

(1) 實用對話 Practical English 實用英語—上班第一天

New Employee :

Do I need to punch in and punch out?

上、下班需要打卡嗎？

Supervisor :

Yes. Here is a punch card.

要，卡片在這裡，

The punch clock is by the door.

打卡鐘在門邊。

New Employee :

What are our working hours?

我們上班時間是幾點到幾點？

Supervisor :

We begin work at nine, and we get off at five-thirty.

我們九點開始上班，五點半下班。

New Employee :

When is our lunch break?

午休是什麼時候？

Supervisor :

Lunch is at twelve.

十二點用餐，

There's also one coffee break at ten-thirty and another at three-thirty.

十點半和三點半還有休息時間。

New Employee :

When is payday?

哪一天發薪水？

Supervisor :

Paychecks come out on the tenth of every month.

薪資於每月十號發放。

New Employee :

Where can I get some stationery?

我要到哪領取文具？

Supervisor :

You can apply for stationery at the receptionist's desk.

你可以到總機接待員那裡申請文具。

New Employee :

Who do I report to?

我對誰負責？

Supervisor :

I am your supervisor, but you will also be working with Ted Green.

我是你主管，不過你也會和泰德葛林共事。

New Employee :

Can you show me how to use the copy machine?

你能告訴我怎麼使用影印機嗎？

It's in Japanese.

上面是日文。

Supervisor :

No problem.

沒問題，

Put the page to be copied facedown, close the cover,

把要影印的頁面朝下，蓋上蓋子，

and then press the green button.

然後按綠色的按鈕。

New Employee :

How do I log on to the company intranet?

我要如何登入公司的內部網路？

Supervisor :

Just type in your user name and password here,

只要在這裡鍵入你的使用者名稱和密碼，

and then click on this icon.

然後在這個圖示上點一下。

New Employee :

Is it possible to apply for new software?

有可能申請新的軟體嗎？

Supervisor :

Yes. Just fill out this form and give it to the administration department director.

可以，只要填寫這份表格，然後交給行政部門主管。

New Employee :

Can you show me how to put paper in the printer?

你可以告訴我印表機怎麼放紙嗎？

Supervisor :

Oh, I usually wait and let someone else do it.

喔，通常我都等別人去放。

(2) 實用對話 Campaigning for Yourself 發表政見

Narrator :

Liveville University's Student Association plans social activities for students.

活用村大學學生會負責為學生規劃社交活動。

Today, the members will elect a new president.

今天，學生會會員要選出新會長，

Denise is going to tell them why they should choose her.

迪妮絲將告訴他們，為何應該投票給她。

The Old President of the Club :

Everybody, let's hear from Denise Harrison.

各位，我們來聽聽迪妮絲哈里遜發表政見，

And please feel free to ask her questions.

也請各位儘管發問。

Denise :

Hi, my name is Denise Harrison, and I want to become your new president.

嗨，我是迪妮絲哈里遜，我希望擔任你們的新會長，

Today I will tell you why.

我今天來告訴大家為什麼應該選我。

To begin with, I have the experience needed to run the student association.

首先，我有管理學生會所需的經驗。

In high school, I was president of the Foreign Language Club and vice president of the Sports Club.

我高中時當過外語社社長和體育社副社長，

In addition, I was secretary of my school's Art Club.

另外，我也當過學校美術社的秘書。

Sam :

You do have a lot of experience, Denise.

迪妮絲，妳有很多經驗，

But can you tell us what you did in these positions?

不過能告訴我們妳在任內做了什麼嗎？

Denise :

Of course.

當然可以，

As president of the Foreign Language Club, I planned special events and organized bake sales to raise money.

我擔任外語社社長時，籌劃過一些特別的活動，和發起烘焙義賣會募款。

In the Sports Club, I helped set up sports matches with other schools.

我在體育社裡，協助和別校聯繫比賽事宜，

I'm happy to say that these activities were very successful.

我很高興這些活動都十分成功，

In the Foreign Language Club, we raised more than seven hundred dollars.

在外語社，我們籌了七百多元，

We used that money to set up a small library.

我們用那筆錢成立了一座小型圖書館。

Sam :

That's great.

很好，

But tell us some more about you.

但多說些關於妳自己的事吧。

Denise :

Well, first of all, I love organization.

嗯，首先，我很喜歡組織，

I can't sit still if something needs to be organized.

只要遇到雜亂無章的事情我就沒辦法坐視不管。

Second, I'm a hard worker.

第二，我工作努力，

I can't rest until a job is done.

我在完成工作前絕不懈怠。

And third, I'm a people person.

第三，我喜歡與別人互動，

I love working with people.

我喜歡跟人一起工作。

Sam :

Now, here is the question that is on all of our minds.

現在問妳一個我們大家都很關心的問題，

If you become the president of our association, will you plan study events, or picnics and barbecues?

妳如果當上會長，會籌劃讀書會還是野餐烤肉？

Denise :

Oh, picnics and barbecues.

哦，野餐烤肉啊，

Students already study too hard.

學生唸書已經很辛苦了，

Sometimes, we need to relax and have some fun.

有時我們需要放鬆，好好玩玩。

Sam :

You've got my vote!

我會投妳一票的！

(3) 實用對話 Do-It-Yourself Travel: Part A 自助旅行 Part A

Narrator :

Tony and Carol are relaxing at home.

湯尼和卡蘿在家休息，

Carol gets up and turns on the computer.

卡蘿起身，然後打開電腦。

Tony :

What are you doing?

妳在幹嘛？

Carol :

Well, our vacation is coming up.

我們的假期快到了，

I thought instead of using a travel agent, we could plan our trip ourselves.

我覺得與其找旅行社，不如我們自己計畫行程。

Tony :

What? Do you mean DIY travel?

什麼？妳是指自助旅行嗎？

Carol :

Right. We can do everything on the Internet, even book flights.

沒錯，我們可以透過網路搞定所有的事情，就連訂航班也沒問題。

Tony :

Do you think it's safe?

妳覺得這樣安全嗎？

I don't trust the Internet.

我不相信網路。

I'd rather deal with a live human.

我寧願跟個真人接洽，

And besides, it's probably difficult to do.

而且，網路應該沒那麼簡單吧？

Carol :

Don't worry. Do-it-yourself travel is easy.

別擔心，自助旅行既容易

And it's safe.

又安全，

I'll show you.

看我的。

(4) 實用對話 Do-It-Yourself Travel: Part B 自助旅行 Part B

Narrator :

Tony looks on as Carol surfs the Internet.

在卡蘿瀏覽網頁時，湯尼在旁邊看著。

Carol :

Check out this Web site.

你看這個網站，

We can enter our travel dates here.

我們可以在這裡輸入出遊的日期。

Tony :

And we can see the flights that are available here.

我們也可以從這裡看出有空位的航班。

Carol :

Right. The cheapest tickets are at the top.

沒錯，最便宜的機票都在最上面。

Tony :

Hey! And there are some links to hotels.

嘿！還有一些連結到旅館的網站。

Carol :

And we can buy travel insurance online.

我們也可以在線上購買旅遊保險。

I'll click here for information about traveler's checks and visas.

點選這裡會有關於旅行支票和簽證的相關資料。

Tony :

Wow! Is there anything we can't do online?

哇！還有什麼是用網路做不到的嗎？

Carol :

Well, there is one thing -- pack!

有一件事——就是打包行李。

(5) 實用對話 Business Presentation 用英語做簡報

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Alec, the manager of the sales department, has called an important meeting.

銷售部門的經理艾力克召開了一個重要會議。

Great news, everyone: Last month, we set a new sales record.

各位，好消息：上個月，我們創下新的銷售紀錄。

As you can see from this graph, July brought in over two million dollars in sales.

各位可以從這張圖表看到，七月份我們所賺的銷售額超過了兩百萬元。That's a vast improvement on last year, so, well done to you all.

比起去年這是非常大的進步。所以，各位表現得非常好。

But let's not get complacent; if you look at this chart, you will see that, although we're currently beating all the other branches, Bayside and Glenview are right on our heels.

但是我們不要太自滿；如果各位看這張圖表，就會發現雖然我們目前打敗其他的分店，但貝賽德與格林威都緊追在後。

Now, let's look at individual performances.

現在我們來看一下個人表現。

As you can see in this slide, all the salespeople made their quotas.

從這張幻燈片上各位可以看到，全部的業務員都達到了他們的配額。

As this pie chart shows, the top salesperson in July was Terry, who also achieved his personal best in monthly sales figures. Good job, Terry.

這張圓餅圖顯示，七月份第一名的銷售員是泰瑞，他同時也達到了個人的最佳月銷售數。做得好，泰瑞。

The only dark cloud is expenses: they're way too high, people.

唯一烏雲罩頂的是費用支出：各位，我們的費用支出實在是太高了。

Sales are nothing without profits, so let's keep an eye on those costs.

銷售講求的無非是利潤，所以我們要注意開銷。

For your hard work, you'll get two rewards.

由於各位盡心盡力的工作表現，你們將獲得兩項獎勵。

The first is a bonus, based on individual sales.

一是根據個人銷售業績所給的獎金。

The second is a new set of sales goals.

二是一套新的銷售目標。

We surpassed them last month, so I'm sure you'll rise to the challenge if I raise the bar a little for this month.

我們已經超越了上個月所有的目標，所以我相信如果我將這個月的目標門檻提高一些，你們一定能接受這個挑戰。

Congratulations, everyone -- now let's get back to work!

恭喜各位——現在，我們回去工作吧！