

Social  
Expressions

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# 社交用语

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## 问候 Greetings

### 打招呼

How are you doing? 最近怎么样?

I'm OK. 我很好。

What's new? 近况如何?

What's up? 忙什么呢?

### 询问近况

How are things going? 最近怎么样?

Everything is pretty much the same as usual. 老样子。

How is everything? 最近好吗?

I'm keeping very busy. 我一直都很忙。

## 做介绍 Introduction

### 自我介绍

I'm Emily Song and I'm Mr Tan's secretary. 我是艾米丽·宋，谭先生的秘书。

Pleased to meet you! 很高兴认识您!

### 介绍他人

I'd like to introduce Jane Hunter. 我想要介绍一下简·亨特。

Nice to meet you! 很高兴认识您!

Let me introduce Ms Wang, who is our new finance director. 我来介绍一下

王女士，她是我们的新财务主管。

## 道别 Saying Goodbye



### 道别

I think it's about time we made a move. 我想我们该动身了。

### 赠言

See you later! 回见!

Take care. Bye! 多保重。再见!

Keep in touch. 保持联络。

Send my regards to your family. 代我向您全家问好。

## 找路 Finding the Way



### 问路

Excuse me. Can you tell me how to get to the Global Trade Center? 打扰一下, 您能告诉我到世贸中心怎么走吗?

Can you tell me the way to Linden Street? 您能告诉我去林登街怎么走吗?

### 指路

Go straight along this street and turn left at the first turn. 顺着这条街往前走, 到第一个路口左转。

Drive straight on until you come to a crossroads. 你一直往前开到十字路口。

## 询问联系方式 Contact Details



### 问地址

Do you know Carl's new address? 你知道卡尔的新地址吗?

### 问 E-mail

Would you mind giving me Denise's E-mail address? 你可以把丹尼斯的电子邮箱地址给我吗?

### 问电话

Do you have Erica's phone number? 你有埃里卡的电话号码吗?

## 说明时间和日期 Time and Date

### 说明时间

What time is it? 现在几点了?

Quarter to three now. 差 15 分 3 点。

### 说明日期

What day is it? 今天星期几?

What's the date? 今天几号?

It's the April 16th. 4 月 16 号。

## 告知消息 Information

### 好消息

I've got some great news to tell you. 我有好消息要告诉你。

Guess what! I finally got my driver's license! 你猜怎么着, 我终于拿到驾照了。

### 坏消息

I have some unfortunate news. 我有个不幸的消息。

商务英语·口语王

I'm afraid I have some bad news. 恐怕我有不好的消息。

## 打电话 Telephone



### 说明找谁

I'd like to speak to Mr Smith, please. 我想找史密斯先生。

### 接通

I'll put you through. 我帮您接通。

### 人不在

I'm sorry. Mr Clark is not available just now. 抱歉，克拉克先生现在不在。

### 留言

Can I take a message? 我能留言吗？

### 回电

I'll get back to you as soon as possible. 我会马上给您回电话。

## 邀请 Invitation



### 发出邀请

Would you like to come to a party on Saturday? 周六你想参加聚会吗？

We are throwing a party on Sunday night. Can you come? 我们周日晚上举办晚会，你能来吗？

### 接受邀请

I'd like to come very much. What time does it start? 我很想去，几点开始？

### 委婉拒绝

Thanks for the invite, but we won't be able to make it. 感谢您的邀请，但是我们去不了。

## 约会 Appointment

### 提出约会

I'd like to make an appointment with Mr Morris, please. 我想约见莫里斯先生。

### 时间、地点

How about next Friday evening, at 4 o'clock? 下周五下午4点怎么样？

Shall we say 10 o'clock at my office? 可以10点到我办公室吗？

10:30 would suit me better, if that's OK with you. 如果10点半你没问题的话，对我来说就更好了。

## 谈论天气 Weather

### 询问天气

What's the weather like? 天气怎么样？

### 天气情况

The weather forecast says that it's going to be fine for the next few days.

天气预报说未来几天天气会很好。

## 商务英语·口语王

It was very hot and humid. 这里的天气又热又潮。

It has been pouring rain for days and it's freezing! 大部分时间都在下雨，天气很冷。

### 就餐 Restaurant



#### 点菜

What's your specialty? 你们的招牌菜是什么?

I would like the asparagus to start with and then the salmon. 我先来些芦笋，然后是鲑鱼。

We won't have anything else, thank you. 别的就不要了，谢谢。

#### 结账

Could we have the bill, please? 我们结账。

### 喝咖啡 Coffee



#### 点咖啡

I'd like a white coffee, thanks. 我来一杯清咖啡。

I'll have a chocolate muffin and a large black coffee. 我要一个巧克力松饼和一大杯黑咖啡。

#### 续杯

Would you like another one? 您想再来一杯吗?

## 购物 Shopping

### 购买

What would you like today? 今天您想买什么?

I'd like four of those cakes, please. 我想要4块这样的蛋糕。

### 付款

How much do I owe you? 我要付你多少钱?

That'll be \$28.50. 一共是28美元50美分。

## 在银行 Bank

### 开新账户

I'd like to open a new account. 我想开个账户。

Now enter your PIN. 现在输入您的密码。

### 转定期

I'd like to transfer 1,000 dollar from my current account to my savings account.

我想把1,000美元从活期账户上转到定期存款账户上。

### 提款机

Is there an ATM near here? 这附近有自动提款机吗?

## 在邮局 Post Office

### 邮寄物品

I'd like to send it as a registered parcel. 我想寄一个挂号包裹。



## 商务英语·口语王

How much will it cost to send this by airmail? 用空邮寄要多少钱?

It's a little overweight. You have to pay extra. 有点儿超重了, 您得付超重费。

### 汇钱

I'd like to wire some money. 我想电汇一些钱。

## 在医院 Hospital



### 医生的话

What's the matter with you? 你哪里不舒服?

Are you allergic to penicillin? 你对盘尼西林过敏吗?

I've given you a seven-day course of treatment and these pills will soon cure the infection. 我给你开了一个七天一疗程的药, 这些药会很快治好你的病的。

### 病人的话

I've got a temperature. 我发烧了。

My chest hurts and I've got a sore throat and I have a bad cough. 我胸口痛, 嗓子也疼, 咳嗽也很厉害。

## 节日祝福 Holiday Greetings



### 新年祝福

All the best for 2010! 祝2010年一切顺利!

Happy new year! 新年快乐!

I wish you health and happiness in the coming year! 祝您新的一年身体健康、生活愉快!

### 圣诞祝福

Merry Christmas! 圣诞快乐!

## 祝愿 Good Wishes



### 祝快乐

To your health! 祝您健康!

Bottoms up! / Cheers! 干杯!

### 祝工作顺利

Good luck! 祝您好运!

All the best! 祝您一切顺利!

I wish you well with your new job. 我祝你在新的工作岗位上一切顺利。

Congratulations on your promotion! 祝贺你升职!

If anyone deserves a good job, it's you. 如果有谁配得到一份好工作，那就是你。

## 感谢 Gratitude



### 致谢和回应

Thank you very much indeed. That's really kind of you. 真是太感谢了。你想得真周到啊!

It was my pleasure. 不用客气。

Thank you for your hospitality. 谢谢你的热情款待。

You're welcome! 不用客气。

It was very generous of you. 你真是太慷慨了。

Don't mention it. 这没什么。

## 称赞 Compliment



### 称赞工作

Well done! 干得漂亮!

Good job! 干得好!

### 称赞着装

I do like your new hairstyle. 我非常喜欢你的新发型。

Thank you. 谢谢。

It's just your color! 这个颜色太适合你了。

It's very kind of you to say so. 谢谢。

It suits you very well. 这个非常适合你。

## 道歉 Apology



### 抱歉打扰

Sorry to disturb you. 很抱歉打扰你。

That's all right. 没关系。

### 郑重道歉

Please accept my apologies. 请接受我的道歉。

I apologize for having caused you so much trouble. 很抱歉给您带来这么多麻烦。

### 抱歉迟到

I'm very sorry for having kept you waiting so long. 不好意思让你等了这么长时间。

No problem. 没关系。

### 抱歉迟复

Sorry for the long delay in replying to your E-mail. 很抱歉耽搁这么长时间才给您回邮件。

## 帮助 Help

### 提供帮助

Can I help? 我能帮您吗?

Would you like a hand? 您需要帮忙吗?

That's very kind of you. 您真是太好了。

Is there anything I can do? 这有什么我能做的吗?

### 请求帮助

Could you carry this box, please? 您能搬走这箱子吗?

I need some help on the competitor analysis. 我需要一些帮助来分析竞争对手。

I was wondering if there is any other research I could refer to. 我想知道有没有一些我能参考的研究成果。

Can you give me a hand with this new travel brochure, please? 你能帮助我做这本新旅游手册吗?

Sure thing. I'd be happy to help. 当然，乐意效劳。

## 建议 Suggestion

### 寻求建议

How should I solve this problem? 我应该怎样解决这个问题呢?

Could you give me some tips? 您能给我些建议吗?

What would you do if you were me? 如果你是我, 你会怎么做?

### 提供建议

Why not install a security system? 为什么不装个安全系统?

I think you should talk to your boss about this matter. 我想你应该和你老板谈谈这件事。

I recommend keeping those ideas in a log for later. 我提议记录保留这些想法, 以备后需。

## 提醒 Reminding



### 提醒时间

Please make sure you arrive on time. 要保证准时到达。

Please remember to finish the proposal by Friday. 请记住周五前要完成提案。

I'd like to remind you that yesterday's meeting was rescheduled for 4 o'clock today. 我想提醒您昨天的会议改到今天4点了。

### 提醒事情

Don't forget to book the tickets a few days in advance. 别忘了提前几天订票。

You'll remember to keep your promise, right? 您会记得您的承诺, 是吧?

## 安慰 Reassurance



### 表示理解

I'm truly/deeply/extremely sorry to hear that. 听到这个消息我真的非常难过。

### 表达希望

I hope you feel better soon. 希望你尽快好起来。

I wish you a speedy/quick recovery. 希望你能快点康复。

If you need anything at all, please just let me know. 如果你需要任何帮助，  
尽管告诉我。

## 劝说 Persuasion

### 劝人放弃

I'm not sure that's the best decision. 我不确定这是最好的决定。

There's still time to change your mind. 你要改变主意还来得及。

I would advise you to quit smoking. 我劝你戒烟。

### 劝人三思

I think you should reconsider. 我想你应该再考虑考虑。