

审校专家简介

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毕业于美国俄克拉荷马州塔列瓜东北州立大学 (Northeastern Oklahoma State University) 英语专业，致力于美国现代文学、中世纪欧洲史和古代西方经典的研究。

旅居中国十余年，一直从事文化、语法、写作、口语等方面的英语学术培训，有着丰富的英语教学经验，曾荣获吉林省对外事务部颁发的“优秀外国教师奖”。曾执教于北京航空航天大学、北京林业大学等院校。在教学之余，还一直撰写、编辑英语教学及培训类稿件，曾参与编写《事实题材——英语会话》、《双语新概念——口语秀》、《英语角》、《英语周报》、《中国陶瓷社会》和《当代中国人口》等出版物。

前 言

美国口语是否让你心存渴望但又心生畏惧？你是否为听不懂、说不出美国口语而发愁？你在美国口语上的欠缺是否让你在交流时遭遇尴尬，不得不求助于他人？你想消除这种种不便吗？你想无须求助他人就自由听、说美国口语吗？如果你的答案是肯定的，那就让“美语话题不求人”来帮你排忧解难。

“美语话题不求人”丛书，分为《出行不求人》、《工作不求人》、《休闲不求人》、《社交不求人》和《生活不求人》五本分册。每本分册包含若干个热门话题，锁定美国口语中频繁出现的相关语题的句型和表达，从根本上解决美语开口交流难的问题。

如果你希望在求职以及商务谈判中用流利地道的美语与人交谈，你就可以选读我们的《工作不求人》分册。本分册特色如下：

直击句型，把握关键

句型就如同口语交流中的骨架，掌握了一定数量的句型，就等于掌握了口语交流的命脉。句型还具有无限的拓展性，只需掌握有限的口语句型，就可根据实际情况拓展为无限的口语表达。本书立足句型分析，提供口语交际模版，并通过简单、实用的替换演练和对话展

示讲解句型的应用。玩转了句型,口语交流自然不在话下。

分类整理,各取所需

本分册在“工作”这个大前提下,按照工作中可能遇到的情况又分为求职、面试、谈论工作、同事之间、升职加薪、开会讨论和商务谈判这七个话题(即 Part),每个话题下又按照逻辑顺序细分为若干场景(即 Unit)。话题分类新颖、细致、合理,你可根据自己的不同需求查找或学习相应句型,各取所需。

循序渐进,逐级深入

根据日常口语交流的需求,每个话题(即 Part)开始用短小的对话为读者逐一解说句型的用法。在讲解完一个大的话题后,我们还在最后一个单元,即“进行时”中给出若干个相关话题的实景长对话,将整个话题涉及的所有句型串联起来。通过从使用单一句型到多个句型,帮助你循序渐进掌握口语句型,保证学得透、用得精。

锦囊随行,知识储备

学习了句型,演练了对话,是否还会觉得意犹未尽呢?每单元最后的“随行锦囊”中既总结了本节学习重点、根据所学内容全方位拓展句型用法,还为你提供了相关场景中最 in 的口语表达和词汇。随行锦囊就好像你随身携带的百宝箱,为你提供丰富的知识储备。

本书得以顺利完成,要特别感谢世纪友好工作室的

蒋志华、周利芬、胡薇、展萍、王珂、刘晓光。他们对英语教学和研究的热爱和投入才使得本书能在第一时间与读者见面在此对他们表示衷心感谢!

编 者

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目 录

Part 1 面 试	(1)	1
Unit 1 自我介绍	(2)	★
Unit 2 工作经验	(7)	
Unit 3 优势劣势	(12)	
Unit 4 未来发展	(16)	
Unit 5 期望待遇	(21)	
Unit 6 应聘原因	(26)	
Unit 7 公司情况	(32)	
Unit 8 面试情况	(37)	
Unit 9 面试进行时	(42)	
Part 2 求 职	(49)	
Unit 1 求职进行时	(50)	
Unit 2 求职方式	(55)	
Unit 3 职位信息	(60)	
Unit 4 他人推荐	(65)	
Unit 5 投递简历	(70)	
Unit 6 求职回复	(74)	
Unit 7 求职进行时	(78)	



Part 3 谈论工作	(83)
Unit 1 职业目标	(84)
Unit 2 工作内容	(89)
Unit 3 工作制度	(94)
Unit 4 工作评价	(99)
Unit 5 加 班	(104)
Unit 6 请假休息	(108)
Unit 7 关于出差	(113)
Unit 8 策划项目	(118)
Unit 9 临近期限	(123)
Unit 10 工作进行时	(127)
 Part 4 同事之间	(131)
Unit 1 谈论同事	(132)
Unit 2 承担过错	(136)
Unit 3 催促工作	(140)
Unit 4 迟到早退	(145)
Unit 5 寻找借口	(150)
Unit 6 指导工作	(155)
Unit 7 相互鼓励	(159)
Unit 8 相互帮忙	(164)
Unit 9 同事进行时	(169)
 Part 5 升职加薪	(173)
Unit 1 升职加薪	(174)
Unit 2 表示祝贺	(178)

Unit 3	升职感言	(182)
Unit 4	人事调动	(186)
Unit 5	关于辞职	(190)
Unit 6	裁员解雇	(194)
Unit 7	升职进行时	(198)
Part 6	开会讨论	(203)
Unit 1	通知开会	(204)
Unit 2	会议议程	(208)
Unit 3	会上讨论	(213)
Unit 4	会议延长	(218)
Unit 5	关于意见	(222)
Unit 6	关于竞争	(226)
Unit 7	处理问题	(232)
Unit 8	投票表决	(237)
Unit 9	开会进行时	(241)
Part 7	商务谈判	(247)
Unit 1	面对客户	(248)
Unit 2	谈论产品	(254)
Unit 3	劝说对方	(260)
Unit 4	讨价还价	(266)
Unit 5	考虑一下	(272)
Unit 6	僵持不下	(277)
Unit 7	相互让步	(282)
Unit 8	签订合同	(288)
Unit 9	谈判进行时	(294)



Part 1 面试



Unit 1 自我介绍

面试的第一关通常都是自我介绍。能否在有限的时间内让对方尽可能多地了解自己的情况，可以说决定着面试的成功与否。需要你进行自我介绍时，面试官通常会说：

Can you introduce yourself in English? 你能用英语介绍一下自己吗？

Tell me something about yourself. 告诉我一些你的情况。

How can you introduce yourself? 你怎样介绍自己？



不求人句型

★
2

My name is...

我叫……

I live...

我住在……

I'm... (years old)

我……岁。

I was born...

我出生于……

I come from...

我来自……

I graduated from...

我毕业于……

My major is...

我的专业是……

My specialty is...

我的专长是……



玩转句型

Dialogue One

A: What's your name?

你叫什么?

B: My name is Eileen Green.

我叫艾琳·格林。

A: A nice name, isn't it?

很好听的名字,不是吗?

B: Yeah, I like it very much.

哦,我非常喜欢自己的名字。

My name has become a part of me.

它已经成了我的一部分。

Dialogue Two

A: Where do you live?

你住在哪里?

B: I live in the Chaoyang District.

我住在朝阳区。

A: Oh, it's really far from here.

哦,那儿离这儿很远。

Dialogue Three

A: May I ask how old you are?

方便告诉我你的年龄吗?

B: Yes. I'm 38 years old.

方便。我38岁。

A: You look very young.

你看上去非常年轻。

B: Thanks.

谢谢。



Dialogue Four

A: Please tell us something about yourself.

请简要介绍一下你自己。

B: OK. My name is Janice. I was born on May 23th, 1982.

好的。我叫贾尼斯,我出生于 1982 年 5 月 23 日。

Dialogue Five

A: Where are you from?

你从哪儿来?

B: I come from Xinjiang Uygur Autonomous Region.

我来自新疆维吾尔自治区。

Dialogue Six

A: Can you tell us something about yourself in English?

你能用英语介绍一下自己吗?

B: Sure. I graduated from Peking University...

好的。我毕业于北京大学……

Dialogue Seven

A: Tell me something about yourself.

告诉我一些你的情况。

B: Well, my major is International Trade.

我的专业是国际贸易。

Dialogue Eight

A: *How would you describe yourself?*

你怎样介绍自己?

B: *I'm a diligent worker with years of experience, and my specialty is English.*

我已经工作多年, 我的专长是英语。

A: *Oh really? What was your major?*

哦, 真的? 那你的专业是什么?



随行锦囊

speciality 意为“专业, 特长”, 强调某人特别专注或专门从事的事或技能等, 例如:

My speciality is history/dumplings. 我专修历史。/包饺子是我拿手的。

major 虽也有“专业”的意思, 但特指大专院校学生的主修课程或专业, 例如:

My major is English. /I'm an English major. 我的专业是英语。

和 My name is... 相关的表达还有:

My full name is... 我的全名是.....

My surname/family name/last name is... 我姓.....

My first name/given name is... 我的名字是.....

I have a nickname called... 我有个昵称叫.....

I have an alias named... 我的别名叫.....



Unit 2 工作经验

如果自己的工作经验和应聘的职位相关,那些工作经验就会是促成你面试成功的砝码之一。当然,恰当地介绍自己的工作经验也是一门学问。下面总结了一些介绍工作经验常用的说法,一起来看看吧。

★ 7



不求人句型

<i>I'm currently working as ...</i>	我目前是做……工作的。
<i>I've been working ... since ...</i>	自……起我一直……工作。
<i>I gained ... experience ...</i>	……我获得了……的经验。
<i>My responsibilities include ...</i>	我的职责包括……
<i>I was mainly in charge of ...</i>	我主要负责……
<i>I earned the title of ...</i>	我获得过……的称号。
<i>I received ... award.</i>	我获得了……奖。
<i>I was chosen as ...</i>	我被选为……



玩转句型

Dialogue One

A: *What's your present job?* 你目前的工作是什么?

B: *I'm currently working as an engineer.* 我是做工程师工作的。

Dialogue Two

A: *How long have you been in that company?* 你在那家公司工作多久了?

B: *I've been working there since 1999, as a manager.* 自1999年起我一直在那儿做经理。

Dialogue Three

A: *What have you learned during your last job?* 你从上一份工作中学到了什么?

8 B: *I gained a great deal of experience in the past three years.* 在过去三年间我获得了丰富的经验。

A: *What kind of experience?* 是什么样的经验?

Dialogue Four

A: *Could you tell me something about your present work?* 能给我讲讲你目前的工作吗?

B: *OK. As an administrative secretary, my responsibilities include receiving and sending e-mails, answering phone calls and keeping track of the CEO's schedule.* 好的。作为行政秘书,我的职责包括收发电子邮件,接听电话和负责总裁日程安排。

Dialogue Five

A: *What were your responsibilities when you worked for that company?* 你在那家公司工作时,你的职责是什么?

B: *I was mainly in charge of designing.* 我主要负责设计。

Dialogue Six

A: *Have you received any honors or awards?* 你获得过任何荣誉或奖励吗?

B: *Yes. I earned the title of "Outstanding Employee" in 2005.* 我在2005年获得过“优秀员工”的称号。



Dialogue Seven

A: *What are you proud of?* 你为什么而自豪?

B: *I received Excellent Teaching awards in the past two years, in succession.* 过去两年我连续获得了优秀教学奖。

Dialogue Eight

A: *What was your greatest accomplishment at your last job?* 上一份工作你最大的成就是什么?

B: *That is I was chosen as the manager last year.* 那就是去年我被选为经理。





随身锦囊

award 和 reward 都可以指“奖金”，但前者一般表示颁发或授予的奖品、奖状、奖金等，而后者则强调因某种付出而得到的回报。

表示获得过某种荣誉的说法还有：

...conferred the title of... on me. 授予我……的称号。

I received...award for... 我因为……而获得……奖金。

I got a... prize for... 我因为……而被授予……奖。

I've been enjoying the allowance offered by... 我一直享受……提供的津贴。



Unit 3 优势劣势

面试时，面试官还会问你关于你的优点与缺点的问题。你完全没有必要紧张，多说些使你适合这个职位的优点，再适当说一些无足轻重的缺点，让面试官切实感受到你的优势所在以及你的诚恳态度就可以了。



不求人句型

I'm an expert at...

我是……方面的专家。

I'm adept at...

我善于……

I do well in...

我擅长……

I'm accomplished in...

我精通……

My main advantage is

我的优势在于……

...

... is my weak point.

……是我的缺点。

Something that I'm not

我不擅长的是……

too good at is...

I lack...

我缺乏……



玩转句型

Dialogue One

A: What do you know about math?

关于数学你都了解些什么?

B: To be frank, I'm an expert at it.

坦白来说,我是数学方面的专家。

A: How can you prove that?

你怎么来证明呢?

Dialogue Two

A: What's your strongest point?

你的强项是什么?

B: I'm adept at executive management.

我善于做行政管理。

Dialogue Three

A: Do you have any strong points?

你有什么强项吗?

B: Yes. I do well in communicating in English.

我擅长用英语交流。

A: Excellent! Could you please introduce yourself in English?

太好了!那请你用英语做一下自我介绍。



Dialogue Four

A: *What advantage do you think you have?* 你认为自己有什么优势?

B: *I'm accomplished in computer operation.* 我精通计算机操作。

A: *That's good. What other skills do you have?* 很好。还有别的技能吗?

Dialogue Five

A: *What're your advantages and disadvantages?* 你的优点和缺点是什么?

B: *My main advantage is my deep sense of duty.* 我的优势在于我有很强的责任心。

A quick temper is my weak point. 急性子是我的缺点。

Dialogue Six

A: *What are your shortcomings?* 你的缺点是什么?

B: *Something that I'm not too good at is English writing.* 我不擅长英文写作。

Dialogue Seven

- A: *What shortcomings do you have?* 你的弱项是什么?
- B: *I lack work experience, but I'm sure I can make up for it in the future.* 我缺乏工作经验,但我确信自己会在今后的工作中弥补这点的。
- A: *So how do you plan to remedy this?* 那你是打算怎么弥补呢?

★ 15



随行锦囊

表示“优势, 优点”的词有: *advantage*、*strength*、*merit*、*strong point*

表示“劣势, 缺点”的词有: *disadvantage*、*weakness*、*demerit*、*weak point*、*defect*、*fault*

在表明优势时, 可以利用以下表达:

be (an) expert at/in/on sth. /doing sth.

擅长(做)某事物

be adept at/in doing sth. 善于做某事

be accomplished in sth. 擅长或精通某事物

be good at sth. /doing sth. 擅长(做)某事物

do well in doing sth. 擅长做某事



Unit 4 未来发展

进入一家新公司，当然会期望自己有更好的发展。很少有人能在第一天就职的时候就在心中画出以后的职业蓝图，但往往是那些心中有计划的人才更容易成功。良好的开始是成功的一半，现在就来展望一下在新公司的发展吧。



不求人句型

I wish to move up to...

我希望升到……

I would like to work in...

我期望在……工作。

I'd like to get involved in...

我希望致力于……

I hope to be...

我盼望成为……

I want to become...

我想变得……

I'll work here as long as...

只要……,我就会在这儿工作。

I would make every effort to...

我会竭尽全力……

I want to contribute...

我会贡献……



玩转句型

Dialogue One

A: *What are your plans for the future?*

你对未来有什么打算?

B: *I wish to move up to a position with a higher salary and more opportunities.*

我希望升到可以为我提供更高薪水和更多机会的职位。

Dialogue Two

A: *What department would you like to choose if you worked for our company?*

如果你在我们公司工作,你会选择哪个部门?

B: *If possible, I would like to work in the import section.*

可能的话,我期望在进口部工作。

Dialogue Three

A: *What type of work do you want to do in the future?*

以后你想做什么类型的工作?

B: *I'd like to get involved in programming.*

我希望致力于计算机编程工作。

A: *Oh, you want to become*

哦,你想成为程序编制员!



a programmer!

Dialogue Four

A: *Do you have any plans for your career?*

你有什么职业规划吗?

B: *Yes. At the moment, I'm starting in an entry-level secretarial position, but I hope to be an administrative assistant in the future.*

有啊。现在我从入门阶段的秘书做起,盼望以后成为行政助理。

Dialogue Five

A: *You seem quite confident and ambitious. Please tell me your plans.*

你看起来很自信也很有雄心。

请给我讲讲你的打算。

B: *I want to become more professional in my field.*

我想在自己的领域里变得更专业。



Dialogue Six

18

A: *How long do you plan to work here?*

你打算在这儿工作多长时间?

B: *I'll work here as long as you provide me with enough opportunities for personal develop-*

只要你们为我提供充足的个人发展机会,我就会在这儿工作。

ment.

Dialogue Seven

A: *What plans would you have if we employed you?*

如果我们雇用你，你有什么计划？

B: *I would make every effort to benefit the company.*

我会竭尽全力让公司受益的。

Dialogue Eight

A: *What contribution will you make to our company?*

你将会为我们公司做出什么贡献？

B: *I want to contribute whatever I can to build better ships and improve the current technology.*

我会贡献我所能改进技术，制造出更好的轮船。



随行锦囊

提到“贡献”，自然就会想到 contribute 或 contribution, 其相应的搭配为: contribute sth. to / towards sth. 或 contribution to / towards sth.。

关于“希望”、“盼望”除了以上表达,还可以用:

be eager for sth. / to do sth. 热切, 渴望, 例如: I'm eager for success. 我渴望成功。

thirst for sth. / doing sth. 渴望, 热望, 例如: The boy is thirsting for knowledge. 男孩渴望获得知识。

long for sth. / doing sth. 渴望, 例如: I'm longing for the holidays. 我盼望着放假。

yearn for sth. / to do sth. 渴望, 留恋, 例如: He yearns to return to his native country. 他渴望回国。

look forward to sth. / doing sth. 期待, 盼望, 例如: We look forward to seeing you again. 我们期待与你再次相见。



Unit 5 期望待遇

面试时最好不要主动问待遇，这是一般的共识。但是，如果面试官问到你对待遇有什么期望，可不要避而不答。最好的答案是说出大概的薪金范围。先来看看面试官可能会怎么问吧：

What starting salary would you expect? 你期望的起薪是多少？

What monthly salary are you expecting? 你的期望月薪是多少？

What do you think of your present salary? 你认为你现在的薪水怎样？

★ 21



不求人句型

I'd like... at the beginning. 我希望开始……

I would require a salary of at least... 我要求的薪水至少是……

I would expect... salary beginning with... 我期望起始……薪水……

The appropriate pay... 我的期望薪水……

The company's salary structure is... 公司薪资结构……



*I want to clarify whether
the salary...*

我想弄清楚薪水是否
.....

I deserve more than...

我应该比.....得到的多。



玩转句型

Dialogue One

A: *What starting salary
would you expect
here?*

你期望在这儿的起薪是
多少?

B: *I'd like 2000-2500
yuan a month at the
beginning.*

我希望开始的薪水是每月
2000 ~ 2500 元。

A: *OK. Your require-
ments are acceptable
to us.*

好的。你的期望薪水我们
认为可以接受。

Dialogue Two

22

A: *What's your expected
monthly salary?*

你期望的月薪是多少?

B: *I would require a sa-
lary of at least 2,000
dollars a month.*

我希望的薪水至少是每月
2000 美元。

Dialogue Three

- A: *What salary are you expecting?* 你的期望薪水是多少?
- B: *I would expect a starting salary beginning with 2,500 dollars a month.* 我期望起薪为每月 2500 美元。
- A: *I'm sorry, but we can only offer you 2,000 dollars a month.* 对不起, 我们给你的月薪只能是 2000 美元。

Dialogue Four

- A: *As for the payment, how much do you think you deserve?* 你认为自己应得多少薪水?
- B: *To be honest, I think the appropriate pay would be 150,000 yuan a year.* 老实说, 我的期望年薪是十五万元。
- A: *Oh! That's more than we could pay.* 哦, 那超出了我们所能给予的范围。

Dialogue Five

- A: *Are you satisfied with your current salary in our company?* 你对我们公司目前的薪水满意吗?
- B: *To be frank, I don't think* 坦白说, 我认为公司的薪



*the company's salary
structure is perfect.*

资结构并不完善。

Dialogue Six

*A: Do you have ques
tions about the salary?*

关于薪水方面你还有问题吗？

*B: Yes. I want to clarify
whether the salary is
paid every month.*

是的。我想弄清楚薪水是否按月发放。

Dialogue Seven

*A: What do you think of
your present salary?*

你认为你现在的薪水怎样？

*B: I think I deserve more
than that.*

我觉得我应该比现在得到的多。

*A: Then how much do
you think you should
get?*

那你认为你应该得到多少？

*B: At least 5000 yuan a
month.*

至少每月 5000 元。





随身锦囊

关于“底薪”或“起薪”的表达有: a commencing salary、a starting salary、a salary to commence at、a salary to begin with 等。

pay、payment、salary、wage 等都可以表示“薪水”,其中 pay 表示为固定工作所支付的工资; payment 表示所支付报酬的具体款项; salary 表示给非体力劳动雇员支付的薪水,通常按月支付; wage 所指的工资通常按周支付。



Unit 6 应聘原因

“你为什么想到我们公司工作？”这几乎是所有面试官必问的一个问题。这正是你表现自我的时候，把你的应聘原因以及对应聘公司的热爱巧妙地穿插在你的回答中吧，保证职位非你莫属。



不求人句型

It would be a good place for...

这里会是……的好地方。

The reason that I applied for this position is that...

我应聘该职位的原因是……

*What I really want is...
... make me qualified for the job.*

我真正想得到的是……
……使我能胜任这份工作。

... is closely related to this position.

……跟该职位联系紧密。

I applied for the position not only for..., but also for...

我应聘该职位不仅为了……，还为了……

I would love the opportunity to...

我会珍视……机会的。

I hope to have the opportunity to... 我希望有机会……

I think... will give me the chance to... 我认为……会给我机会……



玩转句型

Dialogue One

A: *What's the reason for your application for the post?* 你申请该职位的原因是什么?

B: *Your company is a multinational corporation, so I think it would be a good place for me to apply the experience I've had abroad.* 贵公司是跨国公司,因此我觉得这里会是我应用我在国外获得的经验的好地方。

Dialogue Two

A: *Why did you choose this job?* 你为什么选择该职位?

B: *The reason that I applied for this position is that your* 我应聘该职位的原因是贵公司会提供最具吸引力的薪水。



*firm offers the most
attractive salary.*

Dialogue Three

A: *What about our com-
pany attracted you
most?*

我们公司最吸引你的是
什么?

B: *The opportunity you
provide. What I real-
ly want is the chance
to continue my per-
sonal development.*

是你们提供的机会。
我真正想得到的是自我发
展的机会。

Dialogue Four

A: *Why did you pick this
position?*

你为什么选择这个职位?

B: *Because my educa-
tional background and
professional experi-
ence make me quid
for the job.*

因为我的教育背景和职
业经历使我能胜任这份
工作。



28

Dialogue Five

A: *Could you tell me the
reason that you chose
this position?*

讲讲你选择该职位的原
因吧。

B: *Yes. To be frank, I
applied for the*

好的。坦白来讲,我应聘该
职位不仅为了高薪,还因

position not only for the high salary, but also for the good working environment.

为这里有良好的工作环境。

Dialogue Six

A: *Why do you want to work here?*

你为什么想到这儿工作?

B: *Because I was an English major. I would love the opportunity to get a job related to English.*

因为我的专业是英语。
我会珍视找到与英语相关的工作机会。

Dialogue Seven

A: *Why are you interested in working for our company?*

你为什么有兴趣在我们公司工作?

B: *Because my major was computer programming. I hope to have the opportunity to apply my knowledge here.*

因为我的专业是计算机编程。
我希望有机会在这里应用我的知识。

Dialogue Eight

A: *Why did you choose our company?*

你为什么选择我们公司?



B: *Because I think this company will give me the chance to use what I've learned at university.*

因为我认为贵公司会给我机会应用我在大学所学的知识。

A: *And why are you eager to get this position?*

那你为什么渴望得到该职位?

B: *Because my work experience is closely related to this position. I'm confident I can do the job well.*

因为我的工作经验跟该职位联系紧密。

我有信心能做好这份工作。





随身锦囊

apply 和 use 都可以表示“应用”，前者强调为达成实际效果而运用、应用，后者则泛指应用、利用。此外，apply 还常出现于 apply (to sb.) for sth. 的结构之中，表示“(向某人)申请(某职位等)”，是应聘场景的常用语。

在表明应聘原因时，往往要说明自己可以胜任该项工作，关于胜任的表达主要有：

be capable of doing sth.

be competent to do / at / in sth.

be equal to sth. / doing sth.

be fitted for sth.

be qualified for sth.

be worth one's salt



Unit 7 公司情况

面试前,最好详细了解公司的情况,一来可以让自己更加确信是否要在此工作,对公司的有一个全部的了解,另一方面在面试时就可以胸有成竹地回答对方提出的各种问题,从而给对方留下一个良好的印象。



不求人句型

Your company is...

贵公司是……

Yours is one of the largest...

贵公司是最大的……之一。

Your firm has a good reputation in...

贵公司在……声誉良好。

Your company's products are...

贵公司的产品……

Your major products are...

贵公司的主要产品是……

... has sold quite well.

……卖得很好。

The main stockholder is...

主要的股东是……

... is the investor of...

……是……的投资人。





玩转句型

Dialogue One

A: Tell me what you know about our company.

讲讲你对我们公司的了解。

B: OK. I know that your company is a Sino-American joint venture with many subsidiaries all over world.

好的。贵公司是中美合资企业。在世界各地有很多家子公司。

Dialogue Two

A: What can you tell me about our company?

你对我们公司有哪些了解？

B: Yours is one of the largest computer companies.

贵公司是最大的电脑公司之一。

A: What else?

还有呢？

Dialogue Three

A: How much do you know about our company?

你对我们公司了解多少？

B: Your firm has a good reputation in the advertising business.

贵公司在广告业声誉良好。



Also, your employees have many opportunities for self development.

此外,你们还会为所有员工提供充分的自我发展机会。

Dialogue Four

A: Have you heard of our products?

你听说过我们的产品吗?

B: Yes. Your company's products are of high-quality and have the lion's share of the domestic market.

听说过。贵公司的产品质量好,在国内市场的占有率也最高。

Dialogue Five

A: What do you know about our products?

我们对我们的产品了解多少?

B: Your major products are portable computers, which sell very well nowadays.

贵公司的主要产品是手提电脑,现在销量非常好。



34

Dialogue Six

A: Do you know anything about our products?

你了解我们的产品吗?

B: Yes. Your furniture is very popular. Your knockdown furniture

了解。你们的家具非常受欢迎。而你们的组合家具在国内外卖得都很好。

*has sold quite well
both at home and
abroad.*

Dialogue Seven

A: *Do you know who the stockholders of our company are?* 你知道谁是我们公司的股东吗?

B: *Yes. The main stockholder is Lenovo Corporation.* 知道。主要的股东是联想集团。

A: *And who are some of the other stockholders?* 那其他股东呢?

Dialogue Eight

A: *Do you know the history of our company?* 你了解我们公司的历史吗?

B: *Yes. Li Jia, a celebrity in Hong Kong, is a major investor of your company.* 了解。香港名人李佳是贵公司的投资人。



随行锦囊

现在的公司有很多种，下面就列出了常见的有关公司的说法，你可以参照记忆，以免在面试时说错话：

Co. = company 公司；

Inc (有限)公司；

corp. = corporation 公司；财团法人

establishment 公司；

firm 公司，商号；

state-owned enterprise 国有企业

private enterprise 私营企业；

joint-stock company / share-issuing enterprise 股份制企业

joint-venture company 合资企业；

overseas capital / foreign-funded / foreign-invested enterprise 外资企业

multinational enterprise 跨国企业



Unit 8 面试情况

面试的最后，你可以视情况询问面试官对你的印象，以及面试的结果。你也可以主动告诉对方你的联系方式，并进一步表达想在其公司工作的愿望，以增加通过的几率。

37



面试人句型

<i>What do you think of me as...?</i>	您觉得我作为……怎么样？
<i>Do you think I'm qualified for...?</i>	您认为我胜任……吗？
<i>Do you have any comments on my...?</i>	您对我的……有何评价吗？
<i>What's your impression of...?</i>	您对……的印象如何？
<i>I'm eager to know your...</i>	我很想知道您的……
<i>How was your interview...?</i>	你……面试怎么样？
<i>What did the interviewer say about...?</i>	面试官对……怎么说？



玩转句型

Dialogue One

A: *How was your interview with that company?* 你和那家公司的面试怎么样?

B: *I think it was OK, but they asked me to wait for their decision.* 我觉得还可以, 可他们让我等他们最后的决定。

Dialogue Two

A: *What did the interviewer say about your performance?* 面试官对你的表现怎么说?

B: *My performance? He didn't say anything about that.* 我的表现? 他什么都没说呀。

A: *Didn't you ask him?* 你没问他吗?

B: *Oh, I was too nervous to ask.* 哦, 我太紧张了, 没有问。

38

Dialogue Three

A: *Could I ask you a question?* 我能问您个问题吗?

B: *Yes, of course.* 当然可以。

A: *Do you have any* 您对我今天的表现有何评

*comments on my
performance today?*

价吗?

Dialogue Four

A: *What's your impression of that interviewee?*

您对那位应聘者的印象如何?

B: *That woman in white?*

穿白衣服的那位女士吗?

A: *Yeah.*

对的。

B: *I think she will be competent at this job.*

我觉得她能胜任这份工作。

Dialogue Five

A: *I've interviewed all the applicants.*

我已经面试过所有的应聘者了。

B: *Who is the most qualified? I'm eager to know your decision.*

谁能胜任?

我很想知道您的决定。

A: *It's really hard to decide, as there are two who are quite capable.*

很难决定, 因为有两个都很有能力。

Dialogue Six

A: *Do you think I'm qualified for the position?*

您认为我胜任这个职位吗?



B: *You are very excellent, but I can't tell you if you are the most qualified until the interview process is complete now.*

你非常优秀，但是我现在还不能告诉你结果，直到面试结束。

A: *When will I be informed of your decision?*

那我什么时候会知道结果？

Dialogue Seven

A: *What do you think of me as a secretary?*

您觉得我作为秘书怎么样？

B: *I need a little more time to complete the interviews and consider all the applicants. I will inform you as soon as I make a decision.*

我需要多点儿时间来完成面试，然后考虑所有的申请者。

我一做出决定就马上通知你。



A: *OK. Thank you for interviewing me.*

好的。感谢您对我进行面试。



随身锦囊

面试时一定要分清 interviewer 和 interviewee,前者是面试官,后者则是被面试者,即通常的应聘者。employer 和 employee 是与其相似的组合,前者是雇主,后者是雇员。

在面试的最后通常要向面试官表示感谢,此时,你可以说:

Thanks a lot for interviewing me. 十分感谢您面试我。

Thank you very much for your interview with me. 非常感谢您的会见。

Thank you for giving me the chance to talk with you. 谢谢您给我和您交谈的机会。

Thank you for your precious time. 感谢您抽出宝贵的时间。



Unit 9 面试进行时



玩转句型

Dialogue One

A: You are Mr. Green,
right? I'm Henry
White.

格林先生吗？我是亨利·
怀特。

B: Yes. Nice to meet
you, Mr. White.

是我。很高兴见到您，怀特
先生。

A: Nice to meet you,
too. First, tell me a
little about yourself,
please.

很高兴见到你。
首先，请做一下自我介绍。

B: All right. I graduated
from Peking University
two years ago. My
major was interna-
tional trade.

好的。我两年前毕业于北
京大学。

我的专业是国际贸易。

A: According to your re-
sume, you've been
working for an import
and export company
in Shanghai since you

从你的简历可以看出，你
毕业后一直在上海一家进
出口公司工作。

- graduated. What are your responsibilities there?* 你的职责是什么?
- B: I'm responsible for exporting cotton to several European countries.* 我负责向一些欧洲国家出口棉花。
- A: So you must have a good command of English.* 那你的英语一定很好啦。
- B: Yes. All my clients think my English is good.* 是的。我所有的客户都觉得我的英语很好。
- A: Why do you want to change jobs?* 你为什么想换工作呢?
- B: Because I wish to find a more challenging job.* 因为我想找个更有挑战性的工作。
- A: Why are you interested in our company?* 你为什么对我们公司感兴趣?
- B: I think you would provide me with a good opportunity to use my knowledge.* 我认为你们能够给我提供一个运用我所学知识的好机会。
- A: What do you know about our company?* 你对我们公司有什么了解?



B: *Your company is one of the biggest trading companies, with many branches all over the world.*

贵公司是最大的贸易公司之一。
在世界各地有很多分支机构。

Dialogue Two

A: *The starting salary for clerks is 1,000 dollars a month. We provide a three-week paid vacation every year. Is this satisfactory?*

职员的起薪为每月一千元。
每年有三个星期的带薪假。

B: *Yes, these are quite satisfactory.*

这些你满意吗?
是的,这些非常令人满意。

A: *Do you have any other questions about the job?*

关于工作你还有其他问题吗?

B: *No.*

没有了。

A: *Are you really interested in the job?*

你对这份工作真的感兴趣吗?

B: *Of course. I'll be a diligent worker if you hire me.*

当然。如果被贵公司录用,我将全力以赴。

A: *All right. We'll inform you of our final*

好的。我们会在一周之内通知你我们最后的决定。

decision within a week.

B: Thank you for interviewing with me. 谢谢您面试我。

Dialogue Three

A: Good morning, sir. 早上好, 先生。
My name is Alice. 我是爱丽丝。

B: Nice to meet you. 很高兴见到你。
Take a seat, please. 请坐。

A: Thank you. 谢谢。

B: When you studied at 你在北京外国语大学上学
Beijing Foreign Studies University, did 时, 学过英文编辑方面的
you learn anything 知识吗?
about English editing?

A: Yes. Our department 学过。我们系开设了英文
offered a course in 编辑课程。
English editing. I 我从中受益匪浅。
learned a lot from that
course.

B: Why do you wish to 你为什么选择到上海
work in Shanghai? 工作?

A: First, I think I can 首先, 我认为在这儿我能
bring my knowledge 充分运用所学知识, 发挥
and ability into full 我的能力。
play here. Secondly, 其次, 上海是我的故乡, 我想
Shanghai is my 为故乡建设贡献绵薄之力。



hometown, and I'd like to contribute to its development.

B: I see. Do you have any part-time work experience?

我知道了。你有兼职经验吗？

A: Yes. In my spare time I did some translation for several commercial organizations.

有。我在空闲时给几家商业组织做过翻译。

B: Why are you interested in our company?

你为什么对我们公司感兴趣？

A: I know yours is a very successful company. I'm sure I'll have a bright future working here.

我知道贵公司非常成功。

在此我会有光明的前途。

B: All right. How much do you expect to get a month?

好的。你的期望月薪是多少？

★
46 A: Could you offer a monthly salary of 3,500 yuan?

你们能否提供 3500 元的月薪？

B: We can offer you a starting salary of 3,000 yuan.

我们提供的起薪是 3000 元。

Is that acceptable to you? 你能接受吗?

A: Yes, I'd be happy to accept it. 是的,我很高兴接受。

B: How can we inform you of our decision? 该怎么通知你我们的决定?

A: You can reach me any time at your convenience by dialing 8765-4321. 您可以在您方便时拨打 87654321 和我联系。★ 47

B: Thank you for your interest in this job. We'll contact you by next Friday. 谢谢你对这份工作感兴趣。我们会在下周五之前和你联系。

A: No problem. Thank you for your time. 没问题。感谢您抽出宝贵的时间。

Part 2 求 职



Unit 1 求职进行时

无论是对于刚迈出校门的学生还是想跳槽的工作人士,找工作都是头等大事。大四的那段时光,所有人见面都在互相询问求职结果,交流各自的经验。即使是工作多年的人,求职也是常常谈起的话题。今天你“跳”了吗?那么如果用英文表述我们的心态呢?



不求人句型

I'm looking for...

我正在找……

I have been in search of...

我一直在寻找……

I'd like to find...

我想找……

I want to become...

我想做……

I'd prefer...

我更喜欢……

I intend to...

我打算……

I'm hoping to...

我希望……

I have quit...

我已经辞去了……





玩转句型

Dialogue One

A: *Why didn't you go to work today?*

你今天怎么没去上班?

B: *I got fired, and I'm looking for a new job now.*

我被解雇了, 现在正在找新工作。

A: *Oh. Well, good luck!*

哦, 祝你好运!

Dialogue Two

A: *I have been in search of a job. I want to be a teacher.*

我一直在寻找一份教师工作。

B: *So what's the result? Have you found one?*

那结果怎样?
找到了没有?

A: *Not yet. I will keep looking, of course.*

还没有。当然, 我会继续努力的。

Dialogue Three

A: *Do you have any plans?*

你有什么打算吗?

B: *Yes. I'd like to find a job at IBM.*

有啊。我想在 IBM 找一份工作。

A: *That's a little bit difficult, but you can try.*

那有点儿难, 你可以尽力而为。



Dialogue Four

- A: *I want to become a nurse rather than a doctor.* 我想做护士而不是当医生。
- B: *Of course that's up to you, but you'd better think it over carefully.* 当然这由你自己决定, 但你最好还是仔细考虑一下。

Dialogue Five

- A: *What kind of job would you like to have?* 你想做什么样的工作?
- B: *In fact, I'd prefer being a secretary to being a teacher.* 事实上, 和当老师相比我更喜欢做秘书。
- A: *It seems that you like paperwork very much.* 你好像非常喜欢文书工作。

Dialogue Six

- A: *Why didn't you accept that offer?* 你为什么没接受那份工作?
- B: *Because I intend to look into other opportunities.* 因为我打算看看还有没有其他机会。
- A: *Oh, I see. You are waiting for a better* 哦, 我知道了。你在等更好的工作机会。

offer.

Dialogue Seven

A: *I'm hoping to get a good position.*

我希望得到一个好的职位。

B: *What do you think is a good position?*

你觉得什么算是好职位?

A: *I'm not sure exactly.*

我也说不太清楚。

B: *A position that fits your personality would be the best.*

最适合你的职位就是最好的。

Dialogue Eight

A: *How have you been doing recently?*

你最近怎么样?

B: *I have quit my job, and I'm looking for a better one.*

我已经辞去了工作,打算找一份更好的。



随行锦囊

job、post 和 position 都可以表示“职位”，都强调是有报酬的具体职位或工作；而 work 虽意为“工作”，但强调的是所要做的事，不一定非得与特定职业有关。

想要告诉别人自己在找工作还可以说：

I'm changing jobs.

I'm between jobs.

I'm hunting for a new job.



Unit 2 求职方式

报纸、网络、招聘会还有猎头公司,为我们提供了多种多样的求职方式。究竟怎样才能找到称心如意的工作?到底哪种方式最便捷有效?有兴趣就来探讨一下吧!

55



不求人句型

How can I... ?

我怎样才能……?

*Is it possible to ... by /
via ... ?*

通过……可能……吗?

*I wonder if I can ... by
...*

我想知道通过……能否
……

... helps a lot in ...

……对……很有帮助。

*We widely use ...
when ...*

我们在……时广泛使用
……

*Which one is ... in
... ?*

哪个对……会……?

*What's the best way to
... ?*

……最好的方法是什么?

*Is ... the most effective
way to ... ?*

……是……最有效的方法吗?



玩转句型

Dialogue One

A: *How can I find a good job in the least time?*

我怎样才能最短的时间内找到满意的工作?

B: *I think you should go to a headhunter.*

我觉得你应该去一家猎头公司。

Dialogue Two

A: *Is it possible to find a job via the Internet?*

通过互联网可能找到工作吗?

B: *Of course. It is the most common way to find a job these days.*

当然能。这是现在最流行的方式。

A: *Could you like to tell me more about it?*

你可以多介绍一些这方面的情况吗?

Dialogue Three

★
56 A: *I wonder if I can find a job by looking through newspapers.*

我想知道通过浏览报纸能否找到工作。

B: *It might be a little bit difficult.*

可能会有点儿困难。

A: *Then what's your advice?*

那么你有什么建议呢?

Dialogue Four

A: *A mobile phone helps a lot in hunting for a job.* 移动电话对求职很有帮助。

B: *Yes, that's true. However, the most useful thing is your work experience.* 的确是。可最有用的还是你的工作经验。

Dialogue Five

A: *How do you find jobs?* 你们是怎么找工作的?

B: *We widely use the Internet when looking for a job.* 我们在求职时广泛使用互联网。

A: *Is it really helpful?* 真有用吗?

Dialogue Six

A: *Which one is more helpful in finding a job?* 哪个对求职会更有帮助?

The newspaper or the Internet? 报纸还是互联网?

B: *The Internet, I think.* 我认为是互联网。

Dialogue Seven

A: *What's the best way to look for a job?* 求职最好的方法是什么?



B: *It depends.*

那要视情况而定。

A: *What does it depend on?*

视什么情况而定呢?

Dialogue Eight

A: *Are the classified ads in the newspaper the most effective way to look for a job?*

报纸上的分类广告是求职最有效的方法吗?

B: *No, I don't think so.*

不,我不这么认为。

A: *So, what's the best way, in your opinion?*

那你认为最有效的办法是什么呢?





随行锦囊

headhunter 原意为“收集敌人首级作为战利品的部落人”，现在则引申为“物色、招聘高级人才的人或公司”，也就是我们常说的“猎头”。head-hunter 和“猎头”这两个词是不是都很形象？

表明自己在找工作一般可以用 hunt for a job 或 look for a job 来表示，其中的 hunt for 意为“搜索，试图找到”，而 look for 除了表示“寻找，寻求”以外，还可以表示“期望或期待”，例如：I'm looking for an improvement in my work this year. 我期待今年工作有所进步。



Unit 3 职位信息

应聘某个职位之前，首先要对该职位有深入、细致的了解。可该怎样询问别人有关某职位的信息呢？在下面的句型中寻找答案吧！



不求人句型

<i>What does... do?</i>	……做什么？
<i>What is... responsible for?</i>	……会负责什么？
<i>What would I do as...?</i>	作为……我应该做什么？
<i>What would be expected from...?</i>	对……有什么样的期望呢？
<i>What are you looking for in...?</i>	你们对……的期望是什么？
<i>... job is it?</i>	这是……工作？
<i>I'd like to know if... provides...</i>	我想知道……是否提供……





玩转句型

Dialogue One

A: *What does a project manager mainly do?*

项目经理主要做什么?

B: *The manager is in charge of the whole project.*

经理要负责整个项目。

Dialogue Two

A: *I have a question.*

我有一个问题。

What is an accountant responsible for?

会计师会负责什么?

B: *Well, the accountant will deal with the financial accounts of a company. Do you have any such experience?*

嗯, 会计师主要负责公司的财务账目。

你有这方面的经验吗?

Dialogue Three

A: *Are you applying for the position of secretary?*

你申请的是秘书职位对吗?

B: *Yes. What would I do as a secretary?*

是的。作为秘书我应该做什么?



A: *You have to deal with many trivial things. Remember, diligence and carefulness will make you a good secretary.*

你得处理许多琐碎的事情。

记住：勤奋和细心会造就一个好秘书。

Dialogue Four

A: *What would be expected from an applicant?*

对应聘者有什么样的期望呢？

B: *We require applicants to be very familiar with human resources management.*

我们要求应聘者非常熟悉人力资源管理。

A: *I have much experience in that field, so I think I'm qualified for the position.*

我在该领域有着丰富的经验，因此我认为我能胜任这份工作。



Dialogue Five

62 A: *What are you looking for in an employee?*

你们对员工的期望是什么？

B: *We are a multinational corporation, so we require our employees*

我们是一家跨国公司，因此希望我们的员工能够非常专业。

to be very professional.

Dialogue Six

A: *What kind of job is it?*

这是什么类型的工作?

B: *It is a full-time job.*

这是一份全职工作。

You have to work eight hours a day from Monday to Friday.

工作时间为周一到周五，每天工作八小时。

Dialogue Seven

A: *You may ask me any question you have.*

你可以问我任何问题。

B: *I'd like to know if your company provides opportunities for training.*

我想知道贵公司是否提供培训机会。



随行锦囊

说起职位信息就难免会谈到工作职责。burden、duty、obligation、responsibility 都有“责任”的意思，但又各有不同：burden 强调难以承担的责任、职责等；duty 指道德上或法律上的责任，或必须执行的任务，强调必须性；obligation 也指法律、道义、承诺等的义务，或被迫要履行的义务，暗含强迫性；responsibility 则指职责、任务，强调是自己所负责的事务。

表示“对……负责”一般有以下几种说法：

be responsible for... 例如：Who was responsible for the air crash? 谁对这次飞机失事负责？

be in charge of... 例如：He should be in charge of my bike. 他要对我的自行车负责。

take charge (of)... 例如：You take charge of cooking. 你负责做饭。



Unit 4 他人推荐

现在的很多大公司招聘，更倾向于熟人的引荐，尤其是那些 level 很高的职位，很少有通过公开的招聘招人的。所以，广结人缘是你成功的一大法宝，但是即使好朋友有能力，并且也愿意帮你介绍，你该怎么张口要求呢？

★ 65



不求人句型

Could you suggest ... for me? 你能给我推荐……吗？

Can you recommend me for...? 你能推荐我……吗？

Would you please propose me as...? 请你推荐我成为……

I hope you can recommend... 希望你能推荐……

Which position would you...? 你……哪一个职位？

What job would you recommend for me? 你会给我推荐什么职位？

Could you help me...? 你能帮我……吗？

Do you think I'm competent...? 你认为我能胜任……吗？



玩转句型

Dialogue One

- A: *Could you suggest an easy job for me?* 你能给我推荐个轻松的工作吗?
- B: *What kind of job do you think is easy?* 你觉得什么样的工作算轻松呢?
- A: *Actually, I don't have any idea.* 实际上,我也不知道。

Dialogue Two

- A: *Can you recommend me for that position?* 你能推荐我担任那个职务吗?
- B: *I'd like to, but do you really think you are qualified for it?* 我愿意,但是你真认为自己能胜任吗?
- A: *Yes, I am quite sure I am.* 是的,我非常确定。



Dialogue Three

- 66 A: *Would you please propose me as a candidate for that position?* 请你推荐我成为那个职位的候选人。
- B: *You'll need to give me a copy of your resume* 先给我一份你的个人简历吧。

first.

Dialogue Four

A: What would you like me to do for you?

你想让我为你做些什么?

B: I hope you can recommend a job for me.

我希望能推荐给我一份工作。

A: What do you want to do?

你想做什么?

Dialogue Five

A: Which position would you recommend?

你推荐哪一个职位?

B: You'd probably make a good editor.

你可能适合做编辑。

A: But I have no editing experience at all.

可我一点编辑经验都没有啊。

Dialogue Six

A: What job would you recommend for me?

你会给我推荐什么职位?

B: I think you would make a fantastic salesman.

我觉得你会是一名优秀的销售人员。

A: Thank you for your advice.

谢谢你的建议。



Dialogue Seven

A: *Could you help me find a job?* 你能帮我找份工作吗?

B: *Sorry. I'm afraid I can't. I'm looking for a job myself.* 很抱歉,我恐怕不能。
我自己也在找工作。

Dialogue Eight

A: *Do you think I'm competent enough to teach at a university?* 你认为我能胜任在大学里教学的工作吗?

B: *Yes, I think you are, but it's a waste of your talent.* 我认为你能,可那是在浪费你的才能。





随行锦囊

表示“推荐”的搭配常见的有：

recommend sth. to sb. 向某人推荐某事物；

recommend sb. for sth. 推荐某人(做)某事

propose sb. as/for sth. 推荐某人担任某职；

put oneself/sb. forward 自荐/推荐某人为某职务的候选人；

put sb. in for sth. 推荐某人获得职位等

与“推荐某人”相关的表达还有：

give sb. one's good word 说某人的好话

put in a (good) word for sb. 夸奖某人；

talk sb. up 赞扬某人

当然别忘了，找你以前的老板帮你写一封 recommendation 哦。



Unit 5 投递简历

找到适合你的职业方向了吗？如果你已经 make sure, 那么, 我们开始投简历吧。有人喜欢“普遍撒网”, 一份相同的简历投了 40 多个企业。我们的建议是, 把选择范围缩小, 好好研究你最想去的 3~5 家企业, 根据他们的职务要求和公司背景修改你的简历, 投递前多花点时间, 企业看到和职务要求如此适合的你, 怎会有不要的道理呢?



不求人句型

I have sent... off.

我已经把……发出去了。

Here is my resume with...

这是我的简历, 并附上……

Do you require ... resume?

你们要求提供……简历吗?

Do I need to add... to my resume?

我要在简历中加上……吗?

Do I have to... on my resume?

我需要在简历里……吗?

How would you like the resume...?

你们希望简历怎样……?

When is your deadline for... resumes?

……简历最晚到什么时候?



玩转句型

Dialogue One

A: Have you found a job?

你找到工作了吗?

B: I have sent my resume off.

我已经把个人简历发出去了。

I'm just waiting for a reply.

我正在等回复呢。

Dialogue Two

A: Here is my resume with my certificates and diplomas.

这是我的简历，并附上我的证书。

B: It seems that you've got many certificates.

你似乎有很多证书。

Dialogue Three

A: Do you require an English resume?

你们要求提供英文简历吗?

B: Yes. You must give us an English resume.

是的，你必须给我们一份英文简历。

A: All right. Here it is.

好的，给你。

Dialogue Four

A: Do I need to add my work experience to

我要在简历中加上我的工作经验吗?



my resume?

B: Yes, you do. We need to have as much information as possible about you.

是的, 我们需要尽可能多的关于你的信息。

Dialogue Five

A: Do I have to include any other information on my resume?

我需要在简历里提供其他信息吗?

B: Yes. You should offer as much information as possible. The more, the better.

嗯, 你可以尽可能多地提供信息, 越多越好。

A: All right.

好的。

Dialogue Six

A: How would you like the resume to be delivered?

你们希望简历怎样投递?

★ 72 *B: You can send your resume either by mail or by e-mail. It's up to you.*

你可以通过邮件或者电子邮件投递简历。

这取决于你自己。

Dialogue Seven

A: When is your deadline for accepting

你们接收简历最晚到什么时候?

resumes?

B: The deadline is 最晚到八月十号。
August 10th.



随行锦囊

想要表达“寄出某物”，除了可以用 send sth. off 以外，还可以说 post sth. 或 mail sth.，例如：I can post the letter for you. 我可以帮你把信寄出去。

美语中的 resume 也就是英国人所说的 curriculum vitae 或 cv，也就是“(个人的)简历”。关于简历的常用表达有：

My resume is enclosed. 简历随函附上。

I enclosed my resume in my letter. 我在信里附上了我的简历。

We will keep your resume on file. 我们将把你的简历存档。

May / Might I suggest that you update your resume? 我建议你修订你的简历。



Unit 6 求职回复

简历发出去了,现在的你是否正在焦急等待呢?每个陌生的来电都有可能来自求职的那个公司或者猎头公司呢。其实你的朋友有着和你一样的心情,和他聊聊,不但可以减少点压力,还可以交流一下求职的经验呢。



不求人句型

<i>I'm waiting for a reply from...</i>	我在等……的答复。
<i>I'm looking forward to ...</i>	我热切盼望……
<i>I expect...</i>	我期待……
<i>I haven't received...</i>	我还没得到……
<i>When will I...?</i>	我什么时候会……?
<i>I was offered...</i>	我已经得到……了。
<i>My application for ... was ...</i>	我申请的……被……了。





玩转句型

Dialogue One

A: *How is your job-hunting going?*

你工作找得怎么样了?

B: *I'm waiting for a reply from the WA Company.*

我在等 WA 公司的答复。

A: *Well, good luck!*

哦,祝你好运!

Dialogue Two

A: *I'm looking forward to working at IBM.*

我热切盼望在 IBM 工作。

B: *It's really a very good company.*

那的确是一家非常好的公司。

A: *That's why I applied for a job there.*

因此我申请了里面的一个职位。

Dialogue Three

A: *I expect that the company will give me an early reply.*

我期待那家公司能尽快给我答复。

B: *What kind of company is it?*

那是一家什么类型的公司?

A: *It's a famous joint venture company.*

是一家著名的合资企业。



Dialogue Four

- A: *What's happening with your job application?* 你的申请怎么样了?
- B: *I haven't received any reply.* 我还没得到任何回复。
- A: *I think you should call the personnel manager.* 我觉得你应该给人事经理打个电话。

Dialogue Five

- A: *When will I know the result?* 我什么时候会知道结果?
- B: *We will contact you within one week.* 我们会在一周之内通知你。
- A: *OK. Thanks.* 好的。谢谢。

Dialogue Six

- A: *I was offered the position.* 我已经得到那份工作了。
- B: *What position?* 是什么工作呀?
- A: *The position of teacher.* 教师工作。
- B: *Oh, congratulations!* 哦, 祝贺你!

Dialogue Seven

- A: *My application for the position of* 我申请的经理职位被拒绝了。

manager was refused.

B: Don't give up. You can apply at another company. 不要灰心。你可以去另一家公司试试。



随身锦囊

offer 作动词时意为“提供”；而作名词时原意为“(为某人做某事物或给某人某事物的)提议，建议”，或“提供考虑的数量；出价”，在口语中，也可以指公司给应聘者的工作机会，应聘者常会用 I've got the offer. 表示自己得到了应聘的职位。

关于“渴望尽早得到回复”的表达有：

Please give me a reply at your earliest convenience. 请尽早回复。

I should appreciate a prompt reply. 请尽速回复。

Your prompt reply will be appreciated. 希望你方能及早回复。

I look forward to your urgent reply. 希望尽速回复。



Unit 7 求职进行时



玩转句型

Dialogue One

- A: How are you doing these days? 你最近怎么样?
- B: I have quit my job, and I am looking for a better one. 我已经辞掉了工作, 正在找一份更好的。
- A: Oh! Well, good luck to you. 哦, 祝你好运。
- B: Actually, I'm looking for a job as an English teacher. 实际上, 我在寻找一份英语教师的工作。
- A: That would be a perfect job for you. 你确实很适合作教师。
- B: What makes you say that? 你为什么这么说呢?
- A: Because I think you are very responsible, and much of your training has been related to teaching. 因为我觉得你非常有责任心, 而且你的很多培训经历也跟教学有关。

- B: Can you help me find a teaching job? 那你能帮我找个教师职位吗?
- A: I'd be happy to. First I'll need a copy of your resume. 很乐意, 先给我一份你的简历吧。
- Would you like to try other positions as well? 你还想试试其他职位吗?
- B: What would you recommend? 你给我推荐什么呢?
- A: An English editor's position in my company. 我们公司的英文编辑职位。
- B: That sounds very attractive. How can I apply? 听起来非常吸引人。我怎样才能得到这个职位呢?
- A: Don't worry. I will get all the job application materials and meet with you again later. 别着急, 下次见面时我会把所有申请材料带来。
- B: Thank you very much. 太感谢你了。

Dialogue Two

- A: Do you know how I can find a job in the shortest time? 你知道怎样才能最短的时间内找到工作吗?
- B: I think you can use a 我觉得你可以去找猎头



headhunter.

公司。

A: A headhunter? I wonder if I can find a job myself by looking through the newspapers.

猎头公司？我想知道通过报纸能否找到工作？

B: It might be a little bit difficult.

那可能会有点困难。

A: What about through the Internet?

那么通过互联网呢？

B: That is the most common way nowadays. You should give it a try.

这是现在最流行的方式。

你可以试一试。

A: Could you tell me more about it?

你可以多介绍一些这方面的情况吗？

B: No problem.

没问题。

Dialogue Three

A: Why are you staying at home today?

你今天怎么待在家里？

80

B: I was fired. I'm looking for a job now.

我被解雇了，现在正在找工作。

A: How can you find a job at home?

你在家怎么找工作呀？

B: I read the want ads in the newspaper. Do

我看报纸上的招聘广告。报纸是求职最有效的

- you think the news- 途径吗?
paper the most effec-
tive place to find a
job?
- A: No, I don't think so. 不,我不这么认为。
B: So, what's your opin- 那你的看法是什么呢?
ion?
- A: I think you should look 我觉得你可以在互联网
on the Internet. 搜索。
B: Is that really effec- 真的有用吗?
tive?
- A: Yes. I found my pre- 对啊。我现在的工作就是
sent job via the Inter- 在网上找到的。
net.
- B: Then I will also give it 那我也去试试。
a try.
By the way, do I need 顺便问一下, 我需要加上
an English resume? 英文简历吗?
- A: Yes. You can include 需要。你最好加上, 好让人
it to give the person- 事经理能更多地了解你。
nel managers more
information about you.
- B: OK. Do I have to offer 好的。我还需要提供其他
any other information? 信息吗?
- A: You can also add your 你也可以加上你的工作
work experience and 经验以及你获得的奖励



your honors and awards. 和荣誉。

B: That's a good idea. 好主意。

A: What's going on with your previous applications? Have you gotten any replies? 你以前的申请怎么样？有没有得到回复？

B: I got an offer, but I didn't accept it. 我得到了一份工作，可我没有接受。

A: Why not? 为什么？

B: Because I wanted to look at other opportunities. 因为我还想看看有没有其他机会。

A: Oh, I see. You're waiting for the best offer. 哦，我知道了。你在等更好的工作机会。

B: That's right. 没错。



Part 3 谈论工作



Unit 1 职业目标

求职面试的时候经常会被问到关于职业目标的问题,其实不只是招聘者关心这个问题,应聘者也确实应该对自己的职业目标有个明确的界定,在三到五年的时间内,用人单位希望知道你的一个目标,从而更好的了解你,安排适合的岗位,同时作为一个应聘者,如果心存高远,对自己的整个职业生涯也颇有好处。



不求人句型

- | | |
|---|--------------|
| <i>What sort of job would you like?</i> | 你想做什么样的工作? |
| <i>Would you like a job in...</i> | 你喜欢在……工作吗? |
| <i>I was thinking of a job in...</i> | 我考虑在一个……工作。 |
| <i>I want a job with...</i> | 我想找一个……的工作。 |
| <i>I'm hunting for a job with...</i> | 我正在找一个……的工作。 |
| <i>I hope to find a job that offers me...</i> | 我希望有个工作能…… |
| <i>I'd like to be a...</i> | 我想做一个…… |
| <i>What kind of job are you looking for?</i> | 你在找什么样的工作? |



玩转句型

Dialogue One

- A: What sort of job would you like? 你想做什么样的工作?
- B: I would prefer a sedentary job. 我喜欢比较静的工作。
- A: Are you familiar with office management? 你熟悉办公室的管理工作吗?
- B: Yes. I've done something like that before. 是的, 我以前做过类似的工作。

Dialogue Two

- A: Would you like a job in a library? 你喜欢在图书馆工作吗?
- B: I prefer an active job. 我更喜欢活跃的工作。
- A: How about working as a salesman? 推销员怎么样?

Dialogue Three

- A: I was thinking of a job in a foreign affiliate. 我考虑在一个外资企业工作。
- B: Are you going to change your job? 你要换工作了?
- A: Yes. 是啊。



Dialogue Four

- A: *Have you found another job yet?* 你还没找到另一个工作吗?
- B: *No, I haven't. I want a job with an annual vacation.* 是的, 没找到。我想找一个每年都有假期的工作。
- A: *I'm afraid that will be very difficult.* 恐怕会很困难。

Dialogue Five

- A: *What have you been up to recently, Mike?* 麦克, 最近在忙什么呢?
- B: *I'm hunting for a job with higher wages.* 我正在找一个薪水高的工作。
- A: *But you have a handsome salary now.* 但是你现在的工资已经很高啦。

Dialogue Six

- A: *What kind of job are you looking for?* 你在找什么样的工作?
- B: *I hope to find a job that offers me an opportunity for advancement.* 我希望有个工作能提供发展的机会。
- A: *Well, can you tell me what other jobs you've had?* 你能告诉我你以前还做过什么工作吗?

Dialogue Seven

- A: *What do you think you would bring to the job?* 你认为你能为这个工作带来什么?
- B: *I can bring a great deal of experience and knowledge.* 我能带来丰富的经验和知识。
- A: *Where would you like to be in three years?* 三年内你想做到什么职位?
- B: *In three years, I'd like to be a manager.* 三年内我想成为一个经理。



随行锦囊

sort 作名词表示“种类, 类别”, 作动词表示“分类, 整理”, 如:

She spent the whole afternoon sorting letters in the office. 她在办公室花了一下午时间给信件分类。

type 作名词也有“种类, 试样”的意思, 如:

I like Italian-type noodles. 我喜欢意大利式面条。

此外, type 还表示“某种类型的人”, 如: He is a sporty type. 他是运动型的人。

hunt 除了表示“搜寻, 搜索”, 还有“打猎, 猎取”的意思。在英国, go hunting 表示骑马打猎, shooting 表示用枪猎杀鸟兽等; 而在美国, 两种打猎都可用 hunting 表示。



Unit 2 工作内容

工作是美国人的大众话题，工作内容则是谈论工作时经常涉及的细节。在谈论工作内容时，一定要把握好分寸：不要追根问底，让人感到厌恶；也不要三句话不离本行，带有炫耀之嫌。利用下面的“不求人句型”，你就可以轻松畅谈工作内容！

89



不求人句型

- | | |
|---|----------------|
| <i>What do you do for a living?</i> | 你是做什么的？ |
| <i>What is your job / occupation?</i> | 你的工作 / 职业是什么？ |
| <i>I'm familiar with...</i> | 我熟悉……(工作) |
| <i>I used to work as...</i> | 我当过…… |
| <i>I have worked as... for many years.</i> | 多年来，我一直从事……工作。 |
| <i>My responsibilities are...</i> | 我的职责是…… |
| <i>What business / line of work are you in?</i> | 你从事什么行业 / 工作？ |
| <i>What kind of things are you responsible for?</i> | 你负责什么工作？ |



My job is in the ... business. 我的工作属于……行业。

I'm a(n) ... at ... 我是……(单位)的……



玩转句型

Dialogue One

A: *Nancy, what do you do for a living?* 南希,你是做什么的?

B: *I'm a reporter at a TV station.* 我是一家电视台的记者。

A: *Oh, that sounds interesting.* 哦,听起来蛮有趣的。

Dialogue Two

A: *What is your occupation?* 你的职业是什么?

B: *I'm a secretary.* 我是秘书。



Dialogue Three

90 A: *I'm familiar with office management.* 我熟悉办公室的管理工作。

B: *I thought you were a salesman.* 我原以为你是业务员。

A: *I used to work as a salesman, but now* 我当过业务员,但我现在是业务经理。

I'm a sales manager.

Dialogue Four

A: I have worked as a typist for many years.

许多年来，我一直从事打字员工作。

B: Have you worked for the same company?

你一直在一家公司里工作？

A: No, I've had several jobs.

不是，我在不同的公司工作过。

Dialogue Five

A: You are a computer programmer, right? Could you describe your job to me?

你是电脑程序员对吧？

B: Yes. My responsibilities are writing programs and improving them.

你能给我描述一下你的工作吗？

好的。我的职责是编写并修改程序。

Dialogue Six

A: What's your job?

你的工作是什么？

B: I'm an operator. Are you interested in it?

我是接线员。你对这工作感兴趣吗？

A: I have to say no.

我不得不说，我不感兴趣。



Dialogue Seven

- A: What line of work are you in? 你从事什么工作?
- B: I'm an editor, and it's my favorite job. 我是编辑, 这是我最喜欢的工作。
- A: You are lucky to be doing a job you like. 你很幸运, 能做自己喜欢的工作。

Dialogue Eight

- A: What business are you in? 你从事什么行业?
- B: My job is in the hotel business. 我的工作属于酒店行业。
- A: What kind of things are you responsible for? 那你负责什么工作?
- B: I'm an assistant manager. Therefore, assisting with the manager's duties is my responsibility. 我是助理经理, 因此协助经理工作是我的职责。





随身锦囊

work 意为“工作，劳动”，泛指用于谋生的活动；job 意为“职业，职位”，用于指具体的职位或职责。例如：

Sally has an easy job. She doesn't have a lot of work to do. 萨利的工作很清闲，她没什么事可做。

在介绍自己的工作时，可以尽量说得详细一些，除非你不想让对方了解你的工作。一般情况下，你要把职位和工作单位都告诉对方，例如：

I'm a manager in a publishing company.
我是一家出版公司的经理。

谈论工作内容时最好不要涉及工资 (salary) 等敏感话题，因为这属于个人隐私，就像不能轻易询问女士年龄一样。



Unit 3 工作制度

没有规矩，不成方圆。各个企业单位都有一套自己的工作制度，我们必须朝九晚五，生病必须请假……虽然与大学那段闲暇的时光相比少了很多人情味，但是如果没有这些制度，很难保证工作顺利的进行。虽然知道这个道理，但是“睡到自然醒，天上掉馅饼”依然还是每个人的梦想啊！



不求人句型

My job is a nine-to-five one.

我的工作时间是朝九晚五。

I work five days a week.

我每周工作 5 天。

We usually take a one-hour lunch break.

我们有 1 小时的午休时间。

We have a merit system.

我们采用绩效考核制度。

We have adopted a merit-pay system.

我们采用功绩制。

We have 10 paid holiday days a year.

我们一年有 10 天的带薪休假。

It's difficult to take my

要取得带薪休假很难。

paid leave.

Our maternity leave is six months.

我们公司的产假有 6 个月。



玩转句型

Dialogue One

A: *How many hours do you have to work?*

你得工作多长时间?

B: *My job is a nine-to-five one.*

我的工作时间是朝九晚五。

A: *It sounds good.*

听起来不错。

Dialogue Two

A: *I work five days a week.*

我每周工作 5 天。

B: *So you have lots of spare time.*

所以你有很多空余时间。

A: *Yes. I also have a part-time job.*

是的,我也做些兼职。

Dialogue Three

A: *It's almost time for lunch.*

快到午饭时间了。

B: *Yes, it is. We usually take a one-hour*

是的。我们有 1 小时午休时间。



lunch break.

A: *I've just finished my work.*

正好工作刚做完。

B: *Let's go and find a restaurant.*

那我们去吃饭吧。

Dialogue Four

A: *We have a merit system here.*

我们采用绩效考核制度。

B: *What's a merit system?*

什么是绩效考核制度?

A: *The merit system is the process of promoting and hiring employees based on their ability to perform a job. The system forbids discriminating against employees.*

绩效考核制度就是根据员工的工作能力来决定是否雇佣和提拔。

这个制度杜绝了对员工的歧视。

★ B: *Oh, I see.*

哦,知道了。

96

Dialogue Five

A: *How is the salary?*

待遇怎么样?

B: *Oh, so-so. We have adopted a merit-pay system.*

一般吧。我们采用功绩制。

We don't offer high

而且一般性的工作他们也

salaries for average job. 不会给高工资的。

Dialogue Six

A: We have 10 paid holidays a year. 我们一年有 10 天的带薪休假。

B: That's great. 真好啊!

A: But it's difficult to take my paid leave. 但是要取得带薪休假很难。

Dialogue Seven

A: I'm going to have a baby. 我怀孕了。

B: Really? 真的吗?

A: Yes. It's a girl. 真的,是女孩。

B: Congratulations! So you'll be taking a maternity leave. 恭喜你!你快要休产假了。

A: Yeah. Our maternity leave is six months. 是啊。我们公司的产假有 6 个月。



随身锦囊

在英语中, 名词 break、holiday、leave 都可以表示“休假”, 但侧重点各有不同 (可参照 Unit 6 相关内容):

break 所指时间较短, 可以指工作期间的间隙, 强调短时间的休息, 如: morning break 上午的休息; 也可指短期假日, 如: a weekend break 周末假日。

holiday 指法定假日或节日, 在英国一般指时间较长的假期, 如: summer holiday 暑假。在美国, 假期则通常用 vacation 来表示, 如: summer vacation 暑假。

leave 指工作期间的休假, 一般需要个人提出申请, 如: annual/sick leave 年/病假。

动词 perform 通常用于表示“表演, 演出”, 在工作场合还可指“做, 执行, 履行”, 例如: You have to perform your duty. 你得履行自己的义务。

此外, perform 也可指“(机器等)工作, 运转”, 例如: The new car performs well. 这辆新车性能不错。

Unit 4 工作评价

朋友最近刚跳槽，到一家新的公司。现在听不到她对公司的抱怨了，精神面貌也焕然一新，对工作的评价那是相当的高。这个工作真的比原来的好吗？

99



不求人句型

It's an easy job.

这工作不太费事。

I find my job...

我觉得我的工作……

How do you like your job?

你觉得你的工作怎么样？

It's hard work but stimulating.

工作不轻松,但让人很有精神。

... job pays well.

……的工作收入不错。

I'm thinking about changing my job.

我在考虑换工作。

... have good working conditions.

……的工作条件很好。

... has a good job in...

……在……有个好工作。



玩转句型

Dialogue One

A: I'm a librarian at a university. You know, it's an easy job.

B: Lucky you!

A: What's your job?

我在一个大学做图书管理员。你知道的,这工作不太费事。

那你太幸运了。

你是做什么工作的?

Dialogue Two

A: I find my job boring these days.

B: How come? You said you loved this job last week.

A: The work is OK, but I wish I had more contact with customers. I like meeting new people every day.

最近我觉得我的工作特别无聊。

怎么会呢?你上周说你喜欢这个工作的。

工作不错,但是我希望能够多和客户接触,我喜欢每天都接触新人。

Dialogue Three

A: What do you do for a living?

B: I'm a salesman.

A: How do you like

你做什么工作?

我是个推销员。

你觉得你的工作怎么样?

your job?

B: It's hard work, but stimulating.

工作不轻松，但让人很有精神。

Dialogue Four

A: I've heard that you've found a new job.

我听说你找到新的工作了。

B: Yes, and I'm really enjoying it.

是的，我喜欢我新的工作。

A: How's the salary?

工资待遇怎么样？

B: Oh, the job pays well.

哦，我的工作收入不错。

Dialogue Five

A: What line of work are you in?

你从事什么行业？

B: I'm a software engineer.

我是个软件工程师。

A: You must be busy.

你一定很忙。

B: Yes, so I'm thinking about changing my job.

是的，所以我在考虑换工作。

Dialogue Six

A: You've changed your job, haven't you?

你换工作了，是吗？

B: Yes, I have good working conditions

是的，我现在的工作条件很好。



now.

A: *Do you like it?*

你喜欢这个工作吗?

B: *Yes, I am a lot happier.*

喜欢,我很开心。

Dialogue Seven

A: *I ran into Lucy last Sunday.*

我上周日遇见露西了。

B: *Really? I haven't seen her for ages. How is she?*

真的?我好久没见到她了,她怎么样?

A: *She got married, and she has a good job in a bank.*

她结婚了,而且在银行有个好工作。





随行锦囊

boring、tedious、tiresome 都表示“缺乏趣味的,让人厌烦的”,但是它们还有些细微区别,如:

boring 指使人无精打采,让人不满意的感觉,如: The film is extremely boring. 这个电影真是无聊极了。

tedious 强调缓慢或漫长的曲折让人感到乏味,如: They play card to spend tedious days on the train. 他们用打牌来打发在火车上的无聊时光。

tiresome 侧重因事物的无穷无尽或毫无变化而感到厌烦,如: He is a tiresome man. 他是一个让人厌烦的人。



Unit 5 加班

本来已经和朋友约好了今晚下班去 K 歌，可是、但是、竟然 Boss 突然宣布——今晚全体加班。唉！命苦啊！



不求人句型

Are you working over-time tonight? 今晚你加班吗？

Are you getting over-time? 有加班费吗？

Are you working late tonight? 今天晚上你要工作到很晚吗？

... don't get paid for overtime.没有加班费。

I can't leave this job at the moment. 现在我不能放下这个工作。

... have to finish...必须得完成.....

Let's finish up. 就干到这儿吧。

... works day in and day out.从早到晚不停地工作。



玩转句型

Dialogue One

A: Are you working overtime tonight?

今晚你加班吗?

B: Unfortunately, yes.

很遗憾,要加班。

A: It seems you're working too much.

看起来你超负荷工作了。

Dialogue Two

A: Are you getting overtime?

有加班费吗?

B: No. So I'm thinking about changing my job.

没有。所以我在考虑换工作。

A: Do you have any definite plans?

有明确的打算吗?

B: Not yet.

还没有呢。

Dialogue Three

A: Hi, Rebecca. Are you working late tonight? I'd very much like you to have dinner with me.

嗨,丽贝卡。今天晚上你要工作到很晚吗?
我想请你吃饭。

B: I'm not sure.

我也不确定。



A: *Can you call me at about 7:00?* 你能 7 点时给我打个电话吗?

B: *No problem.* 没问题。

Dialogue Four

A: *How do you like your new job?* 你觉得新的工作怎么样?

B: *I like it. It makes me feel useful.* 我很喜欢, 它让我感到自己很有用。

A: *How is the salary?* 待遇怎么样?

B: *It pays well. But we don't get paid for overtime.* 待遇不错, 但是我们没有加班费。

Dialogue Five

A: *I spent hours on this. I worked day in and day out.* 这个项目我花了好长时间。我从早到晚不停地工作。

B: *I'm sorry, but you have to do it all over again. Business is* 对不起, 但是你必须全部重做。

business. 工作就是工作, 不能讲私情。

Dialogue Six

A: *Let's go out for a drink!* 我们一起去喝一杯吧。

B: *Sorry. I can't leave this job at the* 对不起, 现在我不能放下这个工作。

moment.

A: I'm sorry to hear that. 听到这个真遗憾。

Dialogue Seven

A: It's dark outside already. 外边天都黑了。

B: Yes, It's time to go home. Let's finish up. 是啊,该回家了。
就干到这儿吧。

A: But I have to finish this report today. 但是我今天必须得完成这个报告。

★ 107



随行锦囊

overtime 是“加班,超时”的固定表达,可以作名词表示“加班,加班时间”,如: get paid for overtime 得到加班费;也可作副词表示“在加班时间内,超时地”,如: work overtime 加班工作。

finish up 意为“终结,结束”,与其形近的 finish sth. up 意为“把所剩之物吃完、喝完或用完”。up 在两个短语中都表示“完全地,彻底地”,同样地,up 还可与其他动词搭配,表示“完,光”,如: eat up 吃光; dry up 干涸。



Unit 6 请假休息

谁都有要请假的时候,但是要请假时该怎么和上司说呢? 如何说,既表达了我的意思,又比较婉转呢? 职场常备课,且听“不求人”怎么说?



不求人句型

- | | |
|--|------------|
| <i>May I ask for an excused absence...?</i> | 我……可以请假吗? |
| <i>Do you mind if I take tomorrow off?</i> | 你介意我明天请假吗? |
| <i>I want to take a day off to...</i> | 我想请假一天去…… |
| <i>I have two vacations a year.</i> | 我一年有两次休假。 |
| <i>He is off today.</i> | 他今天休假。 |
| <i>I am taking a day off tomorrow.</i> | 我明天放一天假。 |
| <i>I want to ask for time off.</i> | 我要请个假。 |
| <i>You can ask for time off for at most two weeks.</i> | 你最多可以请假两周。 |
| <i>... took... off because</i> | ……因为……休假…… |



玩转句型

Dialogue One

A: *May I ask for an excused absence this Friday, Mr. Jackson?*

我这个周五可以请假吗，杰克逊先生？

B: *You've already missed too many lessons this month.*

这个月你已经好多课没来了。

A: *I'm sorry.*

对不起。

Dialogue Two

A: *Do you mind if I take tomorrow off?*

你介意我明天请假吗？

B: *This is the fourth time you've asked for time off this month.*

这是本月你第四次请假了。

A: *Yes, I know, and I'm sorry. This will be the last time.*

对不起，我知道，这是最后一次。

Dialogue Three

A: *I want to take a day off to go to the doctor.*

我想请假一天去医院。

B: *What's the trouble?*

你怎么了？



A: *I've lost my appetite,
and I feel sick all the
time.*

我不想吃东西。总感觉
恶心。

Dialogue Four

A: *I have two vacations
a year.*

我一年有两次休假。

B: *Lucky you! I only get
one vacation a year.*

你真幸运。我一年才有一
次休假。

Dialogue Five

A: *May I speak to Mr.
White, please?*

请问怀特先生在吗?

B: *Hold on, please.
Sorry, he is off to-
day.*

请稍等。
对不起,他今天休假。

Dialogue Six

A: *I am taking a day off
tomorrow. Shall we
go shopping to-
morrow afternoon?*

我明天放一天假。
咱们明天下午去逛街怎
么样?

B: *I'd love to, but you
know it's difficult for
me to get a day off.*

我很想去,但是你知道我
很难请假的。

A: *I want to ask for time
off.*

我要请个假。

B: *Generally speaking,*

通常情况,你最多可以请

*you can ask for time
off for at most two
weeks a year, for the
proper reasons.*

假两周。而且必须有正当理由。

Dialogue Seven

*A: I haven't seen Linda
for several days.
Have you seen her
lately?*

我好几天没见到琳达了,

你最近见到她了吗?

*B: She took three weeks
off because she was
sick.*

她因为生病了休假三周。

*A: Oh, I'm sorry to hear
that.*

哦,听到这事我很难过。



随行锦囊

(days) off、holiday、vacation 都有“放假，休息”的意思，但用法却不大一样（可参照 Unit 3 相关内容），如：

(days) off 通常指不用上班、休息的日子，如：
She has a day off today. 她今天休息。

holiday 通常指法定假日，如：New Year holiday 新年假日；on holiday 休假中；指假期时用法同 vacation。

vacation 通常指停止工作或读书的假期，如：
summer vacation 暑假；winter vacation 寒假。

absence 意为“缺席，离开”，而 leave of absence 则可表示“准假”，尤指准予担当公职或军务的人请假，例如：

The soldier had to ask for leave of absence to attend a wedding. 士兵得请假参加婚礼。



Unit 7 关于出差

终于有机会出差了,盼了好久呢,而且还是去一个省会城市,别提心里有多美了。昨天看到一老同学,马上告之这个好消息,结果人家反应很平淡。我问她最近忙什么呢?好久没见了。她说她刚从英国回来,出差了一个月。唉!这做人的差距咋就这么大呢?

★ 113



不求人句型

I'm going on a business trip next week. 我下周出差。

I'm going to... on business. 我要去……出差。

I've got to keep track of travel expenses. 我必须明了差旅费的支出细则。

I found business trips quite tiring. 出差对我来说是很累人的事。

I have been planning a business trip. 我计划出差。

I have to visit several important clients on this trip. 这次出差我要拜访几个重要的客户。



I like to take an occasional business trip for a change.

我喜欢偶尔出差调剂一下心情。

There are still several things that haven't been decided yet before the trip.

出差前还有几个问题没定下来。



玩转句型

Dialogue One

A: *I'm going on a business trip next week.*

我下周出差。

B: *Another business trip? You just came back last Sunday.*

又出差?

你上周日刚回来。

A: *Yes, I know. And maybe I'll be traveling with the boss this time.*

是啊。而且这次可能是和老板一起去。

B: *You are so lucky.*

你很幸运。

Dialogue Two

A: *Why don't we go to see a football game?*

我们干吗不去看足球比赛呢?

A: I'd like to, but I can't.

我很想去,但是我不能。

A: I can't believe you'd pass up a football game!

真不敢相信你会错过足球比赛。

B: I'm going to Shanghai on business.

我要去上海出差。

Dialogue Three

A: I've got to keep track of travel expenses.

我必须明了差旅费支出细则。

B: The company is sometimes very cheap about reimbursing travel expenses.

公司有时在报销差旅费上很小气。

A: I couldn't agree more.

我完全同意。

Dialogue Four

A: I have been planning a business trip.

我计划出差。

B: I found business trips quite tiring.

出差对我来说是很累人的事。

A: Yes, you're right. The first thing I do is looking for the most comfortable hotel.

是啊。我要做的第一件事就是找一家最舒适的旅馆。

Dialogue Five

A: I heard that you're

我听说你明天要出差。



going on a business trip tomorrow.

B: Yes. I have to visit several important clients on this trip.

是的。这次出差我要拜访几个重要的客户。

A: You should go to bed early tonight.

今晚早点休息吧。

B: I will. Thank you.

我会的。谢谢。

Dialogue Six

A: Do you like taking business trips?

你喜欢出差吗?

B: I like to take an occasional business trip for a change.

我喜欢偶尔出差调剂一下心情。

A: What do you do?

你做什么工作的?

B: I'm an accountant.

我是一个会计。

Dialogue Seven

A: Are you working overtime tonight?

今晚你加班吗?

116 *B: Yes. There are still several things that haven't been decided yet before the trip.*

要加班。出差前还有几个问题没定下来。

A: You're working too much.

你超负荷工作了。



随行锦囊

on business 和 business trip 都可以表示“出差”,前者一般出现在 be away on business 的结构中,而后者则通常见于 go on /take a business trip 的结构中。

出差小贴士:

1. Dress professionally during the entire trip. 在整个出差中要穿着得体。

2. Be prepared and be on time. 做好充分准备,并且一定要守时。

3. Use proper business language. 使用合适的商务语言。

4. Stay away from alcohol and anything potentially inappropriate during your trip. 远离酒和任何可能对出差不利的事物。

5. Keep in mind that your time is not your own on a business trip. 时刻记住出差时你的时间不是你自己的时间。



Unit 8 策划项目

进公司后最容易显示工作能力的，就是做项目，最能锻炼人的，也是做项目。每个机会都要好好把握啊。如果有很多人参与项目，那么 Teamwork 就显得更为重要，你的 communication skill 也要同时加强呢。看看“不求人”，如何更好地和你的团队沟通。



不求人句型

My proposal was accepted at the meeting.

我的企划方案在会议中通过了。

The president expressed his disapproval of the proposal.

董事长不赞成这个企划方案。

I drew up a blueprint for the project.

我为这个方案制订了一个蓝图。

I proposed a plan at the meeting.

我在会上提出了一份计划。

We made up a sales plan for the new product.

我们为新产品制订了销售计划。

They gave our offer the thumbs down.

他们拒绝了我们的提案。

We are heading in the right direction.

我们的进展很顺利。

This task is not as easy as it seems.

这可不像是看上去那么简单。



玩转句型

Dialogue One

A: *The meeting went well.*

会议开得很成功。

My proposal was accepted at the meeting.

我的企划方案在会议中通过了。

B: *That's great. What's the first step?*

太棒了！第一步怎么办呢？

A: *Let's go for a drink and I'll tell you about it.*

我们先去喝一杯，然后我再告诉你。

Dialogue Two

A: *The president expressed his disapproval of the proposal.*

董事长不赞成这个企划方案。

B: *How come?*

怎么会呢？

A: *He jumped to*

我想是他过早地下结



conclusions, I think.

论了。

Dialogue Three

A: I drew up a blueprint for the project.

我为这个方案制订了一个蓝图。

B: That's good, but don't forget that their primary concern is to reduce costs.

很好,但是别忘了,他们首先考虑的事是减少成本。

A: Yes. This is only a tentative plan.

是的。这只是个试行的计划。

Dialogue Four

A: I proposed a plan at the meeting.

我在会上提出了一份计划。

B: Did the manager give the green light to it?

经理批准了吗?

A: I have no idea. He gave me a new assignment.

不知道。他给我一个新的任务。



Dialogue Five

120

A: We made up a sales plan for the new product.

我们为新产品制订了销售计划。

B: Yes, we did agree on the new plan, but on reflection, it seems

是的,我们同意这个新计划,但是仔细考虑后,这个计划似乎有风险。

risky.

A: I'm sure we'll come up
with the best ap-
proach if we keep
trying.

我肯定如果我们继续努力
就一定会找到最好的解
决办法。

Dialogue Six

A: They gave our offer
the thumbs down.

他们拒绝了我们的提案。

B: That's disappointing.
What shall we do
next?

真是让人失望的结果。
我们下一步该怎么做?

A: Perhaps we can come
up with a new pro-
posal.

或许我们会想出新的
提案。

Dialogue Seven

A: This project is sur-
prisingly difficult. Th-
anks for working so
hard on it.

这个项目难度相当大。
你们辛苦了。

B: At least we are
heading in the right
direction.

至少我们的进展很顺利。

Dialogue Eight

A: This task is not as
easy as it seems. It's

这可不像看上去那么简
单。的确是个挑战。



a real challenge.

B: *That's right. They're* 没错。他们在浪费时间。
wasting their time
working on it.



随行锦囊

proposal 除了表示“计划,提议”外,还有“求婚”的意思,如:

I suggest you keep your marriage proposal simple. 我建议你求婚仪式简单一些。

jump to conclusions 意为“(未经全面考虑)匆匆作出结论”,与其形近的 jump to it 也含有“匆忙”的意思,通常用于口语化的祈使句中,表示“赶快”,例如:

The train will be leaving in ten minutes, so jump to it! 火车还有十分钟就开了,快点儿吧!

give sb./sth. the thumbs up/down 原用于表示给某人/某事物赞许或拒绝的手势,现引申为“称赞/反对某人/某事物”,例如:

The manager gave my new proposal the thumbs up. 经理称赞了我的新提议。

Unit 9 临近期限

Deadline, Deadline, Deadline, Deadline, Deadline……
马上就临近最后期限了,可是手上的项目还是没有什么
头绪呢,老板又催得紧,怎么办? 加班吧!

★ 123



不求人句型

When is the paper due?

报告截止到几号?

When is... over?

……截止到什么时候?

It's due on...

截止到……

I'm running out of time.

所剩时间不多了。

I'm under the gun.

这期限压得我喘不过
气来。

*I've got to finish ...
tonight.*

今晚我得把……完成。

*I'm going to need an
extension of the dead-
line.*

我想延长一点时间。

*It's getting down to the
wire.*

最后期限就要到了。



玩转句型

Dialogue One

A: When is the paper due?

报告截止到几号?

B: It's due on the twenty-eighth.

截止到 28 号。

A: Oh, we only have three days left.

哦,我们只有三天时间了。

Dialogue Two

A: When is the pay period over?

付款截止到什么时候?

B: I'm not sure. Maybe Lily knows.

我不太确定,可能莉莉知道。

Dialogue Three

A: I'm running out of time. I need more help with the project.

所剩时间不多了。
这个项目还得找人帮忙。

B: Well, you can count on me.

那你可以找我呀。

Dialogue Four

A: I'm under the gun. I only have three days left, but it will take at least forty hours to finish this assignment.

这期限压得我喘不过气来。我只有三天时间了,但是完成这个任务至少需要四十个小时。

B: *Maybe changing jobs
is the only way out.*

可能换个工作是唯一的解决办法。

A: *But I can't leave this
job right now.*

但是现在我不能放下这个工作。

Dialogue Five

A: *It's time to go home.*

该回家了。

B: *But I can't. I've got to
finish the project
tonight.*

可是我不能。今晚我得把这个方案完成。

A: *All right. Well, I'm
heading out. See you
later! Don't work too
hard!*

好吧。我要走了，回头见！

悠着点儿！

Dialogue Six

A: *The day after tomorrow
is the deadline.
Have you finished
your report?*

后天就是最后期限了，你的报告完成了吗？

B: *Not yet. I'm going to
need an extension of
the deadline.*

还没呢。我想延长一点时间。

Dialogue Seven

A: *I'm so tired. Let's fi-
nish up after a lunch
break.*

我太累了，我们吃完午饭再继续弄完吧。



英语话题不求人 工作不求人



B: *I wish we could, but it's getting down to the wire.* 我希望我们可以, 但是最后期限就要到了。

A: *Well... All right, let's wait until after the job is done.* 那……那好吧, 我们等到弄完再吃吧。



随行锦囊

due 除了表示上面句型中的“应付的, 到期的”, 还有“约定的, 预期的”之意, 如:

The next plane to Shanghai is due at 11 o'clock. 下一班去上海的飞机 11 点起飞。

due to 是固定搭配, 表示“由于……, 因为……”, 如:

He arrived late due to the traffic jam. 由于堵车, 他迟到了。

I'm under the gun. 字面意思是“我在枪口下”, 表示“受到很大压力, 压得喘不过气”, 相当于 I'm under the pressure.

Unit 10 工作进行时



玩转句型

Dialogue One

A: I haven't seen you for ages, Lily. What do you do for a living now?

B: I'm a government employee.

A: Oh, really? Then where do you work?

B: I work at the Ministry of Commerce.

A: That's great. How do you like your job?

B: I like the feeling it gives me. It makes me feel important.

A: It seems that you like your job very much.

B: You are right. How about you?

莉莉,好久不见了。
你现在是做什么的?

我是公务员。

哦,真的吗? 那你哪儿工作?

我在商务部工作。

真是太棒了。你喜欢自己的工作吗?

我喜欢工作给我的感觉。
它让我感到自己很重要。

你似乎非常喜欢自己的工作。

没错。那你呢?



A: I find my job extremely boring these days.

我最近觉得工作非常无聊。

B: That's not a good sign.

那可不是个好迹象。

Dialogue Two

A: I'm so tired. I have been working overtime these days.

我太累了。我这几天一直在加班。

B: Why do you have to work overtime?

你为什么得加班呢?

A: Well, I'm an accountant. I must balance the accounts at the end of the month.

你是知道的,我是会计。我每到月底都得报账。

B: Do you get paid extra for overtime?

那你会因加班而获得额外报酬吗?

A: No.

不会。

B: Have you ever thought about another job?

你曾经考虑过要换工作吗?

A: No, because our working conditions are great, and I like the job very much.

没考虑过。因为我们的工作环境很好,而且我也很喜欢这份工作。

B: That's why you don't want a new job.

难怪你不换工作呢。

A: Yes, and besides, I do not have to work

是啊。此外,我也不用一直加班。

overtime all the time.

B: I know you love your job. However, don't forget to take care of yourself when you work overtime.

我知道你热爱自己的工作，但你加班时最好照顾好自己。

A: I will.

我会的。

Dialogue Three

A: It's already dark out.

外边天都黑了。

B: Yes. It's been a long day. It's time to go home.

是啊。今天忙了一天。该回家了。

A: I'm afraid I have to work over time tonight.

恐怕我又得加班。

B: You're really a hard worker.

你真是个努力工作的人。

A: I have to finish a report today. It's getting down to the wire.

我今天必须完成这个报告，期限就快到了。

B: I feel sorry for you.

我真同情你。

A: And I'm going on a business trip next week.

而且我下周要出差。

B: Another business trip? You just came back last Sunday.

又出差？你上周日刚回来。



A: Yes. I have to visit several important clients on this trip.

是啊。这次出差我要拜访几个重要的客户。

B: Business trips wear me out.

出差对我来说是很累人的事。

A: You can say that again. And there are still several things that haven't been decided yet before the trip.

你说的对。
而且出差前还有几个问题没定下来。

B: Why are you going there in such a hurry?

那急着去那里干吗?

A: The president has approved my proposal. And now I've been given a new assignment.

我的企划方案已经得到董事长的认同。
我被安排了一个新的任务。

B: You're efficient.

你真能干。



Part 4 同事之间



Unit 1 谈论同事

国外的公司，同事间很少有非常要好的朋友，主要是因为大家都非常重视自己的 Private Space。但是我们还是难免会聊起其他的人，如果在闲谈中表达了自己，又不至于落下 Big Mouth 的坏名声呢？“不求人”给你支招！



不求人句型

... is efficient.

……很能干。

... is very popular.

……很有人缘。

... has a quick mind.

……的理解力很强。

... is loyal.

……是守信用的人。

... is very polite.

……很有教养。

... has a bad temper.

……动不动就生气。

... is so weird.

……真让人捉摸不透。

... is a workaholic.

……是个工作狂。



玩转句型

Dialogue One

A: Jack has finished the job already.

杰克早就把工作做完了。

B: He is efficient.

他很能干。

A: But there's a lot of work piled up on my desk.

瞧我桌上堆了一堆的事儿。

Dialogue Two

A: Do you know that guy over there?

你认识那边那个人吗?

B: Is it Nick?

是尼克吗?

A: Yeah. He is very popular.

是啊,他很有人缘。

Dialogue Three

A: Mary has a quick mind. She is very smart.

玛丽的理解力很强。她很聪明。

B: But she always treats me like an enemy.

可她总把我当作眼中钉。

A: How come?

怎么会呢?

Dialogue Four

A: Do you like your boss?

你喜欢你的老板吗?



B: No, he's very hard on me. But he is loyal.

不,他对我很严厉。
但他是守信用的人。

Dialogue Five

A: Is Sara getting along with everyone?

萨拉和大家合得来吗?

B: Yeah, we all like her. She is very polite.

是的,我们都喜欢她,她很有教养。

Dialogue Six

A: What's wrong with him? He's on edge today.

怎么啦,他今天这么烦躁。

B: I have no idea. He has a short temper.

不知道,他动不动就生气。

A: Oh, he is so weird.

哦,他真让人捉摸不透。

Dialogue Seven

A: Our manager is a workaholic.

我们经理是个工作狂。

B: Really?

真的?

A: Yes. He puts his work before his family.

是啊。他是工作第一,家庭第二。



随行锦囊

workaholic 是 work(工作) 和 alcoholic (酒精中毒)的合成词,表示“工作狂”的意思。类似的合成词还有: chocolate + alcoholic = chcoholic, 表示“喜欢吃巧克力的人”; shop + alcoholic = shopaholic, 表示“购物狂”。

评价一个人还可以用以下表达:

He's a good guy. 他是个好人。

He's good for nothing. 他一无是处。

He looks older than he is. 他显老。

He's simpleminded. 他头脑简单。

He has a good temper. 他脾气很好。

He's fresh. 他很好色。

She has a nice figure. 她的身材很好。

He's talkative. 他真多嘴多舌。

He's selfish. 他很自私。

He's a heavy smoker. 他烟瘾很大。

He's so irresponsible. 他一点儿责任心都没有。



Unit 2 承担过错

说声“对不起”，并不代表真的犯了什么天大的错误或做了伤天害理的事，而是沟通的消毒剂，可解冻、改善与转化沟通的问题。愿意承担过错就是替自己和朋友创造了天堂和奇迹，化不可能为可能。



不求人句型

It's my fault.

是我的错。

I take full responsibility.

我负全责。

I feel completely guilty.

我感到非常内疚。

I shouldn't have done that.

我不应该那样做。

It will never happen again.

再也不会发生这样的事了。

I won't do it again.

我再也不会做这种事了。

I blame no one but myself.

不能怪别人，只能怪我自己。

I should have asked you first.

我应该先征求你的意见。



玩转句型

Dialogue One

A: *It's my fault.*

是我的错。

B: *Don't blame yourself.*

别责备自己了。

*These things always
happen.*

这是常有的事。

Dialogue Two

A: *I take full responsibility.*

我负全责。

B: *Don't worry. It's not
your fault, actually.*

别担心。事实上,这不是你的错。

Dialogue Three

A: *I feel completely
guilty.*

我感到非常内疚。

B: *I understand how you
feel. Don't give it an-
other thought. Every-
thing will be fine.*

我了解你的感受。
别想得太多。
一切都会好的。

Dialogue Four

A: *I shouldn't have
done that.*

我不应该那样做。

B: *It can't be helped. It
happens to everyone.*

没办法呀!这种事谁都会遇到。



A: *What bad luck.*

太不顺了。

Dialogue Five

A: *You're late again.*

你又迟到了。

B: *Sorry. I went to...*

对不起,我昨天去……

A: *I've heard enough of your excuses.*

我不想再听你的辩解了。

B: *I promise it will never happen again.*

我保证再也不会发生这样的事了。

Dialogue Six

A: *I'm mad at you!*

你气死我了!

B: *I'm sorry. I won't do it again.*

对不起,我再也不会做这种事了。

Dialogue Seven

A: *It was careless for me to lose your paycheck. I blame no one but myself.*

我也太不小心把付给你薪水的支票弄丢了。不能怪别人,只能怪我自己。

B: *That's OK. I'm sure you'll write me a new one soon. Everyone makes mistakes.*

没关系。我相信你会再为我写个新的。谁都有犯错误的时候。

Dialogue Eight

A: *I don't think you should have done that.*

我觉得你不该那样做。

B: *It was a mistake. I*

那是一个错误。我应该先

should have asked 征求你的意见。

you first.

A: *It's too late now.*

现在后悔也晚了。



随行锦囊

be mad at sb. 意为“生某人的气”，而 *be mad about/on sb.* 则意为“对某人极感兴趣或很入迷”，例如：*Tom's mad about Mary.* 汤姆爱玛丽爱得如痴如醉。

no one but... 表示“不是别人，就是……”，如上面句型中的 *I blame no one but myself.* 不能怪别人，只能怪我自己。

同样地，*nothing but* 表示“只有，只不过……”，如：*He is nothing but a thief.* 他只不过是个小偷。要注意它和 *anything but* 的区别，*anything but* 表示“根本不，一点也不，决不”，如：*He is anything but a thief.* 他绝不是一个小偷。



Unit 3 催促工作

Daniel 前些天和女友吵架了,心情不好,每天夜里都上线 WOW(魔兽世界) 到凌晨 3 点多。第二天也是没精打采的一整天,工作任务落下好多,头儿来催他了。



不求人句型

Pull yourself together.

打起精神来。

Don't slack off!

别偷懒!

This is a rush job.

这事刻不容缓。

This is priority one.

这是首先要做的事情。

Are you just going to stand there all day?

你想整天杵在那什么也不做吗?

You should get prepared for it now.

你现在就应该着手准备。

Let's see some action.

让我们看看你的行动。

You haven't finished your part.

你还没完成你分内的活呢。



玩转句型

Dialogue One

A: *Stop crying and pull yourself together. Let's get down to work.*

别哭了,打起精神来。

我们开始工作吧。

B: *Yes. We have no time to lose.*

是啊。我们没有多少时间了。

Dialogue Two

A: *Don't slack off!*

别偷懒!

B: *Okay. I won't.*

好的,绝不偷懒。

A: *I know you're tired, but don't lose steam now.*

我知道你很累,但是坚持住。

Dialogue Three

A: *Let's take a break.*

我们休息一会儿吧。

B: *This is a rush job. We'd better finish it first.*

这事刻不容缓,我们最好先完成。

A: *Oh, I see.*

哦,知道了。

Dialogue Four

A: *Time is running out. This job is priority*

时间不多了,这是首先要做的事情。



one.

B: We'd better hurry up,
then.

那我们最好加快速度。

A: Yes, and we have to
crank this out tonight.

是的，而且我们今晚必须
把这个任务赶出来。

Dialogue Five

A: Are you just going to
stand there all day?

你想整天站在那什么也不
做吗?

B: It's not my fault. The
machine doesn't work.

不是我的错，机器坏了。

Dialogue Six

A: I have to take an exam
next month.

我下周有个考试。

B: I think you should get
prepared for it now.

我想你现在就应该着手
准备。

A: Yes. It's my last
chance.

是的。这次是最后一次机
会了。

Dialogue Seven



142

A: I've got so much to do.
I don't know where to
start.

我有好多事要干，都不知
道该从哪入手。

B: Then you'd better stop
talking. Let's see so-
me action.

你最好别光说，让我们看
看你的行动。

A: That's easy for you to

你说得容易，你有两个助

say; you have two 手呢。
assistants.

Dialogue Eight

A: Let's call it a day!

今天就到这里吧。

*B: But you haven't
finished your part.*

但是你还没完成你分内的
活呢。

*A: I'm so tired. It's been
a long day.*

我太累了,今天忙了一天。



随行锦囊

sack 有名词、形容词、动词的词性,表示“懒惰,马马虎虎,松散”。sack 作动词常见于短语 sack off 中,表示“做事松松散散,偷工减料”,例如: Don't sack off! 别偷懒!

get down to 表示“开始认真对待……”,get down 还有“使疲倦,使沮丧”之意,如:

The heat is getting me down. 炎热使我筋疲力尽。

也有“记下,记录”之意,如:

He got down every word I said. 他把我说过的每句话都记下了。

call it a day 意为“决定或同意暂时或永久停止(进行某事物)”,不仅仅指结束一天的工作或活动,例如: After thirty years in politics, Martin thinks it's time to call it a day. 马丁在从政三十年后,认为该结束了(退休)。



Unit 4 迟到早退

估计没有一个老板喜欢员工迟到早退的，守时是判断你是否 professional 的最基本标准。但是人难免有特殊情况，如果发生了，一定要及时解释一下。

★ 145



不求人句型

You are late again.

你又迟到了。

Don't be late again.

下次别再迟到了。

I was only five minutes late.

我只迟到了 5 分钟。

Sorry for being late.

对不起，我迟到了。

I missed the bus.

我错过公车了。

May I leave early?

我可以早点走吗？

I have warned you about this!

我已经警告过你了！

You will be out of a job if you do it again.

你下次再这么做，就得走人了。



玩转句型

Dialogue One

A: *You are late again.*

你又迟到了。

B: *Sorry. I couldn't get a taxi.*

对不起,我打不到车。

A: *Don't give me excuses.*

别再辩解了!

Dialogue Two

A: *Sorry, I was caught in a traffic jam. So I'm late.*

对不起,堵车了。所以我迟到了。

B: *I see. Don't be late again.*

我知道了。下次别再迟到了。

Dialogue Three

A: *You were late this morning, weren't you?*

你今早迟到了,是吧?

B: *Yes, but it's not such a big deal. I was only five minutes late.*

是啊,没什么大不了的。我只迟到了 5 分钟。

A: *How can you say it's not a big deal?*

你怎么能这么说呢?

Dialogue Four

- A: *Sorry for being late.* 对不起,我迟到了。
B: *This is not the first time, is it?* 这不是第一次了,对吧?
A: *No, I guess not. I'm sorry. It won't happen again.* 是的,对不起,我不会再迟到了。

Dialogue Five

- A: *You are late every day.* 你每天都迟到。
B: *Sorry. I missed the bus.* 对不起,我错过公车了。
A: *Can you get up earlier?* 你就不能早点吗?

Dialogue Six

- A: *May I leave early?* 我可以早点走吗?
B: *Of course not! Stop trying to break the rules. I have warned you about this!* 当然不行,别再试着违反规则。
A: *But I have something really important came up this time.* 我已经警告过你了!
B: *I'm sorry. I can't make an exception for you. Business is business.* 但是这次发生了非常重要的事情。
对不起,我不能为你破例。
工作就是工作,不能讲



私情。

Dialogue Seven

A: *I heard that you left early again.* 我听说你又早退了。

B: *Yes. Because I had to...* 是的,因为我不得不……

A: *I've heard enough of your excuses. You will be out of a job if you do it again.* 我不想再听你的辩解了。你下次再这么做,就得走人了。





随身锦囊

traffic jam 意为“交通阻塞”，其中 jam 除了可以指“阻塞，拥挤”之外，还有“果酱”的意思，例如：strawberry jam 草莓酱。

It's not a big deal. 是一句很常用的话，意思是“没什么了不起的”，也可以简单地说成 Not a big deal 或 No big deal.

关于 deal 还有一个非常有用的习语，即 It's a deal. 意思是“一言为定”，可用于两个人打算达成某个协议或是做成某个生意，也可简单说成 Deal!

Business is business. 的意思是“工作中不讲私情”，在工作及生意场合经常用到，关于 business 还有其他几个比较常用的说法：Mind your own business / None of your business / Go about your business / That's my business. 这几个句子都表示“少管闲事”。



Unit 5 寻找借口

说实话，总找借口是挺让人讨厌的，谁喜欢和总找借口的人打交道啊？时间长就烦了。但是必要的时候还是要说明一下问题的原因的，偶尔找下借口也不为过，下面的句型教你如何找借口。



不求人句型

I'm new at this.

我是新手。

I was only following orders.

我是按照吩咐去做的。

That's the way I was told to do it.

怎么吩咐，我就怎么做。

That's the way we've always done it.

我们一贯这样做。

I'm doing my best.

我已经尽力了。

That's not my job.

那不是我的工作。

This is my first time...

这是我第一次……

There was only a limited amount of time.

时间有限啊。



玩转句型

Dialogue One

A: What's keeping you?
Hurry up.

你怎么耽搁了?
快点儿!

B: I'm new at this. This
is all so new to me.

我是新手。对我来说这些
都太陌生了。

★ 151

Dialogue Two

A: Your work is not up to
snuff.

你的工作不符合要求。

B: I was only following
orders.

我是按照吩咐去做的。

A: Please do it over
again, and this time
try to use your brain.

全部重做，这次用用你的
脑子。

Dialogue Three

A: You're to blame.

这是你的过错。

B: I didn't do anything
wrong! That's the
way I was told to do
it.

我没有做错什么事。
怎么吩咐，我就怎么做的。

Dialogue Four

A: You call that finished?

这就算完事了?

B: Yes, that's the way

是的。我们一贯这样做。



we've always done it.

A: *That won't do.*

那可不行。

Dialogue Five

A: *You failed again.*

你又失败了。

B: *Yes, but I'm doing my best.*

是的,但是我已经尽力了。

A: *I think you should try a little harder.*

我觉得你应该再加一把劲儿。

Dialogue Six

A: *We need to keep this reception area clean.*

我们应该保持接待室的清洁。

B: *I understand, but that is not my job.*

我知道。可那不是我的工作。

Dialogue Seven

A: *You've set up the display booth wrong. It's all your fault!*

你把展亭的位置放错了,都是你的错!

152

B: *Don't blame me. This is my first time at a professional exhibition.*

这不能怨我,这是我第一次做专业展览。

Dialogue Eight

A: *My boss scolded me*

今天被老板训斥了一顿。

today.

*B: You asked for it! You
finished your report
late again.*

自作自受，你又没有按时
交报告。

*A: I did the best I could,
but there was only a
limited amount of
time. He should have
given me the project
earlier.*

我已经尽我最大的努力
了，但是时间有限啊，他应
该早点把这个项目给我。



随行锦囊

up to snuff 在对话中意为“符合标准，正常”，此外还可以指“精明老练的”，例如：

That businessman is up to snuff. 那个商人精明老练。

blame、fault、guilt 都表示“有过错，应该承担责任”，具体区别如下：

blame 除了作动词表“责备”，还有名词的词性，也是“责备”的意思，强调对某种行为的谴责或惩罚，如：He is ready to take the blame for the accident. 他准备对事故接受惩罚。

fault 意为“过错，毛病”，强调对某有害事件发生而应承担的责任，如：She lost her bag not because of her own fault. 她把包丢了，不是因为她自己的过错。

guilt 意为“罪行，内疚”，强调造成不良行为、道德上的过失，如：The case was dismissed because his guilt could not be proved. 案子被撤销了，因为无法证实他有罪。

ask for it 意为“自找麻烦，自讨苦吃”，也可以表述为 ask for trouble，例如：

Driving after drinking is asking for trouble. 酒后开车是自讨苦吃。

Unit 6 指导工作

新手入职一般都会有一个 tutor 指导工作,基本每行都是这个规矩。如果你现在还是新手那就虚心学习吧,也许过不了几天你也可以成为别人的 tutor 咯。



不求人句型

<i>This is how you should do it.</i>	你该这么做。
<i>This will work.</i>	这样就会见效。
<i>This looks better.</i>	这样看上去好一些。
<i>First you have to...</i>	首先,你得……
<i>Let me show you.</i>	我做给你看。
<i>The first thing you have to do is...</i>	你首先要做的事就是……
<i>I'll do it my own way.</i>	我用自己的办法做。



玩转句型

Dialogue One

A: *This is how you should do it.* 你该这么做。

B: *It's a little hard.* 有点儿难啊。

A: *You'll pick it up soon.* 你很快就学会的。

Dialogue Two

A: *Do you think this is the best way?* 你认为这是最好的方法吗?

B: *Trust me! This will work.* 相信我,这样就会见效。

Dialogue Three

A: *This looks better.* 这样看上去好一些。

B: *I think so. Thank you for your help.* 我也这样觉得。谢谢你的帮助。

A: *Don't mention it.* 不客气。

Dialogue Four

A: *First you have to fill out this form.* 首先,你得填这张表。

B: *OK. That's not too difficult.* 好的,这个不难。

A: *Good. After that, just fax it to Mr. Smith.* 很好。然后发给史密斯先生。

B: *No problem.*

没问题。

Dialogue Five

A: *Could you tell me how to use this machine?*

你能告诉我怎么用这个机器吗?

B: *Sure. Let me show you.*

当然可以。我做给你看。

A: *Thanks a lot.*

非常感谢。

Dialogue Six

A: *The first thing you have to do is clean up the room.*

你首先要做的事就是打扫一下房间。

B: *But I'm not a janitor.*

但是我不是打杂的。

A: *You're a newcomer. Newcomers have to clean the room. It's a rule.*

你是新来的，新来的打扫房间，这是规定。

B: *That's not fair!*

太不公平了!

Dialogue Seven

A: *Let me show you how to do it.*

我来告诉你怎么做。

B: *I'll do it my own way.*

我用自己的办法做。

A: *Sorry?*

你说什么?

B: *I mean I'll do it the way I want to.*

我意思是我要用我自己想用的方法。



随行锦囊

对话中的 pick up 表示“学会，得到”，此外 pick up 还可以表示：

捡到，拾起，如：He picked up the book and left. 他拾起那本书，然后离开了。

重新开始，如：They picked up the conversation after an interruption. 他们的交谈被打断后又重新开始了。

承载客人、货物等，如：I'll pick you up at 6 this evening. 我今晚 6 点去接你。

don't mention it 一般用于表示不必道谢、道歉等，相当于 you're welcome 或 it doesn't matter。



Unit 7 相互鼓励

人在失意的时候，其实不一定需要特别多的帮助，这时候的鼓励才是让他们重新振作起来的灵丹妙药。学会为别人鼓掌，不仅让他人心情愉悦，更是你职场智慧的一种表现！当你善于为别人鼓掌时，才会获得更多人的喝彩。

★ 159



不求人句型

You can do it!

你能行！

Stick with it!

坚持下去！

Go for it!

勇敢点儿！

Never say "never"!

别放弃！

Have it your way.

按你的方式去做吧。

Keep your chin up.

不要垂头丧气。

You should not lose courage.

你应该鼓起勇气。

It's not as difficult as it looks.

它并不像看上去那么难。

There is nothing to feel discouraged about.

没有什么可感到气馁的。



玩转句型

Dialogue One

A: *I've done as much as I can, but I still have so much work left to do.*

我已经使出了浑身解数。
但我还是有很多事要做。

B: *Stick with it! You can do it!*

坚持下去！你能行！

Dialogue Two

A: *Should I ask her out?*

我是不是该约她出去？

B: *Yeah, go for it!*

是啊，勇敢点儿！

A: *But what if she says no?*

可要是她说“不”怎么办？

Dialogue Three

A: *I'm afraid I won't be able to finish it on time.*

我恐怕不能按时完成了。

★
160

B: *Never say "never"! I'll bet you can make it.*

别放弃！
我打赌你肯定行。

A: *Thanks. I'll try.*

谢谢，我试试。

Dialogue Four

A: *I think our logo should be red, not blue. Red is more eye-catching.*

B: *Well, have it your way. I still think the blue is more attractive and soothing.*

A: *Red it is, then. I'm the boss, after all.*

我认为我们的标志应该用红色，而不是蓝色。红色更加抢眼。

按你说的办吧。

我还是认为蓝色更加舒服、吸引人。

那就红色吧，毕竟我是老板。

Dialogue Five

A: *I can't do, I can't!*

B: *Keep your chin up! Keep trying.*

我做不了，我不行。

不要垂头丧气。

再试一遍。

Dialogue Six

A: *This mistake was not my fault.*

B: *I think you should not lose courage. Go and tell her that you're innocent.*

这不是我的错。

我觉得你应该鼓起勇气去告诉她你是无辜的。

Dialogue Seven

A: *This machine is too difficult to operate.*

这台机器真难操作。



B: *It's not as difficult as it looks. I'm sure you can do it!*

它并不像看上去那么难。
我相信你可以的!

Dialogue Eight

A: *There is nothing to feel discouraged about.*

没有什么可感到气馁的。

B: *But I've tried many times, and I still can't figure out how to fix this machine.*

但是我已经试过很多次了，仍然不知道怎么修这台机器。

A: *Don't give up! You'll get it eventually.*

别放弃，你会成功的!





随行锦囊

对话中的 figure out 意为“理解,弄明白”,该短语还可以表示“演算出,计算出”,例如: You should figure out how much the holiday will cost. 你应该算出假期得花多少钱。

关于鼓励对方的表达还有许多,如:

Cheer up! 振作起来!

Give it your best. 尽力做吧。

Hang in there! 别松劲!

Don't be a chicken. 别害怕。

Keep at it! 坚持下去!

Try your luck. 试试你的运气吧。

Just a little harder. 再加一把劲。

It won't hurt you to try it. 试试对你没坏处。

Give it a try. 试一下吧。

Don't give up. 别放弃。

Look on the bright side. 你得看到事情好的一面。



Unit 8 相互帮忙

职业生涯中，你的同事可能也是你的竞争对手，那么，当他人需要帮助时，你该如何处理呢？那么记住一句话吧——帮助他人就是帮助你自己。如果你经常帮助同事，那么等到你遇到问题和困难的时候，总有人会 give you a hand 的。



不求人句型

Need a hand?

需要帮忙吗？

Anything I can do to help?

我能帮忙干点什么？

Need someone to talk to?

要找个人谈谈吗？

Let me help you out.

我来帮你。

Let me know if I can help.

需要帮忙就告诉我。

164

If you like, I could...

如果你愿意，我很愿意
.....

I'll be glad to help.

我乐意帮忙。

Can I ask a favor?

我可以请您帮个忙吗？



玩转句型

Dialogue One

A: *Need a hand?*

需要帮忙吗?

B: *Thank you. This copy machine doesn't work.*

谢谢。复印机有毛病了。

A: *Let me see. I think it ran out of paper.*

我看看。我想复印机是没纸了。

Dialogue Two

A: *Is there anything I can do to help?*

我能帮忙干点什么?

B: *Yes, thank you. I don't know how to fill out this form.*

是的,谢谢。我不知道怎么填这张表。

Dialogue Three

A: *You look gloomy today. Need someone to talk to?*

你今天看起来很郁闷,要找个人谈谈吗?

B: *Rainy days get me down. I don't feel like doing anything today.*

雨天让我感到消沉。我今天什么都不想干。

Dialogue Four

A: *Let me help you out.*

我来帮你。

B: *Sure, if you don't mind.*

当然,如果你不介意。



A: *Of course I don't mind.*

我当然不介意。

B: *Can you help me print this?*

你能帮我打印这个吗?

Dialogue Five

A: *Can we meet on next week?*

下周我们可以见面吗?

B: *I'd like to, but I've got so much to do.*

我很乐意, 但我有好多事要干。

A: *Don't worry. I'm sure you'll get caught up. If you don't finish it by the weekend, please let me know if I can help.*

别担心, 我相信你会搞定的。

如果你周末没完成, 我能帮忙就告诉我。

Dialogue Six

A: *Oh no! It's raining again.*

哦, 又下雨了。

B: *If you like, I could give you a ride home.*

如果你愿意, 我很乐意顺路捎你回家。

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166 A: *That would be very kind of you.*

你真是太好了。

Dialogue Seven

A: *What's wrong?*

怎么了?

B: *This machine doesn't work. Can you help*

机器不好使了。
你能帮我吗?

me?

A: Sure, I'll be glad to help. 好的,我乐意帮忙。

Dialogue Eight

A: Can I ask a favor? 我可以请您帮个忙吗?

B: Sure. What is it? 当然。什么事?

A: Would you copy these papers for me? 能帮我复印一下这份材料吗?



随行锦囊

get caught up 在对话中意为“搞定，赶完(工作)”，其中的 catch up 意为“赶上”，例如：I have to work hard to catch up. 我得努力赶上别人。

表示请求帮助的句子有：

Do you mind if I ask you a favor? 我可以请您帮个忙吗？

May I ask you a favor? 我可以请您帮个忙吗？

Would you give me a hand? 您能帮我个忙吗？

Would you please help me? 请您帮我个忙。

Would you mind giving me a hand? 您能帮我个忙吗？

Could you help me out? 您能帮我一下吗？

May I ask you something? 我想打听点儿事。

Unit 9 同事进行时



玩转句型

Dialogue One

- | | |
|--|---------------------|
| A: <i>Could you come to my office for a while?</i> | 你能来我办公室吗? |
| B: <i>OK.</i> | 好的。 |
| A: <i>Sit down, please.</i> | 请坐。 |
| B: <i>Thank you.</i> | 谢谢。 |
| A: <i>You were late this morning, weren't you?</i> | 你今早迟到了,是吧? |
| B: <i>Sorry, I was caught in a traffic jam. So I was late.</i> | 对不起,堵车了。
所以我迟到了。 |
| A: <i>This is not the first time, is it?</i> | 这不是第一次了,对吧? |
| B: <i>No, it's not. I'm sorry. It won't happen again.</i> | 是的,对不起,我不会再迟到了。 |
| A: <i>I heard that you left early again.</i> | 我听说你又早退了。 |
| B: <i>Yes. Because I had to...</i> | 是的,因为我不得不…… |
| A: <i>Don't give me excuses.</i> | 别再辩解了! |



*You will be out of a job
if it happen again.*

你下次再这么做，就得走人了。

Dialogue Two

A: Are you OK?

你没事吧？

B: Yes.

没事。

A: But you look like the
wind has been taken
out of your sails.

但是你看上去像泄了气的气球。

B: The manager just
chewed me out.

我被经理叫去训斥了一顿。

A: Oh, really? Why?

哦，真的？为什么？

B: I didn't finish my report
on time.

我没有按时完成报告。

A: Oh, that was really a
rush job.

哦，那确实是刻不容缓的工作。

B: I feel completely guilty.

我感到非常内疚。

A: It wasn't your fault.
You're new at this.

不是你的错。

你是个新手。

B: That's true, but I think
I should take full re-
sponsibility. I blame
no one but myself.

是的，但我觉得我应该负全责。

不能怪别人，只能怪我自己。

A: Cheer up. You'll do
better next time.

不要垂头丧气的。你下次会做得更好。

B: Thanks for your

谢谢你的鼓励。

encouragement.

Dialogue Three

A: Need a hand?

B: Um... well, yes.

A: What's the problem?

B: This copy machine
doesn't work.

A: Let me take a look at it.
Well, it's out of paper.

B: Thanks a lot. Can I ask
a favor?

A: Sure.

B: Could you staple these
together?

A: No problem. It seems
that you're very busy.

B: Yes. I've got so much
to do.

A: I feel sorry for you.

B: I think I need more
help.

A: Well, you can count
on me.

B: That's very kind of you.

A: Don't work too hard.
Let me know if there is

需要帮忙吗?

嗯……是的。

有什么问题?

复印机有毛病了。

哦,让我看看。

嗯,复印机没纸了。

非常感谢。我可以请您帮
个忙吗?

当然可以。

请把这个订在一起。

没问题。看起来你很
忙啊。

是啊,我有好多事要干。

我真同情你。

我想我需要更多帮助。

那,你可以找我呀。

你真好。

别工作太辛苦了。

需要帮忙的话就告诉我



anything I can do.

一声。

B: Thanks a lot. I will.

非常感谢, 我会的。



Part 5 升职加薪



Unit 1 升职加薪

一天经理叫我去他办公室查看一下新的音效光盘。为了不影响其他人工作,我随手把门关上了。开始我们试听了几种常规的效果,然后我们开始试听大笑声,尖叫声,哀求声和枪声。等我回到座位,旁边同事神秘兮兮地过来问我:“你又要求加薪了?”



不求人句型

I'm supposed to get a raise. 我应该涨工资。

What about the pay raise you promised me? 你答应过我给我加薪,现在怎么样了?

When will you give me a raise? 您什么时候给我涨工资?

He got a pay raise. 他加薪了。

How can I make a larger contribution to our company? 我怎样才能为公司做更多的贡献呢?

I want a promotion. 我要升职。



玩转句型

Dialogue One

A: Mr. Johnson, I would like to discuss something with you.

约翰逊先生，我想和您商量点事情。

B: What can I do for you?

什么事？

A: Well I've been working here for three years and I'm supposed to get a raise.

我已经在这里工作3年了，我该涨工资了。

Dialogue Two

A: What about the pay raise you promised me?

你答应过我给我加薪，现在怎么样了？

B: Well, when was the last time you got a raise?

你上次涨工资是什么时候？

A: Two years ago.

两年前。

Dialogue Three

A: When will you give me a raise?

您什么时候给我涨工资？

B: Well, let me think about it.

让我考虑一下。



A: *I do appreciate your time.* 非常感谢您抽时间考虑。

Dialogue Four

A: *He got a pay raise.* 他加薪了。

B: *Yes, his pay is two and half times as much as mine.* 是啊，他的薪水是我的2.5倍。

A: *And my pay is only one third of his.* 我的薪水仅仅是他的三分之一。

Dialogue Five

A: *May I have a word with you, Mr. Smith?* 我可以和你说几句话吗，史密斯先生？

B: *Sure.* 当然可以。

A: *How can I make a larger contribution to our company?* 我怎样才能为公司做更多的贡献呢？

B: *Well, you're thinking positively about what you want and you have a concrete goal.* 你能积极地思考你想要得到什么，你也有明确的目标。

Good! Let me think for a moment. 很好！让我考虑一下吧。

Dialogue Six

A: *I want a promotion.* 我要升职。

B: *If you were not Mike's* 你要是麦克的妹妹，我

sister, we'd have fired you months ago for your bad attitude. 们几个月前就因为你恶劣的态度把你给炒了。

A: *What bad attitude?* 什么恶劣的态度?

B: *OK. Let me remind you.* 好,我来提醒你。



随行锦囊

raise 作名词可表示“加薪”,作动词则一般为“提高,增强”或“抚养,养育”之意,如: He raised his voice to make himself clear. 他提高了声音使别人听清楚。

She raised many dogs in her house. 她在家养了许多只狗。

How can I make a larger contribution to our company? (我怎样才能为公司做更多的贡献呢?)看似和申请加薪没有关系,但却会给老板留下一种印象,即你对工作和公司都特别用心,有提拔的潜质。同时也给老板一个暗示,就是如果不提拔你,你不能更好地施展你的才能。尽量避免直接说 I want a promotion. (我要求升职。)或 I need a raise. (我要求加薪。)



Unit 2 表示祝贺

一起工作的同事得到了升迁的机会，另一个得到了出国工作的好机会，赶紧送上你的祝贺吧，当然别忘了他请客哦。



不求人句型

Congratulations!

祝贺你!

Congratulations on your

祝贺你……

...

Allow me to congratulate you.

诚挚地祝贺你!

Let me congratulate you on your...

恭喜你……

Please accept my hearty congratulations.

请接受我衷心的祝贺。

I'd like to be the first to congratulate you.

我要第一个向你道喜。



玩转句型

Dialogue One

- A: *I'm going to be sent to Britain to study.* 我将要被送到英国学习。
- B: *Congratulations! I'm very happy for you.* 祝贺你！我真为你高兴。
- A: *Thank you. I'm afraid I have to study even harder.* 谢谢。恐怕我得更加努力学习。

Dialogue Two

- A: *Congratulations on your promotion.* 祝贺你升职了。
- B: *Thanks a lot. It was quite a surprise.* 非常感谢,这真是个惊喜。
- A: *You've done excellent work. It was well deserved.* 你工作很出色,这是你应得的。

Dialogue Three

- A: *You won the first prize. Allow me to congratulate you.* 你得了一等奖,诚挚地祝贺你!
- B: *Thank you.* 谢谢。
- A: *Your painting really* 你的画真的是最好的!



was the best one.

Dialogue Four

- A: *Let me congratulate you on your new son.* 恭喜你生了个儿子。
- B: *Thank you. I was hoping for a boy.* 谢谢。我就想要个男孩。
- A: *What's his name?* 他就什么名字?

Dialogue Five

- A: *I'm going to Paris next week.* 我下周去巴黎。
- B: *Really?* 真的?
- A: *Yes, I've already got the passport and visa.* 是的, 我已经拿到护照和签证了。
- B: *How lucky you are! Please accept my hearty congratulations.* 你真幸运。
请接受我衷心的祝贺。



Dialogue Six

180

- A: *My book was published.* 我的书出版了。
- B: *Really? I'd like to be the first to congratulate you.* 真的? 我要第一个向你道喜。
- A: *Thank you.* 谢谢。



随行锦囊

表示祝愿还可以用以下表达:

I wish you succeed. 祝你成功!

I hope everything goes well. 希望一切顺利。

All the best! 万事如意!

Have a pleasant holiday. 节日快乐!

Good luck with your... 祝你……一帆风顺。

Best wishes. 致以良好的祝愿。

Every success in your new job! 祝你在新工作中获得成功!



Unit 3 升职感言

辛苦工作了三年，终于升职了，要准备一下升职感言。通常不必过于严肃，语气不用太正式。先感谢使你升职的关键人物，就是你的顶头上司，然后感谢整个部门，再感谢公司全体人员的通力合作，最后表决心，表示日后继续努力，再上新的台阶。



不求人句型

It's a great honor to be following in your footsteps as...

能继您之后成为……，我感到万分的荣幸。

This promotion came as quite a surprise.

这次升迁令人很意外。

It was quite a surprise for me to get this promotion.

这次升迁令我意外。

I'd like to thank ... for ...

我得感谢……

I won't let this promotion change me.

我不会因为这次升职而改变的。

I won't let this promotion go to my head.

我绝不会因为这次的升迁便沾沾自喜。



玩转句型

Dialogue One

A: Congratulations on your promotion.

祝贺你升职了。

B: Thank you. It's a great honor to be following in your footsteps as the sales manager.

能继您之后成为销售经理,我感到万分的荣幸。

★ 183

Dialogue Two

A: May I offer you my congratulations on your promotion?

请允许我为你的提升表示祝贺!

B: Many thanks. To be honest, this promotion came as quite a surprise.

谢谢。老实说,这次升迁令人很意外。

A: You're efficient. You deserve it.

你很能干,这是你应得的。

Dialogue Three

A: You're going to take charge of the engineering department

你下个月就开始负责工程部了,是吧?



next month, right?

B: Yes. It was quite a surprise for me to get this promotion.

是的。这次升迁令我意外。

A: You've been working hard for it. Congratulations!

你一直在努力。
恭喜你!

B: Thanks a lot.

谢谢。

Dialogue Four

A: Congratulations, Nick! You'll be the manager next month.

祝贺你,尼克!
你下个月就升为经理了。

B: Thank you. I'd also like to thank you for your kind help and hard work.

谢谢。我得感谢你的热心帮助和努力工作。

A: Don't mention it.

别客气。

Dialogue Five

A: Congratulations!

祝贺你!

184 B: Thank you.

谢谢。

A: You're a manager now.

你现在是经理了。

B: I won't let this promotion change me.

我不会因为这次升职而改变的。

Dialogue Six

A: You will be the head

你将被选为销售经理。

of the sales department. Congratulations! 祝贺你!

B: Thank you. I won't let this promotion go to my head. 谢谢。我绝不会因为这次的升迁而沾沾自喜。



随行锦囊

follow in one's footsteps 是固定口语表达, 字面意思是“跟着某人的步伐”, 常表示在工作方面的升职, 或在其他方面和某人际遇相似, 意为“继某人之后”。其后可以加上 as, 即 follow in one's footsteps as... 表示“继某人之后成为……”。

go to one's head 为俚语表达, 字面意思是“冲向脑袋”, 实际表示某件事闯入了心中, 冲昏了头, 使人沾沾自喜, 如:

The promotion didn't go to his head, and we're still the best friends. 升职并没有冲昏他的头脑, 我们还是最好的朋友。



Unit 4 人事调动

公司又要进行人事调整了，有的看起来很高兴，好像很快就要升职的样子，有的看起来很沮丧，可能知道自己的饭碗要不保了。真是几家欢喜几家愁啊！



不求人句型

- | | |
|---|-------------|
| <i>... got promoted.</i> | ……得到提升了。 |
| <i>... was promoted to...</i> | ……升职为…… |
| <i>... worked his way up to the top.</i> | ……努力升到了最高位。 |
| <i>... was demoted.</i> | ……被降职了。 |
| <i>... is transferred from ... to ...</i> | ……从……调到…… |
| <i>There will be personnel changes...</i> | ……将有人事调整。 |



玩转句型

Dialogue One

A: Have you heard that
he got promoted?

你听说他得到提升了吗?

B: Oh, really?

哦,真的?

A: Yes, he is going to be
the new office ma-
nager.

是的,他将成为新的办
公室经理。

Dialogue Two

A: Nick was promoted
to general manger.

尼克升职为总经理了。

B: Yes, he is a self-
made man.

是啊,他是自己熬出来的。

A: Yes, he is brought
himself up through the
ranks through hard
work.

是啊,他是在辛苦工作中
逐渐成长起来的。

Dialogue Three

A: He went from rags to
riches.

他从贫穷变为富有。

B: Yes, he has climbed
the ladder of suc-
cess.

是的,他达到了成功的
高峰。



A: *He worked his way up to the top. I'm very proud of him.*

他努力升到了最高位置。
我为他感到骄傲。

Dialogue Four

A: *Mike was demoted.*

麦克被降职了。

B: *Why? He is efficient.*

为什么? 他很能干。

A: *I have no idea. His demotion surprised many.*

我也不知道。他的降职让很多人都惊讶。

Dialogue Five

A: *I'll be transferred from the head office to a branch in Malaysia next week.*

我下周从总部调到马来西亚的分公司。

B: *Really? Your transfer is so sudden.*

真的? 你的调职太突然了。

A: *Yes. I don't have enough time to prepare.*

是啊。我几乎没有时间准备。

Dialogue Six

A: *John told me that there will be personnel changes in March.*

约翰告诉我说三月份时将有人事调整。

B: *I doubt it.*

我表示怀疑。

- A: *And he said that you will replace him.* 他还说你将接替他的工作。
- B: *It's too good to be true. I don't believe it.* 哪有这种好事。我不相信。



随行锦囊

promote 在句型中意为“提升，晋升”，表示职位或级别的升高，此外，promote 还可以表示：

促进，支持，例如：This organization is working to promote friendship between nations. 该组织旨在促进各国之间的友谊。

宣传（某物）以促进销售，例如：The publicity campaign aims to promote the new book. 这场宣传活动目的是推销新书。



Unit 5 关于辞职

办公室中突然发现少了点什么,经常给大家带来笑声的 Edison 怎么不见了?原来上周他已经离开了公司。除了对他找到更好工作的欣慰,看着他那张空荡荡的办公桌,还真有点失落呢。



不求人句型

... *resigned from his*辞职了。
post.

... *quit the job.*辞职了。

... *quit all of a sudden.*突然辞职了。

The boss has asked for 老板已经要求他辞职。
his resignation.

... *quit because... was* 因为对收入不满,辞
not satisfied with ... 职了。

pay.

... *have the option of*可以选择辞职或被
resigning or being fired. 解雇。



玩转句型

Dialogue One

A: *Do you know that Ella resigned from her post?*

你知道埃拉辞职了吗?

B: *Why? She is the hardest-working person here.*

为什么? 她是这里最辛苦工作的人了。

A: *She's been offered a job with higher pay.*

有人给她一份收入更高的工作。

B: *I really envy her.*

我真羡慕她。

Dialogue Two

A: *How's business?*

工作怎么样?

B: *I quit my job.*

我辞职了。

A: *Oh, really?*

哦,真的?

B: *Yes, I was told that if I wanted to stay, I would have to accept a demotion.*

是的,他们告诉我如果我想留下,就必须接受降职。

Dialogue Three

A: *Joey quit all of a sudden.*

乔伊突然辞职了。

B: *Everybody was sorry*

大家都为他的辞职感到



to hear about his resignation. 惋惜。

A: He's a good guy. 他是个好人。

Dialogue Four

A: The boss has asked him to resign. 老板已经要求他辞职。

B: It sounds fishy to me. 听起来可疑。

A: It's true. I got the information from a reliable source. 是真的, 我的消息来源可靠。

Dialogue Five

A: Mary quit because she was not satisfied with her pay. 因为对收入不满, 玛丽辞职了。

B: It has nothing to do with me. 这跟我有什么关系。

A: Oh, I see. You don't get on well with her. 哦, 我知道了。你和她不合。

Dialogue Six

A: We've been urged to restructure. I'll be leaving next month. 我们被迫进行重组。下个月我就要离开了。

B: That's unfortunate. 真不走运!

A: Yes, but I have the option of resigning or being fired. 是啊, 但是我可以选择辞职或被解雇。



随行锦囊

形近词 quit、quite 和 quote 的区别如下：

quit 是动词，意思是“停止，离开，辞职”，如：I've had enough, so I quit. 我受够了，所以我不干了；quite 是副词，意思是“相当，完全，十分”，如：You're quite right. I can't agree more. 你说的太对了，我非常同意；quote 是动词，意思是“引用，引证”，如：He quoted the report in his speech. 他在讲话中引用了报告中的话。

fishy 除了表示“鱼的，鱼腥味的”之外，还有“靠不住的，可疑的”意思，例如：There's something rather fishy going on in the company. 公司里有些事不大对劲。



Unit 6 裁员解雇

裁员对企业 and 员工都是痛苦的经历。企业裁员通常形象受损、业务影响,员工更是苦不堪言。所以,裁员一般也是企业,特别是知名度高、规模大、口碑好的企业不得已才为之的行动。对我们来说,如何应对这一局面呢?



不求人句型

- | | |
|--|------------|
| ... is fired. | ……被开除了。 |
| ... was laid off. | ……被解雇了。 |
| ... became a target of restructuring. | ……成为裁员的对象。 |
| ... received a disciplinary dismissal. | ……受到了革职处分。 |
| ... was fired from his job. | ……被解雇了。 |
| The firing is unfair. | 那解雇真不公平。 |



玩转句型

Dialogue One

A: *Our boss has been fired.* 我们的上司被解雇了。

B: *You're kidding!* 你不是在开玩笑吧!

A: *That's the honest truth.* 就是如此。

Dialogue Two

A: *Have you seen Jack recently?* 你最近见到杰克了吗?

B: *Not really. It heard that he was laid off.* 没有。据说他被解雇了。

A: *It can't be!* 怎么可能!

Dialogue Three

A: *You don't look like yourself. What's wrong?* 你面色不好,怎么了?

B: *I became a target of restructuring.* 我成为裁员的对象。

A: *How come? You're a good person.* 怎么会呢? 你是个好人。

Dialogue Four

A: *What's wrong with Andy?* 安迪怎么了?

B: *He received a* 他因为反对老板而受到了



disciplinary dismissal because he objected to his boss.

革职处分。

A: I really sympathize with him.

我真的同情他。

Dialogue Five

A: How have you been doing?

最近怎么样?

B: Not good. I was fired from my job.

不好。我被解雇了。

A: I'm sorry to hear that.

听到这事我很难过。

Dialogue Six

A: Why are you so angry?

什么事让你这么生气?

B: I want to sue the company for the dismissal. The firing is unfair.

我要控告这家公司把我解雇了,那解雇真不公平。





随行锦囊

lay off 指“解雇(员工)”,尤指暂时性的。lay 的其他短语还有:

lay aside 表示“储存,保留”,如: You should try to lay aside a few pounds out of your wages each month. 你应该从每个月的工资中存点钱。

lay out 表示“设计,布置”,如: The house is laid out in a European style. 房子的布局是按欧洲风格设计的。



Unit 7 升职进行时



玩转句型

Dialogue One

A: Mr. Black, I would like to discuss something with you.

布莱克先生,我想和您商量点事情。

B: What can I do for you?

有什么事吗?

A: I've been working here for five years and I'm supposed to get a raise.

我已经在这里工作 5 年了,我该涨工资了。

B: Hmm, when was the last time you got a raise?

嗯,你上次涨工资是什么时候?

A: Two years ago.

两年前。



B: Well, let me think about it.

让我考虑一下。

198

A: I do appreciate your time.

非常感谢您抽时间考虑。

Dialogue Two

A: John, I heard that you're going to be in

约翰,听说你要负责销售部了,是真的吗?

charge of the sales department. Is it true?

B: Yes, but it has not been announced. 是的,但是还没有公布呢。

A: Congratulations! 祝贺你!

B: Many thanks. To be honest, this promotion came as quite a surprise. 谢谢。老实说,这次升迁令人很意外。

A: You're efficient. You deserve it. 你很能干,这是你应得的。

B: It's very kind of you to say so. 你这么说真是太好了。

A: Have you seen Nick recently? 你最近见到尼克了吗?

B: Not really. I haven't seen him for a long time. How is he? 没有,我好久没见到他了。他怎么样?

A: He was promoted to general manager. 他升职为总经理了。

B: Oh, really? 哦,真的?

A: Yes, and he got a pay raise. 是啊,他还加薪了。

B: He is an ambitious man. 他是自己熬出来的。



A: Yes, his pay is three times as much as mine. 是啊,他的薪水是我的3倍。

Dialogue Three

A: You don't look like yourself. What's wrong? 你面色不好,怎么了?

B: I lost my job. 我失业了。

A: How come? You're a good person. 怎么会呢? 你是个好人的。

B: I was fired from my job because I objected to my boss. 我因为反对老板而被解雇了。

A: I really sympathize with you. 我真的同情你。

B: What about you? How's business? 你呢? 工作怎么样?

A: I quit my job. 我离开了公司。

B: Oh, really? 哦,真的?

A: Yes, I was told that, if I wanted to stay, I would have to accept a demotion. 是的,他们告诉我如果我想留下,就必须接受降职。

B: That's unfair! 太不公平了!

A: What bad luck! 真不走运!

B: Let's take our minds off work. 让我们忘掉工作吧。

//////////////////////////////////// **Part5 升职加薪** //////////////////////////////////

A: *How about a drink?*

去喝一杯怎么样？

B: *That's a great idea.*

好主意。

Part 6 开会讨论



Unit 1 通知开会

女友嚷着要去看《加勒比海盗 II》已经好久了, 所以约好今天下班就去接她, 吃晚饭后就去电影院。可是就快下班了, 突然接到通知, 开会。我晕! 让会议来得更猛烈些吧!!!



不求人句型

We have a meeting...

我们……开会。

Let's call the meeting to order.

现在开始开会。

We are here today to discuss...

我们今天要讨论……

The purpose of this meeting is...

这次会议的目的是……

To discuss this matter,

请……就这一议题来

I'd like to call on...

发言。



玩转句型

Dialogue One

A: *We have a meeting at three this afternoon.*

我们今天下午 3 点开会。

B: *But the manager is not here.*

但是经理不在。

A: *I know. We'll wait till 3:15 and then start.*

我知道。我们等到 3 点一刻然后开始。

Dialogue Two

A: *Okay, it's 8:00. Let's call the meeting to order.*

好，8 点了。现在开始开会。

B: *Would you walk us through the key points of the financial report?*

你给大家简单介绍一下财务报告的要点吧！

A: *Sure.*

好的。

Dialogue Three

A: *You've all looked at the reports given to you a few days ago. We are here today to discuss whether we*

你们都已经看到几天前给你们发的报告了，我们今天要讨论是否应该继续执行这个计划。



*should continue with
this plan.*

*B: I don't think we should.
It's bad for the envi-
ronment.*

C: I agree completely.

我认为我们应该放弃这个计划。它对环境有不良影响。

我完全赞成。

Dialogue Four

*A: Good morning, every-
body. Thank you for
being here. The pur-
pose of this meeting
is to vote on this pro-
posal.*

*B: But we don't all agree
on this matter.*

*A: Yes, but we have to
reach a consensus
today.*

大家早上好。感谢大家的到来。

这次会议的目的是对这个提议进行表决。

但是我们对此事的意见没有统一。

是的。所以今天我们必须得达成共识。



Dialogue Five

206 *A: I'd like to call on Mr.
Roberts to discuss
this matter.*

*B: Thanks, Sara. Now,
let me bring your at-
tention to what I see*

关于这个问题，请罗伯特先生来发言。

谢谢，萨拉。下面让我介绍一下我的看法。

as the main issues.

First...

首先……



随身锦囊

walk sb. through sth. 意为“为某人简要介绍某事物”，而 walk through 还可以表示“敷衍（表演）”。

有关会议的常用表达还有：

I'd like to call a meeting for... 我想召集一个……会议。

The meeting's rescheduled for... 会议改在……召开。

Please notify everyone the meeting is cancelled. 请通知每个人会议取消了。

We're having an impromptu meeting! 我们在开一个临时会议！

It's an all-hands meeting. 这是一次全体会议。

Before I begin, let's make it clear that it's only a non-formal talk. 在开始前，我先说明一下，这只是个非正式会谈。

Let's go over the minutes of last Friday's meeting. 让我们看一下上星期五的会议记录。

I need an action plan for next Wednesday's meeting. 我需要下周三会议的行动计划。



Unit 2 会议议程

似乎每个会议都有若干议程,一个 agenda 接着另一个 agenda,会议就这样变成一轮一轮的“提出问题—论证问题—解决问题”的循环。



不求人句型

We have... items on the agenda today. 我们今天有……个议题。

Let's change the subject. 让我们换个议题。

Hand out the agenda before the meeting. 在会议前先把议程表发下去。

These are topics relating to this matter. 这些是和这件事有关的议题。

We'll consider the details later. 待会儿我们讨论详情。

Let's move on to the next topic. 我们进入下一个议题。



玩转句型

Dialogue One

A: *We have two items on the agenda to-day.*

The first is whether it will be hard for us to do business in Shanghai.

The second is how to sell in that market.

B: *I think we need to do more research. We might get some ideas from analyzing the market further.*

A: *I agree.*

Dialogue Two

A: *We're getting nowhere with this discussion. .*

B: *Yes. Let's change the subject.*

A: *But we have not come to a solution.*

我们今天有两个议题。

首先是打开上海市场对我们来说是否很难，第二个是如何进入该市场。

我想我们需要更多的调研。

通过深入的分析市场，我们会得到一些好的想法。

我同意。

我们的讨论陷入了僵局。

是啊。让我们换个议题。

但是我们还没有得出解决办法。



Dialogue Three

A: *Mary, can I see you in my office for a minute?* 玛丽, 来我办公室一会儿好吗?

B: *Sure.* 好的。

A: *Would you please hand out the agenda before the meeting?* 请在会议前先把议程表发下去。

B: *OK. I will.* 好的, 我会的。

Dialogue Four

A: *These are topics relating to this matter.* 这些是和这件事有关的议题。

What's your opinion? 你的观点是什么?

B: *I think we should conduct some market research before discussing these topics.* 我认为我们应该在讨论这些议题之前进行市场调查。

Dialogue Five

A: *Before making up your mind, please give careful consideration to the matter.* 在决定之前请先就该议题做仔细的研究。

B: *That's right. We'll consider the details later. Let me outline* 对! 待会儿我们讨论详情。
我先简要介绍一下我的

my plan first.

计划。

Dialogue Six

*A: We've come to an
impasse in this dis-
cussion.*

讨论进入了僵局。

*B: Let's move on to the
next topic then. I
hope we can make a
new proposal.*

那我们进入下一个议题。
我希望我们能想出一个新
的提议。



随行锦囊

会议中发言常用到的句子有:

To begin with, I'd like to make a brief introduction of the current market situation. 首先,我想简单介绍一下当前市场情况。

I'd like to begin by telling you about the latest development of the market. 我想先跟大家谈谈市场的最新发展情况。

First, let me outline the current problems we are facing. 首先,我来大概介绍一下我们当前面临的问题。

I'd like to look at the causes of the... 我想分析一下造成……的原因。

I will go on to describe the main features later. 稍后我将阐述其主要特征。

After that, we'll try to find out the ways to solve these problems. 之后,我们将设法寻找解决这些问题的方法。

I'll spend a few minutes looking at the other methods available now. 我要花点时间探讨其他可采用的方法。

Following on from there, I'll suggest some possible solutions. 继而,我将提出一些可能的解决方法。

Unit 3 会上讨论

会议中最激烈的部分应该是对于议题的讨论，你一言我一句，一场 brainstorm 下来还真能解决不少问题。

213



不求人句型

The controversial point is...

争论的重点是……

... is getting off the subject.

... 已渐渐偏离了主题。

Getting back to the point.

言归正传吧！

Get to the heart of the matter.

谈问题的实质吧！

... debated the matter.

……讨论过这个问题。

Stop beating a dead horse.

别在这个问题上争论不休了。

I want to present my opinion.

我要发言。

Let's resume the discussion...

我们……再继续讨论。



玩转句型

Dialogue One

A: *The controversial point is whether we should raise prices. We might make more money, but only if we don't lose customers.*

争论的重点是我们是否应该提高价格,我们只有不失去客户才可能赚更多钱。

B: *Yes, it's a double-edged sword.*

是的,那是把双刃剑。

Dialogue Two

A: *You are getting off the subject.*

你已经渐渐偏离了主题。

B: *Oh, I'm sorry. I wanted to say I was really disappointed with your proposal.*

哦,对不起。我想说我对你的提案非常失望。

Dialogue Three

A: *Sorry to interrupt, but could we get back to the point.*

对不起我想插一句,请言归正传。

B: *Oh, I'm sorry. I got off track.*

哦,对不起,我跑题了。

Dialogue Four

A: *All these statistics don't make any sense. We need to get to the heart of the matter.*

所有这些统计都没有任何意义，我们需要谈问题的实质。

B: *You are missing the point.*

你根本不懂。

A: *I think you should just give us the bottom line, and not waste time with all these details.*

我觉得你应该告诉我们底线，而不要在这些细节上浪费时间。

Dialogue Five

A: *We have already debated the matter.*

我们已经讨论过这个问题。

B: *But these topics are related to the problem.*

但这些是和这件事有关的话题。

A: *Stop beating a dead horse, OK?*

别在这个问题上争论不休了，行吗？

Dialogue Six

A: *I want to present my opinion.*

我要发言。

B: *OK. Please, go ahead!*

好的，请！



A: I think it doesn't pay if we spend so much on ads. It will be the media that makes the biggest profit.

我认为把那么多的钱花在广告上不合算。大部分的钱都让媒体赚去了。

Dialogue Seven

A: I suggest taking a break. Some of us are having trouble concentrating.

我提议我们休息一下，因为我们中有些人心不在焉了。

B: OK. Let's resume the discussion this afternoon.

好吧。我们下午再继续讨论。

A: *I hope we can solve this problem this afternoon.*

希望下午能解决这个问题。





随身锦囊

在会上讨论时,想要表示进行下一个议题,可以说:

Now let's move on to the next issue, which is... 现在我们转到下一个议题……

If you'll allow me, let me go on to the question of... 如果允许的话,我想接着谈谈……的问题。

There remains only the question of... 剩下就只是……问题了。

What shall we discuss next? I suggest we have a word about... 我们接下来讨论什么呢?我建议讨论……问题。

Next, we'd like to hear the comments by everyone present at the meeting. 下面请出席会议的每位踊跃发言。

Now I'd like to turn to... 现在我想把话题转向……



Unit 4 会议延长

眼看着天色已晚，墙上挂表的分针转了一圈又一圈，每个人都如坐针毡不停地扭动身体，预定的会议结束时间早已过去，经理还在性质高昂地滔滔不绝，又是一个无限延长的会议！



不求人句型

It's going to be a long meeting. 会议要开很长时间。

He drew the meeting out. 他把会议拖得很长。

The meeting is dragging on. 会议延长了。

It would be a waste of time to prolong the meeting. 把这个会议延长是浪费时间。

218 *The meeting took ... more than it was supposed to.* 会议比预计时间拖延了……

This meeting is time-consuming. 这个会议真费时。



玩转句型

Dialogue One

A: *It looks like it's going to be a long meeting, doesn't it?*

B: *I'm afraid so.*

A: *That's too bad! I'll be late for supper again.*

看来会议要开很长时间了,是吧?

恐怕是这样。

太糟糕了。我晚饭又要迟到了。

Dialogue Two

A: *He drew the meeting out as long as possible.*

B: *That's right. He always beats around the bush.*

他把会议拖得很长。

没错,他说话总是拐弯抹角的。

Dialogue Three

A: *Can I speak to Mr. White, please?*

B: *Sorry, he is still in a conference. He should have been back by now, but the meeting is dragging on*

请问怀特先生在吗?

对不起,他还在开会。他现在本该回来了,但是会议比平时延长了。



longer than usual.

A: OK. I'll call him to morrow.

好吧,我明天再打。

Dialogue Four

A: He's getting sidetracked again.

他又跑题了。

B: Yes, he often goes off track.

是啊,他总跑题。

A: That's why I think it would be a waste of time to prolong the meeting.

所以我想把这个会议延长是在浪费时间。

Dialogue Five

A: What time is it?

几点了?

B: It's 5 sharp by my watch.

我的表正好 5 点。

A: Gee! The meeting took an hour more than it was supposed to.

呀!会议比预计时间拖延了一个小时。

Dialogue Six

A: I've got an appointment at 7.

我 7 点有个约会。

B: I'm afraid you'll be late.

恐怕你要迟到了。

A: I think you're right. These meetings are

我想是。
这种会议真费时。

time-consuming.



随行锦囊

bush 是“灌木丛”的意思，而 beat around the bush 则是一个习语，原意为“击打丛林茂密的地方把猎物驱赶出来”，现引申为“拐弯抹角地说，东拉西扯”，也可以说成 beat about the bush。

对话中的 sharp 是副词，意为“正点地，准时地”。sharp 还可以作形容词，表示：

锋利的，锐利的，如：a sharp knife 锋利的刀；

急剧的，如：a sharp turn 急转弯；

刺耳的，如：a sharp whistle 刺耳的笛声；

精明的，如：sharp selling strategy 精明的销售策略。



Unit 5 关于意见

开会总免不了陈述意见,无论你是这次 presentation 的主角,还是对别人的 presentation 发表意见,不要错过每一个向 Boss 展示自己才干的机会哦。好好梳理一下你的观点,蓄势待发吧。



不求人句型

What's your opinion?

你的意见是什么?

You are wrong from my point of view.

依我看,是你错了。

... idea is rational \ irrational.

……的想法很合理 \ 不合理。

This suggestion is constructive.

这个提议很有建设性。

... opinion is logical.

……的意见是合乎逻辑的。

The statement is abstract.

这个陈述很抽象。

... viewpoint is too stereotypical.

……的观点太老套。

The explanation is contradictory.

这个说明自相矛盾。



玩转句型

Dialogue One

A: We've heard from everyone else. What's your opinion, John?

我们征求了每个人的意见,约翰,你的意见是什么?

B: I think we must be aware of the threat we face.

我觉得我们必须意识到我们面临的威胁。

A: I agree. What's your analysis of the threat we face?

我同意。你怎么分析我们现在面临的威胁呢?

Dialogue Two

A: You are wrong from my point of view. The idea is irrational.

依我看,是你错了。

B: You're missing the point. Let me make myself clear.

这个想法很不合理。

你没把要点听进去,让我把意思说清楚。

A: I think I understand what you mean, but I still don't agree.

我想我明白你的意思。但我还是不同意。



Dialogue Three

A: *This suggestion is constructive, isn't it?*

这个提议很有建设性，不是吗？

B: *I think so.*

我想是的。

A: *Good. Then it's decided; we should follow this suggestion.*

好，那就这么决定了。
我们应该执行这些建议。

Dialogue Four

A: *His opinion is logical, but the statement is abstract.*

他的意见是合乎逻辑的。
但是他的陈述很抽象。

B: *Yes, it's difficult to understand.*

是啊，不好理解。

A: *He should give us some concrete examples.*

他应该给我们一些具体的例子。

Dialogue Five

A: *I think his viewpoint is too stereotypical.*

我觉得他的观点太老套。

B: *But his opinion seems objective to me.*

但是我觉得他的意见很客观。

A: *I don't agree.*

我不同意。

Dialogue Six

A: *It's obvious that the*

很明显这个说明自相

explanation is con- 矛盾。

tradictory.

B: *You're right. I can't* 是啊, 我无法理解他的
follow his logic. 逻辑。



随行锦囊

在会上讨论时, 想要礼貌地打断别人的发言, 可以说:

May I interrupt you a moment? 打断您一会儿, 可以吗?

If you don't mind, may I say one word here? 您介意我插一句话吗?

Just a moment, please. Allow me to say something here. 请等一下, 允许我插几句话。

Sorry to interrupt you, but will you first let us know your idea of...? 对不起打断您的话, 不过请先谈谈您对……的看法。

Excuse me for interrupting you. I hope you will explain yourself in more detail. 对不起打断您的话, 希望您能解释得更详细一些。



Unit 6 关于竞争

商场如战场，各公司之间的竞争相当激烈，要想在商场独占鳌头就得首先知己知彼，了解对方产品的优势劣势，找准突破口，这样你才有可能在同类产品的市场占有率上获得 the lion's share 啦！



不求人句型

... have both strength and weakness at the moment.

……现在既有优势又有劣势。

... weakness lies in the market penetration.

……的弱项是市场占有率低。

... marketing isn't effective enough.

……的促销效果不行。

... must put more effort into advertising.

……必须在广告上下大工夫。

... have a much more impressive dealer network.

……有非常有效的销售网络。

... are doing well in product development now.

……现在产品开发得很好。

... products are more expensive.的产品售价很高。

... products are less attractive.的产品吸引力不大。

... should cut down on expenses.应该削减经费。

... ought to keep the price low.应该压低价格。

227



玩转句型

Dialogue One

A: We must know how we stand in the marketplace in order to keep our lead. 我们必须认清自己的处境，以保持我们的领先地位。

B: I agree with you. I think we have both strengths and weaknesses at the moment. One of our weaknesses is a lack of market penetration. 我同意你的看法，我认为我们现在既有优势又有劣势。

我们的弱势之一是市场占有率低。



Dialogue Two

- A: *I think our marketing isn't effective enough.* 我觉得我们的促销效果不行。
- B: *How do you think we could improve?* 你觉得我们应该怎样改进呢?
- A: *In my opinion, we must put more effort into advertising.* 依我看,我们必须在广告上下大工夫。

Dialogue Three

- A: *They have a much more impressive dealer network.* 他们有非常有效的销售网络。
- B: *But they have their own weaknesses at the moment.* 但是他们现在也有他们的弱势。
- A: *You mean...* 你的意思是……

Dialogue Four

- A: *We are doing well in product development now.* 我们现在产品开发得很好。
- B: *But our marketing is not as effective as our competitors'.* 但是我们的促销手段不如竞争对手。
- A: *I think you're right.* 我认为你说的对。

Dialogue Five

A: *How would you describe their weaknesses?*

你怎么描述他们的劣势?

B: *I think their products are more expensive. But their products are less attractive.*

我认为他们的产品售价很高,但吸引力不大。

Dialogue Six

A: *In terms of after-sales, we have an advantage. But we still have some weaknesses now.*

在售后服务方面我们有优势,但是我们现在还有劣势。

B: *That's right. We have the lowest profit of anyone in the market.*

是啊。我们的利润最低。

A: *So we should cut down on expenses.*

所以我们应该削减经费。

Dialogue Seven

A: *I think our problem is that we have a strong product but we haven't achieved the*

我觉得我们的问题是,我们有很好的产品,但是没有达到应有的市场份额。



sort of market penetration we need.

B: You mean we ought to keep the price low?

你意思是应该压低价格?

A: Yes, our business plan should focus on dominating the market.

是的。我们计划的重点应该是占有市场。





随行锦囊

cut down on sth. 意为“减少某事物的数量或数额”，也可以说成 cut sth. down，而 cut sth. down 还可以表示“砍倒某事物”，例如：Bob cut down a tree. 鲍勃砍倒了一棵树。

在会上，请求对方解释或重复时，常用的句子有：

Will you explain what you mean? 请解释一下你的意思吧。

Could you be more specific? 能否再具体一些？

Will you slow down a bit? I can't follow you. 请慢点说。我没明白。

Sorry. I don't understand what you say. 对不起，我不明白你说什么。

I'm sorry I didn't catch your meaning. Will you say it again? 对不起，我没明白你的意思。你再说一遍吧。

Will you repeat it, please? 请再说一遍，好吗？

I beg your pardon? 请再说一遍。

Would you mind saying it again? 请再说一遍。



Unit 7 处理问题

开会的最终目的就是为了解决问题，小问题也许一次会议就能解决，碰到棘手的问题不仅是要延长一次会议，还可能会轮番进行数次会议。



不求人句型

We can cope with the matter.

我们能处理这个问题。

We should consider this a serious problem.

我们应该重视这个问题。

This job should take precedence to any other.

这个比任何其他事情都重要。

We should come up with a plan to address the root of the problem.

我们应该想一个能彻底解决这个问题的办法。

★
232

... reaction to the matter is to...

…… 对此事的对策是……

These are just stopgap measures.

这些只是暂时的应对方法。

It isn't the right move for this situation.

这个策略并不适合这种情况。



玩转句型

Dialogue One

A: *It's another crisis!*

又是一个危机!

B: *I think we can cope with the matter. We have gone through a crisis like that before.*

我觉得我们能处理这一问题。我们以前经历过类似的危机。

A: *But this time it's much worse than I had expected.*

但是这次比我想象的糟糕多了。

Dialogue Two

A: *Some industrial wastes were dumped near our factory. We should consider this a serious problem.*

一些工业废弃物被丢在我们工厂附近。

我们应该重视这个问题。

B: *I agree. I'll take it into consideration.*

同意，我会仔细考虑这一问题。

Dialogue Three

A: *I think we should make great effort to develop products.*

我认为我们应该大力开发产品。

B: *I don't agree. I think*

我不同意。我觉得我们应



we should start a large-scale promotion soon. This job should take precedence to any other.

该立刻开始大规模的促销活动。
这个比任何其他事情都重要。

Dialogue Three

A: What do you think of these proposals?

你觉得这些提议怎么样?

B: I think these are just stopgap measures.

我认为这些只是暂时的应对方法。

A: I couldn't agree more. We should come up with a plan to address the root of the problem.

完全同意。
我们应该想一个彻底解决这个问题

Dialogue Four

A: How do you think they will react to our action?

你觉得他们对我们的行动会有什么反应?

234 *B: Their reaction to the matter will be to stay put, and wait for us to make the next move.*

他们对此事的对策是不采取任何行动, 静观我们的动态。

Dialogue Five

A: Many companies are

许多公司生产出新的产品

Part6 开会讨论

spending a lot of money on ads when they produce a new product.

时都花很多钱做广告。

B: Yes, I know, but I think it isn't the right move for this situation.

但是我觉得那并不适合这种情况。

A: Why not?

为什么?



随身锦囊

cope with 意为“对付,处理(棘手之事)”,其
同义短语为 deal with,例如:

I just dealt with an awkward situation. 我刚刚
刚处理了一个困难的局面。

在会上,想要提及之前谈到的话题,可以说:
I think I have made it very clear that... 我想我
已经说得很明白了……

You said just now that... 你刚刚说……

Earlier, you mentioned that... 先前你提到
……

A moment ago, you mentioned something
about... 刚才你提到……

As I said just now... 就像我刚才说的那样……

Correct me if I'm wrong, but weren't you
suggesting that...? 如果我说得不对请指正,不过
你刚刚是否在说……

Unit 8 投票表决

会议进行到最后仍有两种意见僵持不下，双方各持己见，却又找不到十足的论据击败对方，无奈之下只好来一个投票表决，少数服从多数吧！



不求人句型

Let's vote on it.

我们投票表决吧。

... abstain from voting.

……弃权。

Those in the affirmative, please raise your hand.

赞成的人请举手。

Those opposed, please rise.

反对的人请站起来。

There are... in the affirmative, and... in the negative.

有……人赞成，……人反对。

The affirmative / negative has it.

赞成 \ 反对的人占多数。

Following the majority decision is fair.

采纳多数人的意见才公平。

If nobody wants to add anything, we can draw the meeting to a close.

如果没有其他的补充，会议就到此结束。



玩转句型

Dialogue One

A: *There is some opposition to the proposal.*

这个提案有些人持反对意见。

B: *I see. Let's vote on it.*

我知道。我们投票表决吧。

A: *Maybe that's the best way to make a decision.*

可能这是做决定的最好办法。

Dialogue Two

A: *Were you for it?*

你赞成吗？

B: *Well, actually, I abstained from voting.*

事实上我弃权了。

A: *Oh, why?*

哦，为什么？

Dialogue Three

A: *Those in the affirmative, please raise your hand.*

赞成的人请举手。

B: *I'm all for the proposal.*

我举双手赞成这些建议。

C: *I'm afraid I object to his idea.*

恐怕我反对他的提议。

A: *Those opposed,* 反对的人请站起来。
please rise.

B: *I maintain a neutral* 我保持中立的立场。
position. Are you 你反对吗?
against it?

C: *Well, I am in favor* 我赞成他的主张。
of his proposal.

Dialogue Four

A: *Her proposal had* 对于她的提案有赞成与反
both strong suppor- 对的人数相当。
ters and detractors.

B: *Yes. There were ten* 是啊。有 10 人赞成, 9 人
in the affirmative, 反对。
and nine in the
negative.

Dialogue Five

A: *We've reached a* 我们达成了决议。
decision.

B: *Really?* 真的?

A: *Yes, the affirmative* 是的。赞成的人占多数。
has it.

Dialogue Six

A: *I agreed with him on* 这个问题我同意他的
this matter. 看法。

B: *But following the* 但是采纳多数人的意见才



majority decision is 公平。

fair.

A: I suppose.

我想是的。

Dialogue Seven

A: Does anyone have
something to add?

还有别的要补充吗?

B: Not really.

没有。

A: If nobody wants to
add anything, we
can draw the meet-
ing to a close.

如果没有其他的补充, 会
议就到此结束。



随行锦囊

vote 意为“以表决方式表明观点或选择”, 常与介词 for 或 against 连用, 表示投票赞成或反对。其近义词 ballot 意为“以无记名投票方式 (对某人/某事物) 进行表决”, 例如:

I balloted for you. 我投了你的票。

abstain 在对话中意为“弃权(不投票)”, 此外还可以表示“戒除”, 尤指戒酒, 例如: The doctor told my father to abstain from wine. 医生让我父亲戒酒。

Unit 9 开会进行时



玩转句型

Dialogue One

- A: *We have a meeting in 10 minutes.* 我们 10 分钟后开会。
- B: *But Greta is not here right now.* 但是格里塔现在不在。
- A: *I know. We'll wait till 10:15 and then start.* 我知道。我们等到 10 点一刻然后开始。
- B: *Oh, there she is.* 哦,她来了。
- A: *Okay. Let's call the meeting to order. Michelle, hand out the materials please.* 好。现在开始开会。米歇尔,请把资料发下去。
- C: *Okay.* 好的。
- A: *We are here today to discuss whether we should carry out with this plan. What are your opinions on this?* 我们今天来讨论是否应该继续执行这个计划。对此你们有什么看法?
- D: *I think we shouldn't adopt this plan. It is* 我认为我们不应该采纳这个计划。它会恶化环境。



bad for the environment. What we have to do is quite clear.

当务之急已清楚地摆在眼前了。

E: I agree completely.

我完全赞成。

A: What are your opinions on this, Angela?

对此你有什么看法, 安吉拉?

F: I'm sorry, but I can't agree with that.

对不起, 我不同意。

A: What's our best course of action here?

那最佳方案是什么呢?

G: Can we find a way to prevent this?

我们可以找个杜绝恶化环境的方法吗?

Dialogue Two

A: Good morning, everybody. Thank you for being here. The purpose of this meeting is to discuss how to increase sales.

大家早上好。

感谢大家的到来。

这次会议的目的是讨论如何增加销售额。

B: We are doing well in product development now. But our marketing is not as effective as our competitors'.

我们现在产品开发得很好。

但是我们的促销手段不如竞争对手。

A: I agree with you. I think we have both

我同意你的看法, 我认为我们现在既有优势又有

strength and weakness at the moment. 劣势。

B: *I think our products are more expensive and less attractive.* 我认为我们的产品售价很高,但吸引力不大。

A: *Yes, and we haven't reached out annual sales target.* 是啊。而且我们全年的销售额还没有达到目标。

B: *I think we should make a marketing strategy.* 我觉得我们应该制订一个行销策略。

C: *I agree 100 percent.* 我百分之百赞成。

D: *I think the company should give incentive pay to good sales agents.* 我觉得公司应该给销售业绩好的代理商发奖金。

E: *I agree completely. Monetary rewards will motivate them to work hard.* 我完全赞成。奖励能能使他们努力工作。

F: *I think that's right, too. People need motivation to work hard.* 我也这样认为。人需要激励来勤奋工作。

G: *Well, that's a very good point. I'd also* 那是很好的方法。我想加一点,就是有效的



*like to add that I'm
sure the sales will
start to recover with
effective advertise-
ment.*

广告会使销售回升。

*H: That's right. If the ads
are good enough,
even average pro-
ducts sell well.*

没错。如果广告做得好，
一般质量的产品也会销
的很好。

*I: I'm sorry, but I don't
agree with that. In my
opinion, advertising
gimmicks don't work
in the long run.*

对不起，我不同意。
以我看来，宣传花招时间
一长就不起作用了。

*G: But experts believe
that advertising is a
good way to condition
people's mind.*

但是专家们认为广告是决
定人们购买意向的很好的
方法。

*H: Many companies
spend a lot of money
on ads when they in-
troduce a new pro-
duct.*

许多公司介绍新的产品时
都花很多钱做广告。

*I: We've spent so much
on advertisements but
the results are not*

我们已经在广告上花了那
么多钱，但是效果并不令
人满意。

satisfactory.

D: I think it doesn't pay to spend so much on ads. It's the media that will make the biggest profit.

我认为把那么多的钱花在广告上不合算。

A: What are your opinions on this, Rita?

大部分的钱都让媒体赚去了。对此你有什么看法,丽塔?

J: I think we ought to keep the prices low.

我认为我们应该压低价格。

E: But we have the lowest profitability.

但是我们的利润最低。

K: I think we can't expect the sales will be as high as last year if we're not going to push this product this year.

我认为如果我们今年不把产品很好地促销一下,就别指望赶上去年的销售额。

L: That's right. I think we should start a large-scale promotion soon. This job should take precedence to any other.

没错。我觉得我们应该立刻开始大规模的促销活动。这个比任何其他事情都重要。

A: OK. Let me take a

让我简短地把这次讨论的



minute to sum up the 重点做个总结。
main points of the
discussion.



Part 7 商务谈判



Unit 1 面对客户

尽管跟客户有多次 e-mail 往来，但还是初次见面，首先要向客户自我介绍，并感谢客户远道来跟你谈生意。然后说明你在商谈中将扮演的角色，并简短说明公司对未来合作计划的期许。当然，最后还要给客户留下发言的时间。



不求人句型

It's a pleasure to finally meet you.

真高兴，终于见到你了！

I'll be responsible for the first round of negotiations here.

我将负责第一轮谈判。

I want to discuss the matter of the schedule, if it is convenient for you right now.

如果你们感到方便的话，我想现在讨论一下日程安排的问题。

I'd be happy to answer your questions.

你们有任何问题，请直接提出来。

Is there any way of ensuring we'll have

我们是否能保证有充足的时间来谈判？

enough time for our talks?

I hope this meeting will be productive.

We'll come out from this meeting as winners.

I think we can draw up a tentative plan now.

It'll be easier for us to get down to facts then.

我希望这是一次富有成效的会谈。

这次会谈的结果将会产生双赢局面。

我认为现在可以先草拟一份临时方案。

这样就容易进行实质性的谈判了。

249



玩转句型

Dialogue One

A: It's a pleasure to finally meet you.

真高兴,终于见到你了!

B: I have wanted to see your factory for a long time.

好久就想来看看你们的工厂了。

A: We can start over here.

我们可以从这里开始。

B: OK. I'll just follow you.

好的。我就跟着你了。

Dialogue Two

A: My name is John Smith, I'm the general

我是总经理约翰·史密斯。我将负责第一轮的



manager. I'll be responsible for the first round of negotiations here.

谈判。

B: It's nice to finally meet you. 很高兴终于与你见面了。

A: And I'm glad to meet you, too. 我也很高兴见到你。

Dialogue Three

A: I want to discuss the matter of the schedule, if it is convenient for you right now. 如果你们感到方便的话,我想现在讨论一下日程安排的问题。

B: Sure. 当然可以。

A: The tour should last about an hour and a half. Afterwards, I'll meet you here. Shall we say about nine o'clock. 这次参观大概需要一个半小时。我会在这里等你。9点怎么样?

Dialogue Four

A: And now, I'd be happy to answer your questions. 现在,你们有任何问题,请直接提出来。

B: *Is there any way of ensuring we'll have enough time for our talks?*

我们是否能保证有充足的时间来谈判?

A: *Yes. Here is a copy of the itinerary we have worked out for you. Would you please take a look at it?*

可以。这是我们为你们拟定的活动日程安排。

B: *Oh, thanks. You've gone out of your way to make things smooth for us, I believe.*

请过目一下,好吗?

哦,谢谢。我相信这是对我们的特殊照顾了。

Dialogue Five

A: *We've arranged our schedule without any trouble.*

我们已经很顺利地把活动日程安排好了。

B: *I can see you have put a lot of time into it.*

我相信你在制定这个日常安排上一定花了不少精力吧。

A: *Yes. I hope this meeting will be productive.*

是的。我希望这是一次富有成效的会谈。

B: *We hope so, too.*

我们也希望如此。



A: *And we really hope
you'll have a pleasant
stay here.*

我们也真诚地希望你们在
这里过得愉快。

Dialogue Six

A: *Welcome to our fac -
tory.*

欢迎到我们工厂来。

B: *Thank you! I'm glad
to be here. And I
hope we'll come out
from this meeting as
winners.*

谢谢！我很高兴到这里
来。我也希望这次会谈的
结果将会产生双赢局面。

A: *Maybe we could start
with the Designing
Department. You'll
know more about our
products after this
visit.*

也许我们可以先参观一下
设计部门。
参观后您会对我们的产品
有更深入的了解。

Dialogue Seven

252

A: *I think we can draw
up a tentative plan
now. That will put us
both in the picture.*

我认为现在可以先草拟一
份临时方案。
这样双方都能了解全面的
情况。

B: *All right. And it'll be
easier for us to get
down to facts then.*

好的，而且这样就容易进
行实质性的谈判了。



随身锦囊

go out of one's way (to do sth.) 意为“特意不怕麻烦做某事”，例如：

The shop assistant went out of his way to find what the customer needed. 那个店员不厌其烦地为顾客找其所需要的东西。

谈判中难免产生误会，被对方误会时，可以说：

That's not exactly what I had in mind. 我不是那么想的。

That's not exactly what I was getting at. 我不是那个意思。

That's not exactly what I was thinking about. 我不是那么想的。

I'm afraid you misunderstood me. What I was trying to say was... 恐怕你误解我了。我想说的是……



Unit 2 谈论产品

在谈判中，谈论产品是必不可少的内容。首先要提出产品的优缺点，可以同时说明改进的经过。然后强调产品最主要的特性，并说明该特性带给使用者的好处。最后再说明该产品能带来的利益。相信经过这番“轰炸”，你的客户一定会动心的！



不求人句型

Regarding your questions, our company has been in business for...

让我回答您的问题：我们公司已经有……的历史了。

Customer response was overwhelming, so we were able to expand steadily.

由于客户反应热烈，公司也会稳步扩展。

Let me show you our latest products.

让我给您展示一下我们最新产品。

It's only a prototype, but it's a prime example of our future line of smart products.

您现在所看到的只是个初步的样品，但它代表我们未来智能型产品线的主力。

In fact, our products are used in one out of ten households in China.

事实上,中国每十户中就有一户人家使用我们公司的产品。

First of all, I will outline the characteristics of our product.

首先我将简略说明我们商品的特性。

You must admit this type of feature will appeal to many users.

你得承认,这一种特色对使用者很具吸引力。

They've been received well, both at home and abroad.

这些产品在国内很受欢迎。

The bottom line is that...

最关键的是……

255



玩转句型

Dialogue One

A: *Can you tell me something more about your company?*

能再多介绍一下贵公司的情况吗?

B: *Regarding your questions, our company has been in business for 30 years.*

让我回答您的问题:我们公司已经有 30 年的历史了。



Customer response was overwhelming, so we were able to expand steadily.

由于客户反应热烈，公司也会稳步扩展。

Dialogue Two

A: *Could I have your latest catalogues or something that tells me about your company?*

可以给我一些贵公司最近的商品目录或者一些有关说明资料吗？

B: *No problem. Let me show you our latest products first.*

没问题，让我先给您展示一下我们最新产品。

A: *When is this one going to be on the market?*

这个什么时候上市啊？

B: *It's only a prototype, but it's a prime example of our future line of smart products.*

您现在所看到的只是个初步的样品，但它代表我们未来智能型产品线的主力。

★
256

Dialogue Three

A: *How are your products selling?*

这产品卖得怎么样？

B: *They're selling well.*

卖得很好啊！

In fact, our products are used in one out of ten households in China.

事实上，中国每十户中就有一户人家使用我们公司的产品。

Dialogue Four

A: First of all, I will outline the characteristics of our product.

首先我将简略说明我们商品的特性。

B: I've read about it, but I'd like to know more about it.

我已经知道了一点儿，但我想多了解一些。

Dialogue Five

A: You must admit this type of feature will appeal to many users.

你得承认，这一特色对使用者，很具吸引力。

B: The product gives you an edge over your competitors, I'm sure.

我肯定你们的产品可以使你们胜过竞争对手。

Dialogue Six

A: Is the production line fully automatic?

生产线是全自动的吗？

B: Yes. Almost every process is computer-

是的。几乎每一道工艺都是由电脑控制的。所有这



ized. All these articles
sell well. They've re-
ceived well, both at
home and abroad.

些产品都是我们的畅销
货。这些产品在国内外很
受欢迎。

Dialogue Seven

A: What kind of quality
control do you have?

你们用什么办法来控制质
量呢?

B: We believe that the
quality is the soul of
an enterprise. There-
fore, we always make
quality our first consi-
deration. All products
have to pass a strict
inspection before they
go out. The inspec-
tion process is quite
detailed, but the
bottom line is that all
products have to go
through five checks in
the whole process.

我们认为质量是一个企业
的灵魂。

因而,我们总是把质量放
在第一位来考虑。

所有产品出厂前必须要经
过严格检查。

检查程序非常细致,但最
关键的是所有产品在整个
生产过程中得通过五道质
量检查关。



随行锦囊

overwhelming 意为“压倒一切的，势不可挡的，巨大的”，通常用于形容非主观的强大的势头，例如：an overwhelming victory 极大的胜利。

有关产品品质的表达有：

- quality certificate 品质证明书
- choice / selected quality 精选的质量
- good quality 好质量
- fine quality 优质
- better quality 较好质量
- high quality 高质量
- fair quality 尚好的质量
- sound quality 完好的质量
- best quality 最好的质量
- superior quality 优等的质量
- common quality 一般质量
- standard quality 标准质量
- usual quality 通常的质量
- popular quality 大众化的质量
- average quality 平均质量
- uniform quality 一律的质量
- prime / tip-top quality 第一流的质量
- first-class / first-rate quality 头等的质量
- above / below the average quality 一般水平以上 / 以下的质量



Unit 3 劝说对方

熟人和朋友之间经常直呼其名,表示亲近。在正式的商业场合中,通常以 Mr. 或 Ms. 来称呼对方。如果在商务谈判中,让对方直接称呼自己的名字,则可以缩短彼此间的距离,表示“好商量”。



不求人句型

After you have tried it out, I'm sure you'll agree that this is a very good product.

我相信您试用过后一定会认为这是个好产品。

You may trust me that any money spent now will bring you big profits in the future.

请您相信我,今天投入的资金以后会为您带来巨大的利润。

If I were you, I would book a smaller order as a trial.

如果我是你,我会少量试订一批。

Why don't you look at it this way: it's more expensive, but much better value for money.

为什么不这么看呢:它是贵了一点儿,但它物有所值啊。

I don't think you should miss this opportunity to...

我认为你不应该错过这个机会。

I can't force you to make a deal, but I can assure you that our product has an edge on the competition.

我不能强迫您买,但是我可以向您保证我们的产品是很具有竞争力的。

I don't want to sound pushy, but you'll have to decide soon.

我不想让您认为我在催您,不过你确实要快点下决定。

If I were in your position, I would...

如果我处在你的位置,就会……

261



玩转句型

Dialogue One

A: *After you have tried it out, I'm sure you'll agree that this is a very good product.*

我相信您试用过后一定会认为这是个好产品。

B: *How many different models of this do you offer?*

这个你们有多少种不同的形式。

A: *We have three*

三种。



different ones.

B: Is there much of a price difference?

价格有很大的差别吗?

Dialogue Two

A: You may trust me that any money spent now will bring you big profits in the future.

请您相信我, 今天投入的资金以后会为您带来巨大的利润。

B: But you're asking too much for it.

但是你们要价太高了。

A: Why don't you look at it this way: it's more expensive, but much better value for money.

为什么不这么看呢: 它是贵了一点儿, 但它物有所值啊。

B: Actually, it is more than we need.

事实上, 已超出我们所需要的。

★
262 *A: We can offer you a model that is a little cheaper.*

我们可以提供你便宜一点的样品。

Dialogue Three

A: We don't have enough material on hand to take care of this.

我们现在手边的存量不够你的订单。

B: *When will you have more?* 什么时候你们会再进货呢?

A: *By the end of next month.* 下个月底。

B: *I'm not sure we can wait that long.* 恐怕等不了那么久了。

A: *If I were you, I would book a smaller order.* 如果我是你，我会少量订一批。

263

Dialogue Four

A: *This is a pretty hot item.* 这货十分抢手。

B: *Your prices seem a little high.* 你们的价钱高了一些。

A: *I don't think you should miss this opportunity to expand your market.* 我认为你不应该错过这个拓展市场的机会。

Dialogue Five

A: *Our order specified "no substitutions".* 我们订单上特别阐明了“拒收替代品”。

B: *But we were out of the product you needed.* 但是你要的货我们没有了。

A: *We just can't use this one; it won't work.* 这种我们不能用，行不通。



B: *I can't force you to make a deal, but I can assure you that our product has an edge on the competition.*

我不能强迫您买，但是我可以向您保证我们的产品是很具有竞争力的。

Dialogue Six

A: *I don't want to sound pushy, but you'll have to decide soon.*

我不想让您认为我在催您，不过你确实要快点下决定。

B: *I'm afraid I can't give you a definite reply now.*

恐怕我现在无法给你一个明确的答复。

A: *The longer we wait, the less likely it is that we will come up with anything.*

时间拖得越久，我们成功的机会就越少。



Dialogue Seven

264 A: *If I were in your position, I would order a little more.*

如果我处在你的位置，就会多下一点单子。

B: *Why?*

为什么呢？

A: *We offer a discount for large orders. The*

我们对大量订购有折扣。订购愈多，省的钱愈多。

more you order, the

more you will save.

B: Oh, I see.

哦,知道了。



随身锦囊

take care of sth. 除了表示“照看某事物”,
还可以指“负责某事物,处理某事物”,例如:

I take care of marketing. 我负责市场营销。

谈判中表示同意的常用句子有:

I support your opinion. 我支持你的意见。

I've no objection. 我没有反对意见。

I'm in favor of your proposal. 我赞成你的提议。

I think you are right. 我认为你是对的。

I share your views. 我同意你的意见。

That sounds reasonable. We need to get
the best possible deal. 听上去有道理。我们应该获得更好的交易条件。

We are all for your suggestion as to how
to... 我们完全同意你关于……的建议。

That's exactly what I think. 那恰恰是我所想的。



Unit 4 讨价还价

谈判中肯定会有同意和不同意的时候,如果完全同意也就不是谈判了。但是这时人称的不同运用,也会有不同的效果。如:在表示反对时,用 *we* 或 *our*,表示站在公司的立场,暗示这是公司的决定,自己是奉命行事,而不是本人的意思。如果表示同意,则用 *I* 或 *my*,来拉近距离,加强对方的好感,利于谈判的进行和日后关系的发展。



不求人句型

Your prices seem a little high. 你们的价钱高了一些。

Do you offer any quantity discounts? 大量购买有折扣吗?

This price is quite a bit higher than it was last time. 这次的价格比上次要贵了一些。

Your bid is much higher than your competitor's. 你们的价钱比起其他公司高出太多了。

We can offer a ... discount for orders over ... 订购……以上,我们可以打……折。

If you order in large lots, we'll reduce the price.

如果你大量订购,我们可以降价。

We can offer a discount if you would order a bit more.

如果你单子下多一点,我们可以打折。

That's about the best we can do on that.

那差不多是我们所能开出的最低价了。

Are these new prices acceptable?

这些新价格可以接受吧?

267



玩转句型

Dialogue One

A: *Your prices seem a little high.*

你们的价钱高了一些。

B: *We could offer you a discount. How many would you like to order?*

我们可以算你便宜一点。您要订多少?

A: *What is the minimum we would have to order?*

那么我们至少得订多少呢?

B: *500 pieces.*

500 件。



Dialogue Two

- A: *Do you offer any quantity discounts?* 大量购买有折扣吗?
- B: *Yes. We can offer a 10% discount for orders over 5,000 pieces.* 有。订购 5 000 件以上,我们可以打九折。
- A: *I'm not sure we can use that many.* 我们可能用不了那么多。

Dialogue Three

- A: *This price is quite a bit higher than it was last time.* 这次的价格比上次要贵了一些。
- B: *That's because the price of raw materials has gone up.* 那是因为原材料的价格上涨了。
- A: *But you increased the prices by about 25%.* 但是你们加了 25% 呢。



Dialogue Four

268

- A: *Your bid is much higher than your competitor's.* 你们的价钱比起其他公司高出太多了。
- B: *How could that be?* 怎么会呢?
- A: *That's what the numbers show. You are* 这些数字就是证明,你比其他人要高出许多。

*asking for much more
than anyone else.*

*B: I'll check back with
my head office for
you.*

这个我回头会跟总公司核
查一下。

Dialogue Five

*A: Is this your standard
price?*

B: Yes, it is.

A: It seems too high.

*B: If you order in large
lots, we'll reduce the
price.*

这是你们的基准价吗？

是的。

好像贵了一点。

如果你大量订购，我们可
以降价。

Dialogue Six

*A: Can you give me a
discount?*

*B: We can if you order
a little more.*

*A: OK, I'll see what I can
do.*

你能给我打折吗？

如果你单子下多一点，我
们可以减价。

好吧，我考虑考虑吧。

Dialogue Seven

*A: \$44.8 per hundred
pieces.*

B: Oh, that's too high.

A: That's about the best

100 个要 44.8 美元。

哦，太贵了。

那差不多是我们所能开出



we can do on that.

的最低价了。

*B: We'll have to talk it
over some more.*

这个我们还得再谈一谈。

Dialogue Eight

*A: Are these new prices
acceptable?*

这些新价格可以接受吧?

*B: I don't think we'll be
able to pay them.
Let's talk about it
some more.*

这种价格我们恐怕没办法
接受。

我们再谈吧。

*A: We may be able to
work out a better deal
for you.*

我们也许可以想出一个对
你有利的办法。





随行锦囊

常用来表示价格的短语有:

ceiling price 最高价,顶价

maximum price 最高价

minimum price 最低价

average price 平均价格

base price 底价

rockbottom price 最低价

buying price 买价

selling price 卖价

present price 现价

original price 原价

ruling price 目前的价格

prevailing price 现价

opening price 开价,开盘价

closing price 收盘价

exceptional price 特价

special price 特价

wholesale price 批发价

retail price 零售价

market price 市价

net price 净价

cost price 成本价

gross price 毛价

price per unit 单价

price of factory 厂价



Unit 5 考虑一下

I'll have to check with my boss. (我得先和老板谈谈。), 这个句子并没有立刻否定对方的提议, 也没有马上答应提出的要求, 还给自己留出时间自己仔细考虑, 是谈判策略的一种。类似的句子还有很多哦!



不求人句型

I'll have to check with my boss.

我得先和老板谈谈。

I can't make a decision right now.

我现在无法做出决定。

I just need some time to think it over.

我需要时间考虑考虑。

We are still a little unsure about the prospect, though.

不过, 我们对于前景还是有点不能确定。

I'm afraid I can't give you a definite reply now.

恐怕我现在无法给你一个明确的答复。

There are certain points that I'll have to consider very carefully.

有些问题我得慎重考虑。

That may well be so.

情况很可能是这样，但我

I'm not sure.

不敢确定。

*I can't say for certain
off-hand.*

我还不能马上说定。



玩转句型

Dialogue One

A: *We had expected
much lower prices.*

我们希望报价再低一些。

B: *I can't make a deci-
sion right now. I'll
have to check with
my boss.*

我现在无法做出决定。我
得和老板先谈谈。

A: *Let me know as soon
as you get an an-
swer.*

你有消息就通知我。

Dialogue Two

A: *I can assure you the
prices we offered you
are very favorable.*

我敢保证我们向你提供的
价位是合理的。

B: *But the market prices
are changing frequen-
tly. I just need some*

但是市场价格随时都在
变化。
我需要时间考虑考虑。



time to think it over.

Dialogue Three

A: *I think a joint venture would be beneficial to both of us. Please give us your proposal if you're ready for that.*

我认为合资经营对双方都是有利的。

如果你们愿意做合资经营,请提出你的方案。

B: *We are still a little unsure about the prospect, though.*

不过,我们对于前景还是有点不能确定。

Dialogue Four

A: *We are always willing to cooperate with you, so we'd like you to consider our request once again.*

我们总是愿意跟贵方合作,所以希望贵方再次考虑我们的要求。

B: *Yes, I will. But I'm afraid I can't give you a definite reply now.*

我会的。但是恐怕我现在无法给你一个明确的答复。

Dialogue Five

A: *Is the method of payment acceptable for you?*

你们认为结算方式合适吗?

B: *I need more information. There are certain points that I'll have to consider very carefully.*

我需要更多的信息。
有些问题我得慎重考虑。

Dialogue Six

A: *Is there any chance that we can find you a substitute for this?*

你们认为结算方式合适吗？

B: *I'm not sure. I'll have to check with our engineers. Why don't we talk again tomorrow?*

我不敢确定。我得请教工程师才行。
这样吧，我们明天再谈怎么样？

Dialogue Seven

A: *Would it be too much to ask you to respond to my question by this Wednesday?*

可以请你在周三以前回复吗？

B: *I can't say for certain off-hand. I've got to report back to the head office.*

我还不能马上说定。
我还要回去向总部汇报情况呢。



随行锦囊

consider、think about、think over 都可以表示“考虑”，其中 consider 指以做决定为目的而进行考虑；think about 指考虑到；think over 指做决定之前慎重思考。

谈判中有时不能马上做出决定，需要考虑一下，说明考虑的原因有以下几种：

I don't like the idea of substituting... for the portion undelivered. 我不同意未交货部分改用...代替。

I'm totally against the proposal of... 我完全反对……的建议。

I don't think that's the way with it. 我认为那不是办法。

I don't think we can accept those terms. 我想那些条件我们不能接受。

I really think this price is too high. 我真的认为这个价钱太高。

Our order specified "no substitutions". We just can't use this one. 我们订单上特别注明了“拒收替代品”。这样的我们不能用。

Unit 6 僵持不下

谈判中双方都会嚷嚷“已经是价格的低限了”，其实这都是做做样子，那么怎么才能知道对方是否真正接近底线了呢？通常在对方逐渐降低要求幅度时，就表明快到价格底线了。这时自己可以采取相应措施，避免僵持不下的场面。

277



不求人句型

... is beyond my negotiating limit.

……超出我的谈判限度。

... is not acceptable to me.

……我不能接受。

I've been instructed to...

上头命令我……

We can't agree with the alterations you want to make to the contract.

我们无法同意对合同的变动和修改。

These terms are international practice. We can't change them.

这是国际惯例，我们不能更改。

I can't bring those numbers back to my office.

这样的数字我没办法向公司交差。

We suggest a compromise...

我们建议一项折中措施
……



玩转句型

Dialogue One

A: 25% is beyond my negotiating limit. 25% 超出我的谈判限度。

Can you make another offer? 你有其他的方案吗?

B: I don't think I can make any changes to our offer right now. 我现在没办法决定。

Why don't we talk again tomorrow? 我们明天再谈怎么样?

A: Sure. 可以。

Dialogue Two

A: Your price is not acceptable to me. It would be very difficult for us to push any sales if we buy it at this price. 你的价格我不能接受。如果按这个价格买进，我们实在难以推销。

B: Well, if you take quality into consideration, you won't think our price is too high. 如果你考虑一下质量，你就不会觉得我们的价格太高了。

A: *I've been instructed to reject the numbers you proposed.* 按上头的指示，我得驳回你的提议。

B: *That's too bad! Perhaps we can try to come up with something else.* 真遗憾！或许还是可以找出其他可行的办法。

A: *I hope so.* 希望如此。

Dialogue Three

A: *We can't agree with the alterations you want to make to the contract.* 我们无法同意对合同的变动和修改。

B: *We have some different opinions about the contractual obligations of both parties.* 我们就合同双方要承担的义务方面有不同的意见。

A: *But these terms are international practice. We can't change them.* 这是国际惯例，我们不能更改。

Dialogue Four

A: *I'm sorry to say that your price has soared. It's almost 20%* 很遗憾，贵方的价格猛涨，比去年几乎高出 20%。



higher than last year's.

B: We're sorry, but we've had to increase our prices on this item.

对不起，我们是不得已才对这一产品加价的。

A: But I can't bring those numbers back to my office.

但是这样的数字我没办法向公司交差呀。

Dialogue Five

A: What's your best price for that item?

这种货你们最低价是多少？

B: The unit price is \$ 29.50.

单价是 29.50 美元。

A: I think the price is a little high, can you offer us a price break?

我觉得这个价贵了点，你能不能低点？

B: I'm afraid we can't. \$29.50 is our rock-bottom price.

恐怕不行，29.50 美元是我们的底价。

★
280

A: We suggest a compromise—\$ 20.

我们建议一个折中价，20 美元。

B: That's a big change from \$ 29.50! It's not acceptable to us.

那跟 29.50 美元差太多了！这个价格我不能接受。



随行锦囊

rock-bottom 意为“最低点”，相当于 lowest point, 常与 price 相搭配, 用于表示“最低价格”或“底价”。

想要表示对方的谈判条件“超出限度, 超过底线”, 可以说:

It is beyond my negotiating limit. 这超过了我的谈判的限度。

It is outside where I can go. 这超出我的底线了。

It is beyond the limits of what I can discuss. 这超出了我的谈判底限。

It is not acceptable to me. 我不能接受。



Unit 7 相互让步

谈判陷入僵局，怎么办？这时你可以说：Let's compromise. (让我们还是各退一步吧。)，然后提出新的建议。如果对方想继续谈下去的话，相信他一定也会退一步的。



不求人句型

Let's meet each other halfway.

那咱们就各让一步吧。

Let's compromise.

我们还是各退一步吧。

If you can..., I think we can discuss this further.

如果能……，或许我们还能继续再谈。

I'm sure there is some room for negotiation.

我肯定还有商量的余地。

We are always willing to cooperate with you and if necessary make some concessions.

我们总是愿意跟你们合作的，如果需要还可以做些让步。

We are prepared to reconsider amending the contract.

我们可以重新考虑修改合同。

If you want to make any changes, minor alterations can be made then.

如果你有什么意见的话，我们还可以对计划稍加修改。



玩转句型

Dialogue One

A: *We're not going to be able to agree on the price.*

在价格上我们的看法无法一致。

B: *Let's meet each other halfway. We can give you a 5% discount.*

那咱们就各让一步吧。我们给你 5% 的折扣。

A: *Is that all?*

只能这样吗？

B: *Yes, that is the best we can do.*

是的，这是我们的最低价了。

Dialogue Two

A: *I think I have a problem here.*

我想我这有个问题。

B: *What is it?*

什么问题？

A: *I don't think we'll be able to pay these*

这种价格恐怕我们没办法接受。



prices.

B: *Let's compromise.*

我们还是各退一步吧。

Dialogue Three

A: *If you can offer the same price as last time, I think we can discuss this further.*

如果能保证和上次一样的价格，或许我们还能继续再谈。

B: *I'll have to check with my boss. I'll let you know as soon as I get an answer.*

我得和老板先谈谈。我一有消息就立刻通知你。

Dialogue Four

A: *Is the price negotiable?*

价格还有商量的余地吗？

B: *I'm sure there is some room for negotiation.*

我肯定还有商量的余地。

A: *Good. Let's see if we can work it out to your satisfaction.*

好。我来看看是否有什么办法能让你满意。

★
284

Dialogue Five

A: *We'd like to clear up some points connected with the price of the contract.*

我们希望弄清楚有关价格的几个问题。

B: *If you have any comment about these clauses, do not hesitate to speak up. We are always willing to cooperate with you and if necessary make some concessions.*

对这些条款有何意见，请尽管提，不必客气。

我们总是愿意跟你们合作的，如果需要还可以做些让步。

Dialogue Six

A: *I still have some questions concerning our contract.*

就合同方面我还有些问题要问。

B: *I'm very willing to answer any questions you may have. And we are prepared to reconsider amending the contract.*

我很乐意回答你的任何问题。
而且我们可以重新考虑修改合同。

Dialogue Seven

A: *Do you think there is something wrong with the contract? If you want to make any changes, minor*

你认为合同有问题吗？

如果你有什么意见的话，我们还可以对合同稍加修改。



*alterations can be
made then.*

*B: We don't have any
problems with the
contractual obligations
of both parties, but
we'll have to discuss
the total contract
price.*

就合同双方要承担的义务
方面,我们没有什么问题。

但是我们不得不讨论一下
合同的总价格问题。





随行锦囊

在谈判中,想要委婉否定对方的提议,提出自己的提议,可以用下面的表达:

We suggest a compromise... 我们建议折中一下……

We have another possibility... 我们还可以……

We suggest another approach... 我们提议采纳另一种方式……

We propose an alternative... 我们提议一个备选方案……

在谈判中,有时做出让步是必要的。想要提出折中方案,就可以说:

If you can..., I think we can discuss this further. 如果你们能……我觉得我们可以进一步商谈。

If you can..., maybe we can talk more about this. 如果你们能……或许我们可以再谈谈。

If you can..., we may be able to agree to what you're proposing. 如果你们能……我们可能会同意你们的提议。

If you can..., perhaps we can discuss this more. 如果你们能……或许我们可以再商谈一下。



Unit 8 签订合同

谈判结束,双方达成一致,终于可以签合同了。先别忙,如果还没有双方签约,一定不能彻底放松,所有之前的努力和辛苦都为了能把这个合同拿下来,在这最后一个环节可千万不能有什么疏漏。当然,合同签完后,我们要好好放松一下,庆祝一番!



不求人句型

Is the contract acceptable now? 合同现在这样可以了吧?

We can't sign the contract yet. 我们还不能在合同上签字。

We need to make some changes to this contract. 这份合同有几个地方需要修改。

We have agreed on all of the terms in the contract. Shall we sign it ...? 我们对合同各项条款全无异议,……签合同如何?

Are you ready to sign? 准备好可以签名了吗?

Who is going to sign the contract for your side? 谁代表你们这一方签约?

Where do you want me to sign?

你要我签在哪里?

Just sign there on the bottom.

就请在下面这里签个名。

Here's my signature.

我签好了。

Here's your copy of the contract.

这是你的那一份契约。

289



玩转句型

Dialogue One

A: Is the contract acceptable now?

合同现在这样可以了吧?

B: Yes, I think so.

是啊。

A: All we have to do is sign the contract.

剩下的只要签订个契约就行了。

B: Yes, we can do that at the next meeting.

是的。我们下次开会就签吧。

Dialogue Two

A: We can't sign the contract yet. We need to make some changes to this contract.

我们还不能在合同上签字。这份合同有几个地方需要修改。



B: *Can we do it right now?* 现在来修改可以吗?

A: *No, I don't think so. May I suggest that we continue tomorrow?* 我想不行。
明天再继续,好吗?

Dialogue Three

A: *Is there anything else you want to bring up for discussion?* 你还有什么问题要提出来供双方讨论的吗?

B: *We have agreed on all of the terms in the contract. Shall we sign it next Monday?* 我们对合同各项条款全无异议,下周一签合同如何?

A: *Fine. Let's get together again next Monday.* 好的,下周一我们再聚。

Dialogue Four

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290 A: *Are you ready to sign?* 准备好可以签名了吗?

B: *I sure am. Where do you want me to sign?* 可以签了。你要我签在哪里?

A: *Just sign there on the bottom. Here's a* 就请在下面这里签个名。这里有笔。

pen.

B: Thank you.

谢谢。

Dialogue Five

A: Here are the two originals of the contract we prepared. The contract contains basically everything we have agreed upon during our negotiations.

这是我们准备好的两份合同正本。

这个合同基本上囊括了所有我们在谈判中所达成协议。

B: We are ready to sign the agreement.

我们已经准备好了签合同。

A: Good. Who is going to sign the contract for your side?

好的。谁代表你们这一方签约?

B: The general manager.

我们总经理。

Dialogue Six

A: Here's my signature.

我签好了。

B: Good. I'm glad we're all done.

太好了,我真高兴一切都搞定了。

A: Let's go out and celebrate.

我们到外面庆祝一下吧。

Dialogue Seven

A: Here's your copy of

这是你的那一份契约。



the contract.

B: I'm glad our negotiations have come to a successful conclusion.

我很高兴这次洽谈圆满成功。

A: Yes. It's been a pleasure to do business with you.

是的。跟你做生意真是我的荣幸。

B: The pleasure was mine.

是我的荣幸才对。





随行锦囊

有关合同常用的短语有:

to draft a contract 起草合同

contractor 订约人, 承包人

originals of the contract 合同正本

copies of the contract 合同副本

a written contract 书面合同

contract life 合同有效期

contract terms/ clause 合同条款

contract provisions/ stipulations 合同规定

to bring a contract into effect 使合同生效

to carry out a contract 执行合同

to break the contract 毁约

to cancel the contract 撤销合同

to terminate the contract 解除合同

to alter the contract 修改合同

to abide by the contract 遵守合同

contract of employment 雇佣合同

contract of carriage 运输合同

contract for goods 订货合同

contract for purchase 采购合同

contract for service 劳务合同

contract of sale 销售合同

contract for future delivery 期货合同



Unit 9 谈判进行时



玩转句型

Dialogue One

A: *Welcome to our company, Mr. Brown.*

欢迎来到我们工厂，布朗先生。

B: *Thank you. It's very nice to finally meet you, Mr. White, after so many phone calls and faxes. I'd like you to have my business card.*

谢谢。多次电话、传真往返之后，非常高兴终于见到您，怀特先生。

请收下我的名片。

A: *Thanks very much, Mr. Brown. Please accept mine. How was your flight?*

谢谢您，布朗先生。也请收下我的名片。您的旅途怎么样？

★
294

B: *Not bad, but I'm a little tired.*

还行，不过有点累。

A: *Here is a copy of the itinerary we have worked out for you. Would you please take a look at it?*

这是我们为您拟定的活动日程安排。

请过目一下，好吗？

B: *I can see you have put a lot of time into it.* 我相信你在制定这个计划上一定花了不少精力吧。

A: *I really hope you'll have a pleasant stay here.* 我真诚地希望你们在这里过得愉快。

B: *Could you arrange a meeting with your boss?* 你能安排我跟你们老板见个面吗?

A: *Of course! I've arranged one at 10 o'clock tomorrow morning.* 当然可以, 我会安排在明天早上 10 点钟。

B: *Well, shall we get down to business?* 那我们开始谈正事吧。

Dialogue Two

A: *I'd like to get the ball rolling by talking about prices.* 我想就从价钱方面开始谈吧!

B: *I'm ready to answer any questions you may have.* 我很乐意答复任何问题。

A: *Your price is not acceptable to me. It would be very difficult for us to push any sales if we buy it* 你的价格我不能接受。如果按这个价格买进, 我们实在难以推销。



at this price.

B: Well, if you take quality into consideration, you won't think our price is too high.

如果你考虑一下质量，你就不会觉得我们的价格太高了。

A: It is too high.

但确实很贵。

B: You may trust me that any money spent now will bring you big profits in the future.

请您相信我，今天投入的资金以后会为您带来巨大的利润。

A: Your products are very good. But you're asking too much for it.

贵公司的产品很出色，但是你们要价太高了。

B: Our product is competitive on the international market. One of the real pluses of this product is that it is very high quality and has a compact size.

我们的产品在国际市场上具有竞争力。这种产品的真正优点之一就是高质量和小体积。

A: I know your research costs are high, but what I'd like is a 30% discount.

我知道你们投入很高的研发费用，但是，我想要七折。

B: That seems to be a little high. I don't know how we can make a profit with those numbers.

这个折扣似乎多了点。
这样的价格，我们公司怎么能有利可赚！

A: What are you proposing?

那你的建议是什么？

B: I suggest a compromise—10%.

我建议双方各让一步——九折。

A: That's a big change from 30% ! 10% is too much.

那跟七折差太多了！
九折实在太少了。

B: I'll have to check with my boss.

我得先和老板谈谈。

A: May I suggest that we continue tomorrow?

我建议明天再继续，好吗？

B: Sure. I hope we can find some common ground on this.

好的。希望我们能够达成
共同协议。

Dialogue Three

A: We only have one more item to take care of.

只剩下最后一项要谈了。

B: That's right: we have to work out the final price.

是的，我们得把最后的价格敲定。



- A: *It's time to get down to business now.* 是进入正题的时候啦。
- B: *Let's meet each other halfway. I can give you a 5% discount.* 那咱们就各让一步吧。
我給你 5% 的折扣。
- A: *Is that all?* 只能这样吗?
- B: *Yes, that is the best we can do.* 是的, 这是我们的最低价了。
- A: *OK, I'll accept the price.* 行, 我接受这个价格。
- B: *How many would you like to order?* 您要订多少?
- A: *How do they come packaged?* 货是怎样装的呢?
- B: *In cases of 100.* 一箱装 100 个。
- A: *I'll take 500. When can you effect shipment?* 我要 500 个。你们什么时候能交货?
- B: *We can ship them out this month or early next month at the latest.* 我们最晚在这个月或下个月初交货。
- A: *That will be fine.* 那很好。
- B: *It's been a pleasure to do business with you.* 跟你做生意真是我的荣幸。
- A: *The pleasure has been* 是我的荣幸才对。

mine.

*B: All we have to do is
sign the contract.*

*A: Yes. We can do that
at the next meeting.*

剩下的只要签订个契约就行了。

是的。我们下次开会就签吧。

