

A

Fast-Track

应急英语

口语

15天快训

Oral English in 15 Days - Business

刘 齐 编著

商务印书馆



西安交通大学出版社
XI'AN JIAOTONG UNIVERSITY PRESS

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前言

本书是为训练商务英语听说能力而编写的一个强化辅助教材,适用于具有英语基础知识,希望短时间内提高商务英语口语能力的大学生、国际商务从业人员和一般读者,其具有以下特点:

1. 编写思路独特 本书内容按话题分类,涉及商务活动的主要方面。每课与一个商务活动相关,每个单元由四个部分组成。话题内容既有横向展开,又有纵向深入,在最大程度上训练学生在这个方面的口语能力。

对话内容取材于真实场景,精选了这些场景中所使用的具有代表性、生动有效的对话语言和表达方法,让学习者直接进入英语思维和英语使用的环境中。

2. 编写体例严谨 在注重口头表达的同时,听说技能有机结合,自然渗透。本书在突出“说”这一技能训练的同时,兼顾“听”,这样的编写符合语言学习的规律。强调交际内容的实用性,易于理解、模仿和操练。注释详尽,突出英语搭配、句型的学习掌握,有利于培养学生实际使用英语进行涉外交际的能力。

3. 学习方法新颖 提供跨文化商务活动中广泛实用的话题和范例,通过对关键句型的举一反三,学习者能够提高独立造句的能力,进而在学和练的过程中达到有话会说的目的。

本书既可用作自学读本,也可以用作短训班教材。

自学者可以按照下列建议进行学习。

第一步:从听入手 学习者应充分利用本书所配的

MP3 光盘,从听入手开始每天课程的学习。在听的过程中,应努力理解对话的意思。不要局限在个别不明白的单词上,首先把握大意,一步步深入,逐步弄清楚整个对话的意思。

第二步:阅读对话 通过对照阅读“实用对话”和“难句注释”部分,加深对对话的理解。同时要掌握注释中解释的单词和短语。

第三步:跟读对话 边听边跟读。注意模仿录音中的语音、语调和连读等。

第四步:模仿巩固朗读“高频句型”部分给出的句型范例,学习在同一场景下使用不同的表达方式表示同一个意思,或使用相似的句式表达不同的意思。

第五步:自然输出每部分都有一个“热点词汇”栏目,旨在向读者提供在本课场景中可能用到的或常用的词汇。学习者可以根据在本课中学到的句型,使用这些词汇造句子。

本书在编写过程中,参考了多部国内外出版的商务英语口语教材以及因特网资源,在此谨向这些书籍和资料的作者及出版社表示衷心感谢。本书编写中,得到了原对外经济贸易大学出版社副总编辑宓智瑛教授的热情关怀和帮助,在此表示衷心感谢。美国专家 Prez 先生、北京工业大学中加工商学院的陈乾一老师和北京第二外国语学院的史伟先生阅读了部分书稿,并提出有益的建议,在此一并表示感谢。

恳请本书使用者对本书提出批评意见和建议,以利于今后的修订,使本书日臻完善。

刘 齐

2008 年 1 月 3 日

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Day 1

商务接待

Meeting Business People

1. 接机

Meeting a Foreign Businessman
at the Airport



实用对话



Dialogues

(Miss Chen Hong from Shandong Food Import & Export Corporation is meeting Mr. Jim Kent, a British businessman, at the airport. She is holding a sign board, waiting for Mr. Kent.)

Chen: Excuse me, but aren't you Mr. Jim Kent from Britain?

Kent: Yes, I am Jim Kent from Britain.

C: Ah, Mr. Kent, glad to meet you. I am Chen Hong from Shandong Food Import & Export Corporation. Welcome to Beijing.

K: Nice to meet you, too, Miss Chen. It's so kind of you to meet me at the airport.

C: Did you have a nice trip?

K: Yes. I enjoyed the trip, thank you. The flight was smooth and the service was satisfactory.

C: I am glad to hear that. I hope you will have a pleasant stay in China.

K: I am sure I will. Thank you.

C: Our car is out in the parking lot. Let's go to the hotel first. I have already booked a single room for you. I think you need a good rest after such a long flight.

K: Thank you very much.

C: Is this all your luggage?

K: Yes, it's all here.

C: Shall I take this traveling bag for you?

K: Oh, thank you.

C: This way, please.



难点注释

Notes

1. Excuse me. 请原谅; 劳驾。

(与陌生人搭话时的用语)

2. Excuse me, does this bus go to the zoo?

请问, 这辆公共汽车去动物园吗?

3. Shandong Food Import & Export Corporation

山东食品进出口公司

Import & Export Corporation 进出口公司

4. Welcome to Beijing. 欢迎来北京。

“欢迎来中国”，用英语说就是 Welcome to China.

5. Glad to meet you/ Nice to meet you.

很高兴见到你；很高兴认识你。

6. It's very kind of you to meet me at the airport.

你来机场接我，真是太感谢了。

It's (very) kind/nice of somebody to do something.

意思是“感谢某人做了某事”。

► 例如

It's very kind of your manager to invite me.

你们经理邀请我，真是太感谢了。

7. The flight was smooth and the service was satisfactory.

飞机飞行很平稳，服务也令人满意。

8. I hope you will have a pleasant stay in China.

希望你在中国逗留愉快。

9. the parking lot 停车场

10. I have already booked a single room for you.

我已经为你订了一个单人房间。

11. This way, please. 请这边走。



高频句型

Frequently-used Sentences

1. Welcome to China.

欢迎来中国。

① Welcome to our factory.

欢迎来我们工厂。

② Welcome to our company.

欢迎来我们公司参观。

③ Welcome to our party.

欢迎来参加我们的晚会。

2. Glad to meet you.

很高兴认识你。

① (It's) Good to see you.

看到你很高兴。

② It's a pleasure to meet you.

和你见面十分高兴。

③ How nice to see you.

见到你真高兴。

- ④(I'm) Very pleased to see you.

见到你我真高兴。

- ⑤Pleased to meet you.

很高兴见到你。

- ⑥(I'm) Delighted to see you.

看到你十分愉快。

- ⑦Very happy to meet you.

认识你非常高兴。

3. Did you have a nice trip?

旅途愉快吧?

- ①Have you had a pleasant flight?

飞机上一路愉快吧?

- ②I hope you'll have a pleasant journey.

希望你旅途愉快。

4. It is very kind of you to meet me at the airport.

很感谢你来机场接我。

- ①It's (very) nice of you to do so much for me.

非常感谢你为我做了这么多。

- ②That's kind of you to have helped me.

你帮助了我,真是太感谢了。

- ③That's (very) nice of you to say so.

很感谢你这样说。



热点词汇



Useful Words

- glad [glæd] *adj.* 高兴的, 乐意的, 感到高兴的
- pleased [pli:zd] *adj.* 高兴的, 满足的
- delighted [di'laitid] *adj.* 欣喜的, 快乐的
- pleasant ['pleznt] *adj.* 令人愉快的, 舒适的
- pleasure ['pleʒə] *n.* 愉快, 快乐, 乐趣
- trip [trip] *n.* 旅行, 旅程
- journey ['dʒə:ni] *n.* 旅行, 旅程
- travel ['trævl] *n.* 旅行, 行进
- flight [flait] *n.* 飞行, 飞机的航程
- smooth [smu:ð] *adj.* 平坦的, 平稳的
- service ['sə:vis] *n.* 服务
- satisfactory [ˌsætɪs'fæktəri] *adj.* 令人满意的
- uneventful ['ʌni'ventfəl] *adj.* 无重大事件的, 平凡的,
平安无事的
- airport ['eəpɔ:t] *n.* 机场
- Capital International Airport 首都国际机场

2. 介绍和问候

Introducing and Greeting Each Other



实用对话



Dialogues

(Lin Mei is the supervisor of overseas trade of Shenzhen Garment Import & Export Co. Ltd. She is at a party, introducing her colleague, Mr. Wang, to her Canadian business partner, Mr. Linden Taylor and his wife, Emily Taylor.)

Lin: How nice to see you again, Mr. Taylor!

Taylor: It's a real pleasure to be here. Let me introduce my wife Emily. Emily, this is Madam Lin.

Emily: How do you do, Madam Lin?

L: How do you do, Mrs. Taylor? I've heard a lot about you. I've so looked forward to meeting you. Welcome to Beijing.

E: Thank you.

L: Mr. Taylor, I don't think you've met my colleague, Mr. Wang Hai. He wasn't with me when I was in Montreal. He is a senior sales manager.

W: I am very pleased to meet you, Mr. Taylor.

T: Nice to meet you, Mr. Wang. This is my wife Emily.

W: How do you do, Mrs. Taylor?

E: How do you do? It's pleasure to meet you too, Mr. Wang.

W: Do you enjoy your stay in Beijing?

E: Definitely. You know, this is my first trip to China. I went to the Great Wall yesterday, and tried the roast duck. It was a wonderful experience. I enjoyed it.

L: That sounds great! I have already arranged some sight-seeing for you at the weekend.

T: I appreciated that. It's very kind of you to do so.



难点注释

Notes

1. supervisor of overseas trade 海外贸易督导

2. How nice to see you again, Mr. Taylor!

泰勒先生,很高兴再次见面!

3. ... Garment Import & Export Co. Ltd.

……服装进出口有限责任公司

4. business partner 商务伙伴

5. It's a real pleasure to be here. 很高兴来到这儿。