

# 公关英语

*EASY TALK*

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蒋 慧 主 编

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· 成 都 ·

# 前 言

在这个人际交往日益频繁的今天,许多时候都需要利用公关英语会话,来打开陌生人之间的距离之门。从简单的问候,到商场上的术语、店家的询价……,让人们从生疏到熟悉,进而发展出和谐的关系,藉此让交易获得成功。

公关英语在当今社会用途很广。无论我们身处国内或是国外,拥有会话、洽商的能力,可使自己处于任何环境都能应付自如、游刃有余,不致使自己陷入鸭子听雷的窘境里。

现在市面上旅游、日常会话的英语丛书甚多,但却少见有公关英语的编纂,这对读者而言实在是一大损失,尤其在这个讲求个人形象包装、公共关系的时代,公关英语更是不可或缺。因此,我们谨以此书献给所有有志于学习英语的朋友,愿大家从本书中获益良多。

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unit 1

*Daily Expressions*

日常用语



## (1) Greetings

### 问 候

1. Good morning.

早安。

2. Good morning. How are you today?

早安。你今天好吗？

3. Fine, thank you. And you?

很好，谢谢。你呢？

4. Good morning. How is it going?

早安。你好吗？

5. Oh, pretty good.

哦，很好。

6. Good afternoon, ladies and gentlemen!

女士们先生们，午安！

7. Good evening, Bob.

晚安,鲍勃。

8. Good night, Mrs. Smith.

晚安,史密斯夫人。

9. How do you do?

你好!(初次见面时用)

10. Hello! How are you doing?

嗨!近来如何?

11. Hi! How're things going?

嗨!近况如何?

12. How do you do? Mr. Black. I'm very glad to meet you.

你好,布莱克先生。很高兴见到你。

13. How's everything with you, Mike?

迈克,你近来好吗?

14. Not too well, I'm afraid.

不太好。

15. How is your wife? Is she well?

你妻子怎么样?她好吗?

16. Not too bad, thanks.

不错,谢谢。

17. Hi ! It's good to see you again.

嗨 ! 真高兴再见到你。

18. It's been a long time, hasn't it ?

好久不见了, 不是吗 ?

19. How's the family ?

家人都好吗 ?

20. Same as usual.

老样子。

21. Couldn't be better.

不能再好了(棒极了)。

22. Just so-so.

马马虎虎(一般, 还行)。

23. Couldn't be worse.

很糟糕。

## ● Column 说明~~~~~

在我们的日常生活中, 问候是最平常又最不平常的事情, 只要对迎面而来的人说声“Hello”, 就能化解彼此的陌生感。在公共关系中, 问候更扮演着重要的角色, 对不同的人问候语也应有所不同: 一般打招呼, 只

要点点头，含笑说声“Hello”或“Hi”或“Good morning”，无论认识或不认识的人都适用；对认识但不常见面的人，可用“How are you?”或“How is everything going?”；初次见面问候用“How do you do?”；久别重逢可以用“How have you been?”……在不同的场合，对不同的人，使用正确的问候语，是公共关系中最基础而又最重要的一环。

## ● Dialogue 对话

A: Hello, Bob.

你好，鲍勃。

B: Hi, Gary. How are you doing?

嗨，盖瑞。你好吗？

A: Fine, thank you. I haven't seen you for ages.

很好，谢谢你。好久没见你了。

B: I've been traveling a lot this past year.

这一年来我常去旅游。

A: That sounds interesting.

听起来很有趣。

B: Not really. I always miss the comfort of home.

不见得,我很怀念家中的舒适。

\* \* \* \*

A: Hi, John.

嗨,约翰。

B: Hi, Mark. How are you doing?

嗨,马克。你好吗?

A: Very well. What about you?

很好。你呢?

B: Not too bad. What's happening with you these days?

不错。你最近怎么样?

A: Nothing much. I'm just taking one day at a time.

没什么。只是过日子。

B: That's OK. Everybody else does, too.

没关系。别人也是如此。

● **Word Bank** 词库 ~~~~~

greeting 问候

morning 上午

afternoon 下午

evening

晚上

glad

高兴的

pleased

高兴的, 愉悦的

## (2) Farewell

### 告 别

1. Goodbye.

再见。

2. Bye-bye, Mary.

再见, 玛丽。

3. Bye, see you Friday.

再见, 星期五见。

4. Good night. See you tomorrow.

晚安。明天见。

5. So long.

再见。

6. Farewell, my friends. It is time to depart.

再见, 朋友们。是分手的时候了。

7. See you later.

回头见。

8. Cheerio. Please remember me to your sister.

再见。请代我问候你姐姐。

9. Guess I should get going.

我想我该走了。

10. Good night. Enjoy yourself.

晚安。祝你愉快。

11. Goodbye. Have a nice trip.

再见。旅途愉快。

12. I've come to say good-bye.

我来是告辞的。

13. I'm ringing to say good-bye to you.

我打电话是向你告辞的。

14. Goodbye and thanks very much for everything you've done.

再见，感谢你们所做的一切。

15. Bye-bye and don't forget to drop us a line.

再见，别忘了给我们写信。

16. Take care, Mr. Anderson.

保重，安德逊先生。

17. Come and see us when you have time.

有空时请过来。

18. I'm afraid I must be going now.

我得走了。

19. It's a pity you're leaving so soon.

真遗憾,你这么快就要走了。

20. I do hope you'll come next time.

我真的希望你下次能来。

21. Can't you stay a little longer?

不能再待一会儿吗?

22. Thanks for all your kind hospitality.

谢谢你们热情的招待。

## ● Column 说明~~~~~

与亲人、朋友告别之时,都会有一种依依不舍的感觉,此时应该把这种感觉流露出来,再加上一些真诚的祝福,这才最为恰当。常用的告别用语除了以上提到的以外,还有“Nice talking to you”(跟你谈得很愉快);“Take it easy”和“Take your time”(相当于汉语中的“慢走、慢走”“不要急,慢慢走”)。

## ● Dialogue 对话

A: Well, I'm afraid I've got to run. I'll contact you later.

哎呀,恐怕我得走了。我以后再跟你联系。

B: All right. Bye-bye and good luck.

好吧。再见,祝你好运。

A: Thank you. Bye-bye.

谢谢。再见。

\* \* \* \*

(After a dinner)

A: I'm afraid my wife and I must be going now.

我和我太太现在得走了。

B: Must you? It's still early.

是吗?还早呢。

A: We really must. A friend of mine arranged for us to see a local opera tonight.

我们真的要走了。我的一个朋友安排我们今晚去看地方戏剧。

B: Well, in that case I won't keep you.

是那样的话我就不留你了。