?

B: _____.