

商用英文會話實務範例—海外出差

資料來源: LiveABC 搶救上班族英語<<商業會話篇>>

[1] 搭機入境通關

海 關: What is the purpose of your trip?

出差者: I am here on business

海 關: How long are you planning to stay?

出差者: About three days. My return flight is on Wednesday.

海 關: Where are you going to stay?

出差者: I have reservations at the Sheraton Hotel. (喜來登)

海 關: Do you have anything to declare?

出差者: No, this camera is for my own personal use.

海 關: How many bags will you be checking in?

出差者: I have two check-in bags and one carry-on bag.

[台灣著名的 Hotel]

Howard 福華飯店

Ambassador 國賓大飯店

Shangrila's

香格里拉大飯店

The Landis 亞都麗緻飯店

Tempus 永豐棧酒店

Hotel One 亞緻飯店

Evergreen 長榮酒店

[2] 請旅行社代訂旅館機票

旅行社=Travel Agent 出差者: Paul

出差者: Hi, Paul Johnson here. I have to go to Brisbane on business, and I'll need to book a flight and a hotel.

旅行社: When would you like to fly ?

出差者: Honestly, never.

But, since I have to, I want to leave Saturday and return next Wednesday.

旅行社: That's Saturday the eighteenth and Wednesday the twenty-second.

What airline would you like to fly? And what class?

出差者: Pan Sky—I hear they're the safest. And I want to fly business class.

旅行社: O.K. Let me check flight availability. Do you prefer any particular hotel?

出差者: I'd like to stay in a hotel in the business district. Please ask for a non-smoking room.

旅行社: The EastIn is offering a good deal for a multiple-day stay.

出差者: Great.

旅行社: Will you need to rent a car?

出差者: Yes. I'd like a four-door sedan.

旅行社: I'll make reservations for you and send you an itinerary. Anything else?

出差者: How about... a free upgrade to a presidential suite with a hot tub?

[3] 機場通關 安檢人員=security agent

安檢人員: Let me see your passport and boarding pass?

出差者: Here you are.

安檢人員: Thank you. Place your jacket and carry-on here and walk slowly through the metal detectors.

出差者: O.K. **(metal detector beeps)**

安檢人員: Sir, please step over here. Take off your shoes and belt and make sure you take out keys and any coins from your pockets.

出差者: You want me to take off my shoes?

安檢人員: Yes. And walk through the detector again. ?

出差者: (Signs and thinks to himself) If this takes any longer, I'm going to miss my darn flight.

安檢人員: Open the bag sir and turn on your laptop, please. Also your cell phone and any other electronic devices you are carrying.

出差者: I have to turn on my laptop?

安檢人員: What is in this pocket?

出差者: It's just my Swiss army knife.

安檢人員: I'm sorry, sir. It's against federal regulations to carry such an item aboard an aircraft. I'll have to confiscate it. Thank you. You may go now.

出差者: I guess you can never be too safe.

[4] 在旅館裡 櫃台人員=Desk Clerk 出差者: Paul

出差者: Hi, I have a reservation. Johnson—Paul Johnson.

旅行社: Let me see... ah, yes, Mr. Johnson. We have a single smoking room for you?

出差者: Wait. I was supposed to have a nonsmoking room.

旅行社: Oh, really? There must have been a mistake in the reservation. Just a moment, please.

出差者: (Thinking) This isn't getting off to a good start.

旅行社: O.K. the mistake was ours, so we'll give you a free upgrade to one of our business suites.

出差者: A business suite?

旅行社: Yes, it has a separate living room, a private spa, a stereo, a computer,

and a balcony overlooking the pool.

出差者: I could get used to that.

旅行社: We'll take your bags to your room. In the meantime, I'll need you to fill out this registration card?

出差者: All right.

旅行社: While you're here, be sure to take advantage of our hotel facilities—a full gym, message by appointment, business center, and twenty-four-hour room service.

出差者: (Thinking) I should just lounge around here and skip my client meetings.

[5] 與客戶會面 出差者: Michael 顧客名字=Randall

Michael: I understand you've been having problems with your orders.

Randall: Yes. Shipments have been arriving late, and we had to spend lots of time and effort to find out when we would be able to receive them.

Michael: I've looked into it and learned that the problems are due to new security measures.

Randall: I know—because of terrorism. But we still need to find ways to get around this. Otherwise, we'll lose business.

Michael: To address the problem, we've actually set up a whole new shipping system.

Randall: How does it work?

Michael: To begin with, all product-tracking information will be computerized and linked to our network.

Randall: Sounds like a good start.

Michael: And shipments can be tracked from warehouse to final destination, and you can view their progress twenty-four hours on a special internet site.

Randall: Will, hopefully that'll solve our problems! Thanks for coming out, Paul.

Michael: Not a problem, Randall. Your business is extremely important to us.
(Thinking) Super Paul to the rescue. Maybe business trips aren't so bad after all.

[安排交通工具] 櫃台人員=Desk Clerk

櫃台人員: Where can I catch the airport shuttle?

出差者: You can catch the shuttle in front of the train station.

櫃台人員: I would like to rent a car for three days, what are your rates?

出差者: Twenty-five dollars per day. You can also purchase accident insurance for an extra five dollars.

[訂房及登記住房時] 櫃台人員=Desk Clerk

櫃台人員: What kind of room would you like?

出差者: I would like a single room with a view.

櫃台人員: Welcome to the WestIn. How may I help you?

出差者: I like to check in. I have a reservation in the name of James.