

实用外事接待 英语口语

APPLIED

SPOKEN ENGLISH

FOR

RECEIVING FOREIGN

GUESTS

肖文萍 编著



首都经济贸易大学出版社

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前 言

一、《实用外事接待英语口语》是为大专院校、特别是成人高校中级水平的学生编写的口语培训教材,也可供广大在职的外事工作人员或有些英语基础、有志到涉外部门单位做涉外工作的自学者使用。

全书共分十五课,包括企事业单位对外交往中所涉及各个基本环节,例如机场接人、入住饭店、宴会、打电话、拜会、技术交流、参观、购物、紧急情况、签署协议、送行等;还有五课是关于在涉外接待中常去游览的北京名胜古迹——故宫、天坛、长城、十三陵、颐和园的内容。每课有三段对话,在长度和难度上逐渐加强,在内容上也是由浅入深,单词量由小到大形成阶梯,有利于学习者的入门和提高,也有利于授课者把握教学进度。每课后附有注解单词表、与本课有关的阅读材料、有关礼仪和注意事项及练习。练习包括:关键句型练习、补全对话、情景对话、汉译英练习。书后附练习答案和课文翻译及附录。附录四的内容“学会介绍你的家乡”,包括了上海、南京、广东、昆明、西安和拉萨等地的介绍,弥补了第一课和后五课的仅为北京地区情况介绍的局限性,因此,此书可在全国各地使用。

二、本书同其它类似书籍相比有以下几大特点

1. 此书不同于《饭店英语》。《饭店英语》所讲授的是饭店如何为客人服务的英语。它的学习者应是有志于饭店服务业的人。而此书“入住饭店”一章讲的是如何帮助客人使用饭店,它着眼于接待单位的外事人员。

2. 此书不同于各类版本的旅游用书。那些书或是用大篇文章介绍,或是一名导游为大团组旅游者作完整的讲述。而本书旅游章

节的特点是：一名外事工作人员陪同外宾游览，介绍多以对话形式出现，培养学生既能听懂别人的问题又能准确回答，以及对外宾的感叹、赞扬如何应对的技巧，更适合厂、矿、公司及各级机关单位的外事接待人员。

3. 此书不同于正规专业院校的口语教材。正规院校的口语教材涉及内容较广、难度较大，适于学习时间较充裕的在校语言专业学生。而本教材则更适于有一定英语水平，但口语较差，意在短期内提高实用口语的人。

4. 此书不同于现在市面上流行的英语教材。那些教材是教授学生在国外生活的实用语言和习惯，对于那些有意出国学习和工作的学习者来说，是很有帮助的。而本书的内容是教授在国内做外事工作时用的常用语言和工作技巧，因此它更适合有志在国内涉足外事工作的人学习。

三、本书的特点是：内容具体实用、语言精练易掌握，十分适合学习其它专业又有一定英语水平的人进一步提高口语水平和工作技巧所用。此书也可用做成人高校英语专业和成人英语培训的中级口语教材。

四、本书是笔者经验的结晶。本人做过八年的基层外事翻译，又做了三年多成人高校和外语培训学校的教师，对基层外事活动有所研究，而且深深地了解一大批外语学习者的渴求，因此将自己的知识和经验编辑成书，希望能对需要这方面知识的朋友有所帮助。

编著者

1998年6月

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Lesson One

At the Airport

Part 1 Inside the Airport Hall

Li: You must be Mr Hubert from the United States?

Hubert: Yes. That's right. I am James Hubert. You are...

Li: My name is Li Ping, I'm from Oriental Group, our company has assigned me to be your host here in Beijing.

Hubert: How do you do, Miss Li? I'm really glad to meet you here, and thank you for coming to the airport to meet me.

Li: How do you do? It's my pleasure to be here to welcome you.

Hubert: Oh, thank you very much, and now where are we heading?

Li: We are going to the City Hotel. Is your luggage all here, Mr Hubert? The car is just out there in the parking lot.

Hubert: Yes, let's go.

Part 2 On the Way to the Parking Lot

Li: How's your flight, Mr Hubert?

Hubert: Fine, it took me about 16 hours to get here. But it was a smooth flight.

Li: That was really kind of long in the airplane, wasn't it? I

hope you'll feel rested after a night of good sleep.

Hubert: Thank you very much. I hope so. Oh, what a nice day!

Li: Yes. So it couldn't be nicer. So whenever a lucky man comes, we'll have good weather.

Hubert: Thank you, now it's about 10 o'clock, right?

Li: Yes. So it should be 9 o'clock in the evening in the USA. Do you think you need a good sleep to overcome the jet lag?

Hubert: No, no problem for me. I can start to work immediately.

Li: That's fine. Here we are, Mr Hubert. This is our car.

Hubert: Oh Benz, it's a good car. I like it.

Li: Please, Mr Hubert.

Hubert: Oh, always ladies first.

Part 3 On the Way to the Hotel

Li: Mr Hubert, as far as I know foreigners may have difficulties in making out our Chinese names, so I'd like to present you with my name card?

Hubert: Thanks. Here is my card.

Li: Thank you. Is this your first time in China?

Hubert: Yes, but I've heard of a lot about it. It is said to be a great and mysterious country with a lot of interesting things and people.

Li: Oh, I'm very glad to hear that. In this case, I'd better take this opportunity of driving through the city to tell you something about Beijing, the capital of China, and later I'll try to find time to tell you more about China, OK?

Hubert: OK. Good idea, please.

Li: Now, let's start from the airport we are leaving. It is called Beijing International Capital Airport, which is located northeast to the city. It's about 35 kilometers away from the city center. The road we are driving on is a newly built expressway.

Hubert: When was it built?

Li: In 1993, to meet the need of further reform and opening up.

Hubert: I've heard that Beijing has changed a lot these years resulting from the policy of reform and opening up.

Li: Yes. That's right. Beijing is a very old city as you have read of. There has been a settlement on its site for over 3000 years...

Hubert: It seems that you know a lot about the city. And your English is really good.

Li: Thank you for your comments, and I really think it good for a foreigner to know something about the city he is visiting. Here we are at the hotel, Mr Hubert.

Hubert: Oh. Good. Thank you very much for your explanation, and I really enjoy it.

Another Situation

(Meeting an old friend and his partner from Germany)

Mr Schoemann: Hello, Mr Wang. It's good to see you again,
and you, Miss Li.

Mr Wang: Nice to see you. Mr Schoemann.

Miss Li: I'm really pleased to see you.

Mr Schoemann: I'd like you to meet my partner, Mr Gueter.

Mr Wang: Welcome to China.

- Miss Li: Very pleased to meet you, Mr. . . .
- Mr Gueter: Gueter.
- Miss Li: I'm sorry, Mr Gueter. Sometimes I have difficulty in pronouncing foreign names.
- Mr Gueter: It doesn't matter. Sometimes I suffer from the same problem, too. It's quite common.

Supplementary Part

A Brief Introduction of Beijing

There has been a settlement on its site for over 3,000 years. In the 11th century B. C. , it was the capital of the small kingdom of Yan and afterwards it served as capital for the Yuan, Ming and Qing dynasties down to the 20th century. Beijing has retained a lot of the color of old Chinese life. And much of this can be seen amid the new construction of the modern capital. The present city, including the 16,800 square kilometers capital district, has a population of over 10 million. The Second Ring Road, a 23-km expressway, with over a dozen cloverleaf intersections, runs on the site of the old city wall.

Beijing has many places of historic interest and scenic beauty. The famous places are: the Forbidden City, the Temple of Heaven, the Great Wall, the Ming Tombs and the Summer Palace.

有关礼仪和注意事项

1. 衣冠整洁、庄重,举止大方,语言清晰。
2. 初次见面握手时,如有女士时,应看女士是否主动。
3. 男士应主动帮客人拉行李,如客人有意拒绝,不要强求。
4. 机场嘈杂、拥挤,不是久谈之地,不要向客人提过多的问

题。

Notes

USA—the United States of America 的缩写——美国

The Oriental Group 东方集团

Words & Expressions

1. James Hubert 人名, 詹姆斯·休伯特
2. assign *v.* 指派; 送派
3. head *v.* 朝着某个方向走
4. parking lot 停车场
5. oriental *a.* 东方的
6. jet lag (time difference) 时差
7. mysterious *a.* 神秘的
8. make out 弄清
9. heard of 听说
10. reform and opening up 改革开放
11. policy *n.* (尤指政府、政党、公司等)的方针、政策
12. read of 读过
13. settlement *n.* 定居的人群
14. comment *n.* 评论

EXERCISES

I. Substitution Exercises.

Drill 1. You must be Mr Hubert from the Untied States?

Substitute the underlined parts with the following:

- (1) you...Mr. Wang from Oriental Trade Company
- (2) she...the person we are waiting for
- (3) they...the students of Beijing Foreign Studies Universi-

ty?

(4) we...in the wrong place

Drill 2. Our company has assigned me to be your host here in Beijing.

Substitute the underlined parts with the following:

- (1) the party...him to work in the enemy occupied area
- (2) the company...them to rescue a wreck
- (3) I...a person to look into the matter
- (4) our country...a fleet to visit these countries

Drill 3. It took me 12 hours to get here.

Substitute the underlined part with the following:

- (1) him 1 hour and a half to get home
- (2) us 5 days to complete the work
- (3) children 120 minutes to finish the exam
- (4) the company 2 years to recover from the loss

Drill 4. You may have difficulties in making out our Chinese name.

Substitute the underlined parts with the following:

- (1) you...learning English
- (2) children...controlling themselves
- (3) he...managing the company
- (4) they...dealing with teenagers

II. Complete the dialogue.

F: Hello, Mr. Hu, I'm very glad to see you again.

C:

F: I'm fine. And thank you very much for meeting me here at the airport.

C:

F: Yes, you're right. Shall we go now?

C:

F: Oh, thank you very much. You just help me with this
and I manage the big one, it's very heavy.

C:

F: Oh, it's raining.

C:

F: Oh, really? It's really very kind of you to say so.

C:

III. Make a dialogue in pairs in the situation of meeting friends at the airport with at least five sentences for each.

IV. Turn the following into English.

1. 您是美国来的琼斯先生吧? 我是东方贸易公司的刘芳。
2. 我想您是否先休息一下, 以克服时差带来的不适。
3. 据我所知外国人不太容易搞清我们中国人的名字, 因此, 我愿意送您一张我的名片。
4. 我愿借着我们驱车穿过城市的机会给您介绍一下北京。
5. 我听说由于改革开放, 北京这几年的变化很大。

Lesson Two

At the Hotel

Part 1 At the Reception for Checking in

Hubert: Oh, it's a nice hotel.

Li: Yes, it is considered as one of the best hotels in Beijing. There are more than fifteen five-star hotels like this in Beijing.

Hubert: Is it a joint venture business?

Li: No, it is a complete Chinese investment. Excuse me, Mr Hubert, I think we have to go through the registration procedure first at the reception.

Receptionist: Can I help you, Sir?

Li: Yes, I have booked a standard room for Mr James Hubert under the name of Li Ping.

Hubert: Yes, Miss Li has reserved a room for me, and I'd like to check in now.

Receptionist: (Checking with the computer.) Mr James Hubert stays from March 18 to March 28, a standard room.

Hubert: That's right.

Receptionist: May I have your whole name, please?

Hubert: James Hubert. J-a-m-e-s, James, H-u-b-e-r-t, Hubert.

Receptionist: Would you please fill in this form, Sir?

Hubert: (Filling the form) Here you are. Thank you.

Receptionist: OK. Thank you, Your room number is 1015. Here is the key.

Hubert: Thank you.

Part 2 In the front of the lift

Li: Excuse me, Mr Hubert. I have to say goodbye to you here.

Hubert: Oh. Thank you, Miss Li. Thank you very much. You are really helpful.

Li: My pleasure. Please go up and have a rest. There are restaurants at this hotel with both Chinese food and Western food. And lunchtime is from 11:00 to 14:00. If you like, you may call room service.

Hubert: Oh, can I?

Li: Of course. This hotel has very good service. And if you need help, you may call the reception, or you can call me in my office.

Hubert: OK, fine, thank you.

Li: And I think the floor clerk will give you more information about the room equipment and the service. They speak English.

Hubert: Thank you very much.

Li: And our general manager Mr Liu is going to see you at 4 o'clock in the afternoon and offer you a welcome banquet at the hotel restaurant.

Hubert: Good, I'm looking forward to seeing him.

Li: OK, with the bellboy helping with your luggage, I'd