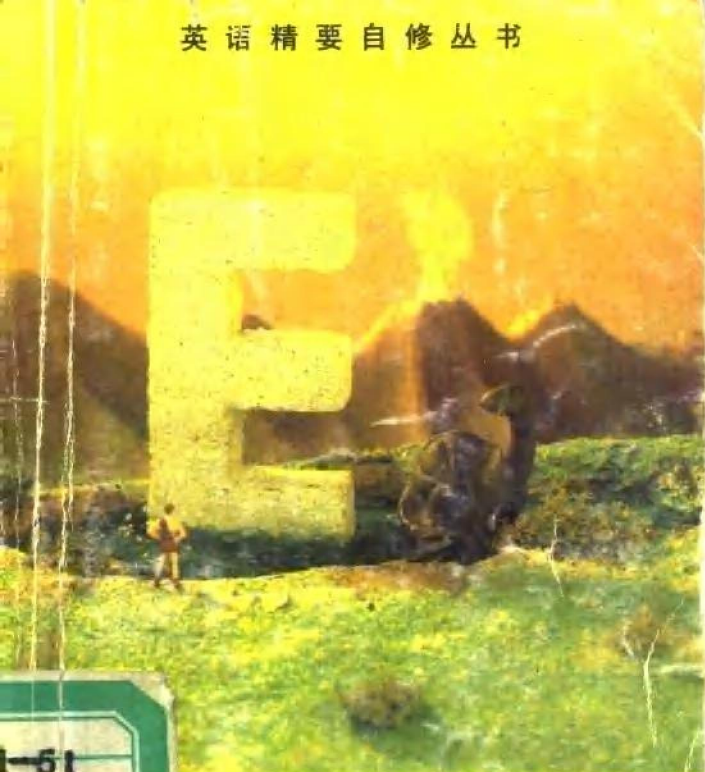


英语精要自修丛书



1-51

125

编者：曾丽芬 郑孟薇

常用英语口语

USEFUL EXPRESSIONS
IN ORAL ENGLISH

中国对外翻译出版公司 北京

2

Useful Expressions in Oral English

孟薇

香港教育图书公司

1991 年·北京

香港版

策 划:邓翠怡

责任编辑:袁志超

设 计:王鉴丰

插 图:王鉴丰

北京版

责任编辑:毕小元

责任校对:张凤丽

封面设计:鲁燕生

《英语精要自修丛书》

常用英语口语

Useful Expressions in Oral English

编者 曾丽芬 郑孟薇

中国对外翻译出版公司

(北京太平桥大街4号)

香港教育图书公司

合作出版

(香港鲗鱼涌芬尼街2号D侨英大厦四楼)

© 1988 1989 香港教育图书公司

(取得重印权限国内发行)

新华书店北京发行所发行

北京向阳胶印厂印刷

875×1270 毫米 1/64 2.375 印张 字数 90(千)

1991 年 8 月第一版 1991 年 8 月第一次印刷

定价 2.20 元

ISBN 7-5001-0132-5/G·17

GF-46/26

出版说明

《英语精要自修丛书》原名为《英语精要复习丛书》，由香港教育图书公司在香港出版。这套丛书内容丰富、精当、实用，又颇富趣味性，虽是针对香港中学高年级学生编写的，但也非常适合于内地的高中学生、大学非英语专业学生以及具有初级水平的英语自学者。因此我们和香港教育图书公司达成合作出版协议，将这套丛书重印出版发行。为了适合内地读者的情况，我们对书中的一些地方作了若干文字上的修改，并把书中全部繁体字改为简体字。

总 序

本

丛书是为参加香港中学会考的中四、中五学生而出版的一套辅助英语学习的读物。希望透过这套丛书,使学习者掌握到最基本的英语知识,以提高理解、写作和口语等方面的能力。

选材方面,主要是针对香港中学生学习英语时所常遇到的问题来编写的。本丛书的特色是采用笔记形式,生动灵活,简短精要,并多举实用例句。文字方面,尽量浅白易懂,避免用过多术语。语言是以中文作解释,英文作例句。这种中、英并用的方式,目的是使学生容易理解和吸收。同时每一条目篇幅不多,同学可以在最短时间内掌握一个英语要点,可以灵活地利用时间自己学习。

为了让学生检查自己的学习效果及方便自修,本丛书大多在每条目或每章节后附有练习题并在其后附有参考答案。

本丛书特别设计为小开本,以方便携带阅读。为了提高学习者的兴趣,各册均有配合内容的精彩漫画,使学习者能以较轻松的心情复习英语,打好基础,充满信心地去迎接考试。

香港教育图书公司

编辑部

前 言

在学习英语的过程中,很多中学生会觉得英语会话是较难掌握的一环,因为往往不懂得在某一场合应该怎样去说。而事实上,日常的英语会话变化颇多,但基本上只是在不同场合、对不同对象而有所不同。

如果要把生活中的各个场合的用语都一一列举出来,是不可能的。因此,本书编辑了日常生活中最常用和最普遍的一批用语,根据不同的场合而分成十二类来加以介绍。

在编排上,每一小节首先是提出一句常用用语,然后指出这用语应用的场合。接着就以一个较典型的例子来说明它的实际用法,并对其中应注意的部分加上注释。最后,列举出其他一些类似的用语,并指出它们的区别。

为了使读者对所学的用语印象更加深刻,每一类用语都附有一些练习题,希望能起到巩固学到的知识的作用。

要牢固掌握英语的日常用语,最重要的是多听、多说、多练习。还有一点就是要注意说话时的声调、语气。只有这样才能准确地表达出你想表达的意思。

最后,希望这本书对读者进一步掌握英语会话有所帮助。

作者

CONTENTS

I. MEETINGS AND GREETINGS	1
1) How do you do?	2
2) I'd like you to meet... ..	3
3) I haven't seen you for ages.	4
II. GOODBYE AND LEAVING	6
4) Well, I'm afraid I must go now.	7
5) See you.	8
6) Keep in touch!	9
7) Give my best regards to... ..	10
III. POLITE REMARKS	12
8) Congratulations!	13
9) Oh! I'm sorry to hear that.	14
10) I hope you'll get well soon.	16
11) Do come in.	17
12) Make yourself at home.	18
13) We enjoy your company.	19
14) May I help you?	20
IV. GIVING THANKS	22
15) Thank you very much.	23
16) Thank you for the compliment.	25
17) Thank you just the same.	26

18) Thank you for asking me.	27
19) Thank you very much for everything.	28
20) I've had enough, thank you.	29
V. APOLOGIES	31
21) I'm sorry.	32
22) I must apologize.	34
23) I beg your pardon.	35
VI. REQUESTS	37
24) Would you mind if I took a day off?	38
25) May I ask you a favour?	39
26) Could you help me, please?	40
27) May I smoke?	41
VII. INVITATIONS	44
28) I'll buy you lunch.	45
29) Let me treat you to dinner.	46
30) How about one for the road? ...	47
31) Would you care for a cup of coffee?	48
32) Why don't you get under my umbrella?	49
33) If you insist.	50
34) I'm afraid I won't be able to come.	52

VIII. EXCLAMATIONS AND FEELINGS	56
35) What a fine day!	57
36) I'm glad to hear that.	58
37) Luck is coming my way.	59
38) What a shame!	60
39) Well done!	61
40) That's ridiculous!	62
41) You must be kidding!	64
42) Look out!	65
43) Hurry up!	67
44) I'm coming!	68
45) I'm looking forward to seeing you.	69
46) Oh, I'm disappointed!	70
47) It can't be helped.	71
48) Oh God! I just don't know... ..	72
49) I couldn't care less.	73
50) What's wrong with you?	74
51) I know how you feel.	75
52) I'm not myself today.	76
53) I feel sick.	77
IX . DEGREES OF CERTAINTY	81
54) Is that right?	82
55) That's right.	83
56) Are you sure?	84
57) I'm absolutely certain.	86

58) Sorry, I'm not sure.	87
59) I doubt it.	89
60) I have no idea.	90
61) I dare say it will rain.	92

X. MAKING SUGGESTIONS AND

GIVING OPINIONS 94

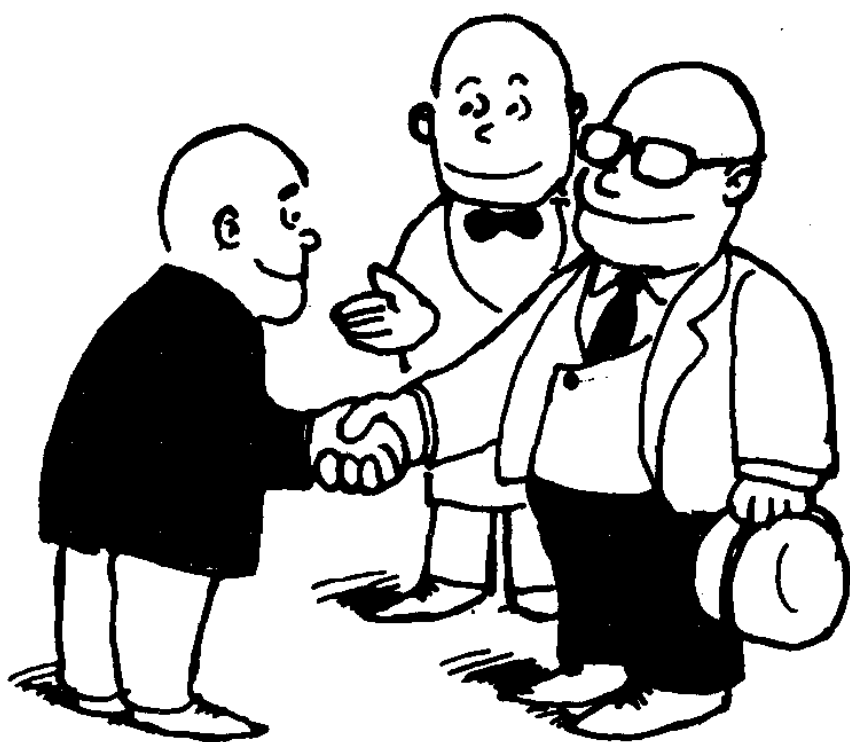
62) If I were you, I'd buy that.	95
63) I think he'll be all right once he gets used to the job.	96
64) I think you should see a doctor.	97
65) I think you'll have to change buses.	98
66) I'd like to point out that...	99
67) I don't really want to...	100
68) I suppose it's too late to get tickets.	101
69) What do you think of the proposal?	102
70) Do you think I should bring anything?.....	104
71) Don't you think so?.....	105
72) Yes, I agree.	106
73) That's a good idea.	108
74) No, I don't think so.	109
75) Yes, possibly, but...	110

XI. GIVING DIRECTIONS 113

76) I'm sorry, but I'm a stranger here.	114
---	-----

77) It's at the end of this street.	115
78) Take a train from this platform.	116
XII. ON THE PHONE	118
79) May I speak to Susan, please? ...	119
80) You have the wrong number. ...	120
81) Speaking.	121
82) This is Peter speaking.	122
83) Just a moment, please.	123
84) I'm afraid he is not in.	124
85) Would you just tell him that I called, please?	125
86) Shall I take a message?	126
87) I'll have him call you when he gets back.	127
88) He is on another phone.	128
89) He's tied up at the moment.	129
90) Let me call you back later.	130
91) I'm returning your call.	131
92) The line is busy.	132
93) Let me transfer your call to him.	133
94) I'd like to make a long-distance call.	134
95) Can you hold the line, please? ...	135
Key to the Exercises	138

I Meetings and Greetings



1 How do you do?

你好!

用法 这是两人初次见面时互相打招呼的用语。

实例 请看下面一段对话:

Tang : Mr. Wong, may I introduce a friend of mine to you? This is Mr. Chen. (To Chen) This is Mr. Wong.

Wong : *How do you do*, Mr. Chen?

Chen : *How do you do*, Mr. Wong? I'm pleased to meet you.

说明

对初次被介绍见面的朋友,通常都是用 *How do you do?* 来打招呼。对方也以 *How do you do?* 作答。这只是一句客气话,并无真正问候之意。如果是已认识的朋友,偶然碰见时,就要用 *How are you?* (你好吗?) 作问候语,而对方通常的回答是 *I'm fine, Thanks.*

较常见又是很熟的朋友,见面时就可用: *Hi* 或 *Hello* 打招呼,不一定要问候语。

2 I'd like you to meet ...

让我介绍……给你。

用法 这是介绍两位初次见面的朋友时的用语。

实例 下面是接外地来客并介绍给朋友认识的对话：

Mr. Chang : Welcome to Hong Kong, Professor
Luke.

Prof. Luke : Thank you for meeting me, Mr.
Chang.

Mr. Chang : Oh, Professor Luke, *I'd like you to
meet* my colleague, Andrew Tam.

Andrew Tam: How do you do, Professor Luke.

Prof. Luke : How do you do, Mr. Tam.

说明 这种介绍语还可以这样说：

May I introduce you to (Mr. Tam).

Let me introduce you to (Mr. Tam).

May I present (Mr. Tam) to you.

在比较随便的别的场合，特别是年轻人之间，则可这样说：

Have you met (John)? 或 Do you know (John)?
但这种直呼名字的方法，不宜用于正式场合。

3 I haven't seen you for ages.

很久没见你啦。

用法 这是遇见许久不见的朋友时的招呼语。

实例 下面是两个朋友路上相逢的一段对话：

Susan : Why, if it isn't Mary!

Mary : Oh, hello. *I haven't seen you for ages.*

Susan : How are you?

Mary : Fine, thank you, and you?

Susan : Fine. Where are you going?

说明 ages 在这里是“长时间”的意思，是一种稍夸张的

说法，表示较强烈的感情。

Why, if it isn't Mary! 是因不期而遇，表示惊讶的语气：“这不是玛丽吗！”它并无否定的意思。

除 I haven't seen you for ages 外，还可以这样说：

I haven't seen you for a long time.

I'm glad to see you again.

Exercises

Choose the best answer ;

1. X: How do you do, Joe?

Y: ...

A) How are you?

B) How do you do?

C) Thank you.

D) I am very well.

2. If you are going to introduce a V. I. P. (大人物, 贵宾) to a guest, what would you say?

A) Have you met Mr. Johnson?

B) Hey, meet Johnson.

C) May I introduce Mr. Johnson to you?

D) Do you know Mr. Johnson?

3. X: How are you, Susan?

Y: ...

A) How are you?

B) How do you do?

C) So far so good.

D) Fine, thank you.

II Goodbye and Leaving

