

略颂 编著

# 背88个短语掌握 演示英语

随身装小教材

商务英语系列

[ 给繁忙的商务人士随身携带  
背88个高频短语，让演示英语超自信 ]



随书附送光盘

★ 对于大部分中国人来说，用英文做演示是一项挑战。虽然学习英语多年，但常会出现不知如何开场、结尾、描述图表以及如何应对提问等问题。其实演示英语有许多高频短语，只要背诵这些短语，英语的使用技巧就会增强。

★ 本书设计轻便小巧，便于随身携带，供商务人士忙里偷闲翻阅。内容包括六个部分：如何开场、切入主题、演示陈述、图表说明、如何结尾和问题解答。



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# 前 言

对于大部分中国人来说，用英文做演示是一个挑战。虽然学习英语多年，但常会出现不知如何开场、结尾、描述图表以及如何应对提问等问题。

一位在外企工作多年的朋友曾对我讲述过自己用英文做演示的尴尬经历。虽然演示之前已做了准备，但由于英语串场转折的语句贫乏，演示的结构条理交代不清，使得在场的外国同事不得不频频提问，但由于紧张和没有做应对准备，回答的问题也是所问非所答。整个演示最终没有获得预期的效果。

或许您也有似曾相识的经历，正苦于寻找一本好书，借以提高自己的英语技能，摆脱目前尴尬的境遇。《背 88 个短语掌握演示英语》恰好是为您量身定做的。本书提炼出如何开场、切入主题、演示陈述、图表说明、如何结尾和问题解答中出现频率最高的句子，只要背诵这些短语，就能立竿见影地提高驾驭演示英语的水平。

《背 88 个短语掌握演示英语》是“随身装小教材”系列图书之一。本套图书内容翔实，轻便小巧，便于携带，



既可供商务人士、外事工作者、科技人员忙里偷闲翻阅，  
也可让读者尽情地享受随时随地学习英语的乐趣。

**编者**

**2008 年 4 月于北京**

# 使用说明

为了让读者最大限度地节约时间，提高学习效率，我们对本书进行了整体设计。

本书轻便小巧，便于携带，符合现代人快节奏的生活方式，让读者随时随地享受学习英语的乐趣。

全书分六部分，每一部分相互独立。读者不必依次阅读，可以直接跳到最感兴趣的部分阅读。

每个部分的结构如下：



表示“欢迎您”；图标下的内容是读者进入学习的热身练习。



表示“请注意”；图标下的内容是常用语境和重点背诵短句。



表示“一点亮”；图标下的内容是表达某一语境所必备的知识，以及更多的常用短语，供读者举一反三。



·1·2·3·4·5·6·7 为了提供更多记忆短语的机会，我们在每页下设计了一个小练习。根据科学记忆法中反复加深原则，我们建议读者在不同时间分别将该练习做 7 次，每次练习后在相应的数字上划勾。

此外，我们在每部分结束之前还配有自测题和答案，供读者检测学习结果。

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# 1. 如何开场



- ☐ As you probably know, my name is Yan Fang. I'm the new project manager here in charge of the logistics management.
- ☐ If you have any questions, feel free to interrupt me at any time.
- ☒ Good afternoon, ladies and gentlemen.
- ☐ My presentation will last about 20 minutes.
- ☐ This afternoon I'd like to update you on the current status of work at logistics department.
- ☐ In my presentation I'll focus on three major issues. First of all, I'll be looking at ..., second ..., and third ...
- ☐ The information I give you today should help you with planning your next steps.
- ☐ I'm happy that so many of you could make it today, especially since I know that this time of the year is probably the busiest for you.

请将上面的句子排序，完成一段演示的开场白。

## 开场问候

**Good morning / afternoon, ladies and gentlemen.**

早上好/下午好，女士们、先生们。



演示的开场问候形式多样，既可非常正式，也可轻松活泼。采取何种形式的开场问候主要取决于演示的主题、观众组成以及演示场所等多方面综合因素。

“Good morning, ladies and gentlemen.”是比较正式的问候，多用于大型、对外的演示活动。

“Hello, everyone. It's good to see you all here.”则是比较轻松的问候形式。如果演示是在公司内部进行，需要现场气氛轻松而活跃，采取较为活泼的开场问候，就可以起到调节气氛的作用。



• 1 • 2 • 3 • 4 • 5 • 6 • 7

将下列单词或短语按正确的顺序排列成一个句子。

afternoon / ladies / good / and / gentlemen/.

Good

## 开场问候

**Hi, everyone. It's good to see you all here.**

大家好。非常高兴能在此见到大家。



开场问候的其他常用表达:

**Morning everyone.**

大家早安。

**It's a pleasure to welcome you today.**

今天很荣幸能在这里欢迎大家。

**Hi, everyone. I'm delighted that so many of you could make it today.**

大家好。我很高兴今天能有这么多人能前来参加。

**Hello, everyone. First of all, let me thank you all for coming here today.**

大家好。首先，感谢大家今天的到来。



· 1 · 2 · 3 · 4 · 5 · 6 · 7

将下列单词或短语按正确的顺序排列成一个句子。

**a pleasure/ welcome / everyone / it's / , / you/ today / to / hi/.**

Hi