

S e c t i o n
ONE

正式沟通场合中的常见错误
Errors in Formal Communication

本部分列举的错误是正式沟通场合中常出现的错误。正式的口语与正式的写作原理几乎完全相同，所以本部分所列举的错误在口语及写作中都常出现。不过，此书我们将着重在英文口语方面的错误。

This section contains errors that are common in formal oral communication. Formal speaking and formal writing are almost identical, so these errors often appear in both forms. However, in this book, we will focus on the oral aspects of English usage.

1

Chapter

结构错误

Structure Errors

本单元列举了一般口头和书面的沟通场合中常出现的结构错误。本单元之所以列举这些错误作为教材是因为：

- 使用的词汇在正式的沟通场合中较常见；
- 使用的语法结构在正式的沟通场合中较常见；
- 对话的主题在正式的沟通场合中较常见。

This unit contains structure errors that are common in both formal oral communication and formal written communication. The errors in this unit were chosen because they contain:

- vocabulary more common in formal communication
- grammar structures more common in formal communication
- topics more common in formal communication

1

主词与动词一致的常见错误

Agreement Errors

1



Your updated software **work** great!



Your updated software **works** great!

你的更新软件非常好用！

Software 一般视为物质名词，作主词时动词须用第三人称单数动词。

2



Jill **have** given us many good ideas.



Jill **has** given us many good ideas.

姬儿给了我们很多好点子。

Jill(女性名)是第三人称单数 故助动词须用 has 后接过去分词 given ，形成正确之现在完成式。

3



A lot of potential customers **is** not happy with our decision.



A lot of potential customers **are** not happy with our decision.

很多潜在客户都不满意我们的决定。

Customer “客户”为普通名词，本句中以复数出现在主语位置，故动词须采用复数形式的 are。

4



Everybody at the workshop **were** very happy.



Everybody at the workshop **was** very happy.

研讨会上的每个人都很开心。

Everybody、somebody、anybody 和 nobody 等复合词皆视为单数，故动词用第三人称单数的 was。

5



My company always **expect** me to work on weekends.



My company always **expects** me to work on weekends.

我的公司总是希望我可以在周末工作。

Company “公司”是单数名词，作主语时动词需用第三人称单数形式，即在原形动词后加 s。

6



We **sells** car cleaners all over the world.



We **sell** car cleaners all over the world.

我们车用清洁剂销售到全世界。

We “我们”是代词第一人称主格的复数，做主语用，故动词须用复数形式的 sell。



The shipment of T-shirts **were** delayed for one week.



The shipment of T-shirts **was** delayed for one week.

这批 T 恤的运送迟了一个星期。

本句的主语为 the shipment, of T-shirts 为介词短语, 作形容词用, 修饰前面之主语; 因主语为单数, 故动词应用 was。



The selling points certainly **is** something we should think about.



The selling points certainly **are** something we should think about.

卖点当然是我们应该要考虑的。

本句主语 the selling points 为复数, 故动词应用 are。

9



Some of the crates **has** a little damage.



Some of the crates **have** a little damage.

这些板条箱中有几个有小损伤。

Crates 为复数，但因 some 亦表示复数，故动词应用 have。

10



There **were** no one from your department at the meeting.



There **was** no one from your department at the meeting.

你们部门没有人来参加会议。

There + be 为中文“有”（表存在）的意思，真正的主语为 no one，而 no one 视为单数，故动词用 was。

2

问题中的常见错误 Question Errors

11



What **we can** do if they withdraw their offer?



What **can we** do if they withdraw their offer?

如果他们撤回他们原来出的价钱我们该怎么办？

本句为疑问句，故须将主语 we 与助动词 can “倒装”，即把 can 置于 we 之前。

12



What's the advantages of this material?



What **are** the advantages of this material?

这种材质有些什么优点？

本句为疑问句，而主语并非句首的疑问词 what，而是 the advantages 故动词用 are。

13



Do you like to attend the year-end party this weekend?



1 Do you want to attend the year-end party this weekend?

2 Would you like to attend the year-end party this weekend?

1 你想参加这个周末的年终派对吗？

2 你要不要来参加这个周末的年终派对？

Like 一般作“喜欢”解，如：Do you like English 如作“想要”解时，应与助动词 would（表“客气”）连用，否则应直接用 want。

14



How it can be used?



How can it be used?

这个要怎么用呢？

本句为以疑问副词 how 所引导的疑问句，句中之主语 it 应与助动词 can 对调，形成倒装句型。

15



Are you come to visit our factory?



1 Are you coming to visit our factory?

2 Will you come to visit our factory?

1 你要来参观我们的工厂吗？

2 你会来参观我们的工厂吗？

Come 为一般动词（不及物），如与 be 动词连用，应出现进行式。注意，本句的现在进行式用来表示“未来”，故本句亦可直接用未来式。

16



What is the difference of your old product and your new product?



What is the difference between your old product and your new product?

你们的旧产品和新产品有什么不同？

本句问的是新产品与旧产品“之间”有何不同，正确的介词应为 between

3

词类的常见错误
Part-of-Speech Errors

17



The larger package is more **economy**.



The larger package is more **economical**.

较大的包装比较经济。

本句中的 **more** 为副词“更”，而不是形容词“较多”的意思，其后应为形容词 **economical**，而不是名词 **economy**。

18



You can **choice** black or silver.



You can **choose** black or silver.

你可以选择黑色或银色的。

原句中助动词 **can** 应接（原形）动词，**choice** 为名词，应改为 **choose**。

19



The instrument requires two people to **measurement**.



The instrument requires two people to **measure**.

这个器具需要两个人来测量。

动词 *require* 之后若接“人”，其后必须跟 *to V*，而 *measurement* 为名词，故应改为 *measure*。

20



Was that **help**?



Was that **helpful**?

那样有帮助吗？

Help 为动词或名词，若是前者则本句不合语法，若为后者则语意不明，因此改为形容词 *helpful*。

21



We **product** OEM parts.



We **produce** OEM parts.

我们代工生产零件。

Product 为名词，本句需要的是动词，故改为 produce。
(OEM 为 original equipment manufacturer 之省略。)

22



Our editing team has a lot of **confident** in our travel books.



Our editing team has a lot of **confidence** in our travel books.

我们的编辑小组对我们的旅游书籍很有信心。

在 a lot of 后接名词（可数、不可数皆可），而 confident 为形容词，故改为 confidence。

23



The department manager is a **nicely** person.



The department manager is a **nice** person.

这个部门的经理是个好人。

修饰名词应用形容词，原句中的 **nicely** 为副词，应改为形容词 **nice**。

24



Our overseas branch **loss** a lot of money last year.



Our overseas branch **lost** a lot of money last year.

我们的海外分行去年亏了很多钱。

Loss 为名词，本句需要的是动词，本句的时间为 **last year**，故用动词 **lose** 的过去式 **lost**。

25



I am **please** to have this opportunity to write to you.



I am **pleased** to have this opportunity to write to you.

我非常高兴有机会可以写信给你。

注意本句中的 **please** 不是副词“请”的意思和用法；**please** 可作动词用，意思是“使……高兴”，而本句则应该用 **pleased**，即由 **please** 的过去分词变成的形容词，意思是“高兴的”。

26



My **suggest** is that we buy fifty units.



My **suggestion** is that we buy fifty units.

我建议我们买五十个。

My 为第一人称代词所有格，其后应接名词，而 **suggest** 为动词，故应改为 **suggestion**。

27



You seem **surprise** to hear the news.



You seem **surprised** to hear the news.

你听到这个消息好像很惊讶。

Seem 为一连系动词，其后应接形容词，作为主语补语；而 surprised 为过去分词变成之形容词。

28



Please **advice** us of how to handle the shipping.



Please **advise** us of how to handle the shipping.

请建议我们要怎样处理货运事宜。

Advice 为名词，advise 才是动词，不可混淆；本句需要的是动词 advise。