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live pen

點讀筆

【數位學習版】

本書內容支援發音點讀筆

內附雙重功能 DVD-ROM

1. 電腦互動光碟 2. 課文朗讀 MP3

上班族不能不會的 海外出差 商展英語

Business Language You Need to Know

景氣不好！薪資倒退！快學好英語讓自己更具競爭力

看影片
學英語
實用又有趣



機場英語



商務會議



展銷英語



談判英語

想成為商務菁英、邁向國際市場，**英語就要比人強**
本書讓你快速具備英語優勢，**和全球客戶做生意**

Section 1 圖解出境大廳 ● 介紹同仁好用句 ● 飯店名稱正確唸法 ● 租車保險類別 ● 用英語導覽公司 ● 商討合約實境秀 ● 合資英語補給站 ● 企業合作面談 ● 突發英語好用句

Section 2 看懂展覽資訊 ● 展場協調名言打氣動力包 ● 展位好好說 ● 初次佈展八大要訣 ● 記者會現場實錄 ● 圖解商展現場 ● 現場展售關鍵速效句 ● 行銷4P必背句 ● 省錢展覽行銷秘笈

LiveABC

英語數位學習第一品牌

CHAPTER

1

Arranging a Business Trip

行前確認





行前英文點點列

PLAY
ALL

出差之前需先跟對方確認航班及行程表內容，以便對方作接機安排。出差行前確認內容範例如下：

✓ 1. Flight plans

* EZ Airways

* Arrive: Monday the 10th, 7:30 a.m.

* Depart: Thursday the 13th, 7:00 p.m.

航班資料

* EZ航空

* 抵達：十號星期一，上午七點三十分

* 離開：十三號星期四，晚上七點

✓ 2. Schedule

Monday: Meet with office staff, financial-planning meeting.

Tuesday: Training sessions on the new program.

Wednesday: Factory visit.

Thursday: Open. I've left this day open so we have time to tie up loose ends.

行程表

星期一：和公司員工見面、財務規劃會議。

星期二：新方案的訓練講座。

星期三：參觀工廠。

星期四：開放。我把這天空出來，好讓我們有時間處理枝節問題。

✓ 3. Airport pickup & car rental

Q: Will someone be picking me up, or should I rent a car at the airport?

A: Marsha will bring you to the office. We'll give you a company car for the rest of your stay.

機場接送&租車事宜

Q: 有人會來接我嗎？還是我該在機場租車？

A: 馬莎將會帶您來公司。在您停留的其他時間我們會派給您一輛公務車。

We've arranged a meeting at your locale. I'd like to confirm the details.

我們已安排在你們那兒開會。我想確認細節。

I think this might be a good time for a visit. What do you think?

我想這可能是個拜會的好時間。您意下如何？

I'll be in your area at the end of September. Would it be convenient if I stopped by?

我九月底會到你們那裡。若我順道拜訪方便嗎？

Is everything still A-OK for my visit next week?

我下週的拜訪事宜都沒問題吧？

I've heard so much about your facilities. Would you mind if I came by to see for myself?

久聞許多有關你們設施的事。您會介意我親自去看看嗎？



1-1

與旅行社接洽

Contacting the Travel Agent

Track 01



哈寇特先生 (Harcourt) 將前往澳洲拜訪客戶，他交代秘書蓋瑞 (Gary) 向旅行社詢問機位與飯店住宿等資訊。

H = Harcourt G = Gary TA = Travel Agent

H: I'll be in Midland next week, Gary, to meet with our new clients. Would you get me some flight options¹ and a few hotel recommendations²? I'll make the choices a little later.

G: Yes, Mr. Harcourt. Which airline do you prefer and what day do you want to fly?

H: I don't care which airline and I'll need to fly on Wednesday or Thursday.

G: I'm on it, sir.

(Gary returns to his desk and dials the phone.)

TA: Good morning, Empire³ Travel. How may I help you?

G: Good morning. I'd like information on flights to Midland, Australia, please.

TA: Certainly. When would you be traveling, sir, and how many in your party⁴?

G: Just one next Wednesday or Thursday. The airline doesn't matter.

蓋瑞，下週我要去密德蘭見新客戶。麻煩你提供我一些飛航班次及飯店住宿的建議，我晚點兒再作決定。

好的，哈寇特先生。您想搭乘哪家航空公司的班機？哪天出發呢？

哪家公司我都無所謂，不過我得在星期三或星期四出發。

我知道了，老闆。

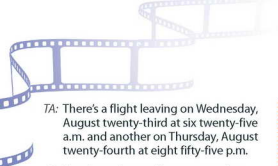
(蓋瑞回到座位上撥電話)

早安，這裡是皇家旅遊。有什麼我能為您效劳的呢？

早安，我想詢問飛往澳洲密德蘭市的航班資訊，麻煩你。

沒問題。先生，您何時啟程？一行人共有幾位？

只有一位，下週三或週四飛。皇家航空公司都可以。



TA: There's a flight leaving on Wednesday, August twenty-third at six twenty-five a.m. and another on Thursday, August twenty-fourth at eight fifty-five p.m.

G: Are there plenty of seats or are they heavily **booked**⁵?

TA: There are plenty of seats on both flights, sir.

G: And would you please give me the names of a downtown hotel and one east of the city?

TA: Very well. The Alexander Hotel is downtown. It has four stars and includes two restaurants, twenty-four-hour room service, a **gymnasium**⁶, and Olympic-size swimming pool. The **Duchess**⁷ Hotel is twenty minutes east of downtown and has five stars. It has six restaurants, room service, a shopping mall, nightclub, and free **valet service**⁸.

G: That's great, thank you. I'll call you back when we've decided.

八月廿三日週三早上六點二十五分有一班；另一班則是八月廿四日星期四晚間八點五十五分。

班機位子還不多，還是快訂滿了？

先生，兩個航班的機位都還很多。

那麼，麻煩你各推薦一家市中心及市區東邊的飯店給我。

好的。亞歷山大飯店位於市中心，屬四星級，有兩個餐廳、廿四小時客房服務、一座健身房和奧運標準泳池。公爵飯店則是從市中心往東車程約二十分鐘，屬五星級、有六個餐廳、客房服務、一座購物中心、俱樂部以及免費泊車服務。

太棒了，謝謝你。我們決定後我會再回電給你的。

Vocabulary

▶ PLAY ALL

1. **option** [ˈɒpʃən] *n.* 選擇

2. **recommendation** [ˌrekəməˈnɛʃən] *n.* 推薦；建議

3. **empire** [ˈɛmpaɪr] *n.* 帝國

4. **in (one's) party** (共同工作或行動的) 一夥人；一行人

5. **book** [bʊk] *v.* 預定；登記

6. **gymnasium** [dʒɪmˈnɛziəm] *n.* 健身房 (簡稱 gym)

7. **duchess** [ˈdʌtʃɪs] *n.* 公爵夫人；女公爵

8. **valet service** [væˈleɪ] [ˈsɜːvɪs] 泊車服務



撰

寫

行程確認信

行程確認信必備句型

PLAY
ALL

STEP

1

State the purpose 表明來信目的



I am writing on behalf of (name) to provide you with details of his/her itinerary while in (place).

謹代表（人名）致函提供其（地點）之旅的行程細節。

- I am writing on behalf of Ms. Johansson to provide you with details of her itinerary while in Brussels.

謹代表喬翰森女士致函提供其布魯塞爾之旅的行程細節。

I plan to be in (place) from (date) to (date) to ...

我計畫（日期）至（日期）到（地點）……

- I plan to be in Sydney from October 20 to 24 to discuss the latest developments with the Hitchens account.

我計畫十月廿日至廿四日到雪梨和希欽斯這家客戶討論最新進展。

STEP 2

Items to confirm

說明確認事項（如：航班、行程、下榻飯店等）



(Name) is booked for a **(number-night)** stay at hotel **(name)**.

（人名）預定在（飯店名）下榻（……個）晚上。

速效替換字：

- scheduled [ˈskedʒɪd]
- set

- Mr. Street is booked for a two-night stay at the Royal Hotel.
史崔特先生預定在皇家飯店下榻兩晚。

I hope we can arrange to meet on (date) if that is convenient.

方便的話，我希望我們可以安排（日期）會面。

- I hope we can arrange to meet on November 11 if that is convenient.

方便的話，我希望我們可以安排十一月十一日會面。

加分替換寫法：

- if your schedule permits
如果你的行程允許的話
- if that is all right with you
如果你覺得可以的話

STEP 3

Welcome further inquiry 歡迎對方進一步詢問



If you have any questions, please don't hesitate to call me at (phone number) or e-mail (e-mail address).

如果您有任何問題，請隨時撥打電話號碼（這支電話）給我或來信至（電子郵件信箱）。

- If you have any questions, please don't hesitate to call me at 02-2341-7707 or e-mail gstewart@smithersbooks.org.

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這支電話給我或來信至 gstewart@smithersbooks.org。

