

公关英语实战

牛马 编

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作者：牛马

编辑：刘烨

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Chapter 1

Introduction

1 .To friends presented by the bearer

(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

第一章

介绍

1 递交给朋友的介绍信

(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 .Allen 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：

持信人艾伦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

(3)

Dear Sir,

The bearer of this letter, Mr .Graham is a patron of our company and is personally known to me as a business man of excellent reputation .

I am sure that you will enjoy doing business with him and that he will appreciate an introduction to the hardware dealers of your city .

Yours truly

(3)

敬启者:持信人格兰汉先生为我公司主顾,本人深知他是个声誉卓越的商人。

我相信,您一定乐于与他做生意。如果您把贵市五金商人介绍给他,他定会不胜感激。

谨上

2 .To be sent by mail

(1)

Dear Teller,

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, Teller—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,

Gray(Signature)

2 邮寄的介绍信

(1)

亲爱的泰勒：

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，你也将会获益匪浅。

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

格雷(签名)

(2)

Dear Caroline,

I've just learned that old friends of mine, Louisa and Leon Murphy are now living in Chicago, at 28 Lake Shore Drive. That's practically next door to you, isn't it?

The Murphys are very charming people, and I think you would enjoy knowing them. I told them all about you; so if you call them, they'll recognize the name right away and know who you are.

I hope you will call them, Caroline. They're really wonderful people to know, and lots of fun to be with. Merritt and I have certainly missed them since they moved away!

When are you and Henry coming to New York again? It seems ages

since we saw you !

Affectionately,

Mary(Signature)

(2)

亲爱的卡罗琳：

刚刚获悉我的老朋友路易莎和利昂·墨菲已迁居于芝加哥湖岸大道 28 号。实际上他们就是你们的邻居，不是吗？

墨菲全家人很不错，我想你一定愿意与他们相识。我把你的情况告诉了他们。倘若你去拜访他们，他们会马上知道你是谁。

卡罗琳，我希望你去拜访他们。他们都是极好的人，值得认识，你同他们在一起时会有更多的乐趣。自从他们搬走以后，我和梅里特确实很想念他们！

你和亨利什么时候再来纽约？我们有好长时间没有见面了。

爱你的

玛丽(签名)

(3)

Dear Preston,

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 , Preston, 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 bril-

liant and entertaining conversationalist 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 ,

Felix Holman (Signature)

(3)

亲爱的普雷斯顿：

在这两天之内，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

菲利克斯·霍尔曼 (签名)

3 .Telling about a trip

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,

Rose

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

罗斯

Chapter 2

Private Invitation

1 .Inviting friends to dinner

Dear Mrs .Slater ,

Will you and Mr .Slater have supper with us on Friday, June 3, at seven o ' clock ?

It 's a long time since we have had the pleasure of seeing you, and we do hope you can come .

Sincerely yours,

Mary Smith(Signature)

第二章

私人邀请

1 邀请朋友共进晚餐

亲爱的斯莱特夫人：

你和斯莱特先生能于 6 月 3 日(星期五)下午 7 时驾临舍下共进晚餐吗？

自从上次愉快相聚之后,我们又有很长一段时间没有见面了。我们确实希望你们能够光临。

你的朋友

玛丽·史密斯(签名)

2 Acceptance

Dear Mrs .Smith,

Mr .Slater and I will be delighted to dine with you on Friday, June 3, at seven o 'clock .How nice of you to ask us !

We are both looking forward with great pleasure to seeing you and Mr .Smith again .

Very sincerely yours,

Lewis Slater(Signature)

2 接受邀请

亲爱的史密斯夫人：

我和斯莱特先生很高兴于6月3日(星期五)下午7时参加你们的晚餐会。非常感谢你们的邀请！

我们殷切盼望与你和史密斯先生再次见面。

你的朋友

刘易斯·斯莱特(签名)

3 .Regret

Dear Mrs .Smith,

I just can 't tell you how sorry Mr .Slater and I are that we cannot dine with you on Friday, June 3 .Unfortunately Mr .Slater is not feeling well recently .

Thank you for asking us, and we hope you will give us the opportunity to say“ yes ”some other time .

Sincerely yours,

Lewis Slater(Signature)

3 .谢绝邀请

亲爱的史密斯夫人：

我和斯莱特先生感到十分抱歉,因为斯莱特近来身体不适,实在无法与你们共进晚宴。

感谢你的邀请。我们希望下次有机会前去参加。

你的朋友

刘易斯·斯莱特(签名)

4 .Inviting friends to a dance party

Dear Mary,

Mike and I are having some very special friends here for a dance party on Friday, July 28 .Naturally the party wouldn 't be complete without

you and John !

We hope you can come, as we are planning to show the movies we made in Chicago, and we know you and John are thinking of going there this winter .

Dance party is at eight, as usual .We 'll be looking forward to you two charming people at that time, so don 't disappoint us !

Affectionately yours,

Betty(Signature)

4 邀请朋友参加舞会亲爱的玛丽:

我和迈克准备邀请一些好友于 7 月 28 日(星期五)在我家举行舞会。这个舞会没有你和约翰是不完整的。

希望你们能够光临。我们还打算放映一部我们在芝加哥拍摄
影片。你和约翰不是打算今年冬天去那里旅游吗 ?

舞会还是在 8 点钟开始,期待你们这两个大人物驾到。千万
别让我们空欢喜一场 !

爱你的

贝蒂(签名)

5 Acceptance

Dear Betty,

How could we even think of turning down the prospect of another delightful evening with you and Mike ?Of course we 'll be there on Friday, July 28—promptly at eight !

John and I are both excited about seeing those Chicago pictures .We think that 's where we 're going for our vacation this winter, so it will be wonderful seeing your pictures and getting a " preview " of it .

Thanks for asking us, Betty...We 're certainly looking forward to next

Friday !

Affectionately yours,

Mary(Signature)

5 接受邀请

亲爱的贝蒂:

我们怎么不想见到你和迈克呢? 况且这又是一个快乐的舞会! 我们会在7月28日(星期五)8时准时到达的。

我和约翰十分想看有关芝加哥的电影。我们打算在今年冬天去那里度假;预先了解一下情况是个好主意。

贝蒂, 谢谢你的邀请.....我们正盼着下星期五的到来呢!

爱你的

玛丽(签名)

6 .Regret

Dear Betty,

What a shame ! We won 't be able to come to your dance party on Friday because that 's the day we 're having the Blacks here for dinner .

You remember I told you about Mr .Black last week .He 's one of John 's most important clients .If it were anyone else ,I 'd alter my plans—even at the very last moment—rather than miss an evening with you and Mike ! But I just can 't do that with the Blacks, Betty, I 'm sure you understand .

John and I would certainly like to see those Chicago pictures, as we think that 's where we 're going this winter .Will you give us a private showing some time ? Just say when and we 'll be there !

Have a good time on Friday .I certainly wish we could be with you !

Affectionately yours,

Mary(Signature)

6 .谢绝邀请

亲爱的贝蒂：

真糟糕！我们无法参加下星期五的舞会，因为我们在那一天要宴请布莱克夫妇。

上个星期我告诉过你布莱克先生的一些情况。他是约翰的一个十分重要的客户。若换一个人，我会改变自己的原定计划——即使在最后一刻——也不愿错过与你和迈克团聚的机会！可我们宴请的是布莱克夫妇呀。贝蒂，我相信你能理解。

我和约翰确实很想看关于芝加哥的纪录片，因为我们准备在今年冬天去那里。你能抽空为我们单独放映一次吗？我们随叫随到！

祝星期五的舞会愉快。真想同你们在一起！

爱你的

玛丽(签名)

7 .Inviting friends to see a film

Dear Joan,

We have six seats for “ The Missing Jewels ” this Wednesday .Will you and Joe Join us here for dinner at six sharp; and then go on with us later to the cinema ? We 'll be looking for you on Wednesday night, so don 't disappoint us !

Affectionately yours,

Linda(signature)

7 .邀请朋友看电影

亲爱的琼：

我们买了六张《遗失的珠宝》的电影票，时间为本星期三。你

和乔能否在当日六时正和我们共进晚餐,然后一起去看电影?我们星期三晚上等你们,可别让我们失望!

爱你的

琳达(签名)

8 Acceptance

Dear Linda,

Delighted! We'll be there on Wednesday at six, and go with you afterward to the cinema. How wonderful of you and John to ask us!

Affectionately yours,

Joan(Signature)

8 接受邀请

亲爱的琳达:

真高兴!我们决定于星期三晚上六点钟赶到你那里参加晚宴,并一同去观看电影。感谢你和约翰对我们的款待!

爱你的

琼(签名)

9 Regret

Dear Linda,

I think you'd better ask some other couple for Wednesday evening. Joe is leaving for Paris this Thursday morning so he has to be ready for that. What a shame! He'll miss a wonderful evening with you and John! Thanks for asking us, Linda. I'm certainly sorry we can't say "yes"!

Affectionately yours,

Joan(Signature)

9 谢绝邀请

亲爱的琳达:

您最好邀请另一对夫妇参加星期三晚上的活动。因为周四早晨乔要飞往巴黎,因此需做些准备。他非常遗憾,失去了与您和约翰相聚的美好夜晚!琳达,谢谢您的邀请。我很抱歉不能应邀前往。

爱你的

琼(签名)

10 Asking a friend to act as bridesmaid

Apartment201

Block 1

1 May, 1999

Dear Mary,

Tom and I have decided to get married on the 2th of August and I am writing to ask if you would give me the pleasure of having you as one of my bridesmaids .Iam thinking of having three which, of course, includes my sister Ann and our best friend Alice .

We have not yet decided about the dresses because we really want to have you all together to decided on them .Please let us know soon .

Best wishes,

Yours sinceredly,

Susan

10 邀请朋友充当伴娘

亲爱的玛丽,我和汤姆的婚礼已决定订于八月二日,我们给你写信是想请你当我的伴娘。我最理想的三位伴娘之中,包括了我的妹妹安和我们最好的朋友爱丽丝。

现在我们还没有选定结婚礼服的款式,因为我们很想和你一

起决定。请尽快与我们联系。

顺祝！

苏珊

1999 年 5 月 1 日

Chapter 3

Making a Speech

1 .Opening remarks

Respected foreign delegates from abroad,

Distinguished Guests,

Ladies and Gentlemen,

It gives me great pleasure to announce the formal opening of the international symposium on "How to Use the New Materials to Improve the Quality of Building Skyscrapers" jointly sponsored by Guangzhou Construction Engineering Research Institute and Guangzhou Building Equipment Research Institute .On behalf of the institutions, I have the honour of expressing the warmest welcome to all participants of this symposium .

To guarantee the success of this symposium, the Organizing Committee of the Symposium has invited four distinguished foreign and Chinese scientists to serve as the Executive Board, among whom we have Prof . Zhang Huai ren, Prof .Wu Ming, Prof .Li Ming, and Prof Jiang Yang .

Please allow me, on behalf of the symposium, to express our sincere gratitude to all the participating scientists and professors for your friendly support and collaboration .

Please welcome Prof .Wang Jingyu who will give the opening address .

第三章