

摇◎常骏跃 圆◎圆◎圆

摇图书在版编目(悦穿)数据

现代交往礼仪英语口语/常骏跃主编. —4 版. —大连 :大连理工大学出版社, 2005. 5

(大家说英语)

ISBN 7-5611-1679-9

I. 现... II. 常... III. 礼仪—英语—口语 IV. H319. 9

中国版本图书馆 CIP 数据核字(2002)第 028996 号

大连理工大学出版社出版

地址 :大连市凌水河 邮政编码 116024

电话 0411-84708842 传真 0411-84701466 邮购 0411-84707961

E-mail dutp@dutp. cn URL http://www. dutp. cn

大连理工印刷有限公司印刷 大连理工大学出版社发行

---

幅面尺寸 140mm×203mm 印张 9.25 字数 289 千字

印数 38 001~44 000

2000 年 1 月第 1 版

2005 年 5 月第 4 版

2005 年 5 月第 6 次印刷

---

责任编辑 刘 淼

责任校对 纪 丹

封面设计 宋 蕾

---

定 价 14.80 元

# 目录

## CONTENTS

序  
前言

### 孕期日常交往

1. 见面时 Meeting People ..... 2
2. 拜访时 Visiting People ..... 4
3. 开始交谈时 Starting a Conversation ..... 7
4. 称呼他人时 Addressing People ..... 11
5. 打招呼时 Greeting People ..... 14
6. 自我介绍或介绍他人时 Introducing People ..... 17
7. 寻找话题时 Finding Conversation Topics ..... 20
8. 打断他人时 Interrupting People ..... 24
9. 听话与插话时 Listening and Cutting in ..... 26
10. 做出否定性回答时 Making Negative Responses ..... 29
11. 回答带有怀疑时 Making Skeptical Responses ..... 33
12. 约会时 Making Appointments ..... 36
13. 取消或改变约会时 Canceling or Changing Appointments ..... 39
14. 结束谈话时 Concluding a Conversation ..... 43
15. 道别时 Taking Leave ..... 45

### 孕期日常沟通

16. 道歉时 Apologizing to Someone ..... 50
17. 争辩时 Arguing with Someone ..... 53
18. 询问或表达意图时 Asking About and Expressing Intention ... 56
19. 请求允许时 (一) Asking and Offering Permission ( I ) ..... 59
20. 请求允许时 (二) Asking and Offering Permission ( II ) ..... 63

## 现代交往礼仪英语口语

21. 抱怨时 Complaining to Someone .....	66
22. 称赞时 Complimenting Someone .....	68
23. 表达妥协时 Compromising to Someone .....	71
24. 祝贺时 Congratulating Someone .....	73
25. 安慰他人时 Consoling Someone .....	77
26. 反驳他人时 Contradicting Someone .....	80
27. 纠正他人错误时 Correcting Someone .....	83
28. 批评他人时 Criticizing Someone .....	87
29. 对他人观点表示怀疑时 Expressing Disbelief .....	90
30. 表达无聊时 Expressing Boredom .....	93
31. 表达好奇时 Expressing Curiosity .....	96
32. 表达不同意见时 Expressing Disagreement .....	99
33. 表达失望时 Expressing Disappointment .....	103
34. 表达恼怒时 Expressing Irritation .....	105
35. 表达偏爱时 Expressing Preference .....	108
36. 表达同情时 Expressing Sympathy .....	113
37. 征求意见时 (一) Getting and Expressing Opinions ( I ) ...	116
38. 征求意见时 (二) Getting and Expressing Opinions ( II ) ...	119
39. 提出意见和建议时 (一) Giving Advice and Suggestions ( I ) .....	122
40. 提出意见和建议时 (二) Giving Advice and Suggestions ( II ) .....	125
41. 邀请时 Inviting Someone .....	128
42. 提出帮助时 Offering Help .....	132
43. 劝说他人时 Persuading Someone .....	135
44. 指出误解时 Pointing Out Misunderstandings .....	139
45. 请求帮助时 Asking for Help .....	142
46. 致谢时 Expressing Gratitude .....	145
47. 威胁他人时 Threatening Someone .....	147
48. 催促他人时 Urging Someone .....	150
49. 使用委婉语 Using Euphemism .....	152
50. 警告他人时 Warning Someone .....	155
51. 表达担心时 Expressing Worry .....	158

## 孕期特殊场合

52. 生日晚会 Birthday Party ..... 163
53. 舞会 Dance ..... 166
54. 婚礼 Wedding ..... 170
55. 鸡尾酒会 Cocktail Party ..... 174
56. 大型宴会 Banquet ..... 177
57. 葬礼 Funeral ..... 179
58. 馈赠礼物 Present-giving ..... 183
59. 圣诞节 Christmas ..... 185
60. 新年 New Year ..... 189

## 孕期电话通话

61. 打工作电话时 Making a Business Phone Call ..... 193
62. 回工作电话时 Answering a Business Phone Call ..... 196
63. 请通话人留言时  
Getting the Caller to Leave Some Message ..... 199
64. 与拒绝留言的通话人讲话时  
Talking to a Caller Who Refuses to Leave a Message ..... 203
65. 打录音电话时 Talking to an Answering Machine ..... 206
66. 终止冗长的交谈时 Terminating a Lengthy Phone Call ..... 208
67. 与缺乏条理的人谈话时 Talking to a Disorganized Person ... 211
68. 与住院的上司或同事通话时  
Calling a Hospitalized Supervisor or Co-worker ..... 213

## 孕期缘工作交往

69. 提醒同事尴尬之事时  
Reminding a Co-worker of Embarrassing Things ..... 217
70. 与健忘的老板交谈时 Talking to a Forgetful Boss ..... 219
71. 对有关自己私事做出反应时  
Responding about Your Personal Things ..... 222
72. 与有偏见的同事交谈时  
Talking to a Co-worker Who Has Prejudice ..... 224

## 现代交往礼仪英语口语


73. 与做事凌乱的同事交谈时  
Talking to a Disorganized Co-worker ..... 226
74. 不想与别人谈自己的浪漫史时  
Refusing to Share Personal Romance with Others ..... 229
75. 与要接电话的人交谈时  
Talking to a Person About to Receive a Call ..... 231
76. 与被解雇的同事交谈时 Talking to a Fired Co-worker ..... 233
77. 听到同事说脏话时 Handling Vulgar Language ..... 236
78. 听到流言蜚语时 Stopping Gossiping ..... 238
79. 有人骚扰时 Stopping Harassment ..... 241
80. 拒绝跑腿时 Refusing to Run Errands ..... 243
81. 为顾客服务时 Offering Service to Customers ..... 246

### 求职面试组织会议

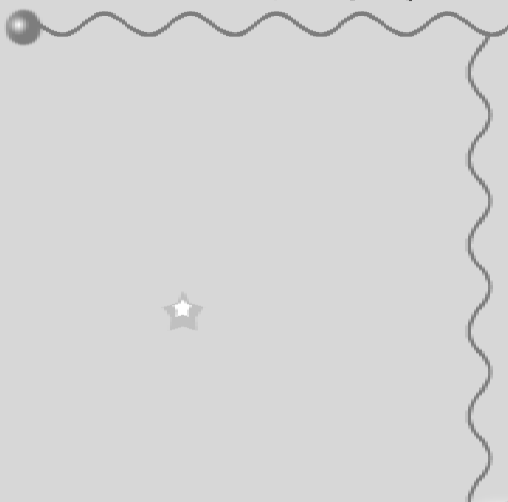
82. 宣布会议开始时 Announcing a Meeting Open ..... 250
83. 介绍发言人时 Introducing a Speaker ..... 252
84. 号召与会者发言时 Calling on the Participants to Speak ..... 255
85. 提醒发言人时 Reminding the Speaker ..... 257
86. 缓和争执时 Moderating the Dispute ..... 259
87. 归纳要点时 Generalizing the Points ..... 261
88. 维持规定时限时 Keeping the Allotted Time ..... 263
89. 感谢发言人时 Thanking the Speaker ..... 265
90. 宣布休会或会议结束时 Adjourning or Closing a Meeting ..... 267

### 求职面试会上发言

91. 开始口头发言时 Beginning a Speech ..... 271
92. 启转话题时 Turning to a New Topic ..... 273
93. 强调重点时 Highlighting Ideas ..... 275
94. 修正口误时 Amending a Slip of the Tongue ..... 277
95. 结束发言时 Ending a Speech ..... 279



# 日常交往



Part 1









## Part 1 日常交往

甲 我可以在这个周六下午去府上拜访吗？

乙 噢，非常抱歉，这周六我在芝加哥，下周三才回来。下周六如何？

甲 好，就下周六吧。

乙 那么我那时在家等你。

### ☆ Is this ... 's residence ? 这是……家吗？

粤：佢屋係边度？

月：再讲，就系李屋。

粤：佢屋係李屋？

月：再讲，李屋。

甲 这是李先生家吗？

乙 对，这就是。

甲 我是保罗·阿伦。我和李先生约好的，他在家吗？

乙 是的，他在。

### ☆ Paul, how nice of you to come ! 保罗，真高兴你能来。

粤：你好，真高兴你能来！

月：保罗，真高兴你能来！

粤：你好，真高兴你能来！

月：保罗，真高兴你能来！

甲：保罗，真高兴你能来。

乙：咱们好长时间没见面了，你怎么样？

甲：还行，你怎么样？

乙：感觉非常棒。

### ☆ Would you like something to drink , Paul ? 保罗，想喝点什么吗？

粤：你想喝点什么？

月：咖啡就行。

粤：你想喝点什么？

月：咖啡就行。

甲：保罗，想喝点什么吗？

乙：咖啡就行。

甲：杰克，你来点什么？

丙：可乐吧。









## 现代交往礼仪英语口语

### 礼仪常识

If you are talking with someone you have just met, pay attention to his name and repeat it. Ask where they are from (原来是) Asking Questions is the first key to getting someone else to talk to you. Questions about where they are from or if they have families in the area are key (项目) that people will easily talk about without thinking twice about.

When talking to someone new, whom you don't know well at all, try to (向前探身) a little bit and listen closely even if you are not interested. The more interested a person feels that you are in them, the more they are going to talk, and the conversation will continue.

Ask encouraging questions such as your suit has such a wonderful color where ever did you find it? Something that is (私人的) but not too personal is going to make the other person excited about talking about themselves.

When you want to start a conversation with someone that you want to get to know better without sounding as if you are (调情) too much, don't get too personal too fast. Ask about where they are from, if they are enjoying themselves, and if they like a certain food that is being served. Say something about the (主人), the other guests, and ask who they know since you haven't seen them in this gathering before. Getting the conversation started without flirting and you can find out more about 230 that person at the same time!

Don't forget that when you are (开始交谈) with someone that you don't know, they may know the (策略) of asking you questions as well. This may very well mean they want to know more about you, or they are just a (健谈的人) as you are. Once you get the conversation going by asking a few questions and (评论), don't (原地踏步), move on to the next possible topic that you have in mind.

To keep a conversation going, it is going to be important to realize that your (眼神交流) means that you are interested. If you ask a question and look the other way, the person is going to answer you (简短地) leaving your conversation going nowhere at all. Be atten-



