



文化背景 鲜活词语 巧问巧答
流畅金句 仿真会话 纯正美音

附赠 **540分钟**
MP3 光盘一张

9000

BUSINESS ENGLISH 句

主编◎钱希茜

审订◎【美】Eve Bower



超越 商务 英语

朗读 (原CNN主播)

【美】Jack Scott (男)

【美】Mariah Carey (女)

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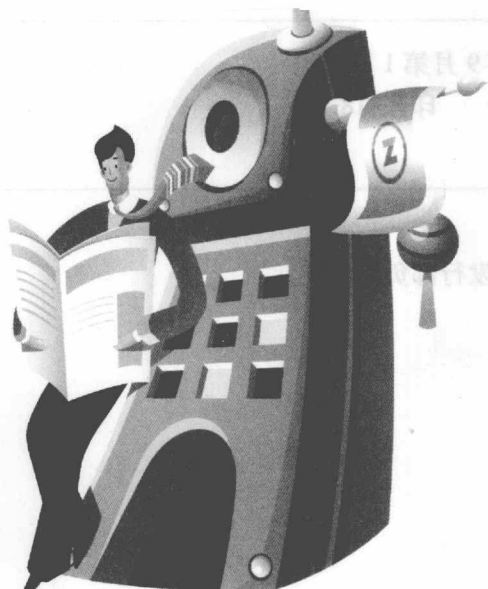
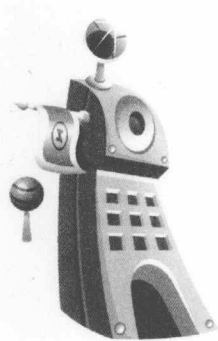
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随着我国加入 WTO 和经济的发展,以及对外商业贸易的不断增加,学习商务英语知识已经成为一项必备的技能。

本书选材丰富多样,实用性和知识性较强,围绕商务活动中所涉及的内容、知识,提供有针对性的英语语言表达方式。整本书中英文对照,为从事或准备从事商贸工作的人士准备,适合各种不同英语层次的人士学习。

全书内容特色如下:

文化背景

提供相关主题的背景常识,让读者真正融入语言环境,拓宽知识面。

鲜活词语

提供相关主题的常用鲜活词语,为扩展对话打下坚实基础。

巧问巧答

列举精彩的话题问答,增强交流能力和技巧,展示丰富交流智慧。

流畅金句

摘录流畅经典金句,为读者介绍一流的表达技巧。

仿真会话

设置仿真会话场景,为读者提供广阔的演习空间。

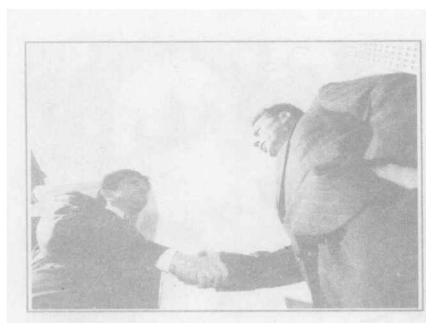
纯正美音

配备超长纯正美语录音 MP3 光盘,方便读者跟读模仿,迅速融入情景。

本书形式活泼新颖,中英文对照,适合具有初、中级英语水平的读者和英语爱好者学习。希望本书为读者添加一双灵动的羽翼,在商务英语口语的广阔天空自由飞翔。

只要读者持之以恒,反复操练,就一定会用英语流畅表达、潇洒自如!

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Chapter 1

商务出行 Business Trips



Unit 1

交通

Traffic

Cultural Background 文化背景

The relation between traffic and business is interacted. To the business, it will be good for business activities if the traffic is convenient. To the traffic, business activities will contribute to the development of traffic.

The transportations mainly involve air transport, train, boat and means of transport in city.

►交通与商务有着互相作用的关系。对于商务活动来说,交通方便有利于商务活动;对于交通来说,商务活动将促进交通的发展。

交通方式有乘飞机、乘火车、乘船,以及市内交通工具。

Lively Words 鲜活词语

flight [flaɪt] 班机

journey [ˈdʒɜːni] 旅行

luggage [ˈlʌɡɪdʒ] 行李

platform [ˈplætfɔːm] 站台

promote [prəˈməʊt] 促进

jet lag 时差

coaster [ˈkəʊstə] 沿海轮船

tube [ˈtjuːb] 地铁

sleeping berth 卧铺

carriage [ˈkærɪdʒ] 车厢

direct [dɪˈrekt] 直接的

interact [ˌɪntərˈækt] 相互作用

one-way ticket 单程机票

round trip ticket 往返机票

first-class 头等舱

economy class 经济舱

departure time 起飞时间

arrival time 抵达时间

visa [ˈviːzə] 签证

passport [ˈpɑːspɔːt] 护照

overweight [ˈəʊvəweɪt] 超重

charge [tʃɑːdʒ] 收费

claim [kleɪm] 取行李,认领

belt [belt] 运输带

descent [dɪˈsent] 降落

terminal [ˈtɜːmɪnəl] 终点的,终点站的

customs declaration 报关单

declare [dɪˈkleə] 申报(纳税品等)

stewardess [ˈstjuːədɪs] 女空服员

steward [ˈstjuəd] 男空服员

occupied [ˈɒkjupaɪd] 使用中
domestic flight 国内航班
checked baggage 托运的行李
baggage claim area 行李提取处
luggage cart 行李推车
baggage tag 行李牌
flight number 班机号码

international flight 国际航班
departure gate 登机口
departure lounge 候机室
transfer correspondence 中转处
airport terminal 机场候机楼
delayed [diˈleɪd] 延误
boarding [ˈbɔːdɪŋ] 登机

Questions and Answers 巧问巧答

1. Do you have flights going to Seoul every day?

No, not every day, sir. But there are two flights every week.

请问每天都有飞往首尔的航班吗?

先生,不是每天都有,但是一周有两次航班。

2. How much is it for an economy class round trip?

Round trip is 4,000RMB.

经济舱的往返票要多少钱?

往返票价是人民币4,000元。

3. How much luggage can I take on the plane?

10 kilograms.

我能带多少行李?

10公斤。

4. Hi, can I confirm my flight reservation?

May I have your name and the flight number please?

你好,我能确认我预订的航班吗?

请您告诉我您的姓名和航班号。

5. Are there any planes to Beijing next Sunday?

I'm sorry. They're all booked up for that day.

下个星期天有去北京的航班吗?

对不起,那天所有去北京的机票都订光了。

6. Are there any express trains to Guangzhou?

Yes, sir. Which one would you like, the express or the special express?

有去广州的快车吗?

有,先生。您要快车还是特快车呢?

- | | |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <p>7. Do you want to book a seat or sleeping berth?
A seat, please.</p> | <p>☞ 要坐票还是卧铺?
☞ 坐票。</p> |
| <p>8. Do I have to change a train during the trip?
No, not at all, it's a direct train.</p> | <p>☞ 我中途需要转车吗?
☞ 不, 不需要, 这是直达车。</p> |
| <p>9. How long does the train take from Beijing to Guangzhou?
Around 30 hours.</p> | <p>☞ 从北京到广州的列车要运行多久?
☞ 大概 30 小时。</p> |
| <p>10. Can you tell me where carriage 10 is?
Here it is, you are right in front of it.</p> | <p>☞ 请你告诉我 10 号车厢在哪里?
☞ 在您面前的就是。</p> |
| <p>11. Excuse me, can you tell me what kind of ship travels from Tianjin to Dalian?
It's the coaster.</p> | <p>☞ 请问您能告诉我从天津到大连该坐哪种轮船吗?
☞ 沿海轮船。</p> |
| <p>12. Excuse me, how do I get to Jintaixizhao from here?
You may take the tube line 10.</p> | <p>☞ 请问我从这里怎么去金台夕照?
☞ 你可以乘地铁 10 号线。</p> |
| <p>13. Could you tell me how I can get to Beijing University from here?
You may take the 814 bus.</p> | <p>☞ 请问我从这里怎么去北京大学?
☞ 你可以乘 814 路公交车。</p> |

Practical Sentences 流畅金句

Customer's questions 旅客询问

- | | |
|-------------------------------------------------------------------------|----------------------------------------------------------------|
| <p>1. Do you have any direct flight to Tokyo?
你们这儿有没有直接飞往东京的航班?</p> | <p>3920 航班什么时候起飞?</p> |
| <p>2. When does the Flight 3920 depart?</p> | <p>3. What time do I have to be at the airport? 我应该几点到机场呢?</p> |



4. How long do I have to stay in Hongkong for the connecting flight? 我要在香港停留多久才能转机?
5. So the time for the whole journey is... 整个旅程的时间是……
6. When will the nearest flight be? 最近一个航班是什么时候?
7. When shall I check in? 我什么时候办理登机手续?
8. Where is my seat? 我的座位在哪里?
9. Can I put my baggage here? 我能将手提行李放在这儿吗?
10. What kind of drinks do you have? 机上提供哪些饮料?
11. I feel a little sick, can I have some medicine? 我觉得有点恶心, 是否可以给我一些药?
12. Will this flight get there on time? 这班班机会准时到达吗?
13. What time does Flight 432 arrive? 432次班机何时抵达?
14. Where is the baggage claim area? 哪里是行李提领区?
15. Where is the lost luggage office? 行李遗失申报处在哪里?
16. Where can I get a luggage cart? 我可以在哪里找到行李推车?
17. Where is the lavatory? 盥洗室在哪里?
18. Do I have to change a train during the trip? 我中途需要换车吗?
19. Can you tell me where the carriage 13 is? 你能告诉我 13 号车厢在哪里吗?
20. What kind of ship should I take to travel? 我该坐哪种轮船去旅行?
21. How many minutes does it take to get to the Capital Airport? 到首都机场要多久?
22. Would you hurry, please? 你能开快点吗?
23. Would you mind turning around? 麻烦你绕回来一下行吗?
24. How do I get to the subway station? 请问我怎么去地铁站?
25. Is there a bus stop near by? 附近有没有公交车站?

● Staff's questions 工作人员询问

1. May I have your ticket and passport, please? 请出示您的票和护照好吗?
2. What's your flight number? 您的航班号是多少?
3. Do you prefer a window or an aisle seat? 您愿意靠窗还是走道?
4. When do (would) you (like) need to fly? 您希望什么时候出发?
5. Do you prefer a morning flight or an afternoon flight? 您想坐上午的航班还是下午的航班?
6. How many pieces of luggage do you want to check? 您有多少件行李需要托运?
7. Do you have any other baggage? 您还有其他行李吗?
8. What kind of drinks do you have? 您需要什么饮料?
9. Which would you like for dinner, beef, chicken or fish? 晚餐想吃牛肉、鸡肉还是鱼?
10. How many pieces of baggage have you

lost? 您总共遗失了几件行李?

11. Can you describe your baggage? 请您

描述一下您的行李好吗?

Customer's answers 旅客回答

1. I want 7 tickets from Shanghai to Beijing for this weekend. 我要订 7 张这个周末从上海到北京的机票。
2. I'd rather take a morning flight. 我想要上午的航班。
3. A first-class single ticket, please. 一张头等舱的单程机票。
4. I would like a non-smoking seat, please. 我想要一个非吸烟区的座位。
5. I'd like to sit in the middle of the plane. 我要一个坐在飞机中部的位置。
6. I'd like to confirm our plane reservation, please. 我想确认我预定的机票。
7. I'll pick up ticket at the airport counter. 我会在机场柜台拿机票。
8. I won't check this baggage. 这件行李我不托运。
9. Check it to my final destination. 把它托运到我的目的地。
10. It's all personal effects. 这些东西都是我的私人物品。
11. I'd like a refund on this ticket. 我想要退票。
12. Please drop me off at Park Street. 请让我在公园路下车。
13. I'm not in a hurry, so please drive slowly and carefully. 我不赶时间, 请小心点慢点开。
14. Keep the change. 不用找了。

Staff's answers 工作人员回答

1. There's a nine thirty flight in the morning. 上午 9 点半有班机。
2. The flight number is MU813 on September 15th. 班机号码是 9 月 15 日的 MU813。
3. Sorry, they are already full. 抱歉, 全部满了。
4. We have only one a day for Tokyo. 到东京的每天只有一班。
5. You have to change at Beijing Station. 你必须在北京站转车。
6. Please come to the airport by seven thirty at the latest. 您至少要在 7 点半到达机场。
7. Please open your baggage. 请把你的行李打开。
8. Let me see your passport, please. 请出示您的护照。
9. Please wait for a moment while we are investigating. 我们正在调查, 请稍等。
10. OK. Please give this declaration card to that officer at the exit. 好了, 请将这张申报卡交给出口处的官员。

Sample Conversations 仿真会话

Conversation 1

- A: Do you have any direct flights to Vancouver?
B: Sorry, we don't. But I think you can fly on Southeast 842 to Hongkong and then have a connecting flight on Canada Airline 301 to Vancouver. And it is the most economical flight for you, just 600 dollars.
- A: When will the nearest flight be?
B: The nearest flight to Hongkong is Friday this week.
- A: When does Flight 842 depart?
B: At 9:30am.
- A: So the time for this flight is...
B: About one hour.
- A: How long do I have to stay in Hongkong for the connecting flight?
B: Not so long, just two hours.
- A: So the time for the whole journey is about...
B: About twenty hours.
- A: That would be OK. I want 2 tickets.
B: OK, I'll fix your tickets.
- A: 你们这里有直飞温哥华的航班吗?
B: 对不起, 我们没有直飞的航班, 但是您可以乘坐东南航空公司的 842 航班到达香港, 转乘加拿大航空公司的 301 航班到达温哥华。这个航线对您来说是最经济的, 机票只要 600 美元。
- A: 那最近的航班是什么时候呢?
B: 到香港最近的航班是这周的周五。
- A: 842 航班的起飞时间是什么时候呢?
B: 上午 9 点 30 分。
- A: 那么这个航班的飞行时间是……
B: 大约 1 小时左右。
- A: 我需要在香港呆多久才能转机呢?
B: 时间不久, 只要 2 个小时。
- A: 那么整个旅程大约是……
B: 大约 20 个小时左右。
- A: 很好, 我要 2 张机票。
B: 好的, 我会给您把票订好。

Conversation 2

- A: Can I help you?
B: I seem to have lost my ticket.
- A: What's your destination?
B: I'm supposed to be going to Shanghai.
- A: OK. When is your flight supposed to leave?
A: 有什么可以帮您的吗?
B: 我的票好像丢了。
A: 您的目的地是哪儿?
B: 我的目的地应该是上海。
A: 您的航班大概什么时候起飞呢?

- B: It's supposed to leave in 40 minutes.
A: What's your last name, please?
B: Smith.
A: And your passport number?
B: J48098530.
A: Please wait for a minute. Let me see... It doesn't look like we have any information about your ticket here.
B: Is there anything you can do for me? If I don't make it to Shanghai in time, I'll miss an important meeting.
A: I'm really sorry, sir. But you don't have any proof of purchase. You'll simply have to purchase another ticket.
B: How much is that going to cost me?
A: It depends on how you want to travel. If you want a first-class, it will cost 810 RMB; if you want an economy class, it will cost 470 RMB.
B: I'd like an economy class. Let me see how much money I have in my wallet.
A: Sir...
B: Where's my wallet? Someone has stolen my wallet!
A: Don't worry! Perhaps it's in your other pocket.
B: you're right. It is. Let me have a look. I have 600 RMB. Is that enough?
A: Of course.
B: Thanks, madam. You're a lifesaver!
- B: 好像是 40 分钟后。
A: 请问您的姓氏?
B: 史密斯。
A: 您的护照号码呢?
B: J48098530。
A: 请稍等, 让我看看。对不起, 我们这里没有任何关于您的票的信息。
B: 有没有别的帮我的法子呢? 如果我不准时到达上海, 我就会错过一个很重要的会议。
A: 真的很抱歉, 先生。但是您没有任何已买票的证据。最简单的方法就是再买一张票。
B: 那会花掉我多少钱呢?
A: 这得看您选择什么样的票了。如果您要头等舱就要 810 元人民币, 如果您要经济舱的话只要 470 元。
B: 嗯, 我要经济舱好了。让我看看我钱包里还有多少钱。
A: 先生……
B: 我的钱包呢? 我的钱包被人偷了!
A: 别着急, 也许在您别的口袋里。
B: 噢, 你说对了。让我看看, 我有 600 元人民币, 够了吗?
A: 当然。
B: 谢谢你, 你可是我的救命恩人。

Conversation 3

- A: Excuse me. Is this the right bus for The Palace Museum?
B: No, you should have caught a 685. You have to change at Beijing Exhibition Hall
- A: 请问这是去故宫的公交车吗?
B: 不是, 你应该乘坐 685 路。你要在北京展览馆下车, 然后在那儿转乘 685 路, 就

for the 685 that takes you right to The Palace Museum.

A: Please let me off when I get there.

B: Sure. It's six stops after this one.

A: How much is the fare?

B: 2 yuan.

A: Do I have to pay an additional fare to change buses?

B: Yes, you will only have to pay 1 yuan for yourself.

A: Well, thank you very much.

能去故宫了。

A: 到那站的时候请让我下车。

B: 好的, 还有 7 站就到了。

A: 车费是多少?

B: 2 元。

A: 我换乘的时候还需要再买票吗?

B: 是的, 但是你只需要再付 1 元就行了。

A: 好的, 非常谢谢你。

Conversation 4

A: Taxi!

B: Get in please. Where to, miss?

A: Take us to the Beijing Olympic Green Hockey Stadium. We want to watch a match at 2:00pm.

B: I see.

A: How long will it take?

B: I think we can make it in 1 hour. It depends on the traffic.

A: Please hurry. We're pressed for time. We don't want to miss this match.

B: Take it easy. I'll try to avoid the traffic jam.

B: Here we are.

A: How much is that?

B: It comes to 68 yuan.

A: Here you are. You can keep the change.

B: You're very generous.

A: That's alright. You're a lot of help.

A: 出租车!

B: 请上车, 小姐您想去哪儿?

A: 送我们去北京奥林匹克曲棍球场, 我们要看下午 2 点的比赛。

B: 好的。

A: 我们多久才能到?

B: 我想我们可能要 1 个小时的时间。但是要看交通状况来定。

A: 请开快一点。我们时间紧迫。我们不想错失这场比赛。

B: 放轻松点。我会试着避开交通堵塞的。

B: 我们到了。

A: 多少钱?

B: 68 元。

A: 给你, 不用找了。

B: 您真慷慨。

A: 不用客气。你帮了很大的忙。

Unit 2

银行

Bank

Cultural Background 文化背景

The opening commitment of bank industry was the most thorough one amongst the others, in the financial industry. The opening commitment of the bank industry was in all aspects. They can face the world and bear the storm. They are strongly built as to be unbreakable.

Banks are closely concerned with the flow of money into and out of the economy. They are specialists in the business of collecting funds and providing capital.

►在金融业中,银行业开放承诺是最彻底的,开放承诺是全方位的。它能经风雨、见世面,是坚不可摧的。

银行在经济上密切关注流动资金的流入及流出。他们在募集资金和提供资金业务方面是专家。

Lively Words 鲜活词语

identification [aɪ'dentɪfɪ'keɪʃən] 身份的证明

endorse [ɪn'dɔːs] 在(票据)背面签名

loan [ləʊn] 贷款

finance [faɪ'næns, fi-] 融通; 给予融资; 供以经费

account [ə'kaʊnt] 账户; 账目

checking account 活期存款账户

joint checking-account 联合账户

interest ['ɪntrɪst] 利息

deposit [dɪ'pɒzɪt] 存款, 储蓄

transfer [træns'fɜː] 转移

sign [saɪn] 签名, 署名

savings ['seɪvɪŋz] 存款, 储蓄, 积蓄

procedure [prə'sɪdʒə] 步骤, 手续

passbook ['pɑːsbʊk] 存折

annual interest rate 年利率

paycheck ['peɪtʃek] 工资, 付薪水的支票

pass-card 银行卡

withdraw [wɪðdrɔː] 提取; 收回

application [ˌæplɪ'keɪʃən] 申请书

current ['kʌrənt] 通用的; 现时的

checking ['tʃekɪŋ] 支票

interest rate 存款利率

purchase ['pɜːtʃəs] 购买

form [fɔːm] 文件

cash [kæʃ] 现金

currency ['kʌrənsɪ] 货币

dough [dəʊ] 现钞

bank draft 银行汇票

banker ['bæŋkə] 银行家

president ['prezɪdnt] 行长

savings bank 储蓄银行



Chase Bank 大通银行

National City Bank of New York 花旗银行

requesting bank 委托开证银行

Hongkong Shanghai Banking Corporation

汇丰银行

local bank 本地银行

discount bank 贴现银行

Chartered Bank of India, Australia and

China 麦加利银行

central bank/ national bank/ banker's

bank 中央银行

trust company 信托公司

financial trust 金融信托

bank of issue/bank of circulation 发行币银行

commercial bank 商业银行, 储蓄信贷银行

unit trust 联合托拉斯, 信托投资公司

trust institution 银行的信托部

credit department 银行的信用部

commercial credit company(discount company) 商业信贷公司(贴现公司)

credit union 信用合作社, 存款互助会

credit bureau 信用咨询公司, 信用资料社

self-service bank 自助银行

Construction Bank 建设银行

Industrial and Commercial Bank 工商银行

Bank of Communications 交通银行

mutual savings bank 互助储蓄银行

Post Office Savings Bank 邮政储蓄银行

industrial bank 实业银行

import and export bank (EXIMBANK) 进出口银行

joint venture bank 合资银行

Questions and Answers 巧问巧答

1. What sort of account do you have in mind?

A checking account, please.

☞ 你想开哪种账户?

☞ 一个活期存款账户。

2. Do you want a regular or special checking account?

A regular checking account, please.

☞ 您想开普通支票账户还是特殊支票账户?

☞ 一个普通支票账户。

3. Have you got your identification with you?

Here you are.

☞ 您带您的身份证了吗?

☞ 给你。

4. How much money do you plan to keep in your account on a regular basis?

I don't have much money. About 200 dollars.

☞ 您打算每次存多少钱?

☞ 我没有多少钱, 大概 200 美元吧。