

<<商务英语口语>>

图书基本信息

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前言

21世纪中国已真正国际化，生存、机遇、挑战和竞争给人们带来了前所未有的危机感。随着中国与世界的接轨，在多元文化的共处与交际中，能说一口流利的英语对于当今人们的求职、工作、发展是相当重要的。

然而，口语有自己独特的语言规律和语法规则，只有遵循其独特的规律、规则，才能以一口原汁原味的英语去实现良好的沟通。

为了帮助广大英语爱好者更好地学习和提高自身的英语口语水平，我们精心编写了这套《大家说英语——新流行英语口语系列》丛书。

从整体上，《大家说英语——新流行英语口语系列》丛书具有如下特点：语言地道本套丛书所采用的对话和句子都尽量保持原装口语的习惯和语气口吻，让广大读者听起来身临其境，学起来朗朗上口。

举一反三本套丛书中的替换句型中采用的都是在相关内容中使用频率高，适用范围广的范句，让读者学起来举一反三，随心所欲换句子，秀口语。

实用性强本套丛书中的对话内容涉及面非常广泛，包含了旅游、娱乐休闲、交际、情景、商务等社会生活和工作的各个方面。

不论您是在职人员还是在校学生，或者是居家人士，只要您有学习英语口语的热情，这套丛书就能提供给您需要的资料。

简单易学本套丛书中的模拟会话所选用的对话，通俗易懂，能更好地供读者进行模仿练习，每段英文会话后面都带有相应的中文翻译，而且在会话最后还有从对话中选取出来的生僻词汇，为广大读者扫除学习障碍。

《大家说英语——新流行英语口语系列商务英语口语》一书主要收录以下八个部分：人力资源部、外出事务、电话交际、公司会议、商贸活动、营销话题、商务拓展、商务交际。

书中所涉及的内容几乎涵盖了与我们日常活动息息相关的全部内容，旨在构建一个轻松、实用的讲、练、学平台，全新开发大家的语言潜力，让广大的英语爱好者真正体会开开心心学口语的轻松快乐。

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内容概要

本套丛书所采用的对话和句子都尽量保持原装口语的习惯和语音口吻，让广大读者听起来身临其境，学起来琅琅上口。

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章节摘录

Conversation 1 A: I wish our competition would quit poaching our people!

When Susan resigned last week to work for Sunburst, she was our fourth employee to leave US for them!

B: Have you ever considered that perhaps we have a morale problem among our employees?

If everyone is discontent with their work, of course they won't stick around. A: Well, those who do leave will soon find out the grass isn't as green on the other side of the fence as they thought it was. I know Sunburst is suffering from inbreeding. B: Inbreeding is a big drawback from snatching most of their employees from only one or two companies. A: With Susan leaving,

we should probably look to take someone new on board. B: Our human resources department is working on it. It's not easy to recruit new employees every few months!

It's hard to find qualified people. A: Maybe we should start shopping around the competitor's people!

A: 我希望我们之间的竞争能使我们的员工不再被挖走!

苏珊上周辞职去旭阳公司工作,她是第四个离开我们去为他们工作的员工。

B: 你想过没有,也许我们的员工中存在着士气问题。

如果大家对自己的工作都不满意,他们当然不会留在这里。

A: 可是那些离开的人很快就会发现那边的情况并不像他们想的那样好。

我知道旭阳公司现在经受着近亲繁殖之苦。

B: 近亲繁殖是公司发展的一大障碍,这是因为他们的大多数员工都是从一个或两个公司偷挖去的。

A: 由于苏珊离开了,我们可能还需要找新人来接替工作。

B: 我们人力资源部门正在做这件事。

每隔几个月就招聘新员工可不是件容易的事,要找称职的就更难。

A: 或许我们应该开始好好物色一下竞争对手的员工了。

Conversation 2 A: Hi, Mr. Wang. I've got a report from Production Department and Sales Department. They hope to recruit some new members. I'd like to listen to you. You work in Human Resources Department and have the last say. B: Oh, yeah. They also talked with me about the

problem. Now our production and management are going well and there exists a big demand for our products. We shall recruit new staff if we want to enlarge our production. However, new staff means more expenses. We have to carefully consider the time, number, and especially quality in recruiting new staff. A: Sounds reasonable. Any good suggestions about that?

B: Well, I think all departments should put forward plans and criteria for recruiting new staff according to their actual needs. Our department will collect all the plans and then make a decision at the managers meeting according to the whole situation. A: Good. Please assign the task to all departments. And we will discuss it at the meeting next Wednesday. B: All right. I will do immediately. A: 你好,王先生。

生产部门和销售部门已向我提交报告,希望近期招聘几名新员工。

我想听听你们人力资源部的意见。

B: 这两个部门也向我说起过人员招聘问题。

目前,我们公司的生产经营状况很好,而且据说市场对我们的产品需求量大,如果我们要扩大生产规模,就必须招聘新员工。

但是,增加人员意味着增加经费支出,因此,我们必须认真考虑招聘人员的时机、数量,特别是要注重招聘新员工的质量。

A: 有道理。

在这方面你有什么好的建议?

B: 我认为,各部门应从本部门工作的实际需要出发,提出招聘新员工的计划和标准,人力资源部汇总后,由经理办公会根据公司的整体生产经营情况决定。

A: 很好。

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那么就请你给各部门布置这项工作。

下星期三我们开会讨论这个问题。

B: 好的。

我这就去办。

Conversation 3 A: Alice gave me her letter of resignation yesterday. It came as a bit of a surprise. We ' U need to fill her position. B: Oh, no. My workload will double!

When will she leave Our company?

A: She plans to stay until the end of the month to complete her project. B: So she gave two weeks. That gives US time to hire and train a replacement. A: No one will get stuck with more work if we quickly find a replacement!

Now, help me outline the requirements for a job ad. B: Ok. Anyway we will require a four year degree, preferably Business Administration with a good command of English. A: Also with experience. We ' 11 require three year ' S experience working in a foreign trade company. What else would you suggest?

B: I think the person should be flexible, creative, organized and able to work in a team atmosphere. A: Now we have a list of job requirements and duties... what about the salary range?

B: The salary is fifteen to twenty-five thousand dollars a month, depending on experience. A: Wow, the salary is very attractive. Now, let ' S go and type up this job ad. A: 艾丽斯昨天向我递交了辞职报告。

这件事来得有点突然。

我们得找人替补她。

B: 糟了, 我的工作量又会增加了!

她什么时候离开公司?

A: 她计划待到这个月底, 完成她的项目再走。

B: 所以她给我们留了两周时间。

我们还有些时间去招聘及培训新人。

A: 如果我们能尽快找到替补人选, 工作量就不会增加。

现在帮我想想这个招聘广告里都要写哪些条件吧。

B: 好的。

总之, 我们需要四年制本科学历, 最好是企业管理专业并且英语水平高的人。

A: 还要有工作经验。

我们要求在外贸公司有三年工作经验。

你还有什么建议?

B: 我认为求职者必须灵活、有创造力、有条理性, 并且能在团队氛围下工作。

A: 我们现在列出了工作所需的条件和职责..... 工资范围是多少?

B: 根据工作经验不同, 月薪在15000 ~ 25000美元不等。

A: 哇, 这个薪水很有吸引力。

现在我们去把招聘广告打印出来吧。

Conversation 4 A: I need a good replacement. I don ' t want to give Craig more work. B: Here are more resumes and cover letters for you. They were faxed in over the weekend. A: Good. And we should get more today. B: Any decent candidates?

A: Not yet. I want someone experienced in our industry. B: Remember, it ' S company policy to interview every qualified applicant. A: We only have a few. That shouldn ' t be a problem. B: Here are the responses we received by e-mail from Our internet ads on Saturday. A: There must be thirty!

B: Forty-three, actually. A: I ' d better get on the phone and start setting up interviews. B: Remember in terview every qualified applicant. A: Oh,

and there are responses from Sunday-another sixty. In temet job ads sure are effective!

B: One hundred resumes?

I ' U be here all day. and I ' U be interviewing for a month. A: Anything to key from giving me extra work

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, right ?

B : Wrong !

Here. Screen these hundred applications for me by the end of the day !

A : 我需要一个替补人选, 我不想给克勒格增加太多工作。

B : 这里还有一些简历及求职信, 都是周末传真过来的。

A : 很好, 今天应该还会收到更多吧。

B : 有不错的人选吗 ?

A : 还没有。

我想找在这个领域有工作经验的人。

B : 记住, 公司政策规定要对每个合格的应征者进行面试。

A : 合格的人选有一些, 但那应该不成问题。

B : 这些是我们星期六刊登在网上的招聘广告所收到的应聘邮件。

A : 一定有30封了吧 !

B : 实际上有43封。

A : 我最好赶快开始打电话安排面试。

B : 记住要对每个合格的应征者进行面试。

A : 哦, 这些是星期六所收到的回复——60封。

网上招聘广告还真的很有效 !

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