

职业技能培训教材

交际英语

(第二版)

邹启贵 编著

中国劳动社会保障出版社

图书在版编目 (CIP) 数据

交际英语 / 邹启贵编. — 2 版. — 北京: 中国劳动社会保障出版社, 2005

职业技能培训教材

ISBN 7-5045-4821-9

I. 交… II. 邹… III. 英语-口语-技术培训-教材
IV. H319.9

中国版本图书馆 CIP 数据核字 (2005) 第 018809 号

中国劳动社会保障出版社出版发行
(北京市惠新东街 1 号 邮政编码: 100029)

出 版 人: 张梦欣

*

新华书店经销

厂印刷

装订厂装订

850 毫米×1168 毫米 32 开本 9.375 印张 209 千字

2005 年 7 月第 2 版 2005 年 7 月第 1 次印刷

印数: 册

定价: 19.00 元

读者服务部电话: 010-64929211

发行部电话: 010-64911190

出版社网址: <http://www.class.com.cn>

版权专有 侵权必究

举报电话: 010-64911344

前 言

《中华人民共和国劳动法》规定：“从事技术工种的劳动者，上岗前必须经过培训。”国家对相应的职业制定《职业技能标准》，实行职业技能培训。

职业技能培训是提高劳动者知识与技能水平、增强劳动者就业能力的有效措施。社会主义市场经济条件下，劳动者竞争上岗，以贡献定报酬，这种新型的劳动、分配制度，正成为千千万万劳动者努力提高职业技能的动力。

实施职业技能培训，教材建设是重要的一环。为适应职业技能培训的迫切需要，推动职业培训教学改革，提高培训质量，中国劳动社会保障出版社会同劳动和社会保障部有关司局，组织有关专家、技术人员和职业培训教学人员编写了《职业技能培训教材》系列丛书。

《职业技能培训教材》以相应工种、专业的《职业技能标准》为依据，贯彻“求知重能”的原则，在保证知识连贯性的基础上，着眼于技能操作，力求内容浓缩、精炼，突出教材的针对性、典型性、实用性。

《职业技能培训教材》供各级培训机构的学员参加培训、考核使用，亦可作为就业培训、再就业培训、劳动预备制培训用

书，对于各类职业技术学校师生、相关行业技术人员也有较高的参考价值。

百年大计，质量第一。编写《职业技能培训教材》是一项艰巨的探索性工作，不足之处在所难免，恳切欢迎各使用单位和读者提出宝贵意见和建议。

劳动和社会保障部教材办公室

简 介

本书由劳动和社会保障部教材办公室委托湖北省劳动保障厅组织编写，供职业技能培训公共关系专业使用的统编教材。

本书分两部分：常用英语对话和常用应用文。

第一部分介绍了公关活动中主要场合的交际英语对话，由22课组成。每课由课文、单词及练习组成，练习包括小型对话、句型操练、英汉互译及根据所提供的情景编写对话等。

第二部分选用了一些常用英语应用文。通过学习，读者可以了解其格式及写法，能辨别各种常用应用文，能简单书写和翻译。

除此之外，为了进一步提高学生的交际英语会话能力，了解一些公关知识和礼仪，本书还附加了一些阅读材料，供读者学习。

本教材适合于各类中专、技校、职业技术学校、就业训练中心及公关培训班作教学用书，也适合于厂矿、外贸、银行、海关、机场、商店、邮局、医院、旅游、宾馆、企业、事业等单位的公关人员、外事工作人员、服务员、营业员、接待员、文秘人员、厂长、经理及社会青年作自学用书。

本书由邹启贵、陈小毛、张豪、谢勤、张伯君、陈凤仙、胡良余、何同珍编写。吴锦文、蒋渊渊审稿，吴锦文主审。

再 版 说 明

由湖北省劳动保障厅组织编写的职业技能培训教材《交际英语》自第一版出版以来，经过几年在实际教学中的使用，教师和学员对教材的层次分明、重点突出、文字简练、通俗易懂等特点给予了充分的肯定。

随着科学技术和国民经济的迅猛发展，以及职业培训教学的不断改革，急需对本书增加一些新的内容。另外，随着社会的发展，书中有一些提法也需要改进，为此，我们对本书进行了修订。欢迎各地在使用第二版教材时，提出宝贵意见和建议，使这本职业技能培训教材能够更好地适用于实际培训工作。

劳动和社会保障部教材办公室

CONTENTS

目 录

Part One Useful English Dialogues

第一部分 常用英语对话

Lesson One	Greetings and Farewells (问候与告别) ...	(1)
Lesson Two	Introductions (介绍)	(11)
Lesson Three	Expressing Gratitude (表示谢意)	(19)
Lesson Four	Congratulations and Good Wishes (祝贺与祝愿)	(26)
Lesson Five	Invitation (邀请)	(34)
Lesson Six	Apologies (道歉)	(45)
Lesson Seven	Asking the Way (问路)	(55)
Lesson Eight	Telephoning Conversations (电话交谈)	(65)
Lesson Nine	Talking about the Weather (谈论天气)	(75)
Lesson Ten	Shopping (购物)	(89)
Lesson Eleven	Seeing a Doctor (就医)	(100)
Lesson Twelve	At the Post Office (在邮局)	(116)

Lesson Thirteen	At the Customs (在海关)	(128)
Lesson Fourteen	At the Currency Exchange Agency (在货币兑换处)	(138)
Lesson Fifteen	At the Airport (在机场)	(149)
Lesson Sixteen	At the Dining Hall (在餐厅)	(161)
Lesson Seventeen	At a Hotel (在旅馆)	(178)
Lesson Eighteen	Touring and Sightseeing (旅游观光)	(194)
Lesson Nineteen	Job Hunting (找工作)	(205)
Lesson Twenty	Business Negotiations (贸易谈判) ...	(219)
Lesson Twenty-one	Daily Office Routine (办公室日常事务)	(231)
Lesson Twenty-two	Recreational Activities (文娱活动)	(242)

Part Two

Useful English Writings For Practical Relations

第二部分 英语常用应用文

Unit One	Letters (书信)	(254)
Unit Two	Letters of Congratulations (祝贺信)	(261)
Unit Three	Invitation Cards and Letters of Invitation (请帖及邀请信)	(264)
Unit Four	Letters of Thanks (感谢信)	(268)
Unit Five	Letters of Reference and Recommendation (介绍信及推荐信)	(271)

Unit Six Advertisement and Announcement

(广告及通知) (276)

Unit Seven Contracts (合同) (282)

Appendix

(附录)

Countries , Capitals [世界部分国家、首都 (首府) 名称
表] (287)

Numerical Expressions (数字的表达) (289)

Part One
Useful English Dialogues
第一部分 常用英语对话

Lesson One
Greetings and Farewells
(问候与告别)

(1)

A: Hi ! Good morning , John !

B: Good morning , Mary !

A: How are you doing this morning?

B: Very well , thank you . And you?

A: Fine , too . Thank you .

B: By the way , how is your family?

A: Not very good . My mother is badly ill .

B: I'm so sorry to hear that . I hope she will recover soon .

A: Thanks a lot .

(2)

A: Hello, Mr. Smith.

B: Hello, Mr. Wang. I haven't seen you for ages.

A: Oh, I have been to Beijing for touring.

B: Did you have a wonderful time?

A: Yes. How are you getting on with your study these days?

B: Just the same as usual. Thanks.

A: Nice to see you. Sorry, I have something else to do, I must go now.

B: See you later.

(3)

A: How are you, madam?

B: How are you, sir? I am so glad you could come.

A: How are you getting along with your work?

B: Everything is quite all right. Thank you. How are things with your brother?

A: Pretty well, thank you.

(They talk about this and that for a long time.)

B: Oh, my God. I'd better be off now.

A: Why? But the time is still young.

B: Thank you for a great evening. I have to pick up my wife.

A: In that case, I won't keep you. Please drop in when you are free.

B : So long .

A : So long .

(4)

A : How do you do , Mrs . Wang?

B : How do you do , miss? I am glad to meet you .

A : Thanks . Our manager can not be here to see you off . So I
come to serve you .

B : It is very kind of you to come and see me off .

A : I wish you a good trip .

B : I hope so .

A : Expect to see you again .

B : I do too . Goodbye .

New Words and Expressions

greeting [ˈɡri:tɪŋ] *n.*

farewell [ˈfɛəˈwel] *n.* ,

by the way ,

badly [ˈbædli] *ad.*

sorry [sɔːri] *a.* ,

recover [ˈriːkʌvə] *v.*

touring [ˈtuəriŋ] *n.*

same [seɪm] *a.*

get on (along) with , ,

usual [ˈjuːʒuəl] *a.* ,

madam [ˈmædəm] *n.* , ,

pretty [ˈprɪti] *ad.*

my God !

drop in ()

age [eɪdʒ] *n.*

so long

manager [ˈmænɪdʒə] *n.* ,

serve [sɜːv] *v.*

see off

trip [trɪp] *n.* ,

expect [ɪksˈpekt] *v.* ,

pick up () (,)

case [keɪs] *n.* ,

in that case

Notes

1. Hi ! ! Hello ! 。 Hello , Hi
。

2. Good morning . 。 Good afternoon . 。 Good
evening . 。 Hello , Morning
。 Good night . 。

3. How are you doing this morning? ?
。 How are you this morn-
ing? ()

4. I haven't seen you for ages . 。

5. I have been to Beijing for touring .

“have been to”, “ ”

“have gone to”, “ ”

6. How are you getting on with your study? ?

:

How are you getting along with your work?

?

7. Just the same as usual .

8. But the time is still young .

9. In that case , I won't keep you . ,

10. Mrs . (,) . Mr . ()

。 Miss () ,

Ms . [miz]。

11. How do you do? , ,

“ ”。 How do you do?

12. I hope so . so , say , think , hear

。 : It's going to be fine . ——I think so . = I think it is going to be fine .

Useful Expressions

1. How's everything with you?

Is everything ok with you?

How's everything going?

?

2. What's up? What's new? ?

3. How are you getting on (along) these days?

?

4. How are things with you? ?

5. How do you do? 。

6. How are you? 。

7. Fine, thank you. And you? , 。

I am very well, thank you. , 。

Not too bad today, I'm afraid. 。

Not so good ! 。

Fine, thanks. , 。

So-so, thanks. , 。

Not too well. I have a cold. , 。

8. Good night. 。

Good-bye. 。

Bye-bye. 。

See you. 。

See you later. 。

See you tomorrow. 。

See you then. 。

See you again (around). 。

9. Nice talking to you.

A very nice talk with you.

。

10. Glad to meet you. 。（ ）

Glad to have met you. 。（ ）

- I must be off now .
I'd better be moving quickly .
(4) A : I've got to be running along .
I'd better be going .

B : See you later .

- Good morning ,
(5) A : Good afternoon , I'm Mrs . Brown .
Good evening ,

very happy
B : I am glad to meet you .
delighted

2. Complete the dialogues:

- (1) A : How do you do?

B : _____

- (2) A : How are you?

B : _____

- (3) A : I haven't seen you for a long time .

B : _____

- (4) A : Hello , Mr . Smith .

B : _____

- (5) A : How are you getting on with your work?

B : _____

- (6) A : I must be off now , Miss Wang .

B : _____