

# 商务旅行

## 单词

词汇	发音	词性	翻译
exactly	[us]ɪg'zæktli [uk]ɪg'zæktli	adv.	确切地、准确地
incorrect	[us],ɪnkə'rekt [uk],ɪnkə'rekt	adj.	不正确的,错误的
sure	[us]ʃʊr [uk]ʃʊə(r)	adj.	确信的, 有把握的, 确实的, 一定的, 必定的, 可靠的
worry	[us]'wʊ:ri [uk]'wʌri	verb	担忧, 担心, 发愁
misunderstanding	[us],mɪsʌndər 'stændɪŋ [uk],mɪsʌndə 'stændɪŋ	noun	误会; 误解
spa	[us]spɑ: [uk]spɑ:	noun	水疗
minibar	[us]'mɪnɪbɑ:r [uk]'mɪnɪbɑ:(r)	noun	迷你冰箱
conference	[us]'kɔ:nfərəns [uk]'kɒnfərəns	noun	会议, 大会
gym	[us]dʒɪm [uk]dʒɪm	noun	健身房
golf	[us]gɔ:lf [uk]gɒlf	noun	高尔夫球
airport	[us]'erpɔ:rt [uk]'eəpɔ:t	noun	机场
critical	[us]'krɪtɪkl [uk]'krɪtɪkl	adj.	重要的, 关键的
attend	[us]ə'tend [uk]ə'tend	verb	参加, 出席
report	[us]rɪ'pɔ:rt	verb	说, 报告

	[uk]rɪ'pɔ:t		
absolutely	[us]'æbsəlu:tli [uk]'æbsəlu:tli	adv.	完全地
deadline	[us]'dedlaɪn [uk]'dedlaɪn	noun	期限
informed	[us]ɪn'fɔ:rmɪd [uk]ɪn'fɔ:rmɪd	adj.	见多识广的, 消息灵通的, 有学问的
unfortunately	[us]ʌn 'fɔ:rtʃənətli [uk]ʌn 'fɔ:rtʃənətli	adv.	不幸地, 遗憾地
suit	[us]su:t [uk]su:t	verb	使合适, 使适应, 相称
book	[us]bʊk [uk]bʊk	verb	预定
value	[us]'vælju: [uk]'vælju:	noun	重要性
crucial	[us]'kru:ʃl [uk]'kru:ʃl	adj.	紧急的
essential	[us]ɪ'senʃl [uk]ɪ'senʃl	adj.	基本的, 必要的
imperative	[us]ɪm'perətɪv [uk]ɪm'perətɪv	adj.	紧急; 重要; 需要立即处理
urgent	[us]'ɜ:rdʒənt [uk]'ɜ:dʒənt	adj.	急迫的, 紧急的
vital	[us]'vaɪtl [uk]'vaɪtl	adj.	至关重要的, 生死攸关的
until	[us]ən'tɪl [uk]ən'tɪl	conj., prep.	迄.....之时, 在.....以前, 到.....为止, 直到.....才, 在.....以前
handle	[us]'hændl [uk]'hændl	verb	处理, 应对

## 计划商务旅行

你将要同你的经理讨论最后一刻才决定的商务旅行。

观看视频, 学习语言用法。 [https://cns2.ef-cdn.com/Juno/12/99/26/v/129926/GE\\_8.4.1\\_v2.mp4](https://cns2.ef-cdn.com/Juno/12/99/26/v/129926/GE_8.4.1_v2.mp4)

[TODD] You wanted to see me?  
[JOAN] Todd, we have a problem in Sweden.  
[TODD] You mean, with Lindstrom?  
[JOAN] Yes, with Lindstrom. They're going to be late. This could be a huge problem for us.  
[TODD] But we've made promises to clients.  
[JOAN] Exactly. And the CEO's being really unhelpful. I don't understand what the problem is, but someone has to go over there and find out.  
[TODD] You mean, you're going to Sweden?  
[JOAN] No, Todd. I mean, you're going to Sweden. Can you leave tomorrow?  
[TODD] Well ...  
[JOAN] Is this a problem?  
[TODD] No, no. I can handle it.  
[TODD] I don't need a visa for Sweden, just my passport, so it's pretty simple. But I'll need all the details you have about the Lindstrom situation.  
[JOAN] Of course. I'll send you all I've got.  
[TODD] Joan ... Try not to worry too much. I know the people at Lindstrom. They're good people. I'm sure this is all just a misunderstanding.  
[JOAN] Hmmm.  
[TODD] It's going to be all right.  
[JOAN] I hope so. It has to be.

You mean, with Lindstrom? 你是说和林特罗姆?  
Yes, with Lindstrom. 是的, 和林特罗姆。  
Exactly. 完全正确。  
You mean, you're going to Sweden? 你的意思是你要去瑞典?  
I mean, you're going to Sweden. 我是说, 你要去瑞典。

处理信息	
在处理信息时，记住 ' <b>the three Cs</b> ': <b>clarifying</b> 、 <b>confirming</b> 和 <b>correcting</b> （澄清、确认和纠正）。	
用此类表达来澄清和确认信息：	
A: You mean, the CEO isn't cooperating with us?	你是说，CEO 不会和我们合作？
B: Yes, that's exactly what I mean.	是的，我就是这个意思。
A: Let me make sure I've understood correctly. They're not going to meet the deadline?	我确定一下自己已理解正确。他们不会如期完成？
B: Yes, that's correct.	是的，理解正确。
A: So, what you're saying is, we've got a big problem on our hands.	那么，你的意思是我们如今遇到大问题了。
B: That's right.	你说对了。

用此类表达来纠正信息。	
A: So, you want me to talk with them?	那么，你要我跟他们谈谈？
B: No. Actually, I'm going to.	不。实际上，我去谈。
A: So, we're looking for a new supplier?	那么，我们要寻找一家新的供应商？
B: No, that's incorrect. In fact, we're still trying to work with our old one.	不，不是这样。事实上，我们仍打算与原来那家合作。

请把词条移至正确的间隔处。 LIZ: After the buyout, we'll have a 25% market share.

ROB: (You mean) , we're buying the company?

LIZ: Yes, that's (exactly) what I mean. We're meeting with their CEO next week in New York.

ROB: Let me make sure that I've (understood correctly) . We're buying the company, and you want me to go with you to a meeting next week?

LIZ: Yes, (that's correct) . In New York.

ROB: Wow. And we can talk about this? With staff, I mean.

LIZ: No. (Actually) , I'd like to wait until the deal is certain.

### 重读词语以强调和纠正

当澄清、确认或纠正时，你可以重读某些词语，从而进行强调。注意，**yes** 和 **exactly** 在此句子中重读：

Yes, that's exactly what I mean.

注意，**actually** 和 **you're** 在此句子中重读：

No. Actually, you're going tomorrow.

你可以通过重读不同的词语，改变句子的含义。注意如果 **tomorrow** 被重读，而不是 **you're**，句子的含义会如何变化。

No. Actually, you're going tomorrow.

观看视频，学习语言用法。 [https://cns2.ef-cdn.com/Juno/12/99/26/v/129926/GE\\_8.4.1\\_v2.mp4](https://cns2.ef-cdn.com/Juno/12/99/26/v/129926/GE_8.4.1_v2.mp4)

[TODD] You wanted to see me?  
[JOAN] Todd, we have a problem in Sweden.  
[TODD] You mean, with Lindstrom?  
[JOAN] Yes, with Lindstrom. They're going to be late. This could be a huge problem for us.  
[TODD] But we've made promises to clients.  
[JOAN] Exactly. And the CEO's being really unhelpful. I don't understand what the problem is, but someone has to go over there and find out.  
[TODD] You mean, you're going to Sweden?  
[JOAN] No, Todd. I mean, you're going to Sweden. Can you leave tomorrow?  
[TODD] Well ...  
[JOAN] Is this a problem?  
[TODD] No, no. I can handle it.  
[TODD] I don't need a visa for Sweden, just my passport, so it's pretty simple. But I'll need all the details you have about the Lindstrom situation.  
[JOAN] Of course. I'll send you all I've got.  
[TODD] Joan ... Try not to worry too much. I know the people at Lindstrom. They're good people. I'm sure this is all just a misunderstanding.  
[JOAN] Hmm.  
[TODD] It's going to be all right.  
[JOAN] I hope so. It has to be.

Is this a problem? 有问题吗?  
 No, no. I can handle it. 不, 不, 我能搞定。  
 Try not to worry too much. 尽量不要太担心。  
 This is all just a misunderstanding. 一切都是误会。  
 It's going to be all right. 一切都会没事的。

消除疑虑	
用此类表达来了解某人是否遇到问题:	
Is this a problem?	有问题吗?
Are you sure you can handle this?	你确定能应付?
Are you OK with this?	你对此是否没有意见?
用此类表达来消除某人的疑虑:	
No problem.	没问题。
Don't worry. I can handle it.	别担心。我能对付。
It's going to be all right.	一切都会没事的。
I'm sure it's all just a misunderstanding.	我相信一切都是误会。

请选择正确的词。 No ( worry / problem / sure ) . We'll definitely meet the deadline.

Is he ( misunderstanding / sure / handle ) that the presentation is OK?

Are you sure you can ( handle / worry / problem ) this project?

Don't ( right / problem / worry ) . Everything is OK.

I'm sure it's all just a ( handle / misunderstanding / worry ) .

Everything's going to be all ( handle / right / sure ) .

**Truth:** problem; sure; handle; worry; misunderstanding; right

## 预订酒店

现在你要为你的商务旅行订酒店。

观看视频, 学习语言用法。 <https://cns2.ef-cdn.com/Juno/15/74/4/v/15744/6.4 Scene 2.mp4>

[STUART] Hello.  
 [STUART] Is this the New Orient Hotel in Shanghai?

[STUART] Great.

[STUART] And you are a five-star resort, correct?

[STUART] Wonderful.

[STUART] Uhh, I would like to book a room for the evenings of the 24th and 25th.

[STUART] Yes. A single room.

[STUART] You know what? Actually, do you have a deluxe suite?

[STUART] You do?

[STUART] Oh, great.

[STUART] And, uh, what services does your hotel provide for a room like that?

[STUART] OK. All right.

[STUART] A DVD player, a mini-bar, a panoramic view of the city.

[STUART] Great.

[STUART] If I wanted to get a massage, could I do that?

[STUART] I could get a massage in the room or at the spa?

[STUART] No. I think that's wonderful.

[STUART] OK.

[STUART] The gym is right next to the spa?

[STUART] And do you have a pool?

[STUART] You have a pool and a jacuzzi.

[STUART] Great.

[STUART] Uh, do you have a business center?

[STUART] It's in the room.

[STUART] OK, that includes a fax machine and a telephone line.

[STUART] Great.

[STUART] Uh, no, I don't golf.

[STUART] You have a golf course.

[STUART] Well, then maybe I'll begin.

[STUART] Uh, great. And do you have any conference rooms?

[STUART] You do. Wonderful.

[STUART] All right. I am going to go ahead and book this.

[STUART] Yes.

[STUART] Uh, I'm going to be paying with a credit card.

[STUART] Uh, yeah. The credit card number is 8423-6655-5301. The expiration is 07-11-22.

[STUART] OK. Thank you very much.

[STUART] Bye.

[STUART] Well, Shanghai, here I come.

[STUART] Whoopee!

[STUART] Hi, there. I would like to book a ticket from Los Angeles to Shanghai.

[STUART] Departing on the 23rd.

[STUART] Yes, an 11 a.m. departure is fine.

[STUART] Uh, 17:05 on the 24th in Shanghai?

[STUART] Yeah, that'd be perfect.

[STUART] Uh, yes. Banks - Stuart Banks.

[STUART] My passport number?

[STUART] Uh, yes.

[STUART] Just a moment.

[STUART] Umm, my passport, right.

five-star resort      五星级度假酒店

deluxe suite      豪华套房

DVD player      DVD 播放机

mini-bar      迷你吧

panoramic view      全景

massage      按摩

spa      水疗

jacuzzi      按摩浴缸

fax machine      传真机

请选择一张卡片并听音频。



golf course:高尔夫球场



conference room:会议室



business center:商业中心



jacuzzi:按摩浴缸





spa:水疗



mini-bar:小冰柜



airport transportation:机场交通



gym:健身房

观看视频，学习语言用法。 <https://cns2.ef-cdn.com/Juno/15/74/4/v/15744/6.4> Scene 2.mp4

[STUART] Hello.  
[STUART] Is this the New Orient Hotel in Shanghai?  
[STUART] Great.  
[STUART] And you are a five-star resort, correct?  
[STUART] Wonderful.  
[STUART] Uhh, I would like to book a room for the evenings of the 24th and 25th.  
[STUART] Yes. A single room.  
[STUART] You know what? Actually, do you have a deluxe suite?  
[STUART] You do?  
[STUART] Oh, great.  
[STUART] And, uh, what services does your hotel provide for a room like that?  
[STUART] OK. All right.  
[STUART] A DVD player, a mini-bar, a panoramic view of the city.  
[STUART] Great.

[STUART] If I wanted to get a massage, could I do that?  
[STUART] I could get a massage in the room or at the spa?  
[STUART] No. I think that's wonderful.  
[STUART] OK.  
[STUART] The gym is right next to the spa?  
[STUART] And do you have a pool?  
[STUART] You have a pool and a jacuzzi.  
[STUART] Great.  
[STUART] Uh, do you have a business center?  
[STUART] It's in the room.  
[STUART] OK, that includes a fax machine and a telephone line.  
[STUART] Great.  
[STUART] Uh, no, I don't golf.  
[STUART] You have a golf course.  
[STUART] Well, then maybe I'll begin.  
[STUART] Uh, great. And do you have any conference rooms?  
[STUART] You do. Wonderful.  
[STUART] All right. I am going to go ahead and book this.  
[STUART] Yes.  
[STUART] Uh, I'm going to be paying with a credit card.  
[STUART] Uh, yeah. The credit card number is 8423-6655-5301. The expiration is 07-11-22.  
[STUART] OK. Thank you very much.  
[STUART] Bye.  
[STUART] Well, Shanghai, here I come.  
[STUART] Whoopee!  
[STUART] Hi, there. I would like to book a ticket from Los Angeles to Shanghai.  
[STUART] Departing on the 23rd.  
[STUART] Yes, an 11 a.m. departure is fine.  
[STUART] Uh, 17:05 on the 24th in Shanghai?  
[STUART] Yeah, that'd be perfect.  
[STUART] Uh, yes. Banks - Stuart Banks.  
[STUART] My passport number?  
[STUART] Uh, yes.  
[STUART] Just a moment.  
[STUART] Umm, my passport, right.

Correct? 对吗?

You do? 真的吗?

In the room or at the spa? 在客房还是在水疗馆?

The gym is right next to the spa? 健身房就在水疗馆旁边?

My passport number? 我的护照号码?

### 确认：语调和附加疑问句

你可通过重复某人刚说过的内容，从而寻求确认。注意升调。它表示这名女士是在提问，此外有助于表达她的感受。

A: Does the hotel have a pool?

B: Yes, it's right next to the ocean.

A: The pool's right next to the ocean?

A: Could I have your passport number, please?

B: My passport number? Just a moment.

你也可以使用 **correct** 或 **right** 的附加疑问句来确认或核对信息。如果你知道答案，使用平调而不是升调。

You're a five-star resort, correct?

如果你不知道答案，而且真正在提问，使用升调并使用附加疑问句。

The hotel has a bar and restaurant, right?

寻求确认的另一个方法是 **You do?** 和 **You don't?** 等附加疑问句。再次注意：此类附加疑问句不仅表示疑问，还表达说话者的感受。

A: The hotel offers a free massage to all its guests.

B: You do?

A: The hotel doesn't provide airport transportation.

B: You don't?

观看视频，学习语言用法。 <https://cns2.ef-cdn.com/Juno/15/74/4/v/15744/6.4> Scene 2.mp4

[STUART] Hello.

[STUART] Is this the New Orient Hotel in Shanghai?

[STUART] Great.

[STUART] And you are a five-star resort, correct?

[STUART] Wonderful.

[STUART] Uhh, I would like to book a room for the evenings of the 24th and 25th.

[STUART] Yes. A single room.

[STUART] You know what? Actually, do you have a deluxe suite?

[STUART] You do?

[STUART] Oh, great.

[STUART] And, uh, what services does your hotel provide for a room like that?

[STUART] OK. All right.

[STUART] A DVD player, a mini-bar, a panoramic view of the city.

[STUART] Great.

[STUART] If I wanted to get a massage, could I do that?

[STUART] I could get a massage in the room or at the spa?

[STUART] No. I think that's wonderful.

[STUART] OK.

[STUART] The gym is right next to the spa?

[STUART] And do you have a pool?

[STUART] You have a pool and a jacuzzi.

[STUART] Great.

[STUART] Uh, do you have a business center?

[STUART] It's in the room.

[STUART] OK, that includes a fax machine and a telephone line.

[STUART] Great.

[STUART] Uh, no, I don't golf.

[STUART] You have a golf course.

[STUART] Well, then maybe I'll begin.

[STUART] Uh, great. And do you have any conference rooms?

[STUART] You do. Wonderful.

[STUART] All right. I'm going to go ahead and book this.

[STUART] Yes.

[STUART] Uh, I'm going to be paying with a credit card.

[STUART] Uh, yeah. The credit card number is 8423-6655-5301. The expiration is 07-11-22.

[STUART] OK. Thank you very much.

[STUART] Bye.

[STUART] Well, Shanghai, here I come.

[STUART] Whoopee!

[STUART] Hi, there. I would like to book a ticket from Los Angeles to Shanghai.

[STUART] Departing on the 23rd.

[STUART] Yes, an 11 a.m. departure is fine.

[STUART] Uh, 17:05 on the 24th in Shanghai?

[STUART] Yeah, that'd be perfect.

[STUART] Uh, yes. Banks - Stuart Banks.

[STUART] My passport number?

[STUART] Uh, yes.

[STUART] Just a moment.

[STUART] Umm, my passport, right.

Great. 很好。  
Wonderful. 好极了。  
OK. 好。  
All right. 好的。  
I think that's wonderful. 我感觉很不错。  
That'd be perfect. 那就太好了。  
Right. 好的。

请听音频。请把词条移至正确的间隔处。 HOTEL CLERK: Hotel Royal. Good evening.  
BUSINESSMAN: Uh, hi. I have a reservation for the nights of December 7th and 8th. The name is Kent. Brad Kent.  
HOTEL CLERK: Uh-huh? (Right) . I see it here.  
BUSINESSMAN: I'd like to change that to the 8th and 9th, if possible.  
HOTEL CLERK: (All right) . Let me just check. No problem, sir. I can make that change for you now, if you like.  
BUSINESSMAN: That'd be (perfect) . Thank you so much.  
HOTEL CLERK: Not at all. Is there anything else?  
BUSINESSMAN: Uh, yes. Does my room have internet access?  
HOTEL CLERK: Yes, it does. Every room at Hotel Royal has free internet access.  
BUSINESSMAN: (Great) . Thank you very much.  
HOTEL CLERK: You're welcome. Goodbye.

## 安排会议

你要安排时间见一下业务联系人。

### 间接宾语

英语中最常见的句子结构是主谓宾。

在此句子中，**a postcard** 是直接宾语，因为它是谓语动词动作的接受者（由杰克寄出）。

有时，名词或代词并不是动词动作的接受者，而是直接宾语的接受者。这被称为间接宾语。

在本句中，**his wife** 是间接宾语，因为她是直接宾语的接受者 (**a postcard**)。注意，该间接宾语位于动词和直接宾语之间。

主语	谓语	宾语
Jack	sent	a postcard.

主语	谓语	间接宾语	直接宾语
Jack	sent	his wife	a postcard.

你也可以使用介词 **to** 和 *\*for*，在直接宾语后接间接宾语。

主语	谓语	直接宾语	间接宾语
Jack	sent	a postcard	to his wife.
Jack	bought	a gift	for his wife.

以下是间接宾语的更多示例:	
I had to give the hotel my credit card number.	我必须向酒店提供信用卡号码。
I showed the clerk my passport.	我向工作人员出示了护照。
I showed my passport to the clerk.	我给那位接待员看了我的护照。
The hotel gave my company a discount.	酒店向我公司提供了折扣。

当代词代替间接宾语时，我们称之为间接宾语代词。	
The hotel sent me a confirmation email.	酒店给我发了一封确认电子邮件。
The clerk gave her the bill.	工作人员把账单交给她。
The clerk gave the bill to her.	那位接待员把账单给了她。

观看视频，学习语言用法。 [https://cns2.ef-cdn.com/Juno/12/99/27/v/129927/GE\\_8.4.3\\_v2.mp4](https://cns2.ef-cdn.com/Juno/12/99/27/v/129927/GE_8.4.3_v2.mp4)

[LINDSTROM] Per Lindstrom.  
[TODD] Per. This is Todd Billings from IXW. Joan and I have been trying to reach you.  
[LINDSTROM] Oh, Todd! I'm really sorry. Things are happening fast here.  
[TODD] Look. It's absolutely critical that we meet. I want to ask you some questions about the software you're developing for us. It's already behind deadline.  
[LINDSTROM] Well, honestly, Todd, I'm extremely busy this week. It's, uh, hard to explain.  
[TODD] Per. It's vital that we sit down together and talk. We're paying your company a lot of money. It's essential we get an understanding of what's going on.  
[LINDSTROM] You're right. Uh, when can we set up a meeting?  
TODD] How about sometime today? I'm in Stockholm right now.  
[LINDSTROM] You're in Stockholm?  
[TODD] Per. I sent emails and left voicemail messages. You didn't get them?  
[LINDSTROM] Oh, no, I, um ... It's been crazy here.  
[TODD] Look. We need to meet as soon as possible. When are you free today?  
[LINDSTROM] Oh, uh ... let, let me just check my calendar.

[LINDSTROM] Todd, I'm sorry, but I'm booked all day. Today just doesn't work.

[TODD] What day would suit you?

[LINDSTROM] Hmm. I'm free early tomorrow morning. Can you do 8 o'clock?

[TODD] Yes. I'll be there at 8.

[LINDSTROM] Great. I'll clear my schedule for the rest of the morning. And again, I'm sorry for all this.

[TODD] I look forward to seeing you tomorrow.

[LINDSTROM] And I'll explain everything.

[TODD] That would be good.

It's absolutely critical that we meet. 我们绝对有必要见面。

It's vital that we sit down together. 我们务必坐下来谈谈。

It's essential we get an understanding. 我们必须取得谅解。

We need to meet as soon as possible. 我们需要尽快见面。

表达紧急和重要	
用此类表达来表达紧急：	
It's crucial that we find a solution.	我们务必找到解决办法。
It's urgent the company find a buyer.	公司急需找到一名买家。
It's essential that he attend the meeting.	他必须出席会议。
It's vital no one discuss this information.	任何人不得谈论此信息。
It's critical that we meet the deadline.	我们必须按时完成。
It's imperative all staff understand the situation.	所有员工必须明白这一形势。

这些非常正式的表达通常后接动词原形。注意在这些例子中，并未遵循主谓一致原则：动词 <b>attend</b> 和 <b>report</b> 结尾并未后接s。在此种强烈或情感的动词之后，第二个动词采用称为虚拟式的特殊形式。	
It's essential that he attend the meeting.	他必须出席会议。
It's vital she report to us immediately.	她必须立即向我们报告。
用副词 <b>absolutely</b> 来加强紧迫感：	
It's absolutely critical that we meet the deadline.	我们绝对必须按时完成。
It's absolutely crucial we find a solution.	我们绝对必须找到解决办法。
语言注释： 谨慎使用 <b>absolutely</b> 、 <b>completely</b> 和 <b>totally</b> 等修饰语；如果情况并非如你的用语那样紧急，你可能被责怪夸大事实。	

请听音频。请把词条移至正确的间隔处。 Thank you all for coming today. First, let me say that it is (absolutely essential) that nothing I discuss here today go outside this room. That said, I think you all understand how (urgent) it is that we find a solution to the problem of our decreasing market share. It's (imperative) that we increase sales in the fastest-growing region for our products – Asia. Because of this, we have decided to purchase our biggest competitor. It's (vital) that this deal be successful. We have the financial strength, and it's (crucial) that we take advantage of this opportunity.

观看视频，学习语言用法。 [https://cns2.ef-cdn.com/Juno/12/99/27/v/129927/GE\\_8.4.3\\_v2.mp4](https://cns2.ef-cdn.com/Juno/12/99/27/v/129927/GE_8.4.3_v2.mp4)

[LINDSTROM] Per Lindstrom.

[TODD] Per. This is Todd Billings from IXW. Joan and I have been trying to reach you.

[LINDSTROM] Oh, Todd! I'm really sorry. Things are happening fast here.

[TODD] Look. It's absolutely critical that we meet. I want to ask you some questions about the software you're developing for us. It's already behind deadline.

[LINDSTROM] Well, honestly, Todd, I'm extremely busy this week. It's, uh, hard to explain.

[TODD] Per. It's vital that we sit down together and talk. We're paying your company a lot of money. It's essential we get an understanding of what's going on.

[LINDSTROM] You're right. Uh, when can we set up a meeting?

TODD] How about sometime today? I'm in Stockholm right now.



[LINDSTROM] You're in Stockholm?  
[TODD] Per. I sent emails and left voicemail messages. You didn't get them?  
[LINDSTROM] Oh, no, I, um ... It's been crazy here.  
[TODD] Look. We need to meet as soon as possible. When are you free today?  
[LINDSTROM] Oh, uh ... let, let me just check my calendar.  
[LINDSTROM] Todd, I'm sorry, but I'm booked all day. Today just doesn't work.  
[TODD] What day would suit you?  
[LINDSTROM] Hmmm. I'm free early tomorrow morning. Can you do 8 o'clock?  
[TODD] Yes. I'll be there at 8.  
[LINDSTROM] Great. I'll clear my schedule for the rest of the morning. And again, I'm sorry for all this.  
[TODD] I look forward to seeing you tomorrow.  
[LINDSTROM] And I'll explain everything.  
[TODD] That would be good.

When are you free today?      你今天什么时候有空?  
Let me just check my calendar.    让我查看一下日程。  
I'm booked all day.    我一整天都有安排。  
Today just doesn't work.      今天根本不行。  
What day would suit you?      哪一天适合你?  
Can you do 8 o'clock?    8 点你能行吗?  
I'll be there at 8.    我 8 点到。  
I look forward to seeing you tomorrow.    期待明天与你见面。

请选择正确的词。 What day would ( check / suit / forward ) you?

I'm ( seeing / forward / booked ) all day.

Can you ( do / be / let ) 8 o'clock?

I look ( free / forward / there ) to seeing you.

I'll be there ( at / all / do ) 8 o'clock.

Let me ( suit / meet / check ) my calendar.

**Truth:** suit; booked; do; forward; at; check

## 做一个会议总结

你将为一个同事总结会议。

观看视频，学习语言用法。 [https://cns2.ef-cdn.com/Juno/12/99/28/v/129928/GE\\_8.4.4\\_v2.mp4](https://cns2.ef-cdn.com/Juno/12/99/28/v/129928/GE_8.4.4_v2.mp4)

[LINDSTROM] So, Todd. I have some very positive news, but also some bad news. First, the bad news. Our director of engineering quit two weeks ago. He just walked out the door.

[TODD] That's unfortunate.  
[LINDSTROM] Yes. We're a small company, and when someone like that quits ...  
[TODD] Okay. So I understand why you're running behind schedule. But, moving forward, what are we going to do to wrap this project up? We need that software fast.  
[LINDSTROM] I understand. And this is the positive news. We are fast-tracking your project.  
[TODD] Okay.  
[LINDSTROM] We've hired a new senior engineer, and she's working only on your project. Her team will work seven days a week until it's finished.  
[TODD] Good. So when do we get our software?  
[LINDSTROM] I wish that I had better news for you. We'll miss the deadline by two weeks. But we are back on track.  
[TODD] Per. I just flew halfway around the world to hear this, because you weren't answering your emails. Communication is the real issue here. You have to keep us informed.  
[LINDSTROM] Yes. Agreed. From now on, I'll email you daily until the software is ready.  
[TODD] Okay. Daily sounds good.  
[LINDSTROM] So, let's look at the new production plan.  
[JOAN'S VOICEMAIL] You've reached the voicemail of Joan Baxter. I'm not available right now, so please leave a message after the tone.  
[TODD] Joan, this is Todd. I just wanted to give you a summary of my meeting with Per. I'm sorry to tell you this, but the software will be two weeks late.  
[TODD] They lost their best engineer a couple of weeks ago. But, they've hired a new person, and Per has the team working round the clock. I have to say that maybe two weeks isn't so bad.  
[TODD] I was worried that it would be two months. Anyway, give me a call when you get this.

just walked out the door      刚刚走出门去  
running behind schedule    落后于预定计划  
moving forward    向前推进  
wrap this project up      完成这个项目  
fast-tracking your project    快速推进你的项目  
work seven days a week    每周工作七天  
miss the deadline    未如期完成  
back on track    重回正轨  
keep us informed      随时告知我们  
working round the clock    夜以继日地工作

商务习语和表达	
表达可能同时具有字面和比喻意义。当表达具有比喻意义时，称为“习语”。再次观察这些商务习语及其定义。	
walk out the door = leave	24/7 = all the time (24 hours a day, seven days a week)
run behind schedule = go slower than planned	miss the deadline = not meet the schedule
move forward = continue	back on track = on schedule again
wrap up = finish	keep me informed = tell me what's happening
fast-track = achieve as quickly as possible	work around the clock = work nonstop

请把词条移至正确的间隔处。 Our product manager quit suddenly last week. She just walked out the (door) .

We'll have to work 24/7. We're already running two weeks behind (schedule) .

Communication is the key. Moving (forward) , how can we improve it?

They (wrapped) the project up in three months. It was incredible.

They're (fast-tracking) Tom for a manager's position. In only two years' time, he'll be a boss.

Our project is back on (track) . Everything's going much better now.

时间连接词	
时间连接词表示某事发生的时间。用 <b>until</b> 表示某事继续到某个指定的时间。	
The team will work around the clock until the project is finished.	整个团队将日以继夜地工作，直到项目结束。
用 <b>as soon as</b> 表示某个时间点后立即发生。	
As soon as we wrap up the project, I will take some time off.	一等项目完成，我就马上休假。
She was fast-tracked for promotion as soon as she joined the company.	她一进入公司，立刻平步青云。

用 <b>by the time</b> 来强调某个动作或事件之前的时间段。通常与过去完成时等时态搭配使用，比较两个时间点。	
By the time we wrapped up, we had already missed the deadline.	等到完成，我们已经错过了最后期限。
My boss had gone by the time I finished writing the email.	等我写完这封电子邮件，老板已经离开。

请把词条移至正确的间隔处。 My flight was delayed, and I didn't arrive (until) 9 in the evening. (By the time) I arrived at the hotel, I already had six messages waiting for me. (As soon as) I checked into my room, I called the client. (By the time) I spoke with the client, we had already lost the deal.

观看视频，学习语言用法。 [https://cns2.ef-cdn.com/Juno/12/99/28/v/129928/GE\\_8.4.4\\_v2.mp4](https://cns2.ef-cdn.com/Juno/12/99/28/v/129928/GE_8.4.4_v2.mp4)

[LINDSTROM] So, Todd. I have some very positive news, but also some bad news. First, the bad news. Our director of engineering quit two weeks ago. He just walked out the door.

[TODD] That's unfortunate.

[LINDSTROM] Yes. We're a small company, and when someone like that quits ...

[TODD] Okay. So I understand why you're running behind schedule. But, moving forward, what are we going to do to wrap this project up? We need that software fast.

[LINDSTROM] I understand. And this is the positive news. We are fast-tracking your project.

[TODD] Okay.

[LINDSTROM] We've hired a new senior engineer, and she's working only on your project. Her team will work seven days a week until it's finished.

[TODD] Good. So when do we get our software?

[LINDSTROM] I wish that I had better news for you. We'll miss the deadline by two weeks. But we are back on track.

[TODD] Per. I just flew halfway around the world to hear this, because you weren't answering your emails. Communication is the real issue here. You have to keep us informed.

[LINDSTROM] Yes. Agreed. From now on, I'll email you daily until the software is ready.

[TODD] Okay. Daily sounds good.

[LINDSTROM] So, let's look at the new production plan.

[JOAN'S VOICEMAIL] You've reached the voicemail of Joan Baxter. I'm not available right now, so please leave a message after the tone.

[TODD] Joan, this is Todd. I just wanted to give you a summary of my meeting with Per. I'm sorry to tell you this, but the software will be two weeks late.

[TODD] They lost their best engineer a couple of weeks ago. But, they've hired a new person, and Per has the team working round the clock. I have to say that maybe two weeks isn't so bad.

[TODD] I was worried that it would be two months. Anyway, give me a call when you get this.

I have some very positive news ... 我有一些非常好的消息.....

... but also some bad news. ...同时也有一些坏消息。

First, the bad news. 首先是坏消息。

I wish that I had better news for you. 我希望能给你带来更好的消息。

summary 概要

I'm sorry to tell you this, but ... 很抱歉告诉你这些, 但是...

### 让人做好听取坏消息的准备

让他人做好接受坏消息的准备有几种常用方法。注意第二和第三个例子中 <b>but</b> 一词的使用, 引出真实要传达的信息。	
Unfortunately, there is a big problem.	不巧的是, 有很大的问题。
I wish I had better news for you, but we have to cut staff.	我倒希望有好消息给你, 但我们必须裁员。
I'm sorry to tell you this, but we didn't get the contract.	我很抱歉告诉你这件事, 但是我们没拿到合同。

消息参杂时, 也就是既有好消息又有坏消息时, 常常使用下列表达。	
I have some good news and some bad news.	我有一些好消息和一些坏消息。
然后, 说话人可能会问听众想先听好消息还是坏消息。	
Which would you like to hear first?	你想先听哪一种?