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【數位學習版】

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# 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，晚上十點

## 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？還是我要在機場租車？

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？

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

我下週的拜訪事宜都沒問題吧？

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？

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

PLAY ALL

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 options<sup>1</sup> and a few hotel recommendations<sup>2</sup>? 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, Empire<sup>3</sup> 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 party<sup>4</sup>?

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？

哪家航空公司我都無所謂，不過我得在星期三或星期四出發。

我知道了，老闆。

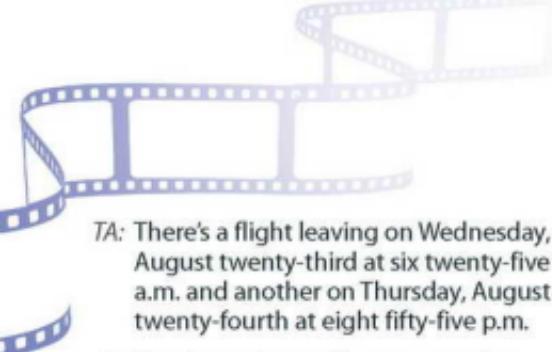
(蓋瑞回到座位上接電話)

早安，這裡是皇家旅遊。有什麼我能為您效勞的呢？

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。哪家航空公司都可以。



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<sup>5</sup>?

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<sup>6</sup>, and Olympic-size swimming pool. The Duchess<sup>7</sup> 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<sup>8</sup>.

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。

班機位子還多不多，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。亞歷山大酒店位於市中心，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。女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. <b>option</b> [əpʃən] <i>n.</i> 選擇                     | 5. <b>book</b> [buk] <i>v.</i> 預定；登記                        |
| 2. <b>recommendation</b> [rekə'men`deʃən] <i>n.</i> 推薦；建議 | 6. <b>gymnasium</b> [dʒɪm'neɪzəm] <i>n.</i> 健身房<br>(簡稱 gym) |
| 3. <b>empire</b> [əm'paɪər] <i>n.</i> 帝國                  | 7. <b>duchess</b> [dʌfɪs] <i>n.</i> 公爵夫人；女公爵                |
| 4. <b>in (one's) party</b> (共同工作或行動的)<br>—夥人；一行人          | 8. <b>valet service</b> [va`le] [səvɪs] 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 [skedʒuəld]
- 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](mailto:gstewart@smithersbooks.org).

如果您有任何問題，請隨時撥打 02-2341-7707  
這支電話給我或來信至 [gstewart@smithersbooks.org](mailto:gstewart@smithersbooks.org)。