

美国英语口语句典

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目录

Section One 第一部分 Functions 功能篇

- | | |
|-------------------------------------|-------------------------------|
| 1.Ability 能力 | 36.Intention 意图 |
| 2.Advice 建议 | 37.Interest 兴趣 |
| 3.Agreement 同意 | 38.Introduction 介绍 |
| 4.Annoyance 讨厌 | 39.Invitation 邀请 |
| 5.Apology 道歉 | 40.Judgement 判断 |
| 6. Appointment 约会 | 41. Likes and Dislikes 喜欢与不喜欢 |
| 7. Approval 赞成 | 42.Name 名字 |
| 8. Boredom 厌倦 | 43.Obligation 义务 |
| 9. Certainty and Uncertainty 确定与不确定 | 44.Offer 提供 |
| 10. Communication 交流 | 45.Opinion 观点 |
| 11. Comparison 比较 | 46.Optimism 乐观 |
| 12.Complaint 抱怨 | 47.Permission 允许 |
| 13.Compliment 称赞 | 48.Persuasion 说服 |
| 14. Comprehension 理解 | 49. Pessimism 悲观 |
| 15.Congratulation 祝贺 | 50. Perference 偏爱 |
| 16. Correctness 正确 | 51.Quarrel 吵架 |
| 17. Curiosity 好奇 | 52.Reason 理由 |
| 18. Decision 决定 | 53.Reassurance 放心 |
| 19. Delight 高兴 | 54.Relief 如释重负 |
| 20. Departure 离开 | 55.Remembrance 记忆 |
| 21. Desire 愿望 | 56.Repetition 重复 |
| 22. Disappointment 失望 | 57.Reproach 责备 |
| 23. Dismay 沮丧 | 58. Request 要求 |
| 24.Encouragement 鼓励 | 59. Resignation 辞职 |
| 25.Excitement 激动 | 60.Suggestion 建议 |
| 26.Exemplification 示范 | 61.Surprise 惊讶 |
| 27.Fear 恐惧 | 62.Sympathy 同情 |
| 28. Good Wishes 良好的祝愿 | 63.Threat 威胁 |
| 29.Gossip 说闲话 | 64. Tiredness 疲劳 |
| 30. gratitude 感激 | 65. Urge 催促 |
| 31.Greetings 问候 | 66.Warning 警告 |
| 32. Happy Anticipation 高兴的期望 | 67. Willingness 愿意 |
| 33.Hesitation 犹豫 | 68. Worry 担心 |
| 34.Hope 希望 | |
| 35.Information 信息 | |

Section Two 第二部分 Situational Expressions 情景表达法

1. Bank 银行
2. Barber's and Hairdresser's 理发美发店
3. Bridge 桥牌
4. Campus 校园
5. Concert 音乐会
6. Customs 海关
7. Dance 跳舞
8. Filling Station 加油站
9. Finding the Way 问路
10. Hospital 医院
11. Hotel 旅馆
12. Job 工作
13. Library 图书馆
14. Meeting 会议
15. Photograph 摄影
16. Post office 邮局
17. Restaurant 餐馆
18. Shopping 购物
19. Sightseeing 观光
20. Smoke 吸烟
21. Sports 体育
22. Tailor's 裁缝店
23. Telephone 电话
24. Television 电视
25. Theatre 剧院
26. Time and Date 时间和日期
27. Travel by Air 乘飞机旅行
28. Travel by Bus 乘汽车旅行
29. Travel by Car 乘轿车旅行
30. Travel by Train 乘火车旅行
31. Weather 天气

Section One 第一部分 Functions 功能篇

1. ABILITY 能力

Basic Expressions 基本表达法

Showing one's abilities (formal) 展现自己的能力（正式说法）

1. I can handle this job with great ease.
我可以轻而易举地干这个工作。
2. I will be an excellent candidate for this position.
我会是这个职位的极佳人选。
3. This experiment is not at all challenging for me.
这项试验对我来说没有任何挑战性。
4. I find it very easy to solve complex math problems.
解答复杂的数学题对我来说是一件很容易的事情。
5. It won't take me long to figure out these computer programs.
我用不了很长时间就可以弄清楚这些计算机程序。
6. I am good at long distance running since I was a runner in college.
我很擅长长跑，因为我在大学时是长跑运动员。
7. I can cook many different types of cuisine.
我会做许多不同菜系的菜肴。

Showing one's abilities (informal) 展现自己的能力（非正式的说法）

1. This assignment is too easy! 这项任务太容易了。
2. I won't have any problems fixing this car. 我修好这车没问题。
3. I'm a great swimmer. 我是个很不错的游泳健将。
4. I'm the best person for this job! 我是这项工作的最佳人选。

Doubting one's abilities (formal) 怀疑某人的能力（正式的说法）

1. I'm not sure I know the problem; I'm not very familiar with computers.
我不能确信问题所在；我对计算机不太熟。
2. I'm not very artistically inclined.
我不是很有艺术天赋。
3. I'm not sure it's a good idea to give me this responsibility.
让我来挑这个担子，我不知道是否合适。
4. I'm afraid I can't play the piano very well.
恐怕我钢琴弹得不是很好。
5. I feel this is a bit challenging for me.
我感觉这对我来说有一定的挑战性。

Doubting one's abilities (informal) 怀疑某人的能力（非正式的说法）

1. Computers scare me! 我见到计算机就头疼!
2. I'm terrible at art. 我没半点艺术天分。
3. This is too hard for me. 这对我来说太难了。
4. I'm not very responsible. 我责任心不强。

Asking other's abilities (formal) 询问别人的能力（正式的说法）

1. What are your other talents besides dancing? 除了跳舞，你还有什么别的才能？
2. It seems you enjoy music, are you musically inclined? 看起来你很喜欢音乐，你有音乐天赋吗？

Asking other's abilities (informal) 询问别人的能力（非正式的说法）

1. Do you know how to make Italian food? 你知道怎么做意大利菜吗？
2. What are you good at? 你擅长什么？
3. Besides writing, what else are you good at? 除了写作，你还擅长什么？
4. Can you ski? 你会滑雪吗？
5. Do you know how to fix cars? 你会修车吗？

Doubting other's abilities (formal) 怀疑别人的能力（正式的说法）

1. Are you sure you can handle this presentation? 你肯定你能做好这次演讲吗？
2. I'm sorry, but I think this may be too difficult for you. 对不起，我认为这对你可能太难了。
3. Maybe you should let me carry it; it's too heavy for you. 也许你应该让我来拿这个，对你来说太重了。

Doubting other's abilities (informal) 怀疑别人的能力（非正式的说法）

1. You're too weak, let me do it! 你太虚弱了，让我来！
2. I don't think you can handle this job. 我认为你干不了这活。
3. Have you ever had this kind of experience? 你有这方面的经验吗？

Complimenting other's abilities (formal) 称赞别人的能力（正式的说法）

1. You are a very creative and professional writer. 你是一位很有创造力的职业作家。
2. Have you been told that you are a very eloquent and charming public speaker? 有没有人告诉过你，你是一位很雄辩而且很有魅力的公共演说家？

Complimenting other's abilities (informal) 称赞别人的能力（非正式的）

1. You are a great cook! 你真是个好厨师！
2. Wow! You can draw very well. 哇！你画得真好！
3. I didn't know you could dance so well. 我以前还不知道你的舞跳得这么好。

Complex Expressions 复杂表达法

1. I can't do math to save my own life! 数学对我来说真是太难了!
2. If I can't do it, then no one can! 如果我做不了, 那就没人做的了。
3. Some people are not smart by nature, but hard-working by practice. As a result, they form good habits that lead them to a successful future. 有些人并不是天生聪明, 而是后天勤奋。结果这些人养成了好习惯, 使他们将来得以成功。
4. When you want to use the bathroom, always ask "May I use the bathroom?" not "Can I". "Can I" means you are asking if you physically have the ability to use the bathroom.
当你想去洗手间的时候, 一定要说“我可以 (may I) 用一下洗手间吗?” 而不要说“我能够 (can I) 用一下洗手间吗?”。用“Can I”的意思是你询问你是否有用洗手间的能力。
5. One's own ability depends on one's will. 一个人的能力取决于他的意志。
6. Where there's a will, there's a way! 有志者事竟成!
7. When you want to do something, you should just put your mind to it. You'll be successful in the end. 当你做一件事情的时候, 你就应该全身心地投入其中。最终你会成功的。
8. How smart you are is not the only thing that will determine how successful you will be in the future.
决定你将来是否能成功, 并不只是在于你有多聪明。
9. To do or not to do, that is the ten-million-dollar question. 究竟做还是不做, 这是个很重要的问题。
10. One's determination greatly affects one's abilities. 一个人的能力很大程度上取决于他有多大决心。
11. Unfortunately, my biggest fears in life are death and math! 不幸的是, 我一生中最恐惧的两件事就是: 死亡和数学。
12. Disney Imagineering hired my brother because he is very artistically inclined.
Disney Imagineering 公司雇佣了我哥哥, 因为我哥哥很有艺术天赋。
13. Only the best dance performance will be awarded the \$10,000 gold medal prize. 价值一万美金的金牌只奖给最好的舞蹈表演者。
14. The veterinarians were successful after struggling overnight to save the little Shar-pei puppy's life.
经过一夜的努力, 这些兽医成功地救活了这只小沙皮狗。
15. Although I am not a good cook, I enjoy learning how to cook different cuisines such as Italian, Chinese, and American. 尽管我不是一位好厨师, 我还是喜欢学做不同的菜肴, 比如意大利菜、中国菜和美国菜。
16. Latest statistics show that American students have the lowest math and science scores in the world. 最新的统计数据表明, 美国学生的数学和科学课的成绩是居世界最低的。

Relative Words and Phrases 相关词汇和短语

Words: 单词

1. talent [ˈtælənt] n. 才能, 才干
2. challenging [ˌtʃælɪndʒɪŋ] adj. 挑战的
3. responsibility [ˌrɒspənsəˈbɪləti] n. 责任, 职责
4. inclined [ɪnˈklaɪnd] adj. 倾向的
5. eloquent [ɪˈləkwənt] adj. 雄辩的, 有口才的
6. creative [kriˈeɪtɪv] adj. 有创造力的
7. artistic [ɑːtɪstɪk] adj. 艺术的
8. doubting [ˈdaʊnbɪŋ] adj. 怀疑的
9. determination [ˌdɛtəˈmɪnəʃən] n. 决心, 果断
10. physically [ˈfɪzɪkli] adv. 身体上

Phrases: 短语

1. to be artistically/musically inclined 有艺术/音乐天赋
2. to figure out something/someone 弄清楚某事, 查明白某事/某人
3. to fix cars/computers 修汽车/电脑
4. can't do something to save one's own life 就是要我的命也做不了某事
5. Besides dancing/writing/drawing, what other talents do you have? 除了跳舞/写作/绘画, 还有别的才能吗?
6. smart/hard-working by nature/practice 天生/后天培养聪明/勤奋
7. Although I am not good at...I enjoy it. 尽管我不是很擅长……, 但我还是很喜欢。
8. you can't ... for beans 你怎么都不能……。
9. to find something easy/hard/difficult/challenging 觉得做某事很容易/很难/困难/有挑战性
10. My biggest fears are....最令我害怕/恐惧的是……。

2. ADVICE 建议

Basic Expressions 基本表达法

Asking for advice 询问建议

1. What do you think about my decision? 你认为我的决定怎么样?
2. What can you tell me about the nursing profession? 你觉得干护士这一行怎么样?
3. Do you have any final advice for me? 你还有什么最后的建议要给我吗?
4. Do you think it is a good choice? 你认为这个选择对吗?

Advising someone to do something 建议某人做某事

1. You should make some improvements. 你应该作些改进。
2. You can take up golf. 你可以学打高尔夫球。

3. Stop smoking!你不要抽了!
4. Try it and see.试试看。
5. I'd give it a try.我会试试看的。
6. You should eat more!你应该多吃点!

Advising someone not to do something 建议某人不要做某事

1. Don't go there.别去那里。
2. I wouldn't do that.我不会那么做的。
3. It's not safe.那不安全。
4. You should change your mind. 你应该改变你的想法。
5. I'd advise you not to do it. 我建议你不要做。

Complex Expressions 复杂表达法

1. The best advice is no advice at all! 最好的建议就是没有建议!
2. You should always listen to your parents' advice since they have a lot of experience.
你应该听你父母的建议，他们的经验很丰富。
3. Can you help me make a final decision about going to work first or continue with graduate school?你能不能帮我做出最后的决定，究竟是先工作好，还是继续读研究生好?
4. It's better to wait for people to ask you for your advice before giving it to them.最好等别人向你征求建议的时候，才提供建议。
5. Some people are very indecisive about their futures and need a lot of advice from others.有些人对他们自己的未来难以作出决定，他们需要很多别人的建议。
6. If someone comes to me for some advice, I usually give them my honest opinion.如果有人来征求我的建议的话，我通常都是告诉他们我真实的想法。
7. Don't ever give advice to those who don't ask you for it!别人没有问你，就不要主动给他们建议。
8. You shouldn't ask for advice from others unless you are open-minded enough to accept it.如果你不够开朗接受别人的建议，就不要询问人家。
9. My parents always say, "We know what is best for you, so take our advice into consideration".我的父母总是说，“我们知道什么是对你最好的，所以你要好好考虑我们的建议。”
10. If you want my advice, go and find yourself a good job and then think about marriage.如果你问我的建议的话，我建议你去找一份好工作，然后考虑结婚。
11. Having a baby is a very big responsibility, so think it over carefully.抚养一个孩子是很重大的责任，你要仔细想一下。
12. My advice to you is to not stay out so late every night as it is dangerous for your health.我给你的建议是，每天晚上不要在外面呆得太晚，这有害你的健康。

13. Eating at home is a good choice since you can save money and eat healthy food.
在家自己做饭吃是很明智的选择，因为你既可以省钱，又能吃到健康的食物。
14. If I were you, I would not live with your parents because there is always a generation gap.
如果我是你的话，我就不会和父母住在一起，因为总是会有代沟的。
15. I always ask my friends for their advice before I commit to major decisions.
在我做出重大决定之前，我总是会征求朋友们的建议。
16. If you ask me, you're better off leaving him and finding someone new.
如果你问我，我认为你最好离开他，再找一个。

Relative Words and Phrases 相关词汇和短语

Words: 单词

1. commit [E:\POC] vt. 作出保证，把...交给，提交，答应负责
2. open-minded [\:7A:Q\>0QD0D] adj. 心态开放的，能接纳新事物的
3. consideration [E:QK0D:\T<0M:Q] n. 考虑
4. generation gap [JDN<Q:\T<0M:Q F3A] ph. 代沟
5. honest [\5Q0KC] adj. 诚实的，老实的
6. indecisive [J0QD0\K>0K0H] adj. 优柔寡断的，无决断力的
7. profession [AT:\G<M:Q] n. 职业
8. improvement [OP\AT7:HP:QC] n. 改进
9. better off ph. 经济状况好的，富裕的
10. major [\P<0DN:] adj. 重大的

Phrases: 短语

1. commit to major decisions 作出重大决定
2. If I were you 如果我是你的话
3. If you want my advice 如果你问我的建议
4. take our advice into consideration 考虑一下我们的建议
5. Don't ever give advice to those who don't ask you for it! 别人没有问你的话，就不要主动给建议。
6. wait for people to ask you for your advice before giving it to them 等到别人问你的时候再给他们建议。
7. can take up 可以从事（某项运动等）
8. Try it and see. 试试看。
9. The best advice is no advice at all! 最好的建议就是没有建议！
10. If you ask me, you're better off leaving 如果你问我的话，你最好离开。

3. AGREEMENT 同意

Basic Expressions 基本表达法

Asking if someone agrees 询问某人是否同意

1. Don't you agree? 你难道不同意吗?
2. Do you think I was right? 你认为我对吗?
3. Wasn't this a great idea? 这难道不是个好主意吗?
4. Isn't this great? 这难道不好吗?

Agreeing 同意

1. You did the right thing. 你做得对。
2. My mom feels the same. 我母亲也有同感。
3. I'm happy about your decision. 我对你的决定感到很高兴。
4. I can't agree more. 我非常赞成。

Agreeing with reservation 有保留的同意

1. I'm not so sure. 我不能肯定。
2. Are you sure? 你肯定吗?
3. Is the contract confirmed? 这合同经过确认了吗?

Disagreeing 不同意

1. I disagree with you. 我不赞成你的意见。
2. Everyone has their own opinion, right?
每个人都有自己的意见, 对吗?
3. You're wrong on this.
这一点你错了。
4. I don't agree with you.
我不同意你的意见。

Admitting you are wrong and someone else is correct 承认自己是错误的, 别人是对的

1. You're right about this. 你是对的。
2. I was wrong. 我错了。

Coming to an agreement 达成一致

1. Let's meet each other half way. 我们各让一步吧。
2. Can we call it even? 我们可以扯平了吗?

Complex Expressions 复杂表达法

1. To agree with someone doesn't mean that you are wrong, but rather it is just admitting they were right. 同意别人并不意味着你就是错的, 而只是承认他们是对的而已。

2. After marriage, couples disagree about where their money should be spent. 结婚以后，有些夫妇会在花钱上产生分歧。
3. In the old days, wives rarely disagreed with their husbands. 在以前，妻子很少有和丈夫产生分歧的时候。
4. I agree that buying cookies from little girls for charity is really a kind gesture. 为了慈善事业而买那些小女孩的饼干是一种善举，我同意这种说法。
5. I think you did the right thing when you yelled at your boss and quit your job. 你冲着你老板发了一顿火，然后辞职，我认为你这样做是对的。
6. After thinking about it more carefully, I feel that you were right about my relationship going nowhere.
仔细考虑之后，我感觉你说得对，我（和他）的关系不会有结果。
7. Let's just agree to disagree. 让我们求同存异吧。
8. Without a detailed contract, I can not promise you that I can do the entire job. 没有一个详细的合约，我就不能向你保证我能完成整个工作。
9. Disagreeing with people is what I do best. 我最擅长与别人持不同意见了。
10. Some people need others to confirm their ideas before they attempt to do something. 有些人在做事情之前，需要别人的确认来帮助他们下定决心。
11. I can't say that I agree or disagree with you. 我还不能说我是同意你，还是不同意你。
12. I must say, I should have listened to you. 我不得不说，我当时应该听你的。
13. You were right on the spot with your predictions. 你的预测千真万确。
14. Wouldn't you agree that we make a very odd looking couple?
你难道不认为我们俩是看起来很不协调的一对吗？
15. After looking at his success record, I'm not sure I want him to represent me in court. 看过了他（是一位律师）以前的办案记录后，我不能肯定，我是否想让他为我出庭辩护。
16. I agree with your mother, you spend too much time over the telephone.
我和你妈妈看法一样，你在打电话上花的时间太多了。

Relative Words and Phrases 相关单词和短语

Words: 单词

1. prediction [AT0\DOEM:Q] n. 预测，预言
2. odd [5D] adj. 奇特的，古怪的
3. nowhere [\Q:7OV2:] adv. 毫无结果
4. charity [\CM3TOC0] n. 慈善
5. gesture [\DN<KCM:] n. 姿态，手势
6. quitting [EVOCOR] n. 辞职
7. confirm [E:Q\G::P] vt. 确认
8. attempt [:\C<PAC] vt. n. 试图，努力
9. listen [\SOKQ] vi. 听从
10. spot [KA5C] n. 场地，现场

Phrases:短语

1. After looking at his success record 看过他以前的办案记录后
2. Odd looking couple 看起来很不协调的一对
3. You were right on the spot. 你完全正确。
4. Disagreeing with people is what I do best.我最擅长与人持不同意见。
5. Let's just agree to disagree.让我们求同存异吧。
6. Relationship going nowhere 一段不会有结果的关系
7. Call it even 扯平
8. Meet each other half way 各让一步
9. Represent me in court 为我出庭
10. You were right about 关于....., 你是对的。

4. ANNOYANCE 讨厌

Basic Expressions 基本表达法

Expressions to let someone know you are annoyed 用来让别人知道你被恼怒的表达法

1. Don't walk away from me.别就这么走开了。
2. Stop yelling!别嚷!
3. Are you going mad?你疯了吗?
4. I feel like strangling you. 我简直想勒死你。
5. You're starting to bug me.你开始让我烦了。
6. You're irritating me.你烦死我了。
7. Stop hassling me.别烦我。
8. Don't you have better things to do?你没别的事可干了, (在这里烦我)?
9. Can you leave me alone? 你能让我一个人呆会吗?
10. Don't you have something to do?你没事可干了?
11. You are really annoying me.你真讨厌。
12. I get so annoyed by you doing that.我真讨厌你那么做。
13. I can't stand it when you do that.我真受不了你那么做。
14. Please stop!请停下来!
15. Get away!走开!

Complex Expressions 复杂表达法

1. I get so annoyed by people who smoke with babies around them.我很讨厌有婴儿在场还抽烟的人。
2. I'm annoyed by people who call me late at night.我很讨厌别人很晚的时候还给我打电话。
3. It irritates me when I always get food stuck onto my clothes and they don't wash out.我很讨厌食物粘到衣服上面, 很难洗掉。

4. It annoys me when my mother borrows my clothes and returns them with permanent stains. 我母亲把我的衣服借去穿，还给我的时候衣服上面有洗不掉的污渍，我很生气。
5. I can't stand people who drive slowly on freeways. 我受不了那些在高速公路上慢慢开车的人。
6. Patience is a virtue that I just don't have! 我这人就是没耐心。
7. Every little thing annoys me when I am not feeling well or when I have a bad day at work. 我心情不好或工作不顺的时候，一丁点事情都能让我气恼。
8. What annoys you most, bad weather or bad air? 你最讨厌什么，坏天气还是空气质量差？
9. Do you find it annoying when people ask you how much money you make? 别人问你赚多少钱时，你会生气吗？
10. Mosquitoes are such nuisances that I find it hard to sleep at night. 蚊子真令人讨厌，让我晚上睡都睡不好。
11. Some people find crying babies at night an annoyance, but I'd rather enjoy their sounds to that of rock music. 有些人很讨厌婴儿晚上啼哭，但是我觉得婴儿的啼哭要比摇滚乐好听。
12. I don't like it when people are late on the first date. 我不喜欢第一次约会就迟到。
13. I'm so angry at you, I could strangle you! 我很生你的气，我简直想勒死你。
14. I'm impatient with people who just sit around and do nothing. 对于那些坐在那里无所事事的人，我很没耐心。
15. Some people just like to push other people's buttons until they get really annoyed and burst. 有些人就是喜欢去惹别人，非把别人惹恼了才罢休。

Relative Words and Phrases 相关单词和短语

Words: 单词

1. freeway [ˈfri:weɪ] n. 高速公路
2. button [ˈbʌtən] n. 钮扣
3. nuisance [ˈnjuːsəns] n. 讨厌的人或事物
4. mosquito [ˈmɒsɪtoʊ] n. 蚊子
5. stain [steɪn] vt. 沾污，染污
6. strangle [ˈstræŋɡl] vt. vi. 勒死
7. virtue [ˈvɜːtʃ] n. 美德
8. hassle [ˈhæsl] vt. 找麻烦
9. yell [jel] vt. vi. 叫喊
10. irritate [ˈɪrɪteɪt] vt. vi. 使恼怒，使烦躁
11. burst [bɜːst] vt. vi. 爆发

Phrases: 短语

1. Really annoyed and burst. 真的恼怒，大发雷霆了。
2. To push other people's buttons 刺激，惹恼别人
3. Sit around and do nothing 坐在那里无所事事

4. Patience is a virtue 耐心是一种美德
5. Get food stuck onto 食物粘在了.....上面
6. Don't you have better things to do? (除了烦我) 你就没更好的事可干吗?
7. Starting to bug me 开始烦我
8. I feel like strangling you. 我想勒死你。
9. Are you going mad?你疯了吗?
10. What annoys you most?你最讨厌什么?

5.APOLOGY 道歉

Basic Expressions 基本表达法

Expressing apology 表示歉意

1. I'm sorry.对不起
2. Please forgive me.请原谅我。
3. I deeply regret hurting you.我很后悔伤害了你。
4. Please don't be angry.请别生气。
5. I sincerely apologize.我诚挚地道歉。
6. I don't know how I can make it up to you.我不知道如何才能补偿你。
7. What can I do to change my mistake?我能做些什么来弥补我的过错吗?

Responding to apology 对道歉作出的反应

1. No big deal. 没什么的。
2. Apology accepted! 接受你的道歉!
3. I'm okay. 我没事。
4. I forgive you. 我原谅你。
5. We'll call it even. 我们扯平了。
6. I don't accept your apology. 我不接受你的道歉。
7. You're not sincere enough. 你不够真诚。
8. I'll have to think about it. 我得想想。

Complex Expressions 复杂表达法

1. Loving someone is never having to say you're sorry.爱一个人是永远不需要说抱歉的。
2. It takes a real man to apologize to someone.敢于道歉的人才是真君子。
3. It's better not to do anything wrong than to say you're sorry one hundred times.说一百遍对不起,不如不要做错事。
4. The most sincere apologies come from the heart, not your wallet!最真诚的道歉是出自你的内心,而不是你的钱包。
5. It takes a man to apologize, but it takes an even bigger man to forgive.勇于道歉的人固然是君子,能原谅他人的人则更是君子。
6. Forgive and forget!原谅他人,不要记仇。

7. Some people don't like to forgive; instead they like to take revenge.有些人不愿原谅他人，相反，他们喜欢报复。
8. Saying you are sorry doesn't mean anything without action.只是口头道歉而没有实际行动，则一点意义都没有。
9. You can't go wrong apologizing to a girl with some long stemmed roses.带着一束长茎的玫瑰去向一位姑娘道歉，永远都是一种好办法。
10. It is always polite to apologize to others for any rude acts in public areas.在公共场合有不雅行为后一定要向他人道歉，这样才是礼貌的行为。
11. You need to apologize for such rude acts as burping at the dinner table.如有不雅行为，如在餐桌上打嗝，你就应该道歉。
12. I always think one shouldn't apologize unless they mean it.我一直认为如果一个人不是真心想道歉，就不要道歉。
13. Forced apologizes are meaningless, don't you think?
勉强的道歉是没有意义的，你认为呢？
14. It doesn't matter if you intend to hurt someone or not; if you did hurt someone's feeling, you should apologize.你是不是故意伤害别人这一点并不重要；只要你伤害了别人的感情，你就应该道歉。

Relative Words and Phrases 相关单词和短语

Words: 单词

1. rude [T7:D] adj. 粗鲁的，不文雅的
2. burp [B::A] n. vi. 打嗝
3. meaningless [\P0:Q0RS0K] adj. 没有意义的
4. revenge [T0\H<QDN] n. 报复，报仇
5. forgive [G:\F0H] vt. 原谅
6. sincere [K0Q\K0:] adj. 真诚的
7. long stemmed [KC<PD] adj. 长茎的
8. act [3EC] n. 行为
9. intend [0Q\C<QD] vt. 故意，有意
10. forced [G5:KC] adj. 勉强的

Phrases: 短语

1. Forced apologizes are meaningless 勉强的道歉是没有意义的
2. Rude acts as burping 不雅的行为，如打嗝
3. Can't go wrong 不会有错的
4. Forgive and forget! 原谅他人，并不记仇。
5. Come from the heart, not your wallet 出自内心，而不是钱包
6. Loving someone is never having to say you're sorry. 爱一个人是永远不需要说抱歉的。
7. Not sincere enough 不够真诚
8. No big deal. 没什么大不了的。
9. How I can make it up to you 我如何才能补偿你
10. Deeply regret hurting 很后悔伤害了你

6.APPOINTMENT 约会

Basic Expressions 基本表达法

Requesting an appointment 请求约会

1. May I see Mr. Wang?我可以见王先生吗?
2. I need to talk to Dr. Smith.我要和史密斯博士讲话。
3. Can you schedule an appointment for me?你能给我安排一次约见吗?

Asking about when and where to meet 询问见面的时间和地点

1. Where is the best place to meet?在哪里见面最合适?
2. What time should we meet? 我们什么时候见面?
3. What is a good time for you? 你什么时间方便?

Stating when and where to meet 陈述见面的时间和地点

1. See you at 3:00 at the park? 三点钟在公园见，行吗?
2. How does 10:00 a.m. sound? 上午 10 点钟怎么样?
3. How about noon at the China Hotel?中午在中国酒店见如何?

Stating when is not a good time to meet 陈述不合适的见面时间

1. I'll be out of town. 那时我要去外地了。
2. I have a previous engagement that night.那天晚上我有别的约会。
3. It's not a good time for me.这个时间我不大方便。

Changing/canceling an appointment 更改/取消约会

1. I need to reschedule the meeting. 我需要重新安排会议。
2. Sorry I need to cancel my appointment.对不起，我得取消我的约会。
3. Can we change dinner to 8:00 p.m.?我们能不能改为晚上八点钟吃饭?
4. Let's reschedule it for Tuesday. 我们把约会改在星期二吧。

Complex Expressions 复杂表达法

1. When will the doctor be free to X-ray my swollen leg?
医生什么时候有空给我的这条肿了的腿拍一个 X 光?
2. Always make an appointment to see the top managers otherwise you'll be waiting in the reception for hours on end.
和高级经理见面一定要事先约好，否则你就要在接待室连续等好几个小时。
3. Since I have been so busy, even my friends and family need to make appointments to see me.
我忙得连我的朋友和家人要见我，都得事先约好。
4. I hate when people cancel or change plans the minute before we are supposed to meet.我讨厌人们在最后一分钟的时候才提出要取消或更改约会。