

公 关 英 语

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Unit 1 Daily Expressions

第一部分 日常英语

Chapter 1 Introduction

一、介绍

1. How do you do? My name is Mike.

幸会 ,我叫迈克。

2. I'm glad to meet you ,I'm Paul.

很高兴认识你 ,我是保罗。

3. Pleased to meet you. My name is Mary and I'm in charge of North American sales.

很高兴认识你。我叫玛丽 ,我负责北美的销售。

4. May I introduce myself ? I'm Mike. I work in the Service Department.

我能介绍自己吗 ? 我是迈克 ,我服务部工作。

5. Please allow me to introduce myself.

请允许我自我介绍一下。

6. Will you introduce me to that lady ?

你能把我介绍给那位女士吗 ?

7. Let me introduce you to our boss.

让我把你介绍给我们的老板。

8. I'd like you to meet my friend ,Nancy.

我想让您认识一下我的朋友南茜。

9. Meet my colleague Hel Len.

见见我的同事海伦。

10. Let me introduce Mr. John Smith ,manager of D. C. Company.

请允许我介绍 D. C. 公司经理约翰·史密斯先生。

11. This is Mr. Black ,a regular customer of ours.

这是我们的老客户 ,布莱克先生。

12. Bill ,have you met Jim ?

比尔 ,你认识吉姆吗 ?

13. Do you know Judy Jack ?

你认识朱迪吗 ,杰克 ?

14. I don't think you have met my wife ,Suzan. Suzan ,this is Mr. Brown ,a friend of mine.

你不认识我妻子苏珊吧。苏珊 ,这是布朗先生 ,我的一个朋友。

15. Mr. Liu ,I'd like to introduce Mr. Wany.

刘先生 ,我向你介绍王先生。

16. I believe we've met before.

我相信我们以前见过面。

17. Don't I know you from somewhere ?

我是不是在哪里见过你 ?

18. You may not remember me. My name is Emma.

你可能不记得我了。我叫爱玛。

19. Jimmy is a new student. He's from America.

吉米是新生。他来自美国。

●Column 说明

为他人做介绍时 ,一般是先将男子介绍给妇女 ,先将年轻人介

绍给年长者,先将职位低的人介绍给职位高的人,然后再把后者介绍给前者。对于职位高的人,不要轻易把别人介绍给他,而应先征得他的同意再进行介绍。对于介绍人,无须表示谢意。

● Dialogue 对话

A :Excuse me ,are you Mr. Hill ?

对不起,您是希尔先生吗?

B :Yes ,I'm John Hill.

是的,我是约翰·希尔。

A :Oh ,Mr. Hill ,welcome to Shanghai. Now allow me to introduce myself. I'm Chen Hui ,interpreter ,from the Office of Foreign Affairs.

哦,希尔先生,欢迎您来上海。现在请允许我自我介绍一下,我叫陈慧,外事办公室翻译。

B :I'm glad to meet you.

见到你很高兴。

A :Bill ,have you met Jim ?

比尔,你认识吉姆吗?

B :No ,I've seen him but we haven't met.

不,我见过他,但彼此不认识。

A :This is my friend ,Bill Jackson. He's with the Bank of America.

Bill ,I'd like to introduce my roommate Jim Smith.

这是我的朋友比尔·杰克逊。他在美国银行工作。比尔,我向你介绍我的室友吉姆·史密斯。

B :How do you do ? It's nice to meet you.

你好,认识你很高兴。

C :How do you do ?

你好。

● Word Bank 词库

introduce(v.) 介绍

introduction(n.) 介绍

allow 允许

colleague 同事

manager 经理

customer 顾客

1. To friends presented by the bearer 给朋友的介绍信

(1)

Dear Mr. Agate ,

This will introduce to you the bearer ,Mr. Hobert Angell ,who will be in your city for some time. Mr. Angell having come originally from Hong Kong feels that he would like to engage in business in his own and is visiting London for that purpose.

He is a young man who has made many strong social and business acquaintances in Hong Kong and we feel that his going away is a distinct loss to us.

I am sure Mr. Angell will appreciate any opportunities that you may give him to become acquainted with the business men and business conditions of your vicinity.

Yours very truly

(1)

艾格特先生 :

谨此介绍赫伯特·安吉尔先生给你,他将在贵地逗留若干时日。安吉尔先生来自香港,他想在国内做生意,为此到伦敦访问。

他年轻有为,在香港交际广阔,他的离去对我们来说无疑是个损失。

我相信安吉尔先生会珍惜你提供给他的机会,认识贵地商业巨子和熟知商业环境。

谨上

(2)

To Whom it May Concern ,

The bearer of this letter ,Mr. Rose has for several years been interested in organizing camps for boys who can afford to spend only a small amount on their summer vacations.

As he is considering locations for camps in Grass Mountain ,I suggested that you were the man to help him ,for your knowledge of every nook and corner of the place.

I shall be happy if you can assist Mr. Allen in any way. He is a fine man and has a most worthwhile job on his hands.

Yours very truly

(2)

敬启者：

持信人罗斯先生多年来即有志于组织短期夏令营队,在暑期供孩童玩乐。

由于他打算在草山寻找营地,我建议他求助于你,因为你对该地十分熟悉。

倘若你能提供任何协助,本人将十分高兴。他是大好人,想作一件有意义的事。

谨上

2. To be sent by mail 邮寄介绍信

(1)

Dear Presten ,

My brother - in - law ,Mike Jordan ,will be in New York next week. I 've often wanted you two to meet ,and this seems like the ideal opportunity.

Mike is a research director of an advertising agency. I told him about the book you are writing on the history of buying trends in America ,and he was completely fascinated—as I knew he would be ! He said he 'd like to know more about it ,and I think you might find it interesting and helpful to discuss it with him.

So call him if you can ,Presten—but not if it 's an inconvenience. If he doesn 't hear from you ,he 'll understand that it 's because you are tied up. I suggest this meeting only because I know you two are bound to enjoy each other 's company.

Cordially ,

Rose (Signature)

(1)

亲爱的普雷斯顿：

我姐夫迈克·乔丹下周去纽约。我早就想让你们两位认识，这次机会相当适合。

迈克是一家广告公司的研究室主任。我告诉他，你正在编撰有关美国购物趋势变化的书籍。这一句话就把他吸引住了——果然不出我的所料！他愿意进一步了解你的编撰情况。如果你能同他探讨有关课题，你也将会获益非浅。

泰勒 ,你不妨拜访他。如果手头工作较多 ,也不要勉为其难。他得不到你的消息便会知道你无暇脱身。我想让你们相识的惟一理由 ,是我认为你们会成为知心朋友。

爱你的

罗斯(签名)

(2)

Dear Teller ,

In the next day or so you will receive a telephone call from Mike Denis of New York. He is a very good friend of mine ,and as he is planning to be in Chicago for a month or more ,I gave him a letter of introduction to you.

I know how busy you are ,Teller ,and I don 't want you to regard this as an obligation. But I feel certain you 'll enjoy meeting Mike Denis ,and I 'll wager that once you meet him ,you 'll want to keep on seeing him ! For Mike 's good company anywhere——at bridge ,golf ,tennis ,or just talking. I should say especially talking ! Mike 's just about the most brilliant and entertaining conversation-alist I know.

I 'm writing this note so that you 'll know who Mike is when he calls. I 'll appreciate any kindness you and Linda may show him as a stranger in Chicago ,but please don 't put yourselves out of feel that you are committed in any way at all. If I didn 't feel you 'd be as delighted to meet Mike as he will be to meet you ,I wouldn 't have given him a letter.

I hope you and Linda are well ,and ! I 'm looking forward to seeing you on your next visit to New York.

Sincerely yours ,
Smith(Signature)

(2)

亲爱的泰勒：

在这一两天之内 ,你可能接到一位纽约人打去的电话。此人叫迈克·丹尼斯 ,是我的好朋友 ,他计划在芝加哥住一个月左右 ,我让他给你带去了一封介绍信。

普雷斯顿 ,我知道你十分繁忙 ,希望你不要把此事当成一项任务。我只是认为你乐于认识迈克·丹尼斯。我担保 ,一旦与他相识 ,你们便会成为知音 ! 因为迈克多才多艺 ,十分善谈。他会打桥牌、高尔夫球和网球。迈克是我认识的最有才华和最风趣的人。

我写这封信为的是当迈克给你打电话时 ,你能知道他是谁。迈克在芝加哥人地两生 ,若你和琳达能对他多多关照 ,我将非常感激。如若感到力不从心就不要勉强。我觉得你们相互认识是一件令人高兴的事 ,故为他写了介绍信。

祝你和琳达身体健康。盼望你们来纽约与我们聚会。

你忠诚的

史密斯(签名)

3. Telling about a trip 介绍旅途状况

Dear father and mother ,

How wonderful my trip is ! Yesterday ,we reached Switzerland. This is a really nice country. We spent the whole afternoon on a snowy mountain. It was the first time in my life I felt what snow was ! As it was not so cold ,we missed the chance of skiing. The rates of the hotel are crazy. The food is not so nice. How I miss the food mother cooks. It is really delicious.

We are planning to go to Germany. I am looking forward to seeing the remains of the Berlin Wall. We have booked the flight for 24 July. See you.

Love ,

Betty

3. 介绍旅途状况

亲爱的爸爸妈妈：我的旅行很愉快。昨天，我们抵达瑞士。这里的确是一个美丽的国家。我们在雪山游玩了一整个下午，这是我第一次触摸到雪，多么美好！因为天气不是很冷，我们错过了滑雪的机会。酒店的房租贵得吓人，食物也不是很好。我真怀念妈妈做的饭菜，那味道真是太好了。

我们打算去德国。我盼望看到柏林围墙的遗迹。我们已预订了七月二十四日的班机。再见！

女儿

贝蒂

Chapter 2 Private Invitation

二、私人邀请

1. Invitation 邀请

1. Are you free this weekend ?

这个周末你有空吗？

2. What would you plan to do ?

你打算干什么？

3. Would you like to come to the party ?

你想去参加晚会吗？

4. Would you honor us with a visit ?

如蒙光临 ,将不胜荣幸。

5. Would you like to come to our fancy dress party tomorrow ?

你愿意明天前来参加我们的妆舞会吗？

6. I'm having a few friends to dinner tomorrow. Would you be able to come ?

明天我有些朋友来吃饭。你能来吗？

7. We'd like to invite you over for dinner this Saturday evening.

我们想邀请你这个星期六晚上来吃饭。

8. May we have the pleasure of your company at dinner ?

我们可以请您一起晚餐吗？

9. Could we have the honor of your presence at the meeting ?

可否请您光临本次会议？

10. We hope you'll be able to join us.

我们希望你能加入我们之中。

11. We should be so pleased if you could come.

如果你能来,我们会很高兴的。

12. Do you want to go to a baseball game on Saturday?

星期六你想去打棒球吗?

13. How about going out for dinner this evening?

今晚出去吃饭行吗?

14. I wonder whether it would be convenient to meet you tomorrow?

不知明天见您是否方便?

15. Could you make it some other time?

可以约别的时间吗?

16. How about the day after tomorrow?

后天怎么样?

17. We'll expect you to come.

我们期待着你的到来。

18. It won't be much of fun without you.

你不来就没什么意义了。19. Could you manage to come at 8 o'clock?

你能在八点钟赶到吗?

20. Sure. Thanks for asking me.

好的。谢谢你的邀请。

21. Sure, I'd love to.

好的,我很乐意。

22. I'm afraid I've got a lot of things to do. How about tomorrow night instead?

恐怕我有许多事情要做,明天晚上好吗?

● Column 说明

邀请分为书面邀请(如邀请信)和口头邀请两种,在公关社交

中运用极广,本节所陈述的是口头邀请的情形。邀请人应首先考虑到其可能性,要将时间尽量安排恰当,这样才能使被邀请人愉快地接受;另外邀请人还应当给被邀请人充足的时间做准备,使其不致于仓促出发。

● Dialogue 对话

A :Are you free this weekend ?

这个周末你有空吗?

B :Yes ,why ?

有,什么事?

A :What would you plan to do ?

你打算干什么呢?

B :Well ,I haven't got any plan yet.

嗯,我还没什么打算。

A :Would you like to come to our party ?

你愿意参加我们的晚会吗?

B :I'd like to ,but when is it ?

愿意,什么时候?

A :On Saturday evening.

星期六晚上。

B :That's fine. See you on Saturday evening.

太好了。星期六晚上见。

A :We'd like to invite you over for dinner tomorrow. Would you be able to come ?

我们想邀请你明天共进晚餐。你能来吗?

B :Thank you for invitation ,but I'm not sure I can. I'm supposed to work overtime.