审校专家简介

彼得・阿姆斯特朗(Peter Armstrong)

北京新桥英语培训学校外方校长,在中国拥有十年授课经历。培训者除学生外还包括数十家国际知名企业。

贾尼丝・威尔逊(Janice Willson)



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 2007年3月

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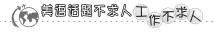
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Part 1 面 试



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?



| My name is... 我叫…… | I liwe... 我住在…… | 我住在…… | 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······



Dialogue One

A: What's you name?

B: My name is Eileen Green.

B: Yeah, I like it very much.

My name has become a part of me.

你叫什么?

我叫艾琳・格林。

很好听的名字,不是吗? 哦,我非常喜欢自己的

名字。

它已经成了我的一部分。

Dialogue Two

A: Where do you live?

B: I live in the Chaoyang

District.

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

你住在哪里?

我住在朝阳区。

哦,那儿离这儿很远。

Dialogue Three

A: May I ask how old you are?

B: Yes. I'm 38 years old.

A: You look very young.

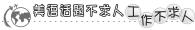
B: Thanks.

方便告诉我你的年龄吗?

方便。我38岁。

你看上去非常年轻。

谢谢。



Dialogue Four

A: Please tell us some - 请简要介绍一下你自己。 thing about yourself.

B: OK. My name is 好的 Janice. I was born on 于 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?

B: I come from Xinjiang
Uygur Autonomous
Region.

你从哪儿来?

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 ……

告诉我一些你的情况。

Dialogue Seven

A: Tell me something about yourself.

about yourself.

B: Well, my major is 我的专业是国际贸易。

B: Well, my major is
International Trade.

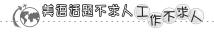
Dialogue Eight

- cribe yourself?
- B: I'm a diligent worker with years of experience, and my specialty is English.
- A: Oh really? What was your major?

A: How would you des- 你怎样介绍自己?

我已经工作多年,我的专 长是英语。

哦,真的?那你的专业是什么?





随行锦裳

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. /l'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 sumame/family name/last name is... 我性……

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

I have a nickname called... 我有个昵称叫

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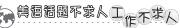
I have an alias named... 我的别名叫……

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。

不求人句型

' I'm currently working as 我目前是做……工作的。 自…… 起我一直…… Tve been working ... 工作。 since......... 我 获 得 了 的 I gained . . . experience 经验。 我的职责包括…… My responsibilities in $clude \dots$ ¦ I was mainly in charge 我主要负责…… $of \dots$! I earned the title of ... 我获得过……的称号。 I received . . . award. 我获得了……奖。 我被选为…… $Iwas\ chosen\ as\ \dots$





Dialogue One

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

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

Dialogue Two

A: How long have you 你在那家公司工作多 been in that compa-久了? $n\gamma$?

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

Dialogue Three

A: What have you learned during your last 什么? job?

你从上一份工作中学到了

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

富的经验。

A: What kind of experien- 是什么样的经验? ce?

Dialogue Four

- A: Could you tell me something about your present work?
- 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.

能给我讲讲你目前的工作 吗?

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。

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Dialogue Five

- A: What were your responsibilities when you worked for that company?
- B: I was mainly in charge of designing.

你在那家公司工作时,你 的职责是什么?

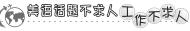
我主要负责设计。

Dialogue Six

- A: Have you received any honors or awards?
- B: Yes. I earned the title of "Outstanding Employee" in 2005.

你获得过任何荣誉或奖 励吗?

我在 2005 年获得过"优秀 员工"的称号。



Dialogue Seven

A: What are you proud 你为什么而自豪? of?

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

Dialogue Eight

A: What was your greatest accomplishment 是什么? at your last job?

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



随行锦裳

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:

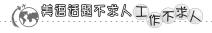
....conferred the title of...on me. ……授 予我……的称号。

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

I gota... 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。

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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。



I'm an expert at...

I'm adept at...I do well in...

I'm accomplished in... 我精通……

My main advantage is

... is my weak point. ·····是我的缺点。

Something that I'm not

too good at is...

I lack...

我是……方面的专家。

我善干…… 我擅长……

我的优势在于……

我不擅长的是……

我缺乏……



Dialogue One

A: What do you know about math?

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

A: How can you prove that?

关于数学你都了解些什么?

坦白来说, 我是数学方面 的专家。

你怎么来证明呢?

Dialogue Two

A: What's your strongest point?

B: I'm adept at executive management.

你的强项是什么?

我善于做行政管理。

Dialogue Three

A: Do you have any strong points?

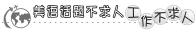
B: Yes. I do well in communicating in English.

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

你有什么强项吗?

我擅长用英语交流。

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?

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

A: That's good. What other skills do you have?

你认为自己有什么优势?

很好。还有别的技能吗?

Dialogue Five

A: What're your advantages and disadvantages?

my deep sense of 责任心。 duty.

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

你的优点和缺点是什么?

B: My main advantage is 我的优势在于我有很强的

Dialogue Six

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A: What are your short- 你的缺点是什么? comings?

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 你的弱项是什么? you have?

B: I lack work experi- 我缺乏工作经验,但我确 can make up for it in the future.

A: So how do you plan 那你是打算怎么弥补呢? to remedy this?

ence, but I'm sure I 信自己会在今后的工作中 弥补这点的。

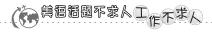
表示"优势、优点"的词有: advantage、 strength, merit, strong point

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. 擅长或精诵某事物 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。

I wish to move up to... 我希望升到……

I would like to work 我期望在……工作。

I'd like to get involved 我希望致力于……

in...

in. . .

I hope to be...

I want to become...

16 i *as*...

I would make every ef- 我会竭尽全力…… fort to...

I want to contribute... 我会贡献……

我盼望成为……

我想变得……

| I'll work here as long 只要…….我就会在这儿

工作。



Dialogue One

A: What are your plans for the future?

B: I wish to move up to a position with a higher salary and more opportunities. 你对未来有什么打算?

我希望升到可以为我提供 更高薪水和更多机会的 职位。 _17

Dialogue Two

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

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

如果你在我们公司工作,你会选择哪个部门?

可能的话,我期望在进口 部工作。

Dialogue Three

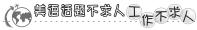
A: What type of work do you want to do in the future?

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

 $A \colon \mathit{Oh}, \ \mathit{youwant to} \ \mathit{become}$

以后你想做什么类型的 工作?

我希望致力于计算机编程 工作。 哦,你想成为程序编制员!



a programmer!

Dialogue Four

A: Do you have any plans for your career?

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

你有什么职业规划吗?

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.

B: I want to be come more professional in my field. 你 看 起 来 很 自 信 也 很 有 雄 心 。

请给我讲讲你的打算。

我想在自己的领域里变得 更专业。

Dialogue Six

A: How long do you plan to work here?

B: I'll work here as long as you provide me with enough opportunities for personal develop你打算在这儿工作多长时间? 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?
- B: I would make every effort to benefit the company.

如果我们雇用你,你有什么计划?

我会竭尽全力让公司受 益的。

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Dialogue Eight

- A: What contribution will you make to our company?
- B: I want to contribute
 whatever I can to build
 better ships and im prove the current technology.

你将会为我们公司做出什 么贡献?

我会贡献我所能改进技术,制造出更好的轮船。



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.。

关干"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。

yeam for sth. /to do sth. 渴望, 留恋, 例如: He yeams 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?



I'd like...at the begin- 我希望开始……

ning.

I would require a salary of at least...

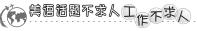
I would expect...salary beginning with...

The appropriate pay... 我的期望薪水……

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

我要求的薪水至少是

我期望起始……薪水



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



Dialogue One

A: What starting salary 你期望在这儿的起薪是 would you expect 多少?

here?

B: I'd like 2000-2500 我希望开始的薪水是每月

yuan a month at the 2000~2500 元。 beginning.

A: OK. Your require- 好的。你的期望薪水我们 ments are acceptable 认为可以接受。 to us.

Dialogue Two

A: What's your expected monthly salary?

> lary of at least 2,000 2000 美元。 dollars a month.

你期望的月薪是多少?

B: I would require a sa- 我希望的薪水至少是每月

Dialogue Three

A: What salary are you

expecting?

B: Iwould expect a starting salary beginning with 2,500 dollars a month.

A: I'm sorry, but we can only offer you 2,000 dollars a month.

你的期望薪水是多少?

我期望起薪为每月 2500 美元。

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?

B: To be honest, I think the appropriate pay would be 150, 000 yuan a year.

A: Oh! That's more than we could pay.

Dialogue Five

A: Are you satisfied with your current salary in ourcompany?

B: To be frank, Idon't think

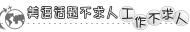
你认为自己应得多少 薪水?

老实说,我的期望年薪是 十五万元。

哦,那超出了我们所能给 予的范围。

你对我们公司目前的薪水 满意吗?

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 questions about the salary? 题吗?

B: Yes. I want to clarify 是的。我想弄清楚薪水是 whether the salary is 否按月发放。 paid every month.

关 于 薪 水 方 面 你 还 有 问

Dialogue Seven

A: What do you think of your present salary?

B: I think I deserve more than that.

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

month.

你认为你现在的薪水 怎样?

我觉得我应该比现在得到 的多。

那你认为你应该得到 多少?

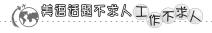
B: At least 5000 yuan a 至少每月 5000 元。



随行锦囊

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。 _25



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。



It would be a good place for...

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

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

... is closely related to this position.

I applied for the position 我应聘该职位不仅为了 not only for..., but also ······. 还为了······ for...

I would love the oppor- 我会珍视……机会的。 tunity to ...

这里会是……的好 地方。

我应聘该职位的原因是

我真正想得到的是……

…… 使我能胜任这份 工作。

……跟该职位联系 紧密。

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I hope to have the opportunity to...

I think...will give me
the chance to...

我希望有机会……

我认为……会给我机会 ……



Dialogue One

A: What's the reason for your application for the post?

B: Your company is a multinational corporation, so I think it would be a good place for me to apply the experience Trehad abroad.

你申请该职位的原因是 什么?

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

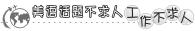
A: Why did you choose this job?

B: The reason that I

applied for this position is that your

你为什么选择该职位?

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 company 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 personal 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 educational background and professional experience make me quied 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?

B: Because I was an English major. I would love the opportunity to get a job related to English. 你为什么想到这儿工作?

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 inter ested in working for our company?

B: Because my major was computer program ming. I hope to have the opportunity to apply my knowledge here. 你为什么有兴趣在我们公 司工作?

因 为 我 的 专 业 是 计 算 机 编 程 。 我希望有机会在这里应用

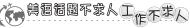
我的知识。

Dialogue Eight

A: Why did you choose our company?

你为什么选择我们公司?

_29



me the chance to 知识。 use what I've learned at university.

B: Because I think this 因为我认为贵公司会给我 company will give 机会应用我在大学所学的

ger to get this positio n?

A: And why are you ea- 那你为什么渴望得到该 职位?

B: Because my work ex- 因为我的工作经验跟该职 perience is closely 位联系紧密。 related to this posican do the job well.

tion. I'm confident I 我有信心能做好这份 工作。



随行锦囊

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.

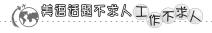
be equal to sth. /doing sth.

be fitted for sth.

be qualified for sth.

be worth one's salt

₄31



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。

Your company is... 贵公司是……

largest... │ Your firm has a good 贵公司在……声誉良好。

reputation in...

ducts are...

Your major products 贵公司的主要产品是……

are...

32 | ... has sold quite well. ······ 卖得很好。

The main stockholder 主要的股东是……

Yours is one of the 贵公司是最大的…

之一。

· Your company's pro- 贵公司的产品……

... is the investor of... ······是·····的投资人。



Dialogue One

A: Tell me what you know about our company.

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

讲 讲 你 对 我 们 公 司 的 了解。

好的。贵公司是中美合资 企业。在世界各地有很多 家子公司。

你对我们公司有哪些

贵公司是最大的电脑公司

_33

Dialogue Two

A: What can you tell me about our company?

B: Yours is one of the largest computer companies.

A: What else?

还有呢?

了解?

之一。

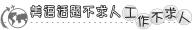
Dialogue Three

A: How much do you know about our com-pany?

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

你对我们公司了解多少?

贵公司在广告业声誉 良好。



ties for self develop- 机会。 ment.

Also, your employees 此外,你们还会为所有员 have many opportuni- 工提供充分的自我发展

Dialogue Four

A: Have you heard of our products?

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

你听说过我们的产品吗?

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?

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

你对我们的产品了解 多少?

贵公司的主要产品是手提 电脑,现在销量非常好。

Dialogue Six

A: Do you know anything about our products?

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

你了解我们的产品吗?

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?
- 东吗?

你知道谁是我们公司的股

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

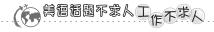
A: And who are some of the other stockholders? 那其他股东呢?

Dialogue Eight

- A: Do you know the history of our company?
- B: Yes. Li Jia, a celebrity in Hong Kong, is a major investor of your company.

你了解我们公司的历 史吗?

了解。香港名人李佳是贵 公司的投资人。





随行锦裳

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;

overseds-capital / foreign-funded / forign-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。

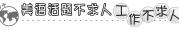


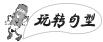
view...?

What do you think of me 您觉得我作为……怎 as...?么样? Do you think I'm quali-您认为我胜任……吗? fied for...? 您对我的……有何评 Do you have any comments on my...? 价吗? What's your impression 您对……的印象如何? of...? 我很想知道您的…… I'm eager to know your... How was your inter-你……面试怎么样?

What did the interviewer 面试官对……怎么说? say about...?

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Dialogue One

A: How was your inter- 你和那家公司的面试怎 view with that com- 么样? pany?

they as ked me to wait 我等他们最后的决定。 for their decision.

B: I think it was OK, but 我觉得还可以, 可他们让

Dialogue Two

viewer say about your performance?

A: What did the inter- 面试官对你的表现怎 么说?

didn't say anything 说呀。 about that.

B: My performance? He 我的表现? 他什么都没

A: Didn't you ask him? 你没问他吗?

B: Oh, Iwas 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

价吗?

performance today?

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 deci-

谁能胜任?

A: It's really hard to decide, as there are two who are quite capable. 我很想知道您的决定。

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?

美福福國不求人工作不求人

B: You are very excel- 你非常优秀, 但是我现在 lent, but I can't tell you if your are the most qualified until the interview process is complete now.

还不能告诉你结果,直到 面试结束。

formed of your decis io n?

A: When will I be in- 那我什么时候会知道 结果?

Dialogue Seven

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

B: I need a little more interviews and consider all the applicants. I will inform 我一做出决定就马上通 you as soon as I make a decision.

您觉得我作为秘书怎 么样? 我需要多点儿时间来完成

time to complete the 面试, 然后考虑所有的申 请者。

知你。

A: OK. Thank you for 40 interviewing me.

好的。感谢您对我进行 面试。



随行锦裳

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:

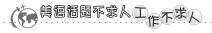
Thanks a lot for interviewing me. 十分感谢您面试我。

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

Thank you forgiving 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。

_4



Unit 9 面试进行时



Dialogue One

right? I'm Henry 怀特。 White

you, Mr. White.

A: Nice to meet you, 很高兴见到你。 little about yourself, p le as e.

from Peking University two years ago. My major was international trade.

42

sume, you've been working for an import and export company in Shanghai since you

A: You are Mr. Green, 格林先生吗? 我是亨利·

B: Yes. Nice to meet 是我。很高兴见到您,怀特 先生。

too. First, tell me a 首先,请做一下自我介绍。

B: All right. I graduated 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- 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?

B: I'm responsible for exporting cotton to several European co-

A: So you must have a good command of English.

B: Yes. All my clients think my English is good.

A: Why do you want to change jobs?

B: Because I wish to find

a more challenging

job.

A: Why are you interested in our company?

B: I think you would provide me with a good opportunity to use my knowledge.

A: What do you know about our company?

你的职责是什么?

我负责向一些欧洲国家出口棉花。

那你的英语一定很好啦。

是的。我所有的客户都觉 得我的英语很好。

你为什么想换工作呢?

因为我想找个更有挑战性 的工作。

你为什么对我们公司感 兴趣?

我认为你们能够给我提供 一个运用我所学知识的好 机会。

你 对 我 们 公 司 有 什 么 了解? 43



美福福國不求人工作不求人

B: Your company is one of the biggest trading branches all over the 机构。 world.

贵公司是最大的贸易公司 之一。

companies, with many 在世界各地有很多分支

Dialogue Two

A: The starting salary for clerks is 1.000 dollars a month. provide a three-week paid vacation every year. Is this satisfac tory?

B: Yes, these are quite s atis fac to ry.

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

B: No.

A: Are you really interested in the job?

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

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

职员的起薪为每月一千 美元。

每年有三个星期的带 薪假。

这些你满意吗?

是的,这些非常令人满意。

关于工作你还有其他问 题吗?

没有了。

你对这份工作真的感兴 趣吗?

当然。如果被贵公司录用, 我将全力以赴。

好的。我们会在一周之内 通知你我们最后的决定。

dec is ion within a week.

B: Thank you for interviewing with me.

谢谢您面试我。

Dialogue Three

A: Good morning, sir.

My name is Alice.

B: Nice to meet you. Take a seat, please.

A: Thank you.

B: When you studied at
Beijing Foreign Studies University, did
you learn anything
about English editing?

A: Yes. Our department offered a course in English editing. I learned a lot from that course.

B: Why do you wish to work in Shanghai?

A: First, I think I can bring my knowledge and ability into full play here. Secondly, Shanghai is my 早上好,先生。 我是爱丽丝。 很高兴见到你。 请坐。

谢谢。

你在北京外国语大学上学时,学过英文编辑方面的 知识吗?

学过。我们系开设了英文 编辑课程。

我从中受益匪浅。

你 为 什 么 选 择 到 上 海 工作?

首先,我认为在这儿我能 充分运用所学知识,发挥 我的能力。

其次,上海是我的故乡,我想为故乡建设贡献绵薄之力。

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

B: I see. Do you have 我知道了。你有兼职经 any part-time work experience?

I did some translation for several commercial organizations.

ted in our company? 兴趣?

successful company. bright future working here.

do you expect to get a month?

A: Could you offer a 你们能否提供 3500 元的 monthly salary of 3, 月薪? 500 yuan?

starting salary of 元。 3, 000 yuan.

验吗?

A: Yes. In my spare time 有。我在空闲时给几家商 业组织做过翻译。

B: Why are you interes- 你为什么对我们公司感

A: I know yours is a very 我知道贵公司非常成功。

I'm sure I'll have a 在此我会有光明的前途。

B: All right. How much 好的。你的期望月薪是 多少?

B: We can offer you a 我们提供的起薪是 3000

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。

B: Thank you for your interest in this job.

We'll contact you by next Friday.

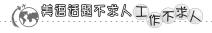
谢 谢 你 对 这 份 工 作 感 兴 趣 。 我们会在下周五之前和你

A: No problem. Thank you for your time.

没问题。感谢您抽出宝贵 的时间。

联系。

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?

マネヘ り型ー

I'm looking for...

I have been in search

of. . .

I'd like to find...

I want to become...

I'd prefer...

I intend to...

I'm hoping to...

I have quit...

我正在找……

我一直在寻找……

我想找……

我想做……

我更喜欢……

我打算…… 我希望……

我已经辞去了……

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Dialogue One

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

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

A: Oh. Well, good luck!

Dialogue Two

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

B: So what's the result?

Have you found one?

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

Dialogue Three

A: Do you have any plans?

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

A: That's a little bit difficult, but you can try. 你今天怎么没去上班?

我被解雇了,现在正在找 新工作。

哦,祝你好运!

我一直在寻找一份教师 工作。

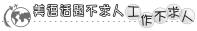
那结果怎样? 找到了没有?

还没有。当然,我会继续努力的。

你有什么打算吗?

有啊。我想在 IBM 找一份工作。

那有点儿难,你可以尽力 而为。 51



Dialogue Four

nurse rather than a doctor.

A: I want to become a 我想做护士而不是当 医生。

B: Of course that's up to 当然这由你自己决定, think it over carefully.

you, but you'd better 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。

paperwork very much.

A: It seems that you like 你好像非常喜欢文书 工作。

Dialogue Six

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that offer?

B: Because I intend to look into other opportunities.

A: Oh, I see. You are 哦,我知道了。你在等更好 waiting for a better

A: Why didn't you accept 你为什么没接受那份 工作?

> 因为我打算看看还有没有 其他机会。

的工作机会。

offer.

Dialogue Seven

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

B: What do you think is a good position?

A: I'm not sure exactly.

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

我希望得到一个好的 职位。

你觉得什么算是好职位?

我也说不太清楚。

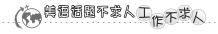
最适合你的职位就是最 好的。

Dialogue Eight

A: How have you been doing recently?

B: I have quit my job, and I'm looking for a better one. 你最近怎么样?

我已经辞去了工作,打算 找一份更好的。 **★**53





随行锦裳

job、post和 postion 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 jbbs I'm between jbbs I'm hunting fora new jbb.

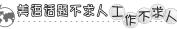
Unit 2 求职方式

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!

スポ人り型ー

How can I...? 我怎样才能……? Is it possible to ... by/ 通过……可能……吗? $via \dots$? I wonder if I can ... by我想知道通过……能否 \dots helps a lot in \dots ……对……很有帮助。 我们在……时广泛使用 We widely use ... when ... 哪个对……会……? Which one is ... in ... ? What's the best way to 最好的方法是什 么? Is . . . the most effective 是 最有效的方 way to ...? 法吗?

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Dialogue One

A: How can I find a 我怎样才能在最短的时间 good job in the least time?

B: I think you should go to a headhunter.

内找到满意的工作?

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?

most common way to find a job these days.

me more about it?

通过互联网可能找到工 作吗?

B: Of course. It is the 当然能。这是现在最流行 的方式。

A: Could you like to tell 你可以多介绍一些这方面 的情况吗?

Dialogue Three

A: Iwonder if I can find 56 a job by looking through newspapers.

> B: It might be a little bit 可能会有点儿困难。 difficult.

vice?

我想知道通过浏览报纸能 否找到工作。

A: Then what's your ad- 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。

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Dialogue Five

A: How do you find jobs?

B: We widely use the

Internet when looking for a job.

你们是怎么找工作的? 我们在求职时广泛使用互 联网。

哪个对求职会更有帮助?

A: Is it really helpful?

真有用吗?

Dialogue Six

A: Which one is more helpful in finding a job?

job ! The newspaper or the 报纸还是互联网?

B: The Internet, I think.

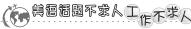
我认为是互联网。

Dialogue Seven

Internet?

A: What's the best way to look for a job?

求职最好的方法是什么?



B: It depends.

A: What does it depend on?

那要视情况而定。 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?

B: No, I don't think so.

A: So, what's the best 那你认为最有效的办法是 way, in your opinion?

报纸上的分类广告是求职 最有效的方法吗?

不,我不这么认为。

什么呢?

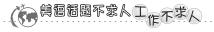


随行锦囊

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 jbb 或 look for a jbb 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。

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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!



What does...do?

What is... responsible for?

What would I do as...? 作为……我应该做

"What would be expec- 对 … … 有什么样的期 $\mid ted\ from...$?

· What are you looking for 你们对……的期望是 in...?

 \dots job is it?

I'd like to know if...provides...

……做什么?

……会负责什么?

什么?

望呢?

什么?

这是……工作?

我想知道……是否提供



Dialogue One

A: What does a project manager mainly do?

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

项目经理主要做什么?

经理要负责整个项目。

Dialogue Two

A: I have a question.

What is an accountant responsible for?

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

我有一个问题。

会计师会负责什么?

嗯,会计师主要负责公司 的财务账目。

你有这方面的经验吗?

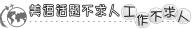
Dialogue Three

A: Are you applying for the position of secretary?

do as a secretary?

你申请的是秘书职位 对吗?

B: Yes. What would I 是的。作为秘书我应该做 什么?



many trivial things.

Remember, diligence and carefulness will make you a good secretary.

A: You have to deal with 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 app lic ant?

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

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

对应聘者有什么样的期 望呢?

我们要求应聘者非常熟悉 人力资源管理。

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?

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

你们对员工的期望是 什么?

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?

B: It is a full-time job.

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

这是什么类型的工作? 这是一份全职工作。 工作时间为周一到周五, 每天工作八小时。

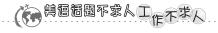
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Dialogue Seven

A: You may ask me any question you have.

B: I'd like to know if your company provides opportunities for training. 你可以问我任何问题。

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 aircrash? 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?



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

Can you recommend $me\ for...$?

Would you please propose me as...?

I hope you can recom-

mend...

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

What job would you recommend for me?

Could you help me...? Do you think I'm com-

pe te nt. . . ?

你能推荐我……吗?

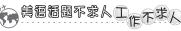
请你推荐我成为……

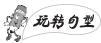
希望你能推荐……

你会给我推荐什么 职位?

你能帮我……吗?

你认为我能胜任……吗?





Dialogue One

A: Could you suggest an easy job for me?

you think is easy?

A: Actually, I don't have any idea.

你能给我推荐个轻松的工 作吗?

B: What kind of job do 你觉得什么样的工作算轻 松呢?

实际上,我也不知道。

Dialogue Two

A: Can you recommend me for that position?

B: I'd like to, but do you really think you are qualified for it?

A: Yes, I am quite sure I am.

你能推荐我担任那个职 务吗?

我愿意,但是你真认为自 己能胜任吗?

是的,我非常确定。

Dialogue Three

66 A: Would you please propose me as a candidate for that pos itio n?

> B: You'll need to give me a copy of your resume

请你推荐我成为那个职位 的候选人。

先给我一份你的个人简 历吧。

firs t.

Dialogue Four

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

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

A: What do you want to do?

你想让我为你做些什么?

我希望你能推荐给我一份 工作。

你想做什么?

Dialogue Five

A: Which position would you recommend?

B: You'd probably make a good editor.

A: But I have no editing experience at all.

你推荐哪一个职位?

你可能适合做编辑。

可我一点编辑经验都没有啊。

Dialogue Six

A: What job would you recommend for me?

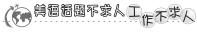
B: I think you would make a fantastic salesman.

A: Thank you for your advice.

你会给我推荐什么职位?

我觉得你会是一名优秀的 销售人员。

谢谢你的建议。



Dialogue Seven

find a job?

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

A: Could you help me 你能帮我找份工作吗?

Dialogue Eight

A: Do you think I'm competent enough to teach at a university?

but it's a waste of your 费你的才能。 tale nt.

你认为我能胜任在大学里 教学的工作吗?

B: Yes, I think you are, 我认为你能,可那是在浪



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:

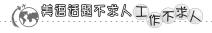
put so. in for sth. 推荐某人获得职位等与"推荐某人"相关的表达还有:

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 rec-ommendation 哦。

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投递简历 Unit 5

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?



I have sent... off.

Here is my resume with...

Do you require ... resume?

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

70 Do I have to...on my resume?

> How would you like the 你们希望简历怎样……? resume...?

When is your deadline

for...resumes?

我已经把……发出去了。

这是我的简历,并附上

你们要求提供……简 历吗?

我要在简历中加上… ... 吗?

我需要在简历里…

……简历最晚到什么

时候?

... 吗?



Dialogue One

A: Have you found a job?

B: I have sent my resume off.

I'm just waiting for a reply.

你找到工作了吗?

我已经把个人简历发出 去了。

我正在等回复呢。

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Dialogue Two

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

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

这是我的简历,并附上我 的证书。

你似乎有很多证书。

Dialogue Three

A: Do you require an English resume?

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

A: All right. Here it is.

你们要求提供英文简 历吗?

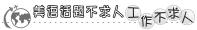
是的,你必须给我们一份 英文简历。

好的,给你。

Dialogue Four

A: Do Ineed 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?

B: Yes. You should offer as much information possible. asThe

more, the better.

 $A: All \ right.$

我需要在简历里提供其他 信息吗?

嗯, 你可以尽可能多地提 供信息,越多越好。

好的。

Dialogue Six

A: How would you like the resume to be de live re d?

B: You can send your 你可以通过邮件或者电子 resume either by mail 72 or by e-mail.

It's up to you.

邮件投递简历。

你们希望简历怎样投递?

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
August 10th.

最晚到八月十号。



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:

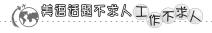
My resume is enclosed. 简历随函附上。

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。

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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。

I'm waiting for a reply 我在等……的答复。 from...

I'm looking forward to 我热切盼望……

I expect...

┆ I haven't received... 我还没得到……

When will I...?

I was offered...

My application for ...

 $was \dots$

我期待……

我什么时候会……?

我已经得到……了。

我申请的……被… …了。



Dialogue One

A: How is your job-hunting going?

B: Fm waiting for a re-p ly from the WA Comp any.

A: Well, good luck!

Dialogue Two

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

B: It's really a very good company.

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

Dialogue Three

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

B: What kind of company is it?

A: It's a famous joint venture company.

你工作找得怎么样了?

我在等 WA 公司的答复。

哦,祝你好运!

职位。

我热切盼望在 IBM 工作。

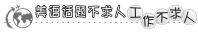
那的 确是 一家 非 常 好 的 公司。 因此我申请了里面的一个

我期待那家公司能尽快给 我答复。

那是一家什么类型的公司?

是一家著名的合资企业。

, 75



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

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

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A: My application for the position of

我申请的经理职位被拒 绝了。 managerwas refused.

apply at another com- 家公司试试。 pany.

B: Don't give up. You can 不要灰心。你可以去另一



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 live got the offer. 表示自己得到了应聘的职位。

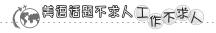
关干"渴望尽早得到回复"的表达有:

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



Dialogue One

A: How are you doing 你最近怎么样? these days?

and I am looking for a 找一份更好的。 hetter one

A: Oh! Well, good luck 哦,祝你好运。 to you.

B: Actually, I'm looking 实际上, 我在寻找一份英 for a job as an English 语教师的工作。 teacher.

A: That would be a per- 你确实很适合作教师。 fect job for you.

B: What makes you say 你为什么这么说呢? 78 that?

and much of your 历也跟教学有关。 training has been related to teaching.

B: I have quit my job, 我已经辞掉了工作,正在

A: Because I think you 因为我觉得你非常有责任 are very responsible, 心,而且你的很多培训经 B: Can you help me find a teaching job?

A: I'd be happy to. First I'll need a copy of 简历吧。 your resume.

Would you like to try other positions as well?

B: What would you re- 你给我推荐什么呢? commend?

A: An English editor's position in my company.

B: That sounds very attractive. How can I apply?

A: Don't worry. I will get all the job application materials and meet with you again later.

B: Thank you very much.

Dialogue Two

A: Do you know how I can find a job in the shortest time?

B: I think you can use a 我觉得你可以去找猎头

那你能帮我找个教师职 位吗?

很乐意, 先给我一份你的

你还想试试其他职位吗?

我们公司的英文编辑 职位。

听起来非常吸引人。 我怎样才能得到这个职 位呢?

别着急,下次见面时我会 把所有申请材料带来。

太感谢你了。

你知道怎样才能在最短的 时间内找到工作吗?



美语语题不求人工作不求人

headhunter.

A: A headhunter? I won- 猎头公司? 我想知道通过 der if I can find a job 报纸能否找到工作? myself by looking through the newspapers.

B: It might be a little bit 那可能会有点困难。 difficult.

A: What about through the Internet?

B: That is the most com- 这是现在最流行的方式。 mon way nowadays. You should give it a 你可以试一试。 try.

about it?

B: No problem.

Dialogue Three

A: Why are you staying at home today?

ing for a job now.

A: How can you find a 你在家怎么找工作呀? job at home?

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

公司。

那么通过互联网呢?

A: Could you tell me more 你可以多介绍一些这方面 的情况吗? 没问题。

你今天怎么待在家里?

B. I was fired. I'm look- 我被解雇了,现在正在找 工作。

我看报纸上的招聘广 告。报纸是求职最有效的 you think the newspaper the most effective place to find a job? 途径吗?

A: No, I don't think so.

B: So, what's your opin-ion?

不,我不这么认为。 那你的看法是什么呢?

A: I think you should look on the Internet.

B: Is that really effective?

A: Yes. I found my present job via the Inter-

net.
B: Then I will also give it a try.

By the way, do I need an English resume?

A: Yes. You can include it to give the personnel managers more information about you.

B: OK. Do I have to offer any other information?

A: You can also add your work experience and

我 觉 得 你 可 以 在 互 联 网 搜索。

对啊。我现在的工作就是 在网上找到的。

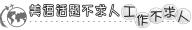
那我也去试试。

真的有用吗?

顺便问一下,我需要加上 英文简历吗?

需要。你最好加上,好让人 事经理能更多地了解你。

好的。我还需要提供其他信息吗? 你也可以加上你的工作 经验以及你获得的奖励



your honors and awards.

B: That's a good idea. 好主意。

A: What's going on with your previous applications? Have you gotten any replies?

B: I got an offer, but I didn't accept it.

A: Why not?

B: Because I wanted to look at other opportunities.

A: Oh, I see. You're waiting for the best offer.

B: That's right.

和荣誉。

你以前的申请怎么样?

有没有得到回复?

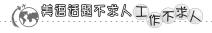
我得到了一份工作,可我 没有接受。

为什么?

因为我还想看看有没有其 他机会。

哦,我知道了。你在等更好 的工作机会。 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。

you like?

Would you like a job 你喜欢在……工作吗? in. . .

I was thinking of a job in...

I want a job with...

┆ 『m hunting for a job 我正在找一个⋯⋯的 $|_{w ith...}$

I hope to find a job that offers me...

I'd like to be a . . .

looking for?

What sort of job would 你想做什么样的工作?

我考虑在一个…… 工作。

我想找一个……的工作。

工作。

我希望有个工作能……

我想做一个……

What kind of job are you 你在找什么样的工作?



Dialogue One

A: What sort of job would you like?

B: I would prefer a sedentary job.A: Are you familiar with

office management?

B: Yes. I've done something like that before.

Dialogue Two

A: Would you like a job in a library?

B: I prefer an active job.

A: How about working as a salesman?

Dialogue Three

A: I was thinking of a job in a foreign affili—ate.

B: Are you going to change your job?

A: Yes.

你想做什么样的工作?

我喜欢比较静的工作。

你熟悉办公室的管理工 作吗?

是的,我以前做过类似的 工作。

你喜欢在图书馆工作吗?

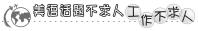
我更喜欢活跃的工作。

推销员怎么样?

我考虑在一个外资企业 工作。

你要换工作了?

是啊。



Dialogue Four

other job vet?

B: No, I haven't. I want a job with an annual vacation.

A: I'm afraid that will be very difficult.

Dialogue Five

A: What have you been up to recently, Mike?

B: I'm hunting for a job with higher wages.

A: But you have a handsome salary now.

Dialogue Six

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A: What kind of job are you looking for?

B: I hope to find a job that offers me an opportunity for advance ment.

A: Well, can you tell me what other jobs you've had?

A: Have you found an- 你还没找到另一个工 作吗? 是的,没找到。我想找一个

每年都有假期的工作。

恐怕会很困难。

麦克,最近在忙什么呢?

我正在找一个薪水高的 工作。

但是你现在的工资已经很 高啦。

你在找什么样的工作?

我希望有个工作能提供发 展的机会。

你能告诉我你以前还做过 什么工作吗?

Dialogue Seven

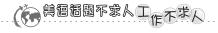
- A: What do you think you would bring to the job?
- B: I can bring a great deal of experience and knowledge.
- A: Where would you like to be in three years?
- B: In three years, I'd like to be a manager.

你认为你能为这个工作带 来什么?

我能带来丰富的经验和 知识。

三年内你想做到什么职位?

三 年 内 我 想 成 为 一 个 经 理 。





随行锦裳

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!

What do you do for a 你是做什么的? liv in g?

What is your job/occu- 你的工作/职业是什么?

pation?

I'm familiar with...

I used to work as...

I have worked as...for many years.

My responsibilities are

What business/line of 你从事什么行业/工作? work are you in?

you responsible for?

我熟悉……(工作)

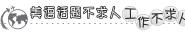
我当过……

多年来,我一直从事,

工作。

我的职责是……

What kind of things are 你负责什么工作?



My job is in the ...

我的工作属于……行业。

business.

 $I'm \ a(n) \dots at \dots$



Dialogue One

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

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

A: Oh, that sounds in- 哦, 听起来蛮有趣的。 teresting.

Dialogue Two

A: What is your occu- 你的职业是什么? pation?

B: I'm a secretary.

Dialogue Three

90 A: I'm familiar with of— 我熟悉办公室的管理 fice management. 工作。

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

salesman, but now 是业务经理。

我是秘书。

A: I used to work as a 我当过业务员, 但我现在

l'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, Ive 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.

作吗? 好的。我的职责是编写并 修改程序。

你能给我描述一下你的工

Dialogue Six

A: What's your job?

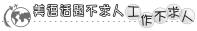
B: I'm an operator. Are you interested in it?

A: I have to say no.

你的工作是什么?

我是接线员。你对这工作 感兴趣吗?

我不得不说,我不感兴趣。



Dialogue Seven

A: What line of work are you in?

B: I'm an editor, and it's my favorite job.

A: You are lucky to be doing a job you like.

Dialogue Eight

A: What business are you in?

B: My job is in the hotel business.

A: What kind of things are you responsible for?

B: I'm an assistant man-

ager. Therefore, as—sisting with the man—ager's duties is my responsibility.

你从事什么工作?

我是编辑,这是我最喜欢 的工作。 你很幸运,能做自己喜欢

你很幸运,能做自己喜欢 的工作。

你从事什么行业?

我的工作属于酒店行业。

那你负责什么工作?

我是助理经理,因此协助 经理工作是我的职责。





随行锦囊

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

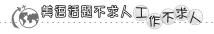
Sally has an easy job. She doesn't have a lot of work to do. 萨利的工作很清闲,她没什么事可做。

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。

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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!



one.

I work five days a 我每周工作5天。 week.

one-hour lunch break. 时间。

We have a merit sys-94 | tem.

> We have adopted a 我们采用功绩制。 merit-pay system.

We have 10 paid holi- 我们一年有 10 天的带薪 days a year.

It's difficult to take my 要取得带薪休假很难。

My job is a nine-to-five 我的工作时间是朝九 晚五。

We usually take a 我们有1小时的午休

我们采用绩效考核 制度。

休假。

paid le ave.

Our maternity leave is 我们公司的产假有6个 six months.



Dialogue One

A: How many hours do you have to work?

B: My job is a nine-tofive one.

A: It sounds good.

听起来不错。

Dialogue Two

A: I work five days a 我每周工作5天。 week.

B: So you have lots of 所以你有很多空余时间。 spare time.

A: Yes. Ialso have a part- 是的,我也做些兼职。 time job.

Dialogue Three

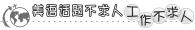
A: It's almost time for 快到午饭时间了。 lunch.

ly take a one-hour

你得工作多长时间?

我的工作时间是朝九 晚五。

B: Yes, it is. We usual- 是的。我们有 1 小时午休 时间。



lunch break.

A: I've just finished my 正好工作刚做完。 work.

那我们去吃饭吧。 B: Let's go and find a restaurant.

Dialogue Four

A: We have a merit system here.

B: What's a merit sys- 什么是绩效考核制度? tem?

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

我们采用绩效考核制度。

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。

to perform a job. The 这个制度杜绝了对员工的 歧视。



B: Oh, Isee.

哦,知道了。

Dialogue Five

A: How is the salary?

B: Oh, so-so. We have adopted a merit-pay s vs te m.

We don't offer high

待遇怎么样?

一般吧。我们采用功绩制。

而且一般性的工作他们也

_____Part3 淡论5作

salaries for average 不会给高工资的。 job.

Dialogue Six

A: We have 10 paid holi-

我们一年有10天的带薪 休假。

days a year.

真好啊!

B: That's great.

但是要取得带薪休假

A: But it's difficult to take my paid leave.

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。



随行锦裳

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: moming 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 carperforms well. 这辆新车性能不错。

₹ 98

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?

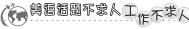


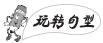
... has a good job in...

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 你觉得你的工作怎 么样? job? It's hard work but sti- 工作不轻松,但让人很有 精神。 mulating. ……的工作收入不错。 ... job pays well. I'm thinking about 我在考虑换工作。 changing my job. ……的工作条件很好。 ... have good working conditions.

…… 在 …… 有 个 好

工作。





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?

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 tact with customers. I

> like meeting newpeople every day.

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Dialogue Three

A: What do you do for a 你做什么工作? liv in g?

B: $Im\ a\ s\ ale\ s\ m\ an$.

A: How do you like 你觉得你的工作怎么样?

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?

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 wish I had more con- 多和客户接触、我喜欢每 天都接触新人。

我是个推销员。

your job?

B: It's hard work, but s tim u latin g.

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.

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

A: How's the salary?

B: Oh, the job pays well.

我听说你找到新的工 作了。

是的、我喜欢我新的 工作。

工资待遇怎么样?

哦,我的工作收入不错。

Dialogue Five

A: What line of work are 你从事什么行业? you in?

B: I'm a software engineer.

A: You must be busy.

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

我是个软件工程师。

你一定很忙。

是的, 所以我在考虑换 工作。

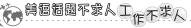
Dialogue Six

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

B: Yes, I have good working conditions

你换工作了,是吗?

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 hap - 喜欢,我很开心。 p ie r.

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 她结婚了,而且在银行有 she has a good job in a bank.

个好工作。



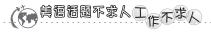
随行锦索

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。

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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!



Are you working overtime to night?

Are you getting overtim e?

Are you working late to night?

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

the moment.

 \dots have to finish...

104 | Let's finish up.

... works day in and day out.

今晚你加班吗?

有加班费吗?

晚吗?

| I can't leave this job at 现在我不能放下这个 工作。

今天晚上你要工作到很

……必须得完成……

就干到这儿吧。

…… 从 早 到 晚 不 停 地 工作。



Dialogue One

A: Are you w orking overtime tonight?

B: Unfortunately, yes.

很遗憾,要加班。

今晚你加班吗?

A: It seems you're working 看起来你超负荷工作了。 too much.

Dialogue Two

A: Are you getting overtime?

B: No. So I'm thinking 没有。所以我在考虑换 about changing my job.

A: Do you have any definite plans?

B: Not yet.

有加班费吗?

工作。

有明确的打算吗?

还没有呢。

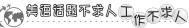
Dialogue Three

A: Hi, Rebecca.Areyou working lateto night? I'd verymuch like you to have dinner with me.

B: I'm not sure.

嗨,丽贝卡。今天晚上你要 工作到很晚吗? 我想请你吃饭。

我也不确定。



about 7:00?

B: No problem.

A: Can you call me at 你能 7点时给我打个电 话吗?

没问题。

Dialogue Four

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

B: I like it. It makes me fe e l us e ful.

A: How is the salary?

B: It pays well. But we don't get paid for overtime.

我很喜欢,它让我感到自 己很有用。

待遇怎么样?

待遇不错,但是我们没有 加班费。

Dialogue Five

A: Ispent hours on this. Iworked day in and day out.

B: I'm sorry, but you have to do it all over again. Bus in ess business.

这个项目我花了好长时 间。我从早到晚不停地 工作。

对不起, 但是你必须要全 部重做。

工作就是工作,不能讲 私情。

Dialogue Six

A: Let's go out for a d rink!

this job at the 这个工作。

我们一起去喝一杯吧。

B: Sorry. I can't leave 对不起,现在我不能放下

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moment.

A: I'm sorry to hear that.

听到这个真遗憾。

Dialogue Seven

A: It's dark outside al- 外边天都黑了。 re ad y.

B: Yes, It's time to go home. Let's finish up.

是啊,该回家了。 就干到这儿吧。

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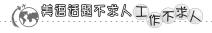
this report today.

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



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;eatup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?



May I ask for an ex- 我……可以请假吗? cused absence...?

Do you mind if I take 你介意我明天请假吗? tomorrow off?

I want to take a day off to...

I have two vacations a

ye ar.

He is off today.

I am taking a day off 我明天放一天假。 tomorrow.

108 | I want to ask for time off.

> You can ask for time off 你最多可以请假两周。 for at most two weeks.

 $\dots took \dots off because$

我想请假一天去……

我一年有两次休假。

他今天休假。

我要请个假。

……因为……休假……



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 上了。

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。

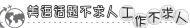
Dialogue Three

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?



and I feel sick all the time.

A: I've lost my appetite, 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 你真幸运。我一年才有一 one vacation a year.

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- 对不起,他今天休假。 day.

请稍等。

Dialogue Six

A: I am taking a day off tomorrow. Shall we go shopping tomorrow 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

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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 late ly?

你最近见到她了吗?

★111

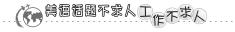
B: She took three weeks off because she was s ick.

她因为生病了休假三周。

我好几天没见到琳达了,

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

哦,听到这事我很难过。



随行锦騫

(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) of 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: summervacation 暑假;wintervacation 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 soldierhad to ask for leave of absence to attend a wedding. 士兵得请假参加婚礼。

Unit 7 关干出差

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?



I'm going on a business

trip next week.

I'm going to...on busi-

ness.

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

I found business trips quite tiring.

I have been planning a business trip.

I have to visit several 这次出差我要拜访几个 important clients on this trip.

我下周出差。

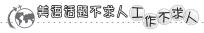
我要去……出差。

出细则。

出差对我来说是很累人 的事。

我计划出差。

重要的客户。



I like to take an occasional business trip for a 我喜欢偶尔出差调剂 下心情。

change.

trip.

things that haven't been decided yet before the

There are still several 出差前还有几个问题没 定下来。



Dialogue One

A: I'm going on a bus-我下周出差。 iness trip next week.

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

A: Yes, I know. And

又出差? 你上周日刚回来。

maybe I'll be traveling with the boss this 114 time.

是啊。而且这次可能是和 老板一起去。

你很幸运。 B: You are so lucky.

Dialogue Two

A: Why don't we go to 我们干吗不去看足球比 see a football game? 赛呢?

_____Part3 淡论互作 ,.....

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

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

B: I'm going to Shanghai on business.

Dialogue Three

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

B: The company is sometime s very cheap about re im b urs in g travel expenses.

A: I could n't agree more.

Dialogue Four

A: I have been planning a business trip.

B: I found business trips quite tiring.

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

Dialogue Five

A: I heard that you're

我很想去,但是我不能。 真不敢相信你会错过足球 比赛。

我要去上海出差。

我必须明了差旅费支出 细则。

公司有时在报销差旅费上 很小气。

我完全同意。

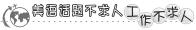
我计划出差。

出差对我来说是很累人 的事。

是啊。我要做的第一件 事就是找一家最舒适的 旅馆。

我听说你明天要出差。

★115



going on a business trip tomorrow.

B: Yes. Ihave to visit several important clien- 几个重要的客户。 ts on this trip.

A: You should go to bed early to night.

B: I will. Thank you.

Dialogue Six

A: Do you like taking business trips?

B. Hike to take an occasional business trip for a change.

A: What do you do?

B: I'm an accountant.

Dialogue Seven

A: Are you working overtime tonight?

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

> A: You're working too much.

是的。这次出差我要拜访

今晚早点休息吧。

我会的。谢谢。

你喜欢出差吗?

我喜欢偶尔出差调剂一下 心情。

你做什么工作的? 我是一个会计。

今晚你加班吗?

要加班。出差前还有几个 问题没定下来。

你超负荷工作了。



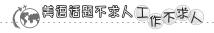
随行锦裳

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:

- 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。

11/



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。

不求人自型

My proposal was ac-

cepted at the meeting.

The president expressed his disapproval

of the proposal.

I drew up a blueprint for the project.

I proposed a plan at the meeting.

We made up a sales
plan for the new product.

They gave our offer the thumbs down.

我的企划方案在会议中 通过了。

董事长不赞成这个企划 方案。

我为这个方案制订了一 个蓝图。

我 在 会 上 提 出 了 一 份 计 划 。

我们为新产品制订了销售计划。

他 们 拒 绝 了 我 们 的 提 案 。

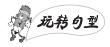
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We are heading in the right direction.

我们的进展很顺利。

This task is not as easy 这可不像看上去那么 as it seems.

简单。



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Dialogue One

A: The meeting went well. My proposal w as acceptedatthemeeting.

会议开得很成功。

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

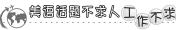
A: The president expressed his disapproval of the proposal.

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.

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

A: Yes. This is only a tentative plan.

我为这个方案制订了一个 蓝图。

很好,但是别忘了,他们首 先考虑的事是减少成本。

是的。这只是个试行的 计划。

Dialogue Four

A: I proposed a plan at the meeting.

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

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

我 在 会 上 提 出 了 一 份 计 划 。

经理批准了吗?

不知道。他给我一个新的 任务。

Dialogue Five

product.

120 A: We made up a sales plan for the new

B: Yes, we did agree on the new plan, but on reflection, it seems 我们为新产品制订了销售 计划。

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。

ris kv.

proach if we keep 决办法。 trying.

A: I'm sure we'll come up 我肯定如果我们继续努力 with the best ap- 就一定会找到好最好的解

Dialogue Six

A: They gave our offer 他们拒绝了我们的提案。 the thumbs down.

B: That's disappointing. 真是让人失望的结果。 What shall we do next?

我们下一步该怎么做?

A: Perhaps we can come up with a new proposal.

或许我们会想出新的 提案。

Dialogue Seven

A: This project is surprisingly difficult. Thanks for working so hard on it.

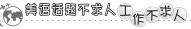
这个项目难度相当大。 你们辛苦了。

B: At le as t we areheading 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 $\mathbb{R}\mathbb{H}$ 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。

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Unit 9 临近期限

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!



When is the paper due? 报告截止到几号? When is ... over?

It's due on...

I'm running out of time. 所剩时间不多了。

I'm under the gun.

I've got to finish \dots to night.

I'm going to need an 我想延长一点时间。 extension of the deadline.

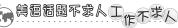
It's getting down to the 最后期限就要到了。 wire.

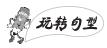
……截止到什么时候?

截止到……

这期限压得我喘不过 气来。

今晚我得把……完成。





Dialogue One

A: When is the paper due?

B: It's due on the twentyeighth.

A: Oh, we only have three days left.

报告截止到几号?

截止到 28 号。

哦,我们只有三天时间了。

Dialogue Two

A: When is the pay perriod over?

B: I'm not sure. Maybe Lily knows. 付款截止到什么时候?

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.

B: Well, you can count

所剩时间不多了。 这个项目还得找人帮忙。

那你可以找我呀。

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on me. 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。

_____Part3 淡论5作 ,,,,,,

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

可是我不能。今晚我得把这个方案完成。

to night.

好吧。我要走了,回头见!

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

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 finish up after a lunch break. 我太累了,我们吃完午饭 再继续弄完吧。

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

wait until after the job is done.

A: Well... All right, let's 那……那好吧、我们等到 弄完再吃吧。

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 im under the pressure.

Unit 10 工作进行时



Dialogue One

A: I haven't seen you for 莉莉,好久不见了。 ages, Lily. What do 你现在是做什么的? 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 我喜欢工作给我的感觉。 gives me. It makes 它让我感到自己很重要。 me feel important.

A: It seems that you like 你似乎非常喜欢自己的 your job very much. 工作。

B: You are right. How 没错。那你呢? about you?

我是公务员。

哦,真的吗?那你在哪儿 工作? 我在商务部工作。

真是太棒了。你喜欢自己 的工作吗?



美福福國不求人工作不求人

A: I find my job extremely boring these days.

B: That's not a good sign.

我最近觉得工作非常 无聊。

那可不是个好迹象。

Dialogue Two

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

B: Why do you have to 你为什么得加班呢? work overtime?

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

B: Do you get paid extra for overtime?

A: No.

B: Have you ever thought about another job?

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

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

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

我太累了。我这几天一直 在加班。

你是知道的,我是会计。 我每到月底都得报账。

那你会因加班而获得额外 报酬吗?

不会。

你曾经考虑过要换工 作吗?

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。

难怪你不换工作呢。

是啊。此外,我也不用一直 加班。

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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.

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

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

B: You're really a hard worker

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

B: I feel sorry for you.

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

B: Another business trip? 又出差? 你上周日刚回来。 You just came back last Sunday.

外边天都黑了。

是啊。今天忙了一天。该回 家了。

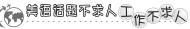
恐怕我又得加班。

你真是个努力工作的人。

我今天必须完成这个报 告,期限就快到了。

我真同情你。

而且我下周要出差。



A: Yes. I have to visit se- 是啊。这次出差我要拜访 veral important clien- 几个重要的客户。 ts on this trip.

B: Business trips wear me 出差对我来说是很累人 out.

A: You can say that aga- 你说的对。 in. And there are still 而且出差前还有几个问题 several things that haven't been decided yet before the trip.

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

A: The president has approved my proposal. 事长的认同。 And now I've been 我被安排了一个新的 given a new assign- 任务。 ment.

B: You're efficient.

的事。

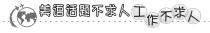
没定下来。

那急着去那里干吗?

我的企划方案已经得到董

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!

不求人り型

 \dots is efficient.

... is very popular.

... has a quick mind.

 \dots is loyal.

... is very polite.

... has a bad temper.

 \dots is so we ird.

132 | ... is a workaholic.

……很能干。

……很有人缘。

……的理解力很强。

……是守信用的人。

……很有教养。

……动不动就生气。

……真让人捉摸不透。

……是个工作狂。



Dialogue One

A: Jack has finished the job already.

B: He is efficient.

A: But there's a lot of 瞧我桌上堆了一堆的 work piled up on my 事儿。 desk.

他很能干。

杰克早就把工作做完了。

Dialogue Two

A: Do you know that guy over there?

B: Is it Nick?

A: Yeah. He is very po- 是啊,他很有人缘。 pular.

你认识那边那个人吗?

是尼克吗?

Dialogue Three

A: Mary has a quick mind. She is very s m art.

B: But she always treats me like an enemy.

A: How come?

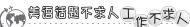
玛丽的理解力很强。 她很聪明。

可她总把我当作眼中钉。

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?

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

萨拉和大家合得来吗?

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.

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

A: Oh, he is so we ird.

怎么啦,他今天这么烦躁。

不知道,他动不动就生气。

哦,他真让人捉摸不透。

我们经理是个工作狂。

Dialogue Seven

A: Our manager is workaholic.

before his family.

B: Re all y?

A: Yes. He puts his work

真的?

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 =chocoholic,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 hasa 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。

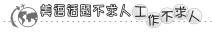
He's talka tive. 他真多嘴多舌。

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。

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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。



It's my fault.

I take full responsibility.
I feel completely guilty.
I shouldn't have done
that.

It will never happen again.

I won't do it again.

136 | *I blame no one but my-*

I should have asked you first.

是我的错。

我负全责。

我感到非常内疚。

我不应该那样做。

再也不会发生这样的 事了。

我 再 也 不 会 做 这 种 事 了。

不能怪别人,只能怪我 自己。

我 应 该 先 征 求 你 的 意 见。

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Dialogue One

A: It's m y fault.

B: Don't blame yourself.

These things always

happen.

是我的错。

别责备自己了。

这是常有的事。

Dialogue Two

A: I take full responsibility.

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

我负全责。

别担心。事实上,这不是你的错。

Dialogue Three

 $A: I \quad feel \quad completely \\ guilty.$

B: I understand how you feel. Don't give it another thought. Everything will be fine. 我感到非常内疚。

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

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

我不应该那样做。

没办法呀!这种事谁都会 遇到。



美福福國不求人工作不求人

A: What bad luck.

太不顺了。

Dialogue Five

A: You're late again.

B: Sorry. I went to...

A: I've heard enough of your excuses.

B: I promise it will never happen again.

你又迟到了。

对不起,我昨天去……

我不想再听你的辩解了。

我保证再也不会发生这样 的事了。

Dialogue Six

A: I'm mad at you!

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

你气死我了!

对不起, 我再也不会做这 种事了。

Dialogue Seven

A: It was careless for me to lose your pay- 水的支票弄丢了。 one but myself.

B: That's OK. I'm sure 没关系。我相信你会再为 you'll write me a new one soon. Everyone makes mistakes.

我也太不小心把付给你薪

check. I blame no 不能怪别人,只能怪我 自己。

我写个新的。

谁都有犯错误的时候。

Dialogue Eight

A: Idon't think you should have done that.

B: It was a mistake. I

我觉得你不该那样做。

那是一个错误。我应该先



should have asked you first.

征求你的意见。

A: It's too late now.

现在后悔也晚了。



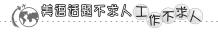
随行锦囊

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。

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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,工作任务落下了好多,头儿来催他了。



Don't slack off! This is a rush job. This is priority one. | Are you just going to 你想整天杵在那什么也 stand there all day? 不做吗? | You should get pre- 你现在就应该着手准备。 pared for it now. Let's see some action. 让我们看看你的行动。 You haven't finished 你还没完成你分内的 your part.

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Pull yourself together. 打起精神来。 別偷懒! 这事刻不容缓。 这是首先要做的事情。 活呢。



Dialogue One

A: Stop crying and pull 别哭了,打起精神来。 yourself together. Let's get down to

work.

to lose.

Dialogue Two

 $A: Don't \ s \ lack \ off!$

B: Okay. I won't.

but don't lose steam now.

Dialogue Three

A: Let's take a break.

B: This is a rush job. 这事刻不容缓, 我们最好 We'd better finish it 先完成。 firs t.

A: Oh, Isee.

Dialogue Four

This job is priority

我们开始工作吧。

B: Yes. We have no time 是啊。我们没有多少时 间了。

別偷懒!

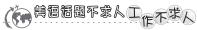
好的,绝不偷懒。

A: I know you're tired, 我知道你很累,但是坚 持住。

我们休息一会儿吧。

哦,知道了。

A: Time is running out. 时间不多了,这是首先要 做的事情。



one.

B: We'd better hurry up,
then.

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

Dialogue Five

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

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

Dialogue Six

A: I have to take an exam next month.

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

A: Yes. It's my last chance.

Dialogue Seven

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A: Fre got so much to do.

I don't know where to

B: Then you'd better stop talking. Let's see some action.

A: That's easy for you to

那我们最好加快速度。

是的,而且我们今晚必须 把这个任务赶出来。

你想整天站在那什么也不 做吗?

不是我的错,机器坏了。

我下周有个考试。

我 想 你 现 在 就 应 该 着 手 准 备 。

是的。这次是最后一次机 会了。

我有好多事要干,都不知 道该从哪入手。

你最好别光说,让我们看 看你的行动。

你说得容易, 你有两个助

_____Part4 同事之间_____

say; you have two 手呢。 as s is tants.

Dialogue Eight

A: Let's call it a day!

finished your part.

a long day.

今天就到这里吧。

B: But you haven't 但是你还没完成你分内的

活呢。

A: I'm so tired. It's been 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!

getdown to 表示"开始认真对待……",getdown 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。

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You are late again.

Don't be late again.

I was only five minutes

late.

Sorry for being late. I missed the bus.

 $May\ I\ le\ ave\ e\ arly$?

I have warned you

about this!

if you do it again.

你又迟到了。

下次别再迟到了。

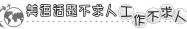
我只迟到了5分钟。

对不起,我迟到了。 我错过公车了。

我可以早点走吗?

我已经警告过你了!

You will be out of a job 你下次再这么做,就得走 人了。





Dialogue One

A: You are late again. 你又迟到了。

B: Sorry. I couldn't get a 对不起,我打不到车。 taxi.

A: Don't give me excuses.

别再辩解了!

Dialogue Two

a traffic jam. So I'm late.

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

A: Sorry, I was caught in 对不起,堵车了。所以我迟 到了。

> 我知道了。下次别再迟 到了。

Dialogue Three

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

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

A: How can you say it's 你怎么能这么说呢? not a big deal?

你今早迟到了,是吧?

是啊,没什么大不了的。 我只迟到了5分钟。

_____Part4 同事之间_____

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

是的,对不起,我不会再迟

到了。

again.

bus.

Dialogue Five

A: You are late every day. 你每天都迟到。

B: Sorry. I missed the 对不起,我错过公车了。

A: Can you get up e arlie r?

你就不能早起点吗?

Dialogue Six

A: May I leave early?

我可以早点走吗? B: Of course not! Stop 当然不行,别再试着违反 trying to break the 规则。 rules. I have warned 我已经警告过你了!

A: But I have something really important came up this time.

you about this!

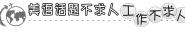
B: I'm sorry. I can't make an exception for you. Business is business.

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

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

我不想再听你的辩解了。 your excuses. You 你下次再这么做,就得走 人了。



随行锦囊

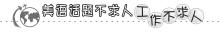
traffic jam 意为"交通阻塞",其中 jam 除了可以指"阻塞,拥挤"之外,还有"果酱"的意思,例如: strawbeny jam 草莓酱。

ltsnota 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 Nota big deal 或 No big deal.

关于 deal 还有一个非常有用的习语,即 lts 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Dea!

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"。

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寻找借口 Unit 5

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。

I'm new at this.

I was only following orders.

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

That's the way we've

always done it.

I'm doing my best.

That's not m y job.

This is my first time...

150 | There was only a limited amount of time.

我是新手。

我是按照吩咐去做的。

怎么吩咐,我就怎么做。

我们一贯这样做。

我已经尽力了。

那不是我的工作。 这是我第一次……

时间有限啊。



Dialogue One

A: What's keeping you?

Hurry up.

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

你怎么耽搁了? 快点儿!

我是新手。对我来说这些 都太陌生了。

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Dialogue Two

A: Your work is not up to snuff.

B: I was only following orders.

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

你的工作不符合要求。

我是按照吩咐去做的。

全部重做,这次用用你的脑子。

Dialogue Three

A: You're to b lam e.

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

这是你的过错。

我没有做错什么事。

怎么吩咐,我就怎么做的。

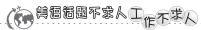
Dialogue Four

A: You call that finished?

B: Yes, that's the way

这就算完事了?

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 faile d again.

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

A: I think you should try a little harder.

你又失败了。

是的,但是我已经尽力了。

我 觉 得 你 应 该 再 加 一 把 劲 儿 。

Dialogue Six

A: We need to keep this reception area clean.

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

我们应该保持接待室的 清洁。

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.

finished your report 交报告。 late again.

A: I did the best I could, 我已经尽我最大的努力 time. He should have given me the project e arlie r.

B: You as ked for it! You 自作自受, 你又没有按时

but there was only a 了,但是时间有限啊,他应 limited amount of 该早点把这个项目给我。

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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 be-cause 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。



This is how you should 你该这么做。 do it.

This will work.

This looks better.

First you have to...

Let me show you.

| The first thing you have 你首先要做的事就是 to do is...

I'll do it my own way.

这样就会见效。

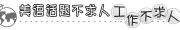
这样看上去好一些。

首先,你得……

我做给你看。

我用自己的办法做。

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Dialogue One

A: This is how 你该这么做。 youshould do it.

B: It's a little hard.

A: You'll pick it up soon.

有点儿难啊。

你很快就学会的。

Dialogue Two

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

B: Trust me! This will work.

法吗?

相信我,这样就会见效。

Dialogue Three

A: This looks better.

B: I think so. Thank you for your help.

A: Don't mention it.

这样看上去好一些。

我也这样觉得。谢谢你的 帮助。

不客气。

Dialogue Four

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A: First you have to fill out this form.

B: OK. That's not too d iffic ult.

A: Good. After that, just fax it to Mr. Smith.

首先,你得填这张表。

好的,这个不难。

很好。然后发给史密斯 先生。

_____Part4 同事之间_____

B: No problem.

没问题。

器吗?

Dialogue Five

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

B: Sure. Let me show

you.

非常感谢。

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A: Thanks a lot. Dialogue Six

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

B: But I'm not a janitor.

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

B: That's not fair!

你首先要做的事就是打扫 一下房间。

你能告诉我怎么用这个机

当然可以。我做给你看。

但是我不是打杂的。

你是新来的,新来的打扫 房间,这是规定。

Dialogue Seven

A: Let me show you how to do it.

B: I'll do it m y own w a y.

A: Sorry?

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

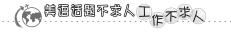
太不公平了!

我来告诉你怎么做。

我用自己的办法做。

你说什么?

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: l'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。



You can do it!

Stick with it!

Go for it!

Neversay "never"!

Have it your way.

Keep your chin up.

You should not lose 你应该鼓起勇气。

courage.

looks

There is nothing to feel 没有什么可感到

discouraged about.

你能行!

坚持下去!

勇敢点儿!

别放弃!

按你的方式去做吧。

不要垂头丧气。

It's not as difficult as it 它并不像看上去那

么难。

馁的。





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 坚持下去! 你能行! $do_i it$

Dialogue Two

A: Should I ask her out?

B: Yeah, go for it!

A: But what if she says no?

我是不是该约她出去? 是啊,勇敢点儿! 可要是她说"不"怎么办?

Dialogue Three

A: I'm afraid I won't be able to finish it on tim.e.

我恐怕不能按时完成了。

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'mthe 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。

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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.

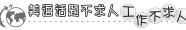
B: I think you should not lose courage. Go and tell her that you're innocent. 这不是我的错。

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 它并不像看上去那么难。 it looks. I'm sure you can do it!

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。

figure out how to fix 台机器。 this machine.

B: But I've tried many 但是我已经试过很多次 times, and I still can't 了, 仍然不知道怎么修这

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

别放弃,你会成功的!



随行锦裳

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:

Cheerup! 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。

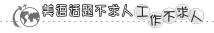
It won't hurt you to try it. 试试对你没坏处。

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。

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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。



Need a hand?

Anything I can do to 我能帮忙干点什么?

help?

Need someone to talk 要找个人谈谈吗?

to?

Let me help you out. 我来帮你。

Let me know if I can 需要帮忙就告诉我。

help.

164 If you like, I could...

I'll be glad to help. Can I ask a favor? 需要帮忙吗?

如果你愿意,我很愿意

我乐意帮忙。

我可以请您帮个忙吗?



Dialogue One

A: Need a hand?

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

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

需要帮忙吗?

谢谢。复印机有毛病了。

我看看。我想复印机是没 纸了。

Dialogue Two

A: Is there anything I can do to help?

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

我能帮忙干点什么?

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?

B: Rainy days get me down. I don't feel like doing anything today. 你今天看起来很郁闷,要 找个人谈谈吗?

雨天让我感到消沉。 我今天什么都不想干。

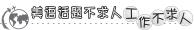
Dialogue Four

A: Let me help you out.

B: Sure, if you don't mind.

我来帮你。

当然,如果你不介意。



A: Of course I don't mind.

B: Can you help me print this?

我当然不介意。

你能帮我打印这个吗?

Dialogue Five

A: Can we meet on next week?

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

you'll get caught up. 定的。 the weekend, please let me know if I can help.

下周我们可以见面吗?

我很乐意,但我有好多事 要干。

A: Don't worry. I'm sure 别担心, 我相信你会搞

If you don't finish it by 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.

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

166 A: That would be very kind of you.

哦,又下雨了。

如果你愿意. 我很乐意顺 路捎你回家。

你真是太好了。

Dialogue Seven

A: What's wrong?

B: This machine doesn't work. Can you help 怎么了?

机器不好使了。 你能帮我吗?

......Part4 同事之间,,,,,,

me?

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

Dialogue Eight

A: Can I ask a favor?

B: Sure. What is it?

A: Would you copy these papers for me?

我可以请您帮个忙吗?

当然。什么事?

能 帮 我 复 印 一 下 这 份 材 料吗?



随行锦裳

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!ask you something?我想打听点儿事。

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Unit 9 同事进行时



Dialogue One

A: Could you come to my office for a while?

B: OK.

A: Sit down, please.

B: Thank you.

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

B: Sorry, I was caught in a traffic jam. So I was late.

A: This is not the first time, is it?

B: No, it's not. I'm sorry. It won't happen again.

A: I heard that you left early again.

B: Yes. Because I had to...

 $A:\ Don't\ give\ me\ excuses.$

你能来我办公室吗?

好的。

请坐。 谢谢。

你今早迟到了,是吧?

对不起,堵车了。 所以我迟到了。

这不是第一次了,对吧?

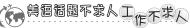
是的,对不起,我不会再迟到了。

我听说你又早退了。

是的,因为我不得不……

别再辩解了!

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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?

B: Yes.

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

B: The manager just chewed me out.

A: Oh, really? Why?

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

A: Oh, that was really a rush job.

B: I feel completely guilty.

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

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

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

B: Thanks for your

你没事吧?

没事。

但是你看上去像泄了气的 气球。

我被经理叫去训斥了一顿。

哦,真的?为什么? 我没有按时完成报告。

哦,那确实是刻不容缓的 工作。

我感到非常内疚。

不是你的错。 你是个新手。

是的,但我觉得我应该负 全责。

不能怪别人,只能怪我 自己。

不要垂头丧气的。你下次 会做得更好。

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。

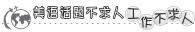
那,你可以找我呀。

你真好。

别工作太辛苦了。

需要帮忙的话就告诉我

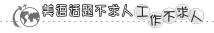
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anything I can do. 一声。

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 兮地讨来问我:"你又要求加薪了?"

I'm supposed to get a 我应该涨工资。 raise.

raise you promised me? 在怎么样了?

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

「He got a pay raise. 他加薪了。

How can I make a lar- 我怎样才能为公司做更 174 ger contribution to our 多的贡献呢?

company?

I want a promotion. 我要升职。

What about the pay 你答应过我给我加薪,现

工资?



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?

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?

你答应过我给我加薪,现

A: Two years ago.

两年前。

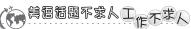
Dialogue Three

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 tim e.

非常感谢您抽时间考虑。

Dialogue Four

A: He got a pay raise. 他加薪了。

and half times as 2.5倍。 much as mine.

one third of his.

B: Yes, his pay is two 是啊,他的薪水是我的

A: And my pay is only 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?

B: Sure.

A: How can I make a larger contribution to our company?

B: Well, you're thinking

you want and you have a concrete goal. Good! Let me think 很好!让我考虑一下吧。

我可以和你说几句话吗, 史密斯先生?

当然可以。

我怎样才能为公司做更多 的贡献呢?

你能积极地思考你想要 positively about what 得到什么,你也有明确的 目标。

Dialogue Six

for a moment.

A: I want a promotion. 我要升职。

B: If you were not Mike's 你要不是麦克的妹妹,我

you months ago for 的态度把你给炒了。 your bad attitude.

sister, we'd have fired 们几个月前就因为你恶劣

A: What bad attitude?

什么恶劣的态度?

B: OK. Let me remind 好,我来提醒你。

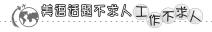
you.



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 里养了许多只狗。

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,你就 不能更好地施展你的才能。尽量避免直接说Iwanta 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, 当然别忘让 他请客哦。



Congratulations!

Congratulations on your 祝贺你……

祝贺你!

Allow me to congratu- 诚挚地祝贺你!

late you. Let me congratulate you

恭喜你……

on your...

Ple as e accept my 请接受我衷心的祝贺。

hearty congratulations.

| I'd like to be the first to 我要第一个向你道喜。

congratulate you.



A: I'm going to be sent to Britain to study.

B: Congratulations! I'm very happy for you.

A: Thank you. I'm afraid I have to study even harder.

我将要被送到英国学习。

祝贺你!我真为你高兴。

谢谢。恐怕我得更加努力 学习。

Dialogue Two

A: Congratulations on 祝贺你升职了。 your promotion.

B: Thanks a lot. It was quite a surprise.

A: You've done excellent work. It was well deserved.

非常感谢,这真是个惊喜。

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.

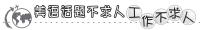
B: Thank you.

A: Your painting really

你得了一等奖,诚挚地祝 贺你!

谢谢。

你的画真的是最好的!



was the best one.

Dialogue Four

A: Let me congratulate you on your new son.

B: Thank you. I was hop- 谢谢。我就想要个男孩。

ing for a boy. A: What's his name?

他就什么名字?

恭喜你生了个儿子。

Dialogue Five

A: I'm going to Paris next 我下周去巴黎。 week.

B: Really?

真的?

the passport and v is a.

A: Yes, I've already got 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

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A: My book was pub- 我的书出版了。 lis hed.

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。



表示祝愿还可以用以下表达:

i wish you succeed. 祝你成功!

I hope everything goeswell. 希望一切顺利。

All the best! 万事如意!

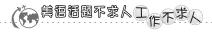
Have a pleasant holiday. 节日愉快!

Good luck with your... 祝你……一帆风顺。

Best wishes. 致以良好的祝愿。

Every success in your new jbl! 祝你在新的工作中获得成功!

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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。

following in your foot- 感到万分的荣幸。

steps as...

This promotion came as 这次升迁令人很意外。 quite a surprise.

『It was quite a surprise 这次升迁令我意外。 for me to get this promotion.

182 | I'd like to thank ... for 我得感谢……

! I won't let this promotion 我不会因为这次升职而 change me.

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

It's a great honor to be 能继您之后成为……,我

改变的。

我绝不会因为这次的升 迁便沾沾自喜。



A: Congratulations on your promotion.

B: Thank you. It's a great 能继您之后成为销售经 honor to be following in your foots teps as the sales man-

祝贺你升职了。

理,我感到万分的荣幸。

Dialogue Two

ager.

A: May I offer you my congratulationson. your promotion?

B: Many thanks. To be honest, this promotion came as quite a s urp ris e.

A: You're efficient. You deserve it.

Dialogue Three

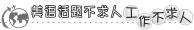
A: You're going to take charge of the engineering department

请允许我为你的提升表示 祝贺!

谢谢。老实说,这次升迁令 人很意外。

你很能干,这是你应得的。

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.

A: You've been working hard for it. Congratu-lations!

B: Thanks a lot.

Dialogue Four

A: Congratulations, Nick!

You'll be the manager

next month

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

A: Don't mention it.

Dialogue Five

A: Congratulations!

184 B: Thank you.

A: You're a manager now.

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

Dialogue Six

A: You will be the head

是 的 。 这 次 升 迁 令 我 意 外 。

你一直在努力。 恭喜你!

谢谢。

祝贺你,尼克!

你下个月就升为经理了。

谢谢。我得感谢你的热心 帮助和努力工作。

别客气。

祝贺你!

谢谢。

你现在是经理了。

我不会因为这次升职而改 变的。

你将被选为销售经理。

of the sales depart-祝贺你! ment.Congratulations!

this promotion go to 的升迁而沾沾自喜。 my head.

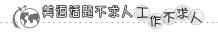
B: Thank you, I won't let 谢谢。我绝不会因为这次



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

ı	
\dots got promoted.	得到提升了。
was promoted to	升职为
worked his way up	······努力升到了最高位。
to the top.	
\ldots was demoted.	······被降职了。
\ldots is $transferred$ $from$	⋯⋯从⋯⋯调到⋯⋯
to	
There will be personnel	·····将有人事调整。
changes	



A: Have you heard that he got promoted?

B: Oh, really?

A: Yes, he is going to be the new office manager.

你听说他得到提升了吗?

哦,真的?

是的, 他将成为新的办公 室经理。

Dialogue Two

A: Nick was promotedto general manger.

B: Yes, he is a selfmade man.

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

尼克升职为总经理了。

是啊,他是自己熬出来的。

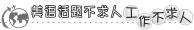
是啊, 他是在辛苦工作中 逐渐成长起来的。

Dialogue Three

A: He went from rags to 他从贫穷变为富有。 riches.

B: Yes, he has climbed the ladder of success.

是的,他达到了成功的 高峰。



A: He worked his way 他努力升到了最高位置。 up to the top. I'm very proud of him.

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。

is so sudden.

B: Really? Your transfer 真的?你的调职太突然了。

enough time to prepare.

A: Yes. I don't have 是啊。我几乎没有时间 准备。

188 Dialogue Six

A: Iohn told me thatthere will be personnel changes 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。

_____Part5 升取加薪

will replace him.

A: And he said that you 他还说你将接替他的 工作。

B: It's too good to be true, I don't believe 我不相信。

哪有这种好事。

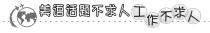
it.



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。



... resigned from his

……辞职了。

post.

 \dots quit the job.

The boss has asked for

his resignation.

...quit because...was 因为对收入不满, ……辞 not satisfied with ...

pay.

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

……辞职了。

...quit all of a sudden. ······突然辞职了。

老板已经要求他辞职。

职了。



A: Do you know that Ella resigned from post?

你知道埃拉辞职了吗?

dest-working person 工作的人了。 here.

B: Why? She is the har- 为什么? 她是这里最辛苦

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? B: Iquit my job.

工作怎么样? 我辞职了。

A: Oh, really?

哦,真的?

B: Yes, I was told that if 是的,他们告诉我如果我 would have to accept a demotion.

I wanted to stay, I 想留下,就必须接受降职。

Dialogue Three

A: Joey quit all of a 乔伊突然辞职了。 sudden.

B: Everybody was sorry 大家都为他的辞职感到



to hear about his res- 惋惜。
ignation.

A: He's a good guy.

他是个好人。

Dialogue Four

A: The boss has asked him to resign.

B: It sounds fishy to me.

A: It's true. I got the information from a reliable source. 老板已经要求他辞职。

听起来可疑。

是 真 的 , 我 的 消 息 来 源 可靠 。

Dialogue Five

A: Mary quit because she was not satis fied with her pay.

B: It has nothing to do with me.

A: Oh, I see. You don't get on well with her.

因为对收入不满,玛丽辞 职了。

这跟我有什么关系。

哦,我知道了。你和她不合。

Dialogue Six

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A: We've been urged to restructure. I'll be leaving next month.

B: That's unfortunate.

A: Yes, but I have the option of resigning or being fired.

我们被迫进行重组。 下个月我就要离开了。

真不走运!

是啊,但是我可以选择辞 职或被解雇。

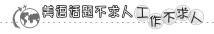


随行锦裳

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。

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Unit 6 裁员解雇

裁员对企业和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?



 \dots is fire d.

..was laid off.

……被开除了。 ……被解雇了。

... became a target of restructuring.

……成为裁员的对象。

...received a disci-

... was fired form his

……受到了革职处分。

plinary dismissal.

……被解雇了。

job.

The firing is unfair.

那解雇真不公平。



A: Our boss has been fired.

B: You're kidding!

A: That's the honest truth.

Dialogue Two

A: Have you seen Jack recently?

B: Not really. It heard that he was laid off.

A: It can't be!

Dialogue Three

A: You don't look like yourself. What's wrong?

B: I became a target of restructuring.

A: How come? You're a good person.

Dialogue Four

A: What's wrong with Andy?

B: He received a

我们的上司被解雇了。

你不是在开玩笑吧!

就是如此。

你最近见到杰克了吗?

没有。据说他被解雇了。

怎么可能!

你面色不好,怎么了?

我成为裁员的对象。

怎么会呢?你是个好人。

安迪怎么了?

他因为反对老板而受到了



disciplinary dismissal because he objected to his boss.

A: Ireally sympathize with 我真的同情他。 him.

Dialogue Five

A: How have you been doing?

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

A: I'm sorry to hear that.

Dialogue Six

gry?

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

最近怎么样?

革职处分。

不好。我被解雇了。

听到这事我很难过。

A: Why are you so an- 什么事让你这么生气?

我要控告这家公司把我解 雇了,那解雇真不公平。



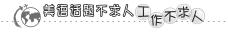
随行锦囊

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。

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Unit 7 升职进行时



Dialogue One

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

量点事情。

B: What can I do for you? 有什么事吗?

A: Ive been working here for five years and I'm 了,我该涨工资了。 supposed to get a rais e

我已经在这里工作5年

布莱克先生, 我想和您商

B: Hmmm, when was the last time you got a rais e?

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 让我考虑一下。 it. 198

A: I do appreciate your 非常感谢您抽时间考虑。

tim e.

Dialogue Two

you're going to be in

A: John, I heard that 约翰, 听说你要负责销售 部了,是真的吗?

charge of the sales department. Is it true?

announced.

A: Congratulations!

B: Many thanks. To be 谢谢。老实说,这次升迁令 honest, this promo- 人很意外。 tion came as quite a s urp ris e.

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

B: It's very kind of you to say so.

A: Have you seen Nick re c e ntly?

B: Not really. I haven't seen him for a long time. How is he?

A: He was promoted to general manger.

B: Oh, really?

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

B: He is an ambitious 他是自己熬出来的。 man.

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

祝贺你!

你这么说真是太好了。

你最近见到尼克了吗?

没有,我好久没见到他了。

他怎么样?

他升职为总经理了。

哦,真的?



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

3 倍。

Dialogue Three

A: You don't look like yourself. What's wrong?

B: I lost my job.

A: How come? You're a good person.

job because I objected to my boss.

A: Ireally sympathize with you.

B: What about you? How's business?

A: I q uit m y job.

B: Oh, really?

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

B: That's unfair!

A: What bad luck!

B: Let's take our minds off work.

你面色不好,怎么了?

我失业了。

怎么会呢?你是个好人。

B: I was fired from my 我因为反对老板而被解 雇了。

我真的同情你。

你呢? 工作怎么样?

我离开了公司。

哦,真的?

是的,他们告诉我如果我 想留下,就必须接受降职。

太不公平了!

真不走运!

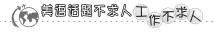
让我们忘掉工作吧。

______Part5 升取加薪_____

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!!!



· We have a meeting... 我们……开会。

Let's call the meeting to 现在开始开会。

order.

We are here today to 我们今天要讨论…… discuss...

The purpose of this 这次会议的目的是……

meeting is...To discuss this matter, 请……就这一议题来

发言。

I'd like to call on...



A: We have a meeting at three this after-noon.

B: But the manager is not here.

A: I know. We'll wait till 3:15 and then start.

Dialogue Two

A: Okay, it's 8:00. Let's call the meeting to order.

B: Would you walk us through the key points of the financial report?

A: Sure.

Dialogue Three

A: You've all looked at the reports given to you a few days ago. We are here to day to discuss whether we 我们今天下午3点开会。

但是经理不在。

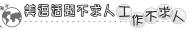
我知道。我们等到 3 点一刻然后开始。

好, 8 点 了 。 现 在 开 始 开 会 。

你给大家简单介绍一下财 务报告的要点吧!

好的。

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.

ronment.

C: I agree completely.

It's bad for the envi- 个计划。它对环境有不良 影响。

我完全赞成。

Dialogue Four

body. Thank you for 到来。 pose of this meeting is to vote on this proposal.

B: But we don't all agree on this matter.

A: Yes, but we have to reach a consensus to day.

A: Good morning, every- 大家早上好。感谢大家的

being here. The pur- 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 attention 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.

Firs t. . .

首先……



随行锦裳

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 can-celled. 请通知每个人会议取消了。

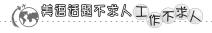
We're having an impromptu meeting! 我们在开一个临时会议!

ltsan all-handsmeeting. 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 fornext Wednesday's meeting. 我需要下周三会议的行动计划。 _207



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 证问题一解决问题"的循环。



We have...items onthe agenda today.

Let's change the sub- 让我们换个议题。 ie ct.

Hand out the agenda 在会议前先把议程表发 before the meeting.

│ These are topics relat- 这些是和这件事有关的 ing to this matter. 议题。

We'll consider the de- 待会儿我们讨论详情。 tails later.

Let's move on to the next topic.

我们今天有……个议题。

下去。

我们进入下一个议题。



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: Iagree.

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 。

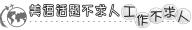
通过深入的分析市场,我 们会得到一些好的想法。

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 m in ute?

玛丽,来我办公室一会儿 好吗?

B: Sure.

A: Would you please hand out the agenda before the meeting?

好的。

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. What's your opinion?

这些是和这件事有关的 议题。 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。

sider the deails later. Let me outline

B: That's right. We'll con- 对! 待会儿我们讨论 详情。 我先简要介绍一下我的

______Part6 开会讨论_____

my plan first.

计划。

Dialogue Six

A: We've come to an impasse in this discussion.

讨论进入了僵局。

B: Let's move on to the 那我们进入下一个议题。 hope we can make a 的提议。 new proposal.

next topic then. I 我希望我们能想出一个新



随行锦裳

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 stuation. 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。

l'il 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, l'il suggest some possible solutions. 继而,我将提出一些可能的解决方法。

***** 212

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。



The controversail point 争论的重点是…… is...

│...is getting off the已渐渐偏离了 isubject. 主题。

Getting back to the 言归正传吧! point.

Get to the heart of the 谈问题的实质吧!

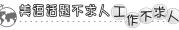
matter.

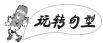
·... de bated the matter. ······讨论过这个问题。 | Stop beating a dead 别在这个问题上争论不

horse. 休了。 | I want to present my 我要发言。

| I want to present my 我安友言。 | opinion.

· · Let's resume the dis- 我们……再继续讨论。 | cussion... 213





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 doubleedged sword.

是的,那是把双刃剑。

Dialogue Two

A: You are getting off the subject.

B: Oh, Im sorry. I wanted to say I was really disappointed with your proposal.

你已经渐渐偏离了主题。

哦,对不起。我想说我对你的提案非常失望。

214 Dialogue Three

A: Sorry to interrupt, but could we get back to the point.

B: Oh, I'm sorry. I got 哦,又 off track.

对不起我想插一句,请言 归正传。

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.

B: But these topics are related to the prob-

A: Stop beating a dead horse, OK?

Dialogue Six

A: I want to present my opinion.

好的,请!

我要发言。

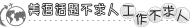
B: OK. Please, go ahead!

215

我们已经讨论过这个问题。

但这些是和这件事有关的 话题。

别在这个问题上争论不休了,行吗?



A: I think it doesn't pay if 我认为把那么多的钱花在 we spend so much on ads. It will be the media that makes the 去了。 biggest profit.

广告上不合算。 大部分的钱都让媒体赚

Dialogue Seven

A: I suggest taking a break. Some of us 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。



随行锦裳

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。

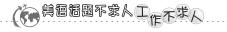
There remains only the question of... 剩下就只是……问题了。

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……

_217



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!



lt's going to be a long 会议要开很长时间。 meeting.

He drew the meeting 他把会议拖得很长。out.

The meeting is dragging 会议延长了。

It would be a waste of 把这个会议延长是浪费 time to prolong the 时间。
meeting.

The meeting took ... 会议比预计时间拖延了 more than it was sup-

This meeting is time-con- 这个会议真费时。 suming.

218



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 al- 没错,他说话总是拐弯抹 ways beats around the bush.

他把会议拖得很长。

角的。

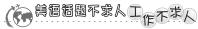
Dialogue Three

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 mo-好吧,我明天再打。 rrow.

Dialogue Four

A: He's getting sidetrack- 他又跑题了。 ed again.

B: Yes, he often goes off track.

是啊,他总跑题。

A: That's why I think it 所以我想把这个会议延长 would be a waste of time to prolong the meeting.

是在浪费时间。

Dialogue Five

A: What time is it?

几点了?

B: It's 5 sharp by mywatch.

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。

220 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

这种会议真费时。

我想是。

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。

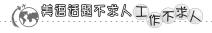
对话中的 sharp 是副词, 意为"正点地, 准时地"。sharp 还可以作形容词,表示:

锋利的,锐利的,如: a sharp knife 锋利的刀; 急剧的,如: a sharp tum 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。

_221



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。

What's your opinion?

You are wrong from my 依我看,是你错了。 point of view.

tio nal.

This suggestion is con- 这个提议很有建设性。 s truc tive.

... opinion is logical.

The statement is abs tract.

 $\dots viewpoint$ is toos te re o typic al.

tradic to ry.

你的意见是什么?

...idea is rational\irra- ·····的想法很合理\不 合理。

……的意见是合乎逻 辑的。

这个陈述很抽象。

……的观点太老套。

The explanation is con- 这个说明自相矛盾。

222



Dialogue One

A: We've heard from everyone else. What's your opinion, John?

B: I think we must be aware of the threat we face.

A: I agree. What's your analysis of the threat we face?

Dialogue Two

A: You are wrong from my point of view.

The idea is irrational.

B: You're missing the point. Let me make myself clear.

A: I think I understand what you mean, but I still don't agree.

我们征求了每个人的意见,约翰,你的意见是什么?

我觉得我们必须意识到我 们面临的威胁。

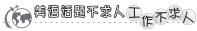
我同意。你怎么分析我们 现在面临的威胁呢?

依我看,是你错了。

这个想法很不合理。

你没把要点听进去,让我 把意思说清楚。

我想我明白你的意思。但 我还是不同意。 223



Dialogue Three

constructive, is n't it?

B: I think so.

A: Good. Then it's de- 好,那就这么决定了。 cided; we should follow this suggestion.

A: This suggestion is 这个提议很有建设性,不 是吗?

我想是的。

我们应该执行这些建议。

Dialogue Four

cal. but the state- 但是他的陈述很抽象。 ment is abstract.

B: Yes, it's difficult to 是啊,不好理解。 understand.

some concrete exam- 例子。 ples.

A: His opinion is logi- 他的意见是合乎逻辑的。

A: He should give us 他应该给我们一些具体的

Dialogue Five

A: I think his viewpoint is too stereotypical.

B: But his opinion seems objective to me.

A: Idon't agree.

我觉得他的观点太老套。

但是我觉得他的意见很 客观。

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?

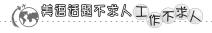
If you don't mind, may I say one word here? 您介意我插一句话吗?

Just a moment, please. Allow me to say something here. 请等一下,允许我插几句话。

Sony 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。

_{*}225



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!

and weakness at the 劣势。 moment.

market penetration.

... marketing is n't effective enough.

into advertising.

impressive dealer net- 网络。 work.

product development 很好。 now.

... have both strength 现在既有优势又有

... weakness lies in the 的弱项是市场占有 率低。

……的促销效果不行。

工夫。

226 | ... have a much more ·······有非常有效的销售

... are doing well in ······ 现在产品开发得

... products aremore ……的产品售价很高。

expensive.

……的产品吸引力不大。

attractive.

...should cut down on

... products are less

……应该削减经费。

expenses.

...ought to keep the应该压低价格。

price low.



Dialogue One

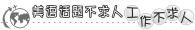
ketplace in order to keep our lead.

B: I agree with you. I 我同意你的看法,我认为 think we have both strengths and weaknesses at the moment. One of our weaknesses is a lack of market penetration.

A: We must know how 我们必须认清自己的处 we stand in the mar- 境,以保持我们的领先 地位。

> 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 is n't effective enough.

我觉得我们的促销效果 不行。

could improve?

B: How do you think we 你觉得我们应该怎样改 进呢?

must put more effort 上下大工夫。 into advertising.

A: In my opinion, we 依我看,我们必须在广告

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 但是他们现在也有他们的 own weaknesses at 弱势。 the moment.

A: You mean...

你的意思是……

Dialogue Four

A: We are doing well in 228 product development now.

我们现在产品开发得 很好。

B: But our marketing is 但是我们的促销手段不如 not as effective as our competitors'.

竞争对手。

A: I think you're right.

我认为你说的对。

Dialogue Five

cribe their weaknesses?

B: I think their products are more expensive. But their products are less attractive.

A: How would you des- 你怎么描述他们的劣势?

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-sal- 在售后服务方面我们有 es, we have an advantage. But we still have some weaknesses now.

B: That's right. We have the lowest profit of anyone in the market.

A: So we should cut down on expenses.

Dialogue Seven

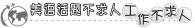
A: I think our problem is product but haven't achieved the

优势,但是我们现在还有 劣势。

是啊。我们的利润最低。

所以我们应该削减经费。

我觉得我们的问题是. 我 that we have a strong 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.

to keep the price low?

plan should focus on 该是占有市场。 dominating the marke t.

B: You mean we ought 你意思是应该压低价格?

A: Yes, our business 是的。我们计划的重点应



随行锦裳

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。

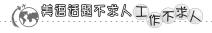
Sorry. I don't understand what you say. 对不起,我不明白你说什么。

I'm sony 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。 _23



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。



We can cope with the matter.

We should consider this a serious problem.

This job should take 这个比任何其他事情都 precedence to any other.

with a plan to address the root of the problem.

... reaction to the matter is to....

These are just stopgap measures.

this situation.

我们能处理这个问题。

我们应该重视这个问题。

重要。

We should come up 我们应该想一个能彻底 解决这个问题的办法。

……对此事的对策是

这些只是暂时的应对 方法。

It is n't the right move for 这个策略并不适合这种 情况。

232



Dialogue One

A: It's another crisis!

B: I think we can cope with the matter. We have gone through a cris is like that before.

A: But this time it's much worse than I had expected.

又是一个危机!

我觉得我们能处理这一问 题。我们以前经历过类似

的危机。

但是这次比我想象的糟糕 多了。

Dialogue Two

A: Some industrial wastes were dumped near factory. ourshould consider this a serious problem.

B: I agree. I'll take it into consideration.

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。

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.

B: I don't agree. I think

我认为我们应该大力开发 产品。

我不同意。我觉得我们应



should start large-scale promotion Th is io b soon. 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?

B: I think these are just stopgap measures.

A: I could't agree more. We should come up with a plan to address the root of the problem.

你觉得这些提议怎么样?

我认为这些只是暂时的应 对方法。

完全同意。

我们应该想一个彻底解决 这个问题的计划。

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

spending a lot of 时都花很多钱做广告。 money on ads when they produce a newp roduct.

B: Yes, I know, but I 但是我觉得那并不适合这 think it is n't the right 种情况。 move for this situation.

A: Why not?

为什么?





随行锦裳

cope with 意为"对付,处理(棘手之事)",其同义短语为 deal with,例如:

! just dealt with an awkward situation. 我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 momentago, 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!



Let's vote on it.

... abstain from voting.

Those in the affirmative, please raise your hand.

Those opposed, please 反对的人请站起来。

ris e.

firm a tive, and... in the ne gative.

tive has it.

Following the majority 采纳多数人的意见才 decision is fair.

If nobody wants to add 如果没有其他的补充,会 anything, we can draw the meeting to a close.

我们投票表决吧。

……弃权。

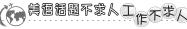
赞成的人请举手。

There are...in the af- 有……人赞成, ……人 反对。

The affirmative/nega- 赞成\反对的人占多数。

公平。

议就到此结束。





Dialogue One

sition to the proposal. 意见。

it.

way to make a deci- 办法。 s io n.

A: There is some oppo- 这个提案有些人持反对

B: I see. Let's vote on 我知道。我们投票表决吧。

A: Maybe that's the best 可能这是做决定的最好

Dialogue Two

A: Were you for it?

B: Well, actually, I ab - 事实上我弃权了。 stained from voting.

A: Oh, why?

你赞成吗?

哦,为什么?

Dialogue Three

A: Those in the affir- 赞成的人请举手。 mative, please raise

your hand. 238

> B: I'm all for the propo- 我举双手赞成这些建议。 sal.

C: I'm afraid I object to 恐怕我反对他的提议。 his idea.

A: Thoseplease rise.

opposed, 反对的人请站起来。

B: I maintain a neutral position. Are vo u against it?

我保持中立的立场。 你反对吗?

C: Well, I am in favor 我赞成他的主张。 of his proposal.

Dialogue Four

A: Her proposal had both strong supporters and detractors.

对于她的提案有赞成与反 对的人数相当。

B: Yes. There were ten in the affirmative, and nine in the negative.

是啊。有10人赞成.9人 反对。

Dialogue Five

A: We've reached adecision.

我们达成了决议。

B: Really?

直的?

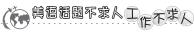
A: Yes, the affirmative 是的。赞成的人占多数。 has it.

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 fair.

公平。

A: Isuppose.

我想是的。

Dialogue Seven

A: Does anyone have something to add?

B: Not really.

A: If nobody wants to add anything, we can draw the meeting to a close.

没有。

A: If nobody wants to 如果没有其他的补充,会 add anything, we 议就到此结束。

还有别的要补充吗?



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



Dialogue One

A: We have a meeting in 我们 10 分钟后开会。 10 minutes.

B: But Greta is not here right now.

A: I know. We'll wait till 10:15 and then start.

B: Oh, there she is.

A: Okay. Let's call the meeting to order. Michelle, hand out the materials please.

C: Okay.

A: We are here today to discuss whether we should carry out with this plan. What are your opinions on this?

D: I think we should n't adopt this plan. It is

但是格里塔现在不在。

我知道。我们等到 10 点一 刻然后开始。

哦,她来了。

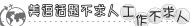
好。现在开始开会。米歇 尔,请把资料发下去。

好的。

我们今天要讨论是否应该 继续执行这个计划。

对此你们有什么看法?

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.

E: I agree completely.

A: What are your op in- 对此你有什么看法, 安 ions on this, Angela? 吉拉?

F: I'm sorry, but I can't 对不起,我不同意。 agree with that.

A: What's our best course of action here?

G: Can we find a way to prevent this?

Dialogue Two

A: Good morning, every- 大家早上好。 body. Thank you for 感谢大家的到来。 pose of this meeting is to discuss how to increase sales.

B: We are doing well in product development now. But ourmarketing is not as effective as our competitors'.

think we have both

当务之急已清楚地摆在眼 前了。

我完全赞成。

那最佳方案是什么呢?

我们可以找个杜绝恶化环 境的方法吗?

being here. The pur- 这次会议的目的是讨论如 何增加销售额。

> 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 我同意你的看法, 我认为 我们现在既有优势又有

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strength and weak- 劣势。 ness at the moment.

B: I think our products are more expensive 高,但吸引力不大。 and less attractive.

A: Yes, and we haven't 是啊。而且我们全年的销 reached out annual 售额还没有达到目标。 sales target.

B: I think we should 我觉得我们应该制订一个 make a marketing 行销策略。 s trate g y.

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.

E: I agree completely. 我完全赞成。 motivate them to work hard.

F. I think that's right, 我也这样认为。 too. People need motivation to work hard.

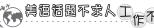
G: Well, that's a very 那是很好的方法。 good point. I'd also 我想加一点,就是有效的

我认为我们的产品售价很

我觉得公司应该给销售业 绩好的代理商发奖金。

Monetary rewards will 奖励能能使他们努力 工作。

人需要激励来勤奋工作。



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。

even average products sell well.

H: That's right. If the ads 没错。如果广告做得好, are good enough, 一般质量的产品也会销 的很好。

I: I'm sorry, but I don't 对不起,我不同意。 opinion, advertising gimmicks don't work in the long run.

agree with that. In my 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 introduce a new product.

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。

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s atis fac tory.

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 op in- 大部分的钱都让媒体赚 ions on this, Rita?

J: I think we ought to keep the prices low.

E: But we have the low- 但是我们的利润最低。 est profitability.

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 ve ar.

L: That's right. I think we should start large-scale promotion soon. This job should take precedence to any other.

去了。对此你有什么看 法, 丽塔?

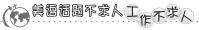
我认为我们应该压低 价格。

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。

没错。我觉得我们应该 立刻开始大规模的促销 活动。

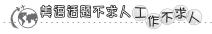
这个比任何其他事情都 重要。

A: OK. Let me take a 计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。



It's a pleasure to finally meet you.

I'll be responsible for the first round of negotiations here.

I want to discuss the 如果你们感到方便的话, matter of the schedule, 我想现在讨论一下日程 if it is convenient for you right now.

your questions.

Is there any way of ensuring we'll have

真高兴,终于见到你了!

我将负责第一轮的谈判。

安排的问题。

I'd be happy to answer 你们有任何问题,请直接 提出来。

> 我们是否能保证有充足 的时间来谈判?

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e noughtime for 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。



Dialogue One

A: It's a pleasure to finally meet you.

B: I have wanted to see your factory for a long tim.e.

A: We can start over here.

B: OK. I'll just follow you.

Dialogue Two

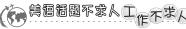
 $A: My \quad name \quad is$ JohnSmith, Im the general 真高兴,终于见到你了!

好久就想来看看你们的工 厂了。

我们可以从这里开始。

好的。我就跟着你了。

我是总经理约翰・史密 斯。我将负责第一轮的



manager. Ill be responsible for the first round of negotiations here.

you.

A: And I'm glad to meet you, too.

B: It's nice to finally meet 很高兴终于与你见面了。

我也很高兴见到你。

Dialogue Three

ule, if it is convenient for you right now.

B: Sure.

about an hour and a 小时。 meet you here. Shall we say about nine o'c lock.

A: I want to discuss the 如果你们感到方便的话, matter of the sched- 我想现在讨论一下日程安 排的问题。

当然可以。

A: The tour should last 这次参观大概需要一个半 half. Afterwards, I'll 我会在这里等你。9点怎 么样?

Dialogue Four

A: And now, I'd be happy to answeryourquestions.

现在,你们有任何问题,请 直接提出来。



_____Part7 商务谈判

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。

请过目一下,好吗?

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B: Oh, thanks. You've gone out of your way to make things smooth for us, I believe.

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.

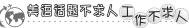
我相信你在制定这个日 常安排上一定花了不少 精力吧。

A: Yes. I hope this meeting will be pro-ductive.

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 factory.

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''know more about our products after this v is it.

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 有更深的了解。

Dialogue Seven

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A: I think we can draw up a tentative plan now. That will put us both in the picture.

B: All right. And it'll be easier for us to get down to facts then.

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。

好的,而且这样就容易进 行实质性的谈判了。



随行锦囊

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:

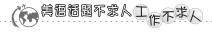
That's not exactly what I had in mind. 我不是那么想的。

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 affaid you misunderstood me. What I was trying to say was... 恐怕你误解我了。我想说的是……

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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!



been in business for... 史了。 Customer response was overwhelming, so we were able to expand s te a dily.

Let me show you our 254 latest products.

> it's a prime example of 初步的样品,但它代表我 our future line of smart products.

> Regarding your ques- 让我回答您的问题: 我们 tions, our company has 公司已经有……的历

> > 由于客户反应热烈,公司 也会稳步扩展。

让我给您展示一下我们 最新产品。

It's only a prototype, but 您现在所看到的只是个 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.

First of all, I will outline the characteristics of our product.

You must admit this type of feature will appeal to many users.

They've been received well, both at home and abroad.

The bottom line that...

事实上,中国每十户中就 有一户人家使用我们公 司的产品。

首先我将简略说明我们 商品的特性。

你得承认,这一种特色对 使用者很具吸引力。

这些产品在国内很受 欢迎。

最关键的是……

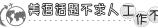


Dialogue One

- A: Can you tell me something more about your company?
- tions, our company has been in business for 30 years.

能再多介绍一下贵公司的 情况吗?

B: Regarding your ques - 让我回答您的问题: 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?

show you our latest products first.

B: No problem. Let me 没问题,让我先给您展示 一下我们最新产品。

ing to be on the market?

A: When is this one go- 这个什么时候上市啊?

B: It's only a prototype, ample of our future line of smart products.

您现在所看到的只是个 but it's a prime ex- 初步的样品, 但它代表我 们未来智能型产品线的 主力。

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!

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_____Part7 商务谈判

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。

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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 我还想多了解一些。

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。

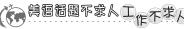
Dialogue Six

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 received 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?

B: We believe that the quality is the soul of an enterprise. Therefore, we always make quality our first consideration. All products have to pass a strict inspection before they go out. The inspection process is quite detailed, but the bottom line is that all products have to go through five checks in the whole process.

你们用什么办法来控制质 量呢?

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。





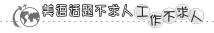
随行锦裳

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:

auality 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 auality 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

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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"。



After you have tried it out, I'm sure you'll agree that this is a very good product.

You may trust me that 请您相信我,今天投入的 any money spent now will bring you big profits in the future.

If I were you, I would 260 book a smaller order as a trial.

> | Why don't you look at it 为什么不这么看呢: 它是 | this way: it's more ex- 贵了一点儿,但它物有所 pensive, but much better value for money.

我相信您试用过后一定 会认为这是个好产品。

资金以后会为您带来巨 大的利润。

如果我是你,我会少量试 订一批。

值啊。

261

I don't think you should miss this opportunity to...

我认为你不应该错过这 个……机会。

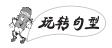
I can't force you to make a deal, but I can assure you that our product has an edge on the competition.

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 posi- 如果我处在你的位置, tion, I would...



Dialogue One

A: After you have tried it out. I'm sure you'll agree that this is a very good product.

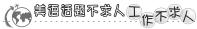
我相信您试用过后一定会 认为这是个好产品。

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

that any moneyspent now will bring you big profits in the future.

A: You may trust me 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。

A: We can offer you a model that is a little 262 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。

_____Part7 商务谈判

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 如果我是你, 我会少量订 book a smaller order.

一批。

Dialogue Four

A: This is a pretty hot 这货十分抢手。 ite m.

B: Your prices seem a little high.

你们的价钱高了一些。

A: I don't think you should miss thisopportunity 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".

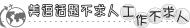
B: But we were out of the product you needed.

A: We just can't use this one: it won't work.

我们订单上特别阐明了 "拒收替代品"。

但是你要的货我们没 有了。

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 competitio n.

我不能强迫您买, 但是我 可以向您保证我们产品是 很具有竞争力的。

Dialogue Six

- A: I don't want to you'll have to decide soon.
- B: I'm afraid I can't give you a definite reply now.
- A: The longer we wait, the less likely it is that we will come up with anything.

我不想让您认为我在催 sound pushy, but 您,不过你确实要快点下 决定。

> 恐怕我现在无法给你一个 明确的答复。

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.
 - B: Why?
 - A: We offer a discount for large orders. The

如果我处在你的位置...就 会多下一点单子。

为什么呢? 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, Isee.

哦,知道了。



随行锦囊

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。

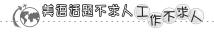
I share your views. 我同意你的意见。

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。

₄265



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。



Your prices seem a little 你们的价钱高了一些。 high.

Do you offer any quantity discounts?

This price is quite a bit 这次的价格比上次要贵 higher than it was last 266 | tim e.

than your competitor's. 司高出太多了。

i count for orders over 打……折。

大量购买有折扣吗?

了一些。

Your bid is much higher 你们的价钱比起其他公

We can offer a ... dis- 订购……以上,我们可以

..... Part7 商务淡判

If you order in large lots, we'll reduce the price.

如果你大量订购,我们可 以降价。

if you would order a bit 们可以打折。 more.

We can offer a discount 如果你单子下多一点.我

That's about the best 那差不多是我们所能开 we can do on that.

出的最低价了。

Are these new prices acceptable?

这些新价格可以接受吧?



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?

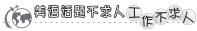
我们可以算你便宜一点。 您要订多少?

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?

B: Yes. We can offer a 有。订购 5 000 件以上,我 10% discount for 们可以打九折。 orders over 5,000 pieces.

A: I'm not sure we can use that many.

大量购买有折扣吗?

我们可能用不了那么多。

Dialogue Three

bit higher than it was last time.

B: That's because the price of raw materials has gone up.

A: But you increased the 但是你们加了 25% 呢。 prices by about 25%.

A: This price is quite a 这次的价格比上次要贵了 一些。

> 那是因为原材料的价格上 涨了。

Dialogue Four

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higher than your competitor's.

B: How could that be?

bers show. You are

A: Your bid is much 你们的价钱比起其他公司 高出太多了。

怎么会呢?

A: That's what the num- 这些数字就是证明, 你比 其他人要高出许多。

asking for much more than anyone elso.

my head office for 查一下。 you.

B: I'll check back with 这个我回头会跟总公司核

Dialogue Five

A: Is this your standard p ric e?

这是你们的基准价吗?

B: Yes, it is.

A: It seems too high.

B: If you order in large lots, we'll reduce the price.

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。

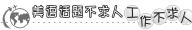
Dialogue Seven

A: \$44.8 per hundred 100 个要 44.8 美元。 pieces.

哦,太贵了。 B: Oh, that's too high.

A: That's about the best

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 这个我们还得再谈一谈。 over some more.

Dialogue Eight

A: Are these new prices acceptable?

B: I don't think we'll be able to pay them. Let's talk about it some more.

A: We may be able to work out a better deal 你有利的办法。 for you.

这些新价格可以接受吧?

这种价格我们恐怕没办法 接受。 我们再谈吧。

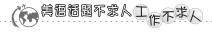
我们也许可以想出一个对



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

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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!



I'll have to check with my boss.

I can't make a decision right now.

I just need some time to think it over.

sure about the prospect, though.

I'm afraid I can't give you a definite reply now.

There are certain points that I'll have to consider very carefully.

我得先和老板谈谈。

我现在无法做出决定。

我需要时间考虑考虑。

We are still a little un - 不过,我们对于前景还是 有点不能确定。

> 恐怕我现在无法给你一 个明确的答复。

有些问题我得慎重考虑。

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That may well be so.
I'm not sure.

I can't say for certain off-hand.

情况很可能是这样,但我 不敢确定。 我还不能马上说定。



Dialogue One

A: We had expected much lower prices.

B: I can't make a decision right now. Ill have to check with my boss.

A: Let me know as soon
as you get an answer.

Dialogue Two

A: I can assure you the prices we offered you are very favorable.

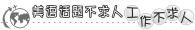
B: But the market prices are changing frequently. I just need some 我们希望报价再低一些。

我现在无法做出决定。我 得和老板先谈谈。

你有消息就通知我。

我敢保证我们向你提供的 价位是合理的。

但是市场价格随时都在 变化。 我需要时间考虑考虑。 ,273



time to think it over.

Dialogue Three

A: I think a joint venture would be beneficial to give us your proposal if you're ready for th.a.t.

我认为合资经营对双方都 是有利的。

both of us. Please 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 you a definite reply now.

我会的。但是恐怕我现 afraid I can't give 在无法给你一个明确的 答复。

Dialogue Five

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A: Is the method of pay- 你们认为结算方式合 ment acceptable for you?

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. Ive 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。



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。

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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。

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... is beyond my negotiating limit.

... is not acceptable to

I've been instructed

We can't agree with the alterations you want to make to the contract.

These terms are international practice. We can't change them.

| I can't bring those num - 这样的数等 | bers back to my office. 公司交差。

We suggest a compromise... ……超出我的谈判限度。

……我不能接受。

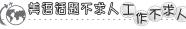
上头命令我……

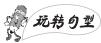
我们无法同意对合同的 变动和修改。

这是国际惯例,我们不能 更改。

这样的数字我没办法向 公司交差。

我们建议一项折中措施





Dialogue One

A: 25% is beyond my 25% 超出我的谈判限度。 negotiating limit. Can you make an- 你有其他的方案吗?

other offer?

B: I don't think I can make any changes to our offer right now. Why don't we talk again tomorrow?

A: Sure.

Dialogue Two

ceptable to me. It would be very difficult 们实在难以推销。 for us to push any sales if we buy it at this price.

B: Well, if you take quality into consideration, you won't think our price is too high.

我现在没办法决定。

我们明天再谈怎么样?

可以。

A: Your price is not ac- 你的价格我不能接受。 如果按这个价格买进,我

> 如果你考虑一下质量,你 就不会觉得我们的价格太 高了。

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_____Part7 商务谈判

A: Ive 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

我们无法同意对合同的变 动和修改。

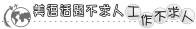
B: We have some different opinions about the contractual obligations of both parties. 我们就合同双方要承担的 义务方面有不同的意见。

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%。 _{*}279



hig he r than las t ve ar's.

had to increase our 对这一产品加价的。 prices on this item.

those numbers back 向公司交差呀。 to my office.

B: We're sorry, but we've 对不起, 我们是不得已才

A: But I can't bring 但是这样的数字我没办法

Dialogue Five

A: What's your best price for that item?

B: The unit price is \$ 29.50.

little high, can you offer us a price b re ak?

B: I'm afraid we can't. \$29.50 is our rockbottom price.

A: We suggest a comprom is e - \$ 20.

acceptable to us.

这种货你们最低价是 多少?

单价是 29.50 美元。

A: I think the price is a 我觉得这个价贵了点,你 能不能低点?

> 恐怕不行, 29.50 美元是 我们的底价。

> 我们建议一个折中价,20 美元。

B: That's a big change 那跟 29.50 美元差太 from \$ 29.50! It's not 多了!这个价格我不能 接受。



随行锦裳

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,超过底限",可以说:

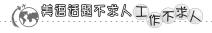
It is beyond my negotiating limit. 这超过了我谈判的限度。

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。

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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。



Let's meet each other halfway.

Let's compromise.

If you can..., I think we can discuss this further. I'm sure there is some room for negotiation.

We are always willing to cooperate with you and if necessary make some concessions.

consider amending the contract.

那咱们就各让一步吧。

我们还是各退一步吧。 如果能……,或许我们还 能继续再谈。

我肯定还有商量的余地。

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 re- 我们可以重新考虑修改 合同。

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If you want to make any 如果你有什么意见的话, changes, minor alter- 我们还可以对计划稍加 ations can be made 修改。 the n.



Dialogue One

able to agree on the p ric e.

B: Let's meet each 那咱们就各让一步吧。 other halfway. We can give you a 5% discount.

A: Is that all?

B: Yes, that is the best 是的,这是我们的最低 we can do.

Dialogue Two

A: I think I have a pro- 我想我这有个问题。 blem here.

B: What is it?

A: I don't think we'll be 这种价格恐怕我们没办法 able to pay these

A: We're not going to be 在价格上我们的看法无法 一致。

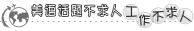
我们给你 5% 的折扣。

只能这样吗?

价了。

什么问题?

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 我得和老板先谈谈。 my boss. I'll let you know as soon as I get an answer.

我一有消息就立刻通 知你。

Dialogue Four

tiah le?

A: Is the price nego- 价格还有商量的余地吗?

B: I'm sure there is some room for nego tiation.

我肯定还有商量的余地。

can work it out to your s atis fac tion.

A: Good. Let's see if we 好。我来看看是否有什么 办法能让你满意。

Dialogue Five

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some points connected with the price of the contract.

A: We'd like to clear up 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。

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Dialogue Six

A: I still have some questions concerning our contract.

B: I'm very willing to answer any questions you may have. And we are prepared to reconsider amending the contract. 就合同方面我还有些问题 要问。

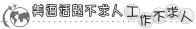
我很乐意回答你的任何问题。 而且我们可以重新考虑修 改合同。

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 就合同双方要承担的义务 problems with the contractual ob ligations we'll have to discuss 合同的总价格问题。 the total contract price.

方面,我们没有什么问题。 of both parties, but 但是我们不得不讨论一下



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 -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:

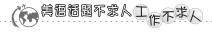
If you can..., I think we can discuss this further. 如果你们能……我觉得我们可以进一步商谈。

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。

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签订合同 Unit 8

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!



Is the contract acceptable now?

We can't sign the con- 我们还不能在合同上 tract vet.

We need to make some 这份合同有几个地方需 changes to this contract.

We have agreed on all 我们对合同各项条款 of the terms in the con- 全无异议,……签合同 tract. Shall we sign it ...?

Are you ready to sign? Who is going to sign the contract for your side?

合同现在这样可以了吧?

签字。

要修改。

如何?

准备好可以签名了吗? 谁代表你们这一方 签约?

Where do you want me to sign?

你要我签在哪里?

bottom.

Just sign there on the 就请在下面这里签个名。

Here's my signature.

我签好了。

contract.

· · Here's your copy of the 这是你的那一份契约。



Dialogue One

A: Is the contract ac- 合同现在这样可以了吧? ceptable now?

B: Yes. I think so.

A: All we have to do is sign the contract.

B: Yes, we can do that at the next meeting.

Dialogue Two

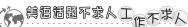
A: We can't sign the contract yet. We need to make some changes to this contract.

是啊。

剩下的只要签订个契约就 行了。

是的。我们下次开会就 签吧。

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

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.

A: Fine. Let's get to- 好的,下周一我们再聚。

Dialogue Four

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A: Are you ready to s ign?

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 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.

A: Good. Who is going to sign the contract for your side?

我们已经准备好了签 合同。

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.

B: Good. I'm glad we're all done.

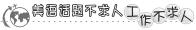
A: Let's go out and cele brate.

我签好了。

太好啦, 我真高兴一切都 搞定了。 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.

tions have come to a 成功。 successful conclus io n.

sure to do business 的荣幸。 with you.

B: The pleasure was 是我的荣幸才对。 mine.

B: I'm glad our negotia- 我很高兴这次洽谈圆满

A: Yes. It's been a plea- 是的。跟你做生意真是我

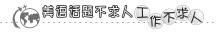


随行锦囊

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

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Unit 9 谈判进行时



Dialogue One

A: Welcome to our company, Mr. Brown.

B: Thank you. It's very 谢谢。多次电话、传真往返 you, Mr. White, after 您,怀特先生。 so many phone calls and faxes. I'd like you 请收下我的名片。 to have my business card.

A: Thanks very much,Mr. Brown. Pleaseaccept mine. How was your flight?

B: Not bad, but I'm a 还行,不过有点累。 little tire d.

A: Here is a copy of the itine rary we have worked out for you. Would you please 请过目一下,好吗? take a look at it?

欢迎来到我们工厂,布朗 先生。

nice to finally meet 之后,非常高兴终于见到

谢谢您,布朗先生。 也请收下我的名片。 您的旅途怎么样?

这是我们为您拟定的活动 日程安排。

B: I can see you have

我相信你在制定这个计划 put a lot of time into 上一定花了不少精力吧。

A: I really hope you'llhave a pleasant stay he re

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'c lock 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.

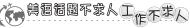
我想就从价钱方面开始 谈吧!

 $B: \Gamma m \ ready \ to \ answer$ 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 consider—
ation, you won't think
our price is too high.

A: It is too high.

B: You may trust me that
any money spent now
will bring you big
profits in the future.

A: Your products are very good. But you're asking too much for it.

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.

A: I know your research
costs are high, but
what I'd like is a 30%
discount.

如果你考虑一下质量,你 就不会觉得我们的价格太 高了。

但确实很贵。

请您相信我,今天投入的 资金以后会为您带来巨大 的利润。

贵公司的产品很出色,但 是你们要价太高了。

B: Our product is com— 我们的产品在国际市场上 petitive on the inter— 具有竞争力。 national market. One 这种产品的真正优点之一 of the real pluses of 就是高质量和小体积。

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.

这个折扣似平多了点。 这样的价格, 我们公司怎 么能有利润可赚!

A: What are you propo- 那你的建议是什么? sing?

B: I suggest a comprom is e - 10%.

我建议双方各让一步 九折。

A: That's a big change from 30%! 10% is 九折实在太少了。 too much.

那跟七折差太多了!

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

more item to take care of.

A: We only have one 只剩下最后一项要谈了。

to work out the final 格敲定。 price.

B: That's right: we have 是的, 我们得把最后的价



美福福國不求人工作不求人

A: It's time to get down 是进入正题的时候啦。 to business now.

B: Let's meet each other halfway. I can give you a 5% discount.

A: Is that all?

we can do.

price.

B: How many would you 您要订多少? like to order?

A: How do they comepackaged?

B: In cases of 100.

A: I'll take 500. When can you effect shipment?

this month or early next month at the latest.

A: That will be fine.

B: It's been a pleasure to do business with you.

A: The pleasure has been

那咱们就各让一步吧。 我给你 5% 的折扣。

只能这样吗?

B: Yes, that is the best 是的,这是我们的最低 价了。

A: OK, I'll accept the 行,我接受这个价格。

货是怎样装的呢?

一箱装 100 个。

我要 500 个。你们什么时 候能交货?

B: We can ship them out 我们最晚在这个月或下个 月初交货。

那很好。

跟你做生意真是我的 荣幸。

是我的荣幸才对。

......Part7 商务谈判,,,,,,

mine.

B: All we have to do is 剩下的只要签订个契约就 sign the contract. 行了。

A: Yes. We can do that 是的。我们下次开会就 at the next meeting. 签吧。

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