

EASY CONVERSATION WITH FOREIGN COLLEAGUES

老 外 同 事 英 语 聊



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English in the Workplace 办公室英语

If you're lucky enough to have foreign colleagues, don't miss the opportunity to practice your language skills with them in and out of work in English. In a more relaxed, out of office setting, you'll speak better English than when you're in a professional setting; but even in the office, your English will slowly but surely improve as you get to know your foreign colleagues better.

如果你恰好有几个老外同事, 千万不要错失在工作或生活中与他们练习英语的机会。相比起拘谨的办公环境, 在工作之余相对随意的时间里, 你更能无拘无束地说英语。当然, 随着彼此了解的加



深, 你的英语能力会逐渐提高, 慢慢地, 即使在办公环境下, 你也能说一口流利的英语。

Just remember though that these are your colleagues, not your friends. Socialising with your colleagues has different rules from socialising with friends and family. Many people, however, treat the two situations in the same way. Not only is this a mistake, but it can lead to negative consequences for your career. Observe what others are talking about and what style of language they use. Then jump in and practice your English on your colleagues.

有一点需要注意, 同事和朋友是有区别的, 与同事相处聊天时所遵循的原则与和朋友相处时很不一样。很多人把二者混为一谈, 这不仅是一种错误的方



式，还可能会给工作带来困扰。所以在与老外同事聊天前要先观察他们在聊什么，用什么语言风格聊天，然后再尝试加入他们，练习自己的英语口语。



A Cross-Cultural Office

跨文化的工作环境

The cross-cultural environment offers you experience working with an international team which is very precious. However, it takes great efforts for an organisation to keep a good balance amongst the employees from different cultures across the organisation.

跨文化的工作环境会为你提供与国际团队合作的宝贵经验，但是，要在工作中

维持来自不同文化背景的员工之间的平衡并不容易。

Generally senior staff in an international team could be more understanding and flexible in their way of working, this way, they will be able to deal with people from various cultures in smarter ways so benefits can be maximised amongst the team members. Below are some tips that will help everyone in the team to maintain a healthy cross-cultural working environment.

一般来说，团队中经验丰富的高级职员在工作中更为灵活，在与老外同事交流方面也更有经验，可以让拥有不同文化背景的同事间的交流更为顺畅。下面我们将就如何维持跨文化工作环境的顺畅运行提供几条小贴士。



Get What You Want at Work

在英语工作环境中获取所需

There always comes a time when we want something at work. Whether it's a chance for more responsibility or a holiday request, the tone of voice we use will make or break our chances for actually getting it. Find out how to and how not to - make requests in English.

在工作中我们经常会有各种各样的需求，例如希望承担更多职责、申请假期

等等。在这个时候，我们的声音语调就十分关键，它有可能会帮助你获取所需或导致你失去机会。下面我们将详细探讨在表达请求时的注意事项。

Never Demand

切忌发号施令

Always avoid the imperative when making requests. Saying, "Give me some time off" will never please your boss. Instead, start your request politely, for example, "I'd like to request some annual leave" or "I'd appreciate it if you could give me your feedback."

在做请求时，要避免语气过于急促。像“给我几天假期”这样的话老板一定不爱听。应当以礼貌的方式开始提出自己的请求，例如，“我想申请几天年假”或者“如果能听到您对我的反馈意见，那我将感激不尽。”



Don't Use "I need"

切忌使用“我需要……”

Always talking about what you "need" can make you sound bossy and offensive, so try asking instead. Phrases like "Could you please...?" and "Would you be able to...?" are perfectly polite ways to make your request known.

将“我需要……”挂在嘴边不仅显得张牙跋扈还带有冒犯意味。试试用询问的方式来表达自己的意思，比如说“您可以……吗？”和“请问您能……吗？”这样的语句，一定会将你的需求以更礼貌的方式传达给别人。

Never Assume

切忌假设猜想

If your boss is cool, you might be tempted to let something like, "I'm going to leave a bit early today," slip out. It's best not to



take control, though, and assume the top dog doesn't have a problem with it. "Would it be OK if I slipped out a bit early today?" or "Would you be opposed to my taking off around 4:30?" are great ways to ask permission.

如果你的老板人很不错，也许你会脱口而出：“我今天要提早一点离开。”不过最好不要在老板面前抢占主导，或假设他对此毫不在意。“我今天提早一点离开可以吗？”或者“您同意我今天4点30下班吗？”是征求别人同意时非常恰当的表达方式。

Don't Accuse

切忌指责

If your manager seems to have forgotten about your request, don't accuse him or her of not doing the work by saying, "Where are those figures I asked for?" For a simple yet effective

reminder, just say, for example, "I was wondering if you've had the chance to calculate those figures." It's a non-threatening way to remind your boss of something he or she promised to do.

如果你的老板忘记了你的请求，千万不要因此指责他们，说出类似“答应给我的数据在哪里？”这样的话。要想有效而又简洁地表达自己的需要，只需要说“请问您是否有时间整理好我之前交给您的那些数据？”就可以了。这种方式是提醒老板他们答应做的事情时，更为妥当的方式。

Try Again

多做尝试

If your manager has denied a request, it can be easy to just give up. Instead, if you really feel your request is valid, clearly organise



your argument and say, "Please reconsider my request."

如果老板拒绝了你的请求，你可能很容易就会放弃。但是，如果你觉得你的请求是合理的，那就应该重新组织语言，再多做尝试，对老板说，“请您再考虑考虑我的请求。”

How to Point Out a Mistake Gently & Constructively in English

如何用英语婉转而准确地提出批评





In most English-speaking countries, people can be particularly sensitive to criticism and more importantly, the way you deliver your criticism. If delivered in the wrong way, criticism may be more hurtful than helpful. However, when you offer criticism to someone in English, it is easy to soften the blow merely by altering your wording and your attitude, you can help someone grow as opposed to making them feel defeated. Here are some tips:

在大多数使用英语的国家，人们对于批评，特别是提出批评的方式十分敏感。如果表达的方式不对，批评造成的伤害会比其提供的帮助大得多。然而，当你用英语提出批评时，只要在措辞和态度方面稍稍改变，就可以弱化批评的冲击

性，减少对方的挫败感。下面我们提供了几条小贴士：

Avoid Direct Accusations

切忌直接进行指责

Phrases like "You're wrong!" and "Your presentation was terrible!" have no place in effective criticism. In fact, it's best to leave the word "you" out, if at all possible. Personal attacks make people feel defensive, and then they won't really listen to anything you have to say.

像“你做得不对！”或者“你的展示演讲太差了！”这样的话肯定不是有效的批评方式。事实上，最好的方式是在批评中把“你”字去掉。针对个人的批评让人觉得攻击性太强，这种情况下对方往往不愿意继续听你的说话内容。



Soften with Compliments

用表扬弱化批评

Before starting with the criticism, warm the person up with compliments. If you are discussing their work, find several things you truly like about what they have done. For example, "You presented a lot of good and helpful information in it, and I can tell you put a lot of effort into it. I appreciate your hard work." This will lower their defenses and make them feel appreciated.

在批评对方前先表扬对方可以起到弱化批评的效果，不至于使场面过于难堪。如果你们讨论的是关于工作的事，那么你可以先找出对方工作中你非常欣赏的几点。如，在批评前可以先说，“你今天的演讲展示里提供了许多有用的信息，看得出你花了很多心思准备，你的努力让我非常欣赏。”有了这些话做铺垫，对方会感到他们的努力没有白费。

Don't Continue with "But"

切忌用“但是”做转折

However, a short, vague compliment followed by "but" – such as "It was a helpful talk, but you really need to improve your presentation skills." – won't do much to help the process. After you've shared your compliments, allow them time to be absorbed. Immediately following your compliment with a "but" will destroy all you've tried to accomplish by making your praise seem false and insincere.

在表扬时如果用“但是”做转折会降低弱化批评的效果。例如“你的演讲展示不错，但是你需要提高你的展示技巧。”这样的话，对于弱化批评就起不了什么作用。在表扬对方后，应该给出一段时间让他们吸收，如果立刻用“但是”承接你的批评，会让你之前的表扬看起来假惺惺。



Advise with Advice

提出建议

Remember that the goal of constructive criticism isn't to make the person feel terrible; it's to help them grow. Instead of directly accusing the person, try to get the message through to them in the form of light-hearted advice. Phrases like, "Next time you might want to ..." or "I find it helpful to ..." can take away the blame while still leaving an impact: "Next time you might want to give a little more attention to the audience. I find it helpful to look people in the eyes while I am speaking."

要切记，提出批评的目的并不是为了使对方难堪，而是促使对方进步。所以，相比直接批评指责，在愉悦的氛围下给对方提出建议效果更好。像“下次你可



以……做”以及“我觉得……做也不错”这样的话不仅可以避免直接批评，还能带来你想要的效果。例如：“下次你可以更多地关注听众的反应。我发现在演讲时注视着听众的眼睛效果不错呢。”

Stay Specific

明确批评内容

People can't change overnight, especially if they don't get detailed direction. Simply saying "you need to work on your presentation skills" won't help a soul! Be detailed in your advice, and don't overload anyone with criticism. Remember, you want them to keep trying and improving. Don't leave them feeling defeated!

每个人都不可能在一夜之间改变，特别是在方向不明确的情况下。如果仅仅

只是提出“你需要改进演讲展示的技巧”，一定无法说服对方。所以在提出建议时一定要具体，不要只顾着批评对方。切记，你的目的是促使对方不断尝试不断进步，而不是给他带来挫败感！

The Magic of Water Machine & Photocopier

功效奇妙的饮水机和复印机

You usually race to the water machine and back to grab a glass of refreshing H₂O, or rush to the copier to get your documents



copied in lightning speed between your pressing daily tasks at the office.

你可能经常会匆忙跑到饮水机旁，倒上一杯水后就离开；或者在工作间隙急急忙忙地去复印机前复印好需要的文件，又迅速地投入到工作之中。

Slow down just a second. Who else do you come across when you pass that way, would it hurt to pause a moment and see who else is thirsty or wanting duplicates of their papers?

尝试放慢你的步伐，看看在路上你都遇到了谁，看看有没有人也需要倒水或者复印文件？

"What for?" You might wonder. How can anyone benefit from a trip to the water machine or the photocopier and what would you say to all those strangers



who work somewhere in the building anyway?

“这样做有什么用呢？”你也许会感到奇怪，不就是倒水、打印文件吗？他们能给我带来什么好处呢？我对这些只是同一座楼中工作的陌生人要说些什么呢？

Well, apart from developing rapport with people from other departments, it's a great way to meet the inhabitants of the 'faces' that float by you in the hallways, elevators, stairways, canteen and lavatories of the space you all call work.

其实，除了帮助你认识同公司其他部门的员工外，这还是一个极好的机会，让你认识平时在走廊、电梯、楼梯、餐厅和洗手间有过一面之缘的人。

What to say to all these strangers, is that what's worrying you now? How about a nice; "Hello, how are you today?"

你是不是在担心：我要和他们说什么呢？试试简单友好地问一句：“你好，今天过得怎么样？”

From this magical acknowledgement of another's existence, conversations will grow. Get ready to exercise your opinion, air your views, ask and answer questions on subjects you



may never have contemplated before. Topics such as geography, who will win the next Word Cup or elections, what's the current, hottest investment option, which is the best restaurant and movie on circuit, are a lot of the subjects you would need to comment on.

这样一句话看似简单，却有着不可忽视的力量，它可以让对方感受到存在感，也为后续聊天提供了契机。开始锻炼你的思路，准备提出问题并回答别人的问题，应对那些你可能从未遇到过的问题吧。诸如地理问题、谁会赢得下一届世界杯或选举、最热门的投资意向、周围最好的饭店和最近好看的电影等话题经常被谈论到。

Believe it or not, people are interested in you and what better place to give them a sample of your unique personality, capabilities and potential than to make them aware of your existence, in just a few moments a day - whilst indulging in water machine and photocopier talk.

不管你相不相信，放置饮水机和复印机这些东西的地方虽不起眼，但却能让别人对你产生兴趣，这些地方是别人在短



时间内对你独特的人格、出众的能力和潜力有所了解的最佳之地。

Socialising with Your Colleagues 和同事打交道



Socialising with co-workers has many potential benefits, both for your personal life and your professional life. Some care must always be taken when choosing to mingle with colleagues socially, but the benefits can far outweigh any potential risks.

和同事打交道对你的职业生涯和私生活都能带来许多益处。当然，和同事打交道也有潜在危机，但相对而言，益处还是大于危机的。



Co-workers might tend to be on their guard a little when you first arrive at the bar or party, but after half an hour and the first drink, those professional barriers tend to come down a bit and you start to get to become acquainted with the people behind the cubicle drones with whom you share an office.

It's a truism of modern life that many of us spend more time with our work colleagues than we do with members of our own family. When you see people for eight hours a day in a work environment, seeing them in a social environment is often the last thing you would ever choose to do, but socialising with co-workers can bring unexpected benefits.

在当代社会，很多人和同事呆在一起的时间远远多过和家人在一起的时间。对于一个每天要工作八小时的人而言，你可能不想在工作之外与他们再有任何交集，但是和同事打好交道可以带来意想不到的好处。

For one thing, if you hang out with colleagues after work, you get to know each other a little better in a more relaxed context.

首先，如果你在工作之余仍能和同事聚会，在这种舒适自由的环境下，你对他们的了解则会更深。也许当你刚刚到达同事们相聚的酒吧或聚会时，他们会显得比较拘谨，但是过上一个半小时，再加上一杯酒下肚，这些隔阂就会慢慢消失，你也会渐渐和这些与你分享同一个办公室的同事变得熟识起来。

People in a social context will share more of their true personality than people conscious that they are on the



clock, and knowing your co-workers better - even if it is just trivial things such as where they hope to spend their next holiday - will help you work with them more productively and help you to bond as a real team. However, it is important to remember that you are with colleagues, not your family or friends, so boundaries must be drawn when socialising with your colleagues.

相对于在分秒必争的工作中，处于工作之余的人们可以更自如地展示自我，并且更真实地了解你的同事——即便只是诸如下个假期想去哪里玩之类的琐事——通过这些了解，你们之间在工作上的合作也会更有效率，并成为一支真正高效的团队。但是，你仍然要记住自己在和同事打交道时，他们毕竟不是家人或者朋友，有些界限还是不能轻易跨越的。

Socialising with Colleagues Outside the Office

在工作之余和同事打好交道



This is where people tend to make their biggest mistakes. Socialising with co-workers is definitely easier than with clients or your boss, so some people aren't cautious enough - and they get a little too noisy or drunk at company events. You may feel more comfortable with your colleagues, but this doesn't mean you can let go of all self-control.



You still have to maintain your reputation and keep the respect of others.

工作之余和同事打交道时往往最容易出差错。因为对很多人而言，和同事打交道比和老板或者客户交流容易多了，因而很容易放低警惕；并且在和同事打交道时，有些人会过于多话甚至会喝得酩酊大醉。虽然和同事打交道相对而言比较舒适，但是也不能失去自控力。要学会自律并且顾及到自己的个人声誉，还要尊重他人。

Keep Your Conversation Appropriate 妥当的聊天内容

Don't tell jokes at a party that you would never tell in the office. Offending your team members may make them uncomfortable, and could hurt their feelings. And

that's something they may not forget anytime soon.

不要在派对中乱开玩笑，尤其是在办公室里禁忌的玩笑。冒犯你的同事会给他们造成不快，甚至伤害他们，而这种伤害短时间之内他们不会忘记。

Limit Your Alcohol 适当饮酒

Quite simply, don't drink too much. Walking around in an unsteady manner while laughing loudly will definitely get you noticed – but probably not in the positive way you'd like. Think of how unappealing other colleagues are when they're drunk. This should be enough to keep you away from the bar.

最简单的办法就是不要喝太多酒。笑得花枝乱颤并且四处走动自然会让你很显



眼……但效果可能并不会是你希望的那样。只要想想那些因喝醉酒而失态的同事，你就肯定会和酒吧保持一定距离了。

Fill Your Stomach Beforehand 聚会前先填饱肚子

Business etiquette experts recommend eating something before you go to an event. You never know how much food will be served, and you don't want to be the only one piling a lot of food onto your plate. And, of course, eating beforehand will help stop that first drink from affecting you as much.

商务礼节专家建议人们聚会前先填饱肚子。因为在聚会前你并不知道供应的食物是否充足，而且你也不会想成为那个

拼命往碟里加食物的人。此外，事先填饱肚子也能为你的第一杯酒热身，可以有效避免酒精带来的强烈刺激。

Discuss Non-Work Topics 讨论与工作无关的话题

Aim to keep the conversation away from business. Get to know your team – ask them about their hobbies, families, and interests. Talking about the report you just wrote, or discussing your recent promotion, can be not only boring, but also annoying.



在聚会中尽量不要讨论与工作相关的话题。你可以尝试多了解你的工作团队——他们的爱好、家庭和兴趣等。讨论你正在写的报告或者你的升职机会不仅无聊，还会令人生厌。

Spend Time with New People

多花时间和不认识的人聊天

Company events are a way to get to know colleagues and bond as a group, but resist the temptation to talk with only your regular circle of co-workers. Move around and get to know people from other departments. Chances are high that your boss is watching – so if you're seen

with several different people, this could reflect positively on your abilities as a communicator.

公司的聚会是了解同事及增强团队凝聚力的极佳方式，但是不要仅仅只和熟悉的人聊天。可以四处走动一下，尝试认识一些其他部门的同事。要知道，你的老板也许正在旁边观察，如果他们看到你积极地和不同的人聊天接触，一定会感觉你是一个善于沟通交流的人，进而留下积极印象。



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望京中心:

北京市朝阳区广顺北大街33号望京凯德MALL 3层(地铁15号线望京站C出口)

中关村第二中心:

北京市海淀区丹棱街甲1号欧美汇购物中心4层(地铁4号线, 10号线海淀黄庄站A2出口)

崇文门中心:

北京市东城区西花市大街国瑞城中区13号楼1号底商地下1层、1层、2层(地铁2号线崇文门站C出口, 地铁5号线崇文门站C2出口)

上地中心:

北京市海淀区农大南路1号院1号楼华联商厦地下一层(轻轨13号线上地站出口)

首地中心:

北京市丰台区南三环西路16号搜宝商务中心2号楼106室(地铁4号线马家堡站A出口)

酒仙桥中心:

北京市朝阳区酒仙桥路18号LG-29号单元

天津 TIANJIN

国际商场中心:

天津市和平区南京路211号国际商场B座7层(地铁1号线营口道站B出口)

海信广场中心:

天津市和平区解放北路188号海信广场6层(地铁1号线小白楼站D出口)

新安购物广场中心:

天津市南开区东马路138号新安购物广场1层

塘沽中心:

天津市塘沽区解放路453号巨川金海岸

奥城中心:

天津市南开区宾水西道与凌宾路交口奥城时代广场C4一层113号商铺

青岛 QINGDAO

中环广场中心:

青岛市市南区漳州路79号中环国际广场1楼

黄金广场中心:

青岛市市南区香港中路20号黄金广场2楼

上海 SHANGHAI

金茂中心:

上海市浦东新区世纪大道88号金茂大厦3层(地铁2号线陆家嘴站6号出口)

梅龙镇广场中心:

上海市静安区南京西路1038号梅龙镇广场9层(地铁2号线南京西路站1号出口)

新天地中心:

上海市卢湾区新天地马当路159号3层(地铁1号线黄陂南路站1号出口)

徐家汇中心:

上海市徐汇区天钥桥路1号煤科大厦1-3层(肇嘉浜路与天钥桥路交叉口)(地铁1号线徐家汇站10号出口)

虹桥中心:

上海市长宁区天山路765号虹桥公寓1层(地铁2号线娄山关路站4号出口)

人民广场中心:

上海市黄浦区汉口路704号(云南中路口)(地铁1号线人民广场站14号出口)

虹口中心:

上海市虹口区四川北路1661号2号楼1层102-1(轻轨3号线东宝兴路站2号出口)

五角场中心:

上海市杨浦区政通路189号特力时尚汇1F-17(国宾路口)(地铁10号线江湾体育场站2号出口)

中山公园中心:

上海市长宁区汇川路68号(地铁2号线中山公园站7号出口)

南丹路中心:

上海市徐汇区天钥桥路313号商场313-A及天钥桥路321号202-A(南丹路口)

莘庄中心:

上海市闵行区都市路5001号仲盛世界商城3层53A(地铁1号线莘庄站南广场出口200米)

上海湾中心:

上海市浦东新区浦城路398号上海湾B03室(地铁9号线商城路站4号出口)

正大广场中心:

上海市浦东新区陆家嘴西路168号正大广场7层大众书局内(地铁2号线陆家嘴站2号出口)

武宁路中心:

上海市普陀区武宁路205号沪西剧院2层

静安寺中心:

上海市静安区万航渡路32号1-2层(地铁2号线静安寺站1号出口)

宜山路中心:

上海市徐汇区宜山路455号光启城3层365-366单元(地铁3号线、4号线宜山路站1号出口;地铁9号线宜山路5号出口)

打浦桥中心:

上海市卢湾区徐家汇路618号日月光中心3层K01-06单元(地铁9号线打浦桥站3号口)

南京 NANJING

新街口中心:

南京市白下区中山东路18号大众书局2楼(地铁1号线新街口站8号出口)

上海路中心:

南京市白下区汉中路143、145号环亚汉中广场(地铁2号线上海路站1号出口)

杭州 HANGZHOU

延安路中心:

杭州市上城区平海路76号银都电影大厦3层(地铁1号线龙翔桥站D出口)

武林广场中心:

杭州市下城区武林广场29号杭州剧院2层(地铁1号线武林广场站B出口)

庆春路中心:

杭州市下城区中山北路12号2层(地铁1号线凤起路站C5出口)

湖墅路中心:

杭州市拱墅区湖墅南路234号

广州 GUANGZHOU

天河财富广场中心:

广州市天河区体育东路116-118号财富广场西塔109B室(地铁1号线体育中心站B出口)

荣建中心:

广州市越秀区建设六马路29-31号荣建大厦2楼(地铁5号线淘金站A出口)

公园前中心:

广州市越秀区中山五路219号中旅商业城1楼(地铁1号线公园前站A出口)

海珠中心:

广州市海珠区宝岗大道498号广百新一城4楼(地铁2号线江南西站A出口)

体育西中心:

广州市天河区体育西路73号1楼及2楼(地铁1号线体育西路站A出口)

荔湾中心:

广州市荔湾区康王中路650号新光城市广场3楼和4楼(地铁1号线陈家祠站C出口)

番禺中心:

广州市番禺区市桥富华西路2号钻汇珠宝广场首层C015 - C017, C115, C116, C210 - C220号铺(地铁3号线市桥站C出口)

天河北中心:

广州市天河区天河北路569号一层003(地铁3号线华师站E出口)

珠江新城中心:

广州市天河区珠江新城花城大道85号高德置地广场春商场三层320单元(地铁3号线和5号线珠江新城站高德置地广场方向出口)

深圳 SHENZHEN

科学馆中心:

深圳市福田区深南中路上步路口深圳购书中心1楼(地铁1号线科学馆站B出口)

南山中心:

深圳市南山商业文化中心区海岸大厦东座2楼243号(地铁2号线后海站D1出口)

CBD中心:

深圳市福田区民田路新华保险大厦1楼(地铁2号线和3号线换乘站福田站1号出口)

金光华中心:

深圳市罗湖区人民南路2028号金光华广场5楼(地铁1号线国贸站A出口)

车公庙中心:

深圳市福田区深南大道6017号车公庙都市阳光名苑裙楼2楼(地铁1号线车公庙站C出口)

华强北中心:

深圳市福田区红荔路38号群星广场裙楼1楼(地铁3号线华新站B出口)

世界之窗中心:

深圳市南山区沙河世纪假日广场B座裙楼102 - 103号(地铁1号线和2号线换乘站世界之窗站C1出口)

太古城中心:

深圳市南山区中心路太古城花园购物中心北区3楼(地铁2号线海月站B出口)

佛山 FOSHAN

东方广场中心:

佛山市禅城区文龙街8号东方书城首层1P2号及二层内

无锡 WUXI

崇安寺中心:

无锡市崇安区崇安寺街区公园街118-202号

苏州 SUZHOU

观前街中心:

苏州市姑苏区观前街246号苏州食品大厦三层(观前街与人民路交叉口美罗商场对面麦当劳楼上)(地铁1号线乐桥站7号出口)

好东西与好朋友 一起分享哦!

请您朋友**本人**填写以下资料卡(须年满17周岁),
影印放大传真至24小时活动服务热线:

40085 40085



免费「老外同事英语聊」索取卡 活动代码: RF2013TWFC

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职业: _____ 教育程度: _____

电子邮件: _____

特别说明:

- 本次活动仅限北京、上海、广州、深圳、天津、杭州、青岛、南京、佛山、无锡、苏州地区17至60岁人员参加。
- 资料卡须填写完整并经电话确认无误后方可获取免费礼物。

Easy Conversation with Foreign Colleagues

The best way to improve your English is to take any opportunity to practice with your foreign colleagues in and out of work. Just make

sure you get a few ground rules right beforehand, observe what others are talking about and what style of language they use.