

第 1 课 Greetings /打招呼

Part 1: Expressions

- Hi. How are you doing?
嗨，你好吗？
- My name is Jason. What's yours?
我叫 Jason。你怎么称呼？
- Have we met before?
我们以前见过吗？
- What is your name?
你叫什么名字？
- I'm sorry, I didn't catch your name.
抱歉，我没有听清你的名字。
- It is a pleasure to meet you.
很高兴认识你。
- What is he doing right now?
他现在在做什么？
- Is she busy at the moment?
她现在很忙吗？
- When will you be free?
你何时有空？
- It's hard to say when she will be available.
很难说她什么时候有空。
- Do you have an appointment?
你预约了吗？
- I have a 2pm appointment with her.
我和她约好下午两点钟见面。
- I called last week to make an appointment.
我上个星期打电话来预约了。

- Please look again. I am sure that I have an appointment.
请再检查一下。我肯定预约了。
- She will be with you in a moment.
她马上就来（见你）。

Part 2: Dialogues

① Saying hello / 打招呼

Jason	詹 森
Hello, my name is Jason.	你好，我叫 Jason。
Allison	埃 里 森
Hi, Jason. It's good to meet you.	嗨，Jason。认识你很高兴。
Jason	詹 森
You, too. And, what is your name?	（认识你）我也是（很高兴）。 呃，你叫什么名字？
Allison	埃 里 森
My name is Allison. You can call me Alli.	我叫 Allison。你就叫我 Alli 好了。
Jason	詹 森
Sorry, I didn't catch your name.	抱歉，我没有听清楚。
Allison	埃 里 森
Oh, my name is Allison, but I go by Alli.	哦，我叫 Allison。但别人都叫我 Alli。
Jason	詹 森
Thanks. Nice to meet you, Alli.	谢谢。很高兴认识你,Alli。
Allison	埃 里 森
Do you have a <u>nickname</u> , or do people just call you Jason?	你有没有什么小名？还是别人都叫你 Jason？
Jason	詹 森
Sometimes my friends call me Jay, but I prefer Jason.	有时候我的朋友叫我 Jay，可是我更喜欢 Jason。
Allison	埃 里 森
Ok, Jason it is!	好的，那就叫你 Jason 好了。

② Telling what the boss is doing / 告知老板在做什么

Jason

Is your boss free?

Allison

Do you mean Mrs. Krauss?

Jason

Yes, I was hoping that I could talk to her today.

Allison

Well, she is a very busy lady. She usually has meetings all day.

Jason

Oh, I see. Where is she now?

Allison

Right now, she is in a very important meeting with some clients.

Jason

Do you know when the meeting will end?

Allison

It is supposed to end around 11am, but sometimes they run over.

Jason

Do you know what her schedule for the rest of the day is?

Allison

Hold on a second, let me check her appointment book.

Jason

Thanks.

Allison

After this meeting then she has a lunch appointment. But, she will be free this afternoon.

詹森

你们老板有时间吗?

埃里森

你是说 Krauss 太太吗?

詹森

是的,我希望今天可以和她谈谈。

埃里森

哦,她很忙,一整天都要开会。

詹森

哦,这样啊。她现在在哪里呢?

埃里森

现在在和一些客户开一个很重要的会。

詹森

会议什么时候结束你知道吗?

埃里森

应该在上午11点左右会结束。可是有时候会议会延长。

詹森

你知道她今天接下来的时间安排吗?

埃里森

请稍等,我看看她的安排表。

詹森

多谢了。

埃里森

会议之后她和别人约好吃午餐,但是下午会有空。

⑤ Asking whether he has an appointment

询问某人是否已经预约

Allison

Do you have an appointment to see Mrs. Krauss?

詹森

你和 Krauss 太太预约好了吗?

Jason

Yes, she told me to come in and see her at 2pm.

埃里森

预约了。她让我下午两点钟来见她。

Allison

I don't see your name here in the appointment book.

詹森

可是预约表上面没有您的名字。

Jason

It should be there. I talked to Mrs. Krauss on the phone yesterday.

埃里森

肯定有的。我昨天在电话里和 Krauss 太太说过了。

Allison

Oh, I see it here. According to this, your appointment is for 3pm.

詹森

哦,我看到在这儿了。上面写着预约时间是下午3点。

Jason

There must have been a misunderstanding.

埃里森

一定是弄错了。

Allison

Mrs. Krauss has to make an important telephone call at 2:30.

詹森

Krauss 太太两点半的时候要打一通重要的电话。

Jason

Will she be done at 3? I can come back then.

埃里森

那么3点钟她可以打完吗?我可以那时候再来。

Allison

Yes, she is free from 3 until 4. Would that be OK for you?

詹森

可以,她从三点到四点都有时间。你方便吗?

Jason

Sure. Please pencil me in.

埃里森

当然。那么就把我安排在三点吧。

Allison

OK, you are set for 3pm. Don't be late.

詹森

好的,在三点,别迟到了。

Part 3: Substitutions

- ❶ a. Hi, Allison. It ' s great to meet you.

nice

a pleasure

- b. You, too.

- a. 嗨, Allison。认识你 很高兴。

很开心

真好

- b. (认识你)我也是 (很高兴)。

- ❷ a. What is your name?

- b. My name is Jason.

I'm

You can call me

- a. 你叫什么名字?

- b. 我的名字叫 Jason。

我叫

你可以叫我

- ❸ a. I am his assistant.

personal assistant

secretary

- b. Maybe you can help me.

- a. 我是他的 助手。

个人助理

秘书

- b. 可能你可以帮我。

- ❹ a. Is your manager free?

available

here

- b. Let me see.

- a. 你们经理 有空 吗?

有时间
在

b. 让我看看。

- ⑤ a. I'm sorry, she is **busy** at the moment.
not available
not here

b. But I made an appointment with her yesterday.

a. 很抱歉，她现在 **很忙。**
没时间
不在这儿

b. 可是我昨天和她约好了的。

- ⑥ a. I have an appointment at **10am.**
noon
4:30pm

b. Ok, please take a seat.

a. 我 **上午十点钟** **有预约。**
中午
下午四点半

b. 好的，请先坐一下。

- ⑦ a. Let me check the **calendar.**
date book
appointment book

b. The appointment should be under Jason Terry.

a. 让我查一查 **日历。**
记录本
预约纪录

b. 应该是 Jason Terry 的预约。

- ⑧ a. When did you **make** this appointment?
set up
arrange

- b. I called two weeks ago.
a. 你何时预约的？
b. 我两个星期前打电话来预约的。
- ⑨ a. She will **be right out.**
see you in a moment
come out shortly
b. Great.
a. 她马上就出来。
马上就来见你
很快就出来了
b. 太好了。
- ⑩ a. Thank you for your help.
b. **You're welcome.**
No problem
It's my pleasure
a. 谢谢你的帮忙。
b. 不客气。

Part 4: Monologue

I am sitting here waiting for my appointment with Mrs. Krauss. When I talked to her yesterday, she told me come in and see her at 2pm today. I came in early this morning to make sure that I was on time. Unfortunately, when I arrived, Allison told me that my appointment was for 3pm, not 2pm. Well, I do not mind waiting because I have something very important to discuss with her.

I also met Allison this morning although I was a little nervous when I introduced myself to her. She told me that her friends call her Alli, so I will call her Alli from now on, as if I am one of her friends. I hope that Mrs. Krauss comes out to see me soon.

— Jason, a friendly guy

我坐在这儿等待和 Krauss 太太见面。当我昨天和她谈话的时候，她要我今天下午两点钟来这儿见她。我今天上午早早就来了，确保自己可以准时到达。可是不走运的是，我来的时候，Allison 告诉我说我预约的时间是下午三点不是下午两点。哦，我倒是不介意等，因为我很重要的事情想要和她谈。

今天上午我还遇到了 Allison。当我向她自我介绍时我有点紧张。她告诉我说她的朋友们都叫她 Alli，所以现在开始我也像她的朋友一样叫她 Alli。我希望 Krauss 太太可以快一点出来见我。

————— 友善的小伙子 Jason



Part 5: Vocabulary and Phrases →

available [ˈeɪvəleɪbəl]	a. 有空的
appointment [əˈpɔɪntmənt]	n. (尤指正式的) 约会
nickname [ˈnɪknaɪm]	n. 诨号, 绰号, 昵称
run over (to take longer than the allotted time)	v. 超过限度; 跑过去
schedule [ˈʃedjuːl]	n. 时间表, 进度表
pencil sth./sb. in (to write it/them down in the appointment book = to schedule something)	将某人安排预约

第2课 Making somebody comfortable 招待某人

Part 1: Expressions

- Can I get you something to drink?
您要喝点什么？
- I would like something to drink, please.
我想要喝点东西。
- Are you thirsty?
你渴了吗？
- What do you have to drink?
你们有什么可以喝的？
- What would you like?
你想喝点什么？
- I would like a glass of water.
我想要喝杯水。
- Green tea is my favorite.
我最喜欢喝绿茶。
- I have never had oolong tea before.
我以前从来没有喝过乌龙茶。
- I only drink decaf coffee.
咖啡我只喝不含咖啡因的。
- Is this coffee decaf?
这种咖啡脱了咖啡因吗？
- Can I have a little more tea, please?
我可以再喝点茶吗？
- Be careful, it is very hot.
小心，这个很烫。
- Here is a napkin.
这里有纸巾。

- Can I have another napkin, please?
我可以再要一张纸巾吗？
- This coffee tastes great.
这种咖啡味道不错。

Part 2: Dialogues

① Asking what the guest would like to drink 询问客人要喝什么

Jeff	杰夫
Hi, Sandy. Please take a seat.	嗨, Sandy, 请坐。
Sandy	桑迪
Where should I sit?	坐哪儿好呢？
Jeff	杰夫
Anywhere is fine. Please make yourself <u>comfortable</u> .	坐那儿都可以。请随便一点。
Sandy	桑迪
Thanks.	谢谢。
Jeff	杰夫
Can I offer you something to drink?	你要喝点什么东西吗？
Sandy	桑迪
That would be nice. What do you have?	太好了。你们有什么喝的。
Jeff	杰夫
We have water, soda, coffee, tea	我们有水、汽水、咖啡、茶
Sandy	桑迪
Any juice?	有果汁吗？
Jeff	杰夫
We have orange juice, apple juice, and fruit punch.	我们有橙汁、苹果汁和水果清凉饮料。
Sandy	桑迪
Is the <u>OJ</u> <u>fresh-squeezed</u> ?	橙汁是鲜榨的吗？

Jeff	杰夫
Sorry, it's from a <u>carton</u> .	抱歉，是罐装橙汁。
Sandy	桑迪
Oh, I'll have some tea then.	哦，那我就要茶吧。
Jeff	杰夫
Coming right up.	马上就来。

② Introducing Different kinds of Chinese tea
介绍中国茶的不同种类

Jeff	杰夫
We have many types of teas.	我们有很多种类的茶，你想喝哪种？
What do you like to drink?	
Sandy	桑迪
Which kinds of tea do you have?	你们都有哪些茶呢？
Jeff	杰夫
British, Dutch, and Chinese.	英国茶，荷兰茶以及中国茶。
Sandy	桑迪
Some Chinese tea would be wonderful.	来些中国茶肯定很不错。
Jeff	杰夫
We have many different types of Chinese tea: green, jasmine, <u>chrysanthemum</u>	我们中国茶有很多不同种类：我们有绿茶、茉莉花茶、菊花茶
Sandy	桑迪
I have never tried any of those.	我没有喝过任何一种。你有什么推荐？
Which do you recommend?	
Jeff	杰夫
Personally, I prefer <u>jasmine tea</u> .	我个人认为，茉莉花茶不错。
Sandy	桑迪
Ok, I will try some jasmine tea, then.	好的，我就要茉莉花茶。
Jeff	杰夫
Please be careful as the cup is very hot.	茶杯很烫，小心。

Sandy

This is delicious. The taste is very light and refreshing.

桑迪

味道真好。淡淡的，又很提神。

⑥ Asking how a guest would like their coffee
询问客人要哪种咖啡

Jeff

Can I get you some coffee as well?

Sandy

Yes, please.

Jeff

Do you like regular or decaf?

Sandy

Regular, please.

Jeff

Cream?

Sandy

Do you have any milk?

Jeff

Sure. How much would you like?

Sandy

Just a little is fine.

Jeff

Do you take sugar?

Sandy

Yes. I like a lot of sugar in my coffee.

杰夫

我给你们也弄点咖啡来喝好吗？

桑迪

好的。

杰夫

你们想要喝一般的咖啡还是脱咖啡因的？

桑迪

要一般的咖啡。

杰夫

加奶油吗？

桑迪

你们有牛奶吗？

杰夫

当然有，您想要放多少？

桑迪

一点点就好了。

杰夫

要加糖吗？

桑迪

好的，我喜欢咖啡中多放一些糖。

Part 3: Substitutions

- ❶ a) Please **take a seat**.
sit down
pull up a chair
b) Thank you.
a. 请 坐。
坐下
拿张凳子坐下
b. 谢谢。
- ❷ a) It is a pleasure to see you.
b) I want to thank you for **having** me.
inviting
seeing
a. 见到你很高兴。
b. 谢谢你 让我来。
邀请我
跟我见面
- ❸ a) Would you like something to drink?
b) No, thanks. I'm **fine**.
OK
not thirsty
a. 你要喝点东西吗?
b. 不了, 谢谢。我 不用了。
不要了
不渴
- ❹ a) Do you drink coffee?
b) No, I **try not to**.
don't like it
prefer tea
a. 你喝咖啡吗?
b. 不喝, 我 尽量不喝。
不爱喝
爱喝茶

- ⑤ a) Do you like the tea?
b) It is excellent. What **kind** is this?
type
flavor
- a. 你喜欢这茶吗?
b. 很不错。是 什么 茶?
哪种
什么味的
- ⑥ a) Would you like some more tea?
b) No, thanks. **I've had enough.**
This is plenty
I have finished this cup yet
- a. 您还要加点茶吗?
b. 不用了, 谢谢。我 已经喝了很多了。
这里很多了
还没有喝完这杯
- ⑦ a) This tea is **delicious.**
wonderful
delightful
- b) It's chrysanthemum.
- a. 这茶 很好喝。
不错
味道很好
- b. 这是菊花茶。
- ⑧ a) How is the tea?
b) It is a little **cold.**
too strong
bitter
- a. 这茶怎么样?
b. 有点冷了。
味有点重
有点苦

- ⑨ a) How do you take your coffee?
b) **Black,** please.
Cream, no sugar
With just a little sugar
a. 您喝咖啡要加点什么?
b. 黑咖啡就好。
放奶油, 不要糖
放一点点糖。
- ⑩ a) Thank you for the tea.
b) You're **quite welcome.**
welcome to have more
welcome to take some home
a. 谢谢你的茶。
b. 您 不用客气。
可以再来点
可以带一些回家

Part 4: Monologue

Jeff is a great host. This morning I went to his office and was very impressed with his hospitality. He had an amazing selection of drinks and was very patient in explaining all of them. I have never met anybody who has so many types of tea. I have never had Chinese tea before so I was very curious to try it today. The jasmine tea was wonderful. Although I was tired when I arrived, I felt much better after I drank it. Jeff truly made me feel at home. He has a very warm personality and seems like a very caring guy. I can't wait until the next time I can go and visit him.

杰夫招待客人真是不错。今天上午我去他的办公室，他的热情好客给我留下了很深刻的印象。他有各种各样的饮料，而且也非常耐心地一一介绍。我从来没有见过藏有这么多种不同的茶的人。我以前也从未喝过中国茶，所以今天很想尝一尝。那种茉莉花茶很不错。虽然当我到达的时候我很累了，可是喝完茉莉花茶之后我觉得好多了。杰夫真的让我感觉很自

在。他个性好客，看上去也是非常关心人的人。我都等不及下次再去拜访他。



Part 5: Vocabulary and Phrases

thirsty [\l:: KC0]	a . 口干的, 渴的
decaf coffee n.	脱咖啡因咖啡, 无咖啡因咖啡 (decaf =decaffeinated)
comfortable [\E8PG:C:BS]	a .使人舒服的, 舒适的
OJ (orange juice) (abbr.)	橘汁,橙汁
squeeze [KEV0: L]	v t . 榨, 挤, 压
carton (box used to hold milk, juice, etc.) [\E4: C:Q]	(用来装牛奶、果汁的) 纸盒
oolong tea [\7: S5R]	n .乌龙茶
jasmine tea [\DN3KP0Q]	n .茉莉花茶
chrysanthemum tea [ET0\K3QI:P:P]	n .菊花茶
refreshing [T0\GT<M0R]	a . 提神的
delightful [D0\S>0CG:S]	a . 令人愉快的, 可爱的
impress [0P\AT<K]	v t .给. . .极深的印象
hospitality [\O5KA0\C3S0C0]	n . 好客; 殷勤招待

第3课 Small talk/闲聊

Part One: Expressions

- How was your flight?
您的航程如何？
- I had better flights.
旅途情况一般。
- I came in on Flight 403 from Washington, D.C. .
我从华盛顿特区搭 403 次班机来。
- Where did you come from?
你从哪儿来的？
- What airline did you take?
你坐的哪一趟航班来的？
- My flight gets in at 4:40.
我搭的班机四点四十分到达。
- I'll be waiting for you at the airport.
我会在机场等你。
- Let's meet in the baggage claim area.
我们在行李领取处会合吧。
- How many times have you been to Boston before?
你以前去过波士顿几回？
- This is my first time in Boston.
我这是第一次到波士顿来。
- How do you like Boston so far?
到现在为止，你觉得波士顿怎么样？
- Is your hometown as big as Boston?
你们家乡的面积和波士顿差不多大吗？
- How do you feel about the weather?