

<<现代交往礼仪英语口语>>

图书基本信息

书名：<<现代交往礼仪英语口语>>

13位ISBN编号：9787561116791

10位ISBN编号：7561116799

出版时间：2005-5

出版时间：大连理工大学出版社

作者：常骏跃

页数：281

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

## <<现代交往礼仪英语口语>>

### 内容概要

《大家说英语》系列丛书的目的就在于为学习者训练“说”的技能创造一些有利的条件。

《大家说英语》系列丛书是一经出版就以其对话简洁、重点突出、语言地道、设计系统、语境典型、录音纯正等众多特点受到读者的欢迎。

从出版到现在，短短的五年里服务读者数以十万计，而且也已经成为很多作者研究、模仿的对象。目前这套丛书已经出版了第四版，这在同类图书中是极为少见的。

《现代交往礼仪英语口语》注重特定场合下得体语言的掌握。

全套书既相互独立，又各有侧重，但都服务于英语口语技能培养这个主题。

## &lt;&lt;现代交往礼仪英语口语&gt;&gt;

## 书籍目录

序前言Part 1 日常交往1.见面时Meeting People2.拜访时Visiting People3.开始交谈时Starting a Conversation4.称呼他人时Addressing People5.打招呼时Greeting People6.自我介绍或介绍他人时Introducing People7.寻找话题时Finding Conversation Topics8.打断他人时Interrupting People9.听话与插话时Listening and Cutting in10.做出否定性回答时Making Negative Responses11.回答带有怀疑时Making Skeptical Responses12.约会时Making Appointments13.取消或改变约会时Canceling or Changing Appointments14.结束谈话时Concluding a Conversation15.道别时Saying Leave16.道歉时Apologizing to Someone17.争辩时Arguing with Someone18.询问或表达意图时Asking About and Expressing Intention19.请求允许时(一)Asking and Offering Permission(I)20.请求允许时(二)Asking and Offering Permission( II)21.抱怨时Complaining to Someone22.称赞时Complimenting Someone23.表达妥协时Compromising to Someone24.祝贺时Congratulating Someone25.安慰他人时Consoling Someone26.反驳他人时Contradicting Someone27.纠正他人错误时Correcting Someone28.批评他人时Criticizing Someone29.对他人观点表示怀疑时Expressing Disbelief30.表达无聊时Expressing Boredom31.表达好奇时Expressing Curiosity32.表达不同意见时Expressing Disagreement33.表达失望时Expressing Disappointment34.表达恼怒时Expressing Irritation35.表达偏爱时Expressing Preference36.表达同情时Expressing Sympathy37.征求意见时(一)Getting and Expressing Opinions(I)38.征求意见时(二)Getting and Expressing Opinions( II)39.提出意见和建议时(一)Giving Advice and Suggestions(I)40.提出意见和建议时(二)Giving Advice and Suggestions( II)41.邀请时Inviting Someone42.提出帮助时Offering Help43.劝说他人时Persuading Someone44.指出误解时Pointing Out Misunderstandings45.请求帮助时Asking for Help46.致谢时Expressing Gratitude47.威胁他人时Threatening Someone48.催促他人时Urging Someone49.使用委婉语Using Euphemism50.警告他人时Warning Someone51.表达担心时Expressing Worry52.生日晚会Birthday Party53.舞会Dance54.婚礼Wedding55.鸡尾酒会Cocktail Party56.大型宴会Banquet57.葬礼Funeral58.馈赠礼物Present-giving59.圣诞节Christmas60.新年New Year61.打工作电话时Making a Business Phone Call62.回工作电话时Answering a Business Phone Call63.请通话人留言时Getting the Caller to Leave Some Message64.与拒绝留言的通话人讲话时Talking to a Caller Who Refuses to Leave a Message65.打录音电话时Talking to an Answering Machine66.终止冗长的交谈时Terminating a Lengthy Phone Call67.与缺乏条理的人谈话时Talking to a Disorganized Person68.与住院的上司或同事通话时Calling a Hospitalized Supervisor or Co-worker69.提醒同事尴尬之事时Reminding a Co-worker of Embarrassing Things70.与健忘的老板交谈时Talking to a Forgetful Boss71.对有关自己私事做出反应时Responding about Your Personal Things72.与有偏见的同事交谈时Talking to a Co-worker Who Has Prejudice73.与做事凌乱的同事交谈时Talking to a Disorganized Co-worker74.不想与别人谈自己的浪漫史时Refusing to Share Personal Romance with Others75.与要接电话的人交谈时Talking to a Person About to Receive a Call76.与被解雇的同事交谈时Talking to a Fired Coworker77.听到同事说脏话时Handling Vulgar Language78.听到流言蜚语时Stopping Gossiping79.有人骚扰时Stopping Harassment80.拒绝跑腿时Refusing to Run Errands81.为顾客服务时Offering Service to Customers82.宣布会议开始时Announcing a Meeting Open83.介绍发言人时Introducing a Speaker84.号召与会者发言时Calling on the Participants to Speak85.提醒发言人时Reminding the Speaker86.缓和争执时Moderating the Dispute87.归纳要点时Generalizing the Points88.维持规定限时Keeping the Allotted Time89.感谢发言人时Thanking the Speaker90.宣布休会或会议结束时Adjourning or Closing a Meeting91.开始口头发言时Beginning a Speech92.启转话题时Turning to a New Topic93.强调重点时Highlighting Ideas94.修正口误时Amending a Slip of the Tongue95.结束发言时Ending a Speech

## <<现代交往礼仪英语口语>>

### 编辑推荐

在英语学习的听、说、读、写四项基本技能中，最复杂的莫过于“说”。其他三项技能都可以独立进行训练，而“说”的训练似乎必然要有语境，有伙伴，当然还需要有扎实的语言基础，掌握足够的语言知识。本书作者常骏跃经过多年教学工作，结合研究和学习的体会，在广泛收集材料的基础上，运用现代语言和外语教学理论的基本原理编写了这几本书，为自学者提供了有益帮助。

<<现代交往礼仪英语口语>>

版权说明

本站所提供下载的PDF图书仅提供预览和简介, 请支持正版图书。

更多资源请访问:<http://www.tushu007.com>