

影片 + 圖解 + 實景會話 三種學習要素，
讓你快速成為「職場英語通」！

LIVE PEN
點讀筆



【點讀擴編版】

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 for PC 2. 朗讀 MP3

上班族不能不會的 商務社交 職場英語

ENGLISH FOR TODAY'S WORK ENVIRONMENT

4大主題
影片教學
身歷其境

職場英語



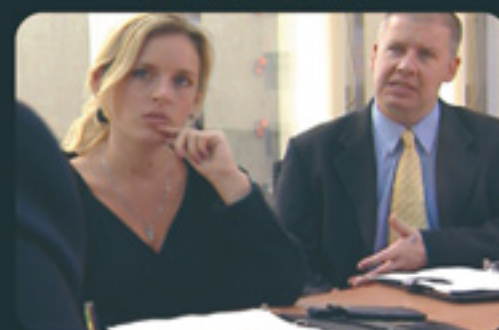
出差英語



社交英語



商務英語



go for the jugular 切入要點

Since Randy was having such a great conversation with his boss, he decided to go for the jugular and ask for a raise.

trade in 折抵；換購

Every three years I trade in my current car for a new model.

sweeten the deal

使交易、買賣更吸引人

They Kirby Company is more likely to buy from us if we can sweeten the deal.

in a nutshell

簡而言之；大致說來

To put it in a nutshell, we're number one this year.

- 圖解單字、好學好記，迅速累積單字量
- 上班族最常用的英語實用場景，實戰教學

逆轉英語力、進擊職場、
升官加薪、走出國際，就靠這一本！

LIVEABC

英語數位學習第一品牌

1-2

辦公室英語 Office Talk



- Part A 申購物品
- Part B 反應問題
- Part C 汰換電腦

圖解辦公用品



① **file folder** [faɪl] [ˈfoldə] 文件夾

② **pencil sharpener**
[ˈpensl] [ˈʃɑrpənə] 削鉛筆機

③ **sticky note**
[ˈstɪki] [not] 自黏式便條紙

④ **date book**
[det] [buk] 行程簿；記事本

⑤ **copy machine / copier**
[ˈkɑpi] [məˈʃɪn] / [ˈkɑpiə] 影印機

⑥ **tape dispenser**
[tep] [diˈspensə] 膠台

⑦ **stapler** [ˈsteplə] 釘書機

⑧ **staples** [ˈsteplz] 釘書針



9 **fax machine** [fæks] [məˈfɪn] 傳真機

10 **binder** [ˈbaɪndə] (有孔) 檔案夾

11 **correction tape**
[kəˈrɛkʃən] [tɛp] 修正帶

12 **yellow pad**
[ˈjɛloʊ] [pæd] 橫條備忘紙 (常為黃色)

13 **binder clip** [ˈbaɪndə] [klɪp] 長尾夾

14 **thumbtack** [ˈθʌm.tæk] 圖釘

15 **paper clip** [ˈpeɪpə] [klɪp] 迴紋針

16 **(Scotch) tape**
[skatʃ] [tɛp] (3M) 透明膠帶

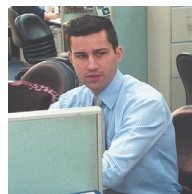
17 **label** [ˈleɪbəl] 標籤

1-2 辦公室英語

Office Talk

Part A

申購物品



PLAY
ALL

Track 03

雷的部門所申請的光碟片經常不夠用，同事丹建議他向經理菲爾報告，以便簽核申購……

Ray = R Dan = D Phil = P

R: Man! We're **out of** disks again. I had to go get more last month, too.

D: Really? Maybe you should talk to Phil about it. I'm sure he can help us **work out** something **out**.

R: Good idea. I'm **gonna** go talk to him now.

D: Hey, could you tell him I'd like to talk to him about the new clock-in system?

R: No problem.

(at Phil's office)

R: Hey, Phil. Do you have a minute?

P: Sure, Ray. What's up?

R: Nothing **major**¹. It's just that my department keeps running out of disks before we get the order each month. Do you think we could start ordering more?

P: Sure, how many more do you think you'll need?

天哪！我們光碟片又用完了。我上個月也得去多買一些。

真的嗎？或許你該和菲爾談談，我相信他能幫我們處理。

好主意，我現在就去找他談。

嘿，可以告訴他想和他談關於新打卡制度的事嗎？

沒問題。

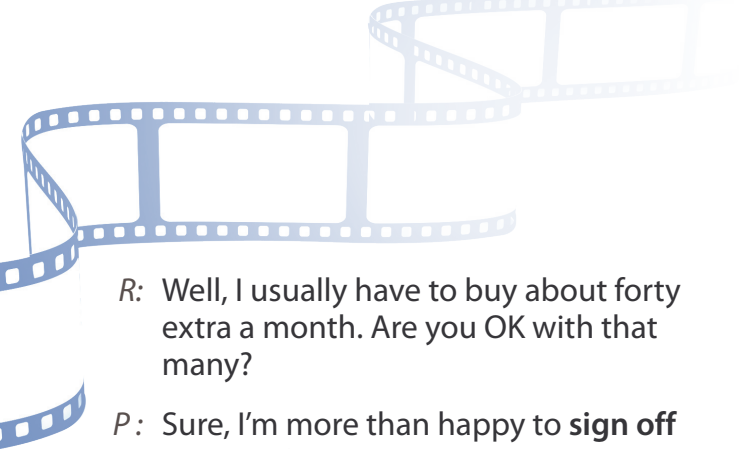
(在菲爾的辦公室裡)

嘿，菲爾。你有空嗎？

當然，雷。有什麼事嗎？

沒什麼重要的事，只是我們部門老是在每個月拿到訂購的光碟片之前就用完了。你覺得我們可以著手加訂嗎？

當然可以，你認為需要加訂多少？



R: Well, I usually have to buy about forty extra a month. Are you OK with that many?

P: Sure, I'm more than happy to **sign off on**² that for you.

R: Um, who do I tell about that?

P: Denise does the ordering, and she'll make the change on the order form. Bring it to me and I'll sign off on it.

R: Is there anything else I need to do?

P: I think that should do it.

R: Great, thanks for that.

P: No problem. Everything else OK?

R: Yeah. Uh, wait. Dan wanted me to tell you he would like to talk to you about the clock-in system.

P: OK. I'm not too busy now. Could you tell him to come see me if he's free?

R: Yep, I'll let him know.

嗯，我通常每個月得多買大約四十片左右。這樣的數量你看可不可以？

可以，我非常樂意幫你簽核。

那我要知會誰？

丹妮絲負責訂購事宜，她會在訂購單上作更改。把單子拿給我，我會上面簽核。

我還需要做些什麼？

我想這樣就行了。

太好了，謝啦。

哪裡，其他都沒問題嗎？

是啊，呃，等等。丹要我告訴你他想和你談談關於打卡制度的事。

好，我現在不是很忙。麻煩你轉告他，如果有空就來找我。

好，我會告訴他。

Vocabulary

1. **major** [ˈmeɪdʒə] *adj.* 重要的；主要的
Currently, layoff decisions are a **major** issue for the company.
2. **sign off on** 簽名核准
The CEO **signed off on** Hannah's promotion.

Notes

- ◆ gonna [ˈɡɒnə] 為口語用法，意同 going to，只能用於未來式，其後須接原形動詞。

1-2 辦公室英語

Office Talk



Track 04

Part B

反應問題



丹向菲爾反應無法適應新的上班時間，並提出理由，期望能做調整……

Dan = D Phil = P

(at Phil's office)

D: Hey, Phil. Ray said you were free?

P: I am. Come in.

D: I'm having some trouble getting in on time with our new hours. I was **wondering**¹ if we could work something out.

P: Sure, what's the problem?

D: Well, my wife and I both need to be in to work at the same time. And we need to get the kids to school. There doesn't seem to be a way to do both. Do you think I could come in later?

D: Yes, of course. We'll just need to **fill out**² this form. What time can you be in?

D: I can be here by nine thirty.

P: That's a little too late. I thought you'd only need about fifteen minutes.

(在菲爾的辦公室裡)

嘿，菲爾。雷說你有空，是嗎？

是啊，進來吧。

新規定的上班時間令我很難能夠準時進公司。我在想我們是否能想辦法解決。

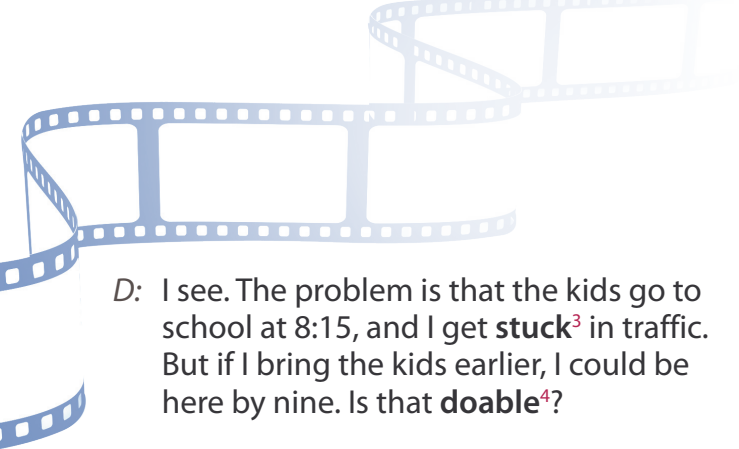
當然，問題出在哪兒？

我太太和我都必須在同一時間到公司上班，而我們還得送孩子上學。似乎沒有兩全其美的辦法。你覺得我可以晚點來嗎？

當然可以，我們只須填好這張表格。你何時能進來？

我可以在九點半前到。

這樣有點晚，我認為你大約只需要十五分。



D: I see. The problem is that the kids go to school at 8:15, and I get **stuck**³ in traffic. But if I bring the kids earlier, I could be here by nine. Is that **doable**⁴?

P: Nine's fine. OK, sign here. Bring this to HR, and they'll take care of the rest.

D: Will I be able to start this tomorrow?

P: I don't think that'll be a problem. You can ask Susan in HR to be sure.

D: Is there anything else I need for this?

P: That should do it.

D: Great, thanks. This'll **make it easier on**⁵ us.

我明白，問題就出在小孩八點十五分要上學，而我會遇到塞車。但如果我早點送孩子去上學，我就能在九點前到公司，這樣可以嗎？

九點可以。好，在這裡簽名。把表格拿給人資部，他們會處理後續作業。

我可以從明天就開始嗎？

我想不成問題，你可以向人資部的蘇珊作確認。

還需要準備什麼嗎？

這樣就行了。

太好了，謝謝，這可讓我們方便多了。

Vocabulary

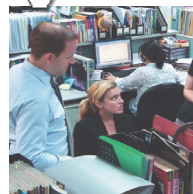
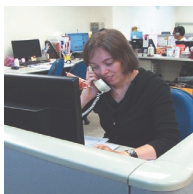
1. **wonder** [ˈwʌndə] v. 納悶；想知道
I **wonder** if they sell maps at this gas station.
2. **fill out** 填寫
Please **fill out** this application before your job interview.
3. **stick** [stɪk] v. 【口】被……困住（stuck 為過去式及過去分詞）
Many people are **stuck** in their homes because of the storm.
4. **doable** [ˈduəbəl] adj. 可做的；可行的
Do you think that project is **doable**?
5. **make it easier on (someone)** 減輕（某人的）痛苦或憂慮
Hiring temps **makes it easier on** an overworked staff.

1-2 辦公室英語

Office Talk

Part C

汰換電腦



PLAY
ALL

Track 05

珍向菲爾反應電腦老是當機，菲爾請工程師艾蜜莉進行檢查，而後珍提出更換新電腦的要求……

Phil = P Emily = E Jane = J

P: (dials phone) Hey, Emily. We've got a computer problem. Jane's computer's freezing up¹.

E: Again?? Is it happening as soon as she turns it on?

P: I'm not sure. I haven't talked to her yet. Could you come take a look at it?

(at Jane's desk)

E: I'm starting to think you're doing this on purpose.

J: Hi, Emily. **Work your magic.**

E: I assume you tried restarting it?♦

J: Yep. Nothing happened.

E: Did it happen right after you turned it on?

J: Pretty much. Is that a bad sign?

E: Not good.

P: Do you think it'd be a good idea to replace it?

(撥電話) 嘿，艾蜜莉。我們的電腦出了問題，珍的電腦當掉了。

又當掉?? 是不是只要她一開機就會這樣?

我不確定。我還沒和她談。麻煩妳過來看一下。

(在珍的座位上)

我開始認為妳是故意這樣做的喔。

嗨，艾蜜莉，看妳的囉。

我想妳有試過重開機，對吧?

是啊，情況沒改變。

妳一開機後就有這樣的情形嗎?

差不多，這是不好的徵兆嗎?

是不好。

妳覺得換一台好嗎?



1. (be) out of 用光；賣完；缺少

此片語有多種意思，常見的還有「自……離開」、「超越（某範圍）」等。對話中則指東西用完了，亦可說成 **run out of**。

- The restaurant was **out of** soup, so I opted for a salad.
餐廳的湯賣完了，所以我選沙拉。

2. work out 解決難題；想出答案

此片語除對話中指「解決（問題等）」，其他常見的意思還有「（計畫、情況）進展順利；成功」、「健身；運動」等。

- Don't worry! We can **work it out**!
別擔心！我們可以一起把問題解決的！
- Jenny hoped to study abroad last summer, but it didn't **work out**.
去年暑假珍妮想出國唸書，但沒能實現。
- Ian **works out** at least three times a week.
伊恩一星期至少健身三次。

3. Work your magic. 看你的囉。（使出你的看家本領）

work one's / something's magic 指運用個人或某事物的特有本領或功能，以解決或改善某種情況。其他和 **magic** 相關的用語還有 **magic touch**「兩把刷子」及 **work like magic**「效用出奇地好」。

- This virus-protection program is great. Just install it and let it **work its magic**.
這套防毒程式相當好用，安裝好後就能發揮極大效用。
- Sarah can fix almost any computer. She really has the **magic touch**.
莎拉幾乎什麼電腦都能修。她真有兩把刷子。

延

伸

學

習

辦公室實用句



來看看如何用英文表達辦公室裡的大小行政庶務。

Every CD must have a label on it, clearly stating the contents.

每片光碟都要貼上標籤以清楚標示內容。

Documents that are never to be shared again should be fed into the paper shredder.

不得再次公開的文件都應放進碎紙機裡銷毀。

Information meant for all employees is posted on the employee bulletin board.

要給所有員工看的訊息都貼在職員布告欄上。

Please make a photocopy of your license and give it to HR.

請將你的證件複印一份並交給人資部。

The monthly reports are put in a binder and filed by year.

月報告放在檔案夾裡依年份歸類。

Last year's cases are in the file cabinet; older cases are in the archives*.

去年的案子在檔案櫃裡；比較舊的案子則在資料庫裡。

* **archive** [ˈɑrkaiɪv] *n.* 歷史性的文件或記錄；檔案保管處；資料庫（常用複數形）

Section

01

Workplace English
職場英語

1-2

辦公室英語