

Receiving Foreign Guests

接待外宾实用英语会话



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PRACTICAL ENGLISH DIALOGUES FOR THOSE RECEIVING FOREIGN GUESTS

—CONTINUATION OF PRACTICAL
ENGLISH DIALOGUES FOR THOSE
GOING ABROAD

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接待外宾实用英语会话

——《出国人员实用英语会话》续篇

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内容介绍

随着对外开放政策的贯彻实施，我国政府不仅派遣大批人员去国外学习、进修和考察，而且有许多外国专家、学者和各界人士到我们中国来。由于有相当多的人接触外宾或参加接待工作，因此编写一本供接待外宾人员使用的实用英语会话是十分必要的。这就是我们编写本书的出发点。

本书是《出国人员实用英语会话》的续篇。它以《出国人员实用英语会话》一书中的主人公之一——伦敦帝国科技学院鲁宾逊教授偕夫人来北京后的一系列实际活动为主线，设计、编撰了出席招待会、参观研究所、参加国际学术会议、洽谈生意，以及游览名胜古迹等36组最常用的情景会话。掌握这些会话，对接待外宾工作是非常有益的。

本书与《出国人员实用英语会话》一样，除具有语言规范流畅、生动活泼和实用性强等特点外，内容亦十分丰富。全书12个单元，每个单元除会话和注释外，还有典型例句和各种练习。此外还附有课文的参考译文、练习答案、词汇表，以及北京市的游览图。故本书既可供外事工作者、广大科技人员和所有参加接待外宾的人员学习使用，也可作为举办有关人员英语培训班的教材。

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UNIT ONE

ARRIVING IN BEIJING

Dialogue A At the Airport

- Announcer:** Attention, please. We shall be arriving in Beijing shortly, at four o'clock local time. For your own safety, please make sure that seat-belts are fastened.
- Stewardess:** Fasten your seat-belt, madam.
(Later. The plane has landed and is now taxiing)
- Stewardess:** Please sit down, madam.
- Mrs. Robinson:** But I want to get off. And I can't find my bag.
- Announcer:** Will passengers please remain seated till the aircraft has come to a complete halt. Please remember to collect your hand luggage.

Mrs. Robinson: I'm looking for it.

Stewardess: Is that it? Under the seat?

Mrs. Robinson: Oh yes, thank you.

Announcer: On behalf of the crew, I wish you a pleasant stay in Beijing. We look forward to serving you again in the future. Thank you.

Stewardess: Well, here we are. Have a nice holiday.

Mrs. Robinson: Thank you.

(At the airport)

Hua: Excuse me, are you Mr. Robinson?

Passenger: No, my name is Wright.

Hua: I'm so sorry.

Passenger: Never mind.

Hua: (See someone else) Er, is your name Mr. Robinson?

Mr. R: Yes, it is.

Hua: Oh, Mr. Robinson. Welcome to Beijing. I'm Mr. Hua Ming from the Geological Institute of SSB.

Mr. R: How do you do, Mr. Hua? (They shake hands)

Hua: And this is Li Zhi-xian's wife, Wang Lan-fang.

Mr. R: Ah how do you do? And this is my wife, Catherine.

Wang: Delighted to meet you, Mr. and Mrs. Robinson.

Hua: I'm so glad to meet you, Mrs. Robinson.

Mrs. R: Do call me Catherine.

Mr. R: And call me Frank. May I call you Lao Hua and . . . ?

Wang: Lao Wang or Lan-fang.

Mr. R: Good. That's settled. It's very kind of you to meet us.

Hua: Not at all. I do hope you've had a pleasant flight.

Mr. R: It wasn't too bad. But we're later than expected. Our plane was delayed.

- Mr. R: It wasn't too bad. But we're later than expected. Our plane was delayed.
- Mrs. R: It was a bit bumpy yesterday morning. We ran into a storm before reaching Hong Kong. We were held up for one day in Hong Kong, waiting for the storm to clear up.
- Hua: Well, you've arrived safe and sound. Now, let me take your cases.
- Mrs. R: Thanks. They are a bit heavy.
- Mr. R: Oh, don't take them both. I can manage one.
- Hua: Okay. Shall we go then? The car is parked outside.

Notes

1. the Capital Airport. Located in Beijing's northeastern suburb, the Capital Airport is a modern airport. Its runway, 3,200 metres long and 50 metres wide, can hold modern airliners of all types and sizes. The Civil Aviation Administration of China (CAAC) operates 14 international routes which link Beijing with many of the world's major cities. Beijing is also the terminal and transit port of more than 10 airlines run by the aviation companies of numerous countries.

首都机场。位在北京东北郊的首都机场，是一个现代化的机场。它的跑道长3,200米，宽50米，能容纳下各种型号和大小的现代客机。

中国民航开通了14条国际航线，使北京可以通达世界上许多大城市。北京还是不少国家航空公司经营的十余条航线的终点和中转站。

2. shortly: (formal) soon; in a little time, in a short time 立刻
Will you be back shortly?
3. to make sure: to get sure knowledge; ensure 确信，确保
Make sure that this is the right road/where we are going/whether we are on the right road.

4: to taxi, -ed, -ing (taxying): to move under its own power across land or water without rising into the air: said of an airplane 滑行

The jet airplane taxied/was taxiing along the runway. 喷气式飞机在跑道上滑行。

5. to get off: to come down from or out of; leave (从...) 下来; 离开; 起身

Excuse me, I've to get off at the next stop.

劳驾, 我得在下站下车。

We must be getting off now.

我们得离开啦。

6. to come to a halt: to come to a stop or pause 停止

The car came to a halt just in time to prevent an accident.

汽车及时停下, 避免了事故。

7. luggage (BrE), baggage (AmE): the cases, bags, boxes, etc., of a traveller 行李

8. to find, to look for: to find 有“找到, 发现”等意, to look for 有“寻找”的意思。在“找”这个意义上, find=look for + get.
I can't find my hat.

I'm looking for a job.

I've looked for my book for several hours but still haven't found it.

正: I've looked for the lost money for some time, but I haven't found it.

误: I've found the lost money for some time, but I haven't found it.

9. on (upon) behalf of someone=on (upon) someone's behalf, in behalf of someone, in someone's behalf; speaking for 为了, 代表

On behalf of my institute I wish to tell you how much we appreciate the scientific cooperation between our two countries.

我谨代表我所告诉你, 我们是多么地珍视我们两国之间的科学合作。

He is ill, so I'm speaking on his behalf.

他病了, 我代言。

10. SSB=the State Seismological Bureau 国家地震局, 或译为 National Bureau of Seismology.
11. bumpy, a.: having bumps: causing jolts or bumps; rough 颠簸
The road was bumpy.
道路颠簸。
12. to run into: to meet (weather, usually bad) by chance 偶然碰上
We were sailing along nicely until we ran into a storm.
在碰上暴风雨以前我们一直航行得很好。
13. to be held up: to delay; stop 使停顿 (常用被动语态)
The building of the new bridge has been held up by heavy rain.
这座新桥的建造因下大雨而停止。
14. to clear (up): to become clear after a storm 转晴
The bad weather should clear (up) tomorrow.
这种坏天气明天会放晴。
15. safe and sound: safe, completely unharmed 平安无恙
We found them safe and sound after their adventure.
我们发现他们在冒险活动后安全无恙。
The children came through the storm safe and sound.
孩子们安全无恙地经过了暴风雨。
16. to manage: (often used with can, could) to succeed in dealing with (a difficult movement or action) 能, 对付
It's heavy, but I can manage it/can manage to carry it.
它很重, 但我 (能对付) 能提起来。

Useful Expressions and Constructions

1. We shall be arriving in Beijing.

在口语中常用将来进行时来表示预计即将发生或势必发生的将来动作。其他例句如:

A friend will be taking me in his car.

我将乘坐我朋友的车子。

They will all be waiting at the station.

I shall be going to dance.

且为了使口气显得委婉，可用这个时态来代替一般将来时。比如用

What will you be doing? 代替 **What will you do?** 又如：

A new play is coming to the Capital Cinema, will you be seeing it?

句中用 **will you be seeing it?** 代替了 **will you see it?**

2. Please remain seated.

That's settled/decided.

seated, settled, 和 decided 都是过去分词形式，在这里做表语用。

remain 在这里和 **is** 一样，为系动词。但前者表示保持某种状态，后者单纯表示一种特征或状态。

Much remains unsettled.

许多事情仍未解决。

That's settled; we'll do it tomorrow.

事已决定，我们明天就干。

I'll be glad when it's all settled.

3. Will passengers please remain seated till the aircraft has come to a complete halt.

凡有 **till** 或 **until** 从句的主句，如果从句的动作一发生，主句的动作即停止，则从句可用一般时态。见下例：

She worked until she was too tired to do any more.

她一直工作到她累得再也干不了啦。

I can't leave here till he arrives.

如果要强调等到从句动作发生后，主句动作才停止，则从句可用完成时态。

He waited until the sun had set.

他一直等到太阳已经西下。

I didn't go to bed until I had finished my work.

4. Please remember to collect your hand luggage.

remember 接不定式一般形式时，意为“记起（住）去…”，指的是将来的行为。

Remember to bring your book.

I remembered to post your letters.

I shall remember to meet him.

remember 接动名词或不定式完成形式，意指：记起过去的行为。

I remember seeing him once.

I don't remember having (或 to have) said it.

5. **We look forward to serving you again.**

look forward to 后接动名词、代词，不接不定式。

They are looking forward to a bright future/my visit.

他们都盼望着一个美好的未来（我的来访）。

We are looking forward to getting a holiday/hearing from you again.

正：I'm looking forward to seeing you.

误：I'm looking forward to -see you.

6. **I wish you a pleasant stay.**

Have a nice holiday.

以上是表示祝愿时所用的语句。类此语句有：

I hope you (will) have a pleasant visit/Have a good time on your trip/I hope you have a good time on your trip/Wishing you a pleasant journey/Hoping you will have a pleasant trip.

祝愿你旅行愉快。

7. **Excuse me, are you Mr. Robinson?**

这个 **excuse me** 用来表示跟不认识的人说话时的开头语。类此语句有：

Excuse me, please. Could you tell me the way to the Forbidden City?

Excuse me, is there a bus from here to Wangfujing Street?

劳驾，从这里有到王府井大街的公共汽车吗？

8. **A: I'm so (very) sorry/I'm terribly (awfully) sorry.**

B: Never mind/That's (quite) alright.

以上是表示道歉的问答句，但程度较强烈。

9. **Attention, please!**

Please sit down.

关于 please 所构成的语句, 按其礼貌程度(递升)列举如下:

Help me.

帮我个忙吧。

Please help me.

请帮我个忙吧。

Will you please help me?

Could you please help me?

Would you be able to help me, please?

I wonder if you could help me, please.

Would you be kind enough to help me, please.

10. Do call me Catherine.

I do hope you've had a pleasant flight.

这两个do, 都用于加强语气。类此例句有:

A: He never comes.

他决不会来的。

B: You're wrong. He does come!

你错了, 他真来啦!

Please do be seated.

I do want to go.

Do come, please.

11. We're later than expected.

类此例句如:

The paper was finished earlier than expected.

The project was completed faster than expected.

比较状语从句常是不完全的。上述典型句从句中省略了 we, 第一和第二例句的从句中省略了 it was 或 it had been.

Exercise 1

I. Comprehension questions:

1. What is Mrs. Robinson looking for? What happens to her