

实用英语会话

Practical English Conversation

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前言

纵观我们的英语教学和教材，多数是以英语基础知识为主，培养学生的一般交际能力。而在目前迅速发展的时代，社会对大学毕业生英语应用能力的要求不断高升，用人单位需要的是没有实习期的“来则能战，战则能赢”的“熟练工”，这样，帮助学生成为“能战的熟练工”的任务义不容辞地前移到了学校和课堂。为了适应这种要求，结合多年外语工作和教学实践，以培养学生从出校门到实际工作必需的业务英语会话能力为目标，编写了这本《实用英语会话》，旨在培养学生涉外业务英语会话能力。

本书分为交际英语、求职英语、文秘英语、公司英语、商贸英语五大板块。每一板块包括几个单元，每一单元开始都对本单元内容做了简要说明，每一单元按照不同职业、不同情景安排了若干小节。每一单元后设有训练情景，以便学生进行英语实训。各板块之间既有一定的联系，每一板块又自成一体，可供自由选用。每一节后面，对文中出现的短语、术语、一些语法现象和难点做了详细的注释，便于学习和使用。

本书的编写主要突出以下几个特点：

一、内容上突出“实用性”。选材具体实用、语言精炼易掌握，而且时代性、职业性很强。“公司英语”是本书的创新点，与“文秘英语”有机结合，使学生把“公司”搬入课堂进入实战状态。书中的训练情景安排改变了传统教材中“词汇、结构和阅读练习”模式，使学生在学中“工作”，体现了实用性。

二、设计上强调“可操作性”。书中选材集可听性的、可说性的、可读性的和可用性的典范材料为一体，对文中出现的短语、术语、一些语法现象和难点做了详细的注释，具有很强的可操作性。

三、选材上注重“多样性”。书中内容取材全面，包括交际、求职、文秘、外贸、企事业单位等各种不同场景、不同职业所使用的语言材料，选材文字

规范、语言地道、难度不大、可读性强。

本书既可作为高等院校、成人教育、高职高专的口语或实训教材，也可作为文秘、外贸、企事业单位等的外事工作者、翻译工作者及广大英语爱好者的会话手册及工具书。

本书的编辑和出版得到了中南大学成人教育学院、高等职业技术学院领导和有关人员的大力支持；在编写过程中，参阅了大量国内外有关书籍和资料，从中获得了很大启示和帮助；美国宾西法尼亚州 East Stroudsburg University 的语言学专家 Robert Ackerman 教授对材料进行了审阅，在此一并表示衷心的感谢。

由于编者水平有限，书中定有疏漏、错误之处。读者是最好的老师，您在使用本书时如发现什么错误或不妥之处，敬请不吝指教。

编者

2006 年 6 月

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摇摇9. After-sale Service 售后服务	(四四)
摇摇10. 商务英语	(四四)
摇摇1. Guiding the Customer for Shopping 指导顾客购物	(四四)
摇摇2. Showing 展示样品	(四四)
摇摇3. Quality 质量	(四四)
摇摇4. Size and Colour 尺寸和颜色	(四四)
摇摇5. Style and Price 式样和价格	(四四)
摇摇6. Paying the Bill 付款	(四四)
摇摇7. Changing Money 兑换	(四四)
摇摇8. Exchanging or Refunding 退换	(四四)
摇摇9. 日常商务英语	(四四)
摇摇1. Calling on a Customer 拜访客户	(四四)
摇摇2. Establishing Business Relations 建立业务关系	(四四)
摇摇3. Changing Plans 改变计划	(四四)
摇摇4. Tender 投标	(四四)

摇摇5. At Customs 在海关	(猿韵)
摇摇6. Patent and Trademark 专利与商标	(猿怨)
摇摇7. Foreign Trade Policy 外贸政策	(猿圆)
摇摇8. Absorption of Foreign Capital 吸引外资	(猿缘)
摇摇9. Joint Venture 合资企业	(猿愿)
摇摇10. Foreign Trade Practice 外贸实务英语	(猿怨)
摇摇1. Inquiry and Offer 询盘与报盘	(猿圆)
摇摇2. Counter-offer and Counter-counter-offer 还盘与反还盘	(猿苑)
摇摇3. Acceptance and Order 接受与订货	(猿愿)
摇摇4. Payment and Delivery 付款与交货	(猿怨)
摇摇5. Packing and Shipment 包装与装运	(猿圆)
摇摇6. Commodity Inspection and Insurance 商检与保险	(猿苑)
摇摇7. Agency and Contract 代理与签约	(猿愿)
摇摇8. Commission and Discount 佣金与折扣	(猿怨)
摇摇9. Claims and Settlement 索赔与理赔	(猿圆)
摇摇10. Compensation Trade 补偿贸易	(猿苑)
词汇表	(猿愿)
参考书目	(猿怨)

Part I
English for Communication
交 际 英 语

Unit 1 Everyday English

日常用语

In our everyday lives, we associate with all kinds of people around us. We show our feelings and relationships by expressing our ideas and feelings to each other through greetings and introductions, thanks and congratulations, requests and help, apologies and regrets, sympathies and complaints, and so on. In these cases, we should notice not only our attitude but also our speech. As we know, beautiful words show beautiful spirits, and beautiful words lead to beautiful communities.

1. Greetings 问候

A

A: Hi, Jack. Long time no see¹. Where have you been hiding?

B: I have been to Shanghai on business³.

A: How is life treating you?

B: Not bad, and you?

A: Just so-so. The usual. Anything new with you?

B: Yes, I've just got married.

A: Oh, congratulations! Who is the lucky girl?

B: You know her, I think. She was one of our classmates in college. Her name is Lily.

A: Lucky dog! I envy you! Do you have any children?

B: Not yet. Welcome to our new home.

A: Thanks. I'd be very glad to come some time. Give my regards to⁶ your family.

B: Thank you, I will.

B

A: Why, Kate! What a nice surprise! What brings you here?

B: Hi, Jim, I've come here specially to see you.⁹

A: Oh, that's very kind of you. I'm much obliged.¹⁰ Come in, please. Take a seat and make yourself at home¹¹. Would you like some tea or mineral water¹²?

B: Mineral water, icy¹³, please. Well, how are things with you these days?

A: Not too good. Things are going from bad to worse.¹⁴

B: I'm sorry to hear that. I hope things will improve¹⁵ soon.

A: Yes, let's hope for the best.¹⁶ Well, it's time for supper. Please stay.

B: OK, thanks.

... ..

B: I must be going now. Thank you for the delicious dinner.

A: Do you have to go? It's still early.

B: Sorry, Jim, I have an appointment at 8 this evening, and it's very important to me, you know.

A: In that case, I won't keep you.¹⁷ Come again. You are welcome any time.

B: Thank you. And don't be too worried about your business. Things will be better soon. If you need my help, don't hesitate to let me know. Remember, a friend in need is a friend indeed.¹⁸

A: Thanks a million.¹⁹ Good-bye and all the best.²⁰

B: Bye. Take care.

Notes:

1. Long time no see. 好久不见了。相当于 Haven't seen you for a long time.

2. Where have you been hiding? 你这一阵都躲哪儿去了?

3. on business 出差

4. How is life treating you? 生活过得怎么样?

5. Lucky dog! 你真幸运。dog 是宠物, 在英语中常为昵称。

6. Give regards to... 代向某人问好
7. What a nice surprise! 简直令人吃惊!
8. What brings you here? 是什么风把你给吹来了?
9. I've come here specially to see you. 我特地来看你的。
10. I'm much obliged. 非常感激。
11. ...make yourself at home. 别拘束(就像在自己家里一样)。
12. mineral water 矿泉水
13. icy 冰的
14. Things are going from bad to worse. 事情变得越来越糟。
15. improve 改善, 提高
16. Let's hope for the best. 让我们尽量朝好的方面想吧。。
17. In that case, I won't keep you. 如果是那样的话, 我就不留你了。
18. A friend in need is a friend indeed. 患难朋友才是真正的朋友。
19. Thanks a million. 非常感谢。
20. ...all the best. 祝你万事如意。

2. *Introductions* 介绍

A

A: Excuse me. Allow me to introduce myself.¹ My name is Jack, the chairman of the Student Union.

B: Oh, I've heard so much about you.² And I'm very glad to have the opportunity to meet you. My name is Mike. I'm a junior.

A: I know you very well by reputation.³ My teachers and friends have often talked about you.⁴ Your proficiency in programming is among the first class in our university.⁵

B: Thank you for your compliments⁶. Are you interested in programming too?

A: Definitely! But I found it not so easy to design a good program. I just can't help wondering how you can do it so well.

B: It's really not that hard. If you want I will introduce my friends Polly to you. She is better than I am in programming. Perhaps she can help you with it.

A: Terrific ! It's so nice of you.

B: My pleasure. Well, speak of the devil, here he is.⁸ Hi, Polly, come to meet Jack, the chairman of the Student Union.

B

A: Hello, Mr. Zhang, let me introduce myself, I'm Liu Xinshao from Changsha.

B: How do you do, Mr. Liu ?

A: How do you do ? I'm very pleased to make your acquaintance⁹. I've been looking forward to meeting you in person so that I can get direct help from you with my English. I know you are one of the best English specialists¹⁰ in China.

B: Thank you for saying so. It's really important to exchange ideas between us and share our experience.

A: Exactly ! If you don't mind, I have a question at this moment to ask you.

B: Go ahead.¹¹ I'll be very happy to offer my help if I can.

A: Thank you. My question is...

B: That really calls for deep thought.¹² I'll give you my answer by E-mail tomorrow. By the way, what's your E-mail address ?

A: It's Liuxinshao@163.com. I'll be ready to get your instruction any time.

B: You are too modest. Let's study together. It's really nice to talk with you.

A: Me too. But I'm sorry I have taken up so much of your time and given you so much trouble.

B: Not at all. I'm always glad to help you as long as I can.

A: Many thanks. Good-bye.

B: Bye.

Notes:

1. Allow me to introduce myself. 请允许我自我介绍一下。
2. I've heard so much about you. 久仰久仰。

3. I know you very well by reputation. 久闻大名。
4. My teachers and friends have often talked about you. 我的老师和朋友们经常谈起你。
5. Your proficiency in programming is among the first class in our university. 你的程序设计水平是我们大学一流的。
6. compliments 称赞, 恭维
7. Terrific! 好极了。
8. Speak of the devil, here he is. 说曹操, 曹操到。
9. make your acquaintance 认识你
10. specialist 专家
11. Go ahead. 说吧。
12. That really calls for deep thought. 那确实发人深思。
13. I'm sorry I have taken up so much of your time and given you so much trouble. 对不起, 占了您这么多时间, 并给您添了这么多麻烦。

3. *Request and Help* 请求与帮助

A

- A: Excuse me, Tom. Would you do me a favor¹ ?
- B: Yes, of course. What's the problem ?
- A: My computer doesn't work, and I don't know how to restart it.
- B: Don't worry. I'll check² it.
- A: Thank you.
- B: Is the power off ?
- A: No. The power is on, and the circuit⁴ is normal, too.
- B: Let me see... yes. Perhaps there is something wrong with the display card⁵. We need to open the machine box, I think.
- A: But can you help me do so ? I'm not familiar with these things.
- B: By all means⁶. Will you watch me do it ?
- A: Sure, I will. I must learn to do it myself.
- B: OK, that's it. The display card is loose⁷, no wonder⁸ there are no pictures on the screen.
- A: Oh, I see. Thank you for your help, Tom.

B: I'm glad to be of some service.⁹

B

A: Hi, Mike. Are you busy now?

B: Not really. Why?

A: I'm trying to move this heavy box. Will you give me a hand¹⁰?

B: Sure. Where are you going to carry the box?

A: My teacher asked me to carry it into the office in our department.

B: OK. Now let's pick it up¹¹. Oh, it's really heavy. What's in it?

A: Just paper. It's running short¹² in the office.

B: Ouch!

A: Are you OK, Mike?

B: I just hurt my toes.

A: Is it serious?

B: Nothing serious. I can manage it¹³, I think.

A: Sorry to have given you so much trouble.

B: No trouble at all.¹⁴

Notes:

1. do me a favor 帮我一个忙

2. check 检查

3. Is the power off? 电源是关的吗?

4. circuit 电路

5. display card 显卡

6. By all means. 当然可以。

7. loose 松动的

8. no wonder 难怪

9. I'm glad to be of some service. 我很高兴为你效劳。

10. give me a hand 帮我一个忙

11. pick it up 抬起, 举起

12. run short 快用完, 短缺

13. I can manage it. 我能应付得过来。

14. No trouble at all. 一点也不麻烦。