

订票



1. 我要一个靠窗的座位。

I'd like to have a seat by the window.

2. 我要坐在飞机前部。

I'd like to sit in the front of the plane.

3. 我要再确认一下我从伦敦到东京的班机。

I'd like to reconfirm my flight from London to Tokyo.

4. 我要退这张票。

I'd like a refund on this ticket.

5. 请帮我预订明天去芝加哥的座位好吗？

Would you please make my reservation to Chicago for tomorrow?

6. 去纽约的经济舱机票多少钱？

What's the fare to New York, Economy Class?

7. 请给我一张去芝加哥的单程二等票好吗？

Can I have a second-class one way ticket to Chicago, please?

8. 我想把这张票换成头等车。

I'd like to change this ticket to the first class.

9. 我要预订去芝加哥的卧铺。

I'd like to reserve a sleeper to Chicago.

行李托运



1. 这次班机是在这个柜台办理登机手续吗？

Is this the right counter to check in for this flight?

2. 我想托运这三件行李。

I want to check these three pieces.

3. 我一共三件行李超重吗？

I've got three pieces altogether. Are they overweight?

4. 我的行李必须全部过磅吗？

May all my luggage be weighed?

5. 这只短途旅行包我自己随身带。

Carry this over-weight bag by myself.

行李遗失

1. 我找不到我的行李。

I can't find my baggage.

2. 这是我的行李票。

Here is my claim tag.

3. 是否可麻烦紧急查询？

Could you please check it urgently?

4. 一旦找到行李，请立即送到我停留的饭店。

Please deliver the baggage to my hotel as soon as you've located it.

5. 若是今天无法找到行李，你如何帮我？

How can you help me if you can't find my baggage today?

乘机



1. 我的座位在哪里？

Where is my seat?

2. 我能将手提行李放在这儿吗？

Can I put my baggage here ?

3. 是否可替我更换座位？

Could you change my seat, please?

4. 我是否可将座位向后倾？（ 向后座的乘客说 ）

May I recline my seat?

5. 机上提供那些饮料？

What kind of drinks do you have?

6. 请给我一个枕头和毛毯。

May I have a pillow and a blanket, please?

7. 这班班机会准时到达吗？

Will this flight get there on time?

8. 我担心能否赶上转机班机。

I'm anxious about my connecting flight.

9. 请告诉我如何填写这张表格？

Could you tell me how to fill in this form?

10. 我想要确认我预订的机位。

I' d like to reconfirm my plane reservation please.

11. 盥洗室在哪里？

Where is the lavatory?

12. 你有中文报纸吗？

Do you have Chinese newspapers?

出入境填表



1. 姓 family name
2. 名 first (given) Name
3. 性别 gender
4. 国籍 nationality, country of citizenship
5. 护照号 passport No.
6. 原住地 country of origin
7. 前往目的地国 destination country
8. 登机城市 city where you boarded
9. 签证签发地 city where visa was issued
10. 签发日期 date issue
11. 偕行人数 accompanying number
12. 职业 occupation
13. 专业技术人员 professionals & technical
14. 行政管理人员 legislators & administrators
15. 办事员 clerk
16. 商业人员 commerce (Business People)

工作人员常用询问

1. 你住哪儿?
Where are you staying?
2. 你来干什么?
What's the purpose of your visit?
3. 你买回程票了吗?
Do you have a return ticket to Beijing?
4. 你来玩儿几天?
How long will you be staying in the United States?

兑换外币



1. 我想把全部汇款换成美元。

I'd like to convert the full amount of the remittance into U.S. dollars.

2. 我想把这张纸币换成硬币。

I'd like some coins for this note.

3. 我想把这张50美元纸币换开。

I'd like to break this 50 dollar note.

4. 请给我5张20元和10张一元的。

Five twenties and ten singles, please.

5. 我希望给我10张面额为100美元的旅行支票。

I hope you'll give me ten traveler's cheques of 100 dollars each.

住宿

1. 我会晚一点到达，请保留所预订的房间。

I'll arrive late, but please keep my reservation.

2. 是否可给我一张有旅馆地址的名片？

Can I have a card with the hotel's address?

3. 我想要一间视野好（有阳台）的房间。

I'd like a room with a nice view (a balcony).

4. 随时都有热水供应吗？

Is hot water available any time?

5. 我想设定早晨的呼叫铃。

I'd like a wake-up call, please.

6. 这里可使用信用卡（旅行支票）吗？

Do you accept credit cards (traveler's checks)?

7. 是否可代为保管贵重物品？

Could you keep my valuables?

8. 我有些衣服需要送洗。

I have some laundry.

9. 我要退房。请给我帐单。

I'd like to check out. My bill, please.

10. 请问早餐几点供应？

What time is breakfast served?

交通



1. 请到这个地址。

Take me to this address please.

2. 再快一点行吗？

Can you speed up a bit more?

3. 计价器上显示多少？

How much does the meter(taxi meter) read?

4. 请让我在校门口下车。

Please drop me at the school gate.

5. 我要发票。

I need the receipt.

6. 打车到市中心需要多少钱？

How much does it cost to the city center by taxi?

7. 请问这附近有地铁吗？

Is there any subway nearby?

8. 这是去环线地铁的换乘站吗？

Is this the transfer station for the loop line?

9. 去XX要多久？

How long does it take to go to XX?

10. 请问乘坐四次列车应该去哪个站台？

Which platform is for the No.4 train?

11. 我需要转车吗？

Do I have to change buses?

购物



1. 附近哪有百货商店?

Is there a department store around here?

2. 最近的超市在哪?

Where is the nearest supermarket from here?

3. 这个镇有什么特产吗?

Are there any unusual things produced in this town?

4. 这有免税店吗?

Is there a duty-free shop?

5. 你能把它作为礼物包装吗?

Can you wrap it as a gift?

6. 能打折吗?

Could you give me a little discount? \How about a discount?

7. 可以算便宜一点吗?

Can you cut me a deal? \Is this your final price?

8. 试衣间在哪?

Where is the fitting room?

9. 我买它能免税吗?

Can I buy it tax-free?

10. 能给我张退税表吗?

May I have the form for tax refund?

11. 我喜欢这一件, 我能试穿吗?

I like this one. May I try it on?

问路

1. 请问, XX在哪儿?

Excuse me, I am looking for XX, do you know how to get there?

2. 请问去XX我该往哪个方向走?

Can you show me which direction should I choose if I want to go to XX?

3. 这里有去市中心的机场巴士吗?

Is there an airport bus to the city center?

4. 在哪儿能有出租车?

Where is the bus stop / taxi stand?

用餐



1. 我可以点餐了吗？

May I order, please?

2. 请给我菜单。

May I have a menu, please?

3. 可否让我看看酒单？

May I see the wine list?

4. 这里最受欢迎的餐点是什么呢？

What kind of dish is the most popular here?

5. 餐厅有今日特餐吗？

Do you have today's special?

6. 我可以点与那份相同的餐吗？

Can I have the same dish as that?

7. 我想要一份开胃菜与排餐（鱼餐）。

I'd like appetizers and meat(fish) dish.

8. 餐厅是否有供应素食餐？

Do you have vegetarian dishes?

9. 牛排全熟（五分熟/七分熟）。

Well done (medium/medium well), please.

10. 可以再给我一根汤匙/叉子吗？

May I have another spoon/ fork, please?

11. 不好意思，我点的餐点有问题。

Excuse me. There is a problem with my order.

12. 现在改餐点还来得及吗？

Is it too late to change my order?

13. 麻烦请结帐。

Check, please.

旅游报团



1. 有到大峡谷的旅游团吗？

Are there any tours for the Grand Canyon?

2. 听起来不错，我到哪里去报名呢？

That sounds fantastic! Where do I go to sign up for that tour?

3. 你可以告诉我“旅客服务中心”在哪儿吗？

Would you show me where the Tourist Information Center is?

4. 报团费用是多少？

What is the cost?

5. 价钱还可以，让我考虑一下，我会再打电话给你。

That sounds reasonable. Let me think it over. And I will call you back to make reservation.

看病

1. 我的腿受伤了。

I have injured my leg.

2. 我的左脚踝肿了。

My left ankle is swollen.

3. 我的手腕骨折了。

I broke my wrist.

4. 我的手被开水烫伤了。

My hand was scalded with boiling water.

5. 我感到既想呕吐，又想拉肚子。

I feel like vomiting and having diarrhea.

6. 我有点反胃。

I feel a kind of queasy.

7. 我想买点止痛药。

I'd like some pain killing drugs.

8. 您能告诉我怎么服用吗？

Could you tell me how to use this medicine?

9. 每天吃几次？

How many times a day should I take this medicine?

10. 这药有副作用吗？

Does this drug have any side effects?