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胡浩然 編注



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Secretarial English

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胡浩然 编注

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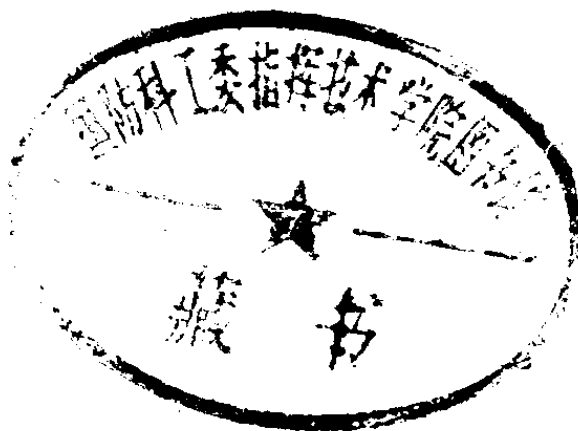
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致 读 者

本书是为涉外秘书人员编注的教材，它以真实情景为基础，阐明秘书人员所必需具备的基本素质及其职责范围，以培养英语秘书工作的基本技能。全书包括秘书职责、接待、使用业务电话、会议、档案、办公设施、公共关系、书信和电报电传等二十课，具有较强的实用性。课文均选自国外有关材料，课后有单词、注释、补充说明和练习。

本书适合大专院校秘书及管理等专业二、三年级学生作为教材使用，也可供涉外单位人员作自学进修之用。

编 者
于上海外国语学院
1991年4月

CONTENTS

1. Looking for a Secretary.....	1
2. The Boss and His Secretary	7
3. Reception.....	15
4. Bookings and Appointments	25
5. Travel Arrangements	32
6. Using the Telephone.....	40
7. The Telephone in Business.....	49
8. Using the Telephone Effectively.....	58
9. The Effective Executive.....	75
10. Talking About Labour.....	79
11. Call in the Consultant.....	85
12. Executive Meeting.....	91
13. Conference English.....	98
14. At a Conference.....	105
15. The Manager and Change.....	110
16. Filing Systems	117
17. Office Machine Systems.....	129
18. PR and Management	134
19. Business Letter-Writing	140

20. Telegram and Telex	152
Appendix I	163
Appendix II	166
Appendix III	168
Appendix IV	171

1. Looking for a Secretary

David Simpson, whom we met when he was interviewed for a job last time, is now Export Manager of a canned foods factory. He needs a capable secretary, and now is interviewing a young lady in his office.

Simpson Please sit down Miss Honeyworth. Smoke?

Honeyworth No, thank you, not just now.

Simpson Well, I think you probably have a fair idea what sort of job you've applied for.

Honeyworth Yes, it was very clearly explained in the advertisement for applications.

Simpson I see from your application you've had quite a lot of experience as a secretary already.

Honeyworth Yes, I've been a secretary for five years, in three different firms.

Simpson You've changed firms quite often.

Honeyworth Yes, I wanted to get more interesting work — that's why I'm applying for this post.

Simpson Good. Now, perhaps you would tell me what sort of qualities you'd look for in your secretary if you were in my shoes.

Honeyworth Well, to start off with, I'd say she needs to be pretty hard-working.

Simpson Yes — as a matter of fact I'm new to this job myself,

but so far I certainly haven't had too much time on my hands.
Anything else?

Honeyworth I've learnt that the secretary of an export manager has to be able to do a lot of things on her own initiative.

Simpson Quite. By the way, d'you like travelling?

Honeyworth Oh yes, especially abroad — and I speak French and German fairly fluently.

Simpson Excellent. You'd probably have to come along with me to conferences and things on the Continent from time to time.

Honeyworth I'd like that very much.

Simpson Now I see from the report the Personnel Department sent me that you did reasonably well in the shorthand and typing test, and very well indeed in the intelligence test. I suppose you'd be able to handle report writing — summaries, keeping minutes at meetings and so on?

Honeyworth Yes, I've had to do quite a lot of that kind of work, and I seem to have a better memory than average.

Simpson Yes, I can see that from your test results, and you'd certainly need it as my secretary because my memory's like a sieve. And what about planning the manager's day?

Honeyworth I'm used to doing that, and to seeing that he doesn't forget his appointments.

Simpson That sounds fine. By the way, how d'you feel about sharing an office room with your boss? We're a bit short of space here as you can see.

Honeyworth From the secretary's point of view I think it's much better — there's not much chance of her superior forgetting to let her know about important matters.

Simpson Yes, I rather agree. Well, thank you very much Miss Honeyworth, and you'll be hearing from us in the next few days.

Honeyworth Thank you — and I certainly hope the answer will be favourable.

Words

secretary /'sekɹətri/ *n.* 秘书

interview /'intəvju:/ *vt.* 面谈

canned /kænd/ *a.* 制成罐头的

capable /'keipəbl/ *a.* 能干的

sort /sɔ:t/ *n.* 种类

advertisement /əd've:tismənt/ *n.* 广告

application /əpli'keifən/ *n.* 申请

firm /fə:m/ *n.* 公司

post /pəust/ *n.* 职位

quality /'kwɒliti/ *n.* 品质

pretty /'priti/ *adv.* 相当

hard-working /'hɑ:d-wə:kiŋ/ *a.* 勤劳的

initiative /i'nɪʃiətiv/ *n.* 主动性

fluently /'flu:təntli/ *adv.* 流利地

conference /'kɒnfərəns/ *n.* 会议

continent /'kɒntinənt/ *n.* 大陆; the Continent 欧洲大陆

personnel /pə:sə'nel/ *n.* 全体人员

shorthand /'ʃɔ:thænd/ *n.* 速记

intelligence /in'telidʒəns/ *n.* 智力

handle /'hændl/ *vt.* 处理

average /'ævərɪdʒ/ *n.* 平均

sieve /si:v/ *n.* 筛子

appointment /ə'pointmənt/ *n.* 约会

sound /saund/ *vi.* 听起来

share /ʃeə/ *vt.* 同享, 合用

boss /bɒs/ *n.* 老板, 上司
superior /sju:'piəriə/ *n.* 上司
favourable /'feivərəbl/ *a.* 应允的, 有利的

Notes

1. David Simpson /'deivid 'sɪmpsn/ 大卫·辛普森(人名).
2. Export Manager 出口部经理.
3. canned foods 罐头食品.
4. a capable secretary 一名能干的秘书.
5. is interviewing ... 正在对……进行面谈(试).
6. Honeyworth /'hʌniwə:θ/ 霍尼沃思(姓).
7. Smoke? 吸烟吗? 这是一句省略句.
8. not just now 现在(即在面试时)不想吸烟.
9. Well (语气词)此处表示转入另一个话题.
10. I think you probably have a fair idea what sort of job you've applied for. 我估计你对你所申请的工作的性质大概是十分清楚的吧.
11. the advertisement for applications 招聘广告.
12. I see from your application you've had quite a lot of experience as a secretary already. 从你的应聘申请书来看, 你对秘书工作已有相当多的经验.
13. three different firms 三家不同的公司.
14. this post (贵公司的)这个职务.
15. perhaps you would tell me what sort of qualities you'd look for in your secretary if you were in my shoes. 是否能请你告诉我, 如果你处于我的位置, 会希望你的秘书具备哪些素质. 本句属虚拟语气. be in one's shoes = be in one's position.
16. to start off with 首先.
17. she 国外的秘书工作一般由妇女担任, 因此这里用 she.

18. pretty hard-working 相当勤劳。
19. as a matter of fact 事实是。
20. I'm new 我是新手。
21. so far I certainly haven't had too much time on my hands.
至今我一直没有闲着的时间。so far 到目前为止。
22. Anything else? 还有别的吗? 这是省略句。全句应是 Is there anything else you want to say?
23. on her (one's) own initiative 主动地。
24. By the way 顺便说一下。
25. You'd probably have to come along with me to conferences and things on the Continent from time to time. 或许你要与我不时地赴欧洲大陆参加会议和办理业务。the Continent 指欧洲大陆,尤指西欧各国。from time to time 不时地。
26. the Personnel Department 人事部门(处)。
27. the shorthand and typing test 速记和打字测试。
28. the intelligence test 智力测试。
29. I suppose you'd be able to handle report writing — summaries, keeping minutes at meetings and so on? 我想你会拟写报告,如写摘要,作会议记录等等,是吗? 这种用陈述句的形式表示问句,一般只用在口语中。
30. to have a better memory than average 记忆力比一般人强。
31. my memory's like a sieve 我的记忆力象个筛子。(意即 记忆极差。)
32. the manager's day 经理每天的工作安排。
33. (be used) to seeing that he doesn't forget his appointment
(惯于)保证让他不忘记各种约见。
34. That sounds fine. 听上去很不错。
35. sharing an office room with your boss 与你的上司合用一间办公室。
36. We're a bit short of space here 我们这里的空间不多。(即我们的地方不大。) be short of 缺少,不够。

37. point of view 观点。
38. superior 上司。
39. you'll be hearing from us in the next few days 过几天你会听到我们的回音。
40. hope the answer will be favourable 希望得到满意的答复。

提 要

当你需要寻找一个英语秘书职位时,一般要通过某人或单位的介绍,或直接从招聘广告中获得信息。你必须写信或亲自前往应征。写信时要寄上你自己的简历表,最好附上一二封推荐信,然后等待面试通知。

面试时应着重注意以下几点:

1. 衣着要干净整洁、大方得体;
2. 仪态自然,表情和蔼;
3. 谈话时应尽量看着对方,仔细倾听对方的问话并作出合宜的回答;
4. 举止大方,注重礼貌,正确使用 please; Thank you! 等词语。

在面试时要尽可能地让对方了解你的个性和才能,使对方知道你能完全胜任工作。

Exercise

Discuss the advantages and disadvantages of a secretary sharing the boss's room.

2. The Boss and His Secretary

Joint Venture

A recent article in the business press declared that a good secretary can make a \$15,000-a-year man worth \$20,000, and that a bad secretary can reduce his value to \$10,000. Any executive should recognize this as an undeniable understatement.

Backed by a good secretary, many a man without spectacular talents, but with the good sense not to thwart her, has achieved heights of eminence and power undreamed of by his less fortunate colleagues. On the other hand, anyone who has experienced the misery of ill-typed letters, appointments missed, and excuses given with more truth than fact — 'I know it's 3:15, Mr. Carter, but he's still out to lunch' — will know that the personal secretary makes the difference between riches and ruin.

The Ideal Secretary

What would every man consciously or unconsciously like to find in his secretary?

Loyalty is the first requirement. If a man can't trust his secretary, whom can he trust? No relationship in business involves a higher degree of trust and responsibility between two persons than the secretary-boss-team.

Next, conscience. Secretaries are seldom paid what they deserve or what they are worth, though conditions are improving.

Consequently, there is little except her conscience to insure that long hours are kept when necessary, things are done properly, and no loose ends are left untied.

Next we come to initiative. A secretary should be able to act for her boss in his absence in many of the fields in which he operates. Again, most executives at some time or other become overworked or non-objective and may miss obvious courses of action. A secretary should not permit her boss to make obvious mistakes. On the other hand, he should be consulted before a major action is taken. In fact, true initiative is the ability to know when to act on your own and when to consult.

Ability to write. Every secretary should at least be capable of handling routine correspondence for her boss and avoiding mistakes in English and in spelling. It is preferable, of course, if she has a real ability to write—to do reports and summaries and take good minutes of involved meetings. Well-educated women often have considerable talent in this direction, and whatever talent there is should be used to the full.

Tact and charm. Business can be tense, and tempers often get frayed. A girl who can not only avoid friction but actually reduce it is of great value.

Good dress sense and presentation. This involves looking and sounding attractive, yet never provoking unnecessary attention. A secretary is a man's status symbol. You may deplore this, but it is a fact of life, and on his status depend his income and his success.

Psychological insight is another requirement. It involves understanding what makes people tick, being able to make predictions about their behavior in given sets of circumstances, understanding the boss's moods—and, within limits, helping to soothe him out of them and to forgive him for them.

A good educational background is another plus value. It is immensely useful to have people who know things around you.

Of course, the executive who finds all these traits in his secretary is fortunate indeed.

The Power Behind the Throne

The importance of the secretary in the business world has been gravely underestimated, and only now it is beginning to be reappraised. When it becomes necessary to change systems or introduce reform, for example, it is always useful to call the executives concerned together and explain to them what is to be done. It is often even more useful to call their secretaries together afterwards and explain the whole thing to them. Invariably, when that is done, the change works.

Words

joint /dʒɔɪnt/ *a.* 合办的

venture /'ventʃə/ *n.* 企业

article /'ɑ:tɪkl/ *n.* 文章

declare /di'kleə/ *vt.* 断言

value /'vælju:/ *n.* 价值

executive /ɪg'zekjʊtɪv/ *n.* 总经理, 部门负责人

undeniable /ʌndɪ'naɪəbl/ *a.* 不可否认的

understatement /'ʌndə'steɪtmənt/ *n.* 打了折扣的说法

spectacular /spek'tækjʊlə/ *a.* 惊人的

talent /'tælənt/ *n.* 才能

thwart /θwɔ:t/ *vt.* 阻碍, 使受挫折

height /haɪt/ *n.* 高度

eminence /'eminəns/ *n.* 显赫
 colleague /'kɒli:g/ *n.* 同事
 misery /'misəri/ *n.* 痛苦, 悲惨
 ruin /ruin/ *n.* 破产倒霉
 consciously /'kɒnʃəsli/ *adv.* 自觉地, 有意识地
 unconsciously /ʌn'kɒnʃəsli/ *adv.* 不自觉地, 无意识地
 loyalty /'lɔɪəlti/ *n.* 忠诚
 trust /trʌst/ *vt.* 信任
 involve /in'vɒlv/ *vt.* 包含, 牵涉
 responsibility /ris,pɒnsə'biliti/ *n.* 责任
 conscience /'kɒnʃəns/ *n.* 道德心
 deserve /di'sə:v/ *vt.* 理应得到
 consequently /'kɒnsikwəntli/ *adv.* 结果
 insure /in'ʃuə/ *vt.* 保证
 loose /lu:s/ *a.* 松散的
 absence /'æbsəns/ *n.* 不在
 non-objective /nɒn-ɒb'dʒektiv/ *a.* 不客观的
 permit /pə'mit/ *v.* 准许
 consult /kən'sʌlt/ *vt.* 商量
 ability /ə'biliti/ *n.* 能力
 routine /ru:'ti:n/ *a.* 日常的
 correspondence /,kɒris'pɒndəns/ *n.* 通信
 tact /tækt/ *n.* 机智, 处理问题的技巧
 tense /tens/ *a.* 紧张的
 temper /'tempə/ *n.* 脾气
 fray /frei/ *v.* 使紧张
 friction /'friksən/ *n.* 摩擦
 presentation /,prezen'teɪʃən/ *n.* 仪表
 attractive /ə'træktiv/ *a.* 有吸引力的
 provoke /prə'vəuk/ *vt.* 引起, 刺激
 status /'steɪtəs/ *n.* 地位

symbol /'sɪmbəl/ *n.* 象征
 deplore /di'plɔ:/ *vt.* 为……感到遗憾, 不赞成
 psychological /,saɪkə'lɒdʒɪkəl/ *a.* 心理上的
 insight /'ɪnsaɪt/ *n.* 洞察力
 tick /tɪk/ *vi.* 惹恼, 激怒
 behavior /bi'heɪvə/ *n.* 行为
 circumstance /'sə:kəmstəns/ *n.* 情况
 mood /mu:d/ *n.* 心情
 soothe /su:ð/ *vt.* 劝慰
 forgive /fə'gɪv/ *vt.* 原谅
 trait /treɪt/ *n.* 特性
 throne /θrəʊn/ *n.* (帝王的) 宝座
 underestimate /'ʌndə'estɪmeɪt/ *vt.* 低估
 invariably /ɪn'veəriəbli/ *adv.* 不变的

Notes

1. joint venture 合资企业, 此处指上级与秘书的合作
2. A recent article in the business press declared that 商业报纸上最近有篇文章宣称…….
3. make a \$15,000-a-year man worth \$20,000 使一个人一年的价值从 15,000 美元变成 20,000 美元.
4. reduce his value to \$10,000 (可使) 他的价值降到 10,000 美元.
5. Any executive should recognize this as an undeniable understatement. 任何经理都应该清楚地认识到这无疑是打了折扣的说法.
6. Backed by a good secretary, many a man without spectacular talents, but with the good sense not to thwart her, has achieved heights of eminence and power undreamed of by his less fortunate colleagues. 由于许许多多才能平平之士清楚地